



**225 King Georges Avenue
Southampton
SO15 4LD**

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

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Existing Site / Location
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Written Scheme of Investigation for Archaeological Watching Brief

1 INTRODUCTION

1.1 Project background

- 1.1.1 Wessex Archaeology has been commissioned by E and H Property Investment ('the Client') to produce a written scheme of investigation (WSI) for an archaeological watching brief at 225 King Georges Avenue, Southampton centred on National Grid Reference (NGR) 439110 113720 (hereafter 'the Site', **Figure 1**).
- 1.1.2 A planning application (ref. 16/02056/FUL) has been approved (subject to conditions) by Southampton City Council (SCC) for redevelopment of the Site for the erection of a 2-storey side extension to create a 3-bed dwelling following demolition of existing garage with associated works.
- 1.1.3 The following archaeological conditions are attached to the planning consent:

03. Archaeological evaluation/watching brief investigation (Pre-Commencement)

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.

04. Archaeological evaluation/watching brief work programme (Performance)

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 Southampton City Council Historic Environment Team (SCCHET) was consulted by SCC prior to determination of the planning application and stated that "*The archaeological investigation will take the form of a watching brief on the groundworks with option to excavate should archaeological deposits be uncovered*". SCCHET requested that the archaeological conditions shown above should be applied to any consent.
- 1.1.5 The Client has commissioned the preparation of this WSI by Wessex Archaeology, which sets out the specification for an archaeological watching brief within the Site, in response to the above archaeological conditions attached to the 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 is located on the corner of King Georges Avenue and Oakley Road. Residential housing lies to the south and an industrial unit lies to the west of the Site. Tanners Brook lies c. 40m to the west. The Site is occupied by the existing property, which lies on the southern side of the site with an attached garage and garden to the north. The garage is due to be demolished as part of the proposed development, and be replaced by the new extension, which will also extend into the garden area.
- 2.1.2 Within its boundary the Site is level at a height of c. 9m above Ordnance Datum (aOD)
- 2.1.3 The bedrock geology underlying the Site is mapped as Wittering Formation - Sand, Silt and Clay. Sedimentary Bedrock formed approximately 40 to 56 million years ago in the Palaeogene Period. Local environment previously dominated by shallow sea. The Site lies within in a corridor of Wittering Formation and although superficial deposits are not indicated as underlying the Site, they are indicated within the very close and surrounding vicinity as River Terrace Deposits, 3 - Sand and Gravel. Superficial Deposits formed up to 3 million years ago in the Quaternary Period. Local environment previously dominated by rivers.

2.2 Archaeological and historical background

Introduction

- 2.2.1 A summary of the archaeological and historical background to the Site is discussed below informed by a search of the Southampton City Council Historic Environment Record (SCCHER). Relevant entry numbers from the SCCHER and site codes are included where appropriate.
- 2.2.2 The Site lies in a Local Area of Archaeological Potential, as defined in the Southampton Local Plan and Core Strategy -- LAAP 16 (The Rest of Southampton). This area encompasses parts of the city which are not including in the more specific Local Areas of Archaeological Potential but reflects the general potential of the Southampton area.

Previous investigations

- 2.2.3 A watching brief some 35 m to the south-west of the Site at the rear of 197 - 225 King George's Avenue in 1992 found over a metre of stratified deposits suggesting activity from the Romano-British, medieval and post-medieval periods (SCCHER MSH590 – SOU 476). The natural deposit was mixed brickearth. This was sealed by a 0.25m thick layer of loamy soil, possibly a buried soil horizon, sealed in turn by over 1m of overburden. The lowest layer above the soil was a 0.14m thick layer of redeposited brickearth, containing some fine brick fragments which, though they could not be closely dated, suggest that this layer was deposited during or after the Roman period. Above this were two layers of

loamy soil, each containing small quantities of building material, including slate. The slate might date these layers to the medieval period or later. The upper layers appeared to show signs of burning, though as the ground below was not scorched it was unlikely to be in situ burning. These were sealed by two layers of soil with very little building material, suggesting a developing soil horizon. Above these were a 0.10m thick layer with extremely abundant brick fragments, possibly associated with the construction of the houses on King George's Avenue. The whole site was covered by a 0.30m thick sandy loam garden soil.

- 2.2.4 Roman evidence was found during a watching brief on part of the former site of Western Hospital in 1993/4 (SCCHER MSH581 - SOU 543) c.300m to the north west of the Site. Six features, including a linear feature, which between them contained a few pieces of Roman pottery, are interpreted as being of Roman date. Undated features were also found during the watching brief (SCCHER MSH582 – SOU 543). Seven features contained no datable finds. Two small features may have been of Bronze Age date, and one feature contained eight pieces of pottery of either Iron Age, Roman or Saxon date.
- 2.2.5 Three natural features and some possible prehistoric flints were found during an archaeological watching brief at 119 Regents Park Road in 2007 (SCCHER MSH4443 - SOU 1435) c.450 m to the south west of the site. One feature was a palaeochannel, the others may have been tree throws. Natural deposits were laminated clay of the Wittering Formation, overlain by river terrace gravels (2.15m thick), overlain by a “natural gravel interface layer”, overlain by a buried soil dating to the early modern or possibly post-medieval period, overlain across most of the site by modern topsoil.
- 2.2.6 Approximately 1 km to the north west of the Site features of Iron Age, Saxon, medieval and post-medieval date were found during an archaeological watching brief and excavation at Newlands Primary School, Ullswater Road in 2011 (SCCHER MSH4889 - SOU 1564), on groundworks for a new school building. The Iron Age activity consisted of ditches, pits, post-holes, stake-holes and a hearth. Two buildings were identified - a circular building and a second building with less regular form. Fragments of prehistoric pottery, burnt flints and worked flint were recovered. A radiocarbon date of 390-410BC was obtained from charcoal in one feature. Saxon activity consisted of three shallow features containing charcoal and burnt flint, and a ditch. Three radiocarbon dates spanned the period AD 420 to AD 770. In addition, two shallow medieval pits/post-holes and a post-medieval ditch were found. The natural geology was recorded as brickearth.

Prehistoric (970,000BC – AD 43)

- 2.2.7 There are a number of finds of Palaeolithic flint handaxes and tools artefacts recorded from the area, associated with the river terrace gravels, including finds from ‘Old Shirley’ to the north and Millbrook to the south of the Site (SCCHER MSH103, MSH105, MSH107, MSH116, MSH138, MSH475). Results from a watching brief at the former Western Hospital site to the west of Terbourba Way indicate the presence of a paleochannel in this area of likely prehistoric date (SCCHER MSH580 – SOU 543). A Mesolithic axe is also recorded from the Old Shirley area (SCCHER MSH108).
- 2.2.8 Further prehistoric activity in the immediate area of the Site can be seen with Neolithic worked flint found some 250 m to the south-west of the Site (SCCHER MSH90) and further artefacts from the Old Shirley area (SCCHER MSH109, MSH110). During an excavation at 80 Prince of Wales Avenue just to the south-east of the Site a late Bronze Age/ early Iron Age activity was recorded including a possible cremation burial and ironworking (SCCHER MSH589). Bronze Age and prehistoric flint tools are recorded as being recovered from the Millbrook area (SCCHER MSH477, MSH478).

Romano-British (AD 43-410)

- 2.2.9 The Romano-British settlement at Bitterne Manor (*Clausentum*), located approximately 4.5 km to the east of the Site, became, within a few decades of the Roman Conquest in AD 43, the principal centre within the region.
- 2.2.10 Within the vicinity of the Site, Romano-British activity was identified within the former Western Hospital site (SCCHER MSH581 – SOU 543). Two Roman coins are also recorded to the south of the Site in King George's Avenue (SCCHER MSH88, MSH89) and, although no features were located, late Iron Age or Romano-British pottery was recovered from a watching brief just to the south-east of the Site in Prince of Wales Avenue (SCCHER MSH2382 – SOU 1272). Brick fragments found within deeply stratified deposits off Oakley Road may be of Romano-British date (SCCHER MSH590 – SOU 476).

Saxon and medieval (410-1066)

- 2.2.11 The mid-Saxon town of *Hamwic* developed in the late 7th century to become an important trading and production centre. Throughout the 8th and 9th centuries, *Hamwic* grew and expanded to become a major international trading port and one of the largest towns in England. The available evidence indicates that *Hamwic* had been abandoned by the mid-9th century and the new settlement of *New Hampton* (Southampton) is thought to have been established in the early 10th century on the higher grounds by the River Test, to the south-west of the site of *Hamwic*.
- 2.2.12 Shirley is documented in the 1086 Domesday Survey was a moderately sized settlement, this and the fact that a church is also recorded suggest the settlement has Saxon origins; the precise location of this church is unknown (SCCHER MSH596). Millbrook is also thought to date to the Late Saxon period and appears to have been focused on Millbrook Road (SCCHER MSH3132). The Site lies immediately to the east of Tanner's Brook (SCCHER MSH4391); place name evidence from Late Saxon land charters suggests that this was the location of one or more watermills (SCCHER MSH4392). The mill race of the former Mousehole Mill/ Mousehole Foundry which originally extended to the south of Oakley Road may have Saxon origins (SCCHER MSH591).
- 2.2.13 Building material found during a watching brief to the south-west of the Site may indicate some medieval or later activity (SCCHER MSH590 – SOU 476).

Post-medieval, 19th century and modern (1066-present day)

- 2.2.14 Immediately to the west of the Site on the opposite bank of Tanner's Brook was the location of a Mousehole Mill, though to date to the late 18th century (SCCHER MSH100). The mill become an iron foundry in the mid-19th century which was then replaced by a paint works. Land to the north-east of the Site and to the north of Oakley Road was formerly the location of Shirly Park and Shirley House, which was constructed in the late 18th century (SCCHER MSH3621).
- 2.2.15 The area of the Site can be seen as still undeveloped agricultural land on the 1st edition Ordnance Survey mapping (1869-83), although the foundry and a sand pit can be seen just to the north. A building can be seen immediately to the north-west of the Site on the 1897 edition which may relate to Shirley Mill, already disused by this time. The mill complex, including this building appear by the 1907 edition to have become the paint works and it is on this edition that residential development to the north of the lane can be seen. The existing property is first visible on the post-war 1947 edition although the construction of King George's Avenue and adjacent residential street can be seen to have begun in the 1930s.



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*
- *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 The Southampton Site code SOU (TBC) as issued by the HET will be used throughout the project to identify the site records and artefacts.

4.1.3 A copy of the agreed WSI will be made available to the site director and all site observers who work on the site 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 Close liaison will take place between the Site Manager (or equivalent) and the archaeological observer to ensure that all groundworks are observed

4.1.5 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 any foundation trenches, services and any below ground works including ground breaking and removal of existing foundations that could impact upon the archaeological resource.

4.2.3 For the purposes of this project, archaeologically significant remains and contexts are defined as remains and contexts relating to pre-1850 human use of the area.

4.2.4 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.

- 4.2.5 Excavated spoil will be visually scanned for artefacts. Where appropriate, a metal detector will be used to enhance artefact recovery.
- 4.2.6 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.
- 4.2.7 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).
- 4.2.8 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.
- 4.2.9 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 CfA 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.

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



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 e.g. SU);*
 - *An account of the background to the project and circumstances of work and type of fieldwork (e.g. watching brief);*
 - *Present land use, geology and topography;*
 - *Historical and archaeological background using data acquired from the SHER;*

- *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.*

- 5.1.3 A draft copy of the watching brief 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 (SOU 1663) 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* *Damian De Rosa MCIfA BA (Hons)*
- *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*
- *Metallurgy* *Phil Andrews, BSc, MCIfA, FSA*
- *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).

10 REFERENCES

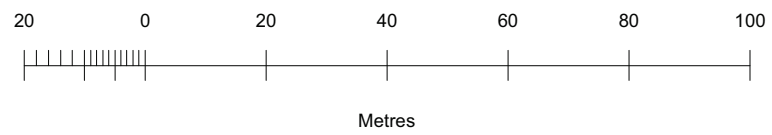
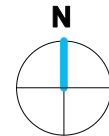
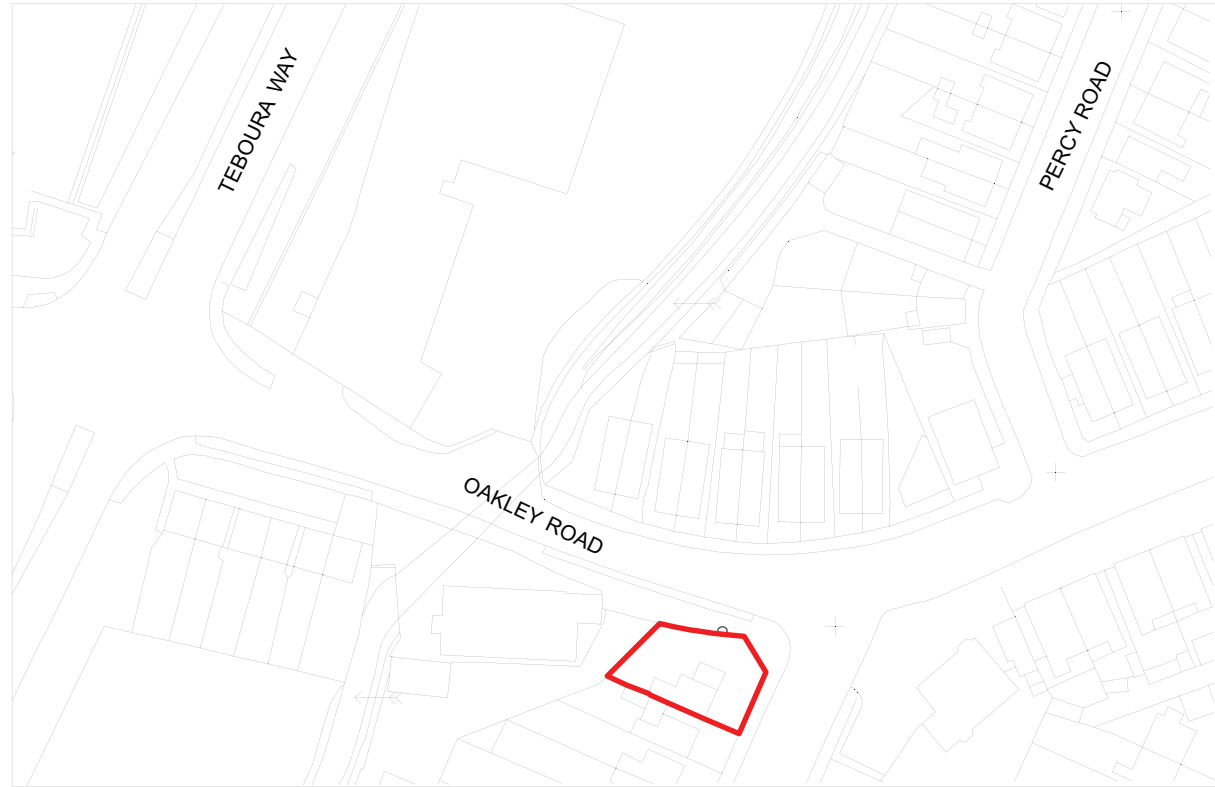
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location plan
1:1250



pavement

King George's Avenue

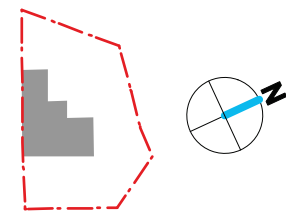
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Notes:

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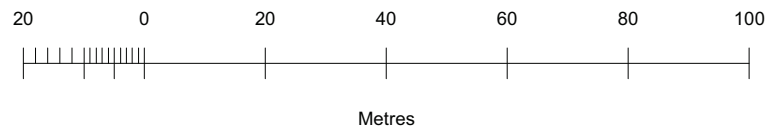
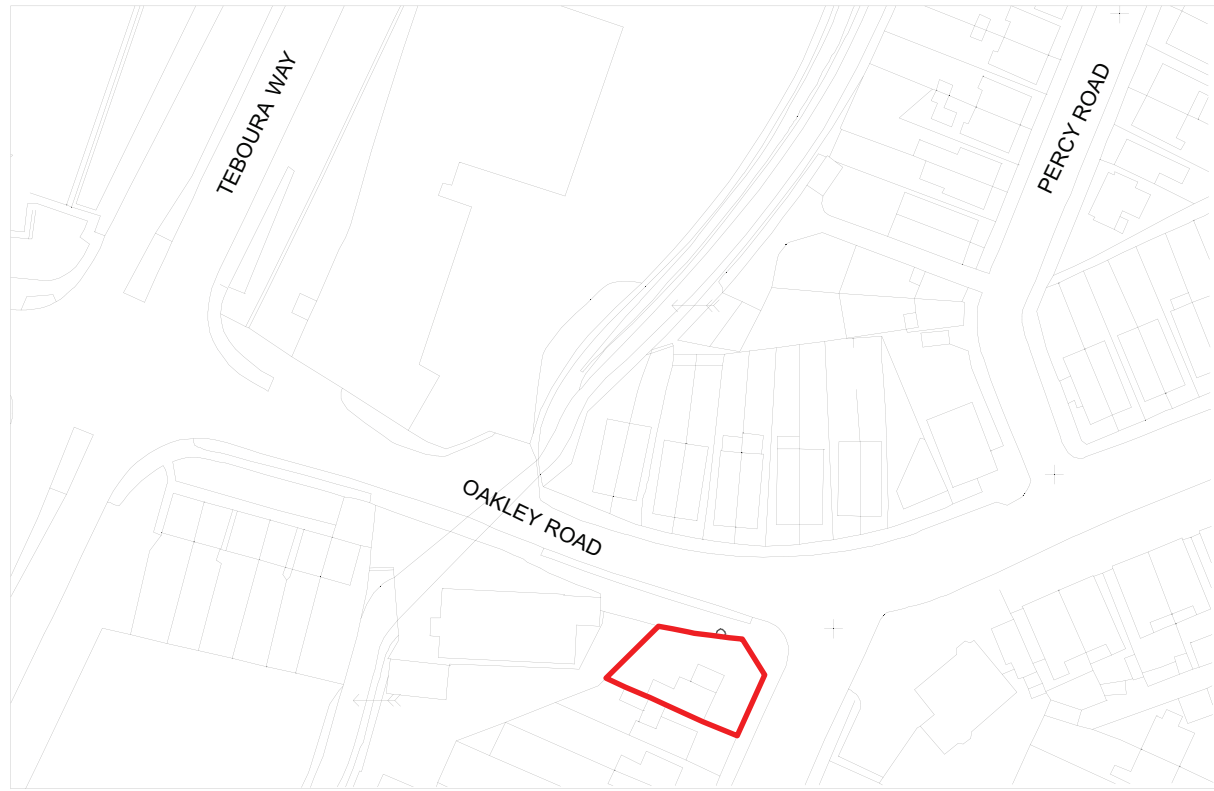
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Project:	King George's Avenue	Drawn by:	RW
Drawing:	Existing Site / Location	Checked by:	RW
Drawing No:	C16/059.01	Revision:	*
Scale:	as noted @ A3	Date:	Aug 2016

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location plan
1:1250



proposed site plan
1:200 @ A3

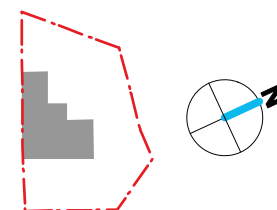
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Project:	King George's Avenue	Drawn by:	RW
Drawing:	Proposed Site / Location	Checked by:	RW
Drawing No:	C16/059.05	Revision:	B
Scale:	as noted @ A3	Date:	Nov 2016

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