UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

Design Specification for archaeological work

Job title: Church Farm, 16, Main Street, Newbold Verdon, Leicestershire

NGR: SK 444 036

Client: Mr & Mrs C Long

Planning Authority: Hinckley and Bosworth Borough Council

Planning application Nos. 04/00295/4

1 Definition and scope of the specification

1.1 In accordance with Planning Policy Guidelines 16 (PPG16, Archaeology and planning), para.30, this specification provides a written scheme for an archaeological watching brief, during ground works for the erection of a new double garage at Church Farm, 16, Main Street, Newbold Verdon, Leicestershire (SK 444 036) (Planning application No. 04/00295/4).

1.2 It addresses the requirements detailed in the advice provided by Leicestershire County Council as advisors to the planning authority.

1.3 All archaeological work will adhere to the Institute for Archaeologist's (IfA) *Code of Conduct* and *Standard and Guidance for Archaeological Watching Briefs* and the *Guidelines for Archaeological Work in Leicestershire and Rutland* (LCC).

2.1 *Context of the Project*

2.1.1 The site is located at Church Farm, 16, Main Street, Newbold Verdon, Leicestershire and a planning application has been submitted for the construction of a new double garage.
2.1.2 Leicestershire County Council, as archaeological advisors to the planning authority have detailed the level of archaeological work required (their 'brief' of 24.04.2009).

2.2 *Archaeological Background*

2.2.1 The Leicestershire and Rutland Historic Environment Record (HER) shows that the application site lies in an area of archaeological interest. It is within the historic core of the medieval village of Newbold Verdon (SMR Ref. No. 40SW CS) and near a Scheduled Ancient Monument (40SW BM), which consists of a medieval moated site and post-medieval house. Consequently, there is a likelihood that buried archaeological remains will be affected by the development

3 Aims

3.1 *Archaeological watching brief.* Through archaeological inspection and recording of groundworks by the client's contractors:

1. To identify the presence/absence of archaeological deposits.
2. To establish the character, extent and date range for any archaeological deposits to be affected by the proposed ground works.
3. To record any archaeological deposits to be affected by the ground works.
4. To produce an archive and report of any results.

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4 Methods

4.1 The project will involve the examination of groundworks by an experienced professional archaeologist. If any archaeological deposits are seen to be present, the archaeologist will record areas of archaeological interest.

4.3 The archaeologist will co-operate at all times with the contractors on site to ensure the minimum interruption to the work.

4.4 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 using an Electronic Distance Measurer (EDM) where appropriate.

4.5 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.

4.6 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.

4.7 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 developer, Leicestershire County Council, and the coroner will be informed immediately on their discovery.

4.8 Internal monitoring procedures will be undertaken including visits to the site from the project manager. These will ensure that professional standards are being maintained. Provision will be made for monitoring visits with representatives of the owners, Leicestershire County Council and Hinckley and Bosworth Borough Council.

5 Recording Systems

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

5.2 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 plan at 1:200 (or 1:100), which will show the location of the areas investigated.

5.3 A record of the full extent in plan of all archaeological deposits encountered will be made on drawing film, related to the OS grid and at a scale of 1:10 or 1:20. Elevations and sections of individual layers of features should be drawn where possible. The OD height of all principal strata and features will be calculated and indicated on the appropriate plans.

5.4 An adequate photographic record of the investigations will be prepared. This will include black and white prints and colour transparencies 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.

5.5 This record will be compiled and fully checked during the course of the watching brief.

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5.6 All site records and finds will be kept securely.

6 Report and Archive

6.1 A report on the investigation will be provided following the groundworks.

6.2 Copies will be provided for the client, Sites and Monuments 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.

6.3 A full copy of the archive as defined in the 'Guidelines for the preparation of excavation archives for long-term storage' (UKIC 1990), and Standards in the Museum care of archaeological collections (MGC 1992) and 'Guidelines for the preparation of site archives and assessments for all finds (other than fired clay objects) (Roman Finds Group and Finds Research Group AD 700-1700 1993) will be presented to Leicestershire County Council, Heritage Services 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

7.1 A summary report will be submitted to a suitable regional or national archaeological journal within one year of completion of fieldwork. A full report will be submitted if the results are of significance.

8 Timetable and Staffing

8.1 The watching brief is scheduled to commence at the inception of the contractors groundworks. An experienced archaeologist will be present during this work.

9 Health and Safety

9.1 ULAS is covered by and adheres to the University of Leicester Statement of Safety Policy and uses the ULAS Health and Safety Manual (revised 2007) with appropriate risks assessments for all archaeological work. A draft Health and Safety statement for this project is in the Appendix. The relevant Health and Safety Executive guidelines will be adhered to as appropriate.

10 Insurance

10.1 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.

11. Bibliography

MAP 2, *The management of archaeological projects* 2nd edition English Heritage 1991

MGC 1992, *Standards in the Museum Care of Archaeological Collections* (Museums and Galleries Commission)

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RFG/FRG 1993, *Guidelines for the preparation of site archives* (Roman Finds Group and Finds Research Group AD 700-1700)

SMA 1993, *Selection, retention and Dispersal of Archaeological Collections. Guidelines for use in England, Wales and Northern Ireland* (Society of Museum Archaeologists)

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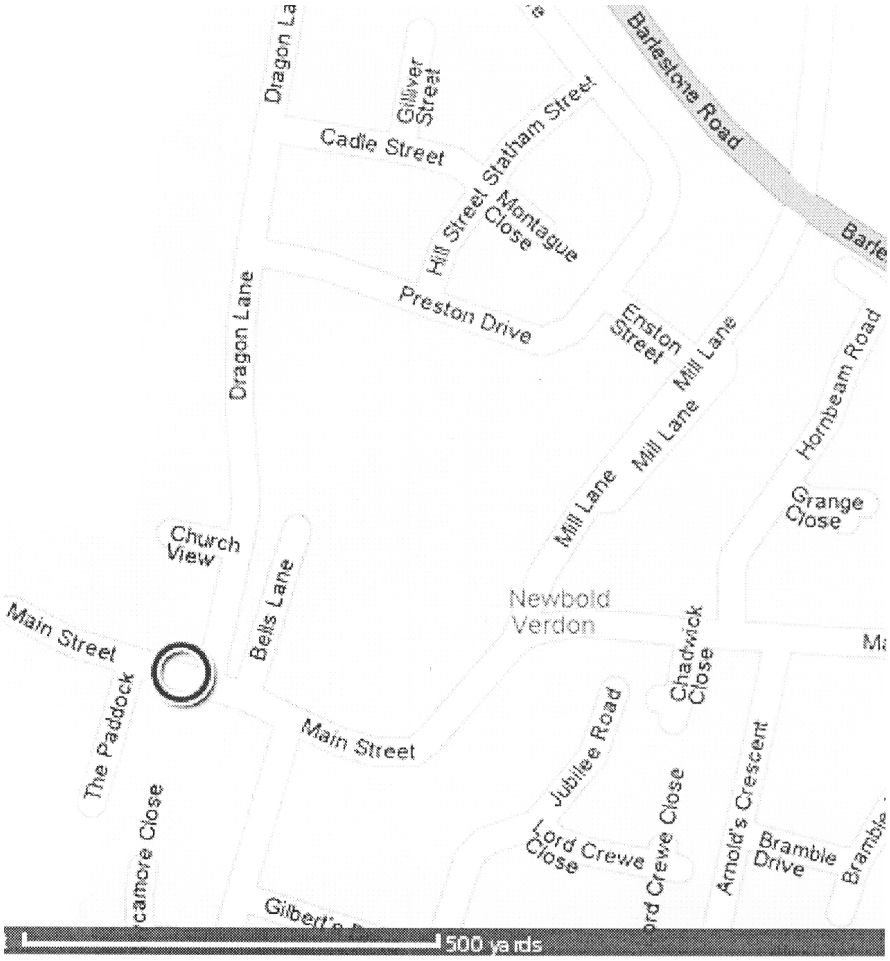


Fig 1 Location of Church Farm

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Fig. 1 Location of development

Appendix

Draft Project Health and Safety Policy Statement

Job title: Church Farm, 16, Main Street, Newbold Verdon, Leicestershire

NGR: SK 444 036

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Planning application Nos. 04/00295/4

1 Nature of the work

1.1 This statement is for an archaeological watching brief.

1.2 The work will involve inspection of buildings and 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. 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.

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 evaluation .

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.

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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 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.

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

Patrick Clay
05.05.2009

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