

Historic building recording and monitoring and recording at Nos. 80-82 Ebrington Street, Plymouth, Devon



on behalf of **Mr Steven Jones**

Report No. 19-05

Project No. 1390

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Archaeological Groundworks and Historic Buildings

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1. INTRODUCTION

This report has been prepared for Darrel Coltrini (DLANDC Ltd) on behalf of Mr Steven Jones and sets out the results of an archaeological building survey and watching brief carried out by Oakford Archaeology (OA) between January and August 2018 at No. 80-82 Ebrington Street, Plymouth, Devon (SX 4841 5468). The work was carried out to satisfy conditions nos. 5 and 6 for planning permission (16/01929/FUL) by Plymouth City Council (PCC), as advised by the Historic Environment Officer (HEO) for the demolition of the existing buildings and change of use of from the existing gaming centre to form an extended car park.

1.1 The site

No. 80-82 Ebrington Street (Fig. 1) was occupied by two Handcraft huts with imitation façades. These were built shortly after the end of the war in order to raise public morale by the appearance of 'ordinary' buildings rapidly replacing those destroyed (Salvatore *pers. comm.*) and were subsequently redeveloped for commercial use. They were thought to be the longest standing and perhaps only surviving examples of these buildings left in Plymouth.

1.2 Geological background

The site lies at c. 19m AOD and the underlying geology consists of Upper Devonian slates and siltstones from the Saltash, formed approximately 407.6 and 346.7 million years ago in the Devonian and Carboniferous Periods which gives rise to superficial deposits of clay (BGS 2019).

2. AIMS

The aims of the project were to preserve by record any historic building fabric or architectural detail that was to be obscured, removed or otherwise affected by the development, and to disseminate the results of the investigation by appropriate reporting, while the principal aim of the archaeological monitoring work were to preserve by record any archaeological features or deposits and historic building remains that were present on site and impacted upon by the development, and to disseminate the results of the investigation by appropriate reporting.

3. METHODOLOGY

The work was undertaken in accordance with a Written Scheme of Investigation prepared by OA (2016), submitted to and approved by the Dartmoor National Park Authority under the planning and listed building conditions, prior to commencement on site. This document is included as Appendix 1.

3.1 Building survey

Recording of the buildings was undertaken by a historic building specialist (Richard Parker) in accordance with specifications applicable to Level 1-2 in the English Heritage 2006 document *Understanding Historic Buildings: a guide to good recording practices*. The building recording consisted of:

- A detailed written description of the buildings and more general record of the main building;
- A detailed photographic record of the buildings in colour (digital) format, and a basic record of the main building.

3.2 Watching brief

The standard OA recording system was employed; stratigraphic information was recorded on *pro-forma* context record sheets and individual trench recording forms, plans and sections for each trench were drawn at a scale of 1:10, 1:20 or 1:50 as appropriate and a detailed black and white print and colour (digital) photographic record was made. Registers were maintained for photographs, drawings and context sheets on *pro forma* sheets.

4. HISTORICAL BACKGROUND

4.1 General background

Plymouth developed from two main medieval centres, Sutton Valletort around Old Town Street and St Andrews Church and Sutton Prior around the Parade. These were formerly part of the same royal Domesday estate of *Sudtone*, which had been subdivided in the 12th century. The Crown, however, had specifically retained rights over Sutton Pool. ¹ The subsequent granting of market rights to the priors of Plympton in the late 13th century, ² and the use of Sutton Pool by naval fleets and merchant shipping formed the context for the progressive expansion and development of the town.

The harbour was defended from the 14^{th} century, chiefly as a response to the perceived threat of French raids. These defences included the Castle at Lambhay, a defensive chain across Sutton Pool, and the eastern aspect of the city defences including the 'great ditch at Coxside'. To the south were the sites of the medieval Cattewater ditch, and the East or Friary Gate. The latter, sometimes called Coxside or New Town Gate, was one of the earliest structures in the immediate area. Erected across what became Sutton Road, it was depicted on a plan of c. 1592 and survived into the 19^{th} century.

Little is known of the history and development of this area throughout the medieval and early post-medieval period until it is depicted for the first time on Hollar's 'siege map' of 1643 (Fig. 3). After the outbreak of the Civil War, Plymouth expelled its Royalist garrison and declared for Parliament. With no earlier continuous medieval town wall with which to improvise a defensive circuit, work began shortly after the summer of 1642 on erecting a new and continuous fortification on the landward side. Excavations in 1989, in advance of a housing development at Friary Court, revealed a 17m stretch of these defences comprising an earthen rampart and bastion fronted by a limestone wall and ditch. The location of Resolution Fort (SAM 1018732), 300m to the east of the current site, suggests that the area of what is now Ebrington Street was located within the limits of the late medieval town.

A modern drawing showing the suggested layout of Plymouth and taken from a map dated c. 1620 (Fig. 2) shows the site which later became No 80-82 Ebrington Street immediately within the northeast corner of the later defences of the city. The site at this period was developed along the western edge fronting onto North Gate or Gasking Street, with the rear, probably consisting of a garden, giving onto White Cross Street. It is unclear, however, how accurate the original map was because it depicts the town wall, which was not built for another twenty years.

¹ Ray 1995, 63.

² Fairclough 1979, 7; Ray 1995, 61.

³ Pye & Stead 1994, 2.

⁴ PCC UAD S/466; M/093.

The end of the Civil Wars saw the expansion of the town to the north and east (Fig. 3). The site is shown for the first time in some detail on Robert Baldwin's c.1760 (Fig. 4) map of Plymouth and Benjamin Donn's map of 1765 (Fig. 5) lying between White Cross Street to the west and North Gate or Gasking Street to the east, with properties along the eastern boundary.

4.2 No. 80-82 Ebrington Street

The area remained seemingly unchanged for the next 100 years. The 1843 Tithe Map of the Parish of Charles the Martyr (Fig. 6) shows the layout of the roads with no detail on the properties, while the 1863 Ordnance Survey map (Fig. 7) shows a slow infilling of the rear plots with ancillary structures and separate properties facing North Street.

The area changed considerably in the late 19th century. Examination of the census lists and directories appears to show that the modern street layout of Ham Street continued by Beaumont Street, shown for the first time on the 1894 Ordnance Survey map (Fig. 8), occurred in the late 1870's. In November 1876, the Trustees of the Wesleyan Chapel were advertising the imminent demolition of seven houses to make way for the chapel in Ham Street, Gasking Street and North Street; the rearrangement of the district was to follow in 1879 according to newspaper reports.

The site was occupied by Nos 16 and 17 Ham Street by 1880, with the Directory recording the occupants as "Ham Street: No. 16, S Pike, Shopkeeper/Greengrocer; No.17, Edwards, Mrs Susan. Here is Gasking Street."

In 1896, William Virgus was occupying Nos 16 and 17 Ham Street as a Shop Keeper and a cab proprietor. However, in 1899 Ham Street was renamed and the properties renumbered "Ebrington Street from Old Town Street to Gasking Street. Left side, Even numbers: 80 – Virgus, Mrs A, Shopkeeper, 82 – Virgus, Mrs A, cab proprietor - here is Gasking Street".

No alterations are shown on the 1907 Ordnance Survey map (Fig. 9) and the site remained unchanged throughout the 1930's (Fig. 10). The properties were occupied throughout this period by a succession of greengrocers, dairies, a fried fish dealer, a furniture dealer, a chemist, and a baker and confectioner. In 1939 and 1940, E.S. Burt, greengrocer, was listed at No 80, and Edwin George Polybank, chemist at Nos 82 and 84.

The area was badly affected by bombings and Nos 80 and 82 Ebrington Street were destroyed in the Plymouth Blitz of April 1941. The plot remained vacant into the early post-War period and it wasn't until the 12th August 1947, that Mr F.C. Weeks, of No 30 Rosebury Avenue, St Judes, submitted a planning application to use "part of the blitzed site numbers 80, 82 and 84 Ebrington Street for the purpose of building temporary shop for retail of hardware and paint etc." The "nature of applicant's interest in the property referred to" was given as "for a shop with passing trade, this being my only means of living myself being invalided with stomach trouble." The accompanying location plan show No 76 occupied by a public house, No. 78 by a "newspaper and fancy goods shop" and the site of Nos 80 and 82 as vacant; and marked as "proposed shop to be built here. Half of blitzed site only needed". The plans and elevations (Figs. 11-13) submitted by Mr Weeks and Mrs I Griffiths, showing the proposed 'Nissen' huts to house the shops, were approved on 19th December 1947.

It is unclear at what stage the design was changed to include the current Handcraft huts. Conditional planning permission was granted, requiring the buildings to be removed by the 6th October 1949. However, the temporary building licence, which should have been cancelled,

was renewed, and when the mistake was noticed, an instruction was placed on the file to cancel the licence in December 1952. Despite a decision being made on the 8th December 1952 not to extend the permission, the huts remained.

4.3 Handcraft huts

Handcraft Huts were constructed by the Universal Asbestos Company at their Handcraft Works in Watford from 1942. Designed for use predominantly as airfield accommodation during the Second World War the prefabricated structures consisted of self-supporting trough shaped asbestos sheets, 4 ft wide by 12 ft long, bolted together to form a seven-sided building section with end walls of rendered brick or block work. These temporary buildings were advertised as having an 18ft span with a length of 36ft, which could be adjusted depending on the requirements. Along with the hut, the Universal Asbestos Company also sold additional parts and accessories, including box-type window units made of asbestos-cement, shelving and ventilators. ⁵

After the Second World War many were converted to agricultural or other functions, and numerous examples have since been demolished. No other Handcraft huts are known from Plymouth although surviving examples are known from RAF Bolt Head in South Devon ⁶, RAF Desborough in Northamptonshire ⁷, and RAF Dunsfold in Surrey ⁸, while the surviving examples at Portmaculter in Sutherland ⁹ seem to have been converted into private dwellings after the war.

5. THE BUILDING SURVEY

5.1 Introduction

The building survey took place between January and August 2018, during the removal of modern plasterboard, partitions and stud walls. The stripping out of the buildings permitted closer inspection of the construction of the Handcraft huts and allowed the identification of areas that contained original features and areas where these had been replaced.

5.2 The main buildings

Exterior

The south elevation (Pl. 1), consisting of a simple single storey rectangular block construction covered in cement rendered and with symmetrical window and door openings, served as the building's main façade. The large windows, occupying the centre of each building's elevation, were pierced by centrally located plain doorways with large glass openings. Behind this elevation the huts consisted of seven-sided trough shaped asbestos sheeting extending over a distance of approximately 10.9m and set on concrete block stub walls.

The rear elevations of No 82 (Pl. 2) consisted of a seven-sided cement block wall with an off-centre doorway flanked by a rectangular window to the right and larger square window to the left of the door. The rectangular window, although level with the top of the door and other window, was slightly shorter. This arrangement was repeated in reverse at No 80. In addition,

⁵ https://www.gracesguide.co.uk/Universal Asbestos Manufacturing Co.

⁶ http://www.atlantikwall.co.uk/atlantikwall/edev_bolt_head.php.

⁷ http://www.abct.org.uk/airfields/airfield-finder/desborough/.

⁸ http://derelictmisc.org.uk/rafbhq.html.

⁹ https://her.highland.gov.uk/monument/MHG51107.

both huts were formerly lit by three windows on their western and eastern sides respectively. The distance between these varied with the windows on the eastern side of No 82 being located quite close together, while the they were spaced at a regular interval on the western side and at No 80. All of these had been covered over permanently by the time of the site visit.

Interior

No 82 was entered through a centrally placed doorway from Ebrington Street. This gave access to a large rectangular room extending the full length of the building. A small room, the original toilet, was located in the northwest corner of the room immediately adjacent to the left of the off-centre rear doorway. The former office to the right of the rear doorway had been demolished sometime in the late 20th or early 21st century. The floor of the property consisted of concrete throughout. The eastern elevation contained three blocked windows. A single window still contained the rectangular metal casement while all the others had been boarded-up. The western elevation, in addition to three blocked windows, also contained a large opening leading directly to the adjacent hut.

The internal arrangement of No 80 largely mirrored that of the adjacent Handcraft hut, with access originally from the street through the large centrally placed doorway in the south elevation. The original symmetry of the doorway and the shop front windows has been lost due to the fact that the western window has been blocked. The large internal space however retained the three small rooms at the rear. To the left of the rear doorway was the larger of the rooms, formerly an office, which had been provided with a new access doorway and serving hatch in the south elevation probably sometime in the late 20th or early 21st century, while to the right were the original toilet room at the rear and the former storeroom, now a second toilet, at the front. Both windows in the rear elevation, had been blocked. A small off-centre corridor led to the rear doorway and the former back alley. The floor of the property consisted of concrete throughout. Both the western and eastern elevations contained three small rectangular windows. None of these retained the original metal casements and all had been blocked, while a large opening in the latter provided access to No 82.

The adjacent property, No 80a Ebrington Street, was also briefly investigated. Built as a simple lean-to structure against No 78, the south, east and north walls consisted of concrete block. The property was accessed from the street through a modern doorway set to the left of the elevation with the remaining space to the right occupied by a shop window. Two large square windows with metal casements were located in the east elevation. These were blocked sometime in the late 20th or early 21st century. A doorway at the rear of the shop would originally have provided access to the yard at the back, while a new opening in the northern end of the east elevation provided access to the rear alley after the properties were merged.

6. WATCHING BRIEF

The watching brief (see Fig. 16) was maintained during subsequent trenching on site (August 2018). This included the excavation of retaining wall foundations along the south and eastern edge of the site.

A new foundation trench was excavated over a distance of approximately 26m along the front of the site. This was excavated to a depth of 1.2m below present ground level and no archaeologically significant deposits were exposed.

7. CONCLUSION

The historic building recording of the two Handcraft huts occupying the former site of Nos. 80-82 Ebrington Street was undertaken as these buildings are, although not listed, of local significance. Handcraft huts were built during the Second World War and served a variety of military uses. Following the end of the war many were converted to agricultural or other functions. The desk-based research has shown that the two examples at Ebrington Street were built as a temporary solution to the post-War shortage of shops. A large number of these 'temporary' buildings, incorporating the more common Nissen hut design, were built in Plymouth during or shortly after the end of the war. This was done in order to raise public morale by the appearance of 'ordinary' buildings rapidly replacing those destroyed by the bombings (Salvatore *pers. comm.*). These were all subsequently redeveloped for commercial use. The examples at No 80-82 Ebrington Street are thought to have been the longest standing and perhaps only surviving examples of these buildings left in Plymouth.

Detailed examination of the Handcraft huts has indicated that the buildings are largely of two phases. The original phase is the construction of the huts with their shop front sometime in early 1948, while the second phase, perhaps dating to the late 20th or early 21st century, involved the blocking of the windows, the removal of the former office in No 82 and the creation of a new direct access between the two Handcraft huts. Changes to the former office and storeroom in No 80 may also date to this period.

SITE ARCHIVE

The site records have been compiled into a fully integrated site archive which is currently held at Oakford Archaeology's offices under project number 1390, pending deposition with the ADS. Details of the building recording, including a pdf copy of the final report will be submitted to the on-line archaeological database OASIS (oakforda1-353939).

ACKNOWLEDGMENTS

This project was commissioned by Darrel Coltrini (DLANDC Ltd) on behalf of the client, Mr Steven Jones. The building recording was carried out by M. Steinmetzer. The drawings for this report were prepared by M. Steinmetzer. Thanks are hereby recorded to Lucy Brown who undertook the historic research and the staff of the Devon Heritage Centre. Thanks also to Dr John Pamment-Salvatore (PCC) who monitored the works on behalf of Plymouth City Council and provided advice throughout the project.

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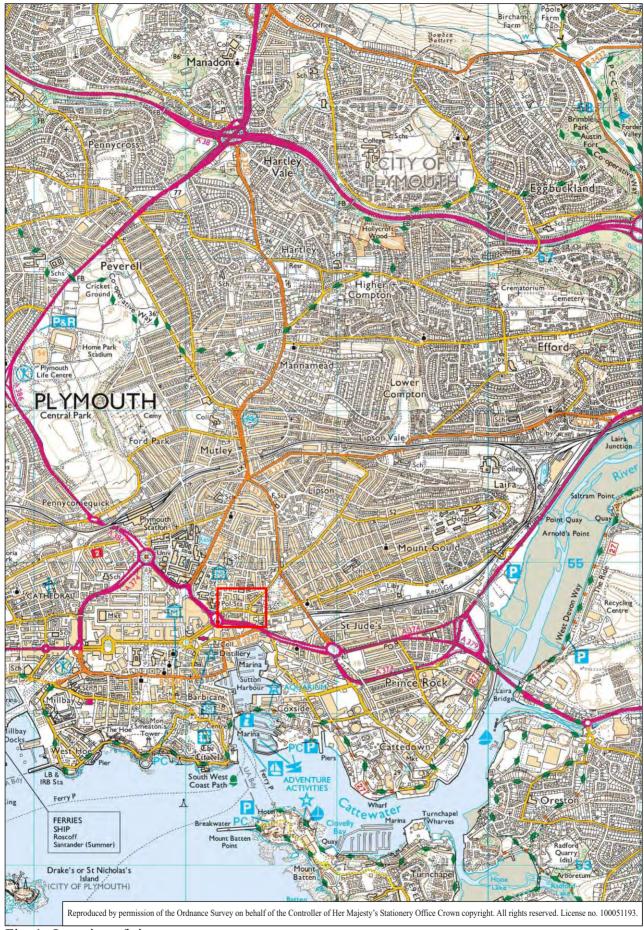


Fig. 1 Location of site.

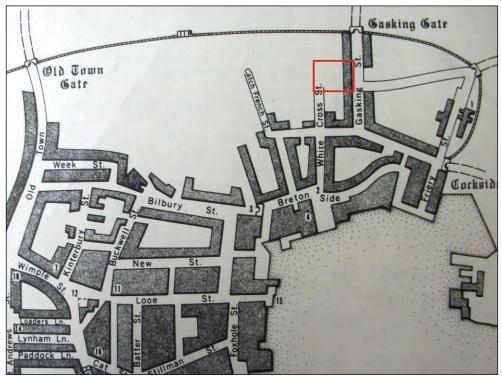


Fig. 2 Detail from the transcribed c.1620 Map of Plymouth.

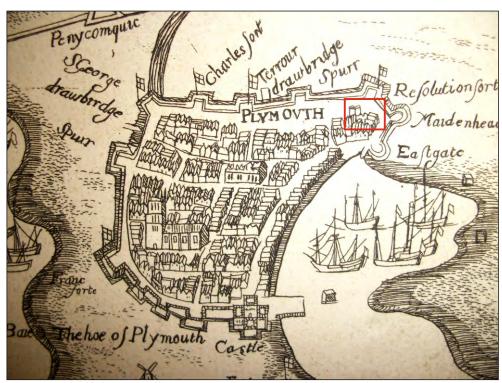


Fig. 3 Detail from Hollar's 1643 siege map of Plymouth.

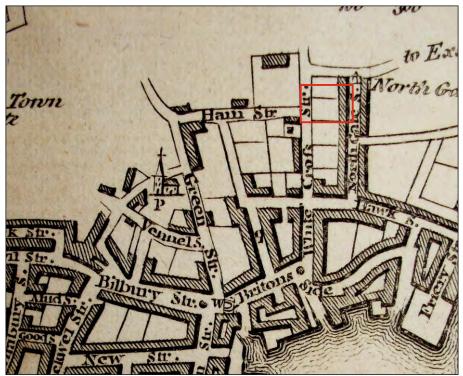


Fig. 4 Detail from Robert Baldwin's c.1760 Map of Plymouth.

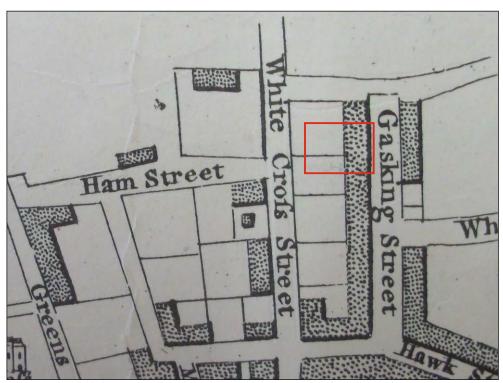


Fig. 5 Detail from Benjamin Donn's 1765 Map of Plymouth.



Fig. 6 Detail from the 1843 Tithe Map of the Parish of Charles the Martyr.



Fig. 7 Detail from the 1863 Ordnance Survey Devonshire Sheet CXXIII.1.25.

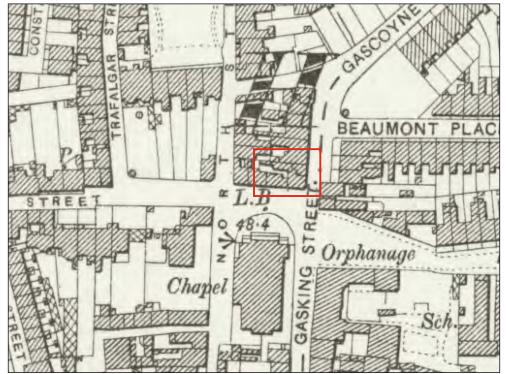


Fig. 8 Detail from the 1894 Ordnance Survey Devonshire Sheet CXXIII.8.

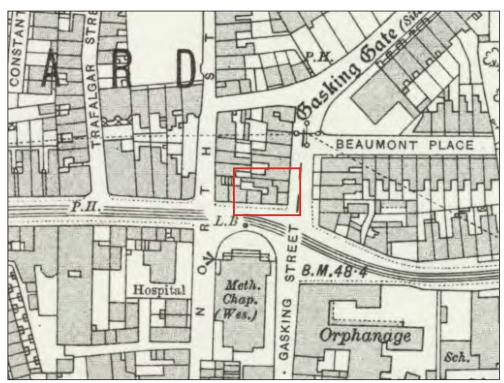


Fig. 9 Detail from the 1907 Ordnance Survey Devonshire Sheet CXXIII.8.



Fig. 10 Detail from the 1935 Ordnance Survey Map.

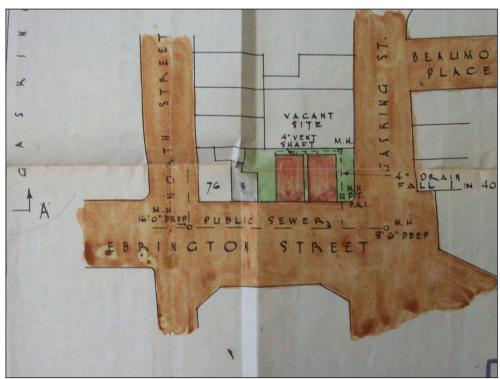


Fig. 11 Architects plan (1947) showing the location of the proposed temporary 'Nissen' Hut shops.

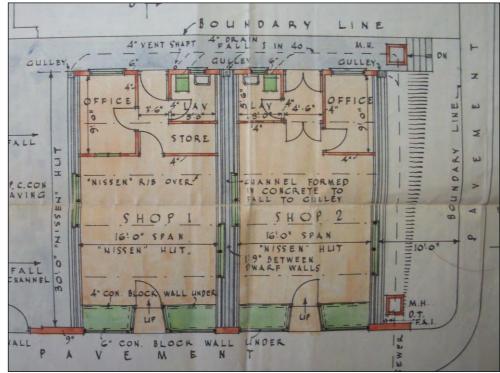


Fig. 12 Detailed plan (1947) of the proposed 'Nissen' Hut shops.

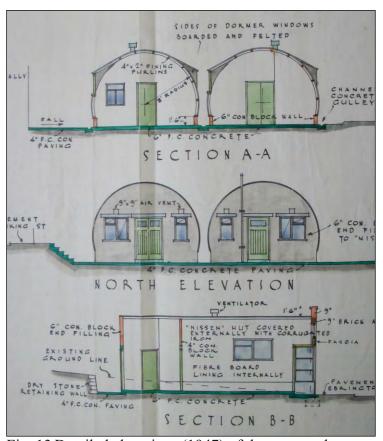


Fig. 13 Detailed elevations (1947) of the proposed 'Nissen' Hut shops.

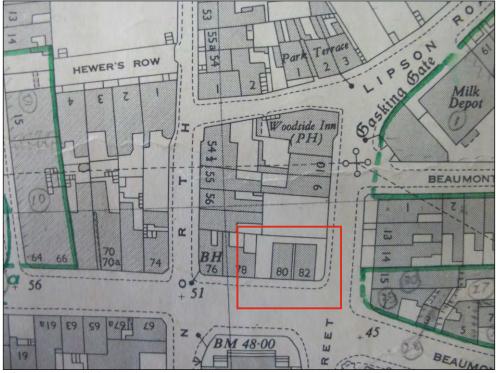


Fig. 14 Detail from the 1949 Ordnance Survey Map.

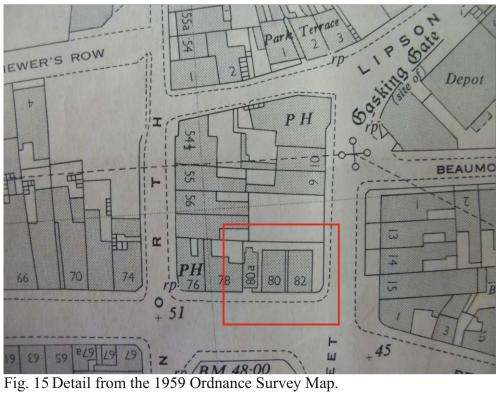




Fig. 16 Plan showing location of observations.



Pl. 1 General view of 80-82 Ebrington Street. Looking northwest.



Pl. 2 General view of rear elevation of 80-82 Ebrington Street clearly showing the Handcraft Hut design. Looking southwest.



Pl. 3 General view of front elevation No. 82 Ebrington Street. 2m scale. Looking south.



Pl. 4 General view of rear elevation of No. 82 Ebrington Street. 2m scale. Looking north.



Pl. 5 General view of front elevation of No. 80 Ebrington Street. 2m scale. Looking south.



Pl. 6 General view of front elevation of No. 80a Ebrington Street. 2m scale. Looking south.



Pl. 7 General view of rear elevation of No. 80a Ebrington Street. 2m scale. Looking north.

Appendix 1: Method Statement

1. BACKGROUND

- 1.1 This document has been produced by Oakford Archaeology (OA) for Mr James Wells and sets out the methodology to be used during building recording and archaeological monitoring and recording at 80-82 Ebrington Street, Plymouth, Devon (SX 4841 5468). The work is to be carried out to satisfy conditions nos. 5 and 6 for planning permission (16/01929/FUL) for the demolition of existing buildings and change of use of gaming centre to form extended car park. The present document represents the 'written scheme of archaeological work' required by Plymouth City Council (PCC), as advised by the Plymouth City Council Historic Environment Team (PCCHET).
- 1.2 Originally called 'Ham Street', the historic Ebrington Street no longer exists, having been destroyed by the post-war development of Charles Street and the modern city centre to the west. The current street probably dates from the medieval period, and was one of the principal commercial thoroughfares of the late 19th and early 20th century town.
- 1.3 Plymouth developed from two main medieval centres, one (Sutton Valletort) around Old Town Street and St Andrews Church and the other (Sutton Prior) around the Parade. These were formerly part of the same royal Domesday estate of *Sudtone*, which had been subdivided in the 12th century. The Crown, however, had specifically retained rights over Sutton Pool. The subsequent granting of market rights to the priors of Plympton in the late 13th century, and the use of Sutton Pool by naval fleets and merchant shipping formed the context for the progressive expansion and development of the town.
- 1.4 The harbour was defended from the 14th century, chiefly as a response to the perceived threat of French raids. These defences included the Castle at Lambhay, a defensive chain across Sutton Pool, and the eastern aspect of the city defences including the 'great ditch at Coxside'. To the south were the sites of the medieval Cattewater ditch, and the East (or Friary) Gate. The latter, sometimes called Coxside or New Town Gate, was one of the earliest structures in the immediate area. Erected across what became Sutton Road, it was depicted on a plan of *c*. 1592 and survived into the 19th century.
- 1.5 Little is known of the history and development of this area throughout the medieval and early post-medieval period until it is depicted for the first time on Hollar's 'siege map' of 1643. After the outbreak of the Civil War, Plymouth expelled its Royalist garrison and declared for Parliament. With no earlier continuous medieval town wall with which to improvise a defensive circuit, work began shortly after the summer of 1642 on erecting a new and continuous fortification on the landward side. Excavations in 1989, in advance of a housing development at Friary Court, revealed a 17m stretch of these defences comprising an earthen rampart and bastion fronted by a limestone wall and ditch. The location of Resolution Fort (SAM 1018732), 300m to the east of the current site, suggests that the area of what is now Ebrington Street was located within the limits of the late medieval town.

² Fairclough 1979, 7; Ray 1995, 61.

¹ Ray 1995, 63.

³ Pye & Stead 1994, 2.

⁴ PCC UAD S/466: M/093.

- 1.6 The end of the Civil Wars saw the expansion of the town to the north and east. The site is shown for the first time in some detail on Benjamin Donn's map of 1765. The area changed considerably throughout the 19th century and the modern layout, with Beaumont Road running into and continued by Ham Street, had appeared by 1892.
- 1.7 The area was badly affected by the bombing of WWII and no buildings survived within the footprint of the site. The site is currently occupied by two Nissen huts with imitation façades although there is a suggestion that they might be rarer examples of Quonset buildings, a North American variant of the Nissen Hut (Salvatore pers. comm.). These were possibly built during or shortly after the end of the war in order to raise public morale by the appearance of 'ordinary' buildings so rapidly replacing those destroyed (Salvatore pers. comm.); and were subsequently redeveloped for commercial use. They are thought to be the longest standing and perhaps only surviving examples of these buildings left in Plymouth.

2. AIMS

2.1 The aim of the project is to ensure the adequate recording of any historic fabric exposed and to investigate and record any buried archaeological deposits exposed during groundworks associated with the development, and to report on the results of the project, as appropriate.

3. METHOD

Liaison will be established with the client and their contractors prior to works commencing in order to advise on OA requirements in relation to the works outlined below. If a good working relationship is established at the outset any delays caused by archaeological recording can be kept to a minimum. However, localised delays to site operations may be caused and time should be allowed within the main contractor's programme for the adequate investigation and recording of archaeological material and exposed historic building fabric.

Building recording

- 3.1 Historic building recording will be undertaken by a suitably qualified historic buildings specialist. All monitoring and recording will be carried out as per OA standard recording procedures and in accordance with the standards of the Institute for Archaeology (*Standards and Guidance for the archaeological investigation and recording of standing buildings or structures*, 1996, revised 2008).
- 3.2 The following method for historic building recording, agreed with PCCHET, will be utilised, tailored to the level of recording required once historic features have been identified.
 - A photographic record using a high-quality digital camera for interpretative and reporting needs.
 - Production of floor plans (based on architect's plans where appropriate), with sections, elevations and more detailed drawings of architectural features and details as appropriate. (These will also utilise architect's drawings where available.) These drawings will be prepared at scales of 1:100, 1:50 and 1:20 with smaller details drawn at larger scales as appropriate.

- A written record outlining the evidence for historic fabric, an interpretation of this evidence, and an outline of the development of the building.
- The archive will be either born digital or scanned to a suitable format for deposition in Archaeology Data Service (ADS).

Groundworks

- 3.3 Liaison will be established with the client and their contractor prior to the works commencing, in order to obtain details of the works programme and to advise on OA requirements. If a good working relationship is established at the outset, any delays resulting from archaeological recording can be kept to a minimum. However, localised delays to site operations may be caused and time should be allowed within the main contractor's programme for the adequate investigation and recording of archaeological deposits.
- 3.4 All machining will be carried out under direct archaeological control, using a mechanical excavator equipped with a toothless grading bucket. Machining will proceed in spits, and will cease if archaeological deposits are exposed in order to allow those deposits to be investigated, excavated and recorded. This may cause localised delays to the groundworks programme, although every effort will be made to keep any such delays to a minimum. If no such deposits are present then, once natural subsoil has been confirmed, or formation/invert level reached, across the whole of the development area, archaeological monitoring will be terminated. Similarly, if it can be demonstrated that there has been significant modern truncation, then archaeological monitoring will be terminated in these areas.
- 3.5 If archaeological features are present, then hand-excavation will normally comprise:
 - The full excavation of all features and structures to formation level;
 - Spoil will also be examined for the recovery of artefacts.

Additional excavation may also be required for the taking of palaeo-environmental samples and the recovery of artefacts.

General project method

- 3.6 If present any environmental deposits will be assessed on site by a suitably qualified archaeologist, with advice as necessary from Allen Environmental Archaeology or the Historic England Regional Science Advisor, to determine the possible yield (if any) of environmental or microfaunal evidence, and its potential for radiocarbon dating. If deposits potential survive, these would be processed by Geoflow using the HE Guidelines for Environmental Archaeology (EH CfA Guidelines 2002/1), and outside specialists (AEA) organised to undertake further assessment and analysis as appropriate.
- 3.7 Initial on-site cleaning, conservation, packaging and any stabilisation will be undertaken by a suitably qualified archaeologist in accordance with relevant professional guidance (including *Conservation guidelines No 1* (UKIC, 2001); *First Aid for Finds* (UKIC & RESCUE, 1997) and on advice provided by A Hopper-Bishop, Specialist Services Officer, RAM Museum, Exeter.

- 3.8 Should artefacts be exposed that fall within the scope of the Treasure Act 1996, then these will be removed to a safe place and reported to the local coroner according to the procedures relating to the Act. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.
- 3.9 Should any articulated human remains be exposed; these will initially be left *in situ*. If removal at either this or a later stage in the archaeological works is deemed necessary, these will then be fully excavated and removed from the site subject to the compliance with the relevant Ministry of Justice Licence, which will be obtained by OA on behalf of the client. Any remains, including cremated remains, will be excavated in accordance with Institute of Field Archaeologist Technical Paper No. 13 (McKinley and Roberts 1993). Where appropriate bulk samples will be collected.
- 3.10 The project will be organised so that specialist consultants who might be required to conserve artefacts or report on other aspects of the investigations can be called upon (see below).
- 3.11 Health and Safety requirements will be observed at all times by archaeological staff working on site, particularly when machinery is operating nearby. Personal protective equipment (safety boots, helmets and high visibility vests) will be worn by staff when plant is operating on site. A risk assessment will be prepared prior to work commencing.
- 3.12 The PCCHET will be informed of the start of the project, and will monitor progress throughout on behalf of the planning authority and will wish to inspect the works in progress. Any amendments to the specific responses and methods set out elsewhere in this document will be reviewed and agreed with him prior to implementation and completion. A date of completion of all archaeological site work, including historic building recording, will be confirmed with the PCCHET, and the timescale of the completion of items under section 5 will run from that date.

4 ARCHAEOLOGICAL AND HISTORIC BUILDING RECORDING

- 4.1 For the groundworks, the standard Oakford Archaeology recording system will be employed, consisting of:
 - (i) standardised single context record sheets; survey drawings, plans and sections at scales 1:10,1:20, 1:50 as appropriate;
 - (ii) colour digital photography;
 - (iii) survey and location of finds, deposits or archaeological features, using EDM surveying equipment and software where appropriate; and
 - (iv) labelling and bagging of finds on site from all excavated levels, post-1800 unstratified pottery may be discarded on site with a small sample retained for dating evidence as required.
- 4.2 For the historic building recording observations will be recorded by means of a written description on watching brief record sheets, annotation of existing architect's

plans, and black and white print and colour digital photographs. Detailed scale drawings will be made of any architectural features or exposed details of particular significance that cannot be recorded by the above means.

5. REPORTING AND ARCHIVING

- 5.1 The reporting requirements will be agreed with the PCCHET on completion of fieldwork.
- 5.2 The results of all phases of archaeological work and historic building recording will be presented within one summary report within six months of the date of completion of all archaeological fieldwork. The summary report will contain the following elements as appropriate:
 - A site location plan at an appropriate scale, and a plan of the site showing the location of the recorded building observations and archaeological features;
 - a written description of the exposed historic fabric and a discussion and interpretation of their character and significance in the context of any locally available historical evidence from any nearby sites and historic mapping;
 - Phased and annotated floor plans, along with copies of other drawn records (elevations, cross sections, etc) as appropriate to illustrate features of historic or architectural interest and/or the development of the building;
 - Photographs of features of significant archaeological, historic or architectural interest;
 - if necessary, an assessment of what further work is necessary to analyse and publish any particularly significant finds and/or results;
 - a written description of the exposed features and deposits and a discussion and interpretation of their character and significance in the context of the known history of the site;
 - plans and sections at appropriate scales showing the exact location and character of significant archaeological deposits and features;
 - a selection of photographs illustrating the principal features and deposits found;
 - specialist assessments and reports as appropriate.
- 5.3 A .pdf version of the summary report will be produced and distributed to the Client and PCCHET on completion of sitework within the timescale above (5.2). A copy of the report and pdf version will also be deposited with the site archive.
- 5.4 An ordered and integrated site archive will be prepared with reference to *The Management of Archaeological Projects* (English Heritage, 1991 2nd edition) and *Management of Research Projects in the Historic Environment (MoRPHE*, English Heritage, 2006) upon completion of the project.

The archive will consist of two elements, the artefactual and digital - the latter comprising all born-digital data and digital copies of the primary site records and images. This will be deposited with the ADS while any retained artefacts will be deposited with Plymouth Museum in accordance with their current conditions of deposit (Plymouth Museum reference number *pending*) within 12 months of the completion of site work. A retention and discard strategy will be agreed with

Plymouth Museum after the finish of site work, when it is clear what has been found, but before any processing of the material for archiving (other than cleaning).

- 5.5 A .pdf copy of the updated summary report will be submitted, together with the site details, to the national OASIS (Online AccesS to the Index of Archaeological investigationS) database within four months of the completion of site work.
- 5.6 A short report summarising the results of the project will be prepared for inclusion within the "round up" section of an appropriate national journal, if merited, within 12 months of the completion of site work.
- 5.7 Any amendments to the method or timescale set out above will be agreed in writing with the PCCHET before implementation.

6. COPYRIGHT

OA 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 as described in this document.

7. PROJECT ORGANISATION

7.1 The groundworks will be undertaken by suitably qualified and experienced OA archaeologists, in accordance with the Code of Conduct and relevant standards and guidance of the Chartered Institute for Archaeologists (*Standards and Guidance for Archaeological Evaluation*, 1994, revised 2008, and *Standards and Guidance for Archaeological Watching Brief*, 1994, revised 2008), plus *Standards and Guidance for Archaeological Excavation* 1994, revised 2008), and the and the historic building recording and reporting by a suitably qualified and experienced OA historic buildings specialist, in accordance with the Code of Conduct and relevant standards and guidance of the Chartered Institute for Archaeologists (*Standards and Guidance for the archaeological investigation and recording of standing buildings or structures*, 1996, revised 2008). The project will be managed for OA by M. Steinmetzer *MCI*fA, who produced this document.

Health & Safety

7.2 All monitoring works within this scheme will be carried out in accordance with current *Safe Working Practices (The Health and Safety at Work Act 1974)*.

ADDITIONAL INFORMATION

Specialist contributors and advisors

The expertise of the following specialists can be called upon if required:

Historic and archaeological research: John Salvatore;

Bone artefact analysis: Ian Riddler;

Dating techniques: University of Waikato Radiocarbon Laboratory, NZ;

Building specialist: Richard Parker;

Illustrator: Sarnia Blackmore;

Charcoal identification: Dana Challinor; Diatom analysis: Nigel Cameron (UCL);

Environmental data: Hayley McParland (Historic England), AEA;

Faunal remains: Charlotte Coles;

Finds conservation: Alison Hopper-Bishop (Exeter Museums);

Human remains: Charlotte Coles;

Lithic analysis: Dr. Linda Hurcombe (Exeter University);

Medieval and post-medieval finds: John Allan; Metallurgy: Gill Juleff (Exeter University); Numismatics: Norman Shiel (Exeter);

Petrology/geology: Roger Taylor (RAM Museum), Imogen Morris;

Plant remains: Julie Jones (Bristol);

Prehistoric pottery: Henrietta Quinnell (Exeter);

Roman finds: Paul Bidwell & associates;

Others: Wessex Archaeology Specialist Services Team, Oxford Archaeology.

MFR Steinmetzer 14 December 2016 WSI/OA1390/02