



'Misery', Bursledon, Southampton, Hampshire

Written Scheme of Investigation for Archaeological Evaluation

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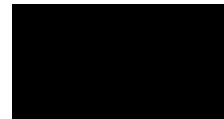
Client name Foreman Homes Ltd (Southampton)
Address Unit 1
Station Industrial Park
Duncan Road, Park Gate
Southampton
Hampshire
SO31 1BX

Site location Land at 'Misery'
Providence Hill
Bursledon
Southampton
County Hampshire
National grid reference 448580, 110707 (SU 48580 10707)
Planning authority Eastleigh Borough Council
Planning reference O/17/81166
Museum name Hampshire Cultural Trust
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'Misery', Bursledon Southampton, Hampshire

Written Scheme of Investigation for Archaeological Evaluation

1 INTRODUCTION

1.1 Project and planning background

1.1.1 Wessex Archaeology has been commissioned by Foreman Homes Ltd ('the client') to produce a written scheme of investigation (WSI) for a proposed archaeological evaluation of a 3.5 ha parcel of land located in 'Misery', Bursledon, Southampton, Hampshire, SO31 8LP. The evaluation area is centred on NGR 448580, 110707 (Fig. 1).

1.1.2 The proposed residential development of up to 92 dwellings, associated open space, landscaping, amenity areas and infrastructure means of access from Providence Hill.

1.1.3 A planning application (O/17/81166) submitted to Eastleigh Borough Council, was granted 17 September 2021, subject to conditions. The following conditions relate to archaeology:

Condition 16

Before development commences a programme of archaeological evaluation for the site shall be submitted to, and approved in writing by, the local planning authority. It shall detail:
(i) Submission of a Written Scheme of Investigation detailing an overarching programme of archaeological assessment. The agreed Written Scheme shall be implemented on a phase-by-phase basis prior to the commencement of the relevant phase. (ii) The implementation of the programme of archaeological mitigation of impact in accordance with a Written Scheme of Investigation on a phase-by-phase basis

(iii) On completion of archaeological fieldwork within each phase a report will be produced in accordance with an approved programme including where appropriate post excavation assessment, specialist analysis and reports, publication and public engagement. The development must accord with these approved details.

Reason: To assess and mitigate the impact of the development on any archaeological deposits and to contribute to our knowledge and understanding of our past.

1.1.4 The evaluation will comprise the excavation, investigation and recording of 30no. trial trenches (each measuring 30 m by 1.8 m), equating to a 4% sample of the proposed development area.

1.1.5 This evaluation is part of staged approach in determining the archaeological potential of the site, and follows non-intrusive archaeological work, including an archaeological desk-based assessment (TVAS 2018), and geophysical survey (Wessex Archaeology 2022 report forthcoming).

1.2 Scope of document

1.2.1 This WSI sets out the aims of the evaluation, 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 archaeological field evaluation* (CIfA 2014a).

- 1.2.2 This document will be submitted to Senior Archaeologist, archaeological advisor to the Local Planning Authority (LPA), for approval, prior to the start of the evaluation.

1.3 Location, topography and geology

- 1.3.1 The proposed evaluation area is located to the north of the urban edge of Bursledon off the A27 and to the south-west of the M27. The proposal site comprises a large, irregular parcel of land, covering approximately 3.5 ha. The site is bounded by a footpath running parallel to the M27 to the north-east and east, Windmill Fields Wood Conservation Area to the west, and earlier phases of the development to the south. The site comprises two irregular shaped fields of grass.
- 1.3.2 The development area is situated in a river valley, with the land gradually sloping from 42 m above Ordnance Datum (aOD) in the north-west of the site to 28 m aOD in the south-east.
- 1.3.3 The site falls on the edge of two areas of geology, the convergence of which follows the route of the site's north-east boundary. The evaluation area has underlying geology of Wittering Formation - Sand, Silt And Clay. Sedimentary Bedrock formed approximately 41 to 56 million years ago in the Palaeogene Period. London Clay Formation - Clay, Silt And Sand is mapped to the immediate north-east of the site (British Geological Survey 2022).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background was assessed in a prior desk-based assessment (DBA: TVAS 2018), which considered the recorded historic environment resource within a 1 km study area of the proposed development. A summary of the results is presented below, with relevant entry numbers from the Hampshire Historic Environment Record (HER) and the National Heritage List for England (NHLE) included. Additional sources of information are referenced, as appropriate.

2.2 Previous investigations related to the proposed development

Geophysical Survey (2022)

- 2.2.1 Wessex Archaeology carried out a geophysical survey of the site from 24–26 October 2022, the report for which is currently being produced. From an initial interpretation of that data, there appears to be a distinct linear trend in the south-west corner of the western field and a more gradual change in resistance at the eastern-most edge of the eastern field. It is possible the change in resistance at the eastern-most edge of the site may have been caused by vegetation. The large T-shaped trend in the western field appears to be the remains of a modern unofficial former footpath which is visible in aerial photographs. There also appears to be significant variation in the geology across the site. Little could be determined in the smaller eastern field, as the field was covered in debris and the majority of it was unsuitable for survey.

2.3 Archaeological and historical context

Mesolithic – Neolithic (8500 – 2200 BC)

- 2.3.1 Immediately to the east of the proposal site, Mesolithic and/or Neolithic flint cores, blades and flakes were found during topsoil stripping for the construction of the M27 in 1972. A further Mesolithic findspot refers to a scatter of blades recovered during a watching brief along a pipeline between Hamble and Botley to the south-east of the proposal site.

Bronze Age (2200 – 700 BC)

- 2.3.2 Bronze Age flint scrapers, cores and an early barbed and tanged arrowhead were recovered during the watching brief of the aforementioned pipeline between Hamble and Botley. Additionally, environmental sampling and radiocarbon dating of a peat deposit identified during archaeological works at Bridge Road to the south-east of the proposal site demonstrated sediment accumulation from the Middle Bronze Age and the Late Iron Age; however, no human activity was evident.
- 2.3.3 Two areas of densely packed burnt flints, possibly representing Bronze Age 'burnt mounds', were recorded in 1972 during the construction of the M27, immediately to the east of the proposal site. Two separate areas with concentration of burnt flint and some worked flint were also identified during a watching brief along the Hamble-Botley pipeline. A single sherd of undecorated domestic Beaker pottery was recovered from a possible gully elsewhere on the same watching brief.

Iron Age (700 BC – AD 43)

- 2.3.4 Seven sherds of unstratified pottery dating to the early Iron Age were recovered during the Hamble to Botley watching brief. A small pit containing polished and waste flints was excavated in 1972 and its location appears to fall within the south-eastern section of the proposal site, although as it was discovered during works related to the motorway construction, it is likely that its actual location is just outside the site boundary to the north-east. Its attribution to the Iron Age on the basis of flints is debatable (not least because glazed bricks came from either within it or very nearby). Finally, an abraded pottery sherd was also found during topsoil stripping in 1972 immediately to the east of the proposal site.

Romano-British and Saxon (AD 43 – 1066)

- 2.3.5 There is no evidence of Roman or Saxon activity recorded within the study area.

Medieval (1066 – 1500)

- 2.3.6 A number of medieval features were recorded during the Hampshire Historic Rural Settlement survey: earthworks near Church Lane, a hollow way leading to St Leonard's Church, a bank and ditch boundary, earthworks, a bank representing the former churchyard boundary and a former parish boundary, while a field boundary was identified from aerial photographs during the South East Rapid Coastal Zone Assessment Survey. An archaeological investigation at Bridge Road revealed a number of minor medieval features such as a possible medieval posthole with unknown function and a possible later medieval to postmedieval field boundary ditch.
- 2.3.7 A number of medieval green-glazed bricks were recovered from an excavation in 1972 in the vicinity of (or possibly within?) the supposed Iron Age pit at the edge of the south-eastern section of the proposal site. While the location of medieval chapel of Brixentona mentioned in charter of Henry de Blois (1129-1171) as being leased to the monks of Hamble is unknown, it is believed to have been near the Grade II* listed St Leonard's Church.

- 2.3.8 A ditch was recorded during evaluation just beyond the proposal site boundary which contained a few sherds of Medieval pottery and tentatively dates the features to this period. Several other undated ditches and a sherd of possible Roman pottery were also recovered (Sanchez 2016). Six trenches in this evaluation lay within the proposal site but contained no features or artefacts of archaeological interest.

Post medieval (1500 – 1800)

- 2.3.9 An archaeological investigation at Bridge Road revealed a number post-medieval features such as a possible later medieval to post-medieval field boundary ditch, undated ditches seemingly related to drainage and likely to be of earlier post-medieval date, a small-scale post-medieval sand and gravel extraction site (no dating material was recovered, however) and a number of probable land drains some revealing fragments of later 18th to 19th century drain pipes.
- 2.3.10 Several gullies recorded during evaluation just beyond the proposal site boundary are of late Postmedieval or modern date (Sanchez 2016).
- 2.3.11 In addition to several Listed buildings comprising Hoe Moor House, Bursledon Windmill and Granary, The Lodge, Greyladeys Park, Dodwell Cottage, Redcroft Farmhouse, The Thatched Cottage, The Old Rectory and The Guardhouse refer to historical unlisted buildings located within conservation areas. A barn located near Bursledon Windmill was relocated from Chineham.

3 AIMS AND OBJECTIVES

3.1 General aims

- 3.1.1 The general aims (or purpose) of the evaluation, in compliance with the *CIfA Standard and guidance for archaeological field evaluation* (CIfA 2014a), are to:
- provide information about the archaeological potential of the site; and
 - inform either the scope and nature of any further archaeological work that may be required; or the formation of a mitigation strategy (to offset the impact of the development on the archaeological resource); or a management strategy.

3.2 General objectives

- 3.2.1 In order to achieve the above aims, the general objectives of the evaluation are to:
- determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified area;
 - establish, within the constraints of the evaluation, the extent, character, date, condition and quality of any surviving archaeological remains;
 - 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 within the site by reporting on the results of the evaluation.

3.3 Site-specific objectives

- 3.3.1 Following consideration of the archaeological potential of the site, the site-specific objectives of the evaluation are to:

- test the results of the geophysical survey (Wessex Archaeology 2022, forthcoming);

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, 11)
- 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 Senior archaeologist to the LPA and the client prior to being implemented.
- 4.1.3 The evaluation will comprise the excavation, investigation and recording of 30no. trial trenches (each measuring 30 m by 1.8 m), equating to a 4% sample of the proposed development area.
- 4.1.4 An accession number has been requested from Hampshire Cultural Trust.

4.2 Setting out of the trenches

- 4.2.1 All trenches will be set out using a Global Navigation Satellite System (GNSS) in the approximate positions shown in Figure 1. Minor adjustments to the layout may be required to take account of constraints such as vegetation or located services, and to allow for machine manoeuvring. The trench locations will be tied into the Ordnance Survey (OS) National Grid and Ordnance Datum (OD) (Newlyn), as defined by OSTN15 and OSGM15.

4.3 Service location and other constraints

- 4.3.1 The client will provide information regarding the presence of any below/above-ground services, and any ecological, environmental or other constraints.
- 4.3.2 Before excavation begins, the evaluation area will be walked over and visually inspected to identify, where possible, the location of any below/above-ground services. All trial trench locations will be scanned before and during excavation with a Cable Avoidance Tool (CAT) to verify the absence of any live underground services.

4.4 Excavation methods

- 4.4.1 The trenches will be excavated using a 360° tracked excavator equipped with a toothless bucket. Machine excavation will be under the constant supervision and instruction of the monitoring archaeologist. Machine excavation will proceed in level spits of approximately 50–200 mm until either the archaeological horizon or the natural geology is exposed. Where necessary, the base of the trench/surface of archaeological deposits will be cleaned by hand.
- 4.4.2 A sample of the archaeological features and deposits identified will be hand-excavated, sufficient to address the aims of the evaluation. Spoil derived from 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.

- 4.4.3 If an exceptional number and/or complexity of archaeological deposits are identified, sample excavation will aim to be minimally intrusive, but sufficient to resolve the principal aims of the evaluation, to a level agreed with the Senior Archaeologist to the LPA and the client.
- 4.4.4 If human remains are uncovered, the specific methods outlined below (section 4.9.2) will be followed.
- 4.4.5 Where complex archaeological stratification is encountered, deposits will be left *in situ* and alternative measures taken to assess their depth, as agreed with the Senior Archaeologist to the LPA. Where modern features are seen to truncate the archaeological stratification, these may be removed, where practicable, in a manner that does not damage the surrounding deposits to enable the depth of stratification to be assessed.

4.5 Recording

- 4.5.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.
- 4.5.2 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 OS National Grid.
- 4.5.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 16 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. Photographs will also be taken of all areas, including access routes, to provide a record of conditions prior to and on completion of the evaluation.

4.6 Survey

- 4.6.1 The real time kinematic (RTK) survey of all trenches and 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 OSTN15 and OSGM15, with a three-dimensional accuracy of at least 50 mm.

4.7 Monitoring

- 4.7.1 The client will inform the Senior Archaeologist to the LPA of the start of the evaluation and its progress. Reasonable access will be arranged for the Senior Archaeologist to the LPA to make site visits to inspect and monitor the progress of the evaluation. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the Senior Archaeologist to the LPA.

4.8 Reinstatement

- 4.8.1 Trenches completed to the satisfaction of the client and the Senior Archaeologist to the LPA will be backfilled using excavated materials in the order in which they were excavated, and left level on completion. No other reinstatement or surface treatment will be undertaken.

4.9 Finds

General

- 4.9.1 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

- 4.9.2 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*).
- 4.9.3 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist and the Senior Archaeologist to the LPA 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.
- 4.9.4 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 2013). Appropriate specialist guidance/site visits will be undertaken if required.
- 4.9.5 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

- 4.9.6 Wessex Archaeology will immediately notify the client and the Senior Archaeologist to the LPA on discovery of any material covered, or potentially covered, by the *Treasure Act 1996*. All information required by the Treasure Act (i.e., finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

4.10 Environmental sampling

- 4.10.1 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).
- 4.10.2 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.
- 4.10.3 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the Senior Archaeologist to the LPA as appropriate. Specialist guidance will be provided by a member of Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.10.4 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.

- 4.10.5 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 evaluation will be collated, checked for consistency and stratigraphic relationships. Key data will be transcribed into a database, which can be updated during any future analyses. 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 either by trench or by period as appropriate. Detail of all contexts will be provided in trench tables in the appendix of the report.

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 evaluation. Recording and reporting will conform to the Type 2 (Appraisal) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification, characterisation and assessment of significance and potential. The report will include a table of finds by feature/context or trench.
- 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).

5.3 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 1/0.5 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 2 (Appraisal) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification, characterisation and assessment of significance and potential.

5.4 Reporting

General

- 5.4.1 Following completion of the fieldwork and the evaluation of the stratigraphic, artefactual and ecofactual evidence, a draft report will be submitted for approval to the client and the Senior Archaeologist to the LPA, for comment. Once approved, a final version will be submitted.

- 5.4.2 The report will include the following elements:

- 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, including trench summary tables;
- Illustrations; and
- References.

- 5.4.3 A copy of the final report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format) relating to evaluation.

Publication

- 5.4.4 If no further mitigation works are undertaken, a short report on the results of the evaluation will be prepared for publication in a suitable journal, if considered appropriate and agreed with the client and the Senior Archaeologist to the LPA.

OASIS

- 5.4.5 An OASIS (online access to the index of archaeological investigation) 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 Hampshire Cultural Trust. Provision has been made for the cost of long-term storage in the

post-fieldwork costs. The museum has been notified of the project, prior to fieldwork commencing, and an accession number has been requested.

6.2 Transfer of title

- 6.2.1 On completion of the evaluation (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 Hampshire Cultural Trust, and in general following nationally recommended guidelines (Brown 2011; ClfA 2014c; SMA 1995). The archive will usually be deposited within one year of the completion of the project, with the agreement of the client.

Digital archive

- 6.3.2 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 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 both 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 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*.
- 7.1.2 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.

7.2 Third party data copyright

- 7.2.1 This document, the evaluation 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.

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. 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 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 specialists is provided in Appendix 1.
- 8.2.3 The following key staff are proposed:
- Project Manager Bill Moffat

- Fieldwork Director Marjbritt Bengtson Trim

8.2.4 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.

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 9001:2015 – 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. 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 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.

8.3.3 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.

8.4 Health and safety

8.4.1 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.

8.4.2 Wessex Archaeology has a fully compliant health and safety management system that has year on year satisfied the criteria for SSIP certification (Safety Schemes in Procurement). SSIP itself is aligned with PAS91.

8.4.3 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.

8.4.4 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.



- 8.4.5 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).

8.5 Insurance

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

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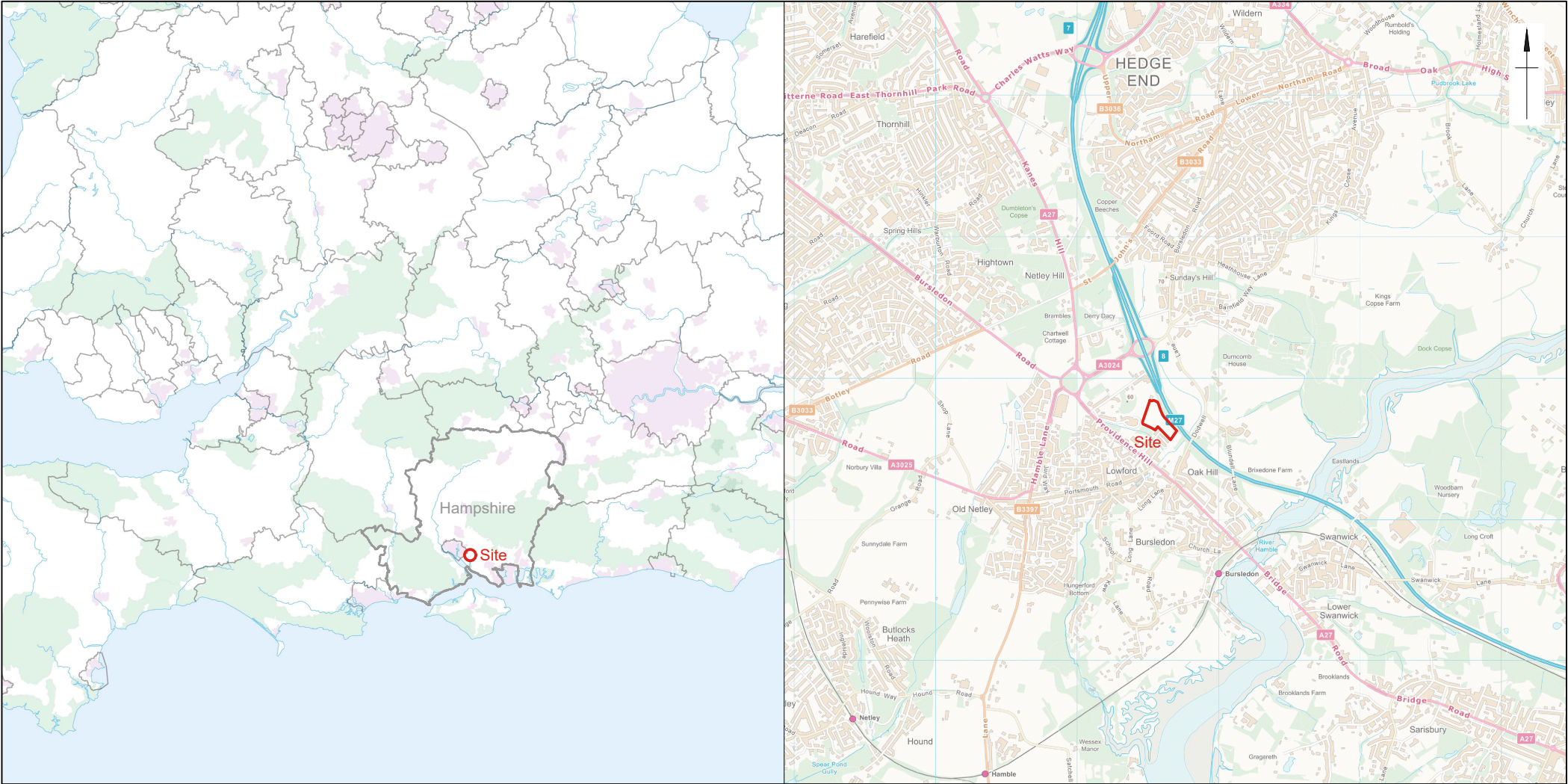
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APPENDICES

Appendix 1 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
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
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
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)
Lorraine Mephram	BA; MCIfA	Pottery and other ceramic finds of all dates, concentrating on later prehistoric and post-Roman; ceramic building material; clay tobacco pipe; glass of Saxon or later date; small finds
Nicki Mulhall		Geoarchaeology and archaeobotanical remains
Richard Payne	BSc; MSc; MPhil	Geoarchaeology
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
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



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Figure 1: Site location with trench plan and geophysical survey data





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