

ARCHAEOLOGICAL WATCHING
BRIEF AT
THE MASTER'S HOUSE,
ST KATHERINE'S PLACE,
LEDBURY,
HEREFORDSHIRE



© Worcestershire County Council

Worcestershire Archaeology
Worcestershire Archive and Archaeology Service
The Hive
Sawmill Walk
The Butts
Worcester
WR1 3PB

Status:
Date: 18 December 2012
Author: Michael Nicholson - mnicholson2@worcestershire.gov.uk
Illustrator: Carolyn Hunt
Project reference: P3993
Report reference: 1963
HER reference: EHE 1929

Archaeological watching brief at the Master's House, St Katherine's Place, Ledbury, Herefordshire

Michael Nicholson

Background information

<i>Client</i>	Herefordshire Council
<i>National Grid reference</i>	SO 7103 3765
<i>Historic Environment Record reference</i>	EHE 1929
<i>Planning authority</i>	Herefordshire Council
<i>Brief</i>	N/A
<i>Project design</i>	WA 2012
<i>Project parameters</i>	IfA 2008

Previous archaeological work on the site and associated sites

Three phases of archaeological investigation have been undertaken on the site, including evaluation, excavation and watching brief. The results of these previous works on site along with the historic and archaeological background to the site is presented in the Worcestershire Archaeology report (Miller 2012, 4).

Aims

The aim of the watching brief was to observe and record archaeological deposits, and to determine their extent, state of preservation, date and type, as far as reasonably possible.

Methods

General specification for fieldwork	WA 2012b
Sources consulted	HER Miller 2012 Miller and Potten 2008
Date(s) of fieldwork	14-15 November 2012
Dimensions of excavated trench observed –	Length 55m Width 0.50m Depth 0.50-0.57m

Access to or visibility of deposits

Observation of the excavated area was undertaken during and after machine excavation. The exposed sections were sufficiently clean to observe well-differentiated archaeological deposits, though any less clear may have not been identified.

Statement of confidence

Access to, and visibility of, deposits allowed a high degree of confidence that the aims of the project have been achieved.

Deposit description

Context	Type	Description	Interpretation	Depth (below ground level)
1000	Made ground	Blue/Grey gravel hardcore.	Current ground surface within construction site.	0.00 – 0.10m
1001	Made ground	Moderately compact pink gravel and sand mix.	Modern bedding material for surface (1000)	0.10m – 0.15m
1002	Made ground	Compact greyish brown silty clay with occasional charcoal flecks, rare brick/tile and concrete fragments. Cut by modern services.	Made ground. Found below (1001) & (1004)	0.15m – 0.56m+
1003	Tarmac	Modern Tarmac surface	Current car park surface.	–
1004	Made ground	Compact greyish cream gravel mix with occasional modern brick fragments	Made ground to support car park. Found below (1003)	0.10m – 0.31m
1005	Brick wall	Modern brick wall foundation, truncated by wooden post set in concrete	Modern brick wall foundation.	–
1006	Topsoil	Compact brown silty loam. Heavily disturbed by rooting. No other inclusions seen.	Topsoil, part of flower bed.	–
1007	Subsoil	Compact dark brown silty clay. Found below (1006)	Subsoil below (1007)	0.23m-0.50m+

Discussion

The watching brief focused on groundworks within the Master's House courtyard, the surrounding car park and an adjacent flower bed to the north (Fig 2). The trench revealed a modern ground surface of gravel hardcore (1000) located within the courtyard and tarmac (1003) across the car park, above layers of modern made ground (1001 and 1004) of up to 0.31m in depth, overlying a compact clay deposit (1002), dated as late 18th century or early 19th century. All finds were determined on site to be of later post-medieval/modern date and were not retained.

Conclusions

No significant archaeological features, structures or artefacts were identified during the works. The land appears to have been truncated to a depth of approximately 0.31m. The results of the watching brief correspond with previous archaeological works as similar evidence was found within the west wing of the Master's House, a 19th century addition to the core of the building (Miller 2012, 4-5), and again further to the south of the Master's House (Miller and Potten 2008). Both projects found evidence for extensive 18th-19th century landscaping and the creation of a formal garden around the Master's House as indicated by context (1002), a compact brown clay with brick/tile and concrete inclusions which is similar in character and date to made ground found within the west wing.

Publication summary

Worcestershire Archaeology has a professional obligation to publish the results of archaeological projects within a reasonable period of time. To this end, Worcestershire Archaeology intends to use this summary as the basis for publication through local or regional journals. The client is requested to consider the content of this section as being acceptable for such publication.

An archaeological watching brief was undertaken on behalf of Herefordshire Council at the Master's House, St Katherine's Place, Ledbury, Herefordshire (NGR SO 7103 3765); HER ref EHE 1929). A single service trench was excavated. This revealed between 0.15-0.31m of modern made

ground truncating a late 18th century or early 19th century deposit of mixed material. No significant archaeological features were observed nor finds recovered.

Acknowledgements

The Service would like to thank Edmund Mandrell (Speller Metcalf), Phillip Hugget and Julian Cotton (Herefordshire Council) for their kind assistance in the successful conclusion of this project.

Bibliography

IfA 2008 *Standard and guidance for an archaeological watching brief*, Institute for Archaeologists

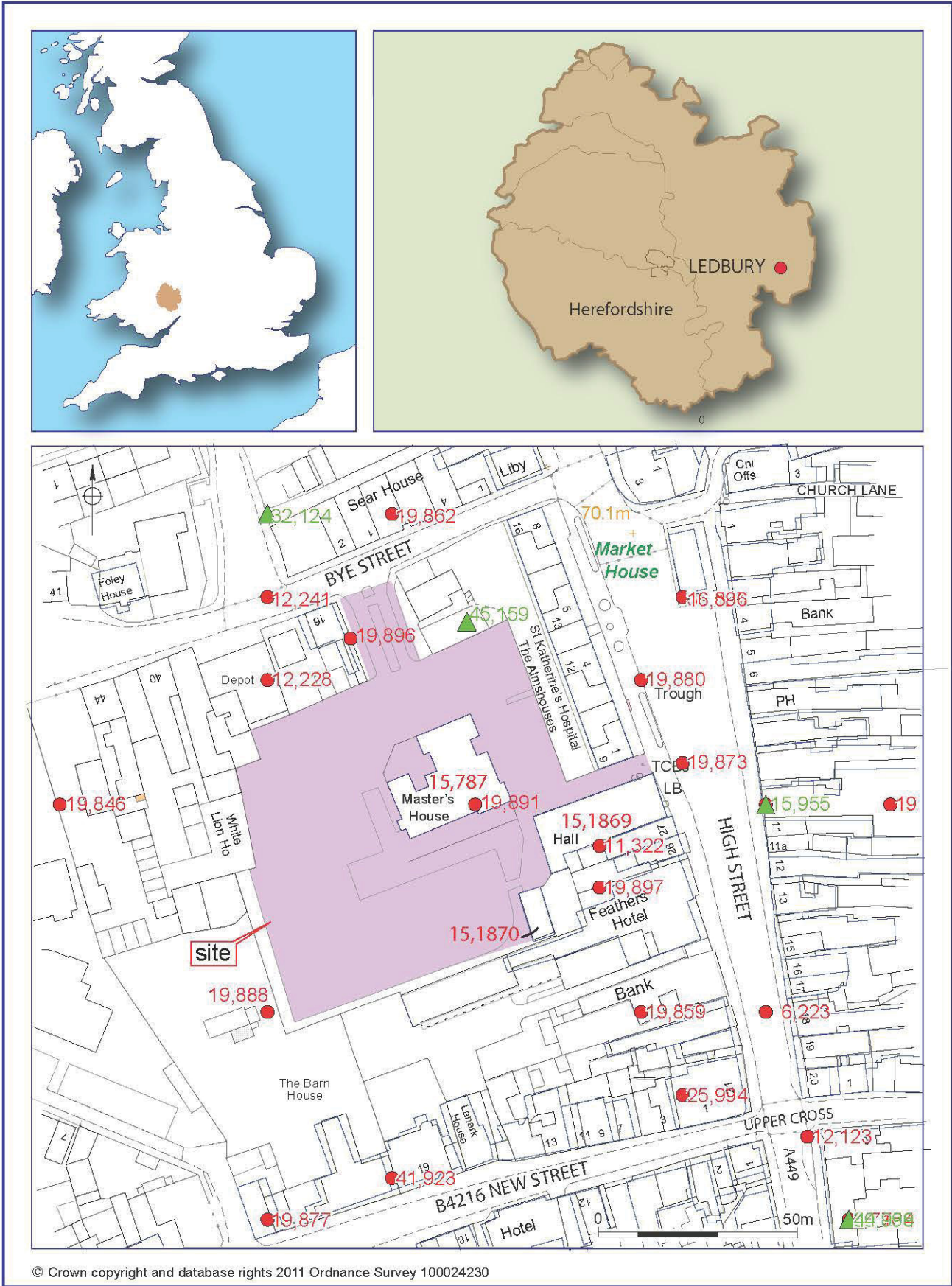
Miller, D, 2012 *Archaeological watching brief at the Master's House, Ledbury*, Historic Environment and Archaeology Service, Worcestershire County Council, report 1898, dated 6 March 2012

Miller, D and Potten, S, 2008 *Archaeological evaluation at St Katharine's Precinct, Ledbury, Herefordshire*, Historic Environment and Archaeology Service, Worcestershire County Council, report 1630, HSM 48626, dated 27 June 2008

WA 2012a *Manual of Service Practice, Recording Manual*, Worcestershire Archaeology, Worcestershire County Council, report 1842

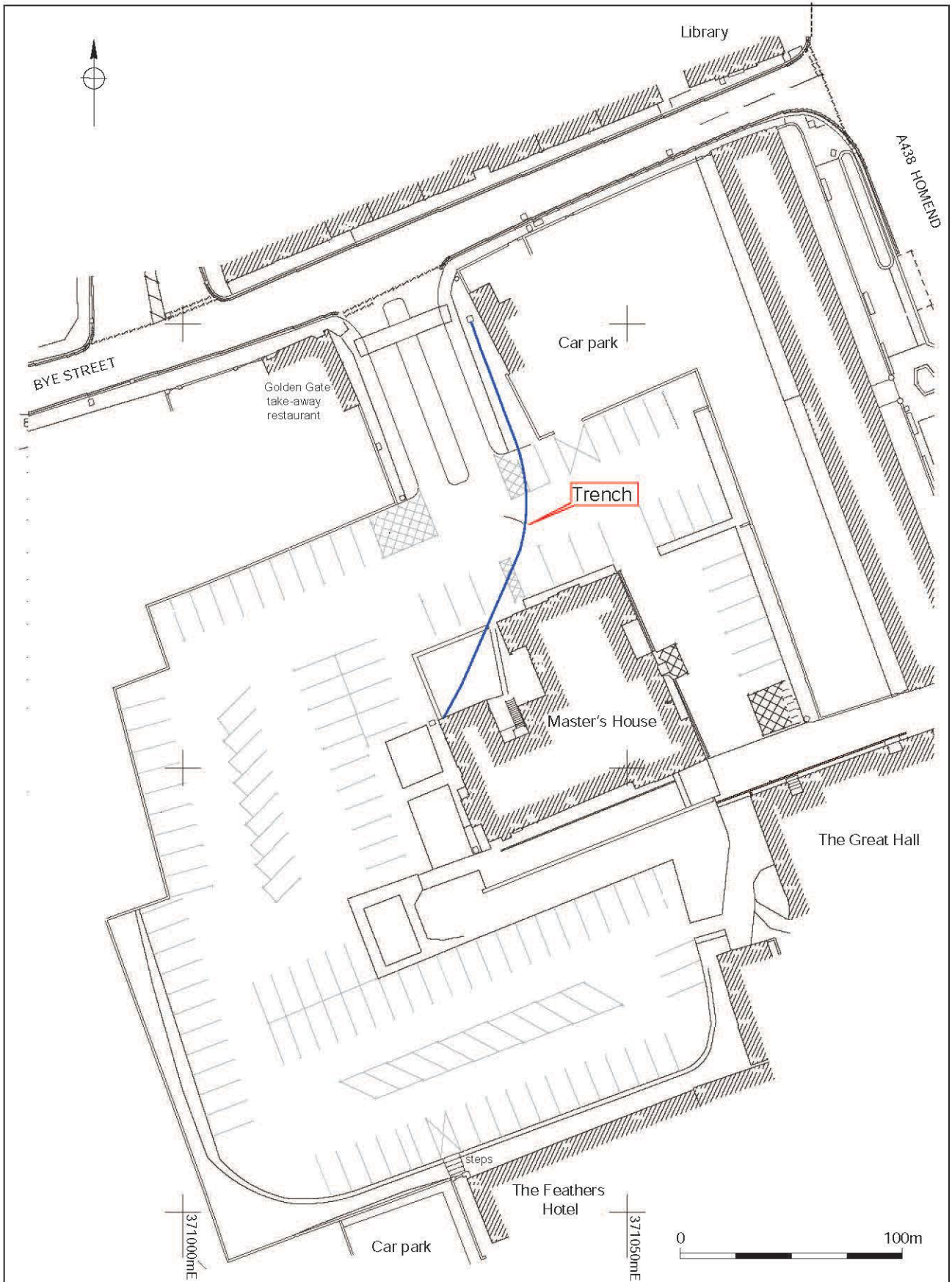
WA 2012b *Proposal for an archaeological watching brief at The Master's House, Ledbury Herefordshire*, Worcestershire County Council, unpublished document, dated 29 October 2012, P3993

Figures



Location of site and sites in the vicinity

Figure 1



Trench location (based upon Amey Drg No. 378128/E/800)

Figure 2

Plates



Plate 1 Trench 1 through the courtyard from the north



Plate 2 North-west facing section of Trench 1 through the courtyard



Plate 3 Trench 1 through the car park from the north



Plate 4 West facing section of Trench 1 through the car park



Plate 5 Trench 1 through the flower bed from the south



Plate 6 West facing section of Trench 1 through flower bed

Appendix 2 Technical information

The archive (site code: EHE 1929)

The archive consists of:

- 1 Field progress reports AS2
- 1 Photographic records AS3
- 26 Digital photographs
- 1 Trench record sheets AS41
- 1 Copy of this report (bound hard copy)

The project archive is intended to be placed at:

Hereford City Museum and Art Galley
Broad Street
Hereford
HR4 9RU

Tel. Hereford (01432) 268121 extension 207/223

Herefordshire Historic Environment Record

Report Name and Title	Archaeological watching brief at the Master's House, St Katherine's Place, Ledbury, Herefordshire	
Contractors Name and Address	Worcestershire Archaeology Worcestershire Archive and Archaeology Service The Hive, Sawmill Walk, The Butts, Worcester, WR1 3PB	
Site Name	Master's House, St Katherine's Place, Ledbury, Herefordshire	
Grid Reference (8 fig)	SO 7103 3765	Planning Application Number
SMR number/s of site	EHE 1929	
Date of Field Work	14-15 November 2012	
Date of Report	26 December 2012	
	NUMBER AND TYPE OF FINDS – no finds retained	
Pottery	Period n/a	Number of sherds
Other	Period n/a	Quantity
	NUMBER AND TYPE OF SAMPLES COLLECTED none	
Sieving for charred plant remains	No of Features sampled – n/a No of buckets - n/a	
C14/scientific dates	No and Type – n/a Result – n/a	
Pollen	No of Columns/spot samples – n/a Name of pollen specialist – n/a	
Bone	Number of buckets sieved for bone <i>Quantity Recovered</i> n/a	<i>Period</i>
Insect	No of Columns/spot samples – n/a Name of pollen specialist – n/a	
Other	Type and specialist n/a	
Summary of the report	A single service trench was excavated. This revealed between 0.15-0.31m of modern made ground truncating a late 18th century or early 19th century deposit of mixed material. No significant archaeological features were observed nor finds recovered.	

**Written Scheme of Investigation
for an archaeological watching
brief at
The Master's House,
Ledbury, Herefordshire**

Project reference: P3993

Date: 29 October 2012

Status:

Contact: Simon Woodiwiss swoodiwiss@worcestershire.gov.uk, 01905 765508

Worcestershire Archaeology,
Archive and Archaeology Service,
Worcestershire County Council,
The Hive,
Sawmill Walk,
The Butts,
Worcester, WR1 3PB



Contents

1	Project specific design	1
1.1	Background	1
1.2	Aims and objectives	1
1.3	Methods	1
1.4	Personnel	2
1.5	Programme	2
2	Standard project design	4
2.1	Quality	4
2.2	Standard methods	4
2.3	Health and safety	5
2.4	Conditions	6
2.4.1	General	6
2.4.2	Responsibilities of the Client	6
2.4.3	Agreement	6
2.4.4	Insurance	7
2.4.5	Ownership	7
2.4.6	Copyright	7
2.4.7	Exclusions	7

As a Registered Organisation of the Institute for Archaeologists we deliver a quality service to our clients, users and partners. We have a commitment to providing clients with projects to a high standard and which are on time and within budget. Through information and education we provide the present and future communities of Worcestershire with a well managed archaeological heritage. With our partners, we will initiate ideas and seek their implementation in areas such as research.

Written Scheme of Investigation for an archaeological watching brief at The Master's House, Ledbury, Herefordshire

1 Project specific design

1.1 Background

Worcestershire Archaeology (WA) has been requested to prepare a proposal for a watching brief on an archaeological site.

The proposal has been requested by Edmund Mandrell of Speller Metcalf on behalf of Herefordshire Council (the Client). No brief has been issued but this proposal aims to conform to the generality of briefs (the Brief) prepared by Herefordshire Archaeology (the Curator) who advise Herefordshire Council on archaeological matters. The proposal is in relation to the excavation of a telecommunications service trench.

The archaeological background to the site (National Grid reference SO 7103 3765) is given in Miller, D, 2012 *Archaeological watching brief at the Master's House, Ledbury*, Historic Environment and Archaeology Service, Worcestershire County Council, report 1898. The Client should be aware that buried archaeological evidence can be very variable, and that this proposal, cannot always accurately specify what may exist on this particular site.

1.2 Aims and objectives

The aims and scope of the project are.

- To record, within the resources available, any deposits or items of archaeological interest identified during the excavation of a telecommunications service trench.

1.3 Methods

Stage 1 Fieldwork

The project will conform to the Brief and to the Institute for Archaeologists' *Standard and guidance for an archaeological watching brief* (2008b) / *Standards for archaeological projects in Herefordshire: issue 1* (Herefordshire Archaeology, dated 27 August 2004).

Prior to fieldwork commencing existing information on the site will be collected. Relevant sources are those cited in the report indicated above.

Observation and recording of archaeological deposits will be restricted to areas of ground disturbance associated with construction (ground breaking and preparation, foundations, services etc) following the progress of the construction team.

Professional standards and Service methodologies are detailed in Section 2.

Stage 2 Report

Following completion of fieldwork, a report will be prepared for submission to the Client and Curator as specified in Section 2.

No contingency has been allowed in this proposal but should unexpectedly complex deposits or where specialist work is required for finds or environmental material a variation will be negotiated with the Client.

1.4 Personnel

The Project Manager will be the first point of contact in all matters relating to the project.

- The Project Manager for this project will be notified to the client on acceptance of this proposal.
- The Project Leader for this project will be notified to the client on acceptance of this proposal.

All staff will be appropriately qualified and with an established record of expertise. Profiles of key members of the team will be made available to the Client and Curator on request. The team will comprise the following, as required.

- | | |
|---------------------------------------|--|
| • Project Manager | Responsible for the project. |
| • Project Leader | Direct fieldwork and prepare report. |
| • Field Archaeologists | Undertake fieldwork and associated tasks. |
| • Specialist coordination and support | Finds and environmental assessment and illustration. |

In-house specialist support may be provided in a number of broad areas common to this type of project.

- Artefacts - Derek Hurst, Laura Griffin, Jane Evans, Dennis Williams.
- Environmental archaeology - Elizabeth Pearson and Alan Clapham (plant macrofossils, wood and charcoal), Nick Daffern (pollen), Andrew Mann (molluscs).

In-house specialist support is also available in further more specialised areas (details will be supplied on request).

WA has worked previously with a range of specialists in other fields (details will be supplied on request).

1.5 Programme

WA will meet externally imposed deadlines wherever possible. Please inform WA of specific commencement dates and date requirements for submission of the report.

The table below is for the purposes of demonstrating that an adequate level of resources has been committed to the project and variation may occur due to staff availability and the nature of the archaeological site. Any such variation will not compromise the quality or standard of the project.

Periods for report production are dependent on the quantity and complexity of information retrieved and cannot be quantified at present. Provision equivalent to 180% of fieldwork (Stage 1) costs has been allowed for report production (Stage 2). By way of

illustration the resources identified for the report would allow for 2 person days (including specialist contributions). The proposal assumes one person day in the field.

Programme	Stage name Stage number	Fieldwork Stage 1	Report Stage 2
Staff			
Project Manager	Person days		
Project Leader	Person days	1	1
Field Archaeologists	Person days		
Illustrator	Person days		1

2 Standard project design

2.1 Quality

WA is part of Worcestershire County Council and is subject to the Council's policies, safeguards, practices and audit procedures.

WA is registered as an archaeological organisation with the Institute for Archaeologists, and as such is bound to the IfA's *Code of Conduct*, standards and guidelines.

The following are relevant to this project:

- *Code of approved practice for the regulation of contractual arrangements in field archaeology*, Institute for Archaeologists (2008a);
- *Standard and guidance for an archaeological watching brief*, Institute for Archaeologists (2008b); and
- *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*, Institute for Archaeologists (no date).

The project and any recommendations will conform to government policy on the historic environment contained in the *National Planning Policy Framework* (DCLG 2012) and relevant guidance in *Planning for the Historic Environment: Historic Environment Planning Practice Guide* (DCLG/DCMS/EH 2010).

2.2 Standard methods

The project will follow the procedures of the *Manual of service practice: recording manual*, 2012 as amended, Worcestershire Archive and Archaeology Service, Worcestershire County Council internal report, 1842.

Stage 1 Fieldwork

The Historic Environment Record (HER) will be consulted before fieldwork starts, with the aim of refining the project strategy as presented in this proposal.

The Curator may be invited to monitor fieldwork, and WA will normally arrange visits. Any requirements of the Curator must be notified to WA before fieldwork commences.

Stage 2 Reporting

The results of all fieldwork will be presented as a report in WA's internal report series.

The report will contain:

- a non-technical summary;
- background;
- aims;
- methods;
- location and size of archive; and
- discuss results.

The report will also include the following information.

- Location of the site. Given as a six figure national grid reference and marked on a plan at either 1:10,000 or 1:2500.
- Designation status (Listed Building, Scheduled Ancient Monument, Registered battlefield, park or garden, or wreck, Conservation Area) and reference.
- Date(s) of recording and name of recorder.

Each photographic print will be labelled with the HER reference number, orientation, date taken, and reference of negative. A digital SLR camera will normally be used, set at a minimum of 7 megapixels.

WA will normally supply three copies of the report to the Client (or agent if they are coordinating the project on the Client's behalf). One of these copies may be forwarded to the Curator. A reasonable number of extra reports will be supplied to the Client on request. Where requested WA will forward a copy directly to the Curator (in the interests of speed).

WA has a professional obligation to make archaeological information available within a reasonable period (outside of any period of confidentiality reasonably required by the Client). The report will be submitted to the HER with a short summary to be published in one or more regional journals (eg West Midlands Archaeology, Transactions of the Worcestershire Archaeological Society) where appropriate. The report will be submitted to the HER within three months of completion of the fieldwork, unless WA is notified to the contrary. Where requested by the Curator, WA will register the report with OASIS.

The record archive will be offered to an appropriate museum and security copies kept by WA (or other appropriate arrangement).

2.3 Health and safety

The current (available through the County Council's intranet) conditions and requirements of the County Council's health and safety policies and procedures cover WA.

- *Health and Safety, corporate health and safety policy.*

The County Council also produces a comprehensive range of supplementary guidance.

WA is an accredited organisation with *The Contractors Health and Safety Assessment Scheme*, including for working as the Principal Contractor.

WA has issued *Manual of service practice: safe working practice* (2012 as amended, internal report, 581) which are guidelines drawn from its risk assessments of common situations. In addition provision has been made within the guidelines for assessing further risks which may be encountered during the project. All these documents may be viewed at WA's offices, and may be copied to the Client and Curator on request.

The Client must notify WA if asbestos is known to be present on the site. All staff will be made aware of the dangers of asbestos and all access to potential areas of risk will be carried out inline with The Control of Asbestos Regulations 2006 (Statutory Instrument 2006 No. 2739). The presence of asbestos may prevent access to part, or the whole, of the site.

The Client must notify WA of any hazards within the archaeological site before the project commences. These include unsafe parts of any structure (eg unstable walls, rotten floors), the presence of other contractors, hidden voids and contaminated ground or materials.

Where the project falls within the Construction (Design and Management) Regulations 1994 WA will act in the role of Contractor for the purposes of the regulations. The Client must provide WA with the following.

- The name of the Planning Supervisor.
- The name of the Principal Contractor.
- The relevant contents of the Safety Plan.
- Service staff will follow any proper instruction given by the Principal Contractor for the purposes of health and safety when on site.
- Protective clothing will consist of hard hat, protective boots, and high visibility jacket.
- WA will maintain hazard fencing around areas in which it is undertaking detailed recording and where this may be a hazard to others working on the site.
- All staff will be appropriately certified in the use of any equipment used during the project. Any equipment or plant (including scaffolding) provided by the Client will be inspected before use by Service staff.

2.4 Conditions

2.4.1 General

In undertaking an archaeological project Worcestershire County Council's support (or otherwise) cannot be assumed or expected for any development proposal unless specifically indicated.

Worcestershire County Council will not have, or obtain any tenancy, or other estate, or interest in the archaeological site other than the access granted for the purposes of the archaeological project.

2.4.2 Responsibilities of the Client

The Client will be responsible for obtaining all necessary permissions for undertaking the project. Of particular importance may be any consents for sites scheduled (or areas of archaeological importance) under the *Ancient Monuments and Archaeological Areas Act 1979*, or any other designated heritage assets (Listed Building, Scheduled Ancient Monument, Registered battlefield, park or garden, or wreck, Conservation Area).

Access to the site is the responsibility of the Client. Permissions for access must be arranged by the Client, with the landowner and tenant, as appropriate.

The Client should notify WA of their site representative (if any) to whom WA will report when on site. Where the Client has a site representative WA will not give any instruction directly to the Construction Team, but will direct any requests through the Client's site representative. Where there is no site representative WA will liaise directly with the Construction Team. Any recording will be undertaken where possible and as directed by the Client's site representative (if any).

2.4.3 Agreement

The project will only be undertaken when supported by a written agreement between Worcestershire County Council, the Client and/or the landowner (as appropriate). Forms of agreement or a draft agreement are enclosed with this proposal.

2.4.4 Insurance

WA is covered by public and employer's liability insurance (with a limit of £40 million), and professional indemnity insurance (with a limit of £5 million). Insurance is with Chartis Europe Ltd (Policy Number 21005095 for public and employers liability and 3413913 for professional indemnity, expires 29 September 2013).

2.4.5 Ownership

All artefacts, except articles defined as treasure under the Treasure Act 1996 (or other legal requirements), discovered in the course of the archaeological project shall be the property of the Client (or landowner if not the Client). WA will encourage the Client to donate any artefacts to an appropriate museum where they may be curated and made available for research and education. WA will approach the Client after completion of the project with regard to the deposition of artefacts.

2.4.6 Copyright

WAS will retain full copyright of the report under the *Copyrights, Designs and Patents Act 1988* with all rights reserved; excepting that it shall provide an exclusive licence to the Client in all matters directly relating to the project as described in this proposal. This licence will only become effective on payment of any invoices issued to the Client by Worcestershire County Council.

2.4.7 Exclusions

Buried archaeological evidence cannot always be accurately quantified prior to fieldwork, and WA considers that the following circumstances cannot be reasonably predicted and are excluded from the cost given below. Where the project cost or programme may be exceeded due to the following circumstances WA will seek a variation (in writing) in order to complete the project and conform to the Brief. Wherever possible WA will seek to avoid additional cost or exceeding the programme, in negotiation with the Curator, by revision of the project design. The rates at which any additional costs may be applied are indicated below.

The following circumstances are unlikely to occur, but WA would be happy to discuss the risk of the exclusions being relevant to this particular project with the Client.

- Further works or alterations not specified in the Brief or the proposal but required by the Client or Curator.
- Deposits of date and nature, which are significantly different to that indicated in the Brief. Unexpected discoveries can be made which have an impact on the amount of work required to record and analyse them. For instance complex or waterlogged deposits may not be expected, but can exist in certain circumstances.
- Unexpectedly Inaccessible deposits requiring the use of shoring to allow access for archaeological excavation, unless specified in the brief.
- The presence of hardstanding or reinforced concrete requiring the use of a breaker or floor saw, etc; unless clearly identified prior to preparation of this proposal.
- Exceptional specialist recording, analyses and processing, unless specified in the Brief (for instance conservation of fragile objects, radiocarbon dating).

- Excavation and recording of human remains, unless specified in the Brief.
- Requirements resulting from legal obligations, unless specified in the Brief, or may reasonably have been foreseen. WA will comply with all laws applicable to its activities, but some may only become applicable as new information about the site emerges.
- Exceptionally poor weather, delays in correspondence with third parties, breakdowns, vandalism and other damage to equipment or the archaeological site, which may impede the programme.
- Provision of pumping equipment or permits required for removal of water from the site.
- Working underneath or adjacent to overhead electricity cables or pylons which require the erection of goal posts, safe working corridors and access; unless clearly identified prior to preparation of this proposal.
- Working outside of standard hours (indicated below).
- Reinstatement for any areas subject to archaeological investigation.
- Claims for agricultural or commercial compensation caused by loss of business due to the project. These claims must be resolved by the Client and landowner and/or tenant as appropriate.
- Site security fencing. It is assumed that the Client will ensure that the site will be made safe from unauthorised access prior to commencement of the fieldwork; unless clearly identified prior to preparation of this proposal.
- Whereas WA will undertake all necessary precautions to protect staff, it cannot accept claims for damage to services within or outside of the site; unless the Client supplies sufficient information to allow WA to locate these services.
- Unavailable areas of the site. It is assumed that the client will ensure that all trenches may be undertaken in one phase of fieldwork; unless clearly identified prior to preparation of this proposal.

Planning and HER fees, other than those specified below. Please note that fees are now attributable to advice relating to the historic environment and planning.