

Archaeological watching brief at Shire Hall, St Peter's Square, Hereford



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

Status:

Date: 29 November 2013

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Contributors:

Illustrator: Carolyn Hunt

Project reference: P4204

Report reference: 2072

HER reference: EHE 2174

Archaeological watching brief at Shire Hall, St Peter's Square, Hereford

Graham Arnold

Background information

<i>Client</i>	Herefordshire Council
<i>National Grid reference</i>	NGR SO 5125 3999
<i>Historic Environment Record reference</i>	EHE 2174
<i>Project design</i>	WA 2013
<i>Project parameters</i>	IfA 2012, HA 2004

Previous archaeological work on the site and site background

There has been no previous archaeological work undertaken on site. The existing Shire Hall (SMR ref. 20239) is a Grade II* listed building (372484). It was built in 1819 by Sir Robert Smirke, on the site of the old Gaol House, of quartz coloured sandstone with some parts in deep orange brick. It lies within the Hereford City Area of Archaeological Importance and Conservation Area.

Aims

The aims and scope of the project are to identify archaeological remains within the area disturbed during the works.

Methods

General specification for fieldwork

WA 2013

Sources consulted

Herefordshire HER

Date(s) of fieldwork

11 November 2013

Dimensions of excavated areas observed (Figure 2)

Trial Hole 1	length 0.40m
	width 0.30m
	depth 0.40m
Trial Hole 2	length 0.70m
	width 0.60m
	depth 0.80m
Trial Hole 3	length 0.50m
	width 0.50m
	depth 0.60m

Access to or visibility of deposits

Observation of the excavated areas was undertaken during and after hand excavation. The exposed surfaces were sufficiently clean to observe well-differentiated archaeological deposits.

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

A full description of the deposits recorded is given in Appendix 1.

Discussion

The exploratory trial holes only covered a small area. Two were excavated on the ground floor and one in the basement close to the location of the proposed lift shaft (Figure 2).

Trial Hole 1 was in the footprint of proposed lift shaft and consisted of a flagstone floor (100) with brick packing underneath (101) and a compact fill of broken sandstone (102) backfilling the cellar (Plates 1 and 2).

Trial Hole 2 was located in the library room which had wooden floorboards and joists (200) with a loose mixed sand and stone fill beneath and cast iron pipes (201; Plates 3 and 4). The brick cellar wall (202) was located beneath the ground level walls (Plate 5).

Trial Hole 3 took place in the cellar close to the location of the lift pit and revealed a mixed made ground (301) underlying the existing brick floor surface (300), with the natural sand and gravel (303) 0.40m below the cellar floor level (Plates 6-8).

No finds were recovered during the fieldwork. Bricks were dated on site and not retained.

Conclusions

No significant archaeological deposits, layers or structures were uncovered during the works. The building has cellars that are still in use and natural sands and gravels were found 0.40m underneath the existing brick floor surface in the cellar.

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 Shire Hall, St Peter's Square, Hereford (NGR SO 5125 3999; HER ref EHE 2174). Three exploratory trial holes were excavated in advance of installation of a lift pit. No significant archaeological finds, features or deposits were encountered. The natural sand and gravels were found at 0.40m below the floor surface of the cellar.

Acknowledgements

Worcestershire Archaeology would like to thank the following for their kind assistance in the successful conclusion of this project, Philip Huggett, (Herefordshire Council), Talaat Ramadan, (Amey) and Julian Cotton (Herefordshire Council Archaeological Advisor).

Bibliography

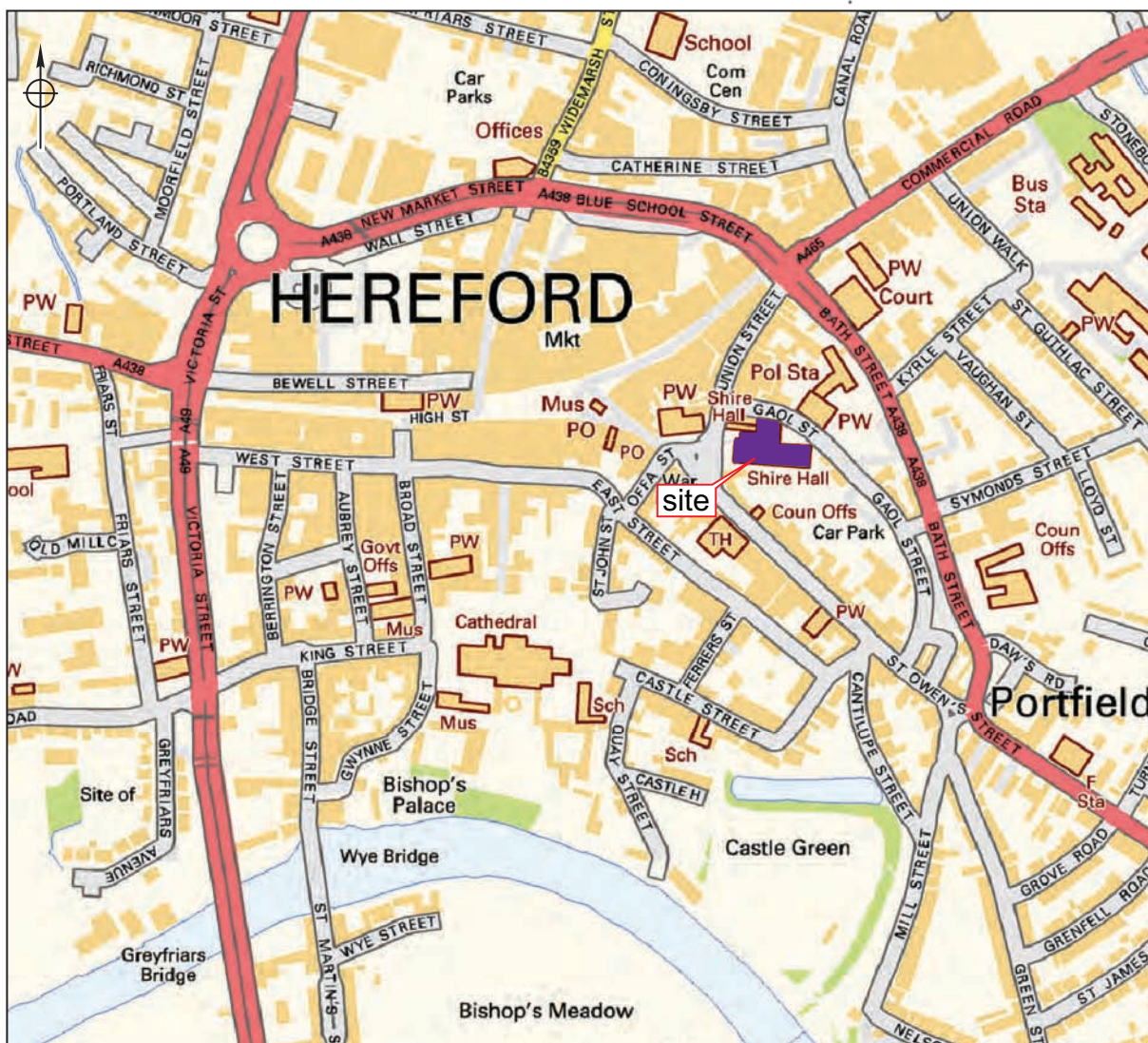
HA 2004 *Standards for archaeological projects in Herefordshire: issue 1*, Herefordshire Archaeology, Herefordshire Council Planning Services, document dated 27 August 2004

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

WA 2012 *Manual of service practice, recording manual*, Worcestershire Archaeology, Worcestershire County Council, report **1842**

WA 2013 *Proposal for an archaeological watching brief at the Shire Hall, St Peter' Square, Hereford*, Worcestershire County Council, unpublished document dated 18 October 2013, **P4204**

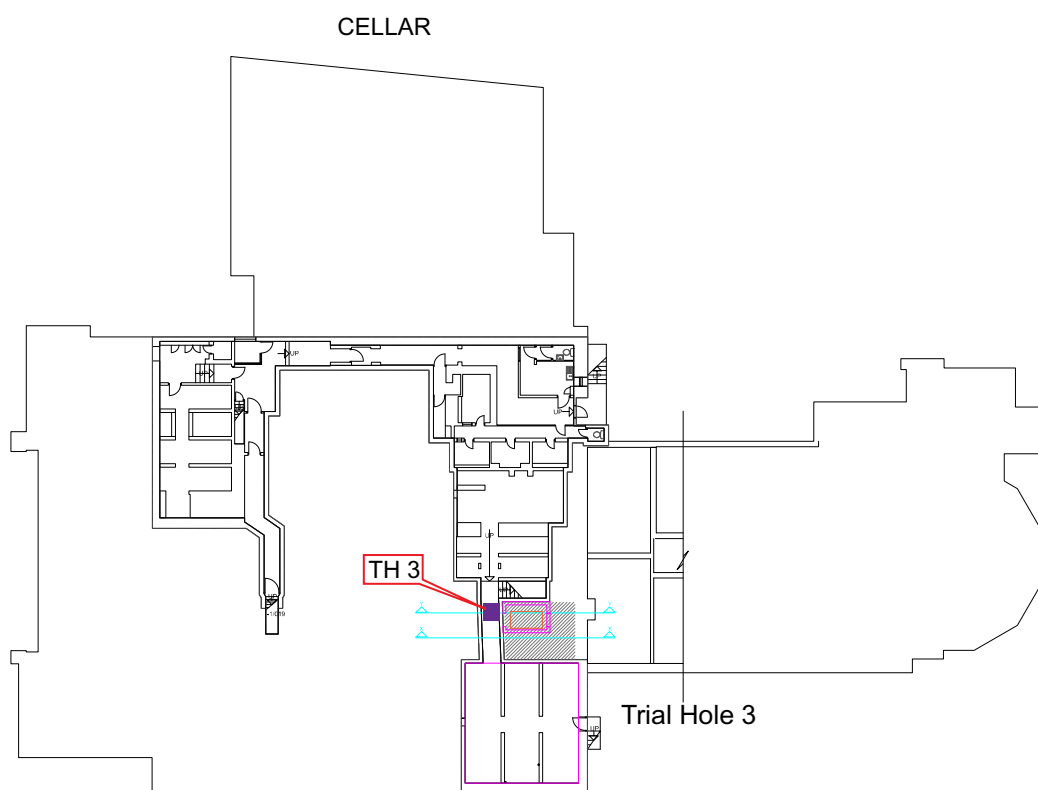
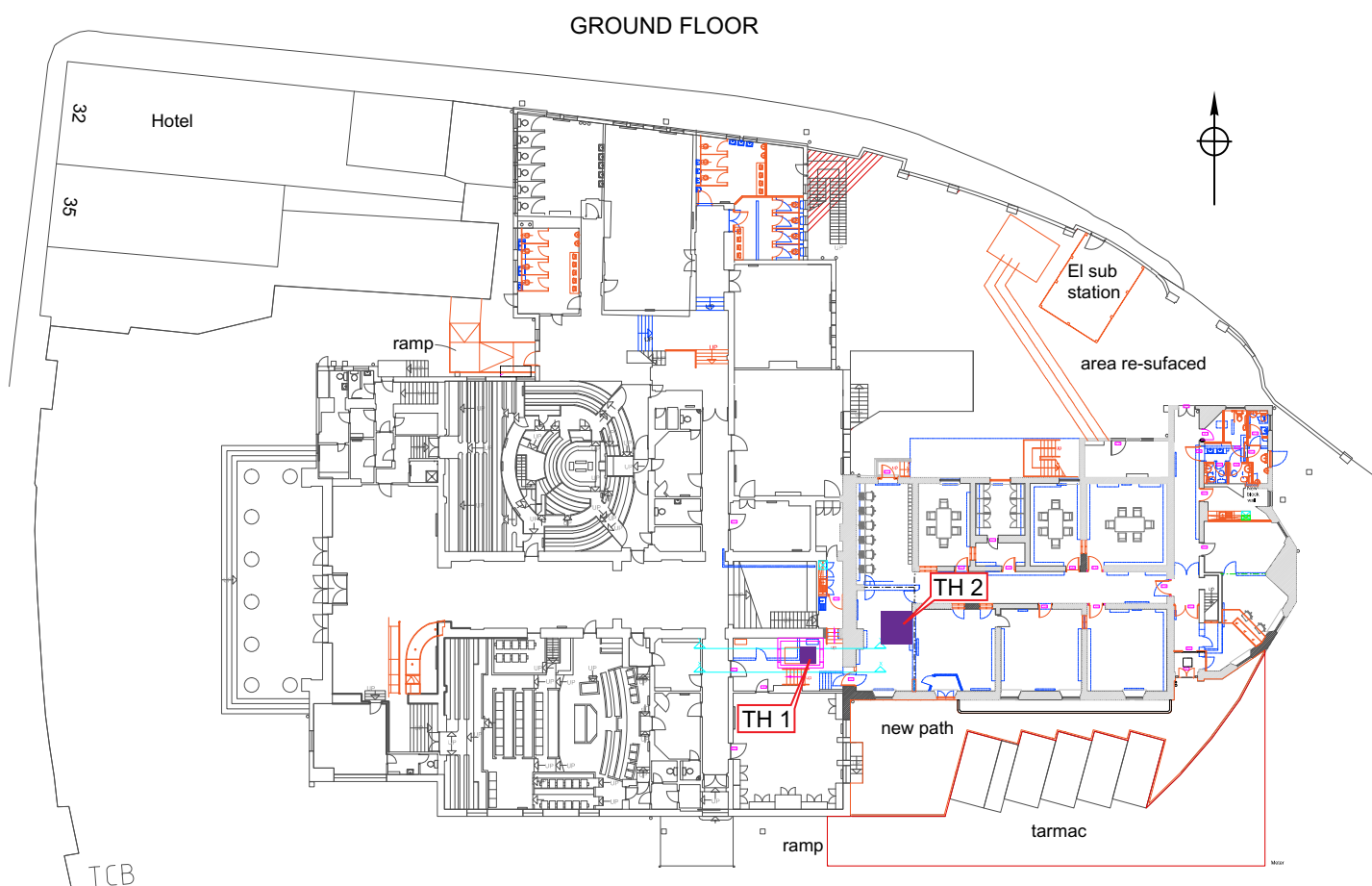
Figures



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Location of the site

Figure 1



Location of Trial Holes

Figure 2

Plates



Plate 1 Trial Hole 1 location, view north



Plate 2 Trial Hole 1 after excavation, view north



Plate 3 Trial Hole 2 location. view north-east



Plate 4 Trial Hole 2 floorboards removed, view north-east



Plate 5 Trial Hole 2 after excavation showing red brick cellar wall, view east



Plate 6 Trial Hole 3 with brick floor surface removed, view south



Plate 7 Trial Hole 3 after excavation, view north



Plate 8 Trial Hole 3 location after excavation, view south

Appendix 1 Trench descriptions

Trial Hole 1

Site area: Ground floor corridor

Maximum dimensions: Length: 0.40m Width: 0.30m Depth: 0.40m

Orientation: north to south

Main deposit description

Context	Classification	Description	Depth below ground surface (b.g.s) – top and bottom of deposits
100	Flagstone	Flagstone floor	0 - 0.05m
101	Brick base	Single course of bricks supporting flagstone floor. Bricks measured 240mm x 140mm x 80mm.	0.05 – 0.13m
102	Cellar Fill	Compact broken sandstone rubble backfill of cellar. Excavation stopped at 0.40m	0.13 – 0.40m +

Trial Hole 2

Site area: Ground Floor Library Room

Maximum dimensions: Length: 0.70m Width: 0.60m Depth: 0.80m

Orientation: north to south

Main deposit description

Context	Classification	Description	Depth below ground surface (b.g.s) – top and bottom of deposits
200	Floorboards and wooden Joists	Existing wooden floorboards of ground floor above cellaring.	0 - 0.30m
201	Fill and service pipes	Loose dark grey brown sandy silt and brick rubble. Cast Iron services pipes and loose bricks supporting joists.	0.30 – 0.80m
202	wall	Foundations of standing wall and cellar wall below. Standing wall.	0 – 0.80m

Trench 3

Site area: Cellar

Maximum dimensions: Length: 0.50m Width: 0.50m Depth: 0.60m

Orientation: square

Main deposit description

Context	Classification	Description	Depth below ground surface (b.g.s) – top and bottom of deposits
300	Brick floor	Existing stretcher pattern brick floor surface. Bricks measure 240mm x 130mm x 80mm. Sand bond between bricks.	0 – 0.08m
301	Made ground	Dark reddish grey brown silty sand with moderate gravels, occasional brick fragments and charcoal flecking. Bedding layer for brick floor of cellar.	0.08m – 0.40m
302	Natural	Compact reddish orange sands and gravels, with frequent rounded gravels.	0.40 – 0.60m +

Appendix 2 Technical information

The archive (site code: EHE 2174)

The archive consists of:

- | | |
|----|---------------------------------------|
| 1 | Field progress reports AS2 |
| 1 | Photographic records AS3 |
| 28 | Digital photographs |
| 1 | Scale drawings |
| 3 | Trench record sheets AS41 |
| 1 | Computer disk |
| 1 | Copy of this report (bound hard copy) |

The project archive is intended to be placed at:

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

Tel. Hereford (01432) 268121 extension 207/334

Appendix 3 Written Scheme of Investigation

**Written Scheme of Investigation
for an archaeological watching
brief at
Shirehall,
St Peter's Square,
Hereford**

Project reference: P4204

Date: 18 October 2013

Status:

Contact: Tom Vaughan, tvaughan@worcestershire.gov.uk,
or Tom Rogers, trogers@worcestershire.gov.uk, 01905 765908

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



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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 Shirehall, St Peter's Square, Hereford

1 Project specific design

1.1 Background

Worcestershire Archaeology (WA) has been requested to prepare a proposal for a watching brief at Shirehall, St Peter's Square, Hereford (NGR SO 5125 3999).

The proposal has been requested by Herefordshire Council (the Client), in advance of exploratory groundworks associated with the construction of a lift pit. The works are considered to have the potential to affect heritage assets of archaeological interest (SMR ref. 20239).

1.2 Aims and objectives

The aims and scope of the project are to identify archaeological remains within the area disturbed during the works.

1.3 Methods

Stage 1 Fieldwork

The project will conform to a standard Herefordshire Archaeology Brief and to the *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.

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.

The Client should note that time should be allowed for recording of any significant deposits which may be revealed. During this time, unencumbered access for archaeological investigation and recording must be allowed. Every effort will be made to avoid interruption to the progress of the Construction Team; however, in some circumstances this may be unavoidable in order to fulfil the requirements of the Brief. The Client is advised to ensure that the Construction Team is aware and has allowed for this possibility (for instance in tender documentation).

Professional standards and WA 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.

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 Tom Vaughan (a profile is appended).

- The Project Leader for this project will be Graham Arnold (a profile is appended).

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 202.2% 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 ten hours (including specialist contributions).

Programme	Fieldwork Stage 1	Report Stage 2
Project Manager Project Leader Field Archaeologists Specialists	4 hours	4 hours 6 hours

2 Standard project design

Unless specified above the following will be undertaken.

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.

Photographic recording will include digital images, at a minimum of 7 megapixels, taken with a digital SLR.

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
- discussion of the 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 Transactions of the Woolhope Naturalists Field Club) 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.
- WA 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 WA 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 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 (i.e. fieldwork over half a day in duration).
- 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.

Appendix 4 Herefordshire Historic Environment Record

Report Name and Title	Archaeological watching brief at Shire Hall, St Peter's Square, Hereford	
Contractors Name and Address	Worcestershire Archaeology Archive and Archaeology Service The Hive, Sawmill Walk, The Butts, Worcester, WR1 3PB	
Site Name	Shire Hall, St Peter's Square, Hereford	
Grid Reference (8 fig)	SO 5125 3999	Planning Application Number n/a
SMR number/s of site	EHE 2174	
Date of Field Work	11 November 2013	
Date of Report	29 November 2013	
	NUMBER AND TYPE OF FINDS	
	none	
Pottery	Period none	Number of sherds
Other	Period none	Quantity
	NUMBER AND TYPE OF SAMPLES COLLECTED	
	none	
Sieving for charred plant remains	No of Features sampled No of buckets	
C14/scientific dates	No and Type Result	
Pollen	No of Columns/spot samples Name of pollen specialist	
Bone	Number of buckets sieved for bone <i>Quantity Recovered</i> <i>Period</i>	
Insect	No of Columns/spot samples Name of pollen specialist	
Other	Type and specialist	
Summary of the report	An archaeological watching brief was undertaken on behalf of Herefordshire Council at Shire Hall, St Peter's Square, Hereford (NGR SO 5125 3999; HER ref EHE 2174). Three exploratory trial holes were excavated in advance of installation of a lift pit. No significant archaeological finds, features or deposits were encountered. The natural sand and gravels were found at 0.40m below the floor surface of the cellar.	