



Written Scheme of Investigation

Archaeological Evaluation

Land to the Rear of King William

1 The Hollow

Earl Shilton

Leicestershire

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Client Name: Design Studio Architects

Document Title: Written Scheme of Investigation, Archaeological Evaluation, Land to the Rear of King William, 1 The Hollow, Earl Shilton, Leicestershire

Issue No.	Report Type:	Checked by:	Approved by:	Date Approved:
1	Draft for LA Review	Aimie Roberts	Michael Blake	24/03/2025
2	Client Issue	Aimie Roberts	Michael Blake	03/04/2025

National Grid Reference: SP 46515 97711

Planning Reference: 22/00272/FUL

Site Code: KWE25

Museum Accession: X.A39.2025

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Appendix 1: Data Management Plan

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Figures

Figure 1: Site Location

Figure 2: Proposed Trench Plan

S. Non-technical summary

- S1 Hinckley and Bosworth Borough Council have granted planning consent (Ref: 22/00272/FUL) for the “erection of 6 no x 3 bedroom dwelling houses, with associated amenity space, refuse/recycling facilities and cycle storage” on “land to the Rear of King William, 1 The Hollow, Earl Shilton, Leicestershire”.*
- S2 Condition 11 requires the implementation of a scheme of archaeological mitigation. This will comprise of an initial phase of evaluation, the results of which will be used to formulate an appropriate mitigation strategy.*
- S3 On the completion of the evaluation, a report will be produced detailing the results of the phase 1 archaeological investigation. The report will consist of a narrative supported by illustrations and photographs.*

1. Site location and description

- 1.1 The site is located to the rear of the former King William public house which fronts onto Wood Street approximately 45m east of the junction with Station Road in Earl Shilton, Leicestershire. The site comprises of an open car park which is fenced all round and bounded by the rear garden plots of surrounding dwellings. The site is centred on NGR SP 46515 97711 at an approximate height of 115m AOD (see figure 1).

Geology

- 1.2 The British Geological Survey website identifies the bedrock geology as the Edwalton Member, a mudstone sedimentary bedrock formed between 237 and 228.4 million years ago during the Triassic period.
- 1.3 Superficial deposits are recorded as the Wigston Member, a sand and gravel. Sedimentary superficial deposit formed between 2.588 million years ago and the present during the Quaternary period.

2. Planning background

- 2.1 Hinckley and Bosworth Borough Council have granted planning consent (Ref: 22/00272/FUL) for the “erection of 6 no x 3 bedroom dwelling houses, with associated amenity space, refuse/recycling facilities and cycle storage” on “land to the Rear of King William, 1 The Hollow, Earl Shilton, Leicestershire”.
- 2.2 Condition 11 states that:
No development shall commence until a programme of archaeological work, comprising further post determination trial trenching, specific metal-detecting and as necessary targeted archaeological investigation. The full programme and timetable will be detailed within a Written Scheme of Investigation, submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of significance and research questions; and:
- The programme and methodology of site survey, investigation and recording (including assessment of results and preparation of an appropriate mitigation scheme)
 - The programme for post-investigation assessment
 - Provision to be made for analysis of the site investigation and recording
 - Provision to be made for publication and dissemination of the analysis, interpretation and presentation of the site investigation
 - Provision to be made for archive deposition of the analysis and records of the site investigation
 - Nomination of a competent person or persons/organisation to undertake the works, with particular reference to the metal detecting survey, as set out within the Written Scheme of Investigation.

No development shall take place other than in accordance with the Written Scheme of Investigation approved through condition.

Reason: To allow proper investigation and recording of the site, which is potentially of archaeological and historic significance in accordance with Policies DM11, DM12 and DM13 of the adopted Site Allocations Development Management Policies Development Plan Document (2016).

3. Historical and Archaeological Background

- 3.1 A search of the Leicestershire Historic Environment Record (HER) with a 750m radius has identified 63 monuments and 32 events. There is one 1 scheduled monument in the study area but no registered parks and gardens or registered battlefields.

Prehistoric

- 3.2 The Palaeolithic period was characterised by hunter gatherers using relatively simple stone tools. At this time the area was part of the Great Forest of Arden and numerous flint implements particularly hand axes have been found in the county suggesting repeated visits. It appears from the evidence that this activity was much reduced by the onset of the Ice Age.
- 3.3 As the climate became warmer and the ice sheets retreated, the forest was re-established. Scatters of flint are the most common evidence of Mesolithic and Neolithic activity and it is likely that these scatters represent camps, either temporary or permanent in forest clearings. Numerous sites are known in the wider area of which the most important is Blacklow Hill, near Warwick. Excavations here have revealed a substantial tool-making site. Towards the end of the Neolithic period the hunter-gatherer way of life was gradually being replaced by a simple farming economy. As farming developed, clearings were made in the forest. A single Neolithic mace head (MLE7237) has been found 362m west of the site.
- 3.4 The Bronze Age saw further development of farming communities with the establishment of field systems and more organised communities. Leicestershire being a rich agricultural area, farming continued to expand and by 1500 BC much of the woodland had been cleared and settled. An evaluation (ELE5706) 670m south of the site identified three scatters of probable Bronze Age worked flint.
- 3.5 During the Iron Age, the population continued to expand and was divided into clearly demarcated tribal zones. This changing society is reflected in the ever-increasing number of settlements found across the county. There was a wider move to more defensive settlements witnessed in the later Iron Age with the construction of hillforts such as those at Burrough Hill, Breedon

Hill and Beacon Hill. An evaluation (ELE11630) 482m north of the site identified a single pit containing late Bronze Age to early Iron Age pottery.

Roman

- 3.6 For the first few decades following the Roman invasion of Britain in AD 43, the Leicestershire area found itself at the frontier of Roman rule. Major roads such as the Fosse Way were established which ran through Leicester and went north to Lincoln (Lindum) and south-west towards Cirencester (Corinium) and Bath (Aquae Sulis) marking the western frontier of Roman rule in Britain for several decades. Watling Street passed close to Hinckley linking London (Londinium) with Chester (Deva Victrix). The area was heavily fortified during this period and several military settlements were founded to defend the roads. The Roman period also saw the establishment of towns and an urban economy supported by villa estates in the hinterland. Leicester itself was the important site of the Roman city of Ratae Corieltauvorum, the centre of the Coritani tribal territory. Roman Leicester as a tribal capital or civitas had its origins as a military fort, certainly before 80 A.D. and eventually grew to a walled city of just over one hundred acres. The evaluation which identified Prehistoric pottery (see 3.5 above) also recovered some very abraded Roman pottery. Additionally, the Portable Antiquities Scheme (PAS) records the finding of three Roman coins, a single brooch and a mount within the study area.

Early-medieval and Medieval

- 3.8 No Early-medieval finds or features have been recorded in the study area to date and there is no documentary evidence for Earl Shilton prior to Domesday (1086). Domesday records that *Sceltone* was held by Hugh de Grandmesnil and comprised of a mill, arable land, meadow and woodland supporting a priest, ten villagers, four freemen, five smallholders and a slave (Morgan 1979).
- 3.9 Soon after the Norman conquest the Earls of Leicester built a small motte and bailey castle (MLE2849, SAM SM17035) which lies approximately 750m north-east of the site on the northern edge of the village (MLE9535). The castle appears to have been demolished in the late 12th century and the extent of the bailey enclosure is today probably reflected in the churchyard boundary.
- 3.10 Evidence of Medieval activity within the churchyard has been identified in an evaluation (ELE7630) 560m north of the site where a Medieval layer and evidence of a probable structure was present. A further evaluation (ELE5129) undertaken 715m south of the site in 2004 identified evidence of Medieval field boundaries and ridge and furrow.
- 3.11 A single Medieval mortar (MLE6790) was found in the garden of the Old Vicarage 530m north-east of the site in 1966. A number of stray finds have

also been recorded on the PAS database within the study area which include coins, a spindle whorl and a copper alloy mount.

Post-medieval

- 3.12 The Post-medieval period saw Earl Shilton develop from an agricultural village into a centre of industry in which framework knitting predominated from the first half of the 19th century. Felkin's survey indicates that in 1844 there were 600 narrow frames at work; there were no wide frames, which as in Barwell may account for the fall in population between 1851 and 1881. There are few remains of domestic framework knitting in the village, but there is a pair of topshop houses at 100 Wood Street (MLE17881) and some long windows on the ground floor of a terrace of houses at 9-21 Hinckley Road (MLE17882). Across the yard here are small heated single storey workshops which were probably built for basket work in the boot and shoe industry. This penetrated the village towards the end of the 19th century and several factories were established, largely for ladies' shoes and slippers. In New Street are several three-storey brick factories with cast iron windows (MLE17895, MLE17898, MLE17899, MLE17900) while at number 94 is a single storey factory with extensive north light sheds, representing the later phases of the industry. In 1896 there were 12 boot and shoe factories, most of which have been altered or demolished (Palmer and Neaverson 1992).
- 3.13 The proposed development site lies behind the King William public house (MLE21481), which is of likely 19th century origin and was converted into flats in 2022. The Ordnance Survey 1st edition 25" map of 1886 shows the plot as open undeveloped land.

4. Aims and objectives of the project

- 4.1 ClfA defines field evaluation as "a programme of non-intrusive and/or intrusive fieldwork which seeks to determine the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts. It may form a single or final phase of work within a defined area or site on land, in an inter-tidal zone or under water." (ClfA 2023).
- 4.2 Its purpose is to "gain information about the archaeological resource within a given area or site (including its presence or absence, character, extent, date, integrity, state of preservation and quality), in order to make an assessment of its merit in the appropriate context, leading to one or more of the following:
- a. the formulation of a strategy to ensure the recording, preservation or management of the resource;
 - b. the formulation of a strategy to mitigate a threat to the archaeological resource;

c. the formulation of a proposal for further archaeological investigation within a programme of research.

4.3 Specific objectives of the project are:

To establish the presence/absence of archaeological remains within the area of the development site.

To determine the type, extent, condition, nature, character, quality, function, and date, of any archaeological remains encountered.

To gain information about heritage assets identified within the area of the proposed development site.

To mitigate potential threats.

To interpret the archaeology of the site within its local, regional and national context.

To provide sufficient data to formulate a suitable archaeological mitigation plan.

4.4 Subject to the results of the initial evaluation further archaeological mitigation may be required for which a separate WSI will be submitted and agreed with the Planning archaeologist.

Research Objectives

4.5 The East Midlands Historic Environment Research Framework (EMHERF) identifies areas where there are major gaps in our current understanding and key research questions that need to be addressed. The results of the investigation will be analysed and provision will be made for updating the research framework where the results of the fieldwork contribute towards agenda topics.

4.6 For the purposes of this project, archaeologically significant remains and contexts are defined as remains and contexts relating to pre 19th century human use of the area.

5. Methodology

5.1 It is proposed to excavate two 20m x 1.80m evaluation trenches. The proposed trench layout is presented in figure 2 which also shows the proposed development plan (a further 10m of contingency trenching will be available should it be required to clarify the initial results) . The trench locations will be semi flexible and will take into account both above and below ground constraints and/or hazards including trees, utility trenches,

overhead cables and areas of modern disturbance and if necessary, may be relocated. The trench will be surveyed in via DGPS and related to the National Grid.

- 5.2 The evaluation trenches will be excavated to a maximum depth of 1.2m or to natural if archaeology is not encountered first. If the trench is required to be excavated to a deeper depth, discussions will be held with the client to ensure a safe manner of working, e.g. trench supports etc. A financial contingency will be required in this case.
- 5.3 All work will be carried out according to the agreed written scheme of investigation and will comply with Chartered Institute for Archaeologists (CIfA) standards. The evaluation will be undertaken by James Roberts and Michael Blake; other staff may be appointed as necessary. It is anticipated that the evaluation will take approximately 3 days.
- 5.4 A risk assessment will be prepared for the site and all work will be undertaken following statutory health and safety requirements and legislation in operation at the time of the fieldwork.
- 5.5 At the start of work, immediately before fieldwork commences an OASIS online record will be initiated and key fields completed on details, location and creators forms. Transfer of title will also be secured prior to undertaking the fieldwork.
- 5.6 The removal of overburden will be undertaken by a tracked mechanical excavator using a toothless ditching bucket under continuous archaeological supervision in no more than 100mm level spits. Following the removal of topsoil and/or other overburden, the nature of the exposed and underlying deposits will be assessed by hand excavation. The trenches will then be cleaned by hand to enable the identification and analysis of any archaeological features and/or deposits exposed. All spoil heaps will be scanned by metal detector to aid recovery of finds.
- 5.7 Archaeological excavation may sometimes require the use of manual work by mattock and shovel, or by the occasional further use of a mechanical excavator. This will only be employed to remove homogeneous and/or non-archaeological layers and only following agreement of the county archaeology service.
- 5.8 The hand excavation of any exposed archaeological features and/or deposits will be undertaken to determine their date, form and function etc. The level of sampling will be appropriate to the aims of the investigation and is likely to consist of the half sectioning or a 50% sampling of discrete individual archaeological features, the hand excavation of at least 15% by length of discrete linear features (with particular attention to terminals and

intersections) and the sectioning of discrete individual archaeological layers as required to ensure that sufficient sampling is undertaken. Structural remains such as stakeholes, postholes, gullies, masonry foundations and associated features such as hearths will be appropriately investigated, but no features will be subject to 100% sampling without prior agreement of the county archaeology service in advance. Should archaeological features be located, which are deemed to be worthy of preservation in situ or are better dealt with in a further investigation, then hand excavation will be limited to the absolute minimum necessary to interpret the form, function, date etc. of the features. Apparently natural features such as tree throws will be sampled sufficiently to establish their origin and to characterise any related human activity. However, if significant or complex features are identified that would be better investigated under full excavation conditions, then investigation will be limited to minimal intrusion sufficient to establish the stratigraphic sequence.

- 5.9 All archaeological features and/or deposits will be recorded on pro-forma context recording sheets using a single context recording system.
- 5.10 All archaeological features and/or deposits will be drawn at an appropriate scale, generally 1:20, and sections (including representative sections of deposit sequences within each trench) at a scale of 1:10.
- 5.11 A high quality un-interpolated digital photographic record will be maintained throughout the project. This will include all features along with working shots to represent more generally the nature of the fieldwork. Scale bars and a north arrow will be used in all photographs as appropriate (with vertical scales against deep sections in combination with horizontal scales). A high resolution digital SLR of not less than 12 megapixels with an APS-C or larger sensor will be utilised set to the highest quality setting. The images will be saved as jpegs for archive purposes. Site photography will follow the Historic England guidance document 'Digital Image Capture and File Storage' (2015). All digital data will be downloaded to secure servers on a daily basis with appropriate backups.
- 5.12 The precise location of the evaluation trenches and any archaeological features therein will be tied into the National Grid.
- 5.13 Any and all artefacts found during the monitoring and thought to come under the provisions of the *Treasure Act* (1996), will be removed from the site to a secure location, and will be promptly reported to the appropriate coroner's office and the planning archaeologist.
- 5.14 Should human remains be encountered, they will be left in situ and reported to the planning archaeologist. It is not intended that such remains will be excavated at the evaluation stage, but should removal be required, the

appropriate Ministry of Justice Licence will be obtained prior to the removal of the remains. In addition, any remains will be reported to the local Environmental Health Department, coroner and the police will be informed, where appropriate.

- 5.15 Any finds recovered will be bagged and labelled according to the individual context from which they were recovered for later washing and further analysis. All relevant finds will be ordered into an archive with appropriate conservation and analysis e.g. X radiography for appropriate items. Most modern material will not be retained, although notes will be made of the appropriate context. An appropriate sample of materials such as ceramic building materials will be made. Appropriate provision will be made for the application of scientific dating techniques such as radiocarbon dating, dendrochronology, OSL and thermoluminescence. The advice of the Historic England Regional Scientific Advisor will be sought in advance of the application of these techniques.
- 5.16 Environmental sampling will be undertaken (where appropriate) of the fills of relevant archaeological features and/or significant archaeological deposits as well as to allow the characterisation of soil profiles, plant remains, molluscs, faunal remains and pollen sequences. Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will normally be sampled. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features. Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. For wet, waterlogged or peaty deposits, bulk samples of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects. Environmental samples from dry deposits will normally be processed by flotation following the excavation fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that have not floated. The samples will be extracted and recorded in accordance with Environmental Archaeology (Historic England) and in consultation with the appointed specialist and the Historic England science advisor.

6. Monitoring arrangements

- 6.1 The planning archaeologist (on behalf of the Local Planning Authority) will monitor the works during the fieldwork stage and post-excavation analysis. A minimum of one weeks notice will be given prior to commencement of the evaluation. The trenches will not be backfilled until it has been monitored and signed off by the county archaeology service.

- 6.2 All aspects of the archaeological programme will be undertaken in accordance with this project specification.
- 6.3 Any variation to the project programme in terms of works or recording on or off site will be fully discussed and agreed in advance with the planning archaeologist.
- 6.4 The planning archaeologist shall be kept fully informed of any unexpected or unforeseen discoveries made during the course of the archaeological investigation.

7. Post-fieldwork methodology

- 7.1 On the completion of the evaluation, all of the written, drawn and photographic records produced during the project will be checked, ordered, labelled (where appropriate) and catalogued to compile a distinctive site archive. A stratigraphical matrix of the archaeological features and/or deposits present on the site will be compiled.
- 7.2 All finds recovered during the fieldwork will be washed, and packaged according to the individual context from which they were recovered. They will also be ordered into (and form part of) the site archive. An assessment of significant finds will be made in light of general site information. Any finds requiring specialist treatment and/or conservation will be sent to Drakon Heritage and Conservation and treated in consultation with the relevant curator.
- 7.3 Provision will be made for the post-excavation processing and analysis of the environmental samples taken (if any) during the course of the on-site fieldwork.
- 7.4 The site archive will be examined to enable the determination of various phases of activity on the site (if appropriate).
- 7.5 Relevant finds will be sent to specialists for identification and dating.
- 7.6 Based upon the relatively small scale of the investigation, it is intended that all material will be collected, and a discard policy agreed with the specialists and other stakeholders in line with the ClfA toolkit for Recording Archaeological Materials. The ClfA toolkit for selecting archaeological archives will be applied to the physical and digital records generated by the project and agreement sought for discard at the archive stage (see 9.3 below).

8. Public Engagement

- 8.1 Elements of public engagement, benefit and dissemination will be dependent on whether significant archaeological remains are found. Where remains of substantial interest have been found, there may be a need to formulate a project design which includes further engagement, publicity and publication. This would be agreed with the archaeological contractor, applicant and the county archaeology service.

9. Reporting Procedures

- 9.1 A report detailing the findings of the archaeological evaluation will be completed within two months after the finalisation of the fieldwork. Any delays will be relayed to the relevant authorities.

- 9.2 The report will consist of:

A title page, with project name and location, National Grid reference, planning reference, site code, accession number, client name, author and date;

A contents page listing report sections, illustrations and appendices;

A non-technical summary of the results of the evaluation;

An introduction, site description and location;

Planning background to the project;

A section on the archaeological and historical background to the project;

A description of the methodology used in the project;

A section describing the results of the evaluation;

A section on the discussion and results of the project including a consideration of the findings of the project in a local and regional context;

A consideration of the effectiveness of the project methodology and a confidence rating of the results;

Illustrations including trench plans, plans of all archaeological features and sections thereof (including trench representative sections); and

Appendices comprising appropriate photographs of the site and of specific and significant archaeological features and representative sections, a list of

contexts, any specialist reports on finds from the site and a photographic register.

An electronic copy of the report will be deposited with the OASIS project (On-line Access to the Index of Archaeological Investigations)
<http://ads.ahds.ac.uk/project/oasis/index.cfm>.

- 9.3 The draft report will be submitted to the Planning archaeologist for approval. Following acceptance of the draft report a PDF/A digital copy will be submitted to the Leicestershire and Rutland HER. The contractor will also deposit a full-colour paper copy of the report as part of the archive.
- 9.4 If required, at the appropriate time the contractor will send a short report of the evidence for inclusion in the summaries of the County Journal and other relevant journals (these are defined as any or all of: "Past", "Britannia", "Medieval Archaeology", "Post-medieval Archaeology"). If full journal publication is required, the developer will be responsible for the costs involved. As a minimum a summary of the findings will be provided to the *"Transactions of the Leicestershire Archaeological and Historical Society"*.

10. Archive and Deposition

- 10.1 The archive will consist of the full written, drawn and photographic records (including working drawings, notes, digital records, etc). It will be quantified, ordered, indexed and internally consistent. The site Accession Number will be appropriately marked on all elements forming part of the site/project archive.
- 10.2 The documentation and records generated by the archaeological evaluation will be sorted and ordered in line with *The Transfer of Archaeological Archives to Leicestershire County Council Museum Collections* (Leicestershire County Council, 2024). The process will also conform to MoRPHE (HE 2015) and the ClfA document "Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives" (2014b).
- 10.3 Groundworks Archaeology follows national guidelines on selection and retention (SMA 1993; Brown 2011, section 4). In accordance with these, and any specific guidance prepared by the Leicestershire Museums Service, a process of selection and retention will be followed so that only those artefacts or ecofacts that are considered to have potential for future study will be retained. The selection policy will be agreed with the museum, and fully documented in the project archive. Material not selected for retention may be used for teaching or reference collections by the museum, or by Groundworks Archaeology.

- 10.4 Groundworks Archaeology will endeavour to secure transfer of title for the archive at the beginning of the project. Should the legal owner(s) decide to retain any of the finds they will be made aware of their responsibility for their future preservation and maintenance. The finds will only be transferred to the legal owner following the completion of analysis, conservation, publication and provision for long term storage and accessibility has been established. If the finds are to remain with the landowner a full paper copy of the archive shall be housed with the receiving museum. The report will include details of the title to the finds.
- 10.5 The archive will be deposited with the Leicestershire County Council Museums Service under the accession number X.A39.2025. A summary of the contents of the archive shall be supplied to the Leicestershire and Rutland Historic Environment Team at the time of deposition.
- 10.6 The digital archive will be deposited with the Archaeological Data Service (ADS).
- 10.6 Should the investigation prove negative then the archive will comprise of a digital archive as specified in the ClfA toolkit "Archaeological archives from sterile projects" which will be uploaded as a single document via OASIS for curation via ADS.

11. Data Management Plan

- 11.1 The digital data management plan (DMP) is presented in Appendix 1.

12. Variations to the proposed scheme

- 12.1 Variations to the proposed scheme will only be made following written confirmation with the planning archaeologist in advance.

13. Resources

- 13.1 Post-excavation analysis will be undertaken by James Roberts and where necessary specialist analysis from MOLA (Northampton) and the named individuals below.

Andy Chapman	Prehistoric Ceramics
Jane Timby	Roman Ceramics
Paul Blinkhorn	Medieval and Post-medieval Ceramics
Dr Lynne Bevan	Flint and small finds
Wendy Rogers	Environmental
Malin Holst	Osteoarchaeology
Dr Tom Hoyle	Geoarchaeology
Dr Sheila Hamilton-Dyer	Zooarchaeology
James Wright	Stone

CBM/Fired Clay
Leigh Allen

Jerry Evans
Metalwork

- 13.2 Small finds requiring conservation will be conserved by Pieta Greaves of Drakon Heritage and Conservation.
- 13.3 Recognised specialists will be sought in the event that other data are retrieved in the course of the monitoring.

14. Copyright

- 14.1 Copyright will remain that of the author. Licence will be given to the client to present any reports, copyright of the author, to the planning authority in good faith of satisfactory settlement of account.

15. Ownership

- 15.1 It will be asked of the client, at the outset, that the ownership of any portable objects discovered in the course of the monitoring be donated along with the archive.

16. Insurance

- 16.1 Public indemnity of £2,000,000 with Towergate Insurance.
- 16.2 Groundworks Archaeology will not be liable to indemnify the applicant/owner/developer against any compensation or damages for or with respect to:
- damage to crops /plants being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor).
 - the use or occupation of land (which has been provided by the owner/applicant) by the project or for the purposes of completing the project or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the project in accordance with the Agreement
 - any other damage which is the unavoidable result of the project in accordance with the Agreement.
 - damage to buried services or utilities being on the Area or Areas of Work.
 - injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the applicant or his agents, servants or their contractors (not being employed by Groundworks Archaeology) or in respect of any claims, demands proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto.

17. General

- 17.1 The requirements of the WSI will be met in full where reasonably practicable. The scope of fieldwork detailed in the main part of the WSI is aimed at meeting the objectives of the project in a cost effective manner.
- 17.2 Any significant variations to the proposed methodology will be discussed and agreed with the planning archaeologist in advance of implementation.
- 17.3 Groundworks Archaeology attempts to foresee all possible site specific problems and make allowances for these. However there may on occasions be unusual circumstances which have not been included in the programme and costing, which will entail additional costs for the Planning Applicant/Developer. These can include unavoidable delays due to bad weather, vandalism etc; trenches requiring shoring or stepping; ground contamination; unknown services; poor ground conditions; extensions to specified trenches or feature excavation sample sizes requested by the planning archaeologist, complex structures or objects, including those in waterlogged conditions, requiring specialist removal.

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Appendix 1

Project Data Management Plan

Project Code: **KWE25**
Project Name: **Land to the Rear of King William**
Project Manager: **James Roberts**
Client: **Design Studio Architects**

Date Created	Revisions	Document Ref:
17/03/2025	-	V1

Overview

This Data Management Plan (DMP) is intended to cover the digital data created during the archaeological mitigation at Land to the rear of King William, 1 The Hollow.

Data Collection

The born digital and derived digital data that is expected to be generated during the lifetime of the project will include:

Format	Volume	Description
.Doc		Text Reports
.XLS		Project data including registers, artefact list etc
.JPEG		Image including site photography
.SHP		GPS data
.CDR		Drawing files including site plans, section and layout
.PDF		PX Assessment, UPD and Final Report
.SHP		GIS data
.DBF		GIS data
.SBN		GIS data
.SBX		GIS data
.PRJ		GIS data
.MDX		GIS data

Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against *ADS Guides to Good Practice*. Specific or additional guidance relevant to this project are listed below, and will be updated as the project progresses.

Methods of collection are specified within the WSI and will meet the requirements set out in the Project Brief. The data collection will also conform to ADS guidance.

Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.

- Specific guidance:
 - HE *Digital Image Capture and File Storage: Guidelines for Best Practice* 2015
 - HES *Applied Digital Documentation in the Historic Environment* 2018

Data Storage and File Naming

The working project archive will be stored in a project specific folder or data specific folder on the Groundworks Archaeology data server which is backed up daily to maintain a security copy of the data. The project folders are named following established organisational procedures based upon site code and location. The standard procedures followed are laid out below:

- Data collected will be downloaded and raw data will be stored in the appropriate folder.
- File naming conventions following established organisational procedures, based on ADS file naming guidance, and include version control management.
- All files included as part of this project archive will include an organisational identifier, the Site ID (BSH22), the file descriptor (eg Project Design) and Version number (eg V2-0).
- Final versions of files will include 'FINAL' within the filename.

Quality Assurance

- Instruments used in the collection of data are calibrated prior to use and checked to ensure they are in full working order.
- All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.
- Data collection and management are reviewed regularly including a quarterly review of internal project folders to ensure our organisational data management standards are being met.

Metadata

For images technical metadata is generated by the camera at the time of photography. Additional descriptive and administrative metadata will include project code, site code, photograph number, and description.

GPS metadata is generated at time of survey, with additional descriptive and administrative metadata created during the post-excavation assessment phase. As standard this will include the GWA project code and Museum Accession Reference (where possible).

Collection Level Metadata is created as part of the standard ADS submission process. This data contains information pertaining to the project in question and the individual files submitted as such.

Metadata tables for each data type submitted to the ADS will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.

An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both the Museum and ADS deposition.

Ethics and Compliance

The project archive will include the names and contact details of individuals involved in the excavation and post excavation stages. We have a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is managed through a secure cloud-based database and not retained on the project specific folders.

Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use. Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor. Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

Storage and Backup

The Groundworks Archaeology server data is backed up daily with sufficient data storage space including two-factor authentication and permissions-based access. The server is accessible by staff on and offsite through a secure log-in. Off-site access to the project files on the Groundworks Archaeology server is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive).

Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access.

Selection and Preservation

The Selection Strategy and DMP will be reviewed and updated as part of the Post Excavation Assessment and Updated Project Design, and following full analysis. Updated documentation will be included in all reporting stages.

Prior to deposition, the Selection Strategy and DMP will be updated and finalised. Selection will be informed by the Project Design, 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 above.

The minimum digital data archive will comprise of the following (other data sets may be included as appropriate).

Format	Volume	Description
.JPEG		Image including site photography
.SHP		GIS data comprising site boundary

Data Sharing

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 Design, Post Excavation Assessment and Updated Project Design, Final Report, Journal submission.

The final report is expected to be completed within 2 years of the completion of fieldwork. As the project progresses reports will be attached to the project OASIS record. 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).

Costing

A costing estimate has been produced using the ADS Costing Calculator and sufficient resources to cover these costs, and to allow for the preparation of the archive, have been included in the project budget.

Responsibilities

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 is 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 Groundworks Archaeology project server, storage and backup is managed internally.

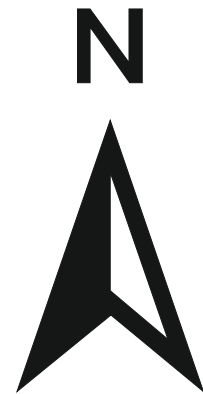
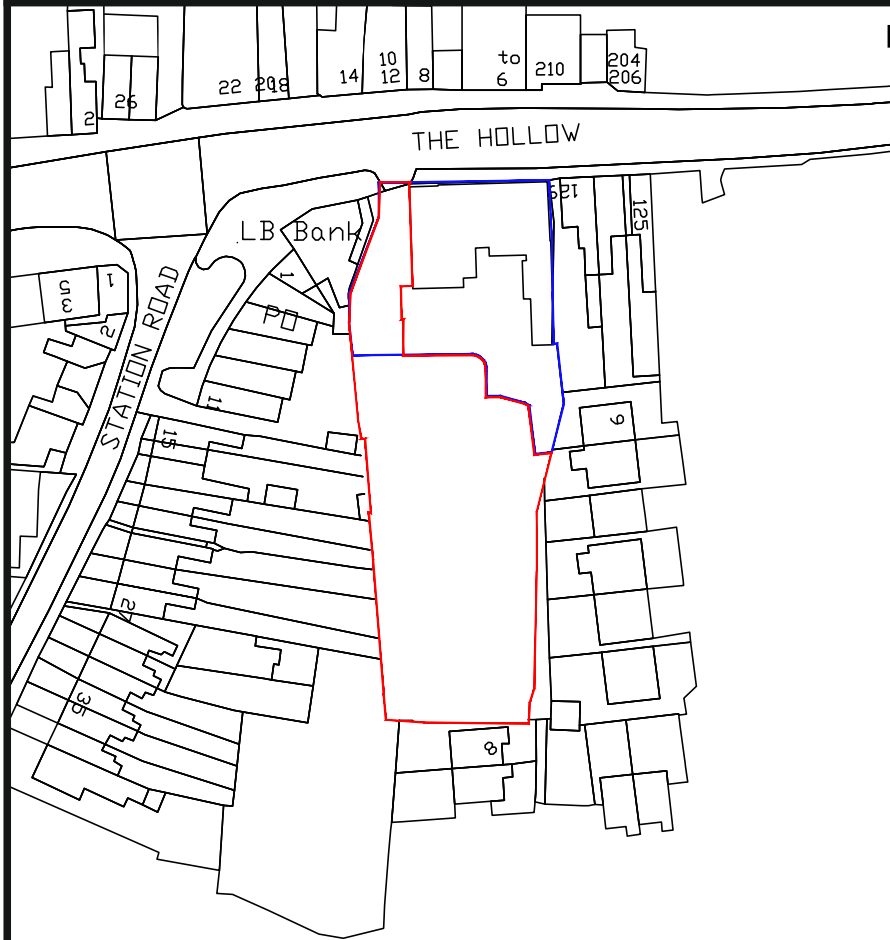
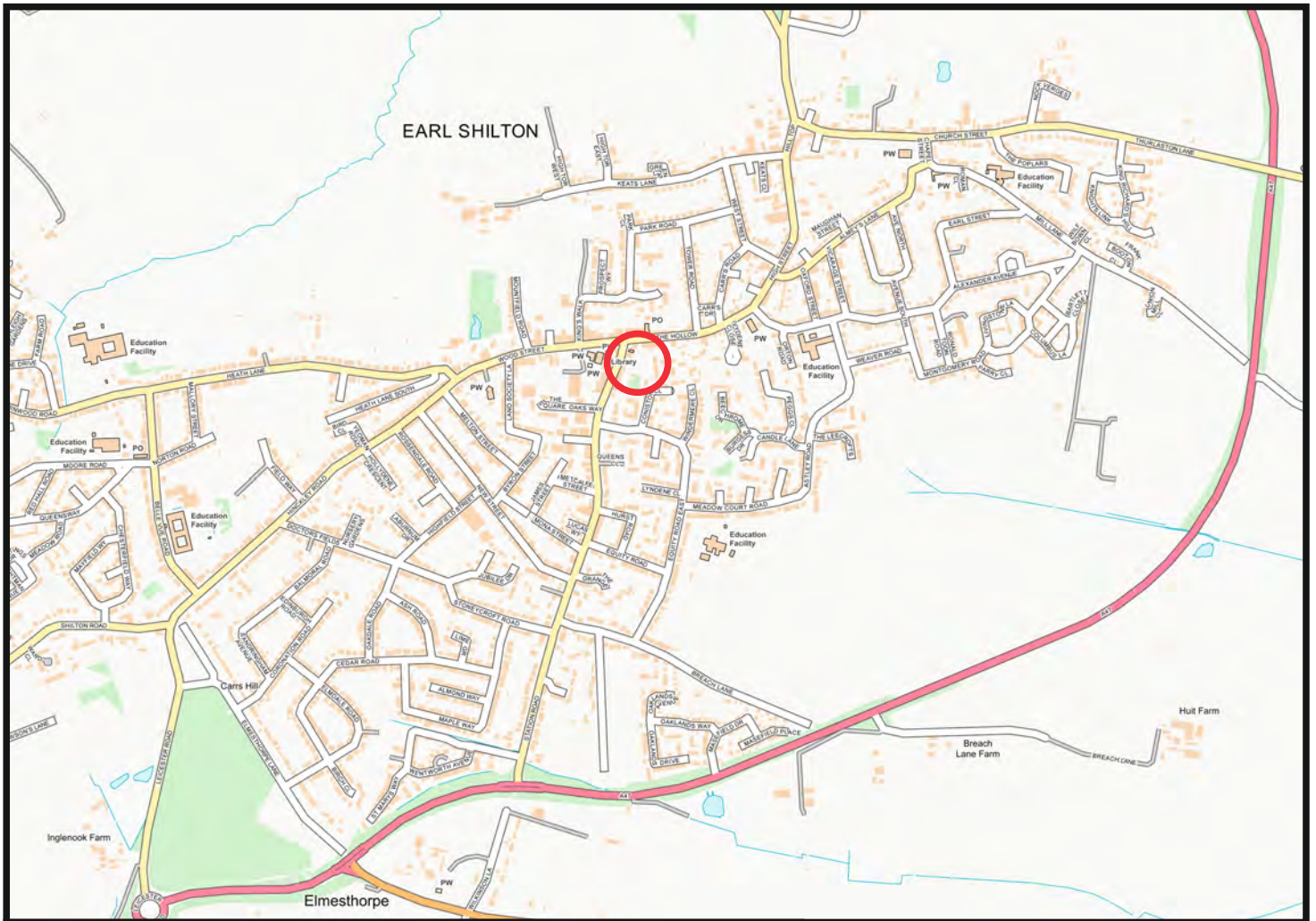


Figure 1: Site Location





Proposed Development Plan

Proposed Trench Plan

