

## Southampton City Council Archaeology Unit

### Written Scheme of Investigation for a watching brief and peat sampling during development of the Acorn Business Centre, 1-16 Empress Road, Southampton.

27/11/2014

13/00205/FUL

#### 1 Summary

1.1 The Acorn Business Centre will be redeveloped, and preliminary soil investigations show that prehistoric peat deposits lie beneath the site. At the request of Southampton City Council's Historic Environment Team (HET) an archaeological watching brief will be held on the ground investigations to make a of any archaeology revealed by the development, and a core will be taken from the peat deposits. The peat will be analysed and dated, and related to other peat deposits in the Southampton area. On completion of the work a report will be produced, and the archive will be deposited with the Southampton City Council Museum section.

1.2 This project design has been written to the recommended guidelines for archaeological projects laid down by English Heritage in *The Management of Research Projects in the Historic environment* 2006. All work will be carried out in accordance with the Institute for Archaeologists' *Code of Conduct*.

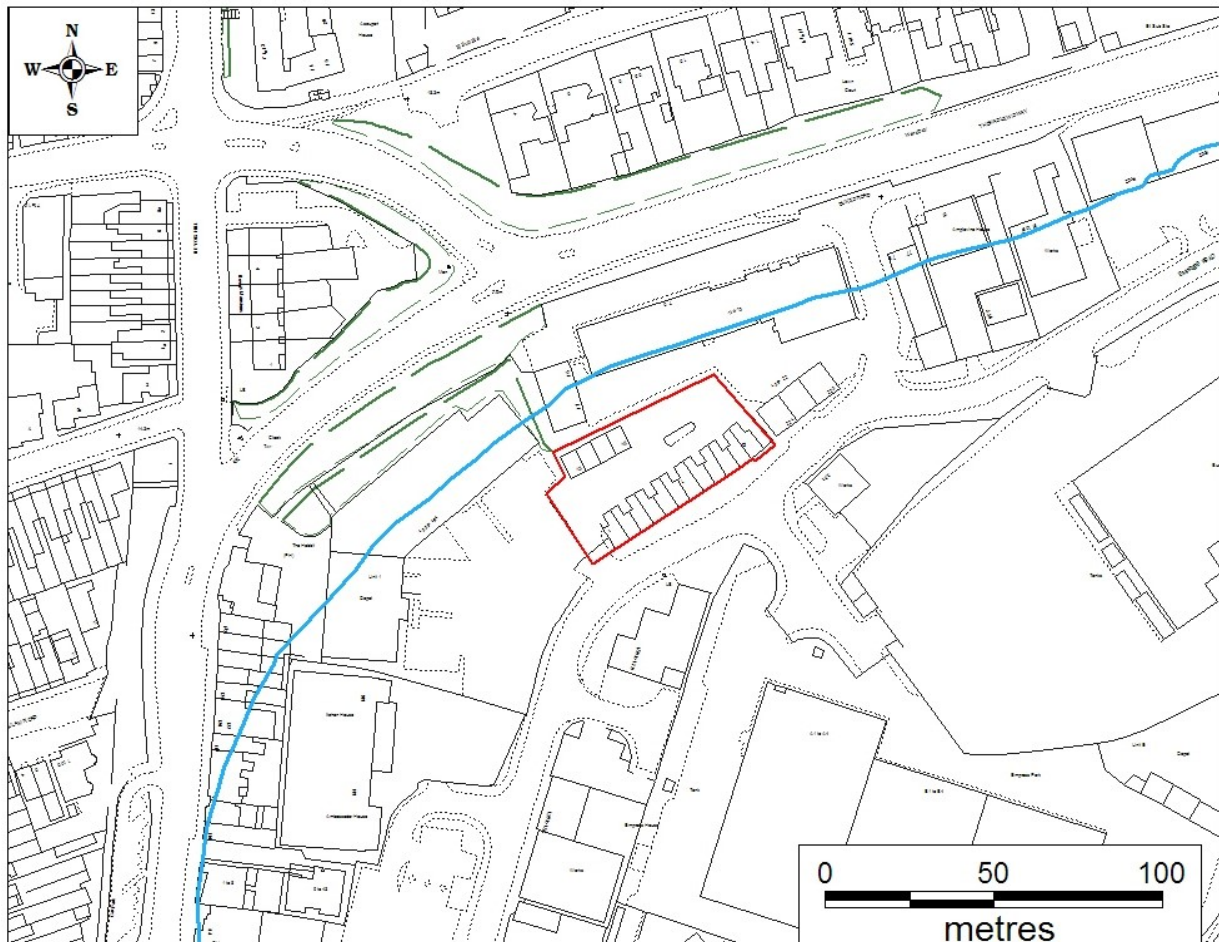
1.3 The definition of an archaeological watching brief is a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land, inter-tidal zone or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive. (IfA 2008).

#### 2 Site Location, Topography and Geology

2.1 The site (fig 1) lies at Ordnance Survey grid reference 442730 113460 on reclaimed land some 220m west of the modern west bank of the River Itchen, in the Bevois Valley district of Southampton.

2.2 The natural topography of the site has been partly obscured by land reclamation and modern urban development but the land in the area north and west of the site slopes down towards the site. The land at the site itself slopes gently down to the south. Surveyed levels at the site range from 2.05m AOD at the south-west corner to 3.02m AOD and 3.09m AOD in the north part of the site.

2.3 The geological survey map (Ordnance Survey 1987) shows the surface geology at the site as made ground, overlying the Whitecliffe Sand, sedimentary bedrock formed approximately 24 to 65 million years ago in the Palaeogene Period. The higher ground immediately to the north lies on the laminated clays and sands of the Wittering Formation, part of the Bracklesham Group.



**Figure 1: Location of the site. The blue line marks the 19<sup>th</sup> century shoreline.**

### **3 Historical background**

3.1 The site lies in an area that was formerly the intertidal zone in a bend of the River Itchen. To the north, the land sloped steeply down to the river shore.

3.2 The Bitterne Manor peninsula lies across the River Itchen, immediately opposite the site. It was the site of a Roman settlement, with defences and quaysides, which has been identified with the Roman place name *Clausentum* in the Antonine Itinerary. Part of the site forms Scheduled Ancient Monument number 143 (Bitterne (Clausentum) Roman station). Many excavations, observations, watching briefs and accidental finds have been made in the area over the last 250 years. The site was occupied from before 70AD until the early 5<sup>th</sup> century.

3.3 There is a Saxon inhumation cemetery at Bitterne Manor, and it may have been a Late Saxon fort. It was the site of a medieval manor house of the Bishops of Winchester.

3.4 An accurately surveyed map of the Manor of Portswood, dated 1658, shows that the land just to the north of the site was an area of fields, probably a farm, belonging to one Henry Heath. The area subsequently became part of the grounds of Portswood

House, a mansion built in 1776 for General Giles Stibbert of the East India Company. The house was demolished in 1852, after which Lawn Road was laid out.

3.5 The London and Southampton Railway, opened throughout in 1840, was carried across the river bend by an embankment with a bridge located at the north end to allow the tides to flow. This layout is recorded on the Royal Engineers' Map of 1846 (fig 2).



**Fig 2. Detail of the Royal Engineers' map dated 1846, showing the site.**

3.6 The railway embankment caused the area to silt up, forming marshland. The area had been reclaimed by the end of the 19<sup>th</sup> century. Empress Road had been laid out by 1910 and residential development had begun.

3.7 The terraced houses on the site are not shown on the 1909/1910 edition of the Ordnance Survey map but they are listed in Kelly's Street Directory for 1912.

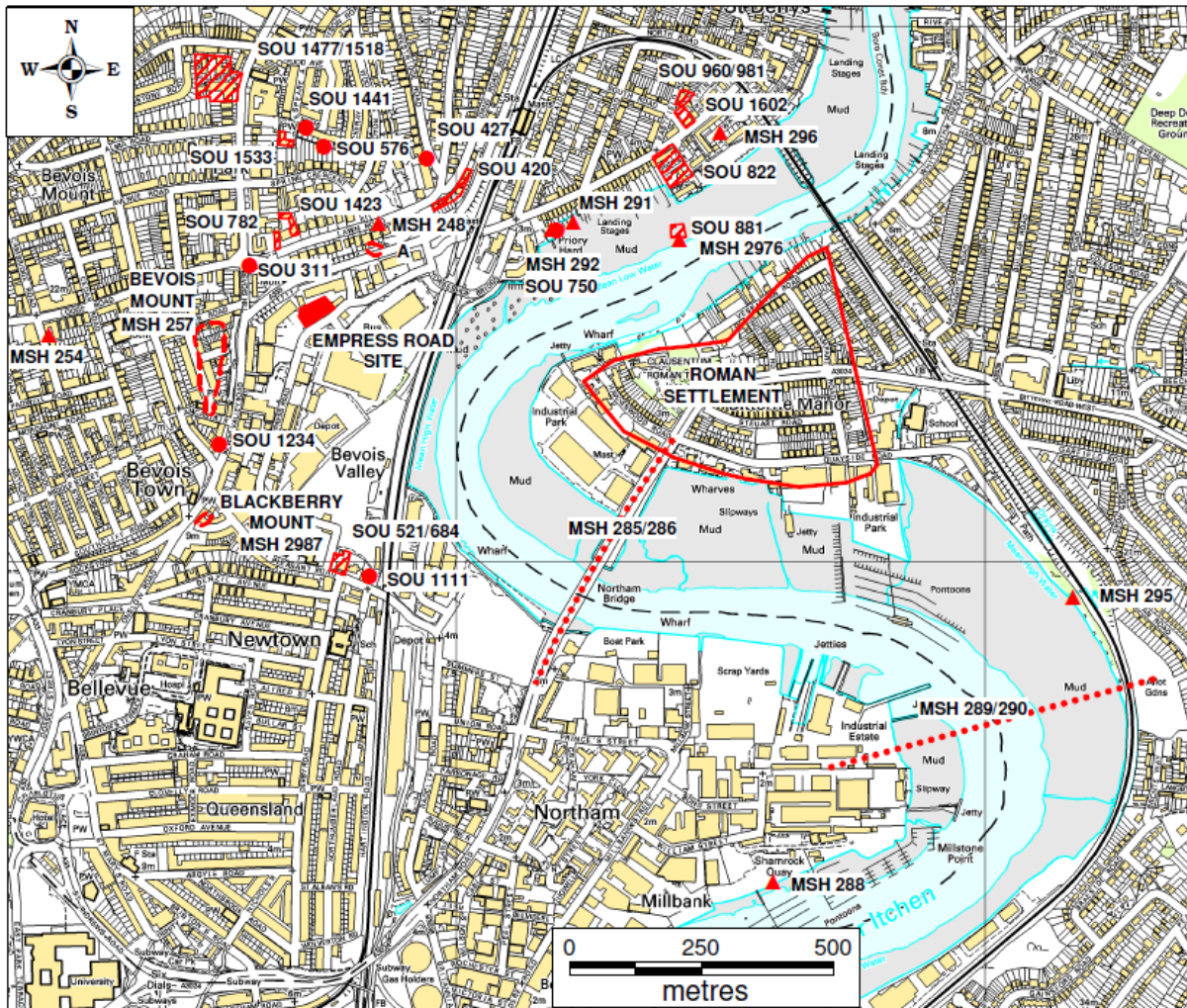
3.8 By the early 1980s most of the houses in Empress Road had been demolished due to their poor condition and the area was designated for commercial use. The terrace of houses at the site were retained and converted to small commercial premises, forming the Acorn Enterprise Centre.

#### **4 Archaeological background**

The Southampton Historic Environment Record shows that numerous archaeological sites dating from the prehistoric to the post-medieval period lie nearby (fig 3). Full



details are given in the Desk Based Assessment carried out on the site in 2013 (Southampton Archaeology 2013), the most relevant sites are listed here.



**Fig 3. Archaeological sites and findspots in the vicinity of the site.**

Red spots and hatched areas = sites (SOU numbers in text);

Red triangles = find spots (MSH numbers in text).

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#### 4.1 Prehistoric

A buried, gravel river terrace (MSH285) was found in boreholes sunk across the River Itchen along the line of Northam Bridge in the early 1950s. The river terrace is of Palaeolithic date. The top of the submerged gravel river terrace is at a fairly uniform depth, between -3.96m OD and -5.48m OD. The gravel is overlain by a bed of peat of Mesolithic date, 3.65m thick at its maximum (MSH 286). The terrace was formed in the late glacial (late Pleistocene) period, during a period of falling sea levels. The peat formed in the Mesolithic period, when sea levels were rising and submerging the late glacial river terrace (Everard 1954).

A buried, gravel river terrace (MSH289) was found in boreholes sunk across the River Itchen at Millstone Point before 1954. The river terrace is of Palaeolithic date, lies between -6.55m OD and -7.16m OD, and is about 3.65m thick. In the western part of

the section the gravel terrace was overlaid by a peat deposit of Mesolithic date (MSH290) (Everard 1954).

Peat deposits (MSH2976) were found in 1998 during environmental core sampling at a site (SOU 881, see below) in the intertidal zone of the River Itchen, close to the site of the Roman settlement of Clausentum. The peat was dated by pollen analysis to between c7550 BC and c6050 BC (Watler 1998; Williamson 2000). The sequence of vegetation correlates with other peat deposits in the Southampton Water area.

Two Neolithic stone axes, one of dolerite and one of greenstone (MSH245) were found at "Bevois Mount". The year of discovery is unknown, so it is uncertain what precise location is meant by "Bevois Mount". In the 18th and 19th century, Bevois Mount referred to a distinct mound or hill (MSH257) in the area of the present Clausentum Road, since destroyed by quarrying. This lay within the Bevois Mount Estate. A polished Neolithic flint axe (MSH254) was found at 26 Cambridge Road.

A bronze rapier (MSH288) of Middle Bronze Age date was found in 1982 during dredging of the River Itchen off Shamrock Quay (Hughes 1985, 92; (Cooper 1986).

SOU 311 Natural deposits were observed in a section at the junction of Thomas Lewis Way and Bevois Hill in 1987. Four possible Palaeolithic flint tools were retrieved from the deposits (SOU 311 Archive).

SOU 420 Excavations at 1 – 12 Osborne Road revealed two undated features. One was sub-rectangular, 260mm square and 600mm deep, with vertical sides and a flat bottom, filled with brickearth. The other was either part of a circular pit or the end of a ditch, 520mm x 230mm and 320mm deep, filled with brickearth containing a few small fragments of brick of unknown date and some charcoal. Four undated layers were excavated: natural clay, brickearth with charcoal, mixed brickearth and gravel and gravelly loam with burnt flint and seashell fragments. An unstratified flint blade of probable Mesolithic date was found (Russel 1992).

SOU 521/SOU 684 Undated peat and gravel foreshore deposits overlaid by 19th century reclamation deposits were found at 40 – 46 Mount Pleasant Road (Morton 1992; Peckham 1995).

SOU 1477/SOU 1518 A field evaluation (SOU 1477) and excavation (SOU 1518) at 81 – 97 Portswood Road, to the north-west of the site, found a number of worked and burnt flints, suggesting prehistoric activity. Several probable field-boundary or drainage ditches and a rubbish pit were dated to the Romano-British period. Late medieval and post-medieval pottery and ceramic building material were recovered from later deposits (Cottrell 2008 & 2011).

## **4.2. Roman**

Three Roman graves (MSH248) containing small jars and other pottery were discovered during the making of Lawn Road (Davies, 1883).

Some Roman ceramic roof tile and possible fragments of Samian ware were found at 64 Priory Road (MSH292).

A Roman coin (a dupondius of Trajan, minted 96AD) was found near Priory Road during the clearance of prefabs in 1965 (MSH296). The site is now Janaway Gardens and Griffin Court.

SOU 750 A paved surface with a probable timber foundation was found below the intertidal mud at 64 Priory Road in 1962. The position of the find was some 15.25m from the present shoreline. The paving lay approximately 760mm inches below the surface of the mud and was overlaid by a gravel layer and a clay layer. The only dating evidence was a Roman tile found on top of the paving. The stones were each 150mm – 230mm thick and one stone was approximately 380mm x 610mm in size. Beneath the paving slabs were laid wooden logs some 230mm in diameter. A Roman or later date is suggested for the paved surface. It is interpreted as being a hard, possibly for a river crossing, marking the line of the Roman road from Winchester to Clausentum. The overlying layers may have been naturally deposited (Aberg 1962).

SOU 822 A watching brief at 154 – 170 Priory Road revealed evidence of Roman occupation comprising a ditch, possible rubbish pits, several other pits. Roman pottery, several coins and other finds were retrieved; the pottery dates from the 1st to 4th centuries AD (Cottrell 1997).

SOU 881 Groups of timbers were exposed in the inter-tidal mud off Priory Road in 1998. The structures were surveyed and sampled in 1998 – 1999. Radiocarbon and dendrochronological dates were obtained on several oak posts. The timbers appear to be three separate structures that have been interpreted as a Roman riverfront facility, incorporating a jetty and shoreline revetment. It is thought to be associated with a river crossing from the Roman settlement at Bitterne Manor, perhaps on the route to Roman Winchester. The area is known locally as "The Causeway" (Beattie-Edwards 1999). Some unstratified Roman pottery and ceramic building material was recovered during cleaning around the timber piles and planks. The finds may be related to the timber feature or may have been washed onto the site by the river. At the same location, peat deposits thought to date to the Early Mesolithic period (see MSH2976) were found.

SOU 960/SOU 981 Archaeological investigations on land adjacent to 20 Eastfield Road (now 22 to 24a Eastfield Road) revealed the remains of a settlement of early Roman date, with a metalled road, probable timber-framed buildings and rubbish pits. A large quantity of iron slag was recovered suggesting that there was an iron working site close by (Cottrell 1999, Smith 2000; Smith 2002). The settlement may have formed a suburb of the settlement at Bitterne Manor.

SOU 1602 A watching brief on tree removals at the site of the Bridge Inn, Priory Road, revealed soils 550mm thick above a layer containing charcoal and burnt clay. A fragment of a 3<sup>rd</sup> – 4<sup>th</sup> century New Forest folded beaker was recovered (Russel, 2012).

SOU 1477/SOU 1518 A field evaluation (SOU 1477) and excavation (SOU 1518) at 81 – 97 Portswood Road, to the north-west of the site, found a number of worked and burnt flints, suggesting prehistoric activity. Several probable field-boundary or drainage ditches and a rubbish pit were dated to the Romano-British period. Late

medieval and post-medieval pottery and ceramic building material were recovered from later deposits (Cottrell 2008 & 2011).

#### **4.3 Medieval**

SOU 1111 An evaluation excavation at the former 30 – 38 Mount Pleasant Road, just east of the early 17th century Old Farmhouse Public House, revealed two sherds of residual late medieval pottery, found on the surface of a probable river deposit beyond the pre-19th century shoreline. The sherds were possibly associated with medieval occupation at Northam Farm. A buried soil was also found, probably on the former river edge. Reclamation deposits dating to the mid-19th century were found at the north end of the site. Topsoil layers contained post-medieval to modern finds (Smith. 2001).

#### **4.4 Post-Medieval**

SOU 576 Limestone rubble, possibly from a robbed out wall, was found in a trench in the car park of Kingdom Hall in Shakespeare Avenue during a watching brief in 1994 (Shuttleworth 1994). It may have been associated with the Portswood House estate.

SOU 782 A buried soil horizon, two ditches and another possible ditch were observed in trenches on land west of 1 Lawn Road. The two ditches were undated, and the buried soil and possible ditch contained post-medieval ceramic building material (Smith 1997). All were thought to be associated with post-medieval agricultural activity but were possibly associated with the Portswood House estate.

SOU 1234 A watching brief on groundworks at 47 – 65 Bevois Valley Road revealed a limestone rubble wall of probable post-medieval date. The wall, of limestone rubble in yellow sandy mortar, was aligned north-east – south-west. It had been truncated at some time, and its surviving height was about 450mm from the base of the footings (Whitehead 2003). The wall could not be closely dated but was probably post-medieval. Its alignment does not relate to any property boundaries or streets from the mid-19th century onwards, so it may pre-date these. It might be associated with landscaping on the Bevois Mount estate in the 18th century, but could be earlier.

SOU 1423 A watching brief at 1 – 3 Lawn Road revealed no features or deposits of archaeological significance although deposits relating to the demolition of the 18<sup>th</sup> century Portswood House were observed. Three sherds of 17th century pottery were recovered from machined spoil. They may have been derived from domestic refuse spread on former fields (Cottrell 2007).

SOU 1441 A watching brief at 42 Shakespeare Avenue revealed a large undated feature, interpreted as a natural drainage channel. A layer above this feature contained a few burnt flints and few fragments of brick (Everill & Thompson 2007).

SOU 1533 A watching brief carried out by Southampton City Council Archaeology Unit on groundworks for the construction of a new place of worship at Shakespeare

Avenue, Portswood, revealed a former natural watercourse and features associated with the 18<sup>th</sup> century Portswood House (Cottrell 2010).

SOU 1477/SOU 1518 A field evaluation (SOU 1477) and excavation (SOU 1518) at 81 – 97 Portswood Road, to the north-west of the site, found a number of worked and burnt flints, suggesting prehistoric activity. Several probable field-boundary or drainage ditches and a rubbish pit were dated to the Romano-British period. Late medieval and post-medieval pottery and ceramic building material were recovered from later deposits (Cottrell 2008 & 2011).

## **5 Purpose/aims of the archaeological fieldwork**

5.1 The purpose of the fieldwork is to make a record of the deposits that survive beneath the surface, be they archaeological or natural, to take a cored sample of the peat, and analyse and date it.

## **6 Archaeological methodology**

6.1 A Southampton site code will be issued by the HET and will be used throughout the project to identify the site records and artifacts.

6.2 The site records will be as full as possible given the constraints of access and safety. If features are revealed they will be drawn and photographed. Plans will be at 1:20 and sections and profiles at 1:10. Drawings will be made in pencil on permanent drafting film. Photographs will be taken with colour transparency film and monochrome film. Digital pictures will also be taken. Photographs will be taken of the cores. Overall site photographs will be taken in order to locate the investigation positions. The site code will appear in all photographs if practical.

6.3 An archaeologist will observe all groundworks at the commencement of the works. Once the nature of the soil and the impact of the groundworks has been defined it may prove possible to stand down the watching brief on shallow groundworks, or groundworks in a specific part of the site. Such an alteration to the methodology will be agreed with the HET before it is implemented.

6.4 Bulk soil samples will be taken as appropriate. Given the nature of the investigations any samples are likely to be small in size, and the risk of contamination is likely to be high.

6.5 Any finds recovered 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, 2007).

6.6 The watching brief will have the necessary equipment. The minimum will be stationery, recording forms, cameras, film, photographic scales, tapes, safety equipment, and trowel.

6.7 A context number will be allocated to all finds, even if this number is simply one allocated to unstratified finds. All pre-AD1850 finds will be retained, and a sample of post-AD1850 will be retained.



6.8 All archaeological personnel will report to the Site Manager on arrival at the site. All site regulations will be observed. All statutory and site-specific health and safety regulations will be followed.

6.9 Close liaison will take place between the Site Manager (or equivalent) and the archaeological observer to ensure that all groundworks are observed.

6.10 If a human burial is encountered works discussions will be held with Southampton City Council's Planning Archaeologist and Environmental Health Department. It will be necessary to enter into a separate archaeological agreement if human skeletal remains need to be excavated.

6.11 The archaeological contractor will inform the HET when the specified fieldwork has begun, and when it has been completed.

## **7 Peat sampling and analysis methodology**

7.1 Museum of London Archaeology will arrange for a cored sample to be taken and analysed.

7.2 One cored sample will be drilled to the underlying geology (Whitecliffe Sand Member) at a depth of approximately 8m bgl in the vicinity of BH1 drilled by Soils Ltd during the preliminary soil investigations. If the first core fails, a second core will be taken. The report will relate the material to other sites in the vicinity.

7.3 MOLA staff will record the core and collect the samples.

7.4 The pollen will be examined by Dr Rob Scaife, the Diatom/Ostracods will be examined by Nigel Cameron/John Whittaker, and the plant macrofossils will be examined by MOLA staff.

7.5 Two samples of peat will be dated by radiocarbon by Beta Analytical.

7.6 An Illustrated report will be produced, and the archive will be prepared for deposition with Southampton City Council.

## **8 Post-excavation methodology**

8.1 Fair copies will be made of rough site notes and sketches. Photographs will be catalogued and cross-referenced to the recording forms when they have been returned from processing. The site records will be entered into an Access database. A Harris Matrix will be drawn up to show the relationships recorded on site. The matrix and finds data will be used to phase the site sequence.

8.2 All metal finds other than those made of gold and lead (and those exemptions set out in "Standards for the Creation, Compilation and Transfer of Archaeological Archives") will be x-radiographed as part of the recording process and in advance of the Collections Assessment described below.

8.3 At an early stage of the post-excavation process, Southampton City Council's Curator of Archaeological Collections will carry out a Collections Assessment of the

material archive, as stipulated in "Standards for the Creation, Compilation and Transfer of Archaeological Archives". (Contact [gill.woolrich@southampton.gov.uk](mailto:gill.woolrich@southampton.gov.uk).)

8.4 To ensure the long-term stability of the finds and their availability for future study, all conservation work will be carried out as necessary; full records (which will form a part of the archive) will be kept of any treatment given.

8.5 The assessment of conservation needs and subsequent necessary work will be carried out by a qualified archaeological conservator, or in a recognised conservation laboratory which has been approved by the Curator of Archaeological Collections.

8.6 All finds and other items of archaeological interest removed from the site will be analysed and recorded by specialists, subject to the approval of the HET. All specialist work will be carried out as necessary, to agreed standards, and with the approval of the HET, based on the results of assessments of the material which will be carried out as the first stage of the post-excavation process. 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. The pottery and stone type series housed by Southampton City Council's Archaeology Collections will be used as reference material.

8.7 Data about complete, identifiable, itemised objects will be transferred onto Southampton City Museum's Archaeological Object Record Sheets. The sheets will then be entered into the computerised Archaeological Collections Object Database.

8.8 Any bulk soil samples taken on site will be processed as appropriate.

## **9 Report preparation and contents**

9.1 An interim report will be produced within 4 weeks of the end of fieldwork. It will be sent to the client and the HET.

9.2 Once peat has been analysed and dated a summary report will be written. This is likely to be within 26 weeks of the end of fieldwork. The report will be structured as in Appendix A. The report will include a summary sheet (see appendix B).

9.2 The archaeological contractor will send a copy of the report in PDF format to the HET for approval. Once it has been approved, the archaeological contractor will send a full-colour paper copy of the report to the developer, the HET (for the Historic Environment Record (HER)), and the Special Collections section of Southampton Public Library.

9.3 A full-colour paper copy of the report will be deposited as part of the archive (see below).

9.4 The archaeological contractor will supply the HET with one copy of the approved report in PDF format (for the HER), either by email or on disk as appropriate. The PDF should be text searchable with good quality figures and images. All report drawings and photographs are to be included in the PDF file, and the selecting of text and graphics security option must be set at "allowed". At the same time, the archaeological contractor will supply the HER Officer ([her@southampton.gov.uk](mailto:her@southampton.gov.uk)) 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 MapInfo TAB or Auto CAD DWG/DXF.

9.5 At the same time, the archaeological contractor will supply the HER Officer with digital copies of the photographs used in the report, for general use by the HET and HER. These will be supplied in TIFF format at least 600 dpi resolution.

9.6 The archaeological contractor will retain full copyright of the report under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the Client for the use of the report by the Client in all matters directly relating to the project as described in the specification. The archaeological contractor in addition gives permission for the HET to freely copy the report and photographs for the purposes of archaeological research or development control within the planning process, without reference to the archaeological contractor.

9.7 At the appropriate time, the archaeological 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").

9.8 On completion of the fieldwork the HET will decide if the results require a wider publication than the limited-distribution report allowed for above. If so, this will be the subject of a separate agreement with the client, after which the archaeological contractor will prepare a report of an appropriate standard to an agreed timescale and arrange its publication in an appropriate form.

## **10 Copyright**

10.1 Southampton City Council 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 hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project.

## **11 Archive deposition**

11.1 "Archive" here means the documentary and material archive as defined in *Standards for the Creation, Compilation and Transfer of Archaeological Archives* (SCC 2007). Southampton City Council will be the depository of the archive, once the period of post-excavation analysis and report-writing is complete, and will assume title to all material recovered from the fieldwork for inclusion in its collections. A timescale for the handing over of the archive will be included in the post-excavation programme.

11.2 The contractor will prepare, compile, and present the archive in accordance with the standards laid down in "Standards for the Creation, Compilation and Transfer of Archaeological Archives" (Southampton City Council, 2007).

11.3 The archaeological contractor will deposit the archive, making allowance for the long-term archive-storage costs that will be incurred by Southampton City Council, 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 Archives").

11.4 The archaeological contractor will copy the written and drawn archive onto microfiche which satisfies the criteria set out by English Heritage. The microfiche will itself form part of the archive.

11.5 Where part of the archive is defined as treasure, the developer accepts responsibility for any compensation eventually awarded to the landowner.

11.6 A master copy of the microfiche will be deposited with the English Heritage Record Centre in Swindon.

## **12 Staffing**

12.1 The work will be carried out by experienced archaeologists, under the supervision of Matt Garner BA MIfA. Dr AD Russel BA, PhD, MIfA will oversee the project.

## **13 Health and Safety**

13.1 The Health and Safety Policies of Southampton City Council apply to its entire staff wherever they work. The Safety Manager for the Archaeology Unit is Dr AD Russel BA PhD MIFA who can be contacted on 023 8063 4906.

13.2 The archaeologists will liaise closely with the main contractor, in regard to site specific health and safety requirements.

## **14 Insurances**

14.1 Southampton City Council's insurance, including public liability, covers its entire staff wherever they work.

## **15 Monitoring procedures**

15.1 The project will be monitored for Southampton City Council by the Planning Archaeologist or other member of the HET.

## **16 Procedures for reporting unexpectedly significant or complex discoveries.**

16.1 Should significant or complex discoveries be made, the archaeologist on site will contact the Archaeology Unit Manager. The Archaeology Unit Manager will contact the client and the Southampton City Council Planning Archaeologist.

Dr AD Russel  
27/11/14

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APPENDIX A

<b>CONTENTS LIST</b>
<b>PRESENT LANDUSE, GEOLOGY AND TOPOGRAPHY.</b> The geology as recorded by the Geological Survey will be discussed with reference to the actual site geology found during fieldwork.
<b>HISTORICAL BACKGROUND</b> Including a map regression and summary of information in secondary/published sources.
<b>ARCHAEOLOGICAL BACKGROUND</b> Known archaeological sites or findspots in the vicinity, with location plan.
<b>REASON FOR PROJECT, PROJECT AIMS</b>
<b>METHODOLOGY</b> Amended from the WSI as appropriate to include trench dimensions and any restrictions on fieldwork.
<b>DETAILED DESCRIPTION OF RESULTS</b> For all areas/trenches with significant archaeology (with interpretation and dating)
<b>CONCLUSION</b> To include all periods present on the site, including those represented only by residual finds in later stratigraphy. The results will be discussed with reference to the documentary evidence, and the significance of the site in its broader archaeological, historical and landscape setting.
<b>BIBLIOGRAPHY</b>
<b>LOCATION PLANS</b> Site and trench location plans based on 1:1250 OS mapping, indicating areas surveyed by different methods.
<b>OTHER PLANS</b> Detailed plans of all areas/trenches with significant archaeology at an appropriate scale. All plans will be correctly related to the national grid All drawings will include levels related to ordnance datum
<b>PHOTOGRAPHS</b> To illustrate specific points in the text.
<b>APPENDICES</b>
Appendix 1 <b>CONTEXT LIST</b> with soil descriptions, phases, etc
Appendix 2 <b>FINDS REPORT</b> Table of all artefacts recorded, listed by context and material type, with an assessment (check artefact types and dating included).

**APPENDIX B: SUMMARY SHEET CONTENT**

The report will include a summary sheet giving the information in the table below.

Site name/address
SOU site code (this should also be included on the front cover)
Contractor site code
HET consultation number
Planning application number (if relevant)
Grid reference of centre of site - 8 figures, including prefix (eg SU).
Fieldwork dates (full start and end dates in form day/month/year)
Type of fieldwork
Name of contracting unit
Report author
Name of client
Non-technical summary to include <u>all</u> periods represented on the site, including those present only as residual finds in later contexts.)