



The Minster Church of St Thomas, Newport, Isle of Wight

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The Minster Church of St Thomas

Written Scheme of Investigation for an Archaeological Evaluation

Centred on SZ 49972 89145

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1 INTRODUCTION

1.1 Project details

- 1.1.1 Oxford Archaeology (OA) has been commissioned by Thomas Ford & Partners on behalf of The Faculty of the Consistory Court of the Diocese of Portsmouth to undertake an archaeological evaluation including twelve test pits at The Minster Church of St Thomas, Newport on the Isle of Wight (Fig. 1). The works will henceforth be described as ‘the site’.
- 1.1.2 The WSI is being written prior to an application for Planning Permission with the Isle of Wight Council and with the Faculty of the Consistory Court of the Diocese of Portsmouth. This document outlines how OA would implement the works if the planning permission and faculty application are approved.
- 1.1.3 All work will be undertaken in accordance with the Chartered Institute for Archaeologists Standard and Guidance for Archaeological Evaluation (2014) and local and national planning policies.

1.2 Location, topography and geology

- 1.2.1 The location of the investigation works is the ground floor area of the nave and the and the western end of the north and south aisle of the Minster Church of St Thomas, Newport at SZ 49972 89145 (Fig.1 and Fig.2). The Church of St Thomas is situated in St Thomas Square and is bordered by buildings fronting the High Street to the north and buildings fronting Pyle Street to the south. There is a small street and buildings to the east of the church and a small street and buildings to the west.
- 1.2.2 The underlying geology comprises Hamstead Member of clay, silt and sand, a sedimentary bedrock formed approximately 28 to 38 million years ago in the Palaeogene Period. The superficial geology for the centre of Newport and the site is Head - gravel, sand, silt and clay, formed 3 million years ago in the Quaternary Period (British Geological Survey Online, Geology of Britain Viewer, 2019).
- 1.2.3 The site lies on relatively flat ground at approximately 10m aOD and is 250m south-west of the River Medina.

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND AND POTENTIAL

2.1 Recent previous works

2017 Watching Brief (Isle of Wight County Archaeology and Historical Environment Service)

- 2.1.1 In 2017, the Isle of Wight County Archaeology and Historical Environment Service conducted a watching brief during works to install underfloor heating below the organ loft at the western end of the nave. The watching brief found no evidence of human remains but did find remains of a pre-19th century structure, possibly the medieval chapel.
- 2.1.2 The watching brief recorded unbonded sand and cement mix below the Victorian black and red tiles, which was a very fine grey deposit that extended approximately 150mm below the tile level. An additional 100mm was further removed and the lower levels of this fine grey deposit were darker due to mixing with the brown soil below. This layer was truncated by 20th century services. The watching brief recorded several 19th century features including the column supports for the organ loft and two brick piers. In addition, two large stone blocks were recorded which may indicate reuse from an earlier structure. Below these faced blocks, a single roughly hewn piece of Bembridge limestone was also recorded and it extended beyond the western extent of the investigation. The limestone footing measured 1.9m x 0.65m and was left *in-situ*. It is possible that the faced blocks and the limestone footing relate to the medieval chapel or a phase of later reuse of original medieval stone (Cambridge 2017).

2.2 Archaeological and historical background

- 2.2.1 The Church of St Thomas is Grade I Listed (NHL: 1034494) and is located in the Newport Historic Town Centre Conservation Area. The church is the parish church of Newport and is dated to 1854-5.
- 2.2.2 The archaeological and historical background to the site has been summarized below from the Victoria County History (Page 1912), Historic England's National Heritage List and several other stated sources.
- 2.2.3 The de Redvers family were granted the whole of the Isle of Wight in the late 11th century by William I and their seat of power was Carisbrooke Castle located 1.6km south-west of the site (Young, 2010, 27). Newport was part of the parish of Carisbrooke until 1858 when it became a parish in its own right. Until that date, the parish church was St Nicholas in Castro located within Carisbrooke Castle (Page 1912, 253-264).
- 2.2.4 Richard de Redvers, fourth earl of Devon, founded the town of Newport as a borough during the 12th century. The importance of Carisbrooke and Newport were in part derived from the close proximity to the River Medina. This is the major river on the Isle of Wight and connected Newport to the Solent by boat and beyond to the mainland and continent. Trade in the town flourished and by the 17th century Newport quayside area (adjacent to the River Medina) was known as 'Little London' (Page 1912, 253).

- 2.2.5 The medieval burial ground for the town of Newport was very likely to have been the parish church of St Nicholas in Castro within Carisbrooke Castle. In 1582, a plague swept through Newport and a new burial ground was created to the south of the town (Page 1912, 254, 263). This burial ground is likely to have been on the site of Church Litten Park, located 150m south of the Church of St Thomas as it is marked on the late 19th century OS maps as 'St Thomas Grave Yard'. The medieval chapel of St Thomas is unlikely to have had its own burial ground, being subsidiary to St Nicholas in Castro.

The medieval chapel of St Thomas of Canterbury 1180-1854

- 2.2.6 The medieval predecessor of the current Church of St Thomas was a chapel constructed in 1180, around the time of the foundation of the town of Newport. The building was constructed as a chapel and was annexed to the parish church of Carisbrooke. Richard De Redvers founded the chapel of St Thomas and arranged that the monks from Carisbrooke held a service in it every day (Page 1912, 262-3). The chapel was named after Saint Thomas Becket of Canterbury (c.1119-1170) who was murdered in Canterbury Cathedral in 1170.
- 2.2.7 The remains of the medieval church was observed under a manhole cover to the south-east of the present church (Fig. 2 – labelled A). The client suggested that this foundation might be the corner of the medieval church (pers comms John Bailey 23/05/19). The 2017 watching brief by the Isle of Wight County Archaeology and Historical Environment Service did find remains of a pre-19th century building below the organ loft at the western end of the nave including a possible rough footing with two faced stones above. This suggests that the mid-19th century existing church was built directly upon the site of the medieval chapel of St Thomas of Canterbury.
- 2.2.8 There are two view of the chapel of St Thomas of Canterbury dated c.1800, prior to the rebuild. The first is by JMW Turner and is titled *The Church and Market Place*.¹ This view shows several buildings either side of the chapel, and the chapel itself was depicted with a square tower with an arched entrance doorway to the left of the tower. A similar view was painted from John Nixon titled *Newport*² shows St Thomas's Square and the church. This view also shows the tower and doorway with a window and pitched roof above. Both views are likely to be from the High Street but it is hard to work out the exact location of the medieval church as many of the buildings in the area of St Thomas's Square have been rebuilt. Both of the paintings show buildings in close proximity to the chapel and no burial ground can be seen.

Church of St Thomas (Newport Minster) 1854- present

- 2.2.9 The medieval chapel of St Thomas was demolished in 1854 and a new church was constructed in 1854-5, designed by S W Dawkes of Cheltenham. This Grade I listed church has a large tower at the western end with a central nave, two aisles with flanking buttresses and separate roofs. The main entrance is the west door below the tower with entrances also the north and south aisle. The church contains a number of

¹ <https://www.tate.org.uk/art/artworks/turner-newport-isle-of-wight-the-church-and-market-place-d00456>

² <https://www.watercolourworld.org/painting/newport-tww0008b6>

17th century furnishings including a font dated 1636, a pulpit of 1636 and a Reading Desk of similar date. The church also contains an alabaster monument to Sir Edward Horsey (d 1582) and a white marble recumbent effigy of Princess Elizabeth daughter of Charles I, who died in Carisbrooke Castle in 1650 and is buried within this church (NHLE 1034494).

2.3 Potential

- 2.3.1 The evaluation has the potential to uncover remains of the mid-19th-century church and its 12th-century predecessor, which was in use until 1854. In addition, this investigation may also uncover human remains that may have been buried within the footprint of the medieval church and under the floor level of the existing church. These burials are likely to be high status as only the wealthy could afford to be buried within the interior of a church. For example, the body of Princess Elizabeth daughter of Charles I, who died in 1650, is buried within the chancel of the church. The grave of Princess Elizabeth was perhaps left *in-situ* when the new church was constructed in 1854-5.
- 2.3.2 It is highly likely that evidence of the 19th-century rebuild of the church will be uncovered by the works and it is likely that some evidence of the medieval foundations of the chapel will be identified. It is also possible that human remains may be found dating to the medieval or early post-medieval period.

3 AIMS

3.1 General

3.1.1 The general aims of the evaluation are to determine and understand the nature, function and character of any archaeological remains within their cultural and environmental setting. Other general aims include:

- i. to determine or confirm the approximate date or date range of any remains, by means of artefactual or other evidence;
- ii. establish the presence/absence of archaeological remains and burials within the impact depth of the ground works;
- iii. determine and confirm the character of any remains present;
- iv. establish the ecofactual and environmental potential of archaeological deposits within the site and to take samples where appropriate;
- v. to generate an accessible and useable archive which will allow future research to be undertaken if appropriate;
- vi. to disseminate the results of the work in a format and manner proportionate to the significance of the findings.

3.2 Specific aims and objectives

3.2.1 The specific aims and objectives of the watching brief are:

- vii. to identify any structural remains that may help locate the medieval chapel in relation to the current church;
- viii. to record and protect any human remains.

3.2.2 The programme of archaeological investigation will be conducted within the general research parameters and objectives defined by '*Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas*' (Hey and Hind 2014).

4 EXCAVATION AND RECORDING METHODOLOGY

4.1 Scope of works

- 4.1.1 The works will take place within the nave and the western end of the north and south aisle including 10 smaller test pits and two larger test pits (12 in total) (Fig. 2).
- 4.1.2 The 10 test pits will be located in the area of the nave beneath timber pew platforms. The timber platforms will be removed before the archaeological works takes place. The test pits will be 1m square and up to 750 mm deep or the top of important archaeology whichever was the shallower.
- 4.1.3 The two larger test pits in the north and south aisle are marked as B and C on Fig.2. These pits will be 1.5m square and up to 1.8m deep going through the archaeological layers. These are possible positions for lifts and the timber platforms will also be removed prior to the works. These pits will need to have shoring support as they are over 1m deep.

4.2 Programme

- 4.2.1 It is anticipated that the fieldwork will take 3-5 days to complete, by a team consisting of a Project Officer or Project Supervisor, directing two Project Archaeologists, under the management of Carl Champness, Senior Project Manager.
- 4.2.2 All fieldwork undertaken by Oxford Archaeology (South) is overseen by the Head of Fieldwork, David Score MCIfA.

4.3 Site specific methodology

- 4.3.1 A summary of OA's general approach to excavation and recording can be found in Appendix A. Standard methodologies for Geomatics and Survey, Environmental evidence, Artefactual evidence and Burials can also be found below (Appendices B, C, D and E respectively).
- 4.3.2 The site specific methodology for the watching brief will be as follows:
 - The timber platforms will be removed by the contractor in the area of the 12 test pits prior to the works along with the 19th century tiles and concrete foundations;
 - The test pits will be hand excavated and the deposits will be recorded. No test pits will be excavated by machine as the possible medieval features may be situated 150mm below the surface;
 - All archaeological deposits will be excavated and recorded stratigraphically in accordance with the approved recording system unless otherwise agreed;
 - All excavated features and deposits will be fully recorded in accordance with OA's recording system;
 - If any articulated human remains are discovered, they are not to be removed or otherwise disturbed, all work in the immediate area of the remains must cease forthwith and the applicants must apply to the Faculty of the Consistory Court of the Diocese of Portsmouth for directions.

- If disarticulated remains are encountered they must be reverently reburied in the church or municipal churchyard as soon as reasonably practicable. This will only be undertaken in consultation, and with the agreement of the client;
- If any artefacts or ecofacts (or deposits with the potential for ecofacts) are uncovered they are not to be removed from the church without further Order of the Faculty of the Consistory Court of the Diocese of Portsmouth;
- Spoil will be monitored in order to recover artefacts

4.4 Environmental sampling

- 4.4.1 Appendix C provides an environmental sampling strategy. In general, different environmental sampling strategies may be employed according to the perceived importance of the strata under investigation.
- 4.4.2 If any potentially ecofact-rich deposits are identified, the Head of Environmental Archeology at Oxford Archeology (Rebecca Nicholson) should be consulted and an appropriate sampling strategy devised with the Faculty, and an order approved.

4.5 Finds recovery

- 4.5.1 Artefact assemblages will be recovered (by context) by hand to assist in dating the stratigraphic sequences and for example to obtain ceramic assemblages for comparison with other sites. The finds will contribute to the interpretation of the functions and activities taking place on (and off) the site, as well as reveal aspects of trade and economy. All artefacts from excavated contexts will be retained unless they are of recent origin. In these cases, sufficient material will be retained to date and establish the function of the feature.

4.6 Human remains

- 4.6.1 The site has moderate potential to contain human remains as high status individuals may have been interred in the medieval chapel which was in use until 1854 (such as Princess Elizabeth), located under the floor of the existing church.
- 4.6.2 If human remains are encountered, The Faculty of the Consistory Court of the Diocese of Portsmouth will be notified as soon as possible and an order received to excavate. In addition, the Isle of Wight County Archaeology and Historic Environment Service will be notified as soon as is practicable.
- 4.6.3 All human remains will be excavated under the appropriate Home Office licence, and will be supervised by an experienced osteoarchaeologist.
- 4.6.4 Human remains will be cleaned and placed in boxes by following the methods described by Brickley and McKinley (2004). Current guidance issued by English Heritage and the Church of England (2005, 43) states that human remains must be marked. However, the recent Code of Practice (see: <http://www.babao.org.uk/index/ethics-and-standards>), published by BABAO, acknowledges that marking bone is not always feasible and that there are economic, curatorial, conservational and ethical issues associated with this practice.

- 4.6.5 Any changes both to the above methodology and the final specification will be agreed by the Faculty and the Isle of Wight County Archaeology and Historic Environment Service Archeologist.

4.7 Treatment of Treasure

- 4.7.1 Finds discovered by the archaeological contractor, falling under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be reported immediately to the relevant Coroner's Office, the landowner and HCC. A Treasure Receipt (obtainable from either the FLO or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find.
- 4.7.2 All metal objects, other than late post-medieval objects, will be X-rayed unless otherwise agreed with the Isle of Wight County Archaeology and Historic Environment Service Archeologist.

5 REPORTING AND ARCHIVE METHODOLOGY

5.1 Programme

- 5.1.1 The report will be completed within 4-6 weeks following the completion of the fieldwork.

5.2 Content

- 5.2.1 A digital copy of the summary report (either in pdf or .doc format) and any digital data generated as a part of the work (such as GIS or CAD files) shall be supplied to the office of the Isle of Wight County Archaeology and Historic Environment Service Archaeologist for verification and assessment by them or their representative; when the report has been agreed a final digital copy will then be supplied to the Isle of Wight Historic Environment Record (HER) along with a selection of digital images showing the main features, on the understanding that it will become a public document after an appropriate period of time (generally not exceeding six months).
- 5.2.2 For projects which have produced results of significant county, regional or national importance, an illustrated final report which meets the guidelines set out in MoRPHE (English Heritage 2006) and is suitable for publication in an approved archaeological journal will be provided to the planning authority within one year following the completion of fieldwork (unless a longer time period has been agreed in the updated project design). The overall content of the report will be agreed with the planning archaeologist. The report will reference all aspects of the work undertaken at the site. It will place the site in its local archaeological, historical and topographical context and include a clear location map. Each plan will be clearly referenced and appropriately scaled with reference to the national grid and ordnance datum.
- 5.2.3 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 has 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 Isle of Wight Council 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, Carl Champness, has responsibility for ensuring that safe systems of work are adhered to on site. He delegates elements of this responsibility to the Project Officer, 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 Two weeks' notice will be given to Isle of Wight County Archaeology and Historic Environment Service Archeologists and the Faculty of the Consistory Court of the Diocese of Portsmouth, before any work is undertaken.
- 6.3.2 The Isle of Wight County Archaeology and Historic Environment Service Archeologists and a representative from the Faculty 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.

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Image on front cover

St Thomas, Newport, IOW: October 2015
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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 Standard and Guidance notes relevant to fieldwork are:
- Standard and Guidance for Archaeological Field Evaluation
 - Standard and Guidance for Archaeological 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), or photogrammetry.
- 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 photogrammetry or rectified photography may be used to record standing structures or burials. This will be carried out in line with Standard OA procedures for photogrammetry or 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 Historic England (2007) Understanding the Archaeology of Landscapes A Guide to Good Recording Practice.
- B.2.2 Historic England (2015), Metric Survey Specifications for Cultural Heritage.
- 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.
- C.2.4 Historic England 2006. Archaeomagnetic Dating. Guidelines for Producing and Interpreting Archaeomagnetic Dates.
- C.2.5 Historic England 2008. Luminescence Dating. Guidelines on Using Luminescence Dating in Archaeology.
- C.2.6 Historic England 2008. Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains.
- C.2.7 Historic England 2014. Animal Bones and Archaeology. Guidelines for Best Practice.
- C.2.8 Historic England, 2015. Archaeometallurgy. Guidelines for Best Practice.
- C.2.9 Historic England 2015 Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record.
- C.3 Relevant OA manual and other supporting documentation**
 - C.3.1 Oxford Archaeology 2005. Environmental Sampling Guidelines, 2nd ed.

APPENDIX D ARTEFACTUAL EVIDENCE

D.1 Standard methodology - summary

- D.1.1 Before a site begins arrangements concerning the finds will be discussed with the Head of Finds. Information will be provided by the project manager about the nature of the site, the expected size and make-up of the finds assemblage and any site specific finds retrieval strategies. On-site requirements will be discussed and a conservator appointed who can be called on to make site visits if required. Special requirements regarding particular categories of material will be raised at this early stage for instance the likelihood of recovering assemblages of waterlogged material, large timbers, quantities of structural stone or ceramic building material. Specialists may be required to visit sites to discuss retrieval strategies.
- D.1.2 The project manager will supply the Head of Finds with contact details of the landowner of the site so that consent to deposit any finds resulting from the investigation can be sought.
- D.1.3 The on-site retrieval, lifting and short term packaging of bulk and small finds will follow the detailed guidelines set out in the OA Finds Manual (sections 2 and 3), First Aid for Finds and the UKIC conservation guidelines No.2.
- D.1.4 All finds recovered from site will be transported to an OA regional office for processing; local sites will return finds at the end of each day, away based sites at the end of each week. Special arrangements can be discussed for certain sites with the department manager before the start of a project. Larger long running sites may in some instances set up on-site processing units to deal with the material from a particular site.
- D.1.5 All finds qualifying as Treasure will be removed to a safe place and reported to the local Coroner according to the procedures relating to the Treasure Act (1996), and the Treasure (Designation) Order 2002. Where removal 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 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 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) and the Advisory Panel on the Archaeology of Burials in England (APABE, 2015, 2017). 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 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.1.11 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, but excavated in spits and/or quadrants (i.e. large deposits or spreads), or 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, 2017).
- E.1.15 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.1.16 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 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.1.20 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

- 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, 2017 Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England.
- E.2.2 Advisory Panel on the Archaeology of Burials in England, 2015 Large Burial Grounds. Guidance on sampling in archaeological fieldwork projects.
- E.2.3 Association of Diocesan and Cathedral Archaeologists and APABE. 2010 Archaeology and Burial Vaults. A guidance note for churches. Guidance Note 2.
- E.2.4 British Association of Biological Anthropology and Osteoarchaeology. 2011 Code of Practice.
- E.2.5 British Association of Biological Anthropology and Osteoarchaeology. 2011 Code of Ethics.
- E.2.6 Cox, M, 2001 Crypt archaeology. An approach. ClfA Paper No. 3
- E.2.7 McKinley, J, and Roberts, C, 1993 Excavation and post-excavation treatment of cremated and inhumed human remains, ClfA Technical Paper No. 13
- E.2.8 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.2.9 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.2.10 Mitchell P, and Brickley, M (eds) Updated Guidelines to the Standards for Recording Human Remains, CIFA 2017
- E.2.11 Mytum, H, 2000 Recording and Analysing Graveyards. CBA Handbook No. 15.
- E.2.12 Reeve, J, and Adams, M, 1993 The Spitalfields Project. Volume I – The Archaeology Across the Styx. CBA Research Report No. 85
- E.2.13 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 of buried human remains. Oxford Archaeology internal guidelines document.

APPENDIX F REPORTING

F.1 Standard methodology - summary

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

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

F.1.2 For Excavations, a Post-Excavation Assessment and Project Design will generally be prepared, as prescribed by Historic England 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 City Archaeological Officer, and by the City 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 City Archaeological Officer or equivalent for agreement.

F.1.5 Under certain circumstances (e.g. with very small mitigations), and as agreed with the City 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 City 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 City 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 City 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; 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 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
Lisa Brown	Early Prehistoric pottery	BA, PGDip, MLitt, MCIfA
Paul Booth	Iron Age and Roman pottery	BA, FSA, MCIfA
John Cotter	Medieval and Post Medieval pottery, Clay Pipe and CBM	BA (Hons), MCIfA
Cynthia Poole	CBM and Fired Clay	BA (Hons), MSc
Edward Biddulph	Roman Pottery	BA (Hons), MA, MCIfA
Ian Scott	Metalwork and Glass	BA (Hons)
Leigh Allen	Metalwork and worked bone	BA (Hons), PGDip
Dr Ruth Shaffrey	Worked stone artefacts	BA, PhD, MCIfA
Julian Munby	Architectural Stone	BA, FSA
Dr Rebecca Nicholson	Fish and Bird Bone	BA (Hons), MA, D.Phil, MCIfA, FSA Scot
Dr Mairead Rutherford	Pollen	BSc, MSc
Lee Broderick	Animal bone	BA (hons), MA, MSc, FZG, SAC Dip (ecology)
Julia Meen	Charred and waterlogged plant remains and charcoal	BSc (Hons), MA
Dr Denise Druce	Charred plant remains, charcoal and pollen	BA (Hons), PhD, MCIfA
Elizabeth Stafford	Geoarchaeology and land snails	BA (Hons), MSc
Carl Champness	Geoarchaeology	BA (Hons), MSc, ACIfA
Dr Ian Smith	Animal Bone	BSc, PhD
Nicola Scott	Archaeological archive deposition	BA (Hons Dunelm)
Mike Donnelly	Flint	BSc, MCIfA
Dr Louise Loe	Human Bone	D.Phil, BA, MCIfA
Helen Webb	Human Bone	MSc, BSc
Mark Gibson	Human Bone	MSc, BA
Dr Lauren McIntyre	Human Bone	D.Phil, MSc, BSc

External archaeological specialists regularly used by OA

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

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

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** 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 department will assist the Project Manager in the management of the archive including the cataloguing and development technique suitable for photographic archive requirements.
- H.1.5** 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 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.1.8 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 The 2014 EAC Guidelines A Standard and Guide to the Best Practice for Archaeological Archiving in Europe (GB) Perrin K, Brown E et al.
- H.2.3 The 2014 CIFA Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.
- H.2.4 The 2011 AAF guide Archaeological Archives A Guide to Best Practice in Creation, Compilation, Transfer and Curation. Brown D.
- H.2.5 The UKIC's Guidelines for the preparation of excavation archives for long-term storage.
- H.2.6 The MGC's Standards in the museum 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).

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.

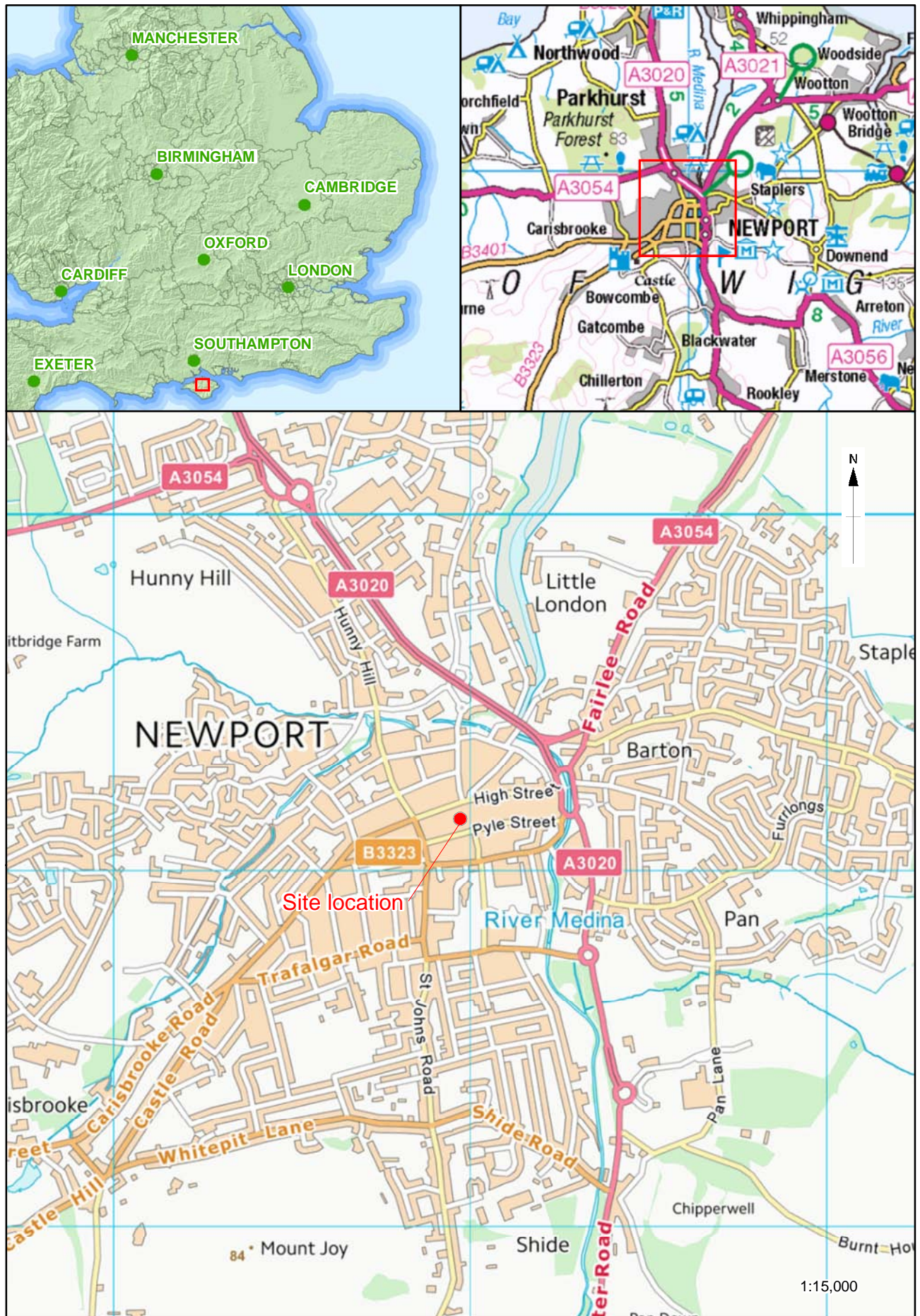


Figure 1: Site location

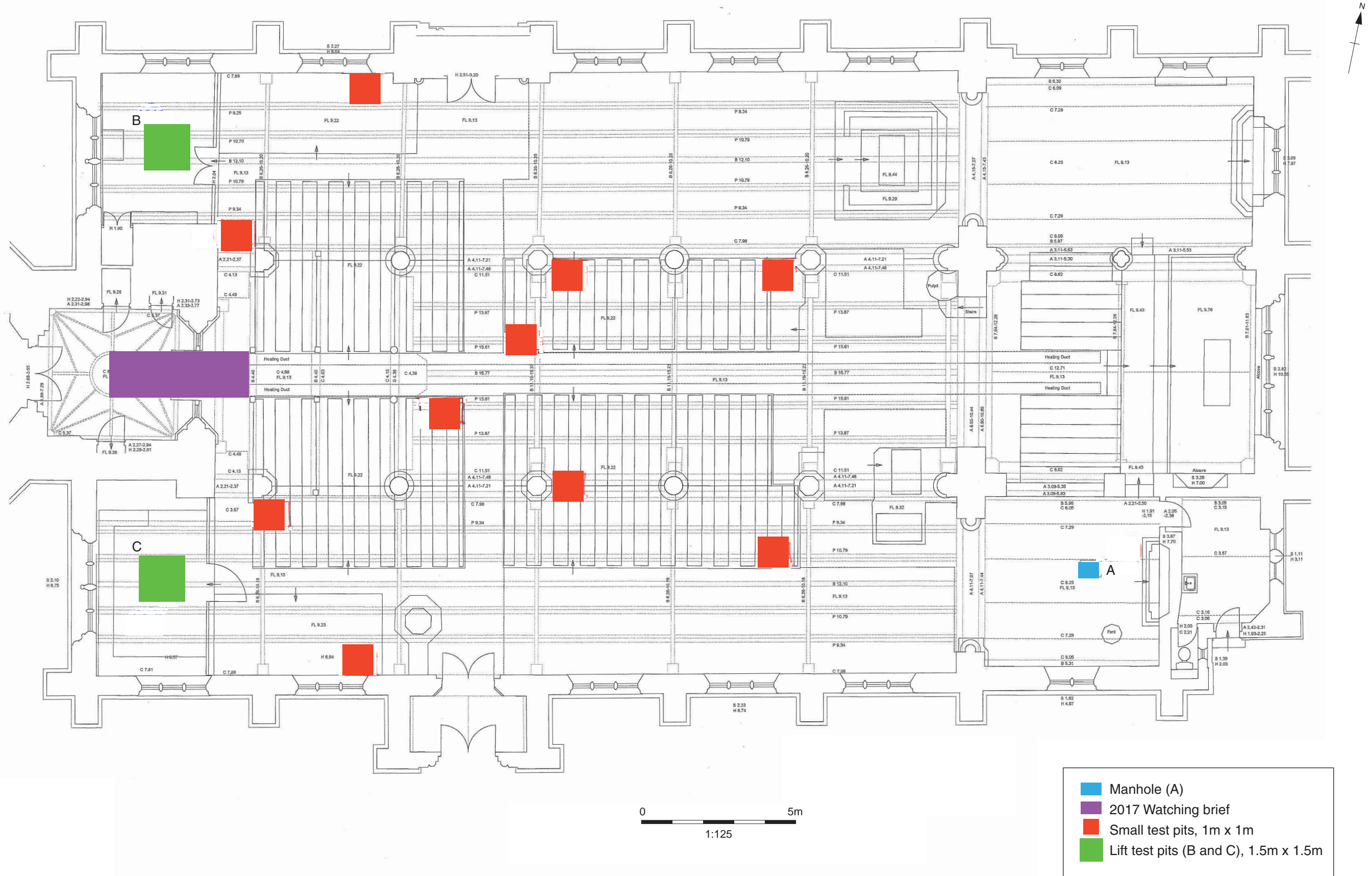


Figure 2: Plan of proposed works



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