

Land at Bicester Gateway
Phase 2
Bicester
Oxfordshire

Written Scheme of Investigation for an Archaeological Evaluation



for
Quod

on behalf of
Albion Land (2013) Ltd

CA Project: 770893

February 2018



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DOCUMENT CONTROL GRID						
REVISION	DATE	AUTHOR	CHECKED BY	STATUS	REASONS FOR REVISION	APPROVED BY
A	1/02/18	RAY KENNEDY	RICHARD GREATOREX	INTERNAL REVIEW	GENERAL EDIT	RICHARD GREATOREX

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Figure 1 Site Location Plan

Figure 2 Trench Location Plan

1. INTRODUCTION

- 1.1 This document sets out details of a *Written Scheme of Investigation* (WSI) by Cotswold Archaeology (CA) for an archaeological evaluation Land at Bicester Gateway, Phase 2, Bicester, Oxfordshire centred on National Grid Reference (NGR) 57550 21000 for Quod acting on behalf of Albion Land (2013) Ltd.
- 1.2 Outline planning consent (with part full consent) is to be sought from Cherwell District Council for an employment and leisure development of the site. Due to the potential presence of below ground archaeological features a predetermination archaeological field evaluation has been requested by Richard Oram, Planning Archaeologist for Oxfordshire County Council, the archaeological advisor to CDC, to provide a suitable level of information to establish an appropriate level of archaeological mitigation.
- 1.3 The current works envisage that the trial trenching will only occur within the fields currently clear of development. Any required works within the extant chicken farm in the south western corner of the site will be done post-demolition.
- 1.4 This WSI has been guided in its composition by *Standard and guidance: Archaeological field evaluation* (ClfA 2014), the *Management of Research Projects in the Historic Environment (MORPHE): Project Planning Note 3* (English Heritage 2008), the *Management of Research Projects in the Historic Environment (MORPHE): Project Manager's Guide* (EH 2006) and any other relevant standards or guidance contained within Appendix B.

The site

- 1.5 The site comprises agricultural land located at Promised Land Farm, within the parish of Chesterton, to the south of Bicester in Oxfordshire. The area covered by the Phase 2 development area is 18.52ha, but the redline boundary includes a chicken farm in the south western corner of the site which is not suitable for trial trenching. The site to be evaluated is divided into three field and is c. 15.13ha.
- 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 by superficial Quaternary river terrace deposits, and by superficial alluvial

deposit, comprising clay, silt, sand and gravel across the remainder of the site (BGS 2019).

2. ARCHAEOLOGICAL BACKGROUND

2.1 The archaeological and historical background of the site has been presented in a heritage desk-based assessment (CA 2016a). A geophysical survey has also been undertaken (AS 2018). The following section is summarised from these sources.

Prehistoric (pre-43 AD)

2.2 A Mesolithic flint scatter, comprising worked flints and cores was found approximately 500m to the north-east of the site, with a Neolithic axe recorded, approximately 620m to the north-east.

2.3 Two interrupted ring ditches representing possible Bronze Age barrows are located c. 440m north of site. A further two ring ditches are located approximately 910m to the south-east of the site, which have produced Early Bronze Age pottery.

2.4 Approximately 50m to the north-west of the site an Early Bronze Age barrow and evidence of Late Iron Age settlement with associated field systems have been excavated (WA, 2009).

2.5 Further Iron Age evidence comprises a banjo enclosure and possible hut circles and trackways, located approximately 840m south-west of the site.

2.6 Material spanning from the Late Neolithic to Late Iron Age was recorded as part of the excavations outside Roman Alcester, at the crossroads between the A421 and Chesterton Lane approximately 360m south-west of the site.

Roman (AD 43–AD 410)

2.7 Alcester Roman Town is a Scheduled monument, comprising a small town with a defended area of approximately 10.5ha. Several known Roman roads enter Alcester and more are suspected although undiscovered. The southern and eastern boundaries of the site are coincidental with the boundaries of the scheduled area of Alcester Roman Town.

- 2.8 The settlement probably originated in the early first century AD, with activity lasting until the fourth century. The defences of the Roman Town are almost square in plan, with each of its sides c. 350 yards in length. 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.
- 2.9 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, 2009).
- 2.10 Evaluation at the Faccenda Chicken Farm was carried out in 1983 by the Oxford University Department for External Studies (Foreman & Rahtz, 1984). Trenches recorded first century drainage channels, 'part of a wider scheme to utilise the River Ray wetlands associated with the major settlement at Alchester' (Foreman & Rahtz, 1984). Evidence for wood and stone revetment and a fragment of possible sluiceway recovered from a pit, suggested a level of investment in land reclamation and water management. Excavation of pits, some of which contained crop processing waste, was interpreted as further evidence for agricultural activity within the hinterland to the north of Alchester. Second century activity was sealed by a deposit of dredged river sediment approximately 1.2m thick, marking the abandonment of the site.
- 2.10 An evaluation trench excavated between the current site and the entrance to the Faccenda chicken farm located the metalled surface and underpinning of a north/south aligned Roman road approximately 1.1m below the modern road surface (TVAS 2010). This was interpreted as the original route running between the north gates 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 metallised surface had fallen out of use by the late second to third centuries. A second trench adjacent to the northern end of the current site found no trace of a Roman road surface.

2.11 Excavations in the extramural settlement of Roman Alchester (1991) in advance of road construction on the A421 (Oxford Road), immediately to the west, and approximately 30m south-west 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.

2.12 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.

Early medieval (AD 410–1066) and medieval (1066–1539)

2.13 Bicester is recorded in the Domesday Survey of 1086. The earliest account of King's End comes from the record for the Prioress of Markyate, who held a small manor, with eleven villeins holding six virgates between them (Victoria County History 1959; Craig 2009).

- 2.14 Bicester House, formerly known as Burcester Hall, is located on the site of the former manor-house of the nuns of Markyate. The nuns are suggested to have leased their estate in 1530, which in 1584 was purchased with the house by John Coker.
- 2.15 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 (1539–1800) and modern (1801-present)

- 2.16 Post-medieval evidence within the wider area largely comprises evidence of agricultural activity and quarrying immediately to the west of the site, and c. 740m to the north-west.
- 2.17 During this period, the site is likely to have comprised agricultural farmland. The 1793 Enclosure Map for King's End and the Bryant Map of Oxfordshire of 1824 indicate that, during the late 18th century, the site and its surroundings formed part of King's End Inclosure and King's End Mead, and that the former Roman road from Alchester to Towcester ran through the western margins of the site.
- 2.18 Further evidence of post-medieval activity comprises finds of pottery and demolition material associated with farm buildings, boundary ditches, and demolition material recorded approximately 800m to the north, and 530m to the north-east of the site.
- 2.19 The Buckinghamshire Railway, located approximately 140m east of the site, 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.

- 2.20 Britain's largest military railway system, the Bicester Military Railway, is located approximately 200m to the 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.
- 2.22 The site underwent only limited alterations during the 20th century, as depicted on the 1900 and 1922 Ordnance Survey maps. By 1952, the A41 (Oxford Road) was constructed and by the late 20th century, the chicken farm to the east, Bicester Village to the north and the sewage works to the north-east, had all been established. Within the wider landscape, Bicester to the north, Chesterton to the east and Wendlebury to the south-west were subject to rapid expansion, with agricultural land remaining to the south, south-west and north-west of the site.

Undated

- 2.23 Two possible hearths, located approximately 110m to the west of the site, and several small, burnt deposits located approximately 500m to the north-east have been recorded (Network Archaeology 2007).
- 2.24 Within the wider environs of the site, a series of cropmarks, suggesting possible ring ditches and/or curvilinear ditches are located approximately 410m and 840m to the north of the site, 1km to the north-east and 500m to the north-west.
- 2.25 Within the south-western corner of the central portion of the site, a linear earthwork, orientated north/south, may possibly represent the line of the Alchester-Towcester Road, with the modern roadway diverted slightly to the west. This earthwork has not been recorded by the RCHME aerial photographic interpretation project (1990). A spread of stone recorded to the east of the modern bridge across the A41 (Oxford Road) may represent a former ford or a road crossing over the brook, although excavations at Faccenda Farm (1983) did not record any evidence of the road in this area. However, excavations at Wendlebury Road, Bicester: Phase 2 excavation (2010), and excavations within the extramural settlement of the Roman Town (Site B: 1991) recorded evidence of this road to the west and south-west of the site. There is a possibility that this linear earthwork represents a Roman ditch, which was

either originally located adjacent to the Roman road, or was otherwise utilised for agricultural purposes.

- 2.26 A number of cropmarks visible on the aerial photographs, to the east of the current site, appear to represent earlier activity, as they do not conform to the alignment of the modern field pattern. Prominent amongst these is a reasonably large, rectilinear enclosure within the central portion of the site, which is aligned west/east. This appears to be associated with a series of smaller enclosures aligned north/south, which is typical of a late Romano-British or medieval nucleated settlement. A number of other linear features crossing the site on a north/south alignment are also not aligned with the modern field system, and could represent former trackways. The enclosure and ditches within the central portion of the site are visible on the Environment Agency Lidar coverage of this area, and have been recorded as part of the RCHME Alchester aerial photography interpretation project.

Recent Works

- 2.27 In September 2016, Cotswold Archaeology (CA) carried out an archaeological evaluation of land at Bicester Gateway, Bicester, Oxfordshire, adjacent to the current site. The fieldwork was undertaken to inform a forthcoming planning application for the commercial development of the site. The fieldwork comprised the excavation of twenty one trenches.
- 2.28 The evaluation identified a concentration of archaeological remains within the south-western part of the site. The archaeological remains dated to the Roman period, spanning the 1st to 4th centuries AD, with activity concentrated in the 2nd to 4th centuries AD. An isolated and undated ditch was recorded within the central part of the site and a Roman pit was also recorded within the northern part of the site. The earliest features encountered comprised two ditches containing pottery dating to the 1st to 2nd centuries AD. Overlying these early ditches was a substantial deposit of made-ground identified across approximately one hectare of land at the southern end of the site. This would have raised the local ground level above the seasonal floodplain of the River Ray and the evaluation results suggest that this allowed for the construction of a new road surface during the to the middle second century AD. No definitive structural evidence was identified; however, floor surfaces were recorded along with a possible cereal drying oven/kiln, which appear to indicate small scale roadside settlement during the late 2nd to 3rd-centuries AD. In addition

the evaluation also recorded an undated ditch which followed the alignment of the ridge and furrow ploughing identified by the geophysical survey.

Geophysical Survey

- 2.30 A geophysical survey undertaken in October and November 2018 by Archaeological Surveys Ltd (AS 2018), comprising detailed magnetometry, was carried out over 14ha on land outlined for Phase 2 of the Bicester Gateway development. The results indicate the presence of a number of positive linear, rectilinear and discrete anomalies that may relate to cut features with archaeological potential in the northern and western parts of the site. Elsewhere, clusters of discrete positive responses were also identified, although it was not possible to determine whether these related to modern anthropogenic features, archaeological potential or natural features. Numerous naturally formed pit-like anomalies can be seen in the centre of the site. Ridge and furrow in the north western part of the site has also been identified, with possible land drainage elsewhere and infilling of former meanders in the watercourse adjacent to the eastern edge of the site.

3. AIMS AND OBJECTIVES

- 3.1 The objectives of the evaluation are to provide information about the archaeological resource within the site, including its presence/absence, character, extent, date, integrity, state of preservation and quality. In accordance with *Standard and guidance: Archaeological field evaluation* (ClfA 2014), the evaluation has been designed to be minimally intrusive and minimally destructive to archaeological remains. The information gathered will enable Richard Oram, Planning Archaeologist for Oxfordshire County Council, the archaeological advisor to CDC to identify and assess the particular significance of any heritage asset, consider the impact of the proposed development upon it, and to avoid or minimise conflict between the heritage asset's conservation and any aspect of the development proposal, in line with the *National Planning Policy Framework* (DCLG 2012).
- 3.2 If significant archaeological remains are identified, reference will be made to the appropriate research framework, with reference, i.e. *Solent-Thames Archaeological Research Framework* (Chapters published 2006-2009) [further details of the regional research frameworks available can be found at

http://www.algao.org.uk/england/research_frameworks], so that the remains can, if possible, be placed within their local and regional context.

4. METHODOLOGY

Excavation and recording

- 4.1 The evaluation comprises the excavation of 57 trenches in the locations shown on the attached plan. All trenches will be 30m long and 1.8m wide. Trenches will be set out on OS National Grid (NGR) co-ordinates using Leica GPS, and scanned for live services by trained Cotswold Archaeology staff using CAT and Genny equipment in accordance with the Cotswold Archaeology *Safe System of Work for avoiding underground services*. The position of the trenches may be adjusted on site to account for services and other constraints, with the approval of the archaeological advisor to CDC. The final 'as dug' trench plan will be recorded with GPS.
- 4.2 All trenches will be excavated by a mechanical excavator equipped with a toothless grading bucket. All machining will be conducted under archaeological supervision and will cease when the first archaeological horizon or natural substrate is revealed (whichever is encountered first). Topsoil and subsoil will be stored separately adjacent to each trench.
- 4.3 Following machining, all archaeological features revealed will be planned and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. Each context will be recorded on a pro-forma context sheet by written and measured description; principal deposits will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using Leica GPS or Total Station (TST) as appropriate) and drawn sections (scale 1:10 or 1:20 as appropriate). Where detailed feature planning is undertaken using GPS/TST this will be carried out in accordance with *CA Technical Manual 4: Survey Manual*. Photographs (digital colour) will be taken as appropriate. All finds and samples will be bagged separately and related to the context record. All artefacts will be recovered and retained for processing and analysis in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation*.
- 4.4 Sample excavation of archaeological deposits will be limited and minimally intrusive, sufficient to achieve the aims and objectives identified in Section 3 above, and at this stage there is no requirement to sample all archaeological features encountered. Where appropriate excavation will not compromise the integrity of the

archaeological record, and will be undertaken in such a way as to allow for the subsequent protection of remains either for conservation or to allow more detailed investigations to be conducted under better conditions at a later date.

Artefact retention and discard

- 4.5 Artefacts from topsoil and subsoil and un-stratified contexts will normally be noted but not retained unless they are of intrinsic interest (e.g. worked flint or flint debitage, featured pottery sherds, and other potential 'registered artefacts'). All artefacts will be collected from stratified excavated contexts 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.

Human remains

- 4.6 In the case of the discovery of human remains (skeletal or cremated), at all times they should be treated with due decency and respect. For each situation, the following actions are to be undertaken:

- In line with the recommendations *Guidance for best practice for the treatment of Human remains excavated from Christian Burial Grounds in England* (APABE 2017) human burials should not be disturbed without good reason. However, investigation of human remains should be undertaken to an extent sufficient for adequate evaluation. Therefore, a suspected burial feature (inhumation or cremated bone deposit) will be investigated with a small slot to confirm the presence and condition of human bone. Once confirmed as human, the buried remains will not be disturbed through any further investigation, and will instead be left *in situ* - unless further disturbance is absolutely unavoidable.
- Where further disturbance is unavoidable, or full exhumation of the remains is deemed necessary, this will be conducted following the provisions of the Coroners Unit in the Ministry of Justice. All excavation and post-excavation processes will be in accordance with the standards set out in *ClfA Technical Paper No 7 Guidelines to the Standards for recording Human Remains* (ClfA 2004).

Environmental remains

- 4.7 Due care will be taken to identify deposits which may have environmental potential, and where appropriate, a programme of environmental sampling will be initiated.

This will follow the Historic England environmental sampling 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*. The sampling strategy will be adapted for the specific circumstances of this site, in close consultation with the CA Environmental Officer, but will follow the general selection parameters set out in the following paragraphs.

- 4.8 Secure and 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 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 for the recovery of slag and hammer scale will be taken.
- 4.9 Where sealed waterlogged deposits are encountered, samples for the recovery of waterlogged remains, insects, molluscs and pollen, as well as any charred remains, will be considered. 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, palaeo-channels, or buried soils. Monolith samples may also be taken from this kind of deposit 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.
- 4.10 The need for any more specialist samples, such as OSL, archaeomagnetic dating and dendrochronology will be evaluated and will be taken in consultation with the relevant specialist.
- 4.11 The processing of the samples will be done in conjunction with the relevant specialist following the Historic England general environmental processing guidelines (English Heritage 2011). Flotation or wet sieve samples will be processed to 0.25mm. Other more specialist samples such as those for pollen will be prepared by the relevant specialist. Further details of the general sampling policy and the methods of taking and processing specific sample types are contained within *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.

Treasure

- 4.12 Upon discovery of Treasure CA will notify the client and the 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.
- 4.13 Upon completion of the evaluation all trenches will be backfilled by mechanical excavator.

5. STAFF AND TIMETABLE

- 5.1 This project will be under the management of Ray Kennedy ACIfA, Project Manager, CA.
- 5.2 The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the evaluation as required during the period of fieldwork. Day to day responsibility however will rest with the Project Leader who will be on-site throughout the project.
- 5.3 The field team will consist of a maximum of 4 staff (1 Project Officer; 3 Archaeologists).
- 5.4 It is envisaged that the project will require approximately 14 days fieldwork. Analysis of the results and subsequent reporting will take up to a further 4 weeks.
- 5.5 Specialists who will be invited to advise and report on specific aspects of the project as necessary are:

Ceramics	Ed McSloy MCIfA (CA)
Metalwork	Ed McSloy MCIfA (CA)
Flint	Jacky Sommerville PCIfA (CA)
Animal Bone	Andy Clarke BA (Hons) MA (CA)/ Matty Holmes BSc MSc ACIfA (freelance)

Human Bone	Sharon Clough MCIfA (CA)
Environmental Remains	Sarah Wyles PCIfA (CA)
Conservation	Pieta Greeves BSc MSc ACR (Drakon Heritage and Conservation)
Geoarchaeology	Dr Keith Wilkinson (ARCA)
Building Recording	Peter Davenport MCIfA, FSA (CA)

5.6 Depending upon 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 Cotswold Archaeology is contained within Appendix A.

6. POST-EXCAVATION, ARCHIVING AND REPORTING

6.1 Following completion of fieldwork, all artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA Technical Manuals and Oxfordshire Museum Service guidelines. A recommendation will be made regarding material deemed suitable for disposal/dispersal in line with the relevant recipient Museums' collection policy.

6.2 An illustrated report will be compiled on the results of the fieldwork and assessment of the artefacts, palaeoenvironmental samples etc. The report will include:

- (i) an abstract containing the essential elements of the results preceding the main body of the report;
- (ii) a summary of the project's background;
- (iii) description and illustration of the site location;
- (iv) a methodology of the works undertaken;
- (v) integration of, or cross-reference to, appropriate cartographic and documentary evidence and the results of other research undertaken, where relevant to the interpretation of the evaluation results;
- (vi) a description of the project's results;
- (vii) an interpretation of the results in the appropriate context;
- (viii) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);

- (ix) a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map;
- (x) a plan showing the location of the trenches and exposed archaeological features and deposits in relation to the site boundaries;
- (xi) plans of each trench, or part of trench, in which archaeological features are recognised. These will be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans will show the orientation of trenches in relation to north. Section drawing locations will be shown on these plans. Archaeologically sterile areas will not be illustrated unless this can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- (xii) appropriate section drawings of trenches and features will be included, with OD heights and at scales appropriate to the stratigraphic detail being represented. These will show the orientation of the drawing in relation to north/south/east/west. Archaeologically sterile trenches will not be illustrated unless they provide significant information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- (xiii) photographs showing significant 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 illustration's caption;
- (xiv) a consideration of evidence within its wider local/regional context;
- (xv) a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;
- (xvi) specialist assessment or analysis reports where undertaken;
- (xvii) an evaluation of the methodology employed, and the results obtained (i.e. a confidence rating).

6.3 Specialist artefact and palaeoenvironmental assessment will take into account the wider local/regional context of the archaeology and will include:

- (i) specialist aims and objectives
- (ii) processing methodologies (where relevant)
- (iii) any known biases in recovery, or problems of contamination/residuality
- (iv) quantity of material; types of material present; distribution of material

- (v) for environmental material, a statement on abundance, diversity and preservation
- (vi) summary and discussion of the results to include significance in a local and regional context

- 6.4 Copies of the draft report will be distributed to the Client or their Representative and to CDC's Archaeological Advisor thereafter for verification and approval. Thereafter, copies of the approved report will be issued to the Client, CDC's Archaeological Advisor and the local Historic Environment Record (HER). Reports will be issued in digital format (PDF/PDFA as appropriate) except where hard copies have been specifically requested, and will be supplied to the HER along with shapefiles containing location data for the areas investigated, if required.
- 6.5 Should no further work be required, an ordered, indexed, and internally consistent site archive will be prepared and deposited in accordance with *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (Archaeological Archives Forum 2007) and the relevant museum guidelines.

Academic dissemination

- 6.6 As the limited scope of this work is likely to restrict its publication value, it is anticipated that a short publication note only will be produced, suitable for inclusion within an appropriate local archaeological journal Oxonensia. Subject to any contractual constraints, a summary of information from the project will also be entered onto the OASIS online database of archaeological projects in Britain, including the upload of a digital (PDF) copy of the final report, which will appear on the Archaeology Data Service (ADS) website once the OASIS record has been verified.

Public dissemination

- 6.7 In addition to the ADS website, a digital (PDF) copy of the final report will also be made available for public viewing via Cotswold Archaeology's *Archaeological Reports Online* web page, generally within 12 months of completion of the project (<http://reports.cotswoldarchaeology.co.uk/>).

Archive deposition

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

collection. Oxfordshire Museum Service will be consulted at this stage concerning their requirements and notified in advance of the expected time limits for deposition of the archive.

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, CA Health and Safety and Environmental policies and the CA Safety, Health and Environmental Management System (SHE). A site-specific Construction Phase Plan (form SHE 017) will be formulated prior to commencement of fieldwork.

8. INSURANCES

8.1 CA holds Public Liability Insurance to a limit of £10,000,000 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 Richard Oram, archaeological advisor to CDC so that there will be opportunities to visit the evaluation 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 2014) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (CIfA 2014). All CA Project Managers and Project Officers hold either full Member or Associate status within the CIfA.

10.2 CA operates an internal quality assurance system in the following manner. 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 This project will not afford opportunities for public engagement or participation during the course of the fieldwork. However, the results will be made publicly available on the ADS and Cotswold Archaeology websites, as set out in Section 6 above, in due course.

12. STAFF TRAINING AND CPD

12.1 CA has a fully documented mandatory Performance Management system for all staff which 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, which ensures a consistent and high quality approach to the development of appropriate skills.

12.2 As part of the company's requirement for Continuing Professional Development, all members of staff are also required to maintain a Personal Development Plan and an associated log which is reviewed within the Performance Management system. All staff are subject to probationary periods on appointment, with monthly review; for site-based staff additional monthly Employee Performance Evaluations measure and record skills and identify training needs.

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APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS

Ceramics

Neolithic/Bronze Age	Ed McSloy BA MCIFA (CA) Emily Edwards (freelance) Dr Elaine Morris BA PhD FSA MCIFA (University of Southampton)
Iron Age/Roman (Samian) (Amphorae stamps)	Ed McSloy BA MCIFA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Gwladys Montell MA PhD (freelance) Dr David Williams PhD FSA (freelance)
Anglo-Saxon	Paul Blinkhorn BTEch (freelance) Dr Jane Timby BA PhD FSA MCIFA (freelance)
Medieval/post-medieval	Ed McSloy BA MCIFA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Stephanie Ratkai BA (freelance) Paul Blinkhorn BTEch (freelance) John Allan BA MPhil FSA (freelance)
South West	Henrietta Quinnell BA FSA MCIFA (University of Exeter)
Clay tobacco pipe	Reg Jackson MLitt MCIFA (freelance) Marek Lewcun (freelance)
Ceramic Building Material	Ed McSloy MCIFA (CA) Dr Peter Warry PhD (freelance)

Other Finds

Small Finds	Ed McSloy BA MCIFA (CA)
Metal Artefacts	Katie Marsden BSc (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance)
Lithics (Palaeolithic)	Ed McSloy BA MCIFA (CA) Jacky Sommerville BSc MA PCIFA (CA) Dr Francis Wenban-Smith BA MA PhD (University of Southampton)
Worked Stone	Dr Ruth Shaffrey BA PhD MCIFA (freelance) Dr Kevin Hayward FSA BSc MSc PhD PCIFA (freelance)
Inscriptions	Dr Roger Tomlin MA DPhil, FSA (Oxford)
Glass	Ed McSloy MCIFA (CA) Dr Hilary Cool BA PhD FSA (freelance) Dr David Dungworth BA PhD (freelance; English Heritage)
Coins	Ed McSloy BA MCIFA (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance)
Leather	Quita Mould MA FSA (freelance)
Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance)
Iron slag/metal technology	Dr Tim Young MA PhD (Cardiff University) Dr David Starley BSc PhD
Worked wood	Michael Bamforth BSc MCIFA (freelance)

Biological Remains

Animal bone	Dr Philip Armitage MSc PhD MCIFA (freelance) Dr Matilda Holmes BSc MSc ACIFA (freelance)
Human Bone	Sharon Clough BA MSc MCIFA (CA)
Environmental sampling	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Pollen	Dr Michael Grant BSc MSc PhD (University of Southampton) Dr Rob Batchelor BSc MSc PhD MCIFA (QUEST, University of Reading)
Diatoms	Dr Tom Hill BSc PhD CPLHE (Natural History Museum) Dr Nigel Cameron BSc MSc PhD (University College London)
Charred Plant Remains	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA)
Wood/Charcoal	Sarah Cobain BSc MSc ACIFA(CA) Dana Challinor MA (freelance)
Insects	Enid Allison BSc D.Phil (Canterbury Archaeological Trust) Dr David Smith MA PhD (University of Birmingham)
Mollusca	Sarah Wyles BA PCIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Ostracods and Foraminifera	Dr John Whittaker BSc PhD (freelance)
Fish bones	Dr Philip Armitage MSc PhD MCIFA (freelance)

Geoarchaeology

Soil micromorphology	Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Dr Richard Macphail BSc MSc PhD (University College London)
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Scientific Dating

Dendrochronology	Robert Howard BA (NTRDL Nottingham)
Radiocarbon dating	SUERC (East Kilbride, Scotland) Beta Analytic (Florida, USA)
Archaeomagnetic dating	Dr Cathy Batt BSc PhD (University of Bradford)
TL/OSL Dating	Dr Phil Toms BSc PhD (University of Gloucestershire)

Conservation

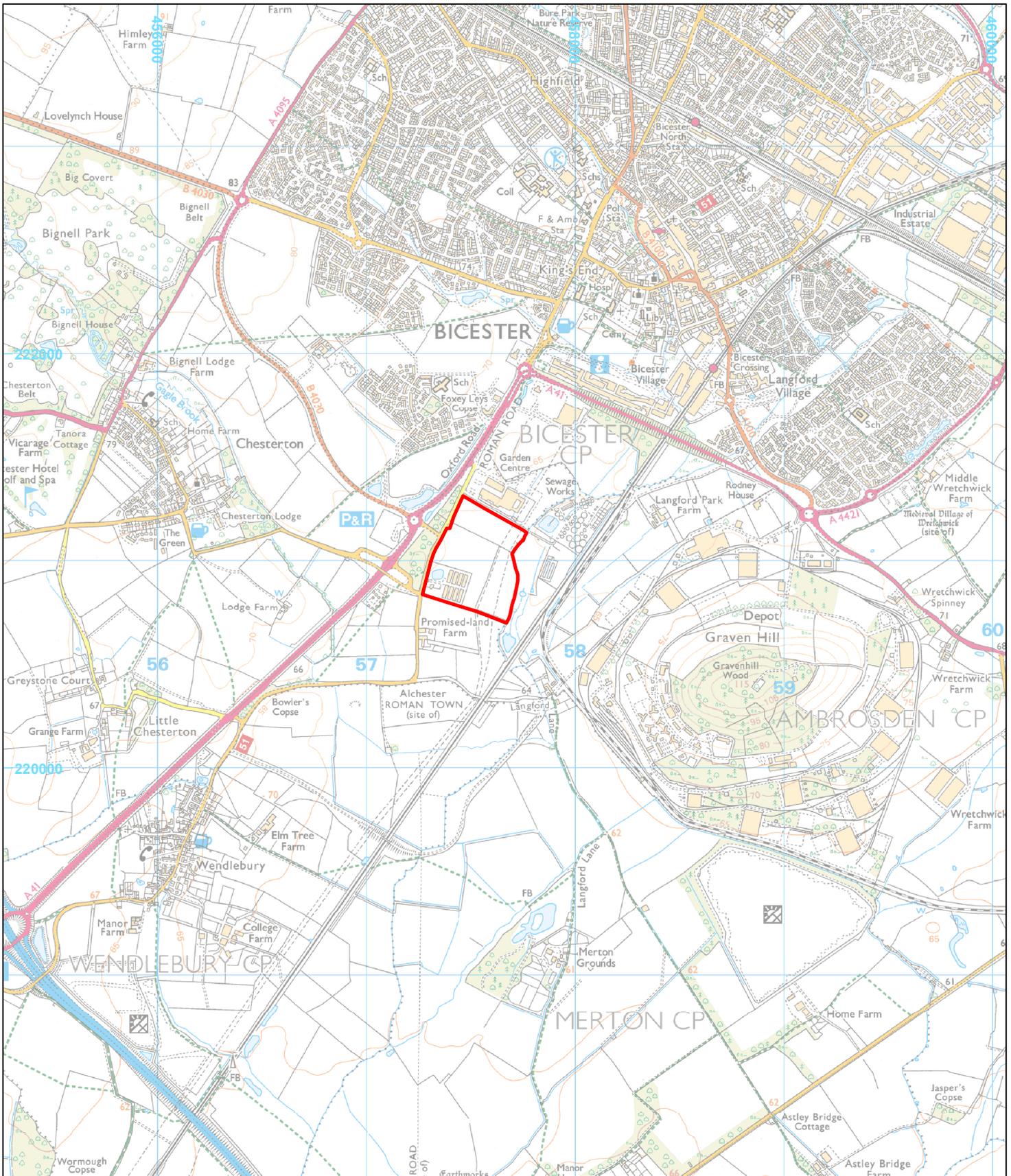
	Karen Barker BSc (freelance) Pieta Greaves BSc MSc ACR (Drakon Heritage and Conservation)
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APPENDIX B: ARCHAEOLOGICAL STANDARDS AND GUIDELINES

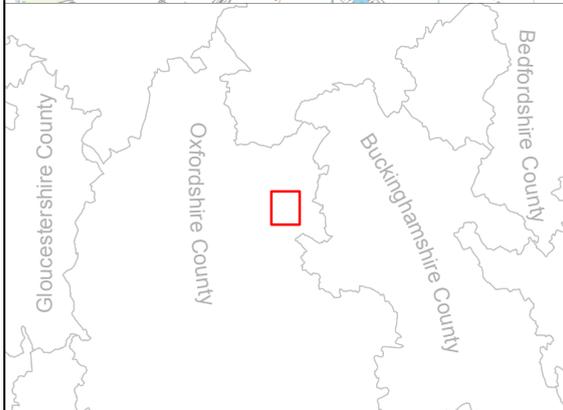
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Legend

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**Cotswold
Archaeology**

Andover 01264 347630

Cirencester 01285 771022

Exeter 01392 826185

Milton Keynes 01908 564660

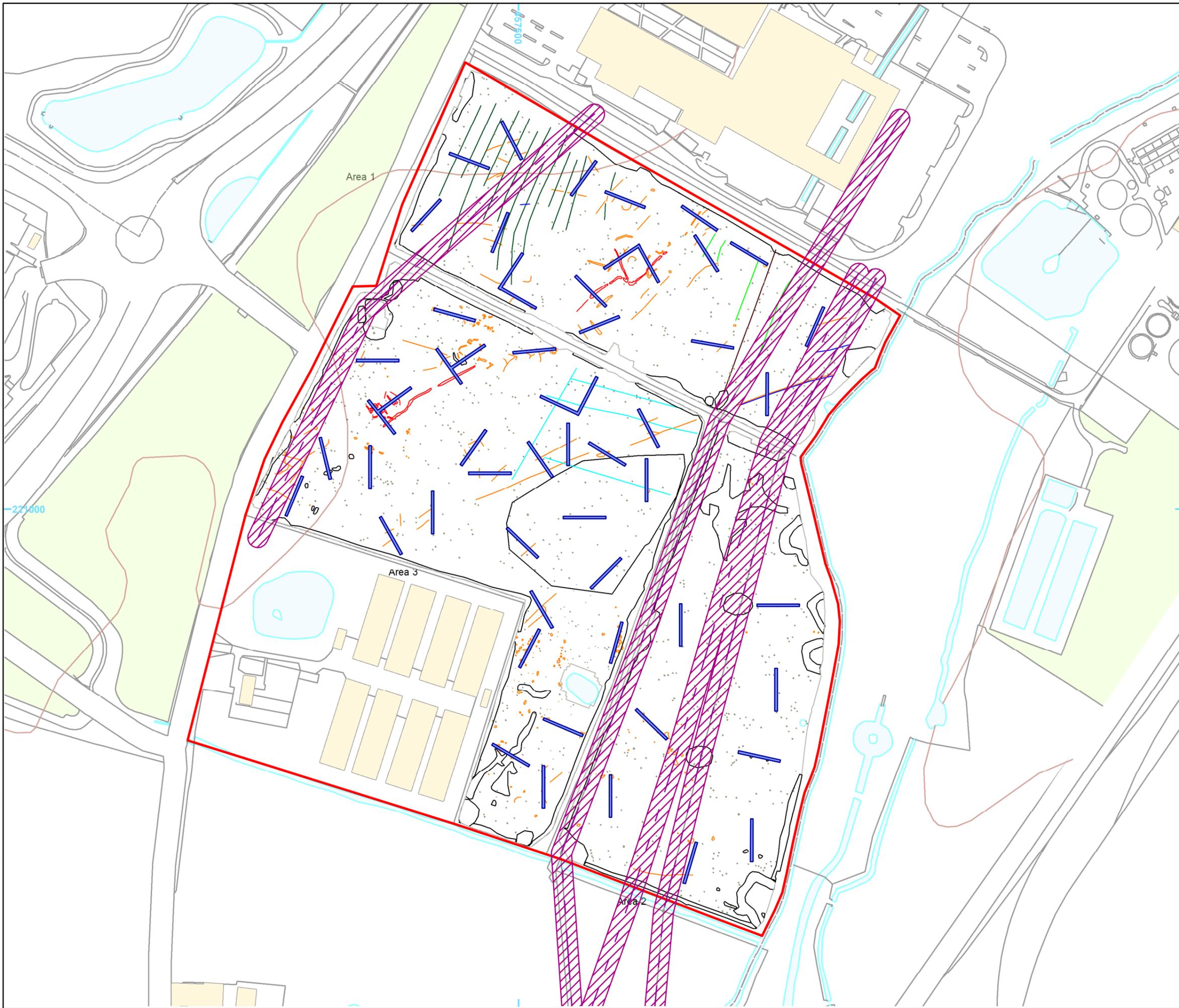
w www.cotswoldarchaeology.co.uk

e enquiries@cotswoldarchaeology.co.uk

PROJECT TITLE
Bicester Gateway Phase 2

FIGURE TITLE
Site location plan

DRAWN BY	KW	PROJECT NO.	770893	FIGURE NO.
CHECKED BY	JSJ	DATE	05/02/2019	1
APPROVED BY	RK	SCALE @ A4	1:25,000	



Legend

- ▭ Site Boundary
- ▭ Proposed evaluation trench
- ▭ Constraint
- ▨ Wayleave

- Positive linear anomaly - cut feature of archaeological potential
- Positive linear anomaly - possible ditch-like feature
- Linear anomaly - of agricultural origin
- Linear anomaly - ridge and furrow
- Negative linear anomaly - linear depression related to land drainage
- Positive linear anomaly - former field boundary
- Negative linear anomaly - material of low magnetic susceptibility
- Discrete positive response - cut feature of archaeological potential
- Discrete positive response - possible pit-like feature
- ▨ Positive anomaly - magnetically enhanced material
- ▨ Variable magnetic response - of natural origin
- ▨ Zone of numerous pit-like anomalies - of natural origin
- ▨ Magnetic debris - spread of magnetically thermoremnant/ferrous material
- ▨ Magnetic disturbance from ferrous material
- Strong dipolar anomaly - ferrous object



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PROJECT TITLE
Bicester Gateway Phase 2

FIGURE TITLE
Proposed trench layout

DRAWN BY	KW	PROJECT NO	770893	FIGURE NO.	
CHECKED BY	JSJ	DATE	05/02/2019		2
APPROVED BY	RK	SCALE@A3	1:2,500		

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