

**ARCHAEOLOGICAL EXCAVATIONS
AT THE SOUTHGATE HOTEL
SOUTHERNHAY, EXETER**

prepared for Moorfield Group

by Paul Pearce

Exeter Archaeology

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SUMMARY

Excavations undertaken in advance of the construction of an extension to the Southgate Hotel were undertaken by Exeter Archaeology on behalf of the Moorfield Group during August and September 2008. Elements of the town's extra-mural Roman, medieval and Civil War defensive ditches were exposed. Although the earlier ditches were heavily truncated, the investigations have helped to clarify the nature of Exeter's defences with this part of the defensive circuit, close to the South Gate. A large quantity of disarticulated human bone, with a small number of individual burials, were recovered from the soils of the former Trinity Burial Ground which occupied the site between the late 17th and early 19th centuries.

1. INTRODUCTION

This report has been commissioned by the Moorfield Group and presents the results of archaeological excavations undertaken on the site of an extension to Southgate Hotel, Southernhay East, Exeter. The work was required by Exeter City Council (ECC) in accordance with an archaeological condition attached to the grant of planning permission for the construction of an extension to the existing hotel to provide additional bedrooms (Planning Ref: 03/0601/03). The excavations were carried out between July and August 2008 and were followed by monitoring and recording during service trenching, which was completed in March 2009.

2. PROJECT BRIEF AND WRITTEN SCHEME OF INVESTIGATION

A brief for the archaeological works was provided by Exeter City Council's Archaeology Officer (ECCAO) in 2003. The requirements of the brief were addressed within a Written Scheme of Investigation (WSI) prepared by Under Construction Archaeology in 2007. Following modifications to the original excavation strategy, a revised WSI was prepared by Exeter Archaeology in May 2008 (see Bibliography and Appendix) and approved by the LPA.

3. HISTORICAL AND ARCHAEOLOGICAL BACKGROUND

The site is located immediately outside of the city wall, a scheduled monument (Devon, No 136) (Fig. 1). It also lies within the Exeter Area of Archaeological Importance (AAI) as designated in 1984 under Part II of the *Ancient Monuments and Archaeological Areas Act 1979*. Numerous archaeological interventions have taken place in the immediate vicinity of the site, notably in the 1980s, and its archaeological potential is well established. The historical and archaeological background of the site was presented in an impact assessment prepared by Exeter Archaeology (EA) in support of the planning application in 2003 (Collings & Stead 2003).

Positioned as it is on the outside of the city wall, the archaeology of the site is dominated by ditches. The southern of two Roman period V-shaped defensive ditches dating to the latter half of the 2nd Century AD is known to have passed through the footprint of the proposed extension, parallel to its long axis. The medieval defences again included two defensive ditch circuits, the outer of which was thought to lie partly within the footprint of the extension and may be equivalent to the *Crolditch*, documented from the 13th century onwards. During the later medieval period a hollow way followed the line of the outer ditch, overlying the former Roman ditch (Fig. 5).

The 17th-century Civil War defences are more elaborate than their predecessors but again, the line of at least one ditch and its associated rampart and covered way were thought to pass through the location of the proposed extension. From 1664 probably until just after the cholera epidemic of 1832, the Trinity Burial Ground covered much of the extension site, with built development along its northern edge. It is believed that many of the burials were cleared during the 1940s although it is uncertain how comprehensive this was.

The archaeological remains were therefore considered to comprise linear defensive features sealed beneath burial soils. The upper levels of the burial ground would have been disturbed by the car park that occupied the site at the time of the excavation

4. AIMS AND OBJECTIVES

4.1 Aims

The principal aims of the excavation were to mitigate the impact of the development upon surviving buried archaeological deposits by a programme of excavation and recording, to prepare a summary report of the results for distribution to the client and planning authority, and to further disseminate the results, if merited, through publication within appropriate academic journals.

4.2 Research Objectives

A number of research objectives were identified, based on the draft South West Archaeological Research Framework (Webster 2007).

- Through the collection of environmental data, to better establish the changing nature of the environment, food production, and economy through time
- To more accurately date construction, use, and abandonment of the defences and other features
- Through artefact collection and comparative analysis to better understand the differing and changing nature of Roman, medieval, and post-medieval settlement within and beyond the city walls
- Where precise dating is possible, undertake pollen analysis to identify changes in the environment and agriculture between the Roman and post-Roman periods
- Determine whether any evidence survives for defences between the Roman and Medieval periods
- Assess the nature and use of the Civil War defences

5. METHOD

The excavations were carried out in two stages. Investigation initially focused on the eastern half of the site where a tracked excavator was used to break the car park surface and remove the underlying sub-base. Exposed soils were then cleaned back in spits until the top of burial soils was reached. Disturbed human bone was bagged for reburial and grave cuts were identified and their fills excavated. Articulated skeletons were cleaned, recorded and removed for reburial, the process obscured from public view by Heras fencing panels covered with fence tarpaulins. A major BT duct known to cross the southern part of the site was located and protected.

Following removal of the human remains and burial soils, the investigations continued in the form of a stepped trench excavation across the long axis of the extension footprint (and across the line of the defensive ditches), the purpose of which was to sample and record the ditch deposits and sequence expected in this area (Fig, 2). Initially, a 1.5m wide and approx 1m deep trench was excavated by hand on the centre line of the excavation, perpendicular to the city wall. The side of the trench was cleaned and recorded. Where excavation

demonstrated the presence of homogenous deposits of relatively sterile material, the deposits to either side of the trench were removed by machine to the level of the base of the trench, under direct archaeological control. This sequence was repeated in stages of approx. 1m until natural subsoil was reached. A running section was maintained on the line of the initial trench excavation, in order to allow the compilation of a drawn record of the full deposit sequence.

Following completion of the investigation the site was backfilled with the excavated material and compacted, and the tarmac surface and sub-base were then removed from the western half of the site. Burial soil and human remains were excavated as per the methodology described above, after which deposits were removed in shallow spits to expose the top of ditch fills and to identify ditch edges. No further excavation took place within this part of the site.

Subsequent to the main excavation, a watching brief was maintained during the excavation of two service trenches which extended south-eastwards from the east side of the hotel.

6. RESULTS

6.1 **The ditches** (Figs 3, 5; Pls 4–5)

The earliest features exposed consisted of the truncated bases of two major ditches (144, 145). The ditches did not intercut and it was therefore not possible to establish their stratigraphic relationship.

Ditch 144 was located 26m out from the face of the city wall, its base lying at height of 31.64m AOD. It had a steep, symmetrical V-shape profile consistent with that of a Roman ditch, with only the lower 0.84m surviving. It was infilled with redeposited terrace river gravels within a reddish-brown silty clay matrix (148), from which eight sherds of 1st-century pottery and three fragments of Roman tile were recovered.

The upper surviving edge of the ditch showed some irregularity, particularly along its NW edge where the ditch profile changed from steep-sided to flat. It is suggested that that this may in fact represent the flat base of a later ditch (139). Only its base fill (147) survived. No dating evidence was recovered.

Ditch 145 lay to the immediate NW of ditch 144 at a distance of 23m from the city wall. It would have been of approximately the same depth; its base lying at 31.58m AOD. It had much more of a rounded profile and was exposed over a width of 3.6m, surviving to a height of 1.4m. The lower fills, (158, 157) comprised silts, with fill 157 in particular showing signs of waterlogging, carrying the implication of the ditch having remained open without maintenance for some period of time. These were overlain by a sequence of thin clay based fills (153-6), several of which contained charcoal flecks. The upper surviving fill (151) comprised clean homogenous silty clay, suggestive of deliberate infilling.

The upper fills of the ditches had been completely removed by an extensive flat-based feature (143), which occupied virtually the entire excavation area and truncated all earlier deposits down to 32.6m AOD. Its inner (NW) edge was exposed at a distance of *c.* 22m from the face of the city wall; its outer (SE) edge lying beyond the excavation area. Representing either a substantial flat-based ditch in excess of 10m wide, or a hollow way, it displayed no evidence of silting or weathering of the ditch edge and had clearly been deliberately infilled. The fills had been deposited initially from the NW side where they were primarily clay-based and appeared to incorporate a high proportion of re-deposited natural subsoil, possibly derived

from a remnant bank on this side. The fills to the SE consisted largely of homogenous deposits of stony loam. No dating evidence was recovered from any of the fills, apart from a small number of residual sherds of Roman pottery and tile (fills 126-8). Two sherds of post-1720 pottery were recovered from the uppermost fill (124) but this is not considered to be secure dating for the infill of the ditch, as they were both found close to the interface between this deposit and overlying material. Furthermore, it is possible that this deposit may represent a subsequent and final levelling out of what was essentially an already infilled ditch.

The final ditch in the sequence (166) was located towards the NW end of the trench, at a distance of 22m from the outer face of the city wall. Only its outer (SE) edge fell within the excavation area. The ditch edge had a regular, moderately sloping profile and cut through the earlier, flat-based ditch or hollow way described above. It was observed to a depth of 1.5m (32.24m AOD) and contained a sequence of clay-based fills (160-165), the lower of which (164-5) contained a high proportion of sub-angular stone and coarse grit, probably derived from the natural substrate.

Over the SE half of the site the upper fills of the ditches had been disturbed and sealed by graveyard soils of the former Trinity Burial Ground which was in use from the mid 17th century to the early 19th century. A linear band of very late post-medieval or modern disturbance some 27m to 29m from the face of the city wall marked the NW boundary of the cemetery. Beyond this point the upper ditch fills had been disturbed by a number of deep modern intrusions.

6.2 **The burials** (Fig. 4; Pl. 3)

The burial soils measured approximately 0.80m–1m deep. It was apparent that the burial clearance reportedly carried out in the 1940s was not exhaustive with inter-cutting graves encountered directly beneath a geo-textile membrane laid across the site prior to the formation of the car park at the time of the hotel's construction in the late 1980s.

6.2.1. **The human skeletal remains** by Claire Haynes

The articulated human bone

A total of 38 partially articulated human skeletons were exhumed from the excavation. The total percentage of bone representing each individual was in many instances, very little, and the bone was generally in poor and fragmentary condition, making any analysis difficult. However, there were cases where approximate ageing was possible, as well as the identification of some interesting pathologies.

Ageing of the skeletons was mainly determined from the fusion of the bone epiphyses (ends of bone), bone wear, and tooth development. The youngest individual in the sample was Sk168, whose estimated age at time of death was approximately six years of age. Two other individuals in the sample had also not reached adulthood; Sk241 and Sk103, who were likely to be of pre-adolescent age.

In the majority of cases noticeable wear was evident upon the ends of the long bones, accompanied in four incidences with bony remodelling of the jaw, where teeth had been lost during life (Sk192, Sk194, Sk218, and Sk234). The occurrence of these two anomalies together is a likely indication of an older individual.

Another sign of old age is degenerative disease, which was found in five cases (Sk105, Sk177, Sk192, Sk218, and Sk234). The signs of this were mainly present upon the lower vertebrae, and included the presence of osteophytes, bony growths that form upon the margins of the vertebral bodies, and bony protuberances identified as Schmorl's nodes. Whilst the exact causes of these two pathologies are unknown, they are considered possibly to result from a constant strain to the back over a prolonged period of time (Roberts & Manchester 2005).

Other pathologies, un-related to age, were also evident; a probable case of Osteomalacia was identified upon the thigh bones of Sk106, the disease, an adult form of rickets, caused through vitamin D deficiency (White and Folkens 2000).

An interesting case is Sk216, in which the individual had extremely short thigh bones, relative to the proportions of the rest of the skeleton, which may be suggestive of Disproportionate Dwarfism, a genetically-based abnormality (Roberts and Manchester: 2005).

Disarticulated human bone

The disarticulated human bone was briefly scanned, using industry standard techniques, in order to establish the likely Minimum Number of Individuals (MNI) represented in the assemblage; of 111 individuals represented, 109 were mature adults, and 2 immature or sub-adults.

6.3 The watching brief

A number of visits were made to the site following the main excavation in order to monitor groundworks associated with the provision of services and amenities to the new extension.

Two drainage runs were excavated at a shallow level (less than 800mm) to the east side of the extension, connecting into existing chambers adjacent to the building. In each case the trench penetrated only into modern overburden or disturbance associated with construction of the car park, or, in the immediate vicinity of the chambers, into modern backfill. No archaeological deposits were reached during these operations.

A single storm water drain was routed from the west side of the extension into an existing chamber near the north entrance to the car park. The depth of the trench increased from c. 450mm adjacent to the building to 1.1m at the chamber. The trench section showed that here some 450mm of modern make-up lay upon a geotextile membrane that had been placed directly onto the top of the former graveyard soils during construction of the car park. A small quantity of disarticulated human bone was recovered, which was re-interred on site.

Four trial pits were excavated within the northern half of the car park. All measured 1.8m square and 1m deep. They were numbered 1 to 4 (west to east).

Trial pit 1

This was located mostly within an area of modern disturbance that extended below the base of the pit. However, along the eastern side, below the make-up for the existing car park surface, were the remains of a substantial wall, 500mm wide and extending to a depth of 900mm below the ground surface. The construction was of coursed trap and Pocombe stone rubble bonded with a hard ash mortar and is likely to be of early 19th century date. The

footing for the wall had cut through a deposit of stiff, dark red clay which extended, on the eastern side of the wall, from the base of the trench to within some 600mm of the modern ground surface (c. 35.30m AOD).

Trial pit 2

Between 200m–500mm of modern car park sub-base lay directly on disturbed graveyard soils that extended below the base of the trench. A small quantity of disarticulated human bone was recovered.

Trial pit 3

Approximately 200mm of modern make-up overlay an area of modern disturbance that extended to the base of the pit. Below this depth however, the graveyard soils appeared undisturbed (c. 34.90m AOD).

Trial pit 4

This displayed a more-or-less identical profile of deposits to Trial pit 3; a telecommunications duct was exposed in the SE corner of the pit.

The excavation of a number of smaller trenches for the provision of lighting in and around the extension and car park were also observed. These were all less than 450mm deep, and of insufficient depth to reach underlying archaeological deposits. The locations of these observations are contained within the site archive.

7. THE FINDS by Jenny Durrant and Graham Langman

7.1 Introduction

A very modest collection of archaeological material was recovered, with the majority being in a very good state of preservation. Most of the artefacts date from the post-medieval period (17th to 19th centuries). The assemblage also contains a small quantity of Roman and medieval material. The total quantities are summarised in Table 1.

Finds category	Quantity	Weight
Roman pottery	16	78
Medieval pottery	3	14
Post-medieval pottery	83	1720
Clay pipe	11	80
Roman tile	8	2409
Medieval and post-medieval tile	15	1058
Glass	7	480
Lithics	1	3

Table 1: Quantity and weight of finds by class of material. Weight to nearest 2 grams.

7.2 The pottery

7.2.1 Roman pottery

This small assemblage contains sherds of samian, black burnished ware (BB1), flagons, and Fortress Ware C. The sherds are largely in a good condition, although some of the residual material is abraded.

The sherds are typically of 1st-century date, demonstrated by a BB1 bead-rim bowl and the sherds of Fortress Ware C and flagon fabric 435. The samian, which includes a type 15/17 platter sherd, is consistent with this date.

7.2.2 *Medieval and post-medieval pottery*

There are only three sherds of medieval date, all of which are residual within the post-medieval graveyard soil (context 101). They comprise a single example of an imported early 14th-century Saintonge all-over-green jug, from SW France, and sherds of two local wares; an Exeter fabric 42 jug (mid 13th to late 15th century) and a South Somerset sandy ware jug (15th century).

The post-medieval assemblage derives from only three contexts - 101 and 107 (graveyard soil), and 124 (fill of probable Civil War ditch). Together they total a mere 83 sherds weighing 1.720kg. The majority of these (80 sherds), comes from the graveyard soil (101), which has produced a broad range of pottery dating from the mid 17th to 19th centuries, which can be considered as common domestic household refuse. There are a few imports, including decorated Delft dishes, a North Holland slipware bowl, and German Westerwald stoneware mugs and jugs. These are typically of the late 17th or early 18th century. Local coarsewares are represented by North Devon tableware sgraffito dishes (*c.* 1660–1700), and a plain yellow-glazed slipware porringer, as well as a plain green-glazed gravel-tempered coarseware bowl for use in the kitchen. As is common for Exeter at this period, the bulk of the local wares are products of the South Somerset kilns. Tablewares consist of sgraffito decorated dishes in styles of the second half of the 17th and 18th centuries, as well as plain copper green-glazed, double slip, and trailed slip types, which include dishes, cups and an ointment pot. The plain glazed vessels are of a domestic nature, with bowls, chamber pots, and a single storage jar being noted. Two other wares are worth mentioning, a single vessel handle in a Totnes-type fabric, and a South Somerset gritty ware cooking pot rim. The latter is residual material and has a date range of *c.* 1450–1550. The latest ceramics present are English transfer printed and plain white wares which were produced after the 1780s.

There are only three sherds from the other two contexts (107, 124) and these are of 18th-century date.

7.3 **Tile**

7.3.1 *Roman tile*

Eight fragments of Roman tile were recovered, all in the coarse Exeter fabric. Two fragments of *tegulae* were recovered from context 126 (residual material within ditch 143) and from context 148 (base fill of Roman ditch 144). Two fragments of flat tile were recovered from context 148; the remaining fragments were too small for identification.

7.3.2 *Medieval tile*

Ten fragments of medieval tile were recovered, all residual within graveyard soil 101. They represent both floor and roof types. Fragments of eight floor tiles were identified; all late 13th or early 14th century in date, and some quite worn. There are three decorated inlaid fragments with underside scoops and three plain fragments. The remaining two are so worn that it is not possible to determine if they were inlaid or plain. These forms of tile were normally employed for the floors of ecclesiastical buildings, although it is impossible to tell from which religious institution these tiles may have originated.

The two roof tile fragments are green-glazed ridge types, which are generally dated to the 14th and 15th centuries.

7.3.3 *Post-medieval tile*

The post-medieval collection consists of five ridge types from graveyard soil 101. These are broadly 16th to late 18th century in date.

7.4 **Clay tobacco pipe**

There are only 11 fragments of clay tobacco pipes; 4 bowls and 7 stems, from graveyard soil 101. The bowl forms, on typological grounds, are *c.* 1620–50, *c.* 1660–80, *c.* 1690–1720, and 1720–50 in date. The first three are all local Exeter types, the fourth is a Bristol style form decorated with a rayed sun in relief on the side of the bowl.

7.5 **Post-medieval glass**

The post-medieval glass totals 7 shards weighing 480 grams, all derived from graveyard soil 101. Six are either green or clear bottle fragments that are datable to the 18th century, and are common finds amongst deposits of this period.

There is a single vessel rim fragment worthy of further comment. It is from an early 17th-century ornate beaker or wine glass, decorated with applied white trails and is a *Façon de Venise* Netherlands type. A similar vessel to this was found in a stone-lined pit during excavations at Trichay Street, Exeter during the 1970s (Allan 1984, fig. 150/G97). The pit was dated to *c.* 1660, but contained earlier material and is thought to represent the domestic refuse of a wealthy merchant. The vessel from the Southgate Hotel excavation was perhaps from a similarly rich household.

7.6 **Lithics**

A single struck flake of prehistoric date was recovered, residual within graveyard soil 101.

8. DISCUSSION

Whilst a large degree of uncertainty remains concerning the development and layout of the defences as a whole, it is possible to provide some correlation between the features revealed during these investigations and previous observations, both historic and modern, that have been collated within the ECC Historic Environment Record (ECC HER).

At the base of the sequence, there seems little doubt that the V-shaped ditch 144 represents the late 2nd-century Roman “outer” ditch (ECC HER Monument Number 10261), ascribed to approximately this position on the basis of previous observations, particularly those referred to in ECC HER Recognition Event Numbers (REN) 58, by P. Bidwell and C. Tracy at Magdalen Street in 1976, and REN 88, by J. Dunkley and M.E.P. Hall, in 1986–7, also in Magdalen Street. It should be noted, however, that recent work undertaken by Exeter Archaeology along the NE side of the defences during the redevelopment of Princesshay (EA forthcoming) has demonstrated that the defences at this period comprised three ditches, rather than the two that were assumed to front the wall in the area of the Southgate investigations. The position of ditch 144 relative to the wall correlates with that of the central ditch to the NE. Whilst the number of ditches here remains uncertain, the same topographic conditions that would have rendered an additional ditch strategically desirable along the NE part of the defensive circuit apply equally well in this situation.

The origin of ditch 145 cannot be stated with confidence. On balance, construction in the late Roman period appears to be likely, re-cutting of the outer ditches during this period having been suggested both in REN 58, referred to above, and at Princesshay on the NE side of the defensive circuit.

The position of the apparent flat-based cut (139) that is suggested as having truncated the upper fills of ditch 144 is rather less easy to ascribe to any of the defensive ditches listed in the ECC HER and it may well represent no more than a sharp break in profile of the lower part of the Roman ditch. However, if it is viewed as a separate ditch, its stratigraphic position above the infilled Roman, and beneath the later medieval hollow way [143] (described below) clearly indicates a period of use within the earlier medieval period, and the location lies between known lines of “outer” (ECC HER Mon. No. 11086) and “inner” (ECC HER Mon. No. 11081) ditches to the SE and NW respectively. Both of these ditches are suggested as having been at least partially infilled and out of use by the end of the 15th century.

Feature 143 appears to represent the hollow way (ECC HER Mon. No. 11217) that is known to have occupied the ground between the (partially?) infilled inner and outer ditches during the later medieval period. Whilst the date of its disuse is unclear, it would certainly have fallen out of use by the onset of the Civil War, if not before.

Ditch 166, which cut through the NW edge of the hollow way, seems likely to represent the outer edge of the inner of the Civil War ditches (ECC HER Mon. No. 10304/10301). This was first dug in 1643, whilst the city was under Parliamentary control, and initially seems to have comprised re-excavation and enlargement of the inner medieval ditch and construction of a glacis (ECC HER Mon. No. 10306) along its SE side. Subsequent occupation of the city by Royalist forces resulted in a massive reworking of the defences as a whole, although whether this involved a further re-cutting of the inner Parliamentary ditch is unknown (Stoyle, 1995).

Trinity Burial Ground (ECC HER Mon. No. 11501, REN 4331) was established at the southern end of Southernhay in 1664 to provide additional burial space for the city, the existing cemeteries at Bartholomew Yard and Cathedral Yard being under considerable pressure. Burials were accepted into the 1830's, when pressure upon facilities for burial again became such that new cemeteries were opened elsewhere. The excavation has illustrated that any previous clearance of interments within the cemetery has been patchy at best, and that the presence of further human remains, perhaps in some quantity, within the boundaries of the former graveyard adjacent to the area that is the subject of this report should not be discounted. The skeletal collection recovered during excavation was not considered appropriate for further study beyond assessment and has subsequently been re-interred.

9. CONCLUSIONS

The excavations have provided a significant exposure of elements of the city's defensive ditch sequence at a strategically significant location in the defensive circuit, close to one of the major entrances to the city. The remains of at least three (possibly four) ditches have been identified, together the substantive remains of a probable medieval hollow way. Although substantial features, a full understanding of their date, profile and inter-relationships is hampered by a number of factors, notably the extensive truncation caused by successive episodes of ditch excavations and the subsequent use of the site as a burial ground, which has resulted in only their lower fills surviving. The virtual absence of secure dating evidence

from the ditch fills is also a significant constraint. Although natural subsoil was observed at the base of the trench excavation, it was only exposed in heavily truncated form, thus preventing an accurate estimation of the point from which the ditches cut and therefore confirmation of their original depths. Interpretation of the features has therefore necessarily been based upon a limited number of stratigraphic inter-relationships, profiles where surviving, and the correlation of the features with previous observations some distance away. Nevertheless, the investigations have provided a useful level of information regarding the nature of the city's defences in this area and an indication of the general level of survival of archaeological deposits. In addition to providing further exposures of those ditches recorded in the archaeological record (ECC HER), thereby allowing a refinement of their positions and alignments to be made, the identification of the rounded ditch (145) of probable Roman date and the possible flat-based early medieval ditch (139) on the line of the Roman V ditch, represents new information. Further elucidation of the nature and dating of either of these features will not be achieved through further interrogation of the project archive, and will have to await future archaeological intervention.

10. POTENTIAL FOR PUBLICATION

Following consultation with the ECC AO, it is agreed that the results of the project do not merit production of a full Post-Excavation Assessment and Statement of Potential for Publication. The results will be disseminated via a short report (Archaeological Note) to be submitted to the County Archaeological Journal; the *Proceedings* of the Devon Archaeological Society.

11. PROJECT ARCHIVE

A fully ordered and integrated project archive has been prepared and will be deposited at the Royal Albert Memorial Museum within three months of the date of this report, under a museum allocated accession number. A summary of the investigations has been submitted to the On-line OASIS together with a pdf version of this report.

ACKNOWLEDGEMENTS

The project was commissioned and funded by Moorfield Group and monitored on behalf of the LPA by Andrew Pye. The project was administered by Nansi Rosenberg and David Hunter (Under Construction Archaeology) on behalf of the client, and by Peter Stead (Exeter Archaeology). The excavations were directed by Paul Pearce, who also prepared the report.

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Southgate Hotel, Exeter Phase 1 Written Scheme of Investigation

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May 2008

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EXECUTIVE SUMMARY

The Southgate Hotel in Exeter has received planning permission for the construction of a bedroom extension to the east of the present building. Archaeological assessment has shown that the proposed eastern extension will overlie a number of features of archaeological interest comprising the Roman, medieval and English Civil War city defences as well as part of a late 17th- early 19th century burial ground. Consultation with the Exeter City Archaeology Officer has established the need for archaeological excavation in advance of development to satisfy the condition on the planning permission.

A Home Office licence was obtained in 2004 for removal of the burials. Subsequent changes in government departments have resulted in the Coroners Office, and responsibility for exhumations, being relocated to the Ministry of Justice. Their advice has been sought and it has been confirmed that the existing exhumation licence remains valid. Records indicate that many burials were removed during the 1940s. This combined with later disturbance from the construction of the car park reduces the potential for significant *in situ* human remains and there is therefore unlikely to be a requirement for detailed archaeological analysis of any human remains recorded. However, if survival is unexpectedly good, then some detailed analysis may be required.

This document sets out the detailed methodology for the excavation work and watching brief, and for the subsequent reporting of the results and archiving of the project records. It is based upon the earlier draft of the Phase 1 Written Scheme of Investigation (tender phase: December 2007) and contains significant modifications to the excavation strategy proposed in that document. It has been discussed with the Exeter City Council Archaeology Officer, on behalf of the local planning authority, and will be approved under the condition when it is formally submitted to the planning officer.

INTRODUCTION

1. INTRODUCTION

1.1 Proposed scheme

1.1.1 Southgate Hotel is located on Southernhay East, immediately to the south of Exeter city walls (Scheduled Monument 136). The proposed development comprises the construction of an extension to the existing hotel to provide additional bedrooms. The footprint of the extension measures 20m x 16m and it will extend to three storeys in height. The Site is centred on NGR 292190 92334.

1.2 Planning background and liaison with curator

1.2.1 Planning permission was granted for the development in November 2003 (03/0601/03). The permission included a condition relating to archaeology and a brief was set by the Exeter City Council Archaeology Officer (CAO). The brief sets out the scope of works required to satisfy the planning condition subject to finalising the foundation design.

1.2.2 The planning permission and brief are for a number of extensions and additional buildings. The first part of the proposals to be implemented will be the bedroom extension on the eastern side of the hotel. This document is therefore specific to that extension only and is issued as the Phase 1 Written Scheme of Investigation.

2. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1.1 The site is located immediately adjacent to the city walls, a scheduled monument (No 136). It also lies within the Exeter Area of Archaeological Importance as designated in 1984 under Part II of the Ancient Monuments and Archaeological Areas Act 1979.

2.1.2 Numerous archaeological interventions have taken place in the immediate vicinity of the site and the archaeological potential is well established. An impact assessment was prepared by Exeter Archaeology in support of the planning application in 2003. This has been used in the preparation of this WSI and the archaeological background is therefore only summarised below.

2.1.3 Positioned as it is on the outside of the city walls, the archaeology of the site is dominated by ditches. The southern of two Roman period V-shaped defensive ditches dating to the latter half of the 2nd Century AD is known to have passed through the proposed extension, parallel to its long axis. The medieval defences again included two defensive ditch circuits, the outer of which is partly overlain by the proposed development and may be equivalent to the *Crolditch*, documented from the 13th century

onwards. During the later medieval period a hollow way followed the line of the outer ditch, overlying the former Roman ditch.

- 2.1.4 The 17th century Civil War defences are more elaborate than their predecessors but again, the line of at least one ditch and its associated rampart and covered way are thought to pass through the location of the proposed extension.
- 2.1.5 From 1664 probably until just after the cholera epidemic of 1832, the Trinity Burial Ground covered much of the extension site, with built development along its northern edge. It is believed that many of the burials were cleared during the 1940s although it is uncertain how comprehensive this was.
- 2.1.6 The archaeological remains are mainly expected to comprise linear defensive features sealed beneath burial soils. The upper levels of the burial ground will have been disturbed by the car park that currently occupies the site. It is not possible to be absolutely precise about the depths of archaeological deposits in this area, however, the ditch fills are expected to exceed 2.5m below current ground surface.

3. CURRENT CONDITIONS

3.1 Ground cover

- 3.1.1 The site is currently in use as a car park with tarmac surface. The current ground levels are between 35.54m above Ordnance Datum (AOD) and 35.96m AOD.

3.2 Services

- 3.2.1 A BT service trench is known to cross the site on a diagonal line (see Figure 2). Surface water drainage and electricity conduits are also expected to cross the area

3.3 Buildings

- 3.3.1 The existing hotel is located immediately to the south-west of the area of the proposed extension. No other structures exist in the immediate vicinity.

4. FOUNDATION DESIGN

- 4.1.1 The proposed foundations comprise fifty-four 450mm diameter CFA-type piles in groups of two, three and four supporting a 600mm deep ground beam. The foundations are designed to avoid the BT duct and where this is present, the ground beams will bridge over the top of the duct.
- 4.1.2 The maximum levels of disturbance excluding the piles themselves will be to 34.85m AOD from ground beams and 34.60m AOD from pile caps, i.e. to a depth of up to 1.11m from existing ground level (EGL) in the location of ground beams and up to 1.36m from EGL in

the location of pile caps. Pile cap sizes vary, the majority covering two piles and measuring 2100mm x 700mm. Ground beams will be 450mm wide.

- 4.1.3 Some new service trenches will be excavated to link into existing infrastructure. These will be dealt with through a watching brief.

5. FIELDWORK

5.1 Aims and objectives

- 5.1.1 The development of the site will remove and substantially impact upon the buried remains revealed by nearby fieldwork and desk-based assessment. The primary aim of the proposed programme of fieldwork is therefore to record the known archaeological remains threatened by development. Additionally, the following aims can be identified at this stage:

- To identify, excavate and record any unexpected archaeological remains
- To publish as fully as is appropriate the results of the excavation.

5.2 Research objectives

- 5.2.1 The following research objectives are based on the draft South West Archaeological Research Framework (Webster 2007).

- Through the collection of environmental data, to better establish the changing nature of the environment, food production and economy through time
- To more accurately date construction, use and abandonment of the defences and other features
- Through artefact collection and comparative analysis to better understand the differing and changing nature of Roman, Medieval and Post-Medieval settlement within and beyond the city walls
- Where precise dating is possible, undertake pollen analysis to identify changes in the environment and agriculture between the Roman and post-Roman periods
- Determine whether any evidence survives for defences between the Roman and Medieval periods
- Assess the nature and use of Civil War defences.

- 5.2.2 That part of the 17th-19th century Trinity Burial Ground lying within the footprint of the extension is to be excavated. However, at this stage it is not intended that this will be undertaken as a research excavation due to the presumed low level of survival of *in situ*

remains. Archaeologists will be employed to remove human remains sympathetically to allow their reburial and to rapidly record them, but the archaeological presence is primarily designed to protect earlier archaeological remains that might be upstanding between graves. No retention, analysis or detailed reporting of the burials is proposed unless one or more substantial groups of *in situ* remains are found. In the event of significant human remains being uncovered, they would be excavated under archaeological conditions and removed for assessment and an appropriate level of analysis prior to reburial and reporting. The need to amend the excavation strategy to allow for detailed excavation, analysis and reporting on human remains will be determined on site and agreed with the client and the ECC CAO prior to additional work taking place.

Method

5.5 Method

- 5.3.1 Although evaluation has shown that archaeological remains survive within the development site these are not considered to be of sufficient significance or degree of completeness to be “physically preserved *in situ*” (PPG 16: para 18). However, development will only be permitted if it is shown that “appropriate and satisfactory provision” is made to preserve these remains by record (PPG 16: para 25); that is through excavation, recording, and an appropriate level of analysis and publication. The site archive will be deposited with the Royal Albert Memorial Museum, Exeter (RAMM) following completion of the project and their guidelines for depositing archaeological archives are included as an Appendix to this document.
- 5.3.2 The site will be excavated in two stages. Initially, investigation will focus on the eastern half of the site (see fig. 2) where the current car park surface will be cut or broken, and together with underlying sub base, stockpiled on the car park surface to the west for subsequent removal from site. This operation will be carried out using a wheeled excavator under direct archaeological supervision. A toothless grading bucket will be fitted for all subsequent machining operations.
- 5.3.3 It is anticipated that the uppermost underlying deposits will comprise burial soils disturbed during levelling operations for the car park. On removal of the sub-base, exposed soils will be cleaned back by machine in shallow spits until the top of undisturbed burial soils and/or archaeological deposits are reached. Towards the southern end of the site, the BT duct will be located and protected. Any human bone observed within the disturbed material will be removed and bagged. If undisturbed burial soil is present, this will be cleaned back by hand, grave cuts identified and their positions recorded.
- 5.3.4 Human remains will be excavated archaeologically in accordance with the Institute of Field Archaeologists’ Technical Paper No 13 (McKinley and Roberts 1993). All excavations

will be carried out obscured from human view, within a polythene tunnel. Remains will be individually boxed for reburial.

5.4 Excavation (Figure 2)

- 5.4.1 Following removal of the burial ground deposits and human remains, and the excavation of any other discrete features and deposits either contemporary with or sealed beneath the burial ground, the archaeological investigations will continue in the form of a stepped trench excavation across the long axis of the extension footprint, principally to sample and record the ditch deposits and sequence expected in this area. The section to be excavated has been sited to allow the fullest possible record to be made.
- 5.4.2 A 1.5m wide trench will initially be excavated stratigraphically by hand, on the centre line of the trench, to a depth of 1m. The side of the trench will be cleaned and recorded as per Fig. 2. If excavation demonstrates the presence of homogenous deposits of relatively sterile material, the deposits to either side of the trench will be removed by machine to the level of the base of the trench. Any such reduction will be carried out in shallow spits, with hand excavation of any discrete areas containing significant amounts of pottery or other finds. If during excavation of the initial trench, deposits are found to contain a significant level of pottery or other finds, excavation of the adjacent deposits will continue by hand, with selective use of a mechanical excavator where appropriate. The use of machinery during excavation will be constantly reviewed in consultation with the CAO.
- 5.4.3 The above sequence will be repeated in steps of 1m depth until natural subsoil is reached throughout.
- 5.4.4 Following completion of the trench excavation, the site will be backfilled with the excavated material and compacted. The tarmac surface and sub base will be removed from the western half of the site and temporarily stockpiled on the backfilled excavation. Any burial soil, graves and archaeological deposits or features will be excavated as per sections 5.3.3 and 5.3.4 above.
- 5.4.5 Following removal of the burial soil and investigation and recording of any underlying discrete features, the site will be graded down by mechanical excavator sufficient to expose the upper fill of the ditches. The site will then be cleaned back by hand to confirm the positions and alignments of any exposed ditch cuts. No further excavation will take place.
- 5.4.6 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).

APPENDIX: APPROVED WRITTEN SCHEME OF INVESTIGATION

- 5.4.7 Health and Safety requirements will be observed at all times by any archaeological staff working on site, particularly when machinery is operating nearby. Personal protective equipment (safety boots, helmets and hi-viz jackets) will be worn by EA staff at all times.
- 5.4.8 As appropriate, the EA Scientific Officer will assess deposits on site to determine the possible yield (if any) of environmental or microfaunal evidence, and its potential for radiocarbon dating. If deposits of potential survive, these would be sampled using the EH guidelines for Environmental Archaeology (EH Cfa Guidelines 2002/1). English Heritage's Regional Scientific Advisor will also be consulted for advice and comment.
- 5.4.9 Initial cleaning, conservation, packaging and any stabilisation or longer term conservation measures will be undertaken in accordance with relevant professional guidance (including Conservation guidelines No1 (UKIC, 2001); First Aid for Finds (UKIC & RESCUE, 1997).
- 5.4.10 Should gold or silver artefacts be exposed, these will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996. Where removal cannot be effected on the same day as the discovery, suitable security measures will be taken to protect the finds from theft.
- 5.3.11 The project will be carried out in compliance with the Institute of Field Archaeologists' Code of Conduct (IFA 1985, revised 2007) Standards and Guidance for Archaeological Excavation (IFA 1995, revised 2001) and Archaeological Watching Briefs (IFA 2004).

5.5 Recording

- 5.5.1 The standard EA recording procedures 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 and 1:100 as appropriate
 - (ii) black and white print and colour digital photography
 - (iii) survey and location of finds, deposits or archaeological features, using EDM surveying equipment and software where appropriate
 - (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

5.6 Watching Brief

- 5.6.1 A watching brief will be maintained during the excavation of service runs from the new build to the existing services. A period of two days will be left between excavation and

laying of new pipes to allow sufficient time for the identification, excavation and recording of any remains identified.

- 5.6.2 Any deposits, features or artefacts identified in this way will be rapidly recorded and their assessment and analysis incorporated into the main excavation work.

6. MONITORING

- 6.1.1 The Archaeology Officer of Exeter City Council will monitor the project on behalf of the local planning authority. He will be informed of the proposed start date and will be kept informed of progress throughout the field and post-excavation work. A member of Under Construction Archaeology staff will monitor the excavation and post-excavation work on behalf of the client. Site monitoring visits (weekly during excavation phases) will be coordinated by Under Construction Archaeology. Satisfactory completion of both the eastern and western areas of excavation will be confirmed with the ECCAO prior to being infilled and/or handed over to the main site contractor. A completion date for all archaeological site works will be confirmed with the ECCAO.

7. POST-EXCAVATION PROCESSING

- 7.1.1 Finds and records will be returned to Exeter Archaeology's offices for processing. Finds will be cleaned (where appropriate), marked and boxed for transfer to the relevant specialists. Initial conservation and stabilisation of finds will be undertaken as advised by Alison Hopper-Bishop, Conservation Services, RAMM Museum, and in accordance with the relevant guidance (UKIC 2001 & RAMM deposit conditions). Environmental samples will be washed and assessed by EA's Scientific Officer. Further specialist assessment of specific classes of data will be carried out as appropriate.

8. REPORTING

- 8.1.1 In order to manage both the release of planning conditions and the post excavation programme the principles of English Heritage MAP2 and the IFA Standards and Guidance for Archaeological Excavation will be adopted (English Heritage 1992, IFA 2001).
- 8.1.2 A Summary Report (MAP2 Appendix 4) on the results of the fieldwork will be produced within 10 weeks of the site work being completed (6.1.1 above), specialists' reporting permitting. The Summary Report will quantify and qualify the data collected by excavation and summarise the stratigraphic history of the site. Specialist work on the artefactual, environmental and ecofactual material and scientific dating will be limited to that necessary to demonstrate their potential to answer specific questions and to assist in dating the stratigraphic sequence in the absence of ceramic spot-dates and coins. Where

APPENDIX: APPROVED WRITTEN SCHEME OF INVESTIGATION

appropriate the report will consider and comment on the cumulative and combined potential of the results.

8.1.3 The Summary Report will contain the following section:

- Executive Summary: a brief summary of the reasons for the work, methods used and results.
- Introduction: describing the scope and circumstances of the work and structure of the report
- Aims and objectives, including research objectives
- Summary of the documented history of the site(s), and of relevant previous work in the vicinity
- Site narrative
- Quantification and quality of the site records and production of a site matrix with basic phasing, based on spot dates and specifically relevant radiocarbon dates
- Factual summary dealing with the artefacts: methods employed in preparation of the report, range of material, variety, state of preservation and any conservation work carried out, comments on any bias present in the material and a brief assessment of potential for further analysis (individual assessments included in appendices)
- Factual summary of the environmental material: summary of the methods employed, types and quantity of bone recovered; number and types of samples collected; range of material and state of preservation and any bias present; suitability for storage and potential for further analysis (individual assessments included in appendices)
- Interpretative account incorporating relevant information from other specialists and discussing the importance of the site
- Illustrations, figures and plates as appropriate
- Site matrix
- Appendices (specialist assessments) and supporting data

8.1.4 Following completion of the summary report a Statement of Potential may be required, followed as necessary by an agreed programme of further analysis and publication (see below). Whether it is required will depend on the significance of the results of the work and of the finds made, and will be confirmed in discussion with the ECC CAO once the results of the site work are clear. If required, the Statement will discuss the intrinsic potential of each element of the archive and the significance of inter-related elements of

the archive; the archive's ability to answer the aims and objectives of the project; new areas of research and potential of the site to answer local, regional and national research questions. The Statement will specify what further analysis and publication is considered to be merited, together with a realistic programme for completing this. If required, the statement will be produced within 4 weeks after the completion of the summary report.

8.1.5 Draft copies of the Summary Report and Statement of Potential will be forwarded in digital format to Under Construction Archaeology. Following UCA approval, seven (7) copies of each will be supplied to Under Construction Archaeology for distribution to the client, the design team, the local planning authority, and the City Archaeology Officer. A pdf copy of the Summary Report will also be provided to the city Historic Environment Record (HER).

8.1.6 A city HER entry will be compiled in hard copy and in digital format (Microsoft Access 2000 compatible). Plans, showing the location and outline of excavated areas will also be provided in hard copy and in a suitable digital format (AutoCAD release 14 or compatible format). These will show the main archaeological elements - wall lines, ditches etc. An OASIS report form will also be completed online at www.ads.adhs.ac.uk, and a .pdf copy of the summary report attached to it. The completed HER entry and OASIS report will be submitted within 12 weeks of the completion date of site work.

9. PUBLICATION

9.1.1 Should particularly significant 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 and the ECC local plan first review and supplementary planning guidance. The need for this work, including any further specialist analysis and background research that may be necessary will be confirmed with the ECC Archaeology Officer in consultation with the Client. EA, on behalf of the Client will then implement publication of the project within two years of the completion date of site work.

10. ARCHIVING

10.1.1 Ultimately the ordered and checked archive, along with artefacts, ecofacts and relevant documents will be deposited with The Royal Albert Memorial Museum, Exeter under museum allocated accession number 184/2008, within 6 months of the completion date of site work, or within 2 years of the completion date should wider publication be required (9.1.1 above). The accession requirements for deposition are included as Appendix 1 of this document. This excludes finds that are subject to the Treasure Act 1996, the deposition of which will be determined separately.

11. ADDITIONAL INFORMATION

11.1 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: Dana Challinor (Oxford);

Diatom analysis: Nigel Cameron (UCL);

Environmental data: Mike Allen (AEA); Vanessa Straker (English Heritage);

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

Fish bone identification: Alison Locker;

Foraminifera analysis: Mike Godwin;

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

Human remains: Louise Loe (Oxford Archaeology); Dr. James Steele (Centre for Human Ecology, Southampton);

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

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);

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: Matthew Canti (EH) and sub-consultants;

Textiles: Penelope Rogers (York)

12. BIBLIOGRAPHY

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Curtins Consulting	2007	Southgate Hotel Exeter: Typical Sections of Ground Beams, Drg No. 45181/SK02
English Heritage	2002	Environmental Archaeology A guide to the theory and practice of methods, from sampling and recovery to post-excavation
English Heritage	1992	Management of Archaeological Projects [MAP2]
Exeter Archaeology	2003	Archaeological Impact Assessment of Proposed Extensions to Southgate Hotel, Exeter
Exeter City Council	2004	Archaeology and Development. Supplementary Planning Guidance
Hey G and Lacy M	2001	Evaluation of Archaeological Decision-making Processes and Sampling Strategies,
Institute of Field Archaeologists	1985 revised 2007	Code of Conduct
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Webster, C J (ed)	2007b	South West Archaeological Framework: A Strategy for Research 2008-2012, Draft for discussion

13. FIGURES

Figure 1: Approximate locations of major features

Figure 2: Proposed hand dug section.

APPENDIX 1: RAMM DEPOSITION PROCEDURES

Procedures for the deposit of archaeological archives from developer-funded fieldwork to Exeter City Museums

1. DEFINITIONS

Exeter City Museums Service is referred to as 'the museum'

Archaeological contractors are referred to as 'the unit'

An 'archive' or 'archaeological archive' consists of the physical remains resulting from archaeological fieldwork or historic building survey that remain after post-excitation analysis. It includes artefacts, environmental samples and the 'paper' archive, which includes plans and sections, site notes, context records, site reports, finds catalogues, photographs and digitised records. The museum will accept a paper archive even if no artefacts were retained from the fieldwork. The elements contained within the archive must be indexed; and a copy of this index added to the paper archive.

2. BACKGROUND

Exeter City Museums are fully registered by the Museums, Libraries and Archives Council (MLA). The museum also has full Approved Status as an archaeological store as designated by English Heritage (EH)/MLA.

Upon accepting an archaeological archive, the museum accepts the responsibility of preserving it in perpetuity, and to make it publicly accessible for the purposes of exhibition, education and research.

The museum will implement a one-off deposition charge to help cover the long-term costs of storage and curation. This box-fee will not cover the costs of very large projects which should be the subject of separate negotiations with developers.

The museum reserves the right to refuse archives if they fail to meet the requirements set out in this document.

3. COLLECTING POLICY

Archives will be accepted from the area defined as the museum's collecting area in the document *Exeter City Museums & Art Gallery: Acquisitions and Disposals Policy 2003-2008*, section 3a. This consists of the Local Authority areas of Exeter City, East Devon, Mid Devon, Teignbridge and the eastern half of the South Hams, with the eastern side of Dartmoor. With regard to EH-funded excavations, archives will also be accepted from North Devon, since only Exeter and Plymouth have EH-approved stores.

4. NOTIFICATION

It is the duty of the unit to determine the agreed repository for the archive of any given project, and to inform the museum about the project at the earliest opportunity.

After this initial contact the unit will be sent a Notification of Fieldwork (NoF) form (see attached). The unit must fill in as much detail on the nature of the project as is possible and return it to the museum. The museum will issue an accession number, mark it on the form and return it to the unit. If conservation problems are anticipated,

a short planning (troubleshooting) meeting should be arranged with the Museum's Conservation Officer, before excavation commences.

The accession number should be used in all future correspondence on the site.

Public access will be given to the archive once it has been received by the museum; at that point it has entered the public domain.

5. SELECTION, RETENTION AND DISPERSAL

Although there is a strong presumption in favour of preserving all finds from archaeological fieldwork, it should be recognised that the dispersal of material of low-research value enables more effective curation of the remainder of the archive. Dispersal could involve donation of finds to educational institutions, disposal, reburial or destruction. This should occur prior to formal deposition.

A strategy for selective dispersal/disposal should be agreed between the museum, the unit and the relevant planning archaeologist. This process should be fully documented by the unit and details added to the paper archive.

6. MARKING AND LABELLING*

The accession number provided by the museum will be in the form of a sequential number and the year, e.g. 25/2005. This is known as the site accession number and provides a unique identifier for all material from the site. After deposit the museum will add a point number, or several point numbers, based on material or type of artefact, e.g. 25/2005.1 may be the 'paper archive' or 25/2005.2.1 may be a flint arrowhead.

The site accession number should be clearly marked using permanent markers on all site files, finds bags and boxes, being mindful of leaving space for the addition of any point numbers by museum staff.

The museum encourages units to mark objects with the site accession number, in addition to site code and context number, again leaving adequate space for subsequent point numbers. It may be impractical to mark all fragments but it may be possible to mark one large sherd per bag or a large piece of bone per box.

The following categories of finds should be boxed separately from each other: pottery; clay pipe; human bone; animal bone; glass; other building material; numismatics; ironwork; other small finds. It is the normal practice of the museum to store samian, amphorae and mortaria separately.

7. FINDS PACKING (see list of suppliers)*

All items should be prepared with due regard for their stability and fragility. The unit should contact the museum with enquiries regarding packing.

Bulk finds like pottery, tile, animal bone and flint should be bagged and placed in the museum standard card boxes.

Only re-sealable polythene bags with write-on panels should be used. The bag size should be dictated by the size of the object that they contain.

Metal finds should always arrive in sealed 'Stewart'-style boxes with a desiccating agent (e.g. silica gel). Polythene bags containing metalwork should be perforated. Composite metal/organic objects should not be dry-boxed, but advice obtained from the museum's Conservation Officer.

Delicate small finds should be placed in 'crystal' plastic boxes with acid-free tissue or inert foam (Plastazote) packing.

Large items, especially if unboxed, should also have a waterproof (tyvek) label written on with permanent ink and tied on with strong polyester thread.

All waterlogged items must receive appropriate conservation treatment and be dry/stabilized before deposition.

8. FORMAT OF PAPER ARCHIVE

A4, or smaller, sized site records should be presented in archival document cases made of acid-free grey board. For larger archives, documents should be held in archival file folders. The cases should have applied labels held in archival label holders on the outside. (see suppliers)

Larger sheets of draughting film are difficult to deal with and where possible these should be avoided. If unavoidable they can be temporarily rolled.

All digitised material should be burned onto CD-Roms and should be able to be run on Windows 2000. Preparation of the digital archive should be in line with the recommendations made in the AHDS *Digital Archives from Excavation and Fieldwork: Guide to Good Practice*.

* Advice on appropriate materials is available from the museum's Conservation Officer

Photographic negatives and contact strips should be inserted into wallets; slides should be placed in hanging filing sleeves (see suppliers).

9. CONSERVATION

Any conservation work must be carried out by competent and experienced staff to the satisfaction of the Curator of Antiquities and Conservation Officer at the museum. All work should be properly recorded and all photographs, drawings, x-radiographs and laboratory notes should be included in the archive.

If in doubt over any aspect of conservation the unit should contact the museum for advice and information.

10. TRANSFER

Finds can only be legally transferred to the museum with the written permission of the landowner. The unit must write to the landowner to confirm that he/she agrees to the donation of material to the museum, a copy of this, along with the written response, should be included in the archive. The museum accepts the responsibility of clarifying the legal ownership of material received as long as the unit follows these procedures.

The museum cannot accept material on indefinite or long-term loan; however fixed term loans can be considered for temporary display purposes.

If landowners should choose to retain some finds the museum may be prepared to accept the remaining material, although all efforts will be made to discourage such division of the site archive.

The unit will not transfer partial site archives. Transfer should not occur until all material is ready for inclusion.

The arrangements for the transport, care and insurance cover for material whilst in transit to the museum, or for specialist examination, will be the responsibility of the unit.

On deposit at the museum the unit's representative will be asked to sign an Entry Form, this serves as the point when legal title of the archive passes to the museum.

11. STORAGE COSTS

A charge of £28.10 per standard box size or document case or roll of plans will be levied on the unit after deposition. This money only goes a small way to cover the overheads involved in the storage, documentation and conservation of material.

12 COPYRIGHT

The museum asserts the right to research, study, display, publish and provide public access to all information and finds contained in the archive immediately after deposition of that archive. The museum expects the copyright for the archive to either be transferred to it or a full licence to be granted to it. It is the responsibility of the unit to safeguard copyright of its own, and any sub-contractors, work; to this end the museum advises units to draw up a licence agreement to cover the transfer or licencing of copyright.

To grant the museum full licence, please use the form 'Exeter City Museums copyright licence form'

To transfer copyright to the museum, please use the form 'Exeter City Museums copyright transfer form'

13 PUBLICATION

For archives that are published in journals, monographs and books the museum should be sent two copies of the final report, which should refer to the accession number and acknowledge the museum as the location of the archive. If the site has not merited full publication then summaries provided for HERs, client reports or internet use should be included in the archive. We would encourage units to participate in the OASIS (Online access to the index of archaeological investigations) scheme via the website //ads.ahds.ac.uk/project/oasis/index.cfm

14 SUPPLIERS

The museum usually purchases card boxes from:

G. RYDER & CO. LTD.

Denbigh Road

Bletchley

Milton Keynes

MK1 1DG

Tel. 01908 375524

Fax 01908 373658

e-mail sales.admin@ryderbox.co.uk

web www.ryderbox.co.uk

The museum standard is for 075 quality KLC boxes with stapled joints and rigid lids. The following sizes are accepted:

394 x 241 x 76mm with 76mm deep lid

394 x 241 x 152mm with 76mm deep lid (this is the standard size in assessing deposit fee)

394 x 241 x 304mm with 76mm deep lid

Document cases, file folders and labels are all available from Conservation Resources UK Ltd., Unit 1, Pony Road, Horspath Industrial Estate, Cowley, Oxon, OX4 2RD.

The standard sizes for document cases are:

387 x 260 x 76 mm

387 x 260 x 44 mm

Photographic storage is available from Nicholas Hunter Ltd., Unit 1, Pony Road, Horspath Industrial Estate, Cowley, Oxon OX4 2RD.

Polythene and polystyrene boxes from The Stewart Company, Stewart House, Waddon Marsh Way, Purley Way, Croydon, Surrey CR9 4HS.

Polythene bags, acid-free tissue, plastazote, tyvek and marker pens from Conservation Resources UK Ltd (as above) and Preservation Equipment Limited, Shelfanger, Diss, Norfolk IP22 2DG

Polythene bags are also available from Isca Bags, 47 Marsh Green Road Marsh Barton Exeter, Devon EX2 8PN

15 REFERENCES

This document has been written using the following source material:

AHDS Digital Archives from Excavation and Field Work: Guide to Good practices. ISSN 1463-5194. ([//ads.ahds.ac.uk/project/goodguides/excavation](http://ads.ahds.ac.uk/project/goodguides/excavation))

English Heritage, 1991. *Management of Archaeological Projects* 2nd edition.

English Heritage and Museums and Galleries Commission, 1998. *A Survey of Archaeological Archives in England*

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

Society of Museum Archaeologists 1993. *Selection, Retention and Dispersal of Archaeological Collections: Guidelines for Use in England, Wales and Northern Ireland*.

Walker, K. 1990. *Guidelines for the Preparation of Excavation Archives for Long-Term Storage* (UKIC).

EXETER CITY MUSEUMS Notification of Fieldwork/Transference of Archaeological Archive

ARCHAEOLOGICAL CONTRACTOR: _____

Commencement date: _____ Expected deposition date: _____

Type of fieldwork (please circle): evaluation/trenching/watching brief/field walking/excavation/survey

Single or Multi phase: _____

Site manager: _____ Landowner name and address: _____

Site name: _____ Parish: _____

Site code: _____ NGR: _____
EH code (if applicable): _____

Nature of project (eg. Building redevelopment, pipeline etc.): _____

Planning Authority: _____
Application/Permission/Consent number: _____

Quantity of material expected (boxes): <10 / <20 / <30 / <40 / <50 / >50

Conservation problems anticipated (eg. waterlogged material, organics): _____

A0 (841 x 1189mm) or larger size plans: yes/no

14. To be completed by museum on notification

Site accession number: _____ Signed: _____
Date: _____

15. To be completed by unit on transference of archive

No. of boxes: _____ Signed: _____
Date: _____

Landowner consent to deposit request letter sent (date): _____ Consent received: yes/no

Developer (contact, name and address): _____

16. TO BE COMPLETED BY MUSEUM ON RECEIPT OF ARCHIVE

Archive received in satisfactory form
Signed:

Date:

Appendix 2: ECC HER Proforma

Exeter City Council HER – Recognition Event Data Sheet

Area (m2) NGR Easting NGR Northing

NGR Qualifier Event Type Event Start Event End

Site Name Fieldworker Name

Associated Organisation Parish

Postal Address

Event Description (continue over if necessary)

Sample Deposit Column

NGR Easting NGR Northing

Surface Level (m AOD) Intervention to (m AOD) Water Level (m AOD)

Principal Deposit Top (m AOD) Principal Deposit Base (m AOD)

Geology

Listed Building PRN Listed Building Grade

Additional/Synthetic Information

Notes

NGR Qualifier from:

FCE Feature Centred GCE Group or Complex Centred FS Findspot LO Locality Only LIN Linear

Event Type from:

AP Air photography AS Air Photo Survey BS Building Survey CS Geochemical Survey DR
Documentary Record ES Environmental Sampling EV Evaluation EX Excavation FE Full
Excavation FO Field Observation FS Full Survey FW Fieldwalking GS Geophysical
Survey MS Photogrammetric Survey PE Part Excavation PHS Photographic survey PO Personal
Observation PS Part Survey RO Recorded Observation SE Salvage Excavation SR Salvage
Record TS Topographic Survey WB Watching Brief

Digital site plan to be attached.

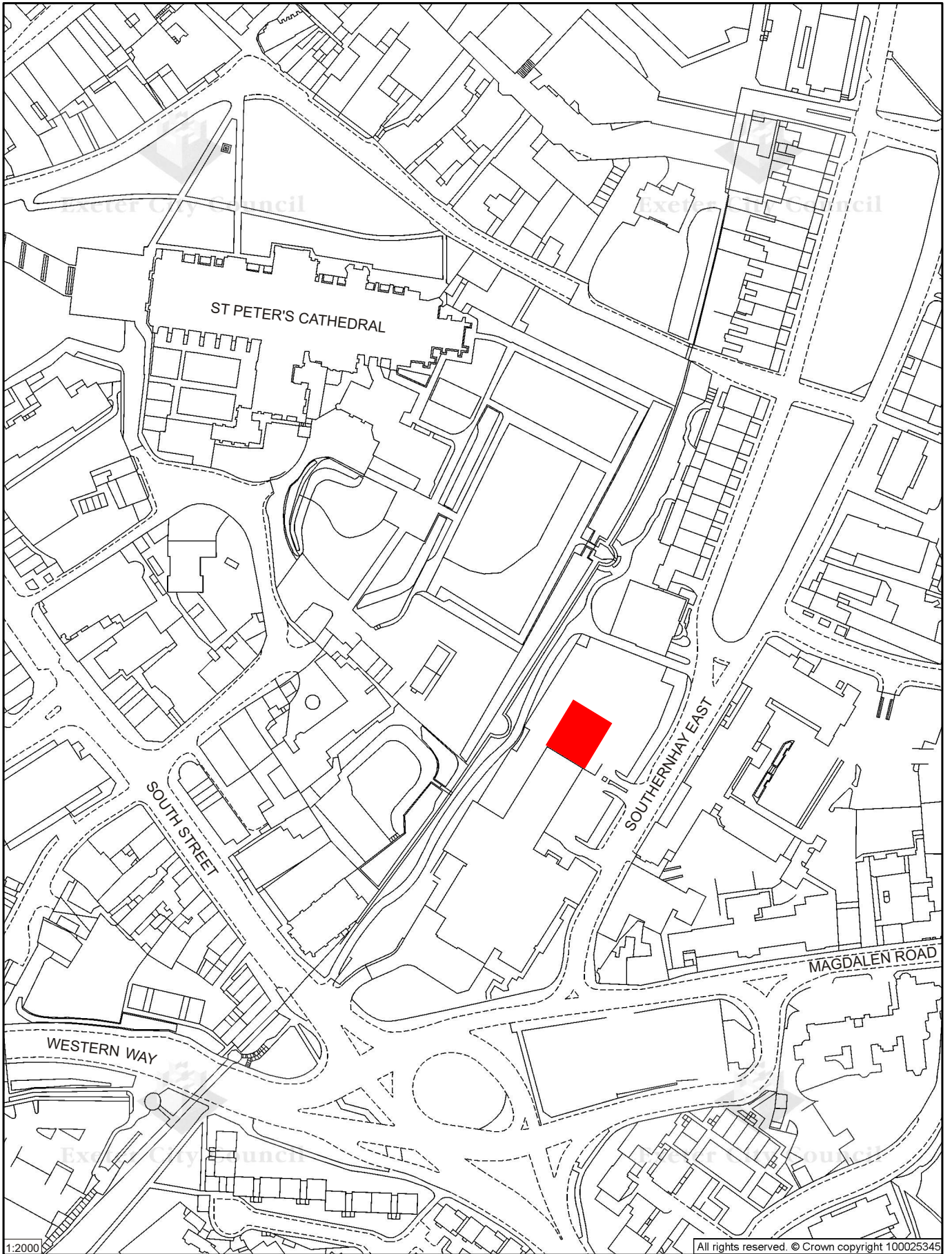


Fig 1 Location of site.

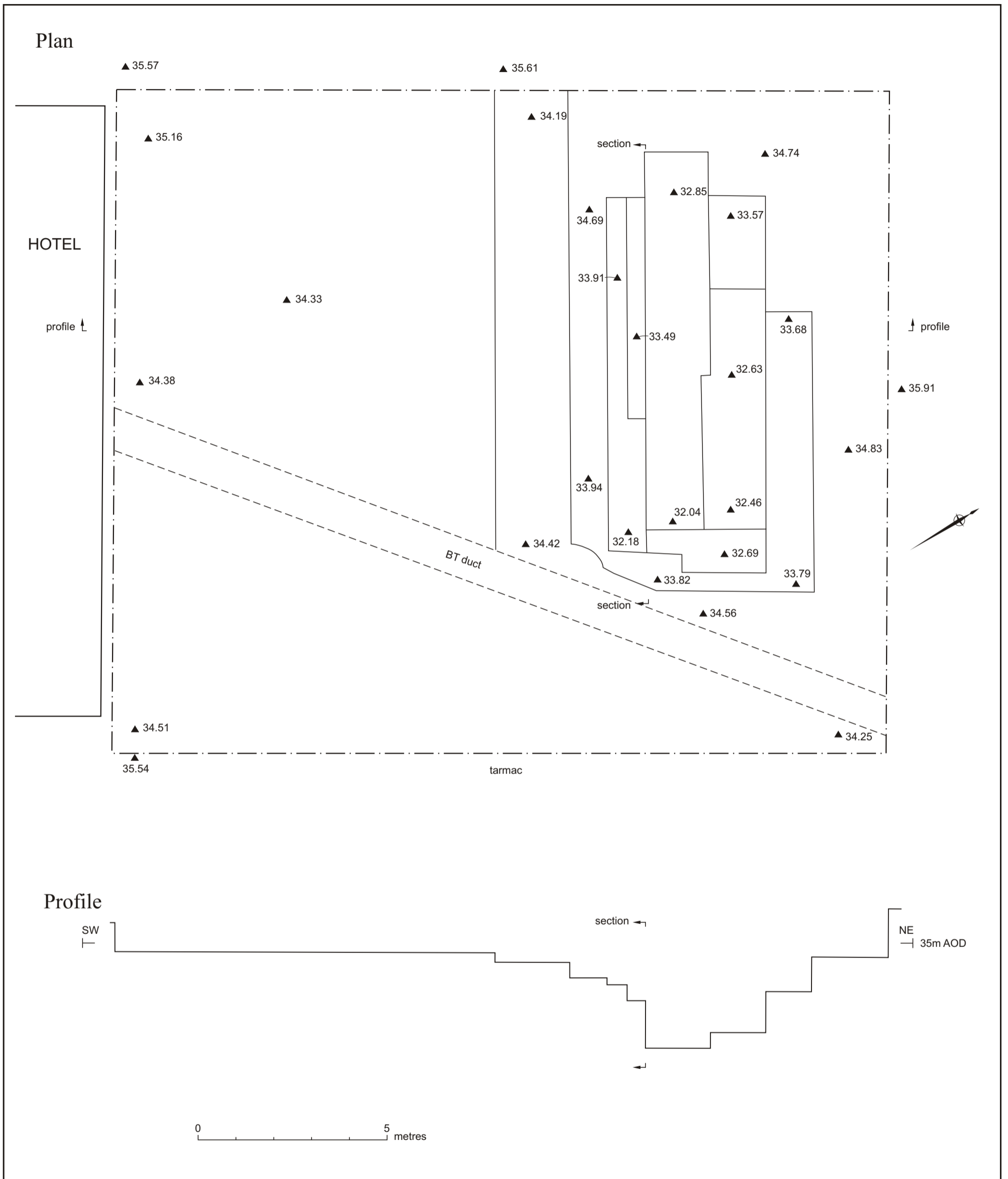


Fig. 2 Plan and profile of stepped excavation.

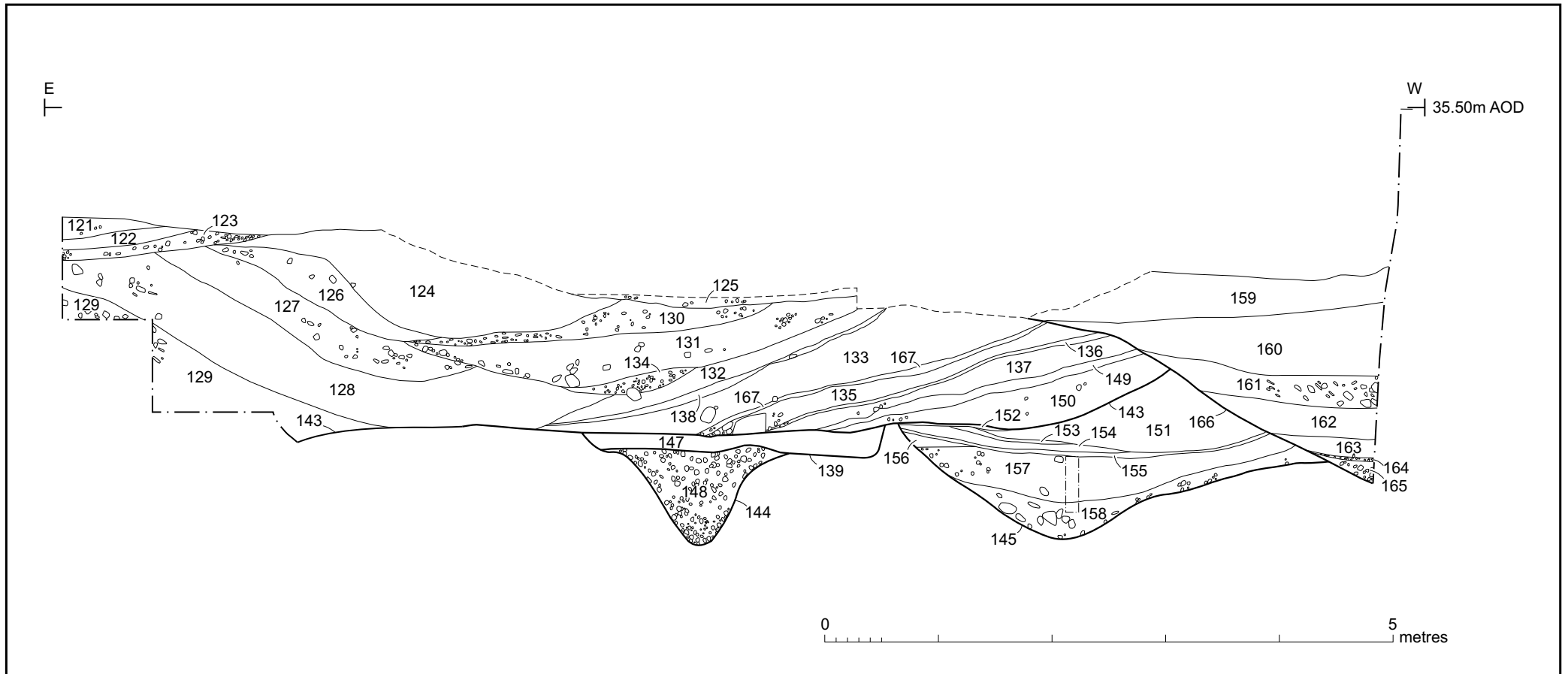


Fig. 3 Section through ditch sequence.

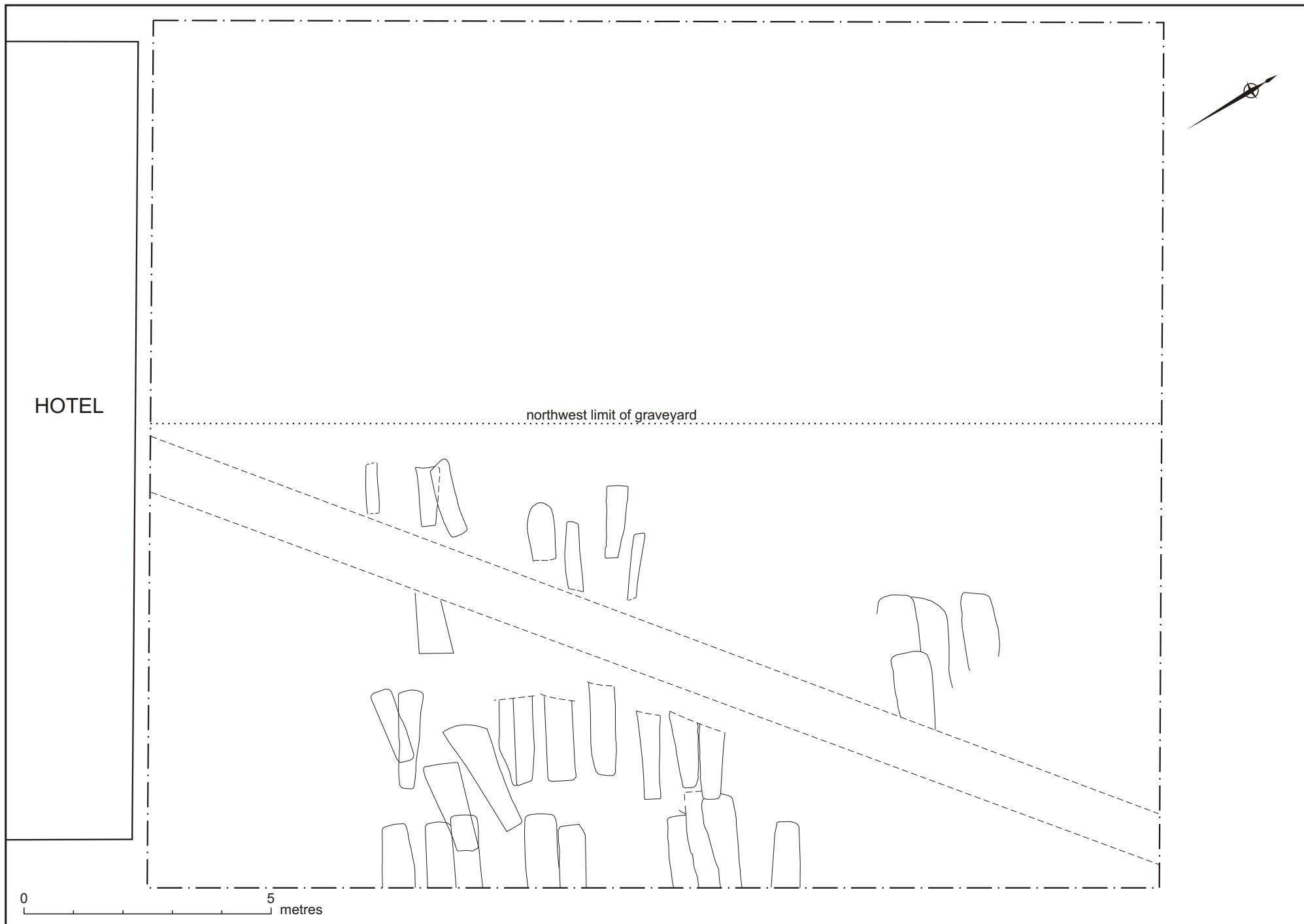


Fig. 4 Plan showing distribution of graves within the Trinity burial ground.

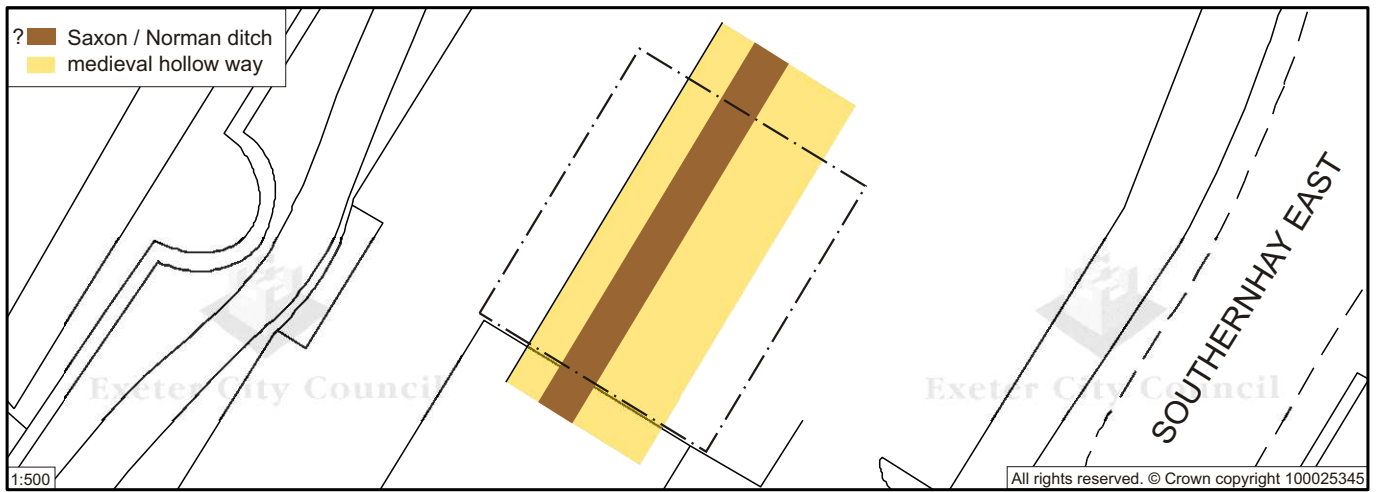
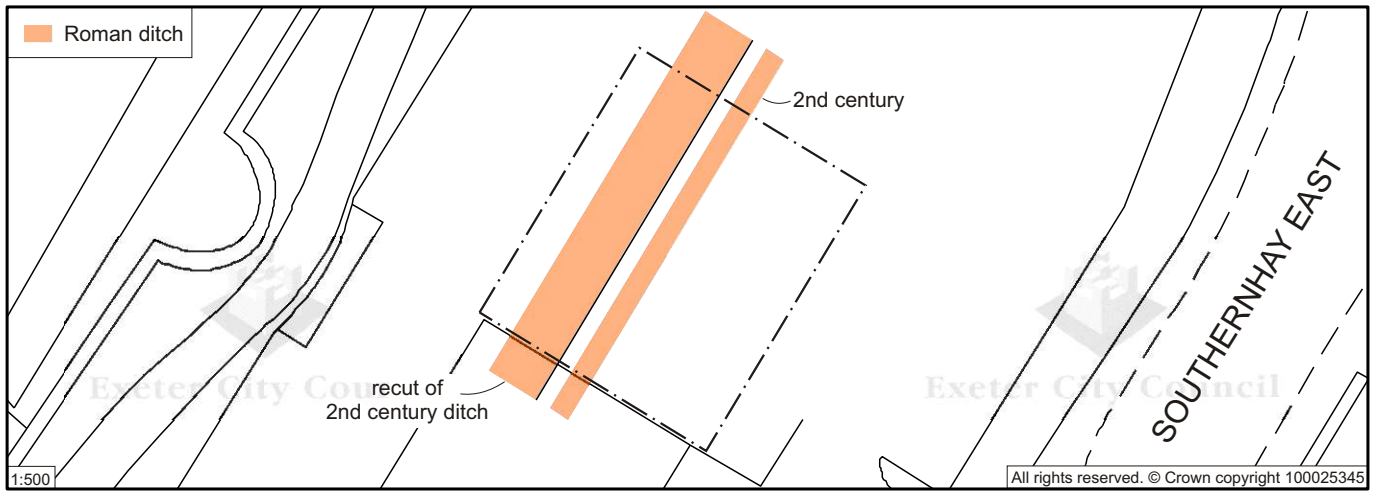


Fig. 5 Phasing of excavated ditches and hollow way.



Plate 1 General view of site with hotel to left and city wall in background. View to west.



Plate 2 Stepped excavation underway within the eastern half of the site. View to north.



Plate 3 Excavation of human remains within Trinity burial ground. View to southwest.

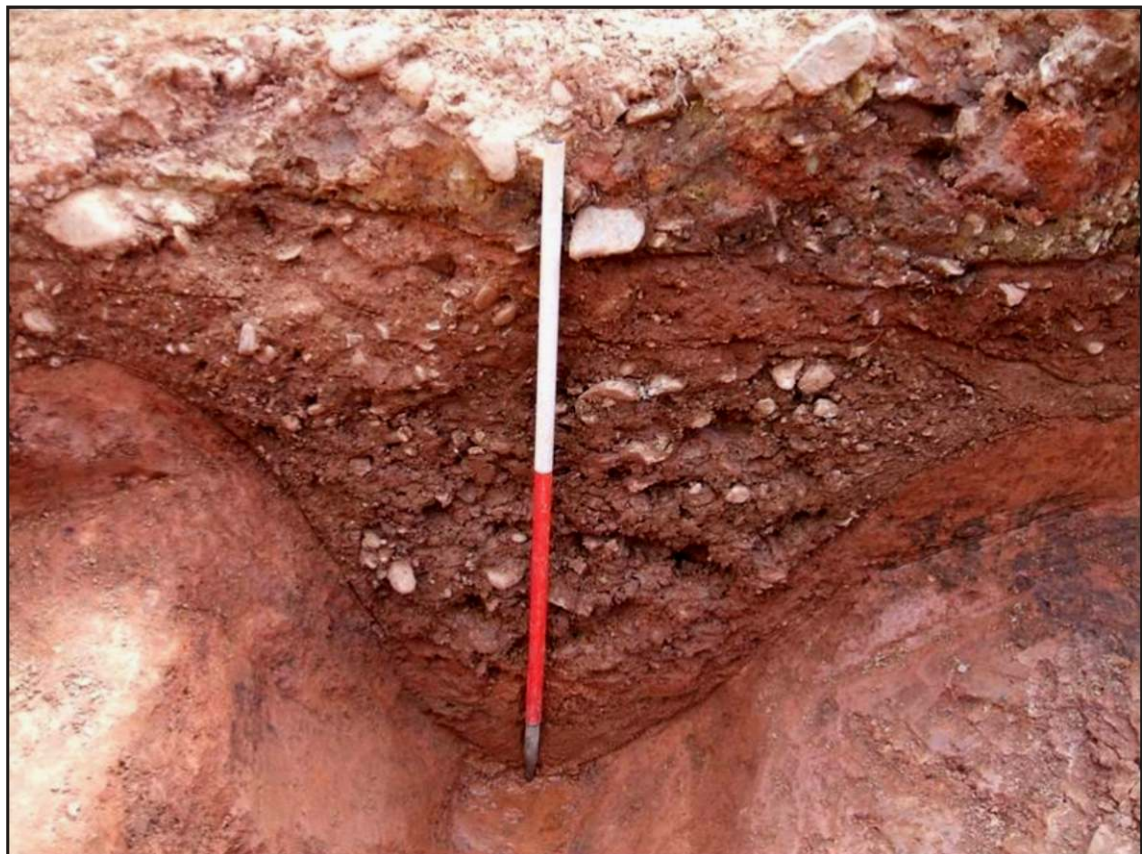


Plate 4 Truncated base of second century Roman ditch. Scale 1 metre. View to southwest.



Plate 5 Medieval hollow way above Roman ditch. Scale 1m. View to southwest.