

**Southampton City Council Archaeology Unit**

**Written Scheme of Investigation for Archaeological  
Watching Brief at Homewell House, 22 Homewell, Havant,  
Hampshire**

(8/01/13)



In terms of archaeological implications our proposed scheme is similar to the current approved scheme (APP/12/01274). Consequently it is considered appropriate to submit this document for the current planning and listed building consent applications. As the current demolition work will be commencing under the current existing planning permission and therefore the demolition of the later extensions will be taking place with the associated watching brief.

**SU 717061**

**1. Summary**

1.1 Walthams Ltd was granted planning permission (APP/12/01274) to demolish the southern part of an existing building on the site and to convert/construct new dwellings (fig 1). A number of conditions were applied, one of which requires a programme of archaeological work. The programme will take place as a number of phases. The first phase was observations on two test pits, the second phase will consist on a watching brief on the removal of the foundations of parts of the existing building. The third phase will consist of excavation work of which the scope has yet to be finalised. The watching brief will take place on the removal of the old foundations by machine, and will recover artifacts and record details of the exposed. Afterwards an illustrated report will be written and submitted to Walthams Ltd.

**2. Terms of Reference**

2.1 This project design has been written to the recommended guidelines for archaeological projects laid down by English Heritage in *The Management of Research Projects in the Historic Environment* (MoRPHE). All work will be carried out in accordance with the Institute for Archaeologists' *Code of Conduct*. The programme of archaeological work will principally be a watching brief, but excavation may be necessary. The work will be carried out in accordance with the Institute for Archaeologists *Standards and Guidance for Archaeological Watching Briefs*. The Southampton Archaeology Unit is an IfA Registered Organisation.

2.2 An archaeological watching brief is defined as a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land, inter-tidal zone or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive. (IfA 2008).

### **3. Site Location and Description**

3.1 The site is located on the east side of Homewell Street, to the south of St Faith's Church. It lies close to the historic core of Havant, about 170m west of the junction of the four historic streets, West, North, East and South Streets.

3.2 The natural topography is largely obscured by urban development, but *Homewell Street* slopes down from north to south. The site survey shows that the land within the site boundary slopes from northeast to southwest, with a height of 8.44m OD recorded in the northeast of site and 7.38m OD in the southwest.

3.3 The surface geology at the site is Head Gravel, overlying the London Clay (British Geological Survey, 1994).

### **4. Planning Background**

4.1 Walthams Ltd was granted planning permission (APP/12/01274) to demolish the southern part of an existing building on the site and to convert/construct new dwellings on the site. Hampshire County Council in its role as Archaeological Advisor to Havant Borough Council has requested that a programme of archaeological work be carried out.

### **5. Archaeological Background**

5.1 The area has revealed evidence of human activity and occupation from the prehistoric period onwards. Havant is centred on the crossing point of two Roman roads, the road from Chichester to Southampton and Winchester, now West Street and East Street, dating from the 1<sup>st</sup> century AD, and a minor north-south route from Langstone to Rowland's Castle dating from the 3<sup>rd</sup> century AD, which may have followed the line of present day North Street and South Street. Archaeological evidence for Roman occupation has been found at a number of sites in the area, including St Faith's Church situated just to the north of the site, suggesting that a settlement existed at the road junction by the 3<sup>rd</sup> century AD.

5.2 Two test trenches have been dug to check the ground conditions and depth of deposits. These showed that there is potential for deposits of archaeological importance, possibly Roman in date, to survive on the site, although they are buried beneath some 850mm of deposits of modern and post-medieval date.

### **6. Aims and Objectives**

6.1 The aim of the watching brief is to make a record of any archaeological features, structures, deposits, artefacts or ecofacts exposed by the removal of the foundations.

### **7. Field Methodology**

7.1 The archaeological work will be recorded using Southampton City Council's Archaeological Recording System. All works will be carried out to fulfil this Written Scheme of Investigation.

7.2 The fieldwork will be carried out by experienced archaeologists. They will be provided with a copy of the Written Scheme of Investigation.

7.3 The site code A2012.36 has been allocated by Hampshire County Museum Service to the archaeological work on the site. This will be used on all site records. The watching brief will have the necessary equipment. The minimum will be stationery, recording forms, cameras, film, photographic scales, tapes, safety equipment, trowel, and drawing equipment.

7.4 All archaeological personnel will report to the Site Manager (or equivalent) on arrival at the site. All site regulations will be observed. All statutory and site-specific health and safety regulations will be followed. One archaeologist will attend the site during the excavation of all groundworks. If more than one area is being excavated at once, and these cannot be adequately observed by one archaeologist, it will be necessary for a second archaeologist to attend.

7.5 If present, and only if possible without risking safety of personnel on site, artefacts will be recovered from machining spoil, and from the exposed sections. A context number will be allocated to all finds, even if this number is simply one allocated to unstratified finds. Unstratified finds from different parts of the site will be separated by issuing a series of 'unstratified' numbers.

7.6 Records will be as full as possible given the constraints of time, access, and safety. The minimum will consist of context sheets with sketch plans and sections, and photographs. Archaeological features will be drawn to scale if necessary; plans at 1:20 and sections and profiles at 1:10. Drawings will be made in pencil on permanent drafting film. Photographs will be taken to show the nature of natural. Overall site photographs will be taken in order to locate trenches and features. The site code will appear in all photographs if practical. Monochrome 35mm photographs, colour 35mm slides, and digital pictures will be taken.

7.7 The position of all drawings will be located on a plan that will show the area exposed during groundworks and its relationship with more permanent topographical features such as streets.

7.8 Close liaison will take place between the Site Manager (or equivalent) and the archaeological observer to ensure that all groundworks are observed. Any areas that are considered by the archaeological contractor to be devoid of archaeological interest and therefore needing no further observation will be agreed with Hampshire County Council's Planning Archaeologist before observations cease.

7.9 Artefacts may be recovered during the watching brief. They will be processed according to the standards laid down in *Standards for the Creation, Compilation and Transfer of Archaeological Archives* (Southampton City Council, 2007).

7.10 All Southampton City Council Archaeology Unit and site-specific health and safety regulations will be followed. Risk Assessments for the archaeological tasks can be provided on request.

## **8. Artefactual Evidence**

8.1 A context number will be allocated to all finds, even if this number is simply one allocated to unstratified finds. All pre-1800AD finds will be retained, and a sample of post-1800AD.

8.2 Recovered finds will be taken to the Unit premises in Southampton for cleaning and identification. Pottery will be identified and spot-dated by Dr AD Russel BA PhD MIfA.

8.3 Any items classed as 'Treasure' under the terms of the Treasure Act will be reported to the Coroner and to the local Finds Liaison Officer for the Portable Antiquities Scheme.

## **9. Environmental Sampling**

9.1 Environmental material will be collected from significant deposits. Deposits deemed significant will normally have to meet the requirements of being dated to pre-1800AD, and being uncontaminated.

9.2 If such deposits do exist samples will be taken following the guidelines contained in Environmental Archaeology (English Heritage 2002) as appropriate and taken to the Unit laboratory in Southampton where they will be sieved for food remains such as animal and fish bones, environmental evidence, and botanical material. The sample processing will take place under the supervision of, and the assessment for further analysis will be carried out by, Peter Cottrell of the Southampton Archaeology Unit.

## **10. Human Remains**

10.1 Should human remains be encountered they will be left in-situ, and discussions will take place with Hampshire County Council's Archaeology Team as to the best way to proceed. The presence of remains will be reported to the Ministry of Justice by the Southampton Archaeology Unit, and a licence for their removal will be obtained if required.

## **11. Post-Fieldwork Methodologies**

11.1 The written, drawn, and photographic record will be collated and indexed. The archive will be prepared to the guidelines included in *MoRPHE, The Management of Archaeological Projects* (revised edition, 1992) and *Guidelines for the preparation of excavation archives for long-term storage* (Walker for UKIC, 1990), and those issued by Hampshire Museum Service.

11.2 After the finds have been cleaned they will be identified and catalogued into an Access database. The context information will be added to the database, and cross-referenced to the artefact information. 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 the Hampshire Museum Service about any selection or sampling policy regarding retention/disposal of artefacts.

## **12. Report Preparation and Contents**

12.1 Once the site data and artefacts have been analysed, a report will be written to the guidelines in *MoRPHE, The Management of Archaeological*

*Projects* (revised edition, 1992). The report will include the following: contents, summary, introduction, aims and objectives, background history, methodology, previous work, results, specialist reports, conclusions, archive location, appendices, figures, and references.

12.2 The report will be issued to the Client within 3 weeks of the completion of the fieldwork. If specialist work or radio-isotopic dating cannot be included in the report within this timescale an interim report will be issued, with the final report being produced after receipt of the awaited information.

### **13. Copyright**

13.1 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 provide an exclusive licence to the client for the use of such documents in all matters directly relating to the project, and to Hampshire County Council in all matters relating to planning purposes.

### **14. Archive Deposition**

14.1 The site archive, including the retained artefacts (subject to the landowner's agreement), will be donated to the Hampshire Museums Service by Walthams Ltd. The archive will be prepared in accordance with the guidelines of Hampshire Museums Service.

14.2 Following completion of the report an OASIS form will be filled out and an electronic copy of the report will be sent to the Archaeology Data Service.

### **15. Publication**

15.1 One copy of the report will form part of the site archive, two will be sent to the client, and once approved further copies will be sent to Hampshire County Council for inclusion in the AHBR. A set of plans in .dxf format will be provided for inclusion in the SMR. The information will be added to the district SMR where it may be copied for planning and research purposes without recourse to the originator. A further short report will be sent for inclusion in the annual summaries compiled by relevant journals if applicable.

15.2 Depending on the importance of the results a further publication in a journal such as *Hampshire Studies* may be arranged.

### **16. Staffing**

16.1 Work on site and finds work will be carried out by experienced archaeologists. Specialists may include Dr Andy Russel (stone, ceramics and metal), Matthew Garner (worked flint), Sheila Hamilton-Dyer (animal bone), and J McKinley (human bone).

### **17. Health and Safety**

17.1 The Health and Safety Policies of Southampton City Council apply to its entire staff wherever they work. The Safety Manager for the Archaeology Unit is Dr AD Russel BA PhD MIFA who can be contacted on 023 8063 4906.

## **18. Insurances**

18.1 Southampton City Council's insurance, including public liability, covers its entire staff wherever they work. Further details can be provided on request.

## **19. Monitoring procedures**

19.1 The project will be monitored by members of the Archaeology Team of Hampshire County Council.

## **20. Procedures for reporting unexpectedly significant or complex discoveries**

20.1 Should unexpectedly significant or complex discoveries be made such as items of Treasure, or well-preserved remains of buildings of the medieval period or earlier, the archaeologist on site will contact the Archaeology Unit Manager on 023 8063 4906, and the Hampshire County Council Senior Archaeologist will be informed. The client will be contacted if the timetable or cost of the project is likely to be affected. Items of Treasure will be reported to the coroner and the Portable Antiquities Scheme.

## **21. Disputes**

21.1 In the event of any dispute arising from the project The Institute of Field Archaeologists' Arbitration system will be used.

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Archaeology Unit Manager

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