



Land at 12-18 Hulse Road, Southampton

Written Scheme of Investigation for an Archaeological Watching Brief

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Written Scheme of Investigation for an Archaeological Watching Brief

1 INTRODUCTION

1.1 Project Background

1.1.1 Wessex Archaeology (WA) has been commissioned by Persimmon Homes South Coast (the Client), to undertake an archaeological watching brief during the initial groundworks associated with the proposed redevelopment of land at 12-18 Hulse Road, centred on National Grid Reference (NGR) 44185 11352 (**Figure 1**); referred to henceforth as 'the Site'.

1.1.2 The development comprises the residential redevelopment of the Site, including the demolition of the existing buildings and the construction of eight houses and 36 flats with associated parking, landscaping and access from Hulse Road.

1.1.3 A detailed planning application was submitted in August 2014 (Planning Application 14/01446/Full) and was subsequently approved in March 2015. The approval was conditional on a number of conditions, including two archaeological conditions (Conditions 7 and 8). These conditions include:

Condition 7: Archaeological watching brief work Programme (Performance Condition)

The developer will secure the completion of a programme of archaeological works 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.

Condition 8: Archaeological watching brief (Pre-commencement condition)

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

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

1.1.4 This Written Scheme of Investigation (WSI) has been prepared to detail the proposed methodology to be used for the archaeological watching brief and the reporting of the final results. It has been prepared in accordance with the *Standards and Guidance for an archaeological watching brief* (ClfA 2014a).



1.2 The Site

- 1.2.1 The land at 12-18 Hulse Road is approximately 0.45ha in extent and comprises open land with a single outbuilding. The Main building is bounded by Hulse Road to the west and residential development immediately to the north, east and south of the Site.
- 1.2.2 The Site is situated on comprises Wittering Formation deposits, comprising Sand, Silt and Clay (British Geographical Survey online geology viewer). Superficial deposits of River Terrace Deposits comprising Sand and Gravel have also been recorded.
- 1.2.3 Topographically, the Site occupies a relatively flat area at a height of c. 25m above Ordnance Datum (aOD).
- 1.2.4 Recent geotechnical test-pitting across the Site (CgMs Consulting 2014) identified potential disturbance and made ground deposits at a typical depth of between 0.20m to 0.50m below the current ground surface and which overlaid river terrace deposits. In a small number of places, within the central area, northern edge, south-west corner and eastern edge of the Site, deeper disturbance was identified between 0.90m and 1.85m in depth below the current ground surface.

1.3 Archaeological and Historical Background

- 1.3.1 A detailed Desk Based Assessment (DBA) has already been prepared for this site, which considers the archaeological and historical background and potential of the Site (CgMs 2014).
- 1.3.2 The Desk Based Assessment consulted the Southampton City HER The Site is situated immediately to the west of the Cranbury Place Conservation Area and two Grade II Listed Buildings are situated within the 500m radius of the Site (**Figure 2**).
- 1.3.3 The Registered Park and Garden of Southampton Cemetery is located 400m to the north-west of the site. The site is situated within the locally designated Area Archaeological Potential (AAP) for Southampton Common.
- 1.3.4 The HER records that there have been a number of archaeological investigations within the 500m study radius of the site. Many of these have been entirely devoid of archaeological finds or features, including a watching brief c.50m to the north-east (ESH499), another watching brief c.150m to the east (ESH1101) and evaluations c.100m south (ESH1478), c.200m south-east (ESH491), and a larger evaluation c.150m west of the site (ESH1085).
- 1.3.5 A number of other investigations recorded isolated undated features including a pit c.50m west (ESH797) and two features c.100m north (ESH979). Other investigations recorded no features but a few residual finds, for instance an evaluation and watching brief c. 350m south (ESH944), and a watching brief c.50m south (ESH740/ESH930).
- 1.3.6 The majority of finds and isolated features suggest general activity through the Neolithic, Bronze Age, Iron Age, Roman and medieval periods, although the DBA concluded that the study site could be considered to have a generally low archaeological potential.
- 1.3.7 The Site appears to have remained open land until the early 20th Century and had undergone a number of phases of redevelopment since which appears to have had a heavy impact within the Site. No natural overburden (top soil or sub soil) horizon was found across the Site. This is suggestive that either terracing or ground works at the site has removed these layers and is likely to have impacted the archaeological horizon.



1.4 The design, the known archaeological resource and likely impact

- 1.4.1 The new buildings are largely spread across the footprint of the current building. Previous development of the Site appears to have heavily truncated and removed deposits down to the top of the river terrace deposits. This is likely to have heavily impacted, if not removed, all but the deepest archaeological features.
- 1.4.2 The stripping of the Site to new construction levels and subsequent excavation of new foundations, services etc is likely to be up to at least 1m in depth and will have a heavy impact on any surviving archaeological deposits and features.

2 AIMS AND OBJECTIVES

2.1 Aims

2.1.1 With due regard to the ClfA *Standards and Guidance for archaeological watching brief* (ClfA 2014), the generic aims of the watching brief can be defined as;

- *To enable the preservation by record of any archaeological features or deposits uncovered and to establish the extent (where possible), date, character, relationship, condition and significance of surviving archaeological features, artefacts and deposits within the area to be impacted by construction work*
- *Where significant archaeological remains or deposits are identified, to inform discussions on the final extent and scope of the required archaeological mitigation*
- *To place any identified archaeological remains within their context.*

2.2 Objectives

2.2.1 The watching brief will therefore focus on two critical objectives:

- *Identification, recording, and if feasible, rapid excavation/ recovery of archaeological remains exposed; and*
- *Recording a summary of the stratigraphic sequence encountered – this data will inform any further consideration of appropriate mitigation measures.*

3 METHODOLOGY

3.1 Watching brief methodology

- 3.1.1 All areas of groundworks will be monitored, where possible. 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.
- 3.1.2 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.
- 3.1.3 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.

3.1.4 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.

3.1.5 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.

3.1.6 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, 2007)

3.1.7 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.

3.1.8 At an early stage of the post-excavation process, Wessex Archaeology will enable Southampton City Council's Curator of Archaeological Collections to carry out a Collections Assessment of the material archive, as stipulated in *Standards for the Creation, Compilation and Transfer of Archaeological Archives*.

3.1.9 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.

3.1.10 Based on the results of the Collections Assessment, Wessex Archaeology will ensure that all finds and other items of archaeological interest removed from the site are analysed and recorded by specialists, to agreed standards, and with the approval of the Historic Environment Team (HET). Specialist work may need to be carried out on all metalwork; all bone, including worked bone and human remains and other organic remains; industrial waste; ceramic material; glass; and lithic material.



- 3.1.11 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.)
- 3.1.12 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.

Treasure

- 3.1.13 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 Archaeological Officer and the Client.

Human remains

- 3.1.14 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.
- 3.1.15 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.
- 3.1.16 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.
- 3.1.17 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.

4 POST-FIELDWORK

4.1 General

- 4.1.1 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.
- 4.1.2 The report will conform to the *Standard and Guidance for archaeological watching brief* (ClfA 2014a).



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.

4.1.3 A draft copy of the watching brief 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.

4.1.4 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.

4.1.5 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 plan, registered to the National Grid; also 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.

4.1.6 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").

4.1.7 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.



4.2 OASIS project reporting

- 4.2.1 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.

4.3 Site archive

- 4.3.1 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.
- 4.3.2 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; ClfA 2014b; Brown 2011; ADS 2013). All archive elements will be marked with the accession code and a full index will be prepared.

4.4 Discard policy

- 4.4.1 Wessex Archaeology will follow standards laid down in "Standards for the Creation, Compilation and Transfer of Archaeological Archives" (Southampton City Council, 2007) 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.
- 4.4.2 The discard of environmental remains and samples follows nationally recommended guidelines (SMA 1993; 1995; English Heritage 2002).

4.5 Security copy

- 4.5.1 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.
- 4.5.2 WA shall retain full copyright of any reports under the *Copyright, Designs and Patents Act 1988* with all rights reserved. WA will provide an exclusive licence to the client for the use of the report by the client in all matters directly relating to the project.

5 NOMINATED PERSONNEL

5.1 Minimum standards

- 5.1.1 WA will provide personnel to the standard outlined below:

- *Project Manager – MCIFA or equivalent with at least 10 years relevant experience.*
- *Team Leader – MCIFA or equivalent with at least 5 years experience in appropriate aspects of archaeological excavation and recording.*
- *Project Supervisor – ACIFA or equivalent with at least 2 years experience in appropriate aspects of archaeological excavation and recording.*



- *Project Assistant – PCIFA or equivalent with at least 6 months experience in appropriate aspects of excavation and recording*

5.2 Key Personnel

5.2.1 The following key personnel are nominated:

- *Office-based Project Manager: Senior Project Manager : Andrew Manning MA BSc MCIFA*
- *Site-based Archaeological Monitor: To be confirmed*

5.2.2 WA reserves the right to replace nominated staff for operational or other reasons with staff of equivalent or greater experience, subject to the approval of the Client. Notwithstanding, as one of the largest professional archaeological organisations in the country, WA has sufficient flexibility and resources to ensure all client requirements can be met without compromise. The Senior Management Team consider all tender invitations to ensure the organisation can meet such demands without compromising existing projects, prior to giving any agreement to tender. CVs for all key WA personnel deployed to the project can be provided on request.

5.2.3 Notwithstanding, as one of the largest professional archaeological organisations in the country, WA has sufficient flexibility and resources to ensure all client requirements can be met without compromise. WA Operation and Resource Directors consider all project requirements to ensure we can meet such demands without compromising existing projects.

5.3 Specialist support network

5.3.1 During the course of the project, the advice of internal and external specialists may be sought as necessary, including *inter alia*:

- *Lorraine Mephram (WA): Prehistoric, medieval and post-medieval pottery; all other finds types*
- *Phil Andrews (WA): Hamwic and medieval Southampton*
- *Rachael Seager Smith (WA): Roman pottery; all other finds types*
- *Lorrain Higbee (WA): Animal bone*
- *Jacqueline I McKinley (Wessex Archaeology): Human remains*
- *Sarah Wyles (Wessex Archaeology): Charred plant remains*
- *David Norcott (Wessex Archaeology): Geoarchaeologist*

6 QUALITY ASSURANCE PROCEDURES

6.1 Procedures

6.1.1 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).

6.1.2 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.

6.1.3 The work will be directed in the field by a Project Officer, 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 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.

6.1.4 Wessex Archaeology is registered as an Archaeological Organisation with the Chartered Institute for Archaeologists (CIfA). Wessex Archaeology endorses the *Code of Practice* and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* of the Chartered Institute for Archaeologists.

6.1.5 All work will be carried out in line with the Chartered Institute for Archaeologists' *Standard and Guidance for Archaeological watching brief* (CIfA 2014).

7 TERMS AND CONDITIONS

7.1 Storage of materials and archives

7.1.1 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.

7.1.2 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.

7.1.3 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.

7.2 Copyright

7.2.1 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.

7.2.2 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).

7.2.3 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.

7.3 Health and safety

7.3.1 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).

- 7.3.2 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*.

7.4 Insurance

- 7.4.1 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.*

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

8 REFERENCES

ADS, 2013, *Caring for Digital Data in Archaeology: a guide to good practice*, Archaeology Data Service & Digital Antiquity Guides to Good Practice

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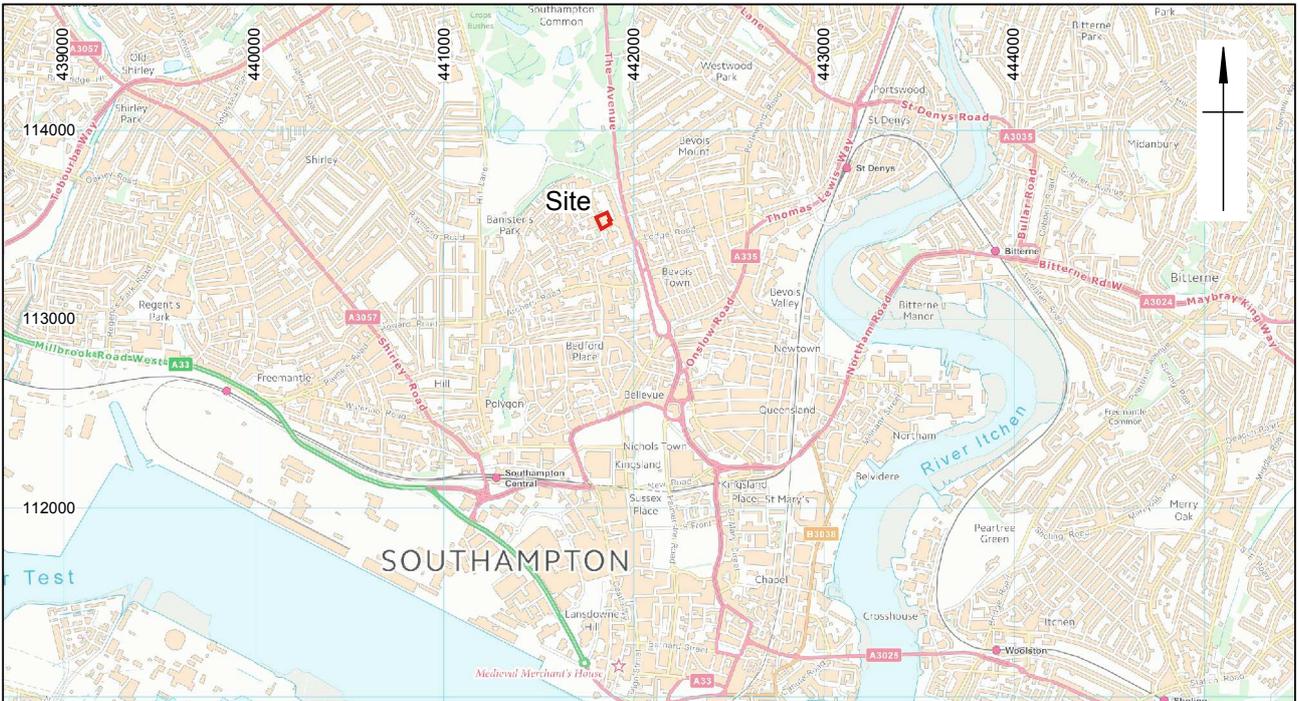
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SMA, 1993, *Selection, Retention and Dispersal of Archaeological Collections*, Society of Museum Archaeologists

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- Site boundary
- Proposed buildings

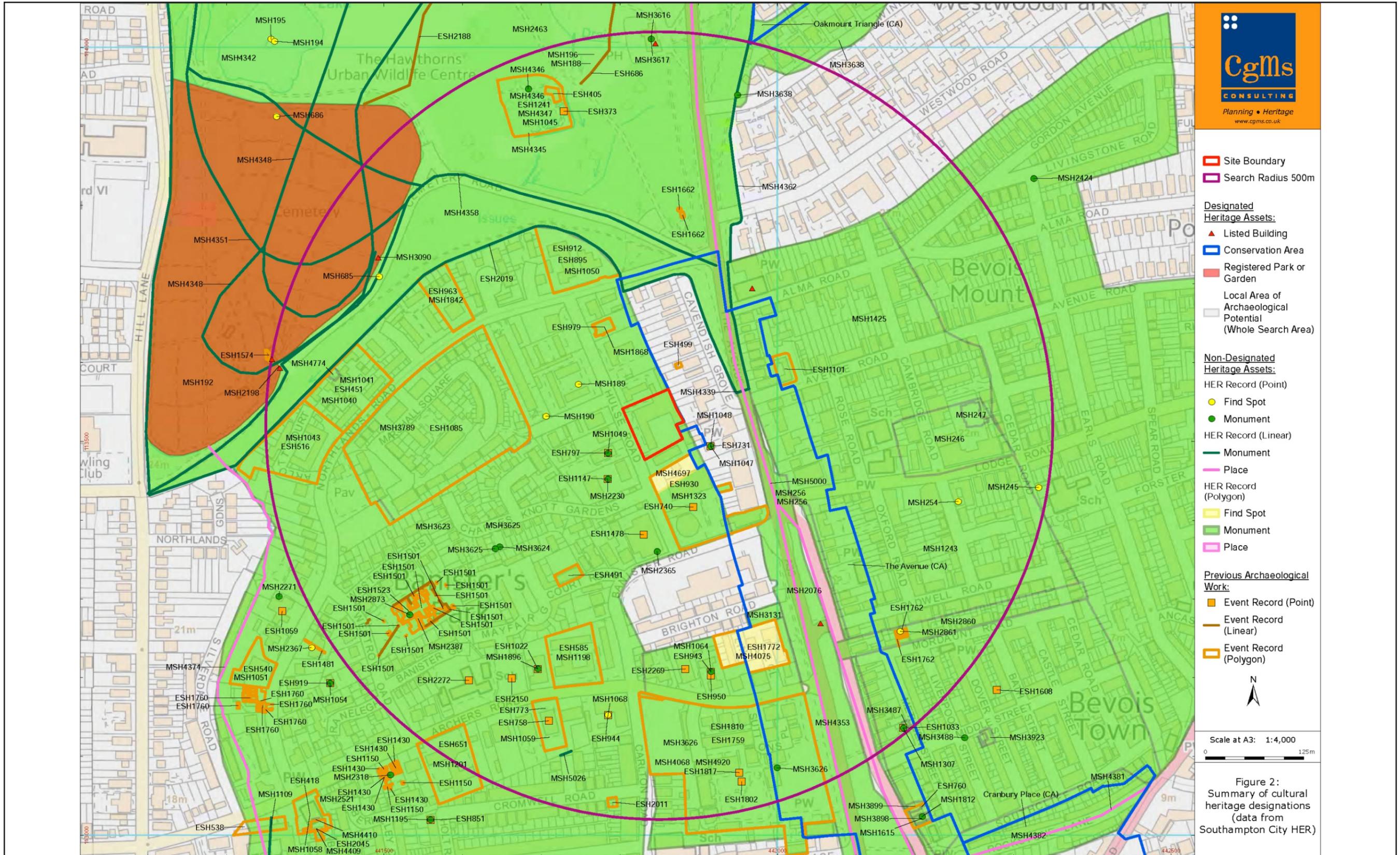


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Site location plan

Figure 1



- Site Boundary
- Search Radius 500m
- Designated Heritage Assets:**
- ▲ Listed Building
- Conservation Area
- Registered Park or Garden
- Local Area of Archaeological Potential (Whole Search Area)

- Non-Designated Heritage Assets:**
- HER Record (Point)
- Find Spot
- Monument
- HER Record (Linear)
- Monument
- Place
- HER Record (Polygon)
- Find Spot
- Monument
- Place

- Previous Archaeological Work:**
- Event Record (Point)
- Event Record (Linear)
- Event Record (Polygon)



Scale at A3: 1:4,000
 0 125m

Figure 2:
 Summary of cultural heritage designations
 (data from Southampton City HER)



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