



Botley Bypass Botley, Hampshire

Written Scheme of Investigation for
Archaeological Excavation

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Botley Bypass and Uplands Farm, Botley, Hampshire

Written Scheme of Investigation for Archaeological Excavation

1 INTRODUCTION

1.1 Project and planning background

- 1.1.1 Wessex Archaeology has been commissioned by Atkins Ltd, on behalf of Hampshire County Council, to produce a written scheme of investigation (WSI) for a proposed archaeological strip, map and sample excavation of three areas totalling 0.615 ha, located to the north and east of Botley, Hampshire. The excavation area is centred on NGR 451440, 113644 (**Fig. 1**).
- 1.1.2 The excavations are divided into three which target specific areas of interest indicated by the results of the evaluation (Wessex Archaeology 2020a). These areas are as follows;
- Area A: targeting Trench 76 in evaluation Area 3a, measuring 0.48 ha (**Fig. 2**)
 - Area B: targeting Trench 109 in evaluation Area 4, measuring 0.09 ha (**Fig. 3**)
 - Area C: targeting Trench 113 in evaluation Area 4, measuring 0.045 ha (**Fig. 3**)
- 1.1.3 The proposed excavation has been preceded by archaeological works including a Desk-based Assessment (DBA: ARUP 2017), geophysical surveys (Sumo Surveys 2017 and Wessex Archaeology 2020b) and an archaeological evaluation (Wessex Archaeology 2020a).
- 1.1.4 The evaluation (Wessex Archaeology 2020a) identified three areas of archaeological potential, which will be targeted in accordance with a *Brief for Archaeological Mitigation* (Hampshire County Council - ETE Archaeology Service 2021) prepared by prepared by Thom Hayes (HCC Senior Archaeologist), the archaeological planning advisor to HCC.
- 1.1.5 Due to overhead power cables Area A will be stripped to an appropriate health and safety buffer to the north-east of the cables, a decision will then be made in consultation with the Senior Archaeologist as to whether the archaeology warrants further investigation. If so, the strip will continue beneath the power cables with the necessary health and safety measures in place. Areas B and C will be stripped in their entirety.
- Botley Bypass*
- 1.1.6 Hampshire County Council (HCC) have secured planning permission (CS/17/81226) to construct a bypass to the north of Botley, Hampshire. The development will comprise a 1.8km long, single carriage highway between Woodhouse Lane and a roundabout 150m north of the Woodhouse Lane/Winchester Street priority junction. The following conditions relate to archaeology:
- 1.1.7 The proposed development comprises the construction of a bypass 1.8km long and 7.3 m wide. It is a single carriageway with a 40mph design speed. A shared use foot/cycleway is provided on the southern side.

- 1.1.8 The route connects to Woodhouse Lane with a roundabout approximately 150 m south of the Woodhouse Lane/Winchester Street priority junction. The Bypass heads in a south-easterly direction, turning to the east to cross Winchester Street just to the west of Holmesland Lane, avoiding the residential property on the south side of Winchester Street. A priority junction is provided with Winchester Street to the south-east. Winchester Street to the north-west is closed off and a turning head provided.
- 1.1.9 The Bypass continues in an easterly direction towards the railway and then runs parallel to the railway, to cross the River Hamble. The Bypass then heads south, to the west of Bottings Industrial Estate, before turning east again to join the A334 with a new roundabout to replace the A335/A3051 priority junction. The A3051 will be realigned on its approach to the new roundabout.
- 1.1.10 Archaeological conditions were attached to planning permission CS/17/81226 (conditions 24, 25 and 26). The requirements of the conditions are as follows

Condition 24. Prior to the commencement of development the applicant shall secure the implementation of a programme of archaeological assessment in accordance with a Written Scheme of Investigation that has been submitted to and approved in writing by the Local Planning Authority.

Reason: To assess the extent, nature and date of any archaeological deposits that might be present and the impact of the development upon these heritage assets and to ensure that the development is in accordance with the Eastleigh Borough Local Plan Review (2006), Winchester District Local Plan Part 1 (2013) and Winchester District Local Plan part 2 – Development management and Site Allocations (2017).

Condition 25. Prior to the commencement of development the applicant shall secure the implementation of a programme of archaeological mitigation of impact in accordance with a Written Scheme of Investigation that has been submitted to and approved in writing by the Local Planning Authority.

Reason: To mitigate the effect of the works associated with the development upon any heritage assets and to ensure that information regarding these heritage assets is preserved by record for future generations and in accordance with policy 168LB of the Eastleigh Borough Local Plan Review (2006) and policy DM26 of the Winchester District Local Plan Part 2 (2017).

Condition 26. Following completion of archaeological fieldwork a report shall be produced and submitted to the Local Planning Authority in accordance with a programme to be approved by the Local Planning Authority. The programme shall include where appropriate post-excavation assessment, specialist analysis and reports, publication and public engagement.

Reason: To contribute to our knowledge and understanding of our past by ensuring that opportunities are taken to capture evidence from the historic environment and to make this publicly available and in accordance with policy 168LB of the Eastleigh Borough Local Plan Review (2006) and policy DM26 of the Winchester District Local Plan Part 2 (2017).

1.2 Scope of document

- 1.2.1 This WSI sets out the aims of the excavation, 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 excavation* (CIfA 2014a).

- 1.2.2 This document will be submitted to the Senior Archaeologist, archaeological advisor to HCC, for approval, prior to the start of the excavation.

1.3 Location, topography and geology

- 1.3.1 The mitigation areas are located on the north and east sides of the village of Botley, Hampshire. The proposed Botley Bypass will join the junction of the A334 and the A3051 with Woodhouse Lane. The proposed works traverse mainly agricultural land. The River Hamble crosses Between Area A and Areas B and C. The Portsmouth to Eastleigh railway line runs adjacent to the Areas. The existing ground levels vary from to 4 m aOD at the River Hamble, before rising to 18 m aOD at the western extent of Area 3 (Wessex Archaeology 2020a).
- 1.3.2 The underlying geology across the areas is variable with superficial deposits of river terrace deposits, 2 - sand and gravel; superficial deposits formed up to 3 million years ago in the Quaternary Period - to the west of the River Hamble. On either side of the River Hamble are deposits of alluvium - clay, silt, sand and gravel. Superficial deposits formed up to 2 million years ago in the Quaternary Period. The bedrock geology is recorded as predominantly being Wittering Formation - sand, silt and clay, a ridge of high ground at the western end of the Site contains bedrock deposits of Earnley Sand Formation - sand, silt and clay. Sedimentary Bedrock formed approximately 41 to 48 million years ago in the Palaeogene Period (British Geological Survey online viewer 2020).

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: ARUP 2017), which considered the recorded historic environment resource within a 1 km study area of the Areas 1, 2 and 3 of the proposed developments. A summary of the results is presented below, with relevant entry numbers from the Hampshire and Winchester Historic Environment Records (HHER and WHER respectively) and the National Heritage List for England (NHLE) included. Additional sources of information are referenced, as appropriate.

2.2 Previous investigations related to the development

Fieldwalking (1994)

- 2.2.1 A systematic fieldwalking survey was conducted on an area of recreation land within Area 3. Finds recovered from the surface by the fieldwalking included Mesolithic to Neolithic flints (31055, 31056), fragments of medieval pottery (31051) and some undated settlement finds (38904) (ARUP 2017).
- 2.2.2 Other systematic fieldwalking in Area 2 has recovered surface artefacts including a surface scatter (38905) and medieval pottery (31052).

Archaeological watching brief (2001)

- 2.2.3 Network Archaeology conducted an archaeological watching brief along the route of a pipeline between Hamble and Botley in 2001, which ran partially through the northern part of Area 2. Within Area 2 plough marks, interpreted as post-medieval to modern in date, were the only features noted (57414). Within the DBA study area but outside of Area 2 burnt flint, a Bronze Age scraper, and pottery dating through from the Romano-British to the post-medieval periods was recovered. A medieval hollow-way and a post-medieval brick lined well were also recorded (ARUP 2017).

Geophysical Survey (2017)

- 2.2.4 Areas 1, 2 and 3 were subjected to a geophysical survey (Sumo Services 2017). The survey did not find any definite archaeological features but suggested that further investigation may help to clarify the nature of the uncertain responses.

Geophysical Survey (2020)

- 2.2.5 Areas 4 and 5 were subjected to a geophysical survey prior to the evaluation with a detailed gradiometer survey covering Area 4 and a GPR survey covering Area 5 (Wessex Archaeology 2020b). The detailed gradiometer survey was successful in detecting anomalies of probable archaeological origin. This includes three thermoremanent anomalies that could indicate charcoal production in the vicinity in the form of charcoal mounds.
- 2.2.6 Numerous, discrete positive anomalies were identified that could indicate wider settlement activity such as extraction or refuse pits. However, these anomalies are equally likely to be evidence of natural variation in the magnetic susceptibility of the underlying geological deposits or topsoils.
- 2.2.7 A broad area of positive and negative responses was attributed to alluvial material at Area 4. Such deposits can deeply bury archaeological remains.
- 2.2.8 No evidence for archaeological features was discovered in GPR data. The only high amplitude response detected corresponds to the entrance to Area 5.

Archaeological trial trench evaluation Area 1 (2017)

- 2.2.9 An archaeological evaluation in Area 1 (Wessex Archaeology 2017) revealed a concentration of Romano-British activity in the north-eastern part of the Site, in form of pits, ditches and postholes – probable evidence of settlement activity potentially spanning the 1st to the 4th centuries AD. Several undated features and numerous probable post-medieval field boundary and drainage ditches were revealed; a number of which had been enhanced with the addition of modern ceramic field drains. There was some correlation between some of the features identified by the evaluation and the geophysical survey, but not all features identified during the evaluation showed as anomalies, particularly the discrete pits and post-holes.

Archaeological excavation Area 1 (2020)

- 2.2.10 Wessex Archaeology conducted an archaeological excavation in Area 1 of 2500 m² between 15th May and 8th June 2020. The excavation uncovered several ditches that probably defined part of a system of enclosures/land divisions, laid out and modified/re-organised on several occasions, but broadly divisible into two phases. Other features included two broad and shallow hollows of uncertain origin, a scatter of pits and postholes, a probable well and a possible working hollow/livestock shelter – the latter potentially associated with the remains of a windbreak/screen or open-sided canopy. Although some of the pits and postholes cannot be dated, the bulk of the features derive from phases of activity broadly spanning the Late Iron Age–late Romano-British period. There is almost no evidence of activity in the area during other periods (Wessex Archaeology 2020c).

Archaeological evaluation Areas 2 to 5 (2020)

- 2.2.11 Archaeological features were recorded in three of the four areas. The features recorded include a Middle Bronze Age Bucket urn, which had been placed in a shallow pit in Area 4. Late Iron Age – early Romano-British features were recorded in Areas 2, 3 and 4. These comprised substantial ditches in Areas 2 and 3 and a possible waterhole in Area 4. A

number of late post-medieval – early modern field boundary ditches were recorded in Areas 3 and 4. Within Area 2 a number of mid-20th century field boundary ditches were noted. A single undated pit was recorded in Area 3. Four undated ditches, which were on different alignments to the late post-medieval ditches were recorded in Area 4, burnt flint was recovered from two of these ditches and they appeared to be prehistoric in character. Two small undated pits were recorded in Area 4 (Wessex Archaeology 2020a).

- 2.2.12 Within Trench 76 (targeted by excavation Area A; **Fig. 2**) four undated features were recorded: two parallel ditches with similar profiles of moderate sides and concave bases, a substantial V shaped ditch and a sub-oval pit.
- 2.2.13 Trench 109 (targeted by excavation Area B; **Fig. 3**) contained a large pit or waterhole, from which Iron Age pottery was recovered from the uppermost fills, a broad shallow ditch, and a single pit.
- 2.2.14 Within Trench 113 (targeted by excavation Area C; **Fig. 3**) a Middle Bronze Age Bucket urn was uncovered within a small pit. The pottery was made in a very coarse, poorly-sorted flint-tempered fabric and has a flat-topped, very slightly internally-bevelled rim and a horizontal cordon. Both fabric and form are well-paralleled in the area. Although now highly fragmentary, this vessel was probably deposited in a complete or semi-complete and were often used as containers for cremated human remains. In this instance, although a significant quantity of fuel ash was found inside, no human remains were recovered.

2.3 Archaeological and historical context

Prehistoric (970,000BC – AD43)

- 2.3.1 A broad range of prehistoric sites and find spots were recorded by the DBA with earthworks (MWC 7736), and isolated finds or surface scatters (31055, 31056, 58170, 58169) predominating. Cropmarks visible in aerial photographs are indicative of prehistoric enclosure approximately 400 m north-east of Area 5 (MWC7736).

Romano-British (AD43 – 410)

- 2.3.2 Pits, ditches and postholes dating to the Romano-British period were revealed in Area 1 (see 2.2.9 and 2.2.10 above). Within the vicinity of the Area 1 evaluation a Roman coin hoard was found by a metal detectorist in 1994, the hoard included 1,393 radiates, 1 sestertius of Tetricus with pot (70353). Pottery dating from the Romano-British period was recovered within 1 km of the Site during a watching brief (see 2.2.3 above).
- 2.3.3 Within the wider landscape the Roman road that ran from Clusentum (fortified settlement and seaport, Southampton) to Noviomagus Reginorum (Chichester) is thought to have crossed the river Hamble near Botley and passed though Hedge End approximately 2km to the south. A small scatter of Romano British pottery was also found during pipeline works near Boorley Green (58170).

Saxon (AD 410–1066) and Medieval (AD 1066–1500)

- 2.3.4 At the time of Domesday Botley was a small settlement of 8 villagers and 4 smallholders with 12 Acres of meadow, 2 mills and a church. The tenant and chief in 1086 was Ralph of Mortimer (Phillimore 1982). Botley's inclusion in the Domesday book indicates the village was established at some point in the Saxon period. The focus of the settlement is believed to have shifted north in the 18th century time, closer to the Southampton to Portsmouth Road and later railway (28530).
- 2.3.5 Medieval ridge and furrow are visible on aerial photographs as earthworks (MWC7737).

- 2.3.6 Holmesland House is believed to be the site of a medieval house which was first mentioned in documents from AD1320. The House and landscaped park are shown on maps from 1870 (35355).

Post-medieval (AD1500 – 1800)

- 2.3.7 Two post-medieval toll gates are shown on the 1st edition Ordnance Survey maps (58907, 59062). Further evidence of the expanding road network comes from a post-medieval bridge over the River Hamble (MWC1610), and a bridge crossing the railway and station, which has a trough and drinking fountain with a carved inscription (MCW 1641).
- 2.3.8 Sites which may be post-medieval quarries are visible on aerial photographs as cropmarks in the fields north of the railway, north of Area 3 (59055, 59056).
- 2.3.9 A post-medieval well was recorded by the Network Archaeology watching brief (2.2.3 above) approximately 380 m north of Area 3 (57415).
- 2.3.10 A late post-medieval charcoal producing site was partially excavated during pipeline works in the 1970s in the vicinity of Area 4, finds included pottery and clay tobacco pipes. (55949)

Modern (AD1800 – present)

- 2.3.11 Two World War II pill boxes flank Mill Hill Road at Ambergate (22405, 22406).

3 AIMS AND OBJECTIVES

3.1 Aims

- 3.1.1 The aims (or purpose) of the excavation, as defined in the ClfA *Standard and guidance for archaeological excavation* (ClfA 2014a), are to:
- examine the archaeological resource within a given area or site within a framework of defined research objectives;
 - seek a better understanding of the resource;
 - compile a lasting record of the resource; and
 - analyse and interpret the results of the excavation, and disseminate them.

3.2 Research objectives

- 3.2.1 Following consideration of the archaeological potential of the site and the regional research framework (Hey and Hind 2014.), the research objectives of the excavation are to:
- further investigate the activity identified in evaluation areas 3 and 4 by targeted excavation in Areas A to C to:
 - determine the extent and character of the undated features previously identified;
 - determining the extent and character of the Middle Bronze Age activity in Area C;
 - determining the extent and character of the Iron Age activity in Area B, and
 - to analyse those results in conjunction with local research frameworks.



4 FIELDWORK METHODS

4.1 Introduction

4.1.1 Health and safety will override archaeological considerations in all works since, as stated in CIfA 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* (CIfA 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 and the client prior to being implemented.

4.1.3 The excavation will comprise the excavation, investigation and recording of three mitigation areas (**Fig. 1**).

Area A

4.1.4 Located to the north of Botley in the Area 3a, this will measure 0.48 ha and will further investigate the undated features exposed in Trench 76 (**Fig. 2**).

Area B

4.1.5 This sub-rectangular shaped area is located to the east of Botley in Area 4, it will measure 0.09 ha and targets Trench 109, within which prehistoric features were uncovered (**Fig. 3**).

Area C

4.1.6 This area is also located in Area 4 and will measure 0.045 ha (**Fig. 3**). It has been located to further investigate the area in which the Middle Bronze Age Bucket urn was found, and determine if further such remains are present including the potential for human remains.

4.1.7 The accession code A2020.22 obtained for the evaluation will continue to be used for the excavations.

4.2 Setting out of the excavation area

4.2.1 The excavation areas will be set out using a Global Navigation Satellite System (GNSS) in the approximate positions shown in **Figures 1-3**. Minor adjustments to the layout may be required to take account of any on-site constraints such as vegetation or located services, and to allow for machine manoeuvring. The locations of excavated areas will be tied in to 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 Overhead cables extend across the southern portion of Area A, an appropriate buffer will be maintained and machine operations will not extend beyond it unless the archaeological findings warrant further investigation. In this circumstance, within appropriate health and safety parameters excavation will continue beneath the overhead cables, either to the full extent of the area or to satisfy the archaeological record.

4.3.3 Before excavation begins, the areas will be walked over and visually inspected to identify, where possible, the location of any below/above-ground services, including those previously

identified along with any previously unidentified services that may also be present. All area locations will be scanned before and during excavation with a Cable Avoidance Tool (CAT) to verify the absence of any live underground services. Following consultation with the Senior Archaeologist, areas may be altered should services be detected within the proposed footprints.

4.4 Excavation methods

- 4.4.1 The excavation areas 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, and will proceed in level spits of approximately 50–200 mm until either the archaeological horizon or the natural geology is exposed. Where necessary, the surfaces 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 excavation. The following minimum sampling levels are proposed:
- 50% of all discrete archaeological features (eg, pits, post holes);
 - 50% of all structural features (eg, ring ditches, roundhouse gullies, beam slots) including all terminals and feature intersections, except if *in situ* built remains are revealed, where they will be cleaned and recorded pending the implementation of a detailed excavation and recording strategy (to be agreed with all parties);
 - 50–100% of features and deposits associated with specific domestic and/or industrial activities (eg, hearths, ovens, kilns);
 - 100% of all inhumation and cremation burials, and other cremation-related deposits; and
 - 10–20% of all linear features (eg, ditches, gullies), including all terminals and feature intersections.
- 4.4.3 If the sampling levels outlined above are not proportionate to the significance of the archaeological remains identified, the scope of works will be reassessed in consultation with the Senior Archaeologist, with up to 100% of individual features or deposits being excavated as required.
- 4.4.4 Excavation depth will usually not exceed 1.2 m and where ground is loose or wet the safe depth will be considerably less than this. Where there is a need to excavate an archaeological feature to below this depth, eg, the possible waterhole in Area B, consideration will be given to stepping the sides in all directions in order to excavate the feature to its full depth and/or using a hand augur to determine the base and depth of the feature, and record the nature of the underlying deposit sequence.
- 4.4.5 Spoil derived from both machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval, and where appropriate will also be metal-detected by trained archaeologists. Artefacts and other finds will be collected and bagged by context.
- 4.4.6 If human remains are uncovered, the specific methods outlined below (section 4.9) will be followed.
- 4.4.7 Consideration will be given to the use of accredited local metal detector operators, subject to written agreement regarding disclosure, surrender and ownership of finds not falling under the *Treasure Act 1996*.

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 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 excavation.

4.6 Survey

- 4.6.1 The real time kinematic (RTK) survey of all excavated areas 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 of the start of the excavation and its progress. Reasonable access will be arranged for the Senior Archaeologist to make site visits to inspect and monitor the progress of the excavation. 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.

4.8 Reinstatement

- 4.8.1 Following the completion of the excavation to the satisfaction of the client and the Senior Archaeologist, the excavated areas will be backfilled with arisings and compacted down and left level.

4.9 Finds

General

- 4.9.1 Archaeological finds will be collected and retained in accordance with the selection strategy outlined in Appendix 2. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

Human remains

- 4.9.2 Due to the identification of a Middle Bronze Age urn during the 2020 evaluation, the location of which is to be targeted in Area C, there is the potential for the discovery of further evidence which may contain human remains (although none were identified during the evaluation). Due to this potential a Ministry of Justice Licence (Licence Number: 22-0001) has been obtained prior to the excavation in readiness for the possible discovery of human remains. If any human remains (articulated or disarticulated, cremated or unburnt) are found the client and Senior Archaeologist will be informed.

4.9.3 Should human remains require removal, all excavation and post-excavation will be in accordance with Wessex Archaeology protocols, and in-line with current guidance documents (eg, McKinley 2013) and the standards set out in ClfA Technical Paper 13 *Excavation and post-excavation treatment of cremated and inhumed remains*. Appropriate specialist guidance/site visits will be undertaken if required.

4.9.4 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

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

4.10 Environmental sampling

Introduction

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).

Site-specific sampling strategy

4.10.2 Depending on the size, complexity and duration of a site, the formulation of a site-specific sampling strategy will be considered at an early stage. Initially informed by prior works or predicted conditions, the strategy will be developed and adapted as the excavation continues, with support provided by specialist site visits and/or phone advice as appropriate. The aim of the strategy will be to effectively target both archaeological and landscape features in order to address the aims and objectives of the project, if appropriate with reference to local or regional research agendas. Any change in strategy will be agreed with the Senior Archaeologist.

Sampling methods

4.10.3 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 (eg, pits, latrines, cesspits, hearths, ovens, kilns, and corn driers) should be prioritised for sampling over features, such as ditches or postholes, which are likely to contain reworked and residual material.

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

4.10.5 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.

4.10.6 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (eg, pollen, diatoms) and macrofossils (eg, molluscs, insects), soil micromorphological or soil chemical analyses.

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

5.1.1 Initially, the archive will be consolidated: all written and drawn records from the excavation will be collated, checked for consistency and stratigraphic relationships. Context data will then be entered into a database, which can be updated during any future analyses. A stratigraphic assessment of the context data will be made, this will involve:

- a review of context and stratigraphic groups;
- preliminary phasing of the site based on recorded stratigraphic relationships, pottery spot-dates and any other relevant information;
- the identification of any problems with stratigraphic interpretation (due to truncation, redeposition, residuality etc.), and problems with phasing (due to low level of finds etc.);
- the identification of site drawings to be digitised;
- the suggestion of possible contexts for radiocarbon or other scientific dating; and
- a quantification of features.

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 excavation. The report will include a table of finds by period and/or feature group. 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.

5.2.2 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 Artefacts and other 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 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 assessment of the stratigraphic, artefactual and ecofactual evidence, a draft post-excavation assessment report will be submitted for approval to the client and the Senior Archaeologist, 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;
 - Statement of potential – of the stratigraphic, finds and environmental data – the extent to which the archive might be able to meet the original aims and research objectives of the project;
 - Updated Project Design, including summary of recommendations for any further analyses and updated project aims, with proposals for any publication (including a task list scheduling the personnel and resources required for analyses);
 - Archive preparation and deposition arrangements;
 - Appendices;
 - Illustrations; and
 - References.
- 5.4.3 A copy of the final post-excavation assessment report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format) relating to the excavation.

OASIS

- 5.4.4 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 excavation 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 obtained (A2020.22).

6.2 Transfer of title

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

6.3 Preparation of archive

Physical archive

- 6.3.1 The 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 (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.

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. Full details of the collection, documentation, storage and selection of digital data are included in the project Document Management Plan (DMP), available on request.

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, ie 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 The project-specific selection strategy is presented here as Appendix 2, which at this stage includes the on-site collection strategy for finds. Further modifications are expected to be made to the selection strategy as the project progresses; specific review points will be at assessment stage, and on project completion prior to final archive preparation.

6.5 Security copy

- 6.5.1 In line with current best practice (eg, Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file. PDF/A is an ISO-standardised version of the Portable Document Format (PDF) designed for the digital

preservation of electronic documents through omission of features ill-suited to long-term archiving.

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

8 WESSEX ARCHAEOLOGY PROCEDURES

8.1 External quality standards

8.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of conduct* (CIfA 2014d) and *Regulations for professional conduct* (CIfA 2014e). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice and will normally be members of the CIfA.

8.2 Personnel

8.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff. 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 following key staff are proposed:

- Project Manager Damian De Rosa
- Fieldwork Director TBC

8.2.3 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 the Appendix.

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 (£10,000,000), Public Liability (£5,000,000) and Professional Indemnity (£5,000,000) policies.

REFERENCES

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- SMA 1993 *Selection, Retention and Dispersal of Archaeological Collections*. Society of Museum Archaeologists
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- Wessex Archaeology 2020b Area 4 - *The River Hamble to the A334 and Area 5 – The 3051 Diversion, Botley Bypass and Uplands Farm, Botley, Hampshire. Detailed Gradiometer and Ground Penetrating Radar Survey Report*. Unpublished client report ref 233411.04
- Wessex Archaeology 2020c *Uplands Farm Estate, Site 1 (Area 1) Botley, Hampshire Post-excavation Assessment and Updated Project Design* Document ref 233410.10

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
David Norcott	BA; MSc; MCIfA	Geoarchaeology
Richard Payne	BSc; MSc; MPhil	Geoarchaeology
Holly Rodgers	BA; MSc	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



Appendix 2 Selection Strategy

[233414]
[Botley Bypass, Botley, Hampshire]
 [version 1, 07/01/2022]

Selection Strategy

Project Information

Project Management

Project Manager	Damian De Rosa	
Archaeological Archive Manager	Lorraine Mephram	
Organisation	Wessex Archaeology (WA)	
Stakeholders		Date Contacted
Collecting Institution(s)	Hampshire Cultural Trust (Curatorial Liaison Manager, Ross Turle) Archaeology Data Service	
Project Lead / Project Assurance	Lead: TBC Assurance: Damian De Rosa	N/A
Landowner / Developer	Contact through consultants (Atkins Ltd)	
Other (external)	External finds & environmental specialists (see WSI) Hampshire County Council Senior Archaeologist	
Other (internal)	WA Finds Manager (Rachael Seager Smith) WA Environmental Officer (Sander Aerts) WA Geomatics & BIM Manager (Chris Breedon) WA internal finds & environmental specialists (see WSI)	N/A; briefed as part of standard project process

Resources

Resources required

WA Finds and Environmental specialists; external finds and environmental specialists; WA archives team

Context

This overarching selection strategy document is based on the ClfA Archives Selection Toolkit (2019) and relates to archaeological project work being undertaken by Wessex Archaeology as defined in the WSIs.

Relevant standards, policies and guidelines consulted include:

General

- *Selection, Retention and Dispersal of Archaeological Collections* (Society of Museum Archaeologists, 1993)
- *Archaeological archives: a guide to best practice in creation, compilation, transfer and curation* (AAF, revised edition 2011, section 4)
- *Depositing Archaeological Archives* (Hampshire Cultural Trust, 2019)

Relevant research agendas

- Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas (Hey and Hind 2014)

Finds

- *Standard Guidance for the collection, documentation, conservation & research of archaeological materials* (CIFA, 2014)
- *A Standard for Pottery Studies in Archaeology* (Prehistoric Ceramics Research Group, Study Group for Roman Pottery, Medieval Pottery Research Group 2016)

Environmental

- *Environmental Archaeology: A Guide to the Theory, Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011)
- *Geoarchaeology: Using Earth Sciences to Understand the Archaeological Record* (Historic England 2015)
- *Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains* (English Heritage 2008)
- *Waterlogged Wood: Guidelines on the Recording, Sampling, Conservation and Curation of Waterlogged Wood* (English Heritage 2010)
- *Waterlogged Organic Artefacts: Guidelines on their Recovery, Analysis and Conservation* (Historic England 2018)

Research objectives of the project

Following consideration of the archaeological potential of the site and the regional research framework (Hey and Hind 2014), the research objectives of the excavation are to:

- further investigate the activity in areas 3 and 4 by
- determining the extent and character of the undated in areas 3 and 4;
- determining the extent and character of the Middle Bronze Age activity in Area 4;
- determining the extent and character of the Iron Age activity in Area 4, and
- to analyse those results in conjunction with local research frameworks.

REVIEW POINTS

Consultation with all Stakeholders regarding project-specific selection decisions will be undertaken at a maximum of three project review points:

1. Data gathering: on site, if any unforeseen discovery necessitates an amendment to the proposed collection strategy, or if adjustments are made to any sampling strategy
2. End of data gathering (assessment stage)
3. Archive compilation

1 – Digital Data

Stakeholders

WA Project Manager; WA Archives Manager; WA Geomatics & BIM Manager; Senior Archaeologist; ADS

Selection

Location of Data Management Plan (DMP)

This document is designed to link to the project Data Management Plan (DMP), which can be supplied on request.

To promote long-term future reuse deposition file formats will be of archival standard, open source and accessible in nature following national guidance from ADS 2013, ClfA 2014c and the requirements of the digital repository.

Any sensitive data to be handled according to Wessex Archaeology data policy to ensure it is stored and transferred securely. The identity of individuals will be protected in line with GDPR. If required, data will be anonymised and redacted. Selection and retention of sensitive data for archival purposes will occur in consultation with the client and relevant stakeholders. Confidential data will not be selected for archiving and will be handled as per contractual obligation.

Document type	Selection Strategy	Stakeholders	Review Points
Site records	Most records will be completed digitally on site (with the exception of registers). All will be selected for deposition.	As above	3
Reports	To include WSIs, Interim reports, post-excavation assessment reports, publication reports. Final versions only will be selected for deposition.	As above	2, 3
Specialist reports	Specialist reports will generally be incorporated in other documents with only minimal editing (reformatting, etc), and will be selected only if the original differs significantly from the incorporated version.	As above	2, 3
Photographic media (site recording)	Substandard and duplicate images will be eliminated; pre-excavation images may not be selected where duplicated by post-excavation shots; working shots will be very rigorously selected to include only good quality images with potential for	As above	2, 3

	reuse and those integral to understanding features, their inter-relationships and location on site; site condition and reinstatement photos will not be selected.		
Photographic media (objects)	Images of individual or groups of objects, to include those of significance selected for publication and reporting. Substandard and duplicate images will be eliminated; all others will be selected.	As above	3
Photographic media (photogrammetry)	All terrestrial photogrammetry recording will generate orthographic photos. For those features or finds which are particularly archaeological significant, 3D models will be generated and deposited but raw photos will only be selected where models have been selected and OBJs are to be deposited, where re-processing may have some archaeological value (eg very significant features, or where the model is less accurate than the surveyed georeference targets or of lower quality and the quality of the original photos is good enough to represent a reasonable chance of better future outcomes). Aerial photogrammetry topographic surveys will generate 3D models and orthographic photos, and the final outputs in the form of the report. These will all be selected, but not the raw photos from aerial surveys.	As above	2, 3
Photographic media (community engagement and other activities)	General shots, promotional videos, etc. None will be selected, unless images are generated that are not duplicated in the main site record, but which have specific archaeological value.	As above	3
Survey data	Site survey data will be used to generate CAD/GIS files for use in post-excavation activities. Shapefiles of both the original tidied survey data, and the final phased drawings will be selected.	As above	2, 3
Databases and spreadsheets	Context, finds and environmental data in linked databases. Final	As above	2, 3

	versions will be selected. Any specialist data submitted separately will also be selected.		
Administrative records	Includes invoices, receipts, timesheets, financial information, email correspondence. None will be selected, with the exception of any correspondence relating directly to the archaeology.	As above	3

De-Selected Digital Data

De-selected data will be stored on WA secured servers on offsite storage locations. The WA IT department has a backup strategy and policies that involves daily, weekly and monthly and annual backups of data as stated in the DMP. This strategy is non-migratory, and original files will be held at WA under their unique project identifier, as long as they remain useful and usable in their final version format. This data may also be used for teaching or reference collections by the museum, or by WA unless otherwise required by contractual or copyright obligations.

Amendments

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

WA Project Manager; WA Archives Manager; Hampshire Cultural Trust; Hampshire County Council Senior Archaeologist

Selection

A security copy of all paper/drawn records is a requirement of ClfA guidelines. This will be prepared on completion of the project, in the form of a digital PDF/A file. If the security copy is not required for deposition by Stakeholders, it will be retained on backed-up servers belonging to Wessex Archaeology.

Note that some information may be redacted to comply with GDPR legislation (personal data).

Document type	Selection Strategy	Stakeholders	Review Points
Site records	Selected records only will be completed in hard copy on site (registers, some graphics). All will be selected for deposition.	As above	3
Reports	Hard copies of all reports	As above	2, 3

	(SSWSIs, Interim reports, post-excavation assessment reports, publication reports). All will be selected for deposition, with the exception of earlier versions of reports which have been clearly superseded.		
Specialist reports & data	Specialist reports will generally be incorporated in other documents with no significant editing. Supporting data is more likely to be included in the digital archive, but if supplied in hard copy and not incorporated elsewhere, this will be selected.	As above	2, 3
Photographic media	X-radiographic plates: all will be selected.	As above	3
Secondary sources	Hard copies of secondary sources will not be selected.	As above	3
Working notes	Rough working notes, annotated plans, preliminary versions of matrices etc, will not be selected.	As above	3
Administrative records	Invoices, receipts, timesheets, financial information, hard copy correspondence. None will be selected, with the exception of any hard copy correspondence relating directly to the archaeology.	As above	3

De-Selected Documents

De-selected sensitive analogue data will be destroyed (shredded) subject to final checking by the WA Archives team with the remainder recycled. Possible exceptions include records retained for business purposes, including promotional material, teaching and internal WA library copies of reports.

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	Artefacts (bulk and registered finds)	Section 3.	3.1
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Stakeholders

WA Archives Manager; WA Finds Manager; WA internal specialists; external specialists; Hampshire Cultural Trust; Hampshire County Council Senior Archaeologist; landowner

Selection

Note that human remains are not included in this selection strategy; their recovery and subsequent treatment and curation will be governed by a Ministry of Justice licence(s).

The on-site finds recovery strategy is given below; it is of necessity fairly generic. It is anticipated that this will be reviewed and updated at the project assessment stage, once all collected finds have been processed and quantified. Amendments may be made prior to that on site in the event of unforeseen discoveries necessitating adjustments to recovery or sampling strategies (eg production sites, large concentrations of building debris, 'burnt mounds').

Throughout the following section, 'stratified' is taken to include topsoil deposits, while 'unstratified' indicates anything completely separated from context eg spoilheap finds, or surface finds other than those directly associated with underlying features.

Find Type	Selection Strategy	Stakeholders	Review Points
Animal bone	All will normally be collected from stratified contexts. Selection could be recommended at next review point, dependent on stratigraphic integrity, condition and size of assemblage.	As above	2, 3
Building materials (other, eg, mortar, plaster, <i>opus signinum</i>)	If found <i>in situ</i> , these should be recorded on site and, if appropriate, a small sample of <i>opus signinum</i> or wall plaster (not mortar) retained for further examination. Loose fragments of mortar or <i>opus signinum</i> should not be collected, but their presence on site should be noted. All loose wall plaster will be collected from stratified contexts. Selection likely to be recommended at next review point.	As above	2, 3
Burnt (unworked) flint	All will normally be collected from stratified contexts. Selection likely to be recommended at next review point.	As above	1 (if large quantities encountered), 2, 3
Ceramic building material	All CBM from stratified contexts will be collected and reviewed at the processing stage. If <i>in situ</i> structures are encountered, these should be fully recorded on site,	As above	1 (if large quantities encountered), 2, 3

	but samples of components may be collected for a closer examination of form, fabric and dimensions. Selection likely to be recommended at next review point.		
Ceramic objects	Includes spindlewhorls, loomweights, slingshot, portable kiln furniture, etc. All will be collected, including any unstratified examples.	As above	2, 3
Clay tobacco pipes	All will normally be collected from stratified contexts. Selection likely to be recommended at next review point.	As above	2, 3
Coins	All will be collected, including unstratified finds.	As above	2, 3
Fired clay	Includes structural material ('daub') as well as briquetage, and undiagnostic fragments. All will be collected from stratified contexts. Selection likely to be recommended at next review point.	As above	2, 3
Glass, vessel and window	All will normally be collected from stratified contexts. Unstratified post-medieval/modern material will not be collected, unless of intrinsic interest. If large-scale post-medieval/modern bottle dumps are encountered, items will be recorded <i>in situ</i> as far as possible, and a small sample collected. Selection likely to be recommended at next review point.	As above	1 (if large quantities encountered), 2, 3
Glass, objects	All will be collected, including unstratified finds	As above	2, 3
Jet, shale, amber	All will be collected, with the possible exception of unstratified unworked shale or shale-working waste. Selection could be recommended at next review point, dependent on condition.	As above	2, 3
Leather and textile	All will be collected, including unstratified finds. Selection could be recommended at next review point, dependent on date and	As above	2, 3

	condition.		
Marine shell	All will normally be collected from stratified contexts. If large-scale dumps are encountered, an appropriate sampling strategy may be employed with the aim of characterising the shell assemblage (species, condition, potential sources, management of oyster beds, etc). All shell-working waste will be collected. Selection likely to be recommended at next review point.	As above	1 (if large quantities encountered), 2, 3
Metalwork	All will be collected from stratified contexts, with the exception of obviously modern (19 th -/20 th -century) objects found in topsoil/overburden or unstratified. Selection likely to be recommended at next review point.	As above	2, 3
Metalworking residues	All will be normally collected from stratified contexts. Selection likely to be recommended at next review point.	As above	2, 3
Pottery, prehistoric	All will be collected, including unstratified finds.	As above	2, 3
Pottery, all other periods	All will be collected from stratified contexts. From unstratified contexts, only pieces of intrinsic interest will be collected, unless this is the only datable material recovered. Selection could be recommended at next review point.	As above	2, 3
Stone, building	<i>In situ</i> architectural fragments and other building material may be recorded on site rather than collected, and samples taken for geological identification. Other building stone will be collected from stratified contexts. From unstratified contexts, only pieces of intrinsic interest (eg, architectural fragments). Selection likely to be recommended at next review point.	As above	2, 3
Stone, portable objects	All will be collected from stratified contexts. From unstratified contexts, only identifiable objects.	As above	2, 3

Stone, unworked	Unworked stone will only be collected if considered to be archaeologically significant, ie included in features intentionally, or thought to have fulfilled a specific function.	As above	2, 3
Worked bone and antler	Includes finished objects as well as boneworking waste. All will be collected, including unstratified finds.	As above	2, 3
Worked flint	All will be collected.	As above	2, 3
Worked wood	This includes all structural timbers as well as any portable objects (e.g. vessels, implements, etc). Structural timbers found <i>in situ</i> should be recorded stratigraphically but may be sampled for species identification and/or dating without full recovery. All other will be collected, with the exception of unstratified and undiagnostic pieces. Selection could be recommended at next review point.	As above	1 (if <i>in situ</i> finds encountered), 2, 3

Uncollected Material

Finds which fall outside the categories proposed for on-site collection will not normally be recorded beyond a general comment on site recording sheets on the presence and nature of large concentrations (eg building materials, modern debris), but if specific sampling strategies are employed to deal with, for example, production waste, then a more accurate guide to the actual size of the parent assemblage (and thus the sample percentage) will be given.

Any uncollected material will be left *in situ* or (if collected and then de-selected), re-incorporated into the site.

De-Selected Material

Consideration will be given to the suitability for use for handling or teaching collections by the museum or Wessex Archaeology, or whether they are of particular interest to the local community. De-selected material will either be returned to the landowner or disposed of. All will be adequately recorded to the appropriate level before de-selection.

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type

Palaeoenvironmental material

Section 3.

3.2

Stakeholders

WA Archives Manager; WA Environmental Officer; WA internal specialists; external specialists; Hampshire Cultural Trust; Hampshire County Council Senior Archaeologist

Selection

All contexts suitable for environmental sampling will be considered for sampling. All environmental 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 2015a) and as stated in relevant WSI.

Env Material Type	Selection Strategy	Stakeholders	Review Points
Unprocessed samples	In the event of any samples being eliminated from processing due to lack of archaeological significance, these will not be retained.	As above	2, 3
Unsorted residues	Residues from samples not proposed for further analysis will be de-selected, with the possible exception of any taken for the recovery of human remains.	As above	2, 3
Assessed flots with no extracted materials	Assessed flots with no extracted materials are considered to be devoid of any significant environmental evidence and will be de-selected.	As above	2, 3
Assessed or analysed flots with extracted materials	All analysed samples will be selected; assessed flots with extracted materials with no further research potential (to be established on a sample by sample case) may be de-selected.	As above	2, 3
Charred & waterlogged plant remains	All extracted plant remains will be selected	As above	3
Mollusca	All extracted mollusca will be selected	As above	3
All other analysed material (eg insects, pollen)	All material will be selected	As above	3

Uncollected Material

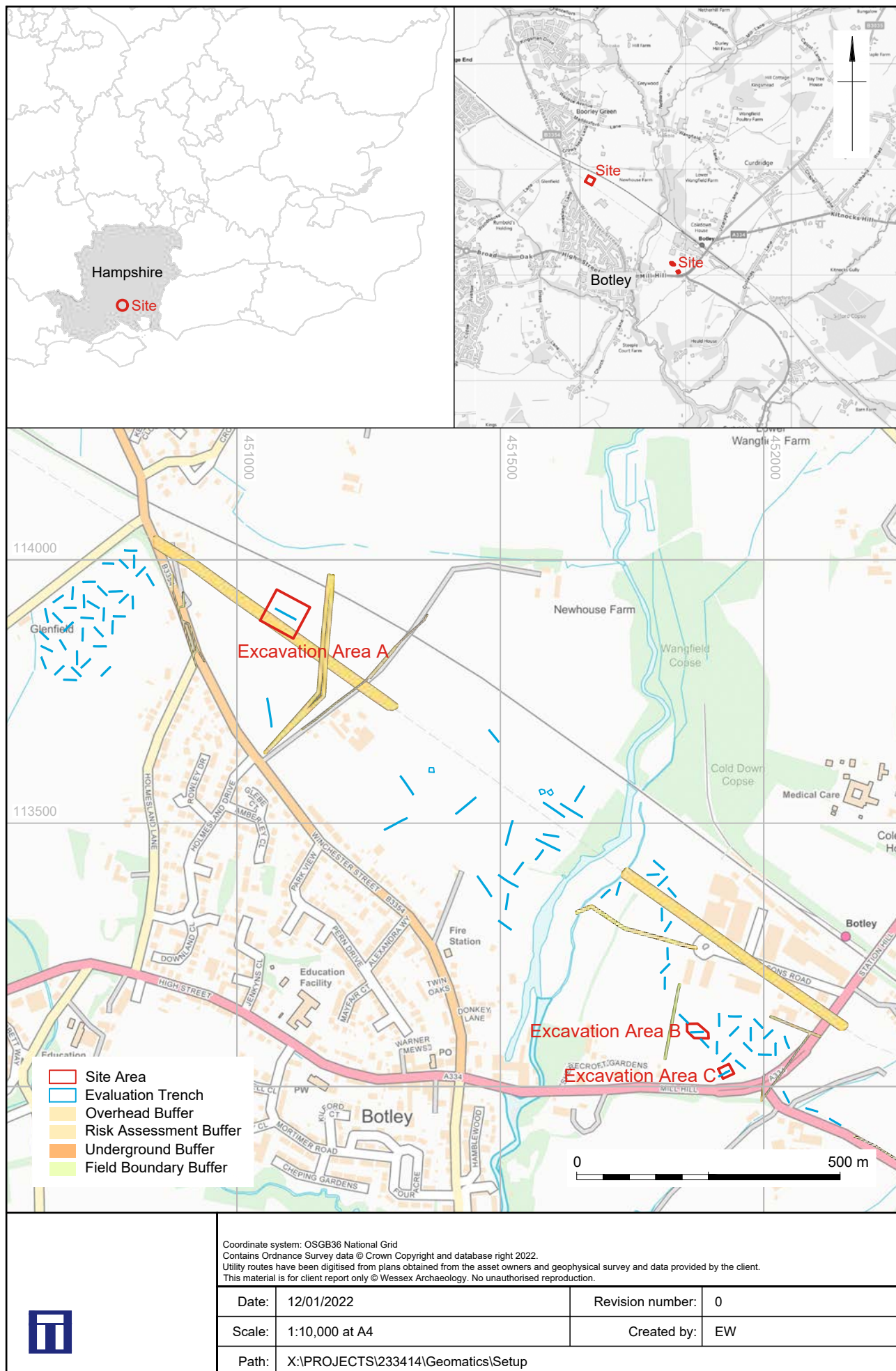
Any uncollected material will be left *in situ* or re-incorporated into the site.

De-Selected Material

De-selected material from samples will be disposed of after processing and post-excavation recording. All processed material will be adequately recorded to the appropriate level before de-selection.

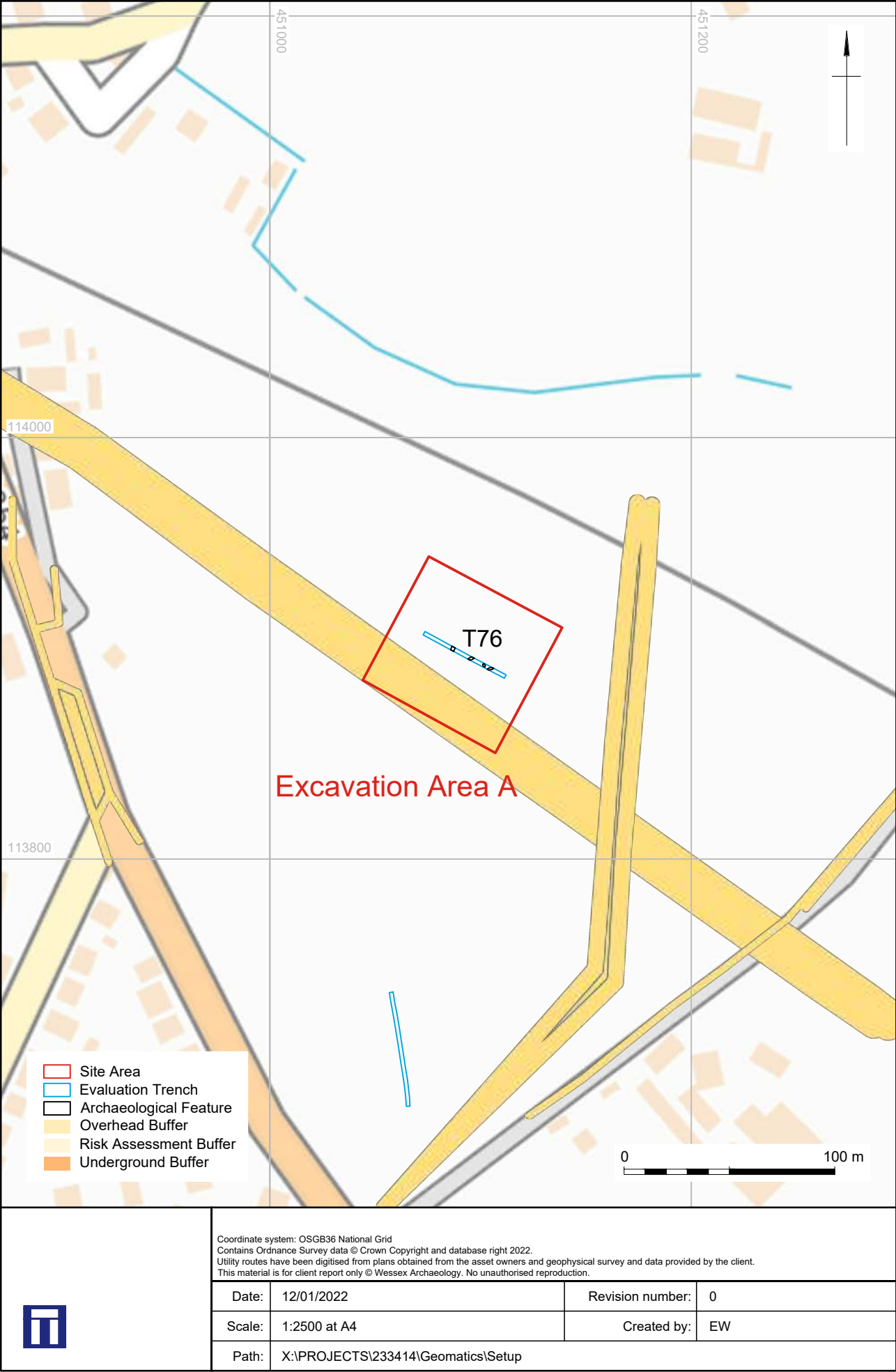
Amendments

Date	Amendment	Rationale	Stakeholders



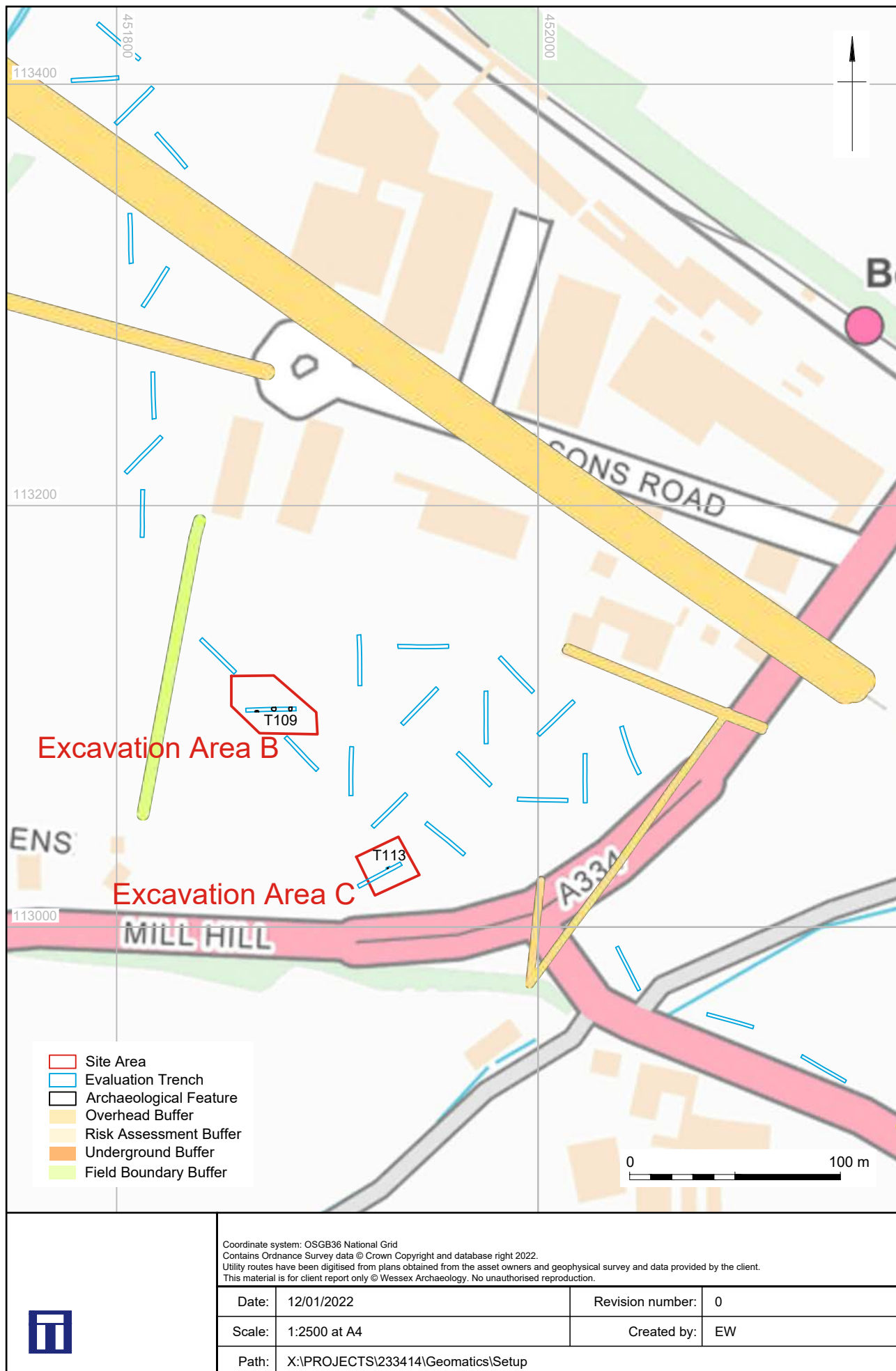
Site location and proposed works

Figure 1



Excavation area A

Figure 2



Excavation areas B and C

Figure 3



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