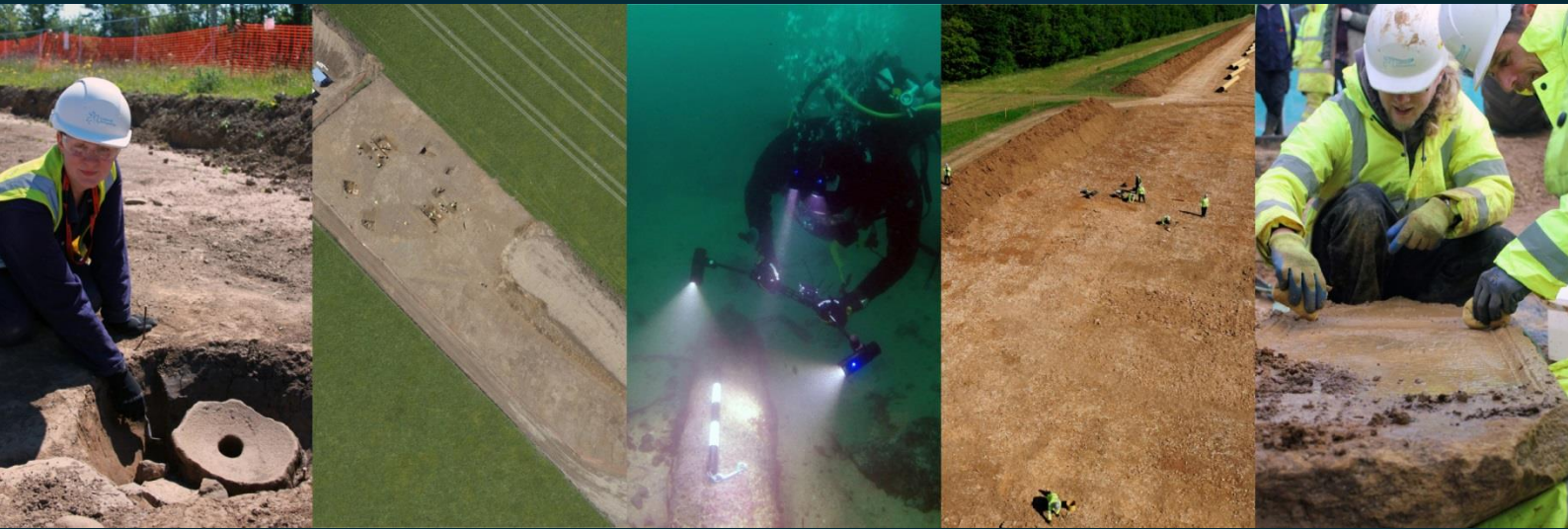


Duns Tew Manor Main Street, Duns Tew Oxfordshire

Archaeological Watching Brief



for
Mr Gavin McAlpine

CA Project: 660785
CA Site Code: DTM16
CA Report: 17357

Accession No:
OXCMS:2016.174

June 2016



**DUNS TEW MANOR
MAIN STREET, DUNS TEW
OXFORDSHIRE**

Archaeological Watching Brief

CA Project: 660785
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CA Report: 17357
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Document Control Grid						
Revision	Date	Author	Checked by	Status	Reasons for revision	Approved by
A	06/12/16	TL	MPH	Internal review	Incomplete interim	
B	27/06/17	PB	MC	Internal review	Final draft	MPH

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SUMMARY

Project Name:	Duns Tew Manor
Location:	Duns Tew Manor, Duns Tew, Oxfordshire
NGR:	SP 4570 2850
Type:	Watching Brief
Date:	01 December 2016 – 11 May 2017
Planning Reference:	16/01025/F
Location of Archive:	To be deposited with Museum
Accession Number:	OXCMS:2016.174
Site Code:	DTM16

An archaeological watching brief was undertaken by Cotswold Archaeology during groundworks associated with the construction of a garage and workshop at Duns Tew Manor, Duns Tew.

Little evidence of archaeological significance was recorded during the groundworks, with the exception of a probable sand extraction pit. No artefactual material was recovered.



1. INTRODUCTION

1.1 In December 2016 and May 2017 Cotswold Archaeology (CA) carried out an archaeological watching brief for Mr Gavin McAlpine at Duns Tew Manor, Duns Tew, Oxfordshire (centred on NGR: SP 4570 2850; Fig. 1). The watching brief was undertaken to fulfil a condition attached to planning consent for the construction of a construction of a detached garage and workshop, with associated services (Planning ref: 16/01025/F).

1.2 The watching brief was carried out in accordance with requirements established following consultation with Richard Oram (Planning Archaeologist, Oxfordshire County Council), archaeological advisor to NODC (North Oxfordshire District Council), and with a subsequent detailed *Written Scheme of Investigation* (WSI) produced by CA (2016) and approved by the LPA acting on the advice of Richard Oram. The fieldwork also followed *Standard and guidance: Archaeological watching brief* (ClfA 2014).

The site

1.3 The site is located on the northern edge of Duns Tew village just north of the Church of St Mary Magdalene. The proposed development area within the site lies in the grounds of Duns Tew Manor c.130m to the west of the Manor House, and adjacent to existing modern ancillary buildings. The site is bounded to the north in part by a tennis court and adjacent buildings, and further, by farmland. It is bounded to the east by the churchyard and to the south and west by the residential dwellings and associated gardens of Duns Tew village. The site is broadly flat and lies at approximately 140m above Ordnance Datum (aOD)

1.4 The area of investigation covered approximately 150m² and straddled areas of gravelled driveway and managed garden, to the west of The Manor House.

1.5 The underlying bedrock geology of the area is mapped as Horsehay Sand Formation – sandstone formed approximately 165 to 172 million years ago during the Jurassic Period (BGS Viewer September 2016). There are no superficial geological deposits.

2. ARCHAEOLOGICAL BACKGROUND

2.1 The wider manor site has been the subject of limited previous assessment. Recently, in May 2016 a historic building record was made of the Grade II Listed dovecote which lies to the south-east of the proposed development area (Cotswold Archaeology 2016). The following archaeological background is a summary of available information drawn from principally from this source.

2.2 The proposed development site lies within an area of archaeological interest located to the west of the medieval Church of St Mary Magdalene, a Grade II Listed building (NHL 1369849) and close to the historic core of the medieval settlement. The manor house itself is Grade II Listed (NHL 1046307) and was built c.1710 probably for Robert Dashwood. It was altered and extended in the 19th century. The Dovecote to the south, also Grade II Listed (NHL 1046308) was, by 1722, standing in an area of land identified as the Great Orchard, which at its greatest extent sat adjacent to what is now Home Farmhouse, to the immediate north-east of the site boundary. Home Farmhouse itself is also Grade II Listed (NHL 1046305) and lies on the site of a former manor house of the Raves manor. Predominantly this building is of 18th century origin though incorporates a datestone 'RB 1694', for Raves Burrows.

Prehistoric and Roman periods

2.3 In the wider surrounding area there is cropmark evidence which is indicative of possible prehistoric activity, though this has yet to be proven. There is no evidence of Roman period activity within the village, although a number of artefacts have been recovered within the wider area. These are thought probably to be associated with Ilbury Camp, a site c.2.5km to the north of the village (Cherwell District Council 2005).

Early medieval and medieval periods

2.4 The earliest evidence for settlement at Duns Tew comes in the form of a 9th century animal brooch found in the village. The name Dun is thought to have derived from the Anglo-Saxon personal name Dunn, and Tew which may mean ridge. The name of the settlement first appears in documentary sources in the 13th century (Crossley 1983).

2.5 In 1086 25 people are recorded living at Duns Tew on four estates. Later, by 1271 53 tenants are recorded as living in and around the village. As a result of the Black

Death in the 14th century, the village shrunk and did not begin to expand again until late in the medieval period into the earlier post-medieval period. During this latter period of expansion houses were built to the east and west of the church and to the north along Hill Farm Lane.

- 2.6 The remains of a former building have been found in the grounds in the area of the 'Great Orchard' c.130m to the south-west of the extant Manor House. It has been suggested that this is the site of the original medieval manor. Two earthen mounds, recorded at the north and south ends of the manor grounds (the Great Orchard), have traditionally been recorded as former archery butts (PRN 13946). Although these mounds are undated it is possible they may be associated with the earlier medieval manor house (PRN 9906). Further earthworks survive to the north of the existing manor house and comprise the remains of house platforms and enclosures (PRN 13185). These may represent surviving evidence of former medieval settlement.

Post-medieval and modern periods

- 2.7 Population in the village expanded through the earlier post-medieval period though appeared to have stabilised in the 18th century to around 60 families. During the earlier 19th century the village comprised a population of around 460, though this went into decline in the second half of the century and the first half of the 20th century. Since then the population level has recovered and continues to increase slowly to the present.
- 2.8 Consulting the 1880 1st Edition Ordnance Survey (OS) map for the area shows several extractive operations in the area with a sandpit c. 50m west of the development site, as well as a quarry and limekiln to the north east and a further quarry to the south of the village (NLS: online).
- 2.9 With relatively little change in land-use within the proposed development site over the course of the centuries from the medieval period onwards there remains evident potential for the presence of buried or earthwork remains associated with settlement activity. This may be related to elements of settlement associated with deserted settlement and the earlier manorial site.



3. AIMS AND OBJECTIVES

3.1 The objectives of the archaeological works were:

- to monitor groundworks, and to identify, investigate and record all significant buried archaeological deposits revealed on the site during the course of the development groundworks;
- at the conclusion of the project, to produce an integrated archive for the project work and a report setting out the results of the project and the archaeological conclusions that can be drawn from the recorded data.

4. METHODOLOGY

4.1 The fieldwork followed the methodology set out within the WSI (CA 2016). An archaeologist was present during intrusive groundworks. This comprised the excavation of foundation trenches for a rectangular building (Trench 1) and service trenches (Trenches 2, 3 and 4) to the north and east of the groundworks for the building (Fig. 2). Trench 4 replaced Trench 3 after live electric cables were identified in the latter.

4.2 Where archaeological deposits were encountered written, graphic and photographic records were compiled in accordance with CA Technical Manual 1: *Fieldwork Recording Manual*.

4.3 The archive from the evaluation is currently held by CA at their offices in Milton Keynes. The site archive will be deposited with Oxfordshire Museum Services. A summary of information from this project, set out within Appendix B, will be entered onto the OASIS online database of archaeological projects in Britain.

5. RESULTS (FIGS 2-14)

5.1 The natural geological substrate (101/202/403) consisting of loose yellow-orange sand, was revealed at an average depth of 0.5m below present ground level (bpgl). In Trenches 2 and 4 this was overlain by up to 0.3m of firm, mid orange brown, sand silt subsoil (201/402), which in turn was sealed by up to 0.3m of friable, mid



greyish brown, sandy silt topsoil (200) in Trench 2. In Trench 4, layers of made ground were also recorded overlying the subsoil; layer 404 comprised a mid orange brown, clay with sandstone blocks, probably associated with the erection of earlier buildings, whilst layer 405, overlying it, comprised a demolition deposit. These were capped by a similar topsoil deposit (401) to that recorded in Trench 2. Trench 4 also extended partly across the gravel driveway so an upper deposit of gravel (400) was also recorded here.

- 5.2 A single feature 102 extended across a large part of Trench 1 for depths of up to 2m in places. This large, irregular feature contained a single homogeneous fill (103) with two isolated patches of stone/rubble. A sample of this stone was retrieved and no evidence of bonding, facing or other modification could be discerned.
- 5.3 Investigation of the material was hampered slightly due to the constraints of footing excavation. The depth required (2.4m+) allied to the small size of the contractor's machine meant only a small area, roughly 1m x 0.6m, was possible to work on at any one time. The backfilled feature was overlain by a thick, dark greyish-brown loose, fine, sandy topsoil (100) averaging 0.5m in thickness.

6. DISCUSSION

- 6.1 The single feature found in Trench 1, given its variable depth and irregular form, has been interpreted as an extraction pit, possibly for sand used in the construction of the surrounding buildings. As noted in the historical and archaeological background, a sand pit is marked on the 1880 OS map in the vicinity of the development area.
- 6.2 The loose nature of the fill and isolated deposits of stone are indicative of purposeful backfilling while the sterile nature and homogeneity of this deposit suggests the material within was identified and quickly deposited, leaving no time for the feature to accumulate the detritus of human habitation.

7. CA PROJECT TEAM

Fieldwork was undertaken by Timothy Lewis and Alison Roberts. The report was written by Timothy Lewis. The illustrations were prepared by Charlotte Patman. The

archive has been compiled by Emily Evans, and prepared for deposition by Hazel O'Neill. The project was managed for CA by Mark Hewson.

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<http://maps.nls.uk/view/106016121> Accessed December 2016



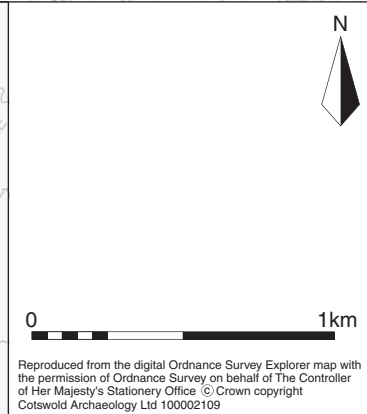
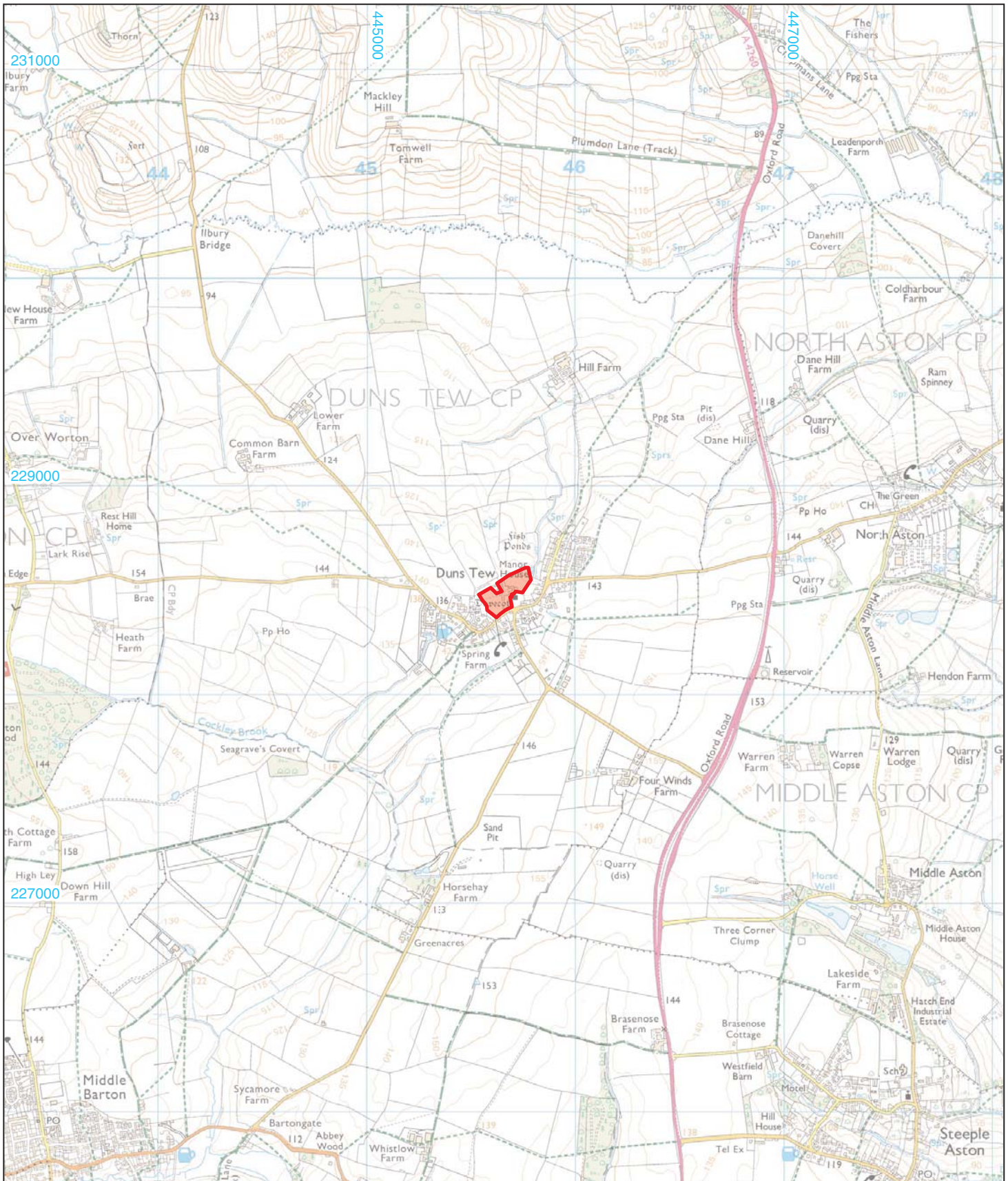
APPENDIX A: CONTEXT DESCRIPTIONS

Context No.	Type	Fill of	Context interpretation	Description	L (m)	W (m)	Depth /thickness (m)	Spot-date
100	Layer		Topsoil	Dark greyish-brown sandy silt	13+	6+	0.50	modern
101	Layer		Natural geology	Yellow orange loose sand	-	-	-	
102	Cut		Sand extraction pit	Large irregular shape	12+	6+	2	
103	Fill	102	Fill of sand extraction pit	Mid brown-grey silty sand, loose, occasional small sub-angular stone inclusions.	12+	6+	2	
200	Layer		Topsoil	Friable, mid grey brown, sandy silt	7.6+	1.8+	0.3	modern
201	Layer		Subsoil	Firm, mid orange brown, sandy silt	7.6+	1.8+	0.3	
202	Layer		Natural geology	Soft, mid orange sand	7.6+	1.8+	0.1+	
300	Layer		Topsoil	Friable, mid grey brown, sandy silt	2.9+	1.8+	0.3	modern
301	Layer		Subsoil	Firm, mid orange brown, sandy silt	2.9+	1.8+	0.1+	
400	Layer		Gravel surface	Modern gravel drive	15+	1+	0.1	modern
401	Layer		Topsoil	Friable, mid grey brown, sandy silt	15+	1+	0.3	modern
402	Layer		Subsoil	Firm, mid orange brown, sandy silt	15+	1+	0.3	
403	Layer		Natural geology	Soft, mid orange sand	15+	1+	0.1+	
404	Layer		Made ground	Mid orange brown clay with sandstone blocks	9.5+	1+	0.2+	modern
405	Layer		Made ground	Sand, gravels, red brick and other demolition rubble	1+	1+	0.1+	modern

APPENDIX B: OASIS REPORT FORM

PROJECT DETAILS		
Project Name	Duns Tew Manor	
Short description	An archaeological watching brief was undertaken by Cotswold Archaeology during groundworks associated with the construction of a garage and workshop at Duns Tew Manor, Duns Tew. Little evidence of archaeological significance was observed or recorded during the groundworks, with the exception of a probable sand extraction pit. No artefactual material was recovered.	
Project dates	Intermittent between 01 December 2016 – 11 May 2017	
Project type	Watching Brief	
Previous work	Watching Brief (OA 2003) HBR (CA 2016)	
Future work	Unknown	
PROJECT LOCATION		
Site Location	Duns Tew Manor, Main Road, Duns Tew, Oxfordshire	
Study area (M ² /ha)	150m ²	
Site co-ordinates	SP 4570 2850	
PROJECT CREATORS		
Name of organisation	Cotswold Archaeology	
Project Brief originator	North Oxfordshire District Council	
Project Design (WSI) originator	Cotswold Archaeology	
Project Manager	Mark Hewson	
Project Supervisor	Timothy Lewis, Alison Roberts	
MONUMENT TYPE		
None		
SIGNIFICANT FINDS		
None		
PROJECT ARCHIVES		
	Intended final location of archive (museum/Accession no.)	Content (e.g. pottery, animal bone etc)
Physical	N/a	N/a
Paper	Oxfordshire Museums Service	Context sheets, matrices, permatrace
Digital	Oxfordshire Museums Service	Database, digital photos
BIBLIOGRAPHY		
CA (Cotswold Archaeology) 2017 <i>Duns Tew Manor, Main Road, Duns Tew, Oxfordshire: Archaeological Watching Brief</i> . CA typescript report 17357		

APPENDIX C: WRITTEN SCHEME OF INVESTIGATION (CA 2016)





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PROJECT TITLE
 Duns Tew Manor, Main Road, Duns Tew, Oxfordshire

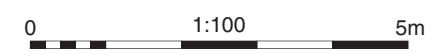
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 Site location plan

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- site boundary
- evaluation trench
- archaeological feature
- A A section location



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PROJECT TITLE
Duns Tew Manor, Main Road, Duns Tew, Oxfordshire

FIGURE TITLE
Areas of Investigation

DRAWN BY CP	PROJECT NO. 660785	FIGURE NO.
CHECKED BY DJB	DATE 23/06/2017	2
APPROVED BY MH	SCALE@A3 1:100	



3

Trench 1, pre-excavation, looking east



4

Trench 2, pre-excavation, looking north-west



5

Trench 3, pre-excavation, looking south-west



6

Trench 4, pre-excavation, looking south-east


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PROJECT TITLE
 Duns Tew Manor, Main Road, Duns Tew,
 Oxfordshire

FIGURE TITLE
Photographs

DRAWN BY	CP	PROJECT NO.	660785	FIGURE NO.
CHECKED BY	DJB	DATE	26/06/2017	3-6
APPROVED BY	MH	SCALE	@A3 NA	



Trench 1 middle section, looking north



Trench 1 east end, looking north


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PROJECT TITLE
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FIGURE TITLE
Photographs

DRAWN BY	CP	PROJECT NO.	660785	FIGURE NO.
CHECKED BY	DJB	DATE	26/06/2017	7-8
APPROVED BY	MH	SCALE@A3	N/A	



9

Trench 1 south end, looking west



10

Trench 1 north end, looking west

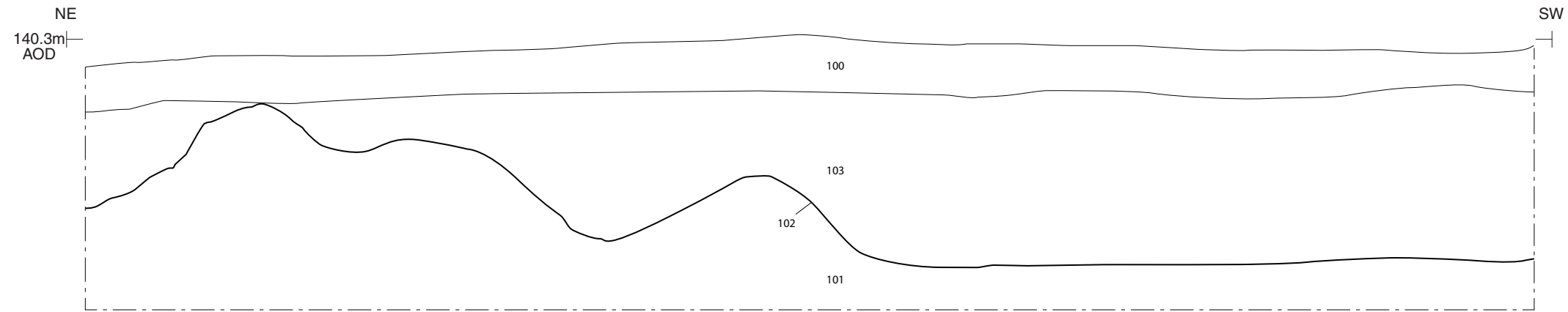

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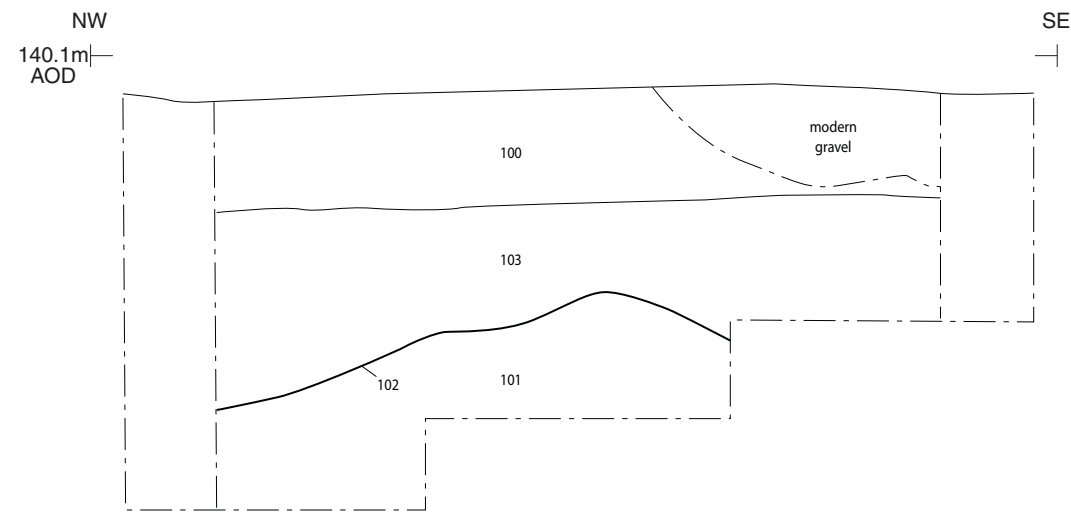
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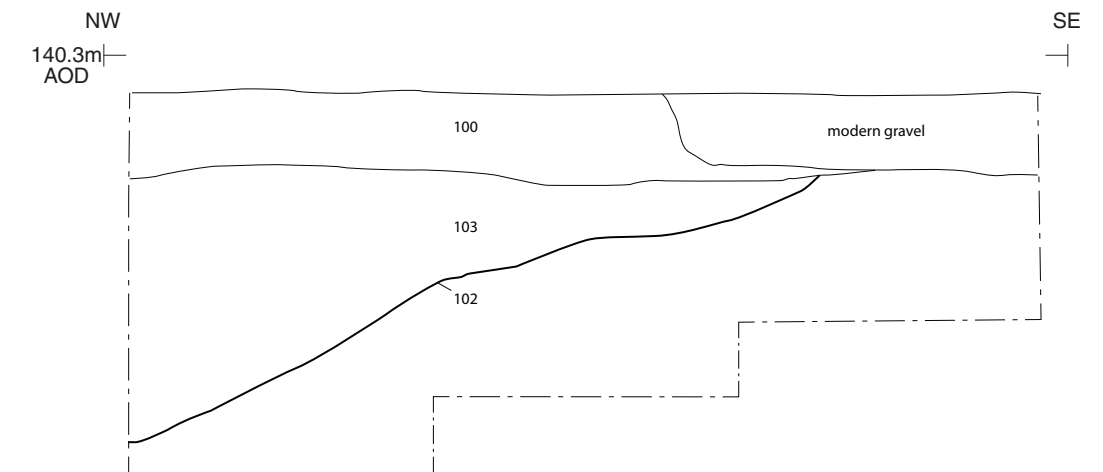
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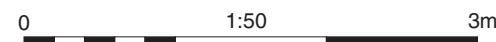
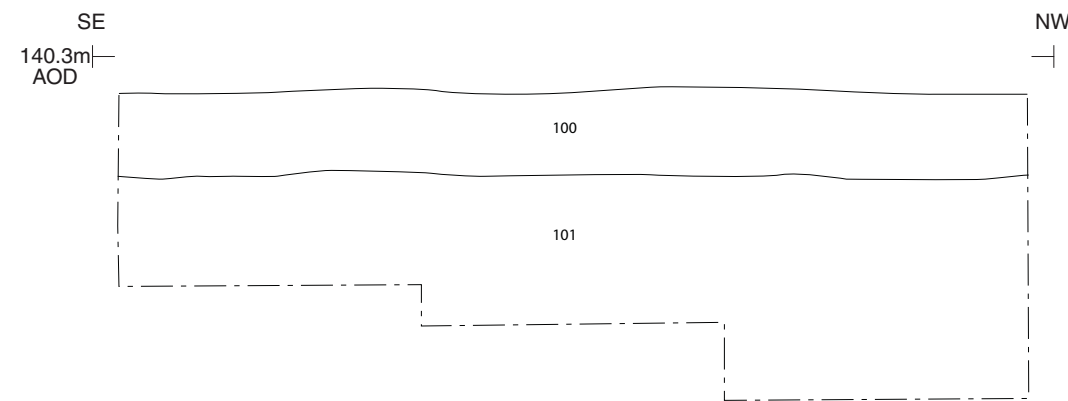
Section BB



Section CC



Section DD




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PROJECT TITLE
Duns Tew Manor, Main Road, Duns Tew, Oxfordshire

FIGURE TITLE
Trench 1: sections

DRAWN BY	CP	PROJECT NO.	660785	FIGURE NO.
CHECKED BY	DJB	DATE	27/06/2017	11
APPROVED BY	MH	SCALE@A3	1:50	



12

Trench 2, looking north-west (scale 1m)



13

Trench 4, looking north (scale 1m))



14

Trench 4, west facing section (scale 1m)

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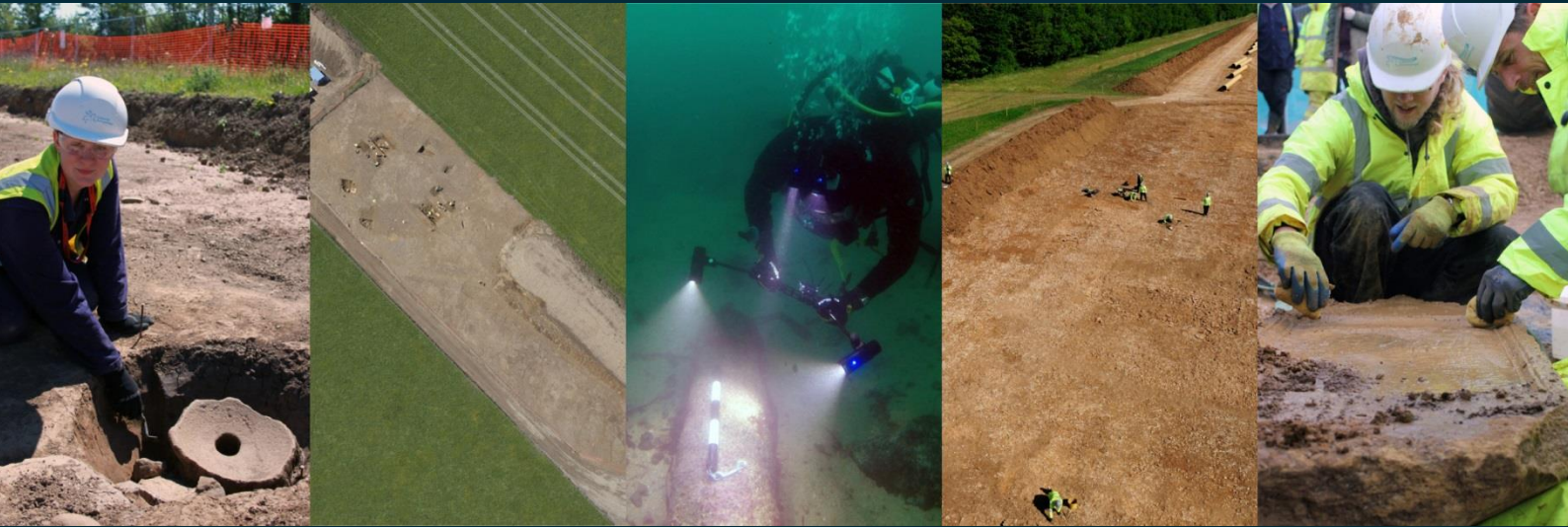
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Duns Tew Manor Main Street, Duns Tew Oxfordshire

Written Scheme of Investigation for an Archaeological Watching Brief



for
Mr Gavin McAlpine

CA Project: 660785

September 2016



Duns Tew Manor
Main Street, Duns Tew
Oxfordshire

Written Scheme of Investigation for an
Archaeological Watching Brief

CA Project: 660785
Site Code DTM 16



DOCUMENT CONTROL GRID						
REVISION	DATE	AUTHOR	CHECKED BY	STATUS	REASONS FOR REVISION	APPROVED BY
A	23/09/2016	MPH	SRJ	INTERNAL REVIEW	FOR ISSUE	SRJ
B	27/10/16	MPH	SRJ	FOLLOWING COMMENT	APPROVED FOR SUBMISSION TO LPA	SRJ

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1. INTRODUCTION

- 1.1 This document sets out details of a *Written Scheme of Investigation* (WSI) by Cotswold Archaeology (CA) for an archaeological watching brief at Duns Tew Manor, Main Street, Duns Tew, Oxfordshire (centred at NGR: SP 4570 2850) at the request of Mr Gavin McAlpine.
- 1.2 Planning permission for the construction of a detached garage and workshop at the existing property has been granted by Cherwell District Council (CDC; ref: 16/01025/F), conditional on a programme of archaeological work being completed under conditions 3 and 4 of the planning approval. The scope of works has been agreed following consultation with Richard Oram (Planning Archaeologist, Oxfordshire County Council), archaeological advisor to CDC.
- 1.3 This WSI has been guided in its composition by *Standard and guidance: Archaeological watching brief* (ClfA 2014), the *Management of Archaeological Projects 2* (English Heritage 1991), the *Management of Research Projects in the Historic Environment (MORPHE): Project Manager's Guide* (EH 2006) and other relevant standards or guidance contained within Appendix B.

The site

- 1.4 The site is located on the northern edge of Duns Tew village just north of the Church of St Mary Magdalene. The proposed development area within the site lies in the grounds of Duns Tew Manor c.130m to the west of the Manor House, and adjacent to existing modern ancillary buildings. The site is bounded to the north in part by a tennis court and adjacent buildings, and further, by farmland. It is bounded to the east by the churchyard and to the south and west by the residential dwellings and associated gardens of Duns Tew village. The site is broadly flat and lies at approximately 140m above Ordnance Datum (aOD).
- 1.5 The underlying bedrock geology of the area is mapped as Horsehay Sand Formation – sandstone formed approximately 165 to 172 million years ago during the Jurassic Period (BGS Viewer September 2016).

2. ARCHAEOLOGICAL BACKGROUND

2.1 The proposed development site lies within an area of archaeological interest located to the west of the medieval Church of St Mary Magdalene, a Grade II Listed building (NHL 1369849) and close to the historic core of the medieval settlement. The manor house itself is Grade II Listed (NHL 1046307) and was built c.1710 probably for Robert Dashwood. It was altered and extended in the 19th century. The Dovecote to the south, also Grade II Listed (NHL 1046308) was, by 1722, standing in an area of land identified as the *Great Orchard*, which at its greatest extent sat adjacent to what is now Home Farmhouse, to the immediate north-east of the site boundary. Home Farmhouse itself is also Grade II Listed (NHL 1046305) and lies on the site of a former manor house of the Raves manor. Predominantly this building is of 18th century origin though incorporates a datestone 'RB 1694', for Raves Burrows.

Prehistoric and Roman periods

2.2 In the wider surrounding area there is cropmark evidence which is indicative of possible prehistoric activity, though this has yet to be proven. There is no evidence of Roman period activity within the village, although a number of artefacts have been recovered within the wider area. These are thought probably to be associated with Ilbury Camp, a site c.2.5km to the north of the village (Cherwell District Council 2005).

Early medieval and medieval periods

2.3 The earliest evidence for settlement at Duns Tew comes in the form of a 9th century animal brooch found in the village. The name Dun is thought to have derived from the Anglo-Saxon personal name Dunn, and Tew which may mean ridge. The name of the settlement first appears in documentary sources in the 13th century (Crossley 1983).

2.4 In 1086 25 people are recorded living at Duns Tew on four estates. Later, by 1271 53 tenants are recorded as living in and around the village. As a result of the Black Death in the 14th century, the village shrunk and did not begin to expand again until late in the medieval period into the earlier post-medieval period. During this latter period of expansion houses were built to the east and west of the church and to the north along Hill Farm Lane.

- 2.5 The site of a possible medieval manor house is traditionally said to have been located in the orchard c.130m to the south-west of the extant Manor House. It has been suggested that this may be the site of the original medieval manor, though at present this supposition is based solely on the basis of the discovery of flagstones which were found at a depth of c.1.0m whilst excavating a goose pond (PRN 9906). Two earthen mounds, recorded at the north and south ends of the manor grounds (the *Great Orchard*), have traditionally been recorded as former archery butts (PRN 13946). Although these mounds are undated it is possible they may be associated with the putative earlier medieval manor house (PRN 9906). Further earthworks survive to the north of the existing manor house and comprise the remains of house platforms and enclosures (PRN 13185). These may represent surviving evidence of former medieval settlement.

Post-medieval and modern periods

- 2.6 Population in the village expanded through the earlier post-medieval period though appeared to have stabilised in the 18th century to around 60 families. During the earlier 19th century the village comprised a population of around 460, though this went into decline in the second half of the century and the first half of the 20th century. Since then the population level has recovered and continues to increase slowly to the present.
- 2.7 With relatively little change in land-use within the proposed development site over the course of the centuries from the medieval period onwards there remains evident potential for the presence of buried or earthwork remains associated with settlement activity. This may be related to elements of settlement associated with deserted settlement and the earlier manorial site.

3. AIMS AND OBJECTIVES

3.1 The objectives of the archaeological works are:

- to monitor groundworks, and to identify, investigate and record all significant buried archaeological deposits revealed on the site during the course of the development groundworks;
- at the conclusion of the project, to produce an integrated archive for the project work and a report setting out the results of the project and the archaeological conclusions that can be drawn from the recorded data.

4. METHODOLOGY

- 4.1 The archaeological watching brief will comprise the observation by a suitably experienced and competent archaeologist of all intrusive groundworks, including the excavation of foundations and service trenches. Non-archaeologically significant deposits will be removed by the contractors under archaeological supervision. Where mechanical excavators are used, these will be equipped with a toothless bucket.
- 4.2 If archaeological features, deposits or artefacts are encountered during groundworks mechanical excavation in the area in which they are discovered will be suspended and sufficient time will be allowed by the groundworks contractors for the archaeologist(s) to investigate and record them. If required, the area will be fenced off with Netlon-type fencing to demarcate the area of interest. Any such remains will be planned and recorded in accordance with Technical Manual 1 *Fieldwork Recording Manual*. Each context will be recorded on a pro-forma context sheet by written and measured description; principal deposits will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using Leica GPS as appropriate) and drawn sections (scale 1:10 or 1:20 as appropriate). Should detailed feature planning be undertaken using GPS this will be carried out in accordance with Technical Manual 4 *Survey Manual*. Photographs (digital colour) will be taken as appropriate. All finds and samples will be bagged separately and related to the context record. All artefacts will be recovered and retained for processing and analysis in accordance with Technical Manual 3 *Treatment of Finds Immediately after Excavation*.
- 4.3 Due care will be taken to identify deposits which may have environmental potential, and where appropriate, a programme of environmental sampling will be initiated. Samples will be taken, processed and assessed for potential in accordance with *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (English Heritage 2011) and *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.
- 4.4 In the event of archaeological deposits being found for which the resources allocated are not sufficient to support treatment to a satisfactory and proper standard or which are of sufficient significance to merit an alternative approach such as contingency excavation or physical preservation, the client and Mr Oram (Planning

Archaeologist, Oxfordshire County Council) will be contacted immediately. Destructive work in that area will cease until agreement has been reached on an appropriate archaeological response. Where excavation of human remains is required, this will be conducted following the provisions of the Coroners Unit in the Ministry of Justice.

4.5 Observation of groundworks will continue until it is considered, on balance, that there is little likelihood for the discovery of any further archaeological deposits or features on site. This would be in discussion and agreement with the client and Mr Oram.

4.6 CA will comply fully with the provisions of the Treasure Act 1996 and the Code of Practice referred to therein.

5. STAFF AND TIMETABLE

5.1 This project will be under the management of Mark Hewson, Senior Heritage Consultant and Fieldwork Manager, CA and the fieldwork will be directed by Tim Lewis, Project Supervisor, or a colleague of similar professional competence.

5.2 The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the watching brief as required during the period of fieldwork. Day to day responsibility, however, will rest with the Project Leader who will be on-site throughout the project and will be supplemented by additional Archaeologists as required.

5.3 The duration of the fieldwork will be dependent upon the contractor's programme.

5.4 Specialists who will be invited to advise and report on specific aspects of the project as necessary are:

Ceramics	Ed McSloy (CA)
Metalwork	Ed McSloy (CA)
Flint	Ed McSloy (CA)
Animal Bone	Dr Philip Armitage (freelance)
Human Bone	Sharon Clough (CA)
Environmental Remains	Sarah Cobain (CA)
Conservation	Wiltshire Conservation Service
Geoarchaeology	Dr Keith Wilkinson (ARCA)
Building Recording	Dr Garry Champion (CA)

5.6 Depending upon the nature of the deposits and artefacts encountered it may be necessary to consult other specialists not listed here. A full list of specialists currently used by Cotswold Archaeology is contained within Appendix A.

6. POST-EXCAVATION, ARCHIVING AND REPORTING

- 6.1 Following completion of fieldwork, all artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA Technical Manuals and Oxfordshire County Museum Service guidelines.
- 6.2 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).
- 6.3 Should no further work be required, an ordered, indexed, and internally consistent site archive will be prepared and deposited in accordance with *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (Archaeological Archives Forum 2007).
- 6.4 As the limited scope of this work is likely to restrict its publication value, it is anticipated that a short publication note only will be produced, suitable for inclusion within an appropriate local archaeological journal. A summary of information from the project will also be entered onto the OASIS online database of archaeological projects in Britain.
- 6.5 CA will make arrangements with Oxfordshire County Museum Service for the deposition of the site archive and, subject to agreement with the legal landowner(s), the artefact collection. With this deposition in mind, an accession number has been requested. The archive will until then be held temporarily at CA's offices in Milton Keynes, in readiness for deposition.

7. HEALTH AND SAFETY

- 7.1 CA will conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, CA Health and Safety and Environmental policies and the CA Safety, Health and Environmental Management System (SHE), as well as any Principal Contractor's policies or procedures. A site-specific Project Health and Safety Plan (form SHE 017) will be formulated prior to commencement of fieldwork.

8. INSURANCES

- 8.1 CA holds Public Liability Insurance to a limit of £10,000,000 and Professional Indemnity Insurance to a limit of £10,000,000.

9. MONITORING

- 9.1 Notification of the start of site works will be made to Mr Oram at least one week prior to the commencement of the fieldwork, so that there will be opportunities to visit the site and check on the quality and progress of the work.

10. QUALITY ASSURANCE

- 10.1 CA is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, CA endorses the *Code of Conduct* (CIfA 2014) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (CIfA 2014). All CA Project Managers and Project Officers hold either full Member or Associate status within the CIfA.
- 10.2 CA operates an internal quality assurance system in the following manner. Projects are overseen by a Project Manager who is responsible for the quality of the project. The Project Manager reports to the Chief Executive who bears ultimate responsibility for the conduct of all CA operations. Matters of policy and corporate strategy are determined by the Board of Directors, and in cases of dispute recourse may be made to the Chairman of the Board.

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APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS

Ceramics

Neolithic/Bronze Age	Ed McSloy (CA) Emily Edwards (freelance) Dr Ros Cleal (freelance)
Iron Age/Roman (Samian) (Amphorae stamps)	Ed McSloy (CA) Gwladys Montell (freelance) David Williams (freelance)
Anglo-Saxon	Paul Blinkhorn (freelance) Dr Jane Timby (freelance)
Medieval/post-medieval (Clay pipe)	Ed McSloy (CA) Duncan Brown (freelance) Paul Blinkhorn (freelance) Reg Jackson (freelance)
Ceramic Building Material	Ed McSloy (CA) Phil Mills (freelance)

Other Finds

Small Finds	Ed McSloy (CA)
Metal Artefacts	Dr Jörn Schuster (freelance) Dr Hilary Cool (freelance)
Lithics (Palaeolithic)	Ed McSloy (CA) Jackie Sommerville (CA) Francis Wenban-Smith (University of Southampton)
Worked Stone	Ruth Shaffrey (freelance)
Inscriptions	Dr Roger Tomlin (Oxford)
Glass	Ed McSloy (CA) Dr Hilary Cool (freelance) Dr David Dungworth (freelance; English Heritage)
Coins	Ed McSloy (CA) Dr Peter Guest (Cardiff University) Dr Richard Reece (freelance)
Leather	Quita Mould (freelance)
Textiles	Penelope Walton Rogers (freelance)
Iron slag/metal technology	Dr Tim Young (Cardiff University) Dr David Dungworth (English Heritage)
Biological Remains	
Animal bone	Philip Armitage (freelance) Matilda Holmes (freelance)
Human Bone	Sharon Clough (CA)
Environmental sampling	Sarah Cobain (CA) Dr Keith Wilkinson (ARCA)
Pollen	Rob Batchelor (QUEST, University of Reading)

Diatoms	Nigel Cameron (UCL)
Charred Plant Remains	Sarah Cobain (CA)
Wood/Charcoal	Sarah Cobain (CA)
Insects	David Smith (Birmingham University) Enid Allison (Canterbury Archaeological Trust)
Mollusca	Dr Keith Wilkinson (ARCA)
Fish bones	Philip Armitage (freelance)
Geoarchaeology	Dr Keith Wilkinson (ARCA)
Scientific Dating	
Dendrochronology	Robert Howard (NTRDL Nottingham)
Radiocarbon dating	SUERC (East Kilbride) Beta Analytic (USA)
Archaeomagnetic dating	Neil Suttie (University of Liverpool) Cathy Batt (University of Bradford)
TL/OSL Dating	Phil Toms (University of Gloucestershire)
Conservation	Karen Barker (freelance) Wiltshire Conservation Services

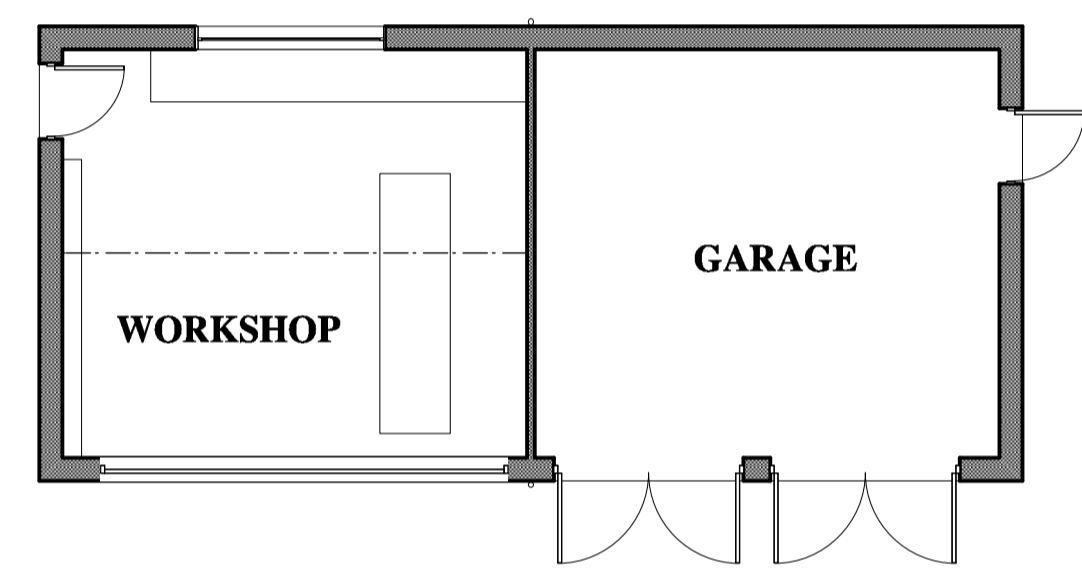
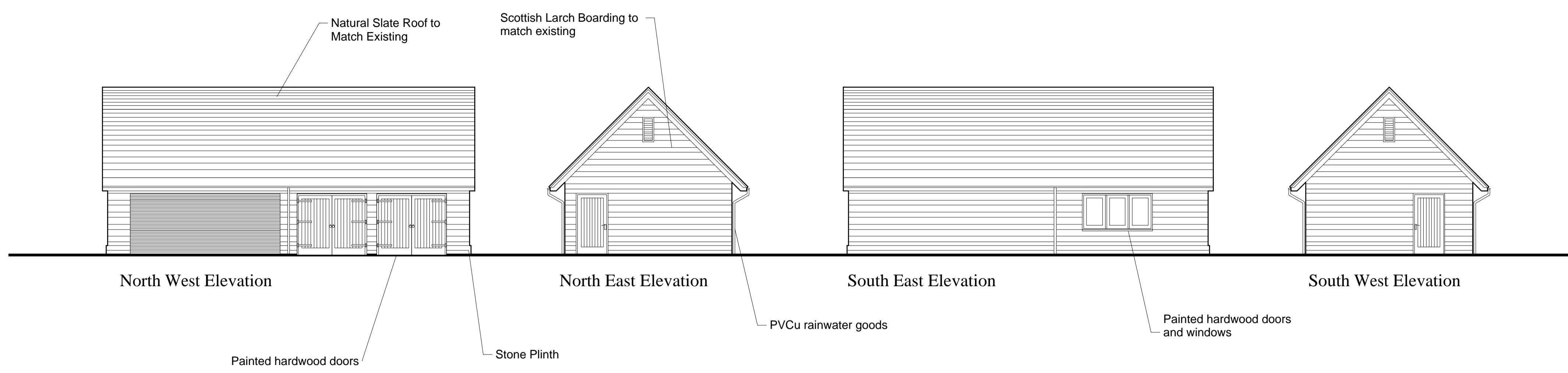
APPENDIX B: ARCHAEOLOGICAL STANDARDS AND GUIDELINES

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- AAI&S 1988 *The Illustration of Lithic Artefacts: A guide to drawing stone tools for specialist reports.* Association of Archaeological Illustrators and Surveyors Paper 9
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- ClfA, 2014, *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.* Chartered Institute for Archaeologists (Reading)
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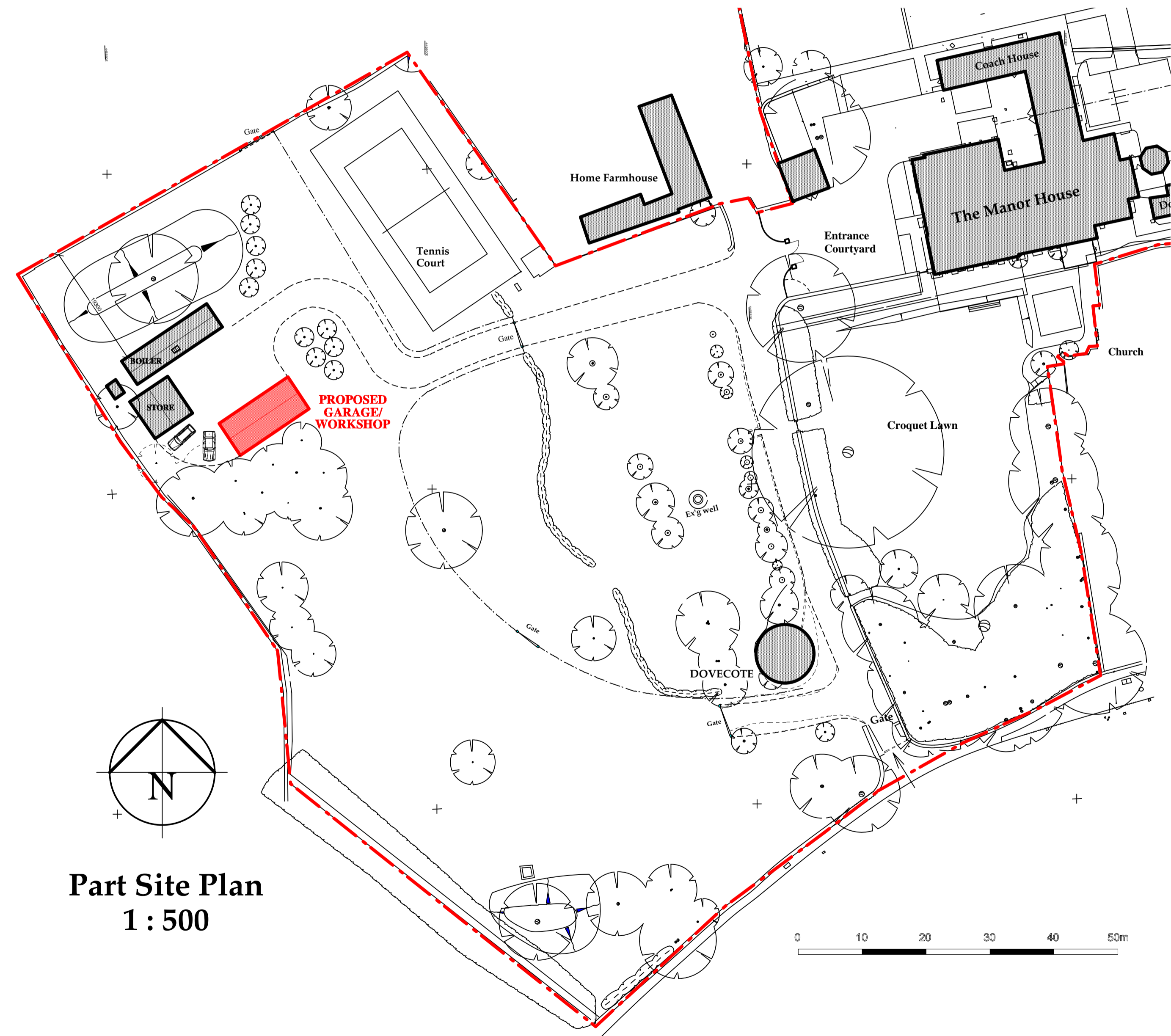
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REVISION HISTORY			
REV	DESCRIPTION	DATE	APPROVED
A	Space for cars by the garage. GB2	18/4/13	TRE
B	Approx dimensions and possible materials noted -tre	17/5/13	
C	Doors amended to North West Elevation and Floor Plan. GB2	3/5/16	
D	workshop equip and divider revised TRE	3/5/16	
E	RW goods and workshop doors amended. GB2	5/5/16	



Floor Plan
0 1 2 3 4 5m



Part Site Plan
1 : 500

PLANNING

DO NOT SCALE- USE FIGURED DIMENSIONS ONLY

HAWKES EDWARDS & CAVE
CHARTERED ARCHITECTS HISTORIC BUILDING CONSULTANTS INTERIOR DESIGN
 1 Old Town Stratford-upon-Avon Warwickshire CV37 6BG Tel: 01789 298877 Fax: 01789 204399

CLIENT Mr & Mrs G McAlpine
 PROJECT The Manor House, Duns Tew, Oxfordshire
 TITLE Proposed Garage/Workshop
 SCALE 1:500 & 1:100
 DATE 03/05/16 CAD FILE 738_20160503_Planning
 DRAWN GB2 CHKD TRE SHEET SIZE A1

JOB NUMBER **738**
123 e

HCC Task Template v1.2

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