



**Former Telephone Relay Station
Garfield Road
Southampton**

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

Prepared for:
IMPACT HOMES LTD
2-4 Stoneham Lane
Swaythling
Southampton
SO16 2NL

Prepared by:
Wessex Archaeology
Portway House
Old Sarum Park
Salisbury
Wiltshire
SP4 6EB

www.wessexarch.co.uk

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1 INTRODUCTION

1.1 Project background

- 1.1.1 Wessex Archaeology has been commissioned by Impact Homes Ltd ('the Client') to produce a written scheme of investigation (WSI) for an archaeological watching brief at the Former Telephone Relay Station, Garfield Road, Southampton centred on National Grid Reference (NGR) SU 444310 113240 (hereafter 'the Site', **Figure 1**).
- 1.1.2 A planning application (ref. 14/00261/FUL) was approved (subject to conditions) by Southampton City Council (SCC) for redevelopment of the Site for the erection of two detached, two storey houses (1 x 3-bedroom, 1 x 4-bedroom) with associated parking, refuse and cycle storage following demolition of the existing building.
- 1.1.3 The following archaeological conditions are attached to the planning consent:

21 APPROVAL CONDITION Archaeological investigation [Pre-Commencement Condition]

No groundworks shall take place within the site until the implementation of a programme of archaeological work has been secured in accordance with a written scheme of investigation which has been submitted to and approved by the Local Planning Authority.

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

22 APPROVAL CONDITION Archaeological 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 Team (SCCHET) later confirmed that the archaeological investigation was to be an archaeological watching brief.
- 1.1.5 An archaeological watching brief was previously maintained at the Site by the Southampton City Council Archaeology Unit (SCCAU) during the monitoring of boreholes undertaken at the Site in 2014 as part of the current development. A WSI (SCCAU 2014) was prepared with regard to Condition 21 above by SCCAU and approved prior to the commencement of fieldwork. The results of the work undertaken by SCCAU along with the Site archive will be integrated within the final report produced as a result of the work carried out as set out in this WSI.



- 1.1.6 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 planning consent. The requirement for Wessex Archaeology to prepare a WSI for undertaking the work followed consultation with Ingrid Peckham of the Southampton City Council (SCC) Historic Environment Team the archaeological advisors to SCC.

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 in the Bitterne area of Southampton on the west side of the River Itchen. It is bounded to the north by Bitterne Road West (A3024), with access to the Site from Garfield Road to the east. It is bounded by residential properties to the south and west. The Site is occupied by a single building (the former telephone relay station) on the southern side of the Site, which is due for demolition with a tarmac surface occupying the remainder of the Site.
- 2.1.2 Within its boundary the Site has a generally south east to north west slope lying at c.19.50m above Ordnance Datum (aOD) in the south east corner and falling to 17.58m in the north west corner. The Site within its wider confines lies on the fairly steep south-east slope of the valley of a stream (a tributary of the Itchen) that originates in the Midanbury area. Most of this stream is now culverted underground, although a short length of it still flows some 125m north of the site. A minor tributary of this stream originates in Hum Hole
- 2.1.3 The bedrock geology underlying 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. Local environment previously dominated by deep seas. A band of Portsmouth Sand Member - Sand. Sedimentary Bedrock formed approximately 23 to 66 million years ago in the Palaeogene Period is documented to the north and west of the Site (British Geological Survey online viewer). No superficial deposits are indicated within the Site itself, but River Terrace Deposits, of Sand and Gravel. Superficial Deposits formed up to 3 million years ago in the Quaternary Period are documented to the west of the Site associated with the River Itchen

2.2 Archaeological and historical background

- 2.2.1 The following uses Southampton HER data as set out previously in the WSI prepared by SCCAU (SCCAU 2014). The SHER however, will be fully consulted by WA prior to the preparation of the final watching brief report and this data along with historic map will be included and fully set out within the final archaeological watching brief report.
- 2.2.2 The area lies within Local area of Archaeological Potential 11. This area:



- includes the Bitterne Manor peninsula on the east shore of the River Itchen, the south part of St Denys on the west shore, together with the adjacent river between.
- At Bitterne Manor, there is evidence of prehistoric occupation, including a Bronze Age cremation burial
- Bitterne Manor was the site of a Roman town (*Clausentum*), with defences and quaysides. A possible Roman cremation cemetery has been found to the east of the defences. The Roman road from Chichester terminates here, and a possible route from Winchester. A Roman settlement has been found across the river at St Denys, including evidence of waterfront structures in the intertidal zone. This was perhaps at the end of another road from Winchester.
- There is a Saxon inhumation cemetery at Bitterne Manor, and it was probably a Late Saxon fort. It was the site of a medieval bishop's palace.
- The hulks of 19th and 20th century maritime craft can be seen in the intertidal mud of the Itchen Estuary. The remains of vessels from prehistoric, Roman and later times may be present.

2.2.3 In the late 18th and 19th century the site was in the grounds of Chessel House (MSH2991), and a lodge (MSH2992) at an entrance to the estate based on historic maps suggest that the lodge (or parts of it) are on the site itself - *A lodge house was built on Great Lances Hill some time before 1881. It served the former Chessel House (MSH2991), built 1796. It was known as Chessel Wold. The building was apparently demolished in 1963.*

2.2.4 The site lies some 600m from the Roman settlement known as Clausentum, and the road between Clausentum and Chichester passed some 100m to the south of the Site. Also, a suggested route for a Roman aqueduct passes SW/NE through the Site (MSH394). This is one of several suggested routes, none yet proved archaeologically.

2.2.5 The SHER holds details of nearby sites and find spots and the most relevant sites are and listed below

2.2.6 Burnt flint was seen eroding out of the river bank at Chessel Bay at SU 44170 12933 (MSH295)

2.2.7 A small finger-sized bone ring of unknown period was found by a resident of Vespasian Road. The object was found at the beach area of Chessel Bay, at the base of a tree, at approximately SU 44163 12933 (MSH389).

2.2.8 A fragment of the base of a Samian bowl, in fairly unbraded condition, was found on the shore just below high water at Chessel Bay, at SU 4404 1306 (MSH392).

2.2.9 The route of the Roman Road from Clausentum (Bitterne Manor) to Chichester (Regnum) (known as Route 421) may be shown as a causeway on the 1806 two-inch map. Within the boundaries of the City of Southampton, the route has been confirmed by survey and excavation at a number of locations on Freemantle Common, the former Sholing and Weston Commons, and on Netley Common. In other places the route is uncertain, in particular towards Clausentum/Bitterne Manor. It has been argued that the road was built in the 1st century AD (MSH 550).

2.2.10 A pit and a soil layer were observed during a watching brief on groundworks for two blocks of flats at 9 - 11 Whitworth Road (now Whitworth Court) in 1992 (SOU 466) at SU 43871 13475. The pit was undated. The soil layer, which sealed the pit, was probably a post-medieval agricultural soil. Undated tile, stone and pot were recovered from the layer (MSH 1652).



- 2.2.11 A watching brief on trial holes and an evaluation excavation were carried out in 1988 in advance of the construction of the new Bitterne Manor First and Middle School in Quayside Road (SOU 333) at SU 43857 13269. A few years later, during the construction of the school, a further watching brief took place (also SOU 333). The eastern half of a large linear feature ran more-or-less north-south across the western side of the site. The upper layers of this feature contained Roman material and a few medieval or post-medieval finds. The feature may have been a Roman or Iron Age ditch, or associated with the now-culverted stream along the western site boundary (MSH1755).
- 2.2.12 Waterlogged organic deposits were observed at about 2 metres below the ground surface in trenches at 110 -120 Bitterne Road in 1987 (SOU 296) at SU 43854 13324. This was interpreted at the time as being a marsh-type deposit, and it was concluded that there was little likelihood of Roman-British occupation here, in the area immediately outside the outer ditch of Clausentum. (However, there is some uncertainty as to the precise location of the trenches on the site, and it has since been suggested that they were actually located over the Roman outer ditch, and that the deposits observed were ditch fills (MSH1758).
- 2.2.13 A watching brief took place in 1995 at 66 - 68 Cobbett Road during groundworks for the flats now known as 19 - 24 Cobbett Close (part of SOU 692) at SU 44154 13360. The natural deposits were interpreted as a possible river/stream channel, perhaps being a former course of the stream that emanates from Hum Hole, 650m to the east of the site. Three undated layers were found, overlain by a layer containing a 19th century ceramic land drain (MSH1854).
- 2.2.14 A watching brief took place in 1996 at 171 Bitterne Road during groundworks for the flats now known as 1 - 18 Cobbett Close (part of SOU 692) at SU 44168 13313. Four undated features were found, two possibly being parts of one linear feature. Modern remains included two concrete air-raid shelters. An unstratified sherd of late medieval/post-medieval pottery was found. A worked flint flake was found in a modern layer (MSH1855).
- 2.2.15 An archaeological watching brief took place at 30 - 32 Midanbury Road in 2000, during groundworks associated with the construction of new dwellings (SOU 1023) at SU 44262 13496. A dried up stream bed was found, of unknown date (MSH2613).
- 2.2.16 A probably agricultural soil horizon was found during a watching brief on the laying of a new gas main in Bitterne Road West in 2000 (SOU 1042). The layer was of unknown date. The site is centred at SU 44368 13219 (MSH2697)
- 2.2.17 Prehistoric peat and alluvial deposits at Chessel Bay (SU 44095 12864) were sampled and subsequently analysed as part of the Itchen River Project. In places the peat was over 1.5m deep. Pollen analysis was undertaken on five peat samples. The peat from Core 3 (furthest from the shore) was dated to the early Holocene period (c 8,500 to 7,500 BP). The peat from Core 1 (closest to the shore) dated to the later Middle Holocene (c 7000 - 5000BP) (MSH2970).
- 2.2.18 Gravel layers were observed during an archaeological watching brief took place at 105 Macnaghten Road in 1990 (SOU 1492) at SU 43905 13463 (MSH3029).
- 2.2.19 The grounds of Bitterne Grove, built in 1790 and now St Mary's College at SU 44512 13563. The lodge also survives. Other estate buildings have been demolished and replaced by new college buildings (MSH3643).



2.2.20 A Roman coin, a sestertius of Claudius, was found "under floor of house at Lances Hill", Bitterne at SU 44792 13030 (MSH4851).

2.2.21 A watching brief was undertaken by SCCAU within the Site (SOU1663) from 2014 as part of the current development to monitor the excavation of boreholes and trial pits to enable foundations to be designed and to investigate soil contamination. No further work beyond this was undertaken at the Site as part of the current development.

3 AIMS AND OBJECTIVES

3.1.1 With due regard to the CIfA's Standard and guidance for an archaeological watching brief (CIfA 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* (CIfA 2014a), excepting where they are superseded by statements made below.

4.1.2 The Southampton Site code SOU 1663 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. This will include any evidence relating to the former lodge building
- 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;*
 - *Obtaining the Site archive for all work previously undertaken at the Site by SCCAU, so that this information can be detailed within one single final report and the whole Site archive can be maintained and deposited as one body of work;*
 - *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 including the watching brief previously undertaken at the Site by SCCAU;*
- *Plans at appropriate scales to locate the Site and excavated trenches based on OS mapping 1:1250 scale;*
- *Where applicable, other detailed plans and section drawings at appropriate scales to show significant archaeological deposits encountered (related to National Grid and Ordnance Datum);*
- *Plates will also be produced to illustrate specific points in the text;*
- *Findings report to the tabulation of all artefacts recovered from the archaeological works, listed by context and by material type (check artefact types and dating included);*
- *Environmental report to include tabulation of all samples processed;*
- *Conclusion to discuss all periods present on the Site, including those only represented by residual finds in later stratigraphy, and to discuss the significance of the site in its broader archaeological, historic and landscape setting (with appropriate references);*
- *If appropriate, to consider the potential of the archaeological data and a reconsideration of the methodology employed;*
- *If appropriate, to outline recommendations regarding further archaeological mitigation work or further analysis where necessary;*
- *Details of the archive and its proposed depository;*
- *References to all primary and secondary sources consulted; and*
- *Appendices including a context summary table with soil descriptions etc.*

5.1.3 A draft copy of the 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 Mepham, 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).

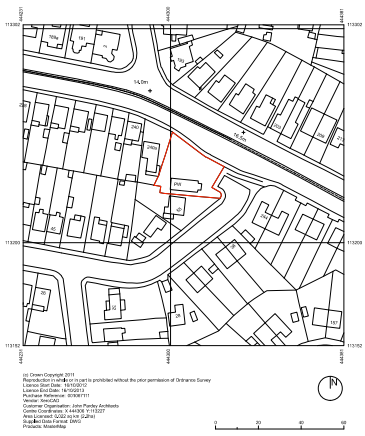
10 REFERENCES

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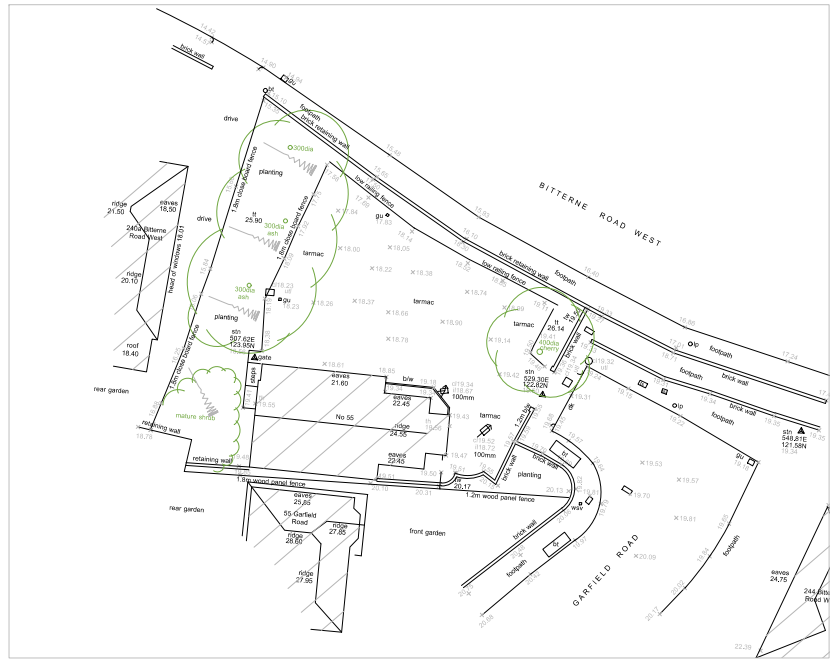


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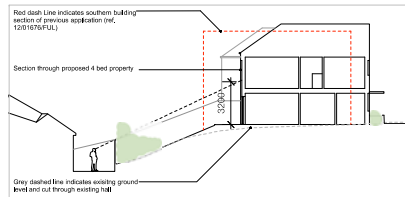
Watkinson, D. and Neal, V. 1998 *First Aid for Finds*. Rescue and United Kingdom Institute for Conservation Archaeology Section, 3rd Edition



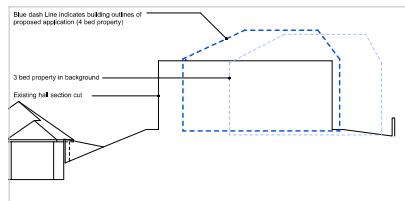
SITE LOCATION PLAN (1:1250 @ A1)



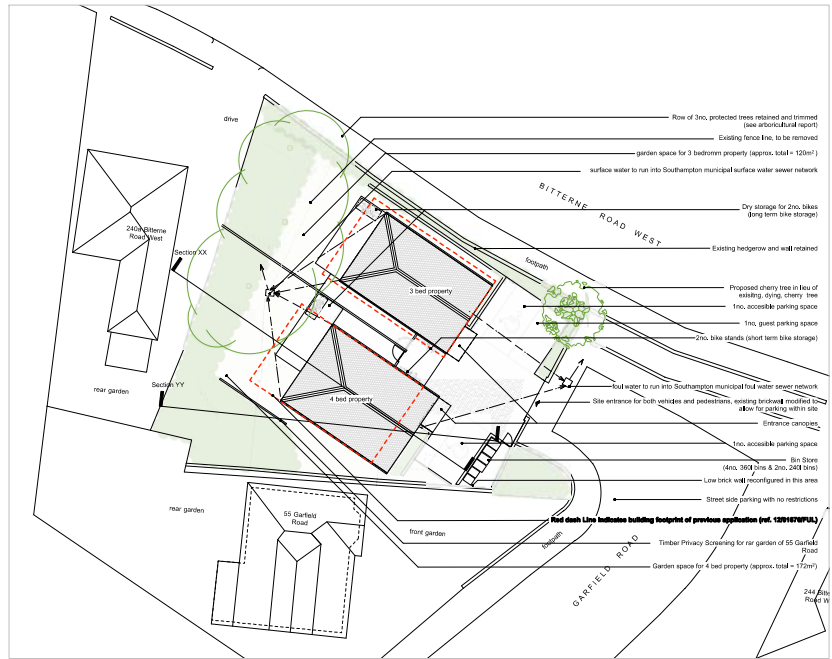
EXISTING BLOCK PLAN (1:200 @ A1)



SITE SECTION XX: THROUGH 4 BED PROPERTY (1:200 @ A1)



SITE SECTION YY: THROUGH CENTRE RIDGE OF EXISTING HALL (1:200 @ A1)



PROPOSED BLOCK PLAN (1:200 @ A1)



PROPOSED SUN PATH PLAN DIAGRAMS (1:500 @ A1)

Do not scale drawings. Figure dimensions to be worked to in all cases.
 Levels refer to average ground level unless indicated.
 Position of trees to indicate only. Refer to Arboricultural Report.
 The contractor is responsible for checking dimensions. Alliances are references.
 Verify any discrepancies with the approved notice procedure with the works.