

Site/Project Name: **Oxford St Hugh's College Dickson Poon Building**

Site Code: OXCHIN 12

Site/Project Type: Watching brief

Year(s): 2012

Accession Number: OXCMS:2012.72

Record Group	Contents	Comments	Box/File Number
	INTRODUCTION Written scheme of investigation	13 sheets	Box 1 file 1
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B	SITE DIARY Watching brief record sheets 17.9.12 – 12.11.12	10 sheets	Box 1 file 2
B	PRIMARY CONTEXT DATA Context checklist nos. 1-49 Context sheets	1 sheet as numbered	Box 1 file 2
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OASIS ID: oxfordar1-144608

Project details

Project name	Dickson Poon Building St Hugh's College Oxford
Short description of the project	Between September and November 2012 Oxford Archaeology conducted an archaeological watching brief during the groundworks for the construction of the new Dickson Poon building at St Hugh's College Oxford (NGR: SP 50972 07718). The earliest clear evidence recovered by the watching brief was a series of parallel shallow linear features belonging to ridge-and-furrow cultivation running north-south across the site. These underlay landscaping deposits probably associated with the earlier houses built upon the site from 1832 onwards. A succession of rubbish pits dating to the 19th and early 20th centuries was observed. Two 19th century well shafts, one brick-lined, the second stone-lined, were also recorded. These may relate to the earlier houses, or may alternatively have been associated with the houses still fronting Canterbury Road, whose rear gardens have since been incorporated into the college grounds. A number of rectangular features whose fill included corrugated iron and 20th century finds were recorded along the southern edge of the site. There are parallels to these features in the demolished air raid shelters found at other colleges (such as the one within the Provost's Garden at Queen's College), and it is likely that they date from the WWII use of the college as a military hospital. No certain evidence for any features or deposits pre-dating the ridge and furrow was observed, although a single human bone was found in a 19th century layer. This is likely to be residual from an earlier burial, as no Christian cemetery is known in the vicinity, but this bone is at present undated. No residual finds of earlier date were however recovered. Although some truncation had presumably occurred due to the medieval cultivation, the complete absence of traces of any earlier features or finds (other than the human bone) makes it likely that any earlier occupation took place on, or in the immediate vicinity of, this site.
Project dates	Start: 17-09-2012 End: 12-11-2012
Previous/future work	No / No
Any associated project reference codes	OXCHIN 12 - Sitecode
Any associated project reference codes	OXCMS:2012.72 - Museum accession ID
Type of project	Recording project
Site status	None
Current Land use	Cultivated Land 2 - Operations to a depth less than 0.25m

Monument type RIDGE AND FURROW Medieval
 Significant Finds POTTERY Post Medieval
 Significant Finds CLAY PIPE Post Medieval
 Significant Finds GLASS Post Medieval
 Investigation type "Watching Brief"
 Prompt Planning condition

Project location

Country England
 Site location OXFORDSHIRE OXFORD OXFORD Dickson Poon Building St Hugh's College
 Study area 310.00 Square metres
 Site coordinates SP 50972 07718 51 -1 51 45 55 N 001 15 40 W Point

Project creators

Name of Organisation Oxford Archaeology
 Project brief originator Oxford City Council
 Project design originator Oxford Archaeology
 Project director/manager T Allen
 Project supervisor M Sims
 Type of sponsor/funding body Developer
 Name of sponsor/funding body Gleeds Management Services

Project archives

Physical Archive recipient Oxford Archaeology
 Physical Archive ID OXCMS:2012.72
 Physical Contents "Animal Bones","Ceramics","Human Bones"
 Digital Archive recipient Oxford Archaeology
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 Digital Media available "Images raster / digital photography","Text"
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Paper Media available "Context sheet", "Diary", "Photograph", "Plan", "Report", "Section", "Unpublished Text"

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Box FILE 1

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OXFORD

ST HUGHS COLLEGE

DICKSON POOL BUILDING

OXFHN 12

INTRODUCTION

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APPROVED BY DR 25/5/12

St Hugh's College, Oxford

Written Scheme of Investigation for a Watching Brief

Centred on SP450 207

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Fig. 1 The Site location and proposed works



1 INTRODUCTION

1.1 Project details

- 1.1.1 Oxford Archaeology (OA), has been commissioned by Simon Kerr of Gleeds Management Services on behalf of St Hugh's College, Oxford to undertake a watching brief of the site of a proposed free-standing building on 3 and 4 levels with a basement. The premises will accommodate the Chinese Institute plus 63 student study rooms for St. Hugh's, together with College offices, music room, lecture theatre, seminar room, ancillary facilities and parking. Archaeological monitoring will be required for significant ground works in association with this development, including services diversions and basement excavation.
- 1.1.2 The work is being undertaken as a condition of Planning Permission (planning ref: 11/01794/FUL). A brief has been set by David Radford detailing the Local Authority's requirements for work necessary to discharge the planning condition; this document outlines how OA will implement those requirements.
- 1.1.3 All work will be undertaken in accordance with local and national planning policies (National Planning Policy Framework) and is subject to planning conditions 10 and 11 as stated in the brief.

1.2 Location, geology and topography

- 1.2.1 The site, centred on NGR SP 450 207, lies within the confines of St Hugh's College, which is located at the corner of St Margaret's Road to the north, and Banbury Road to the east. The college is situated to the north of the historic core of Oxford and is part of the North Oxford Conservation Area.
- 1.2.2 The site of the proposed work is an area of 310m² (Fig. 1), located to the west of The Lawn and north of the properties along Canterbury Road. The site is currently occupied by an area of lawn and tennis courts, within the landscaped grounds of the college.
- 1.2.3 The site is situated on drift geology on the Summertown-Radley gravel terrace, which is part of the Second Gravel Terrace of the Thames sequence. These have been described as reddish silts encountered at about 63m aOD (above Ordnance Datum), (OAU 1998). The gravels were laid down in the Pleistocene as part of the fluvial systems of the nearby Rivers Thames and Cherwell. The underlying solid geology is of the Oxford Clay formation (BGS website). The ground level at the site is flat and relatively consistent at 64.15m OD.

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND AND POTENTIAL

2.1 Archaeological and historical background

- 2.1.1 The site lies within the North Oxford Conservation area, in the parish of St Giles, and is predominantly Victorian in character. A number of findspots are known around the area including a range of material from the Neolithic, Bronze Age, Iron Age, Roman and Anglo-Saxon periods (PRNs 3258, 3591, 3594, 3864, 6048), and the Banbury and Banks Road is thought to follow the line of a minor Roman road.
- 2.1.2 During the Civil War when Oxford housed the Royalists and the Parliament, substantial defences were put in place and many buildings were utilised for associated purposes. The 1644 plan by De Gomme shows the site to lie to the north of the northern

- defences, within the immediate hinterland of activity (Lattey, Parsons and Philip 1936, 165).
- 2.1.3 An estate map of 1769 depicts the open fields of St Giles' parish which appear essentially unchanged in character from a 14th century survey of the parish. The 1769 documents show that the site was then part of a furlong owned by Mr Eaton. A field road is also shown curving NW-SE.
- 2.1.4 After the open land was enclosed in 1832 the site was occupied by various houses, including The Mount (demolished), The Lawn and the Shrubbery, (now the Principal's Lodgings) and a nursery garden.
- 2.1.5 St Hugh's college itself was founded in 1886 and named after the 12th century Bishop of Lincoln (VCH 1954, 347). The college was initially to provide higher education for women in five gradually acquired private premises in Norham Road. The new college buildings on the site at the corner of Banbury Road and St Margret's Road were opened in 1916. The buildings were designed by the firm of Buckland and Haywood of Birmingham; the western Mary Gray Allen wing was added in 1928; and the new Moberly library in 1936 (VCH 1954, 348). During WWII the college was utilised as a military hospital.
- 2.1.6 The houses in Canterbury Road, which back onto the site, were all built to the designs of Frederick Codd between 1873 and 1876, Codd himself being the original occupant of No.9, which stands alongside the existing access to the college on this side (Asset Heritage Consulting 2011, 7). Most of these buildings are now used for student accommodation.
- 2.1.7 The gardens of the college are generally considered among the most attractive of any of Oxford's colleges and were originally planned and planted by Annie Rogers. The gardens incorporate several features, including a nut walk and 'wilderness', from the 19th century garden of The Mount (Asset Heritage Consulting 2011, 8).
- 2.1.8 The Principal's Lodgings and The Lawn both retain their own garden areas, as do Nos. 85 & 87 Banbury Road. The original rear gardens of the Victorian houses along Canterbury Road and Woodstock Road have been, for the most part, incorporated into the college's grounds. The least attractive parts of the grounds are undoubtedly the hard-surfaced tennis courts immediately to the west of The Lawn which take up some of the original garden space (Asset Heritage Consulting 2011, 8).
- 2.1.9 The 1998 evaluation, carried out in advance of new student accommodation being built, took place west of The Lawn and revealed the presence of a former medieval ploughsoil. The follow-up 1999 watching brief uncovered evidence that there was remnants of ridge and furrow seen on a broadly N-S alignment.

2.2 Potential

- 2.2.1 An archaeological watching brief is considered necessary for this site because it lies within an area of the Summertown-Radley gravel terrace that has demonstrated potential to preserve late Neolithic-Bronze Age, Iron Age and Roman remains. The site has previously been partially evaluated by Oxford Archaeological Unit in 1998 (for a different building footprint) and then subject to a limited watching brief by Oxford Archaeological Unit during compound construction work in 1999. These investigations noted the remains of medieval ridge and furrow of local interest but no other significant features. Nevertheless the general potential in this area is sufficient to warrant a watching brief during ground works for the revised development footprint.



- 2.2.2 Part of St Hugh's college was previously a Registered Park and Garden for its early 20th garden design, however subsequent alterations led to it being removed from the register. The remains of outbuilding associated with the garden of 'The Lawns', a 19th century listed building, may be located within the development footprint (plotted on the 1st edition and 1950s OS maps). A Heritage Assessment for the site has been produced by Asset Heritage Consulting (2011) and provides a background to the Victorian development of the site, the evolution of St Hugh's and the 19th and early 20th century gardens.

3 PROJECT AIMS

3.1 General

- 3.1.1 Identify and record any significant archaeological remains revealed by the ground works, paying particular regard to the potential for prehistoric and Roman remains.

3.2 Specific aims and objectives

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

Post-medieval

- (i) To what extent was the agricultural land around Oxford subject to early private enclosure? Can a cartographic study of the district help to reconstruct the medieval and post medieval agricultural landscape? i.e. patterns and directions of ridge and furrow, early enclosure, drainage, and field systems for each township? (OARARA 2012, Ch8, p3). Is the ridge and furrow pattern seen previously consistent?
- (ii) What pattern of suburban growth and redevelopment in the late post medieval period can be identified in the archaeological record? (OARARA 2012, Ch8, p5). Is there evidence for construction or change associated with the 1830-1850 enclosure and establishment of the three villa style houses?
- (iii) The archaeology of post medieval college gardens is an area that has been subject to only limited study. The documentary sources are reasonable for St Hugh's but is there any surviving archaeological remains and do they confirm or elaborate on known information and contribute to our understanding of the evolution of the colleges? (OARARA 2012, Ch8, p6).

Modern

- (iv) Can we further map and characterise the development of housing and social status amongst communities affected by the 19th century reforms of the university, in this case into what setting was St Hugh's established and what impact did it have? (OARARA 2012, Ch9, p3).

4 PROJECT SPECIFIC EXCAVATION AND RECORDING METHODOLOGY

4.1 Scope of works

- 4.1.1 The brief states that in this case a detailed watching brief should be undertaken during significant ground works (building footprint, services, landscaping etc). The proposed scheme will entail the below ground excavation of specific areas to remove Japanese Knotweed required in advance of the site redevelopment. However these are deemed



too small scale to have significant archaeological implications in this location (David Radford pers comm).

- 4.1.2 Other groundworks which will require an watching brief include the below ground drainage and services that may need to be installed (5035-1\00-C-00-ALL_02) and within the basement area of the building, in particular the area to the east of the area proposed and evaluated in 1998 (454\01-014). The basement will reach depths of over 59.67m aOD.

4.2 Programme

- 4.2.1 The duration of the fieldwork will be determined by the length of time the groundworks contractors take to complete invasive groundworks. The team will consist of a Project Supervisor under the management of a Senior Project Manager. Where concentrations of archaeology are encountered work may take more time to complete.
- 4.2.2 The main contractor on site will allow sufficient time and working space for the attending Archaeologist(s) to carry out any agreed mitigation procedures required. However, this work will be undertaken in such a way as to minimise any delays the main contractor's work program.
- 4.2.3 All fieldwork undertaken by Oxford Archaeology (South) is overseen by the Head of Fieldwork, Dan Poore MIFA.

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 OA archaeologist will work alongside the groundworks contractor to monitor the groundworks. Should any items of archaeological interest be uncovered during the works then the groundworks contractor will immediately cease work to allow the archaeologist to excavate deposits and record the information. The groundworks contractor will not re-commence works until the archaeological contractor has confirmed that this is acceptable.
- 4.3.3 The presence/absence of archaeological features will noted. If features are identified then sufficient work will be done to date, characterise and record the remains in accordance with the project objectives.
- 4.3.4 If a significant archaeological find or unexpected discovery is encountered for which the allocated resources are insufficient to satisfactorily mitigate development impacts, the city archaeologist and client will be alerted and consulted, and works in that area of site will cease until an appropriate mitigation strategy is agreed and adequate resources are available.
- 4.3.5 The term 'unexpected discovery', as defined in the brief, covers features whose existence and/or significance was unknown at the outset of the watching brief but subsequently prove to be potentially of county or national importance.
- 4.3.6 Recording standards will be the same as for formal excavations but some practical difficulties and constraints may impinge on this. Features will be recorded in plan at an appropriate scale and accurately located in relation to the National Grid. Each context will be recorded on pro-forma records which will include the following minimum details: character; contextual relationships; detailed description (dimensions and shape; soil



components, colour, texture and consistency); associated finds; interpretation and phasing as well as cross-references to the drawn, photographic and finds registers. Normally each context will be recorded on an individual record. Sections will be drawn through all significant cut features and levelled to ordnance datum.

- 4.3.7 A black and white photographic record will be maintained including photos of all significant features and overall photos of each watching brief area. Selected colour transparencies will also be taken.

5 PROJECT SPECIFIC REPORTING AND ARCHIVE METHODOLOGY

5.1 Programme

- 5.1.1 The report will be completed within four weeks of the completion of the fieldwork.
- 5.1.2 Bound copies of the completed report will be provided to both the client and Oxford City Council. A CD containing a copy of the report in Adobe Acrobat (.pdf) format will also be provided.

5.2 Content

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

5.3 Specialist input

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

5.4 Archive

- 5.4.1 The site archive will be deposited with the County Museum 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, has responsibility for ensuring that safe systems of work are adhered to on site. He delegates elements of this responsibility to the Project Officer, appointed prior to the works, who implements these on a day to day basis.
- 6.1.2 The Director with responsibility for Health and Safety at OA is Robert Williams (Chief Operations Officer); he is advised by the OA Group Health and Safety Coordinator, Dan Poore (NEBOSH Level 3).

6.2 Method statement and risk assessment

- 6.2.1 A summary of OA's general approach to health and safety can be found in Appendix I. A risk assessment 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 H and S file will be available to view at any time.

7 MONITORING OF WORKS

- 7.1.1 At least five days notice of the commencement of the watching brief works will be given to David Radford, City Council Archaeologist for Oxford.
- 7.1.2 David Radford will have free access to the site (subject to H and S considerations) and all records to ensure the works are being carried out in accordance with this WSI and all other relevant standards.
- 7.1.3 A programme of monitoring will be agreed with the Oxford City Council Archaeologist prior to the commencement of fieldwork. The archaeological contractor will keep the Oxford City Council Archaeologist regularly informed of the project's progress and facilitate the monitoring of the project at each stage, including post-excavation. There will be no substantial modification of the approved brief and project design without the prior consent of the Oxford City Council Archaeologist.
- 7.1.4 The Oxford City Council Archaeologist will be informed at the earliest opportunity of any unexpected discoveries, especially where there may be a need to vary the project design.

8 REFERENCES

Asset Heritage Consulting, 2011 *Heritage Assessment for St Hugh's College*

Communities and Local Government, 2011 *National Planning Policy Framework*

English Heritage, 1991 *Management of Archaeological Projects*.

Lattey, RT, Parsons, EJS and Philip, IG, 1936 *A Contemporary Map of the Defences of Oxford in 1644*, Oxensia vol 1, 161-172

OARARA, 2012 *Oxford Archaeological Resource Assessments and Research Agendas*
<http://consultation.oxford.gov.uk/consult.ti/OARAAC/consultationHome>

Oxford Archaeological Unit, 1998 *St Hugh's College, Oxford. Archaeological Evaluation Report*

Oxford Archaeological Unit, 1999 *St Hugh's College, Oxford. Archaeological Watching Brief*

Victoria County History (VCH), 1954 *The Victoria History of the County of Oxford*, HE Salter and MD Lobel (eds), Vol 3



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 excavated trenches. This will normally be a JCB or 360° tracked excavator with a 1.8 m to 2 m wide toothless ditching bucket. For work with restricted access or working room a mini excavator will be used.
- A.1.2 All mechanical excavation will be undertaken under direct archaeological supervision.
- A.1.3 All undifferentiated topsoil or overburden of recent origin will be removed down to the first significant archaeological horizon, in successive, level spits.
- A.1.4 Following mechanical excavation, all areas of the trench 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, the trenches will be backfilled with excavated material in reverse order of excavation, but will otherwise not be fully reinstated.

Hand excavation

- A.1.7 All investigation of archaeological levels will be by hand, with cleaning, examination and recording both in plan and section.
- A.1.8 Within significant archaeological levels the minimum number of features required to meet the aims will be hand excavated. Pits and postholes will usually be subject to a 50% sample by volume. Linear features will be sectioned as appropriate. Features not suited to excavation within narrow trenches will not be sampled. No archaeological deposits will be entirely removed unless this is unavoidable.
- A.1.9 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 entire site will be assessed. The stratigraphy of all evaluation trenches will be recorded even where no archaeological deposits have been identified.
- A.1.10 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.1.11 Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements.



- A.1.12 Where stratified deposits are encountered a Harris matrix will be compiled during the course of the excavation.
- A.1.13 Plans will normally drawn at 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Detailed plans will be at an appropriate scale. Burials will be drawn at scale 1:10 or recorded using geo-referenced digital photography.
- A.1.14 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.1.15 A register of plans will be kept.
- A.1.16 Long sections of trenches showing layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20.
- A.1.17 A register of sections will be kept.
- A.1.18 Generally all sections will be tied in to Ordnance Datum.
- A.1.19 A full black and white and colour (digital) 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.1.20 Photographs will be recorded on OA Photographic Record Sheets.

A.2 Relevant industry standards and guidelines

- A.2.1 The Institute for Archaeologists' Standard and Guidance notes relevant to fieldwork are:
- Standard and Guidance for Field Evaluation
 - Standard and Guidance for Excavation
 - Standard and Guidance for an Archaeological Watching Brief.
- A.2.2 These will be adhered to at all times.

A.3 Relevant OA manual and other supporting documentation

- A.3.1 All fieldwork will be undertaken in accordance with the requirements of the OA Field Manual (ed. D Wilkinson 1992), and the revised OA fieldwork manual (publication forthcoming).
- A.3.2 Further guidance is provided to all excavators in the form of the OA 'Fieldwork Crib Sheets - a companion guide to the Fieldwork Manual'. These have been issued ahead of formal publication of the revised Fieldwork Manual.

APPENDIX B. GEOMATICS AND SURVEY

B.1 Standard methodology – summary

- B.1.1 The aim of OA methodology is to provide comprehensive survey cover of all investigation areas. Additionally, it is designed to provide coverage for any areas, beyond the original scope of the project, which arise as a result of further work. It provides digital plans of all required elements of the project and locates them within an overall grid.
- B.1.2 It also maintains all necessary survey data and ensures that the relevant information is copied into the primary record, in order to ensure the integrity of the project archive. Furthermore, it ensures that all core data is securely stored and backed up. It

- establishes accurate project reference systems utilising a series of control stations and permanent base lines.
- B.1.3 The survey will be conducted using a combination of Total Station Theodolite (TST) survey utilising Reflectorless Electronic Distance Measurement (REDM) where appropriate, hand-measured elements and GPS (Global Positioning System).
- B.1.4 Before the main work commences, a network of control stations will be laid out encompassing the area. Control stations will be tied in to known points or existing features using rigorous metric observation. The control network will be set in using a TST to complete a traverse or using techniques as appropriate to ensure sufficient accuracy. A GPS, or other appropriate method, will be used to orientate the control network to National Grid or other recognised coordinate system.
- B.1.5 All control stations will be checked by closed traverse and/or GPS, as appropriate. The accuracy of these control stations will be accessed on a regular basis and re-established accordingly. All stations will be recorded on Survey Control Station sheets.
- B.1.6 Each control station will be marked with a PGM (Permanent Ground Marker). Witness diagrams will include the full 3-D co-ordinates generated, a sketch diagram and measurements to at least three fixed details, written description of the mark and a photograph of the control point in its environs.
- B.1.7 Prior to entry into the field all equipment will be checked, and all pre-survey information will be logged onto the field computer and uploaded onto survey equipment as appropriate. The software in the field computer will be verified and all cabling between the GPS and/or TST and computer will be checked. Prior to conducting the survey the site will be reconnoitred for locations for a viable control network and check the line of sight and any possible hindrance to survey. Daily record sheets will be kept to record daily tasks and conditions.
- B.1.8 All spatial data will be periodically downloaded onto a field computer, and backed up onto CD, or DVD. It will be cleaned, validated and inspected.
- B.1.9 All survey data will be documented on daily survey record sheets. Information entered on these sheets includes key set up information (Instrument height etc.) as well as daily variables and errors/comments. All survey data will be digitally recorded in a raw format and translated during the download process this shall allow for any errors to be cross referenced with the daily survey record and corrected accordingly.
- B.1.10 A weekly summary of survey work will be produced to access development and highlight problems. This information also will be recorded on the weekly survey journal. Technical support for the survey equipment and download software shall be available at all times. In those instances where sites are remotely operated, all digital data will be backed up regularly and a copy returned to Oxford on a weekly basis.
- B.1.11 A site plan will initially be created by a rapid survey of relevant archaeological features by mapping their extent using a combination of TST and GPS. This will form the basis for deciding excavation strategy and will be updated as the excavation clarifies the extent of, and relationships between, archaeological features.
- B.1.12 Excavated archaeological interventions and areas of complex stratigraphy will be hand drawn. At least two Drawing Points (DPs) will be set in as a baseline and measurements taken off this by tape and offset. The hand drawn plans will be referenced to the digitally captured pre-site plan by measuring in the DPs with a TST or GPS. These hand drawn elements will then be scanned in, geo-referenced using the



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

- B.1.13 Where appropriate rectified photography may be used to record standing structures or burials. This will be carried out in line with Standard OA procedures for rectified photography.
- B.1.14 Survey data recorded in the field will be downloaded using appropriate downloading software, and saved as an AutoCAD Map DWG file, or an ESRI Shapefile. These files will be regularly updated and backed up with originals being stored on an OA server in Oxford.
- B.1.15 All drawings will be composed of closed polygons, polylines or points in accordance with the requirements of GIS construction and OA Geomatics protocols. Once created, additional GIS/CAD work will normally be carried out at the local OA central office or at on-site remote locations when appropriate. Support for all GIS/CAD work will be available from OA's Oxford Office during normal office hours. The aim of the GIS/CAD work is to produce workable draft plans, which can be produced as stand-alone products, or can be readily converted to GIS format. Any hand-drawn plans will be scanned and digitised on site in the first instance. Subsequent plans will be added to the main drawing as it develops.
- B.1.16 All plan scans will be numbered according to their plan site number. Digital plans will be given a standard new plan number taken out from the site plan index.
- B.1.17 All digital data will be backed up incrementally on CD or DVD. On each Friday the entire data directory will be backed up and returned to Oxford where it will be copied onto the OA projects server. Each CAD drawing will contain an information layout which will include all the relevant details appertaining to that drawing. Information (metadata) on all other digital files will be created and stored as appropriate. At the end of the survey all raw measurements will be made available as hard copy for archiving purposes.

B.2 Relevant industry standards and guidelines

- B.2.1 English Heritage (2009), Metric Survey Specifications for Cultural Heritage
- B.2.2 English Heritage (2006), Understanding Historic Buildings A Guide to Good Practise
- B.2.3 English Heritage, (2007) Understanding the Archaeology of Landscapes A Guide to Good Recording practise

B.3 Relevant OA manual and other supporting documentation

- B.3.1 OA South Metric Survey, Data Capture and Download Procedures
- B.3.2 OA South Digitising Protocols
- B.3.3 OA South GIS Protocols
- B.3.4 These will be superseded by the OA South Geomatics Manual (in progress).

APPENDIX C. ENVIRONMENTAL EVIDENCE

C.1 Summary of Standard methodology

- C.1.1 Different environmental and geoarchaeological sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Where possible an environmental specialist(s) will visit the site to



advise on sampling strategies. Sampling methods will follow guidelines produced by English Heritage and Oxford Archaeology. A register of samples will be kept. Specialists will be consulted where non-standard sampling is required (eg. TL, OSL or archaeomagnetic dating) and if appropriate will be invited to visit the site and take the samples.

- C.1.2 Geoarchaeological sampling methods are site specific, and methodologies will be designed in consultation with the geoarchaeological manager on a site by site basis.
- C.1.3 Bulk soil samples, where possible of 40 litres or 100% of a deposit if less is available, will be taken from potentially datable features and layers for flotation for charred plant remains and for the recovery of small bones and artefacts. Larger soil samples (up to 100L) may be taken for the complete recovery of animal bones, marine shell and small artefacts from appropriate contexts. Smaller bulk samples (general biological samples) of 10-20 litres will be taken from any waterlogged deposits present for the recovery of macroscopic plant remains and insects. Series of incremental 2L samples may be taken through buried soils and deep feature fills for the recovery of snails and/or waterlogged plant remains, depending on the nature of the stratigraphy and of the soils and sediments. Columns will be taken from buried soils, peats and waterlogged feature fills for pollen and/or phytoliths, diatoms, ostracods and foraminifera if appropriate. Soil samples will be taken for soil investigations (particle size, organic matter, bulk chemistry, soil micromorphology etc.) and possibly for metallurgical analysis in consultation with the appropriate specialists.
- C.1.4 Bulk samples from dry deposits will be processed by standard water flotation using a modified Siraf-style machine and meshes of 0.25mm (flot) and 0.5 or 1mm depending (residue). Heavy residues will be wet sieved, air dried and sorted. Samples taken exclusively for the recovery of bones, marine shell or artefacts will be wet sieved to 2mm. Waterlogged samples (1L sub-sample) and snail samples (2L) will be processed by hand flotation with flots and residues collected to 0.25mm (waterlogged plants) and 0.5mm (snails) respectively; these flots and residues will be sorted by the specialist. Samples specifically taken for insects, pollen, other microflora and microfauna, metallurgy and soil analysis will be submitted as whole earth to the appropriate specialists or processed following their instructions.

C.2 Relevant Industry Standards and Guidelines

- C.2.1 English Heritage 2010. Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood.
- C.2.2 English Heritage 2001. Archaeometallurgy. Centre for Archaeology Guidelines 2001.01.
- C.2.3 English Heritage 2011. Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post excavation, (2nd ed)
- C.2.4 English Heritage 2004. Dendrochronology: Guidelines on Producing and Interpreting Dendrochronological Dates.
- C.2.5 English Heritage 2006. Archaeomagnetic Dating. Guidelines for Producing and Interpreting Archaeomagnetic Dates.
- C.2.6 English Heritage 2007. Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record.
- C.2.7 English Heritage 2008. Luminescence Dating. Guidelines on Using Luminescence Dating in Archaeology.



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

C.3 Relevant OA manual and other supporting documentation

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

APPENDIX D. ARTEFACTUAL EVIDENCE

D.1 Summary of Standard methodology

- D.1.1 Before a site begins arrangements concerning the finds will be discussed with the Head of Finds. Information will be provided by the project manager about the nature of the site, the expected size and make-up of the finds assemblage and any site specific finds retrieval strategies. On-site requirements will be discussed and a conservator appointed who can be called on to make site visits if required. Special requirements regarding particular categories of material will be raised at this early stage for instance the likelihood of recovering assemblages of waterlogged material, large timbers, quantities of structural stone or ceramic building material. Specialists may be required to visit sites to discuss retrieval strategies.
- D.1.2 The project manager will supply the Head of Finds with contact details of the landowner of the site so that consent to deposit any finds resulting from the investigation can be sought.
- D.1.3 The on-site retrieval, lifting and short term packaging of bulk and small finds will follow the detailed guidelines set out in the OA Finds Manual (sections 2 and 3), First Aid for Finds and the UKIC conservation guidelines No.2.
- D.1.4 All finds recovered from site will be transported to an OA regional office for processing; local sites will return finds at the end of each day, away based sites at the end of each week. Special arrangements can be discussed for certain sites with the department manager before the start of a project. Larger long running sites may in some instances set up on-site processing units to deal with the material from a particular site.
- D.1.5 All finds qualifying as Treasure will be removed to a safe place and reported to the local Coroner according to the procedures relating to the Treasure Act (1996), and the Treasure (Designation) Order 2002. Where removal can not be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.
- D.1.6 Each box of finds will be accompanied by a finds context checklist itemising the finds within each box. The number of bags of finds from each context and individual small find from each context will be recorded. A member of the processing team will check the list when it arrives in the department. There are separate forms for finds recovered from fieldwalking.
- D.1.7 The processing programme is reviewed on a weekly basis and priorities are worked out after discussions with the Head of Fieldwork and the Head of Post-excavation. Project managers will keep the Head of Finds informed of any pressing deadlines that they are aware of. All finds from evaluations are dealt with as a matter of priority.
- D.1.8 All bulk finds are washed (where appropriate), marked, bagged and boxed by the processing team according to the guidelines set out in section 4 and 5 of the OA Finds Manual, First-aid for finds and the UKIC guidelines No.2. They must also take into



account the requirements of the receiving museum. Primary data recording count and weight of fragments by material from each context is recorded on the site database.

- D.1.9 Unstable and sensitive objects are recorded onto the database and then packaged and stored in controlled environments according to their individual requirements. The advice of a conservator will be sought for sensitive objects in need of urgent conservation. All metalwork will be x-rayed prior to assessment (and to meet the requirements of most receiving museums).
- D.1.10 Finds recovered from the environmental sample processing will be incorporated into the main assemblage and added to the database.
- D.1.11 On completion of the processing and data entry a finds file for each archaeological investigation will be produced, a summary of which is available for the project manager. The assemblage is allocated an OA number for storage purposes. Bulk finds are stored on a roller racking system, metals in a secure controlled storage and organic finds are refrigerated where possible.
- D.1.12 The movement of finds in and out of the department storage areas is strictly monitored and recorded. Carbon copy transit forms exist to record this information. Finds will not be removed from storage without the prior knowledge of the Head of Finds.
- D.1.13 Finds information summarised in the finds compendium is used to assess the finds requirements for the post excavation stages of the project. The Finds department holds a list of all specialists used by OA (see below) both internal and external.
- D.1.14 On completion of the post excavation stage of the project the department prepares the finds assemblage for deposition with the receiving museum. Discussions will be held with the museum, the excavator and the head of finds to finalise any selection, retention or discard policy. Most museums issue strict guidelines for the preparation of archives for deposition with their individual labelling, packaging and recording requirements.

D.2 Relevant industry standards and guidelines

- D.2.1 UKIC, 1983, Packaging and Storage of Freshly-Excavated Artefacts from Archaeological Sites. Conservation Guidelines No.2. Archaeology Section, United Kingdom Institute for Conservation.
- D.2.2 UKIC, 1988, Excavated Artefacts and Conservation: UK sites Revised Edition. Conservation Guidelines No.1. Archaeology Section, United Kingdom Institute for Conservation.
- D.2.3 Society of Museum Archaeologists, 1993, Selection, retention and dispersal of Archaeological Collections. Download available via <http://www.socmusarch.org.uk/publica.htm>
- D.2.4 Watkinson, D E & Neal, V, 1998, First Aid for Finds (3rd edition). RESCUE & UKIC

D.3 Relevant OA manual and other supporting documentation

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



APPENDIX E. BURIALS

E.1 Summary of Standard methodology

- E.1.1 Human remains will not be excavated without a relevant licence/faculty and, where applicable (for example, a post medieval cemetery), a risk assessment from the local environmental officer.
- E.1.2 All human remains will be treated with due care and regard to the sensitivities involved, and will be screened from the public throughout the course of the works.
- E.1.3 Excavation will be undertaken in accordance with IFA (Roberts and McKinley 1993) and English Heritage and The Church of England guidelines (Mays 2005). For crypts and post-medieval burials the recommendations set out by the IFA (Cox 2001) in *Crypt Archaeology: an approach*, are also relevant.
- E.1.4 In accordance with recommendations set out in the English Heritage and Church of England (2005) document *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England*, skeletons will not be excavated beyond the limits of the trench, unless they are deemed osteologically or archaeologically important.
- E.1.5 Where any soft tissue survives and/or materials (for example, inner coffins, mattresses and other paddings) soaked in body liquor, no excavation or handling of the remains will take place until an appropriate risk assessment has been undertaken. Relevant protocols (i.e. Cox 2001) for their excavation, recording and removal will be adhered to.
- E.1.6 OA does not excavate or remove modern burials (post-1907) and does not remove or open sealed lead coffins. Appropriate PPE (e.g. chemical suit, latex gloves) will be worn by all staff when working with lead coffins.
- E.1.7 Graves and their contents will be hand excavated in plan. Each component (for example, skeleton, grave cut, coffin (or remains of), grave fill) will be assigned a unique context number from a running sequence. A group number will also be assigned to all of these, and small finds numbers to features such as coffin nails, hobnails and other grave goods (as appropriate).
- E.1.8 Soil samples will be taken during the excavation of inhumations, usually from the region of the skull, chest, right hand, left hand, abdomen and pelvis, right foot and left foot. Infants (circa. less than 5 years) will normally be recovered as bulk samples. Soil samples will also be taken from graves that appear to contain no human bone.
- E.1.9 Burials (including the skeleton, cremation, coffin fittings, coffin, urn, grave goods / other) will be recorded by photographic and written record using specialised pro forma context sheets, although these records may only include schematic representations of the location and position of the skeletons, depending on the nature and circumstances of the burial.
- E.1.10 Where necessary, hand drawn plans (usually at 1:10, sometimes 1:5) will be made, especially of contexts where required details cannot be adequately seen using digital rectified photography (for example, urned cremations; undisturbed hob nails).
- E.1.11 Levels will be taken. For inhumations this will be on the skull, pelvis and feet as a minimum.
- E.1.12 Human remains that are exhumed will be bagged and labelled according to skeletal region and carefully packed into suitable containers (for example, acid free cardboard

boxes) and transported to a suitable storage location. Any associated coffins and coffin fittings will be contained with the human remains wherever possible.

- E.1.13 Unurned cremations will not usually be half sectioned or excavated in spits, but recovered as a bulk sample.
- E.1.14 Wherever possible, urned cremations will be carefully bandaged, recovered whole and will be excavated in spits in the laboratory, as per the recommendations of McKinley (2004).
- E.1.15 Unless deemed osteologically or archaeologically important disarticulated bone / charnel will be collected and reserved for re-burial if immediate re-internment as close to its original position is not practicable. In some instances, a rapid scan of this material may be undertaken by a qualified osteologist, if deemed relevant.
- E.1.16 If undisturbed, pyre sites will normally be excavated in quadrants, at the very least in 0.5 m blocks of 0.5 m spits.
- E.1.17 Pyre debris dumps will be half sectioned or quadrant and will be subject to 100% sampling.
- E.1.18 Wooden and lead coffins and any associated fittings, including fixing nails will be recorded on a pro forma coffin recording sheet. All surviving coffin fittings will be recorded by reference to Reeve and Adams (1993) and the unpublished master catalogue that is being compiled by OA: Where individual types cannot be paralleled, they will be drawn and/ or photographed and assigned a style number. Biographical details obtained from legible departum plate inscriptions will be recorded and further documentary research will be made.
- E.1.19 Funerary structures, such as brick shaft graves and/or vaults will be hand-drawn at a scale of 1:10 or 1:20, as appropriate. Location, dimensions and method of construction will be noted, and the structure added to the overall trench plan.
- E.1.20 Memorials, including headstones, revealed within the areas of development will be recorded irrespective of whether they are believed to be in situ.
- E.1.21 Where required, memorials will be accorded an individual context number and will also be included as part of the grave group, if the association with a burial is clear.
- E.1.22 Memorials will be recorded on pro-forma context sheets, based on and following the guidelines set out by Mytum (2002), and will include details of:
- Shape
 - Dimensions
 - Type of stone used
 - Iconography (an illustration may best describe these features)
 - Inscription (verbatim record of inscription; font of the lettering)
 - Stylistic type

E.2 Relevant industry standards and guidelines

- E.2.1 Cox, M, 2001 Crypt archaeology. An approach. IFA Paper No. 3
- E.2.2 Mays, S, 2005 Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England. Church of England and English Heritage.

- E.2.3 McKinley, J, and Roberts, C, 1993 Excavation and post-excavation treatment of cremated and inhumed human remains, IFA Technical Paper No. 13
- E.2.4 McKinley, J, 2004 Compiling a skeletal inventory: cremated human bone. In Brickley, M, and McKinley, J (eds) Guidelines to the Standards for Recording Human Remains, IFA Technical Paper No. 7. 9-13.
- E.2.5 Mytum, H, 2000 Recording and Analysing Graveyards. CBA Handbook No. 15.
- E.2.6 Reeve, J, and Adams, M, 1993 The Spitalfields Project. Volume I – The Archaeology Across the Styx. CBA Research Report No. 85
- E.2.7 The Human Tissue Act 2004

E.3 Relevant OA manual and other supporting documentation

- E.3.1 Loe, L, 2008 The Treatment of Human Remains in the Care of Oxford Archaeology. Oxford Archaeology internal policy document.
- E.3.2 Excavating and recording human remains. Oxford Archaeology internal guidelines document.

APPENDIX F. REPORTING

F.1 Summary of Standard methodology

- F.1.1 For Watching Briefs and Evaluations, the style and format of the report will be determined by OA, but will include as a minimum the following:
- A location plan of trenches and/or other fieldwork in relation to the proposed development.
 - Plans and sections of features located at an appropriate scale.
 - A section drawing showing depth of deposits including present ground level with Ordnance Datum, vertical and horizontal scale.
 - A summary statement of the results.
 - A table summarising the features, classes and numbers of artefacts contained within, spot dating of significant finds and an interpretation.
 - A reconsideration of the methodology used, and a confidence rating for the results.
 - An interpretation of the archaeological findings both within the site and within their wider landscape/townscape setting.
- F.1.2 For Excavations, a Post-Excavation Assessment and Project Design will generally be prepared, as prescribed by English Heritage Management of Research Projects in the Historic Environment (MoRPHE) 2006, Section 2.3. This will include a Project Description containing:
- A summary description and background of the project.
 - A summary of the quantities and assessment of potential for analysis of the information recovered for each category of site, finds, dating and environmental data. Detailed assessment reports will be contained within appendices.

- An explicit statement of the scope of the project design and how the project relates to any other projects or work preceding, concurrent with or following on from it.
- A statement of the research aims of the fieldwork and an illustrated summary of results to date indicating to what extent the aims were fulfilled.
- A list of the project aims as revised in the light of the results of fieldwork and the current post-excavation assessment process.

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

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

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

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

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

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



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

F.2 Relevant industry standards and guidelines

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

APPENDIX G. LIST OF SPECIALISTS REGULARLY USED BY OA

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

Internal archaeological specialists used by OA

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

Specialist	Specialism	Qualifications
Nicola Scott	Archaeological archive deposition	BA
Mike Donnelly	Flint	Bsc, MIfA

External archaeological specialists regularly used by OA

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



Specialist	Specialism	Qualifications
Wymark		

APPENDIX H. DOCUMENTARY ARCHIVING

H.1 Standard methodology – summary

- H.1.1 The documentary archive constitutes all the written, drawn, photographic and digital records relating to the set up, fieldwork and post-excavation phases of the project. This documentary archive, together with the artefactual and environmental ecofact archive collectively forms the record of the site. The report is part of the documentary archive, and the archive must provide the evidence that supports the conclusions of the report, but the archive may also include data which exceeds the limitations of research parameters set down for the report and which could be of significant value to future researchers.
- H.1.2 At the outset of the project OA Archive department will contact the relevant local receiving museum or archive repository to notify them of the imminent start of a new fieldwork project in their collecting area. Relevant local archiving guidelines will be observed and site codes, which integrate with the receiving repository, will be agreed for labelling of archives and finds.
- H.1.3 During the course of the project the Archive department will assist the Project Manager in the management of the archive including the cataloguing and development technique suitable for photographic archive requirements.
- H.1.4 The site archive will be security copied either by microfilming and the master sent to English Heritage as part of the National Archaeological Record or it will be digitally scanned and stored in a dedicated archive section of the OA computer network. A copy of the work as microfiche diazo or .pdf/a on disk will be sent to the receiving museums with the hard copy. This will act as a safeguard against the accidental loss and the long-term degeneration of paper records and photographs.
- H.1.5 Born digital data where suitable will be printed to hard copy for the receiving museum but if the format is such that it needs maintaining in digital form a copy will be sent to the receiving museum by CD. Back-up copies will be stored on the OA digital network and or posted to the ADS in accordance with AAF & ADS guidelines. In most cases a digital copy of the report will be included in the OASIS project library hosted by ADS.
- H.1.6 Prior to deposition the Archive department will contact the museum regarding the size and content of the archive and discuss any retention and dispersal policies which may be applicable in line with local and SMA Guidelines ' Selection, Retention & Dispersal of Archaeological Collections' 1993
- H.1.7 The site archive will then be deposited with the relevant receiving museum or repository at the earliest opportunity unless further archaeological work on the site is expected. The documentary archive will include correspondence detailing landowner consent to deposit the artefacts and any copyright licences in accordance with the receiving museum guidelines.
- H.1.8 Oxford Archaeology will retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide a licence to the client in all matters directly relating to the project as described in the Written Scheme of Investigation.



- H.1.9 OA will advise the client of any such materials supplied in the course of projects which are not OA's copyright.
- H.1.10 OA undertakes to respect all requirements for confidentiality about the client's proposals provided that these are clearly stated. It is expected that such conditions shall not unreasonably impede the satisfactory performance of the services required. OA further undertake to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that clients respect OA's general ethical obligations not to suppress significant archaeological data for an unreasonable period.

H.2 Relevant industry standards and guidelines

- H.2.1 At the end of the project the site archive will be ordered, catalogued, labelled and conserved and stored according to the following national guidelines:
- H.2.2 The 2007 AAF guide Archaeological Archives A Guide to best practice in creation, compilation, transfer and curation. Brown D.
- H.2.3 The IFA Standard & Guidance for the creation, compilation, transfer and deposition of archaeological archives
- H.2.4 The UKIC's Guidelines for the preparation of excavation archives for long-term storage
- H.2.5 The MGC's Standards in the museum care of archaeological collections
- H.2.6 Local museum guidelines such as Museum of London Guidelines: (<http://www.museumoflondonarchaeology.org.uk/English/ArchiveResearch/DeposResource>) will be adopted where appropriate to the archive collecting area.
- H.2.7 The site archive will be prepared to at least the minimum acceptable standard defined in Management of Archaeological Projects 2, English Heritage 1991.

H.3 Relevant OA manual and other supporting documentation

- H.3.1 The OA Archives Policy.

APPENDIX I. HEALTH AND SAFETY

I.1 Summary of Standard Methodology

- I.1.1 All work will be undertaken in accordance with the OA Health and Safety Policy (Revision 13, August 2009), the OA Site Safety Procedures Manual, a site-specific Risk Assessment and, if required, Safety Plan or Method Statement. Copies of the site-specific documents will be submitted to the client or their representative for approvals prior to mobilisation, and all relevant H and S documentation will be available on site at all times. The Health and Safety documentation will be read in conjunction with the project WSI.
- I.1.2 Where a site is covered by the The Construction (Design and Management) Regulations (2007), all work will be carried out in accordance with the Principal Contractor's Construction Phase Plan.
- I.1.3 All work will be carried out according to the requirements of all relevant legislation and guidance, including, but not exclusively.
- The Health and Safety at Work Act (1974),
 - Management of Health and Safety at Work Regulations (1999),



- Manual Handling Operations Regulations 1992 (as amended in 2002),
- The Construction (Design and Management) Regulations (2007), and
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).

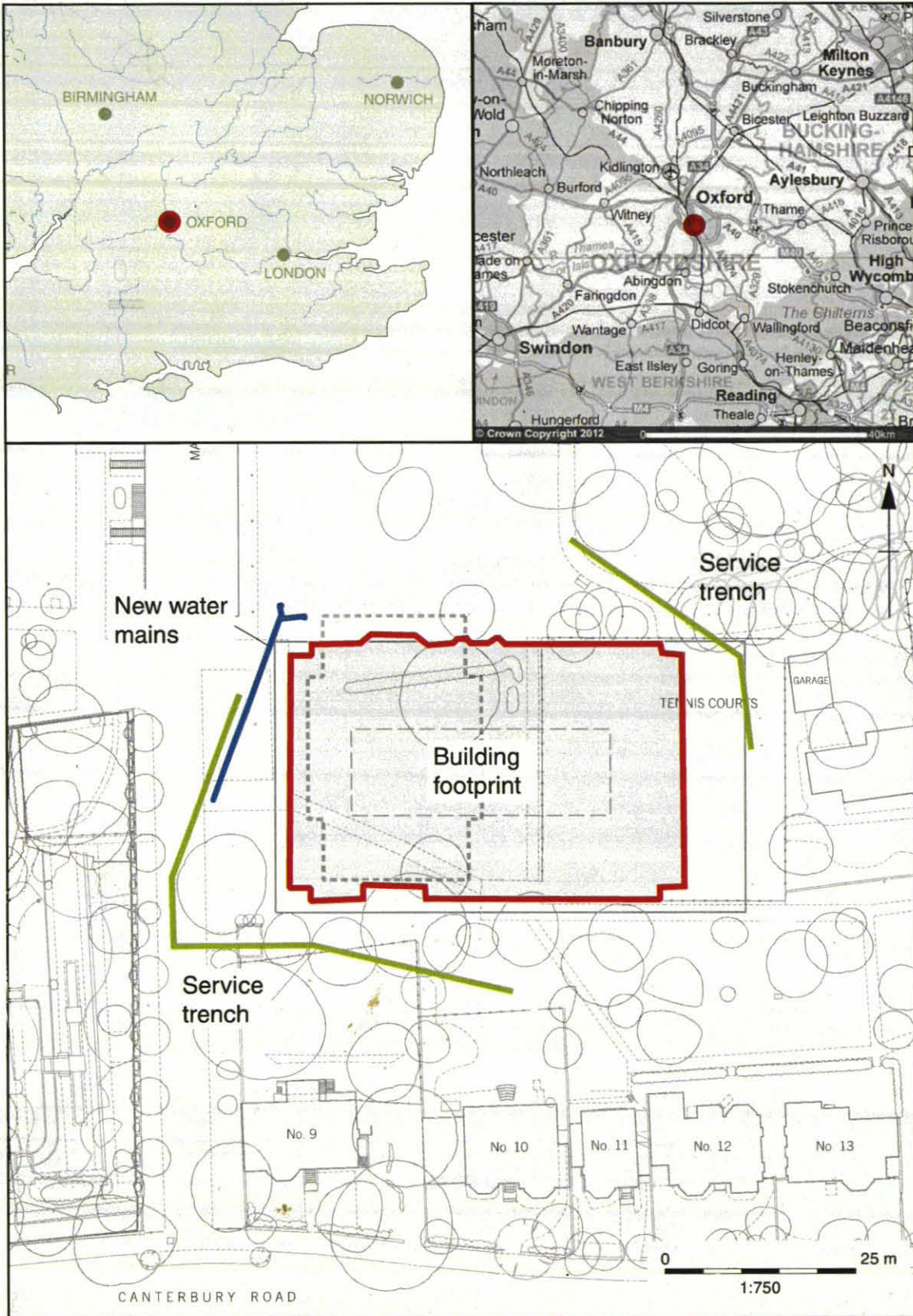


Figure 1: Site location and proposed works

Box 1 FILE 2 OXUMS: 2012.72

OXFORD

ST HUGHS COLLEGE

DICKSON POOL BUILDING

SECTION 12

B. SITE DIARY

B. PRIMARY CONTEXT DATA

PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

Line 1: [OASouth] County[Oxon] Parish:[Oxford]

Site[St Hugh's College Dickson Poon Building] Site code[OXCHIN 12]

Line 2: Excavators name[T Allen]

Line 3:

Classification of material

Tick if present

Classification of material	Tick if present
Index to archive	
Introduction	
A:Final Report	
A:Publication Report	
B:Site Data – Text: Diary/Daybook/Fieldnotes	✓
B: Site Data – Text: General Summaries	
B: Site Data – Text: Primary Context Records	
B: Site Data – Text: Synthesised Context Records	
B: Site Data – Text: Survey Reports	
B: Site Data – Text: Catalogue of Drawings	
B: Site Data – Text: Primary Drawings	
B: Site Data – Text: Synthesised Drawings	
C: Finds Data – Text: Primary Finds Data	
C: Finds Data – Text: Synthesised Finds Data	
C: Finds Data – Text: Specialist Reports	
C: Finds Data – Text: Box/Bag List	
D: Catalogue of Photos/Slides/Videos/X--rays	
E: Environmental/Ecofact Data: Primary Records	
E: Environmental/Ecofact Data: Synthesised Records	
E: Environmental/Ecofact Data: Specialist Reports	
F: Documentary	
F: Press and Publicity	
G: Correspondence	
H: Miscellaneous	



Oxford Archaeology

WATCHING BRIEF RECORD

SITE CODE *OXCHW12*

SITE NAME *St Hugh's College*

DATE *17/9/12*

NGR

County

Start Time

13:30

Oxfordshire

Finish Time

14:00

Milage

Previous Visit

Visit By

John Bealroyd

Type of construction work

Contacts made

Kay Willis

Archaeology present?

Yes:

No:

Undated:

Other:

COMMENTS

*Single strip trench excavated c. 20m long
0.6 x 0.9m 0.6m top soil onto yellow
sand - no evidence of archaeological
features in section.*

*Further work over next two weeks involve
more strip trenches, and location of
modern (21st century) water main.*

*Upon completion of strip trenches and piling
basement excavation will commence.*

Records?



WATCHING BRIEF RECORD

SITE CODE **OX-CH-1112**

SITE NAME **St Hugh's College**

DATE **18/9/12**

NGR

County

Start Time

08.00

Finish Time

10.30

Milage

Previous Visit

Visit By

M. SIMS

Type of construction work

Excavation of service trenches

Contacts made

Neil Ware

Archaeology present?

Yes:

Victorian landscaping

No:

Undated:

Ridge + foss

Other:

COMMENTS

On site to monitor diversion of services around site of new build.

**Trenching approx 1.8m wide by 1m deep
1st trench dug E-W parallel to St. Margaret's Rd
Sect 1 0.26 Topsoil / landscaping (19th finds)
0.22 earlier soil (19th "
0.22 Plough soil? Undated
0.22 subsoil
>0.18 Natural gravel**

Probable ridge + foss observed running N-S across trench to Canterbury rd

Records?

Photos sect ext Plan.



WATCHING BRIEF RECORD

SITE CODE *OXCH1012*

SITE NAME *St Hughs College*

DATE *20/9/12*

NGR

County

Start Time

08.00

Finish Time

09.30

Milage

Previous Visit

19/09/12

Visit By

M. Sims

Type of construction work

Excavation of surface trench

Contacts made

Archaeology present?

Yes:

No:

Undated:

Other:

COMMENTS

Work started on road crossing + trenching along length of road

Strat same throughout (section 2)

0.1m Tarmac

0.42m Scalping / crushed stone

> 0.55m Natural gravel

Natural gravel appears to rise towards west.

All other strat truncated

Records?

Photos sect ext.



WATCHING BRIEF RECORD

SITE CODE OXCHM12

SITE NAME St. Hugh's College.

DATE 24/9/12

NGR

County

Start Time

08.00

Finish Time

09.45

Milage

Previous Visit

20/9/12

Visit By

M. Sims

Type of construction work

Excavation of service trenches

Contacts made

Archaeology present?

Yes:

No:

Undated:

Other:

COMMENTS

Trenching continuing along roadway terminating at existing junction box.

Section across grassed area showed modern landscaping / made ground over post modern feature P.t? possible small scale gravel extraction? (section 3)

Section at junction box showed made ground over silt/clay. Earlier worked soils truncated (section 4)

Backfilling on 25th start new trench on 26th?

Records? Photos ext sect.



WATCHING BRIEF RECORD

SITE CODE **OXCHN12**

SITE NAME **St. Hughs College**

DATE **20/9/12**

NGR

County

OXON

Start Time

14.00

Finish Time

15.30

Milage

Previous Visit

25/9/12

Visit By

M. SMY

Type of construction work

Excavation of service trench

Contacts made

Archaeology present?

Yes:

No:

Undated:

Other:

COMMENTS

Trenching being dug across tennis court from drain pit in centre east through northern edge.

Trenching 1m wide by 0.95m deep.

0.07m Tarmac

0.15m crushed stone

0.12m Truncated topsoil

0.28m SS soil dark reddish brown with clay loam

>0.35m Reddish brown alluvium = (5)

Modern disturbance east from top of topsoil noted in N. end of trench filled with mixed material CBM etc

Records? **Photos cut sect Plan.**



WATCHING BRIEF RECORD

SITE CODE OXCHIN
12

SITE NAME St. Hugh's Chinese Inc

DATE 2/10/12

NGR

County

Oxon

Start Time

1-45

Finish Time

~~2-25~~ 15-15

Milage

Previous Visit

28/9/12

Visit By

M. SIMS

Type of construction work

Excavation of service trench

Contacts made

Archaeology present?

Yes:

No:

Undated:

Other:

COMMENTS

Trenching completed from N. edge of tennis court to drain pit in path

Disturbance in eastern end of trench similar to + probable continuation of one recorded in tennis court.

Probable ridge formed noted in West end of trench same 3.6m spacing as Sect 1

Trenching 0.95m wide by 0.95m deep

Post-holes for site fence being dug approx 0.6m x 0.6m by 0.5m deep.

All within landscaping / 19th soil deposits.

Topsoil strip for cellar excavation to take place next week

Records? Photos w/ sect Plan.



Oxford Archaeology

WATCHING BRIEF RECORD

SITE CODE *OXCHIN12*

SITE NAME *St. Hughs College*

DATE *15/10/12*

NGR

County

OXON

Start Time

11-30

Finish Time

15-30

Milage

Previous Visit

12/10/12.

Visit By

M. SIMS.

Type of construction work

Ground reduction.

Contacts made

Archaeology present?

Yes:



(19th / 20th features.

No:

Undated:

Other:

COMMENTS

Ground reduction down to level of ferruc gravel containing approx 0.3m of reddish brown alluvial material removed.

Several Post-med (19th/20th) wts exposed with flint pot + creamware pottery. No evidence of earlier stratigraphic features ridge + plow fairly visible

Records?

Photos sect cut plan.



Oxford Archaeology

WATCHING BRIEF RECORD

SITE CODE OXCHIN/12

SITE NAME St. Hughs College

DATE 9/11/12

NGR

County

Start Time

11-30

Finish Time

3-00

Milage

Previous Visit

10/11/12

Visit By

MUSMAY

Type of construction work

Ground redaction

Contacts made

Archaeology present?

Yes:

No: /

Undated:

Other:

COMMENTS

Ground redaction within footprint of basement continuing.

Digging down to water table, working out to SE corner.

Stone lined well not yet exposed, section ramp?

Many reddish brown silty clay lens 72m of by 0.6m deep exposed. Glacial deposit?

No evidence of truncated features visible in surface of gravel.

Records?

Photos



WATCHING BRIEF RECORD

SITE CODE OXCHWR

SITE NAME St. Hugh's College

DATE 5/11/12

NGR

County

Start Time

14.00

Finish Time

15.30

Milage

Previous Visit

Visit By

m-smv

Type of construction work

Reduction of ground level with basement

Contacts made

Archaeology present?

Yes:

/ (19th / 20th rubbish pits.

No:

Undated:

Other:

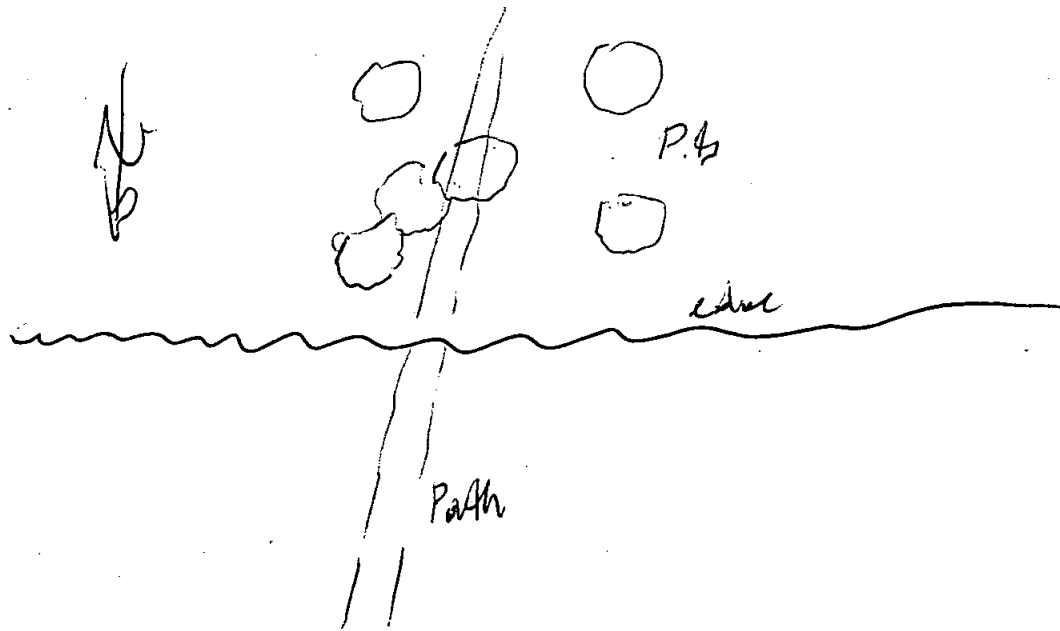
COMMENTS

Ground reduction started within footprint of basement.

Piling around edge almost completed. Samp dug in NE corner of site. Water table @ 3.4m below GL.

~~Two~~ Five possible tree planting pits / rubbish pits? exposed in centre of northern edge of site opposite path. Approx 3.5m ϕ by 1.2m deep bowl shaped (19th stone ware observed + slate + 5 gall drain filled by dark brown clean clays etc, many tree casts.

Records? Photos





Oxford Archaeology

WATCHING BRIEF RECORD

SITE CODE *OXCHIN12*

SITE NAME *St Hughs College*

DATE *12-11-12*

NGR

County

Start Time

09-30

Finish Time

14-00

Milage

Previous Visit

9/11/12

Visit By

msm

Type of construction work

Ground reduction

Contacts made

Archaeology present?

Yes:

19th rubbish pits.

No:

Undated:

Other:

COMMENTS

Ground reduction containing towpath ramp in S.E. corner

Well [27] still not exposed.

2 x 19th rubbish pits [31] and [33] observed both approx 1.2m deep by 1.5m of Pottery tin cans glass observed but not retained.

Ground contractors off site and main contractors moving in. Ramp to be retained for access.

Neil will ring when work resumes

Records?

Photos plan etc.

PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

Line 1: [OASouth] County[Oxon] Parish:[Oxford]

Site[St Hugh's College Dickson Poon Building] Site code[OXCHIN 12]

Line 2: Excavators name[T Allen]

Line 3:

Classification of material

Tick if present

Classification of material	Tick if present
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H: Miscellaneous	



CONTEXT CHECKLIST

SITE CODE *OXCHIN 12*

SITE NAME *St Hugh's College Oxford*

Context number	Type	Excavated within segments	Relationships	Drawn		Matrix	Comments	Recorder initials
				Section	Plan			
1	Layer		Above 2	1	1		Landscaping layer	mp
2	"		" 3	1	1		Made ground	
3	"		" 4	1	1		Ploughsoil	
4	"		Below 3	1	1		Subsoil	
5	CST		Fb 4	1:5/6	1		Ridge + Trench	
6	Layer		Below 4	1:4	1		Natural gravel	
7	Surface		Above 6	2:4	1		Tarmac road	
8	Layer		" 6	2:3:4	1		Made ground	
9	Fill		Fo 11	3	1		Backfill of 11	
10	Fill		Fo 11	3	1		" " "	
11	CST		Fb 9:10	3	1		PA	
12	Layer		Above 8	3	1		M Landscaping	
13	Layer		Below 8	4	1		Made ground	
14	Fill		Fo 15	5	1		Fill of modern disturbance	
15	CST		Fb 15	5	1		Modern disturbance	
16	Layer		Above 17	5	1		Treated topsoil	
17	Layer		" 5	5	1		Earlier soil horizon	
18	Layer		" 19	6	1		Landscaping layer	
19	Layer		" 20	6	1		Earlier soil horizon	
20	Layer/Fill		" 5	6	1		Ploughsoil	
21	CST		Fb 20	6	1		Ridge + Trench	
22	Layer		Above 16	7:9	1		Hardcore base below terrace	
23	"		Above 6	7:9	1		Natural deposit	
24	Well		Fo 25	10	2		Brick well lining	
25	CST		Fb 24	10	2		Well shaft	
26	Fill		Fo 24	10	2		sitting within well 24	
27	Well		Fo 28	11	2		Stone well lining	
28	CST		Fb 27	11	2		Well shaft	
29	Fill		Fo 27	11	2		sitting within well 27	
30	Fill		Fb 31	-	2		Backfill of pit 31	
31	CST		Fo 30	-	2		Rubble Pit	
32	CST		Fb 33	-	2		" "	



CONTEXT RECORD

Context No.

1

SITE *OXCHIN 12*

ADDITIONAL SHEETS:

TYPE *Layer*

Trench

Context Type: Deposit / ~~Cut~~ / ~~Structure~~

Check Lists:

Site sub-div

Overlain by:

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

Cut by:

Filled by:

Section No.

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: *2*

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of:

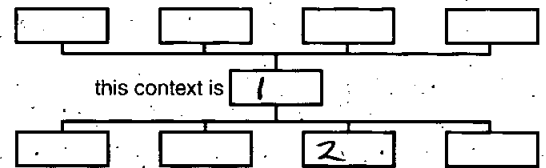
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Friable
- 2) Dark greyish brown
- 3) clayey lean
- 4) Occ gravel
- 5) 0.26m deep
- 6) East of site only



Interpretation/Discussion:

*Present day: topsoil and turf
from landscaping layer.*

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
Metal CBM Wood Leather

Small Finds

Recorder *M*

Samples

Date

Building Materials

Initials



CONTEXT RECORD

Context No.

2

SITE OXCHIN 12

ADDITIONAL SHEETS:

TYPE Layer

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 1

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

Cut by:

Filled by:

Section No.

Same as:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: 3

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of:

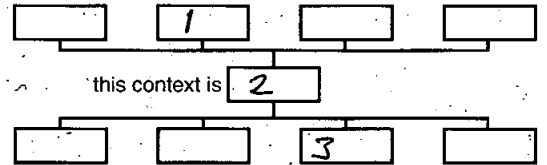
Matrix location

Relationships uncertain Same as 1b?

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Friable
- 2) Grey brown
- 3) silty clay loam
- 4) charcoal flecking gravel
- 5) Deep 0.15 - 0.25m
- 6) S&L etc



Interpretation/Discussion:

Buried soil horizon
Original topsoil?

Finds (tick): None [] Pot [] Bone [✓] Flint [] Stone [] Burnt stone [] Glass []
Metal [] CBM [✓] Wood [] Leather []

△ Small Finds

Recorder [Signature]

◇ Samples

Date

△ Building Materials

Initials



CONTEXT RECORD

Context No.

3

SITE *OKCHIN 12*

ADDITIONAL SHEETS:

TYPE *layer*

Trench

Context Type: Deposit / ~~Cut~~ / Structure

Check Lists:

Site sub-div

Overlain by: *2*

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

Cut by:

Filled by:

Section No.

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: *5*

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of: *5 4*

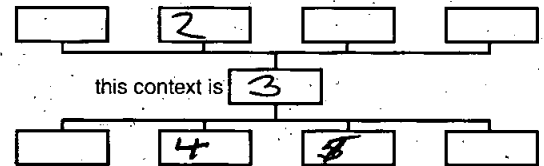
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Friable
- 2) Yellowish grey brown
- 3) Clayey silt loam
- 4) Occ gravel
- 5) Up to 0.35m depth
- 6) Fills *5 4*



Interpretation/Discussion:

Buried ploughsoil
Part of ridge and farm

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds
Recorder *M*
 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No. **4**

SITE **OXCHIN 12**

ADDITIONAL SHEETS:

TYPE **Cst**

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: **2**

DEPOSIT:
1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abuted by:

Plan No.

Cut by:

Filled by: **3**

CUT:
1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Section No.

Same as:

Part of:

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:
1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts: **5:6**

Neg No.

Fill of:

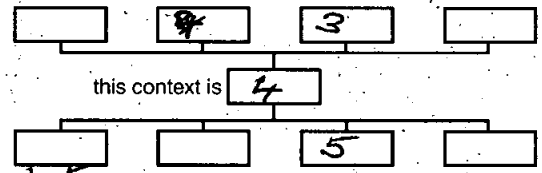
Matrix location

Relationships uncertain

Description (See check lists):

- 1) Parallel sided linear
- 2) Very shallow sloping sides
- 3) 4.6m wide, 0.36m deep
- 4)

STRATIGRAPHIC MATRIX



- 5) None
- 6) Filled by 3

Interpretation/Discussion:

N-S aligned ridge and furrow
 No dating evidence
 Perpendicular to St. Margnets.

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

Small Finds

Recorder **M**

Samples

Date

Building Materials

Initials



CONTEXT RECORD

Context No.

~~4~~ 5SITE *OxCHN 12*

ADDITIONAL SHEETS:

TYPE *Layer*

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: *3 3*

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

Cut by: *4*Filled by: *118*

Section No.

Same as:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: *6*

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts: *10*

Neg No.

Fill of:

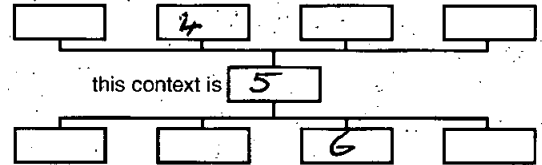
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) *Teracotta*
- 2) *Dark reddish brown*
- 3) *Silty clay*
- 4) *Nil*
- 5) *Up to 0.28m in depth*



Interpretation/Discussion:

SS soil, probable alluvium.

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small FindsRecorder *M* Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

6

SITE ORCHIN 12

ADDITIONAL SHEETS:

TYPE *Layers*

Trench

Context Type: Deposit / Cut / Structure.

Check Lists:

Site sub-div

Overlain by: 5

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

1

Cut by: 4

Filled by:

Section No.

1:2:3 & 4

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of:

Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

1) Semi-compacted

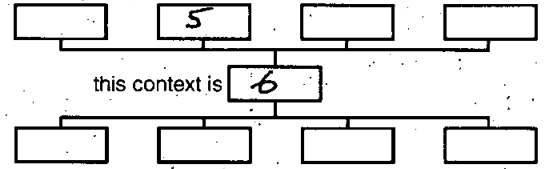
2) Pale yellow-brown

3) S. clayey sand

4) Much pebbles gravel > 85% BV

5) Depth > 0.5m

6) Throughout site



Interpretation/Discussion:

Natural terrace gravel.

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

△ Small Finds

Recorder *K1*

◇ Samples

Date

△ Building Materials

Initials



CONTEXT RECORD

Context No.

7

SITE *OXCHIN 12*

ADDITIONAL SHEETS:

TYPE *Surface*

Trench:

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div:

Overlain by:

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.:

Abuted by:

Plan No. *21*

Cut by:

Filled by:

Section No. *4; 6*

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates:

Consists of:

Overlies: *8*

Level:

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.:

Cuts:

Neg No.:

Fill of:

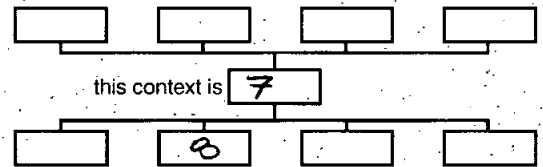
Matrix location:

Relationships uncertain

Description (See check lists):

- 1) Compact
- 2) Very dark grey
- B 3) Tarmac
- 5) Depth 0.1m

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Modern road surface

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds
Recorder *fn*
 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

8

SITE *OXCHN 12*

ADDITIONAL SHEETS:

TYPE *Layer*

Trench

Context Type: Deposit / ~~Cut~~ / Structure

Check Lists:

Site sub-div

Overlain by: *7:12*

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

1

Cut by:

Filled by:

Section No.

4:5:8

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: *6: 9: 10: 11: 13*

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of:

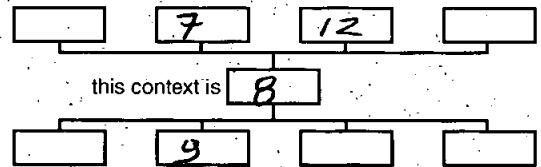
Matrix location

Relationships uncertain

Description (See check lists):

*1) Semi-compacted**2) Pale reddish grey**3) Crushed stone**4) lenses of gravel - tip lines visible**5) 0.42m*

STRATIGRAPHIC MATRIX

this context is *8*

Interpretation/Discussion:

*Made ground (modern)
tip lines visible*

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small FindsRecorder *[Signature]* Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

9

SITE OXCHIN 12

ADDITIONAL SHEETS:

TYPE Fill

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 8

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

1

Cut by:

Filled by:

Section No.

3

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: 10

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of: 11

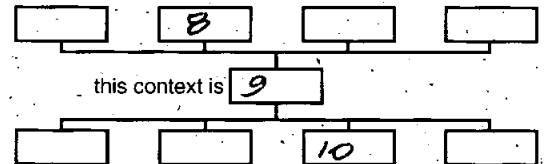
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Friable
- 2) Orange yellow
- 3) Coarse sand
- 4) mod gravel
- 5) Depth up to 0.5m
- 6) Upper fill of III



Interpretation/Discussion:

Upper layer of backfill within P.4 III, probably redeposited from natural

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds

Recorder M

 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

10

SITE ORCHIN 11

ADDITIONAL SHEETS:

TYPE Fill

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 8 8:9

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abuted by:

Plan No.

1

Cut by:

Filled by:

Section No.

3

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: 6

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of: 11

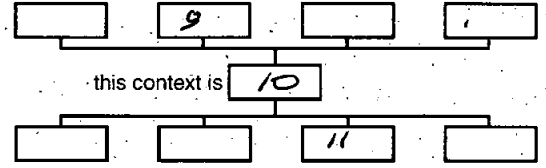
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Friable
- 2) Greyish brown
- 3) clayey s.s.
- 4) Occ gravel
- 5) Depth > 0.5m
- 6) Within pit [11]



Interpretation/Discussion:

Layer of backfill within pit [11]
Possible primary fill?

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
Metal CBM Wood Leather

 Small Finds

Recorder

 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

11

SITE OXCHIN 12

ADDITIONAL SHEETS:

TYPE P.t

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 8

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

1

Cut by:

Filled by: 9:10

Section No.

3

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts: 6

Neg No.

Fill of:

Matrix location

Relationships uncertain

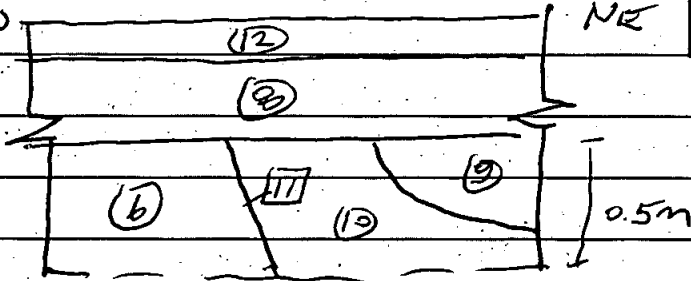
Description (See check lists):

1) Roughly rectangular

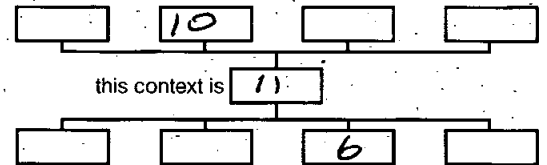
2) Very steep sides

3) Width > 2m, depth > 0.5m

4) SW NE



STRATIGRAPHIC MATRIX



5) Reduced in depth by modern truncation

6) Filled by (8) & (10)

Interpretation/Discussion:

Truncated P.t. Possible small scale gravel extraction?

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

△ Small Finds

Recorder

◇ Samples

Date

⊠ Building Materials

Initials



CONTEXT RECORD

Context No.

12

SITE *OXCHN12*

ADDITIONAL SHEETS:

TYPE *Layer*

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by:

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abuted by:

Plan No.

1

Cut by:

Filled by:

Section No.

3

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

8

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of:

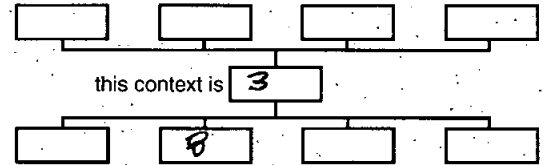
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Friable
- 2) Pale yellowish grey
- 3) Coarse sand
- 4) Much fine gravel
- 5) Depth 0.15m
- 6) ~~Upper~~



Interpretation/Discussion:

Modern made ground.

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds

Recorder

 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

13

SITE ORCHIN 12

ADDITIONAL SHEETS:

TYPE Layer

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div.

Overlain by: 8

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abuted by:

Plan No.

1

Cut by:

Filled by:

Section No.

4

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: 4

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of:

Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

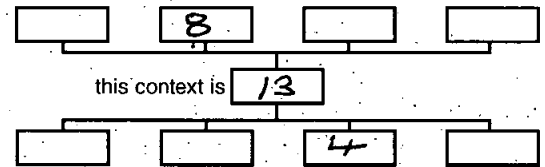
1) Friable

2) Pale red greyish yellow

3) Coarse sand

4) Medium small - med gravel

5) Depth 0.25m



Interpretation/Discussion:

Medium made ground

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds

Recorder

 Samples

Date

 Building Materials

Initials



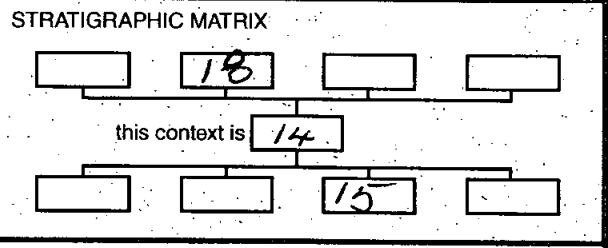
CONTEXT RECORD

Context No. 14

SITE <u>OXCHIN 12</u>	ADDITIONAL SHEETS:	TYPE <u>Fill</u>
Trench	Context Type: <u>Deposit / Cut / Structure</u>	Check Lists:
Site sub-div	Overlain by: <u>Scalplings: 18</u>	DEPOSIT: 1. compaction 2. colour 3. composition 4. inclusion 5. thickness 6. extent 7. comments 8. method & conditions
Structure No.	Abutted by:	
Plan No. <u>1</u>	Cut by:	CUT: 1. shape in plan 2. base/sides/top profile 3. dimension and depth 4. sketch 5. truncation 6. fill nos 7. other comments
	Filled by:	
Section No. <u>5</u>	Same as:	MASONRY: 1. materials 2. size of bricks etc 3. finish of stones 4. coursing/bond 5. form 6. faces 7. bond 8. dimensions as found 9. other comments
	Part of:	
Co-Ordinates	Consists of:	
	Overlies: <u>16</u>	
Level	Butts:	
Slide No.	Cuts:	
Neg No.	Fill of: <u>15</u>	
Matrix location	Relationships uncertain	

Description (See check lists):

1) Friable
 2) Mixed Dark grey brown
 3) silty loam
 4) lenses of gravel + reddish brown clayey s.s.
 - CBM, stone
 5) Depth > 0.7m
 b) Fill 15



Interpretation/Discussion: Backfill of feature [15]
Mix of redeposited material.

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

<input type="checkbox"/> Small Finds	Recorder <u>[Signature]</u>
<input type="checkbox"/> Samples	Date
<input type="checkbox"/> Building Materials	Initials



CONTEXT RECORD

Context No. **15**

SITE **OXCHIN 12**

ADDITIONAL SHEETS:

TYPE **CA**

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: **18**

DEPOSIT:
1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No. **1**

Cut by:

Filled by: **14**

Section No. **5**

Same as:

Part of:

CUT:
1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:
1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts: **16 17 15**

Neg No.

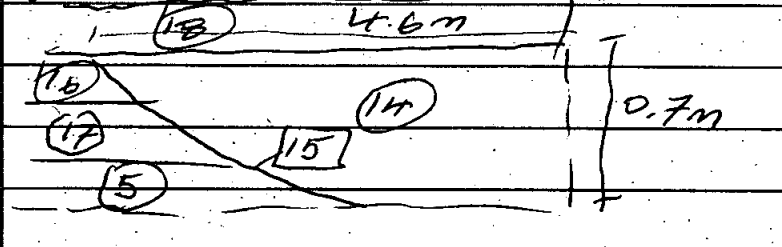
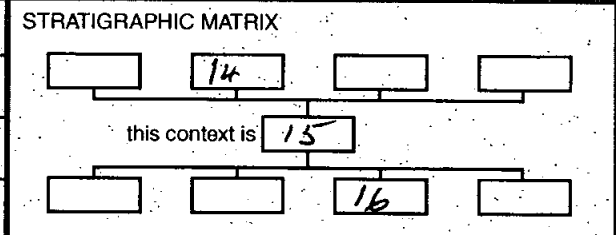
Fill of:

Matrix location

Relationships uncertain

Description (See check lists):

1) ~~Full shape unknown~~
2) 40° sloping sides
3) Depth $> 0.7m$ width $> 8m$
4)



5) $d.p.l$
6) Filled by **(14)**

Interpretation/Discussion: Possible gravel extraction pit?

Bricks (19th)

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
Metal CBM Wood Leather

Small Finds Recorder **[Signature]**

Samples Date

Building Materials Initials



CONTEXT RECORD

Context No.

16

SITE Oxchin 12

ADDITIONAL SHEETS:

TYPE Layer

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 8

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

Cut by: 15

Filled by:

Section No.

5

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: 17

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of:

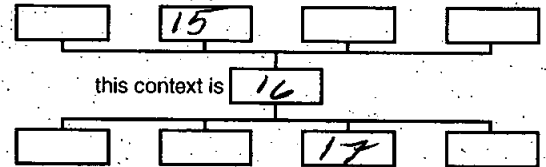
Matrix location

Relationships uncertain

Description (See check lists):

- 1) Friable
- 2) Grey brown
- 3) Silty loam
- 4) o/c gravel
- 5) 0.12m

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Truncated layer of topsoil.

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds

Recorder

 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

17

SITE *OXCHIN 12*

ADDITIONAL SHEETS:

TYPE *Layer*

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: *16*

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No:

1

Cut by: *15*

Filled by:

Section No.

5

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: *5*

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of:

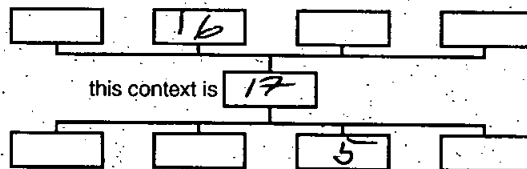
Matrix location

Relationships uncertain

Description (See check lists):

- 1) Frangible*
- 2) Dark reddish brown*
- 3) Silty clay loam*
- 4) Charcoal flecking*
- 5) Depth 0.20m*

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

*Plough soil horizon
same as (3)?*

Finds (tick): None [] Pot [] Bone [] Flint [] Stone [] Burnt stone [] Glass []
Metal [] CBM [] Wood [] Leather []

△ Small Finds

◇ Samples

⬆ Building Materials

Recorder *YD*

Date

Initials



CONTEXT RECORD

Context No.

18

SITE *OXUMIN 12*

ADDITIONAL SHEETS:

TYPE *Layer*

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by:

DEPOSIT:

Structure No.

Abutted by:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Plan No. *1*

Cut by:

Filled by:

Section No. *6*

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: *14, 15, 19*

Level

Butts:

MASONRY:

Slide No.

Cuts:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Neg No.

Fill of:

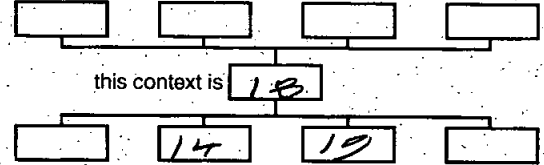
Matrix location

Relationships uncertain *Same as 11?*

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) *Fossiliferous*
- 2) *Grey brown*
- 3) *Light brown*
- 4) *N. 2*
- 5) *0.15m deep*



Interpretation/Discussion:

*Present day topsoil and turf
Same as 11? landscaping layer.*

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
Metal CBM Wood Leather

 Small FindsRecorder *[Signature]* Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

19

SITE *OXCAIN12*

ADDITIONAL SHEETS:

TYPE *Layer*

Trench

Context Type: Deposit / *Cut* / Structure

Check Lists:

Site sub-div

Overlain by: *18*

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

1

Cut by:

Filled by:

Section No.

6

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: *20*

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Nég No.

Fill of:

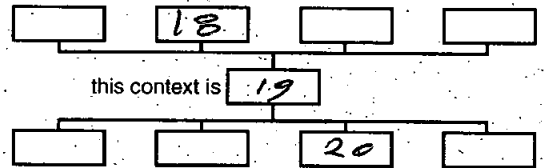
Matrix location

Relationships uncertain *Same as (2)?*

Description (See check lists):

- 1) Friable
- 2) Mid brown
- 3) Clays s. & loam
- 4) *Ø* occ gravels
- 5) Depth 0.17m

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Buried topsoil horizon
 Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather
 Small Finds
Recorder *[Signature]*
 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

20

SITE *OXCHIN 12*

ADDITIONAL SHEETS:

TYPE *Layer*

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: *19*

DEPOSIT:

- 1. compaction
- 2. colour
- 3. composition
- 4. inclusion
- 5. thickness
- 6. extent
- 7. comments
- 8. method & conditions

Structure No.

Abutted by:

Plan No. *1*

Cut by:

Filled by:

Section No. *b*

Same as:

Part of:

CUT:

- 1. shape in plan
- 2. base/sides/top profile
- 3. dimension and depth
- 4. sketch
- 5. truncation
- 6. fill nos
- 7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

- 1. materials
- 2. size of bricks etc
- 3. finish of stones
- 4. coursing/bond
- 5. form 6. faces
- 7. bond
- 8. dimensions as found
- 9. other comments

Slide No.

Cuts:

Neg No.

Fill of: *21*

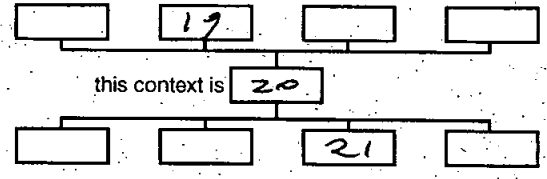
Matrix location

Relationships uncertain *Same as (3)*

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Friable
- 2) Mid-light greyish brown
- 3) Silty loam
- 4) Charcoal flecking, gravel
- 5) Depth 0.3m - 0.5m



Interpretation/Discussion:

*Earlier plough soil
fill of ridge and forward*

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
Metal CBM Wood Leather

Small Finds

Recorder *[Signature]*

Samples

Date

Building Materials

Initials



CONTEXT RECORD

Context No.

21

SITE OXCHN12

ADDITIONAL SHEETS:

TYPE cot

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 20

DEPOSIT:

- 1. compaction
- 2. colour
- 3. composition
- 4. inclusion
- 5. thickness
- 6. extent
- 7. comments
- 8. method & conditions

Structure No.

Abutted by:

Plan No. 1

Cut by:

Filled by:

Section No. 6

Same as:

Part of:

CUT:

- 1. shape in plan
- 2. base/sides/top profile
- 3. dimension and depth
- 4. sketch
- 5. truncation
- 6. fill nos
- 7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

- 1. materials
- 2. size of bricks etc
- 3. finish of stones
- 4. coursing/bond
- 5. form
- 6. faces
- 7. bond
- 8. dimensions as found
- 9. other comments

Slide No.

Cuts: 5:6

Neg No.

Fill of:

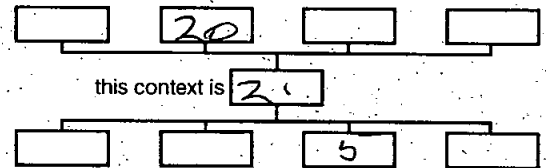
Matrix location

Relationships uncertain

Description (See check lists):

Same as 14

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

N-S aligned ridge + floor

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds

Recorded

 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

22

SITE *OXCHIN 12*

ADDITIONAL SHEETS:

TYPE *Layer*

Trench

Context Type: Deposit / ~~Cut~~ / Structure

Check Lists:

Site sub-div

Overlain by:

16a Sealings

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abuted by:

Plan No.

2

Cut by:

Filled by:

Section No.

719

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

16

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of:

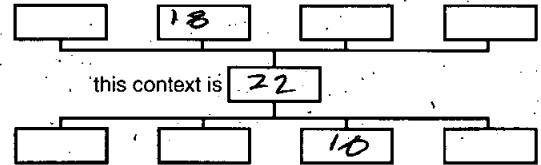
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Friable/loose
- 2) Reddish grey
crushed
- 3) Broken mortar + gravel
- 4) Broken brick + concrete
- 5) Depth 0.18m - 0.25m
- 6) S.E corner of site only



Interpretation/Discussion:

Hardcore base below turn's coat/ path

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds
Recorder: *W*
 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

23

SITE *OXCHN12*

ADDITIONAL SHEETS:

TYPE *Layer*

Trench

Site sub-div

Structure No.

Plan No. *2*

Section No. *7.9*

Co-Ordinates

Level

Slide No.

Neg No.

Matrix location

Context Type: Deposit / ~~Cut~~ / Structure

Overlain by: *5*

Abutted by:

Cut by:

Filled by:

Same as:

Part of:

Consists of:

Overlies: *6*

Butts:

Cuts:

Fill of:

Relationships uncertain

- Check Lists:
- DEPOSIT:**
 - 1. compaction
 - 2. colour
 - 3. composition
 - 4. inclusion
 - 5. thickness
 - 6. extent
 - 7. comments
 - 8. method & conditions
- CUT:**
 - 1. shape in plan
 - 2. base/sides/top profile
 - 3. dimension and depth
 - 4. sketch
 - 5. truncation
 - 6. fill nos
 - 7. other comments
- MASONRY:**
 - 1. materials
 - 2. size of bricks etc
 - 3. finish of stones
 - 4. coursing/bond
 - 5. form 6. faces
 - 7. bond
 - 8. dimensions as found
 - 9. other comments

Description (See check lists):

1) *Tenacious*

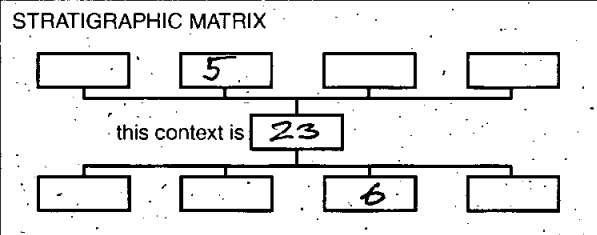
2) *Orange brown*

3) *sandy clay*

4) *N.I.*

5) *> 0.25m deep*

6) *S.E. corner of site only.*



Interpretation/Discussion: *Natural deposit*

Finds (tick): None [] Pot [] Bone [] Flint [] Stone [] Burnt stone [] Glass []
 Metal [] CBM [] Wood [] Leather []

Small Finds
 Samples
 Building Materials

Recorder *[Signature]*
 Date
 Initials



CONTEXT RECORD

Context No.

24

SITE OxCHN12

ADDITIONAL SHEETS:

TYPE Well

Trench

Context Type: ~~Deposit~~ / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 16

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by: 26

Section No.

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of: 25

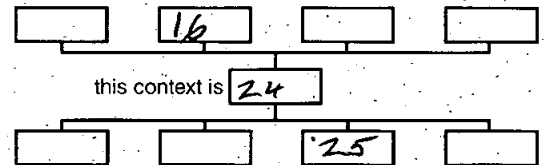
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Hand thrown brick
- 2) 0.228m x 0.112m x 0.068m
- 3) Vertical courses
- 5) Circular well shaft with hemi-spherical wellcap
- 7) Nil
- 8) Internal ϕ 2.3m depth > 2.7m



Interpretation/Discussion:

Large diameter well. Original construction with bricks laid with vertical courses. Wellcap horizontal coursing. Brick size suggests 18th construction.

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds

Recorder

 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

25

SITE Oxwin 12

ADDITIONAL SHEETS:

TYPE CS

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 16

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abuted by:

Plan No.

2:

Cut by:

Filled by: 24

Section No.

70

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts: 20, 5, 23, 6

Neg No.

Fill of:

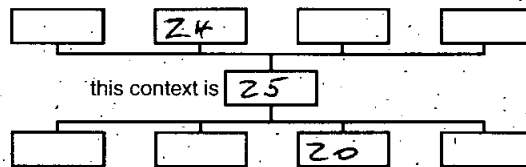
Matrix location

Relationships uncertain

Description (See check lists):

- 1) Circular in plan
- 2) Vertical sides
- 3) Approx 2.6m ϕ , depth > 2.7m
- 4) See plan
- 5) Nil
- 6) Filled by 24

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Well shaft for the well lining 24

Finds (tick): None [] Pot [] Bone [] Flint [] Stone [] Burnt stone [] Glass []
 Metal [] CBM [] Wood [] Leather []

Small Finds

Recorder

Samples

Date

Building Materials

Initials



CONTEXT RECORD

Context No.

26

SITE *OXCHM12*

ADDITIONAL SHEETS:

TYPE *Fill*

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by:

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

Cut by:

Filled by:

Section No.

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: *24*

Level

Butts: *AAAA*

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of: *25*

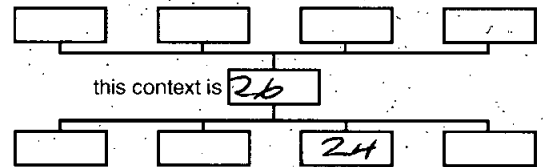
Matrix location

Relationships uncertain

Description (See check lists):

- 1) *Fria Terravoids*
- 2) *Dark orange brown*
- 3) *Sandy silt*
- 4) *N/L*
- 5) *Depth unknown*

STRATIGRAPHIC MATRIX



Interpretation/Discussion

Bankfill/Sitting of ~~stone~~ well [24]

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

△ Small Finds

Recorder *AY*

◇ Samples

Date

△ Building Materials

Initials



CONTEXT RECORD

Context No.

27

SITE *OxCHIN 12*

ADDITIONAL SHEETS:

TYPE *Well*

Trench

Context Type: *Deposit / Cut / Structure*

Check Lists:

Site sub-div

Overlain by: *1*

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by:

Section No.

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. finish
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of: *28*

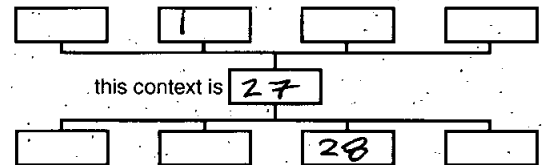
Matrix location

Relationships uncertain:

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Limestone?
- 2) Up to 0.25m x 0.2m x 0.15m
- 3) V. roughly dressed
- 4) Rubble coursing
- 5) Circular shaft with hemi-spherical cap
- 7) N/A



Interpretation/Discussion:

Stone Well lining. No dressed or redressed stone visible. Form suggests 18th / 19th construction.

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds
Recorder *[Signature]*
 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

28

SITE OXCHIN 12

ADDITIONAL SHEETS:

TYPE CA

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 1

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by: 27

Section No.

11

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts: 5

Neg No.

Fill of:

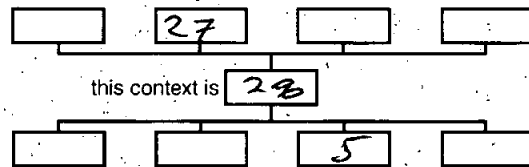
Matrix location

Relationships uncertain

Description (See check lists):

- 1) Circular in plan
- 2) Vertical sides, base not bolted
- 3) 1.0m ϕ , Depth > 1.5m
- 4) See plan 2
- 5) N.I.
- 6) Filled by 27

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Well shaft for Well 26/27

Finds (tick): None [] Pot [] Bone [] Flint [] Stone [] Burnt stone [] Glass []
 Metal [] CBM [] Wood [] Leather []

 Small Finds
Recorder *M*
 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

29

SITE OxCHW12

ADDITIONAL SHEETS:

TYPE F.11

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by:

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by:

Section No.

11

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

~~27~~ 27

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of:

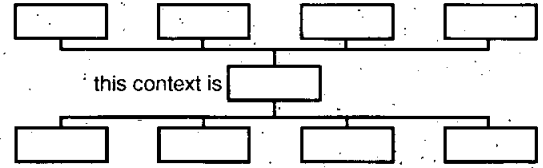
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Tenacitas
- 2) Cony brown
- 3) silty clay
- 4) Nil
- 5) > 0.8m
- 6) Fills 27 upto 1m from top.



Interpretation/Discussion:

27 Backfill / sitting within well shaft

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds

Recorder

 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

30

SITE OKCHIN 12

ADDITIONAL SHEETS:

TYPE F.11

Trench

Context Type: Deposit / ~~Cut~~ / Structure

Check Lists:

Site sub-div

Overlain by: 16

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by:

Section No.

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of: 31

Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

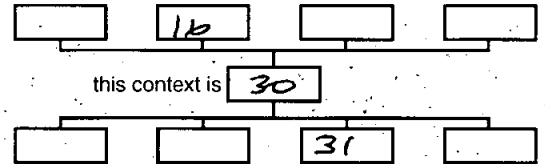
1) Friable

2) Dark grey brown

3) & Silty clay loam

4) Charcoal ~~flint~~ flecking, much slate

5) Depth 1.2m

6) Fills 31

Interpretation/Discussion:

Backfill of rubbish pit 31Fragments of tin cans (paint cans?) visible
also slate much slate, flower pot.

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather Slate

△ Small Finds

Recorder *MLB*

◇ Samples

Date

△ Building Materials

Initials



CONTEXT RECORD

Context No.

31

SITE *OXCHIN 12*

ADDITIONAL SHEETS:

TYPE *PA*

Trench

Context Type: ~~Deposit~~ / Cut / Structure

Check Lists:

Site sub-div

Overlain by: *16*

DEPOSIT:

1. compaction:
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by: *30*

Section No.

Same as:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/board
5. form
6. facès
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

5m 20:5:B

Neg No.

Fill of:

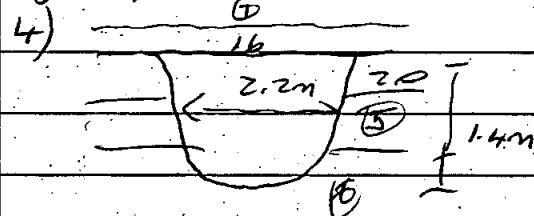
Matrix location

Relationships uncertain

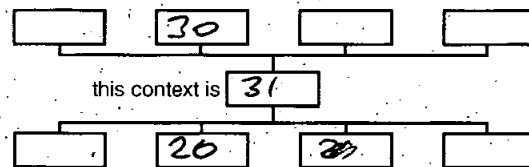
Description (See check lists):

- 1) Roughly circular in plan
- 2) Vertical sides, ~~with~~ bowl shaped base

- 3) Approx 2.2m ϕ by 1.4m deep



STRATIGRAPHIC MATRIX



- 4) ~~Reduced in depth by later landscaping~~
- 5) Reduced in depth by later landscaping
- 6) Filled by *(30)*

Interpretation/Discussion:

(19th R. Jobch cut)

Finds (tick): None [] Pot [] Bone [] Flint [] Stone [] Burnt stone [] Glass []
 Metal [] CBM [] Wood [] Leather []

 Small Finds
Recorder *[Signature]*
 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No. **332**

SITE **OXCHIN 12**

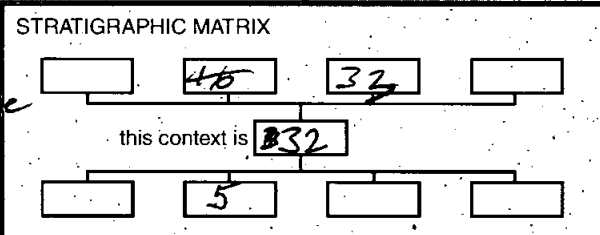
ADDITIONAL SHEETS:

TYPE **PH**

Trench	Context Type: Deposit / Cut / Structure	Check Lists:
Site sub-div.	Overlain by: 16	DEPOSIT: 1. compaction 2. colour 3. composition 4. inclusion 5. thickness 6. extent 7. comments 8. method & conditions
Structure No.	Abutted by:	
Plan No. 2	Cut by:	CUT: 1. shape in plan 2. base/sides/top profile 3. dimension and depth 4. sketch 5. truncation 6. fill nos 7. other comments
	Filled by: 32 33	
Section No.	Same as:	MASONRY: 1. materials 2. size of bricks etc. 3. finish of stones 4. coursing/bond 5. form 6. faces 7. bond 8. dimensions as found 9. other comments
	Part of:	
Co-Ordinates	Consists of:	
	Overlies:	
Level	Butts:	
Slide No.	Cuts: 5: 6: 20	
Neg No.	Fill of:	
Matrix location	Relationships uncertain	

Description (See check lists):

- 1) Roughly circular in plan
- 2) Vertical sides & basal shaped base
- 3) 2.5m ϕ by 1.5m deep
- 4)



5) Truncated by later landscaping
6) Filled by **32**

Interpretation/Discussion: **19th / early 20th rubbish pit**

Finds (tick): None [] Pot [] Bone [] Flint [] Stone [] Burnt stone [] Glass [] Metal [] CBM [] Wood [] Leather []

<input type="checkbox"/> Small Finds	Recorder M
<input type="checkbox"/> Samples	Date
<input type="checkbox"/> Building Materials	Initials



CONTEXT RECORD

Context No. **32 33**

SITE **OXCHIN 12**

ADDITIONAL SHEETS:

TYPE **Fill**

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: **16**

DEPOSIT:

Structure No.

Abuted by:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Plan No.

2

Cut by:

Filled by:

Section No.

Same as:

CUT:

Part of:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

Slide No.

Cuts:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Neg No.

Fill of: **32 32**

Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

1) Friable

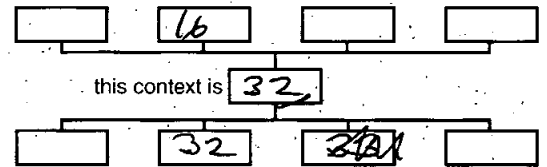
2) Dark grey brown

3) Silty clay loam

4) Charcoal and ash inclusions, slates

5) Depth 1.5m

6) Fills **33**



Interpretation/Discussion:

Backfill of rubbish pit 33

Possible demolition debris within fill

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather **slates**

Small Finds

Recorder **[Signature]**

Samples

Date

Building Materials

Initials



CONTEXT RECORD

Context No:

34

SITE OXCHIN 12

ADDITIONAL SHEETS:

TYPE Fill

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 16

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abuted by:

Plan No.

2

Cut by:

Filled by:

Section No.

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: 5

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of: 35

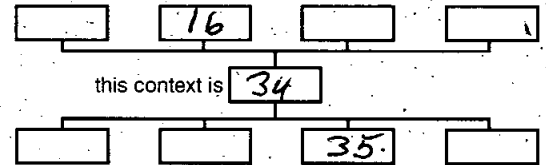
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Friable
- 2) Dark grey brown
- 3) Silty clay loam
- 4) Gravels, CBM
- 5) Up to 1m depth
- 6) Fills [35] completely.



Interpretation/Discussion:

Backfill of cut [35]
 Corroded iron, decayed wood discarded
 also paint tins + 5 gallon drums

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

△ Small Finds

Recorder JK

◇ Samples

Date

△ Building Materials

Initials



CONTEXT RECORD

Context No.

35

SITE *OXCHN12*

ADDITIONAL SHEETS:

TYPE *CA*

Trench

Context Type: ~~Deposit~~ / Cut / ~~Structure~~

Check Lists:

Site sub-div

Overlain by: *16*

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abuted by:

Plan No.

2

Cut by:

Filled by: *34*

Section No.

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: *5:6*

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts: *5:6:20*

Neg No.

Fill of:

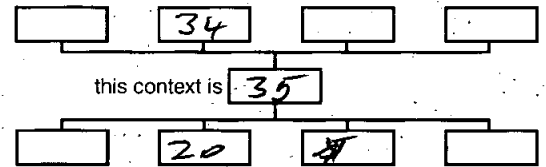
Matrix location

Relationships uncertain

Description (See check lists):

- 1) *Roughly rectangular in plan*
- 2) *Vertical sides, flat base*
- 3) *4m x 2.4m, up to 1m in depth*
- 4) *See plan 2*
- 5) *Probably reduced in depth by later landscaping*
- 6) *Filled by (34)*

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Probable 20th feature
Size and presence of corrugated iron
suggests possible Air Raid shelter base.

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small FindsRecorder *[Signature]* Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

36

SITE OXCHIN 12

ADDITIONAL SHEETS:

TYPE Fill

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 16

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by:

Section No.

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: 5

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of: 37

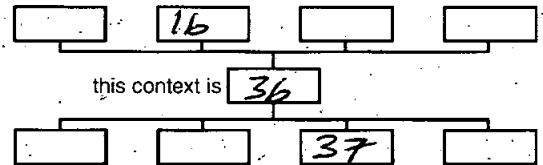
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Friable
- 2) Dark grey brown
- 3) silty loam
- 4) CBM gravels
- 5) to 0.8m depth
- 6) Fills [37] completely



Interpretation/Discussion:

Backfilling of feature [37]
 Corrugated iron fringe observed
 Also noted 1+5 gallon drums

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds
Recorder *WJ*
 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

37

SITE OXCHIN12

ADDITIONAL SHEETS:

TYPE P.f.

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 1b

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by: 3b

Section No.

Same as:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts: 5:b:20

Neg No.

Fill of:

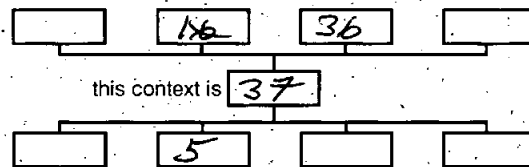
Matrix location

Relationships uncertain

Description (See check lists):

- 1) Roughly rectangular in plan
- 2) Flat, base v. steep sides
- 3) 4m x 2.4m by 0.8m deep
- 4) See Plan 2
- 5) Reduced in depth by later landscaping
- 6) Filled by (3b)

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

(20th feature

Shape + corrugated iron suggests air raid shelter.

Finds (tick): None [] Pot [] Bone [] Flint [] Stone [] Burnt stone [] Glass []
 Metal [] CBM [] Wood [] Leather []

△ Small Finds

Recorder *[Signature]*

◇ Samples

Date

⊠ Building Materials

Initials



CONTEXT RECORD

Context No.

38

SITE Oxclw 12

ADDITIONAL SHEETS:

TYPE F.U

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 16

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by:

Section No.

9

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: 20, 5, 23

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of: 39

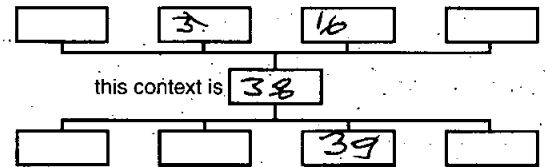
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Friable
- 2) Dark grey brack
- 3) Silty loam
- 4) Occ CBM gravels
- 5) Depth 1m
- 6) Fills 39 completely



Interpretation/Discussion:

Backfill of P.A/Base 39

Metal finds included corrugated iron, + 5 gall
drome smythes broken flower pots.

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds
Recorder *WJ*
 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

39

SITE *OKLIN 12*

ADDITIONAL SHEETS:

TYPE *CST*

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: *16*

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by: *30*

Section No.

9

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts: *5 : 20 : 23*

Neg No.

Fill of:

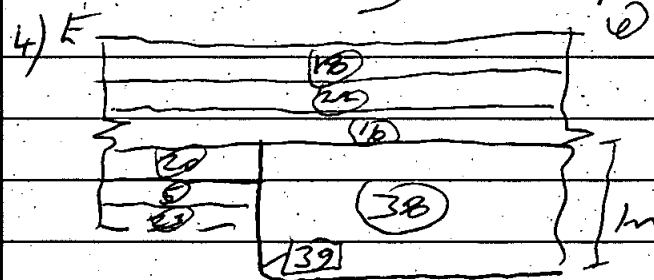
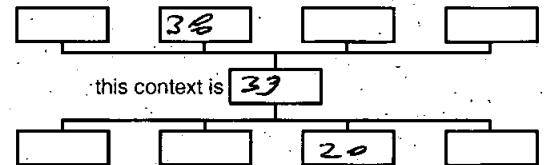
Matrix location

Relationships uncertain

Description (See check lists):

- 1) *Rectangular in plan*
- 2) *Vertical sides, flat base*
- 3) *4m x 2m by 1m deep*
- 4) *F*

STRATIGRAPHIC MATRIX

5) *N.L*b) Filled by *38*

Interpretation/Discussion:

Possible 20th feature

Size and possible corrugated iron ditch fill suggest possible air raid shelter?

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds
Recorder *HL*
 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

40

SITE *OXCHIN 12*

ADDITIONAL SHEETS:

TYPE *F:11*

Trench

Context Type: Deposit / ~~Cut~~ / Structure

Check Lists:

Site sub-div

Overlain by: *1b*

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abuted by:

Plan No.

2

Cut by:

Filled by:

Section No.

Same as:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: *5:6:20*

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

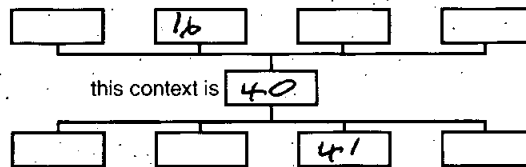
Fill of: *41*

Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

*1) Friable**2) Dark grey brown**3) Silty loam**4) Charcoal flecking, Ashes, gravel inclusions**5) at 1.2m in depth**6) Fills [41] completely*

Interpretation/Discussion:

Backfill of rubbish pot contains domestic refuse and redeposited material

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds
Recorder *WJ*
 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

401

SITE *OXCHIN 12*

ADDITIONAL SHEETS:

TYPE *CA*

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: *16*

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by: *40*

Section No.:

Same as:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts: *5:6:20*

Neg No.

Fill of:

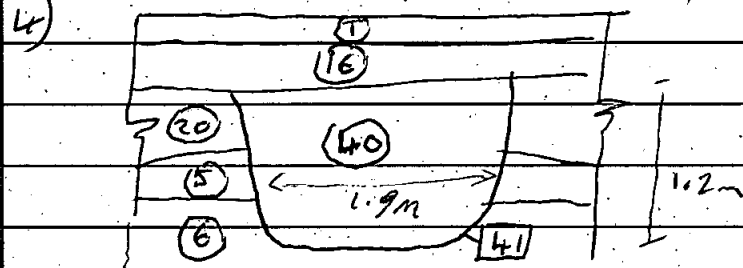
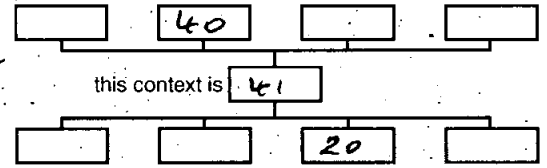
Matrix location

Relationships uncertain

Description (See check lists):

- 1) Roughly circular in plan
- 2) Very steep/vertical sides, flat base
- 3) Approx 1.9m in ϕ by 1.2m deep

STRATIGRAPHIC MATRIX



- 5) Redback in depth by later landscaping
- 6) Filled by *(40)*

Interpretation/Discussion:

Base of a lake (19th rubbish pit.)

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small FindsRecorder *fw* Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

42

SITE OXCHIN 12

ADDITIONAL SHEETS:

TYPE Fill

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 16

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by:

Section No.

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: 20:5:6

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of: 43

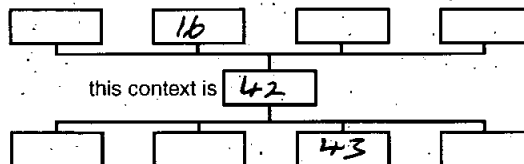
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Friable
- 2) Dark grey brown
- 3) Silty sandy loam
- 4) Charcoal flecks + gravel inclusions
- 5) Depth 1.4m
- 6) Fill 43 completely



Interpretation/Discussion:

Backfill of rubbish pit 43

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small FindsRecorder, *MT* Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No. ~~42~~ 43

SITE OXCHW12

ADDITIONAL SHEETS:

TYPE CA

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 16

DEPOSIT:

- 1. compaction
- 2. colour
- 3. composition
- 4. inclusion
- 5. thickness
- 6. extent
- 7. comments
- 8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by: 42

Section No.

Same as:

CUT:

- 1. shape in plan
- 2. base/sides/top profile
- 3. dimension and depth
- 4. sketch
- 5. truncation
- 6. fill nos
- 7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

- 1. materials
- 2. size of bricks etc
- 3. finish of stones
- 4. coursing/bond
- 5. form
- 6. faces
- 7. bond
- 8. dimensions as found
- 9. other comments

Slide No.

Cuts: 5:6:20

Neg No.

Fill of:

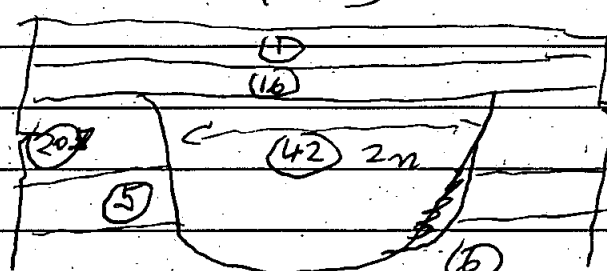
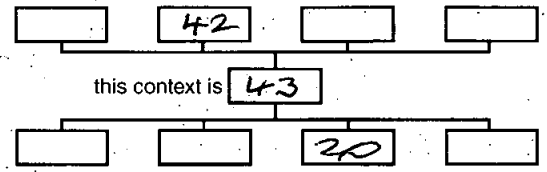
Matrix location

Relationships uncertain

Description (See check lists):

- 1) Circular in plan
- 2) Vertical sides, bowl shaped base
- 3) Approx 2m ϕ by 1.4m deep
- 4)

STRATIGRAPHIC MATRIX



- 5) Probably truncated by later landscaping
- 6) Filled by 42

Interpretation/Discussion:

Probable 19th c rubbish pit.

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

Small Finds

Recorder

Samples

Date

Building Materials

Initials



CONTEXT RECORD

Context No.

44

SITE OXCHIN 12

ADDITIONAL SHEETS:

TYPE Fill

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 10

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No:

Abutted by:

Plan No.

2

Cut by:

Filled by:

Section No.

Same as:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

20:5:6:4 #7

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of: 45

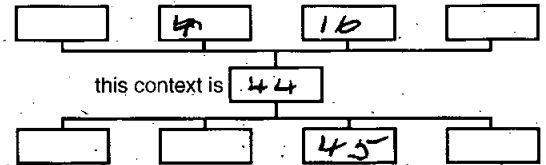
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Friable
- 2) Grey brown
- 3) Sandy loam
- 4) Charcoal flecking, gravel inclusions
- 5) Depth 1.3m
- 6) Fills [45] completely



Interpretation/Discussion:

Backfill of Robb's Pit [45]
 Probably late 19th early 20th c
 & original

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small Finds
Recorder *M*
 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

45

SITE *OXCHINZ*

ADDITIONAL SHEETS:

TYPE *CST*

Trench

Context Type: *Deposit / Cut / Structure*

Check Lists:

Site sub-div

Overlain by: *16*

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by: *44*

Section No.

Same as:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form 6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts: *20; 5; 6; 47*

Neg No.

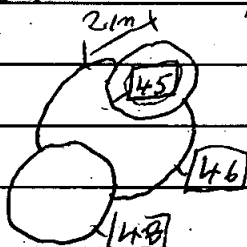
Fill of:

Matrix location

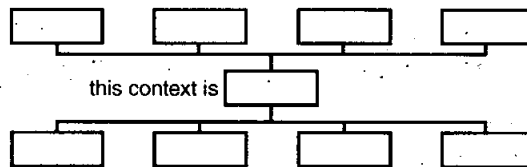
Relationships uncertain

Description (See check lists):

- 1) *Circular in plan*
- 2) *Very steep vertical sides, rounded base*
- 3) *Approx 2.1m ϕ by 1.3m deep*
- 4)



STRATIGRAPHIC MATRIX



- 5) *Reduced in depth by landscaping*
- 6) *Filled by 44*

Interpretation/Discussion:

Probable domestic rubbish pit relating to latter half of 19th

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

 Small FindsRecorder *[Signature]* Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

46

SITE OXCHIN 12

ADDITIONAL SHEETS:

TYPE C5T

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 16

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by: 45

Plan No.

2

Cut by: 45: 48

Filled by: 47

Section No.

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts: 20

Neg No.

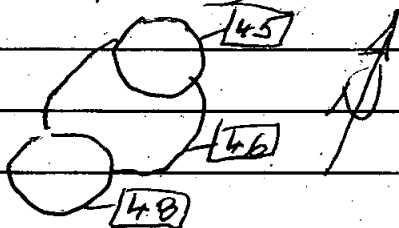
Fill of:

Matrix location

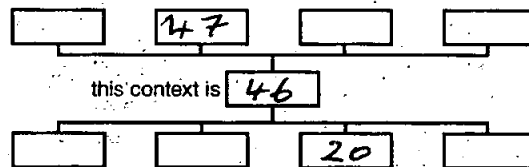
Relationships uncertain

Description (See check lists):

- 1) Circular in plan
- 2) Very steep/vertical sides
- 3) 2.5m ϕ by 1.4m deep
- 4)



STRATIGRAPHIC MATRIX



- 5) N+S sides st by [45] + [48]
- 6) Filled by [47]

Interpretation/Discussion:

Remains of a probable domestic rubbish pit dating to the latter 1/2 of the 19th

Finds (tick): None [] Pot [] Bone [] Flint [] Stone [] Burnt stone [] Glass [] Metal [] CBM [] Wood [] Leather []

 Small Finds
Recorder *M*
 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

47

SITE *OXCHIN 12*

ADDITIONAL SHEETS:

TYPE *Fill*

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: *16*

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

*2*Cut by: *45; 48*

Filled by:

Section No.

Same as:

Part of:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Co-Ordinates

Consists of:

Overlies: *20; 5; 6*

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

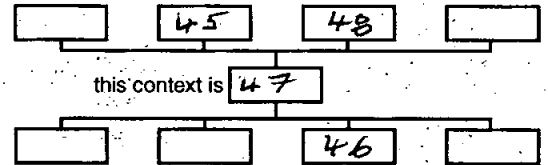
Fill of: *46*

Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

*1) Friable**2) Dark grey-brown**3) Silty sand loam**4) Charcoal + gravel inclusions**5) Depth 1.4m**6) F.76 46 completely*

Interpretation/Discussion:

*Backfill of P.T 46**Down Redeposited material mixed with domestic refuse.*
 Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather
 Small FindsRecorder *jes* Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.

48

SITE OXCHIN12

ADDITIONAL SHEETS:

TYPE CJT

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 16

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by: 49

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Section No.

Same as:

Part of:

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts: 20: 47: 46: 5: 6

Neg No.

Fill of:

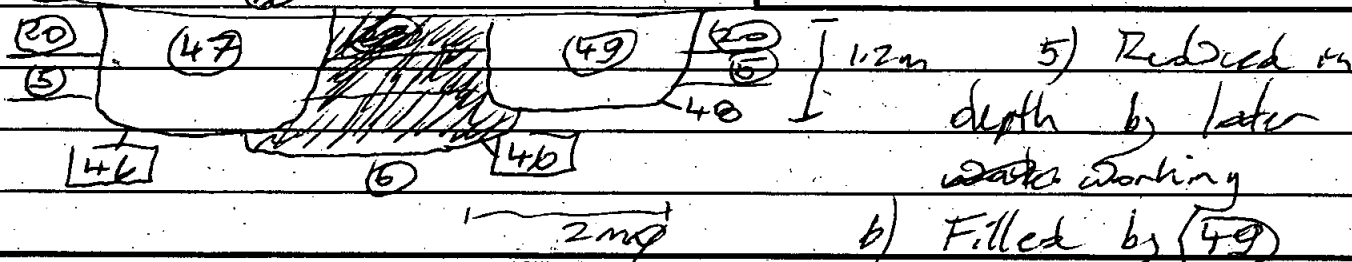
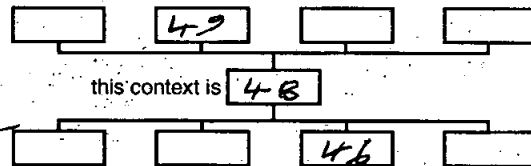
Matrix location

Relationships uncertain

Description (See check lists):

- 1) Circular in plan
- 2) Approx 2m ϕ by 1.2m deep
- 3) Very steep slopes "bowl" shaped base
- 4) S $\frac{1}{10}$ N

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Probable domestic rubbish pit
latter half of the 19th or early 20th

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
Metal CBM Wood Leather

 Small Finds
Recorder: *[Signature]*
 Samples

Date

 Building Materials

Initials



CONTEXT RECORD

Context No.
49

SITE **OXCHID 12**

ADDITIONAL SHEETS:

TYPE **Fill**

Trench

Context Type: Deposit / ~~Cut~~ / ~~Structure~~

Check Lists:

Site sub-div

Overlain by: **16**

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

Structure No.

Abutted by:

Plan No.

2

Cut by:

Filled by:

CUT:

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

Section No.

Same as:

Part of:

Co-Ordinates

Consists of:

Overlies: **47:20:5:6**

Level

Butts:

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form 6. faces
7. bond
8. dimensions as found
9. other comments

Slide No.

Cuts:

Neg No.

Fill of: **48**

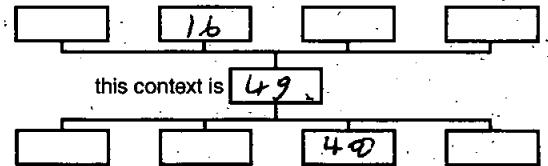
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Fossiliferous
- 2) Dark grey-brown
- 3) Sandy silt loam
- 4) Charcoal + ash inclusions + gravel
- 5) Depth 1.2m
- 6) Fills **[48]** completely



Interpretation/Discussion:

Backfill of rubbish pit [48]
 composed of redeposited material and domestic refuse.

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass
 Metal CBM Wood Leather

Small Finds

Samples

Building Materials

Recorder: *[Signature]*

Date

Initials

*A445
 B4465
 OXCHD
 OXCHD*

Box FILE 3 OXCMS: 2012-72

OXFORD
ST HUBERT'S COLLEGE
BICKSON POND BUILDING
OXFORD 12.

B CATALOGUE OF A
PRIMARY DRAWINGS

PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

Line 1: [OASouth] County[Oxon] Parish:[Oxford]

Site[St Hugh's College Dickson Poon Building] Site code[OXCHIN 12]

Line 2: Excavators name[T Allen]

Line 3:

Classification of material

Tick if present

Classification of material	Tick if present
Index to archive	
Introduction	
A:Final Report	
A:Publication Report	
B:Site Data – Text: Diary/Daybook/Fieldnotes	
B: Site Data – Text: General Summaries	
B: Site Data – Text: Primary Context Records	
B: Site Data – Text: Synthesised Context Records	
B: Site Data – Text: Survey Reports	
B: Site Data – Text: Catalogue of Drawings et	✓
B: Site Data – Text: Primary Drawings	✓
B: Site Data – Text: Synthesised Drawings	
C: Finds Data – Text: Primary Finds Data	
C: Finds Data – Text: Synthesised Finds Data	
C: Finds Data – Text: Specialist Reports	
C: Finds Data – Text: Box/Bag List	
D: Catalogue of Photos/Slides/Videos/X--rays	
E: Environmental/Ecofact Data: Primary Records	
E: Environmental/Ecofact Data: Synthesised Records	
E: Environmental/Ecofact Data: Specialist Reports	
F: Documentary	
F: Press and Publicity	
G: Correspondence	
H: Miscellaneous	



PLAN RECORD SHEET

SITE CODE *OXCH1012*

SITE NAME *St. Hugh's College*

Plan number	Context(s)	Scale	Drawn by	Size (A1, A4, etc.)
1	<i>Location plan service diversions</i>	<i>1:500</i>	<i>MS</i>	<i>A3</i>
2	<i>Features observed during dig ground reduction</i>	<i>1:250</i>	<i>MS</i>	<i>A4</i>

Legend

Existing trees to be retained

Existing trees to be removed

Root protection zones (RPAZ)

Proposed trees

- Species blocks, including 25% 100% blocks, 100% blocks, 50% blocks, 25% blocks, 10% blocks, 5% blocks, 2% blocks, 1% blocks, 0.5% blocks, 0.2% blocks, 0.1% blocks, 0.05% blocks, 0.02% blocks, 0.01% blocks, 0.005% blocks, 0.002% blocks, 0.001% blocks
- Species blocks to be retained
- Species blocks to be removed
- Root protection zones (RPAZ)
- Proposed trees

1. Existing trees to be retained

2. Existing trees to be removed

3. Root protection zones (RPAZ)

4. Proposed trees

5. Species blocks, including 25% 100% blocks, 100% blocks, 50% blocks, 25% blocks, 10% blocks, 5% blocks, 2% blocks, 1% blocks, 0.5% blocks, 0.2% blocks, 0.1% blocks, 0.05% blocks, 0.02% blocks, 0.01% blocks, 0.005% blocks, 0.002% blocks, 0.001% blocks

6. Species blocks to be retained

7. Species blocks to be removed

8. Root protection zones (RPAZ)

9. Proposed trees

10. Species blocks, including 25% 100% blocks, 100% blocks, 50% blocks, 25% blocks, 10% blocks, 5% blocks, 2% blocks, 1% blocks, 0.5% blocks, 0.2% blocks, 0.1% blocks, 0.05% blocks, 0.02% blocks, 0.01% blocks, 0.005% blocks, 0.002% blocks, 0.001% blocks

11. Species blocks to be retained

12. Species blocks to be removed

13. Root protection zones (RPAZ)

14. Proposed trees

15. Species blocks, including 25% 100% blocks, 100% blocks, 50% blocks, 25% blocks, 10% blocks, 5% blocks, 2% blocks, 1% blocks, 0.5% blocks, 0.2% blocks, 0.1% blocks, 0.05% blocks, 0.02% blocks, 0.01% blocks, 0.005% blocks, 0.002% blocks, 0.001% blocks

16. Species blocks to be retained

17. Species blocks to be removed

18. Root protection zones (RPAZ)

19. Proposed trees

20. Species blocks, including 25% 100% blocks, 100% blocks, 50% blocks, 25% blocks, 10% blocks, 5% blocks, 2% blocks, 1% blocks, 0.5% blocks, 0.2% blocks, 0.1% blocks, 0.05% blocks, 0.02% blocks, 0.01% blocks, 0.005% blocks, 0.002% blocks, 0.001% blocks

21. Species blocks to be retained

22. Species blocks to be removed

23. Root protection zones (RPAZ)

24. Proposed trees

25. Species blocks, including 25% 100% blocks, 100% blocks, 50% blocks, 25% blocks, 10% blocks, 5% blocks, 2% blocks, 1% blocks, 0.5% blocks, 0.2% blocks, 0.1% blocks, 0.05% blocks, 0.02% blocks, 0.01% blocks, 0.005% blocks, 0.002% blocks, 0.001% blocks

26. Species blocks to be retained

27. Species blocks to be removed

28. Root protection zones (RPAZ)

29. Proposed trees

30. Species blocks, including 25% 100% blocks, 100% blocks, 50% blocks, 25% blocks, 10% blocks, 5% blocks, 2% blocks, 1% blocks, 0.5% blocks, 0.2% blocks, 0.1% blocks, 0.05% blocks, 0.02% blocks, 0.01% blocks, 0.005% blocks, 0.002% blocks, 0.001% blocks

31. Species blocks to be retained

32. Species blocks to be removed

33. Root protection zones (RPAZ)

34. Proposed trees

35. Species blocks, including 25% 100% blocks, 100% blocks, 50% blocks, 25% blocks, 10% blocks, 5% blocks, 2% blocks, 1% blocks, 0.5% blocks, 0.2% blocks, 0.1% blocks, 0.05% blocks, 0.02% blocks, 0.01% blocks, 0.005% blocks, 0.002% blocks, 0.001% blocks

36. Species blocks to be retained

37. Species blocks to be removed

38. Root protection zones (RPAZ)

39. Proposed trees

40. Species blocks, including 25% 100% blocks, 100% blocks, 50% blocks, 25% blocks, 10% blocks, 5% blocks, 2% blocks, 1% blocks, 0.5% blocks, 0.2% blocks, 0.1% blocks, 0.05% blocks, 0.02% blocks, 0.01% blocks, 0.005% blocks, 0.002% blocks, 0.001% blocks

41. Species blocks to be retained

42. Species blocks to be removed

43. Root protection zones (RPAZ)

44. Proposed trees

45. Species blocks, including 25% 100% blocks, 100% blocks, 50% blocks, 25% blocks, 10% blocks, 5% blocks, 2% blocks, 1% blocks, 0.5% blocks, 0.2% blocks, 0.1% blocks, 0.05% blocks, 0.02% blocks, 0.01% blocks, 0.005% blocks, 0.002% blocks, 0.001% blocks

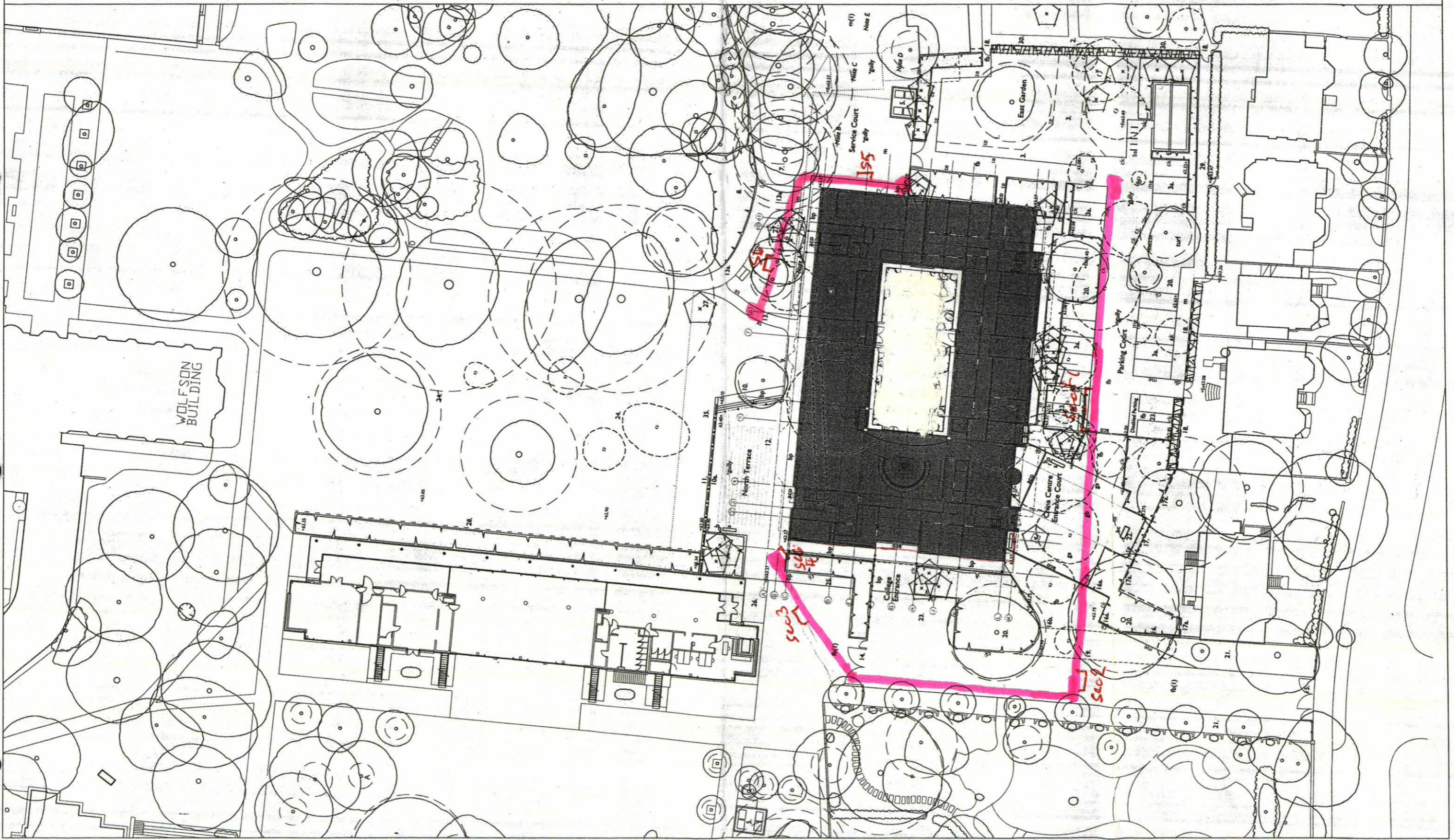
46. Species blocks to be retained

47. Species blocks to be removed

48. Root protection zones (RPAZ)

49. Proposed trees

50. Species blocks, including 25% 100% blocks, 100% blocks, 50% blocks, 25% blocks, 10% blocks, 5% blocks, 2% blocks, 1% blocks, 0.5% blocks, 0.2% blocks, 0.1% blocks, 0.05% blocks, 0.02% blocks, 0.01% blocks, 0.005% blocks, 0.002% blocks, 0.001% blocks



Code	Description	Area (sqm)	Area (sqft)
1
2
3
4
5
6
7
8
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12
13
14
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16
17
18
19
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21
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32
33
34
35
36
37
38
39
40
41
42
43
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45
46
47
48
49
50

LUC LAND USE CONSULTANTS
 LONDON
 14 000 7383 5794 Fax 020 7383 4798
 email: london@luc.co.uk

**DICKSON POON CHINA CENTRE
 ST HUGH'S COLLEGE**

ST HUGH'S, UNIVERSITY OF OXFORD
 LANDSCAPE MASTERPLAN
 (HARD LANDSCAPE GA)

Scale: 1:250@A1
 Date: 12/12/11
 Project No: 5149.01
 Revision: 001
 F

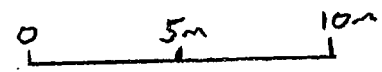
1:250

OXCHIN 12

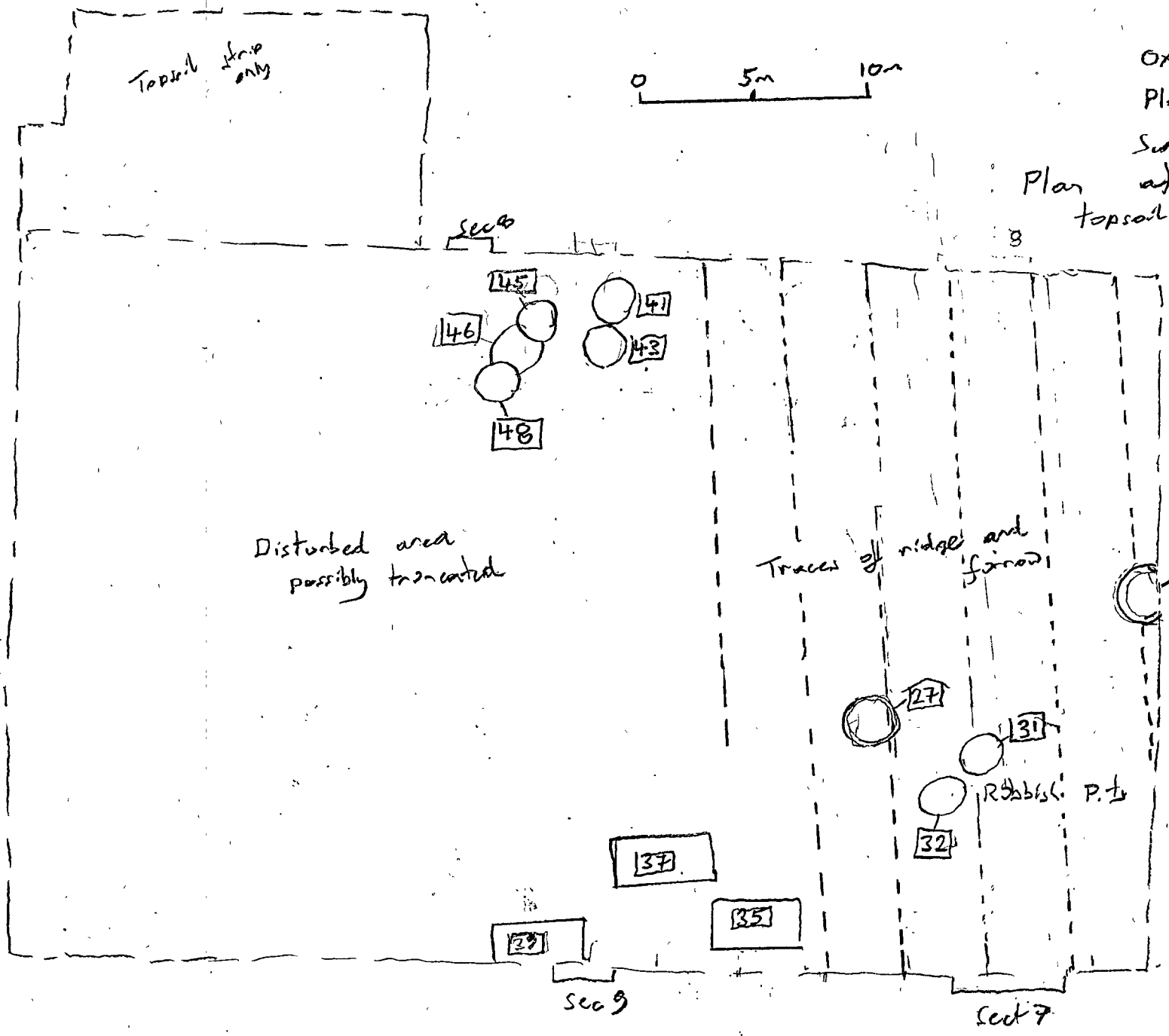
Plan No 2

Scale 1:250

Plan after removal of
topsoil + subsoil



Topsoil strip only



Disturbed area
possibly truncated

Traces of ridge and
furrow

Rabbit P. 1/2

Sec 9

Sec 7

Sec 8

8

45

46

48

41

43

37

38

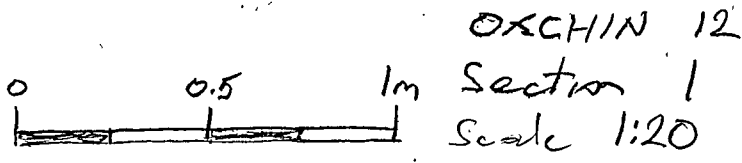
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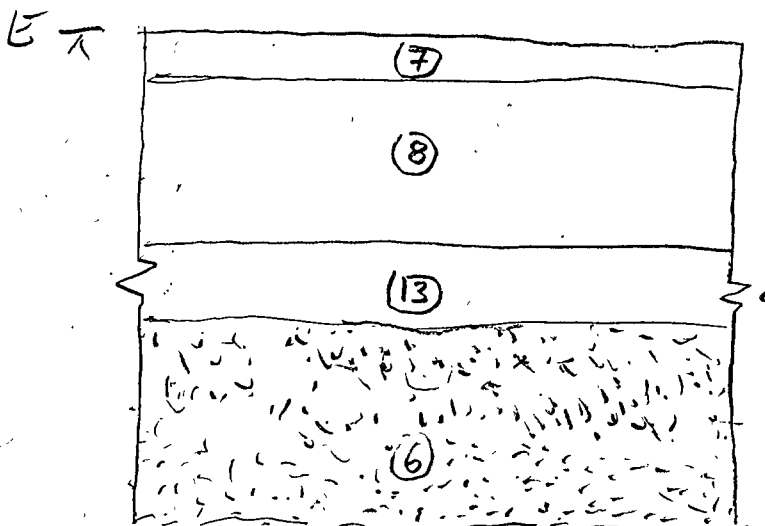
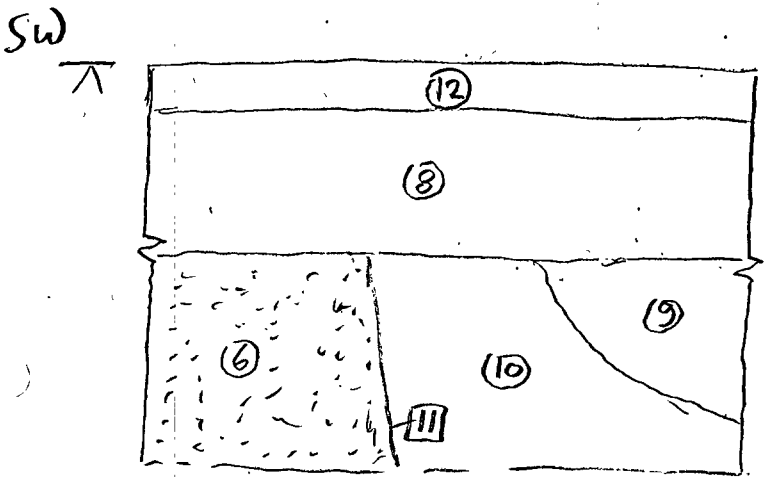
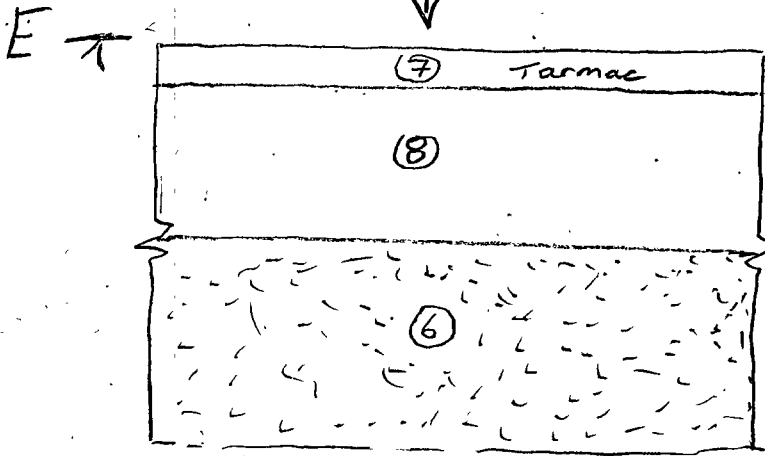
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32

24

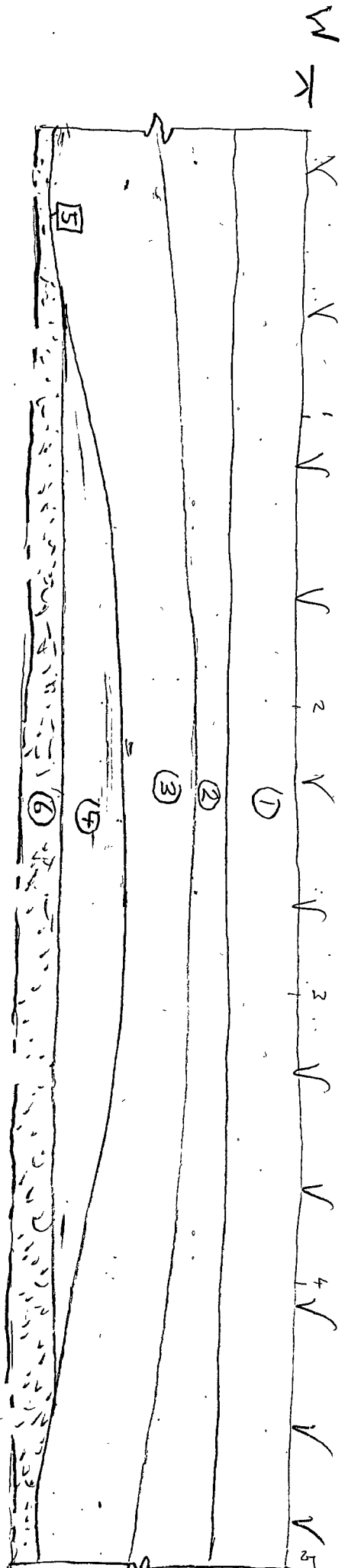


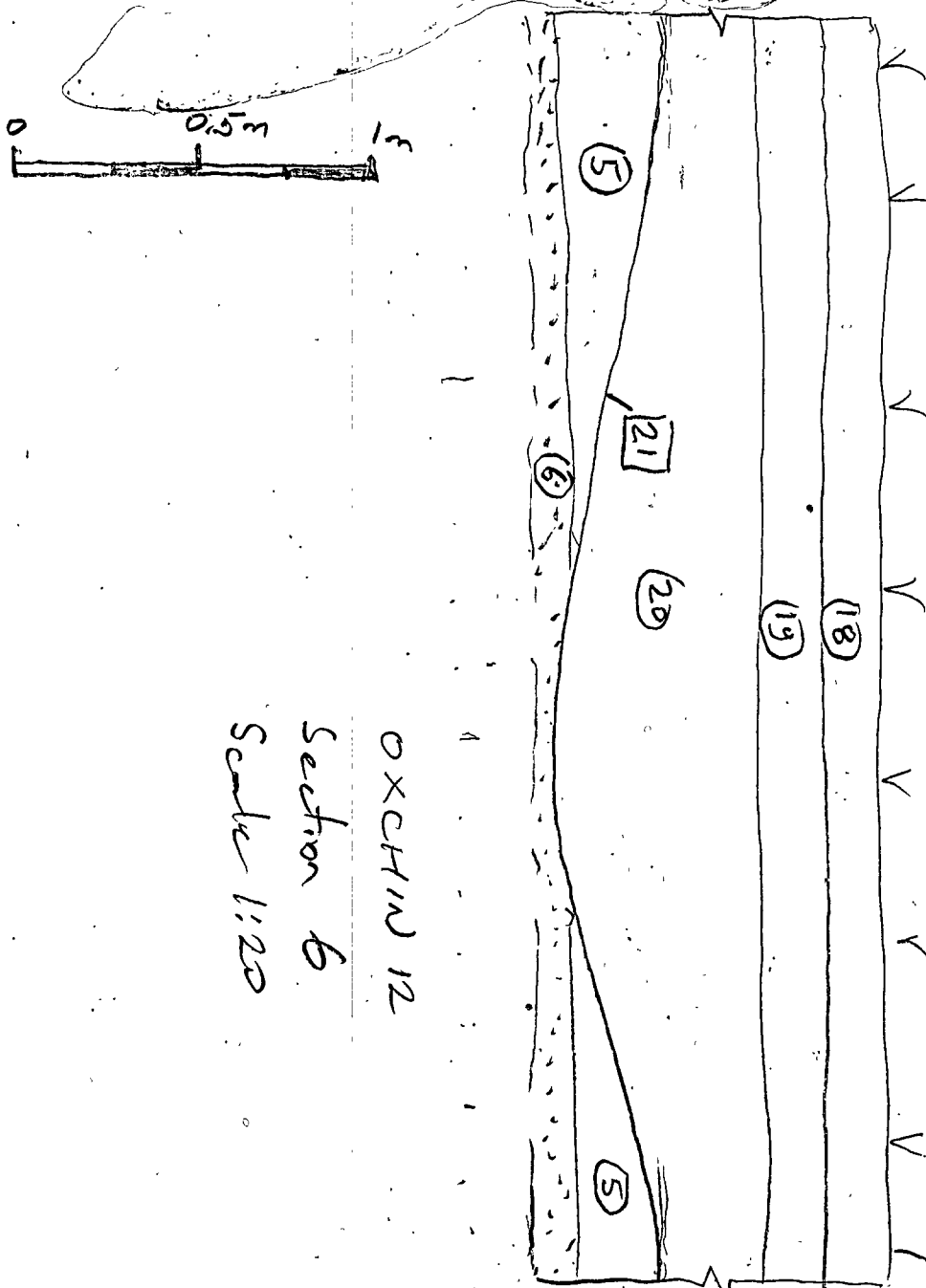
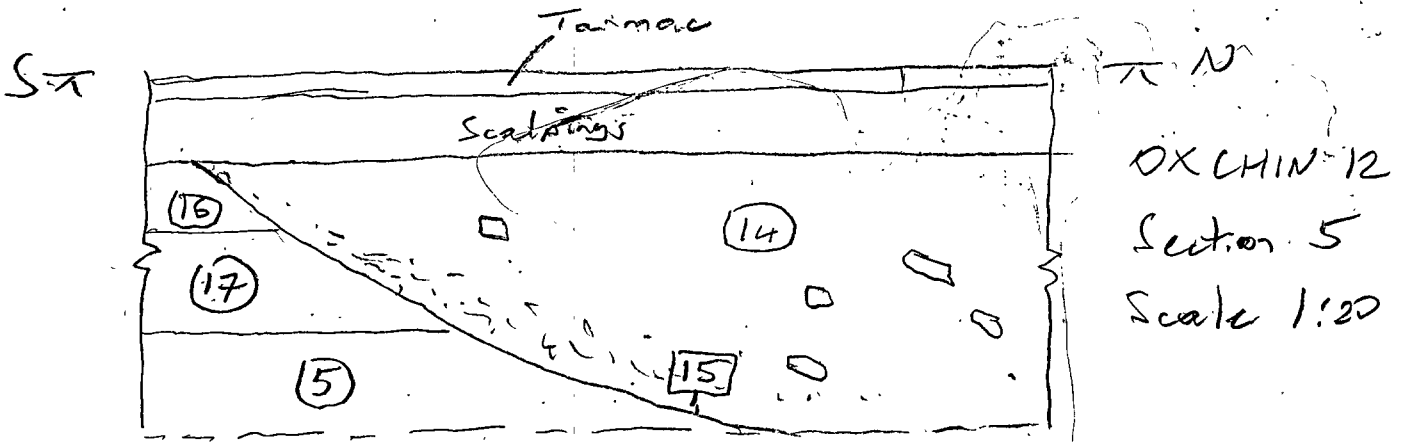
OXCHIN 12
Section 2
Scale 1:20

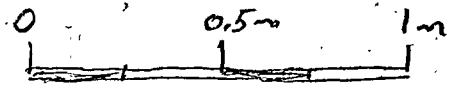
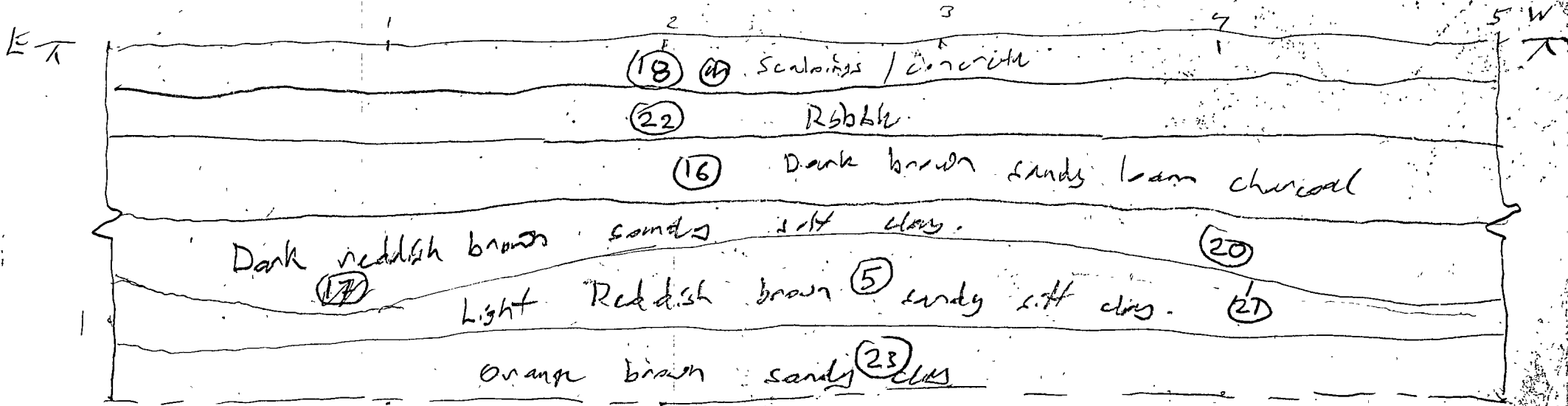


Section 3
Scale 1:20

Section 4
Scale 1:20

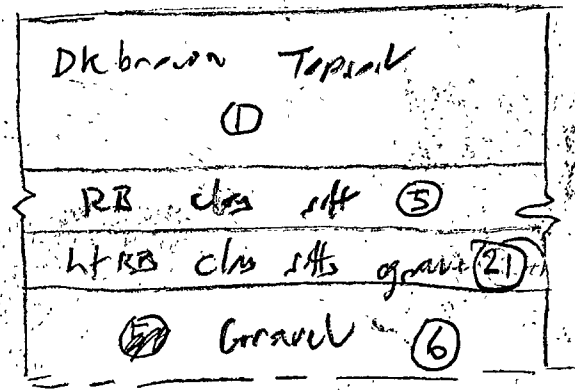




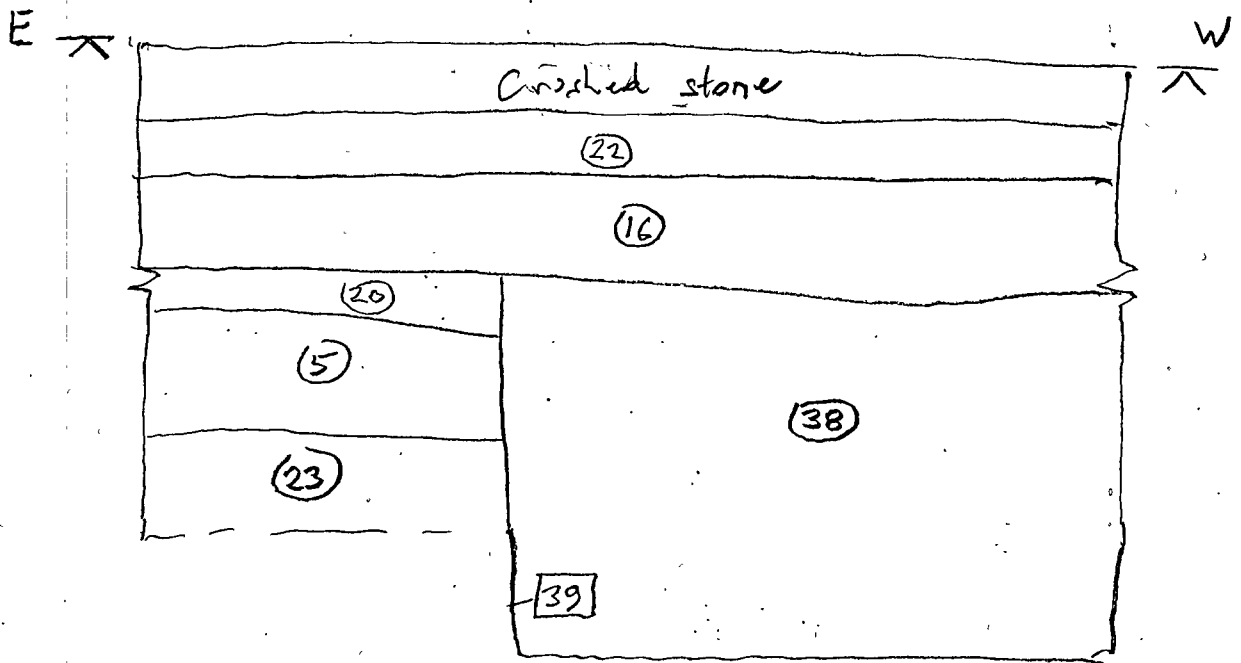


OXCHIN 12
 Section 7
 Scale 1:20
 (SE corner of site)

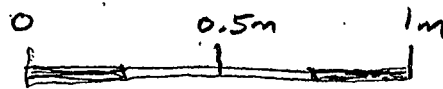
ESE
 OXCHIN 12
 Section 8
 1:20



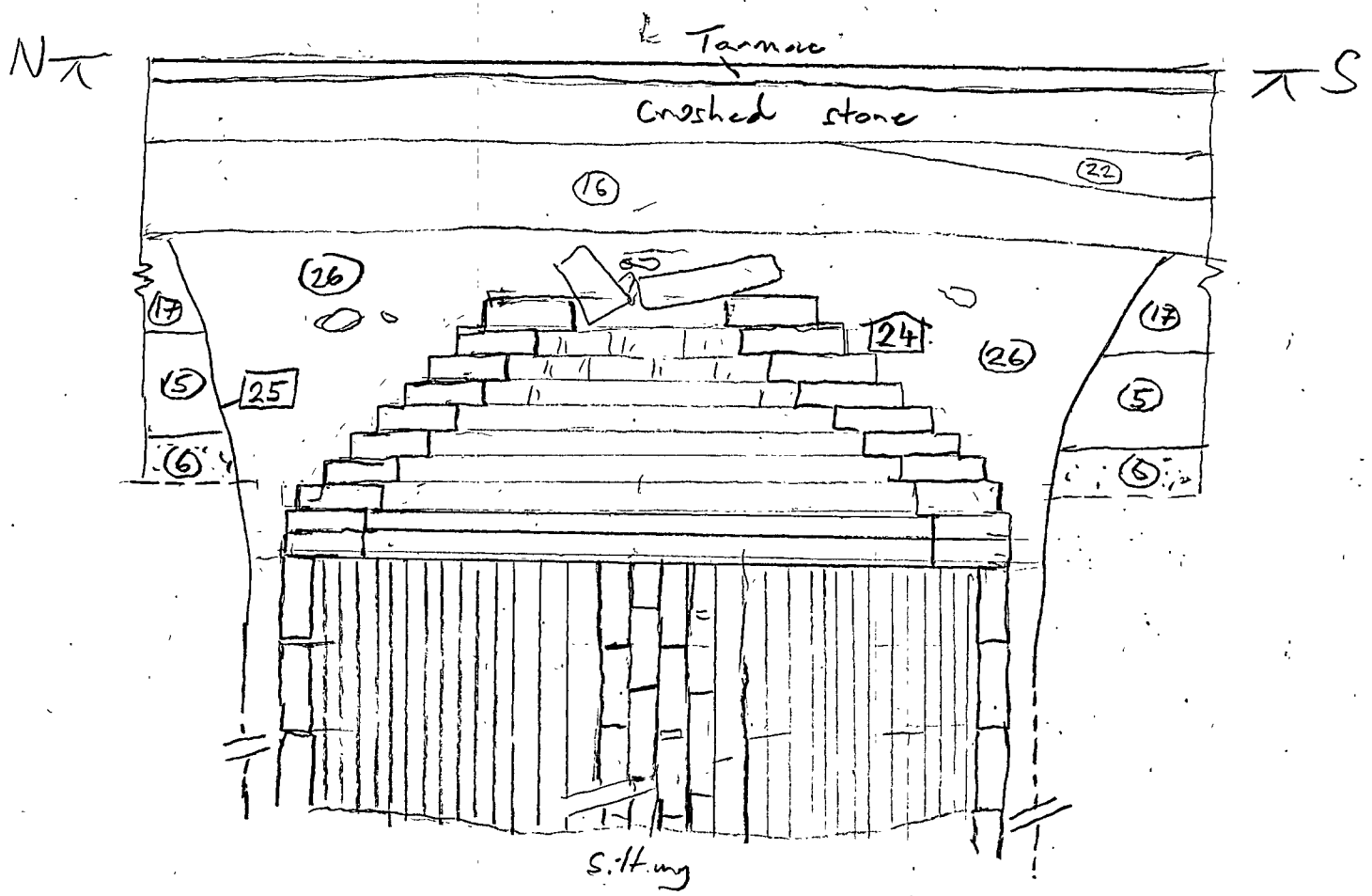
WSEW



OXCHIN 12
Section 9
Scale 1:20

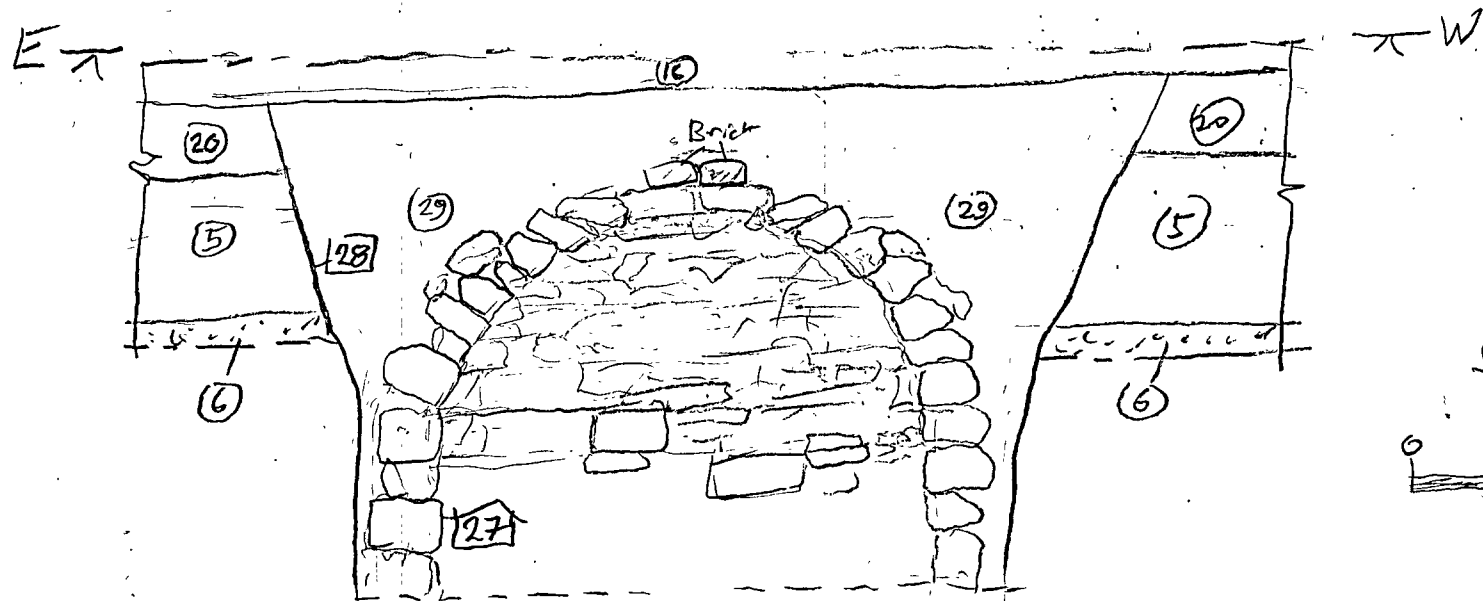


1326

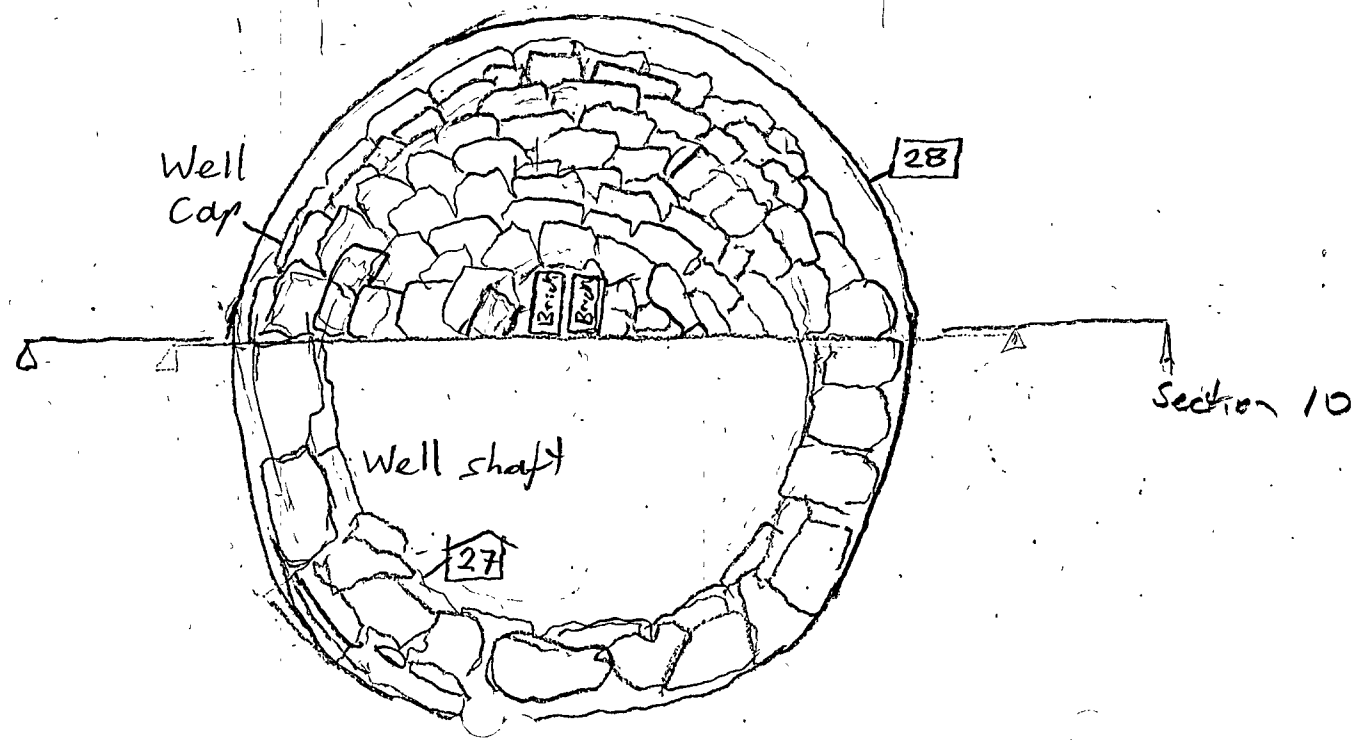
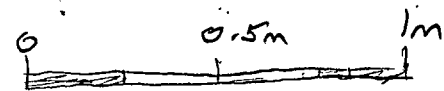


OXCHIN 12
 Section 90
 Brick lined well [24]
 Scale 1:20





OXCHIN12
 Section 11
 Stone lined well 27
 Scale 1:20



BOX/FILE 4

OXFORD
OXCMS: 2012.72

OXFORD
ST HUGHS COLLEGE
DICKSON POON BUILDING
OXCMS: 2012
C FINDS BOX/BAG RECORDS

PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

Line 1: [OASouth] County[Oxon] Parish:[Oxford]

Site[St Hugh's College Dickson Poon Building] Site code[OXCHIN 12]

Line 2: Excavators name[T Allen]

Line 3:

Classification of material

Tick if present

Index to archive	
Introduction	
A:Final Report	
A:Publication Report	
B:Site Data – Text: Diary/Daybook/Fieldnotes	
B: Site Data – Text: General Summaries	
B: Site Data – Text: Primary Context Records	
B: Site Data – Text: Synthesised Context Records	
B: Site Data – Text: Survey Reports	
B: Site Data – Text: Catalogue of Drawings	
B: Site Data – Text: Primary Drawings	
B: Site Data – Text: Synthesised Drawings	
C: Finds Data – Text: Primary Finds Data	
C: Finds Data – Text: Synthesised Finds Data	
C: Finds Data – Text: Specialist Reports	
C: Finds Data – Text: Box/Bag List	<input checked="" type="checkbox"/>
D: Catalogue of Photos/Slides/Videos/X--rays	
E: Environmental/Ecofact Data: Primary Records	
E: Environmental/Ecofact Data: Synthesised Records	
E: Environmental/Ecofact Data: Specialist Reports	
F: Documentary	
F: Press and Publicity	
G: Correspondence	
H: Miscellaneous	

Finds Compendium

Site Code	Invoice Code	Site Name	Accession No	OAU No
OXCHIN 12	OXCHINWB	St Hugh's College Dickson Poon China Centre		

Finds materials summarised for Site Code: OXCHIN 12 and invoice code: OXCHINWB

Material	No of Boxes	No Of Contexts	No Of Sherds	Total Weight (g)	Box Sizes	Box Numbers
Animal Bone		1	2	27		MISC.01 - mixed box
Clay Pipe		1	1	6		MISC.01 - mixed box
Glass		3	4	770		MISC.01 - mixed box
Human Bone	1	1	1	11	1 x Size 5	HB.01
Pottery		5	10	1416		MISC.01 - mixed box
Stone (architectural)		1	1	6		MISC.01 - mixed box

Totals: 19 2,236 g

Total No of Boxes:	1 boxes + 1 miscellaneous boxes	Miscellaneous Box Sizes:	MISC.01	Size 2
---------------------------	--	---------------------------------	---------	--------

Box Contents Sheets

Site Code OXCHIN 12	Material: Human Bone
Box Size Size 5	Box No HB.01 Accession No

Context	SF No	No of Bags	No of Objects	Material:	Weight (g)	Context	SF Number	No of Bags	No of Objects	Material:	Weight (g)
2		1	1	Human Bone	11						

No of Contexts: 1 **Total Bags:** 1

Total Objects: 1 **Total Weight:** 11

Box Contents Sheets

Site Code OXCHIN 12	Material: Miscellaneous
Box Size Size 2	Box No MISC.01 Accession No

Context	SF No	No of Bags	No of Objects	Material:	Weight (g)	Context	SF Number	No of Bags	No of Objects	Material:	Weight (g)
2		1	2	Animal Bone	27						
30		1	1	Clay Pipe	6						
2		1	2	Glass	74						
33		1	1	Glass complete vessel	169						
47		1	1	Glass complete vessel	527						
2		1	2	Pottery	20						
30		1	3	Pottery	137						
33		1	2	Pottery	394						
47		1	1	Pottery stoneware vessel	623						
49		1	2	Pottery	242						
2		1	1	Stone (architectural)	6						

No of Contexts: 11 **Total Bags:** 11
Total Objects: 18 **Total Weight:** 2225

Box 1 File 5

OXCHN 12
ORCMS: 2012.72.

OXFORD
ST MARGARET'S COLLEGE
DICKSON POOL BUILDING
OXCHN 12
D. CATALOGUE OF PHOTOS

PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

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Site information

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Site[St Hugh's College Dickson Poon Building] Site code[OXCHIN 12]

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Classification of material

Tick if present

Classification of material	Tick if present
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B: Site Data – Text: Synthesised Context Records	
B: Site Data – Text: Survey Reports	
B: Site Data – Text: Catalogue of Drawings	
B: Site Data – Text: Primary Drawings	
B: Site Data – Text: Synthesised Drawings	
C: Finds Data – Text: Primary Finds Data	
C: Finds Data – Text: Synthesised Finds Data	
C: Finds Data – Text: Specialist Reports	
C: Finds Data – Text: Box/Bag List	
D: Catalogue of Photos/Slides/Videos/X--rays	<input checked="" type="checkbox"/>
E: Environmental/Ecofact Data: Primary Records	
E: Environmental/Ecofact Data: Synthesised Records	
E: Environmental/Ecofact Data: Specialist Reports	
F: Documentary	
F: Press and Publicity	
G: Correspondence	
H: Miscellaneous	



PHOTOGRAPHIC RECORD SHEET

SITE CODE **OXCHIN12** SITE NAME *St. Hugh's College Oxford* FILM NO. *1*

Camera number Lens number Black & white / ~~colour~~

Date	Negative number	View	Context(s)	Initials
	0			
<i>19/9/12</i>	1	-	<i>OXCHIN 12 ID. SHOT</i>	
	2	N	<i>Section 1</i> <i>1x1m</i>	
	3	N	<i>1 1</i> <i>2</i>	
	4	N	<i>1 1</i> <i>1</i>	
	5	E	<i>E-W cable trench Post-ex view</i>	
	6	E	<i>1 1 1 1 1 1 1 1 1 1</i>	
	7	E	<i>1 1 1 1 1 1 1 1 1 1</i>	
	8	S	<i>Section 2</i> <i>1x1m</i>	
	9	S	<i>1 1</i> <i>1</i>	
	10	S	<i>1 1</i> <i>1</i>	
<i>24/9/12</i>	11	NW	<i>Section 3</i> <i>1x1m</i>	
	12	NW	<i>1 1</i> <i>1</i>	
	13	NW	<i>1 1</i> <i>1</i>	
	14	S	<i>Section 4</i> <i>1x1m</i>	
	15	S	<i>1 1</i> <i>1</i>	
	16	S	<i>1 1</i> <i>1</i>	
<i>26/9/12</i>	17	W	<i>Section 5</i> <i>1x1m</i>	
	18	W	<i>1 1</i> <i>1</i>	
	19	W	<i>1 1</i> <i>1</i>	
<i>28/9/12</i>	20	-	<i>OXCHIN 12 ID. SHOT</i>	
	21	N	<i>Section 6</i>	
	22	N	<i>1 1</i>	
	23	N	<i>1 1</i>	
	24	S	<i>Section 7</i>	
	25	S	<i>1 1</i>	
	26	S	<i>1 1</i>	
	27	S	<i>Topsoil strip man area</i>	
	28	SW	<i>1 1 1 1</i>	
	29	BSW	<i>1 1 1 1</i>	
	30	W	<i>1 2 1 1</i>	
	31	W	<i>1 1 1 1</i>	
	32			
	33			
	34			
	35			
	36			
	37			

Sheet1

	A	B	C	D	E	F
1	Site Code: OXCHIN 12		Site Name: Oxford St Hugh's College Dickson Poon China Centre			
2	Site shot Number	Archive Shot Number	View	Description	Initials	Date
3						
4	0100	0001	E	Pipe trench	JB	17/09/12
5	0101	0002	E	Pipe trench	JB	17/09/12
6	0102	0003	S	Pipe trench	JB	17/09/12
7	0103	0004	E	General view – future works location	JB	17/09/12
8	0104	0005	S	General view – future works location	JB	17/09/12
9	0105	0006	W	General view – future works location	JB	17/09/12
10	0106	0007		ID Board	MS	19/09/12
11	0107	0008	E	Completed pipe trench	MS	19/09/12
12	0108	0009	W	Completed pipe trench	MS	19/09/12
13	0109	0010	S	S. 2 across roadway 1x1m scale	MS	20/09/12
14	0110	0011	S	S. 2 across roadway 1x1m scale	MS	20/09/12
15	0111	0012	S	Roadway trench 1x1m scale	MS	20/09/12
16	0112	0013	S	Roadway trench 1x1m scale	MS	20/09/12
17	0113	0014	S	S 1 E-W cable trench 1x1m scale	MS	20/09/12
18	0114	0015	S	S 1 E-W cable trench 1x1m scale	MS	20/09/12
19	0115	0016	NW	S. 3 end of roadway 1x1m scale	MS	24/09/12
20	0116	0017	NW	S. 3 end of roadway 1x1m scale	MS	24/09/12
21	0117	0018	S	S.4 junction box by building 1x1m scale	MS	24/09/12
22	0118	0019	S	S.4 junction box by building 1x1m scale	MS	24/09/12
23	0120	0020	S	Post ex view of roadway trenching 1x1m scale	MS	24/09/12
24	0121	0021	W	S. 5 across tennis court 1x1m scale	MS	26/09/12
25	0122	0022	W	S. 5 across tennis court 1x1m scale	MS	26/09/12
26	0123	0023	N	S. 6 across lawn 1x1m scale	MS	28/09/12
27	0124	0024	N	S. 6 across lawn 1x1m scale	MS	28/09/12
28	0125	0025	E	post ex view of lawn trenching 1x1m scale	MS	28/09/12
29	0126	0026	E	post ex view of lawn trenching 1x1m scale	MS	28/09/12
30	0127	0027		ID shot	MS	11/10/12
31	0128	0028	NW	Topsoil strip working shot	MS	11/10/12
32	0129	0029	W	Topsoil strip working shot	MS	11/10/12
33	0130	0030	SW	Topsoil strip working shot	MS	11/10/12
34	0131	0031	SW	Topsoil strip working shot	MS	11/10/12
35	0132	0032	E	Top of well 24	MS	11/10/12
36	0133	0033	E	Interior of well 24	MS	11/10/12
37	0134	0034	E	Top of well cap of 24	MS	11/10/12
38	0135	0035	E	Base of well 24 & fill (26)	MS	11/10/12
39	0136	0036	E	Base of well 24 & fill (26)	MS	11/10/12
40	0137	0037	E	Top of well 24	MS	11/10/12
41	0138	0038	E	Top of well 24	MS	11/10/12
42	0139	0039	NE	Topsoil strip northern half of site	MS	11/10/12
43	0140	0040	NE	Topsoil strip northern half of site	MS	11/10/12
44	0141	0041	E	Topsoil strip east half of site	MS	11/10/12
45	0142	0042	E	Topsoil strip east half of site	MS	11/10/12
46	0143	0043	S	Top of well 27	MS	12/10/12
47	0144	0044	S	Top of well 27	MS	12/10/12
48	0145	0045	S	Top of well 27	MS	12/10/12
49	0146	0046	S	Top of well 27	MS	12/10/12
50	0147	0047	S	Top of well 27	MS	12/10/12
51	0148	0048	S	Section 7	MS	12/10/12
52	0149	0049	S	Section 7	MS	12/10/12
53	0150	0050	E	Feature [135]	MS	13/10/12
54	0151	0051	E	Feature [135]	MS	13/10/12
55	0152	0052	S	Features [137] & [139]	MS	13/10/12
56	0153	0053	S	Features [137] & [139]	MS	13/10/12
57	0154	0054	S	South-east corner of site, topsoil strip	MS	13/10/12
58	0155	0055	SW	South edge of site, topsoil strip	MS	13/10/12
59	0156	0056	W	Western half of site, topsoil strip	MS	13/10/12

Sheet1

	A	B	C	D	E	F
60	0157	0057	W	Topsoil strip working shot	MS	13/10/12
61	0158	0058	W	Topsoil strip working shot	MS	13/10/12
62	0159	0059	W	Topsoil strip, post-excavation view	MS	13/10/12
63	0160	0060	SW	Topsoil strip, post-excavation view	MS	13/10/12
64	0161	0061	S	Topsoil strip, post-excavation view	MS	13/10/12
65	0162	0062	S	Section 8	MS	13/10/12
66	0163	0063	S	Section 8	MS	13/10/12
67	0164	0064	SW	Ground reduction, north-east corner	MS	09/11/12
68	0165	0065	W	Ground reduction along north edge	MS	09/11/12
69	0166	0066	S	Ground reduction along western edge	MS	09/11/12
70	0167	0067	S	Ground reduction along western edge	MS	09/11/12
71	0168	0068	E	Ground reduction along north edge	MS	09/11/12
72	0169	0069	E	Features [31] & [33]	MS	09/11/12
73	0170	0070	E	Features [31] & [33]	MS	09/11/12
74	0171	0071	SW	Ground reduction, working shot	MS	09/11/12
75	0172	0072	S	Ground reduction, working shot	MS	09/11/12
76	0173	0073	NW	Ground reduction, working shot	MS	09/11/12
77	0174	0074	NW	Ground reduction, working shot	MS	09/11/12
78	0175	0075	S	Features [41] & [45]	MS	12/11/12
79	0176	0076	SW	Features [41] [43] [45] & [47]	MS	12/11/12
80	0177	0077	N	Ground reduction to water table	MS	12/11/12
81	0178			Void	MS	12/11/12
82	0179	0078	W	Ground reduction to water table	MS	12/11/12
83	0180	0079	SW	Ground reduction to water table	MS	12/11/12



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Box 1 Five

OXFMS: 2012. 72

OXFORD
ST HUGH'S COLLEGE
DICKSON POON BUILDING
OXFORD N 12
ET. CORRESPONDENCE.

PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

Line 1: [OASouth] County[Oxon] Parish:[Oxford]

Site[St Hugh's College Dickson Poon Building] Site code[OXCHIN 12]

Line 2: Excavators name[T Allen]

Line 3:

Classification of material

Tick if present

Index to archive	
Introduction	
A:Final Report	
A:Publication Report	
B:Site Data – Text: Diary/Daybook/Fieldnotes	
B: Site Data – Text: General Summaries	
B: Site Data – Text: Primary Context Records	
B: Site Data – Text: Synthesised Context Records	
B: Site Data – Text: Survey Reports	
B: Site Data – Text: Catalogue of Drawings	
B: Site Data – Text: Primary Drawings	
B: Site Data – Text: Synthesised Drawings	
C: Finds Data – Text: Primary Finds Data	
C: Finds Data – Text: Synthesised Finds Data	
C: Finds Data – Text: Specialist Reports	
C: Finds Data – Text: Box/Bag List	
D: Catalogue of Photos/Slides/Videos/X--rays	
E: Environmental/Ecofact Data: Primary Records	
E: Environmental/Ecofact Data: Synthesised Records	
E: Environmental/Ecofact Data: Specialist Reports	
F: Documentary	
F: Press and Publicity	
G: Correspondence	✓
H: Miscellaneous	



Ministry of
JUSTICE

OXCHIN 12

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Access to Justice
Justice Policy Group
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Dr Louise Loe
Oxford Archaeology
Janus House
Osney Mead
Oxford
OX2 2ES

Our ref: OPR/072/94

30 November 2012

Dear Dr Loe

**DICKSON POON BUILDING, ST HUGH'S COLLEGE, ST MARGARET'S ROAD, OXFORD,
OX2 6LE
LICENCE: 12-0231**

Further to your recent application, please find enclosed a licence authorising the exhumation of remains at St Hugh's College, Oxford.

Paragraph 2 of the licence must be brought to the attention of every person connected with the removal of remains. I should also warn you that failure to observe the precautions prescribed in the licence constitutes an offence under Section 25 of the Burial Act 1857.

The attached licence is an important document. You may find it helpful to keep it with the remains or the archive records relating to the excavation as evidence that authority has been granted for the remains to have been exhumed.

Should you need to amend or vary the validity or conditions of the licence in future, please contact this office straight away.

Yours sincerely

Rekha Gohil



LICENCE FOR THE REMOVAL OF HUMAN REMAINS

The Secretary of State, in exercise of the power vested in him by section 25 of the Burial Act 1857 (20 & 21 Vic., cap.81), grants a licence for the removal of the remains of **persons unknown** from or within the place in which they are now interred at **Dickson Poon Building, St Hugh's College, St Margaret's Road, Oxford, OX2 6LE.**

- 2. It is a condition of this licence that the following precautions shall be observed:
 - (a) Any removal or disturbance of the remains shall be effected with due care and attention to decency;
 - (b) The ground in which the remains are interred shall be screened from the public gaze while the work is in progress;
 - (c) The remains shall, no later than 30 November 2014, be deposited at Oxfordshire County Museums, Oxfordshire or reinterred in a burial ground in which interments may legally take place. In the meantime shall be kept safely, privately and decently by Oxford Archaeology under the control of a competent member of staff.
- 3. This licence merely exempts those from the penalties, which would be incurred if the removal took place without a licence. It does not in any way alter civil rights. It does not confer the right to bury the remains in any place where such right does not already exist.
- 4. This licence expires on **31 March 2013.**

Rekha Gohil
on behalf of the Secretary of State for Justice

Ministry of Justice
Licence Number: **12-0231**
File Number: **OPR/072/94**
Date: **30 November 2012**

