

Site/Project Name: **Oxford All Souls College Staircase X**

Site Code: **OXSOU 11**

Site/Project Type: **Watching brief**

Year(s): **2011**

Accession Number: **OXCMS:2011.40**

Record Group	Contents	Comments	Box/File Number
	INTRODUCTION Archaeological brief Written scheme of investigation	6 sheets 13 sheets	Box 1 file 1
A	REPORT http://library.thehumanjourney.net/917		
B	PRIMARY CONTEXT DATA Watching brief record sheets 29/09/10 Test pit record sheets TP 1 & TP 2 Watching brief record sheets 13, 16-19/01/2012 Context checklist nos. 1000-1001 Context sheets	1 sheet 2 sheets 5 sheets 1 sheet as numbered 2 sheets	Box 1 file 2
B	PRIMARY DRAWINGS Test pit plans & sections Plan 100 Section 1000	2 sheets 1 A1 sheet 1 sheet	Box 1 file 3 & roll 1 of 1
D	CATALOGUE OF PHOTOGRAPHS Digital image index shots 1-7 original & archive Digital images 1-7 Digital images index shots 1000-1008 Digital images 1000-1008	2 sheets 1 sheet 2 sheets 1 sheet	Box 1 file 4

PDF/A SCAN

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

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Index to archive	<input checked="" type="checkbox"/>
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OASIS ID: oxfordar1-134246

Project details

Project name	Staircase X All Souls College Oxford
Short description of the project	Between August and September 2011, Intermittent visits to monitor the underpinning of the building, Staircase X, did not reveal any relevant archaeological horizons. In January 2012, a service trench leading from the Redevelopment at All Souls Staircase X to the High Street in Oxford, was excavated. It revealed a single layer of disturbed ground, with no finds
Project dates	Start: 29-09-2010 End: 19-01-2012
Previous/future work	No / No
Any associated project reference codes	OXCMS:2011.40 - Museum accession ID
Any associated project reference codes	OXSOUL 11 - Sitecode
Type of project	Recording project
Site status	None
Current Land use	Other 2 - In use as a building
Monument type	DISTURBED GROUND Modern
Significant Finds	NONE None
Investigation type	"Watching Brief"
Prompt	Planning condition

Project location

Country	England
Site location	OXFORDSHIRE OXFORD OXFORD Staircase X, All Souls College, Oxford
Study area	1000.00 Square metres
Site coordinates	SP 517 063 51 -1 51 45 09 N 001 15 03 W Point

Project creators

Name of Organisation	Oxford Archaeology
Project brief originator	Oxford City Council
Project design originator	Oxford Archaeology
Project director/manager	B Ford
Project supervisor	I Cook
Type of sponsor/funding body	Developer
Name of sponsor/funding body	All Souls College

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Oxford Archaeology
Digital Archive ID	OXSOUL 11
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Oxfordshire County Museum Service
Paper Archive ID	OXCMS:2011.40
Paper Contents	"Stratigraphic"
Paper Media available	"Context sheet","Photograph","Plan","Section","Unpublished Text"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Staircase X All Souls College Oxford
Author(s)/Editor(s)	Leach S
Date	2012
Issuer or publisher	Oxford Archaeology South
Place of issue or publication	Oxford
Description	Client report
URL	http://library.thehumanjourney.net/917
Entered by	Nicola Scott (n.scott@oxfordarch.co.uk)
Entered on	21 September 2012

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OXFORD
ALL SOULS COLLEGE
STAIRCASE X
OXSOUL "

Box 1 FILE 1

INTRODUCTION

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Oxford City Council Planning Control and Conservation
Brief for an Archaeological Excavation
Project: All Souls College, High Street, Oxford
Development: 10/02394/FUL Erection of three storey rear extension and raising of roof to provide extended attic accommodation at staircase X
Brief issued: 21st January 2011
Prepared by: David Radford

1. SUMMARY

This brief sets out the requirement for archaeological excavation at this site, comprising of Stage 1: An archaeological trial trench and Stage 2: Further recording or monitoring as appropriate. The purpose of this work is to establish the character of archaeological remains that may be impacted by the proposed foundation works at Staircase X. The investigation has been required because of the potential for Saxon, medieval and Post Medieval remains in this location.

2. DEFINITION

The definition of archaeological excavation is a programme of controlled, intrusive fieldwork with defined research objectives which examines, records and interprets archaeological deposits, features and structures and, as appropriate, retrieves artefacts, ecofacts and other remains within a specified area or site The records made and objects gathered during fieldwork are studied and the results of that study published in detail appropriate to the Project Design." (IFA, 1999)¹

3. SITE DESCRIPTION

The site is located adjacent to the west wall of Staircase X at All Souls College. The area is a paved courtyard with a concrete water basin at its centre. The paving slabs will need to be lifted and the integrity of the water feature respected.

4. PLANNING BACKGROUND

- a. The brief relates to planning application no 10/02394/FUL to Oxford City Council.
- b. PPS5 Policy HE12.3 states that where the loss of the whole or a material part of a heritage asset's significance is justified, local planning authorities should require the developer to record and advance understanding of the significance of the heritage asset before it is lost, using planning conditions or obligations as appropriate. Developers should publish this evidence and deposit copies of the reports with the relevant historic environment record. Local planning authorities should require any archive generated to be deposited with a local museum or other public depository willing to receive it. Local planning authorities should impose planning conditions or obligations to ensure such work is carried out in a timely manner and that the completion of the exercise is properly secured.

¹ An excavation project may be supplemented by non-destructive means of investigation such as geophysical, earthwork, fieldwalking, geochemical and building survey and also by a watching brief during development.

- c. Requirements for excavation are normally secured by means of a "negative condition" (or, more rarely, through a legal agreement) and must be specified in a "written scheme of investigation" which has been agreed in writing by Oxford City Council prior to commencing fieldwork. The "written scheme of investigation" should comprise this brief combined with the archaeological contractor's project design (see below). Archaeological planning conditions will not be discharged until all fieldwork and post-excavation work has been completed, the archive has been deposited and publication secured.

5. ARCHAEOLOGICAL BACKGROUND

- a. This brief sets out the requirements for archaeological excavation at this site which will comprise of trial trenching (Stage 1) followed by a second stage of work if required.
- b. This site lies at the back of historic tenement plots fronting onto the High Street. Recent archaeological work for the adjacent new Queens College lecture theatre has demonstrated the kind of archaeological deposits that might be expected at depth in such a location, that is inter cutting rubbish pits of late Saxon and medieval date, themselves sporadically truncated by post medieval rubbish and quarry pits and modern era garden landscaping (Oxford Archaeology, ongoing). Furthermore two vaulted stone cellars of likely post medieval date have been discovered at the Queens College site (one to the north of Drawda Hall, one to the east).
- c. Previous archaeological monitoring of geotechnical test pits No's 3 and 4 observed garden soil down to a depth of 1.2-1.3m. The results were reported in an Archaeological Impact Assessment produced by Oxford Archaeology (2010). Augering in the two geotechnical pits not observed by Oxford Archaeology suggested that the gravel varies in depth across the site. In the area of test pit 2 is was recorded 2.7m below the current ground surface.

6. RESEARCH OBJECTIVES

- a. **Stage 1** trial trenching should aim to gather sufficient information to generate a reliable predictive model of the extent, character, date, state of preservation and depth of burial of important archaeological remains² within the area of study. In this case the following specific objectives have been identified:
 - Establish the character and extent of any remains above or cut into the gravel, bearing in mind the potential for Saxon and medieval remains in this location.
- b. **Stage 2** Further recording of archaeological features (chronology, plan form and function) may be required. Alternatively Stage 2 may involve direct monitoring of resin injection procedures and impacts.

² and associated palaeo-environmental deposits

7. PROCEDURE AND PROFESSIONAL STANDARDS

- a. Archaeological Excavations must be undertaken in accordance with the *Standard and Guidance for archaeological excavation* published by the Institute of Field Archaeologists (IFA, 1999). The project should meet the standard set out in the *Standard and guidance for the collection, documentation and research of archaeological materials* (IFA, 2001)
- b. Each excavation must be governed by a project design which has been agreed in writing by Oxford City Council. The project design should be based on a thorough study of all relevant background information (In this case the Impact Assessment produced by OA). The project design should conform to the guidelines set out in paragraph 3.2.17 of the IFA guidelines and should in particular specify:
 - The project's research objectives.
 - The site and area(s) to be investigated by each method (to be shown on a plan).
 - Procedures for project management (to follow the principles set out in Management of Archaeological Projects (MAP) (English Heritage, 1991)). Key monitoring milestones should be identified.
 - The expertise of the project team. The project manager should be a named Member of the Institute of Field Archaeologists (MIFA) who is adequately qualified to manage the required archaeological work in line with the guidance set out in the IFA code of conduct. The composition and experience of the project team should be described. Specialists should be identified where required (e.g. for finds and environmental work). In some cases it will also be necessary to identify academic advisors. CVs should be supplied outlining the relevant qualifications and experience of key personnel - where relevant this should include specific reference to knowledge of particular periods and local/ regional traditions. *Note: Specialists should be able to demonstrate a relevant qualification and track record of at least 3 years continuous relevant work (or equivalent) and appropriate publication. In appropriate circumstances, less experienced staff may conduct work under the supervision of well established and widely recognised specialists.*
 - Proposals for public and/or media involvement.
 - Reporting and Archiving arrangements.
 - An outline of the proposed timetable and staff resources - this must be non-binding and presented "for information only"
 - Contingency arrangements.

8. FIELDWORK METHODOLOGY

a. Surveying

- Accurate and precise surveying is essential. At the commencement of each fieldwork project a site grid should be carefully laid out by an experienced surveyor and related to the national grid (the accuracy of any previously surveyed grids should also be checked). All subsequent fieldwork should use the site grid. The grid should be established using semi-permanent survey stations or by relating the survey to equivalent fixed points. Excavation and survey area boundaries should be plotted to within $\pm 1\text{m}$ relative to the national grid. Within an excavation or survey area internal grid points should be located to within an error of no more than $\pm 0.1\text{m}$ relative to the site grid. On most sites the use of an EDM or theodolite will be essential to set out site grids. All levels should be recorded relative to an Ordnance Survey datum level.

b. Requirements for hand excavation

- In this instance there is no machine access so hand excavation will be required.
- **Stage 1.** A 1.5m x 1.5m shored test pit should be excavated to the depth of gravel abutting the exterior western wall of Staircase X (in the approximate vicinity of geotechnical test pit 2), noting the constraints provided by 1) any party wall considerations 2) the integrity of the water feature in the courtyard and 3) The likely level of truncation at the southern part of the site that will have been caused by the construction of the basement here.
- **Stage 2.** Subject to the results of Stage 1, further recording may be required to mitigate the impact of foundation works on significant archaeological deposits. This may include a watching brief during underpinning work or archaeological monitoring of resin injection procedures and impacts. The scope of any second stage of works should be agreed between the applicant and the City Council Archaeologist once the Stage 1 reporting is complete. If required a programme of works should be submitted as an addendum to the agreed Written Scheme of Investigation.

c. Cleaning and Recording in plan-form

- Each excavation area should be cleaned by hand sufficiently to allow the identification and planning of archaeological features and scanned with a metal-detector. Where archaeological features appear to be absent sufficient work should be done to demonstrate this. The excavation area should be planned at an appropriate scale (normally 1:20 where complex deposits are present or 1:50 or 1:100 in areas of lesser complexity). Spot levels should be taken as appropriate.

d. Sampling

- **Stage 1:** Sufficient features should be sampled by hand excavation to achieve the Stage 1 objectives. For discrete features such as pits and postholes this will normally involve half-sectioning a representative sample. Linear features should be sectioned. If deeply stratified deposits are encountered it may be appropriate to excavate sample boxes and/or examine the stratigraphy revealed in the section of excavated cut features.
- **Stage 2** To be covered by an addendum to the WSI if required.

e. Context recording

- Each context should be recorded on pro-forma records which should include the following minimum details: character; contextual relationships; detailed description (dimensions and shape; soil components, colour, texture and consistency); associated finds; interpretation and phasing as well as cross-references to the drawn, photographic and finds registers. Normally each context should be recorded on an individual record. Sections should be drawn through all significant cut features and levelled to ordnance datum. Trench and excavation sides should also be drawn in section where they contain significant archaeological information.
- A black and white photographic record should be maintained including photos of all significant features and overall photos of each area or trench. Digital photographs should not be taken instead of 35mm film. Where selected digital photographs are taken to supplement 35mm film they should adhere to the National Monuments Record's *Digital Imaging Guidelines* which requires that only cameras of four mega pixel specification (or greater) should be used.

f. Artefact and Ecofact collection and recording

- All stratified finds should be collected by context or, where appropriate, individually recorded in 3 dimensions. Unstratified finds should only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest. Provision should be made for on-site conservation advice for the lifting and treatment of fragile objects and investigative conservation. Finds of "treasure" must be reported to the Coroner in accordance with the Treasure Act procedures.
- Collection policies for structural remains and industrial residues have been set out by the Society of Museum Archaeologists (SMA, 1993). The presence of such materials within a context should always be recorded and, where they are considered to be of importance, the excavation strategy should aim to quantify their occurrence, even where comprehensive retention is not considered appropriate.
- Contractors should, where relevant, follow the guidelines for handling Post Roman Ceramics produced by the Medieval Pottery Research Group (Slowikowski, Nenck & Pearce, 2001). This specifies that all ceramic finds must be collected, washed, marked, bagged, boxed and assessed with regard

to the project aims and objectives. Where a sampling procedure is employed this should be undertaken in consultation with a ceramic specialist.

- Finds recording should be carried out in a manner compatible with existing typological series for the City of Oxford.
- Contractors should refer to Environmental Archaeology: A guide to the theory and practice of methods from sampling and recovery to post excavation (English Heritage, 2002) as a guide to best practice in this field.
- Waterlogged wood should be recorded, sampled and conserved in accordance with English Heritage guidelines (English Heritage, 1996)
- In the event of discovery of any human remains the archaeological contractor should inform the client, the City Archaeologist, the Coroner, the Police and the Ministry of Justice via the submission of an application form for the 'Archaeological/Accidental/Site Investigation Licence regarding the disturbance of human remains'. The Human remains should be left in-situ, covered and protected. Where a licence for their excavation is issued by the Ministry of Justice, the requirements of that licence should be followed. Where the Ministry of Justice is unable to issue a licence and it is reasonably determined that the remains are likely to be subject to further unavoidable disturbance or deterioration the archaeological contractor should inform the client and Ministry of Justice of their intention to excavate the remains with due decency and in accordance with the general conditions formerly attached to licences issued for excavation of human remains under similar circumstances. The only exception is where excavations are being undertaken in a churchyard under a faculty issued by the Chancellor of Oxford Diocese (in such cases the faculty requirements should be followed). In certain situations special arrangements may be required for the recovery of samples for DNA analysis. Human remains should be treated in accordance with IFA guidelines (IFA, 2004) and the advice set out in *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England* (English Heritage, 2005).
- In certain situations special arrangements may be required for the recovery of samples for DNA analysis. Human remains should be treated in accordance with IFA guidelines (IFA, 2004) and the advice set out in *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England* (English Heritage, 2005).
- A contingency should be allowed for at least 1 scientific date and appropriate provision made for the selection and recovery of samples.
- Specialist reports should employ the appropriate keywords as set out in 'Guidelines for the addition of Archaeological Science data to the Historic Environment Record (English Heritage, 2007)
- During **stage 1** an initial assessment of the site's palaeo-environmental potential should be made by the project manager in consultation with the

City Council Archaeologist. If the site has significant potential it may be necessary to obtain specialist advice and undertake sampling in accordance with a programme agreed with English Heritage's Adviser in Archaeological Science. A contingency should be allowed for this.

g. Metal Detecting

- Whenever private individuals or subcontractors are engaged to undertake metal detecting as part of an archaeological fieldwork project they should be asked to sign a formal agreement in which the right to claim Treasure is waived. Please refer to the revised Treasure Act Code of Practice (2003, paragraph 81). A suggested clause is:-
- “In the process of working on the archaeological/ excavation at [location of site] between the dates of [insert dates], [name of person contributing to the project] has been working under the direction or permission of [name of archaeological organisation or responsible individual archaeologist] and hereby waives all rights to rewards for objects discovered that could be otherwise payable under the Treasure Act 1996.”
- Contracts should ensure that investigations are covered by a written agreement with the owner & occupier regarding rewards which may be payable.

9. POST-EXCAVATION METHODOLOGY

- a. A brief preliminary statement of the results and assessment of the site's significance should be provided within one month of the completion of fieldwork. This preliminary assessment should be agreed by the City Council Archaeologist.
- b. For projects which have been agreed to be of purely local significance it will be sufficient to complete an archive report for the HER, publish a summary and deposit the archive (see below).
- c. For projects which have been agreed to be of more than local significance an illustrated interim report together with a post-excavation assessment and updated project design (MAP Stage 3) should be submitted by the archaeological contractor and approved by the City Council Archaeologist within 6 months of the completion of fieldwork. Post-excavation analysis and report preparation should proceed in accordance with the agreed updated project design unless subsequent variations are agreed by the City Council Archaeologist.

10. PUBLICATION

- a. A summary report (including illustrations where appropriate) should be sent to the editors of *South Midlands Archaeology* not later than three months after the end of the calendar year in which the work is undertaken.
- b. If appropriate an illustrated final report which meets the guidelines set out in MAP Appendix 7 and is suitable for publication in an approved archaeological journal (normally *Oxeniensia* or an equivalent publication) should be provided to

the Oxford City Council Archaeologist within one year of the completion of fieldwork (unless a longer time period has been agreed in the updated project design). The overall content of the report should be agreed with the Oxford City Council Archaeologist. The report should be clearly referenced in all respects to all work on the site, evaluation, excavation, watching briefs, building recording, background research including aerial photography etc, in order that a coherent picture may be presented. It should place the site in its local archaeological, historical and topographical context and include a clear location map. Each plan included should clearly relate to some other included plan of an appropriate scale and should normally include national grid references.

- c. A bound offprint of the final report/publication and a digital copy of the text in PDF format must be supplied to the Oxford Urban Archaeological Database. A further report/offprint should accompany the archive and another should be supplied to the County Historic Environment Record. A copy of any specialist papers relating to the site should also be supplied to the Oxford City Archaeologist.
- d. A publication grant should be provided to the publishers of the report in accordance with their requirements.
- e. Contractors taking part in the OASIS scheme should complete an OASIS fieldwork summary form and submit it to the Archaeology Data Service.

11. ARCHIVING

- a. The archaeological contractor should endeavour to ensure that the site archive (including any artefacts recovered) are deposited in an acceptable condition with museum which is registered with the Museums, Libraries and Archives Council and approved for the storage of archaeological archives. The preferred archive for in this instance is the County Museum. Contractors should refer to the County Museum Service for the procedures and requirements which must be followed for the deposit of archaeological archives. A storage grant should be provided to the museum in accordance with their requirements. The archive should be prepared and deposited in accordance with the guidelines set out in '*Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation*' (AAF, 2007).
- b. The archaeological contractor should arrange for the archive to be copied on microfiche to the standard required by the National Monuments Record and should be deposited with the NMR.
- c. The archive report should include copies of specialist reports.
- d. Where the archive has been identified as of National importance the contracting unit should liaise with Oxford City Council Archaeologist and Museum curator to agree any requirements for long term DIGITAL storage. A contingency for DIGITAL storage should be included within the project design,

12. MONITORING

- a. Monitoring is carried out by the Oxford City Council Archaeologist, normally acting on behalf of the local planning authority, to ensure that projects are being carried out in accordance with the brief and approved project design, to enable the need for modifications to the project to be independently considered and validated and to control and validate the use of available contingencies.
- b. A programme of monitoring should be agreed with the Oxford City Council Archaeologist prior to the commencement of fieldwork. The archaeological contractor should keep the City Archaeologist regularly informed of the project's progress and facilitate the monitoring of the project at each stage, including post-excavation. In particular, there should be no substantial modification of the approved brief and project design without the prior consent of the City Archaeologist and no fieldwork should be carried out without the service's knowledge and approval - the service should always be afforded the opportunity to observe archaeological excavations.
- c. All monitoring visits will be documented by the Oxford City Council Archaeologist and the archaeological contractor will be informed of any perceived deficiencies.
- d. The Oxford City Council Archaeologist should be informed at the earliest opportunity of any unexpected discoveries, especially where there may be a need to vary the project design. The archaeological contractor should carry out such reasonable contingency works as requested by the City Archaeologist within the resources defined in the project design.

13. HEALTH AND SAFETY AND OTHER CONSTRAINTS

- a. **Health and Safety must take priority over archaeological requirements.** It is essential that all projects are carried out in accordance with safe working practices and under a defined Health and Safety Policy. **Risk Assessments must be carried out for every field project.** If the risk assessment indicates it is necessary, the requirements of the brief can be varied in the interests of health and safety.
- b. It is the responsibility of the archaeological contractor and their client to ensure that other constraints (e.g. SSSI's or protected trees) are identified and properly safeguarded.
- c. Approval for proposed changes to the project design must be obtained from the Oxford City Council Archaeologist.

BIBLIOGRAPHY

- | | |
|--|---|
| BCM, 1999 | <i>Procedures for deposit of archaeological archives.</i> |
| Communities and Local Government, 2010 | <i>Planning Policy Statement 5: Planning and the Historic Environment</i> |

English Heritage, 1991	<i>Management of Archaeological Projects.</i>
English Heritage, 1996.	<i>Waterlogged wood. Guidelines on the Recording, Sampling, Conservation and Curation of Waterlogged Wood.</i>
English Heritage, 2005	<i>Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England, English Heritage and Church of England</i>
English Heritage, 2002,	<i>Environmental Archaeology :A guide to the theory and practice of methods from sampling and recovery to post excavation</i>
English Heritage 2006	<i>Understanding Historic Buildings: A guide to good practice</i>
English Heritage, 2007	<i>Guidelines for the addition of Archaeological Science data to the Historic Environment Record</i>
IFA, 1999	<i>Standard and Guidance for archaeological excavation.</i>
IFA, 2004	<i>Guidelines to the Standards for Recording Human Remains</i>
Oxford Archaeology, 2001	<i>Archaeological Impact Assessment. Staircase Extension, All Souls College, Oxford,</i>
Slowikowski, A, Nenck, B, & Pearce, J 2001	<i>Minimum Standards for the Processing, Recording, Analysis and Publication of Post Roman Ceramics, Medieval Pottery Research Group, Occasional Paper No2</i>
SMA, 1993.	<i>Selection, Retention and Dispersal of Archaeological Collections.</i>

CONTACTS

Council For British Archaeology South Midlands Group (South Midlands Archaeology)

Mr Barry Horne, Hon.Editor, "Beaumont", Church End, Edlesborough, Dunstable, Beds, LU6 2EP.

English Heritage Regional Adviser in Archaeological Science (South East Region)

Dr Dominique de Moulins, Institute of Archaeology, University College London, 31-34 Gordon Square, London WC1H 0PY. Tel:020 76791539; Fax: 020 73832572; e-mail:d.moulins@ucl.ac.uk

For extensive guidance on thematic research see the HELM Website
<http://www.helm.org.uk>



All Souls College, Staircase X, High Street, Oxford.

NGR SP 517 063

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

Table of Contents

1 Introduction.....	3
2 Location, Geology and Topography.....	3
3 Archaeological and Historical Background.....	3
4 Aims.....	6
5 Methodology.....	6
6 Report and archive.....	7
7 Health and Safety.....	7
8 General.....	7
9 References.....	7
OA Standard Fieldwork Methodology Appendices.....	9
Appendix A. Watching Briefs	9
Appendix B. General Excavation and Recording Methodology.....	10
B.1 Standard methodology – summary.....	10
B.2 Relevant industry standards and guidelines.....	11
B.3 Relevant OA manual and other supporting documentation	11
Appendix C. Geomatics and Survey.....	11
C.1 Standard methodology – summary.....	11
C.2 Relevant industry standards and guidelines.....	13
C.3 Relevant OA manual and other supporting documentation	13
Appendix D. Environmental evidence.....	13



D.1 Summary of Standard methodology.....	13
D.2 Relevant Industry Standards and Guidelines.....	14
D.3 Relevant OA manual and other supporting documentation	14
Appendix E. Artefactual evidence.....	15
E.1 Summary of Standard methodology.....	15
E.2 Relevant industry standards and guidelines.....	16
E.3 Relevant OA manual and other supporting documentation.....	16
Appendix F. Burials.....	16
F.1 Summary of Standard methodology.....	16
F.2 Relevant industry standards and guidelines.....	18
F.3 Relevant OA manual and other supporting documentation.....	18
Appendix G. Reporting.....	19
G.1 Summary of Standard methodology.....	19
G.2 Relevant industry standards and guidelines.....	20
Appendix H. Documentary Archiving.....	21
H.1 Standard methodology – summary.....	21
H.2 Relevant industry standards and guidelines.....	22
H.3 Relevant OA manual and other supporting documentation.....	22
H.4 List of specialists regularly used by OA.....	22
Appendix I. Health and Safety.....	24
I.1 Summary of Standard Methodology.....	24

List of Figures

Fig. 1 Site location



All Souls College, Staircase X, High Street, Oxford.

NGR SP 517 063

Written Scheme of Investigation for an Archaeological Watching Brief

1 INTRODUCTION

- 1.1.1 All Souls College have obtained a planning permission (10/02394/FUL) from Oxford City Council for the redevelopment of Staircase X, at All Souls College in Oxford. The proposed works lie on the east side of the College centred on NGR SP 517 063, (Figure 1).
- 1.1.2 The proposal involves the modification to an existing structure to form a new three-storey rear extension by raising the roof to provide additional floors which necessitates strengthening works to the existing foundations, in the form of piles and 'needle beams'.
- 1.1.3 To inform the planning process as to the archaeological potential of the site David Radford, City Archaeologist at Oxford City Council prepared a Brief for an archaeological watching brief at the site (5th May 2011).
- 1.1.4 Oxford Archaeology (OA) has been commissioned by Susan Beaver, Bursar of All Souls College to undertake the work. This Written Scheme of Investigation (WSI) details how OA will implement the requirements of the brief. The first part of this document is site specific while the Appendices detail general OA standards and procedures.

2 LOCATION, GEOLOGY AND TOPOGRAPHY

- 2.1.1 All Souls College lies on the east side of Oxford City Centre, c 400 m from Carfax. It is located on the north side of High Street, flanked on its west side by Catte Street and on its east side by Queens College. To the north of All Souls College is Hertford College.
- 2.1.2 On its south and west sides the site is bounded by the existing Staircase X and on its north and east by the boundary wall between All Souls College from Queens College. The small courtyard is totally enclosed and only accessible through the ground floor windows of Staircase X. At present it is paved with stone slabs and level at c 62.0 m OD.
- 2.1.3 The site lies on the second, Summertown Radley, gravel terrace between the River Thames and the River Cherwell. The underlying geology is Oxford Clay.

3 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 3.1.1 An Archaeological Impact Assessment (OA, 2010) suggested that the archaeological potential of the area of proposed development is low and the anticipated level of impact on below-ground archaeology from potential strip foundations is negligible. If there were archaeological remains from earlier periods below the garden soils the use of piled foundations would have a more significant impact. If piled foundations were employed to ensure that the extension is bedded on natural Oxford clay, the depth of disturbance



would be in the order of 6-10 m, which would extend into any deeper archaeological remains and the number of piles may have an adverse impact on any potential archaeology. There is some suggestion of truncation at the southern part of the site that will have been caused by the construction of the basement here.

- 3.1.2 This site lies at the back of historic tenement plots fronting onto the High Street. Recent archaeological work for the adjacent new Queens College lecture theatre has demonstrated the kind of archaeological deposits that might be expected at depth in such a location, that is inter cutting rubbish pits of late Saxon and medieval date, themselves sporadically truncated by post medieval rubbish and quarry pits and modern era garden landscaping (Oxford Archaeology, ongoing). Furthermore two vaulted stone cellars of likely post medieval date have been discovered at the Queens College site (one to the north of Drawda Hall, one to the east).

Prehistoric and Roman Period (500,000 BP – 410 AD)

- 3.1.3 There is no known evidence for any activity within the area of proposed development during the prehistoric and Roman periods.

Early Medieval Period (AD 410 – 1066)

- 3.1.4 A burh was established in Oxford around the 9th century. Although the entire line of the Saxon defences have not been identified on the ground, it is believed that until the late 10th century the eastern line ran along the lines of Magpie Lane and Catte Street. During this period the area of proposed development would have lain outside the town. It is possible that there was extra-mural settlement activity within the area of proposed development, but no evidence has been found.
- 3.1.5 towards the end of this period it is believed that the extent of the fortified town was extended westwards to a line now followed by the line of the later medieval town wall. This would have placed the area of proposed development within the town, which may have encouraged development on the site. However, there is again no evidence for any activity within the area of proposed development from this period.

Later Medieval Period (AD1066-1550)

- 3.1.6 By the early 13th century the north side of High Street between Catte Street and Queens Lane had been laid out in a series of tenements. The area of proposed development was located in the property known as Ing Hall after its occupier (Salter 1960, 136), which was in St Mary's parish, next to the parish boundary. Ing died between 1240-46 and by 1279 it had become the property of St John's Hospital, which later became Magdalen College. Until 1458 Ing Hall appears to have been an academic hall. The eastern and northern boundaries of Ing Hall correspond with the present day boundary between All Souls College and Queens College.
- 3.1.7 All Souls College was founded by Archbishop Chichele in 1437 and at that date occupied the first four tenements east of Catte Street. However by 1440 the archbishop had acquired on at least the leases on another six tenements on Catte Street and the remaining tenements on High Street up to, but not including, Ing Hall (VCH III 1954, 183).

Post-Medieval Period (AD1550-1850)

- 3.1.8 The earliest available historic map showing the area of proposed development is Agas Map of Oxford, 1588 (OA 2010, Figure 2). This map shows the two 15th century quadrangles of All Souls College on the Catte Street side. Along the High Street



frontage is an extension dating from 1553, much of which still survives. In the area to its north, east of the quadrangles there are a few smaller buildings, in roughly the area of the present Staircase IX. One of these was the original Warden's Lodging. The area of proposed development lies to the east, separated from All Souls College by a wall. It lies within the rear garden of a property on High Street, with other gardens to its east and the orchards of Queens College to the north.

- 3.1.9 Thomas Langdon's Plan of All Souls, c 1600, gives more detail of the College buildings, but for the non-College properties to the east it only shows the High Street frontage and therefore the area of proposed development is blank. On the Ing Hall site there is a two-bay buildings with a central passage to the gardens. The medieval part of Staircase IX was built in 1594, a building then known as the 'Woodhouse'. Loggan's Map of 1673 (OA 2010, Figure 3) does not show any significant alterations. The area of proposed development still lies within an area of garden.
- 3.1.10 The Taylor Map of 1751 (OA 2010, Figure 4) shows All Souls College after the north quadrangle was demolished in 1703 and rebuilt in 1716-33 to designs by Hawksmoor. This rebuilding included a new hall. It also shows the new Warden's Lodging from 1704-6, along the High Street frontage. The area of proposed development is still in a garden, but the Ing Hall site now has an additional buildings midway between it and the street, including the printing house belonging to Mr Lichfield (Walker 2010). The plan of Ing Hall from the Cartulary of St John the Baptist (Salter 1914, Fig VIII) shows the layout of these buildings with a garden behind. Along the east side is an undeveloped strip, known as Provost's Court, with a 'Bog House' at the north end. The area of proposed development would have extended across the north end of this strip and into the garden area.
- 3.1.11 In 1753 Magdalen College leased the Ing Hall property to All Souls College, who bought it from them in 1776. Faden's Map of 1789 and Davies Map of 1797 do not show any changes to the area of proposed development as a result of this, but they do show that there had been alterations to the buildings around it. The Warden's stable, the 'necessary house' and the Woodhouse were rebuilt in 1753 by Townsend. Further rebuilding took place in 1828. These later changes can be seen on Hoggar's Map of Oxford, 1850. Although the level of detail is not high, it is clear that some buildings now extend into the north part of the Ing Hall property. The buildings on High Street have been demolished to create an access route.

Modern Period (AD1851-present)

- 3.1.12 The 1st Edition Ordnance Survey (OS) map of 1876 (OA 2010, Figure 5) provides considerable detail about the layout of the buildings on and around the area of proposed development. The Woodhouse, also known as the Manciple's House, is still a separate building. Immediately to its north is a range of buildings containing a lavatory block, coal house and stable, the last occupying most of the area of proposed development.
- 3.1.13 Subsequent editions of the OS mapping show that the layout of buildings remained unchanged until after World War II, although the stables had become a garage by that period. The OS map from 1958 shows that the lavatory block and coal house had been demolished. The western end of the Manciple's House had been rebuilt with a link to the main College buildings, creating the present Staircase IX. The area of proposed development appears unchanged.
- 3.1.14 In 1966 the garage building on the area of proposed development was demolished and the existing Staircase X constructed to provide accommodation for Visiting Fellows. The



small enclosed courtyard was created by this building work. All editions of the OS mapping from 1970 onwards show the area of proposed development and its surroundings as they are today.

Previous Investigations

- 3.1.15 Two geotechnical test pits were excavated to the east of the proposed development on 29th September 2010. The archaeological monitoring of geotechnical test pits, No's 3 and 4, observed garden soil down to a depth of 1.2-1.6m below ground level (bgl), (OA 2010). Augering in the two geotechnical pits not observed by Oxford Archaeology suggested that the gravel may vary in depth across the site. In the area of Test Pit 2 it was recorded 2.7m below the current ground level.

4 AIMS

- 4.1.1 The presence/absence of archaeological features should be noted. If features are identified then sufficient work should be done to date, characterise and record the remains in accordance with the project objectives. An adequate contingency should be provided to cover the eventuality that features exposed can be adequately recorded.
- 4.1.2 If an "unexpected discovery" of significant archaeology is made then the Planning Archaeologist will be informed as soon as possible. Initially consideration should be given to preservation in-situ but if this is not practical then such discoveries may give rise to further mitigation by excavation and record.
- 4.1.3 To make available the results of the investigation.

5 METHODOLOGY

- 5.1.1 An intermittent watching brief will be undertaken during the underpinning work. If observations confirm that works are confined to garden soil layers then the watching brief will be terminated with agreement from David Radford (City Archaeologist for Oxford City Council).
- 5.1.2 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 contingency will be provided to cover the eventuality that features exposed in the section of the trench can be adequately recorded.
- 5.1.3 If an "unexpected discovery" is made then the City Archaeologist 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.
- 5.1.4 Subject to the results of the watching brief, further recording may be required to mitigate the impact of foundation works on significant archaeological deposits. The scope of any works should be agreed between the applicant and the City Archaeologist. If required a programme of works will be submitted as an addendum to the agreed Written Scheme of Investigation.
- 5.1.5 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.

- 5.1.6 A project Supervisor under the general supervision of a Project Manager (Ben Ford MIFA) will undertake the fieldwork. All fieldwork undertaken by Oxford Archaeology (South) is overseen by Dan Poore MIFA (Head of Fieldwork).

6 REPORT AND ARCHIVE

- 6.1.1 A client report of the findings will be produced within four weeks of the completion of fieldwork. The content and style of the report will be as defined in Appendix G.
- 6.1.2 A summary report (including illustrations where appropriate) will be sent to the editors of South Midlands Archaeology not later than three months after the end of the calendar year in which the work is undertaken.
- 6.1.3 If the project has produced results of significant county, regional or national importance, an illustrated final report which meets the guidelines set out in MAP Appendix 7 and is suitable for publication in an approved archaeological journal should be provided to the County Archaeological Services within one year of the completion of fieldwork (unless a longer time period has been agreed in the updated project design). The overall content of the report should be agreed with the Planning Archaeologist from the County Archaeological Services. The report should be clearly referenced in all respects to all work on the site. It should place the site in its local archaeological, historical and topographical context and include a clear location map. Each plan included should clearly relate to some other included plan of an appropriate scale and should normally include national grid references.
- 6.1.4 Two bound offprints of the final publication and a digital copy of the text, in PDF format, must be supplied to the City Archaeologist and one to the HER. A copy of any specialist papers relating to the site should also be supplied. A further offprint should accompany the archive.
- 6.1.5 The site archive will be created in accordance with the guidelines published in Guidelines for the Preparation of Excavation Archives for Long-term Storage (UK Inst. for Conservation 1990) and standards in the Museum care of Archaeological Collections - see Appendix H. The project archive will ultimately be deposited with Oxfordshire Museums Service.

7 HEALTH AND SAFETY

- 7.1.1 OA will comply with all relevant health and safety legislation. A separate Method Statement will be produced if required. Also see Appendix I.

8 GENERAL

- 8.1.1 Appendices A to I are relevant.

9 REFERENCES

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

IFA 2001, Standard and guidance for the collection, documentation and research of



archaeological materials

IFA 1999, Standard and Guidance for Archaeological Excavations

IFA 1992, Standard and Guidance for Archaeological Evaluations

English Heritage 2009, Metric Survey Specifications for Cultural Heritage

English Heritage 2006, Understanding Historic Buildings A Guide to Good Practise

English Heritage, 2007, Understanding the Archaeology of Landscapes A Guide to Good Recording practise

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

OA 1992, Fieldwork Manual (ed. D Wilkinson, first edition, August 1992)

OA South, Metric Survey, Data Capture and Download Procedures

OA South, Digitising Protocols

OA 2010, Staircase Extension, All Souls College, Oxford, Archaeological Impact Assessment,

OCC, 05/05/11, Oxford City Council, Brief for an Archaeological Watching Brief; All Souls College High Street, Oxford (David Radford)

UKIC, 1990, Guidelines for the preparation of excavation archives for long-term storage
Oxford Archaeology

May 2011



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. WATCHING BRIEFS

- A.1.1 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.
- A.1.2 All archaeological features and deposits exposed will be recorded.
- A.1.3 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.
- A.1.4 Visible artefacts will be collected in order to assist in the dating of features and deposits.
- A.1.5 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.
- A.1.6 Where ground disturbance exposes stratified remains or significant features, the archaeologist will excavate by hand and record these.
- A.1.7 The archaeological curator will be advised at the earliest opportunity of any archaeological features or deposits that appear worthy of preservation in situ.
- A.1.8 On completion of the fieldwork the site archive will be compiled and security copied.
- A.1.9 Proposals for analysis and publication will be determined in the light of the results of the fieldwork.

Recording

- A.1.10 On-site recording will be undertaken in accordance with the OA Field Manual (ed. D Wilkinson 1992).
- A.1.11 A continuous unique numbering system will be operated. Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements.
- A.1.12 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.
- A.1.13 A register of plans will be kept.
- A.1.14 Sections of features or trenches showing stratigraphy will be drawn at 1:20 or 1:10.
- A.1.15 A register of sections will be kept.
- A.1.16 All sections will be tied in to Ordnance Datum if possible or into the contractors TBM.



APPENDIX B. GENERAL EXCAVATION AND RECORDING METHODOLOGY

B.1 Standard methodology – summary

Mechanical excavation

- B.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.
- B.1.2 All mechanical excavation will be undertaken under direct archaeological supervision.
- B.1.3 All undifferentiated topsoil or overburden of recent origin will be removed down to the first significant archaeological horizon, in successive, level spits.
- B.1.4 Following mechanical excavation, all areas of the trench that require examination or recording will be cleaned using appropriate hand tools.
- B.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.
- B.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

- B.1.7 All investigation of archaeological levels will be by hand, with cleaning, examination and recording both in plan and section.
- B.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.
- B.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.
- B.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

- B.1.11 Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements.
- B.1.12 Where stratified deposits are encountered a Harris matrix will be compiled during the course of the excavation.
- B.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.
- B.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.



- B.1.15 A register of plans will be kept.
- B.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.
- B.1.17 A register of sections will be kept.
- B.1.18 Generally all sections will be tied in to Ordnance Datum.
- B.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.
- B.1.20 Photographs will be recorded on OA Photographic Record Sheets.

B.2 Relevant industry standards and guidelines

- B.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.
- B.2.2 These will be adhered to at all times.

B.3 Relevant OA manual and other supporting documentation

- B.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).
- B.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 C. GEOMATICS AND SURVEY

C.1 Standard methodology – summary

- C.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.
- C.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.
- C.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).
- C.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.

- C.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.
- C.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.
- C.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.
- C.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.
- C.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.
- C.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.
- C.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.
- C.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.
- C.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.
- C.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.

- C.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.
- C.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.
- C.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.

C.2 Relevant industry standards and guidelines

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

C.3 Relevant OA manual and other supporting documentation

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

APPENDIX D. ENVIRONMENTAL EVIDENCE

D.1 Summary of Standard methodology

- D.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.
- D.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.



- D.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.
- D.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.

D.2 Relevant Industry Standards and Guidelines

- D.2.1 Brunning, R. 1996. Waterlogged wood: the recording, sampling, conservation, and curation of structural wood. English Heritage Guidelines
- D.2.2 English Heritage 2001. Archaeometallurgy. Centre for Archaeology Guidelines 2001.01.
- D.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.
- D.2.4 English Heritage 2004. Dendrochronology: Guidelines on Producing and Interpreting Dendrochronological Dates.
- D.2.5 English Heritage 2006. Archaeomagnetic Dating. Guidelines for Producing and Interpreting Archaeomagnetic Dates.
- D.2.6 English Heritage 2007. Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record.
- D.2.7 English Heritage 2008. Luminescence Dating. Guidelines on Using Luminescence Dating in Archaeology.
- D.2.8 English Heritage 2008. Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains.

D.3 Relevant OA manual and other supporting documentation

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



APPENDIX E. ARTEFACTUAL EVIDENCE

E.1 Summary of Standard methodology

- E.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.
- E.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.
- E.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.
- E.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.
- E.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.
- E.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.
- E.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.
- E.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.
- E.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).



- E.1.10 Finds recovered from the environmental sample processing will be incorporated into the main assemblage and added to the database.
- E.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.
- E.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.
- E.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.
- E.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.

E.2 Relevant industry standards and guidelines

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

E.3 Relevant OA manual and other supporting documentation

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

APPENDIX F. BURIALS

F.1 Summary of Standard methodology

- F.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.
- F.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.
- F.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.



- F.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.
- F.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.
- F.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.
- F.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).
- F.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 (cicra. 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.
- F.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.
- F.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).
- F.1.11 Levels will be taken. For inhumations this will be on the skull, pelvis and feet as a minimum.
- F.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.
- F.1.13 Urned cremations will not usually be half sectioned or excavated in spits, but recovered as a bulk sample.
- F.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).
- F.1.15 Unless deemed osteologically or archaeologically important disarticulated bone / charnel will be collected and reserved for re-burial if immediate re-internment as close to its original position is not practicable. In some instances, a rapid scan of this material may be undertaken by a qualified osteologist, if deemed relevant.
- F.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.



- F.1.17 Pyre debris dumps will be half sectioned or quadranted and will be subject to 100% sampling.
- F.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.
- F.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.
- F.1.20 Memorials, including headstones, revealed within the areas of development will be recorded irrespective of whether they are believed to be in situ.
- F.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.
- F.1.22 Memorials will be recorded on pro-forma context sheets, based on and following the guidelines set out by Mytum (2002), and will include details of:
- Shape
 - Dimensions
 - Type of stone used
 - Iconography (an illustration may best describe these features)
 - Inscription (verbatim record of inscription; font of the lettering)
 - Stylistic type

F.2 Relevant industry standards and guidelines

- F.2.1 Cox, M, 2001 Crypt archaeology. An approach. IFA Paper No. 3
- F.2.2 Mays, S, 2005 Guidance for Best Practice for Treatment of Human Remains Excavated from
- F.2.3 Christian Burial Grounds in England. Church of England and English Heritage.
- F.2.4 McKinley, J, and Roberts, C, 1993 Excavation and post-excavation treatment of cremated and inhumed human remains, IFA Technical Paper No. 13
- F.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.
- F.2.6 Mytum, H, 2000 Recording and Analysing Graveyards. CBA Handbook No. 15.
- F.2.7 Reeve, J, and Adams, M, 1993 The Spitalfields Project. Volume I – The Archaeology Across the Styx. CBA Research Report No. 85

F.3 Relevant OA manual and other supporting documentation

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



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

APPENDIX G. REPORTING

G.1 Summary of Standard methodology

G.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.

G.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.

G.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.

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

G.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.

G.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.

G.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.

G.2 Relevant industry standards and guidelines

G.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 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:

- The 2007 AAF guide Archaeological Archives A Guide to best practice in creation, compilation, transfer and curation. Brown D.
- The IFA Standard & Guidance for the creation, compilation, transfer and deposition of archaeological archives
- The UKIC's Guidelines for the preparation of excavation archives for long-term storage
- The MGC's Standards in the museum care of archaeological collections

H.2.2 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.2.3 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.

H.4 List of specialists regularly used by OA

H.4.1 Below are two tables, one containing 'in-house' OA specialists, and the other containing a list of specialists who are regularly used by OA.

Internal archaeological specialists used by OA

Specialist	Specialism	Qualifications
Lisa Brown	Early Prehistoric pottery	BA, PGDip, MIitt, MifA
Paul Booth	Iron Age and Roman pottery	BA, FSA, MifA
John Cotter	Medieval and Post Medieval pottery	BA (Hon.), MifA
Cynthia Poole	CBM and Fired Clay	BA (Hon.), MSc
Michael Donnelly / Geraldine Crann	Flint	BA
Ian Scott	Metalwork and Glass	BA (Hon.)
Leigh Allen	Metalwork and worked bone	BA (Hon.), PGDip
Dr Ruth Shaffrey	Worked stone artefacts	BA, PhD



Specialist	Specialism	Qualifications
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
Kathrine Hunter	Charred and waterlogged plant remains	BA, MSc, MifA
Andrew Bates	Animal Bone	BA, MA
Dr Denise Druce	Pollen, charred plant remains and charcoal	BA, PhD, MifA
Elizabeth Stafford	Geoarchaeology and land snails	BA, MSc

External archaeological specialists regularly used by OA

Specialist	Specialism	Qualifications
Lynne Keys	Slag	BA (Hon.)
Quita Mould	Leather	BA, MA
Penelope Walton Rogers	Textiles	FSA, Dip.Acc
Dana Goodburn Brown	Conservation	BSc (Hon.), BA, MSc
Steve Allen	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 (Birmingham)	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	Pollén	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



Specialist	Specialism	Qualifications
Dr Jean-luc Schwenninger	Optically Stimulated Luminescence Dating	PhD

APPENDIX I. HEALTH AND SAFETY

I.1 Summary of Standard Methodology

- I.1.1 All work will be undertaken in accordance with the OA Health and Safety Policy (Revision 13, August 2009), the OA Site Safety Procedures Manual, a site-specific Risk Assessment and, if required, Safety Plan or Method Statement. Copies of the site-specific documents will be submitted to the client or their representative for approvals prior to mobilisation, and all relevant H and S documentation will be available on site at all times. The Health and Safety documentation will be read in conjunction with the project WSI.
- I.1.2 Where a site is covered by the The Construction (Design and Management) Regulations (2007), all work will be carried out in accordance with the Principal Contractor's Construction Phase Plan.
- I.1.3 All work will be carried out according to the requirements of all relevant legislation and guidance, including, but not exclusively.
- The Health and Safety at Work Act (1974),
 - Management of Health and Safety at Work Regulations (1999),
 - Manual Handling Operations Regulations 1992 (as amended in 2002),
 - The Construction (Design and Management) Regulations (2007), and
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).

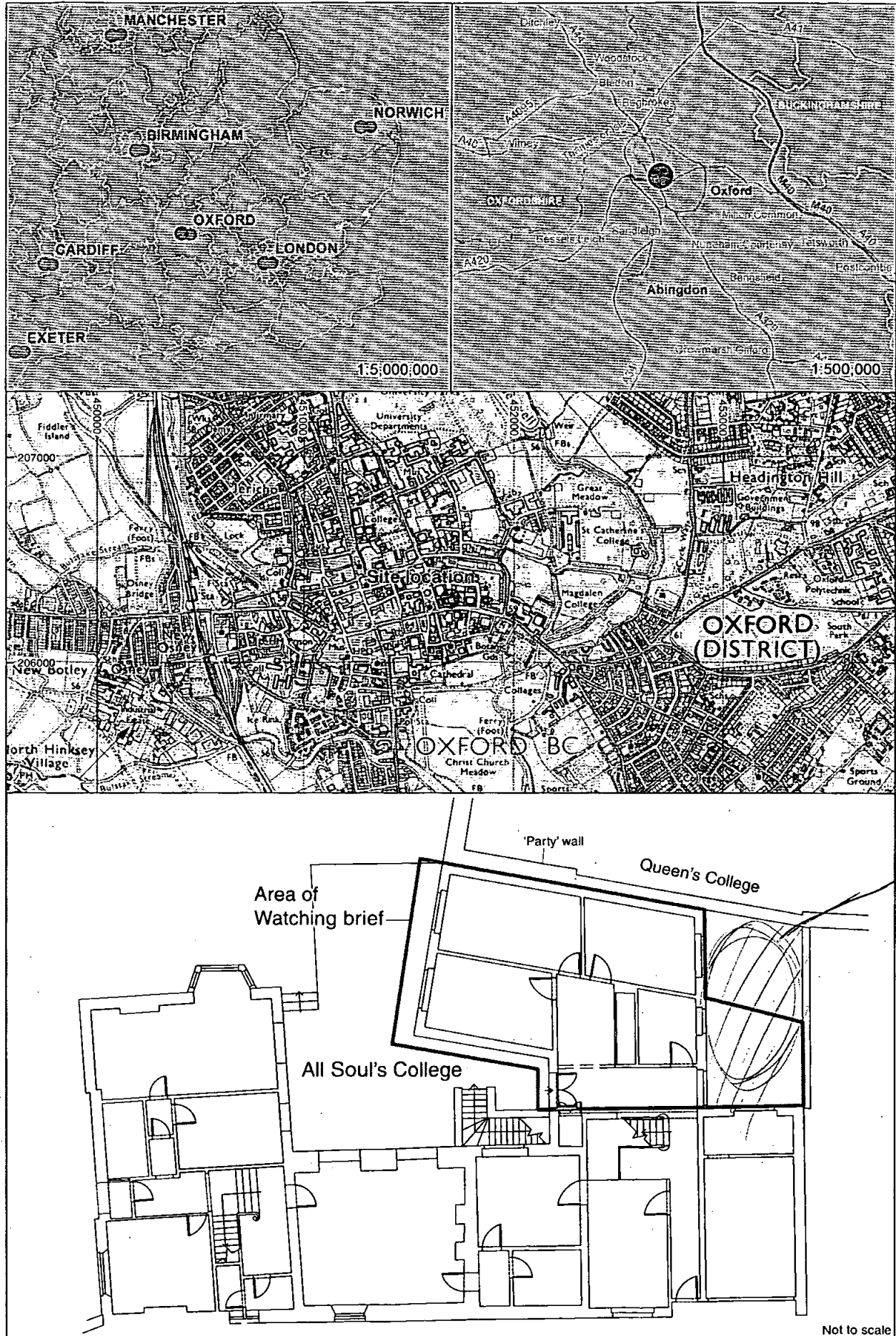


Figure 1: Site location



OXFORD
ALL SOULS COLLEGE
STARCASE X OXSAL II

Box 1 FILE 2

B. PRIMARY CONTEXT DATA

PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

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

Site[All Souls College Staircase X] Site code[OXSOUL 11]

Line 2: Excavators name[B Ford]


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	<input checked="" type="checkbox"/>
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	

0x Soul 11

 Oxford Archaeology		WATCHING BRIEF RECORD		
SITE CODE 12448 ^{BROOKW}		SITE NAME All Souls College, Oxford		DATE 29/9/10
NGR	County Oxford City.	Start Time	11.30	
		Finish Time	13.00	
Milage	Previous Visit /	Visit By IAN COOK		
Type of construction work Test / Geo tech Pit recording.				
Contacts made Sarah Beaver - Bursar of All Souls.				
Archaeology present?				
Yes: /				
No:				
Undated:				
Other:				
COMMENTS				
Arrived site about 11.30 made contact with Sarah Beaver - Bursar of All Souls College.				
- Showed two test/Geotech pits excavated in a small courtyard at eastern side of College bordering The Queens College				
Both test pits revealed possible garden soils overlain by made ground & stone courtyard slabs. - Concrete footings were observed in Test/Geotech pit 1				
Recorded both pits and returned to OA at 13.30.				
Records?				

SITE ~~BIDEN~~
 OXSC 11
 12448

EVALUATION TRENCH RECORD SHEET

Trench No.

ALL SOULS COLLEGE

1 P 1

Trench orientation N - S

Grid reference —

Field No. —

Length 1m4

Width 0.6m

Average depth to ~~top of feature~~ 1.960Was archaeology present? ☒

Plan Nos? SKETCH

Section Nos? SKETCH

Were finds recovered? NO

If a trench contains only a small number of contexts, and requires only one or two plans and sections, list plans and sections on this sheet.
 If the trench contains large numbers of contexts use a conventional context check list and plan and section list sheets as necessary.

Context check list / Descriptions

Context No.	Description
	Present topsoil/ploughsoil
(100)	Yellow/brown Sandy made ground / levelling deposit - 5-10% medium sized stone inclusions - level level/landscape this area - Surface to lay stone paving slabs onto
(101)	Concrete footings for the part of All Souls College building.
(102)	Brown/grey friable + Silty Garden Soils with 21% charcoal flecks + <1% very small stone - Possible garden soils - no dating recovered from this deposit.
	Natural (describe) —

Brief description of archaeology/comments

Test pit dug in small courtyard to an eastern side of All Souls College near to boundary with The Queens College.

Garden soils (possible) were observed ~~at~~ at lower half of Test pit overlain by made ground/levelling deposit and stone garden slabs.

Recorder IC

Date 29/9/10

SITE BDOXFW 12048 OXFORD 11		EVALUATION TRENCH RECORD SHEET ALL SOULS COLLEGE		Trench No. 1 P 2
Trench orientation N - S		Grid reference		Field No.
Length 0.9m	Width 0.6m	Average depth to top of natural 1m 58	Was archaeology present? <input checked="" type="checkbox"/>	
Plan Nos? SKETCH		Section Nos? SKETCH		Were finds recovered? NO
<p>If a trench contains only a small number of contexts, and requires only one or two plans and sections, list plans and sections on this sheet. If the trench contains large numbers of contexts use a conventional context check list and plan and section list sheets as necessary.</p>				
Context check list / Descriptions				
Context No.	Description			
	Present topsoil/ploughsoil			
200	Yellow/Brown Slightly Made Ground / levelling deposit 5-10% medium sized stone inclusions A levelling / landscaping deposit - laid down to provide surface for stone Cart yard Slabs. Same as (100)			
201	Friable dk brown silty soil with 1% very small stone inclusions. - possible Garden Soils (18th C) - however no dating recovered from this deposit			
	Natural (describe)			
Brief description of archaeology/comments				
<p>Test Pit dug alongside boundary wall with The Queens College in a small courtyard to the east of All Souls College Garden Soils? Seen in bottom 3/4 of Test pit overlain by made ground + Stone Courtyard Slabs.</p>				
				Recorder IC
				Date 29/9/10



WATCHING BRIEF RECORD

SITE CODE	OXSOUL1	SITE NAME	All Souls College	DATE	13/1/12
NGR	County	Start Time	8:00		
		Finish Time	4:30		
Milage	Previous Visit	Visit By	S. Hunt		

Type of construction work

Service trench

Contacts made

Dave Lenhardt

Archaeology present?

Yes:

No:



Undated:

Other:

COMMENTS

D/S Service trench cut next to Substantial limestone Garden wall - present on 1675 plan but not on 1588 plan
- On Site till 2pm - back to office to finish paperwork + plan

Records?



WATCHING BRIEF RECORD

SITE CODE **OXSOUL11**

SITE NAME **All Souls College**

DATE **16/1/12**

NGR

County

Start Time

11-00

Oxon

Finish Time

12-00

Milage

Previous Visit

Visit By

13/1/12

Seah

Type of construction work

Service Trench

Contacts made

Dave Beebeath

Archaeology present?

Yes:

No: ☒

Undated:

Other:

COMMENTS

No Work today - resume trench tomorrow lunchtime

Records?



WATCHING BRIEF RECORD

SITE CODE OXSOV. 11

SITE NAME All Souls College

DATE 17/1/12

NGR

County

Start Time

12:00

Finish Time

3:00

Milage

Previous Visit

16/1/12

Visit By

Seesh

Type of construction work

Service trench

Contacts made

Dave Benhardt

Archaeology present?

Yes:

No:



Undated:

Other:

COMMENTS

Continuing excavation of Service trench
next to Building - Filling in construction cut for
Wall

Records?



WATCHING BRIEF RECORD

SITE CODE OXSOUL11

SITE NAME All Souls College

DATE 18/1/12

NGR

County Oxon

Start Time

1:00

Finish Time

2:00

Milage

Previous Visit 17/1/12

Visit By

Silvest

Type of construction work

Service trench

Contacts made

Dave Henheardt

Archaeology present?

Yes:

No: ☒

Undated:

Other:

COMMENTS

No Work today - contractors on another job

Records?



WATCHING BRIEF RECORD

SITE CODE *OXSOUL 11*

SITE NAME *All Souls College*

DATE *19/1/12*

NGR

County

Start Time

10:00

Finish Time

11:00

Milage

Previous Visit

18/1/12

Visit By

S. Lewis

Type of construction work

Service trench

Contacts made

✓ contractors on site

Archaeology present?

Yes:

No:

✓

Undated:

Other:

COMMENTS

last couple of meters of Service trench excavated, Services laid + backfilled before turned up - took photos + finished plan of trench

Records?



CONTEXT CHECKLIST

SITE CODE

SITE NAME

All Souls College

[illegible]



CONTEXT RECORD

Context No.

SITE

OXSOUL 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.

1000

Cut by:

Filled by:

Section No.

1000

Same as:

Part of:

CUT:

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

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

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

Slide No.

Cuts:

Neg No.

Fill of:

Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

① Friable

② Grey / Brown

③ Silt

④ Frequent limestone

⑤ 0.45m

⑥ 42.50m L x 0.5m W

⑦ Backfill of construction cut of wall

Interpretation/Discussion:

Backfill

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

☐ Small Finds

Recorder

☐ Samples


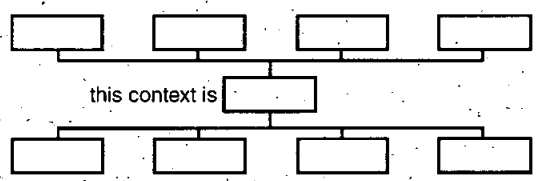
Date

19/1/12

☐ Building Materials

Initials

S

		CONTEXT RECORD	Context No. (1000)
SITE <u>1000 10</u>	ADDITIONAL SHEETS:		TYPE <u>layer</u>
Trench	Context Type: Deposit / Cut / Structure		Check Lists:
Site sub-div	Overlain by:		DEPOSIT: 1. compaction 2. colour 3. composition 4. inclusion 5. thickness 6. extent 7. comments 8. method & conditions
Structure No.	Abutted by:		
Plan No.	Cut by:		
	Filled by:		
Section No.	Same as:		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:		
Neg No.	Fill of:		
Matrix location	Relationships uncertain		
Description (See check lists):			STRATIGRAPHIC MATRIX 
<u>Garden Soil visible in underpinning of Building</u> <u>Staircase X - All Soils</u> <u>College</u> ① Silt ② Dark Grey/Brown ③ Friable ④ Frequent limestone blocks ⑤ 0.30m ⑧ Underpinning			
Interpretation/Discussion:			
<u>Garden Soils</u>			
Finds (tick): None <input checked="" type="checkbox"/> Pot <input type="checkbox"/> Bone <input type="checkbox"/> Flint <input type="checkbox"/> Stone <input type="checkbox"/> Burnt stone <input type="checkbox"/> Glass <input type="checkbox"/> Metal <input type="checkbox"/> CBM <input type="checkbox"/> Wood <input type="checkbox"/> Leather <input type="checkbox"/>			
<input type="checkbox"/> Small Finds		Recorder <u>PM</u>	
<input type="checkbox"/> Samples		Date	
<input type="checkbox"/> Building Materials		Initials	

OXFORD
ALL SOULS COLLEGE
STAIRCASE OXSOUL II

Box 1 FILE 3.

B. PRIMARY DRAWINGS.

PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

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

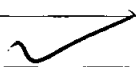
Site[All Souls College Staircase X] Site code[OXSOUL 11]

Line 2: Excavators name[B Ford]

Line 3:

Classification of material

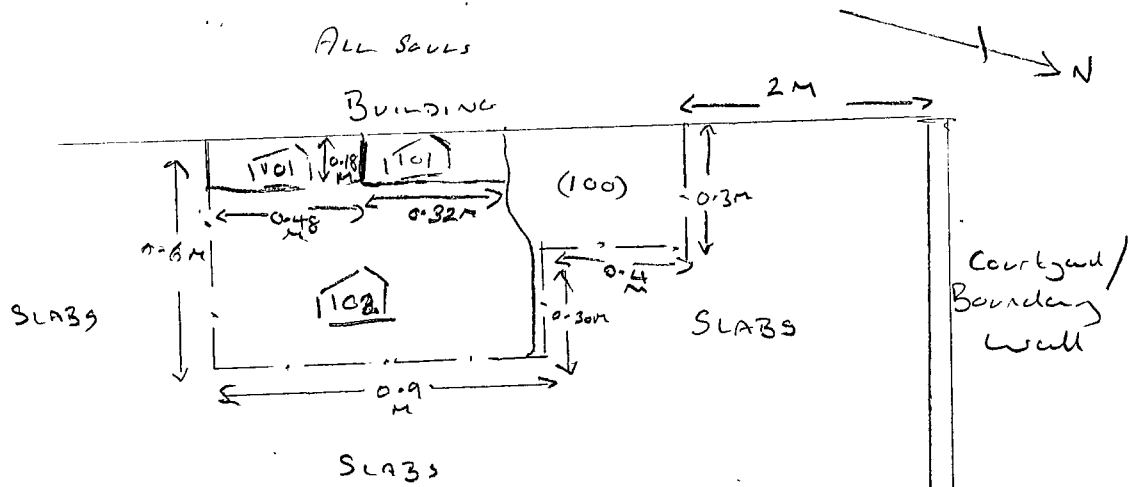
Tick if
present

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	

TEST PIT 1 NOT TO SCALE

OXSOUL II

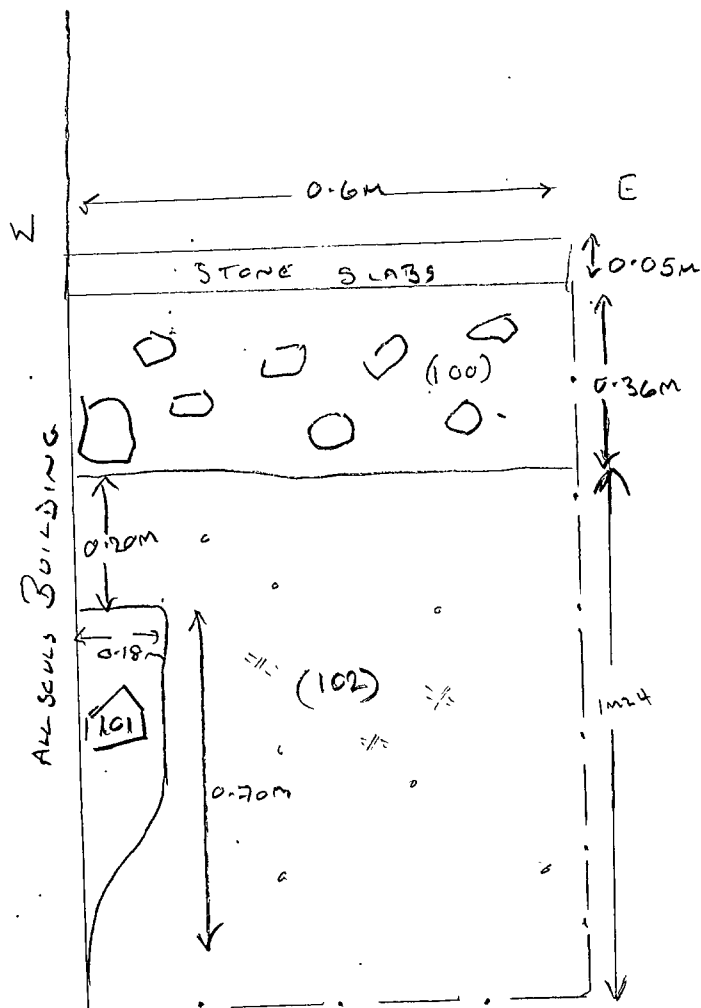
12.11.10
Sketch
Plan
IC
29/9/10



OXSOUL II

Sketch
Section
IC
29/9/10

NOT TO
SCALE



Key

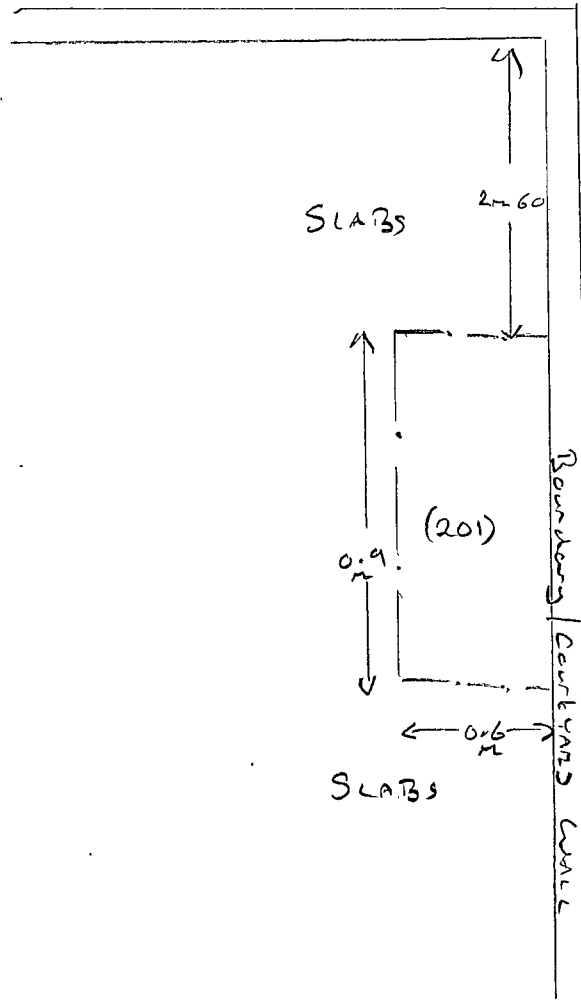
○ = Stone

/// = CHARCOAL

TP 2
NOT TO SCALE

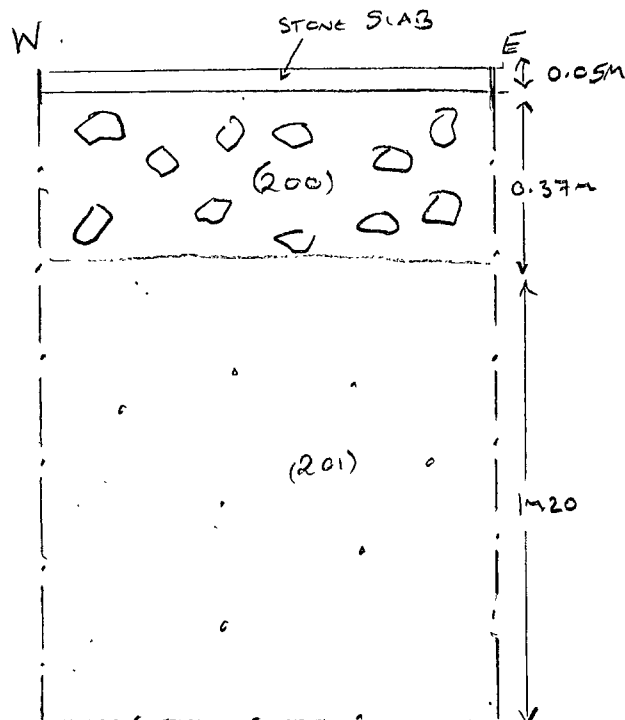
OKSOUL II

17
SKETCH PLAN
NOT TO SCALE
25/9/10 - IC



OKSOUL II

17
NOT TO SCALE
SKETCH PLAN
IC 25/9/10



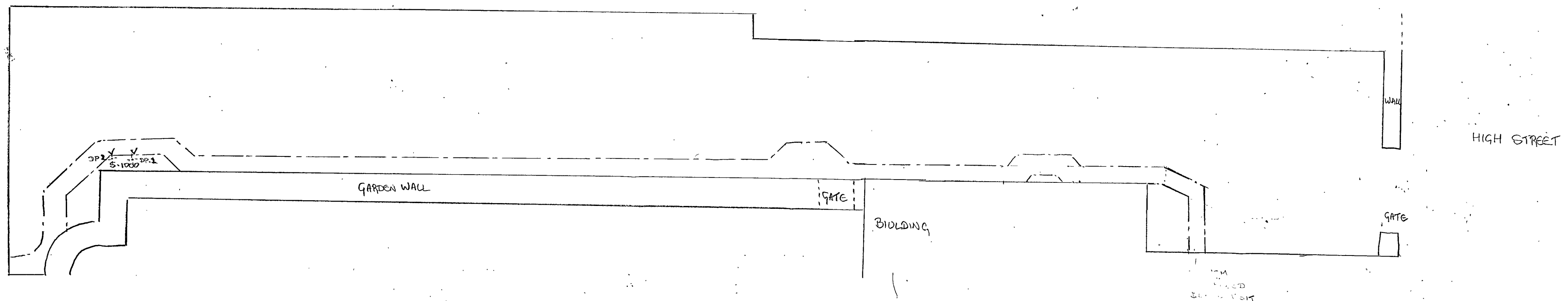
OXFORD ALL SOULS COLLEGE STAIRCASE X
OXSOUL II
P. 1000 1:100 SERVICE TRENCH

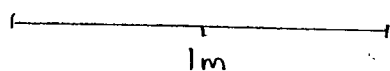
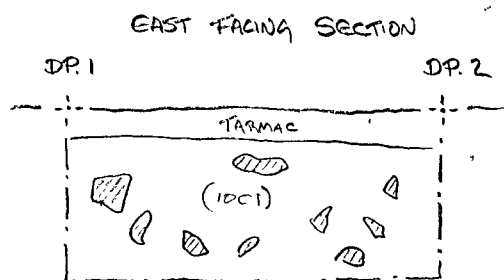
OXCMS: 2011.40

OXSOUL II
P. 1000 - PLAN OF SERVICE TRENCH
SCALE - 1:100
S 13/1/12

5m

← NORTH





OXSOUL 11

S.1000 - REPRESENTATIVE SECTION OF
NORTH END OF TRENCH

SCALE - 1:20

SECTION ON P.1000

& 13/1/12

OXFORD
ALL SOULS COLLEGE
STAIRCASE X
OXSOUL II

Box IFUEY

D. CATALOGUE OF PHOTOS.

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PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

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


Site[All Souls College Staircase X] Site code[OXSOUL 11]

Line 2: Excavators name[B Ford]

Line 3:

Classification of material

Tick if
present

Index to archive	
Introduction	
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B: Site Data – Text: Catalogue of Drawings	
B: Site Data – Text: Primary Drawings	
B: Site Data – Text: Synthesised Drawings	
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C: Finds Data – Text: Synthesised Finds Data	
C: Finds Data – Text: Specialist Reports	
C: Finds Data – Text: Box/Bag List	
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E: Environmental/Ecofact Data: Synthesised Records	
E: Environmental/Ecofact Data: Specialist Reports	
F: Documentary	
F: Press and Publicity	
G: Correspondence	
H: Miscellaneous	



Oxford Archaeology

oxsalic

SITE NAME

~~131500~~
~~12448~~

All Souls College, Oxford

[illegible]

Sheet1

	A	B	C	D	E	F
1	Site Code: OXSOUL 11		Site Name: All Souls College, Oxford			
2	Site shot Number	Archive Shot Number				
3			View	Description	Initials	Date
4	0001	0001	N	Test Pit 1	IC	29/09/10
5	0002	0002	N	Test Pit 1	IC	29/09/10
6	0003	0003	W	Test Pit 1	IC	29/09/10
7	0004	0004	N	General shot	IC	29/09/10
8	0005	0005	N	Test pit 2	IC	29/09/10
9	0006	0006	N	Test pit 2	IC	29/09/10
10	0007	0007	E	Test pit 2	IC	29/09/10
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Shot 0001.JPG



Shot 0002.JPG



Shot 0003.JPG



Shot 0004.JPG



Shot 0005.JPG



Shot 0006.JPG



Shot 0007.JPG



SITE NAME

All Souls College

[illegible]

Sheet1

	A	B	C	D	E	F
1	Site Code: OXSOUL 11		Site Name: Oxford All Souls College Staircase X			
2	Site shot Number	Archive Shot Number				
3			View	Description	Initials	Date
4	1000	1000	E	S. 1000 1x1m	?	13/01/12
5	1001	1001	E	S. 1000 1x1m	?	13/01/12
6	1002	1002	N	Trench looking north	?	13/01/12
7	1003	1003	N	Trench looking south	?	13/01/12
8	1004	1004	S	Trench looking south	?	17/01/12
9	1005	1005	S	Trench looking south	?	17/01/12
10	1006	1006	N	Trench looking north	?	17/01/12
11	1007	1007	W	Trench looking west	?	19/01/12
12	1008	1008	N	Trench looking north	?	19/01/12
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OXSOU11_1000.jpg



OXSOU11_1001.jpg



OXSOU11_1002.jpg



OXSOU11_1003.jpg



OXSOU11_1004.jpg



OXSOU11_1005.jpg



OXSOU11_1006.jpg



OXSOU11_1007.jpg



OXSOU11_1008.jpg