



Mount Pleasant Junior School Southampton

Written Scheme of Investigation
for Archaeological Watching Brief
Draft

Planning Application Ref. 16/01206/FUL
Accession Number: tbc
Ref: 115600.01
January 2017



**Mount Pleasant Junior School
Southampton**

**Written Scheme of Investigation
for Archaeological Watching Brief**

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January 2017

**WA Ref. 115600.01
Planning Application Ref. 16/01206/FUL**



Quality Assurance

Project Code	115600	Accession Code	tbc	Client Ref.	
Planning Application Ref.	16/01206/FUL	Ordnance Survey (OS) national grid reference (NGR)	442705 113030		

Version	Status*	Prepared by	Checked and Approved By	Approver's Signature	Date
v01	F	GLW	A D Crockett		09/02/17
File:	\\projectserver\wessex\Projects\115600_Project_Design\Submitted				
v02					
File:					
v03					
File:					
File:					
File:					
File:					

* I = Internal Draft; E = External Draft; F = Final

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Figure 1: Site location



Mount Pleasant Junior School Southampton

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1 INTRODUCTION

1.1 Project background

- 1.1.1 Wessex Archaeology has been commissioned by CDM Contractors Ltd ('the Client') to produce a written scheme of investigation (WSI) for a proposed archaeological watching brief at Mount Pleasant Junior School, Southampton, SO14 0WZ centred on National Grid Reference (NGR) 442705 113030 (hereafter 'the Site', **Figure 1**).
- 1.1.2 A planning application (ref. 16/01206/FUL: alternative ref. no. 3132) was approved (subject to conditions) by Southampton City Council (SCC) for a single storey extension and external alterations including new roof and access ramp, to an existing store room building.
- 1.1.3 The following archaeological conditions are attached to the planning consent:

03 APPROVAL CONDITION Archaeological watching brief investigation [Pre-Commencement Condition]

No groundworks 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.

04 APPROVAL CONDITION Archaeological watching brief 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.

- 1.1.4 The Client has commissioned the preparation of WSI, which sets out the specification for an archaeological watching brief within the Site, in response to the above archaeological conditions attached to planning consent.

1.2 Scope of document

- 1.2.1 This WSI sets out the strategy and methodology that will be employed by Wessex Archaeology in order to undertake the watching brief. It requires the approval of the SCC Historic Environment Team, prior to the commencement of the fieldwork.



- 1.2.2 In format and content this document conforms with current best practice and to the guidance outlined in *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015) and the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for an archaeological watching brief* (CIfA 2014a).

2 SITE DESCRIPTION

2.1 Location, topography and geology

- 2.1.1 The Site consists of a sub-rectangular parcel of land of approximately 0.9 hectares (ha), situated on the north side of Mount Pleasant Road, Southampton, next to the junction with Imperial Road. It is located on the edge of a residential area and an area of light industrial units, with the main railway line some 100 m to the east, and the River Itchen a further 150 m beyond (**Figure 1**).
- 2.1.2 The Site is occupied by the operational Mount Pleasant Junior School. The south of the Site fronting the road is occupied by the access road and car park with buildings set slightly back behind a tarmac playground, with another hard-standing playground in the northern area of the Site and an all-weather sports pitch in the east. The existing building that is the subject of the development proposals is that in the far north-west of the Site (**Figure 1**).
- 2.1.3 The Site is bordered by Mount Pleasant Road to the south, Imperial Road to the east and north, and Mount Pleasant Open Space recreation area and a residential property (no. 70 Mount Pleasant Road) to the west.
- 2.1.4 The Site is relatively level and was located on the south shore of the Itchen Estuary before this land was reclaimed. The natural topography slopes gently from west to east, towards the River Itchen.
- 2.1.5 The bedrock geology underlying the Site is mapped as Sand, Silt and Clay of the Wittering Formation, a sedimentary Bedrock former 40–56 million years ago in the Palaeogene. Superficial deposits recorded as Tidal Flat Deposits – Clay and Silt formed up to 2 million years ago in the Quaternary, are also expected (British Geological Survey online viewer). However, these deposits include or mask the Pleistocene river terrace gravels and brickearth in the area. Pleistocene "valley gravel" and brickearth may be expected in the southern part of the Site, and Pleistocene brickearth in the eastern part, with alluvium to the north.
- 2.1.6 It is likely that either brickearth or valley gravel will be the upper natural deposit south of the pre-reclamation High Water Mark, as on other sites in the vicinity.

2.2 Archaeological and historical background

- 2.2.1 The following uses HER data supplied for another site in Northam. For the site report, up-to-date HER data covered by a valid HER licence agreement will be obtained and used.

Designated assets

- 2.2.2 The Site lies within a Local Area of Archaeological Potential, as defined in the Southampton Local Plan and Core Strategy (LAAP16, The Rest of Southampton) and is also immediately west of another one (LAAP13, Northam Farm). Northam Farm may have been in existence from the 9th century, and there were farm buildings here by the 13th century.
- 2.2.3 There are no designated nationally important Listed Buildings or Scheduled Monuments within the Site. The Site does not lie within a Conservation Area. The closest Listed Building to the Site is the Grade II* The Old Farm Public House located 50 m east of the Site. The

closest Scheduled Monument is 700 m north-east of the Site, *Clausentum*, the main Roman settlement of Southampton.

- 2.2.4 No. 70 Mount Pleasant Road, Mount Pleasant Junior School and School House, within the Site and adjacent to the west of the Site, is on the local list of locally important buildings of historic or architectural interest (the Local List), as maintained by SCC Historic Environment (HER). It is listed as an '*important community building which has been in constant use as a school since it was opened in 1898. Of considerable architectural quality (architect John Blizard). Local landmark, largely intact*'¹; though there is no statutory protection for locally listed buildings, SCC policy is outlined in the Local Plan (policy HE4).

Prehistoric (970,000 BC – AD 43)

- 2.2.5 Prehistoric flint artefacts have been recovered from the local area though very few are securely provenanced. However, the Site's location close to the River Itchen with its mudflats suggest that there is at least some potential for prehistoric activity.
- 2.2.6 Within the intertidal zone of the River Itchen, peat deposits have been found beneath alluvial deposits, for example in boreholes close to the Site at Mount Pleasant Road (MSH 1512) and on the opposite side of the river at Bitterne Manor (MSH 286). These deposits are undated, but most are thought to be Mesolithic.

Romano-British (AD 43–410)

- 2.2.7 Bitterne Manor (*Clausentum*), the principal Roman settlement in Southampton, is located approximately 700 m north-east of the Site on the opposite bank of the river. There is also evidence of a river crossing and occupation at St Denys, to the north-east of the Site.
- 2.2.8 Roman building material has previously been recovered from Hamwic (Mid-Saxon Southampton), to the south of the Site, and from the later Saxon/medieval town of Southampton, to the south-west of the Site. However, most of this material is from later, secondary contexts and provides little clear indication of Roman occupation on the west side of the River Itchen. Nevertheless, evidence of Late Iron Age/Romano-British settlement has been recorded around the northern and southern limits of Hamwic, at the southern end of Houndwell Park, and on a small number of other sites in the medieval town.

Saxon (AD 410–1066) and Medieval (AD 1066–1500)

- 2.2.9 The Site is located just over 0.5km north of the projected limit of the Mid-Saxon town of Hamwic, with settlement broadly spanning the late 7th to the mid-9th centuries. Northam itself, likely to comprise a small rural settlement or farmstead, is mentioned in a document dated 842 AD as North-hamwic (or Nordhunnwig), and again in Domesday.
- 2.2.10 Throughout the medieval period most of the surrounding dry land is likely to have remained as agricultural land, with a few scattered farms. The medieval Northam Farm (possibly with Late Saxon origins), lies approximately 50m to the east of the Site. Small-scale archaeological investigations have been carried out here including an evaluation by Southampton City Council Archaeological Unit in 2001 (SOU1111), adjacent to the 17th century farmhouse, though no evidence was found pre-dating the 19th century, two sherds of residual late medieval pottery may have been associated with the farm, and the pre-19th century shore of the River Itchen was also identified.

¹ http://www.southampton.gov.uk/Images/Local-List-with-descriptions_tcm63-367456.pdf (accessed Jan. 2017)

Post-medieval to modern (AD1500–present day)

- 2.2.11 The Site lay within the extensive parish of South Stoneham and to the south-east of the Bevois Mount estate, land prior to the dissolution which belonged to St Denys Priory, which subsequently went into private ownership. A historic map of 1846 shows the Site was occupied by undeveloped dry land and mudflats. It also shows an "Old Course of Drain" aligned WSW/ENE, probably across the NW corner of the site, as well as various channels across the mudflats. The Site is shown as bounded by the road to the south, with the buildings of Northam Farm to the east being the only built structures, bar the railway and a single cottage on the south side of the road, within the immediate vicinity. The shore-line of the River Itchen is markedly different from today because of later reclamation to the immediate north and east of the Site (below).
- 2.2.12 In the 1850s and 1860s, the general area was developed with housing and streets. This led to residential development within the immediate environs of the Site, as indicated on the 1870 OS map, the north side of Mount Pleasant Road was developed with terraced housing to the west round Blackberry Mount (an artificial mound or possible tumulus labelled on this map and drawn by Tobias Young²), and east of the Site (near the former Northam Farm), though the Site itself remained undeveloped marginal land (the high water mark is indicated on the 1870 map crossing the area of the Site).
- 2.2.13 By the OS map of 1897, some reclamation has occurred to the immediate north and east of the Site, with the river now located to the east of the railway, and a road (in the same location as Imperial Road) is depicted with allotment gardens occupying the reclaimed land to the north of this. The Site itself is still undeveloped, though is formally parcelled as a land holding with the same approximate boundaries as today, and administrative boundaries are also depicted to cross the Site.
- 2.2.14 Mount Pleasant school is stated to have opened in 1898, in the SCC Local List. The OS map of 1909 depicts the school, much the same as it exists today.

Archaeological Investigations previously undertaken within the immediate local area

- 2.2.15 In addition to the previously discussed evaluation at the Old Farm House PH (SOU1111), other archaeological investigations close to the Site have found evidence relating to activity from the later historical period.
- 2.2.16 In 2001, monitoring of groundworks for a new traincare facility at Northam, some 300 m south-west of the Site, did not discover any archaeological deposits, only made ground and natural brickearth were revealed, along with the foundations of a modern brick building, possibly a siding shed (Wessex Archaeology 2001; SOU 1146).
- 2.2.17 Approximately 300m south-east of the Site, an evaluation of the former Meridian TV studios by Wessex Archaeology in 2015 indicated that most of the Site had been subject to reclamation, levelling and subsequent and deep disturbance during the late 19th and 20th centuries. Much of the remains found in trenches within the dry land part of the former TV studio site contained evidence that could be related to structures recorded on historic maps including elements of the Bridge Foundry, tram/railway lines, a cinema and the TV studios (Wessex Archaeology 2015; SOU 1695).

² <http://sotonopedia.wikidot.com/page-browse:blackberry-mount> (accessed Jan. 2017)



3 AIMS AND OBJECTIVES

3.1.1 With due regard to the ClfA's Standard and guidance for an archaeological watching brief (ClfA 2014a), the aims of the watching brief are to::

- *Identify the presence/absence of any buried archaeological remains within the Site;*
- *Record and establish, within the constraints of the works, the date, character and condition of any surviving remains within the Site;*
- *Within the constraints of the work, identify and record the nature, and relationship of natural deposits on the Site, including the potential for such deposits to contain or conceal archaeological remains, and in particular to determine whether there is evidence for the boundary of dry land or mud flats/marsh; and*
- *Produce a report to disseminate the results of the watching brief.*

4 METHODOLOGY

4.1 Introduction

4.1.1 The following methodology is proposed in order to meet the aims and objectives of the fieldwork. All works will be conducted in compliance with the standards outlined in the Chartered Institute for Archaeologists' *Standard and guidance for an archaeological watching brief* (ClfA 2014a), excepting where they are superseded by statements made below.

4.1.2 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 SCC Historic Environment Team (to be used throughout the project).

4.1.3 A copy of the agreed WSI will be made available to the site director to enable the adequate interpretation of exposed features/deposits during fieldwork and to ensure that the agreed programme of works is understood and undertaken.

4.1.4 Any significant variations to this WSI will be agreed with the Client and the SCC Historic Environment Team prior to being implemented.

4.2 Watching brief methodology

4.2.1 The Client is responsible for locating any services within the area of the groundworks.

4.2.2 The fieldwork will consist of the monitoring of groundwork made beneath the present ground surfaces, to include excavations for ground beams, pile caps and piles, in the area indicated in **Figure 1**.

4.2.3 The watching brief will be undertaken by at least one experienced archaeologist subject to the number of site operations being undertaken at any one time. Any mechanical excavation will, where possible, be undertaken using a toothless ditching bucket and under constant supervision by Wessex Archaeology. Where practicable and without causing unreasonable delay to the groundwork programme, excavations may be halted whilst investigations are carried out by Wessex Archaeology staff.

4.2.4 Excavated spoil will be visually scanned for artefacts. Where appropriate, a metal detector will be used to enhance artefact recovery.



- 4.2.5 In the event that archaeological deposits and features, are revealed, these will be identified and made clear to the SCC Historic Environment Team, the Client and their groundwork contractor, who will allow reasonable access to Wessex Archaeology staff, facilitating the excavation and recording of the archaeology present. Areas of archaeological interest will be marked up and suitably protected in advance of their investigation and clearance.
- 4.2.6 Wessex Archaeology staff will investigate archaeological deposits and features by excavation and recording commensurate with the scale of work and using Wessex Archaeology's pro forma recording system. Where practical, and towards meeting the aims of the watching brief, excavation will include sampling of features and deposits in order to recover artefacts, ecofacts and dating evidence, and in order to determine stratigraphic relationships. Recording will include written, drawn, and photographic elements as conditions allow (detailed below).
- 4.2.7 Should extensive and well-preserved remains be found requiring a contingent excavation it will be necessary to agree with the Client and the SCC Historic Environment Team a programme for this, potentially extending the scope of archaeological works, whilst ensuring no unreasonable delay is caused to the groundworks programme.
- 4.2.8 The watching brief will be maintained throughout initial excavations and will be concluded when, in consultation with the SCC Historic Environment Team, it is clear that the potential for archaeological remains to be exposed has been exhausted.

4.3 Recording

- 4.3.1 All exposed archaeological deposits will be recorded using Wessex Archaeology's pro forma recording system, with all features and deposits being assigned a unique number. Soil descriptions will be based on the Soil Science Handbook, and Munsell colour descriptions will be used.
- 4.3.2 A complete drawn record of archaeological features and deposits will be compiled. This will include both plans and sections, drawn to appropriate scales (generally 1:20 for plans, 1:10 for sections), and with reference to a site grid tied to the Ordnance Survey National Grid. The Ordnance Datum (OD) height of all principal features and levels will be calculated and plans/sections will be annotated with OD heights.
- 4.3.3 All excavated archaeological features will be digitally surveyed in order to produce a site plan, using GPS within the OS NGR system, but also including heights above OS datum (Newlyn). The electronic survey record will be periodically downloaded and retained within the site archive.
- 4.3.4 A digital photographic record will be maintained using digital cameras equipped with an image sensor of not less than 10 megapixels. 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.
- 4.3.5 Digital images will be subject to managed quality control and curation processes which will embed appropriate metadata within the image and ensure long term accessibility of the image set.

4.4 Monitoring

- 4.4.1 Provision will be made for monitoring progress and standards throughout the fieldwork by a representative of the SCC Historic Environment Team, in consultation with the Client.



Both parties will be informed of any meeting dates and updated on the progress of the works as they proceed.

- 4.4.2 Wessex Archaeology will inform the SCC Historic Environment Team when the specified fieldwork has begun, and when it has been completed.

4.5 Human remains

- 4.5.1 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), they will be left *in situ*, covered and protected. Wessex Archaeology will notify the SCC Historic Environment Team and the Client of the remains immediately. Notification will be confirmed in writing within 24 hours of discovery.

- 4.5.2 Following discussions with the Client and the SCC Historic Environment Team, the need for and appropriateness of their excavation/removal or sampling as part of the works will be determined. Where deemed appropriate, the human remains will be fully recorded, excavated and removed from the Site subject to compliance with the relevant Ministry of Justice Licence which will be obtained by Wessex Archaeology immediately on the discovery of human remains.

- 4.5.3 A drawn record of exposed inhumations and cremations at a scale of 1:10 will be obtained, as well as a full photographic record. If feasible, human remains will be recorded on Skeleton Record Sheets that form an integral part of the pro forma recording system. The recording will include condition, completeness, articulation, orientation and posture, where possible.

- 4.5.4 Should human remains require excavation, this and post-excavation processing will be undertaken in accordance with Wessex Archaeology protocols, current guidance documents (e.g. McKinley 2013) and in line with the standards set out in ClfA Technical Paper 13 *Excavation and post-excavation treatment of cremated and inhumed remains* (McKinley and Roberts 1993). Appropriate specialist guidance/site visits will be undertaken if required. The final deposition of human remains following analysis will be in accordance with the requirements of the Ministry of Justice Licence.

4.6 Treasure

- 4.6.1 In the event of the discovery of any material covered or potentially covered by the Treasure Act of 1996, Wessex Archaeology will immediately notify the Client and SCC Historic Environment Team. All necessary information required by the Treasure Act (i.e. finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

4.7 Finds

- 4.7.1 All artefacts from archaeologically significant contexts 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, 2016).

- 4.7.2 All retained artefacts will, as a minimum, be washed, weighed, counted and identified. All artefacts recovered during the excavations on the Site are the property of the landowner.

- 4.7.3 Any artefacts requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and 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 Wessex Archaeology in-house conservation staff or other appropriate approved conservation centre.

- 4.7.4 At an early stage of the post-excavation process, Wessex Archaeology will enable SCC'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*'.
- 4.7.5 To ensure the long-term stability of the finds and their availability for future study, Wessex Archaeology 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, which is approved by the Curator of Archaeological Collections. Full records (which will form a part of the archive) will be kept of any treatment given.
- 4.7.6 Based on the results of the Collections Assessment, Wessex Archaeology 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 SCC Historic Environment Team. 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.
- 4.7.7 Wessex Archaeology 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).
- 4.7.8 Wessex Archaeology 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 Wessex Archaeology will make allowance for the costs involved in computer entry.

4.8 Environmental

- 4.8.1 If required, bulk environmental soil samples of up to 40 litres, where possible, will be taken from a range of well-sealed and dateable contexts or features for the recovery of plant macro fossils, wood charcoal, small animal bones and other small artefacts. Samples will not be taken from the intersection of features.
- 4.8.2 Where deposits or features containing significant environmental potential are identified, advice will be sought, regarding sampling size and strategy, from the appropriate Wessex Archaeology specialist and/or the Historic England Regional Science advisor.
- 4.8.3 Bulk environmental soil samples will be processed by standard flotation methods and scanned to assess the environmental potential of deposits, but will not be fully analysed. The flot will be retained on a 0.25/0.5 mm mesh, with residues fractionated into 5.6 / 4 mm, 2mm, 1mm and 0.5mm and dried as appropriate. Coarse fraction (>5.6 / 4 mm) will be sorted, weighed and discarded, with any finds recovered given to the appropriate specialist. Finer residues will be retained until after analysis.
- 4.8.4 If waterlogged deposits are encountered, an appropriate environmental sampling strategy will be devised and agreed with the SCC Historic Environment Team as appropriate. These samples would then be processed by standard waterlogged flotation/wet sieving methods.



- 4.8.5 Where appropriate, monolith and/or contiguous column samples will be taken for the recovery of molluscs and to consider sub-sampling for pollen and/or diatom assessment, and for consideration of soil micromorphological and soil chemical analyses. Appropriate specialist advice will be sought where needed.
- 4.8.6 Where appropriate samples may be taken and sieved to aid in artefact recovery. For both inhumations and cremation related deposits, the burial deposit will be sampled and processed following the specialist guidelines. In the case of samples from cremation related deposits the flots will be retained on a 0.5 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation deposits, the samples will be artefact sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.

5 REPORTING

5.1.1 On completion of the 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.*

5.1.2 The report will include the following elements:

- *A non-technical summary (to include all periods represented on the Site, including those present only as residual finds in later contexts);*
- *Acknowledgements (to include name of main report author from Wessex Archaeology and name of Client);*
- *Introduction to include: Wessex Archaeology project number, planning application number, site name and address, SOU site code (to also be included on front cover), Historic Environment Team reference, dates of start and end of fieldwork, and Ordnance Survey NGR (of centre of site: 8 figures, including prefix eg SU);*
- *An account of the background to the project and circumstances of work and type of fieldwork (eg evaluation);*
- *Present land use, geology and topography;*
- *Historical and archaeological background;*
- *The aims of the project;*
- *The methodology used (including trench dimensions and any restrictions on fieldwork);*
- *Detailed description of fieldwork results;*
- *Plans at appropriate scales to locate the Site and excavated trenches based on OS mapping 1:1250 scale;*
- *Where applicable, other detailed plans and section drawings at appropriate scales to show significant archaeological deposits encountered (related to National Grid and Ordnance Datum);*



- *Plates will also be produced to illustrate specific points in the text;*
- *Findings report to the tabulation of all artefacts recovered from the archaeological works, listed by context and by material type (check artefact types and dating included);*
- *Environmental report to include tabulation of all samples processed;*
- *Conclusion to discuss all periods present on the Site, including those only represented by residual finds in later stratigraphy, and to discuss the significance of the site in its broader archaeological, historic and landscape setting (with appropriate references);*
- *If appropriate, to consider the potential of the archaeological data and a reconsideration of the methodology employed;*
- *If appropriate, to outline recommendations regarding further archaeological mitigation work or further analysis where necessary;*
- *Details of the archive and its proposed depository;*
- *References to all primary and secondary sources consulted; and*
- *Appendices including a context summary table with soil descriptions etc.*

- 5.1.3 A draft copy of the evaluation report will be prepared by Wessex Archaeology within six weeks of completing the fieldwork. Immediately after the preparation, a copy of the report in PDF format will be submitted to the SCC Historic Environment Team for approval.
- 5.1.4 As soon as it has been approved, Wessex Archaeology will send a full-colour paper copy of the report to each of the following: the Client; the Historic Environment Team (for the HER); the Special Collections section of Southampton Public Library. Wessex Archaeology will also deposit a full-colour paper copy of the report as part of the archive.
- 5.1.5 At the same time, the SCC Historic Environment Team 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 be included in the PDF file, with the selecting of text and graphics security option set at 'allowed'. At the same time, Wessex Archaeology will supply the SCC Historic Environment Team 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.
- 5.1.6 SCC HER will be supplied with digital copies of the photographs used in the report, in TIFF format at least 600 dpi resolution.
- 5.1.7 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.
- 5.1.8 If appropriate, 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".



- 5.1.9 Details of the Site will be submitted online to the OASIS (Online Access to the Index of Archaeological Investigations) database. Subject to any contractual requirements of confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service ArchSearch catalogue.

6 STORAGE AND CURATION

6.1 Site archive

- 6.1.1 Wessex Archaeology confirms that the project archive resulting from the excavation will be deposited with SCC's depository. Deposition of any finds will only be carried out with the full agreement of the landowner.
- 6.1.2 The complete project archive, which will include paper records, photographic records, graphics, artefacts, ecofacts and digital data, will be prepared, compiled and presented following the conditions defined in '*Standards for the Creation, Compilation and Transfer of Archaeological Archives*' (Southampton City Council, 2016), for further information, contact the Curator of Archaeological Collections, email gill.woolrich@southampton.gov.uk. This generally follows nationally recommended guidelines (SMA 1995; Brown 2011; ADS 2013; ClfA 2014c).
- 6.1.3 All archive elements will be marked with the SOU site code and Wessex Archaeology will ensure that a full index (i.e. a summary of the contents) will be prepared, that will also form part of the archive.
- 6.1.4 Until final deposition, the archive will be temporarily stored at the offices of Wessex Archaeology in Salisbury under the project code. No charge will be made for the temporary storage of finds or archives during the period when Wessex Archaeology are undertaking analysis or report preparation.
- 6.1.5 However, if, after completion and submission of the report, finds and archives cannot be deposited with SCC due to circumstances beyond Wessex Archaeology's control, a charge to the Client will be made for further storage. A charge to the Client for storage may also be made where a delay is caused by a lack of confirmation of post-fieldwork analyses and reporting, if the delay exceeds three months.
- 6.1.6 Wessex Archaeology will ensure the deposition of the archive, making allowance for the long-term archive-storage costs that will be incurred by SCC, 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 Archive*').
- 6.1.7 Wessex Archaeology will ensure that the written and drawn archive is copied onto microfiche which satisfies the criteria set out by Historic England. The microfiche will itself form part of the archive. A master copy will be deposited with the Historic England Archive at Swindon.
- 6.1.8 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.

6.2 Discard policy

- 6.2.1 It is important to note that '*Standards for the Creation, Compilation and Transfer of Archaeological Archives*' (Southampton City Council, 2016) takes precedence regarding



finds retention policy. No finds will be discarded, following the assessment described above (section 5.1) without prior approval from SCC Historic Environment Team.

6.2.2 Wessex Archaeology follows the guidelines set out in *Selection, Retention and Dispersal of Archaeological Collections* (SMA 1993), which allows for the discard of selected artefact and ecofact categories which are not considered to warrant any future analysis. Any discard of artefacts will be fully documented in the project archive.

6.2.3 The discard of environmental remains and samples follows nationally recommended guidelines (SMA 1993 and 1995; English Heritage 2011).

6.3 Security copy

6.3.1 In line with current best practice (e.g. Brown 2011) a security copy of the written records will be prepared in the form of a digital PDF/A file on completion of the project. PDF/A is an ISO-standardised version of the Portable Document Format (PDF) designed for the digital preservation of electronic documents through omission of features ill-suited to long-term archiving.

6.4 Copyright

6.4.1 The full copyright of the written/illustrative archive relating to the site will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The SCC Historic Environment Team, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use shall be non-profitmaking, and conforms to the *Copyright and Related Rights Regulations 2003*.

7 PROJECT MANAGEMENT AND STAFFING

7.1 Personnel

7.1.1 The fieldwork will be directed and supervised by an appropriately experienced archaeologist who will normally be a member of the Chartered Institute for Archaeologists and a core member of Wessex Archaeology's staff. Overall project supervision and monitoring will be undertaken by one of Wessex Archaeology's Project Managers based in Salisbury, who will visit the Site as appropriate to monitor progress and to ensure that the fieldwork adheres to the scope of works specified herein. Monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety Co-ordinator where required. The appointed Project Manager and experienced archaeologists will be involved in all phases of the investigation through to its completion. The following staff are proposed:

- *Project Manager* *Andy Crockett MCIfA BTech*
- *Archaeologist* *tbc*

7.1.2 The analysis of the finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard pro forma recording system. The work will be carried out under the supervision of the departmental managers under the overall direction of the Project Manager. The following staff are proposed:

- *Land snails* *Inés López-Dóriga, PhD, MA, BA*
- *Charcoal* *Inés López-Dóriga, PhD, MA, BA*
- *Charred Plant Remains* *Inés López-Dóriga, PhD, MA, BA*



- *Soils and sediments* Dave Norcott BA, MSc, MCIfA
- *Animal Bone* Lorrain Higbee, BSc, MSc, MCIfA
- *Human Bone* Jackie McKinley, BTech., MCIfA
- *Flint/Worked Stone* Matt Leivers, BA, PhD
- *Prehistoric Pottery* Matt Leivers, BA, PhD
Rachel Seager Smith BA, MCIfA
- *Roman Pottery* Rachel Seager Smith BA, MCIfA
- *Medieval Pottery* Lorraine Mephram, BA, MCIfA
- *Finds Manager* Alistair Barclay, PhD, MCIfA
- *Environmental Manager* Dave Norcott BA, MSc, MCIfA
- *Reports Manager* Pippa Barclay, BA, MPhil, MCIfA

7.1.3 Information on Wessex Archaeology's external finds and environmental specialists can be provided on request.

7.1.4 Wessex Archaeology reserves the right, due to unforeseen circumstances to replace nominated personnel with alternative members of staff of comparable expertise and experience.

8 QUALITY ASSURANCE PROCEDURES

8.1.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2008 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients. ISO (the International Organisation for Standardisation) is the most recognised standards body in the world, helping to drive excellence and continuous improvement within businesses.

8.1.2 Wessex Archaeology operates a Project Management system. Projects are assigned to individual managers who monitor their progress and quality, and control budgets from inception to completion, in all aspects including Health and Safety etc. At all stages the manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's performance is monitored in turn by the Regional Manager who will ensure that the project meets Wessex Archaeology's quality standards and is adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments. A formal written report is made to the Executive Management Group once a month by the Regional Manager.

8.1.3 Wessex Archaeology is Registered Organisation with the ClfA. Wessex Archaeology endorses the ClfA's *Code of Conduct* (ClfA 2014d) and *Regulations for professional conduct* (ClfA 2014e).

8.1.4 All core staff would be of a standard approved by Wessex Archaeology, be employed in line with the ClfA's *Code of Conduct*, and be members of the ClfA or a similar appropriate institute.



9 INSURANCE AND HEALTH AND SAFETY

- 9.1.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times.
- 9.1.2 All work will be carried out in accordance with the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety Regulations 1992*, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time.
- 9.1.3 Wessex Archaeology will supply a copy of their Health and Safety Policy and a Risk Assessment to the Client before the commencement of any fieldwork. The Risk Assessment will have been read and understood by all staff attending the Site before any groundwork commences.
- 9.1.4 Wessex Archaeology staff will comply with the standard PPE requirements for working on construction sites (hard hat, steel toe capped boots, high visibility clothing) and any specific requirements of the Principal Contractor.
- 9.1.5 Wessex Archaeology has both public liability (£10,000,000) and professional indemnity insurance (£5,000,000).

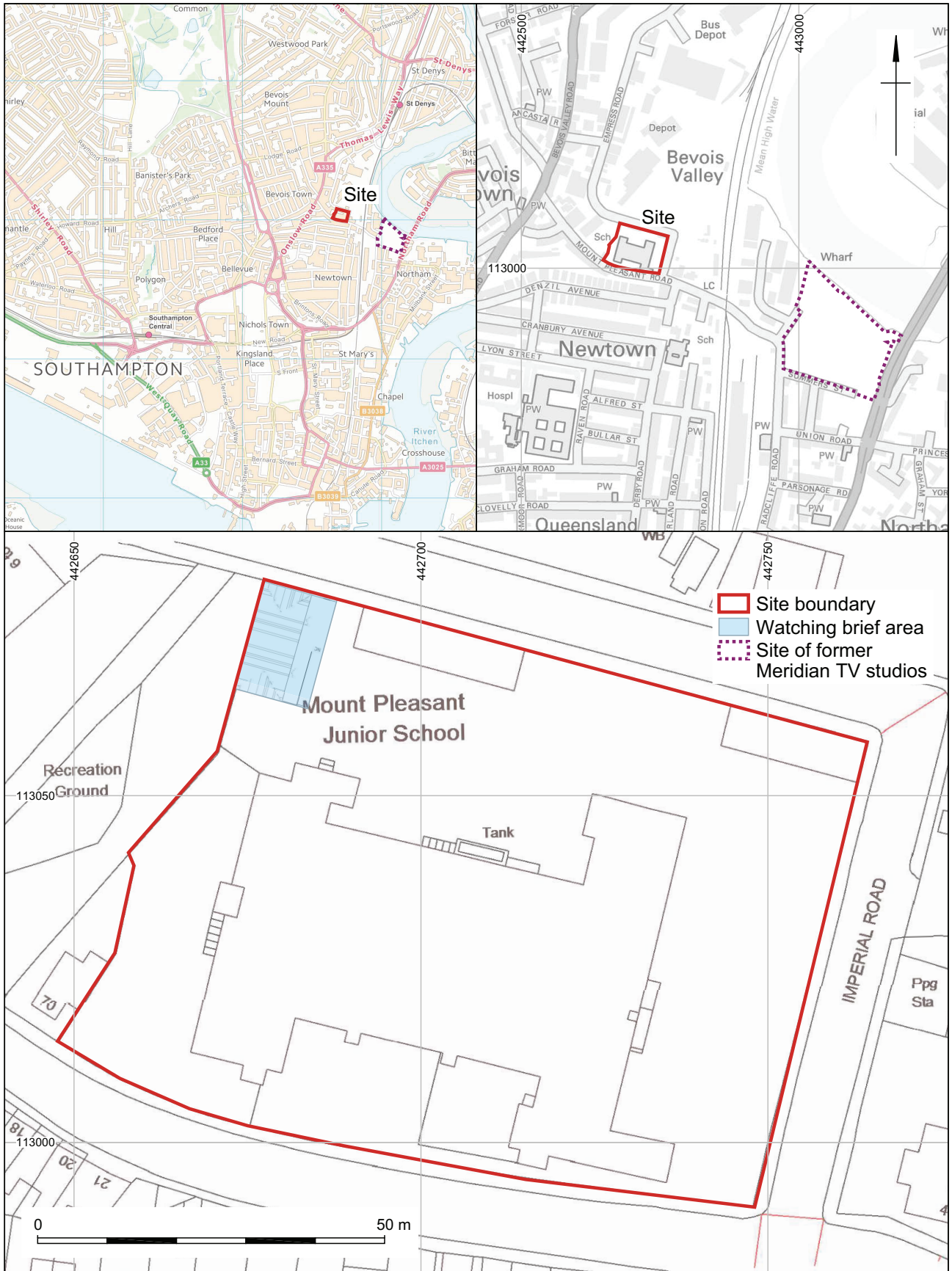
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Coordinate system:
 OSGB36
 (OSTN15/OSGM15)

Date:	24/01/2017	Revision Number:	0
Scale:	1:40,000; 1:10,000; 1:800 @ A4	Illustrator:	ND
Path:	X:\TENDERS\T2705\Graphics_Office\Rep figs\WSI\2017_01_24\T2705_WSI.dwg		

Site location plan

Figure 1



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