New Barn Farm Cholsey Oxfordshire

Written Scheme of Investigation for an Evaluation

oxfordarchaeology
southsouthsouth

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Client: Andrew Josephs Associates on behalf of Grundon Sand and Gravel Ltd

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Written Scheme of Investigation

New Barn Farm, Cholsey, Oxfordshire

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Centred on SU 5990 8800

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1 Introduction

1.1 Project details

1.1.1 Oxford Archaeology (OA) has been commissioned by Andrew Josephs Associates, on behalf of Grundon Sand and Gravel Ltd, to undertake a 54 trench evaluation of the site of a proposed 33.8Ha gravel extraction site to the north-east of Cholsey, Oxfordshire.

1.1.2 This evaluation follows a Cultural Heritage Assessment by Andrew Josephs Associates (AJA), which was informed by a desk-based assessment and a geophysical survey of the site (AJA 2016). The evaluation will inform the design of a programme of mitigation, which is expected to include the archaeological excavation of any significant sites identified.

1.1.3 All work will be undertaken in accordance with relevant national and local planning policies (National Planning Policy Framework 2012. Department for Communities and Local Government) and with Chartered Institute for Archaeologists Standards and Guidance.

1.2 Location, topography and geology

1.2.1 The site is a single level field, defined on its north-east side by the A4130 Wallingford bypass, on both sides of which is an established tree belt for screening. The south-east side of the site is defined by the Wallingford Road which has a mature hedge along its entire length, at the northern end of which a tree belt has been added. The north-west side of the site is formed by the Cholsey and Wallingford Heritage Railway Line, which originally opened in 1866 and closed to passengers in 1959. The south-west side is defined by a stream in a deep cut (Fig. 1).

1.2.2 The evaluation site has for many years been used for arable cultivation and is currently under a wheat crop which will be harvested by the time the evaluation takes place.

1.2.3 The solid geology of the site comprises chalk of the West Melbury Marly Chalk Formation. This is a sedimentary bedrock formed c. 94 to 100 million years ago in the Cretaceous Period. The superficial geology comprises sand and gravel of the Northmoor Sand and Gravel Member, Upper Facet, which formed in the Quaternary period (British Geological Survey, Geology of Britain Viewer, 2016).

2 Archaeological and Historical Background and Potential

2.1 Introduction

2.1.1 The archaeological and historical background to the site has been described in detail in the Cultural Heritage Assessment (Andrew Joseph Associates, May 2016), on which the following section is based.

2.2 Prehistoric evidence

2.2.1 The Northmoor gravel terrace is the youngest and the most extensive of the gravel terraces of the Upper Thames Valley, as well as the best understood. These gravels were deposited in two distinct phases (first gravel terrace and floodplain gravel) during the Devensian (*c* 75,000 – 16,000 years ago) (Roe 1994, figs 2 and 3). A *bout coupe* handaxe has been reported from deposits underlying coarse gravel thought to be equivalent to the Northmoor Gravel, at Tuckwell's Pit, Radley. The lowest and oldest units of the Northmoor Gravel are usually attributed to cold climate phases within the Middle Devensian (Pettit and White 2012), which would not have significant potential for Palaeolithic archaeology.

2.2.2 A number of early prehistoric sites and features lie within 1km of the site, the earliest of which is the findspot of a Mesolithic tranchet axe (18544) about 400m to the south of the site. Various other prehistoric objects have been dredged from the nearby Thames, including three Neolithic bowls from about 600m to the north-east and Neolithic stone axes from 1km to the south-east (7494) and 300m north-east of the site.

2.2.3 Neolithic sites include a possible hengiform monument (2995), just over 100m north of the site. Some aerial photographs of this feature show what appear to be numerous pits inside the enclosure. A watching brief at White Cross (16420) recorded a pit containing Neolithic or Bronze Age flints, and a ploughsoil flint scatter.

2.2.4 Evidence for Bronze Age activity includes a series of circular cropmarks located on the west bank of the Thames, which are interpreted as barrows. The nearest, which lies 200m to the north of the site, comprises a double ring (8593), the second ring of which was revealed by geophysical survey. A scatter of flint (26137) from the ploughsoil in the same area comprised flakes and cores of late Bronze Age date. The other circular cropmarks in the study area (2687, 2990, 26387, 26388, 28322) are all known from cropmark evidence and lie between 500m and 1km south-east of the site. Two burials excavated in 1936 in a gravel pit (2989) may have been Bronze Age in date as they were found in an area containing several ring-ditches.

2.2.5 Three find spots of Bronze Age material include a miniature axe (15257), found in 1886. About 800m to the north of the site, a group of objects including a middle Bronze Age socketed spearhead, a looped palstave, and a late Bronze Age socketed knife (15809) have been recorded at two locations. A spearhead (7489) was found in 1988 during construction of a water treatment works, c. 800m south-west of the site. Two sites of Bronze Age occupation have been identified, the first (2482), on a former eyot of the Thames about 500m to the east of the PDA, had been known to have produced Bronze Age and Iron Age material as early as the 1940s. Trenching in advance of the Wallingford by-pass produced evidence of structures and revetments and it is suggested these are the remains of a high status site which continues to the east of the river (16523). The other settlement evidence lies about 100m north of the PDA (16524) and comprised pits and gullies along with a large waterhole/pit of late Bronze Age date.

2.3 Iron Age/Roman evidence

2.3.1 Grim's Ditch, a linear earthwork believed to be of Iron Age date, lies about 1km to the east of the site (scheduled monument NHLE1006368). Iron Age artefacts was found at some of the same locations that produced late Bronze Age activity (2482). The possible pit alignment forming part of the ring ditch complex (2995) just north of the site, is also likely to be early Iron Age in date.

2.3.2 Evidence for Iron Age settlement was found in evaluation trenches 600m north of the site, including a roundhouse, post-holes and occupation levels (26339). Occupation evidence found in 1948 during the laying of a gas main (2991) included fire-cracked stone (interpreted as 'pot boilers') and 'abundant' Iron Age pottery sherds. Taken together these sites suggest that there may have a band of later prehistoric settlement in the area of Bradford's Brook. Various undated cropmarks, published in the Thames Gravels Survey (1993) may also be of Iron Age date, including a series of possible field or enclosure boundaries (15391) next to Bradford's Brook. There is evidence that Bradford's Brook is an artificial drainage channel originally dug in the late Saxon/ medieval period (see para 2.4.5), although it is thought to have been created by linking pre-existing natural streams which may well have acted as a focus for prehistoric and/or Roman settlement (Grayson 2004).

2.3.3 Roman find spots of coins and pottery are present within the study area (2225 & 7638, 7920 & 9669). The first entry is for some late Roman pottery recovered in 1960 adjacent to Bradford's Brook, north of the site, and the second is for a stray coin of Constantine I found in Cholsey, 1.4km to the south. A large Roman ditch, dated by pottery finds, was identified during construction of the by-pass (7920). A 'Roman coin' (9669) was recorded in 1881 as being recovered 'from the Winterbrook area'.

2.4 Saxon/Medieval evidence

2.4.1 Although the historic town of Wallingford has produced extensive evidence of Saxon and medieval archaeology, the area within 1km of the evaluation site has produced very limited evidence from this period.

2.4.2 Wallingford lies less than 1km to the north of the site. It is an Anglo-Saxon burh, a fortified town, and its urban area and enclosing walls are Scheduled Monuments (NHLE 10006329 & 1006293). In addition, on the north side of the burh (1.7km from the site), there is the eleventh century castle (NHLE 1006324) which continued to be occupied until the sixteenth century. Wallingford Bridge (NHLE 1006294) has medieval origins, although much altered.

2.4.3 Two finds of Anglo-Saxon metalwork have been dredged from the Thames about 1km to the southeast of the site, including a Scamasax (2204) and a spearhead (2997) both recovered in 1963. The medieval period is represented by medieval ditches (26397 & 27984) found in archaeological evaluation trenches to the north of the site. A medieval seal matrix (27508), found to the west, was recorded under the Portable Antiquities Scheme.

2.4.4 Possible deserted medieval settlements include the site of Mongewell (1089) on the east bank of the Thames, which is now occupied by Carmel College. A second deserted settlement is suspected around Cox's Farm, immediately north-west of the site. The remains were identified by a LiDAR survey, which revealed earthworks of ridge-and-furrow, hollow ways and house platforms (28213).

2.4.5 Documentary research by A.J.Grayson, including consideration of charter bounds, suggests that the line of Bradford's Brook, which forms the present parish boundary between Wallingford and Cholsey, is an artificial drainage channel dug in the late Saxon or early Medieval period (Grayson 2004).

2.5 Post-Medieval evidence

2.5.1 An examination of the historic maps, Rocque 1761 (AJA 2016 Figure.5) and the Tithe Apportionment map of 1842 (AJA 2016, Figure 6), show that the site was part of an open field system divided into parallel strips. These maps also show several more structures in the area around Cox's Farm than are there now. These structures were linked by a routeway that extended from the Winterbrook area of Wallingford and is now represented by the course of a public footpath and drive to Cox's Farm.

2.5.2 The road from Cholsey to Wallingford passed through the site. The current straightened route was built in the second half of the 19th century.

2.5.3 By the time of the late nineteenth century Ordnance Survey, (ASA 2016, Figure 7), the site formed a single land parcel. Only the Ordnance Survey maps from 1968 show an internal division running from the railway crossing across the field to the southeast. This division was still present on the maps throughout the 1970s and 1980s but is not extant today.

2.5.4 The broader landscape of the site has seen changes in recent decades, including the construction of the Wallingford Bypass (opened in 1993) and new development forming expansions to both Wallingford to the north and Cholsey to the south, as well as the erection of the water treatment works, also to the south.

2.5.5 A group of fishponds (7351) lie about 800m to the south of the site. Post-medieval pits and ditches (16518) were found at the Chequers Public House in Cholsey.

2.6 Geophysical survey results

2.6.1 The site has been the subject of a geophysical survey by Tigergeo in March 2016. The survey revealed a range of features of archaeological interest, including a set of enclosures in the east that may represent settlement activity from the Late Iron Age or Roman period. Related field systems extend from the settlement and are overlain by a large open field system, or similar landscape-scale enclosures that incorporate tracks bounded by ditches and medieval or post-medieval ridge and furrow cultivation.

2.6.2 Archaeological potential

2.6.3 The site lies within a landscape of moderate archaeological potential, as has been confirmed by previous field-based investigations nearby. Within the site itself, a geophysical survey has identified potential settlement activity in the north-east, possibly an Iron Age or Romano-British farmstead. This would appear to be associated with a contemporary landscape of fields with ditched boundaries. The former course of the road from Cholsey to Wallingford passes through the site. 100m to the north is a possible hengiform feature that may be related to geophysical anomalies within the site.

2.6.4 Desk-based research has shown that the site has been under agricultural use for centuries and this would indicate that archaeological features will have been truncated to some degree. The northern part of the site shows evidence of ridge and furrow. Elsewhere ridge and furrow identified by geophysics has been shown to mask and protect earlier features. In order to verify this and establish the extent and significance of the archaeology within the PDA, trial-trenching will be carried out during the determination period for the planning application and as soon as the current crop has been harvested.

2.6.5 In accordance with planning policy, loss of archaeology needs to be offset by a programme of mitigation. The trenching will allow a detailed mitigation strategy to be designed, but based upon the results of the desk-based research and geophysical survey, it is considered that the probable farmstead and associated landscape is of regional importance.

3 Project Aims

3.1 Aims of the evaluation

(i) Investigate the presence/ absence, extent, conditions, nature, character, quality and date of any archaeological and palaeoenvironmental remains encountered.

(ii) The evaluation report produced will present a digest of information on the character and significance of the deposits under review and this report will form the basis of any proposals for appropriate further action. The evaluation should also aim to define any research priorities that may be relevant should further field investigation be required.

(iii) Any mitigation resulting from the evaluation report will seek to limit the damage to significant archaeological deposits. The developer will be responsible for accommodating the archaeological remains by:-

- By preserving the archaeology on record through a set piece excavation. Less significant archaeological deposits may be dealt with through SMS excavation.
- In the event that significant archaeology is discovered during the evaluation, its investigation will be informed by the relevant sections of the Solent-Thames Research Framework for the Historic Environment (Hey and Hind 2014).
- The investigations will culminate in a programme of post-excavation analysis and publication.

4 Project Specific Excavation and Recording Methodology

4.1 Scope of works

4.1.1 The trenching programme will comprise 54 trenches, the majority *5*0m x 2m in plan, as shown on Figure 1. An exclusion zone, 40m wide, has been left on each side of a gas main that crosses the site from north to south. The trenches also avoid an electrical service which passes through the north-western edge of the site. The trench plan is designed to provide even coverage of the site at a c.2% sample of the available site area. The trench plan may be further modified as required to avoid buried services and other obstacles.

4.1.2 Plough-disturbed soil horizons will be removed by mechanical excavator fitted with a wide toothless bucket to expose archaeologically significant horizons or the surface of the superficial geology, whichever is encountered first. The trenches will be excavated to a typical depth of less than 1m (typically *c*0.5m).

4.2 Programme

4.2.1 It is anticipated that the fieldwork will take 4 weeks to complete, by a team consisting of a Project Supervisor, directing up to 4 Project Archaeologists, under the management of Stuart Foreman, BA Hons MCIfA, Senior Project Manager.

4.2.2 All fieldwork undertaken by Oxford Archaeology (South) is overseen by the Head of Fieldwork, David Score MCIfA.

4.3 Site specific methodology

4.3.1 A summary of OA's general approach to excavation and recording can be found in Appendix A. Standard methodologies for Geomatics and Survey, Environmental evidence, Artefactual evidence and Burials can also be found below (Appendices B, C, D and E respectively).

5 Project Specific Reporting and Archive Methodology

5.1 Programme

5.1.1 The report will be completed within 4-6 weeks of the completion of the fieldwork. A draft report will then be issued in digital format by OA to OCC for comment. If any amendments are required a final report will be prepared and issued for dissemination to the client, Hugh Coddington (OCC) and the Oxfordshire Historic Environment Record Officer.

5.2 Content

5.2.1 The content of this report will be as defined in Appendix F.

5.3 Specialist input

5.3.1 OA has a large pool of internal specialists, as well as a network of external specialists with whom OA have well established working relationships. A general list of these specialists is presented in Appendix G; in the event that additional input should be required, an updated list of specialists can be supplied.

5.4 Archive

5.4.1 A digital copy of the summary report (in .pdf or .doc format) and any digital data generated as part of the work (including GIS and/or CAD files) will be supplied to the office of the Oxfordshire County Archaeological Officer for verification and assessment by the CAO or his representative before the report is submitted to the local authority planners. When the report has been agreed a final digital copy will be supplied to the Oxfordshire County HER, on the understanding that it will become a public document.

5.4.2 Digital components of the archive will be deposited with the Archaeology Data Service.

5.4.3 The site archive will be deposited with Oxfordshire County Museum following completion of the project. A budget allowance has been made for box storage charges, as required by the OCC brief. A notification form has been submitted to the County Museums Service, notifying them of the site code and estimated archive quantities.

5.4.4 A summary of OA's general approach to documentary archiving can be found in Appendix H.

6 Health and Safety

6.1 Roles and responsibilities

6.1.1 The Senior Project Manager, Stuart Foreman (CITB Site Manager Training Scheme Certificate), has responsibility for ensuring that safe systems of work are adhered to on site. He delegates elements of this responsibility to the Project Supervisor, who implements these on a day to day basis.

6.1.2 The Director with responsibility for Health and Safety at OA is Dan Poore Tech IOSH (Chief Business Officer).

6.2 Method statement and risk assessment

6.2.1 A summary of OA's general approach to health and safety can be found in Appendix I. A risk assessment has also been undertaken and approved and will be kept on site, along with OA's standard Health and Safety file, which will contain all relevant health and safety documentation.

6.2.2 The Health and Safety file will be available to view at any time.

7 Monitoring of works

7.1.1 At least 10 days notice of the commencement of the evaluation works will be given to Hugh Coddington, Planning Archaeologist for Oxfordshire County Council, acting on behalf of the local planning authority, South Oxfordshire District Council.

7.1.2 Hugh Coddington will have free access to the site (subject to Health and Safety considerations) and all records to ensure the works are being carried out in accordance with this WSI and all other relevant standards.

8 References

Chartered Institute for Archaeologists (CIfA) 2014 Standard and Guidance for Evaluation

Hey, G, and Hind, J, (eds.) 2014 Solent-Thames Research Framework for the Historic Environment: Resource Assessments and Research Agendas, Oxford Archaeology on behalf of Historic England.

NPPF 2012 Department for Communities and Local Government (DCLG), The National Planning Policy Framework, London

AJA 2016 New Barn Farm, Cholsey, Proposed Mineral Extraction, Cultural Heritage Assessment, Andrew Joseph Associates, May 2016

Pettitt, P, and White, M, 2012 The British Palaeolithic: Hominin Societies at the Edge of the Pleistocene World

OA Standard Fieldwork Methodology Appendices

The following methods and terms will apply, where appropriate, to all OA fieldwork unless varied by the accompanying detailed Written Scheme of Investigation.

Copies of all OA internal standards and guidelines referred to below are available on request.

Appendix A. General Excavation and Recording Methodology

A.1 Standard methodology – summary

Mechanical excavation

A.1.1 An appropriate mechanical excavator will be used for machine excavation. This will normally be a JCB or 360° tracked excavator with a 1.5 m to 2 m wide toothless ditching bucket. For work with restricted access or working room a mini excavator will be used.

A.1.2 All mechanical excavation will be undertaken under direct archaeological supervision.

A.1.3 All undifferentiated topsoil or overburden of recent origin will be removed down to the first significant archaeological horizon, in successive, level spits.

A.1.4 Following mechanical excavation, all areas that require examination or recording will be cleaned using appropriate hand tools.

A.1.5 Spoil heaps will be monitored in order to recover artefacts to assist in the analysis of the spatial distribution of artefacts. Modern artefacts will be noted but not retained.

A.1.6 After recording, evaluation trenches and test pits will usually be backfilled with excavated material in reverse order of excavation, and compacted as far as is practicable with the mechanical excavator. Area excavations will not normally be backfilled.

Hand excavation

A.1.7 All investigation of archaeological levels will usually be by hand, with cleaning, examination and recording both in plan and section.

A.1.8 Within significant archaeological levels the minimum number and proportion of features required to meet the aims of the excavation will be hand excavated. Pits and postholes will usually be subject to a 50% sample by volume. Linear features will be sectioned as appropriate. More complex features such as those associated with funerary activity will usually be subject to 100% hand excavation.

A.1.9 In the case of evaluations, it is not necessarily the intention that all trial trenches will be fully excavated to natural stratigraphy, but the depth of archaeological deposits across the site will be assessed. The stratigraphy of a representative sample of the evaluation trenches will be recorded even where no archaeological deposits have been identified. Any excavation, both by machine and by hand, will be undertaken with a view to avoiding damage to any archaeological features or deposits, which appear to be worthy of preservation in situ.

Recording

A.1.10 Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements.

A.1.11 Where stratified deposits are encountered a Harris matrix will be compiled during the course of the excavation.

A.1.12 Plans will normally drawn at 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Detailed plans will be at an appropriate scale. Burials will be drawn at scale 1:10 or recorded using geo-referenced digital photography.

A.1.13 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.

A.1.14 A register of plans will be kept.

A.1.15 Long sections of showing layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20.

A.1.16 A register of sections will be kept.

A.1.17 Generally all sections will be tied in to Ordnance Datum.

A.1.18 A full black and white photographic record, illustrating in both detail and general context the principal features and finds discovered will be maintained. The photographic record will also include colour (digital) working shots to illustrate more generally the nature of the archaeological work.

A.1.19 Photographs will be recorded on OA Photographic Record Sheets.

A.2 Relevant industry standards and guidelines

A.2.1 The Institute for Archaeologists' Standard and Guidance notes relevant to fieldwork are:

- Standard and Guidance for Field Evaluation
- Standard and Guidance for Excavation
- Standard and Guidance for an Archaeological Watching Brief.

A.2.2 These will be adhered to at all times.

A.3 Relevant OA manual and other supporting documentation

A.3.1 All fieldwork will be undertaken in accordance with the requirements of the OA Field Manual (ed. D Wilkinson 1992), and the revised OA fieldwork manual (publication forthcoming).

A.3.2 Further guidance is provided to all excavators in the form of the OA 'Fieldwork Crib Sheets - a companion guide to the Fieldwork Manual'. These have been issued ahead of formal publication of the revised Fieldwork Manual.

Appendix B. Geomatics and Survey

B.1 Standard methodology – summary

B.1.1 The aim of OA methodology is to provide comprehensive survey cover of all investigation areas. Additionally, it is designed to provide coverage for any areas, beyond the original scope of the project, which arise as a result of further work. It provides digital plans of all required elements of the project and locates them within an overall grid.

B.1.2 It also maintains all necessary survey data and ensures that the relevant information is copied into the primary record, in order to ensure the integrity of the project archive. Furthermore, it ensures that all core data is securely stored and backed up. It

establishes accurate project reference systems utilising a series of control stations and permanent base lines.

B.1.3 The survey will be conducted using a combination of Total Station Theodolite (TST) survey utilising Reflectorless Electronic Distance Measurement (REDM) where appropriate, hand-measured elements and GPS (Global Positioning System).

B.1.4 Before the main work commences, a network of control stations will be laid out encompassing the area. Control stations will be tied in to known points or existing features using rigorous metric observation. The control network will be set in using a TST to complete a traverse or using techniques as appropriate to ensure sufficient accuracy. A GPS, or other appropriate method, will be used to orientate the control network to National Grid or other recognised coordinate system.

B.1.5 All control stations will be checked by closed traverse and/or GPS, as appropriate. The accuracy of these control stations will be accessed on a regular basis and re-established accordingly. All stations will be recorded on Survey Control Station sheets.

B.1.6 Each control station will be marked with a PGM (Permanent Ground Marker). Witness diagrams will include the full 3-D co-ordinates generated, a sketch diagram and measurements to at least three fixed details, written description of the mark and a photograph of the control point in its environs.

B.1.7 Prior to entry into the field all equipment will be checked, and all pre-survey information will be logged onto the field computer and uploaded onto survey equipment as appropriate. The software in the field computer will be verified and all cabling between the GPS and/or TST and computer will be checked. Prior to conducting the survey the site will be reconnoitred for locations for a viable control network and check the line of sight and any possible hindrance to survey. Daily record sheets will be kept to record daily tasks and conditions.

B.1.8 All spatial data will be periodically downloaded onto a field computer, and backed up onto CD, or DVD. It will be cleaned, validated and inspected.

B.1.9 All survey data will be documented on daily survey record sheets. Information entered on these sheets includes key set up information (Instrument height etc.) as well as daily variables and errors/comments. All survey data will be digitally recorded in a raw format and translated during the download process this shall allow for any errors to be cross referenced with the daily survey record and corrected accordingly.

B.1.10 A weekly summary of survey work will be produced to access development and highlight problems. This information also will be recorded on the weekly survey journal. Technical support for the survey equipment and download software shall be available at all times. In those instances where sites are remotely operated, all digital data will be backed up regularly and a copy returned to Oxford on a weekly basis.

B.1.11 A site plan will initially be created by a rapid survey of relevant archaeological features by mapping their extent using a combination of TST and GPS. This will form the basis for deciding excavation strategy and will be updated as the excavation clarifies the extent of, and relationships between, archaeological features.

B.1.12 Excavated archaeological interventions and areas of complex stratigraphy will be hand drawn. At least two Drawing Points (DPs) will be set in as a baseline and measurements taken off this by tape and offset. The hand drawn plans will be referenced to the digitally captured pre-site plan by measuring in the DPs with a TST or GPS. These hand drawn elements will then be scanned in, geo-referenced using the

DPs as reference points and digitised following OA's digitising protocols. For further details on hand planning procedure please refer to the fieldwork guidelines.

B.1.13 Where appropriate rectified photography may be used to record standing structures or burials. This will be carried out in line with Standard OA procedures for rectified photography.

B.1.14 Survey data recorded in the field will be downloaded using appropriate downloading software, and saved as an AutoCAD Map DWG file, or an ESRI Shapefile. These files will be regularly updated and backed up with originals being stored on an OA server in Oxford.

B.1.15 All drawings will be composed of closed polygons, polylines or points in accordance with the requirements of GIS construction and OA Geomatics protocols. Once created, additional GIS/CAD work will normally be carried out at the local OA central office or at on-site remote locations when appropriate. Support for all GIS/CAD work will be available from OA's Oxford Office during normal office hours. The aim of the GIS/CAD work is to produce workable draft plans, which can be produced as stand-alone products, or can be readily converted to GIS format. Any hand-drawn plans will be scanned and digitised on site in the first instance. Subsequent plans will be added to the main drawing as it develops.

B.1.16 All plan scans will be numbered according to their plan site number. Digital plans will be given a standard new plan number taken out from the site plan index.

B.1.17 All digital data will be backed up incrementally on CD or DVD. On each Friday the entire data directory will be backed up and returned to Oxford where it will be copied onto the OA projects server. Each CAD drawing will contain an information layout which will include all the relevant details appertaining to that drawing. Information (metadata) on all other digital files will be created and stored as appropriate. At the end of the survey all raw measurements will be made available as hard copy for archiving purposes.

B.2 Relevant industry standards and guidelines

B.2.1 English Heritage (2009), Metric Survey Specifications for Cultural Heritage

B.2.2 English Heritage (2006), Understanding Historic Buildings A Guide to Good Practise

B.2.3 English Heritage, (2007) Understanding the Archaeology of Landscapes A Guide to Good Recording practise

B.3 Relevant OA manual and other supporting documentation

B.3.1 OA South Metric Survey, Data Capture and Download Procedures

B.3.2 OA South Digitising Protocols

B.3.3 OA South GIS Protocols

B.3.4 These will be superseded by the OA South Geomatics Manual (in progress).

Appendix C. Environmental evidence

C.1 Standard methodology - summary

C.1.1 Different environmental and geoarchaeological sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Where possible an environmental specialist(s) will visit the site to advise on sampling strategies. Sampling methods will follow guidelines produced by English Heritage and Oxford Archaeology. A register of samples will be kept. Specialists

will be consulted where non-standard sampling is required (eg. TL, OSL or archaeomagnetic dating) and if appropriate will be invited to visit the site and take the samples.

C.1.2 Geoarchaeological sampling methods are site specific, and methodologies will be designed in consultation with the geoarchaeological manager on a site by site basis.

C.1.3 Bulk soil samples, where possible of 40 litres or 100% of a deposit if less is available, will be taken from potentially datable features and layers for flotation for charred plant remains and for the recovery of small bones and artefacts. Larger soil samples (up to 100L) may be taken for the complete recovery of animal bones, marine shell and small artefacts from appropriate contexts. Smaller bulk samples (general biological samples) of 10-20 litres will be taken from any waterlogged deposits present for the recovery of macroscopic plant remains and insects. Series of incremental 2L samples may be taken through buried soils and deep feature fills for the recovery of snails and/or waterlogged plant remains, depending on the nature of the stratigraphy and of the soils and sediments. Columns will be taken from buried soils, peats and waterlogged feature fills for pollen and/or phytoliths, diatoms, ostracods and foraminifera if appropriate. Soil samples will be taken for soil investigations (particle size, organic matter, bulk chemistry, soil micromorphology etc.) and possibly for metallurgical analysis in consultation with the appropriate specialists.

C.1.4 Bulk samples from dry deposits will be processed by standard water flotation using a modified Siraf-style machine and meshes of 0.25mm (flot) and 0.5 or 1mm depending (residue). Heavy residues will be wet sieved, air dried and sorted. Samples taken exclusively for the recovery of bones, marine shell or artefacts will be wet sieved to 2mm. Waterlogged samples (1L sub-sample) and snail samples (2L) will be processed by hand flotation with flots and residues collected to 0.25mm (waterlogged plants) and 0.5mm (snails) respectively; these flots and residues will be sorted by the specialist. Samples specifically taken for insects, pollen, other microflora and microfauna, metallurgy and soil analysis will be submitted as whole earth to the appropriate specialists or processed following their instructions.

C.2 Relevant industry standards and guidelines

C.2.1 English Heritage 2010. Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood.

C.2.2 English Heritage 2001. Archaeometallurgy. Centre for Archaeology Guidelines 2001.01.

C.2.3 English Heritage 2011. Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post excavation, (2nd ed)

C.2.4 English Heritage 2004. Dendrochronology: Guidelines on Producing and Interpreting Dendrochronological Dates.

C.2.5 English Heritage 2006. Archaeomagnetic Dating. Guidelines for Producing and Interpreting Archaeomagnetic Dates.

C.2.6 English Heritage 2007. Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record.

C.2.7 English Heritage 2008. Luminescence Dating. Guidelines on Using Luminescence Dating in Archaeology.

C.2.8 English Heritage 2008. Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains.

C.2.9 English Heritage 2014. Animal Bones and Archaeology. Guidelines for Best Practice.

C.3 Relevant OA manual and other supporting documentation

C.3.1 Oxford Archaeology 2005. Environmental Sampling Guidelines, 2nd ed.

Appendix D. Artefactual evidence

D.1 Standard methodology - summary

D.1.1 Before a site begins arrangements concerning the finds will be discussed with the Head of Finds. Information will be provided by the project manager about the nature of the site, the expected size and make-up of the finds assemblage and any site specific finds retrieval strategies. On-site requirements will be discussed and a conservator appointed who can be called on to make site visits if required. Special requirements regarding particular categories of material will be raised at this early stage for instance the likelihood of recovering assemblages of waterlogged material, large timbers, quantities of structural stone or ceramic building material. Specialists may be required to visit sites to discuss retrieval strategies.

D.1.2 The project manager will supply the Head of Finds with contact details of the landowner of the site so that consent to deposit any finds resulting from the investigation can be sought.

D.1.3 The on-site retrieval, lifting and short term packaging of bulk and small finds will follow the detailed guidelines set out in the OA Finds Manual (sections 2 and 3), First Aid for Finds and the UKIC conservation guidelines No.2.

D.1.4 All finds recovered from site will be transported to an OA regional office for processing; local sites will return finds at the end of each day, away based sites at the end of each week. Special arrangements can be discussed for certain sites with the department manager before the start of a project. Larger long running sites may in some instances set up on-site processing units to deal with the material from a particular site.

D.1.5 All finds qualifying as Treasure will be removed to a safe place and reported to the local Coroner according to the procedures relating to the Treasure Act (1996), and the Treasure (Designation) Order 2002. Where removal can not be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.

D.1.6 Each box of finds will be accompanied by a finds context checklist itemising the finds within each box. The number of bags of finds from each context and individual small find from each context will be recorded. A member of the processing team will check the list when it arrives in the department. There are separate forms for finds recovered from fieldwalking.

D.1.7 The processing programme is reviewed on a weekly basis and priorities are worked out after discussions with the Head of Fieldwork and the Head of Post-excavation. Project managers will keep the Head of Finds informed of any pressing deadlines that they are aware of. All finds from evaluations are dealt with as a matter of priority.

D.1.8 All bulk finds are washed (where appropriate), marked, bagged and boxed by the processing team according to the guidelines set out in section 4 and 5 of the OA Finds Manual, First-aid for finds and the UKIC guidelines No.2. They must also take into account the requirements of the receiving museum. Primary data recording count and weight of fragments by material from each context is recorded on the site database.

D.1.9 Unstable and sensitive objects are recorded onto the database and then packaged and stored in controlled environments according to their individual requirements. The advice of a conservator will be sought for sensitive objects in need of urgent conservation. All metalwork will be x-rayed prior to assessment (and to meet the requirements of most receiving museums).

D.1.10 Finds recovered from the environmental sample processing will be incorporated into the main assemblage and added to the database.

D.1.11 On completion of the processing and data entry a finds file for each archaeological investigation will be produced, a summary of which is available for the project manager. The assemblage is allocated an OA number for storage purposes. Bulk finds are stored on a roller racking system, metals in a secure controlled storage and organic finds are refrigerated where possible.

D.1.12 The movement of finds in and out of the department storage areas is strictly monitored and recorded. Carbon copy transit forms exist to record this information. Finds will not be removed from storage without the prior knowledge of the Head of Finds.

D.1.13 Finds information summarised in the finds compendium is used to assess the finds requirements for the post excavation stages of the project. The Finds department holds a list of all specialists used by OA (see below) both internal and external.

D.1.14 On completion of the post excavation stage of the project the department prepares the finds assemblage for deposition with the receiving museum. Discussions will be held with the museum, the excavator and the head of finds to finalise any selection, retention or discard policy. Most museums issue strict guidelines for the preparation of archives for deposition with their individual labelling, packaging and recording requirements.

D.2 Relevant industry standards and guidelines

D.2.1 UKIC, 1983, Packaging and Storage of Freshly-Excavated Artefacts from Archaeological Sites. Conservation Guidelines No.2. Archaeology Section, United Kingdom Institute for Conservation.

D.2.2 UKIC, 1988, Excavated Artefacts and Conservation: UK sites Revised Edition. Conservation Guidelines No.1. Archaeology Section, United Kingdom Institute for Conservation.

D.2.3 Society of Museum Archaeologists, 1993, Selection, retention and dispersal of Archaeological Collections. Download available via http://www.socmusarch.org.uk/publica.htm)

D.2.4 Watkinson, D E & Neal, V, 1998, First Aid for Finds (3rd edition). RESCUE & UKIC

D.3 Relevant OA manual and other supporting documentation

D.3.1 Allen, L, and Cropper, C (internal publication only) Oxford Archaeology Finds Manual.

Appendix E. Burials

E.1 Standard methodology - summary

E.1.1 Human remains will not be excavated without a relevant licence/faculty and, where applicable (for example, a post medieval cemetery), a risk assessment from the local environmental officer.

E.1.2 All human remains will be treated with due care and regard to the sensitivities involved, and will be screened from the public throughout the course of the works.

E.1.3 Excavation will be undertaken in accordance with CIfA (Roberts and McKinley 1993) and English Heritage and The Church of England guidelines (Mays 2005). For crypts and post-medieval burials the recommendations set out by the CIfA (Cox 2001) in Crypt Archaeology: an approach, are also relevant.

E.1.4 In accordance with recommendations set out in the English Heritage and Church of England (2005) document Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England, skeletons will not be excavated beyond the limits of the trench, unless they are deemed osteologically or archaeologically important.

E.1.5 Where any soft tissue survives and/or materials (for example, inner coffins, mattresses and other paddings) soaked in body liquor, no excavation or handling of the remains will take place until an appropriate risk assessment has been undertaken. Relevant protocols (i.e. Cox 2001) for their excavation, recording and removal will be adhered to.

E.1.6 OA does not excavate or remove modern burials (post-1907) and does not remove or open sealed lead coffins. Appropriate PPE (e.g. chemical suit, latex gloves) will be worn by all staff when working with lead coffins.

E.1.7 Graves and their contents will be hand excavated in plan. Each component (for example, skeleton, grave cut, coffin (or remains of), grave fill) will be assigned a unique context number from a running sequence. A group number will also be assigned to all of these, and small finds numbers to features such as coffin nails, hobnails and other grave goods (as appropriate).

E.1.8 Soil samples will be taken during the excavation of inhumations, usually from the region of the skull, chest, right hand, left hand, abdomen and pelvis, right foot and left foot. Infants (circa. less than 5 years) will normally be recovered as bulk samples. Soil samples will also be taken from graves that appear to contain no human bone.

E.1.9 Burials (including the skeleton, cremation, coffin fittings, coffin, urn, grave goods / other) will be recorded by photographic and written record using specialised pro forma context sheets, although these records may only include schematic representations of the location and position of the skeletons, depending on the nature and circumstances of the burial.

E.1.10 Where necessary, hand drawn plans (usually at 1:10, sometimes 1:5) will be made, especially of contexts where required details cannot be adequately seen using digital rectified photography (for example, urned cremations; undisturbed hob nails).

E.1.11 Levels will be taken. For inhumations this will be on the skull, pelvis and feet as a minimum.

E.1.12 Human remains that are exhumed will be bagged and labelled according to skeletal region and carefully packed into suitable containers (for example, acid free cardboard boxes) and transported to a suitable storage location. Any associated coffins and coffin fittings will be contained with the human remains wherever possible.

E.1.13 Unurned cremations will not usually be half sectioned or excavated in spits, but recovered as a bulk sample.

E.1.14 Wherever possible, urned cremations will be carefully bandaged, recovered whole and will be excavated in spits in the laboratory, as per the recommendations of McKinley (2004).

E.1.15 Unless deemed osteologically or archaeologically important disarticuled bone / charnel will be collected and reserved for re-burial if immediate re-internment as close to its

original position is not practicable. In some instances, a rapid scan of this material may be undertaken by a qualified osteologist, if deemed relevant.

E.1.16 If undisturbed, pyre sites will normally be excavated in quadrants, at the very least in 0.5 m blocks of 0.5 m spits.

E.1.17 Pyre debris dumps will be half sectioned or quadranted and will be subject to 100% sampling.

E.1.18 Wooden and lead coffins and any associated fittings, including fixing nails will be recorded on a pro forma coffin recording sheet. All surviving coffin fittings will be recorded by reference to Reeve and Adams (1993) and the unpublished master catalogue that is being compiled by OA. Where individual types cannot be paralleled, they will be drawn and/ or photographed and assigned a style number. Biographical details obtained from legible departum plate inscriptions will be recorded and further documentary research will be made.

E.1.19 Funerary structures, such as brick shaft graves and/or vaults will be hand-drawn at a scale of 1:10 or 1:20, as appropriate. Location, dimensions and method of construction will be noted, and the structure added to the overall trench plan.

E.1.20 Memorials, including headstones, revealed within the areas of development will be recorded irrespective of whether they are believed to be in situ.

E.1.21 Where required, memorials will be accorded an individual context number and will also be included as part of the grave group, if the association with a burial is clear.

E.1.22 Memorials will be recorded on pro-forma context sheets, based on and following the guidelines set out by Mytum (2002), and will include details of:

- Shape
- Dimensions
- Type of stone used
- Iconography (an illustration may best describe these features)
- Inscription (verbatum record of inscription; font of the lettering)
- Stylistic type

E.2 Relevant industry standards and guidelines

E.2.1 Cox, M, 2001 Crypt archaeology. An approach. CIfA Paper No. 3

E.2.2 Mays, S, 2005 Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England. Church or England and English Heritage.

E.2.3 McKinley, J, and Roberts, C, 1993 Excavation and post-excavation treatment of cremated and inhumed human remains, CIfA Technical Paper No. 13

E.2.4 McKinley, J, 2004 Compiling a skeletal inventory: cremated human bone. In Brickley, M, and McKinley, J (eds) Guidelines to the Standards for Recording Human Remains, CIfA Technical Paper No. 7. 9-13.

E.2.5 Mytum, H, 2000 Recording and Analysing Graveyards. CBA Handbook No. 15.

E.2.6 Reeve, J, and Adams, M, 1993 The Spitalfields Project. Volume I – The Archaeology Across the Styx. CBA Research Report No. 85

E.2.7 The Human Tissue Act 2004

E.3 Relevant OA manual and other supporting documentation

E.3.1 Loe, L, 2008 The Treatment of Human Remains in the Care of Oxford Archaeology. Oxford Archaeology internal policy document.

E.3.2 Excavating and recording human remains. Oxford Archaeology internal guidelines document.

APPENDIX F. REPORTING

F.1 Standard methodology - summary

F.1.1 For Watching Briefs and Evaluations, the style and format of the report will be determined by OA, but will include as a minimum the following:

- A location plan of trenches and/or other fieldwork in relation to the proposed development.
- Plans and sections of features located at an appropriate scale.
- A section drawing showing depth of deposits including present ground level with Ordnance Datum, vertical and horizontal scale.
- A summary statement of the results.
- A table summarising the features, classes and numbers of artefacts contained within, spot dating of significant finds and an interpretation.
- A reconsideration of the methodology used, and a confidence rating for the results.
- An interpretation of the archaeological findings both within the site and within their wider landscape/townscape setting.

F.1.2 For Excavations, a Post-Excavation Assessment and Project Design will generally be prepared, as prescribed by English Heritage Management of Research Projects in the Historic Environment (MoRPHE) 2006, Section 2.3. This will include a Project Description containing:

- A summary description and background of the project.
- A summary of the quantities and assessment of potential for analysis of the information recovered for each category of site, finds, dating and environmental data. Detailed assessment reports will be contained within appendices.
- An explicit statement of the scope of the project design and how the project relates to any other projects or work preceding, concurrent with or following on from it.
- A statement of the research aims of the fieldwork and an illustrated summary of results to date indicating to what extent the aims were fulfilled.
- A list of the project aims as revised in the light of the results of fieldwork and the current post-excavation assessment process.

F.1.3 A section on Resources and Programming will also be produced, containing:

- A list of the personnel involved indicating their qualifications for the tasks undertaken, along with an explanation of how the project team will communicate, both internally and externally.
- A list of the methods which will be used to achieve the revised research aims.

- A list of all the tasks involved in using the stated methods to achieve the aims and produce a report and research archive in the stated format, indicating the personnel and time in days involved in each task. Allowance should be made for general project-related tasks such as monitoring, management and project meetings, editorial and revision time.
- A cascade or Gantt chart indicating tasks in the sequence and relationships required to complete the project. Due allowance will be made for leave and public holidays. Time will also be allowed for the report to be read by a named academic referee as agreed with the County Archaeological Officer, and by the County Archaeological Officer.
- A report synopsis indicating publisher and report format, broken down into chapters, section headings and subheadings, with approximate word lengths and numbers and titles of illustrations per chapter. The structure of the report synopsis should explicitly reflect the research aims of the project.

F.1.4 The Project Design will be submitted to the County Archaeological Officer or equivalent for agreement.

F.1.5 Under certain circumstances (e.g. with very small mitigations), and as agreed with the County Archaeological Officer or equivalent, a formal Assessment and Project Design may not be required and either the project will continue straight to full analysis, or a simple Project Proposal (MoRPHE 2006 Section 2.1) will be produced prior to full analysis. This proposal may include:

- A summary of the background to the project
- Research aims and objectives
- Methods statement outlining how the aims and objectives will be achieved
- An outline of the stages, products and tasks
- Proposed project team
- Estimated overall timetable and budget if appropriate.

F.1.6 Once the post-excavation Project Design or Project Proposal has been accepted, the County Archaeological Officer or his appointed deputy will monitor the progress of the post-excavation project at agreed points. Any significant variation in the project design will be agreed with the County Archaeological Officer.

F.1.7 The results of the project will be published in an appropriate archaeological journal or monograph. The appropriate level of publication will be dependent on the significance of the fieldwork results and will be agreed with the County Archaeological Officer. An OASIS (Online Access to the Index of Archaeological Investigations) form will be completed for each project as per English Heritage guidelines.

F.2 Relevant industry standards and guidelines

F.2.1 Oxford Archaeology (OA) adheres to the national standards in post-excavation procedure as outlined in English Heritage's Management of Research Projects in the Historic Environment (MoRPHE; EH 2006). Furthermore, all post-excavation projects take into account the appropriate regional research frameworks as well as national research agendas such as the Framework for Historic Environment Activities & Programmes in English Heritage (SHAPE; EH 2008).

Appendix G. List of specialists regularly used by OA

G.1.1 Below are two tables, one containing 'in-house' OA specialists, and the other containing a list of external specialists who are regularly used by OA.

Internal archaeological specialists used by OA

Specialist	Specialism	Qualifications
Lisa Brown	Early Prehistoric pottery	BA, PGDip, MLitt, MCIfA
Paul Booth	Iron Age and Roman pottery	BA, FSA, MCIfA
John Cotter	Medieval and Post Medieval pottery, Clay Pipe and CBM	BA (Hons), MCIfA
Cynthia Poole	CBM and Fired Clay	BA (Hons), MSc
Edward Biddulph	Roman Pottery	BA (Hons), MA, MCIfA
Ian Scott	Metalwork and Glass	BA (Hons)
Leigh Allen	Metalwork and worked bone	BA (Hons), PGDip
Dr Ruth Shaffrey	Worked stone artefacts	BA, PhD
Julian Munby	Architectural Stone	BA, FSA
Dr Rebecca Nicholson	Fish and Bird Bone	BA (Hons), MA, D.Phil, MCIfA, FSA Scot
Mairead Rutherford	Pollen	BSc, MSc
Lena Strid	Animal bone	MA
Sheila Boardman	Charred plant remains and charcoal	BA (Hons)
Katherine Hunter	Charred and waterlogged plant remains	BA (Hons)
Dr Denise Druce	Charred plant remains, charcoal and pollen	BA (Hons), PhD, MCIfA
Elizabeth Stafford	Geoarchaeology and land snails	BA (Hons), MSc
Carl Champness	Geoarchaeology	BA (Hons), MSc
Chris Faine	Animal Bone	BSc
Nicola Scott	Archaeological archive deposition	BA
Mike Donnelly	Flint	BSc, MCIfA
Dr Louise Loe	Human Bone	D.Phil, BA, MCIfA
Helen Webb	Human Bone	MSc, BSc
Mark Gibson	Human Bone	MSc, BA

External archaeological specialists regularly used by OA

Specialist	Specialism	Qualifications
Lynne Keys	Slag	BA (Hons)
Quita Mould	Leather	BA, MA

Specialist	Specialism	Qualifications
Penelope Walton Rogers, The Anglo Saxon Laboratory	Identification of Medieval Textiles	FSA, Dip.Acc
Dana Goodburn Brown	Conservation	BSc (Hons), BA, MSc
Steve Allen, York Archaeological Trust	Conservation	BA, MA, MAAIS
Dr Richard Macphail	Soils, especially Micromorphology	BA (Hons), MSc, PhD
Dana Challinor	Charcoal	MA, MSc
Dr Nigel Cameron	Diatoms	BSc, MSc, PhD
Dr David Smith	Insects	BA (Hons), MA, PhD
Professor Adrian Parker	Phytoliths and pollen	BSc (Hons), D.Phil
Dr David Starley	Metalworking Slag	BSc (Hons), PhD
Wendy Carruthers	Charred and waterlogged plant remains	BA (Hons)
Dr Sylvia Peglar	Pollen	PhD
Dr John Whittaker	Ostracods and Foraminifera	BA (Hons), PhD
Dr John Crowther	Soil Chemistry	MA, PhD
Dr Martin Bates	Geoarchaeology	BSc, PhD
Dr Dan Miles	Dendrochronology	D.Phil, FSA
Dr Jean-Luc Schwenninger	Optically Stimulated Luminescence Dating	PhD
Dr David Higgins	Clay Pipe	BA, PhD, MCIfA
Dr Hugo Anderson-Wymark	Flint	BSc, PhD, FSA Scot, MCIfA
Dr Damian Goodburn-Brown	Ancient Woodwork	BA, PhD, ACIfA

Appendix H. Documentary Archiving

H.1 Standard methodology – summary

H.1.1 The documentary archive constitutes all the written, drawn, photographic and digital records relating to the set up, fieldwork and post-excavation phases of the project. This documentary archive, together with the artefactual and environmental ecofact archive collectively forms the record of the site. The report is part of the documentary archive, and the archive must provide the evidence that supports the conclusions of the report, but the archive may also include data which exceeds the limitations of research parameters set down for the report and which could be of significant value to future researchers.

H.1.2 At the outset of the project OA Archive department will contact the relevant local receiving museum or archive repository to notify them of the imminent start of a new

fieldwork project in their collecting area. Relevant local archiving guidelines will be observed and site codes, which integrate with the receiving repository, will be agreed for labelling of archives and finds.

H.1.3 During the course of the project the Archive department will assist the Project Manager in the management of the archive including the cataloguing and development technique suitable for photographic archive requirements.

H.1.4 The site archive will be security copied either by microfilming and the master sent to English Heritage as part of the National Archaeological Record or it will be digitally scanned and stored in a dedicated archive section of the OA computer network. A copy of the work as microfiche diazo or .pdf/a on disk will be sent to the receiving museums with the hard copy. This will act as a safeguard against the accidental loss and the long-term degeneration of paper records and photographs.

H.1.5 Born digital data where suitable will be printed to hard copy for the receiving museum but if the format is such that it needs maintaining in digital form a copy will be sent to the receiving museum by CD. Back-up copies will be stored on the OA digital network and or posted to the ADS in accordance with AAF & ADS guidelines. In most cases a digital copy of the report will be included in the OASIS project library hosted by ADS.

H.1.6 Prior to deposition the Archive department will contact the museum regarding the size and content of the archive and discuss any retention and dispersal policies which may be applicable in line with local and SMA Guidelines ' Selection, Retention & Dispersal of Archaeological Collections' 1993

H.1.7 The site archive will then be deposited with the relevant receiving museum or repository at the earliest opportunity unless further archaeological work on the site is expected. The documentary archive will include correspondence detailing landowner consent to deposit the artefacts and any copyright licences in accordance with the receiving museum guidelines.

H.1.8 Oxford Archaeology will retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide a licence to the client in all matters directly relating to the project as described in the Written Scheme of Investigation.

H.1.9 OA will advise the client of any such materials supplied in the course of projects which are not OA's copyright.

H.1.10 OA undertakes to respect all requirements for confidentiality about the client's proposals provided that these are clearly stated. It is expected that such conditions shall not unreasonably impede the satisfactory performance of the services required. OA further undertake to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that clients respect OA's general ethical obligations not to suppress significant archaeological data for an unreasonable period.

H.2 Relevant industry standards and guidelines

H.2.1 At the end of the project the site archive will be ordered, catalogued, labelled and conserved and stored according to the following national guidelines:

H.2.2 The 2007 AAF guide Archaeological Archives A Guide to best practice in creation, compilation, transfer and curation. Brown D.

H.2.3 The CIfA Standard & Guidance for the creation, compilation, transfer and deposition of archaeological archives

H.2.4 The UKIC's Guidelines for the preparation of excavation archives for long-term storage

H.2.5 The MGC's Standards in the museum care of archaeological collections

H.2.6 Local museum guidelines such as Museum of London Guidelines: (http://www.museumoflondonarchaeology.org.uk/English/ArchiveResearch/DeposResource) will be adopted where appropriate to the archive collecting area.

H.2.7 The site archive will be prepared to at least the minimum acceptable standard defined in Management of Archaeological Projects 2, English Heritage 1991.

H.3 Relevant OA manual and other supporting documentation

H.3.1 The OA Archives Policy.

Appendix I. Health and Safety

I.1 Standard Methodology - summary

I.1.1 All work will be undertaken in accordance with the OA Health and Safety Policy (Revision 18, May 2015), the OA Site Safety Procedures Manual, a site-specific Risk Assessment and, if required, Safety Plan or Method Statement. Copies of the site-specific documents will be submitted to the client or their representative for approvals prior to mobilisation, and all relevant H and S documentation will be available on site at all times. The Health and Safety documentation will be read in conjunction with the project WSI.

I.1.2 Where a project falls under the Construction (Design and Management) Regulations (2015), all work will be carried out in accordance with the Principal Contractor's Construction Phase Plan (CPP).

I.2 Relevant industry standards and guidelines

I.2.1 All work will be carried out according to the requirements of all relevant legislation and guidance, including, but not exclusively:

I.2.2 The Health and Safety at Work Act (1974).

I.2.3 Management of Health and Safety at Work Regulations (1999).

I.2.4 Manual Handling Operations Regulations 1992 (as amended).

I.2.5 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013).

I.2.6 The Construction (Design and Management) Regulations (2015).

I.3 Relevant OA manual and other supporting documentation

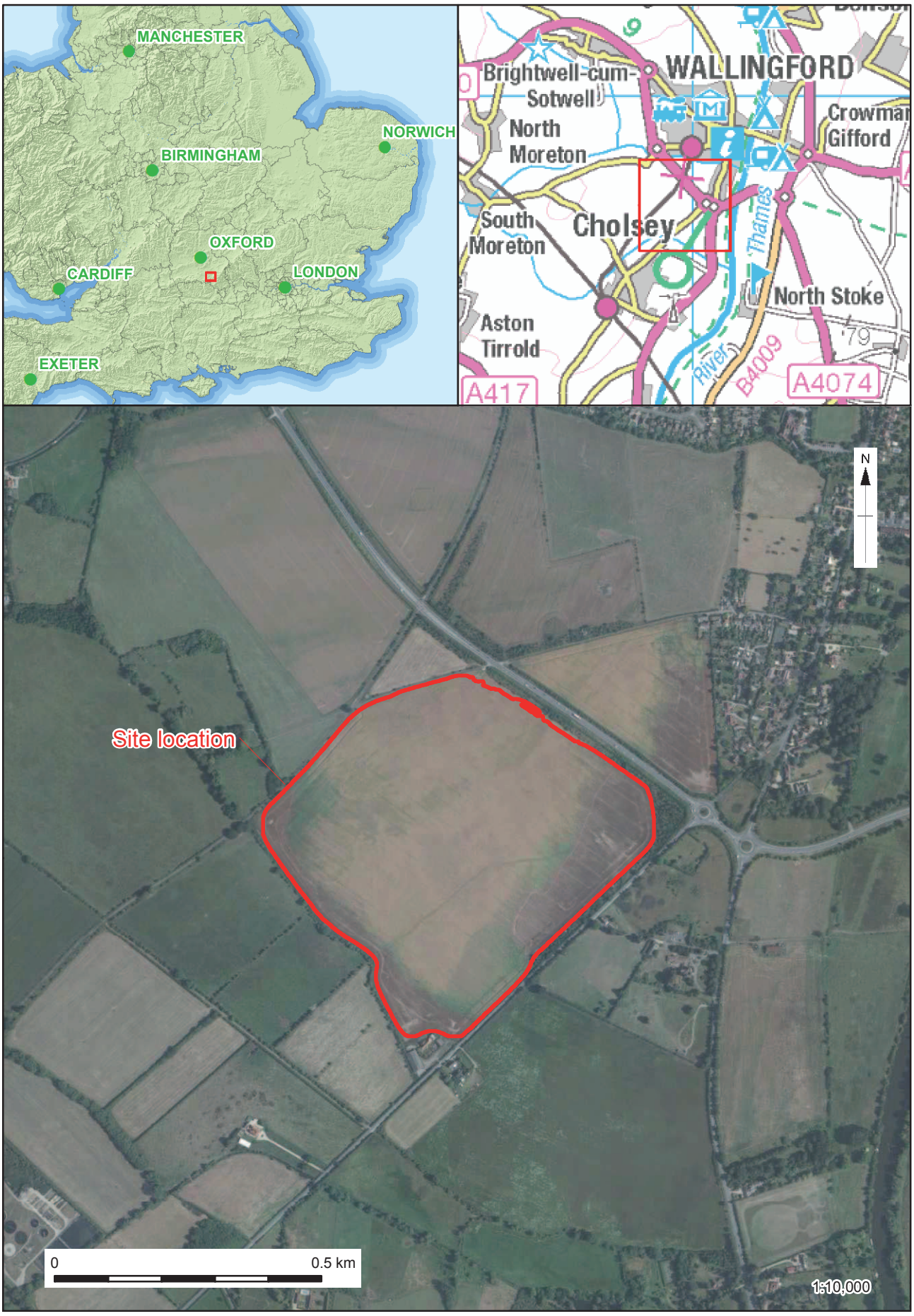
I.3.1 The OA Health and Safety Policy.

I.3.2 The OA Site Safety Procedures Manual.

I.3.3 The OA Risk Assessment templates.

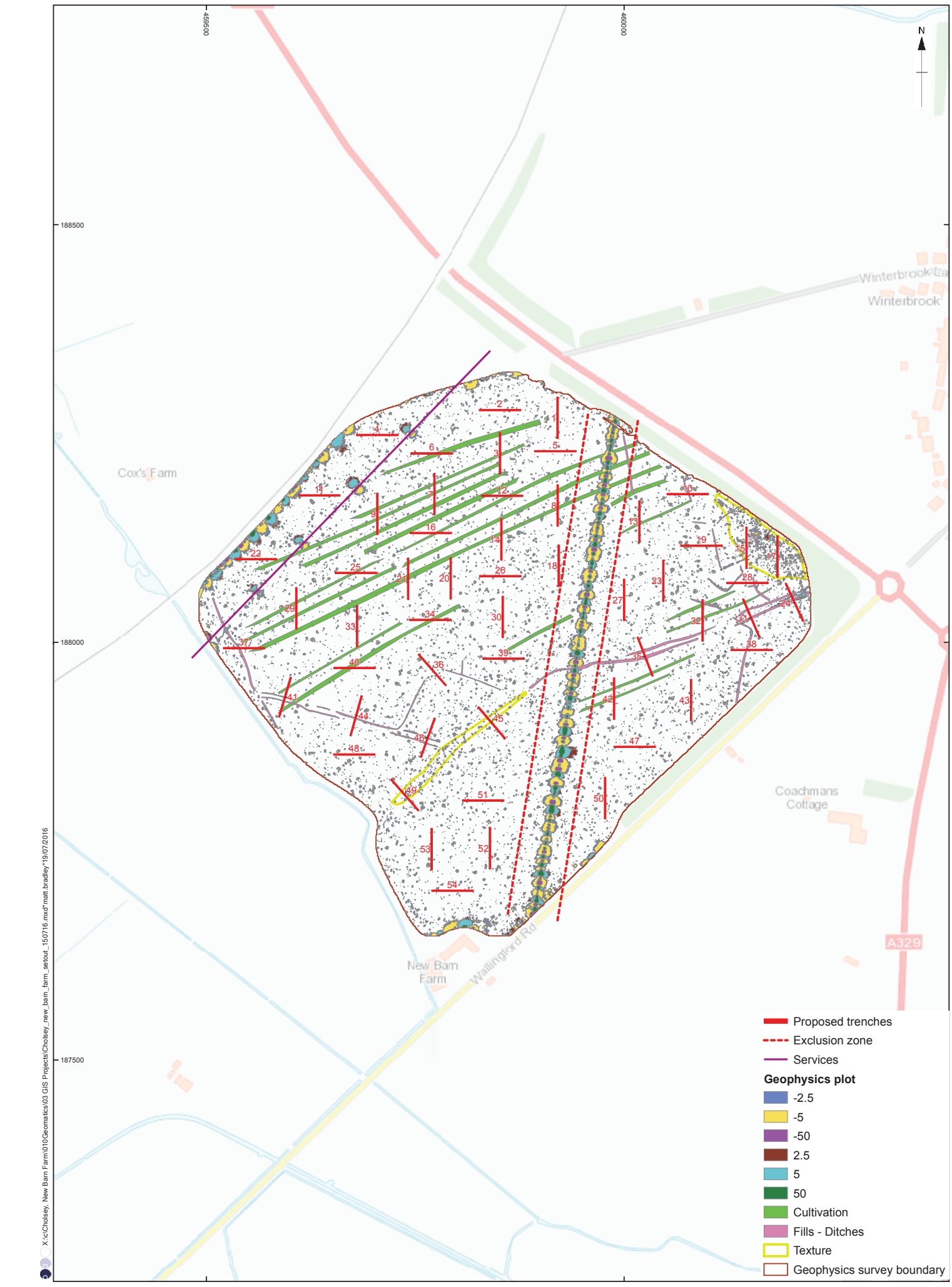
I.3.4 The OA Method Statement template.

I.3.5 The OA Construction Phase Plan template



X:\c\Cholsey, New Barn Farm\010Geomatics\03 GIS Projects\Figure 1_Site_location_190716.mxd*matt.bradley*19/07/2016

Figure 1: Site location



0 250 m

1:4,000 @ A3

Figure 2: Cholsey New Barn Farm
Proposed Trenches

Head Office/Registered Office/ OA South

Janus House
Osney Mead
Oxford OX2 0ES

t: +44 (0) 1865 263 800
f: +44 (0) 1865 793 496
e: info@oxfordarchaeology.com
w: http://oxfordarchaeology.com

OA North

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w: http://oxfordarchaeology.com

OA East

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