

Site/Project Name: **Shifford South Farm**Site Code: **SHSHS 09**Site/Project Type: **Watching Brief**Year(s): **2009**Accession Number: **OXCMS:2009.74**

Record Group	Contents	Comments	Box/File Number
	INTRODUCTION Brief for archaeological watching brief Written scheme of investigation	7 sheets 6 double sided sheets	Box 1 file 1
A	REPORT Archaeological watching brief record OASIS report print out	2 sheets 2 sheets	Box 1 file 2
B	SITE DIARY Watching brief record	2 sheets	Box 1 file 3
B	PRIMARY CONTEXT DATA Context check list Context record sheets	1 sheet 4 sheets	Box 1 file 4
B	CATALOGUE OF DRAWINGS Plan record sheet Section record sheet	1 sheet 1 sheet	Box 1 file 5
B	PRIMARY DRAWINGS Plans Sections	1 A4 & 1 A2 sheet 1 A4 sheet	Box 1 file 6
D	CATALOGUE OF PHOTOGRAPHS Black and white photographic record sheet Colour slides photographic record sheet Digital photographic record sheet	1 sheet 1 sheet 1 sheet	Box 1 file 7

PDFA SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of Scan copies: 3

Headings

Site information

Line 1: [OASouth] County: [Oxfordshire] Parish:[ASTON COTE SHIFFORD AND CHIMNEY Shifford] Site: [Shifford South Farm] Site code: [SHSHS 09]

Line 2: Excavators name[A. Norton]

Line 3:

Classification of material

Tick if present

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

SHIFFORD SOUTH FARM
SHSHS09

Box 1 FILE 1

INTRODUCTION:

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FILMING INSTRUCTIONS

Submitter OASouth

No. of Scan copies: 3

Headings

Site information

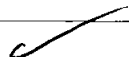
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F: Press and Publicity	
G: Correspondence	
H: Miscellaneous	

South Farm, Shifford

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 development site is located at South Farm, which is situated on the south side of the B4449 between Aston and Standlake (NGR SP37420290). The site lies at approximately 66.5m OD and the geology is second terrace gravel overlying Oxford clay. The current land use is agricultural.

2.2 Planning Background

- 2.2.1 In November 2007 planning permission was sought from West Oxfordshire District Council to demolish the existing outbuildings and barns at South Farm and to construct three new barns (07/2040/P/FP). Planning permission was subsequently granted but due to the nearby presence of below ground archaeological features a condition has been attached requiring that an archaeological watching brief be undertaken during the period of ground works. This is in line with PPG16 and Policy Be 13 of the Local Plan. This brief outlines our requirements for the watching brief.

2.3 Archaeological Background

- 2.3.1 The development site lies adjacent to a well defined crop mark. This is a regular enclosure with internal features. There are also external pits, enclosures and track ways. The site would appear to be an enclosed farmstead dating to either the later prehistoric or Romano British periods.

3. REQUIREMENT FOR WORK:

- 3.1 This Archaeological Watching Brief has been required in accordance with PPG16 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 maintained during the period of ground works, including surface stripping, the excavation of foundations and service trenches and any other significantly invasive works. The demolition works need not be included in the watching brief. Provision should be made for taking environmental/organic samples where appropriate.

Hugh Coddington

Deputy County Archaeological Officer

18th March 2008

ANNEX 2

MONITORING ARRANGEMENTS:

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 (other than gold and silver declared by a Coroner's Inquest to be Treasure under the current Treasure Act) 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.
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 SMR and NMR, and a limited selection of representative photographic slides from the site archive shall be duplicated and deposited with the SMR.

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archaeologist

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. Two copies of the summary report shall be supplied to the office of the County Archaeological Officer; one for verification and assessment by the CAO or his representative; the second to be lodged with the County Sites and Monuments Record on the understanding that it will become a public document after an appropriate period of time (generally not exceeding six months). b Ac.
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 Sites and Monuments 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 SMR.
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

COUNTY MUSEUM AND ARCHIVE STORE

Witney Road, Standlake, Oxon OX8 7QG

Archaeological Curator:	Dr Lauren Gilmour	-	01865 300716
Head of Conservation:	Christiane Jeuckens	-	01865 300937
Conservation Laboratory:		-	01865 300937

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

County Archaeological Officer: Paul Smith

Tel: 01865 810115 Email: paul.smith@oxfordshire.gov.uk Responsible for archaeological planning matters relating to: South Oxfordshire District Council, Oxford City (OCC Sites), Highways cases countywide.

Deputy 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 and the Vale District Council; Minerals applications; Thames Water plc countywide.

Planning Archaeologist: Richard Oram

Tel: 01865 810185 Email: richard.oram@oxfordshire.gov.uk Responsible for archaeological planning matters relating to: Cherwell District Council and South Oxfordshire District Council

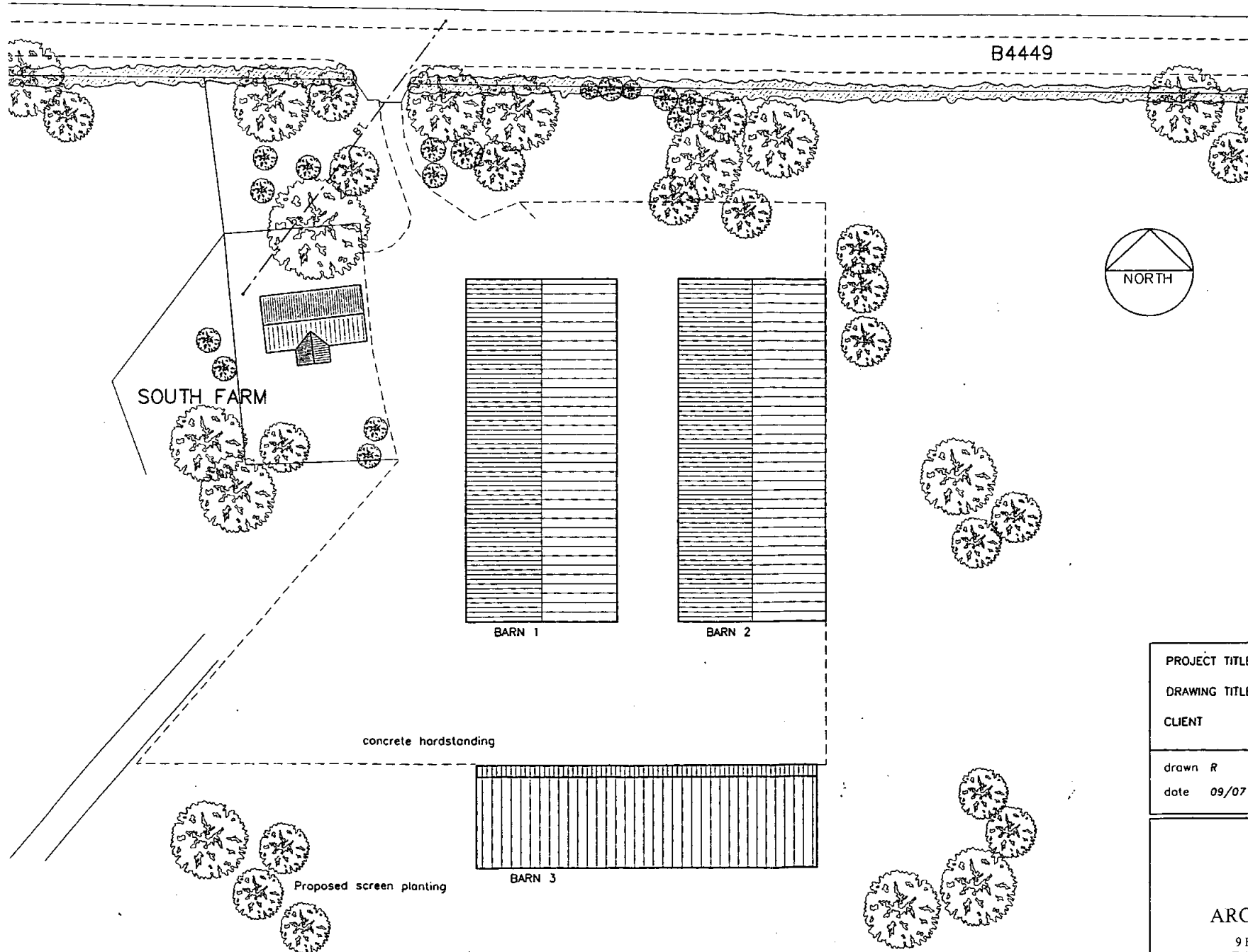
(All other dealings with national and regional bodies/utility Companies are shared between Paul Smith, Hugh Coddington, Richard Oram on a District basis).

SITES AND MONUMENTS RECORD

County Sites and Monuments Record Officer: Susan Lisk

Tel: 01865 810825 Email: susan.lisk@oxfordshire.gov.uk

Responsible for management, development and appointment-based access to the SMR.



PROJECT TITLE <i>SOUTH FARM, SHIFFORD</i>	
DRAWING TITLE <i>PROPOSED BLOCK PLAN</i>	
CLIENT <i>PD Hook</i>	
drawn <i>R</i>	scale 500
date <i>09/07</i>	dwg no. <i>687/PL01a</i>

PCA
 LONDON
 ARCHITECTS & DESIGNERS
 9 High Street, Eynsham, Oxford OX29 4HA
 Telephone: 01865 882646 Fax: 01865 883219
 email: PCA@PCA-Architects.com



9 High Street, Eynsham, Oxford OX29 4HA
Telephone: 01865 882646 Fax: 01865 883219
email: PCA@PCA-Architects.com

PCA Architects

South Farm, Shifford, Oxfordshire

NGR: SP 3742 0290

**Written Scheme of Investigation for
an Archaeological Watching Brief**

Planning Ref: (07/2040/P/FP)

1 Introduction

- 1.1 In November 2007 planning permission was sought from West Oxfordshire District Council to demolish the existing outbuildings and barns at South Farm, Shifford, and to construct three new barns (07/2040/P/FP). Planning permission was subsequently granted, but due to the nearby presence of below ground archaeological features, a condition has been attached requiring that an archaeological watching brief be undertaken during the groundworks. This is in line with PPG16 and the Local Plan Policies.
- 1.2 Hugh Coddington, Deputy County Archaeological Officer representing West Oxfordshire District Council, has prepared a *Design Brief for an Archaeological Watching Brief* (from hereafter referred to as the *brief*). The *brief* sets out the requirements and standards for the archaeological work (OCAS 2008).
- 1.3 This Written Scheme of Investigation (WSI) details how Oxford Archaeology (OA) would implement the requirements of the *brief*. The first part is site specific while the Appendices detail general OA standards and procedures.

2 Geology and Topography

- 2.1 The site is located approximately 6 km south of the town of Witney on the south side of the B4449 (NGR: SP 3742 0290). It is sited approximately 900 m north of the village of Shifford. It lies at 66.5 m AOD and the current land use is agricultural. The underlying geology is second terrace gravel overlying Oxford Clay (Geological survey of Great Britain, sheet no 236).

3 Archaeological Background

- 3.1 The development site lies adjacent to a well defined crop mark; a regular enclosure with internal features. There are also external pits, enclosures and trackways. This site would appear to be an enclosed farmstead dating to either the later prehistoric or Romano-British periods. Similar sites dating to the Romano-British period have been recorded at Standlake, 1 km to the north-east (OA 2006) and at Northmoor 3 km to the east (SAM:141(b); OA 2008).

4 Aims

- 4.1 To preserve by record any archaeological remains (if present) that the works may remove or damage within the area of site being investigated. In particular any topsoil stripping, levelling, creation of access routes, excavation of foundation and service trenching and invasive landscaping, but excluding the demolition of the existing buildings.
- 4.2 To signal, before the destruction of the material in question, the discovery of a significant archaeological find, for which the resources allocated are not sufficient to support a treatment to a satisfactory and proper standard.
- 4.3 To allow provision for the sampling of environmental and organic remains.
- 4.4 To make available the results of the investigation.

5 Strategy

- 5.1 The watching brief will be maintained during the period of all ground works that may affect or reveal archaeological deposits.
- 5.2 Excavation of archaeological features will be undertaken to fulfil the basic objective of retrieval of archaeological data affected by the works. In the event that human remains are discovered, and their retrieval cannot be avoided, OA will obtain the necessary burial licence from the Home Office and remove the remains to established OA practises and with due care and respect. Wherever possible human remains will be located and planned and left *in-situ*.
- 5.3 In the event of significant archaeological remains being discovered, for which the resources allocated are not sufficient to support a treatment to a satisfactory and proper standard, all groundworks with the potential to effect this archaeology will be halted until a suitable mitigation strategy has been agreed with the Deputy County Archaeological Officer and implemented by the attending Archaeologist(s).
- 5.4 The main contractor on site will allow sufficient time and working space for the attending Archaeologist(s) to carry out any agreed mitigation procedures requested by the Deputy County Archaeological Officer. Depending on the nature and significance of these remains, recording to full excavation standards may be necessary, but will be undertaken in such a way as to minimise any delays the main contractor's work program.
- 5.5 All features and deposits will be issued with unique context numbers, and context recording will be in accordance with the established OA *Field Manual* (OAU 1992). All contexts, and any small finds and samples from them will be allocated unique numbers. Bulk finds will be collected by context. Black-and-white negative photographs, together with digital photography, will be used to record any trenches and archaeological features.

- 5.6 Provision will be made for taking environmental/organic samples in accordance with OA Environmental procedures (OA 2000).
- 5.7 Site plans will be drawn at an appropriate scale (normally 1:50 or 1:100) with larger scale plans of features as necessary. Section drawings of features and sample sections of trenches will be drawn at a scale of 1:20. Full trench sections will be drawn only if complex stratigraphy is present.
- 5.8 The project will be carried out by a suitably qualified OA supervisor, under the direction of a Senior Project Manager and the overall direction of Dan Poore, OA Head of Fieldwork.
- 5.9 The watching brief will be monitored by Oxfordshire County Council Archaeological Services.

6 Report and Archive

- 6.1 A report (Appendix 8) on the results of the investigation will be completed at the end of the fieldwork. The project supervisor and OA finds specialists will undertake the report stage under the direction of the project manager. Copies will be forwarded to the client. Two copies of the report will be submitted to the County Archaeological Service and the SMR.
- 6.2 If environmental remains are recovered, then the staff from the OA Environmental Department will scan these to assess the potential of the remains. Detailed analysis, if required, would normally be undertaken by the University Museum, Oxford.
- 6.3 A list of specialists used by OA is presented below:

Specialist	Subject
Richard McPhail (UCL)	Soil micromorphologist
Wendy Smith (OA)	Carbonised Plant Remains (CPR)
Leigh Allen (OA)	Finds Manager Metal and bone small finds
Paul Backhouse (OA)	Drawing Office Manager
John Cotter (OA)	Saxon/medieval/post-medieval pottery
Paul Booth (OA)	Roman pottery
Matt Bradley (OA)	Head of Geomatics
David Mullin (OA)	Lithic analysis
Cynthia Poole (OA)	Building Materials
Dr Louise Loe (OA)	Osteoarchaeologist
Dr Martin Allen (Fitzwilliam Museum Cambridge)	Coins
Steve Allen (York Archaeological Trust)/ Damien Goodburn Brown (Freelance)	Worked wood/Dendrochronology
Paul Miles (OA)	IT manager
Julian Munby (OA)	Architectural Historian
Dr David Smith (Birmingham University)	Insects
Elizabeth Huckerby (OA)	Pollen
Lena Strid (OA)	Zooarchaeologist
Dr Rebecca Nicholson (OA)	Environmental manager Fishbone
Dana Goodburn Brown	Conservator
Elizabeth Stafford (OA)	Head of Geoarchaeology/Molluscs
Lynne Keys (Freelance)	Slag
Ian Scott (OA)	Metalwork
Nicola Scott (OA)	Archive Manager
Hugh Willmott (University of Sheffield)	Glass
Belfast Laboratory	C14 dating
Sarah Hall (Oxford Archaeological Research Laboratory)	Thermoluminescence dating

6.4 Oxfordshire Museum Services, if required, will undertake finds conservation.

6.5 The site archive including finds (subject to the landowner's agreement) will be deposited with Oxfordshire Museum Services in an approved format.

7 Health and Safety

7.1 OA will comply with all relevant health and safety legislation.

8 General

8.1 Appendix 7, 8 and 11 are relevant to this project.

9 Bibliography and References

Geological Survey of Britain, Sheet No. 236

IFA, 2001 *Standard and Guidance for Archaeological Watching Briefs*

OA, 2000 OA Environmental Guidelines for sampling, unpublished document

OA, 2006 56a Abingdon Road, Standlake, Oxfordshire, Archaeological Watching Brief Report, unpublished client report

OA, 2008 Rectory Farm, Moreton Lane, Northmoor, Oxfordshire : Archaeological Watching Brief Report, unpublished client report

OAU, 1992 Field Manual (ed. Wilkinson D), unpublished document

OCAS, 2008 South Farm, Shifford, Oxfordshire : Design Brief for an Archaeological Watching Brief, unpublished document

OA Standard Fieldwork Methodology Appendices

The following methods and terms will apply, where appropriate, to all OA fieldwork unless varied by undertakings specified in a detailed Written Scheme of Investigation.

7 WATCHING BRIEFS

- 7.1 Ground disturbances (demolition, general site strip and levelling, reduction for roads, excavation for service trenches and foundation trenches) will be monitored by an archaeological supervisor assisted, where necessary, by archaeological technicians and under the overall guidance of a project manager.
- 7.2 All archaeological features and deposits exposed will be recorded.
- 7.3 Where only the tops of features or deposits are exposed, these will be located on a site plan, planned, and recorded by written description and by photographs.
- 7.4 Visible artefacts will be collected in order to assist in the dating of features and deposits.
- 7.5 Where trenches are excavated through cut features (pits, ditches, etc.) and vertical stratigraphy is not present, the features will be recorded in section with appropriate collection of finds.
- 7.6 Where ground disturbance exposes stratified remains or significant features, these will be hand excavated by the archaeologist and recorded.
- 7.7 The archaeological curator will be advised at the earliest opportunity of any archaeological features or deposits that appear worthy of preservation *in situ*.
- 7.8 On completion of the fieldwork the site archive will be compiled and security copied.
- 7.9 Proposals for analysis and publication will be determined in the light of the results of the fieldwork.

RECORDING

- 7.10 All on-site recording will be undertaken in accordance with the *OA Field Manual* (ed. D Wilkinson 1992).
- 7.11 A continuous unique numbering system will be operated. Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements.
- 7.12 Plans will normally be drawn at 1:50 but in urban or deeply stratified sites a scale of 1:20 will be used. Detailed plans will be at an appropriate scale. Burials will be drawn at 1:10.
- 7.13 A register of plans will be kept.
- 7.14 Sections of features or trenches showing stratigraphy will be drawn at 1:20 or 1:10.
- 7.15 A register of sections will be kept.
- 7.16 All sections will be tied in to Ordnance Datum if possible or into the contractors TBM.
- 7.17 A black and white and colour (35 mm transparency) 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.

7.18 Photographs will be recorded on OA Photographic Record Sheets.

7.19 All identified finds and artefacts from stratified archaeological deposits will be retained, although certain classes of building material or post medieval pottery may sometimes be discarded after recording if an appropriate sample is retained.

8 EVALUATION AND WATCHING BRIEF REPORTS

8.1 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 as appropriate located at an appropriate scale.
- A section drawing showing depth of significant deposits (if encountered) including present ground level with Ordnance Datum, vertical and horizontal scale.
- A summary statement of the results.
- A table summarising per trench 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 within both the site and their wider landscape/townscape setting.

8.2 Copies of the report will be supplied to the client and the Archaeological Officer monitoring the works. Copies of the report will also be supplied to the County Sites and Monuments Record on the understanding that it will become a public document after an appropriate period of time (normally six months).

8.3 If the evaluation works generate archaeological results of importance which merit wider publication, the client will be consulted about further arrangements.

ARCHIVES

8.4 The site archive, including finds and environmental material, will be ordered, catalogued, labelled and conserved and stored according to the UKIC Guidelines for the preparation of excavation archives for long-term storage.

8.5 The site archive will be prepared to at least the minimum acceptable standard defined in Management of Archaeological Projects 2, English Heritage 1991.

8.6 The site archive will be microfilmed by the RCHME National Archaeological Record as a safeguard against the accidental loss and the long-term degeneration of paper records and photographs.

8.7 The site archive will be deposited with the relevant receiving Museum at the earliest opportunity unless further archaeological work on the site is expected within one year of completion of the archive. The OA will advise the landowner that any artefacts resulting from the project work should be given to the relevant Museum.

11 GENERAL

11.1 The requirements of the Brief will be met in full where reasonably practicable.

11.2 Any significant variations to the proposed methodology will be agreed with the local authority's archaeological representative in advance.

- 11.3 The scope of work detailed in the main part of the Written Scheme of Investigation is aimed at meeting the aims of the project in a cost-effective manner. Oxford Archaeology attempts to foresee possible site-specific problems and resource these. However there may be unusual circumstances which have not been included in the costing and programme.

- Unavoidable delays due to extreme bad weather, vandalism, etc.
- Complex structures or objects, including those in waterlogged conditions, requiring specialist removal.
- Extensions to specified trenches or feature sample sizes requested by the archaeological curator.
- Trenches requiring shoring or stepping, ground contamination, unknown services, poor ground conditions requiring additional plant, specialist reinstatement of surfaces (i.e. tarmac, turf).

HEALTH AND SAFETY and INSURANCE

- 11.4 All work will be carried out to the requirements of *Health and Safety at Work, etc. Act 1974*, *The Management of Health and Safety Regulations 1992*, the SCAUM (Standing Conference of Archaeological Unit Managers) H & S manual *Health and Safety in Field Archaeology 1991*, the OA Health and Safety Policy, and any main contractors requirements.
- 11.5 A copy of the OA's Health and Safety Policy is available on request. OA will require copies of the H & S policies of all other contractors and operators present on site in compliance with *The Manual of H & S Regulations 1992*.
- 11.6 The OA holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details will be supplied on request.
- 11.7 The OA will not be liable to indemnify the client against any compensation or damages for or with respect to:
- Damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor);
 - The use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops). Interference whether temporary or permanent with any right of way, light, air or water or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement;
 - Any other damage which is the unavoidable result of the Project in accordance with the Agreement;
 - Injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents, servants or their contractors (not being employed by Oxford Archaeology) or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto.

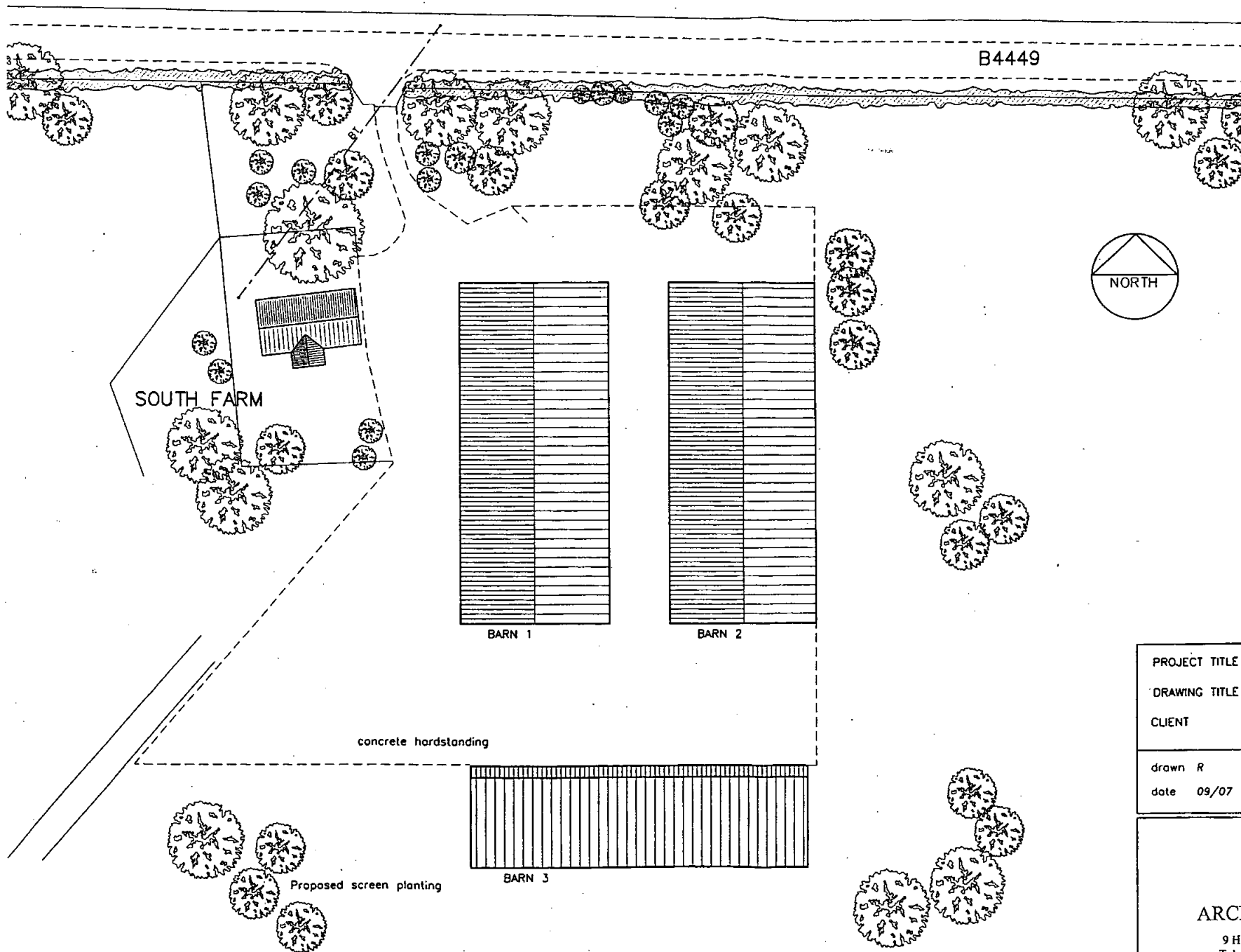
COPYRIGHT and CONFIDENTIALITY

- 11.8 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 an exclusive licence to the client in all matters directly relating to the project as described in the Written Scheme of Investigation.
- 11.9 Oxford Archaeology will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988 (Chapter IV, s.79).
- 11.10 OA will advise the client of any such materials supplied in the course of projects that are not OA's copyright.

- 11.11 OA undertakes to respect all requirements for confidentiality about the client's proposals provided that these are clearly stated. It is expected that such conditions shall not unreasonably impede the satisfactory performance of the services required. 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.

OA STANDARDS AND PROCEDURES

- 11.12 OA shall conform to the standards of professional conduct outlined in the Institute of Field Archaeologists' Code of Conduct, the IFA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the IFA Standards and Guidance for Field Evaluations, Desk Based Assessments, etc. and the British Archaeologists and Developers Liaison Group Code of Practice.
- 11.13 OA is a member of the Institute of Environmental Assessment and the Council for British Archaeology.
- 11.14 Project Directors normally will be recognised by the IFA as MIFA grade or equivalent. For more extensive and complicated evaluation projects especially where they are part of large-scale programmes of work in historic urban centres, the procedures outlined in English Heritage's *Management of Archaeological Projects* 2nd Edition 1991 (MAP 2) will be followed for immediate post-field archive preparation and initial assessment. Agreement to then be reached, in collaboration with the local authority's archaeological representative, about what aspects will need to be taken forward to provide a report in the required format containing the information needed for planning purposes.



PROJECT TITLE <i>SOUTH FARM, SHIFFORD</i>	
DRAWING TITLE <i>PROPOSED BLOCK PLAN</i>	
CLIENT <i>PD Hook</i>	
drawn <i>R</i>	scale <i>500</i>
date <i>09/07</i>	dwg no. <i>687/PL01a</i>
<p>PCA LONDON</p> <p>ARCHITECTS & DESIGNERS</p> <p>9 High Street, Eynsham, Oxford OX29 4HA Telephone: 01865 882646 Fax: 01865 883219 email: PCA@PCA-Architects.com</p>	

SHIFFORD SOUTH FARM

SHSHS 09

Box 1 FILEZ

A-REPORT

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No. 978033 Buff



PDFA SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of Scan copies: 3

Headings

Site information

Line 1: [OASouth] County: [Oxfordshire] Parish:[ASTON COTE SHIFFORD AND CHIMNEY Shifford] Site: [Shifford South Farm] Site code: [SHSHS 09]

Line 2: Excavators name[A. Norton]

Line 3:

Classification of material

Tick if present

Index to archive	
Introduction	
A:Final Report	<input checked="" type="checkbox"/>
A:Publication Report	
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South Farm, Shifford, Oxfordshire

SUMMARY

In September 2009 Oxford Archaeology (OA) carried out an archaeological watching brief at South Farm, Shifford, Oxfordshire (NGR SP 3742 0290). This work was commissioned by PCA Architects in advance of the demolition of existing outbuildings and barns, and the construction of three new barns. The watching brief revealed an earlier layer of ploughsoil overlying natural gravel deposits. No significant archaeology was encountered.

1 LOCATION AND SCOPE OF WORK

- 1.1 In September 2009 Oxford Archaeology (OA) carried out an archaeological watching brief at South Farm, Shifford, Oxfordshire (NGR: SP 3742 0290). The work was commissioned by PCA Architects in advance of the demolition of existing outbuildings and barns and the construction of three new barns (Planning Reference 07/2040/P/FP). The watching brief covered the excavation of the foundations for the second of the proposed barns.
- 1.2 The development area was located on the northern edge of the farmyard, adjacent to a previously built new barn at a level of approximately 66.5 m above OD (Fig. 1). The underlying geology is Second Terrace Gravels (Geological Survey of Great Britain, sheet no 236). The site was previously covered by an earlier barn which had been demolished prior to excavation of the new foundations.

2 METHODOLOGY

- 2.1 Hugh Coddington, Deputy County Archaeological Officer representing West Oxfordshire County Council produced a *Design Brief for an Archaeological Watching Brief* setting out the requirement and standards for the archaeological work (OCAS 2008). OA produced a Written Scheme of Investigation (WSI) detailing how it would meet the requirements of the brief (OA 2009).
- 2.2 The watching brief was conducted as a series of site visits during the excavation of the foundations. These works consisted of the topsoil strip of an area measuring 50 m long by 30 m wide, and the subsequent excavation of 44 foundation pits measuring on average 1.5 m x 0.6 m by 1.3 m deep. The material was removed using a mechanical excavator.

3 DESCRIPTION OF DEPOSITS

- 3.1 Following the demolition of the existing buildings a topsoil strip was conducted across the development area, removing approximately 0.35 m of a dark grey-brown silt loam, exposing the underlying subsoil, an orange-brown silt clay.
- 3.2 The stratigraphy exposed within the foundation pits was similar across the site and a general description can be applied throughout. A layer of light yellow sand was encountered at a depth of between 1 m and 1.15 m below the reduced level. This was overlaid by a layer of orange-yellow mixed sand and small gravel, measuring between 0.65 m and 0.8 m in depth. Overlying this was the subsoil, an orange-brown clay silt 0.35 m deep. Fragments of hand moulded brick and creamware pottery dating to the 19th and 20th century were recovered from the topsoil. These were recorded on site but were not retained.

4 DISCUSSION AND CONCLUSIONS

- 4.1 The sands and gravel observed are indicative of the underlying geology of the area. The layer of subsoil probably represents an earlier layer of worked (plough) soil. Its relatively even and level depth suggests that ridge and furrow working was not practiced within this area. The topsoil is associated with the current use of the farmyard. No evidence for the presence of Romano-British activity, such as residual finds or truncated features, was encountered during the course of the watching brief.

5 BIBLIOGRAPHY AND REFERENCES

OCAS, 2008 South Farm, Shifford, Oxfordshire, Design Brief for an Archaeological Watching Brief

IFA, 2008 *Standards and Guidance for Archaeological Watching Briefs*

OA, 2009 South Farm, Shifford, Oxfordshire: Written Scheme of Investigation for an Archaeological Watching Brief (*Unpublished client report*)

OAU, 1992 Fieldwork Manual (ed. D Wilkinson) (*Unpublished client report*)

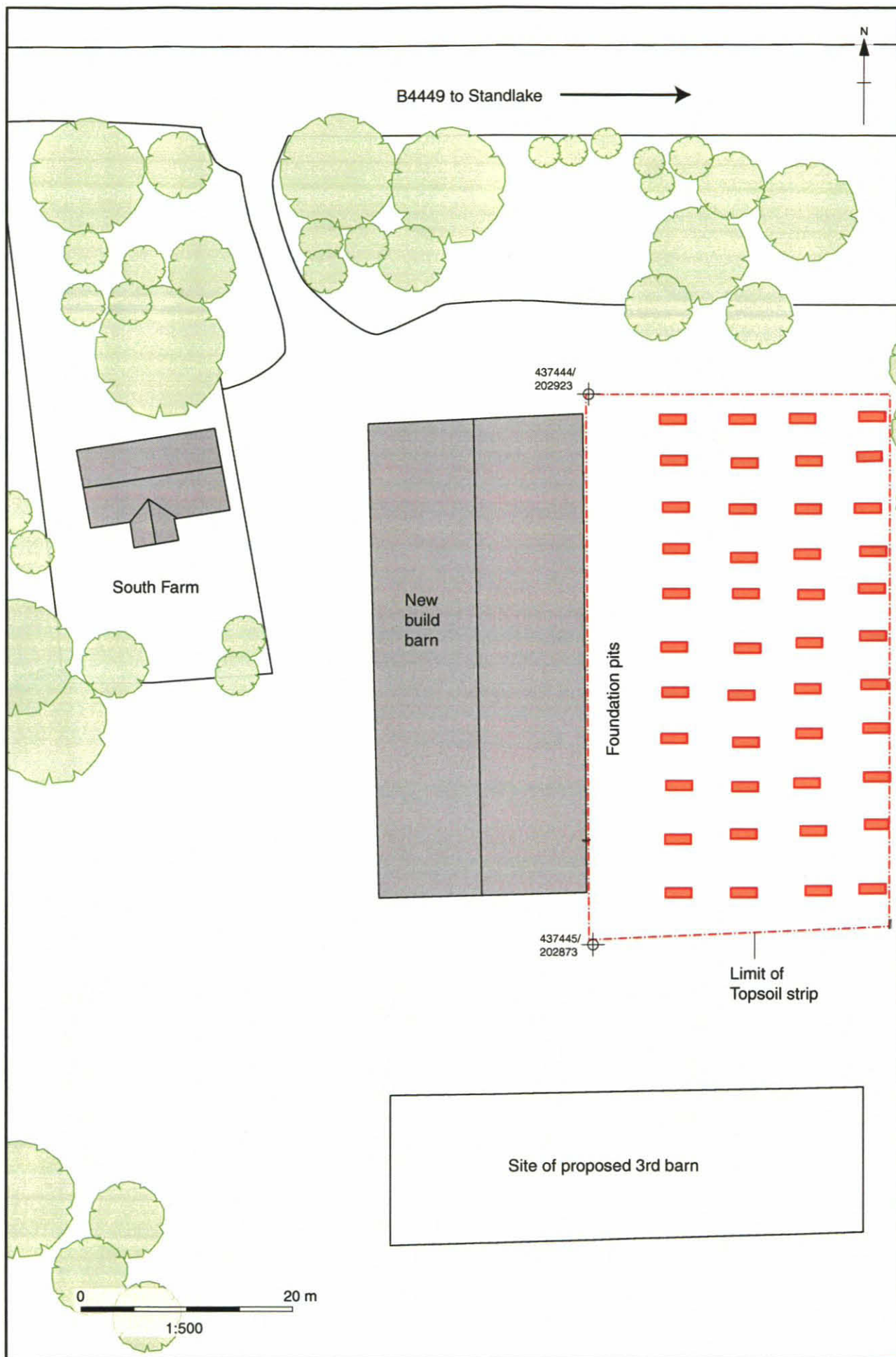


Figure 1: Site location

OASIS DATA COLLECTION FORM: England

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Printable version

OASIS ID: oxfordar1-82955

Project details

Project name	Shifford South Farm
Short description of the project	In September 2009 Oxford Archaeology (OA) carried out an archaeological watching brief at South Farm, Shifford, Oxfordshire (NGR SP 3742 0290). This work was commissioned by PCA Architects in advance of the demolition of existing outbuildings and barns, and the construction of three new barns. The watching brief revealed an earlier layer of ploughsoil overlying natural gravel deposits. No significant archaeology was encountered.
Project dates	Start: 09-09-2009 End: 11-09-2009
Previous/future work	Not known / Not known
Any associated project reference codes	SHSHS 09 - Sitecode
Any associated project reference codes	OXCMS:2009.74 - Museum accession ID
Type of project	Recording project
Site status	None
Current Land use	Other 2 - In use as a building
Monument type	NONE None
Significant Finds	NONE None
Investigation type	'Watching Brief'
Prompt	Direction from Local Planning Authority - PPG16

Project location

Country	England
Site location	OXFORDSHIRE WEST OXFORDSHIRE ASTON COTE SHIFFORD AND CHIMNEY Shifford South Farm
Study area	1450.00 Square metres
Site coordinates	SP 374 029 51.7231154247 -1.458492179650 51 43 23 N 001 27 30 W Point

Project creators

Name of Organisation	Oxford Archaeology
Project brief originator	Deputy County Archaeological Officer
Project design originator	Oxford Archaeology
Project director/manager	A. Norton
Project supervisor	M.Sims

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Oxford Archaeology
Digital Archive ID	SHSHS 09
Digital Contents	'Stratigraphic'
Digital Media available	'Images raster / digital photography', 'Text'
Paper Archive recipient	Oxfordshire County Museum Service
Paper Archive ID	OXCMS:2009.74
Paper Contents	'Stratigraphic'
Paper Media available	'Context sheet', 'Diary', 'Microfilm', 'Notebook - Excavation', 'Research', 'General Notes', 'Photograph', 'Plan', 'Report', 'Section', 'Unpublished Text'

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	South Farm, Shifford, Oxfordshire
Author(s)/Editor(s)	M. Sims
Date	2009
Issuer or publisher	OXFORD ARCHAEOLOGY
Place of issue or publication	OXFORD
Description	2 XA4 sheets client report
Entered by	wajdan.majeed (wajdan.majeed@oxfordarch.co.uk)
Entered on	20 September 2010

OASIS:

SHIFFORD SOUTH FARM

SHSHS09

Box 1 FILE 3

B. DIARY/FIELDNOTES

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No. 978033 Buff



PDFA SCAN

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Submitter OASouth

No. of Scan copies: 3

Headings

Site information

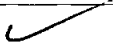
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Line 2: Excavators name[A. Norton]

Line 3:

Classification of material

Tick if present

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G: Correspondence	
H: Miscellaneous	



WATCHING BRIEF RECORD

SITE CODE SHSH509

SITE NAME South Farm Shifford

DATE 9/9/09

NGR

County

oxon

Start Time

08.00

Finish Time

12.00

Milage

Previous Visit

Visit By

mmmm

Type of construction work

Excavation of foundation pad pits.

Contacts made

Archaeology present?

Yes:

No:

Undated:

Other:

COMMENTS

Standing buildings already demolished.

Topsoil strip over area of site to level

0.2-0.3m Dark grey brown silt loam

Pits 1.6m x 0.6m by 1.3m deep dug by job.

R. Pits numbered A:B:C:D N-S
1-11 E-W

PA IB

Topsoil 0.3m

Subsoil Orange brown silt clay

Terrace gravel 0.65m

Natural sand > 0.1m

Records?

Photos cut sect Plan.



WATCHING BRIEF RECORD

SITE CODE SHSH509

SITE NAME South Farm, Shifford

DATE 11/9/09

NGR

County

OXON

Start Time

10-00

Finish Time

12-00

Milage

Previous Visit

9/9/09

Visit By

Type of construction work

Excavation of foundation pits

Contacts made

Archaeology present?

Yes:

No:

Undated:

Other:

COMMENTS

Remainder of foundation pit excavated

Stratigraphy identical. No evidence of ridge
+ fence working

Only Modern finds recovered (all from cut!)

No residual features observed

Records?

Photos cut Plan sections

SHIFFORD SOUTH FARM

SHSHS09

Box 1 FILE 4

B. PRIMARY CONTACT RECORDS

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No.978033 Buff



PDFA SCAN

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Site information


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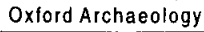
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Classification of material

Tick if
present


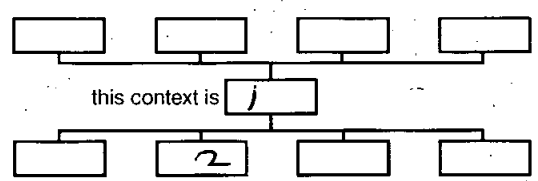
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SITE CODE SHSH09

SITE NAME South Farm, Shifford Oxon

[illegible]

 CONTEXT RECORD		Context No. 1
SITE SHSH509	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. 1/2	Cut by:	CUT: 1. shape in plan 2. base/sides/top profile 3. dimension and depth 4. sketch 5. truncation 6. fill nos 7. other comments
	Filled by:	
Section No. 9A : 1B	Same as:	MASONRY: 1. materials 2. size of bricks etc 3. finish of stones 4. coursing/bond 5. form 6. faces 7. bond 8. dimensions as found 9. other comments
	Part of:	
Co-Ordinates	Consists of:	
	Overlies: 2	
Level	Butts:	
Slide No.	Cuts:	
Neg No.	Fill of:	
Matrix location	Relationships uncertain	
Description (See check lists): 1) Friable 2) Grey-brown 3) Clay-silt-loam 4) Occ gravel 5) Up to 0.3m 6) Throughout site		STRATIGRAPHIC MATRIX <div style="text-align: center;">  <p>this context is 1</p> </div>
Interpretation/Discussion: Present day topsoil + top		
Finds (tick): None <input type="checkbox"/> Pot <input checked="" type="checkbox"/> Bone <input type="checkbox"/> Flint <input type="checkbox"/> Stone <input type="checkbox"/> Burnt stone <input type="checkbox"/> Glass <input checked="" type="checkbox"/> Metal <input checked="" type="checkbox"/> CBM <input type="checkbox"/> Wood <input type="checkbox"/> Leather <input type="checkbox"/>		
<input type="checkbox"/> Small Finds		Recorder [Signature]
<input type="checkbox"/> Samples		Date
<input type="checkbox"/> Building Materials		Initials



CONTEXT RECORD

Context No.

2

SITE SHSHS 09

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.

112

Cut by:

Filled by:

Section No.

1B:6C:9A

Same as:

Part of:

CUT:

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

Co-Ordinates

Consists of:

Overlies: I

Level

Butts:

MASONRY:

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

Slide No.

Cuts:

Neg No.

Fill of:

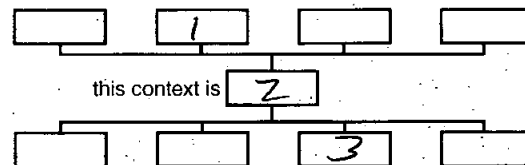
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Compact
- 2) Orange brown
- 3) Clay silt
- 4) Occ gravel
- 5) Up to 0.3m deep.
- 6) Throughout site



Interpretation/Discussion:

SS Soil / earlier darked soil

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

☐ Small Finds

Recorder

☐ Samples

Date

☐ Building Materials

Initials



CONTEXT RECORD

Context No.

3

SITE SHSHS09

ADDITIONAL SHEETS:

TYPE Layers

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.

1:2

Cut by:

Filled by:

Section No.

1B:6C:9A

Same as:

Part of:

Co-Ordinates

Consists of:

Overlies: 4

CUT:

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

Level

Butts:

Slide No.

Cuts:

Neg No.

Fill of:

Matrix location

Relationships uncertain

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):

STRATIGRAPHIC MATRIX

1) Fordable

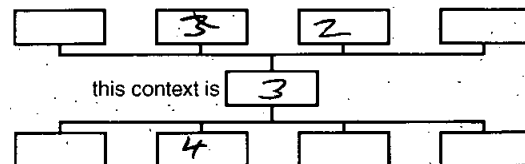
2) Yellow brown

3) Coarse sand

4) Much small-medium rounded gravel > 80% BC

5) Depth > 0.7m

6) Throughout site.



Interpretation/Discussion:

Natural terrace gravel.

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

☐ Small Finds

Recorder

☐ Samples

Date

☐ Building Materials

Initials



CONTEXT RECORD

Context No.

4

SITE SHSH 09

ADDITIONAL SHEETS:

TYPE Layers

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by:

3

DEPOSIT:

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

Structure No.

Abutted by:

Plan No.

1:2

Cut by:

Filled by:

Section No.

9A

Same as:

Part of:

CUT:

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

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

Slide No.

Cuts:

Neg No.

Fill of:

Matrix location

Relationships uncertain

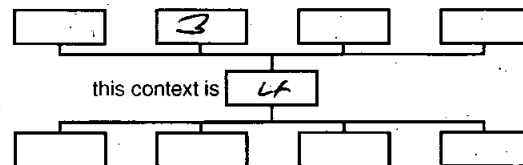
MASONRY:

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) loose
- 2) light yellow
- 3) sand
- 4) Nil
- 5) > 0.1m deep.

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Natural sand.

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

☐ Small Finds

Recorder

☐ Samples

Date

☐ Building Materials

Initials

SHIFFORD SOUTH FARM

SHSHS 09

Box 1 FILE 5

B. CATALOGUE OF DRAWINGS

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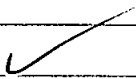
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PLAN RECORD SHEET

SITE CODE SHSH509

SITE NAME Saath Farm Sheppard Oxon

[illegible]



SECTION RECORD SHEET

SITE CODE SHSHS 09

SITE NAME 50th Farm, Shiford oxon

[illegible]

SHIFFORD SOUTH FARM

SHSHS 09

Box 1 FILE 6

B. PRIMARY DRAWINGS 5

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No. of Scan copies: 3

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Site information

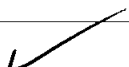
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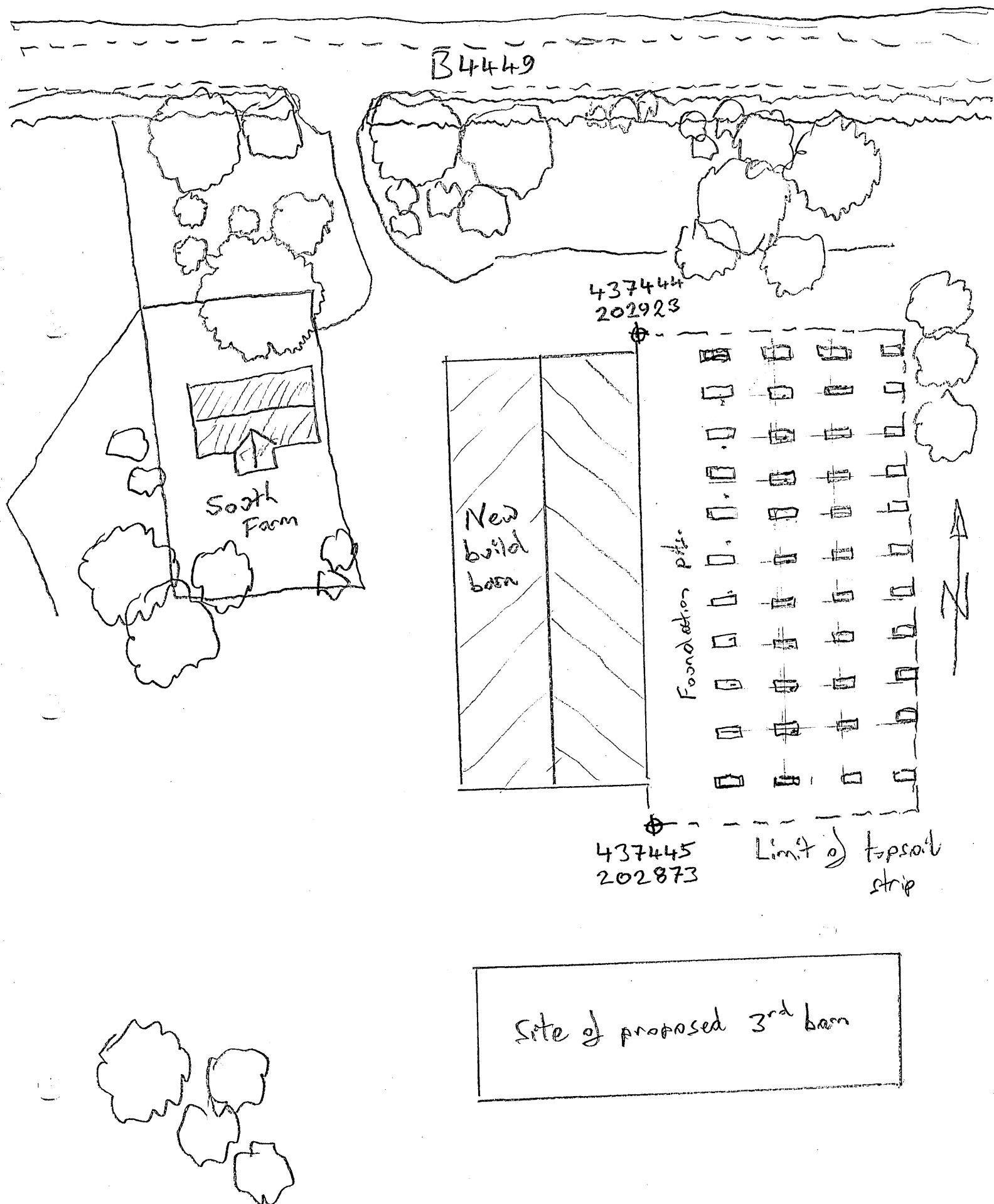
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SHSHS 09

Plan 2

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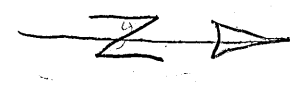


SHSHS09
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SHIFFORD SOUTH FARM PLAN 1

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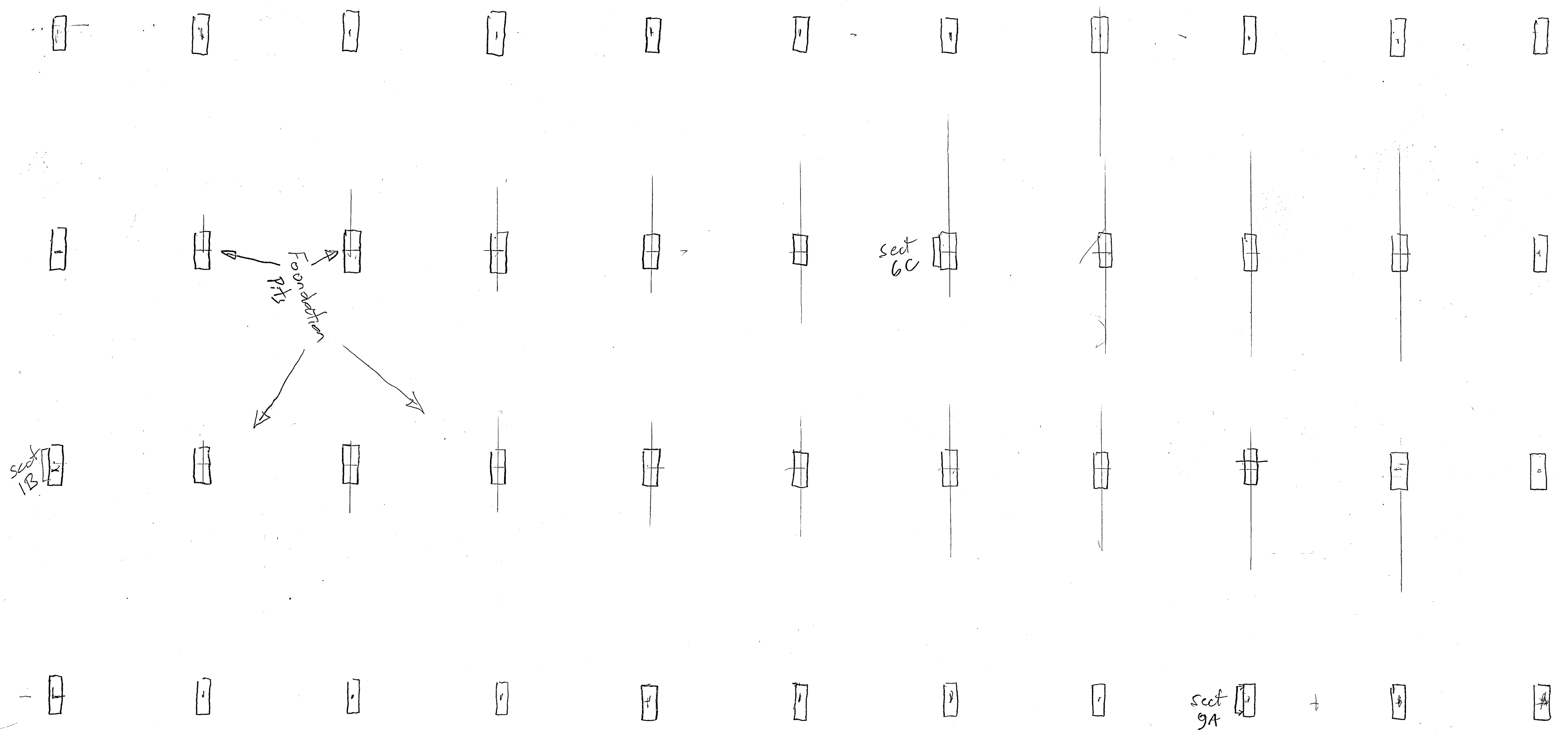
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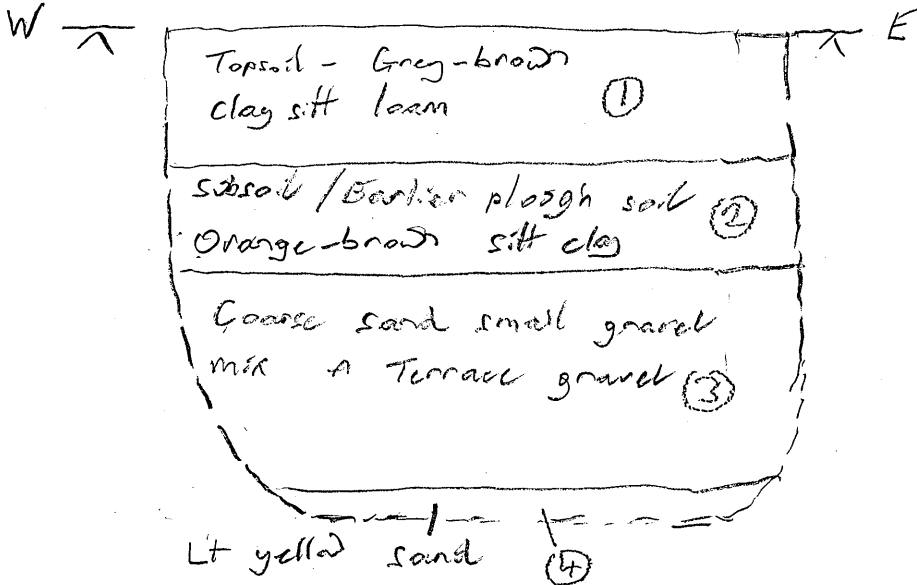
Existing
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202923



Limit of topsoil strip.

Reduced ground level

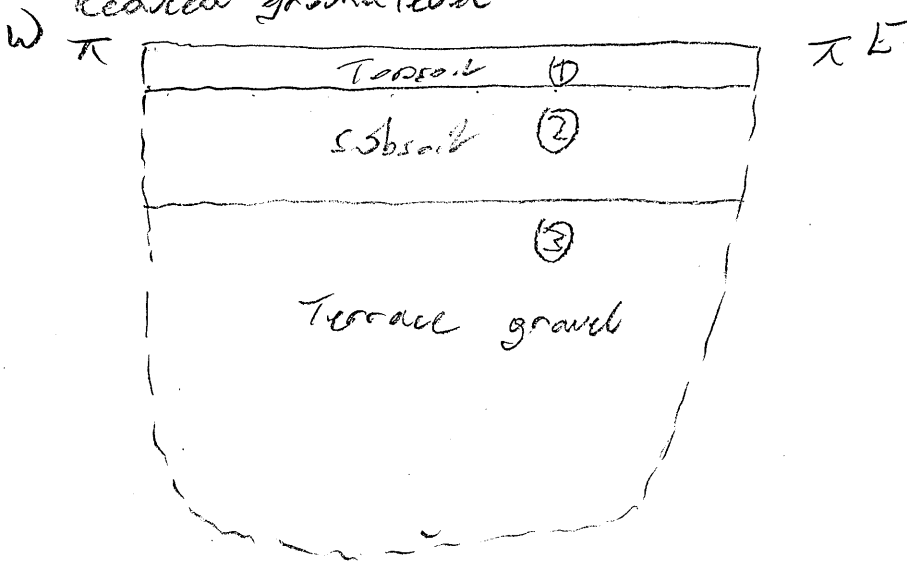


SHSHS 09

Section 9A

Scale 1:20

Reduced ground level

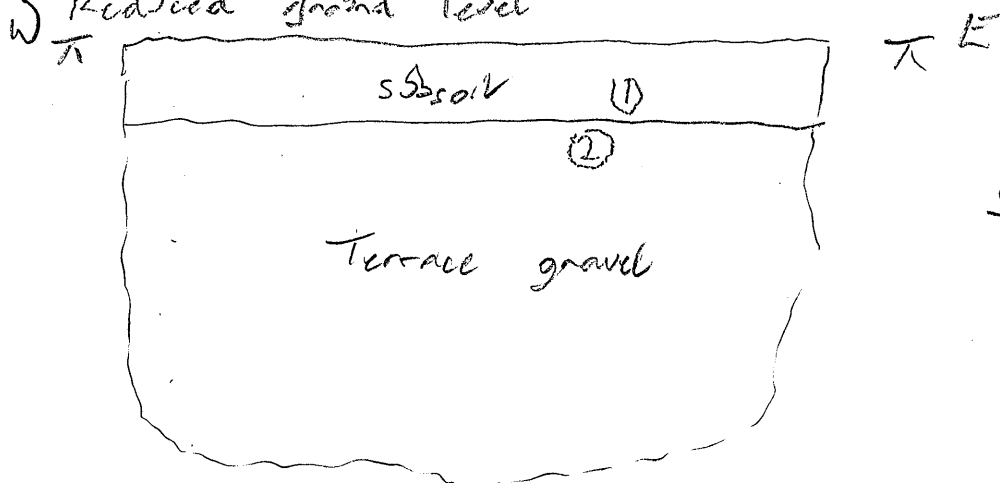


SHSHS 03

Section 1B

Scale 1:20

Reduced ground level



SHSHS 03

Section 6C

SHIFFORD SOUTH FARM

SHSH 09

Box 1 FILE 7

D. CATALOGUE OF PHOTOS

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No. 978033 Buff



PDFA SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of Scan copies: 3

Headings

Site information

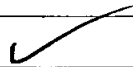
Line 1: [OASouth] County: [Oxfordshire] Parish:[ASTON COTE SHIFFORD AND CHIMNEY Shifford] Site: [Shifford South Farm] Site code: [SHSHS 09]

Line 2: Excavators name[A. Norton]

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	



PHOTOGRAPHIC RECORD SHEET

SITE CODE SHSHS 09

SITE NAME South Farm, Shalford


FILM NO. 1

Camera number

Lens number

Black & white / ~~colour~~

Date	Negative number	View	Context(s)	Initials
	0			
	1		SHSHS I.D. shot.	
	2	S	Section D2	
	3	S	4 "	
	4	S	1 "	
	5	N	Post ex view of site	
	6	N	1 " 4 " 4 " 4 "	
	7	N	1 " 1 " 1 "	
	8	S	Section C6	
	9	S	1 "	
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 Oxford Archaeology		PHOTOGRAPHIC RECORD SHEET		
SITE CODE SHSHS 09		SITE NAME South Farm, Shifford		FILM NO. 1
Camera number		Lens number		Black & white / Colour
Date	Negative number	View	Context(s)	Initials
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	1		SHSHS 09 ID shot.	
	2	S	Section A1	
	3	S	" "	
	4	S	Section D2	
	5	S	" "	
	6	S	" "	
	7	S	Section C6	
	8	S	" "	
	9	N	Post-ex view of site	
	10	N	" "	
	11			
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