



# University of Leicester

## Archaeological Services

**Holy Trinity Church, Church Street,  
Barrow Upon Soar, Leicestershire:**

**Historic Building Inspection and  
Recording**

**NGR: SK 5764 1757**

**Mathew Morris**



**Holy Trinity Church, Church Street,  
Barrow Upon Soar, Leicestershire:  
Historic Building Inspection and Recording**

**NGR: SK 5764 1757**

**Mathew Morris**

**For: Holy Trinity PCC**

**Planning application no. P/08/3159/2**

Checked by:

Signed:



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## **Holy Trinity Church, Church Street, Barrow Upon Soar, Leicestershire: Historic Building Inspection and Recording (SK 5764 1757)**

Mathew Morris

### **Summary**

*A programme of historic building inspection and recording was undertaken at Holy Trinity Church, Barrow Upon Soar, a Grade II\* listed building, by University of Leicester Archaeological Services (ULAS) on 29th September 2011. The work was carried out on behalf of Holy Trinity PCC in advance of the proposed construction of a single-storey extension to the north side of the church, including the insertion of two new openings through walls into the north aisle and the north transept. Work entailed the careful removal of plaster from walls in the two affected areas to assess whether any pre-Reformation wall paintings survived. The results of the inspection revealed that inside the church, the walls in both areas had been extensively rebuilt relatively recently. In both the north aisle and the north transept the walls were faced with modern brick and concrete render which most likely dated to the documented 1868-70 restoration of the church. It was clear that no pre-Reformation plaster survived in the areas of impact and it was unlikely that the development would cause significant damage to original medieval fabric. The site archive will be held by Leicestershire County Council Museum Service under accession number X.A70.2011.*

### **Introduction**

This report presents the results of a programme of historic building inspection and recording at the Holy Trinity Church, Church Street, Barrow Upon Soar, Leicestershire. It has been prepared by Mathew Morris of University of Leicester Archaeological Services (ULAS) on behalf of the Holy Trinity Parochial Church Council (PCC).

The Holy Trinity Church is a Grade II\* listed building located within the Barrow Upon Soar conservation area. The church building is listed by the Secretary of State (Department of Culture, Media & Sport) as being of special architectural or historic interest, in addition to being identified as being of historic, architectural and/or archaeological interest from information held in the Leicestershire and Rutland Historic Environment Record (HER).

The building is owned by the Holy Trinity PCC who has submitted a planning application (P/08/3159/2) for the construction of a single storey extension to the north side of the church building, including the insertion of two new openings through walls into the church's north aisle and north transept.

In consequence, the Senior Planning Archaeologist at Leicestershire County Council's Historic and Natural Environment Team (LCCHNET), as archaeological advisor to the local planning authority (Charnwood Borough Council), requested a programme of historic building inspection and recording (level 3 survey) and archaeological mitigation (LCCHNET 2011). This was in line with condition 3 on planning permission P/08/3159/2.

The required archaeological mitigation was subject to a separate programme of archaeological work in May 2011 (see Higgins 2011) and is only discussed in this report where relevant.

### Site Location

The Holy Trinity Church is located at National Grid Reference SK 5764 1757 at a height of c.60m above Ordnance Datum. The building is located on the north side of Church Street and to the west of Church Lane in the historic village core of Barrow Upon Soar, approximately 13km north of Leicester and 4km south-east of Loughborough (Figure 1 & Figure 2).

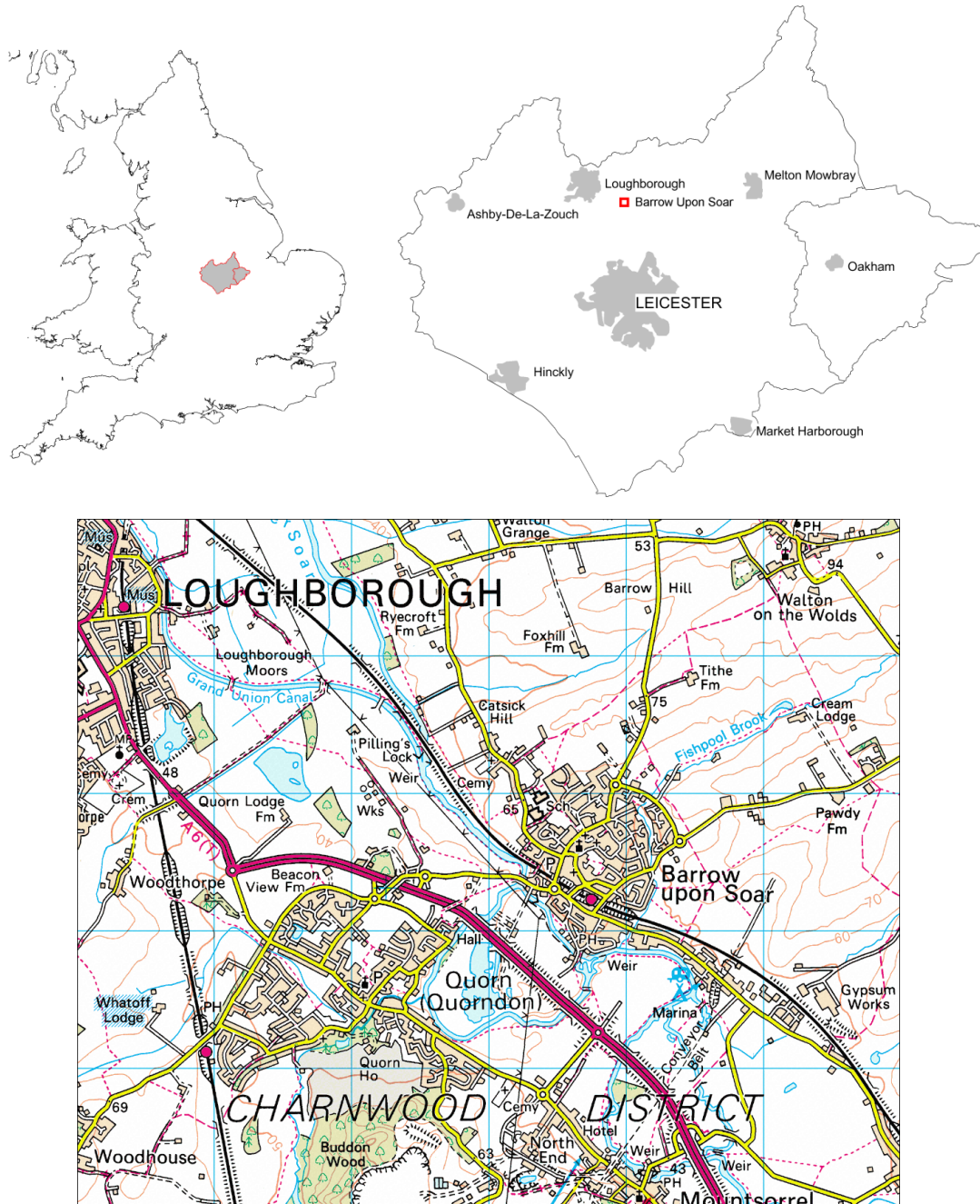


Figure 1: Location of Barrow Upon Soar

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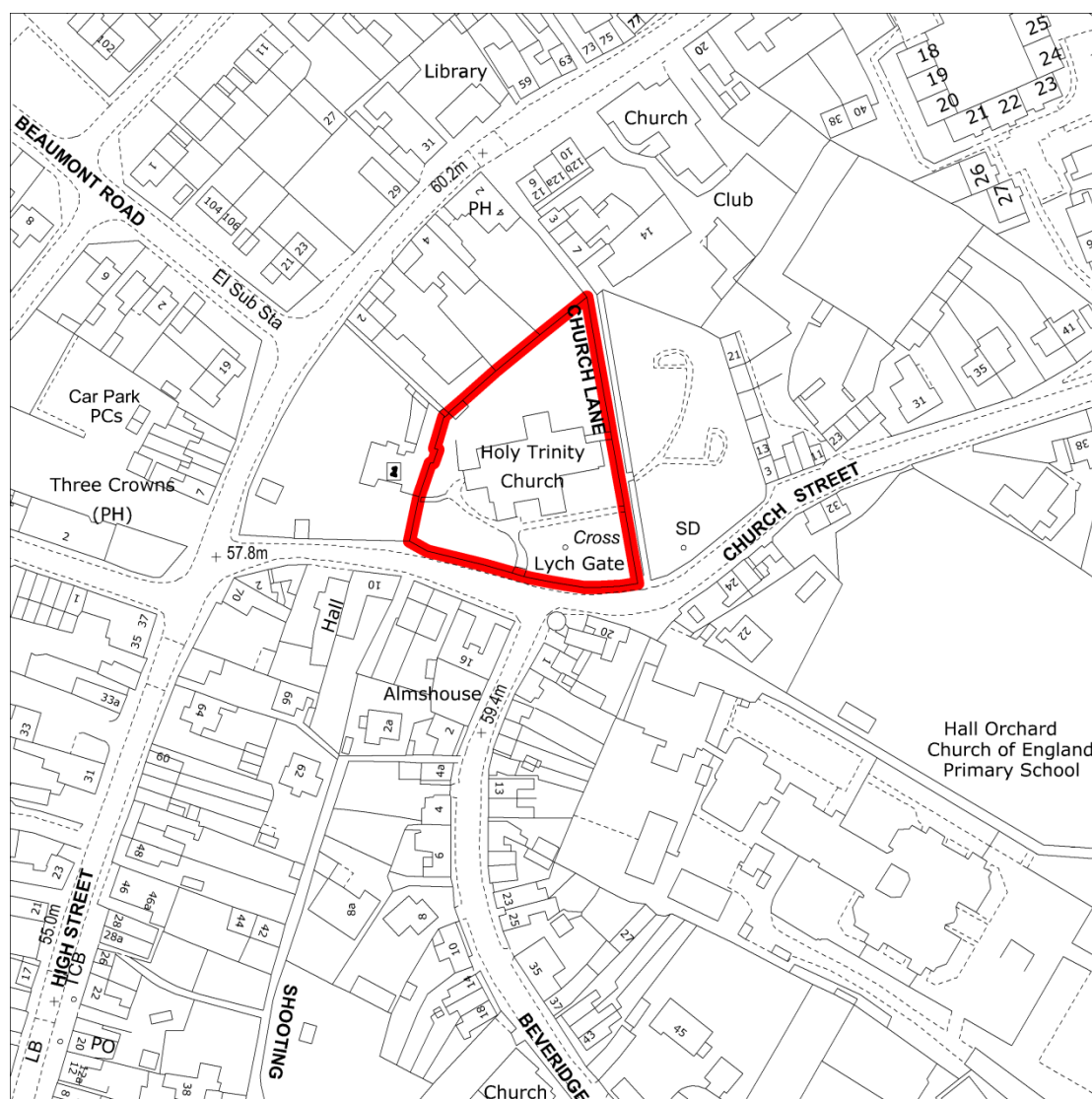


Figure 2: Location of Holy Trinity Church

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### Aims and Methods

In accordance with PPS 5 'Planning and the Historic Environment' Policy HE12.3, the purpose of the work was to record the significance of the affected heritage asset prior to its loss or truncation due to the impact of the proposed development. Following the *Brief* issued by LCCHNET (2011), the programme of inspection and building recording was undertaken prior to the commencement of the proposed alterations, with specific attention given to the areas of fabric which were to be removed or altered during the development.

Work focused on two areas in the church building, at the west end of the north aisle and on the west side of the north transept, where the proposed work required the creation of two new doorways through the exterior walls (Figure 3 & Plate 1). Although both areas appeared to have witnessed extensive 19th century refurbishment, both had medieval origins, respectively of the late 13th and 14th centuries. As such, the internal wall plaster was to be removed under archaeological

supervision, one layer at a time, in spits before the two doorways were constructed. This was to assess whether any pre-Reformation wall paintings may survive in the areas of impact.

All work followed the Institute for Archaeologists (IfA) Code of Conduct and adhered to their *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures*. The methodology followed procedure outlined in the project design specification (Appendix 1), using English Heritage guidelines *Understanding Historic Buildings: A guide to good recording practice* (2006) in order to determine the necessary level of recording, as relevant to the impact of the development scheme. The work incorporated the following specific elements:

#### *The Written Account*

- The precise location of the building, by name or street number, civil parish, town etc. and national grid reference.
- A note on any statutory or non-statutory designations.
- The date the record was made, the names of the recorders, and the location of the project archive.
- A statement describing the building's type or purpose, materials and possible dates of construction and alteration. This account should outline the building's plan, form, function, age and development sequence. The names of builders and owners should be given if this information can be established.
- A note of the building's past and present relationship to its setting.
- A table of contents and list of figures or illustrations.
- Full bibliographic and other references or a list of sources consulted.

#### *The Survey Drawings*

A measured survey of the building, including floor plans and external elevations, has been undertaken by the architectural firm Caroe & Partners and has been provided by the client for the purpose of this project. These were verified for accuracy on site and amended as necessary with the addition of historic architectural detail. Relevant survey material was transferred to a CAD package and revised to conform to the architectural drawing conventions set out in the English Heritage guidelines.

Any additional drawings that were required to illustrate particular historic architectural details, specifically in relation to the areas of fabric being removed, were made on drafting film at an appropriate scale between 1:1 and 1:50. These would again be transferred to a CAD package and reproduced in the approved format set out in the English Heritage Guidelines.

The drawn record comprised:

- Plans (to scale or fully dimensioned) of the building as existing, showing the form and location of any structural features of historic significance (eg. Blocked doors/windows)
- Section to illustrate the vertical relationships within the building, where relevant.
- Drawings to show the form of any architectural decoration, where relevant.

### *The Photographs*

Photographs were taken using a 35mm format SLR camera with black and white print film supplemented by colour digital photographs. The photographic record comprised:

- General views of the building in its setting or landscape
- The building's exterior appearance.
- The overall appearance of the principal internal areas
- Any exterior details which are relevant to the building's design, development and use, and which do not show adequately on the general photographic record
- Internal details structural or decorative relevant to the building's design, development and use.

The fieldwork was carried out on the 29th September 2011, by Mathew Morris of ULAS.

### **Description and History of the Building**

Holy Trinity Church is a Grade II\* Listed Building (HER Ref. MLE14617) with the following listed building description:

*Large parish church, medieval in plan and in much of interior, externally Victorian following a restoration and rebuilding (chancel, 1862; west tower and thorough restoration, 1870). West tower, nave with two aisles and clerestory, transepts and chancel. Pink random granite rubble with white sandstone dressings, south porch and clerestory faced in sandstone. West tower has two principal stages, buttressed and capped by thin corner pinnacles above a decorative frieze. 2-light openings to bell-chamber with heavy tracery. Large clock on south face below. Large south porch with embattled parapet and heavy gargoyles. Church parapetted throughout and buttressed - the buttresses also have white stone dressings and copings to gabled and trefoiled tops. Various types of window tracery: clerestory is Perpendicular; aisle windows a late Decorated style with reticulated curves. All windows have hood moulds terminating in large and massy foliate corbels. Chancel has a different and distinctive decorative scheme: buttresses have small projecting grotesque carvings, decorative frieze (foliage, beasts, etc.) below parapet and a later Decorated window tracery pattern, with spare tracery lines. Interior has nave arcade of 4 bays, with double chamfered arches on round piers, late C13. Easternmost piers have four shafts and relate to C14 building of transepts (existing transepts are C19). Perpendicular clerestory and nave roof - low-pitched cambered trusses with traceried panels, supported on angel brackets and with gilded bosses. Large chancel has fine carved choir stalls (1918), turned C17 altar rails, and an ornate stone reredos, representing the Last Supper, heavily undercut, also sedilia, 1884. Chancel roof a plain timber, low-pitched structure, with decorated cambered trusses and cornice. East window, a memorial to various C17 local figures, is by Powell and Co., 1890. So is the stained glass window in the south aisle, c.1929. Chancel contains memorial to Theophilus Cave, d.1656, in mannerist style with well-turned epigram. In south transept, a memorial to Martha Utber, 1745, a kneeling female figure at a prie-dieu in a surround with pilasters, broken pediment and arms.*



The first direct evidence for a church at Barrow dates to the mid-12th century when Ranulph, Earl of Chester gave the church to Leicester Abbey. This was confirmed by Henry II. At this time, documentary records show that it was originally the mother church of three chapels, those of St Bartholomew's in Quorn, St Mary's in Woodhouse and St John the Baptist's in Mountsorrel. In 1207 the church was fully appropriated by William de Blois, Bishop of Lincoln (Nichols 1795, 71).

Records of the diocese of Lincoln first record a named vicar in 1220. At the dissolution of Leicester Abbey in 1539 the living and possessions of Holy Trinity Church passed to the Crown. Through the 17th century they passed through a succession until 1708 when it was left to St John's College, Cambridge (Bennett 1938, 27).

The church was described by Nichols in his 1795 imprint of his *History and Antiquities of the County of Leicester* as being '...large and neat. It is built in the form of a cross and consists of a stout and beautiful tower (in which are a clock and five bells); a large South porch (over which is a handsome niche for an image); a nave, chancel, North and South aisles, and North and South transepts.' (Vol. 3, 71).

The church was extensively restored in the 19th century. In 1862 the chancel was rebuilt and work began on the rest of the church in 1868. This was brought to an abrupt halt when work underpinning the building caused the tower to collapse and the renovation was not completed, with a rebuilt tower, until 1870 (Bennett 1938, 24).

## **Inspection and Recording of the Area of Work**

### *External appearance*

The archaeological mitigation carried out in May 2011 (Higgins) against the external wall face of the north aisle (Area 1) and the north transept (Area 2) identified that the wall foundations in both areas had been stripped of their stonework and that the walls had been underpinned with modern concrete. This was thought to be evidence of the work carried out during the 1868-70 restoration. The external face of the walls themselves was built with a mixture of random granite rubble and ashlar masonry which was also thought to be of modern construction (Plate 1).

### *Area 1*

Inside the north aisle (Plate 2), the face of the north wall was rendered and painted with no masonry or architectural decoration visible. Plans for the new doorway show that it was to be inserted through an area of blank wall *c.*1.7m from the aisle's western end. Plaster was initially stripped from the wall in a series of small test slots (*c.*0.1m in diameter) *c.*1.7m above the aisle floor (Plate 4). This revealed modern brickwork covered with 25mm of cement render, including a 10mm thick, unpainted under layer. Closer inspection of the wall at floor level also revealed visible brickwork behind heating pipes.

In the north-west corner of the aisle one *c.*0.4m by *c.*0.4m hole had been knocked through the north wall at ground level by the contractors. This revealed that the brickwork, which was only a single brick in width, faced unrendered and unfaced stone rubble (Plate 5). The entire wall was *c.*0.9m thick.

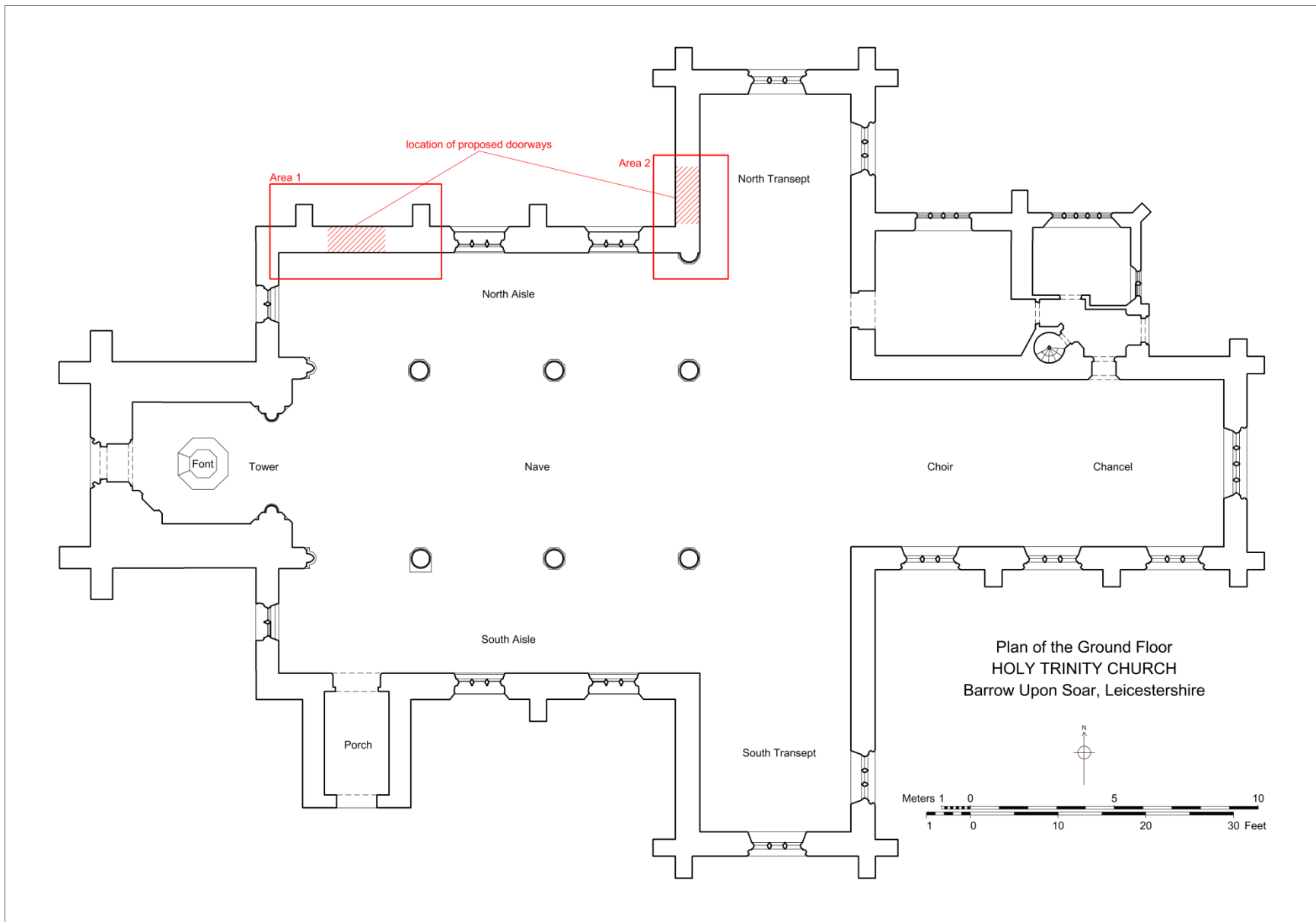


Figure 3: Holy Trinity Church, Ground Floor Plan, scale 1:200 (derived from survey drawings supplied by Caroe & Partners, Chartered Architects)

## Area 2

A similar situation was uncovered in the north transept (Plate 3). Again, the face of the west wall was rendered and painted with no visible masonry or architectural decoration. Plans showed that the new doorway was to be inserted through an area of blank wall *c.*1m from the transept's southern end (Plate 6). Plaster was initially stripped from the wall in a single *c.*0.15m diameter test slot *c.*1.4m above the floor. Brickwork was again observed behind 20-25mm of cement render (Plate 7).

## Conclusion

From the results of the historic building inspection and recording inside the church and the archaeological mitigation outside it (Higgins 2011), it would appear that the north wall of the north aisle and the west wall of the north transept have both been extensively rebuilt relatively recently, probably during the 1868-70 restoration. The combination of brickwork and cement render suggest that there is no likelihood that pre-Reformation wall paintings survive in either of the two affected areas and that no original medieval fabric would be damaged by the development.

## Photographic Record

The following plates have been taken from the photographic archive and are used here to illustrate the written report. They have been located on a floor plan reproduced below (Figure 4).

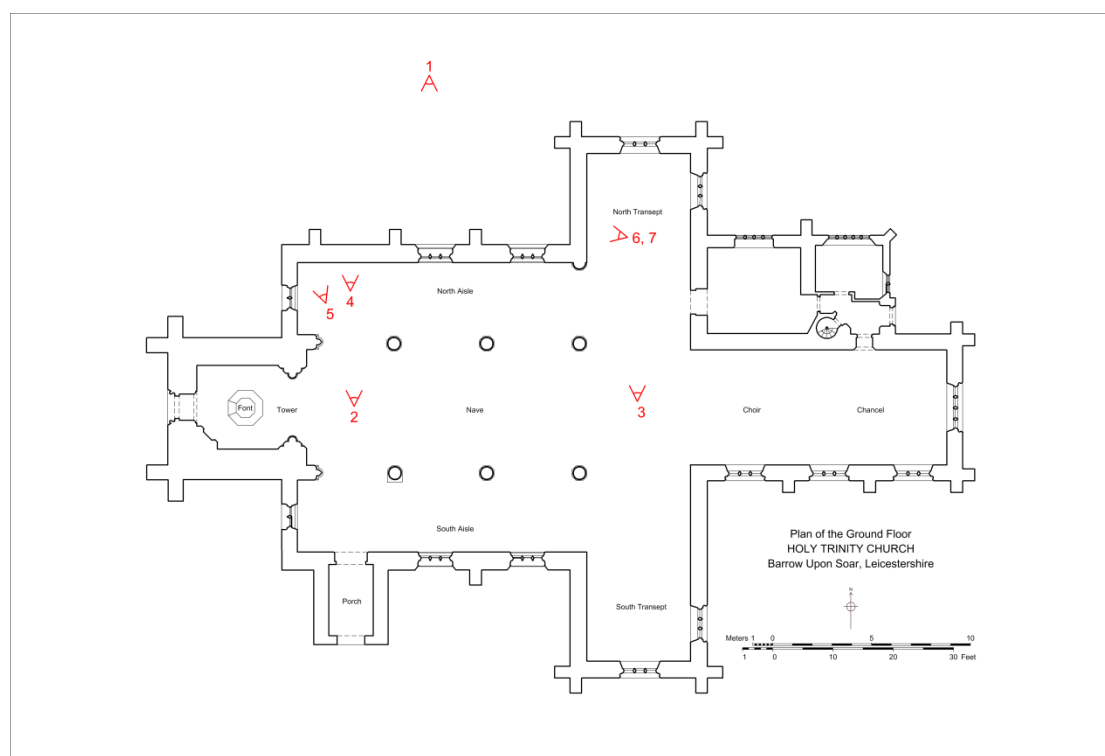


Figure 4: Location of plates 1-7 on the ground floor plan of Holy Trinity Church

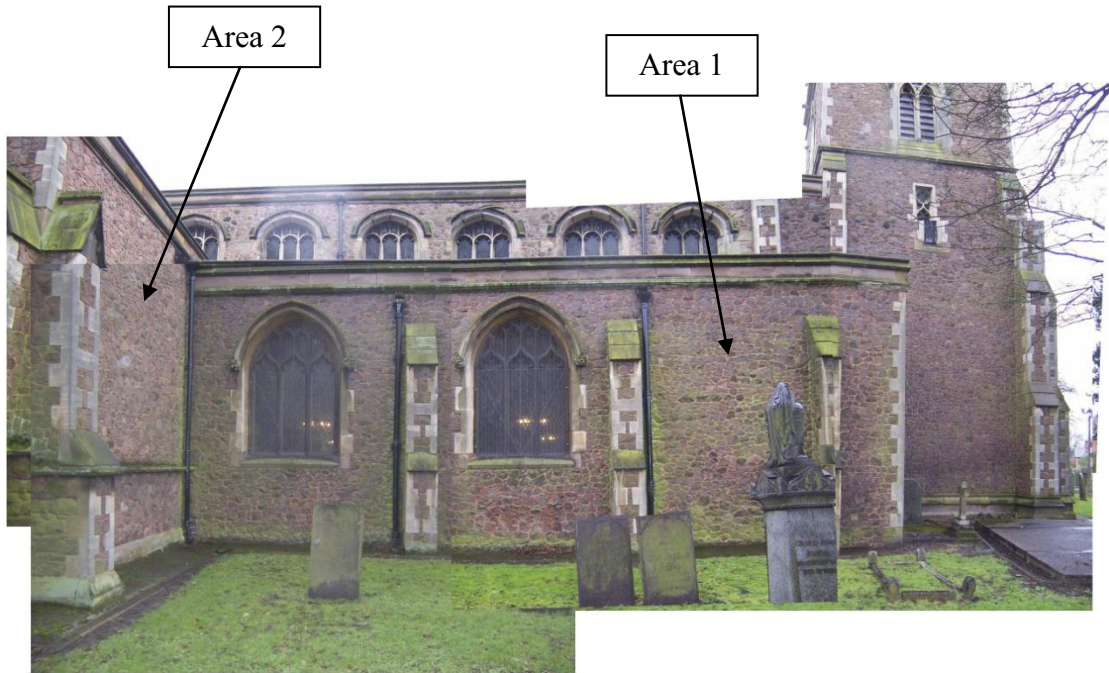


Plate 1: Composite photo showing the external area of work, looking south.

Area 1 was located behind the blank wall to the right of the aisle windows. Area 2 was located behind the blank transept wall to the left of the aisle windows.



Plate 2: Area of work in north aisle, looking north from nave



Plate 3: Area of work in north transept (on left behind wooden partition), looking north from nave



Plate 4: Test slots showing brickwork in the north aisle, looking north



Plate 5: Hole in wall in north aisle showing brickwork with unfaced stone rubble behind, looking north



Plate 6: Area of work in north transept showing test-slot, looking west



Plate 7: Test slot in north transept showing brickwork behind cement render, looking west

## **Bibliography**

- Bennett, R. H., 1938, *A Short History of Barrow-Upon-Soar*. Loughborough, Echo Press Ltd.
- English Heritage, 2006, *Understanding Historic Buildings: A guide to good recording practice*.
- Higgins, T., 2011, *An Archaeological Watching Brief at Holy Trinity Church, Church Street, Leicestershire*. Unpublished ULAS Report 2011-102.
- LCCHNET, 2011, *Design Brief for Historic Building Inspection & Recording (Level 3 Survey) and Archaeological Mitigation: Holy Trinity Church, Church Lane, Barrow Upon Soar, Leicestershire*.
- Nichols, J., 1795, *The History and Antiquities of the County of Leicester*, Volume 3. London, J. Nichols.

## **Archive**

The site archive consists of:

- 1 A4 watching brief record form
- 7 digital photographs
- 7 black and white photographs

The archive will be held by Leicestershire County Council Museum Services under the accession number X.A70.2011

## **Publication**

Since 2004 ULAS has reported the results of all archaeological work to the *Online Access to the Index of Archaeological Investigations* (OASIS) database held by the Archaeological Data Service at the University of York (Appendix 2).

A summary of the work will also be submitted for publication in the local archaeological journal, the *Transactions of the Leicestershire Archaeological and Historical Society*, in due course

## **Acknowledgements**

Thanks are extended to the clients, Holy Trinity PCC, and the contractors for their co-operation and assistance on site. Fieldwork was undertaken and the report written by Mathew Morris. The project was managed for ULAS by Dr Patrick Clay.

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7/11/2011

## Appendix 1: Design Specification for Archaeological Work

**UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES**  
**Design Specification for Archaeological Work**  
**Site: Holy Trinity Church, Church Street, Barrow Upon Soar, Leicestershire**  
**NGR SK 5764 1757**

**Client: Barrow on Soar PCC**  
**Planning Authority: Charnwood Borough Council**  
**Pre-Planning Enquiry**  
**Non-Technical Summary**

This document represents a design specification for archaeological historic building assessment and trial trenching for: **Holy Trinity Church, Church Street, Barrow Upon Soar, Leicestershire**. The design specification addresses the requirements of Leicestershire County Council as advisors to the planning authority as detailed in the *Brief For Historic Building Inspection & Recording (Level 3 Survey) and Archaeological Mitigation* (LCC HNET 19.10.2009 hereinafter the 'brief'). The work will follow the guidelines as laid out in the *Institute for Archaeologists Standards and Guidance for Standing Buildings or Structures and archaeological field evaluations (IfA 2008)*.

**1. Site Location and condition**

- 1.1 Holy Trinity Church is located to the north Church Street, adjacent to its junction with Beveridge Street, Barrow Upon Soar, Charnwood Borough, Leicestershire at NGR SK 5764 1757.

**2. Planning Background**

- 2.1 The requirement for archaeological work is in accordance with PPG 15 "Planning and the Historic Environment". The current proposals will affect the interior and exterior of the building which has been listed by the Secretary of State (Department of Culture, Media & Sport) as being of special architectural or historic interest, in addition to being identified as of historic, architectural and/or archaeological interest from information held in the Leicestershire and Rutland Historic Environment Record (HER). In consequence, the Senior Planning Archaeologist (SPA) has recommended the need for recording the impact on the building following English Heritage guidelines as detailed in *Understanding Historic Buildings. A guide to good recording practice* (English Heritage 2006) and during groundworks ('Brief' Section 5).
- 2.2 The proposed works will require the creation of two new openings into the north aisle and north transept. Whilst both appear to have witnessed extensive 19th century refurbishment, both have medieval origins, respectively of the later 13th and 14th centuries. It is required that the applicant make provision for appropriate historic building investigation and recording prior to and during the proposed development to ensure an appropriate record of the listed building and the affected historic fabric (Brief 5.3).
- 2.3 With regard to the impact upon buried archaeological remains, the proposals are located within the associated (now disused) graveyard, adjacent to the north aisle. The extension will impact upon a number of recorded 19th century graves/tombs, ten are noted within or in the vicinity of the proposed footprint. In addition to disarticulated human remains, it is very likely that an unknown and potentially significant number of unmarked burials will be affected. In addition to burials, it is possible that earlier phases of the church or associated features/structures may occur within the proposed footprint (Brief 5.4).
- 2.4 It is therefore recommended that the applicant undertake exploratory investigation of the development footprint prior to the commencement of the development to assist in the design of the development proposals and specifically the pile layout. Trial trenching/test pitting is recommended followed as appropriate by targeted excavation (Brief 5.5).



### **3. Archaeological and Historical Background (Brief 5.1-3)**

3.1 The works will involve alterations to the historic fabric of Holy Trinity Church (HER Ref. No. MLE14617), which is a Grade II\* listed building described as follows:

3.2 *Large parish church, medieval in plan and in much of interior, externally Victorian following a restoration and rebuilding (chancel, 1862; west tower and thorough restoration, 1870). West tower, nave with two aisles and clerestory, transepts and chancel. Pink random granite rubble with white sandstone dressings, south porch and clerestory faced in sandstone. West tower has two principal stages, buttressed and capped by thin corner pinnacles above a decorative frieze. 2-light openings to bell-chamber with heavy tracery. Large clock on south face below. Large south porch with embattled parapet and heavy gargoyles. Church parapetted throughout and buttressed - the buttresses also have white stone dressings and copings to gabled and trefoiled tops. Various types of window tracery: clerestory is Perpendicular; aisle windows a late Decorated style with reticulated curves. All windows have hood moulds terminating in large and massy foliate corbels. Chancel has a different and distinctive decorative scheme: buttresses have small projecting grotesque carvings, decorative frieze (foliage, beasts, etc.) below parapet and a later Decorated window tracery pattern, with spare tracery lines. Interior has nave arcade of 4 bays, with double chamfered arches on round piers, late C13. Easternmost piers have four shafts and relate to C14 building of transepts (existing transepts are C19). Perpendicular clerestory and nave roof - low-pitched cambered trusses with traceried panels, supported on angel brackets and with gilded bosses. Large chancel has fine carved choir stalls (1918), turned C17 altar rails, and an ornate stone reredos, representing the Last Supper, heavily undercut, also sedilia, 1884. Chancel roof a plain timber, low-pitched structure, with decorated cambered trusses and cornice. East window, a memorial to various C17 local figures, is by Powell and Co., 1890. So is the stained glass window in the south aisle, c.1929. Chancel contains memorial to Theophilus Cave, d.1656, in mannerist style with well-turned epigram. In south transept, a memorial to Martha Uther, 1745, a kneeling female figure at a prie-dieu in a surround with pilasters, broken pediment and arms.*

3.3 Documentary evidence records that Barrow church was originally the mother church of three chapels, those of St Bartholomew's in Quorn, St Mary's in Woodhouse and St John the Baptist (later St Peter's) in Mountsorrel. This association implies an early origin for the church and might suggest a Saxon date.

3.4 The first direct evidence we have for a church at Barrow dates from the first half of the 12th century, at which point the Earl of Chester gave the church and the chapel at Quorndon to Leicester Abbey, subsequently confirmed during the reigns of Henry II and Edward II (c. 1318). Records of the diocese of Lincoln first record a named vicar at barrow in the early 13th century, however the earliest surviving fabric within the standing building dates from the late 13th century (nave arcade). The church was extensively 'restored' in the 19th century (1860s and 70s), the latest phase of which was complicated by the collapse of the tower.

### **4 Aims and objectives**

4.1 The aim of the historic building recording is to complete an appropriate level of historic building assessment of the impact of proposed works to the structure. This will pay specific attention to those elements where demolition/conversion and/or alteration are proposed. The work should be undertaken to a standard that will allow the future interpretation of the buildings within the context for which they were originally designed as well as later uses

4.2 The main objectives of the evaluation will be:

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

4.3 Within the stated project objectives, the principal aim of the evaluation is to establish the nature, extent, date, depth, significance and state of preservation of archaeological deposits on the site in order to determine the potential impact upon them from the proposed development.

4.4 Trial trenching is an intrusive form of evaluation that will demonstrate the existence of earth-

fast archaeological features that may exist within the area.

## **5. Methodology**

### **5.1 Building Recording**

- 5.1.1 The building assessment will produce a record of the areas of fabric that are to be removed or altered to English Heritage level 3 (2006) prior to the commencement, and during, the works. The internal plaster will be removed, one layer at a time, in spits before the two doorway accesses through the north wall and north transept are constructed. This is to assess whether pre-Reformation wallpaintings may survive in the areas of impact.
- 5.1.2 The building recording written account will be in accordance with level 3 items 1-7 (4-7 in summary form specifically as they relate to the areas being removed or altered). Sufficient details of physical evidence will be provided to validate interpretations.
- 5.1.3 The building recording drawn records will be in accordance with level 3 items 2-6 specifically as they relate to the areas of fabric being removed; item 2 will be a general ground floor plan at a scale of 1:50 or 1:100. Unusual constructional features will be recorded in greater detail at specified scales of between 1:1 to 1:50 where appropriate.
- 5.1.4 The building recording photographic records will be in accordance with level 3 items 1-6 and should cover all general areas specifically the areas of fabric being removed. Items 1-4 and 6 will be as appropriate to the areas of loss and alteration. All areas will be placed within the visual context of the site as a whole and a record will be provided of the interior and exterior of the building within the parameters of Health and Safety, to demonstrate its current form. The primary record will be in Black and white print and colour transparency format supplemented with digital and colour prints as appropriate.
- 5.1.5 The buildings assessment will be undertaken following the Institute for Archaeologist's Code of Conduct and will adhere to their *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures*. (IfA S&G). The building will be examined under ULAS Health and Safety Policy (*ULAS Health and Safety Policy Statement and Health and Safety Manual*). A risks assessment form will be completed prior to and updated during the visit.
- 5.1.6 Unlimited access to monitor the project will be available to the Client and his representatives, the Conservation Officer, Charnwood Borough Council, Historic and Natural Environment Team, Leicestershire County Council subject to the health and safety requirements of the site. At least one week's notice will be given prior to commencement of the recording work in order that monitoring arrangements can be made. All monitoring shall be carried out in accordance with the IfA *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures*.

### **5.2 Specific Methodology: Trial Trenching**

- 5.2.1 A programme of trial trenching will be undertaken following the building survey. This will target the location of the groundbeams.
- 5.2.2 Topsoil/modern overburden will be removed in level spits, under continuous archaeological supervision, down to the uppermost archaeological deposits by JCB 3C or equivalent using a toothless ditching bucket.
- 5.2.3 Trenches will be excavated to a width of 1.0m and down to the top of archaeological deposits. The area of the trenches will be protected by barrier fencing. The trenches will be backfilled and levelled at the end of the evaluation.
- 5.2.4 The area of impact covers *c.* 50 sq metres although the method of construction will mean that only the groundbeams will penetrate the ground surface by more than 300mm. In view of this by locating the trenches where the groundbeams will be located 100% of the impact will be assessed, enabling mitigation to take place concurrently.
- 5.2.5 Trenches will be examined by hand cleaning and any archaeological deposits located will be planned at an appropriate scale and sample-excavated by hand as appropriate to establishing the stratigraphic and chronological sequence. All plans will be tied into the Ordnance Survey

National Grid. Spot heights will be taken as appropriate.

- 5.2.6 Sections of any excavated archaeological features will be drawn at an appropriate scale. At least one longitudinal face of each trench will be recorded. All sections will be levelled and tied to the Ordnance Survey Datum, or a permanent fixed bench mark.
- 5.2.7 Trench locations will be recorded using an electronic distance measurer. These will then be tied in to the Ordnance Survey National Grid.
- 5.2.8 Any human remains will initially be left *in situ* and will only be removed if necessary for their protection, under Ministry of Justice guidelines and in compliance with relevant environmental health regulations.

## 6 **Recording Systems**

- 6.1 The ULAS recording manual will be used as a guide for all recording.
- 6.2 Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto pro-forma recording sheets.
- 6.3 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.
- 6.4 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, typically at a scale of 1:10. The OD height of all principal strata and features will be recorded.
- 6.5 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.
- 6.6 This record will be compiled and checked during the course of the excavations.

## 7. **Finds and Samples**

- 7.1 The IfA *Guidelines for Finds Work* will be adhered to.
- 7.2 Before commencing work on the site, a Site code/Accession number will be agreed with the Planning Archaeologist that will be used to identify all records and finds from the site.
- 7.3 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. If significant archaeological features are sample excavated, the environmental sampling strategy is likely to include the following:
  - i. A range of features to represent all feature types, areas and phases will be selected on a judgmental basis. The criteria for selection will be that deposits are datable, well sealed and with little intrusive or residual material.
  - ii. Any buried soils or well sealed deposits with concentrations of carbonised material present will be intensively sampled taking a known proportion of the deposit.
  - iii. Spot samples will be taken where concentrations of environmental remains are located.
  - iv. 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.
- 7.4 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 LCC Planning Archaeologist. The IfA *Guidelines for Finds Work* will be adhered to.
- 7.5 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 numbers and boxed by material in standard storage boxes (340mm x 270mm x 195mm). All materials will be fully labelled, catalogued and stored in appropriate containers.

## **8 Timetabling**

8.1 To be arranged with the client.

## **9. Report Preparation**

9.1 The reports will contain as a minimum:

- non-technical summary
- introductory statements
- aims and purpose of the survey
- methodology
- an objective summary statement of results
- supporting illustrations at appropriate scales
- supporting data, tabulated or in appendices

9.2 The report will be in A4 format and copies will be sent to the Client, LCC HNET, HER and Conservation Officer for Melton Borough council.

## **10. Copyright**

10.1 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.

## **11. Health and Safety**

11.1 ULAS is covered by and adheres to the University of Leicester and ULAS Health and Safety Policy (2009) and FAME (SCAUM) Health and Safety manual with appropriate risks assessments for all archaeological work. The relevant Health and Safety Executive guidelines will be adhered to as appropriate. The HSE has determined that archaeological investigations are exempt from CDM regulations.

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

## **12 Insurance**

12.1 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.

## **13 Bibliography**

Department of the Environment/Department of National Heritage, 1994. *Planning policy guidance 15: planning and the historic environment*

English Heritage, 2006. *Understanding Historic Buildings*.

Institute for Archaeologists, 2008. *By-laws, standards and policy statements of the Institute of Field Archaeologists*

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## Appendix 2: OASIS Database entry

OASIS no.	universi1-113301
Project Name	Holy Trinity Church, Barrow Upon Soar
Project Type	Historic Building Inspection & Recording
Project Manager	Dr Patrick Clay
Project Supervisor	Mathew Morris
Previous/Future work	Previous: OASIS no. universi1-105344
Current Land Use	Religious Building
Development Type	Small extension
Reason for Investigation	PPS5
Position in the Planning Process	Planning Condition
Site Co ordinates	SK 5764 1757
Start/end dates of field work	29/9/11
Archive Recipient	Leicestershire County Council Museum Services
Study Area	8 square meters

## Contact Details

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