

Written Scheme of Investigation for Archaeological Monitoring and Strip, Map and Record

Derby Assembly Rooms Demolition

Derbyshire County Council

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1. Introduction

AECOM (the Consultant) has been commissioned by Derbyshire County Council (the Client) to prepare a Written Scheme of Investigation (WSI) for archaeological monitoring and strip, map and record during the demolition of Derby Assembly Rooms and adjacent car park (the Site). The works specified in this document will be undertaken on behalf of the Client by a competent and suitably qualified Archaeological Contractor.

A desk-based assessment has been produced by AECOM (2021) which identified the Site to have a high potential to contain significant archaeological remains dating to the medieval period. The Site is located within the Derby City Centre Area of Archaeological Interest which is focused on the approximate extent of medieval Derby. The assessment also identified the Site to have a medium potential for significant archaeological remains dating to the early medieval period. There is also the potential for the remains of post-medieval buildings to exist within the Site, including the former Assembly Rooms building constructed in 1763.

Derbyshire Historic Environment Record (HER) has provided the Consultant with a HER reference number (CDR11526) which must be referenced on all correspondence relating to this project and included in the Archaeological Contractor's Risk Assessment and Method Statement and fieldwork report.

Following the demolition of the Derby Assembly Rooms and adjacent car park to slab level, the site clearance works will require archaeological monitoring and a strip, map and record exercise. The archaeological works outlined in this WSI comprises:

- archaeological monitoring of the removal of areas of hardstanding across the Site;
- mapping the extent of archaeological remains that survive below the hardstanding and excavating and recording these remains; and
- archaeological monitoring of site clearance works including the removal of any made ground deposits and the grubbing out of foundations, with archaeological mapping, excavation and recording being undertaken when archaeological remains are encountered.

The demolition activities outlined in this WSI will be undertaken by the Demolition Contractor (the Principal Contractor) under constant monitoring by the Archaeological Contractor.

The archaeological works outlined in this WSI will be set out in the Principal Contractor's Demolition Method Statement to inform the demolition programme.

This document sets out the methodology, specifications and protocols to be adhered to during the completion of the archaeological monitoring, interim reporting and preparation of the final report, which will be completed by the Archaeological Contractor. In addition, the requirements and responsibilities of the Consultant, the Principal Contractor and the Client have been set out in this WSI to assist the Archaeological Contractor in the completion of the archaeological monitoring.

This WSI has been prepared by the Consultant on behalf of the Client in accordance with the Chartered Institute for Archaeologists Code of Conduct (CIfA) (2019); Standards and Guidance for an Archaeological Watching Brief (CIfA 2020a) and Standards and Guidance for Archaeological Field Evaluation (CIfA 2020b) and has been approved by the Development Control Archaeologist for Derbyshire County Council.

2. Background Information

2.1 The Site

The Derby Assembly Rooms and adjacent car park are situated within Derby City Centre, centred on NGR SK 35297 36377 (Figure 1).

The Site occupies a prominent position within the Market Place, taking up the full extent of the northern edge, returning along Full Street to the east and continuing to meet the buildings on Iron Gate to the west. The Site is largely flat, measuring approximately 50m above Ordnance Datum (aOD) and is surrounded on all sides by residential and commercial development.

Superficial geological deposits are recorded at the Site, comprising Allenton Terrace sand and gravel deposits. The bedrock geology at the Site is recorded as mudstone of the Gunthorpe Member (BGS).

The proposed works at the Site comprise the demolition of the Derby Assembly Rooms building and adjacent car park to slab level, removal of areas of hardstanding across the Site and the grubbing out of all foundations and general site clearance works.

2.2 Historical and Archaeological Background

The historical and archaeological background of the Site has been set out in detail in a desk-based assessment (AECOM 2021) and is summarised here.

There is one World Heritage Site, one Scheduled Monument, five conservation areas and 121 listed buildings located within the 500m study area. The City Centre Conservation Areas encompasses the Site.

Additionally, there are four non-designated heritage assets located within the Site and 155 non-designated heritage assets located within the study area. The Site is located within the Derby City Centre Area of Archaeological Interest.

There has been one previous archaeological investigation undertaken within the Site which comprised an excavation undertaken on the south-west corner of Full Street, where it meets Market Square, prior to the construction of the Derby Assembly Rooms. Following the demolition of the buildings which previously occupied the Site, three trenches were excavated in June 1972 which identified a high density of medieval pits, yielding a quantity of pottery. Following this, an open area excavation was undertaken in July – August 1972. The excavation identified approximately 50 no. pits which yielded a moderate amount of pottery dating to the 11th – 16th century, as well as the possible remains of a building and a well.

2.2.1 Prehistoric (up to AD 43)

There are no known assets of prehistoric date located within the Site or study area.

2.2.2 Roman (AD 43 – 410)

Derby was established in the Roman period with at least two phases of settlement recorded. A fort at Strutt's Park was established in c. AD 50, located approximately 800m north of the Site, to the west of the River Derwent. It appears to have been demolished and replaced with a civilian settlement when a new fort (*Derventio*) was built across the river, to the east, at Little Chester in c. AD 80, located approximately 800m north-east of the Site. Pottery kilns dating to the late 1st century have been identified at Derby Racecourse and a cemetery was established to service the civilian settlement which grew up to the east of the fort. The fort and associated settlement appears to have been deserted by about the mid-4th century.

There are four assets of Roman date located within the study area, comprising three find spots of Roman pottery and coins, and the approximate area of Roman Derby, the southern extent of which is located approximately 450m north of the Site.

2.2.3 Early Medieval (410 – 1066)

Little is known of Derby in the early medieval period, except that it was known as *Northworthy* (the northern enclosure) and functioned as an important political centre before the Danish invasion.

In 877, the Kingdom of Mercia was dismembered by the Vikings and the East Midlands, including the area of Derbyshire, came under the control of the Danes of York. In 917, Derby was recaptured by the English. Fortifications made use of existing sites where possible, therefore it is likely that the old Roman fort at Little Chester was reused.

The site of *Northworthy* cannot be precisely defined; however, it is thought that the church of St. Alkmunds indicates the general area of settlement, located approximately 1km north-west of the Site, as it was probably the first church built in this area (c. AD 800). There is a lack of information about the area throughout the early medieval period and it is unclear whether St. Alkmunds was established and then the community followed, moving from Little Chester, or whether the church was built to accommodate a community that had already settled west of the river.

The Cathedral Church of All Saints, located approximately 100m north of the Site, is thought to have been built on the site of an earlier church, which was established in c. 943 by King Edmund and held Collegiate status by the 11th century. It is likely that the focus of the settlement shifted at this time towards All Saints and in the ensuing periods this is where the settlement of Derby expanded from. The original church is no longer extant and any surviving remains are likely to be concealed by the later church.

An archaeological evaluation was undertaken at 27-28 Queen Street, located approximately 260m north-west of the Site, which identified extensive, but not intensive, occupation from the late-Anglo-Saxon period through to the 16th century. Seven test pits were excavated across the site and a made ground deposit was encountered in each trial pit measuring up to 1.2 – 1.4m thick towards the west of the site and 0.5 – 0.7m thick where it had been truncated by later development. Two layers of subsoil were encountered underneath the made ground deposit, the lowest of which sealed all of the features identified across the site and was recorded as a medieval subsoil/surface. The natural subsoil surface (superficial Allenton Terrace Deposits) was encountered at depths ranging from 2 – 2.1m below ground level (bgl) at the west of the site, to 1.1m bgl close to the street frontage. A number of pits and post-holes were cut into this layer, producing sherds of Anglo-Saxon pottery. Full excavation was undertaken at the site following the results of the evaluation. However due to bankruptcy of the developer, the excavation report has not been produced.

2.2.4 Medieval (1066 – 1540)

The Domesday Survey records 10 mills in Derby in 1086. It also records the king owning two collegiate churches, which, from the Darley Abbey cartulary records, we know to be St. Alkmund's and All Saints. The town appears to have declined between 1066 and 1086, with 123 former residences empty at the time of the survey, perhaps indicating a migration to the countryside. However, four more churches are recorded. In the 12th and 13th centuries Derby probably expanded beyond its early medieval extents, and a market already existed when, in 1204, a charter recognised the town's borough status and granted the rights to hold a weekly market.

A reference to the 'town ditch' in the Darley Abbey cartulary shows that the town was, or had been, defended by c. 1275. The exact location of the ditch is unknown, although an archaeological watching brief undertaken in 2007 on St Helen's Street identified a large ditch dated to the late 12th century, which may represent the northern town ditch.

An archaeological evaluation on King Street, Derby located approximately 300m north of the Site identified a number of features which pre-dated 1150 and may have been related to clothmaking. By the end of the 12th century, industrial activity on the site had ceased, and the area was given over to cultivation.

An archaeological excavation was undertaken within the Site, prior to the construction of the modern Derby Assembly Rooms and identified a medieval occupation site. The excavation was located on the south-west corner of Full Street, Derby, where it runs into Market Square. The excavation encountered archaeology remains at a depth of up to 1m below ground level and identified approximately 50 no. pits with a maximum depth of 1.4m, which yielded a moderate amount of pottery dating to the 11th – 16th centuries. The features were interpreted as rubbish pits and cess pits and the finds were indicative of domestic waste with the majority of the finds being pottery sherds of bowls, cooking pots and jugs. A stone lined well of approximately late 15th – early 16th century date was also identified. Due to the waterlogged conditions of the well, preservation was good, and finds were retrieved from the lower fills of the well, including fragments of a shoe, a wooden bowl and textile fragments. There was also evidence for a possible building which was recorded as a line of stone slabs, running diagonally across the north part of the site, for a distance of 7m. The slabs were mostly rectangular and set into a shallow trench although the full extent could not be uncovered due to the foundations of modern buildings. The slabs were overlying a pit dated to the late 12th century. It was noted that modern cellars had truncated the upper archaeological horizons and with it, any evidence of medieval and later buildings.

An archaeological excavation undertaken at Derby Magistrates' Court, located approximately 200m to the north-west of the Site identified a medieval settlement and industrial site. Evidence was recorded for the processing of animal products, probably associated with tanning or horn working activities. Approximately 2000 sherds of medieval and early post-medieval pottery were recovered during the excavation.

An archaeological excavation undertaken to the rear of 5 Irongate, directly bounding the Site to the east, identified three timber piles, ranging in diameter from 16 – 25cm and surviving to a height of 45cm. The piles were associated with pottery of 14th and 15th century date and demonstrate that medieval building foundations can and do survive in the area.

John Speed's map of 1610 can be used to help understand the extent of the town at the end of the medieval period. The settlement can be seen to be expanding outwards from All Saints, with the Site located within Market Place, which is located centrally within the medieval town.

Further medieval assets located within the study area include a medieval market cross which stood within the Market Place (visible on John Speed's map), the site of a conduit located within Market Place (also visible on John Speed's map), and a number of find spots comprising 13th – 16th century pottery sherds.

2.2.5 Post-medieval (1540 – 1900)

At the end of the 16th century, Derby had a population of 2000 – 2500. Many of these would have been craftsmen / tradesmen or retailers living in and around Irongate, the Market Place and Sadlergate, with clothworking being the town's staple industry. The town was governed by two bailiffs and there was evidence that the town as a whole was undergoing economic hardship at the end of the 16th century, with the bailiffs requesting a reduction in the subsidy owed to the Queen, due to the poverty of the town.

John Speed's map of 1610 shows the Market Place as an open area surrounded by tightly packed buildings. Among these was Newcastle House, a late-16th century building which was located on the site of the modern Derby Assembly Rooms, towards the western edge of the Market Place. The timber-framed building was later refaced in brick with shopfronts added in the early 19th century. When the building was demolished to make way for the construction of the modern Derby Assembly Rooms, the Tudor building was revealed.

Towards the rear of the modern Derby Assembly Rooms, a Moot Hall was constructed in 1610 on the east side of Irongate, fronted by a courtyard. The building served as the Guildhall until the 18th century when a new Guildhall was commissioned and constructed within Market Place. The Moot Hall was then divided into tenements and in the 1930s, was turned into an office block. The exact location of the building is unknown as it is located behind the modern Derby Assembly Rooms building and access to the area has not been obtained to verify the extent to which it survives.

The site of Exeter House, a town house constructed in c. 1635 – 40, is located adjacent to the modern Derby Assembly Rooms car park on Full Street, towards the east. The house was the largest town house in Derby during its time and is famous for being the headquarters of Charles Edward Stuart (the Young Pretender) in 1745. The house was later the home of various Mayors of Derby, until it was demolished in 1854.

The site of a medieval Guildhall is recorded on the southern edge of the Market Place and is thought to have existed prior to the construction of the Moot Hall in 1610, and it may be represented by one of the two buildings recorded on John Speed's map of 1610, to the south of the Market Place. In 1731-2 a new Guildhall was constructed on the site of its medieval predecessor and that building can be seen as a standalone building to the south of the Market Place on Moneypenny's map of 1791. The 18th century Guildhall was then demolished in 1828 when a row of buildings on the southern edge of the Market Place became vacant and a new Guildhall was constructed there. This opened up the Market Place on the site of the demolished building. The new Guildhall was destroyed by fire in 1841 and so the current Guildhall was constructed in 1842, incorporating some of the fabric of its predecessor. A Market Hall was also constructed to the rear of the Guildhall in 1842, to replace the open market area associated with the earlier buildings.

At the close of the 17th century, Derby retained much of its medieval topography; however, the character of the town was changing and the 18th century saw the rebuilding of many medieval buildings in brick or masonry. These developments suggest that the town enjoyed considerable prosperity during this time, largely due to its role as a centre of the Industrial Revolution. This was established with the construction of a silk throwing mill on the River Derwent by the Lombe brothers between 1718 and 1722, which was rebuilt in the 19th century and now forms part of the Derby Industrial Museum.

Derby's economy was further boosted with the establishment of the Royal Crown Derby factory in the mid-18th century, which produced high quality porcelain. The Sandiacre and Swarkestone branches of the Derby Canal were opened in 1796, converging in Derby to form a large inland port. By 1839, approximately 200,000 tons of coal were transported via the canal, supplying the mills, foundries and factories in Derby.

The former Assembly Rooms were constructed on the eastern edge of the Market Place between 1765 and 1774 and the building is recorded on Moneypenny's map of Derby, 1791. The former Assembly Rooms was connected to a row of buildings on its eastern extent, which continued towards the river, and access to Full Street can be seen on the map extending from the Market Place, running between the former Assembly Rooms and the terraced buildings that face onto the Market Place on its northern extent.

During the excavations at Full Street, Derby, pottery dating to the 17th – 19th century was identified within some of the features, showing continued use of the Site throughout the medieval and post-medieval periods.

Moneypenny's map is much more detailed than John Speed's map of 1610. The Market Place remained an open area surrounded by buildings on all sides. However, much of the open areas within the town which were recorded on John's Speed's map are shown as backyards, gardens or orchards and there is a slight increase in the density of buildings. The medieval market cross and the conduit which were both recorded on John Speed's map are not recorded on Moneypenny's map, suggesting they were both demolished in the 18th century. Throughout the 19th century, the town continued to grow and improve, as can be seen on the earliest available Ordnance Survey (OS) map series dated 1885. The railway arrived in Derby in 1839, encouraging the expansion of manufacturing and commerce within the town, resulting in rapid growth of the population. Problems of poverty and overcrowding also resulted from this expansion, necessitating the construction of new suburbs around the railway station and other outlying areas, and the establishment of a sewerage and water systems from the mid-19th century.

The 1885 OS map shows the Market Place as an open area, surrounded on all sides by terraced buildings, with the former Assembly Rooms building visible on the north-eastern edge of the Market Place. The former Assembly Rooms is still recorded as backing onto buildings on its eastern extent, although the row of buildings which extended towards the River Derwent had been removed and Full Street extended a little further south, turning towards the east and then returning south, to meet up with Derwent Street.

The buildings recorded within Market Place on earlier historic maps had been removed including the original Guildhall building, which was known to have been demolished in 1828. Access to Full Street via the Market Place was still navigable, with a street passing between the former Assembly Rooms and the terraced buildings which faced onto the Market Place.

2.2.6 Modern (1901 – present)

From the late 1920s a scheme of improvement for the area immediately to the west of the River Derwent was formulated by the local council. Plans for the Central Improvement Scheme were drawn up by the borough architect, Charles Herbert Aslin, and the detailed plans were finalised in 1931.

The Central Improvement Plan sought to bring scattered council departments together in a single building, and to improve the Morledge market, traffic access to the town centre, and the river crossing at Derwent Street. A large area of land along the riverbank was acquired for the purpose and the early 19th century industrial buildings on the site were cleared. The scheme resulted in the widening and extension of Full Street to the south to join with the newly created Corporation Street. Aslin's scheme envisioned a development of Civic buildings along Full Street and Corporation Street. This was to comprise, from north to south, a police station, magistrates court, municipal offices, town hall, open market, bus station and car park.

The construction of further buildings including a fire station and an extension to the former Assembly Rooms were not undertaken due to a combination of low finances and reconsideration of the scheme. The 1938 OS map records this change, showing the reduction in buildings to the east of the former Assembly Rooms, with Full Street extending through the now cleared space, joining up with a newly created road (B6000) to the south. Access to Full Street could still be gained from the Market Place, passing between the former Assembly Rooms and the terraced buildings to the north.

The former Assembly Rooms building was destroyed by fire in 1963 and the site was cleared in the early 1970s, in preparation for the construction of the modern Derby Assembly Rooms.

The 1972-1975 series OS maps shows the modern Derby Assembly Rooms and adjacent buildings to the east as demolished, as well as the majority of the terraced buildings on the northern edge of the Market Place, creating a

larger, open Market Place. The civic buildings designed by Aslin had now been constructed along the eastern edge of Full Street and Corporation Street, including the police station, magistrates court and the Council House.

The modern Derby Assembly Rooms were built in 1973-77 to the designs of Casson, Conder and Partners. The building comprised two halls, the Great Hall and the smaller Darwin Hall, as well as three shops, bars, lounges, a coffee bar, booking hall, a reception suite and a multi-storey car park. In the 1990s the coffee shop was converted into a Police Station and a small office block was built beneath the Darwin Hall. The ground floor shops were converted multiple times during the early 21st century and the police station has been more recently used as a tourist information centre. In 2014, the plant room located on the car park roof was destroyed by fire and the building was closed. In 2016 the car park was reopened. However, the modern Derby Assembly Rooms has remained closed.

The 1979-1987 series OS maps records the Site as it is today, with the modern Derby Assembly Rooms occupying the majority of the northern edge of the Market Place, with the car park to the rear.

2.2.7 Unknown

An archaeological watching brief was undertaken during groundworks associated with the construction of the Quad building, located 25m to the south of the modern Derby Assembly Rooms on Market Place. The watching brief did not identify any archaeological deposits; however, it was noted that excavations were heavily restricted by modern utilities and dense made ground, and as such, the excavator did not fully penetrate the made ground deposits and failed to reach depths any deeper than 1m below ground level.

3. Scope of Archaeological Works

All archaeological works will be carried out in accordance with this WSI and any further instructions from the Client. This design takes account of the guidance provided by the Chartered Institute for Archaeologists (CIfA) Code of Conduct (2019), the Standard and Guidance for an Archaeological Watching Brief (CIfA 2020a), the Standards and Guidance for Archaeological Field Evaluation (CIfA 2020b) and other current and relevant good practice and standards and guidance (refer to Appendix A).

Following the demolition of the Derby Assembly Rooms and adjacent car park to slab level, the archaeological works will comprise:

- archaeological monitoring of the removal of areas of hardstanding across the Site;
- mapping the extent of archaeological remains that survive below the hardstanding and excavating and recording these remains; and
- archaeological monitoring of site clearance works including the removal of any made ground deposits and the grubbing out of foundations, with archaeological mapping, excavation and recording being undertaken when archaeological remains are encountered.

The Archaeological Contractor shall prepare and submit a Risk Assessment and Method Statement (RAMS) for the archaeological monitoring prior to the start of the fieldwork for approval by the Consultant, the Principal Contractor and the Client. If appropriate, the Method Statement shall be prepared in association with the Client and the Principal Contractor, taking into account their Environmental Management Procedures and Health and Safety Plan(s).

3.1 Aims and Objectives

An archaeological desk-based assessment was undertaken by AECOM (2021) to determine the potential for archaeological remains to exist within the Site. The assessment identified a high potential for significant archaeological remains dating to the medieval period and a medium potential for significant archaeological remains dating to the early medieval period. The Site is located within the Derby City Centre Area of Archaeological Interest which is focused on the approximate extent of medieval Derby. There is also the potential for the remains of post-medieval buildings to exist within the Site, including the former Assembly Rooms building constructed in 1763.

During the preparation of the assessment, consultation was undertaken with the Development Control Archaeologist for Derbyshire County Council to determine the requirements for archaeological mitigation. Based on the potential for significant archaeological remains to exist within the Site, archaeological mitigation comprising archaeological monitoring and strip, map and record of the Site was requested.

Previous archaeological investigations undertaken within the Site and the study area identified dense medieval settlement activity, as well as evidence for earlier Anglo-Saxon settlement activity. During the site clearance works prior to the construction of the Derby Assembly Rooms, cellars associated with the post-medieval buildings which formerly occupied the Site were identified.

3.1.1 General Objectives:

The general objectives of the archaeological monitoring and strip, map and record are:

- To confirm the presence or absence of surviving archaeological remains within the Site;
- To record the location, nature, depth, extent, character and date of archaeological remains;
- To record the condition, state of preservation, significance and complexity of archaeological remains;
- to record and recover an adequate sample of the range, quality and quantity of artefactual and environmental evidence present; and
- To interpret the archaeology of the Site within its local, regional and national archaeological context.

The investigation will result in a comprehensive and structured record that takes into account relevant research agendas and research themes, and a report that is commensurate with the significance of the findings.

3.1.2 Site-specific Aims:

The Site-specific aims of the archaeological monitoring and strip, map and record are:

- Confirm the presence or absence of early medieval settlement activity;
- Confirm the presence or absence of medieval settlement activity;
- Confirm the presence or absence of the remains of post-medieval buildings and associated cellars;
- Confirm the presence or absence of remains related to the former Assembly Rooms; and
- Confirm the presence or absence of any other surviving archaeological remains within the Site.

3.1.3 Research Frameworks and Regional Research Agendas

Consideration of research themes is key to understanding the potential evidential significance of archaeological remains. The assessment identified the Site to have the potential to contain significant archaeological remains dating to the early medieval, medieval and post-medieval periods.

The broad principals of a number of existing research agendas will be applicable. Key archaeological research agendas include:

- East Midlands Heritage. An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands – Early Medieval (Knight, et. al. 2012)
- East Midlands Heritage. An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands – High Medieval (Knight, et. al. 2012)
- East Midlands Heritage. An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands – Post-Medieval (Knight, et. al. 2012)

Specific research themes identified from the relevant research agendas of particular relevance to the early medieval, medieval and post-medieval potential of the Site include:

- 6.4 Rural Settlement Patterns - Can we elucidate the pattern of early medieval settlement north and west of the Trent?
- 7.1 Urbanism - How did the major towns and smaller market towns of the region develop after the Norman Conquest, both within the urban core and in suburban and extra-mural sites?
- 8.2 Urbanism: morphology, functions and buildings – How can we advance studies of building plans and standing remains, especially where hidden inside later buildings, and of caves and cellars?

Further research themes and agendas are outlined in the *East Midlands Heritage. An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands* (Knight, et. al. 2012) and will be consulted so that the archaeology, can, if possible, be placed within their local, regional and national context.

4. Methodology

The Archaeological Contractor shall prepare and submit a Risk Assessment and Method Statement (RAMS) for the archaeological works prior to the commencement of the fieldwork. The draft RAMS will be submitted to the Consultant, the Principal Contractor and the Client for their review and approval prior to the commencement of the fieldwork. The RAMS will also be reviewed and approved by the Development Control Archaeologist for Derbyshire County Council.

The RAMS compiled by the Archaeological Contractor will include a section on undertaking site works during the Coronavirus COVID-19 pandemic. At a minimum, all work should be undertaken in line with current government advice, including the *Site Operating Procedures* (CLC 2021). The RAMS will be required to be updated should any changes to government advice be issued prior to the commencement of and during the archaeological works.

The Archaeological Contractor will undertake the archaeological works according to this WSI and any subsequent written variations. No variation from or changes to the WSI will occur except by prior agreement with the Consultant, the Principal Contractor and the Client, in consultation with the Development Control Archaeologist for Derbyshire County Council.

The Archaeological Contractor shall liaise with the Principal Contractor and the Client to ensure that the archaeological works are undertaken in an organised, efficient and professional manner.

The Archaeological Contractor shall ensure that the archaeological works are suitably staffed to a level that means that there will be no delays to the demolition programme and the Archaeological Contractor shall liaise with the Consultant, the Principal Contractor and the Client to agree the level of resourcing for the duration of the works.

All necessary archaeological excavation and recording, to meet the aims and objectives of the archaeological works, will be completed prior to demolition activities re-commencing in the area of the archaeological remains.

The Principal Contractor and the Client will allow adequate time in the programme for the archaeological works to be completed.

Should there be unexpectedly significant or complex discoveries made that warrant, in the professional judgement of the archaeologist on site, more detailed recording than is outlined within this WSI, then the Archaeological Contractor will discuss the matter with the Consultant and the Development Control Archaeologist for Derbyshire County Council before proceeding.

4.1 Machine Excavation

The Site will be stripped with mechanical plant. This means the stripping of hardstanding, made ground deposits and foundations to the correct archaeological horizon under constant archaeological monitoring.

The Principal Contractor will be responsible for providing suitable excavation machinery fitted with a toothless bucket for the duration of the archaeological works. A toothed bucket and/or breaker may be used during the removal of areas of hardstanding and the grubbing out of foundations.

The Principal Contractor will be responsible for determining safe excavation methodologies, using permits to dig and supplying and operating all required excavation equipment and plant.

The Principal Contractor shall provide a suitable and safe position from which the Archaeological Contractor can effectively monitor the ground reduction and allow the Archaeological Contractor sufficient time to investigate and record any archaeological remains that are exposed as a result of the operation.

The machined surface will be hand cleaned if necessary, and inspected for archaeological features, and all identified features should be mapped.

Hand excavation, recording and sampling will proceed in accordance with the methodology outlined in this WSI and confirmed in writing by the Archaeological Contractor's Method Statement, in order to meet the aims and objectives of the archaeological works.

4.2 Hand Excavation

Archaeological remains identified for excavation will be cleaned and hand excavated in an archaeologically controlled and stratigraphic manner sufficient to meet the aims and objectives of the archaeological works.

Machine assisted excavation may be permissible if large deposits are encountered at the discretion of the Client and in agreement with the Development Control Archaeologist for Derbyshire County Council.

A sufficient sample of deposits/features will be investigated to record the horizontal and vertical extent of the stratigraphic sequence to the level of undisturbed natural deposits. Sample excavation will also target the interrelationships between features and major feature intersections to understand and record their relationships, where these are revealed / identified.

The areas of excavation will be located and mapped using suitable electronic surveying equipment, resulting in a digital pre-excavation plan (even if they reveal no archaeological features). The plan will be overlaid at an appropriate and recognisable scale onto the Ordnance Survey national grid (using digital map data).

The archaeological investigation strategy will be determined by the range and complexity of the archaeological features, and their artefactual and palaeoenvironmental content.

The following sampling strategies will be utilised as a generic standard within the flexible excavation strategy and may be varied to suit the research value of particular deposits.

- **Linear features:** a minimum sample of 20% of each linear feature of less than 5m in length and a minimum sample of 10% of each linear feature greater than 5m in length (each length will be not less than 1m). Sample sections shall always be positioned to record accurate profiles of any deposit and to identify structural/phasing sequences (for example terminus and intersections).
- **Discrete features:** 50% of cut features such as pits, post-holes and other isolated features as a minimum in order to determine and record their form. Stake-holes will be fully excavated. If large pits or deposits (over 1.5m in diameter) are encountered, then the sample excavated should be sufficient to define the extent and maximum depth of the feature and to achieve the objectives of the archaeological works and should normally be quadranted.
- **Special or burnt features:** such as hearths, kilns, storage pits, industrial, funerary or ritual structures or buildings are to be the subject of 100% excavation so that their extent, nature, form, date, function and relationships to other features and deposits can be established; Such features will be identified during pre-excavation planning to enable the input and advice of appropriate archaeological specialists. Where in situ burning is identified no excavation shall take place until the possible recovery of samples for scientific dating has been considered.
- **Structural remains:** Built structures such as walls will be examined prior to destruction and sampled so that their extent, nature, form, date, function and relationship to other features and deposits can be established.

4.3 Recording

A full written, drawn and photographic record will be made of all archaeological remains, in accordance with standard archaeological methodologies (refer to Appendix A).

The location and depth of areas monitored will be recorded. The stratigraphic sequence encountered will also be recorded, even where no archaeological deposits have been identified.

Where appropriate, i.e. where archaeological remains are encountered, detailed hand-drawn plans and sections of features will be produced at an appropriate scale (normally 1:50 or 1:20 for plans and 1:10 for sections). All plans and sections will include spot heights relative to Ordnance Datum in metres, correct to two decimal places.

Digital photography (minimum 12-megapixel resolution) will be used to record the archaeological works and will follow Archaeological Data Service (ADS 2011) advice for secure long-term storage and migration of files. In addition to records of archaeological features, a number of general site photographs will also be taken to give an overview of the site. Particular attention should be paid to obtaining shots suitable for displays, exhibitions and other publicity.

Indices of context records, drawings, samples and photographs will be maintained and checked. These will form part of the project archive. These indexed registers will be fully cross-referenced.

On completion of the field project the site archive will be consolidated, checked to ensure it is internally consistent and ordered as a permanent archive.

4.4 Artefact Recovery

All artefacts will be collected, stored and processed in accordance with standard methodologies and national guidelines (refer to Appendix A). Except for modern artefacts, all finds will be collected and retained.

The Archaeological Contractor will clarify their Selection Strategy in their Method Statement and will ensure that it is in line with ClfA (2020c) guidelines. Each 'significant find' will be recorded three dimensionally. Similarly, if artefact scatters are encountered these should be also recorded three dimensionally. Bulk finds will be collected and recorded by context.

All recovered artefacts will be stabilised, conserved and stored in accordance with the current national conservation guidelines and standards (refer to Appendix A). If necessary, a conservator will visit the site to undertake 'first aid' conservation treatment.

Artefacts will be stored in appropriate materials and conditions and monitored to minimise further deterioration.

4.5 Environmental Sampling

The Archaeological Contractor's Method Statement will outline an appropriate environmental sampling strategy that conforms to this specification. The Historic England Regional Science Advisor (RSA) will be notified of the commencement of the works and will be consulted regarding the sampling strategy proposed by the Archaeological Contractor. Provision will also be made for the recovery of material suitable for scientific dating.

Any samples taken must come from appropriately cleaned surfaces, be collected with clean tools and be placed in clean containers. They will be adequately recorded and labelled, and a register of all samples will be kept. Once the samples have been obtained, they should be stored appropriately in a secure location prior to being sent to the appropriate specialist.

4.6 Human Remains

Should human remains be discovered during the course of the excavations, the remains will be covered and protected and left *in situ* in the first instance, in accordance with current best practice. Should human remains be discovered, all works within the vicinity of the Site area will stop until the remains have been removed. The Archaeological Contractor will notify the Consultant, the Client and H.M. Coroner with details of the remains immediately. The removal of human remains will only take place in accordance with a licence from the Ministry of Justice and under the appropriate Environmental Health regulations and the Burial Act 1857.

4.7 Treasure

Any recovered artefacts that fall within the scope of the Treasure Act 1996 and Treasure (Designation) Order 2002 will be reported to the Consultant immediately.

The Consultant will ensure that the Treasure regulations are enforced and that all the relevant parties are kept informed. In addition, the Archaeological Contractor shall maintain a list of finds that have been collected that fall under the Treasure Act and related legislation and this list shall be included in the fieldwork report.

Artefacts that are classified as 'treasure' will be removed to a safe place but where removal cannot be undertaken on the same working day as the discovery, suitable security measures must be taken to protect the finds from damage or unauthorised removal.

4.8 Finds Processing

Initial processing of finds (and if appropriate other samples) will be carried out concurrently with the fieldwork. The processing of finds will be finished shortly after completion of the investigations. The finds will be retained (according to the Artefact Recovery section), washed, marked, bagged and logged on a MS Access or GIS database (or equivalent), together with their locations (if applicable) according to the National Grid (eastings, northings) and Ordnance Datum (height), accurate to two decimal places.

The finds assemblage will be treated, labelled and stored in accordance with the appropriate Historic England guidance documents and the Institute of Conservation guidelines (refer to Appendix A). At all times the

Archaeological Contractor shall ensure that the processing of the assemblage is in accordance with the requirements of Derby Museum and Art Gallery (Derby Museums 2016).

If appropriate, each category of find or each material type will be examined by a suitably qualified archaeologist or specialist and the results incorporated into a fieldwork report.

The deposition of any finds collected during the archaeological monitoring and the related archive forms the final stage of this project. The Archaeological Contractor shall provide the Consultant with copies of communication with the recipient museum and confirmation of the deposition of the archive.

4.9 Unexpectedly Significance or Complex Discoveries

In the event of significant, or important unanticipated archaeological discoveries, a WSI may be required to set out the methodology for the detailed recording of the archaeological remains, and to allow adequate time within the construction programme (Stage 2 WSI). Under these circumstances the Archaeological Contractor will notify the Client immediately, and the remains will be protected from damage. If the remains require investigation beyond the resources allocated to the archaeological monitoring, the Archaeological Contractor will estimate the additional time and resources needed to complete the archaeological investigation and will inform the Client and the Consultant. Modifications to the WSI will be prepared as an addendum by the Consultant and shall be approved by the Development Control Archaeologist for Derbyshire County Council.

4.10 Monitoring, Progress Reports and Meetings

The archaeological monitoring may be subject to monitoring visits by the Consultant who will have unrestricted access to the investigation, site records or any other information. The work will be inspected to ensure that it is being carried out to the required standards and that it will achieve the stated objectives.

Verbal progress reports will be provided to the Consultant upon request. Weekly written progress reports (via email each Monday morning) will be sent to the Consultant by the Archaeological Contractor whilst the fieldwork is on-going. In addition, progress meetings between the Consultant, the Development Control Archaeologist for Derbyshire County Council and the Client may be held on site during the course of the archaeological monitoring and will be arranged by the Consultant.

4.11 Completion of Fieldwork

The Archaeological Contractor shall prepare and submit a Completion Statement to the Consultant and the Client within one working day of completing the archaeological works.

The site will be left in a tidy, professional, and safe condition, and the Archaeological Contractor will ensure that all materials brought onto site are removed.

An OASIS entry shall be completed at the end of the fieldwork, irrespective of whether a formal report is required. The Archaeological Contractor will complete the online form at <http://ads.ahds.ac.uk/project/oasis/> within one month following completion of the fieldwork. Archaeological Contractors are advised to contact OASIS (oasis@ads.ahds.ac.uk) for technical advice.

5. Reporting

A fieldwork report will be submitted in draft to the Consultant within eight weeks of the completion of the archaeological monitoring, who will review the document before issuing it to the Development Control Archaeologist for Derbyshire County Council for comment. The preparation of the site archive will be undertaken in accordance with this WSI and will follow relevant archaeological standards and national policy and guidance (refer to Appendix A).

The content and scope of the report shall be dependent upon the findings, but it shall be undertaken in accordance with this specification and current good practice and guidance (refer to Appendix A). Typically, the assessment report shall contain the following:

- Title page or cover sheet giving key project details;
- A signed QA sheet detailing as a minimum - title, author, version, date, checked by, approved by;
- A non-technical summary;
- Acknowledgements;
- Site details, including location, OASIS reference, grid reference, geology and soils, place of deposition of the archive (including digital archive), museum accession number, full dates of work and any relevant details of the project's history;
- A site location drawing;
- The archaeological and historical background;
- The methodology employed;
- The aims and objectives of the archaeological works;
- The results of the archaeological works, including a full description, assessment of condition, quality and significance of the remains
- A stratigraphic matrix (if appropriate);
- If human remains are encountered the report will include a statement that addresses the future retention of the material, including, if appropriate, options for reburial;
- If appropriate, an assessment of and conclusions on the significance of the results in their local, regional and national context, cross-referenced to the Regional Research Framework and research agenda;
- The current and proposed arrangements for long-term conservation and archive storage (including details of the accredited repository details);
- General and detailed plans showing the location of the archaeological works areas accurately positioned on an Ordnance Survey base map (at an appropriate and recognised scale);
- Detailed plans and sections illustrating archaeological features and relationships between features (at an appropriate and recognised scale);
- Colour photographic plates illustrating work in progress and archaeological discoveries;
- A list of all finds that fall within the scope of the Treasure Act and associated legislation;
- A statement of potential with recommendations for further work and analysis;
- A copy of the OASIS data collection form;
- Bibliography;
- An appendix illustrating specific finds and general working shots or portraits of specific features or structures, as appropriate;
- An appendix listing all the recorded features & contexts with detailed descriptions, locations and final spot dates or phasing;
- An appendix containing separate finds catalogue by context and find types. Specialist artefact assessment reports, palaeoenvironmental reports, or their equivalent; and

- A cross-referenced index of the project archive.

If, in the opinion of the Archaeological Contractor and the Consultant, and in agreement with the Development Control Archaeologist for Derbyshire County Council, the results warrant a publication, the Archaeological Contractor will include in their assessment report a section that describes what additional analysis is required to prepare the publication, alongside a full justification. All work that is required (analysis and publication) shall be fully costed, and the assessment report will include a timetable for undertaking this work.

One digital pdf copy (complete with illustrations and plates) of the completed draft report will be submitted to the Consultant. The Consultant will submit a copy of the draft report to the Development Control Archaeologist for Derbyshire County Council for comment. In finalising the report, the comments of the Consultant and the Development Control Archaeologist for Derbyshire County Council will be taken into account.

Following the receipt of comments on the draft report, a final digital version (PDF) will be submitted to the Consultant within one week of the receipt of comments. The final report shall be provided to the Client and the Development Control Archaeologist for Derbyshire County Council, including a copy for the Derbyshire Historic Environment Record.

Digital image files shall be submitted in JPEG or TIFF format, digital text files shall be submitted in Microsoft Word format, digital illustrations shall be submitted in AutoCAD format or ArcView shapefile format. A fully collated version of the report shall be included in PDF format.

6. Archive Preparation and Deposition

Archaeological material recovered from fieldwork is irreplaceable and data recorded in the course of archaeological investigations can and should be copied and additionally held securely in a separate location in line with current best practice (refer to Appendix A).

The Archaeological Contractor should compile a Data Management Plan in line with ClfA guidelines (2020c) and include it in their Method Statement.

The Site records and assemblages (list of fieldwork interventions, notebooks / diaries, context records, feature records, structure records, site geometry (drawings), photographs and films, finds records and associated data files) will constitute the primary Site Archive. This is the key archive of the fieldwork project and the raw data upon which all subsequent assessment and analysis and future interpretation will be based. The Site Archive will therefore not be altered or compromised.

The Site Archive should be quantified, ordered, indexed and made internally consistent, and in line with current good practice (refer to Appendix A) and local authority guidelines (Derby Museums 2016). All finds and coarse-sieved, and flotation samples will have been processed and stored under appropriate conditions. The Site Archive will also contain a site matrix, a summary of key findings and descriptions of artefactual and environmental assemblages. Arrangements should be made for the proper cataloguing and storage of the archive during the project lifecycle (it may be appropriate to liaise with an archive specialist). The content of an outline structure for a fieldwork archive is presented in MoRPHE, Appendix 1, Product P1 and Product P3 (MoRPHE, 2008, PPN3).

The Archaeological Contractor will, prior to the preparation of their Method Statement, liaise with Derby Museum and Art Gallery to obtain agreement in principle to accept the physical, documentary and photographic archive for long-term storage.

The digital archive must be deposited with a Trusted Digital Repository and thus made publicly accessible. It is understood by Derbyshire County Council that the only suitable repository for digital archaeological archives at the present time is the Archaeology Data Service (ADS) (Derby Museums 2016).

The Archaeological Contractor will be responsible for identifying any specific requirements, archiving costs or policies of the recipient repository in respect of the archive, and for adhering to those requirements.

Relevant reference numbers will be obtained from the recipient repositories in advance of the preparation of their Method Statement, to ensure that the project is recorded in accordance with the requirements of the local authority. The Derbyshire Historic Environment Record has provided the Consultant with a HER reference number (CDR11526) for the project. Relevant reference numbers must be referenced in all correspondence relating to this project and recorded in the Archaeological Contractors RAMS and fieldwork report.

The archive of finds and records generated during the fieldwork will be removed from the Site at the end of each day and kept secure at all stages of the project until it is deposited with the recipient repository. The Site Archive will be produced to current national standards (refer to Appendix A).

The deposition of the archive forms the final stage of the project. The Archaeological Contractor shall provide the Consultant with copies of communication with the recipient repository (Derby Museum and Art Gallery and ADS) and written confirmation of the deposition of the archive. The Archaeological Contractor will deal with the transfer of ownership and copyright issues.

If a project produces no archaeologically significant finds or features (e.g. a 'negative' evaluation) then it is not necessary to deposit an archive with a museum. In such cases, a report should be submitted to the Derbyshire HER as usual, and the OASIS record completed including an upload of the project report and any additional digital images. The mid-project agreement should be completed and sent to the museum along with a copy of the OASIS record (Derby Museums 2016).

7. General Project Requirements

7.1 Resources and Programme

An experienced and qualified archaeologist shall supervise the archaeological works. All staff will be suitably qualified and experienced professionals and hold valid Construction Skills Certification Scheme (CSCS) cards, proof of which is to be provided to the Principal Contractor upon request (refer to Section 8).

All staff will be fully briefed and aware of the work required under this specification and will understand the objectives of the investigation and methodologies to be employed.

The archaeological works will be undertaken in accordance with the Principal Contractor's programme. The Archaeological Contractor shall liaise with the Consultant, the Principal Contractor and the Client to agree the programme and level of resourcing for the duration of the works.

The Consultant will notify the Development Control Archaeologist for Derbyshire County Council of the commencement of the fieldwork at the earliest opportunity.

Changes to the agreed programme will only be accepted with the agreement of the Archaeological Contractor, the Principal Contractor and the Client.

The Archaeological Contractor shall provide early warnings for any delays to the agreed works programme. The early warnings will be sent to the Client.

7.2 Access Arrangements and Site Information

Access to the Site, to carry-out the archaeological works, will be arranged and organised with the Client and the Principal Contractor, as appropriate. Designated routes into and out of the area(s) will be identified and will be adhered to at all times.

The Client will provide the Archaeological Contractor with the details for any known constraints prior to the start of the archaeological works.

The archaeological monitoring shall not extend beyond the specified excavation areas. If for any reason it is not feasible for the Archaeological Contractor to carry out the archaeological works within the specified area, the Consultant and the Client will be notified immediately. The Consultant will inform the Development Control Archaeologist for Derbyshire County Council at the earliest opportunity.

7.3 Confidentiality and Publicity

Archaeological works may attract the interest of the public and the press. All communication regarding this project is in the first instance to be directed to the Consultant who will refer all inquiries to the Client without making any unauthorised statements or comments.

The Archaeological Contractor will not disseminate information or images associated with the project for publicity or information purposes without the prior written consent of the Client.

7.4 Copyright

The Archaeological Contractor shall assign copyright in all reports, documentation and images produced as part of this project to the Client. The Archaeological Contractor shall retain the right to be identified as the author or originator of the material. This applies to all aspects of the project. It is the responsibility of the Archaeological Contractor to obtain such rights from sub-contracted specialists.

The Archaeological Contractor may apply in writing to use or disseminate any of the project archive or documentation (including images). Such permission will not be unreasonably withheld.

The results of the archaeological works shall be submitted to the Client and the Development Control Archaeologist for Derbyshire County Council and will ultimately be made available for public access.

7.5 Adherence to Project Design

The Archaeological Contractor will undertake the archaeological works according to this WSI and any subsequent written variations. No variation from or changes to the WSI will occur except by prior agreement with the Consultant, the Principal Contractor and the Client, in consultation with the Development Control Archaeologist for Derbyshire County Council.

8. Insurances, Health and Safety

The Principal Contractor will be responsible for identifying all hazards on site and shall be aware of the hazards of working close to overhead and buried services, including high voltage overhead cables, and shall be responsible for taking the necessary precautions to ensure all personnel, including the Archaeological Contractor, maintain a safe working distance at all times.

The Archaeological Contractor shall, at all times, follow the health and safety policies and procedures of Principal Contractor as well as any site-specific instructions highlighted during the on-site induction.

The Archaeological Contractor will provide the Consultant with details of their public and professional indemnity insurance cover.

The Archaeological Contractor will have their own Health and Safety policies compiled using national guidelines, which conform to all relevant Health and Safety legislation and best practice. A copy of the Archaeological Contractor's Health and Safety policy will be submitted to the Consultant, the Principal Contractor and the Client prior to the start of the archaeological investigations.

The Archaeological Contractor shall prepare a Risk Assessment(s) and Method Statement (RAMS), and a project specific Health and Safety Plan and submit these to the Consultant, the Client and the Principal Contractor for approval prior to starting on site. The Archaeological Contractor will not be permitted to start on Site until the Client has received confirmation that the RAMS are acceptable for the proposed works. If amendments are required to these reports during the works, the Consultant, the Client and any other relevant party must be provided with the revised document at the earliest opportunity.

The RAMS compiled by the Archaeological Contractor will include a section on undertaking fieldwork during the Coronavirus COVID-19 pandemic. At a minimum, all work should be undertaken in line with current government advice, including the *Site Operating Procedures* (CLC 2021). The RAMS will be required to be updated should any changes to government advice be issued prior to the commencement of and during the archaeological fieldwork.

All staff involved in the archaeological fieldwork should be Construction Skills Certification Scheme (CSCS) qualified to a minimum standard as an 'Archaeological Technician' (for Construction Related Occupation card), 'Professionally Qualified Person' (through accreditation with CfA) or 'Academically Qualified Person' (through an archaeology degree) and hold a valid CSCS card.

All site personnel will familiarise themselves with the following:

- Site emergency and evacuation procedures;
- The site's health and safety coordinator;
- The first aider; and
- The location of the nearest hospital and doctor's surgery.

The Archaeological Contractor's supervisor will maintain a record of site attendance and complete a daily briefing at the start of work for each day that there is a team in the field.

All site personnel will wear personal protective equipment (PPE) as defined by the Archaeological Contractor's risk assessment undertaken in accordance with mandatory requirements and in line with the requirements of the Principal Contractor. As a minimum, the PPE should consist of a hardhat, steel toe-capped boots with mid-sole protection, high-visibility vest or jacket, high visibility trousers, safety glasses and gloves. All personnel will complete a site induction as set out by the Principal Contractor and adhere to site specific safety rules and regulations outlined therein. All equipment that is used in the course of the fieldwork must be 'fit for purpose' and be maintained in a sound working condition that complies with all relevant Health and Safety regulations and recommendations.

The Principal Contractor will assure the provision and maintenance of adequate, suitable and sufficient welfare and sanitary facilities at appropriate locations for the duration of the works.

8.1 COVID-19

The Health and Safety policies, Risk Assessments and project-specific Health and Safety Plan compiled by the Archaeological Contractor will address undertaking fieldwork during the Coronavirus COVID-19 pandemic. All work should be undertaken in line with current government advice, including the Site Operating Procedures (Construction Leadership Council, 2021 and any subsequent updates).

The Archaeological Contractor's Risk Assessment and Health and Safety Plan shall address COVID-19 specific hazard controls; travel, site, welfare and accommodation; PPE and hygiene provisions; mental health and effects on people the site workers live with; and reporting procedures for site workers to raise any issues or concerns. They shall take account of changes to emergency procedures, factoring in, for example, increased emergency service response times and potential closures of A&E departments. Toolbox talks will adhere to social distancing.

The Risk Assessment and Health and Safety Plan will be clearly communicated to site workers with sufficient time prior to travel or commencement of work. All site personnel will familiarise themselves with site-specific COVID-19 mitigation measures. Signatures will be required to record that all site workers have attended appropriate site briefings and understood COVID-19 procedures. Site workers must be aware that COVID-19 controls (e.g. maintaining social distancing and hygiene standards) will take precedence until further notice. Site workers must adhere to the COVID-19 measures, controls and restrictions.

If tasks are identified that cannot be compliant with COVID-19 procedures, then work must not take place until further mitigation is put in place to remain compliant.

COVID-19 procedures will be under constant review as the situation evolves. The Archaeological Contractor and the Principal Contractor will ensure that Risk Assessments are updated to reflect any changes to government advice be issued prior to the commencement of or during the archaeological works.

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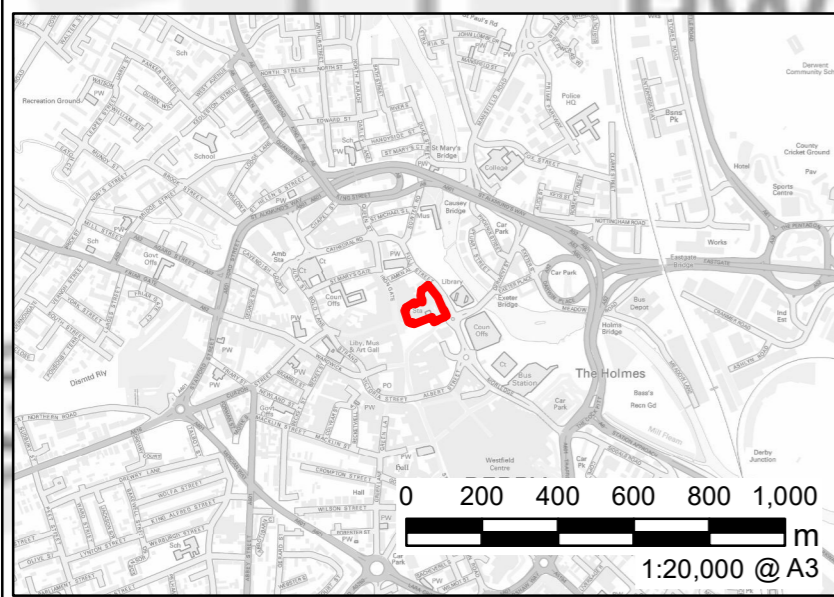
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Appendix B Figures



AECOM

PROJECT
Derby Assembly Rooms Demolition

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Derbyshire County Council

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LEGEND
Site Boundary

NOTES
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ISSUE PURPOSE
FOR INFORMATION
PROJECT NUMBER
60635565
SHEET TITLE
Site Location

SHEET NUMBER
Figure 1

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