

WRITTEN SCHEME OF INVESTIGATION



Land off Bosworth Lane Newbold Verdon Leicestershire

Archaeological Evaluation

Author:
Saskia Winslow BSc ACIfA



Email: info@cfa-arch.co.uk
Web: www.cfa-archaeology.co.uk

Author	Saskia Winslow BSc ACIfA
Illustrator	Sarah Bailie BSc Hons ACIfA
Approved	Phil Mann BA MCIfA
Commissioned by	Orion Heritage
Date issued	July 2025
Version	V2
Planning Application No.	25/00515/OUT
National Grid Ref	SK 4419 0415
Accession Number	X.A95.2025

This document has been prepared in accordance with CFA Archaeology Ltd
standard operating procedures

**Land off Bosworth Lane
Newbold Verdon
Leicestershire**

**Written Scheme of Investigation
Archaeological Evaluation**

CONTENTS

1	Introduction.....	3
2	Site Background.....	5
3	Archaeological and Historic Background.....	5
4	Previous Archaeological Work	7
5	Project Objectives	7
6	Archaeological Methods	8
7	Analysis and Reporting	12
8	Resources and Programming	15
9	Health and Safety and the Environment	16
10	Monitoring.....	16
11	References.....	16

TABLES

Table 1: Summary of Trenches and Potential Archaeology
Table 2: List of Artefact and Ecofact Specialists

FIGURES

Figure 1: Site Location and Trench Layout

Land off Bosworth Lane, Newbold Verdon, Leicestershire: Archaeological Evaluation**Written Scheme of Investigation****1 Introduction**

- 1.1 This written scheme of investigation (WSI) has been prepared by CFA Archaeology on behalf of Orion Heritage and details the methodology for undertaking an archaeological trial-trenching evaluation at Land off Bosworth Lane, Newbold Verdon, Leicestershire (NGR SK 4419 0415, the Site).
- 1.2 An outline planning application has been submitted (Application No. 25/00515/OUT) to Hinckley and Bosworth Council for the erection of up to 200 dwellings, a community health and well-being hub or community shop of up to 108 sqm gross external area and provision of up to 0.5 hectares of school playing fields and sport pitches, together with landscaping, open space, infrastructure and other associated works.
- 1.3 An archaeological consultee response to the above-mentioned planning application stated:

'Consideration of the submitted desk-based Assessment (Orion DBA Ref.: PN3842/DBA/2) and the Leicestershire and Rutland Historic Environment Record (HER) shows that the application site lies within an area of archaeological interest. A possible Bronze Age pit alignment identified by cropmarks on aerial photography is located c. 300m to the southwest of the site (HER Ref.: MLE9249). Geophysical survey undertaken c. 315m to the northeast of the site noted what may be the north-eastern part of an enclosure (MLE28979).'

Fieldwalking In 1979 c. 200m to the north of the application area recovered four Roman pottery sherds, possibly indicating occupation activity (MLE2978). Although the submitted geophysical survey (SUMO Report Ref.: 20178) has not identified any positive evidence for archaeological activity here, it has not established their absence either. Indeed, the report shows a number of linear anomalies for which an archaeological origin has not been ruled out by the surveyor. Given the limitations of geophysical survey as a means of archaeological evaluation, it is our recommendation that this should be supported by a programme of trial trenching in order to test any anomalies, in addition to any geophysically 'blank' areas.

In accordance with National Planning Policy Framework (NPPF), Section 16, paragraph 207, the development area is of archaeological interest and also has the potential for further unidentified archaeological deposits. Based upon the available information, it is anticipated that these remains whilst significant and warranting further archaeological mitigation prior to the impact of development, are not of such importance to represent an obstacle to the determination of the application (NPPF paragraph 208).

While the current results are sufficient to support the planning decision, further post-determination trial trenching will be required in order to define the full extent and character of the necessary archaeological mitigation programme.

NPPF paragraph 218, states that Local Planning authorities should require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact of development, and to make this evidence (and any archive generated) publicly accessible.

In that context it is recommended that the current application is approved subject to conditions for an appropriate programme of archaeological mitigation, including an initial phase of exploratory trial trenching, followed, as necessary by intrusive and non-intrusive investigation and recording. The Historic & Natural Environment Team (HNET) will provide a formal Brief for the latter work at the applicant's request.

If planning permission is granted the applicant must obtain a suitable written scheme of Investigation (WSI) for both phases of archaeological investigation from an organisation acceptable to the planning authority. The WSI must be submitted to the planning authority and HNET, as archaeological advisors to your authority, for approval before the start of development. They should comply with the above mentioned Brief, and with relevant Chartered Institute for Archaeologists "Standards" and "Code of Practice". It should include a suitable indication of arrangements for the implementation of the archaeological work, and the proposed timetable for the development.

We therefore recommend that any planning permission be granted subject to the following planning conditions (informed by paragraph 37 of Historic England's Managing Significance in Decision-Taking in the Historic Environment GPA 2), to safeguard any important archaeological remains potentially present:

1. *No demolition/development shall take place/commence until the necessary programme of archaeological work has been completed. The programme will commence with an initial phase of trial trenching to inform a final archaeological mitigation scheme. Each stage will be completed in accordance with a written scheme of investigation (WSI), which has been [submitted to and] approved by the local planning authority in writing. For land that is included within the WSI, no demolition/development shall take place other than in accordance with the agreed mitigation 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, recording, dissemination and archiving

The Written Scheme of Investigation (WSI) must be prepared by an archaeological contractor acceptable to the Planning Authority. To demonstrate that the implementation of this written scheme of investigation has been secured the applicant must provide a signed contract or similar legal agreement between themselves and their approved archaeological contractor.

The Historic and Natural Environment Team, as advisors to the planning authority, will monitor the archaeological work, to ensure that the necessary programme of archaeological work is undertaken to the satisfaction of the planning authority. '

- 1.4 In line with the above comments this WSI is submitted for approval.

2 Site Background

- 2.1 The site is located to the northwest of Newbold Verdon, to the south of Bosworth Lane (B585). Residential development and Moat Close lie to the east whilst the Newbold Verdon Primary School and St James Church are to the south. To the west are agricultural fields. The site has historically remained undeveloped agricultural land.
- 2.2 The bedrock geology of the Site is recorded as mudstone of the Gunthorpe Member, a sedimentary bedrock formed between 247.1 and 237 million years ago in the Triassic period. Superficial deposits of diamicton of the Oadby Member are recorded at the northern end of the Site and Glaciofluvial deposits of sand and gravel are recorded in the south (BGS 2025). The soils of the site are characterised as loamy soils with natural high groundwater in the southern half of the site and slowly permeable seasonally wet slightly acidic but base rich loamy and clayey soils in the northern half of the site (LandIS 2024).

3 Archaeological and Historic Background

- 3.1 An archaeological and historical background of the site and the area within a 1km radius was undertaken in a previous Heritage Desk Based Assessment (Orion Heritage 2025). The following is a summarised from this report.

Prehistoric

- 3.2 There are no records of prehistoric date recorded by the HER as being within the site boundary. However, there is evidence of prehistoric activity within a 1.5km radius of the site. A findspot of multiple worked flints dating to the Mesolithic period is recorded 1km south of the Site (MLE27104) and a Mesolithic flint scatter is recorded 1km west of the Site (MLE7566).
- 3.3 A series of Bronze Age findspots are recorded within a 1.5km radius of the Site. Fieldwalking on land c.700m to the east of site recorded a number of worked flints

(MLE6358). A findspot of a Bronze Age spear head was identified during metal detecting c.1km west of the Site.

- 3.4 A cropmark pit alignment has been identified through aerial images and is recorded by the HER c.300m south-west of the site (MLE9249). These cropmarks have been tentatively dated to the Bronze Age. A further cropmark pit alignment is noted c.1km to the south-east of the Site (MLE2976).
- 3.5 Excavations c.1km south of the Site recorded a ring ditch, cremation and post-holes which all contained Bronze Age pottery (MLE27084). The ditch had a recorded diameter of 26m with evidence of re-cutting.
- 3.6 A potential Bronze Age barrow is noted 1.2km of the Site (MLE19855). The ring ditch was recorded by excavation as being c.6m in diameter with five interior shallow pits. Also 1.2km of the Site is another series of pits which contained charcoal and Bronze Age pottery (MLE19856).
- 3.7 Within 1km of the Site are several potential Iron Age features. A geophysical survey recorded a possible Iron Age enclosure c.315m north-east of the Site (MLE28979). Another rectilinear enclosure of potential Iron Age date has been identified through aerial photographs c.660m south-west of the site (MLE2991). The HER also records another rectangular enclosure c.950m to the south of the Site which was firstly recorded by geophysical survey in an area where fieldwalking had recovered Iron Age and Roman pottery (MLE2975). A subsequent archaeological evaluation confirmed the presence of an Iron Age to Romano-British enclosure.

Roman

- 3.8 There are no records dating to the Romano-British period within the boundaries of the site. However, there is evidence of Romano-British activity within the vicinity. Roman pottery sherds were recovered during fieldwalking c.200m north of the Site (MLE2978). Further fieldwalking c.1.2km to the west of the site noted Roman pottery sherds and a roof tile (MLE21234). A possible Roman Villa site is located c.1.4km west of the site, based on a concentration of Roman building material and occupation finds recovered from the area during fieldwalking (MLE3002)
- 3.9 A Roman kiln site is recorded by the HER 1.1km south of the Site (MLE23206). The kilns, enclosure ditches and gullies are located in the same area as a probable ring ditch. The excavation recorded four pottery kilns as well as kiln furniture and pottery.

Saxon and Early Medieval

- 3.10 The site was not located within the core of settlement at the time of the 1086 Domesday Survey. The nearest recorded settlements were Newbold Verdon to the east (MLE2992) and Brascote to the south. Both of these settlements were located within the hundred of Guthlaxton within the county of Leicestershire (Open Domesday). Brascote is noted as a deserted settlement by the HER (MLE2990). A further possible deserted settlement and deer park is noted at Naneby c. 1.5km to the south of the site (MLE8904, MLE2710).

- 3.11 Two Grubenhauser (sunken feature buildings) were recorded during an excavation 1.2km from the Site (MLE27085). The excavation noted substantial post holes at each end with a series of stake holes between them.
- 3.12 A Findspot of a Saxon brooch is recorded by the HER c.1.5km west of the Site (MLE21236).

Medieval

- 3.13 During the Medieval period the site likely formed part of the surrounding hinterland of the nearby settlements of Newbold Verdon and Market Bosworth.
- 3.14 The scheduled 'Moated Site of South Hall' (NHLE 1009198, MLE2984, MLE12985) is located c.170m south of the Site, the HER also records the later associated formal garden and fishponds (MLE2988, MLE2987).
- 3.15 A medieval square enclosure with a single entrance was excavated c. 1.2km to the south of the site (MLE27086). The enclosure contained medieval pottery.
- 3.16 An area of findspots is noted by the HER c. 1.4km west of the site which recorded Medieval finds including coins, a pendant mount and a spindle whorl (MLE10256).

Post-Medieval to Modern

- 3.17 The site has remained in agricultural use into the post-medieval and modern period and has remained undeveloped. Within the wider area there has been residential and infrastructure development. The majority of the HER records dating to these periods relate to built heritage and are not discussed here. A list of these assets and locations can be found in Appendix A of the Desk Based Assessment (Orion Heritage 2025).
- 3.18 South of the site are the remains of Newbold Verdon Hall formal gardens (MLE2988) which were created by James Montague between 1722 and 1744. They consisted of avenues, a parterre (the moated site), various ponds, a wilderness garden, a sunken garden and a possible area of ornamental plantations.

4 Previous Archaeological Work

- 4.1 A Geophysical Survey was undertaken across the entirety of the site in November 2024 (SUMO 2025). The Geophysical Survey did not identify any areas of archaeological interest, though anomalies relating to agricultural and natural processes were identified.

5 Project Objectives

- 5.1 The aims of the archaeological investigation are:

- To undertake a trial trench evaluation to establish the presence/absence, extent, condition, character, quality and date of any archaeological features or deposits.

- To identify and locate any archaeological remains of significance and propose suitable treatment to avoid or minimise damage by the development.
- To establish the potential impacts of the proposed development and associated infrastructure and to allow mitigation measures to be proposed, where appropriate.

5.2 Research questions will be derived from the East Midlands Regional Framework (Regional Frameworks 2024) during the course of the project, dependent on the results.

6 Archaeological Methods

6.1 CFA Archaeology is a registered organisation with the Chartered Institute for Archaeologists (ClfA). Work will be conducted regarding the Institute's Standards documents (ClfA 2020 and 2023a-b), relevant Historic England guidance documents (Historic England 2011, 2015a and 2015b), and this WSI. Recording of all elements will be done following established CFA procedures. The archaeological works will be undertaken in liaison with the Senior Planning Archaeologist at Leicestershire County Council (LCC).

6.2 Should there be unexpectedly significant or complex discoveries that warrant more detailed recorded than is described in this WSI, the archaeological contractor, CFA Archaeology Ltd., will contact the monitoring archaeologist for LCC Archaeology with the relevant information.

6.3 A visual inspection of the Site will be undertaken before the commencement of works, including identification of any surface features of potential archaeological interest, areas of potentially significant disturbance, and any hazards or constraints in undertaking further archaeological work on site.

Method of Excavation

6.4 47no. 30m x 1.8m trenches, have been proposed across the Site to assess the potential for surviving archaeological remains and depths of overburden. The trenches have been located in order to test any geophysical anomalies and geophysical blank areas. The locations of these trenches are depicted on Figure 1.

Trench No.	Trench Size	Target/Archaeological Potential
1	30m x 1.8m	Standard Trench Array
2	30m x 1.8m	Linear Trend/Anomaly
3	30m x 1.8m	Linear Trend/Anomaly
4	30m x 1.8m	Standard Trench Array
5	30m x 1.8m	Standard Trench Array
6	30m x 1.8m	Linear Trend/Anomaly
7	30m x 1.8m	Standard Trench Array
8	30m x 1.8m	Linear Trend/Anomaly
9	30m x 1.8m	Standard Trench Array
10	30m x 1.8m	Standard Trench Array
11	30m x 1.8m	Standard Trench Array

Trench No.	Trench Size	Target/Archaeological Potential
12	30m x 1.8m	Standard Trench Array
13	30m x 1.8m	Linear Trend/Anomaly
14	30m x 1.8m	Standard Trench Array
15	30m x 1.8m	Standard Trench Array
16	30m x 1.8m	Standard Trench Array
17	30m x 1.8m	Standard Trench Array
18	30m x 1.8m	Linear Trend/Anomaly
19	30m x 1.8m	Linear Trend/Anomaly
20	30m x 1.8m	Standard Trench Array
21	30m x 1.8m	Former Field Boundary
22	30m x 1.8m	Former Field Boundary
23	30m x 1.8m	Standard Trench Array
24	30m x 1.8m	Linear Trend/Anomaly
25	30m x 1.8m	Standard Trench Array
26	30m x 1.8m	Linear Trend/Anomaly
27	30m x 1.8m	Linear Trend/Anomaly
28	30m x 1.8m	Linear Trend/Anomaly
29	30m x 1.8m	Standard Trench Array
30	30m x 1.8m	Standard Trench Array
31	30m x 1.8m	Linear Trend/Anomaly
32	30m x 1.8m	Linear Trend/Anomaly
33	30m x 1.8m	Standard Trench Array
34	30m x 1.8m	Linear Trend/Anomaly
35	30m x 1.8m	Standard Trench Array
36	30m x 1.8m	Linear Trend/Anomaly
37	30m x 1.8m	Standard Trench Array
38	30m x 1.8m	Standard Trench Array
39	30m x 1.8m	Standard Trench Array
40	30m x 1.8m	Standard Trench Array
41	30m x 1.8m	Standard Trench Array
42	30m x 1.8m	Standard Trench Array
43	30m x 1.8m	Standard Trench Array
44	30m x 1.8m	Linear Trend/Anomaly
45	30m x 1.8m	Linear Trend/Anomaly
46	30m x 1.8m	Standard Trench Array
47	30m x 1.8m	Standard Trench Array

Table 1: Summary of Trenches and Potential Archaeology

- 6.5 Trenches will be set out using a Trimble R12 GPS unit which allows for precise position capture and RTK level precision.
- 6.6 The trenches will be machine excavated using a wide toothless ditching bucket operated under direct archaeological supervision. Topsoil and subsoil will be removed to the level of the natural substrate or the first significant archaeological horizon, whichever is

reached first, in successive level spits of a maximum 0.2m thickness. Machine excavation will be halted if archaeological deposits are encountered and any further excavation required to fulfil the objectives of the evaluation will be carried out by hand, unless otherwise agreed with LCC Archaeology.

- 6.7 Samples of all features of archaeological interest will be hand excavated in an archaeologically controlled and stratigraphic manner to establish their likely date, nature, extent, and condition. The complete stratigraphic sequence, including natural geological deposits, will be excavated and all inter-relationships and intersections between features will be investigated.
- 6.8 A minimum 10% sample will be taken of any linear features, such as ditches or trackways, and all ditch, gully, and other feature termini will be investigated. Each sample section should be at least 1 metre long and, where possible, located and recorded adjacent to the trench edge.
- 6.9 A minimum 50% sample of discrete features, such as pits, postholes, stakeholes, and kilns will be excavated. Where possible, sample sections will be located and recorded adjacent to the trench edge.
- 6.10 Where complex structural features, or where complex stratigraphy is identified to be present, then an appropriate methodology will be discussed with the LCCSPA for suitable evaluation. All intersections will be investigated fully.
- 6.11 Samples of all features of archaeological interest will be hand excavated in an archaeologically controlled and stratigraphic manner to establish their likely date, nature, extent, and condition. The complete stratigraphic sequence, down to natural geological deposits, will be excavated and all inter-relationships and intersections between features will be investigated.
- 6.12 The trenches will be machine backfilled on completion of excavation once sign-off has been received from the Senior Planning Archaeologist at Leicestershire County Council (LCC)

Method of Recording

- 6.13 All excavation and on-site recording will be carried out according to standard CFA procedures, principally by drawing, photography, and completing standard CFA record forms.
- 6.14 The location of the trenches and test pits will be recorded using industry standard surveying equipment and tied to the OS National Grid. Vertical survey control will be tied to the Ordnance Survey Datum.
- 6.15 Sections will be recorded by means of a measured drawing at an appropriate scale, typically at 1:10. The height of a datum on the drawing will be calculated and recorded. The locations of sections will be recorded on the site plans, relative to the site grid.

- 6.16 Cut features will be recorded in profile, planned at an appropriate scale, normally 1:20, and their location accurately identified on the appropriate trench and site plans.
- 6.17 Photographs will include an appropriate scale, an arrow to indicate the direction or north, and a photo information board. All photographs will be recorded on a photographic register detailing subject, location, and direction of shot. Photographs taken will adhere to Historic England's guidance '*Digital Image Capture and File Storage*' (Historic England, 2015). Photographs should be taken with a high-resolution digital SLR camera with sensors exceeding 12 Mega pixels and taken using the highest quality setting. Images will then be converted, adjusted, and saved as 8-bit TIFFs for archive purposes. All digital photographs should have metadata embedded into the file that includes date taken, location, photographer's name, and copyright restrictions.

Artefact and Environmental Recovery

- 6.18 Spoil heaps are to be scanned for ferrous and non-ferrous metal artefacts using a metal detector capable of making this discrimination and operated by a capable metal detectorist. Modern (c. 20th century onward) artefacts are to be noted but not retained.
- 6.19 All artefacts, including faunal remains, will be retained for analysis. Post-excavation storage requirements will be assessed. Modern finds (c. 20th century onward) will be recorded but not retained. Collection and post-excavation work on artefacts will follow current CfA guidance (CfA 2020).
- 6.20 If any finds are uncovered which may fall under the purview of the Treasure Act 1996, the terms of the aforementioned Act will be followed. Any finds will be removed to a safe place and reported to the local coroner. Where removal cannot be affected on the same day as discovery, suitable security measures will be taken to protect the finds from theft.
- 6.21 Any human remains encountered will be reported to the appropriate authorities and left *in situ*, covered, and protected. Any discovery of human remains should be promptly reported to the LCC planning archaeologist. Additionally, it is advised to inform the coroner immediately upon their discovery. If removal is deemed necessary, a Ministry of Justice Burial License will be obtained, and excavation will comply with the relevant regulations and government guidance (CFA internal policy, *Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England* Advisory Panel on the Archaeology of Burials in England [APABE] 2017).
- 6.22 CFA's Palaeoenvironmental specialist will: assess the environmental potential of the site; advise on whether the deposits have potential for conducting palaeobotanical or other soil analysis; and assess the potential for the preservation of faunal remains. Environmental sampling will be carried out in accordance with current guidelines (Historic England 2011), namely that bulk samples will be taken from all securely stratified deposits using a strategy of systematic and judgement sampling.

6.23 Samples will consist of 40 litres of environmental material recovered from, at a minimum, the basal deposits of any archaeological features. Environmental samples will not usually be recovered from intersections or unclear relationship sample sections.

7 Analysis and Reporting

Artefact and Environmental Sample Analysis

7.1 All finds, if appropriate, will be retained, washed, and assessed in accordance with accepted professional standards. For all categories of material recovered, including finds, paleoenvironmental, industrial, and other specialist samples, an assessment by an appropriately experienced specialist will be undertaken. Samples will be processed and sorted, and any artefacts recovered provided to the appropriate specialist(s) to be considered alongside the hand-recovered material. Basic stratigraphic information will be supplied to the project specialists.

7.2 All finds are to be treated in accordance with current best practice guidance (Campbell et al. 2011). Finds will be cleaned and marked according to accepted principles and in line with appropriate period/material guidelines.

7.3 For ceramic assemblages, recording shall be carried out in a manner compatible with existing typological series in local pottery reference collections. The guidelines for the standards of pottery recording in archaeology (HE 2016)

7.4 Environmental samples will be processed to aid in the recovery of artefactual material, including ceramics, animal and fish bones, human remains, industrial residues, charcoal, and mineralised plant remains. Specialist samples such as monoliths or cores will be processed separately, as appropriate.

7.5 Where material suitable for scientific dating is recovered, such as charcoal or bone, sufficient dating will be undertaken to meet the aims of the excavation. These materials will be identified to species and assessed for suitability prior to submission to a dating laboratory.

7.6 Artefact assessment reports will include the production of a descriptive catalogue including quantification of finds by context and discussion or interpretation, if appropriate. Finds critical for dating or interpretation will be illustrated or digitally photographed. Environmental assessment reports will include the identification of the remains, a quantification by context, appropriate discussion or interpretation, and a description of the processing methodology.

Reporting

7.7 A report will be produced which includes background information on the project, a description of the methodology, and a full description and interpretation of the results.

7.8 Specifically, the report will contain:

- A concise non-technical summary of the project results;
- The site location given as an 8-figure grid reference;
- A front cover/frontispiece which includes the planning application number and the national grid reference of the site;
- The dates on which the work was undertaken;
- A description of the site location and geology;
- A description of the historic and archaeological background of the site, including the results from an updated HER search of the Site and surrounding area;
- An explanation of any agreed variations from the WSI, including justification for any work not undertaken;
- A description of the methodology employed, work undertaken, and the results obtained.
- Contexts and feature descriptions;
- Maps and other illustrations at an appropriate scale including sections and detailed plans of all excavated features;
- A specialist assessment report for all finds materials including palaeoenvironmental and other samples;
- A description of any environmental or other specialist work undertaken and outline of the results obtained;
- A selection of photographs of work in progress;
- Recommendations regarding the need for, and scope of, any further archaeological work;
- A discussion of how the work contributed to the aims and objectives set out in the project design;
- A bibliography;
- A context index;
- An archive index;
- An OASIS summary sheet

7.9 A draft copy of the report will be issued to the Senior Planning Archaeologist at Leicestershire County Council (LCC) for comment before being finalised. A copy of the report (PDF-A format) will be sent directly to the Leicestershire County Council, Historic Environment Record (LCC HER). One digital copy (PDF-A format) and one unbound hard copy of the final report will be deposited with an appropriate museum within a suitable timescale following the completion of fieldwork. This will ensure that the report is made available as a public document as part of the Historic Environment Record.

7.10 If significant remains are encountered, then arrangements will be made for the publication of results within an appropriate journal.

Archive Preparation and Deposition

7.11 Archiving should be prepared in accordance with the LMS current guidelines in addition to other appropriate guidelines (ClfA 2020b). Arrangements should also be made with LMS for deposition of the archive and an appropriate repository.

- 7.12 As a minimum a summary of findings should be submitted to the 'Transactions of the Leicestershire Archaeological and Historical Society (LAHS). The Accession number for this project is X.A95.2025.
- 7.13 It is expected that Leicestershire Museum will accept the complete excavation archive, including primary site records, research archives, and finds. CFA Archaeology will prepare the excavation archive to meet the selected museum's deposition requirements.
- 7.14 The Leicestershire County Historic Environment Record (HER) will be provided with spatial data of the evaluation trenches and test pits which will be submitted in a suitable GIS format.
- 7.15 CFA are ISO 9001 accredited, with all our internal archiving and digital record systems being fully compliant with CIIfA Standards and Guidance, particularly the guidance on Planning and Data Management Plans for Archaeological Projects (2022). The digital archive will be subject to a selection process, depending on the results of the works, and the resulting digital archive will be deposited with the Archaeological Data Service (ADS). All digital deposition will be undertaken in line with guidance from ADS (2023) and CIIfA (2022).
- 7.16 Consent for full transfer of title of finds to the recipient museum will be agreed in principle with the landowner at the outset. Confirmation of transfer of title from the landowner, and confirmation of assignment of copyright, along with a full archive inventory, will be submitted with a project completion form to the recipient museum. The Leicestershire County Historic Environment Record (HER) officer will be provided with a copy of the completion form, including the assigned accession number.
- 7.17 The recipient archive will be licensed to use the deposited material in perpetuity, without restrictions; this licence will allow the archive to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.
- 7.18 The requirements of the repository will be adhered to, and the Leicestershire County HER will be notified in advance. Contact will be made with the archiving museum prior to the start of any fieldwork to confirm their acceptance of the archive and to receive an accession number. The nominated museum will be notified at set stages of the project, including at project initiation (comprising a project initiation form), a mid-point review, and completion stages, to discuss archaeological archiving requirements.
- 7.19 An online OASIS form will be completed within three months of the completion of the work. An appropriately formatted copy of the report will also be uploaded to OASIS within three months of the completion of the work.

8 Resources and Programming

8.1 Key Personnel

8.2 Phil Mann (BA MA MClfA) is a Senior Project Manager for CFA Archaeology. Phil has project managed numerous archaeological projects of all periods throughout the country including those undertaken for large and complex infrastructure projects.

8.3 A Field Director from CFA will be selected from CFA's pool of Field Officers, depending on availability, all of whom have appropriate experience. The CV for the selected Field Officer can be forwarded prior to the start of the project.

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

8.5 Post-excavation and environmental coordination will be managed by CFAs post excavation and archiving manager Christina Hills; CVs for CFA's 'in house' specialists or external consultants can be supplied on request.

8.6 Project Specialists

Archaeobotany	Mhairi Hastie BSc MSc ACIfA (CFA Archaeology)
Archaeozoology	Joshua Toulson BA MSc ACIfA (CFA Archaeology)
Ceramic building material	Jamie Walker BA MClfA (CFA Archaeology)
Clay pipes	Peter Hammond
Conservation laboratory	Ian Panter (York Archaeological Trust)
Dendrochronology	Ian Tyers
Industrial residue	Gerry McDonnell PhD
Leather	Quita Mould
Mollusca and fish remains	Joshua Toulson BA MSc ACIfA (CFA Archaeology)
Neolithic and Bronze Age pottery	Alex Gibson PhD
Osteoarchaeology	Malin Holst MSc
Palynology	Robert McCulloch BA PhD (University of Stirling)
Post-medieval small finds	Gail Drinkall
Post-Roman pottery	Paul Blinkhorn BA PhD
Roman and Pre-Roman Iron Age pottery	Jamie Walker (CFA Archaeology)
Roman glass	Hilary Cool
Soil micromorphology	Clare Ellis BA PhD MClfA
Worked bone	Joshua Toulson BA MSc ACIfA (CFA Archaeology)
Worked Flint and Stone	Ann Clarke

Table 2: List of Artefact and Ecofact Specialists

8.6.1 The above list is not exhaustive, should unusual or locally specific archaeological materials be discovered; appropriate specialists will be sought on the advice of the regional Historic England scientific advisor.

9 Health and Safety and the Environment

9.1 All CFA staff have been inducted into CFA's Health and Safety Policy and will operate with due regard for Health and Safety regulations. All work for the project will be subject to Risk Assessment procedures and a Risk Assessment Method Statement (RAMS) will be produced, disseminated, and agreed with all staff on site.

9.2 CFA's ISO140001:2015 certification is a sign that we take environmental matters within the company seriously; we are mindful of our environmental footprint and are constantly looking for ways in which to limit our environmental impact without compromising the quality of our work or the service we provide to our clients. Copies of our environmental policies are available on request.

10 Monitoring

10.1 Close contact will be maintained with the client and Senior Planning Archaeologist at Leicestershire County Council (LCC) for the purposes of monitoring the project. Important or unexpected discoveries will be communicated to them, and a monitoring visit will be arranged if appropriate. Any monitoring visit will include a site tour and overview by the senior archaeologist present and the opportunity will be afforded to view all trenches, test pits, artefactual finds still on site, and any records that are not in immediate use.

10.2 The Senior Planning Archaeologist at Leicestershire County Council (LCC) will be provided with a minimum of one week's notice of the commencement of on-site works. contact numbers for the site will be forwarded in advance of the work starting.

11 References

ADS, 2023, Archaeology Data Service, available at:

<https://archaeologydataservice.ac.uk/advice/DepositingData.xhtml#How%20to%20Deposit>

Campbell, G., Moffett, L., & Straker, V., 2011, *Environmental Archaeology; A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation*, English Heritage, (Second Edition)

ClfA, 2020, *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*, Chartered Institute for Archaeologists

ClfA, 2023a *Standard for Archaeological Field Evaluation*, Chartered Institute for Archaeologists

ClfA, 2023b *Universal Guidance for Archaeological Field Evaluation*, Chartered Institute for Archaeologists

DCLG (Department of Communities and Local Government). 2012 *National Planning Policy Framework*

Historic England, 2011, *Environmental Archaeology; A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation*, Historic England, (2nd edition)

Historic England, 2015a, *The Management of Research Projects in the Historic Environment*, (MoRPHE), Project Managers' Guide, Historic England.

Historic England, 2015b, *Digital Image Capture and File Storage*, Historic England

Historic England, 2016, Standards for Recording Pottery in Archaeology, Historic England

Orion Heritage 2025 *Archaeological Desk Based Assessment: Land off Bosworth Lane, Newbold Verdon* Orion Heritage Report No. PN3842/DBA/2

SUMO 2024, *Geophysical Survey Report, Bosworth Lane, Newbold Verdon, Leicestershire* SUMO Report no. 20178

Online Sources

British Geological Survey, 2024, *Geology of Britain (viewer)*, <https://mapapps.bgs.ac.uk/> [Accessed 14/07/2025]

ClfA, 2022, *Planning – Data Management Plans*, <https://www.archaeologists.net/digidigital/planning> [Accessed 14/07/2025]

Hinckley and Bosworth Borough Council 2024 [Witherley Conservation Area Overview | Witherley Conservation Area | Hinckley & Bosworth Borough Council](#) [Accessed 14/07/2025]

Historic England, 2023, *Aerial Archaeology Mapping Viewer*, <https://historicengland.maps.arcgis.com/> [Accessed 14/07/2025]

LandIS, 2024, *Cranfield Soil and Agrifood Institute Soilscapes*, <http://www.landis.org.uk/soilscapes> [Accessed 14/07/2025]

Research Frameworks 2024 *East Midlands Historic Environment Research Framework* Available at: [East Midlands Historic Environment Research Framework - East Midlands Historic Environment Research Framework \(researchframeworks.org\)](#) [Accessed 14/07/2025]

FIGURES





CFA ARCHAEOLOGY
www.cfa-archaeology.co.uk

HEAD OFFICE - Musselburgh

Old Engine House
Eskmills Park, Musselburgh
East Lothian, EH21 7PQ

t: +44 (0) 131 273 4380
e: enquiries@cfa-arch.co.uk

Leeds

Clayton Works Business Centre
Midland Road
Leeds, LS10 2RJ

t: +44 (0) 113 271 6060
e: yorkshire@cfa-arch.co.uk

Milton Keynes

Suite 11, Letchworth House
Chesney Wold, Bleak Hall
Milton Keynes, MK6 1NE

t: +44 (0) 1908 226 124
e: miltonkeynes@cfa-arch.co.uk

Carlisle

Warwick Mill Business Village
Warwick Bridge, Carlisle
Cumbria, CA4 8RR

t: +44 (0) 1228 564 531
e: cumbria@cfa-arch.co.uk

Sheffield

Office 5, Ecclesfield Business Centre
46 Stocks Hill, Ecclesfield
Sheffield, S35 9YT

t: +44 (0) 114 327 1108
e: sheffield@cfa-arch.co.uk

Leicester

Business Box
3 Oswin Road, Brailsford Industrial Estate
Leicester, LE3 1HR

t: +44 (0) 116 279 5156
e: leicestershire@cfa-arch.co.uk

Hertfordshire

Amwell House
9 Amwell Street, Hoddesdon
Hertfordshire, EN11 8TS

t: +44 (0) 845 017 9847
e: herts@cfa-arch.co.uk