



Aston Children's Home (formerly Whitehouse Farm, Aston), Written Scheme of Investigation for an Evaluation

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Aston Children's Home (formerly Whitehouse Farm, Aston),
Written Scheme of Investigation for an Evaluation
Centred on NGR SP 33938 03281

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1 INTRODUCTION

1.1 Project details

- 1.1.1 Oxford Archaeology (OA) has been commissioned by Beard to undertake a 2 trench evaluation of the site of a proposed children's home development.
- 1.1.2 The work is being undertaken to inform the Planning Authority in advance of submission of a Planning Application. A brief has been set by Richard Oram (OCC Lead Archaeologist), detailing the Local Authority's requirements for work necessary to inform the planning process; this document outlines how OA will implement those requirements.
- 1.1.3 All work will be undertaken in accordance with the Chartered Institute for Archaeologists Code of Conduct and relevant Standards and Guidance, and local and national planning policies (CIfA 2014 revised 2020).
- 1.1.4 Blue stone Planning Ltd and Oxfordshire County Council (OCC) propose to build a children's home on OCC land in Aston, to the east of Back Lane. The proposal is at pre-application stage and will go to West Oxfordshire District Council as the local planning authority. Various design options are under consideration, all comprising a single building measuring approximately 30m x 20m across, associated access off Back Lane, parking and landscaping.
- 1.1.5 Pre-application archaeological investigation of the site has been required by the Local Planning Authority, West Oxfordshire District Council. This Written Scheme of Investigation (WSI) has been prepared on behalf of the Client in response to a Design Brief for Field Evaluation issued by the OCC Lead Archaeological Officer (Richard Oram). In previous planning documents, including the brief, this site was known as Whitehouse Farm, Back Lane, Aston.

1.2 Location, topography and geology

- 1.2.1 The site is located on the northern edge of Aston, a village located 2km east of Bampton and 16km west of Oxford. Until the later 19th century, Aston was part of the parish of Bampton. In 1866, Aston and Cote formed their own parish and the village is now part of the parish of Aston, Cote, Shifford and Chimney within the district of West Oxfordshire.
- 1.2.2 The site comprises approximately 0.3 hectares (ha) of land currently under pasture. It is bounded to the north-west by Back Lane, to the west by several houses and to the south and north-east by fields.
- 1.2.3 The site is situated on a plateau of higher ground to the west of Aston at c 70m aOD. The northern part of the site slopes gently down towards the north-east, reaching a height of c 68m aOD in the north-east corner.
- 1.2.4 The underlying bedrock geology is recorded as Oxford Clay Formation and West Walton Formation (mudstone), a sedimentary Bedrock formed c 157–166 million years

ago in the Jurassic Period. The bedrock of the southern part of the site is overlain by Summertown-Radley sand and gravel (BGS 2020).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND AND POTENTIAL

2.1 Archaeological and historical background

- 2.1.1 The archaeological and historical background of the site has been described in detail in the Desk-Based Assessment, the relevant results of which are summarised below (OA September 2021).
- 2.1.2 There is limited evidence of prehistoric activity within the study area, the only recorded finds being a small group of Neolithic and Bronze Age worked flints found 250m south of the site. A number of cropmark sites on the outskirts of the village could represent later prehistoric or Roman settlement activity. There is a low potential for prehistoric remains to be present within the site.
- 2.1.3 In 2002, part of a Roman settlement (OA 29) was recorded during a watching brief 150m south-west of the site, and in 2007 another watching brief (OA 32) undertaken 75m west of the site recorded further signs of Romano-British activity. There is a moderate potential for remains of Roman date to be present within the site.
- 2.1.4 The walkover and the LiDAR analysis have suggested that two NE–SW-aligned earthworks may be located within the site. The northerly bank and associated ditch (OA 36) are located at the northern end of the site and this may continue north-eastwards into the field to the north-east of the site. This bank has been subjected to modern disturbance in the form of a livestock shed and pens, livestock trample and a modern dump of material. A surface find of medieval pottery was located in an area of modern disturbance and may be residual. The other earthwork (OA 37) was also aligned NE–SW but does not appear to continue north-eastwards into the next field.
- 2.1.5 Aston was founded by the 10th century and during the late Saxon and later medieval period it formed part of the principal manor of Bampton. The extent of the late Saxon and medieval village was probably concentrated around the triangular green formed by the High Street, Back Lane and North Street. It is possible that the site contains evidence of late Saxon/late medieval settlement activity given its position just south of Back Lane. The two earthwork features mentioned above are likely to be of late Saxon/late medieval date and predate the later medieval ridge and furrow found across the area. The site, therefore, has a low–moderate potential to contain medieval settlement remains and a high potential for medieval agricultural remains. Any surviving settlement evidence or remains of estate-boundary earthworks will be of medium significance, whereas surviving ridge and furrow will be of low (local) significance.
- 2.1.6 During the post-medieval period, the site was under pasture and the fields were part of Aston manor. The site was bounded by a hedgerow at the southern site and was bisected by a hedgerow on the eastern side. These hedgerows were removed by the later 19th century and the site became part of a larger pasture field associated with White House Farm to the south-east of the site. The site has a high potential to contain the surviving remnants of the former hedgerows, though these are of low archaeological significance. In the later 20th/early 21st century, a shed was constructed within the northern part of the site and a dump of spoil was situated in this area.

2.1.7 The fields around Aston were enclosed in the mid-19th century but the site became part of a larger field in the later 19th century. The existence of several earthworks within the site suggests that it may contain surviving late Saxon or later medieval elements. The site probably also contains the remains of two pre-enclosure, hedgerow field boundaries below ground. The historic landscape within the site could be of medium (regional) significance if the site contains evidence of late Saxon/medieval estate boundaries.

2.2 Potential

2.2.1 The effect of the proposed development on potential archaeological remains and the historic landscape will be a material consideration in the determination of a submitted planning application. The site has a high potential to contain archaeological remains as it is situated in the triangular green which forms the core of the historic village of Aston. The site contains two probable earthwork features aligned NE–SW, which may be former boundaries of late Saxon or later medieval date. The northernmost of the two banks appears to continue north-eastwards and may represent an earlier route of Back Lane. A medieval pottery sherd (c 1100-1500) was recorded at the eroded base of this feature during the site visit. The southerly earthwork could be a bank representing a previous extent of the village, forming part of a property boundary set back from Back Lane, or may be a relict feature from a former field system.

3 PROJECT AIMS

3.1 General

3.1.1 The proposed scheme will result in significant groundworks that have the potential to have an adverse impact upon any archaeological remains that might be present within the site. This evaluation will test the two earthwork features that were recorded during the walkover survey and the LiDAR analysis. The evaluation will also establish whether the site contains evidence for Roman, late Saxon/late medieval settlement activity or agricultural activity of later medieval/post-medieval date. The evaluation will clarify the presence (or absence) and significance of any archaeological deposits that might be damaged or removed by the proposed scheme and would inform a suitable mitigation strategy if required.

3.2 Specific aims and objectives

3.2.1 The specific aims and objectives of the evaluation are:

- i. To determine or confirm the general nature of any remains present.
- ii. To determine or confirm the approximate date or date range of any remains, by means of artefactual or other evidence.
- iii. To establish the depth and profile of the identified earthwork features and recover dating evidence for their construction and period of use.

4 PROJECT SPECIFIC EXCAVATION AND RECORDING METHODOLOGY

4.1 Scope of works

4.1.1 A trenching sample of two 30m by 1.8m trenches will be undertaken across the site, as stipulated by the OCC brief, targeting the footprint of the proposed building and associated car park. The trench layout plan has been submitted for approval prior to the trenching commencing. The trenches represent a 2% sample of the approximately 3000m² site area.

4.2 Programme

4.2.1 It is anticipated that the fieldwork will take 2 days to complete, provisionally due to commence in the second week in November 2021, subject to agreement with Richard Oram (OCC) regarding monitoring visit dates and approval of this WSI. The OA team will comprise a Project Supervisor, directing one Project Archaeologist, under the management of Stuart Foreman (MCIfA), Senior Project Manager.

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

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).

4.3.2 Site specific methodologies, as required by the brief, will be as follows (the brief is included in full as Appendix J:

- i. *"The excavation under the supervision of a competent archaeologist is to be taken down to the top of 'natural' or the top of any significant archaeological level, whichever is the higher. While the surface of the exposed archaeological horizon should be cleaned for the purpose of clarifying the remains, archaeological features should generally only be sampled sufficiently to characterise and date them. Full excavation of features should not be undertaken at this stage. Care should be taken not to damage archaeological deposits through excessive use of mechanical excavation.*
- ii. *Provision should be made for taking environmental samples. A sampling strategy should be produced for the site in consultation with the environmental specialist. This sampling strategy will need to be agreed with the County Archaeological Officer. The specification should include an assessment of the anticipated trench depth based on the results of the borehole sample undertaken across the site where available. Any trenches that are likely to be in excess of one meter deep should be highlighted within the specification. The trenches should not be backfilled until after they have been monitored in line with the supporting annexes (OCC Design Brief, 27 August 2021)."*

- iii. It should be noted that a sampling strategy cannot be formulated until deposits of interest have been identified and characterised in the trenches. OA's standard approach to environmental sampling is detailed in Appendix C. No borehole information is available. In this case there is no expectation from the geological context that waterlogged alluvial deposits will be present. Buried soils might be encountered underlying the earthworks.
- iv. Profiles through the earthworks will be recorded in the trench sections, including a detailed profile of the ground surface.

5 PROJECT SPECIFIC REPORTING AND ARCHIVE METHODOLOGY

5.1 Programme

- 5.1.1 The report will be completed within six weeks of the completion of the fieldwork.
- 5.1.2 A draft digital (.pdf) copy of the report will be provided to the Oxfordshire County Council Lead Archaeologist and the client for comment prior to final issue.
- 5.1.3 After a six-month period, unless otherwise requested, the report will be placed on the OA digital library (<https://library.oxfordarchaeology.com>) where it will be accessible by the general public.

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 The site archive will be deposited with the Oxfordshire County Museum Service following completion of the project.
- 5.4.2 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 SMSTS), has responsibility for ensuring that safe systems of work are adhered to on site. He/she delegates elements of this responsibility to the Site Supervisor (CITB SSSTS), 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.

6.3 Monitoring of works

- 6.3.1 At least 10 days' notice of the commencement of the trenching works will be given to Richard Oram, Lead Archaeologist for Oxfordshire County Council. He 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.

7 BIBLIOGRAPHY

BGS online <https://mapapps.bgs.ac.uk/geologyofbritain/home.html>

CifA 2014 (revised 2020) Standard and Guidance for Archaeological Evaluation. Chartered Institute for Archaeologists, Reading

CifA 2014 (revised 2020) Standard and Guidance for Archaeological Watching Brief. Chartered Institute for Archaeologists, Reading

OA 2021 Whitehouse Farm, Back Lane, Aston, Oxfordshire. Archaeological Desk-Based Assessment. Oxford Archaeology unpublished client document

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 may 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 be 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 photographic record, illustrating in both detail and general context the principal features and finds discovered will be maintained. The photographic record will also include 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 Chartered Institute for Archaeologists (CIfA) Standard and Guidance notes relevant to fieldwork are:
- Standard and guidance for archaeological field evaluation, 2014 (updated 2020)
 - Standard and guidance for archaeological excavation, 2014 (updated 2020)
 - Standard and guidance for an archaeological watching brief, 2014 (update 2020)
- 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 GPS/GNSS (Global Positioning System/Global Navigation Satellite System), hand-measured elements, Total Station Theodolite (TST) survey utilising Reflectorless Electronic Distance Measurement (REDM), or photogrammetry where appropriate.
- B.1.4 Before the main work commences, a network of control stations will be laid out encompassing the area as necessary. 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 GNSS, or other appropriate method, will be used to orientate the control network to National Grid or other recognised coordinate system.
- B.1.5 Control stations will be checked by closed traverse and/or GNSS, as appropriate. The accuracy of these control stations will be accessed on a regular basis and re-established accordingly. Control 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 uploaded onto survey equipment as appropriate. 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 recording daily tasks and conditions as appropriate.
- B.1.8 All spatial data will be periodically downloaded uploaded and backed up to our central servers via ftp. It will be cleaned, validated and inspected.
- B.1.9 All survey data will be documented on daily survey record sheets as necessary. 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 summary of survey work will be produced as needed to access development and highlight problems. 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 via ftp to Oxford on a regular 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 GNSS. 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 Areas of complex stratigraphy will be hand drawn or recorded by photogrammetry as appropriate. Where 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 GNSS. 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 Photogrammetry may also be used to record standing structures or burials. This will be carried out in line with Standard OA procedures for photogrammetry.
- 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 Information (metadata) on all other digital files will be created and stored as appropriate. At the end of the survey all data recorded will be made available for archiving purposes.

B.2 Relevant industry standards and guidelines

- B.2.1 Historic England, 2017 Understanding the Archaeology of Landscapes A Guide to Good Recording Practice
- B.2.2 Historic England, 2015 Metric Survey Specifications for Cultural Heritage (3rd edn)

B.2.3 Historic England, 2016 Understanding Historic Buildings: A Guide to Good Recording Practice

B.2.4 Historic England, 2017 Photogrammetric Applications for Cultural Heritage: Guidance for Good Practice

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 Historic England and Oxford Archaeology. A register of samples will be kept. Specialists will be consulted where non-standard sampling is required (e.g. 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 on sediment type and like modes of preservation (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 Historic England, 2010 Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood.
- C.2.2 Historic England, 2011 Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post excavation, (2nd ed)

- C.2.3 Historic England, 2004 Dendrochronology: Guidelines on Producing and Interpreting Dendrochronological Dates (revision due 2020).
 - C.2.4 University of Bradford, 2019 Archaeomagnetism: Magnetic Moments in the Past <https://www.brad.ac.uk/archaeomagnetism/>
 - C.2.5 Historic England, 2008 Luminescence Dating. Guidelines on Using Luminescence Dating in Archaeology (revision due 2020).
 - C.2.6 Historic England, 2008 Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains (currently being revised).
 - C.2.7 Historic England, 2015 Archaeometallurgy. Guidelines for Best Practice.
 - C.2.8 Historic England, 2015 Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record.
 - C.2.9 Historic England, 2017 Organic Residue Analysis and Archaeology.
 - C.2.10 Baker, P and Worley, F, 2019 Animal Bones and Archaeology: Recovery to Archive. Historic England
- C.3 Relevant OA manual and other supporting documentation**
- C.3.1 Oxford Archaeology 2017. Environmental Sampling Guidelines, 4th 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 Finds Team Leader. 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 Finds Team Leader 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 Team Leader 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 cannot 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 Fieldwork Team Leader and the Post-excavation Team Leader. Project managers will keep the Finds Team Leader 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 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 Finds Team Leader.
- 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 Team Leader 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 team prepares the finds assemblage for deposition with the receiving museum. Discussions will be held with the museum, the excavator and the Finds Team Leader 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 ClfA, 2014 (updated 2020) Standard and guidance for the collection, documentation, conservation and research of archaeological materials
- D.2.2 Society of Museum Archaeologists, 1993 Selection, retention and dispersal of Archaeological Collections. Download available via <http://www.socmusarch.org.uk/publica.htm>)
- D.2.3 UKIC, 1983 Packaging and Storage of Freshly-Excavated Artefacts from Archaeological Sites. Conservation Guidelines No.2. Archaeology Section, United Kingdom Institute for Conservation.
- D.2.4 UKIC, 1988 Excavated Artefacts and Conservation: UK sites Revised Edition. Conservation Guidelines No.1. Archaeology Section, United Kingdom Institute for Conservation.
- D.2.5 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 HUMAN REMAINS

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 ClfA (Roberts and McKinley 1993), Historic England (2018), the Advisory Panel on the Archaeology of Burials in England (APABE, 2015, 2017) and British Association of Biological Anthropology and Osteoarchaeology Code of Practice (2019) and Code of Ethics (2019). For crypts and post-medieval burials, the recommendations set out by the ClfA (Cox 2001) and by the Association of Diocesan and Cathedral Archaeologists and APABE (2010) are also relevant.
- E.1.4 In accordance with recommendations set out in the Historic England and Church of England (2005) and updated by the Advisory Panel on the Archaeology of Burials in England (2017), 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 (those less than 100 years old) 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 normally 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 digital imaging is used it will be done in accordance with the British Association of Biological Anthropology and Osteoarchaeology Recommendations on the Ethical Issues Surrounding 2D and 3D Digital Images of Human Remains (2019).
- E.1.11 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 photography (for example, urned cremations; undisturbed hob nails).
- E.1.12 Levels will be taken. For inhumations this will be on the skull, pelvis and feet as a minimum.
- E.1.13 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.1.14 Urned cremations will not usually be half sectioned, but excavated in spits and/or quadrants (i.e. large deposits or spreads), or recovered as a bulk sample.
- E.1.15 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, 2017).
- E.1.16 Unless deemed osteologically or archaeologically important disarticulated bone / chanel 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.1.17 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.1.18 Pyre debris dumps will be half sectioned or quadrant and will be subject to 100% sampling.
- E.1.19 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.1.20 Funerary structures, such as brick shaft graves and/or vaults will be recorded by photogrammetry or 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.1.21 Memorials, including headstones, revealed within the areas of development will be recorded irrespective of whether they are believed to be in situ.
- E.1.22 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.1.23 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
- Condition, completeness and fragmentation of stones, no longer in original positions
- 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 Advisory Panel on the Archaeology of Burials in England, 2013 Science and the Dead. A guideline for the destructive sampling of archaeological human remains for scientific analysis. English Heritage Publishing.
- E.2.2 Advisory Panel on the Archaeology of Burials in England, 2017 Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England
- E.2.3 Advisory Panel on the Archaeology of Burials in England, 2015 Large Burial Grounds. Guidance on sampling in archaeological fieldwork projects
- E.2.4 Association of Diocesan and Cathedral Archaeologists and APABE, 2010 Archaeology and Burial Vaults. A guidance note for churches. Guidance Note 2
- E.2.5 British Association of Biological Anthropology and Osteoarchaeology. 2019a Code of Practice (<http://www.babao.org.uk/index/ethics-and-standards>)
- E.2.6 British Association of Biological Anthropology and Osteoarchaeology. 2019b Code of Ethics (<http://www.babao.org.uk/index/ethics-and-standards>)
- E.2.7 British Association of Biological Anthropology and Osteoarchaeology, 2019c Recommendations on the Ethical Issues Surrounding 2D and 3D Digital Images of Human Remains (<http://www.babao.org.uk/index/ethics-and-standards>)
- E.2.8 Cox, M, 2001 Crypt archaeology. An approach. ClfA Paper No. 3
- E.2.9 English Heritage, 2002 Human Bones from Archaeological Sites. Guidelines for producing assessment documents and analytical reports
- E.2.10 Historic England, 2018 The Role of the Human Osteologist in an Archaeological Fieldwork Project. Swindon, Historic England
- E.2.11 McKinley, J, and Roberts, C, 1993 Excavation and post-excavation treatment of cremated and inhumed human remains, ClfA Technical Paper No. 13

- E.2.12 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, ClfA Technical Paper No. 7. 9-13
- E.2.13 McKinley, J, 2017 Compiling a skeletal inventory: cremated human bone. In Mitchell P, and Brickley, M (eds) Updated Guidelines to the Standards for Recording Human Remains, ClfA 14-19
- E.2.14 Mitchell P, and Brickley, M (eds) Updated Guidelines to the Standards for Recording Human Remains, ClfA 2017
- E.2.15 Mytum, H, 2000 Recording and Analysing Graveyards. CBA Handbook No. 15
- E.2.16 Reeve, J, and Adams, M, 1993 The Spitalfields Project. Volume I – The Archaeology Across the Styx. CBA Research Report No. 85
- E.2.17 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 Oxford Archaeology 2018 *Fieldwork Manual Human Remains* unpublished

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 Historic England Management of Research Projects in the Historic Environment (MoRPHE) 2015, 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 2015 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 their 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 Historic England 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 Historic England's Management of Research Projects in the Historic Environment (MoRPHE; HE 2015). 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 Historic England (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
John Cotter	Medieval and Post Medieval pottery, Clay Pipe and CBM	BA (Hons), MCIfA
Dr Alex Davies	Prehistoric Pottery	BA (Hons), MA, PhD, ACIfA
Edward Biddulph	Roman Pottery	BA (Hons), MA, MCIfA
Kate Brady	Roman Pottery	BA, ACIfA
Cynthia Poole	CBM and Fired Clay	BA (Hons), MSc
Leigh Allen	Metalwork and worked bone	BA (Hons), PGDip
Anni Byard	Metalwork, coins and glass	MSx, MCIfA
Dr Ruth Shaffrey	Worked stone artefacts	BA, PhD, MCIfA
Dr Rebecca Nicholson	Fish and Bird Bone	BA (Hons), MA, D.Phil, MCIfA, FSA Scot
Dr Mairead Rutherford	Pollen	BSc, MSc
Ian Smith	Animal Bone	BA (Hons), MSc, PCIfA
Dr Martyn Allen	Animal Bone	BA (Hons), MA, PhD
Dr Denise Druce	Charred plant remains, charcoal and pollen	BA (Hons), PhD, MCIfA
Sharon Cook	Charred plant remains	BSc, MSc, ACIfA
Elizabeth Stafford	Geoarchaeology and land snails	BA (Hons), MSc
Carl Champness	Geoarchaeology	BA (Hons), MSc, ACIfA
Nicola Scott	Archaeological archive deposition	BA (Hons Dunelm)
Mike Donnelly	Flint	BSc, MCIfA
Dr Louise Loe	Human Bone	BA PhD, MCIfA, BABAO
Helen Webb	Human Bone	BSc, MSc, MCIfA, BABAO
Mark Gibson	Human Bone	BA, MSc, ACIfA, BABAO
Dr Lauren McIntyre	Human Bone	BSc, MSc, PhD, MCIfA, BABAO
Zoe Ui Choileain	Human Bone	Pg Dip, MA, Msc, BABAO
Natasha Dodwell	Human Bone	BA, MSc, BABAO

External archaeological specialists regularly used by OA

Specialist	Specialism	Qualifications
Lynne Keys	Slag	BA (Hons)
Quita Mould	Leather	BA, MA
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 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
Dr David Dungworth	Archaeometallurgy and Glassworking	BA (Hons), PhD

APPENDIX H DOCUMENTARY ARCHIVING

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 manager 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 Where there is currently no receiving museum for the project archive, although responsibility for the archive ultimately lies with the client, OA will hold the archive on their behalf for a period of up to 3 years after completion of the report, after which time (in the event that a suitable depository has not been secured) provision for further storage of the archive will be made in agreement with Oxford Archaeology, the client and the relevant planning archaeologist.
- H.1.4 During the course of the project the Archive team will assist the Project Manager in the management of the archive including the cataloguing and development technique suitable for photographic archive requirements.
- H.1.5 The hard copy site archive will be security copied by scanning to PdFA and a copy of this will be housed on the OA Archive Server. A full digital copy of the archive, including scanned hard copy and born digital data, will be deposited with and made publicly available on-line through the ADS. A further copy will be maintained on the OA server and if requested a copy on disk will also be sent to the receiving museum 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.1.6 Born digital data will only be printed to hard copy for the receiving museum where practical. Archive elements that need maintaining in digital form will be sent to ADS in accordance with Arches Standard and ADS guidelines. A copy will be sent to the receiving museum by CD and back-up copies will be stored on the OA digital network. In most cases a digital copy of the report will be included in the OASIS project library hosted by ADS.
- H.1.7 Prior to deposition the Archive team 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.1.8 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. Deposition charges will be required from the client as part of the project costs, but the level of the fee is set by the receiving body and may be subject to change during the lifespan of the project. Changes to archiving charges beyond OA's control will be passed across to the client.
- H.1.9 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 the receiving repository or museum for the archive with a full licence for use to the client in all matters directly relating to the project as described in the Written Scheme of Investigation, and in line with the relevant receiving body guidelines.
- H.1.10 OA will advise the receiving repository or museum for the archive of 3rd party materials supplied in the course of projects which are not OA's copyright.
- H.1.11 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. Archaeological findings and conclusions can be kept confidential for a limited period but will be made publicly available in line with the above procedure either after a specified time period agreed with the client at the outset of the project, or where no such period is agreed, after a reasonable period of time. 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 EAC, 2014 A Standard and Guide to Best Practice for Archaeological Archiving in Europe (EAC Guidelines 1)
- H.2.3 ClfA, 2014 (Updated 2020) Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives
- H.2.4 Brown, D, 2011 Archaeological Archives A Guide to Best Practice in Creation, Compilation, Transfer and Curation. AAF
- H.2.5 UKIC, 1990 Guidelines for the preparation of excavation archives for long-term storage
- H.2.6 SMA, 2020 Standards and Guidance in the Care of Archaeological Collections
- H.2.7 Local museum guidelines such as Museum of London Guidelines: (<http://www.museumoflondonarchaeology.org.uk/English/ArchiveResearch/DeposRe> source) will be adopted where appropriate to the archive collecting area.
- H.2.8 The site archive will be prepared to at least the minimum acceptable standard defined in Management of Archaeological Projects 2, Historic England 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 current OA Health and Safety Policy, 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). This is not the case for this site.

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.2.7 Relevant OA manual and other supporting documentation
 - I.2.8 The OA Health and Safety Policy.
 - I.2.9 The OA Site Safety Procedures Manual.
 - I.2.10 The OA Risk Assessment templates.
 - I.2.11 The OA Method Statement template.
 - I.2.12 The OA Construction Phase Plan template.

APPENDIX J

PROJECT BRIEF

Whitehouse Farm, Back Lane, Aston

Design Brief for Archaeological Field Evaluation

1. SUMMARY OF BRIEF:

- 1.1 This brief provides the outline framework on which a detailed specification of work should be based. It is advisable that archaeological organisations forward the specification to the County Archaeological Officer or his representative for validation before submitting costed proposals to the agency commissioning the evaluation. Sections 1 – 4 of this brief relate specifically to this evaluation. Annex 1-5 provides the archaeological contractor with a procedural framework outlining general good practice and requirements pertaining to all archaeological evaluation projects carried out in Oxfordshire.
- 1.2 An archaeological field evaluation has been requested due to the potential presence of archaeological features within the application area. This brief outlines our requirements for the evaluation.
- 1.3 The evaluation will aim to establish the presence/absence, extent, condition, character and date of any archaeological deposits within the area affected by invasive development. This evidence will form the basis of any proposals for appropriate mitigation measures that may seek to limit the damage to significant archaeological deposits, and should aim to define any research priorities that may be relevant should further investigation be required. The evaluation will include any post-excavation work and publication requirements resulting from it.

2. BACKGROUND:

2.1 Site Location and Description

- 2.1.1 The site is located on the northern edge of Aston, on the south side of Back Lane and west of North Street (SP 3395 0325) The application site is currently in agricultural use.
- 2.1.2 The site is situated at approximately c70m metres aOD and the underlying geology is shown as Oxford Clay.

2.2 Planning Background

- 2.2.1 Planning permission is to be sought for the development of a children's home.
- 2.2.2 Due to the potential presence of below ground archaeological features a predetermination archaeological field evaluation has been requested to provide a suitable level of information to establish an appropriate level of mitigation. This is in line with the NPPF and Local Plan policy.

2.3 Archaeological Background

- 2.3.1 The site is located in an area of archaeological interest immediately north of an area of shrunken medieval settlement identified from a series of possible house platforms

and earthworks. Medieval remains have been recorded 90m south east of the proposed site and 125m south west of the proposed development. This later site also recorded a series of Roman features. Further evidence of Roman activity has been recorded 65m north west of the site where a watching brief recorded a number of Roman linear features. A later prehistoric cropmark complex has been identified from aerial photographs and plotted as part of the Thames Gravel National Mapping Programme (1994). Further cropmarks have been recorded to the north and north east of the proposed site.

3. REQUIREMENT FOR WORK:

- 3.1 This field evaluation has been required in accordance with the National Planning Policy Framework (NPPF) because of the presence of known sites of archaeological interest within the immediate vicinity of the development. Should important archaeological remains be revealed, this evaluation will form the first stage of a mitigation procedure.
- 3.2 The evaluation should aim to gather sufficient information to establish the presence/absence, extent, condition, character, quality and date of any archaeological deposits within those areas affected. 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.
- 3.3 The aims and objectives for the archaeological works must take account of the material contained within the Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas (<https://library.thehumanjourney.net/2597/>). In particular the themes and questions in the Research agendas for periods should be included where relevant.

This is as required by the Standard and guidance: for archaeological field evaluation (CIfA 2020, para 3.2.9)

- 3.4 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:-
 - a) Physical preservation in situ, which can often be achieved through design adaptations, or, if this is not possible;
 - b) By preserving the archaeology on record through a full recording action. Less significant archaeological deposits may be dealt with through a monitoring and recording exercise carried out during the construction programme.

4. SPECIFIC REQUIREMENTS FOR THIS EVALUATION:

- 4.1 A trenching sample of two 30m by 1.8m trenches will need to be undertaken across the site. The trenches will need to target the footprint of the proposed building and associated car park.

A trench layout plan should be agreed prior to the trenching commencing.

- 4.2 The excavation under the supervision of a competent archaeologist is to be taken down to the top of 'natural' or the top of any significant archaeological level, whichever is the higher. While the surface of the exposed archaeological horizon should be cleaned for the purpose of clarifying the remains, archaeological features should generally only be sampled sufficiently to characterise and date them. Full excavation of features should not be undertaken at this stage. Care should be taken not to damage archaeological deposits through excessive use of mechanical excavation.
- 4.3 Provision should be made for taking environmental samples. A sampling strategy should be produced for the site in consultation with the environmental specialist. This sampling strategy will need to be agreed with the county Archaeological Officer.
- 4.4 The specification should include an assessment of the anticipated trench depth based on the results of the bore hole sample undertaken across the site where available. Any trenches that are likely to be in excess of one meter deep should be highlighted within the specification.

The trenches should not be backfilled until after they have been monitored in line with the supporting annexes.

Richard Oram
Lead Archaeologist
County Archaeological Services

27th August 2021

ANNEX 1

PROJECT METHODOLOGY AND DATA COLLECTION - FIELD EVALUATION

1. The project shall be under the control of a suitably qualified archaeologist who should preferably be a member of the Chartered Institute for Archaeologists (CIfA). The evaluation should be undertaken in accordance with the CIfA's '[Standard and guidance for archaeological field evaluation, 2020](#)'.
2. Include an agreed list of specialist consultants who might be required to conserve and/or report on finds and advise, or report on, other aspects of the investigation. An agreed allowance should be made for their fees.
3. The whole range of investigative/recording techniques should be considered. These should be presented and, if discounted, a supporting statement should provide an explanation.
4. A plan at an appropriate scale showing the proposed location and extent of survey works/trenches/test pits etc. should be supplied. An indication of whether trenches will be machine or hand dug should be given.
5. When machine-opened trial trenches are employed:
 - a) An appropriate machine must be used, with an appropriate bucket, usually a wide toothless ditching blade. Choice should be influenced by prevailing site conditions, and the machine must be able to carry out a clean job.
 - b) All machine work must be carried out under the direct supervision of an archaeologist.
 - c) All topsoil or recent overburden must be removed down to the first significant archaeological horizon in successive level spits. The continued use of machinery beyond this point should only take place when specifically agreed with the planning archaeologist as necessary for the particular type of evaluation.
 - d) The top of the first significant archaeological horizon may be cleared by the machine, but must then be cleaned by hand and inspected for features.
6. Sufficient of the archaeological features and deposits identified must be excavated by hand through a specified or agreed sampling procedure to enable their date, nature, extent and condition to be described. No archaeological deposits should be entirely removed unless this is unavoidable. It is not necessarily expected that all trial trenches will be fully excavated to natural subsoil, but the depth of archaeological deposits across the whole site must be assessed. The stratigraphy of all trial trenches should be recorded even where no archaeological deposits have been identified. Spoil heaps shall be monitored to allow analysis of the spatial distribution of artefacts.
7. All excavation, either by machine and by hand, must be undertaken with a view to avoiding damage to any archaeological features or deposits, which appear to be worthy of preservation in situ.

8. Any human remains, which are encountered, must initially be left in situ. If removal is necessary this must comply with relevant Ministry of Justice licence regulations.
9. The data collection strategy should be part of a structured academic research agenda based on local and national research priorities. Data management, recovery and recording levels should be clearly defined and should be appropriate to the particular stratified deposits under investigation. This Selection Strategy and Data Management Plan should be specifically set out in the written scheme of investigation.

ANNEX 2

MONITORING ARRANGEMENTS:

- 1 Oxfordshire County Council Archaeological Services will monitor progress and standards throughout the project. To facilitate this, the project design should include a projected timetable on site (indicating staff grades, members and machine hire time if appropriate etc).

The County Archaeological Officer shall be notified of the start date at least two weeks **prior to commencement of work** in order to arrange a date for the monitoring visit(s).

- 2 A charge of £54 will be made per monitoring visit.

ANNEX 3

POST EXCAVATION AND REPORTING REQUIREMENTS:

1. The post excavation work should include the processing and primary research, analysis and investigative conservation necessary to prepare the site archive for preservation in a usable form and to produce a full report for publication. Incorporate provision for the long-term storage of both finds and site archive with the County Museums Service. On completion of the fieldwork the site archive will be prepared in the format agreed with the Oxfordshire County Museum Service, who should be consulted at this stage concerning their requirements.
2. For most evaluation projects the preparation of the report should be relatively simple following on directly from the fieldwork and achieved within a standard format. Details of styles and format are to be determined by the Unit. In any event, the report should include as a minimum:
 - a) a plan(s), at an appropriate scale, showing trench layout (as dug) and features located;
 - b) a table summarising any descriptive text showing, per trench, the features, classes and numbers of artefacts located and their interpretation;
 - c) a reconsideration of the methodology used, i.e. a confidence rating;
 - d) a plan, at an appropriate scale, showing both actual and, where possible, predicted archaeological deposits; and

- e) a consideration of the archaeological evidence from within the site set in its broader landscape setting.
- f) The report should not give an opinion on whether preservation or investigation is considered appropriate. (However, the client may wish to commission separately a Unit's opinion on an appropriate treatment of the archaeological resource.)

For more extensive and complicated evaluation projects, especially where they are part of large-scale programmes of work in historic urban centres, the procedures outlined in English Heritage's Management of Research Projects in the Historic Environment (MoRPHE) should be followed for immediate post-field archive preparation and initial assessment. Agreement should then be reached, in collaboration with the CAO, about what aspects need to be taken forward to provide a report in the required format containing the information needed for planning purposes.

ANNEX 4

ARCHIVE DEPOSITION:

1. The archive should be prepared to the minimum acceptable standard defined in MoRPHE. The integrity of the archive should be maintained.
2. The contracted archaeological organisation will endeavour to ensure that the full integrated site archive including all finds shall, with the agreement of the owners, be deposited after completion of post-excavation work with the County Museums Service (Oxfordshire Museums) unless another repository is indicated. If, during the course of excavation, items are found that may be potentially defined as 'Treasure' under the Code of Practice of the Treasure Act 1996, the archaeological contractor will be responsible for ensuring that the County Coroner is informed.
3. Oxfordshire Museums requires that deposited archives from developer-led archaeological work shall be accompanied by funding equivalent to the current HBMC Box Storage Grant. Archaeological organisations shall therefore include an estimate of the costs of deposition for this project in their tender. The estimated cost will be clearly shown and shall be calculated in accordance with the procedures set out in "Charge for Archaeological Archives Deposited with Oxfordshire Museums" *Oxfordshire Museums 1995*.
4. The contracted archaeological organisation will be responsible for ensuring that all digital data generated by the excavation is archived with the [Archaeological Data Service](#) (ADS) and an [OASIS](#) record (Online AccesS to the Index of archaeological investigationS) created.
5. In the event of the legal owner(s) resolving to retain all or part of the site archive, they shall be responsible for the future preservation and maintenance of any material element of that archive. That part of the site archive in question, shall be transferred to the legal owner only after; all necessary processing, research, analysis and investigative/stabilising conservation and correct packing necessary to prepare the archive for preservation and storage in a usable, accessible form, and to produce a full report for publication, has been completed. The owner shall ensure that all necessary provision is made for the long-term preservation of the archive in a satisfactory

environment, and that it is accessible for future research. The contracted archaeological organisation will ensure that a proper record of material kept by the landowner shall be included in the written archive, and the location and ownership of the material shall be stated in the written archive and public record. The explicit (written) permission of the owner shall be obtained for the latter in order that the *Data Protection Act 1984* is not contravened.

6. A summary report and details of archive deposition shall be submitted to the County HER and NMR, and a limited selection of representative photographic slides from the site archive shall be duplicated and deposited with the HER.
7. The County Museums Service shall be notified of the excavation and an accession number obtained at least one month in advance of the commencement of fieldwork and should be informed of the expected time limits for deposition of the archive.

ANNEX 5

PUBLICATION AND DISSEMINATION:

1. A digital copy of the summary report (either in pdf or .doc format) shall be supplied to the office of the County Archaeological Officer; for verification and assessment by the CAO or his representative; when the report has been agreed a final digital copy will then be supplied to the County Historic Environment Record (HER) at archaeology@oxfordshire.gov.uk on the understanding that it will become a public document after an appropriate period of time (generally not exceeding six months).

GIS (shape) files of the final phased excavated trench plan should be provided to the office of the County Archaeological Officer.

2. All archaeological organisations should ensure that an abstract containing the essential elements of the results precedes the main body of the report.
3. Publication of the results (even if limited to one line reports on work done with negative results) should be pursued, and should take place within a reasonable length of time (normally not more than five years after completion of the work). Style and format to be determined by the archaeological organisation, with regard to agreed standards of archaeological publication, and the house style of the appropriate local, regional or national publication.
4. The report should state the location of the archive and acknowledge the curatorial role played in the project by Oxfordshire County Council Archaeological Services. It should also acknowledge any provision of information from the County Historic Environment Record, which is copyright of Oxfordshire County Council. Any secondary reports or articles generated by this project shall similarly acknowledge County Archaeological Services and the HER.
5. With regard to publication; the level of the report should take into account the scale of the evaluation, the overall importance of the site based on English Heritage characterisation criteria, and its status within local and regional research strategies. We would suggest that, unless evidence of national or special local significance is

revealed, a summary report conforming to the minimum requirements defined in MoRPHE, should be produced for publication.

ANNEX 6

OXFORDSHIRE COUNTY COUNCIL Environment & Economy

COUNTY MUSEUM AND ARCHIVE STORE

Witney Road, Standlake, Oxon OX8 7QG

Archaeological Curator: Angie Bolton - Angie.Bolton@Oxfordshire.gov.uk 01865 300557

Conservation Laboratory: - 01865 300937

COUNTY ARCHAEOLOGICAL SERVICES CONTACTS: Address on our letters **DEVELOPMENT CONTROL**

Lead Archaeologist: Richard Oram

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Responsible for archaeological planning matters for Cherwell and West Oxfordshire.

Senior Planning Archaeologist: Steven Weaver

Tel: 07526972981

Email: steven.weaver@oxfordshire.gov.uk

Responsible for archaeological planning matters for South Oxfordshire and Vale of the White Horse.

Planning Archaeologist:

Tel:

Email:

(All other dealings with national and regional bodies/utility Companies are shared on a District basis).

County Historic Environment Record

County Historic Environment Record Officer: **Jacqueline Pitt**

Tel: 07741 607816 **Email:** archaeology@oxfordshire.gov.uk

Responsible for management, development and access to the HER.



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