

## **Southampton City Council Archaeology Unit**

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

*(3rd Revision 30/1/2013)*

**Application APP/12/01274**

**SU 717 061**

#### **1. Summary**

1.1 Walthams Ltd was granted planning permission (APP/12/01274) to convert an existing building and construct an extension, and to construct two new dwellings (Fig 1). A number of conditions were applied, one of which requires a programme of archaeological work to excavate the footprints of the proposed buildings and extensions, followed by a watching brief on services over 750mm deep. Afterwards an illustrated report will be written and submitted to Hampshire County Council on behalf of Walthams Ltd. A watching brief was carried out on test trenches in 2012. Demolition of existing buildings will be observed by an archaeologist under a separate Scheme of Investigation.

#### **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 principally will be excavation. The work will be carried out in accordance with the Institute for Archaeologists *Standards and Guidance for Archaeological Excavation*. The Southampton Archaeology Unit is an IfA Registered Organisation.

2.2 An archaeological excavation is defined as a programme of controlled, intrusive fieldwork with defined research objectives which examines, records and interprets archaeological deposits, features and structures and, as appropriate, retrieves artefacts, ecofacts and other remains within a specified area or site on land, inter-tidal zone or underwater. The records made and objects gathered during fieldwork are studied and the results of that study published in detail appropriate to the project design. (IfA 2008).

2.3 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 100m south-west of the junction of the four historic streets – West, North, East and South Streets.



**Figure 1: Proposed development plan**

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 north-east to south-west, with a height of 8.44m OD recorded in the north-east of site and 7.38m OD in the south-west.

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

#### **4. Planning Background**

4.1 Walthams Ltd was granted planning permission (APP/12/01274, 09/51833/017, 09/51833/018) to demolish extensions to an existing (listed) building and add extensions to the south and east, and construct two new dwellings in the south-west part of the site (Fig 1). Cycle and bin stores also will be constructed. The Archaeology Team of Hampshire County Council, in their role as advisors to Havant District Council, recommended that conditions requiring archaeological work be applied to the planning permission.

4.2 The archaeology condition is that 'no development shall take place until the applicant .... has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority'. The reason given for this condition is 'the site is of archaeological significance and it is important that the opportunity should be afforded to excavate the site before development commences and having due regard to saved Policy HE14 of the Havant Borough District Wide Local Plan 1996–2011, which forms part of the Havant Borough Local Development Framework, and Planning Policy Guidance 15'.

4.3 The archaeological work covered by this scheme will be excavation of the footprints of the proposed buildings and extensions. Afterwards an illustrated report will be written and submitted to Hampshire County Council on behalf of Walthams Ltd.

4.4 Homewell House is a Grade II listed building (1091599 and HCC AHBR 6895). It is an early 18<sup>th</sup> century brick-built house that was converted to offices.

#### **5. Archaeological and Historical 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. A scatter of Romano-British pottery and oyster shells was found during building work in Homewell (HCC AHBR 23376/23377). The pottery included storage jars with finger-tip decoration.

5.2 The place-name Havant is first recorded in a charter of 935 AD in the Old English form *Hamanfunta*, meaning 'Hama's spring'. The spring is now known as the Homewell, a spring which rises in the centre of the town, some 40m south of

St Faith's churchyard. Havant was recorded as *Havehunte* in the Domesday Book.

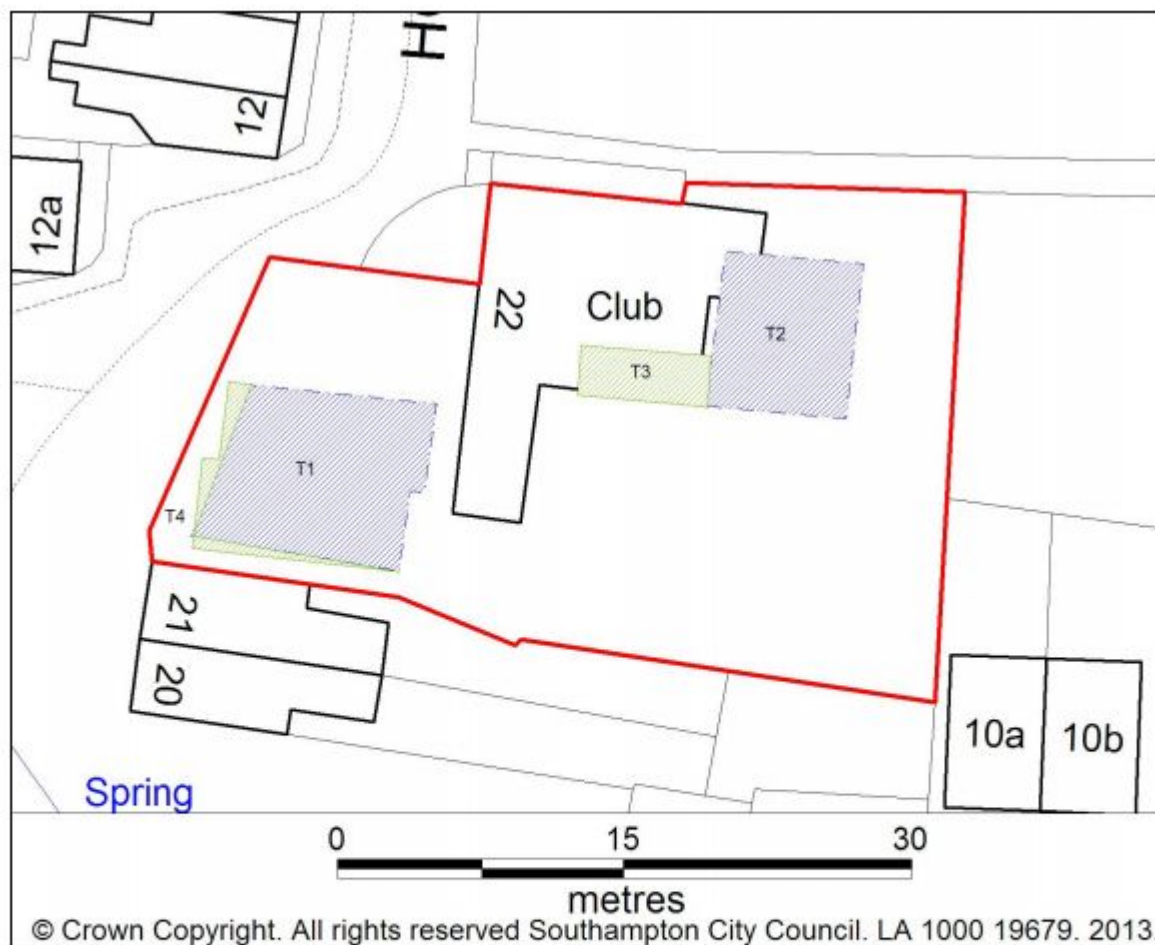
5.2 Two test trenches were observed on the site in 2012. They showed that there is potential for deposits of archaeological importance, possibly Roman in date, to survive on the site. However, they are buried beneath some 850mm of garden soil deposits of modern and post-medieval date.

## 6. Aims and Objectives

6.1 The aim of the excavation is to make a record of any archaeological features, structures, deposits, artefacts or ecofacts within the footprints of the proposed buildings and extensions.

## 7. Field Methodology

7.1 The footprint of the proposed buildings and extensions will be fully excavated with the exception of the areas immediately adjacent to standing buildings and the road edge where a 2m margin will be left for safety and stability. The west trench (T1) will be 90sq m, the east trench (T2) will be 60sq m (fig 2). Two areas within the building footprint (T3) and (T4) which will not be subject to archaeological excavation will be subject to archaeological monitoring during construction dependent on the foundation design. The form of the archaeological monitoring will either be further excavation or a watching brief, or possibly a combination of both.



**Figure 2: Development site outlined in red, excavation trenches shown in light blue.**

7.2 During the construction phase a watching brief will be held on any excavation such as services or soakaways deeper than 750mm as these will have potential to disturb in-situ archaeology.

7.3 All works will be carried out to fulfil this Written Scheme of Investigation. Any variation to the Written Scheme of Investigation will be agreed with the Archaeology Team of Hampshire County Council, in their role as archaeological advisors to Havant District Council.

7.4 Archaeologically significant deposits are defined as remains relating to pre-1800 AD use of the area.

7.5 In order to avoid live services the site will be checked with a CAT and Genny before machining commences

7.6 Modern deposits will be removed by mechanical excavator working under the supervision of an archaeologist. The machine will be used to remove deposits carefully to the top of archaeologically significant remains, or the surface of the natural, whichever is higher. A wide toothless bucket will be used to produce a clean surface and reveal any archaeology.

7.7 Natural deposits lie between about 850mm and 1m from the surface therefore it is not expected that the trench will need to be excavated deep enough to require shoring. If the sides of the trenches are unstable then the sides will be battered, stepped, or shored as required.

7.8 Once machining is finished the archaeology or natural deposits will be investigated by hand. If archaeological features are present then enough of each feature will be excavated to ascertain the date and nature of the feature and understand its relationship to other features. Areas of modern disturbance and contamination will be left *in situ*.

7.9 Medieval and earlier features will normally be half sectioned and the second half left *in situ*. Linear features will normally be subject to 10% excavation. Some features may need to be fully excavated to be able to deal with earlier features or to better understand the archaeology of the site.

7.10 Shoring will be inserted in individual features that require it to enable safe excavation, particularly if the features coincide with a trench edge.

7.11 The excavation and watching brief will be recorded using Southampton City Council's Archaeological Recording System.

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

7.13 The site code **A2012.36** has been allocated by Hampshire County Museum Service. This will be used on all site records. The site will have the necessary equipment. The minimum will be stationery, recording forms, cameras, films, photographic scales, tapes, safety equipment, and trowel.

7.14 Archaeological features will be drawn to scale: 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 with colour transparency film and monochrome film. Digital pictures may be taken for use in the report. Photographs will be taken of all features and to show the nature of natural deposits. Overall site photographs will be taken in order to locate trenches and features. The site code will appear in all photographs.

7.15 The position of all drawings will be located to a grid. A plan of the site will locate the grid to permanent topographical features such as streets.

## **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-1800 AD finds will be retained, and a sample of post-1800 AD.

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.

8.4 Any X-radiography and conservation work will be carried out by the Southampton Archaeology Unit's conservator who is UKIC registered.

## **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 before 1800 AD, 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 a licence will be obtained from the Ministry of Justice by the Southampton Archaeology Unit. Discussions will take place with Hampshire County Council as to the best way to proceed.

## **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 10 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. It 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 County AHBR 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 also 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.

MF Garner 30/1/2013