

Site/Project Name: **Oxford Keble College Sports Gound**

Site Code: OXKEBC 12

Site/Project Type: Watching brief

Year(s): 2012

Accession Number: OXCMS:2012.51

Record Group	Contents	Comments	Box/File Number
	<b>INTRODUCTION</b> Archaeological brief Written scheme of investigation	4 sheets 11 sheets	Box 1 file 1
A	<b>REPORT</b>  see <a href="http://library.thehumanjourney.net/">http://library.thehumanjourney.net/</a>		
B	<b>PRIMARY CONTEXT DATA</b>  Watching brief record sheets 22/05/12-28/03/12 Context checklist Context sheets 1-5	2 sheets 1 sheet as numbered	Box 1 file 2
B	<b>CATALOGUE OF DRAWINGS</b>  Plan list Plans Section list Sections	1 sheet 1 sheet 1 sheet 1 sheet	Box 1 file 3
D	<b>CATALOGUE OF PHOTOGRAPHS</b>  B/W index Colour digital index Image printouts	1 sheet 1 sheet 4 sheets	Box 1 file 4

PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

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

Site[Keble College Sports Ground] Site code[OXKEBC 12]

Line 2: Excavators name[K Anker]

Line 3:

Classification of material

Tick if present

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

# OASIS DATA COLLECTION FORM: England

[List of Projects](#) | [Manage Projects](#) | [Search Projects](#) | [New project](#) | [Change your details](#) | [HER coverage](#) | [Change country](#) | [Log out](#)

**Printable version**

**OASIS ID: oxfordar1-136387**

## Project details

Project name	Keble College Sports Ground Oxford
Short description of the project	Between March and May 2012 Oxford Archaeology (OA) conducted an archaeological watching brief during the construction of a new machinery store at Keble College Sports Ground, off Woodstock Road, Oxford (centred at SP 5055 0876). The watching brief recorded evidence for post-medieval activity pre-dating the sports ground and consisting of a brick pathway, and probable modern landscaping. No earlier archaeological remains were observed.
Project dates	Start: 28-03-2012 End: 22-05-2012
Previous/future work	Not known / No
Any associated project reference codes	OXCMS:2012.51 - Museum accession ID
Any associated project reference codes	OXKEBC 12 - Sitecode
Type of project	Recording project
Site status	None
Current Land use	Other 14 - Recreational usage
Monument type	PATHWAY Post Medieval
Significant Finds	POTTERY Post Medieval
Significant Finds	GLASS Post Medieval
Investigation type	"Watching Brief"
Prompt	Planning condition

## Project location

Country	England
Site location	OXFORDSHIRE OXFORD OXFORD Keble College Sports Ground
Study area	1200.00 Square metres
Site coordinates	SP 5055 0876 51 -1 51 46 29 N 001 16 02 W Point

**Project creators**

Name of Organisation	Oxford Archaeology
Project brief originator	Oxford City Council
Project design originator	Oxford Archaeology
Project director/manager	K Anker
Project supervisor	M Sims
Type of sponsor/funding body	Developer
Name of sponsor/funding body	Oxford Keble College

**Project archives**

Physical Archive Exists?	No
Physical Archive recipient	Oxfordshire County Museum Service
Physical Archive ID	OXCMS:2012.51
Digital Archive recipient	Oxford Archaeology
Digital Archive ID	OXKEBC 12
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Oxfordshire County Museum Service
Paper Archive ID	OXCMS:2012.51
Paper Contents	"Stratigraphic"
Paper Media available	"Photograph","Plan","Section","Unpublished Text"

**Project bibliography 1**

Publication type	Grey literature (unpublished document/manuscript)
Title	Keble College Sports Ground Oxford
Author(s)/Editor(s)	Sims M
Date	2012
Issuer or publisher	Oxford Archaeology South
Place of issue or publication	Oxford
Description	Client report
URL	<a href="http://library.thehumanjourney.net/944/">http://library.thehumanjourney.net/944/</a>

Entered by Nicola Scott (n.scott@oxfordarch.co.uk)  
Entered on 29 October 2012

## OASIS:

Please e-mail English Heritage for OASIS help and advice

© ADS 1996-2012 Created by Jo Gilham and Jen Mitcham, email Last modified Wednesday 9 May 2012

Cite only: <http://www.oasis.ac.uk/form/print.cfm> for this page

OXFORD  
KEBLE COLLEGE  
SPORTS GROUND  
OXFORD 12

Box 1 FIVE 1

INTRODUCTION

**PDF/A SCAN**

**FILMING INSTRUCTIONS**

Submitter OASouth

No. of copies: 2

Headings

Site information

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

Site[Kebel College Sports Ground] Site code[OXKEBC 12]

Line 2: Excavators name[K Anker

Line 3:

Classification of material

Tick if present

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

**Oxford City Council Planning Control and Conservation**

**Brief for an Archaeological Watching Brief**

**Project: Keble College Sports Ground, Woodstock Road, Oxford.**

**Description: 11/02407/FUL Alterations to office and kitchen in pavilion with change of window to door. Construction of machinery store with workshop**

**Brief issued: 28<sup>th</sup> November 2011**

**Prepared by: David Radford**

1. SUMMARY

*This brief sets out the requirement for an archaeological watching brief during ground works at Keble College Sports Ground. The work is required to record any significant archaeological deposits revealed by the works bearing in mind the potential for prehistoric and Roman remains in this area.*

2. DEFINITION

The definition of an Archaeological Watching Brief is a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land ....or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive. (IFA, 1999)

3. SITE DESCRIPTION

The site is currently a sports pavilion and field, located at Woodstock Road NGR SP 50550876.

4. PLANNING BACKGROUND

- a. The brief relates to planning application no 11/02407/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.
- c. Watching briefs should undertaken in accordance with a "written scheme of investigation" which has been agreed in writing by the City Council Archaeologist prior to commencing fieldwork. The "written scheme of investigation" should comprise this brief combined with the archaeological contractor's project design (see below). The project will be completed only when all fieldwork and post-



excavation work has been undertaken, the archive has been deposited and any required publication secured.

## 5. ARCHAEOLOGICAL BACKGROUND

- a. An archaeological watching brief is considered necessary for this site because aerial photographic evidence from the National Mapping Programme located two circular cropmarks within the Keble Sports Ground (County HER No. 3576). Potentially indicating the presence of ring ditches, forming part of the extensive Late Neolithic- Early Bronze Age landscape located on the Summer-Town Radley terrace north of Oxford. A third larger ring ditch and a series of linear boundaries are recorded just to the north of the Keble Sports Field. Evidence for a Roman occupation site has previously been recorded, 150m north of the application site, at St Edwards School (County HER No 3814).
- b. Aerial photographs and evidence from archaeological excavations have demonstrated the presence of an extensive prehistoric ritual and agricultural landscape across the Summertown-Radley gravel terrace between the Thames and Cherwell Rivers, involving Neolithic/Bronze Age ritual and funerary monuments and subsequent Iron Age /Roman agricultural field systems and settlement. The full character and extent of these monuments in the vicinity of Keble Sports field is not well understood.

## 6. PROJECT OBJECTIVES

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

## 7. PROCEDURE AND PROFESSIONAL STANDARDS

Archaeological Watching Briefs must be undertaken in accordance with the *Standard and Guidance for archaeological watching briefs* published by the Institute of Field Archaeologists (IFA, 1999). Each watching brief must be governed by a project design which has been agreed in writing by the City Council Archaeologist. The project design should be based on a thorough study of all relevant background information. It should conform to the requirements set out in paragraph 3.2.12 of the IFA guidelines and should in particular include:

- The project's objectives.
- A description of the proposed works and an assessment of their archaeological impact with an accompanying plan.
- Details of the methodology for implementing the watching brief indicating those works which are to be observed, the frequency of observation (permanent/daily visits etc) and any archaeological control over the developer's operating procedures.

- An assessment of the potential for, and possible nature of, any "unexpected discoveries"<sup>1</sup> with details of contingency arrangements for salvage recording.
- Procedures for project management (to follow the principles set out in Management of Archaeological Projects (MAP) (English Heritage, 1991)).
- 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.*
- An outline of the proposed timetable and staff resources - this must be non-binding and presented "for information only"
- Reporting and Archiving arrangements.

## 8. FIELDWORK METHODOLOGY

### a. Procedure

Watching briefs require that the archaeologist(s) are present on site during works in the following circumstances: comprehensive/detailed (present during all works which may affect archaeological remains); intensive (present during specified sensitive works); intermittent (viewing immediately after each specified phase of works). **In this case, the site should be subject to a detailed watching brief during significant ground works with an appropriate contingency to undertake archaeological recording of exposed features, if required.**

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 in the section of the trench can be adequately recorded.

If an "unexpected discovery" is made then the City Council Archaeologist should be informed as soon as possible. Initially consideration should be given to preservation

---

<sup>1</sup> 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-situ but if this is not practical then such discoveries may give rise to a salvage excavation funded from the contingency (see below).

**b. Recording**

In principle, recording standards should be the same as for formal excavations but the particular practical difficulties and constraints of watching brief recording are acknowledged. Features should be recorded in plan at an appropriate scale and accurately located in relation to the National Grid. 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.

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

**c. 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. 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 watching brief should aim to quantify their occurrence, even where comprehensive retention is not considered appropriate.

**d. Contingency and salvage excavation**

Contingency arrangements must be specified in the project design and should take account of the nature of possible "unexpected discoveries" and the likely impact of the development upon them. Arrangements should include the demarcation of the area for excavation, the period of temporary cessation of development works within this area and the resources (expressed in person-days, specialist input etc.) available to undertake the excavation.

In the event of discovery of any human remains the archaeological contractor should inform the client, the City Council 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). 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).

Provision should be made within the contingency for: conservation (lifting and treatment) of fragile objects and the collection and analysis of environmental and scientific (including dating) samples. Sampling is to be carried out in accordance with a strategy which is related to the project objectives and has been agreed with English Heritage's Regional Adviser in Archaeological Science.

## 9. POST-EXCAVATION METHODOLOGY

- a. For most watching briefs it will be sufficient to complete an archive report for the UAD, publish a summary note and deposit the archive (see below).
- b. For projects which have produced results of significant county, regional or national importance, 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. For all projects, 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. For projects which have 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 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 City Council Archaeologist. 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.

- c. Two bound offprints of the final publication and a digital copy of the text, in PDF format, must be supplied to the City UAD 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.
- d. A publication grant should be provided to the publishers of the report in accordance with their requirements.

## 11. OASIS

Once the final report has been accepted contractors taking part in the OASIS scheme should complete an OASIS fieldwork summary form and submit it to the Archaeology Data Service. Contributors not yet formally participating are also encouraged to submit data. The form and guidance for its completion can be found at <http://ads.ahds.ac.uk/project/oasis/first.html>.

## 12. ARCHIVING

- a. The archaeological contractor should endeavour to ensure that the site archive (including any artefacts recovered) are deposited in an acceptable condition with a museum which is registered with the Museums, Libraries and Archives Council and approved for the storage of archaeological archives. The preferred archive for Oxfordshire is the County Museum. The procedures and requirements which must be followed for the deposit of archaeological archives with Oxfordshire County Museum are available from the Collections and Information Manager. A storage grant should be provided to the museum in accordance with their requirements.
- b. The archaeological contractor should arrange for the archive to be copied on microfiche to the standard required by the National Monuments Record and copy should be deposited with the NMR.

## 13. MONITORING

- a. Monitoring is carried out by the City Council Archaeologist 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 City Council Archaeologist prior to the commencement of fieldwork. The archaeological contractor should keep the CCA 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 CCA and no fieldwork should be carried out without the service's knowledge and approval.
- c. All monitoring visits will be documented by the CCA and the archaeological contractor will be informed of any perceived deficiencies.

- d. The CCA 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 CCA within the resources defined in the project design.

#### 14. HEALTH AND SAFETY

**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 (the City Council Archaeologist must be consulted and the proposed changes agreed in such cases). The Construction (Design and Management) Regulations 1994 (CDM) will apply to archaeological work undertaken on many construction (and demolition) projects.

#### BIBLIOGRAPHY

- |  |   |
|--|---|
| 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, 2011,                | <i>Environmental Archaeology :A guide to the theory and practice of methods from sampling and recovery to post excavation (second edition)</i>              |
| IFA, 1999                              | <i>Standard and Guidance for archaeological watching brief.</i>   |
| IFA, 2004                              | <i>Guidelines to the Standards for Recording Human Remains.</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, English Heritage Regional Office, Eastgate Court, 195-205 High Street, Guildford, Surrey GU1 3EH , 01483 252000. e-mail: [d.demoulins@ucl.ac.uk](mailto:d.demoulins@ucl.ac.uk)



# Keble College, Oxford: Sports Pavillon Alterations and New Machinery Store

## *Written Scheme of Investigation for a Watching Brief*

*Centred on SP 5055 0876*

### Table of Contents

<b>1 Introduction.....</b>	<b>4</b>
1.1 Project details.....	4
1.2 Location, geology and topography.....	4
<b>2 Archaeological and Historical Background and Potential.....</b>	<b>4</b>
2.1 Archaeological and historical background.....	4
2.2 Potential.....	4
<b>3 Project Aims.....</b>	<b>4</b>
3.1 General.....	4
3.2 Specific aims and objectives.....	4
<b>4 Project Specific Excavation and Recording Methodology.....</b>	<b>4</b>
4.1 Scope of works.....	4
4.2 Programme.....	5
4.3 Site specific methodology.....	5
<b>5 Project Specific Reporting and Archive Methodology.....</b>	<b>5</b>
5.1 Programme.....	5
5.2 Content.....	5
5.3 Specialist input.....	5
5.4 Archive.....	5
<b>6 Health and Safety.....</b>	<b>5</b>
6.1 Roles and responsibilities.....	5
6.2 Method statement and risk assessment.....	6
<b>7 Monitoring of works.....</b>	<b>6</b>
<b>8 References.....</b>	<b>6</b>
<b>OA Standard Fieldwork Methodology Appendices.....</b>	<b>7</b>





**Appendix A. General Excavation and Recording Methodology.....7**

A.1 Standard methodology – summary.....7

A.2 Relevant industry standards and guidelines.....8

A.3 Relevant OA manual and other supporting documentation .....8

**Appendix B. Geomatics and Survey.....8**

B.1 Standard methodology – summary.....8

B.2 Relevant industry standards and guidelines.....10

B.3. Relevant OA manual and other supporting documentation .....10

**Appendix C. Environmental evidence.....10**

C.1 Summary of Standard methodology.....10

C.2 Relevant Industry Standards and Guidelines.....11

C.3 Relevant OA manual and other supporting documentation .....12

**Appendix D. Artefactual evidence.....12**

D.1 Summary of Standard methodology.....12

D.2 Relevant industry standards and guidelines.....13

D.3 Relevant OA manual and other supporting documentation.....13

**Appendix E. Burials.....14**

E.1 Summary of Standard methodology.....14

E.2 Relevant industry standards and guidelines.....15

E.3 Relevant OA manual and other supporting documentation.....16

**Appendix F. Reporting.....16**

F.1 Summary of Standard methodology.....16

F.2 Relevant industry standards and guidelines.....18

**Appendix G. List of specialists regularly used by OA.....18**

**Appendix H. Documentary Archiving.....19**

H.1 Standard methodology – summary.....19

H.2 Relevant industry standards and guidelines.....20

H.3 Relevant OA manual and other supporting documentation.....21

**Appendix I. Health and Safety.....21**

I.1 Summary of Standard Methodology.....21



## **1 INTRODUCTION**

### **1.1 Project details**

- 1.1.1 Oxford Archaeology (OA), has been commissioned by Keble College to undertake an archaeological watching brief during alterations to the sports pavilion and construction of a new machinery store.
- 1.1.2 The work is being undertaken as a condition of Planning Permission (planning ref: 11/02407/FUL). A brief has been set by David Radford, the City Archaeologist, detailing the Local Authority's requirements for work necessary to discharge the planning condition; this document outlines how OA will implement those requirements.
- 1.1.3 All work will be undertaken in accordance with local and national planning policies (PPS5 Policy HE12.3).

### **1.2 Location, geology and topography**

- 1.2.1 The site lies on level ground at approximately 64 m AOD in the north-west quadrant of the city. The site is bounded to the east by the B4144 Woodstock Road, to the south by Elizabeth Jennings Road and to the west and north by open ground.
- 1.2.2 The area of proposed development is situated in the corner of the existing sports ground.
- 1.2.3 The geology of the area is 1st Terrace flood plain gravel (Geological Survey of Great Britain, sheet no, 236).

## **2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND AND POTENTIAL**

### **2.1 Archaeological and historical background**

- 2.1.1 The archaeological and historical background to the site has been included within the brief and is reproduced below.

Aerial photographic evidence from the National Mapping Programme has located two circular cropmarks within the Keble Sports Ground (County HER No. 3576). These potentially indicate the presence of ring ditches, forming part of the extensive Late Neolithic-Early Bronze Age landscape located on the Summer-Town Radley terrace north of Oxford. A third larger ring ditch and a series of linear boundaries are recorded just to the north of the Keble Sports Field. Evidence for a Roman occupation site has previously been recorded, 150m north of the application site, at St Edwards School (County HER No 3814).

### **2.2 Potential**

- 2.2.1 Aerial photographs and evidence from archaeological excavations have demonstrated the presence of an extensive prehistoric ritual and agricultural landscape across the Summertown-Radley gravel terrace between the Thames and Cherwell Rivers, involving Neolithic/Bronze Age ritual and funerary monuments and subsequent Iron Age /Roman agricultural field systems and settlement. The full character and extent of these monuments in the vicinity of Keble Sports field is not well understood and this work provides an opportunity to expand our knowledge of this area.



### **3 PROJECT AIMS**

#### **3.1 General**

3.1.1 The watching brief will aim to:

- (i) Preserve by record any archaeological deposits encountered during the course of the ground intrusions;
- (ii) Seek to establish the extent, nature and date of any archaeological deposits encountered within the scope of the ground intrusion;
- (iii) To secure the analysis, conservation and long-term storage of any artefactual/ecofactual material recovered from the site.;
- (iv) To disseminate results through the production of a grey literature report.

#### **3.2 Specific aims and objectives**

3.2.1 The specific aim and objective of the watching brief will be to identify and record any significant archaeological remains revealed by the ground works, paying particular regard to the potential for Roman and prehistoric remains and to relate any such findings to other features within the area.

### **4 PROJECT SPECIFIC EXCAVATION AND RECORDING METHODOLOGY**

#### **4.1 Scope of works**

4.1.1 The proposed works will include the alterations to the office and kitchen within the pavilion and the construction of a new machinery store. Groundworks which have the potential to impact upon archaeological deposits include topsoil stripping, ground reduction and the excavation of foundation and service trenches. Monitoring of these works will be undertaken as a series of site visits during these operations.

#### **4.2 Programme**

4.2.1 It is anticipated that the fieldwork will take three weeks to complete, by a team consisting of a Project Supervisor, under the management of a Senior Project Manager.

4.2.2 All fieldwork undertaken by Oxford Archaeology (South) is overseen by the Head of Fieldwork, Dan Poore MIFA.

#### **4.3 Site specific methodology**

4.3.1 A summary of OA's general approach to excavation and recording can be found in Appendix A. Standard methodologies for Geomatics and Survey, Environmental evidence, Artefactual evidence and Burials can also be found below (Appendices B, C, D and E respectively).

### **5 PROJECT SPECIFIC REPORTING AND ARCHIVE METHODOLOGY**

#### **5.1 Programme**

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

5.1.2 Two bound copies of the completed report, together with a digital copy in PDF format, will be provided to the City UAD and HER.



5.1.3 Provision will also be made for submission of an OASIS summary form and for the submission of a summary report to **South Midlands Archaeology** within the required time frame.

## 5.2 Content

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

## 5.3 Specialist input

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

## 5.4 Archive

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

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

## 6 HEALTH AND SAFETY

### 6.1 Roles and responsibilities

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

6.1.2 The Director with responsibility for Health and Safety at OA is Robert Williams (Chief Operations Officer); he is advised by the OA Group Health and Safety Coordinator, Dan Poore (NEBOSH Level 3).

### 6.2 Method statement and risk assessment

6.2.1 A summary of OA's general approach to health and safety can be found in Appendix I. A risk assessment has also been undertaken and approved and will be kept on site, along with OA's standard health and safety file, which will contain all relevant health and safety documentation.

6.2.2 The Health and Safety file will be available to view at any time.

## 7 MONITORING OF WORKS

7.1.1 At least 2 days notice of the commencement of the works will be given to David Radford, the City Archaeologist.

7.1.2 David Radford (or his representative) will have free access to the site (subject to Health and Safety considerations) and all records to ensure the works are being carried out in accordance with this WSI and all other relevant standards.



## 8 REFERENCES

Communities and Local  
Government, 2010

*Planning Policy Statement 5: Planning and the Historic  
Environment*

OCC, 2012

*Brief for an Archaeological Watching Brief: Keble College Sports  
Ground, Woodstock Road, Oxford*



---

## OA STANDARD FIELDWORK METHODOLOGY APPENDICES

---

The following methods and terms will apply, where appropriate, to all OA fieldwork unless varied by the accompanying detailed Written Scheme of Investigation.

Copies of all OA internal standards and guidelines referred to below are available on request.

---

### APPENDIX A. GENERAL EXCAVATION AND RECORDING METHODOLOGY

#### A.1 Standard methodology – summary

##### *Mechanical excavation*

- A.1.1 An appropriate mechanical excavator will be used for machine excavated trenches. This will normally be a JCB or 360° tracked excavator with a 1.8 m to 2 m wide toothless ditching bucket. For work with restricted access or working room a mini excavator will be used.
- A.1.2 All mechanical excavation will be undertaken under direct archaeological supervision.
- A.1.3 All undifferentiated topsoil or overburden of recent origin will be removed down to the first significant archaeological horizon, in successive, level spits.
- A.1.4 Following mechanical excavation, all areas of the trench that require examination or recording will be cleaned using appropriate hand tools.
- A.1.5 Spoil heaps will be monitored in order to recover artefacts to assist in the analysis of the spatial distribution of artefacts. Modern artefacts will be noted but not retained.
- A.1.6 After recording, the trenches will be backfilled with excavated material in reverse order of excavation, but will otherwise not be fully reinstated.

##### *Hand excavation*

- A.1.7 All investigation of archaeological levels will be by hand, with cleaning, examination and recording both in plan and section.
- A.1.8 Within significant archaeological levels the minimum number of features required to meet the aims will be hand excavated. Pits and postholes will usually be subject to a 50% sample by volume. Linear features will be sectioned as appropriate. Features not suited to excavation within narrow trenches will not be sampled. No archaeological deposits will be entirely removed unless this is unavoidable.
- A.1.9 It is not necessarily the intention that all trial trenches will be fully excavated to natural stratigraphy, but the depth of archaeological deposits across the entire site will be assessed. The stratigraphy of all evaluation trenches will be recorded even where no archaeological deposits have been identified.
- A.1.10 Any excavation, both by machine and by hand, will be undertaken with a view to avoiding damage to any archaeological features or deposits, which appear to be worthy of preservation in situ.

##### *Recording*

- A.1.11 Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements.



- A.1.12 Where stratified deposits are encountered a Harris matrix will be compiled during the course of the excavation.
- A.1.13 Plans will normally drawn at 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Detailed plans will be at an appropriate scale. Burials will be drawn at scale 1:10 or recorded using geo-referenced digital photography.
- A.1.14 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
- A.1.15 A register of plans will be kept.
- A.1.16 Long sections of trenches showing layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20.
- A.1.17 A register of sections will be kept.
- A.1.18 Generally all sections will be tied in to Ordnance Datum.
- A.1.19 A full black and white and colour (digital) photographic record, illustrating in both detail and general context the principal features and finds discovered will be maintained. The photographic record will also include working shots to illustrate more generally the nature of the archaeological work.
- A.1.20 Photographs will be recorded on OA Photographic Record Sheets.

## **A.2 Relevant industry standards and guidelines**

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

## **A.3 Relevant OA manual and other supporting documentation**

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

## **APPENDIX B. GEOMATICS AND SURVEY**

### **B.1 Standard methodology – summary**

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



establishes accurate project reference systems utilising a series of control stations and permanent base lines.

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





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

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

## **B.2 Relevant industry standards and guidelines**

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

## **B.3 Relevant OA manual and other supporting documentation**

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

## **APPENDIX C. ENVIRONMENTAL EVIDENCE**

### **C.1 Summary of Standard methodology**

- C.1.1 Different environmental and geoarchaeological sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Where possible an environmental and/or geoarchaeological



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

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

## C.2 Relevant Industry Standards and Guidelines

- C.2.1 Brunning, R. 1996. Waterlogged wood: the recording, sampling, conservation, and curation of structural wood. English Heritage Guidelines
- C.2.2 English Heritage 2001. Archaeometallurgy. Centre for Archaeology Guidelines 2001.01.
- C.2.3 English Heritage 2002. Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post excavation. Centre for Archaeology Guidelines 2002.01.
- C.2.4 English Heritage 2004. Dendrochronology: Guidelines on Producing and Interpreting Dendrochronological Dates.
- C.2.5 English Heritage 2006. Archaeomagnetic Dating. Guidelines for Producing and Interpreting Archaeomagnetic Dates.
- C.2.6 English Heritage 2007. Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record.
- C.2.7 English Heritage 2008. Luminescence Dating. Guidelines on Using Luminescence Dating in Archaeology.



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

### **C.3 Relevant OA manual and other supporting documentation**

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

## **APPENDIX D. ARTEFACTUAL EVIDENCE**

### **D.1 Summary of Standard methodology**

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



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

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

## **D.2 Relevant industry standards and guidelines**

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

## **D.3 Relevant OA manual and other supporting documentation**

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



## APPENDIX E. BURIALS

### E.1 Summary of Standard methodology

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



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

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

## **E.2 Relevant industry standards and guidelines**

- E.2.1 Cox, M, 2001 Crypt archaeology. An approach. IFA Paper No. 3
- E.2.2 Mays, S, 2005 Guidance for Best Practice for Treatment of Human Remains Excavated from
- E.2.3 Christian Burial Grounds in England. Church of England and English Heritage.



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

### **E.3. Relevant OA manual and other supporting documentation**

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

## **APPENDIX F. REPORTING**

### **F.1 Summary of Standard methodology**

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



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

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

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

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

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

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

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

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





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

## F.2 Relevant industry standards and guidelines

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

## APPENDIX G. LIST OF SPECIALISTS REGULARLY USED BY OA

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

### Internal archaeological specialists used by OA

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



Specialist	Specialism	Qualifications
Mike Donnelly	Flint	Bsc, MifA

**External archaeological specialists regularly used by OA**

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



## APPENDIX H. DOCUMENTARY ARCHIVING

### H.1 Standard methodology – summary

- H.1.1 The documentary archive constitutes all the written, drawn, photographic and digital records relating to the set up, fieldwork and post-excavation phases of the project. This documentary archive, together with the artefactual and environmental ecofact archive collectively forms the record of the site. The report is part of the documentary archive, and the archive must provide the evidence that supports the conclusions of the report, but the archive may also include data which exceeds the limitations of research parameters set down for the report and which could be of significant value to future researchers.
- H.1.2 At the outset of the project OA Archive department will contact the relevant local receiving museum or archive repository to notify them of the imminent start of a new fieldwork project in their collecting area. Relevant local archiving guidelines will be observed and site codes, which integrate with the receiving repository, will be agreed for labelling of archives and finds.
- H.1.3 During the course of the project the Archive department will assist the Project Manager in the management of the archive including the cataloguing and development technique suitable for photographic archive requirements.
- H.1.4 The site archive will be security copied either by microfilming and the master sent to English Heritage as part of the National Archaeological Record or it will be digitally scanned and stored in a dedicated archive section of the OA computer network. A copy of the work as microfiche diazo or .pdf/a on disk will be sent to the receiving museums with the hard copy. This will act as a safeguard against the accidental loss and the long-term degeneration of paper records and photographs.
- H.1.5 Born digital data where suitable will be printed to hard copy for the receiving museum but if the format is such that it needs maintaining in digital form a copy will be sent to the receiving museum by CD. Back-up copies will be stored on the OA digital network and or posted to the ADS in accordance with AAF & ADS guidelines. In most cases a digital copy of the report will be included in the OASIS project library hosted by ADS.
- H.1.6 Prior to deposition the Archive department will contact the museum regarding the size and content of the archive and discuss any retention and dispersal policies which may be applicable in line with local and SMA Guidelines ' Selection, Retention & Dispersal of Archaeological Collections' 1993
- H.1.7 The site archive will then be deposited with the relevant receiving museum or repository at the earliest opportunity unless further archaeological work on the site is expected. The documentary archive will include correspondence detailing landowner consent to deposit the artefacts and any copyright licences in accordance with the receiving museum guidelines.
- H.1.8 Oxford Archaeology will retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide a licence to the client in all matters directly relating to the project as described in the Written Scheme of Investigation.
- H.1.9 OA will advise the client of any such materials supplied in the course of projects which are not OA's copyright.



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

## **H.2 Relevant industry standards and guidelines**

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

## **H.3 Relevant OA manual and other supporting documentation**

- H.3.1 The OA Archives Policy.

## **APPENDIX I. HEALTH AND SAFETY**

### **I.1 Summary of Standard Methodology**

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



- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).

OXFORD  
KEBLE COLLEGE  
SPORTS GROUND  
OXFORD 12

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[Keble College Sports Ground] Site code[OXKEBC 12]

Line 2: Excavators name[K Anker]

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	



# WATCHING BRIEF RECORD

SITE CODE *OXK12BC  
12*

SITE NAME *Kettle College sports ground*

DATE *28/3/12*

NGR  
  
Milage

County  
*Oxon*  
  
Previous Visit

Start Time  
*11.30*  
Finish Time  
*16.00*  
Visit By

Type of construction work *Ground reduction  
Foundation trenching*

Contacts made

Archaeology present?

Yes: *(19<sup>th</sup> / 20<sup>th</sup> garden features.*

No:

Undated:

Other:

## COMMENTS

*Ground reduction for footprint of new tool store completed. Approx 0.2m reduction all within topsoil.*

*Foundation trenching approx 0.4m wide by 0.4m deep.*

*Area of tool store visibly higher than rest of field. Trenching appears to be entirely within made ground*

*Deposits earlier than post-med not exposed.*

Records? *Plan Sect Photos ext.*





# WATCHING BRIEF RECORD

SITE CODE *OXKKEPC  
12*

SITE NAME *Keble College Sports ground*

DATE *22/5/12*

NGR

County

Start Time

*13.30*

Finish Time

*17.00*

Milage

Previous Visit

Visit By

*M. Sims*

Type of construction work

*Stripping for access road  
Excavation of soakaway pit*

Contacts made

Archaeology present?

Yes:

No:

Undated:

Other:

## COMMENTS

*On site to monitor final phase of ground works.*

*0.4m deep strip for access road 14m long by 3.3m wide*

*① Topsoil + turf 0.18m*

*② subsoil made ground 70.2m*

*Excavation for soakaway 1.5m wide  
1.8m long by 1.6m deep.*

*Terrace gravel below subsoil.*

*No archaeology observed.*

Records?

*Photos spot plan ext.*





# CONTEXT RECORD

Context No.

1

SITE *DXK12BC 12*

ADDITIONAL SHEETS:

TYPE *Lager*

Trench

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

Check Lists:

Site sub-div

Overlain by:

DEPOSIT:

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

Structure No.

Abutted by:

Plan No.

*1*

Cut by:

Filled by:

Section No.

*1:2*

Same as:

Part of:

CUT:

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

Co-Ordinates

Consists of:

Overlies:

*2:3*

Level

Butts:

MASONRY:

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

Slide No.

Cuts:

Neg No.

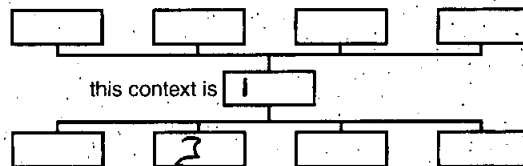
Fill of:

Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

*1) Friable**2) Grey brown**3) Silty loam**4) Occ brick fragments**5) Depth 0.25m*

Interpretation/Discussion:

*Present day topsoil + turf.*  
*Landscaping layer.*

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

 Small Finds
Recorder *[Signature]*
 Samples

Date

 Building Materials

Initials



# CONTEXT RECORD

Context No.

2

SITE *OXKRBC*  
12

ADDITIONAL SHEETS:

TYPE *layer*

Trench

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

Check Lists:

Site sub-div

Overlain by: *311*

DEPOSIT:

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

Structure No.

Abutted by:

Plan No.

*1*

Cut by:

Filled by:

Section No.

*1:2*

Same as:

Part of:

CUT:

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

Co-Ordinates

Consists of:

Overlies: *4*

Level

Butts:

MASONRY:

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

Slide No.

Cuts:

Neg No.

Fill of:

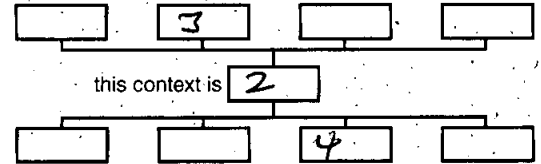
Matrix location

Relationships uncertain

Description (See check lists):

- 1) *Friable*
- 2) *Orange brown*
- 3) *Clayey silt*
- 4) *Occ gravel*
- 5) *Depth > 0.4m*

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

*SS soil, possible made ground*

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

 Small FindsRecorder *[Signature]* Samples

Date

 Building Materials

Initials



# CONTEXT RECORD

Context No.

3

SITE ~~OXREBC~~  
12

ADDITIONAL SHEETS:

TYPE *Surface*

Trench

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

Check Lists:

Site sub-div.

Overlain by: 1

DEPOSIT:

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

Structure No.

Abutted by:

Plan No.

Cut by:

Filled by:

Section No.

Same as:

Part of:

CUT:

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

Co-Ordinates

Consists of:

Overlies: 2

Level

Butts:

MASONRY:

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

Slide No.

Cuts:

Neg No.

Fill of:

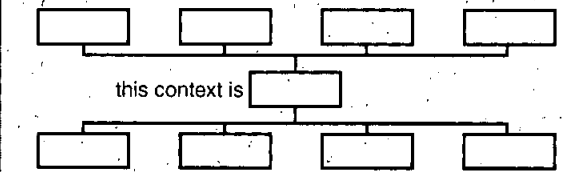
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Red + yellow bricks
- 2) 0.225m x 0.115m x 0.072m
- 4) Botted together
- 5) Single layer, parallel side
- 7) None
- 8) 0.5m wide length 2.5m +



Interpretation/Discussion:

Pathway consisting of large Imperial sized bricks laid face down + botted together. Laid on bed of ash. Ran at right angles to road track road

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

△ Small Finds

Recorder *[Signature]*

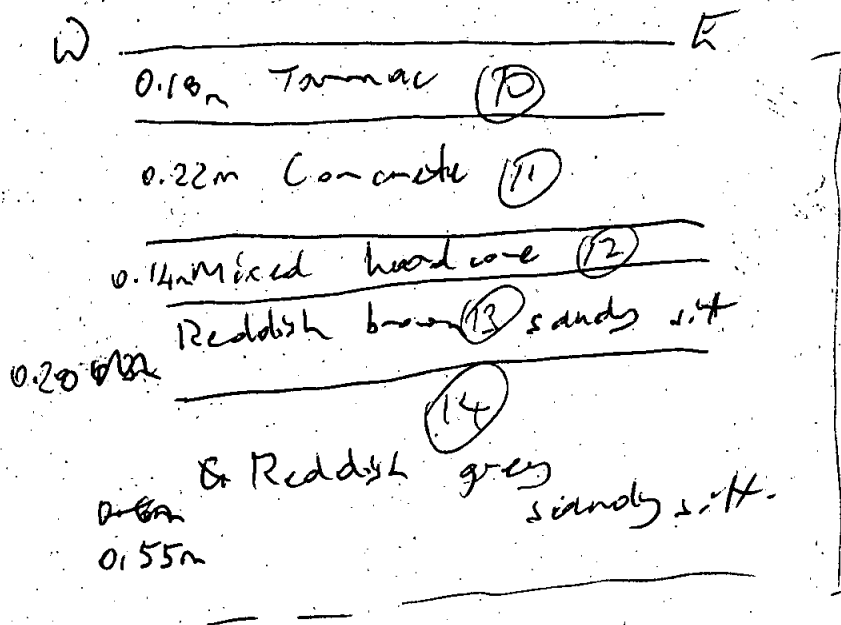
◇ Samples

Date

△ Building Materials

Initials

Base of Woolhampton hill



OX KIBBLE

Topsoil 0.25 GB silty loam (1)

SS<sub>2</sub>soil 70.4m Orange loam & clays silt (2)



# CONTEXT RECORD

Context No.

4

SITE OXKEBC12

ADDITIONAL SHEETS:

TYPE Layer

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 2

DEPOSIT:

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

Structure No.

Abutted by:

Plan No.

1

Cut by:

Filled by:

Section No.

3

Same as:

Part of:

CUT:

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

Co-Ordinates

Consists of:

Overlies: 5

Level

Butts:

MASONRY:

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

Slide No.

Cuts:

Neg No.

Fill of:

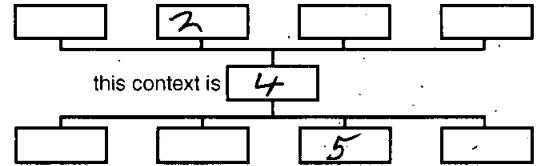
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Friable / semi compacted
- 2) Orange brown, becoming lighter with depth
- 3) Small - medium gravel
- 5) 1.1m deep.



Interpretation/Discussion:

Natal - Terrace gravel

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

 Small FindsRecorder *[Signature]* Samples

Date

 Building Materials

Initials



# CONTEXT RECORD

Context No.

5

SITE *OXKBC 12*

ADDITIONAL SHEETS:

TYPE *Layer*

Trench

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

Check Lists:

Site sub-div

Overlain by: *4*

DEPOSIT:

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

Structure No.

Abutted by:

Plan No.

*1*

Cut by:

Filled by:

Section No.

*3*

Same as:

Part of:

CUT:

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

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

MASONRY:

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

Slide No.

Cuts:

Neg No.

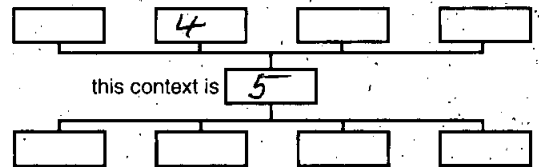
Fill of:

Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

1) *Friable*2) *Pale yellow*3) *Sand*4) *Occasional oolitic stone fragments*5) *Depth > 0.4m*

Interpretation/Discussion:

*Natural sand*

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

 Small FindsRecorder *[Signature]* Samples

Date

 Building Materials

Initials



OXFORD  
KEBLE COLLEGE  
SPORTS GROUND  
OXKEBC 12

Box 1 FILE 3.

B. CATALOGUE OF DRAWINGS

PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

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

Site[Keble College Sports Ground] Site code[OXKEBC 12]

Line 2: Excavators name[K Anker]

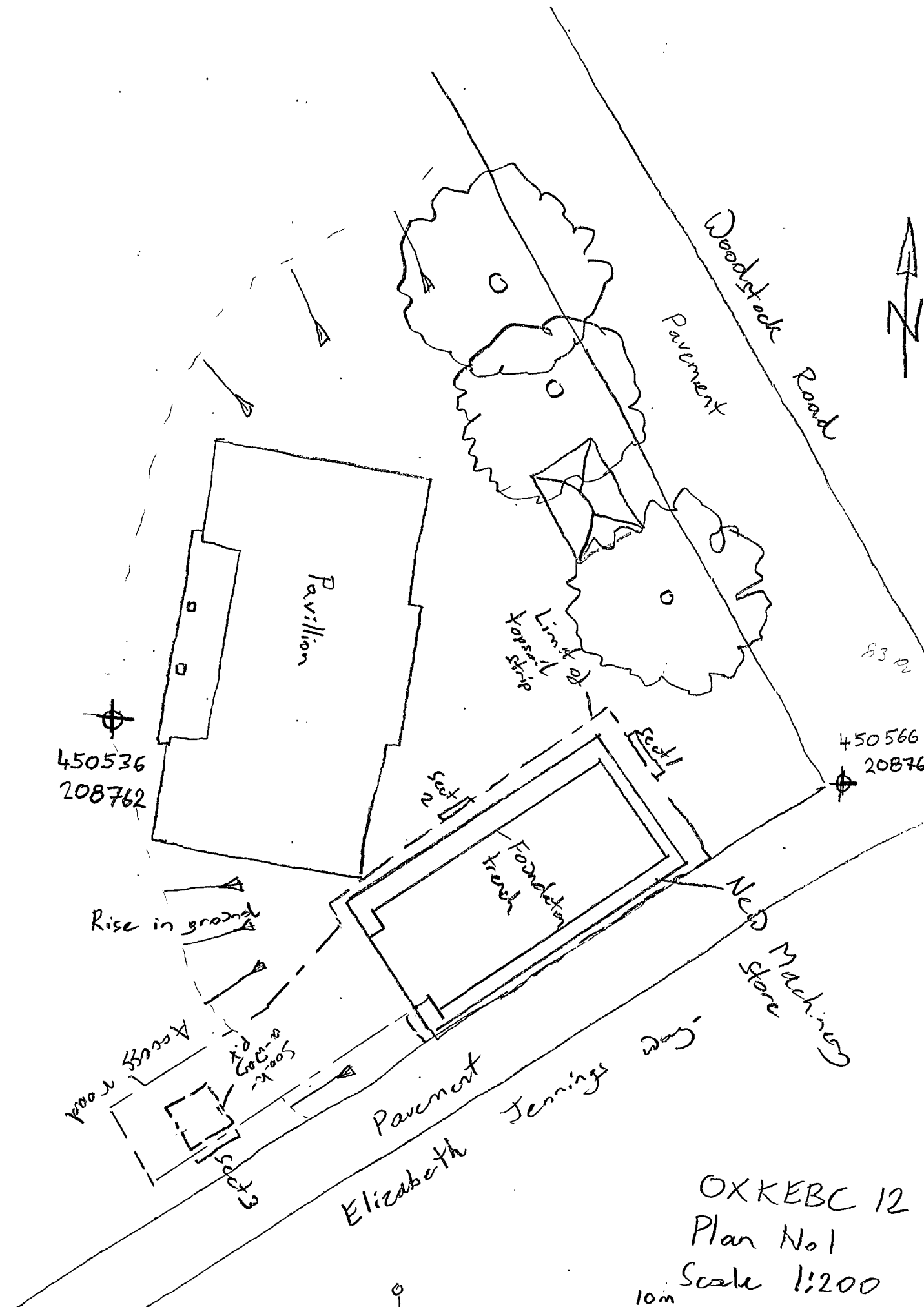
Line 3:

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 #	✓
<del>B: Site Data – Text: Primary Drawings</del>	✓
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	

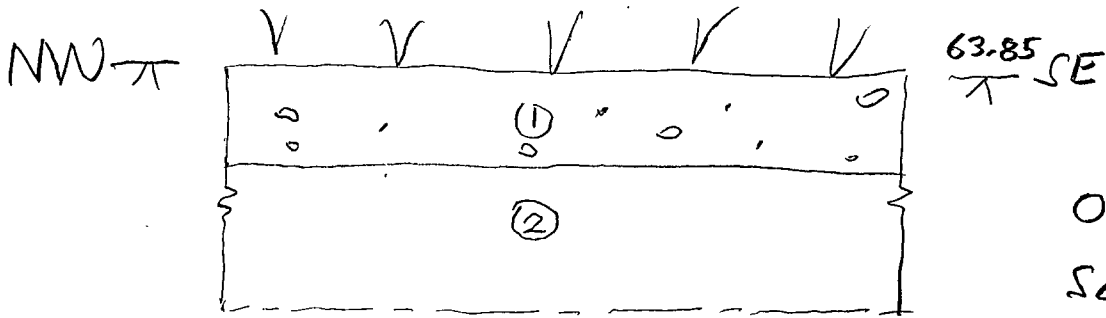




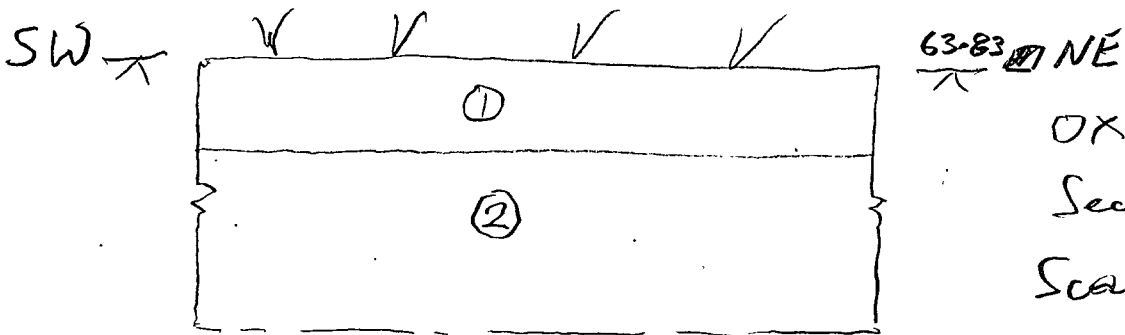
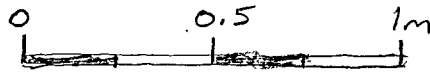
OXKEBC 12  
 Plan No 1  
 Scale 1:200



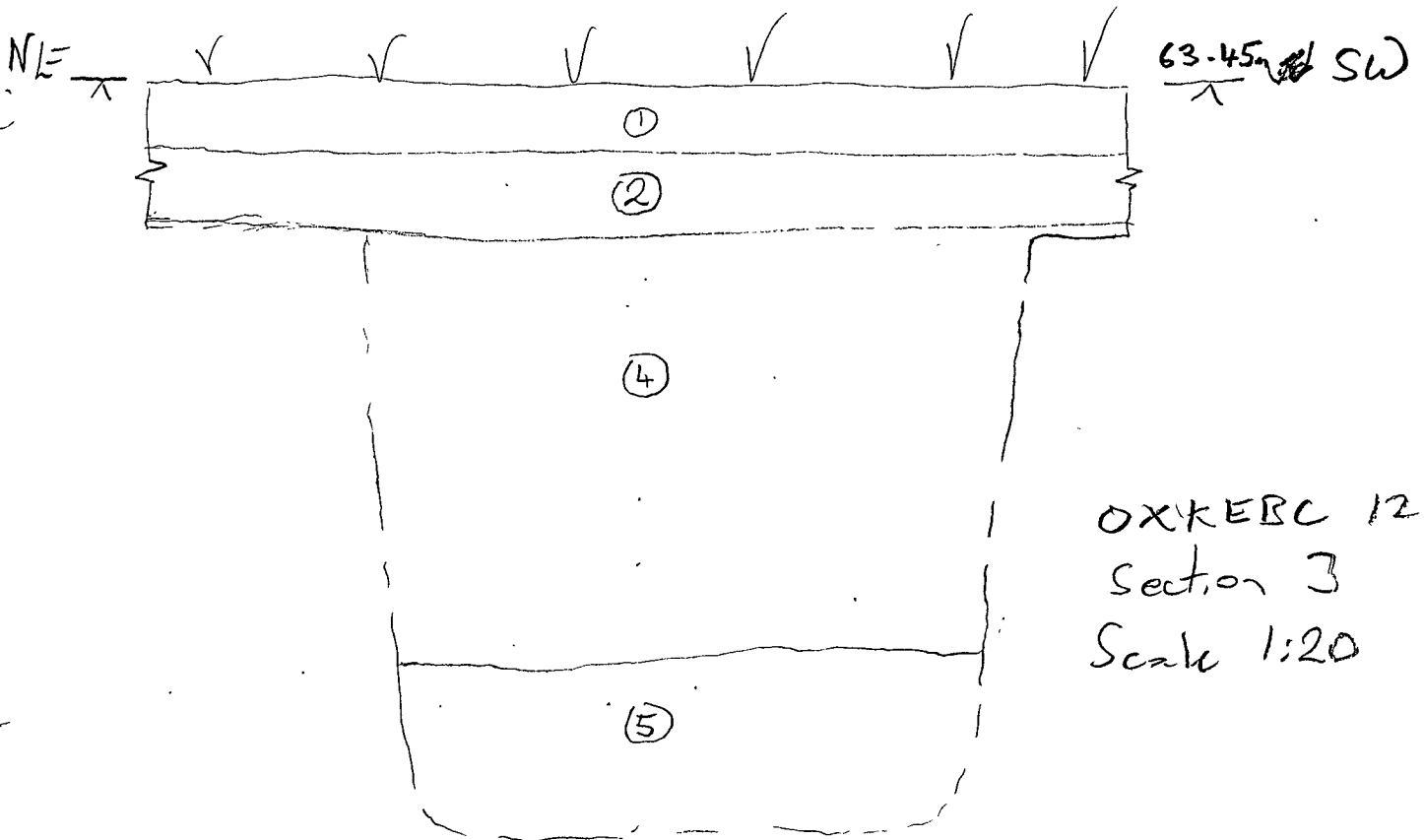




OXKEBC 12  
Section 1  
Scale 1:20



OXKEBC 12  
Section 2  
Scale 1:20



OXKEBC 12  
Section 3  
Scale 1:20

OXFORD  
KEBLE COLLEGE  
SPORTS GROUND  
OXFORD OX1 2JD

Box 1 FILE 4

D CATALOGUE OF PHOTOS

PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

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

Site[Keble College Sports Ground] Site code[OXKEBC 12]

Line 2: Excavators name[K Anker]

Line 3:

Classification of material

Tick if present

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





# PHOTOGRAPHIC RECORD SHEET

SITE CODE *OXKEBLE  
12*

SITE NAME *Keble College sports  
Ground*

FILM NO.

Camera number

Lens number

Black & white / colour

Date	Negative number	View	Context(s)	Initials
	0			
	1	N	Section 1	
	2	N		
	3	N		
	4	E	Post-ex view of machinery store base	
	5	E		
	6	K		
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
	16			
	17			
	18			
	19			
	20			
	21			
	22			
	23			
	24			
	25			
	26			
	27			
	28			
	29			
	30			
	31			
	32			
	33			
	34			
	35			
	36			
	37			

# DIGITAL PHOTOGRAPHIC RECORD SHEET

Oxford Archaeology Oxford Archaeology Janus  
House, Osney Mead Oxford, OX2 0ES

Site code <b>OXKEBC 12</b>	Site name <b>Keble College Sports Ground, Oxford</b>	Card number	<b>Sheet 1</b>				
----------------------------	--	-------------	----------------	--	--	--	--

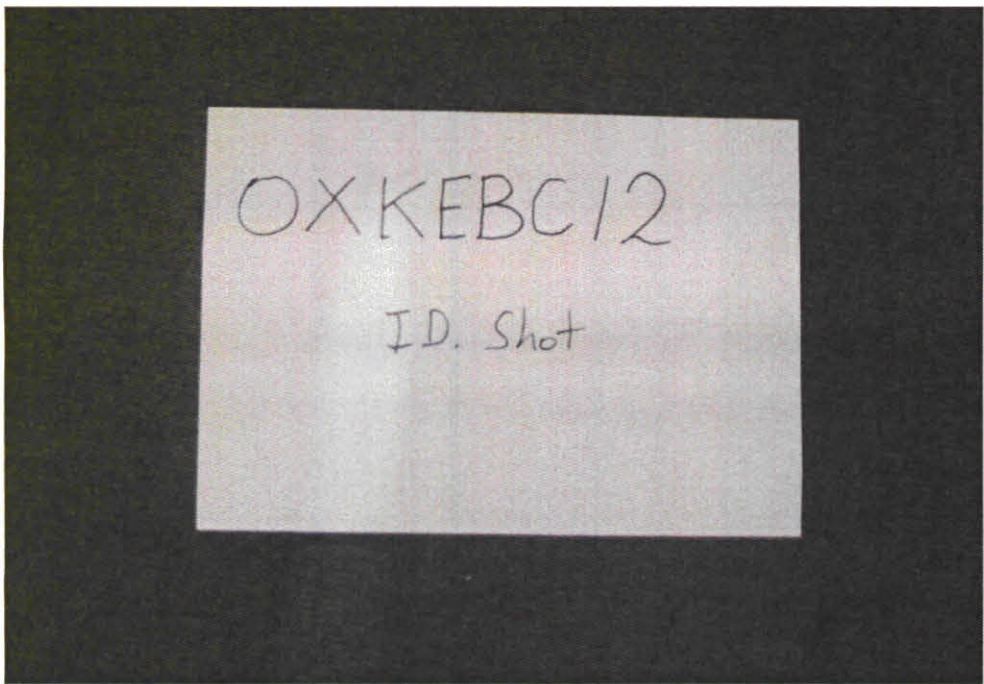
View No.	Photo No.	Context No. Description (Add context numbers where applicable)	Geo-Ref Photo	Object Photo	Scale (m)	View to	Initials and date
1	Picture 001.jpg	OXKEBC ID Shot					Ms 27.03.12
2	Picture 002.jpg	Section 1			1 m	E	Ms 27.03.12
3	Picture 003.jpg	Section 1			1 m	E	Ms 27.03.12
4	Picture 004.jpg	Section 2			1 m	N	Ms 27.03.12
5	Picture 005.jpg	Section 2			1 m	N	Ms 27.03.12
6	Picture 006.jpg	Post-ex view of new tool store site			1 m	E	Ms 27.03.12
7	Picture 007.jpg	Post-ex view of new tool store site			1 m	E	Ms 27.03.12
8	Picture 008.jpg	Current pavilion				E	Ms 27.03.12
9	Picture 009.jpg	Current pavilion				E	Ms 27.03.12
10	Picture 010.jpg	Section 3, Soak-a-way pit			1m	S	Ms 22.05.12
11	Picture 011.jpg	Section 3, Soak-a-way pit			1m	S	Ms 22.05.12
12	Picture 012.jpg	Post-ex view of access road			1m	E	Ms 22.05.12
13	Picture 013.jpg	Post-ex view of access road			1m	E	Ms 22.05.12

OXKEBC 12 Digital photographs Sheet 1 of 4

2)



4)



3)

5)



7)



8)



OXKEBC-12 IS Digital Photos Sheet 3 of 4

9)



11)



