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**WRITTEN SCHEME OF  
INVESTIGATION  
FOR AN  
ARCHAEOLOGICAL  
EVALUATION**

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**FORMER MERIDIAN TV  
STUDIOS  
SUMMER STREET  
NORTHAM  
SOUTHAMPTON**

**July 2015**

**Local Planning Authority:  
Southampton City Council**

**Site centred at:  
SU 43057 12841**

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## **1.0 INTRODUCTION**

- 1.1 It is proposed to develop land at the former Meridian TV studios, Northam Southampton. The archaeological investigation is being undertaken as a condition associated with planning reference 14/01747/OUT (Figs 1 - 2), specifically Conditions 4 and 5 which state:

### **04. APPROVAL CONDITION - Archaeological evaluation [Pre-Commencement Condition]**

**No development shall take place within the site until the implementation of a programme of archaeological work has been secured in accordance with a written scheme of investigation which has been submitted to and approved by the Local Planning Authority.**

**Reason:**

**To ensure that the archaeological investigation is initiated at an appropriate point in development procedure.**

### **05. APPROVAL CONDITION - Archaeological evaluation work programme [Performance Condition]**

**The developer will secure the completion of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted to and approved by the Local Planning Authority.**

**Reason:**

**To ensure that the archaeological investigation is completed.**

In the event significant archaeological deposits are recorded conditions 6 and 7 may apply.

### **06. APPROVAL CONDITION - Archaeological investigation (further works) [Performance Condition]**

**The Developer will secure the implementation of a programme of archaeological works in accordance with a written scheme of investigation which will be submitted to and approved by the Local Planning Authority.**

**Reason:**

**To ensure that the additional archaeological investigation is initiated at an appropriate point in development procedure.**

### **07. APPROVAL CONDITION - Archaeological work programme (further works) [Performance Condition]**

**The developer will secure the completion of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted to and approved by the Local Planning Authority.**

**Reason:**

**To ensure that the archaeological investigation is completed..**

- 1.2 The geological, topographical, archaeological and historical background to the site is summarised in Section 2 and 3 below.
- 1.3 The initial consultation response from Southampton City Council Heritage Services concluded the site lies within Area 16 (Rest of Southampton) of the Local Areas of Archaeological Potential. Development here may damage remains associated with the prehistoric, Roman and Medieval occupation of the city, although much of the site will have been severely damaged by later timber ponds, and the construction of the new Northam Bridge and associated road. A phased programme of archaeological work should be commissioned by the developer. The work should concentrate on the southernmost part of the site immediately to the north of Summers Street. An archaeological evaluation should be commissioned to establish the presence or otherwise of archaeological deposits, followed by such further work as is required. This can be covered by conditions.
- 1.3 The proposed development may potentially affect any archaeological remains which might be present. For this reason, and because of the site's perceived archaeological potential, a programme of archaeological evaluation (trial trench) has been deemed appropriate in this particular instance. The results of the evaluation will determine whether a further phase of archaeological mitigation is required.
- 1.4 This document therefore forms the Written Scheme of Investigation (WSI) for the proposed evaluation. It has been prepared in accordance with all relevant guidelines, including those set down by the Chartered Institute for Archaeologists (CIfA) and English Heritage (EH), to which the evaluation will adhere (see Sources Consulted).
- 1.5 The WSI has been compiled following consultation with Kevin White, Historic Environment Group Leader for Southampton City Council and with Ingrid Peckham, Historic Environment Record Officer (Southampton City Council).
- 1.6 The WSI has been written using the template provided by Southampton City Council Historic Environment Team (HET) for a 'Brief for an Archaeological Investigation, Evaluation'.

## **2.0 GEOLOGY AND TOPOGRAPHY**

- 2.1 The southern part of the site is believed to comprise brickearth overlain by superficial alluvial deposits. The northern part of the site comprises reclaimed land. The 1897 Ordnance Survey, used as an underlay for Figure 2, illustrates this part of the site as open water.
- 2.2 The study site is fairly level at c. 3.7m Above Ordnance Datum (AOD) whereas the north-east corner of the site is slightly higher at 4m AOD.
- 2.3 The site comprises footings of the demolished former Meridian TV Studios and an overgrown car park. The area of rough ground is bounded to the south by Summers Street, to the east by Northam Road, to the north by the River Itchen. The site is located on the west bank of the River Itchen.

### **3.0 HISTORICAL AND ARCHAEOLOGICAL BACKGROUND**

- 3.1 The following information is derived from the Archaeological Desk-Based Assessment undertaken by TVAS (2014) and liaison with Ingrid Peckham, Historic Environment Record Officer, Southampton City Council. The assessment was based on a consideration of evidence in the Southampton City Council's Historic Environment Record (HER) for the study site and a zone 500m in extent surrounding its boundary.

#### **Prehistoric and Roman**

- 3.2 The potential for the discovery of archaeological assets belonging to the prehistoric periods on the site is regarded as unknown. Flint artefacts dated possibly to the Palaeolithic, Mesolithic and Bronze Age are not securely located within the study area used for the archaeological desk-based assessment.
- 3.3 Discussion with the HER Officer has advised that in landscape terms, the location of the site adjacent to the Itchen river, its mudflats and Northam Marsh to the south on easily worked brick-earth derived soils, can be considered a good potential for prehistoric evidence. Also, later prehistoric evidence (Neolithic to Iron Age) is often present on archaeological sites in Hamwic and the area of the medieval town, especially in areas not heavily disturbed by later activity.
- 3.4 The intertidal zone may include alluvial deposits overlying peat deposits (of possible Bronze Age date) as found elsewhere along the Itchen river. Around Southampton's coast, peat deposits have been dated to very late Palaeolithic through to Bronze Age. Some sites have found more than one peat layer.
- 3.5 The site is located on the west bank of the River Itchen whereas the focus of Roman settlement is on the east bank at Bitterne (*Clausentum*). It is possible that some evidence for Roman activity is present however the river crossing was much further to the north and west.
- 3.6 Some Roman building material evidence is recorded within Hamwic (Saxon Southampton) and the later Saxon/Medieval town of Southampton. The materials are primarily found in a secondary context, residual material in rubbish pits, none of these find spots are conclusive evidence of Roman settlement. The building material recorded around Southampton may have been collected as curios from

the abandoned city of *Clausentum* or may indicate the presence of nearby buildings. However, fairly extensive excavations across *Hamwic* or the Medieval city have failed to find evidence of Roman settlement. Evidence of late Iron Age and Romano-British settlement is recorded from the south end of Houndwell Park, and some other sites in the medieval town area have yielded some deposits phased as Roman.

- 3.7 The potential for the discovery of archaeological assets of Roman date on the site is regarded as low/nil.

### **Anglo-Saxon and Medieval**

- 3.8 The settlement centers during these periods are located more than 2km to the south and south-west respectively.
- 3.9 The northern edge of *Hamwic* is recorded 550m south of the site. Northam is mentioned in Domesday, the HER considers that this may have been centered on Northam Farm (200m to the west). However, there is no recorded evidence for this. An earlier reference (dated 842 AD) refers to North-hamwic (Nordhunnwig), probably meaning Northam, and suggests that it was located at Northam Farm.
- 3.10 It has also been suggested that Derby Road was a Middle Saxon route linking *Hamwic* with the Northam Farm area again, there is no recorded evidence for this. Derby Road/Golden Grove route, is first mentioned in 1252 as the way running from St Mary's Church (*Hamwic*) to the grangia at Northam
- 3.11 On the basis of the recorded archaeological assets and the known northern extent of *Hamwic* the potential for the discovery of archaeological deposits of Saxon/Medieval date on the site is regarded as low/nil.
- 3.12 It is possible however that artefacts related to seasonal exploitation of the marsh and intertidal area may be encountered on the site.

### **Post-medieval and Modern**

- 3.13 The Post-Medieval and Modern development of the site has been assessed in detail in the archaeological desk-based assessment previously submitted (TVAS, 2014).



- 3.14 In brief the site is significantly north of the main port areas serving Southampton. A wharf is noted at Northam as early as 1664 however, its location is immediately east of Northam Bridge.
- 3.15 The earliest detailed map of Northam (dated 1846) shows two thirds of the site as an intertidal area with the southern third divided into two fields. A single track tramway is annotated along the shore separating the fields from the river.
- 3.16 The Ordnance Survey dated 1897 records a timber pond on the site (within the former intertidal area) and The Bridge Foundry (Iron and Brass) in the northern part of the site. The southern part of the site is not developed until the 1940's when a large cinema is constructed in the south-east corner.
- 3.17 The original television centre is constructed in the mid-1960's in the south-east corner of the site. In the mid-1980's the former timber ponds and intertidal area are infilled and the original television centre demolished to be replaced by the modern Meridian TV Studios (since demolished).
- 3.18 On the eastern mudflats of the Itchen river hulks and boats continue to be dumped and it is possible that examples may exist on the western side (beneath the site).

### **Previous Archaeological Investigation**

- 3.19 An archaeological desk-based assessment was undertaken for the site (TVAS 2014).

#### **4.0     ARCHAEOLOGICAL TRIAL TRENCH EVALUATION**

- 4.1     An archaeological evaluation (trial trench) has been requested in advance of construction of a new residential development. The evaluation will focus on the southern part of the site specifically looking for evidence of former waterfront construction and activities (Figure 2).
- 4.2     Discussions and approval with Kevin White, Historic Environment Group Leader for Southampton City Council has identified a requirement for 7 evaluation trenches illustrated on Figure 2.
- 4.3     The trenches comprise 4 20 x 1.8m trenches along the former 'dry land' south of the foreshore (Trenches 1 to 4). A further 20 x 1.8m trench is located in the north-east corner of the site (Trench 5). Two 30 x 1.8m trenches (Trenches 6 and 7) are aligned north-south to assess the original shoreline.
- 4.4     The extent of the trenching should be sufficient to determine the presence or absence of archaeological deposits that may be present on the site and their range, date and type.

## **5.0 OBJECTIVES AND RATIONALE**

- 5.1 To record and excavate any features and deposits encountered during the course of the evaluation, and determine the character, quality and date of each feature or group of features.
- 5.2 An additional aim is to identify and record the nature dimensions and relationship of natural deposits on the site.
- 5.3 Within these parameters, the evaluation of this site presents an opportunity to address the following objectives:
  - 1) To determine the presence of any activity pre-dating the construction of the timber ponds and the Bridge Foundry in the 19<sup>th</sup> century.
  - 2) To determine the presence of any structures associated with the operations of the Bridge Foundry. How do these remains relate to cartographic evidence?
  - 3) Can the function of these structures be established? What is their relationship to other structural remains identified on site?
  - 4) To establish the environmental context of the deposits identified, including provision for geoarchaeological sampling/analysis of appropriate deposits at the site.

## **6.0 DETAILED SPECIFICATION – ARCHAEOLOGICAL EVALUATION**

- 6.1 The overall objectives of this evaluation are set out in Section 5. This section details the on site methodologies, report format and other related details.
- 6.2 The evaluation will focus on the southern part of the site specifically looking for evidence of former waterfront construction and activities (Figure 2). Trench 5 will evaluate the north-east corner of the site.
- 6.3 A Southampton "SOU" site code will be issued by the Historic Environment Team once the start date of the fieldwork is known and will be used throughout the project to identify the site records and artefacts.
- 6.4 The contractor will inform the HET when the specified fieldwork has begun, and when it has been completed.
- 6.5 Archaeological supervisory staff will be issued with a copy of the approved WSI for the site.

### **Archaeological Evaluation Techniques**

- 1) The removal of overlying made ground/topsoil deposits should be undertaken by mechanical excavator using a toothless bucket, where practicable. Undifferentiated deposits such as deep topsoil layers, will be removed in level spits of no more than 0.20m depth, and the top of each spit cleaned (including by hand) and inspected for archaeologically significant features. Successive spits may be similarly removed and checked until the first significant archaeological horizon is reached. That level should be cleaned in plan using a toothless bucket, and then by hand. *The machine must not be used to cut arbitrary trial trenches down to natural deposits, without regard to the archaeological stratification and leaving a section record only.* All machine work must be under archaeological supervision and should cease immediately if significant evidence is revealed.
- 2) Examination of all archaeological deposits should be by hand with cleaning, examination and recording both in plan and section.
- 3) Archaeological excavation may require work by pick and shovel or occasionally further use of the machine. *Such techniques are only appropriate for the removal*

*of homogeneous or low-grade deposits which may give a 'window' into underlying levels. They must not be used on complex stratigraphy and the deposits to be removed must have been properly recorded first.* The depth and nature of all colluvial or other masking deposits must be established across the site.

- 4) If significant remains are encountered which might merit preservation in situ, then an appropriate mitigation strategy will be developed. Such evidence would normally include deep or complex stratification settlement evidence and structures. The Local Planning Authority and Kevin White, Historic Environment Group Leader for Southampton City Council must be informed immediately if remains likely to be of national significance are encountered.
- 5) Any human remains must also be left *in situ*, covered and protected. If removal is essential it can only take place under appropriate Ministry of Justice and environmental health regulations. Such removal must be in compliance with the Disused Burial Grounds Amendment Act 1981. Prior written notice is also to be given to the Local Planning Authority.
- 6) Throughout the process of fieldwork, the work will be monitored by either Kevin White or Ingrid Peckham of Southampton City Council's Historic Environment Team (HET). Reasonable access to the site is to be arranged for the HET. No trench will be backfilled without the approval of the HET.

### **Access and Safety**

- 7) Reasonable access to the site is to be arranged for representatives of the Local Planning Authority and Kevin White, Historic Environment Group Leader for Southampton City Council who may wish to make site inspections to ensure that the archaeological investigations are progressing satisfactorily.
- 8) *All relevant health and safety regulations determined by the on site Principal Contractor must be followed.* A general health and safety policy must be provided by the Archaeological Contractor and a detailed risk assessment and management strategy for this site prepared. In particular the machine should be kept away from unsupported trench edges and public access routes should be supervised and controlled. Barriers, hoardings and warning notices should be installed as appropriate. Safety helmets are to be used by all personnel as necessary.

Appropriate toilet and washing facilities for site staff will be provided by the Primary Contractor.

- 9) *No personnel are to work in deep unsupported excavations.* Trenches deeper than 1.2m will have to be stepped or battered back.
- 10) The archaeological organisation must be satisfied that the applicant or developer has provided all information reasonably obtainable on contamination and the location of live services before any site work takes place.

### **Recording Systems**

- 11) The recording system must be fully compatible with that most widely used elsewhere in Southampton. Context sheets should include all relevant stratigraphic relationships and for complex stratigraphy a separate matrix diagram should be employed. This matrix should be fully checked during the course of the evaluation. If there is any doubt over recording techniques the guidance of Kevin White, Historic Environment Group Leader for Southampton City Council will be sought.
- 12) It will be the responsibility of the archaeological contractor to obtain a site code (if required) from Ingrid Peckham, Historic Environment Records Officer for Southampton City Council, which will subsequently be used as the site identifier on all documents.
- 13) The site archive will be so organised as to be compatible with other archaeological archives produced in the City. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets. Sample recording sheets, sample registers, finds recording sheets, access catalogues, and photo record cards will also be used. Soils will be described using the Soil Survey Field Handbook (Soil Survey of England and Wales) and Munsell colour chart. This requirement for archival compatibility extends to the use of computerised database.
- 14) In general the following sampling strategy will be adhered to:
  - 50% of each intrusive feature (pits, postholes).
  - 25% of each linear feature, including all terminals and intersections.
  - 50% of earth-cut structural features (beamslots, ring ditches).

- Surviving structural elements (walls, collapse/debris fields) and domestic/industrial features (hearths, ovens), will be exposed, cleaned and left in-situ.
  - 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.
- 15) Site location plan required; general plan (e.g. OS 1:1250) showing investigation area and development site in relation to surrounding locality and street pattern.
- 16) This will be supplemented by trench plans at 1:500 (or 1:200), which will show the location of the areas investigated in relationship to the investigation area, OS grid and site grid (if any). The locations of the OS bench marks used and site TBMs will also be identified. All trenches will be located using a total station or appropriate GPS equipment.
- 17) Archaeological plans; some record of the full extent in plan of all archaeological deposits must be made. All significant deposits that significantly affect the interpretation of the site and relate to the watching brief objectives should be formally planned in relation to the trench and OS grid and be at a scale of 1:10 or 1:20. Single context planning is required on deeply stratified sites.
- 18) Sections containing significant deposits, including half sections, should be drawn as appropriate.
- 19) All archaeological plans and sections should be on drawing film at a scale of 1:10 or 1:20 and should include context numbers and OD spot heights for all principal strata and features.
- 20) An adequate photographic record of any significant archaeological remains is required, in both plan and section, illustrating in both detail and general context the principal features and finds discovered. This will consist of black and white prints and colour transparencies (on 35mm film) supported by standard digital photography. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation mounted. The transparencies will be mounted in suitable frames. Where appropriate a photogrammetric record will be made of complex structures, features and horizons liable to be damaged in the course of the evaluation.

- 21) A Harris Matrix stratification diagram will be compiled and fully checked during the course of the excavations.

### **Finds and Samples**

- 22) Any finds recovered will be retained and processed according to the standards laid down in "Standards for the Creation, Compilation and Transfer of Archaeological Archives" (Southampton City Council, 2007).
- 23) The contractor will ensure that soil samples are taken of archaeologically significant deposits. Other samples will be taken as necessary, in consultation with the HET and the English Heritage Scientific Advisor for the region. There will be sought at the project planning stage and a visit arranged to determine the importance and sampling requirements for all deposits exposed during the investigation. Consideration will be given to bulk samples of material for C14 dating, as appropriate, and samples of any other inclusions such as wood should also be taken.
- 24) A context number will be allocated to all finds, even if this number is simply one allocated to unstratified finds.
- 25) A high priority will be given to the sampling of coastal and other anaerobic deposits (such as peat) where organic materials may be preserved.
- 26) Organic samples will be subject to appropriate specialist analysis. There may be a requirement to submit timbers to dendrochronological analysis and to process some samples to provide C14 dating. Other forms of specialist analysis may also be appropriate.
- 27) The finds retrieval policies of the English Heritage archaeological guidance papers will be adopted. All identified finds and artefacts will be retained, although certain classes of building material can sometimes be discarded after recording if an appropriate sample is retained. No finds will, however, be discarded without the prior approval of Kevin White, Historic Environment Group Leader for Southampton City Council.



- 28) All finds and samples will be treated in a proper manner and to the standards of the UK Institute of Conservators Guidelines. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the UK Institute for Conservation "Conservation Guideline No 2". Appropriate guidelines set out in the Museums and Galleries Commissions "Standards in the Museum Care of Archaeological Collections (1991)" and "Standards for the Creation, Compilation and Transfer of Archaeological Archives" (Southampton City Council, 2007) will be followed.
- 29) Any finds covered by the provisions of the Treasure Act (1996, amended 2003) and Treasure (Designation) Order 2002, including gold and silver, will be moved to a safe place and reported to the coroner's office according to the procedures determined by the Act. They will also be reported to the local finds liaison officer from the Portable Antiquities Scheme. 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.
- 30) The pottery specialist employed by the archaeological contractor will be familiar with local wares with a record of publications in the region. The Southampton City Council pottery type series will be used.

## **Reports**

- 31) If this fieldwork phase is likely to form 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.
- 32) Throughout the process of post-fieldwork, the work may be monitored by persons nominated by the HET.
- 33) Within an agreed time period of the end of investigation, the contractor will prepare a report of an appropriate standard on the evidence. The time period will depend on the results of the evaluation and whether the HET requires further fieldwork to be undertaken at a later stage, and will be agreed after the evaluation has taken place. It may be appropriate to prepare an interim report within two weeks, and a final report at a later date. All reports must be submitted to the HET for approval.
- 34) The final report on the evaluation will include, as a minimum:

- a non-technical summary (to include the SOU site code, planning application number, the HET ref number HET 7605, and all periods represented on the site, including those present only as residual finds in later contexts);
- a table of contents;
- summary geological, archaeological and historical background details for the site;
- a statement of the aims of the project;
- a statement of the methodology of the excavation and an assessment of the same;
- a preliminary archaeological site narrative and account of the phasing based on the stratigraphic record and spot dating;
- phased plans and sections at an appropriate scale cross-referenced with the written description;
- appropriate maps, photographs and artefact drawings;
- a discussion of the location, extent, date, nature, condition, quality and significance of any archaeological deposits identified during the work;
- all finds and environmental specialist reports;
- an interpretation of the results of the excavation in relation to archaeology in the vicinity and an identification of any research implications arising;
- an Updated Post-Excavation Project Design,
- a bibliography of sources consulted;
- index table, with soil descriptions and spot-dates, of all context numbers, e.g. "1114 - ditch, SE quadrant of site; 115 - fill of 114, contents pottery, worked flint, provisional date LBA;
- index table of small finds, bulk finds and samples;
- an index to the project archive and statement on its location/proposed repository;
- a completed OASIS record.

- 35) If the results of the evaluation are positive, the contractor (Wessex Archaeology) will need to obtain HER data from the HER, to supplement the information in the existing desk-based assessment, in order to complete the background sections of the report.
- 36) The contractor (via CgMs) will send a copy of the final report in PDF format to the HET for approval.
- 37) 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).

- 38) 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".
- 39) 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.
- 40) 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.
- 41) 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.
- 42) 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.
- 43) 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".
- 44) 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.

## **Archives**

- 45) "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.
- 46) 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.
- 47) The contractor will prepare a summary of the contents of the archive, which itself will form a part of the archive.
- 48) 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](mailto:gill.woolrich@southampton.gov.uk)).
- 49) 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").
- 50) 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.
- 51) Where part of the archive is defined as treasure, the developer accepts responsibility for any compensation eventually awarded the landowner.

- 52) At an early stage of the post-excavation process, Southampton City Council's Curator of Archaeological Collections will 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](mailto:gill.woolrich@southampton.gov.uk)).
- 53) 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.
- 54) 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 above.
- 55) All finds and other items of archaeological interest removed from the site will be analysed and recorded by specialists, subject to the approval of the HET. All specialist work will be carried out as necessary, to agreed standards, and with the approval of the HET, based on the results of assessments of the material which will be carried out as the first stage of the post-excavation process. 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. The pottery and stone type series housed by Southampton City Council's Archaeology Collections will be used as reference material.
- 56) Data about complete, identifiable, itemised objects will be transferred onto Southampton City Museum's Archaeological Object Record Sheets. The sheets will then be entered into the computerised Archaeological Collections Object Database.
- 57) The site archive is to be deposited with the appropriate local museum within 3 months of the completion of work. It will then become publicly accessible.
- 58) In addition, at the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/projects/oasis/> must be initiated and

key fields completed on Details, Location and Creators Forms. All appropriate parts of the OASIS online form must be completed for submission to the Southampton City Council HER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive). The OASIS process will be completed by the appointed archaeological fieldwork contractor.

### **Archaeological Contractor**

- 59) The field team deployed by the Archaeological Contractor, Wessex Archaeology, will include only full time professional archaeological staff. All staff should be experienced on similar sites.

### **Notification of Start Date**

- 60) Kevin White, Historic Environment Group Leader for Southampton City Council will be notified in advance of the commencement of fieldwork, and will be kept informed of progress on site with a view to arranging site monitoring meetings as appropriate.

## **SOURCES CONSULTED**

### **National Guidance:**

Department of Communities and Local Government *National Planning Policy Framework* 2012

Department of Communities and Local Government/Department of Culture Media and Sport/English Heritage *PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide* 2010

English Heritage *Comparison of PPS5 Policies with Historic Environment-Related Policies in the NPPF – Part 1* 5 April 2012 unpublished document

English Heritage *Comparison of PPS5 Policies with Historic Environment-Related Policies in the NPPF – Part 2* 5 April 2012 unpublished document

### **Institute for Archaeologists Guidelines:**

[http://www.archaeologists.net/sites/default/files/node-files/code\\_conduct.pdf](http://www.archaeologists.net/sites/default/files/node-files/code_conduct.pdf)

[http://www.archaeologists.net/sites/default/files/node-files/ifa\\_code\\_practice.pdf](http://www.archaeologists.net/sites/default/files/node-files/ifa_code_practice.pdf)

### **Regional Guidelines:**

Southeast Research Framework (draft)

### **English Heritage Guidelines:**

MAP2 Management of Archaeological Projects (Second Edition) 1991

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### **Guidelines for archiving:**

Archaeological Archives Forum (Duncan H. Brown), *Archaeological Archives: a guide to best practice in creation, completion, transfer and collection* 2007

Museum and Galleries Commission *Standards in the Museum Care of Archaeological Collections* 1992

Society of Museum Archaeologists *Selection and Retention and Dispersal of Archaeological Collections* draft 1992

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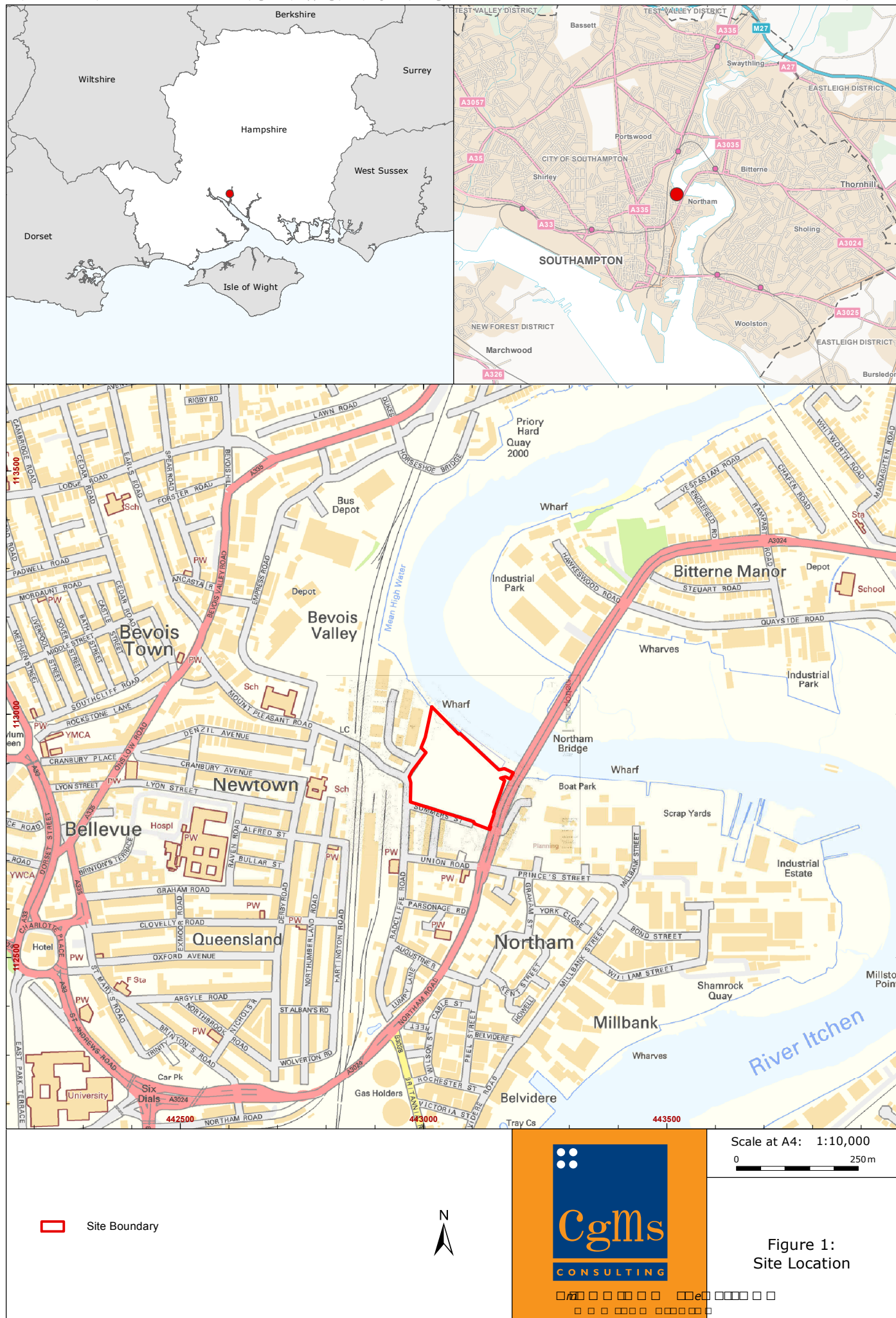
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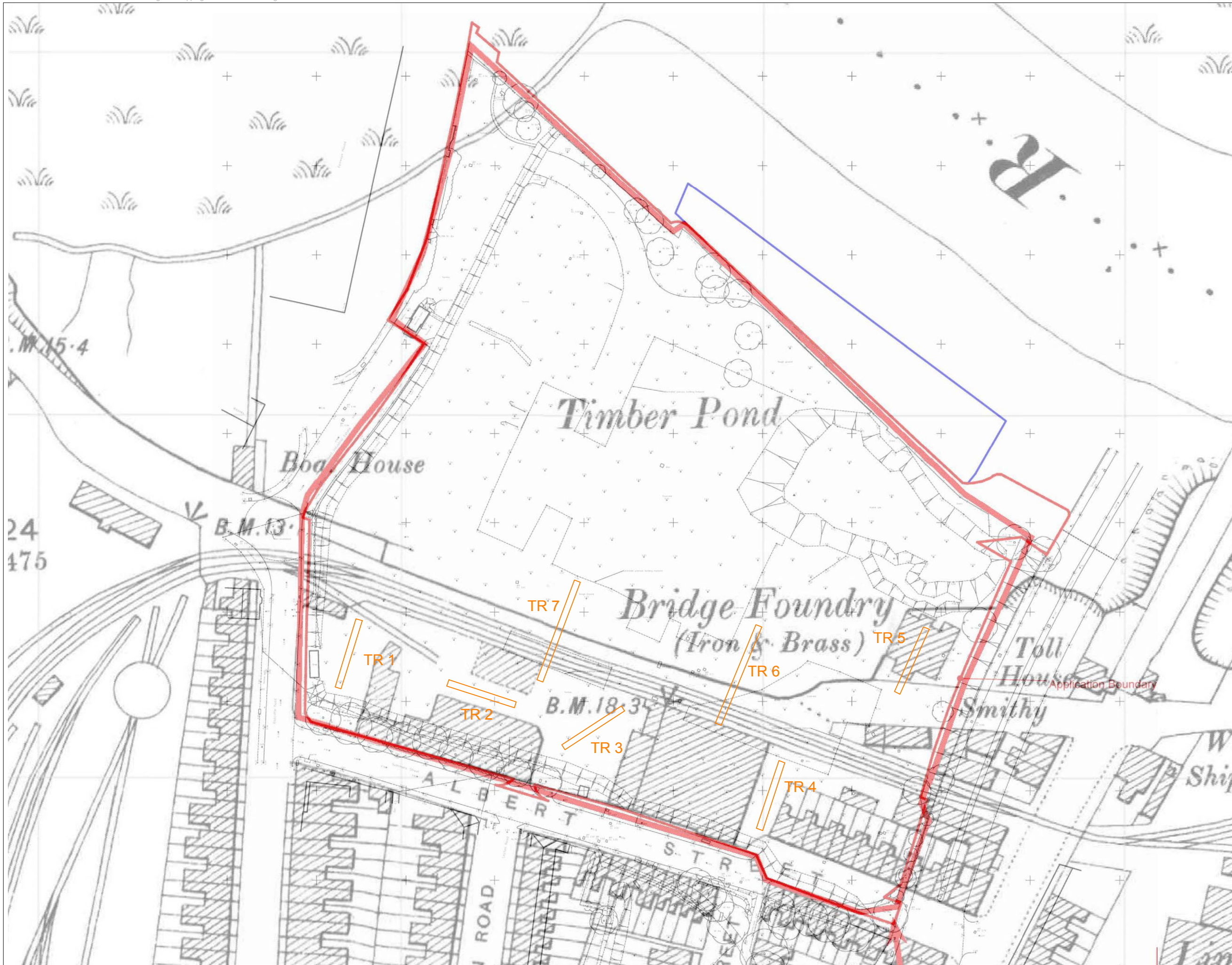
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-  Site Boundary
-  Proposed Trench Location
- TR 1-5 25m x 1.8m  
TR 6-7 30m x 1.8m



Scale at A3: 1:1000  
0 20 m

Figure 2:  
Proposed Trench  
Location Plan

Cgms

[www.cgms.co.uk](http://www.cgms.co.uk)