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**From:** William Kelly <William.Kelly@leics.gov.uk>  
**Sent:** 06 November 2024 15:32  
**To:** Tim Hartley  
**Cc:** Planning Folder New  
**Subject:** 24/00828/REM | Land South Of 295 Main Street Stanton Under Bardon  
**Attachments:** Stanton mitigation WSI V2.pdf

**Categories:** Tidd

Dear Tim,

**24/00828/REM | Approval of reserved matters (layout, scale, appearance, landscaping and access other than vehicular access) of outline planning permission (ref: 22/00527/OUT) for residential development of 50 dwellings. | Land South Of 295 Main Street Stanton Under Bardon**

Thank you for the re-consultation on this application.

We would recommend that the Written Scheme of Investigation (WSI) submitted on 30/10/2024 is not satisfactory. Please see attached a revised copy of the WSI proposing a satisfactory programme of archaeological work which, upon completion, will meet the requirements for the investigation of the development site. We have advise the applicant's archaeological consultant that the revised document should be submitted to the LPA, for formal approval.

We still recommend our previous advice and condition is used to ensure the mitigation of any archaeological remains is done satisfactorily (comments submitted 25/09/2024). Following the conclusion of the necessary archaeological programme (fieldwork, report preparation and archiving), we will advise the planning authority accordingly, and recommend discharge of the outstanding planning condition.

Please do feel free to get in touch if you have any further queries.

Kind Regards,

William

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LAND AT MAIN STREET,  
STANTON UNDER BARDON,  
LEICESTERSHIRE

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WRITTEN SCHEME OF INVESTIGATION  
FOR A PROGRAMME OF ARCHAEOLOGICAL MITIGATION  
(STRIP, MAP & RECORD)

OCTOBER 2024

VERSION 2

**OSA**

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**ON SITE ARCHÆOLOGY LTD**

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## Archaeological Mitigation Method Statement.

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***SITE LOCATION:*** Land at Main Street, Stanton Under Bardon, Leicestershire

***NATIONAL GRID REFERENCE:*** SK 4662 0997.

***PLANNING REFERENCE:*** 22/00527/OUT.

***MUSEUM ACCESSION NO:*** X.A6.2023

***LAND USE:*** Paddocks

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## 1.0 Summary.

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1.1 Development is proposed for land at Main Street, Stanton under Bardon, Leicestershire. The site lies within a landscape with the potential to contain remains from the prehistoric period through to the post-medieval period. It is located alongside one of the principal streets in the medieval and later village.

1.1 The initial consultation from Leicestershire County Council Senior Planning Archaeologist (July 2022) identified the need to undertake archaeological evaluation prior to determining a planning application. Several stages of evaluation have been carried out, comprising Desk-Based Assessment, geophysical survey and two phases of evaluation trenching. The results of the geophysics survey identified several anomalies across the survey site. Four sets of anomalies may be archaeological in nature. A linear feature extending across the survey area, seen as a hollowed linear earthwork on the site, has been identified as an old field boundary seen on historic maps. Ridge and furrow has also been identified in the southeastern part of the site and this can also be seen as shallow earthworks in this part of the site. In contrast Lidar data records ridge and furrow across the entire site. It may be that magnetic responses from the topsoil in the northwestern parts of site have masked responses from ridge and furrow within the survey results. A possible linear feature or enclosure, as well as a possible linear trend of pits have also been identified as anomalies that may be archaeological in nature. The first phase of evaluation trial trenching identified the presence of archaeological features on the site. These included the remains of a trackway and associated features, in evaluation Trench 5, and other archaeological features in Trench 2. The second phase of evaluation trenching concentrated on further examination of the trackway feature identified in Trench 5 (Phase 2 evaluation Trenches 9, 10 and 11).

1.2 Further consultation from Leicestershire County Council Senior Planning Archaeologist (June 2023) in response to the initial evaluation, identified the need for a second phase of evaluation trenching, and archaeological mitigation. The second phase of evaluation was carried out in May-June 2024.

1.3 The second phase of evaluation comprised three trenches, located to investigate the trackway identified by the geophysics and previously examined in Phase 1 evaluation Trench 5. Following a review of the results of the Phase 2 evaluation Leicestershire County Council Senior Planning Archaeologist concluded that no further investigation was required on the trackway feature, but that a scheme of archaeological mitigation should be undertaken to investigate the archaeological features identified in the Phase 1 evaluation Trench 2. This written scheme of investigation has been prepared to detail the methodologies to be employed during the archaeological mitigation.

## 2.0 Site Location & Description.

2.1 The development site is located on the southern edge of the village of Stanton under Bardon, Leicestershire, to the southeast of Main Street, centred at National Grid Reference SK 4662 0997.

2.2 The site consists of three separate paddocks; all of which are used for animal pasture. The site is a maximum of c.200m (northwest to southeast) by c.100m (northeast to southwest). The site is bounded by Main Street to the northwest, by residential properties to the north and by fields to east and south. Site boundaries include a combination of mature trees and hedges and wooden fences. The archaeological mitigation area will be located within the southern half of the westernmost of the three paddocks.

2.3 The bedrock geology comprises mudstone (Edwalton Member) - sedimentary bedrock formed between 237 and 228.4 million years ago during the Triassic period. (<https://geologyviewer.bgs.ac.uk/>). During the Phase 1 evaluation the natural in Trench 2 was described as mid orangey yellowish pink clay and mid reddish orange clay and boulder clay.

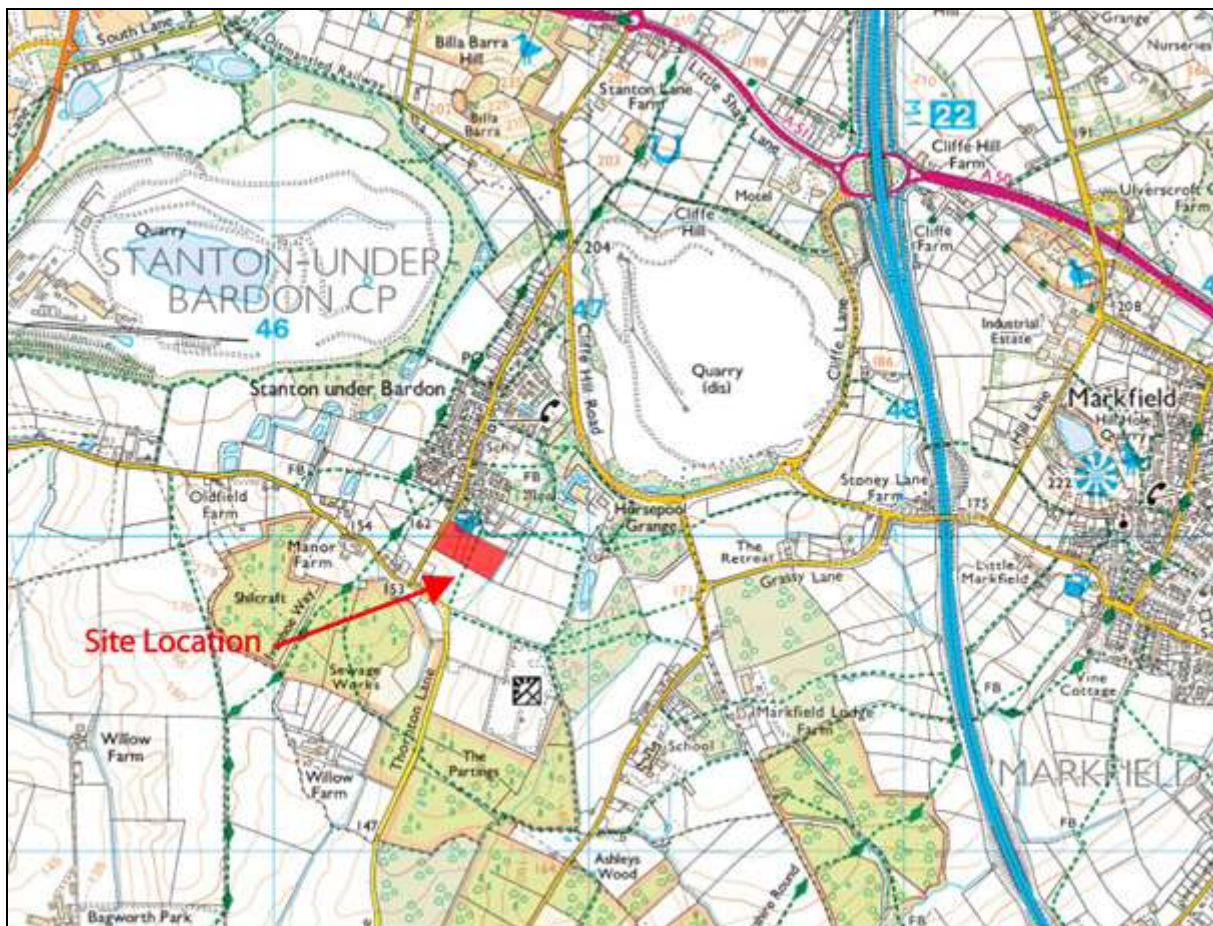


Figure 1. Proposed Development Site Location (shaded red).

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### 3.0 Archaeological Interest.

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3.1 A desk-based assessment has been prepared for this site (OSA, 2022. Land at Main Street, Stanton Under Bardon, Leicestershire. An Archaeological Desk-Based Assessment. OSA Report No: OSA22DT11). The following summary is drawn from the DBA (please refer to the DBA for sources of information).

3.2 The site lies on the southern edge of the village of Stanton under Bardon which is in an area of known archaeology. Evidence is limited, though, from the prehistoric period. The only prehistoric evidence of activity comes from two hand axe spot finds, one from the Middle Palaeolithic and one from the Neolithic period, and a number of flint finds including some dated to the Neolithic. More evidence of Roman activity is known in this area. A possible Roman road is thought to be located to the east of the site cutting through the northern part of Stanton and then heading southwards. Three separate groups of Roman pottery have also been found in and around Stanton.

3.3 Stanton under Bardon was first mentioned in the Domesday Book of 1086 as 'Stantone' and was owned by Geoffrey of la Guerche. Just to the west of Main Street adjacent to the current site are a number of earthworks relating to enclosures and possible buildings from the medieval period. The original medieval manor house of the village is thought to have existed at or close to Manor Farm to the west of the current site. The possible location of a medieval chapel is also thought to be located just to the southwest of Manor Farm. This all indicates the core of the medieval village may have been located further west than the current core. Horsepool Grange is located to the east of the current village. It was a medieval grange granted to Leicester Abbey by John, Early of Comyn in the 13<sup>th</sup> century. After the dissolution it was given to Henry Grey, Duke of Suffolk. An archaeological watching brief undertaken by University of Leicester Archaeological Services in 1997 revealed medieval deposits including a possible mortar floor layer. Possible medieval furrows were found during trial trenching undertaken by Allen Archaeology in 2012 on land between Main Street and Cliffe Hill Road. Medieval pottery was found during field walking undertaken to the northeast of Stanton.

3.4 The village continued as a settlement through the post-medieval and modern periods. The largest change in the area was the opening of Cliffe Hill Quarry to the northeast of the village in the late 19<sup>th</sup> century. A second quarry was opened to the northwest of the village in the late 1980s.

3.5 The site has been subject to geophysical survey, in July-August 2022 (OSA, August 2022. Land at Main Street, Stanton Under Bardon, Leicestershire. Report on a Geophysical Survey. OSA Report No: OSA22EV22 (Geophysics)). The results of the survey identified several anomalies across the survey site. Four sets of anomalies may be archaeological in nature. A linear feature extending across the survey area, seen as a hollowed linear earthwork on the site, has been identified as an old field boundary seen on historic maps. Ridge and furrow has also been identified in the southeastern part of the site and this can also be seen as shallow earthworks in this part of the site. In contrast Lidar data records ridge and furrow

across the entire site. It may be that magnetic responses from the topsoil in the northwestern parts of site have masked responses from ridge and furrow within the survey results. A possible linear feature or enclosure, as well as a possible linear trend of pits have also been identified as anomalies that may be archaeological in nature).

The interpreted results of the geophysics are illustrated on Figure 2.



Figure 2. *Geophysics Interpretation.*

3.6 In February 2023 an initial phase of evaluation trenching was carried out. This comprised the excavation of a total of eight trenches, located in relation to features identified by the geophysical survey. Within Trench 2, located towards the southwest boundary of the site a series of recut, apparently medieval and later boundary ditches, and a single medieval pit were encountered. In Trench 5 a boundary feature, identified as a linear anomaly by the geophysics, and represented as an earthwork, was examined, and was shown to comprise of a sequence of intercut features. The earliest of these was a wide cut that appeared to form a trackway, confirmed to be the geophysical linear anomaly. This feature measured 3.20m wide and 0.44m deep. Constructed on the base of the feature along the northwestern side was a purposely placed line of cobbles and stone appearing to form a kerb or edge for the base of the feature. Another line of cobbles was also seen in the centre of the feature. It was unclear if this was a central spine within the feature or possibly the remains of a drain. Above these sets of cobbles and filling cut was fill, a mid reddish brown sandy silt with frequent cobbles and stone fragments. Five fragments of CBM (ceramic building material) were recovered from this fill; four of which were late medieval or post-medieval brick fragments, and the other was a medieval or post-medieval floor tile. Cutting this feature near its northwestern

edge was a small linear which measured 0.72m wide and 0.60m deep. The single fill consisted of mid reddish greyish brown sandy silt with moderate to frequent cobbles. It remains unclear if this feature was a ditch or a drain. Cutting into the southeastern edge of feature was a ditch. This ditch measured 1.80m wide and 0.56 deep with a single fill of mid yellowish brown sandy clayey silt. Just to the southeast of these features was a natural humped earthwork was probably part of a field boundary along with the cut features.

3.7 A second phase of evaluation trenching was carried out in May-June 2024. This comprised the excavation of three trenches (Trenches 9, 10 and 11) located to further investigate the trackway feature. All three of the Phase II evaluation trenches recorded elements of the trackway feature previously investigated in Trench 5 of the Phase I evaluation. In Trenches 9 and 10 the features included apparent deliberately lain cobbling, within a cut, with an associated ditch to the southeast, which had been recut in Trench 10. A similar ditch had been recorded on the southeast side of the feature in Trench 5, and a second, narrower ditch recorded in Trench 5 may represent the recut. Within Trench 11, towards the southern boundary of the site, the trackway feature was much less well defined, and no ditches were recorded. This may reflect the distance away from the main occupied core of the village, where the feature becomes more informal as a route between fields. The uppermost fills within the sections excavated in Trenches 9 and 10 both included clearly 20th century inclusions. The only other features identified during the Phase II evaluation relate to agricultural land use, predominantly in the form of furrows. These appear to confirm that this area of the village was not developed but remained as agricultural land. No features, deposits, or artefacts suggestive of occupational evidence were present.



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## 4.0 Objectives of the Mitigation.

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4.1 The aim of the archaeological investigation is to preserve by record the archaeological remains likely to be disturbed by the development of the site. This will be achieved through strip and record, followed by detailed archaeological excavation within a specific area of the site. The designated area has been identified through the previous phases of evaluation of the site and in agreement with the Leicestershire County Council Senior Planning Archaeologist.

4.2 Preservation by record will be followed by post-excavation analysis and dissemination of the results through the preparation and distribution of reports.

4.3 The long-term care of the archive (artefacts and records) will be managed through deposition within an appropriate institution.

4.4 If human remains are encountered during the course of the investigation, it may be necessary to remove these, under conditions of a licence to remove human remains to be obtained from the Ministry of Justice, to ensure that they are treated with due dignity. The preferred option would be for them to be adequately recorded before lifting, and then carefully removed for scientific study, and long-term storage with an appropriate museum; however, the licence may specify reburial or cremation as a requirement.

4.5 With reference to the East Midlands Archaeological Research Framework this site has the potential to contribute to Strategic Objective 7E *Investigate the morphology of rural settlements*. The Research Agenda states that: *Archaeological investigation of medieval settlements which are still in occupation is a high priority as knowledge of rural settlement is presently seriously biased towards sites deserted in the medieval or later periods. Every possible opportunity to excavate within existing medieval villages, particularly near the centres, should be taken. The nature and impact of the 'great replanning' cannot be understood until more is known about the early development of continuing settlements.*

## 5.0 Methodology

5.1 The requirement for a strip, map and sample archaeological excavation within the southwest part of the proposed development site has been identified by and discussed with the Leicestershire County Council Senior Planning Archaeologist. A single area will be investigated to further examine the archaeological features recorded during the evaluation in Trench 2. The archaeological mitigation area is shown outlined in green on Figure 4.



Figure 4. Location of archaeological mitigation area (green outline).

5.2 The archaeological mitigation will follow a staged approach requiring the initial stripping of topsoil and any overburden under archaeological supervision, within the designated area. Stripping will be carried out with a 360 excavator fitted with a wide toothless ditching bucket. Plant will not be permitted to track across stripped areas. The archaeological mitigation area is shown on Figure 4, which also includes the results of the geophysics and locations of the evaluation trenches (in red and blue). If significant features are found to continue beyond the proposed area boundary, then the limits of excavation may need to be locally extended to ensure their full recording. If the character of the archaeology exposed differs from that recorded during the evaluation (for example burials or well-preserved structural remains) then it may be necessary to further extend the proposed excavation area. Any such extensions will be undertaken following discussions with the Leicestershire County Council Senior Planning Archaeologist. The extent of the archaeological remains will then be assessed and the site mapped. A sufficient sample of any

archaeological features and deposits revealed will then be excavated in an archaeologically controlled and stratigraphic manner in order to establish the aims of the investigation.

5.3 The complete excavation of features may not be necessary; a sufficient sample should be investigated to understand the full stratigraphic sequence, down to naturally occurring deposits. It is proposed that the following sampling of features will be undertaken: a) A 100% sample should be taken of all stake-holes. B) A 50% sample should be taken of all post-holes, and of pits with a diameter of up to 1.5m. c) A minimum 25% sample should be taken of pits with a diameter of over 1.5m; but this should include a complete section across the pit to recover its full profile. D) A minimum 20% sample should be taken of all linear features, up to 5m in length; for features greater than this, a 10% sample would suffice. All junctions and terminals will be investigated.

5.4 If features of prehistoric date are found during the strip and record exercise or any other features of special archaeological interest, it may be necessary to further sample those features beyond the percentages suggested within the excavation strategy outlined above. If any such structures are present within the area of the proposed strip and record these may be 100% excavated to maximise finds retrieval. Any funerary contexts or in-situ floor or contemporary ground surfaces will also be 100% excavated. In the unlikely event that intact surfaces are revealed these will be subject to systematic sampling for the recovery of pollens, palaeoenvironmental materials, material for radiocarbon dating and metal-working residues. Where appropriate the advice of the Historic England Regional Science Advisor will be obtained. Any problems encountered during this investigation, which may require a variation in the investigation strategy, shall be discussed as a matter of priority with the Leicestershire County Council Senior Planning Archaeologist.

5.5 In certain cases, the use of mechanical excavation equipment may also be appropriate for removing deep intrusions (e.g. modern brick and concrete floors or footings, although no such structures are anticipated in this investigation area); or for putting sections through major features after partial excavation (e.g. ditches); or through deposits to check that they are of natural origin. This approach will be discussed with the Senior Planning Archaeologist before being undertaken.

5.6 Any problems encountered during this investigation, which may require a variation in the strategy, shall be discussed as a matter of priority with the Leicestershire County Council Senior Planning Archaeologist.

5.7 A full written, drawn and photographic record will be made of all material revealed during the course of the investigation. Plans should be completed at a scale of 1:50 or 1:20 (as appropriate) whilst section drawings should be at a scale of 1:10.

5.8 The following categories of artefacts may be predicted on this site: pottery, worked stone, and ceramic building material, ferrous and non-ferrous metalwork, glass and worked bone. These may be of, medieval and post-medieval date, although the possibility of finds from all archaeological periods should not be excluded.



5.9 All finds (artefacts and ecofacts) visible during excavation will be collected and processed, unless variations in this principle are agreed with the Local Authority. Finds will be collected by context. However, this does not preclude the potential for the adoption of more detailed collection strategies, such as 3D recording, in cases where this would clearly benefit interpretation of the archaeological remains.

5.10 All recording, marking and storage material will be of archive quality and recording systems will be compatible with the recipient museum. Allowance will be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs.

5.11 Finds will be appropriately packaged and stored under optimum conditions, as detailed in the RESCUE/UKIC publication *First Aid for Finds*. In accordance with the procedures outlined in Management of Research Projects in the Historic Environment (MoRPHE), all iron objects, a selection of non-ferrous artefacts (including all coins), and a sample of any industrial debris relating to metallurgy will be X-radiographed before assessment.

5.12 A specialist assessment report on the recovered artefacts will be undertaken, with a view to their potential for further study. The conservation report will form an Appendix to the mitigation report.

5.13 Assessment of artefacts will include inspection of X-radiographs of all iron objects, a selection of non-ferrous artefacts (including coins), and a sample of any industrial debris relating to metallurgy.

5.14 A rapid scan of all excavated material will be undertaken by conservators and finds researchers in collaboration. Material considered vulnerable will be selected for stabilisation after specialist recording. Where intervention is necessary, consideration must be given to possible investigative procedures (e.g. glass composition studies, residues in or on pottery, and mineral-preserved organic material).

5.15 Waterlogged organic materials should be dealt with, following the English Heritage documents, *Guidelines for the care of waterlogged archaeological leather*, and *Guidelines on the recording, sampling, conservation and curation of waterlogged wood*. If preserved organic artefacts are encountered the project conservator will be consulted prior to lifting any such materials. However, extensive waterlogged archaeological deposits are not considered likely to be present.

5.16 *On-Site Archaeology* possesses the necessary levels of professional experience and technical expertise to carry out archaeological projects of this nature.

5.17 *On-Site Archaeology* will make provision within the excavation strategy, where necessary, for the use of stepping of the excavation area sides or pumps. The strategy will also allow for sampling for radiocarbon, archaeomagnetic and/or dendrochronological determinations, as appropriate.



5.18 If human remains are encountered during the course of the investigation, it may be necessary to remove these, under conditions of a licence to remove human remains to be obtained from the Ministry of Justice, to ensure that they are treated with due dignity. The preferred option would be for them to be adequately recorded before lifting, and then carefully removed for scientific study, and long-term storage with an appropriate museum; however, the licence may specify reburial or cremation as a requirement. Leicestershire County Council Senior Planning Archaeologist, the coroner will be informed of any human remains as soon as is practicable. The land owner and/or developer will also be informed.

5.19 All finds of gold and silver will be moved to a safe place and reported to the coroner's office according to the procedures relating to the 1996 Treasure Act. Where removal cannot be affected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.

5.20 Arrangements for site access and reinstatement are to be agreed with the commissioning body.

5.21 Provision will be made for monitoring visits if requested by Leicestershire County Council Senior Planning Archaeologist.

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## 6.0 Report Preparation, Contents & Distribution.

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6.1 Upon completion of the investigation, the artefacts, soil samples and stratigraphic information shall be assessed as to their potential and significance for further analysis.

6.2 A report shall be prepared to include the following:

- a) A non-technical summary of the results of the work.
- b) An introduction page to include the site code, planning reference number, dates when the fieldwork and post-excavation analyses took place, and a National Grid Reference.
- c) An account of the methods and results of the investigation, including phasing and interpretation of the site sequence and spot dating of ceramics. This shall be supported by an overall plan of the site accurately identifying the location of the excavated area; an individual plan of the excavated area indicating the location of archaeological features, with sections detailing features excavated; and photographs.
- d) A specialist assessment of the artefacts recovered with a view to their potential for further study. Allowance shall be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs.
- e) A specialist assessment of environmental samples taken, with a view to their potential for subsequent study.
- f) A specialist assessment of any technological residues or samples taken for dating purposes.
- g) An assessment of the archaeological significance of the deposits identified, in relation to other sites in the region.
- h) A specialist assessment of any human remains if these prove to be present.
- i) A conclusion with recommendations for further post-excavation work, if required.
- j) Details of archive location and destination, together with a catalogue of what is contained within the archive.
- k) A copy of the Project Design.

6.3 Copies of the report will be submitted to the commissioning body and the Leicestershire County Council Senior Planning Archaeologist, within an agreed timetable and subject to any contractual requirements on confidentiality. A copy of the report in pdf/A-1a (archival) format will be deposited with the Leicestershire and Rutland HER within 6 months of the completion of the project.

6.4 A brief, interim report can be made available, subject to requirement, shortly after the completion of the fieldwork.

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## 7.0 Copyright, Confidentiality & Publicity.

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7.1 Unless the organisation commissioning the project wishes to state otherwise, the copyright of any written, graphic or photographic records and reports rests with the archaeological contractor. Agreements on copyright should be agreed with the commissioning body at the outset of the project.

7.2 The circumstances under which the report or records can be used by other parties should be identified at the commencement of the project, as should the proposals for distribution of the report (see 6.3). The archaeological contractor will respect the commissioning body's requirements over confidentiality, but will endeavour to emphasise their professional obligation to make the results of archaeological work available to the wider archaeological community within a reasonable time (normally 6 months).

7.3 The archaeological contractor has a duty of confidence to the client commissioning the work. All aspects of publicity must be agreed at the outset of the project between the commissioning body and the archaeological contractor.

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## 8.0 Archive Preparation & Deposition.

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8.1 The requirements for archive preparation and deposition shall be addressed and undertaken in a manner agreed with Leicestershire Museums Service, subject to the agreement regarding their collecting policy. Leicestershire Museums Service will be contacted before commencement of fieldwork to obtain a unique accession number. An accession number has already been obtained for the initial phase of trenching. The archive from the archaeological mitigation investigation will be combined with the phase 1 and phase 2 evaluation trenching archive for deposition.

8.2 A site archive shall be prepared in accordance with the specification outlined in Management of Research Projects in the Historic Environment (MoRPHE) <https://historicengland.org.uk/advice/technical-advice/project-management-for-heritage/>. See also *Towards an Accessible Archaeological Archive, the Transfer of Archaeological Archives to Museums: Guidelines for use in England, Northern Ireland, Scotland and Wales* Society of Museum Archaeologists 1995. The composition of the archive will follow selection criteria detailed in the ClfA Archive Selection Toolkit. Digital archive will follow the ADS Guidelines for Depositors: Preparing Datasets.

8.3 The site archive, including finds and environmental material, subject to the permission of the relevant landowners, will be labelled, conserved and stored according to the United Kingdom Institute for Conservation (UKIC)'s *Guidelines for the preservation of excavation archives for long term storage* (Walker 1990) and the Museums and Galleries Commission's *Standards in the museum care of archaeological collections*.

8.4 Should no further archaeological work be initiated, the archive will be deposited with a suitable repository which meets the criteria for the storage of archaeological material. An agreed allowance will be made for a contribution to the recipient museum towards the curation and storage of material.

8.5 Should further archaeological investigation be initiated and additional archaeological work undertaken, the current phase of mitigation archive will be prepared accordingly for incorporation into the final archive.

8.6 Archive deposition shall be arranged in consultation with the Leicestershire Museums Service and will take account of the requirements of the recipient museum, specifically detailed in *The Transfer of Archaeological Archives to Leicester County Council Museum Collections. 2022 (Leicester County Council Museum Collections)*. The timetable for deposition shall be agreed on completion of the site archive and narrative.

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## 9.0 Publication & Dissemination.

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9.1 The information contained within the assessment report will enable decisions to be taken regarding the future treatment of the archaeology of the site and any material recovered during the mitigation.

9.2 It should be appreciated that assessment may produce results of sufficient significance to merit publication.

9.3 Where no further work is envisaged, allowance will be made for the preparation and publication in a local journal (*Transactions of the Leicestershire Archaeological and Historical Society*) of a brief note on the results of the investigation and a summary of location and material held within the site archive.

9.4 Within 3 months of the completion of the work (or to an agreed alternative timescale), the archaeological contractor will make the work accessible to the wider research community by submitting digital data and copies of reports online to OASIS (<https://oasis.ac.uk/>).

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## 10.0 Monitoring, Health and Safety, Staffing & Insurance.

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10.1 The work will be monitored under the auspices of the Leicestershire County Council Senior Planning Archaeologist who will be given at least one weeks notice of the commencement of site works.

10.2 Health and safety will take priority over archaeological matters. All archaeologists undertaking fieldwork will comply with all Health and Safety Legislation, this includes the preparation of a Risk Assessment.

10.3 Necessary precautions will be taken over underground services and overhead lines.

10.4 On-Site Archaeology Ltd will ensure that they, or any proposed sub-contractors, are appropriately qualified to undertake such projects.

10.5 On-Site Archaeology Ltd will ensure that they are adequately insured, to cover all eventualities, including risks to third parties.

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## 11.0 Personnel.

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All work will be under the overall supervision of Mr. N Pearson MIFA (Member of the Institute for Archaeologists). Other project staff include: -

<i>Project Officer</i>	Kate Langley (provisional)
<i>Palaeo-environmental advisor</i>	Ellen Simmons Sheffield Archaeobotanical Consultancy University of Sheffield
<i>Human Remains</i>	Katie Keefe
<i>Finds Analysis</i>	Dr Chris Cumberpatch Ruth Leary Blaise Vyner
<i>Conservation</i>	Ian Panter, York Archaeological Trust
<i>Radiocarbon Determinations</i>	Beta Analytic Inc.

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## 12.0 Appendix 1 ~ Excavation.

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### **12.1 Excavation.**

12.1 The entire site will be visually inspected before the commencement of any machine excavation. This will include the examination of any available exposures (e.g. recently cut ditches and geotechnical test pits).

12.1.2 Normally the position of the excavated will be accurately surveyed prior to excavation and related to the National Grid. It may be necessary to survey the positions after excavation in some instances.

12.1.3 All machining will be carried out by appropriately sized plant. This will normally be a 360 degree tracked excavator with a 5' or 6' wide toothless bucket unless access is unworkable and then a JCB 3CX or similar will be used.

12.1.4 All machining will be carried out under direct control of an experienced archaeologist.

12.1.5 Undifferentiated topsoil or overburden of recent origin will be removed in successive level spits down to the first significant archaeological horizon.

12.1.6 Excavated material will be examined in order to retrieve artefacts to assist in the analysis of the spatial distribution of artefacts.

12.1.7 On completion of machine excavation the stripped area that requires examination or recording will be cleaned using appropriate hand tools.

12.1.8 All investigation of archaeological horizons will be by hand, with cleaning, inspection, and recording both in plan and section.

12.1.9 A minimum number of features, within each significant archaeological horizon, required to meet the aims will be sampled by half-sectioning although some features may require complete excavation. Linear features will be sectioned as appropriate.

12.1.10 Any excavation, whether by machine or by hand, will be undertaken with a view to avoiding damage to any archaeological features or deposits which appear to be demonstrably worthy of preservation in situ.

12.1.11 For palaeoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. For carbonised remains, bulk samples of a minimum of 10 litres (but up to 40 litres for early prehistoric features) will be collected. Bulk samples of 10-40 litres will be taken from waterlogged deposits for analysis of macroscopic plant remains. Columns for pollen analysis will be taken where appropriate. Mollusc samples will be gathered when required. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate deposits depending on the aims of the project.

12.1.12 Any finds of human remains will, unless the brief specifies otherwise, be left in situ, covered and protected. The coroner's office will be informed. Removal will only take place under the relevant Ministry of Justice licence to remove and local authority environmental health regulations.

12.1.13 All finds of gold and silver will be moved to a safe place and reported to the coroner's office according to the procedures relating to the 1996 Treasure Act. Where removal cannot be affected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.

12.1.14 After recording, the excavation area will be backfilled with excavated material.

## **12.2 Recording.**

12.2.1 For the excavation area a single block of numbers in a continuous sequence will be allocated.

12.2.2 Written descriptions, comprising both factual data and interpretative elements, will be recorded on standardised sheets.

12.2.3 Where stratified deposits are encountered a 'Harris' type matrix will be compiled during the course of the excavation.

12.2.4 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.

12.2.5 Plans will normally be drawn at a scale of 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale.

12.2.6 Long sections of the trench edge showing layers and any cut features will be drawn at 1:20 or 1:50 as appropriate to illustrate the deposit sequence. Sections of features or short lengths of the trench edge will be drawn at 1:10.

12.2.7 Generally all sections will be accurately related to Ordnance Datum. There may on occasions be instances where this is unnecessary when it will be agreed with the local authority's archaeological representative in advance.

12.2.8 Registers of sections and plans will be kept.

12.2.9 A full photographic record will be maintained. This will illustrate the principal features and finds both in detail and in a general context. The photographic record will also include working shots to represent more generally the nature of the fieldwork. All photographs (except large general or publicity shots) will include a suitable scale bar or rod. All photographs of features will include a north arrow and a legible information board displaying the Site Code or Accession Number and the principal context number. Photographs will be taken with a high-resolution digital SLR camera with sensors exceeding

12 Mega pixels. Photographs will be taken using the highest quality setting. TIFF format images are required for archive purposes and will produce large, high-quality images and associated data files. For other purposes JPEG images should be of a sufficient quality, as long as they are taken on a suitable camera (see above), set up to take the highest quality images (largest file size and least compression (finest)).

12.2.10 A register of all photographs taken will be kept on standardised forms.

12.2.11 All recording will be in accordance with the standards and requirements of the project brief and/or the Archaeological Field Manual (Museum of London Archaeology Service 3rd edition 1994).

### **12.3 Finds.**

12.3.1 All identified finds and artefacts will be collected and retained. Certain classes of material i.e. post-medieval pottery and building material may on occasion be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of the archaeological representative of the local authority and the receiving museum.

12.3.2 Finds will be scanned to assess the date range of the assemblage with particular reference to pottery. In addition, the artefacts will be used to characterise the site, and to establish the potential for all categories of finds should further archaeological work be necessary.

12.3.3 All finds and samples will be treated in a proper manner and to standards agreed in advance with the recipient museum. Finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's Conservation Guidelines No. 2.

12.3.4 At the beginning of the project (prior to commencement of fieldwork) the landowner and the relevant museum will be contacted regarding the preparation, ownership and deposition of the archive and finds.

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## **13.0 Appendix 2 ~ General.**

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13.1 The requirements of the Brief will be met in full where reasonably practicable (see also para 13.2).

13.2 Any significant variations to the proposed methodology will be discussed and agreed with the local authority's archaeological representative in advance of implementation.

13.3 The scope of fieldwork detailed in the main part of the Method Statement is aimed at meeting the aims of the project in a cost-effective manner. The archaeological contractor will attempt to foresee all possible site-specific problems and make allowances for these. However, there may on occasions be unusual circumstances that have not been included in the programme and costing. These can include:

- unavoidable delays due to extreme bad weather, vandalism etc;



- requirement for shoring or stepping due to poor ground conditions;
- unknown services;
- ground contamination;
- any extension to the excavated area or feature excavation sample sizes requested by the local authority's archaeological advisor;
- complex structures or objects, including those in waterlogged conditions, requiring specialist removal;
- deposits, which the local authority's archaeological advisor deems to be of paleoenvironmental, interest and therefore require sampling.

### ***Health and Safety.***

13.4 All relevant health and safety legislation, regulations and codes of practice will be respected.

13.5 On-Site Archaeology Ltd will prepare an appropriately detailed risk assessment prior to commencement of the mitigation. This will be reviewed and updated during the course of the mitigation as appropriate.

### ***Insurances.***

13.6 On-Site Archaeology Ltd hold Employers Liability Insurance and Public Liability Insurance.

13.7 On-Site Archaeology Ltd will not be liable to indemnify the client against any compensation or damages for or with respect to:

- damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor);
- the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement;
- any other damage which is the unavoidable result of the Project in accordance with the Agreement;
- injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents' servants or their contractors (not being employed by the archaeological contractor) or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto.

13.8 Where excavation has taken place, backfilling and reinstatement will not be the responsibility of the archaeological contractor unless arrangements have previously been agreed. In this instance it has been agreed that On-Site Archaeology Ltd will arrange for

backfilling the excavation area with excavated material. This does not include for surface reinstatement.

### ***Copyright and Confidentiality.***

13.9 On-Site Archaeology Ltd will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the client in all matters directly relating to the project as described in the Written Scheme of Investigation.

13.10 On-Site Archaeology Ltd will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988.

13.11 On-Site Archaeology Ltd will advise the Client of any such materials supplied in the course of projects, which are not the archaeological contractor's copyright.

13.12 On-Site Archaeology Ltd undertakes to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated. In addition the archaeological contractor further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that Clients respect the archaeological contractor's and the CIFA general ethical obligations not to suppress significant archaeological data for an unreasonable period.

### ***Standards.***

13.13 On-Site Archaeology Ltd conforms to the standards of professional conduct outlined by CIFA and the British Archaeologists and Developers Liaison Group Code of Practice.

13.14 Project Directors normally will be recognised in an appropriate Area of Competence by the CIFA.

13.15 Where practicable On-Site Archaeology Ltd will liaise with local archaeological bodies (both professional and amateur) in order that information about particular sites is disseminated both ways (subject to client confidentiality).