



Land adjacent to 47 Bryanston Road, Southampton, Hampshire

Written Scheme of Investigation for Archaeological Watching Brief

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Planning authority	Southampton City Council
Planning reference	22/01570/PREAP1
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SOU Site Code	TBC
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Figure 1 Site location and proposed monitoring area



Land adjacent to 47 Bryanston Road, Southampton, Hampshire

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 Doswell Projects Ltd ('the client') to produce a written scheme of investigation (WSI) for a proposed archaeological watching brief during all below ground works relating to the proposed development of the site for residential housing. The works to be monitored cover an area of 0.38 ha centred on NGR 443900, 112134, on land adjacent to 47 Bryanston Road, Southampton (Figure 1).
- 1.1.2 The proposed development is to erect eight dwellings with associated amenities. The site area is 0.38 hectares, sloping down towards the railway line and Itchen River. The new buildings would form a row of houses, with car parking to the east probably terraced into the slope.
- 1.1.3 A planning application (22/01570/PREAP1) will be submitted by the client to Southampton City Council. The Southampton City Council Planning Archaeologist was consulted for pre-application advice in regard of archaeology and responded:

Archaeological remains, if present on the site, would be non-designated heritage assets under the National Planning Policy Framework.

NPPF paragraph 194 states that: Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation. On current evidence, a desk-based assessment is not needed for this site. However, the site has some archaeological potential, enhanced as it is mostly undeveloped land. Development would damage any archaeological deposits that may be present, and an archaeological investigation would be needed to mitigate this. The appropriate form of archaeological investigation would be a watching brief on the groundworks with provision to excavate if archaeological deposits are uncovered. Groundworks would include all level reductions, foundations, services/soakaways, etc.

The archaeological watching brief would be secured by conditions attached to any future consent.

1.2 Scope of document

- 1.2.1 This WSI sets out the aims of the watching brief, and the methods and standards that will be employed. In format and content, it conforms to current best practice, as well as to the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015a) 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 Southampton City Council Planning Archaeologist, archaeological advisor to the Local Planning Authority (LPA), 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 on land behind residential properties facing onto Bryanston Road, Gainsford Road and Ashburnham Close in the Woolston/Bitterne area of Southampton. It is bounded to the north-west by a railway line. To the other side of the railway are industrial units that back onto to Rive Itchen, approximately 2 km north of where it joins Southampton Water. The land slopes downwards towards the Itchen with levels of between 13 m and 15 m above Ordnance Datum (aOD) in the south-east and 7 m aOD in the north-west.

1.3.2 The bedrock geology is Wittering Formation sand, silt and clay sedimentary bedrock formed during the Palaeogene period with no superficial deposits recorded across the site. (British Geological Survey 2023).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

2.1.1 The archaeological and historical background of the site has not been previously assessed. There are no previous investigations related to this development. It has been agreed with the Planning Archaeologist that Historic Environment Record (HER) data is not required for this WSI and that the consultee planning advice and information consulting the few numbered HER records on Heritage Gateway (<https://www.heritagegateway.org.uk/gateway/>) in this instance will suffice at this stage. A search within a 250 m radius of the site has been undertaken within this regard on Heritage Gateway, which returned 2 results from the Southampton HER.

2.1.2 However, 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.

2.2 Archaeological and historical context

2.2.1 The site is within Local Area of Archaeological Potential (LAAP) 16 (The Rest of Southampton), as defined in the Southampton Local Plan and Core Strategy. This definition is presented below and is available on SCC's website:

Area 16 has not been formally marked on the map, but it 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 manufactories, isolated buildings such as farms and country houses, and the immediate surroundings of such places.

2.2.2 The site has some potential for prehistoric occupation. In the late prehistoric, the site would have been on the bank of the Itchen Estuary. During the Mesolithic period, the site would have lain on the slope just above the flood plain of the river. To the north of the site, at Priory Avenue, St Denys, evidence of late Mesolithic flint working was found on the former flood plain (The flood plain was later inundated by rising sea levels, creating the estuary.)



- 2.2.3 Maps from the 19th century show Ridgeway House (MSH3645), located on the ridge of higher ground 223 m to the east of the site. This may have been the earlier location of a medieval house and hamlet called Riggeweys (MSH4902), although little information is available. Ridgeway Castle was built in the late 18th century as a castellated mansion with grounds. It was demolished in 1855. By 1859 a new house called Ridgeway had been constructed, and was demolished c. 1920. The area is now a housing estate north-west of Peartree Avenue and centred on Gainsford Road.
- 2.2.4 The 1840s tithe map shows the site as plot 360, listed in the tithe award as a 'wood' belonging to and occupied by Miss Waring, along with other plots of land. At that time, plot 360 was not part of the Ridgeway House land holding. The tithe map predates the construction of the railway line along the shore, and the wood is shown immediately adjacent to the intertidal zone. Later maps from 1867/83 show the railway line along the shore, cutting off the wood from the estuary. Maps from 1933 show the site as woodland, although a late 1940s aerial photo does not appear to show trees. This aerial photo shows the current housing estate, with a house on the application site next to No 47, clearly later demolished.
- 2.2.5 The housing estate is not shown on the 1933 map and was probably built in the late 1930s prior to WWII. Apart from the former house, the site has never been developed and is still partly wooded.
- 2.2.6 The Southampton HER also records Building 19, Willment Marine & Business Park, Hazel Road (MSH5626) to the south west of the site. A two storey brick building on Hazel Road. Either built between 1897 and 1910 and extended between 1910 and 1933, or built between 1910 and 1933. Built as part of a yacht building yard, later a shipyard.

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;
 - 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
 - guide, not replace, any requirement for contingent excavation or preservation of possible deposits.

3.2 Objectives

- 3.2.1 In order to achieve the above aims, the objectives of the watching brief are to:
- determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified works area;



- 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 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;
- place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and
- make available information about the archaeological resource on the site by preparing a report on the results of the watching brief.

3.2.2 For the purposes of this project, archaeologically significant remains and contexts are generally defined as remains and contexts relating to human use of the area prior to 1850.

4 FIELDWORK METHODS

4.1 Introduction

4.1.1 Health and safety will override archaeological considerations in all works since, as stated in ClfA guidance, *Health and Safety regulations and requirements cannot be ignored no matter how imperative the need to record archaeological information; hence Health and Safety will take priority over archaeological matters* (ClfA 2014a, 10).

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 Planning Archaeologist and the client prior to being implemented.

4.1.3 Archaeological supervisory staff and all staff in charge of machinery will be issued with a copy of the approved WSI for the site and will ensure that they are fully familiar with the contents.

4.1.4 The watching brief will monitor all below ground works relating to the proposed development of the site for residential housing. Groundworks will include all level reductions, foundations, services, soakaways, etc.

4.1.5 Once the appropriate Southampton site code has been issued, this code will be used to refer to the watching brief and this WSI will be updated to include reference to that code.

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 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. Natural deposits will also be recorded.
- 4.3.4 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. Stratified and unstratified artefacts and other finds will be collected and bagged by context. Where recovery is not possible (usually where deposits are not accessible but are visible) or appropriate (usually for large quantities of objects of lower intrinsic importance) a record will be made in the field.
- 4.3.5 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 Planning Archaeologist, as a contingent excavation or revised strategy may be required. The programme, and additional resources, for any contingent excavation will be agreed with the client. Accordingly, this WSI will need revising before any further fieldwork proceeds – the revised WSI will need the approval of the Planning Archaeologist, on behalf of the LPA.
- 4.3.6 If human remains are uncovered, the specific methods outlined below (section 4.7.2) will be followed.

4.4 Recording

- 4.4.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system. Soils will be recorded using the Soil Survey Field Handbook (Soil Survey of England and Wales) and Munsell soil colour chart (hard copy not printouts). The edition of the Munsell chart will be recorded in the site report and archive. Other soil colour charts must not be used.
- 4.4.2 A complete 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.
- 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. 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 Global Navigation Satellite System (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 OSTN15 and OSGM15, 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 Monitoring

4.6.1 The client will inform the Planning Archaeologist of the start of the watching brief and its progress. Reasonable access will be arranged for the Planning Archaeologist to make site visits to inspect and monitor the progress of the watching brief.

4.6.2 Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the Planning Archaeologist.

4.7 Finds

General

4.7.1 All archaeological finds will be retained, although those of clearly very recent origin with negligible potential to provide information relevant to the project aims and objectives may be recorded on site and not retained. 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

4.7.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice licence (this includes cases where remains are to be left *in situ*).

4.7.3 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist and the Planning Archaeologist regarding the need for excavation/removal or sampling. Where this is deemed appropriate, the human remains will be fully recorded, excavated and removed from site in compliance with the Ministry of Justice licence.

4.7.4 Excavation and post-excavation processing of human remains will be in accordance with Wessex Archaeology protocols and in-line with current guidance documents (e.g., McKinley 2013) and the standards set out in ClfA Technical Paper 13 (McKinley and Roberts 1993). Appropriate specialist guidance/site visits will be undertaken if required.

4.7.5 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.

Treasure

4.7.6 Wessex Archaeology will immediately notify the client and the PA at SCC 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. All potential Treasure finds will be removed to a secure location; where removal cannot be achieved 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 2015b).
- 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 well-sealed and dateable contexts. In general, features directly associated with particular activities (e.g., pits, latrines, cesspits, hearths, ovens, kilns, and corn driers) should be prioritised for sampling over features, such as ditches or postholes, which are likely to contain reworked and residual material.
- 4.8.3 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the Planning Archaeologist as appropriate. Specialist guidance will be provided by a member 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 (e.g., pollen, diatoms) and macrofossils (e.g., 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 a database, which can be updated during any further analysis. The preliminary phasing of archaeological features and deposits will be undertaken 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 retained finds will, as a minimum, be washed, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the watching brief. Recording and reporting will conform to the Type 1 (Description) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification and characterisation. The report will include a table of finds by feature/context. The processing of the finds will also conform to the standards laid down in Standards for the Creation, Compilation and Transfer of Archaeological Archives (Southampton City Council 2016).
- 5.2.2 Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation needs will be undertaken by Wessex Archaeology in-house conservation staff, or by another approved conservation centre.



- 5.2.3 Finds will be suitably bagged and boxed in accordance with the guidance given by the relevant museum and generally in accordance with the standards of the ClfA (2014b).
- 5.2.4 At an early stage of the post-excavation process, Southampton City Council's Archaeology Curator (gill.woolrich@southampton.gov.uk) will be contacted 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 Planning Archaeologist), as stipulated in "Standards for the Creation, Compilation and Transfer of Archaeological Archives" (pages 4-5).
- 5.2.5 Based on the results of this assessment, all artefacts and ecofacts will be analysed by appropriate specialists, to agreed standards. Reference will be made to type series, where they exist (pottery and stone), held by SCC's Archaeology Collections. 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 Collections Database, and where necessary the contractor will make allowance for the costs involved in computer entry.

5.3 Environmental evidence

- 5.3.1 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be fractionated into 5.6/4 mm and 1 mm and dried if necessary. The coarse residue fraction (>5.6/4 mm), and the fine fraction when appropriate, will be sorted and discarded, with any finds recovered given to the appropriate specialist. The flot will be retained on a 0.25 mm mesh and scanned to assess the range of environmental remains present and their preservation. Unsorted fine residues will be retained until after any analyses and discarded following final reporting (in accordance with the Selection policy, below).
- 5.3.2 In the case of samples from cremation-related deposits the flots will be retained on a 0.25 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation burial deposits, the sample will be wet-sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.
- 5.3.3 Any waterlogged samples will be processed by standard waterlogged flotation methods.
- 5.3.4 Recording and reporting will conform to the Type 1 (Description) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification and characterisation.

5.4 Reporting

- 5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, artefactual and ecofactual evidence, a draft report will be submitted for approval to the client and the Planning Archaeologist for comment. Once approved, a final version will be submitted. The report will follow SCC's requirements for written reports and HER data (see Appendices 1 – 3).
- 5.4.2 The report will include the following elements:
- Summary sheet;
 - Non-technical summary;
 - Project background;



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

5.4.3 Illustrations will include the following at appropriate scales:

- Location of the site, within a broad context of existing topographical features (such as buildings, streets, property/field boundaries), including National Grid References.
- Overall plans of the site indicating extant topographical features, proposed topographical features, the location of significant archaeological features or deposits and, to identify those areas observed and those that were not.
- Where appropriate and where permissions may be reasonably obtained, historic maps and archaeological drawings produced by others.
- Significant archaeological deposits and features, produced as line drawings and/or photographs, sufficient to achieve the aims of the project.

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

5.4.5 Wessex Archaeology will supply the Planning Archaeologist with one copy of the approved report in PDF format (for the HER), either by email or on disk as appropriate. The PDF must be text searchable with good quality figures and images. All report drawings and photographs are to be included in the PDF file. PDF security settings must allow printing, page extraction, and copying of text, images and other content.

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

5.4.7 Wessex Archaeology will supply the HER Officer with digital copies of the photographs used in the report, for general use by the Planning Archaeologist and HER. These will be supplied in TIFF format at least 600 dpi resolution.

Publication

5.4.8 If important features and finds are uncovered during the fieldwork, the information from the site may deserve a wider publication than the limited distribution report allowed for above.



If so, in addition to what is specified above, within an agreed time period of the end of the fieldwork, Wessex Archaeology will prepare a report of an appropriate standard and arrange its publication in an appropriate form.

- 5.4.9 If appropriate, Wessex Archaeology 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 PA SCC will send a short report to "Archaeology in Hampshire".

OASIS

- 5.4.10 An OASIS (online access to the index of archaeological investigations) record (<http://oasis.ac.uk>) 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 (ADS) ArchSearch catalogue.

6 ARCHIVE STORAGE AND CURATION

6.1 Museum

- 6.1.1 It is recommended that the project archive resulting from the evaluation be deposited with Southampton City Council Archaeological Collections. Provision will be made for the deposition of the archive, making allowance for the long-term archive-storage costs that will be incurred by Southampton City Council, including the costs of deposition of the digital archive with the Archaeology Data Service (see Appendix 11 of "Standards for the Creation, Compilation and Transfer of Archaeological Archives"). The museum will receive notification of the project prior to fieldwork commencing, and an accession number will be obtained.

6.2 Transfer of title

- 6.2.1 On completion of the watching brief (or extended fieldwork programme), every effort will be made to persuade the legal owner of any finds recovered (i.e., the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996*, to transfer their ownership to the museum in a written agreement.

6.3 Preparation of archive

Physical archive

- 6.3.1 The complete physical archive, which may include paper records, graphics, artefacts and ecofacts, will be prepared following the standard conditions for the acceptance of excavated archaeological material by Southampton City Council Archaeological Collections, and in general following nationally recommended guidelines (SMA 1995; ClfA 2014c; Brown 2011). The archive will usually be deposited within one year of the completion of the project, with the agreement of the client.
- 6.3.2 Wessex Archaeology will ensure that the written and drawn archive is copied onto microfiche which satisfies the criteria set out by Historic England (Handley 1999). The microfiche will itself form part of the archive. A master copy will be deposited with the Historic England Archive at Swindon.

6.3.3 Digital archive

- 6.3.4 The digital archive generated by the project will be deposited with a Trusted Digital Repository, in this instance the Archaeology Data Service (ADS), to ensure its long-term



curation. Digital data will be prepared following ADS guidelines (ADS 2013 and online guidance) and standards laid down in Standards for the Creation, Compilation and Transfer of Archaeological Archives (Southampton City Council 2016) and accompanied by metadata.

6.4 Selection strategy

- 6.4.1 It is widely accepted that not all the records and materials (artefacts and ecofacts) collected or created during the course of an archaeological project require preservation in perpetuity. These records and materials will be subject to selection in order to establish what will be retained for long-term curation, with the aim of ensuring that all elements selected to be retained are appropriate to establish the significance of the project and support future research, outreach, engagement, display and learning activities, i.e., the retained archive should fulfil the requirements of future researchers and the receiving Museum.
- 6.4.2 The selection strategy, which details the project-specific selection process, is underpinned by national guidelines on selection and retention (Brown 2011, section 4) and generic selection policies (SMA 1993; Wessex Archaeology's internal selection policy) and follows ClfA's *Toolkit for Selecting Archaeological Archives*. It should be agreed by all stakeholders (Wessex Archaeology's internal specialists, external specialists, local authority, museum) and fully documented in the project archive.
- 6.4.3 In this instance, given that the level of finds recovery is expected to be relatively low, decisions on selection will be deferred until after the fieldwork stage, and no detailed strategy is presented here. Any material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.

6.5 Security copy

- 6.5.1 In line with current best practice (e.g., Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file. PDF/A is an ISO-standardised version of the Portable Document Format (PDF) designed for the digital preservation of electronic documents through omission of features ill-suited to long-term archiving.

7 OUTREACH AND SOCIAL MEDIA

- 7.1.1 In line with its charitable aims, Wessex Archaeology will, where possible and in consultation with the client, seek opportunities to disseminate the results of the watching brief and engage with the local community through social media, press releases, open days and volunteer involvement, while taking into account issues such as health and safety, confidentiality and vandalism.

8 COPYRIGHT

8.1 Archive and report copyright

- 8.1.1 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*.



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

8.2 Third party data copyright

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

9 WESSEX ARCHAEOLOGY PROCEDURES

9.1 External quality standards

9.1.1 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 2019). 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.

9.2 Personnel

9.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff. 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.

9.2.2 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 is provided in Appendix 4.

9.2.3 The following key staff are proposed:

- Project Manager Damian De Rosa
- Fieldwork director TBC

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

9.3 Internal quality standards

9.3.1 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 9001:2015 – 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.

- 9.3.2 Wessex Archaeology assigns responsibility to individual managers for the successful completion of all aspects of a project including reporting. This includes monitoring progress and quality; controlling the 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 own performance is monitored by the team leader or regional director. The technical managers in the Graphics, Research, GeoServices and IT sections provide additional assistance and advice.
- 9.3.3 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 who, in consultation with the team leaders/regional directors, also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

9.4 Health and safety

- 9.4.1 All works will be undertaken in accordance with the *Health and Safety at Work Act 1974*; the *Management of Health and Safety at Work Regulations 1999* and all other applicable health and safety legislation.
- 9.4.2 Wessex Archaeology is an ISO 45001 accredited organisation (certificate number OHS 744383), confirming the operation of an Occupational Health and Safety Management System that complies with the requirements of ISO 45001:2018. The award of the ISO 45001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to delivering effective risk management across all its activities.
- 9.4.3 Wessex Archaeology will, for all projects, produce one or more task and site-specific risk assessments and method statements (RAMS), which will ensure our staff can work safely on the site. A copy of the RAMS and our Health and Safety Policy can be provided to the client. All staff on our sites will be made fully familiar with the RAMS before work commences.
- 9.4.4 We aim to work collaboratively on health and safety with clients and, where separately appointed, with principal contractors. We expect clients to provide in good time all the necessary risk information about a site that may affect the archaeological work, such as locations of utilities or any known ground contamination. We will comply with the project specific Personal Protective Equipment (PPE) requirements, and any other specific additional requirements of the Principal Contractor.
- 9.4.5 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) and have undergone UKATA Asbestos Awareness Training. Staff who carry out specific tasks are suitably trained and competent to do so through training accredited by the Construction Industry Training Board (CITB), Institution of Occupational Safety & Health (IOSH) and the National Plant Operators Recognitions Scheme (NPORS).



9.5 Insurance

- 9.5.1 Wessex Archaeology holds Employers Liability (£15,000,000), Public Liability (£15,000,000) and Professional Indemnity (£10,000,000) policies.

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APPENDICES

Appendix 1 Written reports and HER requirements

The report will include a summary sheet, as outlined in Appendix 3.

The basic content requirements for the report are outlined in Appendix 4.

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

The contractor will supply the Planning Archaeologist with one copy of the approved report in PDF format (for the HER), either by email or on disk as appropriate. The PDF must be text searchable with good quality figures and images. All report drawings and photographs are to be included in the PDF file. PDF security settings must allow printing, page extraction, and copying of text, images and other content.

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

The contractor will supply the HER Officer with digital copies of the photographs used in the report, for general use by the Planning Archaeologist and HER. These will be supplied in TIFF format at least 600 dpi resolution.



Appendix 2 Grey literature reports – Summary content sheet

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

- Site name/address
- SOU site code (this should also be included on the front cover)
- Contractor site code
- Planning Archaeologist consultation number
- Planning application number (if relevant)
- Grid reference of centre of site - 8 figures, including prefix (e.g. SU). More than one grid reference for widely dispersed sites, as appropriate (for instance, where trenches are located at widely different points around the site).
- Fieldwork dates (full start and end dates in form day/month/year)
- Type of fieldwork
- Name of contracting unit
- Report author
- Name of client
- Non-technical summary (to include all periods represented on the site, including those present only as residual finds in later contexts).



Appendix 3 Grey literature reports – Basic content requirements

It is expected that all reports will include the following information. Reports that do not contain this information will be rejected, unless a variation has been agreed in writing with the Planning Archaeologist. NB: Notes under HISTORICAL BACKGROUND, ARCHAEOLOGICAL BACKGROUND and HER DATA also apply to the WSI.

CONTENTS LIST

PRESENT LANDUSE, GEOLOGY AND TOPOGRAPHY.

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

HISTORICAL BACKGROUND

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

ARCHAEOLOGICAL BACKGROUND

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

REASON FOR PROJECT, PROJECT AIMS

METHODOLOGY

(Amended from the WSI as appropriate. Include trench dimensions and any restrictions on fieldwork, for instance Health & Safety, it rained constantly, etc. If any groundworks were not observed, this should be clearly stated, and the reason given).

DETAILED DESCRIPTION OF RESULTS

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

CONCLUSION

This must include all periods present on the site, including those represented only by residual finds in later stratigraphy. Discuss with reference to the documentary evidence. Discuss the significance of the site in its broader archaeological, historical and landscape setting.

BIBLIOGRAPHY

LOCATION PLANS

Site and trench location plans based on 1:1250 OS mapping, indicating areas surveyed by different methods, and any groundworks not observed. (The less detailed OS Open Data mapping is not acceptable for this purpose.) All scaled report figures should ideally be reproduced at easily readable scales.

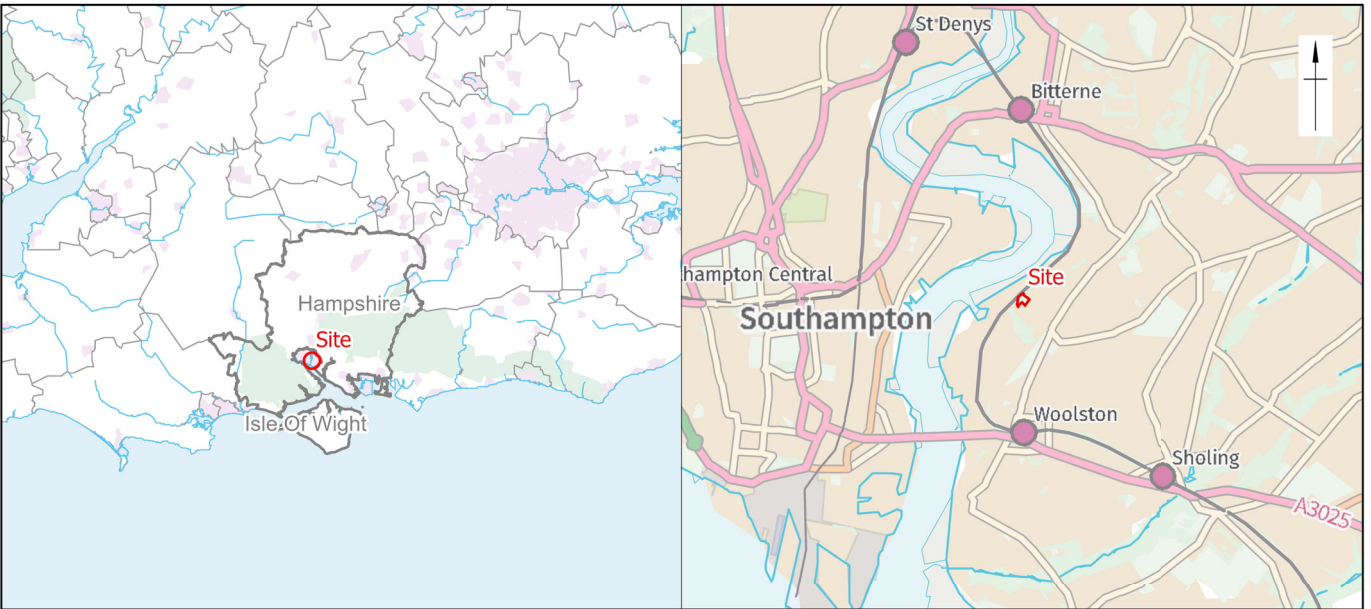
OTHER PLANS & SECTIONS

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



Appendix 4 Finds and environmental specialists

Name	Qualifications	Specialism
Sander Aerts	BA, MSc	Archaeoentomological remains, animal bone, marine shell and archaeobotanical remains (carbonised)
Phil Andrews	BSc; FSA; MCIfA	Slag and metal working debris
Richard Bradley	BA; MA; MCIfA	Battlefield artefacts, particularly Civil War period lead shot
Ceridwen Boston	BSocSc; MA; MSc; DPhil	Osteoarchaeology; funerary archaeology
Elina Brook	BA; MA; PCIfA	Later prehistoric and Romano-British pottery, and small finds
Alex Brown	BA; MSc; PhD	Geoarchaeology, palynology
Liz Chambers	BA; MSc	Geoarchaeology
Fiona Eaglesham	BSc; MSc	Archaeobotanical remains
Kirsten Egging Dinwiddy	BA; MA; MCIfA	Human remains (inhumations)
Erica Gittins	BA; MA; PhD	Prehistoric flint
Phil Harding	PhD	Prehistoric flint, particularly Palaeolithic flint
Lorrain Higbee	BSc; MSc; MCIfA	Animal bone
Jessica Irwin	BSc	Post-medieval finds
Matt Leivers	BA; PhD; ACIfA	Prehistoric pottery and flint
Inés López-Dóriga	BA; MA; PhD	Archaeobotanical remains
Erica Macey-Bracken	BA; ACIfA	Post-medieval finds, ceramic building material and worked wood
Katie Marsden	BSc	Pottery from prehistoric to post-medieval/modern. Metalwork of all periods, including coins. Small and bulk finds including fired clay, ceramic building material, worked bone
Jacqueline McKinley	BTech; FSA	Human remains (inhumations and cremations)
Nicki Mulhall		Geoarchaeology and archaeobotanical remains
Emma Robertson	BA; MSc	Human remains (inhumations)
Megan Scantlebury	BA, MSc	Archaeobotanical remains
Rachael Seager Smith	BA; MCIfA	Pottery with particular emphasis on Roman ceramics; and metalwork, fired clay, ceramic building material, stone, worked bone, shale, glass, and wall plaster
Andrew Shaw	BA; MA; PhD	Palaeolithic lithic artefacts and Pleistocene geoarchaeology
Mark Stewart	BA; MPhil	Prehistoric flint. Worked stone, ceramic building material, glass, fired clay
Amy Thorp	BA; MA	Pottery with emphasis on Roman ceramics, small finds
Ed Treasure	BSc; MRes; PhD	Archaeobotanical remains, including plant remains and charcoal/wood
Kevin Trott	BA	Pottery from the Iron Age to early modern period, with emphasis on later Iron Age/Romano-British and medieval to post-medieval periods. Ceramic building material, fired clay/briquetage, metalwork/small finds, clay tobacco pipes, worked bone, stone artefacts, shale, glass, wall plaster, leather, marine shell
Thomas Wicks	BA; MA	Conservation of objects



Coordinate system: OSGB 1936 British National Grid
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