General index to the archive

Site/Project Name: **Duns Tew, The Nurseries, Main Street, Oxfordshire**

Site Code: DTNM11

Site/Project Type: Watching Brief

Year(s): 2011-2012

Accession Number: OXCMS:2011.197

Record Group	Contents	Comments	Box/File Number
	INTRODUCTION Brief Written scheme of investigation	 5 sheets 11 sheets	Box 1 file 1
A	**REPORTS** Watching brief report Oasis data collection form	 See: https://library.thehumanjourney.net/1619 3 sheets	Box 1 file 2
B	**PRIMARY CONTEXT RECORDS** Watching brief record sheets Context check list- no's 1-16 Context record sheets	 8 sheets 1 sheet 16 sheets	Box 1 file 3
B	**CATALOGUE OF DRAWINGS** Plan record sheet Plan, A3 Section record sheet Sections	 1 sheet 1 sheet, folded 1 sheets 7 sheets	Box 1 file 4
D	**CATALOGUE OF PHOTOGRAPHS** B+W photo record sheets Digital photo record sheets Digital contact sheets	 2 sheets 2 sheets 22 sheets	Box 1 file 5

OXFORD ARCHAEOLOGY, JANUS HOUSE, OSNEY MEAD, OXFORD, OX2 OES

PDF/A SCAN

FILMING INSTRUCTIONS
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Headings
Site information
Line 1: [OASouth] County[OXFORDSHRE] Parish:[OXFORD]
Site[OXFORD: 8-9 Crick Road – OXCMS:2012.84] Site code[OXCRIK12]
Line 2: Excavators name[D. Poore]
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	

DUNSTEW, THE NURSERIES,
MAIN STREET
DINM 11

BOX 1 FILE 1

INTRODUCTION

OXFORD ARCHAEOLOGY, JANUS HOUSE, OSNEY MEAD, OXFORD, OX2 OES

PDF/A SCAN

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Headings
Site information
Line 1: [OASouth] County[Oxfordshire] Parish:[Cherwell]
Site[Duns Tew, The Nurseries, Main Street] Site code[DTNM11]
Line 2: Excavators name[D Poore]
Line 3:

Classification of material	Tick if present
Index to archive	
Introduction	✓
A:Final Report	
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F: Documentary	
F: Press and Publicity	
G: Correspondence	
H: Miscellaneous	

Longfield, Duns Tew
Design Brief for Archaeological Watching Brief

1. SUMMARY OF BRIEF:

1.1 This brief provides the outline framework on which a detailed specification of work should be based. It is advisable that archaeological organisations forward the specification to the County Archaeological Officer or his representative for validation before submitting costed proposals to the agency commissioning the Watching Brief.

1.2 A formal programme of archaeological observation and investigation shall be conducted during any operations on site that may disturb or destroy archaeological deposits. Significant features to be hand cleaned and sample excavated.

2. BACKGROUND:

2.1 Site Location and Description

2.1.1 The site is located on the western edge of the village, on the southern side of Main Street (SP 4530 2836). The site lies at approximately 135m above OD and the underlying geology is shown as limestone and Clay. The site is currently in vacant.

2.2 Planning Background

2.2.1 Planning permission has been sought from Cherwell District Council for the Nine residential dwellings including garages, access, landscaping and ancillary development (10/01785/F). Due to the potential disturbance of below ground archaeological features a condition has been attached to the planning permission requiring that an archaeological watching brief be maintained during the period of ground works. This is in line with PPS5 and Local Plan Policies. This brief outlines our requirements for the watching brief.

2.3 Archaeological Background

2.3.1 The site is located immediately to the south and south east of the site of possible medieval earthworks identified from aerial photographs (PRN 17171). These are possibly part of a deserted part of the medieval settlement. A watching brief carried out 100m to the North West of the site and adjacent to the medieval earthworks recorded an undated well (EOX 853), which could also suggest settlement areas further west than the current extent of the village. The site is also located 260m north east of a cropmarked sub rectangular feature and linear features, identified from aerial photographs, which, as they are aligned parallel with the surviving ridge and furrow, might relate to medieval field systems (PRN 16164). Despite the modern disturbance to the site it is possible that further deposits relating to these features could be disturbed by the proposed development.

3. REQUIREMENT FOR WORK:

3.1 This Archaeological Watching Brief has been required in accordance with PPS 5 because of the presence of known sites of archaeological interest within the immediate vicinity of the development.

3.2 The requirements are for a formal programme of observation and investigation conducted during any operations on site that may disturb or destroy archaeological deposits. The programme will result in the preparation and dissemination of a report and ordered archive. Archive deposition, publication and dissemination should follow the guidelines outlined in Annexes 2, 4, 5 and 6 of the Evaluation Brief.

3.3 The Archaeological Watching Brief should, within the resources available, allow the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of development or other potentially disruptive works.

3.4 It should provide an opportunity, if needed, for the engaged archaeological organisations to signal, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated are not sufficient to support a treatment to a satisfactory and proper standard.

3.5 Should the Watching Brief encounter archaeological remains of sufficient significance, it will not replace any requirement for contingent excavation or the physical preservation of those remains.

4. **SPECIFIC REQUIREMENTS**:

4.1 The watching brief will be permanently maintained during the period of ground works including surface stripping, geo-technical investigations, the excavation of foundations and service trenches, landscaping works and all other invasive work. Provision should be made for taking environmental/organic samples. The archaeological contractors should notify CAS prior to site works commencing.

Richard Oram
Planning Archaeologist
County Archaeological Services

12th September 2011

ANNEX 2

MONITORING ARRANGEMENTS:

1 Oxfordshire County Council Archaeological Services (Directorate Environment & Economy) will monitor progress and standards throughout the project. To facilitate this, the project design should include a projected timetable on site (indicating staff grades, members and machine hire time if appropriate etc). The County Archaeological Officer shall be notified of the start date at least two weeks prior to commencing of work.

ANNEX 4

ARCHIVE DEPOSITION:

1. The archive should be prepared to the minimum acceptable standard defined in MAP2 (5.4 and Appendix 3). The integrity of the archive should be maintained.

2. The contracted archaeological organisation will endeavour to ensure that the full integrated site archive including all finds shall, with the agreement of the owners, be deposited after completion of post-excavation work with the County Museums Service (Oxfordshire Museums) unless another repository is indicated. If, during the course of excavation, items are found that may be potentially defined as 'Treasure' under the Code of Practice of the Treasure Act 1996, the archaeological contractor will be responsible for ensuring that the County Coroner is informed.

3. Oxfordshire Museums requires that deposited archives from developer-led archaeological work shall be accompanied by funding equivalent to the current HBMC Box Storage Grant. Archaeological organisations shall therefore include an estimate of the costs of deposition for this project in their tender. The estimated cost will be clearly shown and shall be calculated in accordance with the procedures set out in "Charge for Archaeological Archives Deposited with Oxfordshire Museums" *Oxfordshire Museums 1995.*

4. In the event of the legal owner(s) resolving to retain all or part of the site archive, they shall be responsible for the future preservation and maintenance of any material element of that archive. That part of the site archive in question, shall be transferred to the legal owner only after; all necessary processing, research, analysis and investigative/stabilising conservation and correct packing necessary to prepare the archive for preservation and storage in a usable, accessible form, and to produce a full report for publication, has been completed. The owner shall ensure that all necessary provision is made for the long-term preservation of the archive in a satisfactory environment, and that it is accessible for future research. The contracted archaeological organisation will ensure that a proper record of material kept by the landowner shall be included in the written archive, and the location and ownership of the material shall be stated in the written archive and public record. The explicit (written) permission of the owner shall be obtained for the latter in order that the *Data Protection Act 1984* is not contravened.

5. A summary report and details of archive deposition shall be submitted to the County HER and NMR, and a limited selection of representative digital photographs from the site archive shall be duplicated on disc and deposited with the HER.

6. The County Museums Service shall be notified in advance, of the expected time limits for deposition of the archive.

ANNEX 5

PUBLICATION AND DISSEMINATION:

1. A digital copy of the summary report (either in pdf or .doc format) shall be supplied to the office of the County Archaeological Officer; for verification and assessment by the CAO or his representative; A second paper copy is to be lodged with the County Historic Environment Record (HER) on the understanding that it will become a public document after an appropriate period of time (generally not exceeding six months). Negative watching briefs can be reported by a single digital copy of the report in order to reduce report costs to the developer.

2. All archaeological organisations should ensure that an abstract containing the essential elements of the results precedes the main body of the report.

3. Publication of the results (even if limited to one line reports on work done with negative results) should be pursued, and should take place within a reasonable length of time (normally not more than five years after completion of the work). Style and format to be determined by the archaeological organisation, with regard to agreed standards of archaeological publication, and the house style of the appropriate local, regional or national publication.

4. The report should state the location of the archive and acknowledge the curatorial role played in the project by Oxfordshire County Council Archaeological Services. It should also acknowledge any provision of information from the County Historic Environment Record which is copyright of Oxfordshire County Council. Any secondary reports or articles generated by this project shall similarly acknowledge County Archaeological Services and the HER.

5. With regard to publication; the level of the report should take into account the scale of the evaluation, the overall importance of the site based on English Heritage characterisation criteria, and its status within local and regional research strategies. We would suggest that, unless evidence of national or special local significance is revealed, a summary report conforming to the minimum requirements defined in MAP2 Appendix 7.1, should be produced for publication.

ANNEX 6

OXFORDSHIRE COUNTY COUNCIL Environment & Economy

OXFORDSHIRE COUNTY COUNCIL Environment & Economy

COUNTY MUSEUM AND ARCHIVE STORE
Witney Road, Standlake, Oxon OX8 7QG
Archaeological Curator: **Esther Cameron** - 01865 300716
Conservation Laboratory: - 01865 300937

COUNTY ARCHAEOLOGICAL SERVICES CONTACTS: Address on our letters
DEVELOPMENT CONTROL

Acting County Archaeological Officer: Hugh Coddington
Tel: 01865 810185 Email: hugh.coddington@oxfordshire.gov.uk
Responsible for archaeological planning matters relating to: West Oxfordshire District Council, Vale District Council. Minerals applications; Thames Water plc Countywide.

Planning Archaeologist: Richard Oram
Tel: 01865 328944 Email: Richard.oram@oxfordshire.gov.uk
Responsible for archaeological planning matters relating to: Cherwell and South Oxfordshire District Councils.

(*All other dealings with national and regional bodies/utility Companies are shared between **Hugh Coddington and Richard Oram** on a District basis*).

County Historic Environment Record

Historic Environment Record Officer: Susan Lisk
Tel: 01865 810825 Email: susan.lisk@oxfordshire.gov.uk
Responsible for management, development and appointment-based access to the HER.

The Nurseries, Main Street, Duns Tew, Oxfordshire

Written Scheme of Investigation for a Watching Brief

Centred on SP 4530 2836

Table of Contents

1 INTRODUCTION

1.1 Project details

1.1.1 Oxford Archaeology (OA), has been commissioned by Stuart Wright of the PYE Homes Group to undertake an archaeological watching brief of the proposed site of nine new dwellings, including garages, access, landscaping and associated development on land known as "The Nurseries" (previously known as Longfield), Main Street, Dun Tews.

1.1.2 The work is being undertaken as a condition of Planning Permission (planning ref: 10/01785/F). A brief/specification (OCAS, 2011) has been set by Richard Oram, the Planning Archaeologist for Oxfordshire County Council, 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 (PPS5).

1.2 Location, geology and topography

1.2.1 The village of Duns Tew is situated approximately 20 km north of Oxford. The site is located on level ground on the western edge of the village, on the southern side of Main Street (NGR: SP 4530 2836. The proposed development area lies at approximately 135 m above OD and the underlying geology is clay and limestone (Geological Survey of Great Britain, Sheet no. 217).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND AND POTENTIAL

2.1 Archaeological and historical background

2.1.1 The archaeological background contained within the brief (OCAS, 2011) states that: "The site is located immediately to the south and south-east of the site of possible medieval earthworks identified from aerial photographs (PRN 17171). These are possibly part of a deserted part of the medieval settlement. A watching brief carried out 100 m to the north-west of the site and adjacent to the medieval earthworks recorded an undated well (EOX 853), which could also suggest settlement areas further west than the current extent of the village. The site is also located 260 m north-east of a cropmarked sub-rectangular feature and linear features, identified from ariel photographs, which, as they are aligned parallel to the existing ridge and furrow, might relate to medieval field systems (PRN 16164)."

2.1.2 The site has also been subject of a desk-based assessment (DBA) carried out by OA (OA, 2009). The results from this assessment are similar to those described above but also noted that an Anglo-Saxon brooch had been found within (or close by) the site but that there were no other recorded discoveries of this period from within the site or study area.

2.2 Potential

2.2.1 Despite the modern disturbance to the site it is possible that further deposits relating to the features recorded above could be exposed or disturbed by the proposed development.

3 Project Aims

3.1 General

3.1.1 The aims of the watching brief will be to:

(i) Preserve by record any archaeological deposits, structures or features encountered during the course of ground intrusions;

(ii) Seek to establish the extent, nature and date of any archaeological deposits, structures or features encountered within the scope of the ground intrusion;

(iii) To secure the analysis, conservation and long-term storage of any artefactual/ecofactual material recovered from the site;

(iv) To disseminate results through the production of a unpublished client ('grey literature') report.

3.2 Specific aims and objectives

3.2.1 The site specific aims of the Watching Brief are to:

3.2.2 Contribute to an understanding of the origins of the current settlement at Duns Tew by looking for evidence for the extent of the medieval settlement, and understand the date, nature, function and character of the archaeological site in its cultural and environmental setting.

4 Project Specific Excavation and Recording Methodology

4.1 Scope of works

4.1.1 The watching brief will be permanently maintained during the period of groundworks, which will include surface stripping, geo-technical investigations, the excavation of foundations and service trenches, landscaping works and any other intrusive works.

4.1.2 The presence/absence of archaeological features will be noted. If features are identified then sufficient work will be done to date, characterise and record the remains in accordance with the project objectives. An adequate time contingency will be provided by the client to cover the eventuality that features exposed in the section of the trench can be adequately recorded.

4.1.3 If an "unexpected discovery" is made then the Archaeological Officer will be informed as soon as possible. The term "unexpected discovery" 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. In this instance the initial consideration will be given to preservation *in situ* but if this is not practical then such discoveries may give rise to a localised archaeological excavation.

4.1.4 A summary of Oxford Archaeology South's general approach to Watching Brief work can be found in Appendix A. Standard methodologies for Geomatics and Survey, Environmental evidence, Artefactual evidence and Burials can also be found as Appendices C-F.

4.1.5 The watching brief will be undertaken by a Project Supervisor under the general supervision of a Project Manager. All fieldwork undertaken by Oxford Archaeology (South) is overseen by Dan Poore MIFA (Head of Fieldwork).

4.2 Programme

4.2.1 Fieldwork will continue until the end of instrusive groundworks. It will be undertaken by a team consisting of a Project Supervisor, under the management of a Senior Project Manager.

4.2.2 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).

5 Project Specific Reporting and Archive Methodology

5.1 Programme

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

5.1.2 Digtal and hardcopy versions of the report will be provided both to the Office of the County Archaeological Officer and to the County Historic Environment Record (HER) as specified in the brief.

5.2 Content

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

5.3 Specialist input

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

5.4 Archive

5.4.1 The site archive will be deposited with the Oxfordshire County Museum Service following completion of the project.

5.4.2 A summary of OA's general approach to documentary archiving can be found in Appendix H.

6 Health and Safety

6.1 Roles and responsibilities

6.1.1 The Senior Project Manager has responsibility for ensuring that safe systems of work are adhered to on site. He delegates elements of this responsibility to the Project Officer, who implements these on a day to day basis.

6.1.2 The Director with responsibility for Health and Safety at OA is 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 2 days notice of the commencement of the groundworks will be given to Richard Oram, Planning Archaeologist for Oxfordshire County Council.

7.1.2 He, or his representative, 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.

8 References

OA, 2009 Longfield, Duns Tew, Oxfordshire : Desk Based Assessment

OCAS, 2011 Longfield, Duns Tew: Design Brief for an Archaeological Watching Brief

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 and/or geoarchaeological

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. 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.) in consultation with an appropriate specialist.

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 and other microflora and microfauna 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 Brunning, R. 1996. Waterlogged wood: the recording, sampling, conservation, and curation of structural wood. English Heritage Guidelines

C.2.2 English Heritage 2001. Archaeometallurgy. Centre for Archaeology Guidelines 2001.01.

C.2.3 English Heritage 2002. Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post excavation. Centre for Archaeology Guidelines 2002.01.

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 disarticuled 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 quadranted 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 (verbatum 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

E.2.3 Christian Burial Grounds in England. Church or England and English Heritage.

E.2.4 McKinley, J, and Roberts, C, 1993 Excavation and post-excavation treatment of cremated and inhumed human remains, IFA Technical Paper No. 13

E.2.5 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.2.6 Mytum, H, 2000 Recording and Analysing Graveyards. CBA Handbook No. 15.

E.2.7 Reeve, J, and Adams, M, 1993 The Spitalfields Project. Volume I – The Archaeology Across the Styx. CBA Research Report No. 85

E.3 Relevant OA manual and other supporting documentation

E.3.1 Loe, L, 2008 The Treatment of Human Remains in the Care of Oxford Archaeology. Oxford Archaeology internal policy document.

E.3.2 Excavating and recording human remains. Oxford Archaeology internal guidelines document.

Appendix F. Reporting

F.1 Summary of Standard methodology

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

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

F.1.2 For Excavations, a Post-Excavation Assessment and Project Design will generally be prepared, as prescribed by English Heritage Management of Research Projects in the Historic Environment (MoRPHE) 2006, Section 2.3. This will include a Project Description containing:

- A summary description and background of the project.
- A summary of the quantities and assessment of potential for analysis of the information recovered for each category of site, finds, dating and environmental data. Detailed assessment reports will be contained within appendices.
- An explicit statement of the scope of the project design and how the project relates to any other projects or work preceding, concurrent with or following on from it.

- A statement of the research aims of the fieldwork and an illustrated summary of results to date indicating to what extent the aims were fulfilled.
- A list of the project aims as revised in the light of the results of fieldwork and the current post-excavation assessment process.

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

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

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

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

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

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

F.1.7 The results of the project will be published in an appropriate archaeological journal or monograph. The appropriate level of publication will be dependent on the significance of the fieldwork results and will be agreed with the County Archaeological Officer. An

OASIS (Online Access to the Index of Archaeological Investigations) form will be completed for each project as per English Heritage guidelines.

F.2 Relevant industry standards and guidelines

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

APPENDIX G. LIST OF SPECIALISTS REGULARLY USED BY OA

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

Internal archaeological specialists used by OA

Specialist	Specialism	Qualifications
Lisa Brown	Early Prehistoric pottery	BA, PGDip, Mlitt, MIfA
Paul Booth	Iron Age and Roman pottery	BA, FSA, MIfA
John Cotter	Medieval and Post Medieval pottery, Clay Pipe and CBM	BA (Hon.), MIfA
Cynthia Poole	CBM and Fired Clay	BA (Hon.), MSc
Edward Biddulph	Roman Pottery	BA (Hon.), MA, MIfA
Ian Scott	Metalwork and Glass	BA (Hon.)
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
Nicola Scott	Archaeological archive deposition	BA

Specialist	Specialism	Qualifications
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 Wymark	Flint	BSc, PhD, FSA Scot, MIfA

APPENDIX H. DOCUMENTARY ARCHIVING

H.1 Standard methodology – summary

H.1.1 The documentary archive constitutes all the written, drawn, photographic and digital records relating to the set up, fieldwork and post-excavation phases of the project. This documentary archive, together with the artefactual and environmental ecofact archive collectively forms the record of the site. The report is part of the documentary archive, and the archive must provide the evidence that supports the conclusions of the report, but the archive may also include data which exceeds the limitations of research parameters set down for the report and which could be of significant value to future researchers.

H.1.2 At the outset of the project OA Archive department will contact the relevant local receiving museum or archive repository to notify them of the imminent start of a new fieldwork project in their collecting area. Relevant local archiving guidelines will be observed and site codes, which integrate with the receiving repository, will be agreed for labelling of archives and finds.

H.1.3 During the course of the project the Archive department will assist the Project Manager in the management of the archive including the cataloguing and development technique suitable for photographic archive requirements.

H.1.4 The site archive will be security copied either by microfilming and the master sent to English Heritage as part of the National Archaeological Record or it will be digitally scanned and stored in a dedicated archive section of the OA computer network. A copy of the work as microfiche diazo or .pdf/a on disk will be sent to the receiving museums with the hard copy. This will act as a safeguard against the accidental loss and the long-term degeneration of paper records and photographs.

H.1.5 Born digital data where suitable will be printed to hard copy for the receiving museum but if the format is such that it needs maintaining in digital form a copy will be sent to the receiving museum by CD. Back-up copies will be stored on the OA digital network and or posted to the ADS in accordance with AAF & ADS guidelines. In most cases a digital copy of the report will be included in the OASIS project library hosted by ADS.

H.1.6 Prior to deposition the Archive department will contact the museum regarding the size and content of the archive and discuss any retention and dispersal policies which may be applicable in line with local and SMA Guidelines ' Selection, Retention & Dispersal of Archaeological Collections' 1993

H.1.7 The site archive will then be deposited with the relevant receiving museum or repository at the earliest opportunity unless further archaeological work on the site is expected. The documentary archive will include correspondence detailing landowner consent to deposit the artefacts and any copyright licences in accordance with the receiving museum guidelines.

H.1.8 Oxford Archaeology will retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide a licence to the client in all matters directly relating to the project as described in the Written Scheme of Investigation.

H.1.9 OA will advise the client of any such materials supplied in the course of projects which are not OA's copyright.

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

H.2 Relevant industry standards and guidelines

H.2.1 At the end of the project the site archive will be ordered, catalogued, labelled and conserved and stored according to the following national guidelines:

H.2.2 The 2007 AAF guide Archaeological Archives A Guide to best practice in creation, compilation, transfer and curation. Brown D.

H.2.3 The IFA Standard & Guidance for the creation, compilation, transfer and deposition of archaeological archives

H.2.4 The UKIC's Guidelines for the preparation of excavation archives for long-term storage

H.2.5 The MGC's Standards in the museum care of archaeological collections

H.2.6 Local museum guidelines such as Museum of London Guidelines: (http://www.museumoflondonarchaeology.org.uk/English/ArchiveResearch/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).

BOUNSTEN, THE NURSERIES, MAIN STREET

DTNM 11

Box 1 FILE 2

A: REPORTS

OXFORD ARCHAEOLOGY, JANUS HOUSE, OSNEY MEAD, OXFORD, OX2 OES

PDF/A SCAN

FILMING INSTRUCTIONS
Submitter OASouth
No. of copies: 2

Headings
Site information
Line 1: [OASouth] County[Oxfordshire] Parish:[Cherwell]
Site[Duns Tew, The Nurseries, Main Street] Site code[DTNM11]
Line 2: Excavators name[D Poore]
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	

OASIS DATA COLLECTION FORM: England

Printable version

OASIS ID: oxfordar1-173117

Project details

Project name	The Nurseries, Main Street, Dun's Tew, Oxfordshire
Short description of the project	Between December 2011 and March 2012 Oxford Archaeology conducted an archaeological watching brief during the construction of nine new dwellings on a site known as the Nurseries, Main Street, Duns Tew, Oxfordshire (centred at NGR SP 4530 2836). The watching brief observed that the majority of the site had been subject to modern truncation. No evidence for medieval activity, such as truncated deposits or residual features suggesting that the deserted medieval village to the north extended into the area, was observed.
Project dates	Start: 06-12-2011 End: 19-03-2012
Previous/future work	Not known / No
Any associated project reference codes	DTNM 11 - Sitecode
Any associated project reference codes	OXCMS:2011.197 - Museum accession ID
Type of project	Recording project
Current Land use	Vacant Land 1 - Vacant land previously developed
Monument type	PIT Modern
Monument type	BURIED SOIL HORIZON Modern
Significant Finds	NONE None
Investigation type	"'Watching Brief"'
Prompt	Planning condition

Project location

Country	England
Site location	OXFORDSHIRE CHERWELL DUNS TEW The Nurseries, Main Street, Duns Tew, Oxfordshire
Study area	0.60 Hectares
Site coordinates	SP 4530 2836 51.9514535705 -1.34078227172 51 57 05 N 001 20 26 W Point

Project creators

Name of Organisation	Oxford Archaeology
Project brief originator	Oxford County archaeological officer
Project design originator	Oxford Archaeology
Project director/manager	D.Poore
Project supervisor	M Sims
Type of sponsor/funding body	Developer
Name of sponsor/funding body	PYE Homes Group

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Oxford Archaeology
Digital Archive ID	DTNM 11
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Spreadsheets","Text"
Paper Archive recipient	Oxfordshire County Museum Service
Paper Archive ID	OXCMS:2011.197
Paper Contents	"other"
Paper Media available	"Context sheet","Diary","Photograph","Plan","Report","Section","Unpublished Text"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
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OASIS:

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DUNSTEN, THE NURSERIES, MAIN STREET

DTNM 11

BOX 1 FILE 3

B: PRIMARY CONTEXT RECORDS.

OXFORD ARCHAEOLOGY, JANUS HOUSE, OSNEY MEAD, OXFORD, OX2 OES

PDF/A SCAN

FILMING INSTRUCTIONS
Submitter OASouth
No. of copies: 2

Headings
Site information
Line 1: [OASouth] County[Oxfordshire] Parish:[Cherwell]
Site[Duns Tew, The Nurseries, Main Street] Site code[DTNM11]
Line 2: Excavators name[D Poore]
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	

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WATCHING BRIEF RECORD

SITE CODE DTNM 11	SITE NAME The Nurseries Down Ten		DATE 7/12/11
NGR	County OXON	Start Time	14.45
		Finish Time	16.15
Milage	Previous Visit 6/12/11	Visit By	MMSMMS.

Type of construction work: Excavation of foundations

Contacts made:

Archaeology present?

Yes:

No: ✓

Undated:

Other:

COMMENTS

Return visit to inspect foundations for first plot. + 1st garage plot.

1st plot against NW corner of site.
Area heavily truncated + crushed stone hard standing in place.
Area of intensive burning observed (no dating evidence, probably post-med)
Sections 2: 3: 4.

Double garage plot dug against centre of western edge. Topsoil over natural clay
Section 1

No archaeology encountered.

Records? Photos Plan sect etc.

Oxford Archaeology

WATCHING BRIEF RECORD

SITE CODE DTNM 11	SITE NAME The nurseries, Dorn Ted		DATE 8/12/11
NGR	County OXON	Start Time	14.30
		Finish Time	16.20
Milage	Previous Visit 7/12/11	Visit By	WMBMS

Type of construction work

Contacts made

Archaeology present?

Yes:

No: ✓

Undated:

Other:

COMMENTS

2nd plot foundations dug in NE corner of site

Heavy rain / sleet.

Void caused by grubbing out of old fuel tanks in in SE corner of plot backfilled with demolition debris.

W edge of plot tarmac over crushed stone over natural

Remainder Topsoil - subsoil - natural clay

No features / archaeology encountered

Records? Photos Plan sect ctxt.

Oxford Archaeology	**WATCHING BRIEF RECORD**		1/2
SITE CODE DTNM 11	SITE NAME DUNS TEW		DATE 15/2/12
NGR	County OXFORDSHIRE	Start Time	8-00
		Finish Time	
Milage	Previous Visit MS/EP	Visit By RGASH	

Type of construction work
STRIP FOUNDATIONS: PLOT 2 (RYE DWG N° 10 REV D)

Contacts made PAUL FRANKLIN

Archaeology present?

Yes:

No:

Undated:

Other:

COMMENTS

Footings average 1.1m deep through 0.5m ?chalk/limestone rubble over mid olive brown clay natural at northern end of plot becoming mid orange brown ?sandy clay further south.

In south-west corner (see sketch over) excavated through 0.4-0.5m chalk/limestone rubble over max. 0.3m of dark bluish grey clay over orange brown natural. spread of dark grey material possibly filling a natural hollow/pond ??

Digital Photos:-

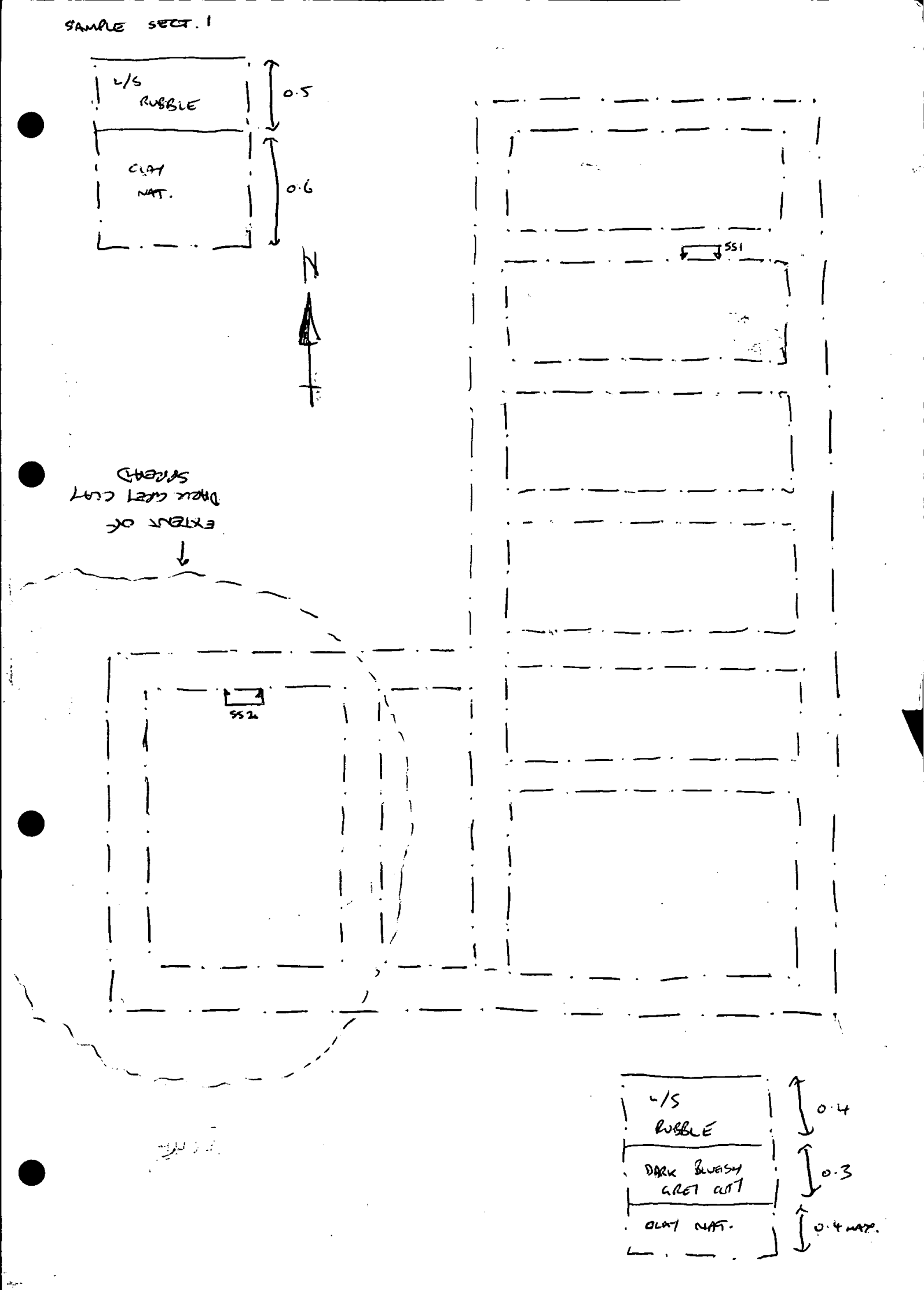
1- ID SHOT 2- GEN SHOT PLOT 2 → SW 3- SAMPLE SECT 1 → N

4- VARIATION IN NAT. (ORANGE BROWN) 5- SAMPLE SECT. 2 → S

6- PLOT 2 → NE 7- GARAGE 5: LIVE DRAIN → S 8- GARAGE 5 GEN → SW

Records?

SAMPLE SECT. 1



Oxford Archaeology

WATCHING BRIEF RECORD

SITE CODE DTNM11	SITE NAME Nurseries, Dunsden.		DATE 1/2/2012.
NGR	County OXFORDSHIRE.	Start Time	0800
		Finish Time	
Milage	Previous Visit	Visit By E. PLUNKETT.	

Type of construction work: Housing – strip foundations.

Contacts made: Ray Lewis,

Archaeology present?

Yes:

No: ✓

Undated:

Other:

COMMENTS

Monitored excavations of foundations for plot 5 + Garage on the Nurseries site. No archaeology was extant in the area of plot 5.

Other Activity on site on this day was turning of access Road + Construction on plots 1, AH-3 & plot 6.

Cement to be poured at 10am this a/n.

All foundations were dug 0.5 → 1.1m into Natural clay (see sections) with a toothed bucket using a 360° Machine. Some ground water seen flushing into trenches.

Garage of Plot 6 also excavated to approx depth 2m. Water drainage pipe encountered & removed. No Archaeology extant. Sketch plans done.

Records? Sketch sections + location plan sketch.

Oxford Archaeology

WATCHING BRIEF RECORD

2/2

SITE CODE DTNM11	SITE NAME Duns Tew		DATE 15/2/12
NGR	County	Start Time	
		Finish Time	
Milage	Previous Visit	Visit By	

Type of construction work
STRIP FOUNDATIONS: GARAGE 5 (PYE DWG N° 1.0 REV D)

Contacts made

Archaeology present?

Yes:

No:

Undated:

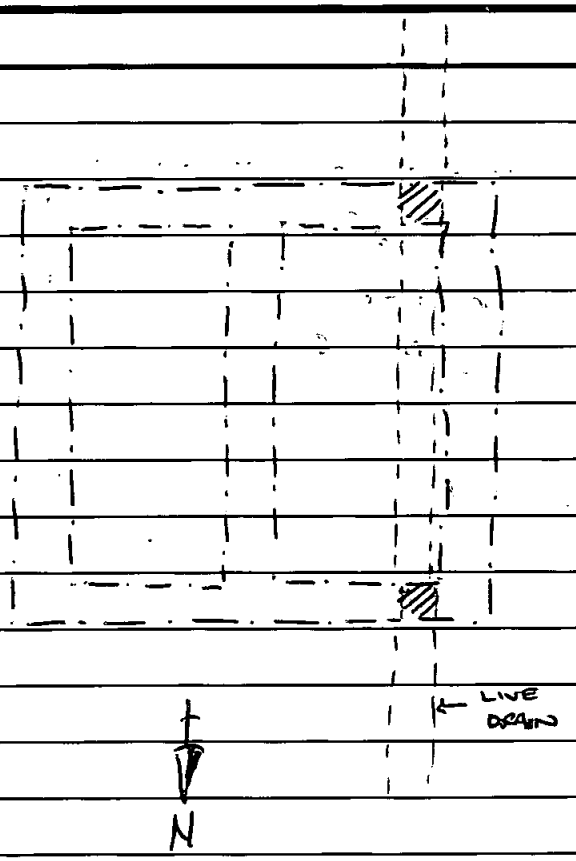
Other:

COMMENTS

AVG. 700mm - 1m DEEP TRENCHES

c. 300-400mm HARD STANDING OVER CLAY

(WESTERN TRENCH ETC. DEEPER TO ACT AS SUMP)



Records?

Oxford Archaeology

WATCHING BRIEF RECORD

SITE CODE DTNM 11	SITE NAME The Nurseries Dorn Tech		DATE 19/3/12
NGR	County Oxon	Start Time	14.00
		Finish Time	16.30
Milage	Previous Visit	Visit By MSMY.	

Type of construction work: Machine excavation of foundation trenches

Contacts made:

Archaeology present?

Yes: /

No:

Undated:

Other:

COMMENTS

On site to monitor excavation of Plot 4 + garages for Plot 3.

Crushed stone / concrete evident over entire area.

Some evidence of organic staining within layer 16.

Natural clay + post-med soil horizon observed

No significant archaeology.

Records? Photos sent ext plan.

Oxford Archaeological Unit	**WATCHING BRIEF RECORD**		
SITE CODE DTNM 11	SITE NAME The Nurseries, Dorn Tew		DATE 5/3/12
NGR	County Oxon	Start Time	14.00
		Finish Time	16.00
Milage	Previous Visit	Visit By MJMM	

Type of construction work: Excavation of foundations.

Contacts made:

Archaeology present?

Yes:

No: /

Undated:

Other:

COMMENTS

On site to monitor excavation of foundations for plot 3.

Modern truncation apparent. Hardcore / crushed stone directly overlying natural clay.

Possible remnants of topsoil in S.E corner of plot.

Stone land drain observed running NE–SW across plot.

No significant archaeology

Records? Photo cxt plan sections

Oxford Archaeology

WATCHING BRIEF RECORD

SITE CODE DTNM 11	SITE NAME The Nurseries Donnington		DATE 6/12/11
NGR	County Oxon	Start Time	08.30
		Finish Time	09.30
Milage	Previous Visit	Visit By	

Type of construction work: Construction of new homes

Contacts made: Paul Franklin Groundworker 07967 490505

Archaeology present?

Yes:

No: ✓

Undated:

Other:

COMMENTS

Preliminary site visit.
Stripping started on site.
Area appears to be overgrown hard standing
> 0.05m topsoil / weeds → orange yellow crushed stone
Site is levelled no evidence for earthworks features visible

Foundation trenching due to start PM

Records? Photos.

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CONTEXT CHECKLIST

SITE CODE DTNM 11 | SITE NAME The Nurseries, Dorn Tow, Oxon

Context number	Type	Excavated within segments	Relationships	Drawn		Matrix	Comments	Recorder initials
				Section	Plan			
1	Layer		Above 2	1			Topsoil + turf	MS
2	"		" 3	1:2:3:4			Natural clay	"
3	"		Below 2	1			" "	"
4	"		Above 2	2			Crushed stone	"
5	"		Above 6	3			Gravel	"
6	"		Above 2	3			Buried topsoil	"
7	Lens		Above 8	4			Lens of burning	"
8	Lens		Above 2	4			" - "	"
9	Layer		Above 4	5			Windblown soil	MS
10	Layer		Above 2	6			Reddish brown subsoil	MS
11	layer		OL (12)	10, 13			Acts - stone layer	EP
12	layer		OL (13)	7 10			- Sealing soil layer	
13	layer		Cb 141	7/8/9/10			- Clay (Natural)	
14	~~Fill~~ Cut		Cuts (13).	8 13			- Modern Pit.	
15	Fill		Fo 14	13	1		Backfill of 14	MS
16	Layer		Below 6	18:19 20	1		Buried soil horizon	

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CONTEXT RECORD

Context No. 1

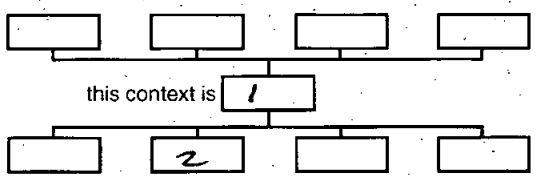
SITE DTNM 11 | ADDITIONAL SHEETS: | TYPE Layer

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. 1	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
	Part of:	
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):

1) Tarmac
2) Orange / Yellow brown
3) Silt clay loam
4) N.V
5) 0.3m deep.
6) Area of garage plot only.

STRATIGRAPHIC MATRIX



Interpretation/Discussion: Present day topsoil and turf. Modern brick + lots of flood debris

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

△ Small Finds	Recorder
◇ Samples	Date
⌂ Building Materials	Initials

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CONTEXT RECORD

Context No. 2

SITE DTNM 11

ADDITIONAL SHEETS:

TYPE Layer

Trench	Context Type: Deposit / ~~Cut / Structure~~
Site sub-div	Overlain by: 1 ; 4 ; 6 ; 8
Structure No.	Abutted by:
Plan No.	Cut by:
	Filled by:
Section No. 1 ; 2 ; 3 ; 4	Same as:
	Part of:
Co-Ordinates	Consists of:
	Overlies: 3
Level	Butts:
Slide No.	Cuts:
Neg No.	Fill of:
Matrix location	Relationships uncertain

Check Lists:

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

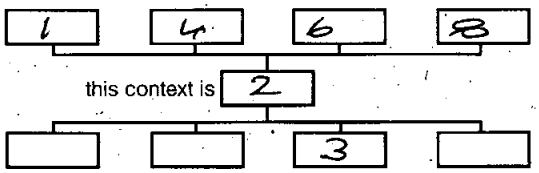
CUT:
1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

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) Terraces
2) Yellow brown
3) Clay
4) N.V
5) 0.6m Up to 0.6m deep.

STRATIGRAPHIC MATRIX



Interpretation/Discussion: Natural clay.

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

△ Small Finds	Recorder
◇ Samples	Date
⌂ Building Materials	Initials

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CONTEXT RECORD

Context No. 3

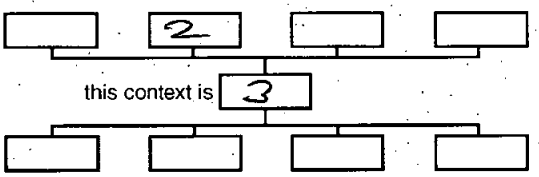
SITE DTNM11 | ADDITIONAL SHEETS: | TYPE Layer

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. 1	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
	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:	
Neg No.	Fill of:	
Matrix location	Relationships uncertain	

Description (See check lists):

1) Stiff
2) Olive grey
3) Clay
4) N.V
5) Depth > 0.1m

STRATIGRAPHIC MATRIX



Interpretation/Discussion: Natural clay.

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

△ Small Finds	Recorder
◇ Samples	Date
⌂ Building Materials	Initials

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CONTEXT RECORD

Context No. 4

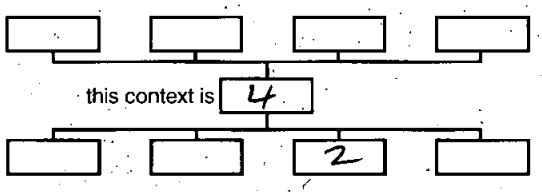
SITE DTNM 11 | ADDITIONAL SHEETS: | TYPE Layer

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. 2	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
	Part of:	
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):

1) Compact
2) light yellowish brown
3) crushed stone
4)
5) 0.45m

STRATIGRAPHIC MATRIX



Interpretation/Discussion: Area of hard standing
Compacted crushed stone (golfball size)
1 (20th

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

△ Small Finds	Recorder
◇ Samples	Date
⌂ Building Materials	Initials

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CONTEXT RECORD

Context No. 5

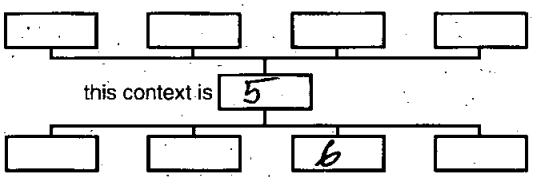
SITE DTNM 11 | ADDITIONAL SHEETS: | TYPE Layer

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. 3	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
	Part of:	
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:	
Matrix location	Relationships uncertain	

Description (See check lists):

1) Friable
2) Pale yellow
3) Gravel
4)
5) 0.15m

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Layer of gravel
Post-med Wood standing / path.

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

△ Small Finds	Recorder
◇ Samples	Date
⌂ Building Materials	Initials

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CONTEXT RECORD

Context No. 6

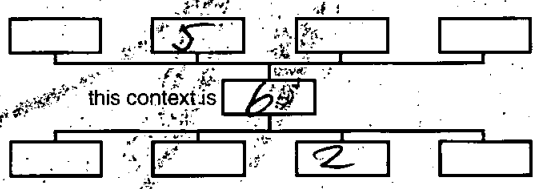
SITE DTNM 11 | ADDITIONAL SHEETS: | TYPE Layer

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.	Cut by:	
	Filled by:	
Section No. 3	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
	Part of:	
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 Same as 1?	

Description (See check lists):

1) Tenants23
2) Grey brown
3) Clay loam
4) Occ CBM
5) 0.2m deep.
6) Western edge of Plot 1 only.

STRATIGRAPHIC MATRIX



Interpretation/Discussion: Buried topsoil horizon. more flowerpot.

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

△ Small Finds

◇ Samples

⌂ Building Materials

Recorder

Date

Initials

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CONTEXT RECORD

Context No. 7

SITE DTNM 11 | ADDITIONAL SHEETS: | TYPE Layer

Trench	Context Type: Deposit / Cut / Structure
Site sub-div	Overlain by: 6
Structure No.	Abutted by:
Plan No.	Cut by:
	Filled by:
Section No. 4	Same as:
	Part of:
Co-Ordinates	Consists of:
	Overlies: 8
Level	Butts:
Slide No.	Cuts:
Neg No.	Fill of:
Matrix location	Relationships uncertain

Check Lists:

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

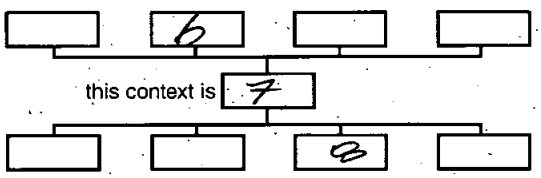
CUT:
1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

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) Tr. Friable
2) Black
3) Gritty sandy silt
4) Gritty
5) 0.15m deep.
6) Area of section 4 only, approx 6m ∅

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Roughly circular Lens. Layer of burnt material
Wood ?

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

△ Small Finds

◇ Samples

⌂ Building Materials

Recorder

Date

Initials

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CONTEXT RECORD

Context No. 8

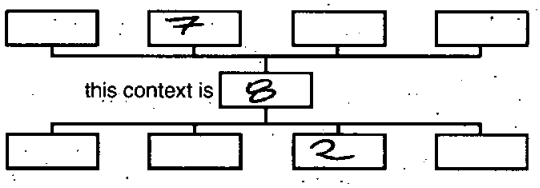
SITE DTNM 11 | ADDITIONAL SHEETS: | TYPE Layer

Trench	Context Type: Deposit / ~~Cut / Structure~~	Check Lists:
Site sub-div	Overlain by: 7	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. 4	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
	Part of:	
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):

1) Tenacious
2) Reddish brown
3) Clay
4) N.V
5) Up to 0.15m in depth
6) Area of section 4 only.

STRATIGRAPHIC MATRIX



Interpretation/Discussion: Burnt Top of natural clay (2) burnt red from intense heat. Associated with Layer (7).

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

△ Small Finds	Recorder
◇ Samples	Date
⌂ Building Materials	Initials

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CONTEXT RECORD

SITE DTNM 11	ADDITIONAL SHEETS:	Context No. 9
		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. 5	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
	Part of:	
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):

1) Terraces
2) Dark brown
3) clay loam
4) N/A
5) 0.2m deep
6) NE corner of site only.

STRATIGRAPHIC MATRIX

this context is 9

Below: 4

Interpretation/Discussion: Layer of topsoil, windblown/dumped over stone hardstanding

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

△ Small Finds	Recorder
◇ Samples	Date
⌂ Building Materials	Initials

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CONTEXT RECORD

Context No. 10

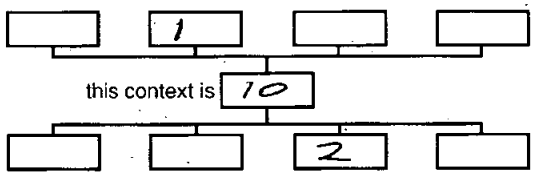
SITE DTNM11 | ADDITIONAL SHEETS: | TYPE Layer

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. 6	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
	Part of:	
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):

1) Tenacious
2) Reddish brown
3) silt clay
4) N.V
5) 0.25m in depth
6) Not seen at sec only.

STRATIGRAPHIC MATRIX



Interpretation/Discussion: Possible subsoil?
Possible burning similar to (8)?

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

△ Small Finds	Recorder
◇ Samples	Date
⌂ Building Materials	Initials

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CONTEXT RECORD

Context No. 11.

SITE NTNM 11. | ADDITIONAL SHEETS: | TYPE layer.

Trench Plot 5. | Context Type: Deposit / ~~Cut / Structure~~ | Check Lists:

Site sub-div | Overlain by: —

Structure No. | Abutted by:

Plan No. — | Cut by:

Filled by:

Section No. 10; 13 | Same as:

Part of:

Co-Ordinates | Consists of:

Overlies: (12). 14

Level | Butts:

Slide No. | Cuts:

Neg No. | Fill of:

Matrix location | Relationships uncertain

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/ Friable → loose

2/ Off white.

3/ Crushed Stone Mixed with Clay Mud.

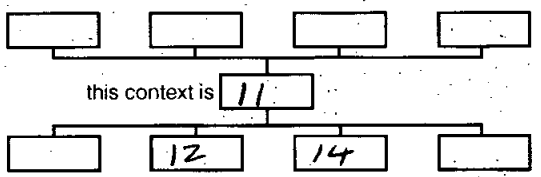
4/ —

5/ 0.1 → 0.2m 6/ > 3m x > 4m

7/ —

8/ —

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Crushed stone / Disturbance layer associated with current construction activity on site.

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

△ Small Finds | Recorder KP

◇ Samples | Date 1/2/12

⌂ Building Materials | Initials

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CONTEXT RECORD

Context No. 12

SITE DTNM 11

ADDITIONAL SHEETS:

TYPE layer

Trench Plot 5.	Context Type: Deposit / ~~Cut / Structure~~	Check Lists:
Site sub-div	Overlain by: (11)	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. 10 : 17	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
	Part of:	
Co-Ordinates	Consists of:	
	Overlies: (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/ Firm
2/ Mid ~~-~~ -> Dark Orange Brown
3/ silty clay
4/ —
5/ ~~3~~0.2 -> 0.15m 6/ >15m (L) x >8m (W)
7/ —
8/ —

STRATIGRAPHIC MATRIX

Above: 11
this context is 12
Below: 13

Interpretation/Discussion:

Sub soil type layer below current construction disturbance. Does not continue over entire plot: May have been removed by Machine stripping away at earlier date.

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

△ Small Finds

◇ Samples

⌂ Building Materials

Recorder GP

Date 1/2/12

Initials

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CONTEXT RECORD

Context No. 13

SITE DTMM11 | ADDITIONAL SHEETS: | TYPE layer

Trench Plot 5 | Context Type: Deposit ~~/ Cut / Structure~~ | Check Lists:

Site sub-div | Overlain by: 12

Structure No. | Abutted by:

Plan No. — | Cut by: 14 | Filled by:

Section No. 10:11:12 → 15 → 17 | Same as: | Part of:

Co-Ordinates | Consists of: | Overlies: —

Level | Butts:

Slide No. | Cuts:

Neg No. | Fill of:

Matrix location | Relationships uncertain

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

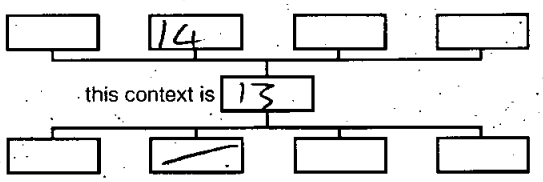
CUT:
1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

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/ compact
2/ Mid → Dark Brown Blue
3/ clay
4/ —
5/ >1.1m (D) 6/ —
7/ —
8/ Machine with toothed bucket

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Natural clay.

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

△ Small Finds | Recorder

◇ Samples | Date 1/12/12

⌂ Building Materials | Initials

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CONTEXT RECORD

Context No. 14

SITE DTNM11 | ADDITIONAL SHEETS: | TYPE Pit ?

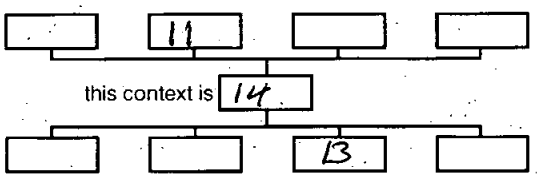
Trench Plot 5.	Context Type: Deposit / Cut / Structure	Check Lists:
Site sub-div	Overlain by: (11)	DEPOSIT: 1. compaction 2. colour 3. composition 4. inclusion 5. thickness 6. extent 7. comments 8. method & conditions
Structure No.	Abutted by:	
Plan No. —	Cut by:	
	Filled by: 15	
Section No. 13.	Same 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	Part of:	
	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: (13)	
Neg No.	Fill of:	
Matrix location	Relationships uncertain	

Description (See check lists):

Pit of uncertain shape.

Filled with → Mixed clay + Rubble which appears loose → Sandy, Cobbles present + Dark clay lumps.

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Presumed Modern Pit seen only in section of Foundation Trench.

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

△ Small Finds

◇ Samples

⌂ Building Materials

Recorder [illegible]

Date 1/2/12

Initials

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CONTEXT RECORD

Context No. 15

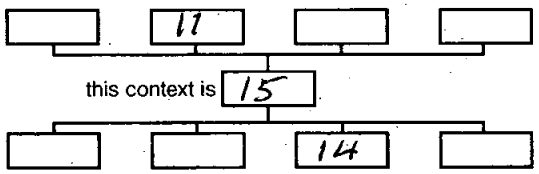
SITE BTNM11 | ADDITIONAL SHEETS: | TYPE Fill

Trench	Context Type: Deposit / Cut / Structure	Check Lists:
Site sub-div	Overlain by: 11	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. 13	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	Part of:	
	Consists of:	
	Overlies: 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: 14	
Matrix location	Relationships uncertain	

Description (See check lists):

1) Friable
2) Yellow brown
3) Silty clay
4) Much demolition rubble, brick, concrete
5) >1m
6) Fill [14]

STRATIGRAPHIC MATRIX



Interpretation/Discussion: Backfill of soakaway pit [14]

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

△ Small Finds

◇ Samples

⌂ Building Materials

Recorder

Date

Initials

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CONTEXT RECORD

Context No. 16

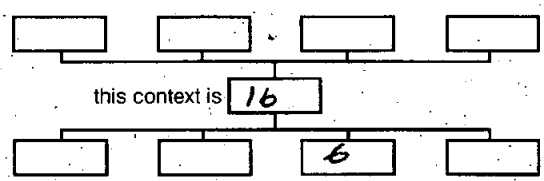
SITE DTNM 11 | ADDITIONAL SHEETS: | TYPE Layer

Trench	Context Type: Deposit / ~~Cut / Structure~~	Check Lists:
Site sub-div Plot 3	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. 1	Cut by:	
	Filled by:	
Section No. 19; 20	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	Part of:	
	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:	
Matrix location	Relationships uncertain	

Description (See check lists):

1) Tenacious
2) Dark grey
3) Silty clay
4) Lenses of slate clay, some possible burning
5) Depth of 0.18m – 0.25m

STRATIGRAPHIC MATRIX



Interpretation/Discussion: Possible buried soil horizon.

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

△ Small Finds

◇ Samples

⌂ Building Materials

Recorder

Date

Initials

DUNS TEW, THE NURSERIES, MAIN STREET.

DTNM 11

BOX 1 FILE 4

B: CATALOGUE of DRAWINGS

KRAFT SQUARE CUT FOLDER
FOOLSCAP

OXFORD ARCHAEOLOGY, JANUS HOUSE, OSNEY MEAD, OXFORD, OX2 OES

PDF/A SCAN

FILMING INSTRUCTIONS
Submitter OASouth
No. of copies: 2

Headings
Site information
Line 1: [OASouth] County[Oxfordshire] Parish:[Cherwell]
Site[Duns Tew, The Nurseries, Main Street] Site code[DTNM11]
Line 2: Excavators name[D Poore]
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	

Oxford Archaeology

PLAN RECORD SHEET

SITE CODE DTNM 11 | SITE NAME The Norton Dod Trench

Plan number	Context(s)	Scale	Drawn by	Size (A1, A4, etc.)
1	Overall site plan	1:350	MH	A3

Fig. 2 site plan

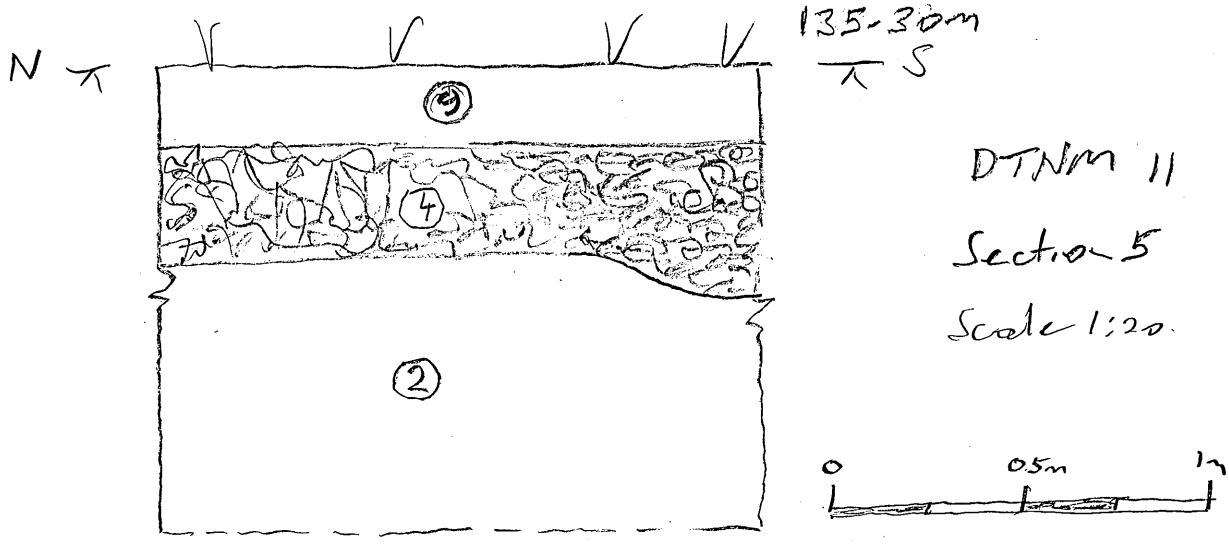
DTNM 11
Plan 1
Location plan
Scale 1:350

Oxford Archaeology

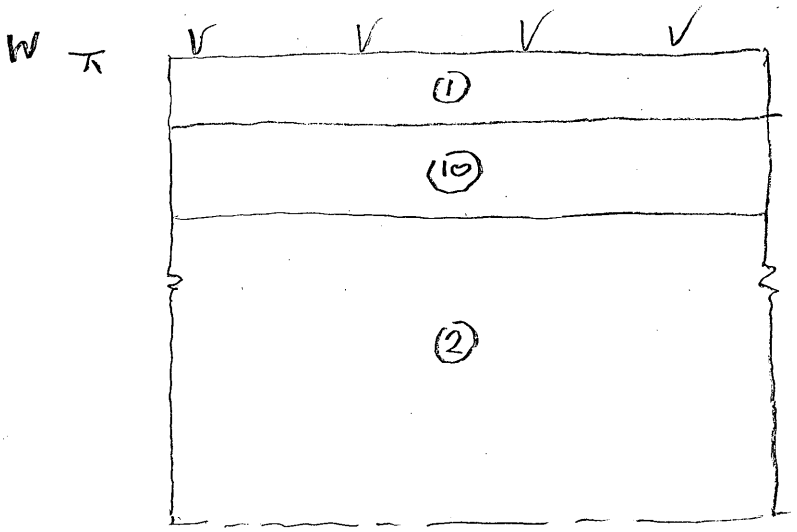
SECTION RECORD SHEET

Site Name: The Nursery Donhead. Site Code: DTNM 11

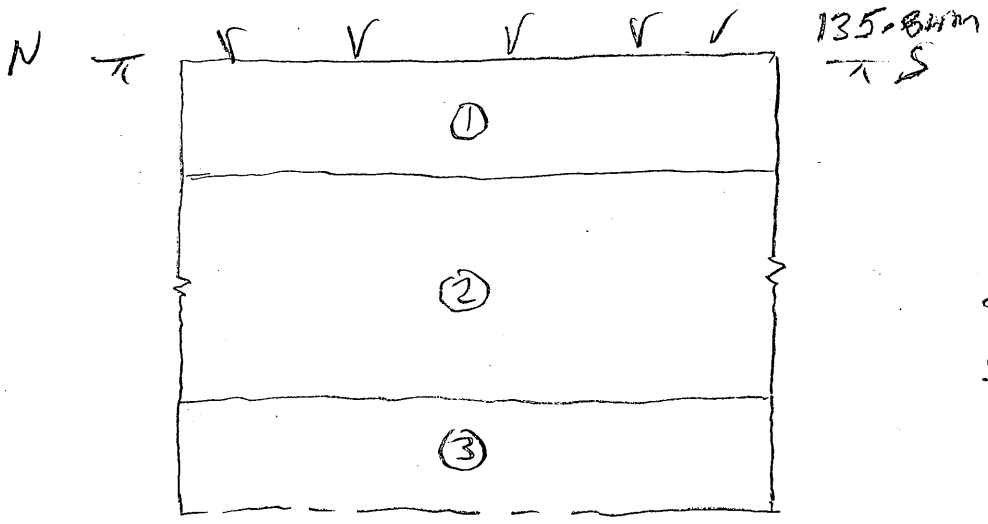
Section No	Context(s)	Scale	Drawn By	Size A1, A4 etc	Plan (Sheet) No
1	1;2;3	1:20	MA	A4	1
2	2;4	"	"	"	1
3	5;6;2	"	"	"	1
4	6;7;8;2	"	"	"	1
5	2;4;9	↓	↓	↓	1
6	1;10;2	↓	↓	↓	1
7	1;2;3	↓	↓	↓	1
8	2;3;4	↓	↓	↓	1
9	1;2;D	↓	↓	↓	1
10	11;12;13	↓	↓	↓	1
11	13	↓	↓	↓	↓
12	13	↓	↓	↓	↓
13	11;13;14;15	↓	↓	↓	↓
14	4;13	↓	↓	↓	↓
15	4;13	↓	↓	↓	↓
16	4;13	↓	↓	↓	↓
17	4;12;13	↓	↓	↓	↓
18	~~18;19;20~~ 2:4:6	1:20	MA	A4	1
19	~~18;19~~ 3:6:16	↓	↓	↓	↓
20	2:6:16	↓	↓	↓	↓
21	2;4;16	1:20	MA	A4	↓
22	2;4	1:20	↓	↓	↓
23.	3;4;16	1:20	↓	↓	↓



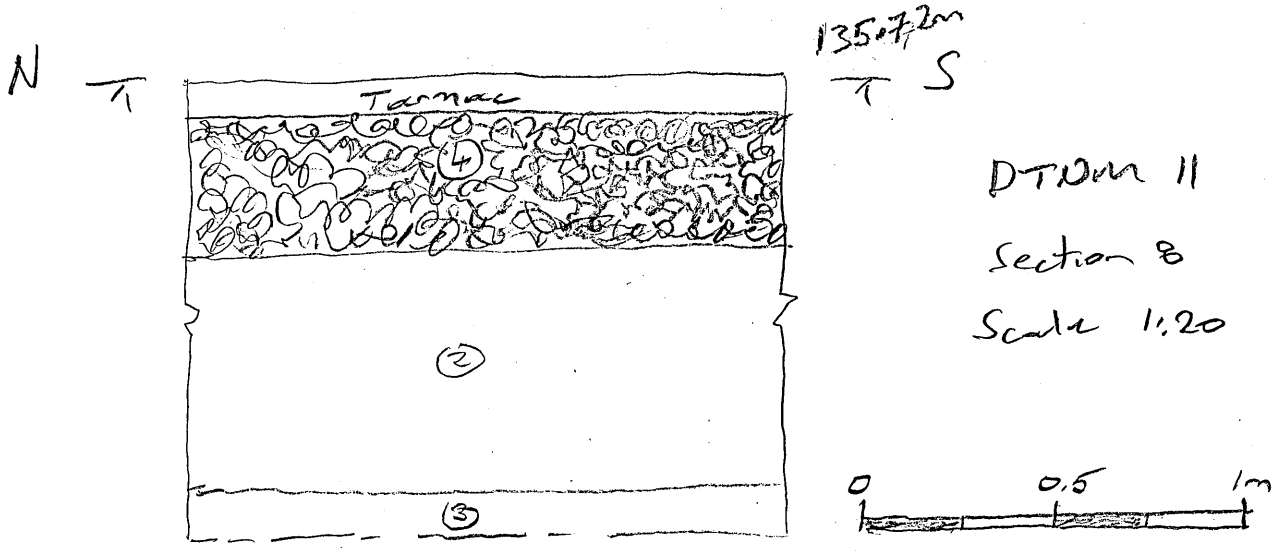
DTNM 11
Section 5
Scale 1:20



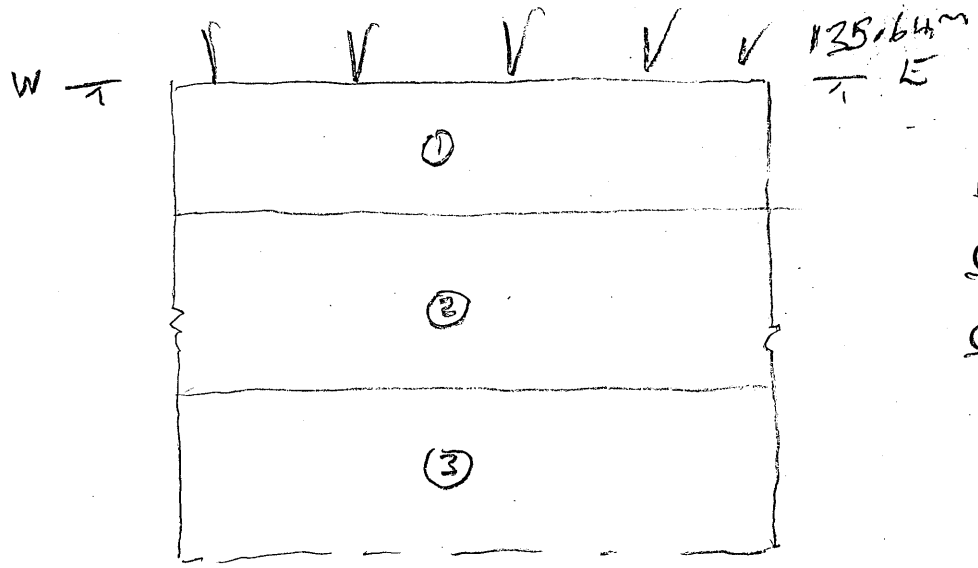
DTNM 11
Section 6
Scale 1:20



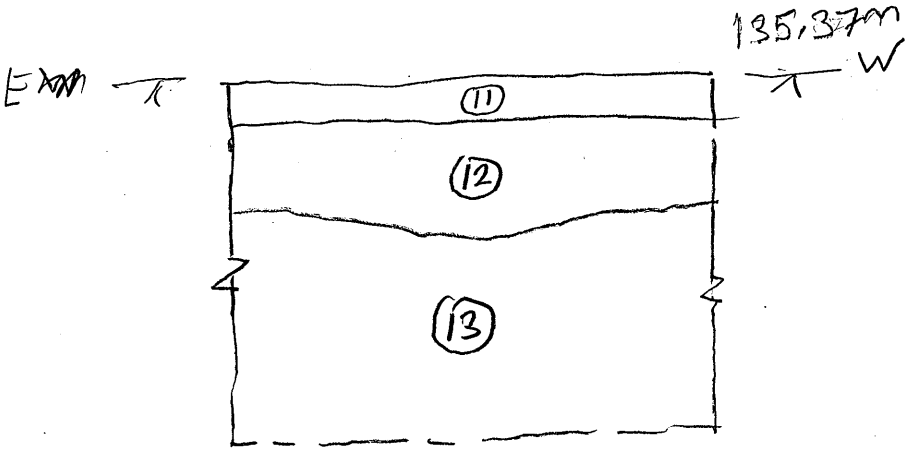
DTNM 11
Section 7
Scale 1:20



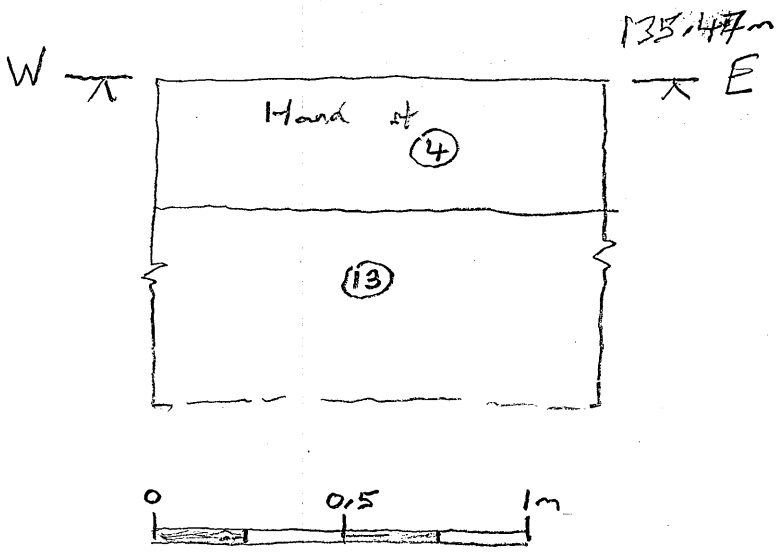
DTNM 11
Section 8
Scale 1:20



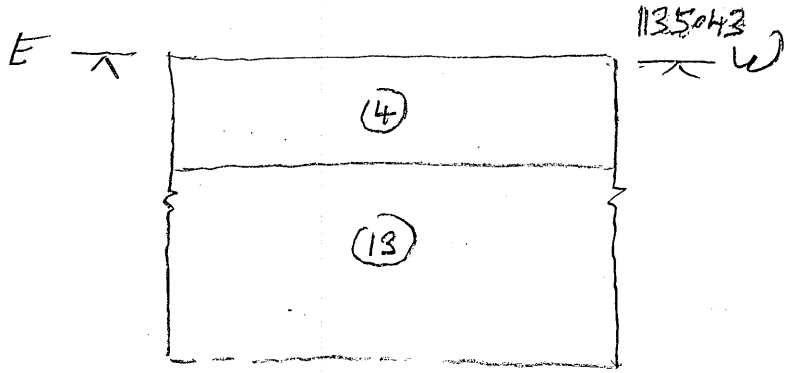
DTNM 11
Section 9
Scale 1:20



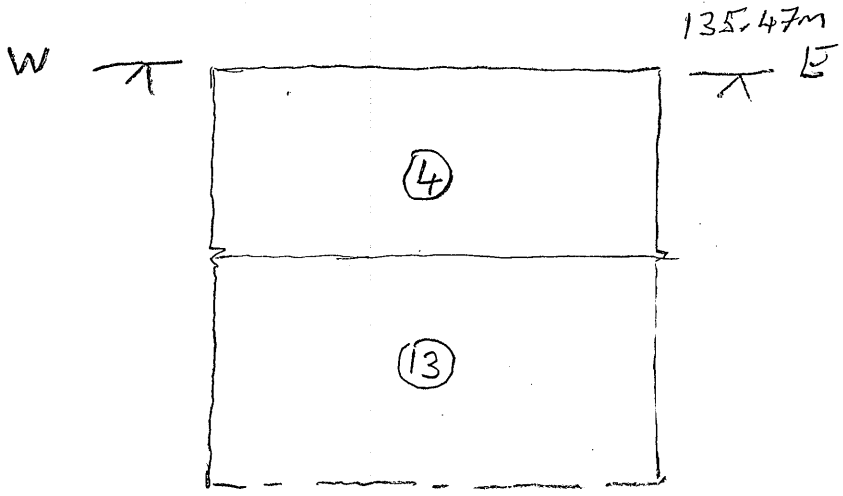
DTNM 11
Section 10
Scale 1:20



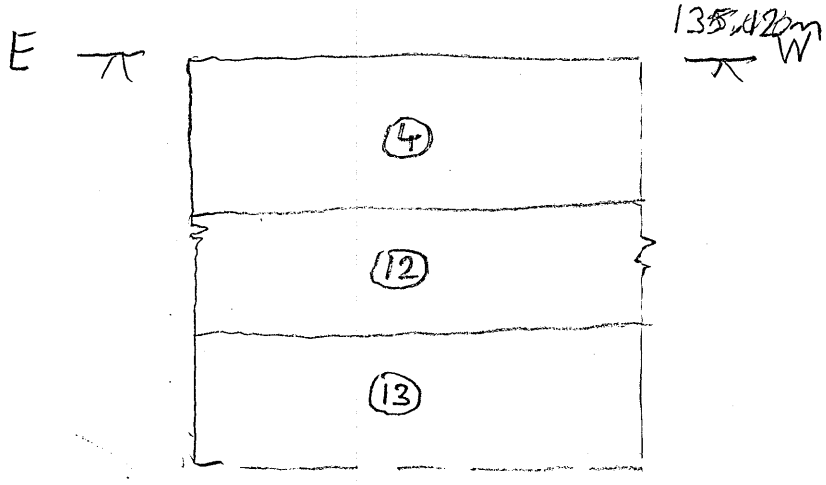
DTNM 11
Section 14
Scale 1:20



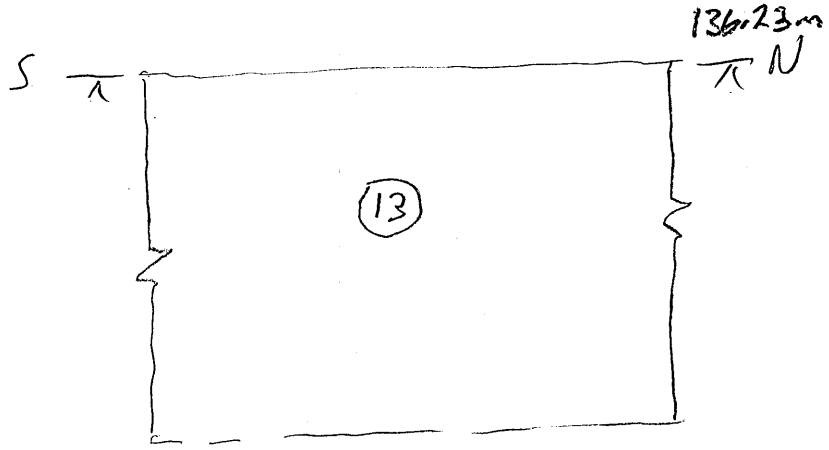
DTNM 11
Section 15
Scale 1:20



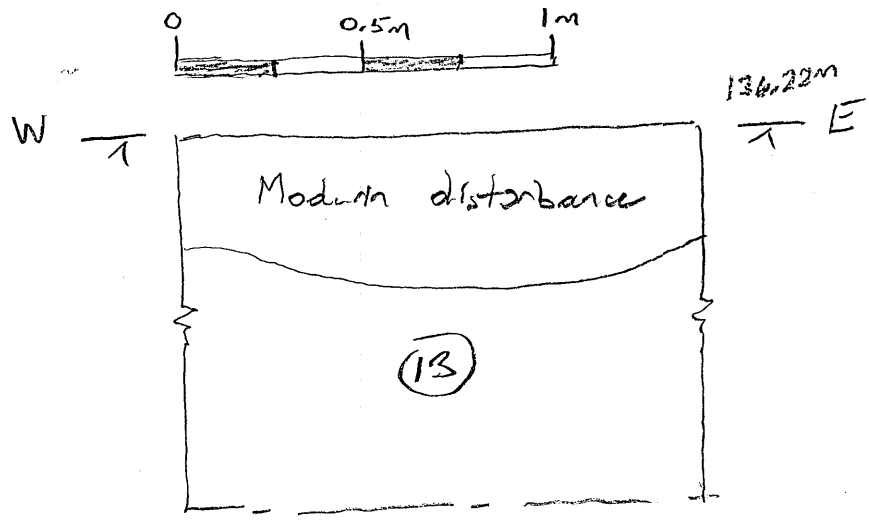
DTNM 11
Section 16
Scale 1:20



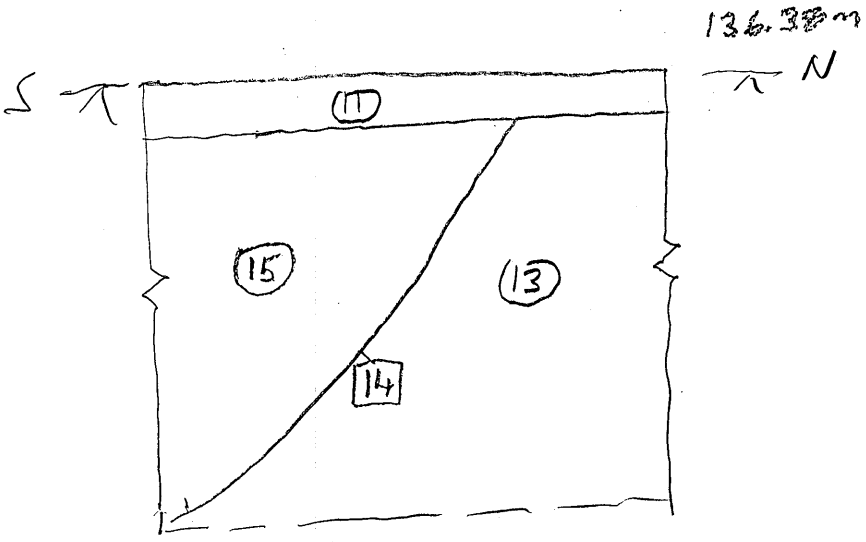
DTNM 11
Section 17
Scale 1:20



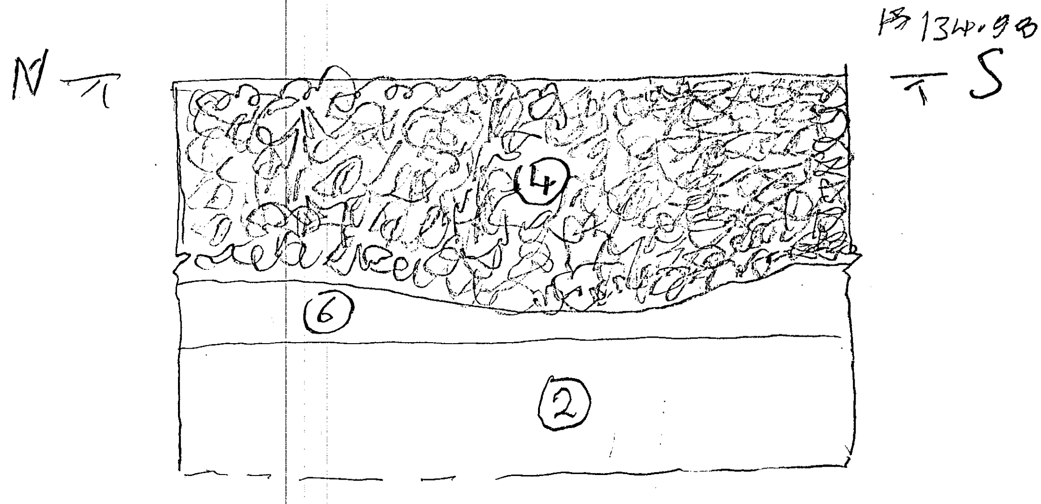
DTNM 11
Section 11
Scale 1:20



DTNM 11
Section 12
Scale 1:20



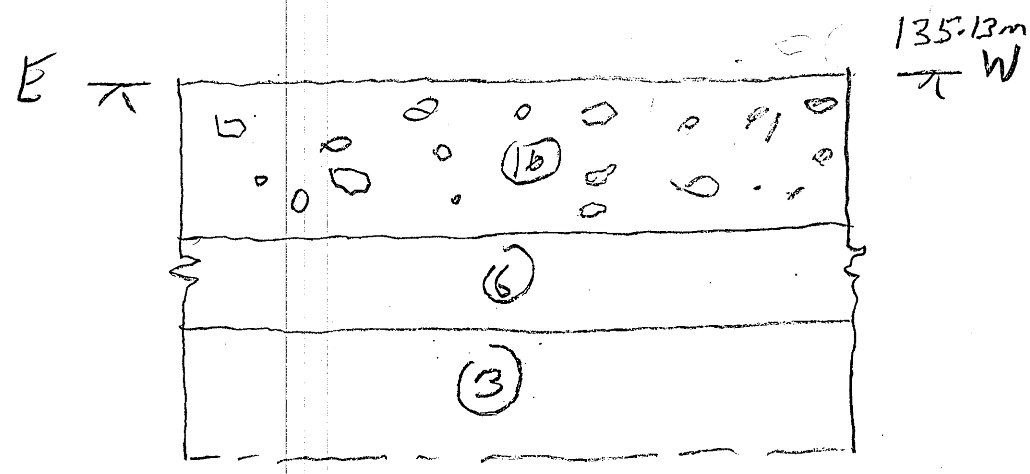
DTNM 11
Section 13
Scale 1:20



DTNM 11

Section 18

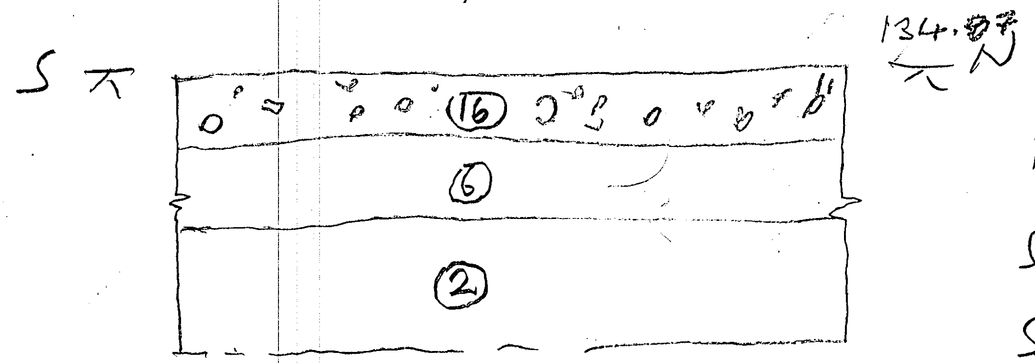
Scale 1:20



DTNM 11

Section 19

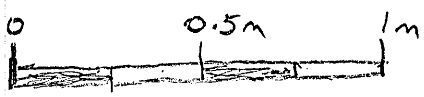
Scale 1:20



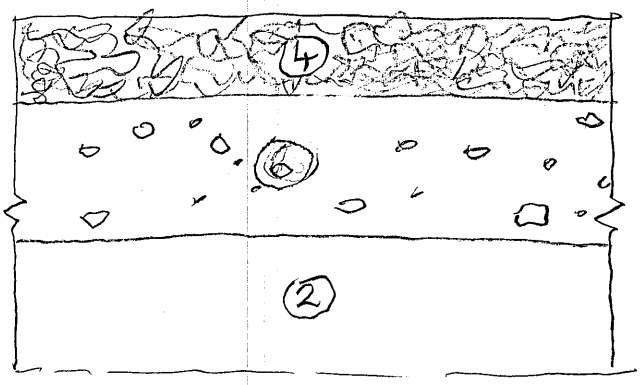
DTNM 11

Section 20

Scale 1:20



W



135.04 m

E

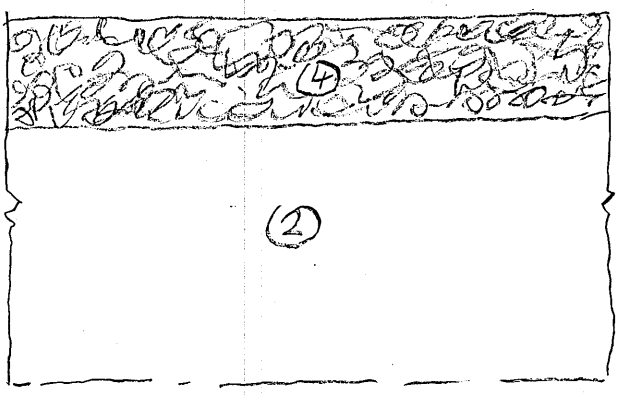
DTNM 11

Section 21

Scale 1:20

0 0.5 1m

W



135.31

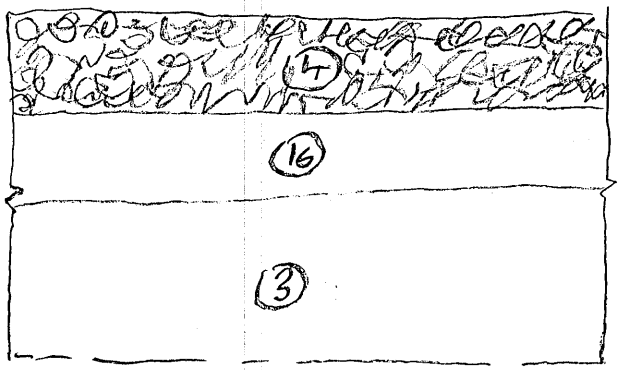
E

DTNM 11

Section 22

Scale 1:20

N



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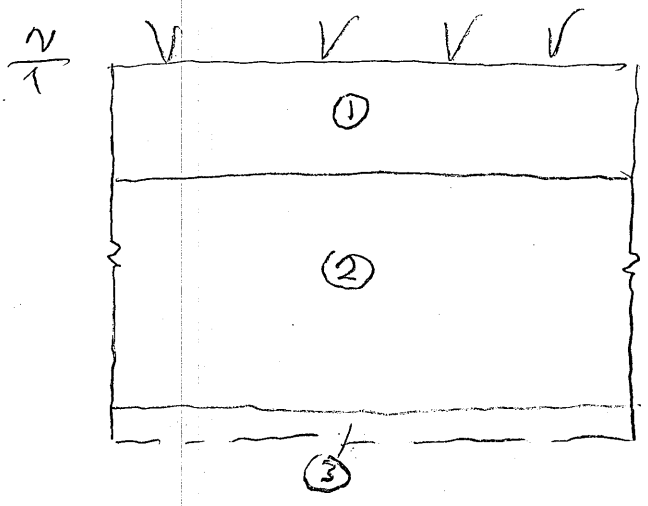
S

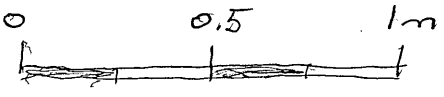
DTNM 11

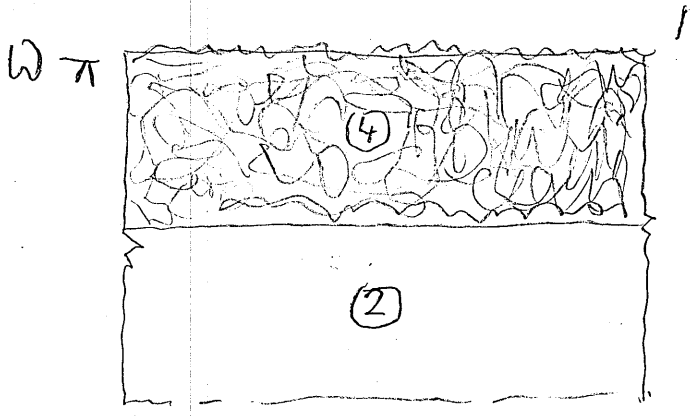
Section 23

Scale 1:20



DTNM 11
Section 1
Scale 1:20





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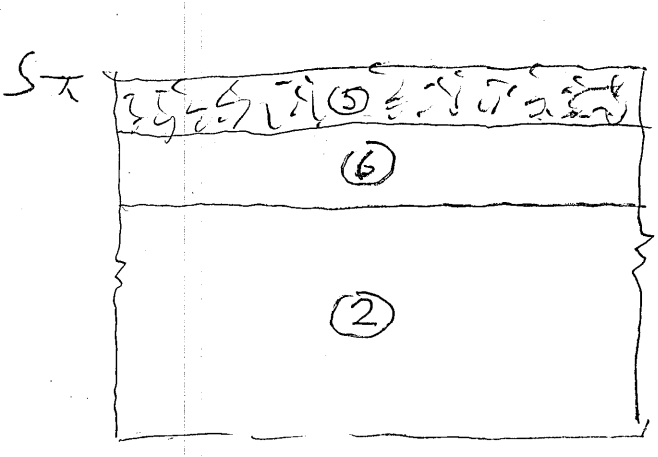
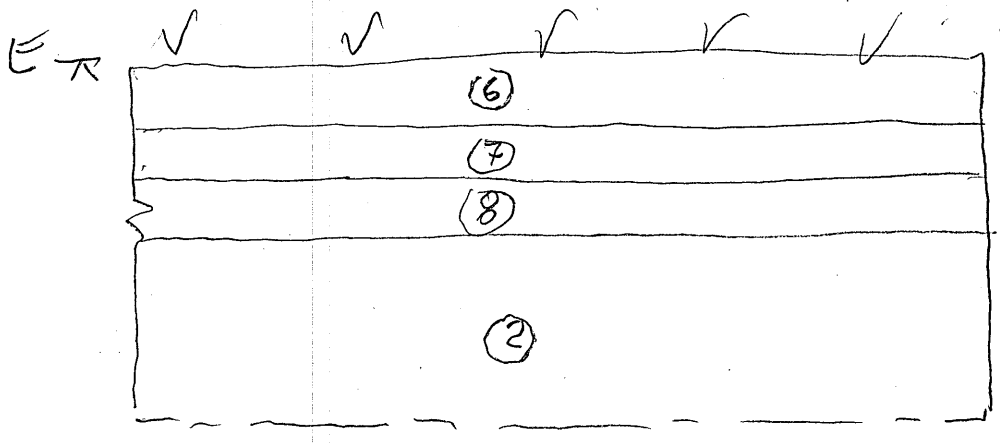
Section 2
Scale 1:20



DTNM 11
Section 3
Scale 1:20



DTNM 11
Section 4
Scale 1:20

DUNSTEW/THE NURSERIES,
MAIN STREET
DTNUM 11

Box 1 FILE 5

D: CATALOGUE of PHOTOGRAPHS.

OXFORD ARCHAEOLOGY, JANUS HOUSE, OSNEY MEAD, OXFORD, OX2 OES

PDF/A SCAN

FILMING INSTRUCTIONS
Submitter OASouth
No. of copies: 2

Headings
Site information
Line 1: [OASouth] County[Oxfordshire] Parish:[Cherwell]
Site[Duns Tew, The Nurseries, Main Street] Site code[DTNM11]
Line 2: Excavators name[D Poore]
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	

Oxford Archaeology

PHOTOGRAPHIC RECORD SHEET

SITE CODE DTNM 11	SITE NAME The Nurseries Drayton	FILM NO. 1
Camera number	Lens number	Black & white ~~colour~~

Date	Negative number	View	Context(s)	Initials
	0			
	1	E	Section 1 1x1m	
	2	E	" " "	
	3	E	" "	
	4	E	Garage Plot 2 Post-ex	
	5	E	" " " "	
	6	E	" " " "	
	7	W	Plot 1 ~~BP~~ Post-ex	
	8	W	" " " "	
	9	W	" " "	
	10	N	Section 2 1x1m	
	11	N	" " "	
	12	N	" " "	
	13	W	Section ~~B~~3 1x1m	
	14	W	" " " "	
	15	W	" " "	
	16	S	Section 4 1x1m	
	17	S	" " "	
	18	S	" " "	
	19	E	Plot 3, Overall view	
	20	E	" " " "	
	21	E	" " " "	
	22	E	Section 18 1x1m	
	23	E	" " "	
	24	E	" " "	
	25	S	Section 19 1x1m	
	26	S	" " "	
	27	S	" " "	
	28	W	Section 20 1x1m	
	29	W	" " "	
	30	W	" " "	
	31		DTNM 11 I.D SHOT	
	32			
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	34			
	35			
	36			
	37			

Oxford Archaeology

PHOTOGRAPHIC RECORD SHEET

SITE CODE DTNM 11 | SITE NAME The Norseries, Dorchester | FILM NO. 2

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

Date	Negative number	View	Context(s)	Initials
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	1	W	Plot 4, Post-ex view 1x1m	
	2	W	" " " " " "	
	3	W	" " " " " "	
	4	~~W~~	~~Section 21~~ DTNM11 ID SHOT ~~1~~	
	5	N	Section 21 1x1m	
	6	N	Section 21 1x1m	
	7	N	Section 21 1x1m	
	8	N	Section 22 "	
	9	N	Section 22 "	
	10	~~E~~ N	Section 22 1x1m	
	11	E	Section 23 1x1m	
	12	E	" 23 1x1m	
	13	E	" 23 "	
	14			
	15			
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	A	B	C	D	E	F	G	H
1	**Site Code: DTNM 11**		**Site Name:** Duns Tew The Nurseries Main Street					
2								
3	**Site shot Number**	**Archive Shot Number**	**View**	**Description**	**Scale**	**Initials**	**Date**	
4	0001	0001	N	Pre-ex view of site		MS	06/12/11	
5	0002	0002	NE	Pre-ex view of site		MS	06/12/11	
6	0003	0003	SE	Pre-ex view of site		MS	06/12/11	
7	0004	0004	N	"Topsoil" strip western edge of site		MS	06/12/11	
8	0005	0005	N	Hardstanding, centre of site		MS	06/12/11	
9	0006	0006	N	Hardstanding, centre of site		MS	06/12/11	
10	0007	0007	E	Section 1	1 m	MS	07/12/11	
11	0008	0008	W	Plot 1, post-ex view	1m	MS	07/12/11	
12	0009	0009	W	Plot 1, post-ex view	1m	MS	07/12/11	
13	0010	0010	N	Section 2	1 m	MS	07/12/11	
14	0011	0011	N	Section 2	1 m	MS	07/12/11	
15	0012	0012	W	Section 3	1 m	MS	07/12/11	
16	0013	0013	W	Section 3	1 m	MS	07/12/11	
17	0014	0014	S	Section 4	1 m	MS	07/12/11	
18	0015	0015	S	Section 4	1 m	MS	07/12/11	
19	0016	0016	SW	Plot 1, panorama view	1 m	MS	07/12/11	
20	0017	0017	S	Plot 1, panorama view	1 m	MS	07/12/11	
21	0018	0018	SE	Plot 1, panorama view	1 m	MS	07/12/11	
22	0019	0019	S	Section 1	1 m	MS	07/12/11	
23	0020	0020	N	Old fuel tank pit	1 m	MS	08/12/11	
24	0021	0021	N	Old fuel tank pit	1 m	MS	08/12/11	
25	0022	0022		DTNM 11 ID Shot		MS	08/12/11	
26	0023	0023	E	Section 5	1 m	MS	08/12/11	
27	0024	0024	E	Section 5	1 m	MS	08/12/11	
28	0025	0025	N	Working shot		MS	08/12/11	
29	0026	0026	N	Working shot		MS	08/12/11	
30	0027	0027	S	Section 6	1 m	MS	08/12/11	
31	0028	0028	S	Section 6	1 m	MS	08/12/11	
32	0029	0029	W	General shots of plot 5 foundation trenches		EP	01/02/12	
33	0030	0030	SW	General shots of plot 5 foundation trenches		EP	01/02/12	
34	0031	0031	S	General shots of plot 5 foundation trenches		EP	01/02/12	
35	0032	0032	NW	General shots of plot 5 foundation trenches		EP	01/02/12	
36	0033	0033	N	General shots of plot 5 foundation trenches		EP	01/02/12	
37	0034	0034	W	Sample section 7.	1m	EP	01/02/12	
38	0035	0035	S	Oblique shot of 557.	1m	EP	01/02/12	
39	0036	0036	S	Sample section 8	1m	EP	01/02/12	
40	0037	0037	W	Oblique shot of 558.	1m	EP	01/02/12	
41	0038	0038	E	Oblique shot of 558.	1m	EP	01/02/12	
42	0039	0039		Working shot of plots		EP	01/02/12	
43	0040	0040		Working shot of plots		EP	01/02/12	
44	0041	0041		Working shot of plots		EP	01/02/12	
45	0042	0042	W	Sample section 9.1.	1x1m	EP	01/02/12	
46	0043	0043	S	Sample section 9.2.	1x1m	EP	01/02/12	
47	0044	0044	N	Sample section 10 clay & modern clist?	1x1m	EP	01/02/12	
48	0045	0045	S	Plot 5 shots – complete		EP	01/02/12	
49	0046	0046	N	Plot 5 shots – complete		EP	01/02/12	
50	0047	0047	NW	Plot 5 shots – complete		EP	01/02/12	
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52	0049	0049	S	General shots of garage plot 6.		EP	01/02/12	
53	0050	0050	S	General shots of garage plot 6.		EP	01/02/12	
54	0051	0051	S	General shots of garage plot 6.		EP	01/02/12	
55	0052	0052	N	General shots of garage plot 6.		EP	01/02/12	
56	0053	0053	NE	General shots of garage plot 6.		EP	01/02/12	
57	0054	0054	NW	General shots of garage plot 6.		EP	01/02/12	
58	0055	0055	W	Sample of section		EP	01/02/12	
59	0056	0056	E	Sample of section showing drainage run		EP	01/02/12	
60	0057	0057	S	Sample of section		EP	01/02/12	
61	0058	0058	SW	General shot of plot 2		RB	15/02/12	
62	0059	0059	N	Sample section in plot 2		RB	15/02/12	
63	0060	0060	E	Variation in natural in plot 2		RB	15/02/12	
64	0061	0061	S	Sample section in plot 2		RB	15/02/12	
65	0062	0062	NE	General shot of plot 2		RB	15/02/12	
66	0063	0063	S	Live drain in footing of garage 5		RB	15/02/12	
67	0064	0064	SW	General shot of garage 5		RB	15/02/12	
68	0065	0065	SE	Plot 3, working shot		MS	05/03/12	
69	0066	0066	S	Plot 3, working shot		MS	05/03/12	
70	0067	0067	E	Section 18		MS	05/03/12	

	A	B	C	D	E	F	G	H
71	0068	0068	E	Section 18		MS	05/03/12	
72	0069	0069	E	Section 18		MS	05/03/12	
73	0070	0070	E	Section 18		MS	05/03/12	
74	0071	0071	S	Section 19		MS	05/03/12	
75	0072	0072	S	Section 19		MS	05/03/12	
76	0073	0073	W	Section 20		MS	05/03/12	
77	0074	0074	W	Section 20		MS	05/03/12	
78	0075	0075	E	Plot 3, post-ex view		MS	05/03/12	
79	0076	0076	E	Plot 3, post-ex view		MS	05/03/12	
80	0077	0077		DTNM 11 ID Shot		MS	05/03/12	
81	0078	0078	N	Section 21		MS	19/03/12	
82	0079	0079	N	Section 21		MS	19/03/12	
83	0080	0080	N	Section 22		MS	19/03/12	
84	0081	0081	N	Section 22		MS	19/03/12	
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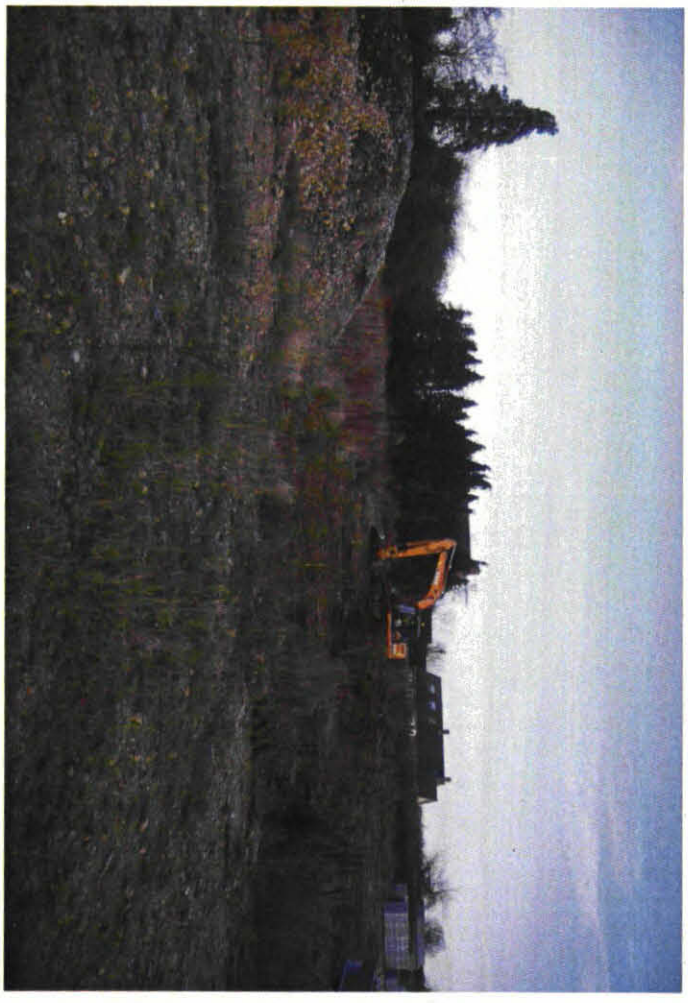
86	0083	0083	S	Plot 4, working shot		MS	19/03/12	
87	0084	0084	SE	Plot 4, working shot		MS	19/03/12	
88	0085	0085	S	Section 23		MS	19/03/12	
89	0086	0086	S	Section 23		MS	19/03/12	
90	0087	0087	E	Garage, plot 3, post-ex view		MS	19/03/12	
91	0088	0088	E	Garage, plot 3, post-ex view		MS	19/03/12	

DTNM 11 Digital Photos. Sheet 1 of 22

1)



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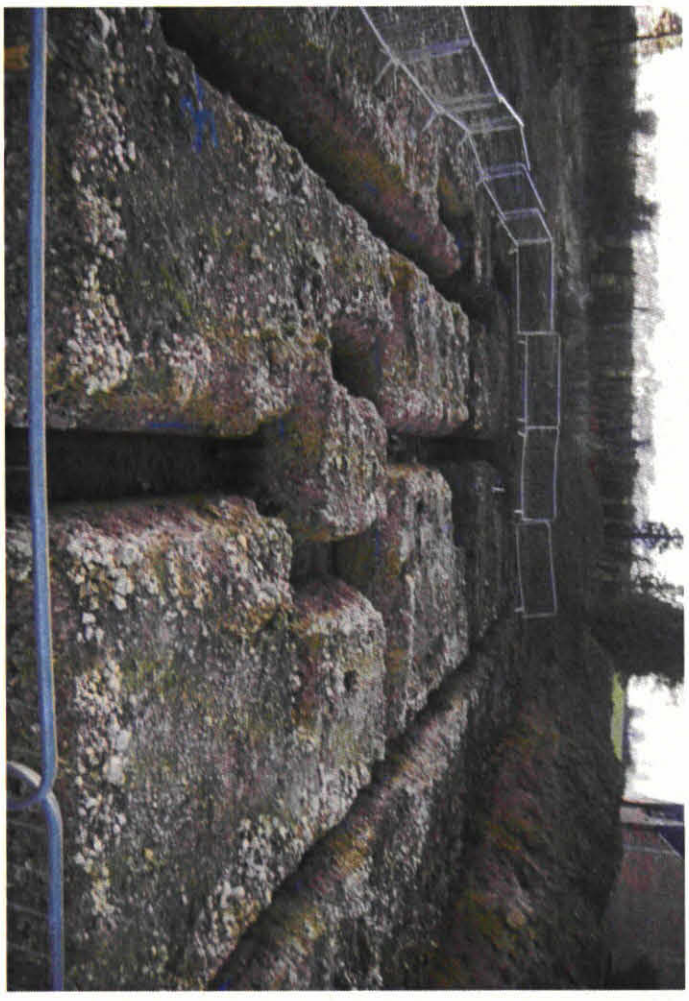

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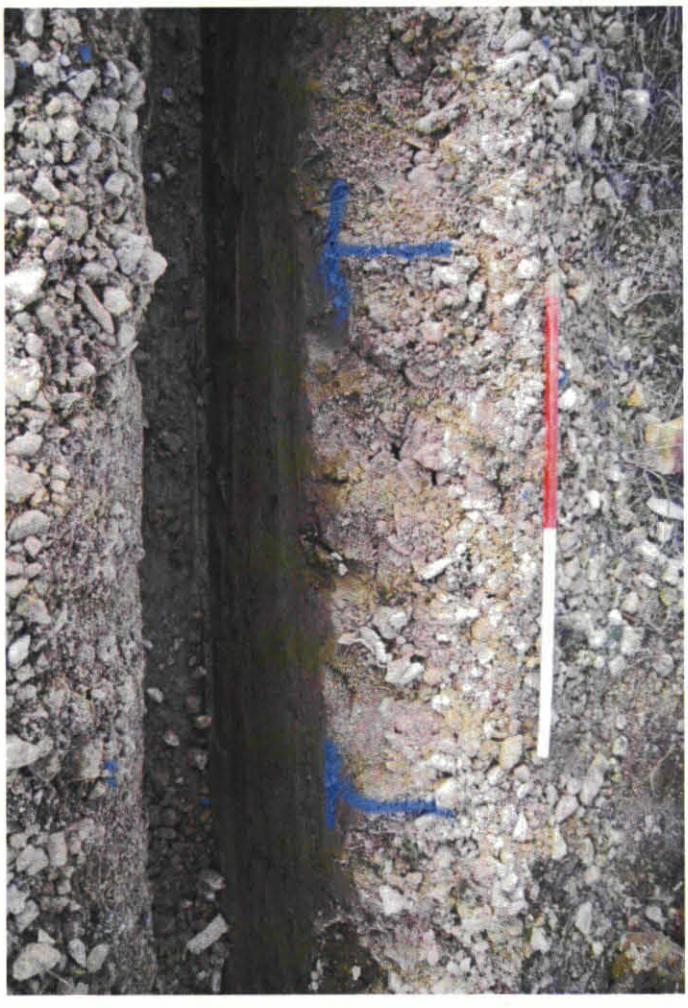

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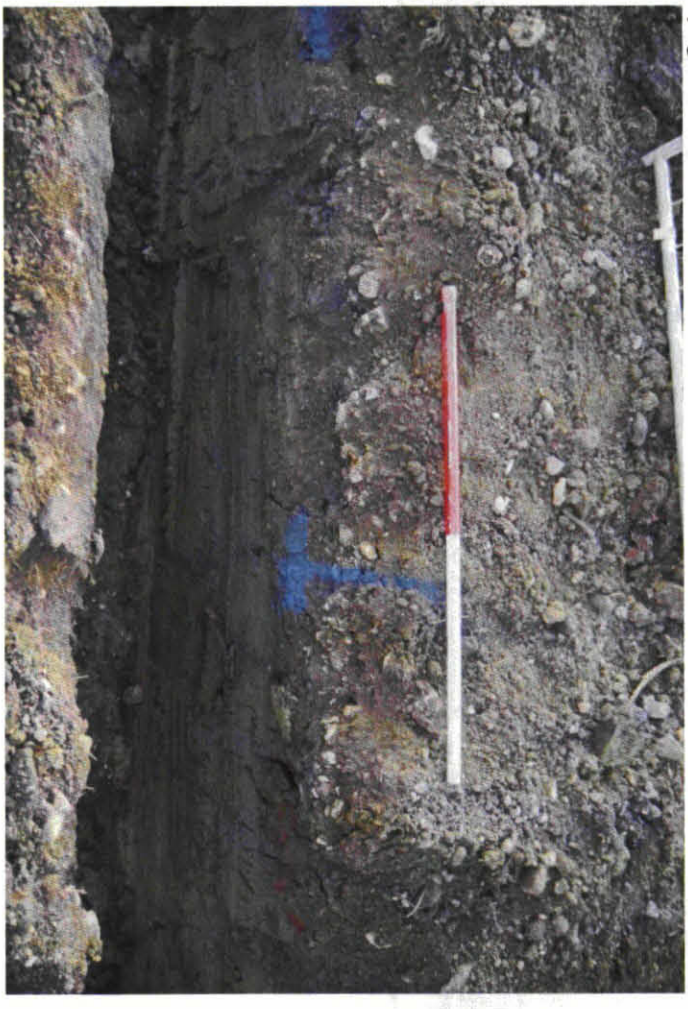

4 of 22

14)

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DTNM 11

13)

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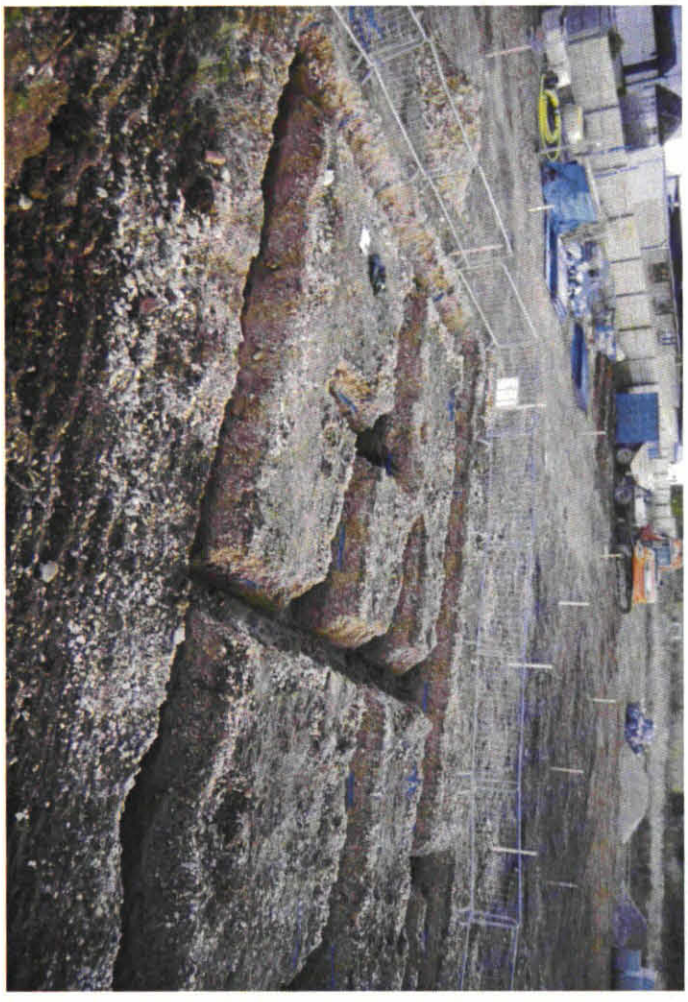

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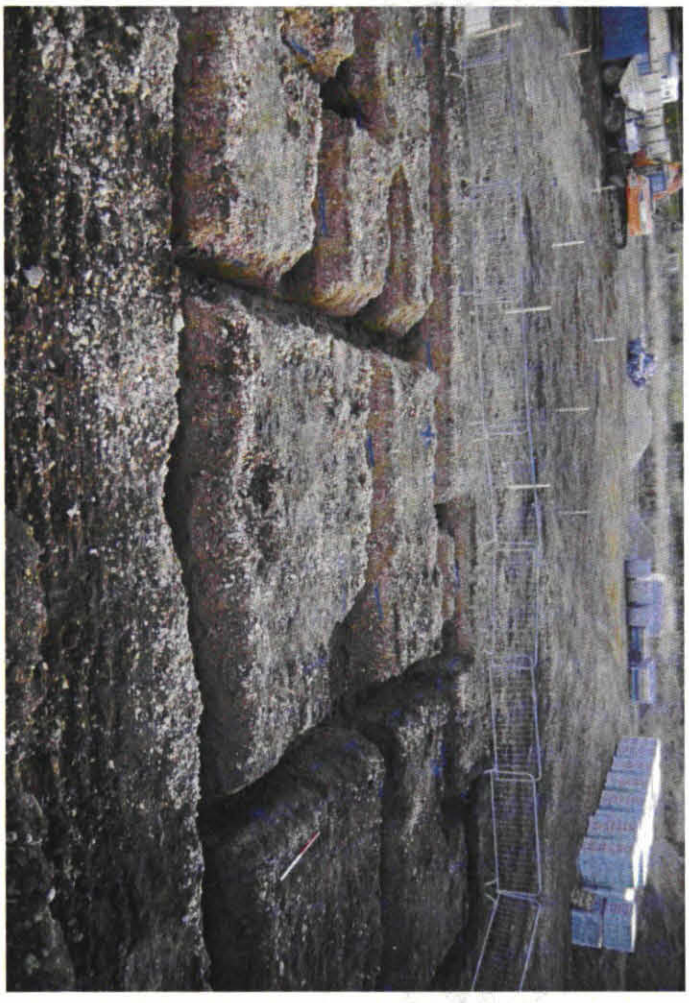

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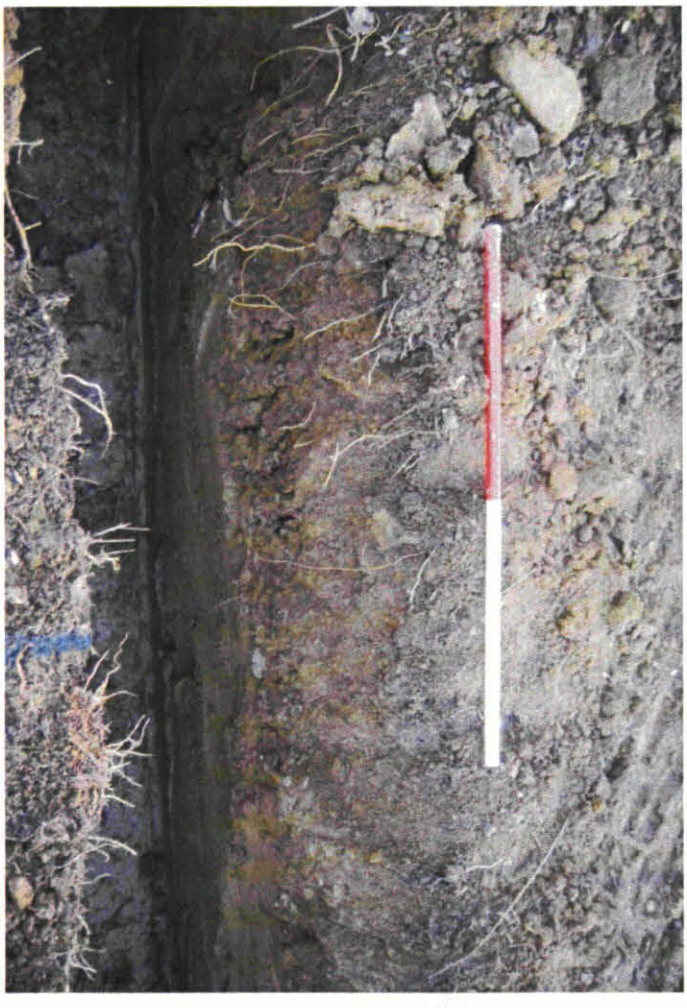

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Sheet 6 of 22

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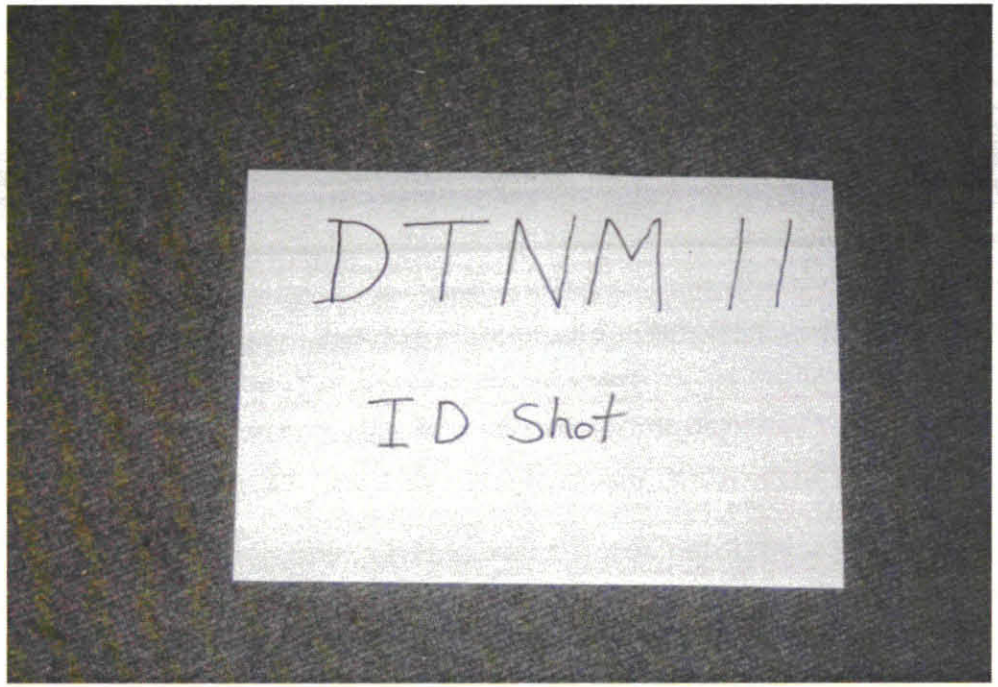

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DTNM 11

21)

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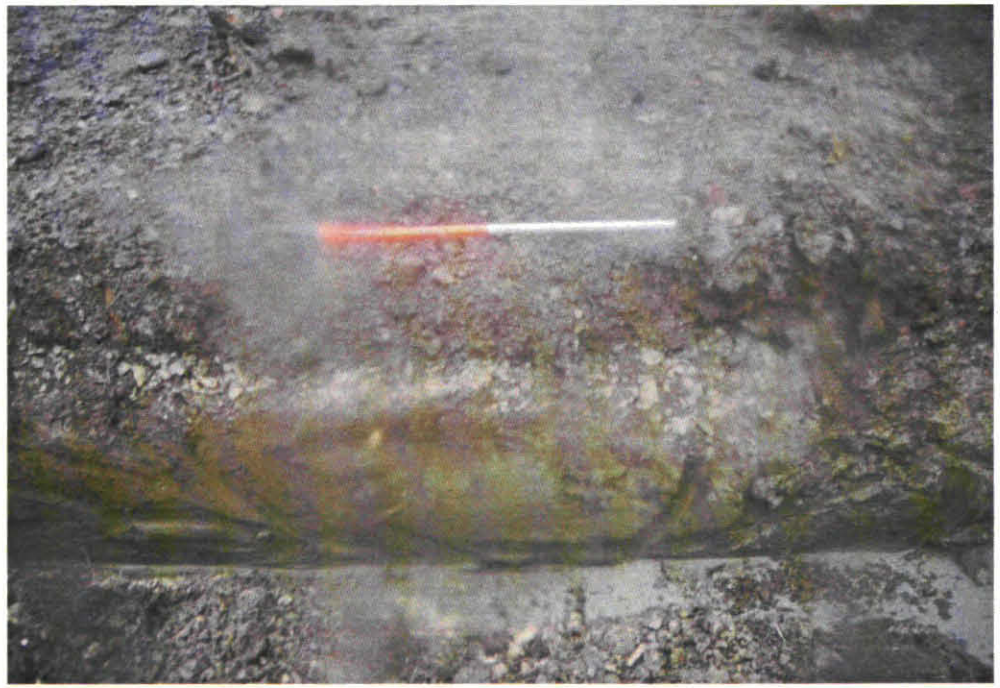

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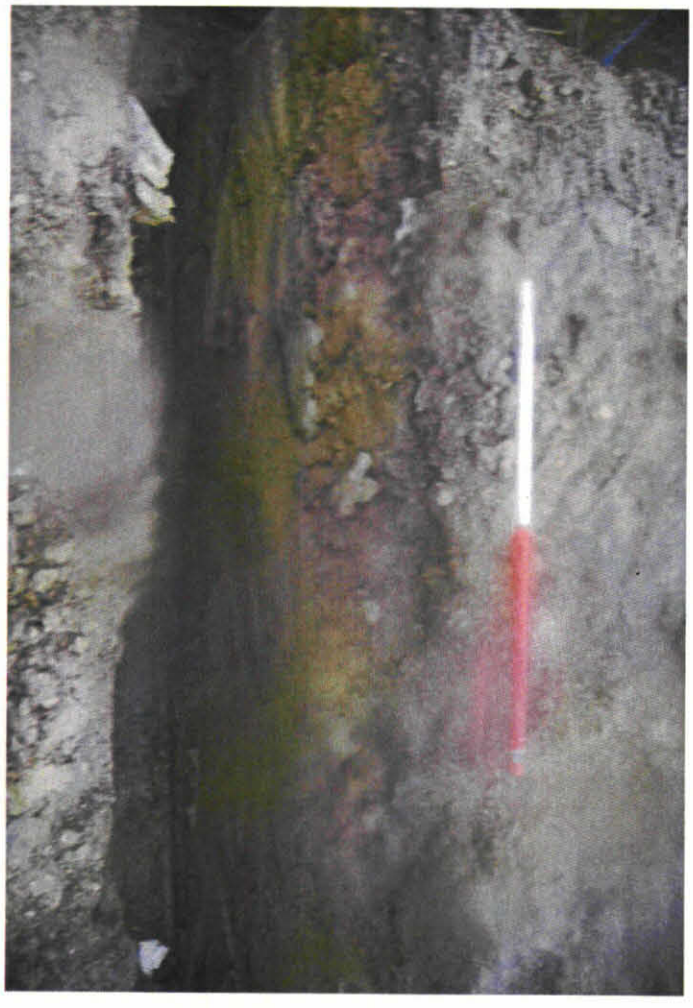

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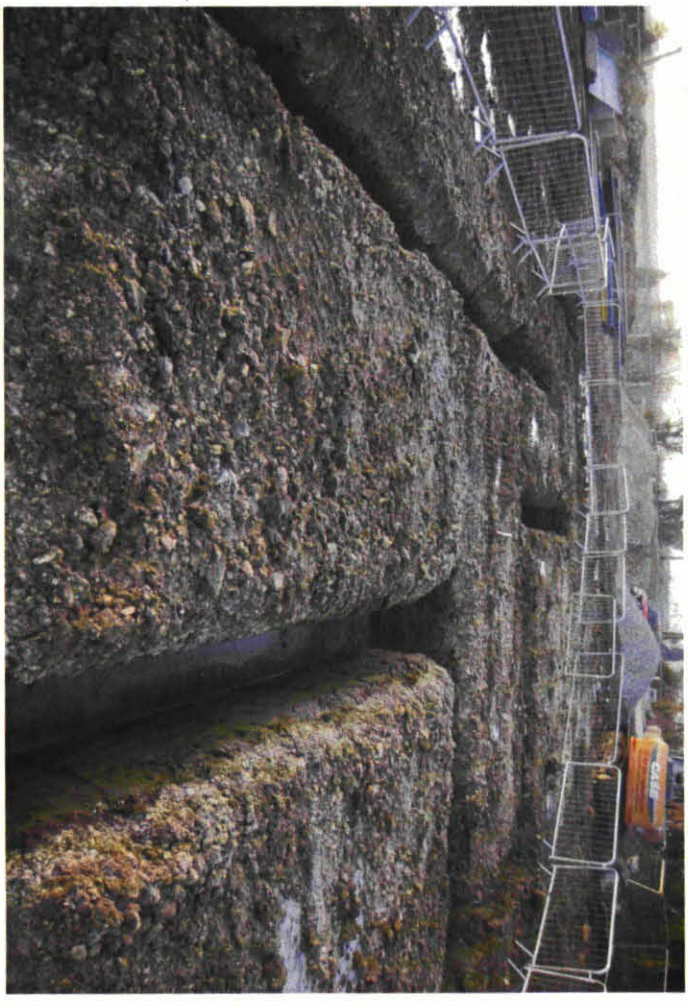

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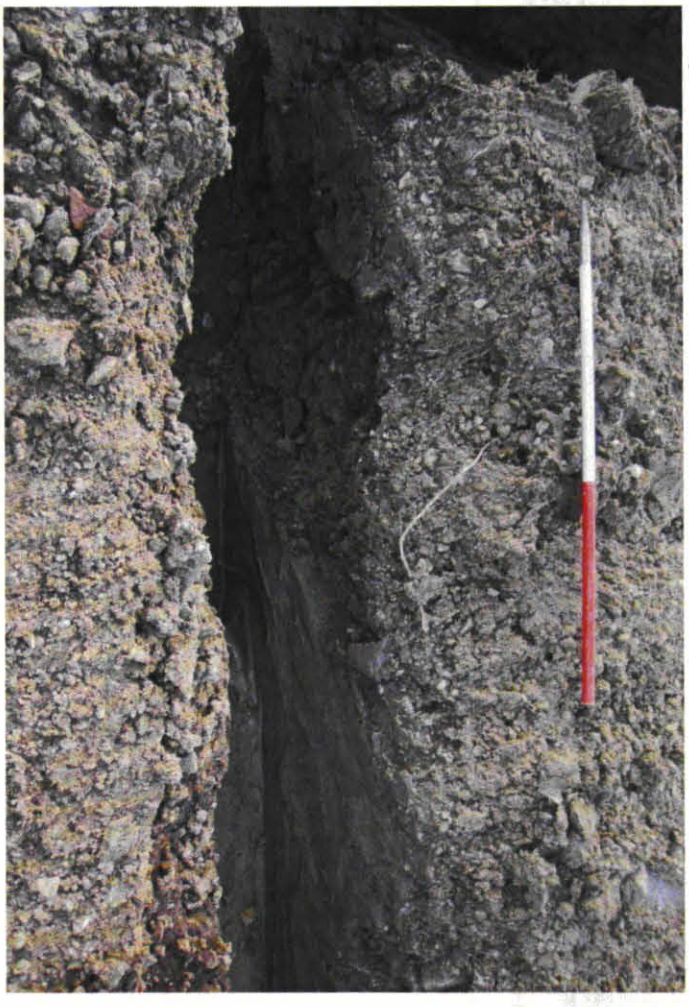

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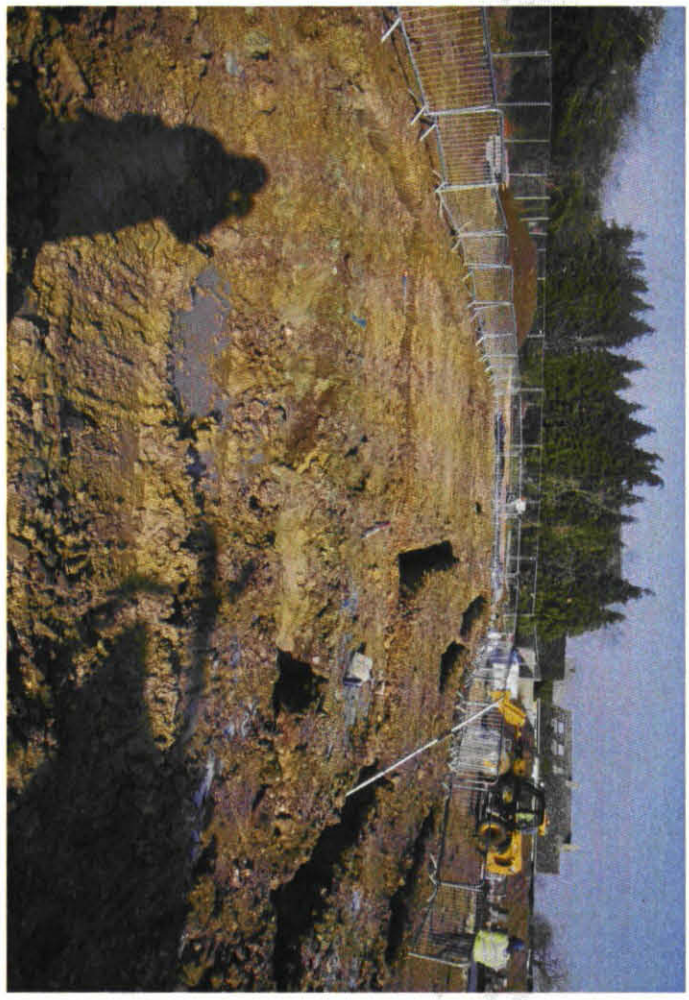

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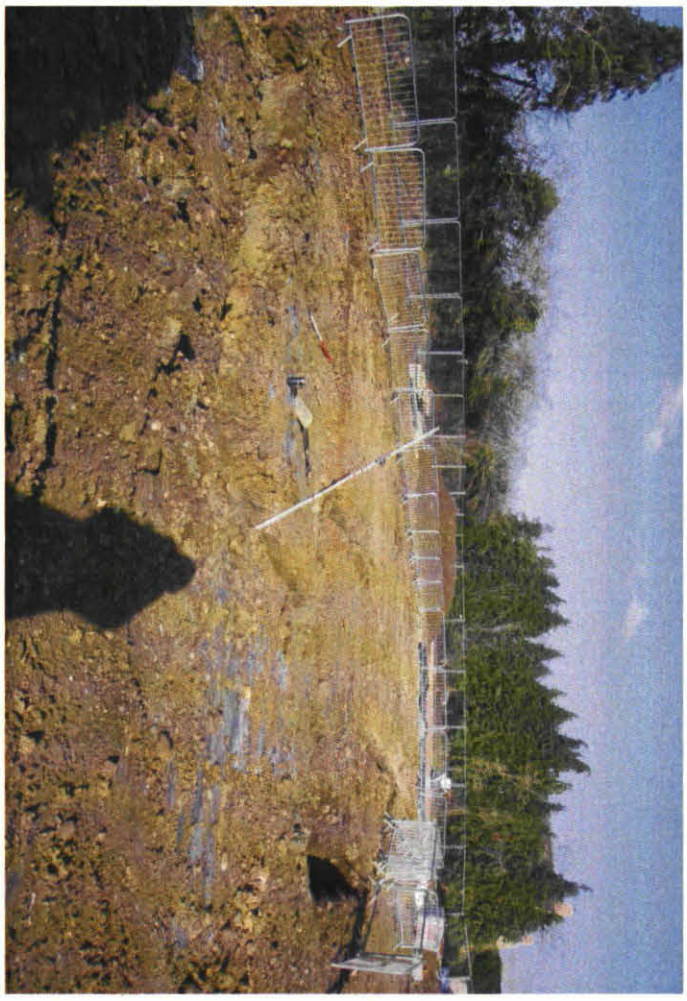

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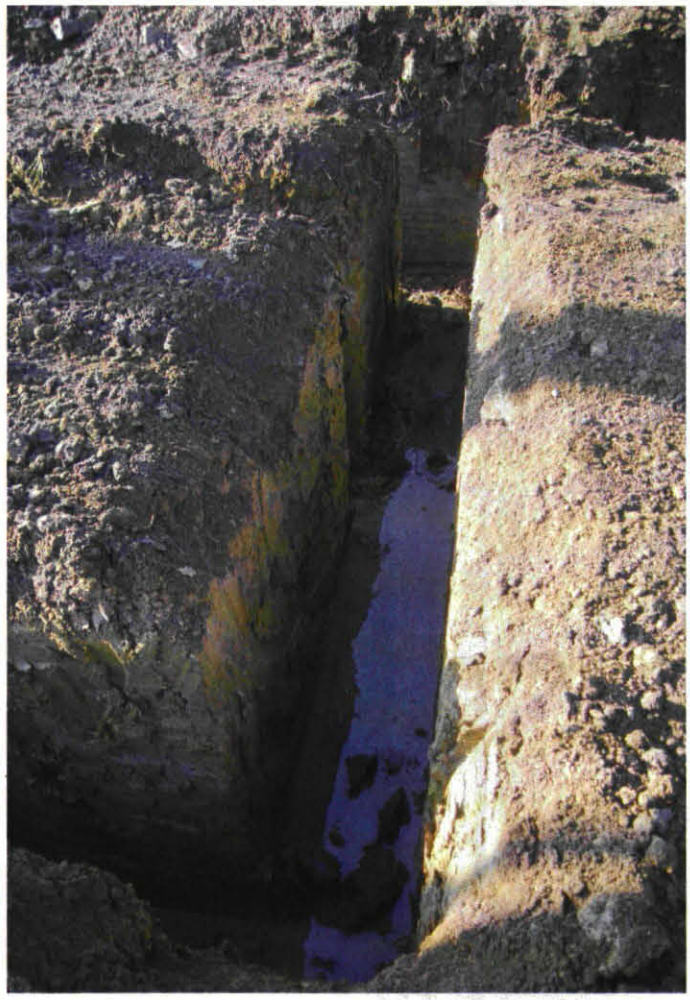

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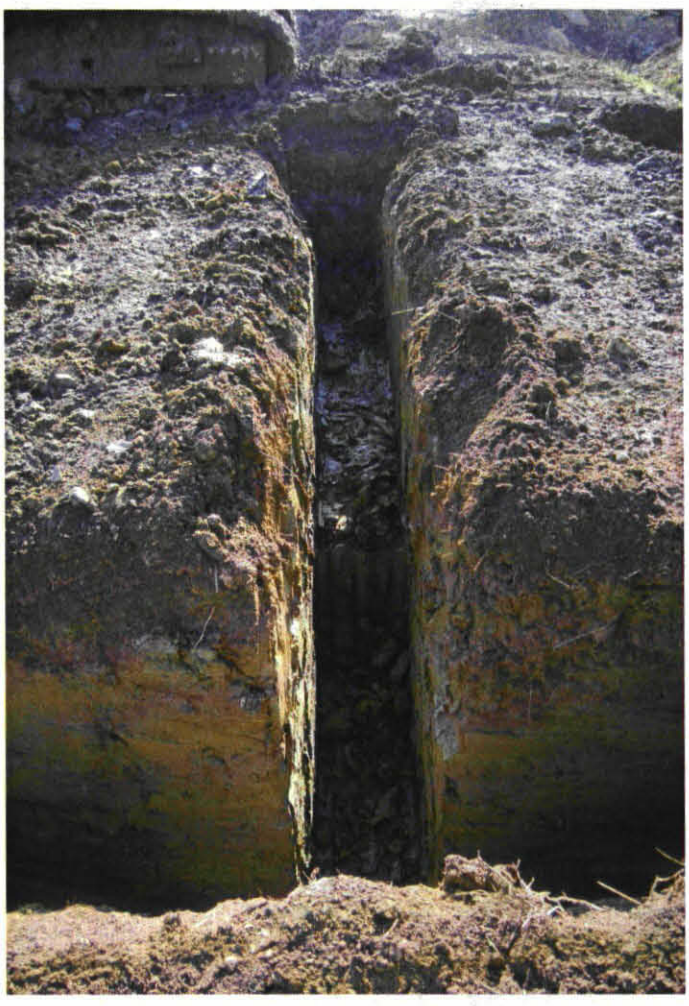

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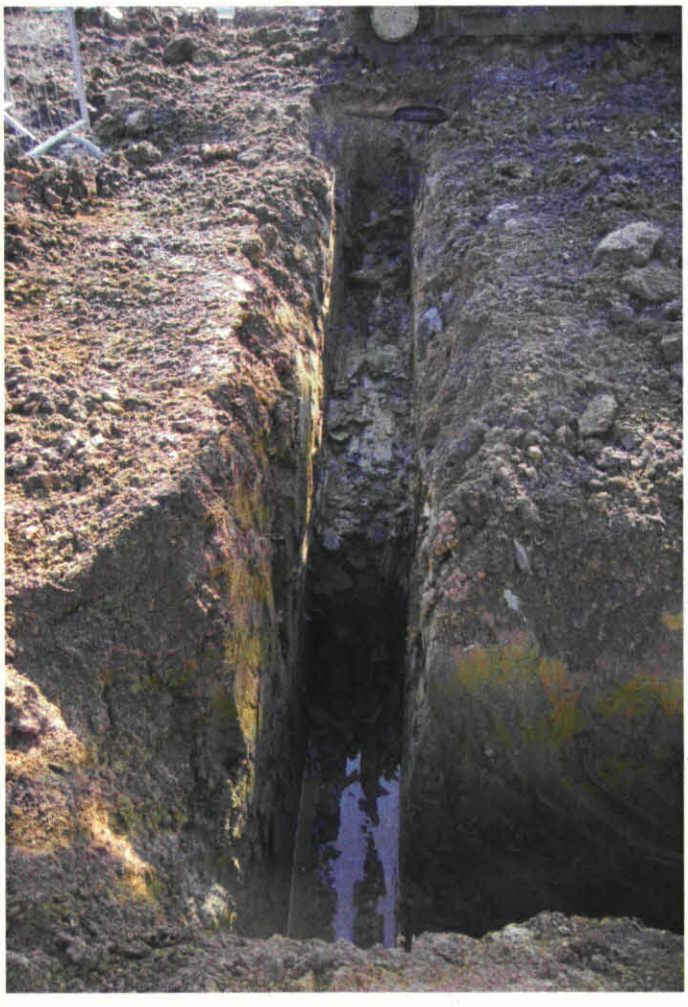

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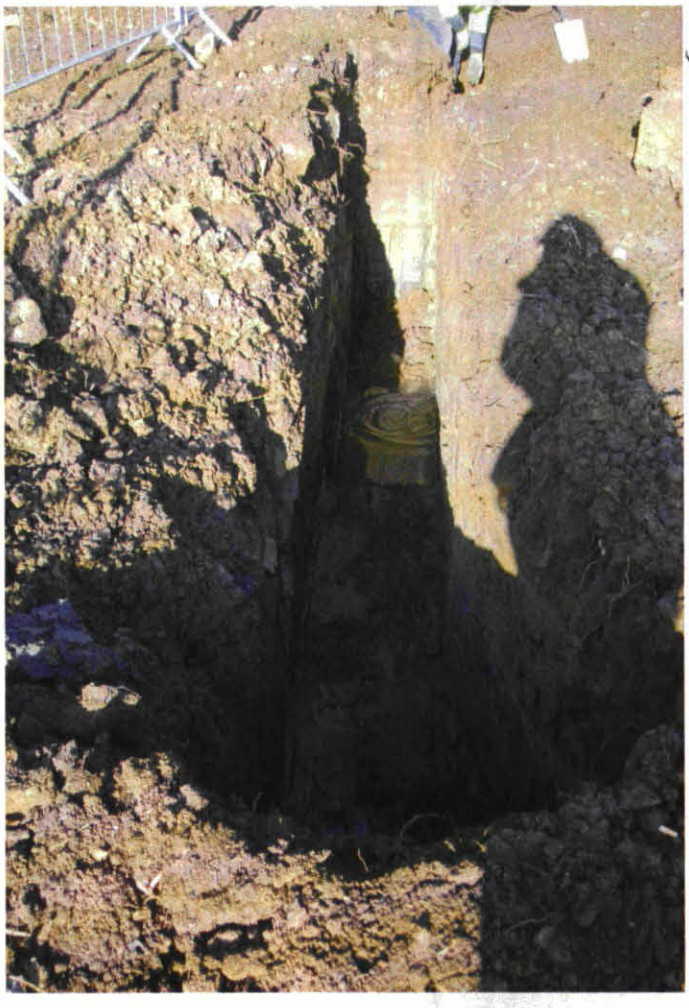

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Sheet 15 of 22

Town 11

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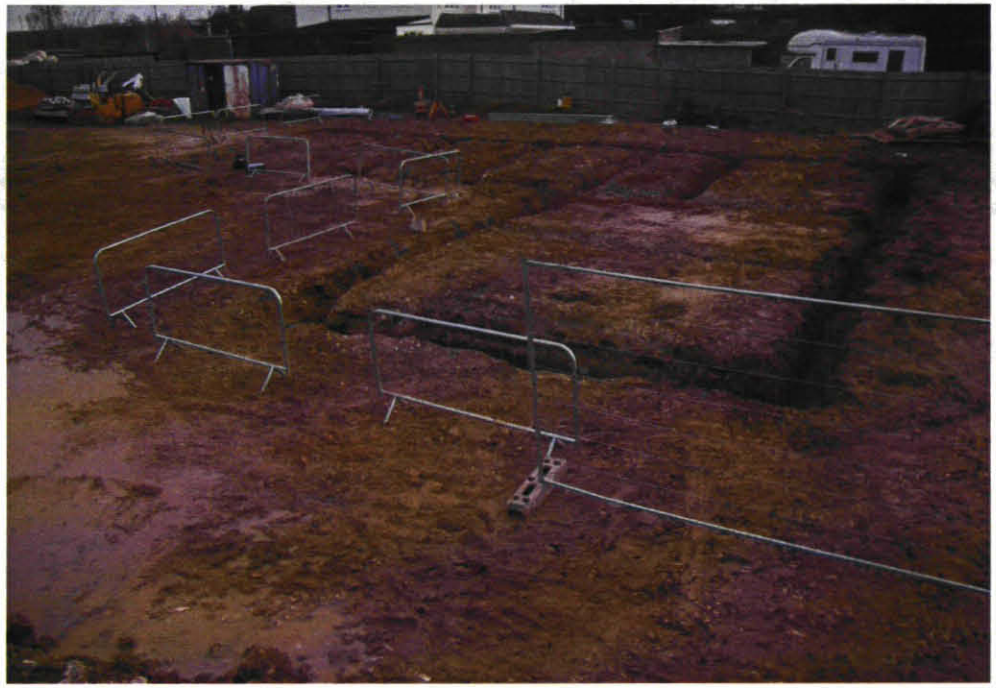
Sheet 16 of 22

DTWM 11

62)



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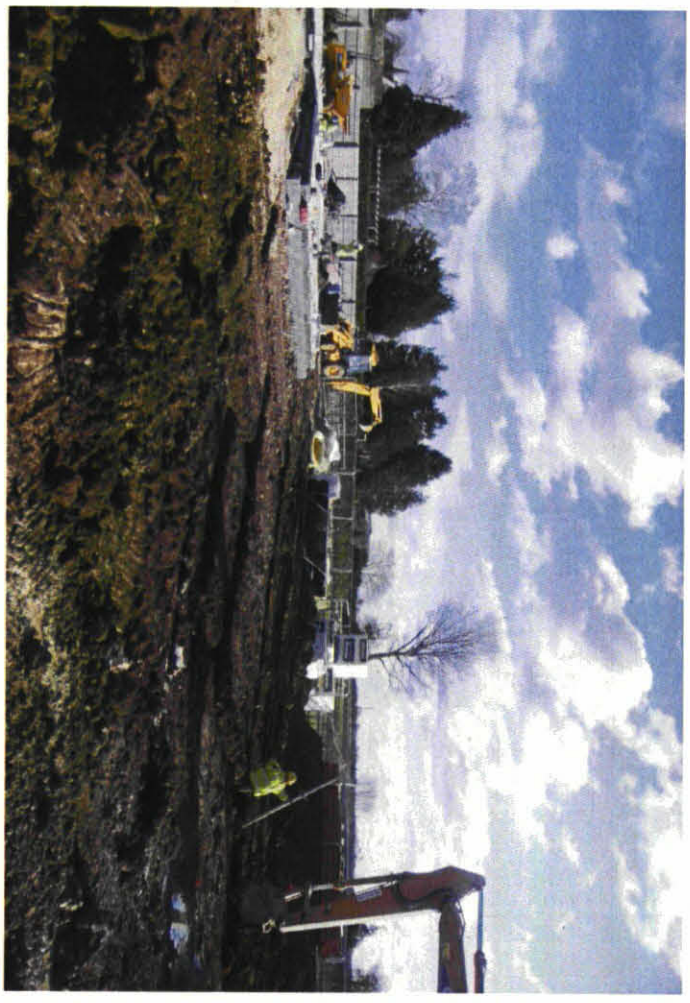

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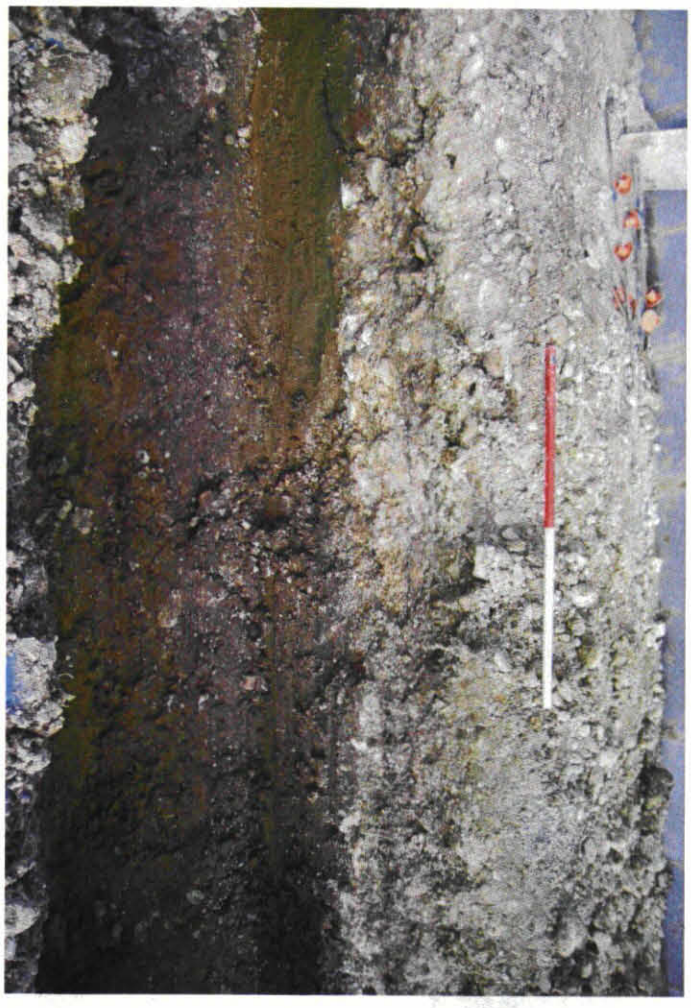

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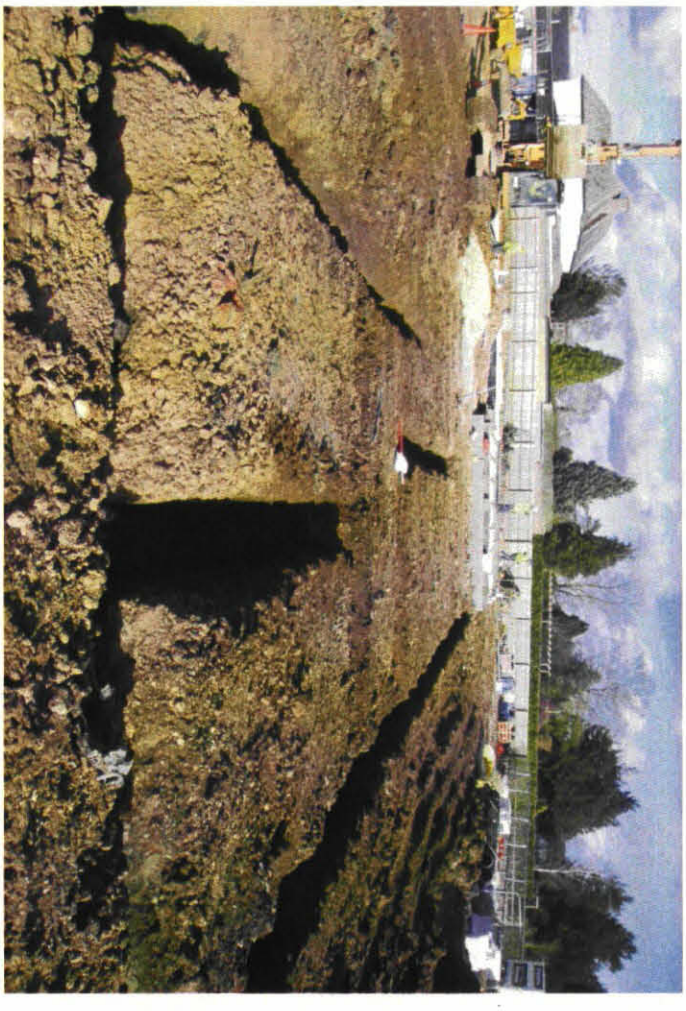

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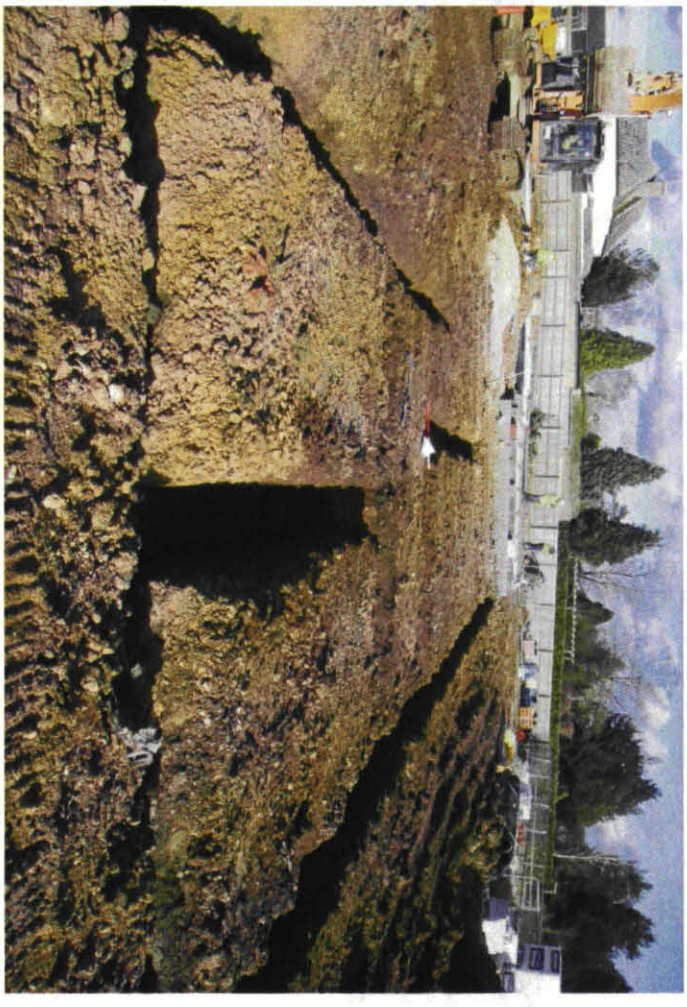

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78)

80)

77)

DTNM 11

79)

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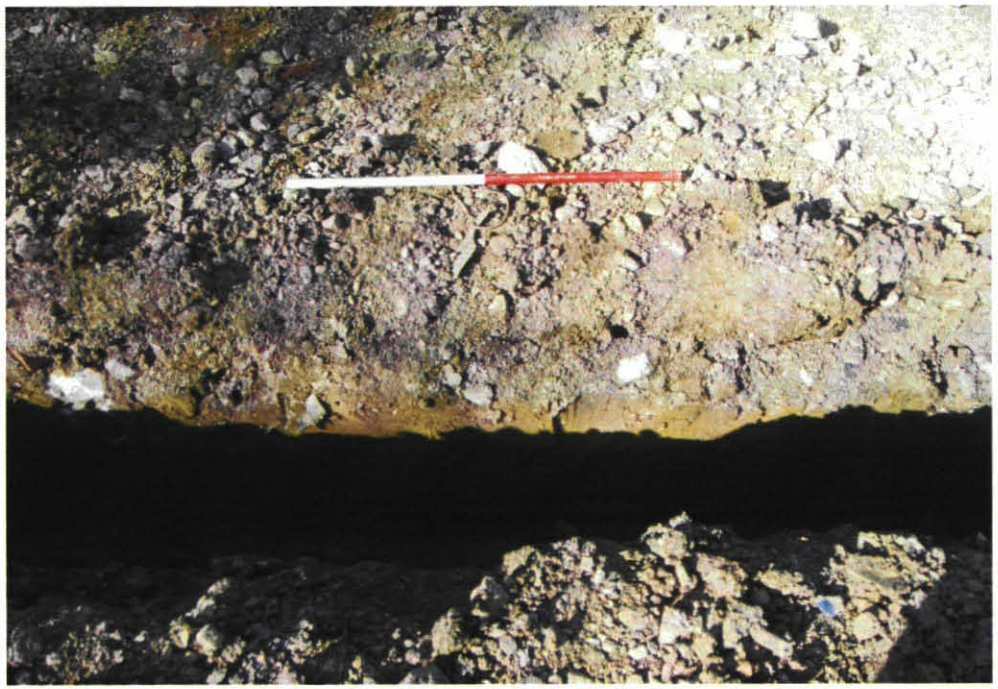
DTWM 11

B2)

B4)

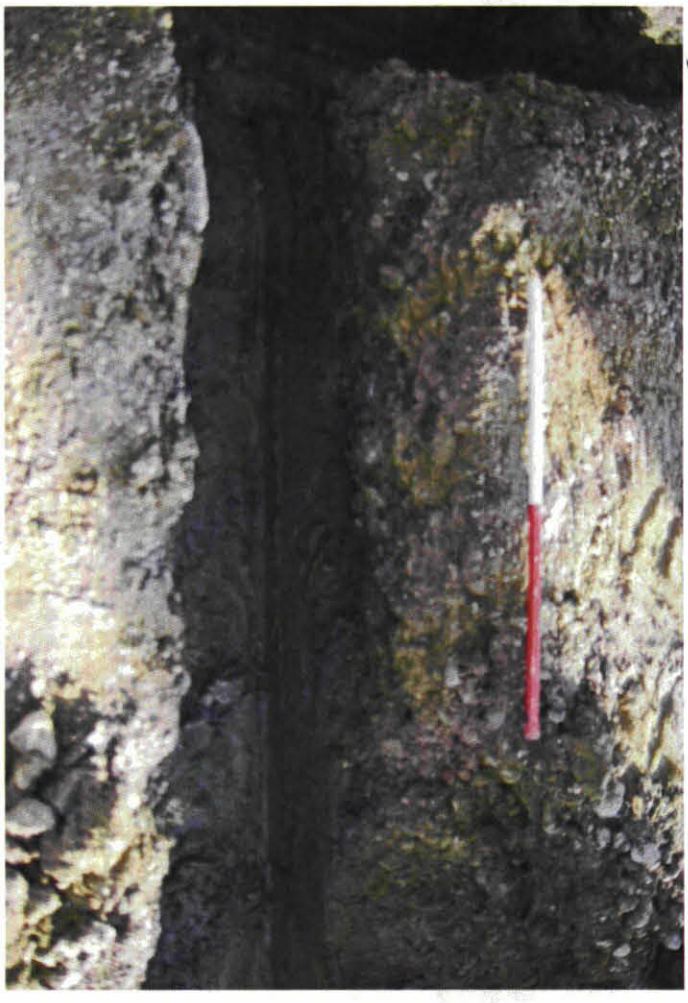
B1)



B3)

(85)

(86)



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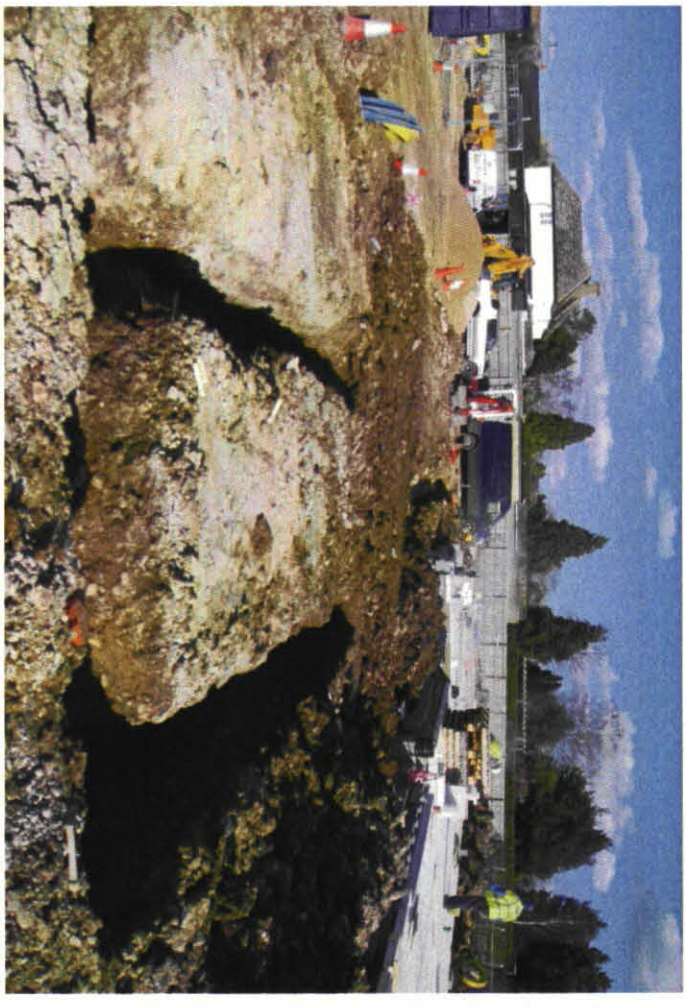

(88)