UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

Design Specification for Historic Building Photographic Survey and Watching Brief

Old Hall, Markfield Road, Groby:

Conversion of Outbuildings to Groby Old Hall to provide

Four Residential Properties and Associated Works

(SK 5241 0757)

For

Country House Ltd

Planning application: 10/00267/LBC

Planning Authority: Hinckley and Bosworth Borough Council

1 Introduction

1.1 *Definition and scope of the specification*

This document is a design specification for a photographic survey and watching brief at the above site, in accordance with PPS 5 (Planning for the Historic Environment). The fieldwork specified below (required by the Planning Authority) is intended to provide a record by photography of the existing structures on the site and to monitor the removal of concrete.

1.2 The document provides details of the work proposed by ULAS on behalf of the client.

2. Background

2.1 *Context of the Project*

2.1.1 The planning and listed building consents are for the conversion of outbuildings in the grounds of Groby Old Hall, to form residential properties.

2.1.2 In view of the fact that the buildings are considered to be of some historical significance, the Senior Planning Archaeologist, Leicestershire County Council recommended that a photographic survey be undertaken to provide a permanent record prior to conversion.

2.1.3 No previous historic building recording or other archaeological investigations have been undertaken on the site.

2.1.4 An archaeological watching brief is also required during the breaking and removal of concrete within /adjacent to the Scheduled Area of Groby Castle (MLE2758, SAM 17066).

2.2 *Archaeological and historical background (summarised from Finn 2009)*

2.2.1 Groby Old Hall is a multi-period building, at the core of which is a 15th century hall. There have been additions and alterations to the fabric in all subsequent centuries. The Old Hall forms part of an extensive complex with origins in the pre-Conquest period. Immediately to the north of the Old Hall are the earthwork remains of Groby Castle, a Norman motte and bailey castle generally accepted as having been constructed *c.*1086. The northern portion of the bailey was destroyed when the A50 bypass was built in the 1960s, however earlier maps illustrate the form and extent of the monument prior to this. Limited excavation in 1962-3 revealed the substantial remains of an earlier building at the core of the castle motte. The castle was besieged and destroyed following the revolt against Henry II in 1173. Subsequently a medieval manor was established on the site. Documentary sources provide some details of the manor house and associated buildings in the 14th century, including reference to the 'olde chapele' indicated on the earliest surviving map of Groby, made in 1757 by John Doharty. It was ruinous by that date, however some elements of the chapel may have survived to the present day, incorporated into a garden wall and a former stable some 15m north-west of the Old Hall. Other fragments of the medieval manorial complex remain as ruins in the garden to

the west of the Old Hall, including a stone wall with an arched doorway and splayed window opening.

2.2.2 In April 2010, investigations were carried out by Channel 4's '.Time Team'Geophysical survey of the garden and adjacent field to the west of the Old Hall revealed an extensive series of stone-founded buildings ranged around a courtyard. Trenches were opened up to investigate the various structures. Forming the west side of this complex, close to the 19th century Church of St Philip and St James, was a hall range with a canted bay window. At either end of this were cross-wings (a standing ruined wall in the garden forms part of the southern cross-wing). Preliminary spot dating of finds suggests a 14th century date for the hall and cross-wings. A couple of last-minute trenches in the vicinity of a 19th century stable yard confirmed that this incorporates part of the medieval chapel.

2.2.2 The outbuildings lie to the south-east of the Old Hall and as far as is known, have not been subject to previous investigation.

3. Archaeological Aims and Objectives

3.1 The purpose of the archaeological work may be summarised as follows:

- 'The recording by photography of the buildings that is to be with specific attention given to those elements proposed for demolition, conversion and/or alteration. This work to be undertaken to a standard that will allow the future interpretation of the building within the context for which it was originally designed and which subsequently evolved.'
- To establish the character, extent and date range for any archaeological deposits to be affected by the proposed ground works.
- To record any archaeological deposits to be affected by the ground works.
- To produce an archive and report of the results.

4. Methodology

4.1 General Methodology and Standards

4.1.1 All work will follow the Institute for Archaeologists (IfA) *Code of Conduct* (2008) and adhere to their *Standard and Guidance for Archaeological Watching Briefs* (2008).

4.1.2 Staffing, recording systems, health and safety provisions and insurance details are included below.

4.1.3 Internal monitoring procedures will be undertaken including visits to the site by the project manager. These will ensure that project targets are met and professional standards are maintained. Provision will be made for external monitoring meetings with the Planning authority and the Client, if required.

4.1.4 An accession number will be obtained prior to commencement of the project and used to identify all records and artefacts.

4.2 *Photographic survey*

4.2.1 The photographic record will approximate to Level 2 of English Heritage's 'Understanding Historic Buildings' (2006).

4.2.2 The specific levels of detailed required include items 1-6 of the English Heritage specification for photography.

Item 1: General view or views of the exterior of the building.

Item 2: The overall appearance of principal rooms and circulation areas.

Item 3: Detailed coverage of the building's exterior appearance.

Item 4: Any external detail, structural or decorative, which is relevant to the building's design, development and use and which does not show adequately on general photographs.

Item 5: The building's relationship to its setting, to other buildings, or to a significant viewpoint. The survey will aim to identify the functions of the various buildings and how the complex worked

Item 6: Internal detail, structural and decorative, which is relevant to the building's design, development and use, and which does not show adequately on general photographs.

In addition a record will be made of any machinery or other plant (or evidence for its former existence), inscriptions, signs, maps, photographs etc which may be present in the building.

4.2.3 Photographs will be taken in 35mm format using both black and white print (using conventional silver-based film) and colour digital images as appropriate.

4.2.4 All work will follow the Institute for Archaeologists (IfA) Code of Conduct and adhere to their *Standard and Guidance for Archaeological Investigation and Recording of Standing buildings or Structures.* In addition, Leicestershire County Council's *Guidelines and Procedures for Archaeological Work in Leicestershire* will be adhered to.

4.2.5 Staffing, Recording systems, Health and Safety provisions and Insurance details are provided.

4.3 Watching Brief

4.3.1 The project requires an watching brief as defined in the IfA *Standards and Guidance* (2008). This will involve the inspection of all groundworks (e.g. stripped areas and service and foundation trenches) by an experienced professional archaeologist. During these ground works, if any archaeological deposits are seen to be present, the archaeologist will record areas of archaeological interest.

4.3.2 If significant archaeological deposits are discovered work may need to be halted in order for excavation and recording to be carried out. The archaeologist will co-operate at all times with the contractors on site to ensure the minimum interruption to the work.

4.3.3 Any archaeological deposits located will be hand cleaned and planned as appropriate. Samples of any archaeological deposits located will be hand excavated. Measured drawings of all archaeological features will be prepared at a scale of 1:20 and tied into an overall site plan of 1:100. All plans will be tied into the National Grid.

4.3.4 Archaeological deposits will be excavated and recorded as appropriate to establishing the stratigraphic and chronological sequence of deposits, recognising and excavating structural evidence and recovering economic, artefactual and environmental evidence. Particular attention will be paid to the potential for buried palaeosols and waterlogged deposits in consultation with ULAS's environmental officer.

4.3.5 All excavated sections will be recorded and drawn at 1:10 or 1:20 scale, levelled and tied into the Ordnance Survey datum. Spot heights will be taken as appropriate.

4.3.6 Any human remains encountered will be initially left in situ and only be removed under a Ministry of Justice licence and in compliance with relevant environmental health regulations. The Planning Archaeologist, English Heritage, the Client and the coroner will be informed immediately on their discovery.

4.4 Recording Systems

4.4.1 The ULAS recording manual will be used as a guide for all recording.

4.4.2 Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto pro-forma recording sheets.

4.4.3 A site location plan based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a trench plan at appropriate scale, which will show the location of the areas investigated in relationship to the investigation area and OS grid.

4.4.4 A record of the full extent in plan of all archaeological deposits encountered will be made. Sections including the half-sections of individual layers of features will be drawn as necessary. The relative height of all principal strata and features will be recorded. The stratigraphy of all trenches shall be recorded even where no archaeological features are identified.

4.4.5 A photographic record of the investigations will be prepared illustrating in both detail and general context the principal features and finds discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted.

4.4.6 This record will be compiled and checked during the course of the excavations.

5 Finds & samples

5.1 The IfA Guidelines for Finds Work will be adhered to.

5.2 All antiquities, valuables, objects or remains of archaeological interest, other than articles declared by Coroner's Inquest to be subject to the Treasure Act, discovered in or under the Site during the carrying out of the project by ULAS or during works carried out on the Site by the Client shall be deemed to be the property of ULAS provided that ULAS after due examination of the said Archaeological Discoveries shall transfer ownership of all Archaeological Discoveries unconditionally to LCC for storage in perpetuity.

5.3 An Accession number will be obtained from the Assistant Keeper of Archaeological Archives at Leicestershire County Council that will be used to identify all records and finds from the site, prior to the commencement of any on-site works.

5.4 During the fieldwork, different sampling strategies may be employed according to the perceived importance of the strata under investigation. Close attention will always be given to sampling for date, structure and environment. As part of this phase, environmental sampling will be undertaken as appropriate in order to assess the environmental potential of the deep ditch or pond-like features under investigation Waterlogged remains, if present, will be sampled for pollen, plant macrofossils, insect remains and radiocarbon dating provided that they are uncontaminated and datable. Consultation with the specialist will be undertaken.

5.5 All identified finds and artefacts are to be retained, although certain classes of building material will, in some circumstances, be discarded after recording with the approval of the Senior Planning Archaeologist.

5.6 All finds and samples will be treated in a proper manner. Where appropriate they will be cleaned, marked and receive remedial conservation in accordance with recognised best practice. This will include the site code number, finds number and context number. Bulk finds will be bagged in clear self sealing plastic bags, again marked with site code, finds and context.

5.7 All finds that may constitute 'treasure' under the Treasure Act, 1996 will be removed to a safe place and reported to the local Coroner. Where removal cannot take place on the same working day as discovery, suitable security will be taken to protect the finds from theft.

6 Report and Archive

6.1 The full report in A4 format will usually follow within eight weeks of the completion of the fieldwork and copies will be dispatched to English Heritage and the Senior Planning Archaeologist/HER to be distributed amongst relevant sections of Leicestershire County Council as necessary.

6.2 The report will include consideration of:

- The aims and methods adopted in the course of the evaluation.
- The nature, location and extent of any structural, artefactual and environmental material uncovered.

- The anticipated degree of survival of archaeological deposits.
- The anticipated archaeological impact of the current proposals.
- Appropriate illustrative material including maps, plans, sections, drawings and photographs.
- Reports on specialist analysis of finds and environmental samples, assessing the evidence in its local, regional and national context.
- Summary.
- The location and size of the archive.

6.3 Copies will be provided for the client, English Heritage, Historic Environment Record and planning Authority. The copyright of all original finished documents shall remain vested in ULAS and ULAS will be entitled as of right to publish any material in any form produced as a result of its investigations.

6.4 A full copy of the archive as defined in Brown (2008) will be presented to Leicestershire County Council, normally within six months of the completion of analysis. This archive will include all written, drawn and photographic records relating directly to the investigations undertaken.

7 Publication and Dissemination of Results

7.1 A summary of the work will be submitted to the local archaeological journal, the Transactions of the Leicestershire Archaeological and Historical Society. A larger report will be submitted for inclusion if the results of the evaluation warrant it.

7.2 University of Leicester Archaeological Services supports the Online Access to the Index of Archaeological Investigations (OASIS) project. The online OASIS form at http://ads.ac.uk/project/oasis will be completed detailing the results of the project. ULAS will contact Leicestershire County Council's SMR prior to completion of the form. Once a report has become a public document following its incorporation into Leicestershire SMR it may be placed on the web-site. The Developer should agree to this procedure in writing as part of the process of submitting the report to Leicestershire SMR.

8 Acknowledgement and Publicity

8.1 ULAS shall acknowledge the contribution of the Client in any displays, broadcasts or publications relating to the site or in which the report may be included.

8.2 ULAS and the Client shall each ensure that a senior employee shall be responsible for dealing with any enquiries received from press, television and any other broadcasting media and members of the public. All enquiries made to ULAS shall be directed to the Client for comment.

9. Copyright

9.1 The copyright of all original finished documents shall remain vested in ULAS and ULAS will be entitled as of right to publish any material in any form produced as a result of its investigations.

10. Timetable

10.1 It is envisaged that the photographic survey will be able to be completed within one-two days.

Health and Safety

10.2 A Risks Assessment form will be completed prior to work commencing on-site, and updated as necessary during the site works.

11 Insurance

11.1 All ULAS work is covered by the University of Leicester's Public Liability and Professional Indemnity Insurance. The Public Liability Insurance is with St Pauls Travellers Policy No. UCPOP3651237 while the Professional Indemnity Insurance is with Lloyds Underwriters (50%) and Brit Insurances (50%) Policy No. FUNK3605.

12. Monitoring arrangements

12.1 Unlimited access to monitor the project will be available to the Client and his representatives, English Heritage and Planning Archaeologist subject to the health and safety requirements of the site. Notice will be given to the Senior Planning Archaeologist and English Heritage before the commencement of the archaeological survey in order that monitoring arrangements can be made.

12.2 Internal monitoring will be carried out by the ULAS project manager.

13. Bibliography

English Heritage 2006 *Understanding Historic Buildings*, English Heritage

Finn, N, 2009 *Groby Old Hall, Markfield Road, Groby, Leicestershire: Historic Building Assessment* Unpub. ULAS Report 2009-126

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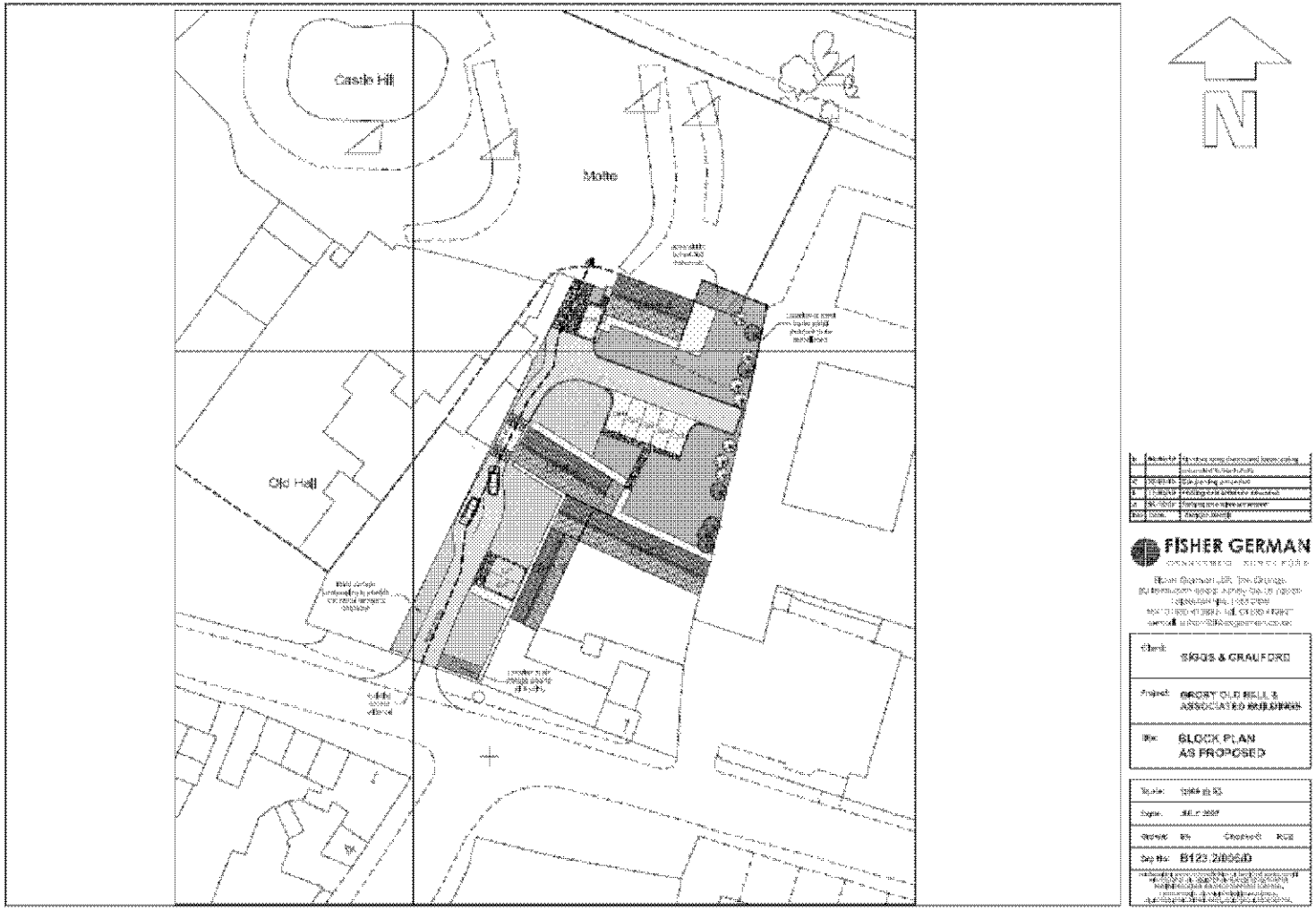


Fig. 1 Site layout and location

APPENDIX 1

Draft Project Health and Safety Policy Statement:

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1.1 This statement is for a photographic survey and watching brief.

1.2 The work will involve inspection of buildings during daylight hours. All work will adhere to the University of Leicester Health and Safety Policy and follow the guidance in the ULAS Health and Safety Manual (2001) together with the following relevant Health and Safety guidelines. The work will also involve observation of groundworks during daylight hours and recording of any underlying archaeological deposits revealed. Overall depth is likely to be *c.* 0.2-0.5m. This will involve the examination of the exposed surface with hand tools (shovels, trowels etc) and excavation of archaeological features.

1.3 HSE Construction Information Sheet CS8 Safety in excavations.
HSE Industry Advisory leaflet IND (G)143 (L): Getting to grips with manual handling.
HSE Industry Advisory leaflet IND (G)145 (L): Watch Your back.
CIRIA R97 Trenching practice.
CIRIA TN95 Proprietary Trench Support Systems.
HSE Guidance Note HS(G) 47 Avoiding danger to underground services.
HSE Guidance Note GS7 Accidents to children on construction sites

1.4 The Health and Safety policy on site will be reassessed during the fieldwork .

1.5 All work will adhere to the contractors' health and safety policy.

2 Risks Assessment

2.1 Working within a building site

Precautions. No work will be undertaken beneath section faces. Loose spoil heaps will not be walked on. Protective footwear will be worn at all times. Hard hats will be worn at all times. A member of staff qualified in First Aid will be present at all times. First aid kit, vehicle and mobile phone to be kept on site in case of emergency.

2.2 Working with plant.

Precautions. Hard hats, protective footwear and hazard jackets will be worn at all times. No examination of the area of stripping will take place until machines have vacated area. Observation of machines will be maintained during hand excavation. Liaison will be maintained with the contractors to ensure programme of machine movement is understood.

2.3 Working within areas prone to waterlogging.

Protective clothing will be worn at all times and precautions taken to prevent contact with stagnant water which may carry Weils disease or similar.

2.4 ***Working with chemicals.***

If chemicals are used to conserve or help lift archaeological material these will only be used by qualified personnel with protective clothing (i.e a trained conservator) and will be removed from site immediately after use.

2.5 ***Working within a derelict building***.

Precautions. University of Leicester Archaeological Services has been led to believe that it is safe to enter the majority of the building.

The archaeological building recorder will only enter rooms that they feel are safe.

2.6 ***Other risks***

Precautions. If unforeseen hazards being encountered e.g. pigeon guano or other contaminants or hazards are identified, such areas will not be entered, and the client will be informed of the risk.

2.5 ***Other risks***

Precautions. If there is any suspicion of unforeseen hazards being encountered e.g. chemical contaminants, unexploded bombs, hazardous gases work will cease immediately. The client and relevant public authorities will be informed immediately.

No other constraints are recognised over the nature of the soil, water, type of excavation, proximity of structures, sources of vibration and contamination.

Richard Buckley
12/01/2011