

Site/Project Name: **Bicester Arnclott to Bicester Pole Replacement**

Site Code: BIPOLE 11

Site/Project Type: Watching brief

Year(s): 2011

Accession Number: OXCMS:2012.152

Record Group	Contents	Comments	Box/File Number
	<b>INTRODUCTION</b> Written scheme of investigation	1 bound copy	Box 1 file 1
B	<b>PRIMARY CONTEXT DATA</b> Watching brief record Context checklist Context sheets	1 sheet 1 sheet as numbered	Box 1 file 2
B	<b>CATALOGUE OF &amp; PRIMARY DRAWINGS</b> Section list Sections	1 sheet 1 sheet	Box 1 file 3
D	<b>CATALOGUE OF PHOTOGRAPHS</b> B/W index Colour digital index Digital images	1 sheet 1 sheet 3 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:[Bicester]

Site[Arncott to Bicester Pole Replacement] Site code[BIPOLE 11]

Line 2: Excavators name[S Lawrence]

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: oxfordar1-139414

Project details

Project name	Powerline Pole Replacement Amcott to Bicester Oxfordshire
Short description of the project	On the 6th of September 2011 Oxford Archaeology (OA) undertook an archaeological watching brief during the excavation of a trench for a replacement electricity pole south of Bicester and north of the old Romano-British town of Alchester. A layer of modern ploughsoil sealing an earlier, undated, worked soil horizon was observed. No archaeological features, deposits or residual finds was encountered.
Project dates	Start: 06-09-2011 End: 06-09-2011
Previous/future work	No / No
Any associated project reference codes	BIPQLE11 - Sitecode
Any associated project reference codes	OXCMS:2011.152 - Museum accession ID
Type of project	Recording project
Site status	None
Current Land use	Cultivated Land 4 - Character Undetermined
Monument type	PLOUGHSOIL Modern
Significant Finds	NONE None
Investigation type	"Watching Brief"
Prompt	Planning condition

Project location

Country	England
Site location	OXFORDSHIRE CHERWELL BICESTER Powerline Pole Replacement Amcott to Bicester
Study area	14.00 Square metres
Site coordinates	SP 5797 2161 51 -1 51 53 22 N 001 09 27 W Point

**Project creators**

Name of Organisation	Oxford Archaeology
Project brief originator	Oxford County Council
Project design originator	Oxford Archaeology
Project director/manager	S. Lawrence
Project supervisor	M Sims
Type of sponsor/funding body	Electricity Authority/Company
Name of sponsor/funding body	Scottish & Southern Energy

**Project archives**

Physical Archive Exists?	No
Digital Archive recipient	Oxford Archaeology
Digital Archive ID	BIPOLE 11
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Oxfordshire County Museum Service
Paper Archive ID	OXCMS:2011.152
Paper Contents	"other"
Paper Media available	"Context sheet","Photograph","Plan","Report","Section","Unpublished Text"

**Project bibliography 1**

Publication type	Grey literature (unpublished document/manuscript)
Title	Powerline Pole Replacement Amcott to Bicester
Author(s)/Editor(s)	Sims M
Date	2012
Issuer or publisher	Oxford Archaeology South
Place of issue or publication	o
Description	Client report
URL	<a href="http://library.thehumanjourney.net/959">http://library.thehumanjourney.net/959</a>
Entered by	Nicola Scott (n.scott@oxfordarch.co.uk)
Entered on	14 December 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

BILESTER  
ARNCOTT TO BILESTER  
POLE REPLACEMENT  
BIPOLE II

Box 1 FILE 1

INTRODUCTION

**PDF/A SCAN**

**FILMING INSTRUCTIONS**

Submitter OASouth

No. of copies: 2

**Headings**

**Site information**

Line 1: [OASouth] County[OXON] Parish:[Bicester]

Site[Arncott to Bicester Pole Replacement] Site code[BIPOLE 11]

Line 2: Excavators name[S Lawrence]

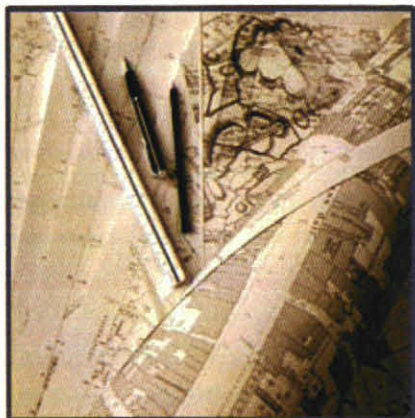
Line 3:

**Classification of material**

Tick if  
present

Index to archive	
Introduction	<input checked="" type="checkbox"/>
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	

# Powerline Pole Replacement Arncott to Bicester Oxfordshire



**Written Scheme of Investigation**

oxfordarchaeology



southsouthsouth

August 2011

**Client: SSE**

Issue No:1

OA Job No: 5148

NGR: SP 5797 2161

Written Scheme of Investigation





## **Powerline Pole Replacement, Arncoth to Bicester, Oxfordshire**

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

*Centred on SP 5797 2161*

#### **Table of Contents**

<b>1 Introduction.....</b>	<b>3</b>
1.1 Project details.....	3
1.2 Location, geology and topography.....	3
<b>2 Archaeological and Historical Background and Potential.....</b>	<b>3</b>
2.1 Archaeological and historical background.....	3
<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 and site methodology.....	4
4.2 Programme.....	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>6</b>
6.1 Roles and responsibilities.....	6
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>
<b>Appendix A. General Excavation and Recording Methodology.....</b>	<b>7</b>
A.1 Standard methodology – summary.....	7



A.2 Relevant industry standards and guidelines.....	8
A.3 Relevant OA manual and other supporting documentation .....	8
<b>Appendix B. Geomatics and Survey.....</b>	<b>8</b>
B.1 Standard methodology – summary.....	8
B.2 Relevant industry standards and guidelines.....	10
B.3 Relevant OA manual and other supporting documentation .....	10
<b>Appendix C. Environmental evidence.....</b>	<b>11</b>
C.1 Summary of Standard methodology.....	11
C.2 Relevant Industry Standards and Guidelines.....	11
C.3 Relevant OA manual and other supporting documentation .....	12
<b>Appendix D. Artefactual evidence.....</b>	<b>12</b>
D.1 Summary of Standard methodology.....	12
D.2 Relevant industry standards and guidelines.....	13
D.3 Relevant OA manual and other supporting documentation.....	14
<b>Appendix E. Burials.....</b>	<b>14</b>
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
<b>Appendix F. Reporting.....</b>	<b>16</b>
F.1 Summary of Standard methodology.....	16
F.2 Relevant industry standards and guidelines.....	18
<b>Appendix G. List of specialists regularly used by OA.....</b>	<b>18</b>
<b>Appendix H. Documentary Archiving.....</b>	<b>20</b>
H.1 Standard methodology – summary.....	20
H.2 Relevant industry standards and guidelines.....	21
H.3 Relevant OA manual and other supporting documentation.....	21
<b>Appendix I. Health and Safety.....</b>	<b>21</b>
I.1 Summary of Standard Methodology.....	21

## List of Figures

Fig. 1 Location plan



## **1 INTRODUCTION**

### **1.1 Project details**

- 1.1.1 Scottish and Southern Energy Power Distribution (SSEPD) are undertaking refurbishment of the overhead power cables between Arncott and Bicester. As part of this work pole replacement is required at a single location to the south of Bicester, Oxfordshire.
- 1.1.2 The location of the pole falls within the area identified by Hannah Fluck (OCAS, 2005) as being associated with the Roman Settlement at Alchester and who recommended that any work within this area should therefore be subject to an archaeological monitoring and recording action (watching brief). SSE has commissioned Oxford Archaeology South (OAS) to undertake the obligations to the potential archaeological resource.
- 1.1.3 This Written Scheme of Investigation (WSI) details how OAS will implement the requirement for a watching brief during the replacement of the pole within this area. The first part of this document is site specific while the appendices detail general OAS standards and procedures.

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

- 1.2.1 The location relevant to this document is identified as Pole 47 on the accompanying plan and is sited in level open farmland south of Bicester, in an area bounded by the A41, the Oxford to Bicester rail line, a garden centre and a sewage works (Fig. 1). The pole is located approximately at SP 5797 2161 at a height of approximately 65 m aOD and the line runs on a SW to NE alignment.
- 1.2.2 The superficial geology is recorded as Alluvium over Kellaway Clay (British Geological Survey, Sheet 219).

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

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

- 2.1.1 The site lies within the area studied by an earlier Desktop Assessment produced by OAS. This was centred on an area to the west of Oxford Road and north-west of the pole (OA 2002). The assessment identified seven sites of archaeological interest within a 500 m radius of the pole.
  - Roman Settlement on Oxford Road. Remains of a Romano-British settlement possibly representing one or a group of farmsteads. Also possibility of water management on site. Evaluation in advance of Retail Village in 1993 and excavated in 1994. (SMR no. 15867)
  - Roman Road from Dorchester to Towcester. Now Oxford Road (A421) (SMR no. 8922)
  - Roman and Post-Medieval pottery found at site of Happy Eater restaurant beside Oxford Road. Metal detectorist found 6 Romano British sherds, 2 Medieval sherds and 13 post medieval sherds and 18 pieces of post-medieval tile and 43 metal items including 1 RB coin (SMR no. 15846)
  - Cropmarks seen in aerial photos of linear ditches and trackways, possible field system between Oxford Road and Middleton Stoney Road. Geophysical survey



found a complex of linear and discrete cut features which may form enclosures. Also a possible entrance way at north-east corner and boundary ditch. Probable Iron Age/Romano-British date (SMR no. 11214).

- 2 Ring Ditches centred at SP 575 217 Located from aerial photographs (NMR no. 338911).
- Roman Coin hoard, 440 4th Century coins minted between 317 and 348 A.D. discovered on a farm near Bicester in July 1979. No container. Coins were examined by Ashmolean and returned to finder (NMR no. 338914).
- Axe Head. Butt end of polished stone axe head found at Langford Farm near Bicester (SMR no. 7505).

- 2.1.2 The site of the pole is approximately 1,000 m north-east of the Roman town of Alchester (SAM 18).
- 2.1.3 In addition to the data above as presented from the 2002 study, information from more recent studies has been provided by Richard Oram, Planning Archaeologist for Oxfordshire County Council. These are summarised below from that information.
- 2.1.4 Geophysical survey and subsequent evaluation was undertaken by Network Archaeology in 2007 and a watching brief, by John Moore Heritage Services, in 2010/11 along the route of a Thames Water pipeline within the same field as Pole 47. The watching brief examined an area immediately east of the overhead power line and poles. The 2007 evaluation consisted of 31 trenches and recorded an 'a quantity of exceptionally well preserved Mesolithic flint, possibly indicative of a nearby in-situ Mesolithic deposits' as well as evidence of late Prehistoric and Roman settlement in the form of postholes, drip gullies and ditches (PRN 26128). The Watching brief by JMHS recorded an 18th-century rough surface, probably to alleviate boggy ground, as well as an undated boundary ditch also to the immediate east of the overhead power line (EOX 3087).
- 2.1.5 In addition TVAS carried out an evaluation just over the railway line which revealed 'two distinct periods of activity in 5 of 7 trenches, most of the dated deposits being of early Roman date, but Late Iron Age material also found. Presence of wall plaster suggests a durable building within vicinity of site. Also identified were features containing late Saxon material suggesting that an occupation site of this period may be present nearby' (EOX 3042, PRN 18093) The area adjacent to, and east of, the Retail Village has also been the subject of an evaluation which revealed a dense scatter of Roman features on raised ground between two palaeo-channels (PRN 26005).
- 2.1.6 West of the A41, the area of the current Kingsmere development, was the subject of an extensive archaeological evaluation and targeted excavation carried out by Wessex Archaeology (PRN 26347). This recorded a later prehistoric and Roman settlement.

### 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 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 is to maintain archaeological monitoring throughout the period of invasive ground works at the specified location.

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

### **4.1 Scope of works and site methodology**

- 4.1.1 The watching brief will observe all works that may disturb or destroy below ground archaeological remains at the notified location. The new pole (and stay if required) will be placed in a small JCB excavated trench near to the existing pole location. The trench will be excavated under close archaeological supervision with the topsoil and underlying plough soil deposits carefully removed to reveal the surface of the underlying geology or any archaeological deposits depending upon which are encountered first. Where no archaeological features are present, machine excavation can continue to the full construction depth with minimal supervision.
- 4.1.2 Where archaeological features or deposits are encountered, machine excavation will cease to allow an appropriate investigation by hand excavation. Provision will be made for taking environmental/organic samples in accordance with OA Environmental procedures. Excavation of archaeological features will be undertaken to fulfil the objective of retrieval of archaeological data affected by the works.
- 4.1.3 All features and deposits will be issued with unique context numbers, and context recording will be in accordance with established OAS practices. All contexts, and any small finds and samples from them will be allocated unique numbers. Bulk finds will be collected by context. Black-and-white negative photographs and a digital photographic record will be taken of all trenches, general settings and archaeological features/sections.
- 4.1.4 Site plans will be drawn at an appropriate scale (normally 1:50 or 1:100) with larger scale plans of features as necessary. Trench location plans will normally be drawn at a scale of 1:100. Section drawings of features and sample sections of trenches will be drawn at a scale of 1:20. Full trench sections will be drawn only if complex stratigraphy is present although the basic stratigraphy present will be recorded.
- 4.1.5 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). All fieldwork will be undertaken in line with the requirements of the relevant Oxfordshire County Council Annexe document.

### **4.2 Programme**

- 4.2.1 It is anticipated that the fieldwork will take one day to complete, undertaken by a Project Supervisor under the management of Steve Lawrence MIFA, Senior Project Manager. The fieldwork is currently programmed to be completed either 5th or 6th September 2011.



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

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

### **5.1 Programme**

- 5.1.1 The report will be completed within 4 weeks of the completion of the fieldwork.
- 5.1.2 A digital copy of the summary report in pdf format shall be supplied to the Oxfordshire County Archaeological Service (OCAS) for assessment and verification. Following any comments and updates, a final version digital file in pdf format will be issued to the OCAS and a paper copy will be deposited with the Oxfordshire County Historic Environment Record (HER). This will become a public document after an appropriate period of time (generally not exceeding six months). In the event that entirely negative results are recovered from the watching brief, the report will be provided in digital format only by agreement with OCAS.

### **5.2 Content**

- 5.2.1 The content of this report will be as defined in Appendix F. The report will also be consistent with the requirements of the relevant Oxfordshire County Council Annexe document.

### **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 Museum Service following completion of the project. The archive will also be prepared and deposited in a manner consistent with the requirements of the relevant Oxfordshire County Council Annexe document.
- 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/Officer, who implements these on a day to day basis.
- 6.1.2 The Director with responsibility for Health and Safety at OA is Robert Williams (Chief Operations Officer); he is advised by the OA Group Health and Safety Coordinator, Dan Poore (NEBOSH Level 3).



## **6.2 Method statement and risk assessment**

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

## **7 MONITORING OF WORKS**

- 7.1.1 At least 2 days notice of the commencement of the proposed works will be given to Richard Oram, Planning Archaeologist for Oxfordshire County Council.
- 7.1.2 They (or their representative) will have free access to the site (subject to H and S considerations) and all records to ensure the works are being carried out in accordance with this WSI and all other relevant standards.

## **8 REFERENCES**

- |            |  |
|------------|--|
| BUFAU 1996 | <i>Archaeological Excavations at Slade Farm, Bicester, Oxfordshire: Post-excavation Assessment and Research Design</i> |
| OA 2002    | Land Off Middleton Stoney Road, Bicester, Oxfordshire: Desktop Assessment  |



## 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, Mlit, 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/DeposResource>) will be adopted where appropriate to the archive collecting area.
- H.2.7 The site archive will be prepared to at least the minimum acceptable standard defined in Management of Archaeological Projects 2, English Heritage 1991.

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

- H.3.1 The OA Archives Policy.

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

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

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



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

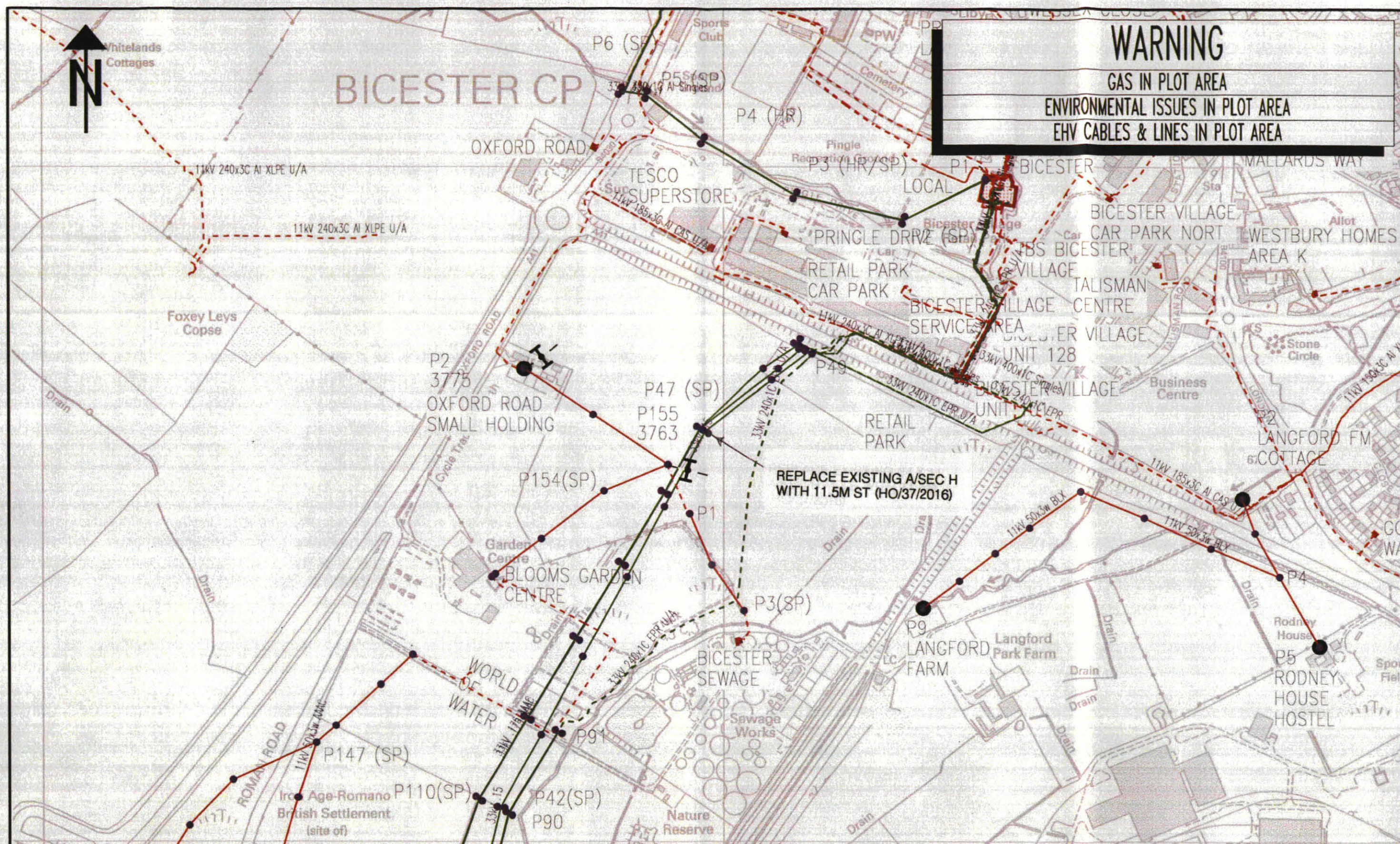


# WARNING

GAS IN PLOT AREA

ENVIRONMENTAL ISSUES IN PLOT AREA

EHV CABLES & LINES IN PLOT AREA



REPLACE EXISTING A/SEC H  
WITH 11.5M ST (HO/37/2016)

NORMAL DEPTH TO THE TOP OF THE CABLE WHEN LAID

	services	l.v.	h.v.	e.h.v.
FOOTPATH	0.40m	0.45m	0.60m	0.75m
ROAD CROSSING	0.60m	0.60m	0.75m	0.90m
l.v./services	- up to 1000V.			
h.v.	- over 1000V. to 11,000V.			
e.h.v.	- 22,000V. to 132,000V.			

## WARNING

There may have been subsequent alterations to the surface levels. Trial holes must be taken to determine positions and depth of cables. BS (G) 47 Boulders from the Health and Safety Executive - Avoiding Danger from Buried Cables - should be consulted before commencing excavation work. (available from HMSO)

WHEN WORKING IN THE VICINITY OF OVERHEAD LINES THE HEALTH AND SAFETY GUIDANCE NOTE C56 SHOULD BE CONSULTED. (AVAILABLE FROM HMSO)

BASED UPON THE ORDNANCE SURVEY MAP WITH THE SANCTION OF THE CONTROLLER OF H.M. STATIONERY OFFICE. CROWN COPYRIGHT RESERVED.

33kV 15018 ARNCOTT - BICESTER (BLUE/GREEN)

Scottish and Southern  
Energy

Grid Ref: SP57972161

Scale: 1:5000

Date: 27/06/2011





**Head Office/Registered Office/  
OA South**

Janus House  
Osney Mead  
Oxford OX2 0ES

t: +44 (0) 1865 263 800  
f: +44 (0) 1865 793 496  
e: [info@oxfordarch.co.uk](mailto:info@oxfordarch.co.uk)  
w: <http://thehumanjourney.net>

**OA North**

Mill 3  
Moor Lane  
Lancaster LA1 1GF

t: +44 (0) 1524 541 000  
f: +44 (0) 1524 848 606  
e: [oanorth@thehumanjourney.net](mailto: oanorth@thehumanjourney.net)  
w: <http://thehumanjourney.net>

**OA East**

15 Trafalgar Way  
Bar Hill  
Cambridgeshire  
CB23 8SQ

t: +44 (0) 1223 850 500  
f: +44 (0) 1223 850 599  
e: [oaeast@thehumanjourney.net](mailto: oaeast@thehumanjourney.net)  
w: <http://thehumanjourney.net>



**Director:** David Jennings, BA MIFA FSA

*Oxford Archaeology Ltd is a  
Private Limited Company, N<sup>o</sup>: 1618597  
and a Registered Charity, N<sup>o</sup>: 285627*

BICESTER  
ARNCOTT TO BICESTER  
POLE REPLACEMENT  
BI POLE II

Box 1 FILE 2

B. PRIMARY CONTEXT DATA

--	--	--	--	--

No. 978033 Buff



PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

Line 1: [OASouth] County[OXON] Parish:[Bicester]

Site[Arncott to Bicester Pole Replacement] Site code[BIPOLE 11]

Line 2: Excavators name[S Lawrence]

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 <b>B/POLE 11</b>	SITE NAME <b>Anncott to Binchester Powerline Pole Replacement</b>	DATE <b>6/9/11</b>
NGR <b>SP 5797 2161</b>	County <b>OXON</b>	Start Time <b>0830</b>
Milage	Previous Visit	Finish Time <b>12.30</b>
		Visit By <b>M. Smyth</b>

Type of construction work **Excavation of trench for new "H" pole**

Contacts made

Archaeology present?

Yes:

Undated buried soil horizon

No:

Undated:

Other:

### COMMENTS

On site to monitor digging of trench for new electric "H" pole. Dig immediately N of old pole.

Pit approx 7m by 1m by 1.27m deep.

Ploughsoil 0.28m Dark yellow brown clayey silt loam (12th pit).

Buried soil horizon 0.25m Dark brown clay loam

Natural clay >1.2m Pale yellow brown silty clay sand lenses, colour darkening with depth

No features or residual finds observed

Records? **Photos ext sect plan.**



SITE NAME *Arncott to Bicester Pole  
Replacement*

[illegible]



## CONTEXT RECORD

Context No.

1

SITE **BIPOLAR II**

ADDITIONAL SHEETS:

TYPE **Layer**

Trench

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

Check Lists:

Site sub-div

Overlain by:

DEPOSIT:

Structure No.

Abutted by:

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

Plan No.

Cut by:

Filled by:

Section No.

Same as:

Part of:

CUT:

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

Co-Ordinates

Consists of:

Overlies: **2**

Level

Butts:

MASONRY:

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

Slide No.

Cuts:

Neg No.

Fill of:

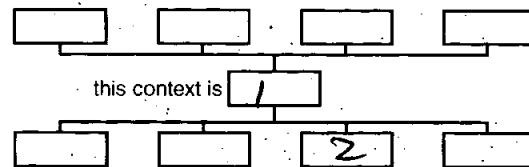
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Friable
- 2) Dark yellow brown
- 3) Clayey s.H loam
- 4) Occ stone fragments
- 5) 0.28m deep
- 6) Throughfall trench



Interpretation/Discussion:

**Plough soil (13th / 20th fields)**

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

☐ Small FindsRecorder **mm**☐ Samples

Date

☐ Building Materials

Initials



# CONTEXT RECORD

Context No.

2

SITE **BIPOLK**

ADDITIONAL SHEETS:

TYPE **Layer**

Trench

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div

Overlain by: 1

DEPOSIT:

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

Structure No.

Abutted by:

Plan No.

Cut by:

Filled by:

Section No.

Same as:

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: 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:

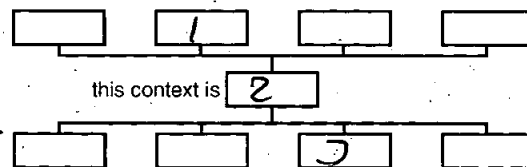
Matrix location

Relationships uncertain

Description (See check lists):

STRATIGRAPHIC MATRIX

- 1) Frickh
- 2) Dark brown
- 3) clay loam
- 4) N.2
- 5) 0.25m deep
- 6) Throughout trench



Interpretation/Discussion:

Earlier Darked soil

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

☐ Small FindsRecorder **W**☐ Samples

Date

☐ Building Materials

Initials



## CONTEXT RECORD

Context No.

3

SITE BIPOLK V

ADDITIONAL SHEETS:

TYPE Lager

Trench

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

Check Lists:

Site sub-div

Overlain by: 2

DEPOSIT:

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

Structure No.

Abutted by:

Plan No.

Cut by:

Filled by:

Section No.

Same as:

Part of:

CUT:

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

Co-Ordinates

Consists of:

Overlies:

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) Terrace 103

2) Pale yellow brn

3) silty clay

4) Sand lenses, grey clay flecking

5) Depth &gt; 1.2m

6) Throughout site



this context is 3

Interpretation/Discussion:

Natural clay

Sand increasing with depth

clay colour becoming darker with depth.

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

☐ Small Finds

Recorder

☐ Samples

Date

☐ Building Materials

Initials



BICESTER  
ARNCOTT TO BICESTER  
POLE REPLACEMENT  
BIPOLE 12

Box 1 FILE 3

B. CATALOGUE OF PRIMARY DRAWINGS.

--	--	--	--	--

PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

Line 1: [OASouth] County[OXON] Parish:[Bicester]

Site[Arncott to Bicester Pole Replacement] Site code[BIPOLE 11]

Line 2: Excavators name[S Lawrence]

Line 3:

Classification of material

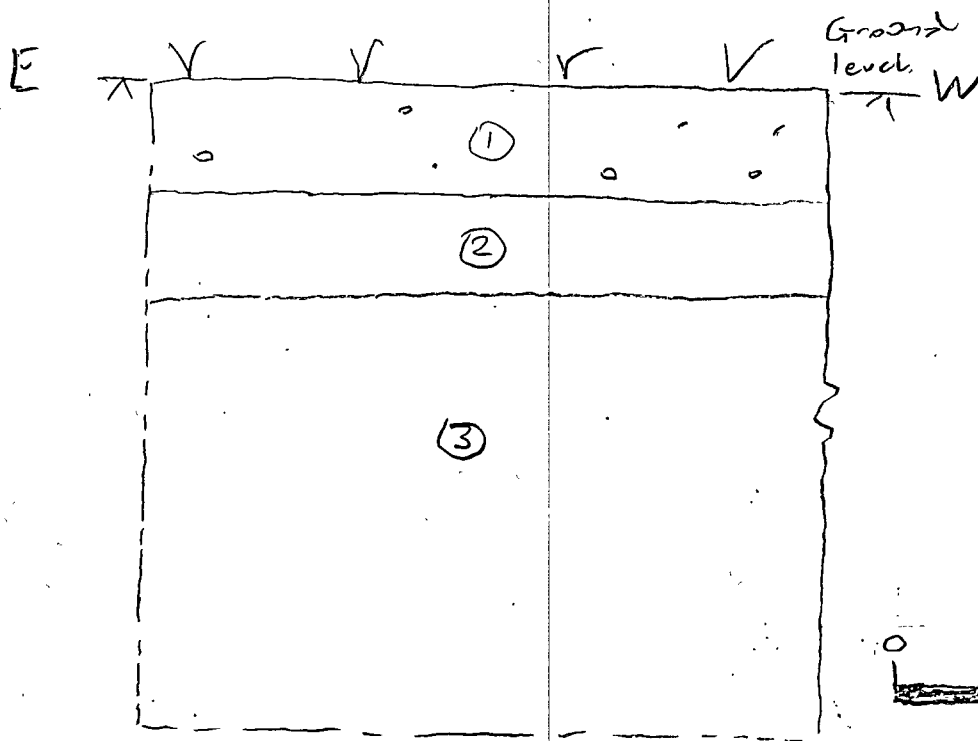
Tick if  
present

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



## SECTION RECORD SHEET

[illegible]



BIPOLE II

Section 1

Scale 1:20

MS 6/9/11



BICESTER  
ARNCOTT TO BICESTER  
POLE REPLACEMENT  
BIPOLE II

Box 1 File 4

D CATALOGUE OF PHOTOS.

NAME OF THE USER OF THE

**PDF/A SCAN**

**FILMING INSTRUCTIONS**

Submitter OASouth

No. of copies: 2

**Headings**

**Site information**

Line 1: [OASouth] County[OXON] Parish:[Bicester]

Site[Arncott to Bicester Pole Replacement] Site code[BIPOLE 11]

Line 2: Excavators name[S Lawrence]

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	<input checked="" type="checkbox"/>
E: Environmental/Ecofact Data: Primary Records	
E: Environmental/Ecofact Data: Synthesised Records	
E: Environmental/Ecofact Data: Specialist Reports	
F: Documentary	
F: Press and Publicity	
G: Correspondence	
H: Miscellaneous	





SITE NAME

Anncoff to Bicester

BIPOLE II

Powerline Pok Replacement

Geo-Ref

(tick)

Initials

Date \_\_\_\_\_

Shot  
number

View

Context(s)

6/9/11

1

NE

BIPOLE II I.D. Shot.

14

2

NE

Working shot

3

5

Section 1 1x1m

5

5

Part ix & Section 1

6

3

Post-ex view of trench 1x1m

七

W

1 2 3 4 5

3

$$\frac{12}{12}$$

Darking shot

9

11

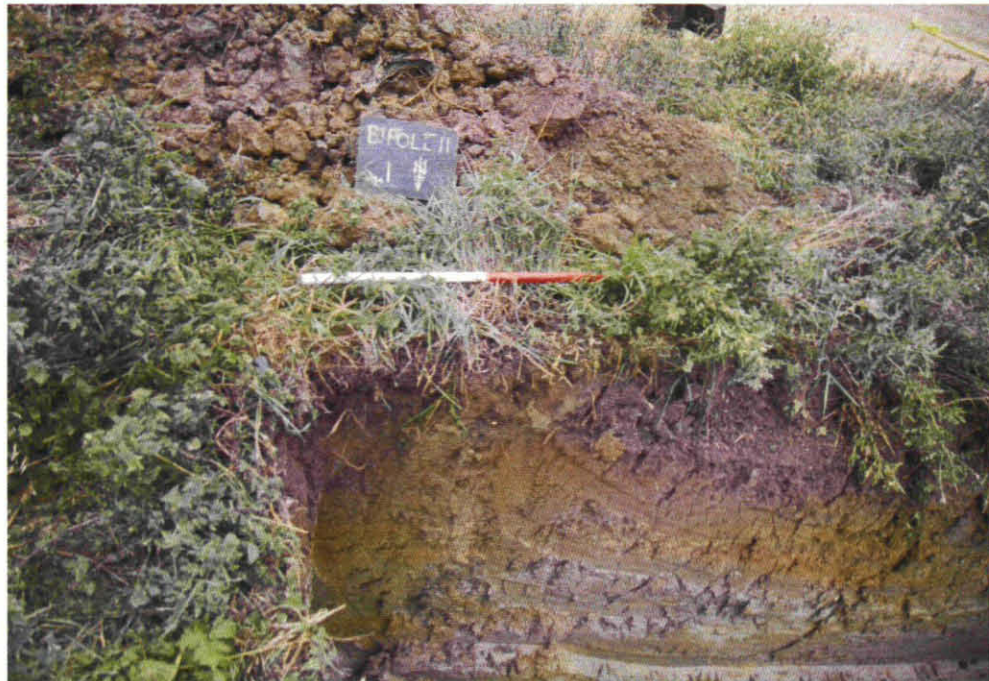
---



2)



4)



3)

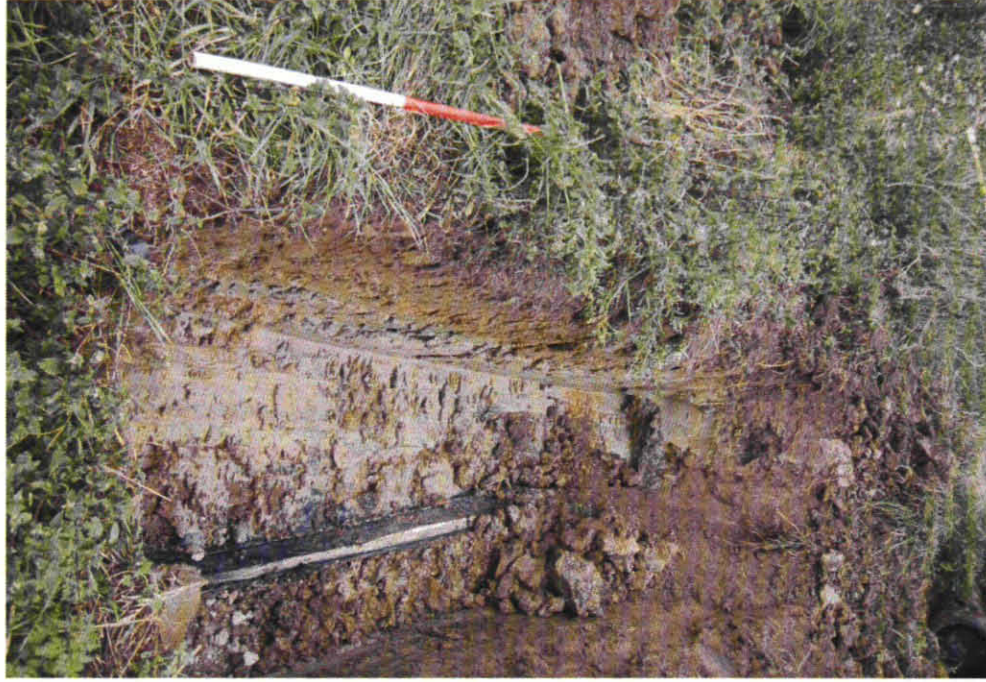
1)



5)



6)



7)



8)





Sheet 3 of 3

BIPOLAR 11 Digital Photos

