

Land North Of Milton Road Adderbury Oxfordshire

Written Scheme of Investigation for an Archaeological Investigation



for

Adderbury Parish Council

CA Project: 661223

CA Site Code: LNMR18

Planning Ref.: 18/00220/F

December 2018



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DOCUMENT CONTROL GRID						
REVISION	DATE	AUTHOR	CHECKED BY	STATUS	REASONS FOR REVISION	APPROVED BY
A	30/10/18	APS	APS	DRAFT		APS
B	12/12/18	APS	APS	DRAFT	LPA COMMENTS	APS

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1. INTRODUCTION

- 1.1 This document comprises an overarching *Written Scheme of Investigation* (WSI) by Cotswold Archaeology (CA) for an archaeological evaluation, and any subsequent mitigation works that may be required, of land to the north of Milton Road, Adderbury, Oxfordshire (centred at NGR: SP 46270 35110). The WSI has been produced at the request of the landowner, Adderbury Parish Council, and details the first phase of a staged programme of archaeological works, namely an archaeological evaluation by trial trenching, together with a general approach to any subsequent mitigation works that may be required. If required, any mitigation works would be the subject of an additional, separate, detailed method statement.
- 1.2 A full planning application (ref: 18/00220/F) has been made to Cherwell District Council (CDC) for *Change of use of agricultural land to sport/recreation and community use of Land North Of Milton Road, Adderbury, Oxfordshire*. The application site is situated in an area of archaeological potential and comments provided by the Planning Archaeologist at the County Archaeological Service, Oxfordshire County Council (hereafter CAS), in their capacity as archaeological advisor to CDC, indicated that a pre-determination archaeological evaluation, comprising a geophysical survey, would be required to support the application and provide information to aid in making further recommendations regarding the archaeological potential of the site.
- 1.3 The geophysical survey highlighted the potential for heritage assets of archaeological interest to be present within the site that may be damaged or destroyed by the proposed development and consequently the CAS have subsequently recommended that any grant of planning permission should be subject to conditions requiring a programme of archaeological works. This will be required to better determine the presence/ absence, date, character, condition and significance of any heritage assets that are present, the likely impact of the development on the significance of those assets and the need for, nature and extent of any mitigation works that may be required to adequately record those assets prior to their damage or loss. This process is in line with policies contained in the National Planning Policy Framework (MHCLG 2018).

- 1.4 Planning permission for the development was granted on 3rd September 2018 subject to a suite of conditions two of which, conditions 4 and 5, pertain to the required programme of archaeological works. In the first instance this will comprise a trench-based evaluation of the development area. In the event that heritage assets of archaeological interest are identified that would be damaged or destroyed by the development then further archaeological works would be required to more-fully investigate and record these threatened remains prior to damage or loss. An outline approach to any such mitigation works that may be required is set out in this document. Any mitigation works would also be the subject of an additional, separate, detailed method statement.
- 1.5 This WSI has been guided in its composition by *Land North Of Milton Road, Adderbury - Design Brief for Evaluation and a Staged Mitigation* and associated annexes (CAS 2018), the *Standard and guidance for archaeological field evaluation* (ClfA 2014a), the *Standard and guidance for archaeological excavation* (ClfA 2014b), the *Management of Research Projects in the Historic Environment (MORPHE): Project Planning Note 3* (English Heritage 2008), the *Management of Research Projects in the Historic Environment (MORPHE): Project Manager's Guide* (EH 2006) and any other relevant standards or guidance contained within Appendix B.

The site

- 1.6 The proposed development area is on the western side of Adderbury, north of Milton Road and west of Horn Hill Road, at NGR SP 46270 35110). The site, which lies at approximately 99.7m aOD, is currently in agricultural use and is bounded to the north by rough pasture, to the east by recent residential development and to the west by commercial/ industrial premises.
- 1.7 The underlying bedrock geology of the site is mapped as ferruginous limestone and ironstone of the Marlstone Rock Formation. No superficial deposits are recorded. (BGS 2018). The soils are mapped as freely draining slightly acid but base-rich soils (Soilscapes 2018)

2. ARCHAEOLOGICAL BACKGROUND

Prehistoric

- 2.1 Until comparatively recently little evidence of prehistoric settlement activity had been recorded within the village - a scatter of Neolithic flints was recovered c.325m to the north-west recovered (MOX4458), while to the east and north-east of the village respectively stray finds of Bronze Age (MOX4435) and Iron Age pottery (MOX4434) have been made.
- 2.2 Archaeological investigations, comprising an evaluation (CA 2016) and subsequent excavation, recently undertaken in connection with residential development immediately to the east of the site uncovered a small complex of ritual monuments probably dating to the Early Bronze Age period, along with a trackway of Roman date and a medieval hollow-way. Early Bronze Age monuments comprised the truncated remains of a hengiform enclosure approximately 16m diameter, of which only the ditches survived, associated with a close-set ring of substantial sub-circular postholes with a central pit/posthole and an off-centre sub-rectangular pit containing burnt timbers. To the south-east of these features was a ring-ditch approximately 18m in diameter. Radiocarbon dates obtained from hazel charcoal from the central pit of the post setting and on yew charcoal from the fill of the ring ditch returned Early Bronze Age and late medieval to modern dates respectively.

Roman

- 2.3 There are two known Roman period sites within the wider parish, the nearest being at Bodicote to the north. In addition, c.300m to the north-west evidence of a Roman building, a possible villa (PRN 26327), has been recorded. This comprises evidence of paving stones, roof slates, burnt stones and a significant amount of pottery mostly comprising coarse cooking pots. Further evidence, associated with a possible villa site was recorded c.600m to the west of the site this included pottery, roof and flue tiles and dressed stone. These were discovered in 1965 upon converting an area of former permanent pasture to agricultural use. Finds also included an undated cremation, found during trial trenching and fieldwalking (EOX71) (MOX3749).

Saxon and Medieval

- 2.4 The name Eadburggebyrigg appears in the Anglo-Saxon charter in a will (dated AD 990 - 995) by a woman named Wynflaed. The name of the settlement meaning Eadburga (a female name) and byrig or burg meaning fortified settlement. The

popular theory is that the name refers to St Eadburga, daughter of the king of Mercia who died in AD 650. However, there are a number of other quite prominent individuals of the same name who could have been the person in question. Little else in terms of known or potential sites of early medieval activity or in terms of recovered artefacts is recorded in the area.

- 2.5 By the 11th century the village was one of the centres of a large royal estate. At the time of the Conquest, the parish was divided into three manors; in the control of the Crown, the Bishop of Winchester and the Earl of Stafford respectively. The Bishop of Winchester's manor was gifted in 1381 to New College, while the King's manor and that of the Earl of Stafford were victims of the Reformation. To the west of the site Le Hall Place, a medieval manor house dating to the 14th century was the focus of the emerging settlement at West Adderbury.

Post-medieval and Modern

- 2.6 The 16th and 17th centuries saw the expansion of the village and by 1665 Adderbury East was comparable in size to Bloxham and Deddington, with several substantial houses. Growth continued into the 18th century, with nearly 1200 occupants registered by the early 19th century. This was partly due to an influx of aristocrats drawn to the area by hunting opportunities and by the Astrop Spa. The large manorial houses of Cross Hill, Little Manor and Home Farm House were all constructed during this period of growth, together with cottages and houses along the routes up to the manors, along Cross Hill Road. These lay c.200m to the north of the site. A second cluster of early building focused on Horn Hill Road and Tanners Lane, immediately west of the site.
- 2.7 The economic prosperity of the village relied principally on agriculture, though trading, to the local markets at first, had begun by the medieval period. Later the cutting of the Banbury to Oxford canal between 1778 and 1870, which passed 2km to the east of the village greatly improved communications and served to encourage growth. This was followed in 1887 with the opening of the Banbury to Cheltenham branch of the Great Western Railway which ran through Adderbury to meet the Oxford and Birmingham line at King's Sutton Junction. The station was closed in 1951 to passengers and to all traffic by 1962.

Previous archaeological work

- 2.8 A detailed magnetometer survey was conducted over the site in July 2018. A number of possible archaeological features were detected, comprising two potential trackways and other ditch-like features. A possible sub-circular feature was also visible, although its exact origin remains unclear. The basal remains of a ridge and furrow field system was also visible across the site (SUMO 2018)

3. AIMS AND OBJECTIVES

Evaluation

- 3.1 The objectives of the evaluation are to provide information about the archaeological resource within the site, including its presence/absence, character, extent, date, integrity, state of preservation, quality and significance.
- 3.2 In accordance with the *Standard and guidance for archaeological field evaluation* (CIfA 2014), the evaluation has been designed to be minimally intrusive and minimally destructive to archaeological remains. The information gathered will enable the CAS to identify and assess the particular significance of any heritage assets that are identified, consider the impact of the proposed development upon them, and to avoid or minimise conflict between the conservation of those heritage assets and any aspect of the development proposals. This process is in line with the *National Planning Policy Framework* (MHCLG 2018).
- 3.3 If significant archaeological remains are identified, reference will be made to Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas (Hey, G & Hind, J. 2014), so that the remains can, if possible, be placed within their local and regional context.

Excavation

- 3.4 Should mitigation works be required, the overarching aims and objectives of the archaeological mitigation will be to:
- to preserve by record any significant archaeological remains within the area designated for excavation and to attempt a reconstruction of the history and use of the site;
 - record the nature of the main stratigraphic units encountered;

- record any evidence of past settlement or other land use;
- recover artefactual evidence to date any evidence of past settlement that may be identified;
- sample and analyse environmental remains to create a better understanding of past land use and economy;
- to contribute to an understanding of the archaeological remains of the area with regard to local and regional research frameworks.

3.5 Suitable research objectives for any mitigation works will be identified based upon the results of the evaluation with particular regard to *Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas* (Hey, G & Hind, J. 2014). Research aims and objectives will be reviewed and refined, and any further suitable themes/ contributions will be identified as fieldwork and post-excavation work progresses.

4. METHODOLOGY

Evaluation

4.1 The evaluation will comprise the excavation of 13 trenches, each measuring 30m long by 1.8m wide, in the locations shown on figure 1. Trenches have been positioned to target anomalies identified by the geophysical survey and to investigate apparently blank areas in the survey results, in order to confirm the accuracy of the results. Trenches will be set out on OS National Grid (NGR) co-ordinates using Leica GPS and scanned for live services by trained Cotswold Archaeology staff using CAT and Genny equipment in accordance with the Cotswold Archaeology *Safe System of Work for avoiding underground services*. The position of the trenches may be adjusted on site to account for services and other constraints, with the approval of the archaeological advisor to the LPA. The final 'as dug' trench plan will be recorded with GPS.

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

- 4.3 Following machining, all archaeological features revealed will be planned and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. Each context will be recorded on a pro-forma context sheet by written and measured description; principal deposits will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using Leica GPS or Total Station (TST) as appropriate) and drawn sections (scale 1:10 or 1:20 as appropriate). Where detailed feature planning is undertaken using GPS/TST this will be carried out in accordance with *CA Technical Manual 4: Survey Manual*. Photographs (digital colour) will be taken as appropriate. All finds and samples will be bagged separately and related to the context record. All artefacts will be recovered and retained for processing and analysis in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation*.
- 4.4 Sample excavation of archaeological deposits will be, sufficient to achieve the aims and objectives identified in Section 3 above. Where appropriate, excavation will not compromise the integrity of the archaeological record, and will be undertaken in such a way as to allow for the subsequent protection of remains either for conservation or to allow more detailed investigations to be conducted under better conditions at a later date.

Artefact retention and discard

- 4.5 Artefacts from topsoil and subsoil and un-stratified contexts will normally be noted but not retained unless they are of intrinsic interest (e.g. worked flint or flint debitage, featured pottery sherds, and other potential 'registered artefacts'). All artefacts will be collected from stratified excavated contexts except for large assemblages of modern material. Such material may be noted and not retained, or, if appropriate, a representative sample may be collected and retained.

Human remains

- 4.6 In the case of the discovery of human remains (skeletal or cremated), at all times they should be treated with due decency and respect. The client and CAS will be notified immediately. For each situation, the following actions are to be undertaken:
- In line with the recommendations *Guidance for best practice for the treatment of Human remains excavated from Christian Burial Grounds in England* (APABE 2017) human burials should not be disturbed without good reason. However, investigation of human remains should be undertaken to an extent sufficient for adequate evaluation. Therefore, a suspected burial feature (inhumation or

cremated bone deposit) will be investigated with a small slot to confirm the presence and condition of human bone. Once confirmed as human, the buried remains will not be disturbed through any further investigation, and will instead be left *in situ* - unless further disturbance is absolutely unavoidable.

- Where further disturbance is unavoidable, or full exhumation of the remains is deemed necessary, this will be conducted following the provisions of the Coroners Unit in the Ministry of Justice. All excavation and post-excavation processes will be in accordance with the standards set out in *CIfA Technical Paper No 7 Guidelines to the Standards for recording Human Remains* (CIfA 2004).

Environmental remains

- 4.7 Due care will be taken to identify deposits which may have environmental potential, and where appropriate, a programme of environmental sampling will be initiated. This will follow the Historic England environmental sampling guidelines outlined in *Environmental Archaeology, A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011), and *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*. The sampling strategy will be adapted for the specific circumstances of this site, in close consultation with the CA Environmental Officer, but will follow the general selection parameters set out in the following paragraphs.
- 4.8 Secure and phased deposits, especially those related to settlement activity and/or structures will be considered for sampling for the recovery of charred plant remains, charcoal and mineralised remains. Any cremation-related deposits will be sampled appropriately for the recovery of cremated human bone and charred remains. If any evidence of *in situ* metal working is found, suitable samples for the recovery of slag and hammer scale will be taken. Bulk samples will comprise representative 40 litre samples. Where a context does not yield 40 litres of material smaller samples will be taken (generally the maximum amount of material that it is practicable to collect).
- 4.9 Where sealed waterlogged deposits are encountered, samples for the recovery of waterlogged remains, insects, molluscs and pollen, as well as any charred remains, will be considered. The taking of sequences of samples for the recovery of molluscs and/or waterlogged remains will be considered through any suitable deposits such

as deep enclosure ditches, barrow ditches, palaeo-channels, or buried soils. Monolith samples may also be taken from this kind of deposit as appropriate to allow soil and sediment description/interpretation as well as sub-sampling for pollen and other micro/macrofossils such as diatoms, foraminifera and ostracods.

- 4.10 The need for any more specialist samples, such as OSL, archaeomagnetic dating and dendrochronology will be evaluated and will be taken in consultation with the relevant specialist.
- 4.11 The processing of the samples will be done in conjunction with the relevant specialist following the Historic England general environmental processing guidelines (English Heritage 2011). Flotation or wet sieve samples will be processed to 0.25mm. Other more specialist samples such as those for pollen will be prepared by the relevant specialist. Further details of the general sampling policy and the methods of taking and processing specific sample types are contained within *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.

Treasure

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

Excavation – methodology

- 4.14 A detailed project design will be submitted to the CAS for approval for any mitigation works that are required, including a detailed location plan setting out the areas where mitigation works will take place.

- 4.15 Any agreed excavation areas will be set out on OS National Grid (NGR) co-ordinates using a Leica GPS. The area will be scanned for any unrecorded live services by trained staff using CAT and Genny equipment in accordance with the Cotswold Archaeology *Safe System of Work for avoiding underground services*. The position and size of the excavation areas may be adjusted on site to account for services and other constraints, with the approval of the CAS. The final 'as dug' area will be recorded with GPS.
- 4.16 Initially works will comprise the mechanical removal of non-archaeologically significant soils, under constant archaeological supervision, using a toothless ditching bucket. Metal detecting will be undertaken before stripping commences and then throughout the strip. All machining will be conducted under archaeological supervision and will cease when the first archaeological horizon or natural substrate is revealed (whichever is encountered first). No machinery will be allowed to track over excavated areas until they have been signed off by the CAS. No parts of the excavation areas shall be released for development without CAS approval. Metal detecting will be undertaken over the stripped surface and the generated spoil and then at regular intervals as features are excavated. Metal finds will have their locations recorded via GPS. Metal detecting will be undertaken by members of the CA team who are experienced detectorists. Hand-cleaning of the stripped surface, to better define any identified archaeological deposits/features and record the distribution of unstratified/surface artefacts, will be undertaken as appropriate. All archaeological features will be recorded in plan using Leica GPS
- 4.17 Examination of features will concentrate on recovering the plan and any structural sequences. Particular emphasis will be placed upon gaining a secure understanding of the stratigraphic and chronological development of the site, and on obtaining details of the phasing of the site.
- 4.18 All funerary/ritual activity and domestic/industrial deposits will be 100% excavated. All discrete features (post holes, pits) will be sampled by hand excavation (average sample 50% - prehistoric features may require 100% excavation) unless their common/repetitious nature suggests they are unlikely to yield significant new information. All linear features (ditches etc.) will be sampled to a maximum of 10%. Bulk horizontal deposits will as a minimum be 10% by area hand excavated, after which a decision may be taken (in conjunction with the CAS) to remove the remainder

with machinery. Priority will be attached to features which yield sealed assemblages which can be related to the chronological sequence of the site.

- 4.19 All archaeological features revealed will be planned and recorded in accordance with CA Technical Manual 1 *Fieldwork Recording Manual*. Each context will be recorded on a pro-forma context sheet by written and measured description; principal deposits will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using Leica GPS or Total Station (TST) as appropriate) and drawn sections (scale 1:10 or 1:20 as appropriate). Where detailed feature planning is undertaken using GPS/TST this will be carried out in accordance with CA Technical Manual 4 *Survey Manual*. Photographs (digital colour and B&W) will be taken as appropriate. All finds and samples will be bagged separately and related to the context record. All artefacts will be recovered and retained for processing and analysis in accordance with CA Technical Manual 3 *Treatment of Finds Immediately after Excavation*.

Artefact retention and discard

- 4.20 Artefacts from topsoil and subsoil and un-stratified contexts will normally be noted but not retained unless they are of intrinsic interest (e.g. worked flint or flint debitage, featured pottery sherds, and other potential 'registered artefacts'). All artefacts will be collected from stratified excavated contexts except for large assemblages of post-medieval or modern material. Such material may be noted and not retained, or, if appropriate, a representative sample may be collected and retained.

Human remains

- 4.21 If human remains are encountered, the client and the CAS will be informed immediately. Where excavation of human remains is undertaken, this will be conducted following the provisions of the Coroners Unit in the Ministry of Justice.

Environmental remains

- 4.22 Due care will be taken to identify deposits which may have environmental potential, and where appropriate, a programme of environmental sampling will be initiated. This will follow the Historic England environmental sampling guidelines outlined in *Environmental Archaeology, A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011), and CA Technical Manual 2: *The Taking and Processing of Environmental and Other Samples from Archaeological Sites*. The sampling strategy will be adapted for the

specific circumstances of this site, in close consultation with the CA Environmental Officer, but will follow the general selection parameters set out in the following paragraphs.

- 4.23 All deposits with the potential to contain environmental remains, especially secure and phased deposits, and those related to settlement activity and/or structures, will be considered for sampling for the recovery of charred plant remains, charcoal and mineralised remains. Any cremation-related deposits will be sampled appropriately for the recovery of cremated human bone and charred remains. If any evidence of *in situ* metal working is found, suitable samples for the recovery of slag and hammer scale will be taken. Bulk environmental samples will be 40l minimum or 100% of context where less than 40l is available.
- 4.24 Where sealed waterlogged deposits are encountered, samples for the recovery of waterlogged remains, insects, molluscs and pollen, as well as any charred remains, will be considered. The taking of sequences of samples for the recovery of molluscs and/or waterlogged remains will be considered through any suitable deposits such as deep enclosure ditches, barrow ditches, palaeo-channels, or buried soils. Monolith samples will also be taken from this kind of deposit as appropriate to allow soil and sediment description/interpretation as well as sub-sampling for pollen and other micro/macrofossils such as diatoms, foraminifera and ostracods.
- 4.25 The need for any more specialist samples, such as OSL, archaeomagnetic dating and dendrochronology will be evaluated and will be taken under the direction of the relevant specialist. Provision has been made for the scientific dating of suitable material.
- 4.26 The processing of the samples will be done in conjunction with the relevant specialist following the Historic England general environmental processing guidelines (English Heritage 2011). Flotation or wet sieve samples will be processed to 0.25mm. Other more specialist samples such as those for pollen will be prepared by the relevant specialist. Further details of the general sampling policy and the methods of taking and processing specific sample types are contained within CA *Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.

Treasure

- 4.27 As per 4.12 above

Security

- 4.28 The site archive will be removed from site overnight. Finds and environmental samples will be removed to the CA Milton Keynes office at the end of each working week. Any finds of Treasure will, following excavation and recording, be lifted and removed to the CA Milton Keynes office on the day of recovery. All reasonable and practicable steps will be taken to ensure that no significant, sensitive (e.g. human remains) or intrinsically valuable finds or remains are left exposed overnight. In the event of significant discoveries the need for additional site security will be reviewed with the client and CAS.

5. STAFF AND TIMETABLE

- 5.1 This project will be under the management of Adrian Scruby ACIfA, Project Manager, CA.

Evaluation

- 5.2 The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the evaluation as required during the period of fieldwork. Day to day responsibility however will rest with the Project Leader who will be on-site throughout the project.
- 5.3 The field team will consist of a maximum of 3 staff (eg 1 Project Supervisor and 3 Archaeologists).
- 5.4 It is envisaged that the project will require approximately 3 to 4 days fieldwork. A report on the investigation will then be produced within a further 4 weeks of the completion of fieldwork. Unless otherwise agreed with the CAS, all archiving, deposition and dissemination tasks (see section 6 below) will be completed within 6 months of approval of the report.
- 5.5 Specialists who will be invited to advise and report on specific aspects of the project as necessary are:

Ceramics	Ed McSloy MCIfA (CA)
Metalwork	Ed McSloy MCIfA (CA)
Flint	Jacky Sommerville PCIfA (CA)
Animal Bone	Andy Clarke BA (Hons) MA (CA)/ Matty Holmes BSc MSc ACIfA (freelance)
Human Bone	Sharon Clough MCIfA (CA)
Environmental Remains	Sarah Wyles PCIfA (CA)
Conservation	Pieta Greeves BSc MSc ACR (Drakon Heritage and Conservation)
Geoarchaeology	Dr Keith Wilkinson (ARCA)
Building Recording	Peter Davenport MCIfA, FSA (CA)

- 5.6 Depending upon the nature of the deposits and artefacts encountered it may be necessary to consult other specialists not listed here. A full list of specialists currently used by Cotswold Archaeology is contained within Appendix A.

Excavation

- 5.7 Staffing and timetables for any mitigation works that are required will be set out in a detailed method statement for the works, to be agreed with the CAS.

6. POST-EXCAVATION, ARCHIVING AND REPORTING

- 6.1 Following completion of fieldwork, all artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA Technical Manuals and the Oxfordshire Museums Service archives standards. A recommendation will be made regarding material deemed suitable for disposal/dispersal in line with the Oxfordshire Museums Service collection policy (see 6.8 below).

Evaluation

- 6.2 An illustrated report will be compiled on the results of the fieldwork and assessment of the artefacts, palaeoenvironmental samples etc. The report will include:
- (i) an abstract containing the essential elements of the results preceding the main body of the report;
 - (ii) a summary of the project's background;

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

- 6.3 Specialist artefact and palaeoenvironmental assessment will take into account the wider local/regional context of the archaeology and will include:
- (i) specialist aims and objectives;
 - (ii) processing methodologies (where relevant);
 - (iii) any known biases in recovery, or problems of contamination/residuality;
 - (iv) quantity of material; types of material present; distribution of material. Recovered pottery from the evaluation will be tied into the County Type Series;
 - (v) for environmental material, a statement on abundance, diversity and preservation;
 - (vi) summary and discussion of the results to include significance in a local and regional context.
- 6.4 Copies of the draft evaluation report will be distributed to the Client or their Representative and to the CAS thereafter for verification and approval. Thereafter, copies of the approved report will be issued to the Client, the CAS and the Oxfordshire Historic Environment Record (HER). Reports will be issued in digital format (PDF/PDFA as appropriate) except where hard copies have been specifically requested, and will be supplied to the HER along with GIS shapefiles containing data for the areas investigated, including the final plan.
- 6.5 Should no further work be required, an ordered, indexed, and internally consistent site archive will be prepared and deposited in accordance with *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (Archaeological Archives Forum 2007), and the Oxfordshire Museums Service guidelines (see 6.8 below).

Mitigation

- 6.6 Where mitigation works are undertaken and a post-excavation assessment and publication is required it will be prepared in accordance with the specification given in Appendices 4 and 5 of *Management of Archaeological Projects 2* (English Heritage 1991). Any variations to these post-excavation requirements will require the written approval of CAS. The post-excavation assessment report will include:
- (i) an abstract containing the essential elements of the results preceding the main body of the report and a summary of the project's background;

- (ii) description and illustration of the site location;
- (iii) a methodology of the works undertaken;
- (iv) include plans and reports of all documentary and other research undertaken;
- (v) a description of the project's results;
- (vi) an interpretation of the results in the appropriate context. This will include the consideration against appropriate research frameworks contained in the Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas and will assess how the results both contribute to the relevant research objectives and how they advance the research context forward. Any further suitable research themes/ objectives that the results have the potential to contribute to will also be identified;
- (vii) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
- (viii) a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map;
- (ix) a plan of the excavation area and exposed archaeological features and deposits in relation to the site boundaries;
- (x) plans of the excavation area(s), or -subparts of excavation area as appropriate, in which archaeological features are recognised. These will be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans will show the orientation of the excavation area in relation to north. Section drawing locations will be shown on these plans. Archaeologically sterile areas will not be illustrated unless this can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- (xi) appropriate section drawings of features will be included, with OD heights and at scales appropriate to the stratigraphic detail being represented. These will show the orientation of the drawing in relation to north/south/east/west;
- (xii) site matrices, if appropriate;
- (xiii) photographs showing significant features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the illustration's caption;
- (xiv) a consideration of evidence within its wider local/regional context;
- (xv) a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;
- (xvi) specialist assessment or analysis reports where undertaken, including specialist recommendations for any further analysis/work that would be appropriate;

- (xvii) an evaluation of the methodology employed and the results obtained (i.e. a confidence rating).
- (xviii) a timetabled task list for the identified analysis, research archive report and publication tasks.
- 6.7 Specialist artefact and palaeoenvironmental assessment will take into account the wider local/regional context of the archaeology and will include:
- (i) specialist aims and objectives
 - (ii) processing methodologies (where relevant)
 - (iii) any known biases in recovery, or problems of contamination/residuality
 - (iv) quantity of material; types of material present; distribution of material
 - (v) for environmental material, a statement on abundance, diversity and preservation
 - (vi) summary and discussion of the results to include significance in a local and regional context
- 6.8 Pottery will be recorded and archived to a standard consistent with the *Minimum Standards for the Processing, Recording, Analysis and Publication of Post-Roman Pottery* (MPRG 2001), the *Guidelines for the Archiving of Roman Pottery* (1994) and the document *A Standard for Pottery Studies in Archaeology* (2016).
- 6.9 Copies of the draft post-excavation assessment report will be distributed as per 6.4 above.

Academic dissemination – evaluation & mitigation

- 6.10 It is anticipated that a short note suitable for inclusion within an appropriate local archaeological journal will be produced on the results of the evaluation. Where mitigation works are required, should the post-excavation assessment identify the potential for further analysis, an updated project design will be prepared for agreement by the CAS prior to the commencement of the detailed analysis and reporting. Arrangements will be made for an appropriate level of academic publication of the results of the excavation(s) in a suitable journal or other agreed outlet. Subject to any contractual constraints, a summary of information from the project will also be entered onto the OASIS online database of archaeological projects in Britain, including the upload of a digital (PDF) copy of the final report,

which will appear on the Archaeology Data Service (ADS) website once the OASIS record has been verified.

Public dissemination – evaluation & mitigation

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

Archive deposition – evaluation & mitigation

- 6.12 The archive will initially be held at CA's office in Milton Keynes. An accession number will be obtained from Oxfordshire Museums Service for each stage of work (if required) and deposition of the project archive will take place within 6 months of the completion of the final stage of fieldwork.

7. HEALTH, SAFETY AND ENVIRONMENT

- 7.1 CA will conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, CA Health and Safety and Environmental policies and the CA Safety, Health and Environmental Management System (SHE). A site-specific Construction Phase Plan (form SHE 017) will be formulated prior to commencement of fieldwork.

8. INSURANCES

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

9. MONITORING

- 9.1 Notification of the start of site works will be made to the CAS a minimum of two weeks in advance of commencement. CAS will be provided with opportunities to visit all stages of fieldwork (evaluation and any mitigation), to monitor and check on the quality and progress of the work. Two weeks' notice will be provided to CAS for any monitoring visits.

10. QUALITY ASSURANCE

- 10.1 CA is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, CA endorses the *Code of Conduct* (CIfA 2014) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (CIfA 2014). All CA Project Managers and Project Officers hold either full Member or Associate status within the CIfA.
- 10.2 CA operates an internal quality assurance system in the following manner. Projects are overseen by a Project Manager who is responsible for the quality of the project. The Project Manager reports to the Chief Executive who bears ultimate responsibility for the conduct of all CA operations. Matters of policy and corporate strategy are determined by the Board of Directors, and in cases of dispute recourse may be made to the Chairman of the Board.

11. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

- 11.1 The evaluation stage of the project will not afford opportunities for public engagement or participation during the course of the fieldwork. However, opportunities for public engagement and/ or participation during any mitigation works that are required would be discussed with CAS and agreed as part of any project design for the works. Any reports generated by this project will be made publicly available on the ADS and Cotswold Archaeology websites, as set out in Section 6 above, in due course.

12. STAFF TRAINING AND CPD

- 12.1 CA has a fully documented mandatory Performance Management system for all staff which reviews personal performance, identifies areas for improvement, sets targets and ensures the provision of appropriate training within CA's adopted training policy. In addition, CA has developed an award-winning Career Development Programme for its staff, which ensures a consistent and high quality approach to the development of appropriate skills.
- 12.2 As part of the company's requirement for Continuing Professional Development, all members of staff are also required to maintain a Personal Development Plan and an

associated log which is reviewed within the Performance Management system. All staff are subject to probationary periods on appointment, with monthly review; for site-based staff additional monthly Employee Performance Evaluations measure and record skills and identify training needs.

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APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS**Ceramics**

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

Other Finds

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

Biological Remains

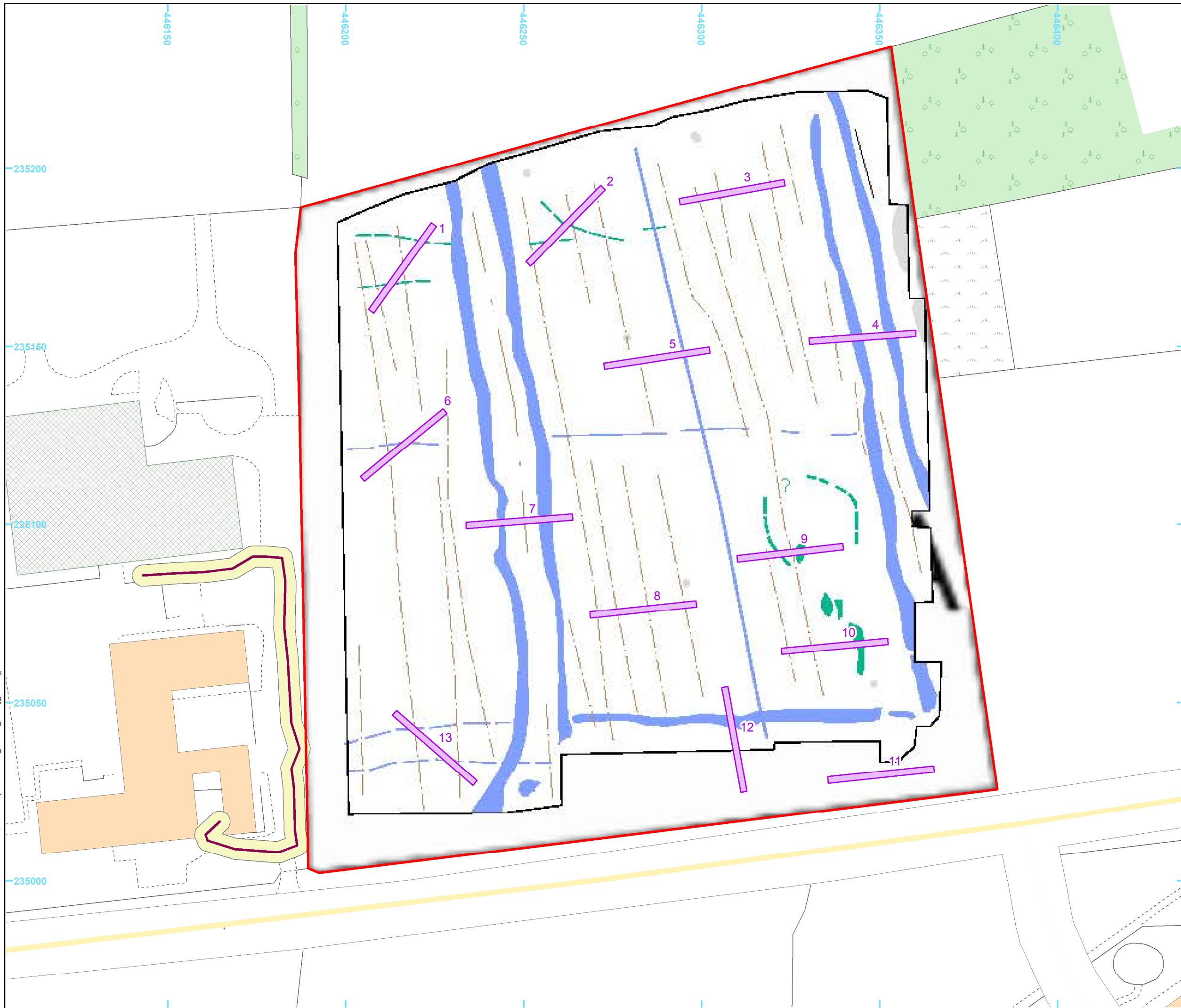
Animal bone	Dr Philip Armitage MSc PhD MCIFA (freelance) Dr Matilda Holmes BSc MSc ACIFA (freelance)
Human Bone	Sharon Clough BA MSc MCIFA (CA)
Environmental sampling	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Pollen	Dr Michael Grant BSc MSc PhD (University of Southampton) Dr Rob Batchelor BSc MSc PhD MCIFA (QUEST, University of Reading)
Diatoms	Dr Tom Hill BSc PhD CPLHE (Natural History Museum) Dr Nigel Cameron BSc MSc PhD (University College London)
Charred Plant Remains	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA)
Wood/Charcoal	Sarah Cobain BSc MSc ACIFA(CA) Dana Challinor MA (freelance)
Insects	Enid Allison BSc D.Phil (Canterbury Archaeological Trust) Dr David Smith MA PhD (University of Birmingham)
Mollusca	Sarah Wyles BA PCIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Ostracods and Foraminifera	Dr John Whittaker BSc PhD (freelance)
Fish bones	Dr Philip Armitage MSc PhD MCIFA (freelance)
Geoarchaeology	Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Soil micromorphology	Dr Richard Macphail BSc MSc PhD (University College London)
Scientific Dating	
Dendrochronology	Robert Howard BA (NTRDL Nottingham)
Radiocarbon dating	SUERC (East Kilbride, Scotland) Beta Analytic (Florida, USA)
Archaeomagnetic dating	Dr Cathy Batt BSc PhD (University of Bradford)
TL/OSL Dating	Dr Phil Toms BSc PhD (University of Gloucestershire)
Conservation	Karen Barker BSc (freelance) Pieta Greaves BSc MSc ACR (Drakon Heritage and Conservation)

APPENDIX B: ARCHAEOLOGICAL STANDARDS AND GUIDELINES

- AAF 2007 *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation.* Archaeological Archives Forum
- AAI&S 1988 *The Illustration of Lithic Artifacts: A guide to drawing stone tools for specialist reports.* Association of Archaeological Illustrators and Surveyors Paper 9
- AAI&S 1994 *The Illustration of Wooden Artifacts: An Introduction and Guide to the Depiction of Wooden Objects.* Association of Archaeological Illustrators and Surveyors Paper 11
- AAI&S 1997. *Aspects of Illustration: Prehistoric pottery.* Association of Archaeological Illustrators and Surveyors Paper 13
- AAI&S nd *Introduction to Drawing Archaeological Pottery.* Association of Archaeological Illustrators and Surveyors, Graphic Archaeology Occasional Papers 1
- ACBMG 2004 *Draft Minimum Standards for the Recovery, Analysis and Publication of Ceramic Building Material. (third edition)* Archaeological Ceramic Building Materials Group
- AEA 1995 *Environmental Archaeology and Archaeological Evaluations. Recommendations concerning the environmental archaeology component of archaeological evaluations in England.* Working Papers of the Association for Environmental Archaeology No. 2
- BABAO and IFA, 2004 *Guidelines to the Standards for Recording Human Remains.* British Association for Biological Anthropology and Osteoarchaeology and Institute of Field Archaeologists. Institute of Field Archaeologists Technical Paper 7 (Reading)
- Barber, B., Carver, J., Hinton, P. and Nixon, T. 2008 *Archaeology and development. A good practice guide to managing risk and maximising benefit.* Construction Industry Research and Information Association Report C672
- Bayley, J. (ed) 1998 *Science in Archaeology. An agenda for the future.* English Heritage (London)
- Bewley, R., Donoghue, D., Gaffney, V., Van Leusen, M., Wise, M., 1998 *Archiving Aerial Photography and Remote Sensing Data: A guide to good practice.* Archaeology Data Service
- Blake, H. and P. Davey (eds) 1983 *Guidelines for the processing and publication of Medieval pottery from excavations, report by a working party of the Medieval Pottery Research Group and the Department of the Environment.* Directorate of Ancient Monuments and Historic Buildings Occasional Paper 5, 23-34, DoE, London
- Brickley, M. and McKinley, J.I., 2004 *Guidelines to the Standards for Recording Human Remains.* IFA Paper No 7, Institute of Field Archaeologists (Reading)
- Brickstock, R.J. 2004 *The Production, Analysis and Standardisation of Romano-British Coin Reports.* English Heritage (Swindon)
- Brown, A. and Perrin, K. 2000 *A Model for the Description of Archaeological Archives.* English Heritage Centre for Archaeology/ Institute of Field Archaeologists (Reading)
- Brown, D.H. 2007 *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation.* IFA Archaeological Archives Forum (Reading)
- Buikstra, J.E. and Ubelaker D.H. (eds) 1994 *Standards for Data Collection from Human Skeletal Remains.* (Fayetteville, Arkansas)
- CIfA, 2014, *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Desk-based Assessment.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Watching Brief.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Excavation.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Field Evaluation.* Chartered Institute for Archaeologists (Reading)
- Clark, J., Darlington, J. and Fairclough, G. 2004 *Using Historic Landscape Characterisation.* English Heritage (London)
- Coles, J.M., 1990 *Waterlogged Wood: guidelines on the recording, sampling, conservation and curation of structural wood.* English Heritage (London)
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- Cox, M., 2002 *Crypt Archaeology: an approach.* Institute of Field Archaeologists Technical Paper 3 (Reading)
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- EH 1998 *Identifying and Protecting Palaeolithic Remains*. Archaeological guidance for planning authorities and developers. English Heritage (London)
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- EH 2002 *With Alidade and Tape: graphical and plane table survey of archaeological earthworks*. English Heritage (Swindon)
- EH 2003a *Where on Earth Are We? The Global Positioning System (GPS) in archaeological field survey*. English Heritage (London)
- EH 2003b *Twentieth-Century Military Sites. Current approaches to their recording and conservation* English Heritage (Swindon)
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- EH 2006a *Guidelines on the X-radiography of Archaeological Metalwork*. English Heritage (Swindon)
- EH 2006b *Archaeomagnetic Dating*. English Heritage (Swindon)
- EH 2006c *Science for Historic Industries: Guidelines for the investigation of 17th- to 19th-century industries*. English Heritage (Swindon)
- EH 2007a *Understanding the Archaeology of Landscapes. A guide to good recording practice*. English Heritage (Swindon)
- EH 2007b *Geoarchaeology. Using earth sciences to understand the archaeological record*. (London)
- EH 2008a *Luminescence Dating. Guidelines on using luminescence dating in archaeology*. English Heritage (Swindon)
- EH 2008b *Geophysical Survey in Archaeological Field Evaluation. English Heritage Research and Professional Services Guidelines No 1* (second edition). English Heritage (Swindon)
- EH 2008c *Research and Conservation Framework for the British Palaeolithic*. English Heritage/Prehistoric Society (Swindon)
- EH 2008d *Investigative Conservation. Guidelines on how the detailed examination of artefacts from archaeological sites can shed light on their manufacture and use*. English Heritage (Swindon)
- EH 2010 *Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of archaeological wood*. English Heritage (London)
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- EH 2012, *Guidelines for the Care of Waterlogged Organic Artefacts: guidelines on their recovery, analysis and conservation*.
- EH 2014 *Our Portable Past: a statement of English Heritage policy and good practice for portable antiquities/surface collected material in the context of field archaeology and survey programmes (including the use of metal detectors)*. English Heritage (Swindon)
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- Site Boundary
- Proposed evaluation trench
- CA_LV_Line_Ply
- CA_LV_buffer_ply

Geophysical Survey Key
SUMO Geophysics Ltd

	Possible archaeology (discrete anomaly / trend)
	Uncertain Origin (discrete anomaly / trend)
	Agriculture (ridge and furrow)
	Ferrous



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Cotswold Archaeology

Andover	01264 347630
Cirencester	01285 771022
Exeter	01392 826185
Milton Keynes	01908 564660
www.cotswoldarchaeology.co.uk	
enquiries@cotswoldarchaeology.co.uk	

PROJECT TITLE
**Land north of Milton Road,
Adderbury, Oxfordshire**

FIGURE TITLE
Trench Location Plan

DRAWN BY	KW 31/10	PROJECT NO	661223	FIGURE NO.	
CHECKED BY	APS	DATE	31/10/2018		
APPROVED BY	APS	SCALE@A3	1:1,000		1

Andover Office

Stanley House
Walworth Road
Andover
Hampshire
SP10 5LH

t: 01264 347630

Cirencester Office

Building 11
Kemble Enterprise Park
Cirencester
Gloucestershire
GL7 6BQ

t: 01285 771022

Exeter Office

Unit 53
Basepoint Business Centre
Yeoford Way
Marsh Barton Trading Estate
Exeter
EX2 8LB

t: 01392 826185

Milton Keynes Office

Unit 8 - The IO Centre
Fingle Drive
Stonebridge
Milton Keynes
Buckinghamshire
MK13 0AT

t: 01908 564660

e: enquiries@cotswoldarchaeology.co.uk

