



# University of Leicester

## Archaeological Services

An archaeological strip, map and record  
during groundworks at  
the Joseph Wright Centre,  
Cathedral Road, Derby  
(SK 34938 36562)

Leon Hunt



ULAS Report No 2014-087  
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**An archaeological strip, map and record during  
groundworks at the Joseph Wright Centre,  
Cathedral Road, Derby  
(SK 34938 36562)**

**Leon Hunt**

*for*

DERBY COLLEGE

Planning Authority: Derby City Council  
Planning application No. DER/12/13/01459

**Checked by Project Manager**

**Signed:**



**Date:** 12<sup>th</sup> May 2014

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## **An archaeological strip, map and record during groundworks at the Joseph Wright Centre, Cathedral Road, Derby (SK 34938 36562)**

Leon Hunt

### **Summary**

*An archaeological strip and record was carried out by University of Leicester Archaeological Services (ULAS) at Cathedral Road, Derby during groundworks associated with an extension to the existing college that lies to the direct north.*

*Previous archaeological work on the site had located medieval and post-medieval activity. Therefore, due to its position next areas of medieval archaeology, there was a possibility that significant buried remains would be affected by the proposed development.*

*The site was stripped by machine to formation levels under supervision of an archaeologist. Much of the western part of the site consisted of made-up ground and demolition layers lying over the natural sand and gravel. To the east were areas of silty-clay subsoil over the sand and gravel.*

*There were a number of modern drains, water pipes and other services on the site, along with two brick features, most likely a well and a water tank, dating from the late 19th century, when the area contained terraced housing. There were also other areas of disturbance, including two areas that may have been the bases of coal sheds, also dating from the Victorian period.*

*No earlier archaeological features were identified during the archaeological work.*

### **Introduction**

University of Leicester Archaeological Services (ULAS) were commissioned by Derby College to carry out an archaeological strip, map and record during groundworks at the Joseph Wright Centre, Cathedral Road, Derby (SK 34938 36562).

This archaeological work is in accordance with NPPF Section 12: Enhancing and Conserving the Historic Environment.

The archaeological work was required as a condition of the planning consent for the proposed extension to Derby College to enlarge the teaching space and to provide ancillary accommodation (Planning App. DER/12/13/01459).

Previous archaeological work here had located medieval and post-medieval activity. Therefore, due to its position next areas of medieval archaeology, there was a possibility that significant buried remains would be affected by the proposed development.

## Location and Geology

The site lies in the northern part of the city close to the Cathedral (Fig. 1). The geology comprises Mercia Mudstone, with alluvium (clay, silt, sand and gravel) to the west of the site (British Geological Survey of Britain).

The new development area is broadly rectangular in shape and covers around 700 square metres. The site lies at a height of around 50m aOD (Fig. 2).



Figure 1: Site Location

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## Historical and Archaeological Background

An archaeological desk-based assessment, evaluation and a watching brief were undertaken by University of Leicester Archaeological Services (ULAS) for the construction of the Joseph Wright Centre in 2004. The desk-based assessment suggested that the areas adjacent to Willow Row and north of Walker Lane were of some archaeological potential for medieval and post-medieval properties and associated activity (Gnanaratnam 2003). The programme of evaluation trenching included both the Joseph Wright Centre site and the area of the present application; this provided little evidence for medieval activity, though medieval pottery was found within later garden soils (Harvey, 2004).

Following the evaluation a watching brief was carried out on the development excavations for the Joseph Wright Centre. Medieval and post-medieval backyard plots were identified, defined by ditches and post-holes, with 13th-14th century pottery (Hunt 2004).

The site previously contained a club building and prior to that the area was covered in terraced housing, along the frontage of Willow Road to the west of the site, and also along Wright Street that ran between Cathedral Road to the east and Willow Row.



Figure 2: Plan of Joseph Wright site, new development area in red

## Archaeological Objectives

The main objective of the archaeological investigations is to determine and understand the nature, function and character of any significant archaeology on the site in its cultural and environmental setting.

The aims of the archaeological work are:

- 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 record any archaeological deposits to be affected by the ground-works.
- To produce an archive and report of any results.

## Research Aims

All ULAS's mitigation work is considered in light of the East Midlands Research Framework (Cooper ed. 2006) and strategy (Knight et al. 2012). Previous work suggested the presence of deposits relating to medieval and post-medieval backyard plots as well as medieval pottery. Key objectives were to define the origins of the pottery (ie are there associated buried features), seek to establish date and chronology for any remains and to contribute to the definition of more precise spatial and temporal variations in the morphology, functions and status of settlements, and to understand the factors which may underlie their progression. Pottery fabric analyses may clarify the production and distribution of pottery. Environmental evidence could provide information on local environmental conditions as well as settlement activity, craft, industry and land use. Research aims were reviewed and updated as the work progressed.

(Research Agenda topics 7.1.1-7.1.4, 7.4.4-7.4.5, 7.35.3-7.5.6, 7.6.1- 7.6.4, 7.7.4, 7.7.5)

- *Research Objective 7A- Undertake syntheses of Urban and suburban excavation, survey and documentary data;*
- *Research Objective 7C- Investigate provisioning of the medieval town.*
- *Research Objective 7D- Investigate further the role of markets, fairs, ports and trading routes.*
- *Research Objective 7J- Research the regional communications infrastructure.*

## Methodology

All work followed the Institute for Archaeologists (IfA) *Code of Conduct* (2012) and adhered to their *Standards and Guidance for Archaeological Watching Briefs* (2008).

*A Written Scheme of Investigation for Archaeological Work* (see Appendix) was produced by ULAS prior to the archaeological work being undertaken (Score 2014).

The project involved the supervision of overburden removal and other groundworks by an experienced professional archaeologist during the works.

Initially, two test pits were excavated by JCB in order to test ground conditions prior to the main ground reduction.

Following this, tarmac, soils and sediments were excavated to finished formation layers by a large tracked excavator fitted with a toothless ditching bucket or with a toothed bucket if rubble and concrete stations were encountered.

## Results

Two test pits were excavated on 27th March 2014 in order to test the ground conditions prior to the main strip. Test Pit 1 was 2m x 1.8m in size and 1.8m deep and was excavated close to the north-east corner of the development. The sequence consisted of 0.1m of modern hardcore over 0.6m of very dark brown soil, over 0.3m to 0.5m of orangey brown silty clay. This overlay the natural sub-strata of sand and gravel. The western edge of the 2004 evaluation trench was located (Plate 2).

Test pit 2 measured 3m x 0.9m and was located towards the centre of the site. Modern hardcore and made-up ground was seen throughout the 1.3m depth of the trench, with the sand and gravel at the base. No archaeological remains were identified.

Following this, a number of visits were made to the site between 1st April 2014 and the 8th April 2014 and the reduction of the ground levels was supervised.

The area was first stripped of vegetation and tarmac and a number of concrete stanchions were removed. The northern part of the site was stripped first, from west to east, covering an area round 10m-15m across (Plates 3 -7). Broadly speaking the eastern side of the site consisted of around 0.2m of made-up ground consisting of soil and rubble over 0.5-0.6m of sandy silt subsoil with sand and gravel at the base (0.7m depth, later deepened to around 0.8m). There was a small pocket of dumped lime mortar at the eastern end of the dig. On the western side of the site the made-up ground lay over the whole area over the sand and gravel at the very base of the dig.

A number of drains, a manhole and part of a modern brick floor were exposed at the northern end of the site, the drains running broadly north-east to south-west, along with some disused lead pipes running east to west.

The strip was later extended to the east where a layer of approximately 0.3m of silty-clay subsoil, similar to that seen in Test Pit 1 was identified laying over the sand and gravel.

The southern half of the site was then stripped also from west to east. A similar sequence was encountered with made-up ground overlying the sand and gravel at the western end and patches of silty subsoil over the gravel at the eastern end (Plate 8).

Two circular brick structures were identified close to the centre of the site. Both were around 0.5m in diameter. One was lined and appeared to be bell shaped at the base. They were both machined out; the lined one to a depth of around 4m and the other to around 7m (Plate 9).

As the stripped continued east and south a narrow line of modern soil was identified along with two rectangular patches of coal residue, lying over brick bases (Plate 12). There was a further modern disturbance to the south and a series of old services and stanchions associated with the cabins of the previous development here along the southern edge of the site.

No archaeological remains were identified.



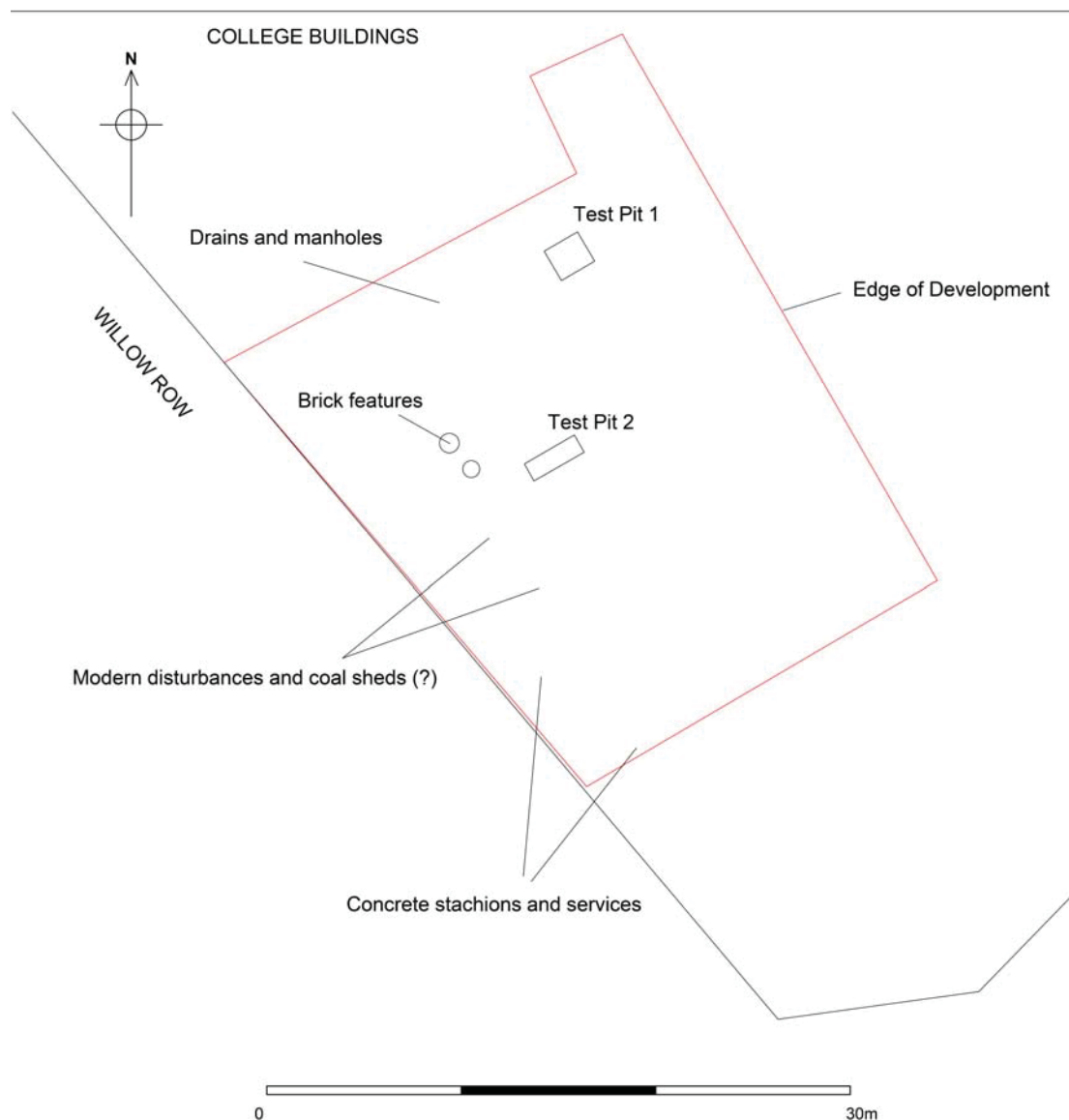


Figure 3: Plan of features observed during the archaeological work

## Conclusion

Previous work at the site at Cathedral Road had located some evidence for medieval remains in the area.

The site contained a lot of modern disturbance, including services, both disused and live, stanchions and other features relating to the use of the area for cabins during the construction of the previous college buildings, and previous archaeological investigations and test pits.

The western side of the site mainly consisted of made-up ground lying directly on top of the natural sand and gravel. This conforms broadly with the area along the frontage of Willow Row that contained terraced housing, with the more undisturbed layers, containing remnants of subsoil, to the east, within the open yards to the rear. The two brick structures would have lain within the yards of the Victorian houses. The lined structure may have been a water tank and the other structure a well. The narrow line of soil may have been a robbed out garden wall (although it could well have been a service trench), with the two areas of coal dust representing the bases of coal sheds.

Therefore, most of the features encountered during this archaeological work are likely to have been Victorian back-yard activity associated with the terraced housing along Willow Row and Wright Street. No medieval or post-medieval features were identified during the ground-works.

## References

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- IfA, 2008 *Standards and Guidance for Watching Briefs*
- IfA, 2012 *Code of Conduct*
- Knight, D.; Vyner, B.; Allen, C.; 2012, *East Midlands Heritage. An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands*. Nottingham Archaeological Monographs 6, University of Nottingham and York Archaeological Trust.
- Score, V. 2014, *Written Scheme of Investigation for archaeological work: strip, map and record*.

## Acknowledgements

ULAS would like to thank Derby College for the work at Cathedral Road. The author would like to thank Chris Clay and his team from Bowmer and Kirkland for their help and co-operation during the work, along with the ground-works contractors DNS (Midlands Ltd) who carried out the machining.

## Publication

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

A summary of the work will also be submitted for publication in a suitable regional archaeological journal in due course.

*OASIS data entry*

Project Name	Joseph Wright Centre, Cathedral Road, Derby
Project Type	Strip, map and plan
Project Manager	Vicki Score
Project Supervisor	Leon Hunt
Previous/Future work	Yes/ No
Current Land Use	Brownfield
Development Type	College extension
Reason for Investigation	NPPF
Position in the Planning Process	Planning condition
Site Co ordinates	SK 34938 36562
Start/end dates of field work	27-03-2014 to 08-04-2014
Archive Recipient	ULAS
Study Area	700 sq m

**Archive**

As the work yielded no artefacts the archive for the site will be retained by ULAS. The archive consists of the following:

- 1 Unbound copy of this report
- 4 watching brief recording sheets
- 1 cd digital photographs

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12-05-2014



Plate 1: The site prior to excavation, looking north-west



Plate 2: Test pit 1, looking west



Plate 3: Northern part of site, after removal of tarmac and hardcore



Plate 4: Dump of lime mortar in section, looking north



Plate 5: Work in progress on northern side, looking south-east



Plate 6: Finished northern area, looking west. Note broken drains and lead pipes



Plate 7: North facing section, showing made-up ground over gravel. Looking south



Plate 8: Work in progress on southern side, looking south



Plate 9: Brick well or water tank, looking south



Plate 10: Western side of site complete, looking south





Plate 11: Site mostly complete, looking south-east



Plate 12: Disturbance on western side of site and possibly coal shed remains, looking east



Plate 13: The western part of the site from the south, showing services and concrete stanchions

**APPENDIX: Written Scheme of Investigation for archaeological work****UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES  
Written Scheme of Investigation for archaeological work:  
Strip and record**

*Job title: Joseph Wright Centre, Cathedral Road, Derby*

**NGR:** SK 34938 36562

**Client:** DERBY COLLEGE

**Planning Authority:** Derby City Council

*Planning application No. DER/12/13/01459*

**1 Introduction*****Definition and scope of the specification***

- 1.1 This document is a design specification for an archaeological strip/map and record excavation at the above site, in accordance with National Planning Policy Framework (NPPF) Section 12, paragraph 128 and Appendix 2.
- 1.2 It has been produced in response to a proposed planning application following advice from the Development Control Archaeologist for Derby City Council, as advisor to the planning authority. This specification provides a written scheme of investigation (WSI) for a phase of archaeological strip and record excavation. The fieldwork specified below is intended to investigate and record any buried archaeological remains which may exist on the site that are affected by the proposals.
- 1.2 This document provides details of the work proposed by ULAS on behalf of the client, and should be submitted to the Archaeological Advisor to the Planning Authority for approval before archaeological investigation by ULAS is implemented. The document provides details of the work proposed by ULAS on behalf of the client for:
  - Archaeological investigation (Strip and Record).

**2. Background*****Context of the Project***

- 2.1 The proposed site lies within an Archaeological Alert Area (City of Derby Local Plan Review) corresponding to the area of the Saxon, Anglo-Scandinavian and medieval town of Derby (SK34938 36562; Fig. 1).
- 2.2 An application (DER/12/13/01459) is proposed for an extension to Derby College on four floors to enlarge teaching space together with ancillary accommodation.
- 2.3 Derbyshire County Council have requested a strip and record excavation to identify and locate and record any archaeological remains (DCC Advice letter 2013).

***Geological and Topographical Background***

- 2.2 The site lies in the northern part of the city close to the Cathedral (Fig. 1).
- 2.3 The geology comprises Mercia Mudstone, with alluvium to the west of the site (British Geological Survey of Britain).

***Archaeological and Historical Background (from the advice letter)***

- 2.4 An archaeological desk-based assessment, evaluation and watching brief was undertaken by University of Leicester Archaeological Services (ULAS) for the construction of the Joseph Wright Centre in 2004. The desk-based assessment suggested that the areas adjacent to Willow Row and north of Walker Lane were of some archaeological potential for medieval and post-medieval properties and associated activity (Gnanaratnam 2003). The programme of evaluation trenching included both the Joseph Wright Centre site and the area of the present application; this provided little evidence for medieval activity, though medieval pottery was found within later garden soils (Harvey, 2004).

Following the evaluation a watching brief was carried out on the development excavations for the Joseph Wright Centre. Nonetheless, medieval and post-medieval backyard plots were identified, defined by ditches and post-holes, with 13th-14th century pottery (Hunt 2004).

- 2.5 Due to its position next to two important areas of medieval archaeology, there is a possibility that significant buried remains will be affected by the proposed development.
- 2.6 The Development Control Archaeologist has recommended an archaeological strip and record to be undertaken using a machine equipped with a toothless ditching bucket, followed by archaeological excavation of any archaeological deposits with a contingency for recording and detailed excavation if required. The work is outlined in the DCC advice letter.

### 3. Archaeological Objectives

- 3.1 The main objectives of the archaeological work will be:
- To identify the presence/absence of any earlier phases or archaeological deposits.
  - To establish the character, extent and date range for any archaeological deposits to be affected by the proposed ground works.
  - To record any archaeological deposits to be affected by the ground works.
  - To produce an archive and report of any results.

#### *Research Aims*

- 3.2 All mitigation work will be considered in light of the East Midlands Research Framework (Cooper ed. 2006) and strategy (Knight *et al.* 2012), along with targeting national research aims.
- 3.3 Previous work suggests the presence of deposits relating to medieval and post-medieval backyard plots as well as medieval pottery. Key objectives are to define the origins of the pottery (ie are there associated buried features), seek to establish date and chronology for any remains and to contribute to the definition of more precise spatial and temporal variations in the morphology, functions and status of settlements, and to understand the factors which may underlie their progression. Pottery fabric analyses may clarify the production and distribution of pottery. Environmental evidence could provide information on local environmental conditions as well as settlement activity, craft, industry and land use.  
(Research Agenda topics 7.1.1-7.1.4, 7.4.4-7.4.5, 7.35.3-7.5.6, 7.6.1- 7.6.4, 7.7.4, 7.7.5)
- *Research Objective 7A- Undertake syntheses of Urban and suburban excavation, survey and documentary data;*
  - *Research Objective 7C- Investigate provisioning of the medieval town.*
  - *Research Objective 7D- Investigate further the role of markets, fairs, ports and trading routes.*
  - *Research Objective 7J- Research the regional communications infrastructure.*
- 3.4 Research aims will be reviewed and updated as the work progresses and new information comes to light.

### 4. Methodology

#### *General Methodology and Standards*

- 4.1 All work will follow the Institute for Archaeologists (IfA) Code of Conduct (2012) and adhere to their *Standard and Guidance for Archaeological watching briefs* (2008).
- 4.2 Staffing, recording systems, health and safety provisions and insurance details are included below.
- 4.3 An accession number/site code will be obtained prior to commencement of the project and used to identify all records and artefacts.

#### *Strip and record*

- 4.4 The project will involve the archaeological control and supervision of overburden removal in advance of groundworks by an experienced professional archaeologist to determine the

presence/absence of any archaeological remains. The area of the groundworks is shown on Fig. 2.

- 4.5 Excavation should be undertaken by a mechanical excavator using a toothless bucket for stripping in level spits down to the top of any archaeological deposits, natural subsoil or to the proposed formation level where this lies more than 0.15m above any significant archaeological deposits. A toothed bucket may be used for removing modern overburden or rubble deposits.
- 4.6 The area of the groundworks will be stripped in plan down to archaeologically significant levels or at the limit of excavation necessary as outlined in 4.5. Once stripped the area will be left clear for archaeological cleaning, excavation and recording. No machinery will be allowed to track across the stripped area until the archaeologist has seen and released the area.
- 4.7 Should significant archaeological remains be identified this will be followed by a programme of excavation and recording, using additional personnel as necessary.
- 4.7 The archaeologist will co-operate at all times with the contractors on site to ensure the minimum interruption to the work.
- 4.8 Any archaeological deposits located will be hand cleaned and planned as appropriate. Samples of any archaeological deposits located will be hand excavated. Measured drawings of all archaeological features will be prepared at a scale of 1:20 and tied into an overall site plan of 1:100. All plans will be tied into the National Grid.
- 4.9 Archaeological deposits will be excavated and recorded using standard ULAS procedures. Sufficient proportions of any archaeological features or deposits will be hand excavated in order to provide the stratigraphic and chronological sequence of deposits, recognising and excavating structural evidence and recovering economic, artefactual and environmental evidence.
- 4.10 All below ground stratigraphy will be recorded. Particular attention will be paid to the potential for buried palaeosols and waterlogged deposits in consultation with ULAS's environmental officer.
- 4.11 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.
- 4.12 Spoil will be monitored for artefacts. A representative sample of unstratified finds may be retained.
- 4.13 Any human remains encountered will be initially left in situ, covered and protected, and only be removed in accordance with a Ministry of Justice licence and in compliance with relevant environmental health regulations. The landowner and/or developer, the Planning Authority and the coroner will be informed immediately of their discovery.

#### ***Preservation in situ and Contingency Provisions***

- 4.14 In the event of significant archaeological remains being located during the archaeological investigation there may be the need for contingency time and finance to be provided to ensure adequate recording is undertaken.
- 4.15 On the discovery of potentially significant remains the archaeologist will inform the developer and the planning authority in order for detailed discussion between all relevant parties to take place.

#### ***Recording Systems***

- 4.16 The ULAS recording manual will be used as a guide for all recording.
- 4.17 Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto pro-forma recording sheets.
- 4.18 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 appropriate scale, which will show the location of the areas investigated.
- 4.19 A record of the full extent in plan of all archaeological deposits encountered will be made. Sections including the half-sections of individual layers of features will be drawn as

necessary. The relative height of all principal strata and features will be recorded. The stratigraphy of all trenches shall be recorded even where no archaeological features are identified.

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

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

## **5. Finds and Samples**

5.1 The IfA Guidelines for Finds Work will be adhered to. (*Standards and Guidance for the collection, documentation, conservation and research of archaeological materials* (2008))

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

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

5.4 All identified finds and artefacts are to be retained, although certain classes of building material will, in some circumstances, be discarded after recording.

5.5 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.

## **6. Environmental Sampling**

6.1 Although the environmental potential of the site is uncertain, if significant archaeological features are sample excavated, the following environmental sampling strategy will be adopted, following consultation with the ULAS Environmental Officer.

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.

6.2 Appropriate contexts (i.e datable) will be bulk sampled (50 litres or the whole context depending on size) for the recovery of carbonised plant remains and insects.

6.3 Wet sieving with flotation will be carried out using a York Archaeological Trust sieving tank with a 0.5mm mesh and a 0.3mm flotation sieve. The small size mesh will be used initially as flotation of plant remains may be incomplete and some may remain in the residue. The residue > 0.5mm from the tank will be separated into coarse fractions of over 4mm and fine fractions of > 0.5-4mm. The coarse fractions will be sorted for finds. The fine fractions and flots will be evaluated and prioritised; only those with remains apparent will be sorted. The prioritised flots will not be sorted until the analysis stage when phasing information is available. Flots will be

scanned and plant remains from selected contexts will be identified and further sampling, sieving and sorting targeted towards higher potential deposits.

- 6.4 Where there is evidence for industrial activity, macroscopic technological residues (or a sample of them) may be collected. Separate samples (c. 10ml) may be collected for micro-slugs (hammer-scale and spherical droplets). All industrial samples will be undertaken with reference to the Centre for Archaeology Guideline on Archaeometallurgy (English Heritage 2001).

## **7. Report and Archive**

- 7.1 The full report in A4 format will usually follow within six weeks of the completion of the fieldwork and copies will be directed to the client, the Planning Authority and to the Historic Environment Record.

- 7.2 Excavations will be followed by a period of post-excavation processing and assessment as outlined in English Heritage Guidelines for Assessment Reports. This should involve the cataloguing and analysis of any finds, samples and the preparation of the archive for the site report and deposition. Specialist reports should include recommendations for further work and the retention/discard of material as part of the archive, with reference to regional research agendas.

- 7.3 This assessment will form the basis for an agreed programme of work designed to lead to completion of the post-excavation programme through to full archive and publication reports.

- 7.4 The final report will include consideration of:

- Summary
- The aims and methods adopted in the course of the archaeological investigation.
- The nature, location and extent of any structural, artefactual and environmental material uncovered.
- The local, regional and national context as appropriate highlighting any research priorities where applicable.
- Appropriate illustrative material including maps, plans, sections, drawings and photographs.
- a summary of artefacts, specialist reports and a consideration of the evidence within its local, regional, national context.
- Specialist Reports
- The location and size of the archive.

- 7.5 The archive consists of all artefacts, written, 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. The archive will conform to the IfA Standard and Guidance for archaeological archives (Brown 2008) and Procedures for the transfer of archaeological archives (Museums in Derbyshire 2003)

- 7.6 If artefacts are recovered, an accession number will be generated all material subsequently marked with that accession number. A full copy of the archive as defined in the IfA Standard and Guidance for archaeological archives (Brown 2008) will normally be presented to Derby Museum and Art Gallery within six months of the completion of fieldwork. A notification form has been completed to accompany this WSI.

- 7.7 If artefacts are not recovered and there are no significant results then a report will be deposited with the HER (hard and digital copies), but no museum deposition will be necessary.

- 7.8 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.

## **8 Publication and Dissemination of Results**

- 8.1 A summary of the work will be submitted to the local archaeological journal. A larger report will be submitted for inclusion if the results of the evaluation warrant it.

- 8.2 University of Leicester Archaeological Services supports the Online Access to the Index of Archaeological Investigations (OASIS) project. The online OASIS form at <http://ads.ac.uk/project/oasis> will be completed detailing the results of the project. Once the report has become a public document following its incorporation into the HER it may be placed on the web-site.

## **9 Acknowledgement and Publicity**

- 9.1 ULAS shall acknowledge the contribution of the Client in any displays, broadcasts or publications relating to the site or in which the report may be included.
- 9.2 ULAS and the Client shall each ensure that a senior employee shall be responsible for dealing with any enquiries received from press, television and any other broadcasting media and members of the public. All enquiries made to ULAS shall be directed to the Client for comment.

## **10. Timetable**

- 10.1 The strip and record excavation will be undertaken at a date to be arranged. It will involve one - two people on site during the stripping.
- 10.2 Following the fieldwork the on-site director/supervisor will carry out the post-excavation work, with time allocated within the costing of the project for analysis of any artefacts found on the site by the relevant in-house specialists at ULAS.

## **11. Monitoring arrangements**

- 11.1 Unlimited access to monitor the project will be available to both the Client and his representatives and Planning Archaeologist subject to the health and safety requirements of the site. At least one week's notice will be given to the Development Control Archaeologist before the commencement of the archaeological fieldwork in order that monitoring arrangements can be made.
- 11.2 All monitoring shall be carried out in accordance with the *IfA Standard and Guidance*.
- 11.3 Internal monitoring will be carried out by the ULAS project manager.

## **12. Health and Safety**

- 12.1 ULAS is covered by and adheres to the University of Leicester Statement of Safety Policy and uses the ULAS Health and Safety Manual (revised 2010) with appropriate risks assessments for all archaeological work. A draft Health and Safety statement for this project is in the Appendix. This project is likely to fall under CDM regulations and the relevant Health and Safety Executive guidelines will be adhered to as appropriate.

## **13 Insurance**

- 13.1 All ULAS work is covered by the University of Leicester's Public Liability and Professional Indemnity Insurance, details of which are provided in the accompanying Health & Safety Method Statement.

## **14. Bibliography**

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