

WRITTEN SCHEME OF INVESTIGATION



No. 2 Copt Oak Road
Markfield
Leicestershire

Level 2 Historic Building Recording
[Planning Ref. 23/01148/FUL](#)

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standard operating procedures.

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Written Scheme of Investigation

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1 INTRODUCTION

1.1 General

This Written Scheme of Investigation (WSI) has been prepared by CFA Archaeology Ltd for Gordon White & Hood and details the methodology for undertaking archaeological works comprising Level 2 historic building recording prior to the demolition of the derelict house and outbuildings at No. 2 Copt Oak Road, Markfield, Leicestershire, LE67 9PJ (NGR: SK 47395 12101; fig. 1).

Planning permission was granted by Hinckley & Bosworth Borough Council (Application no: 23/01148/FUL) for the construction of a new dwelling following full demolition of the present structure. The archaeological works are intended to record the historic dwelling (henceforth: the Building) at No. 2 Copt Oak (henceforth: the Site) prior to and, if necessary, during demolition. The archaeological works will record the Building to understand the form, function, and phasing of the structure.

A separate WSI (CFA Archaeology *forthcoming*) will be submitted to outline the aims and methodologies for recording any below ground archaeological deposits within the Site.

Condition 3 of the Planning Application stated:

No demolition/development shall take place/commence until a Written Scheme of Investigation has been submitted in writing to, and approved in writing by, the Local Planning Authority. For the Land that is included within the WSI, no demolition/development shall take place other than in accordance with the agreed WSI, which shall include the statement of significance and research objectives, and:

- The programme and methodology of site investigation and recording and the nomination of a competent person(s) or organisation to undertake the agreed works.*
- The programme for post-investigation assessment and subsequent analysis, publication & dissemination, and deposition of resulting material. This part of the condition shall not be discharged until these elements have been fulfilled in accordance with the programme set out in the WSI.*

Reason: *To ensure satisfactory archaeological investigation and recording in accordance with Policies DM11 and DM12 of the adopted Site Allocations and Development Management Policies Development Plan Document (2016), and Section 16 of the National Planning Policy Framework (December 2023).*

A formal Brief was written by the Leicestershire Historic & Natural Environment Team (HNET) (dated 21 February 2025).

A WSI is required to define the scope of the above recording, sufficient to note changes made to an historic building in line with Chapter 16, paragraph 205 of the National Planning Policy Framework NPPF (Revised 2024), which states:

'Local planning authorities should require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate

to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible' (MHCLG 2021).

The scope of this WSI is defined by the guidance given in Historic England '*Understanding Buildings: A guide to good recording practice*', and Chartered Institute for Archaeologists '*Standard and guidance for the archaeological investigation and recording of standing buildings or structures*' (Historic England 2016; ClfA 2020) and the requirements for recording stipulated by the Leicestershire HNET Brief.

The planning portal contains former attempts to redevelop the Building through demolition (Planning Application: 14/00478/FUL) and alterations (Planning Applications: 13/01062/HOU; 19/00430/HOU; 19/01009/HOU).

The Level 2 historic building recording is set to be undertaken within 2 weeks of approval of the WSI, aiming for March 2025.

1.2 Site Location and Description

The Site is located approximately 2.5km (1.5 miles) northwest of the historic village of Markfield and approximately 13.7km (8.5 miles) northwest of Leicester (fig. 1). The Building is bound to the west by Copt Oak Road, which runs from the west side of Markfield to the hamlet of Copt Oak to the north. A neighboring dwelling to the immediate north of the Site is shown on historic maps, consistently and presently labelled as 'Hobby Hall'. A 21st century dwelling has been constructed to the immediate east of the Site.

According to modern era photography, e.g. Google Street View, the Building was last occupied in July 2011 and was first captured in a state of dereliction in March 2019, which it has since remained.

According to historic maps, the Building predates the mid-19th century and appears to have been constructed as a farmhouse in the vernacular style, comprised of two dwellings that are joined by outshuts. Plans supplied with a previous application (19/00430/HOU) identified the functions of each area of the Building; this includes: *a milking shed, old cottage, coal store, wood store, stable, store, kitchen, pantry, lounge, and three first floor bedrooms*.

1.3 Historical Background

The full historical/archaeological background of the Site will be presented in the WSI which outlines the scope for recording any below ground archaeological deposits. The historical background, relevant to the Building, is presented below.

1.3.1 Post Medieval Markfield

In the early 19th century, Markfield was more centralised near the intersection of London Road and Main Street, including a Workhouse active in 1813 (Lockley 2024). The 1841 Census Return identified occupants of Markfield being employed as agricultural labourers (78), framers (30), framework knitters (79), cordwainer or shoemakers (14), dressmaker or seamstress (10), lace runners (13), male servants (27) and female servants (21) (Lockley 2024).

Framework knitting, or 'fancy work', was likely invented in the East Midlands and was one of the main products of the region from the 17th century onwards (Barrow upon Soar Heritage Group 2019a & Heritage Crafts 2025). Frame knitting was a domestic industry that required as much light as possible, therefore buildings with elongated windows, often inserted into existing walls, and lack of internal walls are typical characteristics of knitter's workshops (Barrow upon Soar Heritage Group 2019b). Generally, a whole family worked in the industry and lived in abject poverty (Heritage Crafts 2025). The industry mostly disappeared in the second half of the 19th century with the introduction of steam powered knitting machines in factories (Heritage Crafts 2025).

The 1846 Trade directory described Markfield as '*a large, irregularly built village, of rough stone houses, has many framework knitters, and is picturesquely seated among the lofty rocky hills... It comprises of 1203 inhabitants and about 2300 acres of land, interspersed with rocks, and mostly having a light soil. Markfield Hill is a continuation of the lofty Bardon Hills, and on its summit is a windmill, commanding extensive views of the surrounding county, and the most romantic parts of Charnwood Forest on the north*' (White 1846).

The Markfield Granite Quarry was opened in 1852 and became a major employer, however it was abandoned by the First World War. The local geology is South Charnwood Diorite, given the name 'Markfieldite' in 1909 (Markfield History Group 2024). The hardwearing stone contains a mix of pink, green, and black minerals and was utilised for kerbstones, paving setts, and older local houses.

1.3.2 No. 2 Copt Oak Road

The 1847 Tithe Plan and Apportionments of the Parish of Markfield lists John Ward as the owner and occupier of the property at plot 443, as well as owning plots 439, 440, 441, and 442. The plots form an L-shape to the south of the house, each described as 'Shaw Lane Close' and either arable or pasture. Neighbouring Hobby Hall at plot 444 was owned by Thomas Hall and occupied by Thomas Tyler, who also occupied eight additional surrounding pasture and arable plots.

Historical documents generally listed No. 2 Copt Oak and neighbouring Hobby Hall both as 'Hobby Hall'. Until 1901, Copt Oak Road was instead an extension of the southern road 'Shaw Lane'. Census Returns from 1841, 1851, and 1861 identify two entries for John Ward on Shaw Lane, presumed father and son, neighbouring Thomas Tyler. The Wards are listed as a farmer and agricultural labourer of 30 acres, reduced to 15 acres in 1861. The Ward and Tyler families are no longer listed on Shaw Lane from 1871 onwards, and Hobby Hall is not listed on census returns again until the 1911 Census Return. Generally, except for the Inn, early census records do not distinguish the properties along the Copt Oak Road, formerly Shaw Lane.

The late 19th century occupants of Shaw Lane from Copt Oak are generally listed with occupations such as farmers, granite quarryman, coalminers, seamstresses.

2 PROJECT AIMS

The aim of the project is to carry out Level 2 historic building recording in order to document the Building before it is demolished, recording its form, character, height, fabric, architectural

detailing, room layout and function. A report will be produced, and the results will be disseminated into the public domain.

Several specific aims have been identified from the East Midlands Regional Research Framework (2025a) Post-Medieval period, including:

- **8.1.6:** How can we advance studies of building plans and standing remains, especially where hidden inside later buildings, and of caves and cellars?
- **8.4.2:** Can we develop as an aid to academic study and conservation management a regional typology of farmhouses, barns and other rural vernacular buildings?
- **8.4.3:** Can we discern intra-regional or temporal variations in the pattern of rural vernacular architecture?

Several specific aims have been identified from the East Midlands Regional Research Framework (2025b) Modern period, including:

- **9.6.5:** What changes and improvements occurred in animal husbandry and the use of animals (e.g. new breeds, traction and traded animal products)?
- **9.7.1:** What craft industries existed prior to 1850 and can we identify the remains of associated buildings and other structures?

3 WORKING METHODS

3.1 General

CFA Archaeology is a registered organisation (RO) with the Chartered Institute for Archaeologists (CIfA). Work will be conducted with regard to the relevant standards and guidance documents produced by CIfA (CIfA 2020a), and Historic England (Historic England 2003, 2016), and this WSI.

3.2 Historic Building Recording

As per the guidelines produced by Historic England in '*Understanding Historic Buildings: a guide to good recording practice*', a typical Level 2 survey of a historic building will produce an descriptive record. Where it is safe to do so, both the exterior and interior of the Building will be surveyed, described, and photographed, enabling an examination of the Building and an analysis of its development and use.

The survey will be undertaken prior to the implementation of the proposed demolition in line with Condition 3 of the Planning Application (Application no: 23/01148/FUL).

The record will include any conclusions reached and discuss in detail the evidence on which this analysis is based.

3.2.1 Limitations

According to modern era photography, e.g. Google Street View, the Building is presently in a state of dereliction. Google Street view images have captured a progression of missing roof slates, indicative of water ingress which may have made areas of the Building unsafe to enter.

Should the Building be considered unsafe to enter at the time of survey, recording methods will be adapted to prioritise the health and safety of the surveyor(s). It may be deemed appropriate to take photographs of internal areas from a safe distance, i.e. an open door or window, which would not contain a scale. Should this method not be possible, internal spaces may be recorded from a safe vantage point during the demolition as a structural watching brief (detailed in Section 4).

Although every effort will be made to produce a full record of the Building, the safety of the surveyor and others undertaking the work safely will take precedence over recording.

3.2.2 Drawn Record

As per the guidelines produced by Historic England in '*Understanding Historic Buildings: a guide to good recording practice*', a typical drawn record of a Level 2 survey of a historic building will include:

Measured plans (to scale or fully dimensioned) as existing. These may extend to all floors, or they may be restricted to one or a selection. The latter option may be appropriate, for example, in a town-centre building where an upper floor has been little altered.. Plans should show the form and location of any structural features of historic significance, such as blocked doorways, windows and fireplaces, masonry joints, ceiling beams and other changes in floor and ceiling levels, and any evidence for fixtures of significance (Historic England 2016).

When applied to this site, in accordance with the guidance by Historic England (2016) and the Brief (Leicestershire HNET 2025), the report will include the following drawings:

- Measured plans (at a minimum scale of 1:50) of all floors. The plans will show the form and location of any structural features of historic significance, such as blocked doorways, windows and fireplaces, masonry joints, ceiling beams and any evidence for fixtures of significance;
- Measured elevations (at a minimum scale of 1:50) of all elevations;
- A site plan relating the Building to other structures and to any related topographical and landscape features; and
- A plan identifying the locations and directions of accompanying photographs.

Good quality 'as existing' plans and elevations of the Building already exist. Where possible, the existing plans will be fully checked on site for accuracy, and if not sufficiently detailed, altered to conform to Historic England conventions (Historic England 2016). Existing plans can be used and amended to the required standards for the final report to locate significant structural and architectural features. The plans will note changes in building materials and features, such as openings, blocked fenestration, fireplaces, and architectural decoration.

3.2.3 Photographic Recording

Digital photography: as a minimum, a high-quality DSLR camera with a resolution of at least 12 mega pixels (CMOS sensor), will be used to capture RAW format files. The resultant images will then be converted, adjusted and saved as 8-bit TIFFs for archive purposes. All digital photographs will have metadata embedded into the file that includes date taken, location, photographer's name, and copyright restrictions.

Insofar as possible the Building should be cleared of stored items, obstructions, parked vehicles, etc. before recording takes place, to ensure that a comprehensive record can be made. Where obstructions cannot be completely cleared, special efforts should be taken to ensure that all elements of the structure are properly inspected, recorded, and illustrated.

When applied to this site, in accordance with the guidance by Historic England (2016) and the Brief (Leicestershire HNET 2025), the report will include the following photographs:

- General views of the Building in its wider setting;
- Detailed coverage of the Building's external appearance, with viewsheds as intended by builders which record the effect of the design or the Building's placing;
- Photographs of each elevation, taken at right angles to the elevation;
- Internal views of the Building to illustrate the overall appearance of the principal spaces and circulation areas;

Where it is safe to do so, all detailed photographs must contain a graduated photographic scale. A 2-metre ranging-rod, discretely positioned, should be included in a selection of general shots, sufficient to independently establish the scale of all elements of the Building. The scale may be forfeited from photographs if the area being photographed is deemed unsafe to enter. Smaller scales will be used when photographing architectural details, where appropriate. The orientation at which each photograph was taken will be annotated on the plans.

A photographic register will be included as an appendix in the report. The register will include a digital reference number, a corresponding number which the photograph appears in the report, the direction the photographer faced, and a brief description of the photograph. Each photograph utilised within the report will also include this information.

The digital photographs will be saved with a file name that uses the project code (COHO), followed by an underscore, the Accession Number (**X.A36.2025**), followed by an underscore, and a simple numerical sequence, e.g. COHO_X.A36.2025_0001.

3.2.4 *Written Record*

From the guidelines produced by Historic England (2016) and the Brief (Leicester HNET 2025), the written description of a typical Level 2 historic building survey will include:

- Observations which summarise a description of the Building's type or purpose, historically and at present, its materials, and possible date(s) so far as these are apparent from a superficial inspection; and
- A summary of the Building's form, function, date, and sequence of development will be provided.

3.2.5 *Historic Research*

From the guidelines produced by Historic England (2016) and the Brief (Leicester HNET 2025), the historic research of a typical Level 2 historic building survey will include:

- As a result of the development proposal for the Building, the account shall include a note of the Building's past and present relationship with its setting, i.e. relationship to settlement patterns, to a field system, or other man-made landscape; its part in a larger functional group of buildings, its visual importance of a landmark;
- Copies of historic maps, any readily available historic drawings, views or photographs illustrating the development of the Building;
- Copies of other records of the Buildings which note of its existence and location, i.e. census returns; and
- Any information from documentary sources bearing on the circumstances of the use and occupancy.

It is expected that the above will provide suitable information regarding the historic development of the Building. Any secondary sources and literature relevant to the building will be reviewed, as necessary.

4 STRUCTURAL WATCHING BRIEF

It may be deemed appropriate to undertake additional recording of the Building during the demolition through a structural watching brief. This may be deemed appropriate following a discussion and review of the historic building survey with HNET. This may highlight which areas were unsafe to enter and, as a consequence, what features were not recorded that may contribute to understanding the historical significance of the Building, i.e. timber frames, fireplaces, trusses, etc.

The structural watching brief would include rapid photographic and written records, in as far as is safe to do so. The structural watching brief will not aim to unreasonably halt the progression of works on site. Unless it is deemed safe to approach the Building, metric scales will be absent from photographs taken during demolition works.

5 ANALYSIS AND REPORTING

A report containing the results of the Level 2 historic building recording survey will be produced. The names of the surveyor will be included. The report will have a clear and distinct purpose, avoiding unnecessary repetition. The recording of the Building will result in an analysis of its development and use over time, the discussion will attempt to focus on the form and historic function of the Building, the archaeological significance of the Building and any features of heritage interest encountered during the survey, place the Building in the local and regional context. The report will avoid commenting on any aspects of the proposed development.

Photographs taken during the survey will be presented in the report and show the 'best examples' excluding repetition. The complete photographic record will be reproduced in an appendix as a contact sheet. Photographs which complement the text will be reproduced separately in the report (as Photographs), at a larger size and ordered in a logical sequence.

Unless deemed inappropriate for security purposes, the report will contain:

- A concise non-technical summary of the project results;
- The site location given as an 8-figure grid reference;

- A front cover/frontispiece which includes any relevant planning application numbers and the national grid reference of the site;
- The dates on which the work was undertaken;
- A description of the site location;
- A brief summary of the local history of the site and setting;
- A description of each feature recorded;
- An explanation of any agreed variations from the WSI, including justification for any work not undertaken or limitations encountered;
- A description of the methodology employed, work undertaken and the results obtained;
- Measured plans and elevations and other illustrations at an appropriate scale;
- A summary of the findings;
- A discussion of how the work contributed to the aims set out in the WSI;
- A discussion and conclusion of the findings
- A bibliography;
- A copy of the WSI; and
- An online OASIS entry.

A draft copy of the report will be issued to the Leicestershire HNET Planning Archaeologist for any comments prior to being finalised.

Results of the project will be submitted for publication in appropriate academic journals. As minimum, a summary of findings will be submitted to the '*Transactions of the Leicestershire Archaeological and Historical Society*'. Should wider dissemination be deemed appropriate and the results are deemed significant, a full copy of the report will be submitted for publication in relevant academic journals and the Historic England Archive.

6 ARCHIVING

The Accession Number of the project is **X.A36.2025**. The Accession Number will be utilised for both elements of the historic building recording and forthcoming archaeological works.

The project archive, comprising all CFA digital photographs and plans will be deposited with the Archaeological Data Service (ADS) in line with guidance from ADS (2023) and ClfA (2023). An OASIS form will be completed. The completed report uploaded via the ADS for further comments before being finally archived as a grey literature report. National guidance for the compilation of an archive with the ADS (ADS, 2023) will be adhered to.

A copy of the report will be deposited with the Leicestershire and Rutland Historic Environment Record, in a format to be agreed with the Historic Environment Record Officer in accordance with the current guidelines (ClfA 2020b; 2023). As a minimum this will comprise one full colour digital copy of the written report in pdf/A-1a (archival pdf) format including its relevant accompanying plans. The deposition will be made no later than six months after the completion of the project, unless otherwise agreed with the Planning Archaeologist.

A digital copy (pdf) of the report will be sent to the Planning Archaeologist for their approval on behalf of the Planning Authority.

CFA Archaeology is ISO 9001 accredited, and all internal archiving and digital record systems are fully compliant with ClfA standards and guidance.

7 RESOURCING AND PROGRAMMING

7.1 Key Personnel

Carley Noga (BA MA) is CFA's specialist Senior Buildings Archaeologist, responsible for recording the above ground archaeological projects in England and Wales. She has experience recording various building types from infrastructure, industrial, urban, rural, timber framed, vernacular, ranging in dates from the late medieval to mid-20th century.

Shelly Werner (BSc MPhil PhD) is CFA's Geomatics & Graphics Manager, responsible for the organisation and management of all GIS, CAD and Illustrative material. She is an experienced illustrator with specialist knowledge in GIS consultancy and standing building survey and has worked on a variety of projects in Scotland and England.

7.2 Health and Safety

CFA has an ISO45001 certified health and safety management system. All CFA staff have been inducted into CFA's Health and Safety Policy, which can be supplied on request. All site staff have current relevant CSCS cards. All work carried out should be subject to a Risk Assessment, and any concerns over health and safety will be given priority over the recording. If this does interfere with the recording of the Building, then the client and the Leicestershire HNET Planning Archaeologist be notified as soon as possible.

7.3 Monitoring

Close contact will be maintained between CFA, Gordon White & Hood, and the Leicestershire HNET Planning Archaeologist for the purposes of monitoring the project. Important or unexpected discoveries will be promptly communicated to all parties. The Leicestershire HNET Planning Archaeologist will be provided with one week's notice of the commencement of on-site works. Contact numbers for the site will be forwarded in advance of the work starting.

7.4 Copyright

Copyright of this written scheme of investigation and the final report will be held by CFA Archaeology, although the client will have rights to reproduce as appropriate.

7.5 Quality Assurance

CFA Archaeology works to the highest achievable standards across the range of its archaeological activities and employs best archaeological practices. CFA operates according to the appropriate codes and standards of ClfA.

An ISO9001:2015 quality system has been produced to fulfil the requirements of best archaeological practice. This system comprises the Quality Policy, Quality Manual, and a series of Standard Operating Procedures, copies all of which may be supplied on request.

CFA staff are instructed in the requirements of the quality system. All staff working on projects are inducted in CFA working practices, including quality responsibilities. Every member of staff is made aware of their individual responsibilities within the project and within the Quality Plan. CFA ensures that all staff are qualified, experienced archaeologists, and that training is conducted in appropriate areas of CFA work procedures and in developing uses of new technologies. All staff are encouraged to apply for membership of the CIfA, the recognised professional body for field archaeology, at an appropriate level and are encouraged and assisted through an appraisal system to maintain continuing professional development documentation.

8 REFERENCES

Legislation, Policy and Guidance

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Public Record Office 1861 *Parish of Markfield Census Return*. Archive Ref: R.G.9/2266

Public Record Office 1871 *Parish of Markfield Census Return*. Archive Ref: R.G.10/3242

Public Record Office 1881 *Parish of Markfield Census Return*. Archive Ref: R.G.11/3136

Public Record Office 1891 *Parish of Markfield Census Return*. Archive Ref: R.G.12/2507

Public Record Office 1901 *Parish of Markfield Census Return*. Archive Ref: R.G.12/2967

Public Record Office 1911 *Census of England and Wales: Rise Roek [illegible] Markfield, Leicestershire*. Number of Schedule 139

Public Record Office 1911 *Census of England and Wales: Hobby Hall Shaw Lane nr Markfield*. Number of Schedule 140

Public Record Office 1911 *Census of England and Wales: Shaw Lane Markfield Leicster*. Number of Schedule 141

Cartographic Resources

Anonymous, 1754 *A Plan of Charnwood Forest*, 4 chains to one mile.

Public Record Office 1847 *Plan of Part of the Parish of Markfield in the County of Leicester*. Archive Ref: IR30/19/99

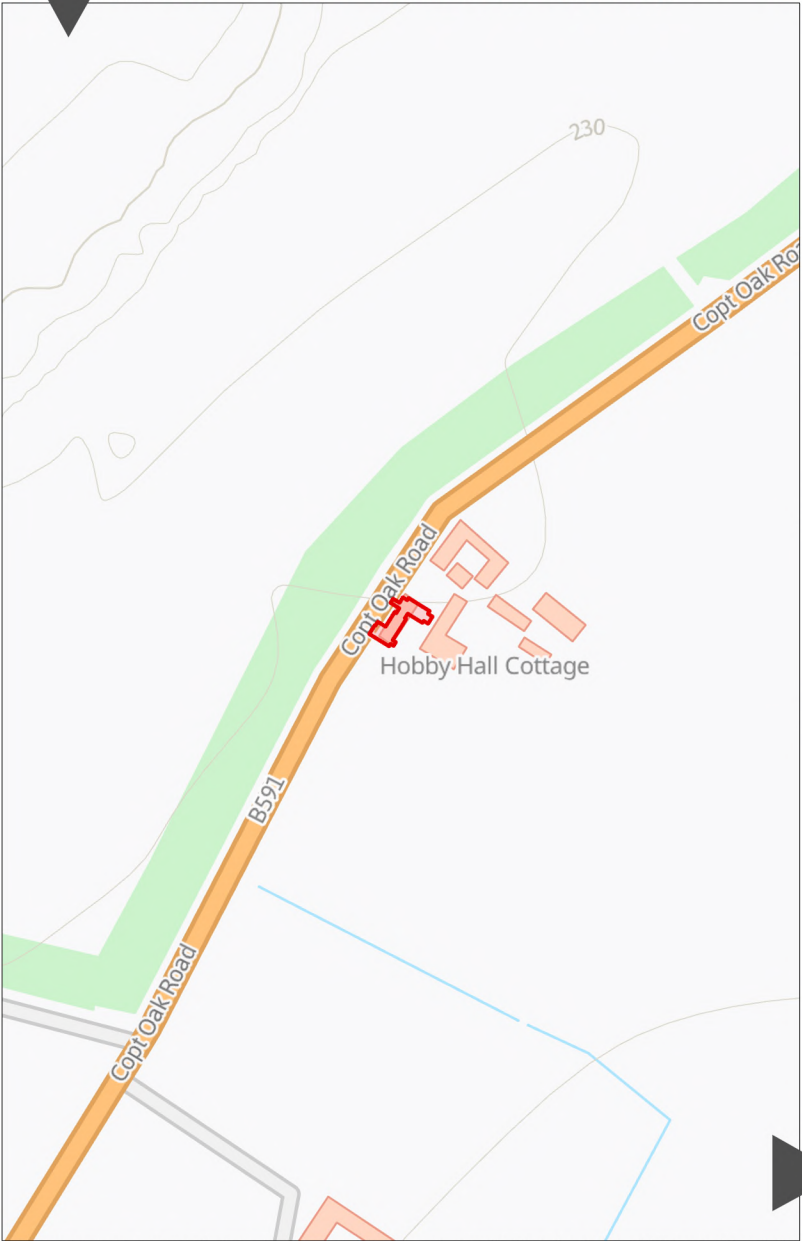
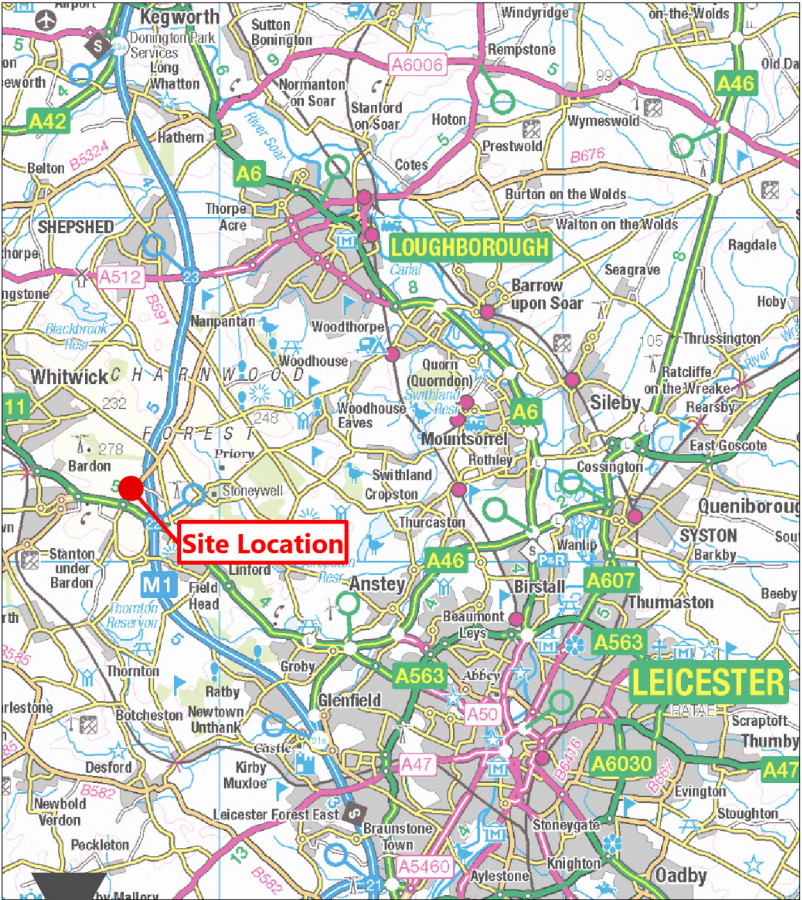
Ordnance Survey 1884 *Leicestershire– Sheet XXIV.10*, 25 inch to one statue mile.

Ordnance Survey 1903 *Leicestershire – Sheet XXIV.10*, 25 inch to one statue mile.

Ordnance Survey 1929 *Leicestershire - Sheet XXIV.10*, 25 inch to one statue mile.

Ordnance Survey 1960 *SK4612-SK4712* - *AA*, 25 inch to one statue mile.

Ordnance Survey 1967 *SK4612-SK4712* - *BB*, 25 inch to one statue mile.



Key:

Building Location

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CFA
ARCHAEOLOGY Ltd

Title:

Site Location Plan

Project:

2 Copt Oak Road, Markfield, Leicestershire

Client:

Gordon White & Hood

Scale at A3:

1:250 (main inset)

Drawn by:

Checked:

Date:

CA

SW

19/02/2025

Report No:

Fig. No:

n/a

1



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