Written Scheme of Investigation for Archaeological Work at the Old Grammar School, Coventry

Archaeology Warwickshire

understanding heritage matters

Planning Refs. FUL/2012/2392 and LB/2012/2375
May 2013
Project: The old Grammar School
Address: The Old Grammar School
Hales Street
Coventry
WSI Commissioned by: Julian Marsh
Sent for Approval: May 2013
NGR: SP 3337 7929
Planning Reference: FUL/2012/2392 and LB/2012/2375
Site Code: OGS13

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Please note that this document has been prepared for the commissioning client or agent for a specific purpose and is time limited. It should not be relied upon by any other party for any other purpose at any other time.
1 Introduction

1.1 Planning permission has been granted to The Museum of British Road Transport Trust for the refurbishment and extension of the Grade I Listed Old Grammar School, Coventry. Coventry Conservation and Archaeology Officer, Chris Patrick, has advised that a programme of archaeological work should be carried out. The first stage of this work is envisaged as being test-pitting in the former Chapel. A Watching Brief and trial trenching will also be carried out. Archaeology (Projects) Warwickshire has been commissioned to produce a Written Scheme of Investigation for a suitable programme of archaeological work.

1.2 The proposed development lies within an area of significant archaeological potential, in an area of likely below-ground archaeological remains associated with the 14th-century building. There is therefore a potential for the proposed works to disturb archaeological deposits associated with the utilisation of this area from the medieval period onwards.

2 Background

2.1 The site is located in the northern part of Coventry city centre. The Old Grammar School was originally built as the Hospital of St John the Baptist on land adjacent to the River Sherbourne in the mid-12th century and was replaced by the current building in the 14th century. The original hospital site would have been larger than the current building and it is likely that a complex of buildings covered much of the present Hales Street and the Transport Museum site. The Hospital’s chapel and infirmary hall survive in the Grade I Listed building, which was acquired by John hales in 1545 and he established a Grammar School here by 1557. The friar’s choir stalls remained in the building. The school remained in the building until the opening of its successor, King Henry VIII School, on Warwick Road in 1885.

2.2 After the Old Grammar School closed the building became a church hall for Holy Trinity and a two-storey extension was added to the north side. The building was damaged in the Second World War and was restored in the early 1960s. However the building has fallen further into disrepair and is now partially derelict. A full history of the building is summarised in the Conservation Management Plan produced for the Listed Building Consent application.

3 Aims and Objectives

3.1 The main aim of the evaluation is to determine if there are any significant archaeological remains in the area to be developed; to form an understanding of their value and their potential to shed light on the development of the 12th-century hospital of St John the Baptist, its use in the 14th-16th centuries and subsequent use in the 16th-19th centuries as a school.

3.2 Secondary aims include placing the results in their wider local and regional contexts as appropriate.

3.3 The objectives will be to locate, record and analyse archaeological materials and deposits and to disseminate the results in an appropriate format.
4 Detailed Methodology

4.1 All work will be undertaken in accordance with Archaeology Warwickshire’s Procedures Manual, the Codes and Guidance of the Institute for Archaeologists and the WCC Planning Archaeologists Brief (dated July 2012). The two 1m square test-pits in the chapel would be undertaken ahead of any development and will form the first phase of archaeological work. These will be hand-excavated and will be located against the walls in order to maximise locating surviving remains of any former floors.

4.2 A watching brief will be carried out during the removal of the timber floor in the main hall and construction of new limecrete floor; during groundworks in the yard behind the building and in the rear yard behind 31 Silver Street. The watching brief will include observation of all groundworks associated with the development. A stratigraphic record of deposits exposed would be made and the extent and depth of groundworks recorded.

4.3 A trial trench will be excavated at 31 Silver Street, following demolition of the present property. The trench will measure 5m x 2m, will be excavated in the area shown on plan. The trench will be stepped in if the depth of overburden requires it and will be excavated using an JCB excavator.

4.4 Topsoil and overburden will be removed by a mechanical excavator using a toothless ditching bucket under archaeological supervision. Machining will continue to the uppermost level of significant archaeological deposits or the top of geological natural. Excavation will then proceed by hand.

4.5 Archaeological contexts encountered will be cleaned, photographed and planned to an appropriate scale (1:20 or 1:50). Where possible pits and postholes will be half excavated and linear ditches and gullies sampled by cross-section at suitable intervals. Part-excavated features will be re-photographed, planned and their cross-sections drawn to scale. All significant layers and structures will be planned to scale and photographed.

4.6 All plans will be related to the Ordnance Survey and all levels will be measured above Ordnance Datum. Cross-sections will be drawn at 1:10 or 1:20 depending on their complexity.

4.6 All archaeological contexts will be recorded using the standard Archaeology Warwickshire recording system using pro forma context sheets with standardised descriptions based on Soil Survey soil texture terminology and Munsell colour descriptions. All finds recovered will be assigned to a context. Pottery will be classified in accordance with the Warwickshire Ceramic Type Series.

4.7 A photographic record of the excavation will be produced. It will contain monochrome prints, and colour digital images of individual trenches, features and appropriate feature groups.

**Sampling strategy**

Outline sampling strategy
<table>
<thead>
<tr>
<th>Potential data</th>
<th>Deposit method</th>
<th>Feature or context type</th>
<th>Sample</th>
<th>Excavated</th>
<th>Sampling objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbonised Plant Remains</td>
<td>Stratified deposits, datable and low risk of contamination</td>
<td>Bulk samples Structural or occupation features (intensive), including hearths, floors, etc</td>
<td>40 litres</td>
<td>100%</td>
<td>Clear potential to recover important ecofactual information or significant material</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bulk samples Structural or occupation features (isolated), including hearths, floors, etc</td>
<td></td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bulk samples Pits (prehistoric and Roman)</td>
<td></td>
<td>50%-100%</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Pits (medieval) 40+ litres</td>
<td></td>
<td>50%-100%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pits (post-medieval)</td>
<td></td>
<td>25%</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Bulk samples Gullies or ditches (settlement) 20-40 litres</td>
<td></td>
<td>up to 10%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gullies or ditches (field)</td>
<td></td>
<td>up to 5%</td>
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<tr>
<td></td>
<td>Bulk samples: taken for wet sieving (to recover small animal bone, plant macro-remains, small artefacts)</td>
<td></td>
<td></td>
<td></td>
<td>Clear potential to recover important ecofactual information or significant material</td>
</tr>
<tr>
<td>Waterlogged organic remains</td>
<td>Sample</td>
<td>Any 15-20 litres or whole context</td>
<td></td>
<td></td>
<td>Clear potential to recover important ecofactual information or significant material</td>
</tr>
<tr>
<td>Small mammal bone, bird bone</td>
<td>Bulk sample Layers</td>
<td>40+ litres</td>
<td></td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Small finds, mollusc</td>
<td></td>
<td>distributed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pollen, other environmental</td>
<td>Monolith Deposit sequence</td>
<td>As advised. Following discussion with specialist and/or curator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dating</td>
<td>Radiocarbon Single entity organics, articulated bone, structural material</td>
<td></td>
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</tr>
</tbody>
</table>

Sampling levels, including the frequency and size of samples may vary from the broad outline strategy according to the characteristics and potential of revealed deposits and how deposits may or may not address the identified aims and objectives of the project. The indicated level of sampling may be higher or lower following on going sampling strategy reviews during the course of the project.

4.8 Sampling strategies will be developed subject to the requirements of the project and its aims and findings. Environmental samples will be taken from appropriate deposits where secure stratigraphic relationships are present, subject to Health and Safety considerations and where contamination is not an issue. Samples will be taken in order to retrieve wider palaeoenvironmental, industrial, economic evidence or contextual data.

4.9 In the event of human remains, including cremations, being revealed, these will be initially left in situ. Such remains would be protected and covered unless there is a risk that they could be damaged or stolen. Any subsequent excavation or removal will take place after the relevant Ministry of Justice licence had been obtained, as required by the Burials Act.

4.10 In the unlikely event finds of gold or silver being revealed these will be reported to the Coroner in accordance with the Treasure Act 1996. Such finds would be removed to a safe location for temporary storage.
5 Fieldwork Programme

Trial pits/evaluation

APW Staff
Field technician/Archaeologists 2 Excavation, Recording Surveying etc

Non APW staff
Specialist 0 Specific advice where appropriate
Machine operator (hire) 1 Certified operator

Other
Work experience/Volunteer 1* To gain experience where appropriate

Plant Hire
1 day

Watching Brief

APW Staff
Field technician/Archaeologists 1 Excavation, Recording Surveying etc

* -if a work experience student or volunteer is available at the time the fieldwork takes place

6 Project management

6.1 Archaeology Warwickshire is a Registered Organisation with the Institute for Archaeologists and therefore all work will be undertaken in accordance with relevant IfA Code of Conduct, Standards, Guidance and Practices.

6.2 Archaeology (Projects) Warwickshire (hereafter APW) operates an internal quality control system whereby projects are managed by an archaeological project manager who is responsible for the quality of the work involved. Senior Archaeologists report to the Business Manager who is responsible for all project work. All finished reports and publications are checked by the Business Manager or by another senior member of staff prior to dissemination.

6.3 The Business Manager reports to the Arts & Culture Development Manager who bears ultimate responsibility for the conduct of all APW activity and determines all matters of policy. Warwickshire County Council also has a formal complaints procedure, details of which are available on request.

6.4 APW will conduct all works in accordance with the Health and Safety at Work Act 1974 and Warwickshire Historic and Natural Environment Health and Safety Policy (2011). A risk assessment, which all staff will be made aware of, will be undertaken prior to commencement of fieldwork.

6.5 In addition, the current Warwickshire County Council’s health and safety policies and procedures cover the business unit and are available through the County Council’s intranet conditions and requirements of the Health and Safety, corporate health and safety policy.
6.6 All APW staff will be appropriately trained in the use of any equipment used during the project. Any equipment, plant, or welfare facilities provided by the Client will be inspected before use by APW staff.

6.7 APW staff will follow any proper instruction for the purposes of health and safety when on site. Where appropriate

- Protective clothing will consist of hard hat, protective boots, and high visibility jacket.
- Hazard fencing will be erected around work areas where there may be a hazard to others working on the site.

6.8 The Client must notify APW of any hazards within the archaeological site before the project commences. These include the location of existing services and unsafe parts of any structure.

6.9 APW staff will make provision for assessing or re-assessing additional risks which may be encountered during the project. This will reflect any changes in the working environment or circumstances on the site. Any such documentation may be viewed at the APW office, and can be copied to the Client and Curator on request.

**Insurances**

6.10 APW as part of Warwickshire County Council is covered by Public Liability Insurance to a limit of £25,000,000, Products Liability Insurance to a limit of £25,000,000, and Employers’ Liability to a limit of £21,000,000.

**Agreement**

6.11 The project will be initiated and undertaken once it is supported by a written agreement between the Client, or their representative, and APW. The client will inform APW of relevant constraints to the site including tree preservation orders, protected species or Sites of Special Scientific Interest.

**7 Analysis and Reporting**

7.1 A report of the results of the archaeological evaluation is required by the archaeological brief and would be produced following the completion of the fieldwork programme. The report would be completed in the standard APW format. This would include a description of the methodology employed, and an account of the archaeological evidence and interpretation of appropriate remains.

7.2 The report would contain illustrations and plans showing survey areas, the location of trenches dug and features located. A description and interpretation of the deposits revealed, and a list of finds recovered with spot dates where significant.

7.3 The report will normally include:

**Contents**
Non-technical summary
Introduction
Aims and Methods
Archaeological and Historical Background
Results
Discussion
Conclusion(s)
Acknowledgements
Bibliography
Appendices
Specialist reports and assessments
Location of the archive and proposals for archive deposition
Tabulated lists of feature groups, contexts and finds
Figures
Location plan of the site(s), and areas of investigation
Trench plans
Sections and drawings of selected excavated features showing depth of deposits
Selected finds illustrations
Digital photographs of site
Digital photographs of finds

**Project Personnel (Analysis and Reporting)**

**APW staff**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager</td>
<td>Stuart C Palmer MIFA</td>
</tr>
<tr>
<td>Senior Archaeologists</td>
<td>Dr Cathy Coutts, Pete Thompson BA; PGTE</td>
</tr>
<tr>
<td>Project Officer</td>
<td>Bryn Gethin BA</td>
</tr>
<tr>
<td>Draughtsperson</td>
<td>Candy Stevens</td>
</tr>
<tr>
<td>Archive and Finds</td>
<td>Available staff</td>
</tr>
</tbody>
</table>

**External Specialists**

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Name/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Prehistoric pottery</td>
<td>Dr Alex Gibson</td>
</tr>
<tr>
<td>Later prehistoric and Roman pottery</td>
<td>Dr Jerry Evans Dr Phil Mills</td>
</tr>
<tr>
<td>Anglo-Saxon Medieval and post-medieval pottery</td>
<td>Stephanie Ratkai</td>
</tr>
<tr>
<td>Slag</td>
<td>Dr David Starley</td>
</tr>
<tr>
<td>Metalwork</td>
<td>Quita Mould</td>
</tr>
<tr>
<td>Animal Bone</td>
<td>Sheila Hamilton-Dyer</td>
</tr>
<tr>
<td>Human bones</td>
<td>Malin Holst, Dr Jackie McKinley</td>
</tr>
<tr>
<td>Coleoptera</td>
<td>Dr David Smith</td>
</tr>
<tr>
<td>Pollen</td>
<td>James Greig</td>
</tr>
<tr>
<td>Charred Plant Remains</td>
<td>Liz Pearson/Mark Robinson/Angela Monckton</td>
</tr>
<tr>
<td>Building stone</td>
<td>Dr Richard Morriss</td>
</tr>
<tr>
<td>Flint</td>
<td>Dr Lynne Bevan</td>
</tr>
<tr>
<td>Ceramic Building Material</td>
<td>Dr Phil Mills</td>
</tr>
</tbody>
</table>
7.4 One hard copy of the report will be provided for the client and a PDF copy, and three bound hard copies and a PDF for the Coventry Planning Archaeologist.

7.5 A report would be prepared for publication in the CBA Regional Journal West Midlands Archaeology and if significant results are established in a national period journal such as Britannia to provide wider dissemination.

7.6 APW publish all reports (subject to confidentiality agreements) on a dedicated website and digital reports are submitted to OASIS.

8 Archive Deposition

8.1 The site archive will be prepared in accordance with English Heritage and IfA guidelines.

8.2 The archive will be deposited at an appropriate institution or will be maintained by APW in an appropriate manner until such an institution becomes available. Finds ownership will remain with the landowner until such time as title may be transferred in accordance with appropriate agreement. A list of finds will be made available to the landowner and arrangements can be made for finds to be viewed or retained, if required. APW will encourage landowners to donate the finds to appropriate institutions for their long term curation.

8.3 All recovered artefacts and other material will be cleaned, bagged and boxed in accordance with APW procedures and the requirements of appropriate repository institutions.

8.4 All finds storage materials or packaging will be clearly marked with the assigned site code or appropriate assigned accession number.

8.5 A CD containing digital copy of the report, digital photographs and/or data will be included with the archive in accordance with the relevant requirements of the repository institution.

8.6 A non-retention policy for certain artefacts of low archaeological or academic significance or groups of unstratified finds will be followed. However, any non-retention policy will accord with the aims and objectives of the project, the requirements of the archaeological brief and the finds deposition requirements of the relevant institution.

9 References


Appendices

A Guidelines


English Heritage 1995b, *Guidelines for the Care of Waterlogged Archaeological Leather*. English Heritage Scientific and Technical Guidelines No 4


English Heritage, 2002c *With Alidade and Tape: graphical and plane table survey of archaeological earthworks*. English Heritage Swindon


English Heritage, 2007a, Understanding the Archaeology of Landscapes. A guide to good recording practice. English Heritage Swindon
English Heritage, 2007d, Geoarchaeology. Using earth sciences to understand the archaeological record. London
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Handley, M., 1999, Microfilming Archaeological Archives. IFA Technical Paper 2, Institute of Field Archaeologists, Reading
IFA, 1992, Guidelines for Finds Work. Institute of Field Archaeologists Reading
IFA, 2004, Guidelines to the Standards for Recording Human Remains. Institute of Field Archaeologists Paper No 7 Reading
IFA, 2008, Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology. Institute for Archaeologists, Reading
IFA, 2008, Standard and Guidance for Archaeological Desk-based Assessment. Institute for Archaeologists Reading
IFA, 2008, Standard and Guidance for Archaeological Watching Brief. Institute for Archaeologists Reading
IFA, 2008, Standard and Guidance for Archaeological Field Evaluation. Institute for Archaeologists, Reading
IFA, 2008, Standard and Guidance for Archaeological Excavation. Institute for Archaeologists, Reading
IFA, 2008, Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures. Institute for Archaeologists, Reading
IFA, 2008, Draft Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives. Institute for Archaeologists Reading
MGC, 1992, *Standards in the Museum Care of Archaeological Collections*. Museums and Galleries Commission


RFG and FRG, 1993, *Guidelines for the Preparation of Site and Assessments for all Finds other than Fired Clay Vessels*. Roman Finds Group And Finds Research Group


SGRP, 1994, *Guidelines for the Archiving of Roman Pottery*. Study Group for Roman Pottery


UKIC, 1984, *Environmental Standards for Permanent Storage of Excavated material from Archaeological Sites*. (United Kingdom Institute for Conservation, Conservation Guidelines No 3)


