



**Garages to rear of Elizabeth Court
Aberdeen Road
Southampton
SO17 2LL**

**Written Scheme of Investigation for
an Archaeological Evaluation**

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

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Contents

1	INTRODUCTION	1
1.1	Project Background	1
2	THE SITE	2
3	ARCHAEOLOGICAL AND HISTORICAL BACKGROUND	2
4	AIMS AND OBJECTIVES	5
5	METHODOLOGY	6
5.1	Health and Safety	6
5.2	Service Location	6
5.3	Evaluation.....	6
5.4	Human remains	7
5.5	Treasure	8
6	FINDS AND ENVIRONMENTAL.....	8
6.1	Finds.....	8
6.2	Environmental	9
7	REPORTING	10
7.1	OASIS	10
7.2	Evaluation report	10
8	THE ARCHIVE	12
8.1	Site archive.....	12
8.2	Discard policy	12
8.3	Security copy	13
8.4	Copyright	13
9	WA PROCESSES AND PROCEDURES	13
9.1	Personnel	13
9.2	Quality and Code of Practice.....	13
10	REFERENCES	14

Figure 1: Site location and proposed trenching

Existing site plan

Proposed site plan



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1 INTRODUCTION

1.1 Project Background

1.1.1 Wessex Archaeology (WA) has been commissioned by Tonepark Limited (the Client) to undertake an archaeological evaluation ahead of the proposed redevelopment of, centred on National Grid Reference (NGR) SU 443477 114204 (**Figure 1**); referred to henceforth as 'the Site'.

1.1.2 A planning application (Ref. 14/00755/FUL (14/00048/OUT)) has been approved (subject to conditions) by Southampton City Council (SCC) for Redevelopment of the Site. Erection of 2 x detached single storey 3 bedroom dwellings with associated parking, refuse and cycle storage following the part demolition of existing garages

1.1.3 The following archaeological conditions are attached to the planning consent:

14 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.

Reason:

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

15 APPROVAL CONDITION ' Archaeological evaluation work programme [Performance Condition]

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

Reason:

To ensure that the archaeological investigation is completed.

1.1.4 The Southampton City Council Historic Environment Group Leader (the lead archaeologist within the Historic Environment Team, (HET) which forms part of the Planning, Transport and Sustainability Division) was consulted by SCC prior to determination of the application and recommended "Should planning permission be granted the area should be subject to an archaeological evaluation, followed by further archaeological work as necessary.". The recommendation for an evaluation followed previous comments made by the Historic



Environment Team in regard of an earlier application for the Site (Ref: 12/00279/OUT and 12/01289/OUT). If following the evaluation, the HET consider that further archaeological work is required on the Site, a new written scheme of investigation will be prepared to cover that work.

- 1.1.5 This Written Scheme of Investigation (WSI) has been prepared to detail the proposed methodology to be used for the archaeological evaluation and the reporting of the results. It has been prepared in accordance with the SCCHET generic brief and the *Standards and Guidance for an archaeological field evaluation* (CIfA 2014a).

2 THE SITE

2.1.1 The Site encompasses an area of approximately 900m² and lies within the northern part of St Denys, which lies to the north east of Southampton City Centre. The Site lies within a residential area and is accessed from Aberdeen Road which lies to the west and lies to the rear of Elizabeth Court apartments (**Figure 1**). Residential properties and gardens lie to the north and south and a car park lies to the east. The course of the River Itchen lies c.200m to the east of the Site. The Site was formally occupied by garages which have been demolished and the ground surface comprises of a mixture of tarmac and concrete.

2.1.2 Topographically, the Site is level at a height of c.5m above Ordnance Datum

2.1.3 The underlying bedrock geology throughout the Site is mapped as London Clay Formation - Clay, Silt and Sand. Sedimentary Bedrock formed approximately 34 to 56 million years ago in the Palaeogene Period. Overlying the bedrock River Terrace Deposits, 1 - Sand and Gravel. Superficial Deposits formed up to 3 million years ago in the Quaternary Period are mapped To the east of the Site superficial deposits of Tidal Flat Deposits - Clay And Silt associated with the River Itchen are mapped (BGS Online).

3 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

Introduction

3.1.1 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

3.1.2 The Site lies in a Local Area of Archaeological Potential, as defined in the Southampton Local Plan and Core Strategy -- LAAP 10 (Portswood, Highfield and northern St Denys). This includes a stream valley and includes notable prehistoric, Romano-British and medieval activity.

Previous investigations

3.1.3 There are no known previous investigations undertaken within the Site, however a number of small excavations and watching briefs have occurred the immediate area.

3.1.4 To the south-west of the Site at the junction of Aberdeen Road a watching brief did not located any significant archaeological features but instead encountered disturbed or redeposited natural geology overlying river terrace gravels (SCCHER MSH2321/ SOU 1037). A single fragment of brick suggest the overlying deposits were post-medieval or later.

3.1.5 The medieval priory site (SCCHER MSH1501, MSH5579) immediately to the east of the Site has been subject to a number of investigations. While many of these have been small scale watching briefs several evaluations and excavations have also taken place (e.g.



SCCHER SOU 174, SOU 448, SOU 918, SOU 1049, SOU, 1136). Excavations in the area of Priory Close are thought to have largely located post-medieval features and deposits, although the finds from the work have not been fully assessed (SCCHER ESH174/ SOU 174).

3.1.6 Artefacts located to the north of the Site suggest potential for prehistoric activity (SCCHER MSH1428/ SOU 1084, MSH1793/ SOU 411) and a watching brief just to the north of the Site in Kent Road found prehistoric finds redeposited within a possible palaeochannel (SCCHER MSH2381/ SOU 1271).

3.1.7 To the south of the Site a watching brief on groundworks for St Denys Church Centre indicated that the natural geology was brickearth deposits overlying the river terrace gravels (SCCHER MSH1794/ SOU 794). Finds from the works suggest Roman occupation in this area.

Prehistoric (970,000BC – AD 43)

3.1.8 There are a number of finds of Palaeolithic artefacts located in the vicinity of the Site associated with the river terrace gravels which formed in the Late Pleistocene period (SCCHER MSH357, MSH364, MSH484, MSH517).

3.1.9 The beginning of the Mesolithic periods marks the end of the last ice age when rising sea levels would have submerged the river terrace gravels. This landscape change has been identified in boreholes sunk across the River Itchen where peat levels have been dated to this time (SCCHER MSH365, MSH1791). Probable Mesolithic worked flint was located in a garden in Aberdeen Road some 0.6 m below the present ground surface (SCCHER MSH1793/ SOU 411) and a late Mesolithic working site and over tools have been located in the area of the former priory some 100 m to the south-east of the Site (SCCHER MSH360, MSH1800).

3.1.10 While the Neolithic and Bronze Age periods are associated with the establishment of farming and more permanent settlement, no confirmed features from this period have yet been found in the vicinity of the Site, however, a number of finds have been identified suggesting activity in this location during at this time. Some Neolithic worked flint was recovered to the east of the Site near Cobdon Bridge (SCCHER MSH361, MSH363), some Bronze Age artefacts were found to the north of the Site in the 'Old Portswood' area (SCCHER MSH358, MSH486) and a watching brief just to the north of the Site in Kent Road found a Bronze Age pot sherd, burnt and worked flints redeposited within a possible palaeochannel (SCCHER MSH2381/ SOU 1271). Although not closely datable worked flint found in Aberdeen Road (SCCHER MSH1428/ SOU 1084) and in the area of the priory (SCCHER MSH1845/ SOU 687, MSH2441/ SOU 1056) confirms activity in the locality in the prehistoric period.

Romano-British (AD 43-410)

3.1.11 The Romano-British settlement at Bitterne Manor (*Clausentum*), located approximately 800 m to the south of the Site, became, within a few decades of the Roman Conquest in AD 43, the principal centre within the region. The exact route of the Roman road between *Clausentum* and Winchester (*Venta Belgarum*) is not known and possible routes to the west and east of the Site and the river are suggested (SCCHER MSH453, MSH470/ SOU 1153, MSH485).

3.1.12 Within the St Denys area itself is a known Roman settlement with numerous finds and features located during archaeological investigations in this area (SCCHER MSH2568). The relationship of the St Denys settlement to the main Roman settlement across the River



Itchen at Bitterne Manor (Clausentum) is unclear. The two settlements may have been linked by a ferry, perhaps joining the Winchester route with the Chichester route (MSH470 and MSH485). At 64 Priory Road in 1962, a paved surface with probable timber foundation was found below the inter-tidal river mud; this may have been a Roman hard (MSH1643, SOU 750). Roman finds have been recovered from the same address (MSH292). At 78 Priory Road, a number of undated timber posts have been found in the inter-tidal mud (MSH291). Slightly further upriver, timber structures were found in the inter-tidal area in 1998 and subsequently investigated (SOU 881). These structures have been dated to the Roman period (some of the piles were cut down in spring AD201). They are thought to be the remains of a riverfront facility, incorporating a jetty and a shoreline revetment (see MSH1645, see also MSH2968). There could have been an earlier ferry point here

- 3.1.13 A quern stone is recorded as being found at 21 Aberdeen Road just to the south of the Site (SCCHER MSH4723) and significant occupation evidence was identified during a watching brief on groundworks for the St Denys Church Centre (SCCHER MSH1794/ SOU 794). This latter activity suggests a high-status building perhaps associated with a river crossing or farm. A Roman feature was found during a watching brief on land adjacent to St Denys Church, Dundee Road in 1997 (SCCHER MSH1797 / SOU 807), adjacent to the SOU 794 site. Roman finds from the site included pottery, brick and tile (the Roman finds are not closely dated in the report). Other building material finds included limestone and medieval finds.
- 3.1.14 Archaeological work on land adjacent to 20 Eastfield Road (now 22 to 24a Eastfield Road) in 1999 (SCCHER MSH1810 / SOU 960 and SOU 981), uncovered part of an early Roman settlement (1st/2nd century or mid/late 1st century), with a metalled road, probable timber framed buildings and rubbish pits. Evidence was found of iron working in the vicinity, perhaps supplying raw materials during the establishment of Clausentum in the mid-1st century. The site may have been given over to agriculture in the later Roman period. Three pig burials were probably of medieval or later date.
- 3.1.15 A watching brief at 154 - 170 Priory Road in 1998 (SCCHER MSH1648 / SOU 822) revealed a Roman ditch, several pits and finds. Roman finds dated from the 1st to the 4th centuries, with late Roman material, and building material perhaps from a demolished building. This suggests non-intensive early Roman occupation, becoming more intensive in the later Roman period with the focus of activity moving from the area around 20 Eastfield Road to the south west as evidenced by the later Roman material at SOU 822.

Saxon and medieval (410-1066)

- 3.1.16 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*.
- 3.1.17 The nearest documented settlement at the time of the 1086 Domesday Survey was South Stoneham to the north-east and a ploughsoil of possible Saxon or medieval date identified during groundworks for the St Denys Church Centre (SCCHER MSH1794/ SOU 794) suggests the immediate area was still rural at this time. This area also includes the medieval village of Portswood, although the medieval references are unclear as to whether this was just a wood or a village.



3.1.18 The Site lies within the area of the Priory of St Denys which was founded in the early 12th century, with the main building thought to be located just over 10 m to the east of the Site (SCCHER MSH1501, MSH5579). A watermill is also thought to have been located just north of the priory on the western bank of the river and fed by an artificial watercourse (SCCHER MSH4366, MSH5587).

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

3.1.19 The priory was dissolved in 1536 with the property granted Francis Dawtrey (SCCHER MSH1501). In 1774 only a few remains of the priory survived and the site was occupied by a farm house, probably erected after the Dissolution. A road marked on the 1658 Map of the Manor of Portswood just to the south of the Site is thought to correspond with that seen on 19th century mapping and to mark the former route to the priory (SCCHER MSH5578).

3.1.20 The 1846 Royal Engineers map (Ordnance Survey) shows the Site as part of a large field immediately to the north-west of the building complex of St Denys Farm, which is also marked as the site of the Priory¹. The farm has been demolished by the time of the 1876-83 1st edition Ordnance Survey (OS) map with the Site now to the rear of residential development along Aberdeen Road and St Denys's Road. Further residential development of the area can also be seen on the 1897 edition OS map.

3.1.21 The demolition of the 19th century semi-detached properties fronting Aberdeen Road and the construction of Elizabeth Court is first visible on the 1969-77 edition OS map with the Site occupied by garages.

4 AIMS AND OBJECTIVES

4.1.1 With due regard to the ClfA *Standards and Guidance for archaeological field evaluation* (ClfA 2014a), the generic aims of the evaluation can be defined as;

- *To locate, identify and to investigate and record the presence/absence of archaeological features or deposits;*
- *The evaluation, where possible, would confirm the extent, date, character, relationship, condition and significance of archaeological features, artefacts and deposits, including natural deposits, within the proposed development area;*
- *To inform the scope and nature of any requirements for any potential further fieldwork, whether additional watching brief, excavation or post-excavation work;*

4.1.2 Project specific aims of the evaluation are to establish the presence of:

- *Any Romano British activity that may be associated with the known occupation activity to the south of the Site and other Romano British activity indicated within the vicinity of the Site. Can occupation activity dating to this period be shown to extend further north in to the St Denys area than previously identified?; and*
- *Any archaeological activity associated with the former Priory of St Denys, which lies immediately to the east of the Site.*

¹ <http://www.southampton.gov.uk/WhereILive/MapSouthampton.aspx>



5 METHODOLOGY

5.1 Health and Safety

- 5.1.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times.
- 5.1.2 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.
- 5.1.3 WA 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.
- 5.1.4 WA 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.

5.2 Service Location

- 5.2.1 The Client will provide information regarding the presence of any below/above ground services. Before excavation commences, the areas of proposed trenching will be walked over and inspected to visually identify, where possible, the location of above and below ground services.
- 5.2.2 All evaluation trench locations will be scanned before and during excavation with a Cable Avoidance Tool (CAT) in order to verify the absence of any live underground services.

5.3 Evaluation

- 5.3.1 The following methodology is proposed in order to meet the aims and objectives of the evaluation at the Site. All works will be carried out in accordance with the ClfA's *Standard and guidance: archaeological field evaluation* (ClfA 2014a), excepting where superseded by statements made below. Archaeological supervisory staff and staff in charge of machining and undertaking archaeological recording will be issued with a copy of this WSI.
- 5.3.2 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 HET (to be used throughout the project).
- 5.3.3 Wessex Archaeology will inform the HET when the specified fieldwork has begun, and when it has been completed.
- 5.3.4 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.
- 5.3.5 The evaluation will comprise the excavation of two 15m by 1.8m trenches to investigate the archaeological potential of the site, the locations of which are shown on **Figure 1**. Although it is the intention to place the trench locations as shown, their final locations and size will be subject to existing ground conditions and below ground services. Final trench locations and dimensions will be further subject to consultation and final agreement with the Client and the SCCHET.
- 5.3.6 The evaluation trenches will be accurately located before excavation using GPS survey equipment. All machine excavation will be carried out using mechanical excavators fitted



with untoothed buckets. Trenches will be machine excavated to the top of archaeologically significant deposits or natural deposits, whichever is higher in the stratigraphic sequence. Thereafter, excavation will be by hand. Topsoil or other thick deposits (except for cellars and modern disturbance), will be removed in spits of no more than 200mm, and the top of each spit cleaned and inspected for archaeologically significant features.

- 5.3.7 Topsoil and subsoil/overburden deposits will be stored separately and scanned for artefacts.
- 5.3.8 All archaeological deposits or features will be characterised, their condition established and where possible, dated by the manual excavation of an appropriate sample. 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.
- 5.3.9 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.
- 5.3.10 A complete drawn record of excavated archaeological features and deposits will be compiled. This will include both plans and sections, drawn to appropriate scales (1:20 for plans, 1:10 for sections), and tied to the Ordnance Survey British 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 (as defined by OSGM15 and OSTN15).
- 5.3.11 A full photographic record will be made during the fieldwork using digital cameras equipped with an image sensor of not less than 10 megapixels. This will illustrate 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.
- 5.3.12 WA staff will also take sufficient dated colour photographs of all areas, including access routes, to provide a record of conditions prior to and on completion of fieldwork.
- 5.3.13 Arrangements will be put in place with the Client in order for the the Southampton City Council Planning Archaeologist to monitor progress of the archaeological evaluation in site visits.

5.4 Human remains

- 5.4.1 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), they will be left *in situ*, covered and protected. Following discussions with the Client and the Southampton City Council Planning Archaeologist, 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 WA.
- 5.4.2 Should human remains require excavation, this and post-excavation processing will be undertaken in accordance with WA protocols, current guidance documents (e.g. McKinley 2013) and in line with the standards set out in ClfA Technical Paper 13: *Excavation and post-excavation treatment of cremated and inhumed remains* (McKinley and Roberts 1993). Appropriate specialist guidance will be provided by the Principal Osteoarchaeologist, and



site visits undertaken if required. The final deposition of human remains following analysis will be in accordance with the requirements of the Ministry of Justice Licence.

5.5 Treasure

- 5.5.1 In the event of the discovery of any material covered or potentially covered by the *Treasure Act* of 1996, WA will immediately notify the Client and the Southampton City Council Planning Archaeologist. 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.

6 FINDS AND ENVIRONMENTAL

6.1 Finds

- 6.1.1 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, 2016)
- 6.1.2 Finds will be treated in accordance with the relevant guidance given in the *CIfA Standard and guidance: archaeological excavation* (2014c), the UK Institute of Conservators *Guidelines Conservation Guideline No 2* and the Museums and Galleries Commissions *Standards in the Museum Care of Archaeological Collections* (1991), excepting where they are superseded by statements made below.
- 6.1.3 All artefacts from excavated contexts will be retained, except those from features or deposits of obviously modern date. No finds will, however, be discarded without the prior approval of the Southampton City Council Planning Archaeologist and the designated museum repository. In such circumstances, sufficient artefacts will be retained in order to elucidate the date and/or function of the feature or deposit. Where appropriate, a suitable metal detector will be used to enhance artefact recovery.
- 6.1.4 Specialist advice and conservation needs should unexpected, unusual or extremely fragile and delicate objects be recovered, will be sought. Costs will be agreed with the Client on discovery. Advice on dealing with conservation aspects of the archive will be sought from WA's in-house conservator based at Portway House, Salisbury, as appropriate.
- 6.1.5 All retained artefacts will, as a minimum, be washed, weighed, counted and identified. Any artefacts requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson & Neal 1998) and in consultation with the designated conservator. 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 WA's in-house staff or other appropriate approved conservation centre.
- 6.1.6 At an early stage of the post-excavation process, Wessex Archaeology 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* (Southampton City Council 2016).
- 6.1.7 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.



- 6.1.8 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 Historic Environment Team (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.
- 6.1.9 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.
- 6.1.10 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.

6.2 Environmental

- 6.2.1 The collection and processing of environmental samples will be undertaken in general accordance with English Heritage guidelines (English Heritage 2011)
- 6.2.2 Bulk environmental soil samples for the recovery of plant macro fossils, wood charcoal, small animal bones and other small artefacts will be taken as appropriate from well-sealed and dateable contexts or features. The samples will be of an appropriate size, for charred material typically from 20-40 litres, reduced to between 10-20 litres from waterlogged deposits. Samples will not be taken from the intersection of features.
- 6.2.3 If waterlogged deposits are encountered, an appropriate environmental sampling strategy will be devised and agreed with the Southampton City Council Planning Archaeologist as appropriate. These samples would then be processed by standard waterlogged flotation/wet sieving methods.
- 6.2.4 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.
- 6.2.5 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, 2 mm, 1 mm and 0.5 mm 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.
- 6.2.6 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.



7 REPORTING

7.1 OASIS

7.1.1 An OASIS online record² will be initiated and key fields completed on Details, Location and Creators Forms. All appropriate parts of the OASIS online form will be completed for submission and this will include an uploaded .pdf version of the entire report (a paper copy will also be included with the archive).

7.2 Evaluation report

7.2.1 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.

7.2.2 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 1752 (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. evaluation);*
- *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 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;*

² <http://oasis.ac.uk/pages/wiki/Main>



- *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.*

7.2.3 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 Historic Environment Team for approval.

7.2.4 As soon as it has been approved, Wessex Archaeology will send a full-colour paper copy of the report each of the following: the Developer; 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.

7.2.5 At the same time, the 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.

7.2.6 SCC HER will be supplied with digital copies of the photographs used in the report, in TIFF format at least 600 dpi resolution.

7.2.7 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").

7.2.8 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.



8 THE ARCHIVE

8.1 Site archive

- 8.1.1 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.
- 8.1.2 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).
- 8.1.3 All archive elements will be marked with SOU 1752 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.
- 8.1.4 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.
- 8.1.5 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.
- 8.1.6 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').
- 8.1.7 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.
- 8.1.8 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.

8.2 Discard policy

- 8.2.1 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 7.1) without prior approval from SCC Historic Environment Team.
- 8.2.2 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.

- 8.2.3 6.2.3 The discard of environmental remains and samples follows nationally recommended guidelines (SMA 1993 and 1995; English Heritage 2011).

8.3 Security copy

- 8.3.1 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.

8.4 Copyright

- 8.4.1 The full copyright of the written/illustrative archive relating to the site will be retained by WA Ltd under the *Copyright, Designs and Patents Act 1988* with all rights reserved. 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 shall be non-profitmaking, and conforms to the *Copyright and Related Rights Regulations 2003*.

9 WA PROCESSES AND PROCEDURES

9.1 Personnel

- 9.1.1 The fieldwork will be directed and supervised by an experienced archaeologist from WA's core staff, who will be on Site at all times for the length of archaeological investigations. The overall responsibility for the conduct and management of the project will be held by one of WA's Project Managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. The appointed Project Manager and experienced archaeologist will be involved in all phases of the evaluation through to its completion.
- 9.1.2 The analysis of the finds and environmental data will be undertaken by WA core staff or external specialists, using WA's standard pro forma recording system. The work will be carried out under the supervision of the following departmental managers under the overall direction of the Project Manager.

- 9.1.3 Information on WA and external finds and environmental specialists can be provided on request.

9.2 Quality and Code of Practice

- 9.2.1 WA 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.
- 9.2.2 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. Projects are



managed in accordance with English Heritage guidelines outlined in the document *Management of Research Projects in the Historic Environment (MoRPHE)* (English Heritage 2008).

- 9.2.3 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 Team Leader 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.
- 9.2.4 The work will be directed in the field by a Project Officer, who will normally be a member of the Institute for Archaeologists and a core member of Wessex Archaeology's staff. Overall project supervision and monitoring will be undertaken by a Project Manager based in Salisbury who will undertake monitoring visits if and when appropriate. Monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety Co-ordinator.
- 9.2.5 Wessex Archaeology is registered as an Archaeological Organisation with the Chartered Institute for Archaeologists (ClfA). Wessex Archaeology endorses the *Code of Practice* and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* of the Institute for Archaeologists.
- 9.2.6 All work will be carried out in line with the Institute for Archaeologists' *Standard and Guidance for archaeological field evaluation* (ClfA 2014a).

10 REFERENCES

- ADS, 2013, *Caring for Digital Data in Archaeology: a guide to good practice*, Archaeology Data Service & Digital Antiquity Guides to Good Practice
- Brickley, M and McKinley, J I (eds), 2004, *Guidelines to the Standards for Recording Human Remains*, ClfA Pap 7 and BABAO
- British Geological Survey online viewer
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- Brown, D.H., 2011, *Archaeological archives; a guide to best practice in creation, compilation, transfer and curation*, Archaeological Archives Forum (revised edition)
- Chartered Institute for Archaeologists, 2014a, *Standard and Guidance for an archaeological field evaluation*, Chartered Institute for Archaeologists
- Chartered Institute for Archaeologists, 2014b, *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*, Chartered Institute for Archaeologists
- English Heritage 2011 *Environmental Archaeology; a guide to theory and practice of methods, from sampling and recovery to post-excavation*. Swindon: Centre for Archaeology Guidelines 2nd edition
- Historic England 2015 *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*. Swindon, Historic England






Leigh, D. *et al.*, 1998, *First Aid for Finds*, United Kingdom Institute for Conservation of Historic & Artistic Works, Archaeology Section

McKinley, J. I. and Roberts C., 1993, *CIfA Technical Paper No 13 Excavation and post-excavation treatment of cremated and inhumed human remains*

SMA, 1995, *Towards an Accessible Archaeological Archive*, Society of Museum Archaeologists

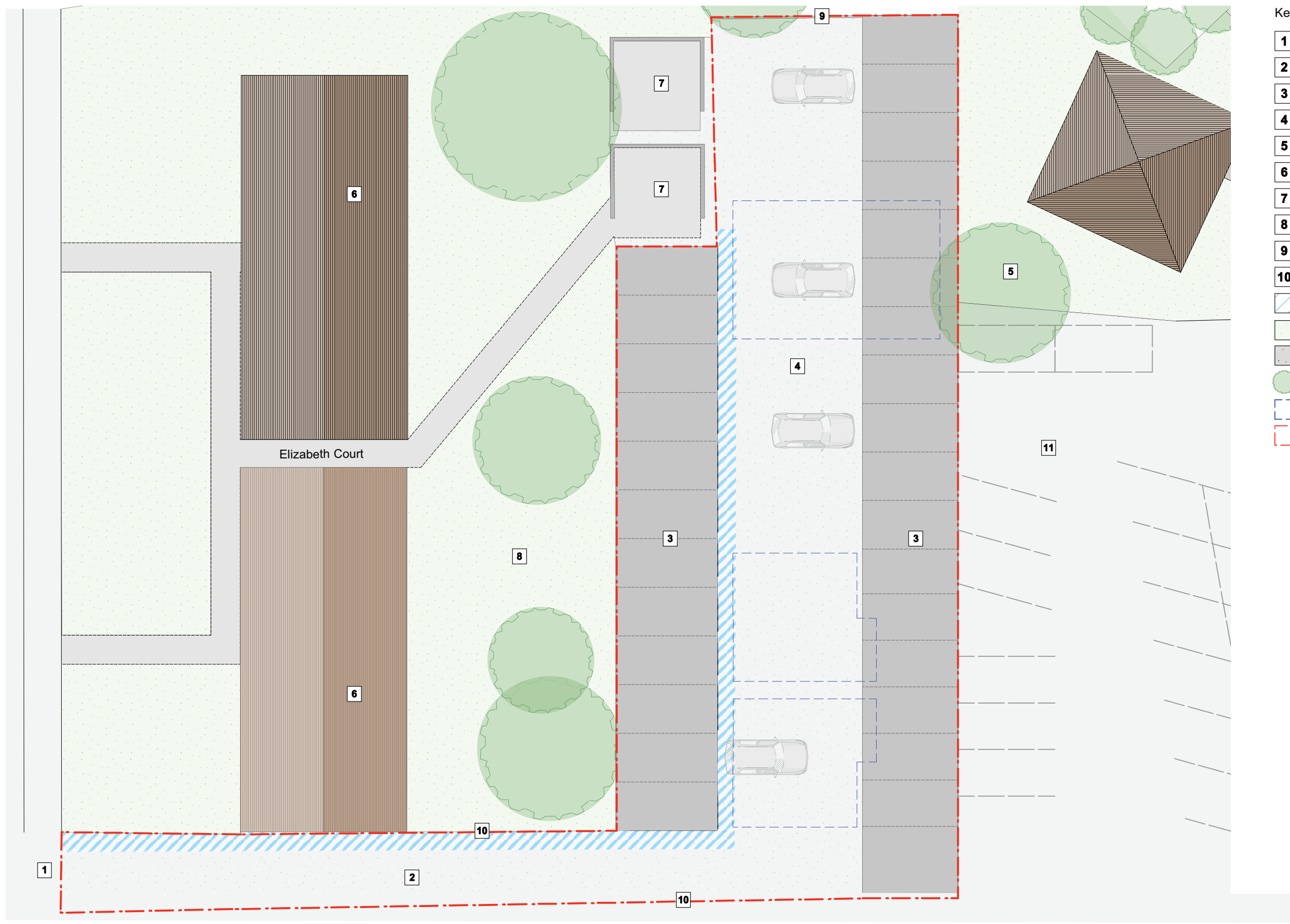
Southampton City Council, 2016, *Standards for the Creation, Compilation and Transfer of Archaeological Archives*, Southampton



 Site boundary  Proposed trench  Coordinate system: OSGB36 (OSTN15/OSGM15)	Digital data reproduced from Ordnance Survey data © Crown Copyright 2017. All rights reserved. Reference Number: OI369737. Contains Ordnance Survey data © Crown Copyright and database right 2017. This material is for client report only © Wessex Archaeology. No unauthorised reproduction.			
	Date:	31/03/2017	Revision Number:	0
	Scale:	1:25,000 and 1:500 at A4	Illustrator:	KMN
	Path:	X:\PROJECTS\116410\Graphics_Office\Rep figs\wsi\2017_03_31		

Site location and proposed trenching

Figure 1



- Key to existing site plan:
- 1 vehicular and pedestrian access
 - 2 trackway
 - 3 garages
 - 4 hardstanding [non permeable]
 - 5 tree - refer to arborists report
 - 6 elizabeth court
 - 7 refuse stores to elizabeth court
 - 8 rear amenity to elizabeth court
 - 9 brick wall to boundary
 - 10 fence to boundary
 - access for refuse store at elizabeth court
 - hardstanding
 - hardstanding
 - tree (refer to arborist report)
 - outline of refused scheme
 - application site area

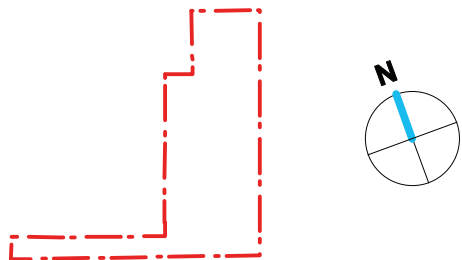
existing site plan

Rev:	Note:	Date:	Notes:

Do not scale from the drawing for other than planning purposes, all sizes to be confirmed on site before construction.

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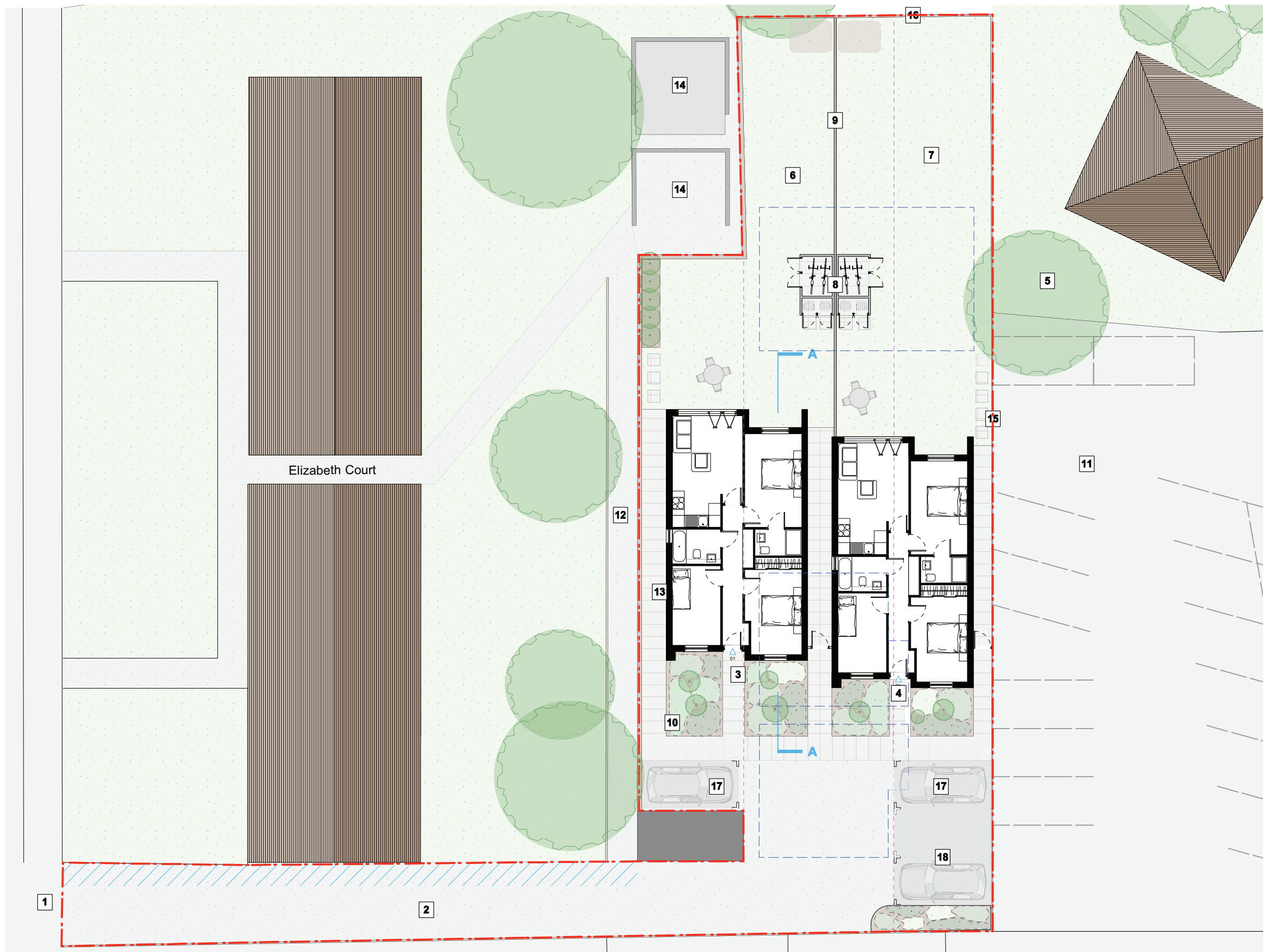
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










Project:	Aberdeen Road	Drawn by:	RW
Drawing:	Existing Site Plan	Checked by:	RW
Drawing No:	C13/093.02	Revision:	*
Scale:	1:200 @ A3	Date:	Jan 2014

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- Key to proposed site plan:
- 1** vehicular and pedestrian access
 - 2** trackway
 - 3** D1 entrance
 - 4** D2 entrance
 - 5** tree - refer to arborists report
 - 6** D1 amenity [c.125 sq/m]
 - 7** D2 amenity [c.160 sq/m]
 - 8** cycle / refuse store
 - 9** close boarded fence
 - 10** 1.2m brick wall
 - 11** adjacent carpark
 - 12** potential 1.5m pathway to neighbouring refuse store
 - 13** access to elizabeth court stores
 - 14** stores to elizabeth court
 - 15** close boarded fence
 - 16** close boarded fence
 - 17** car parking D1
 - 18** car parking D2
 -  potential right of way for access to refuse store
 -  grass
 -  permeable paving
 -  decking
 -  hardstanding
 -  planter
 -  disabled parking space
 -  tree (refer to arborist report)
 -  outline of garages to be removed
 -  outline of refused scheme
 -  application site area
- 367 sq/m built form existing
167 sq/m built form proposed

proposed site plan

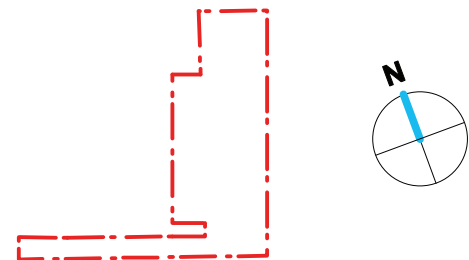
Rev:	Note:	Date:

Notes:

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Project:	Aberdeen Road	Drawn by:	RW
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Drawing No:	C13/093.03	Revision:	C
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