



JOHN MOORE HERITAGE SERVICES

**18/01076/F-MEADOW BARN, MERTON ROAD,
AMBROSDEN, OXFORDSHIRE**

**STAGED PROGRAMME OF ARCHAEOLOGICAL
INVESTIGATION**

**ARCHAEOLOGICAL WRITTEN SCHEME OF
INVESTIGATION**

**Site Code: AMMR 19
Project Number: 4073**

FEBRUARY 2019



1 Introduction

- 1.1 Planning consent has been granted from Cherwell District Council for the erection of two new detached dwellings with associated detached garages on land at Meadow Barn, Merton Road, Ambrosden, Bicester, OX25 2LZ (18/01076/F). Due to the potential of the site to contain archaeological remains two conditions have been attached:

7 Prior to any demolition and the commencement of the development a professional archaeological organisation acceptable to the Local Planning Authority shall prepare an Archaeological Written Scheme of Investigation, relating to the application site area, which shall first have been submitted to and approved in writing by the Local Planning Authority.

Reason - To safeguard the recording of archaeological matters within the site in accordance with the NPPF (2012).

8 Following the approval of the Written Scheme of Investigation referred to in condition 7, and prior to any demolition on the site and the commencement of the development (other than in accordance with the agreed Written Scheme of Investigation), a staged programme of archaeological evaluation and mitigation shall be carried out by the commissioned archaeological organisation in accordance with the approved Written Scheme of Investigation. The programme of work shall include all processing, research and analysis necessary to produce an accessible and useable archive and a full report for publication which shall be submitted to the Local Planning Authority.

Reason - To safeguard the identification, recording, analysis and archiving of heritage assets before they are lost and to advance understanding of the heritage assets in their wider context through publication and dissemination of the evidence in accordance with the NPPF (2012).

- 1.2 Mr Rhys Oliver has commissioned John Moore Heritage Services to prepare the Archaeological Written Scheme of Investigation. This Archaeological Written Scheme of Investigation (WSI) details the overarching scope and methodology to satisfy Condition 7. It provides for the implementation of a programme of archaeological works that are to comprise initial stage trial trenching (Stage 1) and any subsequent detailed excavation and/or archaeological monitoring and recording (Stage 2), and the reporting of these results, as appropriate, to ensure the satisfactory discharge of Condition 8. For Stage 2 works a detailed method statement will be submitted to the Oxfordshire County Archaeological Services (OCAS) for approval in advance of any Stage 2 fieldwork and reporting.
- 1.3 The site is located to the north of Jaspers Road and south and west of the railway line, Ambrosden (SP 6015 1927) (Fig.1). The application site is currently in agricultural use. The site is situated at approximately 60 metres OD and the underlying geology is shown as Cornbrash.
- 1.4 The area concerned lies within an area of some archaeological interest located 180m to the north-west of the site of a medieval Manor House (PRN 5657). A substantial building which returned 13 hearths in 1665, during the ownership of Francis Mildmay, and was still extant when a new house was built to the north in 1673. The exact location of the manor house is unknown and it is therefore possible that aspects of this Manor could be disturbed by this development. The site of a second large house, Ambrosden

Hall, is located 110m north of the proposal site. This Hall was constructed after 1673 and pulled down in 1768.

- 1.5 The site is also located 120m south of a series of undated features that were recorded, along with Neolithic and Bronze Age flint tools, during a pipeline excavation (PRN 16825). Recent archaeological work 650m to the north-west of the site has recorded a series of Iron Age roundhouses and Roman and Saxon ditches (PRN 27985).
- 1.6 The above archaeological information has been taken from the OCAS Brief (OCAS 2018).

2 Aims of the Investigation

- 2.1 To undertake Stage 1 archaeological evaluation of the site as a first stage of a programme of archaeological work.
 - To establish the presence or absence of archaeological remains within the site and the depth of soil deposits that overlie these remains.
 - To determine the extent, condition, nature, character, quality and date of any archaeological remains encountered.
 - To determine the degree of complexity of any horizontal and/or vertical stratigraphy present.
 - To determine the impact of the proposed development on any remains present.
 - In particular to determine whether any remains relating to the medieval Manor are present on the site.

and

 - In particular to determine whether any remains relating to earlier periods are present on the site.
- 2.2 The evaluation will inform the need for any Stage 2 mitigation resulting from the evaluation report. This will seek to limit the damage to significant archaeological deposits. The developer will be responsible for accommodating the archaeological remains by:-
 - Physical preservation *in situ*, which can often be achieved through design adaptations, or, if this is not possible;
 - 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 (watching brief) carried out during the construction programme.
 - Specific aims and objectives of any stage 2 mitigation cannot be defined at this stage. The method statement for any Stage 2 works will include specific aims and research objectives.

3 Methods for a Staged Programme of Archaeological Evaluation and Mitigation

3.1 In order that the investigation supplies information of the required quality, the Codes, Standards and Guidance issued by the Chartered Institute for Archaeologists (CIfA) will be adhered to.

3.2 The following provides the methodology and sampling procedures that are to be implemented at each stage of the archaeological works, as appropriate, to ensure the satisfactory investigation and record of matters of archaeological interest on the site.

3.3 Stage 1: Evaluation (Trial trenching) Site Work

3.3.1 The first stage of the programme of archaeological investigation will involve the mechanical excavation of 2no. trenches, each 30m in length and 1.65m wide (Fig.1). Each trench will be located in one of the proposed footprints for the dwellings (see plan below).

3.3.2 Trenches will be accurately set out using a GPS system prior to their excavation. Excavation will be taken down to the top of “natural” deposits or any higher archaeological horizon by a 7t mechanical excavator using a toothless bucket under direct archaeological supervision.

3.3.3 The trenches will be excavated using a standard toothless ditching bucket fitted to an appropriate hydraulic tracked or wheeled machine, in this case a 360° excavator. The machine used will be powerful enough for a clean job of work and will be able to mound spoil neatly at a safe distance from the trench and excavation area edges. Spoil is to be stored on-site. All machine work will be under archaeological supervision and will cease immediately if significant archaeological remains are revealed. In the event of significant archaeological deposits being encountered the local planning authority’s archaeological advisor is to be informed immediately.

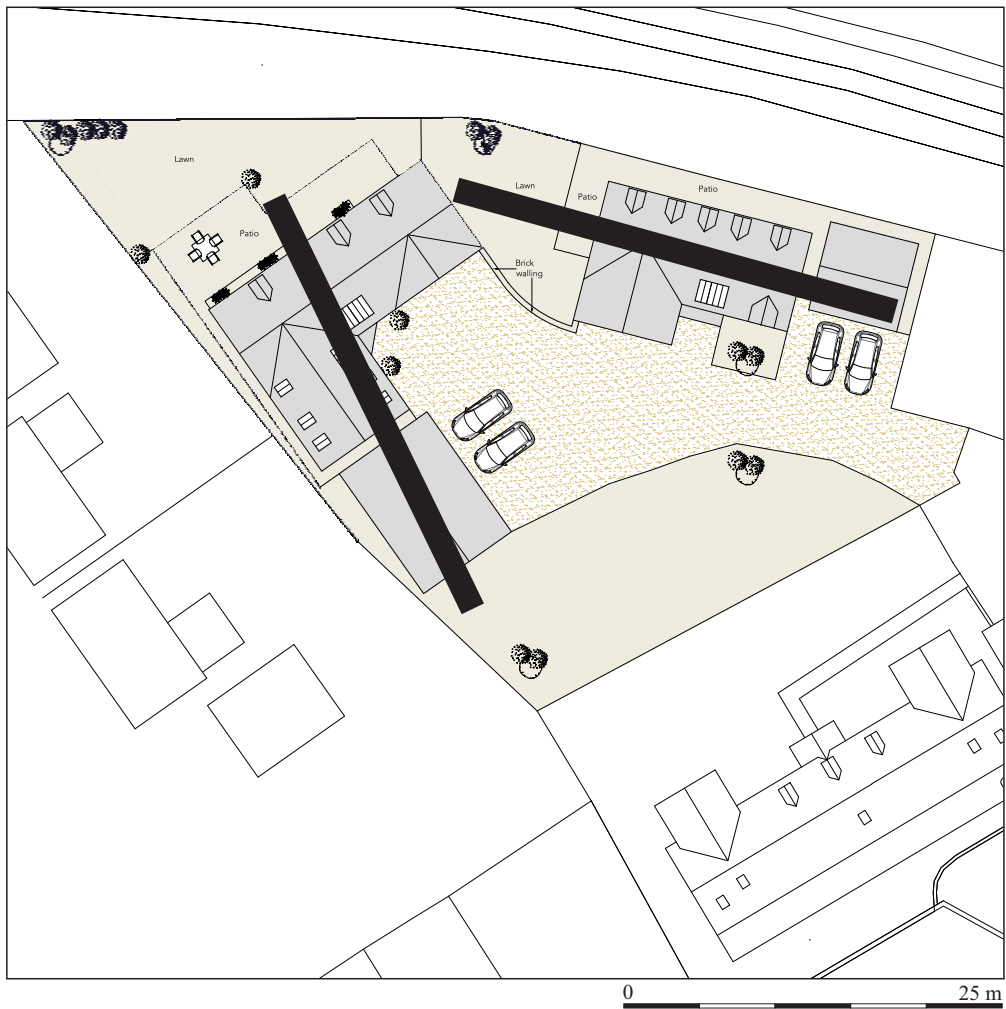
3.3.4 If the machine has to re-enter the trench, care will be taken to ensure that it does not damage underlying remains, particularly in soft ground conditions. The machine will not be used to cut arbitrary trial trenches down to natural deposits, without regard to the archaeological stratification and leaving a section record only.

3.3.5 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. Whilst investigation will not be at the expense of any structures, features or finds which might reasonably be considered to merit preservation, it is important that a sufficient sample is studied.

3.3.6 Stripped material will be visually examined for archaeological material along with the use of a metal detector.

3.3.7 Those trenches 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.

3.3.8 During the evaluation trenching sufficient features will be sampled by hand excavation to achieve the objectives. For discrete features such as pits and postholes this will normally involve half-sectioning a representative sample. Linear features will be sectioned. The intersections of features will be investigated so that their stratigraphic



1:500 @ A4



Fig 1. Trench Location

1:2000 @ A4

relationships may be recorded and understood unless the integrity of the stratigraphy will be compromised within the trench. If deeply stratified deposits are encountered then it may be appropriate to hand excavate sample boxes and/or examine stratigraphy revealed in the sections of excavated cut features.

- 3.3.9 For palaeoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. See Historic England 2011. For carbonised remains, bulk samples of a minimum of 40 litres will be collected. Bulk samples of at least 40 litres will be taken from waterlogged deposits for analysis of macroscopic plant remains. Columns for pollen analysis will be taken where appropriate. Mollusc samples will be gathered when required. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate deposits depending on the aims of the project.
- 3.3.10 Any finds of human remains will be left *in situ*, covered and protected.
- 3.3.11 Treatment of treasure - Finds, discovered by the Archaeological Contractor, falling under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be reported immediately to the relevant Coroner's Office, the landowner and the local planning authority's archaeological advisor. A Treasure receipt (obtainable from either the FLO or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.
- 3.3.12 All structures, deposits and finds will be recorded according to accepted professional standards. The stratigraphy in any sections is to be recorded, even where no archaeological deposits have been identified.
- 3.3.13 The site records will be so organised as to be compatible with other archaeological records produced in Oxfordshire. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets. Sample recording sheets, sample registers, finds recording sheets, access catalogues, and photo record cards will also be used. This requirement for archival compatibility extends to the use of computerised databases.
- 3.3.14 A plan to indicate the location of the boundaries of the excavated area and the site grid is to be drawn at a scale of 1:1250. Plans to indicate the locations of archaeological features are to be drawn at a scale of 1:50, with more detailed plans and sections as necessary. Detailed plans shall normally be drawn at a scale of 1:20 and sections at a scale of 1:10 or 1:20 depending on the complexity of the feature. All detailed plans and sections are to be related to the 1:50 plans. All plans are to be related to the site grid.
- 3.3.15 All archaeological sections will be on drawing film and will include context numbers and OD spot heights for all principal strata and features.
- 3.3.16 All archaeological contexts are to be recorded individually on context record sheets. A further more general record of the work comprising a description and discussion of the archaeology is to be maintained as appropriate.

- 3.3.17 A full black and white and colour (35mm transparency) photographic record of the work is to be kept. All digital photography will be high resolution uncompressed TIFF format with a minimum 20 megapixel image capture. Image capture, storage and metadata standards as set out in the English Heritage Guidance note on Digital Image Capture and File Storage (Draft) are to be followed. The photographic record is to be regarded as part of the site archive and will also include working shots to illustrate more generally the nature of the archaeological operation mounted.
- 3.3.18 The archaeological contractor shall allow project records to be inspected and examined at any reasonable time, during or after the excavation work by the local planning authority's archaeological advisor.
- 3.3.19 All identified finds and artefacts will be retained, although certain classes of building material can sometimes be discarded after recording if an appropriate sample is retained. No finds will, however, be discarded without the prior approval of the local planning authority's archaeological advisor.
- 3.3.20 Site procedures carried out will follow CifA guidelines and the requirements of the Oxfordshire County Archaeological Services (OCAS).
- 3.3.21 Following recording and a monitoring visit by OCAS in accordance with Annex 2 of the Evaluation Brief Annexes (OCAS undated), the trenches will be backfilled with top and sub-soils reinstated in their appropriate sequence.
- 3.3.22 At least two weeks' notification will be given to OCAS prior to the start of work to allow monitoring to take place.
- 3.3.23 It is envisaged that a Project Officer and two experienced archaeologists will undertake the evaluation excavation and re-instatement in one day under the overall direction of John Moore MCifA.

3.4 Stage 1: Evaluation (Trial trenching) Report and Archive

- 3.4.1 A draft evaluation report will be completed within two weeks of the end of on-site work. The content and style of report will be in accordance with CifA guidelines and the requirements of OCAS. On approval of the report by OCAS a final copy will be issued to OCAS and the client (for submission to the LPA), with a digital copy sent to the Oxfordshire Historic Environment Record.
- 3.4.2 On completion of the on-site Stage 1 works the site archive will be compiled. This will contain all the data collected during the on-site work, including records and finds. It will be quantified, ordered, indexed and made internally consistent.
- 3.4.3 All retained finds after cleaning, conserving, marking and packaging will be assessed and recorded using *pro forma* recording sheets. Initial artefact dating will be integrated with the site matrix.
- 3.4.4 All artefacts recovered during the excavations on the site are the property of the landowner. They are to be suitably bagged, boxed and marked in accordance with the United Kingdom Institute for Conservation, Conservation Guidelines nos. 2 (1990).
- 3.4.5 All retained environmental samples will be processed and assessed by experienced and qualified staff and recorded using *pro forma* recording sheets.

- 3.4.6 Relevant specialists (see Appendix 1) will be contracted to undertake any necessary post excavation assessment and analysis of artefacts.
- 3.4.7 All finds and samples will be treated in a proper manner and to the standards of the UK Institute of Conservators Guidelines. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the UK Institute for Conservation (1990). Appropriate guidelines set out in the Museums and Galleries Commissions *Standards in the Museum Care of Archaeological Collections* (1992) will also be followed.
- 3.4.8 The site archive will be assembled in accordance with the guidelines set out in English Heritage's Management of Archaeological Projects 2 and Management of Research Projects in the Historic Environment as well as in accordance with the guidelines published in Guidelines for the preparation of Excavation Archives for Long-term Storage (United Kingdom Institute for Conservation, 1990) and the standards in the Museum Care of Archaeological Collections (Museums and Galleries Commission, 1994). In addition to the items referred to in section 4.2 the archive will also contain:
- Site matrices
 - A summary report synthesising the context records
 - A summary of artefact records
 - A summary of the environmental record
- 3.4.9 Security copies of the paper record of the archive will be made digitally.
- 3.4.10 A summary report (including illustrations where appropriate) will be sent to the editors of South Midlands Archaeology not later than three months after the end of the calendar year in which the work is undertaken.
- 3.4.11 An OASIS entry will be initiated before the implementation of fieldwork and will be updated after the approval of the Stage 1 evaluation report.
- 3.4.12 On completion of the project, it is anticipated that the landowner will consent to the deposition of artefacts and archive with the Oxfordshire Museums Service following all archaeological work associated with this development. This may be after Stage 1 works if there is no requirement by OCAS for any Stage 2 mitigation works.

3.5 Stage 2: Mitigation Site Work – Detailed Excavation and Recording

- 3.5.1 The methodology for investigation and recording of any archaeologically sensitive areas identified by the Stage 1 works and subsequently agreed as requiring detailed excavation and recording will be detailed within a supplementary Stage 2 Method Statement to this WSI. This will be agreed with, and approved by, OCAS on behalf of Cherwell District Council. The following sections of the mitigation section are a guide only. No parts of any mitigation area(s) will be handed over to the developer until OCAS has formally signed off each part.
- 3.5.2 Each mitigation area will be stripped separately ahead of development. During this operation all earthmoving and other vehicles will avoid travelling on the freshly stripped surface of the area of archaeological investigation.

- 3.5.3 Stripping will be carried out using a wide, toothless bucket. Machinery may be required to work back from one or several fronts, but will not track over the surface exposed.
- 3.5.4 A site grid will be established using an EDM, theodolite or GPS device, and this will be tied into the national grid, at the outset of the project.
- 3.5.5 Following stripping of overburden, priority will be given to the cleaning of features as required to produce a pre-excavation site plan. The stripped surface will be kept clean and free of loose spoil. Wherever possible spoil arising during hand-cleaning and hand excavation will be stockpiled beyond the limits of excavation; where those limits are too distant to make off-site storage practicable then spoil will be stored on spoil-heaps set aside on areas of natural geology away from any archaeological features.
- 3.5.6 Areas containing particularly significant or sensitive archaeological remains should be protected, i.e. not left open to the weather.
- 3.5.7 Data-capture for site plans will be by electronic distance measurement, measured Survey, GPS device or a combination of these measures; data-capture for site plans will as standard be capable of reproduction at a scale of 1:50; more complex features or areas of complex archaeological remains will be recorded at greater resolution (for reproduction at 1:10, or 1:20 as necessary). The site grid will be established relative to the Ordnance Survey National Grid and all levels taken will be relative to Ordnance Datum.
- 3.5.8 The archaeological team is to be structured to ensure that the hand-cleaning and planning operations run in close sequence. The initial site plan should be updated as new features become apparent.
- 3.5.9 All sampling of archaeological features is to be by hand unless otherwise agreed in advance by the local planning authority's archaeological advisor following on-site discussion.
- 3.5.10 The excavation strategy will be justified against the stated aims and objectives of the project and/or any other appropriate criteria. The site will be excavated stratigraphically. The various types of features and deposits revealed following the removal of non-significant overburden will be subject to the following sampling levels:
- any deposits relating to funerary/ritual activity (e.g., burials, cremations) and domestic/industrial activity (post-holes, hearths, floor surfaces/floor make-up deposits) will be investigated by removing a 100% sample of the deposit from each feature. Where appropriate, for instance where the stratigraphy is complex, single context planning will be used.
 - Non-structural pits will require a minimum of a 50% sample of the deposits from each feature unless the character, number or size of the pits makes this impractical. For instance, if a pit contains several intersections and re-cuts, it would not always be appropriate to half-section it. In this situation, the archaeological contractor will consider 'quadranting' or single context planning. The strategy will need to be agreed with the Local Planning Authorities archaeological advisor. A 100% sample may be necessary should significant assemblages of finds be present;

- Non-structural post and stake-holes will require a minimum of 50% sample of the deposits from each feature to sufficiently clarify character, relationships and chronology;
- Non-structural linear cut features (e.g., ditches/gullies, paths/tracks) will require a minimum of a 10% to 20% sample of the deposits from each feature to clarify character, date and morphology. Intersections will be excavated and recorded to establish relative chronologies. Other minor linear features will also be sample excavated if appropriate to the understanding the site's character, date and morphology.

There may be cases when individual features do not merit these sampling levels. Any sampling variations would need to be approved in advance by the local planning authority's archaeological advisor following on-site discussion.

- 3.5.11 The site records will be so organised as to be compatible with other archaeological records produced in Oxfordshire. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets. Sample recording sheets, sample registers, finds recording sheets, access catalogues, and photo record cards will also be used. This requirement for archival compatibility extends to the use of computerised databases.
- 3.5.12 Any human remains will be left *in situ*, covered and protected. Where removal is necessary, it can only take place under appropriate Ministry of Justice (MoJ) licence and environmental health regulations. Such removal must be in compliance with the Disused Burial Grounds Amendment Act 1981 (if appropriate). In the event that such remains are exposed the site archaeologist shall inform the developer, local Environmental Health Officer and the local planning authority's archaeological advisor in order that appropriate measures can be taken for their recording and removal.
- 3.5.13 Where removal of human remains is necessary, the remains will be cleaned with minimal disturbance, prior to recording and removal. Investigation and excavation of human remains will be undertaken by, or under supervision of, suitably experienced specialist staff and in accordance with CIfA Guidelines ("Excavation and Post-excavation Treatment of Cremated and Inhumed Human Remains" Roberts, C & McKinley, J 1993 IFA Technical Paper 13; "Guidelines to the standards for recording human remains" ed. Brickley, M & McKinley, J 2004 – IFA Paper 7; "Updated Guidelines to the Standards for Recording Human Remains" ed. Mitchell, P. D & Brickley, M undated). Assessment of excavated human remains will be undertaken in line with current English Heritage Guidelines ("Human Bones from archaeological sites: Guidelines for the production of assessment documents and analytical reports" Centre for Archaeology Guidelines 2004).
- 3.5.14 The excavation of any exposed inhumations, cremations and any other ritual, or possible ritual features or deposits, will be given priority in the excavation programme in order to limit the chances of deterioration of the feature and vandalism.
- 3.5.15 In order to establish clearly dated stratigraphic sequences, artefacts will be recovered carefully from feature intersections. Where artefact assemblages are concentrated, the percentage of sampling will be increased to ensure maximum retrieval and recording of this material.
- 3.5.16 Hand-recovery of artefacts will be supplemented by appropriate environmental sampling. This sampling will not normally be from feature intersections.

- 3.5.17 The sampling excavation strategy set out above will be reviewed continuously and, if necessary, amended in order to take account of changing circumstances. Any changes or amendments will be agreed with the local planning authority's archaeological advisor.
- 3.5.18 For palaeoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. For carbonised remains, bulk samples of a minimum of 40 litres will be collected. Bulk samples of at least 40 litres will be taken from waterlogged deposits for analysis of macroscopic plant remains. Columns for pollen analysis will be taken where appropriate. Mollusc samples will be gathered when required. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate deposits depending on the aims of the project.
- 3.5.19 Treatment of treasure - Finds, discovered by the Archaeological Contractor, falling under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be reported immediately to the relevant Coroner's Office, the landowner and the local planning authority's archaeological advisor. A Treasure receipt (obtainable from either the FLO or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.
- 3.5.20 No parts of the excavation areas will be handed back to the developer until written confirmation that they have been signed off has been obtained from County Archaeological Services. A post excavation plan showing the features and interventions along with grid references will have been provided for any sign off areas in advance of this written confirmation.

3.6 Stage 2: Mitigation Site Work – Archaeological Monitoring and Recording (Watching Brief)

- 3.6.1 The groundworks contractor on site will be notified by the developer of the need for archaeological monitoring and recording to be undertaken and the restrictions to their works outlined below. They will allow the site archaeologist access to their works for the purpose of recording archaeological remains. In some circumstances, if important archaeological remains are found, works may have to cease while archaeological recording/sampling is completed.
- 3.6.2 No groundworks within those areas of work identified as requiring archaeological monitoring as agreed within the supplementary method statement to this WSI following the Stage 1 works are to be undertaken without the supervision of the site archaeologist, except by prior agreement with the monitoring archaeologist.
- 3.6.3 Modern overburden will be removed by mechanical excavator. The mechanical excavator will be used only for the removal of non-archaeologically significant material. All archaeological material will be excavated by hand. The site archaeologist will examine all exposed surfaces, cleaning as may be required.

- 3.6.4 Sample excavation of features will be undertaken in accordance with the procedures set out in paragraph 3.5.11 above. Appropriate samples will be taken for environmental analysis from dateable features.
- 3.6.5 In the event of particularly significant or complex discoveries being made, the site archaeologist will fence off the area of those remains. The developer and the local authority's archaeological advisor will be informed of the discovery, its nature, and the period and the size of team required to investigate and record the deposits appropriately. No machines or contractors other than the site archaeologist shall work in the area until such time as recording has been completed. There will be a contingency for uninterrupted access to the area and for a team of further archaeologists to be brought in should all parties agree that the situation warrants it.
- 3.6.6 All recording will be in accordance with paragraph 3.5.12 above.
- 3.6.7 Palaeoenvironmental sampling will be in accordance with paragraph 3.5.18 above.

3.7 Stage 2: Mitigation Report and Archive

- 3.7.1 All post-excavation procedures, archiving and report production (including publication as appropriate) will be in accordance with CIfA Standards and Guidance and the Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006.
- 3.7.2 Subject to the results produced by the archaeological works a full formal programme of Post-Excavation assessment, analysis and publication works may not necessarily be warranted. In this instance and following confirmation with the local planning authority's archaeological advisor, a standard archive report with summary note is to be provided within 6 months of completion of the on-site works. Details of style and format of this report, and any Stage 1 report, are to be determined by the archaeological contractor. However, as in any event it should include:-
- (i) a non-technical summary;
 - (ii) an introduction;
 - (iii) the site location;
 - (iv) a methodology;
 - (v) a description of the project's results;
 - (vi) an interpretation of the results in an appropriate context;
 - (vii) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
 - (viii) site layout plans on an OS base, with the location of the trenches etc;
 - (ix) scaled plans of each trench/area of investigated works and each area in which archaeological features were recognised;
 - (x) trench sections and feature sections (with OD heights);
 - (xi) site matrices where appropriate;
 - (xii) a consideration of evidence within its wider context;
 - (xiii) a summary table and descriptive text showing the features, classes and numbers of artefacts located, and soil profiles, with interpretation;
 - (xiv) an evaluation of the methodology employed and the results obtained (i.e. a confidence rating);
- 3.7.3 In the event that more significant remains are recorded that warrant further assessment and formal publication, then the following procedures will apply.

- 3.7.4 Within 6 months of completion of excavation work on site the archaeological contractor will produce a MAP2 'Post-Excavation Assessment Report'. This report will include an 'Updated Project Design' to be agreed with the local planning authority's archaeological advisor that sets out a programme of post excavation analysis through to completion of a 'Full Report' and 'Publication' of the findings. Copies will be provided to the developer and the local planning authority's archaeological advisor.
- 3.7.5 The Archaeological Contractor may determine the general style and format of the 'Post-excavation Assessment Report' and the 'Full Report' but they must be completed in accordance with this specification. The reports must provide sufficient information and assessment to stand as a detailed report on the archaeological fieldwork for future research and to inform on further stages of the post excavation programme.
- 3.7.6 Reports that do not provide sufficient information or that have not been compiled in accordance with the relevant sections of this specification will be returned to the Archaeological Contractor for revision and resubmission.
- 3.7.7 The Post-excavation Assessment Report will contain as a minimum the following:
- 3.7.8 An Abstract summarising the scope and results of the archaeological investigation.
- 3.7.9 An Introduction including:
- the location of the site including a National Grid Reference for the centre sufficient to locate the site to 1m accuracy (e.g. SP ***** *****);
 - an account of the background and circumstances of the work;
 - a description of the development proposals, planning history and planning reference together with the planning condition (where appropriate);
 - the nature of potential impacts arising from the proposals;
 - the scope and date of the fieldwork, the personnel involved and who commissioned it.
- 3.7.10 An account of the Archaeological Background of the development site including:
- geology, soils and topography;
 - any known existing disturbances on the site;
 - background archaeological potential of the site. This will include a summary of the known Historic Environment Record (HER) entries within 500m of the boundaries of the site (or wider where appropriate). The Historic Environment Record entries should be quoted with their full HER identifier;
 - summary of any previous phases of archaeological investigation at the development site;
 - any constraints on the archaeological investigation.
- 3.7.11 The Methodology employed during the investigation must be detailed in the report. Simply referring to the methodology outlined in the specification is not acceptable. Any aims and objectives specified in the specification will be included, as will any further objectives identified during the course of the investigation.
- 3.7.12 The report will include a quantification of the archive contents, their state and future location.
- 3.7.13 A description of the Results of the archaeological investigation. This description must include:

- the nature and depth of overburden soils encountered;
- a description of the geological subsoil encountered across the site;
- description of all archaeological features and finds encountered, their dimensions, states of preservation and interpretation;
- heights related to Ordnance Datum will be provided for each feature and deposit.
- for complex remains a Harris Matrix diagram will be provided

3.7.14 Specialists for finds and environmental work detailed below are given in Appendix 1.

3.7.15 The Finds recovered during the course of the investigation will be described, quantified and assessed by artefact type within the report. The report will also indicate the potential of each category of artefact for further analysis and research. For each category of artefact the report will describe the method of processing, any subsampling, conservation and assessment undertaken. Where appropriate local reference collections will be referred to for descriptive and analytical consistency. Any implications for future archive, conservation or discard of the artefacts will also be detailed. The detailed Stage 2 Method Statement will include a list of finds specialists to be used in the analysis and reporting stage of the work.

3.7.16 The report will include a table showing the contexts, classes and quantity of artefacts recovered, together with their date and interpretation.

3.7.17 The report will include an assessment of the Environmental potential of the site. Details will be provided of any environmental sampling undertaken in connection with the fieldwork and the results of any processing and assessment of the samples. The report will describe the method of processing, any sub-sampling and assessment. Any potential for future analysis of the samples or environmental remains recovered from the investigation will be described. Implications for future archive, conservation or discard of environmental samples or remains will be detailed.

3.7.18 The report will include, as appropriate, tables summarising environmental samples taken, together with the results of processing and assessment.

3.7.19 Any results from the application of archaeological scientific techniques e.g. specialist dating will be included in the assessment report.

3.7.20 An Interpretation of the archaeology of the site. This will be a synthesis of the stratigraphic, finds and environmental results of the investigation and a consideration of the site in its wider context as appropriate. This section will be supported by a phased interpretative plan of the site, clearly showing the major areas and periods of archaeological activity.

3.7.21 The report will include an assessment of the results of the archaeological investigations and their potential to address both the original research aims and objectives of the project and any further research objectives identified during the course of the on-site and post excavation works.

3.7.22 The report will include a detailed proposal for any further analysis necessary on the project records, artefact and environmental assemblages to achieve the research potential of the site. A justification will be included for each analysis proposed.

- 3.7.23 The proposal will set out a timetable for completion of analysis and reporting, detailing all individual tasks to be completed, resources required and the key personnel involved. The proposal will set out arrangements for monitoring of the post excavation process.
- 3.7.24 The report will include a synopsis of the proposed 'Full Report' and 'Publication' and identify the likely destination of the publication.
- 3.7.25 Figures - as a minimum the assessment report will include the following figures:
- a site location plan tied into the Ordnance Survey at 1:1250 or in the case of larger sites at 1:2500. The plan will also include at least two National Grid points and show the site boundary;
 - a plan at 1:1250, or a scale to be agreed with the local planning authority's archaeological advisor, showing the layout of the development groundworks clearly indicating the areas investigated. The plan will show significant archaeological features, coloured by phases or period as related to the development site. This plan will also include two National grid points;
 - plans of the features revealed in each of the investigation areas at a larger scale e.g. 1:20 or 1:50; such plans are to also illustrate areas of disturbance, change in subsoil and location of sections; The location of significant finds and samples taken will also be indicated;
 - relevant section drawings and soil trench profiles as appropriate;
 - illustrations and/or photographs of significant finds will be included where appropriate.
- 3.7.26 All report illustrations must be fully captioned and scale drawings must include a bar scale. Standard archaeological drawing conventions must be used. Plan and section illustrations must include the numbers of all contexts illustrated. North must be included on all plans. Sections must indicate the orientation of the section and the Ordnance Datum height of the section datum.
- 3.7.27 Black & White or Colour photographs will be included to illustrate the archaeology of the site, the development operations or the range of soil profiles encountered. All photographs will be appropriately captioned.
- 3.7.28 The report will be submitted to the local planning authority's archaeological advisor in digital format. The digital copy will be supplied for preference in .pdfa format accompanied by digital copies of images, plans and maps in .bmp, .tif or .jpg format. The medium should be either on a PC CD-ROM. GIS (shape) files of the final phased excavation plans will be submitted to the OCAS.
- 3.7.29 Publication - A draft of the publication report will submitted to the local planning authority's advisor for initial comment/approval prior to completion and submission. Copies of the finalised publication report will be distributed to the Oxfordshire HER, and the client. A further copy of the publication report will be required to form part of the project archive. The Archaeological Contractor will be expected to produce a paper suitable for publication within 12-18 months of completion of work on site.
- 3.7.30 Details of the project are to be submitted to the OASIS (Online Access to the Index of Archaeological investigations) database, along with a digital version of the completed publication report, within 12-18 months of the completion of all archaeological site investigations.

- 3.7.31 Archive Preparation & Deposition - The site archive, to include all project records and cultural material produced by the project, is to be prepared in accordance with Guidelines for the preparation of excavation archives for long-term storage (UKIC 1990). Arrangements for the deposition of the site archive will be agreed in writing with the recipient museum.
- 3.7.32 The integrity of the site archive should be maintained. The archive of all records and finds must be prepared consistent with the principles set out in the Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006. It will include all materials recovered (or the comprehensive record of such materials) and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 3.7.33 Prior to formal deposition of the archive, it will be required to be temporarily stored by the Archaeological Contractor in a suitable location and condition, such to ensure that no part of the archive will suffer degradation. The archive is to be deposited promptly with the receiving museum as and when their capacity to receive such is established, following which it will then become publicly accessible.
- 3.7.34 Any digital archive generated by the archaeological works will be compiled in accordance with the Archaeology Data Service (ADS) standards and guidelines. It will consist of:
- All relevant born-digital data (images, survey data, digital correspondence, site data collected digitally etc.); and;
 - Digital copies made of all other relevant written and drawn data produced and/or collected during fieldwork and as part of the subsequent post-excavation analysis phase.
- 3.7.35 Any digital archive will be deposited with the ADS within three months of acceptance of the final report/publication.

4 General

- 4.1 Work will conform to Cifa Guidelines (Cifa 2014, 2014a, 2014b, 2014c).
- 4.2 The project will be conducted in accordance with procedures laid out in MoRPHE (English Heritage 2006).
- 4.3 Reasonable access to the site is to be arranged for the local authority's archaeological advisor (or their representative), to make site inspections to ensure that the archaeological investigations are progressing satisfactorily.
- 4.4 The local authority's Archaeological Advisor will be notified at least two weeks prior to commencement of work on site in order to arrange site monitoring visits.

5 Bibliography

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- Chartered Institute for Archaeologists. 2014 *Standard and Guidance Archaeological Field Evaluation*
- Chartered Institute for Archaeologists. 2014a *Standard and Guidance Archaeological Watching Brief*.
- Chartered Institute for Archaeologists. 2014b *Standard and Guidance Archaeological Excavation*
- Chartered Institute for Archaeologists. 2014c *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*
- English Heritage (now Historic England), 2001 *Centre for Archaeology Guidelines Archaeometallurgy*
- English Heritage, 2006a *Management of Research Projects in the Historic Environment*
- English Heritage, 2006b *Science for Historic Industries: Guidelines for the investigation of 17th- to 19th century industries*
- English Heritage, 2007 *Geoarchaeology: Using earth sciences to understand the archaeological record*
- English Heritage, 2008 *Management of Research Projects in the Historic Environment: PPN 3: Archaeological Excavation*
- English Heritage, 2011 *Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation* (Second Edition).
- McKinley, J, & Roberts, C, 1993 *Excavation and post-excavation treatment of cremated and inhumed human remains*. Institute of Field Archaeologists Technical Paper 13
- Museums and Galleries Commission 1992 *Standards in the Museum Care of Archaeological Collections*
- Oxfordshire County Archaeological Services 2018 *Meadow Barn, Merton Road, Ambrosden. Design Brief for Evaluation and a Staged Mitigation*. Unpublished document
- Oxfordshire County Archaeological Services undated *Evaluation Brief Annexes*.
- Oxfordshire County Archaeological Services undated *Mitigation Annex*.
- Society of Museum Archaeologists 1993 *Selection, Retention and Dispersal of Archaeological Collections*
- United Kingdom Institute for Conservation 1990 *Archaeology Section Guidelines for the Preparation and Storage of Excavation Archives for Long-Term Storage*

Appendix 1

Specialists that may be used for analysis of materials include:

Prehistoric pottery	David Mullin	University of Worcester
Roman and Romano-British pottery	Jane Timby	University of Reading
Lithics	Rebecca Devaney	Freelance specialist
Stone	Ann Clarke	Freelance specialist
Saxon, Medieval and Post-Medieval pottery	Paul Blinkhorn	Freelance specialist
Ceramic Building Material	Andrew Peachey	Archaeological Solutions
Environmental Analysis	Luke Parker	Archaeological Research Services
Plant macro remains and Insect remains	David Norcott	Wessex Archaeology
Marine molluscs	Jessica Winder	Freelance specialist
Human remains	Ceri Boston	Freelance specialist
Animal bone	Claire Ingrem	Freelance specialist
Clay tobacco pipes	John Moore	JMHS
Small finds	Nicola Rogers	Freelance specialist

Experienced JMHS staff may be used for simple quantifications of material and identification.