



UNIVERSITY OF
LEICESTER

Archaeological Services

Written Scheme of Investigation for Archaeological Evaluation

Site: Kirkby Moats, 14 Newbold Road, Kirkby Mallory, LE9 7QG

NGR: SK 4551 0183

Client: TJ Hall Limited

Planning Authority: Hinckley and Bosworth Borough Council

Planning Ref: 23/00240/FUL

ULAS Job No: 24-141

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Written Scheme of Investigation for Archaeological Evaluation

1. Introduction

Definition and scope of the project

- 1.1 This document is a Written Scheme of Investigation (WSI) for a programme of archaeological evaluation at Kirkby Moats, 14 Newbold Road, Kirkby Mallory, LE9 7QG, in accordance with National Planning Policy Framework (NPPF): Section 16 Enhancing and Conserving the Historic Environment (DLUHC 2023) and will be submitted to the Planning Archaeologist for approval prior to any archaeological work taking place.
- 1.2 This WSI was commissioned by TJ Hall Limited. The fieldwork specified below is intended to provide preliminary indications of the character and extent of any heritage assets within the Proposed Development Area (PDA) in order that the potential impact of the proposed development on such remains may be assessed by the Planning Authority.

2. Background

Context of the Project

- 2.1 Planning Permission 23/00240/FUL has been granted for the proposed development of a proposed industrial storage unit (Fig. 3). The Planning Archaeologist as advisor to the Planning Authority have requested that archaeological evaluation is undertaken in order to determine the archaeological potential of the proposed site and the impact that the proposed development might have on it (Condition 6).
- 2.2 In consultation with the archaeological advisor to Hinckley and Bosworth Borough Council (Leicestershire County Council Planning Archaeologist) this requires a programme of archaeological trial trenching comprising x2 trenches to be conducted as an initial stage of the proposed development.

Topography and Geology

- 2.3 The proposed development area (PDA) is located off Newbold Road, around 1km north of the village of Kirkby Mallory in Leicestershire.
- 2.4 The British Geological Survey identifies the geology of the area as Gunthorpe Member - Mudstone. Sedimentary. There are overlying glaciofluvial deposits, Mid Pleistocene, Sand and gravel. (BGS; <https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/> accessed 14/02/2024).
- 2.5 The Soilscape website indicates that the soils, will be loamy soils with naturally high groundwater (Soilscape 22 <http://www.landis.org.uk/soilscales/> accessed 14/02/2024).

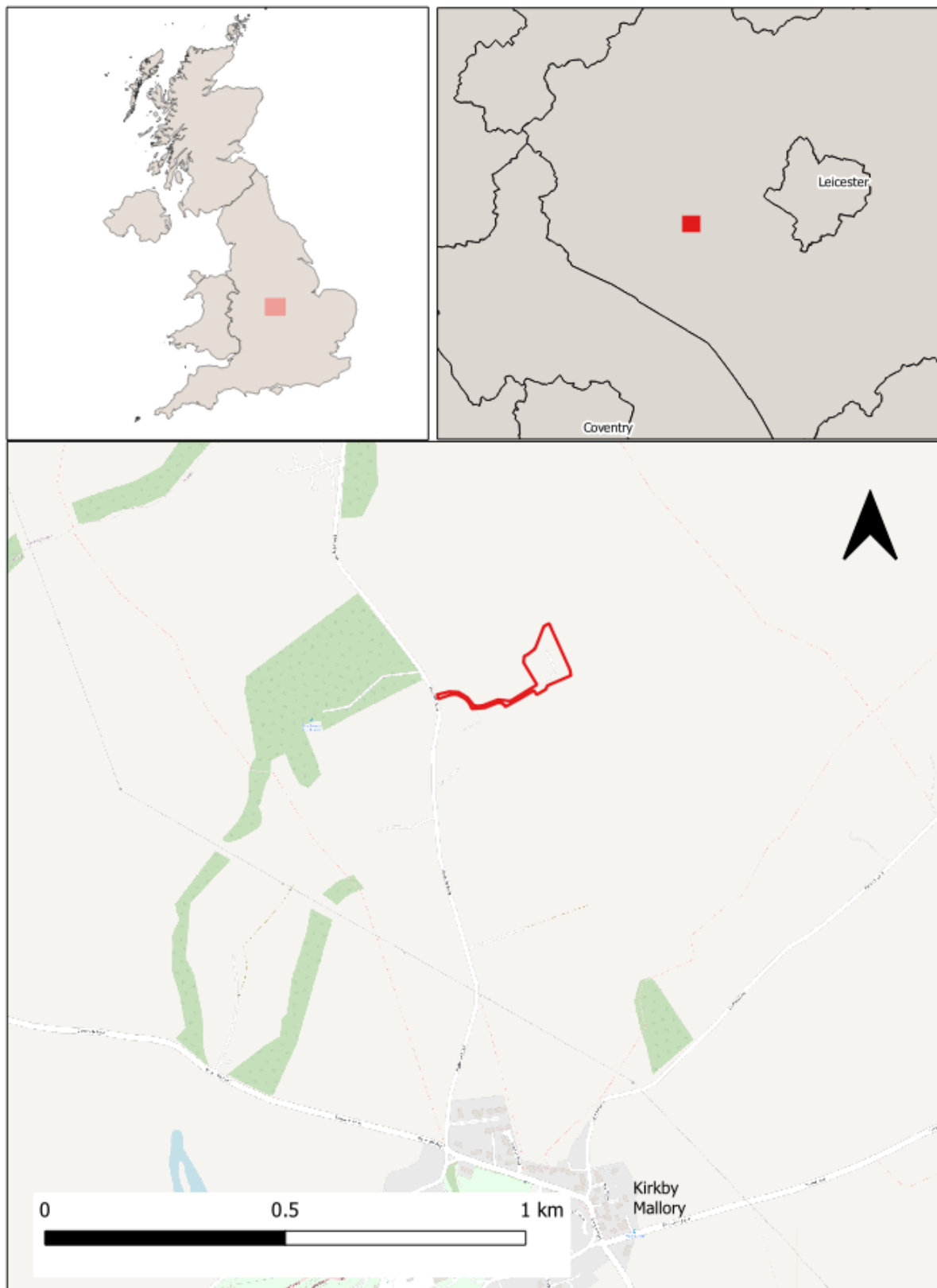


Figure 1: Site Location, within UK, county, and local.
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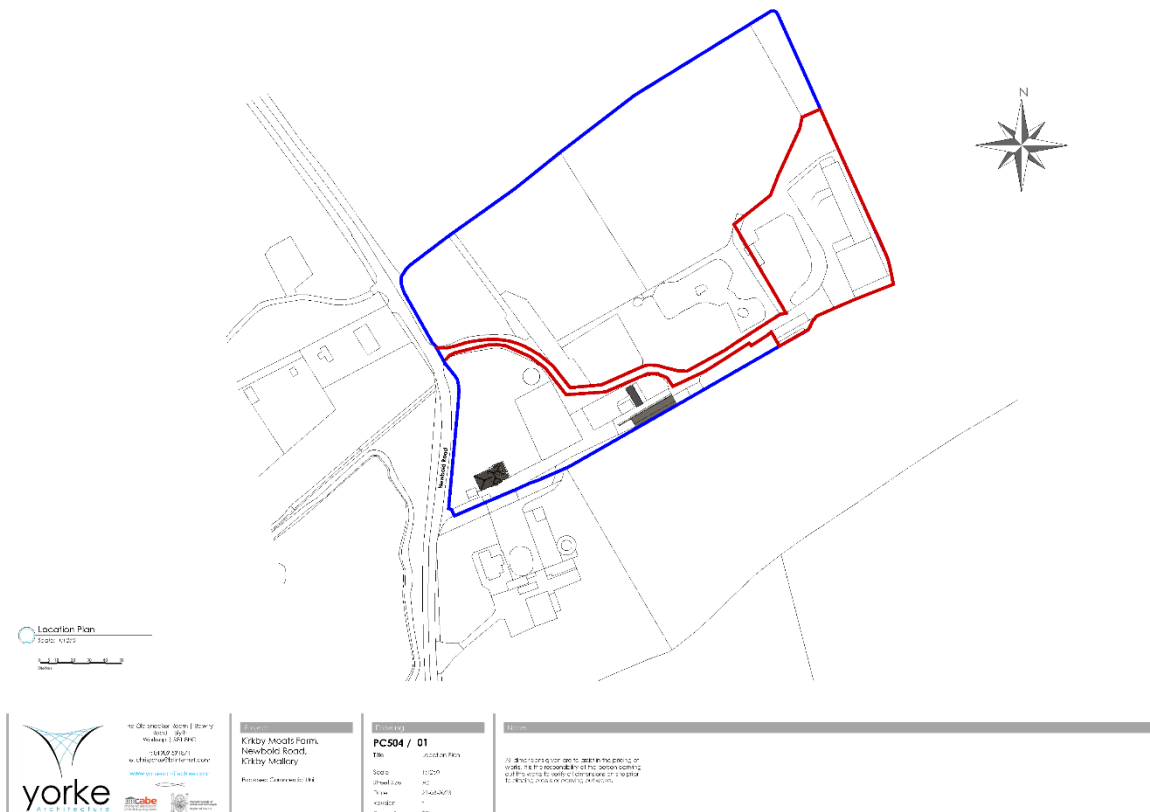


Figure 2: Detailed site location plan (provided by client).

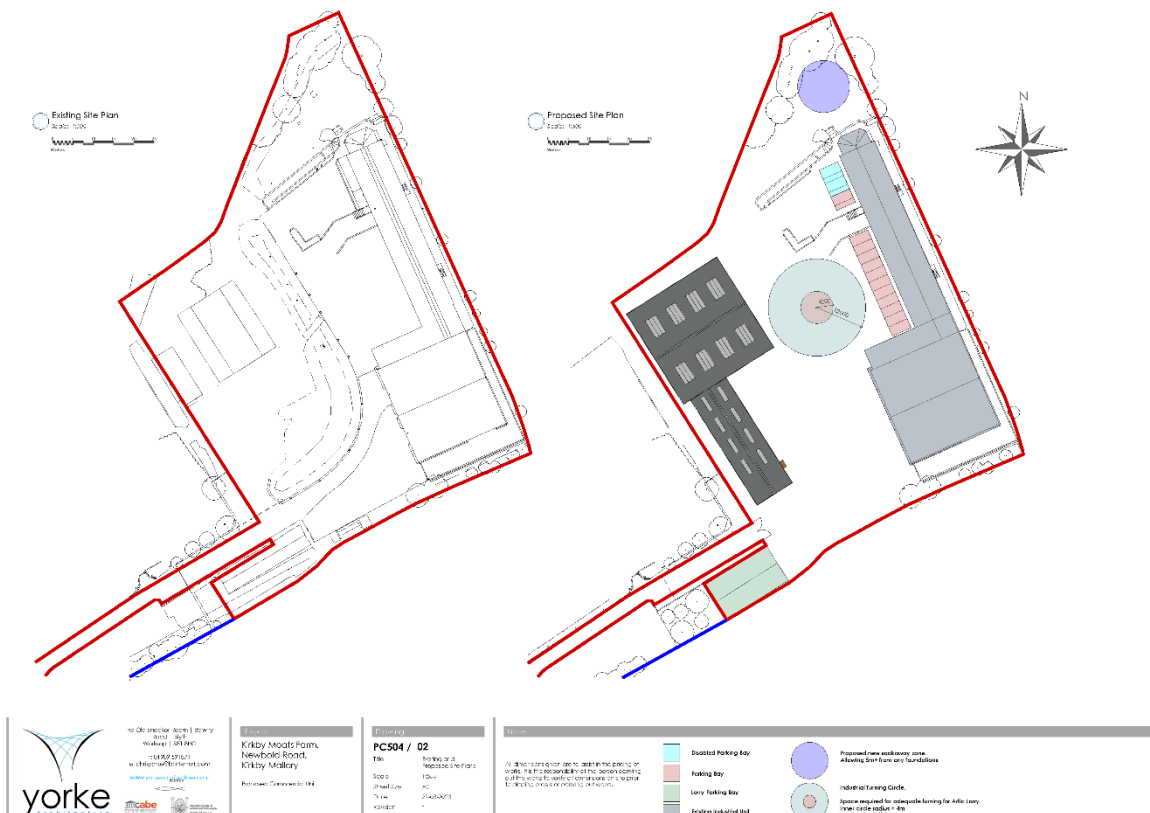


Figure 3: Detailed site location plan, showing proposals (provided by client).

Historical and Archaeological Background

2.6 The Leicestershire Historic Environment Record (HER) has few records in the immediate surrounding area, likely due to the lack of archaeological work. The PDA lays in a remote area, well away from the medieval village cores of Kirkby Mallory to the south and Newbold Verdon to the north. However, the potential for earlier archaeology remains does exist, as to the south-east and north-west of the PDA, there is a possible prehistoric pit alignment (MLE3024, 3031). Recent archaeological work either side of Brascote Lane to the north revealed evidence for prehistoric, Roman, and Anglo-Saxon archaeology (Patrick and Beamish 2021, Clark and Issitt 2022). Of most relevance is the presence of the remains of a medieval / post-medieval moated site (HER ref: MLE3043) within the PDA, data held in the HER was kindly provided to ULAS, and forms the basis of the summary below.

2.7 The remains of a medieval / post-medieval moated site (HER ref: MLE3043) are described as *"Remains of a filled in elaborate complex of water filled features and ditches. Originally the site had three concentric moats, though these are now largely filled in. It might have been garden features or a park lodge"*.

A manor map of 1785 shows the moated site consisting of a central area contained within three moats, this is re-drawn in Hartley 2008, 39. The approximate location has been geo-referenced using earlier and current OS maps and satellite imagery, and is shown on Fig. 4 below).

An early reference supposes that Kirkby Moats is the ancient residence of the Mallorys. Sir Anketil Malory (1341–1393, a knight and governor of the castle and town of Leicester) then sold the land in the reign of Edward III (presumably in the 1360s-70s) to Leicester Abbey. In 1540 the land was sold to Thomas Harvey, he died in 1544 and was believed to have lived at *"the moats, the ancient residence...of the Mallorys"* (Anon 1824, 32). Nicholls notes this is recorded on Harvey's gravestone in Peckleton church, and that Kirkby Hall was rebuilt in the mid 18th century (Nicholls 1811).

In 1872 the moats were described as: *"The area in the centre as well as the square canals of water that encircle it, are tolerably perfect and the whole being surrounded by majestic trees, afford an object at a distance and on a nearer survey form a gloomy appearance"* (Nichols 1872).

The first edition Ordnance Survey map of 1880 shows the moats within a wood. Later editions show wood clearance, they are last shown in detail in the 1960 map.

In 1907 the moats were described as *"almost square in plan, with each side measuring about 500ft (152.4m) in length. The centre plateau, 90ft (27.4m) square, is surrounded by three ditches and a triple vallum. The innermost moat is 11ft (3.35) deep and over 45ft (13.7m) wide; this is surrounded by a vallum 17ft (5.18m) in height: the middle moat, not so wide as the inner one, is filled up on the eastern side for length of 30ft (9.1m), thereby creating a rectangular platform between the two earthen walls. Another platform is found on the same side near the NE angle, and this is pierced by a short arm of the inner moat which penetrates its eastward to the confines of the outer moat, providing an elongated pit. An entrance path curves across the two outer aggers*

at the NE angle of the works. Indications of two other entrances are at the SE angle, and in the north side towards the NW angle." (Wall 1907, 268).

By 1954 the earthworks were recorded as being largely levelled (TLAHS 1954). A record in 1974 records a Mr Thurnstone, who lived opposite the site, who observed infilling of the moats in 1963 with the upstanding banks using a bulldozer. He stated that no building stone or evidence for dwellings were observed.

Further infilling of the ditches occurred between 1981 and 1997, by 1997 only two sections of the middle ditch (moat) were wet, though other sections of ditch were visible as shallow depressions in the pasture. This remains the case in 2023.

Hartley noted that "*...this as a large and complex moated site with three concentric moats, one outside the other. It was used as a rubbish tip in the 1980s and largely filled in by 1980, so it is difficult now to say much about its original function. There is a possibility it could be a C15th garden feature. It was located in an isolated part of the parish and might perhaps have been a park lodge*" (Hartley 2008, 39).

An undated aerial photograph (likely 1980s) shows barn structures over the area of the proposed new building. The AP also shows additional survival of the moats elsewhere on the site. Satellite images in 2020 show a small barn structure in the NW corner of part of the new proposed building. By 2006 a larger barn structure occupied the NE area of part of the new proposed building. This was demolished and cleared recently.

Archaeological Potential

- 2.8 The proposed development of a new industrial storage unit, may lie on the eastern edge of the medieval / post medieval moated site, potentially over the outer ditch. This may have been for a medieval manor house, park lodge, or a fish breeding complex. 20th century infilling of the ditches, and other development, may have impacted and truncated these remains, although evidence could still exist.

3. Aims and Objectives

- 3.1 The main aim of the evaluation is to provide information on any archaeological remains in order for the local planning authority to make informed recommendations and to identify an appropriate mitigation strategy for the proposed development.
- 3.2 The main objectives of the archaeological work are:
- To identify the presence/absence of any archaeological deposits.
 - To characterise the extent, date range, character, condition and significance of any archaeological deposits to be affected by the ground works.
 - To excavate and record archaeological deposits uncovered during the work.
 - To establish the ecofactual and environmental potential of any archaeological deposits and features encountered.
 - Interpret the archaeology of the site within its local, regional, and national, archaeological context.
 - To advance understanding of the heritage assets and establish the relationship of any remains within the wider landscape.
 - To produce a report and archive of the results.

Research Objectives

- 3.3 The site has the potential to add to research objectives mainly from the Medieval and post-medieval periods, identified within the East Midlands Historic Environment Research Framework <https://researchframeworks.org/emherf/introducing-the-research-agenda/>
- 3.4 The known presence of a medieval / post medieval moated site within the PDA, shows that the site contains likely contains remains that could contribute to the following Research Objectives:
- High Medieval: 7.2 Manors and manorial estates (7F Investigate development, structure and landholdings of manorial estate centres)
 - Post-medieval 8.2 Country houses and gardens (8D investigate developments in estate and garden design and landscape contexts)
- 3.5 These research aims have been identified based on the current state of knowledge within the area of the scheme and will be re-assessed and updated during the course of the fieldwork.

4. Constraints

- 4.1 A line search survey was carried out prior to this WSI being compiled. No known buried services were identified within the site. However, the area will be checked with a CAT scanner before excavation takes place.

5. Methodology

- 5.1 All work will be carried out in accordance with the Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for Archaeological Field Evaluation* (2020c) and Code of Conduct (2022a) <https://www.archaeologists.net/codes/cifa> .
- 5.2 Any significant variations to the proposed methodology set out below will be discussed and agreed with the planning archaeologist and the client in advance of implementation.
- 5.3 The accession number (X.A27.2024) will be used to identify all records and artefacts.
- 5.4 Prior to any machining, general photographs of the site will be taken.
- 5.5 Evaluation trenches will be set out on OS National Grid (NGR) co-ordinates using an appropriate methodology. The position and size of trenches may be adjusted on site to account for constraints, with the approval of the planning archaeologist.
- 5.6 Excavation will be carried out by the client's contractor with a machine appropriate for the work fitted with a flat-bladed bucket to expose the underlying strata.
- 5.7 Topsoil and overburden will be removed carefully in level spits, under continuous archaeological supervision. The assessment area will be excavated down to the top of archaeological deposits or natural undisturbed ground, whichever is reached first. Where structures, features or finds appear to merit preservation in situ, they will be adequately protected from deterioration.
- 5.8 A total of two trenches (Trench 1 c25m long, Trench 2 and c15m long). Both 1.8m wide, up to 3.5m wide over area of possible ditch, to allow for deeper investigation of possible ditch/moat. Proposed to cross the likely outer ditch of the moated site, within

the area of the proposed development area (Fig. 4 & 5), while avoiding the site constraints (an upstanding barn).



Figure 4: Proposed Trench plan overlay on existing and proposed plans, grey shade denotes likely location of infilled ditches of moated site (the latter after Hartley 2008, 39).



Figure 5: Detailed view of proposed trench plan overlain on existing and proposed plans, grey shade denotes possible location of infilled ditches from moated site.

- 5.9 All exposed features will be investigated by hand excavation. Archaeological deposits will be recorded and excavated using standard ULAS procedures as set out in the ULAS recording manual (ULAS 2022) or using 'Diggit' digital recording -methods <https://www.diggitarchaeology.com/> . Particular emphasis will be placed upon retrieving a stratigraphic sequence and upon obtaining details of the phasing of the site.
- 5.10 Sufficient proportions of any archaeological features or deposits will be hand excavated in order to provide the stratigraphic and chronological sequence of deposits, recognising and excavating structural evidence and recovering economic, artefactual and environmental evidence.
- 5.11 Unless otherwise agreed with the planning archaeologist, standard sample excavation will include

discrete archaeological features pits, postholes, etc.	50% of will be excavated unless their common / repetitious nature suggests they are unlikely to yield significant new information or unless their size or content suggests that 100% would be preferable.
linear features (boundary features, ditches, gullies, trackways, pathways etc.)	10% of each targeting terminals and intersections, with slots measuring at least 1m in width wherever possible. If these are repeated in multiple trenches then a flexible approach will be adopted to the location of excavation samples.
Bulk horizontal deposits	Depending on the area, a sufficient amount will be excavated to identify the date and nature
Stone structures or other buildings	These will be exposed and recorded as far as possible
Funerary/ritual activity and domestic/industrial deposits including potential ovens and hearths	Depending on their extent and nature these will be recorded and a strategy for their preservation or excavation has been developed.
Tree throw holes/ possible natural or geological features	A sample will be excavated sufficient to establish the nature of the features.

- 5.12 Metal detecting of exposed features and spoil may be undertaken during the excavations to aid in the recovery of finds.
- 5.13 A record of the full extent in plan of all archaeological deposits encountered will be made using an appropriate system related to the OS grid. Measured drawings of all archaeological features will be prepared and tied into the overall site plan. Relevant OD heights will be taken as appropriate.
- 5.14 A photographic record of the investigations will be prepared. This will include photographs illustrating in both detail and general context the principal features and finds discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological work.
- 5.15 All photographs (except general or publicity shots) will be taken with a high-resolution digital camera and will include a suitable scale bar, north arrow and information to identify the site and where appropriate the context.
- 5.16 The photographic record will follow the standards set out in Historic England 2015, *Digital Image Capture and File Storage* and the standards required by Archaeology Data Service (ADS) for storage and archiving: <https://archaeologydataservice.ac.uk/advice/Downloads.xhtml>
- 5.17 This record will be compiled and checked during the course of the excavations, and all site records and finds will be kept securely.

Monitoring

- 5.18 Notification of the start of the site works will be made to the Planning Archaeologist prior to commencement of the archaeological work in order that monitoring arrangements can be made.
- 5.19 Internal monitoring procedures will be undertaken including reports/photos or visits to the site by the project manager. These will ensure that project targets are met and professional standards are maintained. Provision will be made for external monitoring meetings with representatives of the Planning Archaeologist, Local Planning Authority and the Client, if required, subject to the health and safety requirements of the site.

Contingency Provisions

- 5.20 While ULAS attempts to foresee and make allowances for all possible site-specific constraints, there may on occasion be unusual circumstances which have not been included in the programme or quote, which may entail additional costs and/or time for the client. These could include: unavoidable delays due to bad weather, vandalism, poor ground conditions, areas requiring shoring or stepping, unknown contamination or services, further work required by the Planning Archaeologist (e.g. changes to trenches, extra trenches, excavation sample sizes) or significant archaeological deposits that may require specialist input.
- 5.21 In the event of potentially significant archaeological deposits being found or further work being required for which the resources allocated are not sufficient or which are of sufficient significance to merit an alternative approach the archaeologist will inform the client, the Planning Archaeologist and the Local Planning Authority in order for detailed discussion between all relevant parties to take place. Following assessment of the archaeological remains ULAS shall, if required, implement an amended scheme of investigation on behalf of the client as appropriate.
- 5.22 If significant quantities of unexpected finds are recovered during the fieldwork it may be necessary to renegotiate additional post-excavation analysis and reporting costs

6. Finds

- 6.1 Finds will be hand-collected on site from stratified deposits and where considered important from unstratified contexts. Where significant quantities of industrial waste or ceramic building material are found an on-site selection and recording strategy will be developed in consultation with the specialist. All finds will be bagged by context, and small finds will be allocated a unique small find number and bagged separately. All artefacts will be processed and analysed in accordance with *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA 2020) and the relevant ClfA Toolkits.

Treasure

- 6.2 In the event of discovery of artefacts that might constitute Treasure under the definition of The Treasure Act 1996 and its revisions (Treasure (Designation) Order 2002), these will be excavated and removed to a safe place. The Client, Coroner, the Planning Archaeologist and the Finds Liaison Officer (FLO) will be informed immediately. A treasure receipt will be completed and submitted to the Coroner's Office and the FLO within 14 days.

Human Remains

- 6.3 If human remains are encountered they will be left in situ. ULAS will inform the Client the Planning Archaeologist and the coroner immediately. If excavation of human remains is required ULAS will obtain a Ministry of Justice Licence (Section 25 of the Burial Act 1857). All excavation and post-excavation will also be in accordance with the standards set out in ClfA Technical Paper 7: Guidelines to the Standards for Recording Human remains (Brickley and McKinley 2004) and Updated Guidelines to the Standards for Recording Human Remains (ClfA 2017). The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice License.

7. Environmental Samples

- 7.1 All environmental work will be undertaken in accordance with *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (Campbell et al 2011) and if necessary, in consultation with the Historic England Regional Science Advisor.
- 7.2 The following environmental sampling strategy will be adopted in consultation with the ULAS Environmental Officer.
- A representative selection of features will be sampled on a judgmental basis; covering all feature types, phases and areas across the site. The criteria for selection will be that deposits are well-sealed and with little obvious intrusive or residual material.
 - Spot samples will be taken where visible concentrations of environmental remains are located.
- 7.3 All collected samples will be labelled with the accession number, context and sequential sample numbers.

Bulk samples

- 7.4 Bulk samples should either be 40 - 60 litres or the whole context depending on size, this is for the recovery of carbonised and mineralized plant remains, small animal bones, molluscs and industrial residues.
- 7.5 Flotation will be carried out using a York tank with a 0.5mm mesh and a 0.3mm flotation sieve.
- 7.6 The heavy residue will be separated into over 4mm and under 4mm fractions. The heavy residue will be sorted by eye for finds in its entirety, apart for the under 2mm for which a proportion will be rapidly assessed under a microscope and only sorted if a high potential for remains is considered by the Environmental Project Officer.
- 7.7 All flots will be scanned for plant remains and other artefact types. Those which contain significant quantities or material of interest will be analysed.

Waterlogged

- 7.8 If features are thought to contain waterlogged deposits discussions with the Environmental Project Officer will determine their potential for the recovery of waterlogged plant remains, insects and pollen. Appropriate and targeted sampling strategies will be applied for the recovery of this material. This may include columns

and associated samples, typically 20 litres in volume as recommended in the guidance. We will seek further advice during site work with the specific external specialists who will analyse the material as to whether the sampling strategy being employed is appropriate.

Other specialist samples

- 7.9 In the event where other specialist sampling is required (eg. geochemical and micromorphological), advice will be sought from the Historic England Science Advisor in co-ordination with the appropriate external specialist.

Scientific Dating

- 7.10 The selection of material for radiocarbon dating will be determined following the assessment of environmental remains in line with national guidance and standards (Bayliss and Marshall 2022). Three key deposit types will be considered for radiocarbon dating:

- Articulated (joining joint elements) animal or human remains (they are unlikely to have moved far from the point of deposition)
- Concentrated dump/ single deposition of charred plant remains
- When neither animal bone or charred plant remains are available if there is a concentration of charcoal (preferably roundwood) this is targeted

Where possible multiple samples will be submitted for dating from the same context to ensure the validity of the results.

- 7.11 Consideration will also be given to the use of Dendrochronology, Archaeomagnetic and Optical Luminescence Dating (OSL). Specialists will be consulted and undertake the site work, analysis and reporting.

8. Timetable and Personnel

- 8.1 An exact date for the work has yet to be fixed; it is likely to take place in Spring 2024, subject to approval of the WSI.
- 8.2 This project will be under the management of Dr Gavin Speed (MCIfA). The Project Manager will direct the overall conduct of the excavation as required during the period of fieldwork. Day to day responsibility will rest with the Site Supervisor who will be on-site throughout the project.
- 8.3 The site supervisor will carry out the post-excavation work, with time allocated within the costing of the project for analysis of any artefacts found on the site by the relevant in-house specialists at ULAS.
- 8.4 ULAS uses in-house and external specialists for post-excavation work as follows

Post-excavation Project Management	Alice Forward PhD FSA
Environmental analysis and reporting:	Rachel Small PhD MCIfA Will Johnson MA
Prehistoric and Roman Pottery:	Nicholas Cooper BSc, Dip post-ex, FSA, MCIfA Elizabeth Johnson BSc MA (Roman pottery) member SGRP
Post-Roman Pottery:	Paul Blinkhorn BA (external)

	Alice Forward PhD FSA
Animal bone	Jennifer Browning BA, MA, MCIfA Rachel Small PhD MCIfA Will Johnson MA
Human bone	Jennifer Browning BA, MA, MCIfA Rachel Small PhD MCIfA York Osteological Unit (external)
Small Finds	Nicholas Cooper BSc, Dip post-ex, FSA, MCIfA Heidi Addison BA
Lithics	Wayne Jarvis MA MCIfA
Ceramic Building Material	Andy Hyam MA
Industrial residues and building materials	Heidi Addison BA
Wood/Geoarchaeology	Matthew Beamish, MA (Cantab), MCIfA Wood: Michael Bamforth BSc MA MCIfA (external) Geoarchaeology: Andrew J Howard PhD MCIfA (external)

9. Post Excavation Analysis and Reporting

- 9.1 All artefacts and samples will be processed, assessed, conserved and packaged in accordance with ClfA (2020b), ULAS procedures and the relevant Museums guidelines for transferring archaeological archives.
- 9.2 Specialist reports will be prepared as per the ClfA Toolkit for Specialist Reporting <https://www.archaeologists.net/reporting-toolkit>
- 9.3 A report and archive of the results of the archaeological evaluation is required regardless of what is found and will be produced following the completion of the fieldwork programme.
- 9.4 The draft report will include:
- A non-technical summary
 - The aims and methods adopted in the course of the evaluation.
 - A description of the nature, extent, date, condition and significance of all archaeological deposits recorded during groundworks
 - Appropriate illustrative material including maps, plans, sections, drawings and photographs.
 - A summary of artefacts, specialist reports and a consideration of the evidence within its local, regional, national context.
 - An index of the contents and location of the archive.
 - Bibliography.
- 9.5 A draft digital version of the report will be provided for the client, the Planning Archaeologist and the Local Planning Authority for approval. Once approved the final report will be deposited with the Historic Environment Record on the understanding that it will become a public document after an appropriate period of time.

Publication and dissemination of results

- 9.6 Arrangements will be made for an appropriate level of academic publication of the results of the excavations. As a minimum, a brief site summary in text format will be

provided for the local archaeological journal (Transactions of the Leicestershire Archaeological and Historical Society). Where wider dissemination is appropriate and the significance of the results warrant, a full copy of the report in an appropriate format shall be submitted for publication in relevant academic journals.

- 9.7 The copyright of all original finished documents shall remain vested in ULAS and ULAS will be entitled as of right to publish any material in any form produced as a result of its investigations under the *Copyright, Designs and Patents Act 1988*. ULAS provides exclusive licence to the client for the use of such documents by the client and/or commissioning agent in all matters directly relating to the project.
- 9.8 Licence will also be given to the archaeological curators (Planning Archaeologists, Historic Environment Record and Archive Repository) to use the documentary archive for educational, public and research purposes.
- 9.9 ULAS uploads all digital reports (subject to confidentiality agreements) to OASIS. An online OASIS form will be completed detailing the results of the project. Once a report has become a public document following its incorporation into the HER it will be uploaded onto the web-site.

Archive Deposition

- 9.10 Following the fieldwork, the landowner will be required to complete a transfer of title form to transfer ownership of the archive to Leicestershire County Council Museum Collections. The indexed, site archive will be prepared and deposited with the agreed museum in accordance with their guidelines (Leicestershire Museums 2022) and national standards (ClfA 2020b). Within each specialist report recommendations will be made regarding the selection and retention policy for the material being reported on (ClfA 2022).
- 9.11 The digital archive will be deposited with the Archaeological Data Service ADS: <https://archaeologydataservice.ac.uk/>).

10. Data management

- 10.1 All digital data created during the project will be held on University of Leicester Servers which are backed-up on a daily basis. Following the completion of the post-excavation phase, data will be selected for the final digital archive in accordance with ULAS Procedures and ADS guidelines and terms and conditions (Appendix 2).
- 10.2 Data produced by sub-contractors will be granted under license for inclusion in the digital archive.

11. Public Engagement and Publicity

- 11.1 The work is small scale and not anticipated to be suitable for public involvement or participation during the course of the fieldwork. However, the results will be made available via the ADS website, publication and if significant archaeological deposits are found talks and presentations to the local population can be provided.
- 11.2 ULAS shall acknowledge the contribution of the Client in any displays, broadcasts or publications relating to the site or in which the report may be included.

12. Health and Safety

- 12.1 All work will be conducted in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, University of Leicester Statement Of Safety Policy Health and Safety and Environmental policies as well as any Principal Contractor's policies or procedures. A site-specific Risk Assessment and Method Statement will be formulated prior to commencement of fieldwork. This will be monitored on site and updated as necessary.
- 12.2 The safety of ULAS staff will take priority over the desire to record archaeological deposits. Where excavated evaluation trenches present a health and safety risk due to depth or unstable edges these will be completely or partly backfilled in order to make the site environs safe. Appropriate recording defined by a dynamic risk assessment will take place prior to backfilling.

13. Insurance

- 13.1 All ULAS work is covered by the University of Leicester's Public Liability, Professional Indemnity and Employers Liability Insurance as documented in the RAMS.

14. Quality Assurance

- 14.1 ULAS is a Registered Organisation (RO) with the Chartered Institute for Archaeologists. All ULAS Project Managers hold Member status and all ULAS Projects are overseen by the Project Manager who is responsible for the quality of the project.
- 14.2 All projects have a dedicated project manager who is responsible for the quality of the work involved and responsibility for ensuring compliance with ULAS and ClfA standards. All completed reports and publications are checked by a senior member of staff prior to dissemination.

15. Staff Training and CPD

- 15.1 All ULAS staff are subject to University of Leicester's Personal Development Discussion (PDD) strategy which reviews personal performance, identifies targets and areas for improvement and identified the need for appropriate. All members of staff are required to maintain a Personal Development Plan.

16. Bibliography

(All websites accessed February 2024)

Archaeology Data Service: <https://archaeologydataservice.ac.uk/advice/Downloads.xhtml>

Bayliss, A and Marshall, P. 2022 Radiocarbon dating and chronological modelling: guidelines and best practice. London: Historic England

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APPENDIX 1: Selection Strategy

Selection Strategy: Job No: 24-141 Kirkby Moats, 14 Newbold Road, Kirkby Mallory, LE9 7QG Version: 14/2/24

Project Information		
Project Management		
Project Manager	G. Speed	
Archaeological Archive Manager	Alice Forward, Heidi Addison	
Organisation	ULAS	
Stakeholders		Date Contacted
Collecting Institution(s)	Leicestershire County Council Museum Collections	14/2/24
Project Lead / Project Assurance	(LCC Planning Archaeologist)	Date WSI sent
Landowner / Developer	TJ Hall Limited	Date WSI sent
Other	Agent if there is one	
Resources		
Resources required	NA	
Context		
This selection strategy has been produced using the Written Scheme of Investigation (WSI). No special requirements for selection have been identified from Leicestershire Museums Service so national archiving guidelines have been used. The archive will be produced and deposited in Line with The Transfer of Archaeological Archives to Leicestershire County Council Museum Collections. The site lies contains potential for medieval and post-medieval remains related to a moated site. If such remains are found they could contribute to research objectives identified within the East Midlands Historic Environmental Heritage Research Frameworks.		

1 – Digital Data

Stakeholders

Post-excavation Project Manager: Alice Forward

IT Officer: Matt Beamish

Project manager: G. Speed

Archaeological Data Service (ADS)			
Selection			
Attached as Appendix 2 to this WSI.			
De-Selected Digital Data			
Attached as Appendix 2 to this WSI.			
Amendments			
Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders			
Project Manager, Site Director, Archives Team, Planning Archaeologist, Museum Curator			
Selection			
Site Paperwork is security scanned and be kept in the online project folder. All site paperwork is security scanned to the online project folder and included in the final permanent archive. All Digital data will be kept in the online project folder. All specialist recording and data will be included in the online project folder and the archive All digital photos will be printed as contact sheets as well as kept in the online project folder The final grey literature report will be included in the project archive Selection Review Points are: • Project Planning (WSI) • Data gathering (during & post fieldwork) • Assessment & analysis • Compilation of archive CifA (Chartered Institute for Archaeologists) 2020b, Standard and guidance for the creation, compilation, transfer and deposition of Archaeological Archives ADS: https://archaeologydataservice.ac.uk/			
De-Selected Digital Data			
Any personal data and financial information will be deselected using standard UoL procedures			
Amendments			
Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	Stone & Lithics	Section 3.	1
Stakeholders			
ULAS Post-excavation Project Manager, ULAS Finds Supervisor, Finds Specialist, Planning Archaeologist, Museum Curator			
Selection			
Find Type	Selection Strategy	Stakeholders	Review Points
Unworked flint	Not collected/discarded	Finds Specialist, Planning Archaeologist, Museum Curator	Fieldwork;

Worked flint	collected and recorded in full and retained as part of the finds archive	Finds Specialist, Archaeologist, Curator	Planning Museum	Fieldwork; Processing; Recording; Archive compilation
Heat affected stone	recorded and discarded if unworked or unstratified	Finds Specialist, Archaeologist, Curator	Planning Museum	Fieldwork; Processing; Recording; Archive compilation
Masonry	collected and recorded in full and discarded if appropriate	Finds Specialist, Archaeologist, Curator	Planning Museum	Fieldwork; Processing; Recording; Archive compilation

Uncollected Material

Unstratified finds (e.g. from topsoil or subsoil) will be uncollected although their presence may be recorded.

De-Selected Material

Once processed and recorded as appropriate, deselected objects may be assessed for use in handling collections. Otherwise they will be disposed of using the UoL discard service.

Amendments

Date	Amendment	Rationale	Stakeholders

Material type	Ceramics - Pottery		Section 3.	2
Stakeholders				
ULAS Post-excavation Project Manager, ULAS Finds Supervisor, Finds Specialist, Planning Archaeologist, Museum Curator				
Selection				
Find Type	Selection Strategy	Stakeholders		Review Points
Prehistoric pottery	collected and recorded in full and retained as part of the finds archive	Finds Specialist, Archaeologist, Curator	Planning Museum	Fieldwork; Processing; Recording; Archive compilation
Roman pottery	collected and recorded in full and retained as part of the finds archive	Finds Specialist, Archaeologist, Curator	Planning Museum	Fieldwork; Processing; Recording; Archive compilation
Post-Roman pottery	collected and recorded in full and retained as part of the finds archive	Finds Specialist, Archaeologist, Curator	Planning Museum	Fieldwork; Processing; Recording; Archive compilation
Post-medieval and Modern pottery	collected and recorded and discarded if appropriate depending on context	Finds Specialist, Archaeologist, Curator	Planning Museum	Fieldwork; Processing; Recording; Archive compilation
Uncollected Material				
Unstratified finds (e.g. from topsoil or subsoil) will be uncollected although their presence may be recorded.				
De-Selected Material				
Once processed and recorded as appropriate, deselected objects may be assessed for use in handling collections. Otherwise they will be disposed of using the UoL discard service.				

Amendments			
Date	Amendment	Rationale	Stakeholders

Material type	Ceramics - CBM	Section 3.	3
Stakeholders			
ULAS Post-excavation Project Manager, ULAS Finds Supervisor, Finds Specialist, Planning Archaeologist, Museum Curator			
Selection			
Find Type	Selection Strategy	Stakeholders	Review Points
Tile	collected and recorded in full and a sample retained if appropriate	Finds Specialist, Archaeologist, Planning Museum Curator	Fieldwork; Processing; Recording; Archive compilation
Brick	collected and recorded in full and a sample retained if appropriate	Finds Specialist, Archaeologist, Planning Museum Curator	Fieldwork; Processing; Recording; Archive compilation
Burnt clay/daub	collected and recorded in full and a sample retained if appropriate	Finds Specialist, Archaeologist, Planning Museum Curator	Fieldwork; Processing; Recording; Archive compilation
Uncollected Material			
Unstratified finds (e.g. from topsoil or subsoil) will be uncollected although their presence may be recorded. Modern building materials or debris will not be collected but may be recorded depending on the context.			
De-Selected Material			
Once processed and recorded as appropriate, deselected objects may be assessed for use in handling collections. Otherwise they will be disposed of using the UoL discard service.			
Amendments			
Date	Amendment	Rationale	Stakeholders

Material type	Metal	Section 3.	4
Stakeholders			
ULAS Post-excavation Project Manager, ULAS Finds Supervisor, Finds Specialist, Planning Archaeologist, Museum Curator			
Selection			
Find Type	Selection Strategy	Stakeholders	Review Points
Metal fragments including nails	collected and recorded in full and a sample retained if appropriate	Finds Specialist, Archaeologist, Planning Museum Curator	Fieldwork; Processing; Recording; Archive compilation
Coins	collected and recorded in full and retained as part of the finds archive	Finds Specialist, Archaeologist, Planning Museum Curator	Fieldwork; Processing; Recording; Archive compilation

Small Finds	collected and recorded in full and retained as part of the finds archive	Finds Specialist, Archaeologist, Curator	Planning Museum	Fieldwork; Processing; Recording; Archive compilation
Metal working waste	collected and recorded as appropriate depending on amount and type. May be recorded on site and subject to deselection depending on amount and context	Finds Specialist, Archaeologist, Curator	Planning Museum	Fieldwork; Sampling strategy; Processing; Recording; Archive compilation

Uncollected Material

Unstratified finds (e.g. from topsoil or subsoil) will be uncollected although their presence may be recorded.

De-Selected Material

Once processed and recorded as appropriate, deselected objects may be assessed for use in handling collections. Otherwise they will be disposed of using the UoL discard service.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

Material type	Organics	Section 3.	5
Stakeholders			
ULAS Post-excavation Project Manager, ULAS Finds Supervisor, Finds Specialist, Planning Archaeologist, Museum Curator			
Selection			
Find Type	Selection Strategy	Stakeholders	Review Points
Shell	collected and recorded in full and a sample retained if appropriate	Finds Specialist, Archaeologist, Curator	Planning Museum Fieldwork; Processing; Recording; Archive compilation
Leather	collected and recorded in full and a sample retained if appropriate	Finds Specialist, Archaeologist, Curator	Planning Museum Fieldwork; Processing; Recording; Archive compilation
Animal Bone	collected and recorded in full and retained as part of the finds archive.	Finds Specialist, Archaeologist, Curator	Planning Museum Fieldwork; Sampling Strategy Review Processing; Recording; Archive compilation
Wood	collected and recorded in full and a sample retained if appropriate	Finds Specialist, Archaeologist, Curator	Planning Museum Fieldwork; Processing; Recording; Archive compilation
Uncollected Material			
Unstratified finds (e.g. from topsoil or subsoil) will be uncollected although their presence may be recorded.			

De-Selected Material			
Once processed and recorded as appropriate, deselected objects may be assessed for use in handling collections. Otherwise they will be disposed of using the UoL discard service.			
Amendments			
Date	Amendment	Rationale	Stakeholders

Material type	Glass		Section 3.	6
Stakeholders				
ULAS Post-excavation Project Manager, ULAS Finds Supervisor, Finds Specialist, Planning Archaeologist, Museum Curator				
Selection				
Find Type	Selection Strategy	Stakeholders	Review Points	
Bulk finds	collected and recorded in full and a sample retained if appropriate	Finds Specialist, Planning Archaeologist, Museum Curator	Fieldwork; Processing; Recording; Archive compilation	
Small finds	collected and recorded in full and retained as part of the finds archive.	Finds Specialist, Planning Archaeologist, Museum Curator	Fieldwork; Processing; Recording; Archive compilation	
Uncollected Material				
Unstratified finds (e.g. from topsoil or subsoil) will be uncollected although their presence may be recorded.				
De-Selected Material				
Once processed and recorded as appropriate, deselected objects may be assessed for use in handling collections. Otherwise they will be disposed of using the UoL discard service.				
Amendments				
Detail any amendments to the above selection strategy here.				
Date	Amendment	Rationale	Stakeholders	

APPENDIX 2: Data Management Plan

ULAS adheres to University of Leicester Data Management Policies and Processes. This includes a Data Protection Policy (<https://le.ac.uk/ias>) and IT and Internet Code of Practice <https://le.ac.uk/policies/it>

ULAS data is stored and managed by the University of Leicester which operates a multi-level system, to securely store all ULAS data. All access is via user-level permissions. Permissions are controlled by the ULAS IT officer. There are several levels of University Storage:

- **TEAM COLLABORATION SPACE (Current data):** Encrypted Cloud storage. Only staff with permission can access the various TEAM/SHAREPOINT collaboration spaces available.
- **X drive:** Only accessible to staff with appropriate level permissions. Backups are taken nightly and held for 28 days in a separate building. Monthly backups are also taken and held for 12 months. In the event of a major incident (for example, the loss of a datacentre) it is possible that up to one business days data could be lost.
- **R drive (static/old data):** Only accessible to staff with appropriate level permissions. Only management staff have permissions to alter data in this area. Backups are taken nightly and held for 28 days in a separate building. Monthly backups are also taken and held for 12 months.

This data management plan has been created using current best practice guidelines for digital data:

- ADS Data Management and sharing Plans
<http://archaeologydataservice.ac.uk/advice/DataManagementPlansADS>
- Guides to good practice <http://guides.archaeologydataservice.ac.uk/g2gp/MainADS>
- Guidelines for Depositors
<http://archaeologydataservice.ac.uk/advice/guidelinesForDepositorsADS>
- Guidance for the selection of material for deposition and archive
<http://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml>

PROJECT DETAILS	
Project Name/Location:	Kirkby Moats, 14 Newbold Road, Kirkby Mallory, LE9 7QG
ULAS Job No:	24-141
Accessioning Bodies	Leicestershire
Accession/Event No	X.A27.2024
OASIS ID	[TBC]
Project Manager	G. Speed
Site Director	[TBC]
Data Manager	Mathew Beamish
Site summary	
Data requirements of Brief, Standards & Guidance, or Recipient archive	ADS guidelines https://archaeologydataservice.ac.uk/help-guidance/instructions-for-depositors/files-and-metadata/
Data Classification	University of Leicester classifications include Highly Restricted, Restricted, Unrestricted & Public. Most archaeological data generated within commercial archaeology will become Public data, but it may need to remain confidential for a period of time depending upon project phase. Most archaeological data will fall into the Unrestricted category unless there are immediate client confidentiality issues in which case the data will be Restricted.
Data Collection	
Types of data	Project Planning may include a Written Scheme of Investigation (WSI), CAD and GIS files The fieldwork project is likely to include digital photos, survey files and possibly digital recording data. Digital cameras with a minimum 12 megapixels will be used. All digital images will be captured in Jpegs/tiffs or RAW depending on the context. Survey data will be collected using ULAS Differential Global Navigation Satellite System and associated software as well as N4ce software. Post-excavation is likely to include Microsoft Office spreadsheets, Word documents, images, databases, TurboCAD and ARCGIS & QGIS files Finds specialist tables/records will be created using Microsoft Office. Drawings will be produced using TurboCAD and ARCGIS/QGIS The final report will be saved as a Pdfa using Adobe Acrobat DC.
What data standards or methodologies will you use?	All projects have a project brief or Written Scheme of Investigation (WSI) and a Selection Strategy
Data Structure and naming	File naming structure for all files will be ID_ What it is For example: 2023-01_Final. There will be a clear hierarchy for version control e.g. V1. Only the final version will be retained in the Project Archive.
Documentation and Metadata	
What documentation and metadata will accompany the data?	A metadata document will be produced based on the ADS (Archaeology Data Service) guidelines and template for documenting metadata.
ETHICS AND LEGAL COMPLIANCE	
How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?	Where applicable all personal information will be removed prior to the archive deposition. All sensitive data will be restricted to ULAS Managers and will be kept for 5 years prior to being destroyed/removed.
Does your project archive include data which requires formal consent to be used or included, and have you gained the required consent?	N/A
Who owns the data?	ULAS owns the copyright for the digital data but will sign over rights during the deposition process. ULAS will still retain the right to use images for our own marketing and internal purposes. As part of the deposition a copy of the report will be uploaded onto Oasis with no delay unless the client requests this.
STORAGE AND BACK-UP	
How will the data be stored, accessed and backed up during the research?	Data is downloaded onto external or Cloud servers held and managed by University of Leicester at the end of each day. Digital images will be captured and stored onto an external device and these images will be uploaded onto the server once fieldwork has been completed by the Site Director. Regular backs are done automatically every night and held for 28 days in a separate building. Monthly back-ups are held for 12 months.
How will you control access to keep the data secure?	Access to the digital data is via a secured password enabled route using multifactor authentication for external devices. Each collaborator that will be creating or need access to the data will have their own log in.

SELECTION AND PRESERVATION	
Which data should be retained, shared, and/or preserved?	See Appendix 1: Selection Strategy The retained digital archive will be deposited alongside the physical archive at a local repository once all fieldwork and post excavation work has been completed.
Where will the digital data elements of the preserved Archaeological Archive be deposited and preserved in perpetuity?	ADS (Core Trust Seal repository)
What costs if any will your selected data repository or archive charge?	ADS easy costs: https://archaeologydataservice.ac.uk/easy/costingCalculator.xhtml
Data Sharing and Accessibility	
Where will the results be shared and how will people find them?	The final grey literature report will be uploaded onto Oasis and a copy sent to the relevant HER. All sites are published either in summary form in the local journal or as an article/book/monograph if the results warrant it. Any other information/ data sharing will be done via requests from members of the public/local groups/researchers to either ULAS or the final repository.
Are any restrictions on data sharing required?	None required
Responsibilities	
Who is responsible for implementing the DMP, and ensuring it is reviewed and revised?	The archives team is responsible for implementing the DMP and ensuring it is reviewed and revised as appropriate as well as metadata production, data archiving and sharing The Site Director is responsible for the capture and quality of the site digital data. Each finds specialist is responsible for the quality of their respective data sets. The ULAS IT officer will be responsible for data storage and backup.
Are any restrictions on data sharing required?	None required