



**WRITTEN SCHEME OF
INVESTIGATION
FOR AN
ARCHAEOLOGICAL
EVALUATION**

**COLT INTERNATIONAL
BARTONS ROAD
HAVANT
HAMPSHIRE**

December 2018

**Planning Authority:
Havant Borough Council**

**Site located at:
NGR SU 7259 0801**

**Author:
Chris Clarke BSc (Hons) MA
MCIfA**

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1.0 INTRODUCTION

- 1.1 It is proposed to develop the site of Colt International, Bartons Road, Havant, Hampshire (Figs 1 & 2). The archaeological investigation is being proposed in line with draft condition 4 associated with planning application which states:

No development of the residential phase shall commence until the applicant has submitted a Written Scheme of Investigation (WSI) to be approved by the Planning Authority in order to recognise, characterise and record any archaeological features and deposits that may exist within the site. The assessment should take the form of trial trenching across those parts of the site not impacted by modern ground reduction activity. If the results of the evaluation are deemed significant enough by Havant Borough Council, then a programme of archaeological mitigation of impact, based on the results of the trial trenching, should be carried out in accordance with a further Written Scheme of Investigation that has been submitted to and approved by the Planning Authority. Following the completion of all archaeological fieldwork, a report will be produced in accordance with an approved programme including, where appropriate, a post-excavation assessment consisting of specialist analysis and reports together with a programme of publication and public engagement.

- 1.2 The geological, topographical, archaeological and historical background to the site is summarised in Sections 2 and 3 below.
- 1.3 The proposed development will affect any archaeological remains which might be present. For this reason, and because of the site's perceived archaeological potential, a programme of archaeological evaluation has been deemed appropriate in this particular instance.
- 1.4 This document therefore forms the Written Scheme of Investigation (WSI) required for the evaluation stage of the attached planning condition. It has been prepared in accordance with all relevant guidelines, including those set down by the Chartered Institute for Archaeologists (CIfA) and Hampshire County Council (HCC), to which the evaluation exercise will adhere (see Sources Consulted).
- 1.5 Dependant upon the results of the evaluation trenching, further detailed archaeological and recording work may be required more, such as to progress the discharge of the condition, for which a supplementary WSI will be prepared.
- 1.6 An Archaeological Assessment for the site was produced by WYG (2017) which indicated that the archaeological potential of the site is primarily associated with the alignment of a known Roman road adjacent to the western boundary of the site.

2.0 GEOLOGY AND TOPOGRAPHY

- 2.1 The solid geology within the site comprises London Clay Formation, overlain by superficial Head deposits (British Geological Survey 2018).
- 2.2 The northwest part of the site lies at approximately 26m above Ordnance Datum, falling to approximately 16m above Ordnance Datum southeast corner of the site.

3.0 HISTORICAL AND ARCHAEOLOGICAL BACKGROUND

- 3.1 The following background material is derived from the Archaeological Desk-Based Assessment for the site (WYG 2017).

Prehistoric

- 3.2 Activity in the Havant area for the earliest period of prehistory is largely characterised by discrete findspots of lithics and handaxes comparable to the wider Hampshire region, where stone tools and waste flakes constitute the main type of evidence. Additionally, an overwhelming majority of material is clustered in the terraces of the Solent River and its tributaries. However, Lower Palaeolithic human remains have been recovered from cliff line sites like Boxgrove in West Sussex, and the cliff lines of Hampshire hold potential for similar material. Within the survey radius, there is one record of a Levallois (Lower Palaeolithic) handaxe (HER 23370) from Prospect Farm, to the northwest of the development site (which may have been imported in externally sourced soil), and an additional findspot of a Palaeolithic handaxe from Leigh Lane, to the west of the development (HER 23461).
- 3.3 Like the Palaeolithic period, the Mesolithic is characterised by ephemeral traces of activity, and sites are principally recognised from concentrations of lithics, as the temporary settlements used by these communities left little other trace in the landscape. It is very rare to find in situ evidence for Mesolithic settlement sites; however, several stake-built houses have come to light in recent years and include a potential tented structure at Wakeford's Copse, Havant, just over 1km north of the proposed development. Excavations at this location recorded a number of shallow pits and stakeholes (interpreted as temporary shelters and windbreaks), as well as 429 pieces of flint and flint artefacts. To the north of Havant, vast assemblages of Early Mesolithic lithic material found around Oakhanger are some of the most substantial

assemblages identified from Hampshire, with individual areas producing over 100,000 struck flints and providing radiocarbon dates spanning the period 9200–7550 cal BC. The assemblages are characterised by microliths, with large obliquely blunted points, scrapers, finely serrated and truncated blades, and less frequently, burins, core-adzes, drills and punches. Known Mesolithic site distribution in Hampshire is relatively substantial and largely confined to the Greensand geology in the east of the county, including around Oakhanger. There is no evidence for activity within the survey radius; however, there are further isolated findspots, small assemblages and discrete concentrations of Mesolithic material within the immediate region, further attesting to the presence (albeit seasonal) of Mesolithic communities in the wider landscape.

- 3.4 There is one potential instance of Neolithic activity within the survey radius; pottery of unspecified prehistoric date was recovered from archaeological evaluation trenches c. 350m to the east of the proposed development, along with worked flint (HER Event 57403). However, there are a more substantial number of isolated findspots and discrete concentrations of material within the immediate landscape of Havant. Sites include Bevis Grave, a Neolithic long barrow with an extensive, associated Saxon cemetery (Mon. No 238406) on the western outskirts of Havant and several flint axes and polished stone axes recovered from the coast immediately to the south of Havant (including Mon. Nos 242136, 892124 and 242239). Further evidence comes from Rowlands Castle to the north, where a broken polished axe was found in 1959, alongside several rough 'chopper' tools (Mon. No 242884); additionally, a number of cores, flakes and other tools, possibly representing a flint working site, and a potential hut circle (Mon. No 242872), were recognised in 1967.
- 3.5 There are no known Bronze Age sites within the survey radius but the coastline to the south of Havant includes significant evidence of Bronze Age activity. These sites include potential barrow sites, as well as findspots of Bronze Age urns, urn fragments, pottery, flints and bronze objects (e.g. a hoard of bronze rings and a looped palstave from Milton: Mon. No 238662). There are also large numbers of round barrows to the north of the development area, across the Hampshire Greensand formation.
- 3.6 There are no recorded sites belonging to the Iron Age within the survey area. However, there are a number of significant Iron Age sites in the wider area, demonstrating that Havant, and particularly Hayling Island to the south, were the focus of a range of Iron Age activities. The island is the site of Tournier Bury, a univallate hillfort (Scheduled Monument 1001945), while several hearth areas, groups of pot boilers, flint flakes and Iron Age pottery discovered during reclamation works of marshes suggests that Hayling Island may have been used in the production of salt

manufacture (Mon. No 242354). Lambrick also notes that the island offers a convincing case for an Iron Age shrine pre-dating the Hayling Island Romano Celtic temple; with an Iron Age circular structure centrally placed within a ditch and palisade-defined courtyard pre-dating a Roman temple building of similar form. 'Unlike other possible examples there were numerous objects such as horse gear, weaponry, brooches and currency bars, many showing signs of deliberate breakage'.

Roman

- 3.7 There is little substantial evidence to suggest that Havant was ever a substantial Roman town, with sites including nearby Portchester, Chichester (Noviomagus) and Fishbourne representing regional focal points. However, the Havant area was the scene of significant activity in the Romano-British period, and was crossed by a Roman Road which ran from Bitterne to Chichester (approximately along East Street and West Street; Margary 421), whilst a second Roman Road linked Hayling Island to the South Downs (Margary 425; see above). The medieval Church of St. Faith (LB 1092120) marks the probable junction of the crossroads, and a recent archaeological excavation in the area has revealed a Roman Well at Homewell House, which contained a number of potentially ritually deposited objects, and the bones of several dog.
- 3.8 Four individual findspots of Roman material have been identified within the survey area, including: a concentration of 2nd- to 3rd-century pottery from Sharps Road (discovered during trench cutting: Mon. Nos 23365 & 23366), a small bronze casting of a human face (probably decoration from a riding whip: Mon. No 23421), and a scatter of pottery west of Barton's Copse, which included sherds of coarse grey ware cooking pots, thumb impressed storage jars and a coarse Sandy Ware bowl (Mon. No 23473). Sandy and Coarse Romano-British pottery is typically indigenous, rather than representing imported material, and there are a number of potential Roman kiln sites immediately to the north of the development area, in the vicinity of Rowlands Castle. Evidence for the Roman road between Havant and Rowlands Castle was tested and confirmed at two locations: one within (SU 721 071) and one just to the north of the study area (SU 727 091), with evidence of road layers and side ditches.
- 3.9 Settlement evidence in the immediate area of Havant comes from a number of villa sites and other domestic dwellings, which are largely clustered along the course of the Roman roads. A villa at Wakeford's Copse, to the northwest of the development area, was excavated in the 1960s and 1970s; the villa was situated on a slope overlooking Chalton Valley, and constructed from substantial mortared flint walls, with evidence for a tiled roof and painted plastered walls. The pottery sequence was dominated by

coarse ware vessels from the local Rowlands Castle kilns, and indicates mid 1st- to mid 4th-century occupation of the site.

- 3.10 Further evidence for settlement comes from Rowlands Castle, where a number domestic sites and pottery kilns have been recorded. The Rowlands Castle area represents a centre for Roman ceramic production, with a number recorded of pottery kilns, including Mays Coppice, an extensive pottery kiln site which produced black earth deposits and Rowlands Castle grey wares (Mon. No 892067). The remains of buildings and kilns strongly suggest that the area immediately to the north of the development site was the centre of a large rural industry, specialising in the manufacture of pottery. The remains of several villas in the vicinity of the development area may suggest that the surrounding forest areas (the Forest of Bere) were being exploited for hunting activities, and for fuel for the local pottery manufacturing sites.

Early Medieval/Anglo-Saxon

- 3.11 Significant mortuary activity of the 5th and 6th centuries has been identified at Worthy Park (Mon. No 231741) and Portway (Mon. No 228136). Closer to the proposed development, sherds of an early cremation urn were found at Towncil Field in Havant (Mon. No 242389). North of the study area, an early Anglo Saxon inhumation cemetery at Chalton Peak (Scheduled Monument 1021292) has been identified.
- 3.12 Pre-existing burial monuments were also the focus of burials during this period, including Bevis Grave long barrow (Scheduled Monument: 1012831) to the east of Havant, associated with Anglo-Saxon inhumations of the 7th century. Chalton, located approximately 8km north of the development, was the site of a substantial 6th- to 7th settlement at Chalton Down to the south (Mon. No 242875), and a late Saxon settlement, with evidence for corn dryers and lime works near Manor Farm (Mon. No 242714). The original timber structures at the Chalton Manor Farm site were superseded by 13th- and 14th-century aisled halls, suggesting that the nucleus of Chalton's settlement focus moved northwards from Chalton Down between the 7th and 13th centuries.
- 3.13 Havant itself is situated at the boundaries of the kingdom of Wessex and the South Saxons. There are no recorded sites belonging to the early medieval period within the survey radius, or within Havant itself, with the exception of the Towncil Field urn mentioned above and the Church of St. Thomas-a-Becket, which incorporates the

remains of a Saxon church (LB 1154443). Havant was recorded as 'Haman Funtan' in 935 AD, in a grant of Aethelstan. By the end of the 10th century it was held by the monks of St Peter and St Paul, Winchester. It is likely that this grant is broadly coincident with the later medieval manor of Havant and the eponymous parish.

Medieval

- 3.14 Leigh itself receives no mention in Domesday Book, though it would have fallen within the bounds of the manor of Havant. The manor of Havant itself was recorded in 1086 as a possession of the Bishop of Winchester, within the hundred of Bosmere. The manor of Havant was made a Liberty in the 13th century, and it is here that Leigh is first recorded, as 'La Lye', a tithing of the manor and by virtue of the nomenclature, presumably a former tithing of the hundred of Bosmere (HER 39340).
- 3.15 Medieval Havant was a market town and documentary evidence indicates that in 1200, King John granted a weekly market to be held at Havant, to the bishop of Winchester for the monastic community; in 1450-51 Henry VI granted a market (probably for corn) and an annual fair (held on the eve and feast of St. Faith: 6th October) to the bishop of Winchester. The parish Church of Saint Faith as built at the approximate point of the Roman crossroads in Havant, and dates from the 12th to 15th centuries, with 19th-century restorations (LB 1092120).
- 3.16 A number of medieval heritage assets fall within the survey radius and include a circular ditch near Leigh Park Gardens, where excavations recorded medieval pottery and horn (HER 23418). A watching brief conducted near this site identified further later medieval pottery (HER Event 32429). Alongside this, a potential medieval roadside hamlet at Leigh Park is recorded, which was removed by 19th-century landscaping (HER 32423). Finally, the beam slots of three timber buildings were identified in the playing fields of Oak Park School, associated with later medieval pottery (HER 23401). During the medieval period, the development site itself would have fallen within the eastern extent of the Forest of Bere, an extensive Royal hunting forest, expanding northwards from Portchester, and to the northeast of the medieval settlement of Havant. To the north, a motte-and-bailey (Scheduled Monument 1001923) and Motte castle (Scheduled Monument 1019111) were constructed at Rowlands Castle and nearby Motley's Copse, while settlement at Chalton expanded with the construction of a priory, parish church and manor farmhouse.

Post-Medieval & Modern

- 3.17 Leigh Park was developed at the turn of the 19th century from an earlier small country estate. This estate was purchased in 1802 by William Garrett, who re-built an earlier mansion and expanded the grounds to enclose c. 170 hectares. It was sold to Sir George Staunton in 1820 who was very involved in the landscaping of the park, introducing follies, non-native flora and other garden features, with demonstrable influence from his time in China. Thereafter, the estate passed through various hands and various phases of rebuilding, until it was requisitioned by the Admiralty during the Second World War. Subsequently, part of the grounds was turned over to residential use, called the Leigh Park housing estate. To the south of the estate, areas of common waste were progressively enclosed over the course of the 19th century. An open road junction adjacent to the proposed development, labelled as Leigh Green, was thus enclosed in 1870, alongside Stockheath Common (in part), Havant Thicket and South Moor. The rest of the site appears to have been appurtenant to the West Leigh estate, immediately to the southwest 21M65/F7/110/2). The area was also a strategic point for operations during the Second World War and within the survey area there are several conflict-related sites dating back to the Second World War, including pillboxes (HER 24376 and 24381).
- 3.18 West Leigh House and West Leigh Cottage, the latter on the development site itself, were requisitioned by the Admiralty in 1939 as offices for the HMS Vernon Mining Facility section Vernon (M). This was based at Leigh Park House, West Leigh House and West Leigh Cottage, with the latter situated on the western edge of the development area. While depth charges and mines were tested in the ornamental lakes of Leigh Park, the West Leigh Complex housed a further administration block, along with workshops and ponds for testing other equipment and components. West Leigh House and West Leigh Cottage remained with the Admiralty into the 1950s. Settlement remained focused on the Havant crossroads until after the Second World War when continued expansion of Havant lead up to Leigh Park to the north, Warblington to the east and Bedhampton to the west, forming one connected urban expanse. The development area itself remained clear until 1961, when it was purchased by Colt Heating and Ventilation for a new factory complex. This opened in 1963, to be joined in 1969 by Colt HQ.
- 3.19 The 'Plan of Havant Parish in the County of Hants' 1842 (Tithe map 21M65/F7/110/2) and accompanying apportionment tables (21M65/F7/110/1) demonstrate that the parcels of land within the application site comprised land within the West Leigh estate,

owned and occupied by Admiral Sir Henry Leeke at the time of the survey. The eastern parcel is described as arable, the western parcel as a garden and the perimeter of trees are described as a wood.

- 3.20 The 25" Second Edition (Hampshire & Isle of Wight LXXVI.7, revised 1895) shows that the former area of Leigh Green has been converted to woodland, while the enclosures on the earlier eastern parcel have been reconfigured, in tandem with the emergence of a number of small ancillary buildings. The 25" Edition of 1909 shows further enclosure subdivision in the northeast of the eastern parcel of land alongside the expansion of buildings in the northwest of the site, for what became known as West Leigh Cottage. The 25" Revision of 1940 indicates the name of the aforementioned cottage, shows that the north-eastern enclosure has lapsed and records that the western parcel of land now appears to have been landscaped, presumably as part of a domestic setting for West Leigh Cottage. Soon after the end of the Second World War, housing development encroached on the West Leigh and Leigh Park estates. The development area itself remained clear until 1961, when work commenced on the Colt Heating and Ventilation factory. This was joined by the Colt HQ Office in 1969. Subsequently, further suburban development has surrounded the site. At the time of this report, the Colt factory office complex and factory remain standing on the site. The shape of the enclosed common waste of Leigh Green is preserved in the form of the western factory car park.

4.0 Evaluation Trenching

- 4.1 A trial trench plan has been prepared following discussions with the Hampshire County Council Archaeological Officer, consisting of 5 evaluation trenches measuring 25m x 1.8m, at base (Fig 2), focused in the western carpark of the site where any remaining archaeological potential within the site is believed to be located.
- 4.2 The fieldwork is envisaged to take up to 5 days to complete.
- 4.3 The locations of the trenches may be fine tuned but will not be altered significantly without prior consultation with CgMs Consulting and Hampshire County Council.

5.0 OBJECTIVES AND RATIONALE OF THE FIELD EVALUATION

- 5.1 To establish whether any archaeological evidence survives on the site.
- 5.2 The evaluation should aim to determine, as far as is reasonably possible, the location, form, extent, date, character, condition, significance and quality of any surviving archaeological remains, irrespective of period, liable to be threatened by the proposed redevelopment.
- 5.3 The evaluation should also seek to clarify the nature and extent of existing disturbance and intrusions and hence assess the degree of archaeological survival of buried deposits and any surviving structures of archaeological significance.
- 5.4 Within these parameters, the evaluation of this site presents an opportunity to address the following objectives:
- 1) To establish the presence or otherwise of prehistoric activity at the site.
 - 2) To establish the presence or otherwise of Roman activity on the site. Can any of the features identified be related to the alignment of the Roman road in proximity, or related roadside activity?
 - 3) To establish the presence or otherwise of Anglo-Saxon or Medieval activity at the site.
 - 4) To establish the environmental context of prehistoric, Roman, Anglo-Saxon and Medieval activity.
 - 5) Evaluate the likely impact of past land use and development.
 - 6) Provide sufficient information to, if appropriate, construct an archaeological mitigation strategy.

6.0 FIELD EVALUATION – DETAILED SPECIFICATION

- 6.1 The overall objectives of this field evaluation are set out in Section 5. This section details the on site methodologies, report format and other related details.
- 6.2 5 trial trenches will be excavated to evaluate the western car park area as set out in Figure 2.
- 6.3 All features encountered will be located and assessed. The results of this preliminary survey will provide the basis for considering any further mitigation measures.

Evaluation Techniques

- 1) The trenches should be opened by mechanical excavator, with removal of all undifferentiated topsoil or made ground down to the first significant horizon. The machine should remove a level spit of no more than 0.25m depth moving along the length of the trench. Successive spits may be similarly removed until the first significant archaeological horizon is reached. That level should be cleaned in plan using a wide blade, ditching bucket or similar, with no teeth. If the machine has to re-enter the trench care should be taken to ensure that it does not damage underlying remains, particularly in soft conditions. *The machine must not be used to cut arbitrary trial trenches down to natural deposits, without regard to the archaeological stratification and leaving a section record only.* All machine work must be under archaeological supervision and should cease immediately if significant evidence is revealed.
- 2) Where appropriate, and without disturbing known archaeological features, small machine excavated sondage cuts should be used to test the character of the natural deposits at the base of the trench in different locations on site.
- 3) The machine used should be powerful enough for a clean job of work and able to mound spoil neatly, a safe distance from trench edges. Mini garden excavators or bulldozers are not suitable.
- 4) Initially examination of all archaeological deposits should be by hand with cleaning, examination and recording both in plan and section. The objective is to define remains rather than totally remove them. Full excavation should be confined to the least significant remains (e.g. dumped layers) which may allow

underlying stratigraphy and features to be exposed and recorded. Within significant levels partial excavation, half-sectioning, the recovery of dating evidence, sampling and the cleaning and recording of structures is preferable to full excavation. Depending on the stratigraphy revealed sieving of fills (at the appropriate mesh level) should be undertaken to recover small flint flakes/metalwork (i.e. a control sample of artefacts). The trenches must characterise the full archaeological sequence down to undisturbed deposits.

- 5) Archaeological excavation may require work by pick and shovel or occasionally further use of the machine. *Such techniques are only appropriate for the removal of homogeneous or low-grade deposits which may give a 'window' into underlying levels. They must not be used on complex stratigraphy and the deposits to be removed must have been properly recorded first.* Casual "mattock testing" of features of uncertain archaeological value must not be undertaken without the prior approval of the Local Planning Authority. The depth and nature of all colluvial or other masking deposits must be established across the site.
- 6) Particular care should be taken not to damage any areas containing significant remains which might merit preservation in situ. Such evidence would normally include deep or complex stratification settlement evidence and structures. The Local Planning Authority and Hampshire Archaeological Officer must be informed immediately if remains likely to be of national significance are encountered. Such areas should be protected and not left open to the weather, or other forms of deterioration whilst investigation will not be at the expense of any structures, features or finds which might reasonably be considered to merit preservation, it is important that a sufficient sample is studied.
- 7) Any human remains must also be left *in situ*, covered and protected. If removal is essential it can only take place under appropriate Ministry of Justice and environmental health regulations. Such removal must be in compliance with the Disused Burial Grounds Amendment Act 1981. Prior written notice is also to be given to the Local Planning Authority.
- 8) Metal detector searches should take place at all stages of the evaluation.
- 9) Topsoil and made ground are to be kept separate during the evaluation to allow sequential backfilling using these arising only. Backfilled material will be flattened

using the excavation bucket. Care will be taken in backfilling where any larger slots have been excavated.

Access and Safety

- 10) Reasonable access to the site is to be arranged for representatives of the Local Planning Authority and Hampshire Archaeological Officer who may wish to make site inspections to ensure that the archaeological investigations are progressing satisfactorily.
- 11) *All relevant health and safety regulations must be followed.* A general health and safety policy must be provided by the Archaeological Contractor and a detailed risk assessment and management strategy for this site prepared. In particular the machine should be kept away from unsupported trench edges and public access routes should be supervised and controlled. Barriers, hoardings and warning notices should be installed as appropriate. Safety helmets are to be used by all personnel as necessary. Appropriate toilet and washing facilities for site staff will be provided by the Archaeological Contractor.
- 12) All trenches will be scanned both visually and by CAT detector prior to excavation to identify any services within the immediate vicinity of the trench.
- 13) *No personnel are to work in deep unsupported excavations.* Trenches deeper than 1.2m will have to be stepped or battered back.
- 14) Where there is reason to believe from previous uses that the ground may be contaminated, the Archaeological Contractor must include arrangements for pollution sampling and testing *before* any site work takes place. A search for public utility or other services will also be undertaken by the Archaeological Contractor prior to commencement.
- 15) *The archaeological organisation must be satisfied that the applicant or developer has provided all information reasonably obtainable on contamination and the location of live services before any site work takes place.*
- 16) All archaeological trenches should be backfilled upon completion, for safety reasons, unless CgMs has given written instructions to the contrary.

Recording Systems

- 17) The recording system must be fully compatible with that most widely used elsewhere in Hampshire. Context sheets should include all relevant stratigraphic relationships and for complex stratigraphy a separate matrix diagram should be employed. This matrix should be fully checked during the course of the evaluation. If there is any doubt over recording techniques the guidance of the Hampshire Archaeological Officer will be sought.
- 18) It will be the responsibility of the archaeological contractor to obtain a site code from the appropriate source, which will subsequently be used as the site identifier on all documents.
- 19) The site archive will be so organised as to be compatible with other archaeological archives produced in the County. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets. Sample recording sheets, sample registers, finds recording sheets, access catalogues, and photo record cards will also be used. This requirement for archival compatibility extends to the use of computerised database.
- 20) The evaluation sample strategy adopted should be sufficient to meet the aims of the evaluation. The following suggested sampling strategy should be used as a guide when investigating features of interest:
 - 50% of each intrusive feature (pits, postholes).
 - 25% of each linear feature, including all terminals and intersections.
 - 50% of earth-cut structural features (beamslots, ring ditches).
 - Surviving structural elements (walls, collapse/debris fields) and domestic/industrial features (hearths, ovens), will be exposed, cleaned and left in-situ.
- 21) Site location plan required; general plan (e.g. OS 1:1250) showing investigation area and development site in relation to surrounding locality and street pattern.
- 22) This will be supplemented by trench plans at 1:500 (or 1:200), which will show the location of the areas investigated in relationship to the investigation area, OS grid and site grid (if any). The locations of the OS bench marks used and site

TBMs will also be identified. All trenches will be located using a total station or appropriate GPS equipment.

- 23) Archaeological plans; some record of the full extent in plan of all archaeological deposits must be made. All significant deposits that significantly affect the interpretation of the site and relate to the evaluation objectives should be formally planned in relation to the trench and OS grid and be at a scale of 1:10 or 1:20. Single context planning is required on deeply stratified sites.
- 24) Sections containing significant deposits, including half sections, should be drawn as appropriate. Upon completion of the trench at least one long section is to be drawn, including a profile of the top of natural deposits. In addition to the excavation of man made deposits some assessment of "naturally deposited" levels will be necessary, especially when these are organically preserved and laid down within archaeological timescales.
- 25) All archaeological plans and sections should be on drawing film at a scale of 1:10 or 1:20 and should include context numbers and OD spot heights for all principal strata and features.
- 26) An adequate photographic record of any significant archaeological remains is required, in both plan and section, illustrating in both detail and general context the principal features and finds discovered. This will consist of digital photography consistent with quality required by Hampshire Cultural Trust. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation mounted. The transparencies will be mounted in suitable frames. Where appropriate a photogrammetric record will be made of complex structures, features and horizons liable to be damaged in the course of the evaluation.
- 27) A Harris Matrix stratification diagram will be compiled and fully checked during the course of the excavations.

Finds and Samples

- 28) A high priority should be given to dating any remains and so all artefacts and finds are to be retained. Consideration should also be given to the recovery of specialist samples for scientific analysis, particularly samples for absolute dating,

structural materials and cultural/environmental evidence. Different sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Minimum levels of data acquisition should be defined according to the "information recovery levels" summarised by Carver (1987). The default data acquisition level for all pre-modern assemblages is level D. Close attention will be given to sampling for date, structure and environment.

- 29) The strategy for sampling archaeological and environmental deposits and structures (which can include soils timbers, animal bone and human burials) will be developed in consultation with the Hampshire Archaeological Officer and the Historic England Scientific Advisor. Their will be sought at the project planning stage and a visit arranged to determine the importance and sampling requirements for all deposits exposed during the investigation. Consideration will be given to bulk samples of material for C14 dating, as appropriate, and samples of any other inclusions such as wood should also be taken.
- 30) A high priority will be given to the sampling of river and other anaerobic deposits (such as peat) where organic materials may be preserved.
- 31) Organic samples will be subject to appropriate specialist analysis. There may be a requirement to submit timbers to dendrochronological analysis and to process some samples to provide C14 dating. Other forms of specialist analysis may also be appropriate.
- 32) The finds retrieval policies of the English Heritage archaeological guidance papers will be adopted. All identified finds and artefacts will be retained, although certain classes of building material can sometimes be discarded after recording if an appropriate sample is retained. No finds will, however, be discarded without the prior approval of Hampshire Archaeological Officer.
- 33) All finds and samples will be treated in a proper manner and to the standards of the UK Institute of Conservators Guidelines. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the UK Institute for Conservation "Conservation Guideline No 2". Appropriate guidelines set out in the Museums and Galleries Commissions "Standards in the Museum Care of Archaeological Collections (1991)" will also be followed.

- 34) Any finds covered by the provisions of the Treasure Act (1996, amended 2003) and Treasure (Designation) Order 2002, including gold and silver, will be moved to a safe place and reported to the coroner's office according to the procedures determined by the Act. They will also be reported to the local finds liaison officer from the Portable Antiquities Scheme. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.
- 35) The pottery specialist employed by the archaeological contractor will be familiar with local wares with a record of publications in the region.

Reports and Archives

Evaluation Report

- 36) Within four weeks of completion of the work the archaeological contractor will produce a report, copies of which are to be provided to CgMs Consultancy for circulation to the Developer, Havant Borough Council and the Hampshire Archaeological Officer.

The report is to include, as a minimum, the following:

- a. a site location plan at an appropriate scale; a copy of the trench location plan at 1:1250 together with a plan of the main archaeological features at 1:100 and more detailed plans and relevant section drawings as appropriate. Particular note should be made of any variations in the depth of overburden covering any archaeological deposits revealed;
- b. a descriptive summary and interpretation of the archaeology of the site;
- c. a table showing, per trench, the features, classes and numbers of artefacts located and their interpretation;
- d. a consideration of the objectives and methodology used, including a confidence rating;

- e. A summary report to be included in the Hampshire annual archaeological round up.

The archaeological contractor is to allow the site records to be inspected and examined at any reasonable time, during or after the evaluation, by the Developer, the Hampshire Archaeological Officer or any designated representative of Havant Borough Council.

Archives and Published Reports

- 37) The integrity of the site archive should be maintained. The archive of all records and finds must be prepared consistent with the principles set out in the Management of Archaeological Projects (English Heritage 1991), particularly Appendix 3.1 and Appendix 4.1, together with subsequent MoRPHE guidance (see Sources Consulted).
- 38) The minimum acceptable standard for the archival report is defined in the "Management of Archaeological Projects" 5.4 and Appendix 3. It will include all materials recovered (or the comprehensive record of such materials) and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 39) United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed. Arrangements for the curation of the site archive will be agreed in writing with the recipient Museum and details of such arrangements will be made by the archaeological contractor.
- 40) The site archive is to be deposited with the appropriate local museum within 3 months of the completion of work. It will then become publicly accessible. The museum should be contact in advance to arrange deposition of the archive.
- 41) In addition, at the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/projects/oasis/> must be initiated and key fields completed on Details, Location and Creators Forms. All appropriate parts of the OASIS online form must be completed for submission to the

Hampshire HER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive). The OASIS process will be completed by the appointed archaeological fieldwork contractor.

Archaeological Contractor

- 42) The field team deployed by the Archaeological Contractor will include only full time professional archaeological staff. All staff should be experienced on similar sites.
- 43) The composition of the project team must be detailed and agreed with the Hampshire Archaeological Officer (this is to include any subcontractors).
- 44) A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by the Hampshire Archaeological Officer.

Notification of Start Date

- 45) The Hampshire Archaeological Officer will be notified in advance of the commencement of fieldwork, and will be kept informed of progress on site with a view to arranging site monitoring meetings as appropriate.

SOURCES CONSULTED

National Guidance:

Department of Communities and Local Government *National Planning Policy Framework* 2012

Department of Communities and Local Government/Department of Culture Media and Sport/English Heritage *PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide* 2010

English Heritage *Comparison of PPS5 Policies with Historic Environment-Related Policies in the NPPF – Part 1* 5 April 2012 unpublished document

English Heritage *Comparison of PPS5 Policies with Historic Environment-Related Policies in the NPPF – Part 2* 5 April 2012 unpublished document

Institute for Archaeologists Guidelines:

http://www.archaeologists.net/sites/default/files/node-files/code_conduct.pdf

http://www.archaeologists.net/sites/default/files/node-files/ifa_code_practice.pdf

Regional Guidelines:

Thames and Solent Research Framework

English Heritage Guidelines:

MAP2 Management of Archaeological Projects (Second Edition) 1991

MoRPHE Management of Research Projects in the Historic Environment The MoRPHE Project Managers' Guide 2009

MoRPHE Management of Research Projects in the Historic Environment PPN 3: Archaeological Excavation January 2008

Guidelines for archiving:

Archaeological Archives Forum (Duncan H. Brown), *Archaeological Archives: a guide to best practice in creation, completion, transfer and collection* 2007

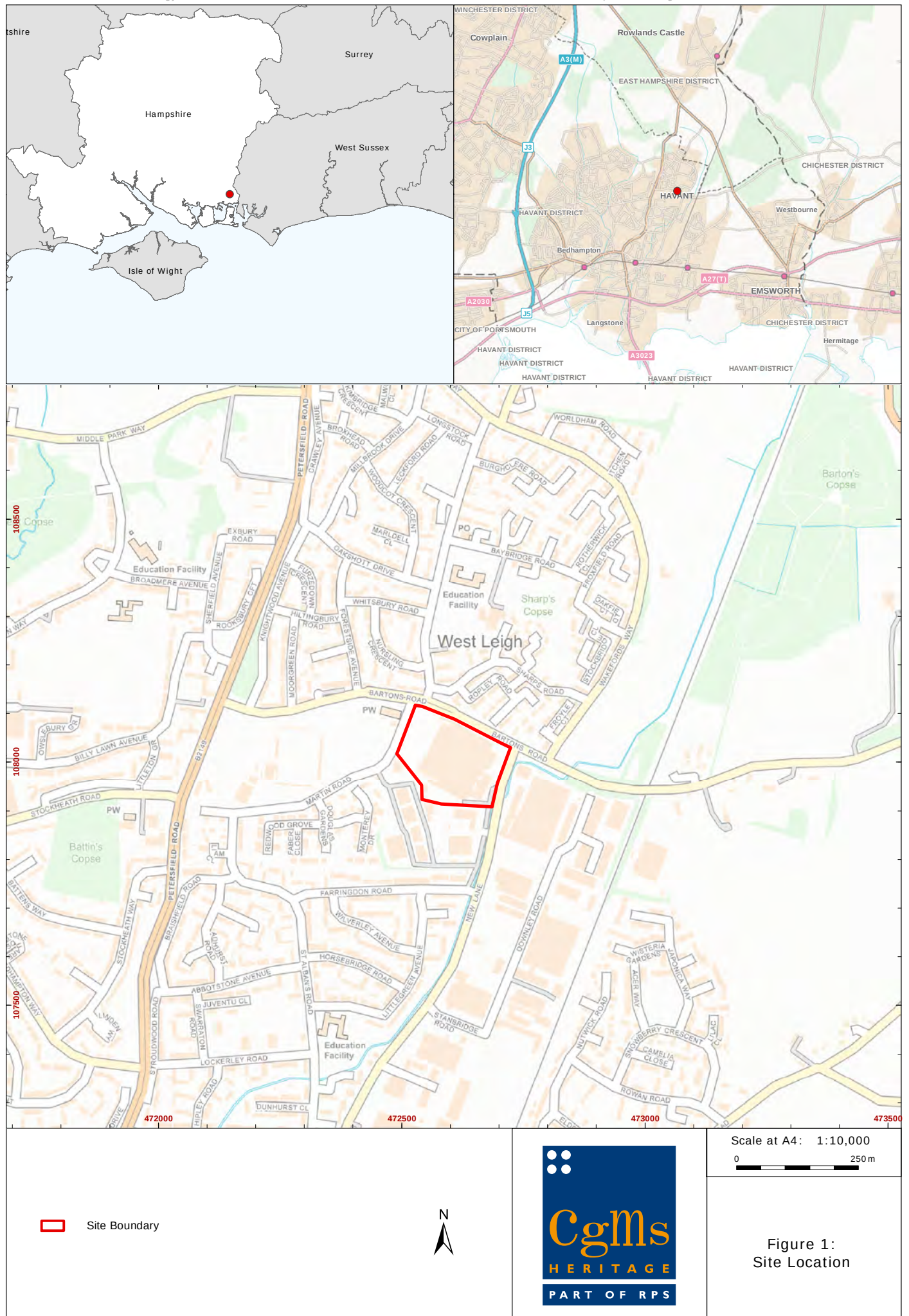
Museum and Galleries Commission *Standards in the Museum Care of Archaeological Collections* 1992

Society of Museum Archaeologists *Selection and Retention and Dispersal of Archaeological Collections* draft 1992

Society of Museum Archaeologists *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* 1995.

Site Specific

WYG Colt International, *Havant Archaeological Desk-Based Assessment* 2017





- Site Boundary
- Proposed trench 25m x 2m (at base)



Scale @ A3:
0 1:1000 20 m

Figure 2:
Trench Location Plan

