

Catalyst Phase 4, Bicester, Oxfordshire

*Written Scheme of Investigation for
Archaeological Monitoring and Recording*



for:
Albion Land

CA Project: MK1025

May 2024



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Figure 1 Site Location (1: 25,000)

Figure 2 Topsoil Strip Area (1: 1,250)

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Figure 4 Phase 2 Storm Water and Foul Sewer Run Mitigation Footprints (1: 1,250)

Figure 5 Sections (not to scale)

1. INTRODUCTION

- 1.1. This document is a Written Scheme of Investigation (WSI) by Cotswold Archaeology (CA) for archaeological monitoring and limited targeted excavation to be maintained and undertaken at Catalyst Phase 4, Bicester, Oxfordshire (centred at NGR: 457310 221130). This WSI has been prepared for Albion Land (hereafter ‘the Client’).
- 1.2. An application is to be made to Cherwell District Council for full planning permission for employment development (Use Classes E(g)i and/or E(g)ii and/or E(g)iii), and associated infrastructure, access (including diverted public right of way), parking, and landscaping at Catalyst Phase 4.
- 1.3. The scope of the archaeological monitoring and recording Associated with the anticipated impacts of the proposed scheme, has previously been defined in agreement with the planning archaeologist for Oxfordshire County Council, the archaeological advisor to Cherwell District Council (hereafter ‘the Curator’). This WSI will be submitted to the Curator for their final review and approval.
- 1.4. This WSI has been guided in its composition by:
- *Standard for archaeological monitoring and recording* (ClfA 2023);
 - *Universal guidance for archaeological monitoring and recording* (ClfA 2023);
 - *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).

The site

- 1.5. The site is approximately 3.6ha in extent. It currently comprises an area of land, a single field, located between Wendlebury Road to the east and the A41 (Oxford Road) to the west (Figure 1). The site rises from c. 65m above Ordnance Datum (aOD) in the west to c.115m aOD in the east.
- 1.6. The underlying geology within the site is mapped as Kellaways Sand Member, comprising interbedded sandstone and siltstone of the Jurassic Period. This is overlain in the west of the site by superficial Quaternary River terrace deposits, and

in remainder of the site by superficial Quaternary alluvial deposits, comprising clay, silt, sand and gravel (BGS 2024).

2. ARCHAEOLOGICAL BACKGROUND

2.1. The archaeological and historical background of the application site has been presented in a heritage desk-based assessment (CA 2016a). A geophysical survey (PCG 2016) and two phases of trial trench evaluation of the site (CA 2016b and 2023a) have also been undertaken. The following section is summarised from these sources.

Previous investigations

2.2. The geophysical survey recorded an array of ditches and pits along the southeastern boundary and southeastern corner of the site, including an area which was identified as a possible industrial zone. Linear anomalies interpreted as ridge and furrow were recorded across the southern end of site, which were considered likely to have masked anomalies associated with the Roman settlement PCG (2016).

2.3. The previous evaluation (CA 2016b) identified a concentration of archaeological remains within the south-eastern part of the site. These remains dated to the 1st–4th centuries AD, with activity concentrated in the 2nd–4th centuries AD (CA 2016b). The earliest features encountered comprised two ditches containing pottery dating to the 1st–2nd centuries AD. A substantial deposit of made ground overlay these ditches at the southern end of the site. A road had been constructed on this made ground in the mid-2nd century AD. Floor surfaces and a possible cereal drying oven/kiln were also recorded.

2.4. Although no definitive structural evidence was identified during the trial trenching (CA 2016b) a number of the excavated features appeared to represent settlement activity consistent with activity recorded in the southern part of the site during the A421 works (Booth et al. 2002). Further trenching in the southeastern corner revealed further remains of Roman activity including boundary ditches, waste pits and possible quarry pits (CA 2023a).

Prehistoric (pre-43 AD)

2.5. A Mesolithic flint scatter was identified approximately 500m north-east of the application site. A Neolithic flint axe findspot is recorded approximately 620m north-east of the application site.

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- 2.6. An Early Bronze Age barrow has been excavated approximately 50m north-west of the application site. Further Bronze Age barrows have been recorded c. 440m north and c. 910m south-east of the application site.
- 2.7. Late Iron Age settlement and associated field systems have been recorded approximately 50m north-west of the application site. An Iron Age banjo enclosure, possible hut circles and trackways are located approximately 840m south-west of the application site.
- 2.8. Activity dating from the Late Neolithic to the Late Iron Age were recorded during excavations outside of Roman Alcester, at the crossroads between the A421 and Chesterton Lane, approximately 360m south-west of the application site.
- 2.9. Directly to the east and northeast of the site the remains of an Early/Middle Iron Age ditch system with associated roundhouses, four-post structures and wells were revealed during extensive excavations in advance of commercial development the other side of Wendlebury Road (CA 2023b and c). A later Iron Age field system and enclosures were also recorded as well as un-urned cremation burials of possible Iron Age/Romano-British date.

Roman (AD 43–AD 410)

- 2.10. Alcester Roman Town, a Scheduled Monument (Alcester Roman site; National Heritage List for England entry number: 1006365), lies to south of the site. It was a small Roman town with a defended area of approximately 10.5ha. It probably originated in the early 1st century AD, with activity lasting until the 4th century AD. The defences of the Roman Town are almost square in plan, with each of its sides c. 350 yards in length. The town was originally bounded by a wall-faced rampart and ditch, remains of the ditch are well preserved to the west, where they still form a field boundary, while the earthwork rampart remains are easily distinguishable on the eastern and western sides. The northern rampart has disappeared as a result of road construction, and the course of the Chesterton Brook to the south has replaced the former ditch.
- 2.11. Several Roman roads entered Alcester. Historic cartographic sources show that Roman Akeman Street (the road from Alcester to Towcester) ran along, or possibly within, the western edge of the site. A north/south aligned linear earthwork in the

south-western part of the site may possibly represent the former line of this road, or a Roman ditch adjacent to the road.

- 2.12. A number of cropmarks have been noted within the central part of the application site. These include a large rectilinear enclosure and a series of possibly associated smaller enclosures, perhaps representing a late Roman nucleated settlement.
- 2.13. Excavations in the extramural settlement of Roman Alchester (1991) in advance of road construction on the A421 (Oxford Road) at the southern boundary of the site recorded extensive evidence of Roman, and earlier, activity (Booth et al 2002). The investigations identified evidence for activity dating from the first to second century AD, characterised by ditches on alignments relating to Akeman Street, while a complex system of ditched plots developed later, on each side of the lane running parallel to, and north of, Akeman Street. South of the lane, the earliest structures dated to the mid-second century. North of the lane, plots contained Roman structures of various plan and construction, and the character of this settlement appeared to indicate a predominantly agricultural use. Settlement and agricultural activity appeared to have continued into the post-Roman period. A late Roman cemetery was recorded, alongside a large pottery assemblage, with numerous other finds.
- 2.14. Archaeological investigations in the area approximately 650m south-west of the site, recorded details of an internal road, alongside evidence of a workshop, granary, an early fort, a tower, gate and water channel. Plans of buildings have also been recorded elsewhere within the Scheduled Monument and during the construction of the railway line, in 1848, sixteen skeletons were recorded approximately 660m to the south of the proposed development site. The remains of a further 28 inhumation burials, along with pottery sherds and demolition material, were located approximately 560m to the south, and a single inhumation, Samian pottery and a cremation burial were uncovered during non-archaeological trenching approximately 260m south of the site.
- 2.15. Excavations 1km to the north of the current site revealed the extent of the Roman hinterland surrounding the town. Evidence broadly dated to the Roman period included small rectangular enclosures delineated by narrow deep ditches. A number of corn-drying kilns were recorded within these enclosures. A single wide shallow ditch was interpreted as a drainage channel, moving water off site to the south-west, towards a tributary of the River Ray suggesting an engineered solution to water

management. However, the proximity of water was clearly important for industrial processes on site, the evidence for which included stone lined tanks, a possible sluice and system of water channels. Together with the corn drying kilns these features were interpreted as the remains of a malting and brewing site (WA 2011).

- 2.16. An evaluation trench was excavated with the footprint of Wendlebury Road immediately west to the entrance of the former Faccenda chicken farm and located the metalled surface and underpinning of a north/south aligned Roman road lying approximately 1.1m below the modern road surface (TVAS 2010). This was interpreted as the original route running from the north gate of Alchester towards Towcester (hereafter Alchester to Towcester Road; Margary, 1973: 163). The surface was sealed by material containing a single residual fragment of first-century pottery and several fragments of second to fourth century pottery, with the interpretation that the metalled surface had fallen out of use by the late second to third centuries. A second trench in Wendlebury Road, level with the northern end of the adjacent Hybrid site found no trace of a Roman road surface.
- 2.17. Extensive Roman activity was recorded during the excavations for Bicester Catalyst. This included part of the Roman road which ran north from Alchester and associated roadside ditches, with the road appearing to have at least two phases of metalling. Roman field systems and around sixty un-urned burials were also identified (CA 2023b).
- 2.18. Directly east of the site roadside ditches associated with the route of Akeman Street along with stone structures, watering holes and burials were also recorded at the former Faccenda chicken farm site (CA 2023c).

Early medieval (AD410–1066) and medieval (1066–1539)

- 2.19. Bicester was recorded in the Domesday Survey (1086). The site is likely to have lain within the agricultural hinterland to the early medieval and medieval town. The previous geophysical survey (PCG 2016) and evaluation (CA 2016b) recorded evidence for medieval ridge and furrow agriculture within the site.
- 2.20. Further evidence of medieval activity within the environs of the site includes evidence of agricultural activity and settlement in the form of miscellaneous findspots, including tokens, pottery and coins, and recorded features such as ditches, pits and postholes, ridge and furrow earthworks, trackways and quarries located immediately to the west

of the site, c. 800m to the north, c. 970m to the north-east, c. 310m and 900m to the east, c. 760m to the south-west and 1km to the west, and c. 50m, 70m and 740 to the north-west.

Post-medieval (1540–1800) and modern (1800–present)

- 2.21. The site is likely to have continued in agricultural use during the post-medieval and modern periods. Cartographic sources from the late 18th and 19th centuries depict the site as agricultural fields.
- 2.22. The Buckinghamshire Railway located approximately 150m east of the site, opened in 1850 and was established through the merging of two companies proposing lines from Bletchley to Banbury, and Aylesbury to Oxford. The Bletchley-Banbury section opened in 1850 and the Oxford-Verney Junction on the Bletchley-Banbury line opened a year later. The Banbury line remained a branch-line throughout the late 19th and early 20th century, while the Oxford Line developed into a major cross-county link, until its closure to passengers in 1968. The Banbury line closed to passengers in 1961, although a truncated spur to Buckingham remained open for a further three years. The use of Banbury line for goods traffic ceased in 1963, while the Oxford section remains fully operational.
- 2.23. Britain's largest military railway system, the Bicester Military Railway, is located approximately 200m east of the site. and functions as the primary mode of transport at the Central Ordnance Depot, Bicester. Surveyed prior to construction in August 1942, six passenger platforms were built around the Graven Hill depot, although all except the Graven Hill platform have since been demolished.

3. AIMS AND OBJECTIVES

- 3.1. The general objectives of the archaeological monitoring and recording are:
- to monitor the development groundworks, and to identify, investigate and record any significant buried archaeological deposits/features thus revealed;
 - at the conclusion of the project, to produce a report setting out the archaeological monitoring and recording results and the archaeological conclusions that can be drawn from the recorded data;
 - at the conclusion of the project, to compile a stable, ordered, accessible project archive (see Section 5).

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- To undertake targeted mitigation excavation on deep drainage runs and attenuation tanks when/if these cannot be mitigated by design.
 - To ensure measures for preservation *in situ* are undertaken in line with the **"Archaeological Protection Measures Report - produced by Brian Hamill and dated 19th January 2017"**.

3.2. The specific objective of the archaeological monitoring and recording are:

- Investigate any known Roman remains on site which are revealed during groundwork.
- Record any evidence of past settlement or other land use revealed.
- Recover artefact evidence to date any past settlement activity that may be identified.
- Sample and analyse environmental remains to create a better understanding of past land use and economy.

3.3. Further period specific objectives may also need to be considered.

Early Neolithic

- Identifying and investigating features with both late Mesolithic and early Neolithic material present, especially where these can be linked to environmental and datable sequences.
- Establishing the extent and character of settlement away from monument complexes, especially in areas where early settlement has traditionally been thought to be thin.

Late Neolithic/Early Bronze Age

- Better dating of key sites and deposits in order to improve an understanding of chronological sequences across the region.
- Investigating sites with good environmental sequences with potential for environmental reconstruction
- Establishing the extent and character of settlement away from monument complexes, especially in areas where early settlement has traditionally been thought to be thin.

Late Bronze Age/Early Iron Age

- The location and exploitation of woodland should be explored through palaeo-environmental data.

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- For field systems in the Solent-Thames area, their origin and purpose, including the reason for co-axial fields and the form taken by field boundaries, would merit further study.
 - Changes in the relationship of fields to settlements across the region should also be investigated.
 - Reasons for increases in the intensity of settlement should be explored, for example whether this reflects a switch from family to more communal management of animals and crops, and the role of land-use divisions in this process.
 - More remains to be learnt about storage pits, such as the establishment of a minimum size, their reuse as latrines and the implications of this for burials in pits.

Late Iron Age/Early Roman-British

- Identify any evidence for Late Iron Age/Early Romano British transition evidenced through changing material culture and evolving new forms of habitation.
- Identify evidence of changing landscape management in the hinterland of Alchester in the early Romano-British period and its relationship with the adjacent Roman road
- Identify evidence of early Romano-British crop processing in the hinterland of Alchester.
- Identify any evidence of smithing in the suburbs of Alchester.

Conquest to decline

- Assess evidence for change and development of the hinterland of Alchester through the Roman period.
- Assess evidence for changes in the local economy during the Roman period.
- Assess evidence for light industry and smithing in the hinterland.
- Assess evidence for the decline of activity in the hinterland of Alchester in the late Roman period.

Early medieval

- There is little evidence from the immediate area of the site for early medieval activity and it will be very important to assess whether there is any settlement activity which predates the Domesday Book.

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- 3.4. If significant archaeological remains are identified, the archaeological monitoring and recording report will refer to the Solent and Thames Archaeological Research Framework (Hey and Hind 2014) so that the remains can, if possible, be placed within their local and regional contexts.

4. METHODOLOGY

- 4.1. The general site strategy will initially comprise archaeological monitoring and recording by a senior archaeologist of the sitewide topsoil strip. Subsequently, strip and map excavation (total 3,710m²) will be undertaken within the construction footprint of the storm water/foul sewer runs (see **Figure 4**, shaded green) where the construction depth will be at or below the level of the recorded archaeology from the evaluation, potentially including some attenuation within the same footprint. Once the topsoil strip has been completed and the subsequent set piece strip and map excavations, those areas of the site stripped to the top of subsoil will be raised with approved engineered material brought in from the Catalyst site opposite to the east. The section drawings provided in **Figure 5** indicate that for the most part there will be sufficient cover to protect known archaeological remains *in situ*, however the foul and storm water runs are deeper than the archaeological level and will need mitigation in the form of strip, map and record as discussed above.
- 4.2. Non-archaeologically significant deposits will be removed by the groundwork's contractors under archaeological supervision. Mechanical excavators must be fitted with toothless grading buckets. Temporary haul roads formed of imported material will be constructed to avoid damage from wheel rutting to sensitive archaeological remains in the south and south-east corner of the site.
- 4.3. In the unlikely event archaeological features/deposits are exposed during the topsoil strip, construction groundwork in the specific area(s) will be temporarily halted so that the monitoring archaeologist is given sufficient time to assess levels, investigate and record those features revealed in the area. Those footprints identified above and on **Figure 4**, such as the deeper services (foul sewer and storm water), will be opened up as set piece strip and map excavations and will require on site official monitoring and sign off by the OCC archaeological advisor to CDC, before construction can commence in these areas.

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- 4.4. Original planning projections indicated that construction would commence in 2025, but this maybe brought forward dependent on the progress/logistic needs of other linked developments etc.
- 4.5. Examination of features will concentrate on recovering the plan and any structural sequences. Emphasis, will be placed upon gaining a secure understanding of the stratigraphic and chronological development of the site, including the recovery of samples suitable for radiocarbon dating where appropriate, and on upon obtaining details of the phasing of the site.
- 4.6. All funerary/ritual activity and domestic/industrial deposits/structures will be 100% excavated. All discrete features (post holes, pits) will be sampled by hand excavation (average sample unlikely to exceed 50%) unless their common/repetitious nature suggests they are unlikely to yield significant new information. All linear features (ditches, pathways etc) will be sampled to a minimum of 10%. Bulk horizontal deposits will as a minimum be 10% by area hand excavated, after which a decision may be taken (in conjunction with the Curato) to remove the remainder with machinery. Priority will be attached to features which yield sealed assemblages which can be related to the chronological sequence of the site. Features and bulk deposits will be sampled initially by hand to recover sufficient artefactual and biological assemblages and feature profiles/sections/elevations with which to date and phase them, after which systematic mechanical excavation of additional sections, and coarse inspection and metal detecting of the arisings for finds recovery, may be applied, to recover additional data (or more secure dating evidence where finds are meagre). Priority for hand-investigation will be attached to features which yield sealed assemblages which can be related to the chronological sequence of the site.
- 4.7. Throughout the course of fieldwork this reflexive strategy will continually utilise new information recovered from the site (and where necessary subject to preliminary assessment by appropriate specialists during the course of the fieldwork) to further inform and develop the site investigation strategy and methodology – which are in turn dictated by a desire to address the research questions set out in section 3. This will require a collaborative approach to strategy formulation between curator, consultant, CA site staff and specialists. The strategy will be driven by a series of principles:

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- Emphasis is on collecting high-quality data, rather than large quantities of less good evidence. It is the quality of the evidence, not just the quantity that matters.
 - We will collect, and analyse, data in a format that permits comparison with that recovered from comparable sites, both locally and nationally, and also evidence that will accrue from future work. We will institute a programme of volumetric analysis which will allow the quantities of artefacts and ecofacts recovered from cut features (ditches; pits) to be related to the volume of fill from which they have been recovered (eg. X kg pottery per m³).
 - We will seek to establish a total quantification of all metalwork recovered from the site and look for intra-site distribution patterns. We will put an emphasis on metal-work recovery through the controlled use of a metal-detector and will plot the locations of recovered finds with a GPS.
 - Whilst there are no universally accepted sample sizes, we will as a rule take the view that a sample of more than ten sherds of pottery should be sufficient to date major features. Where hand sampling produces a meagre return of artefacts, we will consider as a second stage the machine removal of fill and the careful scanning of the excavated spoil for artefact recovery.
 - We will look to recover assemblages of animal bones in excess of 100 NISP per principal site phase.
 - We will prioritise sealed deposits resting upon any surviving floors or surfaces for the application of scientific techniques which might provide insights into the formation of those deposits, and any activities or processes that occurred nearby.

4.8. Any archaeological features present will be investigated, planned and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. 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.

4.9. In the event of archaeological deposits being found for which the resources allocated are not sufficient to support excavation and recording to a proportionate standard, or

which are of sufficient significance to merit an alternative approach (such as contingency excavation), the Client and the Curator will be contacted immediately. Destructive work in the affected area(s) will cease until agreement has been reached on an appropriate archaeological response.

Artefacts

- 4.10. 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

- 4.11. 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*.
- 4.12. 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 Curator but will follow the general selection parameters set out in the following paragraphs.
- 4.13. 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.

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- 4.14. 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.
- 4.15. 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.
- 4.16. 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

- 4.17. Upon discovery of treasure, CA will notify the Client and Curator 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

- 4.18. Any human remains (skeletal or cremated) will be treated with due decency and respect at all times. Where human remains are encountered, these will not be excavated unless their disturbance by the development is unavoidable. In cases where 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. POST-EXCAVATION, REPORTING AND ARCHIVING

Reporting

5.1. An illustrated typescript report will be compiled on the archaeological monitoring and recording 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 background;
- a description and illustration of the site location;
- a methodology of the works undertaken;
- 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 archaeological monitoring and recording results;
- a description of the archaeological monitoring and recording results;
- an interpretation of the archaeological monitoring and recording 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 monitored areas in relation to the site boundaries;
- plans of each monitored area, or part of monitored area, 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 orientation 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 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;

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- 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.

5.2. The draft archaeological monitoring and recording report will be distributed to the Client and Curator for review prior to finalisation. All copies of the report (draft and final) will be issued in pdf format.

Academic and public dissemination

5.3. It is anticipated that a short note on the archaeological monitoring and recording results will be produced for inclusion within an appropriate local archaeological journal.

5.4. 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.

5.5. 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>).

Archive deposition

- 5.6. An ordered, indexed, and internally consistent site archive will be prepared in accordance with the relevant recipient museum guidelines. The archive will also be prepared in accordance with:
- *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 2011);
 - *Standard and Guide to Best Practice for Archaeological Archiving in Europe: EAC Guidelines 1* (Europae Archaeologia Consilium 2019); and
 - *Toolkit for Selecting Archaeological Archives* (ClfA/Historic England 2019; updated March 2022).
- 5.7. All artefacts and environmental samples will be processed, assessed, conserved, and packaged in accordance with CA technical manuals of Oxfordshire Museums Service.
- 5.8. Depending on the nature and scope of any subsequent programme of archaeological works at the site (if applicable), the archaeological monitoring and recording 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.
- 5.9. CA will make arrangements with Oxfordshire Museum's Service for the deposition of the site archive and, subject to agreement with the legal landowner(s), the artefact collection.

Selection strategy

- 5.10. As noted in para. 4.9, 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.
- 5.11. 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 post-dating AD 1800 will be retained for inclusion in the preserved archive.

Digital archive

- 5.12. 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

- 5.13. 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.
- 5.14. 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*, 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* 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.

6. PROJECT STAFF

- 6.1. This project will be under the management of Richard Greatorex, MCIfA, Project Manager, CA. The Project Manager will direct the overall conduct of the archaeological monitoring and recording 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 Project Leader, supplemented by additional Archaeologists as necessary.
- 6.3. Specialists who may be invited to advise 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 BA MSc MCIfA (CA)
- **Environmental remains:** Sarah Wyles MCIfA (CA)
- **Conservation:** Pieta Greeves BSc MSc ACR (Drakon Heritage and Conservation)
- **Geoarchaeology:** Keith Wilkinson PhD (ARCA)
- **Building recording:** Peter Davenport MCIfA FSA (freelance)

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. HEALTH, SAFETY AND ENVIRONMENT

7.1. 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. **Note the location of the Foul Sewer in the south-east corner of the site; the location of this service will be physically flagged on the ground by Thames Water prior to the commencement of the Phase 2 program of works (see Figures 2-5).**

8. INSURANCES

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

9. MONITORING

- 9.1. Notification of the start of site works will be made to the Curator so that there will be opportunities to visit the site and check on the quality and progress of the work.

10. QUALITY ASSURANCE

- 10.1. 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 (CIfA 2019) and the *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment* (CIfA 2014; updated October 2020). All CA Project Managers hold Member status within the CIfA.
- 10.2. 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.

11. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

- 11.1. It is not anticipated that this archaeological monitoring and recording will afford opportunities for public engagement or participation during the course of the fieldwork. However, the archaeological monitoring and recording results will be made publicly available on the ADS and CA websites, as set out in Section 5.

12. STAFF TRAINING AND CPD

- 12.1. 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.
- 12.2. 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.

13. REFERENCES

- Booth , P., Evans, J., and Hiller, J. 2001 *Excavations in the Extramural Settlement of Roman Alchester, Oxfordshire 1991* **OA Monograph 1**
- British Geological Survey 2024 *BGS Geology Viewer* <https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/> Accessed 2 January 2024
- Cotswold Archaeology 2016a *Land at Bicester Gateway, Oxfordshire: Heritage Desk-Based Assessment* CA Report No. **16322**
- Cotswold Archaeology 2016b *Land at Bicester Gateway, Bicester, Oxfordshire: Archaeological Evaluation* CA Report No. **16560**
- Cotswold Archaeology 2023a *Land at Bicester Gateway, Bicester, Oxfordshire: Archaeological Evaluation* CA Report No. **MK0480_1**
- Cotswold Archaeology 2023b *Hybrid Application Site, Catalyst Bicester, Bicester, Oxfordshire (Phase 1): Post-excavation Assessment* CA Report No. **MK0580_1**
- Cotswold Archaeology 2023c *Former Faccenda Chicken Farm, Bicester, Oxfordshire (Phase 2): Post-excavation Assessment* CA Report No. **AN0535_1**
- Department for Levelling Up, Housing and Communities 2023 *National Planning Policy Framework*
- Pre-Construct Geophysics 2016 *Phase 1, Bicester Gateway, Oxfordshire: Archaeological Geophysical Survey* PCG Report No. **CA/BG1 2016**
- Thames Valley Archaeological Services 2010 *Wendlebury Road, Bicester, Oxfordshire Phase 2 TVAS* Report No. **WRB10/97**
- Wessex Archaeology 2011 *Prehistoric, Romano-British and Anglo-Saxon Activity at Whitelands Farm, Bicester*

APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS

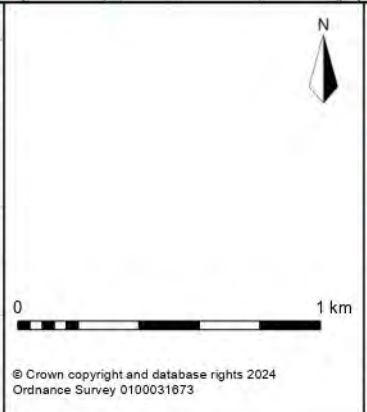
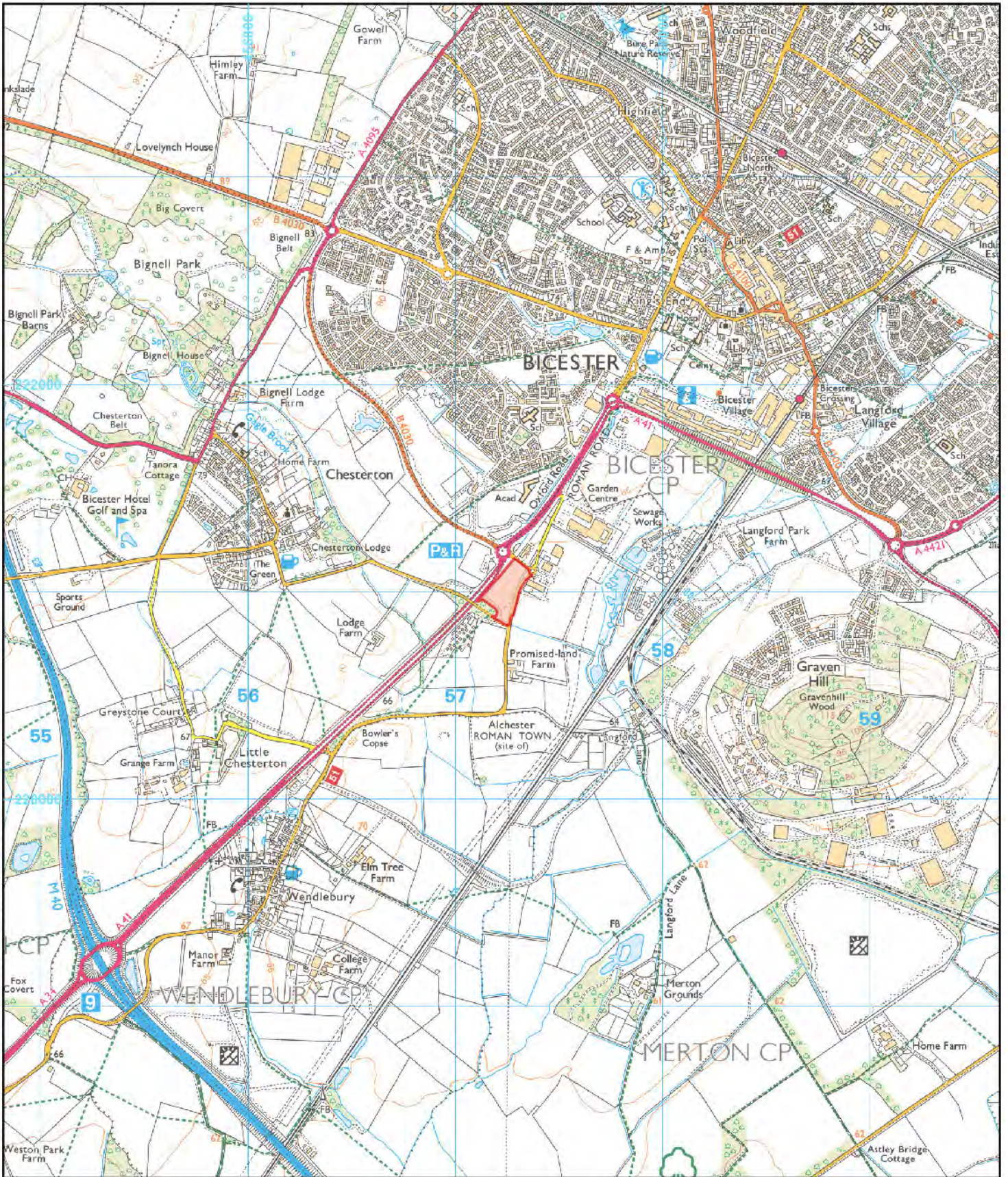
Ceramics

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) Elaine Morris BA PhD FSA MCIfA (University of Southampton) Anna Doherty MA (Archaeology South-East) Sarah Percival MA MCIfA (freelance) Steve Benfield BA (CA) Ciar Boyle Gifford BA, MA (CA), Apprentice: Archaeological Specialist Level 7
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) Claire Collier Jones BA MA (CA) Ciar Boyle Gifford BA, MA (CA), Apprentice: Archaeological Specialist Level 7 Laura Pearson BA, MA, PCIfA (CA), Apprentice: Archaeological Specialist Level 7
(Samian)	Gwladys Montell MA PhD (freelance) Steve Benfield BA (CA)
(Amphorae stamps)	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) Jane Timby BA PhD FSA MCIfA (freelance) Sue Anderson, M Phil, MCIfA, FSA (freelance) Richenda Goffin BA MCIfA (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) Stephanie Ratkai BA (freelance) Paul Blinkhorn BTEch (freelance) John Allan BA MPhil FSA (freelance) Richenda Goffin BA MCIfA (freelance) Sue Anderson M Phil, MCIfA, FSA (freelance)
South-West	Henrietta Quinnell BA FSA MCIfA (University of Exeter)
Clay tobacco pipe	Marek Lewcun (freelance) Kieron Heard (freelance) Richenda Goffin BA MCIfA (freelance)
Ceramic building material	Ed McSloy MCIfA (CA) Grace Jones BA MA PhD MCIfA (CA) Peter Banks LLB LLM PCIfA (CA) Claire Collier Jones BA MA (CA) Laura Pearson BA, MA, PCIfA (CA), Apprentice: Archaeological Specialist Level 7 Ciar Boyle Gifford BA, MA (CA), Apprentice: Archaeological Specialist Level 7 Richenda Goffin (Roman painted wall plaster) CBM, BA MCIfA (freelance) Steve Benfield BA (CA) Peter Warry PhD (freelance) Sue Anderson M Phil, MCIfA, FSA (freelance)

Other finds

Small finds	Ed McSloy BA MCIfA (freelance) Grace Jones BA MA PhD MCIfA (CA) Claire Collier Jones BA MA (CA) Richenda Goffin, (non-metalwork) BA MCIfA (CA) Steve Benfield CA I Riddler PhD (freelance) Alison Sheridan PhD (National Museum of Scotland)
Metal artefacts	Ed McSloy BA MCIfA (CA) Grace Jones BA MA PhD MCIfA (CA) Alex Bliss BA, AlfA (CA) Claire Collier Jones BA MA (CA) Jörn Schuster MA DPhil FSA MCIfA (freelance) Hilary Cool BA PhD FSA (freelance) I Riddler PhD (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) Francis Wenban-Smith BA MA PhD (University of Southampton)
Worked stone	Ruth Shaffrey BA PhD MCIfA (freelance) Kevin Hayward FSA BSc MSc PhD PCIfA (freelance)
Inscriptions	Roger Tomlin MA DPhil, FSA (Oxford)
Glass	Ed McSloy MCIfA (CA) Hilary Cool BA PhD FSA (freelance) David Dungworth BA PhD (freelance) Sarah Paynter PhD (Historic England) Rachel Tyson PhD (freelance) Hugh Wilmott PhD (University of Sheffield)
Coins	Ed McSloy BA MCIfA (CA) Alex Bliss (CA) Peter Guest BA PhD FSA (Cardiff University) Richard Reece BSc PhD FSA (freelance) Jude Plouviez (freelance) Andrew Brown PhD (British Museum) Richard Kelleher PhD (Fitzwilliam Museum) Philip de Jersey PhD (Ashmolean Museum)
Leather	Quita Mould MA FSA (freelance)
Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance) Sue Harrington PhD (freelance)
Iron slag/metal technology	Tim Young MA PhD (Cardiff University) David Dungworth BA PhD (freelance) David Starley BSc PhD Lynne Keys (freelance)
Worked wood	Michael Bamforth BSc MCIfA (freelance)
Biological remains	
Animal bone	Clare Randall MCIfA (CA) Matilda Holmes BSc MSc PhD ACIfA (freelance) Andrew Clarke ACIfA CA Julie Curl (freelance)
Human bone	Sharon Clough BA MSc MCIfA (CA) Frankie Wildmun (CA) Sue Anderson M Phil, MCIfA, FSA (freelance)

Environmental sampling	Sarah Wyles BA MCIfA (CA) Sarah Cobain BSc MSc ACIfA (CA) Anna West BSc (CA) Keith Wilkinson BSc PhD MCIfA (ARCA)
Pollen	Michael Grant BSc MSc PhD (University of Southampton) Rob Batchelor BSc MSc PhD MCIfA (QUEST, University of Reading)
Diatoms	Tom Hill BSc PhD CPLHE (Natural History Museum) Nigel Cameron BSc MSc PhD (University College London)
Charred plant remains	Sarah Wyles BA MCIfA (CA) Sarah Cobain BSc MSc ACIfA (CA) Anna West BSc (CA)
Wood/charcoal	Sarah Cobain BSc MSc ACIfA(CA) Dana Challinor MA (freelance) Sheils Bordman (freelance)
Insects	Enid Allison BSc D.Phil (Canterbury Archaeological Trust)
Mollusca	Sarah Wyles BA MCIfA (CA) Keith Wilkinson BSc PhD MCIfA (ARCA)
Ostracods and Foraminifera	John Whittaker BSc PhD (freelance)
Geoarchaeology	Keith Wilkinson BSc PhD MCIfA (ARCA) Agata Kowalska BA MA MSc ACIfA (CA)
Soil micromorphology	Richard Macphail BSc MSc PhD (University College London)
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	Derek Hamilton PhD (SUERC) Frances Healey PhD (freelance) Professor John Hines (Cardiff University)
Archaeomagnetic dating	Cathy Batt BSc PhD (University of Bradford)
TL/OSL Dating	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**

Andover 01264 347630
 Cirencester 01285 771022
 Milton Keynes 01908 564660
 Suffolk 01449 900120

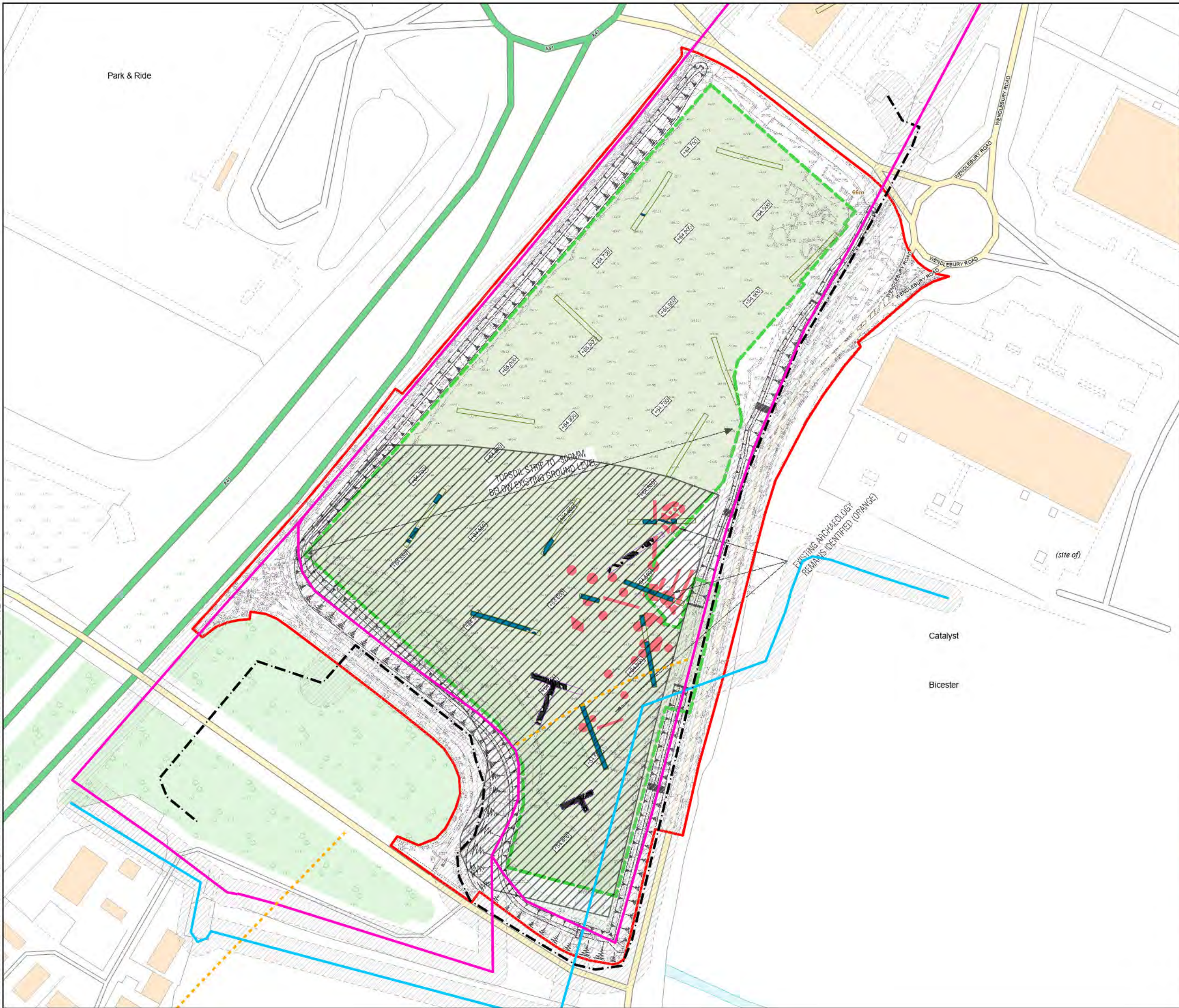
www.cotswoldarchaeology.co.uk
enquiries@cotswoldarchaeology.co.uk

PROJECT TITLE
 Bicester Gateway 1B
 Bicester, Oxfordshire

FIGURE TITLE
 Site location plan

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CHECKED BY	REG	DATE	09/05/2024	1
APPROVED BY	REG	SCALE @ A4	1:25,000	

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Legend

- ▭ Site Boundary
- Limit of terrain
- Safety buffer
- Electricity
- - - Footpath
- Foul
- Telecoms
- Previous features
- 660780 features
- 660780 trench
- MK0480 feature
- MK0480 trench



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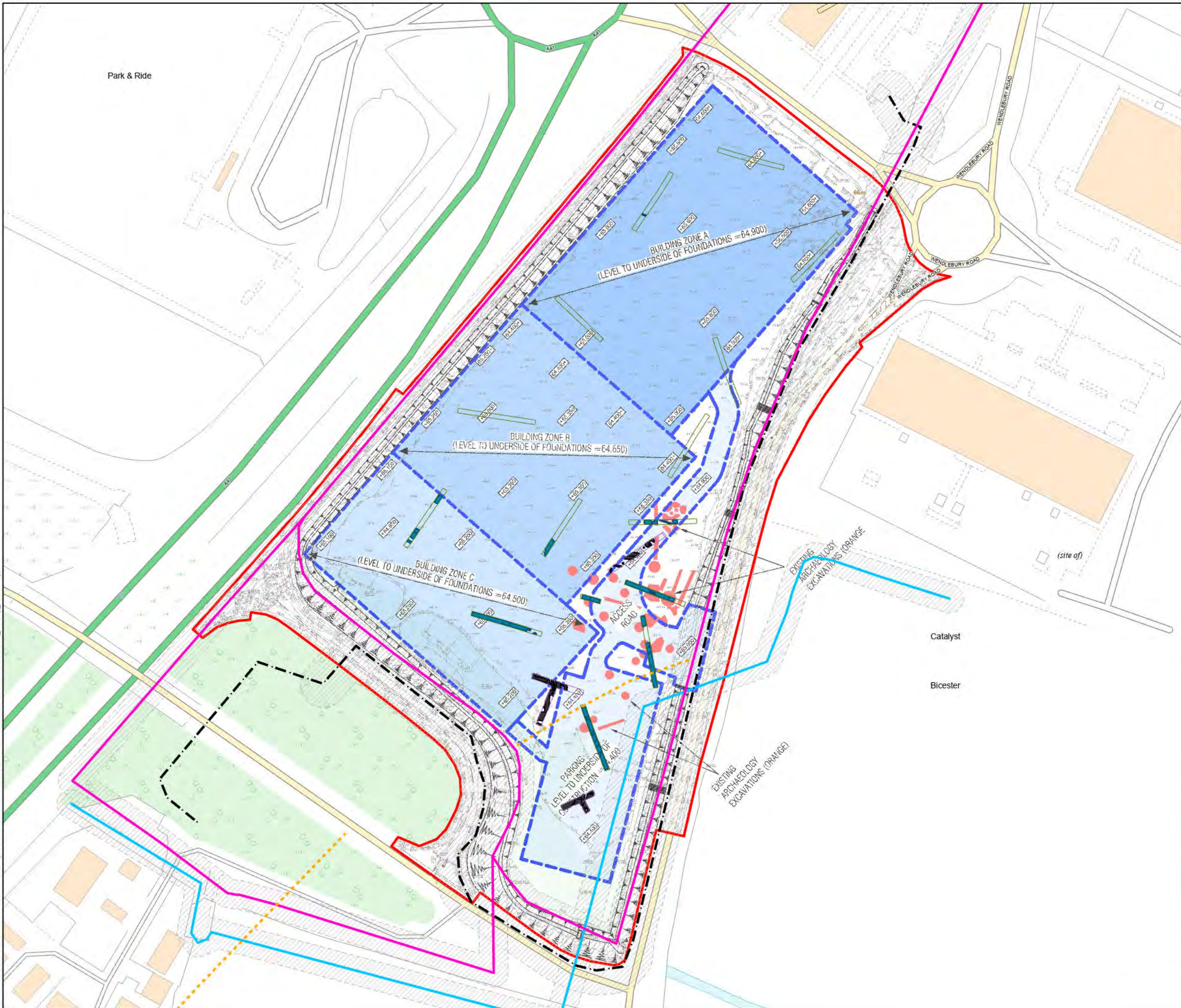
Cotswold Archaeology

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PROJECT TITLE
Bicester Catalyst Phase 4
 Bicester, Oxfordshire

FIGURE TITLE
Topsoil Strip Area

DRAWN BY	AK	PROJECT NO	MK1025	FIGURE NO.	
CHECKED BY	REG	DATE	09/05/2024		
APPROVED BY	REG	SCALE@A3	1:1,250		2



Legend

- ▬ Site Boundary
- ▬ Safety buffer
- - - Electricity
- - - Footpath
- ▬ Foul
- ▬ Telecoms
- Previous features
- 660780 features
- ▬ 660780 trench
- ▬ MK0480 feature
- ▬ MK0480 trench



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Cotswold Archaeology

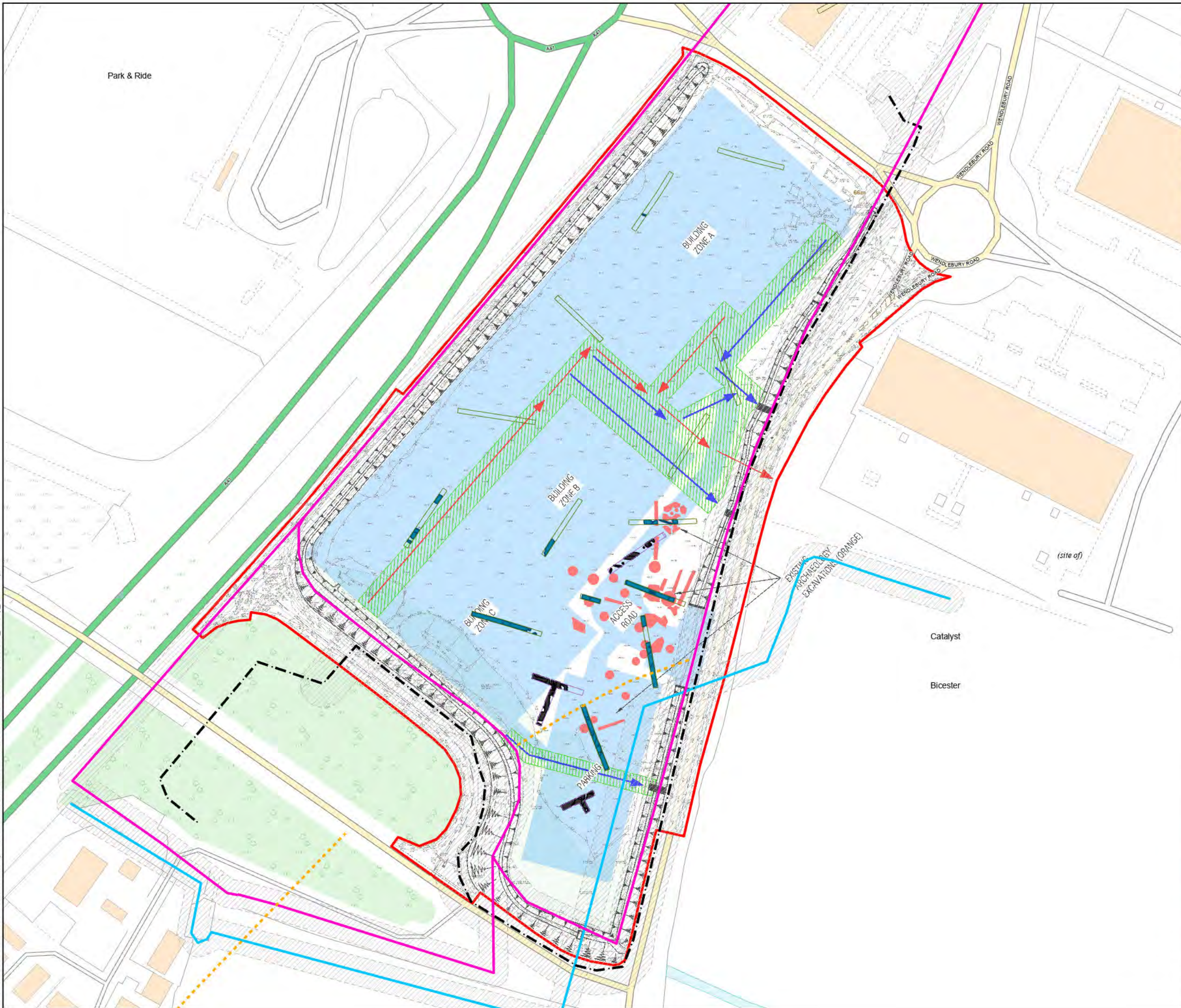
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Suffolk	01449 900120

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PROJECT TITLE
Bicester Catalyst Phase 4
Bicester, Oxfordshire

FIGURE TITLE
**Site Fill Archaeology Plan
and Phase 1 Entrance Footprint**

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CHECKED BY	REG	DATE	09/05/2024		
APPROVED BY	REG	SCALE@A3	1:1,250		2



Legend

- ▬ Site Boundary
- ▨ Safety buffer
- - - Electricity
- - - Footpath
- ▬ Foul
- ▬ Telecoms
- Previous features
- ▬ 660780 features
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- ▬ MK0480 feature
- ▬ MK0480 trench



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Cotswold Archaeology

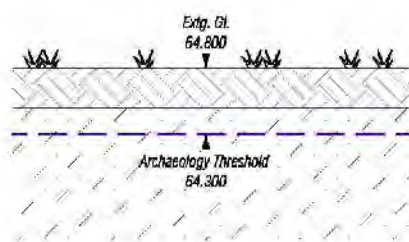
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PROJECT TITLE
Bicester Catalyst Phase 4
 Bicester, Oxfordshire

FIGURE TITLE
Phase 2 Storm Water and Foul Sewer Mitigation Footprint

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APPROVED BY	REG	SCALE@A3	1:1,250	

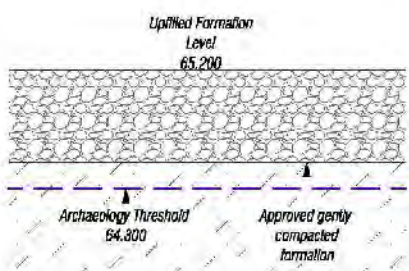
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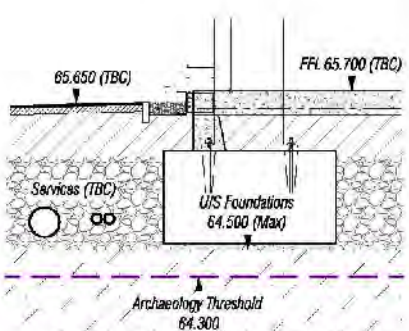
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Topsoil Strip (Stage 1) 1:25

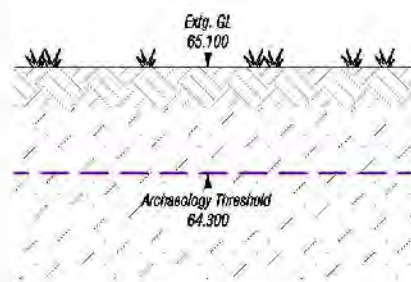


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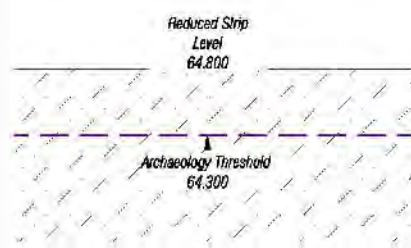


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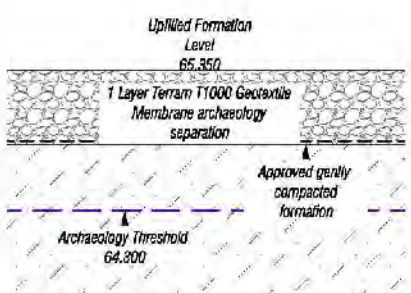
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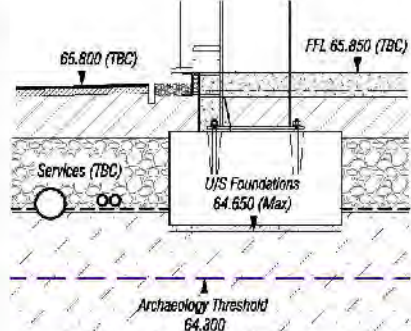
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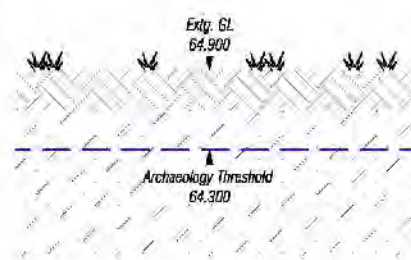


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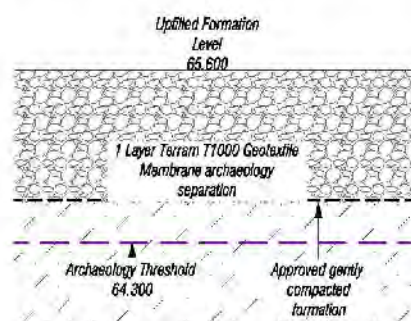
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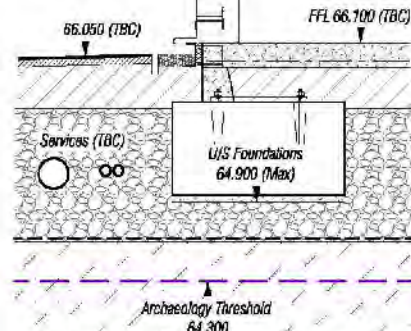
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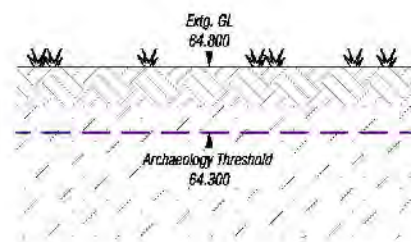


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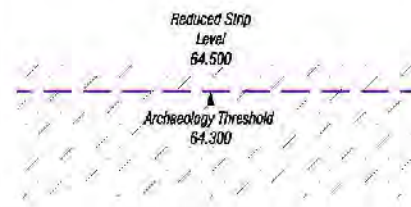


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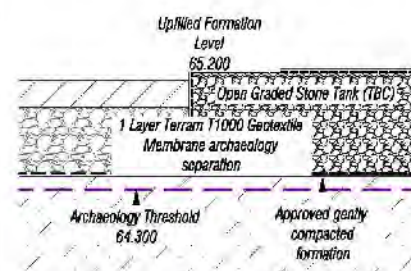
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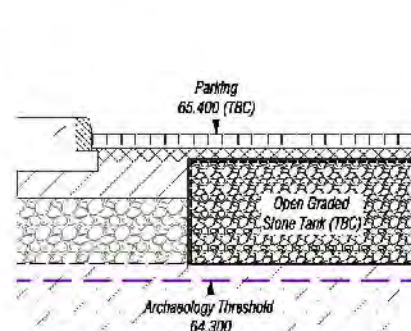
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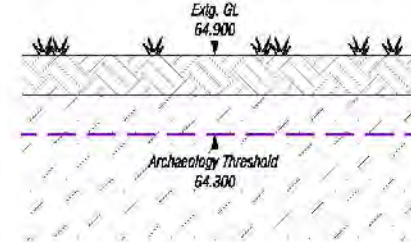


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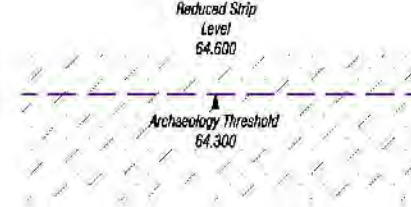


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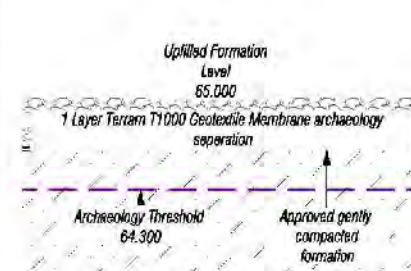
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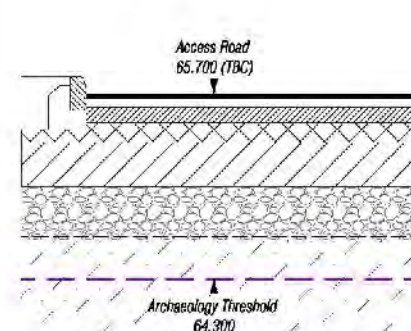
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Topsoil Strip (Stage 1) 1:25



Site Fill Works (Stage 2) 1:25



Build Works (Stage 3) 1:25



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PROJECT TITLE
Bicester Catalyst Phase 4
 Bicester, Oxfordshire

FIGURE TITLE
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