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Himley Village, Bicester Written Scheme of Investigation for Archaeological Excavation Addendum 14/02121/OUT

20th May 2024

Orion Heritage on behalf of Cala Homes Ltd produced a Written Scheme of Investigation (WSI) to support a Reserved Matters Planning Application to Cherwell District Council for housing development at Himley Village (Orion Heritage, February 2023). The WSI has been submitted and approved by the Archaeological Advisor to Cherwell District Council. The archaeological works commenced in February 2024 by Oxford Archaeology under the management of Orion Heritage. Following the strip, map and sample of the first two areas a variation to the agreed scope has been discussed and agreed with the Archaeological Advisor to Cherwell District Council. This addendum outlines the variation to the agreed scope of works outlined in the February 2023 Written Scheme of Investigation.

As detailed in the 2023 WSI, the Application Site forms part of Himley Village North West Bicester, which received outline planning permission on the 30th January 2020 for:

Development to provide up to 1,700 residential dwellings (Class C3), a retirement village (Class C2), flexible commercial floorspace (Classes A1, A2, A3, A4, A5, B1, C1 and D1), social and community facilities (Class D1), land to accommodate one energy centre and land to accommodate one new primary school (up to 2FE) (Class D1). Such development to include provision of strategic landscape, provision of new vehicular, cycle and pedestrian access routes, infrastructure and other operations (including demolition of farm buildings on Middleton Stoney Road) (OUTLINE 14/02121/OUT)

Himley Village, 20.5 ha in size, forms part of the wider outline planning permission. The site is being redeveloped for a mixed end-use comprising 500 residential properties and associated development (Figure 2). The following archaeological conditions have been placed on outline planning permission:

Condition 32:

Prior to any demolition on the site, the commencement of the development and any archaeological investigation, a professional archaeological organisation acceptable to the Local Planning Authority shall prepare a first stage archaeological Written Scheme of Investigation, relating to the application area, which shall be submitted to and approved in writing by the Local Planning Authority.

Condition 33:

Prior to any demolition on the site (other than in accordance with the agreed Written Scheme of Investigation) and prior to the commencement of the development and following the approval of the first stage Written Scheme of Investigation referred to in condition 32, a programme of archaeological evaluation, investigation and recording of the application area shall be carried out by the commissioned archaeological organisation in accordance with the approved first stage Written



Scheme of Investigation and shall be submitted to and approved in writing by the Local Planning Authority. The programme shall be followed throughout the construction of the development.

The agreed scope of works required the strip map and sample of three areas within the Application Site, referred to as Areas 1, 2 and 3 (see Plate 1 below). Corridors were excluded from the initial strip due to the presence of overhead electrical cables on the understanding that, if warranted these could be monitored subsequently.

Between February and April 2024 Oxford Archaeology completed the strip, map sample of Areas 1 and 3. Localised, discrete archaeological features were revealed and recorded. On the basis that none of the archaeological features extend into the corridor of the overhead cables it is recommended in relation to Area 1 that no further archaeological works are required within the overhead's corridor. This has been discussed and agreed with the archaeological advisor to Cherwell District Council.

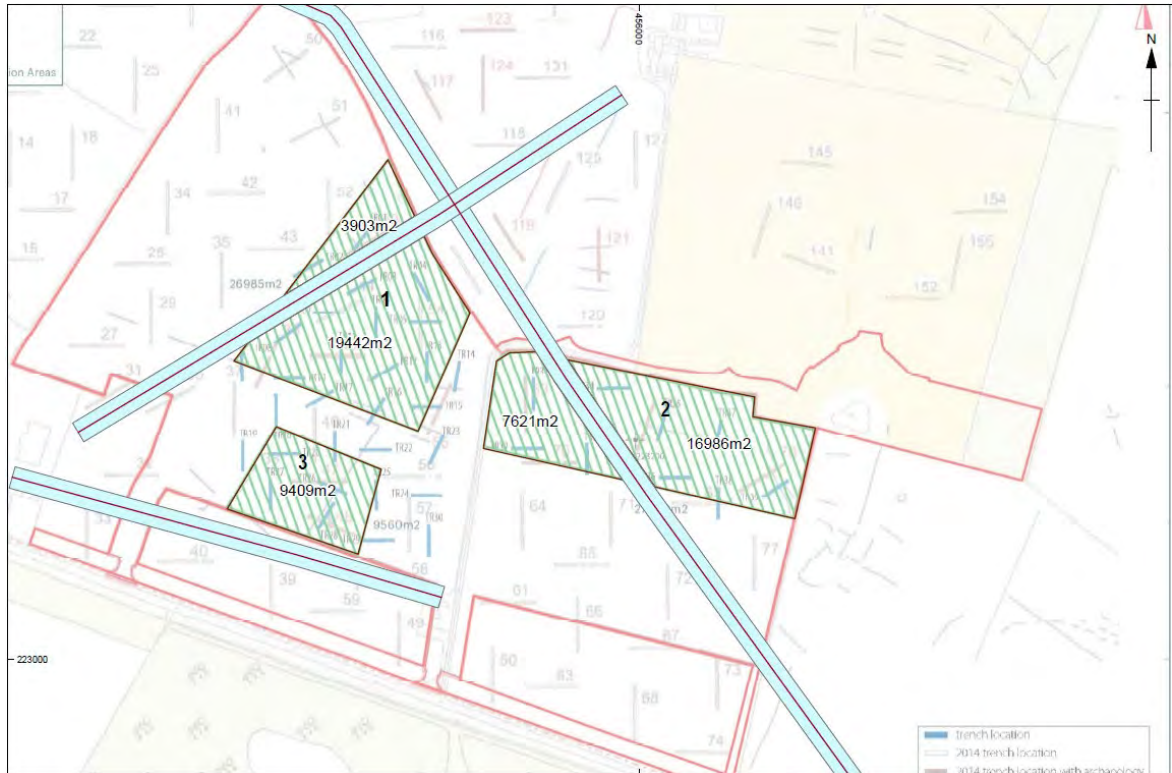


Plate 1: Agreed Mitigation Areas (overheads and associated buffers shown in blue)

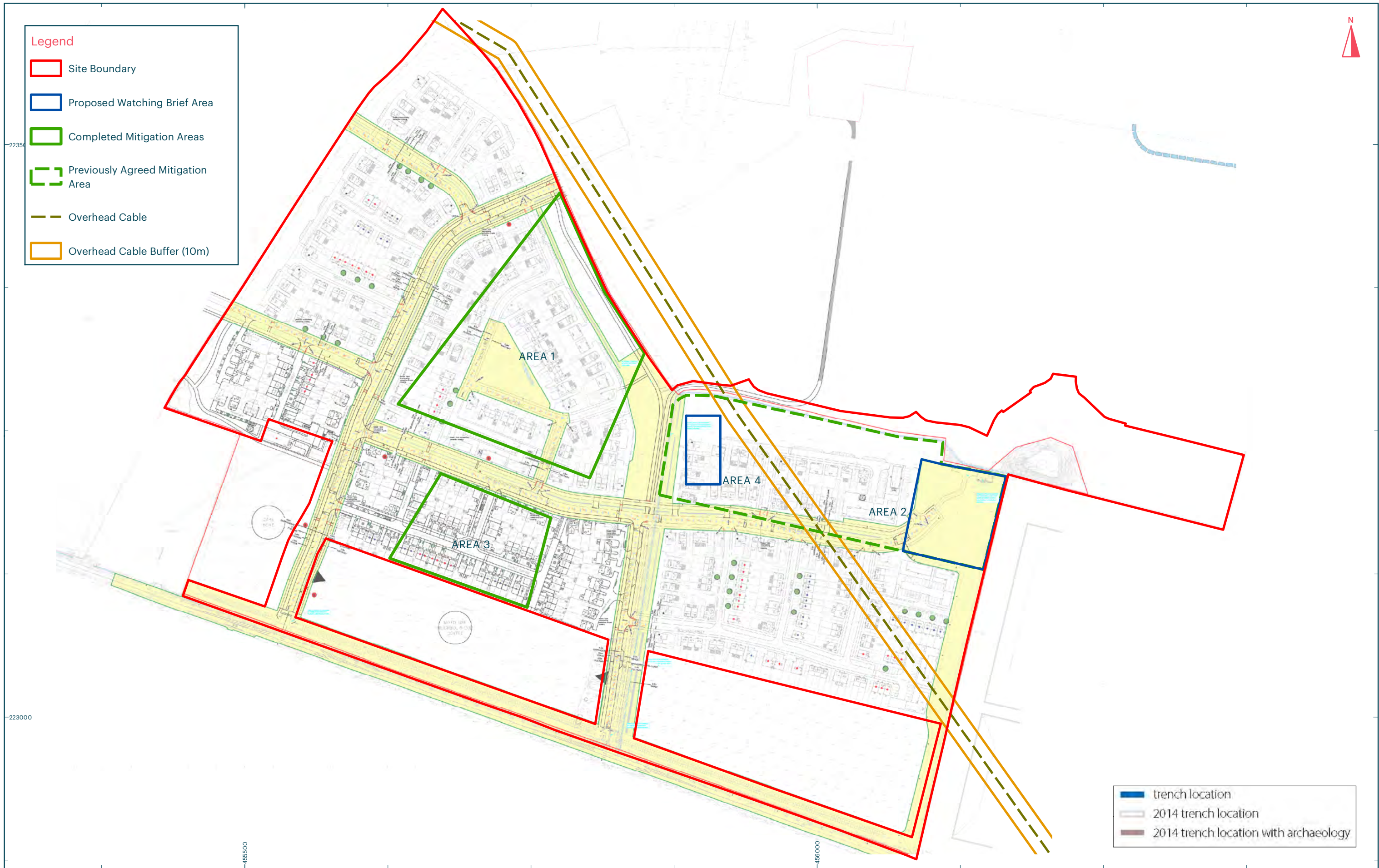
Based on the results of the recent archaeological investigations of Area 1 and 3, an onsite review of the scope of works for Area 2 was undertaken between Orion Heritage and the Archaeological Advisor to Cherwell District Council. As Area 1 and 3 are largely negative and with the exception of an isolated Romano-British inhumation, the features are Iron Age in date, it is recommended that Area 2 is reduced to focus two areas in the east and west of Area 2 only. The eastern area (referred to as Area 2, Figures 1-3) coincides with the field systems recorded in trenches 39 (Headland Archaeology, 2021) and 76 (Oxford Archaeology 2014), and the eastern terminus of the east-west linear previously sampled in trenches 35 and 37 (Headland Archaeology 2021). The western area (referred to as Area 4, Figures 1-3) has been requested by the Archaeological Advisor to explore linears recorded in the geophysical survey, recorded in Tr 69 (Oxford Archaeology 2014), but not picked up on trench 69 (Headland Archaeology 2021). This area has been discussed and agreed with the Archaeological Advisor. It has also been agreed that this can be undertaken as a controlled watching brief, rather than strip, map, sample.

The proposed mitigation area is illustrated in Figure 1; the previous trenches and geophysical survey are illustrated in Figure 2. The proposed eastern mitigation area for Area 2 accords with the eastern limit of the forthcoming road infrastructure works coming forward in June/July 2024. As such, it is proposed to

undertake a watching brief during these works. The timing of the western watching brief area has not been decided yet, however the LPA Archaeologist will be given at least 10 days notice of these works as per the brief. The WSI addendum is appended to this document which outlines the methodology for the watching brief. As per the agreed WSI, if significant archaeological features or deposits are revealed extending beyond the excavation area it may be necessary to extend the limit of excavation. If required outside the limit of the 2024 roadwork groundworks, then this will undertaken as part of the main construction works (anticipated to be in 2025/26).



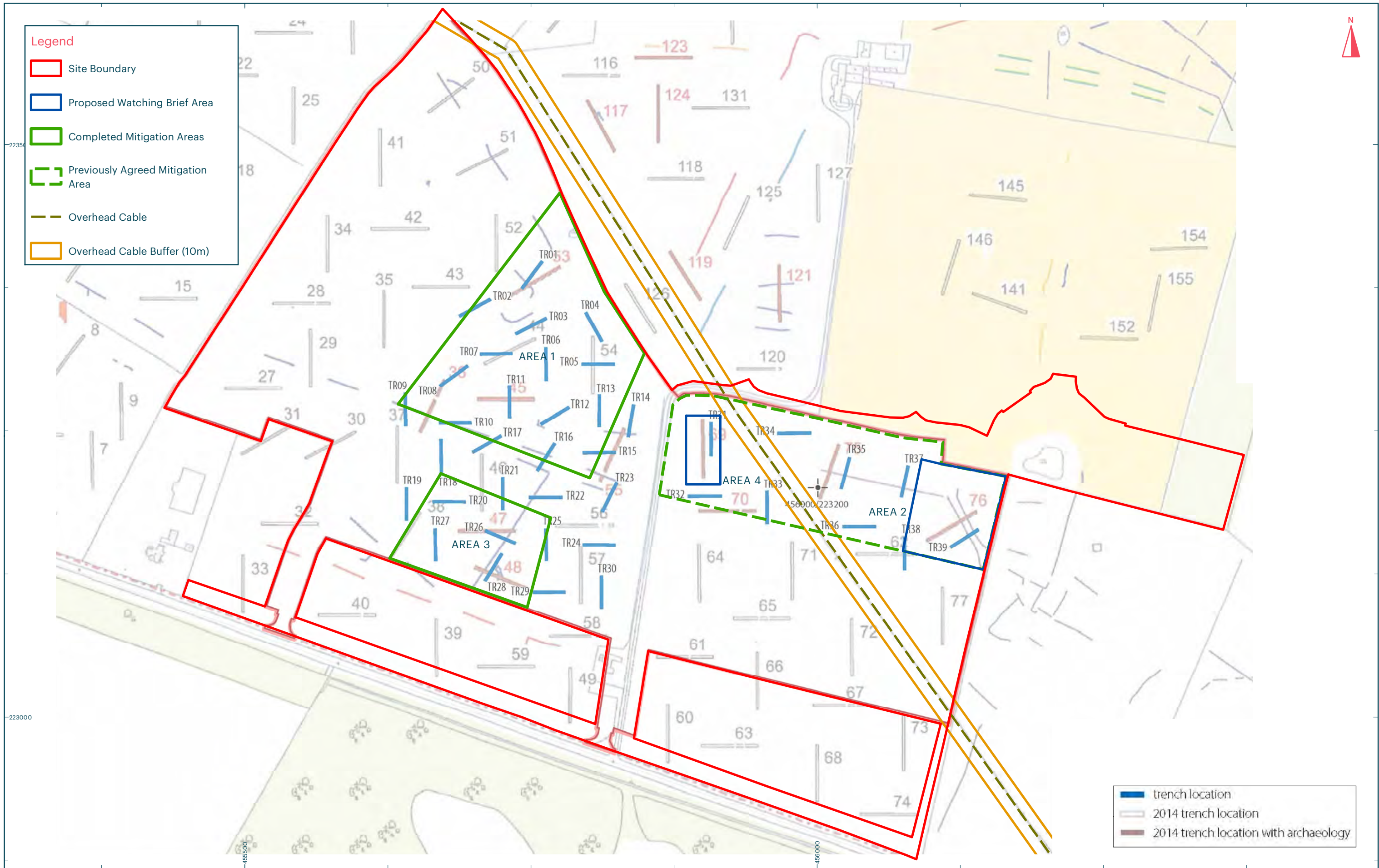
Helen MacQuarrie
Principal Consultant
Orion Heritage
20.5.24



Title:
Figure 1: Proposed Mitigation Areas with Proposed Road Infrastructure
Address:
Himley Village

Scale at A3: 1:3,000
0 100m





Legend

- Site Boundary
- Proposed Watching Brief Area
- Completed Mitigation Areas
- Previously Agreed Mitigation Area
- Overhead Cable
- Overhead Cable Buffer (10m)

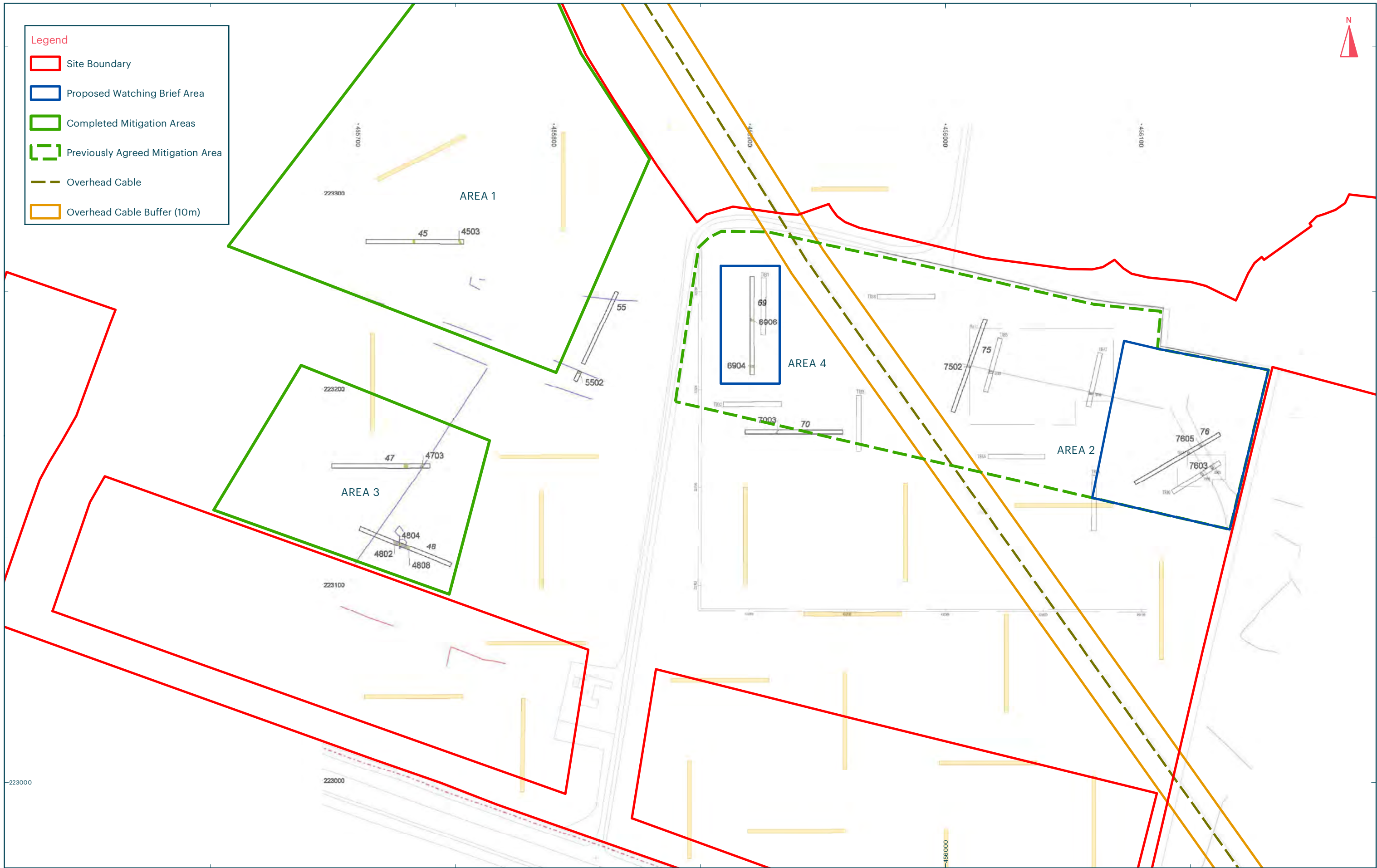
- trench location
- 2014 trench location
- 2014 trench location with archaeology

Title:
Figure 2: Proposed Mitigation Areas with Evaluation and Geophysical Survey Results

Address:
Himley Village

Scale at A3: 1:3,000





- Legend**
- Site Boundary
 - Proposed Watching Brief Area
 - Completed Mitigation Areas
 - Previously Agreed Mitigation Area
 - Overhead Cable
 - Overhead Cable Buffer (10m)



Title:
Figure 3: Proposed Mitigation Areas with Evaluation Results
Address:
Himley Village

Scale at A3: 1:1,750
0 50m



Himley Village

Bicester, Oxfordshire

Addendum to the Written Scheme of Investigation

May 2024

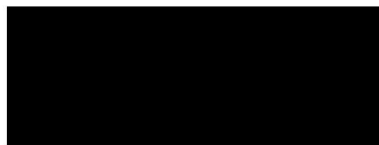
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Himley Village, Bicester, Oxfordshire

Written Scheme of Investigation for an Archaeological Watching Brief

Centred on SP 55809 23215

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1 INTRODUCTION

1.1 Project details

- 1.1.1 Oxford Archaeology (OA) has been commissioned by Orion Heritage on behalf of Cala Homes to undertake a watching brief at the site of a proposed new housing development at Himley Village, Bicester, Oxfordshire. This document is the first addendum to the main archaeological Written Scheme of Investigation (OS 2023), replacing Area 2 strip, map and sample excavation with a watching brief. The addendum is the result of the limited archaeology revealed in the Areas 1 and 3 excavations that have recently been completed.
- 1.1.2 The work is being undertaken as a condition of Planning Permission (condition 32 of outline permission 14/02121/OUT). A brief has been set by Richard Oram in discussion with Helen MacQuarrie, Orion Heritage (OCC 2021); this document outlines how OA will implement those requirements.
- 1.1.3 The application for Outline Planning Permission was supported by an Environmental Statement (Waterman 2014), Desk Based Assessment (Waterman 2014), Aerial Photographic Assessment (Air Photo Services 2010), Geophysical Survey (Northamptonshire Archaeology 2012), and two phases of Archaeological Evaluations (Oxford Archaeology 2014 and Headland Archaeology 2021).
- 1.1.4 All work will be undertaken in accordance with the Chartered Institute for Archaeologists *Code of Conduct* and relevant *Standards and Guidance*, and local and national planning policies (CIFA 2014).

1.2 Location, topography and geology

- 1.2.1 The site is sub-rectangular in shape with an approximate area of around 20.5 ha. The site is located on the western edge of Bicester, to the north of the B4030 and south of Himley Farm (Fig 1: SP 55809 23215). Himley Farmhouse and Lovelynch House are located adjacent to the site. The site comprises two large enclosed agricultural fields with no buildings.
- 1.2.2 The topography of the site slopes gently from c. 90m OD in the north-west corner to c. 85m OD in the south-east
- 1.2.3 The geology of the area is mapped as Cornbrash Formation (limestone). No superficial deposits are recorded (BGS GeoIndex 2023). The evaluation report records shallow topsoil and subsoil deposits overlying the natural of approximately 0.25 – 0.43m depth (Oxford Archaeology 2014).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND AND POTENTIAL

2.1 Archaeological and historical background

- 2.1.1 The archaeological and historical background of the site has been previously described in detail in Desk Based Assessment (Waterman 2014) and outline mitigation strategy (Orion Heritage 2021) and is summarised in the main site WSI (OA 2023)

3 PROJECT AIMS

3.1 General

3.1.1 The general aims of the excavation are to mitigate the impacts of the development through achieving an understanding of the nature, function and character of the archaeological remains within their cultural and environmental settings.

3.2 Specific aims and objectives

3.2.1 The specific aims and objectives of the watching brief are:

- i. To establish the function and dating of any late Iron Age/Roman features within excavation area and the establish any continuity of activity between the Iron Age and early Roman features;
- ii. To determine or confirm the approximate date or date range of any other remains, by means of artefactual or other evidence;
- iii. Assess the environmental remains present on site to help inform about changing land-use and rural local economies;
- iv. To place the revealed archaeological remains within the wider landscape with reference to the Solent-Thames Research Framework for the Historic Environment.
- v. To generate an accessible and useable archive which will allow future research of the evidence to be undertaken if appropriate.
- vi. To disseminate the results of the work in a format and manner proportionate to the significance of the findings.

3.3 Research Frameworks

3.3.1 The programme of archaeological investigation will be conducted within the general research parameters and objectives defined by the research agenda for the Later Bronze Age and Iron Age (Chapter 10) and Roman periods (Chapter 11), within the Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas (Hey and Hind 2014).

4 PROJECT SPECIFIC EXCAVATION AND RECORDING METHODOLOGY

4.1 Scope of works

4.1.1 The works will comprise an archaeological watching brief on the eastern field of the proposed development in Area 2 SMS, as defined in Figure 4. Two new areas are to be subject to a watching brief, a reduced Area 2 and new Area 4 have been identified based on the previous surveys and current excavation results (Figs. 2-3)

4.1.2 If significant archaeological features or deposits are revealed extending beyond the excavation area, the limit of excavation can be extended to expose the full extent of the remains. Any extensions will be agreed in consultation with the Archaeological Consultant and OCC Archaeologist following the initial monitoring visit.

4.2 Programme

- 4.2.1 It is anticipated that the fieldwork will take two to three weeks to complete, by a team consisting of a Project Supervisor, directing up to two Project Archaeologists if required, under the management of Carl Champness, Senior Project Manager.
- 4.2.2 All fieldwork undertaken by Oxford Archaeology South is overseen by the Head of Fieldwork, David Score MCIfA.

4.3 Site specific methodology

- 4.3.1 A summary of OA's general approach to excavation and recording can be found in Appendix A. Standard methodologies for Geomatics and Survey, Environmental evidence, Artefactual evidence and Burials can also be found below (Appendices B, C, D and E respectively).
- 4.3.2 The two areas of the watching brief will be set out by the client using a GPS system with a sub 25mm accuracy.
- 4.3.3 The watching brief area will be stripped under archaeological supervision with a toothless ditching bucket. The Archaeological Consultant and OCC Archaeologist will be regularly updated about any new archaeological discoveries made during the works. Regular site plans will be provided along with a link to OA digital web-based site map.
- 4.3.4 Any archaeological remains revealed will initially be planned using a GPS and the site plan for the area will be produced. Any proposed intervention strategy will be assessed by the Archaeological Consultant and the OCC Archaeologist, and a site visit will be made to determine the sampling strategy. The sampling strategy will not be finalised until approved by the Archaeological Consultant and OCC Archaeologist. Additional monitoring visits will likely be required throughout the works.
- 4.3.5 No sections of the archaeological mitigation areas will be handed back to the developer without being formally signed off by the OCC Archaeologist. Sign-off of areas will be formally confirmed by email with a post-excavation plan, showing the features, interventions and grid references prior to sign off by the OCC Archaeologist.
- 4.3.6 The site-specific methodology for the open area excavations will be as follows:
- Topsoil and overburden will be removed to the top of archaeological deposits or natural geology, whichever is encountered first, by a machine using a toothless bucket operating under archaeological supervision.
 - The areas will be hand-cleaned to define archaeological features sufficient to produce a base plan. The base plan, recorded digitally using a GPS, of all features will be produced at an appropriate scale and provided for the Consultant and OCC Archaeologist for the first monitoring meeting.
 - When archaeological deposits are encountered excavation will continue by hand. All archaeological deposits will be excavated and recorded stratigraphically in accordance with the approved recording system unless otherwise agreed.

- All excavated features and deposits will be fully recorded in accordance with OA's recording system.
- Where the significant archaeological horizon, comprised of surfaces, occupation deposits, structures and discrete archaeological features are encountered these will be cleaned by hand.

4.3.7 All archaeological remains will be sample excavated with all significant relationships defined and investigated within the limitations defined below:

Pits, wells, post-holes

4.3.8 Where appropriate these feature types will be subject to a minimum of 50% detailed hand excavation and recording i.e. half-sectioning. Deep features such as wells and pits will be excavated to their full depth.

Linears (including roads/enclosures etc)

4.3.9 For linear features associated with settlement, industrial structures or areas specific activity an initial 20% will be excavated away from intersections with other features or deposits to obtain unmixed samples of material. Excavation slots will be at least 1m in width. Where significant patterns of deposition occur up to a further 20% by length will be excavated to investigate those patterns – the circumstances under which this will be undertaken will be discussed with Archaeological Consultant and OCC Archaeologist.

4.3.10 The excavation of linear features not directly associated with settlement will be sufficiently sampled to allow an informed interpretation of their date and function. Excavation slots will be at least 1m in width and will usually be excavated at 10m intervals, although this will be dependent on the length of the feature. 10% by length of linear features that are field boundaries will be excavated away from intersections with other features or deposits to obtain unmixed samples of material. Certain types of linear feature may warrant a lower percentage of hand sampling, but this will be agreed with Archaeological Consultant and OCC Archaeologist.

'Industrial' and trade/craft production features

4.3.11 All evidence of 'industrial' and trade craft/production remains will be 100% investigated.

Structures and occupation deposits

4.3.12 Structural remains such as drip gullies, beam slots and post-holes demonstrated to be part of a building's construction require total excavation. All industrial features including "domestic" ovens and hearths will be first 50% sampled and then 100% excavated and sampled for analysis.

Ritual features

4.3.13 Funerary features with human remains, such as inhumations and cremations, will be 100% excavated (see below). Associated features, such as ring ditches will be excavated up to 50% of the exposed length, with each and every terminal excavated.

- 4.3.14 In certain circumstances where unusual or extremely fragile and delicate objects are found, their recovery may be by appropriate specialists.
- 4.3.15 Site plans will be by electronic distance measurement, measured survey or a combination of these techniques; data-capture for site plans will as standard be capable of reproduction at a scale of 1:100; more complex features or areas of complex archaeological remains will be recorded at greater resolution (for reproduction at 1:10, 1:20, or 1:50 as necessary). All plans will be established relative to the Ordnance Survey National Grid and all levels taken will be relative to Ordnance Datum.

Environmental sampling

- 4.3.16 Appendix C provides an environmental sampling strategy. In general, different environmental sampling strategies may be employed according to the perceived importance of the strata under investigation. Bulk samples, preferably of 40 litres if possible, will be taken for flotation for charred plant remains. Bulk samples will be taken from any waterlogged or mineralised deposits present for macroscopic plant remains. Columns for pollen analysis and mollusc samples will be taken if appropriate. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate contexts. Sub-sampling will be undertaken to retrieve evidence of metalworking. The sampling process will be constantly reviewed on-site with the advice of Dr Rebecca Nicholson, Head of the Environmental Department at Oxford Archaeology.
- 4.3.17 Samples will be taken from a series of dated contexts which cover the various phases of activity present on the site. The sampling strategy, including the quantity and type of samples, will be agreed with OCC Planning Archaeologist during the excavation process, once archaeological features and deposits have been revealed and spot dated. The types of features and deposits revealed, their date and their environmental potential will also inform this strategy.
- 4.3.18 Opportunities will be sought for scientific dating, including secure stratigraphic sequences containing contexts yielding CPR (charred plant remains) relating the occupation and use of structures.

4.1 Finds recovery

- 4.1.1 Artefact assemblages will be recovered (by context) by hand to assist in dating the stratigraphic sequences and for obtaining ceramic assemblages for comparison with other sites. The finds will provide an invaluable contribution to the interpretation of the functions and activities taking place on (and off) the site, as well as reveal aspects of trade and economy. All artefacts will be retained from excavated contexts unless they are of recent origin. In these cases, sufficient material will be retained to date and establish the function of the feature.

4.2 Human remains

- 4.2.1 Human remains will be cleaned and placed in boxes by following the methods described by Mitchell and Brickley (2017). Current guidance issued by English Heritage and the Church of England (2005, 43) states that human remains must be marked. However, the recent Code of Practice (see:

<http://www.babao.org.uk/index/ethics-and-standards>), published by BABAO (British Association of Biological Anthropology and Osteoarchaeology), acknowledges that marking bone is not always feasible and that there are economic, curatorial, conservational and ethical issues associated with this practice.

- 4.2.2 Any changes both to the above methodology and the final specification will be agreed with the OCC Archaeologist.

4.3 Treatment of Treasure

- 4.3.1 Finds, discovered by the archaeological contractor, falling under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be reported immediately to the relevant Coroner's Office, the landowner and OCC. A Treasure Receipt (obtainable from either the FLO or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find.

5 PROJECT SPECIFIC REPORTING AND ARCHIVE METHODOLOGY

5.1 Programme

- 5.1.1 The watching brief will be added to the post-excavation report, which will be completed within 6-9 months following the completion of the fieldwork.
- 5.1.2 On agreement of the assessment report by the OCC Planning Archaeologist, all specialist reports will be commissioned, and the full post-excavation programme implemented through to full archive report production, preparation of publication drafts and archiving. The agreed programme of work defined by the UPD will then be undertaken.
- 5.1.3 A copy of the report in Adobe Acrobat (.pdf) format will also be provided.

5.2 Content

- 5.2.1 A digital copy of the summary report (either in pdf or .doc format) and any digital data generated as a part of the work (such as GIS or CAD files) shall be supplied to the office of the OCC Archaeologist; for verification and assessment by them or their representative; when the report has been agreed a final digital copy will then be supplied to the County Historic Environment Record (HER), along with a selection of digital images showing the main features, at archaeology@oxfordshire.gov.uk on the understanding that it will become a public document after an appropriate period of time (generally not exceeding six months). GIS (shape) files of the final phased excavated site plan will also be provided to the office of the OCC Archaeological Officer.
- 5.2.2 For projects which have produced results of significant county, regional or national importance, an illustrated final report which meets the guidelines set out in MoRPHE (English Heritage 2006) and is suitable for publication in an approved archaeological journal will be provided to the planning

authority within one year following the completion of fieldwork (unless a longer time period has been agreed in the updated project design). The overall content of the report will be agreed with the Archaeological Consultant and planning Archaeologist. The report will reference all aspects of the work undertaken at the Site. It will place the site in its local archaeological, historical and topographical context and include a clear location map. Each plan will be clearly referenced and appropriately scaled with reference to the national grid and ordnance datum.

5.2.3 The content of this report will be as defined in Appendix F.

5.3 Specialist input

5.3.1 OA has a large pool of internal specialists, as well as a network of external specialists with whom OA have well established working relationships. A general list of these specialists is presented in Appendix G; in the event that additional input should be required, an updated list of specialists can be supplied.

5.4 Archive

5.4.1 The site archive will be deposited with Oxfordshire County Museum following completion of the project. A Transfer of Title form must be signed by the landowner and the report should clearly indicate whether or not this has been done.

5.4.2 A summary of OA's general approach to documentary archiving can be found in Appendix H.

5.5 Public Outreach

5.5.1 OA is committed to the dissemination of archaeological information to the public. Most archaeological evaluations and excavations, however, are not well suited to public outreach during the fieldwork stage, as they are often relatively short-lived, and the interest of the remains may not be understood until after the fieldwork is finished.

5.5.2 Should the works reveal archaeological remains of unusual interest that would generate significant public interest, consideration will be given to additional forms of outreach and engagement, as appropriate, in consultation with the Archaeological Consultant and County Archaeologist.

6 DATA MANAGEMENT PLAN

6.1 Introduction

6.1.1 All digital data will be collected, stored and selected in line with the Oxford Archaeology (OA) Data Management Plan (forthcoming). The project specific Digital Data Management Plan is attached to this WSI as an Appendix (Appendix J). This is a 'living' document and will be reviewed and amended throughout the project where necessary. Should any substantial amendments be made to the plan, then the revised version will be submitted to the HER.

6.1.2 The project specific Digital Data Management Plan has been prepared in relation to the following standards and guidelines:

- 6.1.3 Historic England and Dig Ventures 2019. Work Digital/Think Archive. A guide to managing digital data generated from archaeological investigations. <https://digventures-thepixelparlour.netdna-ssl.com/wp-content/uploads/2019/12/WDTA-Guide-FINAL.pdf>
- 6.1.4 Archaeology Data Service/Digital Antiquity. Guides to good practice. <http://guides.archaeologydataservice.ac.uk/g2gp/MainADS>
- 6.1.5 Archaeology Data Service. Guidelines for Depositors <http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors>
- 6.1.6 Historic England 2015. Digital Image Capture and File Storage. Guideline for Best Practice. <https://historicengland.org.uk/images-books/publications/digital-image-capture-and-file-storage/heag059-digital-images/>
- 6.1.7 Oxford Archaeology (forthcoming). Data Management Plan.

6.2 Data collection

- 6.2.1 The data to be collected and created comprises that specific to the project. It does not include related information from the same development, such as site works undertaken by other contractors, except where the findings are fully integrated into this analysis.
- 6.2.2 Site survey data is captured using Leica survey equipment and imported into ArcGIS via FTP transfer. Final versions of site plans will be produced in ArcGIS, AutoCAD and/or Adobe Illustrator.
- 6.2.3 Section drawings are created by hand on drafting film and paper context records are created by hand on standard OA pro forma recording forms. Site register, including context, drawing and sample, will be created digital in the field using OA's bespoke digital recording system. Selected data will be transferred to digital format in line with OA archive preparation guidance. Digital photographic images are taken in accordance with OA digital data guidance in Photographic Recording Manual.

6.3 Data formats

- 6.3.1 Analytical data created during post-excavation with comprise a project-specific MS Access database. Where appropriate, site stratigraphic matrices will be created using MSExcel. Individual contributing specialists create MSExcel, MSWord and/or MSAccess datasheets which may stand alone from the site database. Analytical data may also include GIS files, charts and figures in MSExcel and hand-drawn visuals.
- 6.3.2 OA use Microsoft Office, Adobe Acrobat and ArcGIS. File formats will be readable by these programmes. Where appropriate, AutoCAD files will be in a format that can be imported into GIS (for example, .dxf).

6.4 Data retention, deposition, and version control

- 6.4.1 Strict version control will be applied throughout the project in line with the OA Data Management Plan (DMP). It is proposed that only the final version of all born digital documents (registers, reports, databases, images) will be selected for inclusion in the Preserved Archive. Digital photographs will be assessed

- during post excavation and selection based on the principles set out in the OA DMP. All raw and processed survey data will be included in the preserved archive.
- 6.4.2 The digital data will be reviewed following data gathering and analysis to check that data is being properly preserved and version control upheld in-line with the OA DMP. The final decision about selection for inclusion in the Preserved Archive will be made following the reporting stage of the project and enacted during archive completion.
- 6.4.3 The project executive will decide the fate of all de-selected material archaeological digital data although it is likely this will consist mainly of duplicate and superseded data or confidential business data. It is envisaged that the de-selected material will be retained on the OA Archive Server for a minimum of 3 years following the completion of the project at which point they will be reviewed and deleted as necessary in line with the OA DMP. Information will be held and discarded in accordance with good business practice and GDPR guidelines.
- 6.4.4 The site's digital archive will be deposited with the Archaeological Data Service or another publicly accessible CoreTrustSeal certified repository on completion of the archaeological programme. The Council will be notified when this is complete.

7 HEALTH AND SAFETY

7.1 Roles and responsibilities

- 7.1.1 The Senior Project Manager, Carl Champness, has responsibility for ensuring that safe systems of work are adhered to on site. He delegates elements of this responsibility to the Project Officer, who implements these on a day-to-day basis.
- 7.1.2 The Director with responsibility for Health and Safety at OA is Dan Poore Tech IOSH (Chief Business Officer).

7.2 Method statement and risk assessment

- 7.2.1 A summary of OA's general approach to health and safety can be found in Appendix I. A risk assessment has also been undertaken and approved and will be kept on site, along with OA's standard Health and Safety file, which will contain all relevant health and safety documentation.
- 7.2.2 The Health and Safety file will be available to view at any time.

7.3 Monitoring of works

- 7.3.1 At least 10 days' notice of the commencement of the excavation works will be given to Victoria Green, Planning Archaeologist for OCC.
- 7.3.2 She will have free access to the site (subject to Health and Safety considerations) and all records to ensure the works are being carried out in accordance with this WSI and all other relevant standards.

8 BIBLIOGRAPHY

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- Orion Heritage 2021 Himley Village, Bicester Archaeological Outline Mitigation Strategy Document August 2021
- Oxford Archaeology, 2014, Archaeological Evaluation Report Volume 1: Main Report and Appendices
- Oxford County Council 2021 Himley Village, Middleton Stoney Rd, Bicester Design Brief for Evaluation and a Staged Mitigation
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OA STANDARD FIELDWORK METHODOLOGY APPENDICES

The following methods and terms will apply, where appropriate, to all OA fieldwork unless varied by the accompanying detailed Written Scheme of Investigation.

Copies of all OA internal standards and guidelines referred to below are available on request.

APPENDIX A GENERAL EXCAVATION AND RECORDING METHODOLOGY

A.1 Standard methodology – summary

Mechanical excavation

- A.1.1 An appropriate mechanical excavator will be used for machine excavation. This will normally be a JCB or 360° tracked excavator with a 1.5 m to 2 m wide toothless ditching bucket. For work with restricted access or working room a mini excavator may be used.
- A.1.2 All mechanical excavation will be undertaken under direct archaeological supervision.
- A.1.3 All undifferentiated topsoil or overburden of recent origin will be removed down to the first significant archaeological horizon, in successive, level spits.
- A.1.4 Following mechanical excavation, all areas that require examination or recording will be cleaned using appropriate hand tools.
- A.1.5 Spoil heaps will be monitored in order to recover artefacts to assist in the analysis of the spatial distribution of artefacts. Modern artefacts will be noted but not retained.
- A.1.6 After recording, evaluation trenches and test pits will usually be backfilled with excavated material in reverse order of excavation, and compacted as far as is practicable with the mechanical excavator. Area excavations will not normally be backfilled.

Hand excavation

- A.1.7 All investigation of archaeological levels will usually be by hand, with cleaning, examination and recording both in plan and section.
- A.1.8 Within significant archaeological levels the minimum number and proportion of features required to meet the aims of the excavation will be hand excavated. Pits and postholes will usually be subject to a 50% sample by volume. Linear features will be sectioned as appropriate. More complex features such as those associated with funerary activity will usually be subject to 100% hand excavation.
- A.1.9 In the case of evaluations, it is not necessarily the intention that all trial trenches will be fully excavated to natural stratigraphy, but the depth of archaeological deposits across the site will be assessed. The stratigraphy of a representative sample of the evaluation trenches will be recorded even where no archaeological deposits have been identified. Any excavation, both by machine and by hand, will be undertaken with a view to avoiding damage to
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any archaeological features or deposits, which appear to be worthy of preservation in situ.

Recording

- A.1.10 Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements.
- A.1.11 Where stratified deposits are encountered a Harris matrix will be compiled during the course of the excavation.
- A.1.12 Plans will normally be drawn at 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Detailed plans will be at an appropriate scale. Burials will be drawn at scale 1:10 or recorded using geo-referenced digital photography.
- A.1.13 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
- A.1.14 A register of plans will be kept.
- A.1.15 Long sections of showing layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20.
- A.1.16 A register of sections will be kept.
- A.1.17 Generally, all sections will be tied in to Ordnance Datum.
- A.1.18 A full photographic record, illustrating in both detail and general context the principal features and finds discovered will be maintained. The photographic record will also include working shots to illustrate more generally the nature of the archaeological work.
- A.1.19 Photographs will be recorded on OA Photographic Record Sheets.

A.2 Relevant industry standards and guidelines

- A.2.1 The Chartered Institute for Archaeologists (CIfA) Standard and Guidance notes relevant to fieldwork are:
- Standard and guidance for archaeological field evaluation, 2014 (updated 2020)
 - Standard and guidance for archaeological excavation, 2014 (updated 2020)
 - Standard and guidance for an archaeological watching brief, 2014 (update 2020)
- A.2.2 These will be adhered to at all times.

A.3 Relevant OA manual and other supporting documentation

- A.3.1 All fieldwork will be undertaken in accordance with the requirements of the OA Field Manual (ed. D Wilkinson 1992), and the revised OA fieldwork manual (publication forthcoming).
- A.3.2 Further guidance is provided to all excavators in the form of the OA 'Fieldwork Crib Sheets - a companion guide to the Fieldwork Manual'. These have been issued ahead of formal publication of the revised Fieldwork Manual.

APPENDIX B GEOMATICS AND SURVEY

B.1 Standard methodology - summary

- B.1.1 The aim of OA methodology is to provide comprehensive survey cover of all investigation areas. Additionally, it is designed to provide coverage for any areas, beyond the original scope of the project, which arise as a result of further work. It provides digital plans of all required elements of the project and locates them within an overall grid.
- B.1.2 It also maintains all necessary survey data and ensures that the relevant information is copied into the primary record, in order to ensure the integrity of the project archive. Furthermore, it ensures that all core data is securely stored and backed up. It establishes accurate project reference systems utilising a series of control stations and permanent base lines.
- B.1.3 The survey will be conducted using a combination of GPS/GNSS (Global Positioning System/Global Navigation Satellite System), hand-measured elements, Total Station Theodolite (TST) survey utilising Reflectorless Electronic Distance Measurement (REDM), or photogrammetry where appropriate.
- B.1.4 Before the main work commences, a network of control stations will be laid out encompassing the area as necessary. Control stations will be tied in to known points or existing features using rigorous metric observation. The control network will be set in using a TST to complete a traverse or using techniques as appropriate to ensure sufficient accuracy. A GNSS, or other appropriate method, will be used to orientate the control network to National Grid or other recognised coordinate system.
- B.1.5 Control stations will be checked by closed traverse and/or GNSS, as appropriate. The accuracy of these control stations will be accessed on a regular basis and re-established accordingly. Control stations will be recorded on Survey Control Station sheets.
- B.1.6 Each control station will be marked with a PGM (Permanent Ground Marker). Witness diagrams will include the full 3-D co-ordinates generated, a sketch diagram and measurements to at least three fixed details, written description of the mark and a photograph of the control point in its environs.
- B.1.7 Prior to entry into the field all equipment will be checked, and all pre-survey information will be uploaded onto survey equipment as appropriate. Prior to conducting the survey, the site will be reconnoitred for locations for a viable control network and check the line of sight and any possible hindrance to survey. Daily record sheets will be kept recording daily tasks and conditions as appropriate.
- B.1.8 All spatial data will be periodically downloaded uploaded and backed up to our central servers via ftp. It will be cleaned, validated and inspected.
- B.1.9 All survey data will be documented on daily survey record sheets as necessary. Information entered on these sheets includes key set up information (Instrument height etc.) as well as daily variables and errors/comments. All survey data will be digitally recorded in a raw format and translated during

- the download process this shall allow for any errors to be cross referenced with the daily survey record and corrected accordingly.
- B.1.10 A summary of survey work will be produced as needed to access development and highlight problems. Technical support for the survey equipment and download software shall be available at all times. In those instances, where sites are remotely operated, all digital data will be backed up regularly via ftp to Oxford on a regular basis.
- B.1.11 A site plan will initially be created by a rapid survey of relevant archaeological features by mapping their extent using a combination of TST and GNSS. This will form the basis for deciding excavation strategy and will be updated as the excavation clarifies the extent of, and relationships between, archaeological features.
- B.1.12 Areas of complex stratigraphy will be hand drawn or recorded by photogrammetry as appropriate. Where hand drawn, at least two Drawing Points (DPs) will be set in as a baseline and measurements taken off this by tape and offset. The hand drawn plans will be referenced to the digitally captured pre-site plan by measuring in the DPs with a TST or GNSS. These hand drawn elements will then be scanned in, geo-referenced using the DPs as reference points and digitised following OA's digitising protocols. For further details on hand planning procedure please refer to the fieldwork guidelines.
- B.1.13 Photogrammetry may also be used to record standing structures or burials. This will be carried out in line with Standard OA procedures for photogrammetry.
- B.1.14 Survey data recorded in the field will be downloaded using appropriate downloading software, and saved as an AutoCAD Map DWG file, or an ESRI Shapefile. These files will be regularly updated and backed up with originals being stored on an OA server in Oxford.
- B.1.15 All drawings will be composed of closed polygons, polylines or points in accordance with the requirements of GIS construction and OA Geomatics protocols. Once created, additional GIS/CAD work will normally be carried out at the local OA central office or at on-site remote locations when appropriate. Support for all GIS/CAD work will be available from OA's Oxford Office during normal office hours. The aim of the GIS/CAD work is to produce workable draft plans, which can be produced as stand-alone products, or can be readily converted to GIS format. Any hand-drawn plans will be scanned and digitised on site in the first instance. Subsequent plans will be added to the main drawing as it develops.
- B.1.16 All plan scans will be numbered according to their plan site number. Digital plans will be given a standard new plan number taken out from the site plan index.
- B.1.17 Information (metadata) on all other digital files will be created and stored as appropriate. At the end of the survey all data recorded will be made available for archiving purposes.

B.2 Relevant industry standards and guidelines

- B.2.1 Historic England, 2017 Understanding the Archaeology of Landscapes A Guide to Good Recording Practice
- B.2.2 Historic England, 2015 Metric Survey Specifications for Cultural Heritage (3rd edn)
- B.2.3 Historic England, 2016 Understanding Historic Buildings: A Guide to Good Recording Practice
- B.2.4 Historic England, 2017 Photogrammetric Applications for Cultural Heritage: Guidance for Good Practice

B.3 Relevant OA manual and other supporting documentation

- B.3.1 OA South Metric Survey, Data Capture and Download Procedures
- B.3.2 OA South Digitising Protocols
- B.3.3 OA South GIS Protocols
- B.3.4 These will be superseded by the OA South Geomatics Manual (in progress).

APPENDIX C ENVIRONMENTAL EVIDENCE**C.1 Standard methodology – summary**

- C.1.1 Different environmental and geoarchaeological sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Where possible an environmental specialist(s) will visit the site to advise on sampling strategies. Sampling methods will follow guidelines produced by Historic England and Oxford Archaeology. A register of samples will be kept. Specialists will be consulted where non-standard sampling is required (e.g. TL, OSL or archaeomagnetic dating) and if appropriate will be invited to visit the site and take the samples.
- C.1.2 Geoarchaeological sampling methods are site specific, and methodologies will be designed in consultation with the geoarchaeological manager on a site by site basis.
- C.1.3 Bulk soil samples, where possible of 40 litres or 100% of a deposit if less is available, will be taken from potentially datable features and layers for flotation for charred plant remains and for the recovery of small bones and artefacts. Larger soil samples (up to 100L) may be taken for the complete recovery of animal bones, marine shell and small artefacts from appropriate contexts. Smaller bulk samples (general biological samples) of 10-20 litres will be taken from any waterlogged deposits present for the recovery of macroscopic plant remains and insects. Series of incremental 2L samples may be taken through buried soils and deep feature fills for the recovery of snails and/or waterlogged plant remains, depending on the nature of the stratigraphy and of the soils and sediments. Columns will be taken from buried soils, peats and waterlogged feature fills for pollen and/or phytoliths, diatoms, ostracods and foraminifera if appropriate. Soil samples will be taken for soil investigations (particle size, organic matter, bulk chemistry, soil

micromorphology etc.) and possibly for metallurgical analysis in consultation with the appropriate specialists.

- C.1.4 Bulk samples from dry deposits will be processed by standard water flotation using a modified Siraf-style machine and meshes of 0.25mm (flot) and 0.5 or 1mm depending on sediment type and like modes of preservation (residue). Heavy residues will be wet sieved, air dried and sorted. Samples taken exclusively for the recovery of bones, marine shell or artefacts will be wet sieved to 2mm. Waterlogged samples (1L sub-sample) and snail samples (2L) will be processed by hand flotation with flots and residues collected to 0.25mm (waterlogged plants) and 0.5mm (snails) respectively; these flots and residues will be sorted by the specialist. Samples specifically taken for insects, pollen, other microflora and microfauna, metallurgy and soil analysis will be submitted as whole earth to the appropriate specialists or processed following their instructions.

C.2 Relevant industry standards and guidelines

- C.2.1 Historic England, 2010 Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood.
- C.2.2 Historic England, 2018 Waterlogged Organic Artefacts: Guidelines on their Recovery, Analysis and Conservation.
- C.2.3 Historic England, 2011 Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post excavation, (2nd ed)
- C.2.4 Historic England, 1998 Dendrochronology: Guidelines on Producing and Interpreting Dendrochronological Dates (revision due 2021).
- C.2.5 University of Bradford, 2019 Archaeomagnetism: Magnetic Moments in the Past <https://www.brad.ac.uk/archaeomagnetism/>
- C.2.6 Historic England, 2008 Luminescence Dating. Guidelines on Using Luminescence Dating in Archaeology (revision due 2020).
- C.2.7 Historic England, 2008 Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains (currently being revised).
- C.2.8 Historic England, 2015 Archaeometallurgy. Guidelines for Best Practice.
- C.2.9 Historic England, 2015 Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record.
- C.2.10 Historic England, 2017 Organic Residue Analysis and Archaeology.
- C.2.11 Baker, P and Worley, F, 2019 Animal Bones and Archaeology: Recovery to archive. Historic England, London
- C.2.12 Bayliss, A and Marshall, P, 2022 Radiocarbon Dating and Chronological Modelling: Guidelines and Best Practices, Historic England, London

C.3 Relevant OA manual and other supporting documentation

- C.3.1 Oxford Archaeology 2017. Environmental Sampling Guidelines, 4th ed.

APPENDIX D ARTEFACTUAL EVIDENCE

D.1 Standard methodology - summary

- D.1.1 Before a site begins arrangements concerning the finds will be discussed with the Finds Team Leader. Information will be provided by the project manager about the nature of the site, the expected size and make-up of the finds assemblage and any site specific finds retrieval strategies. On-site requirements will be discussed and a conservator appointed who can be called on to make site visits if required. Special requirements regarding particular categories of material will be raised at this early stage for instance the likelihood of recovering assemblages of waterlogged material, large timbers, quantities of structural stone or ceramic building material. Specialists may be required to visit sites to discuss retrieval strategies.
- D.1.2 The project manager will supply the Finds Team Leader with contact details of the landowner of the site so that consent to deposit any finds resulting from the investigation can be sought.
- D.1.3 The on-site retrieval, lifting and short term packaging of bulk and small finds will follow the detailed guidelines set out in the OA Finds Manual (sections 2 and 3), First Aid for Finds and the UKIC conservation guidelines No.2.
- D.1.4 All finds recovered from site will be transported to an OA regional office for processing; local sites will return finds at the end of each day, away based sites at the end of each week. Special arrangements can be discussed for certain sites with the Team Leader before the start of a project. Larger long running sites may in some instances set up on-site processing units to deal with the material from a particular site.
- D.1.5 All finds qualifying as Treasure will be removed to a safe place and reported to the local Coroner according to the procedures relating to the Treasure Act (1996), and the Treasure (Designation) Order 2002. 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.
- D.1.6 Each box of finds will be accompanied by a finds context checklist itemising the finds within each box. The number of bags of finds from each context and individual small find from each context will be recorded. A member of the processing team will check the list when it arrives in the department. There are separate forms for finds recovered from fieldwalking.
- D.1.7 The processing programme is reviewed on a weekly basis and priorities are worked out after discussions with the Fieldwork Team Leader and the Post-excavation Team Leader. Project managers will keep the Finds Team Leader informed of any pressing deadlines that they are aware of. All finds from evaluations are dealt with as a matter of priority.
- D.1.8 All bulk finds are washed (where appropriate), marked, bagged and boxed by the processing team according to the guidelines set out in section 4 and 5 of the OA Finds Manual, First-aid for finds and the UKIC guidelines No.2. They must also take into account the requirements of the receiving museum. Primary data recording count and weight of fragments by material from each context is recorded on the site database.

- D.1.9 Unstable and sensitive objects are recorded onto the database and then packaged and stored in controlled environments according to their individual requirements. The advice of a conservator will be sought for sensitive objects in need of urgent conservation. All metalwork will be x-rayed prior to assessment (and to meet the requirements of most receiving museums).
- D.1.10 Finds recovered from the environmental sample processing will be incorporated into the main assemblage and added to the database.
- D.1.11 On completion of the processing and data entry a finds file for each archaeological investigation will be produced, a summary of which is available for the project manager. The assemblage is allocated an OA number for storage purposes. Bulk finds are stored on a roller racking system, metals in a secure controlled storage and organic finds are refrigerated where possible.
- D.1.12 The movement of finds in and out of the storage areas is strictly monitored and recorded. Carbon copy transit forms exist to record this information. Finds will not be removed from storage without the prior knowledge of the Finds Team Leader.
- D.1.13 Finds information summarised in the finds compendium is used to assess the finds requirements for the post excavation stages of the project. The Team Leader holds a list of all specialists used by OA (see below) both internal and external.
- D.1.14 On completion of the post excavation stage of the project the team prepares the finds assemblage for deposition with the receiving museum. Discussions will be held with the museum, the excavator and the Finds Team Leader to finalise any selection, retention or discard policy. Most museums issue strict guidelines for the preparation of archives for deposition with their individual labelling, packaging and recording requirements.

D.2 Relevant industry standards and guidelines

- D.2.1 ClfA, 2014 (updated 2020) Standard and guidance for the collection, documentation, conservation and research of archaeological materials
- D.2.2 Society of Museum Archaeologists, 1993 Selection, retention and dispersal of Archaeological Collections. Download available via <http://www.socmusarch.org.uk/publica.htm>)
- D.2.3 UKIC, 1983 Packaging and Storage of Freshly-Excavated Artefacts from Archaeological Sites. Conservation Guidelines No.2. Archaeology Section, United Kingdom Institute for Conservation.
- D.2.4 UKIC, 1988 Excavated Artefacts and Conservation: UK sites Revised Edition. Conservation Guidelines No.1. Archaeology Section, United Kingdom Institute for Conservation.
- D.2.5 Watkinson, D E & Neal, V, 1998 First Aid for Finds (3rd edition). RESCUE & UKIC

D.3 Relevant OA manual and other supporting documentation

- D.3.1 Allen, L, and Cropper, C (internal publication only) Oxford Archaeology Finds Manual.

APPENDIX E HUMAN REMAINS

E.1 Standard methodology - summary

- E.1.1 Human remains will not be excavated without a relevant licence/faculty and, where applicable (for example, a post medieval cemetery), a risk assessment from the local environmental officer.
- E.1.2 All human remains will be treated with due care and regard to the sensitivities involved, and will be screened from the public throughout the course of the works.
- E.1.3 Excavation will be undertaken in accordance with ClfA (Roberts and McKinley 1993), Historic England (2018), the Advisory Panel on the Archaeology of Burials in England (APABE, 2015, 2017) and British Association of Biological Anthropology and Osteoarchaeology Code of Practice (2019) and Code of Ethics (2019). For crypts and post-medieval burials, the recommendations set out by the ClfA (Cox 2001) and by the Association of Diocesan and Cathedral Archaeologists and APABE (2010) are also relevant.
- E.1.4 In accordance with recommendations set out in the Historic England and Church of England (2005) and updated by the Advisory Panel on the Archaeology of Burials in England (2017), skeletons will not be excavated beyond the limits of the trench, unless they are deemed osteologically or archaeologically important.
- E.1.5 Where any soft tissue survives and/or materials (for example, inner coffins, mattresses and other paddings) soaked in body liquor, no excavation or handling of the remains will take place until an appropriate risk assessment has been undertaken. Relevant protocols (i.e. Cox 2001) for their excavation, recording and removal will be adhered to.
- E.1.6 OA does not excavate or remove modern burials (those less than 100 years old) and does not remove or open sealed lead coffins. Appropriate PPE (e.g. chemical suit, latex gloves) will be worn by all staff when working with lead coffins.
- E.1.7 Graves and their contents will be hand excavated in plan. Each component (for example, skeleton, grave cut, coffin (or remains of), grave fill) will be assigned a unique context number from a running sequence. A group number will also be assigned to all of these, and small finds numbers to features such as coffin nails, hobnails and other grave goods (as appropriate).
- E.1.8 Soil samples will be normally taken during the excavation of inhumations, usually from the region of the skull, chest, right hand, left hand, abdomen and pelvis, right foot and left foot. Infants (circa. less than 5 years) will normally be recovered as bulk samples. Soil samples will also be taken from graves that appear to contain no human bone.
- E.1.9 Burials (including the skeleton, cremation, coffin fittings, coffin, urn, grave goods / other) will be recorded by photographic and written record using specialised pro forma context sheets, although these records may only include schematic representations of the location and position of the skeletons, depending on the nature and circumstances of the burial.

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- E.1.10 Where digital imaging is used it will be done in accordance with the British Association of Biological Anthropology and Osteoarchaeology Recommendations on the Ethical Issues Surrounding 2D and 3D Digital Images of Human Remains (2019).
- E.1.11 Where necessary, hand drawn plans (usually at 1:10, sometimes 1:5) will be made, especially of contexts where required details cannot be adequately seen using photography (for example, urned cremations; undisturbed hob nails).
- E.1.12 Levels will be taken. For inhumations this will be on the skull, pelvis and feet as a minimum.
- E.1.13 Human remains that are exhumed will be bagged and labelled according to skeletal region and carefully packed into suitable containers (for example, acid free cardboard boxes) and transported to a suitable storage location. Any associated coffins and coffin fittings will be contained with the human remains wherever possible.
- E.1.14 Urned cremations will not usually be half sectioned, but excavated in spits and/or quadrants (i.e. large deposits or spreads), or recovered as a bulk sample.
- E.1.15 Wherever possible, urned cremations will be carefully bandaged, recovered whole and will be excavated in spits in the laboratory, as per the recommendations of McKinley (2004, 2017).
- E.1.16 Unless deemed osteologically or archaeologically important disarticulated bone / charnel will be collected and reserved for re-burial if immediate re-internment as close to its original position is not practicable. In some instances, a rapid scan of this material may be undertaken by a qualified osteologist, if deemed relevant.
- E.1.17 If undisturbed, pyre sites will normally be excavated in quadrants, at the very least in 0.5 m blocks of 0.5 m spits.
- E.1.18 Pyre debris dumps will be half sectioned or quadrant and will be subject to 100% sampling.
- E.1.19 Wooden and lead coffins and any associated fittings, including fixing nails will be recorded on a pro forma coffin recording sheet. All surviving coffin fittings will be recorded by reference to Reeve and Adams (1993) and the unpublished master catalogue that is being compiled by OA. Where individual types cannot be paralleled, they will be drawn and/ or photographed and assigned a style number. Biographical details obtained from legible departum plate inscriptions will be recorded and further documentary research will be made.
- E.1.20 Funerary structures, such as brick shaft graves and/or vaults will be recorded by photogrammetry or hand-drawn at a scale of 1:10 or 1:20, as appropriate. Location, dimensions and method of construction will be noted, and the structure added to the overall trench plan.
- E.1.21 Memorials, including headstones, revealed within the areas of development will be recorded irrespective of whether they are believed to be in situ.
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- E.1.22 Where required, memorials will be accorded an individual context number and will also be included as part of the grave group, if the association with a burial is clear.
- E.1.23 Memorials will be recorded on pro-forma context sheets, based on and following the guidelines set out by Mytum (2002), and will include details of:
- Shape
 - Dimensions
 - Type of stone used
 - Condition, completeness and fragmentation of stones, no longer in original positions
 - Iconography (an illustration may best describe these features)
 - Inscription (verbatim record of inscription; font of the lettering)
 - Stylistic type
- E.2 Relevant industry standards and guidelines**
- E.2.1 Advisory Panel on the Archaeology of Burials in England, 2013 Science and the Dead. A guideline for the destructive sampling of archaeological human remains for scientific analysis. English Heritage Publishing.
- E.2.2 Advisory Panel on the Archaeology of Burials in England, 2017 Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England
- E.2.3 Advisory Panel on the Archaeology of Burials in England, 2015 Large Burial Grounds. Guidance on sampling in archaeological fieldwork projects
- E.2.4 Association of Diocesan and Cathedral Archaeologists and APABE, 2010 Archaeology and Burial Vaults. A guidance note for churches. Guidance Note 2
- E.2.5 British Association of Biological Anthropology and Osteoarchaeology. 2019a Code of Practice (<http://www.babao.org.uk/index/ethics-and-standards>)
- E.2.6 British Association of Biological Anthropology and Osteoarchaeology. 2019b Code of Ethics (<http://www.babao.org.uk/index/ethics-and-standards>)
- E.2.7 British Association of Biological Anthropology and Osteoarchaeology, 2019c Recommendations on the Ethical Issues Surrounding 2D and 3D Digital Images of Human Remains (<http://www.babao.org.uk/index/ethics-and-standards>)
- E.2.8 Cox, M, 2001 Crypt archaeology. An approach. ClfA Paper No. 3
- E.2.9 English Heritage, 2002 Human Bones from Archaeological Sites. Guidelines for producing assessment documents and analytical reports
- E.2.10 Historic England, 2018 The Role of the Human Osteologist in an Archaeological Fieldwork Project. Swindon, Historic England
- E.2.11 McKinley, J, and Roberts, C, 1993 Excavation and post-excavation treatment of cremated and inhumed human remains, ClfA Technical Paper No. 13

- E.2.12 McKinley, J, 2004 Compiling a skeletal inventory: cremated human bone. In Brickley, M, and McKinley, J (eds) Guidelines to the Standards for Recording Human Remains, ClfA Technical Paper No. 7. 9-13
- E.2.13 McKinley, J, 2017 Compiling a skeletal inventory: cremated human bone. In Mitchell P, and Brickley, M (eds) Updated Guidelines to the Standards for Recording Human Remains, ClfA 14-19
- E.2.14 Mitchell P, and Brickley, M (eds) Updated Guidelines to the Standards for Recording Human Remains, ClfA 2017
- E.2.15 Mytum, H, 2000 Recording and Analysing Graveyards. CBA Handbook No. 15
- E.2.16 Reeve, J, and Adams, M, 1993 The Spitalfields Project. Volume I – The Archaeology Across the Styx. CBA Research Report No. 85
- E.2.17 The Human Tissue Act 2004
- E.3 Relevant OA manual and other supporting documentation**
- E.3.1 Loe, L, 2008 The Treatment of Human Remains in the Care of Oxford Archaeology. Oxford Archaeology internal policy document
- E.3.2 Oxford Archaeology 2018 *Fieldwork Manual Human Remains* unpublished

APPENDIX F REPORTING

F.1 Standard methodology - summary

- F.1.1 For Watching Briefs and Evaluations, the style and format of the report will be determined by OA, but will include as a minimum the following:
- A location plan of trenches and/or other fieldwork in relation to the proposed development.
 - Plans and sections of features located at an appropriate scale.
 - A section drawing showing depth of deposits including present ground level with Ordnance Datum, vertical and horizontal scale.
 - A summary statement of the results.
 - A table summarising the features, classes and numbers of artefacts contained within, spot dating of significant finds and an interpretation.
 - A reconsideration of the methodology used, and a confidence rating for the results.
 - An interpretation of the archaeological findings both within the site and within their wider landscape/townscape setting.
- F.1.2 For Excavations, a Post-Excavation Assessment and Project Design will generally be prepared, as prescribed by Historic England Management of Research Projects in the Historic Environment (MoRPHE) 2015, Section 2.3. This will include a Project Description containing:
- A summary description and background of the project.

- A summary of the quantities and assessment of potential for analysis of the information recovered for each category of site, finds, dating and environmental data. Detailed assessment reports will be contained within appendices.
 - An explicit statement of the scope of the project design and how the project relates to any other projects or work preceding, concurrent with or following on from it.
 - A statement of the research aims of the fieldwork and an illustrated summary of results to date indicating to what extent the aims were fulfilled.
 - A list of the project aims as revised in the light of the results of fieldwork and the current post-excavation assessment process.
- F.1.3 A section on Resources and Programming will also be produced, containing:
- A list of the personnel involved indicating their qualifications for the tasks undertaken, along with an explanation of how the project team will communicate, both internally and externally.
 - A list of the methods which will be used to achieve the revised research aims.
 - A list of all the tasks involved in using the stated methods to achieve the aims and produce a report and research archive in the stated format, indicating the personnel and time in days involved in each task. Allowance should be made for general project-related tasks such as monitoring, management and project meetings, editorial and revision time.
 - A cascade or Gantt chart indicating tasks in the sequence and relationships required to complete the project. Due allowance will be made for leave and public holidays. Time will also be allowed for the report to be read by a named academic referee as agreed with the County Archaeological Officer, and by the County Archaeological Officer.
 - A report synopsis indicating publisher and report format, broken down into chapters, section headings and subheadings, with approximate word lengths and numbers and titles of illustrations per chapter. The structure of the report synopsis should explicitly reflect the research aims of the project.
- F.1.4 The Project Design will be submitted to the County Archaeological Officer or equivalent for agreement.
- F.1.5 Under certain circumstances (e.g. with very small mitigations), and as agreed with the County Archaeological Officer or equivalent, a formal Assessment and Project Design may not be required and either the project will continue straight to full analysis, or a simple Project Proposal (MoRPHE 2015 Section 2.1) will be produced prior to full analysis. This proposal may include:
- A summary of the background to the project
 - Research aims and objectives

- Methods statement outlining how the aims and objectives will be achieved
 - An outline of the stages, products and tasks
 - Proposed project team
 - Estimated overall timetable and budget if appropriate.
- F.1.6 Once the post-excavation Project Design or Project Proposal has been accepted, the County Archaeological Officer or their appointed deputy will monitor the progress of the post-excavation project at agreed points. Any significant variation in the project design will be agreed with the County Archaeological Officer.
- F.1.7 The results of the project will be published in an appropriate archaeological journal or monograph. The appropriate level of publication will be dependent on the significance of the fieldwork results and will be agreed with the County Archaeological Officer. An OASIS (Online Access to the Index of Archaeological Investigations) form will be completed for each project as per Historic England guidelines.
- F.2 Relevant industry standards and guidelines**
- F.2.1 Oxford Archaeology (OA) adheres to the national standards in post-excavation procedure as outlined in Historic England's Management of Research Projects in the Historic Environment (MoRPHE; HE 2015). Furthermore, all post-excavation projects take into account the appropriate regional research frameworks as well as national research agendas such as the Framework for Historic Environment Activities & Programmes in Historic England (SHAPE; EH 2008).

APPENDIX G LIST OF SPECIALISTS REGULARLY USED BY OA

- G.1.1 Below are two tables, one containing 'in-house' OA specialists, and the other containing a list of external specialists who are regularly used by OA.

Internal archaeological specialists used by OA

| Specialist | Specialism | Qualifications |
|----------------------|---|--|
| John Cotter | Medieval and Post Medieval pottery, Clay Pipe and CBM | BA (Hons), MCIfA |
| Dr Alex Davies | Prehistoric Pottery | BA (Hons), MA, PhD, ACIfA |
| Edward Biddulph | Roman Pottery | BA (Hons), MA, MCIfA |
| Kate Brady | Roman Pottery | BA, ACIfA |
| Cynthia Poole | CBM and Fired Clay | BA (Hons), MSc |
| Leigh Allen | Metalwork and worked bone | BA (Hons), PGDip |
| Anni Byard | Metalwork, coins and glass | MSx, MCIfA |
| Dr Ruth Shaffrey | Worked stone artefacts | BA, PhD, MCIfA |
| Dr Rebecca Nicholson | Fish and Bird Bone | BA (Hons), MA, D.Phil, MCIfA, FSA Scot |

| Specialist | Specialism | Qualifications |
|--------------------|--|-----------------------------|
| Ian Smith | Animal Bone | BA (Hons), MSc, PCIfA |
| Dr Martyn Allen | Animal Bone | BA (Hons), MA, PhD |
| Adrienne Powell | Animal Bone | BA (Hons), MA |
| Dr Denise Druce | Charred plant remains, charcoal and pollen | BA (Hons), PhD, MCIfA |
| Sharon Cook | Charred plant remains | BSc, MSc, ACIfA |
| Elizabeth Stafford | Geoarchaeology and land snails | BA (Hons), MSc |
| Carl Champness | Geoarchaeology | BA (Hons), MSc, ACIfA |
| Nicola Scott | Archaeological archive deposition | BA (Hons Dunelm) |
| Mike Donnelly | Flint | BSc, MCIfA |
| Dr Louise Loe | Human Bone | BA PhD, MCIfA, BABAO |
| Helen Webb | Human Bone | BSc, MSc, MCIfA, BABAO |
| Mark Gibson | Human Bone | BA, MSc, ACIfA, BABAO |
| Dr Lauren McIntyre | Human Bone | BSc, MSc, PhD, MCIfA, BABAO |
| Zoe Ui Choileain | Human Bone | Pg Dip, MA, Msc, BABAO |
| Natasha Dodwell | Human Bone | BA, MSc, BABAO |

External archaeological specialists regularly used by OA

| Specialist | Specialism | Qualifications |
|---|---------------------------------------|---------------------|
| Lynne Keys | Slag | BA (Hons) |
| Quita Mould | Leather | BA, MA |
| Penelope Walton Rogers, The Anglo Saxon Laboratory | Identification of Medieval Textiles | FSA, Dip.Acc |
| Dana Goodburn-Brown | Conservation | BSc (Hons), BA, MSc |
| Steve Allen, York Archaeological Trust | Conservation | BA, MA, MAAIS |
| Dr Richard Macphail | Soils, especially Micromorphology | BA (Hons), MSc, PhD |
| Dana Challinor | Charcoal | MA, MSc |
| Dr Nigel Cameron | Diatoms | BSc, MSc, PhD |
| Dr David Smith | Insects | BA (Hons), MA, PhD |
| Professor Adrian Parker | Phytoliths and pollen | BSc (Hons), D.Phil |
| Dr David Starley | Metalworking Slag | BSc (Hons), PhD |
| Wendy Carruthers | Charred and waterlogged plant remains | BA (Hons) |
| Dr John Whittaker | Ostracods and Foraminifera | BA (Hons), PhD |
| Dr John Crowther | Soil Chemistry | MA, PhD |
| Dr Martin Bates | Geoarchaeology | BSc, PhD |
| Dr Dan Miles | Dendrochronology | D.Phil, FSA |

| Specialist | Specialism | Qualifications |
|--------------------------|--|---------------------------|
| Dr Jean-Luc Schwenninger | Optically Stimulated Luminescence Dating | PhD |
| Dr David Higgins | Clay Pipe | BA, PhD, MCIfA |
| Dr Hugo Anderson-Wymark | Flint | BSc, PhD, FSA Scot, MCIfA |
| Dr Damian Goodburn-Brown | Ancient Woodwork | BA, PhD |
| Dr David Dungworth | Archaeometallurgy and Glassworking | BA (Hons), PhD |

APPENDIX H DOCUMENTARY ARCHIVING

H.1 Standard methodology – summary

- H.1.1 The documentary archive constitutes all the written, drawn, photographic and digital records relating to the set-up, fieldwork and post-excavation phases of the project. This documentary archive, together with the artefactual and environmental ecofact archive collectively forms the record of the site. The report is part of the documentary archive, and the archive must provide the evidence that supports the conclusions of the report, but the archive may also include data which exceeds the limitations of research parameters set down for the report and which could be of significant value to future researchers.
- H.1.2 At the outset of the project OA Archive manager will contact the relevant local receiving museum or archive repository to notify them of the imminent start of a new fieldwork project in their collecting area. Relevant local archiving guidelines will be observed and site codes, which integrate with the receiving repository, will be agreed for labelling of archives and finds.
- H.1.3 Where there is currently no receiving museum for the project archive, although responsibility for the archive ultimately lies with the client, OA will hold the archive on their behalf for a period of up to 3 years after completion of the report, after which time (in the event that a suitable depository has not been secured) provision for further storage of the archive will be made in agreement with Oxford Archaeology, the client and the relevant planning archaeologist.
- H.1.4 During the course of the project the Archive team will assist the Project Manager in the management of the archive including the cataloguing and development technique suitable for photographic archive requirements.
- H.1.5 The hard copy site archive will be security copied by scanning to PdFA and a copy of this will be housed on the OA Archive Server. A full digital copy of the archive, including scanned hard copy and born digital data, will be deposited with and made publicly available on-line through the ADS. A further copy will be maintained on the OA server and if requested a copy on disk will also be sent to the receiving museum with the hard copy. This will act as a safeguard against the accidental loss and the long-term degeneration of paper records and photographs.

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- H.1.6 Born digital data will only be printed to hard copy for the receiving museum where practical. Archive elements that need maintaining in digital form will be sent to ADS in accordance with Arches Standard and ADS guidelines. A copy will be sent to the receiving museum by CD and back-up copies will be stored on the OA digital network. In most cases a digital copy of the report will be included in the OASIS project library hosted by ADS.
- H.1.7 Prior to deposition the Archive team will contact the museum regarding the size and content of the archive and discuss any retention and dispersal policies which may be applicable in line with local and SMA Guidelines ' Selection, Retention & Dispersal of Archaeological Collections' 1993.
- H.1.8 The site archive will then be deposited with the relevant receiving museum or repository at the earliest opportunity unless further archaeological work on the site is expected. The documentary archive will include correspondence detailing landowner consent to deposit the artefacts and any copyright licences in accordance with the receiving museum guidelines. Deposition charges will be required from the client as part of the project costs, but the level of the fee is set by the receiving body and may be subject to change during the lifespan of the project. Changes to archiving charges beyond OA's control will be passed across to the client.
- H.1.9 Oxford Archaeology will retain full copyright of any commissioned reports, tender documents, or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide the receiving repository or museum for the archive with a full licence for use to the client in all matters directly relating to the project as described in the Written Scheme of Investigation, and in line with the relevant receiving body guidelines.
- H.1.10 OA will advise the receiving repository or museum for the archive of 3rd party materials supplied in the course of projects which are not OA's copyright.
- H.1.11 OA undertakes to respect all requirements for confidentiality about the client's proposals provided that these are clearly stated. It is expected that such conditions shall not unreasonably impede the satisfactory performance of the services required. Archaeological findings and conclusions can be kept confidential for a limited period but will be made publicly available in line with the above procedure either after a specified time period agreed with the client at the outset of the project, or where no such period is agreed, after a reasonable period of time. It is expected that clients respect OA's general ethical obligations not to suppress significant archaeological data for an unreasonable period.
- H.2 Relevant industry standards and guidelines**
- H.2.1 At the end of the project the site archive will be ordered, catalogued, labelled and conserved and stored according to the following national guidelines:
- H.2.2 EAC, 2014 A Standard and Guide to Best Practice for Archaeological Archiving in Europe (EAC Guidelines 1)
- H.2.3 ClfA, 2014 (Updated 2020) Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives
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- H.2.4 Brown, D, 2011 Archaeological Archives A Guide to Best Practice in Creation, Compilation, Transfer and Curation. AAF
- H.2.5 UKIC, 1990 Guidelines for the preparation of excavation archives for long-term storage
- H.2.6 SMA, 2020 Standards and Guidance in the Care of Archaeological Collections
- H.2.7 Local museum guidelines such as Museum of London Guidelines: (<http://www.museumoflondonarchaeology.org.uk/English/ArchiveResearch/DemosResource>) will be adopted where appropriate to the archive collecting area.
- H.2.8 The site archive will be prepared to at least the minimum acceptable standard defined in Management of Archaeological Projects 2, Historic England 1991.
- H.3 Relevant OA manual and other supporting documentation**
- H.3.1 The OA Archives Policy.

APPENDIX I HEALTH AND SAFETY

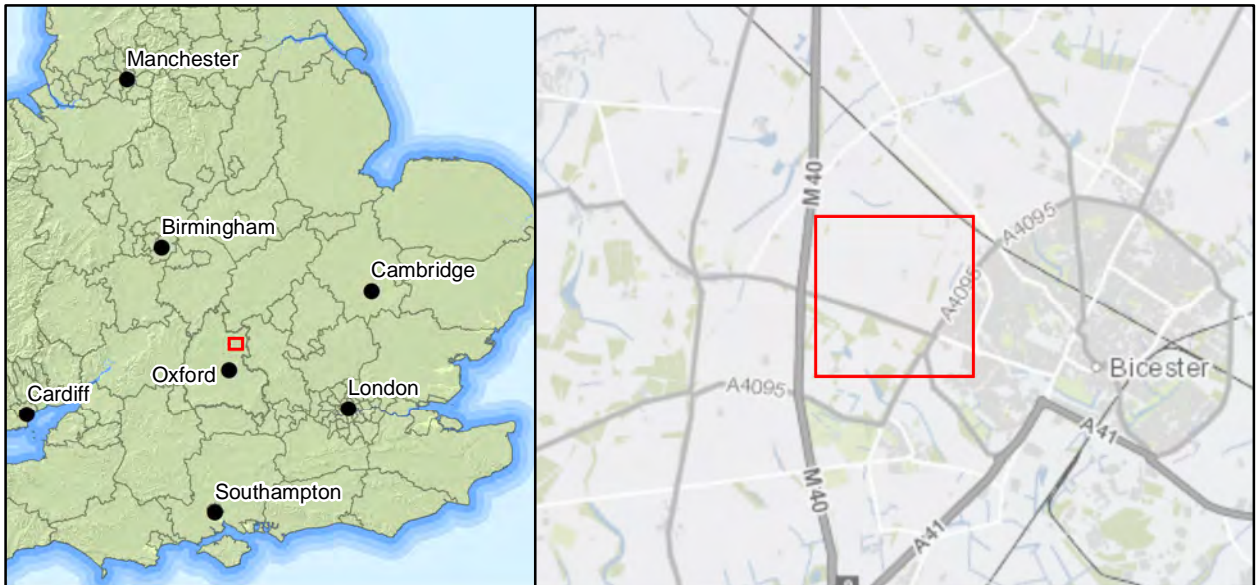
I.1 Standard Methodology - summary

- I.1.1 All work will be undertaken in accordance with the current OA Health and Safety Policy, the OA Site Safety Procedures Manual, a site-specific Risk Assessment and, if required, Safety Plan or Method Statement. Copies of the site-specific documents will be submitted to the client or their representative for approvals prior to mobilisation, and all relevant H and S documentation will be available on site at all times. The Health and Safety documentation will be read in conjunction with the project WSI.
- I.1.2 Where a project falls under the Construction (Design and Management) Regulations (2015), all work will be carried out in accordance with the Principal Contractor's Construction Phase Plan (CPP).

I.2 Relevant industry standards and guidelines

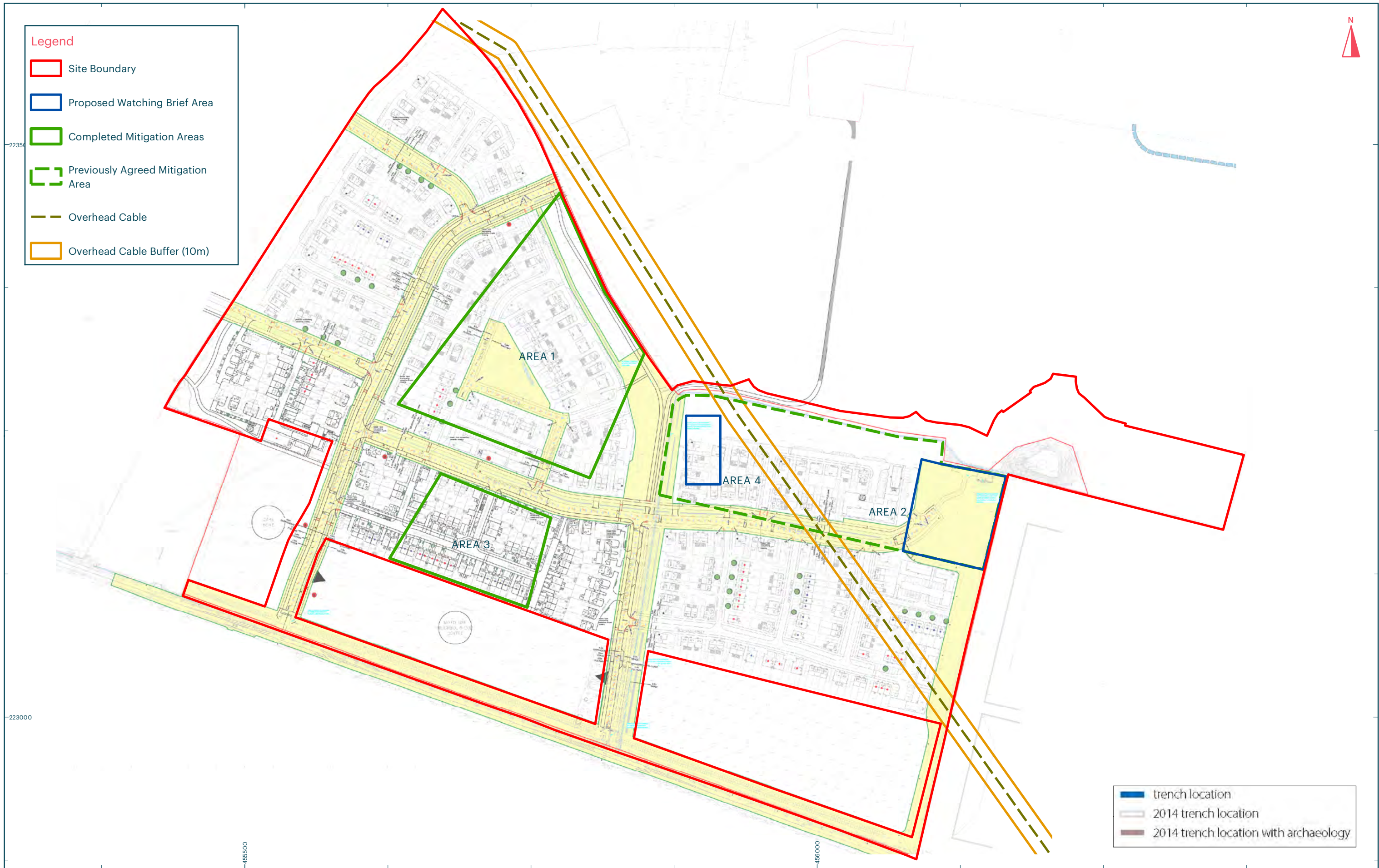
- I.2.1 All work will be carried out according to the requirements of all relevant legislation and guidance, including, but not exclusively:
- I.2.2 The Health and Safety at Work Act (1974).
- I.2.3 Management of Health and Safety at Work Regulations (1999).
- I.2.4 Manual Handling Operations Regulations 1992 (as amended).
- I.2.5 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013).
- I.2.6 The Construction (Design and Management) Regulations (2015).
- I.2.7 Relevant OA manual and other supporting documentation
- I.2.8 The OA Health and Safety Policy.
- I.2.9 The OA Site Safety Procedures Manual.
- I.2.10 The OA Risk Assessment templates.

- I.2.11 The OA Method Statement template.
- I.2.12 The OA Construction Phase Plan template.



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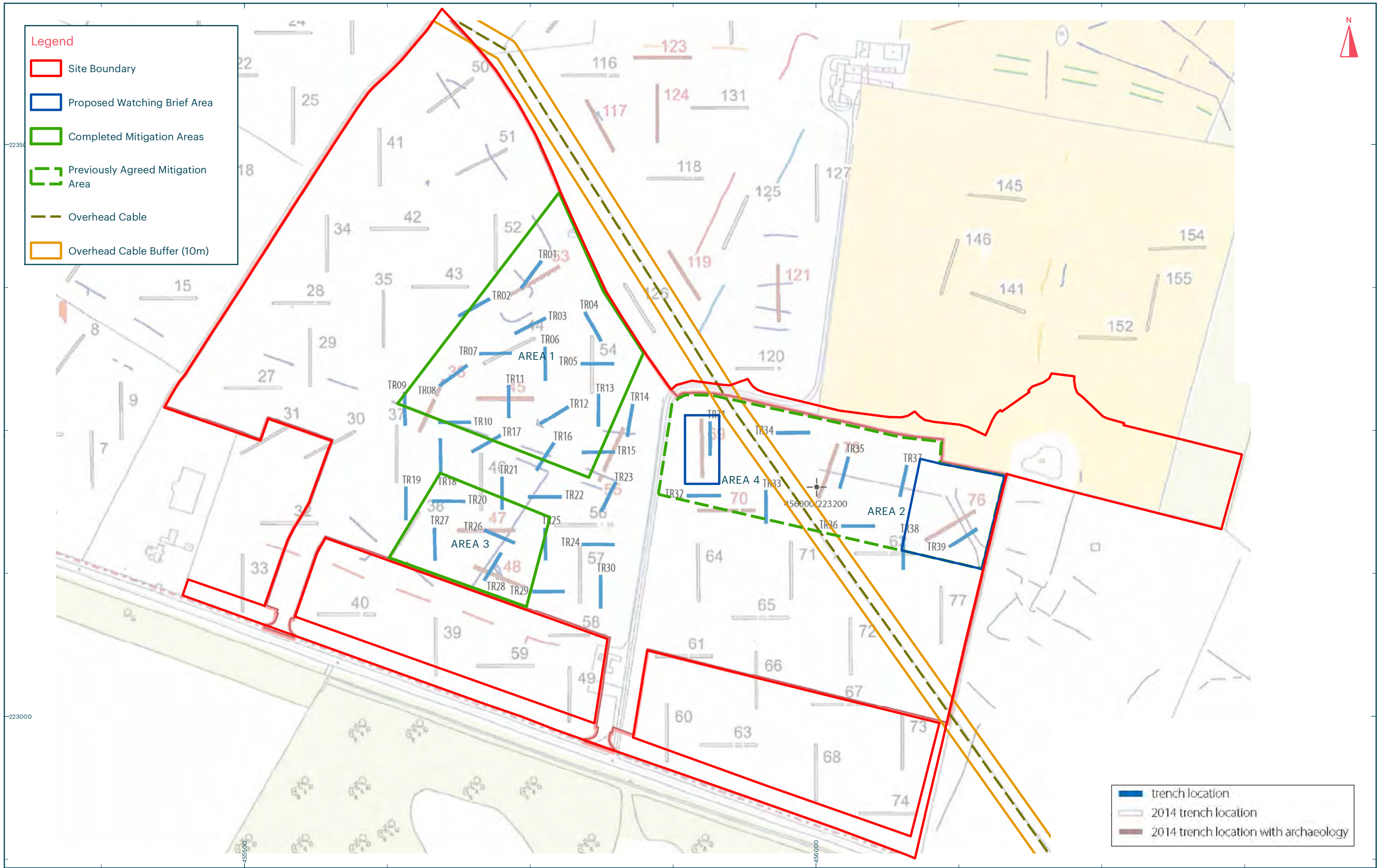
Figure 1: Site location



Title:
Figure 2: Proposed Mitigation Areas with Proposed Road Infrastructure
Address:
Himley Village

Scale at A3: 1:3,000
0 100m





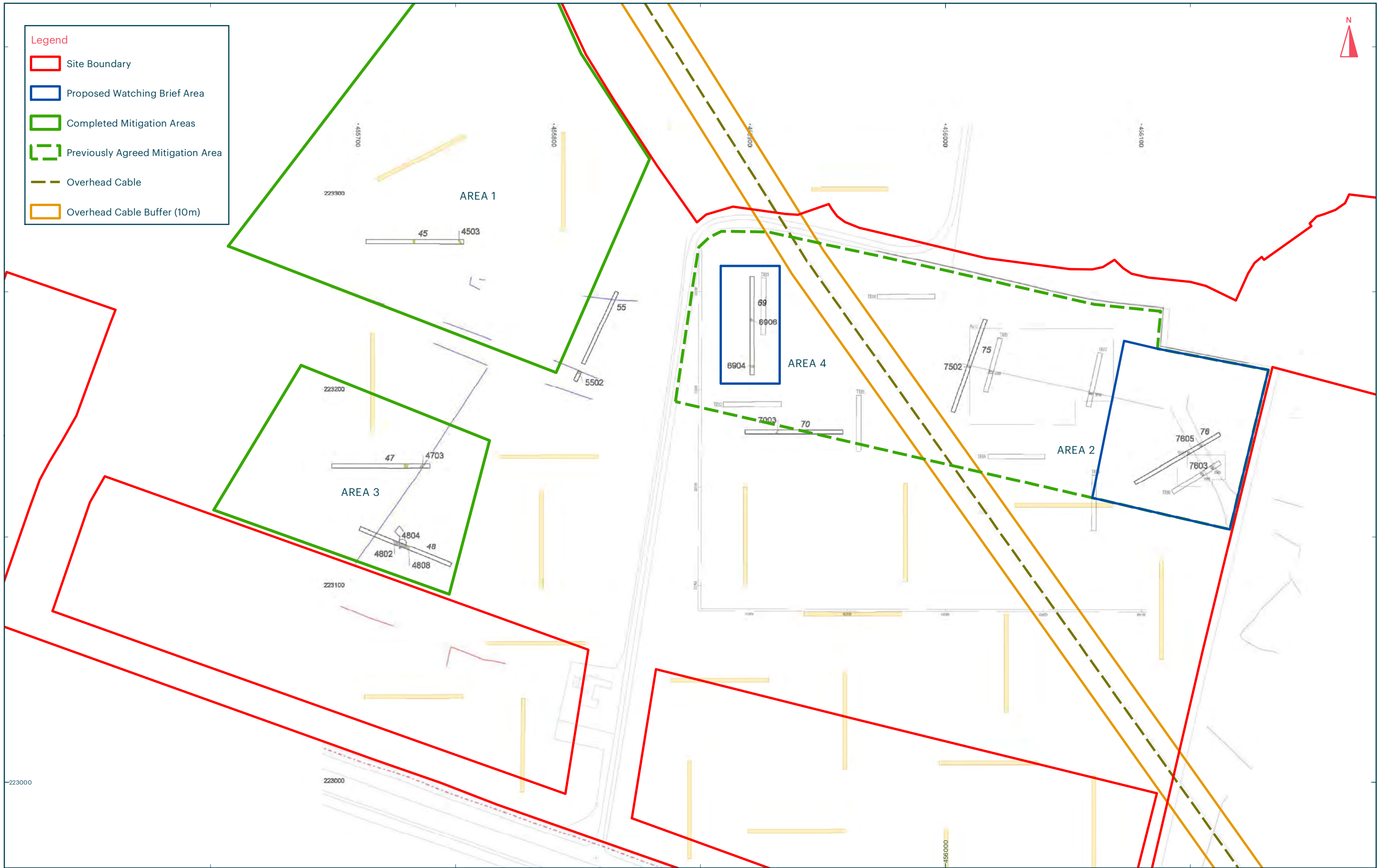
Title:
Figure 3: Proposed Mitigation Areas with Evaluation and Geophysical Survey Results

Address:
Himley Village

Scale at A3: 1:3,000

0 100m

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- Legend**
- Site Boundary
 - Proposed Watching Brief Area
 - Completed Mitigation Areas
 - Previously Agreed Mitigation Area
 - Overhead Cable
 - Overhead Cable Buffer (10m)



Title:
Figure 4: Proposed Mitigation Areas with Evaluation Results

Address:
Himley Village

Scale at A3: 1:1,750



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