

Land South of Salt Way and East of White Post Road, Banbury, Oxfordshire

Written Scheme of Investigation

2019



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Angel House, Portland Square, Bakewell, Derbyshire, DE45 1HB

www.archaeologicalresearchservices.com

Prepared on behalf of: Barratt Homes & David Wilson Homes Ltd

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Compiled by: Lawrence Pontin & Zoë Cavendish

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Local Authority: Cherwell District Council

Site central NGR: SP 45639, 38319

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1 INTRODUCTION

1.1 Project Background

1.1.1 This Written Scheme of Investigation (WSI) has been prepared by Archaeological Research Service Ltd (ARS Ltd) on behalf of Barratt Homes & David Wilson Homes Ltd. It details a scheme of works for “archaeological recording action” at land south of Salt Way and east of White Post Road, Banbury, Oxfordshire. The approved development comprises the development of up to 280 residential dwellings, introduction of structural planting and landscaping, formal and informal public open space and play areas, surface water flood mitigation and attenuation, new priority junction arrangements to White Post Road, creation of a section of spine road to link Bloxham Road with White Post Road as well as creation of a 34 space car park and other associated ancillary works with associated access, landscaping and amenity space.

1.1.2 Outline planning application (15/01326/OUT) was submitted to Cherwell Council for the proposed development. This was approved on appeal (APP/C3105/W/3172731) on the 20th December 2017 subject to an agreed S106 and condition 25. Condition number 25 requires that:

No development shall take place until an archaeological Written Scheme of Investigation relating to the site has been submitted to, and approved in writing by, the local planning authority. The archaeological Written Scheme of Investigation should include a programme of archaeological evaluation, investigation and recording of the site, along with details of publication, together with a timetable for their completion.

1.1.3 This document has been prepared to fully comply with a “Design Brief for Archaeological Recording Action” issued by the Oxfordshire County Archaeological Services (OCAS) Planning Archaeologist on the 2nd July 2018. It describes the objectives and methods to be employed and has been approved, in final issue form, by the OCAS Planning Archaeologist.

1.1.4 The aim of the programme of works is, in line with the National Planning Policy Framework (NPPF) paragraph 199 (MHCLG 2018), to record and enhance understanding of the significance of heritage assets to be lost during the proposed development in a manner proportionate to their importance, and to make this evidence (and any archive generated) publicly accessible.

1.1.5 All stages of the project will be carried out in accordance with the procedures as set out in Management of Archaeological Projects 1991 (MAP2).

1.2 Site Description and Location

1.2.1 The ‘red line boundary’ of the proposed development area (hereafter ‘PDA’) is depicted by a red polygon on Figure 1. The PDA is separated into three fields, within which are two areas that have been designated as ‘Archaeologically Sensitive.’ These areas are depicted by yellow polygons on Figure 1.



1.2.2 The PDA is situated adjacent to the southern edge of Banbury and the north-western edge of Bodicote, Oxfordshire. The PDA covers an area of c.18ha and is presently used as arable land, with a plot of allotments in the south-west corner and a plot of managed open grassland in the east of the site, part of which is fenced off to provide an access easement to Bodicote Cricket Club in the south. A small plot of scrubland is located on the north boundary of the site. The site is centred at NGR SP 456, 383 (Figure 1).

1.3 Landform and Geology

1.3.1 The bedrock geology of the northern part of the PDA comprises ferruginous limestone and ironstone of the Marlstone Rock Formation, formed c.176 to 190 million years ago in the Jurassic Period. The bedrock geology of the southern part of the PDA comprises interbedded siltstone and mudstone of the Dyrham Formation, formed c.183 to 190 million years ago in the Jurassic Period when the local environment was previously dominated by shallow seas. No superficial deposits are recorded within the PDA by the British Geological Survey (BGS 2018).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 The PDA has been subject to a significant programme of archaeological assessment and evaluation. An archaeological desk-based assessment (Clarke 2013) and heritage statement (Park 2014) provided a detailed study of the archaeological potential of the site. The results of an archaeological geophysical survey (Durkin 2014) and evaluation trenching (Lotherington and Tong 2014) confirmed the survival of extensive archaeological remains across the PDA. The following is a brief synopsis of these previous investigations.

2.2 The earliest recorded remains in proximity to the site date to the Neolithic period. A Neolithic causewayed enclosure (MOX4460) has been identified in aerial photographs to the west of the site at Wykham Farm. Two pits (MOX12816) were also identified in a watching brief within 100m of the enclosure. The earlier pit, from the Early Neolithic period, is believed to have been contemporary with the enclosure, while the later pit dated to the Late Neolithic period.

2.3 West of the afore-mentioned concentration of Neolithic activity, a potential Bronze Age curvilinear enclosure (MOX24691) has also been identified. Additionally, aerial photography has revealed two possible round barrows (MOX12183) within 60m of the western edge of the development site.

2.4 Iron Age activity has been identified in small settlements located to the west (MOX24118) and east (MOX23935) of the site. The pattern of mid to late Iron Age settlement within the area was characterised by the abandonment of lower-lying land in favour of more elevated ground, epitomised by the land enclosed within the western quarter of the evaluated area. Lang (2010) has hypothesised that the shift in mid to late Iron Age settlement patterns was due to increased flooding within the river valleys.

2.5 Romano-British activity within the wider study area was principally characterised by two Roman Roads. The first road was identified (1028401) along the



southern edge of the site –aligned roughly parallel with Wykham Lane and Weeping Cross. A second road was located north of the site, on a north-west to north-east orientation (1035203). Additionally, a probable villa has been identified 1300m to the west of the site, south of Wykham Lane (Oxford Archaeological Unit 2001).

2.6 The earliest medieval activity within close proximity to the site was characterised by the recovery of a small number of coarse late Saxon pottery fragments (MOX4444) found 225m to the south of the site. Traces of extensive medieval agricultural activity, epitomised by ridge and furrow farming, have also been located at College Fields, 300m to the east of the site (Archaeological Services WYAS 2005), and in the land between Wykham Farm and the Salt Way, immediately to the west of the site (Cotswold Archaeological Trust 2012; Cotswold Archaeology 2013). Additionally, the site is also bordered by the Salt Way at its northern boundary. The Salt Way was believed to have been the main carriageway for the salt trade between Droitwich and London although the efficacy of this information is uncertain, however, as the designation of this route appears to owe its existence to the Third Edition of the Ordnance Survey (OS) in 1880.

2.7 A geophysical survey (Durkin 2014) carried out across the three fields of the PDA identified a c.150m-200m linear feature within the south-west corner bordering the western extent of three, rectilinear enclosures, in addition to multiple sub-oval and sub-circular anomalies identified in association with these enclosures, thought to potentially be part of a late Iron-Age/Romano-British settlement. The possible remains of four circular features were identified within the north-central part of the PDA. Three of these features, c.15m in diameter, were thought to indicate remains of Iron Age roundhouses, with the fourth circular feature measuring c.40m in diameter and thought to date from the Neolithic or Bronze Age. Boundary ditches showing evidence for more than one phase of agricultural activity was identified across the entire site. Further evidence for field boundary ditches and possible pits were also recorded.

2.8 The results of the evaluation trenching (Lotherington and Tong 2014) included the confirmation of a mid-late Iron Age pastoral enclosure, which included evidence for a N-S aligned boundary ditch and smaller boundary ditches identified as either stock pens or domestic enclosures in the south-west corner of the PDA (see figure 2, area 1). In addition to these ditches, a number of domestic waste pits excavated from within the boundaries of the ditches suggested domestic activity associated with animal husbandry and butchery. The remains associated with this pastoral enclosure are located at an average depth of 0.35m below the current ground surface. The smaller, sub-circular ditches in the north-central parts of the PDA were interpreted as Iron Age ring gullies associated with settlement structures. The largest sub-circular feature, thought to date from the Neolithic or Bronze Age, provided no definitive evidence to confirm this attribution, as no finds or dating evidence was recovered and the feature had been heavily eroded by agricultural activity (see Figure 2, area 4). Both these areas have since been designated by OCAS as 'Archaeologically Sensitive Areas'.



3 AIMS AND OBJECTIVES

3.1 Regional Research Aims and Objectives

3.1.1 Research topics identified in *Solent-Thames Research Framework for the Historic Environment: Resource Assessments and Research Agendas* (Hey and Hind 2014, 150-151) for the later Bronze Age and Iron Age include the following:

- ♦ 10.5.5: Classifying settlements as enclosed and unenclosed may still be useful, but differences in scale, social and economic basis of settlement may be considered in other ways.

3.2 Archaeological Recording Action Aims and Objectives

3.2.1 The principal aim of the programme of archaeological recording action will seek to alleviate damage to significant archaeological features and deposits. This will be secured through the implementation of a full set piece excavation to deal with all significant remains. If areas of low significance are revealed these may be dealt with, by agreement with the OCAS, through selective recording action or smaller scale sampling and where practical and feasible, or where the status and survival quality of the remains is deemed to be of national importance (using the Secretary of State's Non-Statutory Criteria, physical preservation in situ).

3.2.2 The following objective will contribute towards accomplishing this aim.

- ♦ To record the nature, extent and date of any surviving archaeological remains associated with the previously identified Iron Age pastoral enclosure and ring gullies.

4 ARCHAEOLOGICAL RECORDING ACTION

4.1 Coverage

4.1.1 Prior to any development within the PDA a programme of archaeological recording action to include archaeological monitoring and two phases of open area excavation, will be undertaken in agreement with OCAS and ARS Ltd. This work will be carried out in two phases to allow time for the removal of overhead cables (depicted as a blue line on Figure 2) that constitute a health and safety risk to individuals working within their vicinity.

4.1.2 All areas under investigation may, in agreement with ARS Ltd and OCAS, need to be extended to investigate any archaeological features found to continue beyond these areas.

4.2 Phase 1

4.2.1 Phase 1 will comprise a programme of archaeological monitoring on the S278 road works (Figure 2, yellow shading), two large-scale open excavations and a smaller excavation centred on trench 73 (Area 2). The first of the two open excavations is situated in the southeast of the PDA (Area 1), and the second

comprises the area between the overhead power cable exclusion zone and area retained for landscaping in the northeast of the PDA (Area 4),(Figure 2, phase 1).

4.2.2 Within Area 4 to the north and east lies three areas that are to be retained for landscaping purposes. These areas (shaded in blue, Figure 2) cover approximately 0.788ha and will not form part of this archaeological excavation.

4.3 Phase 2

4.3.1 Following the removal of overhead cables, excavation in the southwest corner of area 4 will be undertaken as well as another smaller area focussed on trench 26 (area 3) from the previous phase of works (Lotherington and Tong 2014) (Figure 2, Phase 2).

4.4 Archaeological Monitoring

4.4.1 Prior to any other work commencing on site well a programme of archaeological monitoring will be undertaken on the S278 road works on the section of the road where it enters area 4. The S278 road enters area 4 between two of the zones to be retained for landscape purposes from the east as shown on Figure 2, shaded in yellow. The watching brief will cover an area of 0.0598ha.

4.5 Archaeological Monitoring Methodology

4.5.1 All elements of the archaeological watching brief will be carried out in accordance with the Chartered Institute for Archaeologist (CIfA) *Code of Conduct* (2014a) and *Standards and Guidelines for Archaeological Watching Briefs* (2014b).

4.5.2 All staff employed on the project will be suitably qualified for their respective project roles and have substantial experience of archaeological excavation and recording.

4.5.3 All staff will be made aware of the archaeological importance of the area surrounding the site and will be fully brief on the work required by this specification.

4.4.4 All ground works covered under this specification will be undertaken by a suitable mechanical excavator fitted with a toothless ditching bucket working in plan.

4.5.5 ARS Ltd will ensure that plant or machinery will not be operated in the immediate vicinity of any archaeological remains until they have been recorded.

4.5.6 Contractors and plant operators will be notified that any observations of archaeological remains must be reported immediately to the archaeologist on site.

4.5.7 Regular contact will be ensured between ARS Ltd and the site project manager to ensure that ARS Ltd is kept up to date with site works and given the chance to respond appropriately and in line with the OCAS Planning Archaeologist's requirements.

4.5.8 All site operations will be carried out in a safe manner in accordance with ARS Ltd's health and safety policy. A risk assessment will be prepared before commencement on site.



4.5.1 All relevant ground works will be undertaken by a suitable mechanical excavator fitted with a toothless ditching bucket. If significant archaeological features are identified, the OCAS Planning Archaeologist will be notified and a decision taken as to the best method of proceeding.

4.5.2 All excavated spoil will be scanned visually to recover small finds. Finds so recovered will be recorded with their location of origin ascribed. Finds will be retained and recorded.

4.5.3 Where archaeological features and/or deposits are identified during the watching brief, then a sufficient quantity of the said features will be investigated by hand to allow their date, nature and degree of survival to be ascribed.

4.5.4 If significant archaeological features are identified during these works, the OCAS Planning Archaeologist will be notified and a decision made as how to proceed.

4.6 Excavation Preparation

4.6.1 Areas 1-4 (phases 1 and 2) will be stripped of topsoil under constant archaeological supervision down to the archaeologically relevant layer. A plan showing the areas to be stripped will be agreed in advance of the WSI being approved. The area will be cleaned and all features will be recorded on plan.

4.6.2 Once the planning phase is completed a site visit will be undertaken and a sampling strategy agreed between ARS Ltd (acting on behalf of the developer) and OCAS. A copy of the pre excavation plan will be submitted prior to this meeting.

The following sampling percentages are to provide an indication of the level of sampling that will be required through this iterative approach. Any changes to this strategy should be subject to the agreement of OCAS and the ARS Ltd Project Manager.

4.6.3 The actual sampling strategy will be finalised following the site visit highlighted in 4.6.2 above. In general however the following sampling strategies will be appropriate unless otherwise specified following the initial site visit. All structural features or those relating to a specialised activity will be subject to a 100% sample. All post and stake holes that relate to specialised activities will be subject to a 100% sample. Others will be subject to a 50% sample. A 50% sample of all pits will be undertaken. Up to 10% or 10 metres, whichever is greater, of all linear features will be sampled. All kilns, hearths etc. will be sampled and excavated. Appropriate samples will be taken for carbon dating. Dateable features will be sampled for environmental analysis.

4.6.4 No archaeological features will be excavated by machine unless previously discussed and agreed with OCAS.

4.6.5 No parts of the excavation areas will be handed back to the developer until written confirmation that they have been signed off is obtained from County Archaeological Services. A post excavation plan showing the features and interventions along with grid references will be provided for any sign off areas in advance of this written confirmation.



4.7 Excavation Methodology

4.7.1 Topsoil and overburden will be removed by a mechanical excavator using a toothless ditching bucket, under continuous archaeological supervision. The topsoil or recent overburden will be removed down to the first significant archaeological horizon in successive level spits.

4.7.2 All areas will be manually cleaned to expose and define the full nature and extent of archaeological features and deposits in order to produce a base plan. The base plan, recorded digitally using a total station theodolite or equivalent, of all features will be produced at an appropriate scale and provided for the Client and OCAS for the first monitoring meeting.

4.7.3 When archaeological deposits are encountered, excavation will continue by hand. Hand excavation will be based on the principles of stratigraphic superposition and will follow the spirit, principles, procedures and practices outlined in both the ARS Ltd recording manual and Museum of London Archaeology *Archaeological Site Manual* (MOLAS 2002).

4.7.4 All hand excavated spoil will be metal detected and visually scanned to retrieve any artefacts. Finds so recovered will be recorded with their location of origin ascribed. Finds will be retained and recorded.

4.8 Sampling, Faunal Remains and Treasure

4.8.1 This section outlines sampling methodologies to be utilised in all excavation types.

4.8.2 For sealed and stratigraphically secure deposits that have the potential to provide environmental evidence relating to diet and economy, dating evidence or land use regime, a minimum of 40L of sample will be taken, or 100% of the sample if smaller.

4.8.3 In the case of waterlogged or anaerobic deposits a minimum sample size of 20L will be taken.

4.8.4 Should a sequence of superimposed deposits of note be present column sampling may be considered.

4.8.5 In all instances sampling strategies will be in accordance with guidelines issued by Historic England's *Environmental Archaeology: A Guide to the Theory and Practice Methods, from sampling and recovery to post excavation* (Campbell *et al.* 2011) and will be targeted in order to explore the levels and types of preservation present.

4.8.6 Should other types of environmental deposits be encountered, appropriate specialist advice will be sought and an appropriate sampling strategy devised. Samples will be assessed by a suitable specialist with provision for further analysis as required. Advice from the Historic England Scientific Advisor will be taken as appropriate.

4.8.7 Any human remains will initially be left *in-situ* and, if deemed necessary, removal will be undertaken following once a Coroners licence has been obtained in



accordance with the relevant Ministry of Justice regulations and in discussion with the OCAS Planning Archaeologist.

4.8.8 Finds of "treasure" will be reported to the Coroner in accordance with the Treasure Act (DCMS 2008). The Portable Antiquities Liaison Officer will also be notified.

HM Coroner
Mr Darren Salter
The Oxford Register Office
2nd Floor
1 Tidmarsh Lane
Oxford
Oxfordshire
OX1 1NS
Tel: 01865 783391

Finds Liaison Officer
Anni Byard
Museums Resource Centre
Cotswold Dene
Standlake
Oxfordshire
OX29 7QG

Tel: 01865 300557

e-mail: Anni.Byard@Oxfordshire.gov.uk

4.8.9 The OCAS Planning Archaeologist will also be notified and, if necessary, a site meeting arranged to determine if further investigation in the vicinity of the find spot is required.

4.9 Recording

4.9.1 Site recording will follow standard conventions in accordance with ARS Ltd's field recording manual and single context system.

4.9.2 The site will be accurately tied into the National Grid and located on a 1:2500 or 1:1250 map of the area. The site will be recorded in accordance with the ARS Ltd field recording manual.

4.9.3 A full and proper record (written, graphic and photographic as appropriate) will be made for all work, using pre-printed record sheets and text descriptions appropriate to the work. Accurate measured scale plans and sections/elevations will be drawn where required at the appropriate scale and in accordance with best practice. In addition to relevant illustrations, provision for rectified photographic recording shall be made, if deemed necessary.

4.9.4 A plan of the excavated areas will be maintained, features notes and section lines recorded. All drawings will be carried out at an appropriate scale and all contexts will be recorded using a single context recording system.

4.9.5 Sample representative levels will be taken to record the maximum depth of excavation and/or natural should no archaeological features be uncovered.

4.9.6 The site archive will include plans and sections at an appropriate scale, a scale photographic record, and full stratigraphic records on recording forms/context sheets or their electronic equivalent.

4.9.7 The stratigraphy of the site will be recorded.

4.9.8 All heights above sea level will be recorded for all deposits and features in metres above Ordnance Datum (aOD).



4.9.9 A full photographic record will be compiled using a digital camera, a Fuji XP90 with 16.4 MP resolution, and a register of all photographs will be kept. The photographic record will encompass all encountered archaeological entities. In addition, key relationships between entities, where these help demonstrate sequence or form, will also be photographed. A clearly visible, graduated metric scale will be included in all record shots. A supplementary record of working images will be taken to demonstrate how the site was investigated and what the prevailing conditions were like during excavation.

4.9.10 A stratigraphic matrix will be compiled for all areas where superimposed archaeological deposits, features or structures are encountered.

4.10 Finds Processing and Storage

4.10.1 All finds processing, conservation work and storage of finds will be carried out in accordance with the ClfA (2014c) *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials* and the UKIC (1990) *Guidelines for the Preparation of Archives for Long-Term Storage*.

4.10.2 Artefact collection and discard policies will be appropriate for the defined purpose.

4.10.3 Bulk finds which are not discarded will be washed and marked. Marking and labelling will be indelible and irremovable by abrasion. Bulk finds will be appropriately bagged, boxed and recorded. This process will be carried out no later than two months after the end of the excavation.

4.10.4 All small finds will be recorded as individual items and appropriately packaged (e.g. lithics in self-sealing plastic bags and ceramic in acid-free tissue paper).

4.10.5 Vulnerable objects will be specially packaged and textile, painted glass and coins stored in appropriate specialist systems. This process will be carried out within two days of the small find being excavated.

4.10.6 During and after the excavation all objects will be stored in appropriate materials and storage conditions to ensure minimal deterioration and loss of information (including controlled storage, correct packaging, and regular monitoring, immediate selection for conservation of vulnerable material). All storage will have appropriate security provision.

4.10.7 The deposition and disposal of artefacts will be agreed with the legal owner and Oxfordshire Museums Service prior to the work taking place. All finds except treasure trove at the property of the landowner.

4.10.8 All retained artefacts and ecofacts will be cleaned and packaged in accordance with the requirements of Oxfordshire Museums Service.

STAFFING

5.1 The Project Manager for the excavation will be Lawrence Pontin, Projects Managers at ARS Ltd. The Fieldwork Project Officer will be Dr Rebecca Trow ACIfA at ARS Ltd.

5.2 Finds analysis will be carried out by appropriately qualified specialists as detailed subject to availability.

♦ Flint and prehistoric pottery:	Dr Robin Holgate MCIfA, FSA
♦ Iron Age pottery:	Paul Blinkhorn
♦ Romano-British pottery:	Dr Phil Mills MCIfA
♦ Samian Ware:	Dr Gwladys Monteil
♦ Romano-British small finds	Alex Croom
♦ Medieval and post-medieval pottery:	Dr Chris Cumberpatch or Dr Robin Holgate MCIfA
♦ Medieval and post-medieval clay pipes, glass and metalwork:	Mike Wood MCIfA
♦ Plant macrofossils and charcoals:	Luke Parker
♦ Human and animal bone:	Milena Grzybowska
♦ Radiocarbon dating:	Prof Gordon Cook (SUERC)
♦ Finds conservation:	Vicky Garlick (Durham University)

6 REPORT

6.1 Following completion of the excavation, ARS Ltd will consolidate the archive according to the standards and procedures defined in Management of Research Projects in the Historic Environment (MoRPHE, Historic England 2015). This will then be collated into a formal assessment document to be submitted for comment and approval by OCAS. The assessment's agreed recommendations will then form the basis for the format, content and means of dissemination of the final excavation report.

6.2 The final excavation report, as a minimum, will follow the guidance laid out in the relevant CiFA standards and will include the following:

- ♦ Non-technical executive summary
- ♦ Introductory statement
- ♦ Aims and purpose of the project



- ◆ Acknowledgement of the role of OCAS and the Oxfordshire Historic Environment Record
- ◆ Methodology
- ◆ A location plan showing all excavated areas and any archaeological features with respect to nearby fixed structures and roads
- ◆ Illustrations of all archaeological features with appropriately scaled hachured plans and sections
- ◆ An objective summary statement of results
- ◆ Conclusions
- ◆ Supporting data – tabulated or in appendices to include
 - ◆ Specialist Reports
 - ◆ Structural and Stratigraphic details
- ◆ Index to archive and details of archive location
- ◆ References
- ◆ Statement of intent regarding publication
- ◆ Confirmation of archive transfer arrangements
- ◆ A copy of this WSI and OASIS form.

A draft digital version of this report will be sent for comment to OCAS before the final version is produced.

7 ARCHIVE DEPOSITION

7.1 At the inception of the project, Oxfordshire Museums Service will be notified.

7.2 A digital copy of the final report in PDF/A format on disc will be deposited with the Oxfordshire Historic Environment Record (HER). A copy of the report will be uploaded as part of the OASIS record (see below) for online access via the Archaeological Data Service.

7.3 The project archive will be prepared for deposition by ARS Ltd with Oxfordshire Museums Service. The archive will comprise the primary record and synthetic works arising from the project, including documents, plans, sections, photographs, and electronic data and an accompanying metadata statement. The digital archive will be prepared in line with current best practice outline in *Archaeology Data Service/Digital Antiquity Guides to Good Practice* (ADS/Digital Antiquity 2011).

7.4 The archive will be deposited in line with *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Brown 2007), ClfA's (2014d) *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*, and Society of Museum Archaeologists (1993) *Selection,*



Retention and Dispersal of Archaeological Collections. Guidelines for use in England, Wales and Northern Ireland. In addition, the recommendations of the Oxfordshire Museums Service (2016) *Requirements for Transferring Archaeological Archives* will be adhered to. The archive will be deposited within two months of the completion of the report.

7.5 The deposited archive will be accompanied with funding, provided by the developer, equivalent to that of the English Heritage Box Storage Grant. Estimated costs will have been calculated in accordance with the procedures set out in “Charge of Archaeological Archives Deposited with Oxfordshire Museums” (Oxfordshire Museums 1995).

7.5 The OCAS Planning Archaeologist and Museum Curator will be notified at the earliest opportunity should the site produce archaeologically significant, unusual, or unexpected finds.

7.6 The OCAS Planning Archaeologist will be notified in writing on completion of the fieldwork with project dates for the completion of the report and deposition of the archive. The date for deposition of the archive and its contents will be outlined in the report and the OCAS Planning Archaeologist informed in writing on final deposition of the archive.

7.7 All retained artefacts and associated material will be cleaned, recorded, properly stored and deposited in the archive.

7.8 A full set of annotated, illustrative pictures of the site, excavation, features, layers and selected artefacts deposited with the archive as digital images on disc.

7.9 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> will be initiated and key fields completed on Details, Location and Creators forms. All parts of the OASIS online form will be completed for submission to the HER. This will include an uploaded .pdf version of the entire report.

8 MONITORING ARRANGEMENTS

8.1 At least two weeks prior notice of the commencement of the ground works will be given to the OCAS Planning Archaeologist.

Richard Oram
Planning Archaeologist
Oxfordshire County Archaeological Services
Planning Regulation
County Hall
New Road
Oxford
OX1 1ND
Tel: 07917 001026



8.2 ARS Ltd will liaise with the OCAS Planning Archaeologist at regular intervals throughout the course of the work.

GENERAL ITEMS

9.1 Health and Safety

9.1.1 All work will be carried out in accordance with The Health and Safety at Work Act 1974. Specific health and safety policies exist for all our workplaces and all staff employed will be made aware of the policy and any relevant issues. The particular risks involved with this project will be assessed, recorded and relevant mitigation measures put in place as part of a full risk assessment, which will be compiled in advance of fieldwork and will be read and signed by all on-site operatives. ARS Ltd retains Citation as its expert health and safety consultants and the appointed Health and Safety Officer for the company is Tony Brennan.

9.2 Insurance Cover

9.2.1 ARS Ltd has full insurance cover for employee liability (£10 million) public liability (£5 million), professional indemnity (£5 million) and all-risks cover.

9.3 Community Engagement and Outreach

9.3.1 Any opportunities will be sought for engaging the local community in any archaeological findings, for example a guided site tour and/or dissemination of information via ARS Ltd's website and local media.

9.4 Changes to the Written Scheme of Investigation

9.4.1 Changes to the approved methodology or programme of works will only be made with prior written approval of the OCAS Planning Archaeologist.

9.5 Publication

9.5.1 If significant archaeological remains, based on Historic England characterisation criteria with regard to local and regional research strategies, are recorded, a summary of the project with, if appropriate, selected drawings, illustrations and photographs will be prepared for publication in online, journal or monograph form as appropriate. Additional popular articles will also be produced for local and/or national magazines as appropriate. The final form of the publication is to be agreed with the OCAS Planning Archaeologist and the client dependent on the results of the fieldwork.

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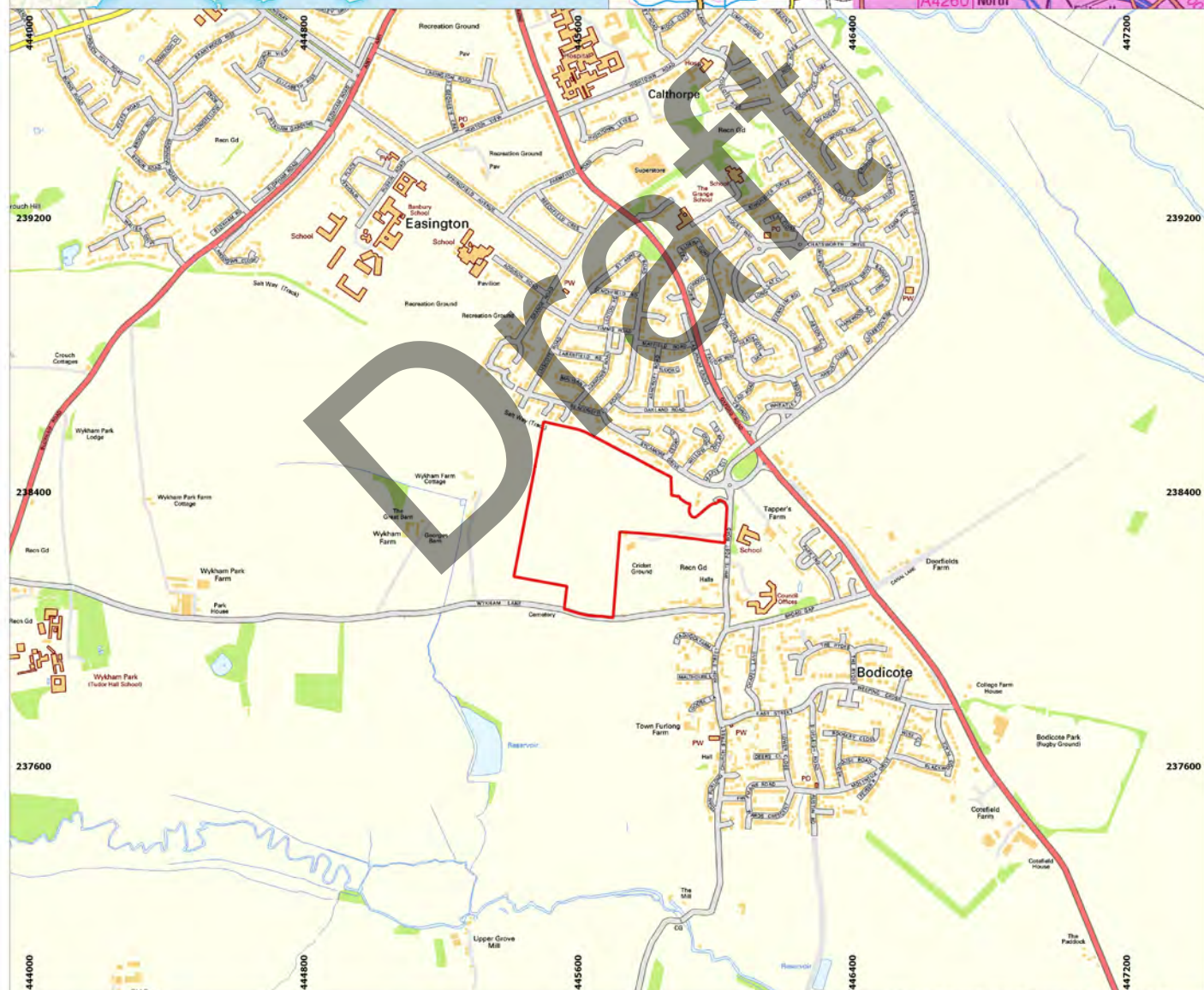
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FIGURES



Draft

APPENDIX 1 – THE BRIEF



Site name: Salt Way, Banbury
Date: October 2018
Drawn by: MB
Scale: Varies

Figure 1:
Site location



Archaeological Research Services Ltd

Angel House
Portland Square
Bakewell
Derbyshire
DE45 1HB



Tel: 01629 814540

www.archaeologicalresearchservices.com

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 Site Boundary

Cherwell District

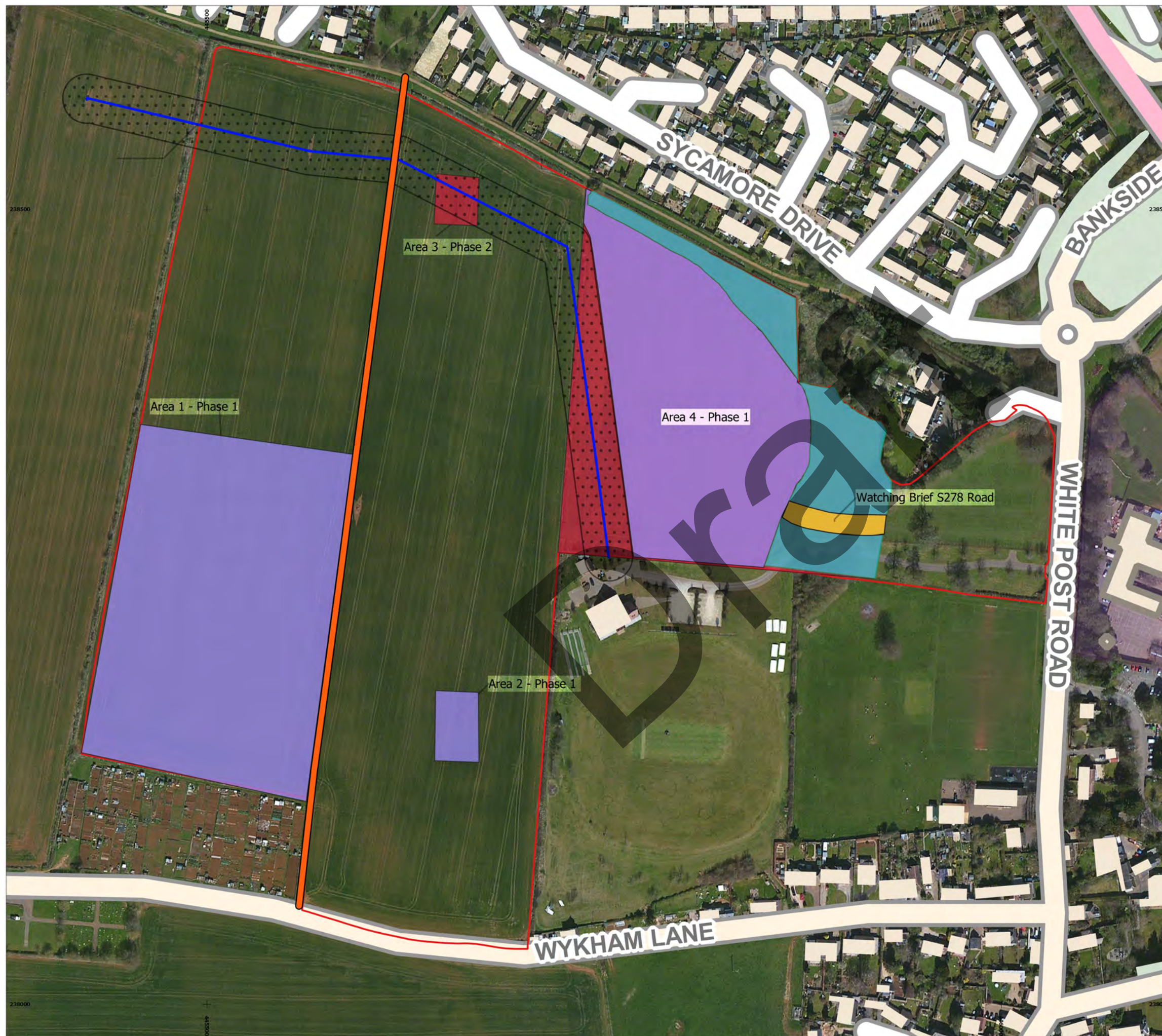


Figure 2: Phased Excavations

Legend

- Site Boundary
- Watching Brief, S278 Road
- Phase 1
- Phase 2
- Landscaping Area (no excavation)
- power_line
- Overhead Cable 15m Exclusion
- Public_foot_path

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Site name: Site name
 White Post Month Year
 Road, Initials
 Banbury 1:? @ A3

Archaeological Research Services Ltd

Unit 9C/B
 Queen's Yard
 White Post Lane
 Hackney
 London
 E9 5EN



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Tel: 02085 101892

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ARCHAEOLOGICAL
 RESEARCH SERVICES LTD

Land South of Salt Way and East of White Post Road, Banbury

Design Brief for Archaeological Recording Action

1. SUMMARY OF BRIEF:

- 1.1 This Project Brief provides the outline framework for a detailed costed Project Design to MAP2 specifications covering a timetabled programme of archaeological investigation, recording analysis and publication.
- 1.2 An archaeological field evaluation on the site has established the presence of archaeological features within the application area. A condition has been attached to the planning permission that requires a programme of archaeological investigation in advance of the development.

2. BACKGROUND:

2.1 Site Location and Description

- 2.1.1 The site is located on the southern edge of Banbury, on the western side of White Post Road, and north of Wkyham Lane (SP 4564 3831). The site lies at approximately 123m above OD and the Geological Survey shows that it lies on Upper and Middle Lias Clays and Marlstone.

2.2 Planning Background

- 2.2.1 Outline planning permission was requested from Cherwell District Council and has been granted (APP/C3105/W/3172731) for up to 280 dwellings (including 30% affordable housing), introduction of structural planting and landscaping, formal and informal public open space and play areas, surface water flood mitigation and attenuation, new priority junction arrangements to White Post Road, creation of section of spine road to link Bloxham Road with White Post Road as well as creation of 34 space car park and other associated ancillary works (15/01326/OUT).
- 2.2.2 Archaeological evaluation ahead of this residential development has established that there are archaeological features within the area. A condition has been attached that requires a programme of archaeological recording to be undertaken in advance of the development.

Condition 25 requires that a written scheme of investigation (WSI) for a programme of archaeological investigation is approved. This scheme should include a programme of archaeological evaluation, investigation and recording of the site, along with details of publication, together with a timetable for their completion.

This brief outlines our requirements for the recording action that will need to be undertaken to satisfy this condition.

2.3 Archaeological Background

- 2.3.1 The site is located in an area of considerable archaeological potential located immediately east of a probable Neolithic causewayed enclosure identified through aerial photographs (PRN 16016) and archaeological evaluation. The archaeological background of the site has been set out in a desk based assessment by

Archaeological Research Services Ltd and is summarised here. A watching brief, undertaken adjacent to this enclosure and 380m west of the proposed site, recorded two Neolithic pits, one containing a considerable amount of pottery from a period not well understood in the County as a whole and particularly poorly understood for the area specifically. It is likely that further Neolithic features are present in the area and if so they could be of a high local and regional significance.

- 2.32 Two Bronze Age barrows are also recorded to the south east of the causewayed enclosure, 70m south west of the proposed development (PRN 13471). An archaeological evaluation has undertaken on land immediately west of this proposal. The evaluation recorded a number of archaeological deposits in three areas across the site including a possible Neolithic causewayed enclosure and other undated features, a continuation of an Iron Age settlement recorded in an earlier evaluation to the north east of the site and a small enclosure on the northern side.
- 2.3.3 A geophysical survey has been undertaken on this proposed site which has recorded a number of probable archaeological features including a possible Iron Age or Romano British settlement site, trackway, enclosures and a number of circular features which could represent Bronze Age barrows. An archaeological trenched evaluation has also been undertaken on the site which recorded a range of deposits dating from the Bronze Age through to the Iron Age. The evaluation phase recorded boundary ditches, enclosures pits and roundhouses dating to the Iron Age as well as a possible Bronze Age barrow.

3. OBJECTIVES:

- 3.1 This integrated programme of archaeological mitigation work has been required in accordance with the National Planning Policy Framework (2012) and has been secured through a negative condition attached to the planning permission. The archaeological works will be carried out in accordance with a Project Design that shall provide a comprehensive mitigation strategy and project planning programme to MAP2 standard based on clearly defined research objectives.
- 3.2 The mitigation strategy will seek to alleviate damage to significant archaeological deposits/features, and the developer will be responsible for ensuring this by:-
- a) implementing a full set-piece excavation to deal with all significant remains. If areas of low significance are revealed during the programme these may be dealt with, if agreed by the planning archaeologist, through selective recording action or smaller scale sampling.
 - b) and where practical and feasible, or where the status and survival quality of the remains is deemed to be of national importance (using the Secretary of States Non-Statutory Criteria), physical preservation in situ.

4. SPECIFIC REQUIREMENTS:

- 4.1 Prior to any development within the site two large areas of open area excavation will need to be undertaken within the proposed development area and the area of proposed landscaping. Two smaller areas will also need to be investigated, one centred on trench 73 and one on trench 26 to investigate geophysical anomalies.

These areas may need to be extended to investigate any archaeological features found to continue beyond these areas.

These areas are shown in purple on the plan accompanying this design brief.

It has been suggested that parts of the two larger mitigation areas could be preserved in situ beneath proposed greenspace. The current landscaping proposals do not appear to be able to provide this due to tree planting and landscaping. Further details on how these areas would be created to avoid any disturbance of the identified archaeological features will be required before we could accept that any areas could be preserved in situ.

These areas will be stripped of topsoil under constant archaeological supervision down to the archaeologically relevant layer. A plan showing the areas to be stripped will be agreed in advance of the WSI being approved. The area will be cleaned and all features will be recorded on plan.

- 4.2 Once the planning phase is completed a site visit will need to be undertaken and the sampling strategy agreed between the archaeological contractor (acting on behalf of the applicant) and County Archaeological Services. A copy of the pre excavation plan will need to be submitted prior to this meeting.

The following sampling percentages are to provide an indication of the level of sampling that will be required through this iterative approach. **Any changes to this strategy should be subject to the agreement of County Archaeological Services and the Project Manager of the archaeological contractor undertaking the recording.**

- 4.3 **The actual sampling strategy will be finalised following the site visit highlighted in 4.2 above.** In general however the following sampling strategies will be appropriate unless otherwise specified following the initial site visit. All structural features or those relating to a specialised activity will be subject to a 100% sample. All post and stake holes that relate to specialised activities will be subject to a 100% sample. Others will be subject to a 50% sample. A 50% sample of all pits will be undertaken. Up to 10% or 10 metres, whichever is greater, of all linear features will be sampled. All kilns, hearths etc. will be sampled and excavated. Appropriate samples will be taken for carbon dating. Dateable features will be sampled for environmental analysis.
- 4.4 All gold or silver artefacts will be reported to the Coroner in line with the Treasure Act 1996.
- 4.5 A written scheme of investigation (WSI) should be submitted to CAS for written approval in advance of the commencement of any excavations.
- 4.6 Research aims should be in line with the Solent-Thames Research Framework and should aim to investigate and inform our understanding of the wider historical landscape.
- 4.7 No parts of the excavation areas will be handed back to the developer until written confirmation that they have been signed off is obtained from County Archaeological Services. A post excavation plan showing the features and interventions along with

grid references will need to be provided for any sign off areas in advance of this written confirmation.

- 4.8 **No features will be excavated by machine unless formally agreed with County Archaeological Services in advance.**

5. PROJECT METHODOLOGY AND DATA COLLECTION:

- 5.1 All stages of the project shall be carried out in accordance with the procedures laid down in Management of Archaeological Projects 1991 (MAP2).
- 5.2 The project shall be under the control of a named, qualified archaeologist who should preferably be a Member of the Institute of field Archaeologists registered with an appropriate area/s of competence.
- 5.3 The data collection strategy should be part of a structured academic research agenda based on local and national research priorities. Data recovery and recording levels should be clearly defined and should be appropriate to the particular stratified deposits under investigation.
- 5.4 Include an agreed list of specialist consultants who might be required to conserve and/or report on finds and advise, or report on, other aspects of the investigation including environmental sampling and analysis. An agreed allowance should be made for their fees.
- 5.5 Topsoil stripping, under the supervision of a competent archaeologist, shall be taken down to the significant archaeological horizon in level spits. Spoil will be monitored in order to recover artefacts.
- 5.6 Appropriate machinery must be used, with an appropriate bucket e.g. a 360° excavator with a toothless ditching bucket/blade. Choice should be influenced by prevailing site conditions, and the machine must be able to carry out a clean job.
- 5.7 Should any human remains be encountered, they shall only be removed in accordance with the relevant Home Office regulations.

6. MONITORING AND LIAISON ARRANGEMENTS:

- 6.1 Oxfordshire County Archaeological Services Officers, shall monitor progress and standards throughout the project. To facilitate this, the Project Design will include, in addition to a full projected timetable, staffing details etc.

OCAS shall be notified of the official start date at least 2 weeks prior to the commencement of work in order to arrange a date for monitoring visits. A number of site visits will be required and the area of excavation will need to be formally signed off in writing before any development commences.

- 6.2 A charge of £52 will be made for each monitoring visit.

7. POST-EXCAVATION/SITE ARCHIVE REQUIREMENT:

- 7.1 All post excavation/site archive work shall be carried out according to the standards and procedures defined in MoRPHE. The developer shall be responsible for all

processing, research, analysis, and investigative/stabilising conservation necessary to prepare the site archive for preservation and storage in a usable, accessible form, and to produce a full report for publication. All conservation shall be carried out to U.K.I.C. Guideline Standards, and the site archive will be prepared according to the procedures specified in "Required Procedures for Transference of Archaeological Archives to Oxfordshire Museums; 1995". The County Museums Service Collections Management section shall be contacted before the site work has begun.

A PX Assessment Report shall be sent to County Archaeological Service for verification and comments. The WSI should also include a proposed timetable for the

Post excavation assessment and publication as required by the condition.

8. ARCHIVE DEPOSITION:

- 8.1 The contracted archaeological organisation will endeavour to ensure that the full integrated site archive including all finds shall be deposited after completion of post-excavation work with the County Museums Service (Oxfordshire Museums) unless another repository is indicated. If, during the course of excavation, items are found that may be potentially defined as 'Treasure' under the Code of Practice for the Treasure Act 1996, the archaeological contractor will be responsible for ensuring that the County Coroner is informed.
- 8.2 Oxfordshire Museums requires that deposited archives from developer-led archaeological work shall be accompanied by funding equivalent to the current English Heritage Box Storage Grant. Archaeological organisations shall therefore include an estimate of the costs of deposition for this project in their tender. The estimated cost will be clearly shown and shall be calculated in accordance with the procedures set out in "Charge for Archaeological Archives Deposited with Oxfordshire Museums" *Oxfordshire Museums* 1995.
- 8.3 In the event of the legal owner(s) resolving to retain all or part of the site archive, they shall be responsible for the future preservation and maintenance of any material element of that archive. That part of the site archive in question, shall be transferred to the legal owner only after; all necessary processing, research, analysis and investigative/stabilising conservation and correct packing necessary to prepare the archive for preservation and in a usable, accessible form, and to produce a full report for publication, has been completed. The owner shall ensure that all necessary provision is made for the long-term preservation of the archive in a satisfactory environment, and that it is accessible for future research. The contracted archaeological organisation will ensure that a proper record of material is kept by the landowner shall be included in the written archive and public record. The explicit (written) permission of the owner shall be obtained for the latter in order that the *Data Protection Act 1984* is not contravened.
- 8.4 A digital copy of the summary report (either in pdf or .doc format) and any digital data generated as a part of the work (such as GIS or CAD files) shall be supplied to the office of the County Archaeological Officer; for verification and assessment by the CAO or his representative; when the report has been agreed a final digital copy will then be supplied to the County Historic Environment Record (HER), along with a selection of digital images showing the main features, at

archaeology@oxfordshire.gov.uk on the understanding that it will become a public document after an appropriate period of time (generally not exceeding six months).

- 8.5 GIS (shape) files of the final phased excavated site plan should be provided to the office of the County Archaeological Officer.
- 8.6 The County Museums Service shall be notified in advance, of the expected time limits for deposition of the archive.

9. PUBLICATION AND DISSEMINATION:

- 9.1 Full publication of the results should be guaranteed, and should take place within a reasonable length of time (normally not more than five years after completion of the work). Style and format to be determined by the archaeological organisation, with regard to agreed standards of archaeological publication, and the house style of the appropriate local, regional or national publication.
- 9.2 The report should state the location of the archive and acknowledge the curatorial role played in the project by Oxfordshire County Council Archaeological Services. It should also acknowledge any provision of information from the County Historic Environment Record which is copyright of Oxfordshire County Council. Any secondary reports or articles generated by this project shall similarly acknowledge County Archaeological Services and the HER.
- 9.3 With regard to publication; the level of the report should take into account the scale of the project, the overall importance of the site based on English Heritage characterisation criteria, and its status within local and regional research strategies. It should also be commensurate with the level of results obtained.

10. OXFORDSHIRE COUNTY COUNCIL Environment & Economy

COUNTY MUSEUM AND ARCHIVE STORE

Witney Road, Standlake, Oxon OX8 7QG

Archaeological Curator:

David Moon

-

01865 300557

Conservation Laboratory:

-

01865 300937

COUNTY ARCHAEOLOGICAL SERVICES CONTACTS: Address on our letters **DEVELOPMENT CONTROL**

Principle Archaeologist: Hugh Coddington

Tel: 07917001019 Email: hugh.coddington@oxfordshire.gov.uk

Responsible for archaeological planning matters relating to: West Oxfordshire District Council, Vale District Council. Minerals applications; Thames Water plc Countywide.

Planning Archaeologist: Richard Oram

Tel: 07917001026 Email: Richard.oram@oxfordshire.gov.uk

Responsible for archaeological planning matters relating to: Cherwell and South Oxfordshire District Councils and Countywide highway applications.

*(All other dealings with national and regional bodies/utility Companies are shared between **Hugh Coddington and Richard Oram** on a District basis).*

County Historic Environment Record

Email: archaeology@oxfordshire.gov.uk

Responsible for management, development and appointment-based access to the HER.

Richard Oram
Planning Archaeologist
County Archaeological Services

2nd July 2018

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