

A40 Science Transit Phase 2 - Park & Ride Eynsham Oxfordshire

*Written Scheme of Investigation for
Archaeological Evaluation and Excavation*



for:
Balfour Beatty

on behalf of:
Oxfordshire County Council

CA Project: MK0646
CA Site Code: APRE22
Accession No.: OXCMS:2022.24

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1. INTRODUCTION

- 1.1. This document is a Written Scheme of Investigation (WSI) by Cotswold Archaeology (CA) for a further phase of evaluation trenching and mitigation excavation to be undertaken on land at the proposed A40 Park & Ride development off Cuckoo Lane, Eynsham, Oxfordshire (centred at NGR: 442300 210085; hereafter ‘the Site’). This WSI has been prepared for Balfour Beatty, acting on behalf of Oxfordshire County Council.
- 1.2. Planning permission has been granted for the *Construction of a park & ride car park providing 850 car parking spaces, cycle spaces, motorcycle spaces, electric vehicle charging points, bus shelters, landscaping, external lighting, public open space, toilets, seating, fencing, habitat creation, drainage features, new access from Cuckoo Lane, new roundabout with access onto A40, an eastbound bus lane approximately 6.5km in length from the park & ride site to the A40 bridge over the Dukes Cut canal, two sections of westbound bus lane (each approximately 500m in length), new shared use footway/cycleway, widening of Cassington New Bridge, junction improvements, new crossings, new footbridge alongside Cassington Halt Bridge, and associated works* (OCC Ref: R3.0057/19).
- 1.3. A pre-determination geophysical survey (SUMO 2018) and trial trench evaluation (2019) of the Site was conducted prior to approval of the scheme which revealed the presence of archaeological features within the north-eastern part of the development area. Due to the potential and confirmed presence of archaeological features within the development area a condition has been attached that requires that a staged programme of archaeological evaluation and mitigation to be undertaken during any development. Conditions 21 and 22 of planning consent require the implementation of a further programme of archaeological investigation:

21) *No development shall commence within the Park & Ride site extent (shown on drawing 60551821 ACM HGN PR_ZW_ZZ_ZZ DR CH 9001 P01 dated 01/03/2021) until a Written Scheme of Archaeological Investigation has been submitted to and approved in writing by the County Planning Authority. The scheme shall provide details of the professional archaeological organisation that will carry out the investigation. The approved scheme shall thereafter be implemented in complete accordance with the approved details.*

Reason: To safeguard the recording of archaeological matters within the site in accordance with policies EH9 and EH16 of the West Oxfordshire Local Plan.

22) Prior to the commencement of development within the Park & Ride site extent (shown on drawing 60551821 ACM HGN PR_ZW_ZZ_ZZ DR CH 9001 P01 dated 01/03/2021) and following the approval of the Written Scheme of Archaeological Investigation pursuant to condition 21, a programme of archaeological investigation shall be undertaken by the commissioned archaeological organisation in accordance with the approved Written Scheme of Archaeological Investigation. The programme of work shall include all processing, research and analysis to produce an accessible and useable archive and a full report for publication shall be submitted to and approved in writing by the County Planning Authority within two years of the completion of the on-site archaeological investigations.

Reason: To safeguard the recording of archaeological matters within the site in accordance with policies EH9 and EH16 of the West Oxfordshire Local Plan.

1.4. This WSI pertains solely to further archaeological works required in connection with the Park and Ride site and responds to a *Design Brief for Archaeological Recording Action* issued by Richard Oram, Lead Archaeologist at the Oxfordshire County Council County Archaeology Service (hereafter OCCAS; OCCAS, 2022). This WSI will be submitted to the CAS for review and approval prior to the commencement of fieldwork.

1.5. In addition to the Design Brief, the WSI has also been guided in its composition by the *Standard and guidance for archaeological field evaluation* (ClfA 2014; updated October 2020), *Management of Research Projects in the Historic Environment* (MoRPHE) PPN 3: *Archaeological Excavation* (Historic England 2015) and *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015).

The site

1.6. The proposed development site is approximately 10ha in extent and is located to the north-west of the village of Eynsham, on the northern side of the A40. The Site currently comprises several pasture fields, and is bounded to the south by the A40, to the east by Cuckoo Lane/Freeland Road, and to the north and west by further

areas of agricultural land. The site lies at approximately 70m above Ordnance Datum (aOD), with a gently rising slope towards the north.

- 1.7. The underlying bedrock geology of the site is mapped as mudstone of the Oxford Clay and West Walton Formations, a sedimentary bedrock formed approximately 157 to 166 million years ago in the Jurassic Period. No superficial deposits are recorded in the area (BGS 2022).

2. ARCHAEOLOGICAL BACKGROUND

- 2.1. The archaeological and historical background of the Site has previously been presented in detail as part of a desk-based assessment (DBA; AECOM 2018). The following texts provide a summary of this information, supplemented by the results of a programme of geophysical survey (SUMO 2018) and a first phase of trial trench evaluation (OA 2019) carried out within the Site. The results of a recent programme of trial trenching along the line of the proposed A40 Smart Corridor (CA 2022) are also considered.

Geophysical survey

- 2.2. As part of the programme of pre-determination evaluation within the Site, a magnetometer survey was undertaken in March 2018 (SUMO 2018). The survey did not identify any anomalies of definite archaeological origin, although a limited number of weak linear and curvilinear anomalies of uncertain origin were identified across the Site. These included a tentatively identified partial ring-ditch which was later found to coincide with Iron Age features in Trench 22 of a subsequent trial trench evaluation (see below).

Trial trenching Phase 1

- 2.3. A targeted programme of trial trenching (OA 2019) was subsequently carried out within the Site, including the excavation of forty-one trenches investigating geophysical anomalies and apparently blank areas. The results are included in the relevant sections below.

Prehistoric

- 2.4. During the evaluation trenching within the Site (OA 2019), several Iron Age features were found within Trenches 19 and 22. A possible ring ditch on the geophysical survey plot coincides with the densest concentration of Iron Age features and finds in Trench 22, including an assemblage of fired-clay oven fragments and pottery. This is

likely to be the site of a roundhouse. Some of the fired-clay fragments had wattle impressions indicating and associated wall or floor structure. The artefact assemblage from these two trenches included both early and late Iron Age pottery. No distinctively middle Iron Age pottery was recognised in the assemblage. The limited extent of the Site, and apparent lack of a settlement enclosure on the geophysics plot or in the trenches, suggest that this was a small unenclosed farmstead. No environmental soil samples were recovered from the Iron Age features, which were heavily plough-disturbed, poorly defined and shallow. Iron Age artefact groups occurred as residual finds in contexts otherwise dated to the medieval period (see below), providing further evidence of the extensive plough truncation across the Site.

- 2.5. Trench 30, located 350m west of Trench 22, contained two ditches which may be outlying field or trackway ditches associated with the same settlement; the features were tentatively dated to the Iron Age by small assemblages of pottery.
- 2.6. In the wider area, a cluster of prehistoric activity has been identified at New Wintles Farm, c 700m to the north-east of the site. During an excavation at this site in the late 1960s and 1970s, a number of circular cropmarks were recorded (Clayton 1973). The majority of these were not excavated, apart from two which contained Anglo-Saxon finds, indicating a possible reuse of earlier barrows. Circular cropmarks of three possible barrows were also identified on 1961 aerial imagery as well as during the Upper Thames Survey of 1974 (Benson and Miles 1974, 51) and the 1993 Thames Gravel Survey (RCHME 1994). These three possible barrows measured 12m, 20m and 30m in diameter.
- 2.7. To the south of the New Wintles Farm complex, and c 700m to the east of the Site boundary, late prehistoric linear ditches and possible pits have been identified through aerial photographic analysis as part of the 1993 Thames Gravel Survey (RCHME 1994).
- 2.8. Probable prehistoric settlement features have also been recorded through geophysical survey c 750m to the south of the Site, including ditches, pits and evidence of gravel extraction (AECOM 2018).
- 2.9. During a recent programme of trial trench evaluation along the line of the proposed A40 Smart Corridor between Witney and Oxford (CA 2022), remains of Late Iron Age

to Early Roman date were encountered approximately 530m to the south-east of the Site. The features comprised a number of ditches and large pits which produced a small assemblage of Late Iron Age pottery, as well as more substantial assemblages of 2nd to 4th century Roman pottery. This may indicate the presence of a wider landscape of agricultural and/or pastoral enclosures around the settlement identified within the Site.

Roman

- 2.10. No significant Roman archaeology was found in the trial trenches (OA 2019). A soil spread in Trench 30 contained one sherd of Roman pottery, the only distinctively Roman material recovered during the evaluation.
- 2.11. There are no known Roman roads in close proximity to the Site. The nearest known major road was Akeman Street, located 7km to the north. Archaeological evidence for Roman activity has been found in the vicinity of Eynsham and it is possible that the ford across the Thames at Swinford was in use during this period.
- 2.12. Two Roman findspots are recorded within 750m of the Site. These comprise a pottery sherd of smooth buff ware that was found c 100m to the east and a hoard of 35 coins located 400m south-east of the Site. The coins dated from the reign of Constantine but also included single coins of Nerva and Probus and were likely buried c AD 330–333 (AECOM 2018).

Anglo-Saxon

- 2.13. The settlement of Eynsham was likely founded during the Saxon period, and by the 9th century was part of a royal estate. Early Saxon settlement on the site of the later abbey was superseded by buildings probably associated with a minster church founded in the 7th or 8th century (Hardy et al. 2003). The minster was re-founded as a Benedictine abbey in AD 1005 by Aethelmar, Earl of Cornwall.
- 2.14. Extensive archaeological work undertaken at Wintles Farm, 700m to the north-east of the Site (Hawkes and Gray 1969), revealed evidence of several sunken-featured buildings, a separate timber building, a well with complete animal skulls, bones and Saxon pottery in the fill, and a number of rubbish pits. Two ploughed out ring-ditch barrows were also excavated and were found to contain a bone comb, iron objects and crouched inhumation burials (HER refs. MOX10781, MOX10784). This suggests

that the possible Bronze Age barrows may have been reused in the Saxon period (AECOM 2018).

Medieval

- 2.15. By the time of the Norman conquest in 1066, Eynsham Abbey was in decline. After several decades of low fortunes it was re-founded in 1109, under the patronage of King Henry I. The old abbey was demolished and a new and more extensive monastic complex was gradually built over the next century. The new abbey complex was located 1km south-east of the proposed development site, and provided the focus of settlement in the area throughout the medieval period. The medieval borough of Eynsham, first mentioned in AD 1215, was located c 700m to the south-east of the Site, and the area around Eynsham was likely inhabited by farmers and monastic servants prior to the Reformation in the 16th century (AECOM 2018).
- 2.16. No medieval heritage assets have been recorded within the site boundary, although several medieval assets have been identified within the surrounding area. This includes the site of a possible moated farmstead located c 200m from the western side of the Site. The deserted medieval village of Tilgarsley has also been identified from extant earthworks c 700m to the north of the site. The village was most likely depopulated during the Black Death, which peaked in England between AD 1346 and 1353, and as a result, Eynsham probably increased in local importance as a surviving population centre (AECOM 2018).
- 2.17. The geophysical survey (SUMO 2018) identified the remains of a ridge and furrow system across the southern and eastern part of the Site, orientated NE-SW. In addition, a small area of ridge and furrow was also identified in the western part of the Site. An aerial photograph of the Site dating from 1946 shows extensive ridge-and-furrow across the whole Site area, orientated roughly NE-SW (AECOM 2018). Furrow were encountered across the majority of the the trial trenches and were sample excavated in Trenches 14, 21, 22, 25, 26, 27, 35, 36, 40 and 41 (OA 2019). Medieval pottery was recovered from several of the plough furrows (along with some residual Iron Age ceramics—see above), while post-medieval artefacts were recovered exclusively from the overlying ploughsoil.

Post-medieval and modern

- 2.18. Historic-map regression analysis has indicated that the Site was used for agricultural purposes during the later post-medieval and modern periods. The Site was recorded

as part of the manor of Eynsham on a plan of 1782. A plan of 1837 indicated that the eastern part of the Site was used as arable land and the western portion as pasture (AECOM 2018).

- 2.19. The geophysical survey (SUMO 2018) identified a former field boundary to the south of the site, orientated NE-SW. The Site is located just north of Derrymerrys Farm, which was in existence by the late 19th century. The 1899 OS map shows that a building was present in the southern part of the Site, just to the north of the Witney-to-Cassington Road (now the A40) and adjacent to the field boundary. This may have been an agricultural outbuilding. It appears to have been extant until at least the 1920s (as shown on OS mapping) but was demolished by the 1950s. The trial trenching uncovered a brick boundary wall with a probable gatepost (Trench 41; OA 2019). This was clearly associated with a nearby field boundary and the above-mentioned outbuilding, which would have been located between Trenches 38 and 41.

3. AIMS AND OBJECTIVES

- 3.1. The fieldwork will consist of an integrated programme of archaeological mitigation works comprising three additional evaluation trenches to those undertaken in 2019 (OA, 2019) and a mitigation excavation comprising a core excavation area and a provisional extension area to be opened if required (see below and section 4).
- 3.2. The general objective of the evaluation trenches is to provide further information on the extent of the archaeological resource within the site. This information will help to clarify the extent of the Iron Age settlement identified by the phase 1 evaluation and enable the CAS to finalise the limits of the planned open-area excavation.
- 3.3. With regard to the Design Brief (OCCAS 2022), the mitigation strategy will seek to alleviate damage to significant archaeological deposits/features by:
- a) implementing a full set-piece excavation to deal with all significant remains. If areas of low significance are revealed during the programme these may be dealt with, if agreed by the CAS, through selective recording action or smaller scale sampling. A watching brief may also be implemented during construction if deemed necessary.
 - b) and where practical and feasible, or where the status and survival quality of the remains is deemed to be of national importance (using the Secretary of States Non-Statutory Criteria), physical preservation in situ.

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- 3.4. The specific objective of the excavation phase is to further investigate the remains of the Iron Age settlement site identified by the previous evaluation (OA 2019), in order to record and advance understanding of the significance of these heritage assets prior to their loss (wholly or in part) in a manner proportionate to their importance and the impact of the development, and to make this evidence (and any archive generated) publicly accessible (see sections 6 & 7). This process is in accordance with policy 205 of the National Planning Policy Framework (MHCLG 2021).
- 3.5. The results of the works have the potential to contribute to research themes identified by the *Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas* (Hey, G & Hind, J. 2014), including:
- o Chronology (section 10.3): The excavation will aim to maximise the recovery of artefacts from secure contexts to provide a more reliable basis for dating and phasing of the settlement. If suitable sample material is present, radiocarbon or other scientific dating methods may be attempted to confirm the broad date range and, if possible, the longevity of the settlement.
 - o Land use (section 10.4): The excavation will look for any evidence for field systems, pastoral enclosures or other evidence for land-use immediately surrounding the settlement.
 - o Social organisation (section 10.6): Paragraph 10.6.1 of the research agenda states that “The extent to which single family pastoral farmsteads existed needs to be determined”. Based on the results of the geophysical survey and initial trial trenching, the settlement appears to consist of a very localised, unenclosed settlement. Open-area excavation will help to confirm this assessment and will aim to discover whether the site may have been more extensive originally but has been reduced by more recent plough truncation.
 - o Built environment (section 10.7): The excavation will aim to record and characterise the built structures present within the Site, which may include traces of a roundhouse in the form of plough-truncated features. Particular attention will be given to any possible four-post structures or ancillary features which may be encountered as part of the excavation (as per paragraph 10.7.3 of the research agenda).

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- o Material culture (section 10.8): The excavation will aim to recover artefact assemblages from undisturbed contexts, in order to maximise the potential for gaining additional insights into the function and significance of different artefact types. The extent of plough disturbance in particular contexts will be carefully noted in context records.

3.6. A programme of public engagement will be implemented – see section 6.7 below.

4. METHODOLOGY

Scope of works: Evaluation Phase 2 trenches

- 4.1. The additional evaluation trenches have been located to infill gaps in the trial trench coverage, confirm the full extent of the prehistoric settlement and finalise the limits of excavation for the open area excavation (see below). Phase 2 of the evaluation will comprise the excavation of three trenches in the locations shown on Figure 2.
- 4.2. Trench 42, measuring 40m long by 1.8m wide, will be excavated to determine the need to strip the western part of the provisional excavation area. If prehistoric features are found to be extending westwards from the main excavation area it may be necessary to strip the provisional western extension to the core excavation area.
- 4.3. Trenches 43 and 44, each measuring 30m long by 1.8m wide, will be excavated to confirm the extents of Iron Age archaeology to the north (Trench 43) and south (Trench 44) of the main excavation area. Trench 43 is positioned in close proximity to an overhead service; however, current utility information obtained by CA suggests that sufficient space is available to accommodate a single 30m long trench between the northern edge of the core mitigation area and the utility exclusion zone. Should the actual position of the overhead cable prove not to be as recorded then the OCCAS will be informed and the trench location will be adjusted or split as required.
- 4.4. The Phase 2 trenches will be excavated as a preliminary stage in the mitigation programme. They will be treated as an integral part of the excavation, and the results from the trenches will be fully described in the main post-excavation report (rather than in a separate evaluation report). Any necessary adjustments to the excavation areas which arise from the results of the additional trenches will be agreed in discussion with the client and OCCAS in advance.

Scope of works: Excavation area

- 4.5. The mitigation excavation areas shown on Figure 2 comprise a core area and a provisional excavation area that may be required dependent on the results of the additional trenches and features revealed within the core mitigation area. Any extension or refinement of the core area will be undertaken at the request of the OCCCAS.
- 4.6. The core mitigation area measures 6267m² in extent and is located in the north-eastern part of the Site. The blue-shaded area on Figure 2 represents the minimum excavation area, which is focussed on the Iron Age settlement found in Trial Trenches 19 and 22.
- 4.7. A provisional additional extension, measuring 1397m² in extent, may be required along the western edge of the core mitigation area should further remains be exposed in trench 42. This extension area is bisected by the line of an extant hedgerow, which is to be removed as part of the development, however the excavation of any additional area required may have to be delayed until any necessary ecological mitigation has been completed in relation to the hedgerow.

Fieldwork Methodology

- 4.8. Trenches and excavation areas will be set out on OS National Grid co-ordinates using Leica GPS. They will be scanned for live services by trained CA staff using CAT and genny equipment, in accordance with the *CA Safe System of Work for avoiding underground services*.
- 4.9. Initially works will comprise the mechanical removal of non-archaeologically significant soils, under constant archaeological supervision, using a toothless ditching bucket. Metal detecting will be undertaken before stripping commences and then throughout the strip. All machining will be conducted under archaeological supervision and will cease when the first archaeological horizon or natural substrate is revealed (whichever is encountered first). No machinery will be allowed to track over excavated areas until they have been signed off by the OCCCAS. No parts of the trenching or excavation areas shall be released for development without OCCCAS approval. Metal detecting will be undertaken over the stripped mitigation surface and the generated spoil and then at regular intervals as features are excavated. Metal finds will have their locations recorded via GPS. Metal detecting will be undertaken by members of the CA team who are experienced detectorists. Hand-

cleaning of the stripped surface, to better define any identified archaeological deposits/features and record the distribution of unstratified/surface artefacts, will be undertaken as appropriate. All archaeological features will be recorded in plan using Leica GPS.

- 4.10. Following machining, all archaeological features revealed will be planned and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. Each context will be recorded on a pro-forma context sheet by written and measured description; principal deposits will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using Leica GPS or Total Station (TST) as appropriate) and drawn sections (scale 1:10 or 1:20 as appropriate). Where detailed feature planning is undertaken using GPS/TST this will be carried out in accordance with *CA Technical Manual 4: Survey Manual*. A photographic record utilising high resolution digital photography of a minimum of 10 megapixels and in RAW format, will be maintained during the course of the fieldwork. All photography will be in accordance with *CA Technical Manual 1: Fieldwork Recording Manual* and conform to industry best practice (e.g. HE 2015). Images will be converted to uncompressed baseline v.6 TIFF for archiving. All images will have accompanying metadata specifying; photo ID, capture device, converting software, colour space, bit depth, resolution, date of capture, photographer, caption, and any alterations made to the image. All finds and samples will be bagged separately and related to the context record. All artefacts will be recovered and retained for processing and analysis in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation*.
- 4.11. Once the planning phase for both the phase 2 trial trenches and the core excavation area is completed, a site visit will be arranged, and the sampling strategy agreed between the archaeological contractor (acting on behalf of the applicant) and the OCCCAS. A base plan of the excavation area will be provided to the OCCCAS ahead of the site visit. The following sampling percentages are to provide an indication of the level of sampling that will be required; the actual sampling levels will be determined following a site visit with the OCCCAS. Any changes to this strategy will be agreed between the OCCCAS and CA prior to implementation.
- 4.12. All structural features or those relating to a specialised activity will be subject to a 100% sample. All post and stake holes that relate to specialised activities will be subject to a 100% sample. Others will be subject to a 50% sample. All pits will be

half-sectioned. A minimum of 20% or 10 metres, whichever is greater, of all linear features will be sampled. Appropriate samples will be taken for radiocarbon dating, and dateable features will be sampled for environmental analysis. If burials and/ or cremations are revealed, then a licence will be obtained from the Ministry of Justice under Section 25 of the Burial Act 1857. All exhumation and post excavation treatment will be carried out in accordance with published guidelines (see paragraph 4.24 below). All kilns, hearths, or other industrial features will be sampled and 100% excavated. Bulk horizontal deposits will as a minimum be 10% by area hand excavated, after which a decision may be taken, with the approval of the OCCAS, to remove the remainder with machinery. Priority will be attached to features which yield sealed assemblages which can be related to the chronological sequence of the site.

- 4.13. Examination of features will concentrate on recovering the plan and any structural sequences. Emphasis will be placed upon gaining a secure understanding of the stratigraphic and chronological development of the site, and on obtaining details of the phasing of the site.
- 4.14. All archaeological features revealed will be planned and recorded in accordance with CA Technical Manual 1 Fieldwork Recording Manual. Each context will be recorded on a pro-forma context sheet by written and measured description; principal deposits will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using Leica GPS or Total Station (TST) as appropriate) and drawn sections (scale 1:10 or 1:20 as appropriate). Where detailed feature planning is undertaken using GPS/TST this will be carried out in accordance with CA Technical Manual 4 Survey Manual. Photographs (digital colour) will be taken as appropriate. All finds and samples will be bagged separately and related to the context record. All artefacts will be recovered and retained for processing and analysis in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation*.

Artefacts

- 4.15. All artefactual and ecofactual material revealed during the excavation will be retained for recording and assessment and, where appropriate, further analysis and will be treated in accordance with the *CIfA Guidelines for the collection, documentation, conservation and research of archaeological material* ([revised edition] 2014). Any

subsequent discard will be agreed in advance with the OCCAS and Oxfordshire Museums.

Environmental remains

- 4.16. For both the additional evaluation works and the mitigation excavation due care will be taken to identify deposits which may have environmental potential. A programme of environmental sampling will be initiated for all stages of work and a statement will be provided to the OCCAS setting out the environmental sampling strategy for the site, based upon recommendations made by the CA environmental officer and, where appropriate, the OCCAS and Historic England Regional Science Advisor. The sampling strategy will follow the Historic England environmental sampling guidelines outlined in *Environmental Archaeology, A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011), and *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.
- 4.17. The sampling strategy will be adapted for the specific circumstances of the site but for both the evaluation and mitigation excavation stages will follow the general selection parameters set out in the following paragraphs.
- 4.18. Secure and phased deposits, especially those related to settlement activity and/or structures will be considered for sampling for the recovery of charred plant remains, charcoal and mineralised remains. Any cremation-related deposits will be sampled appropriately for the recovery of cremated human bone and charred remains. If any evidence of in situ metal working is found, suitable samples for the recovery of slag and hammer scale will be taken. Bulk samples will comprise representative 40 litre samples. Where a context does not yield 40 litres of material smaller samples will be taken (generally the maximum amount of material that it is practicable to collect).
- 4.19. Where sealed waterlogged deposits are encountered, samples for the recovery of waterlogged remains, insects, molluscs and pollen, as well as any charred remains, will be considered. The taking of sequences of samples for the recovery of molluscs and/or waterlogged remains will be considered through any suitable deposits such as deep enclosure ditches, barrow ditches, palaeo-channels, or buried soils. Monolith samples may also be taken from this kind of deposit as appropriate to allow soil and sediment description/interpretation as well as sub-sampling for pollen and other micro/macrofossils such as diatoms, foraminifera and ostracods.

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

Treasure

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

Human remains

- 4.23. In the event that human remains are discovered during the fieldwork the client and the OCCCAS will be informed immediately. Any human remains (skeletal or cremated) will be treated with due decency and respect at all times.
- o Evaluation - Small slots will be hand-excavated across any suspected burial features (inhumations or cremated bone deposits) in order to confirm the presence and condition of any human bone. Once confirmed as human, the buried remains will not normally be disturbed through any further investigation and will instead be left in situ - unless further disturbance is absolutely unavoidable.

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- o Excavation - Where further disturbance is unavoidable, or where full exhumation of the remains is deemed necessary, exhumation will be conducted following the provisions of the Coroner's Unit in the Ministry of Justice. All excavation of human remains and associated post-excavation processes will be in accordance with the standards set out in *Updated Guidelines to the Standards for Recording Human Remains* (CIfA 2017), *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (Historic England 2018) and *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (Advisory Panel on the Archaeology of Burials in England 2017).

5. PROGRAMME AND STAFFING

- 5.1. This project will be under the management of Adrian Scruby, Project Manager, CA. The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the project as required during the period of fieldwork. Day to day responsibility however will rest with the project leader (black hat) who will be on-site throughout the project. The project leader will be Anna Wolf (Project Officer, CA).
- 5.2. The combined evaluation trenching and mitigation is anticipated to require between six and seven weeks to complete on site, dependent upon ground and weather conditions and the nature and extent of any remains exposed. The field team is expected to consist of a maximum of 8 staff (e.g. 1 Project Officer; 1 Surveyor and 6 Archaeologists). A draft programme for the works is presented as Appendix B. Any variations to the draft programme will be advised and agreed with the OCCAS.
- 5.3. Specialists who may be invited to advise and report on specific aspects of the project as necessary are:
 - **Ceramics:** Ed McSloy MCIfA (CA), Alejandra Gutierrez MCIfA (CA) and Peter Banks LLB LLM PCIfA (CA)
 - **Metalwork:** Ed McSloy MCIfA (CA)
 - **Flint:** Jacky Sommerville PCIfA (CA)
 - **Animal bone:** Andy Clarke ACIfA BA (Hons) MA (CA) and Matilda Holmes PhD BSc MSc ACIfA (freelance)
 - **Human bone:** Sharon Clough MCIfA (CA)
 - **Environmental remains:** Sarah Wyles MCIfA (CA), Emma Aitken (CA)

-
- **Conservation:** Pieta Greeves BSc MSc ACR (Drakon Heritage and Conservation)
 - **Geoarchaeology:** Dr Keith Wilkinson (ARCA)

5.4. Depending on the nature of the deposits and artefacts encountered, it may be necessary to consult other specialists not listed here. A full list of specialists currently used by CA is given as Appendix A.

6. POST-EXCAVATION, REPORTING AND ARCHIVING

6.1. Following completion of each stage of fieldwork, all artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA Technical Manuals and the Oxfordshire Museums Service archives standards (OCMS, 1995). A recommendation will be made regarding material deemed suitable for disposal/dispersal in line with the Oxfordshire Museums Service collection policy.

Reporting

6.2. A post-excavation assessment (PXA) report will be prepared within six months of the completion of the fieldwork, in accordance with the specification given in Appendices 4 and 5 of *Management of Archaeological Projects 2* (English Heritage 1991). Any variations to these post-excavation requirements will require the written approval of CAS. The post-excavation assessment report will include:

- (i) an abstract containing the essential elements of the results preceding the main body of the report and a summary of the project's background;
- (ii) description and illustration of the site location;
- (iii) a methodology of the works undertaken;
- (iv) include plans and reports of all documentary and other research undertaken;
- (v) a description of the project's results;
- (vi) an interpretation of the results in the appropriate context. This will include the consideration against appropriate research frameworks contained in the Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas and will assess how the results both contribute to the relevant research objectives and how they advance the

research context forward. Any further suitable research themes/ objectives that the results have the potential to contribute to will also be identified;

- (vii) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
- (viii) a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map;
- (ix) a plan of the excavation area and exposed archaeological features and deposits in relation to the site boundaries;
- (x) plans of the excavation area(s), or -subparts of excavation area as appropriate, in which archaeological features are recognised. These will be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans will show the orientation of the excavation area in relation to north. Section drawing locations will be shown on these plans. Archaeologically sterile areas will not be illustrated unless this can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- (xi) appropriate section drawings of features will be included, with OD heights and at scales appropriate to the stratigraphic detail being represented. These will show the orientation of the drawing in relation to north/south/east/west;
- (xii) site matrices, if appropriate;
- (xiii) photographs showing significant features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the illustration's caption;
- (xiv) a consideration of evidence within its wider local/regional context;
- (i) a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;
- (ii) specialist assessment or analysis reports where undertaken, including specialist recommendations for any further analysis/work that would be appropriate;

-
- (iii) an evaluation of the methodology employed and the results obtained (i.e. a confidence rating);
 - (iv) a timetabled task list for the identified analysis, research archive report and publication tasks.

6.3. Specialist artefact and palaeoenvironmental assessment will take into account the wider local/regional context of the archaeology and will include:

- o specialist aims and objectives;
- o processing methodologies (where relevant);
- o any known biases in recovery, or problems of contamination/residuality;
- o quantity of material; types of material present; distribution of material;
- o for environmental material, a statement on abundance, diversity and preservation;
- o summary and discussion of the results to include significance in a local and regional context.

6.4. Pottery will be recorded and archived to a standard consistent with the *Minimum Standards for the Processing, Recording, Analysis and Publication of Post-Roman Pottery* (MPRG 2001), the *Guidelines for the Archiving of Roman Pottery* (1994) and the document *A Standard for Pottery Studies in Archaeology* (2016).

6.5. Copies of the draft post-excavation assessment report (or any other report arising from the investigation) will be distributed to the client and consultant and thereafter to the OCCCAS for verification and approval prior to any final version being produced or submitted for planning purposes. Copies of the approved report will be issued to the client and the OCCCAS. A copy of the final report will also be provided to the Oxfordshire Historic Environment Record (OHER), along with a selection of digital images showing the main features, on the understanding that it will become a public document after an appropriate period of time (generally not exceeding six months). GIS (shape) files of the final phased excavated site plan will also be provided to the OCCCAS/ OHER. Reports will be issued in digital format (PDF/PDFA as appropriate) except where hard copies have been specifically requested.

Academic dissemination

- 6.6. Where the post-excavation assessment identifies the potential for further analysis, an updated project design will be prepared for agreement by the OCCCAS prior to the commencement of the detailed analysis and reporting. Arrangements will be made for an appropriate level of academic publication of the results of the excavation(s) in a suitable journal or other agreed outlet. Subject to any contractual constraints, a summary of information from the project will also be entered onto the OASIS online database of archaeological projects in Britain, including the upload of a digital (PDF) copy of the final report, which will appear on the Archaeology Data Service (ADS) website once the OASIS record has been verified.

Public dissemination

- 6.7. Due to site access and health and safety considerations, outreach and engagement will take the form of web updates and press releases following completion of the evaluation and excavation. Information will be further disseminated via OASIS, the County Historic Environment Record and via publication, should the results merit this. Assuming the lifting of Covid restrictions are lifted as anticipated then a talk on the results of the investigation will be offered to the local primary school and any other interested local groups/ societies. In addition to the ADS website, a digital (PDF) copy of the final report for each stage of work will also be made available for public viewing via Cotswold Archaeology's Archaeological Reports Online web page, generally within 12 months of completion of the project:

<http://reports.cotswoldarchaeology.co.uk/>

Archive deposition

- 6.8. The archive will be held at CA's office in Milton Keynes until all fieldwork and post-excavation tasks have been completed and the ensuing reports have been approved, following which it will be deposited with County Museum Resource Centre (Oxfordshire Museums) under accession number OXCMS:2022.24. All artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA technical manuals and the *Required Procedures for Transference of Archaeological Archives to Oxfordshire Museums* (OCMS, 1995).
- 6.9. A recommendation will be made regarding material deemed suitable for disposal/dispersal in line with the Museum collection policy and guidance contained in the ClfA Selection Toolkit. Any reports generated by this project will state whether

or not a transfer of title has been signed to facilitate the deposition of the archive. The OHER will be informed when the archive has been deposited.

Data Management

- 6.10. A project-specific Digital Data Management Plan has been prepared using the Cotswold Archaeology Data Management Plan template (see Appendix C). The plan will be updated throughout the life of the project. All born-digital and digitally-transferred project data created during fieldwork and post-excavation (other than duplicated files) will be stored by CA. Upon project completion and deposition, the data will be transferred to a secure external server. Data will be selected for inclusion in the final digital archive, as detailed below. It is proposed that data selection will occur following completion of post-excavation work.

Digital Archive

- 6.11. A digital archive will be deposited with the Archaeology Data Service (ADS). This archive will be compiled in accordance with the ADS Guidelines for Depositors (2021). In adherence to CA's Digital Data Guidance, it is proposed that the selected files will include final versions only. Digital photographs will be selected for inclusion in the archive in line with CAs Digital Data Guidance and Digital Image Capture and File Storage: Guidelines for Best Practice (Historic England 2015). Data produced by external specialists or sub-contractors will be granted under license to CA to allow inclusion in the digital archive as required.

7. HEALTH, SAFETY AND ENVIRONMENT

- 7.1. CA will conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent health and safety legislation, as well as the CA Health and Safety and Environmental policies and the CA Safety, Health and Environmental Management System (SHE). Any client/developer/Principal Contractor policies and/or procedures will also be followed. A site-specific Construction Phase Plan (form SHE 017) will be formulated prior to commencement of fieldwork. All works will also be conducted in accordance with current Government and ClfA guidance on the Coronavirus (C19) pandemic. A C19-specific risk assessment will be prepared for the works and a copy of the assessment will be supplied to all staff, subcontractors and site visitors. All site staff, subcontractors and visitors will receive a site safety and C19 induction/ briefing upon arrival on site.

8. INSURANCES

- 8.1. CA holds Public Liability Insurance to a limit of £15,000,000 and Professional Indemnity Insurance to a limit of £10,000,000.

9. MONITORING

- 9.1. Two weeks notification of the start of site works following agreement of the WSI will be made to the OCCAS so that there will be opportunities to visit the site and check on the quality and progress of the work. It is expected that a number of monitoring visits will be required during the fieldwork and a charge will be made by the OCCAS for each visit.
- 9.2. No parts of the excavation areas will be handed back to the developer until written confirmation that they have been signed off is obtained from the OCCAS. A post excavation plan showing the features and interventions along with grid references will be provided to OCCAS for any sign off areas in advance of this written confirmation.

10. QUALITY ASSURANCE

- 10.1. CA is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, CA endorses the Code of Conduct (CIfA 2019) and the *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment* (CIfA 2014; updated October 2020). All CA Project Managers hold Member status within the CIfA.
- 10.2. CA operates an internal quality assurance system as follows: projects are overseen by a Project Manager, who is responsible for the quality of the project. The Project Manager reports to the Chief Executive, who bears ultimate responsibility for the conduct of all CA operations. Matters of policy and corporate strategy are determined by the Board of Directors and, in cases of dispute, recourse may be made to the Chairman of the Board.

11. STAFF TRAINING AND CPD

- 11.1. CA has a fully documented mandatory performance management system for all staff. This system reviews personal performance, identifies areas for improvement, sets targets and ensures the provision of appropriate training within CA's adopted training policy. In addition, CA has developed an award-winning career development

programme for its staff. This ensures a consistent and high-quality approach to the development of appropriate skills.

- 11.2. As part of CA's requirement for continuing professional development, all members of staff are required to maintain a personal development plan and an associated log; these are reviewed within the performance management system.

12. REFERENCES

ADS (Archaeology Data Service) 2021 *Guides to Good Practice*

<https://guides.archaeologydataservice.ac.uk/g2gp/Contents>

AECOM 2018 *A40 Park & Ride, Eynsham, Oxfordshire. Historic Environment Desk-based Assessment*

British Geological Survey 2022 *Geology of Britain Viewer*

<https://www.bgs.ac.uk/map-viewers/geology-of-britain-viewer/> Accessed 1 February 2022

CA (Cotswold Archaeology) 2022 *A40 Smart Corridor, Oxfordshire: Archaeological Evaluation* CA report **MK0537_2**

ClfA (Chartered Institute for Archaeologists) 2017 *Updated Guidelines to the Standards for Recording Human Remains*

ClfA (Chartered Institute for Archaeologists) 2019 *Code of Conduct*

ClfA (Chartered Institute for Archaeologists) 2020a *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment*

ClfA (Chartered Institute for Archaeologists) 2020b *Standards and guidance for archaeological excavation*

ClfA (Chartered Institute for Archaeologists) 2020c *Standards and guidance for field evaluation*

ClfA (Chartered Institute for Archaeologists) 2020d *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*

HE (Historic England) 2015 *Digital Image Capture and File Storage: Guidelines for Best Practice*

Hey, G. & Hind, J. 2014 *Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas Project* Report, Oxford Wessex

MHCLG (Ministry of Housing, Communities & Local Government) 2021 *National Planning Policy Framework*

OA (Oxford Archaeology) 2021 *A40 Park & Ride, Eynsham, Oxfordshire, Archaeological Evaluation Report*

OCC CAS (Oxfordshire County Council, County Archaeological Services), 2022. *Land West of Cuckoo lane and adjacent to the A40, Eynsham. Design Brief for Archaeological Recording Action*

OCMS (Oxfordshire County Museum Service), 1995. *Required Procedures for Transference of Archaeological Archives to Oxfordshire Museums*

SUMO (SUMO Geophysics Ltd) 2018 *Geophysical Survey Report; Eynsham, Oxfordshire* SUMO report no. 12530

APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS

Ceramics

Neolithic/Bronze Age	Ed McSloy BA MCIFA (CA) Emily Edwards (freelance) Dr Elaine Morris BA PhD FSA MCIFA (University of Southampton) Anna Doherty MA (Archaeology South-East) Sarah Percival MA MCIFA (freelance) Steve Benfield BA (CA)
Iron Age/Roman	Ed McSloy BA MCIFA (CA) Peter Banks LLB LLM PCIfA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Steve Benfield BA (CA)
(Samian)	Gwladys Montell MA PhD (freelance) Steve Benfield BA (CA)
(Amphorae stamps)	Dr David Williams PhD FSA (freelance)
Anglo-Saxon	Alejandra Gutierrez (CA) Paul Blinkhorn BTech (freelance) Dr Jane Timby BA PhD FSA MCIFA (freelance) Sue Anderson, M Phil, MCIFA, FSA (freelance)
Medieval/post-medieval	Alejandra Gutierrez (CA) Ed McSloy BA MCIFA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Stephanie Ratkai BA (freelance) Paul Blinkhorn BTech (freelance) John Allan BA MPhil FSA (freelance) Richenda Goffin BA MCIFA (CA) Sue Anderson M Phil, MCIFA, FSA (freelance)
South-West	Henrietta Quinnell BA FSA MCIFA (University of Exeter)
Clay tobacco pipe	Reg Jackson MLitt MCIFA (freelance) Marek Lewcun (freelance) Kieron Heard (freelance) Richenda Goffin BA MCIFA (CA)
Ceramic building material	Ed McSloy MCIFA (CA) Peter Banks LLB LLM PCIfA (CA) Richenda Goffin (Roman painted wall plaster) CBM, BA MCIFA (CA) Steve Benfield BA (CA) Dr Peter Warry PhD (freelance) Sue Anderson M Phil, MCIFA, FSA (freelance)

Other finds

Small finds	Ed McSloy BA MCIFA (CA) Richenda Goffin, (non-metalwork) BA MCIFA (CA) Steve Benfield CA Dr I Riddler (freelance) Dr Alison Sheridan, National Museum of Scotland
Metal artefacts	Ed McSloy BA MCIFA (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance) Dr I Riddler (freelance)

Lithics	Ed McSloy BA MCIFA (CA) Jacky Sommerville BSc MA PCIFA (CA) Michael Green (CA) Sarah Bates BA (freelance)
(Palaeolithic)	Dr Francis Wenban-Smith BA MA PhD (University of Southampton)
Worked stone	Dr Ruth Shaffrey BA PhD MCIFA (freelance) Dr Kevin Hayward FSA BSc MSc PhD PCIFA (freelance)
Inscriptions	Dr Roger Tomlin MA DPhil, FSA (Oxford)
Glass	Ed McSloy MCIFA (CA) Dr Hilary Cool BA PhD FSA (freelance) Dr David Dungworth BA PhD (freelance; English Heritage) Dr Sarah Paynter (Historic England) Dr Rachel Tyson (freelance) Dr Hugh Wilmott (University of Sheffield)
Coins	Ed McSloy BA MCIFA (CA) Dr Ruth Beveridge (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance) Jude Plouviez (freelance) Dr Andrew Brown (British Museum) Dr Richard Kelleher (Fitzwilliam Museum) Dr Philip de Jersey (Ashmolean Museum)
Leather	Quita Mould MA FSA (freelance)
Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance) Dr Sue Harrington (freelance)
Iron slag/metal technology	Dr Tim Young MA PhD (Cardiff University) Dr David Starley BSc PhD Lynne Keys (freelance)
Worked wood	Michael Bamforth BSc MCIFA (freelance)
<i>Biological remains</i>	
Animal bone	Dr Matilda Holmes BSc MSc ACIFA (freelance) Julie Curl (freelance) Lorrain Higbee (Wessex Archaeology)
Human bone	Sharon Clough BA MSc MCIFA (CA) Sue Anderson M Phil, MCIFA, FSA (freelance)
Environmental sampling	Sarah Wyles BA MCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Anna West BSc (CA) Val Fryer (freelance)
Pollen	Dr Michael Grant BSc MSc PhD (University of Southampton) Dr Rob Batchelor BSc MSc PhD MCIFA (QUEST, University of Reading)
Diatoms	Dr Tom Hill BSc PhD CPLHE (Natural History Museum) Dr Nigel Cameron BSc MSc PhD (University College London)
Charred plant remains	Sarah Wyles BA MCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA)

Wood/charcoal	Sarah Cobain BSc MSc ACIFA(CA) Dana Challinor MA (freelance) Dr Esther Cameron (freelance)
Insects	Enid Allison BSc D.Phil (Canterbury Archaeological Trust) Dr David Smith MA PhD (University of Birmingham)
Mollusca	Sarah Wyles BA MCIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Dr Mike Allen (Allen Environmental Archaeology)
Ostracods and Foraminifera	Dr John Whittaker BSc PhD (freelance)
Geoarchaeology	Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Soil micromorphology	Dr Richard Macphail BSc MSc PhD (University College London) Dr Mike Allen (Allen Environmental Archaeology)
Scientific dating	
Dendrochronology	Robert Howard BA (NTRDL Nottingham)
Radiocarbon dating	SUERC (East Kilbride, Scotland) Beta Analytic (Florida, USA)
Bayesian chronological modelling	Dr Derek Hamilton (SUERC) Professor John Hines (Cardiff University)
Archaeomagnetic dating	Dr Cathy Batt BSc PhD (University of Bradford)
TL/OSL Dating	Dr Phil Toms BSc PhD (University of Gloucestershire)
Conservation	Karen Barker BSc (freelance) Pieta Greaves BSc MSc ACR (Drakon Heritage and Conservation) Julia Park-Newman (Conservation Services, freelance)

APPENDIX B: DRAFT PROGRAMME

MK0646 A40 Science Transit Phase 2 – Park & Ride, Eynsham, Oxfordshire

Provisional programme for archaeological works.

FIELDWORK	provisional start date	total duration	notes	Anticipated OCCAS review
Trial trenches (machining)	22.03.2022	1 day		
Trial trenches – hand excavation of features	22.03.2022	up to 2 days	dependent on complexity of remains	25.3.2022 (fieldwork day 3) site or remote review of archaeology in trenches 42 – 44 (trigger for requirement to strip contingency area)
Core excavation area - machining	23.03.2022	8 days		05.04.2022 (fieldwork day 10) or 08.04.2022 (day 14) if contingency area required
<i>Contingency area machining – if required</i>	<i>04.04.2022</i>	<i>2 days (depending on scope)</i>		<i>14.03.2022 (fieldwork day 13)</i>
Excavation areas - hand excavation of features	04.04.2022	approximately 23-28 days	duration dependent on ground/weather conditions + complexity of remains	monitoring arrangements beyond initial review/ monitoring meetings to be agreed with OCCAS (Richard Oram) at review meeting upon completion of site strip
POST-EXCAVATION	provisional start date	total duration	notes	curatorial review
Post-excavation assessment (PXA)	dependent on fieldwork completion date (some processing tasks will run concurrently with the fieldwork)	up to 6 months	dependent on volume of finds/environmental material + complexity	full PXA to be submitted within 6 months of completion of fieldwork
Full publication report	after submission and review of PXA by Richard Oram	within 2 years of completion of fieldwork	dependent on scope agreed with OCCAS on basis of PXA	

APPENDIX C: DATA MANAGEMENT PLAN



Cotswold Archaeology Data Management Plan

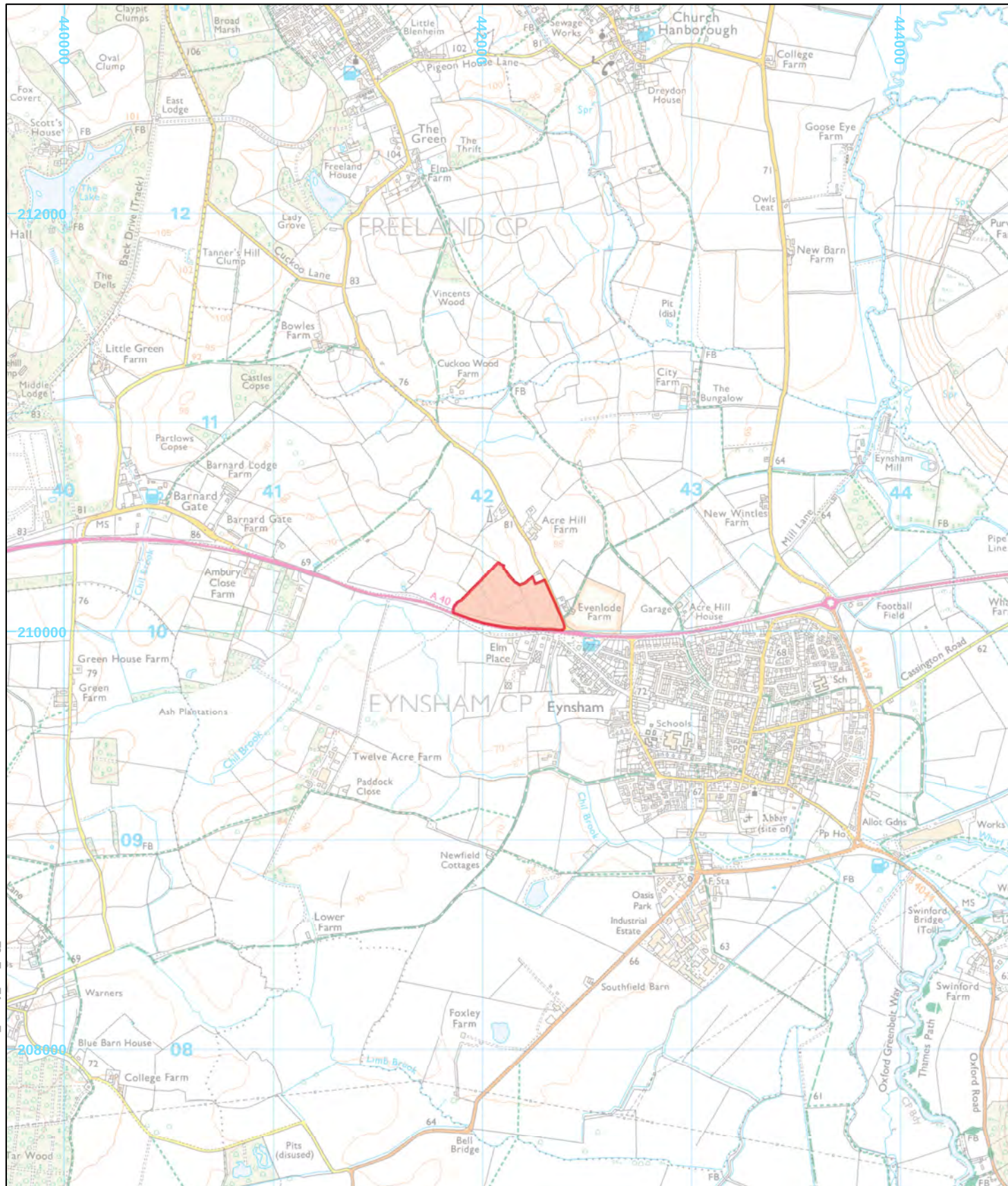
This document is meant to help plan and resource the management of the data generated during a project and is a working document. The plan should be initiated by the project manager during project planning stages and updated throughout the life of the project.

This DMP is based on the DCC data management plan. See here for more detail: <http://www.dcc.ac.uk/news/new-checklist-data-managemnet-plan>.

Administrative Data	
Project Number	MK0646
Project Name	A40 Science Transit Phase 2 - Park & Ride, Eynsham, Oxon - EVAL & EXC
Project Manager	Adrian Scruby
Author	Adrian Scruby
Date Plan Created	21/02/2022
Version	1
Issue Date	21/02/2022
Revision Author(s)	Adrian Scruby
Related Policies & guidance	ADS Guides to Good Practice [https://guides.archaeologydataservice.ac.uk/g2gp/Main] ADS Guidelines for Depositors [version 4.1 – April 2021] Cotswold Archaeology 2017 Fieldwork Recording Manual Cotswold Archaeology 2017 Survey Manual Cotswold Archaeology 2018 Employee Privacy Notice Cotswold Archaeology 2019 Data Sharing Agreement Cotswold Archaeology 2019 Guidelines for essential archive tasks and the preparation of archives Cotswold Archaeology 2022 – MK0646 Written Scheme of Investigation Historic England, 2015. Digital Image Capture and File Storage: Guidelines for Best Practice. Oxfordshire County Museums Service, 1995. Required Procedures for Transference of Archaeological Archives to Oxfordshire Museums.
Data Collection/Creation	
Data to be collected/created	Data will be collected/created in accordance with file formats set out in <i>CAs Guidelines for essential archive tasks and the preparation of archives</i> and the <i>ADS Guidelines for Depositors</i>
	The digital archive is expected to comprise the following data types (formats): • Final report (.pdfa) • Scanned copy of site paper record (.pdfa) • Context d-base (Access)

	• Digital photographic images (.jpeg) • GIS data (.shp), (.geotiff) • Report illustrations (Illustrator)
Data collection/creation method	Primary data will be created during fieldwork in accordance with CA fieldwork recording manual, CA survey manual and CA digital data guidance. Site survey data will be captured using Leica survey equipment and imported into ArcGIS via FTP transfer. Final versions of site plans will be produced in ArcGIS, AutoCAD and/or Adobe Illustrator. Section drawings will be created by hand on permatrace drawing paper and context records will be created by hand on standard CA pro forma recording forms. Selected data will be transferred to digital format in line with CAs digital data guidance. Digital photographic images will be taken in accordance with CA digital data guidance.
Documentation and Metadata	
Documentation	CA internal & regionally or nationally recognised code lists will form part of the data set or accompanying documentation where relevant.
Metadata	Metadata will be created to the standard set out in the ADS Guidelines for Depositors (2020)
Ethics and Legal Compliance	
Data Security	Personal data (including digital images) collected, will be with the consent of any individuals involved and will be stored on CAs secure servers in line with CAs GDPR procedures.
Intellectual Property Rights	Third Party data such as Ordnance Survey mapping will only be reproduced under license. Data produced by external specialists or sub-contractors will be granted under license to CA to allow inclusion in the final report and the digital archive as required.
Data Storage	
Storage and Backup	Data will be stored on CAs secured server infrastructure backed up twice daily with a weekly full tape backup stored off site which can be restored from when required. CA commit to 30 days of backup for restoration with older data available to be restored from bi-annually backed up data stored on tape on a backup server. In the event of an incident, business continuity plans are in place to facilitate data recovery, including full replication of CAs network infrastructure and lost data.
Access and Security	Data will be accessible to CA employees via the secure CA server. Sensitive or confidential data will be stored in restricted access folder locations. Personal data will be stored in line with CAs GDPR procedures. Copies of data will be provided to any external specialists. Only CA employees will be able to access the secure server. GIS data collected during fieldwork will be returned to CA offices at the end of each day via a secure FTP connection in line with guidance in CAs survey manual.
Selection and Preservation	

Data to be Preserved	All project data other than duplicated files will be stored by CA whilst the project is ongoing. Upon project completion selected data will be transferred to the relevant repositories detailed below.
Data Preservation Plan	The paper and physical archive will be transferred to the Oxfordshire County Museums Service in line with their guidance and standards (Oxfordshire County Museums Service, 1995. <i>Required Procedures for Transference of Archaeological Archives to Oxfordshire Museums</i>). A copy of the final report will be deposited with OASIS. The digital archive will be deposited with the ADS. The costs of depositing the digital data with the ADS will be developer funded.
Data Sharing	
Data Sharing Plan	The digital data from this project will be made accessible to the public via the ADS. In addition a copy of the PXA & UPD will be published on CA's reports online webpage. https://reports.cotswoldarchaeology.co.uk/ . It is anticipated that publication will take place in a relevant archaeological journal.
Data Sharing Restrictions	There are no known restrictions on the use of the data after project completion. Any references to CA intellectual property must be credited.
Responsibilities and Resources	
Responsibility for Data Management	The Archives Officer and Project Manager are responsible for ensuring the Data Management Plan is implemented and reviewed. The Archives Officer is responsible for ensuring that the Data Management Plan is followed during the archiving and deposition of the digital data. CA will have no ongoing responsibilities for data management once the data has been deposited with the relevant repositories.
Resources	The resources required to deliver this plan are detailed in the project design and Written Scheme of Investigation and CAs digital data guidance.



Andover 01264 347630
 Cirencester 01285 771022
 Milton Keynes 01908 564660
 Suffolk 01449 900120

W www.cotswoldarchaeology.co.uk
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PROJECT TITLE
 A40 Park & Ride, Eynsham, Oxfordshire

FIGURE TITLE
 Site location plan

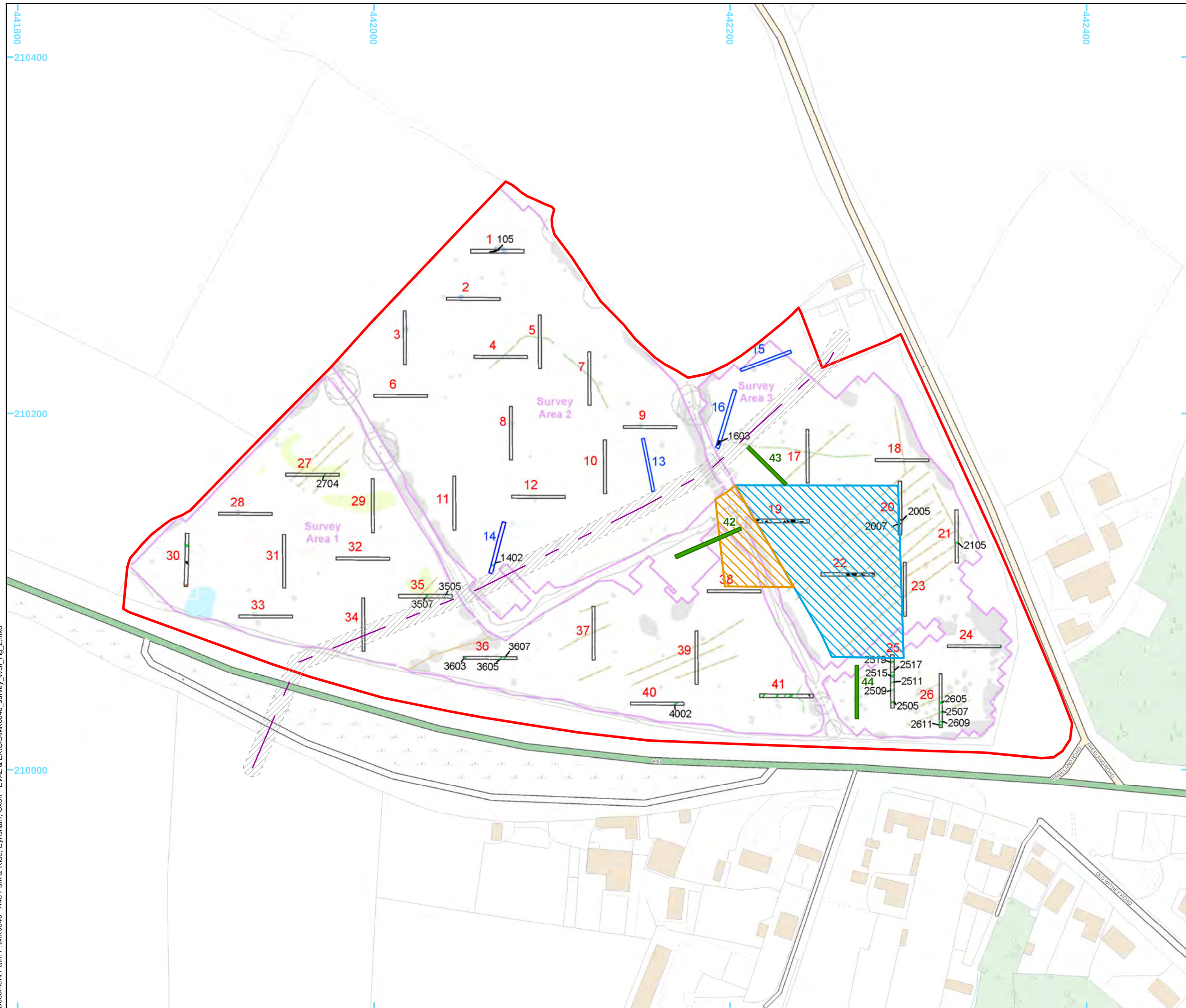
DRAWN BY MP **PROJECT NO.** MK0646
CHECKED BY AS **DATE** 04/02/2022
APPROVED BY AS **SCALE @ A4** 1:25,000

FIGURE NO.
 1



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 Ordnance Survey 0100031673

Document Path: P:\MK0646 - A40 Park & Ride, Eynsham, Oxon - EVAL & EXGIS\MK0646_survey_WSI_Fig_2.mxd



- Legend**
- Site Boundary
 - Constraint (OH power line)
 - Constraint (5m buffer)
 - Proposed excavation area
 - Provisional excavation area to be stripped if necessary, subject to results of Trench 42 and the main excavation
 - Additional trenches to establish extent of Iron Age settlement

- 2018 evaluation**
- Evaluation trench
 - Archaeological feature
 - Furrow
 - Archaeological spread
 - Relocated evaluation trench

- 2018 geophysical survey**
- Site boundary
 - Ridge and furrow
 - Former field boundary
 - Uncertain origin
 - Ferrous
 - Magnetic disturbance (former pond)
 - Natural/geological

0 100m

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Cotswold Archaeology

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Cirencester	01285 771022
Milton Keynes	01908 564660
Suffolk	01449 900120
w	www.cotswoldarchaeology.co.uk
e	enquiries@cotswoldarchaeology.co.uk

PROJECT TITLE
A40 Park & Ride, Eynsham, Oxfordshire

FIGURE TITLE
Proposed excavation and trenching plan

DRAWN BY	MP	PROJECT NO	MK0646	FIGURE NO.
CHECKED BY	AS	DATE	04/02/2022	2
APPROVED BY	AS	SCALE@A3	1:2,000	

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