

**Oak House, Main Street, Illston on the Hill,
Leicestershire**

**Archaeological Building Recording and
Watching Brief**



Oak House, Illston on the Hill, Leicestershire

ARS Ltd Report 2012/24

June 2012

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Compiled By:

Alvaro Mora-Ottomano
with a contribution by Kate Mapplethorpe

Archaeological Research Services Ltd
Angel House
Portland Square
Bakewell
Derbyshire
DE45 1HB

admin@archaeologicalresearchservices.com
www.archaeologicalresearchservices.com

Checked By:

Jim Brightman MIFA
Tel: 01629 814540
Fax: 01629 814657



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EXECUTIVE SUMMARY

In May 2012 Archaeological Research Services Ltd were commissioned by Julian Middleton of Freeth Cartwright LLP to undertake an Archaeological Building Recording and Watching Brief at Oak House, Main Street, Illston on the Hill, Leicestershire prior to the proposed development of the site which will involve the erection of an extension to the rear and dormer windows to the front.

The archaeological building recording established that the original Oak House may have developed around the 18th century as indicated by few vestiges including timber beams and a salting through. The main range of two and a half storeys may date to the late 18th or early 19th century based on architectural stylistic grounds. The lean-to range appears to be contemporary with the main range which would have incorporated part of earlier structures. Later minor modern additions included the current north-western extension. The photographic survey provides a full and proper record prior to future alterations of the building.

The groundworks revealed no deposits or structures of archaeological significance except for the remains of a disused brick well which probably dates to the 19th century.

1 INTRODUCTION

1.1 Scope of work

1.1.1 A planning application (12/00098/FUL) for the erection of an extension to the rear and dormer windows to the front of Oak House, Main Street, Illston on the Hill, Leicestershire has been granted subject to conditions.

1.1.2 A condition of the planning permission requires a photographic survey of the building must be undertaken along with archaeological attendance during any groundworks.

1.1.3 It is stated in the letter of archaeological considerations for the site that:

“...Oak House and the outbuilding to the north are illustrated on early Ordnance Survey maps of the 19th century and the submitted Design and Access Statement states that the property was constructed during the 18th century. After their alteration the buildings’ character (both internally and externally) will be altered, and important information about the buildings’ past may be lost. As such, we suggest that an appropriate level of building recording should be undertaken before work starts, which should be secured by condition on any approved planning application”.

1.1.4 The Archaeological Building Recording and Watching Brief have been carried out under the *National Planning Policy Framework (NPPF)* (DCLG 2012), *‘The Standards and Guidance for Archaeological Building Recording’* (Institute for Archaeologists 2008a), *‘The Standards and Guidance for Archaeological Watching Briefs’* (Institute for Archaeologists 2008b) and a Written Scheme of Investigation issued by Archaeological Research Services Ltd which was subsequently approved by Leicestershire County Council (Appendix I).

1.1.5 The NPPF sets out the Government’s planning policies for England and how these are expected to be applied. It sets out the Government’s requirements for the planning system only to the extent that it is relevant, proportionate and necessary to do so. The purpose of the NPPF is to contribute to the achievement of *sustainable development*, which includes *“...contributing to, protecting and enhancing our natural, built and historic environment...”* (DCLG 2012, 30). The *Planning for the Historic Environment: Historic Environment Planning Practice Guide (PPS5)* now superseded by the NPPF, is still the only detailed extant Historic Environment guidance) as is a much more in-depth document than the policy statement itself. This practice guide “supports the implementation of national policy, but does not constitute a statement of Government policy” (CLG/DCMS/EH 2010, 6). This document has been presented by English Heritage as a ‘live’ document and is therefore intended to be subject to future changes as techniques and practice develop.

1.2 Location, geology and background

1.2.1 The proposed development site is located at the south end of the village of Illston on the Hill, which is situated approximately 15km south-east of Leicester and 10km north-west of Market Harborough (NGR: SP 70584 99212, Figs 1 and 2). The Leicestershire and Rutland Historic Environment Record (HER) shows that the application site lies within an area of archaeological interest, within the historic settlement core of Illston on the Hill (HER ref:

MLE9452). Earthworks relating to former medieval closes have been recorded to the south-west of the application site (MLE1732), medieval pottery has been recovered during works at Paddock House, c.30m to the west of the application site (MLE17541), and a 17th-18th century yard surface was recorded during work at Somerton House (MLE9369) to the south-east of the application site. Consequently, there is a likelihood that buried archaeological remains will be affected by the development.

1.2.2 The principal underlying geological deposits in the Illston on the Hill area is Dyrham Formation siltstone and mudstone (interbedded) (www.bgs.ac.uk/geologyviewer).

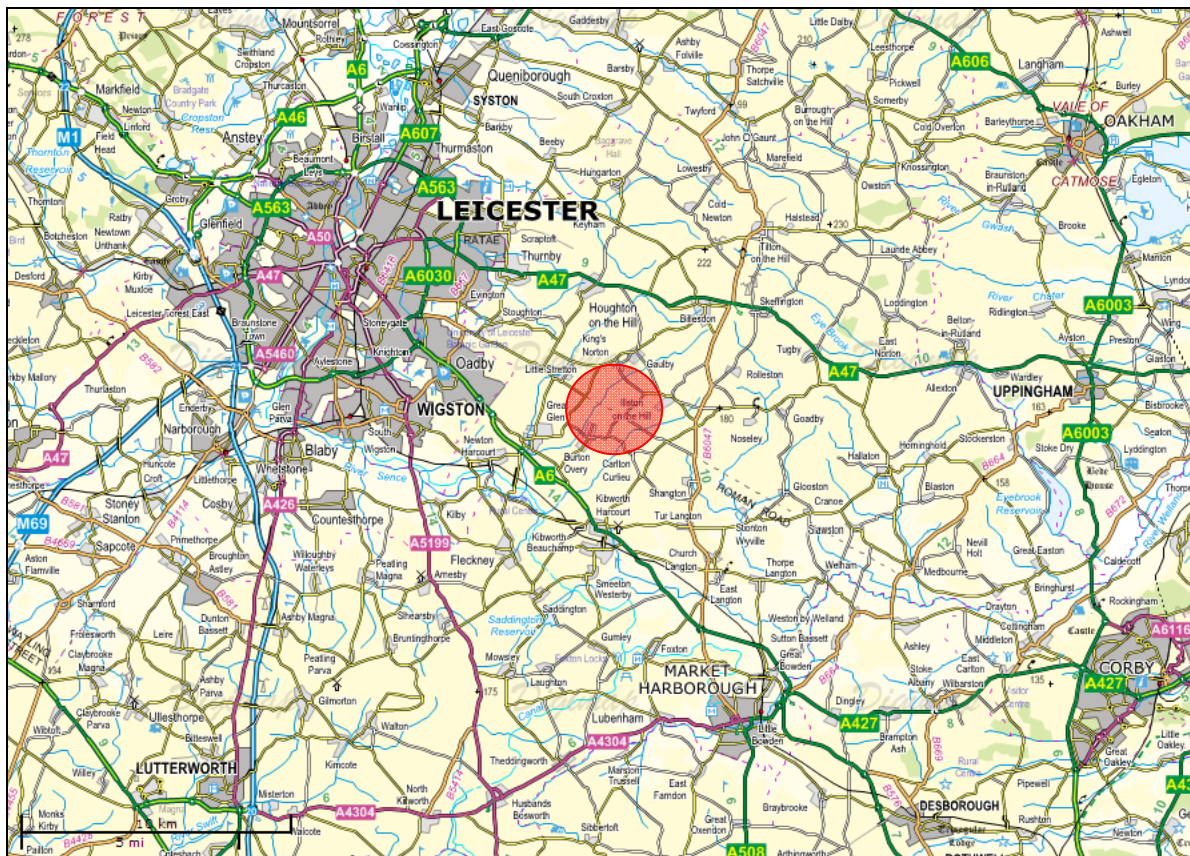


Figure 1: General site location

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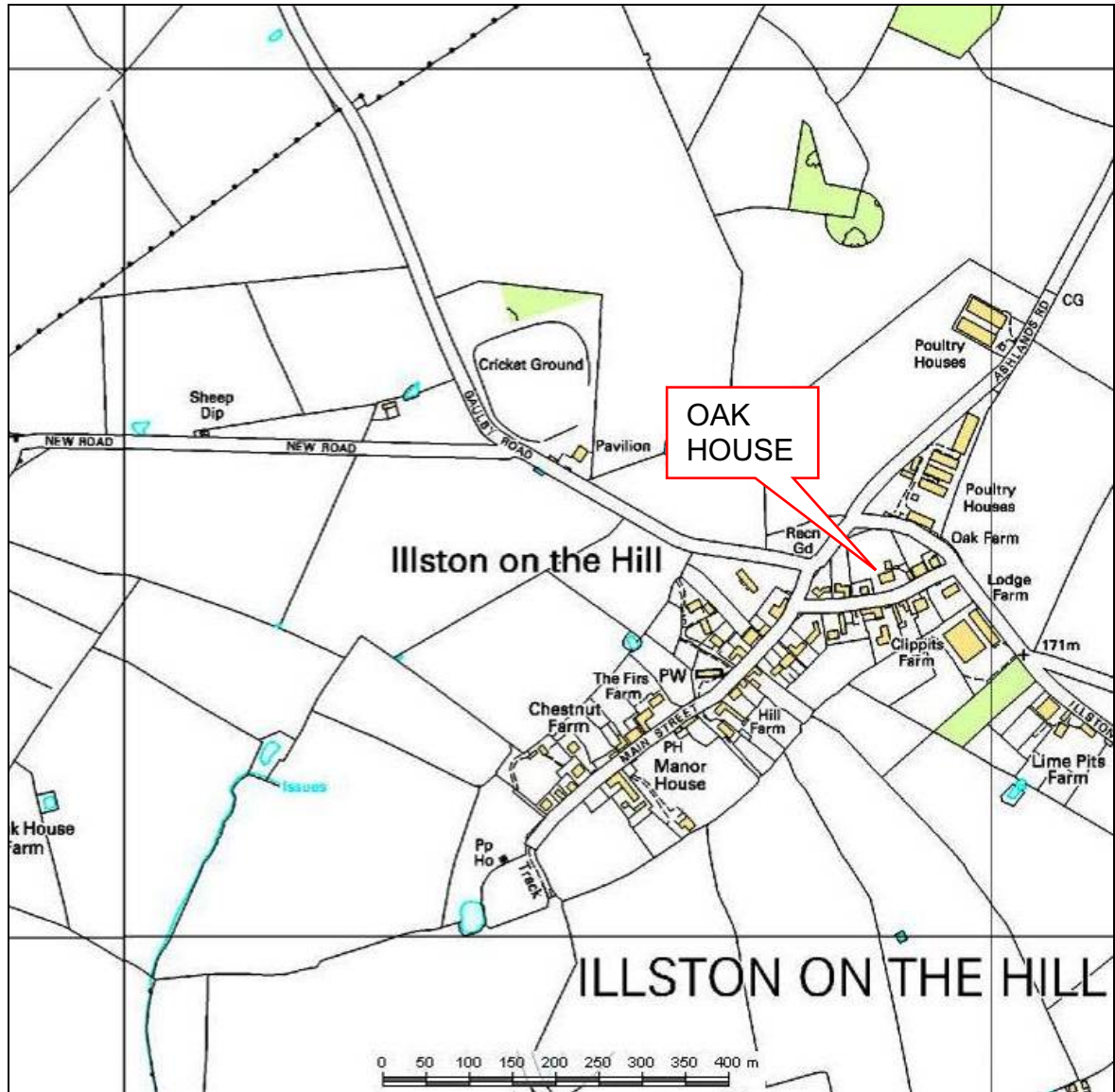


Figure 2: Location of Oak House

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2 AIMS AND OBJECTIVES

2.1 The building survey aimed to provide a record of the form, function and phasing of the historic building. The survey also aimed to identify all features, fixtures and fittings relevant to the original and subsequent uses of the buildings.

2.2 The archaeological watching brief aimed to provide an appropriate level of preservation by record and interpretation of any archaeological deposits exposed or surface earthworks impacted during the proposed groundworks.

3 METHODOLOGY

3.1 The archaeological building recording was carried out by Alvaro Mora-Ottomano (BA Hons, MSc) of ARS Ltd who is a corporate member of the Institute for Archaeologists (AIfA 5297) and the Institute of Historic Building Conservation (2583AFF). This consisted of the following:

- A written record of the buildings was carried out by annotating plans and elevations; and by completing ARS Ltd pro-forma building recording sheets. Descriptions and terms used follow Brunskill (2000), Curl (1997) and Lynch (1994) wherever possible.
- A detailed photographic survey, composed of 35mm black and white print (400 Ilford HP5 Plus) of general exterior and interior views, was conducted using a Canon EOS 3000 N SLR camera fitted with a 28-90mm lens. Moreover, high resolution digital photographs (7.1 megapixels) were also taken using a Minolta DIMAGE A1 with a 7.2-50.8mm lens. Where possible, photographs included a graduated scale and cameras were mounted on tripods for extra stability. Details of the photographs were recorded on pro-forma index sheets, which included location, subject and orientation. The location and direction of the photographs were plotted on scaled plans.
- A rendered laser scan of parts of the building was also undertaken by Paul Gray of Charnwood Building Plans as an additional level of recording, and the digital files associated with this are included within the project archive.

3.1.2 A watching brief was also undertaken by Alvaro Mora-Ottomano and Kate Mapplethorpe of ARS Ltd in May 2012. All machine excavation on the site was observed by an archaeologist to ensure that no archaeological remains were disturbed. Any features or structures were fully cleaned and recorded in accordance with the standards stipulated by the Institute for Archaeologists (IfA). The records consisted of the following:

- Any features or structures were photographed, recorded and, where possible, fully excavated. All the contexts were recorded on pro-forma sheets and context register was maintained.

- Photographs were taken using a 35mm SLR camera with black and white print film and colour.

4 BUILDING RECORDING

Each elevation of the building was analysed individually. Room names were assigned according to their current use and floor, which are indicated on plans. A photographic selection of plates is also included on plans (Figs 3 and 4). Oak House is a large square building recessed from the street with a large garden to the front and includes a single storey outbuilding to the rear. The house consists of an east/west range of three bays and two and a half storeys with a slated pitched roof and chimney stacks at both gable ends. To the rear there is an amalgamated large lean-to range and additional extensions. It is built with bricks although rendered with cement creating a rough cast.

4.1 Exterior

4.1.1 The south elevation is the main side wall facing the street composed of three bays demarcated by window openings and a central porch on the ground floor (Plate 1). The roof is made of natural slate laid to diminishing courses and has plain close verges and eaves (Plate 2). Three dormer windows are proposed to be inserted along this side of the roof.

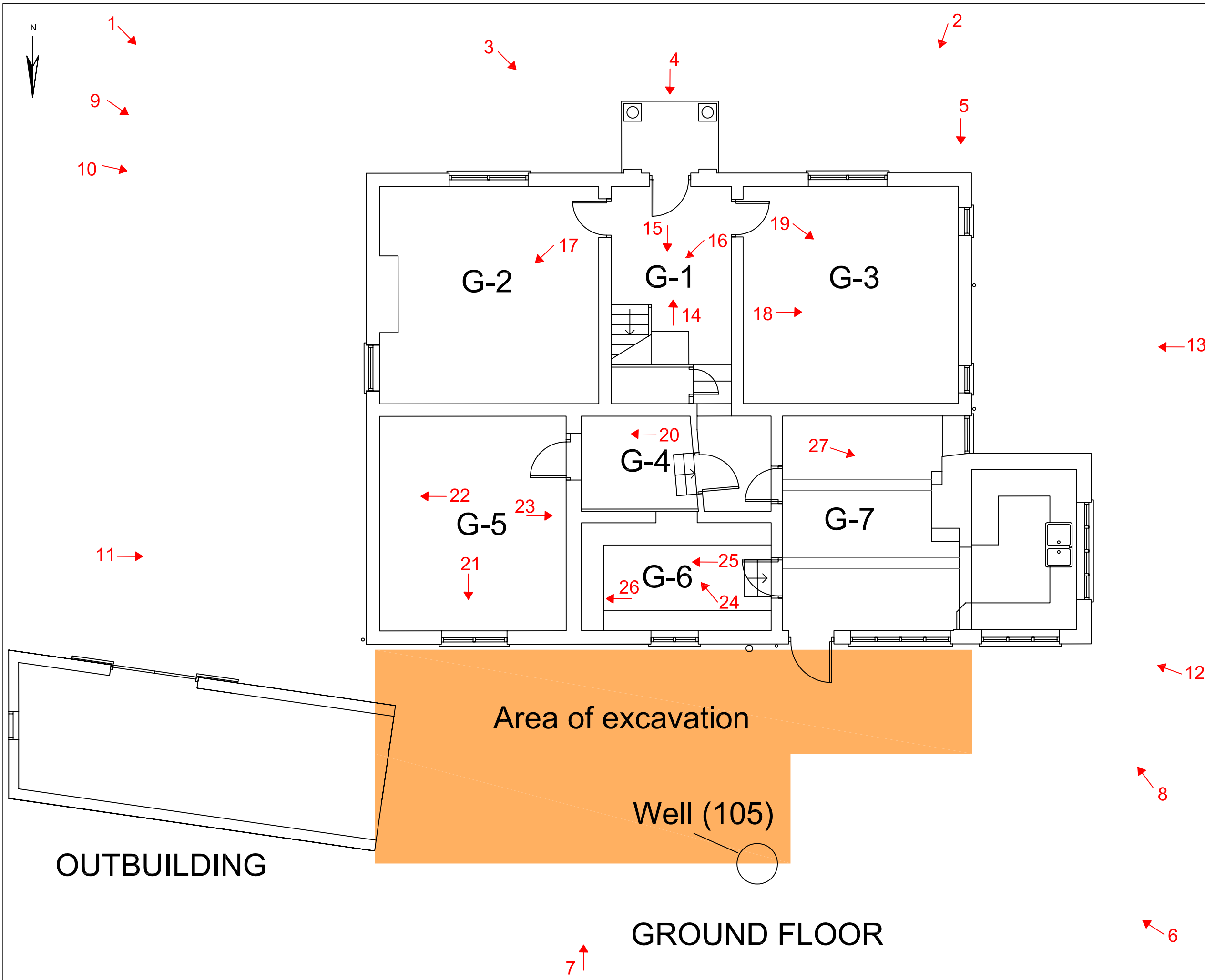
4.1.2 The windows are modern replacements and the porch is also a later insertion made of soft wood and plastic resembling a Georgian style with Tuscan columns and moulded cornice (Plate 3). The doorcase and door are also fake Georgian items, the former containing moulded architrave and the latter composed of a six-panelled timber door with an upper fanlight (Plate 4). The corners of this elevation are decorated with fake quoins made of cement render (Plate 5).

4.1.3 The rear north elevation is less regular than its counterpart as it consists of the large lean-to range with additional structures along the entire elevation (Plate 6). The eastern side has a two-storey range with a plain slated pitched roof and a single short window opening on the ground floor (Plate 7). The central area is also of two storeys with a flat roof covered with felt and window openings on each level arranged asymmetrically (Plate 7). The western side of the rear north elevation consists of a single-storey extension which projects slightly towards the west (Plate 8). The extension contains large modern casement windows and a doorway. It has a shallow hipped slated roof which incorporates part of the original lean-to roof built with natural slates laid to diminishing courses.

4.1.4 The east elevation consists of a plain gabled wall of the main range and the northern range creating a cross-wing effect (Plate 9). The gabled wall contains a large window opening on the ground floor and a smaller type on the attic (Plate 10). The lower section of the wall contains exposed stone masonry amongst the brickwork. The northern cross-wing has a central casement window on the upper level (Plate 11). All the windows are later insertions and/or modern replacements.

4.1.5 The west elevation is similar to its counterpart although with part of the original lean-to and the projecting hipped extension (Plate 12). There are window openings throughout the

different structures although their arrangement and type are somewhat haphazard (Plate 13). The straight rain water pipe is a cast-iron type whereas the remainders throughout the house are later PVC pipes. Moreover the gutters of the main range appear to be original ones made of timber.



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 Angel House
 Portland Square
 Bakewell
 Derbyshire
 DE45 1HB

Site Code: OHI'12
 Drawing Ref:
 Date: 11 June 2012
 Drawn: AMO
 Scale: N/A

Figure 3: Location and direction of selected plates (first and second floors)

Key:

Notes:

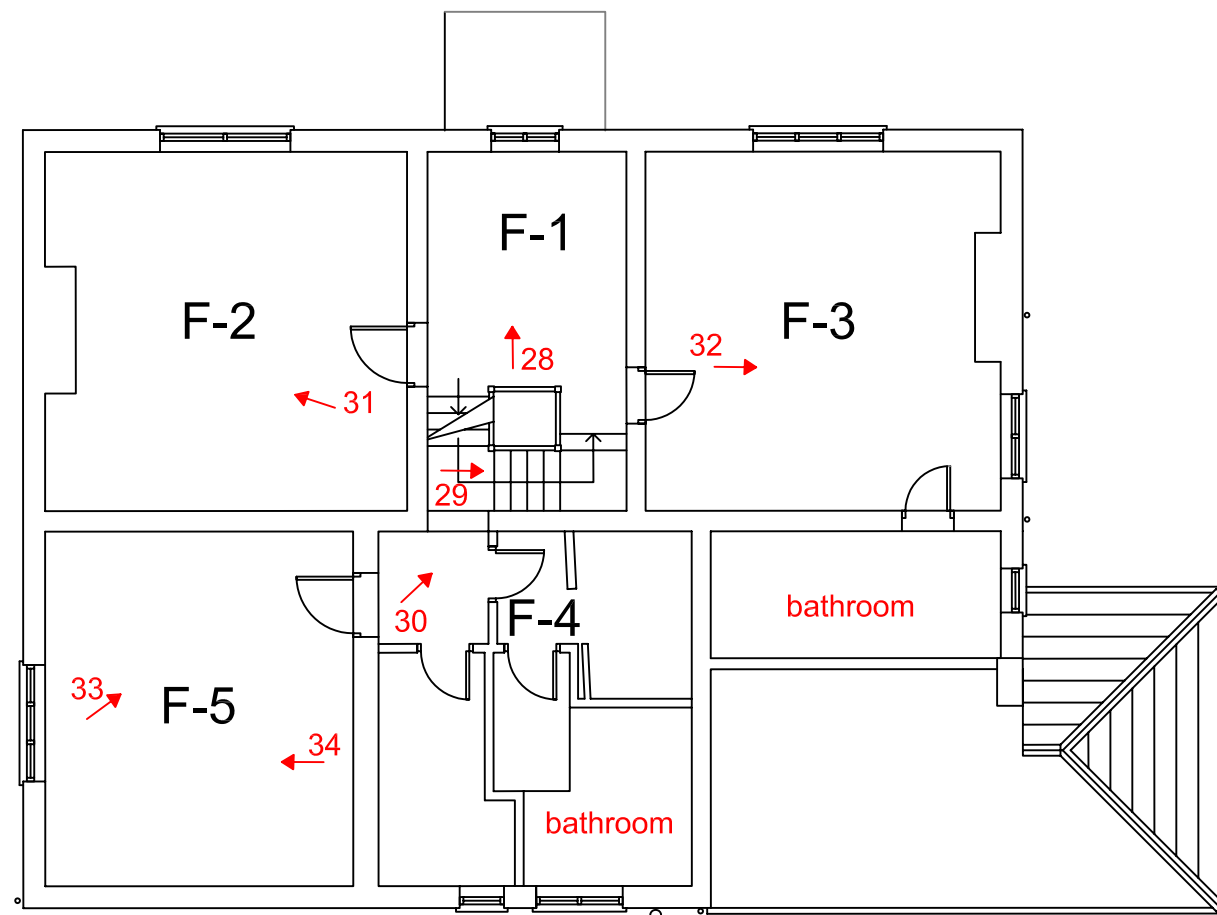
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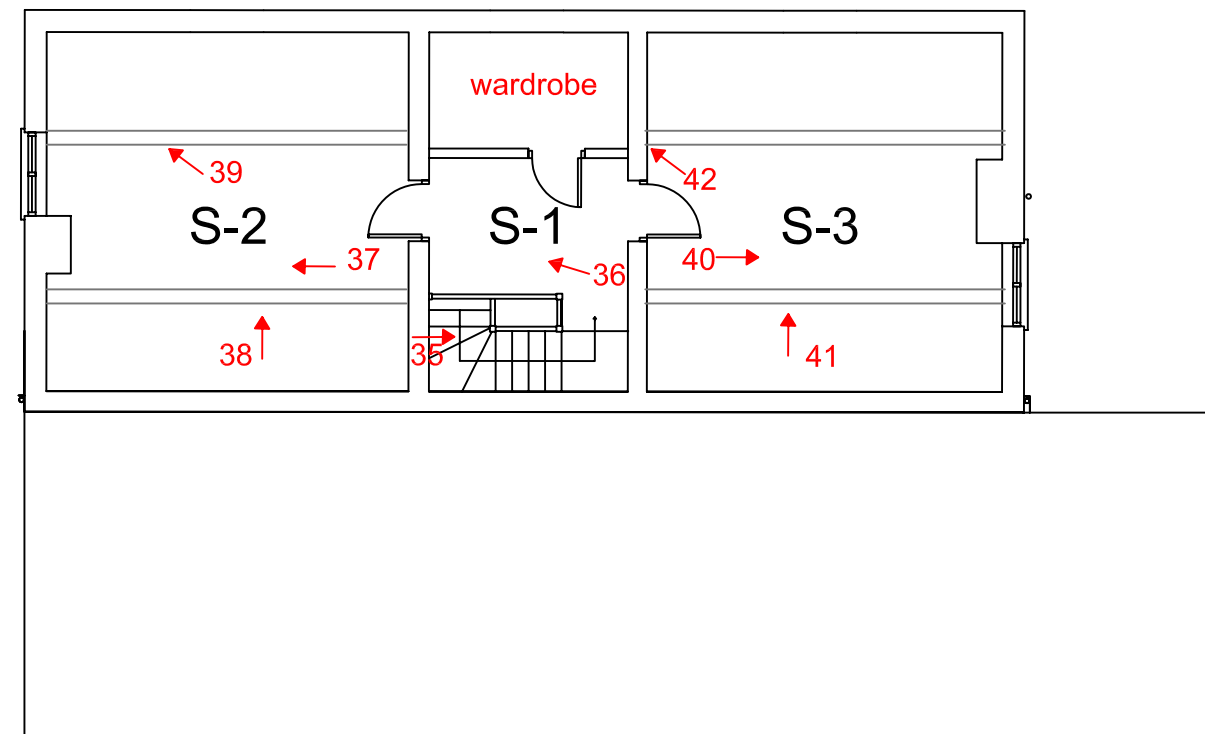
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Scale: N/A

Figure 4: Location and direction of selected plates (first and second floors)



FIRST FLOOR



SECOND FLOOR

Key:

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Plate 1: General view of the front south elevation (scale 2m)



Plate 2: South elevation



Plate 3: Detail of the porch (scale 2m)



Plate 4: Detail of doorcase (scale 2m)



Plate 5: Detail of fake quoins (scale 1m)



Plate 6: General view of the rear north elevation (scale 2m)



Plate 7: Eastern side of the north elevation (scale 2m)



Plate 8: Western side of the north elevation (scale 2m)



Plate 9: East elevation (scale 2m)



Plate 10: Detail of the gabled side (scale 2m)



Plate 11: Detail of the northern side (scale 2m)



Plate 12: General view of the west elevation (scale 2m)



Plate 13: Detail of the gable side (scale 2m)

4.2 Interior

Ground floor

4.2.1 Room G-1 is the central front lobby which is accessed from the main doorway to the south. The walls and ceiling are plastered and the floor is carpeted with a continuous skirting board along the walls. It provides access to the adjacent side rooms G-2 and G-3 (Plate 14), to the rear of the house through an arched passageway (Plate 15) and the floor above from a newel staircase with close strings, plain slender balusters and turned newel posts (Plate 16).

4.2.2 G-2 is currently used as a television room which is situated to the south-east corner. It includes a large chimney breast with a later fire place within the eastern wall (Plate 17). The main structural fabrics are comparable to the lobby's although the ceiling contains two exposed bridging beams with beaded moulded edges.

4.2.3 G-3 is a living room comparable to room G-2 although the chimney breast is flanked by two recessed niche-like window openings with elliptical arched heads and the present fire place consists of a large cast-iron log burner (Plate 18). One of the ceiling beams contains four iron hooks (Plate 19).

4.2.4 Room G-4 serves as a passageway into room G-5 within the north-east corner of the house. It has low exposed timber ceiling joists, brick walls and quarry tiled floor (Plate 20).

4.2.5 Room G-5 is used for storage and laundry and is built with comparable fabrics as the adjoining passageway G-4. The north wall contains a low window opening with a fixed

frosted window with slender glazing bars. The window opening has a segmental arched head and is flanked by two pilasters which bear high resemblance with doorways of farm buildings (Plate 21). It is suggested that the outer ground level might have been slightly raised and thus the doorway might have been modified into a window. The room contains a substantial timber ceiling bridging beam orientated east to west (Plate 22). The beam has wide flat chamfered edges (Plate 23) which may date to the 17th – 18th centuries (e.g. Cunnington 2002, 73).

4.2.6 Room G-6 is used as a pantry which is accessed from a small doorway through two short steps. There is a blocked-up window opening with a segmental arched head within the southern wall (Plate 24). It is unknown whether the former opening was a window or a doorway as it would not be logical to have an external window linking an adjoining room. There is a continuous work bench along the walls supported by short brick pillars and timber posts (Plate 25). The bench incorporates a stone salting trough within the eastern wall (Plate 26). The trough appears to be an *in situ* element of bench which are commonly dated from the 17th – 18th centuries (Hall 2005, 206).

4.2.7 Room G-7 is a large kitchen-dinner with a later extension to the west. The main structure corresponds to the original lean-to range containing a chimney breast and two exposed pole ceiling beams (Plate 27).



Plate 14: Lobby (G-1), looking south (scale 2m)

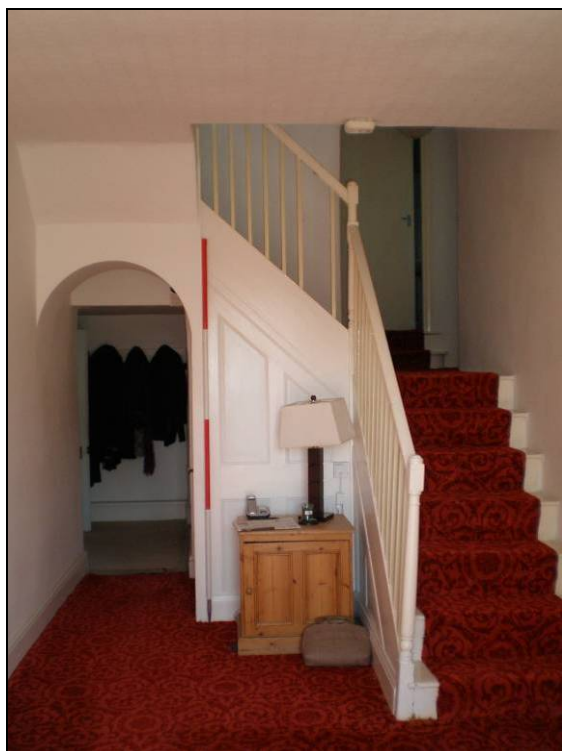


Plate 15: Lobby, looking north (scale 2m)



Plate 16: Detail of staircase (scale 2m)



Plate 17: Room G-2, looking east (scale 2m)



Plate 18: Room G-3, looking west (scale 2m)



Plate 19: Detail of ceiling beam with iron hooks in room G-3, looking north-west



Plate 20: Room G-4 (scale 1m)

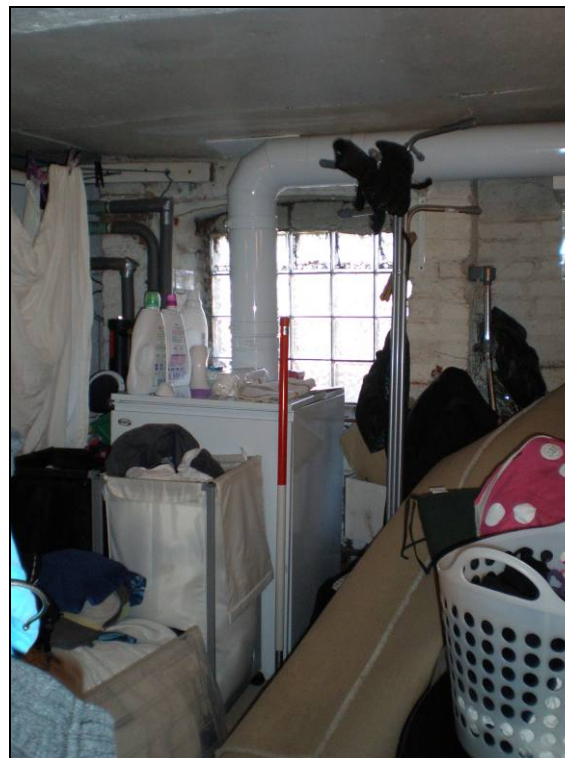


Plate 21: Former doorway in G-5 (scale 1m)



Plate 22: Room G-5, looking east (scale 1m)



Plate 23: Detail of ceiling beam in room G-5, looking west (scale 300mm)

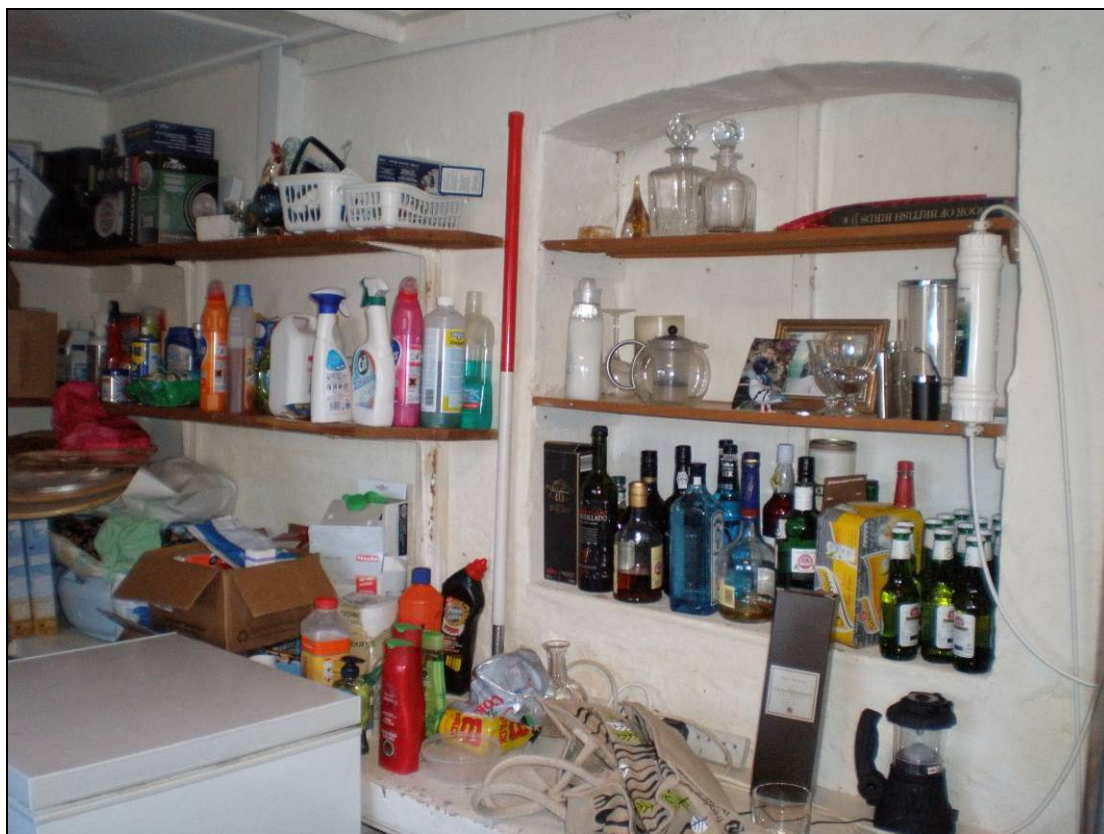


Plate 24: Room G-6, looking south-east (scale 1m)

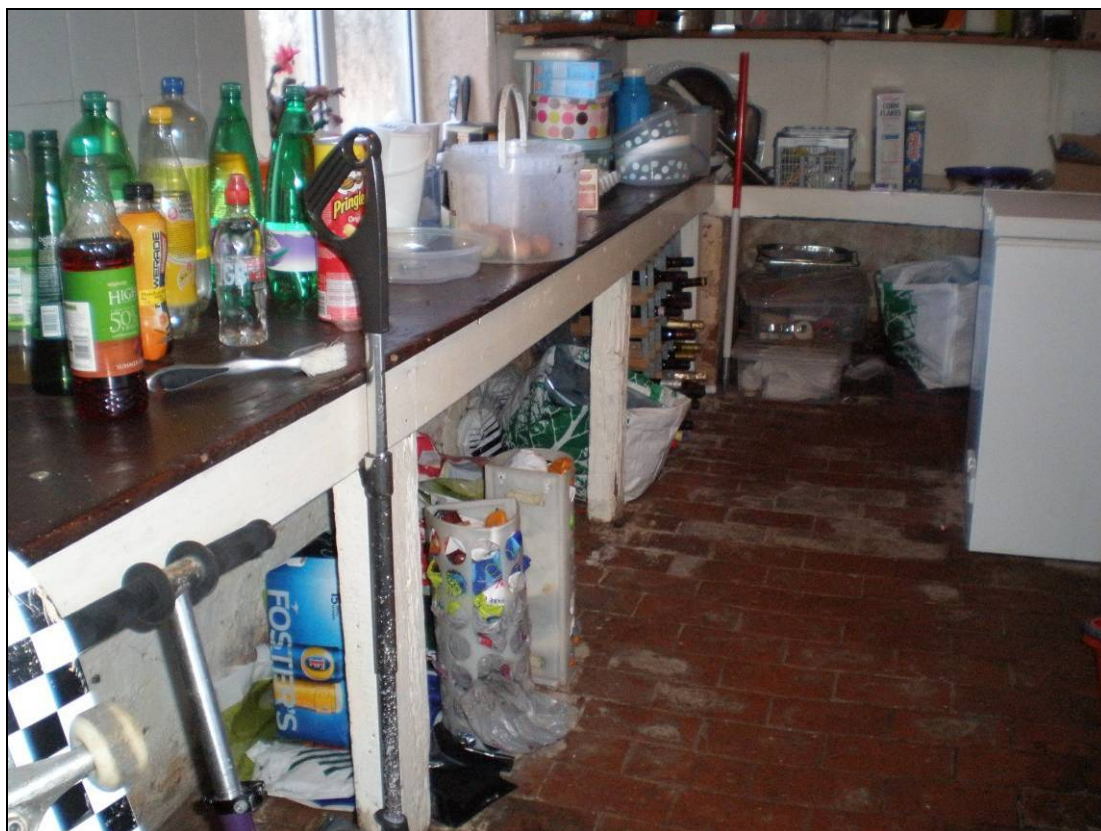


Plate 25: Room G-6, looking east (scale 1m)

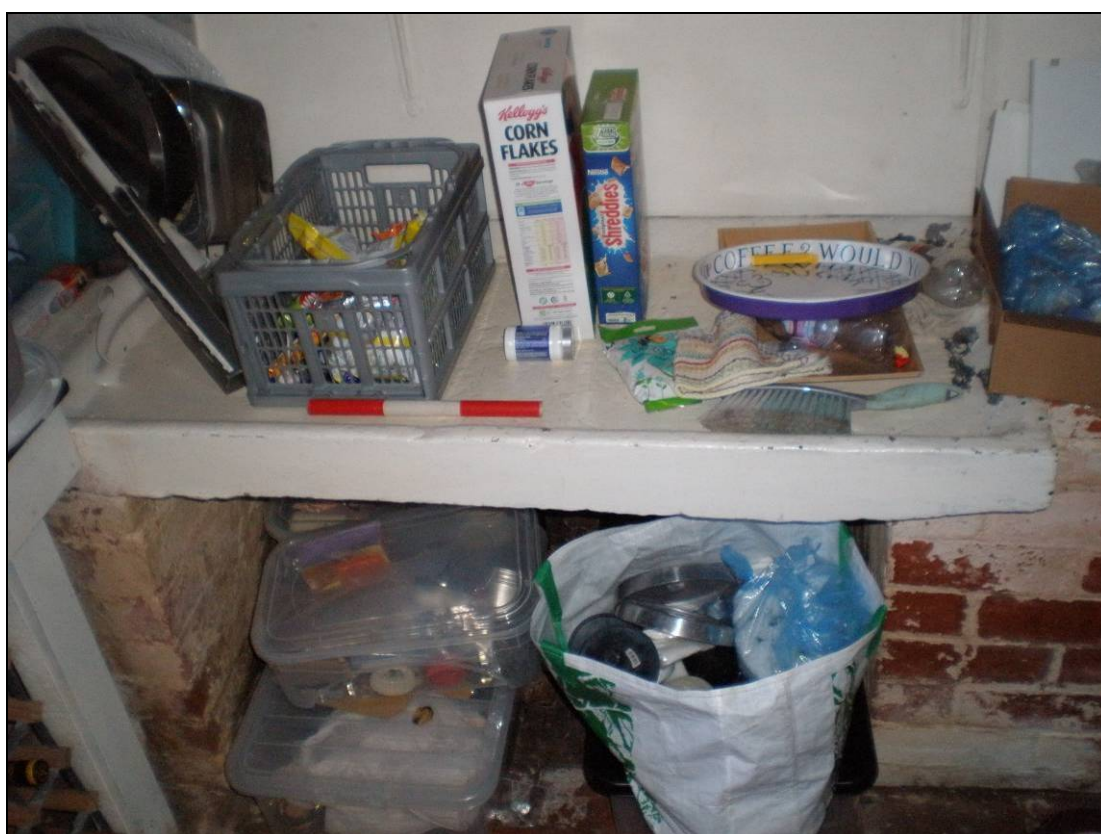


Plate 26: Detail of salting trough within the eastern end of room G-6 (scale 300mm)



Plate 27: Room G-7, looking west (scale 2m)

First floor

4.2.8 Room F-1 is a lobby currently used as an office (Plate 28). It enables access to the adjoining rooms F-2 and F-3 and the staircase (Plate 29). The staircase leads to a mezzanine area (F-4) to the north through an arched doorway which contains a vestibule connecting bedroom F-5 to the east and two bathrooms to the north (Plate 30).

4.2.9 F-2 is a bedroom whose structural arrangements and fabrics are equivalent to the room below with exposed ceiling beams and chimney breast on the east wall (Plate 31).

4.2.10 F-3 is another bedroom comparable to F-2 (Plate 32) although it contains an en-suite bathroom to the north within the lean-to structure.

4.2.11 F-5 is another bedroom similar to the remaining rooms although is also currently used for storage (Plates 33 and 34).

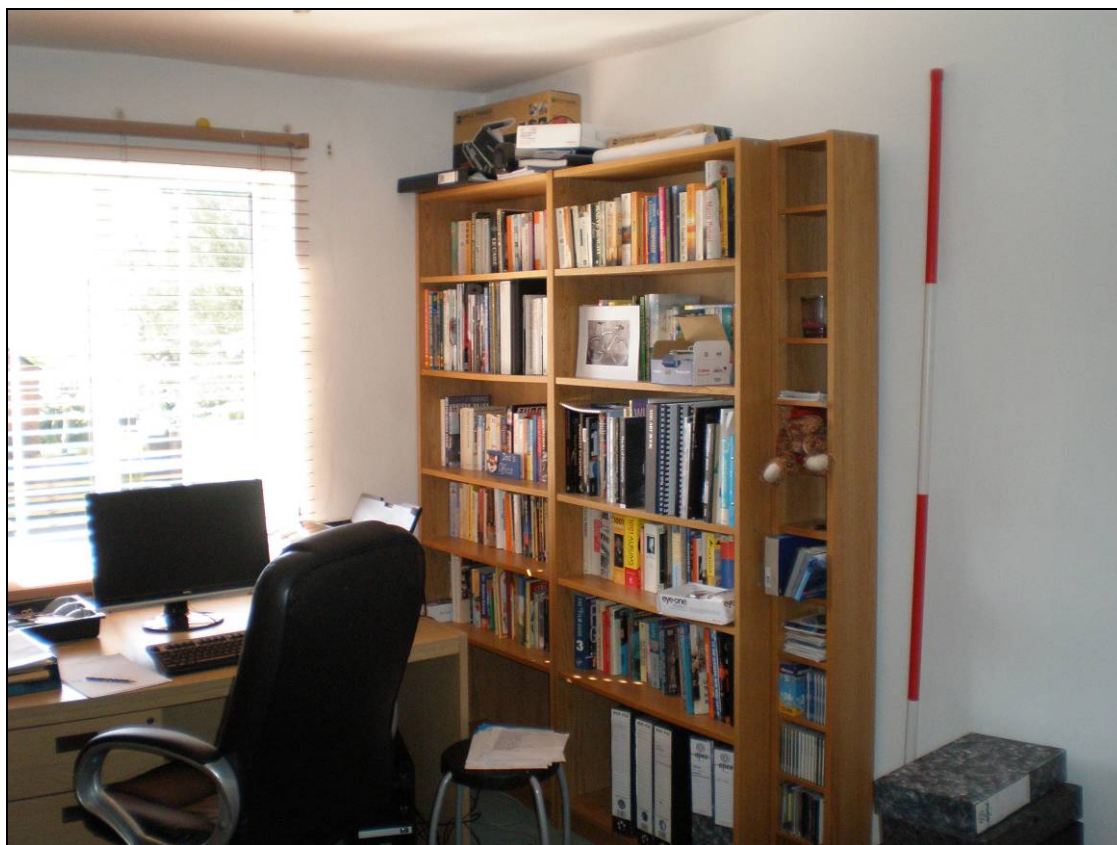


Plate 28: Room F-1, looking south (scale 2m)



Plate 29: Staircase in F-1 (scale 2m)

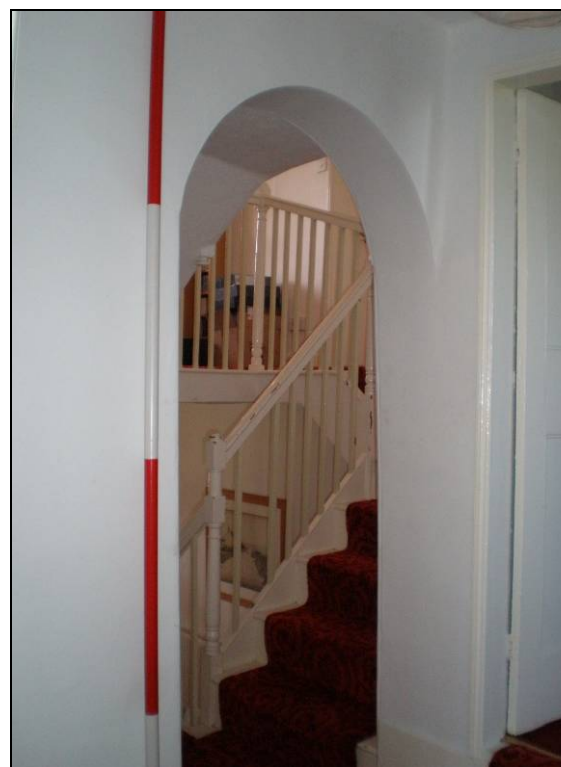


Plate 30: Room F-4 (scale 2m)



Plate 31: Room F-2, looking east (scale 2m)



Plate 32: Room F-3, looking west (scale 2m)

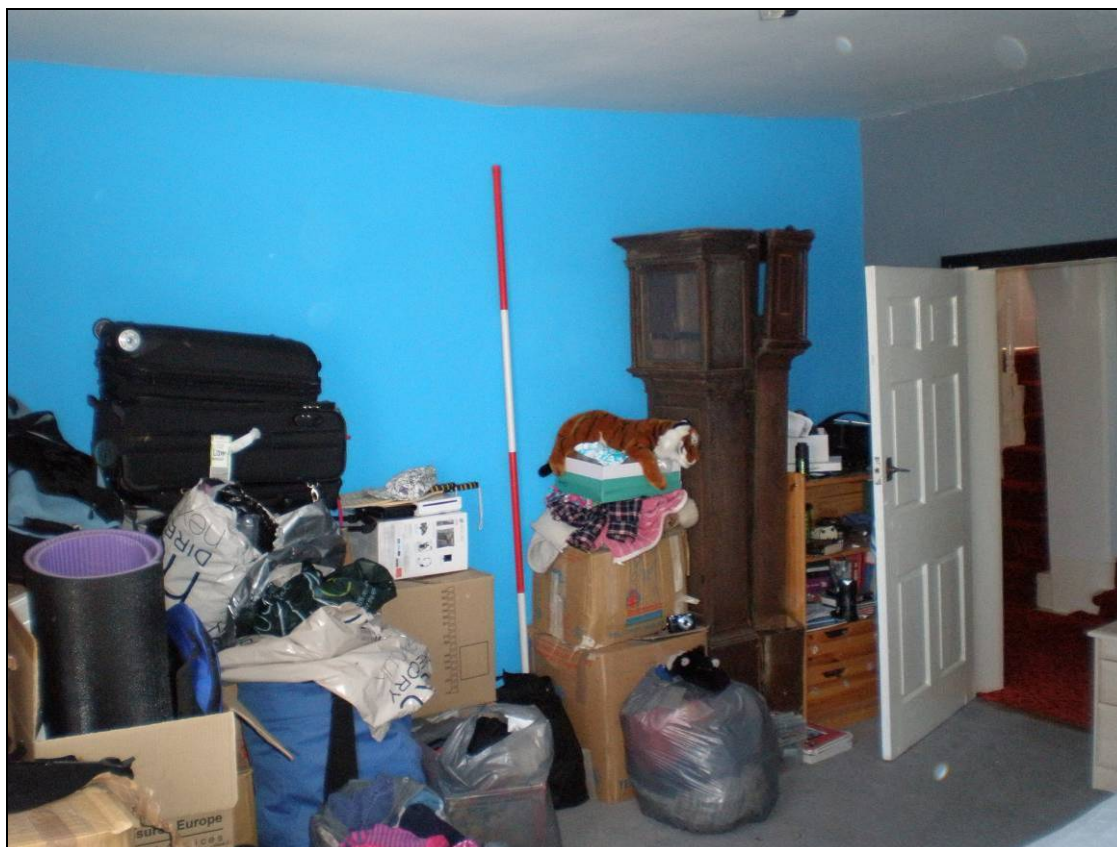


Plate 33: Room F-5, looking west (scale 2m)

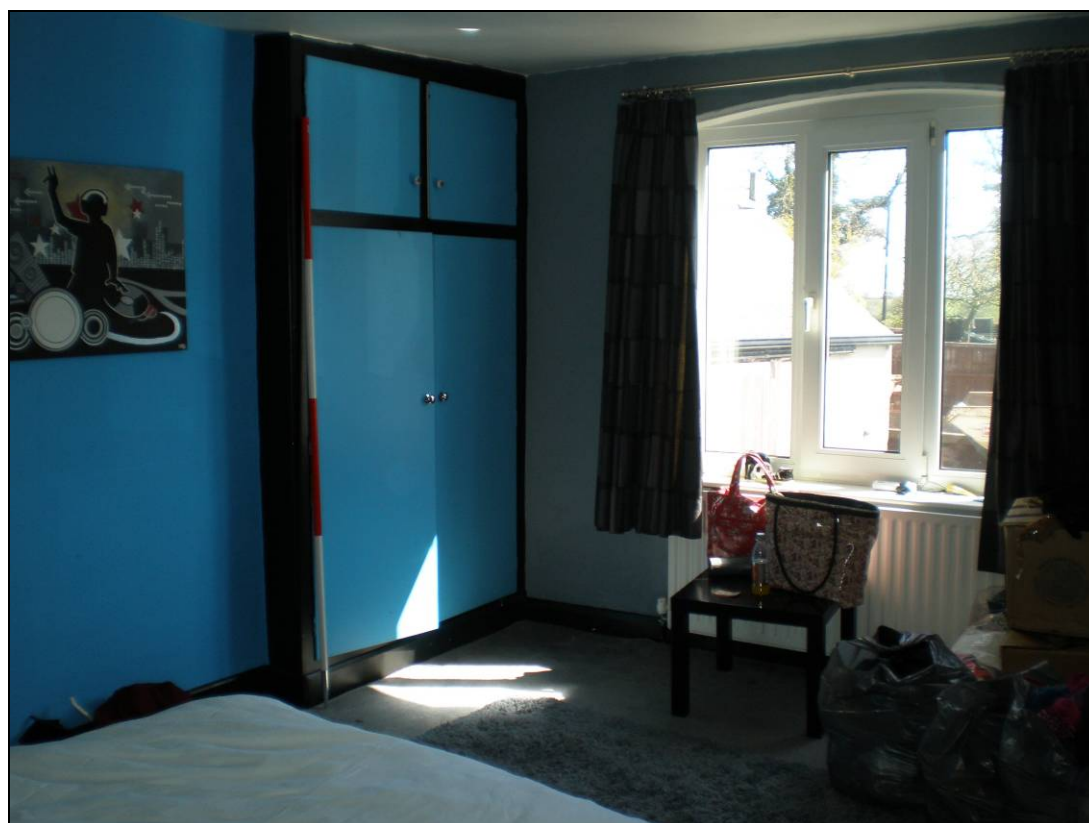


Plate 34: Room F-5, looking east (scale 2m)

Second floor

4.2.12 This floor is positioned within the main range's loft area and contains two bedrooms linked by a large lobby (Plate 35). S-1 is the lobby which is accessed from the newel staircase whose uppermost dog-leg bend includes three winders rather than a landing (Plate 36). The southern area of S-1 contains a stud partition with a doorway creating a walk-in wardrobe.

4.2.13 Bedroom S-2 has an angled plastered ceiling with exposed timber purlins and a chimney breast on the end gabled wall with a small window opening adjacent to it (Plate 37). The side walls are rather short measuring approximately 1 metre in height. The proposed dormer will be located along the southern side wall which is internally devoid of significant fixtures and/or fittings and instead contains a modern radiator (Plate 38). The exposed purlins have been shaped employing hand tools as indicated by scars created by adze. The southern side purlin contains carpenter marks which bear no correlation with the present roof structure suggesting therefore that the timber might have been re-used from an earlier structure (Plate 39).

4.2.14 Bedroom S-3 is comparable to its counterpart although with a window opening on the reverse side of the chimney breast (Plate 40). The proposed dormer will be located along the southern side wall which is also devoid of significant fixtures and/or fittings and instead contains a modern radiator (Plate 41). The exposed purlins are sawn timber linked to the rougher tiers towards the east with scarf joints (Plate 42).



Plate 35: S-1, looking east (scale 1m)



Plate 36: Staircase to the second floor



Plate 37: Room S-2, looking east (scale 2m)



Plate 38: Room S-2, looking south (scale 1m)



Plate 39: Carpenter's marks along the southern side purlin within room S-2

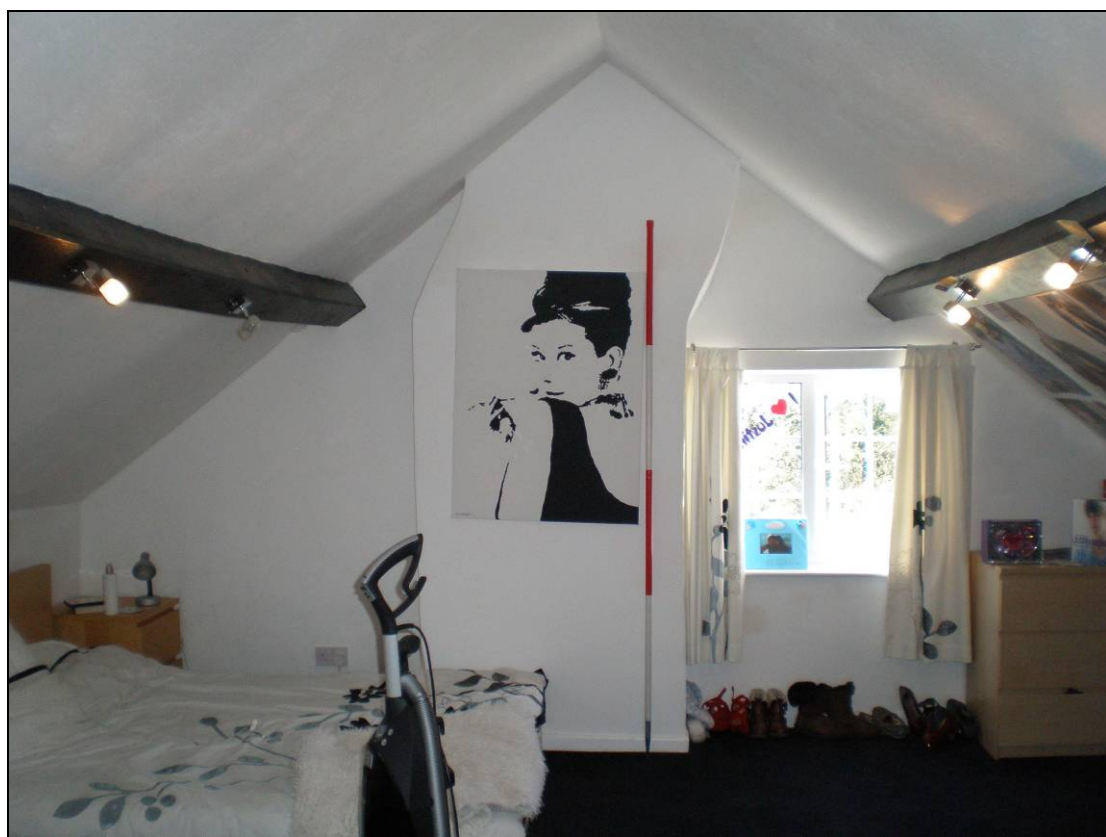


Plate 40: Room S-3, looking west (scale 2m)



Plate 41: Room S-3, looking south (scale 1m)



Plate 42: Scarf joint along the side purlins in room S-3

5 WATCHING BRIEF (BY KATE MAPPLETHORPE)

5.1 An archaeological watching brief was undertaken over a period of three days to observe the groundworks associated with the extension of the rear (northern) elevation. A total of five foundation trenches were observed, along with a general reduction in ground level, situated on what was previously the paved patio area. Excavations for drainage were also undertaken, however these were at a depth below the levelled ground of approximately 150mm which did not impacted into any archaeological deposits.

5.2 The topsoil (001) was present beneath the paving across the entire area and measured a maximum of 0.1m in depth. It consisted of a medium brown silty clay with frequent inclusions of small stones and chips of hardcore.

5.3 Directly below the topsoil (002) over the entire site was a layer of made ground, consisting of a light yellowish brown silty clay with inclusions of small stones and hardcore. It has a maximum depth of 0.16m and is most likely a levelling deposit.

5.4 The subsoil (003) was present across the area, directly below the made ground layer. It was a dark yellowish brown hard clay with inclusions of small stones and early-modern pottery fragments. It was well mixed and obviously disturbed, with drainage pipes running through it.

5.5 Situated below the made ground layer (002) and cut through the subsoil (003) was a brick well (105) within a shaft [107]. The well structure (105) was circular in shape and constructed from plain red bricks dried bonded (Fig. 5). The cut for the brick structure of the well [107] was barely visible in the surrounding ground, presumably as it was cut very close and then backfilled against the bricks. The location of the well is shown on plan (Fig. 3).

5.6 At some point in the modern period the well fell into disuse and was filled in with deposit (106), a coarse greyish brown sandy silt containing a high amount of stone and hardcore (mainly concrete). Early modern pottery fragments were found within the fill, giving a *terminus ante quem* for the infilling of the well. The deposit also contained charcoal, clinker and corroded metal.

5.7 The natural substratum (004) was present below the subsoil (003) across the entire area. The depth was unknown as it was not fully excavated. It consisted of a dark greenish grey clay, with occasional inclusions of flinty gravel. At the southern end of the excavation area was a large patch of dark blackish blue silty clay containing occasional inclusions of gravel stones (008). This appears to be a natural deposit, possibly the result of standing water over a long period of time. The deposit possibly indicates a natural pond feature present before the outbuilding was constructed. The foundation trenches also revealed the depth of the present outbuilding to the east of the proposed development (Fig. 6).



Figure 5: The disused well (105) half-sectioned by mechanical excavator



Figure 6: Foundation trench showing the footings of the outbuilding

6 DISCUSSION

6.1 The result of the archaeological building recording successfully identified clear evidence of different phases of construction within the site. A brief account is provided below.

6.2 The original Oak House may have developed around the 18th to early 19th century as indicated by a few vestiges including timber beams and a salting through. The main range of two and a half storeys may date to the late 18th or early 19th century based on architectural stylistic grounds. The lean-to range appears to be contemporary with the main range which would have incorporated part of earlier structures. Later minor modern additions include the current north-western extension. There are few original fixtures and fittings surviving except for the ones noted above. The house might have originally been used as a dwelling although the complex it represents would have contained farming buildings as indicated by the present outbuilding.

6.3 The house has been refurbished with modern fabrics in recent times including the replacement of windows. The external appearance has also been slightly modified through time with later insertions such as mock Georgian features within the front façade. The building is of little local historical importance although it bears some architectural merit.

6.4 The groundworks revealed little deposits or structure of archaeological significance except for the remains of a disused brick well which may date to the 19th century as indicated by the brick type (Cunnington 2002, 147; Iredale and Barrett 2002, 22).

7 PUBLICITY, CONFIDENTIALITY AND COPYRIGHT

7.1 Any publicity will be handled by the client.

7.2 Archaeological Research Services Ltd will retain the copyright of all documentary and photographic material under the Copyright, Designs and Patent Act (1988).

8 STATEMENT OF INDEMNITY

8.1 All statements and opinions contained within this report arising from the works undertaken are offered in good faith and compiled according to professional standards. No responsibility can be accepted by the author/s of the report for any errors of fact or opinion resulting from data supplied by any third party, or for loss or other consequence arising from decisions or actions made upon the basis of facts or opinions expressed in any such report(s), howsoever such facts and opinions may have been derived.

9 ACKNOWLEDGEMENTS

9.1 Archaeological Research Services Ltd would like to thank all those involved with the archaeological project, especially Julian Middleton of Freeth Cartwright LLP and Paul Gray of Charnwood Building Plans for commissioning the work; and Richard Clark of Leicestershire County Council for monitoring and providing advised throughout the project.

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APPENDIX I: SPECIFICATIONS

**Oak House, Main Street, Illston on the Hill,
Leicestershire**

**Written Scheme of Investigation for an
Archaeological Building Recording and
Watching Brief**



1. Introduction

1.1. A Planning application (12/00098/FUL) for the erection of an extension to the rear and dormer windows to the front of Oak House, Main Street, Illston on the Hill, Leicestershire has been submitted.

1.2. The development is centred on OS grid reference SP 70584 99212 (Figure 1). The village lies approximately 15km south east of Leicester and 10km north north-west of Market Harborough.

1.3. A condition of the planning permission requires a photographic survey of the building must be undertaken along with archaeological attendance during any groundworks.

1.4. It is stated in the letter of archaeological considerations for the site that:

“...Oak House and the outbuilding to the north are illustrated on early Ordnance Survey maps of the 19th century and the submitted Design and Access Statement states that the property was constructed during the 18th century. After their alteration the buildings’ character (both internally and externally) will be altered, and important information about the buildings’ past may be lost. As such, we suggest that an appropriate level of building recording should be undertaken before work starts, which should be secured by condition on any approved planning application.”

1.5. The monitoring undertaken during the watching brief will include any topsoil stripping and invasive groundworks within the immediate area of the building, and also within the general site area.

1.6. This document is a written scheme of investigation (WSI) confirming the nature of the archaeological watching brief to be undertaken by Archaeological Research Services Ltd (ARS Ltd) on behalf of the agent for this work, Julian Middleton of Freeth Cartwright LLP for approval by Richard Clark of Leicestershire County Council.

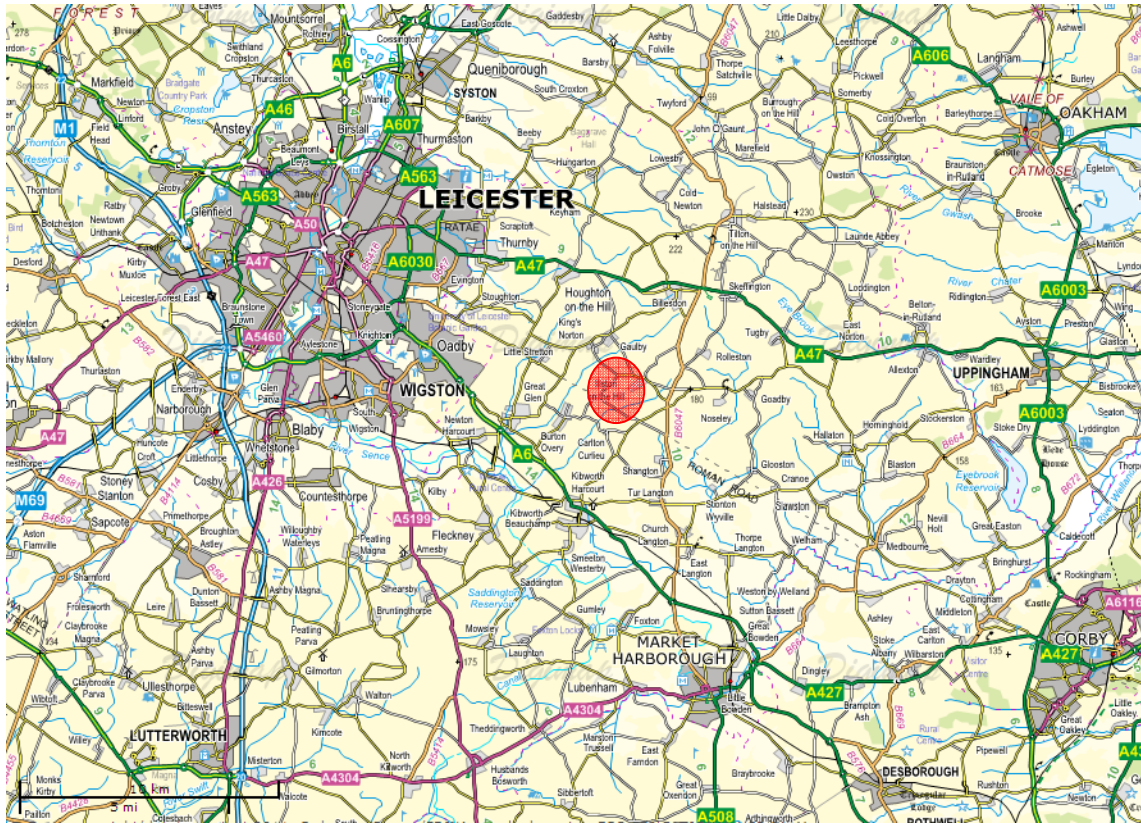


Figure 1: Site location

2. Objectives

- 2.1. The objective of the photographic survey is to ensure that the building is properly recorded in its original form before any alterations are made.
- 2.2. The objective of the watching brief is to ensure that any archaeological features encountered during the course of the groundworks are recorded and interpreted.

3. Background

3.1 The Leicestershire and Rutland Historic Environment Record (HER) shows that the application site lies within an area of archaeological interest, within the historic settlement core of Illston on the Hill (HER ref: MLE9452). Earthworks relating to former medieval closes have been recorded to the south-west of the application site (MLE1732), medieval pottery has been recovered during works at Paddock House, c.30m to the west of the application site (MLE17541), and a 17th-18th century yard surface was recorded during work at Somerton House (MLE9369) to the south-east of the application site. Consequently, there is a likelihood that buried archaeological remains will be affected by the development.

4. Fieldwork Methodology

4.1 Building recording

4.1.1 The written account will include:

- The precise location of the building, by name or street number, civil parish, town, etc, and a National Grid reference.
- A note of any statutory (listing, scheduling or conservation area) and non-statutory (historic park and garden registration, etc.) designations.
- The date when the record was made, the names of the recorders and the archive content/character and location.
- A summary of the building's type or purpose, historically and at present, its materials and possible date.
- Where appropriate, either as a result of the development proposal or due to the character of the building, the account shall include a note of the building's past and present relationship to its setting: for example, its relationship to local settlement patterns, to a field system to a park, garden, moat, graveyard or other man-made landscape; its part in a larger architectural or functional group of buildings; its visual importance as a landmark etc.
- A gazetteer of photographs taken (this should list the photographs by format and subject). This may usefully include thumbnail images.

4.1.2 The drawn record will include:

- Site location plans at suitable scales (preferably indicating the position of the site within the country, within the county and a clear plan of the precise location/outline of the building i.e. 1:1250).
- A plan indicating the position and orientation of photographs/images included in the report.

4.1.3 The photographic survey is to comprise a general and detailed photographic record of the building. The photographic record is to be black and white taken with a high quality camera and lens. Conventional silver based film is to be used and will be processed to a high standard. Colour slide photography will supplement the photographic record where appropriate. Digital photography is unacceptable for the main record but high quality images are acceptable for the purposes of the report. Digital photographs taken to supplement the photographic record will be submitted on CD or equivalent format as part of the report. The images will be taken as raw image files and converted to TIFFs (Tagged Image File Format).

4.1.4 The photographic record will cover:

- General photographs of the interior, exterior and setting of the building. A two metre ranging rod will be included in a selection of general shots in order that the scale of all elements of the building can be sufficiently established.
- The building's external appearance is to be recorded. Typically a series of oblique views will show all external elevations of the structure and give an overall impression of size and shape. Where an individual elevation embodies complex historical information or have been conceived as formal compositions, views at right angles to the plane of the elevation may also be appropriate.
- Further views may be desirable to indicate the original design intentions of the builder or architect.

- Any external detail, structural or decorative, which is relevant to the design development and does not show adequately on general photographs should be the subject of detailed photography.
- The overall appearance of principal rooms and circulation areas.
- Any external or internal detail, structural or decorative, which is relevant to the building's design, development and use and which does not show adequately on general photographs.
- Any machinery or other plant, or evidence for its former existence.
- Any dates or other inscriptions, signage, makers' plates or graffiti which contribute to an understanding of the building or its fixtures or contents.
- Any building contents or ephemera which have a significant bearing on the building's history.
- Copies of maps, drawings, views and photographs present in the building and illustrating its development/use, or that of its site.

4.2 Watching brief

4.2.1 The removal of overburden (that is vegetation, turf, loose stones, rubble, made ground, tarmac, concrete, hardcore, building debris and topsoil) will be undertaken by machine. All relevant groundworks will be undertaken by a suitable mechanical excavator fitted with a toothless ditching bucket. Archaeological monitoring will not entail excavation beyond the total areas exposed by the development works. Arrangement will be made to avoid any tracking of machinery across recently stripped areas until the areas have been checked and cleared by a representative of Archaeological Research Services Ltd (ARS Ltd). If significant archaeological features are identified, Leicestershire County Council will be notified and a decision taken as to the best method of proceeding.

4.2.2 Excavation will be carried out in spits. This will provide the maximum visibility of cut features such as postholes and pits and will allow for minimum disturbance of buried masonry structures. The attending archaeologist will supervise mechanical excavation to ensure maximum archaeological visibility.

4.2.3 ARS Ltd will provide a suitably qualified archaeologist at all times during any ground works on the site to undertake a watching brief. The on-site archaeologist will be given the opportunity to stop site work in order to investigate potential archaeological features and adequate time will be allowed for recording any such features.

4.2.4 A written, drawn and photographic record will be maintained during the watching brief plus all significant archaeological remains will be recorded and/or retrieved. All excavations will be recorded in accordance with normal principles of archaeological evaluation upon pro forma context sheets (this will include at a minimum trench record sheets, an accurate site plan and record photography where no archaeological features are present).

4.2.5 Where archaeological features and/or deposits are identified during the watching brief, then a sufficient quantity of the said features will be investigated by hand to allow their date, nature and degree of survival to be ascribed. All features thus investigated will be recorded in plan and section and significant archaeological finds recovered will be retained for analysis. Any archaeological features identified will be photographed and drawn in plan at a scale of 1:20 and in section at a scale of 1:10. The stratigraphy, where

relevant and apparent, will be recorded. All significant archaeological features will be photographed (with scale) *in situ* and their location recorded on a plan of the site.

4.2.6 For brick structures, the record will include details of brick dimensions and type (handmade/machine-made, plain/frogged), mortar (colour, composition, hardness) and the extent of structures (number of courses, thickness in skins). Brick samples will be taken for structures likely to pre-date the mid 19th century.

4.2.7 Site photography will be in 35mm b/w print film, duplicated by high resolution (7 megapixel or greater) colour DSLR photography. Photography will include general site shots, shots of each trench, and shots of individual features and groups of features. All photographs will include a suitable photographic scale and will be recorded on a photographic register with the subject and direction of each shot.

4.2.8 A plan of the excavated areas will be maintained, features noted and section lines recorded. All drawings will be carried out at an appropriate scale and all contexts will be recorded using a single context recording system. The site archive will include plans and sections at an appropriate scale, a scale photographic record, and full stratigraphic records on recording forms/context sheets or their electronic equivalent. Should archaeological features be present then the locations and height AOD of the features will be accurately fixed, surveying in either the planning baselines or the features themselves.

4.2.9 The watching brief will be undertaken in accordance with the Institute for Archaeologists *Standards and Guidelines for Archaeological Watching Briefs* (2008).

4.2.10 Any human remains discovered will initially be left *in-situ* and, if removal is deemed necessary, this will be undertaken in accordance with the relevant Ministry of Justice regulations.

4.2.11 Archaeological Research Services Ltd will ensure that heavy plant or machinery will not be operated in the immediate vicinity of archaeological remains until the remains have been recorded. Contractors and plant operators will be notified that any observations of archaeological remains must be reported immediately to the archaeologist on site.

4.2.12 A risk assessment will be undertaken before commencement of the work and health and safety regulations will be adhered to at all times.

4.2.13 All archaeological fieldwork, recording of archaeological features and deposits and post-excavation analysis should be carried out to acceptable archaeological standards. The contractor will be expected to abide by the Code of Practice of the Institute of Field Archaeologists.

5 Artefact and Ecofact collection and Recording

5.1 Artefact collection policy will be concerned with the provision of adequate samples for meeting the objectives of the work. All finds of 19th century and earlier date will be collected as a matter of course. All retained finds and palaeo-environmental samples will be treated in accordance with the EH guidance document *A strategy for the care and investigation of finds* (1995) Discarded artefactual materials will be described and quantified through

assignment to broad categories in the field. Analysis of finds will be undertaken, as necessary, by suitably qualified specialists. Retained finds will be cleaned, marked, catalogued and packed in materials, as appropriate, for long term storage (see 8 Archive Deposition below).

5.2 Unstratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest. Finds of 'treasure' will be reported to the Coroner in accordance with the Treasure Act (1996).

5.3 Collection and policies for structural remains and industrial residues have been set out by the Society of Museum Archaeologists (SMA, 1993). The presence of such materials within a context will be recorded even where comprehensive retention is not considered appropriate.

5.4 The representative from Archaeological Research Services Ltd will inspect and monitor the upcast spoil from the site investigations, and unstratified pottery will be retained only if it is of 19th century date, or earlier.

5.5 If significant waterlogged deposits are found, which are judged to be of palaeoenvironmental significance in relation to archaeological deposits, then contingency will be set aside to allow for retrieval and assessment of such samples.

6. Monitoring Arrangements

6.1 Leicestershire County Council will be informed of the start date of the project. Should complex archaeological features be discovered requiring detailed recording, a contingency will be required. The allocation of this contingency will be agreed with the client and Richard Clark.

6.2 ARS Ltd will liaise with Richard Clark of Leicestershire County Council at regular intervals throughout the course of the work:

Historic and Natural Environment Team
Planning Historic and Natural Environment Team
Leicestershire County Council
County Hall
Leicester Road
Glenfield
Leicestershire
LE3 8RA

7. Report

7.1 Following completion of the evaluation ARS Ltd will produce a report which will include:

- Non-technical summary
- Introductory statement
- Aims and purpose of the project

- Methodology
- A location plan showing all excavated areas and any archaeological features with respect to nearby fixed structures and roads
- Illustrations of all archaeological features with appropriately scaled hachured plans and sections.
- An objective summary statement of results
- Conclusions
- Supporting data – tabulated or in appendices
- Index to archive and details of archive location
- References
- Statement of intent regarding publication
- Confirmation of archive transfer arrangements
- A copy of the DCC brief or the approved WSI
- A copy of the OASIS form

7.2 Within the report:

- All plans will be clearly related to the national grid.
- All levels will be quoted relative to ordnance datum.

7.3 If significant archaeological remains are identified the report will include

- Detailed description and plans (at 1:50 scale) of any areas which provided significant archaeological information, all feature plans and sections (at 1:10 or 1:20 scale), select artefact illustrations, photographs and an overall site plan showing all recorded archaeological features.
- Finds quantification and assessment.
- Assessment of any palaeo-environmental samples taken.
- A summary of the extent, depth and state of preservation of archaeological deposits across the site.

7.4 Copies of the final report will be deposited with the Leicestershire County Council, and will be submitted to the Principal Planning Archaeologist within six weeks of the completion of fieldwork.

8 Archive Deposition

8.1 A digital, paper and artefactual archive, which will consist of all primary written documents, plans, sections, photographs and electronic data will be submitted to a suitable repository museum. An accession number has been requested as detailed in the brief and this will be in place for the commencement of fieldwork.

8.2 All artefacts and associated material will be cleaned, recorded, properly stored and deposited in the archive (see above).

8.3 A full set of annotated, illustrative pictures of the site, excavation, features, layers and selected artefacts will be supplied to the HER and deposited with the archive as digital images on a CD ROM along that will be attached with the report.

- 8.4 Leicestershire County Council will be notified on completion of fieldwork, with a timetable for reporting and archive deposition.
- 8.5 Written confirmation of the archive transfer arrangements, including a date (confirmed or projected) for the transfer, will be included as part of the final report.
- 8.6 An OASIS online record (<http://ads.ahds.ac.uk/project/oasis/>) has been initiated and the watching brief data will be added to this record. Key fields will be completed on Details, Location and Creators forms. All parts of the OASIS online form will be completed for submission to the HER. This will include an uploaded .pdf version of the entire report (a paper copy will also be included within the archive).
- 8.7 Leicestershire County Council will be notified of the final deposition of the archive.

9 Changes to Methodology or Work Programme

- 9.1 Changes to the approved methodology or programme of works will only be made with the prior written approval of Leicestershire County Council.

10 Publication

- 10.1 In the event of significant remains being encountered and excavated, there will be the need for a more formal publication than in the summary form. In this instance a suitable programme and timetable for publication and dissemination will be discussed and agreed upon by all stakeholders.

11 References

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