1. Introduction

1.1 The proposed redevelopment of the site involves the construction of a new Engineering and Computing Building at Gulson Road, Coventry. The site is located on the north side of Gulson Road and extends to the University Library to the north (SP 3406 5787); it is currently open ground following the demolition of the Gulson Road Hospital buildings. The site of the proposed development is in an area of archaeological potential within the precinct of Whitefriars, the medieval Carmelite friary and bounded by the medieval town wall (Scheduled Ancient Monument SAM 16). A recently completed archaeological evaluation by Warwickshire Museum Field Archaeology Projects Group revealed evidence of possible late 17th-century and 18th-century activity. Several trenches were revealed, which may be related to the robbing out of earlier masonry structures. Earlier small-scale evaluation on the site in 1992 revealed deposits with 12th-century and later pottery and evidence for a brick kiln in the vicinity.

1.2 The proposed development would have a significant impact on the archaeological remains associated with either the medieval friary and or part of the post-medieval town. A mitigation strategy has therefore been agreed consisting of a programme of archaeological fieldwork to be undertaken to excavate designated parts of the site in order to preserve the remains by record. The following programme would be carried out by the Warwickshire Museum Field Archaeology Projects Group.

1.3 Warwickshire Museum Field Archaeology Projects Group has been asked to provide a costed proposal for a programme of archaeological excavation and watching brief. This document comprises that proposal and represents a written scheme of investigation.

2. Strategy

2.1 The archaeological programme would be carried out in accordance with the Brief for Archaeological excavation and watching brief (January 2009) issued by the City Planning Archaeologist. The excavation and watching brief would aim to obtain a record of the archaeological remains on the site and to recover information which would be otherwise destroyed or disturbed by the development of the site.
2.2 The programme would aim to record the archaeological remains within the proposed development site and allow an assessment and interpretation of the date, development, character and function of the archaeological remains. Following the completion of all fieldwork an agreed programme of further analysis would lead to the production of a post-excavation assessment report, which would set out a detailed programme for archive and final publication.

2.3 Historical maps (printed and manuscripts), aerial photographs and other relevant background material held by the Coventry Historic Environment Record would be examined. Some of these records would be included in the final report on the archaeological investigations as an aid for interpretation.

2.4 All work would be undertaken to Warwickshire Museum standards as set out in Warwickshire Museum Field Archaeology Project Group Procedures Manual 2007 and to the appropriate Standard and Guidance of the Institute of Field Archaeologists.

3. Archaeological Programme

3.1 An archaeological excavation will take place consisting of area excavation in three areas defined by the City Planning Archaeologist (Fig 1, A-C) and relating to archaeological remains revealed in the evaluation and archaeological watching brief would be undertaken in two areas (Fig 1 Watching Brief Areas 1 and 2) of the development outside of the excavation areas.

3.2 The excavation would aim to start on the north-eastern end of Area B and then excavation across area B and Area A would follow. The excavation of Area C would take place following decommissioning work on the existing electricity substation. The watching brief or observation of groundworks would take place as appropriate during the appropriate construction programme on the site in the two defined areas. This would mean that the watching brief would follow completion of the area excavations.

Preparatory Work

3.3 Initial removal of overburden would take place using two machine excavators (appropriate 360° excavator with a toothed or toothless ditching bucket) under the direct supervision of an archaeologist. Based on the results of the archaeological evaluation in January 2009 and the results of the earlier nearby evaluations the excavation areas would initially require the removal of approximately 800mm to 1400mm of soil deposits. The ground reduction would in places require the removal of concrete foundation slabs, shallow wall foundations and associated service trenches of previously existing hospital buildings. Deep wall foundations or mass concrete foundations or similar structures would not be removed where this would damage adjacent archaeological remains or require extensive breaking out or excavation to remove. Extensive layers or other dump deposits would also be removed in successive level spits down to the level of the highest surviving significant archaeological deposits or remains. The excavation by hand of significant archaeological deposits and features in the excavation areas would then follow.

3.4 Excavated spoil would be placed a safe distance from the excavation in adjacent areas of the site.

Excavation (areas A-C)

3.5 Archaeological excavation, comprising work in three separate areas, is to be undertaken within the application site in line with the brief and in positions defined and agreed by the Coventry City Planning Archaeologist. Area A in the southern part of the site is defined as 70m long and 35m wide and has been positioned
in order to examine the features and structures identified in the evaluation. However, an area of approximately 150m² around the electricity substation has been excluded from Area A in order to avoid working in close proximity to high voltage electricity services and to the structure of the substation. Area B measures 20m long and 20m wide and is positioned to allow the examination of the possible robbing trenches revealed in the evaluation. Area C measures approximately 5m long and 5m wide and located in relation to the proposed access through the city wall on the Gulson Road frontage.

Excavation methodology

3.6 Modern deposits, including concrete, rubble and topsoil would be removed by machine (360° or appropriate sized excavator with a toothless ditching bucket) under archaeological supervision down to undisturbed archaeological deposits. Excavation would then proceed by handA team of archaeological staff from Warwickshire Museum Field Archaeology Projects Group would then investigate and record features revealed in the defined areas of archaeological excavation.

3.7 If significant remains were present or survived at a higher level than anticipated or further extensive deposits were encountered; these might be removed by machine in spits (appropriate sized excavator with ditching bucket) with the agreement of the Planning Archaeologist and under archaeological supervision down to earlier and lower archaeological remains, following the completion of necessary hand excavation and recording.

3.8 Archaeological deposits and features revealed in the excavation area would be excavated and recorded. Linear features, including those of 18th century date and earlier features, such as ditches and gullies would be sampled and 10% of the revealed length excavated and recorded. Excavated segment(s) would be at strategic
intervals in locations defined to provide evidence of alignment, extent, dating and stratigraphic relationship with other features (where applicable). If the remaining feature masks underlying archaeology this would be excavated and recorded. Postholes and pits would be half-sectioned (50% sample) to recover evidence of date, function and extent. Pits of 18th century date or earlier with an industrial function or specialist waste function will be fully excavated. Floors, hearths, ovens, kilns, furnaces and structural elements of 18th-century date or earlier will be fully excavated. If burials are encountered these would be fully excavated (100% sample). Full excavation of significant features would also take place where questions of date, nature and form had not been answered by the initial sectioning unless agreed with the Planning Archaeologist that partial excavation will provide an adequate record.

3.9 All features would be recorded using the Warwickshire Museum's standard archaeological recording system (Warwickshire Museum Field Archaeology Projects Group Procedures Manual 2007). All archaeological contexts would be recorded on pro forma context sheets with standardised descriptions following Soil Survey soil texture terminology and Munsell colour descriptions. Plans and cross sections of archaeological deposits and features would be drawn at appropriate scales, typically at 1:10 and 1:20. Details of the deposit sequence or site stratigraphy would be recorded.

3.10 The plans and sections, details of the excavation areas, and position of archaeological features or deposits would be surveyed and located in relation to the Ordnance Survey national grid. Levels would be measured in relation to Ordnance Datum. Survey and measurement would be carried out using total station or other appropriate survey instruments.

3.11 All stratified finds or significant artefacts would be collected with a record of their contexts and locations. Finds would be assigned to a context, labelled and retained for further analysis. A metal detector may be used to test for the presence of and to aid the recovery of small metalwork finds surviving on the site. Unstratified finds will be collected only where they contribute to the objectives of the project.

3.12 A photographic record would be made of features, groups of features and significant archaeological deposits using conventional photography (silver halide) in both monochrome and colour using SLR cameras. Photographs would include general site shots illustrating the progress and context of the archaeological work. Digital photographs would also be taken of specific features and general shots using appropriate digital cameras.

3.13 In the event of any human remains being revealed these would be initially left in situ. Any subsequent excavation or removal would take place under appropriate conditions and comply with Ministry of Justice and environmental health regulations.

3.14 An appropriate sampling strategy would be agreed on site if deposits with potential environmental remains were revealed. An initial site visit by Liz Pearson, Environmental Archaeologist of Worcestershire Historic Environment and Archaeology Service would be carried out to arrange an appropriate sampling strategy. Site visits by an environmental specialist may be necessary to assess the survival and potential of environmental material within excavated deposits or features. Particular attention would be paid to any charred remains or waterlogged deposits found.

3.15 Environmental samples taken will be assessed by Liz Pearson, or other suitably and qualified experienced environmental specialist. Further processing and scientific analysis work may be required if deposits are revealed which contain environmental or industrial residues depending on the suitability of deposits and resulting samples.
Contingency Areas

3.16 Area A will be reduced due to the presence of the electricity substation and an equivalent area may be used as contingency areas. The contingency areas would be used to further investigate particular features, structures or remains partly revealed in the main excavation areas. The contingency areas would be defined by the City of Coventry Planning Archaeologist and would be agreed following discussions between the Client, contractor, Warwickshire Museum and the Planning Archaeologist. There may be additional machining or staffing costs associated with these areas depending on the when or where these are required.

3.17 In addition if unexpectedly complex archaeological remains, such as deep stratigraphy or exceptionally well preserved structural evidence are revealed during the excavation this might require additional time and resources to complete the necessary investigation and recording.

Watching Brief

3.18 An archaeological watching brief will be undertaken in two areas during groundworks associated with landscaping, service diversions or other ground reduction. Watching Brief Area 1 will be at the south-eastern edge of the site along the Gulson Road frontage between the limits of excavation Area A and the town wall. Watching Brief Area 2 will be in the north-western part of the site to observe and record the excavation of tree planting pit and other landscaping.

3.19 The watching brief would be carried out during ground reduction by the construction contractors and include the observation, recording and sampling of revealed archaeological deposits and remains. Groundworks would temporarily cease to allow archaeological features to be recorded in plan or in section and the appropriate excavation and sampling of features to be undertaken.

3.20 Archaeological deposits and features would be recorded using the Warwickshire Museum’s Standard archaeological recording system as above. Plans and cross sections would be drawn at appropriate scales. Plans and sections would be located in relation to national Ordnance Survey grid and all levels would be measured in relation to Ordnance Datum (as appropriate). Details of the deposit sequence or site stratigraphy would be recorded and significant artefacts would be collected with a record of their contexts and locations.

3.21 Features would be photographed in monochrome and colour, using conventional SLR cameras. Digital images of work in progress and other site photographs would be recorded using appropriate cameras.

3.22 As the north-west side of the development is close to Whitefriars and part of the friary cemetery was revealed during the excavation of adjoining ponds it is possible that human remains may be disturbed or revealed during the watching brief. If human remains require removal a Removal Licence issued by the Ministry of Justice, would be required. Groundworks would have to cease as soon as human remains were revealed. Human remains would be initially left in situ and any subsequent excavation or removal would take place under appropriate conditions and comply with Ministry of Justice regulations and local Environmental Health requirements.
4. Reporting, analysis and publication

Post excavation assessment

4.1 Following the completion of the excavation and watching brief a post-excavation assessment would be undertaken of the results of the completed fieldwork programme. This would provide a qualitative and quantitative summary and assessment of the significance of the recorded archaeological remains. It would include assessments of the data resulting from the fieldwork comprising specialist assessments of artefacts (pottery, tile etc), ecofacts, environmental and stratigraphic records. A report on the post-excavation assessment will provide conclusions on the potential of the results for analysis and publication and would also include a detailed costing for further analysis and preparation of the final report. Two copies of the post-excavation assessment report will be made available for the client. A copy of the post-excavation assessment will be submitted to the Coventry City Archaeologist.

4.2 The costs of the post-excavation assessment work and the report preparation will vary depending on the results of the excavation and watching briefs, including quantity and type of features and finds revealed. A variety of internal and external specialists may be used (as indicated below) depending on the nature of the remains and artefacts revealed. The exact specialist requirements would depend on nature of finds and materials revealed, but could include:

- Anglo-Saxon/Medieval pottery: Stephanie Ratkai
- Animal bone: Sheila Hamilton Dyer
- Stone objects: Nicholas Palmer
- Metalwork
- Other finds: As necessary
- Charred plant remains: Liz Pearson, Worcester County Council
- Pollen: James Greig
- Insects: David Smith, Birmingham University

Final Report

4.3 A report of the results of the archaeological investigations is required by the archaeological brief, but the scale and nature of the report will depend on the results of the archaeological investigation and the conclusions of the post-excavation assessment. The final archaeological report would be completed in the standard Warwickshire Museum format. The report would include historical and background research of the site, a description of the methodology employed, an account of the archaeological evidence and interpretation of appropriate remains, the location of excavation areas and features excavated. Plans and sections showing principal stratigraphy and features within the excavation would be included at an appropriate scale.

4.4 The report would provide a description and interpretation of the revealed deposits and remains and place the evidence within its local and regional context a description of artefacts or ecofacts recovered, with appropriate illustrations, a list of finds and dates, where significant, would also be included. The preparation of the report would be undertaken by a Project manager projects officer supervisor with internal and external specialists archive assistants and draughtsperson. A draft copy of the report would be submitted to the City Planning Archaeologist.
4.5 Two copies of the report, one bound and one digital copy will be provided for the Contract Administrator and five copies, four bound and one digital to the Planning Archaeologist, Conservation and Archaeology Team. A further two hard copies and a digital version on computer disk would be provided for the Historic Environment Record. A summary of the work would also be published in an appropriate regional archaeological publication. If the Post-excavation assessment concludes that formal publication is appropriate, the report will be submitted to appropriate journal, probably Transactions of Birmingham and Warwickshire Archaeological Society.

Archive

4.6 An integrated and consistent project archive including both artefacts/ecofacts and project documentation would be prepared in accordance with the English Heritage guidance document Management of Archaeological Projects 2 (1991) upon completion of the project.

4.7 The archaeological archive resulting from the work would be deposited in an appropriate Museum or local institution, this would be the Herbert Art Gallery and Museum in the first instance, along with any finds, subject to the consent of the landowner.

5. Programme

5.1 The excavation phase of the archaeological programme (Areas A-C) will be undertaken prior to the commencement of the redevelopment of the site at Gulson Road, Coventry. A watching brief would be undertaken during the ground reduction work as part of the construction phase on the site

Archaeological fieldwork

Preparatory Work (Area B)

Staffing

<table>
<thead>
<tr>
<th>Role</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>1</td>
</tr>
<tr>
<td>Field Officer/Supervisor</td>
<td>3</td>
</tr>
</tbody>
</table>

Plant and equipment

2x 360 tracked machines with toothless bucket/breaker

Excavation areas A-C

Staffing

<table>
<thead>
<tr>
<th>Role</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Officer/Supervisor</td>
<td>24</td>
</tr>
<tr>
<td>Field Archaeologists (x5-6)</td>
<td>120</td>
</tr>
<tr>
<td>Pottery specialist (site)</td>
<td>1</td>
</tr>
<tr>
<td>Environmentalist/Palynologist (site)</td>
<td>1</td>
</tr>
</tbody>
</table>

Plant and equipment

1x 360 tracked machines with toothless bucket/breaker
1x Independent mess/toilet unit
1x Office/Tool store
Watching Brief

Field Archaeologist (1-2) daily rate

Post excavation Assessment (Estimated)

Project Manager estimated 4 days
Project Officer/Supervisor estimated 12 days
Archaeologist (Finds processing etc) estimated 10 days
Draughtsperson estimated 3 days
Project management/edit etc estimated 2 days
Specialist assessments (probable):
  Medieval and Post-medieval Pottery
  Metalwork
  Animal bone
  Environmental (plant remains)
  Tile/brick
  Worked stone As required

Final reporting and archive

Project Manager
Project Officer/Supervisor
Specialists (Warwickshire Museum and external)
Archaeologist (Archive)

5.2 The exact costs of the post-excavation work and the final report and publication will vary depending on the results of the excavation and watching brief, including the quantity and nature of features and finds revealed. However a rough estimate from sites of a similar nature would indicate the likely costs of post excavation work to be between 95% and 140% of the fieldwork (excavation and watching brief) costs. The cost of the post excavation tasks and reporting can be more accurately determined following the completion of fieldwork when the completed post-excavation assessment report will provide a breakdown of the significance and quantity of archaeological remains and an assessment of the potential for publication of results and costs. A breakdown of the proposed costs of analysis and publication based on the results of the assessment will be produced.

6. Public Interest

6.1 It is anticipated that the excavation may attract some local public interest from local residents and the local historical and archaeological society. It may be useful to provide a combined site information board to inform local people. It may be possible within normal Health and Safety considerations to allow local historical society and local people to view the excavation or handle finds, possibly on an open day dependant on safety constraints and on the site conditions and the nature of the archaeological remains. If a site information board or open day was required and agreed the necessary work undertaken by Warwickshire Museum Field Archaeology Projects Group in association with the display would be costed separately.
6.2 It is hoped that a display including suitable artefacts and the significant results of the project could be produced in association with the completed development. The exact nature of the display would depend on the archaeological remains revealed during the fieldwork. The necessary work undertaken by Warwickshire Museum Field Archaeology Projects Group in association with any display would be costed separately.

7. Health and Safety

7.1 The Warwickshire Museum will conduct all works in accordance with the Health and Safety at Work Act 1974 and Warwickshire Museum Field Services Health and Safety Policy. A risk assessment, which all staff will be made aware of, will be undertaken prior to commencement of fieldwork.

8. Quality Control

8.1 Warwickshire Museum is a Registered Archaeological 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.

8.2 Warwickshire Museum Field Archaeology Projects Group 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. Archaeological Project Managers and Field Officers report to the Principal Field Archaeologist who is responsible for all project work. All finished reports and publications are checked by the Principal Field Archaeologist or another senior member of staff. The Institute for Archaeologists Code of Conduct has been formally adopted by Warwickshire County Council.

8.3 The Principal Field Archaeologist reports to the County Archaeologist who bears ultimate responsibility for the conduct of all Projects Group activity and determines all matters of policy. Warwickshire County Council has a formal complaint procedure, details of which are available on request.

9. Insurances

9.1 Warwickshire Museum as part of Warwickshire County Council holds 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 £25,000,000.
10. Quotation

Archaeological fieldwork

Preparatory work
Archaeological staff costs
360° 25 ton excavator (2) 7-8 days
Materials, overheads, travel etc.

Excavation areas A-C
Archaeological staff costs
Heras fencing
Site accommodation
Materials, overheads, travel etc.

Watching brief (Areas 1 and 2) at daily rate
Field Archaeologist per day on site
per part day
Additional site staff (if necessary) each per day

Contingency sums
Contingency areas (machining and/or investigation costs)
Unexpected/unusual remains
Additional specialist (environmental, scientific analysis)

Post-excavation Assessment (estimate)
Archaeological Staff and
Specialist costs (estimated)
Materials, Overheads etc.

Post excavation assessment contingency
(Additional processing or other specialist assessment)

Analysis, Final Report and Archive
To be informed by Post-excavation assessment estimated c.

Estimated Cost Summary
Fieldwork
1. Preparatory work (Machining)
2. Archaeological Fieldwork (Excavation)
3. Fieldwork (Watching brief) @ Daily rate estimated
4. Contingency sum

Post-excavation work (Cost to Be Confirmed)
5. Post-excavation assessment estimated
6. Analysis and publication estimated c.

This quotation excludes any VAT payable and remains valid until 30th August 2009.

Warwickshire Museum
February 2009