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13 Gilbury Close, Swaythling Southampton, Hampshire

Written Scheme of Investigation
for Archaeological Trial Trench Evaluation

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April 2016



**13 Gilbury Close, Swaythling
Southampton, Hampshire**

**Written Scheme of Investigation
for Archaeological Trial Trench Evaluation**

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13 Gilbury Close, Swaythling Southampton, Hampshire

Written Scheme of Investigation for Archaeological Trial Trench Evaluation

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13 Gilbury Close, Swaythling Southampton, Hampshire

Written Scheme of Investigation for Archaeological Trial Trench Evaluation

1 INTRODUCTION

1.1 Project background

- 1.1.1 Wessex Archaeology has been commissioned by Radian Group - Eastleigh ('the Client') to produce a Written Scheme of Investigation (WSI) for a proposed archaeological trial trench evaluation on land at 13 Gilbury Close, Swaythling, Southampton, Hampshire, centred on National Grid Reference (NGR) 444345 115850 (hereafter 'the Site', **Figure 1**).
- 1.1.2 A planning application (ref. 15/02377/FUL) was granted consent (subject to conditions) by Southampton City Council (SCC) on 1st February 2016 for the redevelopment of the Site, to consist of the erection of 2 x two storey, 3-bedroom houses with associated parking and cycle/refuse storage, following demolition of the existing building. The SCC Historic Environment Team reference number is 7927.
- 1.1.3 SCC Historic Environment Team outlined that because the Site lay within an a Local Area of Archaeological Potential, as defined in the Southampton Local Plan and Core Strategy (LAAP16, The Rest of Southampton) and just outside another area (LAAP9, Swaythling) and because of a number of undesignated heritage assets within the vicinity, under the National Planning Policy Framework, the following archaeological conditions are attached to the planning consent:

07 APPROVAL CONDITION Archaeological evaluation investigation [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. The approved scheme shall then be implemented.

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

08 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. The approved scheme shall then be implemented.

Reason: To ensure that the archaeological investigation is completed.



09 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.

10 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. The approved scheme shall then be implemented in full.

Reason: To ensure that the archaeological investigation is completed

- 1.1.4 SCC Historic Environment Team indicated that the best way to mitigate the threat of the proposed groundworks on potential archaeological deposits was in the form of an archaeological evaluation prior to development, followed by further field work if necessary.
- 1.1.5 The Client has commissioned the preparation of this Written Scheme of Investigation (WSI), which sets out the specification for a trial trench evaluation within the Site, in response to the 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 trial trench evaluation. 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 archaeological field evaluation* (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 0.045 hectares (ha), situated at the end of Gilbury Close, Swaythling. It is located within a residential area bordered by a range of modern dwelling types.
- 2.1.2 The Site is currently occupied by a ground maintenance depot. The eastern half of the Site contains a large single storey structure, with disused office space and meeting room. The remainder of the Site is concreted over.
- 2.1.3 The Site is relatively level and lies at a height of approximately 8.5 m above Ordnance Datum (aOD).

2.1.4 The bedrock geology underlying the Site is mapped as Clay, Silt and Sand of the London Clay Formation. Superficial deposits recorded as River Terrace Deposits, 1 - Clay and Silt, and River Terrace Deposits, 1 - Sand and Gravel are mapped to the east and west, respectively (British Geological Survey, Geology of Britain Viewer; <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>; Accessed on 09/03/2016).

2.1.5 The nearest water course is the Monk's Brook, located 280 m to the west of the Site, which has a confluence with the river Itchen approximately 470 m to the south-west of the Site.

2.2 Archaeological and historical background

Introduction

2.2.1 A search of the SCC Historic Environment Record (HER) was undertaken within a 1 km radius of the Site in order to inform the following archaeological and historical background. The results from the HER enquiry considered relevant to the archaeological potential of the Site are summarised below by period, with HER monument or event reference and where applicable Southampton site code is also provided in parentheses.

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 north of another Local Area of Archaeological Potential (LAAP9, Swaythling). There are no designated Listed Buildings within close proximity and the Site is not within a Conservation Area.

2.2.3 No archaeological investigation events are known to have been carried out within the Site, the nearest event was a watching brief on an extension to Mansbridge Primary School (MSH2295: SOU 1015) which recorded a natural palaeochannel beneath a ploughsoil (small amounts of burnt and worked flint were found redeposited within this deposit).

Prehistoric (970,000 BC – AD 43)

2.2.4 A Palaeolithic hand axe, as well as Mesolithic and Neolithic flint tools held by the city's archaeological collections are generally provenanced to the Itchen valley (MSH1847).

2.2.5 A number of securely dated late Neolithic/Early Bronze Age pits were discovered near a palaeochannel during investigations at Montefiore New Halls of Residence approximately 500 m south-west of the Site and attest to activity – possibly even settlement in the area. A large east-west ditch was also found in the same investigation and may be of Late Bronze Age or Early Iron Age date (MSH1813: SOU 486 and SOU 503). Another evaluation in 2003 discovered a shallow Late Bronze Age gully (MSH2366: SOU1323). Such ditches suggest some evidence for land division in later prehistoric times.

2.2.6 A layer of burnt flint representing a prehistoric burnt mound (MSH1826: SOU 595) associated with boiling water for cooking or 'saunas' and usually ascribed a date between the Late Neolithic and Late Bronze Age was found some 600 m to the west of the Site. The other HER entries relate to occasional findspots of burnt and worked flint indicating probable low-level activity of a general prehistoric date in the vicinity, for example at Mansbridge Primary School just 200m south-east of the Site (MSH2295: SOU 1015).

Romano-British (AD 43–410)

2.2.7 The north-south orientated line of the Roman road from Winchester to Bitterne Manor (*Clausentum*, the principal Roman settlement in Southampton located approximately 4km downstream on the Itchen) is predicted approximately 400 m west of the Site (MSH470). This is the route that is projected to run down the east side of the river and would have crossed the Itchen at Woodmill; there is also evidence of a river crossing at St Denys and

therefore it is possible that there was also a road that ran down the west side of the river and crossed opposite Bitterne Manor. In summary there is some uncertainty about the precise route of Roman roads leading to *Clausentum*, at least south of Swaythling (MSH 470). It is possible that both routes described above may have been used (Ingird Peckham 23/3/16 *pers comm*).

- 2.2.8 Two parallel ditches interpreted as defining the road were discovered c.500m south-west of the Site during an excavation at Montefiore New Halls of Residence in 1992, an associated gravel pit and a possible enclosure were found nearby and a large quantity of building material from later features suggesting a Romano-British structure nearby (MSH1814: SOU 486 and SOU 503: Crockett 1996). An evaluation at South Stoneham Campus, just south of the above, also found a dump of limestone masonry with Roman ceramic building material again suggesting a building in the vicinity (MSH2403: SOU 1315: Wessex Archaeology 2004b). This is perhaps indicative of a farmstead type settlement near the proposed river crossing.
- 2.2.9 Various other finds provide additional evidence for Romano-British activity within the vicinity of the Site, including the discovery of a near complete Roman vessel in a pit during a watching brief in 2011 at Wessex Lane, Swaythling (MSH4078: SOU 1444), some 400 m west of the Site, and a 3rd century radiate coin found in a garden in Robert Cecil Avenue, 200 m south-east of the Site (MSH398).
- 2.2.10 Other HER records provide less certain additional evidence. It has been suggested that finds of Roman pottery in the Wood Mill area reported in 1911 may indicate there was a possible kiln nearby (MSH455). Roman coins were found during the cutting of the railway through Swaythling, although the details are uncertain (MSH259).

Saxon (AD 410–1066)

- 2.2.11 The Site is located on the periphery of the historic core of the former village of Swaythling first mentioned in 909AD but now subsumed into Southampton (MSH4317). South Stoneham was first mentioned in 925-41AD, at the time of Domesday in 1086 it was held by the Bishop of Winchester and held two fisheries [probably the fishponds which still exist on the river to the south]; it had no church until the founding of the present church [also the village church of Swaythling] in the end of the 12th century (MSH1818). There has been a bridge at Mansbridge since at least Saxon times (MSH4311), some 500 m south-east of the Site.
- 2.2.12 A Late Saxon settlement was discovered during the aforementioned excavations at Montefiore New Halls of Residence with a post-built timber building of 10/11th century date with associated rubbish pits (MSH1813: SOU 486 and SOU 503), a further group of pits and a large north-south aligned ditch parallel and to the west of Wessex Lane (suggesting this was an early route) may represent a farmstead or part of a larger, village settlement (Crockett 1996, 18-21). A limited range of finds was recovered, but the pottery indicates a small overlap with the later wares from Hamwic, and suggests that the settlement was established at the same time that the Middle Saxon town was virtually abandoned (Wessex Archaeology 2004a, 9).

Medieval (AD 1066–1500)

- 2.2.13 'The Grange' (MSH2996), a medieval manor house originally belonging to St Deny's Priory formerly stood some 250 m to the west/north-west of the Site on the corner of High Road (now Wide Lane) and Mansbridge Road. It was Grade II* listed but was damaged by fire in 1964 and was demolished in 1973/74 to allow for a new road layout. Former gardens of the

Grange (MSH3652) are located adjacent to the former manor house, although they may be contemporary with the rebuild of the Grange in the late 18th century.

- 2.2.14 Located approximately 500 m south-west of the Site, St Mary's Church (MSH2008; Grade I Listed Building), the parish church of South Stoneham and village church of Swaythling has a chancel of 12th century date, the nave being 13th century and the west tower late 15th century. Burials recorded in the churchyard were either medieval or post-medieval in date, and a single medieval pottery sherd was retrieved from a ditch (MSH1690: SOU 556).
- 2.2.15 The Late Saxon building found during excavations at Montefiore New Halls of Residence was replaced by a sill beamed building with associated pits and ditches during the 11–13th century and subsequently the site was divided into a number of ditched enclosures in the late 14th or 15th century, with no buildings evident within the excavation limits possibly because by this time they fronted Wessex Lane (MSH1813: SOU 486 and SOU 503). These two medieval phases may perhaps represent a single farmstead spanning the 11–14th centuries, and continuing the earlier, Late Saxon settlement pattern (Crockett 1996, 22-26).
- 2.2.16 A substantial ditch containing a quantity of Anglo-Norman pottery (late 11th century to c.1250) was discovered during an evaluation at South Stoneham (MSH2403: SOU 1315) where it was considered to be a continuation of one from the above Montefiore excavations and it was also suggested that its alignment may relate it to Wessex Lane (or its precursor) which originally approached St Mary's Church from the north, rather than the present north-west (Wessex Archaeology 2004b, 11).

Post-medieval to modern (AD1500–present day)

- 2.2.17 The former Sussex to Salisbury road along the present Mansbridge Road is located 50 m north of the Site (MSH4716). Within the vicinity of the Site, 'The Grange' was extensively rebuilt in the late 18th century and the gardens probably date from this period (MSH2996 and MSH3652). Another house of this period was South Stoneham House, a standing Grade II * Listed Building (MSH377) located 500 m south-west of the Site with a landscaped garden redesigned by Capability Brown. Farmland was the dominant landscape characteristic between these two estates until the 20th century.
- 2.2.18 The Site is located within a complex of buildings depicted on late 19th and early 20th century historic mapping, these are identified as 'Ivy Cottage' and 'Grange Farm' by the 1868 Ordnance Survey map, and subsequent editions. The precise age of the structures is unknown, although it is conceivable that the farm could have had medieval origins. **Figure 2** shows the modern plan of the Site overlying the OS map of 1869–1883 to illustrate how the Site may overlie with the farm complex, including at least one small building, however this must be treated with caution as it is only an approximate overlay.
- 2.2.19 Between 1933 and 1948 the area was redeveloped as a housing estate, and farm buildings on the Site were demolished (some farm buildings to the west of the Site survived as Grange Farm Cottage until after 1952). The current single storey building on the Site was built between 1952 and 1965 for a builder's yard.

3 AIMS AND OBJECTIVES

- 3.1.1 The aims of the archaeological evaluation are to:

- *Clarify the presence/absence and extent of any buried archaeological remains within the Site that may be impacted by development, and in particular to determine whether any buried archaeological remains associated with former buildings depicted by 19th century mapping are present within the Site;*



- *Identify, within the constraints of the evaluation, the date, character and condition of any surviving remains within the Site;*
- *Identify and record the nature, dimensions, and relationship of natural deposits on the Site, including the potential for such deposits to contain or conceal archaeological remains;*
- *Assess the degree of pre-existing impacts to sub-surface horizons and to document the extent of archaeological survival of buried deposits; and*
- *Produce a report which will present the results of the evaluation in sufficient detail to allow an informed decision to be made concerning the Site's archaeological potential.*

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 archaeological field evaluation* (CIfA 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 Evaluation methodology

- 4.2.1 The evaluation is proposed to consist of two machine-excavated trial trenches, to be located as indicated on **Figure 2**, equivalent to approximately 5 % of the total area of the Site.
- 4.2.2 The proposed trench location has been targeted in order to coincide with the approximate position of former buildings depicted by late 19th century Ordnance Survey mapping and the impact of the proposed building. However, the precise location of trench will be decided in consultation with the SCC Historic Environment Team when demolition/grubbing out is complete (4.2.5 below).
- 4.2.3 Before any machine excavation begins, the Client will provide information regarding the presence of any below/above ground services. The Client will provide confirmation that any known services within the vicinity of the proposed trench locations specified herein have been decommissioned and are no longer live, prior to excavation.
- 4.2.4 As the Site may contain services which are not accurately mapped, appropriate precautionary measures will also be taken during the implementation of the evaluation. The Site will be walked over and inspected to visually identify, where possible, the location of above and below ground services. All evaluation trenches will be scanned before and during excavation with a Cable Avoidance Tool (CAT) in order to verify the absence of any live underground services.



- 4.2.5 The existing building within the Site is to be demolished prior to the implementation of the trial trench evaluation. The demolition works will be undertaken concurrently with the removal of the existing concrete slab which covers the remainder of the Site. Breaking out and removal of the concrete slab will be undertaken under constant archaeological supervision by Wessex Archaeology personnel.
- 4.2.6 The evaluation trench will be accurately located prior to excavation using GPS survey equipment. Minor adjustments to the trench location may be required to take account of on-site constraints. The trench location will be tied in to the Ordnance Survey national grid.
- 4.2.7 The excavation of the evaluation trench will be carried out by a mechanical excavator equipped with a toothless bucket and under constant archaeological supervision by Wessex Archaeology personnel. Machine excavation will proceed in discrete 0.20m spits where feasible, and will cease at the upper surface of significant archaeological features/deposits or the top of natural deposits, whichever is encountered first.
- 4.2.8 Each trench will be cleaned by hand where appropriate and planned prior to any hand-excavation. All pre-modern stratified deposits will be excavated by hand. A representative section, not less than 1 m in length, of deposits through each trench from ground surface to the top of the natural geology will be recorded.
- 4.2.9 All archaeological deposits or features will be characterised, their condition established and where possible dated by the manual excavation of an appropriate sample. However, care would be taken to preserve the integrity of any archaeological features or complex deposits which may be better excavated under a controlled full excavation/archaeological mitigation.
- 4.2.10 All features and deposits will be recorded using Wessex Archaeology's standard methods and 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.
- 4.2.11 The following strategy will be employed as a standard sample level:
- *Sufficient samples (usually 50%) of all discrete archaeological feature (e.g. postholes and pits) and lengths of all ditches, linear boundaries (usually 10-20%) etc. will be excavated in order to elucidate the date, character, relationships and function of the feature;*
 - *Sufficient volumes of pre-modern deposits will be excavated in order to elucidate their date, character, relationships and function; without compromising the integrity of the stratigraphic sequence or record, which would be better understood through open area excavation.*
 - *A larger sample of up to 100% of industrial deposits or significant features/burials may be required;*
 - *In the event that significant features or deposits are revealed, Wessex Archaeology will consult with the SCC Historic Environment Team and the Client to ensure that sufficient work is undertaken to ensure the aims and objectives of the project are met.*
- 4.2.12 Excavated spoil will be visually scanned for artefacts. Where appropriate, a metal detector will be used to enhance artefact recovery.
- 4.2.13 Once the fieldwork has been completed to the satisfaction of the Client and the SCC Historic Environment Team, the trenches will be backfilled and left level on completion using the



excavated material. The backfilled material will be compacted intermittently using the machine bucket in order to avoid air pockets and soft spots. No other reinstatement or surface treatment will be undertaken.

4.3 Recording

- 4.3.1 All exposed archaeological deposits will be recorded using Wessex Archaeology's *pro forma* recording system.
- 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 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.
- 4.3.4 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.
- 4.3.5 All excavated trenches and 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, with co-ordinate and/or datum information transposed onto the appropriate paper archives.

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 site 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 IfA 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.

5 FINDS AND ENVIRONMENTAL

5.1 Finds

- 5.1.1 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, 2007).
- 5.1.2 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.
- 5.1.3 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.
- 5.1.4 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'*.
- 5.1.5 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.
- 5.1.6 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.



- 5.1.7 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).
- 5.1.8 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.

5.2 Environmental

- 5.2.1 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.
- 5.2.2 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.
- 5.2.3 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.
- 5.2.4 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.
- 5.2.5 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.
- 5.2.6 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.

6 REPORTING

- 6.1.1 If further fieldwork (mitigation) follows this evaluation phase, the records generated and finds and environmental samples recovered from all phases will be incorporated into one archive; and therefore the tasks set out below may not all need to be carried out at this evaluation stage.
- 6.1.2 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.*

6.1.3 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;*
- *Finds 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.*

- 6.1.4 A draft copy of the evaluation report will be prepared by Wessex Archaeology within four 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.
- 6.1.5 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.
- 6.1.6 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 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.
- 6.1.7 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.
- 6.1.8 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".
- 6.1.9 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.

7 STORAGE AND CURATION

7.1 Site archive

- 7.1.1 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.
- 7.1.2 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, 2007), 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).

- 7.1.3 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.
- 7.1.4 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.
- 7.1.5 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.
- 7.1.6 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*').
- 7.1.7 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.
- 7.1.8 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.

7.2 Discard policy

- 7.2.1 It is important to note that '*Standards for the Creation, Compilation and Transfer of Archaeological Archives*' (Southampton City Council, 2007) 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.
- 7.2.2 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.
- 7.2.3 The discard of environmental remains and samples follows nationally recommended guidelines (SMA 1993 and 1995; English Heritage 2011).

7.3 Security copy

- 7.3.1 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.

7.4 Copyright

- 7.4.1 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*.

8 PROJECT MANAGEMENT AND STAFFING

8.1 Personnel

- 8.1.1 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* *Bruce Eaton ACIfA*
- *Archaeologist* *tbc*

- 8.1.2 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*



- 8.1.3 Information on Wessex Archaeology's external finds and environmental specialists can be provided on request.
- 8.1.4 Wessex Archaeology reserves the right, due to unforeseen circumstances to replace nominated personnel with alternative members of staff of comparable expertise and experience.

9 QUALITY ASSURANCE PROCEDURES

- 9.1.1 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.
- 9.1.2 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.
- 9.1.3 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).
- 9.1.4 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.

10 INSURANCE AND HEALTH AND SAFETY

- 10.1.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times.
- 10.1.2 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.
- 10.1.3 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.
- 10.1.4 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.



10.1.5 Wessex Archaeology has both public liability (£10,000,000) and professional indemnity insurance (£5,000,000).

11 REFERENCES

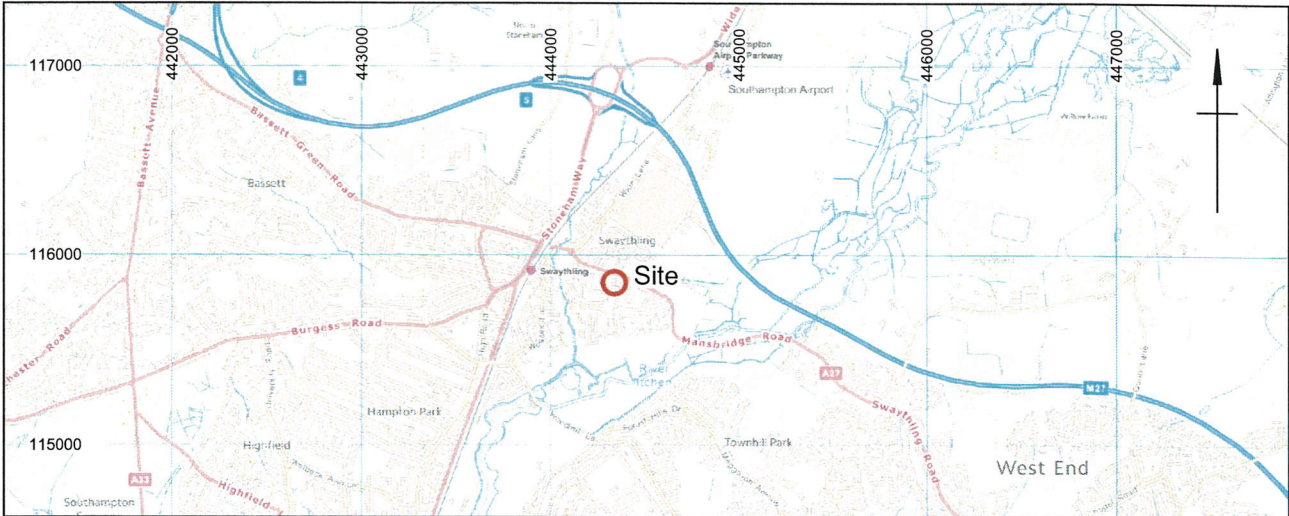
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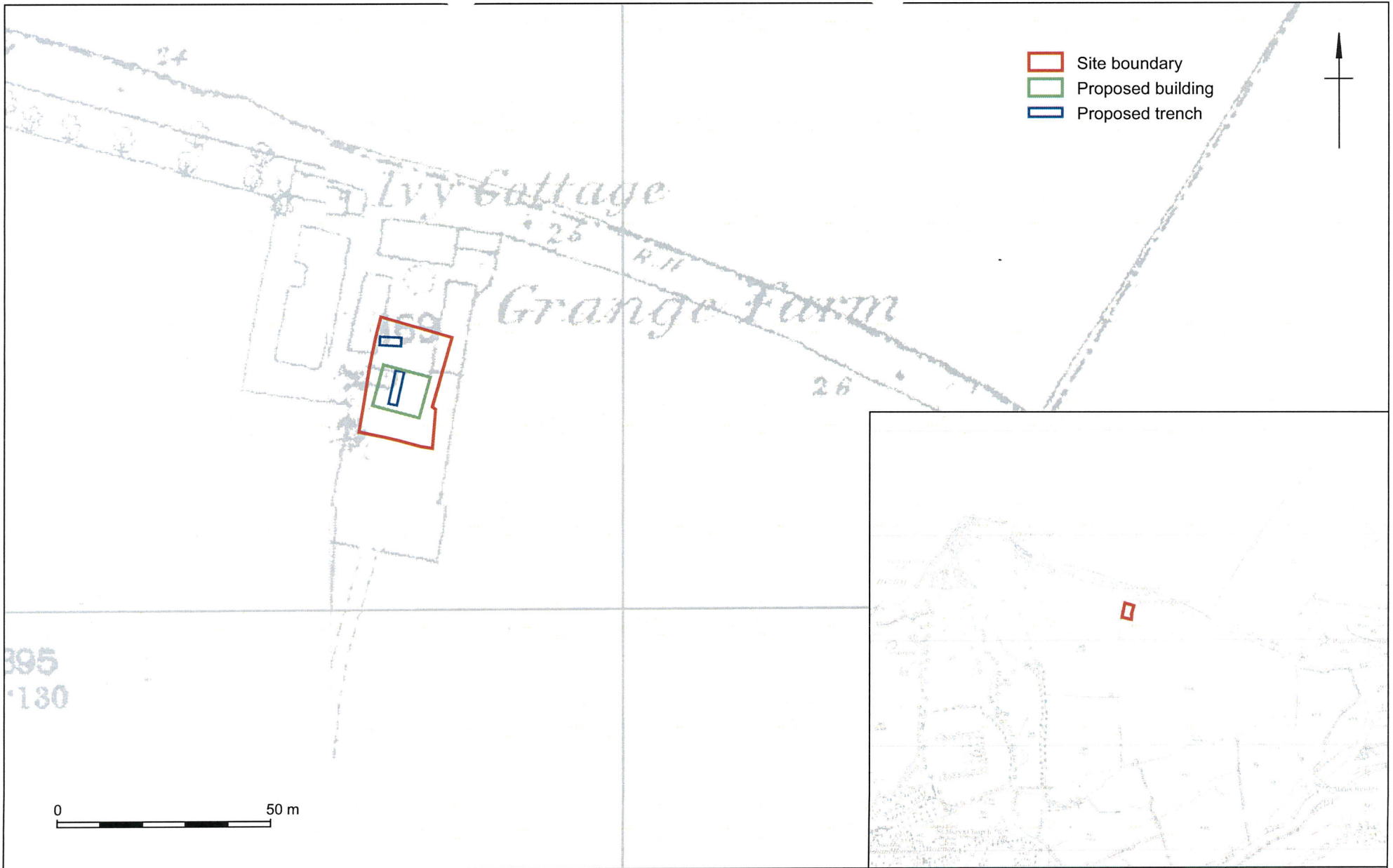
- Site boundary
- Proposed building
- Proposed trench
- 


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Site location and proposed trench layout

Figure 1



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Site location and proposed trench layout overlaid with OS map of 1869-1883

Figure 2



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