

Savile House
Music Practice
Rooms
New College
Oxford



**Written Scheme of Investigation
Stage 2 Main Works**

oxfordarchaeology



southsouthsouth

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New College, Oxford. Savile House Music Practice Rooms. Stage 2: Main Works

Written Scheme of Investigation for an Archaeological Excavation and Watching Brief

Centred on SP 5172 0671

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1 INTRODUCTION

1.1 Project details

- 1.1.1 Oxford Archaeology (OA) has been requested by Austin Newport Ltd to produce a Written Scheme of Investigation (WSI) for an archaeological excavation at New College Music Practice Rooms, Savile House, Mansfield Road, Oxford, (SP 5172 0671 - Fig. 1).
- 1.1.2 The excavation will be undertaken in relation to Planning Conditions 9 and 11 regarding Archaeology and an 'on site interpretation' display for Application No.15/00849/FUL, and specifically in response to the associated brief set by David Radford, Oxford City Archaeologist, Oxford City Council (OCC, 10th September 2015) which established the scope of work required.
- 1.1.3 The project has been divided into two phases of archaeological work comprising:
 - Stage 1 - Enabling Works involving a detailed watching brief during the creation of new service routes to the south of Savile House;
 - Stage 2 - Main Works requiring full archaeological excavation (including provision for outreach, assessment, archiving and publication) of the New Music Practice Room footprint and a watching brief during any related ground works including large manholes, service runs and landscaping.
- 1.1.4 This WSI outlines how OA will implement the Stage 2 works within the requirements of the brief, and local and national planning policies. The Stage 1 works were the subject of a separate WSI (OA, Sept. 2015) which has already been approved by D Radford, OCC.
- 1.1.5 Two policies in the Oxford Local Plan 2001-16 (adopted November 2005) are of particular relevance to below ground archaeology: Policies HE2 and HE3 (Harris, August 2014). Furthermore all work will be carried out in full accordance with the appropriate sections of the Institute for Archaeologists (IFA) Code of Conduct, the IFA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the IFA Standards and Guidance for excavation, the IFA Standards and Guidance for an Archaeological Watching Brief, and the British Archaeologists and Developers Liaison Group Code of Practice.

1.2 Location, geology and topography

- 1.2.1 The proposed development site lies between the Cherwell and the Thames (Isis), near the edge of the second gravel terrace (Summertown-Radley) and a short distance west of the first (flood plain type) terrace, overlying Oxford clay and Kellaway beds (Geology map sheet 236).
- 1.2.2 The site is situated on the north edge of Oxford's historic centre, and lies at approximately 62m OD.



2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND AND POTENTIAL

2.1 Archaeological and historical background

- 2.1.1 The following section is a summary of the archaeological background provided in the brief set by David Radford (OCC), and full references can be found in that document. A comprehensive account of the historical and archaeological background of the site, together with a summary of previous archaeological investigations in the area, is presented in the assessment prepared by Dr Roland Harris (2014, updated 2015)
- 2.1.2 The site has potential for prehistoric, Roman, late Saxon and Civil War remains. The archaeological context is summarised in an archaeological desk based assessment by Oxford Archaeology (2010) and a second report produced for this site by Dr Roland Harris (2014, updated 2015).
- 2.1.3 The site is located 180m from prehistoric features of Middle Neolithic-Early Bronze Age date associated with the extensive ritual/funerary known to spread across the second (Summertown-Radley) gravel terrace between the Thames and Cherwell Rivers. Iron Age and Roman remains associated with rural settlement and related field systems are also recorded from within the precinct of Mansfield College and further to the north.
- 2.1.4 This site is of particular interest because it preserves extant remains of a rampart constructed in the 1640s during the Royalist re-defence of Oxford, when the City was adopted as a temporary headquarters by Charles I. In 1643 the King conscripted the able bodied men of Oxford in order to construct additional defences around the town (Hassall 1979). The New College site forms part of an 'inner line' that was constructed between Gloucester Hall (Worcester College) and Holywell Mill and which appears to have been finished by August 1643 (Kemp 1977, 242). The full extent of the rampart defences around Oxford are not known from physical remains but can be projected from a 1645 map of Bernard de Gomme. Much of the circuit was slighted by Parliamentary forces after the Royalist defeat however a substantial area of earthworks survived as property boundaries and landscaped features in the northern part of the town between South Parks Road and Holywell Mill into the late 19th century. The bulk of these earthworks are no longer visible in the landscape. The rampart at the New College Music Room Site is part of the last remaining legible section which runs along the northern edge of the Balliol College Sports Field, through the grounds of the University Club (where a former bastion/emplacement has been re-landscaped as a flower bed), along the Mansfield/New College boundary where it turns northward through the grounds of Wadham College Fellows Garden and Rhodes House.
- 2.1.5 An archaeological evaluation has been undertaken at this site by (Oxford Archaeology 2014) and an addendum report has been produced detailing the results of an auger survey and scientific date of the ramparts base material (Oxford Archaeology 2015). Scientific dating (Optically Stimulated Luminescence) has produced a late Saxon date for a primary east-west bank in this location, made up of re-deposited loessic subsoil. It therefore appears that a pre-existing east-west bank, perhaps an agricultural headland or something more planned, was later utilised and built upon to form the Royalist defensive line. The Late Saxon earthwork sealed a single post hole cut into the gravel which may be prehistoric in origin.



3 PROJECT AIMS

3.1 General

- 3.1.1 The aims are specifically guided by the Draft Local Research Agendas in relation to the Pre-historic, Saxon and Post-medieval/Civil War periods, but also take note of other periods whose remains have the potential to be present at the site.
- 3.1.2 The general aims of the work are to:
- determine the character of any remains present;
 - ensure that deposits are removed (where appropriate and practicable) by proper controlled archaeological methods;
 - determine or estimate the date range of any remains from artefacts or otherwise;
 - determine the potential of the deposits for significant paleo-ecological information;

3.2 Specific aims and objectives

- 3.2.1 The specific aims and objectives of the excavation are listed below:
- Establish the character and extent of any significant prehistoric features and interpret them in relation to the recorded prehistoric ritual/funerary and settlement landscapes of north Oxford (recently summarised by Lambrick (2013)).
 - Establish the character and extent of any Roman features bearing in mind the presence of an expansive 'village like' settlement and associated field systems of unknown extent recorded in the South Parks Road area.
 - Establish the character, date and function of the late Saxon earthwork. Can we understand its formation (ploughed or re-deposited by hand)? Is it possible to clarify whether the ground surface stripped prior to construction?
 - Can we further clarify the construction methodology of the Civil War earthwork?
 - Was any natural feature utilised by the original earthwork?
 - What is the date and character of the material that has built up against the southern face of the rampart
 - A modest programme of outreach with legacy information:

4 PROJECT SPECIFIC EXCAVATION AND RECORDING METHODOLOGY

4.1 Scope of works

General Watching Brief

- 4.1.1 The works will include the demolition of existing garages and store and the erection of a three storey building to provide new Music Practice Rooms, together with the construction of a glass link building between the music rooms and Savile House.
- 4.1.2 This will entail the underpinning of the north wall of Savile House where it corresponds with the basement of the proposed three storey building, and the subsequent installation of a contiguous pile wall around the footprint of the new build. Current designs for these works are preliminary and consequently the following is subject to final design and detail to be supplied by specialist subcontractors commissioned to undertake the works.
- 4.1.3 External and internal test pitting undertaken during the Stage 1 works has indicated that significant truncation of archaeological deposits in the immediate vicinity of Savile House has already occurred during its construction, and therefore it is not anticipated that the underpinning works will impact on significant archaeological deposits.
- 4.1.4 Similarly, subject to confirmation of the formation level of the pile mat (see 4.1.6 below), the results of the evaluation carried out in 2014 have indicated that ground reduction



prior to the installation of the mat should not impact on any significant archaeological deposits.

- 4.1.5 Consequently, it is proposed that the underpinning works and installation of the pile mat be the subject of an archaeological watching brief undertaken in accordance with the appropriate sections of the Institute for Archaeologists (IFA) Code of Conduct, the IFA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the IFA Standards and Guidance for excavation, the IFA Standards and Guidance for an Archaeological Watching Brief, and the British Archaeologists and Developers Liaison Group Code of Practice.

Focused Watching Brief

- 4.1.6 However, should the formation level for the pile mat, service runs and landscaping be below an elevation of 61.60m (the top of the bank deposits encountered in the evaluation trenches (OA 2014)), the top of the archaeological horizon will be cleaned and any archaeological features will be recorded on plan and sample excavated where necessary to the required formation depth.
- 4.1.7 All other significant ground works will be subject to a focussed watching brief. This will include excavation for the installation of new foul water manholes/pumping chambers as indicated on Fig. 2. Should significant archaeological remains be exposed during such works, the main contractor on site will allow sufficient time and working space for the attending archaeologist to carry out any agreed mitigation procedures required. However, this work will be undertaken in such a way as to minimise any delays to the main contractor's work programme.

Area Excavation

- 4.1.8 Following the installation of the contiguous concrete pile wall, the area of the new basement will be subject to an archaeological excavation. Modern overburden and undifferentiated later post-medieval layers will be removed by machine fitted with a toothless ditching bucket, in shallow level spits, under constant archaeological supervision.
- 4.1.9 Machining will cease at the top of the first archaeologically significant deposits. Hand excavation of the remaining archaeological features and deposits will be as defined in the brief set by David Radford (OCC) and outlined below:
- The excavation methodology will seek to provide multiple profiles of the rampart, noting that there will be varying impact on the profile resulting from existing multiple services.
 - Enclosure ditches: 50% including any terminals, significant stratigraphic relationships and concentrations of anthropogenic material.
 - Ring gullies: 50% including terminals and sections at each side and to the rear of the gully, any significant stratigraphic relationships and concentrations of anthropogenic material.
 - Linear ditches: 50% including terminals, significant stratigraphic relationships and concentrations of anthropogenic material.
 - Postholes: Full excavation
 - Pits: Full excavation
 - Stone structures: Sufficient excavation to establish the nature and sequence of construction and any significant stratigraphic relationships (not anticipated)
 - Floor/occupation layers: Not anticipated
 - Kilns/furnaces etc: Not anticipated
 - Animal and human burials: Full excavation.



- Other structured deposits: Full excavation and bulk sampling. Articulated bone, placed deposits and artefacts must be excavated, recorded and retained as individual items ("small finds").
 - Waterlogged deposits: Appropriate sampling of most contexts for environmental analysis in consultation with the Archaeological Science adviser and/or environmental specialist (not anticipated).
- 4.1.10 All fieldwork undertaken by Oxford Archaeology (South) is overseen by the Head of Fieldwork, Dan Poore MIFA.

Outreach

- 4.1.11 This will include a media story, and a public information leaflet on the discoveries, plus the provision of text and images for a permanent interpretation panel (to be designed and installed by others).
- 4.1.12 All outreach content will be issued to the client and Main Contractor for approval prior to release

Timetable, Project Team and Monitoring

- 4.1.13 The works will commence in late 2015 – early 2016. This WSI will need to be approved before these works can commence.
- 4.1.14 A draft programme is not yet available, but will be submitted to OCC's Planning Archaeologist once further discussions have been undertaken with the Main Contractor. The programme will be subject to regular review during the project.
- 4.1.15 The site works will be completed by a team consisting of a Project Officer, a visiting Surveyor, and up to 7 Project Archaeologists.
- 4.1.16 Environmental specialist support will be provided by Rebecca Nicholson, and Geoarchaeological specialist support by Elizabeth Stafford, both will make site visits when necessary.
- 4.1.17 The team will be managed of Ben Ford BA MIFA, Senior Project Manager. All fieldwork undertaken by Oxford Archaeology (South) is overseen by the Head of Fieldwork, Dan Poore MIFA.
- 4.1.18 Regular monitoring visits will be established with Oxford's City Archaeologist

4.2 Methodology

- 4.2.1 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 Post-excavation Assessment

- 5.1.1 A brief preliminary statement of the results and assessment of the site's significance will be provided within one month of the completion of fieldwork. This preliminary assessment will be agreed by the Oxford City Council Archaeologist.
- 5.1.2 An illustrated interim report together with a post-excavation assessment and updated project design will be submitted by OA and approved by the City Archaeologist within 6 months of the completion of fieldwork.



- 5.1.3 Post-excavation analysis and report preparation will proceed in accordance with the agreed updated project design unless subsequent variations are agreed by the Oxford City Council Archaeologist.

5.2 Publication

- 5.2.1 A summary report (including illustrations where appropriate) will be sent to the editors of South Midlands Archaeology not later than three months after the end of the calendar year in which the work is undertaken.
- 5.2.2 An illustrated final report which meets Morphe guidelines and is suitable for publication in an approved archaeological journal (normally Oxoniensia or an equivalent publication) will be provided to the Oxford City Council Archaeologist within one year of the completion of fieldwork (unless a longer time period has been agreed). The overall content of the report will be agreed with the Oxford City Council Archaeologist. The report will be clearly referenced in all respects to all work on the site, evaluation, excavation, watching briefs, building recording, background research including aerial photography etc, in order that a coherent picture may be presented. It will place the site in its local archaeological, historical and topographical context and include a clear location map. Each plan included will clearly relate to some other included plan of an appropriate scale and will include national grid references.
- 5.2.3 A bound offprint of the final publication and a digital copy of the text in PDF format will be supplied to the Oxford Urban Archaeological Database. A further offprint will accompany the archive and another will be supplied to the County Historic Environment Record. A copy of any specialist papers relating to the site will also be supplied to the Oxford City Council Archaeologist.
- 5.2.4 A publication grant will be provided to the publishers of the report in accordance with their requirements.
- 5.2.5 Once the final report has been accepted, OA will complete an OASIS fieldwork summary form and submit it to the Archaeology Data Service.

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 OA will endeavour to ensure that the site archive (including any artefacts recovered) are deposited in an acceptable condition with a museum which is registered with the Museums, Libraries and Archives Council and approved for the storage of archaeological archives. The preferred archive in this instance is the County Museum (unless the site falls within the collection policy of the Ashmolean Museum). OA will refer to the County Museum Service for the procedures and requirements which must be followed for the deposit of archaeological archives. A storage grant will be provided to the museum in accordance with their requirements. The archive will be prepared and deposited in accordance with the guidelines set out in 'Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation' (AAF, 2007).
- 5.4.2 OA will arrange for the archive to be copied on microfiche to the standard required by the Historic England Archive and copy should be deposited with the HEA.
- 5.4.3 The archive report will include copies of specialist reports.
- 5.4.4 Should the archive be identified as of National importance, OA will liaise with Oxford City Council Archaeologist and Museum curator to agree any requirements for long



term DIGITAL storage. A contingency for DIGITAL storage will be included within the project design.

- 5.4.5 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, Ben Ford, has responsibility for ensuring that safe systems of work are adhered to on site. He delegates elements of this responsibility to the Site Archaeologist who implements these on a day to day basis.
- 6.1.2 The Director with responsibility for Health and Safety at OA is Robert Williams (Chief Operations Officer); he is advised by the OA Group Health and Safety Coordinator, Dan Poore (NEBOSH Level 3).

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 will be undertaken and approved prior to commencing work 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 five days notice of the commencement of the excavation and watching brief works will be given to David Radford of Oxford City Council.
- 7.1.2 David Radford 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

- | | | |
|--------------------------|----------|---|
| Harris,R | Aug 2014 | <i>New College, Oxford. Music Practise Rooms Archaeological Assessment and Mitigation Strategy.</i> |
| Lathey et al | 1936 | <i>A Contemporary Map of the Defences of Oxford in 1644 Oxoniensia Vol.I</i> |
| OA
(Ed. Wilkinson, D) | 1992 | <i>Fieldwork Manual</i> |
| OA | 2014 | <i>Savile House. Music Practice Rooms. New College. Oxford Archaeological Evaluation Report</i> |
| OA | 2014 | <i>Savile House. Music Practice Rooms. New College. Oxford Archaeological Evaluation Report. Addendum 1</i> |
| OA | 2015 | <i>Savile House. Music Practice Rooms. New College. Oxford Addendum 2 to Evaluation Report.</i> |



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 Summary of Standard methodology

- 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.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 Summary of Standard methodology

- 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 Summary of Standard methodology

- 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 IFA (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 IFA (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 disarticulated 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 quadrant 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 (verbatim 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. IFA 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 of England and English Heritage.
- E.2.3 McKinley, J, and Roberts, C, 1993 Excavation and post-excavation treatment of cremated and inhumed human remains, IFA 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, IFA 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 Summary of Standard methodology

- 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 (eg 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 specialists who are regularly used by OA.

Internal archaeological specialists used by OA

Specialist	Specialism	Qualifications
Lisa Brown	Early Prehistoric pottery	BA, PGDip, MLitt, MIfA
Paul Booth	Iron Age and Roman pottery	BA, FSA, MIfA
John Cotter	Medieval and Post Medieval pottery, Clay Pipe and CBM	BA (Hon.), MIfA
Cynthia Poole	CBM and Fired Clay	BA (Hon.), MSc
Edward Biddulph	Roman Pottery	BA (Hon.), MA, MIfA
Ian Scott	Metalwork and Glass	BA (Hon.)
Leigh Allen	Metalwork and worked bone	BA (Hon.), PGDip
Dr Ruth Shaffrey	Worked stone artefacts	BA, PhD
Julian Munby	Architectural Stone	BA, FSA
Dr Rebecca Nicholson	Fish and Bird Bone	BA (Hon.), MA, D.Phil, MIfA, FSA Scot
Elizabeth Huckerby	Pollen and waterlogged plant remains	BA, MSc, MIfA
Lena Strid	Animal bone	MA
Kath Hunter	Charred and waterlogged plant remains	Bsc, MIfA
Dr Denise Druce Pollen	Charred plant remains and charcoal	BA, PhD, MIfA
Liz Stafford	Geoarchaeology and land snails	BA, Msc
Nicola Scott	Archaeological archive deposition	BA
Mike Donnelly	Flint	BSc, MIfA

External archaeological specialists regularly used by OA

Specialist	Specialism	Qualifications
Lynne Keys	Slag	BA (Hon.)
Quita Mould	Leather	BA, MA
Penelope Walton	Identification of Medieval	FSA, Dip.Acc



Specialist	Specialism	Qualifications
Rogers, The Anglo Saxon Laboratory	Textiles	
Dana Goodburn-Brown	Conservation	BSc (Hon.), BA, MSc
Steve Allen, York Archaeological Trust	Conservation	BA, MA, MAAIS
Dr Richard McPhail	Soils, especially Micromorphology	BA (Hon.), MSc, PhD
Dana Challinor	Charcoal	MA (Hon.), MSc
Dr Nigel Cameron	Diatoms	BSc, MSc, PhD
Dr David Smith	Insects	BA (Hon.), MA, PhD
Professor Adrian Parker	Phytoliths and pollen	BSc (Hons.), D.Phil
Dr David Starley	Slag	BSc, PhD
Wendy Carruthers	Charred and waterlogged plant remains	
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
Professor Mark Robinson	Insects, molluscs, waterlogged plant remains	MA, PhD
Dr Dan Miles	Dendrochronology	D.Phil, FSA
Dr Jean-luc Schwenninger	Optically Stimulated Luminescence Dating	PhD
Dr David Higgins	Clay Pipe	BA, PhD, MifA
Dr Hugo Lamdin Wymark	Flint	BSc, PhD, FSA Scot, MifA

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 IFA 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/DeposResouce>) 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.

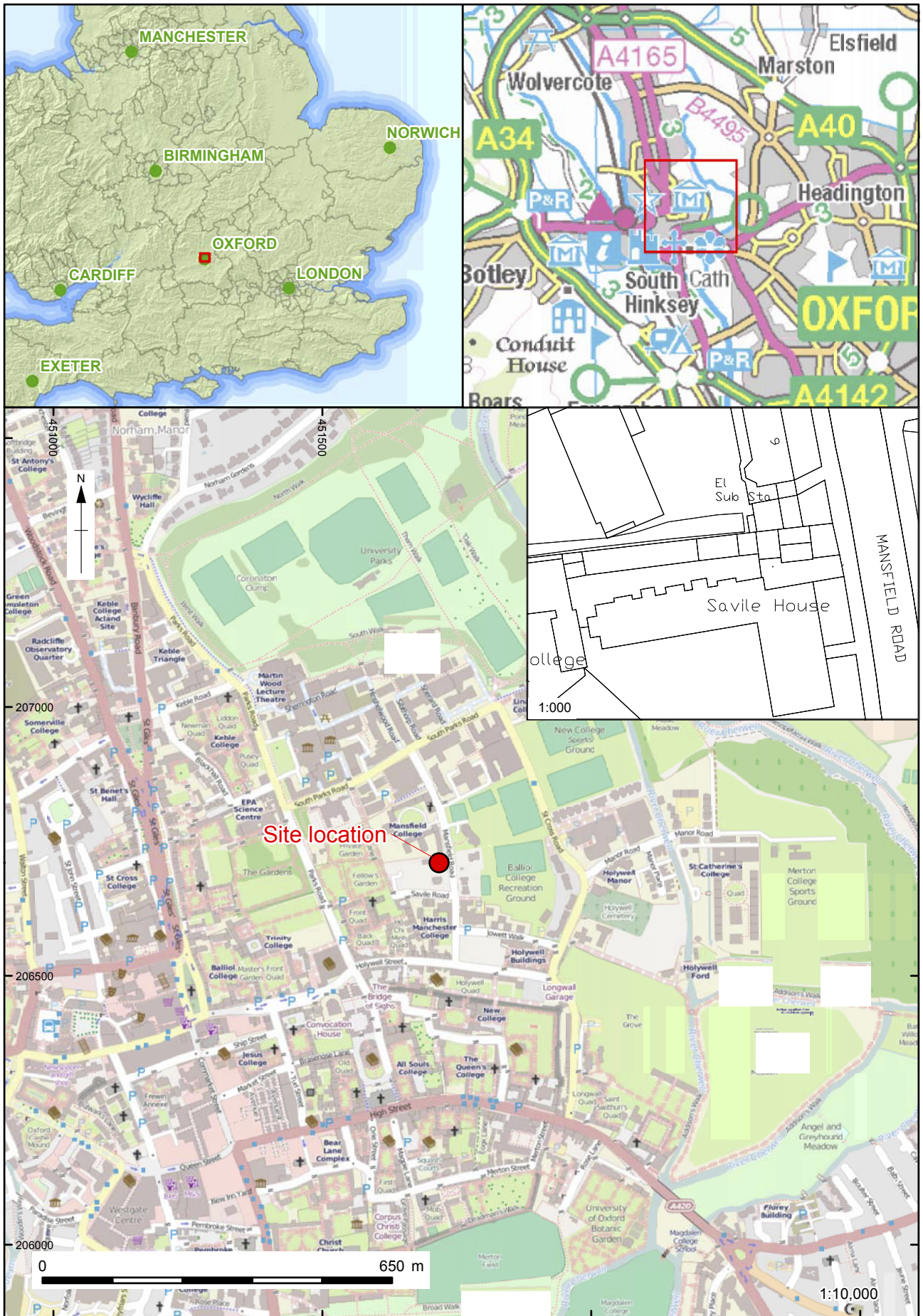
H.3 Relevant OA manual and other supporting documentation

- H.3.1 The OA Archives Policy.

APPENDIX I. HEALTH AND SAFETY

I.1 Summary of Standard Methodology

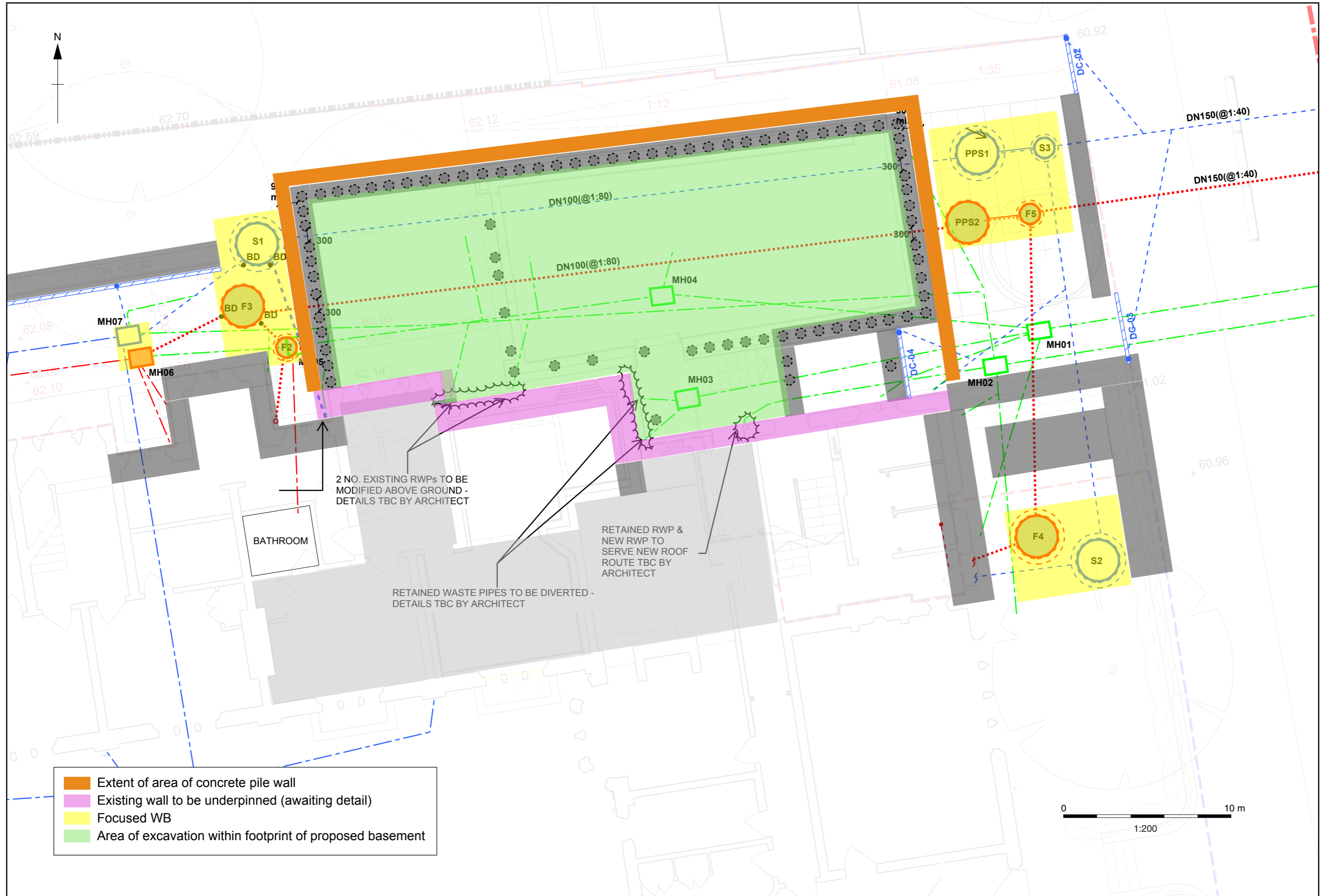
- I.1.1 All work will be undertaken in accordance with the OA Health and Safety Policy (Revision 13, August 2009), the OA Site Safety Procedures Manual, a site-specific Risk Assessment and, if required, Safety Plan or Method Statement. Copies of the site-specific documents will be submitted to the client 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 site is covered by the The Construction (Design and Management) Regulations (2007), all work will be carried out in accordance with the Principal Contractor's Construction Phase Plan.
- I.1.3 All work will be carried out according to the requirements of all relevant legislation and guidance, including, but not exclusively.
 - The Health and Safety at Work Act (1974),
 - Management of Health and Safety at Work Regulations (1999),
 - Manual Handling Operations Regulations 1992 (as amended in 2002),
 - The Construction (Design and Management) Regulations (2007), and
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).



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Figure 1: Site location



2 NO. EXISTING RWPs TO BE MODIFIED ABOVE GROUND - DETAILS TBC BY ARCHITECT

RETAINED RWP & NEW RWP TO SERVE NEW ROOF ROUTE TBC BY ARCHITECT

RETAINED WASTE PIPES TO BE DIVERTED - DETAILS TBC BY ARCHITECT

- Extent of area of concrete pile wall
- Existing wall to be underpinned (awaiting detail)
- Focused WB
- Area of excavation within footprint of proposed basement





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