

Written Scheme of Investigation for Archaeological Mitigation & Associated Archaeological Field Evaluation

On Behalf of
Vistry Homes

Concerning
Land N of Hill Top Farm
Earl Shilton
Leicestershire
LE9 7DP

January 2025

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1 Introduction

Border Archaeology (BA) has been instructed by Vistry Homes to carry out a programme of Archaeological Mitigation (AM) and associated Archaeological Field Evaluation (AFE) to inform further mitigation in connection with a residential development for up to 140 dwellings with Public Open Space, a children's play area, landscaping and sustainable drainage system (SuDS) on Land N of Hill Top Farm, Earl Shilton, Leicestershire LE9 7DP (NGR: SP 46636 98417 – approximate centre; *fig. 1*), henceforth known as the Site.

In accordance with the *National Planning Policy Framework* (NPPF; Ministry of Housing, Communities & Local Government 2023), planning permission for the proposed works has been approved by Hinckley & Bosworth Borough Council subject to Condition 4 of the Planning Decision (Planning Ref.: 21/00135/OUT), as outlined below:

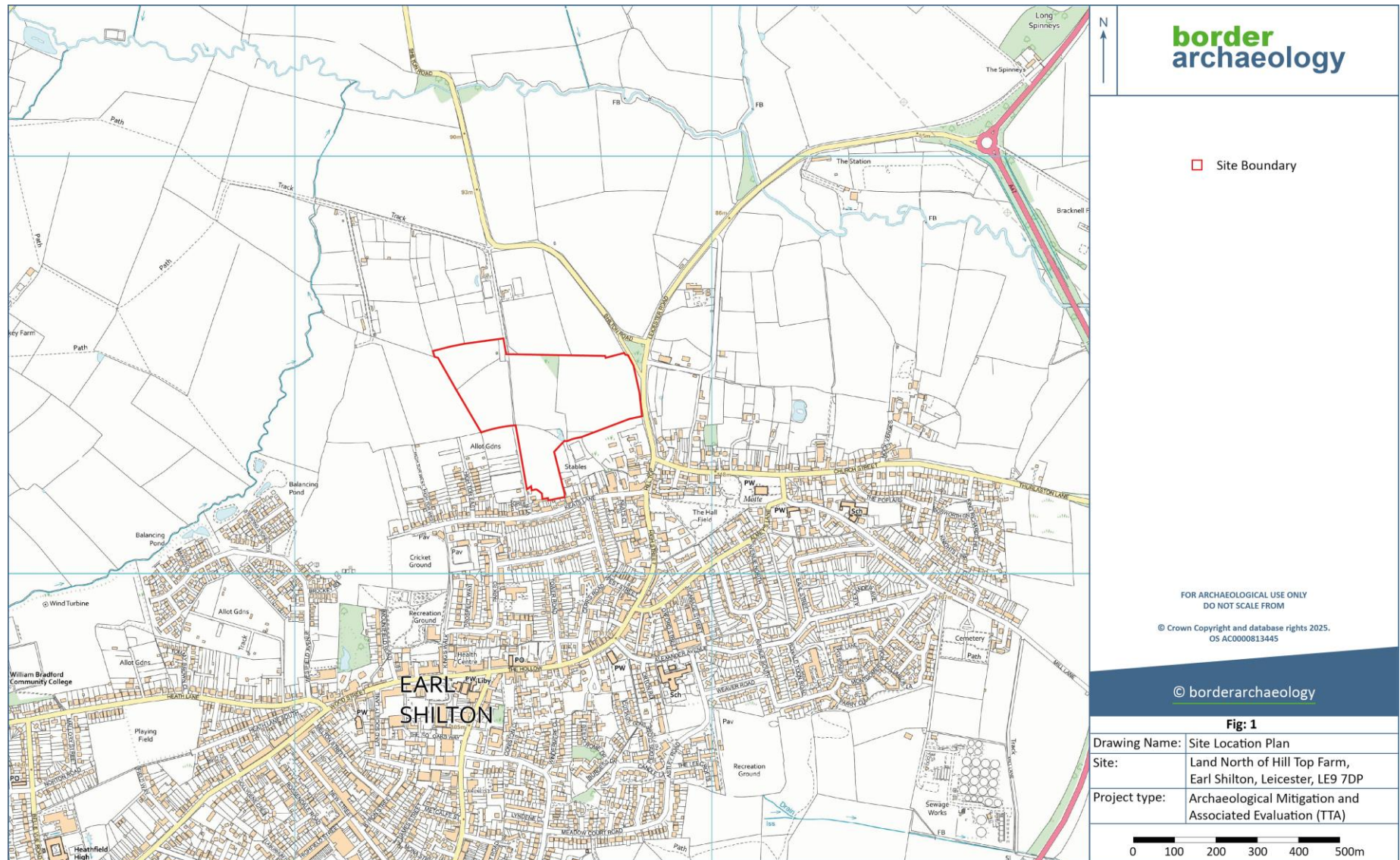
4. *No development shall commence until a Written Scheme of Investigation (WSI) has been submitted to and approved by the local planning authority in writing. For land that is included within the WSI, no development shall take place other than in accordance with the agreed WSI, which shall include the statement of significance and research objectives and:*

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

Reason: *To ensure satisfactory archaeological investigation and recording in accordance with Policy DM13 of the Site Allocations and Development Management Policies DPD 2016 and Section 16 of the NPPF.'*

This *Written Scheme of Investigation* (WSI) has been compiled by Ross Shurety MA (Cantab.), with reference to the Chartered Institute for Archaeologists' (CIfA) *Standard for archaeological excavation* (2023a), *Standard for archaeological field evaluation* (2023b), *Universal guidance for archaeological excavation* (2023c) and *Universal guidance for archaeological field evaluation* (2023d), as well as Leicestershire County Council's (LCC) *Generic Brief for Archaeological Field Evaluation (Trial Trenching)* (2019) and *Generic Brief for Archaeological Mitigation (Area Excavation)* (2024). It is for submission to William Kelly, Senior Planning Archaeologist (Heritage) of Leicestershire County Council, the Archaeological Advisor to Hinckley & Bosworth Borough Council, as an appropriate methodology for the proposed programme of archaeological work.

Any additional phases of archaeological mitigation that may be required following AFE (e.g. archaeological excavation or monitoring) will be carried out under additional Project Designs that will form addenda to this WSI. The nature and scope of any further possible phase of mitigation will be determined by the Senior Planning Archaeologist (Heritage).



2 Site Description

2.1 General

Earl Shilton is located approximately 16km WSW of Leicester and 8km NE of Hinckley in the Hinckley & Bosworth District in the SW part of Leicestershire. The Site itself comprises four large arable fields, three of which are subject to the works detailed in this WSI.

The Site measures c.94,500 sqm and is situated at a height of between c.118m (S) and c.99m (NE) above Ordnance Datum (aOD). It is bordered by mature hedgerows and trees to the N and E (as well as part of the W), by allotments to the SW and by residential properties to the S; the former farmyard of Hill Top Farm also lies immediately to the SSE. To the E, the Site is bounded by Leicester Road.

There are no Scheduled Ancient Monuments (SAMs), Registered Parks and Gardens or Listed Buildings within the boundaries of the Site; however, the Grade II listed Top House (List Entry No.: 1180239) is recorded c.100m to the S, while the Earl Shilton Conservation Area is located just under 730m to the SW.

2.2 Soils & Geology

The British Geological Survey lists the underlying solid geology of the Site as mudstone of the Gunthorpe Member, sedimentary that bedrock formed between 247.1 and 237 million years ago during the Triassic period. While no overlying superficial geology has been noted for the majority of the Site, that for the the S field (with the exception of the NE corner, for which there is no data) has been recorded as sand and gravel of the Wigston Member, which formed during the Quaternary period between 2.588 million years ago and the present (BGS 2025).

No historic borehole data is recorded for the Site or the immediate vicinity, although one (SP49NE69) located at Huit Farm c.1.7km to the SE (the nearest with accessible depths) records the natural as being encountered at 4ft (c.1.2m) below ground level (bgl) (*ibid.*).

3 Historical & Archaeological Background

A *Heritage Statement* was previously produced by Savills Heritage Planning (2021) as part of the planning application and the following summarises the information contained therein. This document should be consulted in conjunction with this WSI.

3.1 Previous Investigations

A geophysical survey was undertaken on the Site in 2021 (see *fig. 2*); few features of archaeological interest were identified, although possible traces of linear ditches of indeterminate date as well as medieval or later ridge and furrow were recorded (MOLA 2021).

As a consequence, Trial Trenching was carried out in 2021 to investigate the above features (see *fig. 2*); of the 22 trenches, excavated 11 contained no archaeological features, while another four revealed only ridge and furrow. However, Trench 3 (located at the N of Site) contained a metalled surface, possibly a floor or a trackway, and a large shallow pit, which produced a small ceramic assemblage of prehistoric date; by contrast, Trench 11 (towards the S of Site) contained a “complex series of layers and features”, which may be structural evidence and which was dated provisionally to the medieval period due to the discovery of a single sherd of pottery (Allen Archaeology 2021).

Other features identified included a boundary ditch of 18th/19th Century date (Trench 9 – towards the central part of Site) as well as a pit and a number of linear features of unknown date (*ibid.*).

3.2 Prehistoric

In addition to the aforementioned pit and (possibly) associated metalled surface, prehistoric activity in the vicinity is limited to a pit alignment (HER No.: MLE17758), located approximately 1km to the N of Site, as well as a small number of lithic artefacts, including a Neolithic mace head (HER No.: MLE15877), located c.690m to the SW.

Approximately 1.3km to the SE of Site (along the Earl Shilton bypass), prehistoric settlement activity was recorded along with two Bronze Age ring-ditches and possible barrows (HER No.: MLE9771); Iron Age activity, comprising a trackway and a trade route known as the ‘Salt Road’, has been recorded at Shilton Hill, which lies c.0.25km to the SE.

A trial trench evaluation SE of Earl Shilton produced evidence for activity dating to multiple periods, the most common of which were deposits and finds belonging to the Bronze Age and early Iron Age finds and deposits.

3.3 Romano-British

There is limited evidence for Romano-British activity in the vicinity; however, a small number of artefacts (principally pottery fragments) were recovered during groundworks at The Poplars, which is located c.700m to the E of Site, and metal-detecting at land adjacent to Shilton Road to the N of Site has found a number of coins.

3.4 Anglo-Saxon

While there is no archaeological evidence for Anglo-Saxon activity within the vicinity, Earl Shilton is mentioned in the Domesday Book, where it is recorded as *Scelftone*, which derives from the compound of the Old English words 'scelf' meaning a 'shelf' (here, in the geographical sense) and 'tun' meaning enclosure, farmstead or village; it is recorded as having three ploughs, four sokemen, a priest, 10 villeins and five bordars and as comprising 12 acres of meadow, eight furlongs of woodland and a mill (Williams & Martin 2002).

3.5 Medieval

During the medieval period, the Site was likely agricultural land comprising large open fields and evidence for ridge and furrow cultivation (HER No.: ELE10486) has been recorded at nearby sites such as that at Westfield Farm, located c.500m to the SW.

Within the wider area, a number of medieval features and buildings have been identified, the most significant of which is Earl Shilton Castle (HER No.: MLE2849; List Entry No.: 1010302), a Scheduled Ancient Monument located c.500m to the SE. To the E of this lies the Grade II* Listed Church of St Simon and St Jude with associated burial ground (HER No.: MLE12985; List Entry No.: 1074259), which may have 13th Century roots.

3.6 Post Medieval to Modern

Evidence for post-medieval activity within Earl Shilton is primarily industrial in nature, predominantly relating to the knitting industry due to the introduction of the stocking frame in 1640, one of the first of its type existing outside London; in the 19th/20th Centuries, the town contained various shoe, boot, knitwear and hosiery factories.

4 Aims

4.1 Archaeological Field Evaluation

The main aims of the AFE will be to:

- ascertain the extent, depth below ground surface, depth of deposit, character, date, significance and condition of any archaeological remains on Site;
 - establish the extent to which previous development and/or other processes have affected archaeological deposits at the Site; and
 - establish the likely impact on archaeological deposits of the proposed development.
-

Additionally, the work will aim to address specific areas of interest as set out in the *East Midlands Heritage: An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands* (Knight, Vyner & Allen 2012) and any relevant national research strategies.

4.2 Archaeological Mitigation

Additionally, the aims of the AM are to:

- clarify the nature and extent of existing disturbance and intrusion and assess the degree of archaeological survival of buried deposits and surviving structures of archaeological significance;
- identify and define any archaeological deposits, features, and structures in terms of their character, extent, quality, and preservation, and enable an assessment of their worth in a local, regional, national, or international context, as appropriate;
- Integrate the results, where possible, with research priorities identified in *East Midlands Heritage: An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands* (Knight, Vyner & Allen 2012).

5 Methodology

5.1 General

The archaeological programme of work will be carried out in accordance with BA's *Archaeological Field Recording Manual* (2023), together with accepted professional standards, including *Standard for archaeological excavation* (ClfA 2023a), *Standard for archaeological field evaluation* (ClfA 2023b), *Universal guidance for archaeological excavation* (ClfA 2023c), *Universal guidance for archaeological field evaluation* (ClfA 2023d), *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA 2020a), and *Generic Brief for Archaeological Field Evaluation (Trial Trenching)* (LCC 2019) and *Generic Brief for Archaeological Mitigation (Area Excavation)* (LCC 2024). BA abides by the requirements of the *ClfA Code of conduct* (2022) and is cognisant of *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Lee 2015).

Prior to the commencement of works, the developer will provide all information reasonably obtainable on contamination and the location of live services.

5.1.1 Archaeological Field Evaluation

ClfA (2023b) defines AFE as:

... a programme of non-intrusive and/or intrusive fieldwork which seeks to determine the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts. It may form a single or final phase of work within a defined area or site on land, in an inter-tidal zone or under water.

5.1.2 Archaeological Mitigation

ClfA (2023a) defines AM as:

... a programme of intrusive fieldwork with defined research objectives which examines, records and interprets archaeological deposits, features and structures and, as appropriate, retrieves artefacts, ecofacts and other remains within a specified area or site on land, in an inter-tidal zone or under water.

5.2 Site Specific

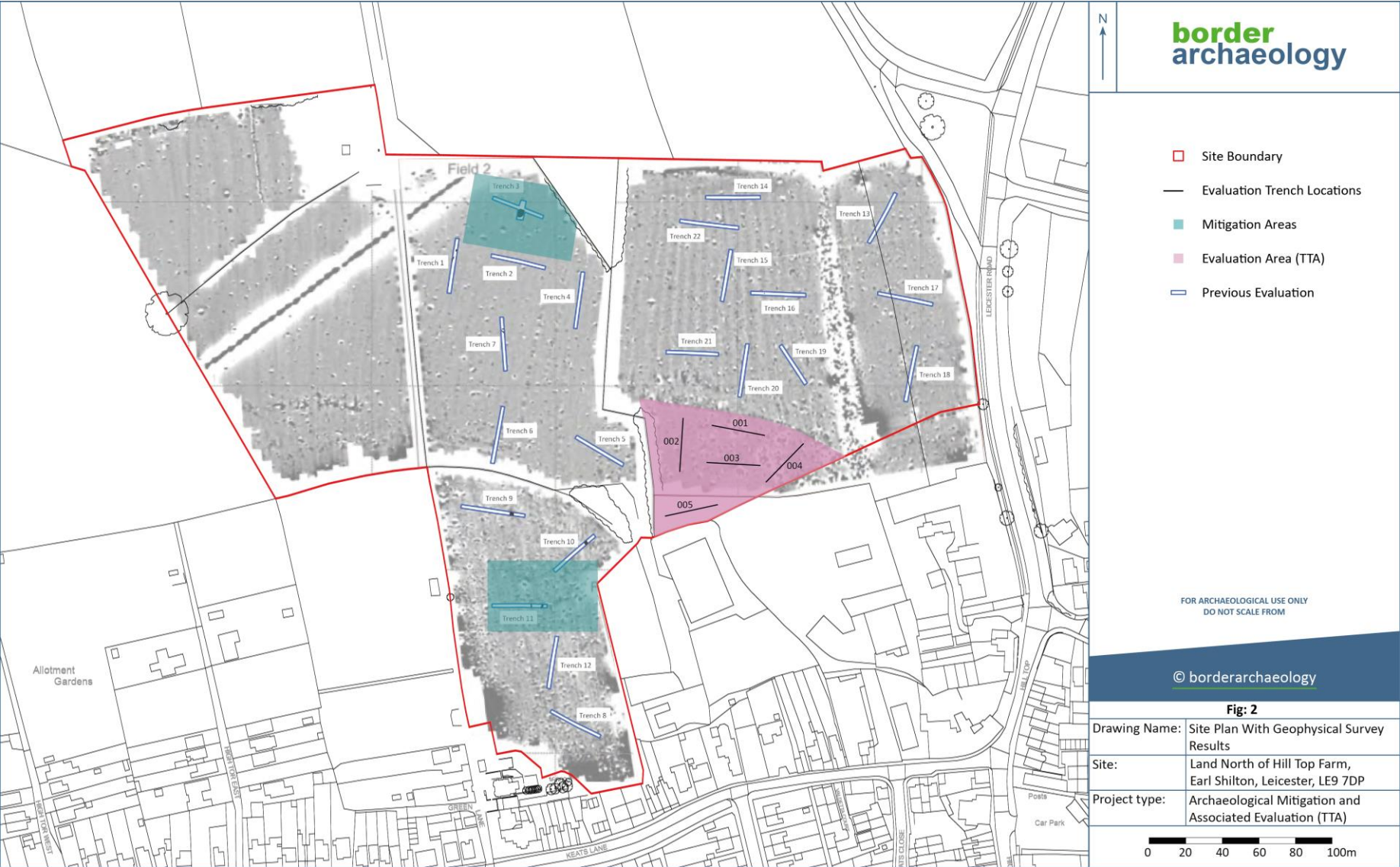
5.2.1 Archaeological Field Evaluation

A total of five evaluation trenches – measuring approximately 2m × 30m – will be set out across the Site in order to provide a comprehensive assessment of its archaeological and palaeoenvironmental potential (see *fig. 3*). If significant archaeology is identified additional contingency trenching may be allowed in order to further examine any exposed features that cannot be adequately characterised by the trenching proposed within this WSI; additional trenching will only be implemented with the prior agreement of the Senior Planning Archaeologist (Heritage).

While minor variations to the trench layout may be made where unexpected constraints (e.g. active services) are encountered, any substantive changes to the trench layout will be agreed with the Senior Planning Archaeologist (Heritage) before being implemented.

The trenches will be opened by a mechanical excavator equipped with a toothless ditching bucket operating under archaeological supervision. Undifferentiated topsoil and subsoil deposits will be removed in level spits, care being taken not to machine away seemingly homogenous layers that may include the upper parts of archaeological features; potentially significant deposits will not be removed by machine before their character is reasonably understood.

Topsoil and subsoil will be kept separate during excavation to allow for the sequential backfilling of the trenches, which will not be carried out without the prior agreement of the Senior Planning Archaeologist (Heritage) unless necessitated by health and safety concerns. Removed material will be routinely checked to collect and record any significant finds. At least one end of each trench will be ramped to provide safe access and egress for staff and to enable any wildlife that may accidentally fall in to escape.





Machine-use will cease when a clear archaeological or geological horizon has been reached. All features of archaeological potential will be identified, cleaned-off by hand, planned at a suitable scale, accurately located and examined in accordance with established criteria for the investigation of archaeological remains. The partial excavation or half-sectioning of features and deposits, sampling, the recovery of dating evidence and the cleaning and recording of structures is considered to be preferable to full excavation. Where characterisation cannot be reasonably determined, excavation and/or removal of deposits will be agreed with the Senior Planning Archaeologist (Heritage) during a Site monitoring meeting.

A sufficient sample of every archaeological and suspected archaeological feature or deposit will be excavated, including:

- 1m long sections excavated through linear features, with termini and relationships excavated as a matter of course;
- half-sectioning of discrete features, with 50-100% excavated depending upon date and quantity of material culture present.

Individual complex features, such as kilns or burials, will be cleaned and recorded but, where possible, left *in-situ* with specific protection against disturbance during backfilling if necessary.

It is anticipated that some naturally occurring layers and features, such as peat, alluvium, geoarchaeological deposits and palaeochannels, will also be investigated. This is particularly likely when the deposits contain well-preserved biological remains and/or were laid down during periods of archaeological interest.

However, the purpose of the trenching is to inform whether additional mitigation in this area is required; as a consequence, it is possible that, should features be identified during the AFE process, they might be excavated and reported upon during the AM phase.

A metal detector may be used throughout the programme of works to scan exposed features/deposits and spoil heaps. No unauthorised metal detecting will be permitted anywhere within the Site and all such activity will be carried out in accordance with BA's *Metal Detecting Policy* (2018) incorporating Historic England and Portable Antiquities Scheme guidance.

All BA staff are suitably qualified and experienced to discharge their project roles effectively, are fully cognisant of aims and methodologies and are suitably equipped to undertake the work.

5.2.2 Archaeological Mitigation

Two areas of c.2400m² will be subject to AM, centred on and around those features identified during the course of the previous programme of AFE (Allen 2021; see *fig. 3*); as mentioned above, a third area might be opened dependent upon the results of the AFE detailed within this WSI, which will also inform the dimensions and extent (see *fig. 3*). Where necessary, and with the prior agreement of the Senior Planning Archaeologist (Heritage), these

areas may be extended (as necessary) within the development area to allow for the full exposure and/or characterisation of features and deposits.

Excavation will proceed using a mechanical excavator equipped with toothless bucket operating under archaeological supervision. The mechanical excavator will work progressively across the Site, with undifferentiated topsoil or recent overburden being removed in successive, level spits no greater than 100mm in thickness down to the first significant archaeological horizon or to natural geology, where no archaeological deposits are found at a higher level. Care will thus be taken not to machine away seemingly homogenous layers that may include the upper parts of archaeological features.

Topsoil and subsoil will be stored in separate areas, to be agreed with Vistry Homes and the Senior Planning Archaeologist (Heritage) (where appropriate), with spoil heaps set back at least 1m from the edge of the excavation areas.

Machine-excavated deposits and the exposed surface will be regularly monitored for the presence and collection of artefacts. Exposed surfaces and excavated spoil may also be scanned by metal detector, with all such activity being carried out by BA in accordance with its *Metal Detecting Policy* (2018), which incorporates Historic England and Portable Antiquities Scheme guidance.

If archaeological remains are found to be present cutting through soils (e.g. colluvium) which conceal lower archaeological horizons, then the upper levels will be mapped and investigated prior to removal of deposits overlying the lower levels.

On completion of, or during, machine-stripping, a pre-excavation plan of archaeological features will be produced at an appropriate scale (1:50 or 1:100 dependent upon complexity) using a survey-grade Global Positioning System (GPS) and/or Total Station (TS). Survey data will be available in Autocad or PDF/A format and printed at a suitable scale for on-site use. If, following the machine-stripping, there remain any areas where it is not clear that archaeological features have been adequately exposed or defined, these will be hand cleaned to further define the archaeology; the resultant surface will be accurately planned.

The exposing and planning of archaeological features will be undertaken on the same or consecutive days while the uncovered surface is fresh, whether or not those features are exposed by machine or hand-cleaning. Where particularly vulnerable deposits such as graves or cremations occur, these will be accorded special priority. Where necessary (for example, detailed structural features or burials) features will be planned either by photogrammetry or by hand at a scale of 1:20 from the grid before being digitised for inclusion on the overall plan. Use will be made of spray line paint marker to record the unexcavated form of features prior to mapping; however, this will be removed prior to the excavation and recording of features.

The exposed surface will be regularly monitored during the course of the investigation to identify any further features that may appear due to weathering, and the plan will be updated to reflect the progress of on-site work. Mechanical excavation will not be used to re-clean areas of excavation that have been obscured through weathering.

The following investigation ratios are proposed for excavation:

- Linear features: 20% investigation to comprise slots of c.2m located at appropriate intervals along the exposed length, with termini and relationships excavated as a matter of course;
- Settlement features: 33% (minimum), rising to include full investigation where appropriate, e.g. if features are found to contain substantial quantities of settlement evidence;
- Pits: 50-100%, percentage dependent upon date and quantity of material culture present;
- Burials: 100%;
- Structural remains: 100%.

Wells and other deep intrusions encountered below the surviving archaeological horizon will be excavated to their full extent regardless of the developmental impact of the works; should such features extend beyond 1.2m bgl the excavation will be stepped where this is practical and strictly within established safety parameters.

Some naturally occurring layers and features, such as peat, alluvium, geoarchaeological deposits and palaeochannels, may also be investigated. This is particularly likely when the deposits contain well-preserved biological remains and/or were laid down during periods of archaeological interest.

Measures will be taken to protect particularly significant, valuable or sensitive archaeological remains from exposure, accidental damage and/or theft.

All BA staff are suitably qualified and experienced to discharge their project roles effectively, are fully cognisant of aims and methodologies and are suitably equipped to undertake the work.

5.3 Recording

5.3.1 General

The following reference numbers have been assigned to this fieldwork project:

- Site Code: HTF25;
- OASIS ID: borderar1-530889;
- Museum Accession No.: X.A23.2025.

Full written, graphic and photographic records will be made in accordance with BA's *Archaeological Field Recording Manual* (2023) and with established professional standards and practice, including paragraph 3.3 of *Universal guidance for archaeological excavation* (ClfA 2023c, 6) and paragraph 3.4 of *Universal guidance for archaeological field evaluation* (ClfA 2023d, 6).

The progress of the all works will be recorded and assessed using BA's ISO 9001 procedures.

Records will include:

- A *pro-forma* trench sheet for each Trench excavated (AFE only);
- A *pro-forma* context record for each stratigraphic unit examined;
- A full graphic record of all excavated areas, with the primary record consisting, where practicable and strictly within established safety parameters, of hand-drawn plans and sections (produced on gridded, archive-stable polyester film), to show the extent of the area, the extent of all stratigraphic units and appropriate detail within stratigraphic units at scales of 1:50, 1:20 and 1:10, or as appropriate depending on the complexity to be recorded. All levels will relate to Ordnance Datum. Drawings will be numbered and listed in a drawing register cross-referenced to the written record;
- Temporary Benchmarks (TBMs), which will be established as required;
- Survey using a Global Positioning System (GPS) and/or Total Station (TS) where appropriate;
- A detailed photographic record of all stratigraphic units and representative photographs showing the progress of archaeological work. The record will be made using a high-resolution digital camera (20 MPX) and comprise photographs of archaeological features and appropriate groups of features and structures. The initial photograph of each recorded feature will include a legible photo board displaying the Site Code or Accession Number and the principal context number, a N arrow and appropriately sized scales. All photographic records will be indexed and cross-referenced to written records. Details concerning subject and direction of view will be maintained in a photographic register, indexed by frame number.

5.4 Recovery, Processing & Curation of Artefactual Data

Finds are herein defined as...

...all artefacts, building materials, industrial residues, environmental material, biological remains (including human remains) and decay products (ClfA 2020a, 3).

In accordance with *Generic Brief for Archaeological Field Evaluation (Trial Trenching)* (LCC 2019), *Generic Brief for Archaeological Mitigation (Area Excavation)* (LCC 2024), *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA 2020a) and *First Aid for Finds* (Watkinson & Neal 2001), all such materials will be labelled with the Site Code and context number before being removed off-site; they will be stored in accordance with *First Aid for Finds* (*ibid.*) and with Historic England technical standards and other relevant sources of information, including standards for data-gathering set out by Brown (2011a, 18-20). Each retained assemblage will be examined according to typological or chronological criteria and conservation needs identified, with all ceramics referenced to the county type fabric series.

Kate Smith MA ACIfA, Post-Excavation Manager: Performance Delivery, will contact Leicestershire County Council Museums for any specific guidance requirements in respect of the collection and subsequent archiving of finds. Decisions regarding selection and retention of archaeological materials are generally made at the pre-analysis stage and are informed by principles set out by Brown (2011a, 23), which in essence specify that the process should be sufficient...

...to produce a project archive that allows a full re-examination and interpretation of all the results of the project whilst avoiding replication, repetition or the retention of materials not germane to future analysis.

BA refers additionally to *Selection, Retention and Dispersal of Archaeological Collections: Guidelines for use in England, Wales and Northern Ireland* (Society of Museum Archaeologists 1993) and the *ClfA Toolkit for Selecting Archaeological Archives* (2019).

5.4.1 Conservation requirements

Janice McLeish MA (Hons.) ACIfA, Director: Post Excavation Services, will supervise on-site conservation for the lifting and treatment of fragile objects.

Post-excavation conservation work, including cleaning sensitive finds, will be carried out by BA's conservator and/or York Archaeological Trust (YAT).

Finds will be appropriately packaged and stored under the direction of BA's on-site conservation specialist (See Appendix 1 for details). X-ray photographs of archaeological metalwork will be produced off-site by YAT.

5.4.2 Treasure

All finds identified in the Treasure Act (1996) and the Treasure (Designation) Order (2002) as being treasure will be recorded, removed to a safe place and reported to the Senior Planning Archaeologist (Heritage), Vistry Homes, the local Finds Liaison Officer (FLO) and HM Coroner. If the finds cannot be removed from Site the same day as discovery, provision against theft will be taken. A Treasure Receipt will be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. The Treasure Receipt and Report will include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find.

6 Recovery & Assessment of Palaeoenvironmental/Palaeoeconomic Data

Samples for palaeoenvironmental/palaeoeconomic purposes will be collected, where appropriate and practicable, according to *Generic Brief for Archaeological Field Evaluation (Trial Trenching)* (LCC 2019) and *Generic Brief for Archaeological Mitigation (Area Excavation)* (LCC 2024), as well as guidance set out by English Heritage in *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (2nd Edition; Campbell *et al.* 2011), with any additional advice on sampling strategies, if required in the event that significant environmental or industrial deposits are encountered, available from the Historic England Regional Science Advisor for the East Midlands.

Samples of at least 40ℓ will be taken wherever possible and practicable using numbered sample buckets of 10ℓ capacity.

Processing will be undertaken by BA at its Palaeoenvironmental Processing Facility under the supervision and direction of Amy Bunce BSc MA MCIfA, Director: UK Operations & Palaeoenvironmental Sciences. This assists on-site guidance for sampling purposes and the ability to 'rush' samples to quickly determine their archaeoenvironmental potential whilst still under excavation; this will inform whether additional samples are taken.

Wherever practicable, at least 40% or 100% of each sample (both dry and waterlogged) will be processed by flotation using Siraf-style tanks with a 500µm retent mesh and 250µm flot sieve as standard, with smaller retent meshes to 250µm considered where carbonised material is less likely to float. Heavily waterlogged samples will be considered for analysis without prior processing by flotation.

Retents will be initially scanned by magnet to retrieve archaeometallurgical debris such as flake and/or spheroidal hammer scale. A sieve bank will be used to facilitate visual sorting with the smaller fractions sorted by means of magnifying lamp and/or illuminated stereo zoom microscopy. Non-archaeological -archaeobotanical, -archaeosteological and -archaeometallurgical material will be disposed of on site. Retents that are particularly rich in carbonised material may be re-floated once dry to assist the separation of archaeobotanical material.

Flots will be sorted using an illuminated stereo zoom microscope, which will have a trinocular head for digital microscopic photography where necessary. Charcoal will only be subjected to species identification where the contextual information suggests it would be advantageous in addressing aims set out in the *East Midlands Heritage: An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands* (Knight, Vyner & Allen 2012) or in terms of national research strategies. Archaeological, archaeobotanical, archaeosteological and archaeometallurgical material from flot and retent will be retained as part of the Site assemblage.

Sorting and identification of macro-botanical remains will use an in-house reference collection of botanical material, in conjunction with the consultation of academic, specialist reference books.

6.1.1 Other environmental sampling

Other environmental sampling, e.g. coring and monoliths for pollen, foraminifera, testate amoeba, diatoms etc., will be undertaken under the guidance of the specialist carrying out the further analysis.

Residue analysis on materials such as ceramics will be advised by the finds department.

Potential further investigation of environmental material, e.g. isotope analysis on bone or teeth, will be dependent upon discovery and will only be considered following discussion with the Senior Planning Archaeologist (Heritage) and the Historic England Science Advisor for the East Midlands as part of the post-excavation analysis stage.

6.1.2 Sampling for scientific purposes

A range of scientific dating methods may be employed, as appropriate. In addition to techniques such as ¹⁴C and dendrochronology, dating methods applied to inorganic materials exposed to firing or burning may be used, e.g.

thermo-luminescence for ceramics, flint artefacts and hearth stones, and archaeomagnetic dating for fired structural remains, such as furnaces and kilns and possibly domestic hearths and ovens.

As luminescence and archaeomagnetic dating will require a specialist Site visit, this will be arranged by BA at the earliest possible opportunity when suitable features are encountered. Provision for other types of scientific analysis will be discussed with the Senior Planning Archaeologist (Heritage) and the Historic England Science Advisor for the East Midlands, should unexpected remains be encountered.

6.1.3 Waterlogged wood

Waterlogged wood will be treated in accordance with *Waterlogged Wood Guidelines on the recording, sampling, conservation and curation of waterlogged wood* (Brunning & Watson 2010) and left *in-situ* where this is practical and its long-term preservation is achievable.

6.1.4 Building materials

Samples of construction materials including masonry, brick, roof tile, floor tile, wall-tile and hypocaust elements will be recovered for assessment of their potential to assist in the analysis of building palaeo-technology.

6.1.5 Faunal Remains

Animal bone will be collected and assessed in accordance with *Animal Bones and Archaeology: Guidelines for Best Practice* (Historic England 2014) and *Animal Bones and Archaeology: Recovery to archive* (Baker and Worley 2019).

6.1.6 Geoarchaeology

Buried soils and sediment sequences considered to reflect the pedology of the Site will be analysed for information on Site formation processes. Highly significant, well-preserved remains, when encountered, will be investigated in a considered manner in order to assess the archaeological stratigraphy. Geoarchaeological works will in general aim to understand how deposits were initially laid down and subsequently modified through time (Canti & Corcoran 2015).

6.2 Human Remains

Should human remains be discovered, BA will inform the Senior Planning Archaeologist (Heritage) and Vistry Homes, the remains being covered, protected and left *in situ* in the first instance, although graves will be scanned by metal detector to assess whether any grave objects are likely to be present.

BA is cognisant of the deliberations by the Ministry of Justice (MoJ) in 2011 in respect of Section 25 of the Burial Act 1857 (Amended 2018) and any arrangements regarding the discovery of human remains will be at the discretion of HM Coroner, whose instructions/permission will be sought.

Any recording of such remains will be in accordance with *Updated Guidelines to the Standards for Recording Human Remains* (Mitchell & Brickley 2017) using BA's *pro-forma* Skeleton Recording Sheet and Coffin Recording Sheet.

All human remains to be removed will be subject to the appropriate MoJ licence, environmental health regulations and coroner information, with adequate security provided. Assessment and analysis, where required, will be undertaken by the nominated osteology specialist (see Appendix 1) and will include a statement for the final deposition of the assemblage, together with options for reburial.

Human bone assemblages are treated at all times with due reverence and in accordance with the following guidelines:

- *Excavation and post-excavation treatment of cremated and inhumed human remains* (McKinley & Roberts 1993);
- *Guidelines to the Standards for Recording Human Remains* (Brickley & McKinley 2004);
- *Human Bones from Archaeological Sites: Guidelines for producing assessment documents and analytical reports* (Mays et al 2004);
- *Science and the Dead: A guideline for the destructive sampling of archaeological human remains for scientific analysis* (APABE; Mays et al. 2013);
- *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England* (2nd Edition; APABE; Mays 2017);
- *Updated Guidelines to the Standards for Recording Human Remains* (Mitchell & Brickley 2017);
- *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (Mays et al. 2018);
- *Burial Law and Policy in the 21st Century: The way forward* (MoJ 2007);
- *Statement on the exhumation of human remains for archaeological purposes* (MoJ 2011).

Where analysis of remains is undertaken, arrangements will be made for re-interment in full consultation with all relevant parties. Health and safety measures with regard to disease are strictly adhered to.

Where appropriate, the results of any osteological analysis may be submitted to Historic England for inclusion on the database of human skeletal remains.

7 Archive Review & Post-Excavation Assessment

An archive review will be completed by the Site Manager upon completion of the AFE and mitigation works comprising an audit of all archaeological materials recovered. Dependent upon the fieldwork results, assessment of the nature, date and significance of the stratigraphic, artefactual and palaeoenvironmental evidence may be undertaken by BA's nominated specialists, as detailed in Appendix 1 of this document, with reports compiled in accordance with *Universal guidance for archaeological field evaluation* (ClfA 2023d) and *Universal guidance for archaeological excavation* (ClfA 2023c).

Where it has been agreed in consultation with the Senior Planning Archaeologist (Heritage), materials identified at assessment as appropriate for further analysis will be processed by the relevant specialists and the resultant research archive will be checked and ordered according to *MoRPHE* criteria (Lee 2015); any such additional analysis will be undertaken as part of an Updated Project Design (UPD). Results will be placed in a local and regional context addressing, where possible, specific research themes and priorities identified in the *East Midlands Heritage: An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands* (Knight, Vyner & Allen 2012).

In addition, dependant on whether the results of the AFE are sufficient to warrant mitigation, it is possible that any assessment/analysis might be done at the mitigation stage, with their resultant research archive, UPD and publication similarly compiled and incorporated at this same stage. Any decision leading to this result will be made with the agreement of the Senior Planning Archaeologist (Heritage).

8 Archive Preparation

All records and artefacts/ecofacts related to and generated by the project will be checked for consistency and accuracy and will form part of the Site archive, as outlined in *The Transfer of Archaeological Archives to Leicestershire County Council Museum Collections* (LCC 2022).

The archive will be assembled in accordance with specific museum deposition guidelines and with guidance set out in *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020b), *Guidelines for the preparation of excavation archives for long-term storage* (Walker 1990), *Standards in the museum care of archaeological collections* (Paine 1992), *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Brown 2011a), *Safeguarding Archaeological Information: Procedures for minimizing risk to undeposited archaeological archives* (Brown 2011b) and *Toolkit for Selecting Archaeological Archives* (ClfA 2019).

BA undertakes that the following issues will be addressed and concluded to the satisfaction of the Senior Planning Archaeologist (Heritage) within a reasonably defined timescale:

- The written, drawn and photographic records will be of sufficient quality to facilitate publication in an appropriate specialist journal;
- Data concerning complete identifiable and itemised objects will be transferred to specified object record sheets.

Kate Smith MA ACIfA will obtain a Museum Accession Number from Leicestershire County Council Museums and processed assemblages will be boxed according to the relevant museum guidelines (LCC 2022). A register of contents will be compiled prior to deposition of the Project Archive.

The project archive will be presented to Leicestershire County Council Museums following completion of the reporting process, subject to the agreement of the Site owner with regards to any finds and the availability of the

appointed specialists. In the event significant archaeology is found, the digital archive will be deposited with the Archaeology Data Service (or other digital repository agreed with the Leicestershire Museum Service) in line with the deposition guidelines.

The archive will conform to museum specifications. The Site owner will be consulted, where applicable, for permission for the transfer of title to any artefacts discovered to Leicestershire County Council Museums. An OASIS (Online Access to the Index of Archaeological Investigations) data-capture form will be completed upon deposition of the final archive.

9 The Report

Dependent upon discovery, it is possible that the area subject to AFE might proceed immediately to AM, in which case the results will be incorporated into the AM reporting. The decision to so proceed will be made with the agreement of the Senior Planning Archaeologist (Heritage).

The specific requirements of both the AFE and AM Reports will necessarily vary according to the scope of works, the nature of the results and/or other factors; however, the following sections and illustrative components will be included:

- Non-technical Summary;
- Introductory statements;
- Site Description (including soils and geology);
- Historical & Archaeological background;
- Aims & Objectives;
- Methodology;
- Results, including the nature, location, extent, date, significance, and quality of any archaeological and environmental material uncovered;
- Conclusions, considering, where appropriate, the results of archaeological projects undertaken in the wider area, the known archaeological assets detailed in the HER and research aims set out in the *East Midlands Heritage: An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands* (Knight, Vyner & Allen 2012);
- Appendices, providing detailed context records and the results of all specialist assessment and analysis undertaken;
- Location plans based on the current Ordnance Survey at an appropriate scale (reproduced with the permission of the Controller of HMSO);
- Plans showing: the Ordnance Survey Grid; Site survey stations; the location of the Ordnance Survey Benchmarks used during the fieldwork and the Site Temporary Bench Marks;
- Plans showing the extent of identified archaeology;
- Illustrations including plans and sections of features recorded;
- Photographs of principal finds and features.

Digital copies of the Reports in PDF/A or other agreed format will be sent to the Senior Planning Archaeologist (Heritage) for approval, whereupon copies will be formally submitted in the requested format to the Leicestershire and Rutland Historic Environment Record (HER). Following approval of the report by the Senior Planning Archaeologist (Heritage), a digital PDF/A copy will also be deposited with OASIS (<http://www.oasis.ac.uk/>) the Archaeology Data Service Access to the Index of Archaeological Investigations website.

Dependent upon discovery, either a summary of findings or a summary report (including illustrations, where appropriate) will be submitted to the Editor of *Transactions of the Leicestershire Archaeological and Historical Society* and any relevant period journals, such as *Medieval Archaeology* or *Proceedings of the Prehistoric Society*, for wider dissemination.

10 Staff

Amy Bunce BSc MA MCI(A) will be responsible for project management and staff deployment with support from Lyndsey Clark BSc (Hons.) MCI(A), Director: Archaeological Operations & Reporting.

George Children MA MCI(A), Director: Quality and Compliance, will additionally provide overall technical and editorial guidance to all constituent aspects of the works programme.

As a minimum, the Site will be staffed by one Site Supervisor and three Field Archaeologists.

The commencement of the fieldwork programme is currently scheduled for 17th February.

11 Border Archaeology Operating Standards & Arrangements

All projects are carried out in accordance with the Company's *Archaeological Field Recording Manual* (2023) and with *Universal guidance for archaeological excavation* (CI(A) 2023c) and *Universal guidance for archaeological field evaluation* (CI(A) 2023d).

A pre-works risk assessment will be completed and lodged in the Site Health & Safety File, which adheres to the provisions set out in The Health and Safety at Work etc. Act 1974 and BA's Health & Safety Manual. Site reporting procedures are completed daily.

George Children MA MCI(A) retains overall responsibility for the qualitative elements of the project.

12 Monitoring

The Site will be subject to monitoring by the Senior Planning Archaeologist (Heritage), who will monitor the progress of the work through either Site visits or through remote monitoring.

BA will advise the Senior Planning Archaeologist (Heritage) of the project's progress on a regular basis and notify them at the earliest opportunity of any unexpected discoveries, especially where there may be a need to vary the project.

All issues of a technical nature should be addressed in the first instance to Amy Bunce BSc MA MCIfA.

13 Copyright

Border Archaeology Ltd shall 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 hereby provides a licence to the Vistry Homes, Hinckley & Bosworth Borough Council and Leicestershire County Council for the use of the report by the Vistry Homes, Hinckley & Bosworth Borough Council and Leicestershire County Council in all matters directly relating to the project as described in the Project Specification to use the documentation for their statutory functions and to provide copies of it to third parties as an incidental to such functions.

14 References

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Society of Museum Archaeologists, 1993, *Selection, Retention and Dispersal of Archaeological Collections: Guidelines for use in England, Wales and Northern Ireland*.

Walker, K., 1990, *Guidelines for the preparation of excavation archives for long-term storage*, UKIC Archaeology Section.

Watkinson, D., & Neal, V., 2001, *First Aid for Finds*, RESCUE/UKIC.

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15 Appendix 1: Specialists

The following specialists have been appointed to provide, where required, sampling, consulting, analysis & reporting services:

1. Geoarchaeology: Rob Batchelor BSc PhD MCI fA Director Quest University of Reading; ARCA, University of Winchester;
2. Pottery: Emily Edwards BA PgDip Freelance Specialist, Rob Perrin M.Litt MCI fA FSA Freelance Specialist, Jo Mills Freelance Specialist, Paul Blinkhorn BTech (Hons) Freelance Specialist;
3. Coins: Peter Guest BA PhD University of Cardiff;
4. Flint: Rebecca Devaney MA ACI fA Freelance Specialist;
5. Petrological Analysis: Imogen Wood BA MA PhD;
6. Glass: Nicola Powell MA MCI fA Freelance Specialist;
7. Clay Tobacco Pipes: Nicola Powell MA MCI fA Freelance Specialist;
8. Leather and Metal Objects: Quita Mould Barbican Research Associates;
9. Archaeometallurgy: Gerry McDonnell BSc PhD Gerry McDonnell Archaeometals;
10. Glass Working: John Shepherd BA FSA MCI fA Freelance Specialist;
11. Artefact & Materials Conservation: Ian Panter York Archaeological Trust;
12. Building Materials: Katherine Crooks BA PGCE Pottery Specialist Border Archaeology Ltd;
13. Worked Stone: Ruth Shaffrey BA PhD MCI fA Freelance Specialist;
14. On-Site Conservation: Janice McLeish MA ACI fA Border Archaeology Ltd;
15. Faunal Remains: Matilda Holmes BSc MA PhD ACI fA AFHEA Freelance Specialist & Janice McLeish MA ACI fA Director: Post Excavation Services Border Archaeology Ltd & Clare Rainsford Freelance Specialist;
16. Human Remains: Malin Holst HND BA MSc MCI fA York Osteoarchaeology Ltd;
17. Archaeobotanical, Charcoal & Wood ID: Amy Bunce BSc MA MCI fA Director: UK Operations & Palaeoenvironmental Sciences Border Archaeology Ltd.

Other specialist suppliers will be sourced, if deemed appropriate; suitable management time will be expended to ensure that such external suppliers' work complies with accepted national guidance.

16 Appendix 2: Data Management Plan

Border Archaeology Digital Data Management Plan (DMP) v.3.3

Version	Insert date	Initials of the editor
1	16 th January 2025	RS

16.1 Section 1: Project Administration

Project BA Number:	BA2511HTF
Site Code:	HTF25
OASIS ID:	borderar1-530889
HER event number:	TBC
Accession number:	TBC
Project Brief:	N/A
Planning Ref:	21/00135/OUT (granted by Hinckley & Bosworth Borough Council)
Additional Unique Identifiers: (e.g. DOI number for ADS Grey Literature Library)	
Project Name/Location/Scheme number: Land N of Hill Top Farm, Earl Shilton, Leicestershire LE9 7DP	
Project Description: (nature of the project / key techniques) Border Archaeology (BA) has been instructed by Vistry Homes to carry out a programme of works at Land N of Hill Top Farm, Earl Shilton, Leicestershire LE9 7DP (NGR: SP 46636 98417 – approximate centre); this will comprise Archaeological Mitigation of two areas informed by previous Trial Trenching (Allen 2021), which was in turn informed by geophysical survey (MOLA 2021); this found a prehistoric pit and metalled surface in one area & possible medieval structural evidence in the other. In addition, Archaeological Field Evaluation of an area of Site previously ignored by the trenching will be undertaken, the results of which might inform a third mitigation area. The purpose of the development is for the construction of up to 140 dwellings with Public Open Space, a children's play area, landscaping and sustainable drainage system (SuDS).	
Investigation Techniques: (purpose of the investigation) Archaeological Mitigation & Archaeological Field Evaluation	
Project Funder/Client:	Vistry Homes
Project Manager:	Amy Bunce Director: UK Operations & Palaeoenvironmental Services
Site Manager:	Ross Shurety MA (Cantab.) – TBC
Data Contact Person:	Kate Smith Director: Performance Delivery

16.2 Section 2: Data Collection

16.2.1 What data will you collect & create? How will the data be collected or created?

Methods of data collection are specified within the WSI and will meet the requirement set out in the organisation's *Archaeological Field Recording Manual* (2023) and the relevant ClfA standards and guidance; they are defined against ADS Guides to Good Practice.

The table below provides a summary of anticipated data types and formats. This table will be updated as the project progresses.

Documents and Reports	Word (.doc); PDF; PDF/A	1 PDF/A 2411KB
Photographs and images	Our baseline standard is jpeg but we are guided by CA's etc. and then use tiff. or raw accordingly	e.g.75 images (381 MB (399,744,694 bytes)
Maps and Plans	AutoCAD (.Dwg); Illustrator (.ai);	Final export: Jpeg for inclusion in report
Spreadsheets	Excel (.xls); (.xlsx)	N/A
GIS	QGIS; ArcGis	
GIS (Research data)	NB GIS data "bought in" for research reports will not be deposited as it is not our data.	N/A
Geophysics	We outsource all geophysics	N/A

Please note: that this reflects the total digital data for the Working Project Archive, not the archived selection of project (Preserved Archive).

16.2.2 Where will the working project archive be stored?

The Working Project Archive will be stored in a project specific folder on the internal organisational server. The server is backed-up by our professional IT provider.

16.2.3 File naming conventions

File naming conventions follow established organisational procedures.

16.2.4 Quality assurance

Instruments and cameras used in the collection of data are calibrated prior to use and checked to ensure that they are in full working order.

All Site records and data collected will be checked during Project Delivery.

16.3 Section 3: Documentation & Metadata

16.3.1 What documentation & metadata will accompany the data?

Total station data/Digital location data is used for most projects (excluding AOs). The data is exported and transferred to our Illustrations Department.

Digital images captured during an archaeological programme of work are downloaded as soon as practicable from the camera memory card onto our internal server.

This is especially important for those sites that:

- Are large ongoing sites with multiple cameras;
- Stop/start sites where more than one Site Manager may be involved.

The paper Photographic Record form is completed every time a photograph is taken. This register will include the make and model of the camera, the initials of the individual(s) who took the image, date and details of the area photographed.

16.3.2 Post Fieldwork Summary

As soon as fieldwork is completed the Site manager completes an Archive Review Form (ARF), which provides an initial “snapshot” of the results of fieldwork. It quantifies the Site paperwork, the unprocessed finds and samples collected and the number of digital images taken.

The Site archive then undergoes a review by the field staff. The finds and samples are delivered to our Post-Ex department. Digital images are uploaded to the internal server, if not already within the job folder. We retain the SD card until the archive is deposited.

The paperwork will be checked/audited prior to writing the report. The Site manager will review the digital images and make an initial selection of those that warrant inclusion in the report and/or inclusion within the Preserved Archive. No images will be deleted at this stage.

16.4 Section 4: Ethics & Legal Compliance

16.4.1 How will you manage Ethical, Copyright & Intellectual Property Rights (IPS) Issues?

Copyright for all data collected by the Project Team belong to Border Archaeology.

Formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.

Personal data will be removed from the archaeological project archive and permission to include individual's names in any report is obtained prior to use.

16.5 Section 5: Storage & Backup

16.5.1 How will the data be stored, accessed & backed-up during the research?

The **Working Project Archive**: -

Site specific SD cards will be retained until the Site archive has been deposited, at which point they will be recycled.

Downloaded data will be stored in a project specific folder on the internal organisation server.

- The server operates on permission-based access.
- The server is accessible by permitted staff on and offsite through secure log in.

Where internet access for data backup is not possible, the raw data will be backed up to a separate media device (such as a laptop and portable external hard drive).

16.5.2 Organisational Server

Organisational IT is managed by an external data management provider (who is also responsible for the management and verification of our daily back-ups and who support access to security copies as required).

The internal organisation server is backed up daily by our external data management provider. They ensure that there is sufficient storage space for our digital collection.

Any "archived" data removed from the server is kept in two locations away from the main office.

16.6 Section 6: Selection & Preservation

16.6.1 What should be retained, shared &/or preserved?

The Selection Strategy and DMP are reviewed and updated during the PEX Archiving process and with results from specialist reporting.

Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, ADS).

Selection will be informed by the WSI, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.

The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 16.2 and 16.3 of this DMP.

16.6.2 What is the long-term preservation plan for the dataset?

It is understood that the reasons for selection of particular digital components will vary from project to project and will take into consideration the project aims as stated within the WSI, the significance of the results, research potential of the results, research framework requirements and relevant museum guidelines.

As with other aspects of an archaeological archive, it is unlikely that all digital files generated during an archaeological project will be retained as part of the deposited digital archive (Preserved Archive).

Consequently, a project specific Selection Strategy will be implemented: -

External dissemination of the digital archive will be with a CoreTrustSeal certified online depository (most likely the Archaeology Data Service (ADS)) if specified by Museum, CA/HER, etc. guidance, the components of which will be determined by the relevant museum deposition guidelines and correspondence with the necessary stakeholders.

- Therefore, all final reports generated from interventive programmes of work will be uploaded to **OASIS V** following approval by principal project stakeholders- client and CA/HER.
- If appropriate, digital images and supporting documentation will be uploaded to **ADS-Easy** to complement grey literature reports.
- Research reports *may* be deposited on OASIS but only under the direction of the CA/HER, museum curator, etc.

BA will not preserve all digital files from the Working Project Archive on their internal company servers indefinitely.

- Internal preservation of selected digital data on BA's internal server will conform to internal Selection and Deselection standards¹.

16.6.3 Have you contacted the data repository?

The relevant museum will be contacted in the early stages of the project to request an accession number; to confirm current deposition guidelines (unless already contacted within the previous 3 months) and to establish current deposition costs.

The deposition guidelines will be consulted to confirm the situation with regard to the digital archive component and whether this should be deposited with a trusted digital repository.

¹ BA Selection and De-selection Guidance 2021

If the investigation establishes that the Site is negative, the CA and Museum etc. will be contacted to establish whether this can be an OASIS only deposition.

16.6.4 Have the costs of archiving been fully considered?

Sufficient resources to allow for the preparation of the archive, and the cost of deposition of the physical and digital archive have been included in the project budget. A costing estimate may be produced for more complex sites, using the ADS Costing Calculator.

16.7 Section 7: Data Sharing & Accessibility

16.7.1 How will you share the data & make it accessible?

Presuming no conflicts with client confidentiality, a summary of the project will be included on the OASIS Index of Archaeological Investigation and the museum and digital archive repository, and will be updated as the project progresses.

The investigations are likely to result in a number of documents: Project Brief; Written Scheme of Investigation; Final Report; Journal Submission.

A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.

The location(s) of the final Archaeological Archive will be added to OASIS when appropriate.

The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

16.7.2 Any restrictions of data sharing required?

In certain situations, a temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata.

16.8 Section 8: Responsibilities

16.8.1 Who will be responsible for data management?

The Project Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.

Data capture, metadata production and data quality are the responsibility of the Project Team, assured by the Project Manager.

Storage and backup of data in the field is the responsibility of the field team.

Once data is incorporated into the organisations project server, storage and backup is managed by an external company.

Data archiving is undertaken by the project team under the guidance of the Archives Officer, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.

Details of the core Project Team can be found in the WSI.

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