



ARCHAEOLOGY METHOD STATEMENT

**BRIEF AND SPECIFICATION FOR AN ARCHAEOLOGICAL INVESTIGATION [#2 PHASE] AT
44-54 WEST STREET, HAVANT, HAMPSHIRE, PO9 1PG.**

Planning reference: **APP/10/00992.**

Planning Conditions :- **No.8 and No.9.**

1.00 Methodology General

- 1.1 The archaeological contractor shall take full responsibility in ensuring that the archaeological work will be of a comparable standard, and will use a similar methodology, to previous archaeological work in the area. Sufficient contingences in terms of time and resources will also be made available to adequately elucidate initial findings. Allied to this, there will be further contingencies made available for all post excavation costs [including the artefactual and environmental material].
- 1.2 Prior to the commencement of the on-site works, the Archaeologist shall inform Havant Borough Council of the proposed team undertaking such works, and will provide [if required] CVs of senior staff and specialists involved with the project.
- 1.3 Prior to commencement of archaeological works on the site, the Archaeologists shall have :-
 - 1.3.1 Consulted all relevant cartographic evidence in the Havant Library and the Hampshire County Council Record Office.
 - 1.3.2 Obtained information derived from the Statutory Undertakers on services [gas, electricity, water, sewerage and telecommunications] on the site, and ascertained the alignments of public rights of way.
 - 1.3.3 Shall have issued a copy of the approved specification to the Field Officer responsible for carrying out the work on site [to be kept on site at all times].
 - 1.3.4 Prior to the excavation of the archaeological trial trench, a scan will be undertaken using a CAT or other cable-tracer to locate any live services.

- 1.3.5 A programme of excavation will be undertaken using a mechanical excavator, followed by the manual investigation and recording of archaeological features. Subject to machine access route all vulnerable areas will be protected to prevent impact / machine damage.
- 1.3.6 Where appropriate, a programme of sampling of archaeological contexts will be carried out for subsequent analysis. The analysis results to be incorporated in the final report.
- 1.4 A full written report on the results of the archaeological investigation shall be completed within 60 working days of the completion of the on-site works. Copies of this report will be submitted to the Local Planning Authority, the clients, to Hampshire County Council records Office.
- 1.5 This report is an essential piece of documentation for use by the Local Planning Authority, and therefore a reasonable basic minimum level of report as outlined in below will be provided.
- 1.6 Works carried out by the archaeologists both on site and in post excavation work shall conform to relevant IFA [Institute of Field Archaeologists] guidelines and to Appendix 2 of *The Management of Archaeological Projects* [English Heritage, 1991].
- 1.7 The Archaeologist will liaise with other archaeological field units who have carried out archaeological investigations in the vicinity of the proposed development site to ensure that the work undertaken is in accordance with previous studies in the area.
- 1.8 The trenches / excavation areas when unattended shall be secured and clearly marked, in a manner commensurate with Health and Safety regulations. 'Deep Excavation' notices will be used if appropriate.
- 1.9 A Risk Assessment will be carried out prior to the archaeological investigation, and all relevant Health and Safety regulations will be complied with during its implementation. In particular, the mechanical excavator will be kept away from unsupported trench edges, safety helmets, footwear and 'high visibility' jackets will be used by all personnel where necessary.

- 1.10 The Archaeologists will also comply with the Construction [Design and Management] Regulations 1994, and with the Construction [Health, Safety & Welfare] Regulations 1996.
- 1.11 Access to the site will be at locations/routes confirmed by the site owner with particular consideration being given to the relevant Health and Safety requirements. Overnight, the site will be secured to discourage public/unauthorised access and lower the risk of damage to the archaeology.
- 1.12 The Archaeologist will reserve the right to limit access to the site.. All requests to access the site during investigation work must be through the Archaeologists. All site visits will be logged.

2.0 Objectives of the investigation.

- 2.1 To confirm the extent of known archaeological remains in the site area, with particular regard to any which are of sufficient importance to require preservation *in situ*.
- 2.2 The archaeological investigation 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 within the site area
- 2.3 Confirm location extent and condition of significant archaeological remains sufficient to allow the design of foundation solution allowing preservation of key remains *in situ*.
- 2.4 Within these parameters, the investigation of this site presents an opportunity to address the following objectives :-
 - 2.4.1 To establish the presence or otherwise of any multi-period settlement activity relating to the Romano-British, medieval and post-medieval settlements of Havant, and to define the date and nature of that activity/occupation.
 - 2.4.2 To establish the palaeoenvironmental context of any activity/occupation;
 - 2.4.3 Evaluate the likely impact of past land use.

3.0 Investigation Methodology.

- 3.1 The investigation will extend previously excavated areas [as exposed in Phase 1 of the investigation at the site] An approximate excavation area will be agreed prior to excavation commencing.
- 3.2 The initial excavation shall be by a 360° tracked mini digger [c. 3 ton] and fitted with a c.1.00 metre wide toothless ditching bucket. The machine will excavate in less than 10cm spits. The spoil generated will be banked at a safe distance from the trenches' edge [spoil heaps will not exceed 1.2m in height].
- 3.3 The mechanical excavation will remove the modern over-burden, exposing the underlying archaeological/geological deposits. The archaeology revealed will be recorded in plan and manually excavated.
- 3.4 All archaeological features, structures and deposits exposed in the trenches will be cleaned, planned and recorded [in a manner compatible with that most widely used elsewhere in the County]
- 3.5 All archaeological contexts revealed through excavation will be planned in relation to the trench within which they lie and this trench will be planned onto a copy of an Ordnance Survey base map of not smaller than 1:1250 scale. All significant deposits will be formally planned at a scale of 1:20 with sections recorded at a scale of 1:10 [this will include all features half-sectioned]. All archaeological contexts will be surveyed using a temporary benchmark derived from an Ordnance Survey benchmark.
- 3.6 Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro forma recording [context] sheets. Sample recording sheets, finds recording sheets, sample registers and a photographic register will also be used. The contexting of new excavation areas will continue from and be consistent with context sequence existing for evaluation phase.
- 3.7 Archaeological excavation may require work by mattock, pick or shovel; these will

only be used for the removal of homogenous deposits. These techniques will not be used to remove complex or sensitive archaeology.

- 3.8 A proportion of archaeological features, structures or deposits, will be excavated. The amount of archaeological context excavated will vary with type: at least 25% of each large discrete feature [e.g. a pit] will be excavated, and 50% of each small discrete feature [e.g. a posthole], with a minimum of 25% for each linear feature / deposit exposed in the trenches. The proportion of each archaeological feature excavated will be sufficient to obtain a representative picture of the feature's date and function.
- 3.9 A metal detector will be used both on the spoil heap and in the trenches to facilitate investigation.
- 3.10 Particular care will be taken not to damage any areas containing significant remains of potential national importance which may merit preservation *in situ*, even if obscuring underlying archaeological features. Such areas will be protected from the weather and other forms of deterioration. A sufficient sample of these areas will be investigated to assess their character and quality, without compromising the policy of preservation *in situ*.
- 3.11 Havant Borough Council will be notified at the earliest opportunity of any archaeological contexts, in addition to those recorded /exposed during previous site investigation phases, considered worthy of preservation *in situ*.
- 3.12 A random sampling strategy [to gather a statistically viable sample] will be used to sample all intrusive features excavated which are considered to be relatively undisturbed. In some instances purposive sampling will also be implemented. The samples taken will ideally comprise a minimum of 10 litres, and these will be sieved using a flotation tank [screen sieving to 1mm and with a flot screen of 250µm]. The residues produced will be air-dried, sorted and assessed as part of the post-excavation phase.
- 3.13 Any human remains revealed during the archaeological investigations will be covered and protected *in situ*, and reported to the relevant Coroner's Office, and to Havant Borough Council. Where their removal is agreed by the appropriate authorities, the relevant Home Office and Environmental Health regulations will be

followed.

- 3.14 Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act [1996], shall be reported to the relevant Coroner's Office, to the Havant Town Museum, the developer/site owner and to Havant borough Council. The report provided shall outline the date and circumstances of discovery, the identity of the finder and the location of the find.

4.0 Foundation design / preservation in situ of significant remains

- 4.1 Whilst it is understood no confirmed design for foundation solution is presently available it is understood that a pad / cantilever solution with ring beam will be utilised.
- 4.2 Pads only will be located where archaeology has been fully recorded and considered not to require preservation *in situ*.
- 4.3 All construction / foundation installation works will be archeologically monitored to ensure impact levels and foundation installation methods are adhered to and no impact to significant archaeology occurs.

5.0 Monitoring.

- 5.1 An Officer representing Havant borough Council will be invited to visit the site whilst all elements of work [including foundation installation] are in progress and may wish to monitor the progress, standards, and results of the investigation on behalf of the Local Planning Authority. A minimum of five working days notice will be given prior to the start of the archaeological investigation detailed within this document.

6.0 Site Archive.

- 6.1 An archive of all records and finds is to be prepared consistent with the principle of 'Management of Archaeological Projects' [MAP] [English Heritage, 1991], particularly Appendix 3. However the detail of the archive is to be fuller than that implied in MAP Appendix 4.2.1 The archive is to be sufficiently detailed to allow comprehension and further interpretation of the site should the project not proceed

to detailed analysis and final report production. It must be adequate to perform the function of a final archive for lodgement in the County SMR or museum.

- 6.2 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.
- 6.3 Work on the site archive will be completed within six months of the fieldwork and this will be available for the inspection by an Officer from Havant Borough Council.
- 6.4 A basic level of conservation will be provided for finds liable to deterioration, and on deposition of these finds at the Havant Town Museum, a full record of their treatment will be provided. Items for which available resources do not permit stabilisation will be separately packed and listed.
- 6.5 Finds will be appropriately conserved and stored [in accordance with UK Inst. Conservators Guidelines / RESCUE publication *First Aid for Finds* [1987]]; with all 'small finds' boxed together, separate from bulk samples.
- 6.6 All artefacts / ecofacts will be deposited at the Havant Town Museum with the landowner's permission, in accord with the terms of the Treasure Act 1996. The Havant Town Museum will be consulted regarding the nature of the archive to be presented. Prior to this they will be securely stored.
- 6.7 Prior to deposition of the site archive, Copyright [for the written, drawn and photographic record], will be retained by the Archaeologist. At deposition of the archive at Havant Town Museum, written permission will be given for the reproduction of specific material for educational or academic purposes, with due acknowledgement to the Copyright holder.
- 6.8 A report / monograph detailing findings will be produced within 1 year of completion of field work. The content / form/ method of presentation to be agreed.

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