

**Land at Bolton Road, Banbury,
Oxfordshire, OX16 0TH**

**Written Scheme of Investigation
for Programme of Archaeological
Investigation**

Churchill Retirement Living Ltd

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Ecus Ltd

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1. Introduction

1.1 Project Background

1.1.1 Ecus Ltd was commissioned by Churchill Retirement Living Ltd in October 2022 to prepare a detailed Written Scheme of Investigation (WSI) for a programme of archaeological investigation on land south east of the junction of North Bar Street (the A361) and Castle Street, Banbury, Oxfordshire (hereafter 'the Site'). The Site is centred on National Grid Co-ordinate 445427, 240739 (Figure 1).

1.1.2 In December 2021 Ecus Ltd produced an Archaeological Desk Based Assessment (ADBA; project ref. 18039.2) to inform planning application 21/04202/F (Cherwell District Council). This planning application was approved at appeal in August 2022. The programme of archaeological investigation is required for conditions attached to the planning application. The programme of investigation required on the Site comprises:

- archaeological evaluation. The trenching will comprise five 30 m x 1.8 m trenches, sampling 4% of the Site. The trenches will target the areas beneath the former building and car parking area; and
- archaeological mitigation. The archaeological evaluation will inform the need for and subsequent scope of this work.

1.1.3 Prior to any investigation being undertaken on the Site, this WSI will need to be approved by Oxfordshire County Archaeological Services (OCAS). The WSI is required for Condition 13 and Condition 14 requires the archaeological mitigation is undertaken in accordance with the WSI approved under Condition 13. This WSI presents the proposed methodology and standards for the archaeological evaluation and general approach to any subsequent mitigation is provided although this will require the submission of a detailed method statement.

1.1.4 Following recent consultation with OCAS via email, a project brief for the investigations outlined above on the Site was provided (Appendix 1). This WSI has been prepared in accordance with the project brief.

1.2 Site Location and Description

1.2.1 The Site is located within the market town of Banbury situated on the River Cherwell in Oxfordshire. The Site is located approximately 100 m north west of the town centre.

1.2.2 The Site measures c. 4,900 square metres in extent and is irregular in shape. The Site is bound to the north by Castle Street, to the east by Bolton Road and to the west by North Bar Street (A361).

The central and western extent of the Site is currently occupied by a large two storey warehouse building constructed of brick with associated hard surface car park and access to the east and south. The car park is enclosed from its surrounds by a brick wall and railings.

- 1.2.3 The Site is bounded to the south east by a commercial building and to the south by residential development. Although located outside of the Site boundary, no. 34 North Bar Street is enclosed and connected to the existing buildings within the Site. This building, also known as Trelawn, is Grade II Listed (National Heritage List for England (NHLE): 1046925).
- 1.2.4 The Site gently slopes towards the north and north west and lies between approximately 95 m and 100 m above Ordnance Datum. The car park within the eastern extent of the Site is located at a higher level than Castle Street.
- 1.2.5 The underlying geology of the Site is mapped as mudstone of the Charmouth Mudstone Formation with no recorded superficial deposits (British Geological Survey (BGS) 2022).

2. Archaeological and Historical Background

2.1 Introduction

2.1.1 The following is based on the ADBA produced by Ecus Ltd in 2021.

2.2 Previous Investigations

Archaeological

2.2.1 There have been no previous archaeological investigations within the Site.

Geotechnical

2.2.2 The BGS records four boreholes drilled in 1981 within the Site. Three of these were located within the footprint of the current building and recorded a depth of 1.5 m of made ground overlying natural clays. The fourth borehole, located in the south east corner of the Site, recorded 0.5 m of made ground overlying natural clay (BGS 2022).

2.3 Background Context

Prehistoric and Romano-British

2.3.1 Prehistoric activity within the study area is restricted to two findspots located approximately 200 m south and east of the Site respectively. The findspots comprised assemblages of flint, including a leaf-shaped arrowhead and a blade, and were dated to the Neolithic and Bronze Age.

2.3.2 The only identified archaeological features dating to the Romano-British period within the study area were excavated approximately 215 m south of the Site. The features comprised ditches which were interpreted as being part of a field system or enclosure and the remains fit in with the known Romano-British activity within the wider Banbury area.

2.3.3 The Oxfordshire Historic Environment Record (OHER) also records the findspots of three Roman coins within the study area. These were recovered approximately 215 m south, 225 m west, and 245 m east of the Site respectively. Two of the coins date to the mid-third century whilst the third was undated.

Early Medieval and Medieval

2.3.4 The settlement of Banbury was established during the early medieval period. The place name contains an Old English personal name and 'burh' and can be roughly translated as 'stronghold of a man called Ban(n)a'. It is suggested that the settlement originated in the fifth century and during the seventh century Banbury had become the centre of a large ecclesiastic estate.

2.3.5 A series of gullies dating to the later early medieval period were identified during archaeological

excavations approximately 140 m east of the Site. The gullies were interpreted as representing a series of property boundaries and were truncated by twelfth or thirteenth century activity.

- 2.3.6 By the Domesday survey of 1086, Banbury was a moderately large settlement. The influence of the Bishopric of Lincoln had a significant impact on the development of Banbury during the medieval period with the construction of Banbury Castle in the mid-twelfth century and the laying of the medieval burgage plots which defined properties within the town during the twelfth and thirteenth centuries. The medieval church was located in broadly the same location as the current eighteenth-century Church of St Mary.
- 2.3.7 The boundaries of the borough were marked by a series of five toll gates, although the town itself was not walled. The North Bar, established in the thirteenth century, marked the north western extent of the town and was located approximately 20 m north west of the Site prior to its demolition in 1817.
- 2.3.8 Archaeological evidence from the study area details the development of the medieval town. Excavations within the footprint of the castle recovered earlier, eleventh century pottery. Further archaeological work has identified burgage plots from the twelfth and thirteenth centuries and has demonstrated that the original plots were later subdivided as the population of the medieval town grew and prospered.
- 2.3.9 The Site is located within the north west extent of the medieval town in close proximity to the North Bar toll gate. The OHER records the former location of a house, dating to the mid-sixteenth century, which formerly stood within the south west of the Site. The house had been significantly altered and sub-divided prior to its demolition in 1979.
- 2.3.10 The Site is likely to have been part of the later, thirteenth century, expansion of the town of Banbury following the initial laying out of burgage plots in the twelfth century in the land between the castle and the church.

Post-Medieval and Twentieth Century

- 2.3.11 During the Civil War of the mid-seventeenth century the castle in Banbury was subject to two Parliamentary sieges and was subsequently slighted. Excavation in the vicinity of the castle revealed burials which have been tentatively linked to the civil war garrison.
- 2.3.12 The destruction of the Civil War, combined with a fire earlier in the seventeenth century, offered an opportunity for significant redevelopment of the medieval town during the early post-medieval period. The historic core of Banbury contains many buildings dating to the post-medieval period.
- 2.3.13 The OHER records relate to transport infrastructure and several post-medieval industries within

Banbury including two breweries, a dye works and a saw mill. Archaeological excavations within the study area have revealed remains associated with the post-medieval town including a well, a cellar, and boundary ditches and pits.

2.3.14 The Site continued to form part of the town of Banbury throughout the post-medieval period. During the early nineteenth century the Grade II Listed Trelawn was constructed adjacent to the west of the Site.

2.3.15 Historic mapping from the mid-nineteenth century records the Site depicted as being split between eight land parcels comprising gardens and a bowling green. The Site is illustrated on late nineteenth century Ordnance Survey (OS) mapping by a series of residential properties lining North Bar Street, and Castle Street West, their associated outbuildings, and gardens. The eastern portion of the Site is partly taken up by the bowling green.

2.3.16 OS mapping from the early twentieth century depicts a gradual change in building layouts and reorganisation of property boundaries in the Site. By the publication of the 1966 OS map, the houses lining the south side of Castle Street had been demolished and an engineering works was recorded in the northern portion of the Site. The 1980 OS map depicts the realignment of Castle Street to form the northern boundary of the Site, and by the publication of the 1986 OS map the present commercial building had been constructed within the Site.

2.3.17 Subsequent OS maps from the late twentieth and early twenty-first century show little change within the Site.

2.4 Archaeological Potential

2.4.1 The archaeological potential of the Site is considered as follows:

- negligible potential for prehistoric and Romano-British remains due to the general scarcity of such remains within the study area and later occupation of the Site. Any such remains are likely to comprise stray finds and would be of at most low heritage significance;
- low potential for early medieval remains associated with the settlement of Banbury. It is anticipated that the Site lies outside the extent of the early medieval settlement and any remains, if present, would have been impacted by later occupation. It is considered that such remains would be of up to medium heritage significance; and
- moderate potential for medieval and post-medieval remains associated with the settlement of Banbury. It is anticipated that such remains would most likely comprise structural remains and property boundaries and, if present, would contribute to an understanding of the development

of this part of Banbury. It is considered that such remains would be of low heritage significance.

3. Methodology for Archaeological Evaluation

3.1 Standards

- 3.1.1 The project will conform to the current national guidance as set out in Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for Archaeological Evaluation* (CIfA 2020a); *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (CIfA, 2020b); and *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA, 2020c).
- 3.1.2 Any changes to the methodology will be agreed with OCAS in advance of the work being undertaken.

3.2 Aims and Objectives

- 3.2.1 The aim of the evaluation is to gather sufficient information to:
- identify and record any archaeological deposits, structures or built fabric within the identified areas of interest;
 - determine the extent, condition, character, significance and date of any encountered or exposed archaeological remains;
 - recover artefacts disturbed by the site works;
 - prepare a comprehensive record of and report on archaeological observations during the site work; and
 - identify mitigation strategies to ensure the recording, preservation or management of archaeological remains within the Site.
- 3.2.2 The objectives of the project are:
- to establish whether medieval and post-medieval remains associated with the settlement of Banbury survive within the Site; which in turn would
 - provide evidence to address relevant regional research topics contained within the *Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas* (Hey and Hind 2014).
- 3.2.3 The evaluation report produced will present a digest of information on the character and significance of the deposits under review and this report will form the basis of any proposals for appropriate further action. The evaluation will also aim to define any research priorities that may be relevant should further field investigation be required.

3.2.4 The project will provide evidence to address relevant regional research topics, particularly taking into account the material contained within the *Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas* (Hey and Hind 2014). Key questions which may be answered could comprise (although not limited to):

Medieval agenda:

- what factors influenced the origins and growth of the principal towns;
- the origins and development of urban housing types;
- the development of specific building types using different materials in particular areas of towns and cities, and their relationship to social identity and status;
- further study of varieties and quality of pottery usage; and
- whether small finds, which are important indicators consumer activity, indicate about settlement and activity.

Post-medieval agenda:

- social hierarchy in settlements;
- the relationship between urban morphology, prosperity and backyard enterprise;
- the development and growth of settlement; and
- understanding of pattern and trade in material culture.

3.3 Methodology

General

- 3.3.1 All work will be undertaken by experienced staff who are corporate members of the ClfA, or who demonstrably work to an equivalent standard for fieldwork.
- 3.3.2 Ecus will ensure that contracts are in place, and that availability is confirmed, with external specialists to cover all necessary processing, conservation and specialist analysis through assessment and analysis stages of the project.

Trench Locations

- 3.3.3 A trenching plan has been devised to maximise the retrieval of archaeological information and to ensure that the significance of the archaeological resource is understood to a level of detail proportionate to its importance (Figure 2).
- 3.3.4 The LPA (See Appendix 1) requested the excavation of five trenches measuring 30 m x 1.8 m will be excavated on the Site. Following email correspondence received on the 16th December, the trench plan has been revised (Figure 2). To facilitate the excavation of Trench 5 in the eastern

extent of the Site, avoiding known services and constraints in this area, 5 m has been removed from the length of Trench 5 and added to Trench 4 to create the L-shape visible on Figure 2.

- 3.3.5 The trench plan proposed is subject to the agreement of OCAS.
- 3.3.6 Should unanticipated obstructions be encountered at any trench location, it may prove necessary to move that trench slightly.
- 3.3.7 The trench plan has been devised in accordance with the service information currently provided by the Client. Further information will be provided to Ecus before work commences and the presence of live services, or any constraints, may result in changes to the proposed trench plan. Changes to the trench plan would need to be agreed with the Client and OCAS prior to any work being undertaken.
- 3.3.8 Each trench will be scanned with a cable avoidance tool (CAT) prior to excavation and if necessary rescanned at subsequent intervals.
- 3.3.9 The centre end point of each trench will be located on the ground/recorded using differential Global Positioning System (dGPS) technology or hand-measured to an accuracy of ± 0.1 m.

3.4 Excavation Methodology

- 3.4.1 The trenches will be excavated using a mechanical excavator fitted with a suitable bucket, usually a toothless ditching bucket of appropriate width under continuous archaeological monitoring. Toothed buckets should not be used without agreement of OCAS. Choice should be influenced by prevailing site conditions, and the machine must be able to carry out a clean job.
- 3.4.2 All machine work will be carried out under the direct supervision of an archaeologist.
- 3.4.3 All topsoil or recent overburden will be removed down to the first significant archaeological horizon in successive level spits. The continued use of machinery beyond this point will only take place when specifically agreed with OCAS as necessary for the particular type of evaluation.
- 3.4.4 The top of the first significant archaeological horizon may be cleared by the machine but must then be cleaned by hand and inspected for features.
- 3.4.5 Archaeological features should generally only be sampled sufficiently to characterise and date them. Full excavation of features should not be undertaken at this stage, unless agreed with OCAS. Taking this into account, sufficient sampling of the archaeological features and deposits identified will be excavated by hand to enable their date, nature, extent and condition to be described. The following strategy will be employed as a typical sample level for excavated features:

- 50% (by plan area) of each posthole;
- 50% (by plan area) of each pit;
- 20% (by plan area) of each linear feature (minimum 1 m sample); and
- 100% of ditch terminals.

3.4.6 No archaeological deposits will be entirely removed unless this is unavoidable. It is not necessarily expected that all trial trenches will be fully excavated to natural subsoil, but the depth of archaeological deposits across the whole site will be assessed. The stratigraphy of all trial trenches will be recorded even where no archaeological deposits have been identified. Spoil heaps will be monitored to allow analysis of the spatial distribution of artefacts. Metal detectors will be used to recover metal finds from the spoil.

3.4.7 Excavated topsoil and subsoil will be temporarily stored in separate piles, alongside the trenches.

3.4.8 Excavated soils will be set back at least 1 m from the edges of excavated trenches.

3.4.9 Both ends of trench will be ramped to allow safe ingress and egress.

3.4.10 Plant will not be allowed to track within excavated trenches prior to reinstatement.

3.4.11 Remedial works to compacted soils resulting from over-trafficking is not anticipated as the plant will be tracked and not wheeled.

3.4.12 Should features of potentially national importance and possibly of schedulable quality be observed, fieldwork will cease until the remains have been inspected by OCAS and the appropriate Historic England Regional Inspector of Ancient Monuments.

3.4.13 All work will be undertaken with the view to avoid damage to any surviving archaeological remains which appear to be worthy of preservation *in situ*. If such remains are identified this would be discussed with both the Client and OCAS.

3.5 Recording Methodology

3.5.1 All archaeological deposits are to be recorded using a continuous numbered context system on pro-forma recording system in accordance with industry standards. The written record is to be hierarchically based and centred on the context record. Each context record will fully describe the location, extent, composition and relationship of the subject and will be cross-referenced to all other assigned records. Written recording will be undertaken in a digital format using the DiggIt application (<https://www.diggitararchaeology.com>).

3.5.2 Excavated features will be surveyed by means of a differential Global Positioning System (dGPS)

or hand-measured and recorded on at least one detailed plan at 1:50 or 1:20 scale and/or one section at 1:20 or 1:10. Drawings will be made in pencil on permanent drafting film.

- 3.5.3 A full photographic record will be maintained, using a digital camera equipped with an image sensor of not less than 10 megapixels. Digital images will be subject to managed quality control and curation processes which will embed appropriate metadata within the image and ensure long term accessibility of the image set. Output will be in TIFF/JPEG format. Digital records created as part of the project should comply with specific data standards (Historic England 2015a).
- 3.5.4 The data collection strategy will be in keeping with the *Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas* (Hey and Hind 2014).
- 3.5.5 Data management, recover and recording levels will be appropriate to the stratified deposits under investigation and a Selection Strategy and Data Management Plan is provided in Appendix 2 and 3 of this WSI.

3.6 Finds

- 3.6.1 Finds will be treated and cleaned in accordance with the relevant guidance given the ClfA's *Standard and Guidance for Archaeological Evaluation* (ClfA 2020a), excepting where they are superseded by statements made below.
- 3.6.2 All artefacts from excavated contexts will be retained and recorded by context, except those from features or deposits of obviously modern date. In such circumstances, sufficient artefacts will be retained in order to elucidate the date and/or function of the feature or deposit. Any earlier residual artefacts of potential archaeological/historical value from modern features will be retained.
- 3.6.3 All finds and samples will be exposed, lifted, processed, cleaned, conserved, marked, bagged and boxed in accordance with the requirements of the receiving museum.
- 3.6.4 Any artefacts requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

3.7 Environmental Sampling

- 3.7.1 The development of an appropriate sampling strategy will depend upon the survival and condition of the deposits identified, and will be agreed between the environmental specialist and OCAS once fieldwork is underway. In general terms, it is anticipated that the following strategies will be followed.
- 3.7.2 Bulk environmental soil samples for plant macro-fossils, small animal and fish bones and other small artefacts will be taken from appropriate well-sealed and dated/datable archaeological

deposits. The collection and processing of environmental samples will be undertaken in accordance with Historic England guidelines (Historic England 2011).

- 3.7.3 If industrial activity of any scale is detected, industrial samples and process residues will also be collected. Separate samples (c. 10 l) will be collected for micro-slugs (hammer-scale and spherical droplets).
- 3.7.4 The residues and sieved fractions of the bulk environmental soil samples will be recorded and retained with the project archive. For charred material, bulk samples of 40-60 litres in volume will be taken for processing by flotation. All samples will be floated on a 250-300 mm mesh and the heavy residues washed over a 0.5-1 mm mesh. The heavy residues will be scanned with a magnet to recover micro-slugs. A statement on the environmental potential of excavated deposits will be appended to the final report. Samples identified of further analysis will be fully processed.

3.8 Human Remains

- 3.8.1 In the event of discovery of any human remains, it is proposed that they will be left *in situ*, covered and protected until the Client, Coroner and the OCAS have been informed. Where groundworks will unavoidably disturb them they will be fully recorded, excavated and removed from the Site subject to compliance with the relevant Ministry of Justice Licence which will be obtained by under the Burial Act 1857.
- 3.8.2 Should it be necessary to excavate human remains, all excavation and post-excavation will be in accordance with the standards set out in *IfA Technical Paper 13 Excavation and post-excavation treatment of cremated and inhumed remains* (McKinley and Roberts 1993). The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice Licence.
- 3.8.3 All works will follow sector guidance and policy (Mitchell and Brickley 2017; Historic England 2018).

3.9 Treasure

- 3.9.1 All finds identified in the Treasure Act (1996) and the Treasure (Designation) Order (2002) as being treasure will be recorded, removed to a safe place and reported to the local Finds Liaison Officer or Coroner according to the procedures relating to the Act. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.
- 3.9.2 All Treasure must be reported to OCAS.

3.10 Report

3.10.1 Following the completion of the evaluation, a report will be submitted to OCAS for approval.

3.10.2 The report will be prepared in accordance with the guidance given in the ClfA's *Standards and guidance for archaeological evaluation* (2020a) except where superseded by statements below.

3.10.3 The report will contain, at a minimum, the following:

- A non-technical summary;
- Introduction;
- Planning background including relevant references;
- Relevant historical and archaeological background;
- Geology and topography of each intervention site;
- Research aims and objectives;
- Methodology of site-based and off-site work;
- Results of archaeological evaluation, including specialist reports where relevant. This must include
 - a table summarising any descriptive text showing, per trench, the features, classes and numbers of artefacts located and their interpretation; and
 - a consideration of archaeological evidence from the Site in a broader landscape setting.
- Plans, sections and photographs as appropriate. These will include:
 - a plan at an appropriate scale showing trench layout (as dug) and features located;
 - a plan at an appropriate scale showing both predicted (where possible) and actual archaeological deposits;
 - section drawings of excavated features;
 - sample of trench photographs and representative trench sections including blank trenches; and
 - plans with sufficient grid references to they can be geo-rectified.
- Assessment of the results against the original expectations;
- Statement of potential of the archaeology;
- Conclusions and if required recommendations for an appropriate mitigation strategy;

- Publication and dissemination proposals, if relevant at this stage;
- Archive details, including date of deposition and deposition statement;
- Bibliography;
- Acknowledgements;
- Detailed context index; and
- OASIS form.

3.10.4 As stated in the Project Brief (Appendix 1), the report will not provide an opinion on whether preservation or investigation is considered necessary.

3.10.5 If relevant, the procedures outlined in *Management of Research Projects in the Historic Environment (MoRPHE)* produced by Historic England will be followed (2015b).

3.11 Dissemination

3.11.1 A draft digital copy of the evaluation report will be supplied for approval to OCAS for verification and assessment prior to a final copy being produced or submitted for planning purposes.

3.11.2 The results of the evaluation will be incorporated into any further reporting associated with mitigation on the Site.

3.11.3 GIS (shape) files of the final phased excavated trench plan will be provided to OCAS.

3.11.4 When the report has been agreed a final digital copy will be supplied to OHER 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).

3.11.5 OHER will be contacted with regard to archive position.

3.11.6 Details of the Site will be submitted online to the OASIS (Online Access to the Index of Archaeological Investigations) database within two months of completion.

3.11.7 Publication of the results, at least to a summary level (to a relevant journal) and beyond if justified, shall take place in the year following the archaeological fieldwork.

3.12 Archive

Physical Archive

3.12.1 The site archive will be deposited with the appropriate museum (Oxfordshire Museums) within six months of the completion of fieldwork, subject to any additional stages of archaeological mitigation. Should another repository be identified, this will be discussed with OCAS and accompanying

details are provided in the Project Brief (Appendix 1).

3.12.2 The archive will be prepared to an acceptable standard as defined in MoRPHE.

3.12.3 The integrity of the archive will be maintained throughout the project.

3.12.4 Before work begins on the Site, Ecus will contact the landowner to endeavour to reach an agreement in principle regarding the deposition of finds. A Transfer of Title form will be signed the landowner; reference to this will be included in the report. If not completed this needs to be discussed with OCAS.

3.12.5 A digital, paper and artefactual archive will be prepared, consisting of all primary written documents, plans, sections, photographs and electronic data arising from the archaeological monitoring in accordance to industry standards (CIfA 2020c).

3.12.6 All artefacts and associated material will be cleaned, recorded properly stored and deposited in the archive (see above). If any specialist assessment and further analysis is required of artefactual or environmental material, an appropriate specialist will undertake the work.

3.12.7 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 OHER / Archaeological Data Service. This will include an uploaded .pdf version of the assessment report and any subsequent reports (a paper copy will also be included within the archive).

Digital Archive

3.12.8 If appropriate a digital archive will be deposited with the Archaeology Data Service (ADS) and made publicly accessible. The digital archive must be compiled in accordance with the standards and requirements of the ADS, which may be accessed through the ADS website.

3.13 Community Engagement

3.13.1 Ecus will be allowed time, if this does not impact upon the programme, to answer questions from the general public on the archaeology of the area and potential archaeology of the Site. The information provided should follow that outlined within publicly available documents (i.e. the ADBA and this WSI).

3.13.2 Detailed enquiries from members of the public regarding the results of the works, or sensitive information, will be directed to the Client.

3.13.3 Given the nature and scale of the works, the Site is not considered to have the capacity to accommodate information boards, site tours and other community involvement at this stage due to

the limited nature of the investigation/proposed limited timeframe on Site.

4. Methodology for Mitigation

4.1 Standards

- 4.1.1 As outlined in Section 1, the results of the archaeological evaluation will inform the need for and subsequent scope of archaeological mitigation.
- 4.1.2 The project will conform to the current national guidance as set out in ClfA and any changes to the methodology will be agreed with OCAS in advance of the work being undertaken.
- 4.1.3 A general approach to any subsequent mitigation is provided below although this will require the submission of a detailed method statement before work is undertaken.

4.2 Aims and Objectives

- 4.2.1 The mitigation strategy will seek to alleviate damage to significant archaeological deposits/features, and the Client will be responsible for ensuring this by:
 - 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 OCAS, through selective recording action or smaller scale sampling. A watching brief may also be implemented during construction if deemed necessary; 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*.
- 4.2.2 This will ensure that the archaeological remains are:
 - preserved (physically) *in situ*, which can often be achieved through design adaptations, or, if this is not possible; and
 - preservation by record through a full recording action. Less significant archaeological deposits may be dealt with through a monitoring and recording exercise carried out prior to or during the construction programme.
- 4.2.3 A programme of public engagement will be required and the mitigation will consider the need and feasibility of a programme of outreach. This programme will be appropriate to the scale of the project.
- 4.2.4 Following completion of the archaeological evaluation, the Site and results will be reviewed. A detailed method statement relating to subsequent mitigation will be supplied to OCAS for approval. As part of this detailed method statement, and therefore excluded from this WSI, will be a

specification for proposed outreach. If not considered appropriate, the reasoning will be provided.

4.3 Methodology, Data Collection, Post-Excavation and Archiving

- 4.3.1 This will correlate with the information provided in Section 3; where it deviates this will be outlined in the forthcoming detailed method statement for the mitigation works. Any changes to the Selection Strategy or Data Management Plan (Appendix 2-3) will also be highlighted.
- 4.3.2 Subsequent reporting will also incorporate the results of the earlier archaeological evaluation.

5. Monitoring

5.1 Project Timeframe

5.1.1 A project timeframe will be provided prior to any fieldwork commencing on the Site.

5.2 Project Team

5.2.1 Ecus is a Chartered Institute for Archaeologists Registered Organisation. The work shall be carried out by appropriately qualified and experienced Ecus staff. Details of staff (including grades) and their relevant experience will be provided to OCAS prior to the work being carried out.

5.2.2 Details relating to machine hire will be provided to OCAS before work commences.

5.2.3 An Ecus project manager will be responsible for monitoring the works, on behalf of the Client, to ensure compliance with the agreed WSI. They will provide regular updates on progress to OCAS and the Client.

5.2.4 Specialist consultants might be required to conserve and/or report on finds and advise or report on other aspects of the investigation. Ecus will ensure that contracts are in place, and that availability is confirmed, with external specialists to cover all necessary processing, conservation and specialist analysis through assessment and analysis stages of the project. CVs of such individuals can be provided in due course although Table 1 provides a standard list of specialists utilised.

Table 1. Specialist Consultants

Finds	Individual	Organisation
Post-Medieval Pottery	Charlotte Britton	Ecus Archaeology
Anglo-Saxon Pottery	Dr Gareth Williams	University of York
Ceramic Building Materials	Chrystal Antink	Ecus Archaeology
Small Finds	Julie Shoemark	Ecus Archaeology
Glass	Julie Shoemark/ Hilary Cool	Ecus Archaeology / Freelance
Lithics	Julie Shoemark	Ecus Archaeology
Industrial Material/Metalworking	Dr Rod Mackenzie	Freelance
Ferrous Metalworking	Dr Rod Mackenzie	Freelance
Coins	Julie Shoemark	Ecus Archaeology
Querns	John Cruse	Freelance
Inscriptions and graffiti	Dr Roger Tomlin	University of Oxford
Leather	Quita Mould	Freelance
Textiles	Dr Margareta Gleba	University of Cambridge
Conservation and X-ray	Karen Barker / York Archaeological Trust	Freelance / York Archaeological Trust
SEM-EDS	Durham Archaeomaterials Research Centre	Durham University
OSL	Dr Eric Andrieux	Durham University

Finds	Individual	Organisation
Archaeomagnetic Dating	TBC	TBC
Radiocarbon Dating	Scottish Universities Environmental Research Centre	Scottish Universities Environmental Research Centre
Dendrochronology	TBC	TBC
Human Bone	Dr Malin Holst	Freelance
Animal Bone	Dr Clare Rainsford	Freelance
Fish Bone, Molluscs	Dr Angela Maccarinelli / Cath Neal	University of Sheffield / Freelance
Insect Remains	Paleoecology Research Services	Freelance
Charcoal and Charred Plant Remains	Mai Walker	Ecus Archaeology

5.2.5 Ecus recognises that for certain categories of finds regional specialists may be required and/or emergency on-site conservators. Should these individuals be required, Ecus would provide details to OCAS regarding this.

5.3 Monitoring

5.3.1 Site inspections will be arranged so that the general site stratigraphy can be assessed in the initial stage of trial trenching and/or so that the Site can be inspected when fieldwork is near to completion but before any trenches have been backfilled. Site inspections will also be arranged during the mitigation works, where relevant and appropriate.

5.3.2 In the event of the discovery of archaeological remains which are of a greater number or extent than anticipated, work will cease and OCAS and the Client will be notified. An assessment will be made of the importance of the remains and any provision for their recording or preservation in situ as appropriate.

5.3.3 A minimum of at least two weeks' notice prior to the commencement of fieldwork will be given to OCAS in order that arrangements for monitoring the fieldwork may be made. This will be required for both the archaeological evaluation and archaeological mitigation.

5.3.4 Access will be permitted to OCAS to monitor any fieldwork, as well as the progress of any agreed post-fieldwork analysis and reporting programmes. Costs associated with monitoring visits undertaken by OCAS will be charged to the Client. Where monitoring is undertaken remotely, photographs of the trenches alongside plans of the trenches and features identified will be sent to OCAS in advance of any sign off requests. Remote monitoring will be agreed in advance with OCAS.

5.3.5 No trenches will be backfilled until they have been signed off by the OCAS.

6. Health & Safety Arrangements

6.1 General

- 6.1.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times.
- 6.1.2 All work will be carried out in accordance with the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety Regulations 1992*, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time for the fieldwork.
- 6.1.3 A Risk Assessment and Method Statement (RAMS) for the work will be prepared prior to the commencement of fieldwork. Ecus will provide all relevant Risk Assessments, Method Statements and Health and Safety Plans to the Client as required.
- 6.1.4 All archaeological staff and visitors attending site will attend an Ecus site induction.
- 6.1.5 Ecus hold appropriate Employer's Liability and Public Liability Insurance.
- 6.1.6 All work equipment must be suitable for the purpose and in sound condition and be inspected, maintained and examined in line with the requirements of the *Provision and Use of Work Equipment Regulations* and if applicable the *Lifting Operation and Lifting Equipment Regulations* and any other applicable legislation. Inspection and maintenance records must be provided and those using it must be trained and competent to do so.
- 6.1.7 Health and safety must always take priority over archaeological matters. All archaeologists undertaking fieldwork (e.g. a site visit) must do so under a defined Health and Safety policy. Archaeologists undertaking fieldwork must observe safe working practices; the Health and Safety arrangements must be agreed and understood by all relevant parties before work commences.

6.2 Site Access

- 6.2.1 The Client will be responsible for ensuring site access has been secured prior to the commencement of site works and that the perimeter is secure.

6.3 Considerations

Existing building

- 6.3.1 As outlined in Section 1.2, the central and western extent of the Site is currently occupied by a large building. The archaeological evaluation will be undertaken following demolition of the building.

Overhead Cables

- 6.3.2 There are no known overhead cables within the Site.

Live Services

- 6.3.3 Live services are present within the Site. Whilst a level of information has currently been provided by the Client, further information on their position, including service plans, will be provided to Ecus before work commences. On site scanning should still be carried out before the evaluation commences. The presence of services may result in changes to the proposed trench plan.

Deep Excavations

- 6.3.4 A safe method will be agreed and implemented before work commences.

Contamination

- 6.3.5 Should any ground contamination be encountered or suspected, fieldwork will be stopped and Ecus will report to the Client. If appropriate, suitably qualified contractors will attend site to remove any identified contaminants. Under no circumstances will the on-site archaeologist remove or disturb areas of potential contamination.

Public Access

- 6.3.6 Public access is afforded in the south west corner of the Site. The Client will be responsible for ensuring this area is safe prior to the commencement of site works. The programme of archaeological work is not considered to impact upon this area.

Other

- 6.3.7 No other constraints are currently known at this stage.

7. Copyright

7.1 Paper and Digital Archive

- 7.1.1 The copyright and ownership of the paper and digital archive from the archaeological work will rest with the originating body (the archaeological organisation undertaking the work). On completion of the contracted works, the originating body will deposit the material with the Oxfordshire Museums Service, to whom they will transfer title and/or licence the use of the records.

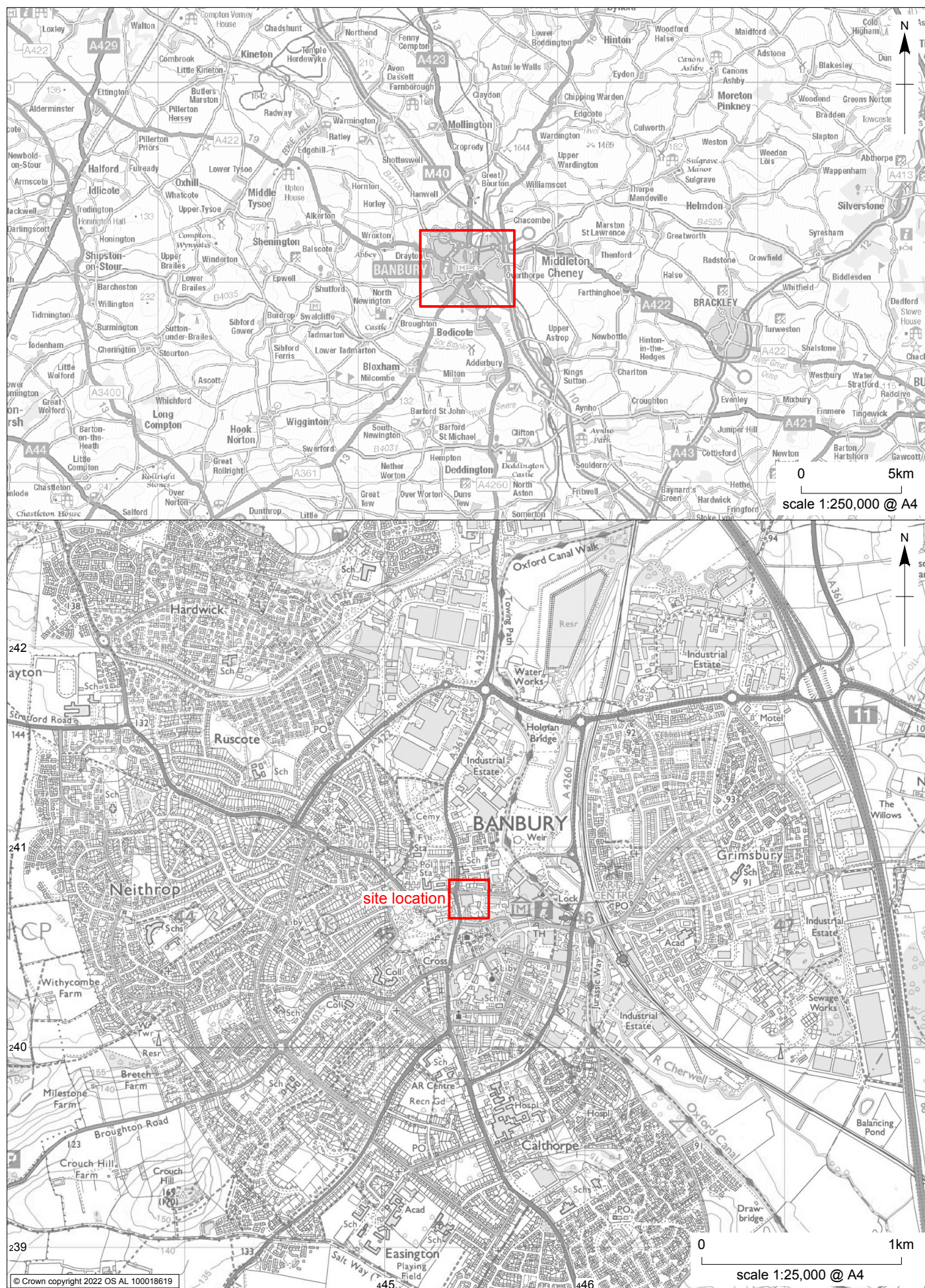
7.2 Report

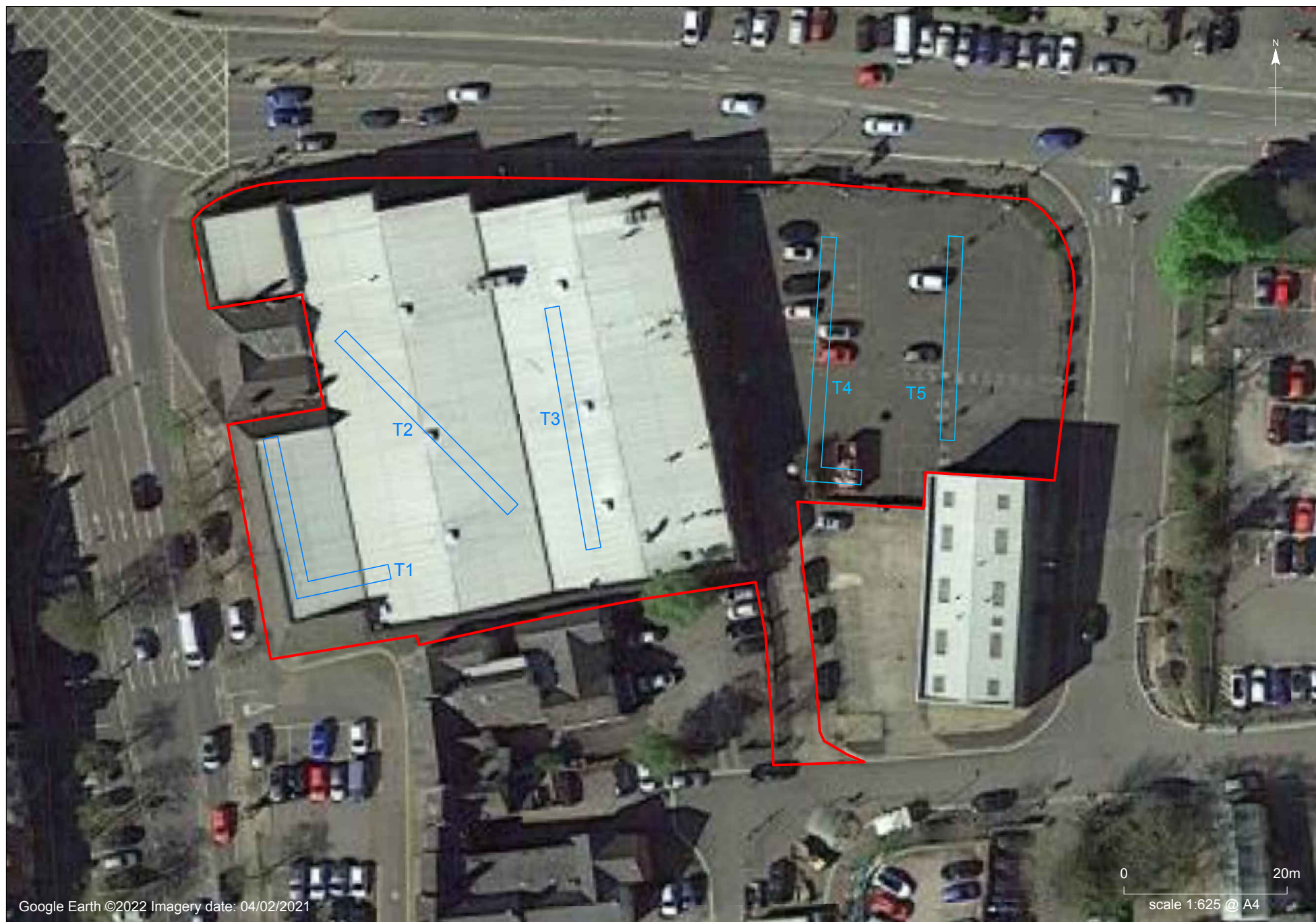
- 7.2.1 Full copyright of each report shall be retained by the originating body (the archaeological organisation undertaking the work) under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that the Developer will be licensed: to use each report in all matters directly relating to the scheme; and to make each report available for public dissemination as part of the dissemination measures.

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Figures





Land at Bolton Road, Banbury, Oxfordshire: proposed trial trench locations

Figure 2

Appendix 1. Project Brief

Former Buzz Bingo, Bolton Road, Banbury

Design Brief for Evaluation and a Staged Mitigation

- 1.1 This Project Brief provides the outline framework for an overarching written scheme of investigation (WSI) for a staged programme of archaeological investigation as required by condition.
- 1.2 The overarching WSI will detail the first phase of this staged programme, an archaeological evaluation, as set out below and set out a general approach to any subsequent mitigation. Any subsequent mitigation will require the submission of a detailed method statement.
- 1.3 Where the written scheme of investigation is not produced by the company undertaking the fieldwork then a further specification from the archaeological contractor will need to be agreed in advance of the work being undertaken.

2. BACKGROUND:

2.1 Site Location and Description

- 2.1.1 The development site is located in the north west of the historic core of Banbury, Oxfordshire, south east of the junction of North Bar Street (the A361) and Castle Street (SP 45441 40747). The site lies at approximately 95m aOD. The underlying geology is shown as Charmouth Foundation Mudstone; no superficial deposits are recorded (BGS accessed November 2022).

2.2 Planning Background

- 2.2.1 Planning permission has been granted by Cherwell District Council (ref: 21/04202/F). Due to the potential presence of archaeological features a condition has been attached that requires that a staged programme of archaeological evaluation and mitigation is undertaken during any development.
- 2.2.3 Condition 13 requires that a written scheme of investigation (WSI) is approved in advance of the development commencing. Condition 14 requires the archaeological mitigation is undertaken in accordance with the WSI approved under Condition 13.
- 2.2.4 This brief outlines our requirements for the archaeological mitigation in order to produce an overarching written scheme of investigation to satisfy condition 13. Condition 14 will not be met until the final mitigation has been completed and a full publication report produced, and archive deposited.

3 Archaeological Background

- 3.1 The archaeological background of the site has been examined in a detailed archaeological desk-based assessment submitted with the application and will not be repeated here; below is a short summary.

- 3.2 The site lies in an area of archaeological interest and potential, in the Medieval core of Banbury, immediately south east of the North Bar, which was one of the original five 13th century gates around the town; North Bar was first mentioned in 1268, and was demolished in 1817.
- 3.3 The site and extent of the Anglo Saxon *vill* which existed prior to the development of Banbury is not known, however, it is likely that it had an important church, as by 1086, Banbury was one of the administrative centres of the Bishop of Lincoln's Oxfordshire estate. It has been suggested that the Anglo Saxon church would have been on the site of the Medieval parish church, which was replaced by the current St Mary's Church, built in the 1790s. The development site is c. 140m north of the current church. An archaeological investigation c. 140m east of the development site recorded late Saxon gullies, possibly property boundaries, and a late 11th century pit. Further gullies were cut by stone-lined pit, probably 13/14th century in date (MOX4550).
- 3.4 Banbury Castle was built by Alexander, Bishop of Lincoln in 1135, and the accompanying borough had been laid out by 1200 between the Church and the River Cherwell. The development site lies on Castle Street, c. 200m west of the location of the castle.
- 3.5 Extensive archaeological investigations were undertaken prior to the development of Castle Quay Shopping Centre. An evaluation 170m northeast of the development site recorded pre-Conquest activity, which predated the castle as well as a large E-W ditch through the area of the inner bailey of the later 13-14th century castle. The ditch was recut with silts containing valuable environmental information, and showed that a causeway was constructed across marshy silts (EOX1838).
- 3.6 The site includes the location of 35-36 North Bar, which was a 16th century house, demolished in 1979 (MOX4566), and the still standing Trelawn, 34 North Bar, which is an early 19th century house. Further 17th-19th century buildings remain along North Bar, and historic maps show that the site had a number of buildings with possible burgage plots remaining into the 19th century. It is possible that the remains of these buildings could be present on the site. An evaluation undertaken 65m north of the development site recorded 17th century features (EOX1997).

4. REQUIREMENT FOR WORK:

- 4.1 A programme of field evaluation and mitigation has been required in accordance with the National Planning Policy Framework (NPPF) because of the presence of known sites of archaeological interest within the immediate vicinity of the development. The evaluation phase will need to consist of a trenched evaluation. Should important archaeological remains be revealed, this evaluation will form the first stage of a mitigation procedure.
- 4.2 The evaluation should aim to gather sufficient information to establish the presence/absence, extent, condition, character, quality and date of any archaeological deposits within those areas affected. The evaluation report produced will present a digest of information on the character and significance of the deposits under review and this report will form the basis of any proposals for appropriate

further action. The evaluation should also aim to define any research priorities that may be relevant should further field investigation be required.

- 4.3 The aims and objectives for the archaeological works must take account of the material contained within the Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas (<https://library.thehumanjourney.net/2597/>). In particular the themes and questions in the Research agendas for periods should be included where relevant.

This is as required by the:

- Standard and guidance: for archaeological excavation (ClfA 2014, para 3.2.8)
 - Standard and guidance: for archaeological field evaluation (ClfA 2020, para 3.2.9)
- 4.4 Any mitigation resulting from the evaluation report will seek to limit the damage to significant archaeological deposits. The developer will be responsible for accommodating the archaeological remains by:-
- a) Physical preservation in situ, which can often be achieved through design adaptations, or, if this is not possible;
 - b) By preserving the archaeology on record through a full recording action. Less significant archaeological deposits may be dealt with through a monitoring and recording exercise carried out during the construction programme.
- 4.5 An overarching WSI for evaluation and mitigation should be submitted for approval to Oxfordshire County Archaeological Services (OCAS). Once this has been agreed then a copy can be submitted to the Local Planning Authority in order to discharge a planning condition.
- 4.6 This overarching WSI should clearly state that at both evaluation and mitigation stages a detailed method statement will be submitted to OCAS for approval in advance of all fieldwork. The overarching WSI should also state that any changes to the agreed methodology will need to be agreed with OCAS.

5. SPECIFIC REQUIREMENTS:

5.2 Evaluation phase

- 5.2.1 A trenching sample of five 30m by 1.8m trenches will need to be undertaken across the site (4% of the 0.65ha site). The trenches will need to target the areas beneath the former building and carparking area.
- 5.2.2 Provision should be made for taking environmental/organic samples where appropriate. An environmental sampling strategy will need to be agreed between the environmental specialist and OCAS once the fieldwork is underway. The method statement should include a trench location plan.

- 5.2.3 The excavation under the supervision of a competent archaeologist is to be taken down to the top of 'natural' or the top of any significant archaeological level, whichever is the higher. While the surface of the exposed archaeological horizon should be cleaned for the purpose of clarifying the remains, archaeological features should generally only be sampled sufficiently to characterise and date them. Full excavation of features should not be undertaken at this stage. Care should be taken not to damage archaeological deposits through excessive use of mechanical excavation.

The trenches should not be backfilled until after they have been monitored in line with the supporting annexes.

5.3 Mitigation phase

- 5.3.1 Following the completion of the evaluation a report of it will be provided to OCAS. This will form the basis upon which mitigation will be based. The applicant should consult OCAS as to the extent and scope of the mitigation.
- 5.3.2 A detailed method statement should be submitted to OCAS for written approval in advance of the commencement of any excavations.
- 5.3.3 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.
- 5.3.4 Summary reports of each phase should be submitted in pdf form to the planning archaeologist and the HER in digital form within twelve months of the completion of fieldwork within each phase of extraction.
- 5.3.5 Provision should be made for taking environmental/organic samples where appropriate. An environmental sampling strategy will need to be agreed between the environmental specialist and OCAS once the fieldwork is underway
- 5.3.6 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.

Victoria Green
Planning Archaeologist
County Archaeological Services

7th November 2022

Evaluation Annex

1. PROJECT METHODOLOGY AND DATA COLLECTION - FIELD EVALUATION

- 1.1 The project shall be under the control of a suitably qualified archaeologist who should preferably be a member of the Chartered Institute for Archaeologists (CIfA). The evaluation should be undertaken in accordance with the CIfA's '[Standard and guidance for archaeological field evaluation, 2020](#)'.
- 1.2 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. An agreed allowance should be made for their fees.
- 1.2 The whole range of investigative/recording techniques should be considered. These should be presented and, if discounted, a supporting statement should provide an explanation.
- 1.4 A plan at an appropriate scale showing the proposed location and extent of survey works/trenches/test pits etc. should be supplied. An indication of whether trenches will be machine or hand dug should be given.
- 1.5 When machine-opened trial trenches are employed:
 - a) An appropriate machine must be used, with an appropriate bucket, usually a wide toothless ditching blade. Toothed buckets should not be used without agreement of OCAS. Choice should be influenced by prevailing site conditions, and the machine must be able to carry out a clean job.
 - b) All machine work must be carried out under the direct supervision of an archaeologist.
 - c) All topsoil or recent overburden must be removed down to the first significant archaeological horizon in successive level spits. The continued use of machinery beyond this point should only take place when specifically agreed with OCAS as necessary for the particular type of evaluation.
 - d) The top of the first significant archaeological horizon may be cleared by the machine, but must then be cleaned by hand and inspected for features.
- 1.6 Sufficient of the archaeological features and deposits identified must be excavated by hand through a specified or agreed sampling procedure to enable their date, nature, extent and condition to be described. No archaeological deposits should be entirely removed unless this is unavoidable. It is not necessarily expected that all trial trenches will be fully excavated to natural subsoil, but the depth of archaeological deposits across the whole site must be assessed. The stratigraphy of all trial trenches should be recorded even where no archaeological deposits have been identified. Spoil heaps shall be monitored to allow analysis of the spatial distribution of artefacts. Metal detectors should be used to recover metal finds from the spoil.

- 1.7 All excavation, either by machine and by hand, must be undertaken with a view to avoiding damage to any archaeological features or deposits, which appear to be worthy of preservation in situ.
- 1.8 Any human remains, which are encountered, must initially be left in situ. If removal is necessary this must comply with relevant Ministry of Justice licence regulations. OCAS will need to be informed of any human remains encountered.
- 1.9 The data collection strategy should be part of a structured academic research agenda based on local and national research priorities. Data management, recovery and recording levels should be clearly defined and should be appropriate to the particular stratified deposits under investigation.
- 1.10 This Selection Strategy and Data Management Plan should be specifically set out in the written scheme of investigation.

2 MONITORING ARRANGEMENTS:

- 2.1 Oxfordshire County Council Archaeological Services will monitor progress and standards throughout the project. To facilitate this, the project design should include a projected timetable on site (indicating staff grades, members and machine hire time if appropriate etc).
- 2.2 The County Archaeological Officer shall be notified of the start date at least two weeks **prior to commencement of work** in order to arrange a date for the monitoring visit(s).

No trenches should be backfilled until they have been signed off by County Archaeological Services.

- 2.3 A charge of £235 will be made per monitoring visit.
- 2.4 Where the monitoring is done remotely then photographs of the trenches and a plan of the trenches and features identified will need to be sent to the County Archaeological Officer in advance of any sign off requests. This must be agreed with OCAS in advance.

3. POST EXCAVATION AND REPORTING REQUIREMENTS:

- 3.1 The post excavation work should include the processing and primary research, analysis and investigative conservation necessary to prepare the site archive for preservation in a usable form and to produce a full report for publication. Incorporate provision for the long-term storage of both finds and site archive with the County Museums Service. On completion of the fieldwork the site archive will be prepared in the format agreed with the Oxfordshire County Museum Service, who should be consulted at this stage concerning their requirements.
- 3.2 For most evaluation projects the preparation of the report should be relatively simple following on directly from the fieldwork and achieved within a standard format. Details

of styles and format are to be determined by the Unit. In any event, the report should include as a minimum:

- a) a plan(s), at an appropriate scale, showing trench layout (as dug) and features located. A sample of trench photographs and representative trench sections should be included. Plans should include sufficient grid references to allow them to be geo-rectified,
- b) a table summarising any descriptive text showing, per trench, the features, classes and numbers of artefacts located and their interpretation,
- c) a reconsideration of the methodology used, i.e. a confidence rating,
- d) a plan, at an appropriate scale, showing both actual and, where possible, predicted archaeological deposits, and section drawings of excavated features. Representative sections of trench stratigraphy, including any blank trenches, will need to be included in the report along with a selection of trench photographs
- e) a consideration of the archaeological evidence from within the site set in its broader landscape setting.
- f) specialist reports on finds and environmental samples.
- g) The report **should not** give an opinion on whether preservation or investigation is considered appropriate. (However, the client may wish to commission separately a Unit's opinion on an appropriate treatment of the archaeological resource.)

- 3.3 For more extensive and complicated evaluation projects, especially where they are part of large-scale programmes of work in historic urban centres, the procedures outlined in English Heritage's Management of Research Projects in the Historic Environment (MoRPHE) should be followed for immediate post-field archive preparation and initial assessment. Agreement should then be reached, in collaboration with the OCAS, about what aspects need to be taken forward to provide a report in the required format containing the information needed for planning purposes.

4. ARCHIVE DEPOSITION:

- 4.1 The archive should be prepared to the minimum acceptable standard defined in MoRPHE. The integrity of the archive should be maintained.
- 4.2 The contracted archaeological organisation will endeavour to ensure that the full integrated site archive including all finds shall, with the agreement of the owners, be deposited after completion of post-excavation work with the County Museums Service (Oxfordshire Museums) unless another repository is indicated. A Transfer of Title form must be signed by the land owner and the report should clearly indicate whether or not this has been done.

Where such a transfer of title has not been agreed then this may affect the acceptance of the report and the discharge of any planning conditions.

- 4.3 If, during the course of excavation, items are found that may be potentially defined as 'Treasure' under the Code of Practice of the Treasure Act 1996, the archaeological contractor will be responsible for ensuring that the County Coroner is informed. OCAS will also need to be informed of any possible treasure finds.
- 4.4 Oxfordshire Museums requires that deposited archives from developer-led archaeological work shall be accompanied by funding equivalent to the current HBMC 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*.
- 4.5 The contracted archaeological organisation will be responsible for ensuring that all digital data generated by the excavation is archived with the [Archaeological Data Service](#) (ADS) and an [OASIS](#) record (Online AccesS to the Index of archaeological investigationS) created.
- 4.6 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 storage 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 kept by the landowner shall be included in the written archive, and the location and ownership of the material shall be stated 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 2018* is not contravened.
- 4.8 The County Museums Service shall be notified of the fieldwork and an accession number obtained within one month of the commencement of fieldwork and should be informed of the expected time limits for deposition of the archive.
- 4.9 The accession number should be included in the draft fieldwork reports.

5. PUBLICATION AND DISSEMINATION:

- 5.1 A draft digital copy of the evaluation report (either in pdf or .doc format) shall be supplied to the office of the County Archaeological Officer for verification and assessment by the CAO or his representative prior to a final copy being produced **or submitted for planning purposes**; when the report has been agreed a final digital copy will then be supplied to the County Historic Environment Record (HER) 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).

5.2 Details of archive deposition shall be submitted to the County HER.

GIS (shape) files of the final phased excavated trench plan should be provided to the office of the County Archaeological Officer.

5.2 All archaeological organisations should ensure that an abstract containing the essential elements of the results precedes the main body of the report.

5.3 The results of all evaluation fieldwork will need to be published (even if limited to one-line reports on work done with negative results) 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.

5.4 The report should state the location of the archive, state whether a transfer of title has been signed 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.

5.5 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 Historic England guidance, and its status within local and regional research strategies. We would suggest that, unless evidence of national or special local significance is revealed, a summary report conforming to the minimum requirements defined in MoRPHE, should be produced for publication.

Mitigation Annex

1. OBJECTIVES:

- 1.1 This integrated programme of archaeological mitigation work has been required in accordance with the National Planning Policy Framework (2021) 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 MORPHE standard based on clearly defined research objectives.
- 1.2 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 OCAS, through selective recording action or smaller scale sampling. A watching brief may also be implemented during construction if deemed necessary.
 - 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.
- 1.3 A programme of public engagement will be required and the mitigation will need to consider a wide range of outreach activities, appropriate to the scale of the project. Consideration should be given to site visits from the community and schools as well as public talks and exhibitions. The specification will need to set out the proposed outreach. Where outreach is not considered appropriate then the specification will need to clearly set out the reasons why this is not considered appropriate.

2. PROJECT METHODOLOGY AND DATA COLLECTION:

- 2.1 All stages of the project shall be carried out in accordance with the procedures laid down in English Heritage's Management of Research Projects in the Historic Environment (MoRPHE).
- 2.2 The project shall be under the control of a named, qualified archaeologist. The excavation should be undertaken in accordance with the ClfA's '[Standard and Guidance for Archaeological Excavation, 2020](#)'.
- 2.3 The data collection strategy should be part of a structured academic research agenda based on local and national research priorities. Data management, recovery and recording levels should be clearly defined and should be appropriate to the particular stratified deposits under investigation. This Selection Strategy and Data Management Plan should be specifically set out in the written scheme of investigation.
- 2.4 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.

- 2.5 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.
- 2.6 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.
- 2.7 Should any human remains be encountered, they shall only be removed in accordance with the relevant Home Office regulations. OCAS will need to be informed of any human remains encountered.

3. MONITORING AND LIAISON ARRANGEMENTS:

- 3.1 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.
- 3.2 OCAS shall be notified of the official start date at least 2 weeks **prior to the commencement of work**, following the agreement of a written scheme of investigation, in order to arrange a date for monitoring visits. A number of site visits will be required and any areas of excavation will need to be formally signed off in writing before any development commences.
- 3.2 A charge of £235 will be made for each site visit.

4. POST-EXCAVATION/SITE ARCHIVE REQUIREMENT:

- 4.1 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.
- 4.2 A Post Excavation Assessment and Updated Project Design shall be sent to County Archaeological Service for verification and comments unless otherwise agreed in advance with OCAS.

5. ARCHIVE DEPOSITION:

- 5.1 The contracted archaeological organisation will 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. A Transfer of Title form must be signed by the land owner and the report should clearly indicate whether or not this has been done.

Where such a transfer of title has not been agreed then this may affect the acceptance of the report and the discharge of any planning conditions.

- 5.2 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. OCAS will need to be informed of any potential treasure being found.
- 5.3 The contracted archaeological organisation will be responsible for ensuring that all digital data generated by the excavation is archived with the [Archaeological Data Service](#) (ADS) and an [OASIS](#) record (Online AccesS to the Index of archaeological investigationS) created.
- 5.4 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.
- 5.5 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.
- 5.6 A draft digital copy of the publication report (either in pdf or .doc format) shall be supplied to the office of the County Archaeological Officer for verification and assessment by the CAO or his representative prior to a final copy being produced or submitted for planning purposes; 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).
- 5.7 **GIS (shape) files of the final phased excavated site plan should be provided to the office of the County Archaeological Officer.**

5.8 The County Museums Service shall be notified of the fieldwork and an accession number obtained within one month of the commencement of fieldwork and should be informed of the expected time limits for deposition of the archive.

5.9 The accession number should be included in the draft fieldwork reports.

6. PUBLICATION AND DISSEMINATION:

6.1 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.

6.2 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.

6.3 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 Historic England guidance, and its status within local and regional research strategies. It should also be commensurate with the level of results obtained.

OXFORDSHIRE COUNTY COUNCIL Contacts

COUNTY ARCHAEOLOGICAL SERVICES CONTACTS: **DEVELOPMENT CONTROL**

Email: archaeologydc@oxfordshire.gov.uk

Lead Archaeologist: Richard Oram

Tel: 07917001026

Email: Richard.oram@oxfordshire.gov.uk

Responsible for archaeological planning matters for West Oxfordshire and OCC.

Planning Archaeologist: Steven Weaver

Tel: 07526972981

Email: steven.weaver@oxfordshire.gov.uk

Responsible for archaeological planning matters for South Oxfordshire and Vale of the White Horse.

Planning Archaeologist: Victoria Green

Tel: 07922848811

Email: victoria.green@oxfordshire.gov.uk

Responsible for archaeological planning matters for Cherwell.

(All other dealings with national and regional bodies/utility Companies are shared on a District basis).

County Historic Environment Record

Email: archaeology@oxfordshire.gov.uk

County Historic Environment Record Officer: Jacqueline Pitt

Tel: 07741607816

Email: archaeology@oxfordshire.gov.uk

Responsible for management, development and access to the HER.

Assistant Archaeologist: Robbie Luxford

Tel: 07785453287

Email: Robbie.Luxford@Oxfordshire.gov.uk

Responsible for assisting the HER and DC Officers and invoice issues.

COUNTY MUSEUM AND ARCHIVE STORE

Witney Road, Standlake, Oxon OX8 7QG

Archaeological Curator: Angie Bolton - Angie.Bolton@Oxfordshire.gov.uk

01865 300557

Conservation Laboratory:

01865 300937

Finds Liaison Officer:-

edward.caswell@oxfordshire.gov.uk

01865 300557

Appendix 2. Selection Strategy

[Archaeological Investigation – Land at Bolton Road, Banbury, Oxfordshire, OX16 0TH]

[20043 17/11/2022 V1]

Selection Strategy

Project Information

Project Management

Project Manager	Ecus Project Manager - TBC	
Archaeological Archive Manager	Jasmine Tomys jasmine.tomys@ecusltd.co.uk	
Organisation	Ecus Ltd	
Stakeholders		Date Contacted
Collecting Institution(s)	Oxfordshire Museum Service	To be contacted
Project Lead / Project Assurance	Oxford County Archaeological Services (OCAS)	November 2022
Landowner / Developer	Churchill Retirement Living Ltd	October 2022
Other		

Resources

Resources required

Describe the resources required to implement this Selection Strategy, particularly if unusual resources are required.

Liaison with finds specialists if project yields artefacts to ensure deposition requirements are met.

Context

Aims and Objectives

The full aims and objectives of the project are outlined in the WSI (attached).

Selection of the project archive will be guided by the aims and objectives of the project outlined in the brief and WSI, along with specialist recommendations where relevant.

Archaeological Archives Forum. (2011). Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation. A.A.F.

Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas (<https://library.thehumanjourney.net/2597/>).

1 – Digital Data

Stakeholders

Name the individual(s) responsible for the Digital Data Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Collections Curator).

Ecus Project Manager (TBC), Craig Parkinson (Project Supervisor), Jasmine Tomys (Archives Archaeologist)

Selection

All digital data will be collected, stored and selected in line with Ecus Ltd's Archiving Procedures and Process documents located on the server and available on request.

1.1 It is proposed that only the final version of all born digital documents (reports, databases, spreadsheets, images) will be selected for inclusion in the Preserved Archive. All digital photos which correspond with appropriate registers will be included in the final archive.
All raw and processed survey data will be included in the preserved archive.

1.2 The digital data will be reviewed by the Project Officer throughout the project to ensure records and versions are up to date. This will be finally reviewed by the Archives Archaeologist at the point of archive completion. This will happen after the sign off of any reports and/or publication in line with the archive deposition at the repository.

1.3 The following standards/ guidelines will guide the selection of digital data:

Ecus Ltd (2021) DOC 2510 Archive Procedures for Project Officers

Ecus Ltd (2021) DOC 2511 Archive Procedures

ADS (2) *Guides to good practice*. <http://guides.archaeologydataservice.ac.uk/g2gp/Main>

ADS (3) *Guidelines for Depositors* <http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors>

ADS (4) *Guidance for the selection of material for deposit and archive*

Historic England (2015a) *Digital Image Capture and File Storage*

Archaeological Archives Forum. (2011). Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation. A.A.F.

De-Selected Digital Data

The de-selected digital data will be removed from the server and retained on no less than 3 back up drives as an internal archive to be housed indefinitely in accordance with the Archive Procedures document. A copy of the deposited digital data is also retained here.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

Name the individual(s) responsible for the Documents Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Ecus Project Manager (TBC) Craig Parkinson (Project Supervisor), Jasmine Tomys (Archives Archaeologist), (TBD) Repository representative

Selection

Describe your Selection Strategy for the Documents elements of the archaeological archive. To do this you must:

2.1 The documents included in the archive will be any documentary material produced on site i.e. context sheets, registers, site plans and drawing etc. Any landowner, transfer of title documents, certificates of analysis and exit material will also be retain in accordance with the Archives Procedures document. Any documents that were originally borne digital, contain any financial or GDPR information will be shredded and recycled as appropriate or stored at Ecus Ltd for research purposes or on admin file.

2.2 The documentary archive will be reviewed following analysis and work completion in order to select most appropriate materials for the final archive deposition.

Ecus Ltd (2021) DOC 2510 Archive Procedures for Project Officers

Ecus Ltd (2021) DOC 2511 Archive Procedures

Archaeological Archives Forum. (2011). Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation. A.A.F.

De-Selected Documents

Describe the procedure for dealing with De-selected material and what specialist advice has informed this procedure.

Any documents that are duplicates, were originally borne digital, contain any financial or GDPR information will be shredded and recycled as appropriate or stored for research purposes or if containing sensitive information on admin file.

If appropriate some material will be scanned and housed on the back up server with the rest of the digital archive and the paper copies may be shredded.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Bulk Finds (When applicable)	Section 3.	1
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

On Site Archive Selection Strategy Monitored by (Project Supervisor)

Involved in the selection of the finds inclusion in the project archive will be:

Jasmine Tomys (Archives Archaeologist)
TBD (Repository representative)

Finds specialists will be commissioned as appropriate to assess/analyse the material uncovered. They will advise on selection of material where applicable.

Selection

3.1.1 All materials will be gathered on site, returned to the offices for cleaning and analysis by the appropriate specialists. Any large CBM/Stonework will be assessed on site by the planning archaeologist/project supervisor and a decision will be made whether this will be returned to the office or recorded and discarded on site.

3.1.2 All material returned to the office will be assessed by specialists and reviewed in accordance with the collecting repository deposition requirements and the specialist recommendations (See stakeholders). This will be orchestrated by the Archives Archaeologist at archive completion.

3.1.3 The following standards are relevant to the selection of the archive:

Ecus Ltd (2021) DOC 2511 Archive Procedures

Archaeological Archives Forum. (2011). Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation. A.A.F.

Specialist Reports (upon completion)

3.1.4 Discard of materials will be determined upon specialist recommendation and liaison with the repository. This will be undertaken by the Archives Archaeologist.

Uncollected Material

If you are practicing selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

Upon specialist recommendation any material not collected on site will be recorded in the site database and incorporated into the backfill as agreed by the landowner, contractor and planning archaeologist/curator.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All finds will be assessed and recorded to appropriate standards.

Any material recommended for discard/disposal will be offered to the landowner or alternatively when suitable, objects are retained in house as either specialist reference collections or school teaching collections. Any objects that are unsuitable for these purposes are discarded after discussion with the repository.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Environmental Remains	Section 3.	2
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

On Site Archive Selection Strategy Monitored by Craig Parkinson (Project Officer)

Involved in the selection of the finds inclusion in the project archive will be:

Jasmine Tomys (Archives Archaeologist)

TBD (Repository representative)

The following specialists will assess the physical remains and will advise on selection where applicable:

Mai Walker – in house environmental specialist

Selection

3.1.1 All materials listed above will be gathered on site, returned to the offices for cleaning, processing and analysis by the appropriate specialists.

3.1.2 All material returned to the office will be assessed by specialists and reviewed in accordance with the collecting repository deposition requirements and the specialist recommendations (See stakeholders). This will be orchestrated by the Archives Archaeologist at archive completion.

3.1.3 The following standards are relevant to the selection of the archive:

Ecus Ltd (2021) DOC 2511 Archive Procedures

Archaeological Archives Forum. (2011). Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation. A.A.F.

Specialist Reports (upon completion)

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

Upon specialist recommendation any material not collected on site will be recorded in the site database and incorporated into the backfill as agreed by the landowner, contractor and planning archaeologist/curator.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All finds will be assessed and recorded to appropriate standards.

Any material recommended for discard/disposal will be offered to the landowner or alternatively when suitable, objects are retained in house as either specialist reference collections or school teaching

collections. Any objects that are unsuitable for these purposes are discarded after discussion with the repository.

No human remains will be discarded but will be dealt with in accordance with the Burials License as issued by the Ministry of Justice.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Recorded Finds	Section 3.	3
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

On Site Archive Selection Strategy Monitored by Craig Parkinson(Project Officer)

Involved in the selection of the finds inclusion in the project archive will be:

Jasmine Tomys (Archives Archaeologist)
TBD (Repository representative)

Finds specialists will be commissioned as appropriate to assess/analyse the material uncovered. They will advise on selection of material where applicable.

Selection

3.1.1 All materials listed above will be gathered on site, returned to the offices for cleaning and analysis by the appropriate specialists. Any large CBM/Stonework will be assessed on site by the planning archaeologist and a decision will be made whether this will be returned to the office or recorded and discarded on site.

3.1.2 All material returned to the office will be assessed by specialists and reviewed in accordance with the collecting repository deposition requirements (Tees Archaeology) and the specialist recommendations (See stakeholders). This will be orchestrated by the Archives Archaeologist at archive completion.

3.1.3 The following standards are relevant to the selection of the archive:

Ecus Ltd (2021) DOC 2511 Archive Procedures

Archaeological Archives Forum. (2011). Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation. A.A.F.

Specialist Reports (upon completion)

3.1.4 Recorded finds will not be discarded unless expressly recommended by the repository deposition requirements or specialist recommendations.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

Upon specialist recommendation any material not collected on site will be recorded in the site database and incorporated into the backfill as agreed by the landowner, contractor and planning archaeologist/curator.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All finds will be assessed and recorded to appropriate standards.

Any material recommended for discard/disposal will be offered to the landowner or alternatively when suitable, objects are retained in house as either specialist reference collections or school teaching collections. Any objects that are unsuitable for these purposes are discarded after discussion with the repository.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

Appendix 3. Data Management Plan

DATA MANAGEMENT PLAN

This document is a project specific data management plan (DMP). The document defines what is expected of the digital data that is collected and created in a project and how this should be managed, stored, used and disseminated until it is archived. This should be used in conjunction with the project Written Scheme of Investigation (WSI).

The sections outlined below need completing by the Project Manager/Officer during the project. The information will be used by the Archives Team at the end of the project in the archive deposition process.

1. PROJECT ADMINISTRATION

Project name:	Land at Bolton Road, Banbury, Oxfordshire, OX16 0TH
Project number:	20043
Site code:	20043
Project description:	<p>Programme of archaeological investigation comprising:</p> <ul style="list-style-type: none">• archaeological evaluation. The trenching will comprise five 30 m x 1.8 m trenches, sampling 4% of the Site. The trenches will target the areas beneath the former building and car parking area; and• archaeological mitigation. The archaeological evaluation will inform the need for and subsequent scope of this work.
Project Manager:	Ecus Project Manager - TBC
Project Officer:	Craig Parkinson (Project Supervisor; craig.parkinson@ecusltd.co.uk)
Client and funding type:	Churchill Retirement Living - Developer funded
OASIS ID:	x
Data contact:	Jasmine Tomys (jasmine.tomys@ecusltd.co.uk)
Date DMP created:	17/11/2022
Dates DMP updated:	x
Related information: Update throughout the project	<p>The Written Scheme of Investigation (WSI): 20043_Land at Bolton Road, Banbury, Oxon_ WSI V3.0</p> <p>Any available repository/museum deposition guidance</p> <p>Project Brief supplied by Oxfordshire County Archaeological Services (OCAS) (2022)</p> <p>Chartered Institute for Archaeologists (CIfA) standards and guidance</p> <p>Archaeological Data Service (ADS) guidelines</p>

2. DATA COLLECTION

- The type, format and volume of data generated by the project is estimated below. This table will be updated as the project progresses.

- Data formats used are standardised, openly documented and, where possible, non-proprietary. This ensures data is sharable, supports data curation and facilitates interoperability between projects and datasets, as well as avoiding technological obsolescence.
- Details of any file format conversion required prior to deposition will be included in the final DMP.

Type	Formats	Estimated archive volume
Spreadsheet/Database	Excel (.xlsx) Database (.mdb, .dbf)	N/A
Text/document	Word (.docx) Acrobat (.pdf)	2 files c.15MB
Vector graphic	AutoCAD (.dxf)	N/A
Image	Lossy (.jpg) Uncompressed (.tif)	200 files c.800MB
GIS	Shapefiles (.shp and assoc. files)	5 files c.25MB

Existing data

- Ecus Ltd produced an Archaeological Desk-Based Assessment (ADBA) and Heritage Statement in December 2021 (Ecus ref. 18039.1 and 18039.2). The ADBA assessed the archaeological potential of the Site.

Data standards/methods

- Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable/available. In general, data acquisition standards are defined against *ADS Guides to Good Practice*. Specific or additional guidance relevant to this project is listed below and will be updated as the project progresses.
- Methods are specified in the WSI and will meet the requirement set out in the project brief, the organisation recording manual and relevant ClfA guidance.

Standards and guidance.

- Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.
- Specific guidance:
 - Historic England *Digital Image Capture and File Storage: Guidelines for Best Practice* 2015
 - Historic Environment Scotland *Applied Digital Documentation in the Historic Environment* 2018
 - European Archaeological Council *Guidelines for the use of geophysics in archaeology* 2016
 - Project Brief supplied by OCAS (2022)

Data storage/file naming

- The working project archive will be stored in a project-specific folder on Ecus' server. The internal organisation server is backed up daily in multiple locations, including off-site, to maintain an up-to-date security copy of the organisation-wide data.
- Project folders are named following established organisational procedures.
- Data collected will be downloaded and raw data will be stored in the appropriate folder.

- File naming conventions follow established organisational procedures, based on ADS file naming guidance, and include version control management.
- All files included as part of this project archive will include an organisational identifier (e.g. ECUS), the project number or site code (e.g. 20043 or ECUS20043) and the file descriptor (e.g. WSI).
- As versions become superseded, they will be moved into an 'old versions' sub-folder, only the current version should be visible in the main folder.

Quality Assurance

- Instruments used in the collection of data are calibrated as per manufacturers' specification or guidance and checked to ensure they are in full working order.
- All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.
- Internal project folders are reviewed periodically to ensure organisational standards are being met.

3. DOCUMENTATION AND METADATA

- Data collected will include standard formats that maximise opportunities for use and reuse in the future (see Section 2, above).
- A collection level metadata summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the organisational server in the Project Folder. The collection level metadata summary brings together the overarching project details and includes a register of data types and number of objects included in the archive, along with all other archive components.
- Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, which is the intended repository for the digital data archive.
- Data documentation will meet the requirement of the project brief, museum deposition guidelines, digital repository guidelines and the methodology described in the WSI.
- An archive catalogue documenting physical and digital archive products will be maintained and submitted with Oxfordshire Museums and ADS.

4. ETHICS AND LEGAL COMPLIANCE

- The project archive will include the names and contact details of any relevant individuals. Ecus Archaeology have a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is managed through a separate restricted access database and not retained in the project specific folders.
- Copyright for all data collected by the project team belongs to the organisation and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.
- Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

5. DATA SECURITY: STORAGE AND BACKUP

- Organisational IT is managed by an external data management provider, which is also responsible for the management and verification of our daily backups, and which supports access to security copies as needed.
- Sufficient data storage space is available via the organisational server, which includes two-factor authentication and permissions-based access. The server is accessible by staff on- and off-site through a secure log-in.
- Off-site access to the project files on the organisation's server or secure cloud-based storage is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back-up is not possible, the raw data will be backed up to a separate media device (such as laptop and/or portable external hard drive).

- Relevant consolidated GDPR compliant project files will be distributed to external specialists and contractors for reference.

6. SELECTION AND PRESERVATION

- The DMP will be reviewed and updated as required. Updated documentation will be included in relevant reporting stages.
- Prior to deposition, DMP will be updated and finalised in agreement with all project stakeholders (including the Oxfordshire County Archaeological Services (OCAS), Client, Oxfordshire Museums and ADS).
- Selection will be informed by the PD/WSI, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.
- The project will be published as an online technical report (accessible via OASIS and as part of this the archive), with full access to research data and link to the digital archive.
- The project results are likely to provide information which can be included in the Historic Environment Record (HER) and will contribute to the historic knowledge of the site/historic environment.
- The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.
- The digital archive will be deposited with the ADS, which is a Core Trust Seal certified repository.
- The archive will be prepared for deposition by the project team.
- The relevant museum for archive deposition, Oxfordshire Museums, will be contacted during project initiation to confirm if deposition of the physical archive.
- ADS will be contacted as the intended repository for digital data during project initiation.

7. DATA SHARING

- A summary of the project will be included on the OASIS Index of Archaeological Investigation, Oxfordshire Museums and digital archive repositories, and will be updated as the project progresses.
- The investigations are likely to result in the production of several documents: WSI and final report.
- The final report is provisionally scheduled to be completed within 6 months of the completion of fieldwork.
- A final version of the project report will be supplied to the HER and OASIS, and any data which the HER request can be provided directly to it.
- The location(s) of the final archaeological archive will be added to OASIS when appropriate.
- The ADS will disseminate the digital elements of the archaeological archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).
- A temporary embargo may be required on the sharing of the project results. If this is the case, specific details will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata.
- Data-specific requirements, ethical issues or embargoes that are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

8. RESPONSIBILITIES

- The Project Manager will be responsible for implementing the DMP and ensuring it is reviewed and revised at each stage of the project.
- Data capture, metadata production and data quality are the responsibility of the project team, assured by the Project Manager.
- Storage and backup of data in the field is the responsibility of the project team.
- Once data is incorporated into the organisation's project server, storage and backup is managed by an external company.

- Data archiving is undertaken by the project team under the guidance of the Archives Officer, who is responsible for the transfer of the archaeological project archive to the agreed repository.
- Details of the core project team can be found in the WSI.

