Cotswold Archaeology

Symmetry Park
Oxford North
Oxfordshire

Written Scheme of Investigation for an Archaeological Evaluation

for:
EDP

on behalf of:
Tritax Symmetry

CA Project: MK0583

October 2021

Andover Cirencester Milton Keynes Suffolk

Symmetry Park
Oxford North
Oxfordshire

Written Scheme of Investigation for an Archaeological Evaluation

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1. INTRODUCTION

1.1. This document is a Written Scheme of Investigation (WSI) by Cotswold Archaeology (CA) for an archaeological evaluation of land at Symmetry Park, Oxford North (land off Junction 9, M40, Bicester, Oxfordshire; centred at NGR: 455522 219883). This WSI has been prepared for EDP, acting on behalf of Tritax Symmetry.

1.2. The evaluation results will inform a planning application for commercial development of the Site, comprising a Class B2 structure with associated buildings, structures, parking and landscaping, which will be made to Cherwell District Council (CDC), the local planning authority. Pre-application advice (ref: 20/03089/PREAPP) has previously been provided by CDC, including archaeological advice by Richard Oram of the Oxfordshire County Council County Archaeology Service (hereafter CAS), acting as the archaeological advisor to CDC. The scope of this evaluation was further defined in discussions between EDP and the CAS and formalised in a brief (CAS 2021). This WSI will be submitted to the CAS for review and approval.

1.3. This WSI has been guided in its composition by the brief (CAS 2021), the *Standard and guidance for archaeological field evaluation* (CIfA 2014; updated October 2020), *Management of Research Projects in the Historic Environment (MoRPHE) PPN 3: Archaeological Excavation* (Historic England 2015) and *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015).

The site

1.4. The proposed development site is located to the north-east of the M40 Junction 9, east of the M40 and north-west of the A41, just to the south of the village of Little Chesterton. The site currently comprises a mixture of arable and pasture fields, as well as parts of a small industrial estate, and is bounded to the south-east by the A41, to the west and north by fields, and to the east by further fields and the Grange Farm Industrial Estate. The western part of the Site lies at approximately 70m above ordnance datum (AOD), gently sloping down to 67m AOD towards the east.

1.5. The underlying bedrock geology of the Site is variable, comprising bands of Peterborough Member mudstone and Kellaways Clay Member mudstone, both types of sedimentary bedrock formed approximately 164 to 166 million years ago in the Jurassic Period; as well as interbedded sandstone and siltstone of the Kellaways

Sand Member, formed during the same era. No superficial deposits are recorded within the Site (BGS 2021).

2. ARCHAEOLOGICAL BACKGROUND

2.1. The archaeological background of the Site has previously been presented in detail as part of an Archaeological and Heritage Assessment which included the results of a programme of geophysical survey carried out within the Site (EDP 2021). The following is summarised from this source.

Prehistoric

2.2. The findspot of a Mesolithic quartzite macehead is recorded approximately 650m to the north of the Site (MOX5620), and the findspot of a Neolithic – Bronze Age axehead is recorded close to the western site boundary (MOX5636).

2.3. The findspot of a Neolithic stone axe is also recorded at Wendlebury, approximately 500m to the east of the Site (MOX5111).

2.4. The site of a possible Bronze Age ring ditch has been identified from an aerial photograph approximately 225m to the west of the Site (MOX5630).

2.5. An isolated Iron Age posthole was encountered during archaeological trial trenching in 2020 in the field to the north of the Site (MOX27641). This evaluation comprised 24 trenches although no other features of archaeological significance were found (TVAS 2020). An Iron Age pit has also been found in an archaeological evaluation in Wendlebury approximately 125m to the south of the Site (MOX5556).

Roman

2.6. The western boundary of the scheduled monument of Alchester Roman settlement is located approximately 900m to the east of the Site. The Roman town was located at the junction of two roads aligned north-south and east-west, located over 1.5km to the east of the Site. The east-west aligned road was known as Akeman Street and ran between Alchester and Cirencester. Part of this road is followed by Green Lane which is located approximately 625m to the north of the Site (MOX1703). This road continues eastwards from Alchester towards St Albans. The north-south aligned road ran between Alchester and Dorchester to the south (MOX304) and Towcester to the north (MOX4783).

2.7. In addition, the route of an east-west aligned road which ran through the Roman settlement has been identified from a study of aerial photographs (Stoertz 1998, 6-9) as a slight ridge which ran from the western rampart. If projected to the west this road would run to the north of Grange Farm, crossing the northern portion of the Site.

2.8. A potential Roman agricultural enclosure and boundary ditches have been identified in an archaeological evaluation approximately 1km to the north of the Site (MOX26993) and parts of a Roman field system have also been identified at an approximate distance of 1km to the east of the Site (MOX5141).

2.9. Just over 1km to the east of the Site, a late 1st- early 3rd century Roman settlement has been identified during an archaeological evaluation to the east of the Site (MOX27385), adjacent to the Alchester to Dorchester Roman road. This forms either an extra mural settlement outside of Alchester or a discrete farming settlement. A possible Iron Age to Roman settlement, field system and trackway has also been identified through a programme of geophysical survey carried out approximately 1.5km to the north-east of the Site (MOX27406), while evidence of possible buildings or structures of Roman date have been identified through aerial photography over 1km to the west of the Site and between 1.5km and 1.6km to the east (MOX4981, MOX5591, MOX5592 & MOX5593 and MOX5601).

2.10. In addition, finds of artefactual material of Roman date have been recovered, mostly within the area of Alchester Roman town, and residual Roman pottery has been found during an archaeological evaluation approximately 125m to the south of the Site (MOX5556). Roman brooches are recorded as having been found just to the west of the Site (MOX12307 & MOX5611) and a collection of 25 late Roman coins have been recovered to the north (MOX11297).

Early medieval and medieval

2.11. No features or artefacts of early medieval or medieval date are known within the Site. However, evidence for medieval settlement on the western side of the village of Wendlebury has been identified in archaeological investigations and aerial photographic analysis approximately 125-175m to the south of the Site (MOX5556, MOX5159 and MOX24491). Identified features include 11th-13th century postholes, pits, ditches, wall foundations, a well, metalled surfaces, house platforms, trackways and ridge and furrow systems. Medieval pottery has also been found in the village (MOX23299). In addition, documentary references point to the presence of a grange

in Chesterton, owned by Thame Abbey in 1179, and this has been suggested to be located at Grange Farm immediately adjacent to the Site (MOX5571). The Site itself likely formed part of the agricultural hinterland of these settlements.

Post-medieval

2.12. No features or artefacts of post medieval or modern date are recorded within the Site or the immediate surrounding area. It appears that during this period the Site lay within an agricultural environment associated with Grange Farm and/or the villages of Chesterton and Wendlebury.

Geophysical survey

2.13. A programme of geophysical survey, covering the Site and a wider area was carried out in July and August 2021 (results summarised in EDP 2021). The survey covered the Site itself as well as those parts of the fields that are located outside of the site/development area boundary. Several groups of enclosures of likely later prehistoric date were identified which may suggest the presence of remains of a possible later prehistoric agricultural settlement which may have continued into the Roman period. The identified anomalies generally share a north-west to south-east alignment.

2.14. The northernmost group of anomalies was located to the north-west of the site boundary and to the west of the existing agricultural trackway and comprised two sub-circular potential enclosures with diameters of approximately 18m and 26m respectively. An area of locally strong magnetic anomalies was also identified in this area, possibly suggesting a habitation or industrial focus to the enclosures. A linear anomaly just to the east may represent a boundary line.

2.15. Along the western and south-western edges of the site area a number of linear and curvilinear anomalies appear to form a set of large enclosures. The possible enclosures contained several oval and circular anomalies, possibly representative of further settlement activity.

2.16. Weaker trends on south-east/north-west and south-west/north-east alignments, possibly relating to ridge and furrow ploughing visible in historic aerial photographs, have also been identified within some of the fields which are partially located within the Site.

2.17. The geophysical survey also identified an extensive area of buried debris in the southernmost field within the Site which relates to a works compound visible in this location on an aerial photograph of 1989. This is presumably associated with the construction of the M40 to the west of the Site.

3. AIMS AND OBJECTIVES

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

3.2. In accordance with the *Standard and Guidance for Archaeological Field Evaluation* (CIfA 2020), the evaluation has been designed to be minimally intrusive and minimally destructive to archaeological remains

3.3. If significant archaeological remains are identified, the evaluation report will make reference to the *Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas* (Hey & Hind 2014) so that the remains can, if possible, be placed within their local and regional contexts. Research aims and objectives will be reviewed and refined, and any further suitable themes/ contributions will be identified as the fieldwork and post-excavation work progresses.

4. METHODOLOGY

4.1. The evaluation will comprise the excavation of 95 trenches measuring 30m long by 1.8m wide, in the locations shown on Figure 1. The trench plan has been designed to investigate anomalies identified by the geophysical survey, to test the apparently blank areas in the survey results and as a means of prospection for remains of a type or period that may not respond to geophysical survey. Works will be undertaken in accordance with the CAS *Design Brief for Archaeological Field Evaluation* (CAS 2021) and the methodology detailed below.

4.2. Trenches will be set out on OS National Grid co-ordinates using Leica GPS. They will be scanned for live services by trained CA staff using CAT and genny equipment, in accordance with the *CA Safe System of Work for avoiding underground services*. The positions of the trenches may be adjusted on site to account for services or other constraints, with the approval of the CAS.

4.3. Overburden will be stripped from the trenches by a mechanical excavator fitted with a toothless grading bucket. All machining will be conducted under archaeological supervision and will cease when the first significant archaeological horizon or natural substrate is revealed (whichever is encountered first). Topsoil and subsoil will be stored separately adjacent to each trench.

4.4. Following machining, any archaeological features present will be investigated, planned and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. Each context will be recorded on a pro-forma context sheet by written and measured description. Hand-drawn sections of excavated archaeological features will be prepared (scale 1:10 or 1:20, as appropriate). Features/deposits will be recorded in plan using Leica GPS or Total Station (as appropriate), in accordance with *CA Technical Manual 4: Survey Manual*. A photographic record utilising high resolution digital photography of a minimum of 10 megapixels and in RAW format, will be maintained during the course of the fieldwork. All photography will be in accordance with *CA Technical Manual 1: Fieldwork Recording Manual* and conform to industry best practice (e.g. HE 2015). Images will be converted to uncompressed baseline v.6 TIFF for archiving. All images will have accompanying metadata specifying; photo ID, capture device, converting software, colour space, bit depth, resolution, date of capture, photographer, caption, and any alterations made to the image. 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*.

4.5. Sample excavation of archaeological deposits will be sufficient to achieve the aims and objectives identified in Section 3 (above). 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.

4.6. Upon completion of the evaluation, all trenches will be backfilled by a mechanical excavator. No trenches will be backfilled without the agreement of the CAS.

Artefacts

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

Environmental remains

4.8. The selection, collection and processing of environmental samples will follow the guidelines outlined in *Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011) and *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.

4.9. Due care will be taken to identify deposits which may have environmental potential and, where appropriate, a programme of environmental sampling will be initiated. The sampling strategy will be adapted for the specific circumstances of the site, in close consultation with the CA Environmental Officer and the CAS but will follow the general selection parameters set out in the following paragraphs.

4.10. Secure, phased deposits, especially those related to settlement activity and/or structures, will be considered for sampling for the recovery of charred plant remains, charcoal and mineralised remains. Any cremation-related deposits (where excavated; see *Human remains*, below) will be sampled appropriately for the recovery of cremated human bone and charred remains. If any evidence of *in situ* metal working is found, suitable samples will be taken for the recovery of slag and hammerscale. Wherever possible, bulk environmental samples will be 40l in size or 100% of available context where less than 40l.

4.11. Where sealed waterlogged deposits are encountered, samples will be considered for the recovery of waterlogged remains (including insects, molluscs and pollen) and any charred remains. The taking of sequences of samples for the recovery of molluscs and/or waterlogged remains will be considered through any suitable deposits, such as deep enclosure ditches, barrow ditches, palaeochannels, or buried soils. Monolith samples may also be taken from suitable deposits as appropriate to allow soil and sediment description/interpretation, as well as sub-sampling for pollen and other micro/macrofossils such as diatoms, foraminifera and ostracods.

4.12. The need for more specialist samples (such as OSL, archaeomagnetic dating and dendrochronology) will be evaluated on site. If required, any such samples will be taken in consultation with the relevant specialists.

4.13. Sample processing will be carried out in conjunction with the relevant specialists. Flotation or wet sieve samples will be processed to 0.25mm. More specialist samples, such as those for pollen, will be prepared by the relevant specialists.

Treasure

4.14. Upon discovery of Treasure CA will immediately notify the client, the CAS and the Oxfordshire and West Berkshire Portable Antiquities Scheme Finds Liaison Officer (FLO). Findings will be reported to the coroner within 14 days of discovery, in accordance with procedures relating to the Treasure Act 1996 (and the 2003 amendment to the Act to include prehistoric objects such as Bronze Age metalworking hoards and other non-precious metal items). All finds of gold and silver will be moved to a safe place. Where removal cannot be undertaken immediately suitable security measures will be taken to protect the artefacts from theft or damage. CA will comply fully with the provisions of the Treasure Act 1996 and the Code of Practice referred to therein.

Human remains

4.15. Upon the discovery of human remains (skeletal or cremated) the client and the CAS will be notified immediately. Human remains will be treated with due decency and respect at all times.

4.16. Small slots will be hand-excavated across any suspected burial features (inhumations or cremated bone deposits) in order to confirm the presence and condition of any human bone. Once confirmed as human, the buried remains will not normally be

disturbed through any further investigation at the evaluation stage, and will be left *in situ* where possible.

4.17. Where further disturbance is unavoidable, or where full exhumation of the remains is deemed necessary, exhumation will be conducted following the provisions of the Coroner's Unit in the Ministry of Justice. All excavation of human remains and associated post-excavation processes will be in accordance with the standards set out in *Updated Guidelines to the Standards for Recording Human Remains* (CIfA 2017).

5. PROGRAMME

5.1. It is anticipated that the project fieldwork will require four weeks to complete. Subsequent analysis of the results and reporting will take up to a further four weeks.

6. PROJECT STAFF

6.1. This project will be under the management of Adrian Scruby, ACIfA, Project Manager, CA. The Project Manager will direct the overall conduct of the evaluation during the period of fieldwork. Day-to-day responsibility will, however, rest with the Project Leader, who will be on-site throughout the project.

6.2. The field team will consist of a maximum of five staff (1 Project Officer and up to 4 Archaeologists).

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

- **Ceramics:** Ed McSloy MCIfA (CA), Alejandra Gutierrez MCIfA (CA) and Peter Banks LLB LLM PCIfA (CA)
- **Metalwork:** Ed McSloy MCIfA (CA) and Philippa Walton MA PhD (CA)
- **Flint:** Jacky Sommerville PCIfA (CA)
- **Animal bone:** Andy Clarke BA (Hons) MA (CA) and Matty Holmes BSc MSc ACIfA (freelance)
- **Human bone:** Sharon Clough MCIfA (CA)
- **Environmental remains:** Sarah Wyles MCIfA (CA) and Emma Aitken PCIfA (CA)
- **Registered artefacts:** Philippa Walton MA PhD (CA)

- **Conservation:** Pieta Greeves BSc MSc ACR (Drakon Heritage and Conservation)
- **Geoarchaeology:** Dr Keith Wilkinson (ARCA)
- **Building recording:** Peter Davenport MCIfA FSA (freelance)

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

7. POST-EXCAVATION, REPORTING AND ARCHIVING

Reporting

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

- an abstract preceding the main body of the report, containing the essential elements of the results;
- a summary of the project's background;
- a description and illustration of the site location;
- a methodology of the works undertaken;
- integration of, or cross-reference to, appropriate cartographic and documentary evidence and the results of other research undertaken, where relevant to the interpretation of the evaluation results;
- a description of the evaluation results;
- an interpretation of the evaluation results, including a consideration of the results within their wider local/regional context;
- a site location plan at an appropriate scale on an Ordnance Survey (or equivalent) base-map;
- a plan showing the locations of the trenches in relation to the site boundaries;
- plans of each trench, or part of trench, in which archaeological features were recorded. These plans will be at an appropriate scale to allow the nature of the features to be shown and understood. Plans will show the orientation of trenches in relation to north. Section drawing locations will also be shown on these plans. Archaeologically sterile areas will not normally be illustrated;
- appropriate section drawings of trenches and archaeological features. These drawings will include OD heights and will be at scales appropriate to the

stratigraphic detail being represented. Drawings will show orientation in relation to north/south/east/west;

- photographs showing significant archaeological features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the photograph captions;
- summary tables of the recorded contexts and recovered artefacts;
- a summary of the contents of the project archive and details of its location;
- specialist assessment or analysis reports (where undertaken). Specialist artefact and palaeoenvironmental assessments will take into account the wider local/regional contexts and will include:
    - specialist aims and objectives;
    - processing methodologies (where relevant);
    - any known biases in recovery, or problems of contamination/residuality;
    - quantities of material; types of material present; distribution of material;
    - for environmental material, a statement on abundance, diversity and preservation;
    - a summary and discussion of the results, to include significance in a local and regional context.

7.2. Copies of the draft evaluation report will be distributed to the client and to the CAS thereafter for comment and agreement prior to the production and submission of a final version for planning purposes. Thereafter, copies of the approved report will be issued to the client, the CAS and the Oxfordshire 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 GIS shapefiles containing data for the areas investigated, including the final plan.

7.3. 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 Oxfordshire Museums Service guidelines.

Academic and public dissemination

7.4. It is anticipated that a short note on the evaluation results will be produced for inclusion within an appropriate local archaeological journal.

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

7.6. A digital (pdf) copy of the final report will also be made available for public viewing via CA's *Archaeological Reports Online* web page:

(http://reports.cotswoldarchaeology.co.uk).

Archive deposition

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

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

7.9. The archive will be held at CA's office in Milton Keynes until all fieldwork and post-excavation tasks have been completed and the ensuing reports have been approved, following which it will be deposited with County Museum Resource Centre (Oxfordshire Museums). All artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA technical manuals and the *Required Procedures for Transference of Archaeological Archives to Oxfordshire Museums* (County Museums Service 1995).

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

Selection strategy

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

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

Digital archive

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

Data management

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

7.15. Selected digital files will be transferred to the Museum with the documentary and material archive if required. In adherence to CA's Digital Data Guidance, it is proposed that the selected files will include final versions only. Digital photographs will be selected for inclusion in the archive in line with *Digital Data Guidance and Digital Image Capture and File Storage: Guidelines for Best Practice* (Historic England 2015). Data produced by external specialists or sub-contractors will be granted under license to CA to allow inclusion in the digital archive as required.

8. HEALTH, SAFETY AND ENVIRONMENT

8.1. CA will conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent health and safety legislation, as well as the CA Health and Safety and Environmental policies and the CA Safety, Health and Environmental

Management System (SHE). Any client/developer/Principal Contractor policies and/or procedures will also be followed. A site-specific Construction Phase Plan (form SHE 017) will be formulated prior to commencement of fieldwork. All works will also be conducted in accordance with current Government and CIfA guidance on the Coronavirus (C19) pandemic. A C19-specific risk assessment will be prepared for the works and a copy of the assessment will be supplied to all staff, subcontractors and site visitors in advance of attendance to site. All site staff, subcontractors and visitors will receive a site safety induction/ briefing upon arrival on site.

9. INSURANCES

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

10. MONITORING

10.1. Two weeks' notice of the start of site works will be made to the CAS so that there will be opportunities to visit the evaluation and check on the quality and progress of the work. A charge will be apply for each monitoring visit made by the CAS. Trenches will not be backfilled without the agreement of the CAS.

11. QUALITY ASSURANCE

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

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

12. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

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

13. STAFF TRAINING AND CPD

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

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

14. REFERENCES

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APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS

Ceramics

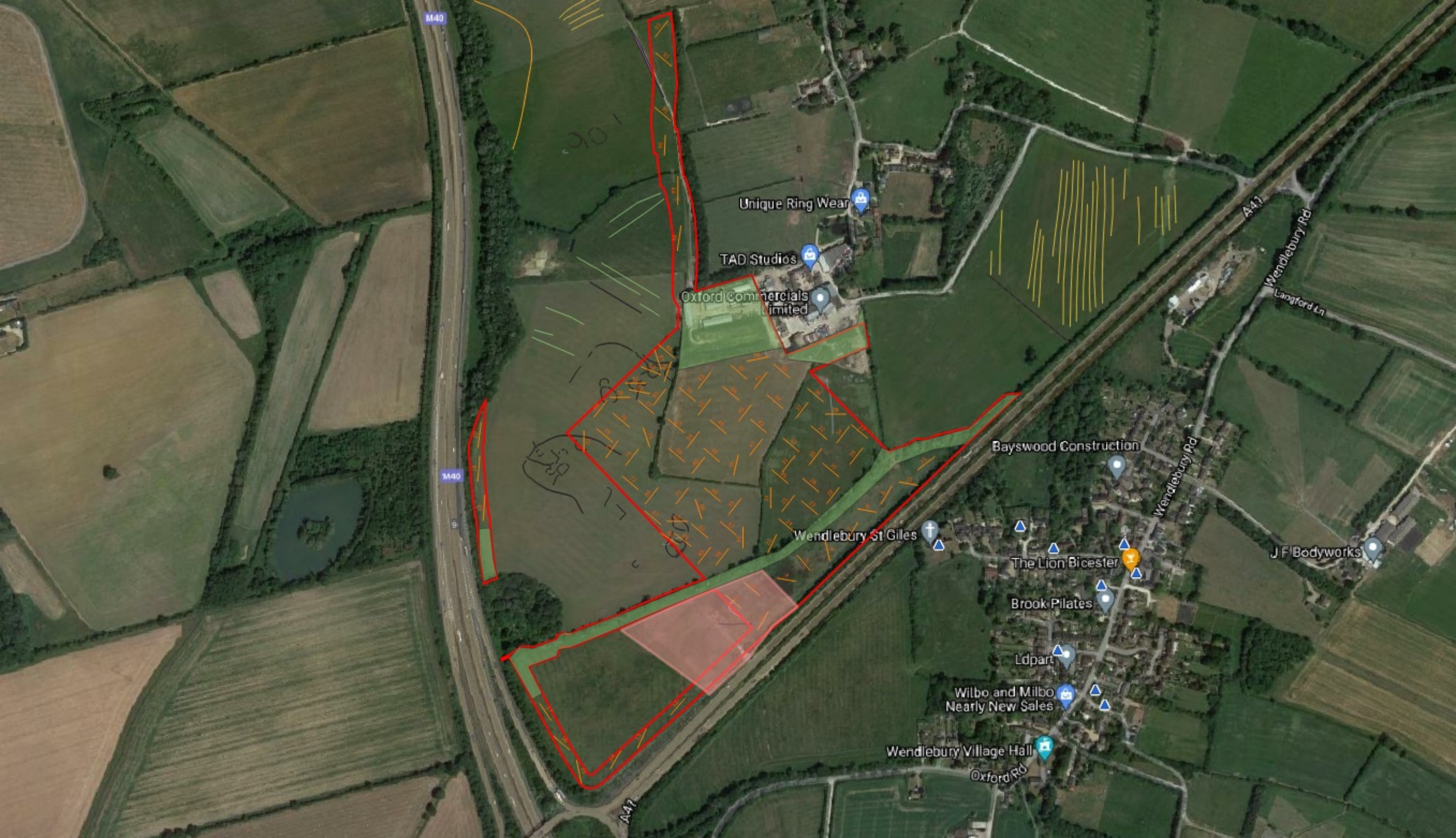
Neolithic/Bronze Age	Ed McSloy BA MCIFA (CA) Emily Edwards (freelance) Dr Elaine Morris BA PhD FSA MCIFA (University of Southampton) Anna Doherty MA (Archaeology South-East) Sarah Percival MA MCIFA (freelance) Steve Benfield BA (CA)
Iron Age/Roman	Ed McSloy BA MCIFA (CA) Peter Banks LLB LLM PCIfA (CA)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

Other finds

Small finds	Ed McSloy BA MCIFA (CA) Dr Philippa Walton MA PhD (CA) Richenda Goffin, (non-metalwork) BA MCIFA (CA) Steve Benfield CA Dr I Riddler (freelance) Dr Alison Sheridan, National Museum of Scotland
Metal artefacts	Ed McSloy BA MCIFA (CA) Dr Philippa Walton MA PhD (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance) Dr I Riddler (freelance)

Lithics	Ed McSloy BA MCIFA (CA) Jacky Sommerville BSc MA PCIFA (CA) Michael Green (CA) Sarah Bates BA (freelance)
(Palaeolithic)	Dr Francis Wenban-Smith BA MA PhD (University of Southampton)
Worked stone	Dr Ruth Shaffrey BA PhD MCIFA (freelance) Dr Kevin Hayward FSA BSc MSc PhD PCIFA (freelance)
Inscriptions	Dr Roger Tomlin MA DPhil, FSA (Oxford)
Glass	Ed McSloy MCIFA (CA) Dr Hilary Cool BA PhD FSA (freelance) Dr David Dungworth BA PhD (freelance; English Heritage) Dr Sarah Paynter (Historic England) Dr Rachel Tyson (freelance) Dr Hugh Wilmott (University of Sheffield)
Coins	Ed McSloy BA MCIFA (CA) Dr Ruth Beveridge (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance) Jude Plouviez (freelance) Dr Andrew Brown (British Museum) Dr Richard Kelleher (Fitzwilliam Museum) Dr Philip de Jersey (Ashmolean Museum)
Leather	Quita Mould MA FSA (freelance)
Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance) Dr Sue Harrington (freelance)
Iron slag/metal technology	Dr Tim Young MA PhD (Cardiff University) Dr David Starley BSc PhD Lynne Keys (freelance)
Worked wood	Michael Bamforth BSc MCIFA (freelance)
Biological remains	
Animal bone	Dr Philip Armitage MSc PhD MCIFA (freelance) Dr Matilda Holmes BSc MSc ACIFA (freelance) Julie Curl (freelance) Lorrain Higbee (Wessex Archaeology)
Human bone	Sharon Clough BA MSc MCIFA (CA) Sue Anderson M Phil, MCIFA, FSA (freelance)
Environmental sampling	Sarah Wyles BA MCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Emma Aitken PCIfA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Anna West BSc (CA) Val Fryer (freelance)
Pollen	Dr Michael Grant BSc MSc PhD (University of Southampton) Dr Rob Batchelor BSc MSc PhD MCIFA (QUEST, University of Reading)
Diatoms	Dr Tom Hill BSc PhD CPLHE (Natural History Museum) Dr Nigel Cameron BSc MSc PhD (University College London)
Charred plant remains	Sarah Wyles BA MCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Emma Aitken PCIfA (CA)

Wood/charcoal	Sarah Cobain BSc MSc ACIFA(CA) Dana Challinor MA (freelance) Dr Esther Cameron (freelance)
Insects	Enid Allison BSc D.Phil (Canterbury Archaeological Trust) Dr David Smith MA PhD (University of Birmingham)
Mollusca	Sarah Wyles BA MCIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Dr Mike Allen (Allen Environmental Archaeology)
Ostracods and Foraminifera	Dr John Whittaker BSc PhD (freelance)
Fish bones	Dr Philip Armitage MSc PhD MCIFA (freelance)
Geoarchaeology	Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Soil micromorphology	Dr Richard Macphail BSc MSc PhD (University College London) Dr Mike Allen (Allen Environmental Archaeology)
Scientific dating	
Dendrochronology	Robert Howard BA (NTRDL Nottingham)
Radiocarbon dating	SUERC (East Kilbride, Scotland) Beta Analytic (Florida, USA)
Bayesian chronological modelling	Dr Derek Hamilton (SUERC) Professor John Hines (Cardiff University)
Archaeomagnetic dating	Dr Cathy Batt BSc PhD (University of Bradford)
TL/OSL Dating	Dr Phil Toms BSc PhD (University of Gloucestershire)
Conservation	Karen Barker BSc (freelance) Pieta Greaves BSc MSc ACR (Drakon Heritage and Conservation) Julia Park-Newman (Conservation Services, freelance)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