



**ARCHAEOLOGY
WARWICKSHIRE**

The White Swan

47 High Street Stoke Golding

Leicestershire

**Written Scheme of Investigation
Historic Building Recording (Level 2),
Archaeological Watching Brief, and
Metal Detecting Survey**

Archaeology Warwickshire
Version No: 2
June 2026



Warwickshire
County Council

The White Swan, 47 High Street, Stoke Golding, Leicestershire

Written Scheme of Investigation: Historic Building Recording (Level 2), Archaeological Watching Brief and Metal Detecting Survey

June 2026

Commissioned by:	Peter Sheppard
Site code:	LSG26
Planning reference:	25/00347/FUL
Planning authority:	Hinckley & Bosworth Borough Council
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1 INTRODUCTION

- 1.1 Planning permission (ref. 25/00347/FUL) has been granted by Hinckley & Bosworth Borough Council for an extension to the existing public house, change of use of existing garden land to glamping use, and associated works at The White Swan, 47 High Street, Stoke Golding, Leicestershire, CV13 6HE (hereafter referred to as 'the site').
- 1.2 A condition (no. 15) of the planning permission requires a programme of historic building recording and archaeological attendance (hereafter referred to as an 'archaeological watching brief') to be carried out, with provision for metal detecting, in accordance with a Written Scheme of Investigation. This must be submitted by the applicant and approved in writing by the local planning authority prior to any development taking place.
- 1.3 Comments by William Kelly, the Senior Planning Archaeologist for Leicestershire County Council, also request that *"a systematic metal detector survey should be undertaken on any top and subsoils excavated as part of the development"*, due to the proximity of the site to Bosworth Battlefield. This is in addition to a previous metal detecting survey, which was limited due to the presence of metal contaminants within a considerable amount of modern made ground in the central part of the site. However, *"as the topsoil beneath has been preserved below the made ground layer rather than stripped, there remains some potential for medieval artefacts to be present. The current proposals include impacts outside of this central area which have the potential to disturb more shallow-lying top and subsoils"*.
- 1.4 Archaeology Warwickshire (AW hereafter) has been commissioned to produce a Written Scheme of Investigation for historic building recording (Level 2), an archaeological watching brief, and a metal detecting survey, to be carried out in conjunction with the groundworks phase of the

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development. The proposed building demolition will also be subjected to archaeological monitoring and metal detecting survey.

- 1.5 This document has been prepared in accordance with the Chartered Institute for Archaeologists' Standard for archaeological monitoring and recording (2023a) and Universal guidance for archaeological monitoring and recording (2023b), Understanding Historic Buildings: A Guide to Good Recording Practice (Historic England 2016), and the Standard and guidance for archaeological investigation and recording of standing buildings or structures (CIfA 2020).

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2 SITE LOCATION

- 2.1 The site is centred on National Grid Reference SP 39721 97355 on the north-west side of Stoke Golding, in the parish of the same name. The site consists of The White Swan public house and car parking along the eastern edge, with associated outbuildings extending into the site. The rest of the site is grassed, with an established hedge along the western boundary.
- 2.2 High Street bounds the site to the east, with residential properties to the south, farm buildings to the north, and agricultural fields to the west. The site lies on the north-western edge of the village of Stoke Golding, which itself lies c. 20 km south-west of Leicester and c. 6.5 km north-east of Nuneaton.
- 2.3 The nearest watercourse to the site is a tributary of the River Tweed, which flows broadly south to north-east c. 1.4 km east of the site, and the Ashby de la Zouch Canal runs c. 500 m to the west. The site slopes gently from 108 m aOD (above Ordnance Datum) in the east to 105 m aOD in the west.
- 2.4 The British Geological Survey (2026) records the underlying bedrock geology of the site as Gunthorpe Member – Mudstone, with superficial deposits of Oadby Till Member – Diamicton. The north-west corner of the site has superficial deposits of Wigston Sand and Gravel Member – Sand and Gravel.
- 2.5 The evaluation within the west of the site (Baker 2020) recorded the geological natural as ‘compacted red sand and clay localised gravels’, at 106.97 m aOD.

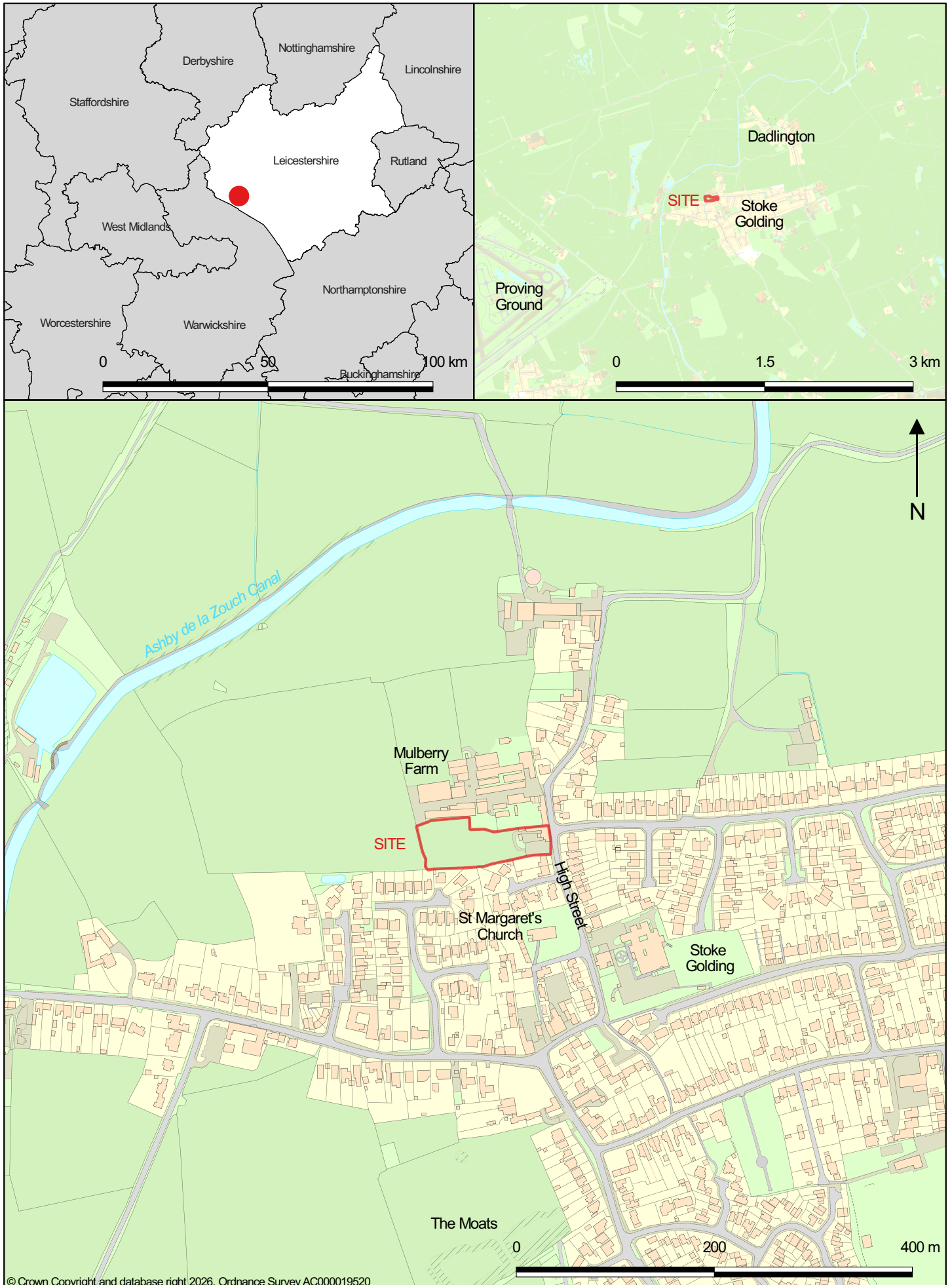


Fig 1: Location map

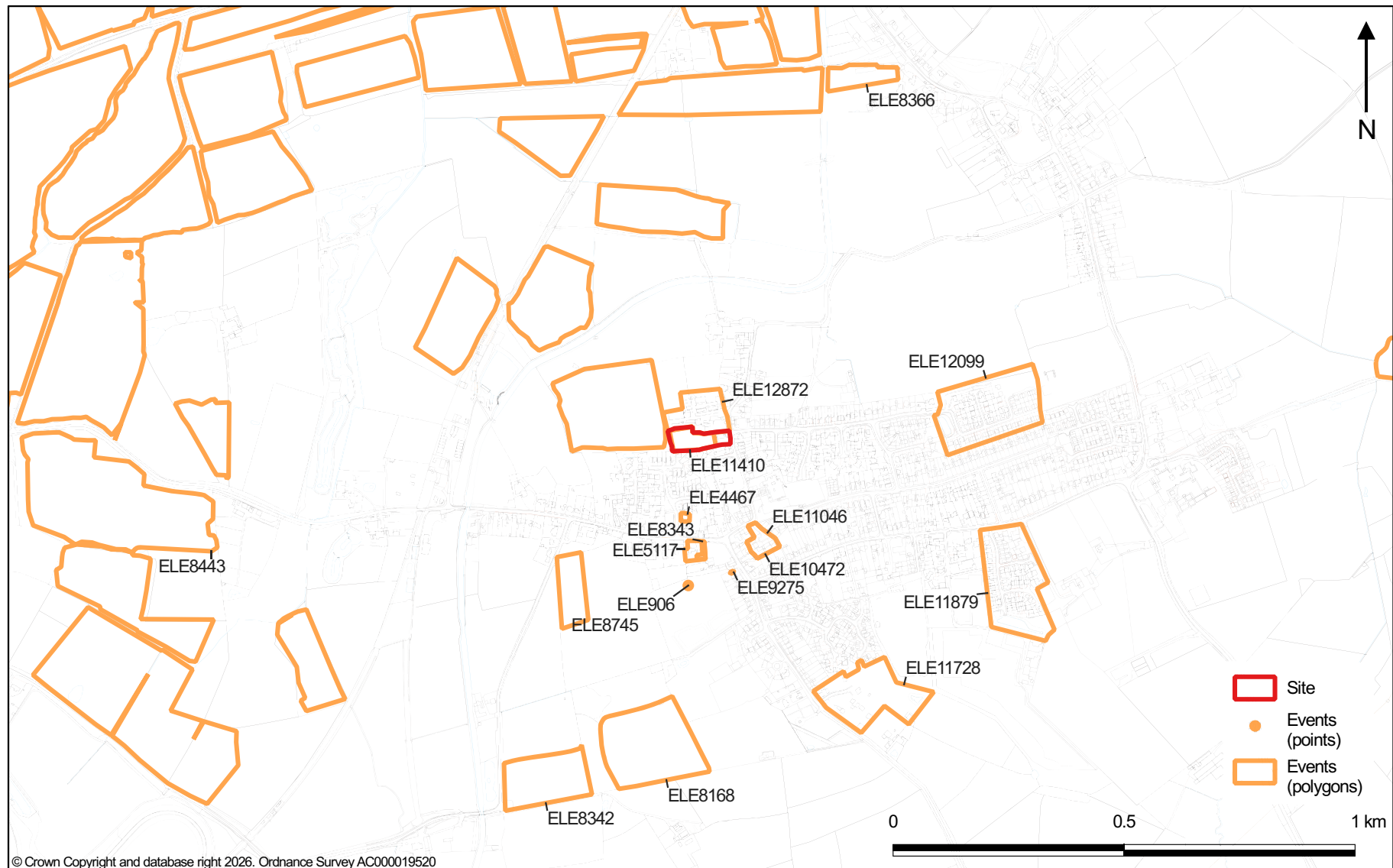


Fig 2: Selected Events from Historic Environment Record

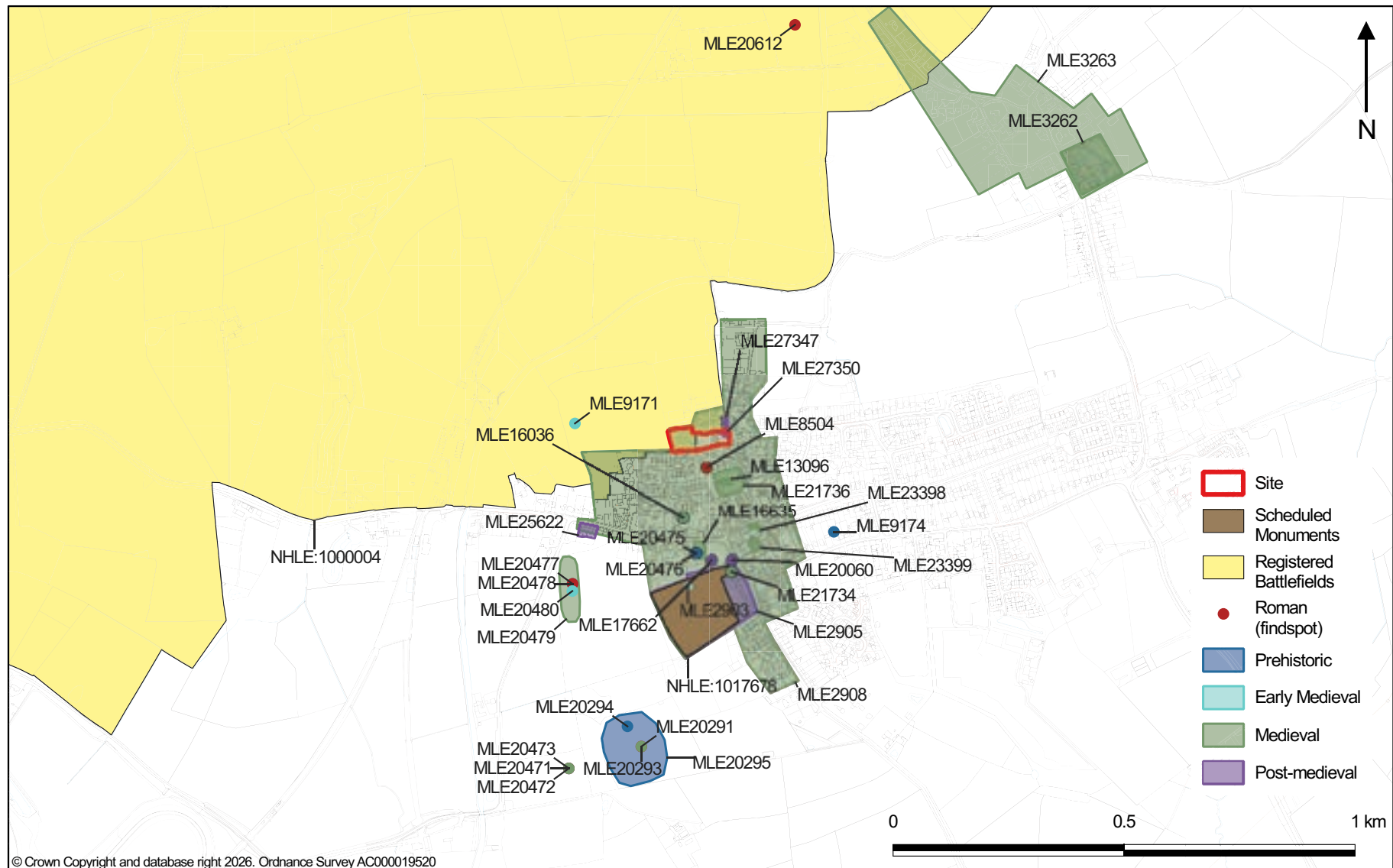


Fig 3: Selected Monuments from Historic Environment Record

3 BASELINE ARCHAEOLOGICAL DATA

3.1 The archaeological background to the site is derived from a 1 km search of the Leicestershire Historic Environment Record, which returned 98 records of known heritage assets and 55 event records. The records summarised below have been selected for discussion based on their relevance to the proposed development and its potential archaeological impact. Other sources consulted include historic maps, aerial photography, and the National Heritage List for England. The earliest map consulted was the 1814 Ordnance Survey Surveyor's Drawing (Hinckley). A site/record office visit was not undertaken as part of this assessment.

Previous archaeological investigations

- 3.2 In 2020, an archaeological field evaluation and metal detector survey was undertaken within the site (Baker 2020; Historic Environment Record number ELE11410), in which finds of flint flakes and animal bone came from undated depressions filled with subsoils. The west of the site also contained evidence of possible ridge and furrow.
- 3.3 A watching brief was undertaken in 2025 at the adjacent property (ELE12872), during the demolition of the Mulberry Farm buildings; this did not reveal anything beyond the foundations of the demolished buildings.
- 3.4 Medieval pottery and features have been recorded during a watching brief, c. 136 m south of the site (ELE4467); an evaluation (ELE10472), 180 m south-east of the site, and during an excavation and watching brief, c. 195 m south-east of the site (ELE11046). Test pits, c. 200 m south of the site, contained predominantly medieval pottery, along with Roman and a small quantity of possible late Saxon pottery (ELE8343), with works at the adjacent property recovering three pieces of flint (ELE5117).
- 3.5 Medieval features were found during excavations c. 280 m south of the site (ELE9275). Located c. 290 m south of the site, excavations of a

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rectangular earthwork (ELE906) contained early medieval finds along with flint implements. Located c. 300 m south-west of the site, fieldwalking (ELE8745) revealed substantial finds of all dates from prehistoric to post-medieval.

- 3.6 A post-medieval farm system was revealed during an evaluation (ELE12099) c. 450 m east of the site, as well as medieval and post-medieval metal-detected finds. An evaluation found evidence of medieval and post-medieval agricultural use, c. 580 m south-east of the site (ELE11728). An evaluation recorded post-medieval features, c. 580 m south-east of the site (ELE11879). Fieldwalking (ELE8168, ELE8342), c. 600 m south-west of the site, found a flint scatter along with Roman, medieval and post-medieval pottery.

- 3.7 Extensive work has been undertaken within the battlefield, including fieldwalking surveys (ELE8366) and a battlefield survey (ELE8443).

Designated Heritage Assets

- 3.8 The west of the site falls within the Registered Battlefield 'Battle of Bosworth (field) 1485' (NHLE: 1000004).
- 3.9 Located 260m south from the site is the only Scheduled Monument within the search area: *Hlaew and medieval farmstead immediately southwest of Park House* (NHLE: 1017678). The site lies within the Stoke Golding Conservation Area, with the Ashby Canal Conservation Area running 260m to the northwest of site. Within the wider search area, there are 8 Listed Buildings. There are no Registered Parks or Gardens within the search area.

Prehistoric

- 3.10 Fieldwalking recovered eight pieces of likely Palaeolithic flint, which included three flakes and an unfinished handaxe (MLE20294), c. 600m

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southwest from site, as well as a flint scatter (MLE20295) containing c. 300 pieces dating from Mesolithic to Bronze Age. Fieldwalking in the adjacent field recovered a flint flake of early Neolithic to Late Bronze Age date (MLE20471) c. 720m southwest of site.

- 3.11 A plano-convex knife, a scraper and a flake suggestive of late Neolithic or early Bronze Age was found c. 300m southeast from the site, in a garden in Stoke Golding (MLE9174). Located c. 220m south from site, works recovered three pieces of flint (MLE20476), with further flint found during fieldwalking from soil which supposedly had been dumped from the works in 2005 (MLE20477), c. 360m southwest of site.

Roman

- 3.12 Sherds of Roman pottery were found in a spoil heap in the 1990s, located 41m south from the site (MLE8504). Roman pottery was also found during excavations, c. 200m to the south (MLE20475). Various sherds of Roman pottery has been found during fieldwalking located c. 360m to the southwest (MLE20478), c. 570m southeast (MLE20291) and c. 723m southeast of the site (MLE20472). A Roman brooch was found during metal detecting, c. 900m to the north (MLE20612).

Early Medieval

- 3.13 Various finds dating to the early medieval period have been found within the search area. An iron spear ferrule was found c. 200 m west of the site, which has been possibly dated as Anglo-Saxon (MLE9171). A silver penny of King Eadgar (959-975 AD) was found along with medieval pottery and features during excavations c. 200 m south of the site (MLE16635). The scheduled monument (NHLE: 1017678) contains an Anglo-Saxon burial mound (MLE2903), in which part of a hanging bowl was discovered, with a 7th century date, c. 290 m south of the site. Late Anglo-Saxon pottery was found during fieldwalking, c. 370 m south-west of the site (MLE20480).

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Medieval

- 3.14 The site is surrounded by the settlements of Shenton, Sutton Cheney, Stapleton, Fenny Drayton all of which are recorded in Domesday of 1086 (Powell-Smith, 2011). Shenton is the closest settlement and is recorded as being in the hundred of Guthlaston with the households of eight villagers and six smallholders, five ploughlands and is listed under three owners, with a total value of 1 pound 15 shillings.
- 3.15 The site lies within the northern part of the historic settlement core of Stoke Golding (MLE2908). The settlement was originally known as *Stochis* in 1173 (taken from HER record information). The Church of St Margaret and surrounding burial ground, c. 73m south from the site, date to the 13th century (MLE13096, MLE21736).
- 3.16 Included within the battlefield designation, Crown Hill, 220m west of the site, is the location where Henry Tudor was crowned Henry VII following his victory at the Battle of Bosworth in August 1485 (taken from NHLE entry NHLE:1000004, Historic England 2026).
- 3.17 Other evidence for medieval activity within the surrounding area comprises a medieval feature and pottery, c. 140m to the south of site (MLE16036), boundary ditches, c. 180m to the south (MLE24596), linear features and pottery (MLE23398) c. 190m to the southeast, ditches and finds including a complete Chilvers Coton jug (MLE23399) c. 220m to the south, earthwork and buried remains of a medieval farmstead (NHLE:1017678; MLE2905), a part of the scheduled monument c. 260m to the south, pottery recovered from a boundary ditch (MLE21734) c. 270m to the south, 247 sherds of pottery (MLE20479) c. 320m to the southwest, 47 pieces of medieval pottery c. 640m to the southwest (MLE20293), and 29 sherds were found c. 730m southwest (MLE20473).

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- 3.18 The historic settlement core of Dadlington (MLE3263) lies c. 760m to the northeast of the site, and contains a possible moated site, in which three medieval coins were found (MLE3262).

Post-medieval

- 3.19 The medieval settlement of Stoke Golding must have continued in use and occupation into the post-medieval period as evidenced by the number of extant buildings dating to the period, the closest to the site being Mulberry Farmhouse which bounds the site to the north (MLE27347) and dates to the late post-medieval period.
- 3.20 An early post-medieval house, shown on Striller's map of 1637 as 'The Mansion House and Parke' is located c. 250m south from the site (MLE17662), with elements from the 16th - 17th century thought to still be present within the current 18th century Park House. Previous archaeological work has revealed evidence of post-medieval activity (MLE20060), c. 250m to the south.
- 3.21 The area was prosperous during the late 19th century with the first Hall & Sons factory being constructed in 1882, c. 240m southwest from the site (MLE25622). A boot factory is depicted on the second edition mapping of 1903 directly southeast from the site.
- 3.22 The White Swan Public House was constructed in the 19th century and is described as rendered brick with dentillated eaves (MLE27350).
- 3.23 Stoke Golding is visible as a settlement on the Ordnance Survey drawing of 1814, due to the scale of the map it is hard to ascertain with certainty whether The White Swan Public House was already constructed by this time. First edition mapping from 1887 (Ordnance Survey map; Fig 4) depicts buildings along the eastern boundary of the site, and extending into the site along the northern boundary, in a reverse L shape, and is

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labelled as *Swan (P.H.)*. A small outbuilding is present within the L shaped buildings, with a north-south field boundary separating the buildings with the field beyond.

- 3.24 The second edition Ordnance Survey map of 1903 (Fig 5) depicts new small buildings attached to the buildings along the eastern boundary, as well as a new outbuilding in line with the westernmost building along the north boundary, the buildings are now labelled as *Old Swan (P.H.)*. A pump is recorded within the courtyard close to the buildings along the northern boundary. Additional field boundaries are now shown, separating the area surrounding the buildings into five distinct areas within the east of the site, with the west remaining as a field.
- 3.25 There is no change to the site on the Ordnance Survey mapping of 1929 (not reproduced), however by 1955 (Ordnance Survey map; Fig 6), the southernmost buildings along the eastern boundary have been demolished. The mapping from 1963 (Ordnance Survey map; Fig 7) shows the buildings now labelled as *The Swan Inn (P H)*, and a greenhouse is depicted towards the north of the site. Some of the field boundaries around the buildings have been removed, with the site now separated into three distinct areas: a field to the west, the main buildings associated with The Swan Inn to the northeast and an area to the southeast, potentially a car park, including part of the southernmost part of The Swan Inn buildings.
- 3.26 Historic imagery from Google Earth, 1999 to the present date (not reproduced), shows a C-shaped track within the centre of the site, leading from the car park to the buildings along the northern boundary.

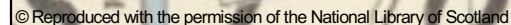


Fig 4: Detail from the First Edition 1:10560 Ordnance Survey map of 1887 (Leicestershire Sheets XXXV.SW and XXXV.SE)

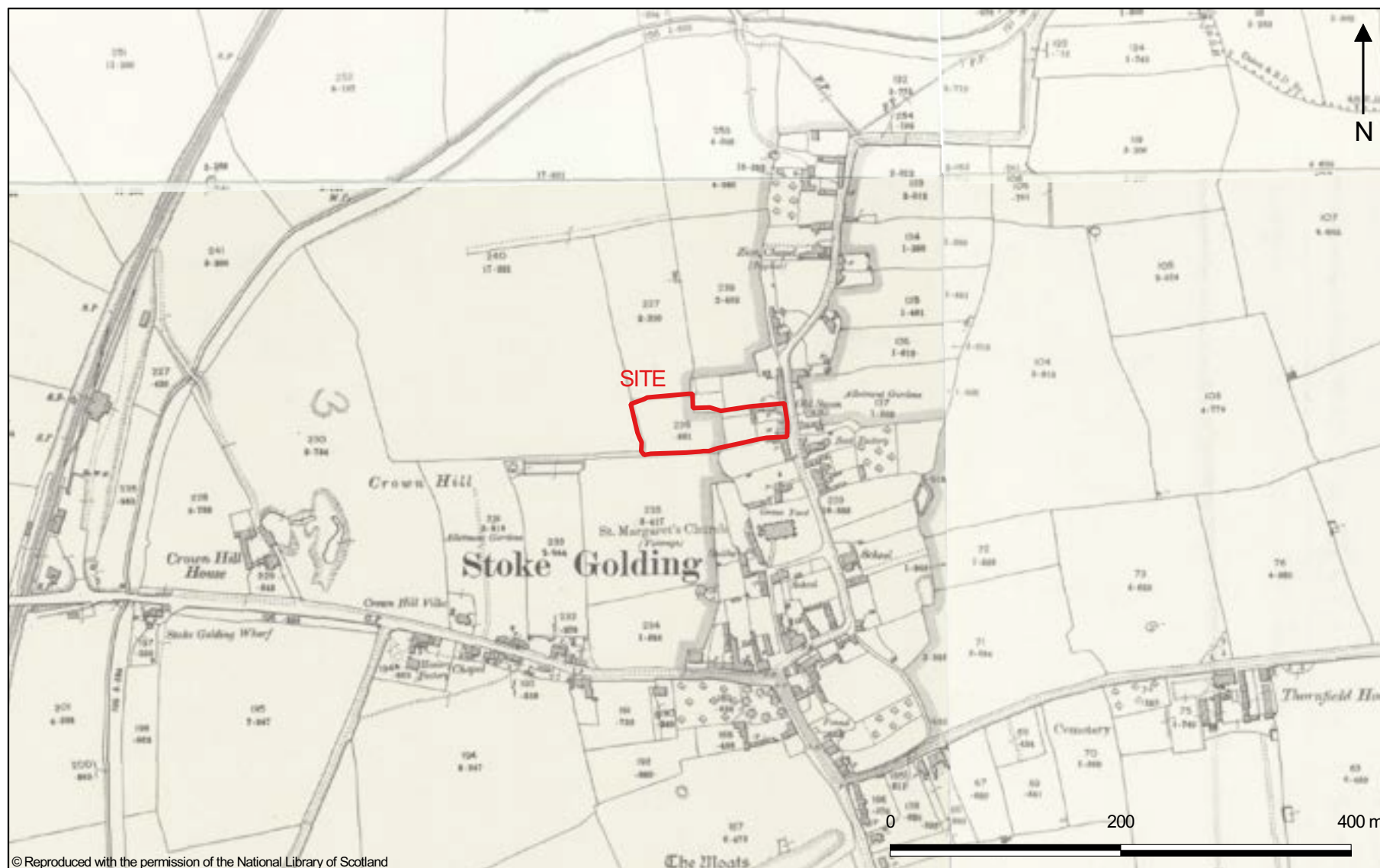


Fig 5: Detail from the Second Edition 1:2500 Ordnance Survey map of 1903 (Leicestershire Sheets XXXV.10/11/14/15)

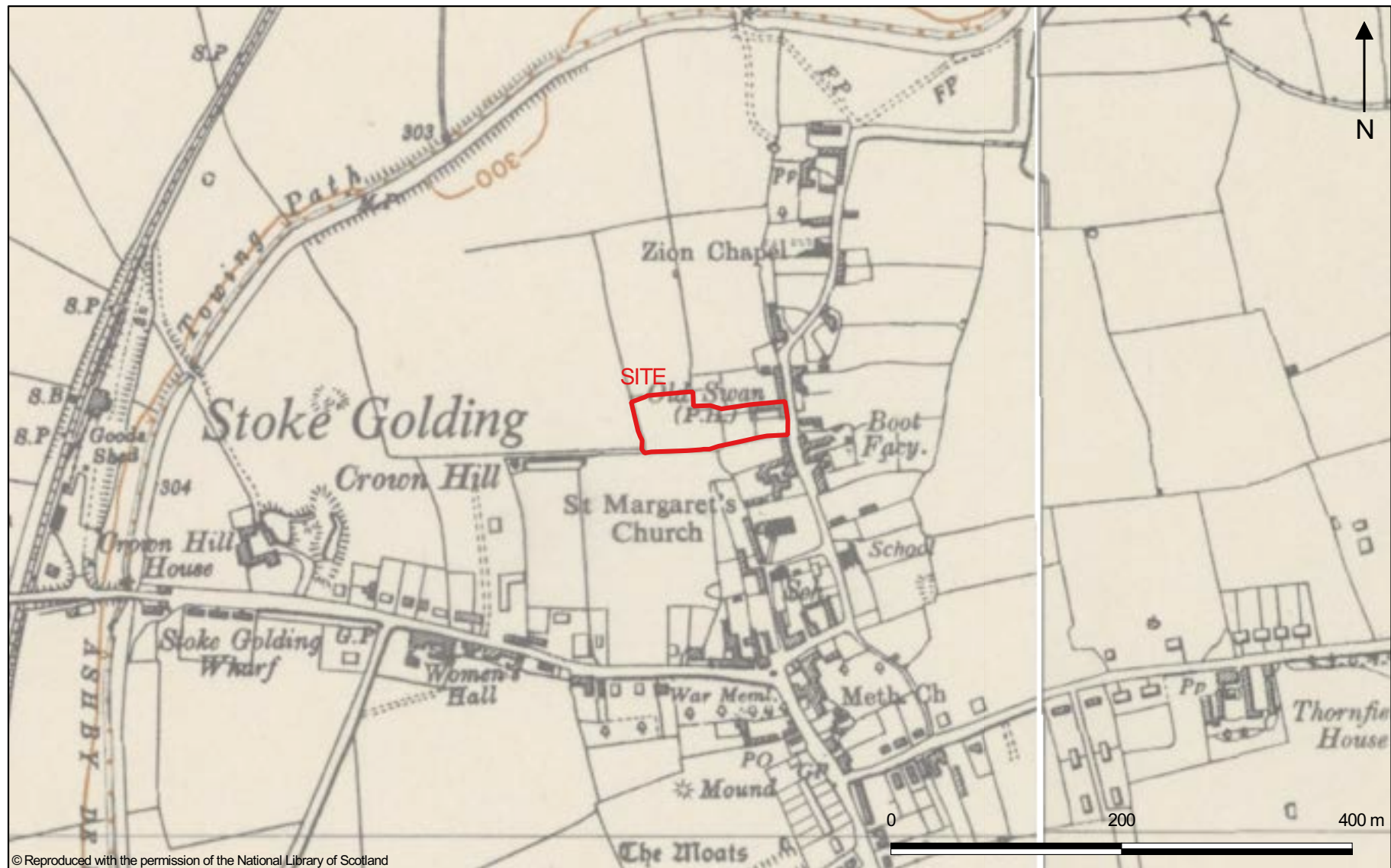


Fig 6: Detail from the 1:10560 Ordnance Survey map of 1955 (SP39NE - A and SP49NW - A)



Fig 7: Detail from the 1:2500 Ordnance Survey map of 1963-64 (SP3897-SP3997 and SP4097-SP4197)

4 PROJECT AIMS AND METHODS

HISTORIC BUILDING RECORDING (LEVEL 2)

- 4.1 The main aim of the Historic Building Recording work will be to record the external and internal structural fabric of the public house as it currently exists, prior to its conversion (Fig 8).
- 4.2 The secondary aim will be to place the results in their wider local and regional contexts as appropriate. The objectives will be to locate, record and analyse archaeological contexts and to disseminate the results in an appropriate format.

ARCHAEOLOGICAL WATCHING BRIEF & METAL DETECTING SURVEY

- 4.3 The main aim of the work will be to record any archaeological remains that are disturbed by the development, to collate the records in an archaeological archive and present the significant aspects of the archive in a report for dissemination.
- 4.4 Specific aims of the work are to address the research themes set out in East Midlands Historic Environment Research Framework (<https://researchframeworks.org/emherf>).
- 4.5 The objectives are to form an understanding of the remains recorded in terms of their character and date, and to place the evidence in its local and regional context.
- 4.6 The work will require an experienced archaeologist to be on site each day of groundworks to supervise ground reductions to formation levels, or the geological natural, whichever the higher. This will include the reduction in ground level for floors, external surfaces and hard landscaping, foundation trenches and service trenches.

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4.7 Machinery **will be fitted with toothless buckets, and ground reduction will be in shallow spits**. The archaeologist will be provided with adequate time to observe and record any archaeological deposits.

4.8 As deposits are removed in spits, metal detecting will be undertaken. The area will be detected systematically and all finds recorded using GPS. Any significant finds will be reported as per paragraph 4.12 below.

MONITORING

4.9 When applicable, the relevant planning archaeologist will be given at least a week's advance notice of the programmed start on site so that arrangements for monitoring can be made.

4.10 The appropriate Historic England Regional Archaeological Science Advisor will be contacted with regard to any specific application of archaeological science.

4.11 Reasonable access to the site works will be provided to representatives of the Client and the Local Authority and a site tour and opportunity to scrutinise artefacts and site records will be provided as appropriate.

4.12 Exceptional finds or results will be reported to the client / consultant / the planning authority's archaeological advisor, and if necessary, Historic England within 24 hours.



Fig 8: Proposed development and archaeological work

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5 DETAILED METHODOLOGY

- 5.1 All work will be undertaken in accordance with AW's Procedures Manual, and the appropriate standard and guidance of the Chartered Institute for Archaeologists (CIfA).

HISTORIC BUILDING RECORDING (LEVEL 2)

- 5.2 Historic Building Recording will be carried out on the buildings to be converted (Fig 8). Historic mapping (Ordnance Survey and Leicestershire County Record Office) will be examined before fieldwork is undertaken. Copies of architects plans and elevations of the building to be converted have been provided.
- 5.3 The methodology will be based on the Historic England Level 2 recording standards. The elements highlighted below are those which will be included as a minimum. Other elements specified as part of Level 2 survey will be addressed, where possible, or useful.

Drawings: 1 and 2, and 3-8, where possible

1 Sketched plan, section, elevation or detail drawings

2 Measured plans with details of elements such as blocked doorways, ceiling beams etc

3 Measured drawings recording the form or location of other significant structural detail

4 Measured cross-sections or long-sections

5 Measured drawings to show the form of any architectural decoration

6 Measured elevations

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7 A site plan relating the building to other structures, topographical and landscape features

8 Plan showing location and direction of photographs taken

Photographs: 1, 2 and 4

1 general view/views of building

2 buildings external appearance

4 overall appearance of principal rooms and areas

Written: 1-3 and 6

1 the building's precise location, NGR/address

2 note of statutory designations

3 date of record, name of recorder, location of archive

6 description of building type, purpose, history, materials, dates, form, function and sequence. Name of architect, builder, patron, owners if known

- 5.4 Plans and elevations which have been supplied will be annotated and included in the report, after being subjected to checks by the Historic Buildings specialist and supplemented or amended where necessary. Building plans will establish an accurate archaeological record of the structure, and sections, illustrating the vertical relationships within the buildings; at an appropriate scale of not less than 1:100. Any significant features, including any architectural detailing and decoration, timber-framing, graffiti, ritual marks and carpenters' marks will be recorded in detail.

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- 5.5 A photographic record of the building will be produced. It will contain colour digital images as required for a Level 2 record.
- 5.6 An assessment will be made during examination of the building of whether further information as to the character, date, extent, state of preservation of components of the building could be obtained during their conversion and if so, further recording will be carried out during this phase of works.

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- 5.7 All ground reductions will be carried out under direct archaeological supervision and will be carried out in spits until the uppermost archaeological horizon, or the geological natural is reached (whichever the higher). If archaeological remains or deposits are revealed these will be mapped and sample excavated. The archaeologist will be provided with adequate time to observe and record any archaeological deposits.
- 5.8 As groundworks progress, each horizon, particularly any buried topsoil horizon, will be metal detected and all finds recorded using a GPS. Any significant finds will be reported to the client/consultant and curatorial team straight away so that an appropriate mitigation strategy can be agreed.
- 5.9 An additional archaeologist will be made available to help locate and record archaeological deposits, if necessary.
- 5.10 Plans and cross sections will be drawn at appropriate scales and located in relation to national Ordnance Survey. All levels will be measured in relation to Ordnance Datum (as appropriate).
- 5.11 All archaeological contexts will be recorded using 'Diggit' digital recording or where circumstances don't allow the use of digital recording, the standard Archaeology Warwickshire recording system using pro forma context sheets with standardised descriptions based on Soil Survey soil

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texture terminology and Munsell colour descriptions will be used. All finds recovered will be assigned to a context.

- 5.12 A digital photographic record of the fieldwork will be produced to include individual features and appropriate feature groups along with images useful for public presentation.
- 5.13 Sampling strategies will be developed subject to the requirements of the project and its aims and findings. Sampling will take into account the guidance provided in Environmental Archaeology; a guide to the theory and practice of methods, from sampling and recovery to post-excavation (English Heritage 2011). Environmental samples will be taken from appropriate deposits where secure stratigraphic relationships are present subject to Health and Safety considerations and where contamination is not an issue. Samples will be taken in order to retrieve wider palaeoenvironmental, industrial, economic evidence or contextual data (Table 1).
- 5.14 In the event of human remains being revealed these will be left in situ and the Coroner and archaeological advisor informed. Such remains may be covered and protected unless there is a risk that they could be damaged or stolen. Any subsequent excavation or removal will take place after the relevant Ministry of Justice licence had been obtained, as required by the Burials Act.
- 5.15 In the unlikely event finds of gold, silver, prehistoric base-metal assemblages or metallic objects over 200 years old which provide exceptional insight into an aspect of national or local history, archaeology or culture being revealed these will be reported to the Coroner in accordance with the Treasure Act 1996, and subsequent amendments that came with the Treasure (Designation) (Amendment) Order 2023. Such finds would be removed to a safe location for temporary storage and the archaeological advisor and client/consultant informed.

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- 5.16 Any pottery assessments will refer to the appropriate local type series, in this area the Leicestershire type series for Roman, medieval and post-medieval pottery.

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1 Standard sampling strategy

Most samples must be context-specific; and that is much more important than achieving larger sample volumes that potentially cross context boundaries. We are sampling distinct events.

Potential data	Deposit criteria	Sample method	Feature or context type	Sample size	Excavated sample	Sampling objective
Charred Plant Remains	Stratified deposits, datable and low risk of contamination	Bulk samples	Structural or occupation features (intensive), including hearths, floors, etc.	Up to 40 L	100%	Clear potential to recover important ecofactual information or significant material
		Bulk samples	Prehistoric & early medieval	40 litres	10-20% linears, 50-100% pits	
			Roman	20-40 L depending on abundance	10% linears, 50% pits	
			Medieval & Post-medieval	10-20 L depending on abundance	10%-20% linears, 50% pits	
		Bulk samples: taken for wet sieving (to recover small animal bone, plant macro-remains, small artefacts)				
Waterlogged organic remains		Sample	Any	15-20 L or whole context, or stratified sequence of 10 L samples		Clear potential to recover important ecofactual information or significant material
Small mammal bone, bird and fish bone, marine mollusc		Bulk sample	Layers	20-40 L distributed	50%	
Pollen, other micro environmental		Monolith / kubiena	Deposit sequence or soil	As advised. Following discussion with specialist and/or curator		
Land snails		Small specific bulks/column of samples	Deposit sequence (and single entity			
Dating		Radiocarbon	Single entity organics, articulated bone, structural material			

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

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METAL DETECTING SURVEY

- 5.17 It is proposed that the metal detecting survey will be carried out using a methodology as developed by Dr Glenn Foard. The methodology was developed as part of a detector survey of the English Civil War battlefield 'Battle of Edgehill 1642' and was subsequently used and refined during the previous long-term survey at Bosworth (Leicestershire), which ended with the discovery of the actual site of the battle because of the metal objects recovered.
- 5.18 The site will be cleared of undergrowth and long grass before the survey takes place. Any piles of cleared undergrowth will also be removed. Baselines will be laid using a Leica CS10 GPS, accurate to 2 cm. Tapes will be stretched out along these lines and flags placed at 2.5 m intervals to form a series of transects. Experience has shown that with transects 2.5 m apart there will be a slight overlap between detectorists and that no ground will be left unsurveyed. The site will be surveyed along these transects.
- 5.19 A second round of survey is proposed to follow. Prior to the second round, the site should be stripped of approximately 20 cm of topsoil (under archaeological supervision, to determine the ideal depth) and then surveyed again with a metal detector. This will have the effect of removing modern debris from the site and making it possible for any concentrations of earlier finds, particularly those associated with the battle, to be recovered. Baselines will be laid out again using a Leica CS10 GPS, accurate to 2 cm. Tapes will be stretched out along these lines and flags placed at 2.5 m intervals to form a series of transects. The site will then be surveyed along these transects.
- 5.20 It is not proposed to survey the field in a manner which will locate all ferrous objects within it. Highly experienced detectorists, such as those proposed to be employed in this survey, can detect for all forms of metal

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but choose to ignore most ferrous objects. It is common for detectorists to find larger iron items such as horse shoes and plough shares and it is proposed that larger ferrous objects will be excavated. All other metal objects whether made of base metal or precious metal will be collected.

- 5.21 Each detectorist will be provided with standard ziplock finds bags and a number of pin flags. Each significant find recovered will be bagged and the finder will write their initials on the bag. Each bag will then be pin flagged to the ground. Once each detectorist has finished their first transect, the finds will be located using GPS; at this point, the overseeing archaeologist will give each finds bag an individual number which will match a location point on the survey. Each bag will be collected at this point.
- 5.22 No finds or pin flags will ever be left overnight between survey days and the number of any transects left at the end of each day will be kept to the minimum necessary for the accurate laying out and continuation of the work on the following day. No finds will be transported from the site by anyone except for staff members of Archaeology Warwickshire.

6 EXTENSIVE REMAINS AND/OR SIGNIFICANT FINDS

- 6.1 If significant archaeological remains or extensive deposits that cannot be retained in situ or cannot reasonably be recorded within the scope of the currently agreed project are encountered the developer will allow a contingency for additional excavation work to be carried out.
- 6.2 Where necessary a representative of the planning authority or Historic England may be approached to confirm the need for contingency work. A separate WSI may be necessary and if so, this would be prepared as soon as possible but a period of uninterrupted access must be made available to complete any required archaeological recording and hand excavation.
- 6.3 If significant quantities of unexpected finds are recovered during the fieldwork it may be necessary to renegotiate additional analysis and reporting costs.

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7 ANALYSIS AND RECORDING

- 7.1 A report of the results of the Historic Building Recording, Archaeological Watching Brief and Metal Detecting Survey is required and would be produced following the completion of the fieldwork programme.
- 7.2 The report will be completed in the standard AW format. It will include:
- a description of the methodology employed,
 - an account of the archaeological evidence,
 - illustrations, plans and elevations of the building recorded
 - a description and interpretation of the building and its setting
 - illustrations and plans showing survey areas and the location of archaeological deposits,
 - an interpretation of the remains,
 - a consideration of the stated research aims,
 - a list and description of the finds recovered.
- 7.3 A digital copy of the report will be provided for the client. A draft report will be sent to the relevant archaeological advisor for approval. A final, agreed version of the report will be sent in PDF/A format to the Historic Environment Record on the understanding that it would become a public document after six months.
- 7.4 Publication will depend on the significance of the results but as a minimum will comprise a summary of findings sent to the Transactions of the Leicestershire Archaeological and Historical Society (no later than March 31st of the year following the completion of the fieldwork). Regionally significant results may be offered to a specialist journal or website and will include all relevant plans, data, analysis, its research dividend and a discussion of its place in the development of the area.

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- 7.5 AW publish all reports (subject to confidentiality agreements) on a dedicated website and digital reports are submitted to OASIS.

8 ARCHIVE DEPOSITION

- 8.1 The site archive will be prepared in accordance guidelines from Historic England, CIfA and The Leicestershire Museum Service.
- 8.2 All archive information, including the repository due to receive the archive, are detailed in The Data Management Plan and Archive Selection Strategy (Appendix A). Finds ownership will remain with the landowner until such time as title may be transferred in accordance with appropriate agreement. A list of finds will be made available to the landowner and arrangements can be made for finds to be viewed, if required. AW will encourage landowners to donate the finds to appropriate institutions for their long-term curation.
- 8.3 All recovered artefacts and other material will be cleaned, bagged and boxed in accordance with AW procedures and the requirements of appropriate repository institutions.
- 8.4 All finds storage materials or packaging will be clearly marked with the assigned Leicestershire site code or appropriate assigned accession number.
- 8.5 If required, a CD containing a digital copy of the report, digital photographs and/or data will be included with the archive in accordance with the relevant requirements of the repository institution.

Data Management Plan & Archive Selection Strategy

- 8.6 A site specific policy for the creation, storage and retention of data and the collection, identification, conservation and deposition of artefacts is detailed in Appendix A: Data Management Plan & Archive Selection. This dynamic document will be updated throughout the life of project and will form part of the final report and archive.

9 PROJECT MANAGEMENT

- 9.1 The personnel for the project will be selected from Archaeology Warwickshire's permanent staff and relevant external specialists (Table 2).

Quality Control

- 9.2 AW is a Registered Organisation with the Chartered Institute for Archaeologists and therefore all work will be undertaken in accordance with relevant CIfA Code of Conduct, Standards, Guidance and Practices. CIfA's Registered Organisation scheme is a quality assurance scheme unique to the historic environment. It is a 'kite mark' of commitment to professional standards and competence that demonstrates the holder has been assessed and found to be professional and accountable.
- 9.3 AW operates an internal quality control system. All projects have a dedicated project manager who is responsible for the quality of the work involved. Project managers report regularly to the Chief Archaeologist who has overall responsibility for ensuring compliance with AW, CIfA and WCC standards and protocols. All completed reports and publications are checked by the Principal Archaeologist or by another senior member of staff prior to dissemination.
- 9.4 The Chief Archaeologist & Delivery Lead bears ultimate responsibility for the conduct of all AW activity and reports to the Service Manager (Planning Delivery). Warwickshire County Council (WCC) also has a formal complaints procedure, details of which are available on request.
- 9.5 AW will from time to time sub-contract some aspects of a project, fieldwork or post-excavation processing and analysis, in whole or in part, to suitably qualified sub-contractors. AW will always retain the project management role and ensure standards are adhered to. Sub-contract work is always undertaken in accordance with AW Procedures Manual and Health & Safety Policy.

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2 Project team

<i>Project responsibility</i>	<i>Team member</i>
Chief Archaeologist	Stuart C Palmer PGDip (Oxon), MCI fA FSA
Operations Manager	Caroline Rann BA, MCI fA
Projects Manager	Paul Clarke BSc / Alessio Auricchio-Bund MA, ACI fA
Principal Historic Buildings Officer	Dr Cathy Coutts MCI fA
Principal Archaeological Editor and Publications Officer	Dr Kate Waddington FSA MCI fA
Senior Archaeological Officers	Dr Simon Davies PCI fA / Bryn Gethin BA / Susan Porter MA, ACI fA
Senior Heritage Officer	Frances Bradbury MSc, ACI fA
Archaeological Officer	Jon Ward MA, ACI fA
Archaeobotanist	Bekky Hillman BA, ACI fA
Archaeological Supervisors	Jodie Duffy BA, PCI fA / Els Meirsman MSc, PCI fA / Hannah Child MSc, PCI fA
Assistant Heritage Officer	Molly Dowdeswell MA, PCI fA
Graphics	Pete Thompson BA / Kirsty Harding BSc
UAV Technician	Rob Jones PCI fA
Archaeologists	Harry Mason-Hodges BA, PCI fA / John Appleby BA, PCI fA / Katie Lea MA, PCI fA / Alice Dixon BSc, MA, MSc, PCI fA / Curtis Lisle MA, PCI fA / Charlie Palmer BA, PCI fA / Eleanor Carter PGDip, PCI fA
Senior Field Technicians	Emily Longden MSc
Early prehistoric pottery	Dr Alex Gibson
Roman & Saxon pottery	Dr Jerry Evans
Medieval/Post-medieval pottery	Stephanie Ratkai BA / Paul Blinkhorn BTech
Ceramic Building Material	TBC
Metalwork	Dr Lynne Bevan
Flint	Dr Lynne Bevan
Slag	Dr David Dungworth
Animal Bone	Sheila Hamilton-Dyer
Human bones	York Osteoarchaeology

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Health and Safety

- 9.6 AW will conduct all works in accordance with the Health and Safety at Work Act 1974 and Archaeology Warwickshire's Health and Safety Policy. A dynamic risk assessment, which all staff will be made aware of, will be undertaken prior to commencement and updated during the course of the work. AW staff will make provision for assessing or re-assessing additional risks which may be encountered during the project. This will reflect any changes in the working environment or circumstances on the site. Any such documentation may be viewed at the AW office and can be copied to the Client and Curator on request.
- 9.7 All AW staff and sub-contractors hold relevant CSCS cards or are Site Supervisors Safety Training Scheme accredited. All staff will be trained in the use of any equipment used during the project. Any equipment, plant or welfare facilities provided by the Client will be inspected before use by AW staff.
- 9.8 AW project teams and contractors will follow any proper instruction for the purposes of health and safety when on site. Protective clothing will consist of hard hat, protective boots, and high visibility jacket. Hazard fencing will be erected around work areas where there may be a hazard to others working on the site.
- 9.9 The Client must notify AW of any hazards within the archaeological site before the project commences. These include the location of existing services and unsafe parts of any structure.
- 9.10 Where excavation present a health and safety risk due to depth or unstable edges there is a presumption that these will be completely or partly backfilled in order to make the site environs safe. Appropriate recording defined by a dynamic risk assessment will take place prior to backfilling.

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Insurances

- 9.11 AW as part of Warwickshire County Council is covered by Public Liability Insurance to a limit of £50,000,000, Products Liability Insurance to a limit of £50,000,000 and Employers' Liability to a limit of £50,000,000.

Agreement

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

Data management

- 9.13 All digital data created during the project will be copied to the WCC server, which is backed-up daily. Following the completion of the post-excavation phase, data will be selected for the final digital archive in accordance with AW Procedures and ADS guidelines, terms and conditions, this is detailed in Appendix A. Digital photographs will be selected and archived in accordance with Historic England's 2015 guidelines for best practice (Digital Image Capture and File Storage). Data produced by subcontractors will be granted under license for inclusion in the digital archive.

Public engagement, participation and benefit

- 9.14 The fieldwork as proposed will not afford opportunities for general public participation or engagement. However, AW have a long tradition of hosting volunteers, work experience placements and student training placements, both in the field and in the laboratory, where project parameters permit. In addition the results of the work will be publicly available on the ADS with exceptional finds reported on the AW website and the report available on the relevant HER.

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Staff training and CPD

- 9.15 The AW business model is predicated on a CPD driven streamlined promotion process whereby opportunities for development are positively encouraged at every stage of a career. AW also operate a CIfA approved training scheme and trainees may be allocated to any aspect of the project.

10 COPYRIGHT

- 10.1 Archaeology Warwickshire shall retain full copyright of any commissioned reports under the *Copyright, Designs and Patents Act 1988* with all rights reserved; excepting that it hereby provides an exclusive licence to the client and/or commissioning agent for the use of such documents by the client and/or commissioning agent in all matters directly relating to the project as described in this document.
- 10.2 Licence will also be given to the archaeological curators (Planning Archaeologists, Historic Environment Record and Archive Repository) to use the documentary archive for educational, public and research purposes.
- 10.3 In the case of non-satisfactory settlement of account then copyright will remain fully and exclusively with Archaeology Warwickshire. In these circumstances it will be an infringement under the *Copyright, Designs and Patents Act 1988* for the client and/or commissioning agent to pass on any report, partial report, or copy of same to any third party. Reports submitted in good faith by Archaeology Warwickshire to any Planning authority (Planning Archaeologists, Historic Environment Record and Archive Repository) will be removed from said Planning authority (Planning Archaeologists, Historic Environment Record and Archive Repository). The Planning authority (Planning Archaeologists, Historic Environment Record and Archive Repository) will be notified by Archaeology Warwickshire that the use of any such information previously supplied constitutes and infringement under the *Copyright, Designs and Patents Act 1988* and may result in legal action.
- 10.4 The author of any report or specialist contribution to any report shall retain intellectual copyright of their work and may make use of their work for educational or research purposes or for further publication.

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Historic England 2016 *Understanding Historic Buildings: A Guide to Good Recording Practice*

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<https://opendomesday.org/>

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Google Earth Pro *Historic Imagery*

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Ordnance Survey Surveyors drawing 1814

First Edition Ordnance Survey 6-inch map, 1887, Leicestershire Sheet XXXV. S.W

Second Edition Ordnance Survey 25-inch map, 1903, Leicestershire Sheet
XXXV.14

Ordnance Survey 1:10560 map, 1955, Sheet SP 39 NE

Ordnance Survey 1:2500 map, 1963, Plan SP 3897 & SP 3997

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A Data Management Plan & Archive Selection Strategy

Project Information	
Site Code	LSG26
Site Address	The White Swan, 47 High Street, Stoke Golding, Leicestershire
Project Type	Historic Building Recording (Level 2), Archaeological Watching Brief, Metal Detecting Survey
Project Manager	Caroline Rann
Project Team	TBC
Archive Information	
Physical archive location	Leicestershire Museums
Accession Number	X.A43.2026
Digital Archive location	Archaeology Data Service (ADS)
Previous work to be included	No
Future work to be included	Unknown
Data Management Plan	
Data Creation	
Where will data be created	Office: pre-fieldwork and post-excavation Site: fieldwork
What data will be created	Paper: context sheets, sample sheets, site registers, drawings on permatrace of sections and elevations and if required plans. Digital: photographs (jpegs), surveys (dxf), context lists (excel), report and specialist reports (word), finds list (excel), specialist catalogues (excel), photo register/metadata (excel), scanned registers (PDF), scanned context sheets (PDF)
Ethics and Legal Compliance	
Data security	If the data contains commercially, or personally sensitive data it will not be made available to anyone beyond the project team.

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	AW will retain the copyright of any data, including reports, photographs etc., generated by the project. External data used under licence, such as OS mapping, will not form part of the long-term archive of the project.
Data sharing	
How will data be made accessible and shared	If data needs to be shared with the client, specialists and/or the Planning Archaeologist copies of the data will be supplied and not the primary data.
	The report generated from this project will be publicly available through submission to the Online AccesS to the Index of archaeological investigationS (OASIS).
Data selection and preservation	
Preservation and deposition	The paper and digital archives will be collated in line with national, regional and repository specific guidelines, See below.
Specific Repository Requirements	
Archaeological Data Service	Jpeg Photographs PDF report
Leicestershire Museums	Papers must be stored within acid-free folders or envelopes, reports not to be spiral bound, drawings should be stored flat with archival tissue paper between, finds bags to contain Tyvek label, large sites require finds to be boxed by material type.
Leicestershire HER	PDf version of the report
Archaeology Warwickshire Management Archive	Word versions of report, DXF or .shp files of surveys, illustration files (Adobe Illustrator), etc.
Data generated Pre-fieldwork	

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Document/format	Where stored	To form management archive or site archive
WSI/PDF & paper copy	WCC Network/Physical Site folder	Site archive
Illustrations/Adobe Illustrator & PDFS	WCC Network	Management Archive or embedded into documents
Signed Agreement/PDF	WCC Network: confidential	Management Archive: digital copy retained on WCC network
RAMS/PDF & paper copy	WCC Network/Physical Site folder	Management Archive
Site visit photos/jpegs	WCC Network	Management Archive: retained on WCC Network
Data generated from Site		
Physical Record type/format	Security Copy	Number
TBC		
Digital Record type/format	Saved to WCC Network	Number
TBC		
Data generated post-site		
Physical data type/format	Security Copy/number	To form management archive or site archive
N/A		
Digital Record type/format	Saved to WCC Network	To form management archive or site archive
N/A		
Archaeological Finds Archive & Selection Strategy		

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Expected Finds		
Material Type	Site collection Policy	Guidance from
Pottery - modern	Collect 100%	Project Lead
Pottery – Post-medieval	Collect 100%	Project Lead
Pottery – Medieval	Collect 100%	Project Lead
Pottery – early Medieval	Collect 100%	Project Lead
Pottery - Roman	Collect 100%	Project Lead
Metal - Medieval	Collect 100%	Project Lead
Finds from site		
Material Type	Checked by	Action ie. Identified, added to database, discarded
N/A		
Specialist Assessment		
Material Type	Specialist	Action ie, coded, weighed, reported,
N/A		
Specialist Recommendations		
Material Type	Specialist	Recommendation ie, discard in line with Museum Collection Policy, add to handling collection, Further analysis
N/A		
Specialist Analysis		
Material Type	Specialist	Action ie. Offer to Museum with report and illustrations

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N/A		
For Retention or Discard		
Material Type	Target date of deposition/ Archived date	Repository accepting/recommending discard
N/A		