

Southampton City Council Archaeology Unit

Written Scheme of Investigation for Mitigation Works associated with construction at 59-61 West Street, Havant, Hampshire

Version 3 – 23/04/15

APP/12/01233

1 Summary of the Project

1.1 An archaeological excavation will take place at 59-61 West Street, Havant, Hampshire to make a full record of deposits that will be destroyed by the construction of 24 new dwellings. A watching brief will be held on other groundworks associated with the development. An ordered archive will be produced which will lead to a summary report which will consider the archaeology and its significance. The results will be published, and the site archive will be deposited with the Hampshire Cultural Trust.

2 Introduction

2.1. This written scheme of investigation for a programme of archaeological mitigation has been commissioned by Mansell Homes, of Roman House, Salisbury Road, Totton, SO40 3XF.

2.2 The site, 59-61 West Street, Havant, Hampshire (fig 1), lies within an area identified as being an **Archaeologically Important Area** (*Hampshire County Council: Historic Town Surveys: Havant*). It lies immediately south of the 1st century Roman road that ran from Chichester towards Winchester and Southampton, and well-preserved Roman and medieval remains have been located on the site.



Figure 1. The layout of the development, courtesy of Mansell Homes.

2.3 The following guidelines and standards for archaeological fieldwork will be adhered to:

- Chartered Institute of Field of Field Archaeologists - Code of Conduct (April 2015);
- Chartered Institute of Field of Field Archaeologists - Standard and Guidance for archaeological excavation (April 2015);
- Chartered Institute of Field of Field Archaeologists - Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology (April 2015);
- English Heritage — Environmental Archaeology: A Guide to the Theory and Practice of Methods, From Sampling and Recovery to Post-Excavation (2012);
- English Heritage - Management of Archaeological Projects (MAP2) (1991);
- English Heritage - Management of Research Projects in the Historic Environment (MORPHE) (2006);
- SCAUM – Health and Safety in Field Archaeology (2002); and
- HSE –HSE Information sheet: Safety in Excavations (CIS No 8) 1997 and HSE Essential Health and Safety Toolkit for the Smaller Construction Contractor (April 2004)

3. Site Location, geology and topography

3.1 The site is located on the south side of West Street some 300m to the west of the historic core of Havant at grid ref SU 714062.

3.2 The underlying geology is Head, a gravelly deposit formed by downslope movement from the chalk to the north.

(<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>).

3.3 The site was last used as a builder's yard, but prior to that was a glove factory, which replaced domestic housing. The present ground level is approximately 7.5mOD. A stream forms the western boundary of the site.

4. Archaeological and Historical background

4.1 Historical background (synthesised from HCC Havant Historic Town Survey Assessment)

Havant is first mentioned as a settlement in AD 935 when 7 mansae of land at Hamanfuntan were granted to Wihtgar, a minister of King Athelstan (Sawyer 1968, 430). In 980 King Æthelred granted the reversion of land at Havant to the monks of the Old Minster, Winchester (St Swithun's) (ibid, 837).

The place-name is derived from the OE funta which usually means a spring and the personal name Hama. The name refers to the presence of many springs that rise in and around the town. The word funta is a borrowing from the Latin fontana (Coates 1993, 88).

The monks of St Swithun's were still holding the estate of Havehunte when it was recorded in the Domesday Survey in 1086. There was a recorded population of 20 villagers and there were two mills and three salt-houses (Munby 1982, fol 43a).

In 1200 King John granted the town a market charter (Longcroft 1857, 9). The gaining of a market charter for Havant by the prior of St Swithun's may represent an attempt to stimulate development in the town but there is no evidence that the town ever gained 'urban' status. There are no references to burgage tenure or burgesses and no members of parliament were returned to represent Havant. Instead, the settlement appears to have functioned as an important local market village (Hughes 1994, 202).

The properties to the north and south of West Street may have originated in the later medieval period and so may contain information about the nature and extent of the town in the late medieval and early post-medieval periods.

During the thirteenth century relations between the priors of St Swithun's and bishops of Winchester were often strained, but a settlement was made between the two parties in 1284 and as part of the settlement the manor of Havant was transferred to the Bishopric (Longcroft 1857, 10).

In the mid-eighteenth century the town suffered a severe fire that destroyed almost all of the buildings in West Street, and some buildings in North Street and East Street (Longcroft 1857, 73).

In the post-medieval period Havant was famous for the parchment produced there which was regarded as being of superior quality (Longcroft 1857, 82). However, the parchment-making industry in the town can only be traced through documentary sources to the first half of the nineteenth century (RCHME 1997). There were also several tanneries, especially to the south of West Street and malting and brewing were also important to the town with thirteen establishments connected with these industries in the nineteenth century (Longcroft 1857, 81-2). Cloth working was undertaken in the town from the sixteenth century at least and it has been suggested that West Street formed the centre of the cloth trade in the town (Page 1908, 122).

4.2 Archaeological Background (synthesised from HCC Havant Historic Town Survey Assessment together with information provided by HCC Strategic Environment Delivery Group: Economy, Transport & Environment)

Prehistoric

Prehistoric flint tools have been recovered from various locations around the town including Mesolithic and Neolithic tools from the line of the by-pass to the south of the town centre. A prehistoric occupation site was found to the north of the town on the site of the former Oak Park School.

Romano-British

The landscape around the town appears to have been relatively intensively occupied in the Romano-British period and there are several find-spots of Romano-British material within the historic core of the town which lies 300m to the east of the present site. Evidence of a Roman hut floor was found at 121 and 123 West Street (HCCAHR site 23436), and a Roman pit containing Roman material was found at 44-45 West Street (HCCAHR site 62034). At the junction of Park Road and West Street Roman pottery was found (HCCAHR site 23359). To the south of the town, near Langstone, there is the site of a villa, dated to the second and third centuries. A

Romano-British occupation site was located in an area that was formerly the playing fields of Oak Park School to the north of the town. The pottery indicated that the occupation of the site dated from the second and third centuries (Crosby, 1992).

Medieval

The roads known today as North, South, East and West Streets show evidence of regular plots, thought to have been laid out in the medieval period. A medieval pit and a cobbled floor were found at 121 West Street (HCCAHR site 23438 and 23439), and a gully and a timber-lined well, possibly late-medieval in date, were found at 57 West Street (HCCAHR site 57315). A medieval pit was found at the junction of Park Road and West Street (HCCAHR site 23359).

Post-Medieval

Havant suffered a devastating fire in the mid-18th century and much of the town was rebuilt. A site at 93 West Street (HCCAHR site 54341) found little evidence of occupation before that date, and only more recent occupation was found at 9 West Street (HCCAHR site 56022).

4.3 Results of the recent evaluation.

The Archaeology Unit of Southampton City Council carried out an archaeological evaluation excavation on the site in August 2014 (fig 2).

The geology was gravel Head deposits, which form the Portsmouth Aquifer. The natural was cut by features of Roman, medieval and post-medieval date, and layers of Roman, medieval and post-medieval date were found above the natural.

No prehistoric contexts were identified but a few residual prehistoric flint artifacts were present. Large quantities of Roman artifacts were recovered including Gaulish Samian, products of the Rowlands Castle kilns, and fragments of Spanish olive oil amphorae. A first-to-third century date for the Roman occupation is likely, with limited evidence of 4th/5th century use of the site. Of particular interest was a well-preserved Roman copper alloy spoon, and a fragment of green marbled limestone veneer, mined in the Pyrenees, and identical to veneers used to decorate the walls at Fishbourne Roman Palace.

Fragments of medieval jugs and cooking pots point to renewed occupation in the 13th/14th century. Occupation became more intensive in the late Medieval/Early Tudor period, and numerous sheep horn cores point to tanning, and possibly parchment making on the site, which was served by a stream on its west side.

Post-medieval activity such as house construction and digging of cess pits had cut into the earlier deposits. Historic maps show these houses formed a linear settlement along the south side of West Street but a number were cleared in the late 19th century and a glove factory, which partly survives, was built. This became a builder's premises in the mid-20th century.

The late 19th and the mid-20th century clearance had cut down to the Roman layers in the north part of the site and Roman archaeology survived immediately beneath the modern surfaces, whereas further south the Roman archaeology was buried under 750-950mm of homogenous soil deposits.

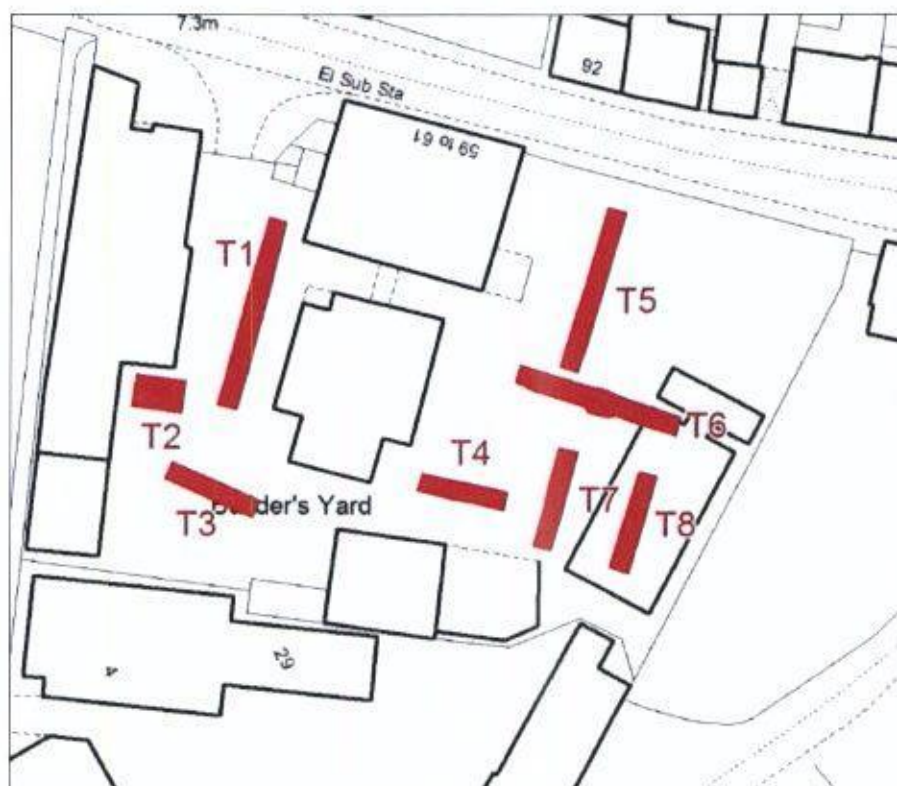


Figure 2. The site showing the evaluation trenches excavated in August 2014.

5. The Mitigation Methodology

5.1 Survival of Archaeological Deposits

5.1.1 In all of the evaluation trenches apart from Trenches 3 and 5 (fig 2) the archaeology only survives in the form of features cut into the natural at between 6.831mOD and 6.663mOD. Above the natural lies between 750mm and 900mm of soil which is the result of many years of cultivation and is of little archaeological significance.

5.1.2 In Trench 3 medieval archaeology in the form of a layer with sheep horn cores and other bones survives at 830mm from the surface at 6.583mOD. In Trench 5 Roman archaeology survives some 250mm from the surface at 6.946mOD.

5.1.3 No archaeological material preserved by waterlogging was seen in the Roman and medieval features cut into the gravel, and the soil samples had poor preservation of environmental material. This suggests the water table has fluctuated over time, but it is possible that preservation will be better in deeper features that may have remained permanently waterlogged

5.2 Impact of the proposed development

5.2.1 Foundations to all new dwellings will be constructed as a concrete raft arrangement on a layer of engineering fill (Fig 3). The finished floor level will be at 7.74m OD, meaning that the formation level will be at 6.76m OD.

5.2.2 The proposed new access road will consist of 80mm thick concrete paviors on 50mm of sharp sand on 100mm bitmac running course on 150mm of type 1 granular material on generally 350mm of type 2 granular material giving an overall construction depth below existing ground level of 730mm. The internal roads will have a level approximately the same as finished floor level so the road formation level will be 7.01m OD

5.2.3 The proposed Foul and Surface water drainage systems will generally be of shallow construction due to the restricted depth of the final outfall points. The surface water pipe work will connect into the adjoining Brockhampton stream to the east of the site, the foul water pipework will connect to the existing Southern Water inspection chamber at the existing/reused site entrance access off West Street. There will be four number underground storage tanks in an east-west row beneath the car parking area in the centre of the development to hold water at times of high rainfall. These tanks will be 1800mm deep.

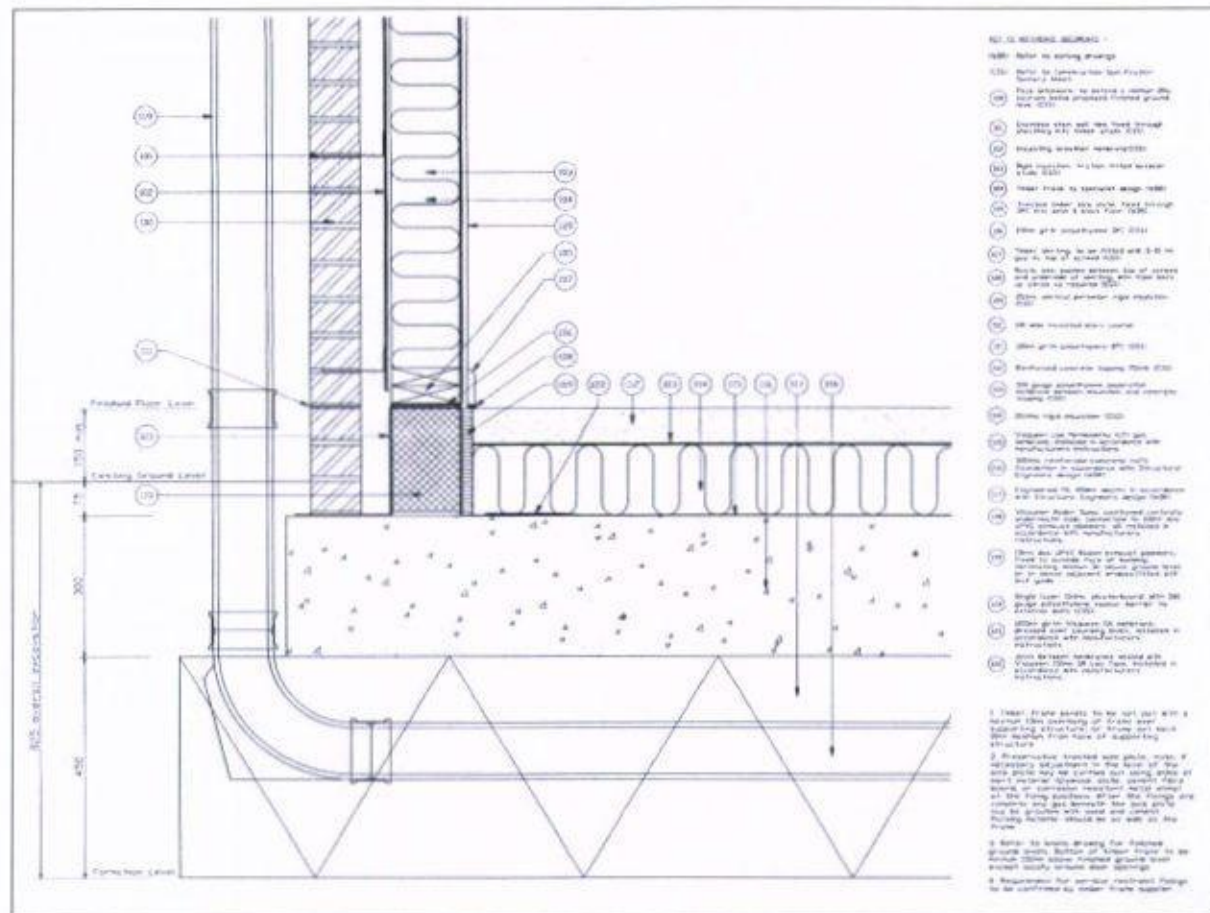


Figure 3. Section to show proposed house foundation, courtesy of Mansell Homes.

5.3 Proposed mitigation works

In response to the destruction or potential destruction of archaeology a number of areas of the site will be subject to archaeology mitigation works (fig 4).

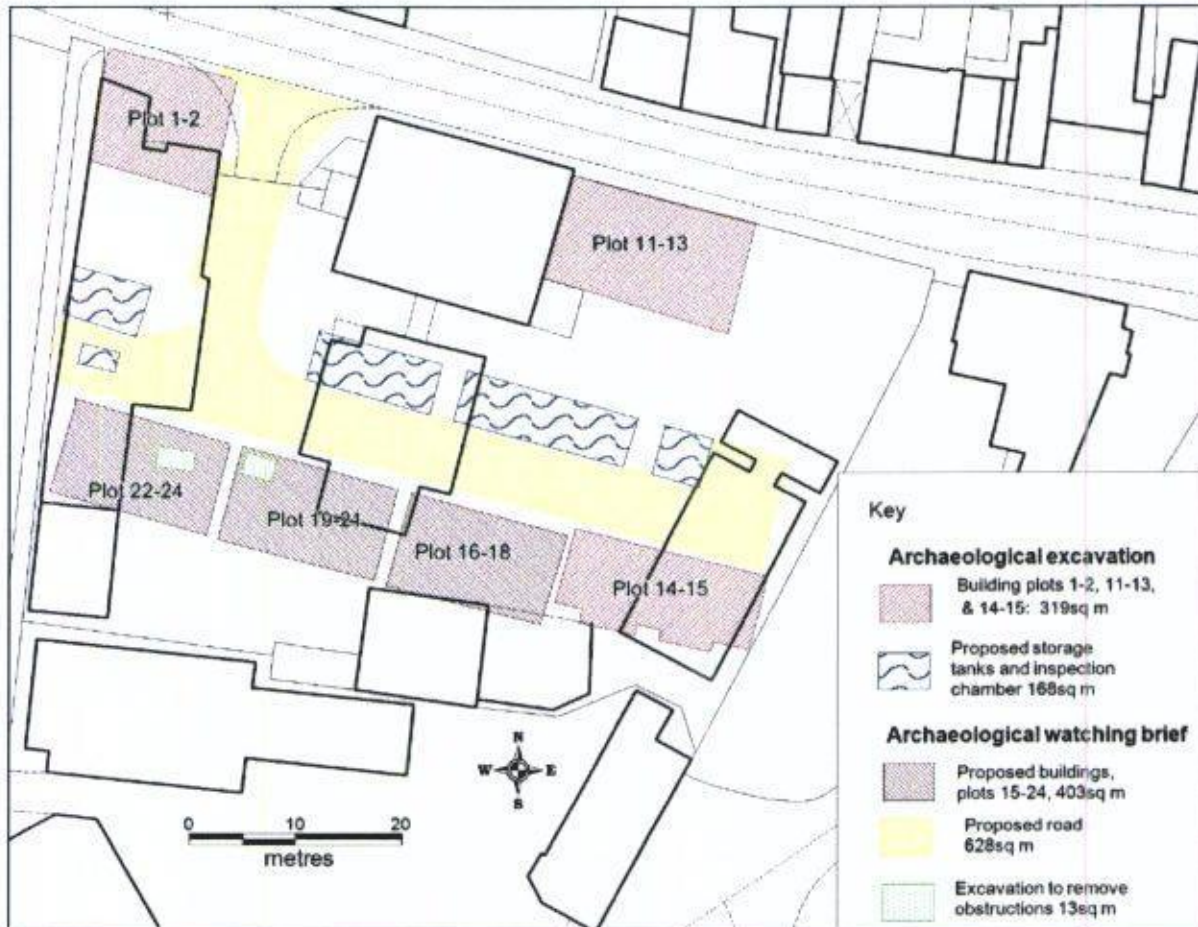


Figure 4. Plan of the site showing proposed mitigation works.

5.3.1 Areas subject to archaeological excavation

The greatest impact on archaeological deposits will be in the area of Plots 11, 12 and 13. Here Roman archaeology was present 250mm below the surface, following a level reduction in the recent past, and the area of the rafts for these houses, which will be excavated 6.76m OD, will be archaeologically excavated before construction.

There is potential for a similar level of survival on the street frontage in the northwest corner of the development (Plots 1 and 2), although any archaeology in the south part of the plots will have been severely disturbed when the site was redeveloped in the late 20th century with the construction of the existing two-storey office block. The area of the rafts for these houses, which will go down to 6.76m OD, will be archaeologically excavated before construction.

The site of Plots 14 to 24 was evaluated by Trenches 3 and 4 and by the south ends of Trenches 7 and 8. Here the construction level will be 6.76m OD. Archaeology was present at 950mm in Trench 3, 900mm in Trench 4, 750mm in trench 7 and 800mm in Trench 8. The archaeology will remain undisturbed in the area of Plots 16 to 24 in the western and central parts of the site, but the archaeology beneath Plots 14 and 15 at the east side of the site, consisting of a number of Roman pits and postholes, is likely to be partly removed. The area of the rafts for these houses will be archaeologically excavated before construction.

In the centre of the site, four trenches will be excavated to hold water attenuation tanks. They will be 1.8m deep and will remove any archaeology present. A trench will also be required for an interceptor. The area of each tank and the interceptor will be archaeologically excavated.

5.3.2 Areas to be subject to archaeological watching brief.

The central area of the site, which will be utilised for the access road and car parking, will require a reduced level dig of 730mm to give a formation level of 7.01m OD. This area was evaluated by Trench 1, Trench 6 and the north ends of Trenches 7 and 8. The depths at which archaeology was encountered was 6.68m OD, between 6.7m and 6.3m OD, 6.9m OD and 6.7m OD respectively. The reduced dig for the road and car parking should therefore not disturb the archaeology, but the archaeology will be close to the reduced level and an archaeological watching brief will be carried out on the final stages of the level reduction, in case fluctuations in the depth of survival are present, or soft spots need to be removed. Any excavation work required below the general formation level will be carried out as an archaeological excavation.

The area of Plots 16 to 24 will be excavated to a formation level of 6.76m OD. Archaeology survived in this area at 6.58m OD so should remain undisturbed, but the archaeology will be close to the reduced level and an archaeological watching brief will be carried out on the final stages of the level reduction, in case fluctuations in the depth of survival are present, or soft spots need to be removed. Any excavation work required below the general formation level will be carried out as an archaeological excavation.

An existing petrol interceptor situated in the south of the site, below Plot 22/23, will have to be removed, together with a fuel tank beneath Plot 21. Their removal is likely to cause disturbance to the natural around them and a one meter wide zone will be cleared around each tank to check for archaeology prior to their removal. Any archaeological features in the 1m wide zone will be archaeologically excavated before the tanks are removed.

Services such as drainage, electricity and gas will be kept at a shallow level and should not disturb the archaeology. Water pipes will need to be laid at 750mm below the ground surface which may impact on the top of the archaeology so a watching brief will be kept on the digging of the trenches.

6. Aims and Objectives of the Archaeological Work

6.1 The archaeological mitigation work aims to determine the extent, condition, nature, character, quality, and date of any archaeological remains encountered, as dictated by current best practice, to make a full record of them, to publish the results and deposit the archive with an appropriate body.

6.2 In particular the aims of the investigation are:

- to record the nature of the main stratigraphic units encountered in terms of their physical composition and their archaeological formation (primary deposits, secondary deposits etc);
- to record the main kinds of artefactual evidence (including pottery, brick, tile, stone, glass, metal, bone, small finds, industrial residues etc.), and collect representative samples;
- to record the overall presence and survival of the main kinds of ecofactual and environmental evidence (including animal bone, human bone, plant remains, pollen, charcoal, mollusca, soils etc), and collect representative samples;

5.3 The objectives of the investigation are:

- to consider the results in the light of current local, regional and wider research objectives.
- to deposit an ordered archive with the Hampshire Cultural Trust
- to produce a report for publication in Hampshire Studies

7 Archaeological methodology

7.1 Excavation Methodology

7.1.1 The trenches will be excavated using a tracked machine with toothless bucket, under constant archaeological supervision. The topsoil will be removed and placed to one side. The subsoil will be removed by machine, in thin spits. When archaeological deposits are identified machining will cease and the archaeological deposits will be cleaned by hand. All features will be mapped to the National Grid by GPS or Total Station. The Total Station will be a Topcon Gpt-7005i with an accuracy with prism to 25m of +/- 3mm. The GPS will be a Leica Smartsystem with an horizontal accuracy of 3mm and a vertical accuracy of 5mm. All site TBMs will be related back to an Ordnance Survey derived level.

7.1.2 The excavated spoil will be examined for archaeological finds (this will include the use of a metal detector).

7.1.3 Archaeological features will be identified by changes in colour and texture of the soil.

7.1.4 A sufficient proportion of each archaeological feature revealed will be excavated in order to ascertain their extent, date, and nature. The minimum percentage sample of each feature type will be excavated as follows:

Feature Type	Minimum percentage sample
Stake-hole	100%
Post-hole or pit (less than 1.5m)	50%
Pit (greater than 1.5m)	50%
Linear (less than 5m)	20% All termini and intersections will be sampled
Linear (greater than 5m)	10% All termini and intersections will be sampled
Deposits relating to funerary/ritual activity (e.g. burials, cremation deposits)	100%
Deposits relating to domestic/industrial activity (postholes, hearths, floor surfaces/floor make-up deposits)	100%

7.1.5 Archaeological hand excavation will be conducted carefully; some work will be done by pick or mattock and shovel. Such techniques will not be used on complex stratigraphy and the deposits that are to be removed in this way will have been properly recorded first.

7.1.6 Any finds of human remains will be left in situ, covered and protected, while the client, the coroner, and the Local Planning Authority are informed. If removal of human remains is undertaken it will be in accordance with the latest advice from the Ministry of Justice. All excavation and treatment of cremated and inhumed human remains will be undertaken in cognisance of IFA Technical Paper Number 13 *Excavation and Post-excavation Treatment of Cremated and Inhumed Human Remains* by Jacqueline I McKinley and Charlotte Roberts 1993, and *Guidance for Best Practice for Treatment of Human Remains excavated from Christian Burial Grounds in England* English Heritage 2005. Current best practice standards and guidance will be adhered to as well as the Environmental Health Regulations.

7.1.7 All finds of gold and silver will be moved to a safe place and reported to the coroner's office according to the procedures relating to the Treasure Act 1996. 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.

7.2 Watching Brief Methodology

7.2.1 An archaeologist will observe machining from a safe distance, stopping the machine if closer inspection is required.

7.2.2 The excavated spoil will be examined for archaeological finds (this will include the use of a metal detector).

7.2.3 Should archaeological deposits or features be encountered the archaeologist will be given time to excavate enough in order to ascertain their extent, date, and nature.

7.2.4 All features will be mapped to the National Grid by GPS or Total Station. The Total Station will be a Topcon Gpt-7005i with an accuracy with prism to 25m of +/- 3mm. The GPS will be a Leica Smartsystem with a horizontal accuracy of 3mm and a vertical accuracy of 5mm. All site TBMs will be related back to an Ordnance Survey derived level.

7.3 Personnel

7.3.1 Excavation Personnel

The excavation team will consist of:

Matthew Garner BA MIFA (Project Manager in charge on site)
Emma McDonald BA MA AIFA (Assistant Archaeology Officer)

with other Unit personnel as required.

7.3.2 Specialist personnel and methodology

7.3.2.1 Retained specialists will consist of the following:

Animal bones	S Hamilton-Dyer
Dating	Radiocarbon dating by Beta Analytic. Geomagnetic dating Geoquest/MOLAS
Geoarchaeology	Via Allen Environmental Archaeology
Glass	Rose Broadley
Human Remains	J McKinley of Wessex Archaeology
Lithics	M Garner
Macrofossils	Via Allen Environmental Archaeology
Metalworking residues	P Andrews
Mollusca	Via Allen Environmental Archaeology
Pollen	Via Allen Environmental Archaeology
Prehistoric Pottery	E Morris
Roman Pottery and Ceramics	A Russel
Soils and sediments	Via Allen Environmental Archaeology
Stone	A Russel
Worked bone	I Riddler

7.3.2.2 M Allen will act as Environmental Co-coordinator, who will attend the site to inspect and record any buried soils or sediment sequences identified on site. Methods used may include on-site geoarchaeological description and interpretation, magnetic susceptibility, particle size analysis, micromorphological analysis and land snail analysis.

7.3.2.3 Where significant deposits include substantial amounts of finds or unusual finds, then the appropriate specialist will visit the site.

7.4 Recording Systems

7.4.1 The Southampton Archaeology Unit recording system (a single context system) will be used. Proforma context sheets will include all relevant stratigraphic relationships. For complex stratigraphy a separate matrix diagram will be employed. Plans and sections will be made as follows;

- Site location plan: general plan (e.g. OS 1:2500) showing investigation area and development site in relation to surrounding locality and street pattern;
- Site plan: the opened area in relation to investigation area and OS grid (e.g. 1:100 or 1:200). This will incorporate the extent of any significant features;
- Archaeological plans: a record of the full extent in plan of all archaeological deposits. All significant deposits will be planned in relation to the trench and OS grid;
- All sections will be drawn. All sections will be drawn to the full extent of the feature except where this is in conflict with health and safety considerations. All section drawings will include heights related to the Ordnance Datum;
- All archaeological plans and sections will be drawn on gridded film, and will usually be at a scale of 1:10 or 1:20 and will include context numbers and OD spot heights for all principal strata and features
- An adequate photographic record of all significant archaeological remains will be made, in both plan and section. General photographs will also be taken to show the general context and relationship between features, any significant finds, and the site as a whole. Black and white film and colour slide film will be used. Digital photography will also be used.

8 Finds Methodology

8.1 All finds from features and layers of archaeological interest will be retained. They will be bagged up by context, with two context labels giving site code and context. Some finds may be washed on site to give immediate feedback to the site programme. Other finds will be taken to the Southampton office, washed, weighed, counted and identified, and this information will be entered into an Access Database. If required the finds will be made available at monitoring meetings.

8.2 All finds and samples will be treated in a proper manner to prevent deterioration. Finds will be treated in accordance with *First Aid for Finds* (Leigh 1998) UKIC. Delicate finds will be conserved if necessary.

8.3 Finds will be stored in appropriate containers; bulk finds in acid-free cardboard boxes, metal finds in air-tight plastic boxes with dry silica gel.

8.4 Discussions will take place with Hampshire Cultural Trust to ensure that finds are marked, bagged and boxed according their requirements.

9 Archaeological science

9.1 Samples of soils and archaeological deposits will be taken in order to achieve the aims and objectives of the investigation. Sampling will conform to the relevant sections of *Environmental Archaeology; a guide to the theory and practice of methods, from sampling and recovery to post-excavation*, (English Heritage 2011). Processing of samples will take place at the Southampton Office. Flots will be collected on a 0.25mm sieve; residues will collected on a 1mm sieve.

9.2 The Environmental Co-coordinator will visit the site to examine the deposits exposed and make a record of their lithology and morphology in order to ascertain how and when they were deposited.

9.3 If suitable materials are present samples will be taken for absolute dating. The most likely dating technique to be used will be radiocarbon dating. It is likely to be used on human or animal bones, on charcoal or charred plant remains, or on in-situ timbers.

10 Monitoring

10.1 HCC Strategic Environment Delivery Group in their role as advisor to Havant Borough Council will be given notice of the start date in order that they may inspect the archaeological works to ensure that they are being conducted to the proper professional standards and in accordance with the specification.

11 Health and Safety

11.1 The archaeological contractor will make available the Safety Policy, Risk Assessments, and Safe Working Procedures. The archaeological contractor will liaise with the Client and HCC Strategic Environment Delivery Group to ensure that all potential risks are minimised.

11.2 All staff will wear safety boots, hi-vis jacket or vest and hard hat while on site, except in designated safe areas. Copies of the Southampton Archaeology Unit Risk Assessments will be kept on site.

11.3 All relevant health and safety regulations will be followed. In particular the machine will be kept away from unsupported trench edges. Public access will be restricted when machinery is working on the site. Barriers and warning notices will be installed around deep trenches as appropriate.

11.4 Spoil will be kept at a safe distance from the trench edges.

11.5 Southampton City Council has Employers Insurance, Public Liability Insurance, and Professional Indemnity Insurance.

12 Post-Excavation methodology

12.1 All post-excavation work will be completed to allow for the production of a detailed summary report, a published report, and an ordered archive.

12.2 When site work is finished fair copies will be made of rough site notes and sketches. Photographs will be catalogued and cross-referenced to the context forms when the photos have been returned from processing. The evidence will be phased and presented on a Harris Matrix.

12.3 The finds will be assessed for conservation and specialist work. A programme of archaeological analysis for the post-excavation stages will be drawn up. Discussions will be held with Hampshire Cultural Trust about any selection or sampling policy regarding retention/disposal of artifacts.

12.4 Following discussions with Hampshire Cultural Trust all material will be packed and stored to their requirements.

12.5 X-radiographs will be made of all iron objects and coins, a selection of non-ferrous artefacts and a sample of any industrial debris relating to metallurgy.

12.6 Once the bulk samples have been sieved and the residues and flots dried Archaeology Unit staff will bag the flots and remove any environmental material and artifacts from the residues. Material such as charcoal, seeds, bones, molluscs, plant remains and artifacts will be identified and catalogued. The Environmental Co-ordinator will then carry out an assessment in order to identify environmental material that requires analysis and specialist reporting.

13 Report

13.1. Within 4 weeks of the completion of fieldwork a basic summary will be prepared and submitted for approval to the Client. Within six months of completion of fieldwork a detailed summary report including specialist reports will be prepared.

13.2 The report will be prepared in accordance with the guidance given in the Chartered Institute of Field Archaeologists' Standard and Guidance for Archaeological Excavation (2011).

13.3 The investigation report will comply with the following basic structure:

- A non-technical summary
- An introduction to the work including:
 - The site code/project number
 - Date of commencement and completion of fieldwork
 - Site centre (or other as appropriate) grid reference related to the Ordnance Survey grid
 - The aims and methods adopted in the course of the evaluation.
- The nature, location, extent, date, significance and quality of any archaeological and environmental material uncovered;
- Specialist reports;
- Appropriate illustrative material including maps, plans, sections, drawing and photographs;
- Summary;
- Location and size of archive and details of arrangements for its curation;
- Bibliography and references of all sources used.
- Appendices and figures as appropriate, including a copy of the Written Scheme of Investigation.

13.4 Two copies of all reports arising from this project will be submitted to the HCC Strategic Environment Delivery Group in their role as advisor to Havant Borough Council. One copy will be submitted in digital .pdf format.

13.5 The archaeological contractor will supply HCC Strategic Environment Delivery Group in their role as advisor to Havant Borough Council with a digital copy of the trench plan and the main archaeological features/phases registered to the National Grid. The format of all digital drawings will be .dxf.

13.6 The archaeological contractor gives permission to Hampshire County Council to copy all or part of the archaeological information contained in the report(s) and enter it into the AHBR, which is a publicly accessible database.

14 Copyright

14.1 Southampton City Council shall retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs, and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project. All documents produced to meet planning requirements can be copied for planning purposes or for bona-fide research by users of the HCC AHBR.

15 Publication of results

15.1 The results will be disseminated in a suitable publication such as *Hampshire Studies*. A summary of the project will be sent to the Hampshire Field Club and Archaeological Society for inclusion in its *Archaeology in Hampshire* web pages.

16 Archive

16.1 The archive will be prepared as per the procedures and standards as defined by MAP2 (English Heritage). All specialist and archaeological science reports will be presented as part of the site archive. The finds archive will be prepared in accordance with *Guidelines for the Preparation of Excavation Archives for long term storage*. (Walker 1990) UKIC, and the *Museum and Galleries Commission Standards in the Museum Care of Archaeological Collections* (1992).

16.2 The completed project archive will be prepared in accordance with the guidelines for the preparation of archaeological investigation archives for long term storage as defined by the Hampshire Cultural Trust. The agreement from the landowners will be sought to enable the full deposition of the complete archive with the Hampshire Cultural Trust.

AD Russel BA PhD MIFA
Archaeology Unit Manager
Southampton Archaeology
23/04/2015