

TEMPLATE
Southampton City Council Historic Environment Team
Brief for an Archaeological Investigation
Watching Brief with Option to Excavate
Civic Centre to new Arts Complex CHP pipeline

1. INTRODUCTION

- 1.1 As part of the Southampton New Arts Centre (SNAC) project, it is proposed that a connection to the CHP system is made, running from the east side of the Civic Centre, around the Sir James Matthews Building, and crossing Above Bar Street. The final details of the route have yet to be finalised.
- 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 7567
- 1.3 The site lies within Area 5c 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 a watching brief should be carried out during groundworks for the development, with an option to excavate should important features be uncovered.
- 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 (taken from Southampton Archaeology Unit Report 997)

2.1

The burgesses founded a leper hospital in or before 1173 – 1174. The hospital was assigned to St Denys Priory in 1179. The town complained that the priory had failed to honour its obligations from the 1360s onwards and had carried off wood and stone. In 1401 the Priory abandoned its charitable role and kept the income for its own use. The later history of the hospital was one of decline and material loss, beginning perhaps as early as the 1360s and accelerating in the 15th century.

The buildings of the leper hospital stood on both sides of Above Bar Street. The earliest documents, datable to c1150/1177, show that the main hospital building or house, with a garden to the north, was on the west side of Above Bar Street. On the east side were more buildings, the church of St Mary Magdalen (c1235 – 1250) and another garden. The earliest map of Southampton, datable to c1600 AD, may show a building that may be associated with the hospital at the western site, however the map is not to scale and single features are difficult to locate accurately.

The site of the Civic Centre and the land west of Above Bar Street were formerly part of the West Marlands Field. The East and West Marlands were on the east and west sides of Above Bar Street respectively. The Marlands, originally St Magdalen's Lands, which derived their name from the existence of the church and leper house of St Mary Magdalen, were part of the town's Lammas lands. Individuals held the fields from sowing time until after harvest. Then, after the grass had been allowed to grow again, they became common pasture for the rest of the year. The Lammas Lands were converted into publicly owned parks that were laid out between 1846 and 1861 (Davies, 1883, 55, 56).

Almshouses for poor widows, known as Thorner's almshouses, were built to the south of the site on the west side of the road in 1787 (Davies 1883, 308). Davies stated that they had been greatly enlarged by his time to provide accommodation on three sides of a large quadrangle of turf.

The area west of Above Bar Street appears on early maps as an area of fields. A north – south boundary line, continuing north from the west side of Thorner's Charity and separating the common field of West Marlands from the land close to the street, appears on Baker's map of 1802 and on Doswell's "Water Map" (compiled 1803 – 1827) but is not shown on Milne's map of 1791.

Anglesea Place was a terrace of houses with gardens behind, sited on the west side of Above Bar Street north of Thorner's Charity and probably built *circa* 1830. Deeds held by Southampton City Council Archives suggest that Anglesea Place was built, or at least was in the process of being built, by 1823 (Smith, 2003). Doswell's map of 1835 shows it as a built-up block but it is not shown on the earlier "Water Map". The 1846 Royal Engineers' map shows the extent of the development (fig 3). The houses later became shops and the gardens were largely built over. West Marlands Road originated as a path along the east side of West Marlands Field at the rear of Anglesea Place.

The part of West Marlands Field south of Commercial Road is shown as a gravel pit on the All Saints Parish Tithe Map of 1853 (Thompson, 2009). The 1868 edition of the Ordnance Survey map (fig 4) shows a large depression marked by hachures, which probably indicate the final extent of the quarry, and marked as "Volunteers' Drill Ground". The quarried area had presumably been levelled to create it. By the early 20th century the Drill Ground had gone out of use and the area became public open space.

The site was adopted for the construction of the new Civic Centre during the 1930s and the Guildhall forecourt was laid out, mainly on the area between West Marlands Road and the edge of the gravel pit. Bombing in 1940 destroyed the Anglesea Place terrace, after which a row of temporary shops was erected. Guildhall Square was laid out in the 1960s.

2.2 [***Brief outline of previous archaeological work in the vicinity.***]

The site is in an area of scattered finds of prehistoric flint, with evidence for Bronze Age activity to the south, Iron Age activity to the south and east, Middle Saxon occupation to the east and north east and late Saxon occupation, mainly to the south but also to the north.

Palaeolithic hand axes were found before 1919 at the Polygon, West Park Road, and at Marland Place, off Above Bar Street

The north west part of the Middle Saxon town of Hamwic lies some 400m to the north east. Archaeological investigations around St Mary's Road and Charlotte Place have revealed evidence for Middle Saxon occupation, including a gravel road surface, possibly an earlier alignment of St Mary's Road, at SOU 379/964 (Morton, 1990; Garner, 1999a). Middle Saxon and medieval features with residual prehistoric finds were found at SOU 965 (Garner, 1999b) and SOU 1281 (Whitehead, 2004).

Excavations at SOU 1112 revealed features of Middle Saxon date including pits and a well. A north-south linear feature on the eastern edge of the site was interpreted as a hollow way. A layer of probable prehistoric date contained worked flint and burnt flint (Garner, 2002a).

An excavation (SOU 3), at the Art College site revealed a discontinuous layer, possibly the fill of a shallow gully, containing burnt daub, briquetage and Iron Age pottery (Hassall, 1971).

Excavations at and around the Mosque site (SOU 97, 525, 778, 819) produced several, evidence for Iron Age and Roman activity (Vincent, 1997; Garner, undated; Morton, 1992; Smith, 1993).

A watching brief (SOU 323) at the east side of the Guildhall car park, revealed a feature, about 2.5m wide and at least 0.6m deep, possibly a ditch or a brickearth quarry pit, with a dark soil fill, from which a sherd of green glazed pottery was recovered (Hughes, 1988, 42).

A watching brief (SOU 402) at the Institute of Higher Education, East Park Terrace, produced two pit-like features. Five worked flints were recovered from one of them, suggesting a prehistoric date (Morton, 1990).

A watching brief at 23 – 24 Cumberland Place (SOU 677) revealed evidence of Late Saxon activity (Whitehead, 1995).

An evaluation excavation (SOU 1354) carried out at Guildhall Square in 2005 showed that on the east side of Guildhall Square, the former site of the houses of Anglesea Place, it was likely that any archaeological remains that may have been present would have been destroyed by the excavation of cellars. Much of the remaining area of Guildhall Square had been subject to quarrying for brickearth in the early 19th century. As happened elsewhere in Southampton, particularly in the St Mary's area, the quarry pits respected archaeological features, as the brickearth had already been removed (Morton, 1992).

Prehistoric and undated but possibly prehistoric features were excavated and residual sherds of Middle Saxon and Late Saxon pottery were found (Cottrell, 2005).

An evaluation excavation carried out immediately to the south during the redevelopment of numbers 129 – 139 Above Bar Street (SOU 1497) revealed two roughly parallel ditches aligned north – south, a medieval ditch aligned east – west, a post-medieval ditch aligned north – south and a number of other features. The fill of the north – south ditches contained a burnt flint and a single abraded sherd of flint tempered pottery. They were interpreted as later prehistoric field boundaries. Deposits of roof slates, medieval roof tile fragments and limestone in the medieval ditch suggested that a medieval building or buildings once stood nearby, probably to the south. The ditch was thought to probably represent the boundary between the Leper Hospital of St Mary Magdalen to the south and a garden to the north (Birbeck and Morton, 2009).

A Watching Brief carried out on the works associated with laying the new Guildhall Square revealed deposits dating from the prehistoric to the Late Medieval. There was a quantity of Middle Saxon features, which was unexpected given the location of the site in relation to Hamwic. Importantly the watching brief demonstrated that archaeological remains survive at about 500mm—700mm below the present ground surface. The trenches to carry the pipework will be between 600mm and 900mm deep.

3. AIMS OF THE INVESTIGATION

- 3.1 The aims are principally to determine the presence or absence of human use of the area, and the date, type, state of preservation, and extent of that use; to recover associated objects; and to record such evidence as does survive.
- 3.2 For the purposes of this project, archaeologically significant remains and contexts are defined as remains and contexts relating to pre-19th-century human use of the area.
- 3.3 An additional aim is to identify and record the nature, dimensions, and relationship of natural deposits on the site.

4. LOCATION, NATURE AND EXTENT OF THE INVESTIGATION

- 4.1 **WATCHING BRIEF** The location and extent of the investigation are defined as the limits of the groundworks that anyway will be excavated. The only major exception to this will occur if articulated human skeletal remains are found, which extend beyond the excavated area, in which case if it proves necessary to remove the remains it will be necessary to extend the excavation and archaeologically excavate them in their entirety.
- 4.2 **OPTION TO EXCAVATE** The principal form of investigation is intended to be an archaeological watching brief. However, if archaeologically significant features are found which might warrant archaeological excavation, the contractor will contact the HET, and the HET will decide how to proceed.

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 reiterating the historical and archaeological background for the site as given in Section 2.
- 5.3 The WSI will reiterate the aims of the investigation outlined in Section 3, and the location, nature and extent of the investigation outlined in Section 4. It will take full account of health and safety issues. The WSI 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 Archaeological 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:
- 7.2 WATCHING BRIEF
- 7.2.01 RECORDING The contractor will:
- observe and record details of the deposits exposed by groundworks, using the Soil Survey Field Handbook (Soil Survey of England and Wales) and Munsell colour chart to describe soils.
 - draw a plan at an appropriate scale to show the area exposed during groundworks and its relationship with more permanent topographical features such as streets. The plan will also show the location of contexts observed by the contractor. Where observation of the groundworks is limited to certain parts, the plan will also show this.
 - draw other plans and sections as necessary and at an appropriate scale (usually 1:20 for plans and 1:10 for sections), and will take photographs as necessary.
- 7.2.02 FINDS The contractor will recover (or, where recovery is impractical, will record the existence of) objects relating to human exploitation of the area that have been exposed by groundworks, and ensure that the finds are retained and processed according to the standards laid down in "Standards for the Creation, Compilation and Transfer of Archaeological Archives" (Southampton City Council, 2007).
- 7.2.03 FINDS Where practicable, the contractor will scan the spoil from the developer's groundworks for objects relating to human exploitation of the area; and will record their existence or will recover them.
- 7.2.04 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.
- 7.3 ARCHAEOLOGICAL EXCAVATION (for the option to excavate)
- 7.3.01 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.
- 7.3.02 SAMPLING The contractor will ensure that soil samples are taken of archaeologically significant deposits.
- 7.3.03 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).
- 7.4 HUMAN SKELETAL REMAINS (See also section 4.) The contractor is reminded that disturbance of human remains in a disused burial ground is illegal unless sanctioned by a Ministry of Justice licence. If human skeletal remains are uncovered, the contractor will apply to the MoJ for a licence to remove them and their removal will involve archaeological excavation of the remains. The excavation and post-excavation work

on the human remains are not dealt with by this project brief and such work must be agreed with the HET.

- 7.5 CHANGES TO EXTENT OF WATCHING BRIEF If, once the fieldwork has begun, it is found that the aims of the watching brief can be fulfilled with an observation of selected groundworks, the contractor may restrict the scope of the watching brief, provided that agreement to this course of action has been obtained from the HET.
- 7.6 CHANGES TO EXTENT OF EXCAVATION If, once the option to excavate has begun, it is found that the aims of the Brief can be gained by less than complete excavation of archaeologically significant deposits, or if significant Health and Safety issues arise, partial excavation will be acceptable provided that the contractor has first agreed this action with the HET.
- 7.7 IMPORTANT NOTE. It is expected that ALL groundworks will be observed until agreed otherwise in writing with the HET. It is the responsibility of the contractor to liaise with the developer's site manager and to ensure that archaeological staff are available at short notice.
- 7.8 MONITORING Throughout the process of fieldwork, the work may be monitored by the HET.

8. POST-FIELDWORK METHODOLOGY

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 two months 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 If required, 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 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.

NB: Notes under HISTORICAL BACKGROUND and ARCHAEOLOGICAL BACKGROUND also apply to the WSI.

C2 CONTENTS LIST

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.)

HISTORICAL BACKGROUND

(As in the WSI.)

ARCHAEOLOGICAL BACKGROUND

(As in the WSI.) Known archaeological sites or findspots in the vicinity.

When referring to previous archaeological fieldwork or recording in Southampton, the "SOU" site code must be given (SOU xxxx). For findspots, buildings or other sites, the HER monument record number (MSHxxxx) must be used, if known.

REASON FOR PROJECT, PROJECT AIMS

METHODOLOGY

(Amended from the WSI as appropriate. Include trench dimensions and any restrictions on fieldwork, for instance Health & Safety, it rained constantly, etc. If any groundworks were not observed, this should be clearly stated and the reason give.)

DETAILED DESCRIPTION OF RESULTS

For all areas/trenches with significant archaeology (with interpretation and dating)

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.

BIBLIOGRAPHY

LOCATION PLANS

Site and trench location plans based on 1:1250 OS mapping, indicating areas surveyed by different methods, and any groundworks not observed. All scaled report figures should ideally be reproduced at easily readable scales.

OTHER PLANS

- 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

PHOTOGRAPHS

To illustrate specific points in the text.

APPENDICES:

CONTEXT LIST with soil descriptions, phases, etc

FINDS REPORT

Table of all artefacts recorded, listed by context and material type, with an assessment (check artefact types and dating included). .