



University of Leicester

Archaeological Services

**An Archaeological Historic
Building Assessment for
The Laundry, Belvoir Castle,
Belvoir, Leicestershire.
NGR: SK 823 338**



Andrew Hyam

ULAS Report No. 2009-171
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Building Assessment for
The Laundry, Belvoir Castle,
Belvoir, Leicestershire.**

NGR: SK 823 338

Andrew Hyam

For: The Duchess of Rutland

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Summary

An archaeological historic building assessment was undertaken by the University of Leicester Archaeological Services (ULAS) at the Laundry Building, Belvoir Castle, Belvoir, Leicestershire. The assessment studied the 18th century former Laundry building located close to the estate stables and other domestic buildings. It is proposed that the main part of the semi-redundant building will be refurbished to create a house with modern facilities.

The Laundry is a Grade II listed building and is within Belvoir Castle's conservation area. Because the current proposals will affect the present state of the interior it has been decided that an historic building assessment should be undertaken to an appropriate level prior to obtaining planning consent.

The survey took place on the 17th of November 2009 and was carried out by A.R.Hyam. The report and archive will be deposited with Leicestershire County Council under Accession Number XA 241.2009

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 for an historic building assessment to level 2 survey standard on the early 18th century laundry building which it is proposed to refurbish to create a house with up-to-date facilities as part of the Belvoir Estate. Because of the proposed works 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).

Belvoir Castle is located approximately 10km to the west of Grantham, Lincolnshire and 18km north-east of Melton Mowbray, Leicestershire (fig. 1). The Laundry is located within the castle estate approximately 15m to the south of the Main Stables and close to a small terrace of estate worker's homes (fig. 2). Around 400m to the west of the site is a large outcrop upon which sits the castle which dominates the surrounding landscape. The Laundry building lies on a gradual slope running down from north to south at a height of approximately 95m above OD over an underlying geology of mudstone.

2. Background

The Laundry is an L-shaped building located to the south of the large Main Stables and circular exercise ring (figs. 3, 4 and 5). The building is known as the Laundry although it has not been used for that purpose for a number of years which may

explain why the official listing description originally described it as a cottage. The first floor was used as living accommodation until around ten years ago after which time the ground floor has been, and continues to be, used for shoot gatherings. The building was listed in 1968 and under LBS Number 190002 is described as:

SK 83 SW BELVOIR 15/193 House 15 m south of Main Stables to 1.1.68 Belvoir Castle (formerly listed as cottage to SE of stables) GV II House. Early C18. Coursed ironstone with roof of graded Swithland slate. 2 storeys in 6 irregular bays. South-west side without doors. Windows are 2-light cross casements with glazing bars, 6 to ground and 5 to first floor. Coved and plastered eaves cornice below gabled roof. 3 gabled dormers with leaded early C18 casements. Internal triple-flued gable-end stacks.

Under current proposals only the ground and first floor of the main north-west to south-east range will be converted into a house whilst the north-east to south-west wing will remain untouched. It is also proposed that the second floor, in the eaves of the building, will be sealed and left in its current condition after the addition of insulation material to the floor.

3. Objectives

The aim of the work was to complete an appropriate level of historic building assessment of the impact that the proposed works to the structure. The objectives of the historic building assessment as specified in the ULAS Design Specification were:

- The recording by photography, notes and drawings of the building that is to be analysed with specific attention given to those elements proposed for reuse, 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 David Todd Architecture were used and annotated where necessary. The specific levels of detail used in the survey followed the guidelines laid down in the ULAS Design Specification following the RCHME (1996) and English Heritage (2006) specification, which were:

- The building assessment will produce a record of the areas of fabric that are to be removed or altered to English Heritage level 2 (2006) prior to the commencement of works.
- 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.

- 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.
- 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.
- 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 the 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.

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

5. Results

Whilst it is not intended to alter the exterior elevations of the building a number of repairs will be required therefore a general description will be given in order to complete this report. Repairs will include the replacement of missing cast iron guttering, repair of missing and slipped slates and general pointing work.

The whole building is constructed from coursed ironstone rubble in common with the estate buildings in the immediate locality. The windows have dressed ironstone headers acting as lintels and wooden framed two-light cross casements. Partially dressed ironstone is used for the quoins. Dressed limestone is used for the sills on the main range with wooden sills being used on the north-east to south-west wing. Dressed limestone is also used for the two triple-flued chimneys and the eaves detail. The eaves have a fairly deep plastered coving and cornice. The building has a graded slate roof and blue ceramic ridge tiles.

External details

The south-west elevation

The south-west elevation is the main face of the building as it faces towards the castle and a road which leads around the estate. The ironstone elevation has six bays that are irregularly spaced due to the presence of a thick internal wall and chimney stack located on the western side of the north-east to south-west wing (fig. 6). There are six wooden framed casement windows on the ground floor and five on the first floor with a missing window, which does not appear to have been blocked, at the eastern end. The windows are of the same size and design as on the main north-east elevation of the building. The roof is pierced by three dormer windows above bays 2, 4 and 5 which have deeply recessed pediments of similar design to those seen on the nearby Main Stables. Brown slates, which could be Collywestern, are attached to the sides of the dormers. The whole of this elevation has been pointed with modern hard mortar which stands proud of the stonework and is causing the stone to corrode.

The north-east elevation

The north-east elevation consists of four bays on the main building and two on the side wing. There are two windows and a door of the same width as the windows on the ground floor of the main building. To the east of the door the stonework appears to have been altered possibly to block an earlier window although no trace of a lintel can be seen which would normally be the case with such a blockage. Four matching windows are on the first floor but there are no dormer windows on this elevation.

The north-west facing corner of the north-east to south-west wing has a wooden plank and batten door with a rectangular glazed panel above it. The first floor window has a limestone sill but the casements are flush with the frame which is not the case with the main building windows (fig. 7). The two bays of the wing also have flush windows but these have wooden sills. There is only a single window at first floor height.

The north-west gable end

The gable end appears to be as originally constructed with no later modifications. Dressed limestone blocks support the eaves and chimney (fig. 8).

The south-east elevation

The whole wall appears to be bulging and to have moved downhill slightly. Four large plates and tie-bars have been added to stabilise this elevation. A single window is located at the southern corner of the first floor with no visible evidence of any other blocked openings on this floor. A rectangular opening appears to have been blocked at ground floor level in the northern corner.

Internal details

Ground floor room

The ground floor of the main building forms a single large open room (figs. 9 and 10). Under the proposed works the room will be divided to create a large living room and a

smaller kitchen across the western end. Three large stop-chamfered beams run from north-east to south-west across the room and are supported by three 75mm (3 inch) diameter cast iron columns. The columns are badly corroded possibly indicating that the atmosphere in the room has been quite damp, which is consistent with it having been a laundry. These do not appear to be original as they have been wedged between the beams and floor rather than properly fitted. Two additional shorter wooden beams run across to the base of the stairs. The floor joists are lap jointed onto the tops of the beams and support the beaded floor boards (fig. 11). Running along each long wall are a series of inverted boxes set into the ceiling (see fig. 11). There are two of these on the north side and four on the south. It is not clear what these were for but in the floor on the first floor it can be seen that a circular attachment has been removed and the hole blanked off with a piece of flat metal (fig.12). The floor is laid with blue bricks, measuring 235mm by 115mm, with a drainage channel running down the centre leading to a covered drain. A modern sewage pipe has cut through this floor on the western side of the room. A large stone slab covers what appears to be a well near to the south-eastern corner of the room. Extending a hand-tape through a small hole in this cover indicates that there is water approximately 2m below floor level.

A chimney breast is located on the western gable end and is constructed of whitewashed bricks measuring 235mm long by 75mm high by 125mm deep (fig. 13). The same sized bricks are also used as the internal skin of this end wall. The fireplace is in a fairly poor condition and the stove or grate has been removed leaving a rough hole. A large stone above the fireplace has three incised circles each of 85mm diameter in what seems likely to be an apotropaic mark (fig. 14). To the side of the fireplace is a copper built from modern bricks which must date from the second half of the 20th century although a small grate and ashpan built into the base appear to be earlier. A large angular tap is attached to the wall to the south-west of the chimney breast (fig. 15).

On the north-eastern wall are two windows and the large plank and batten door as described earlier (figs. 16 and 17). The door appears to be original and has two large iron strap hinges. The latch is missing on the inside but the outside handle remains. A later lock, possibly of 19th century date, has been added to the inside of the door. Between the two windows is a large tap 1.1m above floor level. A pipe leads from the floor up to the tap and continues up to a small spherical cistern partially recessed into the wall (fig. 18). A protective metal guard around the tap has a hook for hanging buckets on during filling (fig. 19). Set into the floor below the tap is a semi circular brick base which has been partially truncated by a modern service trench (fig. 20). A second tap set at 1.65m above floor level is located between the door and window (fig. 21). This tap does not have a guard or cistern but does have a semi circular stone base below it on the floor. In the eastern corner are the wooden stairs which are unusually wide for a service building and which may indicate heavy traffic up and down them (fig. 22). There is no evidence in the plasterwork behind the stairs to suggest that there was ever a window in this location and nothing to indicate why the outer stonework appears to be slightly disturbed. The stairs appear to be in their original location as the roof beams attached to it have stop-chamfers in the same style and size as on the main beams.

The eastern end wall has three irregularly spaced corbels at ceiling height supporting a projecting fireplace and chimney stack on the floor above (fig. 23). A single

doorway leads into the side wing room and has a wooden doorframe with evidence of a latch but the door is missing. The plasterwork around the doorway is crumbling and it is possible to see a number of different layers over some brickwork that forms the door jambs.

Apart from the four windows the south-western wall is plain plaster with no evidence of any fittings or modifications. Of note however is a painted sign at the side of the connecting door into the north-east to south-west wing. This is an old sign which has been painted around rather than over and points towards the *Cookhouse* which is *out of bounds* (fig. 24).

Ground floor, north-east to south-west wing

This room is not part of the proposed works and will be blocked off at the adjoining doorway leaving the only access as the outside door in the northern corner. The room consists of a single large room with a number of substantial timber beams running across the ceiling at a higher level than the adjoining room described above. Attached to the beams are a series of pulleys which were presumably used to hang and air the wet laundry (figs. 25 and 26). There is no evidence to support the *Cookhouse* sign seen in the main room.

First floor

A wide plank and batten door is located at the top of the stairs leading to a small landing (fig. 27). Wooden floorboards are fitted throughout and the ceiling is plastered with the supporting beaded beams partially projecting through. To the west of the landing a number of modern partition walls break the space up into two bedrooms, a bathroom, toilet and small store (fig. 28). The wood and plaster partitions appear to be from the second half of the 20th century and have been located so that both of the northern windows are split down the middle to let light into each of the rooms (fig. 29). The doors to each room are thin plywood panelled doors with Bakelite handles. The toilet and bathroom fittings, with the exception of the cistern, which is an early 20th century design, seem to be of a similar date to the partition walls.

The bedroom on the south-west side is plain and has no details such as skirting boards or coving which again indicates that this was once an open floor used for domestic work (fig. 30). The windows have the glass panes held in by wooden beaded frames rather than metal strips as seen on the ground floor. As mentioned earlier the blanked off holes in the floor can be seen in this room.

The northern end room was also used as a bedroom when last in use (figs. 31 and 32). It has a bricked in fireplace with a 0.54m wide opening and a small cement hearth set into the floor (fig. 33). Either side of the fireplace are two fitted cupboards with panelled wooden doors. It is likely that these have been re-used from elsewhere as the bevelled door panels face inwards and the metal catches are on the outside.

To the south-east of the stairs is an open space which has recently been used as a small kitchen and has a 1950s or '60s style range in front of an earlier blocked fireplace (figs. 34 and 35). The floor is half boarded and half stone flagstones

supported by the corbels and beams seen in the room below. Four steps in the southern corner lead into the north-east to south-west wing. The door, which will be sealed, is a beaded plank and batten door with apparently original fittings including a lock case with pierced decoration (figs. 36 and 37). The room beyond has a plaster floor with the bottom of the windows extending down to floor level. When first built the whole floor was divided into a large room with a smaller room at the north-eastern end. A hardboard partition has been added to create a corridor and a rather more private room (fig. 38). The north-eastern room has its original door including an attractive lock case with a different pattern to that seen earlier (fig. 39). The beams in the ceiling are rather complex and have bolted on metal plates to join them. Although irrelevant to the proposed works a handprint in the plaster floor must belong to one of the builders who laid the floor in the 18th century and is of interest to the building as a whole.

In the eastern corner of the first floor kitchen are a set of narrow stairs leading up to the second floor which appears to have been designed as servant quarters. It is intended that these stairs will be sealed off and the top floor be insulated when the proposed refurbishment takes place. The floors throughout are plaster. At the top of the stairs is a small landing with boarded rafters (fig. 40). A small room with a masonry wall and a leaded window is located on the western side of the stairs. Beyond this room to the west is a large open room with a hearth at the gable end. The plaster ceiling is in a state of partial collapse revealing it to be made from plaster and reeds (fig. 41). It can also be seen that bituminous roofing felt has been laid behind the slates showing them not to be as originally laid. The purlins are tenoned and pegged into the principals and short collars join the principals at head height. Rafters are pegged onto the backs of the purlins and it would appear that at least some of the rafters have had new rafters attached to their sides as a means of additional support. The north-east to south-west wing has had the plaster side walls and ceiling removed to expose the underside of the slates which do not have any roofing felt. The roof structure appears to be the same as in the main range but without the repairs.

6. Discussion

The Laundry building at Belvoir Castle does not appear to have undergone any major structural changes throughout its life and remains essentially as originally built. Initial inspection of the plan would suggest that the north-east to south-west wing was built first and the main building added at a later date. However, visual inspection of the walls seems to indicate a single phase of building as no tell-tale joints can be seen on any elevation. As would be expected on such an estate building the ground and first floors are clearly designed for domestic work with the rather more cramped quarters for servants being placed in the roof space.

Internally, except for the taps and associated items, little remains to show that the building was used as a laundry. Features that would be expected such as sinks, stoves to heat up flat-irons etc no longer survive. The ground floor of the side wing, which is to remain untouched, has some more laundry features such as the pulleys for drying washing but no evidence of ever being a cookhouse. It is interesting that there is a sign for a cookhouse which suggests that the building may not always have acted as the estate laundry. The proposed refurbishment work therefore on this floor would not be expected to cause much of a loss to the internal fabric of the building.

On the first floor the modern inserted walls have broken up what could have been intended as a large open room with a fireplace at both ends. The original purpose of this room is not clear, however, as virtually nothing remains to show its past use. One may expect that washed, and partially dry, laundry would have been dealt with in this area. Although the north-east to south-west wing first floor has also been stripped of any internal fittings the two original doors are important survivors. Again any of the proposed works should not therefore cause much damage to the existing fabric of the building.

The second floor is an interesting example of servant's quarters on a large estate although they are rather neglected at present. The proposed works will seal this area off after laying down additional insulation material on the floors which should have the additional benefit of preserving this area in its current state for the future.

7. Archive

The archive consists of:

This report,

3 contact sheets of 94 digital photographs,

Contact sheets containing 63 35mm black and white photographs,

35mm black and white negatives,

4 photographic record sheets,

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

10 A5 sheets of handwritten notes taken during the assessment.

The archive will be deposited with Leicestershire County Council under Accession Number XA.241.2009

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 due to the Client, The Duchess of Rutland, and David Todd Architecture .

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University of Leicester Archaeological Services. *Design Specification for Archaeological Work. Site: The Laundry, Belvoir Castle, Belvoir*.

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19th November 2009

Appendix 1. Figures

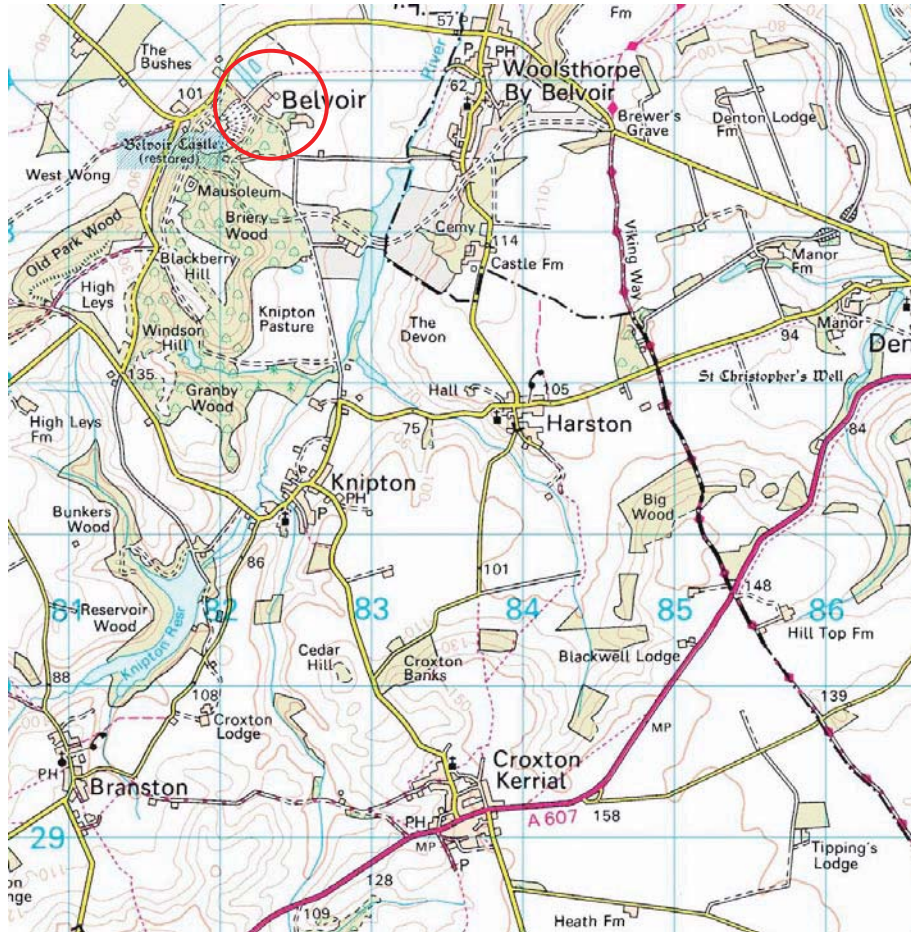


Figure 1 Location of Belvoir Castle

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Figure 2 Laundry location
Proposed refurbishment area shaded red. North-east to south-west wing shaded blue

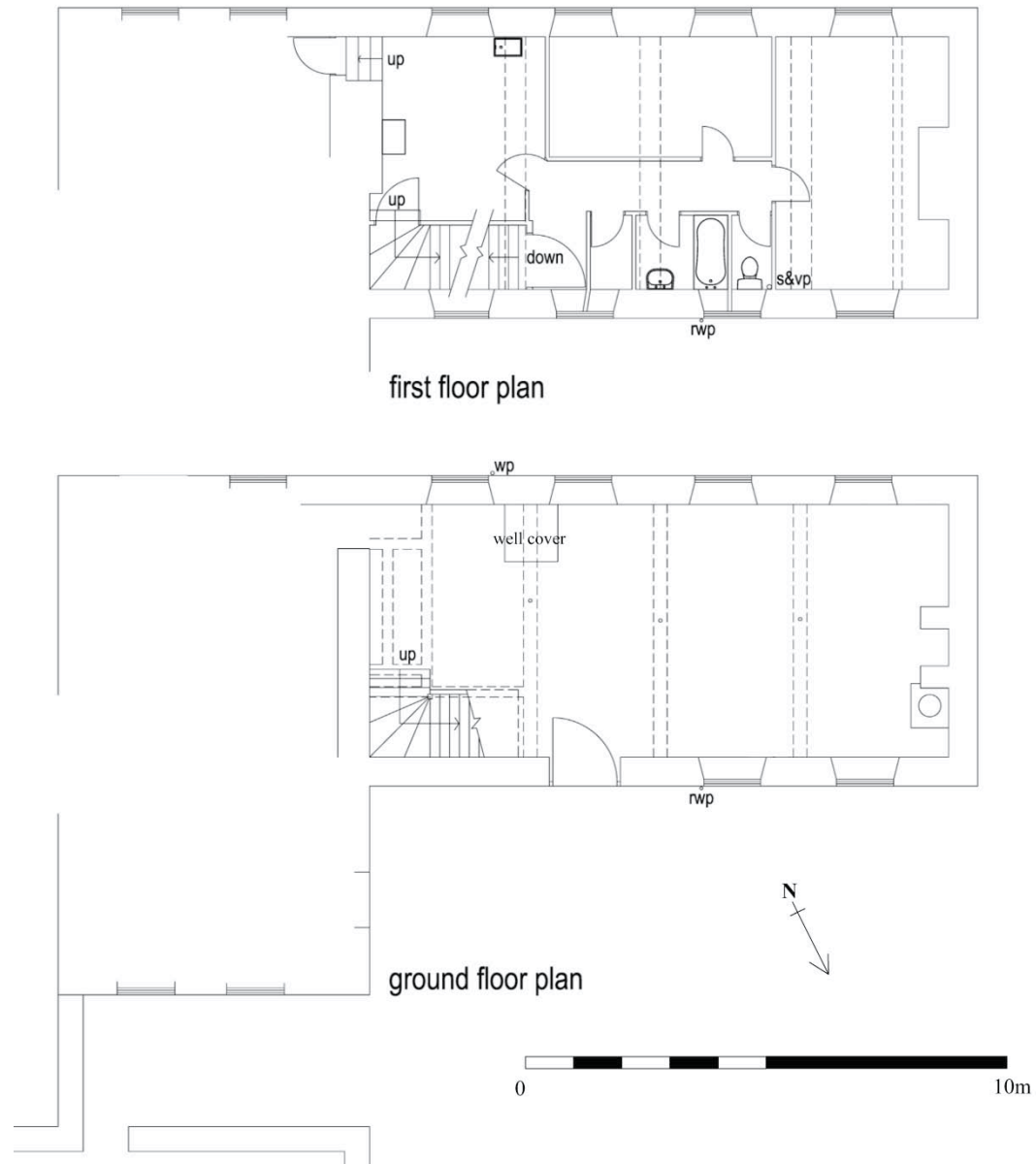


Figure 3 Plan of Laundry
Plan supplied by David Todd Architecture



Figure 4 North-eastern elevation of Laundry
Looking south



Figure 5 Laundry building and Main Stables
Looking north



Figure 6 South-west elevation
Looking north-east



Figure 7 North-east to south-west wing. North-eastern elevation
Looking south



Figure 8 North-west gable end elevation
Looking south-east



Figure 9 Ground floor
Looking north-west

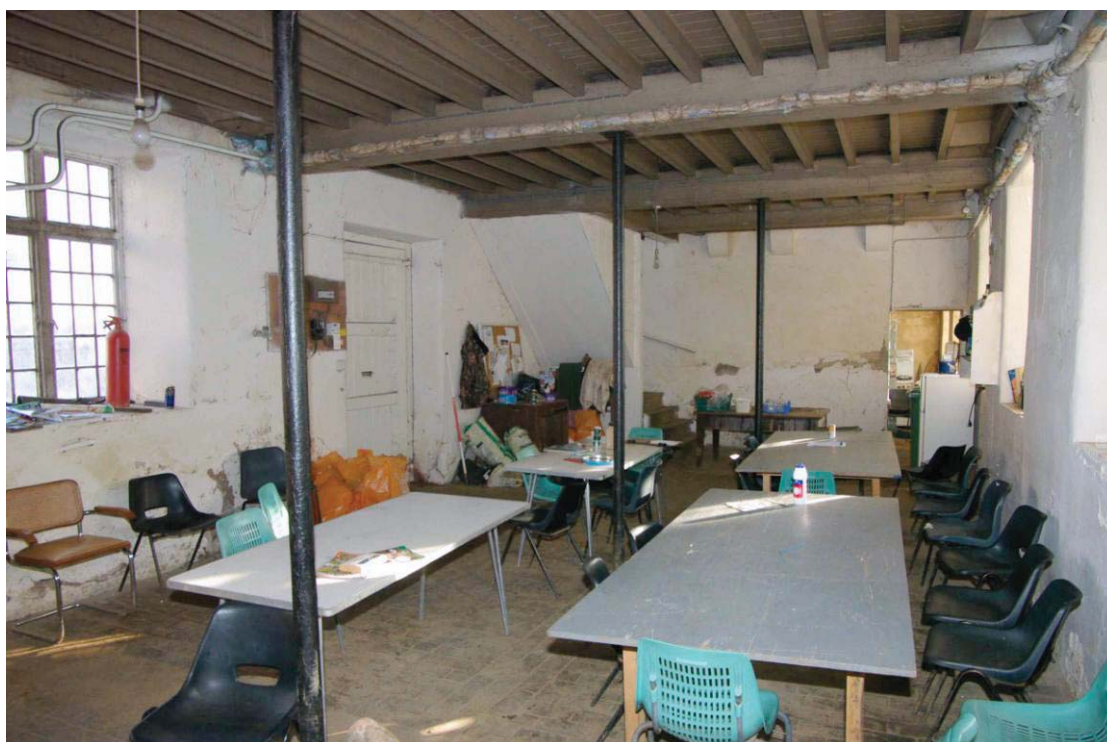


Figure 10 Ground floor
Looking east



Figure 11 Ground floor ceiling detail
Looking north-east



Figure 12 Blanked over feature on first floor
30cm scale



Figure 13 Ground floor fireplace and copper
Looking north-west. 1.5m scale

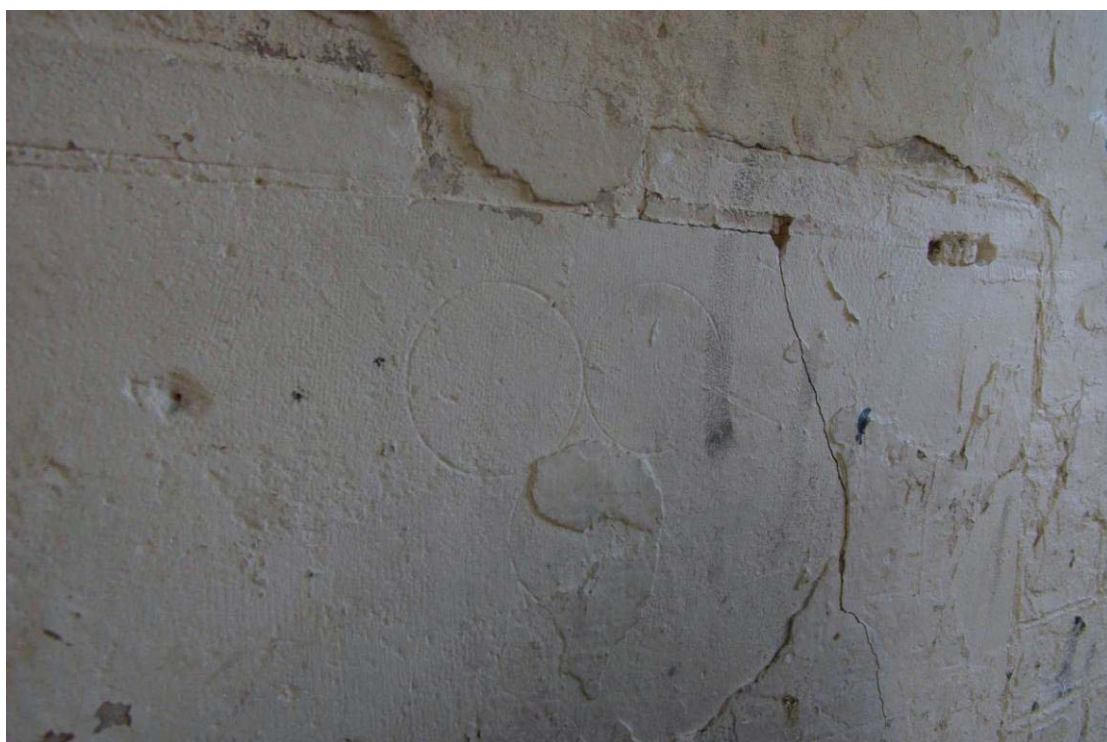


Figure 14 Apotropaic marks on fireplace
Looking north-west

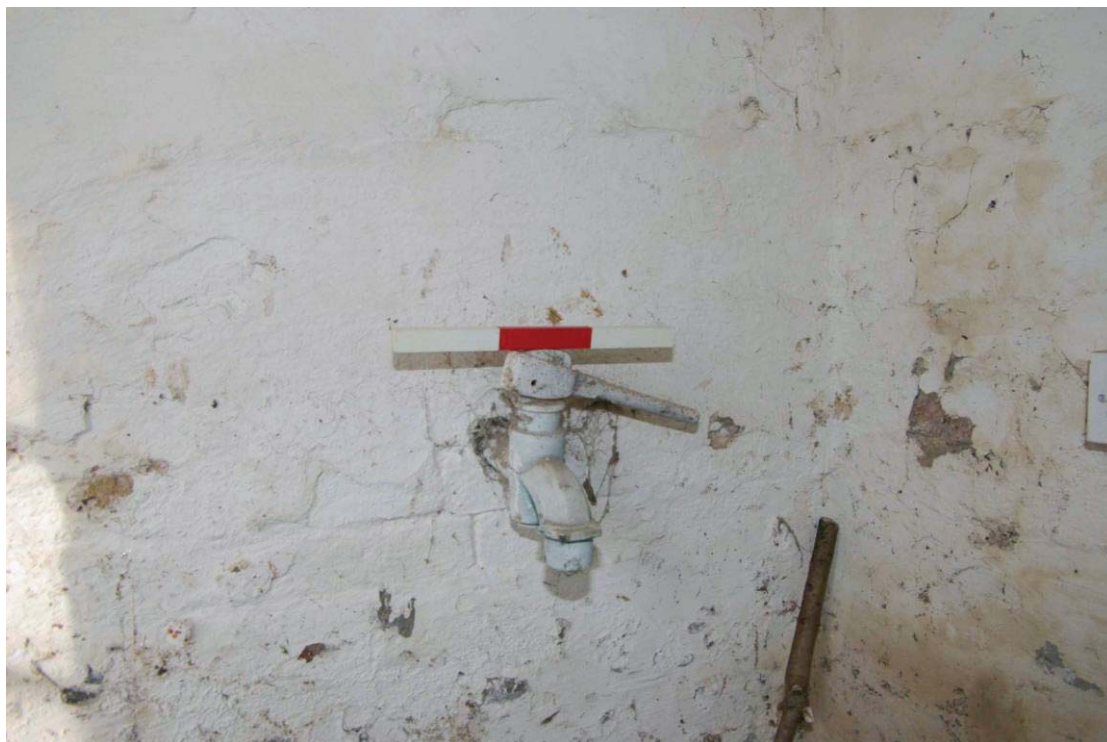


Figure 15 Tap on gable end wall
30cm scale



Figure 16 Ground floor window detail
Looking south-west



Figure 17 Internal detail of ground floor door
Looking north-east. 1.5m scale



Figure 18 Ground floor, tap and cistern
Looking north-east. 1.5m scale

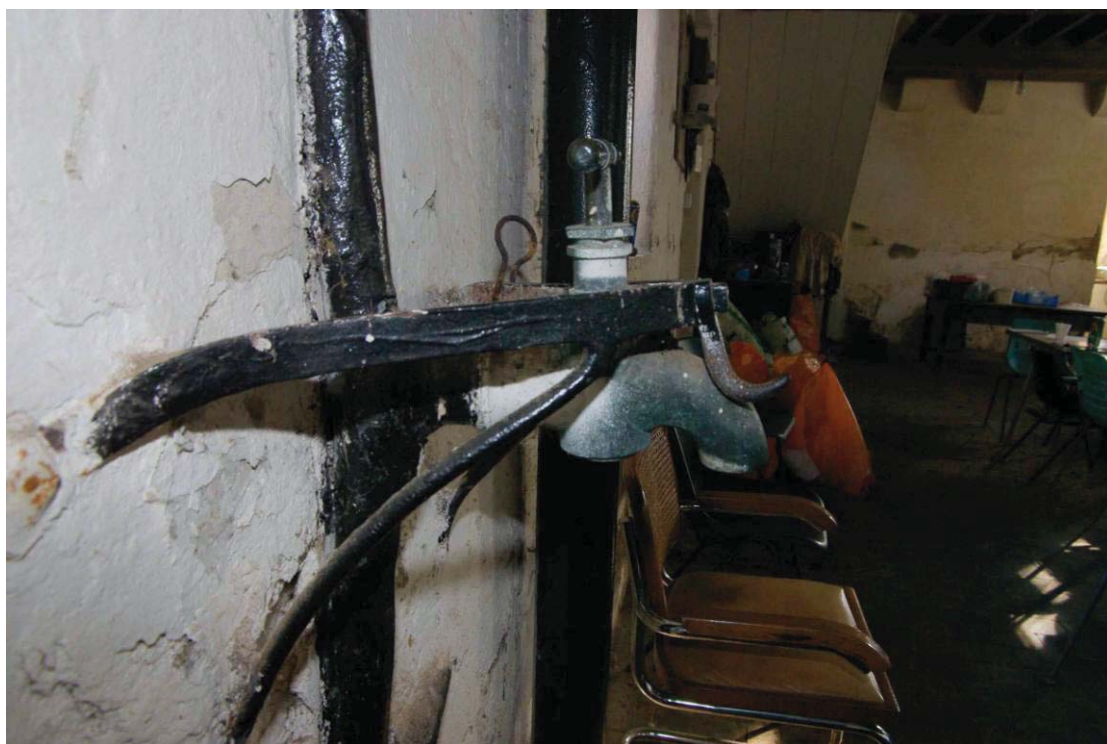


Figure 19 Ground floor, tap with guard and hook
Looking east



Figure 20 Ground floor, truncated brick base below tap
Looking north-east. 1.5m scale



Figure 21 Ground floor, stone base and tap
Looking north-east



Figure 22 Ground floor, stairs
Looking north-east. 1.5m scale



Figure 23 Ground floor, corbels on east wall
Looking south



Figure 24 Ground floor, painted sign

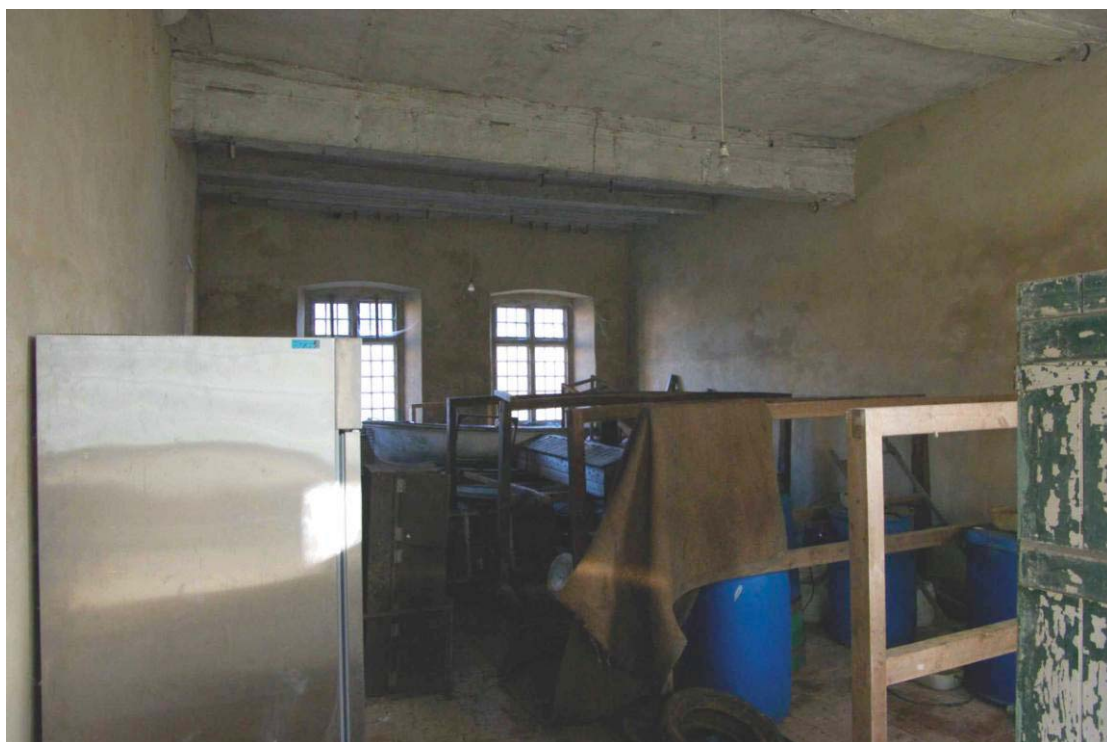


Figure 25 North-east to south-west wing, ground floor
Looking north-east



Figure 26 North-east to south-west wing, ground floor. Pulleys in ceiling
Looking east



Figure 27 Top of stairs, first floor door detail
Looking east, 1.5m scale



Figure 28 First floor corridor and inserted walls
Looking north-west



Figure 29 First floor, store room showing inserted wall across window
Looking north-east



Figure 30 First floor, south bedroom
Facing south-east, 1.5m scale



Figure 31 First floor, west bedroom
Looking north



Figure 32 First floor, west bedroom
Facing south, 1.5m scale



Figure 33 First floor, west bedroom fireplace
Looking north-west, 1.5m scale



Figure 34 First floor, east end kitchen
Looking east



Figure 35 First floor, east end kitchen
Looking west

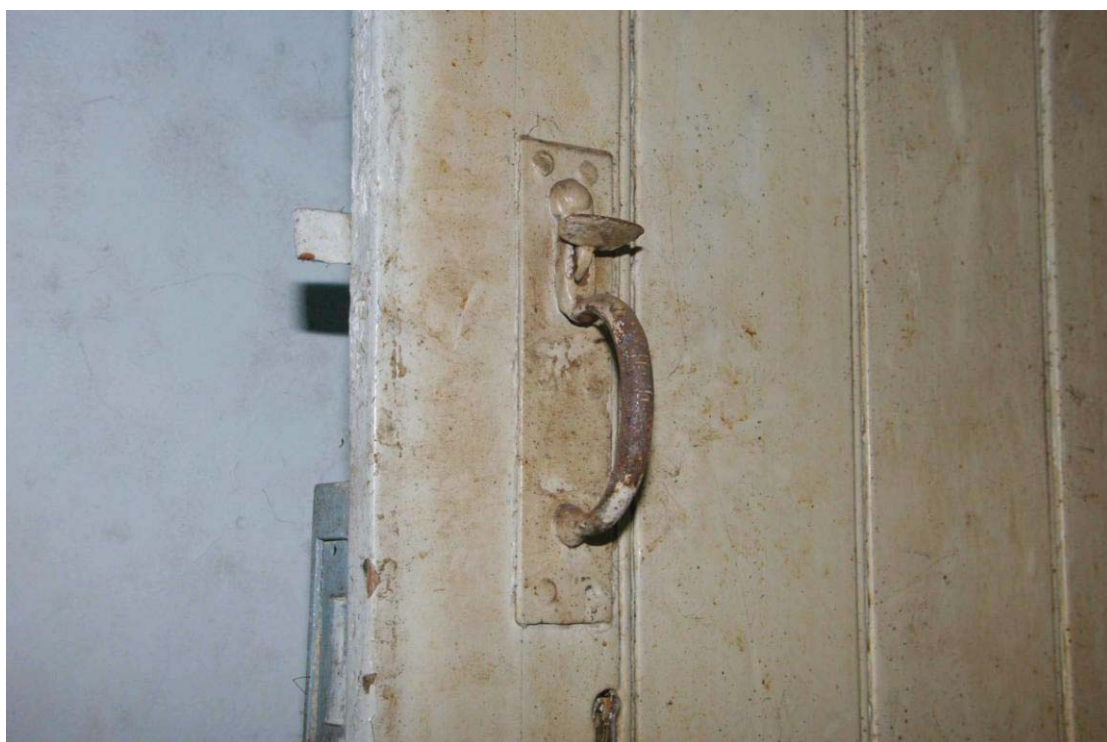


Figure 36 Door to north-east to south-west wing, latch detail



Figure 37 Door to north-east to south-west wing, latch and lock case detail
30cm scale



Figure 38 North-east to south-west wing, southern room and inserted wall
Looking west



Figure 39 North-east to south-west wing, north room
Looking north



Figure 40 Second floor, corridor to west room
Looking north-west



Figure 41 Second floor, west room
Looking north-west

Appendix 2. Contact sheets of digital photographs



XA241 2009 (1).JPG



XA241 2009 (2).JPG



XA241 2009 (3).JPG



XA241 2009 (4).JPG



XA241 2009 (5).JPG



XA241 2009 (6).JPG



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XA241 2009 (26).JPG



XA241 2009 (27).JPG



XA241 2009 (28).JPG



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XA241 2009 (31).JPG



XA241 2009 (32).JPG



XA241 2009 (33).JPG



XA241 2009 (34).JPG



XA241 2009 (35).JPG



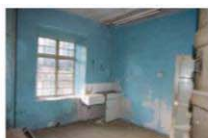
XA241 2009 (36).JPG



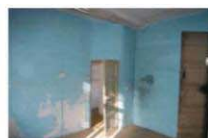
XA241 2009 (37).JPG



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Appendix 3. ULAS Design Specification

UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

Design Specification for Archaeological Work

Site: The laundry, Belvoir Castle, Belvoir,
Leicestershire

NGR SK 825 337

Client: The Duchess of Rutland

Planning Authority: Melton Borough Council

Pre-Planning Enquiry

Non-Technical Summary

This document represents a design specification for archaeological historic building assessment for: The Laundry, Belvoir Castle, Leicestershire. The design specification addresses the requirements of Leicestershire County Council as advisors to the planning authority 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 Laundry is located at the approximately 200m north-east of Belvoir Castle, in Melton District, Leicestershire at NGR SK 825 337.

2. Planning Background

- 2.1 The requirement for archaeological work is in accordance with PPG 15 "Planning and the Historic Environment". The current proposals will affect the interior of the building which has been listed by the Secretary of State (Department of Culture, Media & Sport) as being of special architectural or historic interest, in addition to being identified as of historic, architectural and/or archaeological interest from information held in the Leicestershire and Rutland Historic Environment Record (HER). In consequence, the Senior Planning Archaeologist (SPA) has recommended the need for an assessment of the impact on the building following English Heritage guidelines as detailed in *Understanding Historic Buildings. A guide to good recording practice* (English Heritage 2006).

3. Archaeological and Historical Background

- 3.1 The Laundry lies to the east of Belvoir Castle The building is believed to have been built as early 18th century and is proposed for refurbishment as a house. It is grade II listed with the following Listing description:

Location: COTTAGE TO SOUTH-EAST OF STABLES, BELVOIR, MELTON,
LEICESTERSHIRE

Date listed: 01 January 1968

Date of last amendment: 22 March 1991

Grade II

SK 83 SW BELVOIR 15/193 House 15 m south of Main Stables to 1.1.68 Belvoir Castle (formerly listed as cottage to SE of stables) GV II House. Early C18. Coursed ironstone with roof of graded Swithland slate. 2 storeys in 6 irregular bays. South-west side without doors. Windows are 2-light cross casements with glazing bars, 6 to ground and 5 to first floor. Coved and plastered eaves cornice below gabled roof. 3

gabled dormers with leaded early C18 casements. Internal triple-flued gable-end stacks.

4 Aims and objectives

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

5. Methodology

5.1 Building Recording

- 5.1.1 The building assessment will produce a record of the areas of fabric that are to be removed or altered to English Heritage level 2 (2006) prior to the commencement of works.
- 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 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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Appendix 4. OASIS Information

INFORMATION REQUIRED	
Project Name	The Laundry, Belvoir Castle
Project Type	Building survey
Project Manager	P Clay
Project Supervisor	A Hyam
Previous/Future work	No
Current Land Use	Estate house
Development Type	Residential
Reason for Investigation	Listed building
Position in the Planning Process	Pre planning
Site Co ordinates	SK 823 338
Start/end dates of field work	17.11.09
Archive Recipient	Leicestershire CC
Study Area	80m ²

ULAS Contact Details

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