

Southampton City Council Archaeology Unit

Written Scheme of Investigation for a watching brief at Sturminster House, Southampton

16/00322/R3CFL

Version 2

1 Summary

1.1 A watching brief will be held on the groundworks for the construction of an energy centre adjacent to Sturminster House, in Irving Road, Southampton. The site lies in an area of scattered prehistoric and Roman activity on a rise above the valley of the Tanner's Brook stream. The gravel terrace on which the site sits has produced Palaeolithic artifacts. A record will be made of the deposits encountered and any artifacts disturbed will be collected. On completion of the work a report will be produced, and the archive will be deposited with the Southampton City Council Museum.

2 Introduction

2.1. Planning permission has been granted for an energy centre at Sturminster House, Irving Road, Southampton under planning reference 16/00322/R3CFL. Two conditions for archaeology have been placed on the permission.

4. APPROVAL CONDITION ' Archaeological watching brief investigation [Pre-Commencement Condition]

No development shall take place within the site until the implementation of a programme of archaeological work has been secured in accordance with a written scheme of investigation which has been submitted to and approved by the Local Planning Authority.

Reason:

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

5. APPROVAL CONDITION ' Archaeological watching brief work programme [Performance Condition]

The developer will secure the completion of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted to and approved by the Local Planning Authority.

Reason:

To ensure that the archaeological investigation is completed. Reason:

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

2.2 This written scheme of investigation has been produced in accordance with the recommended guidelines for archaeological projects laid down by Historic England in *The Management of Research Projects in the Historic Environment* 2006. All work will be carried out in accordance with the Chartered Institute for Archaeologists' *Code of Conduct*.

2.3 The definition of an archaeological watching brief is a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land, inter-tidal zone or underwater, where there is a possibility that archaeological deposits may be

disturbed or destroyed. The programme will result in the preparation of a report and ordered archive. (ClfA 2015).

2.4 The Historic Environment Team reference number is 8029.

3 Site Location and geology

3.1 The proposed site lies on the top of Redbridge Hill to the north of the valley cut by Tanners Brook at Ordnance Survey grid reference SU 39072 14327 (fig 1). A spot height of 21m OD is recorded some 76m to the south of the site.

3.2 Sturminster House is a fifteen-storey prefabricated slab block completed in 1966. The proposed site of the energy centre lies in an area of car parking to the east of the block. This area is some 1.2m lower than the surrounding roads and is accessed by a ramp.

3.3 The geology is the Wittering Formation covered by deposits of River Terrace 3. (<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>) dated to 250,000 to 300,000 years BP (Briant *et al* 2012).



Figure 1. Location of the site, marked by a red star.

© Crown Copyright. All rights reserved Southampton City Council. LA 1000 19679 2016.

4. Historical background.

4.1 The site lies within the large parish of Millbrook, to the west of the village of Shirley, which is first mentioned in the Domesday Book. The Victoria County History of Hampshire gives the history of the manor of Shirley as follows:

The manor of Shirley (Sirelei, xi cent.; Schyrlegh and Shirlee, xiii cent.) was held before the Conquest by Cheping of the king, and it was assessed at 1 hide. Ralph de Mortimer held in Cheping's stead at the time of the Domesday Survey, and his descendants held knights' fees in Shirley as late at least as 1362. By the fifteenth century, however, the

manor had come to be looked upon as held of the prior and convent of St. Denis, which held much property in the neighbourhood. In the fourteenth century the manor was held by the family of Shirley. Nicholas de Shirley Shirley in 1240 granted the advowson of the church of Shirley, which up to this time had no doubt gone with the manor, to the prior of St. Denis, and Isabel de Shirley, widow of Roger de Shirley, and Nicholas, Roger, John, and Simon, sons of Roger de Shirley, were also benefactors to the priory. In 1272 Nicholas son of Roger, son of Roger de Shirley, granted two parts of a messuage, a mill, and other appurtenances in Shirley to Nicholas de Barbflete or Barnflete and Alice his wife. Nicholas was a member of a family coming originally from Barfleur which had long been settled at Southampton. In 1286 he was appointed by the king to collect the murage at Southampton and to apply the same towards rebuilding Southampton Castle. Four years later licence was given him to grant a spring in his manor of Shirley to the Friars Minor of Southampton. In 1327 Maud widow of Richard Barbflete released all right in Shirley and Hill to Roger Normand and Joan his wife, to whom free warren within the manor was granted ten years later. Roger was a wealthy merchant and one of the most prominent burgesses of Southampton at this time, being M.P. for the town in 1328, 1332, and 1338–9 and mayor in 1330. He also assisted so largely in the building of the church of Holy Rood or St. Cross, Southampton, that in 1333 by decision of John, bishop of Winchester, permission was granted to him to be interred within it. By 1391 the charter of Edward III granting free warren in his demesne lands in Shirley to Roger Normand was confirmed to Richard Beket and Alice his wife, kinswoman and heir of Roger Normand. The manor later passed to the Whitehead family, and later to the Thistlethwaytes. In the middle of the nineteenth century the greater part of Shirley was sold in building allotments, and consequently the manor ceased to exist. A water-mill was appurtenant to the manor of Shirley and Hill from an early date, but it has now fallen into disuse.

'Parishes: Millbrook', in *A History of the County of Hampshire: Volume 3*, ed. William Page (London, 1908), pp. 427–432 <http://www.british-history.ac.uk/vch/hants/vol3/pp427-432> [accessed 4 February 2016].

5. Historic maps

5.1 Greenwood's map of Hampshire shows the site as fields behind houses on Romsey Road, with no development along Redbridge Hill (fig 2).



Figure 2. Extract from Greenwood's map of Hampshire of 1826. Approximate position of site marked by a red circle.

5.2 Late 19th century maps show scattered buildings along Redbridge Hill such as Fir Cottage (fig 3) with the site still shown as a field.

5.3 The 1946 map shows the area had been chosen as a post-war prefab housing estate (fig 4). An aerial photograph of 1953 shows it covering a wider area than is shown on the 1946 map.



Figure 3. The 1871 Ordnance Survey map. Approximate position of site marked by a red circle.

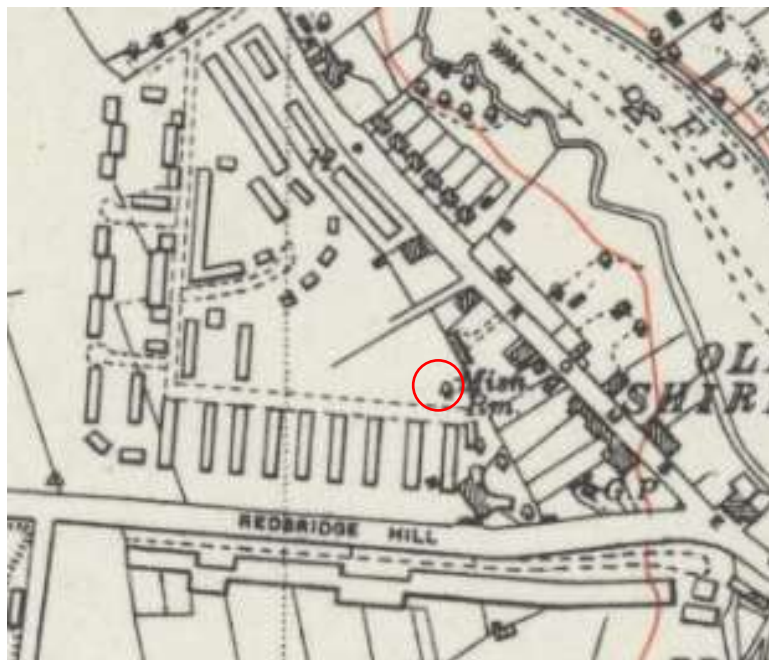


Figure 4. The 1946 Ordnance Survey map. The red circle marks the approximate location of the site. The area is being developed with pre-fabricated temporary housing.

6. Archaeology

6.1 The site lies in Area 16 of the Local Areas of Archaeological Potential (LAAP) as defined in the City of Southampton Core Strategy 2013 and on the edge of Area 3 (Old Shirley). Area 16 is described as

Area 16 encompasses the parts of the city not marked as areas 1 to 15. Anywhere within the city boundary is an area of potential archaeological importance, about which little is known at the moment. An example is any stretch of land between two designated areas. Other, more specific, examples are the many small sites that are too small to show on the accompanying maps: industrial works such as brick manufacturies, isolated buildings such as farms and country houses, and the immediate surroundings of such places.

Area 3 is described as:

*The village of Shirley developed at the confluence of Holly Brook and Tanners Brook, probably by the end of the 10th century. The area was an important road junction, where routes across the peninsula met routes between Southampton and Romsey. The area of Old Shirley includes Shirley Mill and the millponds, and the site of Shirley Church.
(https://www.southampton.gov.uk/Images/LAAPs%20descriptions_tcm63-360361.pdf)*

6.2 The Historic Environment Record for Southampton was searched for information on heritage assets within 1km of the site. The results have been plotted on a map of the area (fig 5). The full list of sites is included in the desk-based assessment that accompanied the planning application. Key sites are given below:

Palaeolithic

MSH87

Mousehole, Shirley - Flint Finds SU 38958 14082

Flint artifacts were found in a gravel pit in the Mousehole area of Shirley in the late 19th century. The location of the gravel pit is now the Western Community Hospital, off Tebourba Way and Walnut Grove.

MSH107

Old Shirley - Flint Handaxe Finds SU 39326 14209

There are 18 Palaeolithic flint handaxes from "Old Shirley" in Gloucester Museum, Southampton Museum and Winchester Museum. The precise findspots are not known.

MSH116

Anglesea Road - Flint Handaxe Find SU 39905 14165

A Palaeolithic flint handaxe from Anglesea Road, Shirley, is now in Winchester Museum. It was found before 1919 but the precise findspot is unknown.

MSH138

Pit near "Shirley Church" (St James's Church/St James's Park) - Flint Tool Finds SU 40138 14342

There are many Palaeolithic flint implements recorded as coming from "Shirley Church" or "near St James's Church, Shirley", in various museums across the country.

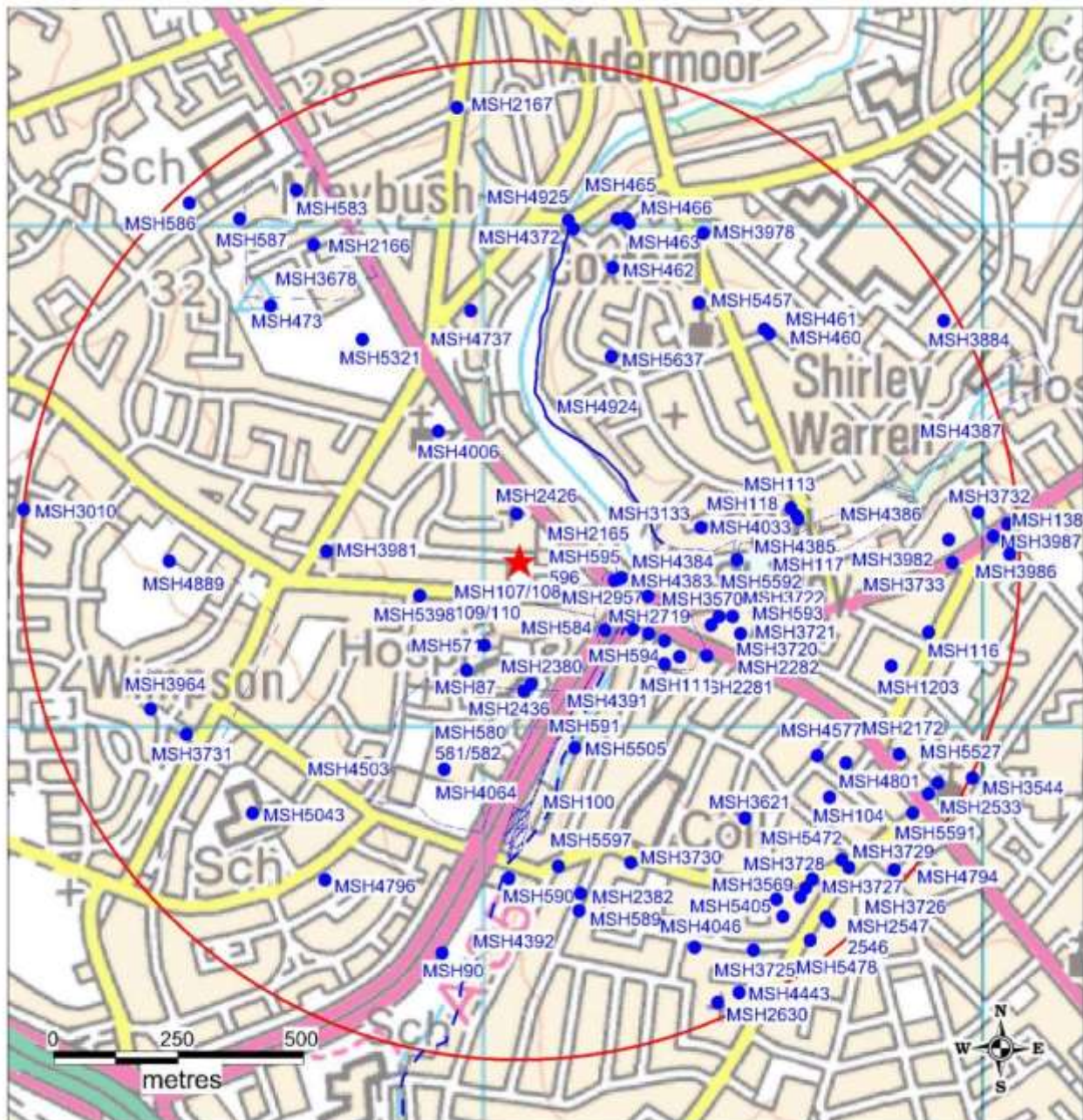


Figure 5. Heritage assets in the vicinity of the site, marked by a red star.

© Crown Copyright. All rights reserved Southampton City Council. LA 1000 19679 2016.

MSH460

Shirley Warren - Flint Tool Finds SU 39578 14784

Palaeolithic flint implements, including hand axes, found in the general area of Shirley Warren are now situated in various museums. Most are in the Dale Collection, so were found before 1919.

MSH461

Shirley Warren - Flint Tool Finds SU 39571 14791

There are three undated flints (a ?palaeolith, a flake and a scraper) from the general area of Shirley Warren, recorded in the Dale Collection in Winchester, so found before 1919. Two of the flints have been discarded.

MSH462

Coxford - Flint Tool Finds SU 39266 14916

Palaeolithic flint implements were found in the general area of Coxford. Most came from a gravel pit being worked in 1898. The flints are now (2003) in the British Museum, Salisbury Museum and Winchester Museum.

MSH580

Part of former site of Western Hospital - Prehistoric Phase SU 38959 13939
A palaeochannel was found in the plateau gravels during a watching brief on part of former site of Western Hospital in 1993/4 (SOU 543).

Mesolithic

MSH108

Old Shirley - Flint Axe Find SU 39326 14209
A Mesolithic tranchet axe from "Old Shirley" is in Southampton's archaeological collections. The precise findspot is unknown. (See also MSH509.)

MSH463

Coxford - Flint Tool Find SU 39298 15006
A Mesolithic axehead was found in "Coxford" in or before 1978. It is now in Southampton's Archaeology Collections (2003).

Neolithic

MSH90

Near Tanners Brook, off Tebourba Way - Flint Finds SU 3892 1354
Neolithic flints were found in 1948 at grid reference SU 3892 1354. There were allotment gardens at this grid reference. The flints may have come from the allotments or from the construction of Tebourba Way.

MSH109

Old Shirley - Stone Axehead Find SU 39326 14209
A Neolithic polished clay-limestone celt from "Old Shirley" is now in Southampton's archaeological collections. The precise findspot is unknown. (The axehead is possibly the same as that recorded on MSH499.)

MSH110

Old Shirley - Neolithic Flint Dagger Blade SU 39326 14209
A Neolithic polished flint dagger blade found at "Old Shirley" is in Southampton's archaeological collections. The precise findspot is unknown.

Bronze Age

MSH465

Coxford - Flint Tool Finds SU 39276 15012
A Bronze Age flint segmental knife and flint flake found in the general area of Coxford, were accessioned to the Winchester City Museums collections in 1919. It is not known whether the finds are still in those collections (2003).

MSH589

80 Prince of Wales Avenue - Late Bronze Age/Early Iron Age deposits and finds SU 39198 13629
An archaeological excavation took place at 80 Prince of Wales Avenue in 1984 (SOU 189). A pit, two postholes and a post/stakehole were excavated. The finds from the pit

included late Bronze Age/early Iron Age pottery from six vessels. A few burnt bones and one unburnt bone may have been human, possibly indicating a cremation-burial site. There was evidence of ironworking/smithing in the vicinity. A sherd of late Iron Age/early Roman pottery was found, but it was not in a secure context.

Iron Age

MSH4889

Newlands Primary School, Ullswater Road - deposits and finds SU 38350 14331
Features of Iron Age, Saxon, medieval and post-medieval date were found during an archaeological watching brief and excavation at Newlands Primary School, Ullswater Road in 2011 (SOU 1564), on groundworks for a new school building. The Iron Age activity consisted of ditches, pits, post-holes, stake-holes and a hearth. Two buildings were identified - a circular building and a second building with less regular form. Fragments of prehistoric pottery, burnt flints and worked flint were recovered. A radiocarbon date of 390-410BC was obtained from charcoal in one feature.

Roman

MSH581

Part of former site of Western Hospital - Roman Evidence SU 38959 13939
Roman evidence was found during a watching brief on part of former site of Western Hospital in 1993/4 (SOU 543). Six features, including a linear feature, which between them contained a few pieces of Roman pottery, are interpreted as being of Roman date.

Medieval

MSH4889

Newlands Primary School, Ullswater Road - deposits and finds SU 38350 14331
Features of Iron Age, Saxon, medieval and post-medieval date were found during an archaeological watching brief and excavation at Newlands Primary School, Ullswater Road in 2011 (SOU 1564), on groundworks for a new school building. Two shallow medieval pits/post-holes were found.

MSH586

South corner of Romsey Road and Lower Brownhill Road - Medieval/Post-Medieval Field System SU 38316 15074
Former field system dating back to the 14th century or earlier, known from documentary sources. Some backfilled field boundary ditches, perhaps associated with this field system, were found during archaeological watching briefs on groundworks at Baron's Mead, off Lower Brownhill Road in the late 1990s (SOU 804, SOU 946).

MSH2957

Former village of Shirley (Old Shirley) SU 39336 14209
The village of Shirley (Sirelei) is mentioned in the Domesday Book. It is now part of the larger suburb of Shirley, within the city of Southampton.

7. Purpose/aims of the work.

7.1 The watching brief aims to make a record of any archaeology disturbed by the works and to determine the extent, condition, nature, character, quality, and date of any archaeological remains encountered, as dictated by current best practice.

5.2 An additional aim is to identify and record the nature, dimensions, and relationship of natural deposits on the site, and check for the presence of Palaeolithic material in the natural deposits.

8. Methodology.

8.1 An archaeologist will be present on site during all groundworks. They will observe the deposits, make records and collect any artifacts revealed.

8.2 A Southampton site code will be issued by the Historic Environment Team (HET) of Southampton City Council and will be used throughout the project to identify the site records and artifacts.

8.3 The site records will be as full as possible given the constraints of access and safety. If features are revealed they will be drawn and photographed. Plans will be at 1:20 and sections and profiles at 1:10. Drawings will be made in pencil on permanent drafting film. Photographs will be taken with colour transparency film and monochrome film. Digital pictures will also be taken. Photographs will be taken of the cores. Overall site photographs will be taken in order to locate the investigation positions. The site code will appear in all photographs if practical.

8.4 The Soil Survey Field Handbook (Soil Survey of England and Wales) and Munsell colour chart will be used to describe soils.

8.5 Soil samples will be taken as appropriate. Given the nature of the investigations any samples are likely to be small in size, and the risk of contamination is likely to be high.

8.6 Any finds recovered 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).

8.7 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.

8.8 Disturbance of human remains in a disused burial ground is illegal unless sanctioned by a Ministry of Justice licence. If human skeletal remains are uncovered, the archaeological contractor will apply to the MoJ for a licence to remove them and their removal will involve archaeological excavation of the remains. The excavation and post-excavation work on the human remains are not dealt with by this project brief and such work must be agreed with the HET.

8.9 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, the contractor may restrict the scope of the watching brief, provided that agreement to this course of action has been obtained from the Historic Environment Team.

8.10 The watching brief will have the necessary equipment. The minimum will be stationery, recording forms, cameras, film, photographic scales, tapes, safety equipment, and trowel.

8.11 A context number will be allocated to all finds, even if this number is simply one allocated to unstratified finds. All pre-AD1850 finds will be retained, and a sample of post-AD1850 will be retained.

8.12 All archaeological personnel will report to the Site Manager on arrival at the site. All site regulations will be observed. All statutory and site-specific health and safety regulations will be followed.

8.13 Close liaison will take place between the Site Manager (or equivalent) and the archaeological observer to ensure that all groundworks are observed.

8.14 If a human burial is encountered works discussions will be held with Southampton City Council's Planning Archaeologist and Environmental Health Department. It will be necessary to enter into a separate archaeological agreement if human skeletal remains need to be excavated.

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

9 Post-excavation methodology

9.1 Fair copies will be made of rough site notes and sketches. Photographs will be catalogued and cross-referenced to the recording forms when they have been returned from processing. The site records will be entered into an Access database. A Harris Matrix will be drawn up to show the relationships recorded on site. The matrix and finds data will be used to phases the site sequence.

9.2 All metal finds other than those made of gold and lead (and those exemptions set out in Standards for the Creation, Compilation and Transfer of Archaeological Archives, SCC 2016) will be x-radiographed as part of the recording process and in advance of the Collections Assessment described below.

9.3 At an early stage of the post-excavation process, Southampton City Council's Curator of Archaeological Collections will carry out a Collections Assessment of the material archive, as stipulated in "Standards for the Creation, Compilation and Transfer of Archaeological Archives" (2016).

9.4 To ensure the long-term stability of the finds and their availability for future study, all conservation work will be carried out as necessary; full records (which will form a part of the archive) will be kept of any treatment given.

9.5 The assessment of conservation needs and subsequent necessary work will be carried out by a qualified archaeological conservator, or in a recognised conservation laboratory which has been approved by the Curator of Archaeological Collections.

9.6 All finds and other items of archaeological interest removed from the site will be analysed and recorded by specialists, subject to the approval of the HET. All specialist work will be carried out as necessary, to agreed standards, and with the approval of the HET, based on the results of assessments of the material which will be carried out as the first stage of the post-excavation process. Specialist work may need to be carried out on all metalwork; all bone, including worked bone and human remains and other organic remains; industrial waste; ceramic material; glass; and lithic material. The pottery and stone type series housed by Southampton City Council's Archaeology Collections will be used as reference material.

9.7 Data about complete, identifiable, itemised objects will be transferred onto Southampton City Museum's Archaeological Object Record Sheets. The sheets will then be entered into the computerised Archaeological Collections Object Database.

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

10. Report preparation and contents

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

10.2 The archaeological contractor will send a copy of the report in PDF format to the HET for approval. Once it has been approved, the archaeological contractor will send a full-colour paper copy of the report to the developer, the HET (for the Historic Environment Record (HER)), and the Special Collections section of Southampton Public Library.

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

10.4 The archaeological contractor will supply the HET with one copy of the approved report in PDF format (for the HER), either by email or on disk as appropriate. The PDF should be text searchable with good quality figures and images. All report drawings and photographs are to be included in the PDF file, and the selecting of text and graphics security option must be set at "allowed". At the same time, the archaeological contractor will supply the HER Officer (her@southampton.gov.uk) with a trench plan, registered to the National Grid; also a digital copy of trench plans and feature-distribution or phase plans (where phase plans are appropriate). The format will be MapInfo TAB or Auto CAD DWG/DXF.

10.5 At the same time, the archaeological contractor will supply the HER Officer with digital copies of the photographs used in the report, for general use by the HET and HER. These will be supplied in TIFF format at least 600 dpi resolution.

10.6 The archaeological contractor will retain full copyright of the report under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the Client for the use of the report by the Client in all matters directly relating to the project as described in the specification. The archaeological contractor in addition gives permission for the HET to freely copy the report and photographs for the purposes of archaeological research or development control within the planning process, without reference to the archaeological contractor.

10.7 At the appropriate time, the archaeological 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").

10.8 On completion of the fieldwork the HET will decide if the results require a wider publication than the limited-distribution report allowed for above. If so, this will be the subject of a separate agreement with the client, after which the archaeological contractor will prepare a report of an appropriate standard to an agreed timescale and arrange its publication in an appropriate form.

11 Copyright

11.1 Southampton City Council shall retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs, and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project.

12 Archive deposition

12.1 "Archive" here means the documentary and material archive as defined in *Standards for the Creation, Compilation and Transfer of Archaeological Archives* (SCC 2016). Southampton City Council will be the depository of the archive, once the period of post-excavation analysis and report-writing is complete, and will assume title to all material recovered from the fieldwork for inclusion in its collections. A timescale for the handing over of the archive will be included in the post-excavation programme.

12.2 The contractor will prepare, compile, and present the archive in accordance with the standards laid down in "Standards for the Creation, Compilation and Transfer of Archaeological Archives" (Southampton City Council, 2016).

12.3 The archaeological contractor will deposit the archive, making allowance for the long-term archive-storage costs that will be incurred by Southampton City Council, including the costs of deposition of the digital archive with the Archaeology Data Service (see Appendix 11 of "Standards for the Creation, Compilation and Transfer of Archaeological Archives").

12.4 The archaeological contractor will copy the written and drawn archive onto microfiche which satisfies the criteria set out by English Heritage. The microfiche will itself form part of the archive.

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

13 Staffing

13.1 The work will be carried out by experienced archaeologists, under the supervision of Dr AD Russel BA, PhD, ClfA.

14 Health and Safety

14.1 The Health and Safety Policies of Southampton City Council apply to its entire staff wherever they work. The Safety Manager for the Archaeology Unit is Dr AD Russel BA PhD ClfA who can be contacted on 023 8063 4906.

14.2 The archaeologists will liaise closely with the main contractor, in regard to site specific health and safety requirements.

15 Insurances

15.1 Southampton City Council's insurance, including public liability, covers its entire staff wherever they work.

16 Monitoring procedures

16.1 The project will be monitored for Southampton City Council by the Planning Archaeologist or other member of the HET.

17 Procedures for reporting unexpectedly significant or complex discoveries.

17.1 Should significant or complex discoveries be made, the archaeologist on site will contact the Archaeology Unit Manager on 023 8063 4906. The Archaeology Unit Manager will contact the client and the Southampton City Council Planning Archaeologist.

Dr AD Russel
9/6/2016

Bibliography

Briant, Rebecca M. and Bates, M.R. and Marshall, G.D. and Schwenninger, J.L. and Wenban-Smith, F.F. (2012) Terrace reconstruction and long profile projection: a case study from the Solent river system near Southampton, England. *Proceedings of the Geologists' Association* **123** (3), pp. 438-449.

APPENDIX A

CONTENTS LIST
PRESENT LANDUSE, GEOLOGY AND TOPOGRAPHY. The geology as recorded by the Geological Survey will be discussed with reference to the actual site geology found during fieldwork.
HISTORICAL BACKGROUND Including a map regression and summary of information in secondary/published sources.
ARCHAEOLOGICAL BACKGROUND Known archaeological sites or findspots in the vicinity, with location plan. When referring to previous archaeological fieldwork or recording in Southampton, the “SOU” site code will be given (SOU xxxx). For findspots, buildings or other sites, the HER monument record number (MSHxxxx) will be used, if known.
REASON FOR PROJECT, PROJECT AIMS
METHODOLOGY Amended from the WSI as appropriate to include trench dimensions and any restrictions on fieldwork.
DETAILED DESCRIPTION OF RESULTS For all areas/trenches with significant archaeology (with interpretation and dating)
CONCLUSION To include all periods present on the site, including those represented only by residual finds in later stratigraphy. The results will be discussed with reference to the documentary evidence, and the significance of the site in its broader archaeological, historical and landscape setting.
BIBLIOGRAPHY
LOCATION PLANS Site and trench location plans based on 1:1250 OS mapping, indicating areas surveyed by different methods.
OTHER PLANS Detailed plans of all areas/trenches with significant archaeology at an appropriate scale.
All plans will be correctly related to the national grid
All drawings will include levels related to ordnance datum
PHOTOGRAPHS To illustrate specific points in the text.
APPENDICES
Appendix 1 CONTEXT LIST with soil descriptions, phases, etc
Appendix 2 FINDS REPORT Table of all artefacts recorded, listed by context and material type, with an assessment (check artefact types and dating included).

APPENDIX B: SUMMARY SHEET CONTENT

The report will include a summary sheet giving the information in the table below.

Site name/address
SOU site code (this should also be included on the front cover)
Contractor site code
HET consultation number
Planning application number (if relevant)
Grid reference of centre of site - 8 figures, including prefix (eg SU).
Fieldwork dates (full start and end dates in form day/month/year)
Type of fieldwork
Name of contracting unit
Report author
Name of client
Non-technical summary to include <u>all</u> periods represented on the site, including those present only as residual finds in later contexts.)