## General Index to the Archive

**Site/Project Name:** Oxford St Hugh's College Dickson Poon Building  
**Site Code:** OXCHIN 12  
**Site/Project Type:** Watching brief  
**Year(s):** 2012  
**Accession Number:** OXCMS:2012.72

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### Headings

#### Site information
Line 1: [OASouth] County[Oxon] Parish:[Oxford]
Site[St Hugh's College Dickson Poon Building] Site code[OXCHIN 12]

#### Classification of material

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|------------------|-----------------|-----------------|
| Introduction     |                 |                 |
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| B: Site Data – Text: Diary/Daybook/Fieldnotes |   |                 |
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| G: Correspondence | |                 |
| H: Miscellaneous | |                 |

Tick if present: [✓]
**Project details**

**Project name**  Dickson Poon Building St Hugh's College Oxford

**Short description of the project**
Between September and November 2012 Oxford Archaeology conducted an archaeological watching brief during the groundworks for the construction of the new Dickson Poon building at St Hugh's College Oxford (NGR: SP 50972 07718). The earliest clear evidence recovered by the watching brief was a series of parallel shallow linear features belonging to ridge-and-furrow cultivation running north-south across the site. These underlay landscaping deposits probably associated with the earlier houses built upon the site from 1832 onwards. A succession of rubbish pits dating to the 19th and early 20th centuries was observed. Two 19th century well shafts, one brick-lined, the second stone-lined, were also recorded. These may relate to the earlier houses, or may alternatively have been associated with the houses still fronting Canterbury Road, whose rear gardens have since been incorporated into the college grounds. A number of rectangular features whose fill included corrugated iron and 20th century finds were recorded along the southern edge of the site. There are parallels to these features in the demolished air raid shelters found at other colleges (such as the one within the Provost's Garden at Queen's College), and it is likely that they date from the WWII use of the college as a military hospital. No certain evidence for any features or deposits pre-dating the ridge and furrow was observed, although a single human bone was found in a 19th century layer. This is likely to be residual from an earlier burial, as no Christian cemetery is known in the vicinity, but this bone is at present undated. No residual finds of earlier date were however recovered. Although some truncation had presumably occurred due to the medieval cultivation, the complete absence of traces of any earlier features or finds (other than the human bone) makes it likely that any earlier occupation took place on, or in the immediate vicinity of, this site.

**Project dates**  Start: 17-09-2012  End: 12-11-2012

**Previous/future work**  No / No

**Any associated project reference codes**  OXCHIN 12 - Sitecode

**Any associated project reference codes**  OXCMS:2012.72 - Museum accession ID

**Type of project**  Recording project

**Site status**  None

**Current Land use**  Cultivated Land 2 - Operations to a depth less than 0.25m
## Monument type
RIDGE AND FURROW Medieval

## Significant Finds
- POTTERY Post Medieval
- CLAY PIPE Post Medieval
- GLASS Post Medieval

## Investigation type
"Watching Brief"

### Project location

- **Country**: England
- **Site location**: OXFORDSHIRE OXFORD OXFORD Dickson Poon Building St Hugh's Collège
- **Study area**: 310.00 Square metres
- **Site coordinates**: SP 50972 07718 51 -1 51 45 55 N 001 15 40 W Point

### Project creators

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Paper Media available

"Context sheet","Diary","Photograph","Plan","Report","Section","Unpublished Text"

Project bibliography 1

Grey literature (unpublished document/manuscript)

Publication type

Title

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Author(s)/Editor(s)

Sims M

Date

2013

Issuer or publisher

Oxford Archaeology South

Place of issue or publication

Oxford

Description

Client report

URL

http://library.thehumanjourney.net/1010/

Entered by

Nicola Scott (n.scott@oxfordarch.co.uk)

Entered on

26 February 2013

OASIS:

Please e-mail English Heritage for OASIS help and advice
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INTRODUCTION
FILMING INSTRUCTIONS
Submitter OASouth
No. of copies: 2

Headings
Site information
Line 1: [OASouth] County[Oxon] Parish:[Oxford]
Site[St Hugh's College Dickson Poon Building] Site code[OXCHIN 12]
Line 2: Excavators name[T Allen]
Line 3:
Classification of material

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St Hugh’s College, Oxford

Written Scheme of Investigation for a Watching Brief

Centred on SP450 207

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1 INTRODUCTION

1.1 Project details

1.1.1 Oxford Archaeology (OA), has been commissioned by Simon Kerr of Gleeds Management Services on behalf of St Hugh's College, Oxford to undertake a watching brief of the site of a proposed free-standing building on 3 and 4 levels with a basement. The premises will accommodate the Chinese Institute plus 63 student study rooms for St. Hugh's, together with College offices, music room, lecture theatre, seminar room, ancillary facilities and parking. Archaeological monitoring will be required for significant ground works in association with this development, including services diversions and basement excavation.

1.1.2 The work is being undertaken as a condition of Planning Permission (planning ref: 11/01794/FUL). A brief has been set by David Radford detailing the Local Authority's requirements for work necessary to discharge the planning condition; this document outlines how OA will implement those requirements.

1.1.3 All work will be undertaken in accordance with local and national planning policies (National Planning Policy Framework) and is subject to planning conditions 10 and 11 as stated in the brief.

1.2 Location, geology and topography

1.2.1 The site, centred on NGR SP 450 207, lies within the confines of St Hugh's College, which is located at the corner of St Margaret's Road to the north, and Banbury Road to the east. The college is situated to the north of the historic core of Oxford and is part of the North Oxford Conservation Area.

1.2.2 The site of the proposed work is an area of 310m² (Fig. 1), located to the west of The Lawn and north of the properties along Cantebury Road. The site is currently occupied by an area of lawn and tennis courts, within the landscaped grounds of the college.

1.2.3 The site is situated on drift geology on the Summertown-Radley gravel terrace, which is part of the Second Gravel Terrace of the Thames sequence. These have been described as reddish silts encountered at about 63m aOD (above Ordnance Datum), (OAU 1998). The gravels were laid down in the Pleistocene as part of the fluvial systems of the nearby Rivers Thames and Cherwell. The underlying solid geology is of the Oxford Clay formation (BGS website). The ground level at the site is flat and relatively consistent at 64.15m OD.

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND AND POTENTIAL

2.1 Archaeological and historical background

2.1.1 The site lies within the North Oxford Conservation area, in the parish of St Giles, and is predominantly Victorian in character. A number of findspots are known around the area including a range of material from the Neolithic, Bronze Age, Iron Age, Roman and Anglo-Saxon periods (PRNs 3258, 3591, 3594, 3864, 6048), and the Banbury and Banks Road is thought to follow the line of a minor Roman road.

2.1.2 During the Civil War when Oxford housed the Royalists and the Parliament, substantial defences were put in place and many buildings were utilised for associated purposes. The 1644 plan by De Gomme shows the site to lie to the north of the northern
defences, within the immediate hinterland of activity (Lattey, Parsons and Philip 1936, 165).

2.1.3 An estate map of 1769 depicts the open fields of St Giles' parish which appear essentially unchanged in character from a 14th century survey of the parish. The 1769 documents show that the site was then part of a furlong owned by Mr Eaton. A field road is also shown curving NW-SE.

2.1.4 After the open land was enclosed in 1832 the site was occupied by various houses, including The Mount (demolished), The Lawn and the Shrubbery, (now the Principal's Lodgings) and a nursery garden.

2.1.5 St Hugh's college itself was founded in 1886 and named after the 12th century Bishop of Lincoln (VCH 1954, 347). The college was initially to provide higher education for women in five gradually acquired private premises in Norham Road. The new college buildings on the site at the corner of Banbury Road and St Margret's Road were opened in 1916. The buildings were designed by the firm of Buckland and Haywood of Birmingham; the western Mary Gray Allen wing was added in 1928; and the new Moberly library in 1936 (VCH 1954, 348). During WWII the college was utilised as a military hospital.

2.1.6 The houses in Canterbury Road, which back onto the site, were all built to the designs of Frederick Codd between 1873 and 1876, Codd himself being the original occupant of No.9, which stands alongside the existing access to the college on this side (Asset Heritage Consulting 2011, 7). Most of these buildings are now used for student accommodation.

2.1.7 The gardens of the college are generally considered among the most attractive of any of Oxford's colleges and were originally planned and planted by Annie Rogers. The gardens incorporate several features, including a nut walk and 'wilderness' , from the 19th century garden of The Mount (Asset Heritage Consulting 2011, 8).

2.1.8 The Principal's Lodgings and The Lawn both retain their own garden areas, as do Nos. 85 & 87 Banbury Road. The original rear gardens of the Victorian houses along Canterbury Road and Woodstock Road have been, for the most part, incorporated into the college's grounds. The least attractive parts of the grounds are undoubtedly the hard-surfaced tennis courts immediately to the west of The Lawn which take up some of the original garden space (Asset Heritage Consulting 2011, 8).

2.1.9 The 1998 evaluation, carried out in advance of new student accommodation being built, took place west of The Lawn and revealed the presence of a former medieval ploughsoil. The follow-up 1999 watching brief uncovered evidence that there was remnants of ridge and furrow seen on a broadly N-S alignment.

2.2 Potential

2.2.1 An archaeological watching brief is considered necessary for this site because it lies within an area of the Summertown-Radley gravel terrace that has demonstrated potential to preserve late Neolithic-Bronze Age, Iron Age and Roman remains. The site has previously been partially evaluated by Oxford Archaeological Unit in 1998 (for a different building footprint) and then subject to a limited watching brief by Oxford Archaeological Unit during compound construction work in 1999. These investigations noted the remains of medieval ridge and furrow of local interest but no other significant features. Nevertheless the general potential in this area is sufficient to warrant a watching brief during ground works for the revised development footprint.
2.2.2 Part of St Hugh’s college was previously a Registered Park and Garden for its early 20th garden design, however subsequent alterations led to it being removed from the register. The remains of outbuilding associated with the garden of ‘The Lawns’, a 19th century listed building, may be located within the development footprint (plotted on the 1st edition and 1950s OS maps). A Heritage Assessment for the site has been produced by Asset Heritage Consulting (2011) and provides a background to the Victorian development of the site, the evolution of St Hugh’s and the 19th and early 20th century gardens.

3 PROJECT AIMS

3.1 General
3.1.1 Identify and record any significant archaeological remains revealed by the ground works, paying particular regard to the potential for prehistoric and Roman remains.

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

Post-medieval
(i) To what extent was the agricultural land around Oxford subject to early private enclosure? Can a cartographic study of the district help to reconstruct the medieval and post medieval agricultural landscape? i.e. patterns and directions of ridge and furrow, early enclosure, drainage, and field systems for each township? (OARARA 2012, Ch8, p3). Is the ridge and furrow pattern seen previously consistent?
(ii) What pattern of suburban growth and redevelopment in the late post medieval period can be identified in the archaeological record? (OARARA 2012, Ch8, p5). Is there evidence for construction or change associated with the 1830-1850 enclosure and establishment of the three villa style houses?
(iii) The archaeology of post medieval college gardens is an area that has been subject to only limited study. The documentary sources are reasonable for St Hugh’s but is there any surviving archaeological remains and do they confirm or elaborate on known information and contribute to our understanding of the evolution of the colleges? (OARARA 2012, Ch8, p6).

Modern
(iv) Can we further map and characterise the development of housing and social status amongst communities affected by the 19th century reforms of the university, in this case into what setting was St Hugh’s established and what impact did it have? (OARARA 2012, Ch9, p3).

4 PROJECT SPECIFIC EXCAVATION AND RECORDING METHODOLOGY

4.1 Scope of works
4.1.1 The brief states that in this case a detailed watching brief should be undertaken during significant ground works (building footprint, services, landscaping etc). The proposed scheme will entail the below ground excavation of specific areas to remove Japanese Knotweed required in advance of the site redevelopment. However these are deemed
too small scale to have significant archaeological implications in this location (David Radford pers comm).

4.1.2 Other groundworks which will require an watching brief include the below ground drainage and services that may need to be installed (5035-1100-C-00-ALL_02) and within the basement area of the building, in particular the area to the east of the area proposed and evaluated in 1998 (454101-014). The basement will reach depths of over 59.67m aOD.

4.2 Programme

4.2.1 The duration of the fieldwork will be determined by the length of time the groundworks contractors take to complete invasive groundworks. The team will consist of a Project Supervisor under the management of a Senior Project Manager. Where concentrations of archaeology are encountered work may take more time to complete.

4.2.2 The main contractor on site will allow sufficient time and working space for the attending Archaeologist(s) to carry out any agreed mitigation procedures required. However, this work will be undertaken in such a way as to minimise any delays the main contractor's work program.

4.2.3 All fieldwork undertaken by Oxford Archaeology (South) is overseen by the Head of Fieldwork, Dan Poore MIFA.

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 OA archaeologist will work alongside the groundworks contractor to monitor the groundworks. Should any items of archaeological interest be uncovered during the works then the groundworks contractor will immediately cease work to allow the archaeologist to excavate deposits and record the information. The groundworks contractor will not re-commence works until the archaeological contractor has confirmed that this is acceptable.

4.3.3 The presence/absence of archaeological features will noted. If features are identified then sufficient work will be done to date, characterise and record the remains in accordance with the project objectives.

4.3.4 If a significant archaeological find or unexpected discovery is encountered for which the allocated resources are insufficient to satisfactorily mitigate development impacts, the city archaeologist and client will be alerted and consulted, and works in that area of site will cease until an appropriate mitigation strategy is agreed and adequate resources are available.

4.3.5 The term 'unexpected discovery', as defined in the brief, covers features whose existence and/or significance was unknown at the outset of the watching brief but subsequently prove to be potentially of county or national importance.

4.3.6 Recording standards will be the same as for formal excavations but some practical difficulties and constraints may impinge on this. Features will be recorded in plan at an appropriate scale and accurately located in relation to the National Grid. Each context will be recorded on pro-forma records which will include the following minimum details: character; contextual relationships; detailed description (dimensions and shape; soil
components, colour, texture and consistency); associated finds; interpretation and phasing as well as cross-references to the drawn, photographic and finds registers. Normally each context will be recorded on an individual record. Sections will be drawn through all significant cut features and levelled to ordnance datum.

4.3.7 A black and white photographic record will be maintained including photos of all significant features and overall photos of each watching brief area. Selected colour transparencies will also be taken.

5 PROJECT SPECIFIC REPORTING AND ARCHIVE METHODOLOGY

5.1 Programme
5.1.1 The report will be completed within four weeks of the completion of the fieldwork.
5.1.2 Bound copies of the completed report will be provided to both the client and Oxford City Council. A CD containing a copy of the report in Adobe Acrobat (.pdf) format will also be provided.

5.2 Content
5.2.1 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 the County Museum following completion of the project.
5.4.2 A summary of OA's general approach to documentary archiving can be found in Appendix H.

6 HEALTH AND SAFETY

6.1 Roles and responsibilities
6.1.1 The Senior Project Manager, has responsibility for ensuring that safe systems of work are adhered to on site. He delegates elements of this responsibility to the Project Officer, appointed prior to the works, who implements these on a day to day basis.
6.1.2 The Director with responsibility for Health and Safety at OA is Robert Williams (Chief Operations Officer); he is advised by the OA Group Health and Safety Coordinator, Dan Poore (NEBOSH Level 3).

6.2 Method statement and risk assessment
6.2.1 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.
6.2.2 The H and S file will be available to view at any time.

7 MONITORING OF WORKS

7.1.1 At least five days notice of the commencement of the watching brief works will be given to David Radford, City Council Archaeologist for Oxford.

7.1.2 David Radford will have free access to the site (subject to H and S considerations) and all records to ensure the works are being carried out in accordance with this WSI and all other relevant standards.

7.1.3 A programme of monitoring will be agreed with the Oxford City Council Archaeologist prior to the commencement of fieldwork. The archaeological contractor will keep the Oxford City Council Archaeologist regularly informed of the project’s progress and facilitate the monitoring of the project at each stage, including post-exavation. There will be no substantial modification of the approved brief and project design without the prior consent of the Oxford City Council Archaeologist.

7.1.4 The Oxford City Council Archaeologist will be informed at the earliest opportunity of any unexpected discoveries, especially where there may be a need to vary the project design.

8 REFERENCES

Asset Heritage Consulting, 2011 Heritage Assessment for St Hugh’s College
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http://consultation.oxford.gov.uk/consult/ti/OARAAC/consultationHome

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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 excavated trenches. This will normally be a JCB or 360° tracked excavator with a 1.8 m to 2 m wide toothless ditching bucket. For work with restricted access or working room a mini excavator will 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 splits.

A.1.4 Following mechanical excavation, all areas of the trench 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, the trenches will be backfilled with excavated material in reverse order of excavation, but will otherwise not be fully reinstated.

Hand excavation
A.1.7 All investigation of archaeological levels will be by hand, with cleaning, examination and recording both in plan and section.

A.1.8 Within significant archaeological levels the minimum number of features required to meet the aims will be hand excavated. Pits and postholes will usually be subject to a 50% sample by volume. Linear features will be sectioned as appropriate. Features not suited to excavation within narrow trenches will not be sampled. No archaeological deposits will be entirely removed unless this is unavoidable.

A.1.9 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 entire site will be assessed. The stratigraphy of all evaluation trenches will be recorded even where no archaeological deposits have been identified.

A.1.10 Any excavation, both by machine and by hand, will be undertaken with a view to avoiding damage to any archaeological features or deposits, which appear to be worthy of preservation in situ.

Recording
A.1.11 Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements.
A.1.12 Where stratified deposits are encountered a Harris matrix will be compiled during the course of the excavation.

A.1.13 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.1.14 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.1.15 A register of plans will be kept.

A.1.16 Long sections of trenches showing layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20.

A.1.17 A register of sections will be kept.

A.1.18 Generally all sections will be tied in to Ordnance Datum.

A.1.19 A full black and white and colour (digital) 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.1.20 Photographs will be recorded on OA Photographic Record Sheets.

A.2 Relevant industry standards and guidelines

A.2.1 The Institute for Archaeologists' Standard and Guidance notes relevant to fieldwork are:

- Standard and Guidance for Field Evaluation
- Standard and Guidance for Excavation
- Standard and Guidance for an Archaeological Watching Brief.

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.
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 Total Station Theodolite (TST) survey utilising Reflectorless Electronic Distance Measurement (REDM) where appropriate, hand-measured elements and GPS (Global Positioning System).

B.1.4 Before the main work commences, a network of control stations will be laid out encompassing the area. 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 GPS, or other appropriate method, will be used to orientate the control network to National Grid or other recognised coordinate system.

B.1.5 All control stations will be checked by closed traverse and/or GPS, as appropriate. The accuracy of these control stations will be assessed on a regular basis and re-established accordingly. All 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 logged onto the field computer and uploaded onto survey equipment as appropriate. The software in the field computer will be verified and all cabling between the GPS and/or TST and computer will be checked. 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 to record daily tasks and conditions.

B.1.8 All spatial data will be periodically downloaded onto a field computer, and backed up onto CD, or DVD. It will be cleaned, validated and inspected.

B.1.9 All survey data will be documented on daily survey record sheets. 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 weekly summary of survey work will be produced to access development and highlight problems. This information also will be recorded on the weekly survey journal. 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 and a copy returned to Oxford on a weekly 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 GPS. 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 Excavated archaeological interventions and areas of complex stratigraphy will be 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 GPS. 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 Where appropriate rectified photography may be used to record standing structures or burials. This will be carried out in line with Standard OA procedures for rectified photography.

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 All digital data will be backed up incrementally on CD or DVD. On each Friday the entire data directory will be backed up and returned to Oxford where it will be copied onto the OA projects server. Each CAD drawing will contain an information layout which will include all the relevant details appertaining to that drawing. Information (metadata) on all other digital files will be created and stored as appropriate. At the end of the survey all raw measurements will be made available as hard copy for archiving purposes.

B.2 Relevant industry standards and guidelines
B.2.1 English Heritage (2009), Metric Survey Specifications for Cultural Heritage
B.2.2 English Heritage (2006), Understanding Historic Buildings A Guide to Good Practise

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 Summary of Standard methodology
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 English Heritage and Oxford Archaeology. A register of samples will be kept. Specialists will be consulted where non-standard sampling is required (eg. 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 (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.2.3 English Heritage 2011. Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post excavation, (2nd ed)

C.3 Relevant OA manual and other supporting documentation

APPENDIX D. ARTEFACTUAL EVIDENCE

D.1 Summary of Standard methodology
D.1.1 Before a site begins arrangements concerning the finds will be discussed with the Head of Finds. 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 Head of Finds 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 department manager 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 can not 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 Head of Fieldwork and the Head of Post-excavation. Project managers will keep the Head of Finds 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 department 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 Head of Finds.

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 Finds department 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 department prepares the finds assemblage for deposition with the receiving museum. Discussions will be held with the museum, the excavator and the head of finds 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.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. BURIALS

E.1 Summary of Standard methodology

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 IFA (Roberts and McKinley 1993) and English Heritage and The Church of England guidelines (Mays 2005). For crypts and post-medieval burials the recommendations set out by the IFA (Cox 2001) in Crypt Archaeology: an approach, are also relevant.

E.1.4 In accordance with recommendations set out in the English Heritage and Church of England (2005) document Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England, 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 (post-1907) 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 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.

E.1.10 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 digital rectified photography (for example, urned cremations; undisturbed hob nails).

E.1.11 Levels will be taken. For inhumations this will be on the skull, pelvis and feet as a minimum.

E.1.12 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.1.13 Unburned cremations will not usually be half sectioned or excavated in spits, but recovered as a bulk sample.

E.1.14 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).

E.1.15 Unless deemed osteologically or archaeologically important disarticulated bone / chancel 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.1.16 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.1.17 Pyre debris dumps will be half sectioned or quadranted and will be subject to 100% sampling.

E.1.18 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.1.19 Funerary structures, such as brick shaft graves and/or vaults will be 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.1.20 Memorials, including headstones, revealed within the areas of development will be recorded irrespective of whether they are believed to be in situ.

E.1.21 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.1.22 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
- 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 Cox, M, 2001 Crypt archaeology. An approach. IFA Paper No. 3


E.2.7 The Human Tissue Act 2004

E.3 Relevant OA manual and other supporting documentation


APPENDIX F. REPORTING

F.1 Summary of Standard methodology

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 English Heritage Management of Research Projects in the Historic Environment (MoRPHE) 2006, 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 (eg 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 2006 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 his 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 English Heritage 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 English Heritage’s Management of Research Projects in the Historic Environment (MoRPE; EH 2006). 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 English Heritage (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 specialists who are regularly used by OA.

Internal archaeological specialists used by OA

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<thead>
<tr>
<th>Specialist</th>
<th>Specialism</th>
<th>Qualifications</th>
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<tbody>
<tr>
<td>Lisa Brown</td>
<td>Early Prehistoric pottery</td>
<td>BA, PGDip, Mlitt, MIfA</td>
</tr>
<tr>
<td>Paul Booth</td>
<td>Iron Age and Roman pottery</td>
<td>BA, FSA, MIfA</td>
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<tr>
<td>John Cotter</td>
<td>Medieval and Post Medieval pottery, Clay Pipe and CBM</td>
<td>BA (Hon.), MIfA</td>
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<tr>
<td>Cynthia Poole</td>
<td>CBM and Fired Clay</td>
<td>BA (Hon.), MSc</td>
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<td>Edward Biddulph</td>
<td>Roman Pottery</td>
<td>BA (Hon.), MA, MIfA</td>
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<tr>
<td>Ian Scott</td>
<td>Metalwork and Glass</td>
<td>BA (Hon.)</td>
</tr>
<tr>
<td>Dan Stansbie</td>
<td>Roman Pottery</td>
<td>BA (Hon.), MA, MIfA</td>
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<tr>
<td>Leigh Allen</td>
<td>Metalwork and worked bone</td>
<td>BA (Hon.), PGDip</td>
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<td>Dr Ruth Shaffrey</td>
<td>Worked stone artefacts</td>
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<tr>
<td>Julian Munby</td>
<td>Architectural Stone</td>
<td>BA, FSA</td>
</tr>
<tr>
<td>Dr Rebecca Nicholson</td>
<td>Fish and Bird Bone</td>
<td>BA (Hon.), MA, D.Phil, MIfA, FSA Scot</td>
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<td>Elizabeth Huckerby</td>
<td>Pollen and waterlogged plant remains</td>
<td>BA, MSc, MIfA</td>
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<tr>
<td>Lena Strid</td>
<td>Animal bone</td>
<td>MA</td>
</tr>
<tr>
<td>Dr Wendy Smith</td>
<td>Charred and waterlogged plant remains</td>
<td>BA, MSc, PhD, MIfA</td>
</tr>
<tr>
<td>Andrew Bates</td>
<td>Animal Bone</td>
<td>BA, MA</td>
</tr>
<tr>
<td>Dr Denise Druce Pollen</td>
<td>Charred plant remains and charcoal</td>
<td>BA, PhD, MIfA</td>
</tr>
<tr>
<td>Liz Stafford</td>
<td>Geoarchaeology and land snails</td>
<td>BA, MSc</td>
</tr>
<tr>
<td>Specialist</td>
<td>Specialism</td>
<td>Qualifications</td>
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<td>------------------------------------------------</td>
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</tr>
<tr>
<td>Nicola Scott</td>
<td>Archaeological archive deposition</td>
<td>BA</td>
</tr>
<tr>
<td>Mike Donnelly</td>
<td>Flint</td>
<td>Bsc, MIfA</td>
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**External archaeological specialists regularly used by OA**

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<tr>
<td>Lynne Keys</td>
<td>Slag</td>
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</tr>
<tr>
<td>Quita Mould</td>
<td>Leather</td>
<td>BA, MA</td>
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<tr>
<td>Penelope Walton Rogers, The Anglo Saxon Laboratory</td>
<td>Identification of Medieval Textiles</td>
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<td>Dana Goodburn Brown</td>
<td>Conservation</td>
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<tr>
<td>Steve Allen, York Archaeological Trust</td>
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<td>BA, MA, MAAIS</td>
</tr>
<tr>
<td>Dr Richard McPhail</td>
<td>Soils, especially Micromorphology</td>
<td>BA (Hon.), MSc, PhD</td>
</tr>
<tr>
<td>Dana Challinor</td>
<td>Charcoal</td>
<td>MA (Hon.), MSc</td>
</tr>
<tr>
<td>Dr Nigel Cameron</td>
<td>Diatoms</td>
<td>BSc, MSc, PhD</td>
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<tr>
<td>Dr David Smith</td>
<td>Insects</td>
<td>BA (Hon.), MA, PhD</td>
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<tr>
<td>Professor Adrian Parker</td>
<td>Phytoliths and pollen</td>
<td>BSc (Hons.), D.Phil</td>
</tr>
<tr>
<td>Dr David Starley</td>
<td>Slag</td>
<td>BSc, PhD</td>
</tr>
<tr>
<td>Wendy Carruthers</td>
<td>Charred and waterlogged plant remains</td>
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<tr>
<td>Dr Sylvia Peglar</td>
<td>Pollen</td>
<td>PhD</td>
</tr>
<tr>
<td>Dr John Whittaker</td>
<td>Ostracods and Foraminifera</td>
<td>BA (Hons), PhD</td>
</tr>
<tr>
<td>Dr John Crowther</td>
<td>Soil Chemistry</td>
<td>MA, PhD</td>
</tr>
<tr>
<td>Dr Martin Bates</td>
<td>Geoarchaeology</td>
<td>Bsc, PhD</td>
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<tr>
<td>Professor Mark Robinson</td>
<td>Insects, molluscs, waterlogged plant remains</td>
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<tr>
<td>Dr Dan Miles</td>
<td>Dendrochronology</td>
<td>D.Phil, FSA</td>
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<tr>
<td>Dr Jean-luc Schwenninger</td>
<td>Optically Stimulated Luminescence Dating</td>
<td>PhD</td>
</tr>
<tr>
<td>Dr David Higgins</td>
<td>Clay Pipe</td>
<td>BA, PhD, MIfA</td>
</tr>
<tr>
<td>Dr Hugo Lamdin</td>
<td>Flint</td>
<td>BSc, PhD, FSA Scot, MIfA</td>
</tr>
</tbody>
</table>

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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-exavcation 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 department 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 During the course of the project the Archive department will assist the Project Manager in the management of the archive including the cataloguing and development technique suitable for photographic archive requirements.

H.1.4 The site archive will be security copied either by microfilming and the master sent to English Heritage as part of the National Archaeological Record or it will be digitally scanned and stored in a dedicated archive section of the OA computer network. A copy of the work as microlitho diazo or .pdf/a on disk will be sent to the receiving museums with the hard copy. This will act as a safeguard against the accidental loss and the long-term degeneration of paper records and photographs.

H.1.5 Born digital data where suitable will be printed to hard copy for the receiving museum but if the format is such that it needs maintaining in digital form a copy will be sent to the receiving museum by CD. Back-up copies will be stored on the OA digital network and or posted to the ADS in accordance with AAF & ADS guidelines. In most cases a digital copy of the report will be included in the OASIS project library hosted by ADS.

H.1.6 Prior to deposition the Archive department 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.1.7 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.

H.1.8 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 a licence to the client in all matters directly relating to the project as described in the Written Scheme of Investigation.
H.1.9 OA will advise the client of any such materials supplied in the course of projects which are not OA's copyright.

H.1.10 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. OA further undertake to keep confidential any conclusions about the likely implications of such proposals for the historic environment. 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 The 2007 AAF guide Archaeological Archives A Guide to best practice in creation, compilation, transfer and curation. Brown D.

H.2.3 The IFA Standard & Guidance for the creation, compilation, transfer and deposition of archaeological archives

H.2.4 The UKIC's Guidelines for the preparation of excavation archives for long-term storage

H.2.5 The MGC's Standards in the museum care of archaeological collections

H.2.6 Local museum guidelines such as Museum of London Guidelines: (http://www.museumoflondonarchaeology.org.uk/English/ArchiveResearch/DeposResource) will be adopted where appropriate to the archive collecting area.

H.2.7 The site archive will be prepared to at least the minimum acceptable standard defined in Management of Archaeological Projects 2, English Heritage 1991.

H.3 Relevant OA manual and other supporting documentation

H.3.1 The OA Archives Policy.

APPENDIX I. HEALTH AND SAFETY

I.1 Summary of Standard Methodology

I.1.1 All work will be undertaken in accordance with the OA Health and Safety Policy (Revision 13, August 2009), 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 site is covered by the The Construction (Design and Management) Regulations (2007), all work will be carried out in accordance with the Principal Contractor's Construction Phase Plan.

I.1.3 All work will be carried out according to the requirements of all relevant legislation and guidance, including, but not exclusively.

- The Health and Safety at Work Act (1974),
- Management of Health and Safety at Work Regulations (1999),
- The Construction (Design and Management) Regulations (2007), and
Figure 1: Site location and proposed works
B. SITE DIARY

B. PRIMARY CONTEXT DATA
Headings
Site information
Line 1: [OASouth] County[Oxon] Parish:[Oxford]
Site [St Hugh's College Dickson Poon Building] Site code[OXCHIN 12]
Line 2: Excavators name[T Allen]
Line 3:

Classification of material

<table>
<thead>
<tr>
<th>Index to archive</th>
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<tbody>
<tr>
<td>Introduction</td>
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<td>A: Final Report</td>
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<td></td>
</tr>
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<td>F: Press and Publicity</td>
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<td>G: Correspondence</td>
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<td>H: Miscellaneous</td>
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<td>Milage</td>
<td>Previous Visit</td>
</tr>
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<td>Visit By</td>
</tr>
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</table>

**Type of construction work**

**Contacts made**
Kay Wells

**Archaeology present?**
Yes:

**Undated:**

**Other:**

**COMMENTS**

Single slip trench excavated: 7gm long, 0.6 x 0.9m, 0.6m deep, soft brown, then yellow sand - no evidence of archaeological features in section.

Further works over next two weeks involve more slip trenches and location of modern (21st century) water main.

Upon completion of slip trenches and tiling basement excavation will commence.

**Records?**
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**WATCHING BRIEF RECORD**

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<th>Finish Time</th>
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<td>County</td>
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<td>10:30</td>
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<th>Previous Visit</th>
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<tbody>
<tr>
<td></td>
<td>Previous Visit</td>
<td>M. Sims</td>
</tr>
</tbody>
</table>

**Type of construction work**

- Excavation & service trench

**Contacts made**

- Neil Ware

**Archaeology present?**

- Yes: Victorian landscaping

- No:

- Undated: Ridge & Trench

**COMMENTS**

- On site to monitor diversion of services around site of new build.

- Trenching approx 1.8m wide by 1m deep
- 1st trench dog E-W parallel to St Margaret Rd
- Sect 1 0.26 Topsoil / Landscaping (19th finds)
- 0.22 Topsoil / Landscaping (19th finds)
- 0.22 Plough soil / Undated
- 0.22 (Subsoil)
- 0.18 Natural gravel

- Probable ridge & trench observed morning N-S across trench B to Canterbury Rd

**Records?**

- Photos sect ext plan.
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<th>OXW9012</th>
<th>SITE NAME</th>
<th>St Johns College</th>
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<td>19/09/12</td>
<td>Visit By</td>
<td>Missing</td>
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</table>

**Type of construction work**

- Excavation of surface trenches

**Contacts made**

**Archaeology present?**

- Yes: 
  - No: 
  - Undated: 
  - Other: 

**COMMENTS**

- Work started on road crossing + trenching along length of road
- Strat same throughout (section 2)
  - Only Tarmac
  - 0.3m Scalings / crushed stone
  - > 0.5m Natural gravel

Natural gravel appears to rise towards west.

All other strat truncated

**Records?**

- Photos sent ext.
SITE CODE: OXUNK12  SITE NAME: St. Hugh's College  DATE: 24/9/12

NGR: County  Start Time: 08.00
Milage: Previous Visit  Finish Time: 09.45  20/9/12  Visit By: M. Sims

Type of construction work: Excavation & service trenches

Contacts made:

Archaeology present?
Yes: [ ]  No: [X]

Records: Photos, cut sections.

COMMENTS:
Trenching continuing along roadway terminating at existing junction box.
Section across grassed area showed modern landscaping/made ground over post modern feature. P.t.? possible small scale gravel extraction? (Section 3)
Section at junction box should made ground over gravel. Earlier worked soils truncated (Section 4)
Breachfilling on 25th start new trench on 26th?
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<th>OXCH 012</th>
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<td>M. Smyth</td>
<td></td>
<td>Visit By</td>
<td>M. Smyth</td>
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</table>

Type of construction work:

- Excavation of service trench

Contacts made:

Archaeology present?

Yes: [ ]
No: [X]

Undated:

Other:

COMMENTS

* Trenching being dug across tarmac court from drain pit in centre east through northern edge.
* Trenching 1m wide by 0.95m deep.
* 0.07m Tarmac
* 0.15m Crushed stone
* 0.20m Dugout topsoil
* 0.28m Cobblestone hardcore reddish brown with clay 6cm
* 0.35m Reddish brown alluvion = 5

Modern disturbance cut from top of trench noted in N end of trench filled with mixed material concrete

Records? Photos, cut sector Plan.
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<td>M. Sims</td>
</tr>
</tbody>
</table>

Type of construction work: Excavation of service trench

Contacts made:

Archaeology present?
Yes:
No:
Undated:

Other:

**COMMENTS**

Trenching completed from NE edge of tennis court to drop pit in path
Dirt/soil in eastern end of trench similar to a probable continuation of one recorded in tennis court
Probable ridge / mound noted in West end of trench same 30cm spacing as Sect 1
Trenching 0.15m wide by 0.95m deep
Post-holes for site fence beginning day approx 0.6m x 0.6m by 0.5m deep
All within landscaping / 19th soil deposits
Topsoil strip for cellar excavation to take place next week

Records: Photos cut site plan
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>12/10/12</td>
<td>Ms. dav.</td>
</tr>
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</table>

**Type of construction work:**
Grand reduction.

**Contacts made:**

**Archaeology present?**
- Yes:
  - 19th/20th century features.
- No:

**Undated:**

**Other:**

**COMMENTS**

Grand reduction down to level of terrace gravel containing approx 0.3m of reddish brown alluvial material removed.

Several post-med (19th/20th century) round mud hollow pot + creamware pottery. No evidence of earlier structures/features ridge + provd faintly visible.

**Records?** Photos sent ext plan.
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<td>Visit By</td>
<td>MINSKY</td>
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<tr>
<td>Type of construction work</td>
<td>Ground reduction</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Contacts made

Archaeology present?
Yes: 
No: 

Undated:

Other:

COMMENTS

Ground reduction within footprint of basement continuing.

Digging plan to water table, working out to SE corner.

Stone lined well not yet exposed under ramp?

Many reddish-brain soil clays lens 72m thick 0.6m above exposed. Glacial deposits?

No evidence of features visible in contact of gravel.

Records? Photos
<table>
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<tr>
<td></td>
<td></td>
<td>Visit By: M.Smy</td>
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</tbody>
</table>

Type of construction work: Reduction of ground level, basement

Contacts made: 

Archaeology present?

Yes: [ ] 19.4/29.5m S略西 与
No: 

Undated:

Other:

**COMMENTS**

Ground reduction started within footprint of basement.
Piling around edge almost completed.
Sump dug in SW corner of site.
Water table at 3.4m below GL.

Test possible tree planting post / ribbed post exposed in centre of northern edge of site, opposite path.

Approx 2.5m x 1.2m deep back shaped (19m x 32m). One obscured 4 stake and 5ft drain filled by dark brown, clean clays. Site may have former cell.

Records? Photos
<table>
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<tr>
<th>SITE CODE</th>
<th>SITE NAME</th>
<th>DATE</th>
<th>NGR</th>
<th>County</th>
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<td>12/11/12</td>
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<td>09:30</td>
<td>14:00</td>
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<td>9/11/12</td>
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</table>

**Type of construction work**

Grand refection

**Contacts made**

**Archaeology present?**

Yes: [ ] 19th century pit

No: [ ]

Undated: [ ]

**Other:**

**COMMENTS**

Grand refection containing 19th century name in S.E. corner.

Well [27] still not exposed.

2 x 19th century pits [31] and [33] observed both approx 1.2m deep by 1.5m.

Pottery tin can, glass observed but not retained.

Gravel contractors off site and main contractor moving in. Ramp to be retained for access.

Neil will ring when work resumes.

Records? Photos, plan, cut.
FILMING INSTRUCTIONS
Submitter OASouth
No. of copies: 2

Classifications of material

<table>
<thead>
<tr>
<th>Index to archive</th>
<th>Introduction</th>
</tr>
</thead>
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<td>B: Site Data – Text: Survey Reports</td>
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**CONTINUOUS RECORD**

**SITE OXCHIN12**

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**DESCRIPTION**

1) Friable
2) Dark greyish brown
3) Clayey loam
4) Coral gravel
5) 0.2m deep
6) East of site only

**INTERPRETATION/DISCUSSION:**

Present day topsoil and top
Light landscaping layer

**FINDS**

- None
- Pot
- Bone
- Flint
- Stone
- Burnt stone
- Glass
- Metal
- CBM
- Wood
- Leather

**RECORD**

- Small Finds
- Samples
- Building Materials

**RECORDER**

- M

**DATE**

- 

**INITIALS**

- 

**STRATIGRAPHIC MATRIX**

- 1
- 2

**CHECK LISTS**

- DEPOSIT: 1. compaction, 2. colour, 3. composition, 4. inclusion, 5. thickness, 6. extent, 7. comments, 8. method & conditions

- CUT: 1. shape in plan, 2. base/sides/top profile, 3. dimension and depth, 4. sketch, 5. truncation, 6. fill nos, 7. other comments

- MASONRY: 1. material, 2. size of bricks etc, 3. finish of stones, 4. key, 5. top, 6. faces, 7. bond, 8. dimensions as found, 9. other comments
**SITE: OXCH112**

**ADDITIONAL SHEETS:**

**Trench**
Context Type: Deposit / Cut / Structure

**Site sub-div.**
Overlain by:

**Structure No.**
Abutted by:

**Plan No.**
Cut by:
Filled by:

**Section No.**
Same as:
Part of:

**Co-Ordinates**
Consists of:
Overlies:

**Level**
Butts:

**Slide No.**
Cuts:

**Neg No.**
Fill of:

**Matrix location**
Relationships uncertain

---

**STRATIGRAPHIC MATRIX**

1. 
2. 
3. 

---

**Description (See check lists):**

1. Friable
2. Grey brown
3. Silty clay loam
4. Charcoal flecking gravel
5. Deep 0.15 - 0.25m
6. 

**Interpretation/Discussion:**

Buried soil horizon
Original topsoil?

---

**Finds (tick):**

- None [x]
- Pot [x]
- Bone [ ]
- Flint [ ]
- Stone [ ]
- Burnt stone [ ]
- Glass [ ]
- Metal [ ]
- CBM [ ]
- Wood [ ]
- Leather [ ]

- Small Finds
- Samples
- Building Materials

- Recorder
- Date
- Initials
## Context Record

**Site:** Oxford 12  
**Trench:**  
**Context Type:** Deposit / Cut / Structure  
**Context No:** 3  

### Additional Sheets:

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| Section No. | Same as:  
| Part of: |  
| Co-Ordinates Consists of: | Overlies: 5 |
| Level | Butts:  
| Slide No. | Cuts:  
| Neg No. | Fill of: 4 |
| Matrix location | Relationships uncertain  

### Description (See check lists):  
1) **Frisable**  
2) **Yellowish grey brown**  
3) **Clayey silt loam**  
4) **Oc occ. gravel**  
5) **0.5 to 0.35m depth**  
6) **Fills 4**

### Stratigraphic Matrix:

This context is 3

### Interpretation/Discussion:

**Buried ploughsoil Part of ridge and former**

### Finds (tick):

- None
- Pot
- Bone
- Flint
- Stone
- Burnt stone
- Glass
- Metal
- CBM
- Wood
- Leather

### Small Finds

### Samples

### Building Materials

Recorder

Date

Initials
**Context Record**

**Site or Area:** ORCHIN 12

**Context Type:** Deposition/Cut/Structure

### Additional Details:

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<td>Cut by:</td>
</tr>
<tr>
<td>Section No.</td>
<td>Filled by:</td>
</tr>
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</table>

**Co-ordinates:**
- Consists of:
- Overlies:

**Level:**
- Butts: 5
- Cuts: 6

**Description (See Checklists):**
1. Parallel sided linear
2. Very shallow slope, sides
3. 4.6m wide, 0.36m deep
4. **Note**: 4.6m

**Stratigraphic Matrix:**
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

**Interpretation/Discussion:**

No N-S aligned ridge and forms.

No dating evidence

Perpendicular to St. Magdalen.

**Finds (tick):**
- None
- Pot
- Bone
- Flint
- Stone
- Burnt stone
- Glass
- Metal
- CBM
- Wood
- Leather

**Additional Information:**
- Small Finds
- Samples
- Building Materials

**Recorder:** [Name]

**Date:**

**Initials:**
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<td>Fill of:</td>
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<td>Matrix location</td>
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</tr>
</tbody>
</table>

Description (See check lists):

1) Tenacious
2) Dark reddish brown
3) Silt clay
4) N/C
5) Up to 0.25m in depth

Interpretation/Discussion: Silt soil, probable alluvium.

Stratigraphic Matrix:

```
<table>
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<td>5</td>
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</tbody>
</table>
```

Finds (tick): None [✓] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

△ Small Finds

 Recorder [ ] Date [ ]

△ Samples

 Initials [ ]
<table>
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<td>1) Semi-compacted</td>
</tr>
<tr>
<td></td>
<td>2) Pale yellow brown</td>
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<td></td>
<td>3) S. Clayey sand</td>
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<tr>
<td></td>
<td>4) Mdx. silitive gravel &gt; 85% Bl</td>
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<td></td>
<td>5) Depth &gt; 0.5m</td>
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<td></td>
<td>6) Throughout site</td>
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</table>

**Interpretation/Discussion:**

*Natural terrace gravel*

**Finds (tick):** None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

**Small Finds**

**Samples**

**Building Materials**

**Recorder:** K

**Date:**

**Initials:**
**CONTEXT RECORD**

**SITE:** OXCH172

**ADDITIONAL SHEETS:**

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**Description (See check lists):**

1) **Compact**
2) **Very dark grey**
3) **Tarmac**
4) **Depth 0.1m**

**STRATIGRAPHIC MATRIX**

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**Interpretation/Discussion:** Modern road surface.

**Finds (tick):** None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

**Small Finds**

**Samples**

**Building Materials**

**Recorder:**

**Date:**

**Initials:**
### CONTEXT RECORD

**SITE:** OXCH 1012

**SITE sub-div:**
- Overlain by: 7:12
- Abutted by:
- Cut by:
- Filled by:
- Same as:
- Part of:

**Plan No. 1**
- Consists of:

**Section No. 4:5:8**
- Butts:
- Cuts:
- Fill of:

**Matrix location:** Relationships uncertain

**Description (See check lists):**

1) Semi-compacted
2) Pale reddish grey
3) Crushed stone
4) lenses of gravel - tip top visible
5) 0.42m

**STRATIGRAPHIC MATRIX**

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- **this context is:**
  - B

**Interpretation/Discussion:**

Made gravel (modern)

- Tip top visible

**Finds (tick):**
- None [ ]
- Pot [ ]
- Bone [ ]
- Flint [ ]
- Stone [ ]
- Burnt stone [ ]
- Glass [ ]
- Metal [ ]
- CBM [ ]
- Wood [ ]
- Leather [ ]

- Small Finds
- Samples
- Building Materials

- Recorded:
- Date:
- Initials:

**Context No. 8**

**Type:**
- Check Lists:
  - DEPOSIT:
    1. compaction
    2. colour
    3. composition
    4. inclusion
    5. thickness
    6. extent
    7. comments
    8. method & conditions

- CUT:
  1. shape in plan
  2. base/side/top profile
  3. dimension and depth
  4. sketch
  5. truncation
  6. fill nos
  7. other comments

- MASONRY:
  1. materials
  2. size of bricks etc.
  3. form of stones
  4. setting/bedding
  5. form 6 faces
  7. bond
  8. dimensions as found
  9. other comments
SITE OXCHIN 12

ADDITIONAL SHEETS:

Trench: Context Type: Deposit / Cut / Structure
Site sub-div:
Structure No.:
Plan No.:
Section No.:
Co-Ordinates:
Level:
Slide No.:
Neg No.:
Matrix location:

ADDITIONAL SHEETS:

Type: F11

Check Lists:
DEPOSIT:
1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

CUT:
1. shape in plan
2. base/side/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

MASONRY:
1. material
2. size of bricks etc
3. finished stones
4. coursing/bond
5. form 6. laces
7. bond
8. dimensions as found
9. other comments

Context No. 9

Description (See check lists):

1) Friable
2) Orange yellow
3) Loose sand
4) Moody gravel
5) Depth up to 0.5m
6) Upper fill of III

STRATIGRAPHIC MATRIX

- this context is 9

Interpretation/Discussion:
Upper layer of backfill within P.4 [11], probably redeposited and naturally

Finds (tick): None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

△ Small Finds
◇ Samples
△ Building Materials

Recorder
Date
Initials
**CONTEXT RECORD**

**SITE ORCHIN II**

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</table>

**Description (See-check lists):**

1) Friable
2) Greyish brown
3) Claysey silt
4) Occ. gravel
5) Depth > 0.5m
6) Within pit III

**STRATIGRAPHIC MATRIX:**

```
  9
 /  \
 10
```

**Interpretation/Discussion:**

Layer of backfill within pit 11
Possible primary fill?

**Finds (tick):** None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

**Recorder**

**Date**

**Initials**
Description (See check lists):
1) Roughly rectangular
2) Very steep sides
3) Width > 2m, depth > 0.5m
4) SW
5) Reduced in depth by modern truncation
6) Filled by (12 & 10)

Interpretation/Discussion:
Truncated Pit. Possible small scale gravel extraction?

Finds (tick): None [], Pot [], Bone [], Flint [], Stone [], Burnt stone [], Glass [], Metal [], CBM [], Wood [], Leather []
### Context Record

**SITE** ORCH112  
**TYPE** Layer

<table>
<thead>
<tr>
<th>Description (See check lists):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Frivable</td>
</tr>
<tr>
<td>2) Pale yellowish grey</td>
</tr>
<tr>
<td>3) Coarse sand</td>
</tr>
<tr>
<td>4) Much fine gravel</td>
</tr>
<tr>
<td>5) Depth 0.15m</td>
</tr>
</tbody>
</table>

**Interpretation/Discussion:**
Modern made ground.

**Finds (tick):** None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

**Small Finds**

**Samples**

**Building Materials**
### Context Record

<table>
<thead>
<tr>
<th>Site or Chln</th>
<th>Additional Sheets</th>
</tr>
</thead>
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**Trench**
- Context Type: Deposit / Cut / Structure
- Overlain by: 8

**Site sub-div.**

**Structure No.**
- Abutted by:

**Plan No.**
- Cut by:
- Filled by:

**Section No.**
- Same as: 4
- Part of:

**Co-Ordinates**
- Consists of:
- Overlies: 4

**Level**
- Butts:

**Slide No.**
- Cuts:

**Neg No.**
- Fill of:

**Matrix location**
- Relationships uncertain

---

#### Description (See check lists):

1. Friable
2. Pale red/greenish yellow
3. Coarse sand
4. Mottled small - med gravel
5. Depth 0.25m

### Stratigraphic Matrix

- This context is 13

---

#### Interpretation/Discussion:

Medium made gravel

---

**Finds (tick):**
- None [ ]
- Pot [ ]
- Bone [ ]
- Flint [ ]
- Stone [ ]
- Burnt stone [ ]
- Glass [ ]
- Metal [ ]
- CBM [ ]
- Wood [ ]
- Leather [ ]

**Small Finds**

**Samples**

**Building Materials**

**Recorder**

**Date**

**Initials**
### CONTEXT RECORD

**SITE:** OXEHIN 12

**ADDITIONAL SHEETS:**
- **Context Type:** Deposit/ Cut/ Structure
- **Check Lists:**
  - DEPOSIT:
    1. compaction
    2. colour
    3. composition
    4. inclusion
    5. thickness
    6. extent
    7. comments
    8. method & conditions
  - CUT:
    1. shape in plan
    2. base/side/top profile
    3. dimension and depth
    4. sketch
    5. truncation
    6. fill nos
    7. other comments
  - MASONRY:
    1. materials
    2. size of bricks etc
    3. finish of stones
    4. courses/bond
    5. form
    6. faces
    7. bond
    8. dimensions as found
    9. other comments

**Location:**
- **Trench:**
  - Overlain by: **Scalpings:** 18
  - Plan No.: 1
  - Section No.: 5
- **Site sub-div:**
  - Abutted by:
  - Filled by:
  - Consists of:
  - Overlies: 16
  - Butts:
  - Cuts:
  - Neg No.: Fill of: 15
  - Co-Ordinates:
  - Relationships uncertain

**Description (See check lists):**
1) Friable
2) Mixed Dark grey brown
3) Silty loam
4) Mixture of gravel + reddish brown clay silt
5) Depth 20.7m

**Interpretation/Discussion:**
- Backfill & feature 115
- Mix of redeposited material.

**Finds (tick):**
- None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ]
- Metal [ ] CBM [ ] Wood [ ] Leather [ ]

**Small Finds**
**Samples**
**Building Materials**

**Context No.: 14**

**STRATIGRAPHIC MATRIX**

```
[18]
[14] 15
```

- this context is 14.
- Fill 115
SITE: OXCHINO 12

ADDITIONAL SHEETS:

Trench: Context Type: Deposit/Cut/Structure
Overlain by: 14
Abutted by:
Cut by:
Filled by: 14

Section No.: 5
Same as:
Part of:

Consists of:
Overlies:

Butts:
Cuts: 16:17:15
Fill of:

Relationships uncertain

Description (See check lists):
1) Full shape unknown
2) 40° sloping sides
3) Depth > 0.7m Width > 8m
4) 4.6m
5) Fill
6) Filled by 14

Interpretation/Discussion:
Possible gravel extraction pit?
Bricks (19t)

STRATIGRAPHIC MATRIX

Finds (tick): None Pot Bone Flint Stone Burnt stone Glass Metal CBM Wood Leather

△ Small Finds
◇ Samples
△ Building Materials

Recorder
Date
Initials
**CONTEXT RECORD**

**SITE:** OXCHIN 12

**ADDITIONAL SHEETS:**

- **Trench:** Context Type: Deposit/Cut/Structure
- **Site sub-div:** Overlain by: 4
- **Structure No.:** Abutted by:
- **Plan No.:** Cut by: 15
- **Section No.:** Same as: 5
- **Co-Ordinates:** Consists of:
- **Overlies:** 17
- **Level:** Butts:
- **Slide No.:** Cuts:
- **Neg No.:** Fill of:
- **Matrix location:** Relationships uncertain

---

**STRATIGRAPHIC MATRIX**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
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<tr>
<td></td>
<td></td>
<td>17</td>
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<td></td>
</tr>
</tbody>
</table>

---

**Description (See check lists):**

1) Friable
2) Grey brown
3) Grey loam
4) Ooc gravel
5) 0.12 m

**Interpretation/Discussion:**

Truncated layer of deposit.

---

**Finds (tick):** None [ ], Pot [ ], Bone [ ], Flint [ ], Stone [ ], Burnt stone [ ], Glass [ ], Metal [ ], CBM [ ], Wood [ ], Leather [ ]

- Small Finds
- Samples
- Building Materials

**Recorder:**

**Date:**

**Initials:**
**CONTEXT RECORD**

**SITE:** oxcmn012  
**ADDITIONAL SHEETS:**  
**TYPE:** layer

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<tr>
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<td>Plan No.</td>
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<td>15</td>
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<td>Section No.</td>
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<td>Part of:</td>
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<td>Cuts:</td>
<td></td>
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<tr>
<td>Neg No.</td>
<td>Fill of:</td>
<td></td>
</tr>
<tr>
<td>Matrix location</td>
<td>Relationships uncertain</td>
<td></td>
</tr>
</tbody>
</table>

**Description (See check lists):**

1) Friable  
2) Dark reddish brown  
3) Silt clay loam  
4) Charcoal flecking  
5) Depth 0.25m

**STRATIGRAPHIC MATRIX**

![Stratigraphic Matrix Diagram]

- This context is 17
- Overlies 5

**Interpretation/Discussion:**

Ploughed horizon  
Same as 13?

**Finds (tick):** None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

**Small Finds**

**Samples**

**Building Materials**

**Recorder:**

**Date**

**Initials**
**CONTEXT RECORD**

**SITE:** Oxenhill 12

**ADDITIONAL SHEETS:**

**Trench:**
- **Context Type:** Deposit / Cut / Structure
- **Check Lists:**
  1. compaction
  2. colour
  3. composition
  4. inclusion
  5. thickness
  6. extent
  7. comments
  8. method & conditions

**Site sub-div.**
- Overlain by:
- Abutted by:

**Structure No.**
- Cut by:
- Filled by:
- **Section No.:**
  - Same as:
  - Part of:
- **Co-Ordinates:**
  - Consists of:
  - Overlies: 14:15:19
  - **L.**

**Level:**
- Butts:
- **Slide No.:**
- **Nég No.:**
- Fill of:

**Matrix location:** Relationships uncertain

**Description (See check lists):**

1. Friable
2. Grey brown
3. Light loam
4. V.2
5. 0.15m deep.

**STRATIGRAPHIC MATRIX**

```
  ---
  |
  ---
   13
  ---
```

**Interpretation/Discussion:**

Present day topsoil and turf

Same as D? Landscaping layer.

**Finds (tick):**
- None [ ]
- Pot [ ]
- Bone [ ]
- Flint [ ]
- Stone [ ]
- Burnt stone [ ]
- Glass [ ]
- Metal [ ]
- CBM [ ]
- Wood [ ]
- Leather [ ]

△ Small Finds

△ Building Materials

Recorder

Date

Initials
## CONTEXT RECORD

**SITE:** OXCHW12  
**ADDITIONAL SHEETS:**

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<td>Nég No.</td>
<td>Fill of:</td>
</tr>
<tr>
<td>Matrix location</td>
<td>Relationships uncertain</td>
</tr>
</tbody>
</table>

### DESCRIPTION (See check lists):

1) Friable
2) Mid-brown
3) Clayey silty loam
4) Black gravel
5) Depth 8.17m

### INTERPRETATION/DISCUSSION:

Buried topsoil horizon

### FINDS (tick):

- None [ ]
- Pot [ ]
- Bone [ ]
- Flint [ ]
- Stone [ ]
- Burnt stone [ ]
- Glass [ ]
- Metal [ ]
- CBM [ ]
- Wood [ ]
- Leather [ ]

### SMALL FINDS

- Date

### SAMPLES

- Initials
**CONTEXT RECORD**

**SITE** OXCHW12  
**ADDITIONAL SHEETS:**  
**TYPE** Layer

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**Trench**  
**Context Type:** Deposit / Cut / Structure

**Site sub-div.**  
**Overlay by:**  
**Structure No.**  
**Abutted by:**  
**Plan No.**  
**Cut by:**  
**Filled by:**

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**Co-ordinates**  
**Consists of:**  
**Overlies:**

**Level**  
**Butts:**  
**Slide No.**  
**Cuts:**  
**Neg No.**  
**Fill of:**  
**21**

**Matrix location**  
**Relationships uncertain**

**Description (See check lists):**

1) **Friable**  
2) **Mid-light greyish brown**  
3) **Silty loam**  
4) **Charcoal, Healing, gravel**  
5) **Depth 0.3m - 0.5m**

**STRATIGRAPHIC MATRIX**

<table>
<thead>
<tr>
<th>19</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**this context is 20**

**Interpretation/Discussion:**

**Earlier plough soil**  
**fill of ridge and tarmac**

**Finds (tick):**  
**None**  
**Pot**  
**Bone**  
**Flint**  
**Stone**  
**Burnt stone**  
**Glass**  
**Metal**  
**CBM**  
**Wood**  
**Leather**

- **Small Finds**
- **Samples**
- **Building Materials**

**Recorder**

**Date**

**Initials**
### CONTEXT RECORD

**SITE OXCHW12**

**ADDITIONAL SHEETS:**

<table>
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**STRATIGRAPHIC MATRIX**

- 20
- 2
- 5

**DESCRIPTION:**

Same as 14

**INTERPRETATION/DISCUSSION:**

N-S aligned ridge + post?

**FINDS (TICK):**

- None
- Pot
- Bone
- Flint
- Stone
- Burnt stone
- Glass
- Metal
- CBM
- Wood
- Leather

**△ Small Finds**

**□ Samples**

**△ Building Materials**

**Context No.** 21

**TYPE** C01

**DEPOSIT:**
1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

**CUT:**
1. shape in plan
2. base/side/edge profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

**MASSONRY:**
1. materials
2. size of bricks etc.
3. finish of stones
4. coursed/bonded
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

**RECORER**

**DATE**

**INITIALS**
## CONTEXT RECORD

### SITE OXCM112

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| Filled by: | |
|------------||
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| Part of: | |
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<th>Relationships uncertain</th>
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<tbody>
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<td></td>
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</table>

### DESCRIPTION (SEE CHECK LISTS):  

1) Friable / loose  
2) Reddish grey  
3) Broken mortar and gravel  
4) Broken brick and concrete  
5) Depth 0.18m - 0.25m  
6) SE corner of Q4 only  

### STRATIGRAPHIC MATRIX:  

```
<table>
<thead>
<tr>
<th>18</th>
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<tbody>
<tr>
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</table>
```

### INTERPRETATION/DISCUSSION:  

Hardware base below town cost path  

---

### FINDS (TICK):  

- None [ ]  
- Pot [ ]  
- Bone [ ]  
- Flint [ ]  
- Stone [ ]  
- Burnt stone [ ]  
- Glass [ ]  
- Metal [ ]  
- CBM [ ]  
- Wood [ ]  
- Leather [ ]  

- Small Finds  
- Samples  
- Building Materials  

---

**Recorder**  

---

**Date**  

---

**Initials**
### Additional Sheets:
- **Trench**: Overlain by: 5
- **Structure No.**: Abutted by: 2
- **Plan No.**: Cut by: Filled by:
- **Section No.**: Same as: 7/9
- **Co-Ordinates**: Consists of: Overlies: 6
- **Level**: Butts: 5
- **Slide No.**: Cuts: 6
- **Neg No.**: Fill of:
- **Matrix location**: Relationships uncertain

### Context Record
- **Site**: OXCHW12
- **Context Type**: Deposit / Cut / Structure
- **Context No.**: 23
- **Type**: Layer
- **Check Lists**:
  - **DEPOSIT**:
    - 1. compaction
    - 2. colour
    - 3. composition
    - 4. inclusion
    - 5. thickness
    - 6. extent
    - 7. comments
    - 8. method & conditions
  - **CUT**:
    - 1. shape in plan
    - 2. base/sides/top profile
    - 3. dimension and depth
    - 4. sketch
    - 5. truncation
    - 6. fill nos
    - 7. other comments
  - **MASONRY**:
    - 1. materials
    - 2. size of bricks etc
    - 3. finish of stones
    - 4. courting bond
    - 5. form 6. faces
    - 7. pend
    - 8. dimensions as found
    - 9. other comments

### Description (See check lists):
1) Tenar
2) Orange 
3) Sandy clay
4) N.L
5) > 0.25m deep
b) S.E. corner of site only

### Stratigraphic Matrix
```
  5
  6
```

### Interpretation/Discussion:
Natural deposit

### Finds (tick):
- None [ ]
- Pot [ ]
- Bone [ ]
- Flint [ ]
- Stone [ ]
- Burnt stone [ ]
- Glass [ ]
- Metal [ ]
- CBM [ ]
- Wood [ ]
- Leather [ ]

- Small Finds
- Samples
- Building Materials

- Recorder
- Date
- initials
CONTEXT RECORD

SITE OXCHW17

ADDITIONAL SHEETS:

Trench

Context Type: Deposit/Cut / Structure

Site sub-div

Overlain by: 16

Structure No.

Abutted by:

Plain No.

Cut by: 26

Filled by:

Section No.

Same as:

Part of:

Co-Ordinates

Consists of:

Overlies:

Level

Butts:

Slide No.

Cuts:

Neg No.

Fill of: 25

Matrix location

Relationships uncertain

DESCRIPTION (See check lists):

1) Hand thrown bricks
2) 0.228m x 0.12m x 0.68m
3) Vertical course
4) Circular well shaft with hemi-spherical well cap
5) Internal Ø 2.3m depth > 2.7m

INTERPRETATION/DISCUSSION:

Large diameter well. Original construction with bricks laid with vertical courses. Wellcap horizontal coming from Brick size suggests 18th century construction

FINDS (tick):

None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

Small Finds

Samples

Building Materials

Context No.

24

TYPE: Well

DEPOSIT:

1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

CUT:

1. shape of plan
2. base/develop profile
3. dimension and depth
4. pitch
5. function
6. fill nos
7. other comments

MASONRY:

1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bond
5. form 6. faces
7. bond
8. dimensions as found
9. other comments

STRATIGRAPHIC MATRIX

[Diagram with context numbers 16, 24, and 25]

Recorder

Date

Initials

<table>
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<th>16</th>
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<tbody>
<tr>
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**CONTEXT RECORD**

**SITE:** Ocuin 12  
**ADDITIONAL SHEETS:**  
**TYPE:** CST

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<tbody>
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</tr>
<tr>
<td>Structure No.</td>
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</tr>
<tr>
<td>Plan No.</td>
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<tr>
<td>Filled by: 24</td>
<td></td>
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<tr>
<td>Section No.</td>
<td>Same as:</td>
</tr>
<tr>
<td>Part of:</td>
<td></td>
</tr>
<tr>
<td>Co-Ordinates</td>
<td>Consists of:</td>
</tr>
<tr>
<td>Overlies:</td>
<td></td>
</tr>
<tr>
<td>Level</td>
<td>Butts:</td>
</tr>
<tr>
<td>Slide No.</td>
<td>Cuts: 20, 5: 23, 6</td>
</tr>
<tr>
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<td>Fill of:</td>
</tr>
<tr>
<td>Matrix location</td>
<td>Relationships uncertain</td>
</tr>
</tbody>
</table>

**DEPOSIT:**
1. compaction  
2. colour  
3. composition  
4. inclinability  
5. openness  
6. extent  
7. comments  
8. method & conditions

**CUT:**
1. shape in plan  
2. base/side/top profile  
3. dimension and depth  
4. sketch  
5. truncation  
6. fill nos  
7. other comments

**MASONRY:**
1. materials  
2. size of bricks etc  
3. finish of stones  
4. course/grading  
5. form  
6. faces  
7. bond  
8. dimensions as found  
9. other comments

**Description (See check lists):**
1) Circular in plan  
2) Vertical sides  
3) Approx 2.6m Ø, depth 2.7m  
4) See plan  
5) N/L  
6) Filled by 249

**STRATIGRAPHIC MATRIX**

```
  | 24 |  |  |
---|----|---|---
  |    | 25 |    |
  |    |    |    |
```

- this context is 25

**Interpretation/Discussion:**
Well shaft for well lining 249

**Finds (tick):**
None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

- Small Finds  
- Samples  
- Building Materials

**Recorder**  
**Date**  
**Initials**
**Context Record**

**Site:** OXCHN12

<table>
<thead>
<tr>
<th>Trench</th>
<th>Context Type: Deposit / Cut / Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site sub-div</td>
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</tr>
<tr>
<td>Structure No.</td>
<td>Abutted by:</td>
</tr>
<tr>
<td>Plan No.</td>
<td>Cut by:</td>
</tr>
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<tr>
<td>Section No.</td>
<td>Same as:</td>
</tr>
<tr>
<td>Part of:</td>
<td></td>
</tr>
<tr>
<td>Co-Ordinates</td>
<td>Consists of:</td>
</tr>
<tr>
<td>Overties:</td>
<td>24</td>
</tr>
<tr>
<td>Level</td>
<td>Butts:</td>
</tr>
<tr>
<td>Slide No.</td>
<td>Cuts:</td>
</tr>
<tr>
<td>Neg No.</td>
<td>Fill of:</td>
</tr>
<tr>
<td>Matrix location</td>
<td>Relationships uncertain</td>
</tr>
</tbody>
</table>

**Description (See check lists):**

1) Fine Tenarics
2) Dark orange brown
3) Sandy silt
4) MLL
5) Depth unknown

**Stratigraphic Matrix**

```
  
  
  
  
  

  this context is 26

  
  

  24

  
  
  
  
  
```

**Interpretation/Discussion:**

Backfill / Sitting of stem well T249

**Finds (tick):** None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

△ Small Finds

◆ Samples

△ Building Materials

**Recorder:** [Initials]

**Date:**

**Initials:**
### CONTEXT RECORD

**SITE:** OXCH112  
**TYPE:** Well

<table>
<thead>
<tr>
<th>Trench</th>
<th>Context Type: Deposit / Cut / Structure</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Overlain by:</td>
</tr>
<tr>
<td>Structure No.</td>
<td>Abutted by:</td>
</tr>
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<td>Plan No.</td>
<td>Cut by:</td>
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<td>Filled by:</td>
<td></td>
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<tr>
<td>Section No.</td>
<td>Same as:</td>
</tr>
<tr>
<td>Part of:</td>
<td></td>
</tr>
<tr>
<td>Co-Ordinates</td>
<td>Consists of:</td>
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<td>Overlies:</td>
<td></td>
</tr>
<tr>
<td>Level</td>
<td>Butts:</td>
</tr>
<tr>
<td>Slide No.</td>
<td>Cuts:</td>
</tr>
<tr>
<td>Neg No.</td>
<td>Fill of:</td>
</tr>
<tr>
<td>Matrix location</td>
<td>Relationships uncertain</td>
</tr>
</tbody>
</table>

**Description (See check lists):**

1) Limestone ?
2) Up to 0.25mx0.2mx0.15m
3) Very roughly dressed
4) Of rubble courses
5) Circular shaft with hemispherical cap
6) M1

**Interpretation/Discussion:** Stone well lining. No dressed
at recorded stone visible.
Form suggests 18th / 19th construction.

**Finds (tick):** None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

- **Small Finds**
- **Samples**
- **Building Materials**

**Recorded by:** [Signature]

**Date:**

**Initials:**
### CONTEXT RECORD

**SITE** OXCHIN12  
**ADDITIONAL SHEETS:**  
**TYPE** C47

<table>
<thead>
<tr>
<th>Description (See check lists)</th>
<th>STRATIGRAPHIC MATRIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Circular in plan</td>
<td>![Diagram of stratigraphic matrix]</td>
</tr>
<tr>
<td>2) Vertical sides, base not bevelled</td>
<td></td>
</tr>
<tr>
<td>3) 1.8m / 1.5m depth</td>
<td></td>
</tr>
<tr>
<td>4) See plan 2</td>
<td></td>
</tr>
<tr>
<td>5) N/A</td>
<td></td>
</tr>
<tr>
<td>6) Filled by 27</td>
<td></td>
</tr>
</tbody>
</table>

**Interpretation/Discussion:**  
Dell shaft for Dell 28/27

**Finds (tick):**  
- None [ ]  
- Pot [ ]  
- Bone [ ]  
- Flint [ ]  
- Stone [ ]  
- Burnt stone [ ]  
- Glass [ ]  
- Metal [ ]  
- CBM [ ]  
- Wood [ ]  
- Leather [ ]

- △ Small Finds  
- ◇ Samples  
- △ Building Materials

**Recorder:** [Signature]  
**Date:**  
**Initials:** [Signature]
SITE: OXCHW12

ADDITIONAL SHEETS:

Trench
Context Type: Deposit / Cut / Structure

Site sub-div
Overlain by:

Structure No.
Abutted by:

Plan No.
Cut by:
Filled by:

Section No.
Same as:
Part of:

Co-Ordinates
Consists of:
Overlies:

Level
Butts: [27]

Slide No.
Cuts:

Neg No.
Fill of:

Matrix location
Relationships uncertain

Type: Fill

DEPOSIT:
1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

CUT:
1. shape in plan
2. base/stop/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

MASONRY:
1. materials
2. size of bricks etc
3. kind of stones
4. coupling/held
5. form - faces
6. bond
7. dimensions as found
8. other comments

Description (See check lists):

1) Tenacious
2) Grey brown
3) Silty clay
4) ML
5) > 0.8m
6) Fill: [27] up to 1m from top

STRATIGRAPHIC MATRIX

Interpretation/Discussion:
Back fill/setting of other well shaft

Finds (tick):
None [ ]
Pot [ ]
Bone [ ]
Flint [ ]
Stone [ ]
Burnt stone [ ]
Glass [ ]
Metal [ ]
CBM [ ]
Wood [ ]
Leather [ ]

[ ] Small Finds
[ ] Samples
[ ] Building Materials

Recorder
Date
Initials
**CONTEXT RECORD**

**SITE:** OKCHIN 12  
**ADDITIONAL SHEETS:**

<table>
<thead>
<tr>
<th>Context Type: Deposit / Cut / Structure</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Overlain by:</td>
</tr>
<tr>
<td>16</td>
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<tr>
<td>Abutted by:</td>
</tr>
<tr>
<td>Cut by:</td>
</tr>
<tr>
<td>Filled by:</td>
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<tr>
<td>Section No.</td>
</tr>
<tr>
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<td>Part of:</td>
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<td>Level</td>
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<td>Butts:</td>
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<td>Slide No.</td>
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<tr>
<td>Cuts:</td>
</tr>
<tr>
<td>Neg No.</td>
</tr>
<tr>
<td>Fill of:</td>
</tr>
<tr>
<td>31</td>
</tr>
<tr>
<td>Matrix location</td>
</tr>
<tr>
<td>Relationships uncertain</td>
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</table>

**Description (See check lists):**

1) Friable
2) Dark grey brown
3) & Silty clay loam
4) Charcoal flecking, much slate
5) Depth 1.2m
6) Fill of 31

**STRAITGRAPHIC MATRIX**

<table>
<thead>
<tr>
<th>16</th>
<th>31</th>
</tr>
</thead>
</table>

**INTERPRETATION/DISCUSSION:**

Backfill of MB 5th p 41 and some charred, much slate, flower petal.

Fragments of tin case (point case?) visible.

**FINDS (TICK):**
- None [ ]
- Pot [ ]
- Bone [ ]
- Flint [ ]
- Stone [ ]
- Burnt stone [ ]
- Glass [ ]
- Metal [ ]
- CBM [ ]
- Wood [ ]
- Leather [ ]
- Slate [X]

**△ Small Finds**

**◊ Samples**

**△ Building Materials**

**RECORDER:** MB

**DATE:**

**INITIALS:**
## CONTEXT RECORD

**SITE: oxcmun12**

### ADDITIONAL SHEETS:

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<tbody>
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</tr>
<tr>
<td>Structure No.</td>
<td>Abutted by:</td>
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<tr>
<td>Plan No.</td>
<td>Cut by: 30</td>
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<tr>
<td>Section No.</td>
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<td>Part of:</td>
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<td>Co-Ordinates</td>
<td>Consists of:</td>
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<td></td>
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<tr>
<td>Level</td>
<td>Butts: 57 20 5 8</td>
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<tr>
<td>Slide No.</td>
<td>Cuts:</td>
</tr>
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<td>Neg No.</td>
<td>Fill of:</td>
</tr>
<tr>
<td>Matrix location</td>
<td>Relationships uncertain</td>
</tr>
</tbody>
</table>

### Description (See check lists):

1. Roughly circular in plan
2. Vertical sides, broad base
3. Approx 2.2m Ø by 2m deep
4. Reduced in depth by later landscaping
5. Filled by 30

### STRATIGRAPHIC MATRIX

```
  20
 / \
30
```

This context is 31

### Interpretation/Discussion:

How to RPC

### Finds (tick):

- None
- Pot
- Bone
- Flint
- Stone
- Burnt stone
- Glass
- Metal
- CBM
- Wood
- Leather

### Small Finds

- Samples
- Building Materials

### Recorder:

**Date:**

**Initials:**
SITE OXCHW12

CONTEXT RECORD

Trench

Site sub-div. Overlain by: 16

Structure No. Abutted by:

Plan No. Cut by: Filled by: 32-32

Section No. Same as:

Part of:

Co-Ordinates Consists of:

Overlies:

Level Butts: Cuts: 5:6:20

Slide No. Fill of:

Neg No.

Matrix location Relationships uncertain

Description (See check lists):

1) Roughly circular in plan
2) Vertical sides 1.5m thick base
3) 2.5m deep by 1.5m wide
4) Truncated to 1.5m
5) Later landscaping
6) Filled by 32

Interpretation/Discussion: (19th/early 20th century

STRATIGRAPHIC MATRIX

this context is 32

Finds (tick): None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

△ Small-Finds

△ Samples

△ Building Materials

Context No. 32

TYPE P

DEPOSIT:
1. compaction
2. colour
3. composition
4. texture
5. thickness
6. extent
7. comments
8. method & conditions

CUT:
1. shape in plan
2. basis/ends/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

MASONRY:
1. materials
2. size of bricks etc.
3. finish of stones
4. courting/boards
5. form 6. bases
7. bond
8. dimensions as found
9. other comments

Recorder M

Date

Initials
**CONTEXT RECORD**

**SITE** oxcitn12  **ADDITIONAL SHEETS:**

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<tr>
<td>Plan No.</td>
<td>Cut by:</td>
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<tr>
<td>Section No.</td>
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<tr>
<td>Part of:</td>
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<td>Co-Ordinates</td>
<td>Consists of:</td>
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<td>Overlies:</td>
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<tr>
<td>Level</td>
<td>Butts:</td>
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<tr>
<td>Slide No.</td>
<td>Cuts:</td>
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<td>Fill of: 32</td>
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<tr>
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<td>Relationships uncertain</td>
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**STRATIGRAPHIC MATRIX**

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<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th>32</th>
<th></th>
</tr>
</thead>
</table>

1. Friable
2. Dark grey brown
3. Silty clay loam
4. Charcoal and ash inclusion, slate
5. Depth 1.5m
6. F-115 33

**Interpretation/Discussion:**

Backfill of rubbish pit 33
Possible demolition debris with fill

**Finds (tick):** None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

△ Small Finds  Recorder [ ]

◇ Samples  Date [ ]

△ Building Materials  Initials [ ]
## Context Record

**Site:** OXCH112  
**Additional Sheets:**  
**Type:** Fill  

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<th>Context Type: Deposit / Cut / Structure</th>
<th>Check Lists:</th>
</tr>
</thead>
</table>
| Site sub-div | Overlain by: 16 | DEPOSIT:  
1. compaction  
2. colour  
3. composition  
4. inclusion  
5. thickness  
6. extent  
7. comments  
8. method & conditions |
| Structure No. | Abutted by: | CUT:  
1. shape in plan  
2. base/side/top profile  
3. dimension and depth  
4. sketch  
5. truncation  
6. fill nos  
7. other comments |
| Plan No. | Cut by: | MASONRY:  
1. material  
2. size of bricks etc  
3. finish of stones  
4. coupling/bond  
5. form 6. faces  
7. bond  
8. dimensions as found  
9. other comments |
| Section No. | Same as: |  |
| Co-Ordinates | Consists of: |  |
| Overlies: | 5 |  |
| Level | Butts: |  |
| Slide No. | Cuts: |  |
| Neg No. | Fill of: 35 |  |
| Matrix location | Relationships uncertain |  |

### Description (See check lists):

1) F.able  
2) Dark grey brown  
3) Silt clay loam  
4) Gravelly, CBM  
5) Ur. to im. depth  

### Stratigraphic Matrix

<table>
<thead>
<tr>
<th>16</th>
<th>35</th>
<th>1</th>
</tr>
</thead>
</table>

This context is 34

### Interpretation/Discussion:

Backfill at [35]  
Corroded iron, decayed wood and discarding also paint tins + 5 gallon drums.

Finds (tick): None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

- Small Finds
- Samples
- Building Materials

Recorder [7]  
Date  
Initials
**SITE: OXCHW12**

**ADDITIONAL SHEETS:**

<table>
<thead>
<tr>
<th>Description (See check lists):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Roughly rectangular in plan</td>
</tr>
<tr>
<td>2) Vertical sides, flat base</td>
</tr>
<tr>
<td>3) 4m x 2.4m, up to 1m in depth</td>
</tr>
<tr>
<td>4) See plans 2</td>
</tr>
<tr>
<td>5) Probably reduced in depth by later landscaping</td>
</tr>
<tr>
<td>6) Filled by 34</td>
</tr>
</tbody>
</table>

**Interpretation/Discussion:**

Probable 20th feature

Size and presence of corrugated iron suggests possible Air-Raid shelter base.

**Finds (tick):**

None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

△ Small Finds

△ Building Materials

**Context No.**

35

**Check Lists:**

DEPOSIT:
1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

CUT:
1. shape in plan
2. base/side/stop profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

MASONRY:
1. materials
2. size of bricks etc
3. finish of stones
4. coursing/bind
5. form of base
6. other comments

**Stratigraphic Matrix:**

```
    ▼  ▼  ▼
   ▪ ▪ ▪ ▪
  ▪ ▪ ▪ ▪ ▪
 this context is ▪ ▪ ▪ ▪ ▪ ▪
```

Recorder [ ]

Date

Initials
**CONTEXT RECORD**

**SITE:** OXCHIV12

**Trench:**

- **Context Type:** Deposit / Cut / Structure
- **Context No.:** 36

**Site sub-div:**

- Overlain by: 16
- Abutted by:

**Structure No.:**

- Cut by:
- Filled by:

**Plan No.:** 2

**Section No.:**

- Same as:
- Part of:

**Co-Ordinates:**

- Consists of:
- Overlies: 5

**Level:**

- Butts:
- Cuts:

**Slide No.:**

- Fill of: 37

**Neg No.:**

- Matrix location: Relationships uncertain

**Description (See check lists):**

1) Friable
2) Dark grey brown
3) Silt loam
4) CBM gravels
5) 0 to 0.8m depth
6) Fill [37] completely

**Interpretation/Discussion:**

Backfilling of feature [37]
Corrugated tin frag observed
Also roasted 1.5 gallon drums

**Finds (tick):** None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

- Small Finds
- Samples
- Building Materials

**STRATIGRAPHIC MATRIX**

<table>
<thead>
<tr>
<th></th>
<th>16</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>this context is</td>
<td>36</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>37</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DEPOSIT:**
1. location
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

**CUT:**
1. shape in plan
2. base/side/stop profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

**MASONRY:**
1. mortar
2. size of bricks etc
3. finish of stones
4. coating/bond
5. torn
6. tiles
7. bond
8. dimensions as found
9. other comments

**Recorder:** [signature]

**Date:** [blank]

**Initials:** [blank]
SITE/OXCHW12

Context Type: Deposit/Cut/Structure

Trench
Overlain by: 16

Site sub-div.

Structure No.
Abutted by:

Plan No.
Cut by:
Filled by: 36

Section No.
Same as:
Part of:

Co-Ordinates
Consists of:
Overlies:

Level
Butts:

Slide No.
Cuts: 5:6:20

Neg No.
Fill of:

Matrix location
Relationships uncertain

Check Lists:

DEPOSIT:
1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. comments
8. method & conditions

CUT:
1. shape in plan
2. base/sides/edge profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

MASONRY:
1. materials
2. size of bricks etc
3. finish ofs
4. courser/finer
5. form of faces
6. bond
7. dimensions as found
8. other comments

Description (See check lists):

1) Roughly rectangular in plan
2) Flat base v. steep sides
3) 4m x 2.4m by 0.8m deep
4) See Plan 2
5) Reduced in depth by later landscaping
6) Filled by 36

Interpretation/Discussion:

20th feature
Shape + corrugated iron suggests air raid shelter

Finds (tick): None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

△ Small Finds
◇ Samples
◇ Building Materials

Recorded: M

Date
Initials

This context is 37
**CONTEXT RECORD**

**SITE:** 0xW1/12

**ADDITIONAL SHEETS:**

- **Trench:**
  - Context Type: Deposit / Cut / Structure
- **Site sub-div:** Overlain by: 16
- **Structure No.:**
  - Abutted by:
  - Cut by:
  - Filled by:
- **Plan No.:** 2
- **Section No.:**
  - Same as:
  - Part of:
  - Consists of:
  - Overlies: 20.5:23
- **Co-Ordinates:**
- **Level:**
  - Butts:
- **Slide No.:**
  - Cuts:
- **Neg No.:**
  - Fill of: 39
- **Matrix location:** Relationships uncertain

**Description (See check lists):**

1) Faecal
2) Dark grey band
3) lts 1em
4) occ 3cm grinds
5) Depth 1m
6) Fill 39 completely

**Interpretation/Discussion:**

Backfill of Pit/Base 39

Metal finds: include corrugated iron, 5gall drums, empty broken flower pots.

**Finds (tick):**

- None [ ]
- Pot [ ]
- Bone [ ]
- Flint [ ]
- Stone [ ]
- Burnt stone [ ]
- Glass [ ]
- Metal [ ]
- CBM [ ]
- Wood [ ]
- Leather [ ]

**Small Finds:**

**Samples:**

**Building Materials:**

**Recorder:**

**Date:**

**Initials:**
## CONTEXT RECORD

**SITE** OXHIN 12  
**ADDITIONAL SHEETS:**  
**TYPE** CST  

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<td>Cuts: 5:20:23</td>
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<td>Fill of:</td>
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<td>Matrix location</td>
<td>Relationships uncertain</td>
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### STRATIGRAPHIC MATRIX

```
```

### Interpretation/Discussion:

Possible [20th] feature
Size and possible co-registered in SW this fill suggest possible as raid shelter?

### Finds (tick):

- [ ] None
- [ ] Pot
- [ ] Bone
- [ ] Flint
- [ ] Stone
- [ ] Burnt stone
- [ ] Glass
- [ ] Metal
- [ ] CBM
- [ ] Wood
- [ ] Leather

△ Small Finds  
○ Samples  
△ Building Materials

**Recorder** [signature]  
**Date** [date]  
**Initials** [initials]
### Context Record

**Site:** OXCH112

**Additional Sheets:**

**Type:** F:11

**Context No.:** 40

**Trench:** Context Type: Deposit / Cut / Structure

**Site sub-div:** Overlain by: 16

**Structure No:** Abutted by: 2

**Plan No:** Cut by: 7

**Filled by:**

**Section No:** Same as:

**Part of:**

**Co-Ordinates:** Consists of:

**Overlies:** 5:6:20

**Level:** Butts:

**Slide No:** Cuts:

**Neg No:** Fill of: 41

**Matrix location:** Relationships uncertain

### Stratigraphic Matrix

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This context is 40

### Description (See check lists):

1. Friable
2. Dark grey brown
3. Si:Hy Loam
4. Charcoal / Hedgy Ash / gravel inclusions
5. At 1.2m in depth
6. Fills 41 Complete

### Interpretation/Discussion:

Backfill of ribbed pot contains domestic refuse and redeposited material

### Finds (tick):
- None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

**Small Finds**

**Samples**

**Building Materials**

**Recorder:**

**Date:**

**Initials:**

---

**Context Type:**

- Deposit
- Cut
- Structure

**Check Lists:**

- DEPOSIT:
  - 1. compaction
  - 2. colour
  - 3. composition
  - 4. inclusion
  - 5. thickness
  - 6. extent
  - 7. comments
  - 8. method & conditions

- CUT:
  - 1. shape in plan
  - 2. baseline/hop profile
  - 3. dimension and depth
  - 4. sketch
  - 5. truncation
  - 6. fill nos
  - 7. other comments

- MASONRY:
  - 1. materials
  - 2. size of bricks etc
  - 3. finish of stones
  - 4. coursed/bond
  - 5. form
  - 6. faces
  - 7. bond
  - 8. dimensions as found
  - 9. other comments
Context No. 401

SITE: OXCHWIN12

Trench

Site sub-div

Structure No.

Plan No. 2

Section No.: Same as:

Co-Ordinates: Consists of:

Overlies:

Level Butts:

Slide No. Cuts: 5:6:20

Neg No. Fill of:

Matrix location Relationships uncertain

Context Type: Deposit / Cut / Structure:

Overlain by: 16

Abutted by:

Cut by:

Filled by: 40

Check Lists:

DEPOSIT:
1. compaction
2. colour
3. composition
4. inclusion
5. thickness
6. extent
7. contaminants
8. method & conditions

CUT:
1. shape in plan
2. base/depth profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

MASONRY:
1. materials
2. size of bricks etc
3. finish of stones
4. coursed/und
5. form 6. faces
7. joint
8. dimensions as found
9. other comments

STRATIGRAPHIC MATRIX

this context is

40

Base of a late 19th century rubbish pit.

Description (See check lists):
1) Roughly circular in plan
2) Very steep/vertical sides, flat base
3) Approx 1.9m in diameter, 1.2m deep
4) Filled by burnt stone

Interpretation/Discussion:

Finds (tick): None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

Recorder

Date

Initials
### Context Record

**SITE OXCH1112**

**Additional Sheets:**

- **Trench:** Context Type: Deposit / Cut / Structure
- **Site sub-div:** Overlain by: 16
- **Structure No.** Abutted by:
- **Plan No.** Cut by: 2
- **Filled by:**
- **Section No.** Same as:
- **Part of:**
- **Co-Ordinates** Consists of:
  - **Overlies:** 20:5:6
- **Level:** Butts:
- **Slide No.:** Cuts:
- **Neg No.:** Fill of: 43
- **Matrix location:** Relationships uncertain

### Description (See check lists):

1. **Friable**
2. **Dark grey brown**
3. **Silts sandy loam**
4. **Charcoal flecks + gravel inclusions**
5. **Depth 1.4m**
6. **Fill 43 completely**

### Stratigraphic Matrix

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This context is 42

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### Interpretation/Discussion:

Backfill of rubbish pit 43

### Finds (tick):

- None
- Pot
- Bone
- Flint
- Stone
- Burnt stone
- Glass
- Metal
- CBM
- Wood
- Leather

**Small Finds**

**Samples**

**Building Materials**
**CONTEXT RECORD**

**SITE:** OXCHW12  
**ADDITIONAL SHEETS:**  
**TYPE:** CA

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**Check Lists:**
- DEPOSIT:
  - compaction
  - colour
  - composition
  - inclination
  - thickness
  - breccia
  - comments
  - method & conditions

- CUT:
  - shape in plan
  - base/side/top profile
  - dimension and depth
  - sketch
  - truncation
  - fill nos
  - other comments

- MASONRY:
  - materials
  - size of bricks/size
  - finish of surfaces
  - coursed bond
  - form
  - faces
  - details
  - dimensions as found
  - other comments

**STRATIGRAPHIC MATRIX**

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**Description (See check lists):**
1) Circular in plan
2) Vertical side, base sloped back
3) Approx 2m x 1.4m deep
4) Filled by 42 2m
5) Probably truncated by later landscaping

**Interpretation/Discussion:**
Probable [cist] rubbish pit.

**Finds (tick):** None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

**Small Finds** [ ]

**Samples** [ ]

**Building Materials** [ ]

**Recorder** [ ]

**Date** [ ]

**Initials** [ ]
### CONTEXT RECORD

**SITE:** OXCHN12  
**ADDITIONAL SHEETS:**  
**TYPE:** F:11

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</table>

**Description (See check lists):**

1) **F.16 AVAILABLE**
2) **Grey brown**
3) **Sandy loam**
4) **Charcoal flecking, gravel inclinations**
5) **Depth 1-3m**
6) **Fills 45 completely**

**Interpretation/Discussion:**

- **Backfill & Robeh Pit [45]**  
- **Probably later 18th century 20th in origin**

**Finds (tick):** None [ ] | Pot [ ] | Bone [ ] | Flint [ ] | Stone [ ] | Burnt stone [ ] | Glass [ ] | Metal [ ] | CBM [ ] | Wood [ ] | Leather [ ]

- **Small Finds**
- **Samples**
- **Building Materials**

**Recorder:** [Signature]

**Date:** [Date]

**Initials:**
DESCRIPTION (See check lists):
1) Circular in plan
2) Very steep vertical side, rounded base
3) Approx 2 x 1m & by 1.3m deep
4) Reduced in depth by landscaping
5) Filled by 445

INTERPRETATION/DISCUSSION:
Probable domestic rubbish pit dating to latter half of LH1b.

FINDS (TICK)
- None [ ]
- Pot [ ]
- Bone [ ]
- Flint [ ]
- Stone [ ]
- Burnt stone [ ]
- Glass [ ]
- Metal [ ]
- CBM [ ]
- Wood [ ]
- Leather [ ]

△ Small Finds
◇ Samples
△ Building Materials

DEPOSIT:
1. compaction
2. colour
3. composition
4. inclusions
5. thickness
6. orientation
7. method & conditions

CUT:
1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

MASONRY:
1. materials
2. size of bricks etc
3. finish of stones
4. coursed/bond
5. form of faces
6. bond
7. other comments
8. dimensions as found

RECORDER
DATE
INITIALS
**CONTEXT RECORd**

**SITE:** OXCHM 12

**ADDITIONAL SHEETS:**

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**Matrix location:** Relationships uncertain

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**STRATIGRAPHIC MATRIX**

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<td>46</td>
<td></td>
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<tr>
<td>20</td>
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</table>

**DEPOSIT:**

1. compaction
2. colour
3. composition
4. inclusion
5. implications
6. extent
7. comments
8. method & conditions

**CUT:**

1. shape in plan
2. base/sides/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos
7. other comments

**MASONRY:**

1. materials
2. size of bricks etc
3. finish of surface
4. course & bond
5. form & faces
6. bond
7. dimensions as found
8. other comments

---

**Description (See check lists):**

1) Circular in plan
2) Very steep/vertical sides
3) 2.5m Ø 1.4m deep
4) 45
5) N+S sides 67

**Interpretation/Discussion:**

Probable domestic rubbish pit dating to the latter half of the 19th.

---

**Finds (tick):**

None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ] Metal [ ] CBM [ ] Wood [ ] Leather [ ]

△ Small Finds
△ Samples
△ Building Materials

**Recorder:**

**Date:**

**Initials:**
**CONTEXT RECORD**

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**Description (See check lists):**

1) Frizzle
2) Dark grey-brown
3) Silt and loam
4) Charcoal + gravel inclusions
5) Depth 1.4m
6) Fill 46 completely

**Interpretation/Discussion:**

Backfill of Pit 46

Dean redeposited material mixed with domestic refuse.

**Finds (tick):** None, Pot, Bone, Flint, Stone, Burnt stone, Glass, Metal, CBM, Wood, Leather

**Recording:**

- Small Finds
- Samples
- Building Materials
**CONTEX RECORD**

**SITE OXCHW12**

**ADDITIONAL SHEETS:**

**Context Type:** Deposit / Cut / Structure

**Context No.:** 48

**TYPE CSF**

**Trench:**

**Site sub-div:** Overlain by: 16

**Structure No.:** Abutted by:

**Plan No.:** Cut by: 49

**Filled by:**

**Section No.:** Same as:

**Part of:**

**Co-Ordinates:** Consists of:

**Overlies:**

**Level:** Butts:

**Slide No.:** Cuts: 20: 47: 46: 5: 6

**Neg No.:** Fill of:

**Matrix location:** Relationships uncertain

**Description (See check lists):**

1) Circular in plan

2) Approx 2m Ø by 1.2m deep

3) Very steep sloping "bowl" shaped base

4) S

5) Reduced to depth by later waste working

6) Filled by 49

**Interpretation/Discussion:**

Probable domestic rubbish pit

latter half of the 19th or early 20th

**STRATIGRAPHIC MATRIX**

[Matrix diagram with context numbers and relationships indicated]

**Finds (tick):** None [ ], Pot [ ], Bone [ ], Flint [ ], Stone [ ], Burnt stone [ ], Glass [ ], Metal [ ], CBM [ ], Wood [ ], Leather [ ]

- Small Finds
- Samples
- Building Materials

**Recorder:** [Signature]

**Date:**

**Initials:**
**Context Record**

**Site:** OXUW12

**Trench:**
- Context Type: Deposit / Cut / Structure
- Overlain by: 16
- Abutted by:
- Cut by:
- Filled by:

**Plan No.:** 2

**Section No.:**
- Same as:
- Part of:

**Co-Ordinates:**
- Consists of:
- Overlies: 47:20:5:6

**Level:** Butts:

**Slide No.:**
- Cuts:

**Neg No.:**
- Fill of: 48

**Matrix Location:** Relationships uncertain

**Description (See check lists):**
1) Fossil
2) Dark grey-brown
3) Sandy silty loam
4) Charcoal + ash inclusions + gravel
5) Depth 1.2m
6) Fills 48 completely

**STRATIGRAPHIC MATRIX:**
- 16
- this context is 49
- 48

**Interpretation/Discussion:**
Backfill of ribbon pit 48
Compound of redeposited material and domestic refuse

**Finds (tick):**
- None
- Pot
- Bone
- Flint
- Stone
- Burnt stone
- Glass
- Metal
- CBM
- Wood
- Leather

**Small Finds**
**Samples**
**Building Materials**

**Recorder:**
**Date:**
**Initials:**
**FILMING INSTRUCTIONS**  
Submitter OASouth  
No. of copies: 2

**Site information**  
Line 1: [OASouth] County[Oxon] Parish:[Oxford]  
Site[St Hugh's College Dickson Poon Building] Site code[OXCHIN 12]

**Classification of material**  
Tick if present

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Section 9
Scale 1:20
OXCHIN 12
Section 90
Brick lined well [24]
Scale 1:20
OXGH1W12
Section 11
Stone lined well [27]
Scale 1:20

Well Cap

Well shaft

Section 10
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**Finds materials summarised for Site Code:** OXCHIN 12 and invoice code: OXCHINWB

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**Totals:** 19 boxes + 1 miscellaneous boxes

**Miscellaneous Box Sizes:**
- MISC.01 Size 2

27 November 2012
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Submitter OASouth
No. of copies: 2

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Line 2: Excavators name[T Allen]
Line 3: 

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Site[St Hugh's College Dickson Poon Building] Site code[OXCHIN 12]
Line 2: Excavators name[T Allen]
Line 3:

**Classification of material**

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Dr Louise Loe
Oxford Archaeology
Janus House
Osney Mead
Oxford
OX2 2ES

Our ref: OPR/072/94

30 November 2012

Dear Dr Loe

DICKSON POON BUILDING, ST HUGH’S COLLEGE, ST MARGARET’S ROAD, OXFORD, OX2 6LE
LICENSE: 12-0231

Further to your recent application, please find enclosed a licence authorising the exhumation of remains at St Hugh’s College, Oxford.

Paragraph 2 of the licence must be brought to the attention of every person connected with the removal of remains. I should also warn you that failure to observe the precautions prescribed in the licence constitutes an offence under Section 25 of the Burial Act 1857.

The attached licence is an important document. You may find it helpful to keep it with the remains or the archive records relating to the excavation as evidence that authority has been granted for the remains to have been exhumed.

Should you need to amend or vary the validity or conditions of the licence in future, please contact this office straight away.

Yours sincerely

Rekha Gohil
LICENCE FOR THE REMOval OF HUMAN REMAINS

The Secretary of State, in exercise of the power vested in him by section 25 of the Burial Act 1857 (20 & 21 Vic., cap.81), grants a licence for the removal of the remains of persons unknown from or within the place in which they are now interred at Dickson Poon Building, St Hugh's College, St Margaret's Road, Oxford, OX2 6LE.

2. It is a condition of this licence that the following precautions shall be observed:

(a) Any removal or disturbance of the remains shall be effected with due care and attention to decency;

(b) The ground in which the remains are interred shall be screened from the public gaze while the work is in progress;

(c) The remains shall, no later than 30 November 2014, be deposited at Oxfordshire County Museums, Oxfordshire or reinterred in a burial ground in which interments may legally take place. In the meantime shall be kept safely, privately and decently by Oxford Archaeology under the control of a competent member of staff.

3. This licence merely exempts those from the penalties, which would be incurred if the removal took place without a licence. It does not in any way alter civil rights. It does not confer the right to bury the remains in any place where such right does not already exist.

4. This licence expires on 31 March 2013.

[Signature]

Rekha Gohil
on behalf of the Secretary of State for Justice

Ministry of Justice
Licence Number: 12-0231
File Number: OPR/072/94
Date: 30 November 2012