



Montefiore Boiler House, Southampton, Hampshire

Written Scheme of Investigation for
Archaeological Excavation and Watching Brief

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Montefiore Boiler House Wessex Lane, Southampton

Written Scheme of Investigation for Archaeological Excavation and Watching Brief

1 INTRODUCTION

1.1 Project and planning background

1.1.1 Wessex Archaeology has been commissioned by Declan O’Riorden, on behalf of the University of Southampton (‘the client’), to produce a written scheme of investigation (WSI) for the proposed archaeological excavation of foundation trenches, and subsequent watching brief on new services and landscaping, where appropriate on land located at Wessex Lane, Southampton, SO18 2NY. The excavation area is centred on NGR 443792, 115599 (**Fig. 1**).

1.1.2 The proposed development comprises the construction of a single storey extension and external alterations to an existing student building, to include an external seating area.

1.1.3 A planning application (19/00607/FUL) submitted to Southampton City Council, was granted in May 2019, subject to conditions. The following conditions relate to archaeology:

Condition 04: Archaeological evaluation/watching brief investigation (Pre-Commencement)
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

Condition 05: Archaeological evaluation/watching brief work programme (performance)
‘The developer will secure the completion of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted to and approved by the Local Planning Authority’

1.2 Scope of document

1.2.1 This WSI sets out the aims of the excavation and watching brief, and the methods and standards that will be employed. In format and content, it conforms to current best practice, as well as to the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015) and the Chartered Institute for Archaeologists’ (CIfA) *Standard and guidance for archaeological excavation* (CIfA 2014a), and *Standard and guidance for an archaeological watching brief* (CIfA 2014a).

1.2.2 This document will be submitted to Ingrid Peckham, Planning Archaeologist, archaeological advisor to Southampton City Council, for approval, prior to the start of the excavation.

1.3 Location, topography and geology

1.3.1 The proposed excavation area is located immediately north of the existing Boiler House, a structure part of the University Of Southampton Montefiore Halls of Residence, situated to the west of Wessex Lane. The line of the Southampton to London railway line runs north - south to the immediate west of the Site.



- 1.3.2 The underlying geology is mapped as London Clay Formation by the British Geological Survey, a Palaeogene sedimentary bedrock of clay, silt and sand formed within a marine environment. Superficial deposits are recorded as being River Terrace Deposits of sand and gravel formed during the Quaternary Period (British Geological Survey online viewer). In addition, a layer of possible brickearth was identified in the vicinity during archaeological investigations (see below).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background of the site and surrounding area have been assessed in order to provide a background discussion regarding the recorded historic environment resource within a 500m study area of the proposed development. A summary of the results is presented below, with relevant entry numbers from the Southampton Historic Environment Record (HER) and the National Heritage List for England (NHLE) included. Additional sources of information are referenced, as appropriate.

2.2 Previous investigations related to the development

Archaeological Evaluation and Watching Brief at Montefiore Halls of Residence in Wessex Lane (1992)

- 2.2.1 An archaeological evaluation was carried out in advance of the construction of new student residences, consisting of five archaeological trenches and seven engineering trial trenches (SOU486)

Excavation and watching brief at Montefiore New Halls of Residence in Wessex Lane (1992)

- 2.2.2 An archaeological excavation undertaken in advance of the construction of new student residences, with a total area of 10,272 square meters machine stripped under archaeological supervision to the surface of the natural gravel and alluvium subsoil (SOU503)

Field evaluation at Montefiore House in Wessex Lane (2003)

- 2.2.3 An archaeological field evaluation undertaken prior to the construction of three new accommodation blocks for the Montefiore Halls of Residence, Wessex Lane (Phase 4 of development on the Montefiore site). Four trenches were excavated within the footprints of the proposed new buildings (SOU1239)

Excavation at Montefiore Halls of Residence, Wessex Lane (2004)

- 2.2.4 A small open area excavation in advance of the construction of three new accommodation blocks, part of a fourth phase of development at Montefiore Halls of Residence, Wessex Lane (SOU1323).

2.3 Archaeological and historical context

- 2.3.1 The Site is located within Local Area of Archaeological Potential No.9 (Swaythling), as defined in the Southampton Local Plan and Core Strategy. The Area encompasses the western part of the Lower Itchen Conservation Area, along with the River Itchen and Monks Brook. The area is considered to have potential to contain important archaeological remains, in particular from the prehistoric, Roman, Saxon and medieval periods.

Prehistoric (970,000 BC – AD 43)

- 2.3.2 A number of Palaeolithic finds have been recovered from Swaythling (MSH530 and MSH5792), although the exact location of these finds cannot be verified. However, further evidence of early prehistoric activity has been identified through archaeological investigation, including burnt and worked flints – in particular, a layer of burnt flint uncovered at Parkville Road Housing Office has been interpreted as a possible burnt mound (MSH1826, SOU595, SOU1499). Of particular relevance to the Site is the discovery of a natural palaeochannel of probable Pleistocene date during excavations associated with the adjacent Montefiore Halls of Residence, along with securely dated late Neolithic or early Bronze Age pits, pottery and worked flint, and environmental evidence suggesting clearance for agriculture. In addition, an east-west orientated ditch was uncovered dating to the late bronze Age or early Iron Age (MSH1813, SOU486, SOU503). Later prehistoric evidence was also found during the Montefiore Halls of Residence excavations. Layers of brickearth (MSH2749, SOU1239), sealing an earlier Bronze Age gully and late prehistoric and Roman deposits were revealed, as well as alluvial layers above the natural gravel probably dated to the late prehistoric or early Roman period, based on a find of Romano-British brick or tile recovered from the base of the alluvium (MSH2750, SOU486, SOU503).

Romano-British (AD 43 – 410)

- 2.3.3 Evidence of Romano-British activity has been found immediately adjacent to the Site. The Montefiore Halls of Residence investigations uncovered evidence of a possible Roman Road in the form of two parallel linear ditches (MSH1814, SOU486, SOU503); this road may have formed part of the Winchester to Bitterne (the Roman port of *Clausentum*) Road. Features dating to later periods were also found to contain large amounts of Roman brick and tile (indicating a possible structure), including a possible quarry feature related to the road's construction, although Roman brick and tile found in later features is most likely to be residual in nature. This evidence suggests that the possibility of further un-recorded Roman deposits to exist within the Site is reasonably high.
- 2.3.4 Further Roman activity has been evidenced within the wider area by finds of coins and pottery, as well as further evidence of the Winchester to Bitterne Road and a possible pottery kiln at Wood Mill. There are also late 19th century references to significant Roman finds apparently uncovered during railway construction within the Swaythling area, including coin hoards, urns and a large number of horse heads (MSH259) – the exact location of these finds cannot be verified. Accordingly, the proximity of these finds raises the possibility for further archaeological features and deposits of Roman date to exist within the Site.

Saxon (AD 410 – 1066)

- 2.3.5 The present church of South Stoneham is located some 250m to the south east of the Site; which has its origins in the 10th century AD, but the extent of the associated settlement (MSH1818) is not known. However, during the Montefiore Halls of Residence excavations, parts of a late Saxon to Medieval settlement were uncovered (MSH1815, SOU486, SOU503) – the first phase of which contained timber-built buildings dating to the 10th and 11th centuries: it is possible that this activity is related to the settlement of South Stoneham. Other finds included fragments of quern stone, pottery and fragments of cremated human bone, however this was unphased and as such has the potential to be of earlier date. Also

within the surrounding area is evidence of a possible water channel at Riverside park and Marlhill Copse, that may be referenced in a Saxon charter dating to 1045 AD (MSH372) – however, cartographic evidence suggests that this may be of later (medieval or post medieval) date.

Medieval (AD 1066 – 1500)

- 2.3.6 The Site is situated outside of the boundaries of medieval Southampton, but the settlement of South Stoneham continues to develop into the medieval period, with a church established during the 12th century, although this may have been founded on the site of an earlier chapel (MSH375, SOU310). Later phases of the Saxon settlement mentioned above developed into the medieval period, lasting until the 14th century, when it appears to have been abandoned for environmental reasons. The full extent of the settlement is not known, so again it is possible that related archaeological evidence may exist within the Site.
- 2.3.7 Other Medieval evidence within the area includes finds of probable medieval lead pipes and a 15th century boundary stone. The route of two medieval roads cross the area, including the former Sussex to Salisbury Road and Burgess Road, and The Grange (a former Listed Building of 15th or 16th century date) used to be situated at Wide Lane/Mansbridge Road. There is also documentary reference to a mill and fishery at Woodmill (MSH373).

Post Medieval (AD 1500 – 1800), 19th century (AD 1800 – 1900) and Modern (AD 1900 – present day)

- 2.3.8 A number of post medieval features were uncovered during the Montefiore Halls of Residence excavations, including pits, ditches and other features (MSH1816, SOU486, SOU503); these do not appear to be a continuation of the 10th to 14th century settlement also uncovered. South Stoneham Farm, which may date to the mid-17th century (MSH5531) is located nearby, however an early 19th century map of the Fleming Estate depicts the site as being part of South Stoneham Park (see below), so the features uncovered are potentially related to some form of park management activity
- 2.3.9 Evidence of urban expansion during the Post Medieval period can be seen in the surrounding area. For example, the Itchen Navigation canal was created in the 17th century and runs past Woodmill (MSH3885); a number of features associated with this are present, including a sea lock, bridge and towpath. A number of structures, including a fish house and public house were built in the 18th century, along with South Stoneham House (MSH377) which was built in 1701 and later sold to the University of Southampton along with its grounds, a Capability Brown designed landscape (MSH378). The 19th century saw the construction of the railway line, which runs close to the western boundary of the Site.
- 2.3.10 During World War II, a number of defensive structures were established within the surrounding area, including tank traps and pillboxes. An unofficial air raid shelter was also built in the woods near Friars Way (MSH1853).

3 AIMS AND OBJECTIVES

3.1 Aims

- 3.1.1 The aims (or purpose) of the excavation, as defined in the ClfA' *Standard and guidance for archaeological excavation* (ClfA 2014a), are:
- To examine the archaeological resource within a given area or site within a framework of defined research objectives;



- To seek a better understanding of the resource;
- To compile a lasting record of the resource; and
- To analyse and interpret the results of the excavation, and disseminate them.

3.1.2 The aims (or purpose) of the watching brief, as defined in the *ClfA Standard and guidance for an archaeological watching brief* (ClfA 2014a) are:

- To provide an opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard; and
- To guide, not replace, any requirement for contingent excavation or preservation of possible deposits.

3.2 Research objectives

3.2.1 Following consideration of the archaeological potential of the site, the research objectives of the excavation and watching brief are to:

- Determine the date, nature and extent of any archaeological remains related to early prehistoric and later periods, including identification of the presence of brick earth layers;
- Determine the date, extent and character of landscape use during the Roman period, especially as relates to the probable Roman Road from Winchester to Bitterne; and
- Determine the date, extent and character of occupational activity and landscape use related to the identified Saxon and Medieval settlement; and.
- Identify and record the nature, dimensions, and relationship of natural deposits exposed by the archaeological investigation, and assess the potential of those deposits to contain or conceal archaeological evidence

4 FIELDWORK METHODS

4.1 Introduction

4.1.1 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with the Planning Archaeologist and the client, prior to being implemented. Archaeological supervisory staff and all staff in charge of machinery will be issued with a copy of the approved WSI for the site, and will ensure that they are fully familiar with the contents.

4.1.2 Following discussions with the Planning Archaeologist, a number of mitigation steps are proposed for the Site

4.1.3 The main focus will comprise of the machine and hand excavation of the foundation trenches for the proposed single storey extension, as per the proposed development plans (**Fig. 2**). This area is focussed on due to the depth of said foundations, which will reach



below expected levels of made ground and into the river gravels on site; this will impact on any in situ archaeological features or deposits that may be present. The foundation wall also extends some 10m to the east of the extension, this length will also be subject to archaeological excavation as per above.

- 4.1.4 Following the foundation trench excavations, and following discussions with the Planning Archaeologist, the watching brief will monitor groundworks associated with the installation of new services (i.e. drainage) and landscaping, unless it has been established that groundworks will be intruding into recent deposits.
- 4.1.5 Once the appropriate Southampton site code has been issued, this code will be used to refer to the excavation and this WSI will be updated to include reference to that code.

4.2 Setting out of the excavation area

- 4.2.1 The excavation area will be set out using GNSS in the approximate positions shown in **Figure 1**. Minor adjustments to the layout may be required to take account of any on-site constraints such as vegetation or located services, and to allow for machine manoeuvring. The locations of excavated areas will be tied in to the Ordnance Survey (OS) National Grid and Ordnance Datum (OD) (Newlyn), as defined by OSGM15 and OSTN15. A full service check will be undertaken before final layout. If any features which might significantly affect the excavation area are identified, the LPAs archaeological advisor will be informed.

4.3 Service location and other constraints

- 4.3.1 The client will provide information regarding the presence of any below/above-ground services, and any ecological, environmental or other constraints.

4.4 Excavation methods

- 4.4.1 The foundation trenches will be machine excavated, under the constant supervision and instruction of the monitoring archaeologist to the top of archaeologically significant deposits or natural deposits, whichever is higher in the stratigraphic sequence. Topsoil or other thick deposits must be removed in spits of no more than 100mm, and the top of each of spit cleaned and inspected for archaeologically significant features. In this context, archaeologically significant remains and contexts are defined as those relating to human activity prior to 1850. If archaeologically significant features or other deposits are found within these layers, these must be properly investigated by hand and recorded before machining proceeds. Machining straight to the top of natural deposits is not acceptable. Natural deposits must not be removed by machine until archaeological features have been investigated.
- 4.4.2 The sides and base of trenches will be cleaned by hand. A sample of the archaeological features and deposits identified will be hand-excavated, sufficient to address the aims of the excavation. The following minimum sampling levels is proposed:
- 50% of all discrete archaeological features (e.g. pits, post holes);
 - 50% of all structural features (e.g. ring ditches, roundhouse gullies, beam slots) including all terminals and feature intersections, except if *in situ* built remains are revealed, where they will be cleaned and recorded pending the implementation of a detailed excavation and recording strategy (to be agreed with all parties);
 - 50–100% of features and deposits associated with specific domestic and /or industrial activities (e.g. hearths, ovens, kilns);



- 100% of all inhumation and cremation burials, and other cremation-related deposits;
- 30% of all linear features (e.g. ditches, gullies), including all terminals and features intersections;
- 50% of all structural linear features, in quadrants, giving continuous longitudinal section to pick up postholes; and
- 100% of stakeholes

4.4.3 For site layers not in cut features, percentage of hand excavation will depend on deposit type, for example hearths and floors will usually be sampled at 100%. The entire level should be removed to check for underlying features.

4.4.4 The above percentages are minimum values, and may require greater sampling depending on the nature of the feature or deposit. Where a feature cuts earlier deposits, the remaining part of the feature should be excavated enough to completely clear earlier stratigraphy, including the top of natural deposits; this may be done as an unstratified context unique to that feature.

4.4.5 Spoil derived from both machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval, and where appropriate will also be metal-detected by trained archaeologists. Artefacts and other finds will be collected and bagged by context.

4.4.6 If human remains are uncovered, the specific methods outlined below (section 4.9.3) will be followed.

4.5 Watching brief methods

4.5.1 The watching brief will be undertaken by at least one archaeologist, subject to the number of site operations being carried out at any one time. All mechanical excavation will be constantly monitored by the watching archaeologist.

4.5.2 Without causing unnecessary delay to the groundwork programme, the archaeologist may ask for the groundwork to be temporarily halted whilst investigations are carried out. If appropriate, areas of archaeological interest will be defined and suitably protected in advance of their investigation and recording.

4.5.3 If safe to do so, the sides and base of groundworks trenches will be cleaned by hand and, where necessary, the surface of archaeological deposits cleaned by hand. A sample of the archaeological features and deposits identified will be hand excavated and recorded, sufficient to address the aims of the watching brief. Spoil derived from both machine stripping and hand excavation will be visually scanned for the purposes of finds retrieval, and where appropriate will also be metal-detected by trained archaeologists. Artefacts and other finds will be collected and bagged by context.

4.5.4 If extensive, complex or well-preserved archaeological remains are identified, for which the scope of the approved watching brief WSI is insufficient, the monitoring archaeologist will halt the groundworks, delimit the area of archaeological interest, and report immediately to the Wessex Archaeology project manager. Wessex Archaeology will then inform the main contractor, client and Planning Archaeologist, as a contingent excavation or revised strategy may be required. The programme, and additional resources, for any contingent excavation will be agreed with the client. Accordingly, the current WSI will need revision prior to commencement of any further fieldwork, and be approved by the Planning Archaeologist.



4.6 Recording

- 4.6.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system. Soils will be described using the Soil Survey Field Handbook (Soil Survey of England and Wales) and Munsell soil colour chart (hard copy not printouts). The edition of the Munsell chart will be recorded in the site report and archive. Other soil colour charts must not be used.
- 4.6.2 A complete drawn record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the OS National Grid. The OD heights of all principal features will be calculated (as defined by OSGM15 and OSTN15) and the levels added to the drawings. Trench edges will be drawn in full. Representative section drawings are only acceptable where there is no significant variation in deposits along a trench.
- 4.6.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 10 megapixels. This will record both the detail and the general context of the principal features and the site as a whole. Digital images will be subject to managed quality control and curation processes which will embed appropriate metadata within the image and ensure long term accessibility of the image set. Photographs will also be taken of all areas, including access routes, to provide a record of conditions prior to and on completion of the excavation.

4.7 Survey

- 4.7.1 The survey of all excavated areas and features will be carried out using a Leica Total Station Theodolite set up within a site grid tied in to the OS National Grid and heights above OD (Newlyn). The grid will be established, with a three-dimensional accuracy of at least 50 mm, using a Leica GNSS connected to Leica's SmartNet service to receive RTK corrections.

4.8 Monitoring

- 4.8.1 Wessex Archaeology will inform the Planning Archaeologist of the start of the excavation and its progress. The applicant will need to submit the approved WSI to Southampton City Council with a discharge of conditions application before commencement of works. A date for the specified fieldwork will be agreed with the Southampton City Council Planning Archaeologist, who will be informed when the fieldwork has begun, and when it has been completed. Reasonable access will be arranged for the Planning Archaeologist to make site visits in order to inspect and monitor the progress of the excavation. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the Planning Archaeologist.

4.9 Reinstatement

- 4.9.1 Following the completion of the excavation to the satisfaction of the client and the Planning Archaeologist, the excavated areas will be left open, with no backfilling or other reinstatement undertaken, unless otherwise agreed in writing.

4.10 Finds

General

- 4.10.1 All archaeological finds from excavated contexts will be retained, although those from features of modern date (19th century or later) may be recorded on site and not retained, depending on the research objectives of the project. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific

storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

- 4.10.2 All artefacts from archaeologically significant contexts will be retained and processed according to the standards laid down in “Standards for the Creation, Compilation and Transfer of Archaeological Archives” (Southampton City Council, 2016).

Human remains

- 4.10.3 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice Licence (this includes cases where remains are to be left *in situ*).
- 4.10.4 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology’s osteoarchaeologist and the Planning Archaeologist regarding the need for excavation/removal or sampling. Where this is deemed appropriate, the human remains will be fully recorded, excavated and removed from site in compliance with the Ministry of Justice licence.
- 4.10.5 Should human remains require removal, all excavation and post-excavation will be in accordance with Wessex Archaeology protocols, and current guidance documents (e.g. McKinley 2013) and the standards set out in ClfA Technical Paper 13 *Excavation and post-excavation treatment of cremated and inhumed remains*. Appropriate specialist guidance/site visits will be undertaken if required.
- 4.10.6 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.

Treasure

- 4.10.7 Wessex Archaeology will immediately notify the client and the Planning Archaeologist on discovery of any material covered, or potentially covered, by the *Treasure Act 1996* (as amended by *The Coroners and Justice Act 2009*). All information required by the Treasure Act (e.g. finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days. All potential Treasure finds will be removed to a secure location; where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.

4.11 Environmental sampling

Introduction

- 4.11.1 All sampling will be undertaken following Wessex Archaeology’s in-house guidance, which adheres to the principles outlined in Historic England’s guidance (English Heritage 2011 and Historic England 2015).

Site-specific sampling strategy

- 4.11.2 Depending on the size, complexity and duration of a site, the formulation of a site-specific sampling strategy will be considered at an early stage. Initially informed by prior works or predicted conditions, the strategy will be developed and adapted as the excavation continues, with support provided by specialist site visits and/or phone advice as appropriate. The aim of the strategy will be to effectively target both archaeological and landscape features in order to address the aims and objectives of the project, if appropriate with reference to local or regional research agendas. Any change in strategy will be agreed with the Planning Archaeologist.



Sampling methods

- 4.11.3 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts or features, as well as any archaeologically significant deposits. In general, features directly associated with particular activities (e.g. pits, latrines, cesspits, hearths, ovens, kilns, and corn driers) should be prioritised for sampling over features, such as ditches or postholes, which are likely to contain reworked and residual material.
- 4.11.4 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the Planning Archaeologist as appropriate. Specialist guidance will be provided by a member Wessex Archaeology's ge archaeological and environmental team, with site visits undertaken if required.
- 4.11.5 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.
- 4.11.6 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (e.g. pollen, diatoms) and macrofossils (e.g. molluscs, insects), soil micromorphological or soil chemical analyses.

4.12 Public archaeology

- 4.12.1 Provision for appropriate public access and/or publicity in the local media, will be agreed with the client and the Southampton City Council Historic Environment Team (HET), and allowing for health and safety and site security considerations. This will be proportionate to the size of the project and results of the fieldwork. Acknowledgement should be made of the role of the HET in facilitating the work. The contractor will keep the Southampton Archaeology Society informed on the progress of the investigation (martyndowell@yahoo.co.uk).

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

- 5.1.1 Initially, the archive will be consolidated: all written and drawn records from the excavation will be collated, checked for consistency and stratigraphic relationships. Context data will then be entered into an Access database, which can be updated during any future analyses. A stratigraphic assessment of the context data will be made, this will involve:
- A review of context and stratigraphic groups;
 - A preliminary phasing of the site based on recorded stratigraphic relationships, pottery spot-dates and any other relevant information;
 - The identification of any problems with stratigraphic interpretation (due to truncation, redeposition, residuality etc.), and problems with phasing (due to low level of finds etc.);
 - The identification of site drawings to be digitised;
 - The suggestion of possible contexts for radiocarbon or other scientific dating; and
 - A quantification of features.



5.2 Finds evidence

- 5.2.1 All retained finds will, as a minimum, be washed, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the excavation. The report will include a table of finds by period and/or feature group.
- 5.2.2 Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation needs will be undertaken by Wessex Archaeology in-house conservation staff, or by another approved conservation centre. These analyses will take place in advance of the collections assessment.
- 5.2.3 Artefacts and other finds will be suitably bagged and boxed in accordance with the guidance given by Southampton City Council and generally in accordance with the standards of the ClfA (2014b).
- 5.2.4 At an early stage of the post-excavation process, Southampton City Council's Archaeology Curator will be contacted to discuss the project, obtain an accession number and arrange a Collections Assessment of the material at an appropriate time. Based on the results of this assessment, all artefacts and ecofacts will be analysed by appropriate specialists, to agreed standards. Reference will be made to type series, where they exist (pottery and stone), held by Southampton City Council's Archaeology Collections, and data about complete, identifiable, itemised objects transferred onto Southampton City Museum's Archaeological Object Record Sheets. The sheets will then be entered into the computerised Collections Database, and where necessary the contractor will make allowance for the costs involved in computer entry..

5.3 Environmental evidence

- 5.3.1 Bulk environmental soil samples will be processed by standard flotation methods and scanned to assess the environmental potential of deposits. The flot will be retained on a 0.25 mm mesh, with residues fractionated into 5.6/4 mm, 2 mm, 1 mm and 0.5 mm and dried if necessary. Coarse fraction (>5.6/4 mm) will be sorted, weighed and discarded, with any finds recovered given to the appropriate specialist. Finer residues will be retained until after any analyses, and discarded following final reporting (in accordance with the Selection policy, below).
- 5.3.2 In the case of samples from cremation-related deposits the flots will be retained on a 0.25 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation deposits, the sample will be artefact sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.
- 5.3.3 Any waterlogged or mineralised samples will be processed by standard waterlogged flotation methods.

5.4 Reporting

General

- 5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, artefactual and ecofactual evidence, a draft post-excavation assessment report will be submitted for approval to the client and the Planning Archaeologist, for comment within six months from completion of fieldwork, unless agreed otherwise with the Planning Archaeologist. Once approved, a final version will be submitted.



5.4.2 The report will include the following elements, and will be in accordance with Southampton City Council's reporting requirements (see Appendices 1-3):

- Non-technical summary;
- Project background;
- Archaeological and historical context;
- Aims and objectives;
- Methods;
- Results – stratigraphic, finds and environmental;
- Conclusions in relation to the project aims and objectives, and discussion in relation to the wider local, regional or other archaeological contexts and research frameworks etc;
- Archive preparation and deposition arrangements;
- Appendices;
- Illustrations; and
- References.

5.4.3 A copy of the final post-excavation assessment report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format). If considered appropriate, and agreed by the Planning Archaeologist; a short report on the results of the excavation and watching brief will be prepared for publication in a suitable journal (*Hampshire Studies*). If important features and finds are uncovered during the fieldwork, the information from the site may deserve a wider publication than the limited-distribution report allowed for above. If so, in addition to what is specified above, within an agreed time period of the end of the fieldwork, the contractor will prepare a report of an appropriate standard and arrange its publication in an appropriate form.

5.4.4 Planning conditions will not be discharged until all reports (both .pdf and paper format) and GIS files have been received and approved by the Southampton Historic Environment Team and Historic Environment Record, and until the archive has been approved by the Archaeology Curator, Gill Woolrich.

OASIS

5.4.5 An OASIS online record (<http://oasis.ac.uk/pages/wiki/Main>) will be created, with key fields completed, and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service ArchSearch catalogue.

6 ARCHIVE STORAGE AND CURATION

6.1 Museum

6.1.1 It is recommended that the project archive resulting from the excavation be deposited with Southampton City Council Archaeological Collections. Provision will be made for the deposition of 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”). The museum will receive notification of the project prior to fieldwork commencing, and an accession number will be requested.

6.2 Transfer of title

- 6.2.1 On completion of the excavation, every effort will be made to persuade the legal owner of any finds recovered (i.e. the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996 (as amended by the Coroners and Justice Act 2009)*, to transfer their ownership to the museum in a written agreement.

6.3 Preparation of archive

- 6.3.1 The complete archive, which may include paper 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 (Southampton City Council, 2016), and in general following nationally recommended guidelines (SMA 1995; ClfA 2014c; Brown 2011; ADS 2013). The archive will usually be deposited within one year of the completion of the project, with the agreement of the client.

6.4 Selection policy

- 6.4.1 Wessex Archaeology follows national guidelines on selection and retention (SMA 1993; Brown 2011, section 4). In accordance with these, and any specific guidance prepared by the museum, a process of selection and retention will be followed so that only those artefacts or ecofacts that are considered to have potential for future study will be retained. The selection policy will be agreed with the museum, and fully documented in the project archive. Material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.

6.5 Security copy

- 6.5.1 In line with current best practice (e.g. Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file. PDF/A is an ISO-standardised version of the Portable Document Format (PDF) designed for the digital preservation of electronic documents through omission of features ill-suited to long-term archiving.
- 6.5.2 On completion of the project, a security copy of the written records will be prepared, in the form of microfilm, following national guidelines (Handley 1999). The master jackets and one copy of the microfilm will be deposited with the Historic England Archive in Swindon.

7 COPYRIGHT

7.1 Archive and report copyright

- 7.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations 2003*. In some instances, certain regional museums may require absolute transfer of copyright, rather than a licence; this should be dealt with on a case-by-case basis.



7.1.2 Information relating to the project will be deposited with the Historic Environment Record (HER) where it can be freely copied without reference to Wessex Archaeology for the purposes of archaeological research, or development control within the planning process.

7.2 Third party data copyright

7.2.1 This document, the post-excavation assessment report and the project archive may contain material that is non-Wessex Archaeology copyright (e.g. Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of such material.

8 WESSEX ARCHAEOLOGY PROCEDURES

8.1 External quality standards

8.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of conduct* (CIfA 2014d) and *Regulations for professional conduct* (CIfA 2014e). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice, and will normally be members of the CIfA.

8.2 Personnel

8.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff, who will be on site at all times for the length of archaeological fieldwork as required. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety manager. The appointed project manager and fieldwork director will be involved in all phases of the investigation through to its completion.

8.2.2 The following key staff are proposed:

- Project Manager: TBC
- Fieldwork Director: TBC

8.2.3 The analysis of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of specialists can be provided on request.

8.2.4 Wessex Archaeology reserves the right, due to unforeseen circumstances (e.g. annual leave, sick leave, maternity, retirement etc) to replace nominated personnel with alternative members of staff of comparable expertise and experience.

8.3 Internal quality standards

8.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2008 – covering professional archaeological and heritage



advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients. ISO (the International Organisation for Standardisation) is the most recognised standards body in the world, helping to drive excellence and continuous improvement within businesses.

- 8.3.2 Wessex Archaeology operates a computer-assisted project management system. Projects are assigned to individual project managers who are responsible for the successful completion of all aspects of the project. This includes monitoring project progress and quality; controlling the project budget from inception to completion; and all aspects of Health and Safety for the project. At all stages the project 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 team leader or regional director.
- 8.3.3 All work is monitored and checked whilst in progress on a regular basis by the project manager, and all reports and other documents are checked (where applicable) by the team leader/technical manager, or regional director, before being issued. A series of guideline documents or manuals form the basis for all work. The technical managers in the Graphics, Finds and Analysis, GeoServices and IT sections provide additional assistance and advice.
- 8.3.4 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team in consultation with the team leaders/regional directors who also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

8.4 Health and Safety

- 8.4.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times. Wessex Archaeology will supply trained, competent and suitably qualified staff to perform the tasks and operate the equipment used on site. All work will be carried out in accordance with the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulations 1999*, and all other applicable Health and Safety legislation, regulations and codes of practice in force at the time.
- 8.4.2 Wessex Archaeology will supply a copy of the company's Health and Safety Policy and a Risk Assessment to the client before the commencement of the evaluation. The Risk Assessment will have been read, understood and signed by all staff attending the site before any fieldwork commences. Wessex Archaeology staff will comply with the Personal Protective Equipment (PPE) requirements for working on the site, and any other specific additional requirements of the principal contractor.
- 8.4.3 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) or UK equivalent and have had UKATA Asbestos Awareness Training. Key staff also have qualifications in the use of CAT and Genny equipment and as banksmen/Plant Machinery Marshalls through the National Plant Operators Recognitions Scheme (NPORS).

8.5 Insurance

- 8.5.1 Wessex Archaeology has both Public Liability (£10,000,000) and Professional Indemnity Insurance (£5,000,000).

REFERENCES

- ADS 2013 *Caring for Digital Data in Archaeology: a guide to good practice*. Archaeology Data Service & Digital Antiquity Guides to Good Practice
- British Geological Survey online viewer <http://mapapps.bgs.ac.uk/geologyofbritain/home.html> (accessed 24.07.19)
- Brown, D H 2011 *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation* (revised edition). Archaeological Archives Forum
- Chartered Institute for Archaeologists [ClfA] 2014a *Standard and Guidance for Archaeological Excavation*. Reading, ClfA
- ClfA 2014b *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*. Reading, ClfA
- ClfA 2014c *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*. Reading, ClfA
- ClfA 2014d *Code of Conduct*. Reading, ClfA
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- English Heritage 2011 *Environmental Archaeology: A Guide to the Theory, Practice of Methods, from Sampling and Recovery to Post-excavation* (second edition). Portsmouth, English Heritage
- Handley, M 1999 *Microfilming Archaeological Archives*. Institute of Field Archaeologists Paper 2, Royal Commission on the Historical Monuments of England
- Historic England 2015 *Management of Research Projects in the Historic Environment: the MoRPHE project managers' guide*. Swindon, Historic England
- Historic England 2015 *Geoarchaeology: Using Earth Sciences to Understand the Archaeological Record*. Swindon, Historic England
- McKinley, J I 2013 *Cremation: excavation, analysis and interpretation of material from cremation-related contexts*, in S Tarlow and L Nilsson Stutz (eds) *The Oxford Handbook of the Archaeology of Death and Burial*. Oxford University Press 147–71
- McKinley, J I and Roberts, C 1993 ClfA Technical Paper 13 *Excavation and Post-excavation Treatment of Cremated and Inhumed Human Remains*
- SMA 1993 *Selection, Retention and Dispersal of Archaeological Collections*. Society of Museum Archaeologists
- SMA 1995 *Towards an Accessible Archaeological Archive*. Society of Museum Archaeologists
- Southampton City Council 2016 *Standards for the Creation, Compilation and Transfer of Archaeological Archives*, Southampton
- Watkinson, D and Neal, V 1998 *First Aid for Finds: practical guide for archaeologists*. United Kingdom Institute for Conservation of Historic & Artistic Works



APPENDICES 1-3 HET REPORTING REQUIREMENTS

Appendix 1: Written reports and HER requirements

The report will include a summary sheet, as outlined in Appendix 2.

The basic content requirements for the report are outlined in Appendix 3.

Once the report has been approved, the contractor will send a full-colour paper copy of the report to each of the following: the developer; the HET (for the HER); the Special Collections section of Southampton Public Library. The contractor will also deposit a full-colour paper copy of the report as part of the archive (see below).

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 must be text searchable with good quality figures and images. All report drawings and photographs are to be included in the PDF file. PDF security settings must allow printing, page extraction, and copying of text, images and other content.

The contractor will supply the HER with digital copies of the trench plan, and feature-distribution or phase plans (where phase plans are appropriate). The digital files will be registered to the National Grid. The format will preferably be MapInfo TAB; otherwise ArcInfo ESRI Shape, Auto CAD DWG/DXF (saved as ACAD 2000), or Intergraph/Microstation Design. (Contact her@southampton.gov.uk.)

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.

Appendix 2: Grey literature reports – Summary content sheet

The report will include a summary sheet giving the information in the list below. This will be used by the HER Officer to create an initial, basic HER event record and to compile the “Archaeology in Hampshire” entry. Reports that do not contain this information will be rejected. *[NB: If the report already has a summary section containing this information, a separate summary sheet is not required.]*

- 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). More than one grid reference for widely dispersed sites, as appropriate (for instance, where trenches are located at widely different points around the city).
- 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 all periods represented on the site, including those present only as residual finds in later contexts).

Appendix 3: Grey literature reports – Basic content requirements

It is expected that all reports will include the following information. Reports that do not contain this information will be rejected, unless a variation has been agreed in writing with the HET.



NB: Notes under HISTORICAL BACKGROUND, ARCHAEOLOGICAL BACKGROUND and HER DATA also apply to the WSI.

CONTENTS LIST

PRESENT LANDUSE, GEOLOGY AND TOPOGRAPHY.

(As in WSI, if necessary amended to reflect results of fieldwork. Discuss the geology as recorded by the BGS with reference to the actual site geology found during fieldwork.)

HISTORICAL BACKGROUND

Information from historic maps and secondary/published sources. For each site, the requirements for this section of the report will be set out in Section 5.2 of this Brief, and more generally in Appendix D.

ARCHAEOLOGICAL BACKGROUND

Known archaeological sites and findspots in the vicinity, with location plan. For each site, the requirements for this section of the report will be set out in Section 5.2 of this Brief, and more generally in Appendix D.

REASON FOR PROJECT, PROJECT AIMS

METHODOLOGY

(Amended from the WSI as appropriate. Include trench dimensions and any restrictions on fieldwork, for instance Health & Safety, it rained constantly, etc.)

DETAILED DESCRIPTION OF RESULTS

For all areas/trenches with significant archaeology (with interpretation and dating)

CONCLUSION

This must include all periods present on the site, including those represented only by residual finds in later stratigraphy. Discuss with reference to the documentary evidence. Discuss 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 (or digital equivalent such as Mastermap), indicating areas surveyed by different methods. (The less detailed OS Open Data mapping is not acceptable for this purpose.) All scaled report figures should ideally be reproduced at easily readable scales.

OTHER PLANS & SECTIONS

- Detailed plans and sections of all areas/trenches with significant archaeology. (All scaled report figures should ideally be reproduced at easily readable scales.)
- All plans must be correctly related to the national grid
- All drawings must include levels related to ordnance datum

PHOTOGRAPHS

To illustrate specific points in the text.

APPENDICES:

CONTEXT LIST with soil descriptions, phases, etc

FINDS REPORT

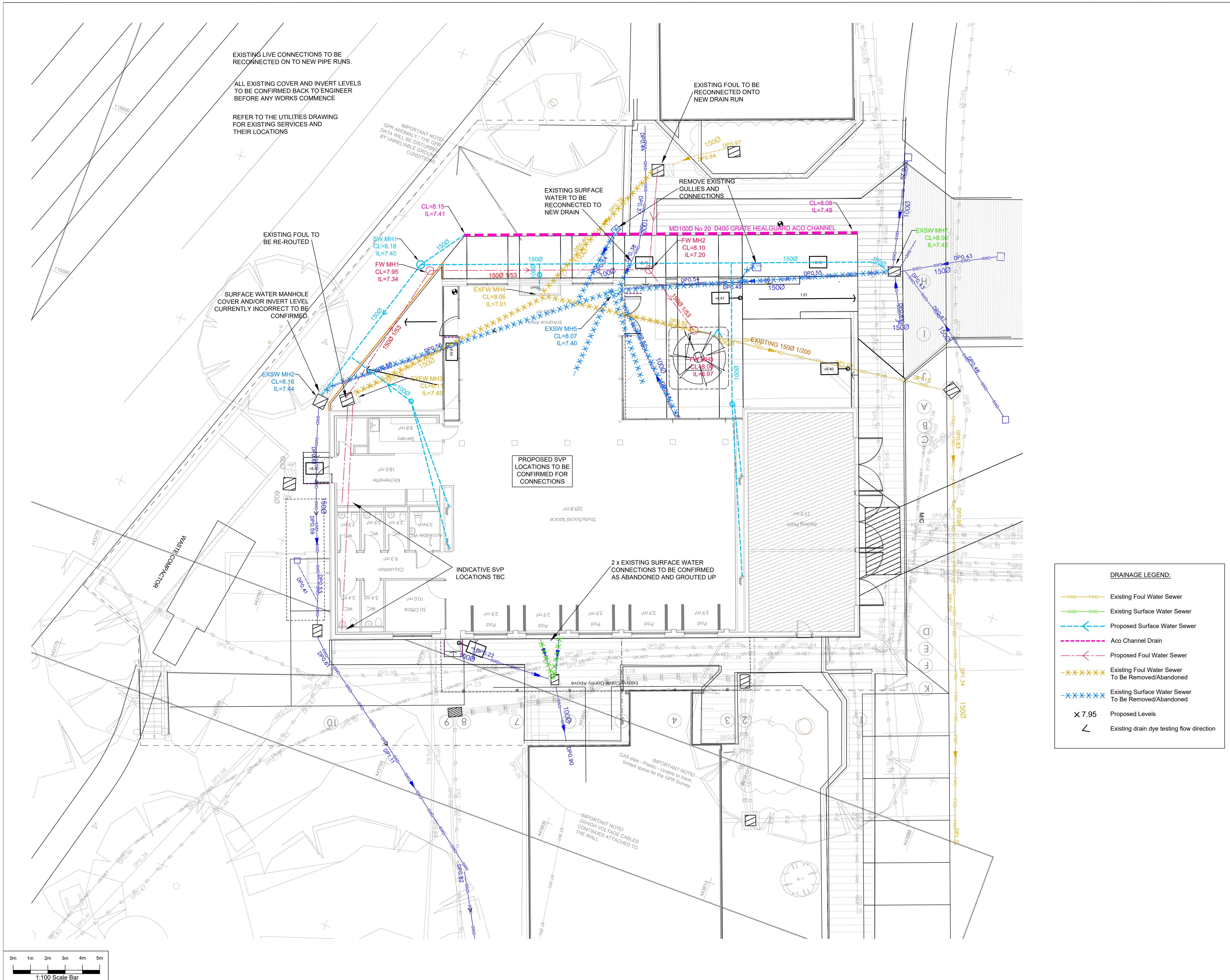
Table of all artefacts recorded, listed by context and material type, with an assessment (check artefact types and dating included). .



	Area of evaluation		
	Proposed area of watching brief		
	Site		
Date:	14/08/2019	Revision Number:	2
Scale:	1:800 at A4	Illustrator:	
Path:	\\projectserver\wessex\PROJECTS\222651\GIS\FigsMXD		

Proposed Area of evaluation and watching brief (indicative)

Figure 1



Notes

- GENERAL**
- This drawing is to be read in conjunction with all relevant Architects, Engineers and Specialists drawings and the Specification.
 - In case of a discrepancy between drawings or a lack of dimensions W.F.Brown Associates Limited must be consulted before work proceeds.
 - All dimensions are in millimetres. All levels are in metres, unless noted otherwise.
 - Double sealed covers on all internal manholes.
 - The current surface water drainage system is inadequate for its current purpose at today's standards.
 - We have provided a drainage diversion route around the new extension.
 - No additional flows into the surface water system have been accounted for.

DO NOT SCALE THIS DRAWING - IF IN DOUBT ASK.

DRAINAGE LEGEND:

- Existing Foul Water Sewer
- Existing Surface Water Sewer
- Proposed Surface Water Sewer
- - - Aco Channel Drain
- - - Proposed Foul Water Sewer
- x x x x x Existing Foul Water Sewer To Be Removed/Abandoned
- x x x x x Existing Surface Water Sewer To Be Removed/Abandoned
- x 7.95 Proposed Levels
- ↙ Existing drain dye testing flow direction

P03	03.04.19	Drainage amended to suit layout	KD
P02	20.03.19	Drainage diversion amended	KD
P01	31.10.18	First Issue	KD
Revision	Date Revised	Revision Notes	Approved

PRELIMINARY S1

Project Name
Montefiore Halls Boiler House Southampton

Architect
FaulknerBrowns LLP

Client
University of Southampton

WFBA
Consulting Civil & Structural Engineers
The Old Haycoft, Pucknall Farm
Dores Lane, Bishfield, Romsey,
Hampshire, SO51 0GU.
Tel: 01794 368241
Email: contact@wfba.co.uk www.wfba.co.uk

THIS DRAWING IS THE COPYRIGHT OF WFBA. IT MUST NOT BE COPIED, ALTERED OR REPRODUCED IN ANYWAY WITHOUT THEIR AUTHORITY.

Drawing Title
Drainage Diversion Layout

Created By KD	Checked By SH	Approved By WFB
WFBA Project Reference 18157	Scale 1/100 @ A1	Date October 2018
Project - Originator - Volume - Level - Type - Role - Number		Revision

18157-WFB-XX-DR-DR-C-0500 P03



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