



University of Leicester

Archaeological Services

An archaeological watching brief
at Great Dalby Primary School,
Top End, Great Dalby,
Leicestershire
(NGR SK 741 145)

Leon Hunt



ULAS Report No 2010-149
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**An archaeological watching brief
at Great Dalby Primary School,
Top End, Great Dalby,
Leicestershire
(SK 741 145)**

Leon Hunt

for:

**Leicestershire County Council
Planning App. No: 2010/L297/06**

Approved by

Signed:



Date: 31.08.2010

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An archaeological watching brief at Great Dalby Primary School, Top End, Great Dalby, Leicestershire (SK 7414 1440)

Leon Hunt

Summary

University of Leicester Archaeological Services (ULAS) carried out an archaeological watching brief at Great Dalby Primary School, Top End, Great Dalby, Leicestershire (SK 7414 1440) during the ground-works associated with the excavation of a temporary haul road to facilitate the movement of construction machinery onto the site in advance of the construction of a new school building.

The Leicestershire and Rutland Historic Environment Record (HER) had shown that the site lies within the medieval and post-medieval core of the village (MLE5943), close to recorded village earthworks (MLE8386) and the findspot of Roman coins (MLE8787).

No archaeological features or finds associated with archaeological features were discovered during the watching brief.

The archive for this work will be deposited with Leicestershire Historic and Natural Environment Team with accession number X.A145.2010.

Introduction

University of Leicester Archaeological Services (ULAS) carried out an archaeological watching brief for Leicestershire County Council at Great Dalby Primary School, Top End, Great Dalby, Leicestershire (NGR: SK 7414 1440) during ground-works associated with the excavation of a temporary haul road to facilitate the movement of construction machinery onto the site in advance of the construction of a new school building.

This work was in accordance with DOE Planning Policy Statement 5 (PPS5, Planning and the historic environment) and was to determine the character and extent of any archaeological remains that may have been present on the site.

Leicestershire County Council Historic and Natural Environment Team, as archaeological advisors to the planning authority had requested the watching brief and this involved archaeological attendance for inspection and recording within the development area to identify any deposits of archaeological importance as detailed in *A Brief For Archaeological Attendance For Inspection & Recording (An Intensive Watching Brief) at Great Dalby Primary School, Top End, Great Dalby, Leicestershire (NGR: SK 7414 1440)* Leicestershire County Council (LCC HNET 23/07/2010: Appendix I).

Site Location, Geology and Topography

The site lies within the grounds of Great Dalby Primary School, Top End, Great Dalby on the playing fields to the south-east of the school building.

The Ordnance Survey Geological Survey of Great Britain, Sheet 155 indicates that the underlying geology of the site was likely to be glacial till (boulder clay).

The land lies at a height of 120m aO.D and flats gently to the north, except where the road would enter the site at the street frontage where there was a hedgerow and a bank steeply leading up from the street, held back by a revetment consisting of flagstones and concrete.

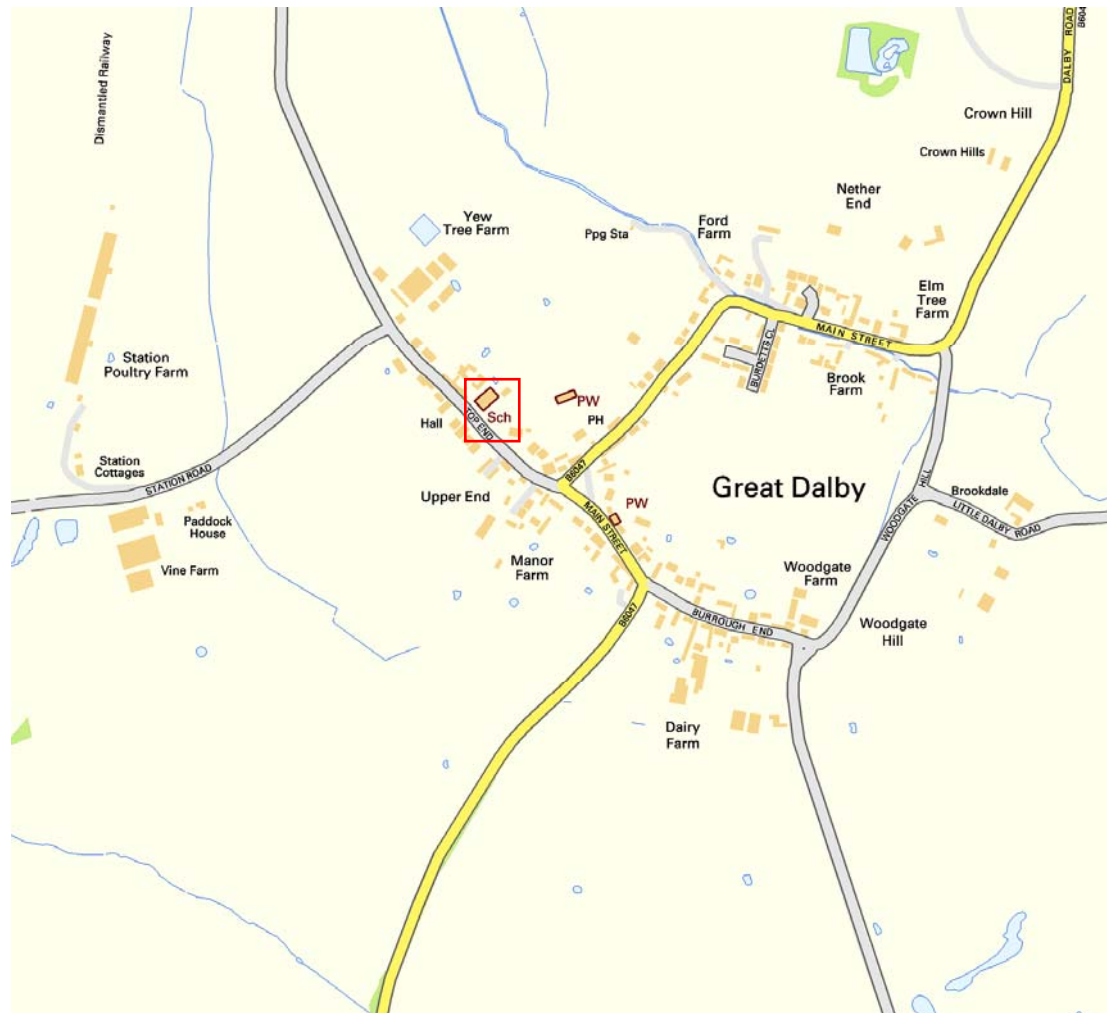


Figure 1: Site location

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Aims and Methods

The purpose of the watching brief was to ascertain whether archaeological deposits were present. If so, the character, extent and date range of any deposits identified would be established, in order to assess their significance. Recording of these deposits would be carried out as appropriate, and an archive and this report produced. The work followed the *Institute for Archaeologists (IfA) Standard and Guidance for Archaeological Watching Briefs*, and adhered to the University's Health and Safety policy.

The archaeological work followed the *Design Specification for Archaeological Work* prepared by ULAS (Appendix II).

Archaeological Background

The Leicestershire and Rutland Historic Environment Record (HER) shows that the site lies within the medieval and post-medieval core of the village (HER No. MLE5943), close to recorded village earthworks (MLE8386) and the findspot of Roman coins (MLE8787).

An archaeological evaluation carried out within the footprint of the new school building was negative for archaeological remains (Hunt 2010).

The watching brief covered the excavation of the access track from the street frontage, through the hedgerow and hedge bank at the front of the site and then the stripping of the access road across the grass playing field of the school.

The removal of the hedge bank was carried out by mini-digger fitted with a toothed bucket. Once entry into the site was facilitated, the stripping of the road was carried out by a large tracked excavator.



Figure 2: Plan of area watched during watching brief

Results

The site was visited on 16th-18th of August 2010 and ground-works associated with the excavation of the access road were observed.

Before the stripping for the road could commence, access had to be made through a hawthorn hedge at the front (north-west) corner of the site. The fence behind the hedge was first removed by hand and then a 6m section of hedge was removed by chainsaw (Plates 1 & 2).

A small square area at the southern corner of the site was then stripped in order that the soil could be stored. This area measured 7m by 7m and the turf and brown silty clay topsoil were stripped to a depth of around 0.3m, revealing the very top of the yellowish brown silty clay subsoil beneath. No archaeological features were observed in this area.

Excavation then continued at the front of the site where the hedge root and a large cherry tree root bowl had to be removed (Plate 3). After this the hedge bank was slowly removed, revealing 0.25m-0.3m of topsoil over a yellowish brown silty clay subsoil (Plate 4 & 5). The front of the bank was very steep whereas the rear, at the edge of the playing field, was very shallow. Consequently the depth of soil removed was between 0.5m and 1.5m through the bank, with the bank mainly made-up of subsoil material (Plates 6 & 7). The natural sub-stratum was not observed.

After the flagstones at the front of the site had been removed, work continued from the sloped entrance along the rest of the access road (Plate 8).

The rest of the access road was stripped to a depth of around 0.2-0.3m reaching only the very top of the subsoil throughout its length: no archaeological features were observed and no artefacts were recovered from the soil (Plates 9 & 10).

Several pieces of modern and pancheon ware were recovered from the topsoil along the hedgeline, but were not retained.

Conclusion

The evaluation at Great Dalby Primary School was negative and no archaeological features or finds associated with archaeological remains were discovered during the work.

The bank at the front of the site was seen to be largely made up of subsoil and the natural sub-stratum was not observed.

The access road itself was only stripped of topsoil to a depth of around 0.3m and no archaeological features were observed.

Acknowledgements

Thanks are due to John Wickins of Denman for his help and co-operation with the work. The author supervised the site and the project manager was Patrick Clay.

Archive

An archive will be prepared for the site and will be deposited with Leicestershire Historic and Natural Environment Team with accession number X.A145.2010

The archive consists of the following:

- 1 Unbound copy of this report 2010-149
- 1 list of photographs
- 1 Set of B & W photographs (contact sheet)

- 1 Set B & W negatives
- 1 CD of digital photographs
- 3 Watching brief recording sheets

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25-08-2010



Plate 1: The street frontage after removal of the hedge, looking north-east



Plate 2: The north-west corner of the site, looking west, towards gap in hedge



Plate 3: Work in progress on hedge bank, looking east



Plate 4: Removal of tree stump, looking east



Plate 5: Frontage after removal of bank, looking east



Plate 6: South-east facing section of hedge bank, looking north-west



Plate 7: North-west facing section of hedge bank, looking south-east



Plate 8: Access road leading from entrance, looking north-west



Plate 9: Work in progress on access road



Plate 10: Access track, newly stripped, looking east

Appendix I: The Brief

*A BRIEF FOR ARCHAEOLOGICAL
ATTENDANCE FOR INSPECTION &
RECORDING (AN INTENSIVE WATCHING
BRIEF)*

AT

*GREAT DALBY CP SCHOOL, TOP END,
GREAT DALBY, LEICESTERSHIRE*

NGR SK74141440

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

Prepared on: 01 November 2010

BRIEF FOR AN ARCHAEOLOGICAL ATTENDANCE FOR INSPECTION & RECORDING (AN INTENSIVE WATCHING BRIEF)

Summary of Brief

The site has been identified as an area of archaeological potential from information held in the Leicestershire and Rutland Historic Environment Record (HER).

In consequence, the Planning Archaeologist (PA) has recommended the need for an archaeological Watching Brief to be undertaken during soil stripping and groundworks (services, landscaping, foundations, etc.) in accordance with appropriate professional standards, e.g. the Institute for Archaeologists' (IfA) Standards & Guidance for an Archaeological Watching Brief 1999 (updated October 2008).

(See: <http://www.archaeologists.net/modules/icontent/inPages/docs/codes/watch2.pdf>)

Appendices for reference as part of this Brief (to be supplied by the developer to the archaeological contractor)

- I. General location plan.
- II. The site layout plan.
- III. Detailed development plans to show areas of ground impact.

Site location and Reason for the Archaeological Intervention

The Leicestershire and Rutland Historic Environment Record (HER) shows that the proposed temporary access road lies in an area of archaeological interest within the historic core of Great Dalby (HER ref. MLE5943), notably affecting an area of recorded medieval earthworks in the vicinity of St Swithin's Church (MLE8386). Two Roman coins have also been uncovered close to the application site (MLE8787) and other medieval earthworks (MLE8385) and Roman pottery (MLE8786) have been recorded within close proximity of the school. The proposal are likely to include the excavation of footings, landscaping and the introduction of services, etc., that will damage or destroy buried archaeological remains within the development area.

Site constraints

The SPA has not determined the location of any on site underground services. No site geotechnical information was available to inform the writing of this brief.

Planning background and requirement for work

Where the proposals form part of an approved planning application, the PA advised that the applicant should make provision for an Archaeological Attendance for inspection and recording (an Intensive Watching Brief), this should be undertaken during all groundworks likely to disturb archaeological remains.

The Archaeological Attendance forms the “programme of archaeological work” specified in the relevant planning condition. The requirement for archaeological work is in accordance with local plan policy and the national planning statement (PPS5 - Planning for the Historic Environment”). The purpose of the work is to identify and record archaeological deposits during development.

Methodology

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

In accordance with the planning advice letter the applicant shall provide for an ‘intensive’ watching brief as defined in the IfA Standards and Guidance. Intensive attendance will require presence during all sensitive ground works (e.g. foundations, services, and landscaping).

The developer **must** employ a professional archaeologist/s to supervise any soil stripping of the site and supervise during any groundworks (services, landscaping, foundations, etc.) likely to impact upon archaeological remains. Provision **must** be made for the archaeologist/s to record and excavate, where necessary, any archaeological features that are revealed.

Site access: Health and Safety

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

Before commencing work it is **recommended** that the archaeological; contractor carry out a Risk Assessment for the project, incorporating a site visit. The assessment should include liaison with the site owner, developer and the Planning Archaeologist to ensuring that all potential risks are minimised and an appropriate archaeological response is prepared.

The developer must be approached to provide all information reasonably obtainable on contamination and the location of live services before commencement of site works.

Preservation in situ and Contingency Provisions

The discovery of significant archaeological deposits or substantial structural remains requiring preservation in situ will entail detailed discussion between all relevant parties. Where structures, features or finds appear to merit preservation in situ, they must be adequately protected from deterioration.

Where design modification is not practically possible the developer **must** allow sufficient time and financial resources for the full excavation, conservation, and curation of the archaeological resource before development continues.

Environmental sampling

Contractors are to adhere to the recommendations in the English Heritage Environmental Guidelines (2002) *Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post-excavation.*

If appropriate, environmental samples will be taken from features to enable their date, nature, extent and condition to be described and analysed. Samples should be taken from the fills of features where organic materials may be preserved, such as pits, ditches and other deposits, especially if waterlogged.

Treatment of finds

All finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the United Kingdom Institute for Conservation (UKIC) *First Aid For Finds*, 1998 (new edition) .

Any finds of human remains will be left in situ, covered and protected and the appropriate authorities informed. If removal is essential it can only take place under appropriate Home Office and environmental health regulations, and if appropriate, in compliance with the 'Disused Burial Grounds (Amendment) Act, 1981.

All 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 can not take place on the same working day as discovery, suitable security will be taken to protect the finds from theft.

All identified finds and artefacts will be retained, although certain classes of building material can sometimes be discarded after recording if an appropriate sample is recommended by the recipient museum's archive curator.

Post-excavation work

According to standard procedure, the Archaeological Attendance will be followed by a period of post-excavation processing. This should involve the cataloguing and analysis of any finds and samples to an appropriate standard. Where artefacts are recovered from an identified features they shall be quantified by date, class and type (e.g. 5 sherds, Late Roman greyware pottery); in other circumstances, as a minimum, they should be quantified by period and class (e.g. 5 sherds, Roman pottery). Analysis will include preparation of the project archive for the site report and deposition.

Reports

A full report combining all stages of the Archaeological Attendance shall be prepared, and sent to Historic and Natural Environment Team, Leicestershire County Council. If this report is to form part of the planning process, it is in the developer's interest to ensure the report is to an adequate standard (see 'Guidelines and Procedures for Archaeological Work in Leicestershire and Rutland') in order that a judgement of the archaeological value of the site can be made as quickly as possible and the Planning Archaeologist can make the appropriate recommendation(s).

The report will include as applicable:

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

The report will assess:

- a) The archaeological significance of the development site and any archaeological deposits encountered during the attendance
- b) The evidence in its setting, regional context and also aim to highlight any research priorities where applicable

A second report, incorporating any necessary amendments, shall be deposited with the Leicestershire and Rutland HER no later than six months after completion of the project. A further copy will be provided to the planning authority for their information. In all cases the reports will be full colour paper copies including its relevant accompanying plans, photographs, etc..

Results of the project, even if negative, will be submitted for publication in the appropriate academic journals. Contractors are to provide a summary of findings to the 'Transactions of the Leicestershire Historical and Archaeological Society' (c/o The Guildhall, Guildhall Lane, Leicester LE1 5FQ).

If significant results are obtained a copy of the final report/s will be deposited with the National Monuments Record, English Heritage, Swindon. Any reports should either be deposited digitally via the OASIS project (see below) or sent as a paper copy for the attention of the OASIS & Excavations Index Manager.

OASIS Reporting

The Leicestershire & Rutland HER supports the Online Access to the Index of Archaeological Investigations (OASIS) project. Upon completion of the fieldwork, the online OASIS form <http://www.oasis.ac.uk/> must be completed. Once any reports have become public documents following their incorporation into the HER, they will be uploaded to the Archaeological Data Service web site where they may be freely consulted.

Archive

The archive consists of all written records and materials recovered, drawn and photographic records, including a single copy of the final report. 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. **An accession number must be drawn prior to the commencement of archaeological works.**

Archive will be prepared in line with UKIC Guidelines for the preparation of excavation archives for long term storage (1990), 'Archaeological Archives Forum: A guide to best practice in creation, compilation, transfer and curation' (Archaeological Archives Forum 2007) in addition to the recipient museum's current guidelines (e.g. The Transfer of Archaeological Archives to Leicestershire Museums, Arts and Records Service).

Deposition

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

The archive will be presented to the Archive Curator within 6 months of completion of the fieldwork, unless alternative arrangements have been agreed in writing with the Planning Archaeologist and Archive Curator.

It should be noted that the Planning Archaeologist will not recommend the discharge of any planning conditions until he has approved the report, has received confirmation that the archive meets current standards by the Archive Curator and has received written confirmation that a summary of the archaeological work has been forwarded to the above mentioned journals.

Requirements (including responsibilities of prospective developer and Archaeological Contractor)

Appointment of Archaeological Contractors

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

Contractors will operate in line with professional guidelines and standards as stated in the Institute for Archaeologists (IfA):

- Standard and Guidance for Archaeological Watching Briefs
- IfA Code of Conduct
- IfA By-Law Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology.

Pre-tender site visit

It is recommended that the Contractor visit the site before completing any Project Design, as there may be implications for accurately costing the project.

Project Design

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

The Project Design must:

- a) be supported by a research design, which sets out the site-specific objectives of the archaeological works,
- b) detail the proposed works as precisely as is reasonably possible, and where appropriate, indicate clearly on plan their location and extent,
- c) include details, including name, qualifications and experience of the site director and all other key project personnel, including any specialist staff and sub-contractors, will be included in the Project Design. The ratio of on-site voluntary assistance must not exceed a ratio of more than 1:2 employed experienced staff,
- d) detail archive deposition, publication and presentation,
- e) provide a timetable for proposed works.

Checking of Project Designs

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

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

Agreement

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

Monitoring

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

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

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

Alterations to this Brief

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

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

After formal appointment, any alterations recommended by the Planning Archaeologist, which may affect the archaeological Contractor's agreed Project Design (whether this be before commencement, or during the project), will be made in consultation with the archaeological Contractor and submitted to the Local Planning Authority.

Key definitions

Planning Archaeologist:

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

Archive Curator:

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

Prospective Developer:

Person/group/developer commissioning the archaeological work.

Contractor:

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

Project Design:

Written document detailing the proposed work and as provided by a Contractor in line with the Written Brief provided by the PA.

The Principal Planning Archaeologist can be contacted at:

Historic and Natural Environment Team
Leicestershire County Council
4th Floor, County Hall
Leicester Road
Glenfield
Leicestershire
LE3 8RA

Telephone number: (0116) 305 8322

Date: 01 November 2010

Appendix II: Design Specification for archaeological work:

UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

Design Specification for archaeological work

Job title: Great Dalby Primary School, Top End, Great Dalby, Leicestershire (SK 741 145)

Client: Leicestershire County Council

Planning Authority: Melton Borough Council

P.A. : 2010/L297/06

1 Definition and scope of the specification

1.1 In accordance with Planning Policy Statement 5 (PPS5, Planning and the historic Environment), this specification provides a written scheme for archaeological attendance for inspection and recording (an intensive watching brief), as required by the Planning Authority, of any groundworks on the site which may disturb areas of archaeological potential in connection with a planning application for a new temporary access road. The work addresses the *Brief For Archaeological Attendance For Inspection & Recording (An Intensive Watching brief)*

At Great Dalby Cp School, Top End, Great Dalby, Leicestershire NGR SK74141440 (LCC HNET 23.07.2010)

1.2 All archaeological work will adhere to the Institute for Archaeologist's (IfA) *Code of Conduct and Standard and Guidance for Archaeological Watching Briefs* and the *Guidelines for Archaeological Work in Leicestershire and Rutland* (LCC 1997).

2. Background

2.1 Context of the Project

2.1.1 The site is at Great Dalby Primary School, Top End, Great Dalby, Leicestershire (SK 741 145). The Ordnance Survey Geological Survey of Great Britain Sheet 155 indicates that the underlying geology of the site is likely to consist of glacial till (boulder clay). The land lies at a height of around 120m above O.D.

2.1.2 Planning permission has been granted for the construction of a new school building covering c. 400 sq metres (Figure 2). This specification covers the construction of a temporary access road.

2.1.3 Leicestershire County Council, Historic and Natural Environment Team (LCCHNET) as archaeological advisors to the planning authority have requested attendance (an intensive watching brief) within the development area during the construction of a temporary access road to identify any deposits of archaeological importance.

2.2 Archaeological and Historical Background

2.2.1 The Leicestershire County Council Historic Environment Record (HER) shows that the site lies inside the medieval and post-medieval historic settlement core of the village (HER Ref. No. MLE5943), close to recorded medieval village earthworks (MLE8386) and the findspot of some

Roman coins (MLE8787). An archaeological evaluation by trial trench in the area of the proposed new building did not locate any archaeological deposits (Hunt 2010).

3 Aims

3.1 Through archaeological attendance and, as appropriate, investigation:

1. To identify the presence/absence of any earlier building phases or 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.

4 Methods

4.1 The project will involve the supervision of overburden removal and other groundworks by an experienced professional archaeologist during the works specified above.

4.2 Should significant archaeological remains be identified a programme of excavation and recording may be necessary, using additional personnel as necessary.

4.3 The archaeologist will co-operate at all times with the contractors on site to ensure the minimum interruption to the work.

4.4 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.

4.5 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.

4.6 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.

4.7 Any human remains encountered will be initially left in situ and only be removed under a Ministry of Justice Licence and in compliance with relevant environmental health regulations. The developer and Leicestershire County Council will be informed immediately on their discovery.

4.8 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.

4.9 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.

5 Recording Systems

5.1 Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets.

5.2 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.

5.3 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.

5.4 An adequate photographic record of the investigations will be prepared. This will include black and white prints and colour transparencies 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.

5.5 This record will be compiled and fully checked during the course of the watching brief.

5.6 All site records and finds will be kept securely.

6 Report and Archive

6.1 An accession number will be drawn prior to the commencement of the project (Brief 8.1). Following the fieldwork the on-line OASIS form at <http://www.oasis.ac.uk> will be completed. A report on the investigation will be provided following the groundworks.

6.2 Copies will be provided for the client, Historic Environment Record and planning Authority. 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.

6.3 A full copy of the archive as defined in Brown (2008) will be presented to Leicestershire County Council, normally within six months of the completion of analysis. This archive will include all written, drawn and photographic records relating directly to the investigations undertaken.

7 Publication

7.1 A summary report will be submitted to a suitable regional or national archaeological journal within one year of completion of fieldwork. A full report will be submitted if the results are of significance.

8 Timetable and Staffing

8.1 The investigation is scheduled to commence at the start of the contractors groundworks. An experienced archaeologist will be present during this work.

9 Health and Safety

9.1 ULAS is covered by and adheres to the University of Leicester Statement of Safety Policy and uses the ULAS Health and Safety Manual (revised 2007) with appropriate risks assessments for all archaeological work. A draft Health and Safety statement for this project is in the Appendix. The relevant Health and Safety Executive guidelines will be adhered to as appropriate.

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. Bibliography

Brown, D., 2008 *Standard and guidance for the preparation of Archaeological Archives* (Institute for

Archaeologists)

Hunt, L., 2010 *An archaeological field evaluation at Great Dalby Primary School, Top End, Great Dalby, Leicestershire (SK 741 145)*. ULAS Report 2010-087

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27.07.2010

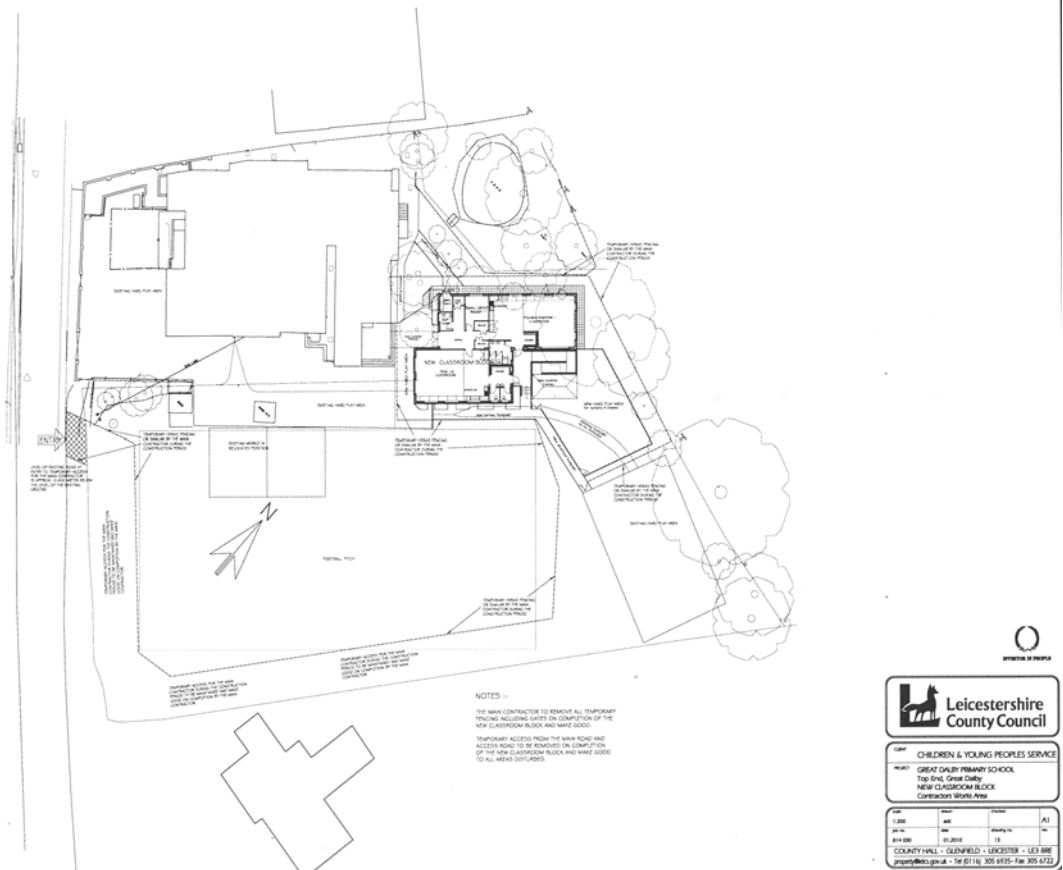


Figure 1 Plan of the proposed development showing the route of the temporary access road.

Appendix 3. OASIS information

Project Name	An archaeological watching brief at Great Dalby Primary School, Top End, Great Dalby, Leicestershire (SK 7414 1440)
Project Type	Intensive watching brief
Project Manager	P. Clay
Project Supervisor	L Hunt
Previous/Future work	Evaluation 2010
Current Land Use	School grounds
Development Type	Access road
Reason for Investigation	Planning request
Position in the Planning Process	Post-determination
Site Co ordinates	SK 7414 1440
Start/end dates of field work	16-08-2010- 18-08-2010
Archive Recipient	Leicestershire Museums
Study Area	Not known

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