

Southampton City Council Archaeology Unit

Written Scheme of Investigation for an Archaeological Evaluation at Holy Family Catholic Primary School, Mansel Road West, Millbrook, Southampton, SO16 9LP

4/12/2015

1 Aims of the Project

1.1 A proposal to build a single storey detached building to provide additional teaching space on land to the north of Holy Family Catholic Primary School, Millbrook, has been approved under the planning number 15/01936/FUL. The site lies in an area of prehistoric and later archaeology and to ascertain if archaeology is present on the site some 19% of the site will be excavated to check for the survival of archaeological deposits and if present to define their date and nature. An ordered archive will be produced which will allow for a written report to be created. The report will consider the archaeology and its significance and the likely impact of the development and will inform a decision to be made by the Southampton City Council Historic Environment Team (HET) as to the need for further work. Should further work be required it will be the subject of a second Written Scheme of Investigation. The HET number for the site is 7823.

2 Introduction

2.1. The archaeological evaluation has been commissioned by Southampton City Council. Planning application 15/01936/FUL has been passed with conditions. Among the conditions are the following relating to archaeology:

07.APPROVAL CONDITION - Archaeology

No development shall take place until Written Scheme of Investigation and programme of archaeological work for the evaluation of the site has been submitted to and approved in writing by the local planning authority. The programme of archaeological works shall be implemented and subsequently completed in accordance with the agreed Written Scheme of Investigation.

If, as the result of the archaeological evaluation, it becomes clear that the development will result in the loss or destruction of archaeological remains it will be necessary to commission a further stage of archaeological works. While the nature and extent of these works cannot at this stage be predicted, no further works comprising development shall take place on site before a Written Scheme of Investigation together with a programme of further archaeological work has been submitted to and agreed in writing by the Local Planning Authority and implemented by the developer. The programme for further archaeological works shall be implemented and completed in accordance with the Written Scheme of Investigation for the previously unidentified features.

The development shall not be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation and the provision made for analysis, publication and dissemination of results has been secured. This Condition will not be fully discharged until the archive generated by the archaeological works had been deposited and accepted by Southampton Museums Service.

Reason: To ensure that the necessary archaeological investigations are secured and completed.

3 Site Location, description, and geology

3.1 The site, at present containing Holy Family Catholic Primary School (figs 1 & 2) is located on the southwest side of Mansel Road West and on the southeast side of Lower Brownhill Road. The site is centred at grid reference 437498 114892. The site is on the southeast side of a stream valley, with the culverted stream being some 85m to the northwest.

3.2 The natural topography is fairly level with spot heights of 10.1mOD to the east and west of the site and of 10.4mOD to the north.

3.3 The geology map (Ordnance Survey Sheet 315, 1987) shows that the surface deposit at the site is River Terrace Deposits (mainly gravel) terrace 1. Archaeological investigations to the north and southwest of the site showed that gravel was present at depth was mostly covered by yellowish brown, silty clay loam known as brickearth.

4 Archaeological and Historical Background

4.1. The site lies in Area 16 of the Local Areas of Archaeological Potential (LAAP) as defined in the City of Southampton Core Strategy 2010. The site lies in the rural hinterland of Southampton, close to the River Test. The vicinity of the site includes finds of prehistoric and later material.

4.2 A search of the Southampton City Council Historic Environment Record and the Hampshire County Council Archaeology and Historic Buildings Record on 2/12/2015 provided information on the following sites within 1km of the site.

25254

Findspot at Redbridge Lane.

OGS Crawford recovered several fragments of Samian ware from the side of a gravel and sand-pit in 1921. The sherds were destroyed in 1940.

25351

An undated ditch, found at Franconia Drive, Nursling.

25392

Undated pits from watching brief, found at Franconia Drive, Nursling

32347

A watching brief was carried out by Thames Valley Archaeological Trust in advance of gravel extraction. Two areas were excavated and several archaeological features were recorded, including two corn dryers, a medieval hearth, ditches and pits. Finds recovered included a Bronze Age pot, sherds of Roman pottery and prehistoric flints.

56653

Undated ditch, found at Franconia Drive, Nursling. The ditch could not be securely dated.

Early Bronze Age to Medieval - -2200 to 1539

56654

Undated ditches, found at Franconia Drive, Nursling.

57696

Post medieval/modern and undated ditch at Adanac Park. Two ditches found during an evaluation. One was aligned northwest-southeast. Material taken from the fill of this feature suggested a post medieval/modern date. The ditch is interpreted as being either an agricultural field boundary or a drainage ditch. The other ditch could not be dated, its absence on any 19th Century maps suggests a pre 19th century date.

58677

Iron Age/Roman enclosure

A single ditched rectilinear enclosure is visible on aerial photographs. It is likely to be of Iron Age/ Romano-British date.

59999

Possible Iron Age/Roman pits. A group of nine small circular pits is visible on aerial photographs. Their original function and date are unclear but it seems possible that they relate to the Romano-British features recorded nearby.

60193

Bronze Age settlement and Iron Age funerary site at Adanac Park. During 2008 an evaluation was undertaken on this site. A number of features were recorded including a Bronze Age ring ditch, medieval ditches, a possible Bronze Age granary and a feature resembling a hearth, but of unknown date. Further excavation was carried out at this site in 2008. A Middle/Late Bronze Age settlement with enclosure ditches, post built structures, roundhouses, pits and fence lines was recorded in the central/northern portion of the site. In addition, a rare Iron Age barrow cemetery, comprising seven barrows of different forms, was identified on a gravel ridge. Separate to this were a number of Iron Age flat graves, most of which cluster together to form a possible cemetery. Most of the funerary features had been robbed in antiquity but one of the barrows was found to contain a Late Iron Age warrior burial complete with weapons.

68529

Evaluation in 2007 found two ditches. Material taken from one of the ditches suggested a post-medieval/modern date. No date could be assigned to the other ditch. Its absence on any 19th Century maps suggests a pre 19th century date.

MSH492

A bronze palstave of Bronze Age date was found at "Redbridge Estate" in or before 1979. The exact findspot location is not known. The find is now in Southampton's archaeological collections.

MSH494

The origins of the village of Redbridge lie in the Saxon period, associated with a bridge across the River Test at the lowest crossing point on the river, and on an important road route. The village is mentioned in the Domesday Book of 1086. From the late 17th century into the 19th century (?and later) it was a centre for shipbuilding. It was also a port serving the Test Valley and Salisbury, particularly associated with the Andover Canal. The detailed 1840 Millbrook tithe map shows the village, with brewery, slaughterhouse, smithy, malthouse, shipyard, etc.

MSH585

One of two large boundary ditches found during watching briefs on groundworks for the new housing development of Baron's Mead in 1997 (SOU 804) and 1998/1999 (SOU 946), on land formerly part of Millbrook School, Lower Brownhill Road. The ditch coincides with a field boundary shown on 19th century maps and dating back to at least 1615 (see parent record). The ditch may originally have been a natural stream. It seems to have been finally filled in during the 19th or early 20th century.

MSH583

Finds and deposits found during a watching brief on groundworks for the Watts Close redevelopment off Green Lane in 1997 (SOU 801). An unstratified sherd of prehistoric pottery was found. A few shallow, irregular depressions were noted in the upper surface of the natural gravel. These were filled by material identical to the topsoil/overburden, and were interpreted as being natural undulations in the surface of the natural gravel. Clay pipe and burnt flint were found on the site.

MSH586

Former field system dating back to the 14th century or earlier, known from documentary sources. Some backfilled field boundary ditches, perhaps associated with this field system, were found during archaeological watching briefs on groundworks at Baron's Mead, off Lower Brownhill Road in the late 1990s (SOU 804, SOU 946).

MSH663

Remains of an Iron Age settlement were found during a watching brief on groundworks for the new housing estate of Baron's Mead in 1998/1999, on land formerly part of Millbrook School, Lower Brownhill Road (SOU 946). Some features contained Iron Age pottery dating to the 4th and 2nd centuries BC. Other features are thought to date to the Iron Age, although this was uncertain; these included twelve hearths which could be of Iron Age or later date. The hearths could be domestic hearths or industrial hearths used for iron smithing. No definite remains of structures were found, although some are suggested. Many other features were undated and could date to any time between the Iron Age (or perhaps before) and the early 20th century, some probably being associated with agricultural activity from the medieval period until the mid-20th century (field boundary ditches relating to this activity were found). Other early features were probably not seen, due to the difficult site conditions, and parts of the site had significant modern disturbance. The Iron Age settlement probably continues to the south of the site. No Iron Age activity was observed on the site immediately to the west (SOU 804).

MSH1370

A watching brief took place on groundworks for a new tennis club and fitness centre at Frogmore Lane, Southampton in 2000 (SOU 1041). A small remnant of undisturbed

ground survived. This produced 50 sherds of Bronze Age pottery from a brickearth subsoil, and one sherd from a shallow oval feature containing burnt material. Environmental samples recovered evidence of former vegetation and land-use patterns.

MSH2465

Ten small archaeological test pits were dug at Mansel Infant and Junior Schools, Porlock Road in 2003, as an educational exercise (SOU 1264). Field boundary ditches and a stream shown on 19th century maps were visible as shallow negative features with enhanced vegetation growth. Some of the trenches were placed on these features but excavation was too shallow to define the features. None of the trenches exposed natural deposits. All of the deposits excavated were modern but they contained pre-modern material.

MSH2874

A ditch was found during the excavation of a test pit at Mansel Infant and Junior Schools, Porlock Road in October 2003 (SOU 1264 Trench 2A). During a resistivity survey around the test pit another linear feature and a probable palaeo-channel of the River Test were found. The ditches are shown on 19th and early 20th century maps and were probably filled in during the construction of the school in the 1950s.

MSH2954

Parent record for the former Southampton to Salisbury Canal.

MSH3007

Upper Wimpson Farm is shown and so named on mid-to-late 19th century maps, on a lane which was later named Mansel Road. There was a farm at this location in 1806 and perhaps before. The farm still existed in 1955. Some of the buildings survived until after 1960 but by 1979 all had been demolished. The site is now covered partly by a school and by a playing field.

MSH3008

Wimpson Farm is shown and so named on mid-to-late 19th century maps, on a lane which was later named Mansel Road. There was probably a farm at this location in 1806 and perhaps before. The farm still existed in 1947. By 1952, the eastern part of the farm had been demolished. Subsequently the western part was also demolished. The site now lies within the Mansel Park recreation ground.

MSH3009

The name Bridger's Farm first appears on the 1955 map, although one of the farm buildings is shown on the 1840 map, on a lane which was later named Mansel Road. The building may have existed in 1806, if not earlier. By 1960 the farm had been demolished and the site now lies in Mansel Park.

MSH3010

Early forms of the place-name Wimpson first occur in the 13th and 15th centuries, however the precise location of this place is unknown. In the late 18th and 19th centuries the place-name occurs across a fairly wide and changing area west of the historic village of Shirley, including at various times two farms along a lane that was later named Mansel Road, and a settlement/village on Wimpson Lane.

MSH3557

Semi-detached pair of estate workers cottages, built between 1897 and 1909.

MSH3572

Church built in 1964-5.

MSH3573

Church hall built with church in 1964-5. The church hall has been demolished since 2004 and the site is now occupied by 1 to 6 All Saints Close. (See MSH3572 for church.)

MSH3941

Single storey cob dwelling, said to date from the 1700, although present cottage has more of an early 19th century form.

MSH3960

Large detached house/villa, built in the 1870s. In 2009 it was a nursing home.

MSH3961

Pair of semi-detached houses built between 1897 and 1909.

MSH3983

Residential tower block built 1965.

MSH4708

Large number of Roman coins apparently found in "railway ballast holes" at Redbridge near Southampton in 1883-4. They were perhaps originally part of a hoard. Most of the coins dated to the period of Roman occupation, although one was dated 172-151 BC. The provenance is uncertain and the coins may originally have been unearthed from a gravel pit at Nursling.

MSH4872

Deposits and finds found during an archaeological watching brief on ground works for a new school at Redbridge Primary School, Studland Road in 2009 (SOU 1501). These included a possible large post-hole or ditch terminus (undated), a probable field boundary/drain of early modern date, and an undated subsoil deposit. A piece of Roman pottery was found in a later feature. A natural palaeochannel (MSH5487) was also found. In the east part of the site was a large modern feature, probably a gravel quarry (MSH5488).

MSH4881

Prehistoric, Roman, Saxon, medieval and post-medieval evidence was found during an archaeological watching brief and excavation at Test Park Community Sports Facility, Lower Brownhill Road in 2011 (SOU 1547). The evidence suggests that the site area was used for small farms and their fields from the Late Neolithic/Early Bronze Age. This was particularly intensive in the Bronze Age. The use continued through the Iron Age and into the Roman period. The evidence supplements that from other sites in the Lower Test Valley. The Late Saxon and medieval evidence suggests manuring of the site for cultivation, particularly in the High Medieval period. In the Late Medieval period the area perhaps became pasture. From the 18th century into the 19th century there was renewed cultivation of the site. Drainage ditches of this period are earlier

than field divisions shown on the mid-19th century title map so presumably pre-date enclosure of the area. A thick subsoil/plough soil deposit across most of the site contained finds of prehistoric to 18th century and later date. It was probably formed by cultivation and manuring from the Roman period onwards, with prehistoric material incorporated from the levels below.

MSH4889

Features of Iron Age, Saxon, medieval and post-medieval date were found during an archaeological watching brief and excavation at Newlands Primary School, Ullswater Road in 2011 (SOU 1564), on groundworks for a new school building. The Iron Age activity consisted of ditches, pits, post-holes, stake-holes and a hearth. Two buildings were identified - a circular building and a second building with less regular form. Fragments of prehistoric pottery, burnt flints and worked flint were recovered. A radiocarbon date of 390-410BC was obtained from charcoal in one feature. Saxon activity consisted of three shallow features containing charcoal and burnt flint, and a ditch. Three radiocarbon dates spanned the period AD 420 to AD 770. In addition, two shallow medieval pits/post-holes and a post-medieval ditch were found.

MSH4896

Several linear features and small, pit-like, discrete features were excavated at Rosebank Cottage, Studland Road. All were sealed by a naturally-formed subsoil horizon. No artefacts were recovered from any of the trenches, nor dating evidence in the form of artefacts, from any of the features investigated.

MSH4897

Prehistoric worked flints were found during an archaeological evaluation excavation on land at Test Lane in 2012 (SOU 1600). The flints, along with burnt flints, were found in modern deposits which may have been brought to the site from elsewhere. No pre-modern features were found. In the north part of the site was a 1970s gravel quarry.

MSH5281

A sub-rectangular feature labelled as a Gravel Pit is visible on Epoch 4 (1933) of historic 1:2500 Ordnance Survey mapping, located at Redbridge.

MSH5323

New war memorial at the Ordnance Survey's Adanac Park office, dedicated in 2011.

MSH5420

Two undated ditches, possibly field boundaries, were found during an archaeological evaluation at The Triangle Site, Brownhill Way in 2013 (SOU 1644). A modern field drain was also present. Residual finds included burnt flint fragments (possibly prehistoric) and three fragments of a Roman pottery base. Some medieval and post-medieval finds were recovered. All finds, with the exception of a piece of medieval roof tile, were from subsoil and topsoil layers. The relatively low density of evidence probably reflects an absence of archaeological activity within the Site.

MSH5487

A natural palaeochannel was found during an archaeological watching brief on ground works for a new school at Redbridge Primary School, Studland Road in 2009 (SOU 1501). It was probably an ancient channel of the River Test.

MSH5488

An area of modern disturbance was found during an archaeological watching brief at Redbridge Primary School, Studland Road in 2009 (SOU 1501), during construction of the new school. Historic map evidence suggests this partly consisted of a gravel pit and partly groundworks for a tennis court, between 1910 and 1933.

MSH5492

A gravel quarry was found during an archaeological evaluation excavation on land at Test Lane in 2012 (SOU 1600). The quarry occupied all of the north part of the site. It dated to the 1970s.

MSH5498

Possible line of a Roman road from near Chandler's Ford to a crossing on the Test between Redbridge and Nursling. It branched off the Roman road from Winchester to Clausentum. Lies almost entirely outside the Southampton city boundary. A short stretch NE of the Bakers Drove/Rownhams Lane junction corresponds to the city boundary.

MSH5499

Bakers Drove and Redbridge Lane may originally have been a Roman route, leading to a crossing over the Test. A Saxon origin is also possible. Redbridge Lane is a hollow-way.

MSH5506

Prehistoric features were found during an archaeological evaluation excavation of land south of Brownhill Way in 2014 (SOU 1673), in an area west of Lower Brownhill Road. The features included several ditches, several pits and a possible post-hole. They were not closely dated, but some pottery dating from the Neolithic to Iron Age periods was found. A possible prehistoric stream channel was also present, perhaps related to the stream/drain that still crosses the site. One Roman pottery sherd, four possibly Saxon pottery sherds, and some medieval pottery were recovered. One pit or ditch may have been medieval, and one linear feature may have been post-medieval.

An ongoing excavation on the same site (SOU 1692) has produced burnt mounds and pits, probably of Bronze Age date, associated with the former stream channel, and later evidence (pers comm).

MSH5515

Six possibly prehistoric features were found during an archaeological evaluation excavation of land north of Atherfield Road in 2015 (SOU 1679). The features may have been of later date.

5 Aims of the Investigation

5.1 The evaluation aims to determine the extent, condition, nature, character, quality, and date of any archaeological remains encountered, as dictated by current best practice.

5.2 To identify and record the nature, dimensions, and relationship of natural deposits on the site and assess the potential of the natural deposits to contain or conceal archaeological remains, particularly from the prehistoric periods.

6 Archaeological Methodology

6.1 When the start date for the fieldwork is known, and before the start of the fieldwork, the contractor will obtain a Southampton site code from the Southampton City Council Historic Environment Team (HET).

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

6.3 The contractor will ensure that any trees subject to a Tree Protection Order are not threatened by the fieldwork, and will act to minimise the damage to other trees not scheduled for removal. The contractor may contact Southampton City Council's Trees Team (trees@southampton.gov.uk, tel 8083 3005) to discover whether there are any such trees on site; also to discuss whatever precautionary measures may be needed.

6.4 Archaeological supervisory staff will be issued with a copy of the approved WSI for the site.

6.5 Location of the Evaluation Trenches

6.5.1. The evaluation trenches will be set out as shown in Figure 2. Three trenches will be dug. The trench in the west of the site, will be 7.5m long and 1.8m wide. The trench in the east of the site will be 10m long and 1.8m wide. The trench in the north of the site will be 4m long and 1.8m wide.

6.6 Excavation Methodology

6.6.1 Modern surfaces and topsoil will be removed by machine. A 360 degree, tracked machine will be used to dig the trenches under archaeological supervision. After removal of hard surfaces all machining will be done with a wide toothless bucket, under constant archaeological supervision. Machining will cease when natural or archaeology is revealed, and further investigation will be by hand.

6.6.2 Topsoil or other thick deposits (except for cellars and modern disturbance), will be removed in spits of no more than 200mm, and the top of each spit cleaned and inspected for archaeologically significant features.

6.6.3 All features will be mapped to a grid based on the National Grid and established by GPS or Total Station. The Total Station will be a Topcon Gpt-7005i with an accuracy with prism to 25m of +/- 3mm. The GPS will be a Leica model with a horizontal accuracy of 3mm and a vertical accuracy of 5mm.

6.6.4 The excavated spoil will be examined for any archaeological finds. A metal detector will be used.

6.6.5 Archaeological features will be identified by changes in colour and texture of the soil.

6.6.6 Enough of the archaeological features, if present, will be excavated in order to ascertain their extent, date, and nature.

6.6.7 Any finds of human remains will be left *in situ*, covered and protected, while the client, the coroner, and the Local Planning Authority are informed. If removal of human remains is undertaken it will be in accordance with the latest advice from the Ministry of Justice and under a further WSI.



Figure 2. The site showing the proposed trenches, site marked by red star, outline of the proposed building in black, trenches in red, gas pipe in orange, tree protection area green.

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6.6.8 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.

6.6.9 On completion of the work the trenches will be backfilled. The trenches will be roughly compacted by machine.

6.7 Personnel

6.7.1 Excavation Personnel

The excavation team will consist of experienced archaeologists under the supervision of Dr Andrew Russel BA PhD MIfA.

6.7.2 Specialist personnel and methodology

Retained specialists will consist of the following:

Animal bones	S Hamilton-Dyer
Dating	Radiocarbon dating by Beta-Analytic.
Geoarchaeology	M Allen
Glass	Rose Broadley
Human Remains	J McKinley of Wessex Archaeology
Lithics	M Garner
Macrofossils	R Scaife
Metalwork	Professor David Hinton
Metalworking residues	P Andrews
Mollusca	M Allen
Pollen	R Scaife
Prehistoric Pottery	A Russel
Roman and later Pottery and Ceramics	A Russel
Stone	A Russel

6.7.3 Conduct of personnel

The contractor will be bound by the present recensions of the "Code of Conduct" and the "Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology", both issued by the Chartered Institute for Archaeologists.

6.8 Recording Systems

6.8.1 The Southampton Archaeology Unit recording system (a single context system) will be used. Proforma context sheets will include all relevant stratigraphic relationships. For complex stratigraphy a separate matrix diagram will be employed. Plans and sections will be made as follows;

- Site location plan: general plan (eg OS 1:2500) showing investigation area and development site in relation to surrounding locality and street pattern;
- Site plan: the opened area in relation to investigation area and OS grid (eg 1:100 or 1:200). This will incorporate the extent of any significant features;
- Archaeological plans: a record of the full extent in plan of all archaeological deposits. All significant deposits will be planned in relation to the trench and OS grid;
- Typical sections of trench edges will be drawn. All sections through features will be drawn to the full extent of the feature except where this is in conflict with health and safety considerations or with the explicit agreement of the SCC HET. All section drawings will include heights related to the Ordnance Datum;
- All archaeological plans and sections will be drawn on gridded film, and will usually be at a scale of 1:10 or 1:20 and will include context numbers and OD spot heights for all principal strata and features
- An adequate photographic record of all significant archaeological remains will be made, in both plan and section. General photographs will also be taken to show the general context and relationship between features, any significant finds, and the site as a whole. Black and white film and colour slide will be used. Digital photography will also be used.

7 Finds Methodology

7.1 All finds from features and layers of archaeological interest will be retained. They will be bagged up by context, with two context labels giving site code and context. Some finds may be washed on site to give immediate feedback to the site programme. Other finds will be taken to the Southampton office, washed, weighed, counted and identified, and this information will be entered into an Access Database. If required by HET the finds will be made available at monitoring meetings.

7.2 All finds and samples will be treated in a proper manner to prevent deterioration. Finds will be treated in accordance with *First Aid for Finds* (Leigh 1998) UKIC. The contractor will ensure that all finds from archaeologically significant contexts are retained and are processed according to the standards laid down in "Standards for the Creation, Compilation and Transfer of Archaeological Archives" (Southampton City Council, 2007).

7.3 Finds will be stored in appropriate containers; bulk finds in acid-free cardboard boxes, metal finds in air-tight plastic boxes with dry silica gel.

8 Environmental and other Samples

8.1 Samples of soils and archaeological deposits will be taken in order to achieve the aims and objectives of the investigation. Generally samples will be taken from discrete well-dated and well-sealed features or deposits to assess the presence of environmental or industrial material. Sampling will conform to the relevant sections of *Environmental Archaeology; a guide to the theory and practice of methods, from sampling and recovery to post-excavation*, (English Heritage 2012).

8.2 If suitable materials are present samples will be taken for absolute dating and examination of structural materials. The most likely dating technique to be used will be radiocarbon dating. It is likely to be used on human or animal bones or on charcoal.

8.3 Discussions will take place with Southampton Museums to ensure that finds are marked, bagged and boxed according to their requirements. A Finds Assessment will be held with Southampton Museums during the post-excavation stage to discuss sampling and retention of finds and samples.

9 Monitoring

9.1 HET will be welcome to inspect the archaeological works to ensure that they are being conducted to the proper professional standards and in accordance with the specification.

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

9.3 If, once the fieldwork has begun, it is found that the information required can be gained by less than complete excavation of archaeologically significant deposits, partial excavation will be acceptable provided that the contractor has first agreed this action with the HET.

10 Health and Safety

10.1 The archaeological contractor will make available the Safety Policy, Risk Assessments, and Safe Working Procedures. The archaeological contractor will liaise with the Client to ensure that all potential risks are minimised.

10.2 All staff will wear safety boots, hi-vis jacket or vest and hard hat while on site, except in designated safe areas. Copies of the Southampton Archaeology Unit Risk Assessments will be kept on site.

10.3 All relevant health and safety regulations will be followed.

10.4 The developer will provide plans of services. Trench locations will be checked using a CAT and Genny prior to excavation.

10.5 Spoil will be kept at a safe distance from the trench edge.

10.6 Southampton City Council has Employers Insurance, Public Liability Insurance, and Professional Indemnity Insurance.

11 Post-Excavation Methodology

11.1 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.

11.2 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.

11.3 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.)

11.4 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.

11.5 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.

11.6 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.

11.7 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.

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

12 Report

12.1 Once the site data and artefacts have been analysed, a summary report will be written within two weeks of the end of the fieldwork. The report will be structured as in Appendix A. The report will include a summary sheet (see Appendix B).

12.2 The contractor will send a copy of the report in PDF format to the HET for approval. Once it has been approved, the 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.

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

12.4 The 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 will 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 contractor will supply the HER Officer (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.

12.5 At the same time, the 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.

12.6 The 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 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 contractor.

12.7 At the appropriate time, 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").

12.8 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, the contractor will prepare a report of an appropriate standard to an agreed timescale and arrange its publication in an appropriate form.

13 Further Work

13.1 The evaluation report will be submitted to the SCC Planning Archaeologist, Historic Environment Team, Southampton City Council, who will review the report and make a decision as to the need for further mitigation work. Should mitigation work be required in association with the development another Written Scheme of Investigation will be produced by Southampton Archaeology for agreement by Southampton City Council.

14 Copyright

14.1 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. All documents produced to meet planning requirements can be copied for planning purposes or for bona-fide research by Southampton City Council.

15 Publication of Results

15.1 Where the results justify it the results will be disseminated in a suitable publication.

16 Archive

16.1 "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.

16.2 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).

16.3 The 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").

16.4 The contractor will copy the written and drawn archive onto microfiche which satisfies the criteria set out by Historic England. The microfiche will itself form part of the archive.

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

16.6 A digital copy of the archive will be deposited with the Historic England Archive in Swindon.

EL Anderson BA MA ACIfA
04/12/2015

APPENDIX A REPORT CONTENTS

CONTENTS LIST
PRESENT LANDUSE, GEOLOGY AND TOPOGRAPHY. The geology as recorded by the Geological Survey will be discussed with reference to the actual site geology found during fieldwork.
HISTORICAL BACKGROUND Including a map regression and summary of information in secondary/published sources.
ARCHAEOLOGICAL BACKGROUND Known archaeological sites or findspots in the vicinity, with location plan.
REASON FOR PROJECT, PROJECT AIMS
METHODOLOGY Amended from the WSI as appropriate to include trench dimensions and any restrictions on fieldwork.
DETAILED DESCRIPTION OF RESULTS For all areas/trenches with significant archaeology (with interpretation and dating)
CONCLUSION 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.
BIBLIOGRAPHY
LOCATION PLANS Site and trench location plans based on 1:1250 OS mapping, indicating areas surveyed by different methods.
OTHER PLANS 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
PHOTOGRAPHS To illustrate specific points in the text.
APPENDICES
Appendix 1 CONTEXT LIST with soil descriptions, phases, etc
Appendix 2 FINDS REPORT 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.)