



**214 Bassett Green Road
Southampton
SO16 3NF**

**Written Scheme of Investigation
for Archaeological Watching Brief**

Prepared for:
Impact Homes Ltd
20 Monastery Road
Southampton
Hampshire
SO18 4HT

Prepared by:
Wessex Archaeology
Portway House
Old Sarum Park
Salisbury
Wiltshire
SP4 6EB

www.wessexarch.co.uk




May 2017

**SOU (TBC)
116820
Planning Application Ref. 16/00704/FUL**



Quality Assurance

Project Code	116820	Site Code	SOU (TBC)	Client Ref.	
Planning Application Ref.	16/00704/FUL	Ordnance Survey (OS) national grid reference (NGR)	442039, 117003		

Version	Status*	Prepared by	Checked and Approved By	Approver's Signature	Date
V01	I	LLDE	DDR		12/05/17
File:					
V02	E	LLDE	DDR		22/05/17
File:					
V03	F	DDR	DDR		07/06/17
File:					
File:					
File:					

* I = Internal Draft; E = External Draft; F = Final

DISCLAIMER

THE MATERIAL CONTAINED IN THIS REPORT WAS DESIGNED AS AN INTEGRAL PART OF A REPORT TO AN INDIVIDUAL CLIENT AND WAS PREPARED SOLELY FOR THE BENEFIT OF THAT CLIENT. THE MATERIAL CONTAINED IN THIS REPORT DOES NOT NECESSARILY STAND ON ITS OWN AND IS NOT INTENDED TO NOR SHOULD IT BE RELIED UPON BY ANY THIRD PARTY. TO THE FULLEST EXTENT PERMITTED BY LAW WESSEX ARCHAEOLOGY WILL NOT BE LIABLE BY REASON OF BREACH OF CONTRACT NEGLIGENCE OR OTHERWISE FOR ANY LOSS OR DAMAGE (WHETHER DIRECT INDIRECT OR CONSEQUENTIAL) OCCASIONED TO ANY PERSON ACTING OR OMITTING TO ACT OR REFRAINING FROM ACTING IN RELIANCE UPON THE MATERIAL CONTAINED IN THIS REPORT ARISING FROM OR CONNECTED WITH ANY ERROR OR OMISSION IN THE MATERIAL CONTAINED IN THE REPORT. LOSS OR DAMAGE AS REFERRED TO ABOVE SHALL BE DEEMED TO INCLUDE, BUT IS NOT LIMITED TO, ANY LOSS OF PROFITS OR ANTICIPATED PROFITS DAMAGE TO REPUTATION OR GOODWILL LOSS OF BUSINESS OR ANTICIPATED BUSINESS DAMAGES COSTS EXPENSES INCURRED OR PAYABLE TO ANY THIRD PARTY (IN ALL CASES WHETHER DIRECT INDIRECT OR CONSEQUENTIAL) OR ANY OTHER DIRECT INDIRECT OR CONSEQUENTIAL LOSS OR DAMAGE.



214 Bassett Green Road Southampton SO16 3NF

Written Scheme of Investigation for Archaeological Watching brief

Contents

1	INTRODUCTION.....	1
1.1	Project background	1
1.2	Scope of document	2
2	SITE DESCRIPTION.....	2
2.1	Location, topography and geology	2
3	ARCHAEOLOGICAL AND HISTORICAL BACKGROUND.....	2
4	AIMS AND OBJECTIVES.....	5
5	METHODOLOGY.....	5
5.1	Introduction	5
5.2	Watching brief methodology.....	6
5.3	Recording.....	6
5.4	Monitoring	7
5.5	Human remains.....	7
5.6	Treasure.....	8
5.7	Finds	8
5.8	Environmental	9
6	REPORTING.....	9
7	STORAGE AND CURATION.....	11
7.1	Site archive	11
7.2	Discard policy.....	12
7.3	Security copy	12
7.4	Copyright.....	12
8	PROJECT MANAGEMENT AND STAFFING	13
8.1	Personnel.....	13
9	QUALITY ASSURANCE PROCEDURES	14
10	INSURANCE AND HEALTH AND SAFETY	14
11	REFERENCES.....	15

Figures

Existing Site / Location
Proposed Site / Location



214 Bassett Green Road Southampton SO16 3NF

Written Scheme of Investigation for Archaeological Watching Brief

1 INTRODUCTION

1.1 Project background

- 1.1.1 Wessex Archaeology has been commissioned by Impact Homes Ltd ('the Client') to produce a written scheme of investigation (WSI) for an archaeological watching brief at 214 Bassett Green Road, Southampton, SO16 3NF centred on National Grid Reference (NGR) 442039, 117003 (hereafter 'the Site', **Figure 1**).
- 1.1.2 A planning application (ref. 16/00704/FUL) has been approved (subject to conditions) by Southampton City Council (SCC) for the erection of a 2-storey detached 4-bed house. Associated parking and cycle/refuse storage, following part demolition of existing dwelling.
- 1.1.3 The following archaeological conditions are attached to the planning consent:

08. 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.

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

09. 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.

Reason: To ensure that the archaeological investigation is completed.

- 1.1.4 The Southampton City Council Historic Environment Team (SCCHET) was consulted by SCC prior to determination of the planning application and stated that "*Development here threatens to damage archaeological deposits, and an archaeological investigation will be needed to mitigate this. The archaeological investigation will take the form of a watching brief on the groundworks, which will be sufficient in this case given the relatively small scale of the development*". SCCHET requested that the archaeological conditions shown above should be applied to any consent.
- 1.1.5 The Client has commissioned the preparation of this WSI by Wessex Archaeology, which sets out the specification for an archaeological watching brief within the Site, in response to the above archaeological conditions attached to the planning consent.

1.2 Scope of document

- 1.2.1 This WSI sets out the strategy and methodology that will be employed by Wessex Archaeology in order to undertake the watching brief. It requires the approval of the SCC Historic Environment Team, prior to the commencement of the fieldwork.
- 1.2.2 In format and content this document conforms with current best practice and to the guidance outlined 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).

2 SITE DESCRIPTION

2.1 Location, topography and geology

- 2.1.1 The Site is located along Bassett Green Road and residential housing lies to the south and north-west. To the north and north-east lies woodland area and approximately 120 m north of the Site is the M27. The Site is occupied by an existing property, which lies in the centre of the Site, with a driveway to the north and a garden to the south. The eastern section of the Site is due to be demolished as part of the proposed development, and to be replaced with the proposed dwelling.
- 2.1.2 The elevation of the Site is recorded as 80 m above Ordnance Datum (aOD).
- 2.1.3 The underlying geology of the Site is recorded as London Clay Formation - Clay, Silt and Sand. Sedimentary Bedrock formed approximately 34 to 56 million years ago in the Palaeogene Period with superficial deposits comprising of River Terrace Deposits, 10 - Sand and Gravel. Superficial Deposits formed up to 3 million years ago in the Quaternary Period (British Geological Survey, Geology of Britain Viewer), which have the potential for Palaeolithic finds in the gravels.

3 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

Introduction

- 3.1.1 A summary of the archaeological and historical background to the Site within a 1 km Study Area around the Site is discussed below informed by a search of the Southampton City Council Historic Environment Record (SCCHER) and Hampshire Historic Environment Record (HHER). Relevant entry numbers from the SCCHER and site codes and entry numbers from the HHER are included where appropriate. The summary provides a context for the discussion and interpretation of the known and potential historic recourses surrounding the Site.
- 3.1.2 The site is in a Local Area of Archaeological Potential, as defined in the Southampton Local Plan and Core Strategy - LAAP 16 (The Rest of Southampton). In landscape terms the Site lies near the highest point in Southampton, on a watershed overlooking the Holly Brook valley to the west, and tributary valleys the Itchen to the northeast and southeast. It is at the north end of a ridge used as a route since prehistoric times (now The Avenue and Bassett Avenue). The Site lay in woodland in the late 19th century, until construction of the current house between 1910 and 1933

Previous investigations

- 3.1.3 There have been no archaeological investigations recorded within the Site
- 3.1.4 There have been a number of archaeological investigations recorded within the Study Area. Intrusive archaeological investigations comprise an evaluation conducted 100 m south of

the Site, recorded no archaeological finds, features or deposits (Foundations Archaeology, 2012/SOU 1647/ESH2240). Non-intrusive archaeological investigations near the Site comprise a photographic field survey approximately 20 m north-east of the Site (ESH2076), a photographic field survey 35 m south-west of the Site (ESH2000) and a filed survey along the proposed the M27 route 100 m north of the Site (ESH1346).

Prehistoric

- 3.1.5 There is no evidence of prehistoric activity present within the Site and evidence within the Study Area is predominantly restricted to findspots of prehistoric flint tools with the closest located approximately 650 m west of the Site (MSH2955). The Avenue/Bassett Avenue, which runs from Southampton to Winchester is at the north end of a ridge used as a route since at least the Iron Age and is located approximately 100 m west of the Site (MSH5000, MSH5001). Within the wider landscape there is also evidence for Bronze Age activity and the Iron Age Univallate Hillfort of Chilworth Ring (HHER 25828 – Scheduled Monument Number (SMN) 230144) lies c. 600m west of the site, and other associated earthworks of the same date lay in the wider vicinity of the Site. Chilworth Ring is a sub-circular earthwork comprising of a bank and outer ditch with 2 possible entrances with the north east extant and the south east destroyed. The Site occupies a poor defensive position. Excavations at Chilworth were carried out in 1928 (Liddell 1928 and HFCAS 1931). C.1500 m to the west of the Site the HHER records Castle Hill as a roughly circular earthwork (HHER 25831 – SMN 230151) surrounded by a single bank and ditch of maximum depth 4 feet and encloses an area of 400 feet in diameter. Observations made during trenching for the installation of a gas main produced no dating evidence although the enclosure has been interpreted as a cattle enclosure with a possible relationship to Chilworth Ring.

- 3.1.6 There are various findspots of prehistoric material dating from the Mesolithic to Iron Age period recorded on the HHER although none of these are within the 1 km study area of the Site

Roman

- 3.1.7 The straight, unmetalled road known as 'Roman Road' that was once the main route to Chilworth, leading off the main Southampton to Winchester route approximately 160 m north-west (MSH4637). However, it is uncertain whether the road is of Romano-British origin. It is first shown on the 1755 Map of Manor of Chilworth and although not proven to be of Roman date the road is likely to have been in existence as a highway prior to 1755. Until the middle of the 19th century it was the only road from Romsey, through Chilworth to Stoneham and Swaythling. It was turnpiked and improved in the 1820s and the current route is likely to be a result of that work.
- 3.1.8 Other evidence for Romano-British activity within the Study Area was a Silver Roman coin found at Roman Way, Bracken Place, Bassett 420 m north of the Site (MSH2515). In the wider landscape there is also evidence for a Romano-British villa complex (HHER 25902) c.2.5km to the east of the Site near to Southampton Airport although the exact location is unclear. The site of the villa was excavated in 1924, however, the site had already been systematically ransacked for its material. Wall foundations of Isle of Wight limestone, 2 broken square tiles (probably from pilae of a hypocaust) and fragments of Samian ware were recovered (1925).
- 3.1.9 There are numerous findspots within the wider landscape of the Site dating to the Roman period, but within the immediate vicinity the HHER records a 'barbarous billion tetradrachm' of the 1st/2nd century AD. found in the area of Roman Way, Bassett to the west of the Site (HHER 25859).

Saxon and medieval

- 3.1.10 There is no evidence for Saxon activity within the Study Area, however, Southampton originates from the Saxon *Hamwic*, which evolved into *Hamton* and then *Hampton*. Southampton is recorded in the domesday book as a large settlement in the hundred of Mansbridge (opendomesday.org). The Site is bordered to the north-east by the Former Sussex to Salisbury Road dating to the medieval period but which may originate to the Romano-British period (MSH4716).

Post medieval and modern

- 3.1.11 The Chilworth Lakes and former brickyards have been identified from the 1868 Ordnance Survey map approximately 550 m north-west of the Site (MSH5631). The lakes are likely to be artificial and created as a power or water source for the brick works. The historic village of Bassett Green Village is located approximately 1.1 km south-east of the Site and comprises a number of buildings grouped around a triangular shaped green and developed sometime between 1759 and 1791 (MSH5775).
- 3.1.12 There is substantial amount of evidence for activity during the 19th century within the Study Area, comprising primarily of buildings relating to residential development such as a church or houses, such of which have been designated with a Grade II Listing. Approximately 160 m south-east of the Site is the Basset Wood estate which comprised mostly of woodland surrounding a mid-Victorian house (MSH3613).
- 3.1.13 Similarly, the evidence for activity in the modern period comprises primarily of buildings relating to residential development with a number of houses and sports centre. There is a cluster of five houses attributed to modern period located 30 m south of the Site (MSH5046, MSH5047, MSH5048 MSH5049 & MSH5050). Other evidence for activity during this period within the Study Area comprises of monuments of World War Two defence such as the Bassett Green Road- civil defence control bunker located 60 m north-west of the Site (MSH5728).
- 3.1.14 Undated features within the Study Area comprise of a hollow way of an unknown date recorded at Hardmoor Copse approximately 700 m south-west of the Site (MSH278).
- 3.1.15 A review of the historic mapping Ordnance Survey (OS) mapping shows that the Site lay within a wooded area on the 1st edition OS map of 1868 – 1869 to the 3rd edition OS map of 1909 defined as today within a triangular piece of land formed by Basset Green Road to the North, Basset Wood Road to the south and Bassett Avenue to the west. The only residential dwellings within the immediate vicinity of the Site are a number of named properties on the west side of Bassett Avenue shown on the 2nd edition OS map of 1896, and from the 1st edition OS map Belvedere Lodge to the east of Basset Green Road, (east south east of the Site) along with the larger property of Bassett Wood further to the south east and south of Basset Green Road. A gravel pit is indicated on the 3rd edition OS map to the south east of the Site and to the south of the junction of Basset Green Road and Basset Wood Road. No other residential development is shown as having taking place during this time.
- 3.1.16 By the 1; 10,560 OS map of 1938 a property is shown as occupying the Site itself and there has been residential development within the triangle of land with properties facing on to Bassett Wood Road to the south as well as a property on the east side of Bassett Avenue. A gravel pit is shown to the north of the Site on the north side of Basset Green Road. No change is shown on the OS map of 1946 although there has been significant residential development undertaken on the west side of Bassett Avenue. The gravel pit to the north is still shown.

- 3.1.17 By the 1: 1,250 OS map of 1951 – 1957 and 1: 1,250 OS map of 1952 – 1963 there has been significant change within the vicinity of the Site with almost the whole triangle of land being occupied by residential development with the establishment of an internal road known as the Spinney to the south around which several residential properties are located and accessed. The property on the Site at this time is named as Amcotts. The gravel pit to the north is still indicated although no longer annotated, and a single property is shown facing on to the northern side of Basset Green Road.
- 3.1.18 Up until the present day the property occupying the Site is shown to have undergone a number of changes through being extended. Aside from the encroachment of residential development within the wider area the most significant change within the immediate vicinity of the Site was the construction of the section of the M27 to the north of Basset Green Road in the late 1970s and 1980s and which also forms the junction with the M3 at this point. Although significantly changed and modified over the whole period a property known as Belvedere Lodge still occupies the same location.

4 AIMS AND OBJECTIVES

- 4.1.1 With due regard to the ClfA's Standard and guidance for an archaeological watching brief (ClfA 2014a), the aims of the watching brief are to:
- *Identify the presence/absence of any buried archaeological remains within the Site;*
 - *Record and establish, within the constraints of the works, the date, character and condition of any surviving remains within the Site;*
 - *Within the constraints of the work, identify and record the nature, and relationship of natural deposits on the Site, including the potential for such deposits to contain or conceal archaeological remains; and*
 - *Produce a report to disseminate the results of the watching brief.*

5 METHODOLOGY

5.1 Introduction

- 5.1.1 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* (ClfA 2014a), excepting where they are superseded by statements made below.
- 5.1.2 The Southampton Site code SOU (TBC) as issued by the HET will be used throughout the project to identify the site records and artefacts.
- 5.1.3 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.
- 5.1.4 Close liaison will take place between the Site Manager (or equivalent) and the archaeological observer to ensure that all groundworks are observed
- 5.1.5 Any significant variations to this WSI will be agreed with the Client and the SCC Historic Environment Team prior to being implemented.

5.2 Watching brief methodology

- 5.2.1 The Client is responsible for locating any services within the area of the groundworks.
- 5.2.2 The fieldwork will consist of the monitoring of groundwork made beneath the present ground surfaces, to include any foundation trenches, services and any below ground works including ground breaking and removal of existing foundations that could impact upon the archaeological resource.
- 5.2.3 For the purposes of this project, archaeologically significant remains and contexts are defined as remains and contexts relating to pre-1850 human use of the area.
- 5.2.4 The watching brief will be undertaken by at least one experienced archaeologist subject to the number of site operations being undertaken at any one time. Any mechanical excavation will, where possible, be undertaken using a toothless ditching bucket and under constant supervision by Wessex Archaeology. Where practicable and without causing unreasonable delay to the groundwork programme, excavations may be halted whilst investigations are carried out by Wessex Archaeology staff.
- 5.2.5 Excavated spoil will be visually scanned for artefacts. Where appropriate, a metal detector will be used to enhance artefact recovery.
- 5.2.6 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.
- 5.2.7 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 watching brief, 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).
- 5.2.8 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, whilst ensuring no unreasonable delay is caused to the groundworks programme.
- 5.2.9 The watching brief will be maintained throughout initial excavations and 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.

5.3 Recording

- 5.3.1 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.
- 5.3.2 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.

- 5.3.3 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.
- 5.3.4 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.
- 5.3.5 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.

5.4 Monitoring

- 5.4.1 Provision will be made for monitoring progress and standards throughout the fieldwork by a representative of the SCC Historic Environment Team, in consultation with the Client. Both parties will be informed of any meeting dates and updated on the progress of the works as they proceed.
- 5.4.2 Wessex Archaeology will inform the SCC Historic Environment Team when the specified fieldwork has begun, and when it has been completed.

5.5 Human remains

- 5.5.1 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), they will be left *in situ*, covered and protected. Wessex Archaeology will notify the SCC Historic Environment Team and the Client of the remains immediately. Notification will be confirmed in writing within 24 hours of discovery.
- 5.5.2 Following discussions with the Client and the SCC Historic Environment Team, the need for and appropriateness of their excavation/removal or sampling as part of the works will be determined. Where deemed appropriate, the human remains will be fully recorded, excavated and removed from the Site subject to compliance with the relevant Ministry of Justice Licence which will be obtained by Wessex Archaeology immediately on the discovery of human remains.
- 5.5.3 A drawn record of exposed inhumations and cremations at a scale of 1:10 will be obtained, as well as a full photographic record. If feasible, human remains will be recorded on Skeleton Record Sheets that form an integral part of the pro forma recording system. The recording will include condition, completeness, articulation, orientation and posture, where possible.
- 5.5.4 Should human remains require excavation, this and post-excavation processing will be undertaken in accordance with Wessex Archaeology protocols, current guidance documents (e.g. McKinley 2013) and in line with the standards set out in ClfA Technical Paper 13 *Excavation and post-excavation treatment of cremated and inhumed remains* (McKinley and Roberts 1993). Appropriate specialist guidance/site visits will be undertaken if required. The final deposition of human remains following analysis will be in accordance with the requirements of the Ministry of Justice Licence.

5.6 Treasure

- 5.6.1 In the event of the discovery of any material covered or potentially covered by the Treasure Act of 1996, Wessex Archaeology will immediately notify the Client and SCC Historic Environment Team. All necessary information required by the Treasure Act (i.e. finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.
- 5.6.2 All finds of gold and silver will be moved to a safe place and reported to the coroner's office according to the procedures relating to the Treasure Act 1996. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage

5.7 Finds

- 5.7.1 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).
- 5.7.2 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.
- 5.7.3 Any artefacts requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998). 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.
- 5.7.4 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*'.
- 5.7.5 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.
- 5.7.6 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.
- 5.7.7 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).
- 5.7.8 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.

5.8 Environmental

- 5.8.1 If required, bulk environmental soil samples of up to 40 litres, where possible, will be taken from a range of well-sealed and dateable contexts or features for the recovery of plant macro fossils, wood charcoal, small animal bones and other small artefacts. Samples will not be taken from the intersection of features.
- 5.8.2 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.
- 5.8.3 Bulk environmental soil samples will be processed by standard flotation methods and scanned to assess the environmental potential of deposits, but will not be fully analysed. The flot will be retained on a 0.25/0.5 mm mesh, with residues fractionated into 5.6 / 4 mm, 2mm, 1mm and 0.5mm and dried as appropriate. 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 analysis.
- 5.8.4 If waterlogged deposits are encountered, an appropriate environmental sampling strategy will be devised and agreed with the SCC Historic Environment Team as appropriate. These samples would then be processed by standard waterlogged flotation/wet sieving methods.
- 5.8.5 Where appropriate, monolith and/or contiguous column samples will be taken for the recovery of molluscs and to consider sub-sampling for pollen and/or diatom assessment, and for consideration of soil micromorphological and soil chemical analyses. Appropriate specialist advice will be sought where needed.
- 5.8.6 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.

6 REPORTING

- 6.1.1 On completion of the fieldwork, the following tasks will be undertaken:
- *All retained finds will be washed, marked, identified and quantified by feature and/or deposit;*
 - *Environmental samples will be processed, scanned and an assessment of their potential prepared for the report;*
 - *An appropriately illustrated descriptive summary of the archaeological results with an indication of their initial significance will be prepared in the report.*
- 6.1.2 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. watching brief);*
- *Present land use, geology and topography;*
- *Historical and archaeological background using data acquired from the SHER;*
- *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.*

- 6.1.3 A draft copy of the watching brief 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.
- 6.1.4 As soon as it has been approved, Wessex Archaeology will send a full-colour paper copy of the report to each of the following: 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.

- 6.1.5 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.
- 6.1.6 SCC HER will be supplied with digital copies of the photographs used in the report, in TIFF format at least 600 dpi resolution.
- 6.1.7 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.
- 6.1.8 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".
- 6.1.9 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.

7 STORAGE AND CURATION

7.1 Site archive

- 7.1.1 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.
- 7.1.2 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. This generally follows nationally recommended guidelines (SMA 1995; Brown 2011; ADS 2013; ClifA 2014c).
- 7.1.3 All archive elements will be marked with the SOU site code (SOU 1663) 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.

- 7.1.4 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.
- 7.1.5 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.
- 7.1.6 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*').
- 7.1.7 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.
- 7.1.8 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.

7.2 Discard policy

- 7.2.1 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.
- 7.2.2 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.
- 7.2.3 The discard of environmental remains and samples follows nationally recommended guidelines (SMA 1993 and 1995; English Heritage 2011).

7.3 Security copy

- 7.3.1 In line with current best practice (e.g. Brown 2011) a security copy of the written records will be prepared in the form of a digital PDF/A file on completion of the project. 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.

7.4 Copyright

- 7.4.1 The full copyright of the written/illustrative archive relating to the site will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act* 1988 with all rights reserved. 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 shall be non-profitmaking, and conforms to the *Copyright and Related Rights Regulations 2003*.

8 PROJECT MANAGEMENT AND STAFFING

8.1 Personnel

8.1.1 The fieldwork will be directed and supervised by an appropriately experienced archaeologist who will normally be a member of the Chartered Institute for Archaeologists and a core member of Wessex Archaeology's staff. Overall project supervision and monitoring will be undertaken by one of Wessex Archaeology's Project Managers based in Salisbury, who will visit the Site as appropriate to monitor progress and to ensure that the fieldwork adheres to the scope of works specified herein. Monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety Co-ordinator where required. The appointed Project Manager and experienced archaeologists will be involved in all phases of the investigation through to its completion. The following staff are proposed:

- *Project Manager* *Damian De Rosa MCIfA BA (Hons)*
- *Archaeologist* *tbc*

8.1.2 The analysis of the finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard pro forma recording system. The work will be carried out under the supervision of the departmental managers under the overall direction of the Project Manager. The following staff are proposed:

- *Land snails* *Inés López-Dóriga, PhD, MA, BA*
- *Charcoal* *Inés López-Dóriga, PhD, MA, BA*
- *Charred Plant Remains* *Inés López-Dóriga, PhD, MA, BA*
- *Soils and sediments* *Dave Norcott BA, MSc, MCIfA*
- *Animal Bone* *Loraine Higbee, BSc, MSc, MCIfA*
- *Human Bone* *Jackie McKinley, BTech., MCIfA*
- *Flint/Worked Stone* *Matt Leivers, BA, PhD*
- *Prehistoric Pottery* *Matt Leivers, BA, PhD*
Rachel Seager Smith BA, MCIfA
- *Roman Pottery* *Rachel Seager Smith BA, MCIfA*
- *Medieval Pottery* *Lorraine Mephram, BA, MCIfA*
- *Metallurgy* *Phil Andrews, BSc, MCIfA, FSA*
- *Finds Manager* *Alistair Barclay, PhD, MCIfA*
- *Environmental Manager* *Dave Norcott BA, MSc, MCIfA*
- *Reports Manager* *Pippa Barclay, BA, MPhil, MCIfA*

8.1.3 Information on Wessex Archaeology's external finds and environmental specialists can be provided on request.

- 8.1.4 Wessex Archaeology reserves the right, due to unforeseen circumstances to replace nominated personnel with alternative members of staff of comparable expertise and experience.

9 QUALITY ASSURANCE PROCEDURES

- 9.1.1 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.
- 9.1.2 Wessex Archaeology operates a Project Management system. Projects are assigned to individual managers who monitor their progress and quality, and control budgets from inception to completion, in all aspects including Health and Safety etc. At all stages the manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's performance is monitored in turn by the Regional Manager who will ensure that the project meets Wessex Archaeology's quality standards and is adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments. A formal written report is made to the Executive Management Group once a month by the Regional Manager.
- 9.1.3 Wessex Archaeology is Registered Organisation with the ClfA. Wessex Archaeology endorses the ClfA's *Code of Conduct* (ClfA 2014d) and *Regulations for professional conduct* (ClfA 2014e).
- 9.1.4 All core staff would be of a standard approved by Wessex Archaeology, be employed in line with the ClfA's *Code of Conduct*, and be members of the ClfA or a similar appropriate institute.

10 INSURANCE AND HEALTH AND SAFETY

- 10.1.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times.
- 10.1.2 All work will be carried out in accordance with the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety Regulations 1992*, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time.
- 10.1.3 Wessex Archaeology will supply a copy of their Health and Safety Policy and a Risk Assessment to the Client before the commencement of any fieldwork. The Risk Assessment will have been read and understood by all staff attending the Site before any groundwork commences.
- 10.1.4 Wessex Archaeology staff will comply with the standard PPE requirements for working on construction sites (hard hat, steel toe capped boots, high visibility clothing) and any specific requirements of the Principal Contractor.
- 10.1.5 Wessex Archaeology has both public liability (£10,000,000) and professional indemnity insurance (£5,000,000).

11 REFERENCES

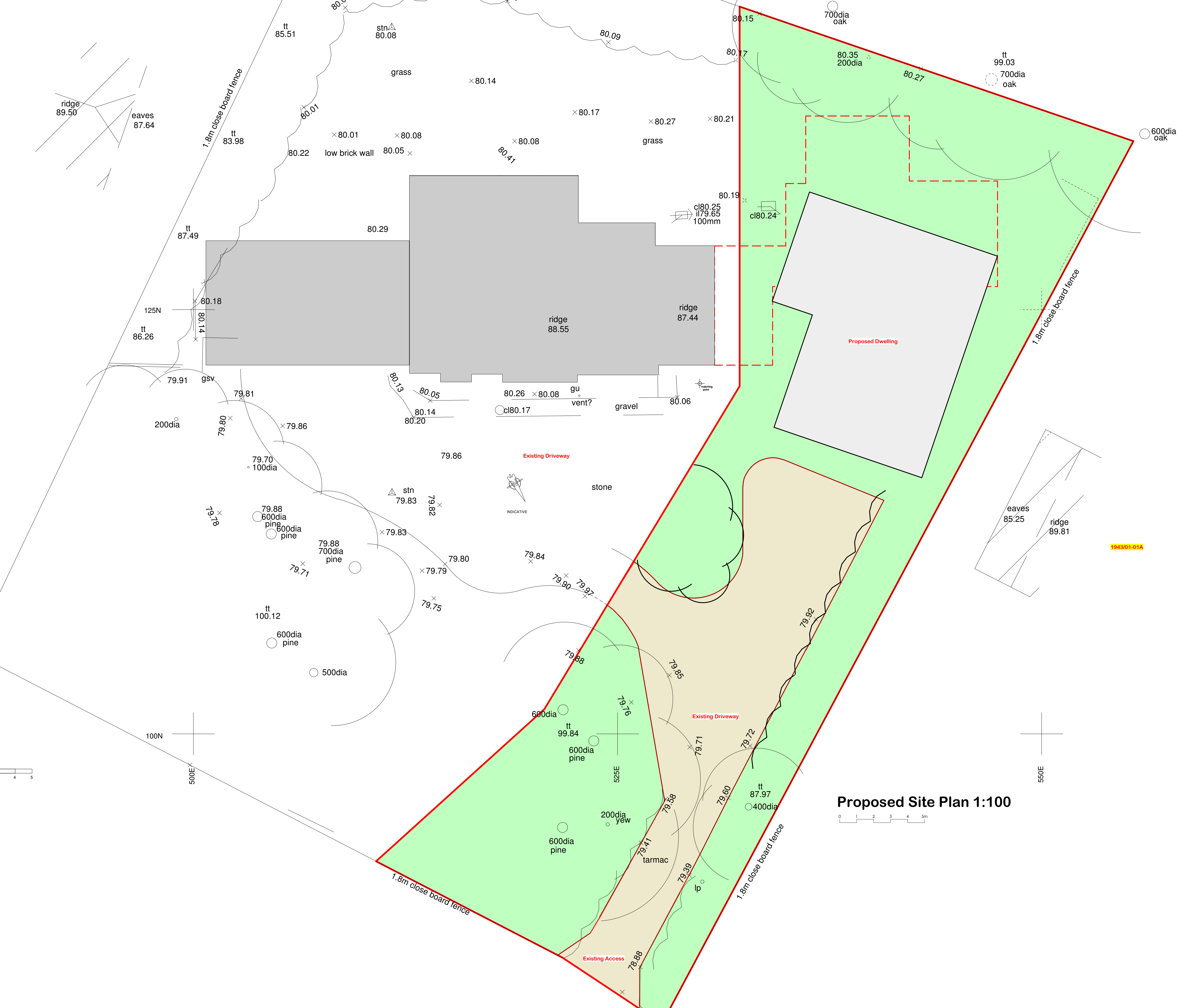
- Archaeology Data Services (ADS) 2013 *Caring for Digital Data in Archaeology: a guide to good practice*. Archaeology Data Service & Digital Antiquity Guides to Good Practice
- British Geological Survey, Geology of Britain Viewer; <http://mapapps.bgs.ac.uk/geologyofbritain/home.html> accessed March 2017
- Brown, D.H. 2011 (revised edition). *Archaeological archives; a guide to best practice in creation, compilation, transfer and curation*. Archaeological Archives Forum
- Chartered Institute for Archaeologists (CIfA) 2014a *Standard and guidance for an archaeological watching brief*. CIfA, Reading
- CIfA 2014b *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*. CIfA, Reading
- CIfA 2014c *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*. CIfA, Reading
- CIfA 2014d *Code of Conduct*. CIfA, Reading
- CIfA 2014e *Regulations for professional conduct* (revised 2015). CIfA, Reading
- English Heritage 2011 *Environmental Archaeology; a guide to theory and practice of methods, from sampling and recovery to post-excavation*. Swindon: Centre for Archaeology Guidelines 2nd edition
- Foundations Archaeology, 2012. Archaeological Report: 210 Bassett Green Road and The Grays, Spinney, Southampton: Archaeological Evaluation., SOU 1647.
- Hampshire Field Club and Archaeological Society (HFCAS), 1931. Proceedings of the Hampshire Field Club and Archaeological Society p.224.
- Historic England 2015 *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*
- Liddell, Dorothy 1928. Report on the Excavations at Chilworth Ring, Hants - August 1928
- McKinley, J. I. and Roberts C.1993 *IfA Technical Paper No 13 Excavation and post-excavation treatment of cremated and inhumed human remains*
- 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 147-171
- Museums and Galleries Commission 1992 *Standards in the Museum Care of Archaeological Collections*
- Society of Museum Archaeologists (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*. Rescue and United Kingdom Institute for Conservation Archaeology Section, 3rd Edition



Important Notes

It is the sole responsibility of the building owner to draw up all legal agreements with adjoining property owner to cover the over hanging of any fascias, gutters, foundations or any part of the building. mdt design can not be held responsible in any way whatsoever for any legal costs or other costs incurred through any neighborhood disputes.

It is the sole responsibility of the building owner to comply with the party wall act 1996 mdt design can not be held responsible in any way if non compliance is adopted.

use figured dimensions only.

all dimensions in millimetres only unless stated otherwise.

all clients and contractors to check all drawings and to verify all dimensions on site prior to works commencing. any discrepancies in dimensions or boundary locations are to be brought to the attention of mdt design immediately before any further works take place on site.

this drawing is the copyright of mdt design and may not be copied, altered or reproduced in any form or passed to a third party without the written consent of mdt design

Building Regulation Drawing Only

Drawing to be read in conjunction with Structural Engineer's details under separate cover. All Structural elements indicative in appearance only. Refer to Structural Engineer's report for detail & design of structural elements and connections. Contractor to determine installation heights of beams & padstones on site as required.

All setting out dimensions to be checked on site by contractor prior to starting work.

Work carried out before building regulation approval at client's own risk.

Specifications subject to change until building regulation (full plans) approval has been issued.

Client to contact Southern Water to accurately locate mains sewer positions, depths and diameters, prior to any work commencing on site.

revisions

project
214 Bassett Green Road
Bassett Green
Southampton
SO16 3NF

client
Guy Peploe

drawing
Proposed Site Plan

stage
Stage 2 - Design

scale
1:100 & 1:50@A1

date
March 2016

job no._
1759/04_

dwg no._
100_

revision
A

The Studio, 1A Portsmouth Road
Fishers Pond
Hampshire
SO50 7HF

T. 023 8069 3924
M. 07881 587261
E. info@mdtdesign.co.uk
W. www.mdtdesign.co.uk

