



Land east of Castle Avenue, Havant, Hampshire

Written Scheme of Investigation for Archaeological Evaluation

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Contents

1	INTRODUCTION	1
1.1	Project and planning background.....	1
1.2	Scope of document.....	2
1.3	Location, topography and geology	2
2	ARCHAEOLOGICAL AND HISTORICAL BACKGROUND.....	2
2.1	Introduction.....	2
2.2	Archaeological and historical context	2
3	AIMS AND OBJECTIVES.....	5
3.1	General aims	5
3.2	General objectives	6
3.3	Site-specific objectives.....	6
4	FIELDWORK METHODS	6
4.1	Introduction.....	6
4.2	Setting out of the trenches	6
4.3	Service location and other constraints	6
4.4	Excavation methods	7
4.5	Recording	7
4.6	Survey	8
4.7	Monitoring.....	8
4.8	Reinstatement	8
4.9	Finds.....	8
4.10	Environmental sampling.....	9
5	POST-EXCAVATION METHODS AND REPORTING	9
5.1	Stratigraphic evidence	9
5.2	Finds evidence	9
5.3	Environmental evidence.....	10
5.4	Reporting	10
6	ARCHIVE STORAGE AND CURATION.....	11
6.1	Museum.....	11
6.2	Transfer of title.....	11
6.3	Preparation of archive.....	11
6.4	Selection policy.....	11
6.5	Security copy	11
7	OUTREACH AND SOCIAL MEDIA	12
8	COPYRIGHT	12
8.1	Archive and report copyright	12
8.2	Third party data copyright	12
9	WESSEX ARCHAEOLOGY PROCEDURES.....	12
9.1	External quality standards.....	12
9.2	Personnel	12
9.3	Internal quality standards.....	13
9.4	Health and Safety	13
9.5	Insurance.....	14
	REFERENCES	15

List of Figures

Figure 1 Site and proposed trench location.



Land east of Castle Avenue, Havant, 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 Persimmon Homes Ltd to produce a written scheme of investigation (WSI) for a proposed archaeological evaluation of a 1.8 ha parcel of land located at land east of Castle Avenue, Havant, Hampshire, PO9 2RX. The evaluation area is centred on NGR 473059 106292 (**Fig. 1**).

1.1.2 The proposed development comprises 69 No. dwellings with access from St George's Avenue together with access, car parking, landscaping, electrical substation and associated works.

1.1.3 A planning application (APP/18/01033) submitted to Havant Borough Council, has not yet been granted. Consultation with the Planning Archaeologist from the Hampshire Historic Environment Team (PA at HHET) has suggested that the application would be subjected to conditions. The following conditions would relate to archaeology:

1) That no development shall take place until the applicant has secured the implementation of a programme of archaeological assessment in accordance with a Written Scheme of Investigation (WSI) that has been submitted to and approved by the Planning Authority in order to recognise, characterise and record any archaeological features and deposits that may exist here. The assessment should initially take the form of trial trenches located within the plots of the proposed houses and garages as well as along the routes of any access roads. 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.

2) That no development shall take place until the applicant has secured the implementation of a programme of archaeological mitigation of impact, based on the results of the trial trenching, in accordance with a Written Scheme of Investigation that has been submitted to and approved by the 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.

3) Following completion of archaeological fieldwork a report will be produced in accordance with an approved programme submitted by the developer and approved in writing by the local planning authority setting out and securing 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.

1.1.4 The evaluation will comprise the excavation, investigation and recording of 12 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 other non-intrusive archaeological work, including a desk-based assessment (DBA) (Wessex Archaeology 2018).

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 2015) 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 the PA at HHET, 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 on a rectangular parcel of land of approximately 1.8 ha located at the eastern edge of the town of Havant, some 7 km north-east of Portsmouth.
- 1.3.2 The Site is located on a relatively flat area. Existing ground levels are approximately 10 m above Ordnance Datum (aOD).
- 1.3.3 The underlying geology is mapped as Palaeogene Clay, Silt and Sand of the London Clay Formation, overlain by undifferentiated River Terrace Deposits, which are comprised of sand and gravel with lenses of clay. In the south-western most corner of the Site a narrow band of head geology is mapped as Clay and Gravel. (British Geological Survey online viewer).

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: Wessex Archaeology 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 Archaeological and historical context

Prehistoric (970,000 BC–AD 43)

- 2.2.1 The HHER contains no entries relating to recorded evidence for Palaeolithic activity and only a single record each for Mesolithic and Neolithic activity within the Study Area. A Mesolithic conical flint core and numerous blades, as well as four Neolithic flint scrapers and a variety of utilised flakes (HHER 23382) were found in 1966, in the cemetery of St. Thomas a Becket (NHLE1154443). Even with the scarcity of artefactual or subsurface remains pertaining to occupation prior to the Bronze Age, the likelihood of earlier activity in this landscape should not be overlooked.
- 2.2.2 Despite this lack of recorded early activity, there are a number of records dated from the Bronze Age onwards. Less than 200 m to the north of the Site, during an archaeological

evaluation carried out in 2013 at Manor Farm, Denvilles (HHER 65643), a late Bronze Age and Early Iron Age settlement was identified.

2.2.3 The site was interpreted as an enclosure system which contained a number of north-west to south-east aligned ditches, postholes and a large pit. Each of these features contained dateable evidence, a total of 198 fragments of Early Bronze Age to Early Iron Age pottery. The majority of the postholes contained quantities of burnt flint. The post holes represented post-built structures which were indicative of several phases of occupation of the Site.

2.2.4 During a geophysical survey carried out by Historic England in 2015, a double linear trackway (HER 69988) running east to west was identified and thought to date to the Iron Age. Concurrently, two circular features (HHER 69989) were identified to the west of the double trackway. These features were provisionally interpreted as either Iron Age hut circles or the remains of Romano-British period shrines (see below).

Romano-British (AD 43–410)

2.2.5 The distribution of records within the HHER suggests a focus of activity in the south-eastern area of the Study Area during the Roman period. There is an apparent correlation between the east to west running Havant or 'Chichester to Bitterne' Roman Road (HHER 23354), traces of which lie less than 100 m to the south of the Site boundary, and a concentration of records indicative of roadside activities during this period. These include; the Warblington Roman Villa and associated works (HHER 23474), a Stone Cist (HHER 69985) and an Aisled Barn (HHER 69986). The two circular features noted above (HHER 69989) have alternatively been interpreted as Romano-British shrines.

2.2.6 Excluding the Warblington Roman Villa, all of these were identified during a geophysical survey carried out in 2015 by Historic England (HHER 234474) and are located approximately 400 m to the south-east of the Site boundary, upon land which sits adjacent to the Havant Roman road and the existing A27.

2.2.7 In 2015, geophysical survey carried out by Historic England (HHER 234474) identified a rectangular building, possibly a wood-built structure with stone elements located to the south of the Havant Roman road (HHER 23354), less than 400 m from the south-eastern boundary of the Site. This was interpreted as a Roman aisled barn (HHER 69986). The structure was subsequently excavated and within the foundation deposit, a cist made of Bembridge limestone was recorded (HHER 69985).

2.2.8 Historic England's geophysical survey (HHER 23474) in 2015, also noted an area of linear and rectilinear features (HHER 69987) adjacent to the aisled barn and the Warblington Villa. While recorded as 'Undated', it is likely that these remains are contemporary to the Roman features which surround them.

2.2.9 Other finds relating to the Roman road and associated road-side activities were a number of Roman pottery fragments (HHER 23378), comprising rim and body sherds from jars of a grey sandy fabric. These were recovered during roadworks on the southern verge of the A27, less than 300 m to the south-west of the Site boundary.

2.2.10 A series of archaeological events have taken place in the locality of the Church of St Thomas a Becket (NHLE 114443) recording further evidence of Roman activity in the vicinity.

2.2.11 For example, in 1966, during a programme of grave digging undertaken in St. Thomas's Church graveyard, the site of a Roman-British Villa (HHER 23380) was thought to have

been discovered, less than 900 m to the south of the Site boundary. This was evidenced by remnants of brick, tile, tesserae and limestone blocks. In addition to this, pottery dated to the 1st and 2nd centuries were found within a series of gullies.

- 2.2.12 The existence of a Roman occupation site was later reaffirmed in 2004 when an evaluation on land east of the church of St Thomas a Becket was carried out by West Sussex Archaeology (HHER 60042). The trenches were located within the church graveyard and around 700 m to the south of the Site boundary. The trenches exposed sections of an east-west aligned ditch containing sherds of pottery, animal bones and box flu and oyster shell fragments.

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

- 2.2.13 There is documentary evidence to suggest that the hamlet of Warblington has Saxon origins. Listed as 'Warbletone' (HHER 69054) comprising two churches, and a mill within the Domesday book in 1086, the name is supposed to originate from a group of Saxons called the Warblings, who settled there in the early 11th century. The Warblings are accredited with the construction of the Grade I Church of St Thomas a Beckett (NHLE 114443) and examination of the fabric of the church revealed that it was derived from the remains of a Roman villa.
- 2.2.14 Warblington Castle was thought to have been constructed around the same time (NHLE 1154484 & 1001913). The whole castle and manor complex was located around 600 m to the south of the Site boundary and is today recorded within the HHER as forming the centre of a 'Historic Rural Settlement'. During the 11th century, the early manor (HHER 52361) extended north and east to include the land upon which Emsworth is now located. A moat (HHER 23494) enclosed the entire site. Today it is only visible as shallow depressions on its east and west sides but survives as a deep earthwork to the north.
- 2.2.15 In 1231, the Bishop of Chichester obtained a license for a Deer Park (HHER 54149) the extent of which today is unknown.
- 2.2.16 Within the Historic Rural Settlement are the earthwork remains of the Warblington Deserted Medieval Settlement (DMV) (HHER 28366). The surviving earthworks are located less than 700 m to the south-south-east of the Site boundary and are characteristic of medieval house platforms. It is almost certain that these houses made up part of the 'extra-mural' settlement associated with the early manor.
- 2.2.17 During the 14th and 15th centuries, Warblington Castle (NHLE 1154484 & 1001913) passed from nobleman to nobleman and gradually fell into disrepair. In 1539, Warblington Castle was transformed into a moated Tudor castle (NHLE 1154484 & 1001913) (HHER 23493), a fortified brick manor house built around a courtyard and was constructed upon the site of the original, moated manor house. During the civil war, the castle was mostly destroyed and today only an octagonal turret of the gate-house and a section of the moat survives.
- 2.2.18 In 1986, a watching brief was carried out ahead of a pipeline development and recorded 'Medieval Activity at Havant Road, Warblington' (HHER 23497) around 380 m to the east-south-east of the Site boundary. The works revealed an irregular dump of medieval material contained within two pits. This included; medieval pottery, building material as well as residual Roman tiles. It was also noted that the area around the pits showed evidence of burning. The investigations also revealed interlocking timbers of a medieval well (HHER 23500).

Post-medieval (AD 1500–1800)

- 2.2.19 There are a number of entries within the HHER relating to the post-medieval period. Warblington House (HHER 52076) and the associated Lodge (HHER 52358) make up the Warblington House Estate, located just under 300 m to the south-west of the Site, the route of the M27 was later constructed through the grounds.
- 2.2.20 The remainder of the records relate to the majority of the Grade II Listed properties which are contained mostly within the Warblington Conservation Area. Following the destruction of Warblington Castle (NHLE 1154484 & 1001913) during the Civil War, the manor was restructured and much of the fabric of the castle was used to build new properties on the site.
- 2.2.21 An example of this was the 17th century, Grade II Listed Warblington Castle Farmhouse (NHLE 1091613) upon the east side of the former Castle courtyard. The Black Barn, Warblington, (NHLE 1001800) is a 17th century timber framed barn attached to the fortified manor house or Warblington Castle. Warblington Castle Cottage (NHLE 1154471), the Old Rectory and associated structures (NHLE 1303444) (NHLE 1154595) were all built in the early 18th century.

19th century (AD 1800–1900) Modern (AD 1900–present day)

- 2.2.22 The Tithe map of the Parish of Havant shows that the Site was originally divided into three fields, none of the field boundaries correspond with the existing hedgerows. The surrounding landscape is sparsely occupied and predominantly divided into small enclosed fields. Havant Roman Road and the Grade II Listed Warblington Lodge (NHLE 1091614) built 1830 are both in evidence, as is the Grade II Listed Warblington Lodge Cottage and Lodge Stables and walls (NHLE 1091615). While the landscape has remained largely unaltered in the 1870 Edition Ordnance Survey map there is the addition of the railway line which runs parallel east to west to Havant Roman Road, framing the Site.
- 2.2.23 The 1909 Edition Ordnance Survey Map shows an evolution to the landscape whereby, a more formalised road system has been introduced to the west of the Site marked by, amongst others, the construction of Castle Avenue and St George's Road. The Site itself still remains undeveloped and used as agricultural land. The Site now corresponds with two fields as the size of the plots of land have increased. The western border now corresponds with the existing field boundary. The area to the west remains relatively unpopulated and appears to be used as an orchard or plantation, perhaps associated with the nearby farm.
- 2.2.24 In the 1932 Edition Ordnance Survey Map the Site boundary as it exists today has been created although retains its rural character and use. The land to the west has now become more densely populated with a number of residential developments along Castle Avenue. The wider landscape to the west remains agricultural. From this date onwards, the Site remains unchanged. Over the following decades, more housing is constructed within the area although the general configuration of Havant remains similar. In 1966 Edition Ordnance Survey map it is clear that a section of the A27 has been built and traverses Havant, east to west. It is not until the late 1980s when the northern section of the A27 is built. Neither developments directly impacted upon the Site.

3 AIMS AND OBJECTIVES

3.1 General aims

- 3.1.1 The general aims (or purpose) of the evaluation, in compliance with the ClfA' *Standard and guidance for archaeological field evaluation* (ClfA 2014a), are:

- To provide information about the archaeological potential of the site; and
- To 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;
- To establish, within the constraints of the evaluation, the extent, character, date, condition and quality of any surviving archaeological remains;
- To place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and
- To make available information about the archaeological resource 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 and the regional research framework (Hey and Hind 2014), the site-specific objectives of the evaluation are:

- To examine evidence for remains of a Roman road that may exist close to the site (one is known from the HER and projected to cross the south of the evaluation area);
- To examine evidence for trade and traffic in the late Iron Age and Roman periods;
- To examine evidence for remains of peripheral settlements and activities relating to Warblington Castle.

4 FIELDWORK METHODS

4.1 Introduction

4.1.1 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 PA at HHET and the client, prior to being implemented.

4.1.2 The evaluation will comprise the excavation, investigation and recording of 12 trial trenches (each measuring 30 m by 1.8 m), equating to a 4% sample of the proposed development area.

4.2 Setting out of the trenches

4.2.1 All trenches will be set out using GNSS in the approximate positions shown in **Figure 1**. 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 trench locations will be tied in to the Ordnance Survey (OS) National Grid and Ordnance Datum (OD) (Newlyn), as defined by OSGM15 and OSTN15.

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) in order 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 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.
- 4.4.3 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 PA at HHET 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 PA at HHET. 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 in order 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 drawn record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the OS National Grid. The OD heights of all principal features will be calculated (as defined by OSGM15 and OSTN15) and the levels added to the drawings.
- 4.5.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 10 megapixels. This will record both the detail and the general context of the principal features and the site as a whole. Digital images will be subject to managed quality control and curation processes which will embed appropriate metadata within the image and ensure long term accessibility of the image set. 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 OSGM15 and OSTN15, with a three-dimensional accuracy of at least 50 mm.

4.7 Monitoring

- 4.7.1 The client will inform the PA at HHET of the start of the evaluation and its progress. Reasonable access will be arranged for the PA at HHET to make site visits in order 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 PA at HHET.

4.8 Reinstatement

- 4.8.1 Trenches completed to the satisfaction of the client and the PA at HHET 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 from excavated contexts will be retained, although those from features of modern date (19th century or later) may be recorded on site and not retained, depending on the site-specific objectives. 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 PA at HHET 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 current guidance documents (e.g. 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.
- 4.9.5 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 PA at HHET on discovery of any material covered, or potentially covered, by the *Treasure Act 1996* (as amended by *The*

Coroners and Justice Act 2009). All information required by the Treasure Act (ie, finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

4.10 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 2015).
- 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 or features. In general, features directly associated with particular activities (eg, pits, latrines, cesspits, hearths, ovens, kilns, and corn driers) should be prioritised for sampling over features, such as ditches or postholes, which are likely to contain reworked and residual material.
- 4.10.3 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the PA at HHET 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 (eg, pollen, diatoms) and macrofossils (eg, molluscs, insects), soil micromorphological or soil chemical analyses.

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

- 5.1.1 All written and drawn records from the evaluation will be collated, checked for consistency and stratigraphic relationships. Key data will be transcribed into an Access database, which can be updated during any future analyses. Archaeological features and deposits will be preliminary phased using stratigraphic relationships and the spot dating from finds, particularly pottery.
- 5.1.2 A written description will be made of all archaeologically significant features and deposits that were exposed and excavated, ordered 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. 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 and scanned to assess the environmental potential of deposits. The flot will be retained on a 0.25 mm mesh, with residues fractionated into 5.6/4 mm, 2 mm, 1 mm and 0.5 mm and dried if necessary. Coarse fraction (>5.6/4 mm) will be sorted, weighed and discarded, with any finds recovered given to the appropriate specialist. Finer residues will be retained until after any analyses, and discarded following final reporting (in accordance with the Selection policy, 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 deposits, the sample will be artefact sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.
- 5.3.3 Any waterlogged or mineralised samples will be processed by standard waterlogged flotation methods.

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 PA at HHET, 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 PA at HHET.

OASIS

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

6 ARCHIVE STORAGE AND CURATION

6.1 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 obtained (A2019.62.).

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 (ie, the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996 (as amended by the Coroners and Justice Act 2009)*, to transfer their ownership to the museum in a written agreement.

6.3 Preparation of archive

- 6.3.1 The complete project archive, which may include paper records, graphics, artefacts, ecofacts and digital data, will be prepared following the standard conditions for the acceptance of excavated archaeological material by Hampshire County Museum Services, and in general following nationally recommended guidelines (SMA 1995; ClfA 2014c; Brown 2011; ADS 2013). The archive will usually be deposited within one year of the completion of the project, with the agreement of the client.

6.4 Selection policy

- 6.4.1 Wessex Archaeology follows national guidelines on selection and retention (SMA 1993; Brown 2011, section 4). In accordance with these, and any specific guidance prepared by the museum, a process of selection and retention will be followed so that only those artefacts or ecofacts that are considered to have potential for future study will be retained. The selection policy will be agreed with the museum, and fully documented in the project archive. Material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.

6.5 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 OUTREACH AND SOCIAL MEDIA

- 7.1.1 In line with its charitable aims and Planning Condition 3, Wessex Archaeology will, where possible and in consultation with the PA and the client, seek opportunities to disseminate the results of the evaluation and engage with the local community through social media, press releases, open days and volunteer involvement, while taking into account issues such as Health & Safety, confidentiality and vandalism.

8 COPYRIGHT

8.1 Archive and report copyright

- 8.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations 2003*. In some instances, certain regional museums may require absolute transfer of copyright, rather than a licence; this should be dealt with on a case-by-case basis.
- 8.1.2 Information relating to the project will be deposited with the Historic Environment Record (HER) where it can be freely copied without reference to Wessex Archaeology for the purposes of archaeological research, or development control within the planning process.

8.2 Third party data copyright

- 8.2.1 This document, the evaluation 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.

9 WESSEX ARCHAEOLOGY PROCEDURES

9.1 External quality standards

- 9.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of conduct* (CIfA 2014d) and *Regulations for professional conduct* (CIfA 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.

9.2 Personnel

- 9.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff, who will be on site at all times for the length of archaeological fieldwork as required. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex

Archaeology's Health and Safety manager. The appointed project manager and fieldwork director will be involved in all phases of the investigation through to its completion.

9.2.2 The analysis of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of finds and environmental specialists can be provided on request.

9.2.3 The following key staff are proposed:

- Project Manager Simon Cleggett
- Fieldwork Director TBC

9.2.4 Wessex Archaeology reserves the right, due to unforeseen circumstances (eg, annual leave, sick leave, maternity, retirement etc) to replace nominated personnel with alternative members of staff of comparable expertise and experience.

9.3 Internal quality standards

9.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2008 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients. ISO (the International Organisation for Standardisation) is the most recognised standards body in the world, helping to drive excellence and continuous improvement within businesses.

9.3.2 Wessex Archaeology operates a computer-assisted project management system. Projects are assigned to individual project managers who are responsible for the successful completion of all aspects of the project. This includes monitoring project progress and quality; controlling the project budget from inception to completion; and all aspects of Health and Safety for the project. At all stages the project manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's performance is monitored in turn by the team leader or regional director.

9.3.3 All work is monitored and checked whilst in progress on a regular basis by the project manager, and all reports and other documents are checked (where applicable) by the team leader/technical manager, or regional director, before being issued. A series of guideline documents or manuals form the basis for all work. The technical managers in the Graphics, Finds & Analysis, GeoServices and IT sections provide additional assistance and advice.

9.3.4 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team in consultation with the team leaders/regional directors who also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

9.4 Health and Safety

9.4.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times. Wessex Archaeology will supply trained, competent and suitably qualified staff to perform



the tasks and operate the equipment used on site. All work will be carried out in accordance with the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulations 1999*, and all other applicable Health and Safety legislation, regulations and codes of practice in force at the time.

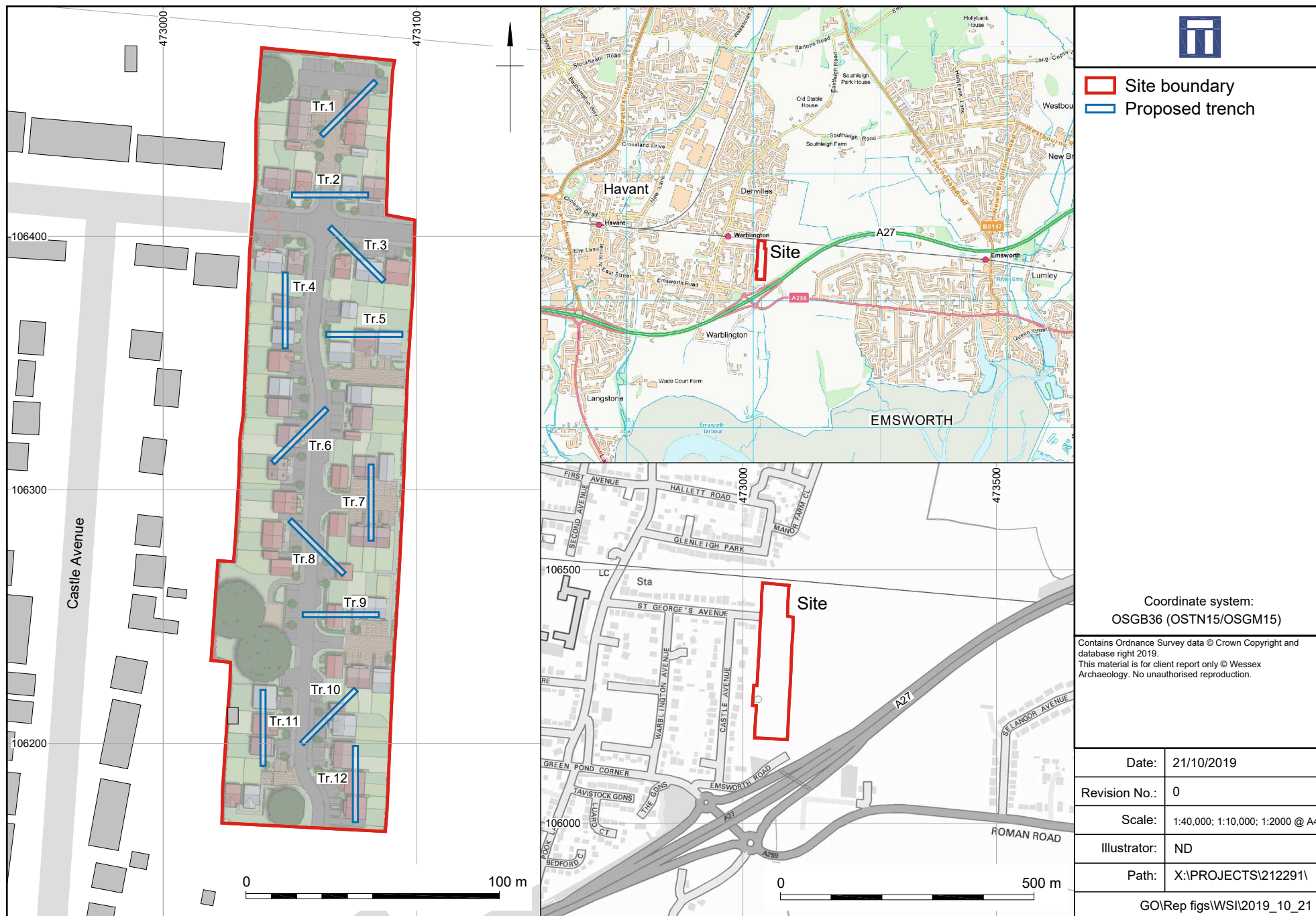
- 9.4.2 Wessex Archaeology will supply a copy of the company's Health and Safety Policy and a Risk Assessment to the client before the commencement of the evaluation. The Risk Assessment will have been read, understood and signed by all staff attending the site before any fieldwork commences. Wessex Archaeology staff will comply with the Personal Protective Equipment (PPE) requirements for working on the site, and any other specific additional requirements of the principal contractor.
- 9.4.3 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) or UK equivalent and have had UKATA Asbestos Awareness Training. Key staff also have qualifications in the use of CAT and Genny equipment and as banksmen/Plant Machinery Marshalls through the National Plant Operators Recognitions Scheme (NPORS).

9.5 Insurance

- 9.5.1 Wessex Archaeology has both Public Liability (£10,000,000) and Professional Indemnity Insurance (£5,000,000).

REFERENCES

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Site and location of proposed trenches



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