

**A Level 2 Historic Building Survey
of Chestnut Cottage, Braunston, Rutland**

NGR: SK 833 064

Sophie Clarke

For: FWK Architects and Mr and Mrs Mann

Checked by



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Sophie Clarke

Summary

An English Heritage Level 2 Historic Building Survey was undertaken by ULAS of Chestnut Cottage, 10 Wood Lane, Braunston, Rutland, in advance of remodelling and extension works to the building. Chestnut Cottage is a stone built structure of three bays length and two storeys in height, believed to date to the 18th century. Survey revealed that the building has previously been subject to a fairly drastic scheme of redevelopment, including the removal of the original staircase, fireplaces and internal walls, to the extent that the original form of the building has been lost, although there are hints of an original cross passage layout. Early timbers surviving in the roof space include a series of clasped purlin roof trusses, which are commonly found in buildings of Lincolnshire up to the end of the 18th century and into the 19th century within Northamptonshire. An archaeological watching brief carried out during groundworks associated with the extension, revealed a stone-lined well located approximately 6m to the west of the building, but no further archaeological remains were found.

1. Introduction

This document presents the results of a historic building survey and archaeological watching brief undertaken in accordance with conditions secured upon planning application FUL/2009/1058, for the remodelling and extension of Chestnut Cottage, 10 Wood Lane, Braunston, Rutland, NGR SK 833 064.

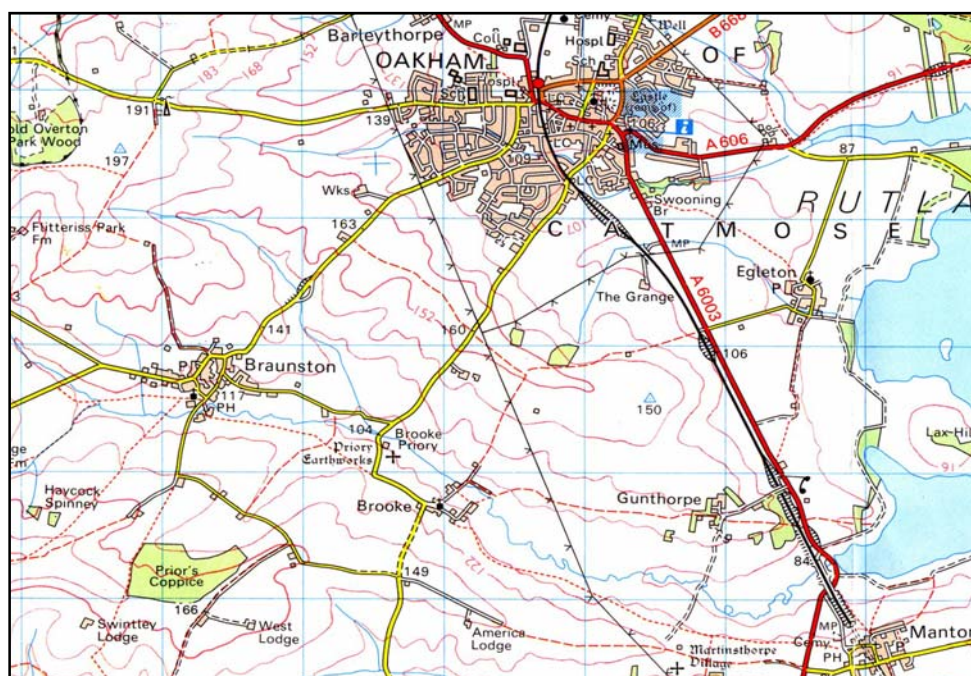


Figure 1. Location of Braunston. Scale 1:50,000

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Chestnut Cottage has been identified as being of historic, architectural and potentially archaeological significance, from information held in the Leicestershire and Rutland Historic Environment Record (HER). The building is depicted on the Old Series Ordnance Survey Map for Rutland (c.1814) and is believed to date to the early 18th century. In addition to these upstanding remains, the site is located within the medieval and post-medieval core of Braunston village (HER ref. MLE8416) and is considered therefore as an area of buried archaeological potential.

In mitigation of the effects of the development therefore, and in accordance with PPS5 'Planning for the Historic Environment' (2010), it was recommended by the Principal Planning Archaeologist at Leicestershire County Council, in his capacity as advisor to the Planning Authority, that a Level 2 Historic Building Survey of the building should be undertaken prior to the commencement of works, as defined by English Heritage guidelines 'Understanding Historic Buildings: a guide to good recording practice' 2006. It was further recommended that provision should be made for intensive archaeological attendance (Watching Brief) during all sensitive groundworks undertaken as part of the development (LCC 2010 'Design Brief for a Historic Building Record (Level 2 Survey) and Archaeological Attendance at Chestnut Cottage, 10 Wood Lane, Braunston, Oakham, Rutland'.

The historic building survey was carried out on the 24th of May 2010 by University of Leicester Archaeological Services (ULAS), in accordance with the Brief and following procedure set out in the Design Specification for Historic Building Recording (ULAS).

2. Site Location

Chestnut Cottage is located at National Grid Reference SK 833 064, at the southern end of Braunston village, to the south of the River Gwash and approximately 3.2km to the south-west of Oakham, in Rutland. The site lies at a height of approximately 122m above Ordnance Datum.

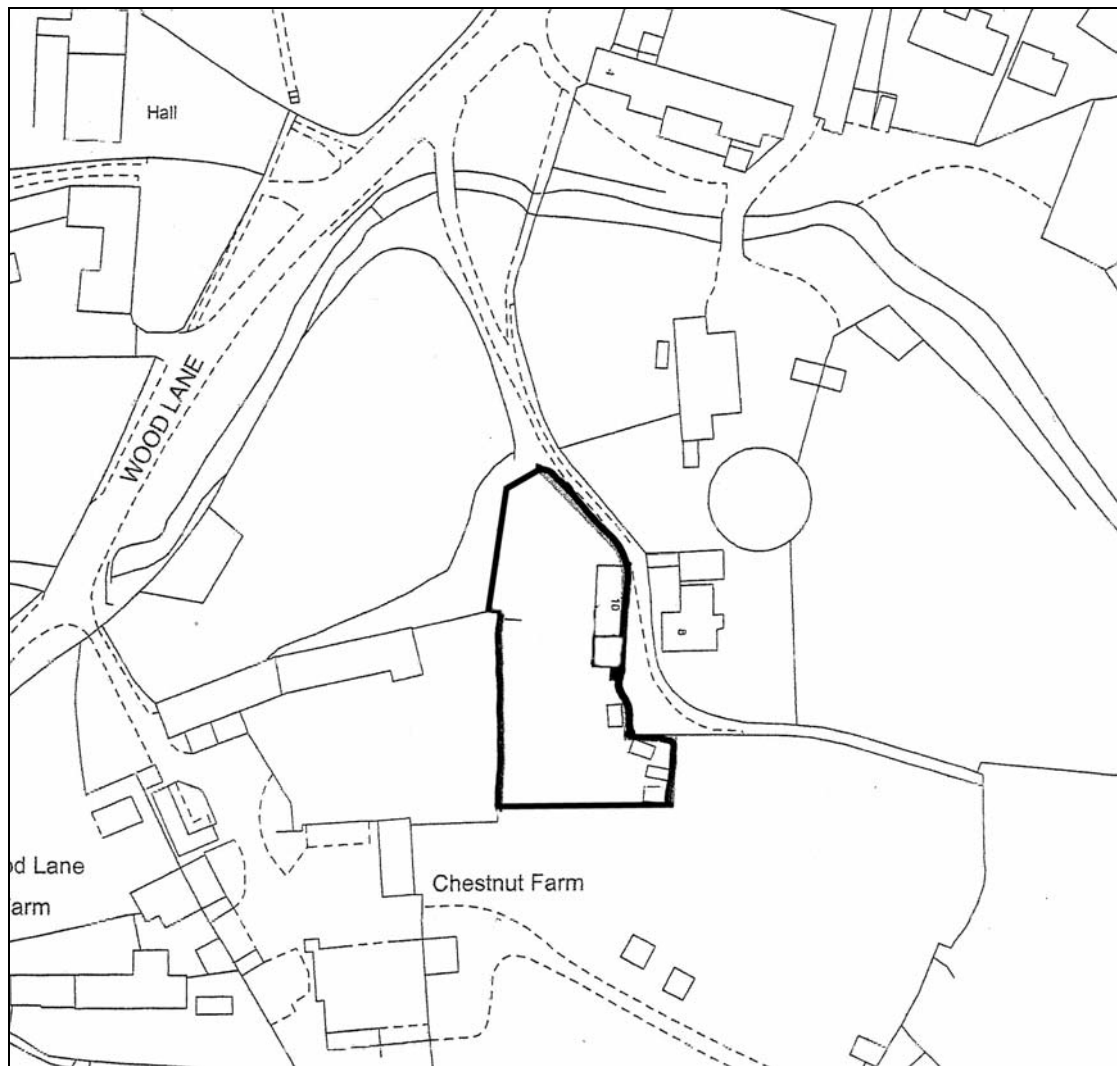


Figure 2. Site Location, taken from plan supplied by FWK Architects. Scale 1:1250

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3. Aims and Objectives

In accordance with English Heritage Guidelines (2006), the objectives of the historic building survey can be summed up as follows:

The recording by photography, notes and drawings of the building proposed for conversion 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.

The aims of the watching brief were:

To identify the presence/absence of any archaeological deposits or features.

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.

4. Methodology

The historic building survey was carried out on the 24th of May 2010, by Sophie Clarke of ULAS. The work was carried out in accordance with English Heritage guidelines (2006) and followed the Institution for Archaeologists' (IfA) *Code of Conduct*, adhering to their *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures*.

A full set of survey drawings of the building prior to development, comprising floor plans, elevation and section drawings at 1:100 scale, were supplied by FWK Architects. These were verified for accuracy on site and used to locate the photographs taken as part of the survey (see below). A number of additional historic details identified during the course of the survey are recorded on a set of the architects' drawings, which form part of the site archive.

4.1 Level 2 Survey- Descriptive Record

In accordance with the brief, the level 2 survey of the building was designed to incorporate the following elements:

The Written Account:

- The precise location of the building, by name or street number, civil parish, town, etc, and National Grid reference and details of listing or scheduling.
- The date when the record was made, and the name(s) of the recorder(s).
- A statement describing the building's plan, form, function, age and development sequence. The names of architects, builders, patrons and owners should be given if known.
- An account of the building's overall form (structure, materials, layout) and its successive phases of development, together with the evidence supporting this analysis.
- An account of past and present uses of the building and its parts, with the evidence for these interpretations. An analysis of any circulation pattern or decorative, iconographic or liturgical scheme.

Drawn Record:

- Shall comprise plans (to scale or full dimensioned) of all main floors as existing. Small buildings of well-known types, or buildings with a repetitive structure (e.g. many industrial buildings) may be planned on one floor only, but a note or a sketch plan should be made to show the arrangement of other floors. Plans should show the form and location of any structural features of historic significance (e.g. blocked doors and windows; former fireplace openings; masonry joints; changes in internal levels).

- As a minimum, in all cases, the drawn record will include a sketch plan roughly dimensioned (when no more thorough drawn record is required). Such a plan may not always include structural details (e.g. timber framing).
- In each of the above cases, use may be made of available plans (i.e. those prepared as part of a planning application). In all cases these shall be checked by the historic building specialist and supplemented or amended where necessary.

Photographic Record:

- General view of views of the exterior of the building.
- The overall appearance of principal rooms and circulation areas.
- Detailed coverage of the building's external appearance. In the case of a building designed by an architect, or intended to be seen from a certain point of view, it is important to have regard to the builder's intentions and to record the effect of the design or of the building's placing.

An index to the photographs held in the site archive has been included here as Appendix I, located at the end of this report. The site archive will be deposited with the Rutland County Museum Service under the accession number OAKRM:2010.13.

4.2 *The Archaeological Watching Brief*

Archaeological monitoring of the groundworks was carried out by Sophie Clarke and Leon Hunt of ULAS, over the course of several visits made between the 17th and 28th of June 2010.

All deposits observed were recorded by notes, sketches and digital colour photographs. All work followed the Institute for Archaeologists' (IfA) *Code of Conduct* (2006) and adhered to their *Standard and Guidance for Archaeological Watching Briefs* (2001) and the *Guidelines for Archaeological Work in Leicestershire and Rutland*, issued by Leicestershire County Council.

5. Results

5.1 *Historic Building Survey*

Building description

Chestnut Cottage is a building of two storeys and three structural bays. Outer walls are constructed of coursed ironstone rubble, with sandstone quoins to the north western and south western corners. The roof has a modern covering of concrete tiles. The north-western corner of the building is chamfered to allow for the passage of farm vehicles along the narrow track located between the cottage and the adjacent Chestnut Farm. Opposing entrances to the east and west facing elevations indicate an original internal cross passage arrangement. A porch to the entrance on the principal, western elevation appears to be a recent addition. Internal chimney stacks are located to the northern and southern gable ends, the stack to the north having been rebuilt in brick above the line of the roof. Window openings have modern, timber casement window frames, and all doors have been replaced. Guttering is plastic. Scribed into

an area of concrete beneath the eaves on the southern gable end are the initials 'SNB' and a date, possibly '1990', which may refer to an earlier episode of refurbishment for the house.

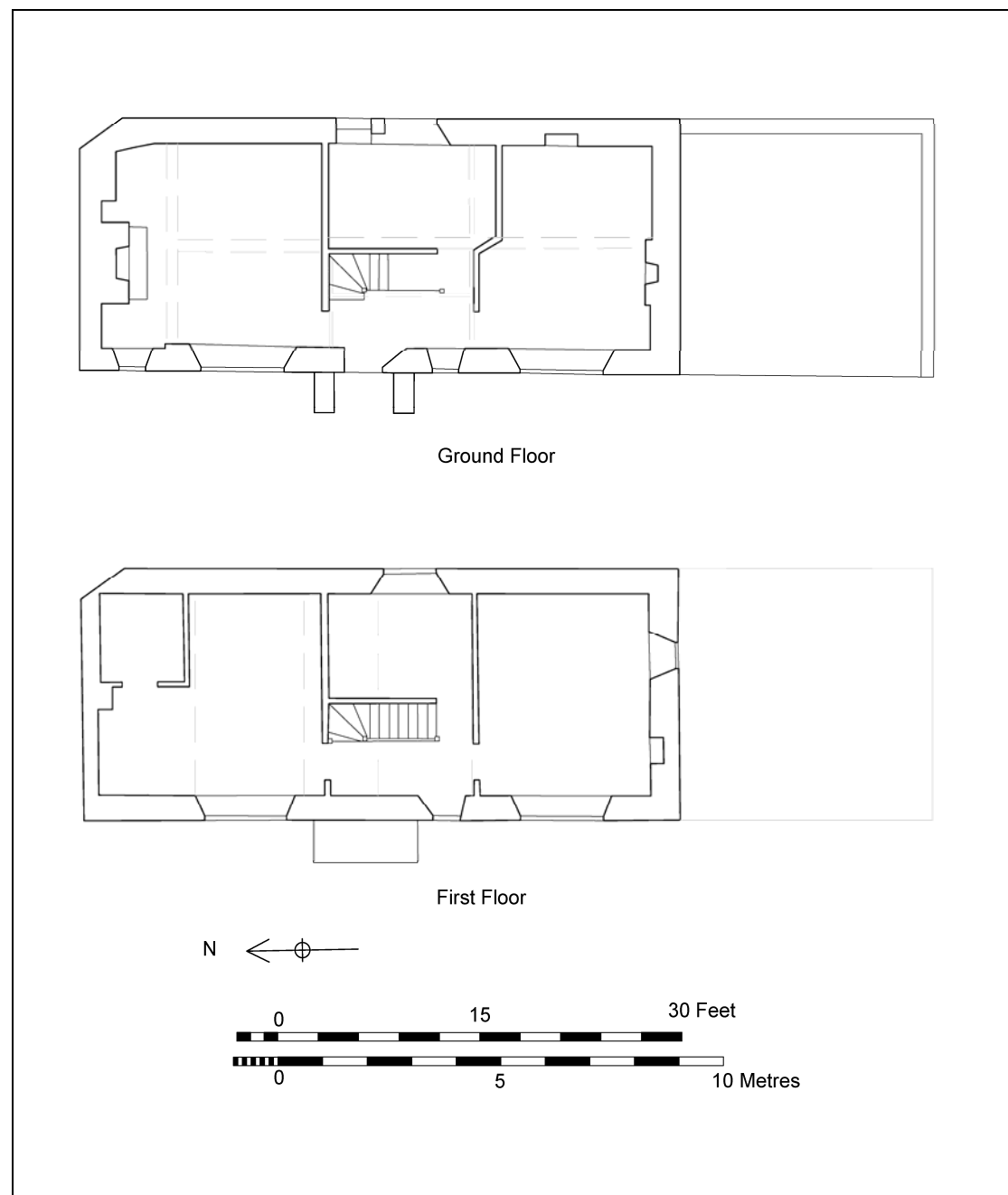


Figure 3. Chestnut Cottage, Ground and First Floor Plans (derived from plans supplied by FWK Architects).

Very little evidence for the early internal arrangement of the building survives. Opposing entrances on the east and west facing side walls indicate an original cross passage plan, now interrupted by an inserted staircase. In the northern end bay, at ground floor level, the axial beam supporting the first floor structure is carried at the northern end on the bressummer of an inglenook fireplace, which is lit by a small 'fire window' through the west facing side wall. On the eastern side, a doorway is framed by the bressummer and an inserted post, possibly indicating the original staircase

position. The fireplace and chimney stack are inserted. The axial beam is chamfered and supports a series of machine-cut floor joists, which appear to be replacements for an earlier upper floor structure. The central bay has been divided into an entrance vestibule, with staircase and doorway leading off into a kitchen. Again, this appears to be an entirely modern arrangement, with apparently inserted internal brick walls having replaced an earlier, possibly timber-framed internal wall structure. The southern end bay is lit by a single window opening within the west facing side wall. An alcove set into the rear, east facing side wall may relate to a blocked in door or window opening, but this was not visible in the external stone work. The chimney stack has either been removed, or is set within the thickness of the gable end wall. Above the modern stone built fire-place, an early timber is set into the plasterwork. Chisel marks provide a key for earlier plaster and the number VII has been scribed into it, presumably a carpenters' mark relating to a structural sequence of which this timber may previously have formed part. The axial beam is chamfered as previously described, but with a scroll stop at its southern end.

At first floor level, the structure is similarly divided into three bays. Bedrooms at the northern and southern ends are divided by the staircase and landing area, which provides access to a modern bathroom located within the central bay. In the northern bedroom, modern partition walling has been inserted to create a dressing room in the area which may formerly have been occupied by the original staircase. Against the northern gable end wall, an early cast-iron Bath grate is set into the chimney stack. The bedroom at the southern end of the building is lit by windows on the western side wall and the southern gable end wall, which houses a partially boarded-up cast-iron hob grate. Above the landing is an inspection hatch providing access to the roof space. The roof space was subject to a visual inspection only, in accordance with signs warning that the area would not support any weight. Visual inspection revealed four clasped purlin collar trusses, distributed between the northern gable end and the dividing wall between the southern and central bays. The trusses are formed of timbers of small scantling, with collars halved and pegged into the principal rafters, clasping the side purlins. At the apex of each truss, a sub-collar is halved and pegged into the principal rafters to support the square-set ridge purlin. The common rafters are all modern replacement timbers.

At the southern end of the building is a modern, brick-built, double garage structure. This was locked at the time of the inspection and was not subject to survey, being of no historical significance.

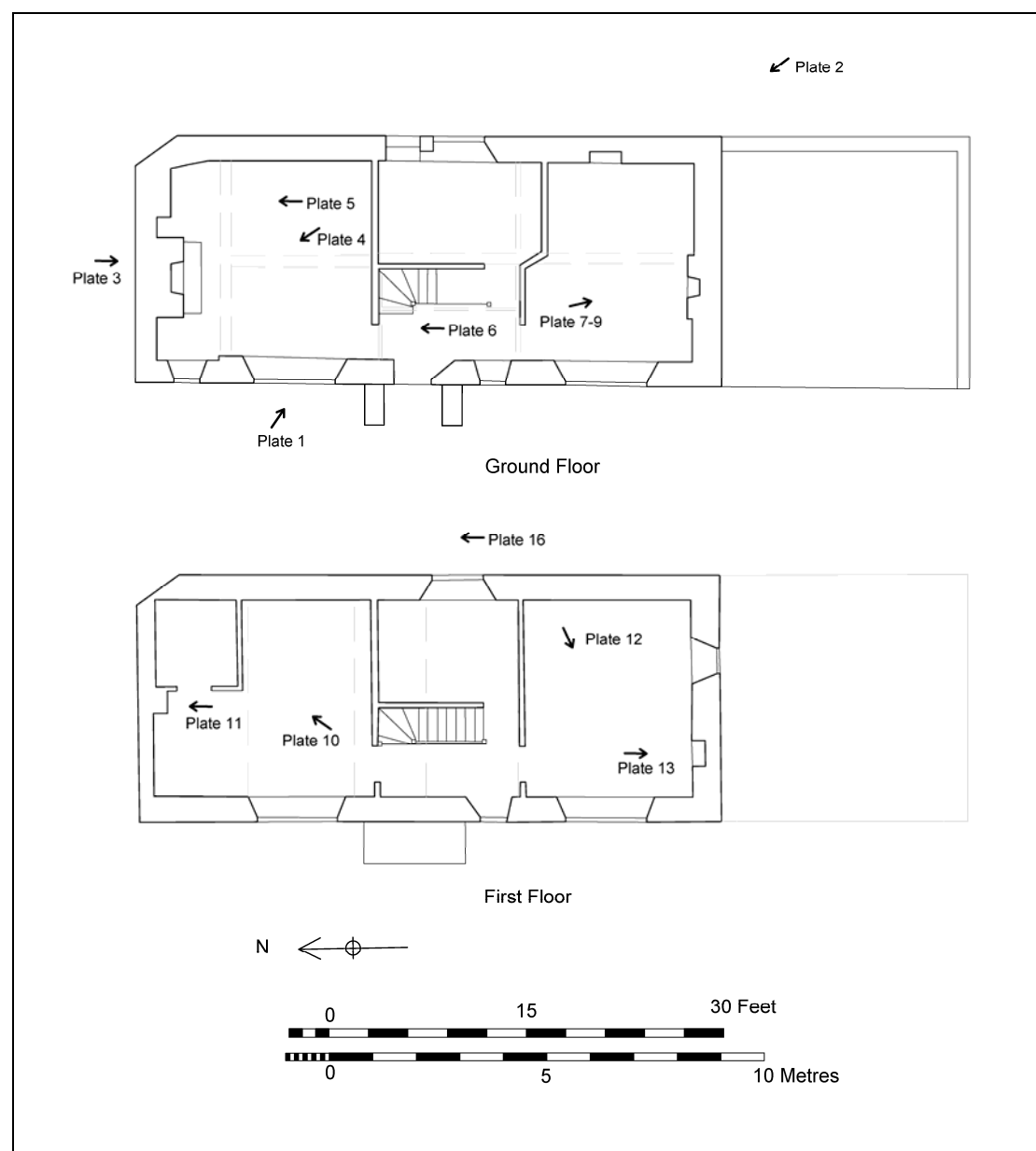


Figure 4. Chestnut Cottage Floor plans with location of Plates 1-13 added (derived from plans supplied by FWK Architects).



Plate 1. Principal Elevation, looking south-east.



Plate 2. Rear Elevation, looking north-west.



Plate 3. North-facing gable end, with chamfered corner. Looking south.



Plate 4. Northern end bay, ground floor. Bressummer and fire-window to early inglenook.



Plate 5. Early doorway position, indicating location of original staircase. Looking north.



Plate 6. Truncated first floor structure and inserted staircase in central bay, looking north.



Plate 7. Southern end bay, ground floor. Looking south-east.



Plate 8. Detail of scrolled stop to axial beam chamfer. Looking south-east.



Plate 9. Scribed timber above fire-place. Looking south.



Plate 10. Northern end bay, first floor. Looking north-east.



Plate 11. As above, cast-iron fire-place. Looking north.



Plate 12. Southern end bay, first floor. Looking west.



Plate 13. As above, cast-iron hob grate. Looking south.



Plate 14. Clasp purlin of roof truss, as seen through loft-hatch. Looking north-west.



Plate 15. Sub-collar, supporting ridge-purlin, as seen through loft-hatch. Looking north.

Discussion

The clasped purlin collar truss roof structure is of a distinctive form, typical of the eastern counties. Roofs of this type were common throughout the 16th, 17th and 18th centuries in Lincolnshire (e.g. Cousins 2000, 19; RCHME 1977, lxviii). In north Northamptonshire the RCHME found that clasped purlin roofs were in use until the 19th century, when they were used in poorer quality roof structures in farm buildings (RCHME 1984, xlv). A very similar clasped purlin collar truss roof structure was recorded at 17 Northgate, Oakham (Coward 2004) and this may be a fairly common roof type in the stone-belt region of Rutland. This is likely to reflect the western extent of the distribution of roofs of this type. In contrast, in Leicestershire clasped purlin roofs are restricted to higher status buildings of the 15th and 16th centuries.

Chestnut Cottage appears to have undergone one, possibly two phases of refurbishment and very little survives of the original interior or layout. The inscribed date of 1990 seen on the exterior of the property may relate to the most recent refurbishment, including relocation and rebuilding of internal walls, rebuilding of chimney stacks and fireplaces, insertion of staircase and replacement of doors and windows. The replacement of the first floor structure appears to have been carried out as part of an earlier scheme of refurbishment.

5.2 *Watching Brief*

Visits were made on the 17th, 24th and 28th of June to carry out archaeological monitoring of the groundworks associated with the extension of the cottage. During the course of the first visit, the modern garage was demolished and topsoil was stripped from the footprint of the new build element. Topsoil ranged in depth from 0.4-0.7m across the site, producing occasional sherds of 19th-early 20th century pottery, which were not retained. The demolition of the garage revealed no early architectural features within the south-facing gable end wall of the cottage, and the ground below had been subject to previous disturbance, presumably during its construction.

The second visit revealed a stone-lined well, measuring approximately 0.8m in diameter and 9m in depth and located approximately 6m to the west of the front entrance to the cottage. The well had been capped off with a granite slab, and the water level was approximately 7m below the ground surface.

The final visit was made to complete the recording of the wall foundation trenches, prior to backfilling with concrete. These measured approximately 0.6m wide and 0.55m in depth from the base of the formation level, revealing the natural yellow clay substratum. No archaeological deposits were revealed during the excavation of the trenches. A trench excavated up to the west facing side wall of the cottage, revealed the footings of the building to consist of a single course of large stone blocks, lying just beneath the ground surface.

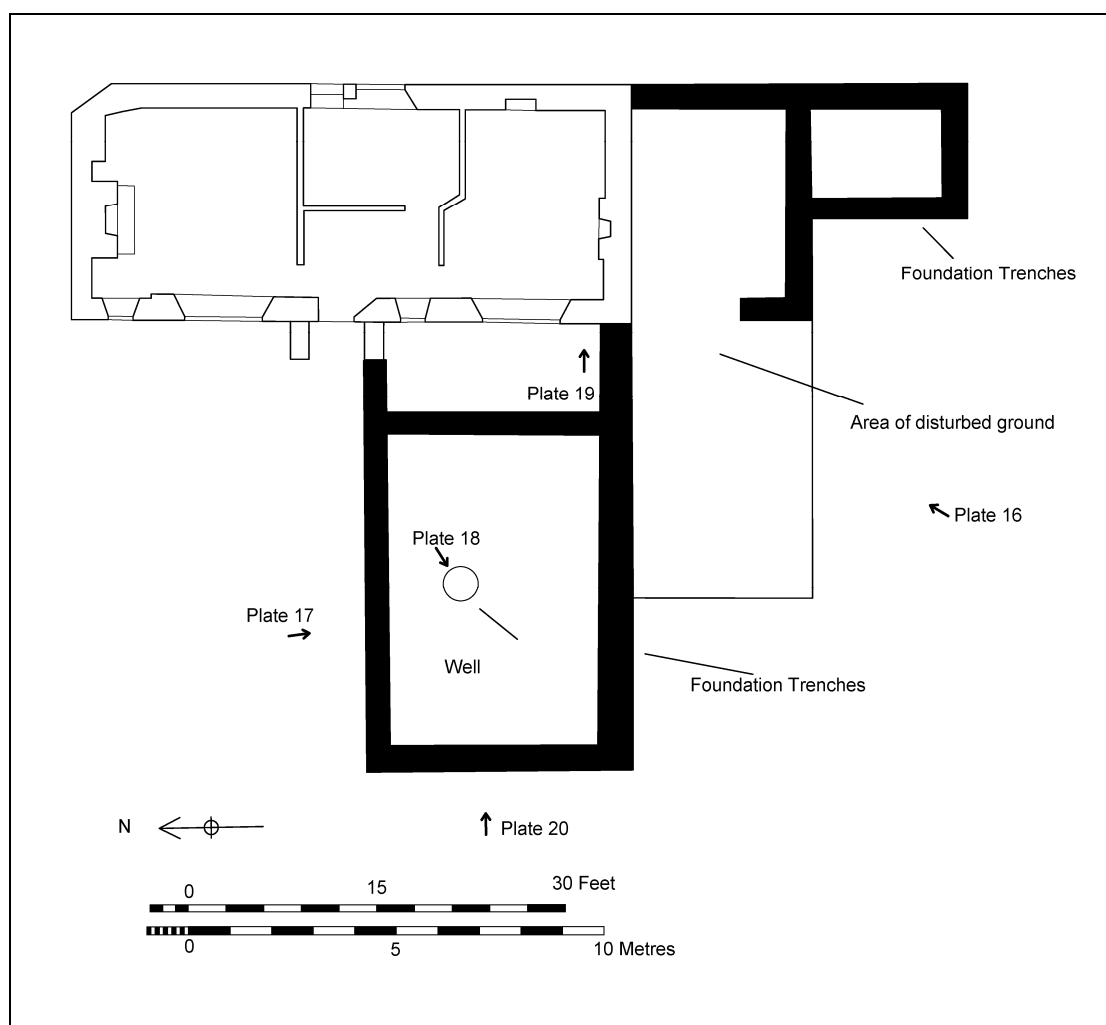


Figure 5. Plan of extension footprint, with locations of Plates 16- 20 added (derived from plans supplied by FWK Architects).



Plate 16. Demolition of garage, looking north-east.



Plate 17. Building footprint following removal of topsoil (looking south-east).



Plate 18. Stone-lined well, looking south-west.



Plate 19. Stone plinth course to Chestnut Cottage, looking east.



Plate 20. Foundation trenches, looking east.

6. Archive

The archive consists of:

This report,

2 contact sheets of digital photographs,

1 cd of digital photographs in .jpeg and .tif format + this report,

1 contact sheets of black and white 35mm photographs,

35mm negatives,

3 sheets of handwritten notes taken during the survey.

2 photographic record sheets (digital and black and white).

This will be deposited with Rutland County Museum under Accession No. OAKRM:2010.13.

7. 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.

8. Acknowledgements

The fieldwork was undertaken by Sophie Clarke and Leon Hunt. The project was managed by Dr P Clay. ULAS would like to thank FWK Architects for the provision of their survey drawings for the purposes of this report.

9. Bibliography

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

Leicestershire County Council. *Design Brief for a Historic Building Recording (Level 2 Survey) and Archaeological Attendance: Chestnut Cottage, 10 Wood Lane, Braunston, Oakham, Rutland*. Historic and Natural Environment Team, Environment and Heritage Services Department Leicestershire County Council

RCHME 1994. *Architectural Monuments in North Northamptonshire Vol. VI*. RCHME

University of Leicester Archaeological Services. *Design Specification for Archaeological Work. Site: 10 Wood Lane, Braunston, Rutland*

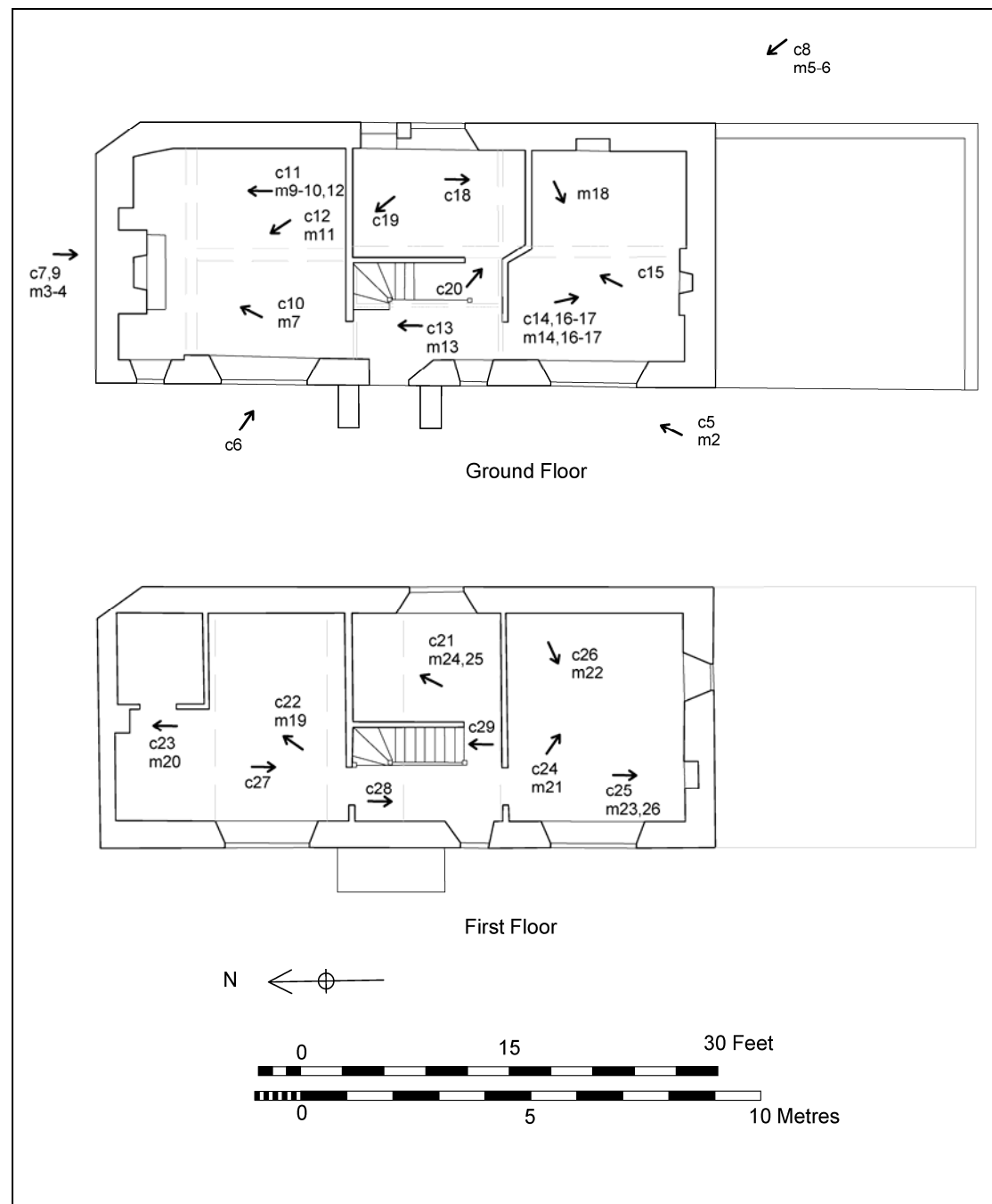
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APPENDIX I: Location plan and index to photographs held within the archive



Photographic Index

Colour

Film/Frame No.	Floor	Description	Looking:
1/1	roof	Clasped purlin roof truss	N

2	roof	As above, sub-collar detail	“
3	roof	As above, clasped purlin detail	“
4	roof	As above, sub-collar detail	“
5	Ext.	Front elevation	NE
6	“	As above	SE
7	“	Chamfered corner on north-facing gable end	S
8	“	Rear elevation	NW
9	“	North facing gable end	S
10	G	Early bressummer	NE
11	“	Early doorway opening, framed by bressummer and post, locating original staircase position	N
12	“	Fire window, lighting inglenook	NW
13	“	Inserted staircase	N
14	“	Scroll stop detail on axial beam	SE
15	“	Axial beam supporting replacement joists	NE
16	“	Inserted fireplace, with timber above	SE
17	“	Scribed timber detail	S
18	“	Surviving timber member of early internal partition wall	S
19	“	As above	NW
20	“	As above	E
21	1st	Modern bathroom	NE
22	“	First floor bedroom, with cast iron fireplace	NE
23	“	Detail of above	N
24	“	First floor bedroom, with cast iron hobgrate	SE
25	“	Detail of above	S
26	“	As above	SW
27	“	First floor bedroom, through to landing	S
28	“	First floor landing	S
29	“	Inserted staircase, towards surviving timber remnant of early internal wall	N

Monochrome

Film/Frame No.	Floor	Description	Looking:
1/1	Ext	Front elevation	NE
2	“	North facing gable end	S
3	“	As above	S
4	“	As above	S
5	“	Rear elevation	NW
6	“	As above	NW
7	G	Early bressummer	NE
8	“	Fire window to inglenook	N
9	“	Early doorway opening, framed by bressummer and post, locating original staircase position	N
10	“	As above	N
11	“	Fire window to inglenook	NW
12	“	Early doorway opening, framed by bressummer and post, locating original staircase position	N

13	“	Inserted staircase	N
14	“	Scroll stop to axial beam	SE
15	“	-	-
16	“	Scribed timber above fireplace	S
17	“	Inserted fireplace with scribed timber above	SE
18	“	As above	SW
19	1 st	First floor bedroom, with cast-iron fireplace	NE
20	“	Detail of above	N
21	“	First floor bedroom with cast-iron hob grate	SE
22	“	As above	SW
23	“	Detail of above	S
24	“	Modern bathroom	NE
25	“	As above	NE
26	“	Detail of hob-grate	S
27	Roof	Clasped purlin roof truss	N
28	“	Clasped purlin detail	N
29	“	-	N
30	“	As above	N
31		As above	N

APPENDIX II: Project design specification

UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

Design Specification for Archaeological Work

Site: Chestnut Cottage, 10 Wood Lane, Braunston,

Rutland

NGR SK 8333 0646

Client: Mr and Mrs A J Mann

Planning Authority: Rutland County Council

Planning Permission: 2009/1058/9

Non-Technical Summary

This document represents a design specification for archaeological building recording and a watching brief for: **Chestnut Cottage, 10 Wood Lane, Braunston, Rutland**. The design specification addresses the requirements of Leicestershire County Council as advisors to the planning authority as detailed in their *Brief for a Historic Building Survey and Archaeological Attendance (an intensive watching brief) at Chestnut Cottage, 10 Wood Lane, Braunston* (LCC 29.04.2010) and follows the guidelines as laid out in the *Institute for Archaeologists Standards and Guidance for Standing Buildings or Structures* and *archaeological watching briefs (IfA S&G)*.

1. Site Location

- 1.1 The site is located to the south of Wood Lane, in the village of Braunston, near Oakham, Rutland. The site lies at NGR SK 8333 0646, at a height of c. 135-140m aOD on ground rising to the east.

2. Planning Background

- 2.1 In response to planning application **2009/1058/9** for the construction of single and two-storey extensions to the front (west) and side (south) elevations of Chestnut Cottage, the Senior Planning Archaeologist at Leicestershire County Council, as advisor to the planning authority has advised that works were likely to affect underlying archaeological remains and the standing historic buildings.
- 2.2 In consequence, the Senior Planning Archaeologist (SPA) has recommended the need for a 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). This should be undertaken before work starts, and is secured by condition on the approved planning application followed by a watching brief in the area of the proposed extension.
- 2.3 The requirement for archaeological work is in accordance with PPS5 Planning and the Historic Environment (DCLG March 2010). The purpose of the work is to make an appropriate (English Heritage Level 2) record of the affected historic buildings and any significant buried archaeological remains, paying specific attention to those areas/elements where ground works, demolition/conversion and/or alteration are proposed. The investigation shall be undertaken to a standard that will allow the future interpretation of the site. An archive and report will be created as a result of the investigation.

3. Archaeological and Historical Background

- 3.1 The Historic Environment Record (HER) indicates that the affected buildings and the application site are of archaeological and historic interest.
- 3.2 The site lies within the projected historic settlement core of the medieval and post-medieval village of Braunston. Chestnut Cottage is believed to date from the 18th century. Buried archaeological evidence spanning the period from the earliest evolution of the village to its more recent past can be expected within the development area.

4. Aims and objectives

- 4.1 The aim of the building recording 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.
- 4.2 The aim of the watching brief is to
1. To identify the presence/absence of any archaeological deposits.
 2. To establish the character, extent and date range for any archaeological deposits to be affected by the proposed ground works.
 3. To record any archaeological deposits to be affected by the ground works.
 4. To produce an archive and report of any results.

5. Methodology

5.1 Building Recording

- 5.1.1 The building survey will produce a record of all areas of fabric that are to be removed, irreversibly altered or demolished to English Heritage level 2 standard (2006) prior to the commencement of works.
- 5.1.2 The 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 to validate interpretations.
- 5.1.3 The 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 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 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 *FAME 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 Rutland County Council, the Heritage 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 Archaeological watching brief

- 5.2.1 The project will involve the supervision of overburden removal and other groundworks by an experienced professional archaeologist during the works specified above.
- 5.2.2 In the event that archaeological remains of uncertain significance are located in the initial trench/test pit (e.g. undated post-hole/pit), further trenching may be necessary, at the discretion of the site supervisor, to clarify their nature and significance and determine the need for a full topsoil strip.
- 5.2.3 If no archaeological deposits are identified within the trench, or the depth of overburden is greater than 0.15m, there will be no requirement for the site to be stripped to a level below proposed formation and subsequent groundworks will be subject to an intermittent watching brief.
- 5.2.4 The archaeologist will co-operate at all times with the contractors on site to ensure the minimum interruption to the work.
- 5.2.5 Any archaeological deposits located will be hand cleaned and planned as appropriate. Samples of any archaeological deposits located will be hand excavated. Measured drawings of all archaeological features will be prepared at a scale of 1:20 and tied into an overall site plan of 1:100. All plans will be tied into the National Grid using an Electronic Distance Measurer (EDM) where appropriate.
- 5.2.6 Archaeological deposits will be excavated and recorded as appropriate to establishing the stratigraphic and chronological sequence of deposits, recognising and excavating structural

evidence and recovering economic, artefactual and environmental evidence. Particular attention will be paid to the potential for buried palaeosols and waterlogged deposits in consultation with ULAS's environmental officer.

- 5.2.7 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.
- 5.2.8 Any human remains encountered will be initially left in situ and only be removed under a Home Office Licence and in compliance with relevant environmental health regulations. The developer and Leicestershire County Council will be informed immediately on their discovery.
- 5.2.9 Internal monitoring procedures will be undertaken including visits to the site from the project manager. These will ensure that professional standards are being maintained. Provision will be made for monitoring visits with representatives of the owners and Leicestershire County Council.
- 5.2.10 In the event of significant archaeological remains being located during the watching brief there may be the need for contingency time and finance to be provided to ensure adequate recording is undertaken. On the discovery of potentially significant remains the archaeologist will inform the developer, the Senior Planning Archaeologist at Leicestershire County Council, and the planning authority. If the archaeological remains are identified to be of significance additional contingent archaeological works will be required.

6 Recording Systems

- 6.1 Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets.
- 6.2 A site location plan based on the current Ordnance Survey 1:1250 map, (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a plan at 1:200 (or 1:100), which will show the location of the areas investigated.
- 6.3 A record of the full extent in plan of all archaeological deposits encountered will be made on drawing film, related to the OS grid and at a scale of 1:10 or 1:20. Elevations and sections of individual layers of features should be drawn where possible. The OD height of all principal strata and features will be calculated and indicated on the appropriate plans.
- 6.4 An adequate photographic record of the investigations will be prepared. This will include black and white prints and colour digital images 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.
- 6.5 This record will be compiled and fully checked during the course of the watching brief.
- 6.6 All site records and finds will be kept securely.

7. Report Preparation

- 7.1 The reports will contain as a minimum:
- non-technical summaries
 - introductory statements
 - aims and purpose of the survey/watching brief
 - methodologies
 - an objective summary statement of results
 - supporting illustrations at appropriate scales
 - supporting data, tabulated or in appendices

- 7.2 The reports will be in A4 format and copies will be sent to the Client, LCC HNET, HER and Conservation Officer for Oakham 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

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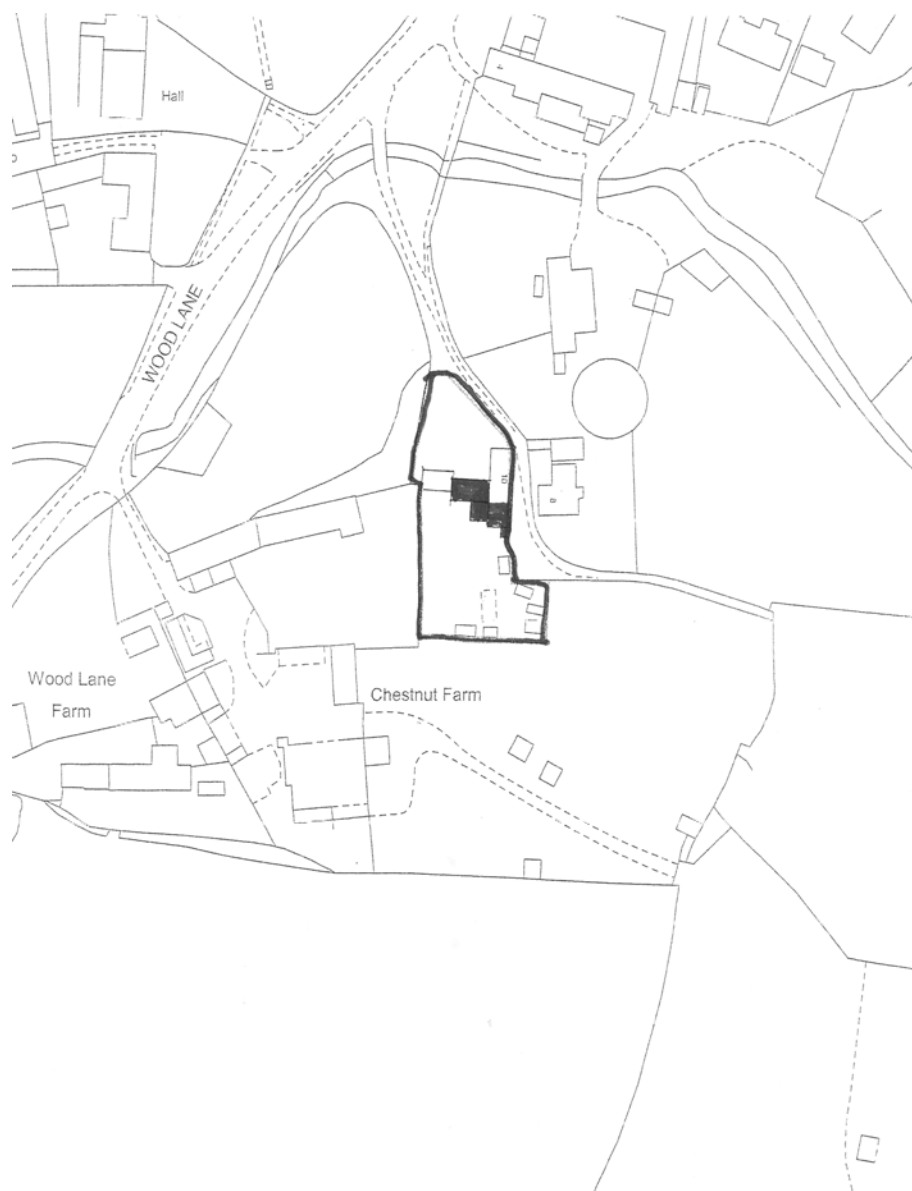
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Illus. 1. Site location (from Francis W Keyworth Chartered Architect)



Fig 2 North elevation

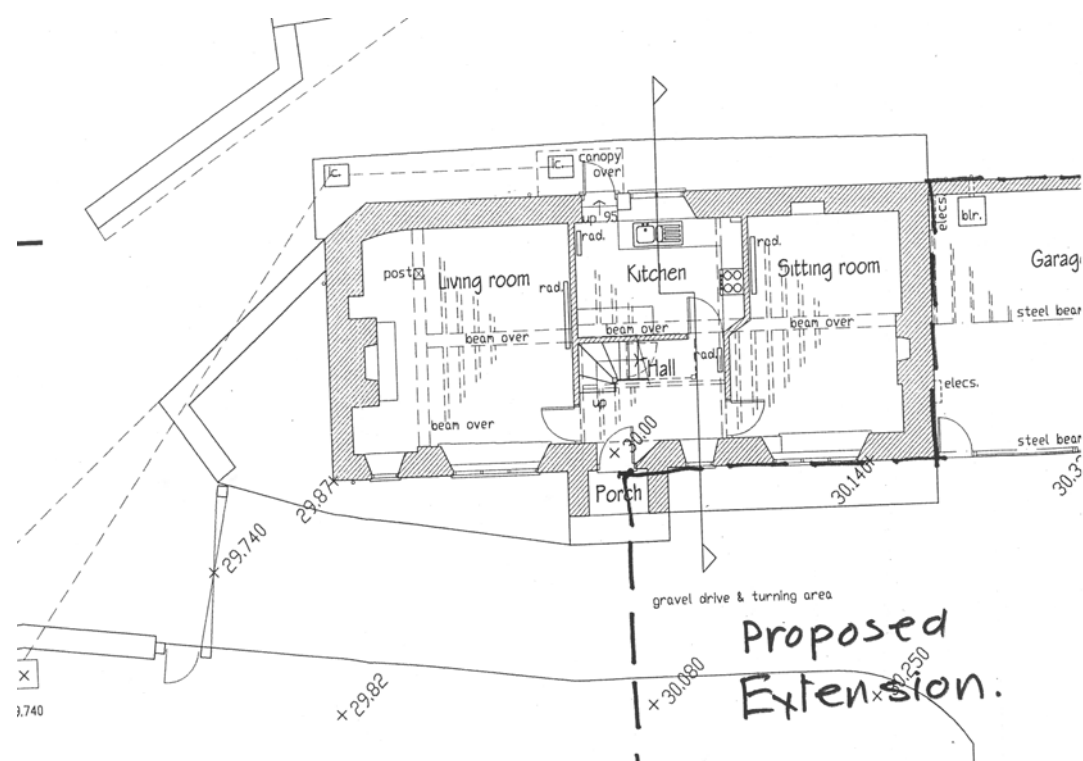


Fig. 2 Plan of proposed extension