



St James' by the Park Shirley Southampton

Written Scheme of Investigation for
Archaeological Test Pit Evaluation

Site Code: SOU 1726
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Document Information

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County	Hampshire
National grid reference	440292 114286
Statutory designations	Grade II Listed Building (NHLE 1092006)
Planning authority	Southampton City Council/ Diocese of Winchester
Museum name	Southampton City Council
Site code	SOU 1726
SCC Historic Environment Team reference number	HET 8415
WA project code	117780
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Contents

1	INTRODUCTION	1
1.1	Project background	1
1.2	Scope of document	1
1.3	Location, topography and geology	1
2	ARCHAEOLOGICAL AND HISTORICAL BACKGROUND	2
2.1	Introduction.....	2
2.2	Archaeological and historical context	2
3	AIMS AND OBJECTIVES	3
3.1	General aims	3
3.2	General objectives.....	3
3.3	Site-specific objectives	3
4	FIELDWORK METHODS	3
4.1	Introduction.....	3
4.2	Service location and other constraints	4
4.3	Excavation methods	4
4.4	Recording	4
4.5	Survey	5
4.6	Monitoring.....	5
4.7	Reinstatement	5
4.8	Finds.....	5
5	POST-EXCAVATION METHODS AND REPORTING	5
5.1	Stratigraphic evidence	5
5.2	Finds evidence	6
5.3	Reporting	6
6	ARCHIVE STORAGE AND CURATION	9
6.1	Museum.....	9
6.2	Transfer of title	9
6.3	Preparation of archive	9
6.4	Selection policy	9
6.5	Security copy	9
7	COPYRIGHT	9
7.1	Archive and report copyright	9
7.2	Third party data copyright.....	10
8	WESSEX ARCHAEOLOGY PROCEDURES.....	10
8.1	External quality standards	10
8.2	Personnel	10
8.3	Internal quality standards	11
8.4	Health and Safety	11
8.5	Insurance.....	12
	REFERENCES	13
	APPENDIX 1: PROPOSED DEVELOPMENT AND EXISTING SITE PLAN	15
	APPENDIX 2: CEMETERY PLAN FROM CHURCH ARCHIVE	17

List of Figures

Figure 1 Location of site and potential development areas



St James' by the Park Shirley Southampton

Written Scheme of Investigation for Archaeological Test Pit Evaluation

1 INTRODUCTION

1.1 Project background

- 1.1.1 Wessex Archaeology has been commissioned by HPS, on behalf of the Parochial Church Council ('the client'), to produce a written scheme of investigation (WSI) for a proposed archaeological test pit evaluation of St James' by the Park, Shirley, Southampton, SO15 5LZ, centred on NGR 440292 114286 (**Fig. 1**).
- 1.1.2 The evaluation will comprise the excavation, investigation and recording of a single 2 m by 2 m test pit to investigate the depth at which in situ graves within the former cemetery can first be identified. This work is designed to inform the proposals for an extension (the exact location of which is still to be determined) to the current church building to provide additional teaching and office space. (**Appendix 1**)
- 1.1.3 A desk-based assessment (HPS 2016) and Ground Penetrating Radar (GPR) survey (Tigergeo 2016 – SOU 1726) of the site has highlighted the extensive and densely occupied inhumation cemetery associated with the church. This evaluation is intended to help establish the depth of the burials present.

1.2 Scope of document

- 1.2.1 This WSI sets out the aims of the evaluation, and the methods and standards that will be employed. In format and content, it conforms to current best practice, as well as to the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015), the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for archaeological field evaluation* (CIfA 2014a) and SCC HET *Standard Brief for an Archaeological Investigation - Evaluation*.
- 1.2.2 This document will be submitted to the Southampton City Council (SCC) Historic Environment Team (HET) and the Diocesan Advisory Committee (DAC), for approval, prior to the start of the evaluation.

1.3 Location, topography and geology

- 1.3.1 The proposed evaluation area is located adjacent to St James' by the Park, Shirley, in the north-western part of Southampton. The site is on the junction of Bellemoor Road and St James Road with residential development to the west, north and east and part of the former churchyard forming a park to the south. The site lies at around 30 m.
- 1.3.2 The underlying geology is mapped as the sand, silt and clay of the Wittering Formation with superficial River Terrace 4, sand and gravel (British Geological Survey online viewer). At a watching brief at Ashbourne House, Wordsworth Road in 1992 (SOU 517), c.130 m to the west of the Site, the river terrace deposits consisted of silty clay and silty loam (?brickearths) above compact gravel.

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background for the Site was assessed in a prior desk-based assessment (HPS 2016), which set out this information following consultation with and using the data provided by the Southampton City Council Historic Environment Record (SCCHER). A summary of the results is presented below, with relevant entry numbers from and the National Heritage List for England (NHLE) included. Additional sources of information are referenced, as appropriate. The desk-based assessment (HPS 2016) should be consulted for the full background and will accompany this WSI and be read and held on site by the WA fieldwork director and all staff undertaking the fieldwork.
- 2.1.2 The Site is in Local Area of Archaeological Potential 16 (The Rest of Southampton), as defined in the Southampton Local Plan and Core Strategy.

2.2 Archaeological and historical context

- 2.2.1 A large number of prehistoric stone and flint tools, ranging from the Palaeolithic to the Bronze Age have been recorded as being found in the vicinity of the site, including a Neolithic axe (SCC MSH139) and Bronze Age axe (SCC MSH140) potentially found within the site.
- 2.2.2 Roman Southampton *Claesentum*, was focused on the eastern side of the River Itchen near modern day Bitterne. However, a few Roman findspots from the Shirley area suggest some activity in this area at this time.
- 2.2.3 The historic village of Shirley lies some 950m to the west of the Site. Shirley is recorded in the 1086 Domesday Survey as a moderately sized settlement of 12 households with a mill and church also listed. The exact location of the church (SCC MSH596), which was probably demolished in the 17th century, is unknown.
- 2.2.4 Due to the small congregation numbers, the Parish of Shirley was combined with that of Millbrook in 1574. However, by the 19th century residential development in the area meant numbers had increased and the new Parish Church of St James was constructed in 1836 (NHLE 1092006). Likely due to the existing road layout the church is not orientated classically east – west but c. east north east – west south west. Historic mapping indicates the churchyard was extended to the south in the 1890s. Scattered trees are first shown on the 1954-67 Ordnance Survey edition map when the churchyard is no longer labelled as a graveyard.
- 2.2.5 An plan of the cemetery from the church archive of St James' by the Park (**Appendix 2**) indicates that the burials are on a south-west – north-east orientation and laid out in a series of 36 densely packed rows. Larger squarer burials marked are likely to indicate brick lined vaults. Individuals plots and vaults of this period may contain multiple burials.
- 2.2.6 Ground Penetrating Radar (GPR) survey of the potential development locations on land immediately to the south-east and north-east of the church building (Tigergeo 2016). This indicated that burials were around 0.6 m below current ground levels with some evidence of multiple occupancy. Discrepancies were observed between the cemetery plan and the graves identified by the survey, however it was not clear whether this was due to additional burials or inaccuracies in the plan. A small number of vaults were located. Some evidence for disturbance above 0.6 m was also visible.



3 AIMS AND OBJECTIVES

3.1 General aims

3.1.1 The general aims (or purpose) of the evaluation, in compliance with the ClfA' *Standard and guidance for archaeological field evaluation* (ClfA 2014a), are:

- To provide information about the archaeological potential of the site; and
- To inform either the scope and nature of any further archaeological work that may be required; or the formation of a mitigation strategy (to offset the impact of the development on the archaeological resource); or a management strategy.

3.2 General objectives

3.2.1 In order to achieve the above aims, the general objectives of the evaluation are:

- To determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified area;
- To establish, within the constraints of the evaluation, the extent, character, date, condition and quality of any surviving archaeological remains;
- To place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and
- To make available information about the archaeological resource within the site by reporting on the results of the evaluation.

3.3 Site-specific objectives

3.3.1 Following consideration of the archaeological potential of the site, the site-specific objectives of the evaluation are:

- To establish the depth at which the top of the 19th century burials can be clearly determined within the test pit to inform any further mitigation that will be required in regard of the proposed development.
- To establish the accuracy of the GPR survey, which indicated that burials were around 0.6 m below current ground levels.

4 FIELDWORK METHODS

4.1 Introduction

4.1.1 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with the SCC HET, DAC and the client, prior to being implemented.

4.1.2 The evaluation will comprise the excavation, investigation and recording of a single 2 m by 2 m test pit within the potential development area. The location of this test pit will be determined on site based on access, suitability, review of the cemetery plan and proposed development.

4.1.3 All excavation will cease where the top level of the burials can be clearly determined within the test pit, and no excavation of human burials will be undertaken beyond the collection of any disarticulated human remains within the excavated overburden.



4.1.4 The site code SOU 1726 previously assigned to the GPR survey (Tigergeo 2016) will apply to this test pit evaluation and will be used for future archaeological works undertaken at the Site.

4.1.5 SCC HET have indicated that a single evaluation trench is unlikely to be sufficient to fully evaluate the site of the proposed extension, and further evaluation work may be required at a later date in accordance with consultee advice provided by SCC HET to the parochial church council (PCC).

4.2 Service location and other constraints

4.2.1 The test pit area will be securely Heras fenced and screened during the works.

4.2.2 The client will provide information regarding the presence of any below/above-ground services, and any ecological, environmental or other constraints.

4.2.3 Before excavation begins, the evaluation area will be walked over and visually inspected to identify, where possible, the location of any below/above-ground services. The test pit location will be scanned before and during excavation with a Cable Avoidance Tool (CAT) in order to verify the absence of any live underground services.

4.3 Excavation methods

4.3.1 The test pit will be de-turfed and excavated by hand. Excavation will proceed in a series of level spits of approximately 20 cm and respecting any stratigraphic boundaries. Excavation will stop when the upper level of the first intact burial is reached. In the event that this depth is not reached by 1 m, the excavation will cease and proceed within a smaller 1 m² sondage within the central area of the test pit for safety reasons.

4.3.2 The disturbance/removal of human remains from churchyards is subject to Faculty approval. The appropriate permissions will be obtained and in place in advance of works.

4.3.3 Any disarticulated, isolated human remains and associated coffin furniture discovered will be collected, recorded and reburied within the excavation in biodegradable paper bags.

4.3.4 In the event of discovery of *in situ* human remains, it is proposed that these will be minimally exposed and a basic record made. A rapid assessment of any human remains will be made on site prior to their reburial. This may include the on-site attendance of the WA Osteoarchaeologist to provide appropriate help and advice.

4.3.5 All works will be undertaken in accordance with the *Guidance for best practice for the treatment of human remains excavated from Christian burial grounds in England* (APABE, Historic England and Church of England 2017) and in accordance with Faculty.

4.3.6 In the event of discovery of artefacts covered or potentially covered by *Treasure Act 1996* (as amended by *The Coroners and Justice Act 2009*), their excavation and removal will be undertaken following notification of the Coroner, Client, DAC and SCC. Where possible there will be a presumption for the reburial of artefacts and coffin furniture with the individual with whom they were originally interred; this may be preceded by a programme of assessment, analysis or sampling of the artefacts where deemed appropriate.

4.4 Recording

4.4.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.

4.4.2 A complete drawn record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the OS National Grid. The OD heights of all principal features will be calculated (as defined by OSGM15 and OSTN15) and the levels added to the drawings.

4.4.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 10 megapixels. This will record both the detail and the general context of the principal features and the Site as a whole. 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. Photographs will also be taken of all areas, including access routes, to provide a record of conditions prior to and on completion of the evaluation.

4.5 Survey

4.5.1 The real time kinematic (RTK) survey of all trenches and features will be carried out using a Leica GNSS connected to Leica's SmartNet service. All survey data will be recorded in OS National Grid coordinates and heights above OD (Newlyn), as defined by OSGM15 and OSTN15, with a three-dimensional accuracy of at least 50 mm.

4.6 Monitoring

4.6.1 The client will inform the SCC and DAC of the start of the evaluation and its progress. Reasonable access will be arranged for Site visits in order to inspect and monitor the progress of the evaluation. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client, the DAC and SCC.

4.7 Reinstatement

4.7.1 Upon completion of the project the test pit will be backfilled using excavated materials in the order in which they were excavated, any disarticulated human remains recovered will be reburied and the turfs re-laid. No other reinstatement or surface treatment will be undertaken.

4.8 Finds

General

4.8.1 Finds retention will follow Southampton City Council's Standards for the creation, compilation and transfer of archaeological archives (2016). Coffin furniture will not be removed from Site but will be noted in the field. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

5.1.1 All written and drawn records from the evaluation will be collated, checked for consistency and stratigraphic relationships. Archaeological features and deposits will be preliminary phased using stratigraphic relationships and the spot dating from finds, particularly pottery.

5.1.2 A written description will be made of all archaeologically significant features and deposits that were exposed and excavated. Detail of all contexts will be provided in trench tables in the appendix of the report.

5.2 Finds evidence

- 5.2.1 All retained finds will, as a minimum, be washed, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the evaluation. The report will include a table of finds by feature/context.
- 5.2.2 WA will ensure that all metal finds other than those made of gold and lead (and those exemptions set out in "Standards for the Creation, Compilation and Transfer of Archaeological Archives") are x-radiographed as part of the recording process and in advance of the Collections Assessment described below. Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation needs will be undertaken by Wessex Archaeology in-house conservation staff, or by another approved conservation centre.
- 5.2.3 At an early stage of the post-excavation process, WA will enable Southampton City Council's Curator of Archaeological Collections to carry out a Collections Assessment of the material archive, as stipulated in "Standards for the Creation, Compilation and Transfer of Archaeological Archives". (Contact gill.woolrich@southampton.gov.uk .). Finds will be suitably bagged and boxed in accordance with the guidance given by the SCC Archaeological Collections and in accordance with the standards of the ClfA (2014b).
- 5.2.4 To ensure the long-term stability of the finds and their availability for future study, WA will ensure that an assessment of conservation needs and subsequent necessary work is carried out by a qualified archaeological conservator, or in a recognised conservation laboratory. The conservator and the laboratory must be approved by the Curator of Archaeological Collections. Full records (which will form a part of the archive) must be kept of any treatment given.
- 5.2.5 Based on the results of the Collections Assessment, WA will ensure that all finds and other items of archaeological interest removed from the site are analysed and recorded by specialists, to agreed standards, and with the approval of the HET. Specialist work may need to be carried out on all metalwork; all bone, including worked bone and human remains and other organic remains; industrial waste; ceramic material; glass; and lithic material.
- 5.2.6 WA 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.).
- 5.2.7 WA will ensure that data about complete, identifiable, itemised objects are transferred onto Southampton City Museum's Archaeological Object Record Sheets. The sheets will then be entered into the computerised Archaeological Collections Object Database, and where necessary the contractor will make allowance for the costs involved in computer entry.

5.3 Reporting

General

- 5.3.1 Following completion of the fieldwork and the evaluation of the stratigraphic, artefactual and ecofactual evidence, a draft report will be submitted for approval to the client, the DAC and SCC, for comment. Once approved, a final version will be submitted.
- 5.3.2 On the completion of 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.

5.3.3 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 1726 (to also be included on front cover), Historic Environment Team reference 8415, 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. evaluation);*
- *Present land use, geology and topography;*
- Historical and archaeological background using data acquired from the SHER, HER MSH codes and SOU codes (where appropriate) to be used in accordance with HET brief appendix C3;
- *The aims of the project;*
- *The methodology used (including trench dimensions and any restrictions on fieldwork);*
- *Detailed description of the 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.*

- 5.3.4 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 Client, DAC and SCC Historic Environment Team for approval.
- 5.3.5 As soon as it has been approved, Wessex Archaeology will send a full-colour paper copy of the report each of the following: the Client; the SCCHET (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.
- 5.3.6 At the same time, the Client, DAC and 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 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.
- 5.3.7 SCC HER will be supplied with digital copies of the photographs used in the report, in TIFF format at least 600 dpi resolution.
- 5.3.8 At the appropriate time, Wessex Archaeology 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", and "Archaeology in Hampshire").
- 5.3.9 The final report including figures will also be made available in digital format. Unless specifically instructed otherwise, this will be as a fully hyperlinked and bookmarked Adobe Acrobat PDF file. The information will be deposited within the Historic Environment Record (HER) maintained by Southampton City Council where it can be freely copied without reference to Wessex Archaeology for the purposes of archaeological research or Development Control within the planning process.
- OASIS
- 5.3.10 An OASIS online record (<http://oasis.ac.uk/pages/wiki/Main>) will be created, with key fields completed, and a .pdf version of the final report submitted. Subject to any contractual requirements on 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 ARCHIVE STORAGE AND CURATION

6.1 Museum

- 6.1.1 It is recommended that the project archive resulting from the evaluation be deposited with Southampton City Council's Archaeology Collections. Provision has been made for the cost of long-term storage in the post-fieldwork costs. The museum will receive notification of the project prior to fieldwork commencing, and an accession number will be obtained.

6.2 Transfer of title

- 6.2.1 On completion of the evaluation (or extended fieldwork programme), every effort will be made to persuade the legal owner of any finds recovered (ie, the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996 (as amended by the Coroners and Justice Act 2009)*, to transfer their ownership to the museum in a written agreement.

6.3 Preparation of archive

- 6.3.1 The complete project archive, which may include paper records, graphics, artefacts, ecofacts and digital data, will be prepared following Southampton City Council's *Standards for the creation, compilation and transfer of archaeological archives* (2016), and in general following nationally recommended guidelines (SMA 1995; ClfA 2014c; Brown 2011; ADS 2013). The archive will usually be deposited within one year of the completion of the project, with the agreement of the client.

6.4 Selection policy

- 6.4.1 Finds retention will follow Southampton City Council's *Standards for the creation, compilation and transfer of archaeological archives* (2016). In accordance with these, and any, a process of selection and retention will be followed so that only those artefacts or ecofacts that are considered to have potential for future study will be retained. The selection policy will be agreed with the Southampton City Council's Curator of Archaeological Collections, and fully documented in the project archive. Material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.

6.5 Security copy

- 6.5.1 In line with current best practice (e.g., Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file. 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.
- 6.5.2 On completion of the project, a security copy of the written records will be prepared, in the form of microfilm, following national guidelines (Handley 1999). The master jackets and one copy of the microfilm will be deposited with the Historic England Archive in Swindon.

7 COPYRIGHT

7.1 Archive and report copyright

- 7.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The client will be licenced to use each report for the purposes that it was

produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations* 2003. In some instances, certain regional museums may require absolute transfer of copyright, rather than a licence; this should be dealt with on a case-by-case basis.

- 7.1.2 Information relating to the project will be deposited with the Historic Environment Record (HER) where it can be freely copied without reference to Wessex Archaeology for the purposes of archaeological research, or development control within the planning process.

7.2 Third party data copyright

- 7.2.1 This document, the evaluation report and the project archive may contain material that is non-Wessex Archaeology copyright (e.g., Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act* 1988 with regard to multiple copying and electronic dissemination of such material.

8 WESSEX ARCHAEOLOGY PROCEDURES

8.1 External quality standards

- 8.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of conduct* (CIfA 2014d) and *Regulations for professional conduct* (CIfA 2014e). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice, and will normally be members of the CIfA.

8.2 Personnel

- 8.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff, who will be on site at all times for the length of archaeological fieldwork as required. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety manager. The appointed project manager and fieldwork director will be involved in all phases of the investigation through to its completion.
- 8.2.2 The analysis of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of finds and environmental specialists can be provided on request.
- 8.2.3 The following key staff are proposed:
- Project Manager Damian de Rosa
 - Fieldwork Director Alistair Zochowski
 - Osteoarchaeologist Jacqueline McKinley



- 8.2.4 Wessex Archaeology reserves the right, due to unforeseen circumstances (e.g., annual leave, sick leave, maternity, retirement etc) to replace nominated personnel with alternative members of staff of comparable expertise and experience.

8.3 Internal quality standards

- 8.3.1 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.
- 8.3.2 Wessex Archaeology operates a computer-assisted project management system. Projects are assigned to individual project managers who are responsible for the successful completion of all aspects of the project. This includes monitoring project progress and quality; controlling the project budget from inception to completion; and all aspects of Health and Safety for the project. At all stages the project 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 team leader or regional director.
- 8.3.3 All work is monitored and checked whilst in progress on a regular basis by the project manager, and all reports and other documents are checked (where applicable) by the team leader/technical manager, or regional director, before being issued. A series of guideline documents or manuals form the basis for all work. The technical managers in the Graphics, Finds & Analysis, GeoServices and IT sections provide additional assistance and advice.
- 8.3.4 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team in consultation with the team leaders/regional directors who also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

8.4 Health and Safety

- 8.4.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times. Wessex Archaeology will supply trained, competent and suitably qualified staff to perform the tasks and operate the equipment used on site. All work will be carried out in accordance with the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulations 1999*, and all other applicable Health and Safety legislation, regulations and codes of practice in force at the time.
- 8.4.2 Wessex Archaeology will supply a copy of the company's Health and Safety Policy and a Risk Assessment to the client before the commencement of the evaluation. The Risk Assessment will have been read, understood and signed by all staff attending the site before any fieldwork commences. Wessex Archaeology staff will comply with the Personal Protective Equipment (PPE) requirements for working on the site, and any other specific additional requirements of the principal contractor.
- 8.4.3 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) or UK equivalent and have had UKATA Asbestos Awareness Training. Key staff also have



qualifications in the use of CAT and Genny equipment and as banksmen/Plant Machinery Marshalls through the National Plant Operators Recognitions Scheme (NPORS).

8.5 Insurance

- 8.5.1 Wessex Archaeology has both Public Liability (£10,000,000) and Professional Indemnity Insurance (£5,000,000).

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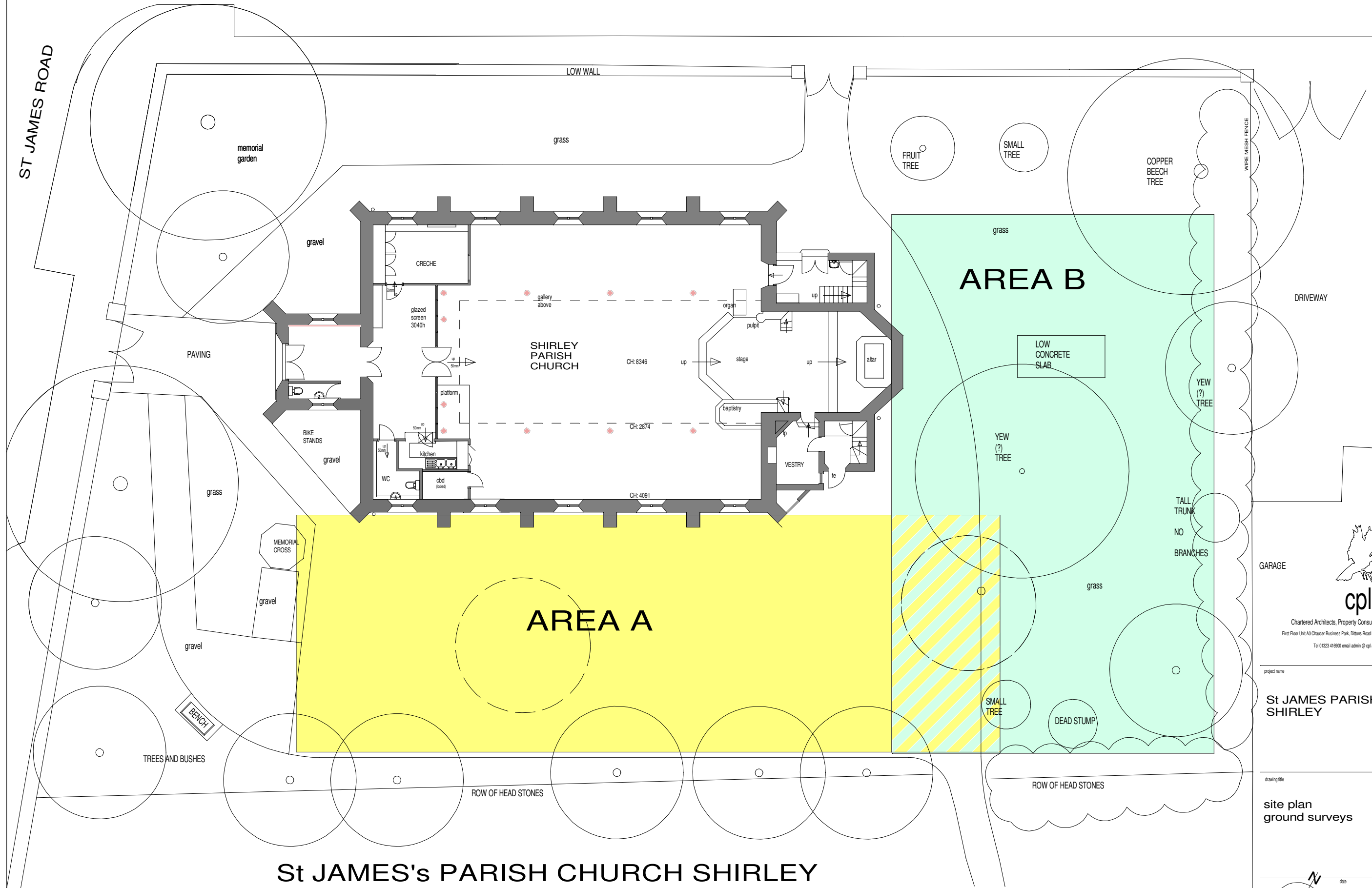
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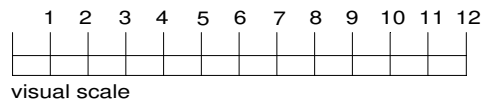
APPENDIX 1: PROPOSED DEVELOPMENT AND EXISTING SITE PLAN


BELLEMOOR ROAD

ST JAMES ROAD



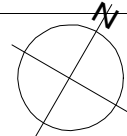
St JAMES's PARISH CHURCH SHIRLEY
EXISTING SITE PLAN




Chartered Architects, Property Consultants and Designers
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project name
St JAMES PARISH CHURCH SHIRLEY

drawing title
**site plan
ground surveys**

	date	scale
	Nov 2015	1:100
	drawn	checked
project number	drawing number	revision
SPC.15	/004	-



APPENDIX 2: CEMETERY PLAN FROM CHURCH ARCHIVE





Location of site and potential development areas

Figure 1



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FS 606559