**General index to the archive**

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**Site Code:** OLWIBB 12  
**Site/Project Type:** Watching brief  
**Year(s):** 2012  
**Accession Number:** no receiving museum available

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Battle Bourne Flood Alleviation Scheme

Archaeological Project Management –

Project approach at Delivery

Produced by the Environment Agency, National Environmental Assessment Service (NEAS) January 2012 ver. 2
Battle Bourne Flood Alleviation Scheme

Archaeological Project Management Information - Project Approach for Delivery

NGR: 498500, 175250

supporting documents:
Appendices
1) General Layout Plan B1687600/BB/200/001
2) River Diversion details B1687600-BB-400-001
3) Environmental Site Appraisal Plan B1687600-BB-500-001
4) Environmental Site Appraisal Plan B1687600-BB-500-002
5) Archaeology watching brief Brief
6) Specification and methodologies for watching brief
7) Heritage Statement

1. Introduction.

This archaeological project occurs as part of a wider programme of environmental works designed primarily to fulfillfulfill environmental mitigation identified through Environmental Impact Assessment. The archaeological mitigation will be enforced through the Environmental Action Plan developed through the Environmental Assessment.

This document has been written for the benefit of the Project Managers, groundwork and archaeological contractors. Here we are solely concerned the management of the archaeological project which will be controlled in accordance to the Environment Agency's Battle Bourne Flood Alleviation Scheme project hierarchy- and Prince 2 principles.

This archaeological project forms a Work Package within the Scheme and is designed to fulfillfulfill the requirements of the Environmental Action Plan. For simplicity of operation the products and work packages expressed here in this document relate to the delivery of the archaeology business case. Whilst referencing Prince 2 the archaeological project will additionally pay reference to the simpler generic 'process' model laid out in the Management of Research Projects in the Historic Environment published by English Heritage.

We refer you to the Environmental Report to understand the business case and justification for the Battle Bourne Flood Alleviation Scheme.

A desk-based assessment was undertaken to inform the Flood Alleviation scheme and concluded that that there is a real of risk of encountering significant archaeology during excavations occurring as part of the scheme. The reasons for this conclusion are that a total of 55 heritage assets have been identified within or close to the site. One of these sites is the Kingsbury scheduled monument (SAM79) which covers the eastern half of the site. This site is the levelled

Environment Agency Battle Bourne Flood Alleviation Scheme
remains of a medieval palace. In all it is likely that archaeology dating from the Neolithic through to the post-medieval period might be encountered. Finds of pre-historic, Roman and particularly of the Saxon or medieval date might be of some considerable importance.

The report concludes that the design having considered archaeology and avoided impact where it is achievable to do so is likely to only have a negligible or minor impact on any heritage assets. There remain excavations that might impact on archaeology which has as yet been neither specifically located or dated so there is a need to monitor and proportionately record and publish, according to it’s ‘value’ with reference to the regional research strategies, any archaeology disturbed by the Scheme.

This document covers the methodological approach, the control mechanisms, and the products we expect to be delivered in order to address considerations of project risk and verify the presumed negligible to minor impact suggested by the Heritage Statement.

2. Business Case

The duties of the Agency which are to have regard to the desirability of protecting, conserving and maintaining access to the historic environment have in this case have been considered through the Environmental Report. Any remaining impact which can not be avoided through design is mitigated by actions in the Environmental Action Plan.

The business case for the archaeological project is justified through and outlined in the Environmental Action Plan

The Plan states the Schemes objectives to be to:
CH1: Identify and Protect any unknown archaeological assets
CH2: [avoid the] erosion of any archaeological features due to stream realignment
CH3: protect buried assets from temporary haul road
CH4: ensure legal consent is in place for [work within the] scheduled ancient monument

Our studies to date suggest a negligible impact to the archaeology, however the desk-based assessment notes surface scatters throughout the area which may be encountered. The additional work planned to be undertaken is to remove archaeological risk from the delivery of the project at the earliest reasonable opportunity. Archaeological activities have therefore been prioritised to the areas where any major ground excavation is planned.

This document and the delivery of the subsequent work package will achieve the objectives set out in the proposed Environmental Action Plan within a framework of the Agency’s duties to protect where feasible and maintain access to the historic environment.
Additionally for work within the Scheduled Monument works are allowable subject to the following conditions:

a) The works to which this consent relates shall be carried out to the satisfaction of the Secretary of State, who will be advised by English Heritage. At least 4 weeks notice (or such shorter period as may be mutually agreed) in writing of commencement of work shall be given to Christopher Welch, Inspector of Ancient Monuments, in order that an English Heritage can inspect and advise on the works and their effect in compliance with this consent.

b) No works shall take place until the applicant has confirmed in writing the commissioning of a programme of archaeological works before and during the development in accordance with a written scheme of investigation which has been submitted and approved by the Secretary of State advised by English Heritage.

c) Equipment and machinery shall not be used or operated in the scheduled area in conditions or in a manner likely to result in damage to the monument or ground disturbance other than that which is expressly authorised in this consent.

d) All materials relating to access works will be removed from the area of the scheduled monument within three months of the completion of the works to which this consent relates.

3. Project Aims and Objectives

The Business Case indicates that the prime motivation and even necessity of the archaeological project is to fulfulfill the Environmental Action Plan (Appendix F of the Environmental Assessment) and conditions relating to the Scheduled Monument Consent. The work packages to achieve this are intended to remove project risk at the earliest reasonable opportunity.

Preservation in situ of any archaeological assets is a significant aim of the archaeological project where this can be achieved whilst still delivering the objectives of the Flood Alleviation Scheme. The scheme achieves this in consideration of the scheduled area and the practice that the majority of the works to facilitate construction, such as haul roads and compounds, have been designed to require no excavation.

The objectives and the products of the archaeological project might be more specifically defined as:

1) fulfilment of the conditions relating to the Scheduled Monument Consent

2) to record any heritage assets disturbed by the delivery of the flood alleviation scheme. Product being site archive and publication of the results commensurate with the significance of the recovered assets

3) to conserve any archaeological records and discoveries. Product being the site archive.

4) to report on the findings of 1). Product being the publication or note to the local Sites and Monuments Record; which ever is most commensurate to the importance of the outcomes.
Any discoveries will be considered against the Regional Research Framework to understand their value and any requirement for publication. It is intended that the objectives will additionally sit within a Strategic Framework of understanding and promoting an awareness of landscape evolution within a human context or more simply how our land management decisions and actions transformed the landscape. As this represents a shared interest between the Client and the Archaeological community.

4. Project Team Structure

The archaeological project will be managed on the Environment Agency’s behalf by Jacobs and their Environmental Project Manager/Clerk of Works advised by the Jacobs archaeologist.

The top down structure is indicated in Fig. 1 remembering that the archaeological project sits within a larger project management structure relating to the delivery of the Battle Bourne Haydon Wick Flood Defence Scheme.

![Project Structure Diagram]

- **EA Project Manager**
- **Archaeology Assurance**
  - Stephen Kemp Environment Agency
  - Chris Welch English Heritage
  - Fiona Macdonald Berkshire Archaeology
- **Site Manager**
- **Environmental Project Management**
  - Environmental Clerk of Works
- **Archaeological Contractor**
  - Reports to
  - Consults with

**Figure 1. Communication Lines**

**Role of Project Board:** as per Prince 2 the board is responsible for programme management and direction of the project.
**Role of Assurance:** as per Prince 2 the Assurance roles cover all interests of a project to ensure that the needs of the Senior User are met or managed and the business case is being adhered to.

It is recognised that Berkshire Archaeology have a regional role in ensuring that archaeological works occur to a County standard for the benefit of the community. As the works are being undertaken as permitted development it is expected that Berkshire Archaeology will undertake their own monitoring but will communicate any concerns to the NEAS Archaeologist.

The English Heritage Inspector will have a role in monitoring works related to the Scheduled Monument Consent. It is expected that English Heritage will undertake their own monitoring but will communicate any concerns to the NEAS Archaeologist.

It is the role of the NEAS Archaeologist to undertake the archaeological Assurance role for the Environment Agency. It will also be the role of the NEAS Archaeologist to ensure that the Agency’s Project Manager and the Environmental Project Manager are fully aware of any concerns raised by the other Assurance roles, that the implications are completely understood, and measures are in place to rectify any deviation which might be to the detriment of the archaeology.

**Role of Environmental Project Manager:** as per Prince 2 the Environmental Project Manager will run the project on a day to day basis on behalf of the Agency’s Project Manager. The Environmental Project Manager’s prime responsibility is to ensure that the project produces the products to the required standards of quality within the specific constraints of time and cost. The Environmental Project Manager is responsible for producing a result that achieves the benefits defined in the business case. The Environmental Project Manager will therefore respond directly to the Project Manager and approach the Assurance roles for guidance.

The Environmental Project Manager will co-ordinate and ensure the delivery of the work packages and products defined in the following sections.

These work packages will be, and delivered by:

1) Construction led mitigation.
2) post- Construction archiving and publication.

The products will be delivered by Jacobs and the archaeological contractor ......

5. **Project Approach**

To all intensive purposes the project is a product driven rather than process driven approach; methodologies for the processes within a work package are presented as supporting documentation included as Appendices.

At this stage the final product is only loosely defined as field data collection and it’s assessment has not been undertaken.
It is the role of the Environmental Project Manager to define the detail and gain agreement of the product in collaboration with the Assurance roles and the Archaeological Contractor as information is delivered during fieldwork. The following therefore provides an outline of the products and the packages within which they sit; supporting information is provided in the appendices.

**The Product**
The primary product will be a publication, proportionate to the findings and process the project moves through, to achieve the business case.

The product will more clearly be defined through a work sub-package stage called Post-Excavation Assessment and Updated Project Design (if required). We are however planning for the eventuality that the archaeological project will deliver a standalone monograph should important archaeology be discovered. These two stages will occur after the Data Gathering Work packages outlined below and before the delivery of the final publication work package.

Secondary project management products include:
Weekly Reporting during construction
Highlight and Exception reports as required
Post-Excavation Assessment (if required)
Update Project Design (if required)

The response will be proportionate to any discoveries and our direct impact. Product descriptions will therefore be written on an as needed basis to be agreed with the Assurance roles. The value of any product will be justified in reference to any regional archaeological strategies.

**Data Gathering Work packages:**

A consensus has been reached between Berkshire Archaeology and the Environment Agency that the archaeology known to lie in the area and at risk of impact from excavation requires monitoring to ensure that any impact to what might prove to be important archaeological assets are mitigated.

To meet this requirement, defined in the business case, the following work packages will be undertaken and completed. Any change in process should be agreed with the Assurance Roles and Environment Agency Project Manager.

1) **Pre-construction**
No archaeological site works are planned pre-construction.

Prior to work on-site the archaeological contractor should prepare a Specification of works and methods statement to support this approach document.

The groundworks team should be aware of the boundaries to the scheduled monument and the agreed ways of working and vehicular movement. Heras fencing
erected where there is a risk that the works team might inadvertently move vehicles on to the monument. It will be necessary for English Heritage to review the traffic management plan prior to the commencement of works.

At the time of writing no excavations are planned for haul roads or other ancillary works such as the site compound. The compound is expected to be built to the east of Datchet and Southlea Road, opposite Windsor Farm show, and next to the Chutney Joe restaurant. The proposed compound area has been visited by the NEAS Archaeologist who has noted that the area has a number of large concrete rafts, as well as extensive areas of brick and concrete under scrub suggestive of demolition and disturbed topsoil zone.

Any change in plan should be reported to the NEAS Archaeologist who will consult with Berkshire Archaeology or English Heritage.

2) Construction led mitigation Work Package
This work package will be delivered by …….

The construction of the Battle Bourne Flood Alleviation Scheme will be managed under the Construction, Design and Management Regulations. The archaeological project will be expected to adhere to strict health and safety policies led by Birse the principal contractor. At times this may influence delivery of archaeological recording of remains and there is therefore a need to be flexible and work to a highest achievable standards, as maintaining safety is paramount.

All aspects of the construction led mitigation occur within agreed designs which are non-elective i.e. alignment of the flood defence. Archaeology is seemingly a negligible risk to the project. However, there is thought with some probability of encountering archaeological assets during excavations, such as where the Battle Bourne is to be re-aligned.

It is our expectation that, wherever required by the archaeological methodologies and where the underlying natural is to be exposed by machine under archaeological supervision or by inspection that, a toothless ditching bucket will be used and operated by a back-actor excavator. It is also our expectation that areas will not be tracked over once the subsoil has been removed prior to archaeological inspection. Furthermore areas of identified archaeology will be delineated by fencing to ensure that they are not disturbed prior to recording.

The following actions are our process for ensuring any archaeology, should it exist, be identified and recorded. Whilst we believe our probability and risk model to be robust it is not proven. It therefore needs to be borne in mind that the Environmental Project Manager may be managing an adaptive process which will require iterative decision making.

The following lists the major design features requiring the involvement of an archaeologist and their activity. The features are “fixed in design” with little flexibility for movement elsewhere.
Sheet Piled Defence: Sheet piling will occur through the existing bank and will be approximately 1000m in length to a depth of 1.5-3m below the top of the embankment; from Ham Bridge to Datchet Road via the Battle Bourne. 6m long piles will be driven in from Datchet Road running east for 235m, and 8.8m long piles for about 20m close to the confluence of the Battle Bourne with the Thames. No excavations are expected to occur. Even if excavations they were required, they to are most likely to be within disturbed ground. No impact is perceived, however there are four locations where sheet piling deviates from the existing earthen bund to avoid mature trees (see drawing B1687600/BB/200/001 REV P01). Should excavations be required in these locations an archaeologist should be present to monitor such works, and record any archaeology exposed in the facilitation trench.

Sheet piling will be inserted under compression, and will be buried so that there will be no significant effect on the setting of any of the heritage assets.

Where excavations are required for soakaways these should be monitored by the contracted archaeologist proportionately to the risk of the works disturbing buried archaeology.

Methodological decisions should be iterative to ensure the expected outcomes are achieved. The Environmental Project Manager should advise of any necessary changes to this process during the course of the ground works.

Battle Bourne Re-alignment: The significant excavation which might impact on buried archaeological remains is that related to the realignment and re-meandering of the Battle Bourne. Excavations here might affect prehistoric sites that are evidenced by finds coming from the adjacent fields. Additionally there is the potential to impact on the course of the Saxon "Great Ditch".

Excavations will alter the channel profile and meander the existing ditch. Excavation is unlikely to be extensive and is considered likely to have a minor impact on the resource. However, because of the potential archaeological interest and the importance of the monuments nearby, it is necessary to have an archaeological watching brief on any excavation works in this area.

The process of excavation in this area should be remove topsoil and subsoil under archaeological supervision. Subsoil at least should be removed using a toothless ditching bucket. It is advised that this work is undertaken at the earliest opportunity to ensure that ample time is available to record any archaeology before deeper excavations occur. A window of at least 2 weeks is recommended.

Should no archaeology be found then excavations for the new channel can occur at time convenient to the groundworks team and the programme.

Topsoil and subsoil will be surveyed using a metal detector.

If archaeology is discovered it is expected that works will commence immediately to characterise the archaeology and inform the Project Manager of the time re-
quired to excavate such remains. If the archaeology is complex discussions will be necessary as to the value of altering the alignment of the new channel which may require the assessment of adjacent areas with linear trenching. If full excavation of complex archaeology is required this will need to be supported by a method statement to be agreed with the Assurance roles.

Only once the importance and character of the archaeology has been captured for analysis will the Archaeology Assurance roles provide their agreement that excavations of the channel should commence. It is not expected that the archaeological watching brief will continue in this area of deeper excavations unless evidence is discovered in the archaeological excavations justifies such an action.

3) **post construction led data gathering Work Package**
Once the field work has been completed. The Archaeological Contractor and Environmental project Manager will advise and agree the reporting procedures with the Archaeological Assurance Roles.

It will normally be expected that subject to discoveries and proportionality that this Work Package would consist of
a) post excavation assessment report
b) updated project design report
These will justify and design the Product, being
c) publication and archive

6. **Archaeological Project Plan**

a) achieving the business case
As indicated above the Project Plan is to deliver a product which achieves the discharge of the actions placed upon us through the Environmental Action Plan and Scheduled Monument Consent Conditions whilst also achieving the archaeological projects objectives.

Should no important archaeology be discovered during the works a short report will be prepared following the completion of the archaeological watching brief in order to discharge the conditions, a copy lodged with Sites and Monuments Record, and a record of the event recorded in OASIS (online access to the index of archaeological investigations).

Should archaeology be disturbed the business case will be discharged by integrating the work packages, and assessing their achievements and value through Post-Excavation Assessment. As mentioned above the process will be expected to deliver an Updated Project Design which will lead the Archaeological Project through to completion of the product being the archive and publication.

In order that the format should be proportionate to the findings the contracted archaeologist and Environmental Project Manager should advise and seek agreement from the Assurance Roles prior to commencing on the post-excavation assessment as the number of discoveries my warrant a more streamlined approach.
The conditions within the Environmental Action Plan will be discharged in consulta-
tion with the Assurance Roles. The final discharge will not be achieved until public-
ation occurs or prior agreement is reached with the Archaeology Assurance Roles.

b) archaeological project programme

The current phasing of construction is as follows:
Establish site compound – February 2012
works are likely to last about 14 weeks
Compound and access tracks -
  sheet piling project -
excavation relating to Battle Bourne re-alignment -

Project Control points assuming archaeological assets are disturbed:
(1) being the acceptance of the Archaeological Project outlined in this docu-
ment by the Environment Agency’s Project Manager and the Assurance Roles;
supported by Appendices covering the archaeological methodologies relating
to the work packages.
(2) agreement by all parties for a programme of archaeological recording on-
site should archaeology need to be mitigated for.
(3) agreement that fieldwork on site is to the satisfaction of the Assurance
Roles
(4) the acceptance of the Post-Excavation Assessment with agreement to pur-
sue a preferred option to be described in the Updated Project Design with
agreement to fund. Acceptance by the Archaeology Assurance Roles.
(5) the acceptance of the publication and archive, and hence to Project Closure
by the Assurance Roles

The key products are outlined under the section entitled Products and Work Pack-
ages. The Product will be a publication and archive, the work packages will be the
process and reports which will be subsumed by the aforementioned. The Environ-
mental Project Manager will work with the Archaeological Field Contractor for the
work packages to define the specifics of each work package product i.e. structure
of each report.

It is expected that all work packages will have been started by beginning of Febru-
ary 2012. Ground works directly relating to construction are expected to also start
in January 2012 and completed about September 2012.

Once the site works are complete a programme for reporting will be prepared for
agreement by the Archaeology Assurance Roles. The level of reporting will be
based on the quality and interest that the archaeological assets may have; Re-
gional Agendas will be used to justify any action.

7. Project Controls
Project controls by roles are indicated within Managing Successful projects in Prince 2, p229-223, and noted above under Roles.

The Environmental Project Manager supported by the Archaeological Contractor will be expected to submit end stage, highlight and exception reports to allow the Project Board and Assurance to monitor progress and authorise activities as necessary.

The Environmental Project Manager will report to the Programme Board prior to each Project Progress Meeting.

Financial controls:
- The project has little financial tolerance.
- Quality will need to be proportionate to fulfilling the expectations of the Assurance roles and led by IfA guidance.
- Where changes to the project are required they are most likely to affect the scope of work that is achievable and the additional benefits that can be delivered.

The Environmental Project Manager should keep the Project Board and Archaeology Assurance Roles aware of the need for change through Highlight and Exception Reporting.

8. Project Quality Plan

The Archaeological Project will undertake the works proportionate to the importance of any archaeological remains identified and the benefits likely to be gained by further study. In this case the project will be guided by the objectives set out in this document and consideration of any local Research Framework based on discoveries made during the course of the works. The results will be set in a strategic framework outlined in Section 3.

The archaeological project will adhere to the standards indicated in the following as required by the work undertaken:
- IFA Standard and Guidance for an Archaeological Watching Brief, revised 2008

All publications and reports are expected to be recorded with the Archaeological Data Service (ADS) on OASIS and with the Berkshire Archaeology Sites and Monuments Record to facilitate public access to the results.

The Archaeological Fieldwork Contractor will be a Registered Organisation with the Institute for Archaeologists and will have a demonstrable track-record of research and planning-led investigations in the local area.

All parties are expected to work within their capabilities and areas of competence.
The quality of delivery will be monitored and logged by the Environmental Project Manager and Project Assurance, and reported to the Programme Board.

9. Issue and Risk Log

Project Issues and Risk logs will be the procedure used to manage change within the project. The Logs will be prepared and updated by the Project Manager.

At the current time there are no specific Issues or exceptions which need to be managed.

Risks which need to be managed are:
- Cost: exceeding budget due to process - review during field work
- Cost: exceeding budget due to unexpected quality, quantity or complexity of archaeological discoveries - review during field work
- Time: avoid archaeological process delaying the excavation of the Battle Bourne re-alignment - undertake topsoil and subsoil strip at the earliest opportunity
- Time: ensure availability of archaeological field technicians in case excavations relating to sheet piling are required. Where ever possible advance notice of at least 2 days should be given to the Archaeological Contractor.
- Time: ensuring no single work package holds up the delivery of the reporting and discharge of the conditions. Agree and maintain an Archaeological programme. Keep project team informed by reporting as required.

10. Health and Safety / Risk Assessments

Since September 2011 the area became classified as a construction site. The site will be managed under CDM regulations.

All archaeologists working on the site will be expected to have their own risk assessment for their activities which will be verified and managed by the Environmental Project Manager. However activities will only be undertaken within the framework of the main contractors risk assessment and health and safety policy.
Appendix 1 - 4 site plans

1) General Layout Plan B1687600/BB/200/001
2) River Diversion details B1687600-BB-400-001
3) Environmental Site Appraisal Plan B1687600-BB-500-001
4) Environmental Site Appraisal Plan B1687600-BB-500-002
Appendix 5

Brief for archaeological watching brief for construction led mitigation.

The following works are proposed to ensure the delivery of the archaeological mitigation strategy for the Battle Bourne Flood Alleviation Scheme as defined in the Archaeological Project Approach - Delivery.

The archaeological works will be undertaken by an archaeological field contractor registered with the Institute for Archaeologists. Their work should adhere to the guidance provided by the aforementioned professional body.

The proposal is as a result of Conditions in the Environmental Action Plan and Scheduled Monument Consent. These works will be undertaken as permitted Development and according to the archaeological work packages will be monitored by the Environment Agency's, English Heritage's and Berkshire Archaeology's archaeologists. The archaeological works should therefore meet with any local guidance for archaeological work.

Additionally, the archaeological contractor should demonstrate experience of working on sites managed through CDM and all staff should hold the appropriate level of CSCS card for an archaeologist.

2) Archaeological Watching Brief.

An archaeological watching brief will be undertaken on elements of the flood alleviation scheme particularly the Battle Bourne re-alignment. The majority of ground intrusions have been designed out, however it is expected that the archaeological contractor and Environmental Project Manager will work together to ensure that any other minor excavations that mightlyth might be required have an appropriate level of archaeological attendance proportionate to the likelihood of discovering significant archaeological assets.

A full programme is not currently available, but to the best of our knowledge, there will be in the region 1 weeks of excavation within the ground works programme for the Battle Bourne re-alignment, and the Scheme will take about 14 weeks to deliver, it is not expected that a field archaeologist will be required for all of this time. The archaeological contractor should also be on hand in case excavations are required to facilitate sheet piling operations where such work might have an impact on buried archaeology.

Should significant archaeology be discovered within the area of channel re-alignment then it will be the role of the archaeologist to advise the project team through the Environmental Project Manager on the process required to retrieve the archaeological evidence and the time required. It will be the role of the Environmental Project Manager to seek agreement with the Archaeological Assurance Roles.

As noted in the Approach any reporting will be proportionate to any discoveries made and should relate to the Regional Research Strategy.

The Archaeological contractor should provide a day rate for undertaking the watching brief alongside rates for report writing and any specialist services they might highlight as likely to be necessary, given the background presented in the desk-based assessment/Public Record Statement. Additionally, a specification/methods statement will be required for submission alongside the Environment Agency’s Archaeology Approach Document to the planning authority.

It is the responsibility of the tenderer to ensure that their costs are accurate and they have adequately foreseen any logistical challenges. It is therefore advised that before tendering a site visit is conducted.
It is expected that the Archaeological Contractor will agree to the Environment Agency’s or consultants' conditions of contract.

It is expected that the tenderer should provide evidence of their:

- Public liability
- Professional indemnity
- Environmental policy

Tenders will be assessed based on:
- Cost; known and predicted.
- Ability to undertake the works according to the construction programme and complete any reporting as soon as reasonably achievable.
- IFA registered organisation.
- Experience of working with Berkshire Archaeology.
- Success when working with the Environment Agency and our contractors.
- Location - are your services local?
- Ingenuity - as evidenced in the specification and methods statement.
- Supply of supporting tender information.

Additional information supplied by Client:
- Archaeological Approach
- Heritage statement
- Ground investigations
- General layout

Ordnance Survey mapping can be provided on request to the successful contractor.
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Environment Agency
Rio House
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Almondsbury, Bristol  BS32 4UD
Tel: 0870 8506506
Email: enquiries@environment-agency.gov.uk
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Battle Bourne Flood Alleviation Scheme

Method Statement for an Archaeological Watching Brief

Centred on NGR 4985 1752

Table of Contents

1 Introduction.................................................................................................................4
   1.1 Project details...............................................................................................4
   1.2 Location, geology and topography...............................................................4

2 Archaeological and Historical Background and Potential........................................4
   2.1 Archaeological and Historical Backgrounds................................................4
   2.2 Potential........................................................................................................4

3 Project Aims.............................................................................................................4
   3.1 General.........................................................................................................4
   3.2 Specific aims and objectives........................................................................5

4 Project Specific Excavation and Recording Methodology.......................................5
   4.1 Scope of works.............................................................................................5
   4.2 Programme..................................................................................................5
   4.3 Site specific methodology............................................................................5

5 Project Specific Reporting and Archive Methodology.............................................5
   5.1 Programme..................................................................................................5
   5.2 Specialist input............................................................................................6
   5.3 Archive.........................................................................................................6

6 Health and Safety....................................................................................................6
   6.1 Roles and responsibilities............................................................................6
   6.2 Method statement and risk assessment.......................................................6

7 Monitoring of works..............................................................................................6

8 References..............................................................................................................6

OA Standard Fieldwork Methodology Appendices..................................................7

Appendix A. General Excavation and Recording Methodology..................................7

© Oxford Archaeology Ltd
Page 1 of 27
February 2012
A.1 Standard methodology – summary........................................................................7
A.2 Relevant industry standards and guidelines...........................................................8
A.3 Relevant OA manual and other supporting documentation....................................8

Appendix B. Geomatics and Survey............................................................................8
B.1 Standard methodology – summary........................................................................8
B.2 Relevant industry standards and guidelines...........................................................10
B.3 Relevant OA manual and other supporting documentation....................................10

Appendix C. Environmental evidence.......................................................................11
C.1 Summary of Standard methodology......................................................................11
C.2 Relevant Industry Standards and Guidelines.........................................................11
C.3 Relevant OA manual and other supporting documentation....................................12

Appendix D. Artefactual evidence.............................................................................12
D.1 Summary of Standard methodology......................................................................12
D.2 Relevant industry standards and guidelines...........................................................13
D.3 Relevant OA manual and other supporting documentation....................................14

Appendix E. Burials.....................................................................................................14
E.1 Summary of Standard methodology......................................................................14
E.2 Relevant industry standards and guidelines...........................................................16
E.3 Relevant OA manual and other supporting documentation....................................16

Appendix F. Reporting...............................................................................................16
F.1 Summary of Standard methodology......................................................................16
F.2 Relevant industry standards and guidelines...........................................................18

Appendix G. List of specialists regularly used by OA.................................................18

Appendix H. Documentary Archiving......................................................................20
H.1 Standard methodology – summary......................................................................20
H.2 Relevant industry standards and guidelines...........................................................21
H.3 Relevant OA manual and other supporting documentation....................................21

Appendix I. Health and Safety.................................................................................21
I.1 Summary of Standard Methodology......................................................................21
Appendix J. Environmental Policy and Public/Professional Liability ..........................23
1 INTRODUCTION

1.1 Project details
1.1.1 Oxford Archaeology, at the request of the Environment Agency, proposes a watching brief at Battle Bourne Embankment, Old Windsor, Berkshire. The work will be carried out as a requirement of the Conditions in the Environment Action Plan and Scheduled Monument Consent.

1.1.2 The Watching brief will focus on phases of the flood alleviation scheme; particularly the Battle Bourne realignment. Minor excavations will be monitored to evaluate the preservation of any archaeological deposits.

1.2 Location, geology and topography
1.2.1 The site is located at Battle Bourne, Old Windsor, Berkshire. It is centred upon NGR 4985 1752.

1.2.2 The details of the underlying geology and topography of the site is noty known at this point. Further detail will be added as it becomes known

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND AND POTENTIAL

2.1 Archaeological and Historical Backgrounds
2.1.1 Little detail has been made available regarding the archaeological and historical background of the area. However, a desk-based assessment (cited in NEAS 2012) identified a total of 55 heritage sites including the Kingsbury scheduled monument (SAM79) which comprises the remains of a Medieval palace.

2.1.2 Artefacts have been recovered from adjacent fields and a Saxon "Great Ditch" is recorded (NEAS 2012).

2.2 Potential
2.2.1 The potential for encountering archaeological deposits is uncertain. The desk-based assessment concluded that there was a high risk of significant archaeology during intrusive works. There is a likelihood that remains from the Neolithic through to the post-Medieval period have been preserved in the area of the site.

3 PROJECT AIMS

3.1 General
3.1.1 The aims of the watching brief will be to:

(i) preserve by record any archaeological deposits, structures or features encountered during the course of any ground intrusions;

(ii) seek to establish the extent, nature and date of any archaeological deposits, structures or features encountered within the scope of the ground intrusion;

(iii) secure the analysis, conservation and long-term storage of any artefactual/eco-factual material recovered from the site;
(iv) disseminate results through the production of an unpublished client (grey literature) report.

3.2 Specific aims and objectives
(v) Fulfilment of the conditions relating to the Scheduled Monument Consent Conditions
(vi) to record any heritage assets disturbed by the delivery of the flood alleviation scheme
(vii) to conserve any archaeological records and discoveries
(viii) to issue a report of the findings in relation to the above points

4 PROJECT SPECIFIC EXCAVATION AND RECORDING METHODOLOGY

4.1 Scope of works
4.1.1 The watching brief will be maintained until the completion of any intrusive groundworks,
4.1.2 The presence/absence of archaeological features will be noted. If features are identified
then sufficient work will be done to date, characterise and record the remains in
accordance with the project objectives. An adequate time contingency will be provided
by the client to cover the eventuality that features exposed in the section of the trench
can be adequately recorded.
4.1.3 A summary of Oxford Archaeology South’s general approach to Watching Brief work
 can be found in Appendix A. Standard methodologies for Geomatics and Survey,
Environmental evidence, Artefactual evidence and Burials can also be found as
Appendices C-F.

4.2 Programme
4.2.1 Fieldwork will continue for the duration of the groundworks by a team consisting of a
Project Supervisor under the management of a Senior Project Manager.
4.2.2 All fieldwork undertaken by Oxford Archaeology (South) is overseen by the Head of
Fieldwork, Dan Poore MIFA.

4.3 Site specific methodology
4.3.1 A summary of OA’s general approach to excavation and recording can be found in
Appendix A. Standard methodologies for Geomatics and Survey, Environmental
evidence, Artefactual evidence and Burials can also be found below (Appendices B, C,
D and E respectively).

5 PROJECT SPECIFIC REPORTING AND ARCHIVE METHODOLOGY

5.1 Programme
5.1.1 An archaeological watching brief will be put in place for the duration of the project
5.1.2 Any findings (or lack thereof) will be disseminated via a post-exavation assessment.
5.1.3 Where required an updated project design will be produced.
5.1.4 On completion of the project a record will be produced both for publication and for archiving.

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

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

5.3 Archive
5.3.1 The site archive will be deposited with the appropriate curatorial body.

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

6 Health and Safety

6.1 Roles and responsibilities
6.1.1 The Senior Project Manager has responsibility for ensuring that safe systems of work are adhered to on site. He delegates elements of this responsibility to the Project Officer who implements these on a day to day basis.

6.1.2 The Director with responsibility for Health and Safety at OA is Robert Williams (Chief Operations Officer); he is advised by the OA Group Health and Safety Coordinator, Dan Poore (NEBOSH Level 3).

6.2 Method statement and risk assessment
6.2.1 A summary of OA’s general approach to health and safety can be found in Appendix I. A risk assessment has also been undertaken and approved and will be kept on site, along with OA’s standard health and safety file, which will contain all relevant health and safety documentation.

6.2.2 The H and S file will be available to view at any time.

7 Monitoring of Works
7.1.1 Oxford Archaeology can generally deploy a Project Supervisor within 10 working days of confirmation of appointment

8 References

OA STANDARD FIELDWORK METHODOLOGY APPENDICES

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

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

APPENDIX A. GENERAL EXCAVATION AND RECORDING METHODOLOGY

A.1 Standard methodology – summary

Mechanical excavation
A.1.1 An appropriate mechanical excavator will be used for machine excavated trenches. This will normally be a JCB or 360° tracked excavator with a 1.8m to 2 m wide toothless ditching bucket. For work with restricted access or working room a mini excavator will be used.

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

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

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

A.1.5 Spoil heaps will be monitored in order to recover artefacts to assist in the analysis of the spatial distribution of artefacts. Modern artefacts will be noted but not retained.

A.1.6 After recording, the trenches will be backfilled with excavated material in reverse order of excavation, but will otherwise not be fully reinstated.

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

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

A.1.9 It is not necessarily the intention that all trial trenches will be fully excavated to natural stratigraphy, but the depth of archaeological deposits across the entire site will be assessed. The stratigraphy of all evaluation trenches will be recorded even where no archaeological deposits have been identified.

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

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

A.1.13 Plans will normally be drawn at 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Detailed plans will be at an appropriate scale. Burials will be drawn at scale 1:10 or recorded using geo-referenced digital photography.

A.1.14 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.

A.1.15 A register of plans will be kept.

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

A.1.17 A register of sections will be kept.

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

A.1.19 A full black and white and colour (digital) photographic record, illustrating in both detail and general context the principal features and finds discovered will be maintained. The photographic record will also include working shots to illustrate more generally the nature of the archaeological work.

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

A.2 Relevant industry standards and guidelines

A.2.1 The Institute for Archaeologists' Standard and Guidance notes relevant to fieldwork are:
   - Standard and Guidance for Field Evaluation
   - Standard and Guidance for Excavation
   - Standard and Guidance for an Archaeological Watching Brief.

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

A.3 Relevant OA manual and other supporting documentation

A.3.1 All fieldwork will be undertaken in accordance with the requirements of the OA Field Manual (ed. D Wilkinson 1992), and the revised OA fieldwork manual (publication forthcoming).

A.3.2 Further guidance is provided to all excavators in the form of the OA 'Fieldwork Crib Sheets - a companion guide to the Fieldwork Manual'. These have been issued ahead of formal publication of the revised Fieldwork Manual.

APPENDIX B. GEOMATICS AND SURVEY

B.1 Standard methodology - summary

B.1.1 The aim of OA methodology is to provide comprehensive survey cover of all investigation areas. Additionally, it is designed to provide coverage for any areas, beyond the original scope of the project, which arise as a result of further work. It provides digital plans of all required elements of the project and locates them within an overall grid.
B.1.2 It also maintains all necessary survey data and ensures that the relevant information is copied into the primary record, in order to ensure the integrity of the project archive. Furthermore, it ensures that all core data is securely stored and backed up. It establishes accurate project reference systems utilising a series of control stations and permanent base lines.

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

B.1.4 Before the main work commences, a network of control stations will be laid out encompassing the area. Control stations will be tied in to known points or existing features using rigorous metric observation. The control network will be set in using a TST to complete a traverse or using techniques as appropriate to ensure sufficient accuracy. A GPS, or other appropriate method, will be used to orientate the control network to National Grid or other recognised coordinate system.

B.1.5 All control stations will be checked by closed traverse and/or GPS, as appropriate. The accuracy of these control stations will be assessed on a regular basis and re-established accordingly. All stations will be recorded on Survey Control Station sheets.

B.1.6 Each control station will be marked with a PGM (Permanent Ground Marker). Witness diagrams will include the full 3-D co-ordinates generated, a sketch diagram and measurements to at least three fixed details, written description of the mark and a photograph of the control point in its environs.

B.1.7 Prior to entry into the field all equipment will be checked, and all pre-survey information will be logged onto the field computer and uploaded onto survey equipment as appropriate. The software in the field computer will be verified and all cabling between the GPS and/or TST and computer will be checked. Prior to conducting the survey the site will be reconnoitred for locations for a viable control network and check the line of sight and any possible hindrance to survey. Daily record sheets will be kept to record daily tasks and conditions.

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

B.1.9 All survey data will be documented on daily survey record sheets. Information entered on these sheets includes key set up information (Instrument height etc.) as well as daily variables and errors/comments. All survey data will be digitally recorded in a raw format and translated during the download process this shall allow for any errors to be cross referenced with the daily survey record and corrected accordingly.

B.1.10 A weekly summary of survey work will be produced to access development and highlight problems. This information also will be recorded on the weekly survey journal. Technical support for the survey equipment and download software shall be available at all times. In those instances where sites are remotely operated, all digital data will be backed up regularly and a copy returned to Oxford on a weekly basis.

B.1.11 A site plan will initially be created by a rapid survey of relevant archaeological features by mapping their extent using a combination of TST and GPS. This will form the basis for deciding excavation strategy and will be updated as the excavation clarifies the extent of, and relationships between, archaeological features.

B.1.12 Excavated archaeological interventions and areas of complex stratigraphy will be hand drawn. At least two Drawing Points (DPs) will be set in as a baseline and
measurements taken off this by tape and offset. The hand drawn plans will be referenced to the digitally captured pre-site plan by measuring in the DPs with a TST or GPS. These hand drawn elements will then be scanned in, geo-referenced using the DPs as reference points and digitised following OA’s digitising protocols. For further details on hand planning procedure please refer to the fieldwork guidelines.

B.1.13 Where appropriate rectified photography may be used to record standing structures or burials. This will be carried out in line with Standard OA procedures for rectified photography.

B.1.14 Survey data recorded in the field will be downloaded using appropriate downloading software, and saved as an AutoCAD Map DWG file, or an ESRI Shapefile. These files will be regularly updated and backed up with originals being stored on an OA server in Oxford.

B.1.15 All drawings will be composed of closed polygons, polylines or points in accordance with the requirements of GIS construction and OA Geomatics protocols. Once created, additional GIS/CAD work will normally be carried out at the local OA central office or at on-site remote locations when appropriate. Support for all GIS/CAD work will be available from OA’s Oxford Office during normal office hours. The aim of the GIS/CAD work is to produce workable draft plans, which can be produced as stand-alone products, or can be readily converted to GIS format. Any hand-drawn plans will be scanned and digitised on site in the first instance. Subsequent plans will be added to the main drawing as it develops.

B.1.16 All plan scans will be numbered according to their plan site number. Digital plans will be given a standard new plan number taken out from the site plan index.

B.1.17 All digital data will be backed up incrementally on CD or DVD. On each Friday the entire data directory will be backed up and returned to Oxford where it will be copied onto the OA projects server. Each CAD drawing will contain an information layout which will include all the relevant details appertaining to that drawing. Information (metadata) on all other digital files will be created and stored as appropriate. At the end of the survey all raw measurements will be made available as hard copy for archiving purposes.

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

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

C.1 Summary of Standard methodology

C.1.1 Different environmental and geoarchaeological sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Where possible an environmental 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.

C.1.2 Geoarchaeological sampling methods are site specific, and methodologies will be designed in consultation with the geoarchaeological manager on a site by site basis.

C.1.3 Bulk soil samples, where possible of 40 litres or 100% of a deposit if less is available, will be taken from potentially datable features and layers for flotation for charred plant remains and for the recovery of small bones and artefacts. Larger soil samples (up to 100L) may be taken for the complete recovery of animal bones, marine shell and small artefacts from appropriate contexts. Smaller bulk samples (general biological samples) of 10-20 litres will be taken from any waterlogged deposits present for the recovery of macroscopic plant remains and insects. Series of incremental 2L samples may be taken through buried soils and deep feature fills for the recovery of snails and/or waterlogged plant remains, depending on the nature of the stratigraphy and of the soils and sediments. Columns will be taken from buried soils, peats and waterlogged feature fills for pollen and/or phytoliths, diatoms, ostracods and foraminifera if appropriate. Soil samples will be taken for soil investigations (particle size, organic matter, bulk chemistry, soil micromorphology etc.) in consultation with an appropriate specialist.

C.1.4 Bulk samples from dry deposits will be processed by standard water flotation using a modified Siraf-style machine and meshes of 0.25mm (floc) 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.

C.2 Relevant Industry Standards and Guidelines


C.3 Relevant OA manual and other supporting documentation


APPENDIX D. ARTEFACTUAL EVIDENCE

D.1 Summary of Standard methodology

D.1.1 Before a site begins arrangements concerning the finds will be discussed with the Head of Finds. Information will be provided by the project manager about the nature of the site, the expected size and make-up of the finds assemblage and any site specific finds retrieval strategies. On-site requirements will be discussed and a conservator appointed who can be called on to make site visits if required. Special requirements regarding particular categories of material will be raised at this early stage for instance the likelihood of recovering assemblages of waterlogged material, large timbers, quantities of structural stone or ceramic building material. Specialists may be required to visit sites to discuss retrieval strategies.

D.1.2 The project manager will supply the Head of Finds with contact details of the landowner of the site so that consent to deposit any finds resulting from the investigation can be sought.

D.1.3 The on-site retrieval, lifting and short term packaging of bulk and small finds will follow the detailed guidelines set out in the OA Finds Manual (sections 2 and 3), First Aid for Finds and the UKIC conservation guidelines No.2.

D.1.4 All finds recovered from site will be transported to an OA regional office for processing; local sites will return finds at the end of each day, away based sites at the end of each week. Special arrangements can be discussed for certain sites with the department manager before the start of a project. Larger long running sites may in some instances set up on-site processing units to deal with the material from a particular site.

D.1.5 All finds qualifying as Treasure will be removed to a safe place and reported to the local Coroner according to the procedures relating to the Treasure Act (1996), and the Treasure (Designation) Order 2002. Where removal can not be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.

D.1.6 Each box of finds will be accompanied by a finds context checklist itemising the finds within each box. The number of bags of finds from each context and individual small find from each context will be recorded. A member of the processing team will check the list when it arrives in the department. There are separate forms for finds recovered from fieldwalking.
D.1.7 The processing programme is reviewed on a weekly basis and priorities are worked out after discussions with the Head of Fieldwork and the Head of Post-excavation. Project managers will keep the Head of Finds informed of any pressing deadlines that they are aware of. All finds from evaluations are dealt with as a matter of priority.

D.1.8 All bulk finds are washed (where appropriate), marked, bagged and boxed by the processing team according to the guidelines set out in section 4 and 5 of the OA Finds Manual, First-aid for finds and the UKIC guidelines No.2. They must also take into account the requirements of the receiving museum. Primary data recording count and weight of fragments by material from each context is recorded on the site database.

D.1.9 Unstable and sensitive objects are recorded onto the database and then packaged and stored in controlled environments according to their individual requirements. The advice of a conservator will be sought for sensitive objects in need of urgent conservation. All metalwork will be x-rayed prior to assessment (and to meet the requirements of most receiving museums).

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

D.1.11 On completion of the processing and data entry a finds file for each archaeological investigation will be produced, a summary of which is available for the project manager. The assemblage is allocated an OA number for storage purposes. Bulk finds are stored on a roller racking system, metals in a secure controlled storage and organic finds are refrigerated where possible.

D.1.12 The movement of finds in and out of the department storage areas is strictly monitored and recorded. Carbon copy transit forms exist to record this information. Finds will not be removed from storage without the prior knowledge of the Head of Finds.

D.1.13 Finds information summarised in the finds compendium is used to assess the finds requirements for the post excavation stages of the project. The Finds department holds a list of all specialists used by OA (see below) both internal and external.

D.1.14 On completion of the post excavation stage of the project the department prepares the finds assemblage for deposition with the receiving museum. Discussions will be held with the museum, the excavator and the head of finds to finalise any selection, retention or discard policy. Most museums issue strict guidelines for the preparation of archives for deposition with their individual labelling, packaging and recording requirements.

D.2 Relevant industry standards and guidelines


D.3 Relevant OA manual and other supporting documentation

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

APPENDIX E. BURIALS

E.1 Summary of Standard methodology

E.1.1 Human remains will not be excavated without a relevant licence/faculty and, where applicable (for example, a post medieval cemetery), a risk assessment from the local environmental officer.

E.1.2 All human remains will be treated with due care and regard to the sensitivities involved, and will be screened from the public throughout the course of the works.

E.1.3 Excavation will be undertaken in accordance with IFA (Roberts and McKinley 1993) and English Heritage and The Church of England guidelines (Mays 2005). For crypts and post-medieval burials the recommendations set out by the IFA (Cox 2001) in Crypt Archaeology: an approach, are also relevant.

E.1.4 In accordance with recommendations set out in the English Heritage and Church of England (2005) document Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England, skeletons will not be excavated beyond the limits of the trench, unless they are deemed osteologically or archaeologically important.

E.1.5 Where any soft tissue survives and/or materials (for example, inner coffins, mattresses and other paddings) soaked in body liquor, no excavation or handling of the remains will take place until an appropriate risk assessment has been undertaken. Relevant protocols (i.e. Cox 2001) for their excavation, recording and removal will be adhered to.

E.1.6 OA does not excavate or remove modern burials (post-1907) and does not remove or open sealed lead coffins. Appropriate PPE (e.g. chemical suit, latex gloves) will be worn by all staff when working with lead coffins.

E.1.7 Graves and their contents will be hand excavated in plan. Each component (for example, skeleton, grave cut, coffin (or remains of), grave fill) will be assigned a unique context number from a running sequence. A group number will also be assigned to all of these, and small finds numbers to features such as coffin nails, hobnails and other grave goods (as appropriate).

E.1.8 Soil samples will be taken during the excavation of inhumations, usually from the region of the skull, chest, right hand, left hand, abdomen and pelvis, right foot and left foot. Infants (circa. less than 5 years) will normally be recovered as bulk samples. Soil samples will also be taken from graves that appear to contain no human bone.

E.1.9 Burials (including the skeleton, cremation, coffin fittings, coffin, urn, grave goods / other) will be recorded by photographic and written record using specialised pro forma context sheets, although these records may only include schematic representations of the location and position of the skeletons, depending on the nature and circumstances of the burial.

E.1.10 Where necessary, hand drawn plans (usually at 1:10, sometimes 1:5) will be made, especially of contexts where required details cannot be adequately seen using digital rectified photography (for example, urned cremations; undisturbed hob nails).
E.1.11 Levels will be taken. For inhumations this will be on the skull, pelvis and feet as a minimum.

E.1.12 Human remains that are exhumed will be bagged and labelled according to skeletal region and carefully packed into suitable containers (for example, acid free cardboard boxes) and transported to a suitable storage location. Any associated coffins and coffin fittings will be contained with the human remains wherever possible.

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

E.1.14 Wherever possible, urned cremations will be carefully bandaged, recovered whole and will be excavated in spits in the laboratory, as per the recommendations of McKinley (2004).

E.1.15 Unless deemed osteologically or archaeologically important disarticulated bone / chancel will be collected and reserved for re-burial if immediate re-interrment as close to its original position is not practicable. In some instances, a rapid scan of this material may be undertaken by a qualified osteologist, if deemed relevant.

E.1.16 If undisturbed, pyre sites will normally be excavated in quadrants, at the very least in 0.5m blocks of 0.5 m spits.

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

E.1.18 Wooden and lead coffins and any associated fittings, including fixing nails will be recorded on a pro forma coffin recording sheet. All surviving coffin fittings will be recorded by reference to Reeve and Adams (1993) and the unpublished master catalogue that is being compiled by OA. Where individual types cannot be paralleled, they will be drawn and/or photographed and assigned a style number. Biographical details obtained from legible departum plate inscriptions will be recorded and further documentary research will be made.

E.1.19 Funerary structures, such as brick shaft graves and/or vaults will be hand-drawn at a scale of 1:10 or 1:20, as appropriate. Location, dimensions and method of construction will be noted, and the structure added to the overall trench plan.

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

E.1.21 Where required, memorials will be accorded an individual context number and will also be included as part of the grave group, if the association with a burial is clear.

E.1.22 Memorials will be recorded on pro-forma context sheets, based on and following the guidelines set out by Mytum (2002), and will include details of:

- Shape
- Dimensions
- Type of stone used
- Iconography (an illustration may best describe these features)
- Inscription (verbatim record of inscription; font of the lettering)
- Stylistic type
E.2 Relevant industry standards and guidelines
E.2.1 Cox, M, 2001 Crypt archaeology. An approach. IFA Paper No. 3
E.2.2 Mays, S, 2005 Guidance for Best Practice for Treatment of Human Remains Excavated from

E.3 Relevant OA manual and other supporting documentation

APPENDIX F. REPORTING

F.1 Summary of Standard methodology
F.1.1 For Watching Briefs and Evaluations, the style and format of the report will be determined by OA, but will include as a minimum the following:

- A location plan of trenches and/or other fieldwork in relation to the proposed development.
- Plans and sections of features located at an appropriate scale.
- A section drawing showing depth of deposits including present ground level with Ordnance Datum, vertical and horizontal scale.
- A summary statement of the results.
- A table summarising the features, classes and numbers of artefacts contained within, spot dating of significant finds and an interpretation.
- A reconsideration of the methodology used, and a confidence rating for the results.
- An interpretation of the archaeological findings both within the site and within their wider landscape/townscape setting.

F.1.2 For Excavations, a Post-Excavation Assessment and Project Design will generally be prepared, as prescribed by English Heritage Management of Research Projects in the Historic Environment (MoRPHE) 2006, Section 2.3. This will include a Project Description containing:

- A summary description and background of the project.
• A summary of the quantities and assessment of potential for analysis of the information recovered for each category of site, finds, dating and environmental data. Detailed assessment reports will be contained within appendices.

• An explicit statement of the scope of the project design and how the project relates to any other projects or work preceding, concurrent with or following on from it.

• A statement of the research aims of the fieldwork and an illustrated summary of results to date indicating to what extent the aims were fulfilled.

• A list of the project aims as revised in the light of the results of fieldwork and the current post-excavation assessment process.

F.1.3 A section on Resources and Programming will also be produced, containing:

• A list of the personnel involved indicating their qualifications for the tasks undertaken, along with an explanation of how the project team will communicate, both internally and externally.

• A list of the methods which will be used to achieve the revised research aims.

• A list of all the tasks involved in using the stated methods to achieve the aims and produce a report and research archive in the stated format, indicating the personnel and time in days involved in each task. Allowance should be made for general project-related tasks such as monitoring, management and project meetings, editorial and revision time.

• A cascade or Gantt chart indicating tasks in the sequence and relationships required to complete the project. Due allowance will be made for leave and public holidays. Time will also be allowed for the report to be read by a named academic referee as agreed with the County Archaeological Officer, and by the County Archaeological Officer.

• A report synopsis indicating publisher and report format, broken down into chapters, section headings and subheadings, with approximate word lengths and numbers and titles of illustrations per chapter. The structure of the report synopsis should explicitly reflect the research aims of the project.

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

F.1.5 Under certain circumstances (eg with very small mitigations), and as agreed with the County Archaeological Officer or equivalent, a formal Assessment and Project Design may not be required and either the project will continue straight to full analysis, or a simple Project Proposal (MoRPHE 2006 Section 2.1) will be produced prior to full analysis. This proposal may include:

• A summary of the background to the project

• Research aims and objectives

• Methods statement outlining how the aims and objectives will be achieved

• An outline of the stages, products and tasks

• Proposed project team

• Estimated overall timetable and budget if appropriate.
F.1.6 Once the post-excavation Project Design or Project Proposal has been accepted, the County Archaeological Officer or his appointed deputy will monitor the progress of the post-excavation project at agreed points. Any significant variation in the project design will be agreed with the County Archaeological Officer.

F.1.7 The results of the project will be published in an appropriate archaeological journal or monograph. The appropriate level of publication will be dependent on the significance of the fieldwork results and will be agreed with the County Archaeological Officer. An OASIS (Online Access to the Index of Archaeological Investigations) form will be completed for each project as per English Heritage guidelines.

F.2 Relevant industry standards and guidelines

F.2.1 Oxford Archaeology (OA) adheres to the national standards in post-excavation procedure as outlined in English Heritage's Management of Research Projects in the Historic Environment (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 G. LIST OF SPECIALISTS REGULARLY USED BY OA

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

### Internal archaeological specialists used by OA

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

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<tr>
<td>Quita Mould</td>
<td>Leather</td>
<td>BA, MA</td>
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<tr>
<td>Penelope Walton Rogers, The Anglo Saxon Laboratory</td>
<td>Identification of Medieval Textiles</td>
<td>FSA, Dip.Acc</td>
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<tr>
<td>Dana Goodburn Brown</td>
<td>Conservation</td>
<td>BSc (Hon.), BA, MSc</td>
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<tr>
<td>Steve Allen, York Archaeological Trust</td>
<td>Conservation</td>
<td>BA, MA, MAAIS</td>
</tr>
<tr>
<td>Dr Richard McPhail</td>
<td>Soils, Micromorphology especially</td>
<td>BA (Hon.), MSc, PhD</td>
</tr>
<tr>
<td>Dana Challinor</td>
<td>Charcoal</td>
<td>MA (Hon.), MSc</td>
</tr>
<tr>
<td>Dr Nigel Cameron</td>
<td>Diatoms</td>
<td>BSc, MSc, PhD</td>
</tr>
<tr>
<td>Dr David Smith</td>
<td>Insects</td>
<td>BA (Hon.), MA, PhD</td>
</tr>
<tr>
<td>Professor Adrian Parker</td>
<td>Phytoliths and pollen</td>
<td>Bsc (Hons.), D.Phil</td>
</tr>
<tr>
<td>Dr David Starley</td>
<td>Slag</td>
<td>BSc, PhD</td>
</tr>
<tr>
<td>Wendy Carruthers</td>
<td>Charred and waterlogged plant remains</td>
<td></td>
</tr>
<tr>
<td>Dr Sylvia Peglar</td>
<td>Pollen</td>
<td>PhD</td>
</tr>
<tr>
<td>Dr John Whittaker</td>
<td>Ostracods and Foraminifera</td>
<td>BA (Hons), PhD</td>
</tr>
<tr>
<td>Dr John Crowther</td>
<td>Soil Chemistry</td>
<td>MA, PhD</td>
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<tr>
<td>Dr Martin Bates</td>
<td>Geoarchaeology</td>
<td>Bsc, PhD</td>
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<tr>
<td>Professor Mark Robinson</td>
<td>Insects, molluscs, waterlogged</td>
<td>MA, PhD</td>
</tr>
</tbody>
</table>
**APPENDIX H. DOCUMENTARY ARCHIVING**

**H.1 Standard methodology – summary**

**H.1.1** The documentary archive constitutes all the written, drawn, photographic and digital records relating to the set up, fieldwork and post-excavation phases of the project. This documentary archive, together with the artefactual and environmental ecofact archive collectively forms the record of the site. The report is part of the documentary archive, and the archive must provide the evidence that supports the conclusions of the report, but the archive may also include data which exceeds the limitations of research parameters set down for the report and which could be of significant value to future researchers.

**H.1.2** At the outset of the project OA Archive 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 .pdfa 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 according to the following national guidelines:

H.2.2 The 2007 AAF guide Archaeological Archives A Guide to best practice in creation, compilation, transfer and curation. Brown D.

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

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

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

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

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

H.3 Relevant OA manual and other supporting documentation
H.3.1 The OA Archives Policy.

APPENDIX I. HEALTH AND SAFETY

I.1 Summary of Standard Methodology
I.1.1 All work will be undertaken in accordance with the OA Health and Safety Policy (Revision 13, August 2009), the OA Site Safety Procedures Manual, a site-specific Risk Assessment and, if required, Safety Plan or Method Statement. Copies of the site-specific documents will be submitted to the client or their representative for approvals prior to mobilisation, and all relevant H and S documentation will be available on site at
all times. The Health and Safety documentation will be read in conjunction with the project WSI.

I.1.2 Where a site is covered by the The Construction (Design and Management) Regulations (2007), all work will be carried out in accordance with the Principal Contractor’s Construction Phase Plan.

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

- The Health and Safety at Work Act (1974),
- Management of Health and Safety at Work Regulations (1999),
- The Construction (Design and Management) Regulations (2007), and
APPENDIX J. ENVIRONMENTAL POLICY AND PUBLIC/PROFESSIONAL LIABILITY

Oxford Archaeology
Managing Environmental Impacts Statement

Oxford Archaeology is committed to reducing the negative impacts of its business activities upon the environment, both in our offices and on site. To this end the Senior Management Team have endorsed an Environmental Protection Policy Statement. Built on the foundation of this statement OA has put in place a number of initiatives, which are subject to regular review, with the ongoing aim of continued and sustainable improvement. OA have an ongoing commitment to raise awareness of the efficient use of electricity, water and other resources.

ENVIRONMENTAL PROTECTION POLICY STATEMENT
Formally endorsed by the Senior Management Team
on
Wednesday 16th February 2000

1. Conscientious protection of people and the environment is an integral part of OA's working practice.

2. It is OA's intention that all work be carried out in accordance with the relevant statutory provisions and that all reasonably practicable measures are taken to avoid and/or ameliorate potential damage or nuisance to people and impact on the environment.

3. Avoidance of nuisance or damage is the first objective. Where this is not practicable, the second objective is to ameliorate the impact by appropriate methods.

4. OA's management and supervisory staff are responsible for implementing the environmental policy throughout the Company, and must ensure that, subject to requirements of Health and Safety, environmental protection has a high priority in planning and day-to-day supervision of work.

5. All employees, sub-contractors and visitors are expected to co-operate with OA in carrying out this Policy, and ensuring their own work, in so far as is reasonably practicable, is undertaken without risk or nuisance to themselves or others, or to the wider environment.

6. The Environmental Officer has particular responsibility for environmental matters, and reference should be made to him in the event of any difficulty arising in the implementation of this Policy. Appropriate external advice is sought where necessary.

7. The operation of this Policy is monitored by the management and staff of the Company at all permanent and temporary workplaces.
8. This statement of OA Policy is displayed prominently at all sites and work places and all staff are issued with a copy.

**Environmental Aspirations and Initiatives**

**Agriculture Flora and Fauna**
Respect and liaise with site owners and neighbours, minimise compaction of soils, use defined access and compound areas, clearly sign and define sensitive areas, comply with any statutory requirements, separation of topsoil from subsoil for later re-use.

**Transport, plant, power tools**
Minimise number of journeys; noise pollution; exhaust pollution; fuel handling and spillage; clearly defined, access routes, compounds and parking; maintenance of vehicles.

**Waste Management**
Minimise waste and recycle where practicable, comply with statutory requirements.

**Office Management**
Energy consumption, recycling and waste minimisation.

**Purchasing**
OA endeavours to purchase from companies with similar environmental concerns and policies.

**General Statement on Environmental Site Management**
Oxford Archaeology request relevant information pertaining to project and site specific environmental concerns from the Client/Main Contractors. These are assessed in relation to the archaeological works.

Relevant information on the potential impacts of OAs site work on the environment become part of the site induction programme and the methods by which our staff can minimise them is communicated and enforced.

The induction covers subjects such as Pollution Control, Ecological Awareness, Noise Management, Dust and Air Quality, Waste Management, and Traffic Management.

Clear lines of communication for site staff are established so that situations can be managed efficiently and effectively. All site staff are provided with a copy, and its contents are summarised as part of the Staff Induction process, and its subject matter is reiterated as an integral part of regular Tool Box Talks.

**Successful ongoing OA initiatives**
- 90% of office paper purchased is 100% post consumer waste recycled
- All OA pro-formers are printed on post consumer waste recycled paper
- Since 2001, all OA reports have been printed duplex
• Since 2001, OA has used Duplex Photocopiers
• OA recycle all office white paper and cardboard: equal to 80+ cubic metres per year
• Since 2010, OA separate all biodegradable waste from landfill waste
• All electronic devices use rechargeable batteries
• All print cartridges are recycled
• A programme of Driver Assessment and Training (with AA DriveTech) is in place.

Recent Initiatives in the IT Department

OA have moved to TFT monitors as standard, a 60% reduction in power consumption compared to CRT monitors and significantly lower per unit CO2 output resulting from delivery;

OA are committed to exploring server-based computing solutions, with an estimated 50% reduction in power consumption per user, lower per unit delivery CO2 and 3-fold increase in estimated lifespan for the end user equipment.

OA now prioritise environmental impact in the purchase of infrastructure hardware, with current server hardware provider, Sun Microsystems, exceeding the requirements of the WEEE directive on manufacturing (http://www.sun.com/aboutsun/ehs/weee.html).

OA is committed to providing and developing servers with reduced power consumption; our current network equipment provider, HP Procurve, warranty their equipment for life and provide for free new functionality through software updates, ridding us of two of the motivations for renewing network hardware.

OA have for the last 3 years employed a recycling contractor to take all plastic bottles and metal cans in addition to the existing paper and cardboard recycling that has taken place over the last 10 years.

OA are currently exploring the use and limited trialing of ‘speed-restrictors’ on company owned works vehicles and this would be rolled out over the next year or so on all company owned works vehicles.

OA have recently put measures in place to separate out all organic/biodegradable waste and now maintain a skip restricted to this type of waste.

Future Initiatives

OA’s Environmental Officer is conducting a overarching review of OA Environmental Policy with a view to significantly reducing total Carbon Emissions, principally from a Green Electricity Supplier.
MINORIES PARTNERSHIP
Frazer House, 32-38 Leman Street, London E1 8SE
COMMERCIAL INSURANCE BROKERS
Telephone: 020 7173 6255 Fax: 020 7173 6254 Email: insure@minpar.com

CERTIFICATE OF INSURANCE

The following is a summary of insurances prepared for Principals and others for whom our client is undertaking work.

This is a summary of the policies for quick and easy reference. If more detailed information is required please consult Minories Partnership.

The Insured: Oxford Archaeology Limited
Address: Janus House, Osney Mead, Oxford, OX2 0ES
Business: Archaeological Services

Employers Liability

The Insurers: Lloyds Underwriters
Policy No: CC004337
Period of Insurance: From 30th June 2011 to 29th June 2012 (BDI)
Limit of Indemnity: £10,000,000 any one occurrence
Extensions: Indemnity to Principals, Health and Safety at Work Act 1974

Principals: M.R. Stanley-Davies
G.P. Scott

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Authorised and Regulated by The Financial Services Authority
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<td>A: Publication Report</td>
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<td>C: Finds Data – Text: Synthesised Finds Data</td>
<td></td>
</tr>
<tr>
<td>C: Finds Data – Text: Specialist Reports</td>
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<tr>
<td>C: Finds Data – Text: Box/Bag List</td>
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<tr>
<td>D: Catalogue of Photos/Slides/Videos/X--rays</td>
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<td>E: Environmental/Ecofact Data: Primary Records</td>
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<td>F: Documentary</td>
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<td>G: Correspondence</td>
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<tr>
<td>H: Miscellaneous</td>
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</tbody>
</table>
WATCHING BRIEF RECORD

SITE CODE: OLWBB12
SITE NAME: Battle Bourne - Windsor, Fas
DATE: 6/5/12

NGR

County: Berkshire

Milage

Previous Visit

Visit By: Ian Cook

Type of construction work: Flood Alleviation Scheme

Contacts made:

Archaeology present:

Yes:

No:

Undated:

Other:

COMMENTS

Arrived site 07:30 to be inducted at 08:00
Had site tour with P. Cole of Bore Civics

Only 50-60m of trenching for Channel diversion is planned - new to the Company.

Haul Road - to be laid down for pile rig being constructed at the moment - about 50m-100m, then to be laid down to depth of 3m then another 5m of hardcore (a mix of brown silty sandy soil with stone inclusions) to prepare part of stripping - no archaeology seen.

Gates to be built for spoil - agreed to be paid to Museum Art - the other 3/4 of haul road is to be laid atop of existing track with no excavation needed. Includes laying down of drainage onto which about 3m-3m of stone will be laid. Will call back when about to start digging trench for sheet piles.
**WATCHING BRIEF RECORD**

<table>
<thead>
<tr>
<th>SITE CODE</th>
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<th>DATE</th>
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<tbody>
<tr>
<td>OLW18312</td>
<td>Battle Bourne - FAS, Warden</td>
<td>17/5/12</td>
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<th>Visit By</th>
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<tbody>
<tr>
<td></td>
<td>10/5/17</td>
<td>Ian Coa</td>
</tr>
</tbody>
</table>

**Type of construction work**  
Flood Alleviation Scheme

**Contacts made**

**Archaeology present?**
Yes: ✔
No: 

**Undated:**

**Other:**

**COMMENTS**

Arrive Site 12:30pm - met up with Peter Cole & John Barlow of Barse Civils - directed to far center end of the proposed sheet pile alignment where a trench will be excavated to a depth of around 0.5m and 0.4m in width. This trench will follow the line of the sheet piles that will be submerged into the river for the flood alleviation project. 360° excavator/crane utilized to dry trench, however spoke to Jim Barlow & Peter Cole (Barse) about need to use a toothless bucket - they will sort one out for job of excavation works. This trench was excavated into top of what appears to be a man made bed. Controlled along the Southern side of the New Cut where Channel to Seta y Han Island & River Thames there for His raised ground may have been up cut from the Channel Construction. The trench was dug into loose gravel & sand.
which also consisted of Sand + Silt. Not Natural.
No Archeology was present.
Spoke to Ken Weldon (CA) who suggested that
I should return to office and return next week
one day next week in order to monitor progress.
Most of this trench will be excavated into tip
of the existing bank and will follow the Course of
the New Cut + River Thames onto the Southern bank.
Trench will elevate slightly in a couple of places
in order to avoid trees, and this will definitely
need to be monitored.

Spoke to John Barlow + Peter Cole with
reference to the deviation in the Course of the
Battle Bourne Flood Relief ditch. They were of the
understanding that Archeological Monitoring would
only be needed for the initial Topsoil Strip and
No More. I had to explain to them that I
would also have to monitor Subsoil Strip as well.
This is mentioned in the Environment Agency
Method Statement of January 2012. They felt
therefore it would be more of their plans for excavation
of the New Channel may be needed.
WATCHING BRIEF RECORD

SITE CODE: OXW13B12
SITE NAME: Bottle Bourne Farm - OXW302A
DATE: 23/5/12

NGR: Berkshire
County

Mileage
Previous Visit 17/5/12
Visit By: Ian Coen

Type of construction work: Flood Alevation Scheme

Contacts made:

Archaeology present?
Yes:

No:

Undated:

Other:

COMMENTS

Arrived site 7.40 - Machine of operator from the Farndon
curve 08.00 - Make way to site.

Machining had reached the end of level upper
band and was about to dig down onto the
Top of a smaller band running along the
northern bank of River Thames adjacent to area of known
Scheduled Monuments (SAM 79). However, it appears
that the 0.3m wide trench for the sheet piling only
traverses 0.3m deep into existing band and is
cut through an underlying 0.10-0.2m of typical turf and
end into a mud to clastic bream underpinning soil
horizon, this soil horizon could have been soil laid
down to provide some form of flooding defence thence
raising the gradient artificially. It is a Silty
Sandy deposit. Cursing of stone, tree roots in the
remains of phases of older modified farm posts (modern).

I will monitor the phase of excavation for post

Records?
of day. Returning to Oxford office tomorrow, although trench might develop out from ty land Am Thrus 24th May, therefore may have to return for hour or two in morning to resolve that phone digging before returning to Oxford.
Arrived Site 07:30 - McArdle Machine - Driven arrive 7:40 - allowed 20 minutes for them to refuel & change filters on excavator - they also brought a bucket to bucket with them. 08:00 proceeded onto site, were about 5 miles from edge until they had reached end of area that made up the kingbury scheduled area.

Measurment - No archaeology was present, the trench went down about 1m into a grey silty sandy deposit and onto what appeared to be a mud to light brown silty clayey subsoil before rising up again into the overlying und to dark brown soil - possible redeposited in order to form an earlier flood defence line.

The trench continued westward before turning towards the new into the adjaecent former field and began the ground surface dropped down to a.
lower level. At this point the piling trench was no longer being excavated into an artificial berm but was being dug at ground level. Biase, Civils engineer, John Barlow, then instructed the machine driver to stop as strip only (e.g. 0.2 to 0.3 m depth) whilst at this level, until trench resumed its correct angle of incline, where the trench depth would return to 0.3 m.

As no natural silt would be exposed and therefore it did not appear that archaeology would be encountered at the depths to be excavated, it was decided to return to OA with intention to return sometime next week to monitor progress and check on levels of trench.

I reminded John Barlow (Biase) that we need advance notice of when they intend to excavate the new Meander Course of the Battle Brome flood relief ditch. I also asked if they heard of the date for when this work would commence. We were informed that no date was available as it was likely that it would have to be redesigned due to accommodate the archaeological work that may occur due to initial belief that OA would only be watching a topsoil stop + not Subsoil either.
## WATCHING BRIEF RECORD

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<th>DATE</th>
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<td>29/5/12</td>
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<td>24/5/12</td>
<td>Ian Coon</td>
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</table>

**Type of construction work:** Flood Alleviation Scheme

**Contacts made:**

**Archaeology present?**

- Yes: [ ]
- No: [x]
- Undated:
- Other:

**COMMENTS**

Left at 08.30 but due to incident on both M40 + M4 did not arrive on site to 10.00

Spent morning up to 11.30 waiting for machinery to move hard rock.

At about 12.00 started to topsoil ship along line of new Battle Bourne flood relief ditch. Radiating dry down into Subsoil - no archaeology seen.

Did a sounding at an end to test depth of Channel. Sides of new Channel dry through about 20cm of topsoil - 30cm of Subsoil at the edge. Slight seam of alluvium onto a yellow - clay gravel layer - could be natural - maybe a horizon between alluvium + natural. No new encountered - will call me when they are ready to dry out Channel.

Records?
**WATCHING BRIEF RECORD**

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<th>SITE CODE</th>
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</thead>
<tbody>
<tr>
<td>04 W3112</td>
<td>Battle Bourne, FAS, WH10</td>
<td>8/6/12</td>
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<tr>
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<th>Finish Time</th>
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<td>29/5/12</td>
<td>Ian Cook</td>
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</tbody>
</table>

**Type of construction work**

Flood alleviation scheme

**Contacts made**


**Archaeology present?**

No:

**Undated:**

**Other:**

**COMMENTS**

Arrived site 07:40

McFaddens (excavator) - on site waiting to start worked for about 1/2 to 3/4 hour - it was decided by Visni Civils - John Bedlow (engineer) that it was too wet to start work Berkshire staff went home - no excavation work to be carried out today - went on a site walk over to look at car park. Car park at Subsequent to my last visit - they have (at moment) only excavated about 200-300cm into top/skeletal onto Subsoil.

No archaeology can be seen - photographed new strata of Sheet Piling head trench.

Informed Pete Cole, Visni Civils, for site that I would most likely pay them another site visit next week.

Asked John Bedlow for a start date for excavation of ditch direction - was unable to give me one.
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<tr>
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<tr>
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<th>Visit By</th>
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<tbody>
<tr>
<td></td>
<td>8/6/12</td>
<td>I. A. Cook</td>
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</tbody>
</table>

**Type of construction work**
- Flood alleviation scheme

**Contacts made**

**Archaeology present?**
- Yes:
- No: ✔

**Other**

**COMMENTS**

Arrived site 08:00, informed by Pete Cole + John Barlow (Bissex Civils) that due to a hold up with Gas Board - who need to inform them of status of a Gas Main that runs across site, there would be no excavation on site.

DID site walkover - it appears that no more excavation Carried out since last visit.

All work to be carried out in mean time will involve back filling of lifting trench + removal of hand tools - neither will impact into any archaeological levels.

Bissex will give me 2-7 days notice of recommence of excavation.

Records?
<table>
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<th>County</th>
<th>Start Time</th>
<th>Finish Time</th>
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<td>26/6/12</td>
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<td>Berkshire</td>
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<tr>
<td></td>
<td>14/6/12</td>
<td>Ian Cooke</td>
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</table>

**Type of construction work:** Flood Alleviation Scheme

**Contacts made:**

**Archaeology present?**
- Yes: 
- No: ✔

**Undated:**

**Other:**

**COMMENTS**

Arrived on 08:00 - arrived site 09:45am

Burse/Peelers were stripping earth from a lead trench for the sheet piles along course of old Battle Bourne flood relief ditch.

Trench is 1.5m wide and only due to a depth of between 0.25m + 0.30m therefore only top/pleys of soil were being removed - carrying down onto a stone mix from foresting. Silts said no archaeological features could be seen - finished 12:30pm

Enquired with John Barlow of Burse Civile when flood relief ditch re-alignment works taking place to c. Said that they were waiting for approval of their 'Method Statement' then digging will commence in next couple of weeks. 13/6/2014 returned to OA Records?
## DAILY JOURNAL

<table>
<thead>
<tr>
<th>Site Code</th>
<th>Site Name</th>
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<th>Weather</th>
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<tr>
<td>OLW1BB12</td>
<td>Brome Burre, Winder - FAS</td>
<td>10/5/12</td>
<td>Dry + Overcast</td>
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### Project Manager

- Ken Welsh

### Area stripped by plant: \( \ldots \ldots \text{m}^2 \)

### Task Descriptions

Enter the number of staff days in increments of 0.5 (half) days for each of the tasks used during the day. If task 07 or 08 is used please describe the task done.

<table>
<thead>
<tr>
<th>Task Number and Description</th>
<th>Staff Days</th>
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<th>Staff Days</th>
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<tbody>
<tr>
<td>01 General supervision/management</td>
<td>1/2</td>
<td>02 Surface cleaning</td>
<td></td>
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<tr>
<td>03 Planning</td>
<td></td>
<td>04 Surveying/levelling</td>
<td></td>
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<tr>
<td>05 Excavation/recording</td>
<td></td>
<td>06 Machine supervision</td>
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<tr>
<td>07 Other</td>
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### Standing Time: List numbers of hours for each member of staff and give full details

<table>
<thead>
<tr>
<th>Name</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Ian Coon</td>
<td>6 1/2 hours General Site visit to office</td>
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### Comments (continue on reverse if necessary)
### Daily Journal

**Site Code:** OLW13812  
**Site Name:** Battle Bourne - FAS, Windsor  
**Date:** 17/5/12

**Project Manager:** Ken Walsh  
**Visitors:**  
**Weather:** Dry - Overcast

**Area stripped by plant:** [ ] m²  
**Plant Type:** [ ]

### Task Descriptions

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<td>07 Other</td>
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### Standing Time: List numbers of hours for each task and give full details

**Name:**  
**Details:**

1. **Task:** Monitoring start of excavation of trench along raised bank prior to laying of sheet pile flood alleviation defence.  
   **Hours:** Half a day

### Comments (continue on reverse if necessary)
## Daily Journal

**Site Code:** 032872  
**Site Name:** Battle Bourne Farm - Waddon

**Date:** 23/5/2

### Project Manager
- **Ken Welsh**

**Visitors**
- 

**Weather**
- Sunny & Hot

### Area stripped by plant: .......... m²  
**Plant type**
- 

### Task Descriptions:
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<td>04 Surveying/levelling</td>
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<tr>
<td>05 Excavation/recording</td>
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<td>06 Machine supervision</td>
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<td>07 Other</td>
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### Standing time: list numbers of hours for each member of staff and give full details

<table>
<thead>
<tr>
<th>Name</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Ted Cook</td>
<td>7 1/2 hrs - Machine Supervision &amp; Recording</td>
</tr>
</tbody>
</table>

### Comments (continue on reverse if necessary)
### DAILY JOURNAL

**SITE CODE**: OW182  
**SITE NAME**: Battle Bourne FAS - Wharesco  
**DATE**: 24/5/12

**Project Manager**: Ken Wilson  
**Visitors**:  
**Weather**: Hot + Sunny

#### Area stripped by plant: *********. m²  
**Plant type**

**Task descriptions:**
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<tbody>
<tr>
<td>Dan Cow</td>
<td>8-12 - Machine watching</td>
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</table>

**Comments (continue on reverse if necessary)**
**DAILY JOURNAL**

**SITE CODE**: c6013b12  
**SITE NAME**: Battle House FAS-Winder  
**DATE**: 29/3/12

**Project Manager**: Ken Welsh  
**Visitors**:  
**Weather**: Sunny

Area stripped by plant: .......... m²  
Plant type

**Task descriptions:**
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<td>08 Other</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Ian Cook</td>
<td>1 day - 7.5hrs - Machine watching</td>
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Comments (continue on reverse if necessary)
### DAILY JOURNAL

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<th>Weather</th>
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<tbody>
<tr>
<td>Ken Welsh</td>
<td>Far Cook</td>
<td>Wet/Windy</td>
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Area stripped by plant: .......... m²

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<tr>
<th>Name</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Far Cook</td>
<td>1/2 day To conduct 3D B of machine excavation of Fred Allerton scheme sheet Piling trenches</td>
</tr>
</tbody>
</table>

Comments (continue on reverse if necessary)

- Work cancelled today due to adverse weather and very wet ground conditions.
<table>
<thead>
<tr>
<th>Task number and description</th>
<th>Staff days</th>
<th>Task number and description</th>
<th>Staff days</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 General supervision/management</td>
<td></td>
<td>02 Surface cleaning</td>
<td></td>
</tr>
<tr>
<td>03 Planning</td>
<td></td>
<td>04 Surveying/levelling</td>
<td></td>
</tr>
<tr>
<td>05 Excavation/recording</td>
<td></td>
<td>06 Machine supervision</td>
<td></td>
</tr>
<tr>
<td>07 Other</td>
<td>✓ 1/2</td>
<td>08 Other</td>
<td></td>
</tr>
</tbody>
</table>

Standing time: list numbers of hours for each member of staff and give full details

Name: Eras Cooks
Details: 1/2 day - Planned Machine Excavation

Comments (continue on reverse if necessary)

No digging carried out as Bielsa Cieca waiting on confirmation of status of gas main that runs across site from Gas Board
### DAILY JOURNAL

<table>
<thead>
<tr>
<th>TASK NUMBER AND DESCRIPTION</th>
<th>STAFF DAYS</th>
<th>TASK NUMBER AND DESCRIPTION</th>
<th>STAFF DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General supervision/management</td>
<td></td>
<td>Surface cleaning</td>
<td></td>
</tr>
<tr>
<td>Planning</td>
<td></td>
<td>Surveying/levelling</td>
<td></td>
</tr>
<tr>
<td>Excavation/recording</td>
<td></td>
<td>Machine supervision</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Other</td>
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</tr>
</tbody>
</table>

Standing time: list numbers of hours for each member of staff and give full details

<table>
<thead>
<tr>
<th>NAME</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Welsh</td>
<td>General Machine Watching + traveled back from site.</td>
</tr>
</tbody>
</table>

Comments (continue on reverse if necessary) Possibility that excavation of the re-alignment of Battle Bourne ditch will commence in next couple of days subject to approval of method statement.
Arrived on site. Barn - did evaluation. Machine still pulling piles in. Then machine broke down. SB said no further work today.
Sent someone tomorrow.
WATCHING BRIEF RECORD

SITE CODE QW18912  SITE NAME BATTLE BOURNE  E.A.S.  DATE 5/7/12

NGR  4985 1752  County BERKSHIRE  Start Time  9:35  Finish Time  16:45

Milage  Previous Visit  4/7/12 S. LEECH  Visit By  VIX

Type of construction work
EXCAVATION FOR RE-ALIGNMENT OF A MEANDER IN THE BATTLE BOURNE.

Contacts made
JOHN BARRON  07970 670666

Archaeology present?
Yes: x 1 DITCH, POST-MEDIEVAL

No:

Undated:

Other:

COMMENTS

LATE ARRIVAL ON SITE DUE TO RECORDS NOT BEEN IN PLACE/ON DESK ETX. FINALLY FOUND ON FLOOR IN OBSERVING'S OFFICE, ALSO NO IDEA WHICH VAN TO BRING & NO KIT / SHEETS LEFT JUST A SHOVEL.

WORK BEGAN 12.15PM

EXCAVATION OF A 1M WIDE X 1.1M DEEP CURVING TRENCH FOR THE DIVERSION OF THE WATER Course DONT USING A 2.1 TONNE 360° "WUTH A NARROW TOOTHED PLOW (DITCHING ONE TOO WIDE & NOT TOOTHLESS ONE AVAILABLE) BUT FINISH WAS ADEQUATE - GOOD DRIVER.

X 1 COMPLETE STONEWARE BOTTLE & DECAYED PE OBJECT AT 0.4M DEPTH IN A DITCH, VISIBLE IN PLAN & CLEAR (BUT DIFFICULTY IN SECT). AFTER STRAIGHT SLOPED TRENCH OUT 1M WIDE THE WORK PROCEEDED & A BATTER WAS DUG, SLOWING ON THE S. SIDE. SM, A OXEGAN Ditch likely to be too wide.

Records? YES - CONTENTS, FINDS, DIG PHOTOS SECTIONS.
TRENCH 1245 1.1m wide  1.1m deep.

CURRENT CHANNEL

E

0.3
TOPSOIL  DARK GREY, FIRM, FEW LANDER SILT.

0.2
SUBSOIL  MUO GREY, TACKY FIRM, CLAY.

0.25
DRAFT GEOSYM? MUO BROWN CLAY.

0.35
MUO BROWN / GREEN BROWN CLAY
WITH DARK BROWNISH ORANGE FLECKING.

SAMPLED SECTION
WATCHING BRIEF RECORD

SITE CODE 04W18012  SITE NAME Battle Bourne F.A.S.  DATE 26/7/12

NGR County  Start Time 3:00-4:00

Berkshire  Finish Time 16:00

Milage Previous Visit 5/7/12 - Vix Hughes

Visit By Ian Cooke

Type of construction work
Excavate or Flood Alleviation Ditch.

Contacts made

Archaeology present?
Yes:
No: 

Undated:

Other:

COMMENTS

Went on to Battle Bourne to consider to look at progress of Flood Alleviation works.

Arrived site 14.00 – work had been carried out on Battle Bourne Flood Alleviation ditch at western end near to site compound alongside Southleach Brook.

This had generally involved backfilling part of old ditch and putting in new clay. This section was observed as the section involved mainly encroaching into part of old ditch. Generally majority of clay involved clearing out vegetation and existing ditch at bottoming sides of ditch.

Nothing of any archaeological nature could be seen in the bottoming sides – mainly appears to be made up of redeposited soils on cuttings.

Bottoming side of this ditch the old concrete reinforcement and clay cased removed and new steel records?
Piles had been reinserted in their place & therefore disturbed notice of bedload sideses could be attributed to removal & replacement of piles along this side of channel.

Profile of new channel - not drawn to scale showing angle of bedload sides.
<table>
<thead>
<tr>
<th>SITE CODE</th>
<th>SITE NAME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC0088/03/12</td>
<td>Battle Bourne — Old Windsor</td>
<td>31/7/12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NGR</th>
<th>County</th>
<th>Start Time</th>
<th>Finish Time</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Berkshire</td>
<td>08:00</td>
<td>11:30</td>
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</table>

<table>
<thead>
<tr>
<th>Milage</th>
<th>Previous Visit</th>
<th>Visit By</th>
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<tbody>
<tr>
<td></td>
<td>26/7/12</td>
<td>Ian Cook</td>
</tr>
</tbody>
</table>

**Type of construction work**

Excavation / Removal of Flood Alleviation Scheme

**Contacts made**

**Archaeology present?**

Yes: Modern brick built soakaway

No:

Undated:

Other:

**COMMENTS**

Arrived site 08:00 to observe excavation of 3 soakaways along course of the Battle Bourne Fas ditch. Gravel/stone for this work had not yet arrived and Biase were not opening soakaways until gravel arrives.

Also during course of battering/clearing off sides of ditch along side Southam Rd a modern brick built soakaway was revealed. Construction of red clay frogged tiles — not robust enough to be a well. Basic recording done on this feature.

Informed by Biase at 11:30 that gravel would not be delivered today and that it would be delivered tomorrow as first thing in morning.

Returned to OA 11:30 — arrived at OA 12:45
Arrive site 08:00 - Gravel not yet arrived for soakaways.
Gravel for soakaways arrived 9:00am
Started excavating first soakaway alongside Battle Borne a flood ditch at 9:30am.

Soakaway 1 was orientated use to Sea and was dug to a depth of 2m and sandy gravelly gravel - it even clay through a clay gravel layer 0.15m thick overlain by a thin clay adhered deposit 0.73m thick which was overlain by a gravel sub layer 0.5m thick and surface overlain by a 0.4m Subsoil + 0.1m Topsoil layers - no sign of archaeology
Dimension 0.9m x 0.2m

Side for restable to enter.
Sandboxway 2 - 1.4m x 2.4m depth 1.7m
dug onto grey/orange sandy gravel
overlain by 0.9m mid brown clay drift/sediment
deposit and overlain by 0.3m topsoil - no archaeology.

Sandboxway 3 - 2.7m x 1.4m depth 2.2
dug onto grey/orange sandy gravel overlain
by 1.2m of drift geology - clay/gravel
Orange in colour - overlain by about 0.3m
Sediment and another topsoil - no archaeology.

No more excavating is planned - left site
13.00 and returned to Oxford.
Drift Geology

Gravel

Grey/orange Sandy Gravel

Scale 1:20

Drain 3

Northeast

South

0.2m

Top: 0.15m
OLDWINDSOR
BOURNE EMBANKMENT
OLWIBBI2

Box 1 File 3

B. PRIMARY CONTEXT DATA
Headings
Site information
Line 1: [OASouth] County[Berks] Parish:[Old Windsor]
Site[Old Windsor Bourne Embankment ] Site code[OLWIBB 12]

Line 2: Excavators name[K Welsh]

Line 3:
Classification of material

<table>
<thead>
<tr>
<th>Index to archive</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>A:Final Report</td>
<td></td>
</tr>
<tr>
<td>A:Publication Report</td>
<td></td>
</tr>
<tr>
<td>B:Site Data – Text: Diary/Daybook/Fieldnotes</td>
<td></td>
</tr>
<tr>
<td>B: Site Data – Text: General Summaries</td>
<td></td>
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<tr>
<td>B: Site Data – Text: Primary Context Records</td>
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<tr>
<td>B: Site Data – Text: Synthesised Context Records</td>
<td></td>
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<tr>
<td>B: Site Data – Text: Survey Reports</td>
<td></td>
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<tr>
<td>B: Site Data – Text: Catalogue of Drawings</td>
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<td>C: Finds Data – Text: Specialist Reports</td>
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<td>D: Catalogue of Photos/Slides/Videos/X--rays</td>
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<td>F: Documentary</td>
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<td>F: Press and Publicity</td>
<td></td>
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<td>G: Correspondence</td>
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<td>H: Miscellaneous</td>
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<tr>
<td>105</td>
<td>cut</td>
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<td>106</td>
<td>dep</td>
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<td>107</td>
<td>str</td>
</tr>
<tr>
<td>108</td>
<td>fill</td>
</tr>
<tr>
<td>109</td>
<td>cut</td>
</tr>
</tbody>
</table>
**CONTEXT RECORD**

**SITE:** OLW18812

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

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

**Structure No.**
- Abutted by: 

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

**Section No.**
- Same as: 
- Part of: 
- Consists of: 
- Overlies: 101

**Ordinates (GDS)**
- 63 - 67, 76 - 78

**Level**
- Butts: 
- Cuts: 

**Slide No.**
- Cuts: 

**Neg No.**
- Fill of: 

**Matrix location**
- Relationships uncertain

**Description (See check lists):**

1. **FIRABLE - FIRM**
2. **DARK GREEN**
3. **CLAYISH SALT**
4. **DEEPER, ROCK**
5. **0.2m**
6. **2.5m x 4.5m**

**STRATIGRAPHIC MATRIX**

```
[Diagram showing context relationships]
```

**Interpretation/Discussion:**

**TOPOIL - CURRENT GROUND SURFACE; TD N = CRUSH OF HAY ROAD**

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

**Recorder:** Vix

**Date:** 8/7/12

**Initials:**
SITE 0112 ADDITIONAL SHEETS: TYPE LAND5

Trench
Context Type: Deposit
Overlain by: 100
Abutted by:
Cut by: 105
Filled by:

Section No.
Same as:
Part of:

Co-ordinates Ch:
63-67, 78

Levels
Butts:
Cut:

Neg No.
Fill of:

Matrix location
Relationships uncertain

Description (See check lists):

1. firm, mucky
2. mud green
3. silty clay
4. 1% brown rounded stones
5. 0.20m
6. 23m x 4.5m

Interpretation/Discussion:

SILT -- NO CLEAR EVIDENCE OF HUMAN ACTIVITY/OCUPATION

PERHAPS A NATURAL DEPOSIT BUT WITHIN ARCHAEOLOGICAL TIME-GONE

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 (Unique):** W6812

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

**Site sub-div:** Overlain by: 101

**Structure No.:** Abutted by:  

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

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

**Co-ordinates (Northings):** Consists of:  

**Co-ordinates (Eastings):** Overlies: 102

**Level:** Butts:  

**Slide No.:** Cuts:  

**Neg No.:** Fill of:  

**Matrix location:** Relationships uncertain

### STRATIGRAPHIC MATRIX

<table>
<thead>
<tr>
<th>Level</th>
<th>101</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Description (See check lists):**

1. **Red Fm**
2. **Red Brown**
3. **Clay**
4. **None**
5. **0.25m**
6. **22m x 4.5m**
7. **v. DIFFER MATERIAL (WITH 103)**
8. **Silt, DRY**

### Interpretation/Discussion:

- **DRAIN GROUND? AND ANY SALT?**
- **SITING, NARROWLY OCCURRING DEPOSIT**

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

**Recorder:** Vix  
**Date:** 5/12  
**Initials:**  

**Small Finds**  
**Samples**  
**Building Materials**
SITE OLW18612

Context Type: Deposit / Cut / Structure

Trench

Overlain by: 102

Site sub-div

Abutted by:

Structure No.

Cut by:

Plan No.

Filled by:

Section No.

Same as:

Part of:

Coordinates: Digits

63-67

38-80

Levels:

Butts:

Slide No.

Cuts:

Neg No.

Fill of:

Matrix location

Relationships uncertain

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/level/stop grades
3. dimension & depth
4. section
5. location
6. fill nos
7. other comments

MASS:

1. materials
2. size of bricks etc
3. finish of stones
4. coursed/found
5. form & edges
6. dimensions
7. other comments
8. other comments

Description (See check lists):

1. Film, mucky
2. Mud mixed - Poorly Mixed Blox
3. (Slump) Clay - Green Mottling
4. 0.35m x 4.5m. 0.35m+
5. 2.2m x 4.5m. 0.35m+
6. 2.2m x 4.5m.

Interpretation/Discussion:

Natural - Draft Geology, Waterlain + Mottling Suggests
Excavation as a Result of Waterlogged.

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

Recorder: Vix
Date: 5/7/12
Initials:
SITE OLN166 12

ADDITIONAL SHEETS:

Trench
Context Type: Deposit / Cut / Structure

Site sub-div.
Overlain by: 100

Structure No.
Abutted by:

Plan No.
Cut by:
Filled by:

Section No.
Same as:
Part of:

Coordinates DIGS

Level
Butts:

Slice No.
Cuts:

Seg No.
Fill of: 105

Matrix location
Relationships uncertain

DESCRIPTION (See check lists):

1 Fill
2 MUD GREY (BROWN MOTTLES SMALL)
   THROUGHOUT
3 BURNT CLAY
4 0.1% SMALL STONES
5 0.52m
6 1.5m (W) X 4.5m +
7 60CM DIRT FINE
   8 360°, 084

INTERPRETATION/DISCUSSION:

SINGLE FUNERARY DITCH, VISIBLE IN PLAN & SECTION. ALMOST COMPLETE TO BE DRAINAGE FEATURE BUT COULD HAVE ACTED AS A BOUNDARY AS LATER, SEDIMENT APPEARS HUMUSY TEXTURED & IS PROBABLY WOODLAND.

- ALKALI TO BE OCCASIONAL FINDS THROUGH IN/POT + NAIL,

INFILLING IN POST-MED PERIOD

FINDS (TICK):

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

△ Small Finds
◇ Samples
△ Building Materials

Context No. 104

TYPE DITCH

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. back/floor top profile
3. dimension and depth
4. sketch
5. truncation
6. fill type
7. other comments

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

STRATIGRAPHIC MATRIX

this context is

Recorder / X
Date 5/7/12
Initials
**CONTEX RECORD**

**SITE:** OLW16812  
**ADDITIONAL SHEETS:**  
**TYPE:** DITCH

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

**Site sub-div**  
**Overlain by:** 104

**Structure No.**  
**Abutted by:**

**Plan No.**  
**Cut by:**
**Filled by:** 104

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

**Coordinates**  
**Digs:** 78 - 85

**Level:**  
**Butts:**

**Slide No.:**  
**Cuts:** 101

**Nag No.:**  
**Fill of:**

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

**Description (See check lists):**

1. Linear, N13 aligned
2. B.O.S.: Top - Base, Moderate - Moderate
3. 1.5m (L) x 4.5m (L) x 0.5m (D)

4. More odd sheet
5. None apparent
6. 104

**STRATIGRAPHIC MATRIX:**

- 104
- 

- 105

- 101

**Interpretation/Discussion:**

Ditch cut - sufficiently wide & regular to be a deliberately dug feature, probably a subsidiary drainage channel. The wider course to south, infilling in post-medieval period (NB. Road to N.)

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

- Small Finds
- Samples
- Building Materials

**Recorder:** Vi

**Date:** 6/7/12

**Initials:**
Site: GWWBB12

Context Type: Deposit / Cut / Structure

Type: Made

Context No. 106

Description (See check lists):

1. Filled
2. Brown/grey
3. Stone / rubble - sill
4. Stone flake, vegetation
5. Covers sides of battle barrier / flood Roberts
ditch
6. Machined / exposed

Interpretation/Discussion:

Make up layer that covers sides of old Battle Barrier flood relief ditch.
- Seen to overlay a modern brick built Seaawaby (103)

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

Small Finds

Samples

Building Materials
**CONTEXT RECORD**

**SITE** LWS 18812  
**ADDITIONAL SHEETS:**  
**TYPE** STR

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

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

**Structure No.:**  
**Abutted by:**

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

**SKETCH:**

**Filled by:** 108

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

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

**Level:**

**Butts:**

**Slide No:** 199-101  
**Cuts:**

**Neg No.:**  
**Fill of:** 109

**Matrix location:**  
**Relationshhips uncertain**

**Description (See check lists):**

1. Red Clay Brick - frogged
2. 220mm x 110mm x 77mm
3. —
4. no discernable course / bond visible
5. Soakaway - Modern
6. —
7. No bond
8. 1m x 1m

**STRATIGRAPHIC MATRIX**

<table>
<thead>
<tr>
<th>107</th>
<th>108</th>
</tr>
</thead>
</table>

**this context is 107**

**Interpretation/Discussion:**

Remains of a modern (19th / 20th Century) brick built Soakaway revealed at bottom of freshly cleaned cut section of Battle Born Place Relief ditch which runs alongside Southlea Road. It is brick built - red clay brick - modern frogged brick with no discernable mortar being.

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

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

**Recorder**

**Date**

**Initials**
<table>
<thead>
<tr>
<th>SITE CODE</th>
<th>SITE NAME</th>
<th>SHEET NO.</th>
<th>Context No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>044188</td>
<td>Battle Bourne - Old Woking</td>
<td>1</td>
<td>107</td>
</tr>
</tbody>
</table>

The feature does not appear to be a well-constructed causeway of bricks loosely put together, not robust.

The western side of the feature is missing and this could be due to the digging of the Flood Relief ditch originally. Although it is possible that the feature is somehow associated with the Flood Relief system through this in doubtfull, the feature was seen towards the better of the ditch with only the bottom few courses remaining - near excavation as this would have compromised integrity of new Flood Relief ditch - filled in silty fill with odd brick fragments (remains of soakaway). The exact purpose/nature of this feature is unclear.

See attached permeance system plan of feature/soakaway.
Context No. 108

**SITE** B18812

**ADDITIONAL SHEETS:**

**TYPE** Fill

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

**Check Lists:**

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

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

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

**Trench**

**Overlain by:**

- **106**

**Structure No.**

**Abutted by:**

- **Cut by:**

- **Filled by:**

- **Section No.**

**Same as:**

**Part of:**

**Co-Ordinates**

**Consists of:**

**Overlies:**

**Level** 99-101

**Butts:**

**Slide No.**

**Cuts:**

**Neg No.**

**Fill of:**

**Matrix location**

Relationships uncertain

**Description (See check lists):**

1. **Firable**
2. Dark brown / grey
3. Salt
4. Stone - Various Sizes - Brick fragments
5. Not excavated
6. 1m x 1m 40
7. Machine exposed

**STRATIGRAPHIC MATRIX**

```
 106  [ ]  [ ]  [ ]
  [ ]  [ ]  [ ]
[ ]  [ ]  108  [ ]
  [ ]  [ ]  [ ]
  [ ]  [ ]  107  [ ]
```

**Interpretation/Discussion:**

Burdens fill of modern soakaway seen at bottom of flood relief ditch

No finds recovered.

**Finds (tick):**

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

**Recorder**

**Date** 31/7/12

**Initials**

**Small Finds**

**Samples**

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

**SITE**
- Context Type: Deposit, Structure

**ADDITIONAL SHEETS:**
- Overlain by:
- Abutted by:
- Cut by:
- Filled by: 107 (108)

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

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

**Description (See check lists):**

1. Sub Circular
2. Not excavated
3. 1mx6 x 1mx6
4. Depth not excavated
5. Cuts (107) - cut at western side by flood/road ditch
6. (107) + (108)

**STRATIGRAPHIC MATRIX**

```
   ________  ________  ________  ________
   | 107 |  |  |  |
   |     |  |  |   |
---|---|---|---|---|
this context is 109
```

**Interpretation/Discussion:**
Cut for modern soakaway.

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

**Recorder**
- [ ] Small Finds
- [ ] Samples
- [ ] Building Materials

**Date**
- 3/7/72

**Initials**
OLD WINDSOR
BOURNE EMBANKMENT
OLWIB3 12

Box 1 File 4

B PRIMARY DRAWINGS
**FILMING INSTRUCTIONS**
Submitter OASouth
No. of copies: 2

**Headings**

**Site information**
Line 1: [OASouth] County[Berks] Parish:[Old Windsor]
Site[Old Windsor Bourne Embankment] Site code[OLWIBB 12]
Line 2: Excavators name[K Welsh]
Line 3:

**Classification of material**

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<td>C: Finds Data – Text: Box/Bag List</td>
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NOT DRAW TO SCALE

Modern Socairey

Olwm\nSketch Plan 1C
31/7/12
OLD WINDSOR
BURNS EMBANKMENT
OLWIBB 12

BOX 1 FILE 5

C.F.NDS SPECIALIST REPORTS.
### Filming Instructions

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

#### Headings

- **Site information**
  - Line 1: [OASouth] County[Berks] Parish[Old Windsor]
  - Site **Old Windsor Bourne Embankment** Site code[OLWIBB 12]
  - Line 2: Excavators name[K Welsh]
  - Line 3:

#### Classification of material

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</table>
Old Windsor WB (OLWIBBB 12)

Metal finds

Ian Scott

The metal finds which number 19 all come from a single context 104. They comprise 5 fragments of curved thick wire, a possible fragment of curved wire with thin iron sheet attached, 5 fragments of thin iron sheet or strip, some with non-ferrous metal sheet attached, 4 possible rod fragments, a long fragment of iron strip and a door knob or decorative terminal. Finally there are 2 long pieces of iron, one with a loop at one end (L: c 440mm and c 490mm).

The lengths of curved wire and fragments of thin metal sheet may have been parts of a bucket or pail, and the wire may have been part of the handle, or of the wire reinforcement of the bucket rim. The possible rod fragments appear to be mineralised with very magnetic reaction. The length of iron strip has no visible nail holes. The doorknob or terminal is covered with corrosion products but is clearly fluted and is the size and shape of a doorknob (D: 57mm). The long strips of iron comprise one piece of shallow U cross-section with a possible rolled hook at one end (L: c 490mm), and strip of lentoidal section with a rolled over loop at one end to which a fragment of pierced strip is attached (L: c 440mm). The precise purpose of the latter is unclear, although it may well be a part from a cart or from a piece of farm machinery. The former may well be a bucket handle.

None of the metal work need date earlier than the 19th century.

Glass

Ian Scott

The only piece of glass is from context 104. It is the base of a moulded and embossed cylindrical bottle pale green metal. The indented base is embossed with a large cross and the number '16'. The embossing on the body of the bottle in a cursive script is incomplete and reads: 'W & A...'. This is a bottle of W & A Gilbey, wine merchants, shippers and spirits distillers, established 1857. The bottle dates to the late 19th or later.
OLWIBB 12

The pottery
identified by John Cotter

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<tr>
<th>Context</th>
<th>Description</th>
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<tr>
<td>104</td>
<td>A single brown saltglaze stoneware ginger beer bottle with threaded top. It is stamped with the Ashby Staines Brewery Ltd trademark stamp, which includes an image of a monument. The shoulder is stamped Ashby Staines. Threaded top indicates a date of 1880-1925.</td>
</tr>
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</table>

The bottle is a very nice example, further research could be undertaken to establish which monument is depicted on the trademark stamp. It is a sufficiently good example to go to a museum for display.
### Filming Instructions

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

**Headings**
- Site information
  - Line 1: [OASouth] County[Berks] Parish:[Old Windsor]
  - Site:[Old Windsor Bourne Embankment ] Site code:[OLWIBB 12]
  - Line 2: Excavators name[K Welsh]
- Classification of material

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## Finds Compendium

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<td>OLWIBB 12</td>
<td>OLWIBBWB</td>
<td>Battle Bourne Embankment</td>
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</table>

Finds materials summarised for Site Code: OLWIBB 12 and invoice code: OLWIBBWB

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<tr>
<th>Material</th>
<th>No of Boxes</th>
<th>No Of Contexts</th>
<th>No Of Sherds</th>
<th>Total Weight (g)</th>
<th>Box Sizes</th>
<th>Box Numbers</th>
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</thead>
<tbody>
<tr>
<td>Glass</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>247</td>
<td></td>
<td>MISC.01 - mixed box</td>
</tr>
<tr>
<td>Iron</td>
<td>1</td>
<td>1</td>
<td>29</td>
<td>1251</td>
<td>1 x Plastic size 9</td>
<td>FE.01</td>
</tr>
<tr>
<td>Pottery</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>501</td>
<td></td>
<td>MISC.01 - mixed box</td>
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</table>

Totals: 31 boxes + 1 miscellaneous boxes

Miscellaneous Box Sizes:
- MISC.01 Size 3

15 August 2012
# Box Contents Sheets

<table>
<thead>
<tr>
<th>Context</th>
<th>SF No</th>
<th>No of Bags</th>
<th>No of Objects</th>
<th>Material:</th>
<th>Weight (g)</th>
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</thead>
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<tr>
<td>104</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>Iron</td>
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<td>104</td>
<td>1</td>
<td>27</td>
<td>27</td>
<td>Iron</td>
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| No of Contexts: | 2 | Total Bags: | 2 |
| Total Objects:  | 29 | Total Weight: | 1251 |

Date Printed: 15/08/2012
<table>
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<th>No of Objects</th>
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<th>Weight (g)</th>
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<td>1</td>
<td>1</td>
<td>Glass</td>
<td>247</td>
</tr>
<tr>
<td></td>
<td>104</td>
<td>1</td>
<td>1</td>
<td>Pottery complete stoneware bottle</td>
<td>501</td>
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No of Contexts: 2  Total Bags: 2  Total Objects: 2  Total Weight: 748
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<th>In</th>
<th>Small find number</th>
<th>Date</th>
<th>In</th>
<th>*\ Checkmark \</th>
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Checked by:
OLD WINDSOR
BOURNE EMBANKMENT
OW18B12

Box 1 file 7

D. CATALOGUE OF PHOTOGRAPHS.
Headings

Site information
Line 1: [OASouth] County[Berks] Parish:[Old Windsor]
Site[Old Windsor Bourne Embankment] Site code[OLWIBB 12]
Line 2: Excavators name[K Welsh]
Line 3:

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