



**10-12 Queensway, Southampton,
Hampshire**

**Written Scheme of Investigation
For Archaeological Evaluation**

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10-12 Queensway, Southampton, Hampshire

Written Scheme of Investigation For Archaeological Evaluation

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Figure

Figure 1: Site location and proposed trenches



10-12 Queensway, Southampton, Hampshire

Written Scheme of Investigation For Archaeological Evaluation

1 INTRODUCTION

1.1 Project background

- 1.1.1 This document has been prepared for Hampshire & Regional Property Group Ltd on behalf of PMC Construction & Development Services Ltd (the Client) to provide a Written Scheme of Investigation (WSI) for an archaeological evaluation on land located at 10-12 Queensway, Southampton, Hampshire, SO14 3AZ, hereafter referred to as 'the Site'. The Site is centred on National Grid Reference NGR 442210 111208 (**Figure 1**).
- 1.1.2 The proposed development comprises the demolition of a block of existing offices and warehouses and the construction of new housing.
- 1.1.3 A formal planning application is yet to be submitted to the Local Planning Authority although this is anticipated to take place in late 2013. However, the Southampton City Council Planning Archaeologist (within the Historic Environment Team, which forms part of the Planning, Transport and Sustainability Division) has been consulted. A phased programme of archaeological work will be required to be carried out, with an initial phase of trenched evaluation within accessible areas of the Site.
- 1.1.4 The results of the evaluation will be used to assess the archaeological potential within the Site and inform decisions during the determination of the application. In addition, the results will also inform the scope, nature and extent of any future programme of archaeological mitigation, which may be required, including appropriate reporting and archiving of records.
- 1.1.5 Accordingly, this document details how Wessex Archaeology will undertake the archaeological evaluation and reporting. It has been prepared in accordance with the *Standards and Guidance for an archaeological watching brief* (IfA 2008).

2 ARCHAEOLOGICAL BACKGROUND

2.1 The Site

- 2.1.1 The proposed development is located at the south end of Queensway to the east of the historic core of Southampton. The Site is occupied by former 1950/60s offices along the western half of the Site, which front on to Queensway, with a large rear open warehouse/garage and service area, within the eastern half, which is accessed from the adjacent Brunswick Square, which lies to the east of the Site. The Site is bounded to the north by Halfords Autocentre at 14 Queensway and a (disused) nightclub at 8-9 Queensway, to the south.



2.1.2 The entire Site covers a area of 22m by 55m (1,210m²) although the only area available for archaeological assessment is the rear open warehouse/garage and service area, which measures approximately 15m by 50m (750m²).

2.1.3 The Site is located on the Earnley Sand Formation, which comprises sand, silt and clay deposits, at a height Site lies at a height of approximately 4.5m above Ordnance Datum (aOD) (BGS website; <http://www.bgs.ac.uk>).

2.2 Archaeological background

2.2.1 The Site is located within Area 8 of the Local Areas of Archaeological Potential (LAAP) which is one of sixteen areas defined in the City of Southampton Core Strategy and which offers a general guide to the archaeological potential in Southampton. However in 2009, a detailed desk-based assessment was produced which covered covering the area of the Fruit and Vegetable market, the High street, Bernard Street and Queensway (Cottrell 2009). In general, the assessment concluded that area covered in the report was *'likely to contain well-preserved archaeological deposits of great importance, principally relating to the foundation and growth of Southampton from c. AD950 to 1940'*.

2.2.2 Across the whole study area, the report noted the potential for earlier prehistoric or Roman-British residual material, although very few features or deposits of a Romano-British date or earlier had been identified.

2.2.3 However, the Site lies approximately 200m to the east of one of the two defensive ditches which run through the general area and were associated with the 10th century late Saxon trading settlement. Redevelopment of this settlement in the late 11th and early 12th century saw the infilling of this defensive ditch and the formal laying out of tenement blocks, which were within the south-east quarter of the medieval walled town.

2.2.4 The Site at 10-12 Queensway lies within two land parcels investigated as part of the study area (land parcels 6 and 7) and lay outside the line of the east wall within an orchard (Speed map of 1611). Historic maps indicate the first development of the Site for residential house by 1835.

2.2.5 A substantial amount of archaeological fieldwork was been carried out within the vicinity of study area, especially within the walls of the medieval city. A number of these sites are particularly relevant to the Site at 10-12 Queensway. These include:

- **SOU338** Orchard Place; Located approximately 115m to the south-east of the Site, a watching brief during trenching observed a sequence at least 0.62m in depth comprising of a brickearth type material containing CBM, shell, bone and other material, sealed by a buried soil and modern deposits.
- **SOU 566**, 14 Queensway; Immediately to the north of the Site, a watching brief on the site of the present Halfords Autocentre showed that the western part of the site had been disturbed by deep cellars of the former 19th century buildings. On the eastern side, the natural was exposed at a depth of 1.42m below the current ground surface, and was overlaid by a 0.40m soil containing large quantities of post-medieval finds
- **SOU 588**, 10-12 Briton Street; Located approximately 90m to the south-east of the Site, an evaluation found the western half of this site had been heavily impacted by basements. The natural was encountered on the eastern half although again with substantial evidence of modern truncation and 19th and 20th century features, including a well.



- 2.2.6 The desk-based assessment contained a number of detailed maps clearly indicate the pattern of 19th century housing (*i.e.* Cottrell 2009, Map 9). With a row of buildings running north/south through the north-western half of the Site. Within the southern half of the Site, a row of buildings are shown running east/west across the Site.

3 RAPID IMPACT ASSESSMENT

3.1 Design, the known archaeological resource and likely impact

- 3.1.1 Although no information as to the depth of foundations or locations of new services has been given, the impact from construction is likely to be relatively deep. Ground reduction and subsequent foundation excavation is likely to be to a depth of at least 1.0m below the present ground surface. New services will also be required, at a depth of between 1.0m to 2.0m in depth).
- 3.1.2 The desk-based assessment concluded that the modern buildings within Parcels 6 and 7 did not appear to have cellars or basements, with the exception of those seen at 14 Queensway, immediately to the north of the Site and potential extending into the western half of the development, and at 6 Queensway, which contained a small cellar. Accordingly, survival of archaeological remains was judged to be likely to be good except where they have been disturbed by foundations and services.
- 3.1.3 Given the relatively shallow depth of the natural (approximately 1.40m below the current ground surface, the development would be likely to have a heavy impact on any surviving *in situ* archaeological remains and deposits.

4 AIMS AND OBJECTIVES

4.1 Aims and objectives

Project aim and objectives

- 4.1.1 With due regard to the *IfA Standard and Guidance for archaeological evaluation* (IfA 2008), the generic aim of the project 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 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;*
 - *To enable the preservation by record of any archaeological features or deposits uncovered*
 - *To place any identified archaeological remains within their historical context, methodology.*



4.2 Fieldwork methodology

- 4.2.1 The evaluation comprise the excavation of three trenches; each 8m by 1.8m in size. The location of these trenches has been indicated in **Figure 1**, although the final precise positioning of the trenches can only be confirmed during the course of the fieldwork due to access and existing services.
- 4.2.2 The evaluation trenches will be accurately located before excavation using GPS survey equipment. The excavation of the evaluation trenches will be carried out by mechanical excavator, in discrete 0.20m spits and will cease at the upper surface of significant archaeological features/deposits or the *in situ* natural geology, whichever is encountered first.
- 4.2.3 If the trench depth reaches a depth of 1.2m below the ground surface without reaching the natural, or there are stability issues in made ground deposits, discussions will be held with Southampton City Council Planning Archaeologist to agree the scope of appropriate fieldwork. Such work may include additional machine-excavated sondages *etc.*, sufficient to provide information to meet the project aims.
- 4.2.4 Topsoil and subsoil/overburden deposits will be stored separately and scanned for artefacts.
- 4.2.5 All archaeological deposits or features will be characterised, their condition established and where possible, dated by the manual excavation of an appropriate sample although care would be taken to preserve the integrity of any archaeological features or complex deposits, which may be better excavated under a controlled full excavation/archaeological mitigation.
- 4.2.6 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 an unique number. Soil descriptions will be based on the *Soil Science Handbook*, and that Munsell colour descriptions will be used.
- 4.2.7 The following strategy will be employed as a standard sample level:
- *Sufficient samples (usually 50%) of all discrete archaeological feature (e.g. postholes and pits) and lengths of all ditches, linear boundaries (usually 10-20%) etc. will be excavated in order to elucidate the date, character, relationships and function of the feature;*
 - *All ditch/enclosure terminals will be investigated;*
 - *A larger sample of up to 100% of industrial deposits or significant features/burials may be required;*
 - *In the event that significant features or deposits are revealed, Wessex Archaeology will consult with the Southampton City Council Planning Archaeologist and the Client to ensure that sufficient work is undertaken to ensure the aims and objectives of the project are met.*
- 4.2.8 A full graphic record will be maintained. Plans and sections of all archaeological features will be produced at a scale of 1:20 and 1:10, where appropriate. The Ordnance Datum (OD) height of all principal features and levels will be calculated, with plans and sections



annotated with OD heights. A full photographic record will be maintained using digital cameras.

- 4.2.9 If required, bulk environmental samples of up to 40 litres, where possible, will be taken from well-sealed and dated features following Wessex Archaeology's standard Environmental and Artefact sampling policy. Where deposits or features containing significant environmental potential are identified, advice will be sought, regarding sampling size and strategy, from the appropriate WA specialist and/or the English Heritage Regional Science advisor.
- 4.2.10 All artefacts will be retained from excavated contexts unless they are of undoubted modern origin, in which case a written note will be kept in the context record.
- 4.2.11 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* (Leigh *et al.* 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 the Wessex Archaeology's in-house conservator.
- 4.2.12 Appropriate material, primarily the pottery, worked flint and non-ferrous metalwork will be assessed, the results of which will form part of the final report.
- 4.2.13 Wessex Archaeology follows the guidelines set out in the document *Selection, Retention and Dispersal of Archaeological Collections; Guidelines for use in England, Wales and Northern Ireland* (Society of Museum Archaeologists 1993) with regard to the retention of artefacts and samples. This allows for the discard of selected artefact categories and sample products which are not considered to warrant further analysis.

Treasure

- 4.2.14 If material is recovered which is considered to be covered by the *Treasure Act* of 1996, all necessary information required by the *Treasure Act* (i.e. finder, location, material, date, associated items etc.) will be reported to the County Coroner within 24 hours. In addition, Wessex Archaeology will also notify the WCAS Archaeological Officer and the Client.

Human remains

- 4.2.15 In the event of the discovery of human remains (inhumations, cremation burials and disarticulated fragments) Wessex Archaeology will notify the Southampton City Council Planning Archaeologist and the Client of the remains immediately. Notification will be confirmed in writing within 24 hours of discovery.
- 4.2.16 Wessex Archaeology will contact the Ministry of Justice (MoJ) via the immediate submission of an application form for the 'Authority to excavate human remains for archaeological purposes' before any human remains are lifted.
- 4.2.17 A drawn record of exposed inhumations and cremations at a scale of 1:10 will be obtained, as well as a full photographic record. If feasible, human remains will be recorded on Skeleton Record Sheets that form an integral part of the site *pro forma* recording system. The recording will include condition, completeness, articulation, orientation and posture, where possible.



- 4.2.18 The remains would be examined and reported following Wessex Archaeology's standard human remains policy, by Jacqueline I McKinley (Wessex Archaeology) who will also advise on all aspects of the excavation of the human remains.

5 PROCESSING AND ASSESSMENT

5.1 Post-excavation report

- 5.1.1 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.

- 5.1.2 The report will conform to Annex 2 of *Standard and Guidance for archaeological excavation* (IfA 2008). The report will include:

- A frontis detailing, as a minimum; site name, grid reference, site type (i.e. evaluation), date and duration of the project, site code, area of site, non-technical summary, monuments identified and location of archive;
- An introduction, including project background, description of the site and surrounding area; including geology, topography and hydrography;
- A site location plan tied into OS National Grid;
- Aims and objectives, including a description of the relevant fieldwork and post-fieldwork project methodologies;
- A location plan showing all investigations overlain on an Ordnance Survey map base;
- A factual report including tabulated data, describing all archaeological remains (features, artefacts etc.) discovered during the works, and including a consideration of their location, form, function, date, preservation and significance, supported by any appropriate figures or photographs considered necessary;
- An assessment of the significance of any archaeological remains.

- 5.1.3 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.

- 5.1.4 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.

- 5.1.5 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.

- 5.1.6 At the appropriate time, Wessex Archaeology will send a short report of the evidence for inclusion in the summaries compiled by relevant journals (these are defined as any or all of: "Past", "Britannia", "Medieval Archaeology", "Post-medieval Archaeology", and "Archaeology in Hampshire").
- 5.1.7 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.

5.2 OASIS project reporting

- 5.2.1 On completion of the report, Wessex Archaeology will complete an online OASIS *pro forma* at <http://ads.ahds.ac.uk/project/oasis/> for the works. Wessex Archaeology will also provide the County Sites and Monuments Record with two paper copies of the final fieldwork report.

5.3 Site archive

- 5.3.1 Wessex Archaeology confirm that the project archive resulting from the excavation will be deposited with the Southampton City Council. Deposition of any finds will only be carried out with the full agreement of the landowner.
- 5.3.2 The complete site archive, which will include paper records, photographic records, graphics, artefacts, ecofacts and digital data, will be prepared following the standard conditions for the acceptance of excavated archaeological material by the Southampton City Council Archaeological Collections, and in general following nationally recommended guidelines (SMA 1995; IfA 2009; Brown 2011; ADS 2013). All archive elements will be marked with the accession code and a full index will be prepared.

5.4 Discard policy

- 5.4.1 Wessex Archaeology follows the guidelines set out in *Selection, Retention and Dispersal* (Society of Museum Archaeologists 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.
- 5.4.2 The discard of environmental remains and samples follows nationally recommended guidelines (SMA 1993; 1995; English Heritage 2002).

5.5 Security copy

- 5.5.1 In line with current best practice (e.g. Brown 2011); on completion of the project a security copy of the written records will be prepared, in the form of a digital PDF/A file. PDF/A is an ISO-standardised version of the Portable Document Format (PDF) designed for the digital



preservation of electronic documents through omission of features ill-suited to long-term archiving.

6 NOMINATED PERSONNEL

6.1 Core project team

6.1.1 Wessex Archaeology will provide personnel to the standard outlined below:

- *Regional Director – MIfA or equivalent with at least 15 years relevant experience.*
- *Project Manager – MIfA or equivalent with at least 10 years relevant experience.*
- *Fieldwork Director – MIfA or equivalent with at least 5 years experience in appropriate aspects of archaeological excavation and recording.*
- *Project Supervisor – AIfA or equivalent with at least 2 years experience in appropriate aspects of archaeological excavation and recording.*
- *Project Assistant – PIfA or equivalent with at least 6 months experience in appropriate aspects of excavation and recording*
- *Specialist staff will be suitably qualified and will be supervised by personnel with a minimum of ten years relevant experience.*

6.1.2 The following personnel are nominated by Wessex Archaeology; summary CVs can be provided on request.

- *Senior Project Manager : Andrew Manning MA BSc MIfA*

6.1.3 The fieldwork will be undertaken in the field by a Project Archaeologist who will be a member of the Institute for Archaeologists (IfA) and a core member of Wessex Archaeology staff. Overall project supervision and monitoring will be undertaken by the Project Manager, who in turn is monitored by the Regional Team Leader for the Southern Region.

6.1.4 Wessex Archaeology reserves the right to replace nominated personnel with staff of equivalent or greater experience. Notwithstanding, as one of the largest professional archaeological organisations in the country, Wessex Archaeology has sufficient flexibility and resources to ensure all client requirements can be met without compromise.

6.2 Other personnel

6.2.1 During the course of the fieldwork and post-excavation, the advice of the following specialists will be sought as necessary:

- *Jacqueline I McKinley (Wessex Archaeology): Human remains*
- *Rachael Seager Smith and Lorraine Mephram (Wessex Archaeology): Pottery*
- *Sarah Wyles (Wessex Archaeology): Charred plant remains*
- *David Norcott (Wessex Archaeology): Geoarchaeologist*
- *Lorrain Higbee (Wessex Archaeology): Animal bone*



7 QUALITY ASSURANCE PROCEDURES

7.1 Procedures

- 7.1.1 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).
- 7.1.2 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.
- 7.1.3 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.
- 7.1.4 Wessex Archaeology is registered as an Archaeological Organisation with the Institute for Archaeologists (IfA). 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.
- 7.1.5 All work will be carried out in line with the Institute for Archaeologists' *Standard and Guidance for Archaeological excavations and watching briefs* (IfA 2008).

8 TERMS AND CONDITIONS

8.1 Storage of materials and archives

- 8.1.1 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.
- 8.1.2 However, if, after completion and submission of the report, finds and archives cannot be deposited with the relevant museum due to circumstances beyond Wessex Archaeology's control, a charge will be made for storage.
- 8.1.3 A charge 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.

8.2 Copyright

- 8.2.1 Wessex Archaeology shall retain full copyright of any commissioned reports, tender documents or other project documents, under the *Copyright, Designs and Patents Act 1988* with all rights reserved; excepting that it will provide an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project as described in the Project Specification or Design.



8.2.2 Wessex Archaeology will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the *Copyright, Designs and Patents Act 1988* (Chapter IV, s.79).

8.2.3 Wessex Archaeology will also grant licence to the relevant museum for the use of the Trust's archives. In addition, Wessex Archaeology hereby gives permission for the Historic Environment Team to freely copy the report for the purposes of archaeological research or development control within the planning process, without reference to Wessex Archaeology.

8.3 Health and safety

8.3.1 Wessex Archaeology will ensure that all work is carried out in accordance with its company Health and Safety Policy, to standards defined in *The Health and Safety at Work etc. Act 1974*, and *The Management of Health and Safety Regulations 1992*, and in accordance with the FAME (Federation of Archaeological Managers and Employers) health and safety manual *Health and Safety in Field Archaeology* (2010).

8.3.2 A copy of Wessex Archaeology's Company Health and Safety Policy is available on request. Wessex Archaeology will require access to the health and safety policy of all other contractors and operators present at the work place in compliance with *The Management of Health and Safety Regulations 1992*.

8.4 Insurance

8.4.1 Wessex Archaeology will not be liable to indemnify the client against any compensation or damages for or with respect to:

- *Damage to structures etc being on the Site which is the unavoidable result of the Site operations being carried out in accordance with the agreed scope of works.*
- *The use or occupation of land (which has been provided by the client) for the purpose of carrying out Site operations or interference whether temporary or permanent with any right of way, light, air or water or other easement or quasi-easement which are the unavoidable result of the Site operations being carried out in accordance with the agreed scope of works.*
- *Damage to the Site, which is the unavoidable result of the site operations in accordance with the agreed scope of works.*
- *Injuries or damage to persons or property resulting from any act of neglect or breach of statutory duty done or committed by the client or his agents, servants or their contractors or for or in respect of any claims, demands, proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto.*

8.4.2 Wessex Archaeology has both public liability and professional indemnity insurance. Full details of Wessex Archaeology's insurance cover will be supplied on request.



9 REFERENCES

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