

**An Historic Building Photographic Survey**

**The East Pavilion, Leesthorpe Hall,  
Pickwell Road, Leesthorpe, Leicestershire**

**NGR: SK 7912 1358**

**A R Hyam**

**For: D J Thompson (Design) Ltd**

Checked by

**Signed:**  **Date:** ...08.06.2009.

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Approved by

**Signed:**  **Date:** ...08.06.2009.

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**ULAS Report Number 2009-074**

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**Accession Number: XA.131.2009**

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## **An Historic Building Photographic Survey of the East Pavilion, Leesthorpe Hall, Pickwell Road, Leesthorpe, Leicestershire. NGR: SK 7912 1358**

Andrew Hyam

### **Summary**

*A photographic survey was undertaken by the University of Leicester Archaeological Services (ULAS) at Leesthorpe Hall, Leicestershire. The survey studied the garage block officially recorded as the eastern pavilion under its grade II listed status. The building lies to the north-east of Leesthorpe Hall which dates to the late 17th century. The pavilion is likely to date from about the late 18th century and has at least three phases of development.*

*Under planning application number 09/00104/LBC the building will be extensively repaired and rebuilt. Because of this, and because of its grade II listing, the Senior Planning Archaeologist recommended that a photographic survey take place prior to any work taking place.*

*The survey took place on the 28th of May 2009 and was carried out by A R Hyam. The report and archive will be deposited with Leicestershire County Council under Accession Number X.A.131.2009*

### **1. Introduction**

In accordance with Planning Policy Guidelines 16 (PPG 16, Archaeology and Planning), para 30 and PPG 15 (Planning and the Historic Environment), this document forms the report of an historic building photographic survey on the east pavilion which is to be converted from its current use as a garage to create a larger ground floor garage and first floor gym and playroom. The pavilion is located at Leesthorpe Hall, Pickwell Road, Leesthorpe, Leicestershire (NGR: SK 7912 1358). The owners have applied for permission under planning application 09/00104/LBC to extend the ground floor and lower the present ceiling height to form a useable first floor space. As this will affect or remove some of the surviving historic fabric of the grade II listed building. When considering the planning application the Senior Planning Archaeologist at Leicestershire County Council recommended that, because the building is listed, and that the work will alter the current appearance and affect its historic fabric a suitable level of historic building survey should be undertaken before any alterations take place.

The building is located in a courtyard on the north-east corner of Leesthorpe Hall which is approximately 6 km south-east of Melton Mowbray (figs. 1 and 2). Leesthorpe Hall and grounds form the greater part of the small settlement of Leesthorpe which appears to have diminished in size since the medieval period. The hall and pavilion are at a height of approximately 135m above OD.

## 2. Background

The east pavilion lies to the north-east of the hall at an angle mirroring the alignment of a similar but larger stable cottage to the north of the hall (fig. 3). The effect of the three buildings in their present state is to create a north-east facing courtyard with an open side opposite the hall. The main hall dates from the late 17th century and has been modified and extended in the late 18th century and the mid 19th century. The east pavilion and the stable cottage elevations facing onto the courtyard appear to date from the late 18th century and possibly coincide with the modifications to the hall at this time. All three buildings are grade II listed with the listing for the pavilion stating: *Beyond on each side (of the hall), a two storey angled 3 bay pavilion, that to right being the stable cottage, each with a projecting centre. Pavilion to left has 3 two light casements with segmental heads and above, central round window flanked to left by 2 and to right by a single semi-circular window with radial glazing bars.*

The earliest available map is the First Edition Ordnance Survey map of 1887 which appears to show the pavilion in its present form. There is also an indication of the building on the 1816 Ordnance Survey hand drawn map of the area although the details are not clear enough to pick out much useful information.

## 3. Objectives

The objectives of the historic building photographic survey were:

- The recording by photography of the building with specific attention given to those elements proposed for demolition, conversion and/or alteration. This work to be undertaken to a standard that will allow the future interpretation of the building within the context for which it was originally designed and which subsequently evolved.
- To produce an archive and report of the results.

## 4. Methodology

Black and white 35mm photographs and digital colour photographs were taken throughout the survey. Notes and sketches were also made and scale drawings supplied by the architect D J Thompson (Design) Ltd, were used and annotated where necessary. The specific levels of detail used in the survey followed the guidelines laid down in the RCHME (1996) and English Heritage (2006) specification for photography, which were:

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

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

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

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

Item 5: The building's relationship to its setting, to other buildings, or to a significant viewpoint.

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

All work followed the Institute for Archaeologists (IfA) *Code of Conduct* (2006) and adhered to their *Standard and Guidance for Archaeological Investigation and Recording of Standing buildings or Structures* (2001). In addition, Leicestershire County Council's *Guidelines and Procedures for Archaeological Work in Leicestershire* was followed.

## **5. Results**

The two storey east pavilion is presently used as a garage on the ground floor with an unused first floor above. Measured drawings have been supplied by D J Thompson (Design) Limited and are used as the basis of this report. The drawings show the main features of the building but do not show features such as blocked windows and masonry joints (fig. 4). Key digital photographs are shown in the body of this report with a gazetteer and contact sheet of all photographs taken included as Appendices 2 and 3 of this report.

The pavilion, as mentioned lies at an angle to the north-east of the hall (fig. 5). Opposite is the similarly styled free standing stable cottage which, together with the hall, forms an open sided courtyard (fig. 6). The east pavilion is joined to the hall by a small single storey construction currently used as a boot room which is smaller than the one shown on the First Edition Ordnance Survey map. It is possible therefore that this part of the building has been modified during the 20th century (fig. 7).

### ***The north-west elevation***

The north-west elevation is the principal elevation of the building and is constructed of handmade red bricks with a slate roof (figs. 8 and 9). Much of this face is covered in vegetation making a detailed study difficult. The ground floor has five wooden framed windows each with a tilting upper pane. The first floor semi circular windows all have varying styles of glazing bars despite being of the same size. An off centre brick gable with a first floor circular window has been built using larger bricks to those on the main face and appears to be a later addition (fig. 10). There is evidence of a blocked doorway being converted into a window on the ground floor of the bay (fig. 11). A blocked window can be seen between the two ground floor windows at the northern end of this elevation (fig. 12).

### ***The north-east elevation***

The north-east elevation is constructed from locally quarried coursed ironstone rubble with the bricks from the north-west elevation being keyed into the stone to form decorative quoins (fig. 13). Limestone quoins can be seen on the south-eastern corner. Much of the wall at ground floor level is obscured by the insertion of a large garage door with blue brick surround (fig. 14). A single door at first floor height is the only access to this level. To the west of the doorway is a small window with brickwork

blocking an earlier opening below it. There is also evidence of a smaller window being built within this blocking which was then subsequently blocked.

### ***The south-east elevation***

The south-eastern elevation is also constructed from coursed ironstone rubble (fig. 15). There appears to be a straight line joint in the masonry approximately 2.25m from the north-eastern corner indicating that the building has been extended. Large blocks of ironstone have been used for the quoins of the original corner. The remains of a segmental headed blocked window can be seen in the extended section of the wall. A wooden lintel is situated above one of the two modern garage doors and indicates the presence of an earlier opening. Two small blocks of limestone have graffiti carved into them in the form of initials and symbols (figs. 16 and 17). A scar at the eastern end of this elevation reveals where a small single storey structure was once attached.

### ***Ground floor***

The ground floor is a single open room running the length of the building (figs. 18 and 19). It has a concrete floor and plaster boarded ceiling. The windows on the north western side are set above head height and have metal fittings either side presumably for shutters or covers (fig. 20). A moulded plaster bead runs around the room below window height and is cut by the modern garage doors. A wooden boarded partition, or downstand beam, is suspended from the ceiling with a corresponding line in the concrete floor. This is the only evidence of possible internal divisions. A small recess has been cut into the thickness of the south eastern wall for a tap which may be a modern modification (fig. 21).

### ***First floor***

The first floor is divided into two equally sized spaces by a masonry north-west to south-east wall. Most of the walls are plastered although there is a certain amount of water damage. The floors are boarded throughout although the usable space is limited by the presence of the low roof timbers (figs. 22, 23, 24 and 25). All four roof trusses are slightly different but, with the exception of the truss behind the gable, are based around a bolted king post with raking struts supporting the principals. The purlins are then tenoned and pegged through the principals (fig. 26). The gable truss has a steel I beam supporting two queen posts (fig. 27). As mentioned above all of the semi circular windows have slightly different glazing bars (figs. 28, 29 and 30). The addition of the gable has partially blocked an earlier flat headed window in the western room (fig.31). It is not possible to see if this feature shows on the outside due to the level of vegetation attached to the wall. Pencilled graffiti on the dividing wall in the eastern room gives the name and date of *A Hayes Nov 28/11/19* (fig. 32).

## **6. Discussion**

The east pavilion at Leesthorpe Hall is an unusual and interesting building which has undergone a number of alterations during its lifetime culminating in the insertion of some rather unsympathetic garage doors. It would appear that the building began life

as a slightly shorter ironstone building, possibly with ironstone being used on all four elevations. Later the building was lengthened and, possibly at the same time, a flat brick skin replaced the north-west wall. As the bricks seem to be quite early one would presume this was to increase the status and prestige of the building where it would be seen by visitors. After this modification the brick gable was attached to the front, again to improve the appearance of the courtyard. Whilst there is no internal or external evidence to suggest any former uses it is possible that the building was used to house small coaches carts that would enter it from the south east.

## **7. Archive**

The archive consists of:

This report,

2 contact sheets of digital photographs,

1 CD of digital photographs plus this report,

2 CD's of digital photographs in .tif format

2 contact sheets of black and white 35mm photographs,

35mm negatives,

handwritten notes taken during the survey.

3 photographic record sheets (2 digital, 1 black and white).

## **8. Publication**

A summary of the work will be submitted for publication in the *Transactions of the Leicestershire Archaeological and Historical Society* in due course. A record of the project will also be submitted to the OASIS project. Oasis is an online index to archaeological grey literature reports.

## **9. Acknowledgements**

The fieldwork was undertaken by A R Hyam. The project was managed by Dr P Clay. Thanks are also due to the client and the owners of Leesthorpe Hall for arranging access to all areas of the building and surrounding areas.

## **10. Bibliography**

English Heritage 2006, *Understanding Historic Buildings. A guide to good recording practice*. London: English Heritage

IfA 2006, *Code of Conduct*

IfA 2001, *Standard and Guidance for Archaeological Investigation and Recording of Standing buildings or Structures*

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Leicestershire County Council. 2009. *Brief for a Historic Building Photographic Survey*. The East Pavilion, Pickwell Road, Leesthorpe Hall, Leesthorpe, Leicestershire.

RCHME 1996. *Recording Historic Buildings; A Descriptive Specification Third Edition*, Royal Commission on the Historical Monuments of England

ULAS 2009. *Design Specification for Archaeological Work*. The East Pavilion, Pickwell Road, Leesthorpe Hall, Leesthorpe, Leicestershire.

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05.06.2009

## Appendix 1. Figures

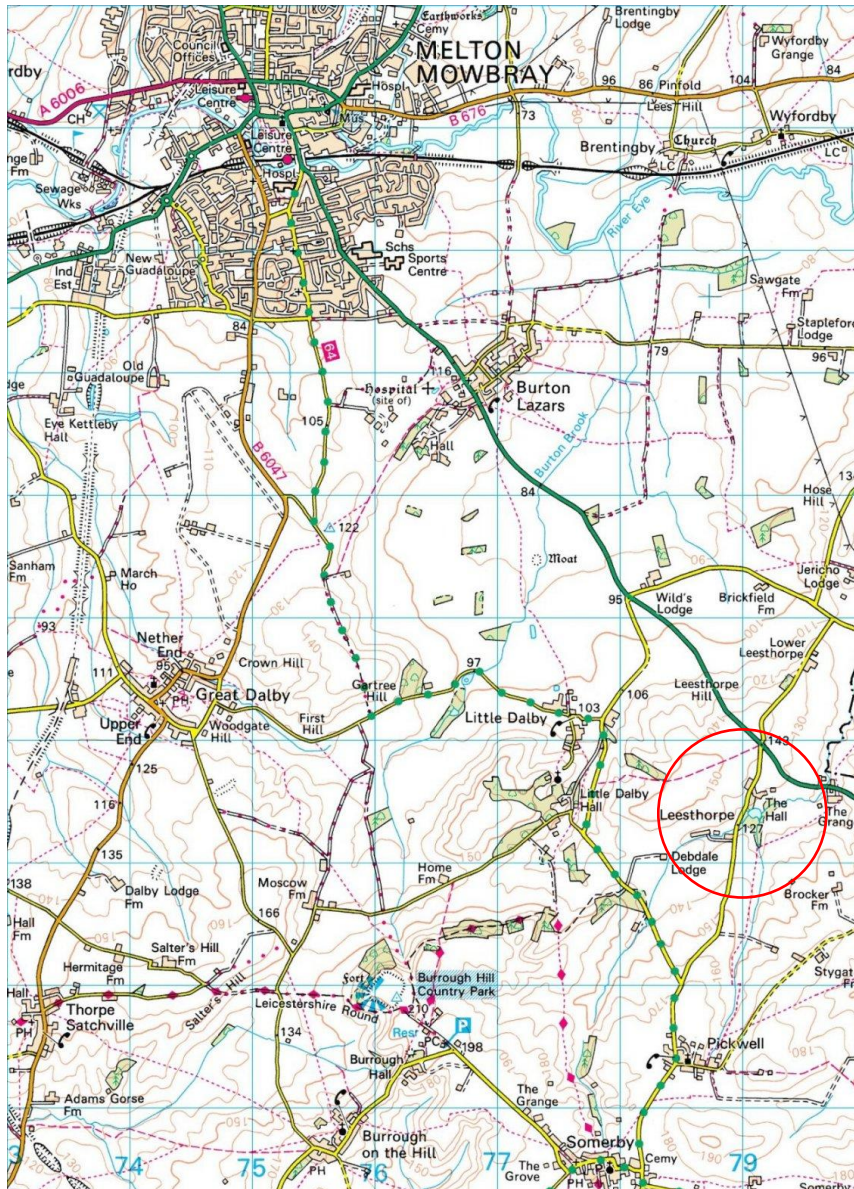


Figure 1 Leesthorpe Hall location

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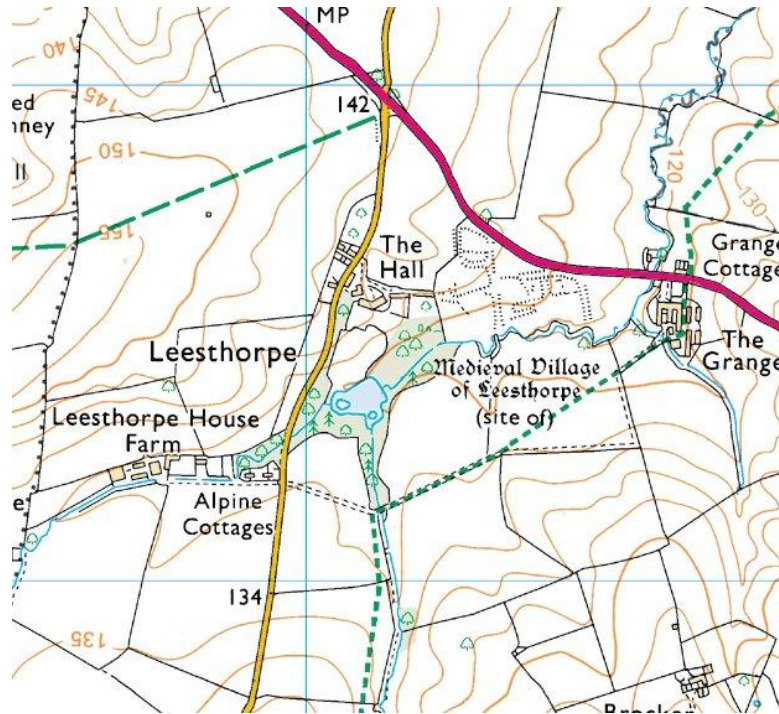


Figure 2 Leesthorpe Hall

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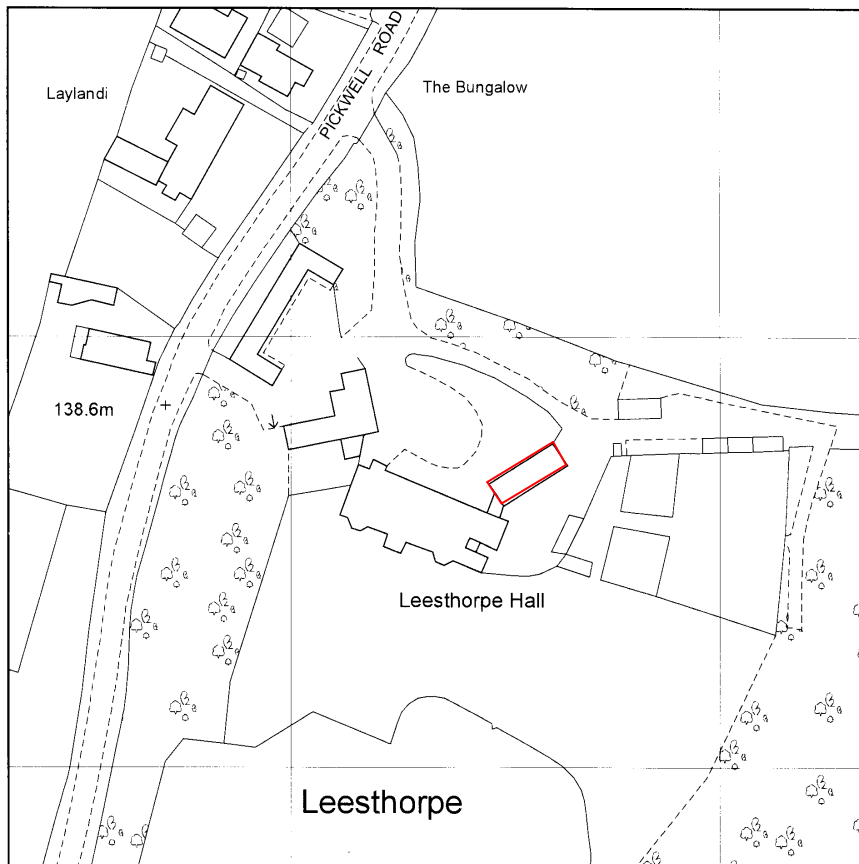


Figure 3 Leesthorpe Hall and buildings  
East pavilion highlighted in red

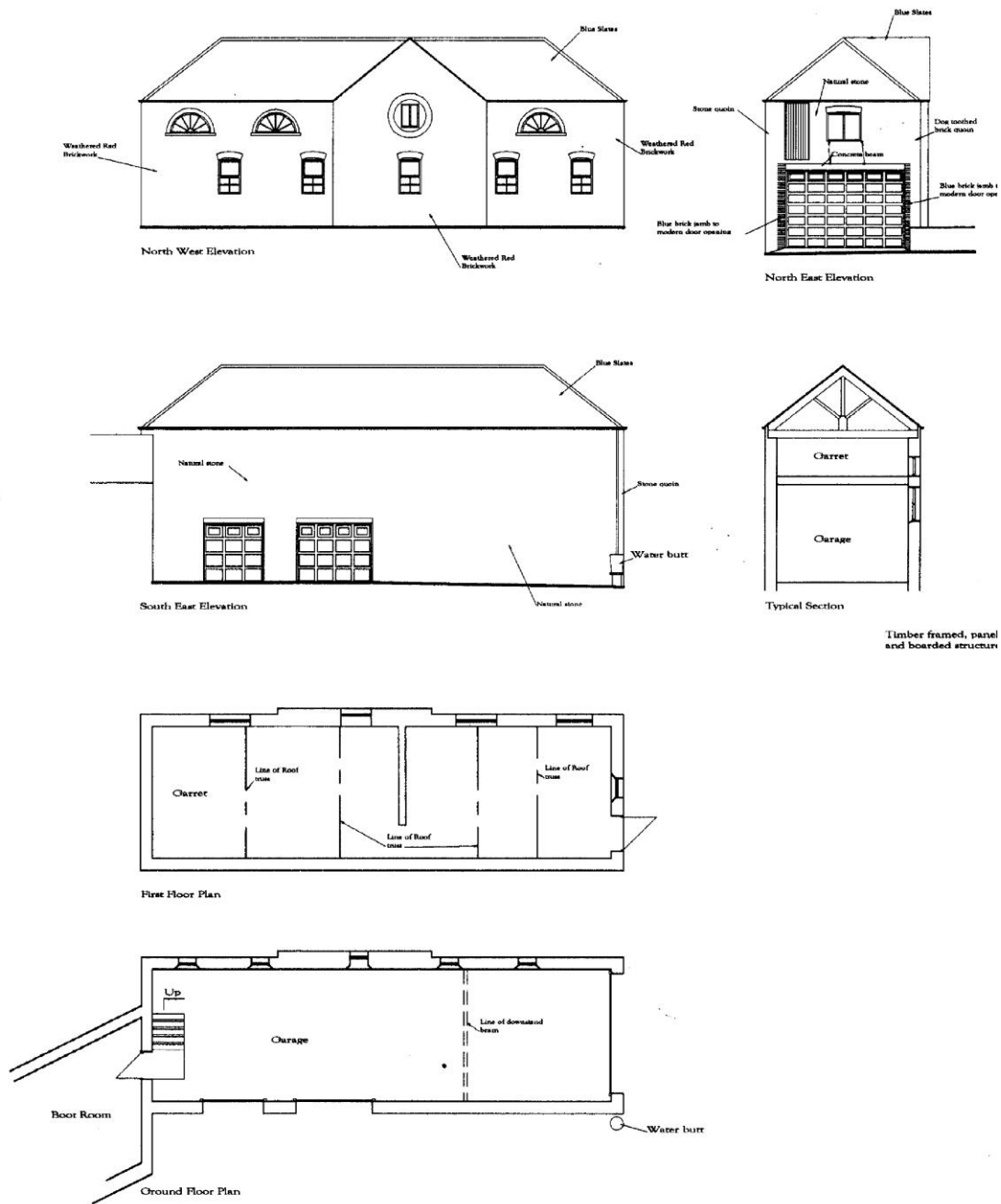


Figure 4 East pavilion plan and elevations  
 Supplied by D J Thompson Design Ltd





Figure 5 The east pavilion and Leesthorpe Hall



Figure 6 Stable Cottage and Leesthorpe Hall



Figure 7 Boot room joining the pavilion to the hall



Figure 8 North-west elevation



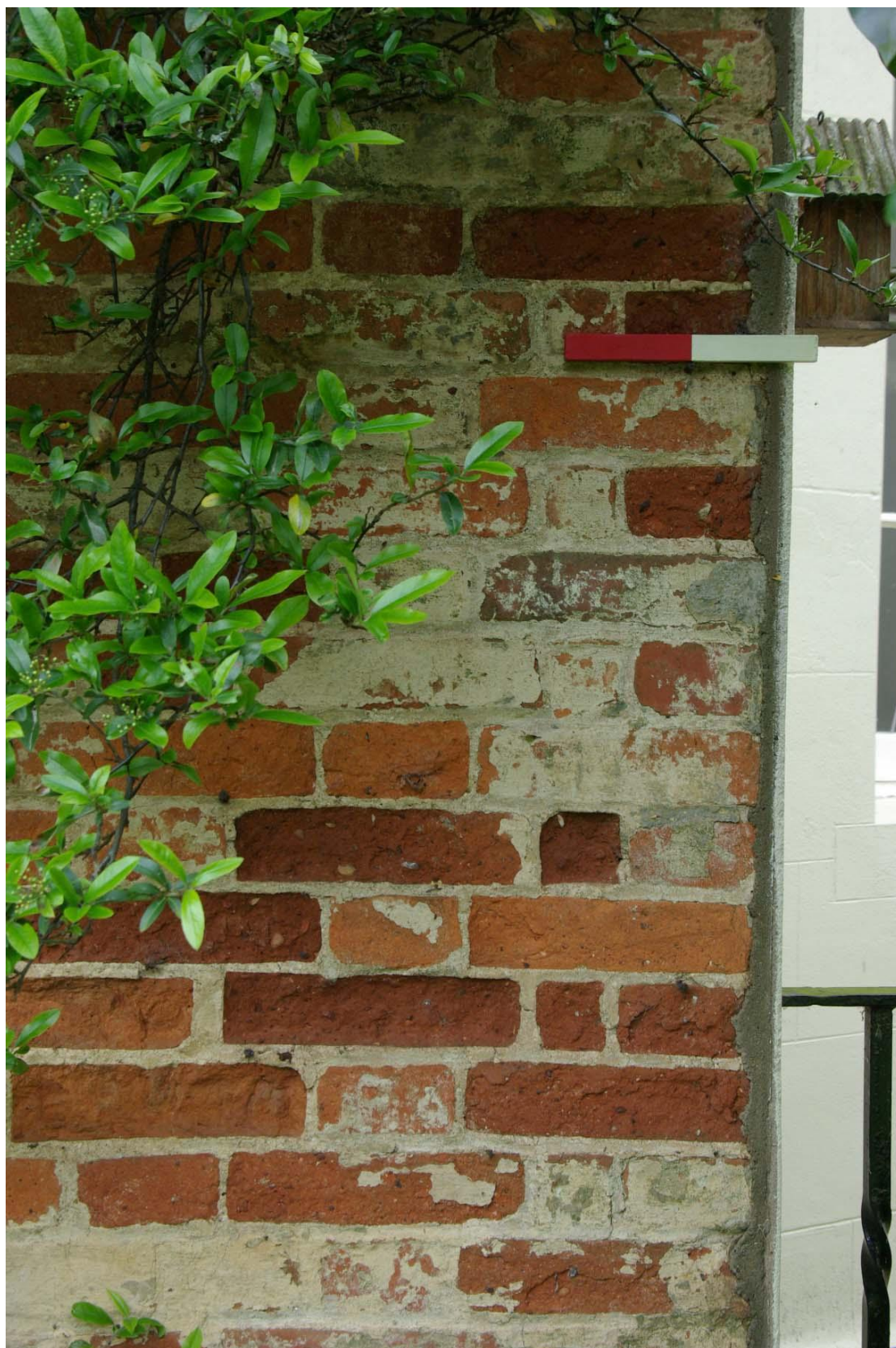


Figure 9 Brick detail at south-western corner of north-west elevation  
20cm scale





Figure 10 North-west elevation gable  
1.5m scale





Figure 11 Blocked opening beneath ground floor gable window  
1.5m scale

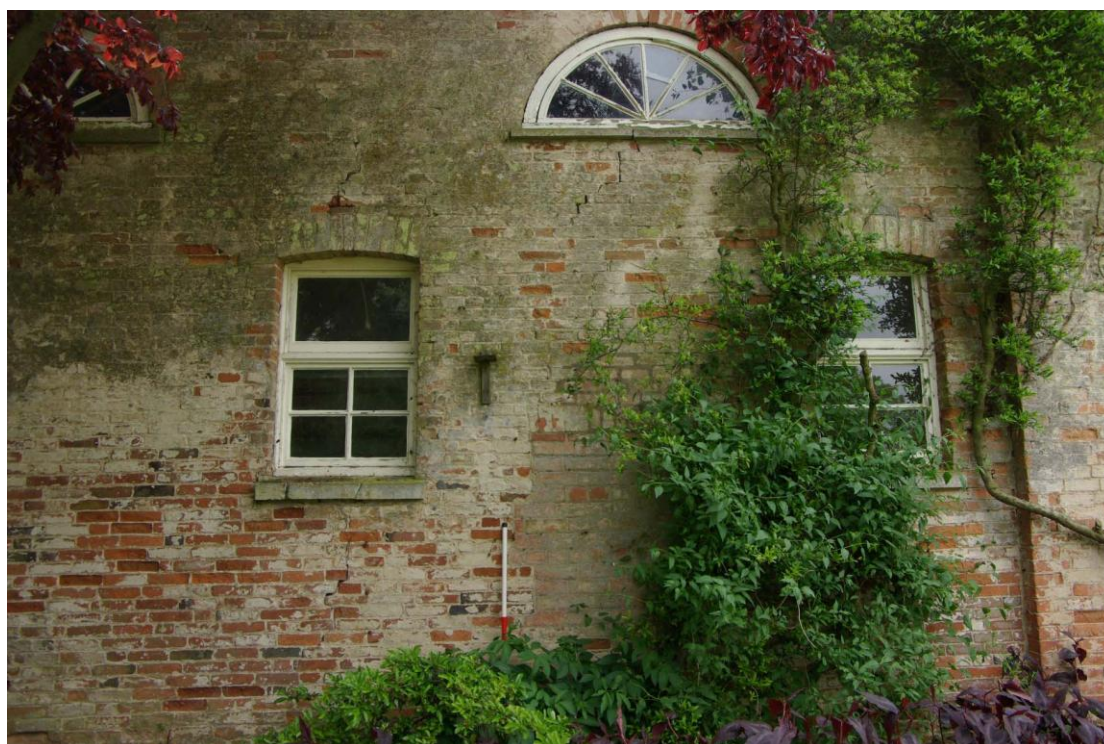


Figure 12 Blocked doorway on north-west elevation





Figure 13 North-east elevation



Figure 14 North-east elevation





Figure 15 South-east elevation



Figure 16 Graffiti on south-east elevation





Figure 17 Graffiti on south-east elevation

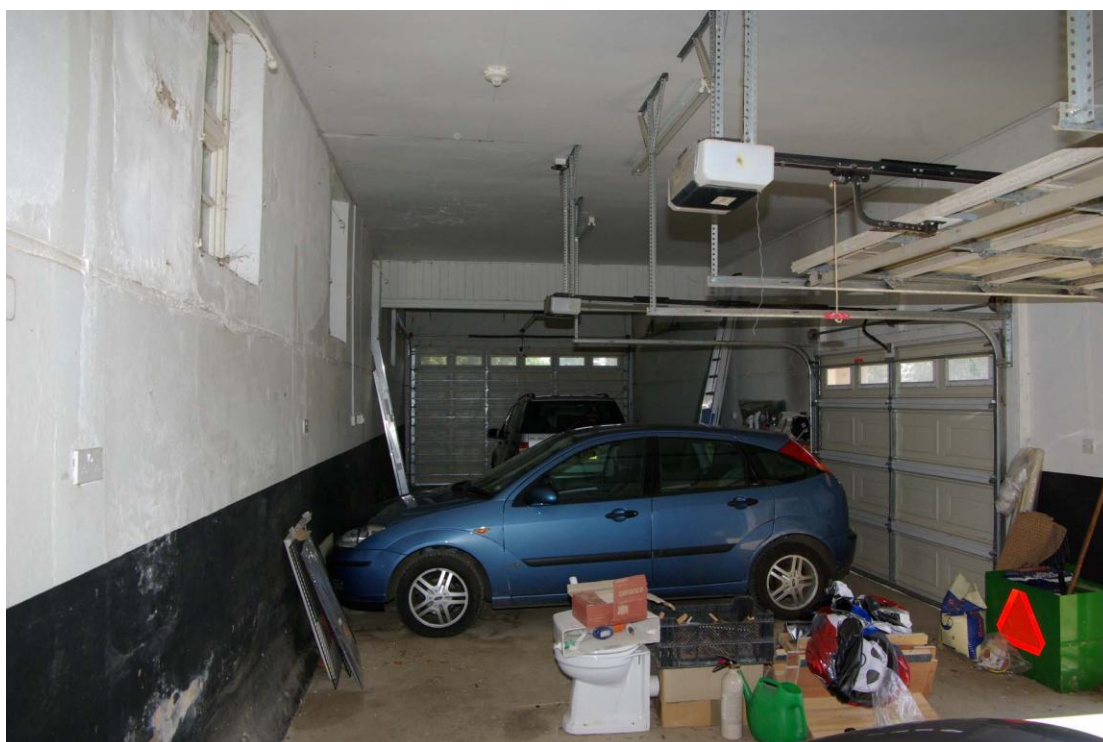


Figure 18 Ground floor  
Looking north



Figure 19 Ground floor  
Looking south-west



Figure 20 Ground floor window detail and plaster bead beneath





Figure 21 Recess in south-eastern wall  
1m scale



Figure 22 First floor, eastern room  
Facing west



Figure 23 First floor, eastern room  
Facing north-east



Figure 24 First floor, western room  
Facing west





Figure 25 First floor, western room  
Facing north-east



Figure 26 First floor roof details  
Western room, facing south-west





Figure 27 Gable and roof detail  
Facing north-west



Figure 28 First floor, western room semicircular window  
1m scale



Figure 29 First floor, eastern room, western semicircular window  
1m scale





Figure 30 First floor, eastern room, eastern semicircular window  
1m scale



Figure 31 Blocked opening behind gable  
1m scale

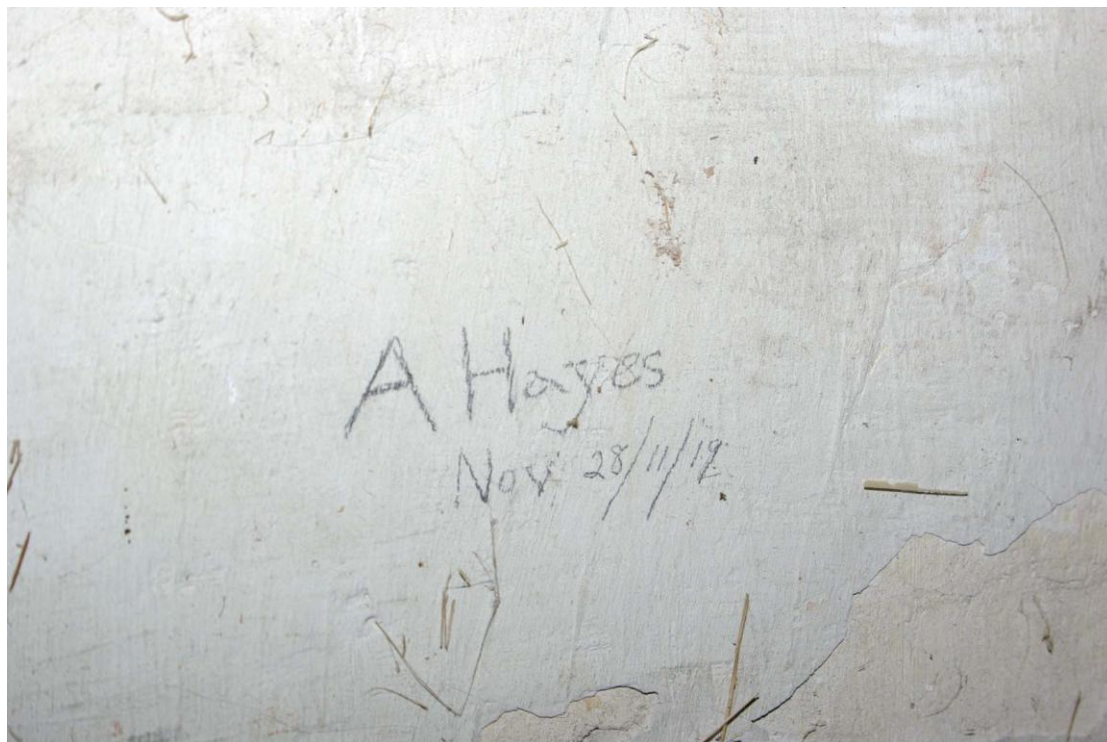


Figure 32 Graffiti on central dividing wall, first floor

## Appendix 2. Gazetteer of photographs

### PHOTO RECORD SHEET XA131.2009 Leesthorpe Hall, Leics.

35mm Black and white. Film Number ONE

photo no	description	scale	facing	initials	date
1	record shot			ARH	28.5.09
2	NW elevation		SE	ARH	28.5.09
3	NW elevation and hall		SE	ARH	28.5.09
4	NW elevation and hall		S	ARH	28.5.09
5	NW elevation and hall		S	ARH	28.5.09
6	Western pavilion		W	ARH	28.5.09
7	Centre gable of NW elevation	1.5m	SE	ARH	28.5.09
8	Brickwork detail. W end of NW elevation	20cm	SE	ARH	28.5.09
9	NW elevation	1.5m	SE	ARH	28.5.09
10	Blocked door on NW elevation	1.5m	SE	ARH	28.5.09
11	NE and NW elevations		SE	ARH	28.5.09
12	NE and SE elevations		S	ARH	28.5.09
13	Graffiti on SE elevations (western stone)		NW	ARH	28.5.09
14	Graffiti on SE elevations (eastern stone)		NW	ARH	28.5.09
15	NE elevation		SW	ARH	28.5.09
16	SE elevation		NW	ARH	28.5.09
17	SE elevation		W	ARH	28.5.09
18	SE elevation with disturbed area to west	1+1.5m	NW	ARH	28.5.09
19	SE elevation and joint with house		W	ARH	28.5.09
20	1st floor. Eastern room		W	ARH	28.5.09
21	1st floor. Eastern room		SW	ARH	28.5.09
22	1st floor. Eastern room. Roof detail		SW	ARH	28.5.09
23	1st floor. Eastern room. 2nd window from East	1m	NW	ARH	28.5.09
24	1st floor. Eastern room. Graffiti on central wall		SW	ARH	28.5.09
25	1st floor. Eastern room		NW	ARH	28.5.09
26	1st floor. Western room		W	ARH	28.5.09
27	1st floor. Western room. Gable detail		NW	ARH	28.5.09
28	1st floor. Western room. Blocked window	1m	NW	ARH	28.5.09
29	1st floor. Western room		NW	ARH	28.5.09
30	1st floor. Western room. Roof detail		NW	ARH	28.5.09
31	1st floor. Eastern room. Eastern window	1m	NW	ARH	28.5.09
32	1st floor. Western room. Western window	1m	NW	ARH	28.5.09
33	1st floor. Western room. Circular window	1m	NW	ARH	28.5.09
34	Ground floor room.		NE	ARH	28.5.09
35	Ground floor room.		E	ARH	28.5.09
36	Ground floor room.		SW	ARH	28.5.09
37	Ground floor room. Centre window		NW	ARH	28.5.09

**PHOTO RECORD SHEET XA131.2009 Leesthorpe Hall, Leics.**

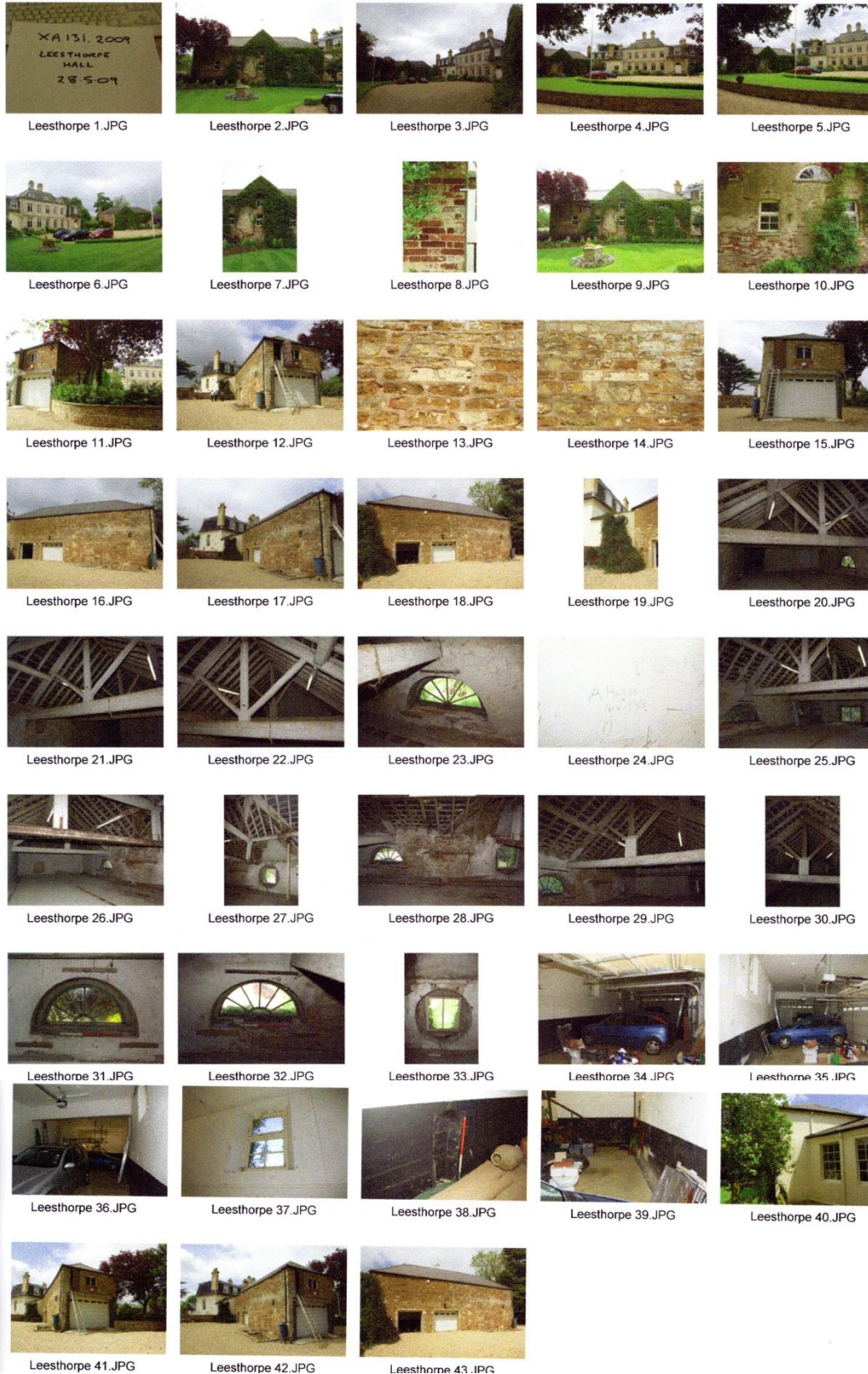
Digital colour photographs.

photo no	description	scale	facing	initials	date
1	record shot			ARH	28.5.09
2	NW elevation		SE	ARH	28.5.09
3	NW elevation and hall		SE	ARH	28.5.09
4	NW elevation and hall		S	ARH	28.5.09
5	NW elevation and hall		S	ARH	28.5.09
6	Western pavilion		W	ARH	28.5.09
7	Centre gable of NW elevation	1.5m	SE	ARH	28.5.09
8	Brickwork detail. W end of NW elevation	20cm	SE	ARH	28.5.09
9	NW elevation	1.5m	SE	ARH	28.5.09
10	Blocked door on NW elevation	1.5m	SE	ARH	28.5.09
11	NE and NW elevations		SE	ARH	28.5.09
12	NE and SE elevations		S	ARH	28.5.09
13	Graffiti on SE elevations (western stone)		NW	ARH	28.5.09
14	Graffiti on SE elevations (eastern stone)		NW	ARH	28.5.09
15	NE elevation		SW	ARH	28.5.09
16	SE elevation		NW	ARH	28.5.09
17	SE elevation		W	ARH	28.5.09
18	SE elevation with disturbed area to west	1+1.5m	NW	ARH	28.5.09
19	SE elevation and joint with house		W	ARH	28.5.09
20	1st floor. Eastern room		W	ARH	28.5.09
21	1st floor. Eastern room		SW	ARH	28.5.09
22	1st floor. Eastern room. Roof detail		SW	ARH	28.5.09
23	1st floor. Eastern room. 2nd window from East	1m	NW	ARH	28.5.09
24	1st floor. Eastern room. Graffiti on central wall		SW	ARH	28.5.09
25	1st floor. Eastern room		NW	ARH	28.5.09
26	1st floor. Western room		W	ARH	28.5.09
27	1st floor. Western room. Gable detail		NW	ARH	28.5.09
28	1st floor. Western room. Blocked window	1m	NW	ARH	28.5.09
29	1st floor. Western room		NW	ARH	28.5.09
30	1st floor. Western room. Roof detail		NW	ARH	28.5.09
31	1st floor. Eastern room. Eastern window	1m	NW	ARH	28.5.09
32	1st floor. Western room. Western window	1m	NW	ARH	28.5.09
33	1st floor. Western room. Circular window	1m	NW	ARH	28.5.09
34	Ground floor room.		NE	ARH	28.5.09
35	Ground floor room.		E	ARH	28.5.09
36	Ground floor room.		SW	ARH	28.5.09
37	Ground floor room. Centre window		NW	ARH	28.5.09
38	Ground floor room. Recess in south wall	1m	SW	ARH	28.5.09
39	Ground floor room. Step in base of wall at W end of room	1m	W	ARH	28.5.09
40	SW elevation and joint with main house		E	ARH	28.5.09
41	NE and SW elevations		W	ARH	28.5.09



42	NE and SW elevations		W	ARH	28.5.09
43	SW elevation		N	ARH	28.5.09

### Appendix 3. Contact sheet of digital photographs



**Appendix 4 OASIS information**

<b>INFORMATION REQUIRED</b>	<b>EXAMPLE</b>
Project Name	East pavilion Leesthorpe Hall
Project Type	Photographic survey
Project Manager	P Clay
Project Supervisor	A Hyam
Previous/Future work	None
Current Land Use	Building
Development Type	Building renovation/extension
Reason for Investigation	PPG15, 16
Position in the Planning Process	As a condition
Site Co ordinates	SK 7912 1358
Start/end dates of field work	28.05.09
Archive Recipient	Leicestershire County Council
Study Area	82m <sup>2</sup>



## UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

### Design Specification for Archaeological Work

Site: The East Pavilion, Pickwell Road, Leesthorpe Hall, Leesthorpe, Leicestershire

NGR SK 7912 1358

Client: D J Thompson (Design) Ltd

Planning Authority: Melton Borough Council

Planning Permission: 09/00104/6

### Non-Technical Summary

This document represents a design specification for archaeological building recording work for: The East Pavilion, Leesthorpe Hall, Pickwell Road, Leesthorpe, Leicestershire. The design specification addresses the requirements of Leicestershire County Council as advisors to the planning authority as detailed in their 'Brief' of 05.05.2009) and follows the guidelines as laid out in the *Institute of Field Archaeologists Standards and Guidance for Standing Buildings or Structures (IFA S&G)*.

#### 1. Site Location and condition

- 1.1 The garage block at Leesthorpe Hall, is included as the eastern 'pavilion' in the listing description for hall, and as such is a grade II listed building. A site inspection indicates the structure preserves evidence of several phases of alteration, coupled with surviving historic fabric that will be affected/removed as a result of the proposals.

#### 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 gardeners' bothy, forming part of the walled garden at Belvoir Castle. The walled garden 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 an record of the building equivalent to a Level 2 survey, as defined by English Heritage (*Understanding Historic Buildings. A guide to good recording practice*. English Heritage 2006).

#### 3. Archaeological and Historical Background

- 3.1 The listing description offers no specific dating for the pavillion, however superficial assessment suggests the façade dates from the late 18th/early 19th century. It is first clearly marked on the 1st edition Ordnance Survey mapping of the late 19th century, although it map be indicated on the early 19th century Ordnance Survey Drawings (British Library Online Gallery ref.: OSD 265, 12).

The main hall dates from the late 17<sup>th</sup> century with significant later addition and alteration, the listing description states:

*Small country house and adjoining stable cottage. Late C17 with late C18 alterations and additions, and further additions 1846. Limestone ashlar and brick, with limestone dressings and hipped slate and patterned tile roofs. Chamfered plinths, 2 grouped coped stone ridge stacks, 2 rendered ridge stacks. South front, 5 bays, has*

*rusticated quoins, first floor band, coved eaves and hipped roof with coped flat top. Central C19 flat roofed porch with keystone round headed doorway and single pilasters topped with an entablature plus a panelled 2 leaf door with plain fanlight. In each side, a round headed transomed casement. Beyond, on each side, 2 wooden cross-mullioned casements and above, 5 similar casements. Above again, 3 dormers with volutes, segmental heads and 2 light casements. Beyond on each side, a one and half storey wing, 1846, each with canted parapeted bay window with a pair of cross casements. Above, each wing has 2 dormers with volutes and segmental heads, each with a 2 light casement. Beyond again, to right, a set back single bay addition with, above, a similar dormer. Rear elevation has 5 wooden cross casements on each floor and above again, 3 segmental headed dormers. To right, a 2 storey C19 wing with an Ionic doorcase with segmental pediment and door with fanlight, flanked by single cross casements. Above, 2 segmental headed dormers. To the left, a C19 addition with a triple glazing bar sash and a C20 casement. Beyond on each side, a 2 storey angled 3 bay pavilion, that to right being the stable cottage, each with a projecting centre. Pavilion to left has 3 two light casements with segmental heads and above, central round window flanked to left by 2 and to right by a single semi-circular window with radial glazing bars. Stable cottage has a central semi-circular window flanked to left by a glazing bar sash and to the right by a C19 casement. Above, a round window flanked by single semi-circular casements. At the rear, a 2 storey, 3 bay C19 wing with 3 hipped cross eaves dormers.*

*Interior, refitted mid C19 and mid C20, has dogleg staircase with landings, square newels and twisted balusters. Renaissance Revival style stone fireplace with strapwork and overmantel with double columns. Tudor arched stone fireplace, Doric wooden fireplace. Principal rooms have C20 painted wall panelling and panelled ceilings.*

The proposal involves various works to the eastern pavilion or garage block at Leesthorpe Hall. These include extension to the rear elevation, alteration to the northern gable and to the ground floor windows on the frontage. Removal and lowering of the first floor structure and removal of the first floor partition. All windows will be checked and repaired or replaced to their existing design. As such the scheme will alter the appearance and affect the historic fabric of the eastern pavilion. Consequently, it is recommended that the planning authority require the applicant to complete an appropriate level of building recording prior to alteration.

#### **4 Aims and objectives**

- 4.1 The aim of the work is to complete an appropriate level of historic building recording of the affected structures and their setting. 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

#### **5. Methodology**

##### **5.1 Building Recording**

- 5.1.1 The building recording will produce a record of all areas of fabric that are to be removed, irreversibly altered or demolished to English Heritage level 2 (2006) prior to the commencement of demolition.
- 5.1.2 The building recording written account will be in accordance with level 2 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 will be provided to validate interpretations.

- 5.1.3 The building recording drawn records will be in accordance with level 2 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 2 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 of Field 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.
- 5.1.5 Unlimited access to monitor the project will be available to the Client and his representatives, the Conservation Officer, Melton Borough Council, the Team Leader of the Heritage and Resources 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*.

## **7. Report Preparation**

- 7.1 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
- 7.2 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.

## **8. Copyright**

- 8.1 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.

## **9. Health and Safety**

9.1 ULAS is covered by and adheres to the University of Leicester Archaeological Services Health and Safety Policy (2007) 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.

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

## **10 Insurance**

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

## **11. Monitoring arrangements**

11.1 The production of the assessments will be monitored by the ULAS project manager.

11.2 All monitoring shall be carried out in accordance with the *IFA S&G: DBA* (section 3.5).

## **12 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 of Field Archaeologists, 1999. *By-laws, standards and policy statements of the Institute of Field Archaeologists*

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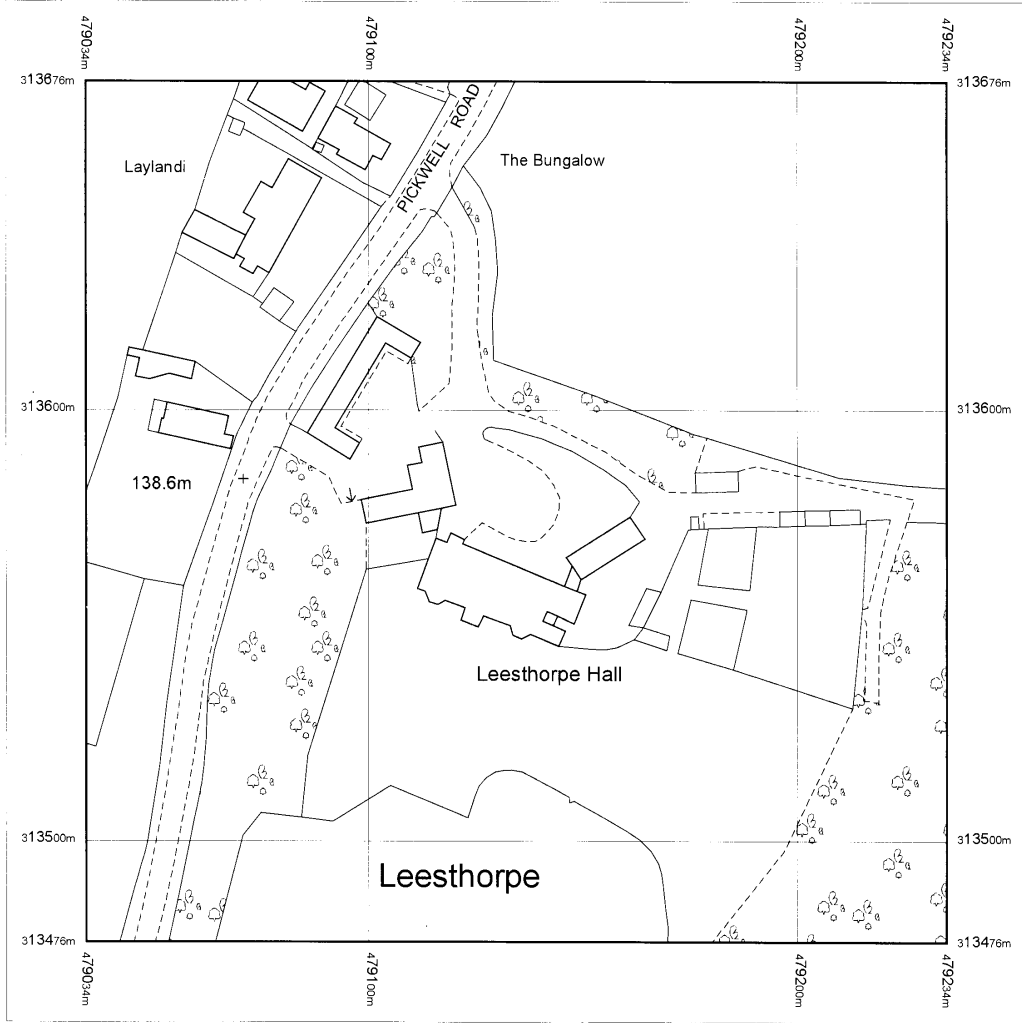


Fig 1 Site location