

Southampton City Council Archaeology Unit

Written Scheme of Investigation

for an archaeological building record of the Chapel at the Royal South Hants Hospital, Fanshawe Street, Southampton.

NGR 442507 112766

1. Summary.

An archaeological building record will be made of the Chapel at the Royal South Hants Hospital, Fanshawe Street, Southampton. The survey will consist of a photographic survey carried out by the Archaeology Unit, and dimensioned sketches of the location of fixtures and fittings. On completion of the site work a report will be prepared and submitted to Southampton City Council. The records will be deposited with Southampton City Council Archaeology Collections Unit.

2. Site location and description.

2.1. The site lies within the grounds of the Royal South Hants Hospital, on the south side of the line of the former Fanshawe Street (OS grid reference 442507 112766). The Chapel was formerly attached to the east end of the 19th century hospital buildings that were demolished in 2004 (Smith 2004).

2.2. The Chapel is located above a basement.

3. Planning background.

3.1. The building is grade II Listed.

3.2. Southampton City Council Historic Environment Team have applied to the application a condition requiring a programme of historic building recording prior to development taking place.

4. Purpose/aims of the survey.

To make a photographic record of the building prior to refurbishment.

5. Survey methodology.

5.1. The Archaeology Unit will make the building record to level 2 as defined by English Heritage (EH 2006).

5.2. All works will be carried out to fulfil the requirements of the Written Scheme of Investigation.

5.3. The Archaeology Unit will make a photographic survey of the building using monochrome and colour slide film using 35mm cameras. Digital photographs may also be taken for inclusion in the report. Photographs will be taken of the buildings' overall arrangement and specific shots of historic elements. Where practical, metric scale bars will appear in each photograph. A written record of the subject of each photograph will be maintained, and their positions marked on a plan of the building.

5.4. Dimensioned sketches will be made of the location of the fixtures and fittings within the building.

5.5. The Archaeology Unit will inform the Historic Environment Team when the specified fieldwork has begun, and when it has been completed.

5.6. Project staff will be provided with a copy of the Written Scheme of Investigation.

5.7. The building recording will not start until the Written Scheme of Investigation has been agreed with the Historic Environment Team.

5.8. The site code SOU 1570 has been allocated to the site from the Southampton City Council list. This will be used on all site records. The site team will have the necessary equipment. The minimum will be stationery,

building record forms, cameras, film, photographic scales, tapes, safety equipment, and survey equipment.

5.9. 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.

6. Report preparation and contents.

6.1. Within eight weeks of completion of the survey the Archaeology Unit will prepare an illustrated report.

6.2. Research may be carried out at appropriate archives, most notably Southampton City Council Archives Section and Local Collections Library.

6.3. The report will include a brief summary of the historical development of the buildings as far as that can be ascertained with the depth of investigation undertaken. An assessment of the buildings' architectural and historic value will be made.

6.4. A copy of any drawn plans will be included. A representative sample of the site photographs will be included in the report to illustrate key points.

7. Copyright.

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 by the client in all matters directly relating to the project as described in the Scheme of Investigation. Southampton City Council is assigned an exclusive copyright license for the use of the material in all planning and development control matters and can place the material on its

web site. The entire archive of photographs and records as well as the report may be copied by Southampton City Council.

8. Archive deposition.

8.1. The survey archive, including all photographs and paperwork, will be prepared to a level that satisfies Southampton City Council. As a minimum this will consist of full site records, including drawings and photographs. Photographs will be stored in archival quality wallets.

8.2. The archive will be deposited with the Southampton City Council Archaeology Collections Unit. The archive will first be copied onto microfiche, and two copies forwarded to the National Monuments Record.

9. Publication and Copyright matters.

9.1 One copy of the report will form part of the site archive, two will be sent to the client, and once approved three copies will be sent to Southampton City Council for inclusion in the SMR. One copy will be sent to the Special Collections section of Southampton Public Library. At the same time, the archaeological contractor will supply the Historic Environment Team with one copy of the report in Adobe Acrobat format (pdf file), and a location plan registered to the National Grid. The format will be MapInfo TAB.

9.2. A further short report will be sent for inclusion in the annual summaries compiled by relevant journals if applicable.

10. Staffing.

The project will be supervised by MP Smith BA MIFA who has been trained in archaeological building recording by English Heritage. The project will be managed by Dr AD Russel BA PhD MIFA.

11. Health and safety.

The health and safety policies of Southampton City Council apply to all its 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.

12. Insurances.

Southampton City Council's insurance, including public liability, and professional indemnity, covers all its staff wherever they work. The Council is insured through the Travelers Insurance Co Ltd. Further details can be provided on request.

13. Monitoring procedures.

The project will be monitored internally by the Archaeology Unit Manager, Dr AD Russel BA PhD MIFA, and externally by Southampton City Council Historic Environment Team.

14. Bibliography.

EH, 2006: *Understanding Historic Buildings: A guide to good recording practise*. English Heritage.

Smith, MP: *Archaeological building recording at the main entrance building of the Royal South Hants Hospital, Fanshawe Street, Southampton, SOU 1314*. Southampton City Council Archaeology Unit report 558.

MP Smith 25/10/11