

APPENDIX 1

APPENDIX 1:
FINDS QUANTIFICATION

Exeter Custom House
Finds Listing by Jenny Durrant

<i>Context</i>	Spot date	Material	Q'ty	Weight	Date	Comments
5035	M17C	Clay pipe	2	30	1660-1680	Bowls with flat heels, one with a single dot either side of heel
			1	12	1670-1700	Bowl with flat heel
		Post-medieval pottery	4 sherds 1 vessel	84	E-M 17C	Portugese tin-glazed earthenware
			1 sherd 1 vessel	2	L16C	North Devon slipware, internal and external slip and glaze. Small bodysherd.
			7 sherds 2 vessel	282	16-19C	North Devon coarsewares, one gravel-tempered type 11 crock, heavily sooted exterior; one gravel-free bodysherd
			3 sherds 3 vessels	36	M-L17C	North Devon wares, one sgraffito dish, two plain yellow slipwares
			2 sherds 2 vessels	12	17-18C	South Somerset coarsewares, body sherds, one slip and copper green

Comment:

This is a small but important assemblage, totalling 17 sherds of post-medieval pottery and three clay pipe bowls. The majority of the pottery sherds are North Devon and South Somerset coarsewares, which are common types in Exeter. The most unusual find is the sherds of Portugese tin-glazed earthenware, a very uncommon find in Devon.

APPENDIX 2

METHOD STATEMENT FOR ARCHAEOLOGICAL EXCAVATION
AND BUILDING RECORDING DURING ALTERATIONS
TO THE CUSTOM HOUSE, EXETER

*Prepared by Exeter Archaeology
for Exeter City Council*

1. INTRODUCTION

- 1.1 This document sets out a proposed programme of archaeological excavation and recording to be undertaken during alterations to the Custom House, Exeter (SX 9197 9215) and, in particular, to the Wharfinger's Kitchen. It represents the 'written scheme of archaeological work' required by condition No. 6 attached to the grant of Listed Building Consent (Ref. 5270/3996:1) for this work. It requires approval by the local planning authority.
- 1.2 The Custom House is a Grade I Listed Building. It was built by the city in 1680-81 to provide accommodation for H.M. Customs on the Quay and a house and office for the Wharfinger, the city official who collected the Town Customs. It is the oldest purpose-built Custom House in England and one of the earliest surviving brick buildings in Exeter.
- 1.3 The original building had an open arcaded front with recessed bays at either end. The main entrance was set back from the façade. A separate warehouse was attached to the west end. The eastern end of the arcade was filled-in in 1684-5, and the eastern bay extended forward in 1711 (see 1.4). The western half of the arcade was infilled in the early 19th century.
- 1.4 The Wharfinger's House occupied the recessed bay at the east end of the building. In 1711 it was extended by bringing the façade forward to match the central bay. In 1778 a separate Wharfinger's Office was built between the Custom House and Quay House. The original accommodation was taken over by H.M. Customs, who continued to occupy the building until 1989. The eastern wing was not substantially altered after 1711, but was refurbished in the 1960s and 1970s, with the result that virtually no original internal fittings or finishes survive.
- 1.5 Previous monitoring of drainage trenches in the Entrance Lobby and to the south of the main building identified a cobbled surface from the 1680-81 arcade and quay. Possible remains of an earlier structure were found below the Stair Hall. An earlier cobbled surface was also observed in an excavation in the hallway of the café that now occupies the western bay of the building.

2. PROPOSED WORKS

- 2.1 There will be an extensive programme of alterations and repairs to the building.
- 2.2 The proposed works in the Wharfinger's Kitchen will be the most intrusive on the historic fabric. It is proposed to install a disabled toilet and IT cupboard in the north half the existing space and a wheelchair platform lift in the southern half. The work will entail a reduction in the floor level of the kitchen by 0.52m to match that in the entrance hall and south office, and will remove a cobbled surface, visible in the south-west corner of the room, that is likely to extend over the remainder of the area below the existing concrete floor.
- 2.3 Other disturbance to the historic fabric will include: connecting the toilet to a new foul drain along the outside of the building, taking a new water supply to the toilet from an existing main and bringing a fibre optic cable into the room. The sewer connection will be cut through the stone footing of the wall. The other services will be taken through a blocked window in the north wall.

The new foul drain will be excavated for approximately 20m along the outside of the building, and then a further 3m north-west to the connection. A pit for an inspection chamber will be excavated beside the building where the trench changes direction. The foul drain will be largely dug along the line of an existing french drain, installed in 1991, but will be excavated a further 0.15m below the base of the earlier trench. The north-west extension will cross the line of an existing 1m wide brick culvert.

A further connection to the foul drain will be made from a new finds washing sink to be installed in the East Bond Store. The connection will be made through the north wall of the building.

There will also be a replacement gas connection to a new kitchen in the small room, at present a toilet, that projects from the front of the building at the west end. A trench some 5m long, *c.* 0.30m wide and 0.45m deep will be hand excavated southwards along the outside of the west facing wall to a main in the roadway. The existing pipe will be removed and replaced. It is anticipated that the excavation will be wholly or largely within the line of the trench for the earlier gas pipe.

- 2.4 The Exeter City Council Archaeology Officer has provided guidance on the scope of the archaeological requirements for the work as follows:
- Hand excavation of the existing floor in the Wharfinger's Kitchen by the archaeological contractor down to the new formation level
 - monitoring and recording as necessary of any remains revealed by excavation of ground works for new services
 - monitoring of breaches of the building fabric for new services
 - monitoring of alterations to the building to record any previously unidentified or unrecorded historic fabric
 - reporting as appropriate
 - production and deposition in the Museum of an integrated archive

- consideration of the wider publication of the results, if merited.

3. AIMS

3.1 *Reduction of floor level in Wharfinger's Kitchen*

The aim is to reduce the floor to the required level by means of controlled archaeological excavation, and to record any archaeological features or deposits exposed during the process.

3.2 *Watching brief: groundworks*

The aim of the project is to record any archaeological features or deposits exposed during the groundworks.

3.3 *Watching brief: alterations to standing building*

The aim of the project is to record any significant historic fabric within the standing building that may be exposed by the alterations or repairs.

4. METHOD

4.1 Liaison will be established with the client and his contractor prior to works commencing in order to obtain details of the programme and to advise on Exeter Archaeology's requirements.

4.2 ***Reduction of floor level in Wharfinger's Kitchen***

The existing concrete and wooden joist floor will be removed by the contractor. Following this, Exeter Archaeology will remove the underlying deposits by hand excavation, down to the formation level or the top of undisturbed natural subsoil, whichever is higher.

Any archaeological features or deposits exposed will be recorded as per Exeter Archaeology standard recording procedures (see below) and in accordance with the standards of the Institute of Field Archaeologists.

4.3 ***Groundworks***

An archaeological watching brief will be maintained on all excavations for new foundations, services and other deeper groundworks.

4.4 Should archaeological or palaeoenvironmental deposits be exposed, excavations will cease (in that area) and features will be cleaned by hand and recorded as per Exeter Archaeology standard recording procedures (see below) Should archaeological deposits need to be removed, this will be done by Exeter Archaeology, down to the formation or invert level required, or down to natural subsoil, whichever is higher. Spoil will also be examined for the recovery of artefacts. 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.

4.5 ***Standing building***

An archaeological watching brief will be maintained on alterations and repairs to the standing building and internal fittings.

Any historic fabric exposed will be recorded as necessary in the light of previous investigations and archaeological recording.

4.6 In the unlikely event of any human burial remains or cremations being 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 compliance with the relevant Licence, which will be obtained from the Dept of Constitutional Affairs by EA on behalf of the client. Any 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.

4.7 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).

5. RECORDING

5.1 ***Hand excavation and watching brief on groundworks***

The standard EA recording system will be employed, consisting of:

- standardised single context record sheets and watching brief record sheets, survey drawings at scales of 1:10, 1:20, 1:50 and 1:100 as appropriate, and black and white and colour digital photography.
- survey and location of features or structures, and artefacts as appropriate.
- labelling and bagging of finds on site; post-1800 unstratified pottery may be discarded on site.
- the assessment on site of deposits, as appropriate, by the EA Scientific Officer regarding the potential yield (if any) of environmental or microfaunal evidence. Should this assessment prove positive he would then initiate appropriate sampling procedures and organise liaison with outside specialists, including English Heritage's Regional Science Advisor.

5.2 Initial cleaning, conservation, packaging and any stabilisation or longer term conservation measures will be undertaken 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.

5.3 ***Standing building***

Most 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 details exposed by the work.

5.4 The project will be monitored throughout by Exeter City Council's Archaeology Officer.

6. REPORTING AND ARCHIVING

6.1 The reporting requirements will be confirmed with the ECC Archaeology Officer on completion of the site work. If little or no archaeological remains are exposed, then only minimal reporting would be required, in the form of a short entry to the city's Historic Environment Record (HER). If significant remains are present, then more detailed reporting would be required, in the form of a summary report and, if merited, wider publication.

6.2 A completed HER entry will be produced in hard copy and digital form (MS Access and AutoCAD compatible), and sent to the City Council's Archaeology Officer.

6.3 Should a summary report be required it will contain the following elements as appropriate:

- location plan.
- a description of the remains and deposits identified and of artefacts, samples etc. recovered and a discussion and interpretation of their character and significance in the context of any locally available historical evidence.
- plans, sections and profiles at appropriate scales of significant archaeological features and deposits revealed during the watching brief.
- a written description of the newly exposed parts of the standing building, together with plans (provided by the architect) annotated to show construction materials, building breaks, blocked openings and other features of interest.
- specialist reports as appropriate.

6.4 Copies of the report will be produced for distribution to the Client and the local planning authority (FAO the City Council's Archaeology Officer).

6.5 An ordered and integrated site archive will be prepared in accordance with *The Management of Archaeological Projects* (English Heritage, 1991 2nd edition) upon completion of the entire project. This will be deposited with RAM Museum, Exeter in compliance with the guidelines in the *Procedures for the Deposit of Archaeological Archives from Developer Funded Fieldwork to Exeter City Museum (2005)* will be followed. An Accession No. has been applied for and will be confirmed with the local planning authority's Archaeology Officer when obtained.

6.6 If a summary report is generated by the project then a copy of this report and details of the project and the results will be submitted to the national OASIS (Online Access to the Index of archaeological investigationS) database.

6.7 A short report summarising the results of the project will be prepared for inclusion within an appropriate national journal *if merited*.

- 6.8 Should particularly significant archaeological remains, finds and/or deposits be encountered, then these, because of their importance, are likely to merit wider publication in line with government planning guidance. If such remains are encountered, the publication requirements – including any further analysis that may be necessary – will be confirmed with the local planning authority’s Archaeology Officer, in consultation with the Client. The client will then implement publication in accordance with an agreed timescale.

7. ADDITIONAL INFORMATION

7.1 **Specialist contributors and advisors**

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

Bone artefact analysis: Ian Riddler;

Dating techniques: University of Waikato Radiocarbon Laboratory, NZ; Alex Bayliss (EH);

Charcoal identification: Rowena Gale;

Diatom analysis: Nigel Cameron (UCL);

Environmental data: Vanessa Straker (English Heritage) University of Bristol;

Faunal remains: Southampton University Faunal Remains Unit and sub-consultants, Dale Seargentson, Polydora Baker (EH); Lorraine Higbee (Taunton);

Fish bone identification: Alison Locker;

Foraminifera analysis: Mike Godwin; Nigel Cameron (UCL);

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

Human remains: Louise Loe (Bournemouth University); Dr Mary Lewis (Bournemouth University); Dr. James Steele (Centre for Human Ecology, Southampton);

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

Medieval and post-medieval finds: John Allan (Exeter Archaeology) and sub-consultants;

Metallurgy: Chris Salter (Oxford University); Ancient Monuments Laboratory (English Heritage) Peter Crew (Snowdonia National Park), Gill Juleff (Exeter University);

Molluscan analysis: Terrestrial-Paul Davis (Bristol); Marine- Jan Light (Godalming);

Numismatics: Norman Shiel (Exeter);

Petrology/geology: Roger Taylor (RAM Museum); Dr R. Scrivener (British Geological Survey);

Plant remains: Julie Jones (Bristol); Wendy Carruthers (Llantrisant);

Pollen: Dr Heather Tinsley (Bristol); Elizabeth Huckerby (Lancaster University Archaeological Unit); Dr Tony Brown (Exeter University);

Prehistoric pottery: Henrietta Quinnell (Exeter);

Radiocarbon dating: University of Waikato, New Zealand: Scottish Universities Research and Reactor Centre, East Kilbride;

Roman finds: Paul Bidwell & associates (Arbeia Roman Fort, South Shields);

Soil Science: Dr Tony Brown (Exeter University), Matthew Canti (EH) and Sub-consultants;
Textiles: Penelope Rogers (York).

7.2 **Health & Safety**

Exeter Archaeology operations are subject to Health and Safety policies prepared by Exeter City Council, which include all aspects of work covered by the *Health and Safety at Work Act* (1974). More specific guidelines are contained in the Department of Leisure and Tourism Museums Division: *Safe Working Practices and Staff handbook*. This contains chapters on safe working practices for 'Archaeological Excavations/Building Recording', 'Conservation Laboratory' and 'General'. These are displayed in EA premises including site offices. Procedures for reporting accidents, dangerous occurrences and fires (RIDDOR) are also displayed. COSHH (Control of Substances Hazardous to Health) assessments have been carried out. Advice on health and safety is provided by Exeter City Council's Senior Environmental Health Officer (Health and Safety) and the Conservation Manager, RAM Museum.