



# Former Ford Site (Parcel II), Wide Lane, Southampton, Hampshire

Written Scheme of Investigation for Archaeological Investigation

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# Former Ford Site (Parcel II), Wide Lane Southampton, Hampshire

## Written Scheme of Investigation for Archaeological Investigation

### 1 INTRODUCTION

#### 1.1 Project and planning background

1.1.1 Wessex Archaeology has been commissioned by CgMs on behalf of Mountpark (the Client) to produce a written scheme of investigation (WSI) for an archaeological investigation at the Former Ford Site (Parcel II), Wide Lane, Southampton, Hampshire SO18 2NQ centred on National Grid Reference (NGR) 444600 116300 (hereafter 'the Site', Figure 1).

1.1.2 The work is to be undertaken in support of a planning application (Ref: 17/01216/FUL) submitted to Southampton City Council, the local planning authority (LPA), and currently awaiting decision for Mountpark Logistics Engineering operations to break-up and remove existing hardstanding/slab from the Site - this follows the recent demolition and clearance of the earlier buildings from the Site.

1.1.3 The southern part of the Site has been the subject of a previous archaeological evaluation (SOU1722, CA 2016b), and no further work is required in this part of the Site. The archaeological investigation outlined below therefore pertains to the northern part of the Application Site (see Figure 1).

1.1.4 Ingrid Peckham, of the Southampton City Council Historic Environment Team (SCCHET) the archaeological advisor to the Local Planning Authority, has recommended the following conditions are applied to any consent associated with the current application:

**APPROVAL CONDITION Archaeological investigation [Pre-Commencement Condition]**  
No development shall take place within the site until the implementation of a programme of archaeological work has been secured in accordance with a written scheme of investigation which has been submitted to and approved by the Local Planning Authority.  
Reason: To ensure that the archaeological investigation is initiated at an appropriate point in development procedure.

**APPROVAL CONDITION Archaeological work programme [Performance Condition]**  
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.  
Reason: To ensure that the archaeological investigation is completed.

1.1.5 Ingrid Peckham of SCCHET made an initial recommendation that an archaeological evaluation of the Site (northern area) should take the form of trial trenching before the removal of the concrete slab, but also stated that if the slab is broken up before an archaeological evaluation has taken place, then the operations will need to be under archaeological supervision to ensure that underlying deposits are not damaged, and to record any below-ground structures. Ingrid Peckham has stated that the slab removal



prior to evaluation trenching is a compromise, but not an alternative to evaluation and further excavation if required (e-mail of 15<sup>th</sup> September 2017)

1.1.6 The initial work will comprise archaeological monitoring of slab removal, to be carried out under archaeological control in accordance with the current application 17/01216/FUL (the current application does not include the excavation of foundation trenches and services which are not relevant at this stage). If the Site proves to be heavily truncated, then archaeological monitoring of the slab removal might be sufficient.

1.1.7 If buried deposits such as topsoil survive above the natural brickearth, or if archaeological features are found cutting the brickearth, then these will be investigated under archaeologically controlled conditions. If such deposits are found, the SCCHET will be consulted about how to proceed as to the scope and nature of further archaeological mitigation, which may comprise of evaluation and further excavation if required in accordance with the consultee comments of SCCHET.

## 1.2 Scope of document

1.2.1 This WSI sets out the aims of the investigation, 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 an archaeological watching brief* (CIfA 2014a).

1.2.2 This document will be submitted to SCCHET, archaeological advisor to the Local Planning Authority (LPA), for approval, prior to the start of the investigation.

## 1.3 Location, topography and geology

1.3.1 The Site comprises the northern part of the former Ford works site at Wide Lane, Southampton (NGR) 444500, 116300 (Figure. 1). It has an area of approximately 6.3ha, and is currently an empty site in which all previous above-ground structures have been demolished, leaving concrete hard standing and floor slabs covering the majority of the Site.

1.3.2 The Site lies on the northern periphery of Southampton City and its associated suburb of Swaythling, the M27 carriageway and Southampton Airport lying to the north-east. It occupies an area of the former floodplain of the River Itchen, the course of which runs c.500m to the south-east of the study site, and lies in close proximity to one of its tributaries, the Monks Brook, which is situated c.150m to the west.

1.3.3 It has a broadly level topography lying at c.10m above Ordnance Datum (AOD) with ground level at distance rising to the north-west from the Monks Brook and to the south-east from the River Itchen. The internal topography across the study site has been subject to alteration as a result of its previous wholesale redevelopment, although this remains generally level as defined by existing hardstanding surfaces that now occupy the study site since the removal of former factory buildings

1.3.4 The solid geology of the study site comprises clay, silt and sand of the London Clay Formation. This is shown to be overlain by superficial sand and gravel deposits (River Terrace Deposits 1) and potential alluvial deposits adjacent to the course of Monks Brook (British Geological Survey 1987, Sheet 315 and BGS online viewer). Archaeological investigation undertaken with southern area of the former Ford site (CA 2016 a and b)





demonstrated that, although highly truncated by modern development, isolated areas of intact brickearth could be identified at 0.20m to 0.64m below the current ground level.

## **2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND**

### **2.1 Introduction**

2.1.1 An archaeological desk-based assessment (DBA) of the Site was prepared in support of the application and should be consulted for detailed information (CgMs 2017) The DBA examined a 1km radius of the Site utilising the evidence from the Southampton Historic Environment Record (SHER) and archaeological investigation undertaken within the southern area of the former Ford site (CA 2016 a and b). A summary of the results of the DBA are presented below.

2.1.2 The application site is located within 'The Rest of Southampton - Area of Potential Archaeological Importance' (Area 16), a Local Area of Archaeological Potential (LAAP). The site is also located immediately to the north of the 'Swaythling' LAAP (Area 9). Each of the areas is defined in the Southampton City Adopted Core Strategy (Southampton City 2015). Area 16 encompasses areas of the city where there is potential for archaeological remains, however, little examination of these areas has yet been undertaken. Area 9 contains the Lower Itchen Conservation Area, as well as the line of the River Itchen, parts of the Monks Brook and an unnamed watercourse. Evidence of prehistoric, Roman, Saxon and medieval occupation have been recorded in this area.

### **2.2 Previous investigations related to the development**

2.2.1 An archaeological watching brief was undertaken in 2016 during geotechnical investigations within the southern area of the former Ford works (CA 2016a – SOU 1709 - Planning Reference: 16/00885/FUL).

2.2.2 No features or deposits of archaeological interest were observed during groundworks and no finds material pre-dating the modern period was recovered. The construction and subsequent demolition of factory buildings on the site during the 20th century were shown to have caused heavy truncation of some areas. The general absence of any obvious signs of a buried soil horizon in the test pits suggests that modern development had truncated the underlying natural horizon and, consequently, may have affected the survival of archaeological remains.

2.2.3 Despite this truncation, the watching brief was able to identify that some areas of brickearth, weathered brickearth and a pre-1930s topsoil survive within the site. This evidence along with the limited extent of the geotechnical pits monitored during this watching brief suggested that limited and as yet unidentified archaeological remains could be present in other areas, although these will have likely been heavily truncated by modern development.

2.2.4 Following the watching brief an evaluation in the form of trial trenching was undertaken the southern part of the former Ford site (Cotswold Archaeology 2016b – SOU 1722 - 16/00885/FUL). Thirteen trenches were excavated within this evaluation, which identified the natural horizon across the Site has brickearth deposits overlying river gravels. Some brickearth survived in most areas sampled, apart from where modern development had caused localised removal. However, the absence of buried topsoil/subsoil overlying the brickearth suggests that the brickearth surface was probably truncated in the 1930s during the initial development of the Site. During the evaluation, the demolished remains of two



World War II air raid shelters were uncovered along the southern and western boundaries of the site. No further archaeological remains or deposits were uncovered.

### 2.3 Previous investigation within the vicinity of the Site

- 2.3.1 Prior to the work undertaken within the southern area of the former Ford site (CA 2016 a and b) only limited previous archaeological investigation had been undertaken within the Site itself. An archaeological watching brief was undertaken during the construction of a new industrial building (Building C) within the Ford site in 1996/7 (SOU783; SOU824; SOU828). These works uncovered a small number of discrete features, including a small linear feature, a pit, a posthole and a stakehole, all of uncertain date. The survival of a buried plough soil overlying the natural brickearth was further noted. This layer contained quantities of residual burnt flint along with four worked flints of possible Neolithic/Bronze Age date (4000 – 2400 BC) Furthermore two World War II air raid shelters were observed during these watching briefs at a depth of 2.6m below ground level (SOU828). Prior to the demolition of this and other buildings at the Ford Motor Company factory, a programme of building recording was also undertaken (SOU1688) in 2014/15 (Heritage Collective 2015 and forthcoming).
- 2.3.2 Archaeological investigations immediately beyond the Site include the evaluation of the area to the north of the site in 1998 (SOU900). The evaluation revealed evidence for a suspected Romano-British (43-410 AD) field system. A number of undated features and an earlier alignment of Wide Lane was uncovered during a watching brief undertaken within the same area in 1998 and 1999 (SOU941). A number of residual prehistoric worked flints were also recovered from the evaluation with similar evidence also found to the west of Monks Brook (SOU1300) and as a casual find from allotments to the east of the site (ESH2236 - No accompanying SOU number).
- 2.3.3 Foundations of a possible Romano-British building were reportedly found immediately to the north-east of the site, near the former crematorium in Swaythling (MSH 404) in 1925. The crematorium was located on a plot of land attached to the Ford factory. In the early 1970s before the construction of the motorway, field walking and a limited trial excavation of the former crematorium (SOU 1156) failed to yield evidence to support the reported discovery and it may be possible that the Roman villa, excavated in 1925 and marked on OS maps to the east of the Crematorium, may relate to this original discovery.
- 2.3.4 A number of archaeological watching briefs were also undertaken in close vicinity to the site including at Wide Lane in 1988 (SOU346), 6 Capon Lane in 1990 (SOU421), 18 Walnut Avenue in 1991 (SOU440) and 55-57 Wide Lane in 1992 (SOU493). No archaeological features or artefacts were identified during these investigations.
- 2.3.5 Historic Ordnance Survey (OS) maps of the area suggest the site was an area of agricultural fields until it was developed in the early 20th century. In 1932 the area to the north of the site was bought by the Southampton Corporation and Southampton (Eastleigh) Airport was constructed shortly thereafter. The area was used as a municipal airport and had an early association with the first flights of the Spitfire aeroplanes. In 1938/39 the Cunliffe-Owens aircraft factory opened on the proposed development site (see Figure 2). From the onset of World War II., the factory produced parts for, and assembled, aircrafts. As part of the war effort a number of sub-surface structures, including a number of air raid shelters, were constructed across the site. Three of these are known to be present across the southern part of the site (SOU 1722), but there are known to be more elsewhere across the whole development site including on the northern Site as shown on a 1941 plan of the Cunliffe-Owens aircraft factory (Figure 2)





2.3.6 In 1949 the factory was bought by Briggs Motor Bodies, which produced component parts for Ford of Britain and consequently started the association between the site and the Ford Motor company. In 1953 the site was bought by the Ford Company and later became the home and principal assembly location for the Ford Transit van. During the development and use of the site across this period, a number of above ground and sub-surface structures were constructed and in some cases demolished (Figure 3). This included a number of inspection pits, which were encountered during this investigation. After sixty years the site ceased production and closed in 2013. By 2016 a number of the former factory buildings including the location of Buildings A, B and C had been demolished.

## 2.4 Further information and potential

2.4.1 Ingrid Peckham of SCCHET has added further background information to that contained in the DBA (CgMs 2017). She has noted (e-mail to CgMs of 15 September 2017) the following, and provided sketch maps which have been incorporated into Figures 2 and 3:

- “The DBA is correct for the southern part of the site, which was under parts of Buildings B and C of the former Ford Factory. However, the northern part of the site was under Ford’s Building A (and other buildings). Building A was actually three separate buildings:
  - Western building, including offices, the earliest part of what was originally the Cunliffe Owen aircraft factory. A pre-war oblique aerial photograph shows this building, before other parts of Building A or Building B were. It was built in 1938.
  - Two hangar buildings to the east. A 1941 plan shows these as a “flight shed”, approved in September 1939. Research by the Heritage Collective for the building recording report shows that these two hangars were built in 1939/1940, before Building B (Heritage Collective, forthcoming).
- Building B had been built by 1941. The area east of the hangars was developed after WWII, and this is also in the north part of the site. Further, the historic maps in the DBA show that Buildings A and B were built on what had previously been different fields, separated by a field boundary

2.4.2 The archaeological potential of the Site consists of possible Prehistoric and Roman features, and remains of the World War 2 structures and activities.

## 3 AIMS AND OBJECTIVES

### 3.1 Aims

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

- To allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of the development or other works;





- To provide an opportunity, if needed, for the attending archaeologist/s to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the investigation 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 Objectives**

3.2.1 In order to achieve the above aims, the objectives of the investigation are:

- To determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified works area;
- To record and establish the extent, character, date, condition and quality of any surviving archaeological remains (a preservation by record);
- To place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and
- To make available information about the archaeological resource on the site by preparing a report on the results of the investigation.
- To identify and record the nature, dimensions, and relationship of natural deposits on the site, and assess the potential of those deposits to contain or conceal archaeological evidence.

### **3.3 Specific objectives**

- whether, and to what extent, the Site has been affected by past quarrying activities and by wartime and modern development of the Site;
- the thickness and truncation of any modern deposits/overburden overlying potential archaeological remains;
- despite the likely truncation caused by the wartime and modern development of the Site can more evidence of and intact buried soil horizons and intact brickearth be identified within the Site.
- The information presented here will enable the SCCHET acting as advisers to the LPA to identify and assess the particular significance of any heritage asset, consider the impact of the proposed development upon it, and to avoid or minimise conflict between the heritage asset's conservation and any aspect of the development proposal, in line with the National Planning Policy Framework (DCLG 2012).

## **4 FIELDWORK METHODS**

### **4.1 Introduction**

4.1.1 The following methodology is proposed in order to meet the aims and objectives of the fieldwork. All works will be conducted in compliance with the standards outlined in the Chartered Institute for Archaeologists' Standard and guidance for an archaeological watching brief (CIfA 2014a), excepting where they are superseded by statements made below.



- 4.1.2 The SOU Site code (TBC with SCCHET on confirmation of a start date for the investigation) as issued by the HET will be used throughout the project to identify the site records and artefacts.
- 4.1.3 A copy of the agreed WSI will be made available to the site director and all site observers who work on the site to enable the adequate interpretation of exposed features/deposits during fieldwork and to ensure that the agreed programme of works is understood and undertaken.
- 4.1.4 Close liaison will take place between the Site Manager (or equivalent) and the archaeological observer to ensure that all groundworks are observed
- 4.1.5 Any significant variations to this WSI will be agreed with the Client and the SCC Historic Environment Team prior to being implemented.

## **4.2 Service location and other constraints**

- 4.2.1 The client and/or their principal contactor will be responsible for the identification and protection of any above- and below-ground services within the investigation area/s. The client and/or their principal contactor will also be responsible for informing Wessex Archaeology of, and delimiting, any other areas of environmental, ecological or other constraints.

## **4.3 Fieldwork methods**

- 4.3.1 The fieldwork will consist of the monitoring of groundworks made beneath the present ground surfaces, to include any below ground works including the proposed ground breaking, removal of existing foundations and any other works that could impact upon the archaeological resource.
- 4.3.2 For the purposes of this project, archaeologically significant remains and contexts are defined as remains and contexts relating as pre-19<sup>th</sup> century human use of the area, although remains associated with the Cunliffe Owen factory, including air raid shelters, will be recorded albeit in less detail.
- 4.3.3 The investigation will be undertaken by at least one archaeologist, subject to the number of site operations being carried out at any one time. Mechanical excavation will, comprise the use of a toothed bucket and mechanical breaker as appropriate for the breaking up and removal of the concrete slab hardstanding. It is proposed that operations will comprise the removal of hardstanding only. Soft deposits will be left in situ. If deemed appropriate a toothless bucket maybe required for removal of materials so as not to compromise any potential in situ archaeological deposits/soft material pre dating the modern period.
- 4.3.4 If required, 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.
- 4.3.5 Excavated spoil will be visually scanned for artefacts. Where appropriate, a metal detector will be used to enhance artefact recovery.
- 4.3.6 In the event that archaeological deposits and features, are revealed, these will be identified and made clear to the SCC Historic Environment Team, the Client and their groundwork contractor, who will allow reasonable access to Wessex Archaeology staff,





facilitating the excavation and recording of the archaeology present. Areas of archaeological interest will be marked up and suitably protected in advance of their investigation and clearance.

- 4.3.7 Wessex Archaeology staff will investigate archaeological deposits and features by excavation and recording commensurate with the scale of work and using Wessex Archaeology's pro forma recording system. Where practical, and towards meeting the aims of the investigation, excavation will include sampling of features and deposits in order to recover artefacts, ecofacts and dating evidence, and in order to determine stratigraphic relationships. Recording will include written, drawn, and photographic elements as conditions allow (detailed below).
- 4.3.8 Should extensive and well-preserved remains be found requiring a contingent excavation it will be necessary to agree with the Client and the SCC Historic Environment Team a programme for this, potentially extending the scope of archaeological works to enable the deposits to be fully excavated and recorded.
- 4.3.9 The investigation will be maintained during removal of the concrete slab and associated hardstanding material. If in certain parts of the area heavy truncation is encountered that has clearly removed any archaeological potential, and the historic mapping further indicates that this is likely to be an area of major disturbance, archaeological monitoring will cease in this area provided that this has been agreed with SCCHET. Further monitoring would then be maintained on an intermittent basis where operations move to an area where the level of truncation has not been demonstrated. Monitoring will be concluded when, in consultation with the SCC Historic Environment Team, it is clear that the potential for archaeological remains to be exposed has been exhausted, and/or all current operations have been completed.
- 4.3.10 If human remains are uncovered, the specific methods outlined below (section 4.7.2) will be followed.

#### **4.4 Recording**

- 4.4.1 All exposed archaeological deposits will be recorded using Wessex Archaeology's pro forma recording system, with all features and deposits being assigned a unique number. Soil descriptions will be based on the Soil Science Handbook, and Munsell colour descriptions will be used.
- 4.4.2 A complete drawn record of archaeological features and deposits will be compiled. This will include both plans and sections, drawn to appropriate scales (generally 1:20 for plans, 1:10 for sections), and with reference to a site grid tied to the Ordnance Survey National Grid. The Ordnance Datum (OD) height of all principal features and levels will be calculated and plans/sections will be annotated with OD heights.
- 4.4.3 All excavated archaeological features will be digitally surveyed in order to produce a site plan, using GPS within the OS NGR system, but also including heights above OS datum (Newlyn). The electronic survey record will be periodically downloaded and retained within the site archive.
- 4.4.4 A digital photographic record will be maintained using digital cameras equipped with an image sensor of not less than 10 megapixels. The photographic record will illustrate both the detail and the general context of the principal features and finds excavated and the Site as a whole.



4.4.5 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.

#### 4.5 Survey

The real time kinematic (RTK) survey of all archaeological features will be carried out using a Leica GNSS connected to Leica's SmartNet service. All survey data will be recorded in OS National Grid coordinates and heights above OD (Newlyn), as defined by OSGM15 and OSTN15, with a three-dimensional accuracy of at least 50 mm.

#### 4.6 Monitoring

4.6.1 The client will inform the SCC Historic Environment Team of the start of the investigation and its progress. Reasonable access will be arranged for the SCC Historic Environment Team to make site visits in order to inspect and monitor the progress of the investigation.

4.6.2 Once discrete areas have been defined, these will only be signed off by SCCHET when SCCHET is satisfied that all archaeological recording has been completed.

4.6.3 Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the SCC Historic Environment Team.

#### 4.7 Finds

##### *General*

4.7.1 All finds 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).

4.7.2 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).

##### *Human remains*

4.7.3 Any human remains (articulated or disarticulated, cremated or unburnt) discovered, will be left *in situ*, covered and protected. A Ministry of Justice licence will be obtained by Wessex Archaeology before any further excavation (including where remains are to be left *in situ*). Following discussions with the client and the SCC Historic Environment Team, and with advice from Wessex Archaeology's osteoarchaeologist, the need for and appropriateness of their excavation/removal or sampling as part of the investigation will be determined. Where deemed appropriate, the human remains will be fully recorded, excavated and removed from the site in compliance with the terms of the Ministry of Justice licence.

4.7.4 Any excavation and post-excavation processing of human remains will be undertaken in accordance with Wessex Archaeology protocols, and in line with current guidance documents (eg, McKinley 2013) and ClfA standards (McKinley and Roberts 1993). Appropriate specialist guidance will be provided by Wessex Archaeology's osteoarchaeologist, with site visits undertaken if required. The final deposition of human remains, following analysis, will be in accordance with the terms of the Ministry of Justice licence.





### *Treasure*

- 4.7.5 Wessex Archaeology will immediately notify the client and the SCC Historic Environment Team 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* (ie, finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

## **4.8 Environmental sampling**

- 4.8.1 Soil samples will be taken of all archaeologically significant deposits. 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).
- 4.8.2 Where deposits or features containing significant environmental potential are identified, advice will be sought, regarding sampling size and strategy, from the appropriate Wessex Archaeology specialist and/or the Historic England Regional Science advisor.
- 4.8.3 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. In general, features directly associated with particular activities (eg, 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.
- 4.8.4 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the SCC Historic Environment Team as appropriate. Specialist guidance will be provided by a member of Wessex Archaeology's ge archaeological and environmental team, with site visits undertaken if required.
- 4.8.5 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.
- 4.8.6 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 (eg, pollen, diatoms) and macrofossils (eg, molluscs, insects), soil micromorphological or soil chemical analyses.
- 4.8.7 Where appropriate samples may be taken and sieved to aid in artefact recovery. For both inhumations and cremation related deposits, the burial deposit will be sampled and processed following the specialist guidelines. In the case of samples from cremation related deposits the flots will be retained on a 0.5 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation deposits, the samples 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 POST-EXCAVATION METHODS AND REPORTING**

### **5.1 Stratigraphic evidence**

- 5.1.1 All written and drawn records from the investigation will be collated, checked for consistency and stratigraphic relationships. Key data will usually be transcribed into an Access database, which can be updated during any further analysis. The investigation will



be preliminary phased using stratigraphic relationships and the spot dating from finds, particularly pottery.

- 5.1.2 A written description will be made of all archaeologically significant features and deposits that were exposed and excavated, ordered by period and/or feature group as appropriate.

## 5.2 Finds evidence

- 5.2.1 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).
- 5.2.2 All retained artefacts will, as a minimum, be washed, weighed, counted and identified. All artefacts recovered during the excavations on the Site are the property of the landowner.
- 5.2.3 Any artefacts requiring conservation or specific storage conditions will be dealt with immediately in line with First Aid for Finds (Watkinson and Neal 1998). 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. Ironwork from stratified contexts will be X-rayed and stored in a stable environment along with other fragile and delicate material. The X-raying of objects and other conservation needs will be undertaken by Wessex Archaeology in-house conservation staff or other appropriate approved conservation centre.
- 5.2.4 At an early stage of the post-excavation process, Wessex Archaeology will enable SCC's Curator of Archaeological Collections to carry out a Collections Assessment of the material archive, as stipulated in 'Standards for the Creation, Compilation and Transfer of Archaeological Archives'.
- 5.2.5 To ensure the long-term stability of the finds and their availability for future study, Wessex Archaeology will ensure that an assessment of conservation needs and subsequent necessary work is carried out by a qualified archaeological conservator, or in a recognised conservation laboratory, which is approved by the Curator of Archaeological Collections. Full records (which will form a part of the archive) will be kept of any treatment given.
- 5.2.6 Based on the results of the Collections Assessment, Wessex Archaeology will ensure that all finds and other items of archaeological interest removed from the site are analysed and recorded by specialists, to agreed standards, and with the approval of the SCC Historic Environment Team. 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.
- 5.2.7 Wessex Archaeology will ensure that, where they exist, type series housed by Southampton City Council's Archaeology Collections are the principal ones referred to in compiling specialist reports (at the time of issue, type series exist for pottery and stone).
- 5.2.8 Wessex Archaeology will ensure that data about complete, identifiable, itemised objects are transferred onto Southampton City Museum's Archaeological Object Record Sheets. The sheets will then be entered into the computerised Archaeological Collections Object Database, and where necessary Wessex Archaeology will make allowance for the costs involved in computer entry.



5.2.9 Finds will be suitably bagged and boxed in accordance with the guidance given by the Southampton City Museum.

### 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, section 6.4).

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

5.4.1 An appropriately illustrated descriptive summary of the archaeological results with an indication of their initial significance will be prepared in the report.

5.4.2 The report will include the following elements:

- A non-technical summary (to include all periods represented on the Site, including those present only as residual finds in later contexts);
- Acknowledgements (to include name of main report author from Wessex Archaeology and name of Client);
- Introduction to include: Wessex Archaeology project number, planning application number, site name and address, SOU site code (to also be included on front cover), Historic Environment Team reference, dates of start and end of fieldwork, and Ordnance Survey NGR (of centre of site: 8 figures, including prefix e.g. SU);
- An account of the background to the project and circumstances of work and type of fieldwork (e.g. archaeological investigation);
- Present land use, geology and topography;
- Historical and archaeological background using data acquired from the SHER; If the investigation results are positive, the report will contain some historic maps. Southampton HER data covered by a valid HER licence agreement will be used. Relevant sections from the desk-based assessment for the same development may be reused, provided that the licence agreement is still valid. When referring to previous archaeological fieldwork or recording in Southampton, the "SOU" site code will be given (SOU xxxx), or, where there is no "SOU" code, the HER event record number (ESH xxxx). For findspots, buildings or other sites, the HER monument record number (MSH xxxx) will be used. Where Hampshire HER data is used, the reference numbers relevant to the data source will be used
- The aims of the project;





- The methodology used (including trench dimensions and any restrictions on fieldwork);
  - Detailed description of fieldwork results;
  - Plans at appropriate scales to locate the Site and excavated trenches based on OS mapping 1:1250 scale;
  - Where applicable, other detailed plans and section drawings at appropriate scales to show significant archaeological deposits encountered (related to National Grid and Ordnance Datum);
  - Plates will also be produced to illustrate specific points in the text;
  - Finds report to the tabulation of all artefacts recovered from the archaeological works, listed by context and by material type (check artefact types and dating included);
  - Environmental report to include tabulation of all samples processed;
  - Conclusion to discuss all periods present on the Site, including those only represented by residual finds in later stratigraphy, and to discuss the significance of the site in its broader archaeological, historic and landscape setting (with appropriate references);
  - If appropriate, to consider the potential of the archaeological data and a reconsideration of the methodology employed;
  - If appropriate, to outline recommendations regarding further archaeological mitigation work or further analysis where necessary;
  - Details of the archive and its proposed depository;
  - References to all primary and secondary sources consulted; and
  - Appendices including a context summary table with soil descriptions etc. A copy of the final report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format) relating to the investigation.
- 5.4.1 A draft copy of the investigation report will be prepared by Wessex Archaeology within six weeks of completing the fieldwork. Immediately after the preparation, a copy of the report in PDF format will be submitted to the SCC Historic Environment Team for approval.
- 5.4.2 As soon as it has been approved, Wessex Archaeology will send a full-colour paper copy of the report to each of the following: CgMs, the Client; the Historic Environment Team (for the HER); the Special Collections section of Southampton Public Library. Wessex Archaeology will also deposit a full-colour paper copy of the report as part of the archive.
- 5.4.3 At the same time, the SCC Historic Environment Team will be supplied with one copy of the approved report in PDF format, either by email or on disk as appropriate. The PDF will be text searchable with good quality figures and images. All report drawings and photographs will be included in the PDF file, with the selecting of text and graphics security option set at 'allowed'. At the same time, Wessex Archaeology will supply the SCC Historic Environment Team with a trench plan, registered to the National Grid; also a digital copy of trench plans and feature-distribution or phase plans (where phase plans are appropriate). The format will be preferably MapInfo TAB; otherwise Auto CAD DWG/DXF, ArcInfo ESRI Shape, or Intergraph/Microstation Design.



- 5.4.4 SCC HER will be supplied with digital copies of the photographs used in the report, in TIFF format at least 600 dpi resolution.
- 5.4.5 If important features and finds are uncovered during the fieldwork, the information from this 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.
- 5.4.6 If appropriate, 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"). The HER Officer will send a short report to "Archaeology in Hampshire".
- 5.4.7 Details of the Site will be submitted online to the OASIS (Online Access to the Index of Archaeological Investigations) database. Subject to any contractual requirements of 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 Site archive

- 6.1.1 Wessex Archaeology confirms that the project archive resulting from the excavation will be deposited with SCC's depository. Deposition of any finds will only be carried out with the full agreement of the landowner, and every effort will be made to persuade the legal owner of any finds recovered (ie, 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.
- 6.1.2 The complete project archive, which will include paper records, photographic records, graphics, artefacts, ecofacts and digital data, will be prepared, compiled and presented following the conditions defined in 'Standards for the Creation, Compilation and Transfer of Archaeological Archives' (Southampton City Council, 2016), for further information, contact the Curator of Archaeological Collections, email [gill.woolrich@southampton.gov.uk](mailto:gill.woolrich@southampton.gov.uk). This generally follows nationally recommended guidelines (SMA 1995; Brown 2011; ADS 2013; ClfA 2014c).
- 6.1.3 All archive elements will be marked with the SOU site code and Wessex Archaeology will ensure that a full index (i.e. a summary of the contents) will be prepared, that will also form part of the archive.
- 6.1.4 Until final deposition, the archive will be temporarily stored at the offices of Wessex Archaeology in Salisbury under the project code. No charge will be made for the temporary storage of finds or archives during the period when Wessex Archaeology are undertaking analysis or report preparation.
- 6.1.5 However, if, after completion and submission of the report, finds and archives cannot be deposited with SCC due to circumstances beyond Wessex Archaeology's control, a charge to the Client will be made for further storage. A charge to the Client for storage may also be made where a delay is caused by a lack of confirmation of post-fieldwork analyses and reporting, if the delay exceeds three months.





- 6.1.6 Wessex Archaeology will ensure the deposition of the archive, making allowance for the long-term archive-storage costs that will be incurred by SCC, 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 Archive').
- 6.1.7 Wessex Archaeology will ensure that the written and drawn archive is copied onto microfiche which satisfies the criteria set out by Historic England. The microfiche will itself form part of the archive. A master copy will be deposited with the Historic England Archive at Swindon.
- 6.1.8 Planning conditions will not be discharged until all reports (both in PDF and paper format) and GIS files have been received and approved by the HET / HER, and until the archive has been approved by the Curator of Archaeological Collections, Gill Woolrich.

## 6.2 Discard policy

- 6.2.1 It is important to note that 'Standards for the Creation, Compilation and Transfer of Archaeological Archives' (Southampton City Council, 2016) takes precedence regarding finds retention policy. No finds will be discarded, following the assessment described above (section 5.1) without prior approval from SCC Historic Environment Team.
- 6.2.2 Wessex Archaeology follows the guidelines set out in Selection, Retention and Dispersal of Archaeological Collections (SMA 1993), which allows for the discard of selected artefact and ecofact categories which are not considered to warrant any future analysis. Any discard of artefacts will be fully documented in the project archive.
- 6.2.3 The discard of environmental remains and samples follows nationally recommended guidelines (SMA 1993 and 1995; English Heritage 2011).

## 6.3 Security copy

- 6.3.1 In line with current best practice (eg, 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.

## 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 SCC Historic Environment Team, 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.

### 7.2 Third party data copyright

- 7.2.1 This document, the investigation report and the project archive may contain material that is non-Wessex Archaeology copyright (eg, 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 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 finds and environmental specialists can be provided on request.

8.2.3 The following key staff are proposed:

- Project Manager Damian De Rosa
- Fieldwork Director TBC

8.2.4 Wessex Archaeology reserves the right, due to unforeseen circumstances (eg, 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 & 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 investigation. 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).

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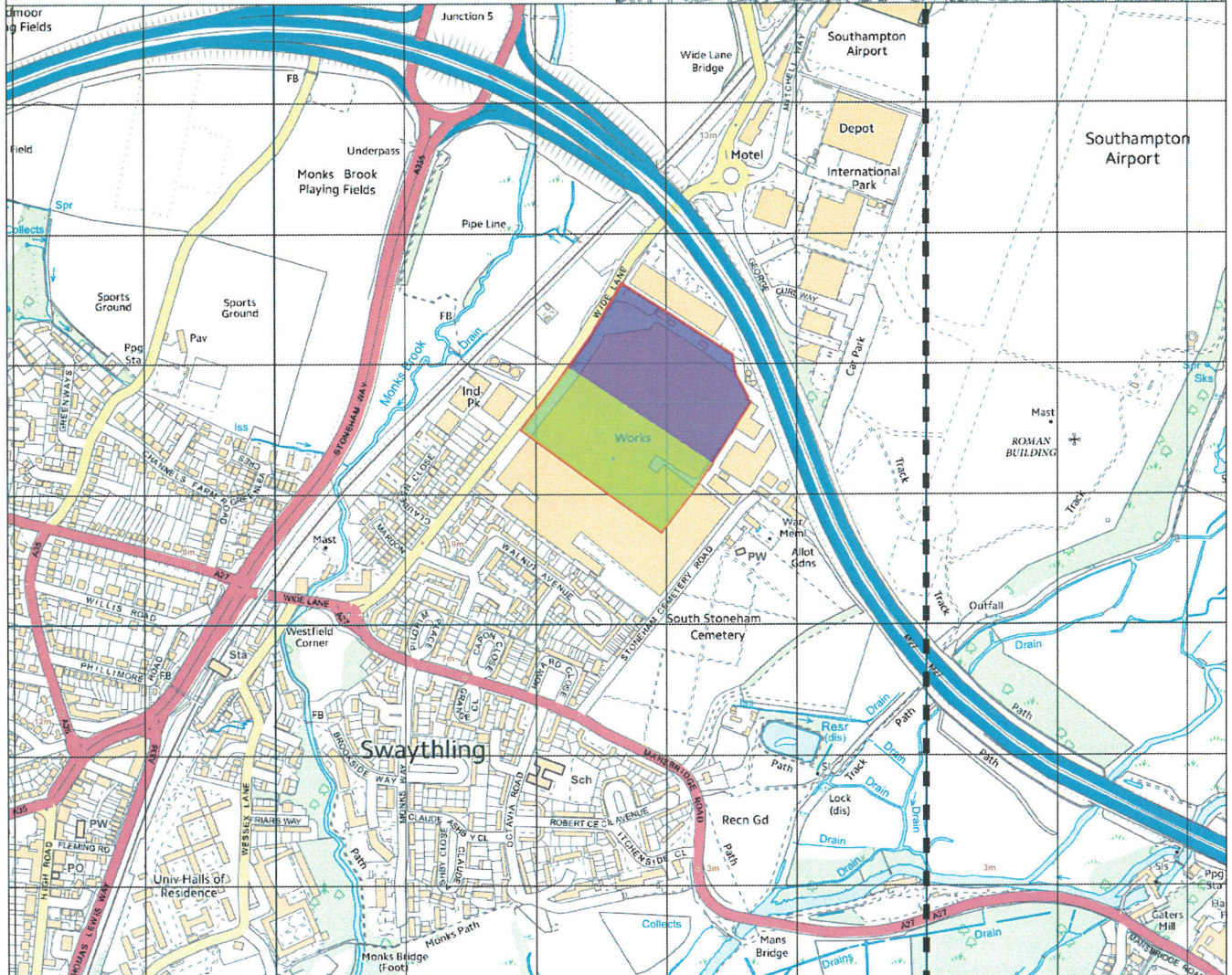
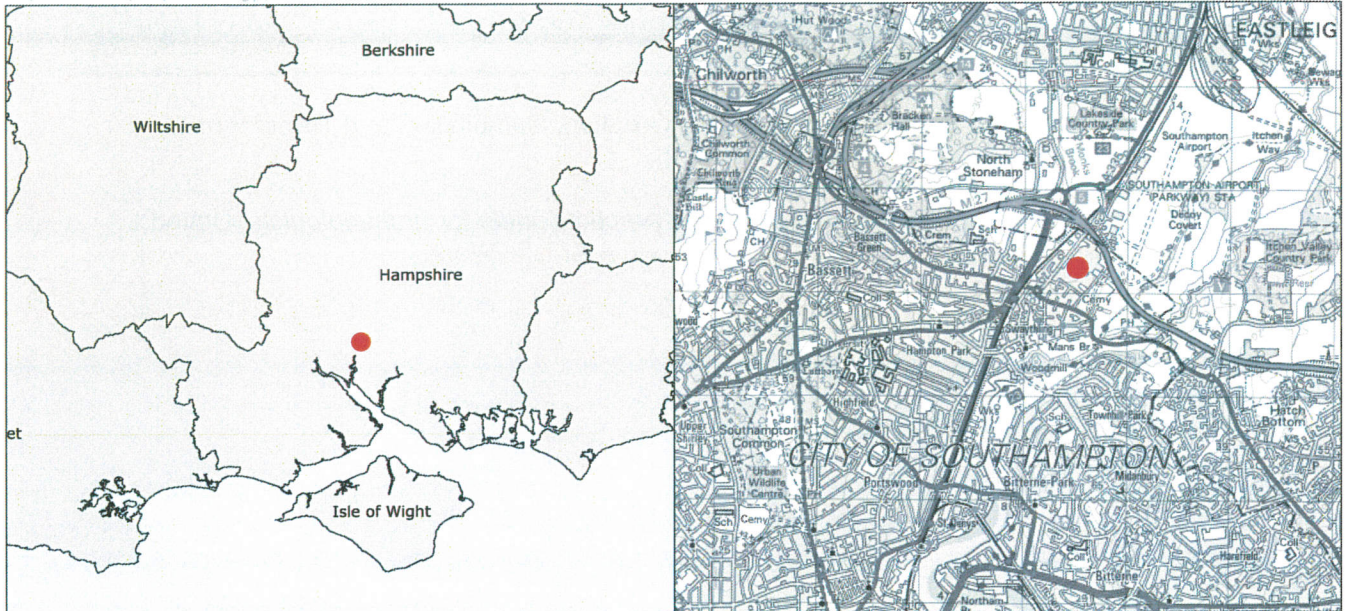
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**Legend**

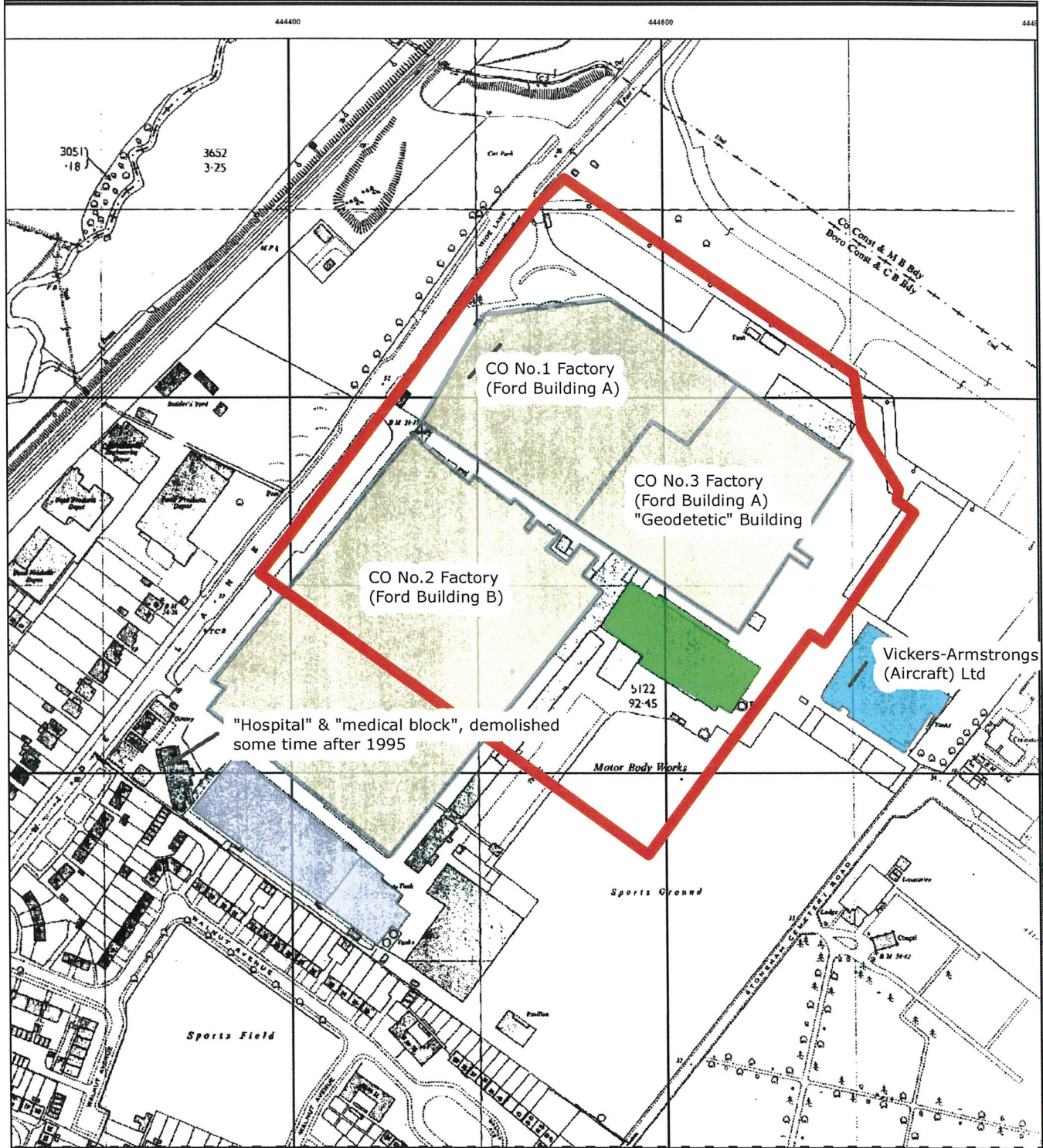
- Site Location
- Area of previous investigation under SOU1722
- Area of investigation



Not to Scale:  
Illustrative Only

**Figure 1:**  
Site Location





Legend

-  Site Boundary
-  Cunliffe Owen Aircraft Ltd (CO)
-  Supermarine
-  Bellman Hangar
-  Canteen



Scale at A4: 1:3,000



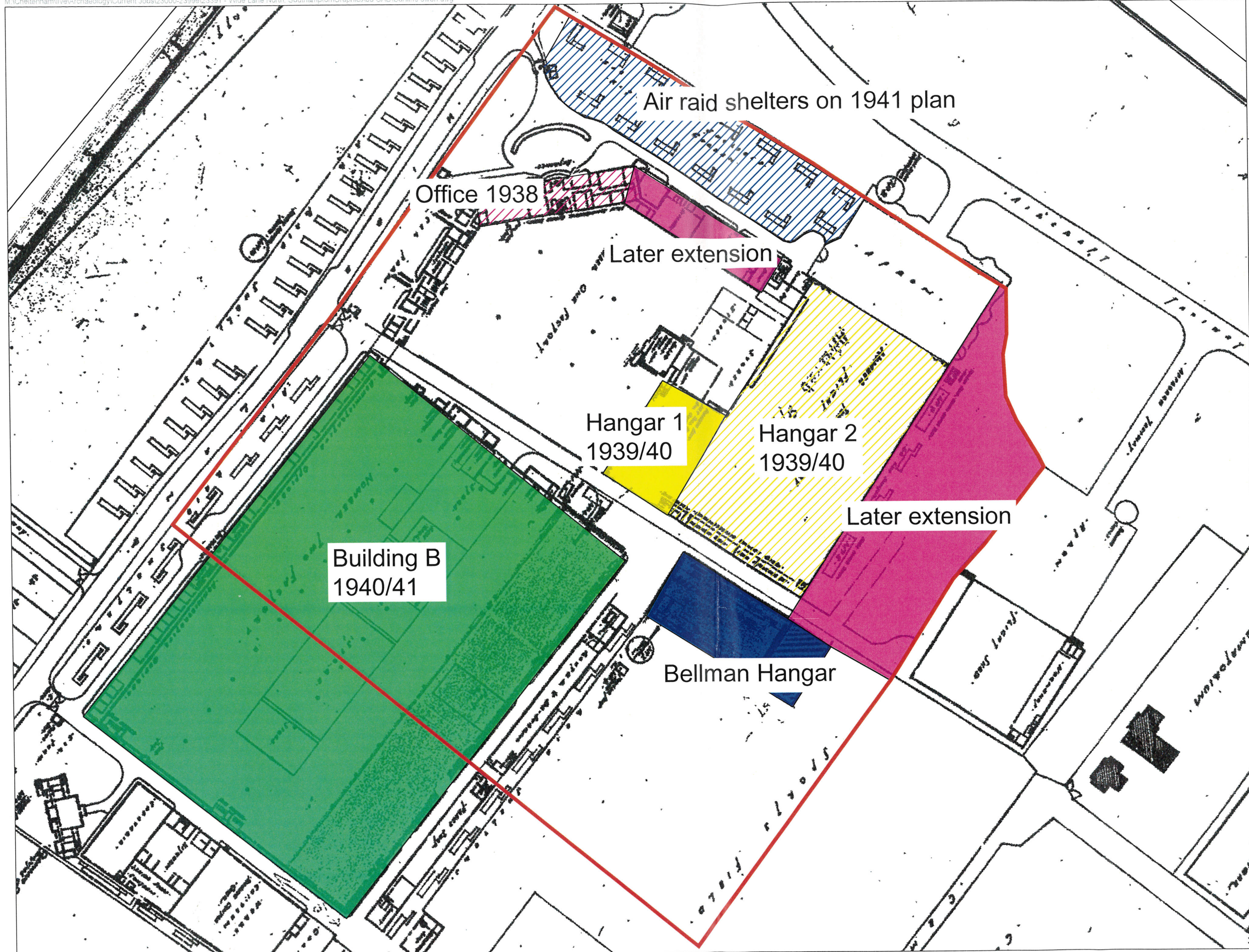
Wide Lane North  
Southampton

Figure 3:  
Buildings as of 1967





Site Boundary



Not to Scale:  
Illustrative Only

Figure 2:  
Cunliffe Owen Aircraft  
Factory 1941





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