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**WRITTEN SCHEME OF  
INVESTIGATION  
FOR AN  
ARCHAEOLOGICAL  
WATCHING BRIEF**

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**Brunswick House  
Southampton  
Hampshire  
SO15 2AP**

**Planning • Heritage**

Specialist & Independent Advisors to the Property Industry

**September 2014**

**Planning Authority:**  
**Southampton City Council**

**Site centred at:**  
**SU 442039 112566**

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## **1.0 INTRODUCTION**

- 1.1 Planning Permission has been granted for the change of use of Brunswick House, Southampton, Hampshire. The archaeological watching brief is being undertaken to comply with conditions on planning reference 13/00348/FULL/2853 (Figs 1 - 2). Condition 27 and 28 state:

### **27 Approval Condition – Archaeological Investigation**

**‘No development shall take place within the site until the implementation of a programme of archaeological work for land to the north of the existing building to which the extension is proposed has been secured in accordance with a written scheme of investigation which has been submitted to and approved by the Local Planning Authority.’**

### **28 Approval Condition – Archaeological Work Programme**

**‘The developer will secure the completion of a programme of archaeological work in accordance with a written scheme of investigation (as required above) which has been submitted to and approved by the Local Planning Authority’**

- 1.2 The geological, topographical, archaeological and historical background to the site is summarised in Sections 2 and 3 below.
- 1.3 The proposed development may potentially affect any archaeological remains which might be present. For this reason, a programme of archaeological monitoring, in the form of a watching brief, has been deemed appropriate in this particular instance.
- 1.4 In advance of the development geotechnical investigation, comprising trial pits and boreholes, is being undertaken and it is these works that are to be monitored. The results of the watching brief will be used to determine whether, and in what form, further archaeological works may be required.
- 1.5 This document therefore forms the Written Scheme of Investigation (WSI) for the proposed watching brief. It has been prepared in accordance with all relevant guidelines, including those set down by the Institute for Archaeologists (IfA) and English Heritage (EH), to which the watching brief exercise will adhere (see Sources Consulted).

- 1.6 A desk based archaeological assessment for the site was produced by CgMs Consulting (2014) which concluded that any archaeological assets that may have been present on the site were removed during construction of Brunswick House.

## **2.0 GEOLOGY AND TOPOGRAPHY**

- 2.1 The solid geology of the study site is shown by the British Geological Survey (2013) as Wittering Formation – sand, silt and clay, which may be overlain by superficial deposits consisting of River Terrace Deposits (Terrace 3).
- 2.2 The study site is approximately level at a height of approximately 20m Above Ordnance Datum (AOD).

## **3.0 HISTORICAL AND ARCHAEOLOGICAL BACKGROUND**

- 3.1 CgMs have recently researched and compiled an archaeological desk-based assessment for the site. The results of these investigations have been summarised below.

### **Prehistoric**

- 3.2 No artefacts, deposits or sites belonging to the Prehistoric period are recorded within the development site.
- 3.3 A very low number of Prehistoric artefacts and deposits have been recorded within the 500m radius of the study area used for the desk based assessment.

### **Roman**

- 3.4 The centre for Roman settlement at Southampton was at some considerable distance from the current city centre, and the site. Bitterne or *Clausentium* is thought to have been founded in 70AD and abandoned around 407AD, and was located more than a kilometre to the east and on the opposite, or eastern bank of the River Itchen.
- 3.5 Further evidence for substantial Roman settlement has been found at St Deny's with some evidence for Roman farming found across Southampton.

### **Anglo-Saxon**

- 3.6 Extensive archaeological research and investigation in Southampton has shown that the Anglo Saxon settlement was located at *Hamwic* or *Hamtun*. The edge of the settlement, founded by King Ine sometime between 690 and 700AD, is located c. 800m to the south-east of the study site.

### **Medieval**

- 3.7 There is no confirmed proof of Medieval settlement beyond the defences and outfields of the newly built settlement site centred 1 km to the south of the study site. No evidence for structures from this period, this includes the site of the Leper Hospital in East Park, have been recorded. Residual finds of Medieval pottery due to manuring are also very scarce indicating a lack of occupation and use.
- 3.8 London Road, a major route out of Southampton throughout this period is located approximately 80m to the west of the site.
- 3.9 The Leper Hospital of St Mary Magdalene is noted as being founded a goodly distance from the town beyond the open field system. The hospital was later granted land to assist with its maintenance and these were known as East and West Magdalene. The name was later corrupted to East and West Marlands and are in part preserved in the names East and West Park (Page, 1908). The hospital is thought to be located 250m to the south-west of the development site.
- 3.10 During the late Medieval period to the Post Medieval period the study site is likely to have lain in agricultural land at the edge of the Marlands which were incorporated into East Park in the nineteenth century.

### **Post-Medieval**

- 3.11 Construction of the original Brunswick Place terrace in the mid Nineteenth century followed by its demolition and construction of Brunswick House will have had a severe and widespread archaeological impact from the cutting of footings and services.

### **Previous Archaeological Investigation**

- 3.12 There has been no previous archaeological investigation on the development site.

## **4.0 WATCHING BRIEF**

- 4.1 A watching brief has been requested to monitor groundworks associated with a geotechnical survey. The Watching Brief will be focused on trial pits and boreholes located to the rear, or north, of Brunswick House (Figure 2).
- 4.2 A professional archaeologist, from Southampton Archaeology Unit, will be present while the groundworks take place.





## **5.0     OBJECTIVES AND RATIONALE OF THE WATCHING BRIEF**

- 5.1     To record and excavate any features encountered during the course of ground investigation, and determine the character, quality and date of each feature or group of features.
- 5.2     Within these parameters, the watching brief of this site presents an opportunity to address the following objectives:
- 1)     To establish the presence or otherwise of prehistoric, Roman, Anglo-Saxon and Medieval activity at the site.
  - 2)     Provide sufficient information to, if appropriate, construct an archaeological mitigation strategy.

## **6.0 WATCHING BRIEF – DETAILED SPECIFICATION**

- 6.1 The overall objectives of this watching brief are set out in Section 5. This section details the on site methodologies, report format and other related details.
- 6.2 The Watching Brief will focus on ground investigation associated with the geotechnical assessment of the site, as shown on Figure 2.

### **Watching Brief Techniques**

- 1) The trial pits are to be excavated by mechanical digger and the boreholes cored using a standard drilling rig, supplied by Groundsure Ltd. Excavation must cease once archaeological deposits of interest are encountered.
- 2) Examination of all archaeological deposits revealed should be undertaken by hand with cleaning, examination and recording both in plan and section.
- 3) If deposits are to be removed, their nature, age and complexity must be taken into account when judging the most suitable manner of removal. If deemed significant enough, archaeological hand excavation would be deemed appropriate. The contractor should observe and record details of the deposits exposed by groundworks, using the Soil Survey Field Handbook (Soil Survey of England and Wales) and Munsell colour chart to describe soils.
- 4) Archaeological excavation may require work by pick and shovel. *Such techniques are only appropriate for the removal of homogeneous or low-grade deposits which may give a 'window' into underlying levels. They must not be used on complex stratigraphy and the deposits to be removed must have been properly recorded first.*
- 5) If significant remains are encountered which might merit preservation in situ, then an appropriate mitigation strategy will be developed. Such evidence would normally include deep or complex stratification settlement evidence and structures. The Local Planning Authority and the Southampton City Archaeological Officer must be informed immediately if remains likely to be of national significance are encountered.

- 6) Any human remains must also be left *in situ*, covered and protected. If removal is essential it can only take place under appropriate Ministry of Justice and environmental health regulations. Such removal must be in compliance with the Disused Burial Grounds Amendment Act 1981. Prior written notice is also to be given to the Local Planning Authority.

### **Access and Safety**

- 7) Reasonable access to the site is to be arranged for representatives of the Local Planning Authority and the Southampton City Council Archaeological Officer who may wish to make site inspections to ensure that the archaeological investigations are progressing satisfactorily.
- 8) *All relevant health and safety regulations must be followed.* A general health and safety policy must be provided by the Archaeological Contractor and a detailed risk assessment and management strategy for this site prepared. In particular public access routes should be supervised and controlled. Barriers, hoardings and warning notices should be installed as appropriate. Safety helmets are to be used by all personnel as necessary. Appropriate toilet and washing facilities for site staff will be provided by the Main Contractor.
- 9) All trenches will be scanned both visually and by CAT detector, by Groundsure Ltd, prior to excavation to identify any services within the immediate vicinity of the trench.
- 10) *No personnel are to work in deep unsupported excavations.* Trenches deeper than 1.2m will have to be stepped or battered back.
- 11) Where there is reason to believe from previous uses that the ground may be contaminated, the Archaeological Contractor must include arrangements for pollution sampling and testing *before* any site work takes place. A search for public utility or other services will also be undertaken by the Archaeological Contractor prior to commencement.

### **Recording Systems**

- 12) The recording system must be fully compatible with that most widely used elsewhere in Hampshire. Context sheets should include all relevant stratigraphic relationships and for complex stratigraphy a separate matrix diagram should be

employed. This matrix should be fully checked during the course of the evaluation. If there is any doubt over recording techniques the guidance of the Southampton City Council Historic Environment Group Leader will be sought.

- 13) It will be the responsibility of the archaeological contractor to obtain a site code from the appropriate source, which will subsequently be used as the site identifier on all documents.
- 14) The site archive will be so organised as to be compatible with other archaeological archives produced in the City. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets. Sample recording sheets, sample registers, finds recording sheets, access catalogues, and photo record cards will also be used. This requirement for archival compatibility extends to the use of computerised database.
- 15) The following sampling strategy will be adhered to:
  - 50% of each intrusive feature (pits, postholes).
  - 25% of each linear feature, including all terminals and intersections.
  - 50% of earth-cut structural features (beamslots, ring ditches).
  - Surviving structural elements (walls, collapse/debris fields) and domestic/industrial features (hearths, ovens), will be exposed, cleaned and left in-situ.
- 16) Site location plan required; general plan (e.g. OS 1:1250) showing investigation area and development site in relation to surrounding locality and street pattern.
- 17) This will be supplemented by trench plans at 1:500 (or 1:200), which will show the location of the areas investigated in relationship to the investigation area, OS grid and site grid (if any). The locations of the OS bench marks used and site TBMs will also be identified. All trenches will be located using a total station or appropriate GPS equipment.
- 18) Archaeological plans; some record of the full extent in plan of all archaeological deposits must be made. All significant deposits that significantly affect the interpretation of the site and relate to the evaluation objectives should be formally planned in relation to the trench and OS grid and be at a scale of 1:10 or 1:20. Single context planning is required on deeply stratified sites.

- 19) Sections containing significant deposits, including half sections, should be drawn as appropriate. Upon completion of the trench at least one long section is to be drawn, including a profile of the top of natural deposits. In addition to the excavation of man made deposits some assessment of "naturally deposited" levels will be necessary, especially when these are organically preserved and laid down within archaeological timescales.
- 20) All archaeological plans and sections should be on drawing film at a scale of 1:10 or 1:20 and should include context numbers and OD spot heights for all principal strata and features.
- 21) An adequate photographic record of any significant archaeological remains is required, in both plan and section, illustrating in both detail and general context the principal features and finds discovered. This will consist of black and white prints and colour transparencies (on 35mm film) supported by standard digital photography. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation mounted. The transparencies will be mounted in suitable frames. Where appropriate a photogrammetric record will be made of complex structures, features and horizons liable to be damaged in the course of the watching brief.
- 22) A Harris Matrix stratification diagram will be compiled and fully checked during the course of the excavations.

### **Finds and Samples**

- 23) A high priority should be given to dating any remains and so all artefacts and finds are to be retained. Consideration should also be given to the recovery of specialist samples for scientific analysis, particularly samples for absolute dating, structural materials and cultural/environmental evidence. Different sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Minimum levels of data acquisition should be defined according to the "information recovery levels" summarised by Carver (1987). The default data acquisition level for all pre-modern assemblages is level D. Close attention will be given to sampling for date, structure and environment.

- 24) The strategy for sampling archaeological and environmental deposits and structures (which can include soils timbers, animal bone and human burials) will be developed in consultation with the Historic Environment Group Leader and the English Heritage Scientific Advisor. Their will be sought at the project planning stage and a visit arranged to determine the importance and sampling requirements for all deposits exposed during the investigation. Consideration will be given to bulk samples of material for C14 dating, as appropriate, and samples of any other inclusions such as wood should also be taken.
- 25) A high priority will be given to the sampling of river and other anaerobic deposits (such as peat) where organic materials may be preserved.
- 26) Organic samples will be subject to appropriate specialist analysis. There may be a requirement to submit timbers to dendrochronological analysis and to process some samples to provide C14 dating. Other forms of specialist analysis may also be appropriate.
- 27) The finds retrieval policies of the English Heritage archaeological guidance papers will be adopted. All identified finds and artefacts will be retained, although certain classes of building material can sometimes be discarded after recording if an appropriate sample is retained. No finds will, however, be discarded without the prior approval of Historic Environment Group Leader.
- 28) All finds and samples will be treated in a proper manner and to the standards of the UK Institute of Conservators Guidelines. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the UK Institute for Conservation "Conservation Guideline No 2". Appropriate guidelines set out in the Museums and Galleries Commissions "Standards in the Museum Care of Archaeological Collections (1991)" will also be followed.
- 29) Any finds covered by the provisions of the Treasure Act (1996, amended 2003) and Treasure (Designation) Order 2002, including gold and silver, will be moved to a safe place and reported to the coroner's office according to the procedures determined by the Act. They will also be reported to the local finds liaison officer from the Portable Antiquities Scheme. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.

- 30) The pottery specialist employed by the archaeological contractor will be familiar with local wares with a record of publications in the region.
- 31) The contractor will ensure that all metal finds other than those made of gold and lead and those set out in 'Standards for the Creation, Compilation and Transfer of Archaeological Archives' are x-radiographed as part of the recording process and in advance of the Collections Assessment described below.
- 32) At an early stage of the post-excavation process, the contractor will enable Southampton City Council's Curator of Archaeological Collections to carry out a Collections Assessment of the material archive, as stipulated in "Standards for the Creation, Compilation and Transfer of Archaeological Archives". (Contact [gill.woolrich@southampton.gov.uk](mailto:gill.woolrich@southampton.gov.uk)).
- 33) To ensure the long-term stability of the finds and their availability for future study, the contractor will ensure that an assessment of conservation needs and subsequent necessary work is carried out by a qualified archaeological conservator, or in a recognised conservation laboratory. The conservator and the laboratory must be approved by the Curator of Archaeological Collections. Full records (which will form a part of the archive) must be kept of any treatment given.
- 34) Based on the results of the Collections Assessment, the contractor will ensure that all finds and other items of archaeological interest removed from the site are analysed and recorded by specialists, to agreed standards, and with the approval of the HET. Specialist work may need to be carried out on all metalwork; all bone, including worked bone and human remains and other organic remains; industrial waste; ceramic material; glass; and lithic material.

## **Reports and Archives**

### **Watching Brief Report**

- 35) Within two weeks of completion of the work the archaeological contractor will produce a report, copies of which are to be provided to CgMs Consultancy for circulation to the Developer and the Southampton City Council's Historic Environment Group Leader.

The report is to include, as a minimum, the following:

- a. a site location plan at an appropriate scale; a copy of the trench location plan at 1:1250 together with a plan of the main archaeological features at 1:100 and more detailed plans and relevant section drawings as appropriate. Particular note should be made of any variations in the depth of overburden covering any archaeological deposits revealed;
- b. a descriptive description and interpretation of the archaeology of the site;
- c. a table showing, per area, the features, classes and numbers of artefacts located and their interpretation;
- d. a consideration of the methodology used, including a confidence rating;
- e. the report will include a summary sheet giving the information in the list below (f). This will be used by the HER Officer to compile the 'Archaeology in Hampshire' entry and create an initial, basic HER event record. Reports that do not contain this information will be rejected.
- f.
  - Site name/address
    - SOU site code (this should also be included on the front cover)
    - Contractor site code
    - HET consultation number
    - Planning application number (if relevant)
  - Grid reference of centre of site - 8 figures, including prefix (eg SU). More than one grid reference for widely dispersed sites, as appropriate (for instance, where trenches are located at widely different points around the city).
  - Fieldwork dates (full start and end dates in form day/month/year)
  - Type of fieldwork
  - Name of contracting unit
  - Report author
  - Name of client
  - Non-technical summary (to include all periods represented on the site, including those present only as residual finds in later contexts).
- g. If required, at the appropriate time the contractor will send a short report of the evidence for inclusion in the summaries compiled by relevant journals (these are defined as any or all of: "Past", "Britannia", "Medieval



Archaeology", "Post-medieval Archaeology"). (The HER Officer will send a short report to "Archaeology in Hampshire".).

The archaeological contractor is to allow the site records to be inspected and examined at any reasonable time, during or after the watching brief, by the Developer, the Southampton City Council Historic Environment Group Leader or any designated representative of Southampton City Council.

### **Archives and Published Reports**

- 36) The integrity of the site archive should be maintained. The archive of all records and finds must be prepared consistent with the principles set out in the Management of Archaeological Projects (English Heritage 1991), particularly Appendix 3.1 and Appendix 4.1, together with subsequent MoRPHE guidance (see Sources Consulted).
- 37) 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.
- 38) The contractor will ensure the deposition of the archive, making allowance for the long-term archive-storage costs that will be incurred by Southampton City Council, including the costs of deposition of the digital archive with the Archaeology Data Service (see Appendix 11 of "Standards for the Creation, Compilation and Transfer of Archaeological Archives").
- 39) The contractor will ensure that the written and drawn archive is copied onto microfiche which satisfies the criteria set out by English Heritage. The microfiche will itself form part of the archive. English Heritage can make available its list of approved microfilm bureaux. A master copy will be deposited with the English Heritage Record Centre at Swindon.
- 40) Where part of the archive is defined as treasure, the developer accepts responsibility for any compensation eventually awarded the landowner.

- 41) Planning conditions will not be discharged until all reports (both in PDF and paper format) and GIS files have been received and approved by the HET / HER, and until the archive has been approved by the Curator of Archaeological Collections, Gill Woolrich.
- 42) Once it has been approved, the contractor will send a full-colour paper copy of the report to each of the following: the developer; the HET (for the HER); the Special Collections section of Southampton Public Library. The contractor will also deposit a full-colour paper copy of the report as part of the archive (see below).
- 43) The contractor will supply the HET with one copy of the approved report in PDF format (for the HER), either by email or on disk as appropriate. The PDF must be text searchable with good quality figures and images. All report drawings and photographs are to be included in the PDF file, and the selecting of text and graphics security option must be set at "allowed".
- 44) The contractor will supply the HER Officer (her@southampton.gov.uk) with a trench plan, registered to the National Grid; also a digital copy of trench plans and feature-distribution or phase plans (where phase plans are appropriate). The format will be preferably MapInfo TAB; otherwise Auto CAD DWG/DXF (saved as ACAD 2000), ArcInfo ESRI Shape, or Intergraph/Microstation Design.
- 45) If required, at the appropriate time the contractor will send a short report of the evidence for inclusion in the summaries compiled by relevant journals (these are defined as any or all of: "Past", "Britannia", "Medieval Archaeology", "Post-medieval Archaeology"). (The HER Officer will send a short report to "Archaeology in Hampshire".)
- 46) United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed. Arrangements for the curation of the site archive will be agreed in writing with the recipient Museum and details of such arrangements will be made by the archaeological contractor.
- 47) The site archive is to be deposited with the appropriate museum, Southampton City Museum, within 3 months of the completion of work. It will then become publicly accessible. The museum should be contact in advance to arrange deposition of the archive.

- 48) In addition, at the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/projects/oasis/> must be initiated and key fields completed on Details, Location and Creators Forms. All appropriate parts of the OASIS online form must be completed for submission to the Hampshire HER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive). The OASIS process will be completed by the appointed archaeological fieldwork contractor.

### **Archaeological Contractor**

- 49) The field team deployed by the Archaeological Contractor will include only full time professional archaeological staff. All staff should be experienced on similar sites.
- 50) The composition of the project team must be detailed and agreed with the Southampton City Council Historic Environment Group Leader (this is to include any subcontractors).
- 51) A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by the Southampton City Council's Historic Environment Group Leader.

### **Notification of Start Date**

- 52) The Southampton City Council Historic Environment Group Leader will be notified in advance of the commencement of fieldwork, and will be kept informed of progress on site with a view to arranging site monitoring meetings as appropriate.

## **SOURCES CONSULTED**

### **National Guidance:**

Department of Communities and Local Government *National Planning Policy Framework* 2012

Department of Communities and Local Government/Department of Culture Media and Sport/English Heritage *PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide* 2010

English Heritage *Comparison of PPS5 Policies with Historic Environment-Related Policies in the NPPF – Part 1* 5 April 2012 unpublished document

English Heritage *Comparison of PPS5 Policies with Historic Environment-Related Policies in the NPPF – Part 2* 5 April 2012 unpublished document

### **Institute for Archaeologists Guidelines:**

[http://www.archaeologists.net/sites/default/files/node-files/code\\_conduct.pdf](http://www.archaeologists.net/sites/default/files/node-files/code_conduct.pdf)

[http://www.archaeologists.net/sites/default/files/node-files/ifa\\_code\\_practice.pdf](http://www.archaeologists.net/sites/default/files/node-files/ifa_code_practice.pdf)

### **Regional Guidelines:**

Thames and Solent Research Framework

### **English Heritage Guidelines:**

MAP2 Management of Archaeological Projects (Second Edition) 1991

MoRPHE Management of Research Projects in the Historic Environment The MoRPHE Project Managers' Guide 2009

MoRPHE Management of Research Projects in the Historic Environment PPN 3: Archaeological Excavation January 2008

### **Guidelines for archiving:**

Archaeological Archives Forum (Duncan H. Brown), *Archaeological Archives: a guide to best practice in creation, completion, transfer and collection* 2007

Museum and Galleries Commission *Standards in the Museum Care of Archaeological Collections* 1992

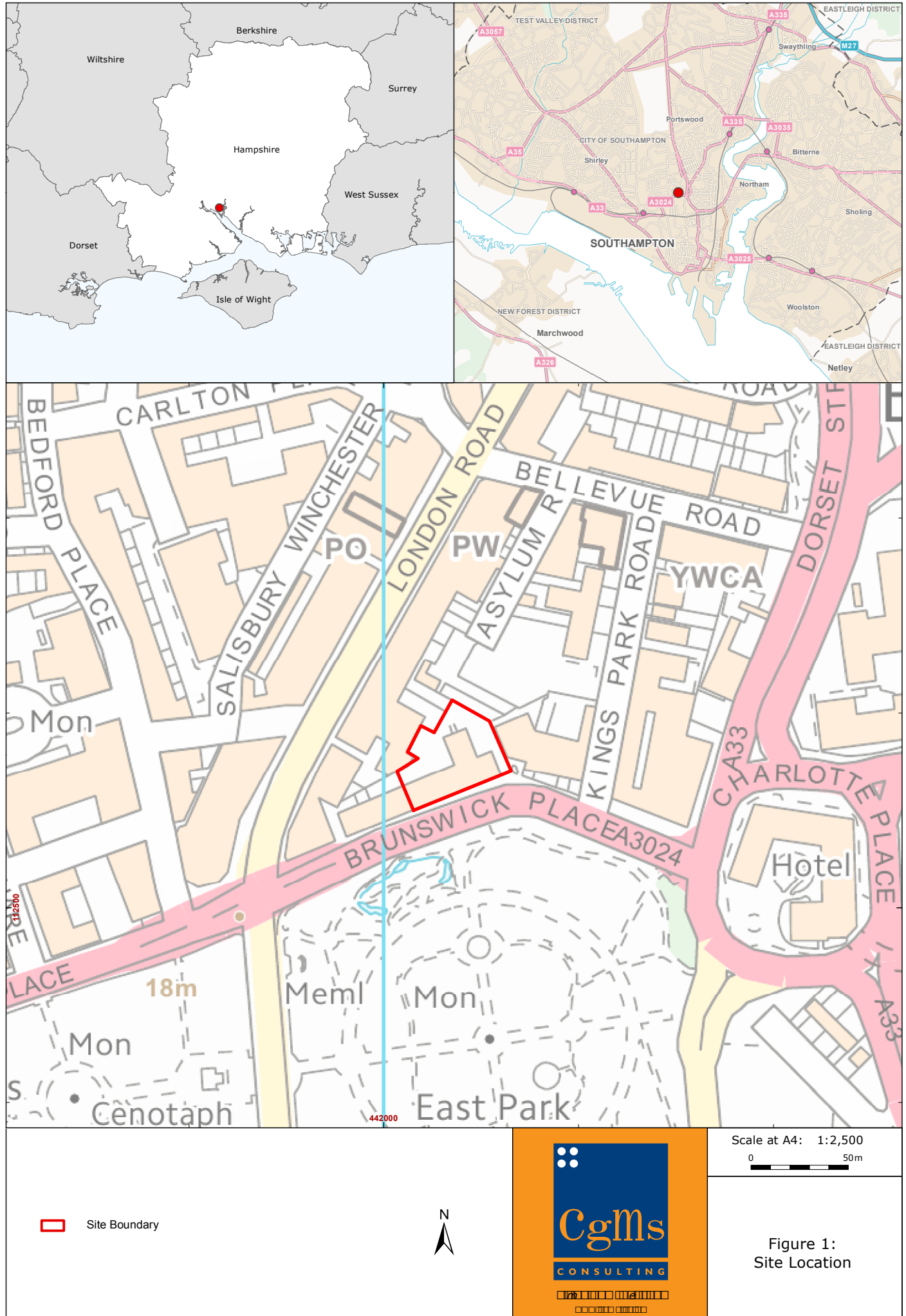
Society of Museum Archaeologists *Selection and Retention and Dispersal of Archaeological Collections* draft 1992

Society of Museum Archaeologists *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* 1995.

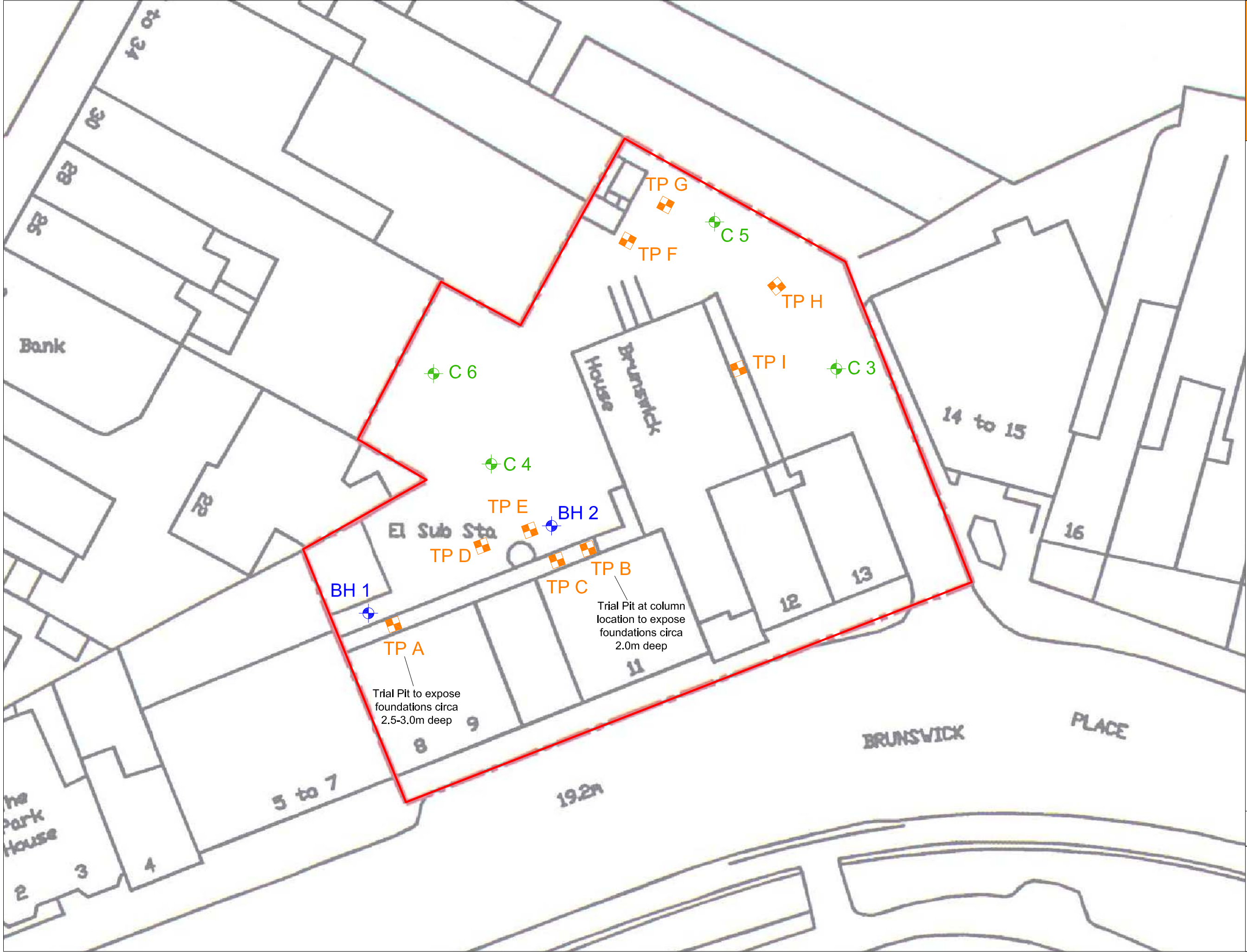
### **Site Specific**

CgMs Consulting *Archaeological Desk Based Assessment, Brunswick House, Southampton, Hampshire* 2014 unpublished report

English Heritage *Extensive Urban Survey of small towns of Hampshire and the Isle of Wight*  
2004







- Site Boundary
  - Borehole Location
  - Shallow Diamond Core Location
  - Trial Pit Location
- Borehole 1 & 2 - 10m Deep  
Core 3-6 - Shallow Diamond  
Coring of Car Park /  
Road Construction



Not to Scale:  
Illustrative Only

Figure 2:  
Test Pit and Borehole  
Location Plan

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