

Symmetry Park Ardley Oxfordshire

*Written Scheme of Investigation for
an Archaeological Evaluation*



for:
Environmental Dimension
Partnership

CA Project: AN0619

August 2022



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Figure 1 Site Location and Trench Layout

1. INTRODUCTION

- 1.1. This document is a Written Scheme of Investigation (WSI) by Cotswold Archaeology (CA) for an archaeological evaluation at Symmetry Park, Ardley, Oxfordshire at centred on National Grid Reference (NGR) 455362 229178 (see Figure 1). This WSI has been prepared for the Environmental Dimension Partnership (EDP).
- 1.2. Proposals are to be submitted to Cherwell District Council (CDC) which will seek to gain outline planning permission (all matters reserved) for the erection of buildings comprising logistics (Use Class B8) and ancillary office (Use Class E(g)(i)) floorspace. An Archaeological and Heritage Assessment (AHA) was prepared (EDP 2021 and two phases of geophysical survey have been carried out (ASWYAS 2015, 2021) which have informed subsequent advice from OCCLA; that a trial trench evaluation of the site should be carried out. This work is detailed in this Written Scheme of Investigation WSI) which sets out the programme of work, and the work cannot be carried out until this document is approved. This WSI is for an initial evaluation and OCCLA may require further works outside the scope of this WSI. No changes will be made to the specification without the agreement of OCCLA before being implemented. The scope of this evaluation was defined with the agreement of Victoria Green, archaeological Advisor to CDC. This WSI has been submitted to OCCLA for their review and updated to reflect the contractor that has been appointed to undertake the said works.
- 1.3. This WSI has been guided in its composition by *Standard and guidance for archaeological field evaluation* (ClfA 2014; updated October 2020), *Management of Research Projects in the Historic Environment (MoRPHE) PPN 3: Archaeological Excavation* (Historic England 2015) and *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015). It has also been guided by the results of the previous surveys as discussed above in section 1.2.

The site

- 1.4 The site is located immediately to the east of the junction between the A43 and B4100 and 0.5km north-east of Junction 10 of the M40 near Ardley, Oxfordshire. The site is centered on National Grid Reference (NGR) 455362 229178 (see Figure 1).
- 1.5 The site comprises two land parcels covering an area of approximately 77.81ha, the larger parcel being located north of the B4100 road, and the smaller located to the south. These

two land parcels are comprised of eight agricultural, arable fields which are defined by field boundaries and hedgerows. The site is located in an area of predominantly agricultural land, with sparsely located residential and commercial development. The surrounding landscape is generally low lying. The Moto Cherwell Valley motorway services and the Travelodge Bicester Cherwell Valley, within the service station, are located within 100m of the southern boundary of the southern parcel, and an Esso service station (Baynards Green Service Station) is located approximately 100m west of the northern parcel's western boundary on the A43/B4100 roundabout junction. Baynards Green Farm, to the west now converted to a commercial estate, is located immediately beyond the Esso service station.

- 1.6 The underlying geology within the site largely comprises sedimentary bedrock of the White Limestone Formation formed approximately 168 to 166 million years ago in the Jurassic Period, with Jurassic Forest Marble Formation and Bladon member mudstone and limestone in the central eastern part of the site (BGS 2022). No superficial deposits are recorded. <https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/>
- 1.7 The largely flat land within the site is, lies at an elevation of approximately 115m above Ordnance Datum (aOD), although it gently slopes downwards towards the east, to an elevation of c. 110m aOD along the eastern boundary road.

2 ARCHAEOLOGICAL BACKGROUND

- 2.1 A The archaeological and historical background have previously been detailed in the Archaeological and Heritage Assessment (EDP 2021), with data drawn from the Oxfordshire Historic Environment Record (HER), the two geophysical surveys and other sources, including the CFA 2022 WSI. The results are summarised here:

Prehistoric

- 2.2 A possible 'banjo-enclosure' (HER: MOX23339) lies within the northern parcel of land forming the site. The enclosure was identified as a cropmark from aerial photographs, along with a possible trackway. It is likely that this formed part of an Iron Age settlement site, with additional peripheral ditches and/or trackways.

2.3 The more recent of the two geophysical surveys (ASWYAS 2021) has indicated a far more complex arrangement of features in this area, possibly relating to multiple phases of occupation (see below). In the more recent of the two geophysical surveys (ASWYAS 2021) a further record was noted on the northern boundary of the site and related to a possible ring ditch (HER: MOX27036) that may date to the Bronze Age. This possible archaeological feature was noted as a cropmark on aerial photographs taken in 1961, however, no evidence of the ditch was recorded by a geophysical survey carried out in 2015 (ASWYAS 2015) which covered that part of the site. It is possible that the ring ditch is still there but was not picked up by this survey; the recent survey appears to have picked up a more detailed array of features elsewhere on the site.

2.4 In the wider environs of the site, further evidence for prehistoric activity in the form of earthworks of a possible Neolithic mortuary enclosure (HER: MOX12362) were identified at Stoke Lyne Wood, c. 540m to the south of the site, whilst possible evidence of Bronze Age round barrows have been identified from aerial photographs (HER: MOX4920) c. 525m to the north-east of the site.

2.5 Two undated enclosures, identified from aerial photographs, may also have prehistoric origins; (HER: MOX23340 and MOX23341) located c. 450m and c. 350m north of the site respectively. These features have not been tested through archaeological investigation.

Romano-British

2.6 There are no records relating to Romano-British activity within the site on the HER, and only one in the 1km study area. This relates to the recovery of Roman coins (HER: MOX4747) recorded in 1939, c. 0.7km to the north-east of the site. It is also notable that the earlier geophysical survey (ASWYAS 2015) did not identify any definitively Roman features within the site, though it is possible that some of the anomalies detected by the more recent survey (ASWYAS 2021) could be associated with features of Roman date.

Early Medieval and Medieval

2.7 No early medieval nor medieval archaeological sites or artefact findspots are recorded within the site on the HER, though there are a number in the wider study area. The HER records an open area at Baynard's Green, c. 150m to the west of the site, as having been associated with medieval tournaments and subsequently a racecourse (HER: MOX4853). The record

cites that it also may have been a camping ground or meeting place and is located close to a crossroads. Given the temporary nature of the activity here, it seems unlikely that any below ground archaeological features would manifest from this activity and regardless, it is also unlikely this activity extended onto the site, which is set back from the record's location features would manifest from this activity and regardless, it is also unlikely this activity extended onto the site, which is set back from the record's location. In addition to a Grade II* listed church and associated headstones at Stoke Lyne c. 0.9km to the south-east of the site, a number of other records relate to medieval activity in and around the village. These comprise earthworks representative of a shrunken medieval village (HER: MOX4910), a well (HER: MOX4919), a number of ditches observed in a watching brief in 2002 (HER: MOX12272), a linear ditch containing mid-16th century pottery identified during a 2017 watching brief (HER: MOX27083) and medieval features, including another possible well, identified during an archaeological evaluation in 1993 (HER: MOX4918). Documentary evidence also suggests that Stoke Lyne is the possible site of a Saxon battleground, dating to AD584 (HER: MOX27961), however, two possible locations for this battleground are cited so the record is not certain. These records indicate a medieval settlement, located adjacent to the existing settlement at Stoke Lyne, which did not extend into the site. The deserted medieval settlement of Cotes (HER: MOX4745) is recorded c. 440m to the north-west of the site, indicating a further area of activity. In common with Stoke Lyne, it is unlikely that archaeological remains from Cotes extended into the site. The earlier geophysical survey (ASWYAS 2015) did not identify any significant features within the site of possible early medieval or medieval date. The survey did, however, record evidence for broad areas of former ridge and furrow suggesting that the land at the site was probably part of an agricultural open field during the medieval period. It is also possible that some of the anomalies detected by the more recent geophysical survey (ASWYAS 2021) may relate to early medieval and/or medieval activity.

Post-medieval and Modern

- 2.8 There are no records relating to the post-medieval nor modern periods within the site recorded by the HER. In the wider area, there are two records, in addition to a number of listed buildings in the village of Stoke Lyne. The two records both relate to milestones (HER: MOX4902 and MOX4836) recorded close to the course of the A43 to the north and south-west of the site, c. 360m and 450m from the site boundary respectively. These were recorded in 1976, and there is no information that would suggest they survived the recent dualling of the A43.

2.9 The earlier geophysical survey (ASWYAS 2015) identified evidence for extraction pits on the site, which most-probably date from the post-medieval period; further such evidence is also apparent on the recent survey (ASWYAS 2021) with a possible large quarry pit towards the south-east corner of the southern land parcel. This is supported by evidence from an estate map of 1860, which records a field name within the site as 'stone pit ground'.

2.10 It is likely that the site continued in agricultural and quarrying use during this period becoming enclosed by the 18th century. It is considered that there is a high potential for buried remains from the post-medieval and modern periods within the site. These are likely to represent the buried remains of former extraction pits, field boundary and drainage ditches and gullies, which would be of negligible archaeological interest.

Previous Archaeological Fieldwork

2.11 A geophysical survey was undertaken on part of the site in March 2015 and comprised a detailed magnetometer survey of a previous application site comprising the greater part of the current site. The deserted medieval settlement of Cotes (HER: MOX4745) is recorded c. 440m to the north-west of the site, indicating a further area of activity. In common with Stoke Lyne, it is unlikely that archaeological remains from Cotes extended into the site (ASWYAS 2015). This survey detected individual anomalies consistent with cut linear features focused in the eastern portions of the survey area, close to the area of the recorded possible banjo enclosure. If related to this, they are located well away from the main area of the enclosure and are likely to represent outlying peripheral boundary ditch features and not settlement enclosures.

2.12 Other features were identified, likely comprising evidence for extraction pits and aspects of former agricultural regimes, including evidence for buried furrows and former field boundaries, as well as modern drainage features. No other anomalies were identified within the site, and it was concluded that there was a low potential for it to contain significant archaeological remains, with a moderate potential in the eastern areas of the survey site for isolated linear ditches of low archaeological interest, which may relate to Iron Age settlement.

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- 2.13 Additional geophysical survey was carried out in November/December 2021 (ASWYAS 2021) which covered the remaining extents of the site that were not surveyed in 2015. This identified a cluster of anomalies that appear to comprise a series of overlaid enclosures with various related features such as pits and linear anomalies in the area of the 'banjo-enclosure'. A possible boundary ditch arcs around the group on its western and southern sides which may have enclosed it. Several distinct rectilinear features can be identified within the group. The anomalies are equivalent to the 'banjo enclosure' and possible trackway recorded by the HER from cropmarks in the same location. The distinct form of a banjo enclosure is not clearly identifiable in the group, although an enclosure with a funnel-like possible entrance is discernible which has some characteristics suggestive of this type of feature.
- 2.14 The group probably comprises the buried remains of a farmstead or small rural settlement of the later prehistoric (probably Iron Age) or possibly Roman period. It is anticipated that these features will be targeted by trial trenching and a more precise interpretation and characterization can be ascertained.
- 2.15 The survey also identified several linear anomalies that appear to adjoin the boundaries associated with the probable settlement to the south, south-east and east. These may represent field boundary ditches associated with the settlement remains, similar to those identified in the 2015 survey.
- 2.16 The survey also identified linear anomalies in the southern part of the site that possess the characteristics of trackway drainage ditches, running from south-east to north-west up to the modern road which bisects the two parts of the site. Given that the possible buried ditches appear to spread apart to the north-west to form a funnel shape, they may represent the buried remains of a drove way of undetermined date.
- 2.17 Additionally, the 2021 survey also identified several discrete anomalies that could represent the locations of buried pits of undetermined age within the southern field. A notable group of anomalies is located close to the northern boundary of the field. As isolated features or groups of features the anomalies do not appear to be associated with settlement and the most likely scenario is that, if they are archaeological that they are associated with agriculture.

2.18 As in the 2015 survey, the 2021 geophysics also identified anomalies thought to represent the buried remains of furrows and of what are probably post-medieval quarry pits

Cartographic Sources

2.19 The earliest map consulted for the AHA, detailing the area of the proposed development was the 1797 Davis Map of Oxfordshire, which shows that the site was rural and undeveloped at this time. Indeed, the map depicts the northern part of the site as open land, crossed by tracks but with no well-defined boundaries, either comprising arable land or grassland that was presumably pasture or heathland. The southern part appears divided into two fields by a boundary, with arable land to the north and possibly pasture to the south. The trackways depicted crossing the site bear no relationship to the current road or field boundary arrangement.

2.20 No Tithe map dating to the mid-19th century is available for Stoke Lyne, as the Tithe had already been commuted in an enclosure award at the end of the 18th century. An 1860 estate map of Stoke Lyne shows that the area had become enclosed during the period between 1797 and 1860. The regular, straight field boundaries and consistent field sizes are characteristic of planned enclosure, implemented in a single process, possibly by Act of Parliament. These field divisions remain extant today, reflecting the current layout of the site, although the boundary between the westernmost fields has been removed in recent years. Another characteristic that probably dates from this period of enclosure is the straight northern road, which runs along the northern boundary of the site between the newly laid out fields. There is no sign of the earlier trackways crossing the site.

2.21 The first edition OS map of 1881 shows no change to the site, nor does the second edition OS map of 1888, though an old quarry is noted on the 1900 map in the southern part of the site. The subsequent 1922 edition of the Ordnance Survey mapping shows no change to the site, with the 1952 edition showing the only change to be the cultivation of a small parcel of woodland at the southern edge of the southern parcel of the site. There is also little change to the surrounding areas until the most recent edition of 1982, which depicts the upgraded A43, running as a dual carriageway on an alignment to the east of the old road; and 1993, which illustrates the route of the M40 to the west of the site. The Cherwell Valley services, to the south of the site, were then constructed in 1994, and the

Baynard's Green services complex to the west of the site constructed in more recent years.

2.22 The cartographic sources thus indicate that the site has remained as agricultural land from the late 18th century onwards, with the only notable change being the implementation of field divisions in the early/mid-19th century, which remain reflected in the current division of the site. As such, the maps do not suggest any additional archaeological feature that might be present within the site, other than post-medieval and modern agricultural and extractive features as described previously.

3 AIMS AND OBJECTIVES

3.1 The general objective of the evaluation is to provide further information on the likely archaeological resource within the site, including its presence/absence, character, extent, date and state of preservation. This information will enable CDC to identify and assess the particular significance of any archaeological heritage assets within the site, consider the impact of the proposed development upon that significance and, if appropriate, develop strategies to avoid or minimise conflict between heritage asset conservation and the development proposal, in line with the *National Planning Policy Framework* (MHCLG 2021). A further objective of the project is to compile a stable, ordered, accessible project archive (see Section 7).

The Research Objectives

- To investigate the evidence for and origins of the different phases of land use and enclosure within the areas subject to trial trench evaluation (see Figure 1), including any evidence for pre-Roman, Roman, early medieval, medieval and post-medieval activity;
- To place the results of the investigation within the wider landscape context and contribute to an understanding of the pattern of land use;
- Using the spectrum of environmental techniques appropriate for this aspect of investigation, an attempt will be made to model the landscape and its transformation brought about by the settlement's inhabitants and due to natural events.
- Research objectives will be re-evaluated during the course of the project to reflect the nature and significance of findings, they will be informed by and will follow the relevant regional

research framework; Solent-Thames Regional Research Framework for the Historic Environment (Hey and Hind 2014).

4 METHODOLOGY

- 4.1 The area for evaluation will be 77.81 ha and the sample will initially comprise a will be investigated by a 2% sample of linear trial trenches (173 x 50m trenches). The Trench distribution will comprise a mix of targeted trenches (on geophysical anomalies) and a general spread across the whole site. The trenches will be laid out according to the plan agreed with OCCLA. An additional contingency for up to a further 2% sample of a 47.97 Ha area (107 trenches) within the site is also included.
- 4.2 Trenches will be set out on OS National Grid co-ordinates using Leica GPS. They will be scanned for live services by trained CA staff using CAT and genny equipment, in accordance with the *CA Safe System of Work for avoiding underground services*. The positions of the trenches may be adjusted on site to account for services or other constraints, with the approval of Victoria Green, archaeological advisor to CDC.
- 4.3 Overburden will be stripped from the trenches by a mechanical excavator fitted with a toothless grading bucket. All machining will be conducted under archaeological supervision and will cease when the first significant archaeological horizon or natural substrate is revealed (whichever is encountered first). Topsoil and subsoil will be stored separately adjacent to each trench. The ends of the trenches will be ramped/sloped to allow for the egress of any fauna which fall into the trench. Upcast and spoil from mechanical excavation will be scanned by eye and by metal detector to aid the recovery of topsoil artefacts. Metal detecting will also be conducted over the surface of all exposed features before the end of each working day as a countermeasure to 'nighthawking'. The detector will not be set to discriminate against iron.
- 4.4 Following machining, any archaeological features present will be investigated, planned and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. Each context will be recorded by written and measured description. Records will be entered directly into the CA Digital Recording System (DRS) and/or onto pro-forma site recording sheets. Hand-drawn sections of excavated archaeological features will be prepared (scale 1:10 or 1:20, as appropriate). Features/deposits will be recorded in plan using Leica GPS or Total Station (as appropriate), in accordance with *CA Technical Manual 4: Survey Manual*. Photographs (digital colour) will be taken as appropriate.
- 4.5 Sample excavation of archaeological deposits will be sufficient to achieve the aims and objectives identified in Section 3 (above). The level of investigation will be set by the

archaeological advisor to CDC. Excavation (where undertaken) will not compromise the integrity of the archaeological record and will be carried out in such a way as to allow for the subsequent protection of remains, either for conservation or to allow more detailed investigations to be conducted at a later date. Trenches will not be backfilled without the approval of OCCLA. Further trenching or deposit testing may be a requirement of the site monitoring visit by OCCLA if unclear archaeological remains or geomorphological features present difficulties of interpretation, or to assist with the formulation of a mitigation strategy. Appropriate provision should be made for this eventuality. OCCLA will be informed in writing at least one week in advance of the proposed start date for the project.

4.6 All such sample excavation will be conducted by hand and will typically comprise a 50% sample of discrete features and 10% of linear features.

4.7 All excavation and on-site recording will be carried out according to standard CA procedures. Archaeological sections will normally be hand drawn at 1:10 or 1:20 and plans at an appropriate scale, by completing standard CA record forms. Photographs will include an appropriate scale. All photographs will be recorded on a photographic register detailing subject, location and direction of shot. The photographic record will consist of high-quality digital uninterpolated images of at least 10 megapixels taken using a camera with an APS-C or larger sensor. Metric scales of appropriate lights will be used. Digital photographs intended for archive will be available in non-proprietary raw format. Survey will be carried out with RTK initialised GNSS equipment accurate to 8mm horizontally and 12mm vertically. The stratification will be recorded even if no deposits of archaeological significance are discovered. The trenches will be backfilled on completion of excavation.

4.8 Upon completion of the evaluation, all trenches will be backfilled by a mechanical excavator.

Artefacts

4.9 Artefacts will be recovered and retained for processing and analysis in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation*. Artefacts will be collected and bagged by context. Artefacts from topsoil, subsoil and unstratified contexts will normally be noted but not retained unless they are of intrinsic interest. All artefacts from stratified excavated contexts will be collected, except for large assemblages of post-medieval or modern material. Such material may be noted and not retained or, if appropriate, a representative sample may be collected and retained.

Environmental remains

- 4.10 The selection, collection and processing of environmental samples will follow the guidelines outlined in *Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011) and *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.
- 4.11 Due care will be taken to identify deposits which may have environmental potential and, where appropriate, a programme of environmental sampling will be initiated. The sampling strategy will be adapted for the specific circumstances of the site, in close consultation with the CA Environmental Officer and the archaeological advisor to CDC but will follow the general selection parameters set out in the following paragraphs.
- 4.12 Secure, phased deposits, especially those related to settlement activity and/or structures, will be considered for sampling for the recovery of charred plant remains, charcoal and mineralised remains. Any cremation-related deposits (where excavated; see *Human remains*, below) will be sampled appropriately for the recovery of cremated human bone and charred remains. If any evidence of *in situ* metal working is found, suitable samples will be taken for the recovery of slag and hammerscale.
- 4.13 Where sealed waterlogged deposits are encountered, samples will be considered for the recovery of waterlogged remains (including insects, molluscs and pollen) and any charred remains. The taking of sequences of samples for the recovery of molluscs and/or waterlogged remains will be considered through any suitable deposits, such as deep enclosure ditches, barrow ditches, palaeochannels, or buried soils. Monolith samples may also be taken from suitable deposits as appropriate to allow soil and sediment description/interpretation, as well as sub-sampling for pollen and other micro/macrofossils such as diatoms, foraminifera and ostracods.
- 4.14 The need for more specialist samples (such as OSL, archaeomagnetic dating and dendrochronology) will be evaluated on site. If required, any such samples will be taken in consultation with the relevant specialists.
- 4.15 Sample processing will be carried out in conjunction with the relevant specialists. Flotation or wet sieve samples will be processed to 0.25mm. More specialist samples, such as those for pollen, will be prepared by the relevant specialists.

Treasure

4.16 Upon discovery of treasure, CA will notify EDP and OCAS immediately. CA will comply fully with the provisions of the Treasure Act 1996 and the Code of Practice referred to therein. Findings will be reported to the coroner within 14 days.

Human remains

4.17 Any human remains (skeletal or cremated) will be treated with due decency and respect at all times.

4.18 Small slots will be hand-excavated across any suspected burial features (inhumations or cremated bone deposits) in order to confirm the presence and condition of any human bone. Once confirmed as human, the buried remains will not normally be disturbed through any further investigation at the evaluation stage and will be left *in situ* where possible. EDP and OCAS will be informed immediately.

4.19 Where further disturbance is unavoidable, or where full exhumation of the remains is deemed necessary, exhumation will be conducted following the provisions of the Coroner's Unit in the Ministry of Justice. All excavation of human remains and associated post-excavation processes will be in accordance with the standards set out in *Updated Guidelines to the Standards for Recording Human Remains* (ClfA 2017), *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (Historic England 2018) and *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (Advisory Panel on the Archaeology of Burials in England 2017).

5 PROGRAMME

5.1 It is anticipated that the project fieldwork will require 8 weeks to complete. It is anticipated that analysis of the results and subsequent reporting will take up to a further 4-5 weeks, subject to any specialist reports that might be required.

6 PROJECT STAFF

6.1 This project will be under the management of Richard Greatorex, MClfA, Principal Fieldwork Manager, CA (Andover Office). The Project Manager will direct the overall conduct of the evaluation during the period of fieldwork. Day-to-day responsibility will, however, rest with the Project Leader, who will be on-site throughout the project.

6.2 The field team will consist of a maximum of 7 staff (one Project Officer, one Project Supervisor and five Archaeologists).

6.3 Specialists who may be invited to provide advice and report on specific aspects of the project as necessary are:

- **Ceramics:** Ed McSloy BA (Hons) MCIfA (CA), Grace Jones BA MA Phd MCIfA (CA), Alejandra Gutierrez BA (Hons) PHd MCIfA (CA), Stephen Benfield BA (CA), Jacky Sommerville BSc MA PCIfA (CA), Peter Banks LLB LLM PCIfA (CA) and Alistair Barclay BSc PhD FSA MCIfA (CA)
- **Metalwork:** Ed McSloy MCIfA (CA), Grace Jones BA MA Phd MCIfA (CA)
- **Flint:** Jacky Sommerville PCIfA (CA) and Pippa Bradley BA MPhil Dip Post-Ex MCIfA (CA)
- **Animal bone:** Andy Clarke BA ACIfA (Hons) MA (CA) and Matilda Holmes PhD BSc MSc ACIfA (freelance)
- **Human bone:** Sharon Clough MCIfA (CA)
- **Environmental remains:** Sarah Wyles MCIfA (CA)
- **Conservation:** Pieta Greeves BSc MSc ACR (Drakon Heritage and Conservation)
- **Geoarchaeology:** Agata Kowalska (CA)

6.4 Depending on the nature of the deposits and artefacts encountered, it may be necessary to consult other specialists not listed here. A full list of specialists currently used by CA is given as Appendix A.

7 POST-EXCAVATION, REPORTING AND ARCHIVING

1.12 Reporting

7.1 An illustrated typescript report will be compiled on the evaluation results. This report will include:

- an abstract preceding the main body of the report, containing the essential elements of the results;
- a summary of the project's background;
- a description and illustration of the site location;
- a methodology of the works undertaken;

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- integration of, or cross-reference to, appropriate cartographic and documentary evidence and the results of other research undertaken, where relevant to the interpretation of the evaluation results;
 - a description of the evaluation results;
 - an interpretation of the evaluation results, including a consideration of the results within their wider local/regional context;
 - a site location plan at an appropriate scale on an Ordnance Survey (or equivalent) base-map;
 - a plan showing the locations of the trenches in relation to the site boundaries;
 - plans of each trench, or part of trench, in which archaeological features were recorded. These plans will be at an appropriate scale to allow the nature of the features to be shown and understood. Plans will show the orientation of trenches in relation to north. Section drawing locations will also be shown on these plans. Archaeologically sterile areas will not normally be illustrated;
 - appropriate section drawings of trenches and archaeological features. These drawings will include OD heights and will be at scales appropriate to the stratigraphic detail being represented. Drawings will show orientation in relation to north/south/east/west;
 - photographs showing significant archaeological features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the photograph captions;
 - summary tables of the recorded contexts and recovered artefacts;
 - a summary of the contents of the project archive and details of its location;
 - specialist assessment or analysis reports (where undertaken). Specialist artefact and palaeoenvironmental assessments will take into account the wider local/regional contexts and will include:
 - specialist aims and objectives;
 - processing methodologies (where relevant);
 - any known biases in recovery, or problems of contamination/residuality;
 - quantities of material; types of material present; distribution of material;
 - for environmental material, a statement on abundance, diversity and preservation;
 - a summary and discussion of the results, to include significance in a local and regional context.

7.2 The draft evaluation report will be distributed to EDP and the archaeological advisor to CDC for review prior to finalisation. All copies of the report (draft and final) will be issued in pdf format.

Academic and public dissemination

7.3 It is anticipated that a short note on the evaluation results will be produced for inclusion within the Oxoniensia journal

7.4 Subject to any contractual constraints, a summary of information from the project will be entered onto the OASIS online database of archaeological projects in Britain. This will include a digital (pdf) copy of the final report, which will also appear on the Archaeology Data Service (ADS) website once the OASIS record has been verified.

7.5 A digital (pdf) copy of the final report will also be made available for public viewing via CA's *Archaeological Reports Online* web page (<http://reports.cotswoldarchaeology.co.uk>).

1.13 Archive deposition

7.6 All artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA technical manuals and Oxfordshire Museums Services guidelines .

7.7 An ordered, indexed, and internally consistent site archive will be prepared in accordance with the *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2014; updated October 2020), *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (Archaeological Archives Forum 2007) and *Standard and Guide to Best Practice for Archaeological Archiving in Europe: EAC Guidelines 1* (Europae Archaeologia Consilium 2019), as well as the relevant Oxfordshire Museums Services guidelines.

7.8 Depending on the nature and scope of any subsequent programme of archaeological mitigation works at the site, the evaluation archive may be combined with that for any subsequent works and deposited as a single archive. Confirmation of this will be included in any forthcoming WSI.

7.9 CA will make arrangements with Oxfordshire's Museum Service for the deposition of the site archive and, subject to agreement with the legal landowner(s), the artefact collection.

Selection strategy

7.10 As noted in para. 4.8, artefacts from topsoil, subsoil and unstratified contexts will normally be noted but not retained unless they are of intrinsic interest. All artefacts from stratified excavated contexts will be collected, except for large assemblages of post-medieval or modern material. Such material may be noted and not retained or, if appropriate, a representative sample may be collected and retained.

7.11 The site-selected material archive returned to the CA offices will be reviewed following analysis. Stakeholders will make selection decisions based on CA Finds Manager/Officer reports and selection recommendations. The selection will take place during archive compilation. After discussion with the relevant museum Curator and the CA Finds Managers/Officers, it is possible that no material postdating AD 1800 will be retained for inclusion in the preserved archive.

Digital archive

7.12 A digital archive will be deposited with the Archaeology Data Service (ADS). This archive will be compiled in accordance with the *ADS Guidelines for Depositors*.

Data management

7.13 All born-digital and digitally-transferred project data created during fieldwork and post-excavation (other than duplicated files) will be stored by CA. Upon project completion and deposition, the data will be transferred to a secure external server. Data will be selected for inclusion in the final digital archive, as detailed below. It is proposed that data selection will occur following completion of post-excavation work.

7.14 Selected digital files will be transferred to Oxfordshire Museum's Service with the documentary and material archive and to the ADS, in line with the relevant guidance and standards for both organisations. In adherence to CA's *Guidelines for essential archive tasks and the preparation of archives* (2017), it is proposed that the selected files will include final versions only. Digital photographs will be selected for inclusion in the archive in line with CA's *Guidelines for essential archive tasks and the preparation of archives* (2017) and *Digital Image Capture and File Storage: Guidelines for Best Practice* (Historic England 2015). Data produced by external specialists or sub-contractors will be granted under license to CA to allow inclusion in the digital archive as required.

8 HEALTH, SAFETY AND ENVIRONMENT

8.1 CA will conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent health and safety legislation, as well as the CA Health and Safety and Environmental policies and the CA Safety, Health and Environmental Management System (SHE). Any client/developer/Principal Contractor policies and/or procedures will also be followed. A site-specific Construction Phase Plan (form SHE 017) will be formulated prior to commencement of fieldwork.

9 INSURANCES

9.1 CA holds Public Liability Insurance to a limit of £15,000,000 and Professional Indemnity Insurance to a limit of £10,000,000.

10 MONITORING

10.1 Notification to OCAS will be provided at least two weeks in advance of the start of site works, so that appropriate monitoring can be scheduled. It is understood that this notification has already been provided to OCAS by EDP, for a start date of the 30 August. This will allow OCAS sufficient/regular opportunities to visit the evaluation and check on the quality and progress of the work and assess the significance of any archaeological potential being revealed.

11 QUALITY ASSURANCE

11.1 CA is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, CA endorses the Code of Conduct (ClfA 2019) and the *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment* (ClfA 2014; updated October 2020). All CA Project Managers hold Member status within the ClfA.

11.2 CA operates an internal quality assurance system as follows: projects are overseen by a Project Manager, who is responsible for the quality of the project. The Project Manager reports to the Chief Executive, who bears ultimate responsibility for the conduct of all CA operations. Matters of policy and corporate strategy are determined by the Board of Directors and, in cases of dispute, recourse may be made to the Chairman of the Board.

12 PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

12.1 It is not anticipated that this evaluation will afford opportunities for public engagement or participation during the course of the fieldwork. However, the evaluation results will be made publicly available on the ADS and CA websites, as set out in Section 7.

13 STAFF TRAINING AND CPD

13.1 CA has a fully documented mandatory performance management system for all staff. This system reviews personal performance, identifies areas for improvement, sets targets and ensures the provision of appropriate training within CA's adopted training policy. In addition, CA has developed an award-winning career development programme for its staff. This ensures a consistent and high-quality approach to the development of appropriate skills.

13.2 As part of CA's requirement for continuing professional development, all members of staff are required to maintain a personal development plan and an associated log; these are reviewed within the performance management system.

14 REFERENCES

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APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS

Ceramics

Neolithic/Bronze Age	Ed McSloy BA MCIFA (CA) Alistair Barclay BSc PhD FSA MCIfA (CA) Grace Jones BA MA Phd MCIfA (CA) Jacky Sommerville BSc MA PCIfA (CA) Emily Edwards (freelance) Dr Elaine Morris BA PhD FSA MCIFA (University of Southampton) Anna Doherty MA (Archaeology South-East) Sarah Percival MA MCIFA (freelance) Steve Benfield BA (CA)
Iron Age/Roman	Ed McSloy BA MCIFA (CA) Alistair Barclay BSc PhD FSA MCIfA (CA) Grace Jones BA MA Phd MCIfA (CA) Peter Banks LLB LLM PCIfA (CA) Jacky Sommerville BSc MA PCIfA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Steve Benfield BA (CA)
(Samian)	Gwladys Montell MA PhD (freelance) Steve Benfield BA (CA)
(Amphorae stamps)	Dr David Williams PhD FSA (freelance)
Anglo-Saxon	Alejandra Gutierrez BA (Hons) PHd MCIfA Alistair Barclay BSc PhD FSA MCIfA (CA) Grace Jones BA MA Phd MCIfA (CA) Jacky Sommerville BSc MA PCIfA (CA) Paul Blinkhorn BTEch (freelance) Dr Jane Timby BA PhD FSA MCIFA (freelance) Sue Anderson, M Phil, MCIFA, FSA (freelance)
Medieval/post-medieval	Alejandra Gutierrez BA (Hons) PHd MCIfA Ed McSloy BA MCIFA (CA) Alistair Barclay BSc PhD FSA MCIfA (CA) Grace Jones BA MA Phd MCIfA (CA) Jacky Sommerville BSc MA PCIfA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Stephanie Ratkai BA (freelance) Paul Blinkhorn BTEch (freelance) John Allan BA MPhil FSA (freelance) Richenda Goffin BA MCIFA (CA) Sue Anderson M Phil, MCIFA, FSA (freelance)
South-West	Henrietta Quinnell BA FSA MCIFA (University of Exeter)
Clay tobacco pipe	Reg Jackson MLitt MCIFA (freelance) Marek Lewcun (freelance) Kieron Heard (freelance) Richenda Goffin BA MCIFA (CA)
Ceramic building material	Ed McSloy MCIFA (CA) Peter Banks LLB LLM PCIfA (CA) Richenda Goffin (Roman painted wall plaster) CBM, BA MCIFA (CA) Steve Benfield BA (CA) Dr Peter Warry PhD (freelance) Sue Anderson M Phil, MCIFA, FSA (freelance)

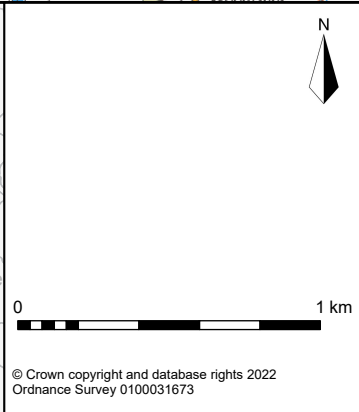
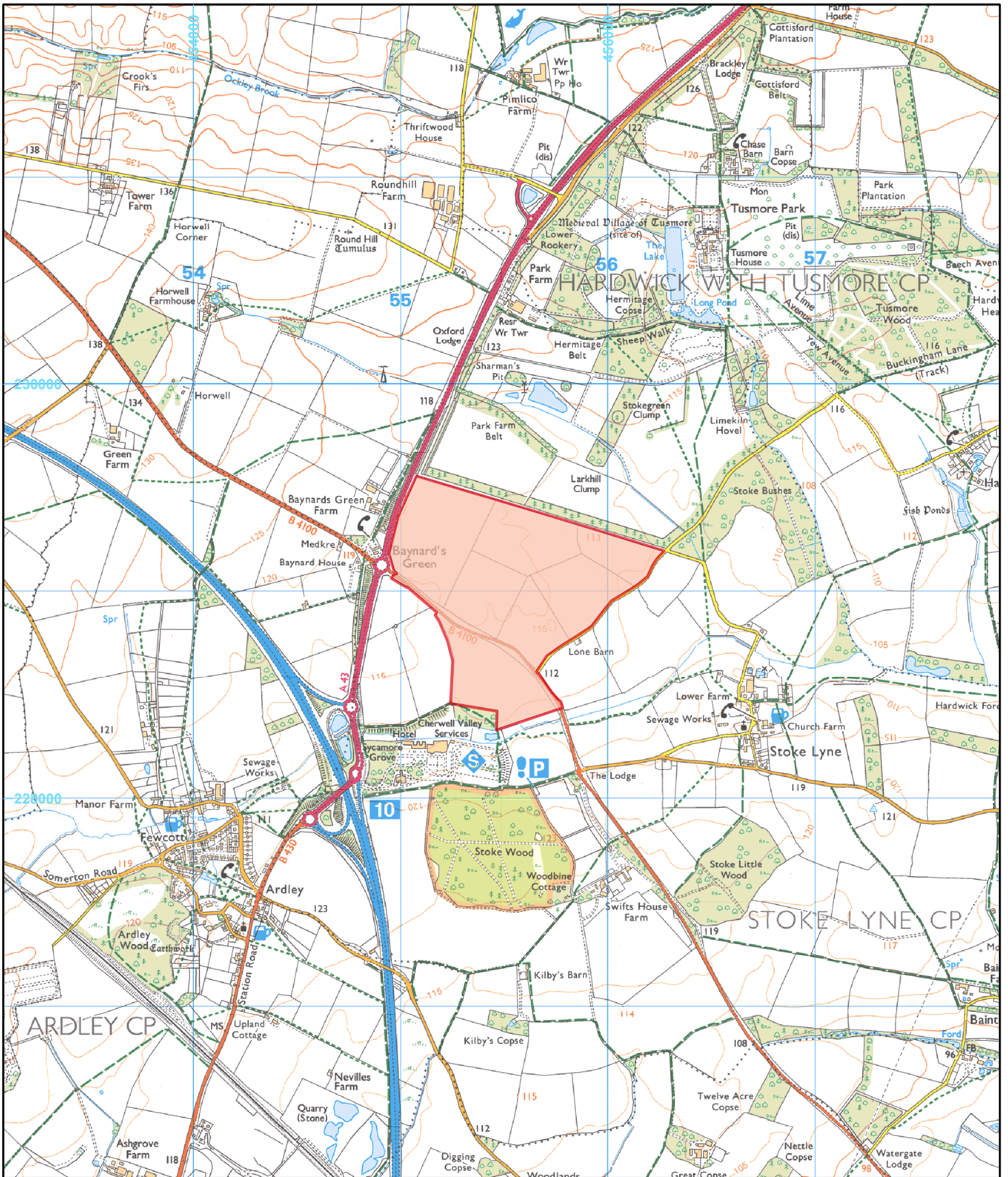
Other finds


Small finds	Ed McSloy BA MCIFA (CA) Richenda Goffin, (non-metalwork) BA MCIFA (CA) Steve Benfield CA Dr I Riddler (freelance) Dr Alison Sheridan, National Museum of Scotland
Metal artefacts	Ed McSloy BA MCIFA (CA) Grace Jones BA MA Phd MCIfA (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance) Dr I Riddler (freelance)
Lithics (Palaeolithic)	Ed McSloy BA MCIFA (CA) Jacky Sommerville BSc MA PCIFA (CA) Pippa Bradley BA MPhil Dip Post-Ex MCIfA (CA) Michael Green (CA) Sarah Bates BA (freelance) Dr Francis Wenban-Smith BA MA PhD (University of Southampton)
Worked stone	Dr Ruth Shaffrey BA PhD MCIFA (freelance) Dr Kevin Hayward FSA BSc MSc PhD PCIFA (freelance)
Inscriptions	Dr Roger Tomlin MA DPhil, FSA (Oxford)
Glass	Ed McSloy MCIFA (CA) Dr Hilary Cool BA PhD FSA (freelance) Dr David Dungworth BA PhD (freelance; English Heritage) Dr Sarah Paynter (Historic England) Dr Rachel Tyson (freelance) Dr Hugh Wilmott (University of Sheffield)
Coins	Ed McSloy BA MCIFA (CA) Dr Ruth Beveridge (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance) Jude Plouviez (freelance) Dr Andrew Brown (British Museum) Dr Richard Kelleher (Fitzwilliam Museum) Dr Philip de Jersey (Ashmolean Museum)
Leather	Quita Mould MA FSA (freelance)
Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance) Dr Sue Harrington (freelance)
Iron slag/metal technology	Dr Tim Young MA PhD (Cardiff University) Dr David Starley BSc PhD Lynne Keys (freelance)
Worked wood	Michael Bamforth BSc MCIFA (freelance)

Biological remains

Animal bone	Dr Matilda Holmes BSc MSc ACIFA (freelance) Julie Curl (freelance) Lorrain Higbee (Wessex Archaeology)
Human bone	Sharon Clough BA MSc MCIFA (CA) Sue Anderson M Phil, MCIFA, FSA (freelance)

Environmental sampling	Sarah Wyles BA MCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Anna West BSc (CA) Val Fryer (freelance)
Pollen	Dr Michael Grant BSc MSc PhD (University of Southampton) Dr Rob Batchelor BSc MSc PhD MCIFA (QUEST, University of Reading)
Diatoms	Dr Tom Hill BSc PhD CPLHE (Natural History Museum) Dr Nigel Cameron BSc MSc PhD (University College London)
Charred plant remains	Sarah Wyles BA MCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA)
Wood/charcoal	Sarah Cobain BSc MSc ACIFA(CA) Dana Challinor MA (freelance) Dr Esther Cameron (freelance)
Insects	Enid Allison BSc D.Phil (Canterbury Archaeological Trust) Dr David Smith MA PhD (University of Birmingham)
Mollusca	Sarah Wyles BA MCIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Dr Mike Allen (Allen Environmental Archaeology)
Ostracods and Foraminifera	Dr John Whittaker BSc PhD (freelance)
Geoarchaeology	Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Soil micromorphology	Dr Richard Macphail BSc MSc PhD (University College London) Dr Mike Allen (Allen Environmental Archaeology)
Scientific dating	
Dendrochronology	Robert Howard BA (NTRDL Nottingham)
Radiocarbon dating	Alistair Barclay BSc PhD FSA MCIfA (CA) SUERC (East Kilbride, Scotland) Beta Analytic (Florida, USA)
Bayesian chronological modelling	Dr Derek Hamilton (SUERC) Professor John Hines (Cardiff University)
Archaeomagnetic dating	Dr Cathy Batt BSc PhD (University of Bradford)
TL/OSL Dating	Dr Phil Toms BSc PhD (University of Gloucestershire)
Conservation	Karen Barker BSc (freelance) Pieta Greaves BSc MSc ACR (Drakon Heritage and Conservation) Julia Park-Newman (Conservation Services, freelance)





**Cotswold
Archaeology**

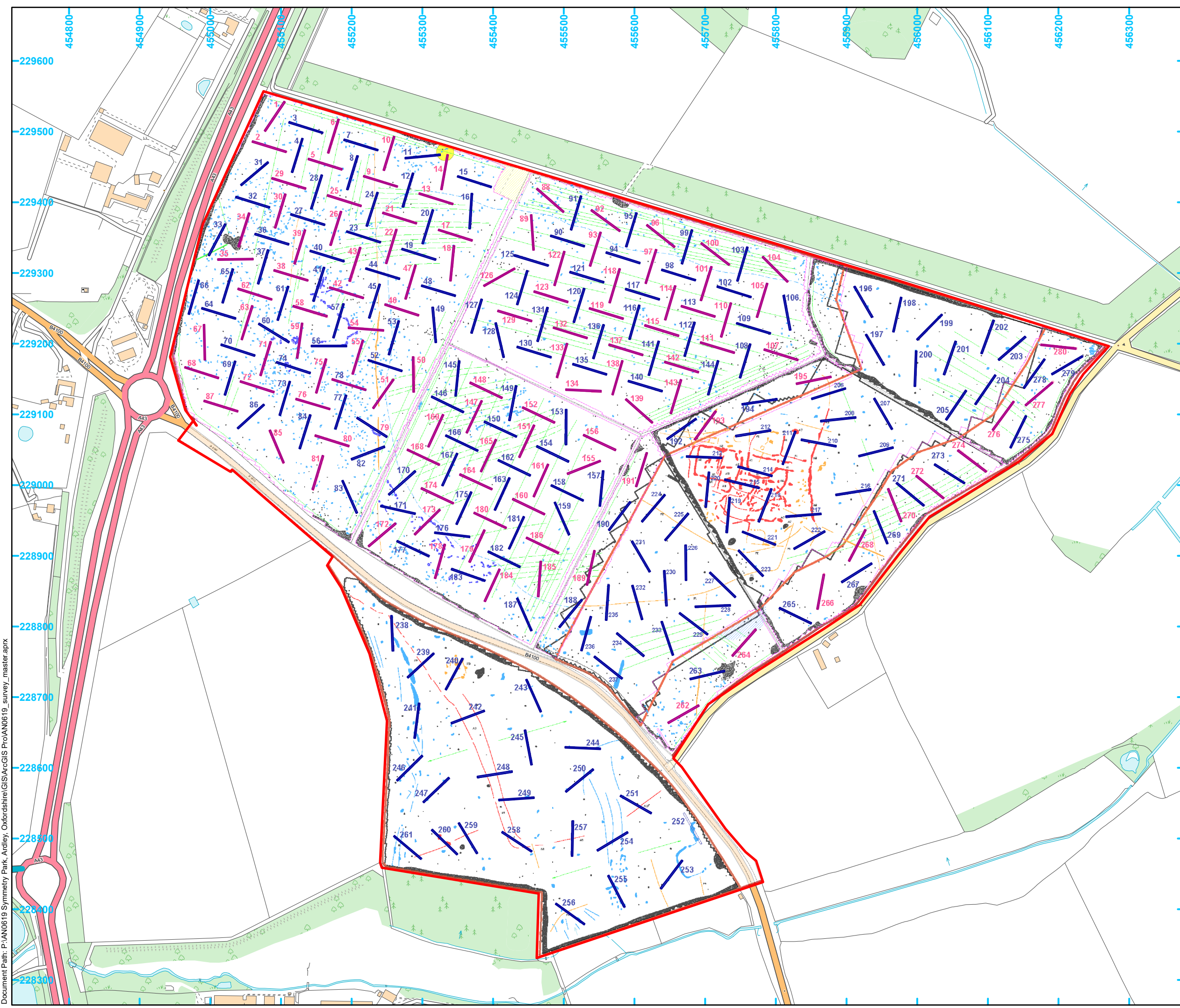
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PROJECT TITLE
 Symmetry Park
 Ardley, Oxfordshire

FIGURE TITLE
 Site location plan

DRAWN BY	KW	PROJECT NO.	AN0619	FIGURE NO.
CHECKED BY	REG	DATE	23/08/2022	
APPROVED BY	REG	SCALE @ A4	1:25,000	1



- Legend**
- Site Boundary
 - Proposed evaluation trench
 - Contingency trench

**Geophysical survey results
CFA Archaeology 2022**

- Site Boundary
 - 2021 Geophys Area
 - Trench
 - Contingency Trench
 - Possible Ring Ditch - MOX27036
- Geophysics**
- Ferrous
 - Magnetic Disturbance
 - Ridge and Furrow / Agricultural
 - Geology
 - Possible Archaeology
 - Archaeology



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PROJECT TITLE
Symmetry Park
Ardley, Oxfordshire

FIGURE TITLE
Trench location plan showing
geophysical survey results

DRAWN BY KW	PROJECT NO AN0619	FIGURE NO.
CHECKED BY REG	DATE 23/08/2022	2
APPROVED BY REG	SCALE@A3 1:5,000	

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