

Site/Project Name: **Henley-on-Thames Townlands Hospital**

Site Code: HETHS 12

Site/Project Type: Evaluation

Year(s): 2012

Accession Number: OXCMS: 2012.136

Record Group	Contents	Comments	Box/File Number
	INTRODCUTION Brief Written scheme of investigation	2 sheets 13 sheets	Box 1 file 1
A	REPORT see - http://library.thehumanjourney.net/962		
B	SITE DIARY Daily journal sheets 08/10/12-10/10/12	3 sheets	Box 1 file 2
B	PRIMARY CONTEXT DATA Levels register Trench & context sheets trenches 1-3	1 sheet as numbered	Box 1 file 3
B	CATALOGUE & PRIMARY DRAWINGS Plan list Plans Section list Sections	1 sheet 2 sheets 1 sheet 1 sheet	Box 1 file 4
C	FINDS SPECIALIST REPORTS & DATA Pottery & clay pipe report CBM spot dates CBM spot dates Iron report	1 sheet 1 sheet 1 sheet 1 sheet	Box 1 file 5
C	FINDS BOX AND BAG LISTS Compendium Box contents sheets Finds context checklist	1 sheet 2 sheets 1 sheet	Box 1 file 6
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Site[Townlands Hospital] Site code[HETHS 12]

Line 2: Excavators name[K Anker]

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D: Catalogue of Photos/Slides/Videos/X--rays	<input type="checkbox"/>
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OASIS ID: oxfordar1-139689

Project details

Project name	Townlands Community Hospital York Road Henley-on-Thames Oxfordshire
Short description of the project	Between the 8th and 10th of October 2012 Oxford Archaeology carried out an archaeological evaluation at the Townlands Hospital site, Henley on Thames, Oxfordshire. The evaluation consisted of three 30m trenches located within the gardens and car park of the hospital. Excavation of the trenches revealed widespread truncation throughout the site. Two of the trenches contained no significant archaeology with the third containing narrow cultivation strips overlying two post-medieval pits, all probably associated with the Victorian workhouse which previously occupied the site.
Project dates	Start: 08-10-2012 End: 10-10-2012
Previous/future work	Yes / Not known
Any associated project reference codes	HETHS 12 - Sitecode.
Any associated project reference codes	OXCMS: 2012.136 - Museum accession ID
Type of project	Field evaluation
Site status	None
Current Land use	Community Service 1 - Community Buildings
Monument type	CULTIVATION STRIP Modern
Significant Finds	POTTERY Post Medieval
Methods & techniques	"Targeted Trenches"
Development type	Public building (e.g. school, church, hospital, medical centre, law courts etc.)
Prompt	Planning condition
Position in the planning process	After full determination (eg. As a condition)

Project location

Country	England
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Site location OXFORDSHIRE SOUTH OXFORDSHIRE HENLEY ON THAMES Townlands
Community Hospital, York Road,
Study area 1.50 Hectares
Site coordinates SU 7575 8279 51 0 51 32 18 N 000 54 27 W Point

Project creators

Name of Organisation Oxford Archaeology
Project brief originator Oxford County Archaeological Services
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 Vinci Construction

Project archives

Physical Archive recipient Oxfordshire County Museum Service
Physical Archive ID OXCMS:2012.136
Physical Contents "Ceramics"
Digital Archive recipient Oxford Archaeology
Digital Archive ID HETHS 12
Digital Contents "other"
Digital Media available "Images raster / digital photography", "Text"
Paper Archive recipient Oxfordshire County Museum Service
Paper Archive ID OXCMS:2012.136
Paper Contents "Stratigraphic", "other"
Paper Media available "Context sheet", "Plan", "Report", "Section", "Unpublished Text"

Project bibliography 1

Publication type Grey literature (unpublished document/manuscript)
Title Townlands Community Hospital York Road Henley-on-Thames Oxfordshire
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Date 2012
Issuer or publisher Oxford Archaeology South

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HENLEY TOWNLANDS HOSPITAL
HETHS 12

Box 1 FILE 1

INTRODUCTION

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Townlands Community Hospital, York Road, Henley-on-Thames

Design Brief for Archaeological Field Evaluation

1. SUMMARY OF BRIEF:

- 1.1 This brief provides the outline framework on which a detailed specification of work should be based. It is advisable that archaeological organisations forward the specification to the County Archaeological Officer or his representative for validation before submitting costed proposals to the agency commissioning the evaluation. Sections 1 – 4 of this brief relate specifically to this evaluation. Annex 1-5 provides the archaeological contractor with a procedural framework outlining general good practice and requirements pertaining to all archaeological evaluation projects carried out in Oxfordshire.
- 1.2 Planning permission has been sought for a proposed Health and Social Wellbeing campus to be developed on the site. Due to the potential presence of below ground archaeological features an archaeological field evaluation is to be undertaken to provide further information about this.
- 1.3 The evaluation will aim to establish the presence/absence, extent, condition, character and date of any archaeological deposits within the area affected by invasive development. This evidence will form the basis of any proposals for appropriate mitigation measures that may seek to limit the damage to significant archaeological deposits, and should aim to define any research priorities that may be relevant should further investigation be required. The evaluation will include any post-excavation work and publication requirements resulting from it.

2. BACKGROUND:

2.1 Site Location and Description

- 2.1.1 The site is located within the centre of Henley itself, on the northern side of West Street and south of Northfield Road (SU 7575 8279). The site lies at approximately 59m OD and currently forms part of the Hospital grounds. The underlying geology is shown as Chalk.

2.2 Planning Background

- 2.2.1 A planning application has been submitted to South Oxfordshire District Council for the construction of a Health and social well-being campus comprising conversion and demolition of existing hospital buildings, structures and walls, and redevelopment of the site to provide replacement 18 bed community hospital, 12 bed palliative care facility, 64 no. bed care home, 45 assisted living units and key worker apartments, associated car parking, landscaping, open space, infrastructure and access works including provision of new vehicular access from Mount View. Due to the potential presence of archaeological features an archaeological field evaluation has been requested in line with the NPPF (2012). This brief outlines our requirements for the evaluation.

2.3 Archaeological Background

2.3.1 The archaeological background has been highlighted in a Desk Based Assessment by Oxford Archaeology (2012) and is summarised here. The proposed development area is located in an area of archaeological potential located close to but outside the area of the planned medieval town. An archaeological excavation 200m east of the proposal area recorded the chalk foundations of a substantial rectangular Roman building (PRN 16736) along with C1st Roman pottery. Evidence of late Saxon and medieval deposits were also recorded. A Roman coin has been found 180m north of the site. The Roman settlement of the area is not well understood and further evidence may survive on the site. The development of the hospital may have removed areas within the site and borehole data suggests that made ground is present on some parts of the site varying between 0.3m and 1.4m in depth. It is therefore possible that archaeological deposits relating to the late prehistoric and Roman periods may be present on the site and could be disturbed by this development.

3. REQUIREMENT FOR WORK:

3.1 This field evaluation has been required in accordance with the National Planning Policy Framework (NPPF) because of the presence of known sites of archaeological interest within the immediate vicinity of the development. Should important archaeological remains be revealed, this evaluation will form the first stage of a mitigation procedure.

3.2 The evaluation should aim to gather sufficient information to establish the presence/absence, extent, condition, character, quality and date of any archaeological deposits within those areas affected. The evaluation report produced will present a digest of information on the character and significance of the deposits under review and this report will form the basis of any proposals for appropriate further action. The evaluation should also aim to define any research priorities that may be relevant should further field investigation be required.

3.3 Any mitigation resulting from the evaluation report will seek to limit the damage to significant archaeological deposits. The developer will be responsible for accommodating the archaeological remains by:-

a) Physical preservation in situ, which can often be achieved through design adaptations, or, if this is not possible;

b) By preserving the archaeology on record through a full recording action. Less significant archaeological deposits may be dealt with through a monitoring and recording exercise carried out during the construction programme.

4. SPECIFIC REQUIREMENTS FOR THIS EVALUATION:

4.1 A trenching sample equivalent to three 30 x 1.5 metre trenches will be excavated. A trench location plan should be agreed prior to the commencement of trenching. Provision should be made for taking environmental/organic samples where appropriate.

4.2 The excavation under the supervision of a competent archaeologist is to be taken down to the top of 'natural' or the top of any significant archaeological level, whichever is the higher. While the surface of the exposed archaeological horizon should be cleaned for the purpose of clarifying the remains, archaeological features should generally only be sampled sufficiently to characterise and date them. Full excavation of features should not be undertaken at this stage. Care should be taken not to damage archaeological deposits through excessive use of mechanical excavation.

Richard Oram
Planning Archaeologist
County Archaeological Services

20th September 2012



Townlands Community Hospital, York Road, Henley-on-Thames, Oxfordshire

Written Scheme of Investigation for an Evaluation

Centred on SU 7575 8279

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Fig. 1 Proposed trench locations



1 INTRODUCTION

1.1 Project details

- 1.1.1 A planning application has been submitted to South Oxfordshire District Council for the construction of a Health and Social Well-being campus comprising of the conversion and demolition of the existing Townlands Community Hospital buildings and redevelopment of the site. Due to the potential presence of archaeological features an archaeological field evaluation has been requested in line with the NPPF (2012).
- 1.1.2 The Planning Archaeologist for Oxfordshire County Archaeological Services (OCAS), Richard Oram, has provided a design brief establishing the scope of work required (OCAS 2012).
- 1.1.3 Oxford Archaeology, (OA), has been commissioned by GVA to undertake the requested archaeological investigation prior to the development of the site. This document outlines how OA will implement those requirements set down within the design brief.

1.2 Location, geology and topography

- 1.2.1 The site is located within the centre of Henley itself, on the northern side of West Street and south of Northfield Road (SU 7575 8279). The local topography slopes down towards the south-east running from approximately 59m OD down to 52m OD across the site.
- 1.2.2 The area of proposed development forms part of the hospital grounds and is currently occupied by existing hospital buildings, open land and access roads. The hospital itself is completely bounded by residential developments.
- 1.2.3 The underlying geology is shown as alluvium over Upper Chalk (Geological Survey of Great Britain sheet no. 254). A ridge of plateau gravel is located immediately to the west which may intrude upon the site.

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND AND POTENTIAL

2.1 Archaeological and historical background

- 2.1.1 The archaeological background has been highlighted in a Desk Based Assessment by Oxford Archaeology (OA, 2012) and is summarised below.
- 2.1.2 The proposed development area is located in an area of archaeological potential located close to, but outside, the area of the planned medieval town. An archaeological excavation 200m east of the proposal area recorded the chalk foundations of a substantial rectangular Roman building (PRN 16736) along with 1st century Roman pottery. Evidence of late Saxon and medieval deposits were also recorded. A Roman coin has been found 180m north of the site. The Roman settlement of the area is not well understood and further evidence may survive on the site.

2.2 Potential

- 2.2.1 Although the earlier construction of the current hospital may have removed areas within the site, borehole data suggests that made ground is present on some parts of the site varying between 0.3m and 1.4m in depth. It is therefore possible that archaeological deposits relating to the late prehistoric and Roman periods may be present on the site



currently protected by this made ground and which could be disturbed by the proposed development.

3 PROJECT AIMS

3.1 General

3.1.1 The aims and objectives of the evaluation are to:

- determine, as far as reasonably practicable, the location, extent, date, character, condition, significance and quality of any surviving archaeological remains;
- establish the eco-factual and environmental potential of archaeological deposits and features encountered;
- assess the degree of existing impacts to sub-surface horizons and to document the extent of archaeological survival of buried deposits;

3.2 Specific aims and objectives

3.2.1 The specific aims and objectives of the evaluation are to:

- (i) To provide sufficient information to allow decisions to be made on any further appropriate action during the development.
- (ii) The evaluation will also aim to define any research priorities that may be relevant should further investigation be required.

4 PROJECT SPECIFIC EXCAVATION AND RECORDING METHODOLOGY

4.1 Scope of works

4.1.1 The evaluation will comprise the excavation and recording of three trenches, each measuring 30m in length by approximately 1.5m in width (Fig. 1). The location of the trenches will be determined in order to provide the maximum possible coverage of the proposed development area subject to the constraints posed by the presence of existing services and structures.

4.2 Programme

4.2.1 It is anticipated that the fieldwork will take up to three days to complete, by a team consisting of a Project Supervisor, directing a Project Archaeologist, under the management of Katrina Anker, 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).

4.3.2 Site specific methodologies will be as follows:

- (i) Trenches will be set out using a total station or GPS system according to Ordnance Survey coordinates prior to their excavation.



- (i) Trench locations will be scanned with a Cable Avoidance Tool prior to and during mechanical excavation, as appropriate.
- (ii) The topsoil and/or any modern overburden will be carefully removed by mechanical excavator fitted with a wide blade toothless ditching bucket or similar. The mechanical excavator will be used only for the removal of non-archaeological significant material to the top of the first significant archaeological horizon or natural, whichever is the higher.
- (iii) The machine used will be powerful enough for a clean job and able to mound spoil neatly, a safe distance from the trench edges. If necessary, trench sides will be stepped or battered to ensure safe working conditions.
- (iv) All machine work will be under archaeological supervision and will cease immediately if significant evidence is revealed.
- (v) Particular care will be taken not to damage any areas containing significant remains, which might merit preservation *in situ*. Such evidence would normally include deep or complex stratification, settlement evidence and structures. Such areas will be protected and not left open to the weather, or other forms of deterioration.
- (vi) All excavated material will be visually examined for archaeological material.
- (vii) Any human remains will be left *in situ*, covered and protected. The depth and extent of any grave plots will be recorded. All human remains will be treated with dignity and respect in accordance with standard Ministry of Justice directions.
- (viii) Those areas of the site where visual inspection suggests the presence of features or possible features will, if necessary, be hand-cleaned to ensure features are properly defined and sufficient to produce a base plan.
- (ix) A sample of each feature and of each feature or deposit type, for example pits, postholes and ditches, will be excavated and recorded sufficient to characterise and date them. At least 50% (by plan area) of each post hole, 25% (by plan area) of each pit and a reasonable sample of each linear will be investigated. The intersections of features will be investigated so that their stratigraphic relationships may be recorded and understood.
- (x) Care will be taken not to damage archaeological deposits through excessive use of mechanical excavator. The machine will not be used to cut arbitrary trial trenches down to natural deposits, without regard to the archaeological stratification.
- (xi) Different environmental sampling strategies may be employed according to established professional standards and research targets and the perceived importance of the strata under investigation. Bulk samples, a minimum of 10 litres, but up to 40 litres if possible, for medieval or earlier deposits may be taken for flotation for charred plant remains. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate contexts.
- (xii) On completion of recording, trenches will be backfilled with arisings in the order that they were excavated and levelled off. No other specialist reinstatement will be undertaken.



5 PROJECT SPECIFIC REPORTING AND ARCHIVE METHODOLOGY

5.1 Programme

- 5.1.1 The full report will be completed within 4 weeks of the completion of the fieldwork. It is anticipated that the fieldwork will be completed in sufficient time to produce an interim by the 16th of October 2012.
- 5.1.2 Two bound copies of the completed report(s) will be provided to Richard Oram the Planning Archaeologist. A CD containing a copy of the report in Adobe Acrobat (.pdf) format will also be provided.

5.2 Content

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

5.3 Specialist input

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

5.4 Archive

- 5.4.1 The site archive will be deposited with the Oxfordshire County Museum Service following completion of the project.
- 5.4.2 A summary of OA's general approach to documentary archiving can be found in Appendix H.

6 HEALTH AND SAFETY

6.1 Roles and responsibilities

- 6.1.1 The 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 evaluation trenching will be given to Richard Oram, Planning Archaeologist for South Oxfordshire District.



- 7.1.2 He, 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

- OA, 2012 *Townlands Hospital Site, Henley-on-Thames, Oxfordshire: Archaeological Desk Based Assessment*
- OCAS, 2012 *Townlands Community Hospital, York Road, Henley-on-Thames: Design Brief for an Archaeological Evaluation*



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 excavation. This will normally be a JCB or 360° tracked excavator with a 1.5 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 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, evaluation trenches and test pits will usually be backfilled with excavated material in reverse order of excavation, and compacted as far as is practicable with the mechanical excavator. Area excavations will not normally be backfilled.

Hand excavation

- A.1.7 All investigation of archaeological levels will usually be by hand, with cleaning, examination and recording both in plan and section.
- A.1.8 Within significant archaeological levels the minimum number and proportion of features required to meet the aims of the excavation will be hand excavated. Pits and postholes will usually be subject to a 50% sample by volume. Linear features will be sectioned as appropriate. More complex features such as those associated with funerary activity will usually be subject to 100% hand excavation.
- A.1.9 In the case of evaluations, 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 site will be assessed. The stratigraphy of a representative sample of the evaluation trenches will be recorded even where no archaeological deposits have been identified. 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.1.10 Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements.
- A.1.11 Where stratified deposits are encountered a Harris matrix will be compiled during the course of the excavation.
- A.1.12 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.1.13 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.1.14 A register of plans will be kept.
- A.1.15 Long sections of showing layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20.
- A.1.16 A register of sections will be kept.
- A.1.17 Generally all sections will be tied in to Ordnance Datum.
- A.1.18 A full black and white photographic record, illustrating in both detail and general context the principal features and finds discovered will be maintained. The photographic record will also include colour (digital) working shots to illustrate more generally the nature of the archaeological work.
- A.1.19 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 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. TL, 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.) and possibly for metallurgical analysis in consultation with the appropriate specialists.
- 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, other microflora and microfauna, metallurgy 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 English Heritage 2010. Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood.
- C.2.2 English Heritage 2001. Archaeometallurgy. Centre for Archaeology Guidelines 2001.01.
- C.2.3 English Heritage 2011. Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post excavation, (2nd ed)
- 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 Unumed 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 Christian Burial Grounds in England. Church of England and English Heritage.
- E.2.3 McKinley, J, and Roberts, C, 1993 Excavation and post-excavation treatment of cremated and inhumed human remains, IFA Technical Paper No. 13
- E.2.4 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.2.5 Mytum, H, 2000 Recording and Analysing Graveyards. CBA Handbook No. 15.
- E.2.6 Reeve, J, and Adams, M, 1993 The Spitalfields Project. Volume I – The Archaeology Across the Styx. CBA Research Report No. 85
- E.2.7 The Human Tissue Act 2004

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, MifA
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



Specialist	Specialism	Qualifications
Nicola Scott	Archaeological archive deposition	BA
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	Flint	BSc, PhD, FSA Scot, MifA



Specialist	Specialism	Qualifications
Wymark		

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

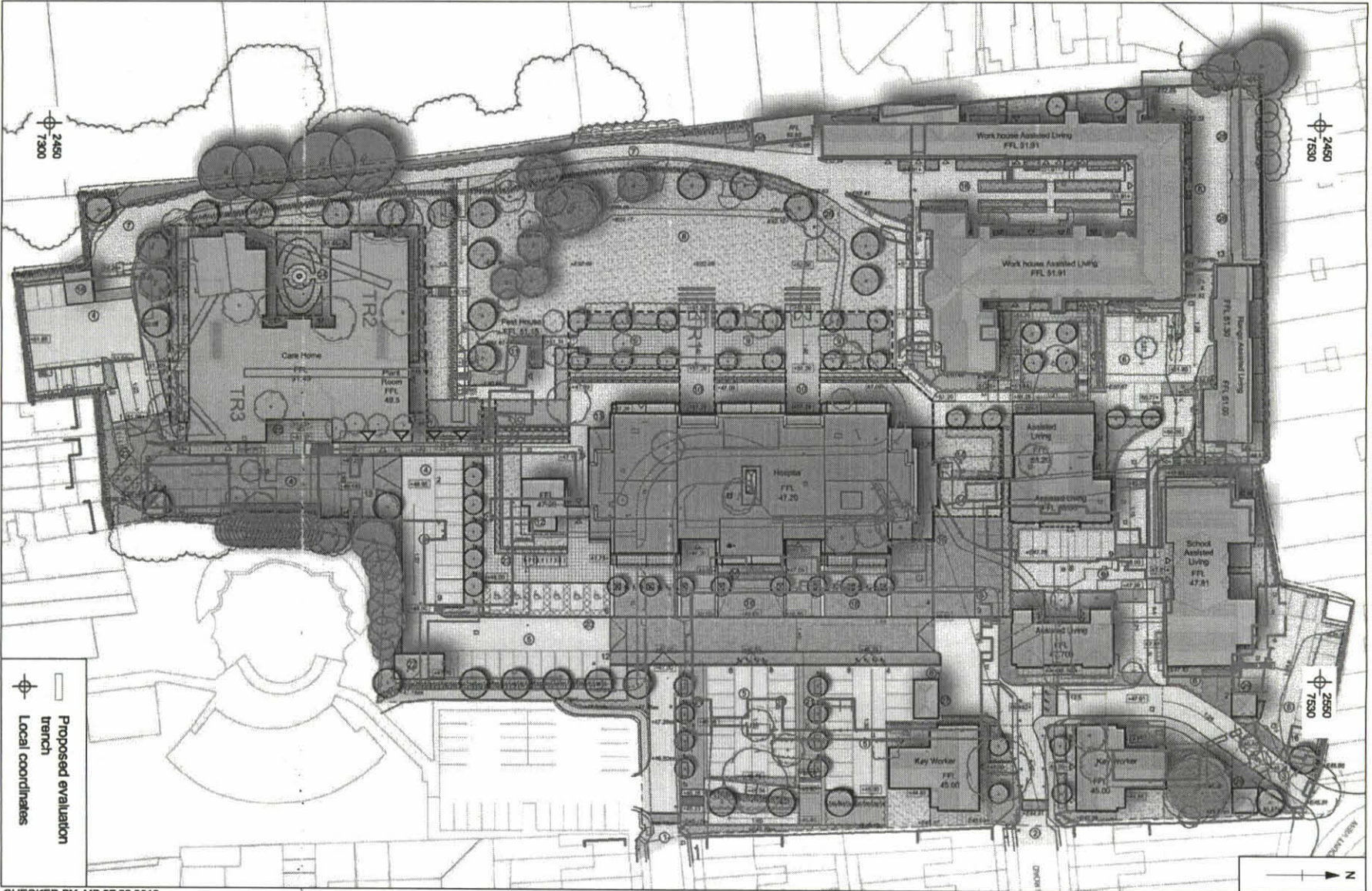
I.1 Summary of Standard Methodology

- 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).

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CHECKED BY: MB 27.09.2012

Basemap and Survey Data
supplied by:
Aedas Architects Ltd



Townlands Hospital Site, Henley
Proposed evaluation trenches

Proposed evaluation
trench
Local coordinates

HENLEY TOWNLANDS HOSPITAL
HETHS12

Box 1 FILE 2.

BSITE DIARY

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No.978033 Buff



PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

Line 1: [OASouth] County[Oxon] Parish:[Henley-on-Thames]

Site[Townlands Hospital] Site code[HETHS 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	<input checked="" type="checkbox"/>
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	



DAILY JOURNAL

SITE CODE **NETUS12**

SITE NAME **Lowlands Hospital Henley**

DATE **8/10/12**

Project Manager
Kat Archer

Visitors

Weather
Rain

Area stripped by plant: m²

Plant type

Task descriptions:

Enter the number of staff days in increments of 0.5 (half) days for each of the tasks used during the day. If task 07 or 08 is used please describe the task done.

Task number and description	Staff days	Task number and description	Staff days
01 General supervision/management	$\frac{1}{2}$	02 Surface cleaning	
03 Planning		04 Surveying/levelling	
05 Excavation/recording		06 Machine supervision	
07 Other Waiting for fencing	$\frac{1}{2}$	08 Other	

Standing time: list numbers of hours for each member of staff and give full details

Name **Steve Leach** Details **7:00 -> 1:00**

Tom Black **8:00 -> 1:00**

On Site Sam - Met with Vinci representative + Avril Newman (NHS)

Awaiting Herron's fencing to arrive - phoned Polytechnica 10:30am - 11:00 called back to say truck

had broken down - No delivery until 2am tomorrow - Informed various clients + left Site 12:00

Comments (continue on reverse if necessary)



DAILY JOURNAL

SITE CODE **HETMS12**

SITE NAME **Downlands Hospital Henley**

DATE **9/10/17**

Project Manager
Rat Anker

Visitors

Weather
Fine

Area stripped by plant:m²

Plant type

Task descriptions:

Enter the number of staff days in increments of 0.5 (half) days for each of the tasks used during the day. If task 07 or 08 is used please describe the task done.

Task number and description	Staff days	Task number and description	Staff days
01 General supervision/management		02 Surface cleaning	
03 Planning		04 Surveying/levelling	
05 Excavation/recording	1	06 Machine supervision	1
07 Other		08 Other	

Standing time: list numbers of hours for each member of staff and give full details

Name **Steve Leech** Details **7:00 → 4:30 MW**

Tom Black **8:00 → 4:00 Fencing + rec**

Fencing arrived 8:15am

Finished machining trenches 2:30pm

Rang R. Oram - OK to backfill Trenches 1+3 - empty

Trench 2 contains post-med cultivation strips/trenches

+ 2 post med pits (this area was given to poor people in warehouse to grow veg.

Comments (continue on reverse if necessary)



DAILY JOURNAL

SITE CODE **WETHS 12**

SITE NAME **Trinlands Hospital Henley**

DATE **10/10/17**

Project Manager
Kel Amber

Visitors
R. Oram

Weather
Fine

Area stripped by plant: m²

Plant type

Task descriptions:

Enter the number of staff days in increments of 0.5 (half) days for each of the tasks used during the day. If task 07 or 08 is used please describe the task done.

Task number and description	Staff days	Task number and description	Staff days
01 General supervision/management	1	02 Surface cleaning	
03 Planning		04 Surveying/levelling	
05 Excavation/recording	1	06 Machine supervision	
07 Other		08 Other	

Standing time: list numbers of hours for each member of staff and give full details

Name **Steve Leach** Details **7:30 → 4:30 backfilling + fencing**

Tom Black **8:00 → 4:00 exc for 2**

Backfilling trenches

R. Oram out at 11.15 - Signed off Site

12 pm - Rang + off hired fencing (pick up fri/mon)

So fenced off fencing in car park

Went to see Avril Howman to say we are finished

Comments (continue on reverse if necessary)

Journal No 22

Menley on Thames Archaeological + Historical Group

- Autumn 2007

pg 1-30

Menley Union Workhouse 1861-1901

By Valeria Alasia

HENLEY TOWNLANDS HOSPITAL
HETHS 12

Box 1 FILE 3

B. PRIMARY CONTEXT DATA

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No.978033 Buff



PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

Line 1: [OASouth] County[Oxon] Parish:[Henley-on-Thames]

Site[Townlands Hospital] Site code[HETHS 12]

Line 2: Excavators name[K Anker]

Line 3:

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Tick if present

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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	
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C: Finds Data – Text: Specialist Reports	
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E: Environmental/Ecofact Data: Specialist Reports	
F: Documentary	
F: Press and Publicity	
G: Correspondence	
H: Miscellaneous	



SITE HGTHS12	EVALUATION TRENCH RECORD SHEET	Trench No. 1
------------------------	---------------------------------------	------------------------

Trench orientation N-S	Grid reference /	Field No. /
Length 26m	Width 1.50m	Average depth to top of natural 0.55m
Was archaeology present? No		Were finds recovered? No
Plan Nos? Sketch on reverse	Section Nos? Sketch on reverse	

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

Context check list / Descriptions

Context No.	Description
100	Present topsoil/ploughsoil Soft. Dark grey brown. Sandy silt (25/75)
101	Made ground ploughsoil . Soft. Sandy clayey silt (25/25/50) Frequent charcoal. Frequent daub. Frequent CBM. Frequent stone-
102	Natural
	Photos: Digi only; 3+4.
102	Natural (describe) Loose. Mid orange brown. Sandy gravel + sandy clay.

Brief description of archaeology/comments

No archaeology.
Along modern disturbance almost halfway along the trench - probable services.

Recorder TB
Date 9/10/12

SITE HBTMS-12		EVALUATION TRENCH RECORD SHEET		Trench No. 2
Trench orientation NE-SW		Grid reference /		Field No. /
Length 24m	Width 1.50m	Average depth to top of natural 0.75m	Was archaeology present? Yes	
Plan Nos? 200		Section Nos? 200	Were finds recovered? Yes	

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

Context check list / Descriptions

Context No.	Description
201	Present topsoil/ploughsoil ^{soft} Dark grey brown. Sandy silt.
200	Hardstanding / Car Park.
201	Topsoil / Turf
202	Fill of cultivation ^{strips} plot cuts
203	Cut of Cultivation ^{strips} plots.
204	Made ground.
205	Fill of pit [206] Photos: Digi only; 5-12
206	Cut of pit.
207	Fill of pit [209]
208	Fill of pit [209]
209	Cut of pit.
210	Natural
	Natural (describe) Loose. Dark orange brown. Sandy clay + sandy gravel.

Brief description of archaeology/comments

Two large rubbish pits located at the northeastern end of Trench 2. Both contained Post-Medieval finds (pot, peg tile). Recorded in section ~~one~~ ^{is} also the undulating cut produced by the inmates of the nearby workhouse while cultivating the land.

Recorder **TB**
Date **10/10/12**



CONTEXT RECORD

Context No.

202

SITE H6THS12

ADDITIONAL SHEETS:

TYPE

Cultivation
Plot
Fill

Trench 2

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div /

Overlain by: (200) (201)

DEPOSIT:

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

Structure No. /

Abutted by:

Plan No.
200

Cut by:

Filled by:

Section No.
200

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: (204)

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. Dig - 56
10

Cuts:

Neg No. /

Fill of: [203]

Matrix location

Relationships uncertain

Description (See check lists):

① Soft.

② Dark grey brown.

③ Sandy silt (30/70)

④ Frequent charcoal; CBM fragments; chert

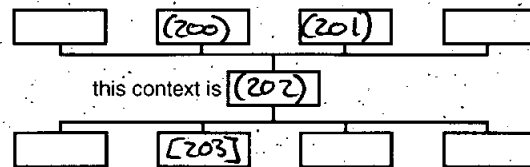
fragments; and poorly sorted, subrounded + subangular gravel.

⑤ 0.46m ⑥ 7.46m NE-SW, 1.50m NW-SE.

⑦ context recorded from section only.

⑧ Machine.

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Land cultivated by inmates of the nearby workhouse.

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

△ Small Finds

Recorder TB

◇ Samples

Date 11/10/12

⬆ Building Materials

Initials



CONTEXT RECORD

Context No.

203

SITE HETHS12

ADDITIONAL SHEETS:

TYPE Cultivation Plot Cut

Trench 2

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. 200

Cut by:

Filled by: (202)

Section No. 200

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:

Slide No. Digj-5510

Cuts: (204)

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

Neg No. /

Fill of:

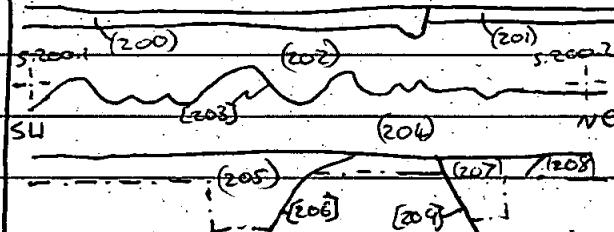
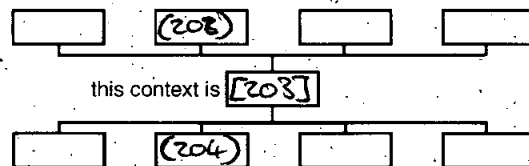
Matrix location

Relationships uncertain

Description (See check lists):

- ① Linear
- ② Rounded / steep to gradual, straight / sharp
- ③ 7.46m NE-SW, 1.50m NW-SE, 0.46m deep.
- ④ →
- ⑤ /
- ⑥ (202)
- ⑦ Only recorded from section.

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Cut of cultivation plots of nearby workhouse.
These continued for 17m to the SW and then stopped = ~~XXXXXXXXXX~~

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

△ Small Finds

Recorder

◇ Samples

Date

⬆ Building Materials

Initials



CONTEXT RECORD

Context No.

206

SITE HETHS 12

ADDITIONAL SHEETS:

TYPE ~~RE~~ LAYER

Trench 2

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

Check Lists:

Site sub-div /

Overlain by: (202)

DEPOSIT:

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

Structure No. /

Abutted by:

Plan No.
200

Cut by: [203]

Filled by:

Section No.
200

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: (210) (205) (207) (208)

Level

Butts:

MASONRY:

Slide No. Dig - 5 to 10

Cuts:

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

Neg No. /

Fill of:

Matrix location

Relationships uncertain

Description (See check lists):

① soft.

② Mid grey brown.

③ Sandy silt (25/75)

④ Frequent charcoal; ^{Chalk fragments} ~~CBM fragments~~; and

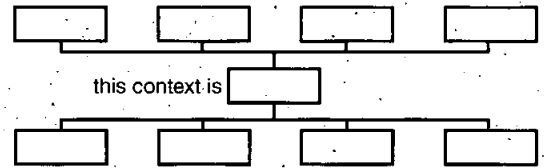
poorly sorted gravel. Moderate CBM fragments.

⑤ 0.46m ⑥ 7.46m NE-SW, 1.50m NW-SE.

⑦ Only recorded from sections.

⑧ Machine.

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Made ground. ~~Most likely~~ Brought in to build up the ^{area} ~~area~~ around the ~~site~~ workhouse; for landscaping + cultivation.

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

△ Small Finds

Recorder TB

◇ Samples

Date 11/10/12

⊠ Building Materials

Initials



CONTEXT RECORD

Context No.

206

SITE H&T HSR

ADDITIONAL SHEETS:

TYPE *Pit/ditch
cut*Trench *2*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.

200

Cut by:

Filled by: *(205)*

Section No.

200

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 blocks etc
3. finish of stones
4. coursing/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

Slide No. *Digi - 5 to 12*Cuts: *(210)*Neg No. */*

Fill of:

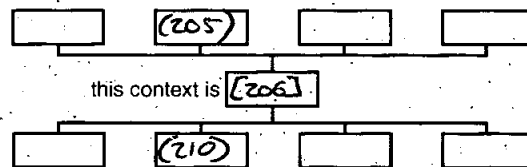
Matrix location

Relationships uncertain

Description (See check lists):

- ① *Linear? Square?*
- ② *unknown/steep, straight/sloped*
- ③ *2.74m NE-SW, 1.50m NW-SE, 0.48m+ deep*
- ④ *→*
- ⑤ */*
- ⑥ *(205)*
- ⑦ *Feature not bottomed ^{as} safe working depth reached.*

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Possibly a ditch but more likely to be a large rubbish pit similar to [209] to the NE.

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

Small Finds

Recorder *TB*

Samples

Date *11/10/12*

Building Materials

Initials

Hi. PLEASE COULD YO.



CONTEXT RECORD

Context No.

208

SITE HETHSIZ

ADDITIONAL SHEETS:

TYPE ^{pit} Full

Trench 2

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div /

Overlain by: (207)

DEPOSIT:

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

Structure No: /

Abutted by:

Plan No.

200

Cut by:

Filled by:

Section No.

200

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: (20)

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. Dig - 5 to 12

Cuts:

Neg No. /

Fill of: [209]

Matrix location

Relationships uncertain

Description (See check lists):

① Flm.

② Mid orangey brown

③ Sandy clay (35/65)

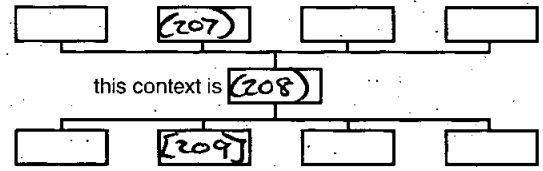
④ Frequent charcoal, CBM fragments, chalk fragments, and poorly sorted gravel.

⑤ 0.42m ⑥ 1.52m NE-SW, 1.00m NW-SE -

⑦ not excavated. recorded from section + plan.

⑧ -

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Homogenous, secondary deposit derived from contemporary soils + material.

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

△ Small Finds

Recorder TB

◇ Samples

Date 11/10/12

△ Building Materials

Initials



CONTEXT RECORD

Context No.

209

SITE HETHS 12

ADDITIONAL SHEETS:

TYPE Pit
Cut

Trench 2

Context Type: Deposit / Cut / Structure

Check Lists:

Site sub-div /

Overlain by:

DEPOSIT:

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

Structure No. /

Abutted by:

Plan No.

Cut by:

200

Filled by: (207) (208)

Section No.

Same as:

CUT:

200

Part of:

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:

Slide No. Orig - 5/12

Cuts: (210)

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

Neg No. /

Fill of:

Matrix location

Relationships uncertain

Description (See check lists):

① Square

② unknown/steep, straight/sharp

③ 2.92m NE-SW, 1.33m NW-SE, 0.56m deep

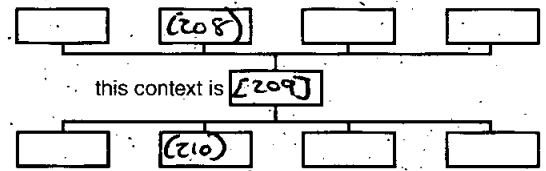
④ →

⑤ /

⑥ (207) (208)

⑦ /

STRATIGRAPHIC MATRIX



Interpretation/Discussion:

Large rubbish pit of post-Med date

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

△ Small Finds

Recorder TB

◇ Samples

Date 11/10/12

△ Building Materials

Initials



SITE HETHS 12	EVALUATION TRENCH RECORD SHEET	Trench No. 3
-------------------------	---------------------------------------	------------------------

Trench orientation N-S	Grid reference /	Field No. /
Length 28m	Width 1.50m	Average depth to top of natural 0.80m
Was archaeology present? No		
Plan Nos? Sketch on reverse	Section Nos? Sketch on reverse	Were finds recovered? No

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

Context check list / Descriptions

Context No.	Description
300	Present topsoil/ topsoil SO7E. Dark grey brown. ^{Sandy} silt (25/75)
301	Made ground. SO7E SO7E. Mid dark orange brown. clayey sandy silt (25/25/50) Frequent chalk frags. Frequent CBM. Frequent charcoal. Frequent poorly sorted gravel.
302	Natural
Photos - Dig only; 1+2	
302	Natural (describe) Mid brown orange. Sandy gravel + sandy clay, mixed.

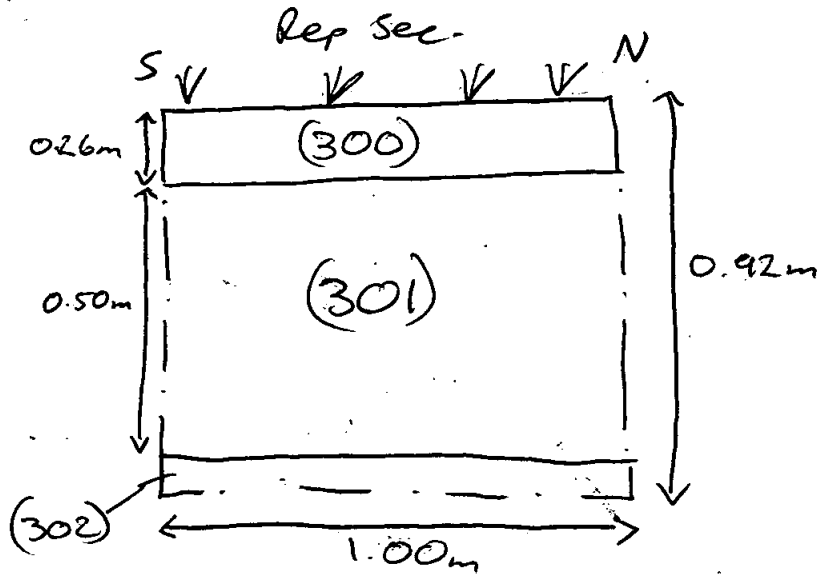
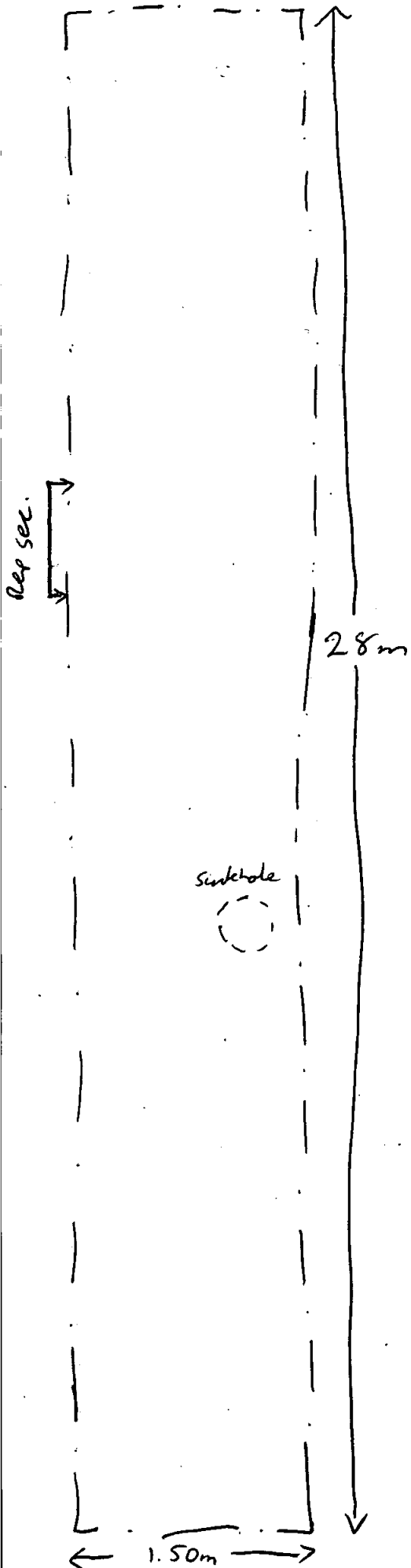
Brief description of archaeology/comments

No archaeology -
A small sinkhole opened up around 16.50m along the trench.

Recorder **T13**
 Date **9/10/12**



* NOT TO SCALE *



HENLEY
TOWN LANDS HOSPITAL HETHS 12

Box 1 FILE 4

B. CATALOGUE OF PRIMARY DRAWINGS.

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No. 978033 Buff



PDF/A SCAN

FILMING INSTRUCTIONS

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Site information

Line 1: [OASouth] County[Oxon] Parish:[Henley-on-Thames]

Site[Townlands Hospital] Site code[HETHS 12]

Line 2: Excavators name[K Anker]

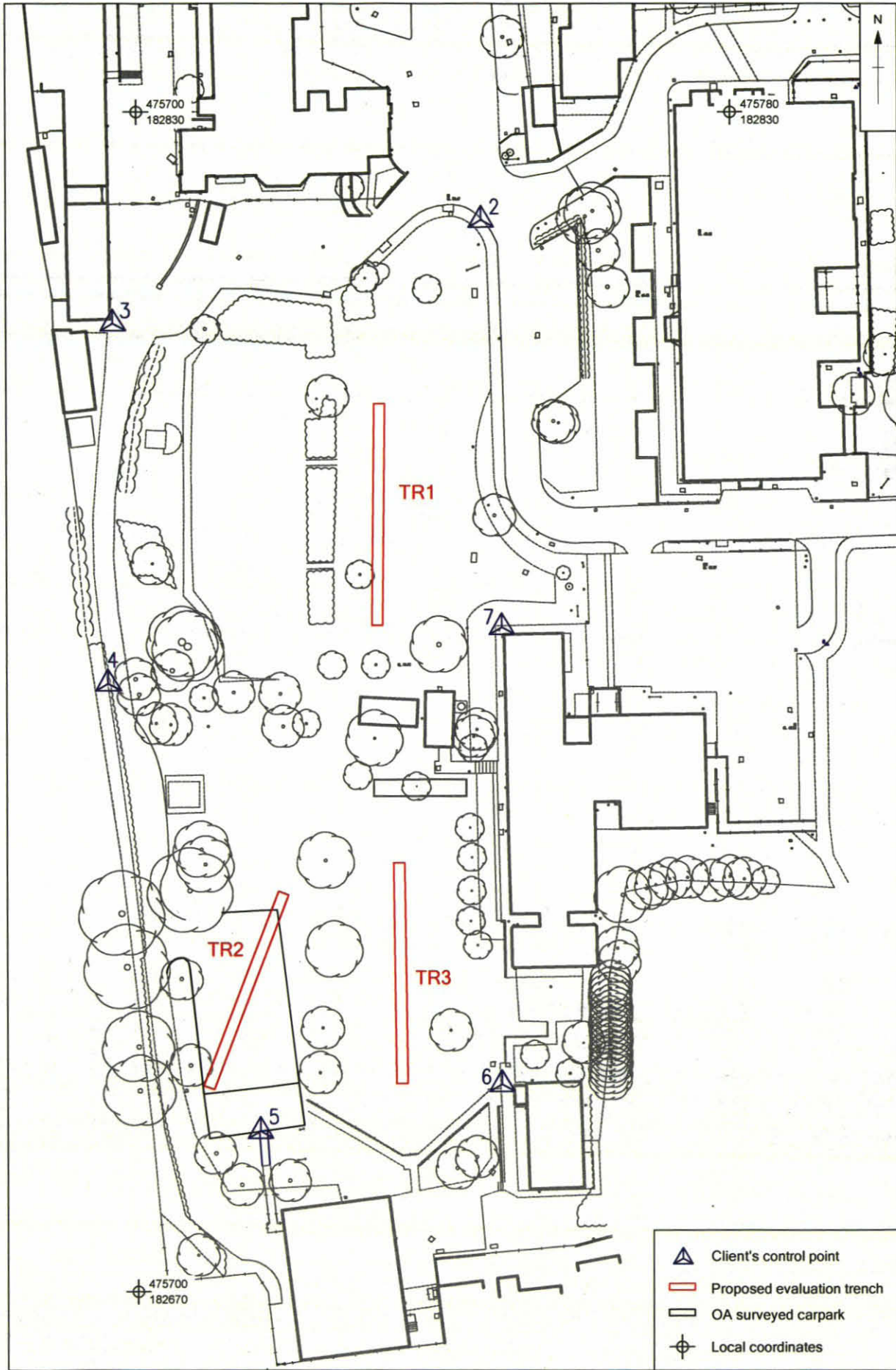
Line 3:

Classification of material

Tick if present

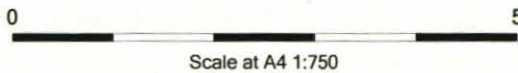
Index to archive	
Introduction	
A:Final Report	
A:Publication Report	
B:Site Data – Text: Diary/Daybook/Fieldnotes	
B: Site Data – Text: General Summaries	
B: Site Data – Text: Primary Context Records	
B: Site Data – Text: Synthesised Context Records	
B: Site Data – Text: Survey Reports	
B: Site Data – 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	

X:\Townlands Hospital, Henley-on-Thames, Oxfordshire\Geomatics\02 CAD\001current\Townlands_trench_layout_081012.dwg(A4 portrait)*code*BID0XFW 14438*Townlands Hospital Site, Henley*jane_smallridge* 08 Oct 2012

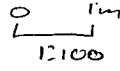


- ▲ Client's control point
- ▭ Proposed evaluation trench
- ▭ OA surveyed carpark
- ⊕ Local coordinates

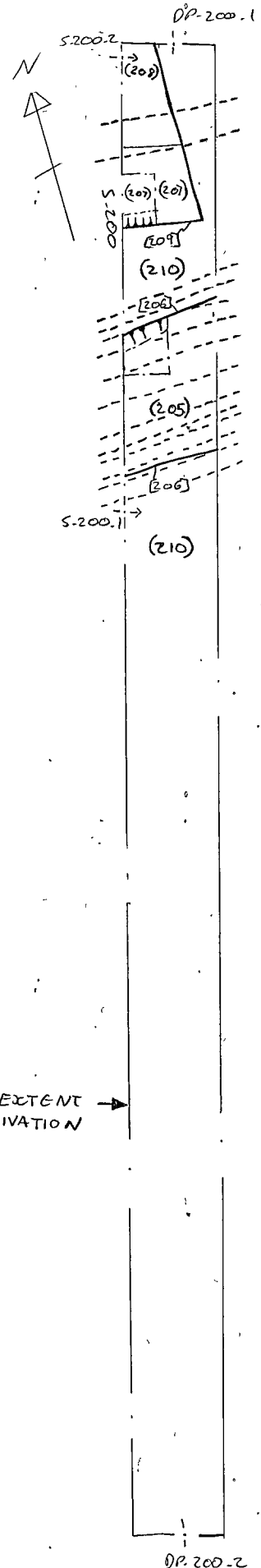
CHECKED BY: DRAFT



HETHS 12,
P.200
SCALE 1:100
TB
10/10/12

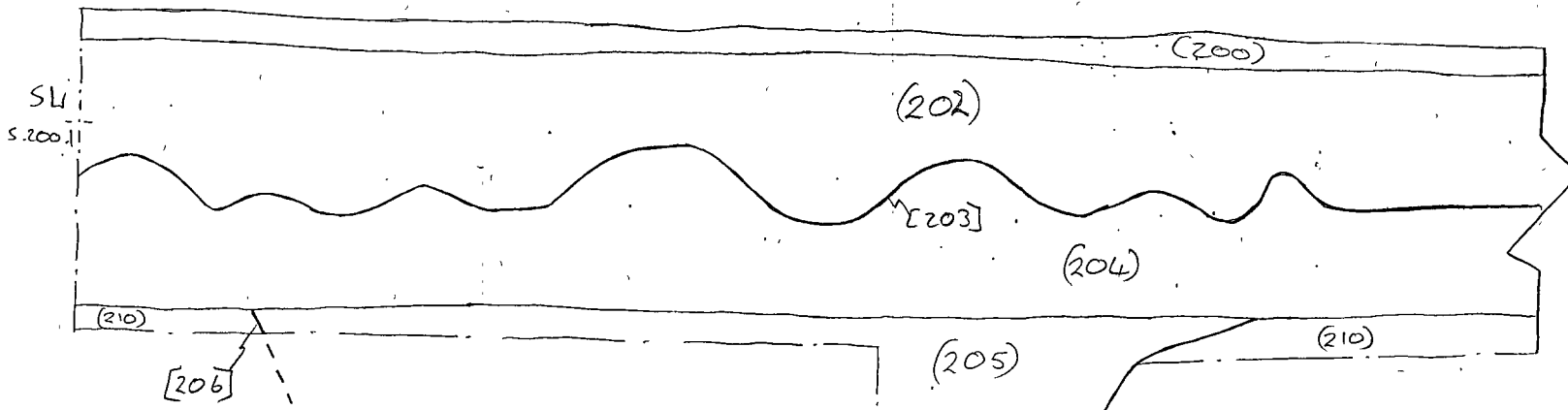


* N.B. DASHED LINES
INDICATE POSITION OF
CULTIVATION PLOTS
EXTRAPOLATED FROM
SECTION.

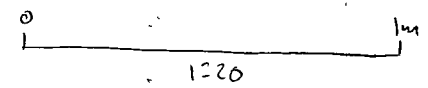


SCHEMATIC BY
L. J. P.
12/10/2012

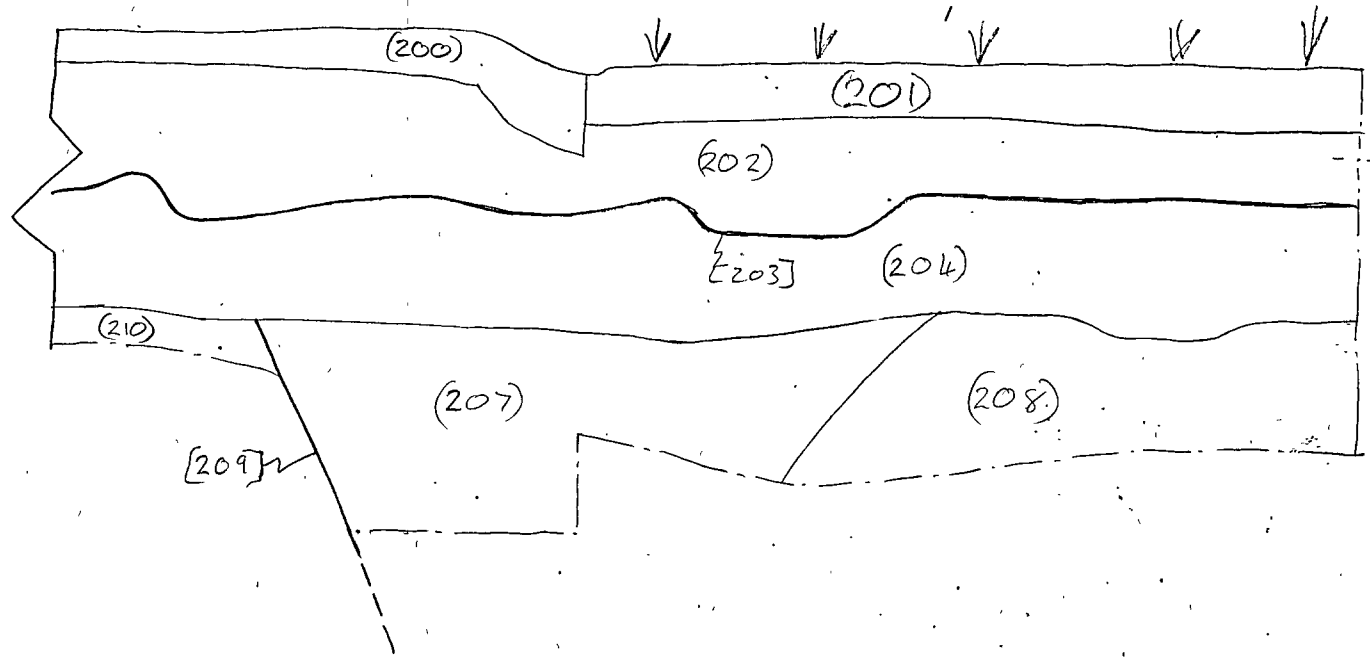
SCANNED BY GYM
12/10/2012



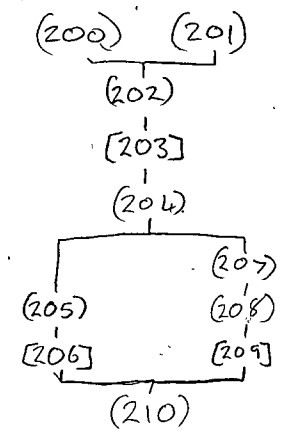
HETHS 12
S-200
SCALE:20
TB
10/10/12



TBM = 52.44
B/S = 1.12
VH = 53-56
F/S R/L
 $\pi - 1.67 = 51-89$



NE
S.200.2
51.89
 π



HENLEY TOWN LANDS HOSPITAL
HETHS 12

BOX 1 FILE 5.

C FINDS SPECIALIST REPORTS + DATA

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No.978033 Buff



PDF/A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

No. of copies: 2

Headings

Site information

Line 1: [OASouth] County[Oxon] Parish:[Henley-on-Thames]

Site[Townlands Hospital] Site code[HETHS 12]

Line 2: Excavators name[K Anker]

Line 3:

Classification of material

Tick if present

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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 <i>f</i>	<input checked="" type="checkbox"/>
C: Finds Data – Text: Specialist Reports	<input checked="" type="checkbox"/>
C: Finds Data – Text: Box/Bag List	
D: Catalogue of Photos/Slides/Videos/X--rays	
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Version date. 11/10/12 POT/CLAY PIPES/CBM

Assessment of the pottery from Townlands Hospital Site, Henley, Oxon. (HETHS 12 EV)

by John Cotter

Introduction and methodology

A total of seven sherds of pottery weighing 298g. were recovered from two contexts. These are all of late post-medieval date. All the pottery was examined and spot-dated during the present assessment stage. For each context the total pottery sherd count and weight were recorded on an Excel spreadsheet, followed by the context spot-date which is the date-bracket during which the latest pottery types in the context are estimated to have been produced or were in general circulation. Comments on the presence of datable types were also recorded, usually with mention of vessel form (jugs, bowls etc.) and any other attributes worthy of note (eg. decoration etc.).

Date and nature of the assemblage

Overall the pottery is in a fragmentary, though fresh, condition with some quite large sherds present. Ordinary domestic pottery types are represented. These are detailed in the spreadsheet and summarised here. Nothing of any importance was found. The commonest type present (in both contexts) is post-medieval glazed red earthenware. The few vessels present in this fabric may have been made at the Nettlebed kilns near Henley. The pottery from Context (205) is dated to c 1825-1900 by a piece of Staffordshire-type whiteware dish with blue transfer-printed decoration. That from Context (208) is dated to c 1750-1780 by a piece of Staffordshire white stoneware dish with moulded decoration. No further work is recommended.

The clay pipes

by John Cotter

Four pieces of clay pipe stem weighing 15g. were recovered from two contexts - the same as those producing the pottery above. These have not been separately catalogued but are described below. No further work is recommended

Context (205) Spot-date: Late 18th to 19th century

Description: Fairly fresh stem fragment (3g.) with narrow stem bore c 2mm.

Context (208) Spot-date: Late 18th to 19th century

Description: Three fairly fresh stem fragments (12g.). One has a narrow stem bore of c 1.8mm. The other two have larger stem bores of c 2.5mm. and are probably of 18th century date.

The ceramic building material (CBM)

by John Cotter

A total of nine pieces of CBM weighing 905g. were recovered. These came from the same two contexts as the pottery and pipes above. This was examined and spot-dated during the present assessment stage in a similar way to the pottery (see elsewhere) and the data recorded on an Excel spreadsheet. As usual, the dating of broken fragments of ceramic or other building materials is an imprecise art and spot-dates derived from them are necessarily broad and should therefore be regarded with caution. The fragmentary assemblage is described in the spreadsheet and summarised only briefly here as there is little of much note. The pieces present include 19th-century red brick and pale orange peg tile of similar date from (205), and worn pieces of broadly post-medieval peg tile from (208). No further work is recommended.

Context	Spot-date	No.	Weight	Comments
205	c1825-1900	4	179	1x blue transfer-printed Staffs whiteware dish rim. 2x post-med red earthenware (PMR) incl fresh pad base from jar with internal brown (iron-streaked) glaze & a handle. 1x small body/base sherd yellow-glazed buff ware - poss post-med Brill product?
208	c1750-1780	3	119	1x dish rim Staffordshire white salt-glazed stoneware with moulded seed decoration. 2x PMR from 2 separate vess incl jar base with int brown glaze (as in 205 but separate vess) and a jar body sherd with int glaze - duller/poss older?
TOTAL		7	298	

Context	Spot-date	No.	Weight	Comments
205	19C	6	862	Range L18-19C. 2x brick frags incl red brick edge 70mm thick, with partial clear & brownish ash glaze over top, side & bottom surfaces. 4x pale orange sandy pegtile frags, mostly fresh. 1 pegtile corner frag has trails of clear light brown lead glaze over edge & surfaces - must have been fired in a kiln with glazed items. 2 smallest tile frags worn - 1 poss earlier post med?
208	17-19C	3	43	Scrappy worn frags post-med pale orange pegtile
TOTAL		9	905	

HETHS 12

Iron

identified by Ian Scott

Context	Description
205	Square section iron object, probably a nail/bar, 31g.
208	Very corroded, probably nail fragment, 18g.

Discussion/recommendations:

Neither piece is datable and no further action is recommended.

HENLEY TOWNLANDS HOSPITAL
HETHS 12

Box 1 FILE 6

C FINDS BOX & BAG LISTS.

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No.978033 Buff



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Submitter OASouth

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Headings

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Finds Compendium

Site Code	Invoice Code	Site Name	Accession No	OAU No
HETHS 12	HETHSEV	Townlands Hospital site, Henley on Thames		

Finds materials summarised for Site Code: HETHS 12 and invoice code: HETHSEV

Material	No of Boxes	No Of Contexts	No Of Sherds	Total Weight (g)	Box Sizes	Box Numbers
CBM		2	9	866		MISC.01 - mixed box
Clay Pipe		2	4	18		MISC.01 - mixed box
Iron	1	2	2	49	1 x Plastic size 4	FE.01
Pottery		2	7	294		MISC.01 - mixed box
Totals:			22	1,227 g		

Total No of Boxes:

**1 boxes +
1 miscellaneous boxes**

Miscellaneous Box Sizes:

MISC.01 Size 3

Box Contents Sheets

Site Code HETHS 12	Material: Iron
Box Size Plastic size 4	Box No FE.01 Accession No

Context	SF No	No of Bags	No of Objects	Material:	Weight (g)	Context	SF Number	No of Bags	No of Objects	Material:	Weight (g)
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205		1	1	Iron	31						
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208		1	1	Iron	18						
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No of Contexts: 2 **Total Bags:** 2

Total Objects: 2 **Total Weight:** 49

Box Contents Sheets

Site Code HETHS 12	Material: Miscellaneous
Box Size Size 3	Box No MISC.01 Accession No

Context	SF No	No of Bags	No of Objects	Material:	Weight (g)	Context	SF Number	No of Bags	No of Objects	Material:	Weight (g)
205		1	6	CBM	823						
208		1	3	CBM	43						
205		1	1	Clay Pipe	5						
208		1	3	Clay Pipe	13						
205		1	4	Pottery	177						
208		1	3	Pottery	117						

No of Contexts: 6 **Total Bags:** 6
Total Objects: 20 **Total Weight:** 1178

HENLEY ON THAMES
TOWNLANDS HOSPITAL
HEATHS 12

Box 1 FILE 7

D CATALOGUE OF PHOTOS.

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No. 978033 Buff



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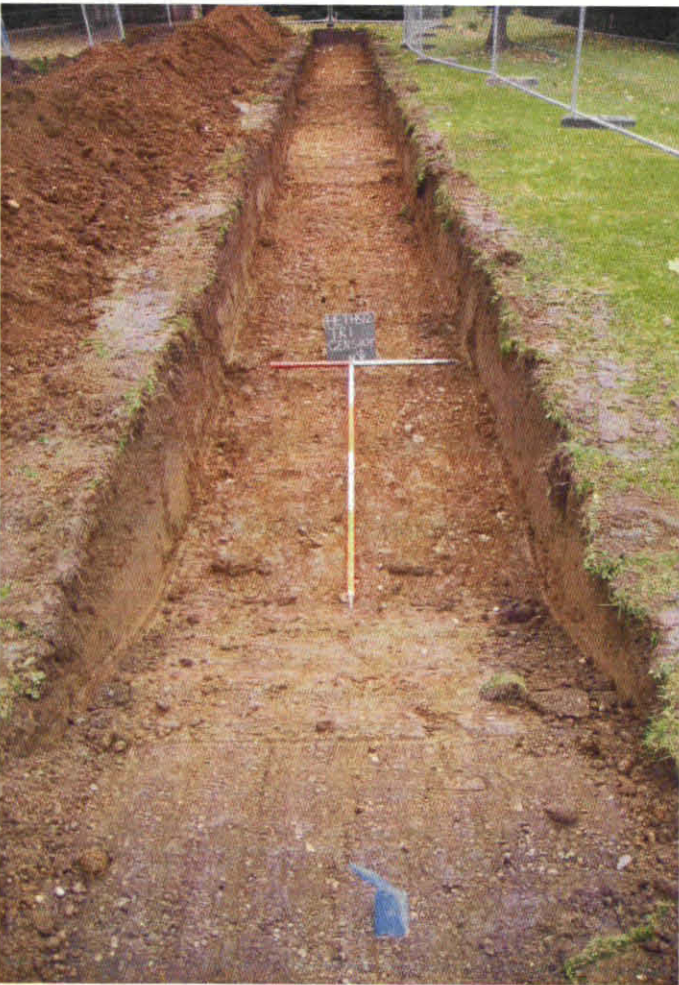
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1)



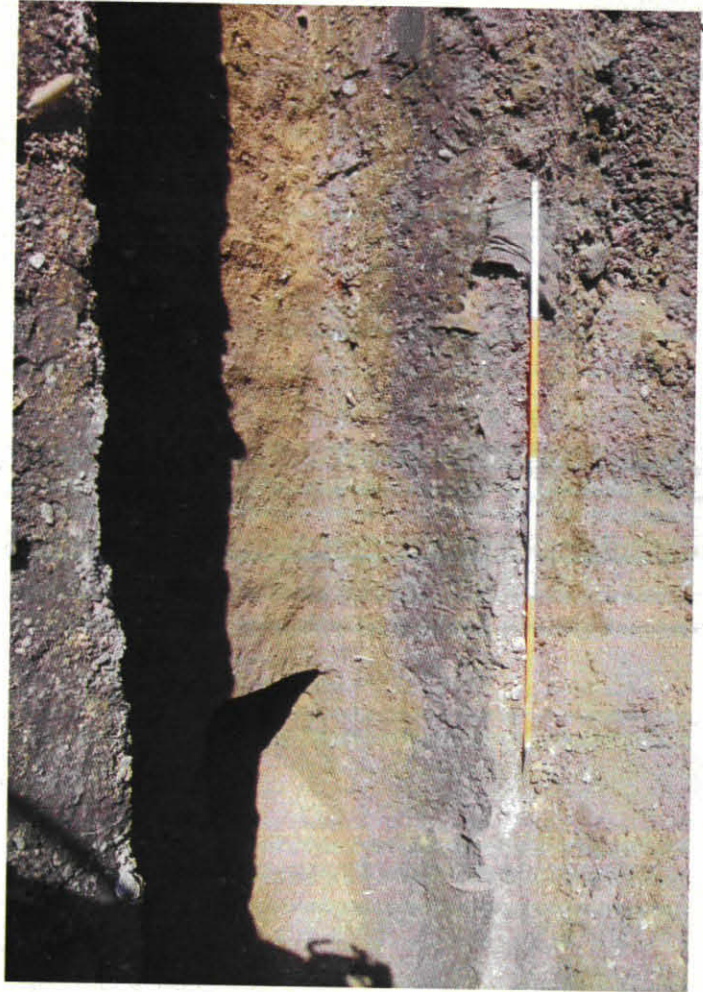
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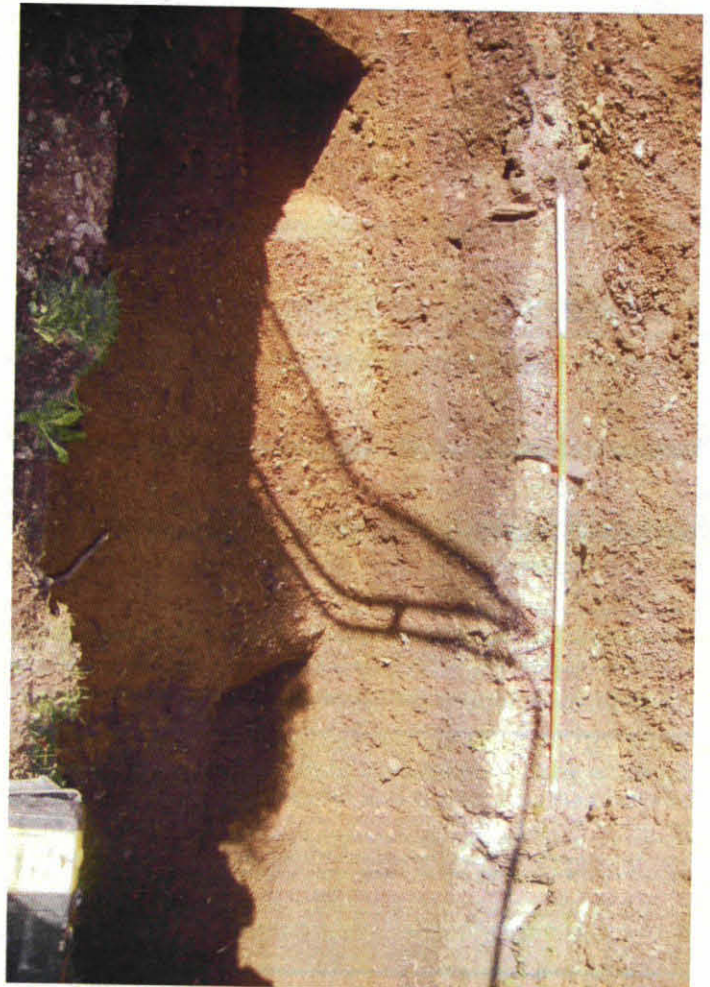
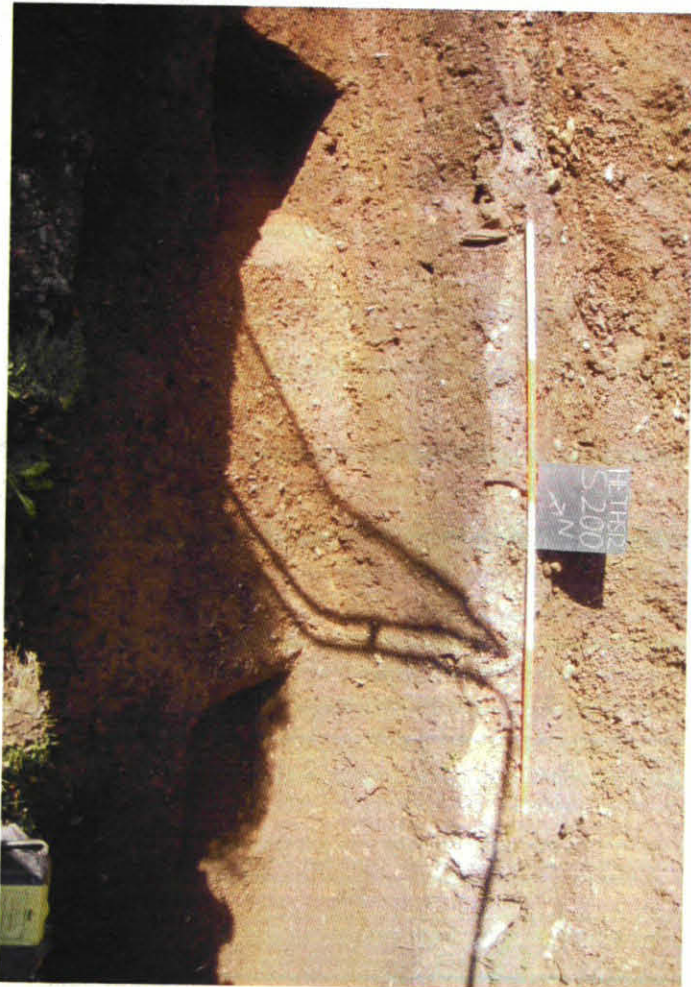


6)



5)

8)



7)

10)



9)

12)



11)