Northamptonshire County Council

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07/00940/FUL

Northamptonshire Archaeology

DEVELOPMENT SERVICES

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RECEIVED

Archaeological Evaluation at
The Rectory, 57 Main Street
Newbold Verdon
Leicestershire
September 2007



Tim Upson-Smith

October 2007

Report 07/160

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REGISTERED IFA ORGANISATION

OASIS REPORT FORM

PROJECT DETAILS		
Project name	The Rectory, 57 Main Street Newbold Verdon	
Short description (250 words maximum)	An archaeological evaluation comprising the excavation of five trial trenches was undertaken by Northamptonshire Archaeology prior to the construction of ten houses on land at 57 Main Street, Newbold Verdon, Leicestershire. No archaeological features were observed within the trial trenches.	
Project type (eg DBA, evaluation etc)	Trial Trenching	
Site status (none, NT, SAM etc)	none	
Previous work (SMR numbers etc)		
Current Land use	Waste ground	
Future work (yes, no, unknown)	unknown	
Monument type/ period	Post-medieval	
Significant finds (artefact type and period)	none	
PROJECT LOCATION		
County	Leicestershire	
Site address (including postcode)	57 main Street, Newbold Verdon, Leicestershire LE9 9NN	
Study area (sq.m or ha)	0.56 ha	
OS Easting & Northing (use grid sq. letter code)	SK 445 037	
Height OD	130m AOD	
PROJECT CREATORS		
Organisation	Northamptonshire Archaeology	
Project brief originator	Leicestershire County Council's Historic and Natural Environment Team	
Project Design originator	Northamptonshire Archaeology	
Director/Supervisor	Tim Upson-Smith	
Project Manager	Mark Holmes	
Sponsor or funding body		
PROJECT DATE		
Start date		
End date		
ARCHIVES	**Location (Accession no.)**	**Content (eg pottery, animal bone etc)**
Physical	Northamptonshire Archaeology	
Paper	Northamptonshire Archaeology	
Digital	Northamptonshire Archaeology	
BIBLIOGRAPHY	unpublished client report (NA report)	
Title	Archaeological Evaluation at The Rectory 57 Main Street Newbold Verdon Leicestershire September 2007 Report 07/160	
Serial title & volume	07/160	
Author(s)	Tim Upson-Smith	
Page numbers	13	
Date	October 2007	

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QUALITY CONTROL

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(1)

Evaluation based upon planning condition and desk-based study (University of Leicester March 2006) and resultant brief imposed upon the site's previous application 06/00853/FUL.

The recent application 07/00940/FUL retains many of the development's principles, and is contained within the identical land parcel.

This archaeological evaluation has been prepared for submission within this current application. In view of the available conclusions will allow processing without the necessity for condition imposition.

ARCHAEOLOGICAL EVALUATION AT THE RECTORY

57 MAIN STREET, NEWBOLD VERDON

LEICESTERSHIRE

SEPTEMBER 2007

REPORT 07/160

Planning Permission Reference: 06/00853/FUL

Accession No: X.A193.2007

Site: The Rectory 57 Main Street, Newbold Verdon LE9 9NN

NGR: SK 445 037

Abstract

An archaeological evaluation comprising the excavation of five trial trenches was undertaken by Northamptonshire Archaeology prior to the construction of ten houses on land at 57 Main Street, Newbold Verdon, Leicestershire. No archaeological features were observed within the trial trenches.

1 INTRODUCTION

1.1 Background

Northamptonshire Archaeology was commissioned by CgMs Consulting to carry out an archaeological evaluation at The Rectory, 57 Main Street, Newbold Verdon (NGR SK 445 037 Fig 1), in advance of the erection of 10 dwellings with associated parking and access (Planning Permission Reference: 06/00853/FUL).

The work was carried out in response to a brief issued by Leicestershire County Council's Historic and Natural Environment Team (LCC HNET) dated 10 August 2007.

The site lies within the medieval and post-medieval settlement core of Newbold Verdon village. LCC HNET advised that the proposed development of this site may well impact upon significant archaeological remains and Hinckley and Bosworth Borough Council attached a condition to the planning permission requiring the implementation of a programme of archaeological works in advance of construction.

1.2 Topography and geology

The evaluation area covered an area of approximately 0.56 hectares. The site was located on glacial sand and gravel (http://www.bgs.ac.uk/geoindex/index.htm) at *c*130m AOD.

1.3 Aims and objectives

The purpose of the work was to gather sufficient evidence to establish, supplement, improve and make available information about archaeological deposits in relation to the development proposals.

2 THE ARCHAEOLOGICAL EVALUATION

2.1 Methodology

Provision was been made for 140m² of trenching. These comprised a 20m long trench parallel with the Main Road frontage, with a further four 15m-long trenches in other parts of the development area (Fig 2). The location of the trenches was designed to allow investigation of the Main Street frontage and a sample of the remaining areas affected by development.

Topsoil and non-structural post-medieval and later layers were removed by machine using a flat-bladed bucket to reveal underlying archaeological remains or, where absent, the natural subsoil. The mechanical excavation was carried out under the direct supervision and control of a suitably qualified archaeologist.

2.2 Results

Trench 1

This trench was targeted to evaluate the street frontage and was aligned north-east to south-west (Fig 2, Plate 1). Glacial sand and gravel (103) was exposed at a depth of 1.2m. This was overlain by a 0.95m-deep layer of dark grey/black clay loam (102) which contained household rubbish mainly consisting of bottles and tins dating from the 1930s to the 1960s. This in turn was overlain by a 0.25m-deep layer dark brown loam topsoil (101).

Trench 2

This trench was located in the centre of the site and was aligned north-west to south-east (Fig 2, Plate 2). Glacial sand and gravel (203) was exposed at a depth of 0.4m. This was overlain by a 0.3m-deep layer of mid brown sandy loam subsoil (202). This in turn was overlain by a 0.1m-deep layer dark grey/brown loam topsoil (201). No archaeological features were observed in this trench.

Trench 3

This trench was located in the south-west corner of the site and was aligned north-west to south-east (Fig 2, Plate 3). Glacial sand and gravel (303) was exposed at a depth of 0.55m. This was overlain by a 0.35m-deep layer of mid grey/black sandy loam subsoil (302). This in turn was overlain by a 0.2m-deep layer dark grey/black loam topsoil (301). No archaeological features were observed in this trench.

Trench 4

This trench was located on the western edge of the site and was aligned north-east to south-west (Fig 2, Plate 4). Glacial sand and gravel (403) was exposed at a depth of 0.62m. This was overlain by a 0.44m-deep layer of mid grey/brown sandy loam subsoil (402). This in turn was overlain by a 0.18m-deep layer dark grey/brown loam topsoil (401). No archaeological features were observed in this trench.

Trench 5

This trench was located in the north-west corner of the site and was aligned north-west to south-east (Fig 2, Plate 5). Glacial sand and gravel (503) was exposed at a depth of 0.35m. This was overlain by a 0.14m-deep layer of mid grey/black sandy loam subsoil (502). This in turn was overlain by a 0.21m-deep layer dark grey/black loam topsoil (501). No archaeological features were observed in this trench.

3 CONCLUSION

No archaeological features were observed during the trial trenching. The desk-based assessment, carried out by the University of Leicester Archaeology Service (ULAS 2006), demonstrated that the site had been part of the garden of the Old Rectory since at least 1886. Any possible archaeological features may have been lost during the landscaping of the garden.

BIBLIOGRAPHY

Hunt, L 2006 *An Archaeological Desk-Based Assessment on Land at The Rectory, 57 Main Street, Newbold Verdon Leicestershire,* University of Leicester archaeology Service Report No 2006-034

LCC HNET 2007 *Brief for Archaeological Trial Trenching at The Rectory, 57 Main Street, Newbold Verdon Leicestershire,* Leicestershire County Council's Historic and Natural Environment Team

N A 2007 *Specification for Archaeological Trial Trenching at The Rectory, 57 Main Street, Newbold Verdon Leicestershire,* Northamptonshire Archaeology

Northamptonshire Archaeology

a service of Northamptonshire County Council

October 2007

PLATES



Plate 1: Trench 1, looking south-east

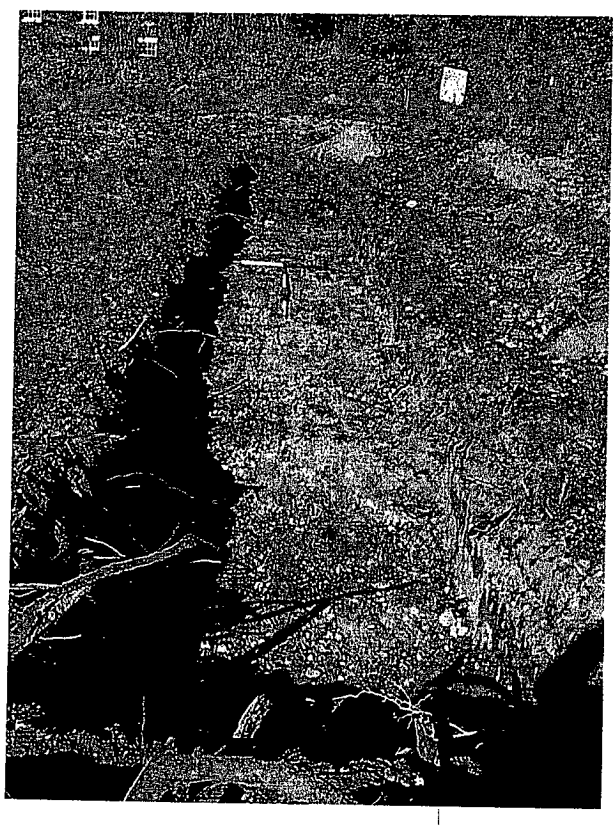


Plate 2: Trench 2, looking north-west



Plate 3: Trench 3, looking north-west



Plate 4: Trench 4, looking north-east

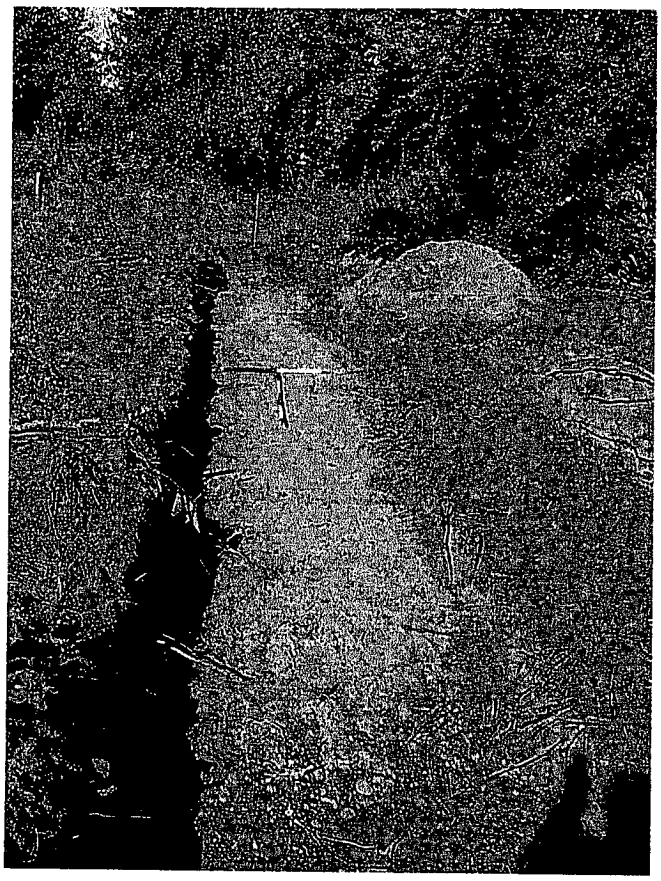
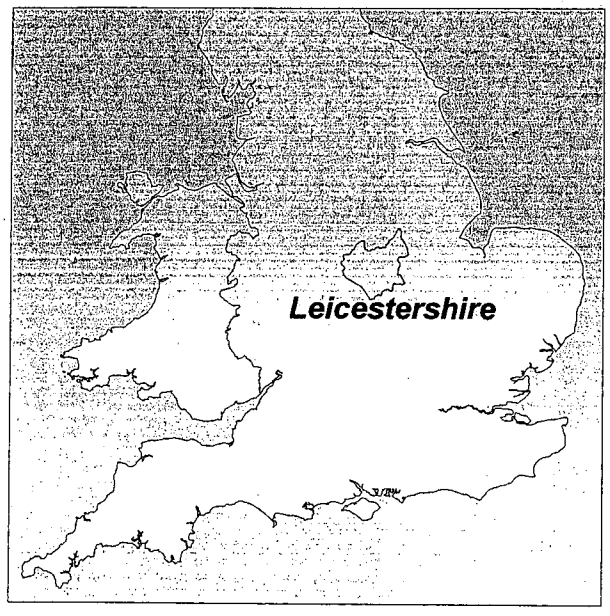
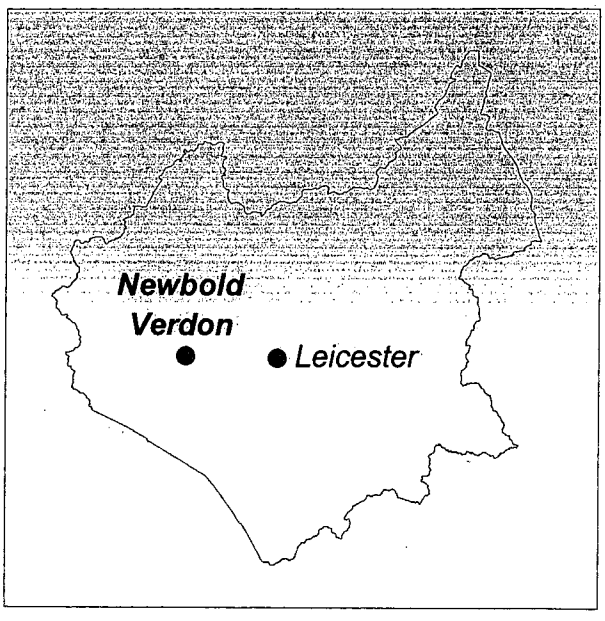
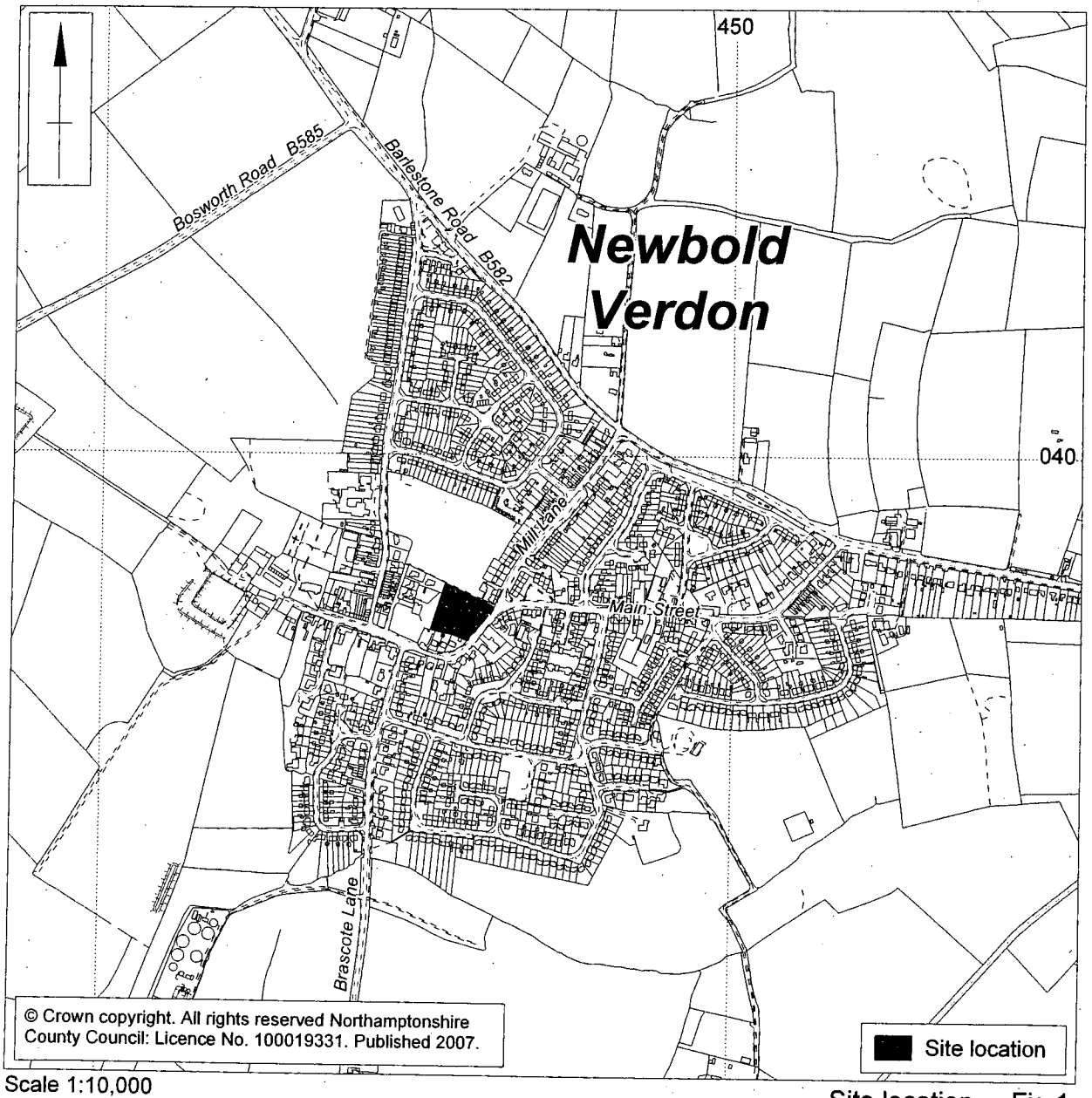


Plate 5: Trench 5, looking north-west

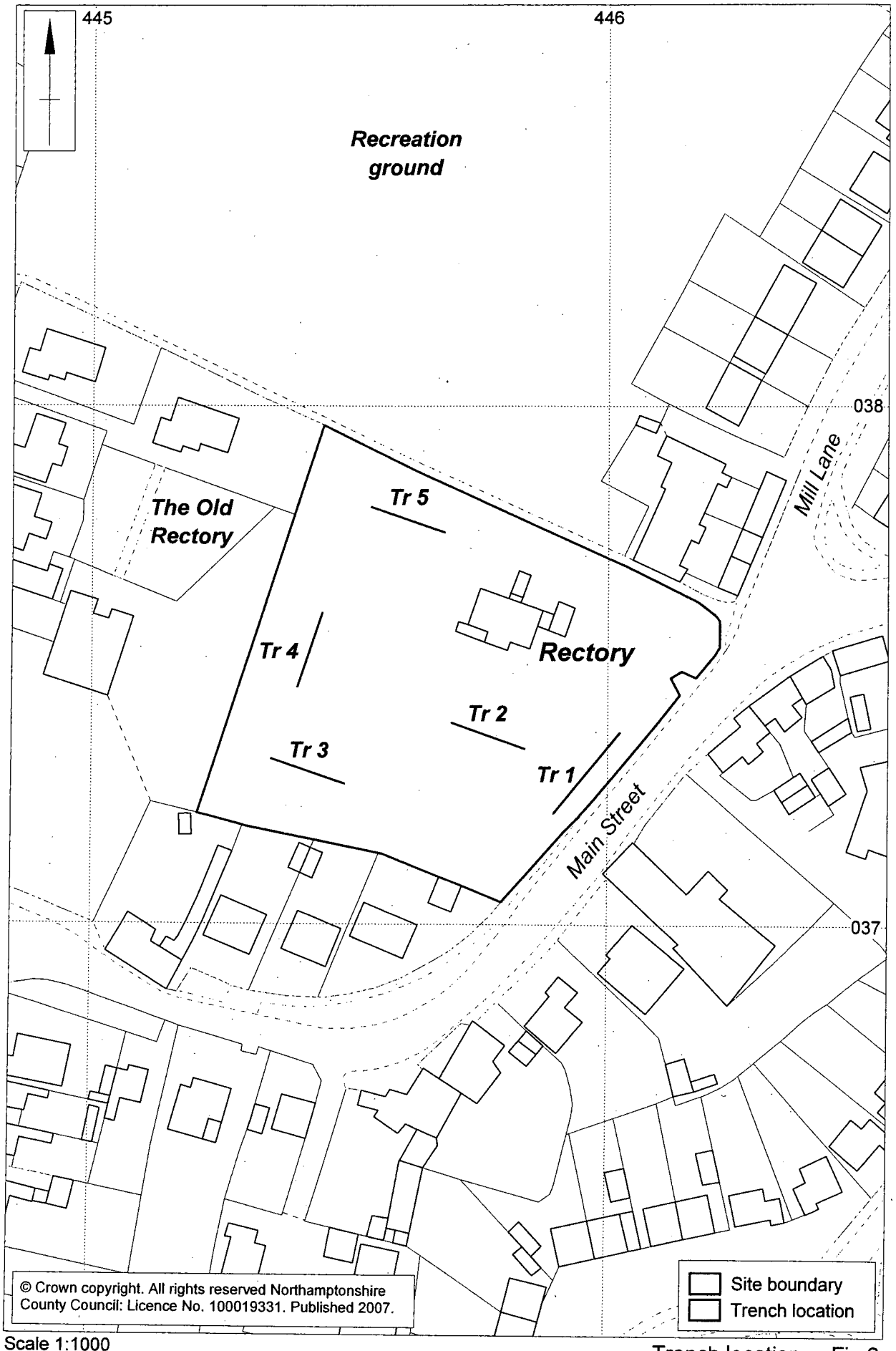






Scale 1:10,000

Site location Fig 1



Scale 1:1000

Trench location Fig 2

APPENDIX

(2)

Leicestershire County Council
Archaeological Trial Trenching Brief

Prepared for prior application 06/00853/FUL

Used as a basis for on-site evaluation – current application 07/00940/FUL

Leicestershire County Council

BRIEF FOR ARCHAEOLOGICAL TRIAL TRENCHING OF LAND AT THE RECTORY, 57 MAIN STREET, NEWBOLD VERDON, LEICESTERSHIRE

Planning Permission: 06/00853/FUL

Demolition of existing building and erection of 10 dwellings with associated parking and access etc.

Historic and Natural Environment Team,
Environment and Heritage Services,
Leicestershire County Council

Prepared on: 10 August 2007

BRIEF FOR ARCHAEOLOGICAL TRIAL TRENCHING OF LAND AT THE RECTORY, 57 MAIN STREET, NEWBOLD VERDON, LEICESTERSHIRE.

1. Summary of Brief

1.1 The development site has been identified as an area of significant archaeological potential based upon assessment of archaeological data held by the Leicestershire & Rutland Historic Environment Record (HER). The potential of the site is supported by the conclusions of a Desk-Based Assessment prepared for E.D.S. Building Design Consultants by University of Leicester Archaeological Services (ULAS Report No. 2006-034).

1.2 In consequence the Senior Planning Archaeologist (SPA), Historic & Natural Environment Team (HNET), Leicestershire County Council, has recommended the need for a programme of archaeological investigation, commencing with evaluation trenching, to be undertaken after the planning application had been determined. The investigation is required to provide an adequate sample of the development area (in this case determined to be 2.5%) and to assess the likely archaeological impact of the development proposals. The fieldwork will include provision for palaeoenvironmental sampling and the application of appropriate archaeological scientific techniques (e.g. radio carbon and archaeolmagnetic dating, etc.).

1.3 Following completion of the fieldwork, the current programme of archaeological work will include provision for appropriate analysis, publication and archiving. The results of the investigation, where positive, are likely to lead to further archaeological requirements including, as appropriate, preservation of deposits in situ, targeted archaeological excavation and/or a programme of monitoring and supervision of groundworks, etc.

2. Appendices for reference as part of this Brief

To be supplied by the developer:

I. General location plan.

II. The site location.

3. Site location and description

3.1 The site is located at 57 Main Street, NGR SK 445 037. The site lies within the historic settlement core of Newbold Verdon in west Leicestershire. The application site is currently gardens for The Rectory and there is some indication of former formal gardens. The site is bound by property boundaries to the north, west and south and by Main Street to the east. The DBA notes that the site is generally flat and lies at a height of c. 132m aOD (ULAS 2006-034).

4. Geology

4.1 The geology of the site is likely to consist of glaciofluvial sands and gravels, overlying the solid Mudstone (Mercia Mudstone Formation) (Geological Survey of England & Wales, Coalville, Sheet 155).

5. Site Constraints

5.1 The appraisal conducted by the Historic & Natural Environment Team has not established the presence of any constraint to the completion of the evaluation. It may be that some clearance of the site is necessary to enable access for the archaeological evaluation to be undertaken. Following completion of a site visit (27th February 2006), the DBA notes:

'...The northern, southern and eastern sides of the garden are wooded and overgrown...To the west of the house is a flat, well maintained lawn...' (ULAS 2006-034).

6. Historical and Archaeological Background

6.1 The development site is situated in the medieval and post-medieval settlement core of Newbold Verdon (HER Ref: MLE 8376). The presently unoccupied frontage with Main Street, also shown as undeveloped on the late 19th Century Ordnance Survey map, indicates that any medieval or post-medieval settlement remains are unlikely to have been disturbed by development, but may have been impacted on by landscaping associated with the Rectory gardens.

6.2 In addition to the potential for medieval and post-medieval archaeological remains to be disturbed by the development, archaeological evidence from other periods is also known within the vicinity. Prehistoric finds (MLE 6358) have been recovered and a prehistoric pit alignment (MLE 9249) and enclosures (MLE 2975 & 2991) are known to the south west of Newbold Verdon Hall.

6.3 The DBA confirms that "Roman finds are not well represented close to Newbold Verdon" (ULAS 2006-034) but remains from this period cannot be ruled out.

7. Previous work and archaeological survey

7.1 No previous archaeological fieldwork has been conducted within the development area.

8. Planning Background and Requirement for Work

8.1 In response to the applicant's submission to Hinckley and Bosworth Borough Council of planning application 06/00853/FUL for 'Demolition of existing building and erection of 10 dwellings with associated parking and access etc.' the SPA advised that suitable archaeological field evaluation should be undertaken once the application had been determined. This evaluation is necessary to assess the location, extent, significance and character of any buried archaeological remains.

8.2 The requirement for archaeological work is in accordance with PPG16 (Archaeology & Planning). The purpose of the work is to gather sufficient evidence to establish, supplement, improve and make available information about the archaeological deposits in relation to development proposals. A review of the results will be undertaken and an appropriate mitigation strategy, supported by a subsequent brief, agreed where necessary.

8.3 Post-excavation assessment and publication of the results of this and any future fieldwork is required, together with the deposition of project archive.

9. Methodology

An accession number must be drawn prior to the commencement of this project. The accession number covers all components of the project, as defined by this brief.

9.1 An appropriate sample of the site (min c. 2.5% by area; 140m2 based on application area covering 0.56 hectares/ 5 600 m2 (ULAS 2006-034)) should be evaluated in accordance with advice given for 'urban' excavation in "Guidelines and Procedures for Archaeological work Leicestershire and Rutland" (Leicestershire County Council, 1997).

9.2 The evaluation trenches should target the areas of development impact and in this instance evaluation of the street frontage with Main Street is to be included. Some flexibility in the actual size, number, orientation and location of some evaluation trenches may be required if made necessary by the location of service pipes, cables and earlier foundations.

9.3 Following the removal of any hard standing, etc., the trenches should be excavated by a machine using a toothless grading bucket and under the constant supervision of a professional archaeologist. Machine access to the site may be restricted and access should be discussed with the prospective developer.

9.4 The trenches should be excavated to the top of the natural or to the top of archaeological deposits, whichever is encountered first. Wherever archaeological deposits are encountered the trenches should be cleared by hand and the deposits planned and recorded to an acceptable standard (see 'Guidelines and Procedures for Archaeological Work in Leicestershire and Rutland', copies available on request). Excavation of archaeological deposits should be limited to resolving questions relating to their date, nature, extent and condition. If burials are encountered during the fieldwork these should not be excavated and recording should be limited to obvious detail such as position of the grave cut, alignment, burial position and stratigraphic relationships.

10. Site Access: Health and Safety

10.1 The archaeological Contractor will be responsible for ensuring that all works are conducted in accordance with a defined Health and Safety Policy. Contractors must observe all current safe working practices, whether required by their own policy or those of the principal development contractor (see SCAUM *Manual, Health & Safety in Field Archaeology, 1997*).

10.2 Before commencing work the Contractor **must** carry out a Risk Assessment and liase with the site owner, archaeological Consultants and the Senior Planning Archaeologist in ensuring that all potential risks are minimised. A copy of this must be given to the Senior Planning Archaeologist **before** commencement of Site works.

10.3 The prospective developer must provide all information reasonably obtainable on contamination and the location of live services before commencement of Site works.

10.4 No personnel are to work in deep unsupported excavations. Trench sides will be constantly assessed for stability and will have to be stepped, battered back or shored when there is risk of collapse.

10.5 All archaeological trenches will be backfilled upon completion of the archaeological project, subject to any appropriate monitoring requirements (see 18.0 below). This is to be the responsibility of the archaeological Contractor, unless the prospective developer has given written instruction to the contrary.

11. Preservation in Situ

11.1 All excavation by machine and hand must be undertaken with a view to avoid damaging archaeological deposits or features which appear worthy of preservation in situ or more detailed investigation than for the purposes of evaluation.

11.2 The discovery of substantial structural remains requiring preservation in situ will entail detailed discussion between all relevant parties. The costs associated with excavating, conserving, and curation of other unforeseen objects or structures of national importance lie outside the scope of this evaluation.

11.3 Where structures, features or finds appear to merit preservation in situ, they must be adequately protected from deterioration.

12. Archaeological Sciences and Environmental Sampling

12.1 The minimum requirement for Archaeological Science and Environmental sampling during evaluation is that the archaeological contractor should commission programmes of investigation which are adequate to provide a sound basis for developing the Specification/Project Design for any subsequent excavation, or for other forms of mitigation strategy, in particular *in situ* preservation. The results of these investigations will be presented in the Evaluation Report.

12.2 General recommendation for minimum standards for archaeological science work have been produced by English Heritage. The document "Archaeological Science at PPG16 interventions: Best Practice Guidance for Curators and Commissioning Archaeologists" is available through the English Heritage website (http://www.english-heritage.org.uk/server/show/nav.001002003009003). Subject specific guidelines produced by English Heritage are also available, and these provide recommendations for best practice for a range of archaeological science topics, including Archaeometallurgy (2001), Environmental Archaeology (2002), Dendrochronology (2004), Geoarchaeology (2004), Human Remains (2005), and X-radiography of archaeological metalwork (2006). All of these can be downloaded from the EH Guidance section of the HELM website, (www.helm.org.uk). ,

12.3 Advice on archaeological science can also be acquired from the English Heritage Regional Archaeological Science Advisor, Jim Williams, contact details provided at end of document.

12.4 All such investigations during evaluation should be undertaken in a manner broadly consistent with the English Heritage document **The Management of Archaeological Projects** (English Heritage 1991).

12.5 All specialists (both those employed in-house by the contracting field unit or those sub-contracted) should be named in project documents. Agreement of specialists

must always be obtained before their names are listed. Their competence to undertake proposed investigations, and the availability of adequate laboratory facilities and reference collections should be demonstrated. There should be agreement in writing on time-tables and deadlines for all stages of work.

13. Treatment of Finds

13.1 All finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the United Kingdom Institute for Conservation (UKIC) *First Aid For Finds*, 1998 (or subsequent editions) and the recipient museum's guidelines.

13.2 Lifting of human skeletal remains should be kept to the minimum which is compatible with an adequate evaluation. At sites known in advance to be cemeteries, provision should be made for site inspection by a recognised specialist. Excavators must be aware of, and comply with, the relevant legislation and any Home Office and local environmental health concerns. Further guidance is provided in *Church Archaeology: its care and management* (Council for the Care of Churches 1999) and in English Heritage (2002 and 2002a), *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England* (The Church of England & English Heritage, 2005). Recommendations for reporting the results of skeletal remains are covered in the following English Heritage document, *Human Bones from Archaeological Sites- Guidelines for producing assessment documents and analytical reports.*

13.3 Where there is evidence for industrial activity, macroscopic technological residues (or a sample of them) should be collected by hand. Separate samples (*c.* 10ml) should be collected for micro-slags (hammer-scale and spherical droplets). Reference should be made to the English Heritage guidelines on *Archaeometallurgy* (English Heritage 2001).

13.4 Subject to time constraints, samples should be taken for scientific dating (principally radiocarbon dating at the evaluation stage) in specific circumstances. This could apply where dating by artefacts is insecure or absent, ***and*** where dating is necessary for development of the Project Design/Specification for subsequent mitigation strategies.

13.5 Consideration should be given to the appropriateness of geoarchaeological assessment of buried soils and sediment sequences exposed during the evaluation. They should be inspected and recorded on site by a recognised geoarchaeologist, since field inspection may provide sufficient data for understanding site formation processes. Procedures and techniques presented in the English Heritage document Geoarchaeology should be applied (English Heritage 2004, *Geoarchaeology. Using earth sciences to understand the archaeological record*). Samples for laboratory assessment should be collected where appropriate, following discussion with the Local Authority.

13.6 Deposits should be sampled for retrieval and assessment of the preservation conditions and potential for analysis of biological remains (English Heritage 2002, *Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post-excavation*). The sampling strategy should include a reasoned justification for selection of deposits for sampling, and should be developed in collaboration with a recognised bioarchaeologist. Flotation samples and samples taken for coarse-mesh sieving from dry deposits should be processed at the time of the fieldwork wherever possible, partly to permit variation of sampling strategies if necessary, but also because processing a backlog of samples at a later stage causes

delays. Sampling strategies for wooden structures should follow the methodologies presented in English Heritage's Waterlogged Wood (Brunning 1996, *Waterlogged wood. Guidelines on the recording, sampling, conservation and curation of waterlogged wood*).).

13.7 *All* finds which may constitute 'treasure' under the Treasure Act, 1997 must be removed to a safe place and reported to the local Coroner. Where removal can not take place on the same working day as discovery, suitable security will be taken to protect the finds from theft.

13.8 Unless otherwise agreed with the local authorities archaeological advisor, all identified finds and artefacts will be retained, although certain classes of building material can sometimes be discarded after recording if an appropriate sample is recommended by the recipient museum's archive curator.

14. Post-excavation Work

14.1 According to standard procedure, excavation will be followed by a period of post-excavation processing. This should involve the cataloguing and analysis of any finds, samples and the preparation of the archive for the site report and deposition.

14.2 Artefacts, biological samples and soils should be assessed for evidence of site and deposit formation processes and taphonomy, and especially for evidence of recent changes that may have been caused by alterations in the site environment. Assessment should include x-radiography of all iron objects, (after initial screening to exclude obviously recent debris), and most non-ferrous artefacts (including all coins). Further advice and minimum requirements for x-radiography are given in recent guidance from English Heritage (English Heritage 2006 *Guidelines on the x-radiography of archaeological metalwork*). . Where necessary, active stabilisation or consolidation will be carried out, to ensure long-term survival of the material, but with due consideration to possible future investigations. Once assessed, all material should be packed and stored in optimum conditions, as described in **First Aid for Finds**. Waterlogged organic materials should be dealt with following the guidelines.

14.3 Assessment of any technological residues should be undertaken.

14.4 Samples for dating should be submitted to promptly, and prior agreement should be made with the laboratory on turn-around time and report production, so as to ensure that results are available to aid development of specifications for subsequent mitigation strategies.

14.5 Processing of all soil samples collected for biological assessment, or sub-samples of them, should be completed. The preservation state, density and significance of material retrieved should be assessed by recognised specialists. Special consideration should be given to any evidence for recent changes in preservation conditions that may have been caused by alterations in the site environment. Unprocessed sub-samples should be stored in conditions specified by the appropriate specialists.

14.6 Samples collected for geoarchaeological assessment should be processed as deemed necessary by a recognised specialist, particularly where storage of unprocessed samples is thought likely to result in deterioration. Appropriate assessment is to be undertaken. Where preservation *in situ* is a viable option, consideration should be given to the possible effects of compression on the physical integrity of the site and to any hydrological impacts of development.

14.7 Animal bone assemblages, or sub-samples of them, should be assessed by a recognised specialist.

14.8 Assessment of human remains will have been based partly on *in situ* observation, but where skeletal remains have been lifted assessment should be undertaken by a recognised specialist.

15. Reports

15.1 A full written report combining all stages of the evaluation should be prepared. At least two copies shall be sent to the Historic & Natural Environment Team, Community Services, Leicestershire County Council, and one or more copies to the relevant local authority Planning Officer and/or Conservation Officer. If this report is to form part of a planning application, it is in the developer's interest to ensure this report is prepared to an adequate standard (see 'Guidelines and Procedures for Archaeological Work in Leicestershire and Rutland') in order that a judgement of the archaeological value of the site can be made as quickly as possible.

15.2 The report/s ought to:

i) Include
a) All trench location plans tied into the Ordnance Survey data
b) Drawing and plans
c) A summary of artefacts by trench together with their interpretation
d) Any specialist reports
e) A concise non-technical summary of the project results

ii) Assess
a) The archaeological significance of the development site and any archaeological deposits encountered during evaluation
b) The evidence in its setting, regional context and also aim to highlight any research priorities where applicable
c) The results from any archaeological science investigations

15.3 Wherever appropriate, outline the options for achieving the preferred option of preservation in situ of significant archaeological deposits.

15.4 Reports should include sufficient detail to permit assessment of potential for analysis. They should include tabulations of data in relation to site phasing and contexts, and include non-technical summaries. The objective presentation of data should be clearly separated from interpretation. Recommendations for further investigations, (both on samples already collected, and at future excavations) should be identified and separated from the results and interpretation.

15.5 Understanding the current state of preservation of an archaeological site is necessary in any attempt to ensure its future preservation *in situ* or adequate recording during excavation. It is advised that those involved in evaluations and excavations should take all necessary steps to ensure that sufficient information is collected to provide a firm basis for informed decisions. Techniques for assessing the state of preservation will vary, depending on the type of site and its perceived importance. A cost-effective method of assessing the preservation of buried archaeological remains is to make use of information that should be included within specialist assessment reports. For example:

- are pollen grains well preserved, or is there a high proportion of indeterminate grains and those of durable taxa?;

- are plant macrofossils preserved by waterlogging, mineral-replacement or only in a charred form? If present, do waterlogged macrofossils shows signs of degradation?

The artefact conservation assessment should identify the degree of preservation of each material class recovered, and identify whether there is evidence contained in, for example, the nature of corrosion products on metalwork to suggest that the burial environment is changing, or has changed recently. A clear and concise synthesis of such data in the Evaluation Report, combined with assessment of site hydrology, will help to inform future site-specific management, particularly with respect to vulnerable materials that might be at risk from proposed re-development schemes.

15.6 The final report/s will be deposited with the Leicestershire and Rutland SMR no later than six months after completion of the project. This will be a paper copy of the report including its relevant accompanying plans.

15.7 Results of the project, even if negative, will be submitted for publication in the appropriate academic journals. Contractors are to provide a summary of findings to the 'Transactions of the Leicestershire Historical and Archaeological Society' (c/o Richard Buckley, School of Archaeological Studies, University of Leicester, University Road, Leicester, LE1 7RH).

15.8 A copy of the final report/s will be deposited in the National Monuments Record, English Heritage, Swindon. Where archaeological scientific investigation has formed an element of the project a copy of the report should be sent to: Dr J Williams, East Midlands English Heritage Regional Advisor for Archaeological Science.

16. Archive

16.1 The archive consists of all written records and materials recovered, drawn and photographic records. It will be quantified, ordered, indexed and internally consistent. It should also contain Site matrix, site summary and brief written observations on the artefactual and environmental data.

16.2 An accession number must be drawn prior to the commencement of archaeological works.

16.3 Archive will be prepared in line with UKIC Guidelines for the preparation of excavation archives for long term storage (1990) and "The Transfer of Archaeological Archives to Leicestershire Museums, Arts and Records Service" (LMARS 2001).

16.4 Archive Deposition

16.4.1 The integrity of the site archive should be maintained. All find and records should be properly curated by a single organisation, and be available for public consultation.

16.4.2 Arrangements for deposition of the full site archive will be made with Leicestershire County Council Museums Service. The archive will be presented to the Assistant Keeper (Archives) within 6 months of completion of the fieldwork, unless alternative arrangements have been agreed in writing with the Senior Planning Archaeologist and archive curator.

16.5 Copyright

16.5.1 It is required that the Leicestershire & Rutland Historic Environment Record and Leicestershire Museums Service be granted full rights to utilise the Documentary Archive under copyright. The first owner of copyright is the project archaeologist who created the archive, under the Copyright, Designs and Patents Act 1988 (SMA 1995, Appendix 2; IFA 1994a, c, Appendix 6; 1994b, 1996, Appendix 5; 1999). LCCEHS prefers to obtain an assignment of copyright in the archive from the copyright owner, but is prepared to acquire a licence allowing it to use the archive (MGC 1992, 2.11; SMA 1995). The project archaeologist should decide whether assignment or licence is to be granted, and in the latter case agree the details of such a licence with LCCEHS at the time of notification of intention to deposit the archive, if not earlier, so that the correct forms are available at the time of deposition.

17. Requirements (including responsibilities of prospective developer and Archaeological Contractor)

17.1 Appointment of Archaeological Contractors

17.1.1 The professional archaeological Contractors invited to tender for the work must be able to demonstrate within their Project Design that they can provide staffing and expertise with the appropriate experience in dealing with technology of the type and nature required in this Brief.

17.1.2 Contractors will operate in line with professional guidelines and standards as stated in the Institute of Field Archaeologists (IFA):

- Standard and Guidance for Archaeological Field Evaluations (1994, revised 1999),
- IFA Code of Conduct (1985, as revised 1997) and,
- IFA By-Law Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology (IFA, 1990 as revised, 1998).

17.2 Pre-tender site visit

The Contractor must visit the site before completing any Project Design, as there may be implications for accurately costing the project. This visit must be noted, along with any other relevant site details, within the Project Design.

17.3 Project Design

17.3.1 The Project Design will cater for full post-excavation analysis, reporting and deposition of the Site findings.

17.3.2 The Project Design must:

a) be supported by a research design, which sets out the site-specific objectives of the archaeological works,

b) detail the proposed works as precisely as is reasonably possible, and where appropriate, indicate clearly on plan their location and extent,

c) include details, including name, qualifications and experience of the Site director and all other key project personnel, including any specialist staff and sub-contractors, will be included in the Project Design. The ratio of on-site voluntary assistance must not exceed a ratio of more than 1:2 employed experienced staff,

d) detail archive deposition, publication and presentation,

e) provide a timetable for proposed works,

17.4 Checking of Project Designs

17.4.1 It is particularly important that all Project Designs, or those which the prospective developer wishes to consider, are forwarded to the Senior Planning Archaeologist for approval prior to the appointment of a Contractor.

17.4.2 Any changes the Senior Planning Archaeologist recommends to a preferred Project Design/s might have financial implications for the costing of the archaeological Contractor, changes to the Project Design will be discussed and agreed in writing by the Senior Planning Archaeologist and the archaeological Contractor.

17.5 Agreement

There must be a written archaeological agreement that satisfactorily implements the approved format and provides sufficient financial support for all aspects of the work including fieldwork, finds processing, conservation, specialist analysis, archiving, cataloguing, report work and long-term storage curation. The archaeological Consultant/Contractor must confirm in writing the Senior Planning Archaeologist that the prospective developer has signed such an agreement before the commencement of Site works.

18. Monitoring

18.1 The work undertaken by the archaeological Contractor, will be monitored under the auspices of the Leicestershire Senior Planning Archaeologist, or his representative, who is responsible for monitoring all archaeological work in Leicestershire and Rutland on behalf of the Local Planning Authority. Monitoring includes reviewing site work, the progress of excavation reports, archive preparation and final deposition.

18.2 Before the commencement of the project the Contractor must inform the Senior Planning Archaeologist, in writing, of the timetable of proposed works and ensure that the Senior Planning Archaeologist must be kept regularly informed about developments during Site and subsequent post-excavation work.

18.3 The Senior Planning Archaeologist will be given at least one weeks written notice of commencement of archaeological work.

19. Alterations to this Brief

19.1 This Brief is valid for three months (from the date below). If not tendered within this period the prospective developer will seek confirmation from the Senior Planning Archaeologist of its continued validity to the existing Site conditions. In addition the following apply:

19.2 Prior to the formal appointment of an archaeological Contractor, the Senior Planning Archaeologist reserves the right to alter this Brief if additonal information comes to light that may have a bearing on the scope and methods of work currently required. (e.g. Site construction constraints, foundation details etc).

19.3 After formal appointment, any alterations recommended by the Senior Planning Archaeologist which may affect the archaeological Contractor's agreed Project Design (whether this be before commencement, or during the project), will be made in consultation with the archaeological Contractor and submitted to the Local Planning Authority. (This does not relate to the formal recommendations for further investigation (e.g. open area excavation) as a result of the findings of the project, for which the Senior Planning Archaeologist is responsible for advising staff on behalf of the Local Planning Authority).

20. Key Definitions

Senior Planning Archaeolgist
Responsible for providing an archaeological curatorial planning service to Leicestershire districts. Advises on the nature of the work required and monitors projects from implementation to completion.

Archive Curator:
Responsible for the long-term curation of the archive in the recipient Museum.

Prospective Developer:
Person/group/developer commissioning the archaeological work.

Contractor:
Archaeological Contractor tendering to carry out the archaeological work and as appointed by the prospective developer.

Project Design:
Written document detailing the proposed work and as provided by a Contractor in line with the Written Brief provided by the Senior Planning Archaeologist.

The Senior Planning Archaeologist can be contacted at:

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Leicestershire County Council
Room 500, County Hall,
Leicester Road, Glenfield
Leicestershire
LE3 8TE

Telephone Number: 0116 2658322. Fax: 0116 3057965
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