

Former Ford Site Wide Lane Southampton

Written Scheme of Investigation for an Archaeological Evaluation



for
CgMs

On behalf of
Mountpark

SOU1722

CA Project: 770434

July 2016



**Former Ford Site
Wide Lane
Southampton**

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Archaeological Evaluation**

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CONTENTS

1.	INTRODUCTION.....	4
2.	ARCHAEOLOGICAL BACKGROUND.....	5
3.	AIMS AND OBJECTIVES.....	8
4.	MITIGATION AGAINST UXO.....	9
5.	METHODOLOGY.....	9
6.	STAFF AND TIMETABLE.....	16
7.	POST-EXCAVATION, ARCHIVING AND REPORTING.....	17
8.	HEALTH AND SAFETY.....	20
9.	INSURANCES.....	21
10.	MONITORING.....	21
11.	QUALITY ASSURANCE.....	21
12.	REFERENCES.....	22
	APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS.....	24
	APPENDIX B: ARCHAEOLOGICAL STANDARDS AND GUIDELINES.....	26
	APPENDIX C: SCCHET GENERIC BRIEF FOR ARCHAEOLOGICAL INVESTIGATION	29

Figure Trench location plan



1. INTRODUCTION

- 1.1 This document sets out details of a *Written Scheme of Investigation* (WSI) by Cotswold Archaeology (CA) for an archaeological evaluation of land the former Ford site, Wide Lane, Southampton (centred on NGR: SU 444470 116160) at the request of CgMs.
- 1.2 A planning application 16/00885/FUL has being submitted to Southampton City Council for the redevelopment of the site to provide new industrial and warehouse buildings for business use (class B1c), industry (class B2) and storage/distribution (class B8) with landscaping, tree planting and new boundary treatment, new car parking and service areas, new vehicular access from Wide Lane and associated works.
- 1.3 Following consultation by CgMs with Kevin White of the Southampton City Council Historic Environment Team (SCCHET) (acting as adviser to the local planning authority) a programme of archaeological trial trench evaluation has been agreed for the site. The programme of evaluation has been requested in order to mitigate against the impact that the proposed development could have on the archaeological resource that could be present within the site.
- 1.4 An archaeological desk based assessment (CgMs 2016) and an archaeological watching brief of geotechnical investigations (CA 2016) have been undertaken to inform the evaluation.
- 1.5 This WSI has been prepared in accordance with the SCCHET generic brief and appendices (Appendix C) and best practise. It sets out a programme and details the methodology by which Cotswold Archaeology will undertake an archaeological trial trench evaluation at the site and the post excavation dissemination of the results. The WSI will be submitted to and approved by SCCHET prior to the commencement of any fieldwork at the site. Once approved by SCCHET a copy of the WSI will be submitted to SCC and approved in writing.
- 1.6 The WSI has been guided in its composition by *Standard and guidance: Archaeological field evaluation* (ClfA 2014), the *Management of Archaeological Projects 2* (English Heritage 1991), the *Management of Research Projects in the*

Historic Environment (MORPHE): Project Manager's Guide (EH 2006) and any other relevant standards or guidance contained within Appendix B.

The site

- 1.7 The site is located on the north eastern edge of the city of Southampton and immediately to the south of the M27. The site c.1.2ha in size, sub-rectangular in shape and occupies the former location of Buildings B and C (demolished) of the former Ford works. Wide Lane, orientated north-east/south-west, borders the site to the west. The site is bounded to the south-east by Swathling cemetery and by housing along Walnut Avenue and Claudine Close to the south-west.
- 1.8 The topographic elevation of the site is approximately 10m Above Ordnance Datum (AOD). The surrounding land is generally flat lying, but slopes gently to the south
- 1.9 The underlying bedrock geology of the area is mapped as London Clay Formation, comprising clay, silt and sand, and formed approximately 34 to 56 million years ago in the Palaeogene Period (BGS 2016). In the Quaternary (superficial) deposits a boundary has been identified across the site trending from south-west to north-east. The superficial geology identified beneath the south-eastern half of the site (Arcadis 2015 p.6 Section 2.4) comprises River Terrace Deposits with a high clay and organic content, however, the geology underlying the north-western half of the site is identified as River Terrace Deposits with high gravel content. The watching brief (CA 2016) demonstrated that although highly truncated by modern development isolated areas of intact brickearth could be identified at 0.20m to 0.64m below the current ground level.

2. ARCHAEOLOGICAL BACKGROUND

- 2.1 A brief archaeological and historical background of the site is detailed below as presented in the watching brief report of the geotechnical investigation (CA 2016). The background examined a 1km radius of the site utilising the evidence from the Southampton Historic Environment Record (SHER) and is summarised below. An archaeological desk-based assessment (DBA) of the site (CgMs 2016) has now been prepared and should be consulted for a more detailed background of the site. A summary of the results of the watching brief (CA 2016) are also presented below from paragraph 2.9.

- 2.2 The application site is located within 'The Rest of Southampton - Area of Potential Archaeological Importance' (Area 16), a Local Area of Archaeological Potential (LAAP). The site is also located immediately to the north of the 'Swaythling' LAAP (Area 9). Each of the areas is defined in the Southampton City Adopted Core Strategy (2015). Area 16 encompasses areas of the city where there is potential for archaeological remains, however, little examination of these areas has yet been undertaken. Area 9 contains the Lower Itchen Conservation Area, as well as the line of the River Itchen, parts of the Monks Brook and an unnamed watercourse. Evidence of prehistoric, Roman, Saxon and Medieval occupation has been recorded in this area including the site of a possible prehistoric burnt mound in association with noted watercourses.
- 2.3 Limited previous archaeological investigation has been undertaken within the application site itself. An archaeological watching brief was undertaken during the construction of a new industrial building (Building C) within the Ford site in 1996/7 (SOU783; SOU824 and SOU828). These works uncovered a small number of discrete features, including a small linear feature, a pit, a posthole and a stakehole, all of uncertain date. The survival of a buried plough soil overlying the natural brickearth was further noted. This layer contained residual quantities of burnt flint along with four worked flints of possible Neolithic/Bronze Age date. Furthermore two World War II air raid shelters were observed during these watching briefs at a depth of 2.6m below ground level (SOU828). Prior to the demolition of this and other buildings at the Ford Motor Company factory, a programme of building recording was also undertaken (SOU1688) in 2014/15 (Heritage Collective 2015)..
- 2.4 Archaeological investigations immediately beyond the application site include the evaluation of the area to the north of the site in 1998 (SOU900). The evaluation revealed evidence for a suspected Romano-British field system, while a number of undated features and an earlier alignment of Wide Lane was uncovered during a watching brief undertaken within the same area in 1998 and 1999 (SOU941). A number of residual prehistoric worked flints were also recovered from the evaluation with similar evidence also found to the west of Monks Brook (SOU1300) and as a casual find at allotments to the east of the site (ESH2236 - No accompanying SOU number)..

- 2.5 Foundations of a possible Roman building were reportedly found immediately to the north-east of the site, near the former crematorium in Swaythling (MSH 404) in 1925. The crematorium was located on a plot of land attached to the Ford factory. In the early 1970s before the construction of the motorway, field walking and a very limited trial excavation of the former crematorium (SOU 1156) failed to yield evidence to support the reported discovery and it may be possible that the Roman villa, excavated in 1925 and marked on OS maps to the east of the Crematorium, may relate to this original discovery.
- 2.6 A number of watching briefs were also undertaken in close vicinity to the site including at Wide Lane in 1988 (SOU346), 6 Capon Lane in 1990 (SOU421), 18 Walnut Avenue in 1991 (SOU440) and 55-57 Wide Lane in 1992 (SOU493). No archaeological features or artefacts were identified during these investigations.
- 2.7 Historic Ordnance Survey (OS) maps of the area suggest the site was an area of agricultural fields until it was developed in the early 20th century (Arcadis 2014). In 1932 the area to the north of the site was bought by the Southampton Corporation and Southampton (Eastleigh) Airport was constructed shortly thereafter. The area was used as a municipal airport and had an early association with the first flights of the Spitfire airplanes. In 1938/39 Cunliffe-Owens aircraft factory opened on the proposed development site. From the onset of World War II., the factory produced parts for and assembled aircrafts. In 1949 the factory was bought by Briggs Motor Bodies, which produced component parts for Ford of Britain and consequently started the association between the site and the Ford Motor company.
- 2.8 In 1953 the site was bought by the Ford Company and later became the home and principal assembly location for the Ford Transit van. During the development and use of the site across this period, a number of above ground and sub-surface structures were constructed and in some cases demolished. After sixty years the site ceased production and closed in 2013. By 2015 a number of the former factory buildings including former location of Buildings B and C had been demolished.

Archaeological Watching Brief

- 2.9 An archaeological watching brief was undertaken by Cotswold Archaeology (CA 2016 – SOU 1709) during geotechnical investigations at the site.

- 2.10 No features or deposits of archaeological interest were observed during groundworks, and no artefactual material pre-dating the modern period was recovered. The construction and subsequent demolition of factory buildings on the site during the 20th century were shown to have caused heavy truncation of some areas. The general absence of any obvious signs of a buried soil horizon in the test pits suggests that the modern development has truncated the underlying natural horizon and, consequently, may have affected the survival of archaeological remains.
- 2.11 Despite this truncation the watching brief was able to identify that some areas of brickearth, dirty brickearth and a pre 1930s topsoil survive within the site. This evidence along with the limited extent of the geotechnical pits monitored during this watching brief may suggest that limited and as yet unidentified archaeological remains may be present in other areas, although these will have been heavily truncated by modern development.

3. AIMS AND OBJECTIVES

- 3.1 The objectives of the evaluation are to provide information about the archaeological resource within the site, including its presence/absence, character, extent, date, integrity, state of preservation and quality. In accordance with *Standard and guidance: Archaeological field evaluation* (ClfA 2014), the evaluation has been designed to be minimally intrusive and minimally destructive to archaeological remains.
- 3.2 Specifically, the evaluation will establish a) whether, and to what extent, the site has been affected by past quarrying activities, b) wartime and modern development of the site; c) the thickness and truncation of any modern deposits/overburden overlying potential archaeological remains; d) despite the extensive truncation identified during the geotechnical investigation can more evidence of intact brickearth be identified within the site and e) can any evidence of wartime air raid shelters be identified.
- 3.3 For the purposes of this project, archaeologically significant remains and contexts are defined as remains and contexts relating to pre-1945 human use of the area.

- 3.4 An additional aim is to identify and record the nature, dimensions, and relationship of natural deposits on the site.
- 3.5 The information gathered will enable the SCCHET acting as advisers to the LPA to identify and assess the particular significance of any heritage asset, consider the impact of the proposed development upon it, and to avoid or minimise conflict between the heritage asset's conservation and any aspect of the development proposal, in line with the *National Planning Policy Framework* (DCLG 2012).

4. MITIGATION AGAINST UXO

- 4.1 Prior to any intrusive works commencing all personnel will attend an Explosives Safety & Awareness Briefing. Personnel will be briefed on UXO recognition and made aware of the possible risks. They would be informed of the actions to take to alert the site manager and to keep people and equipment away from the hazard.
- 4.2 When excavation of trenches is being undertaken an Explosives Safety Engineer will be in attendance to identify any potential UXO contamination. The role of the Engineer would include:
- The monitoring of works using visual recognition and instrumentation, where practical and advising staff of the need to modify working practices to take account the ordnance risk.
 - Using a magnetometer, clear in advance of the excavator to ensure no buried ordnance is encountered.
 - Providing an immediate response to reports of suspicious objects or suspected items of ordnance that have been recovered by the ground workers on site.
 - Aid in incident management, including liaison with the Local Authorities and Police, should ordnance be identified and present an explosive hazard.

5. METHODOLOGY

Introduction

- 5.1 The following methodology is proposed in order to meet the aims and objectives of the fieldwork. All works will be carried out in accordance with the relevant guidance

given in the Chartered Institute for Archaeologists' *Standard and Guidance for Archaeological Field Evaluation* (CIfA 2014) excepting where they are superseded by statements made below.

- 5.2 Prior to the commencement of the fieldwork a Southampton Historic Environment Record SOU1722 site code has been obtained for the Site.

Programme

- 5.3 All work will be subject to approval of this WSI by SCCHET, prior to any work commencing.
- 5.4 It is anticipated that fieldwork will be undertaken by a team of up to three archaeologists for up to 2 weeks commencing on 8 August 2016.

Evaluation strategy

- 5.5 The evaluation comprises the excavation of 20 trenches in the locations shown on the attached plan. All trenches will be 30m long by 1.8m wide.

Fieldwork and recording

- 5.6 Trenches will be set out on OS National Grid (NGR) co-ordinates using Leica GPS, and scanned for live services by trained Cotswold Archaeology staff using CAT and Genny equipment in accordance with the Cotswold Archaeology *Safe System of Work for avoiding underground services*. The position of the trenches may be adjusted on site to account for services and other constraints, with the approval of the SCCHET. The final 'as dug' trench plan will be recorded with GPS
- 5.7 All trenches are located in areas of hardstanding and will be firstly formed by the use of a breaker. The broken hardstanding will be removed by use of a toothed bucket. All subsequent excavation of soft material will be excavated by a mechanical excavator equipped with a toothless grading bucket. All machining will be conducted under constant archaeological supervision and will cease when the first archaeological horizon or natural substrate is revealed (whichever is encountered first). Topsoil or other thick deposits (except for cellars and modern disturbance), will be removed in spits of no more than 200mm, and the top of each spit cleaned and inspected for archaeologically significant features. Topsoil layers may have built up over several centuries and features can often be found within a layer. Machining will be undertaken with care and not simply or immediately to the top of the natural

deposits. Any cut features (e.g. ditches or pits) or structures encountered will be recorded in plan and manually excavated before proceeding with further excavation. If some trenches need to be excavated throughout to a depth at which the sides of the trench are considered unstable, to reach the natural subsoil/ archaeological deposits, the sides of trenches will be either shored, battered or “stepped back” to allow safe working.

- 5.8 Topsoil and subsoil will be stored separately adjacent to each trench. Stripped material will be visually examined for archaeological material and a metal detector will be used to enhance artefact recovery.
- 5.9 Following machining, all archaeological features revealed will be planned and recorded in accordance with Technical Manual 1 *Fieldwork Recording Manual*. Each context will be recorded on a pro-forma context sheet by written and measured description; Soil descriptions will be based on the Soil Science Handbook, and Munsell colour descriptions will be used; 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 Technical Manual 4 *Survey Manual*. All relevant trench sections drawn will be drawn where archaeological deposits and features have been identified and recorded, with levels related to the Ordnance Datum. For trenches with only a topsoil/subsoil profile and no archaeological features a representative section will be recorded with a record of the height of each key horizon at either end of the trench as well as the ground surface and maximum depths of the trench and these converted to OD heights
- 5.10 A full photographic record will be maintained using digital cameras for all photography of the site. The photographic record will illustrate both the detail and the general context of the principal features and finds excavated and the Site as a whole
- 5.11 Sample excavation of archaeological deposits will be undertaken in accordance with the methodology set out below, and will be limited and minimally intrusive, sufficient to achieve the objectives identified in Section 3 above, and at this stage there is no requirement to sample all archaeological features encountered. Where appropriate excavation will not compromise the integrity of the archaeological record, and will be

undertaken in such a way as to allow for the subsequent protection of remains either for conservation or to allow more detailed investigations to be conducted under better conditions at a later date. For example, for frequent similar features like a row of post-holes or stake-holes, the character and date could be deduced by a sample excavation of a few and extrapolated to the rest. The following excavation strategy will be employed.

- Sufficient samples (usually 50%) of all discrete archaeological feature (e.g. postholes and pits) and lengths of all ditches, linear boundaries (usually 10-20%) etc. will be excavated in order to elucidate the date, character, relationships and function of the feature;
- All ditch/enclosure terminals will be investigated;
- A larger sample of up to 100% of industrial deposits or significant features/burials may be required;
- In the event that significant features or deposits are revealed, Cotswold Archaeology will consult with the SCCHET to ensure that sufficient work is undertaken to ensure the aims and objectives of the project are met.

5.12 Particular care will be taken not to damage any areas containing significant remains of potential national importance which might merit preservation in situ. Such remains are normally considered to include deep or complex ancient stratified archaeological layers and features; or rare, unusual or exceptionally well-preserved ancient archaeological structures, deposits, or collections of artefacts. Such areas will be protected and not left open to the weather, or other forms of deterioration. While archaeological investigation should not in general terms be carried out at the expense of the preservation in situ of archaeological structures, deposits, or features, it will be important to ensure that a sufficient sample of these is investigated to assess their character and quality. CA will notify archaeological features or deposits worthy of preservation in situ to the SCCHET, at the earliest opportunity.

5.13 Where there is a high density of archaeological features exposed in any individual trench, the SCCHET may at their discretion advise CA that the full requisite sample of features to be excavated may be reduced. This may apply with the proviso that the purpose of the evaluation can be achieved in full, that is to inform the



determination stage of the planning application process and enable a decision to be made on an appropriate level of preservation or mitigation of impact.

Finds and environmental

- 5.14 All finds and environmental 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 Technical Manual 3 Treatment of Finds Immediately after Excavation. Finds will be treated in accordance with the relevant guidance given in the “*Standards for the Creation, Compilation and Transfer of Archaeological Archives*” (Southampton City Council, 2007), the Chartered Institute for Archaeologist's *Standard and Guidance for Archaeological Field Evaluation* (CIfA 2014), the UK Institute of Conservators Guidelines “*Conservation Guideline No 2*” and the Museums and Galleries Commissions “*Standards in the Museum Care of Archaeological Collections* (1991)” excepting where they are superseded by statements made below.
- 5.15 Artefacts from topsoil and subsoil and un-stratified contexts will normally be noted but not retained unless they are of intrinsic interest (e.g. worked flint or flint debitage, featured pottery sherds, and other potential ‘registered artefacts’). All artefacts will be collected from stratified excavated contexts except for large assemblages of post-medieval or modern material. Such material may be noted and not retained, or, if appropriate, a representative sample may be collected and retained.
- 5.16 A suitable metal detector will be used to enhance artefact recovery during the course of the fieldwork. Spoil dumps along with archaeological areas will be scanned.
- 5.17 All retained artefacts will, as a minimum, be washed, weighed, counted and identified. Any artefacts requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson & Neal 1998). Ironwork from stratified contexts will be X-rayed and stored in a stable environment along with other fragile and delicate material. The X-raying of objects and other conservation needs will be undertaken by the staff of the Wiltshire Museums and Library Service Conservation Consortium, Chippenham or other appropriate approved conservation centre.

- 5.18 Information will be obtained from the designated Museums Service concerning conditions and arrangements for the deposition of finds.
- 5.19 The presence, character and quality of environmental remains on a site will need evaluation. This will help the design of an environmental sampling methodology for any further stage of excavation, as well as provide information that will help interpret the site should no further fieldwork take place. A selection of features investigated during the evaluation will be sampled, processed and assessed in accordance with CA Technical Manual 2 *The Taking and Processing of Environmental and Other Samples from Archaeological Sites*. On-site sampling and post-excavation assessment will be undertaken in accordance with English Heritage's guidance in *Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation*.
- 5.20 Bulk environmental soil samples of up to 40 litres for large deposits/fills, no less than 10 litres for the fills of all other features/deposits (or 100% of the fills of small features/deposits containing less than 10 litres) will be taken from well-sealed and dated or datable archaeological features for plant macro-fossils (charred and/or waterlogged and wood charcoal), small animal bones and small artefacts. Where appropriate monolith and/or contiguous column samples will be taken to consider for sub-sampling for pollen and/or diatom assessment.
- 5.21 Where appropriate monolith and/or contiguous column samples will be taken. Monoliths will be taken from key and representative sequences on the site. These will be examined in laboratory conditions by a geoarchaeologist to further elucidate the depositional history of the Site and enable sub-sampling for microfossils and radiocarbon samples as appropriate. Particular attention will be paid to stases and buried land surfaces, with soil micromorphology considered
- 5.22 Bulk environmental soil samples will be processed by flotation and scanned to assess the environmental potential of deposits, but will not be fully analysed. The residues and sieved fractions will be recorded and retained with the project archive. A statement on the environmental potential of excavated deposits will be appended to the evaluation report.
- 5.23 CA will ensure that all metal finds other than those made of gold and lead (and those exemptions set out in "Standards for the Creation, Compilation and Transfer of

Archaeological Archives") are x-radiographed as part of the recording process and in advance of the Collections Assessment described below.

- 5.24 At an early stage of the post-excavation process, CA will enable Southampton City Council's Curator of Archaeological Collections to carry out a Collections Assessment of the material archive, as stipulated in "Standards for the Creation, Compilation and Transfer of Archaeological Archives". (Contact gill.woolrich@southampton.gov.uk).
- 5.25 To ensure the long-term stability of the finds and their availability for future study, CA will ensure that an assessment of conservation needs and subsequent necessary work is carried out by a qualified archaeological conservator, or in a recognised conservation laboratory (see 5.17). The conservator and the laboratory must be approved by the Curator of Archaeological Collections. Full records (which will form a part of the archive) will be kept of any treatment given.
- 5.26 Based on the results of the Collections Assessment, CA will ensure that all finds and other items of archaeological interest removed from the site are analysed and recorded by specialists (see 5.5 and Appendix A), to agreed standards, and with the approval of the HET. Specialist work may need to be carried out on all metalwork; all bone, including worked bone and human remains and other organic remains; industrial waste; ceramic material; glass; and lithic material.
- 5.27 CA will ensure that, where they exist, type series housed by Southampton City Council's Archaeology Collections are the principal ones referred to in compiling specialist reports. (At the time of issue, type series exist for pottery and stone.).
- 5.28 CA will ensure that data about complete, identifiable, itemised objects are transferred onto Southampton City Museum's Archaeological Object Record Sheets. The sheets will then be entered into the computerised Archaeological Collections Object Database, and where necessary CA will make allowance for the costs involved in computer entry.

Human Remains

- 5.29 Where human remains are encountered, these will not normally be excavated, but will be planned and recorded in detail. Where excavation of human remains is

required, this will be conducted following the acquisition of a licence from the Ministry of Justice.

Treasure

- 5.30 CA will comply fully with the provisions of the Treasure Act 1996, Treasure (Designation) Order 2002 and the Code of Practice referred to therein.

Reinstatement

- 5.31 Unless otherwise advised by the client, excavated trenches will be backfilled by CA following completion of excavation with spoil derived from those trenches. Spoil will be deposited and compacted as best as may be managed by machine and the surface of the fill left flush with the surrounding ground surface. No open cavities will be left from incomplete backfilling, especially around the edges of the trench. The quality of backfilling of the trenches will be inspected and approved by the CA Project Leader to the standard above mentioned prior to CA vacating the site
- 5.32 Trenches containing archaeological features or deposits will not be backfilled by CA until the requirements set out above have been complied with and until the SCCHET has given their direct written or verbal approval. Exceptions for reasons of health and safety or similar requirements will be communicated by CA immediately to the SCCHET.

6. STAFF AND TIMETABLE

- 6.1 This project will be under the management of Damian De Rosa MCI(A), Project Manager, CA.
- 6.2 The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the evaluation as required during the period of fieldwork. Day to day responsibility however will rest with the Project Leader who will be on-site throughout the project.
- 6.3 The field team will consist of a maximum of 3 staff (1 Project Leader and 2 Archaeologists).



6.4 It is envisaged that the project will require approximately 10 days of fieldwork. Analysis of the results and subsequent reporting will take up to a further four weeks.

6.5 Specialists who will be invited to advise and report on specific aspects of the project as necessary are:

Ceramics	Ed McSloy (CA)
Metalwork	Ed McSloy (CA)
Flint	Ed McSloy (CA)
Animal Bone	Andy Clark (CA)
Human Bone	Sharon Clough (CA)
Environmental Remains	Sarah Wyles (CA)
Conservation	Wiltshire Conservation Service
Geoarchaeology	Dr Keith Wilkinson (ARCA)

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

7. POST-EXCAVATION, ARCHIVING AND REPORTING


Post-Excavation Report

7.1 On the completion of fieldwork, the following tasks will be undertaken:

- All retained finds will be washed, marked, identified and quantified by feature and/or deposit;
- Environmental samples will be processed, scanned and an assessment of their potential prepared for the report;
- An appropriately illustrated descriptive summary of the archaeological results with an indication of their initial significance will be prepared in the report

7.2 The report will include a summary sheet giving the information in the list below. This will be used by the SHER Officer to compile the “Archaeology in Hampshire” entry and create an initial, basic HER event. The report will include, the following as a minimum:

- A frontis detailing;
 - Site name/address
 - SOU site code (this should also be included on the front cover)

- Contractor site code
 - HET consultation number
 - Planning application number (if relevant)
 - Grid reference of centre of site - 8 figures, including prefix (eg SU). More than one grid reference for widely dispersed sites, as appropriate (for instance, where trenches are located at widely different points around the city).
 - Fieldwork dates (full start and end dates in form day/month/year)
 - Type of fieldwork
 - Name of contracting unit
 - Report author
 - Name of client
 - Non-technical summary (to include all periods represented on the site, including those present only as residual finds in later contexts).
- An introduction, including project background, description of the site and surrounding area; including geology, topography and hydrography;
 - A site location plan tied into OS National Grid;
 - Aims and objectives, including a description of the relevant fieldwork and post fieldwork project methodologies;
 - A location plan showing all investigations overlain on an Ordnance Survey map base;
 - A factual report including tabulated data, describing all archaeological remains (features, artefacts etc.) discovered during the works, and including a consideration of their location, form, function, date, preservation and significance, supported by any appropriate figures or photographs considered necessary;
 - An assessment of the significance of any archaeological remains.
- 7.3 A draft copy of the evaluation report will be prepared by Cotswold Archaeology within four weeks of completing the fieldwork. Immediately after the preparation, a copy of the report in PDF format will be submitted the Client and SCCHET for approval
- 7.4 As soon as it has been approved, Cotswold Archaeology will send a full-colour paper copy of the report each of the following: the client; the SCCHET (for the Southampton Historic Environment Record (HER)); the Special Collections section of Southampton Public Library. Cotswold Archaeology will also deposit a full-colour paper copy of the report as part of the archive
- 7.5 At the same time, the SCCHET will be supplied with one copy of the approved report in PDF format, either by email or on disk as appropriate. The PDF will be text searchable with good quality figures and images. All report drawings and photographs will included in the PDF file, with the selecting of text and graphics
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security option set at "allowed". At the same time, Cotswold Archaeology will supply the SCCHEM with a trench plan, registered to the National Grid; also a digital copy of trench plans and feature-distribution or phase plans (where phase plans are appropriate). The format will be preferably MapInfo TAB; otherwise Auto CAD DWG/DXF, ArcInfo ESRI Shape, or Intergraph/Microstation Design.

- 7.6 At the appropriate time, Cotswold Archaeology will send a short report of the evidence for inclusion in the summaries compiled by relevant journals (these are defined as any or all of: "Past", "Britannia", "Medieval Archaeology", "Post-medieval Archaeology", and "Archaeology in Hampshire").
- 7.7 The final report including figures will also be made available in digital format. Unless specifically instructed otherwise, this will be as a fully hyperlinked and bookmarked Adobe Acrobat PDF file. The information will be deposited within the HER maintained by Southampton City Council where it can be freely copied without reference to Cotswold Archaeology for the purposes of archaeological research or Development Control within the planning process

Oasis

- 7.8 On completion of the report, Cotswold Archaeology will complete an online OASIS pro forma at <http://ads.ahds.ac.uk/project/oasis/> for the works.

The Archive

- 7.9 Should no further work be required, an ordered, indexed, and internally consistent site archive will be prepared and deposited in accordance with *Standards for the Creation, Compilation and Transfer of Archaeological Archives*" (Southampton City Council, 2007).
- 7.10 "Archive" here means the documentary and material archive as defined in "Standards for the Creation, Compilation and Transfer of Archaeological Archives" (Southampton City Council, 2007). Southampton City Council will be the depository of the archive, once the period of post-fieldwork analysis and report-writing is complete; and will assume title to all material recovered from the fieldwork for inclusion in its collections. A timescale for the handing over of the archive will be included in the post-excavation programme of archaeological work.

- 7.11 CA will ensure that the written, drawn, and photographic archive is brought up to a standard that will allow for the publication of a detailed summary report.
- 7.12 CA will prepare a summary of the contents of the archive, which itself will form a part of the archive.
- 7.13 CA will ensure that the archive is prepared, compiled, and presented in accordance with the standards laid down in "Standards for the Creation, Compilation and Transfer of Archaeological Archives" (Southampton City Council, 2007). (For further information, contact the Curator of Archaeological Collections, email gill.woolrich@southampton.gov.uk)
- 7.14 CA will ensure the deposition of the archive, making allowance for the long-term archive-storage costs that will be incurred by Southampton City Council, including the costs of deposition of the digital archive with the Archaeology Data Service (see Appendix 11 of "Standards for the Creation, Compilation and Transfer of Archaeological Archives").
- 7.15 CA will ensure that the written and drawn archive is copied onto microfiche which satisfies the criteria set out by English Heritage. The microfiche will itself form part of the archive. English Heritage can make available its list of approved microfilm bureaux. A master copy will be deposited with the English Heritage Record Centre at Swindon.
- 7.16 Where part of the archive is defined as treasure, the developer accepts responsibility for any compensation eventually awarded the landowner.
- 7.17 Planning conditions will not be discharged until all reports (both in PDF and paper format) and GIS files have been received and approved by the SCCHE / HER, and until the archive has been approved by the Curator of Archaeological Collections, Gill Woolrich.

8. HEALTH AND SAFETY

- 8.1 CA will conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, CA Health and Safety and

Environmental policies and the CA Safety, Health and Environmental Management System (SHE). A site-specific Project Health and Safety Plan (form SHE 017) will be formulated prior to commencement of fieldwork.

9. INSURANCES

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

10. MONITORING

- 10.1 Notification of the start of site works and general progress updates will be made to the SCCHET throughout the fieldwork period, so that there will be opportunities to visit the evaluation and check on the quality and progress of the work. This monitoring will include examination of excavated areas as well as the primary site record (context sheets, drawings, sample record sheets etc). No areas subject to archaeological work will be regarded as completed and available for backfilling without such monitoring and upon confirmation from the SCCHET that the agreed works in those areas have been satisfactorily completed, the exception being where trenches need to be backfilled for safety reasons.

11. QUALITY ASSURANCE

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



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APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS**Ceramics**

Neolithic/Bronze Age	Ed McSloy (CA) Emily Edwards (freelance) Dr Ros Cleal (freelance)
Iron Age/Roman (Samian) (Amphorae stamps)	Ed McSloy (CA) Gwladys Montell (freelance) David Williams (freelance)
Anglo-Saxon	Paul Blinkhorn (freelance) Dr Jane Timby (freelance)
Medieval/post-medieval (Clay pipe)	Ed McSloy (CA) Duncan Brown (freelance) Paul Blinkhorn (freelance) Reg Jackson (freelance)
Ceramic Building Material	Ed McSloy (CA) Phil Mills (freelance)
Other Finds	
Small Finds	Ed McSloy (CA)
Metal Artefacts	Dr Jörn Schuster (freelance) Dr Hilary Cool (freelance)
Lithics (Palaeolithic)	Ed McSloy (CA) Jackie Sommerville (CA) Francis Wenban-Smith (University of Southampton)
Worked Stone	Ruth Shaffrey (freelance)
Inscriptions	Dr Roger Tomlin (Oxford)
Glass	Ed McSloy (CA) Dr Hilary Cool (freelance) Dr David Dungworth (freelance; English Heritage)
Coins	Ed McSloy (CA) Dr Peter Guest (Cardiff University) Dr Richard Reece (freelance)
Leather	Quita Mould (freelance)
Textiles	Penelope Walton Rogers (freelance)
Iron slag/metal technology	Dr Tim Young (Cardiff University) Dr David Dungworth (English Heritage)
Biological Remains	
Animal bone	Andy Clarke (CA)
Human Bone	Sharon Clough (CA)
Environmental sampling	Sarah Cobain (CA) Dr Keith Wilkinson (ARCA)
Pollen	Rob Batchelor (QUEST, University of Reading)
Diatoms	Nigel Cameron (UCL)
Charred Plant Remains	Sarah Cobain (CA)

Wood/Charcoal	Sarah Cobain (CA)
Insects	David Smith (Birmingham University) Enid Allison (Canterbury Archaeological Trust)
Mollusca	Dr Keith Wilkinson (ARCA)
Fish bones	Philip Armitage (freelance)
Geoarchaeology	Dr Keith Wilkinson (ARCA)
Scientific Dating	
Dendrochronology	Robert Howard (NTRDL Nottingham)
Radiocarbon dating	SUERC (East Kilbride) Beta Analytic (USA)
Archaeomagnetic dating	Neil Suttie (University of Liverpool) Cathy Batt (University of Bradford)
TL/OSL Dating	Phil Toms (University of Gloucestershire)
Conservation	Karen Barker (freelance) Wiltshire Conservation Services



APPENDIX B: ARCHAEOLOGICAL STANDARDS AND GUIDELINES

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APPENDIX C: SCCHET GENERIC BRIEF FOR ARCHAEOLOGICAL INVESTIGATION



TEMPLATE
Southampton City Council Historic Environment Team
Brief for an Archaeological Investigation
--- Evaluation ---
****Site Name****

1. INTRODUCTION

- 1.1 A pre-application enquiry/application has been submitted/made by ***** (hereinafter referred to as the intended developer) for permission to redevelop the site of *****. The pre-application/application number is *****.
- 1.2 The internal reference number used by Southampton City Council's Historic Environment Team (acting as adviser to the local planning authority) is HET****.
- 1.3 The site lies within Area**** of the Local Areas of Archaeological Potential as defined in the saved Policy HE6 of the City of Southampton Local Plan and the Core Strategy.
- 1.4 Development here threatens to damage archaeological remains, and the Historic Environment Team has recommended that an archaeological evaluation of the site should be carried out before the planning application is determined/in advance of redevelopment. (**Delete as appropriate.)
- 1.5 This brief has been written by the Historic Environment Team acting on behalf of the Local Planning Authority.
- 1.6 If changes are made to the nature and extent of groundworks for the development, the Historic Environment Team may need to amend this brief.
- 1.7 It allows for the monitoring of the archaeological work against specific performance indicators, a list of which comprises Appendix A.
- 1.8 Throughout this document the term "contractor" has been used for "archaeological contractor", and should be read as such in all clauses.
- 1.9 The following abbreviations are used throughout this brief.
HET = Historic Environment Team
HER = Historic Environment Record
WSI = Written Scheme of Investigation

2. BACKGROUND INFORMATION

- 2.1 [***Brief outline of the historical background to the work.***]
- 2.2 [***Brief outline of previous archaeological work in the vicinity.***]

3. AIMS OF THE INVESTIGATION

- 3.1 In general, the evaluation is meant to assess whether archaeological remains survive on the site. If they do survive, the evaluation is meant to indicate their likely nature, significance and date.
- 3.2 Specific aims of this investigation. [Outline any specific aims, or refer to Section 2 Background.]
- 3.3 For the purposes of this project, archaeologically significant remains and contexts are defined as remains and contexts relating to pre-*****th-century human use of the area. (Elaborate as necessary for special cases.)
- 3.4 An additional aim is to identify and record the nature, dimensions, and relationship of natural deposits on the site.
- 3.5 The evaluation should also provide evidence so that the scale of the threat posed by redevelopment can be gauged. It will provide data that will help to determine if further work is required and what the nature of that work will be.
-

4. LOCATION, NATURE AND EXTENT OF THE INVESTIGATION

4.1 [**** Outline the criteria for deciding trench layout, relating to Section 2 - % of site to be dug, or targeting particular areas, etc. Also, what % of each feature should be excavated? Machine/hand excavation of deep deposits/topsoil in spits, as elaborated in Section 7 below. ****]

4.2 The extent of the trenching should be sufficient to leave it reasonably clear what range and type of archaeological remains exist *****.

5. WRITTEN SCHEME OF INVESTIGATION

5.1 The contractor will produce a WSI for the project. This must be approved by the HET before the contractor starts work on site. This Brief and the WSI will together form the Project Design and be the basis of future monitoring.

5.2 The WSI will include a section detailing the historical and archaeological background for the site, with figures as appropriate. This will highlight specific issues such as shoreline location, property boundaries and historic buildings. To compile this, the contractor must use Southampton HER data covered by a valid HER licence agreement, carry out a full map regression and check secondary sources if available. The contractor will consult the HER Officer (her@southampton.gov.uk) as to the extent of the search area required. For sites on the outskirts of the city, data for the area outside the city boundary may need to be obtained from the Hampshire HER. (See Appendix C for further details.)

5.3 The WSI will expand the aims of the investigation given above. It will precisely define the location, nature and extent of the investigation, using Section 4 for guidance and taking full account of health and safety issues and the location of services, buildings and tree roots (see also below for protected trees). This may be varied by written agreement with the HET once the fieldwork has begun.

5.4 The WSI will outline what are likely to be the principal stages of fieldwork and post-fieldwork, and the proposed timescales for all stages of that work (outlined in more detail in the relevant sections below).

6. OTHER FACTORS

6.1 The contractor will be bound by the present recensions of the "Code of Conduct" and the "Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology", both issued by the Institute of Field Archaeologists.

6.2 When the start date for the fieldwork is known, and before the start of the fieldwork, the contractor will obtain a Southampton site code from the HET (to be used throughout the project). (NOTE: Every archaeological investigation in Southampton is given a unique "SOU" site code to easily distinguish it from other archaeological investigations in the city. (To obtain the site code, contact historic.environment@southampton.gov.uk.)

6.3 The contractor will inform the HET when the specified fieldwork has begun, and when it has been completed.

6.4 The contractor will ensure that any trees subject to a Tree Protection Order are not threatened by the fieldwork, and will act to minimise the damage to other trees not scheduled for removal. The contractor may contact Southampton City Council's Trees Team (trees@southampton.gov.uk, tel 8083 3005) to discover whether there are any such trees on site; also to discuss whatever precautionary measures may be needed.

6.5 Archaeological supervisory staff will be issued with a copy of this Brief and the approved WSI for the site.

7. FIELDWORK METHODOLOGY

7.1 WRITTEN SCHEME OF INVESTIGATION The WSI will outline what are likely to be the principal stages of fieldwork and the proposed timescales for all stages of that work. It will outline the techniques and procedures to be followed, all of which must be approved in advance by the HET. The WSI will cover the following aspects of fieldwork:

7.1.1 EXCAVATION. All machine excavation must be carried out using mechanical excavators fitted with untoothed buckets. Trenches will be machine excavated to the top of archaeologically significant deposits or natural deposits, whichever is higher in the stratigraphic sequence. Thereafter, excavation will be by hand. Topsoil or other thick deposits (except for cellars and modern disturbance), must be removed in spits of no more than

200mm, and the top of each spit cleaned and inspected for archaeologically significant features. Topsoil layers may have built up over several centuries and features are often found within a layer. Machining straight to the top of natural deposits is not acceptable.

7.1.2 RECORDING The contractor will maintain a full record of archaeologically significant contexts. (Where a context is not archaeologically significant, the drawn record can consist of only an outline drawing and there will be no requirement to prepare a photographic record.) Soils will be described using the Soil Survey Field Handbook (Soil Survey of England and Wales) and Munsell colour chart.

7.1.3 SAMPLING The contractor will ensure that soil samples are taken of archaeologically significant deposits.

7.1.4 FINDS The contractor will ensure that all finds from archaeologically significant contexts are retained and are processed according to the standards laid down in "Standards for the Creation, Compilation and Transfer of Archaeological Archives" (Southampton City Council, 2007).

7.1.5 FINDS All finds of gold and silver will be moved to a safe place and reported to the coroner's office according to the procedures relating to the Treasure Act 1996. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.

7.2 CHANGES TO EXTENT OF WORK If, once the fieldwork has begun, it is found that the information required can be gained by less than complete excavation of archaeologically significant deposits, partial excavation will be acceptable provided that the contractor has first agreed this action with the HET.

7.3 MONITORING Throughout the process of fieldwork, the work will be monitored by the HET.

8. POST-FIELDWORK METHODOLOGY

8.0 If this fieldwork phase forms part of a larger project that will be incorporated into one archive, the tasks set out here may not all need to be carried out at this stage. (****Amend/delete as appropriate****)

8.1 WRITTEN SCHEME OF INVESTIGATION The WSI will include an outline of the likely principal stages of post-fieldwork, and the proposed timescales for all stages of that work. Each stage of the work will be fully documented using pro-forma sheets approved by the HET. The WSI will include the following post-fieldwork issues:

8.2 FINDS

8.2.01 The contractor will ensure that all metal finds other than those made of gold and lead (and those exemptions set out in "Standards for the Creation, Compilation and Transfer of Archaeological Archives") are x-radiographed as part of the recording process and in advance of the Collections Assessment described below.

8.2.02 At an early stage of the post-excavation process, the contractor will enable Southampton City Council's Curator of Archaeological Collections to carry out a Collections Assessment of the material archive, as stipulated in "Standards for the Creation, Compilation and Transfer of Archaeological Archives". (Contact gill.woolrich@southampton.gov.uk.)

8.2.03 To ensure the long-term stability of the finds and their availability for future study, the contractor will ensure that an assessment of conservation needs and subsequent necessary work is carried out by a qualified archaeological conservator, or in a recognised conservation laboratory. The conservator and the laboratory must be approved by the Curator of Archaeological Collections. Full records (which will form a part of the archive) must be kept of any treatment given.

8.2.04 Based on the results of the Collections Assessment, the contractor will ensure that all finds and other items of archaeological interest removed from the site are analysed and recorded by specialists, to agreed standards, and with the approval of the HET. Specialist work may need to be carried out on all metalwork; all bone, including worked bone and human remains and other organic remains; industrial waste; ceramic material; glass; and lithic material.

8.2.05 The contractor will ensure that, where they exist, type series housed by Southampton City Council's Archaeology Collections are the principal ones referred to in compiling specialist reports. (At the time of issue, type series exist for pottery and stone.)

8.2.06 The contractor will ensure that data about complete, identifiable, itemised objects are transferred onto Southampton City Museum's Archaeological Object Record Sheets. The sheets will then be entered into the computerised Archaeological Collections Object Database, and where necessary the contractor will make allowance for the costs involved in computer entry.

8.3 SOIL SAMPLES

8.3.01 A policy for assessing soil samples will be included in the WSI.

8.4 MONITORING Throughout the process of post-fieldwork, the work will/may (** delete as appropriate) be monitored by persons nominated by the HET.

8.5 WRITTEN REPORTS AND HER REQUIREMENTS

8.5.01 Within [*****an agreed time period] of the end of the investigation, the contractor will prepare a report of an appropriate standard on the evidence.

8.5.02 The report will use a system of version control, as outlined in Appendix 2 (Document-control grid) of Management of Research Projects in the Historic Environment (MoRPHE).

8.5.03 The report will include a summary sheet, as outlined in Appendix B.

8.5.04 The basic content requirements for the report are outlined in Appendix C.

8.5.05 The contractor will send a copy of the report in PDF format to the HET for approval.

8.5.06 Once it has been approved, the contractor will send a full-colour paper copy of the report to each of the following: the developer; the HET (for the HER); the Special Collections section of Southampton Public Library. The contractor will also deposit a full-colour paper copy of the report as part of the archive (see below).

8.5.07 The contractor will supply the HET with one copy of the approved report in PDF format (for the HER), either by email or on disk as appropriate. The PDF must be text searchable with good quality figures and images. All report drawings and photographs are to be included in the PDF file, and the selecting of text and graphics security option must be set at "allowed".

8.5.08 The contractor will supply the HER Officer (her@southampton.gov.uk) with a trench plan, registered to the National Grid; also a digital copy of trench plans and feature-distribution or phase plans (where phase plans are appropriate). The format will be preferably MapInfo TAB; otherwise Auto CAD DWG/DXF (saved as ACAD 2000), ArcInfo ESRI Shape, or Intergraph/Microstation Design.

8.5.09 The contractor will supply the HER Officer with digital copies of the photographs used in the report, for general use by the HET and HER. These will be supplied in TIFF format at least 600 dpi resolution.

8.5.10 The contractor will retain full copyright of the report under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the Client for the use of the report by the Client in all matters directly relating to the project as described in the WSI.

8.5.11 The contractor will give permission for the HET to freely copy the report and photographs for the purposes of archaeological research or development control within the planning process, without reference to the contractor.

8.5.12 At the appropriate time, the contractor will send a short report of the evidence for inclusion in the summaries compiled by relevant journals (these are defined as any or all of: "Past", "Britannia", "Medieval Archaeology", "Post-medieval Archaeology"). (The HER Officer will send a short report to "Archaeology in Hampshire".)

8.5.13 PUBLISHED REPORT If important features and finds are uncovered during the fieldwork, the information from this site may deserve a wider publication than the limited-distribution report allowed for above. If so, in addition to what is specified above, within an agreed time period of the end of the fieldwork, the contractor will prepare a report of an appropriate standard and arrange its publication in an appropriate form.

8.6 ARCHIVE

8.6.01 "Archive" here means the documentary and material archive as defined in "Standards for the Creation, Compilation and Transfer of Archaeological Archives" (Southampton City Council, 2007). Southampton City Council will be the depository of the archive, once the period of post-fieldwork analysis and report-writing is complete; and will assume title to all material recovered from the fieldwork for inclusion in its collections. A timescale for the handing over of the archive will be included in the post-excavation programme of archaeological work.

8.6.02 The contractor will ensure that the written, drawn, and photographic archive is brought up to a standard that will allow for the publication of a detailed summary report.

8.6.03 The contractor will prepare a summary of the contents of the archive, which itself will form a part of the archive.

8.6.04 The contractor will ensure that the archive is prepared, compiled, and presented in accordance with the standards laid down in "Standards for the Creation, Compilation and Transfer of Archaeological Archives"

(Southampton City Council, 2007). (For further information, contact the Curator of Archaeological Collections, email gill.woolrich@southampton.gov.uk.)

8.6.05 The contractor will ensure the deposition of the archive, making allowance for the long-term archive-storage costs that will be incurred by Southampton City Council, including the costs of deposition of the digital archive with the Archaeology Data Service (see Appendix 11 of "Standards for the Creation, Compilation and Transfer of Archaeological Archives").

8.6.06 The contractor will ensure that the written and drawn archive is copied onto microfiche which satisfies the criteria set out by English Heritage. The microfiche will itself form part of the archive. English Heritage can make available its list of approved microfilm bureaux. A master copy will be deposited with the English Heritage Record Centre at Swindon.

8.6.07 Where part of the archive is defined as treasure, the developer accepts responsibility for any compensation eventually awarded the landowner.

8.7 PLEASE NOTE that planning conditions will not be discharged until all reports (both in PDF and paper format) and GIS files have been received and approved by the HET / HER, and until the archive has been approved by the Curator of Archaeological Collections, Gill Woolrich.

A0 APPENDIX A: ARCHAEOLOGICAL PERFORMANCE INDICATORS

A0.1 This Brief and the WSI together form the Project Design and will be the basis of monitoring.

A1.1 PRE-FIELDWORK

A1.2 INDICATOR Production of an adequate WSI for the archaeological work.

A1.3 MEASURE The Historic Environment Team will ensure that the WSI contains a clear methodological statement and a satisfactory statement of how the aims of the Brief will be met.

A2.1 FIELDWORK

A2.2 INDICATOR Project Design (including agreed contract variations) is adhered to.

A2.3 MEASURE The HET will check that (a) contexts are excavated as specified, (b) contexts are recorded as specified, (c) samples are recorded as specified, (d) site drawings are accurate, and (e) finds are washed and marked as specified.

A3.1 POST-FIELDWORK

A3.2 INDICATOR Project Design (including agreed contract variations) is adhered to.

A3.3 MEASURE The HET will check that (a) all finds are recorded as specified, (b) the report is appropriate (it contains an appropriate level of detail, is of a proper standard, is unambiguous, is academically sound, and contains the requirements in Appendices B and C), and (c) where necessary a short report is published in the relevant journal or journals.

B0 APPENDIX B: GREY-LITERATURE REPORTS – SUMMARY SHEET CONTENT

B1 The report will include a summary sheet giving the information in the list below. This will be used by the HER Officer to compile the "Archaeology in Hampshire" entry and create an initial, basic HER event record. Reports that do not contain this information will be rejected.

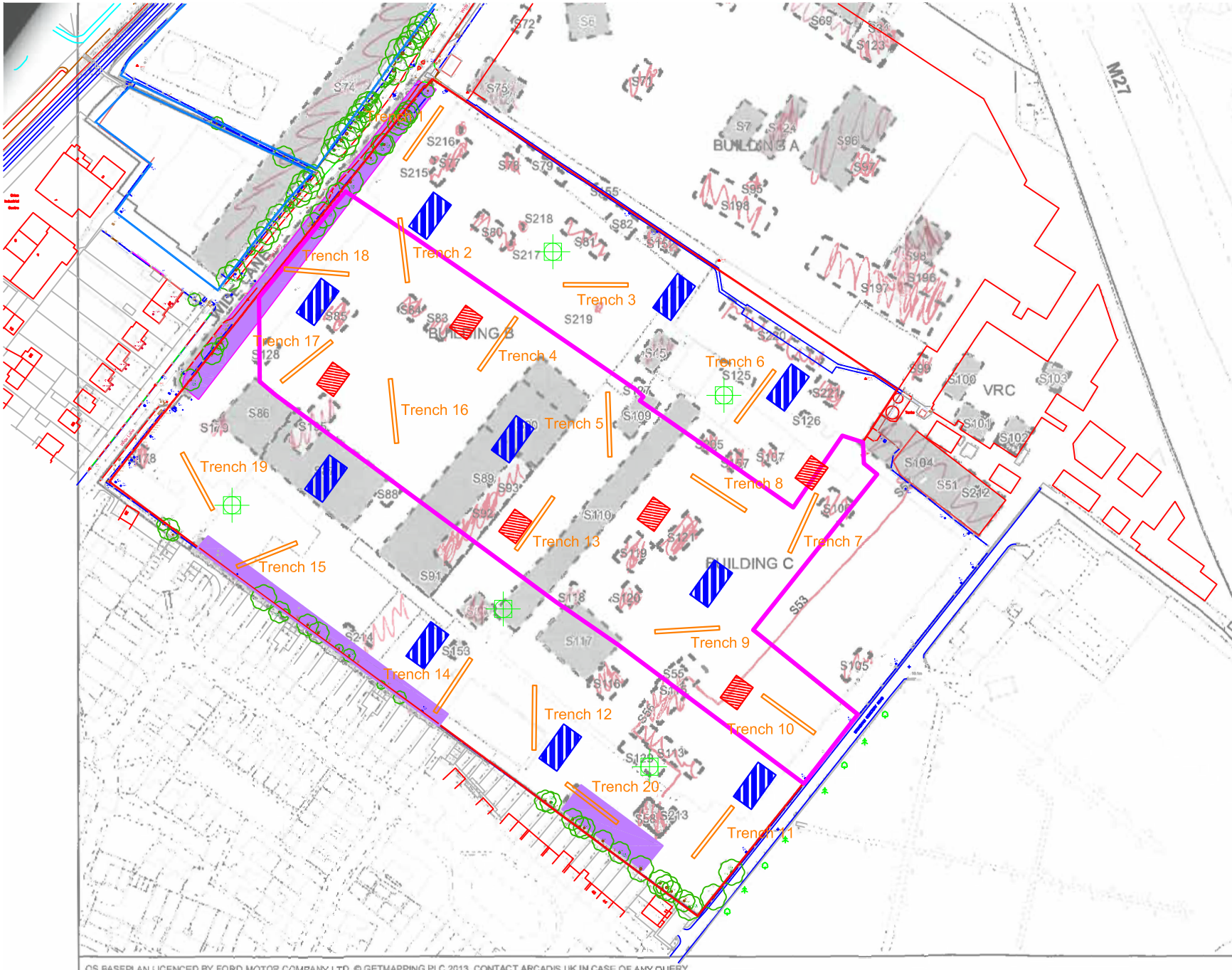
B2

- Site name/address
- SOU site code (this should also be included on the front cover)
- Contractor site code
- HET consultation number
- Planning application number (if relevant)
- Grid reference of centre of site - 8 figures, including prefix (eg SU). More than one grid reference for widely dispersed sites, as appropriate (for instance, where trenches are located at widely different points around the city).
- Fieldwork dates (full start and end dates in form day/month/year)
- Type of fieldwork
- Name of contracting unit
- Report author
- Name of client
- Non-technical summary (to include all periods represented on the site, including those present only as residual finds in later contexts).

C0	APPENDIX C: GREY-LITERATURE REPORTS – BASIC CONTENT REQUIREMENTS
C1	<p>It is expected that all reports will include the following information. Reports that do not contain this information will be rejected, unless a variation has been agreed in writing with the HET.</p> <p>NB: Notes under HISTORICAL BACKGROUND, ARCHAEOLOGICAL BACKGROUND and HER DATA also apply to the WSI.</p>
C2	<p>CONTENTS LIST</p> <p>PRESENT LANDUSE, GEOLOGY AND TOPOGRAPHY. (As in WSI, if necessary amended to reflect results of fieldwork. The geology as recorded by the Geological Survey should be discussed with reference to the actual site geology found during fieldwork.)</p> <p>HISTORICAL BACKGROUND Including at least a map regression and summary of information in secondary/published sources.</p> <p>ARCHAEOLOGICAL BACKGROUND Known archaeological sites or findspots in the vicinity, with location plan.</p> <p>REASON FOR PROJECT, PROJECT AIMS</p> <p>METHODOLOGY (Amended from the WSI as appropriate. Include trench dimensions and any restrictions on fieldwork, for instance Health & Safety, it rained constantly, etc.)</p> <p>DETAILED DESCRIPTION OF RESULTS For all areas/trenches with significant archaeology (with interpretation and dating)</p> <p>CONCLUSION This must include all periods present on the site, including those represented only by residual finds in later stratigraphy. Discuss with reference to the documentary evidence. Discuss the significance of the site in its broader archaeological, historical and landscape setting.</p> <p>BIBLIOGRAPHY</p> <p>LOCATION PLANS Site and trench location plans based on 1:1250 OS mapping, indicating areas surveyed by different methods. All scaled report figures should ideally be reproduced at easily readable scales.</p> <p>OTHER PLANS</p> <ul style="list-style-type: none">- Detailed plans of all areas/trenches with significant archaeology. (All scaled report figures should ideally be reproduced at easily readable scales.)- All plans must be correctly related to the national grid- All drawings must include levels related to ordnance datum <p>PHOTOGRAPHS To illustrate specific points in the text.</p> <p>APPENDICES:</p> <p>CONTEXT LIST with soil descriptions, phases, etc</p> <p>FINDS REPORT Table of all artefacts recorded, listed by context and material type, with an assessment (check artefact types and dating included). .</p>
C3	<p>HER DATA</p> <ul style="list-style-type: none">- To compile the historical and archaeological backgrounds, the contractor must use data from the Southampton HER that is covered by a valid licence agreement. Relevant sections from an existing desk-based assessment for the same development may be reused, provided that the licence

agreement is still valid. The Southampton HER data on Heritage Gateway is not up-to-date or complete and must not be used for commercial purposes.

- For HER contact details, user guidelines and an enquiry form, visit www.southampton.gov.uk/her.
- When referring to previous archaeological fieldwork or recording in Southampton, the "SOU" site code must be given (SOU xxxx), or, where there is no "SOU" code, the HER event record number (ESHxxxx). For findspots, buildings or other sites, the HER monument record number (MSHxxxx) must be used.
- The exceptions to the above will be for sites on the outskirts of the city when Hampshire HER data is used, or when data is derived from other non-HER sources. In these cases the reference numbers relevant to the data source will be used.
- Any new information not already on the Southampton HER must be highlighted as such, the source clearly given, and with locational details as full as possible.



Additional information:

- Site Boundary
- Trench Location
- Test Pit Location
- CBR Pit Location
- Borehole Location
- Air-raid Shelter

Project title:
Wide Lane, Former Ford Site, Southampton

London
Cheltenham
Kettering
Newark
Birmingham
www.cgms.co.uk

Planning & Development
Archaeology & Historic Buildings

Scale at A4: 1:2500

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50 m

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