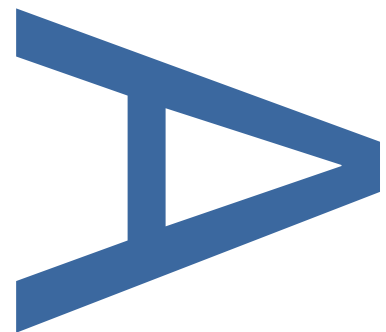
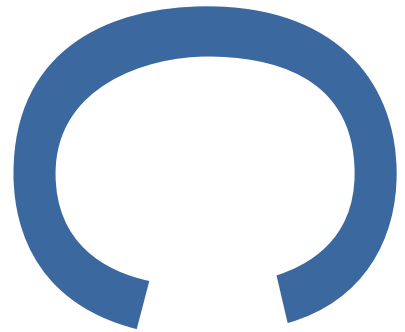


**Land adjacent to the Old School House,
Farriers Close, Fringford, Oxfordshire**



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



SITE CODE: ORLF-24

ACCESSION REFERENCE: OXCMS: 2024.55

DATE: 24TH MAY 2024

PRE-CONSTRUCT ARCHAEOLOGY

**Written Scheme of Investigation for an Archaeological Watching Brief:
Land adjacent to the Old School House, Farriers Close, Fringford,
Oxfordshire**

Local Planning Authority: Cherwell District Council

Central National Grid Reference: SP 60373 28919

Planning Reference: 22/00998/F

Site Code: ORLF 24

Accession Number: OXCMS: 2024.55

Written and researched by: Jonathan Webster

Project Manager: Jonathan Webster

Commissioning Client: Shanly Homes on behalf of Sorbon Estates

Contractor: Pre-Construct Archaeology Ltd
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May 2024

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1 INTRODUCTION

1.1 General Background

- 1.1.1 Pre-Construct Archaeology Ltd (PCA) has been commissioned by Shanly Homes on behalf of Sorbon Estates (hereafter referred to as ‘the client’), to undertake an archaeological watching on land adjacent to the Old School House, Farriers Close, Fringford, Oxfordshire OX27 8DD (site centred NGR: SP 60373 28919; Figure 1). The investigations were commissioned to inform upon the potential archaeological resource and impact upon it during the construction of a single four bedroom cottage with associated access, parking, infrastructure and landscaping for which a planning has been granted by Cherwell District Council (Planning Reference: 22/00998/F).
- 1.1.2 The proposed development was known to be situated at the fringes of Romano-British activities to the northeast and within the early medieval core of Fringford itself. A previous evaluation on the site recorded late 18th/early 19th century activity and although nothing earlier was noted in that work, given the potential for impact by the new development the Local Planning Authority (LPA) required an archaeological watching brief to investigate this.
- 1.1.3 The definition of an archaeological watching brief is ‘*a formal programme of observation, investigation and recording conducted during works carried out for non-archaeological reasons, where there is a possibility that archaeological deposits may be disturbed or destroyed*’ (CIFA 2023b).
- 1.1.4 This document comprises the Witten Scheme of Investigation (WSI) for an archaeological watching brief and has been prepared in accordance to the guidelines and standards laid down in the following documents:
- *Toolkit for Selecting Archaeological Archives*, Chartered Institute for Archaeologists: Reading (CIFA 2022);

- *Regulations and Guidance for the Equality, Diversity and Inclusion (EDI) Committee*, Chartered Institute for Archaeologists: Reading (CIFA 2023a);
- *Standard for Archaeological Monitoring and Recording*, Chartered Institute for Archaeologists: Reading (CIFA 2023b);
- *Universal Guidance for Archaeological Monitoring and Recording*, Chartered Institute for Archaeologists: Reading (CIFA 2023c);
- *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials*, Chartered Institute for Archaeologists: Reading (CIFA 2020);
- *Regulations for Professional Conduct*, Chartered Institute for Archaeologists: Reading (CIFA 2021);
- *General Data Protection Regulation (GDPR) Policy*, Chartered Institute for Archaeologists: Reading (CIFA 2014a; updated February 2021);
- *Code of Conduct: Professional Ethics in Archaeology*, Chartered Institute for Archaeologists: Reading (CIFA 2014b; updated October 2022);
- *Management of Archaeological Research Projects in the Historic Environment (Morphe)*, Historic England: London (HE 2015);
- *The Solent-Thames Research Framework for the Historic Environment Resource Assessment and Research Agenda*, Oxford Archaeology and Wessex Archaeology: Oxford (Hey and Hind 2015);
- *Requirements for Transferring Archaeological Archives 2022-2023*, Oxfordshire Museums Service, Oxfordshire County Council: Oxford (OMS 2023);
- *Fieldwork Induction Manual: Operations Manual 1*, Pre-Construct Archaeology, London (Taylor and Brown 2018);

- *Archaeological Watching Brief: Guidance Document, Oxfordshire County Archaeological Services: Oxford (OCC 2024);*
- *Fieldwork Operations Manual, Regional Variation Addendum; Warwick Office, Pre-Construct Archaeology Limited, Warwick (Webster 2018).*

1.1.5 The general aims of these investigations are to:

- determine the presence or absence of buried archaeological remains within the proposed development site;
- determine the character, date, extent and distribution of any archaeological deposits revealed as well as their potential significance;
- determine levels of disturbance to any archaeological deposits from previous development activities;
- determine the likely impact on any archaeological deposits present from the proposed development;
- disseminate the results of the fieldwork through an appropriate level of recording.

2 GEOLOGY AND TOPOGRAPHY

2.1 Geology

2.1.1 The underlying geology for the site is mapped as a combination of interbedded sandstone, siltstone and mudstone associated with the Kellaways Formation deposited between 166 and 163 million years ago during the Jurassic Period. This is mapped as being overlain across the majority of the site by sands and gravels associated with glaciofluvial deposits laid down during the Quaternary Period up to 116 thousand years ago. No superficial deposits are mapped as being present along the western third of the area of investigation with the boundary with the above running along a north to south orientation (BGS 2024). The soils for the site are mapped as slowly permeable, seasonally wet slightly acidic, loam and clay rich soils (Landis 2024).

2.2 Topography

2.2.1 The site is located near the northern limit of the village of Fringford to the west of the A4421 and north of Bicester. It is limited to the north and northwest by Rectory Lane, fronting Farriers Close to the immediate east. The grounds and gardens to detached properties and the old school buildings lie to the south and west with the boundaries composed of mature hedging. The area of investigation is approximately 0.6 hectares in size and is broadly square shaped.

2.2.2 At present the site comprises grassland and overgrowth. The ground is situated at a height of c.105m AOD (Above Ordnance Datum) and is broadly flat, although in the wider landscape the land gently descends roughly 300m to the north towards the Claydon Brook.

3 ARCHAEOLOGICAL BACKGROUND

3.1 General Introduction

3.1.1 As part of the previous investigations associated with the development an archaeological desk-based assessment (Abrams 2021) was produced on the known historical and archaeological background of the site and immediate vicinity. This was followed by an evaluation (PCA 2022). It is not intended to repeat in detail the results of these studies here and what follows is a brief overview of those documents, for more information please refer to the original reports.

3.2 Prehistoric and Romano-British Periods

3.2.1 The earliest known activity is situated to the immediate northeast of the current area of investigation on the opposing side of Rectory Road at The Paddock, here a complex and long-lived Iron Age through to late Romano-British settlement was recorded. Whilst further afield to the east a similar site has been investigated at Crosslands. To the south in the core of Fringford itself the HER suggests that whilst it is unlikely that Fringford was a 'village' settlement, it was likely to have been a cluster of farms and is mentioned in the Atlas of Rural settlement in Roman Britain.

3.3 Early-Medieval

3.3.1 The settlement of Fringford is known to be of at least early Saxon date, the etymology of its name believed to come from "the ford of the people of Fera", based as the settlement is at a natural ford across the Fringford brook. By the 1086 the settlement comprised two estates, the first with enough land for eight ploughs and was worth £8. It held two plough teams and four serfs on the demesne and 18 villeins, two mills and eight bordars shared between six plough teams. The second smaller estate consisted entirely of demesne land with three bordars and a single plough team.

3.3.2 Following the conquest the two estates was assessed at 10½ hides combined and were granted to Odo, Bishop of Bayeux and were managed by his maintainer Wadard. When Odo was later exiled the land was transferred to William the Second.

3.3.3 The archaeology from this period is relatively well known within Fringford and Saxon occupation is noted to the east of the site dating from 11th through to 13th century and comprised of a number of timber buildings that were later replaced by masonry structures.

3.4 **Medieval**

3.4.1 Medieval occupation is known to the northeast, east and south of the proposed development and Fringford is known to be a complex multiphased site dating from the Saxon through to modern periods. The expansion of the field systems in the medieval period is of interest as it showed a more centralised organisation of the landscape with the alignments respecting the earlier late Romano-British system. The site is understood to be at the peripheries of the settlement and it is not thought likely that structural remains would be present, however fringe settlement activities, such as industrial, or agricultural are likely to be present.

3.5 **Post-medieval and Modern**

3.5.1 The size of the settlement appears to have remained relatively static until the 17th century when it started to expand slowly. The recent evaluation on the site (PCA 2022) revealed a single pit and part of a sandstone and brick foundation, both of late 18th to early 19th century date that helped to demonstrate that this area remained at the fringes of the settlement where occupational and agricultural land use met.

3.6 **Conclusions**

3.6.1 Based on the information provided above it is thought that there is a low potential for Prehistoric activity with a slightly higher but still low chance for Romano-British, early medieval or medieval activities. Should they be present they are thought most likely to be of agricultural land management use such as land divisions, drainage, cultivation etc.

4 METHODOLOGY

4.1 Introduction

4.1.1 The archaeological investigations will comprise the monitoring of all below ground intrusive works associated with the proposed construction of a single four bed detached cottage with associated parking, access, infrastructure and landscaping (Figures 2-3).

4.1.2 In advance of the fieldwork PCA will request that the client has demonstrated that all reasonable measures have been taken to secure the site area, identify all known constraints and have provided all reasonable information regarding the presence of services, any ecological constraints, the presence of Public Rights of Way, areas in use by members of the public, any areas of potentially contaminated land and/or any other known risks to health and safety.

4.1.3 Non archaeological deposits will be removed down to the first archeologically relevant level, or the top of the natural substrate, whichever is encountered first, by a suitable mechanical excavator fitted with a toothless bucket, under close archaeological supervision. If relevant, any further mechanical excavation beyond the top of potentially significant archaeological deposits will only be undertaken following consultation with the planning authority.

4.1.4 Metal-detecting is to be carried out during the topsoil and subsoil stripping, with all Spoilheaps created being further investigated to maximise finds recovery potential

4.1.5 All works will be undertaken by a suitably experienced archaeologist. Following opening, all areas will be cleaned, photographed and recorded. Once cleaned all areas will be inspected and potential features/deposits excavated to retrieve artefactual and ecofactual material, as well as determine their character, significance and date. The client will provide the attendant archaeologist sufficient time to inspect and investigate by hand any potential deposits/features that maybe revealed during the

course of the works.

4.1.6 Archaeological features will be sampled sufficiently to characterise, date them and determine their significance; i.e. 10% of fills of linear features or a 1m long slot (whichever is greater: if the linear features are substantial an alternative sampling strategy will be discussed with the planning authority) and 50% of pit fills. Investigative slots will be undertaken until a full characterisation of the archaeology is complete and to provide sufficient information to allow for an informed decision to be made on if any alternative further mitigation is required.

4.1.7 Field excavation techniques and recording methods are detailed in the PCA Fieldwork Induction Manual (Operations Manual I; Taylor & Brown 2018) and PCA Fieldwork Operations Manual Regional Variation Addendum; Warwick (Webster 2018).

4.2 **Recording Methodology**

4.2.1 Deposits or the removal of deposits judged by the excavating archaeologist to constitute individual events will each be assigned a unique record number (often referred to within British archaeology as 'context numbers') and recorded on individual pre-printed forms (Taylor and Brown 2018; Webster 2018). Context sheets are to be primarily filled in by the archaeologist who excavated the feature/deposit.

4.2.2 The limits of excavations, heights above Ordnance Datum (m AOD) and all features/sections recorded by hand (See below) will be recorded by a Geomax Mesa² rover unit, utilising X-PAD Survey 3 software with RTK differential correction, giving three-dimensional accuracy of 20mm or better. Each point will be recorded in relation to the OSGB36 geod model and coded to an internal PCA database to provide a dataset which records feature type, context number, associated drawing numbers and any other information that may be relevant.

4.2.3 Hand drawn sections will be drawn at an appropriate scale, primarily 1:10. Likewise, plans of archaeological features will be drawn at a

suitable scale to record them in detail. If appropriate, a larger site plan will be produced at a scale between 1:100 and 1:1,250 to show the location of individual investigations in relation to the wider site, detailed plans and sections and any other information appropriate. These plans will be accurately related to the National Grid. All plans and sections will be levelled in respect to AOD and are to be drawn on polyester based drafting film and clearly labelled.

4.2.4 All deposits will be recorded with sufficient data to allow for a full characterisation of the context and its relationships to be made and allow for future studies to query and compare the dataset with confidence.

4.2.5 The primary photographic record of the site will be undertaken using a Canon EOS 1300D digital SLR camera with an 18.0-megapixel resolution. Photographs will be taken before start of works, during and of all deposits and sections. All images will be labelled appropriately and cross-referenced in relation to a site specific photography register. All photographic images and associated register will be regarded as part of the primary archive.

4.3 **Human Remains**

4.3.1 In the event that human remains, either inhumations and/or cremations, are exposed during the course of the archaeological investigations, then all works will cease immediately and the local police, Oxfordshire County Archaeological Services and the coroner will be informed. The area will be screened from view and discussions will be held with the client and planning authority on their appropriate treatment.

4.3.2 Due to the nature of the proposed works, it is expected that any remains recovered would be, on agreement with all parties, recorded *in situ*, their location marked and then covered with an appropriate material to allow for preservation *in situ*. Only in circumstances where the remains are at risk of destruction or damage would lifting be considered. In this event, a Ministry of Justice Licence would be required (in accordance with Section 25 of the Burial Act 1857) before the remains can be lifted. The need for

a Ministry of Justice Licence applies to both inhumation and cremated remains. Application for a Licence would be made by PCA.

4.4 **Finds recovery and processing**

4.4.1 All artefacts recovered during the course of the archaeological investigations are the property of the landowner/client. They will be suitably bagged, boxed and marked in accordance with the *Standards and Guidance for the Collection, Conservation and Research of Archaeological Materials* (CIFA 2020), the *Requirements for Transferring Archaeological Archives 2022-2023* (OMS 2023) and the *Standard and Guide to Best Practice for Archaeological Archiving in Europe* (Perrin et al. 2014).

4.4.2 All finds encountered will be retained on site before returning to the office where they will be identified, quantified and dated to period. A *terminus post quem* will be produced for each stratified context and the dates used to help determine the broad date phasing for the site. Where possible all pottery and ceramic building material will be examined under x20 magnification.

4.4.3 PCA intend to use the following specialists to undertake finds identification and assessment.

- Animal Bone – Karen Deighton or Kevin Reilly
- Human Bone - James Langthorne
- Prehistoric Pottery – Sarah Percival or Jon Cotton
- Roman Pottery – Alex Beeby or Jane Timby
- Post Roman Pottery – Berni Seddon or Chris Jarrett
- Ceramic Building Material, Stone and Structural Daub – Berni Seddon or Amparo Valcarcel
- Fired Clay Objects - Berni Seddon
- Slag and Industrial Waste - Gary Taylor
- Clay Tobacco Pipe and Glass - Gary Taylor or Chris Jarrett
- Roman Coins – Alex Beeby

- Medieval Coins – Murray Andrews
- Post-medieval Coins/Small/Metal Finds – Marit Gaimster
- Lithics – Barry Bishop or Tom Lane
- Environmental Archaeology – Jane Wheeler/ Quest

4.4.4 On completion of the fieldwork, the finds will be cleaned and packaged according to standard national (CIFA 2020) and local (OMS 2023) guidelines. Please note, the following categories of materials will be discarded after a period of six months following the submission of this report, unless there is a specific request to retain them (and subject to the collection policy of the relevant depository):

- where unstratified;
- modern pottery;
- material that has been assessed as having no obvious grounds for retention.

4.4.5 The primary archive records will clearly state how all artefact assemblages have been recovered, sub-sampled and processed.

4.5 **Treatment of Treasure**

4.5.1 Finds falling under the statutory definition of treasure (as defined by the Treasure Act of 1996 and later revisions) would be reported immediately to the relevant Coroner's Office, the landowner/client and the local authority. A treasure receipt (obtainable from either the FLO or the DCMS website) would be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding that the find is Treasure. Failure to report within 14 days of discovery is a criminal offence.

4.5.2 The Treasure receipt and report would include the date and circumstances of the discovery in addition to the identity of the finder (put as PCA/site contractor) and the location of the find in relation to Ordnance Survey.

4.6 **Palaeoenvironmental Sampling**

- 4.6.1 A structured programme of palaeo-environmental sampling appropriate to the specific aims of the project will be implemented following discussion and agreement with the planning authority. The strategy and methodology for the sampling of deposits will be in accordance with English Heritage (Now Historic England) Centre for Archaeology Guidelines "*Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation*" (2011).
- 4.6.2 Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features. Each context will be sampled in isolation. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features or where context horizons are not fully defined.
- 4.6.3 Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with the client and the planning authority. Where bulk samples are to be taken a minimum of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects.
- 4.6.4 Environmental samples from dry deposits will normally be processed by floatation following the fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions.
- 4.6.5 Where guidance is relevant the appropriate English Heritage (now Historic England) papers will be followed (EH 2005; 2006; 2007 & 2011).

5 ACCESS AND SAFETY

- 5.1.1 Access to the site will be arranged in co-ordination and agreement with the client. Welfare and plant provision will be provided by the client.

- 5.1.2 All relevant health and safety legislation, regulations and codes of practice will be respected. The Health and Safety policies will be those of Pre-Construct Archaeology Ltd. and in accordance with all statutory regulations. A Health & Safety Risk Assessment for the site will be produced and made available to all staff.

- 5.1.3 There is a duty of care for the client to provide all information reasonably obtainable on contamination and the location of live services before site works commence.

6 TIMETABLE AND STAFFING

6.1 Timetable

6.1.1 The archaeological watching brief will monitor all intrusive works undertaken during the course of the development. The timetable of which will be entirely dependant on the clients programme. Should significant data demonstrate that no potential remains across part or the entire site then PCA will hold discussions with the LPA about the need for further monitoring.

6.2 Staffing and Support

6.2.1 The project will be managed and led by Jonathan Webster, Project Manager at PCA Warwick who will ensure all staff are familiarised with the site, the archaeological background of the area and the ground conditions to maximise the effectiveness of the archaeological investigations.

6.2.2 Working days are based on a 38-hour, five day working week, Monday to Friday.

6.2.3 The following staff will form the project team:

- 1x Project Manager
- 1x Archaeological Supervisor/Surveyor
- 1x Finds Supervisor
- 1x Palaeoenvironmental Supervisor
- 1x Illustrator for post-excavation work.

7 REPORTING

7.1.1 Upon completion of the archaeological watching brief fieldwork PCA will produce an appropriate report, a draft of which be supplied to the client for comment in the first instance. This will contain as a minimum;

- Plans at an appropriate scale showing trench layouts (as excavated) with all features included. All plans will have sufficient grid references to allow them to be geo-rectified;
- A table per trench summarising all contexts and others for artefacts recovered and palaeoenvironmental samples;
- A consideration of the methodologies used and overall confidence in the dataset collected;
- Setting the archaeological results in relation to the wider landscape.

7.1.2 Once approved by the client a copy of the report will be submitted to the Oxfordshire County Archaeological Service for comment and approval prior to being formally submitted to the Local Planning Authority.

7.1.3 Should little or no archaeology be revealed during the archaeological watching brief then it is expected that the production and submission of a suitable report will be completed within three weeks of the completion of fieldwork. Should complicated remains be revealed then these timescales may extend.

7.1.4 Should any additional external specialists be required that are not listed above then this will be agreed with the planning authority before commission.

7.1.5 With regards to publication, the level of the report will take into account the scale of the project, results obtained, the overall importance of the site based on Historic England guidance, and its place within local and regional research strategies. As a minimum, in addition to the assessment report, a summary of the results will be submitted to the local South Midlands archaeological journal as well as any other periodicals that the LPA request.

8 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE

- 8.1.1 PCA will request that the complete project archive be deposited with the Museums Resource Centre at Standlake upon completion of the fieldwork under accession reference number: **OXCMS: 2024.55**. Once a full understanding of the site archive is known PCA will issue a “Deeds of transfer Agreement” form, moving ownership from the client to the archives facility. Please note that currently that “Deeds of transfer Agreement” has not been signed to date but confirmation that this has been undertaken will be provided in the assessment report.
- 8.1.2 PCA will recommend that ownership of all such archaeological finds will be given over to the relevant authority to facilitate future study and ensure proper preservation of all artefacts. In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to Treasure Act legislation, separate ownership arrangements may be negotiated.
- 8.1.3 The project archive shall be compiled in accordance with the guidelines contained in *Guidelines for the Preparation of Excavation Archives for Long term Storage* (Brown 2011), the *Requirements for Transferring Archaeological Archives 2022-2023* (OMS 2023) and the *Standard Guide to Best Practice for Archaeological Archiving in Europe* (Perrin et al 2014).
- 8.1.4 A copy of the report will be provided to the HER once approved with a second hard copy accompanying the archive when it is deposited.
- 8.1.5 The Oxfordshire Historic Environment Record is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. PCA will provide appropriate details relating to this project by completing the OASIS form via the Archaeological Data Service (ADS) at <http://ads.ahds.ac.uk/project/oasis>, in accordance with the guidelines provided by Historic England, ADS and our data management plan (Appendix 1).

9 MONITORING AND LIAISON

- 9.1.1 PCA or the client's agents will provide the planning authority advisor a minimum ten working days' notice ahead of any fieldwork taking place to arrange site visits.
- 9.1.2 PCA will allow the site records to be inspected and examined at any reasonable time during or after the archaeological fieldwork by the client or any designated representative of the Local Planning Authority.
- 9.1.3 PCA will liaise closely with the client and the local planning authority throughout the course of the project and will arrange for onsite meetings at key decision points, if necessary.

10 FURTHER CONSIDERATIONS

10.1 Insurance

10.1.1 Pre-Construct Archaeology Ltd is covered by Public and Employer's Liability Insurance. Professional Indemnity £5,000,000 RSA (Saturn) P8531NAECE/1026, Public & Products Liability £10,000,000 Aviva & Towergate Underwriting, 24765101CHC/000133, EOL001198/0104, Employers Liability £10,000,000 Aviva 24765101CHC/000133.

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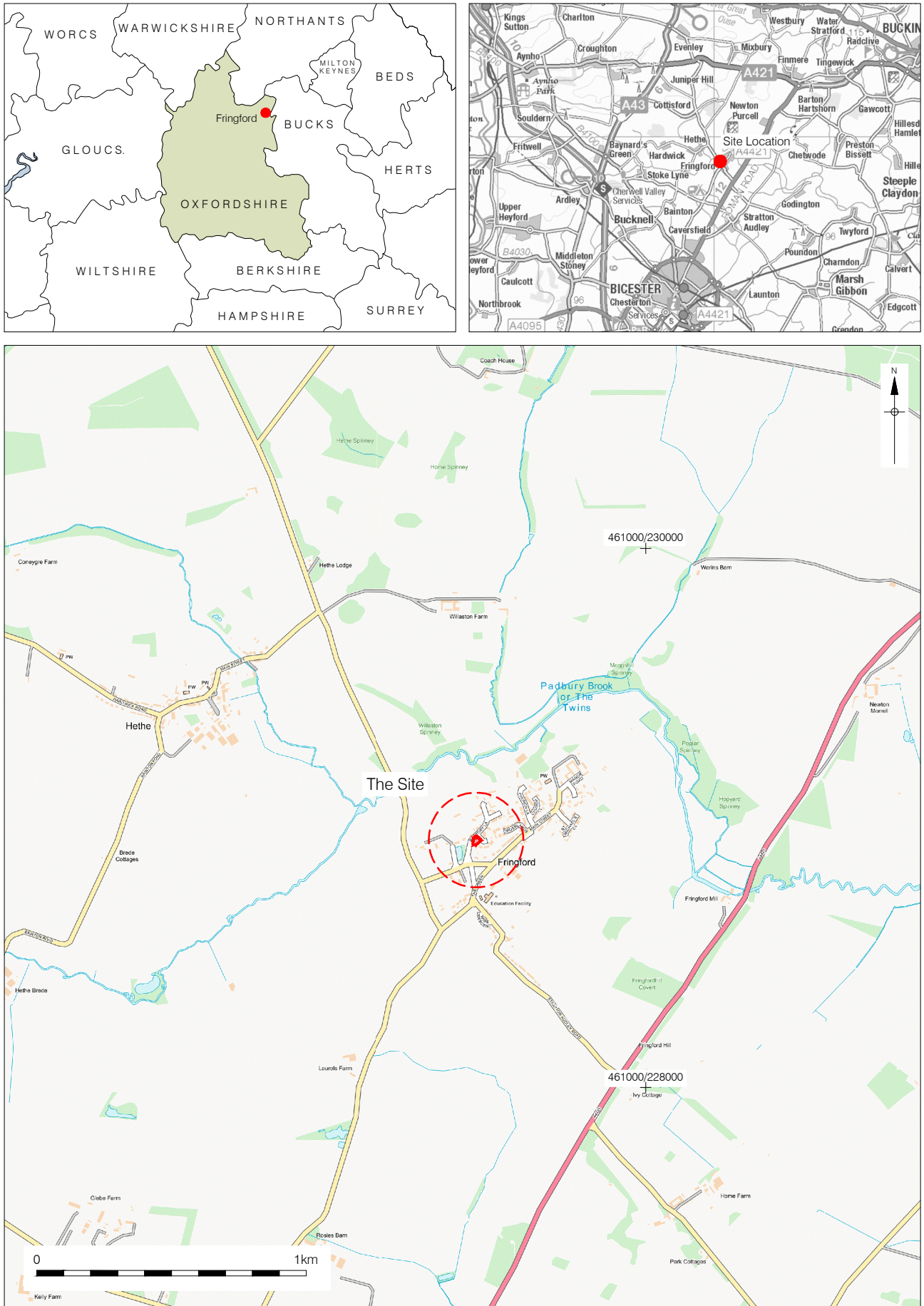
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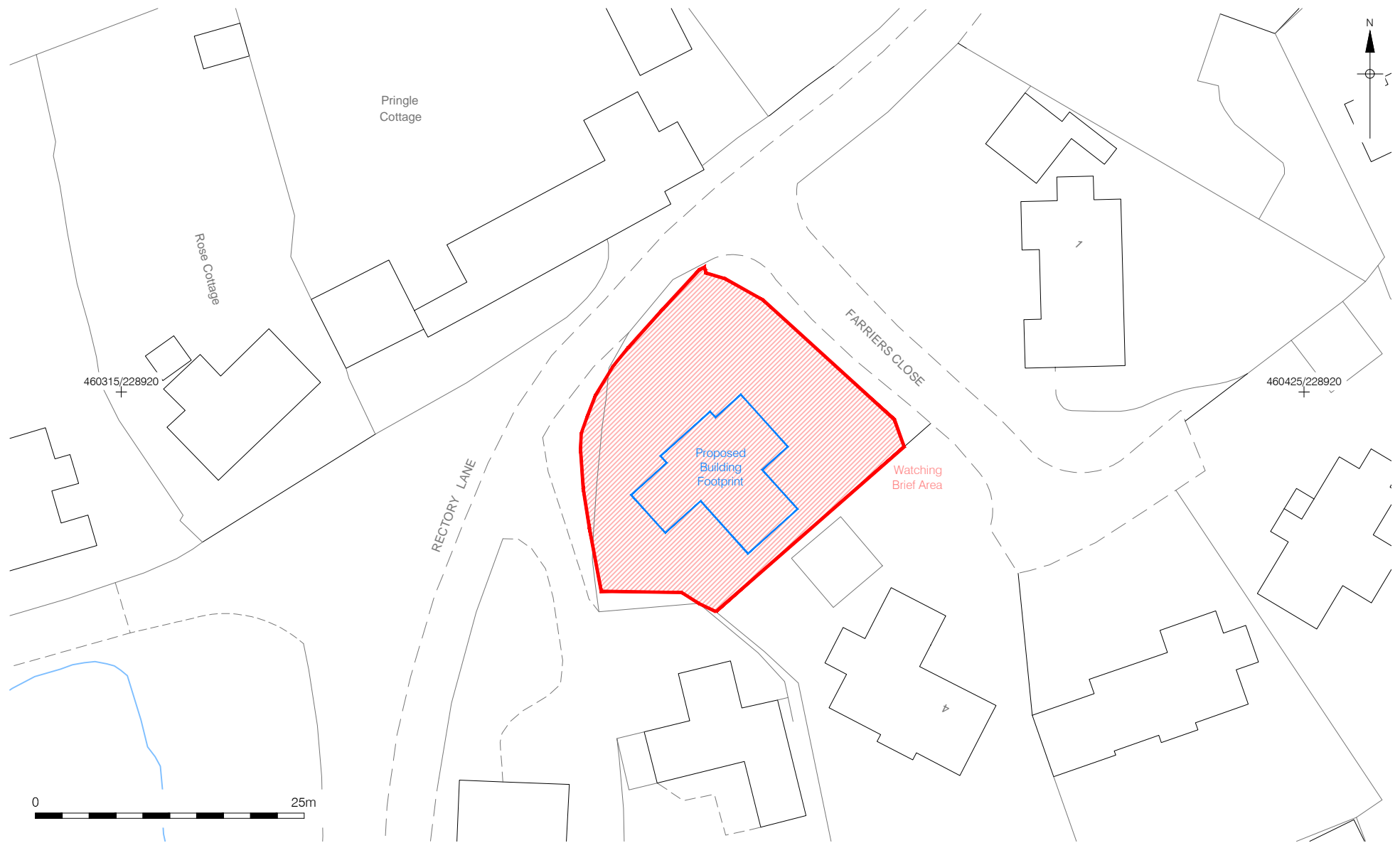


Figure 2
Detailed Site Plan showing Proposed Building
Footprint and Proposed Watching Brief Area
1:500 at A4



0 10m

Proposed plan reproduced from a drawing by Paul Edwards Architecture (June 2020)
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02/01/2024 MR

Figure 3
Plan of the Proposed Building
1:250 at A4

Appendix 1: Data management Plan

Section A: Project Information			
Site Code:	ORLF-24	Other Site Codes	N/A
Site Full Location	Land adjacent to the Old School House, Farriers Close, Fringford, Oxfordshire OX27 8DD		
OASIS ID:	tbc	K-Code:	K
Museum Acc. #	OXCMS: 2024.55	NGR #	SP 60373 28919
Planning Ref #:	22/00998/F	Planning Authority	Cherwell District Council
DMP Written	08/05/2024	DMP Last Updated	n/a
Project Manager/ Primary Contact:	Jonathan Webster	Project Type:	Watching Brief
Client:	Shanly Homes on behalf of Sorbon Estates	Site Supervisor:	Tbc
Data Sharing Agreement in Place?	No		
Data Management Responsibility	Pre-Construct Archaeology Limited	Who will take possession of the generated data at the end of the project	Archaeology Data Service (ADS)
Section B: Estimated Volume of Data			
File types generated as part of the project archive by PCA:			
Data Type	Format	Estimated Volume	Details/Comment
Spreadsheets	Excel (.xlsx), .csv	4	
Database	Access (.accdb)	1	
Text/Documents	.pdf, Word (.docx)	1	
Images	.jpeg, .png, .DNG	100	
Graphics	.dwg,	4	
GIS	.shp	1	
Will existing or external data be utilised?			YES

If yes, list type of data and source: Historic Environment Record data (original HER data will not be archived, but processed data will be part of the final archivable report)				
Data Type	Format	Estimated Volume	Source	Details/Comment
Images	.jpeg, .png, .DNG	10		
Graphics	.dwg,	4		
GIS	.shp	1		Licence No: 21-4644
Text/Documents	.pdf, Word (.docx)	1		Licence No: 21-4644
Section C.: Data Acquisition, Processing, and Analysis				
What methods and data standards will be undertaken?				
Field data will be collected through digital and analogue means as set out within the project design. All data that will be collected will aim to work to best practice guidelines as outlined by CIFA and the ADS, and will be updated as the project progresses, or as guidance is modified.				
What file naming/structure is in place and how will version control be maintained? Display example below.				
<p>Example file name: 2023_01_01_K1234_site_address_County_project type_report_JW_001</p> <p>Key: Date_Project Code_Site name_report type_author identifier_version control identifier</p> <p>The project archive will be stored in a project specific folder, with sub folders being utilised to further sub-classify data as appropriate (e.g. databases, photos, reports, etc.).</p>				
What Quality Assurances of the data are in place?				
All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct. All staff will be trained appropriately and checks of the dataset by the project lead will be undertaken as part of the archive checking element of the project.				
Section D: Documentation and Metadata:				
How can the data be read?				
Data collected during the course of the project will include standard formats as listed within section B.				
What documentation and metadata will be provided when the data is archived?				
A catalogue of the digital archive, material archive, paper archive, and the supporting metadata will be provided to the digital repository				

Section E: Ethics and Legal Compliance:	
How can the identity of individuals be protected if required	
Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required.	
Is the data GDPR 2018 compliant?	
All digital archive data is compliant with GDPR as outlined within PCA's GDPR policy.	
Who owns the data generated during the course of this project?	
Copyright for all data generated or collected by the project team belongs to PCA. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given during reporting and when archived. Any licences agreed with external parties will be included within the project archive.	
Section F: Storage and Backup:	
Is sufficient storage in place?	
All project data will be held on a server based at our regional office and backed up at the end of each day. The server has sufficient space to hold all data generated during the project.	
What backups are in place?	
Project data will be stored on a companywide intranet and on servers located at our regional office.	
What data security is in place?	
All project data is restricted by permission-based access and single factor authentication. The only exception to this is when external finds or data specialists are consulted, with only files pertinent to their role are shared directly.	
Section G: Selection and Preservation:	
Which data will be selected for inclusion within the project archive?	
Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured, and will adhere to the formats listed in section B. Any deselected data will be deleted after deposition with the ADS or relevant archival repository.	
What is the long-term preservation plan for the project dataset?	
The digital archive will be deposited with the ADS.	
If this is a larger project, has the ADS been contacted regarding accession of the project dataset?	YES <u>NO</u>
Has the Museum or depository been contacted	<u>YES</u> NO
Section H: Data Dissemination:	

How will the dataset or parts of it be shared?

The final project report will be uploaded to the HER via OASIS and subsequently released onto ADS's report library. Additionally, the report will be published as a note in the regional archaeological journal. After deposition of the digital archive, the ADS and relevant depository are able to share the data under licence.



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