

Written Scheme of Investigation for Archaeological Mitigation (Area Excavation)

On Behalf of
Vistry

Concerning
**Land E of Stoke Road & N of Normandy Way (A47)
Hinckley
Leicestershire**

March 2026

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1 Introduction

Border Archaeology (BA) has been instructed by Vistry to carry out a programme of Archaeological Mitigation Excavation on land to the E of Stoke Road and N of Normandy Way (A47) Hinckley Leicestershire in connection with a planning application for residential development (Ref 22/00318/OUT) which has been granted on appeal (Ref: APP/K2420/W/23/3323113).

The proposed development includes the erection of up to 475 dwellings, including public open space, land reserved for a primary school together with future expansion land (Use Class F1(a)), drainage, landscaping and associated infrastructure (NGR: SP 42128 95600 – approximate centre; *Figs. 1 & 2*), henceforth, identified as ‘the Site’.

A geophysical survey (MOLA 2022) carried out as part of an evaluation programme conducted in advance of development identified an anomaly in Field D which took the form of a cross was located adjacent to a second feature identified as a possible ring ditch. These features were interpreted as a possible cross tree trench for the base of a post windmill and a ring ditch for a later tower windmill.

During the course of a trial-trenching evaluation undertaken on the Site in 2022, a cross-trench thought to have supported the foundation timbers of a previously unrecorded cross-tree post mill of probable medieval date was revealed in Trench 50 in Field D, at the southern end of the Site (centred on NGR SP 42128 95600); based on associated finds of blackened and fire-cracked millstone fragments, it would appear that the mill had burned down and the site backfilled with debris, which included 84 iron nails and two small copper personal items. Its location on the highest contour of the Site would be consistent with its interpretation as a windmill which had been respected by the surrounding areas of degraded ridge and furrow also reported, supporting a medieval date for its construction and use.

It was reported (Roberts 2023) that the need arose during the course of the evaluation to relocate Trench 50 some 2m to the SE due to the presence of an overhead powerline.

A full programme of excavation of the post mill has been mandated by the Senior Planning Archaeologist (SPA) (Heritage) in order to better understand its possible construction date, period of use and later abandonment, together with a contingency allowance to extend the area if shown necessary by the initial results (e.g. nearby associated features). Attention was drawn by the SPA to the possibility of a trackway located between the post mill and Middlefield Lane, which lies close by to the E. No trenches were excavated within this area to substantiate this potential but, given the proximity of the feature to Middlefield Lane, the SPA advised that this could be addressed following the results of the initial strip as part of the contingency provisions.

In order to achieve these aims, it has been agreed by BA in discussion with the SPA that an excavation strategy focused on an area measuring 15m × 15m centred on the remains found in Trench 50, as these were reported, extending outwards incrementally to investigate any further associated remains to the satisfaction of the SPA.

This Written Scheme of Investigation (WSI) has been compiled by George Children MA MClfA, with reference to Condition 18 of the Appeal Decision and to Leicestershire County Council's (LCC) *Brief for Archaeological Mitigation (Area Excavation)* (2025), and the Chartered Institute for Archaeologists' (CIfA) *Standard for archaeological excavation* (2023a) and *Universal guidance for archaeological excavation* (2023b). It is for submission to William Kelly SPA (Heritage) Historic & Natural Environment Team Leicestershire County Council, as an appropriate methodology for the proposed programme of archaeological work.

2 Site Description

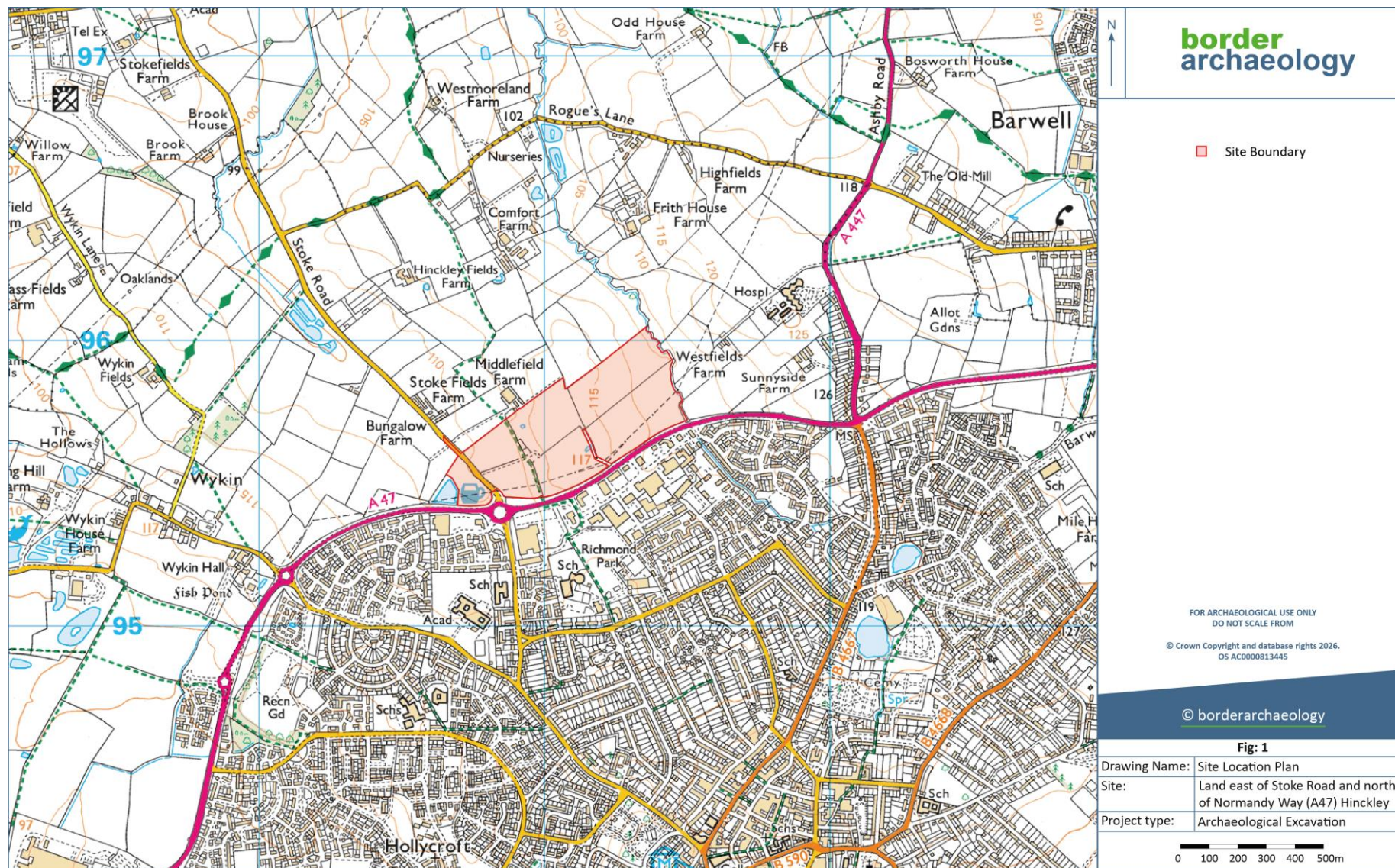
The Site overall covers an area of 25.4ha centred on NGR SP 42112 95671 and lies at an approximate elevation of 119m AOD on the northern outskirts of the market town of Hinckley, c.1.8km N of the town centre. The Site is aligned roughly WSW/ENE, encompassing six interconnecting fields, of which Fields B-G are located to the N of the A47 Normandy Way, adjacent to the roundabout junction with Stoke Road, with a further field, Field A, located to the W of Stoke Road.

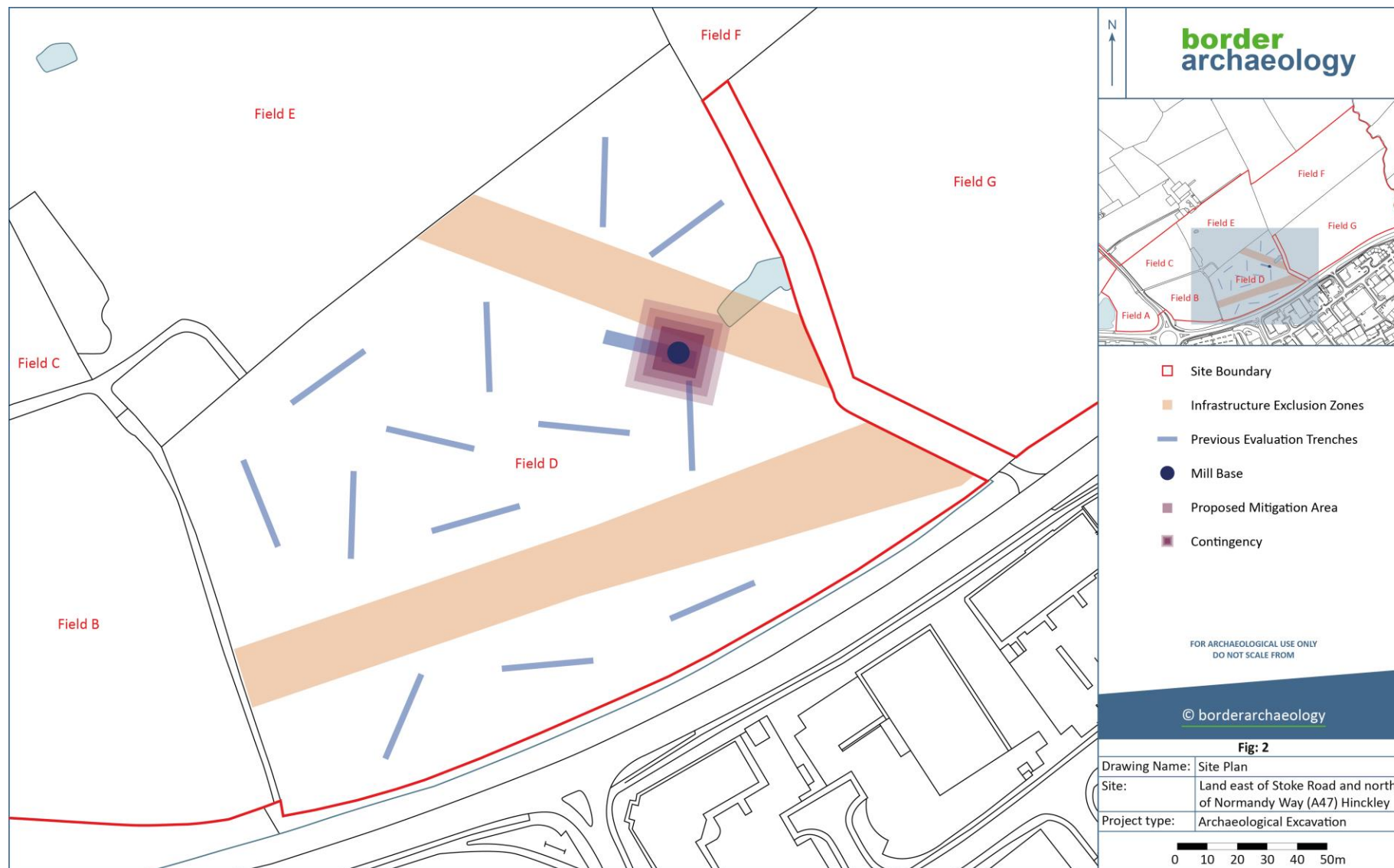
The topography is defined by a rise from c. 104m AOD in Field A to c.119m AOD in the central area comprising Fields D and E, with a gradual downward slope to c. 108m AOD along the small tree-lined watercourse forming the Site boundary to the ENE. On the S side of Normandy Way is a range of light industrial units and offices, with a superstore located at the road junction.

2.1 Soils & Geology

The British Geological Survey (BGS) records underlying solid geology of the Mercia Mudstone Group, a sedimentary mudstone bedrock which formed in lagoons or shallow seas between 247.1 and 201.3 million years ago, during the Triassic period. Superficial deposits of clay and silt belong to the Bosworth Clay Member and were laid down by the action of ice and meltwater between 480,000 and 423,000 years ago, during the Quaternary period (BGS 2026).

The evaluation revealed a consistent soil sequence with natural geology encountered at depths of c. 0.3 and 0.45mbgl varying from compact mid orange/grey clays to mid orange-yellow gravels overlying which was a former ploughsoil, the upper layer of which had formed a topsoil where the fields had been laid to grass for grazing. Field A differed in that it had been ploughed immediately prior to the evaluation. The stratigraphy in this field was recorded as the natural geology overlain by a subsoil which was sealed by the ploughsoil. The subsoil is likely to represent a relic ploughsoil comparable with that seen in the other fields (Roberts 2022).





3 Historical & Archaeological Background

An Archaeological Desk-Based Assessment (ADBA) was undertaken and submitted as part of the planning application process which included consideration of the results of the geophysical survey (Jacklin 2022). This detailed the archaeological and historical context of the Site within a 1km search radius based on the consultation of the Leicestershire and Rutland Historic Environment Record (HER) and other relevant sources.

The ADBA identified limited evidence for earlier prehistoric activity within the study area and none within the Site. Similarly, no evidence of Iron Age or Romano-British settlement activity had been identified during the geophysical survey and concluded that the potential for encountering evidence of archaeological remains of these periods was low. The study also noted the very limited evidence for Anglo-Saxon activity within the study area.

Hinckley is mentioned in the Domesday survey of 1086 as *hinehelie*, a substantial settlement of some 69 households which was under the lordship of Earl Aubrey of Coucy. No medieval settlement activity was recorded in the geophysical data but extensive buried remains of ridge and furrow were identified forming a part of an agricultural hinterland.

The DBA discussed the small cross-shaped feature identified in the geophysical results and later shown to be the foundation of a potential post mill of medieval or later date, its location in an exposed and windy part of the Site reinforcing this suggestion by analogy with similar features excavated on other post mill sites. Possible evidence for a ring ditch to the N of the post mill feature was thought potentially to represent the site of a tower mill, suggesting two separate phases. It was remarked upon that the area around the potential windmills was devoid of ridge and furrow, suggesting they predated or were contemporary with these cultivation features (Jacklin 2022, 7).

Discussion of the finds in the evaluation report (Roberts 2023) drew attention to the high proportion of Cistercian Ware and Midland Blackware drinking pottery that had recovered, with no vessels associated with the storage, preparation, transportation and consumption of food recovered. These drinking vessels are often associated with sites involving heavy physical labour, and their presence suggested that the assemblage represented refuse left by those who cleared and consolidated the site of the ruined post mill. Alternatively it was suggested the pottery represented midden material which had accumulated during the use-life of the windmill and had been utilised as clearance backfill. Also recovered were fragments of Chilvers Coton 'A' ridge-tile, which may have been used to roof the structure (Blinkhorn 2023). Personal items include a copper lace tag or 'chape' likely of post-14th century in date and a small drawn copper alloy pin with a wound wire, spherical head, possibly a dress fastening (Bevan 2023).

Post-medieval activity as reported in the ADBA is represented on the HER by two turnpike roads - one of which follows the alignment of Stoke Road (MLE20918) - as well as archaeological monuments relating to agriculture, including two windmills (MLE2814; MLE2868) located c. 1km to the NE and c.715m to the W of the Site, respectively, and agricultural fields c.600m to the NW (MLE10605) (Jacklin 2022, 9).

4 Aims & Objectives

The principal aim of the Archaeological Observation is to locate and record any archaeological finds, features, or deposits within the groundworks area and to confirm that no impact on the archaeological resource occurs during the course of the groundworks without the implementation of this proposed programme of archaeological work.

Additionally, the work will aim to address specific areas of interest relating to archaeological research as prioritised in *East Midlands Historic Environment Research Framework* (<https://researchframeworks.org/emherf/>), specifically, Research Agenda (High Medieval):

- 7.2.3: How can we improve our understanding of the form, evolution and functions of buildings within rural settlements and establish the extent of surviving medieval fabrics?
- 7.7.1: Can we shed further light upon the origins and development of the open-field system and its impact upon agricultural practices?

5 Methodology

The archaeological programme of work will be carried out in accordance with BA's *Archaeological Field Recording Manual* (2023) and LCC's *Brief for Archaeological Mitigation (Area Excavation)* (Historic and Natural Environment Team 2025), together with accepted professional standards, including *Standard for archaeological excavation* (ClfA 2023a), *Universal guidance for archaeological excavation* (ClfA 2023b), and *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA 2020a). BA adheres to the *ClfA Code of Conduct* (2025) and is cognisant of project management advice set out in *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Lee 2015).

ClfA (2023a) defines archaeological excavation 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.

5.1 Site Specific

An area measuring 15m × 15m will be defined around the presumed location of the post mill identified in Trench 50. However, the excavation area will be scanned using a CAT. Excavation will proceed using a 360 machine and flat-bladed, toothless bucket of no less than 1.8m width operating under constant archaeological direction, with provision to extend the stripped area to the satisfaction of the SPA.

The machine will work progressively across the area, 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, this being the cross trench of the post mill which was encountered at c.0.31m below ground level. Care will be taken not to machine away seemingly homogenous layers that may include the upper parts of archaeological features.

Constant monitoring will be maintained during the course of machining with regular close inspection of exposed surfaces. Where the significant archaeological horizon is attained, the SPA will be informed.

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 Total Station (TS) and/or survey-grade Global Positioning System (GPS). Survey data will be available in Autocad or PDF/A format and printed at a suitable scale for on-site use. If, following the 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. An overall plan of the stripped site will be provided to the SPA as an essential pre-requisite of agreeing a suitable sampling strategy for the exposed archaeology

The exposing and planning of archaeological features will be undertaken on the same or consecutive days while the uncovered surface is fresh. Where particularly vulnerable deposits occur, these will be accorded special priority. Use may be made of spray line paint marker to record the unexcavated form of features prior to mapping.

Within the significant archaeological level, excavation will proceed by hand to establish the date and character of any archaeological deposits or features and to undertake palaeoenvironmental sampling.

The cross-trench will be excavated in quadrants to allow the form and stratigraphy of the feature to be fully investigated and ensuring complete cross-sections through each arm is achieved. The cross-trench sections will be drawn at 1:10 and the feature will be planned at 1:20. In view its c.1.5m depth, the edges of the feature will be stepped to ensure safe excavation. Full excavation of the features will proceed thereafter.

5.1.1 Associated archaeological 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. Where necessary (for example, detailed structural features or burials) features will be planned either by hand (at an appropriate scale) or by photogrammetry and then digitised for inclusion on the overall plan.

Mechanical excavation will not be used to re-clean areas of excavation that have been obscured through weathering. Such areas will be cleaned by hand, with measures taken to protect particularly significant, valuable or sensitive archaeological remains from exposure, accidental damage and/or theft.

Within significant archaeological levels, excavation will proceed by hand to establish the date and character of any archaeological deposits or features and to undertake palaeoenvironmental sampling. The partial excavation or half-sectioning of features and deposits, sampling, the recovery of material for dating and in order to determine function and the cleaning and recording of structures is considered preferable to full excavation.

As stated in the Brief, the sampling of features will be based on decision made in the field with due regard to their potential to contribute to the project objectives and regional research agendas. However, guidelines suggest the following percentages:

- Structural elements such as post-built structures will be 50% sampled with consideration given to full excavation scientific sampling and the three-dimensional recording of finds wherever atypical or artefactually rich deposits are identified.
- A minimum 10% sample excavation the fills of boundary or enclosure ditches carried out by hand in 1m sections along their length, with all intersections, entrances/terminals investigated.
- Half-sectioning of discrete features, pits and postholes with full excavation considered with respect to features of particular significance/potential.

The full excavation and/or removal of deposits will be agreed with the SPA during a site monitoring meeting,

Should at-risk remains of high value be revealed, BA will inform the SPA and Vistry immediately. Any such areas of identified archaeology will be cordoned-off from machine movement pending more intensive archaeological recording, for which reasonable time will be allowed, provided circumstances are such that the archaeology is safely accessible. Should any archaeological deposits considered worthy of preservation *in situ* be encountered, BA will agree with the SPA and Vistry a strategy for preserving or recording them.

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

5.1.2 Metal Detector Use

Machine-excavated deposits and exposed surfaces will be regularly scanned for the presence and collection of artefacts. Exposed surfaces and excavated spoil will be scanned by metal detector, with all such activity being carried out by BA in accordance with the Company's *Metal Detecting Policy* (2025), which incorporates Historic England and Portable Antiquities Scheme guidance.

This approach is consistent with the terms of the Brief, which states: 'the investigation will afford a reasonable understanding of the density and extent of any remains present. Those remains will then be investigated in order to understand their archaeological interest. This will include provision for palaeoenvironmental sampling and the application of appropriate archaeological scientific techniques (e.g. radiocarbon dating, archaeomagnetic dating,

Any variation to the Brief or this WSI will be agreed with the SPA before a revised programme of work is implemented.

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 Recording

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

- Site Code: RHL26;
- OASIS ID: borderar1- 541460;
- HER Event Number: To be issued upon receipt of the report.
- Museum Accession: TBC.

Full written, graphic and photographic records will be made in accordance with the Brief, BA's *Archaeological Field Recording Manual* (2023) and with established professional standards and practice, including paragraph 3.3 of *Universal guidance for archaeological monitoring and recording* (ClfA 2023b, 6).

Records will include:

- 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 GPS and/ or 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 photo board, 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;
- Deposits potentially containing palaeoenvironmental/ palaeoeconomic data will be sampled according to the strategy detailed in Section 5.4 of this document.

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

5.3 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 the LCC *Brief for Archaeological Mitigation (Area Excavation)* (2025) and ClfA's *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (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, Director: 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).

5.3.1 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 nominated conservator.

Finds will be appropriately packaged and stored under the direction of BA's on-site conservation specialist (See Appendix 2 for details). X-ray photographs of archaeological metalwork will be produced off-site.

5.3.2 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 SPA and Vistry, 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.

5.4 Recovery & Assessment of Palaeoenvironmental/ Palaeoeconomic Data

Samples for palaeoenvironmental/ palaeoeconomic purposes will be collected, where appropriate and practicable, according to guidance set out in the *Brief for Archaeological Mitigation (Area Excavation)* (2025) and *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (Third Edition) (O'Meara *et al.* 2025). Where possible, results will be related to themes identified in the *East Midlands Historic Environment Research Framework* (<https://researchframeworks.org/emherf/>).

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 palaeoenvironmental potential whilst still under excavation; this will inform whether additional samples are taken.

Wherever practicable, at least 40ℓ 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, -archaeoosteological 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 Historic Environment Research Framework* or in terms of national research strategies. Archaeological, archaeobotanical, archaeo-osteological 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.

5.4.1 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 as part of the post-excavation analysis stage.

5.4.2 Sampling for scientific purposes

A range of scientific dating methods may be employed, as appropriate. In addition to techniques such as ^{14}C 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 if suitable features are encountered.

5.4.3 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.

5.4.4 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.

5.4.5 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).

5.4.6 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.

5.5 Human Remains

Should human remains be discovered, BA will inform the SPA and Vistry, 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 2) 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.

5.6 Public Engagement

Elements of public engagement, benefit and dissemination will be dependent on whether significant archaeological remains are found. Where remains of substantial interest are identified, there may be a need to formulate a project design which includes further engagement, publicity and publication. This would be agreed with BA, Vistry and the SPA.

6 Archive Review & Post-Excavation Assessment

An Archive Review will be completed by the Site Manager upon completion of Site 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 2 of this document. This will be consistent with section 4 of *Universal guidance for archaeological excavation* (ClfA 2023b, 6). The results will be placed in a local and regional context and address, where possible, specific research themes and priorities identified in the *East Midlands Historic Environment Research Framework*.

Where it has been agreed in consultation with the SPA, 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) to inform eventual publication.

7 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 *Universal guidance for archaeological excavation* (ClfA 2023b), *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 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.

A Museum Accession Number will be obtained 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.

8 The Report

The specific requirements of the Report 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 *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.

A digital copy of the Report in PDF/A or other agreed format will be sent to the SPA for approval, whereupon a copy will be formally submitted in the requested format to the Leicestershire and Rutland HER. Following approval of the report by the SPA, 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.

9 Staff & Timescales

Amy Bunce BSc MA MCI^fA will be responsible for project management and staff deployment with support from Lyndsey Clark BSc (Hons.) MCI^fA. It is anticipated that one member of field staff will be required to watch the groundworks, with additional staff members being deployed should significant archaeological remains be discovered.

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

The commencement of the fieldwork programme will be scheduled in due course.

10 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^fA 2023b).

A pre-works risk assessment will be completed and lodged in the Site Health & Safety File. Site reporting procedures are completed daily.

George Children MA MCI^fA retains overall responsibility for the qualitative elements of the project.

11 Monitoring

The Site will be subject to monitoring by the SPA, who will monitor the progress of the work through either Site visits or through remote monitoring.

BA will advise the SPA 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.

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13 Appendix 2: Specialists

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

1. Geoarchaeology: Geoarchaeology: Dr Mike Simmonds Quest University of Reading; ARCA, University of Winchester;
2. Pottery: Emily Edwards BA PgDip Freelance Specialist, Rob Perrin M.Litt MCIfA FSA Freelance Specialist, Jo Mills Freelance Specialist, Paul Blinkhorn BTech (Hons) Freelance Specialist; Katherine Crooks BA PGCE Pottery Specialist Border Archaeology Ltd;
3. Coins: Peter Guest BA PhD University of Cardiff;
4. Flint: Rebecca Devaney MA ACIfA Freelance Specialist;
5. Petrological Analysis: Imogen Wood BA MA PhD;
6. Glass: Nicola Powell MA MCIfA Freelance Specialist;
7. Clay Tobacco Pipes: Nicola Powell MA MCIfA 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 MCIfA 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 MCIfA Freelance Specialist;
14. On-Site Conservation: Janice McLeish MA ACIfA Border Archaeology Ltd;
15. Faunal Remains: Matilda Holmes BSc MA PhD ACIfA AFHEA Freelance Specialist & Janice McLeish MA ACIfA Director: Post Excavation Services Border Archaeology Ltd & Clare Rainsford Freelance Specialist;
16. Human Remains: Rachel English BA, MA MSc ACIfA Border Archaeology Ltd; Malin Holst HND BA MSc MCIfA York Osteoarchaeology Ltd;
17. Archaeobotanical, Charcoal & Wood ID: Amy Bunce BSc MA MCIfA 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.

14 Appendix 3: Data Management Plan (DMP) v.3.3

Version	Insert date	Initials of the editor
1	20 th September 2025	LC

14.1 Section 1: Project Administration

Project BA Number:	BA2650SRHL
Site Code:	RHL26
OASIS ID:	borderar1- 541460
HER event number:	N/A
Accession number:	TBC
Project Brief:	Bried for Archeological Mitigation (Area Excavation).
Planning Ref:	22/00318/OUT; APP/K2420/W/23/3323113
Additional Unique Identifiers: (e.g. DOI number for ADS Grey Literature Library)	
Project Name/Location/Scheme number: Land E of Stoke Road and N of Normandy Way (A47) Hinckley Leicestershire.	
Project Description: (nature of the project / key techniques) Border Archaeology (BA) has been instructed by Vistry to carry out a programme of Archaeological Excavation with respect to the site of a medieval post mill identified in Trench 50 of the evaluation phase undertaken on land E of Stoke Road and N of Normandy Way (A47) Hinckley Leicestershire (NGR: SP 42128 95600 - approx. centre) in connection with residential development.	
Investigation Techniques: (purpose of the investigation) Archaeological Mitigation (Area Excavation)	
Project Funder/Client:	Vistry
Project Manager:	Amy Bunce Director: UK Operations & Palaeoenvironmental Services
Site Manager:	Amy Bunce Director: UK Operations & Palaeoenvironmental Services
Data Contact Person:	Kate Smith Director: Performance Delivery

14.2 Section 2: Data Collection

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

Methods of data collection are specified within the Written Scheme of Investigation (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, formats and estimated volume for this project. 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 the Senior Planning Archaeologist 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 the project (Preserved Archive).

14.2.2 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.

14.2.3 File naming conventions

File naming conventions follow established organisational procedures.

14.2.4 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.

14.3 Section 3: Documentation & Metadata

14.3.1 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.

14.3.2 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.

14.4 Section 4: Ethics & Legal Compliance

14.4.1 How will you manage Ethical, Copyright and 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.

14.5 Section 5: Storage & Backup

14.5.1 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).

14.5.2 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.

14.6 Section 6: Selection & Preservation

14.6.1 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 Senior Planning Archaeologist, Vistry, Leicestershire County Council Museums, 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 14.2 and 14.3 of this DMP.

14.6.2 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 Leicestershire County Council Museums, the Senior Planning Archaeologist/ 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- Vistry and the Senior Planning Archaeologist/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 Senior Planning Archaeologist/ 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.

14.6.3 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 Senior Planning Archaeologist and Leicestershire County Council Museums etc. will be contacted to establish whether this can be an OASIS only deposition.

14.6.4 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.

14.7 Section 7: Data Sharing & Accessibility

14.7.1 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).

14.7.2 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.

14.8 Section 8: Responsibilities

14.8.1 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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