General index to the archive

Site/Project Name:  Oxford Old Abingdon Road Rail Bridge
Site Code:        OXABRAIL 10
Site/Project Type: Watching brief
Year(s):           2010
Accession Number: OXCMS:2011.1

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No. of copies: 2

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Site[Old Abingdon Road Rail Bridge ] Site code[OXABRAIL 10]
Line 2: Excavators name[B Ford]
Line 3:
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OASIS DATA COLLECTION FORM: England

List of Projects | Manage Projects | Search Projects | New project | Change your details | HER coverage | Change country | Log out

Printable version

OASIS ID: oxfordr1-103974

Project details
Project name: Oxford Old Abingdon Road Railway Bridge
Short description of the project: During February and March 2011 OA conducted a watching brief during replacement of the Old Abingdon Road railway bridge (NGR: Centred at SP 5167 0372). These works included excavations to facilitate replacement of significant lengths of the carriageways either side of the old railway bridge which had the potential to expose the causeway, road surfaces and possible culverts associated with the

Project dates: Start: 02-01-2011 End: 27-01-2011
Previous/future work: No / No

Any associated project reference codes: OXABRAIL 10 - Site code

Type of project: Recording project
Site status: None
Current Land use: Transport and Utilities 2 - Other transport infrastructure
Monument type: RAILWAY BRIDGE Post Medieval
Significant Finds: NONE None
Investigation type: 'Watching Brief'
Prompt: Planning condition

Project location
Country: England
Site location: OXFORDSHIRE OXFORD OXFORD Old Abingdon Road Railway Bridge
Study area: 0.30 Hectares
Site coordinates: SP 5167 0372 51.7293544767 -1.251774075290 51.43 45 N 001 15 06 W Point

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OASIS:

Please e-mail English Heritage for OASIS help and advice
© ADS 1996-2006 Created by Jo Gilham and Jen Mitcham, email Last modified Friday 3 February 2006
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FILMING INSTRUCTIONS
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Oxford City Council Planning Control and Conservation
Brief for an Archaeological Watching Brief
Project: Old Abingdon Road, Network rail replacement bridge and associated works.
Planning Application: 10/02314/CONS LT Prior approval of works by network rail to Over bridge under part II, class A, schedule 2 of Town and Country (General permitted Development) order 1995.
Brief issued: 20/10/10
Prepared by: David Radford

1. SUMMARY

This brief sets out the requirement for an archaeological watching brief during the construction of a replacement approach road embankment for the over bridge at Old Abingdon Road, Oxford. The work is required to record any significant archaeological deposits revealed by the works bearing in mind the potential for the works to expose the projected Norman causeway or later medieval fabric.

2. DEFINITION

The definition of an Archaeological Watching Brief is a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive. (IFA, 1999)

3. SITE DESCRIPTION

The project involves the replacement of the over bridge and part of the embankment at Old Abingdon Road, Oxford, SP51670372.

4. PLANNING BACKGROUND

a. PPS5 Policy HE12.3 states that where the loss of the whole or a material part of a heritage asset's significance is justified, local planning authorities should require the developer to record and advance understanding of the significance of the heritage asset before it is lost, using planning conditions or obligations as appropriate. Developers should publish this evidence and deposit copies of the reports with the relevant historic environment record. Local planning authorities should require any archive generated to be deposited with a local museum or other public depository willing to receive it. Local planning authorities should impose planning conditions or obligations to ensure such work is carried out in a timely manner and that the completion of the exercise is properly secured.

b. Watching briefs should undertaken in accordance with a "written scheme of investigation" which has been agreed in writing by the City Council Archaeologist prior to commencing fieldwork. The "written scheme of investigation" should comprise this brief combined with the archaeological contractor's project design (see below). The project will be completed only when
all fieldwork and post-excavation work has been undertaken, the archive has been deposited and any required publication secured.

5. ARCHAEOLOGICAL BACKGROUND

a. An archaeological watching brief is considered necessary for this site because of the potential for the proposed works to impact on the Norman and later medieval causeway located along the line of Old Abingdon Road, a historic route across the Thames floodplain.

b. The causeway is likely to be a continuation of the Grandpont causeway running south from the walled town along St Aldates and Abingdon Road (County Scheduled Ancient Monument No 21757). Except for the Grandpont causeway, the earliest parts of which are also of Norman date—probably 1070s, the Norman elements of the Old Abingdon Road culverts are the earliest known bridge structures in Oxfordshire and probably in England. They are therefore of national and possibly international importance (slightly later sections dating to probably the 12th/13th centuries are equivalent in date to fabric within the medieval bridges at Wallingford and Newbridge, both of which are Scheduled Ancient Monuments of national importance (pers comm Paul Smith, County Archaeological Service).

c. The proposed works will involve the excavation of the existing made ground of the embanked approach roads to an approximate depth of two meters followed by the laying down of a lightweight fill to support the new approach road over the replacement over bridge. The evidence from nearby Grandpont suggests that the surviving causeway above the Old Abingdon Road culverts may be in the order of 300mm thick. Based on measurements by the Network Rail Engineers and previous recording by Jacobs, in places the made ground above the causeway may be close to 2m thick. Therefore it is possible that the fabric of the causeway or subsequent surfaces may be exposed.

d. At the Redbridge East culvert investigations inside by Jacobs identified five phases of construction representing four phases of widening. One section has been positively identified as of Norman period construction as it is characterised by large ashlars of masonry blocks with diagnostic diagonal striated tooling and fine joints of approximately 10mm. The arch follows a shallow arc form a low spring point and terminates in a round head arch of rubblestone construction. The Norman section is 3.8 metres wide and with a span of 3.75 metres. The remaining four sections are of rubblestone construction (Jacobs, 2009).

e. At the Redbridge West culvert six phases of construction representing five phases of widening were identified. The two sections flanking the narrow central section have been identified as the earliest elements of the culvert. The construction details of one section includes abutments extending from a stone footing or step that extends approximately 120 mm from the abutment face. The abutment above footing level consists of two courses of ashlars with vertical striated tooling. Above this were two courses of rubblestone masonry from which the springing for the barrel arched head of the culvert started. The face of this section of culvert was dressed with limestone voussoirs. The head of
the arch consisted of longer, narrower blocks. The earliest section was 3.98 metres wide (Jacobs, 2009).

f. A radar survey of the Old Abingdon Road in 2008 failed to produce any significant results (Waterman CPM, 2008)

6. PROJECT OBJECTIVES

- Identify and record any significant archaeological remains revealed by the ground works, paying particular regard to the potential for fabric of the Norman Causeway or later medieval fabric to be exposed.

7. PROCEDURE AND PROFESSIONAL STANDARDS

Archaeological Watching Briefs must be undertaken in accordance with the Standard and Guidance for archaeological watching briefs published by the Institute of Field Archaeologists (IFA, 1999). Each watching brief must be governed by a project design which has been agreed in writing by the City Council Archaeologist. The project design should be based on a thorough study of all relevant background information. It should conform to the requirements set out in paragraph 3.2.12 of the IFA guidelines and should in particular include:

- The project's objectives.

- A description of the proposed works and an assessment of their archaeological impact with an accompanying plan.

- Details of the methodology for implementing the watching brief indicating those works which are to be observed, the frequency of observation (permanent/daily visits etc) and any archaeological control over the developer's operating procedures.

- An assessment of the potential for, and possible nature of, any "unexpected discoveries" with details of contingency arrangements for salvage recording.

- Procedures for project management (to follow the principles set out in Management of Archaeological Projects (MAP) (English Heritage, 1991)).

- The expertise of the project team. The project manager should be a named Member of the Institute of Field Archaeologists (MIFA) who is adequately qualified to manage the required archaeological work in line with the guidance set out in the IFA code of conduct. The composition and experience of the project team should be described. Specialists should be identified where required (e.g. for finds and environmental work). In some cases it will also be necessary to identify academic advisors. CVs should be supplied outlining the relevant qualifications and experience of key personnel - where relevant this should include specific reference to knowledge of particular periods and local/

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1 The term "unexpected discovery" 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.
regional traditions. Note: Specialists should be able to demonstrate a relevant qualification and track record of at least 3 years continuous relevant work (or equivalent) and appropriate publication. In appropriate circumstances, less experienced staff may conduct work under the supervision of well-established and widely recognised specialists.

- An outline of the proposed timetable and staff resources - this must be non-binding and presented "for information only"

- Reporting and Archiving arrangements.

8. FIELDWORK METHODOLOGY

a. Procedure

Watching briefs require that the archaeologist(s) are present on site during works in the following circumstances: comprehensive/detailed (present during all works which may affect archaeological remains); intensive (present during specified sensitive works); intermittent (viewing immediately after each specified phase of works). In this case,

- A detailed watching brief should be undertaken during all groundworks that have the potential to impact on the stone causeway. The watching brief should therefore be focused on the removal of existing made ground in the vicinity of the Stanford East Culvert and Redbridge Culvert No 1 and the eastern approach to the railway bridge and be maintained until it can be demonstrated that construction impact is clearly confined to the modern fill of the current embankment.

Should the fabric of the causeway be encountered the City Council Archaeologist and County Archaeological Service should be informed so that options for mitigating any unforeseen impacts can be discussed.

The presence/absence of archaeological features should be noted. If features are identified then sufficient work should be done to date, characterise and record the remains in accordance with the project objectives. An adequate contingency should be provided to cover the eventuality that features exposed in the section of the trench can be adequately recorded.

If an "unexpected discovery" is made then the City Council Archaeologist should be informed as soon as possible. Initially consideration should be given to preservation in-situ but if this is not practical then such discoveries may give rise to a salvage excavation funded from the contingency (see below).

b. Recording

In principle, recording standards should be the same as for formal excavations but the particular practical difficulties and constraints of watching brief recording are acknowledged. Features should be recorded in plan at an appropriate scale and accurately located in relation to the National Grid. Each context should be recorded
on pro-forma records which should 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 should be recorded on an individual record. Sections should be drawn through all significant cut features and levelled to ordnance datum.

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

c. Artefact and Ecofact collection and recording

All stratified finds should be collected by context or, where appropriate, individually recorded in 3 dimensions. Unstratified finds should only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest. Finds of "treasure" must be reported to the Coroner in accordance with the Treasure Act procedures.

Collection policies for structural remains and industrial residues have been set out by the Society of Museum Archaeologists (SMA, 1993). The presence of such materials within a context should always be recorded and, where they are considered to be of importance, the watching brief should aim to quantify their occurrence, even where comprehensive retention is not considered appropriate.

d. Contingency and salvage excavation

Contingency arrangements must be specified in the project design and should take account of the nature of possible "unexpected discoveries" and the likely impact of the development upon them. Arrangements should include the demarcation of the area for excavation, the period of temporary cessation of development works within this area and the resources (expressed in person-days, specialist input etc.) available to undertake the excavation.

In the event of discovery of any human remains the archaeological contractor should inform the client, the City Council Archaeologist, the Coroner, the Police and the Ministry of Justice via the submission of an application form for the 'Archaeological/Accidental/Site Investigation Licence regarding the disturbance of human remains'. The Human remains should be left in-situ, covered and protected. Where a licence for their excavation is issued by the Ministry of Justice, the requirements of that licence should be followed. Where the Ministry of Justice is unable to issue a licence and it is reasonably determined that the remains are likely to be subject to further unavoidable disturbance or deterioration the archaeological contractor should inform the client and Ministry of Justice of their intention to excavate the remains with due decency and in accordance with the general conditions formerly attached to licences issued for excavation of human remains under similar circumstances.

The only exception is where excavations are being undertaken in a churchyard under a faculty issued by the Chancellor of Oxford Diocese (in such cases the
faculty requirements should be followed). Human remains should be treated in accordance with IFA guidelines (IFA, 2004) and the advice set out in Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England (English Heritage, 2005).

Provision should be made within the contingency for: conservation (lifting and treatment) of fragile objects and the collection and analysis of environmental and scientific (including dating) samples. Sampling is to be carried out in accordance with a strategy which is related to the project objectives and has been agreed with English Heritage's Regional Adviser in Archaeological Science.

9. POST-EXCAVATION METHODOLOGY

a. For most watching briefs it will be sufficient to complete an archive report for the UAD, publish a summary note and deposit the archive (see below).

b. For projects which have produced results of significant county, regional or national importance, an illustrated interim report together with a post-excavation assessment and updated project design (MAP Stage 3) should be submitted by the archaeological contractor and approved by the City Council Archaeologist within 6 months of the completion of fieldwork. Post-excavation analysis and report preparation should proceed in accordance with the agreed updated project design unless subsequent variations are agreed by the City Council Archaeologist.

10. PUBLICATION

a. For all projects, a summary report (including illustrations where appropriate) should be sent to the editors of South Midlands Archaeology not later than three months after the end of the calendar year in which the work is undertaken.

b. For projects which have produced results of significant county, regional or national importance, an illustrated final report which meets the guidelines set out in MAP Appendix 7 and is suitable for publication in an approved archaeological journal should be provided to the City Council Archaeologist within one year of the completion of fieldwork (unless a longer time period has been agreed in the updated project design). The overall content of the report should be agreed with the City Council Archaeologist. The report should be clearly referenced in all respects to all work on the site. It should place the site in its local archaeological, historical and topographical context and include a clear location map. Each plan included should clearly relate to some other included plan of an appropriate scale and should normally include national grid references.

c. Two bound offprints of the final publication and a digital copy of the text, in PDF format, must be supplied to the City UAD and one to the HER. A copy of any specialist papers relating to the site should also be supplied. A further offprint should accompany the archive.

d. A publication grant should be provided to the publishers of the report in accordance with their requirements.
OASIS

Once the final report has been accepted contractors taking part in the OASIS scheme should complete an OASIS fieldwork summary form and submit it to the Archaeology Data Service. Contributors not yet formally participating are also encouraged to submit data. The form and guidance for its completion can be found at http://ads.ahds.ac.uk/project/oasis/first.html.

11. ARCHIVING

a. The archaeological contractor should endeavour to ensure that the site archive (including any artefacts recovered) are deposited in an acceptable condition with a museum which is registered with the Museums, Libraries and Archives Council and approved for the storage of archaeological archives. The preferred archive for Oxfordshire is the County Museum. The procedures and requirements which must be followed for the deposit of archaeological archives with Oxfordshire County Museum are available from the Collections and Information Manager. A storage grant should be provided to the museum in accordance with their requirements.

b. The archaeological contractor should arrange for the archive to be copied on microfiche to the standard required by the National Monuments Record and copy should be deposited with the NMR.

MONITORING

c. Monitoring is carried out by the City Council Archaeologist to ensure that projects are being carried out in accordance with the brief and approved project design, to enable the need for modifications to the project to be independently considered and validated and to control and validate the use of available contingencies.

d. A programme of monitoring should be agreed with the City Council Archaeologist prior to the commencement of fieldwork. The archaeological contractor should keep the CCA regularly informed of the project's progress and facilitate the monitoring of the project at each stage, including post-excavation. In particular, there should be no substantial modification of the approved brief and project design without the prior consent of the CCA and no fieldwork should be carried out without the service's knowledge and approval.

e. All monitoring visits will be documented by the CCA and the archaeological contractor will be informed of any perceived deficiencies.

f. The CCA should be informed at the earliest opportunity of any unexpected discoveries, especially where there may be a need to vary the project design. The archaeological contractor should carry out such reasonable contingency works as requested by the CCA within the resources defined in the project design.

12. HEALTH AND SAFETY
Health and Safety must take priority over archaeological requirements. It is essential that all projects are carried out in accordance with safe working practices and under a defined Health and Safety Policy. Risk Assessments must be carried out for every field project. If the risk assessment indicates it is necessary, the requirements of the brief can be varied in the interests of health and safety (the City Council Archaeologist must be consulted and the proposed changes agreed in such cases). The Construction (Design and Management) Regulations 1994 (CDM) will apply to archaeological work undertaken on many construction (and demolition) projects.

BIBLIOGRAPHY


Waterman CPM, 2008. Ground Penetrating Radar Survey of 4 Areas of the Old Abingdon Road Bridge


CONTACTS

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Birse Rail

Network Rail Replacement Bridge,
Old Abingdon Road,
Oxford

NGR: SP 5167 0372

Written Scheme of Investigation for an
Archaeological Watching Brief

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Network Rail Replacement Bridge,
Old Abingdon Road,
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Written Scheme of Investigation for an
Archaeological Watching Brief

1 INTRODUCTION

1.1.1 Planning Permission has been granted to Network Rail for during the construction of a replacement approach road embankment for the over bridge at Old Abingdon Road, Oxford. The Planning Ref. is 10/02314/CONSLL; prior approval of the works by Network Rail to Over Bridge under part II, class A, schedule 2 of Town and Country (General permitted Development) order 1995.

1.1.2 Planning Policy Statement 5 (2010) Policy HE12.3 states that where the loss of the whole or a material part of a heritage asset’s significance is justified, local planning authorities should require the developer to record and advance understanding of the significance of the heritage asset before it is lost, using planning conditions or obligations as appropriate. Developers should publish this evidence and deposit copies of the reports with the relevant historic environment record. Local planning authorities should require any archive generated to be deposited with a local museum or other public depository willing to receive it. Local planning authorities should impose planning conditions or obligations to ensure such work is carried out in a timely manner and that the completion of the exercise is properly secured.

1.1.3 The proposed works will involve the excavation of the existing made ground of the embanked approach roads to an approximate depth of two meters followed by the laying down of a lightweight fill to support the new approach road over the replacement over bridge. The evidence from nearby Grandpont suggests that the surviving causeway above the Old Abingdon Road culverts may be in the order of 300mm thick. Based on measurements by the Network Rail Engineers and previous recording by Jacobs, in places the made ground above the causeway may be close to 2m thick. Therefore it is possible that the fabric of the causeway or subsequent surfaces may be exposed.

1.1.4 This document details how Oxford Archaeology (OA) will implement the requirements of these conditions. The first part is site specific while the Appendices detail general OA standards and procedures.

2 LOCATION, GEOLOGY AND TOPOGRAPHY

2.1.1 The Abingdon Road originally ran south-east from Oxford, turning sharply to the south-west to the south of Coldharbour, crossing the Hinksey Stream and the railway line. The
new alignment of the Abingdon Road continues on its southeastern alignment at this point, leaving the original south-western branch as the Old Abingdon Road.

2.1.2 The site is located on the Old Abingdon Road, running from the Mayweed Lesser Bridge in the north-east, crossing the railway line and terminating at the Stanford Culvert at the south-western end. The site runs from SP 519 039 (in the north-east) to SP 516 036 (in the south-west) and is centred on SP 517 037 (Fig. 1).

2.1.3 From north-east to south-west there are the following culverts and bridges present within the site. The Mayweed Lesser Bridge, the Mayweed Bridge, the Coldharbour railway bridge, Redbridge Culvert 2 and Rebridge Culvert 1 and the Stanford Culvert (ibid.).

2.1.4 The site lies within the flood plain of the River Thames, in an area to the west of the main Thames channel, where the Thames braids into a number of smaller streams. The land is relatively flat and marshy, where it has not been raised. The topography has been influenced by the substantial post-medieval and modern development of the rail and road systems.

2.1.5 The geology is Oxford Clay and Kellaway Beds overlain by River Terrace deposits. Overlying the geology are soils of the Thames association. These are river alluviums (BGS Sheet 236).

3 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

3.1.1 The Norman and later medieval causeway is probably located along the line of Old Abingdon Road, a historic route across the Thames floodplain.

3.1.2 The causeway is likely to be a continuation of the Grandpont causeway running south from the walled town along St Aldates and Abingdon Road (County Scheduled Ancient Monument No 21757) (Fig. 2). Except for the Grandpont causeway, the earliest parts of which are also of Norman date – probably 1070s – the Norman elements of the Old Abingdon Road culverts are the earliest known bridge structures in Oxfordshire and probably in England. They are therefore of national and possibly international importance. The slightly later sections dating to probably the 12th/13th centuries are equivalent in date to fabric within the medieval bridges at Wallingford and Newbridge, both of which are Scheduled Ancient Monuments of national importance (Radford, 2010).

3.1.3 At the Redbridge East culvert (Fig 1) investigations carried out by Jacobs identified five phases of construction representing four phases of widening. One section has been positively identified as of Norman period construction as it is characterised by large ashlar masonry blocks with diagnostic diagonal striated tooling and fine joints of approximately 10mm. The arch follows a shallow arc form a low spring point and terminates in a round head arch of rubblestone construction. The Norman section is 3.8 metres wide and with a span of 1.75 metres. The remaining four sections are of rubblestone construction (Jacobs, 2009).

3.1.4 At the Redbridge West culvert (Fig. 1) six phases of construction representing five phases of widening were identified. The two sections flanking the narrow central section have been identified as the earliest elements of the culvert. The construction details of one section includes abutments extending from a stone footing or step that extends approximately 120 mm from the abutment face. The abutment above footing level consists of two courses of ashlar masonry with vertical striated tooling. Above this were two courses of rubblestone masonry from which the springing for the barrel
arched head of the culvert started. The face of this section of culvert was dressed with limestone voussoirs. The head of the arch consisted of longer, narrower blocks. The earliest section was 3.98 metres wide (Jacobs, 2009).

3.1.5 A radar survey of the Old Abingdon Road in 2008 failed to produce any, significant results (Waterman CPM, 2008)

4 AIMS

4.1.1 The presence/absence of archaeological features should be noted. If features are identified then sufficient work should be done to date, characterise and record the remains in accordance with the project objectives. An adequate contingency should be provided to cover the eventuality that features exposed in the section of the trench can be adequately recorded.

4.1.2 If an "unexpected discovery" is made then the City Council Archaeologist should be informed as soon as possible. Initially consideration should be given to preservation in-situ but if this is not practical then such discoveries may give rise to a salvage excavation funded by the developer.

4.1.3 To make available the results of the investigation.

5 METHODOLOGY

5.1.1 A detailed watching brief will be undertaken during all groundworks that have the potential to impact on the stone causeway. The watching brief will focus on the removal of existing made ground in the vicinity of the Stanford East Culvert and Redbridge Culvert No 1 and the eastern approach to the railway bridge (Fig. 1) and be maintained until it can be demonstrated that construction impact is clearly confined to the modern fill of the current embankment.

5.1.2 Should the fabric of the causeway be encountered the City Council Archaeologist and County Archaeological Service will be informed so that options for mitigating any unforeseen impacts can be discussed.

5.1.3 Excavation of archaeological features will be undertaken to fulfil the basic objective of retrieval of archaeological data affected by the works.

5.1.4 In the event of discovery of any human remains OA will inform the client, the City Council Archaeologist, the Coroner, the Police and the Ministry of Justice via the submission of an application form for the 'Archaeological/Accidental/Site Investigation Licence regarding the disturbance of human remains'. The Human remains will initially be left in-situ, covered and protected. Where a licence for their excavation is issued by the Ministry of Justice, the requirements of that licence will be followed. Where the Ministry of Justice is unable to issue a licence and it is reasonably determined that the remains are likely to be subject to further unavoidable disturbance or deterioration OA will inform the client and Ministry of Justice of their intention to excavate the remains with due decency and in accordance with the general conditions formerly attached to licences issued for excavation of human remains under similar circumstances.

5.1.5 In the event of significant archaeological remains being discovered, for which the resources allocated are not sufficient to support a process of excavation and recording to a satisfactory and proper standard, all groundworks with the potential to effect this archaeology will be halted, and the area demarcated with a visual barrier, until a suitable mitigation strategy has been agreed with the City Archaeologist and implemented by the attending Archaeologist(s).
5.1.6 The main contractor on site will allow sufficient time and working space for the attending Archaeologist(s) to carry out any agreed mitigation procedures requested by the City Archaeologist. Depending on the nature and significance of these remains, recording to full excavation standards may be necessary (see Appendix B), but will be undertaken in such a way as to minimise any delays the main contractor’s work program.

5.1.7 All features and deposits will be issued with unique context numbers, and context recording will be in accordance with the established OA Field Manual (OAU 1992). All contexts, and any small finds and samples from them will be allocated unique numbers. Bulk finds will be collected by context. Colour transparency and black-and-white negative photographs will be taken of all trenches and archaeological features.

5.1.8 Provision will be made for taking environmental/organic samples in accordance with OA Environmental procedures (OA 2000).

5.1.9 Site plans will be drawn at an appropriate scale (normally 1:50 or 1:100) with larger scale plans of features as necessary. Section drawings of features and sample sections of trenches will be drawn at a scale of 1:20. Full trench sections will be drawn only if complex stratigraphy is present.

5.1.10 The project will be carried out by a suitably experienced OA Supervisor or Project Officer, under the direction of a Ben Ford MIFA, Senior Project Manager and overall direction of Dan Poore, OA Head of Fieldwork.

5.1.11 The watching brief will be monitored by David Radford, the Oxford City Archaeologist.

6 REPORT AND ARCHIVE

6.1.1 A client report of the findings will be produced within four weeks of the completion of fieldwork. The content and style of the report will be as defined in Appendix G.

6.1.2 A summary report (including illustrations where appropriate) will be sent to the editors of South Midlands Archaeology not later than three months after the end of the calendar year in which the work is undertaken.

6.1.3 If the project has produced results of significant county, regional or national importance, an illustrated final report which meets the guidelines set out in MAP Appendix 7 and is suitable for publication in an approved archaeological journal should be provided to the City Council Archaeologist within one year of the completion of fieldwork (unless a longer time period has been agreed in the updated project design). The overall content of the report should be agreed with the City Council Archaeologist. The report should be clearly referenced in all respects to all work on the site. It should place the site in its local archaeological, historical and topographical context and include a clear location map. Each plan included should clearly relate to some other included plan of an appropriate scale and should normally include national grid references.

6.1.4 Two bound offprints of the final publication and a digital copy of the text, in PDF format, must be supplied to the City UAD and one to the HER. A copy of any specialist papers relating to the site should also be supplied. A further offprint should accompany the archive.

6.1.5 The site archive will be created in accordance with the guidelines published in Guidelines for the Preparation of Excavation Archives for Long-term Storage (UK Inst. for Conservation 1990) and standards in the Museum care of Archaeological Collections - see Appendix H. The project archive will ultimately be deposited with Oxfordshire Museums Service.
7 HEALTH AND SAFETY

7.1.1 OA will comply with all relevant health and safety legislation. A separate Method Statement will be produced if required. Also see Appendix I.

8 GENERAL

8.1.1 Appendices A to I are relevant.

9 REFERENCES

Communities and Local Government, 2010 Planning Policy Statement 5: Planning and the Historic Environment
Durham B (ed) 1984 The Thames Crossing at Oxford in Oxoniensa 49 Oxford
IFA, 2008 Standard and Guidance for Archaeological Watching Briefs
OAU, 1992 Field Manual (ed D Wilkinson)
Radford D, 2010 Brief for an Archaeological Watching Brief, Old Abingdon Rd, Network Rail replacement bridge and associated works. (OCC Planning Control and Conservation)

Oxford Archaeology
December 2010
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. WATCHING BRIEFS

A.1.1 Ground disturbances (demolition, general site strip and levelling, reduction for roads, excavation for service trenches and foundation trenches) will be monitored by an archaeological supervisor assisted, where necessary, by archaeological technicians and under the overall guidance of a project manager.

A.1.2 All archaeological features and deposits exposed will be recorded.

A.1.3 Where only the tops of features or deposits are exposed, these will be located on a site plan, planned, and recorded by written description and by photographs.

A.1.4 Visible artefacts will be collected in order to assist in the dating of features and deposits.

A.1.5 Where trenches are excavated through cut features (pits, ditches, etc.) and vertical stratigraphy is not present, the features will be recorded in section with appropriate collection of finds.

A.1.6 Where ground disturbance exposes stratified remains or significant features, the archaeologist will excavate by hand and record these.

A.1.7 The archaeological curator will be advised at the earliest opportunity of any archaeological features or deposits that appear worthy of preservation in situ.

A.1.8 On completion of the fieldwork the site archive will be compiled and security copied.

A.1.9 Proposals for analysis and publication will be determined in the light of the results of the fieldwork.

Recording

A.1.10 On-site recording will be undertaken in accordance with the OA Field Manual (ed. D Wilkinson 1992).

A.1.11 A continuous unique numbering system will be operated. Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements.

A.1.12 Plans will normally be drawn at 1:50 but in urban or deeply stratified sites a scale of 1:20 will be used. Detailed plans will be at an appropriate scale. Burials will be drawn at 1:10.

A.1.13 A register of plans will be kept.

A.1.14 Sections of features or trenches showing stratigraphy will be drawn at 1:20 or 1:10.

A.1.15 A register of sections will be kept.

A.1.16 All sections will be tied in to Ordnance Datum if possible or into the contractors TBM.
APPENDIX B. GENERAL EXCAVATION AND RECORDING METHODOLOGY

B.1 Standard methodology – summary

Mechanical excavation

B.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.

B.1.2 All mechanical excavation will be undertaken under direct archaeological supervision.

B.1.3 All undifferentiated topsoil or overburden of recent origin will be removed down to the first significant archaeological horizon, in successive, level spits.

B.1.4 Following mechanical excavation, all areas of the trench that require examination or recording will be cleaned using appropriate hand tools.

B.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.

B.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

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

B.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.

B.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.

B.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

B.1.11 Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements.

B.1.12 Where stratified deposits are encountered a Harris matrix will be compiled during the course of the excavation.

B.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.

B.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.

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B.1.15 A register of plans will be kept.

B.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.

B.1.17 A register of sections will be kept.

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

B.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.

B.1.20 Photographs will be recorded on OA Photographic Record Sheets.

B.2 Relevant industry standards and guidelines

B.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.

B.2.2 These will be adhered to at all times.

B.3 Relevant OA manual and other supporting documentation

B.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).

B.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 C. GEOMETRICS AND SURVEY

C.1 Standard methodology – summary

C.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.

C.1.2 It also maintains all necessary survey data and ensures that the relevant information is copied into the primary record, in order to ensure the integrity of the project archive. Furthermore, it ensures that all core data is securely stored and backed up. It establishes accurate project reference systems utilising a series of control stations and permanent base lines.

C.1.3 The survey will be conducted using a combination of Total Station Theodolite (TST) survey utilising Reflectometer Electronic Distance Measurement (REDM) where appropriate, hand-measured elements and GPS (Global Positioning System).

C.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.

C.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.

C.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.

C.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.

C.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.

C.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.

C.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.

C.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.

C.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.

C.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.

C.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.

C.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.

C.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.

C.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.

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

C.3 Relevant OA manual and other supporting documentation
C.3.1 OA South Metric Survey, Data Capture and Download Procedures
C.3.2 OA South Digitising Protocols
C.3.3 OA South GIS Protocols
C.3.4 These will be superseded by the OA South Geomatics Manual (in progress).

APPENDIX D. ENVIRONMENTAL EVIDENCE

D.1 Summary of Standard methodology
D.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 and/or geoarchaeological 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. OSL or archaeomagnetic dating) and if appropriate will be invited to visit the site and take the samples.

D.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.
D.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.) in consultation with an appropriate specialist.

D.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 and other microflora and microfauna and soil analysis will be submitted as whole earth to the appropriate specialists or processed following their instructions.

D.2 Relevant Industry Standards and Guidelines

D.3 Relevant OA manual and other supporting documentation
APPENDIX E. ARTEFACTUAL EVIDENCE

E.1 Summary of Standard methodology

E.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.

E.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.

E.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.

E.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.

E.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.

E.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.

E.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.

E.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.

E.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).
E.1.10 Finds recovered from the environmental sample processing will be incorporated into the main assemblage and added to the database.

E.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.

E.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.

E.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.

E.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.

E.2 Relevant industry standards and guidelines


E.3 Relevant OA manual and other supporting documentation

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

APPENDIX F. BURIALS

F.1 Summary of Standard methodology

F.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.

F.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.

F.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.
F.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.

F.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.

F.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.

F.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, hobs and other grave goods (as appropriate).

F.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.

F.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.

F.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 hobs).

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

F.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.

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

F.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).

F.1.15 Unless deemed osteologically or archaeologically important disarticulated bone / charnel will be collected and reserved for re-burial if immediate re-interment 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.

F.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.
F.1.17 Pyre debris dumps will be half sectioned or quadrantted and will be subject to 100% sampling.

F.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.

F.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.

F.1.20 Memorials, including headstones, revealed within the areas of development will be recorded irrespective of whether they are believed to be in situ.

F.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.

F.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

F.2 Relevant industry standards and guidelines

F.2.1 Cox, M, 2001 Crypt archaeology. An approach. IFA Paper No. 3

F.2.2 Mays, S, 2005 Guidance for Best Practice for Treatment of Human Remains Excavated from


F.3 Relevant OA manual and other supporting documentation


APPENDIX G. REPORTING

G.1 Summary of Standard methodology

G.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.

G.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.

G.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.

G.1.4 The Project Design will be submitted to the County Archaeological Officer or equivalent for agreement.

G.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.

G.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.

G.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.

G.2 Relevant industry standards and guidelines

G.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 (MoRPHE; 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 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 microfiche 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:

- The IFA Standard & Guidance for the creation, compilation, transfer and deposition of archaeological archives
- The UKIC's Guidelines for the preparation of excavation archives for long-term storage
- The MGC's Standards in the museum care of archaeological collections

H.2.2 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.2.3 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.

H.4 List of specialists regularly used by OA

H.4.1 Below are two tables, one containing 'in-house' OA specialists, and the other containing a list of specialists who are regularly used by OA.

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<thead>
<tr>
<th>Specialist</th>
<th>Specialism</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Brown</td>
<td>Early Prehistoric pottery</td>
<td>BA, PGDip, Mitt, MIfA</td>
</tr>
<tr>
<td>Paul Booth</td>
<td>Iron Age and Roman pottery</td>
<td>BA, FSA, MIfA</td>
</tr>
<tr>
<td>John Cotter</td>
<td>Medieval and Post Medieval pottery</td>
<td>BA (Hon.), MIfA</td>
</tr>
<tr>
<td>Cynthia Poole</td>
<td>CBM and Fired Clay</td>
<td>BA (Hon.), MSc</td>
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<tr>
<td>Dr David Mullin</td>
<td>Flint</td>
<td>BA, M.Phil, PhD</td>
</tr>
<tr>
<td>Ian Scott</td>
<td>Metalwork and Glass</td>
<td>BA (Hon.)</td>
</tr>
<tr>
<td>Leigh Allen</td>
<td>Metalwork and worked bone</td>
<td>BA (Hon.), PGDip</td>
</tr>
<tr>
<td>Dr Ruth Shaffrey</td>
<td>Worked stone artefacts</td>
<td>BA, PhD</td>
</tr>
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<td>Specialist</td>
<td>Specialism</td>
<td>Qualifications</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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<tr>
<td>Elizabeth Huckerby</td>
<td>Pollen and waterlogged plant remains</td>
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<tr>
<td>Lena Strid</td>
<td>Animal bone</td>
<td>MA</td>
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<tr>
<td>Dr Wendy Smith</td>
<td>Charred and waterlogged plant remains</td>
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<tr>
<td>Andrew Bates</td>
<td>Animal Bone</td>
<td>BA, MA</td>
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<tr>
<td>Dr Denise Druce</td>
<td>Pollen, charred plant remains and charcoal</td>
<td>BA, PhD, MIfA</td>
</tr>
<tr>
<td>Elizabeth Stafford</td>
<td>Geoarchaeology and land snails</td>
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**External archaeological specialists regularly used by OA**

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<tr>
<td>Lynne Keys</td>
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<td>Quita Mould</td>
<td>Leather</td>
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<td>Penelope Walton Rogers</td>
<td>Textiles</td>
<td>FSA, Dip.Acc</td>
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<tr>
<td>Dana Goodburn Brown</td>
<td>Conservation</td>
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<tr>
<td>Steve Allen</td>
<td>Conservation</td>
<td>BA, MA, MAAIS</td>
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<tr>
<td>Dr Richard McPhail</td>
<td>Soils, especially Micromorphology</td>
<td>BA (Hon.), MSc, PhD</td>
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<tr>
<td>Dana Challinor</td>
<td>Charcoal</td>
<td>MA (Hon.), MSc</td>
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<tr>
<td>Dr Nigel Cameron</td>
<td>Diatoms</td>
<td>BSc, MSc, PhD</td>
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<tr>
<td>Dr David Smith (Birmingham)</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>
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<tr>
<td>Dr David Starley</td>
<td>Slag</td>
<td>BSc, PhD</td>
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<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>
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<tr>
<td>Dr John Crowther</td>
<td>Soil Chemistry</td>
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<td>Dr Martin Bates</td>
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<td>Bsc, PhD</td>
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<td>Professor Mark Robinson</td>
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<tr>
<td>Dr Dan Miles</td>
<td>Dendrochronology</td>
<td>D.Phil, FSA</td>
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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
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<tbody>
<tr>
<td>Introduction</td>
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<td>A: Final Report</td>
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<td>H: Miscellaneous</td>
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Oxford Archaeology

WATCHING BRIEF RECORD

SITE CODE: OXABRL
SITE NAME: Old Abington Rd, Rail bridge
DATE: 2/1/11

NGR: County: Oxon
Start Time: 11-30
Finish Time: 12-30

Milage: Previous Visit: 27/1/11
Visit By:

Type of construction work: Ground reduction on embankments

Contacts made:

Archaeology present?

Yes:
No: √

Undated:

Other:

COMMENTS

Work started on S. side of bend of eastern embankment.

Same as observed previously, all modern (1970) made ground + stone above blue grey clay.

Work started on eastern embankment with ground reduction started on S. side of E end of western embankment.

Very similar stratigraphy with modern made ground, no archaeology.

Brief draft intent to strip S. side bank to area of objects before returning to strip N. side.

Records? Photos.
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<thead>
<tr>
<th>SITE CODE</th>
<th>SITE NAME</th>
<th>DATE</th>
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<tbody>
<tr>
<td>OXABRI110</td>
<td>Abingdon Rd Rail bridge</td>
<td>25/1/11</td>
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<table>
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<tr>
<th>NGR</th>
<th>County</th>
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<th>Finish Time</th>
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<tr>
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<table>
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<th>Type of construction work</th>
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<table>
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<tr>
<th>Other:</th>
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**COMMENTS**

Breaking out + stockpiling of tarmac started.
Delay with machinery.
No excavation of underlying strata started.

**Records?** Photos
<table>
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<tr>
<th>NGR</th>
<th>County</th>
<th>Start Time</th>
<th>Finish Time</th>
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<tr>
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<td>14:00</td>
<td>16:00</td>
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</thead>
<tbody>
<tr>
<td></td>
<td>25/1/11</td>
<td>M. Smy</td>
</tr>
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</table>

**Type of construction work:** Reduction of ground level

**Contacts made:**

**Archaeology present?**

Yes: [ ]
No: [ ]

**Undated:**

**Other:**

**COMMENTS**

Work started on ground reduction of east embankment. Strip approx 5m wide by 1m deep removed on E N side of embankment.

Strata of modern made ground associated with the railway bridge exposed.

All 09:00-10:00

**Records:** Photos - Section.
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<td>Musgrove</td>
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**Type of construction work**
- Ground reduction

**Contacts made**

**Archaeology present?**
- Yes: ✓

**Comments**
- Work on western embankment stopped
- Machine removing topsoil/silt from W side of embankment.
- V. thin grey clay layer appear 0.5m
- Landscaping deposit associated with 9th railway bridge.

**Records?** Photos
FILMING INSTRUCTIONS
Submitter OASouth
No. of copies: 2

Classifications & materials

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<tr>
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<td>B: Site Data – Text: General Summaries</td>
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<td>D: Catalogue of Photos/Slides/Videos/X-rays</td>
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<td>Matrix location</td>
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Description (See check lists):

1) Compacted
2) Very dark grey
3) Slate Tarmac
4) Compacted
5) Up to 0.25m
6) Thorough eastern approach

Interpretation/Discussion:

Compacted tarmacscalings base for former tarmac road

<table>
<thead>
<tr>
<th>STRATIGRAPHIC MATRIX</th>
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<tbody>
<tr>
<td>this context is 1</td>
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<tr>
<td></td>
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Finds (tick):
- None [ ]
- Pot [ ]
- Bone [ ]
- Flint [ ]
- Stone [ ]
- Burnt stone [ ]
- Glass [ ]
- Metal [ ]
- CBM [ ]
- Wood [ ]
- Leather [ ]

△ Small Finds
△ Samples
△ Building Materials

Recorded:
Date:
Initials:
Description (See check lists):

1) Compacted
2) Reddish brown
3) Sandy clay
4) Much crushed stone > 45% ov
5) Up to 0.15m
6) Throughout length of eastern approach

Interpretation/Discussion:
Hardware base for road surface (igm - c2sm)

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**: OXABRAIL

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**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/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. coursing/bond |
| 5. form of faces |
| 6. bond |
| 7. dimensions as found |
| 8. other comments |

**DESCRIPTION (See check lists):**

1. Ternate
2. Blue grey
3. Clay
4. W.T
5. Up to 0.2m deep

**STRATIGRAPHIC MATRIX**

```
1  2  3  4  5
```

```
this context is 3
```

**INTERPRETATION/DISCUSSION:**

Deen Tipton of 19th made ground associated with the road running bridge.

**FINDS (tick):**

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

- Small Finds
- Samples
- Building Materials

**Recorder**: 

**Date**: 

**Initials**: 

**Context No.**: 3
### Context Record

**Site:** OXABrail

**Trench:**
- Context Type: Deposit / Cut / Structure
- Overlaid by: 3

**Abutted by:**

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

**Plan No.:** 1

**Section No.:** 1

**Co-ordinates:**
- Same as:
- Part of:
- Consists of:
- Overlies: 5, 6, 7, 8

**Level:**
- Butts:

**Slide No.:**
- Cuts:

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

**Matrix Location:** Relationships uncertain

### Stratigraphic Matrix

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</tbody>
</table>

- This context is 4
- 5

### Description (See check lists):

1. *Tan brown*
2. *Reddish brown*
3. *Sandy clay*
   - Wit
4. *Up to 0.25m in depth*

### Interpretation/Discussion:

*Test pit of 19th century ground*

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

### Additional Sheets:

- **Type:** Late

### 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/edge/top profile
  - 3. dimension and depth
  - 4. junction
  - 5. truncation
  - 6. fill nos
  - 7. other comments

- **MASONRY:**
  - 1. materials
  - 2. style of bricks etc
  - 3. finish of stones
  - 4. bonding
  - 5. form / laces
  - 6. bond
  - 7. dimensions as found
  - 8. other comments

### Notes:

- **Recorder:** 
- **Date:** 
- **Initials:**

- **Small Finds**
- **Samples**
- **Building Materials**
## Context Record

**Site:** OXABRA111

### Additional Sheets:

**Trench:** Overlain by: 4

**Structure No.:** Attested by: 

**Plan No.:** Cut by: 

**Section No.:** Same as: 

**Co-Ordinates:** Consists of: 

**Overlies:** 6

**Level:** Butts: 

**Slide No.:** Cuts: 

**Neg No.:** Fill of: 

**Matrix Location:** Relationships uncertain

**Description (See check lists):**

1) Trench  
2) Blue gray  
3) Clay  
4) N/A  
5) Up to 0.8m deep

### Interpretation/Discussion:

Typical of imported material made ground

### Stratigraphic Matrix:

```
  4  5  6
   --------
  5  ------
   --------
```

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

### Small Finds

### Samples

### Building Materials

**Context No.:** 5

**Type:** Laser

**Check Lists:**

- Deposit:
  1. composition  
  2. colour  
  3. composition  
  4. inclination  
  5. thickness  
  6. extent  
  7. comments  
  8. method & conditions

- Cut:  
  1. staple in plan  
  2. base/tiles/top profile  
  3. dimensions & profile  
  4. sketch  
  5. inclusions  
  6. fill nos  
  7. other comments

- Masonry:  
  1. materials  
  2. size of blocks etc.  
  3. mortar stones  
  4. cladding bond  
  5. form  
  6. face  
  7. other  
  8. dimensions & profile

**Recorder:** 

**Date:** 

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

**SITE:** OKABRAIL II

**ADDITIONAL SHEETS:**

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

**Site sub-div.**
- Overlain by: 4, 5

**Structure No.**
- Abutted by: 
- Cut by: 
- Filed by: 
- Same as: 
- Part of: 
- Consists of: 
- Overlies: 7

**Plan No.** 1

**Section No.** 1

**Co-Ordinates**
- Butts: 
- Cuts: 
- Fill of: 
- Relationships uncertain.

**Matrix location**

**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 blocks etc
  3. joints & stones
  4. coursed bound
  5. core 6. faces
  7. bond
  8. dimensions as found
  9. other comments

**STRATIGRAPHIC MATRIX**

1) Tenaeads
2) Reddish brown
3) Sandy clay
4) Paint
5) Up to 0.25m deep

**Interpretation/Discussion:**

19th made grooves

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

**Small Finds**

**Samples**

**Building Materials**

**Recorder [Signature]**

**Date**

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

1. Teneids
2. Blue gray
3. Clay
4. NT
5. Up to 0.2m deep

**Interpretation/Discussion:**

Trixion of imported material, high made goods.

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

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

**Recorded**

**Date**

**Initials**
**Context Record**

**Site**: OXABAIL

**Additional Sheets**:  

**Type**: Layer

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

**Site sub-div**  
Overlain by: 3:4:7

**Structure No.**  
Abutted by:

**Plan No.**  
Cut by:

**Filled by**:

**Section No.**  
Same as:

**Co-Ordinates**  
Part of:

**Overlies**:

**Level**  
Butts:

**Slide No.**  
Cuts:

**Nag No.**  
Fill of:

**Matrix location**  
Relationships uncertain

**Description (See check lists):**

1) Tenuous  
2) Reddish brown  
3) Sandy clay  
4) Coal stone fragments  
5) Up to 0.35m deep

**Interpretation/Discussion**: Trench of imported material likely made during

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

**Symbol**: Small Finds  
**Symbol**: Samples  
**Symbol**: Building Materials

**Stratigraphic Matrix**

```
  |   |   |   |
-+---+---+---+
 |   |   |   |
```

**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/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. facing/bond  
5. form of, faces  
6. bond  
7. dimensions as found  
8. other comments

**Recorder**:  
**Date**:  
**Initials**: 
**CONTENTS RECORD**

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</table>

**STRATIGRAPHIC MATRIX**

1) Trench
2) Bed soil grey
3) Clay
4) N.IV
5) Up to 0.3m
6) 

**Interpretation/Discussion:**

- Tip line of midden (1945)
- Made ground
- Part of embankment leading up to the old railway bridge

**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 OKABRAIL 10**

**ADDITIONAL SHEETS:**

<table>
<thead>
<tr>
<th>Description (See check lists):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Terracotta</td>
</tr>
<tr>
<td>2) Reddish brown</td>
</tr>
<tr>
<td>3) Sandy clay</td>
</tr>
<tr>
<td>4) O.C.C CBM</td>
</tr>
<tr>
<td>5) &gt; 0.2m</td>
</tr>
</tbody>
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**Interpretation/Discussion:**

Tip line of modern (19th cent) made ground. Part of embankment leading to old bridge.

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

**Small Finds**

**Samples**

**Building Materials**

**Context No.**

**Type Layer**

**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 & thickness
3. location of stones
4. cornering/bond
5. form
6. faces
7. bond
8. dimensions as found
9. other comments

**STRATIGRAPHIC MATRIX**

```
  1
  2
  3
  4
  5
  6
```

**this context is**

```
  7
  8
  9
 10
```

**Recorder**

**Date**

**Initials**
### CONTEXT RECORD

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<thead>
<tr>
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<th>ADDITIONAL SHEETS:</th>
<th>TYPE</th>
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<tbody>
<tr>
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<td>Layer</td>
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<td>Cut by:</td>
<td></td>
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<td>Filled by:</td>
<td></td>
<td></td>
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<td>Section No.</td>
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<td>Consists of:</td>
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<td>Co-Ordinates</td>
<td>Overlies: 24</td>
<td></td>
</tr>
<tr>
<td>Level</td>
<td>Butts:</td>
<td></td>
</tr>
<tr>
<td>Slide No.</td>
<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) **Tarraco**
2) **Reddish brown**
3) **Sandy clay**
4) **Occ CBM**
5) ****

**Interpretation/Discussion:**

Tip line of modern (17th cent) made ground. Part of embankment leading to old bridge.

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

- Small Finds
- Samples
- Building Materials

**Recorder**

**Date**

**Initials**

---

**STRATIGRAPHIC MATRIX**

```
   2
  --
```

This context is [11]

```
  24
---
```

---

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. slope
- 5. truncation
- 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

---
### Context Record

**Context No.**

12

#### Site

**Site:** OXABRAIC

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

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Overlain by</td>
<td>Compact</td>
</tr>
<tr>
<td>Cut by</td>
<td>Light grey</td>
</tr>
<tr>
<td>Filled by</td>
<td>Small stone</td>
</tr>
<tr>
<td>Butts</td>
<td>Up to 0.35m</td>
</tr>
</tbody>
</table>

**Description (See check lists):**

- Compact
- Light grey
- Small stone
- Up to 0.35m

**Interpretation/Discussion:**

Crushed stone base for modern tarmac road.

**Finds (tick):**

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

**Additional Sheets:**

- Relationshios uncertain

**Stratigraphic Matrix:**

```
  [ ]  [ ]  [ ]  [ ]
  [ ]  [ ]  [ ]  [ ]
  [ ]  [ ]  [ ]  [ ]
```

**Recorder:**

N

**Date:**


**Initials:**


**Type:** Layer
**Site:** OX 10

**Context No.:** 13

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

**ADDITIONAL SHEETS:**

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<td>Abutted by:</td>
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<td>Plan No.</td>
<td>Cut by:</td>
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<tr>
<td>Filled by:</td>
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<td>Section No.</td>
<td>Säme as:</td>
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<tr>
<td>Part of:</td>
<td></td>
</tr>
<tr>
<td>Co-Ordinates</td>
<td>Consists of:</td>
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<tr>
<td>Overlies: 14 18</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>

**Check Lists:**

- **DEPOSIT:**
  1. compaction
  2. colour
  3. composition
  4. inclusion
  5. thickness
  6. extant
  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. line of stones
  4. courting bond
  5. form 6. faces
  7. bond
  8. dimensions as found
  9. other comments

**Description (See check lists):**

1) **Compact**
2) **Yellow brown**
3) **Stone**
4) **Straw + stone dart**
5) **Up to 0.3m deep.**

**STRATIGRAPHIC MATRIX:**

- **12**
- **this context is 13**

**Interpretation/Discussion:**

*Layer of crushed stone possible earlier road surface?*

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

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

**Recorder:**

**Date:**

**Initials:**
Site OKABRA10

Additional sheets:

Trench: Context Type: Deposit / Cut / Structure

Site sub-div: Overlain by: 13

Structure No.: Abutted by:

Plan No.: Cut by:

Section No.: Same as: 3

Part of:

Co-Ordinates: Consists of:

Overlies: 15

Level: Butts:

Slide No.: Cuts:

Neg No.: Fill of:

Matrix location: Relationships uncertain

Description (See check lists):

1) Tenacous
2) Reddish brown
3) Sandy clay
4) Occ CBM
5) Up to 0.25m in depth
6) 13

Interpretation/Discussion:

Tip line of modern (19th cent) made ground. Part of embankment leading to old bridge.

Finds (tick): None [ ] Pot [ ] Bone [ ] Flint [ ] Stone [ ] Burnt stone [ ] Glass [ ]

Metal [ ] CBM [ ] Wood [ ] Leather [ ]

△ Small Finds

◇ Samples

△ Building Materials

Context No. 14

Recorder

Date

Initials

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. basalt/diana/top profile
3. dimension and depth
4. sketch
5. truncation
6. fill nos.
7. other comments

MASSIVRY:
1. materials
2. size of bricks etc
3. finish of stones
4. course of bond
5. form
6. laces
7. hard
8. dimensions as found
9. other comments

Stratigraphic Matrix:

This context is 14
## Context Record

### Site: OXABRAIL 10

**Additional Sheets:**
- **Context No.:** 15

**Trench:**
- Context Type: Deposit / Cut / Structure
- Overlain by: 14

**Structure No.:**
- Abutted by:
- Cut by:
- Filled by:

**Plan No.:**
- Number: 1

**Section No.:**
- Same as: 3
- Part of:

**Co-Ordinates:**
- Consists of:
- Overlies: 1b

**Level:**
- Butts:

**Slide No.:**
- Cuts:

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

**Matrix location:**
- Relationships uncertain

### Description (See check lists):

1. **Tanawos**
2. **Reddish brown mud brick**
3. **Sandy clay**
4. **Occ. CBM**
5. **Up to 0.15m in depth**

### Interpretation/Discussion:

Tip line of modern (19th cent) made ground. Part of embankment leading to old bridge.

### Stratigraphic Matrix

```
  14
 /  \
15 10
```

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

**Small Finds**

**Samples**

**Building Materials**

**Recorder**

**Date**

**Initials**
<table>
<thead>
<tr>
<th>Description (See check lists):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Tenacose</td>
</tr>
<tr>
<td>2) Reddish brown</td>
</tr>
<tr>
<td>3) Sandy clay</td>
</tr>
<tr>
<td>4) Ool CBM / many yellow brown stone fragments</td>
</tr>
<tr>
<td>5) Up to 0.3m in depth</td>
</tr>
</tbody>
</table>

**STRATIGRAPHIC MATRIX**

```
          15
         /   |
        17   |
```

**Interpretation/Discussion:**

Tip line of modern (19th cent) made ground. Part of embankment leading to old bridge.

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

- **Small Finds**
- **Samples**
- **Building Materials**
**Context Record**

**Site:** OXABRAIL

**Additional Sheets:**
- **Trench:** Context Type: Deposit / Cut / Structure
- **Site sub-div:** Overlain by: 1
- **Structure No.:** Abutted by:
- **Plan No.:** Cut by: 1
- **Filled by:**
- **Section No.:** Same as: 3
- **Part of:**
- **Co-Ordinates:** Consists of: 1
- **Overlies:**
- **Level:** Butts: 1
- **Cut:**
- **Slide No.:** Cuts: 1
- **Neg No.:** Fill of: 1
- **Matrix location:** Relationships uncertain

**Description (See check lists):**

1. **Terra cotta**
2. **Reddish brown**
3. **Sandy clay**
4. **Oxidation Grey clay lens/inclusions**
5. **> 0.3m in depth**

**Stratigraphic Matrix:**

```
  __________________________
 |   |   |   |   |   |   |   |
 | 16 |
 |     |
 |     |
```

This context is 17

**Interpretation/Discussion:**

Tip line of modern (19th cent) made ground.
Part of embankment leading to old bridge.

**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: OXABRAIL**

**ADDITIONAL SHEETS:**

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<tr>
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<td>Plan No.</td>
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<td>Filled by:</td>
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<tr>
<td>Section No.</td>
<td>Same as:</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>Overlies: 19</td>
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<td>Butts:</td>
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<td>Cuts:</td>
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**TYPE Layer**

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<td>3. composition</td>
</tr>
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<td></td>
<td>4. inclusion</td>
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<td>6. extent</td>
</tr>
<tr>
<td></td>
<td>7. comments</td>
</tr>
<tr>
<td></td>
<td>8. method &amp; conditions</td>
</tr>
</tbody>
</table>

| CUT: | |
| 1. shape in plan |
| 2. base/sides/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/Bond |
| 5. form 6. faces |
| 7. bond |
| 8. dimensions as found |
| 9. other comments |

**Description (See check lists):**

1) Trenches
2) Grey-brown
3) Silt clay
4) N.D.
5) Up to 0.25m deep.

**STRATIGRAPHIC MATRIX**

<table>
<thead>
<tr>
<th></th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td>this context is</td>
<td>13</td>
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</tbody>
</table>

Interpretation/Discussion:

layer of 19th. made grade

Part of the embankment leading to railway bridge.

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

Small Finds

Samples

Building Materials
<table>
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<tbody>
<tr>
<td>1) Tenacious</td>
</tr>
<tr>
<td>2) Reddish - Orange</td>
</tr>
<tr>
<td>3) Sandy clay</td>
</tr>
<tr>
<td>4) Deep CBM N, I</td>
</tr>
<tr>
<td>5) 0.35m thick</td>
</tr>
</tbody>
</table>

**Interpretation/Discussion:**

Tip line of modern (19th cent) made ground. Part of embankment leading to old bridge.

**Context No:** 19

**Site:** OXABRAIN 10

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

<table>
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<td></td>
</tr>
<tr>
<td>Same as:</td>
<td></td>
</tr>
<tr>
<td>Part of:</td>
<td></td>
</tr>
<tr>
<td>Consists of:</td>
<td></td>
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<tr>
<td>Overlies:</td>
<td>20</td>
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<tr>
<td>Fill of:</td>
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<tr>
<td>Relationships uncertain</td>
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</table>

**Stratigraphic Matrix:**

```
18
---
19
20
```

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

**Small Finds**

**Samples**

**Building Materials**

**Recorder**

**Date**

**Initials**
**Site OXABR110**

**Additional Sheets:**

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<tr>
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<td>Section No.</td>
<td>Same as:</td>
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<tr>
<td>Co-Ordinates</td>
<td>Consists of:</td>
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<td>Cuts:</td>
</tr>
<tr>
<td>Neg No.</td>
<td>Fill of:</td>
</tr>
</tbody>
</table>

**Matrix location:** Relationships uncertain

**Description (See check lists):**

1. Ternciid
2. Blue grey
3. Clay
4. N.L
5. > 0.5m in depth
6.

**Interpretation/Discussion:**

Tip line of modern (1941)

Made grand.

Part of enhancement leading up to the old railway bridge.

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

**Recorder:** [Signature]

**Date:**

**Initials:**
CONCEPT RECORD

SITE OXABB/415

ADDITIONAL SHEETS:

Trench

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/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. coursing/bond
5. form
6. facing
7. dimensions as found
8. other comments

Section No. 5

Same as:

Part of:

Co-Ordinates

Consists of:

Overlies: 22

Level

Butts:

Slide No.

Cuts:

Neg No.

Fill of:

Matrix location

Relationships uncertain

Description (See check lists):

1) Tenacious
2) Olive brown grey
3) Silty clay
4) Greenish grey clay inclusions
5) CAm in depth

STRATIGRAPHIC MATRIX

this context is 2

Interpretation/Discussion:

Typical of light made ground

Finds (tick):

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

Small Finds

Samples

Building Materials

Recorder:

Date:

Initials:
Trench

Context Type: Deposit / Cut / Structure

Overlain by: 21

Abutted by:

Cut by:

Filled by:

Section No. 1

Same as:

Part of:

Consists of:

Overlies: 22

Level

Butts:

Cuts:

Fill of:

Matrix location

Relationships uncertain

Description (See check lists):

1) Tenaceous
2) Reddish brown
3) Sandy clay
4) Occ CBM some small angular stone
5) 0.25m in depth.
6) 

Interpretation/Discussion:

Tape line of modern (19th cent) made ground.

Part of embankment leading to old bridge.

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

Recorder

Date

Initials
Trench

Site sub-div

Structure No.

Plan No.

Section No.

Co-Ordinates

Level

Slide No.

Neg No.

Matrix location

Description (See check lists):

1) Tenacised
2) Blue Clay
3) N.L
4) Up to 0.3m in depth
5) Tip line of modern (19th)

Interpretation/Discussion:

Part of re-established遗迹 leading up to the old railway bridge.  Is this the continuation of 23?  

Finds (tick):

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

- Small Finds
- Samples
- Building Materials

Recorder

Date

Initials
**Context Record**

**Context No.** 24

**Site OXAB59410**

**Type Layer**

**Trench**

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

**Site sub-div**

Overlain by:

1

**Structure No.**

Abutted by:

**Plan No.**

Cut by:

**Fitted by:**

**Section No.**

Same as:

**Part of:**

**Co-Ordinates**

Consists of:

**Overlies:**

**Level**

Butts:

**Slide No.**

Cut:

**Neg No.**

Fill of:

**Matrix location**

Relationships uncertain

---

**Description (See check lists):**

1) **Trench**

2) **Blue**

3) **Clay**

4) **N.L.**

5) **> 0.3m**

---

**Interpretation/Discussion:**

Tip line of modern (19th)

made grand.

Part of embankment leading up to the old railway bridge.

---

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

**Recorder**

**Date**

**Initials**
### Filming Instructions

**Submitter:** OASouth  
**No. of copies:** 2

#### Headings

**Site information**

- Site: [Old Abingdon Road Rail Bridge] Site code: [OXABRAIN 10]

- Line 2: Excavator's name: [B Ford]
- Line 3: 

#### Classification of Material

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**Filming Instructions**
Submitter: OASouth  
No. of copies: 2

**Site Information**
Site [Old Abingdon Road Rail Bridge] Site code: OXABRAIL 10  
Line 2: Excavators name: [B Ford]  
Line 3: Classification of material

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OXABRAIL 10
Section 5
Scale 1:20
OXFORD
OLD ABINGDON ROAD
RAIL BRIDGE
OKABRAIL 10

Box 1 File 7

D. CATALOGUE OF PHOTOGRAPHS.
**FILMING INSTRUCTIONS**
Submitter: OASouth
No. of copies: 2

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