



46 High Road
Southampton
SO16 2JF

Written Scheme of Investigation for Archaeological Watching Brief

Site Code: SOU 1828
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46 High Road, Southampton SO16 2JF

Written Scheme of Investigation for Archaeological Watching Brief

1 INTRODUCTION

1.1 Project and planning background

1.1.1 Wessex Archaeology has been commissioned by MYA Property Ltd, to produce a written scheme of investigation (WSI), for a proposed archaeological watching brief during the groundworks for the construction of an extension to the rear of the existing building. The works to be monitored lie within a development boundary area of c. 350 m² centred on NGR 443675 115620, at 46 High Road, Southampton, SO16 2JF (**Figure 1**).

1.1.2 The proposed development comprises of a conversion of the existing building, and erection of a part two storey, part single storey extension for residential and commercial use.

1.1.3 A planning application (18/00825/OUT) submitted to Southampton City Council (SCC), was granted in August 2018, subject to conditions. The following conditions relate to archaeology:

Condition 5: Archaeological watching brief with provision for excavation investigation

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.

Condition 6: Archaeological watching brief with provision for excavation work programme

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 requirement for an archaeological watching brief and the recommendation for the conditions attached to the approved planning application followed consultation by SCC with their archaeological planning advisor Ingrid Peckham, the SCC Planning Archaeologist of the Southampton Historic Environment Team (HET).

1.2 Scope of document

1.2.1 This Written Scheme of Investigation (WSI) has been prepared in accordance with the aforementioned planning conditions, and the requirements set out in HET's (Template) Brief for an Archaeological Investigation Watching Brief (SCC 2017). It sets out the aims of the watching brief, and the methods and standards that will be employed during the fieldwork and reporting of the final results. 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 the HET for approval, prior to the start of the watching brief.

1.3 Location, topography and geology

- 1.3.1 The proposed watching brief is located at 46 High Road, Southampton. The Site covers a rectangular parcel of land approximately 350m², which is currently used as a commercial unit.

- 1.3.2 Existing ground levels are recorded as approximately 12m aOD.

- 1.3.3 The underlying bedrock geology is mapped as London Clay Formation, Clay, Silt And Sand, sedimentary bedrock formed approximately 48 to 56 million years ago. Overlying superficial deposits of River Terrace Deposits 1, Sand And Gravel, formed up to 3 million years ago in the Quaternary Period, lie in the immediate surrounding area, and may possibly be present within the eastern edge of the site. (British Geological Survey online viewer). Archaeological evaluation and excavation undertaken to the south east of the site at the Montefiore Halls of Residence Development (SOU 503; SOU 1239; SOU1323) revealed in situ brickearth to be sealing the overlying the river terrace gravel.

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The Southampton HET has been consulted in regard of acquiring Historic Environment Record (HER) data, and it has been agreed that for the purposes of this WSI that the summary archaeological and historical background derived from the consultee planning advice provided by the HET will suffice at this stage.

- 2.1.2 If the results of the fieldwork are positive, the HER will be formally consulted for data, and the report will include a detailed section using the HER data and a full map regression with figures.

- 2.1.3 As a minimum where the results of the fieldwork do not warrant a detailed section and full map regression any HER data that is subsequently identified that is not detailed below will be incorporated into the reports archaeological and historical background

- 2.1.4 The site lies within a Local Area of Archaeological Potential as defined in the Southampton Local Plan and Core Strategy -- LAAP 9 (Swaythling). No previous archaeological work has been undertaken within the site.

2.2 Archaeological and historical context

- 2.2.1 Prehistoric evidence has been found in the area, including a probable burnt mound at Parkville Road (SOU 595), and possible disturbed burnt mound at 11 Fleming Road (SOU 1325); such features are considered to be Bronze Age. Neolithic and Bronze Age occupation evidence was found at the Montefiore Halls of Residence, Wessex Lane (SOU 486, SOU 503, SOU 1239), about 150m east of the site.

- 2.2.2 The site lies about 25m west of the projected line of a north/south Roman road (MSH470/MSH485). It is near the east end of Burgess Road (MSH529), known as Burgess Street in medieval records and perhaps of Roman origin. Several stray Roman coins have

been found in the vicinity (MSH367, MSH368). Roman coins and pottery (and other undated finds) were found during railway works in the 19th century, possibly near to the site (MSH259). Roman evidence was found during archaeological excavations at the new Montefiore Halls of Residence in Wessex Lane in 1992 (SOU 486 and SOU 503). This included two parallel ditches that probably delineated a road, a possible gravel quarry, a possible enclosure, pottery and large quantities of brick and tile probably derived from a structure on the enclosure. Further Roman evidence was found during an evaluation excavation at South Stoneham Campus, University of Southampton, Wessex Lane in 2004 (SOU 1315).

- 2.2.3 The site at Montefiore Halls of Residence, Wessex Lane (SOU 486, SOU 503, SOU 1239) also produced Late Saxon, medieval and post-medieval evidence. Further medieval evidence was found during the South Stoneham Campus evaluation (SOU 1315). The Saxon and medieval evidence in this area is associated with the former village near St Mary's Church, South Stoneham.
- 2.2.4 The 1840s South Stoneham tithe map and 1867/1883 OS map shows the site as part of a large field immediately east of the road that is now called High Road. The field is south of Swaythling village. The current building on the site had been built by 1896/7.

3 AIMS AND OBJECTIVES

3.1 Aims

- 3.1.1 The aims (or purpose) of the watching brief, as defined in the ClfA' *Standard and guidance for an archaeological watching brief* (ClfA 2014a) are:
- To 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 identify and record the nature, dimensions, and relationship of natural deposits exposed by the archaeological investigation, and assess the potential of those deposits to contain or conceal archaeological evidence;
 - To provide an opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard; and
 - To guide, not replace, any requirement for contingent excavation or preservation of possible deposits.
- 3.1.2 With regard to the HET's (2017) Brief for an Archaeological Investigation Watching Brief the principal aims of the watching brief are to determine the presence or absence of human use of the area, and the date, type, state of preservation, and extent of that use; to recover associated objects; and to record such evidence as does survive.
- 3.1.3 For the purposes of this project, archaeologically significant remains and contexts are defined as remains and contexts relating to human use of the area prior to c. 1896/7 (the approximate construction date for the existing building).
- 3.1.4 The information provided by the watching brief will enable the HET, 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).

3.2 Objectives

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

- To determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified works area;
- To record and establish, within the constraints of the works, 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 watching brief.

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 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with the HET and the client, prior to being implemented.

4.1.3 Close liaison will take place between Wessex Archaeology and the client and/or their principal contactor to ensure that all groundworks that could impact upon the archaeological resource are observed.

4.1.4 Wessex Archaeology's fieldwork director and all staff attending site will be issued with a copy of the approved WSI for the site, and will ensure that they are fully familiar with the contents to enable the adequate interpretation of exposed features/deposits during fieldwork, and to ensure that the agreed programme of works is understood and undertaken.

4.1.5 The watching brief will monitor all of the groundworks associated with the construction of the buildings within the Site.

4.1.6 Before the start of the fieldwork, site code SOU 1828 has been obtained for the watching brief.

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 watching brief 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 Watching brief methods

- 4.3.1 The watching brief will be undertaken by at least one archaeologist, subject to the number of site operations being carried out at any one time. All mechanical excavation will, where possible, be undertaken using a toothless ditching bucket, and will be constantly monitored by the watching archaeologist.
- 4.3.2 Without causing unnecessary delay to the groundwork programme, the archaeologist may ask for the groundwork to be temporarily halted whilst investigations are carried out. If appropriate, areas of archaeological interest will be defined and suitably protected in advance of their investigation and recording.
- 4.3.3 If safe to do so, the contractor will clean the sides and base of the groundworks trench. Where necessary, the surface of archaeological deposits will be cleaned by hand. A sample of the archaeological features and deposits identified will be hand-excavated and recorded, sufficient to address the aims of the watching brief. Spoil derived from both machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval, and where appropriate will also be metal-detected by trained archaeologists. Artefacts and other finds will be collected and bagged by context.
- 4.3.4 If extensive, complex or well-preserved archaeological remains are identified, for which the scope of the approved watching brief WSI is insufficient, the watching archaeologist will halt the groundwork, delimit the area of archaeological interest, and report immediately to the Wessex Archaeology project manager. Wessex Archaeology will then inform the groundwork contractor, the client and the HET, as a contingent excavation or revised strategy may be required. The programme, and additional resources, for any contingent excavation will be agreed with the client. Accordingly, this WSI will need revising before any further fieldwork proceeds – the revised WSI will need the approval of the HET, on behalf of the LPA.
- 4.3.5 If human remains are uncovered, the specific methods outlined below (section 4.7.3) will be followed.
- 4.3.6 Monitoring will be concluded when, in consultation with the HET, it is clear that the potential for archaeological remains to be exposed has been exhausted, and/or all current operations have been completed.
- 4.3.7 If, once the fieldwork has begun, it is found that the aims of the watching brief can be fulfilled with an observation of selected groundworks, Wessex Archaeology may restrict the scope of the watching brief, provided that agreement to this course of action has been obtained from the HET.

4.4 Recording

- 4.4.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system. Soils will be described using the Soil Survey Field Handbook (Soil Survey of England and Wales) and Munsell soil colour chart (hard copy not digital printouts). The edition of the Munsell chart will be recorded in the site report and archive. Other soil colour charts will not be used.



4.4.2 A complete drawn record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the Ordnance Survey (OS) National Grid. The Ordnance Datum (OD: Newlyn) heights of all principal features will be calculated (as defined by OSGM15 and OSTN15) and the levels added to the drawings. A plan will be drawn at an appropriate scale to show the area exposed during groundworks and its relationship with more permanent topographical features such as streets. The plan will also show the location of contexts observed by the contractor. Where observation of the groundworks is limited to certain parts, the plan will also show this.

4.4.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 10 megapixels. This will record both the detail and the general context of the principal features and the site as a whole. Digital images will be subject to managed quality control and curation processes which will embed appropriate metadata within the image and ensure long term accessibility of the image set.

4.5 Survey

4.5.1 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.

4.5.2 If, due to unforeseen circumstances, it is not possible to survey using survey equipment prior to the destruction of the material, archaeological features will be located to either client plans that are related to OS mapping or structures/features that appear on OS mapping. This will be achieved using hand-held measuring tapes and the basic principles of triangulation.

4.6 Notification and Monitoring

4.6.1 Wessex Archaeology and/or the client will inform the HET of the start of the watching brief and its progress. Reasonable access will be arranged for the HET to make site visits in order to inspect and monitor the progress of the watching brief. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the HET.

4.6.2 Southampton City Council's Archaeology Curator will also be contacted by Wessex Archaeology before fieldwork begins and during the fieldwork as necessary.

4.7 Finds

General

4.7.1 Wessex Archaeology will recover (or, where recovery is impractical, will record the existence of) objects relating to human exploitation of the area that have been exposed by groundworks, and ensure that the finds are 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 Historic Environment Record Officer, and with advice from Wessex Archaeology's osteoarchaeologist, the need for and appropriateness of their excavation/removal or sampling as part of the watching brief 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 HET 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.
- 4.7.6 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 and subsequent amendments. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.

4.8 Environmental sampling

- 4.8.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011 and Historic England 2015).
- 4.8.2 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 archaeologically significant 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.
- 4.8.3 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the Historic Environment Record Officer as appropriate. Specialist guidance will be provided by a member of Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.8.4 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.
- 4.8.5 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.

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

5.1.1 All written and drawn records from the watching brief 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 watching brief 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 (SCC 2016).

5.2.2 All retained finds 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 SCC's Standards for the Creation, Compilation and Transfer of Archaeological Archives) are 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 by another approved conservation centre.

5.2.4 At an early stage of the post-excavation process, the contractor will contact SCC's Archaeology Curator to discuss the project, obtain an accession number and arrange a Collections Assessment of the material archive at the appropriate time (usually after the report has been approved by the HET), as stipulated in Standards for the Creation, Compilation and Transfer of Archaeological Archives (SCC 2016; p4-5).

5.2.5 To ensure the long-term stability of the finds and their availability for future study, the contractor 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. The conservator and the laboratory must be approved by the Archaeology Curator. Full records (which will form a part of the archive) must 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 HET. Specialist work may need to be carried out on all metalwork; all bone, including worked bone and human remains and other organic remains; industrial waste; ceramic material; glass; and lithic material.



- 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 Collections 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. Any waterlogged or mineralised samples will be processed by standard waterlogged flotation methods.

5.4 Reporting

- 5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, artefactual and ecofactual evidence, 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:
- 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 1828 (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;
 - If the results of the fieldwork are positive, the report will include a detailed Historical and Archaeological background section using HER data and a full map regression

with figures; 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.

5.4.3 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 HET for approval.

5.4.4 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 HET (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.

5.4.5 At the same time, the HET 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 HET 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.

- 5.4.6 The HER will be supplied with digital copies of the photographs used in the report, in TIFF format at least 600 dpi resolution.
- 5.4.7 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.
- 5.4.8 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.
- 5.4.9 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.

OASIS

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

6 ARCHIVE STORAGE AND CURATION

6.1 Site archive

- 6.1.1 Wessex Archaeology confirms that the project archive resulting from the watching brief 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' (SCC 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; 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 SCC's 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.

6.2 Discard policy

- 6.2.1 Wessex Archaeology follows national guidelines on selection and retention (SMA 1993; Brown 2011, section 4). In accordance with these, and any specific guidance prepared by the museum, a process of selection and retention will be followed so that only those artefacts or ecofacts that are considered to have potential for future study will be retained. The selection policy will be agreed with the museum, and fully documented in the project archive. Material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.
- 6.2.2 It is important to note that SCC's (2016) Standards for the Creation, Compilation and Transfer of Archaeological Archives takes precedence regarding finds retention policy. No finds will be discarded, following the assessment described above (section 5) without prior approval from the HET.
- 6.2.3 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.
- 6.2.4 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.

- 6.3.2 On completion of the project, a security copy of the written records will be prepared, in the form of microfilm, following national guidelines (Handley 1999). The master jackets and one copy of the microfilm will be deposited with the Historic England Archive in Swindon.

7 COPYRIGHT

7.1 Archive and report copyright

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

- 7.1.2 Wessex Archaeology will give permission for the HET to freely copy the report and photographs for the purposes of archaeological research or development control within the planning process, without reference to WA.

7.2 Third party data copyright

- 7.2.1 This document, the watching brief 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:

- Senior 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 watching brief. 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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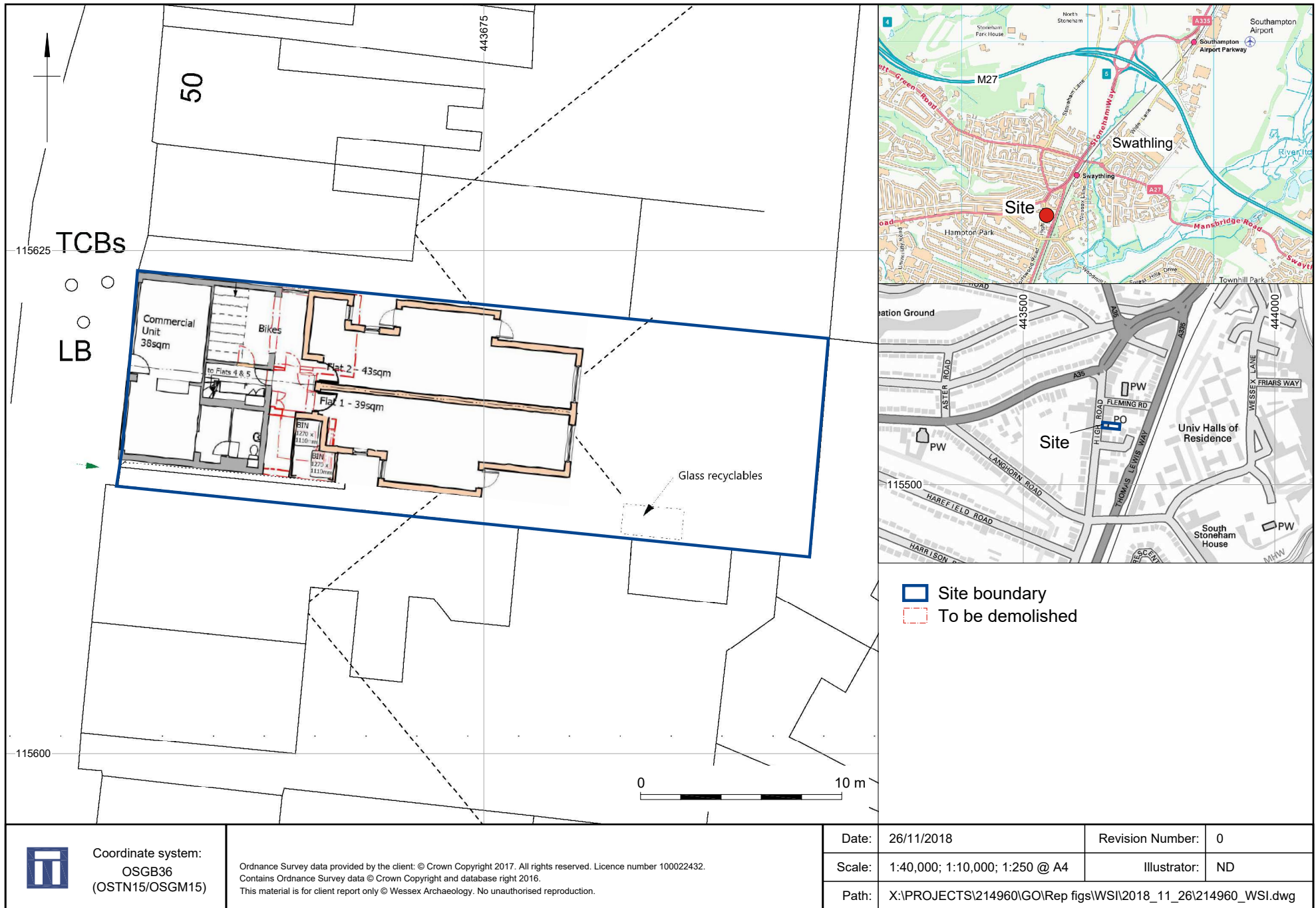
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Site location plan, and proposed demolition and development areas

Figure 1



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