

**An Archaeological Strip, Plan and Sample
Excavation at 9 Martins Yard,
Market Harborough,
Leicestershire (SP 734 875)
*Greg Farnworth-Jones***

**Planning Application No. 05/01075/FUL
Planning Authority: Harborough District Council**

Checked by Project Manager

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**Archaeological Strip, Plan and sample Excavation at 9, St. Martin's Yard,
Market Harborough, Leicestershire (SP 734 875)**

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Greg Farnworth-Jones

Summary

Archaeological control and supervision of ground-works associated with the construction of 5 new dwellings at 9 Martin's Yard, Market Harborough, Leicestershire (SP 734 875) was undertaken by ULAS on the 13th, 14th and 15th of February 2007. This work was carried out on behalf of Mark Winklewski, Architect. The work involved observing the excavation of foundation trenches for any signs of archaeological activity. The results of this investigation were negative. The site archive will be held by Leicestershire County Council, Heritage Services Section, accession number X.A40.2006.

1. Introduction

1.1 This document provides details of the results of an archaeological mitigation strategy undertaken on land at 9 Martin's Yard, Market Harborough, Leicestershire (SP 734 875). The work was carried out on behalf of Mark Winlewski, Architect by University of Leicester Archaeological Services.

1.2 The planning application was for the erection of 5 new dwellings on the site subsequent to the demolition of the existing buildings (Planning Application Number: 05/01075/FUL). The Senior Planning Archaeologist of the Historic and Natural Environment Team of Leicestershire County Council, in his capacity as archaeological adviser to the planning authority, initially requested an archaeological desk-based assessment of the site to clarify its archaeological potential. This confirmed that the site lies within the historic medieval core of Market Harborough and is therefore of some potential for the presence of medieval and post-medieval archaeological remains (Hunt 2005).

1.3 In view of the comparatively limited nature of proposed ground-works, and difficulties of access, the Senior Planning Archaeologist subsequently issued a brief requiring archaeological supervision of ground-works (strip, plan and sample excavation) to ensure that any archaeological remains affected by the proposals could be adequately recorded.

1.4 The proposed development site comprises an area of c.175 square metres and lies within the medieval core of Market Harborough.

2 Geology and Topography

2.1 The Ordnance Survey Geological Survey of Great Britain, Sheet 170, indicates that the underlying geology of the site is likely to consist of clays. The site lies at a height of c.79m O.D. The land is flat and quite low lying compared to the surrounding area.

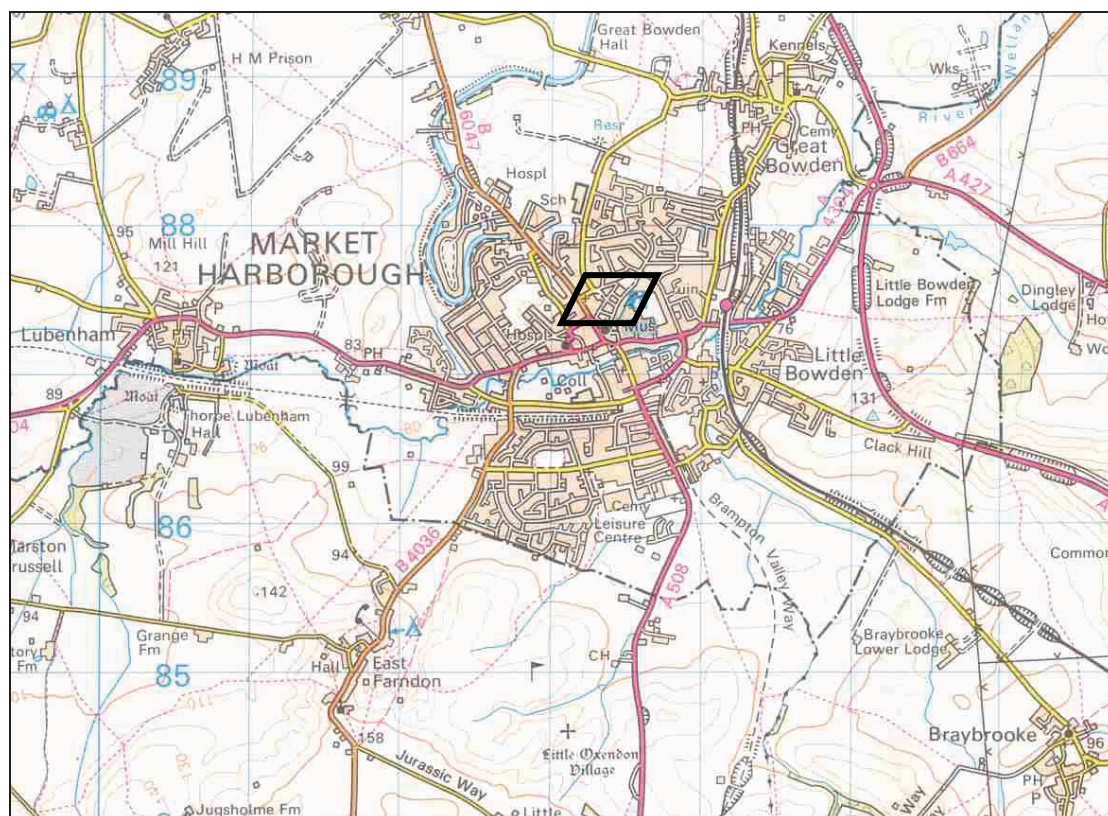


Figure 1: Site Location (OS map Landranger 141 Kettering and Corby Area) Scale 1:50 000 ©Crown Copyright. Licence No. 100021186.

3 Archaeological Background

3.1 There are no archaeological sites that have been previously identified directly within the development area. There is, however, a significant amount of archaeological activity in the vicinity of the site, which has been identified and is recorded in the Leicestershire Sites and Monuments Record (Appendix).

3.2 A few prehistoric finds have been located in the vicinity of the development area. These include a late Iron Age necked bowl with cremated bone, discovered at 20, Wartnaby Street (MLE1951) and six cremation urns dated to the Early Bronze Age were recovered on land west of Coo Fair Leys (MLE1985).

3.3 Several Roman artefacts have been discovered close to the study area including coins at Great Bowden Road (MLE7876), 21 Fir Tree Walk (MLE7877) and 30 Burnhill Road (MLE7879). There have also been many pottery finds and a Roman Road is said to run from the Union Inn to the Post Office (MLE1995).

3.4 Some Anglo-Saxon artefacts have been discovered in the vicinity (MLE1978) and (MLE10104) but for the most part the site and monuments record reflects the medieval origins of Market Harborough.

3.5 The proposed development area is located within the medieval core of Market Harborough (MLE 1959; Figure 10). The ruins of the church of St. Mary in Arden are located 800m to the east of the site (MLE1963) and the late 17th century manor house

is located on Kettering Road, 800m to the southeast of the site (MLE1970). There is also good documentary evidence for the Market Cross in the High Street, which was first mentioned in 1446 (MLE1973) and for the well of St. Mary located on St. Mary's Road (MLE1984).

3.6 There have also been many finds of medieval pottery during previous construction work throughout the town.

3.7 Two excavations have been undertaken in recent years within the core of the medieval town. An archaeological excavation undertaken by Leicestershire Archaeological Unit in 1991 on the cattle market site (Cooper 1991) produced medieval and post-medieval deposits, including structural deposits and features associated with occupation. The presence of flint tools and waste flakes also suggested some un-defined prehistoric activity in the area.

3.8 Further excavation at the Peacock Hotel Yard (Cooper 1991) revealed evidence of medieval backyard activity from the 12th century onwards, together with evidence for flood management, structural activity metalworking and possible tanning and butchery (Cooper 1991, P.19).

3.9 A watching brief undertaken at Springfield Street and Northampton Road, Market Harborough (Browning 2002), revealed no archaeological deposits.

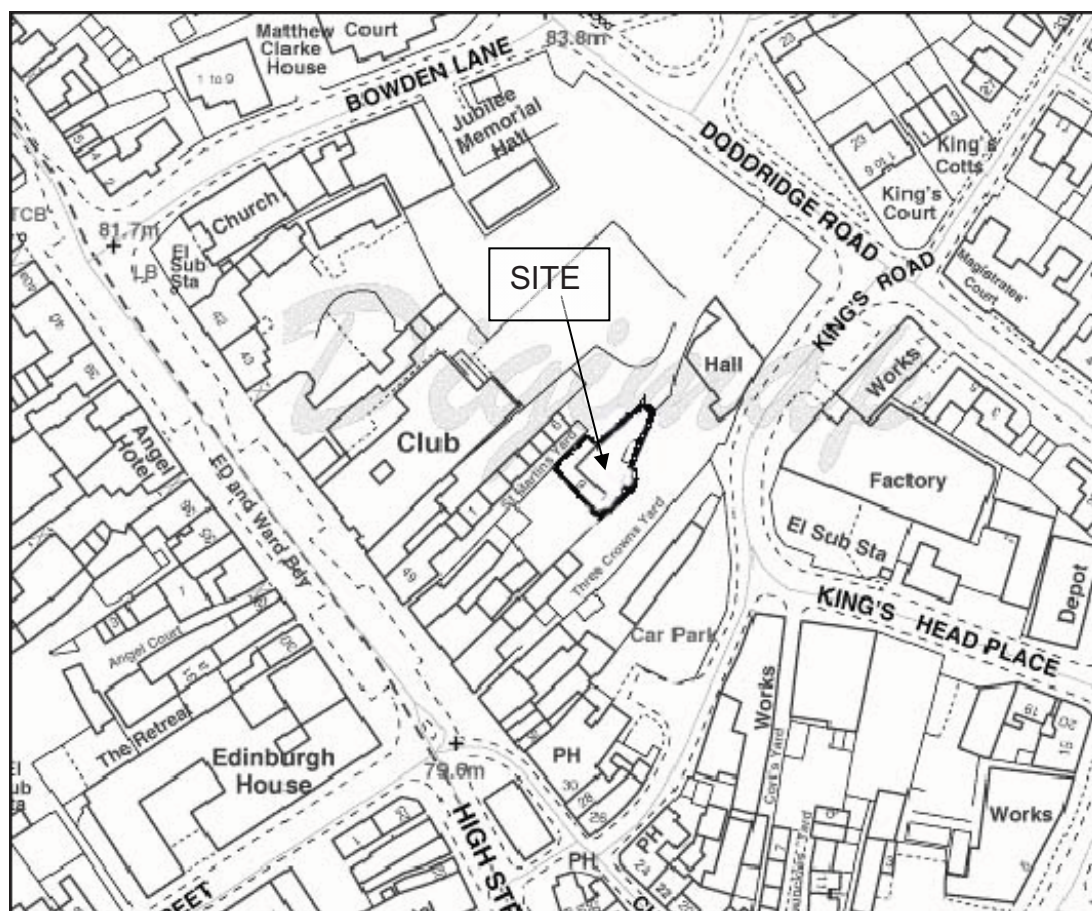


Figure 2: Location map. 9 St. Martin's Yard highlighted. Scale 1:1250

4 Methodology

4.1 All archaeological work adhered to the Institute of Field Archaeologist's (IFA) *Code of Conduct and Standard and Guidance for Archaeological Watching Briefs* and the *Guidelines for Archaeological Work in Leicestershire and Rutland* (LMARS). The work followed the approved design specification (Appendix).

4.2 The archaeological investigation involved the control and supervision of ground-works to identify any deposits of archaeological importance and implement an appropriate programme of excavation and recording.

4.3 The main objectives of the investigation, through archaeological supervision of existing overburden stripping and ground-works by the client's contractors were:

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.

4.4 Any archaeological deposits located were to be hand cleaned and planned as appropriate. Samples of any archaeological deposits located would be hand excavated and measured drawings of all archaeological features prepared at a scale of 1:20 and tied into an overall site plan of 1:100.

4.5 Archaeological deposits would 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 was paid to the potential for buried palaeosoils and waterlogged deposits in consultation with ULAS's environmental officer.

4.5 All excavated sections would be recorded and drawn at 1:10 or 1:20 scale, levelled and tied into the Ordnance Survey datum. Spot heights would be taken as appropriate.

5 Results

5.1 Initial machining revealed that the topsoil/overburden consisted of very mixed make up layers down to a depth of *c.* 1m, consisting of mid greyish-brown clay silt, with reddish clay patches and demolition material including brick fragments, mortar flecks and charcoal flecks. Evidence of root action and disturbance was also seen.

5.2 All the foundation trenches revealed the same make up layers.

5.3 No archaeological finds or deposits were located within the machine-excavated foundations or from an examination of the spoil.

6 Conclusion

6.1 Despite being in an area of great archaeological potential the watching brief produced no evidence of archaeology. This was due to modern truncation which would have destroyed any archaeology that may have been present at an earlier date.

7 Archive

7.1 The site archive will be held by Leicestershire County Council, Heritage Services Section, accession number X.A40.2007. It consists of three watching brief recording forms and digital photographs.

8 Acknowledgements

I would like to thank the client, Mark Winklewski for his assistance and co-operation. Richard Buckley managed the project, and the fieldwork was carried out by the author.

9 Bibliography

Clay, P., 2006 *Design Specification for archaeological work on land at 9, St. Martin's Yard, Market Harborough, (SP 734 875)* ULAS Ref.07/

Hunt, L., 2005 *An Archaeological Desk-Based Assessment For 9, St. Martin's Yard, Market Harborough, Leicestershire, (SP 734 875)* ULAS Ref.2005/136

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Figure 3: Plan of High Street and Martin's Yard with proposed development in black. Derived from plans supplied by architect. (Scale 1:500).

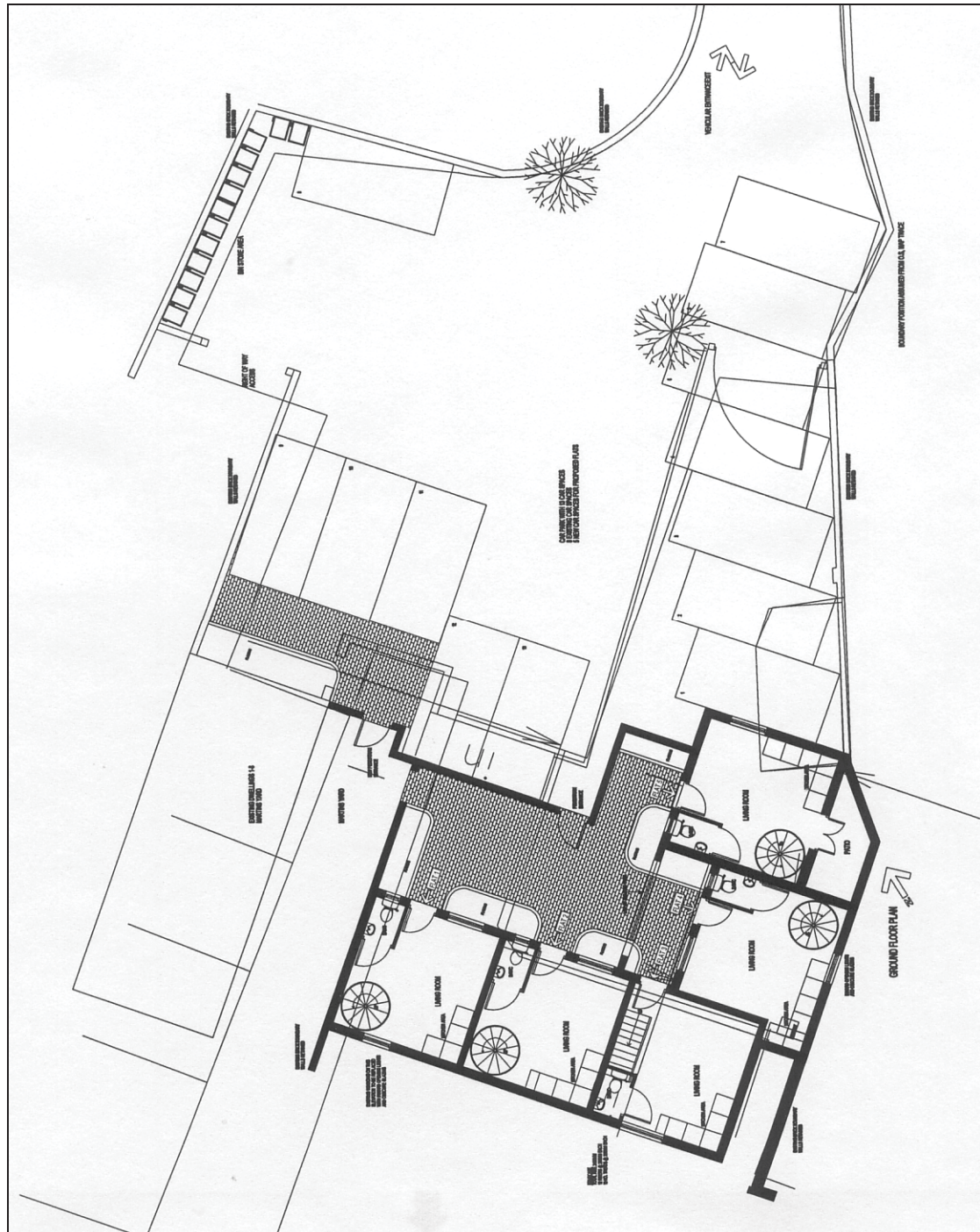


Figure 4: Ground floor plan of proposed development. Derived from plans supplied by architect (Scale 1:200)



Plate I General Shot Looking South



Plate II General Shot Looking South-West

10 Appendix 1: Sites and Monuments Record

The following sites located in the vicinity of the proposed development area are listed in the Leicestershire County Council, Heritage Services Sites and Monuments Record:

1. Prehistoric

MLE1951 (SP 726 871) A Late Iron Age necked bowl with cremated bone was found at 20 Wartnaby Street during the construction of a bungalow.

MLE1976 (SP 726 872) Single fragment of Late Iron Age pottery found at 32 Clarke Street.

MLE1985 (SP 727 873) On land west of Coo Fair Leys (location on Turner Map 1776, south of the modern Union Wharf) six urns dated to be Early Bronze Age have been recovered along with a quantity of human bone has suggested the location of a cemetery.

MLE7503 (SP 745 871) Archaeological evaluation in the field adjacent to Rockingham Road and Gores Lane recovered a small quantity of unstratified flint.

2. Roman

MLE1977 (SP 726 872) At 32 Clarke Street, third and fourth century pottery and animal bones have been found suggesting a possible occupation site.

MLE1981 (SP 748 871) In the area of the modern Stable's Close several fragments of pottery and metal work were recovered in 1786 and it is suggested these represent evidence of a Roman occupation site?

MLE1986, LE8235 (SP 735 872) During building work at the General Post Office various Roman artefacts were recovered including pottery, two whetstones and bones in 1950.

MLE1995 (SP 732 874) A Roman road is said to run from the Union Inn to the Post Office on the high street, it is perhaps more likely to be Medieval, however.

MLE7876 (SP 741 877) Bronze coin of Constantine the Great was found at Great Bowden Road.

MLE7877 (SP 731 876) A coin (sestertius) of Faustina was found at 21 Firtree Walk.

MLE7879 (SP 732 878) A coin (Antoninianus) of Gallianus as well as possible pottery was found at 30 Burnhill Road suggesting a possible occupation site.

MLE7880 (SP 727 873) On land west of Coo Fair Leys (location on Turner Map 1776, south of the modern Union Wharf) a small quantity of pottery was recovered in 1781.

MLE7875 (SP 734 875) Roman pottery found on site of old 'manor house' at Kings Head Close.

3. Anglo-Saxon

MLE1978 (SP 723 879) In 1873, during the construction of foundations on 'Stone House' in Little Bowden a collection of brooches and pottery (their whereabouts now unknown). It has been suggested the material may represent evidence for a Saxon cemetery on the site.

MLE10104 (SP 732 876) An iron object thought to be an Early Saxon spearhead has been found at 46 Fairfield Road.

4. Medieval

MLE1954 (SP 745 871) Aerial photography has revealed a possible hollow way orientated southwest-northeast, east of Gores Lane.

MLE1959 (SP 73 87) The medieval town of Market Harborough grew up under Henry II at the crossing place over the River Welland midway between the important medieval towns of Northampton and Leicester. It is first mentioned 1176/7. It had a weekly market and an annual fair. These were prescriptive and occur for the first time in 1203. Burgage plots and the town market place can be identified.

MLE1961 (SP 733 872) The chapel church of St. Dionysius is first mentioned in 1334. It was a chapel of St Mary in Arden.

MLE1962 (SP 740 869) The church of St Nicholas, Little Bowden dates to the 13th or early 14th century.

MLE1963 (SP 740 869) The church of St. Mary in Arden is now in ruins. Original church is Norman. This church fell down in 1660 but was rebuilt in 1693-4.

MLE1966 (SP 732 873) The Three Swans, formally the Swan is first mentioned in 1517. Several late medieval pottery finds have been made on the site.

MLE1967 (SP 732 873) During demolition work near the Three Swans pub, foundations of a medieval building were located two properties away from the Inn.

MLE1973 (SP 732 873) Documentary evidence records The Market Cross located on the High Street. It was first mentioned in 1446 and was removed in 1615.

MLE1979 (SP 734 875) An enclosure of 6 acres was recorded in the 18th century in Kings Head Close. A medieval date has been suggested and slight earthworks remain in the garden that probably represents old closes.

MLE1984 (SP 735 872) Documentary evidence records a well dedicated to the virgin of St Mary, on St Mary's Road.

MLE1989 (SP 732 873) Documentary evidence records a manor house on the site of The Kings Head and two adjacent properties at 26-30 Church Street.

MLE1990 (SP 733 872) The rear wing of the house at 7 High Street is thought to be a medieval framed open hall.

MLE1994, LE8236 (SP 734 872) At The Peacock Hotel excavations have revealed complex stratigraphy dating back to the 12th century. A ditch possibly relating to the original plot layout was uncovered that was backfilled in the 13th to 14th century. This coincided with a new plot alignment and intensified activity at the site including

evidence of flood management, metal working and possibly tanning and butchery. There was also late medieval and post medieval activity.

MLE1997 (SP 733 871) Documentary evidence records a medieval inn called The Belle at 9 Coventry Road, first mentioned in 1514.

MLE6749 (SP 732 874) A 13th century pot was found under the Assembly Rooms.

MLE6750 (SP 732 871) Early medieval pottery including half a St Neots ware platter dish was found on School Lane during the construction of a petrol storage tank.

MLE6754 (SP 729 875) Early medieval pottery including sherds of Stamford ware has been found at Fairfield Road.

MLE8161 (SP 739 870) A single sherd of Early medieval Stamford ware was found in the garden of the Manor House on Kettering Road.

5. Post-Medieval

MLE1957 (SP 736 875) A windmill is known to have been located at Mill Hill from map evidence. It is shown on King's 1806 map but not on Prior's 1779 map. In 1939 the Northampton Herald reports it was struck by lightning. The son of the last miller reported it was a post mill.

MLE1965 (SP 734 873) The Old Grammar School was built in 1614. The building was timber framed with an open ground floor plan.

MLE1969 (SP 740 869) The early post-medieval Parsonage at Little Bowden, known as 'Old Rectory' is dated to 1627.

MLE1970 (SP 739 870) The Manor House on Kettering Road dates to the Seventeenth Century.

MLE1980 (SP 734 875) The Manor House at Kings Head Close, known as 'Old Manor House' dates to c.1738 and is a fine example of a Georgian house.

MLE1988 (SP 732 873) The former Kings Head Inn is located at 26-28 Church Street, built in the 17th century. Charles I is said to have slept here before the Battle of Naseby.

MLE10102 (SP 732 874) The Angel Hotel on the High Street is dated to the Eighteenth Century.

6. Undated

MLE1983 (SP 732 873) In 1974 a stone well was found during the building of a telephone exchange at Abbey Street.

11. Appendix 2:

**BRIEF FOR ARCHAEOLOGICAL INVESTIGATION
(STRIP, PLAN & SAMPLE EXCAVATION)
AT 9 MARTIN'S YARD, MARKET HARBOROUGH,
LEICESTERSHIRE**

Planning Reference: 05/01075/FUL

Erection of 5 dwelling houses and demolition of building etc

Historic & Natural Environment Team, Community Services

Department, Leicestershire County Council

Revised on: 29 January 2007

1. Summary of Brief

1.1 The proposed development site, at 9 St. Martin's Yard, Market Harborough, Leicestershire has been identified as an area of significant archaeological potential based upon an assessment of information held in the Leicestershire and Rutland Historic Environment Record (HER) and supported by a Desk-based Assessment of the application site undertaken by University of Leicester Services (ULAS 2005/136) on behalf of Mark Winklewski.

1.2 In consequence the Senior Planning Archaeologist (SPA) has recommended the need for a programme of archaeological investigation and recording prior to the start of development. This shall comprise an initial exploratory trial trenching programme, followed by a soil strip under archaeological control and supervision of the development footprint, planning of the exposed surface and sample excavation of features identified. All archaeological work shall be undertaken in accordance with this brief and an approved Specification/Written Scheme of Investigation, as secured by condition on the current planning application 05/01075/FUL.

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

- 2.1 General location plan;
- 2.2 Site layout plan(s);
- 2.3 Architect's plans to show areas of ground impact;

3. Site location and description

3.1 The development area is located at 9 Martin's Yard, NGR SP 733 874, in the medieval settlement core of Market Harborough (HER Ref: MLE 1959). The site comprises a converted stable block, a small brick outhouse and a concreted surface. The site is bound by a substantial wall to the east and a smaller wall and hedgerow to the west. A gate marks the northern boundary to the site and access is gained via Doddridge Road car park to the northwest (ULAS 2005/136).

3.2 At the time of the Desk-based Assessment (DBA) the stable block had been converted into a shoe repair workshop and offices (ULAS 2005/136).

4. Geology & Topography

4.1 The development site lies upon mudstone of the Blue Lias and Charmouth formation, with drift deposits of clay and silt alluvium recorded south of King's Head Place (British

Geological Survey of Great Britain, Market Harborough, Sheet 170). The site is on level, well drained land, somewhat lower than the surrounding area, at c.81m aOD (ULAS 2005/136).

5. Site Constraints

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

6. Historical and Archaeological Background

6.1 The site is located within the historic core of Market Harborough believed to be a planned town advocated by Henry II in the 12th Century (ULAS 2005/136). The market place, first documented in 1203, lies to the south west of the application site (MLE 1974). Further to the south of the development site evidence of medieval backyard activity dating from the 12th century onwards suggests flood management, metalworking and possibly tanning and butchery (ULAS 2005/136). Opposite the development site, on the western side of Main Street, is an undated well (MLE 1983) and medieval pottery has been found on the site of the former Hind Hotel (MLE 1966). Turner's map of 1777 gives a good indication of how the earlier medieval town would have been laid out, and the provision access to the rear of the development site may indicate that the site was employed for something other than the usual domestic backyard activity.

6.2 The Parish Church of St. Dionysius was originally built as a Chapel of St. Mary in Arden during the earlier part of the thirteenth Century, and many of its existing architectural features are from the 14th and 15th Centuries (MLE 14794). Other historic buildings in the vicinity of the development area include The Manor House Buildings (MLE 14804) and Three Swans Inn which was first documented in 1517 (MLE 14801). The existing Manor House was constructed in 1738, but the rear of the building pre-dates this and a reset beam bears the date 1603. Archaeological work during alterations to Three Swans Inn revealed timber features dating to the 15th and 16th Centuries in the rear wing of the hotel, and exposed the foundations to a medieval building in the back yard (MLE 1966).

6.3 In addition to archaeological remains relating to the medieval settlement of Market Harborough, the Desk-based Assessment also highlights known finds from earlier periods: "Several Roman artefacts have been discovered close to the study area including coins at Great Bowden Road (MLE7876), 21 Fir Tree Walk (MLE7877) and 30 Burnhill Road (MLE7879). There have also been many pottery finds and a Roman Road is said to run from the Union Inn to the Post Office (MLE1995)" (ULAS 2006/136).

6.4 Of some interest and situated just 5 metres to the north east of the development site is Kings Head Close, an enclosure of over 6 acres (MLE 1979). Although it has been suggested that this is Roman in date and Roman pottery has been recovered from the vicinity, it is thought most likely to be earthworks of old closes. Sections cut through the south east sides of the enclosure in advance of an access road were recorded, but no dating evidence was obtained (Liddle, P 1986: TLAHS 60:93).

7. Previous work and archaeological survey

7.1 With the exception of the Desk-based Assessment prepared by 'University of Leicester Archaeological Services' (ULAS 2005/136) no known archaeological work has been carried out within the application area.

8. Planning Background and Requirement for Work

8.1 In response to outline and reserved matters planning applications submitted to

Harborough District Council (Plan App No.: 05/01075/FUL); Erection of 5 dwelling houses and demolition of buildings, etc., the Senior Planning Archaeologist advised that planning permission should be granted subject to an archaeological investigation secured by condition upon any planning approval.

8.2 The archaeological investigation, a 'Strip, Plan and Sample' record forms the "programme of archaeological work" specified in that condition. The requirement for archaeological work is in accordance with PPG 16 "Archaeology and Planning". The purpose of the work is to identify and record archaeological deposits during development.

9. Methodology

9.1 Arrangements for the deposition of the project archive should be made prior to the start of the archaeological project.

9.2 Where deposition with the local museums service or approved archiving repository is proposed, an accession number (or similar) **must** be applied for prior to the start of the project. The accession number covers all components of the project as defined by this brief. (See 22. below for contact details).

9.3 Where demolition of standing buildings/structures or site clearance is required, prior to the start of such works the developer will liaise with the archaeological curator and contractor to determine the need for and level of archaeological attendance.

9.4 The main project will involve the archaeological control of overburden stripping, followed by sample investigation and recording of exposed archaeological deposits. This work shall be undertaken by an experienced professional archaeologist in relation to the permitted development detailed above (8.1). Where mechanical excavation is required all such works will be undertaken using a bladed bucket. Soil will be excavated to the proposed formation level, or to the top of archaeological deposits, whichever is first identified. Where archaeological deposits/features are located, an appropriate plan record and archaeological investigation will be completed prior to further mechanical excavation. The developer will make provision for the necessary archaeological investigation (fieldwork, post-excavation analysis and reporting).

9.5 In order to clarify the archaeological potential of the application area, an initial trial trench or trenches, will be excavated across the area to provide an indication of the location, depth, extent and character of any archaeological deposits present.

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

9.7 Any archaeological deposits located will be hand cleaned and recorded 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. 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.

9.8 Archaeological deposits will be excavated and recorded as appropriate to establish 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 a specialist environmental officer.

9.9 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 landowner and/or developer, the Historic & Natural Environment

Team, Leicestershire County Council, and the coroner will be informed immediately of their discovery.

9.10 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 by representatives of the Historic & Natural Environment Team, Leicestershire County Council and Melton Borough Council.

9.11 In the event of significant archaeological remains being located during the archaeological investigation there may be the need for contingency time and finance to be provided to ensure adequate recording is undertaken. On the discovery of potentially significant remains the archaeologist will inform the developer, the Senior Archaeologist at Leicestershire County Council and the planning authority.

10. Site Access: Health and Safety

10.1 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*).

10.2 Before commencing work the Contractor **must** carry out a Risk Assessment in accordance with the requirements the Management of Health and Safety at Work Regulations 1992. The assessment should as appropriate include liaison with the site owner and the Senior Planning Archaeologist in ensuring that all potential risks are minimised and their implications properly understood. A copy of this must be given to the Senior Planning Archaeologist **before** commencement of Site works.

10.3 The developer must provide all information reasonably obtainable on contamination and the location of live services before commencement of Site works.

11. Environmental Sampling

11.1 Contractors are to adhere to the recommendations in the '*Working Papers of the Association for Environmental Archaeology, Number 2. Environmental archaeology evaluations, September 1995*'.

11.2 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.

12. Treatment of finds

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

12.2 Finds which may constitute 'treasure' under the Treasure Act, 1997 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.

12.3 In line with an agreed discard strategy, all identified finds and artefacts will be retained. Certain classes of building material can sometimes be discarded after recording if an appropriate sample is recommended by the recipient museum's archive curator.

13. Post-excavation work

13.1 According to standard procedure, the archaeological fieldwork will be followed by a period of post-excavation analysis and reporting. This will include the cataloguing and analysis of any finds, samples and the preparation of the archive for the site report and its subsequent deposition.

14 Reports

14.1 A full written report combining all stages of the investigation shall be prepared, at least two copies of which should be sent to the Historic & 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 this report is prepared 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 Senior Planning Archaeologist can recommend the archaeological condition is discharged.

14.2 The report/s will include:

- a) All plans tied into the Ordnance Survey data
- b) Drawing and plans
- c) A summary of any artefacts together with their interpretation
- d) Any specialist reports
- e) A concise non-technical summary of the project results
- f) A full listing of the archive contents
- ii) Assess:
 - a) The archaeological significance of the development site and any archaeological deposits encountered during the fieldwork
 - b) The evidence in its local, regional and national context, as appropriate, also aiming to highlight any research priorities where applicable

14.3 The final report/s will be deposited with the Leicestershire and Rutland HER no later than six months after completion of the project. As a minimum this will comprise two full colour paper copies of the report including its relevant accompanying plans.

14.4 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'.

14.5 If significant results are obtained a copy of the final report/s will be deposited in the National Monuments Record, English Heritage, Swindon.

15. Archive

15.1 The archive consists of all artefacts, written records, drawn and photographic records. It will be quantified, ordered, indexed and internally consistent. It should also contain Site matrix, site summary and brief written observations on the artefactual and environmental data. The site accession number will be appropriately marked on all elements forming part of the site/project archive (See 9.2. above).

15.2 Archive will be prepared in line with UKIC Guidelines for the preparation of excavation archives for long term storage (1990) and the current version of Leicestershire Museums Services' document "The Transfer of Archaeological Archives to Leicestershire Museums, Arts and Records Service".

16. Deposition

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

16.2 Subject to the landowner's agreement, arrangements for deposition of the full site archive ought to be made with the appropriate collecting body, (e.g. Leicestershire Museums, Arts and Records Service, County Hall, Glenfield, LE3 8TB). The archive will be presented to the Archive Curator within 9 months of completion of the fieldwork, unless alternative arrangements have been agreed in writing with the Senior Planning Archaeologist and Archive Curator.

16.3 It should be noted that the Senior Planning Archaeologist will not recommend the discharge of any planning conditions until he/she 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.

17. Requirements (including responsibilities of prospective developer and Archaeological Contractor)

17.1 Appointment of Archaeological Contractors

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

17.1.2 Contractors will operate in line with professional guidelines and standards as stated in the Institute of Field Archaeologists (IFA):

- Standard and Guidance for Archaeological Watching Briefs (1994, revised 1999),
- IFA Code of Conduct (1985, as revised 1997) and,
- IFA By-Law Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology (IFA, 1990 as revised, 1998).

17.2 Pre-tender site visit

17.2.1 The Contractor must visit the site before completing any Specification, as there may be implications for accurately costing the project. This visit must be noted, along with any other relevant site details, within the Specification.

17.3 Specification

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

17.3.2 The Specification must:

- a) be prepared within a defined research context (e.g. *The Archaeology of the East Midlands, An Archaeological Resource Assessment and Research Agenda*, Leicester Archaeology Monograph 13, ed. N Cooper, 2006), and set out the sitespecific 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 subcontractors, will be included in the Specification. 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.

17.4 Approval of the Specification

17.4.1 The Specification must be forwarded to the Senior Planning Archaeologist for approval prior to the start of the proposed development.

17.4.2 Any changes the Senior Planning Archaeologist recommends to a preferred Specification might have financial implications for the costing of the archaeological Contractor, changes to the Specification will be discussed and agreed in writing by the Senior Planning Archaeologist and the archaeological Contractor, and submitted in

writing to the Local Authority.

17.5 Agreement

17.5.1 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 with the Senior Planning Archaeologist that the prospective developer has signed such an agreement before the commencement of works on site.

18. Monitoring

18.1 The work undertaken by the archaeological Contractor, will be monitored under the auspices of the Leicestershire Senior Planning Archaeologist, or their appropriate representative, 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.

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

18.3 The Senior Planning Archaeologist will be given at least one week's written notice of commencement of archaeological work.

19. Alterations to this Brief

19.1 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 Senior Planning Archaeologist of its continued validity. In addition the following apply:

19.2 Prior to the formal appointment of an archaeological Contractor, the Senior 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).

19.3 After formal appointment, any alterations recommended by the Senior 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.

20. Key Definitions

Senior Planning Archaeologist

Responsible for providing an archaeological curatorial planning service to Leicestershire districts. 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.

Specification or Written Scheme of Investigation:

Written document detailing the proposed work and as provided by a Contractor in line

with the Brief provided by the Senior Planning Archaeologist.

21. Contact details:

Senior Planning Archaeologist:

Historic & Natural Environment Team, Leicestershire County Council, Room 500, County Hall, Leicester Road, Glenfield, Leicestershire, LE3 8TE. Telephone No.: 0116 2658322. Fax: 0116 2657965. Email: riclark@leics.gov.uk.

Regional Science Advisor (English Heritage):

English Heritage, 44, Derngate, Northampton, Northamptonshire, NN1 1UH. Telephone No.: 01604 735451. Fax: 01604 735401. Email: Jim.Williams@englishheritage.org.uk.

Assistant Keeper Archaeology (Leicestershire Archives):

Collections Resources Centre, Leicestershire Museums Services, c/o County Hall, Leicester Road, Glenfield, Leicestershire, LE3 8RA. Telephone No.: 01509 815514. Fax: 01509 813934. Email: rpollard@leics.gov.uk.

Curator of Rutland County Museums Service (Rutland Archives):

Rutland County Museum, Catmose Street, Oakham, LE15 6HW. Telephone No.: 01572 758440. Fax: 01572 758445. Email: sdavies@rutland.gov.uk.

Date: 29 January 2007