

Archaeological watching brief at 2, Church House, Ledbury, Herefordshire



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Worcestershire Archaeology
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Archaeological watching brief at 2, Church House, Ledbury, Herefordshire

Tim Cornah

Background information

<i>Client</i>	Chris Noël
<i>National Grid reference</i>	SO 71182 37701
<i>Historic Environment Record reference</i>	EHE 80162
<i>Planning authority</i>	Herefordshire County Council
<i>Reference</i>	P150842
<i>Brief</i>	HCC 2015
<i>Project design</i>	WA 2015
<i>Project parameters</i>	ClfA 2014

Previous archaeological work on the site

There has been no previous archaeological work undertaken on site.

Archaeological background to the site

Ledbury was been the subject of a survey undertaken as part of the Central Marches Historic Towns Survey (Buteux 1994) which contains a summary of previous archaeological work in the wider town.

Central to the archaeological character of this area of Ledbury is the presence of the Church of St Michael and All Angels (HER 5704). Whilst the earliest surviving element of this dates to the Norman period, documentary evidence suggests there was an earlier church in the vicinity. Church Street and Church Lane, to the north of the site, are considered to have originated from the position of an Anglo-Saxon market place (HER 19870), with a hypothesized contemporary settlement to its south (HER 19886), potentially extending as far as the present site.

The town was redesigned and laid out in the 12th century, though the area of Church Street and Church Lane may have retained their former function as a market place. By the 15th century, the market place was filled in, as seen by two extant buildings (HER 315, 49277). The southern side of Church Street was certainly developed to some degree by around 1600, as indicated by the date of Church House itself (HER 41924).

In the 19th century the immediate vicinity of the site was used for industrial purposes, as for example a cider warehouse is identified on the 1841 tithe plan at this point (HER 19860). Further to this, the area to the west may have been a tanner's yard (HER 19861).

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 watching briefs

WA 2012

Sources consulted

Buteux 1994

Herefordshire Historic Environment Record

Date(s) of fieldwork

23 and 24 September 2015

Dimensions of excavated areas observed – Trench 1

Foundations length 4.10m
 width 4.70m
 depth 0.58m

Access to or visibility of deposits

Observation of the excavated area was undertaken during and after machine excavation. The exposed surfaces 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 (ie Colour, Texture)	Date	Interpretation	Depth (below ground level)
100	Wall Footing	Brick rubble wall pad within a concrete matrix	20 th century	Modern garden wall footing	0m – 0.16m
101	Layer	Grey Brown clay silt containing brick, concrete and plastic inclusions	20 th century	Made ground, imported garden soil	0m – 0.58m
102	Layer	Mixed orangey pink brown clay with some brick and glass inclusions	19 th to 20 th century	Made ground, including redeposited natural. Extends across the full base of trench. Full depth not identified.	0.40-0.58m+

Artefacts, by Rob Hedge

From layer (101), a variety of typical domestic artefacts of later 19th to mid-20th century date were recovered, including:

- sherds of transfer-printed whiteware, banded ware and plain stone china of 19th to mid-20th century date;
- etched glass fragments, probably from a lampshade;

- a well-worn imitation brass bed knob;
- a partly plastic-encased carbon plate, possibly from a mid-20th century portable battery.

Layer (102) yielded a window glass fragment, several pieces of brown vessel glass, and a fragment of brick, all of 19th to early 20th century date.

The finds are consistent with 19th and 20th century domestic occupation in the vicinity of the site.

Discussion

One feature and two deposits were observed and recorded. The feature was a concrete and brick rubble spread which formed a foundation for a no longer extant 20th century garden wall. This was aligned east to west along the northern side of the trench, extending for a length of 3m and a width of about 1.40m (100) (Plates 2 and 3). This foundation extended to 0.16m depth below the present surface. It was underlain by deposit (101) which contained 19th and 20th century debris. This deposit butted the extant garden wall to the north which had a concrete footing (Plates 2 and 3). The earliest deposit seen was a mixed pink/orange clay deposit (102) which also contained 19th and 20th century debris. This ran under the garden wall to the north but butted the extant brick wall to the east. The full extent of this deposit was not exposed, and its exact character was not established. The maximum depth of excavation was 0.58m below the current ground surface. The natural matrix was not identified at any point.

Conclusions

Deposit (102) may represent a degree of truncation on the site within the 19th century. This deposit had a particularly high content of clays similar to natural deposits in the area. This deposit is clearly excavated natural which has been redeposited on the site. A tanner's yard is listed to the west of the site in the 19th century. Tanning necessitated the excavation of pits, so it is possible that deposit (102) is material related to this, or other similar activity adjacent.

No significant archaeological features, layers, structure, horizons, or artefacts were present within the trench. The potential remains for earlier deposits to exist on the site, at a depth greater than that reached during the present development, 0.58m.

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 Chris Noel at 2, Church House, Ledbury, Herefordshire (NGR ref SO 71182 37701; HER ref EHE 80162).

The area of the site to the south of Church Street has been highlighted as the potential position of the earliest settlement within the town of Ledbury, and was developed through the medieval and later periods. By the later post-medieval period, the area was well established and being used for industrial purposes, with a tannery being listed to the west of the site.

One trench was monitored, 4.10m by 4.70m and up to 0.58m deep, to the south of 2, Church House. No significant archaeological features, layers, structure, horizons, or artefacts were present. The lowest deposit recorded contained redeposited natural clay, and domestic debris of 19th and 20th century date. The potential remains for earlier deposits to exist on the site, at a depth greater than that reached during the present development.

Acknowledgements

Worcestershire Archaeology would like to thank the following for their kind assistance in the successful conclusion of this project, Chris Noël (2, Church House), Lucie Dingwall (Historic

Environment Record Officer, Herefordshire Council) and Julian Cotton (Archaeological Advisor, Built, Herefordshire Council).

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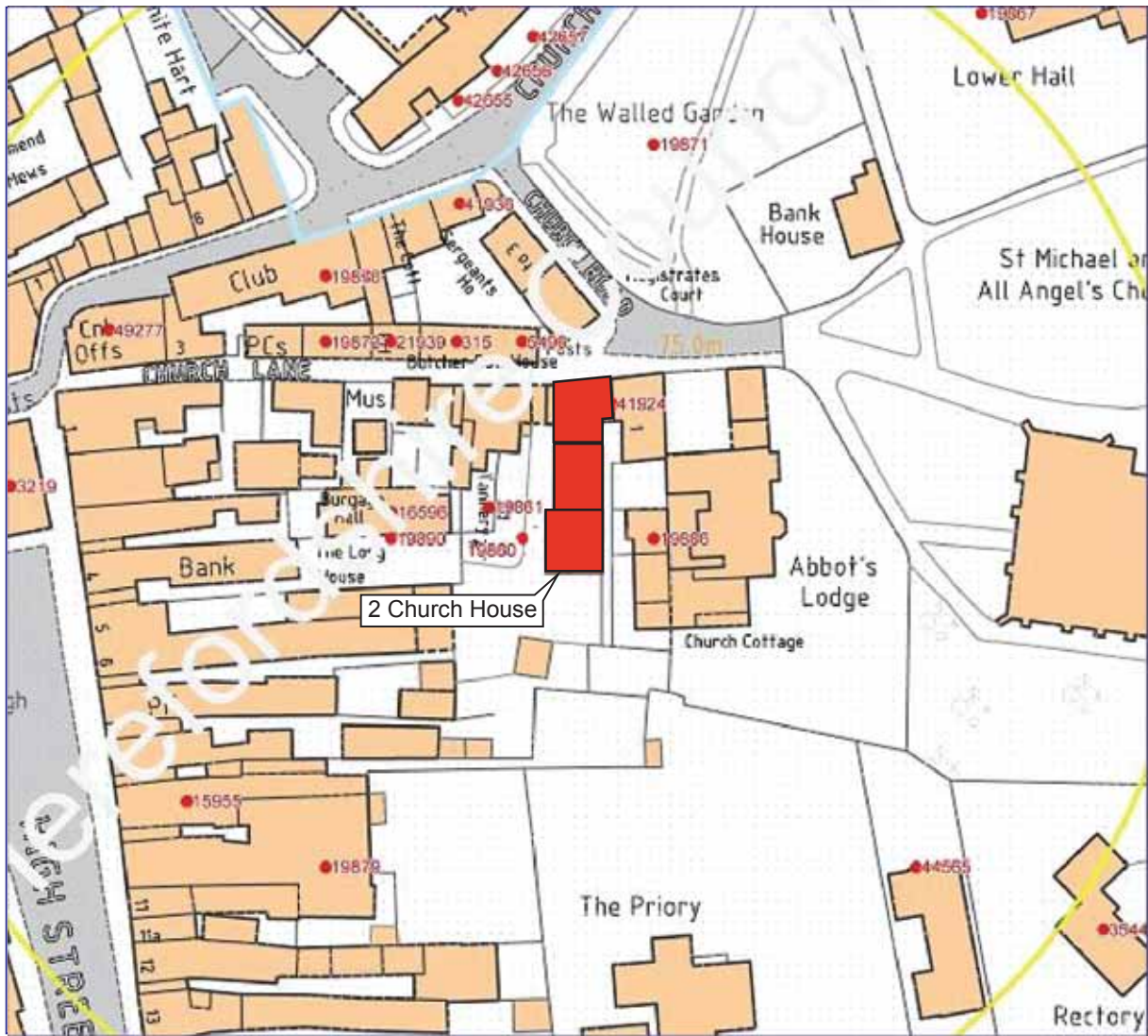
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WA 2012 *Manual of service practice, recording manual*, Worcestershire Archaeology, Worcestershire County Council, report **1842**

WA 2015 *Proposal for an archaeological watching brief at 2, Church House, Church Lane, Ledbury, Herefordshire*, Worcestershire County Council, unpublished document, dated 8 of July 2015, **P4612**

HCC 2015 *Brief for an archaeological recording project site of proposed garage and workshop, 2 Church House, Church Lane, Ledbury*, Herefordshire County Council unpublished document, ref. **b150842s2**, dated 26 June 2015

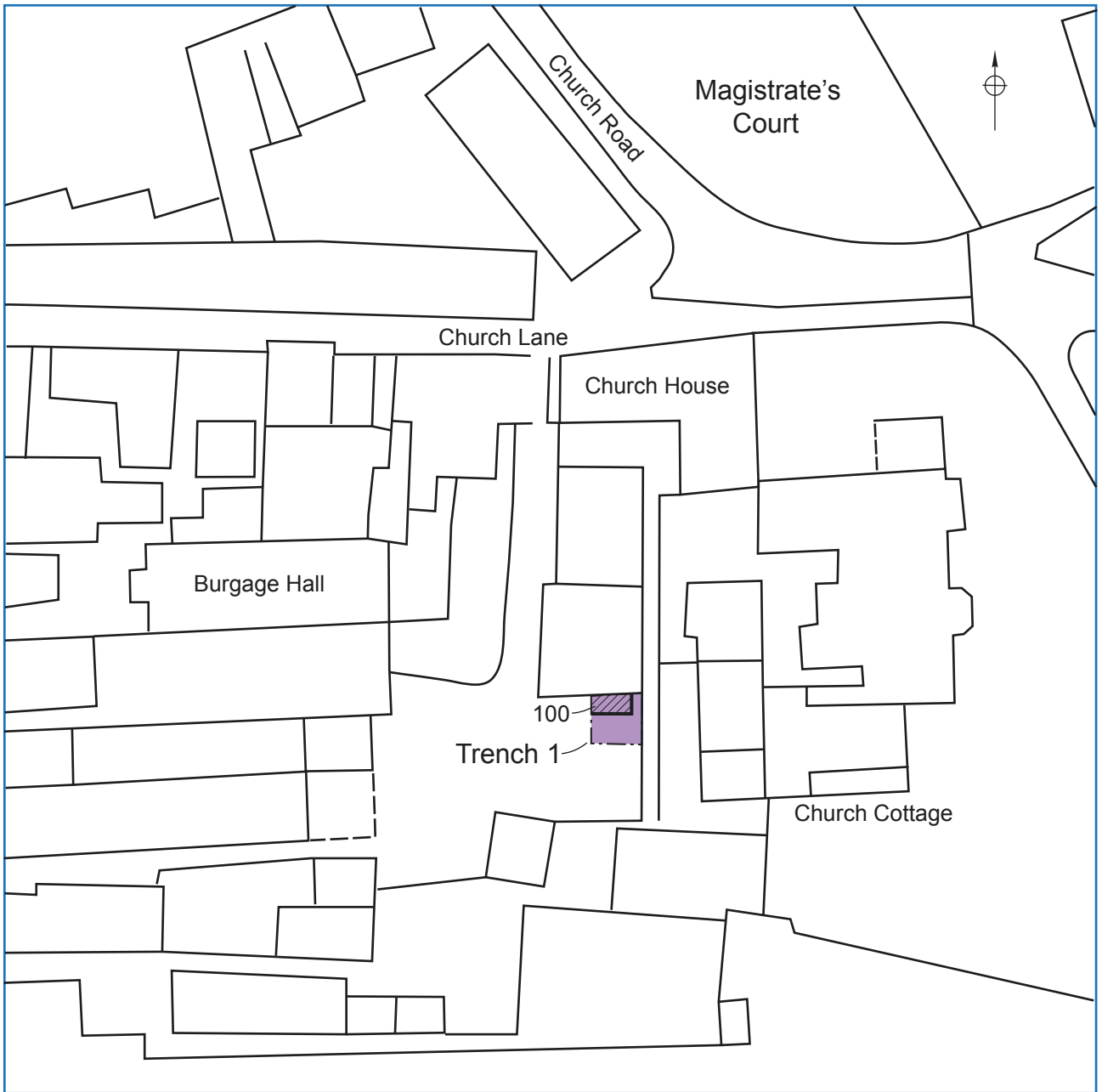
Figures



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Location of the site

Figure 1



Location of trench

Figure 2

Plates



Plate 1 The site looking north-east



Plate 2 Trench 1 excavation in progress, view east, 2m scale



Plate 3 Trench 1, west baulk showing foundation (100), 1m scale

Appendix 1 Technical information

The archive (site code: EHE 80162)

The archive consists of:

- 1 Field progress reports AS2
- 1 Photographic records AS3
- 16 Digital photographs
- 1 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

Appendix 2 Herefordshire Historic Environment Record

Report Name and Title	Archaeological watching brief at 2 Church House, Ledbury, Herefordshire	
Contractors Name and Address	Chris Noel, 2 Church House, Ledbury, Herefordshire	
Site Name	2 Church House, Ledbury, Herefordshire	
Grid Reference (8 fig)	SO 71182 37701	Planning Application Number P150842
SMR number/s of site	EHE 80162	
Date of Field Work	23 and 24 September 2015	
Date of Report	22 October 2015	
	NUMBER AND TYPE OF FINDS	
Pottery	Period 19th to 20th century	
Other	Period 19th to 20th century	
	NUMBER AND TYPE OF SAMPLES COLLECTED	
Sieving for charred plant remains	No of Features sampled none	
C14/scientific dates	None	
Pollen	None	
Bone	None	
Insect	None	
Other	None	
Summary of the report	An archaeological watching brief was undertaken at 2 Church House, Ledbury ahead of the construction small outbuildings. No significant archaeological features, layers, structure, horizons, or artefacts were present within the trench. The lowest deposit recorded contained redeposit natural clay, and domestic debris of 19th and 20th century date. The potential remains for earlier deposits to exist on the site, at a depth greater than that reached during the present development, 0.58m.	

Appendix 3 Herefordshire Council Brief

BRIEF FOR AN ARCHAEOLOGICAL RECORDING PROJECT

SITE OF PROPOSED GARAGE AND WORKSHOPS, 2 CHURCH HOUSE, CHURCH LANE, LEDBURY

GRID REFERENCE OF SITE: 371182 237701

REFERENCE OF BRIEF: b150842s2 (26/06/2015)

PLANNING REFERENCE: P150842

NON - TECHNICAL SUMMARY (See main body of brief for full details)

In accordance with policy and best practice regarding sites of demonstrable or potential archaeological interest and sensitivity, Herefordshire Council has requested that an archaeological recording project 'The Project' be undertaken in relation to the above development proposal. This brief provides a broad outline of how The Project should be conducted.

It is the responsibility of the developers to commission The Project in good time and to a standard that is acceptable to Herefordshire Archaeology (the archaeology service of Herefordshire Council). The developers will need to employ an appropriate archaeological organisation to undertake the project on their behalf.

The broad purpose of the project is to provide mitigation of any harm caused to the archaeological interest of site. The mitigation will be in the form of suitable and proportionate archaeological recording prior to / during development, including the reporting on and archiving of the results.

The project will follow the below timetable. Firstly an acceptable project design (i.e. a 'spec') must be agreed with Herefordshire Archaeology. Secondly, the field-based project work will be undertaken, as agreed. Thirdly, the results will be reported on and the project brought to final publication and archiving.

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1. PROJECT SITE

The project site is located in central Ledbury, in an area of yards and gardens just south of Church Lane (central NGR 371182 237701 approximately). The above description is for broad identification for the purposes of this brief only. Full details of the project site and of the development proposal are obtainable from the developers.

2. CIRCUMSTANCES OF PROJECT

Planning Permission for an 'oak framed garage and conventional workshops' on the site was granted by Herefordshire Council on 09/02/15. Owing to the sensitive location within the heart of the historic town of Ledbury. Archaeological conditions were applied to this permission, requiring access to the site during development and the implementation of a programme of survey and recording.

3. ARCHAEOLOGICAL BACKGROUND

The development as proposed will involve ground disturbance within the medieval form of Ledbury, and may also affect ground-level remains.

Nb this section (3) does not in itself constitute a study of any kind, and does not represent an anticipation of what may or may not be found on the project site in the future. The presence and survival of archaeological remains is intrinsically variable and cannot be fully quantified in advance.

4. PLANNING CONTEXT

The development proposal has been considered having regard to the following policies and guidance, and the normal Herefordshire procedures followed in relation to them:

- The National Planning Policy Framework 2012 (NPPF), and any applicable antecedents or supplements.
- 'Saved' policy in Section 9 of the Herefordshire Unitary Development Plan 2007 (UDP).
- [Herefordshire] Archaeology and Development Supplementary Planning Document 2009 (SPD).
- Draft policy in the forthcoming Herefordshire Core Strategy 2015 (HCS).

Of particular relevance in this case are Policy ARCH6 of the UDP, and 141 of the NPPF, relating to archaeological recording as mitigation.

5. PHASING AND SCOPE OF PROJECT WORK

A number of different items of work are described in this brief. It is anticipated that each item will follow naturally from the previous one, with some technical discussions and minor amendments to the project design possibly being necessary between items, to take account of the evolving information base and design methods.

Initial Project Design The archaeological organisation commissioned by the developers will submit an initial Project Design [WSI] to Herefordshire Archaeology, detailing how the full project will be compliant

with this brief, and describing exactly how the project be undertaken. This project design must contain sufficient detail to be quantifiable implemented and monitored. It will need to be accompanied by clear evidence of intent, and will need to be formally agreed by Herefordshire Archaeology before being put into effect. As indicated above, this project design may need to be updated.

Archaeological recording In essence this will consist of a standard archaeological watching brief taking place during development, as defined by the Chartered Institute for Archaeologists (CIfA). However, if there are also any existing ground - level or above ground remains of significance that would be directly affected by the development, they should also be recorded.

Reporting, archiving, and publication As is normal with these kind of projects, a prompt initial report on the findings will be needed. In due course, all outstanding analysis will be completed and The Project brought to final archiving and publication. In all cases this should occur in a period not exceeding three years from the completion of project work in the field.

6. GENERAL REQUIREMENTS (in summary, and applicable to all projects and work)

The project must be undertaken within the law, and in accordance with all relevant national and local standards and best practice. This includes, but is not limited to, the following:

- The Chartered Institute for Archaeologists *Code of conduct, Code of approved practice for the regulation of contractual arrangements in archaeology*, and *Standards and guidance* [for all archaeological work].
- The Herefordshire Archaeology document *Requirements for Archaeological Projects in Herefordshire* (2005), as amended.
- The Herefordshire Heritage Services [museum] document *Standards for the Deposition of Archaeological Archives with Herefordshire Heritage Services* (1999), as amended.
- Any English Heritage or other generally accepted technical guidance that may be applicable.
- Any consent or notification procedures that might pertain
- Relevant regional and national research frameworks etc.
- OASIS (Online AccesS to the Index of archaeological investigationS).
- Best practice as regards the suitability of archaeological organisations and individuals employed on the project.

For the avoidance of doubt. *It is the responsibility of the developers to ensure that any archaeologists working on their behalf are appropriately expert and accredited. Regarding archaeological organisations, those that are Chartered Institute for Archaeologists Registered Organisations [RO's] are strongly preferred. Individual archaeologists should be at an appropriate grade of membership for the roles they are performing. Manifestly inappropriate levels of expertise and / or accreditation, or inadequate staffing more generally, may result in work or documentation not being accepted.*

7. SPECIFIC REQUIREMENTS (i.e. particularly / additionally applicable to this project)

None.

8. DISCLAIMER

This brief has been produced in good faith according to the best of the information available to Herefordshire Archaeology at time of issue. Whilst all reasonable care has been taken over its production, it should not be assumed to be comprehensive, and may not be fully accurate in all respects. If the developers, or anybody acting on their behalf, have additional information that may be relevant to its discharge, they should contact Herefordshire Archaeology without delay.

Herefordshire Archaeology have advised that the project described by this brief should take place, and will further advise on its discharge. However, Herefordshire Archaeology are not responsible for the project in any way. In particular, matters of permission, risk assessment, finance, insurance, health and safety, reinstatement, compensation, and other general liabilities, are not the concern of Herefordshire Archaeology.

9. CONTACTS

Julian Cotton, Archaeological Advisor, Built and Natural Environment, Herefordshire Council, HARC, Fir Tree Lane, Rotherwas, Hereford HR2 6LA Tel. 01432 383350
Email. jcotton2@herefordshire.gov.uk

Appendix 4

Written Scheme of Investigation for an archaeological watching brief at 2, Church House, Church Lane, Ledbury, Herefordshire

- **Project specific design**

- **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 Chris Noël (the Client) in response to a brief (the Brief) prepared by the Archaeological Advisor, Built and Natural Environment, Herefordshire Council (the Curator), dated 26 June 2015 (ref. b150842s2). The Brief results from the submission of a planning application to Herefordshire Council (ref. P150842). This proposes construction of an oak framed garage and conventional workshops. This is considered by the Curator to have the potential to affect heritage assets with archaeological interest.

The archaeological background to the site (National Grid reference SO 71182 37701) is summarised in the Brief. The Client should be aware that buried archaeological evidence can be very variable, and that neither the Brief, nor this proposal, can always accurately specify what may exist on this particular site. This proposal is based on an existing state of knowledge as summarised in the Brief.

- **Aims and objectives**

The aims and scope of the project are given in the Brief.

The Brief indicates that significant deposits may be defined as those likely to be of medieval date.

- **Methods**

Stage 1 Mobilisation

Prior to commencement on site the Project Manager will:

- obtain background information necessary to undertake the project (e.g. HER search, liaise with client to develop effective communication links etc),
- produce any necessary documentation relating to the project (e.g. agreement, written scheme of investigation required by advisors to the planning authority),
- produce safety methods statement and risk assessment, and
- ensure that all staff and other resources have been programmed.

Prior to fieldwork commencing existing information on the site will be collected. Relevant sources will be derived from those given by the HER, first edition Ordnance Survey, any earlier estate or tithe maps, and any information supplied by the Client.

Stage 2 Fieldwork

- **Programme**

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

Stage 1 Mobilisation

Project Manager - three hours

Stage 2 Fieldwork

The length of time to undertake the project has not been established and the cost of the project is offered on the basis of a day rate.

To assist the Client with budget control, WA suggest up to three days fieldwork will be adequate to cover the monitoring of groundworks.

Stage 3 Report

Periods for report production are dependent on the quantity and complexity of information retrieved and cannot be quantified at present. WA suggest a proportion of fieldwork costs that may be appropriate for report preparation and completion of the project. The proportion of project costs WA suggests to cover report preparation is 120.5%.

- **Standard project design**

Unless specified above the following will be undertaken.

- **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 Chartered Institute for Archaeologists, and as such is bound to the CIfA'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 (2008);
- *Standard and guidance: Archaeological watching brief*, Chartered Institute for Archaeologists (2014a); and
- *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*, Chartered Institute for Archaeologists (2014b).

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).

• 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 Mobilisation

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

Stage 2 Fieldwork

Observation and recording of archaeological deposits will be undertaken both during and after excavation of groundworks by the developer.

- Trench and excavation surfaces, bases and sections will be inspected.
- Selected deposits will be fully or partially excavated to determine their nature and retrieve artefactual material and environmental samples.
- Deposits will be selected for excavation on the basis of the minimum required to meet the aims of the Brief.
- Where possible less significant deposits will be excavated in order to define the nature and extent of those, which are likely to be of greater significance.
- Recognisable human remains, structured deposits, and areas of complex stratigraphy likely to be a significant part of the site will be recorded but not excavated. The Curator will be contacted for advise.
- Selection for excavation will be on the judgement of the Project Leader.
- Trenches greater than approximately 1.50m depth below the present surface will not be accessed unless they have been stepped, battered back, or shored. All recording will be undertaken from above. Deeper sondages may be investigated, although these will be at the discretion of the project leader.
- WA welcomes the assistance of the Curator in selection of deposits for investigation.
- Environmental samples up to 40 litres in volume will be taken from suitable deposits. A sub-sample of eight of the most productive looking samples will be selected by the Senior Environmental Archaeologist. These will be processed, sorted and assessed for discussion in the report, with a statement as to the potential for further analysis.
- WA's specialist staff in artefacts and environmental evidence will be available for on-site advice.
- 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 3 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 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). Where required in the Brief the digital archive will be placed with ADS.

• **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 in line 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.

• **Conditions**

• **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.

• **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).

In addition the Client will be responsible for ensuring all checks have been made with respect to current environmental legislation, notably the Wildlife and Countryside Act 1981 (as amended), Countryside and Rights of Way (CROW) Act 2000, and the Natural Environment and Rural Communities Act (in England and Wales) 2006.

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).

- **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.

- **Insurance**

WA is covered by public and employer's liability insurance (with a limit of £50 million), and professional indemnity insurance (with a limit of £5 million). Insurance is with QBE Insurance Europe Limited (Policy Number Y083154QBE0114A for public and employers liability and 035835.01.2013.002 for professional indemnity, expires 29 September 2015).

- **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.

- **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.

- **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. 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.

-
- 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. Please note that fees are now attributable to advice relating to the historic environment and planning.
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