

Written Scheme of Investigation for Historic Building Recording, Photographic Survey

Site: 102 Main Street, Nailstone, Leicestershire

NGR: SK 41530 07045

Client: HSSP Architects Ltd

Planning Authority: Hinckley and Bosworth Council

Planning Ref: 23/00518/FUL

ULAS Job No: 25-701

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25-701_HBR_Nailstone_L3_WSI	Matthew Beamish	10/1/2025	Following comments from W.Kelly (LCC) edits made to 1.2, Historical background, Figure 2, 5.9, 7.9 ,10.2 and p14.
25-701_HBR_Nailstone_L3_WSI2	Matthew Beamish	14/1/2025	Following clarification from W. Kelly inclusion of stables adjacent to barn at west and east ends within survey area (Figure 2).

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Written Scheme of Investigation for Historic Building Recording, Photographic Survey (full visual record) at 102 Main Street, Nailstone, Leicestershire

1. Introduction

Definition and scope of the project

- 1.1 This document is a Written Scheme of Investigation (WSI) for a historic building recording at 102 Main Street, Nailstone, Leicestershire 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 historic building surveying work taking place.
- 1.2 This WSI was commissioned by HSSP Architects Ltd. The fieldwork specified below is intended to provide a record of the building in mitigation of the impact of the proposed development and addresses the requirements placed on the planning permission for a scheme of work comprising a Photographic Survey. The Senior Planning Archaeologist (Heritage) at Leicestershire County Council has requested a Photographic Survey (*Understanding Historic Buildings. A Guide to Good Recording Practice* (Historic England 2016)).
- 1.3 The result of the project will be a permanent record of the parts of the building to be affected by the proposals, prepared to standards set out in the guidelines (Historic England 2016).

2. Background

Context of the Project

- 2.1 Planning Permission (reference 23/00518/FUL has been granted for *Barn conversion to form new dwelling, erection of new dwelling, extension of existing dwelling to provide an annex, replacement roof and associated works*.

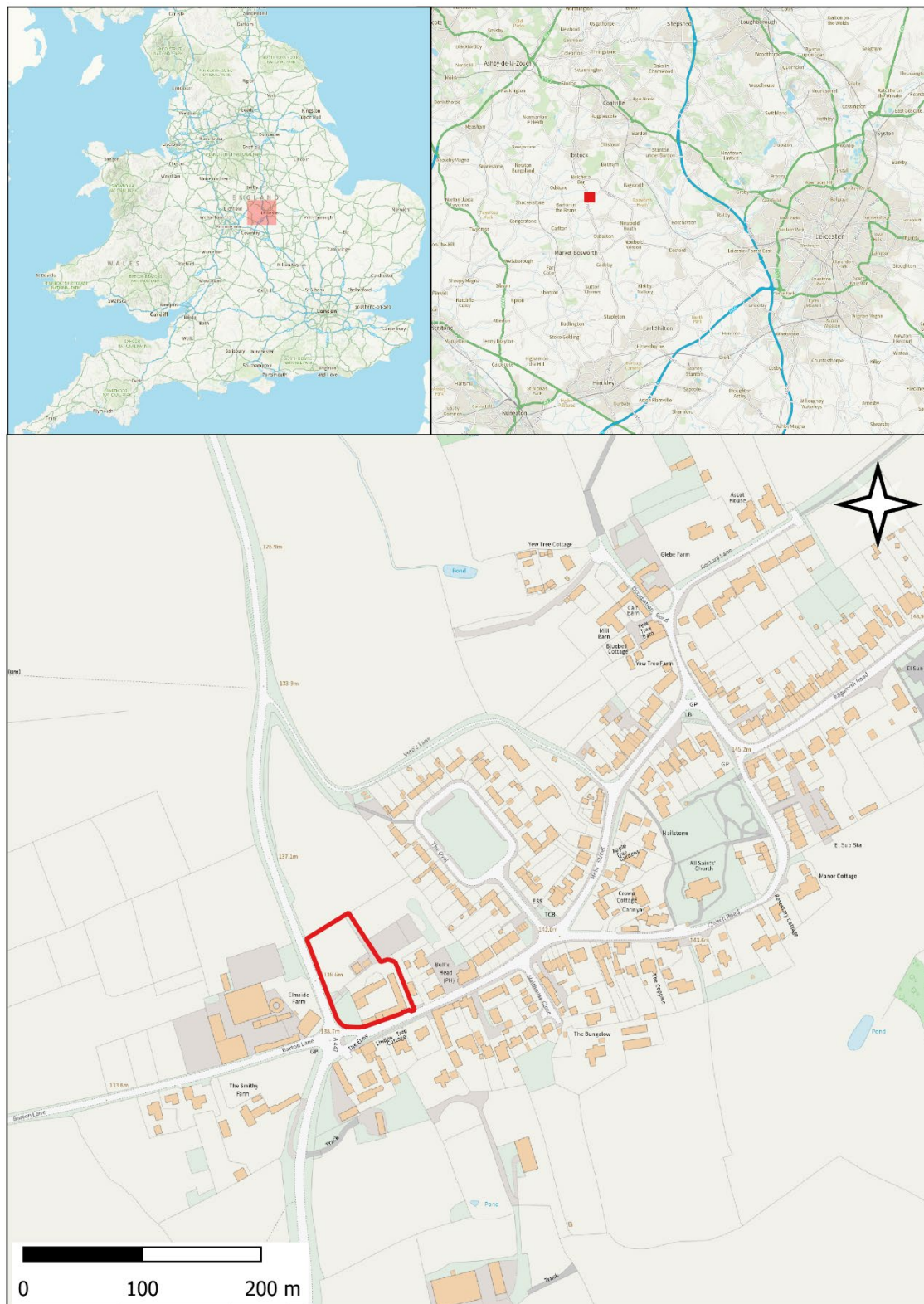
The Planning Authority have granted Planning Permission subject to an archaeological condition (Condition 5) for a WSI and mitigation strategy comprising a photographic record of the exterior and interior of the existing dwelling building in order to ensure satisfactory and proportionate investigation and recording of heritage assets impacted upon by the development proposal prior to its loss.

Topography and Geology

- 2.2 Nailstone lies approximately 16km to the west of Leicester city centre and around 13km to the north of Hinckley. The proposed development area (PDA) lies towards the south-western end of the village on the north side of Main Street at its junction with the A447 Ibstock Road (Fig. 1). The site is on a generally level plot of land and lies at around 139m above OD
- 2.3 The British Geological Survey identifies the bedrock geology of the area as likely to consist of Gunthorpe Member which is a sedimentary laid down during the Triassic period. Superficial deposits of mid-Pleistocene glaciofluvial sands and gravels are likely

to overlie the bedrock (BGS; <https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/> accessed 13/12/2024).

- 2.4 The Soilscape website indicates that the soils, will be slowly permeable seasonally wet slightly acid but base rich loamy and clayey soils with impeded drainage (Soilscape 18 <http://www.landis.org.uk/soilscales/> accessed 13/12/2024).



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Created by: M Beamish on 2024-12-17

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

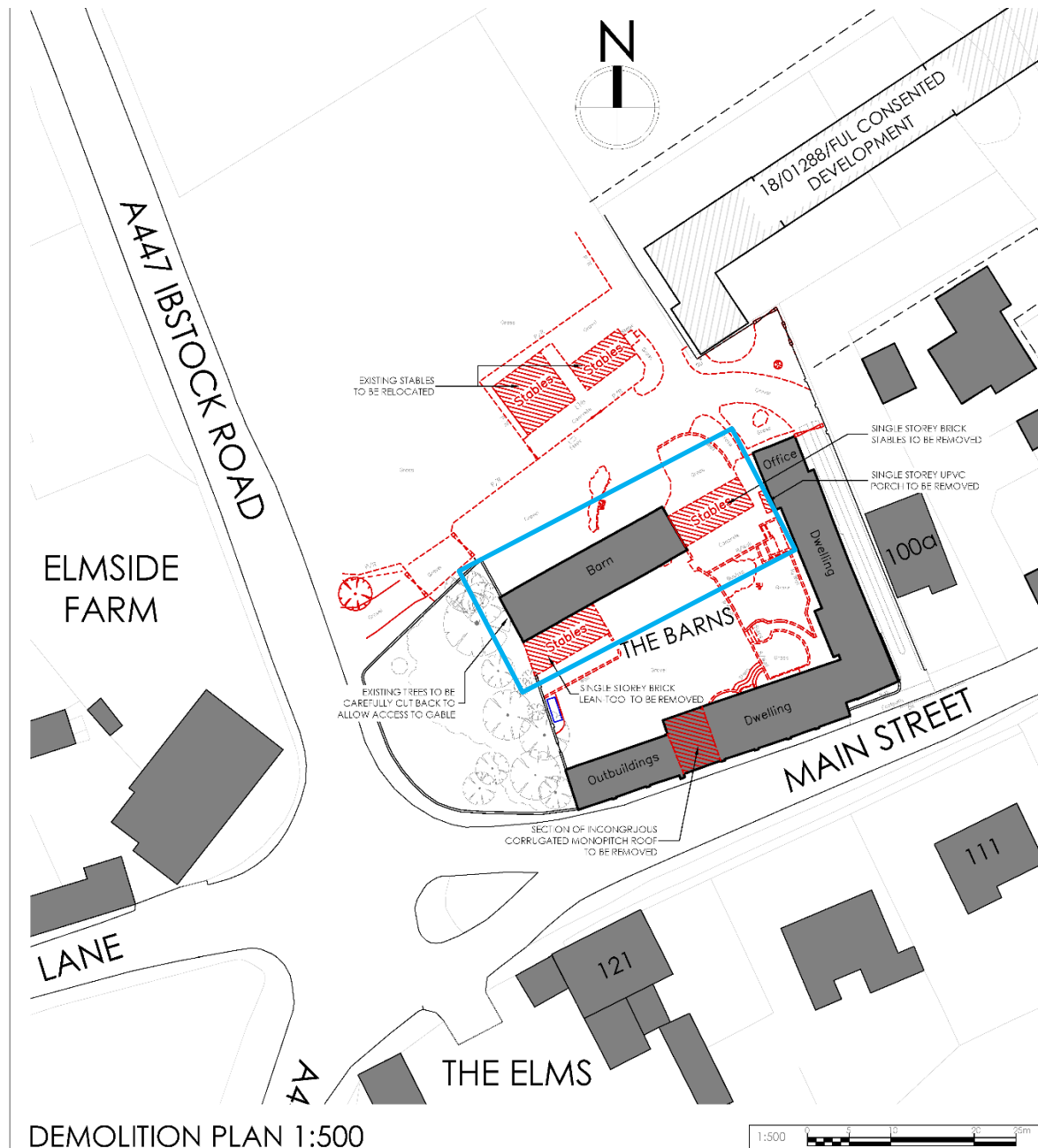


Figure 2: Detailed site location plan showing the barns and the demolition proposals. The building to be surveyed is outlined in blue.

Plan provided by client

Historical and Archaeological Background

Few archaeological discoveries have been made in Nailstone.

It is unclear whether Nailstone is mentioned in the Domesday Book of 1086, but it seems likely that it is recorded as either Neulebi or Neluestone. The agricultural origins of the settlement were established around several working farmsteads under control of the Manor.

A small chapel is likely to have been built on the top of a rise at the end of the Anglo-Saxon period, now the location of All Saints church. Development of the village is then likely to have been located around the open space surrounding the church then creeping westwards towards where the turnpike from Hinckley to Ibstock was established, which then became the A447.

When Gopsall Hall was constructed in 1750, Nailstone became part of the estate. The Earls Howe, owners of the estate, funded the construction of many properties in the village as it developed as a functioning social unit. Therefore, the village contains several buildings of special interest and unique characteristics which are particular to the Gopsall Estate villages.

During the 19th century agriculture was gradually replaced by coal mining as the principal source of employment within Nailstone and the surrounding district.

The building

- 2.8 The barns at 102 Main Street, Nailstone are a set of brick-built agricultural buildings set around an open yard. The First edition Ordnance Survey map of 1886 shows a building footprint and layout very much as it survives to the present. A threshing barn is located along the north range of the barns whilst a single storey range of buildings runs alongside main Street.

None of the buildings are listed although they all lie within the Nailstone Conservation Area. The Nailstone Conservation area Appraisal identifies the buildings at 102 Main Street as being key unlisted buildings (Hinckley and Bosworth, 2015).

3. Aims and Objectives

- 3.1 The main aim of the investigation is to record and advance understanding of the significance of the affected heritage asset. The work will not be a comprehensive record of the building in its entirety but will focus on the areas to be affected by the proposed works.
- 3.2 The objectives of the Historic Building Recording programme is Photographic Survey:
- To provide a photographic, record of all the affected parts of the historic fabric prior to the commencement of works.
 - To ensure the long-term preservation of the information through deposition of the record and a summary written report with an appropriate depository.

Research Objectives

- 3.3 The site has the potential to add to research objectives mainly from the post-medieval and modern periods, identified within the *East Midlands Historic Environment Research Framework*

<https://researchframeworks.org/emherf/introducing-the-research-agenda/>

- 3.4 There is known archaeology in the immediate vicinity dating to the post medieval period and associated with the historic village. During the building recording phase the following specific research agenda topics have been identified as relevant to this work.

Post-medieval (1485-1750)

8C Establish a typology of regional building traditions**8E Identify Agricultural improvements of the 16th – 18th centuries****Modern (1750-present)****9C investigate the landscape resource for the early industrialisation of agriculture;****9I Explore evidence for continuing non-factory trades and industries**

- 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 fieldwork.

4. Constraints

- 4.1 The client will be asked to provide all information reasonably obtainable on contamination, the location of live services and any ecological or other constraints before the archaeological works commence.

5. Methodology

- 5.1 The buildings included in the survey include all currently standing buildings formerly depicted on the 1st edition Ordnance Survey map along with later additions and extensions.
- 5.2 All work will be carried out in accordance with the Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (2020b) and *Code of Conduct: professional ethics in archaeology* (2022), <https://www.archaeologists.net/codes/cifa>
- 5.3 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.
- 5.4 Historic England's guidelines *Understanding Historic Buildings: A guide to good recording practice* (2016) has been used as a basis for defining levels of recording. The Historic Building Record undertaken for this project will be a Photographic survey. The site-based element of the Historic Building Recording programme will involve the validation and, if necessary, correction of existing survey drawings and the compilation of photographic and written records.
- 5.5 The Historic Building Survey will comprise an introductory description followed by a brief account of the building's origins, development and use consisting of an introductory description followed by a brief account of the building's origins, development and use. The record will include an account of the evidence on which the analysis has been based, allowing the validity of the record to be re-examined in detail. It will also include all digital photographic records that may be required to illustrate the building's appearance and structure and to support an historical analysis. The Historic Building Survey will involve the preparation of written, drawn and digital photographic records, as follows:

The Written Account

- 5.6 The written account will comprise the following :

- HE 1. The precise location of the building as an address and in the form of a National Grid reference.
- HE 2 A note of any statutory designation (that is, listing, scheduling, Register of Historic Parks and Gardens, conservation area). Information on statutory designations can be found on the Historic England website. Non-statutory designations (local lists) may be added.
- HE 3 The date when the record was made, the name(s) of the recorder(s) and the location of any archive material.
- HE 5 A contents list; a list of illustrations or figures.
- HE 6 A summary statement describing the building's form, function, date and sequence of development. Its purpose is to describe the building when no fuller record is necessary.
- HE 7 An introduction briefly setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints. Where appropriate the brief for the work or the project design should be stated or appended.
- HE 23 Full bibliographic and other references, or a list of the sources consulted (in long reports it is preferable to include both). Websites which may prove to be ephemeral should be avoided as references wherever possible; where their use is unavoidable the full web address and the date on which the site was consulted should be noted.

Drawing

- 5.7 The drawings will utilize existing plans, elevations and cross sections prepared by the architect will be verified on site and will form the basis of the drawn record. The record will include:
 - HE 1 Sketched plan, section, elevation or detail drawings (when no more thorough drawn record is made). Sketches may be roughly dimensioned. Any existing drawings will be included where necessary but no new drawings will be created.
 - HE 7 A site plan relating the building to other structures and to any related topographical and landscape structures.
 - HE 8 A plan or plans identifying the location and direction of accompanying photographs.

Photography

- 5.8 Photography will comprise the following:
 - HE 1 A general view or views of the building (in its wider setting or landscape if 2 (below) is also to be adopted).
 - HE 2 The building's external appearance. Typically a series of oblique views will show all external elevations of the building, and give an overall impression of its size and shape. Where individual elevations include complex historical

information it may also be appropriate to take views at right-angles to the plane of the elevation.

- HE 3 Further views may be desirable to reflect the original design intentions of the builder or architect, where these are known from documentary sources or can be inferred from the building or its setting.
 - HE 4 The overall appearance of the principal rooms and circulation areas. The approach will be similar to that outlined in 2.
 - HE 5 Any external or internal detail, structural or decorative, which is relevant to the building's design, development and use, with scale where appropriate.
 - HE 6 Any machinery or other plant, or evidence for its former existence.
 - HE 7 Any dates or other inscriptions; any signage, makers' plates or graffiti which contribute to an understanding of the building. A transcription should be made wherever characters are difficult to interpret.
 - HE 8 Any building contents which have a significant bearing on the building's history (for example, a cheese press, a malt shovel).
 - HE 9 Copies of maps, drawings, views and photographs, present in the building and illustrating its development or that of its site.
- 5.9 All photographs (except general or publicity shots) will be taken with a high-resolution digital SLR camera (with sensors exceeding 12 Mega Pixels), and will include a suitable scale bar, north arrow and information to identify the site and where appropriate the context. Photographs will be stored in TIFF format for archival purposes.
- 5.10 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>
- 5.11 This record will be compiled and checked during the course of the work

Monitoring

- 5.12 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.
- 5.13 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

- 5.14 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 or significant heritage assets that may require specialist input.

- 5.15 In the event of 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 ULAS shall, if required, implement an amended scheme of investigation on behalf of the client as appropriate.

6. Timetable and Personnel

- 6.1 The provisional date for the fieldwork is likely to be 20th January 2024 subject to approval of the WSI.
- 6.2 This project will be under the management of Matt Beamish (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.
- 6.3 The site supervisor will carry out the post-excavation work, with time allocated within the costing of the project

7. Post Excavation Analysis and Reporting

- 7.1 A report and archive of the results of the historic building recording will be produced following the completion of the fieldwork programme.
- 7.2 The draft report will include:
- A non-technical summary
 - The aims and methods adopted in the course of the evaluation.
 - A description of the recorded parts of the building including any phasing identified.
 - Appropriate illustrative material including maps, plans, sections, drawings and photographs.
 - Consideration of the building within its local, regional, national context.
 - An index of the contents and location of the archive.
 - Bibliography.
- 7.3 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

- 7.5 Arrangements will be made for an appropriate level of academic publication of the results of the archaeological work. 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.

- 7.6 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 license to the client for the use of such documents by the client and/or commissioning agent in all matters directly relating to the project.
- 7.7 License 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.
- 7.8 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.
- 7.9 A copy of the final report Pdf/A-1a format will be sent to the HER.

Archive Deposition

- 7.10 The indexed, digital site archive will be prepared in accordance with the relevant guidelines (Leicestershire Museums 2022 and national standards (ClfA 2020a).
- 7.11 The digital archive will be deposited with the Archaeological Data Service ADS: <https://archaeologydataservice.ac.uk/>).

8. Data management

- 8.1 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).
- 8.2 Data produced by sub-contractors will be granted under license for inclusion in the digital archive.

9. Public Engagement and Publicity

- 9.1 While the work is not anticipated to be suitable for public involvement or participation during the course of the sitework, the results will be made available via the ADS website, publication and potentially talks and presentations to the local population can be provided.
- 9.2 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.

10. Health and Safety

- 10.1 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.

11. Insurance

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

12. Quality Assurance

- 12.1 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.
- 12.2 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.

13. Staff Training and CPD

- 13.1 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.

14. Environmental Sustainability and Carbon Reduction

- 14.1 The University of Leicester has an Environmental Sustainability Programme and Climate Change Strategy & Environmental Sustainability Policies. This has introduced Environmental Local Coordinators and Local Environment Action Plans (LEAPs) for each department. ULAS has developed their LEAP in conjunction with the Department for Archaeology and Ancient History archaeology department and the Chartered Institute for Archaeology Carbon Reduction Toolkit. for reducing environmental impacts (Appendix 2).

15. Bibliography

(All websites accessed December 2024)

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

British Geological Survey: <https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/>

ClfA (Chartered Institute for Archaeologists) 2020a, *Standard and guidance for the creation, compilation, transfer and deposition of Archaeological Archives*

ClfA (Chartered Institute for Archaeologists) 2020b, *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures*

ClfA (Chartered Institute for Archaeologists) 2022, *Code of Conduct: Professional Ethics in Archaeology*

Department for Levelling Up, Housing and Communities, 2023, (Rev.), *National Planning Policy Framework*

Diggit: <https://www.diggitarchaeology.com/>

East Midlands Historic Environment Research Framework
<https://researchframeworks.org/emherf/>

Hinckley and Bosworth Borough Council. 2015. *Nailstone Conservation Area, appraisal and management plan*. Adopted September 2015.

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

Historic England 2016. *Understanding Historic Buildings: A Guide to Good Recording Practice*.

Leicestershire County Council, 2022, *The Transfer of Archaeological Archives to Leicestershire County Council Museum Collections*.

OASIS <https://www.oasis.ac.uk/>

Soilscapes: <http://www.landis.org.uk/soilscapes/>

ULAS 2023 *ULAS Recording Manual*.

APPENDIX 1: 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:	102 Main Street, Nailstone, Leicestershire
ULAS Job No:	25-701
Accessioning Bodies	Leicestershire Museums
Accession/Event No	X.A5.2025
OASIS ID	[TBC]
Project Manager	Matthew Beamish
Site Director	A Hyam
Data Manager	Mathew Beamish
Site summary	Photographic survey
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)
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

APPENDIX 2: ULAS LEAP



Local Environmental Action Plan

Action Plan for School of Archaeology & Ancient History (SAAH) including Archaeological Services (ULAS)

By exploring, selecting and prioritising your impacts you have undertaken a **simple materiality assessment** for your department. With a better understanding of your departmental impacts we can suggest actions to include as part of your departmental planning processes. To customise your action plan: Remove any actions not relevant to your department Add custom actions you wish to include Update to include progress made to date (including adding evidence)

Energy

Your issues

1 We could do more to ensure equipment is switched off
To reach the University's net zero carbon target we all need to work together. Identifying what can and can't be switched off, ensuring it is switched off and proving the reductions can make a huge difference in creating a culture of engagement and giving people confidence to switch off.

Your action plan

→ **Identify equipment that can (and cannot) be switched off across the department** *In progress*
Energy is wasted when it is powering things that are not in use. Adopt a '[traffic light system](#)' to alert building users to the equipment that can and cannot be switched off, giving everyone the confidence to switch off.

Optimise energy consumption in shared spaces *Completed*
Ensuring lighting, AV equipment and computers are switched off when not in use can reduce both energy consumption and neighbourhood light pollution. Use the [Lighting and Equipment Responsibility Plan template](#) to prompt discussions within your department about reducing unnecessary energy consumption.

Complete an out-of-hours energy survey *In progress*
We all 'assume' everyone switches off as they should and the building does what it is supposed to do, but does it? A simple check every few months will easily highlight any issues.

Remove the use of diesel-powered heating on site, either in welfare units or from site vehicles. *In progress*
Encourage all site staff to use the designated site welfare/cabins for heating needs rather than individuals running standing vehicles to provide heat. Offer thermal underwear as part of PPE for site staff. Where there is flexibility in programming fieldwork, consider programming for periods of the year with more daylight and fewer heating requirements.

Encourage welfare providers to use more eco-friendly fuels *In progress*
e.g. bio-diesel

2 We use energy-intensive equipment
By thinking tactically and collaboratively we can work on ways to reduce energy consumption from equipment use.

→ **Understand the energy consumption of your equipment** *In progress*
Use portable metering to identify the most energy-intensive equipment in order to help inform/target other actions. Contact the Carbon & Energy Team on utilities-carbon@leicester.ac.uk to borrow a portable meter.

Develop enhanced asset logs to inform equipment replacement programmes *In progress*
Expanding existing asset logs to record information on the age, condition, energy consumption etc of the equipment will help to prioritise equipment for replacement/upgrade/removal and provide evidence for business cases. Use the [energy payback calculator](#) to work out the energy cost of existing equipment and any potential replacements.

Encourage a culture of equipment sharing *Completed*

Before new equipment/materials are purchased, check if they are on [Kit Catalogue](#) or could be borrowed from elsewhere. Similarly, donate surplus items to any central stores so other departments can make use of them.

Maintain and regularly test department-owned equipment *Completed*

Periodic maintenance can avoid the risk of early equipment failure, for example from overworking components. Regular testing ensures equipment is running correctly and not wasting resources.

Explore opportunities to recover energy *Completed*

Do you have equipment that can generate energy e.g exercise bikes, research equipment, heat recovery? How could this be incorporated into daily operations?

3 We could operate our labs/workshops more efficiently

Lab equipment can often be very energy intensive, from ultra low temperature freezers, to ovens and extractor hoods. Using equipment efficiently is key to reducing energy use in labs and workshops.

**Review operating temperature of ultra low temperature freezers** *In progress*

Increasing the temperature of ULTs from -80C to -70C can reduce energy consumption by over 25%. Review the operating temperature of each ULT within the department, considering its function and contents. An [international database of biological samples](#) stored long term at -70C offers useful case studies. Further case studies are available in [-70 is the new -80](#)

Follow freezer management best practice *Completed*

Use the best practice guidance to implement further actions to reduce the environmental impact of operating cold storage.

Follow fume cupboard best practice *Completed*

Use the best practice guidance to implement further actions to reduce the environmental impact of operating fume cupboards.

4 We could operate our buildings more efficiently

By simply looking at how we operate and use our space we may find ways to reduce energy consumption.

**Inform Estates and Campus Services about faults that waste energy** *Completed*

Basic repairs can sometimes save significant amounts of energy. Use the [Estates & Campus Services customer portal](#) to report any building issues that are wasting energy.

Optimise space utilisation *Completed*

Operating heating, ventilation, lighting and even lab spaces in areas that are sparsely occupied is not an efficient use of space or energy. Review how space is used in your building and look at ways to use it more efficiently.

Review obsolete features and equipment *Completed*

Ensure we're not using energy to power services or equipment that are now redundant. Is cooling still provided for equipment that is no longer in use? Can any services be decommissioned?

5 We could make our staff and students more aware of the energy they are using on campus

We often take the energy we use for granted and find ourselves in patterns of behaviours that may not be energy efficient. Our goal as a university is to reach net zero carbon emissions by 2040. By raising awareness of energy use, we can change behaviours and make reductions.

**Check your data** *Completed*

Monitoring your energy data will help you to see the impact behaviour change has on consumption in your building(s) and to flag up any issues with lighting, heating and ventilation not performing as it should. Use the [Dynamat portal](#) to access and explore the data available for your building(s).

Share the University heating policy *Completed*

Buildings can be used inefficiently if users don't understand the limitations of controls e.g. the heating policy states we aim to heat buildings to 16-21C and do not provide comfort cooling. Managing expectations can be helpful and sharing the [heating and cooling policy](#) will help clarify expectations of building users, operational standards and the reporting procedure. The [accompanying graphic](#) can be displayed on TV screens and used in other communications.

Travel

Your issues

1 We could reduce carbon emissions from work vehicles.

→

Your action plan

Hybrid or electric work vehicles only *In progress*

When vehicles are replaced, promote replacement with hybrid/electric vehicles. Consider the relative environmental costs and benefits in terms of embedded carbon between purchasing new vehicles and maintaining existing fleet vehicles. Consider the relative environmental costs between purchasing new vehicles and hiring them. Invest in maintenance of existing vehicle fleet to reduce need to purchase new vehicles, thereby saving on embedded carbon.

Recorded annual travel/mileage for petrol/diesel company vehicles *Completed*

Implement a recording system to record mileage of all work vehicles for workrelated journeys.

Meetings and conferencing via conference call/online meeting platform *Completed*

Actively seek to adopt and implement a platform for remote digital meetings (to include office to office, office to site, office to archaeological advisor). Seek to have the software capability to achieve this (through computers and smart phones). Promote a culture of trust in individuals working from home rather than travelling to offices.

2 Our staff travel internationally as part of their work e.g. for conferences, research, collaborations

There are choices to be made when staff decide if/how to travel for business and departments can be instrumental in encouraging sustainable options to be considered.

→

Adopt the sustainable travel hierarchy *Completed*

Encourage staff to use the [travel hierarchy](#) to consider lower carbon options for business travel. You may want to consider making a local agreement, as a department or research group, that sets out your practical interpretation of 'efficient, low carbon travel'.

Arrange rail travel and flights through the approved travel management company *Completed*

In order for the University to accurately monitor emissions linked with travel, flights and rail travel should be arranged through the [approved University supplier](#). You can also compare the carbon emissions for different modes of transport using this method. Staff are encouraged to not pay for travel via purchasing card or expenses.

3 Our staff travel within the UK as part of their work e.g. for meetings, teaching events, site visits, deliveries, collaborations

There are choices to be made when staff decide if/how to travel for business and departments can be instrumental in encouraging sustainable options to be considered.

→

Question the need to travel between buildings and sites *Completed*

Continued use of virtual meetings, coupled with monitoring of departmental spend on mileage claims will help reduce the emissions from travel whilst saving time and money.

Promote active and sustainable travel *Completed*

Consider how you can actively encourage these options to foster a departmental culture of healthy and sustainable travel. See the ['Make positive choices' page](#) for initial information, including cycle parking and shower facilities, and Leicester and Leicestershire's [Choose How You Move](#) programme for further ideas.

Develop an action plan to reduce the carbon footprint of vehicle use *Completed*

Consider the utilisation and environmental performance of road vehicles used for departmental operations, including taxis, university-owned, leased, rented and staff-owned vehicles. There may be opportunities to consolidate the vehicle fleet, reduce mileage, shift to low carbon vehicles and introduce energy-efficient driving practices.

4 Many of our staff and/or students commute to the University from outside Leicester
In addition to business travel for work/study purposes, staff and student journeys to and from the University also have an impact.



Improve understanding of staff and student commuting footprint **Completed**
Understanding staff and student travel patterns helps us provide better and more sustainable options. Departments should promote participation in the University's staff and student travel surveys. View [data from the 2022 staff and student travel surveys](#).

Publicise travel-related staff benefit schemes **Completed**
The University offers several schemes that can help staff access discounts on public transport, cycling equipment, electric vehicles and other sustainable modes of transport. See [staff benefits](#) and [Smartgo Leicester](#) pages for further details. Share the [relevant graphic](#) on TV screens and in other communications.

Purchasing & Resource Consumption

Your issues

1 We could make more considered purchasing decisions
Consider whether the department really needs the items purchasing. Everything we bring onto campus has an environmental impact - from how it's made, packaged, transported, used and disposed of.



Your action plan

Minimise use of disposable items **In progress**
Review the single-use items your department relies upon and understand the options that are available for reducing their environmental impact. Ideally aim to eliminate single-use items (e.g. by changing processes or swapping to reusable items); where this isn't possible seek out materials that can be recycled. [Consult the guidance](#).

Consider the whole lifecycle of purchases **Completed**
We buy all the waste we produce when we make purchases. Our energy consumption is also linked to the energy performance of the equipment we have bought. Considering the financial and environmental costs across the whole lifecycle of the things we buy is essential and most staff have a role to play.

Consult the University's Mandatory Contracts before making a purchase **Completed**

The [Mandatory Contracts](#) signpost any alternative/reuse options ahead of a new purchase (e.g. Kit Catalogue for laboratory equipment) and take proportionate account of any sustainability risks/benefits relating to the requirement.

Manage the procurement risks of sub £50k spend **Completed**
If you have a planned purchase worth below £50k, which cannot be fulfilled by one of the University's [Mandatory Contracts](#), consider how to take proportionate account of sustainability risks/benefits within the procurement exercise/contract. Consult the University's [Sustainable Procurement Guidance](#), which covers a full range of best practice, from returning packaging to whole life costing. (Support and advice is available from the Procurement Unit/appropriate [Category Manager](#))

Manage the procurement risks of over £50k spend **Completed**
If you have a planned purchase worth £50k+, which cannot be fulfilled by one of the University's [Mandatory Contracts](#), engage the Procurement Unit ([appropriate Category Manager](#)) who are well versed in how to take proportionate account of sustainability risks/benefits within procurement exercises/contracts.

Ensure suppliers fulfil any sustainability obligations within their contracts **In progress**
It is important not to 'let and forget' a contract, including any sustainability requirements, clauses and performance measures. All contracts worth over £25k must have a dedicated Contract Manager. Support and advice is available from the Procurement Unit/appropriate [Category Manager](#) on how to manage a contract, including how to use the [Contract Summary and Contract Review Meeting Agenda templates](#), and any Sustainability Action Plan your supplier might have created through our NETpositive system.

Reduction in use of plastics (finds bags, sample tubs, marker tags, single-use drinking water bottles) and reuse and recycle Completed

Reuse all site-work plastic, including sample tubs, finds bags and marker tags. Where necessary allow time and resources to clean used plastic equipment, especially where contamination may be an issue. Invest in reusable water bottles for field staff for personal use. Look at non-plastic alternatives.

Reduction in reliance on diesel-powered work machines In progress

Seek to use electric work machines wherever feasible (in terms of cost, availability, and site conditions). Promote and share electric work machine contractors with other archaeological contractors.

Reduction of machine idling on site Completed

Encourage developers/groundworks contractors to turn off work machines when not in use. Set environmental performance ground rules for all subcontractors (eg plant hire companies) of which this is one requirement.

Remove need for any aeroplane/helicopter aerial photography usage by adopting electrically powered drones only. Completed

Employ drone photography for all aerial photography needs. Remove all engagement with methods requiring aviation fuel. Provide relevant training for staff.

→ **2 We could improve how we avoid and manage waste**
How we avoid producing waste and how we get rid of waste has a big impact on raw materials and carbon emissions. By reusing and recycling we can reduce these negative impacts.

→ **Co-locate bins for recyclable and non-recyclable waste** Completed
Having communal bins for recyclable waste and non-recyclable waste side by side makes it easy for waste to be correctly segregated. Ensure all bins are clearly labelled with the [current stickers](#) and the wall sign is displayed. To request stickers/signs, please use the Service Request form on the [Estates & Campus Services customer portal](#).

Audit your waste Completed

Arrange an audit of your waste to see how effective segregation is and identify any contamination. This will help target improved [waste management](#). Guidance and templates are available in the [waste audit checklist](#)

Make disposal a last resort Completed

Before disposing of items explore whether there are options for donating or repurposing the items. Consult the [University's Guidance for using UniGreen](#) for scientific equipment.

Reduce printing Completed

Reduce in-house MFD printing against an agreed baseline for staff printing.

Reuse scrap paper Completed

Set up a collection point for scrap paper near printers and/or in shared workspaces (for papers that don't contain any confidential or personal information).

Implement food waste segregation In progress

Implement food waste segregation in staff kitchen areas. By segregating this we can send it for specialist disposal, producing biogas that can be used to generate electricity and heat. It also raises awareness of just how much food waste we generate and encourages its reduction. Contact the ECS Service Desk (ecs-service@le.ac.uk) for an assessment of whether a food waste bin can be introduced into your area.

Deal with waste appropriately from fieldwork sites. In progress

Promote and adopt methods of providing both onsite recycling as per the environmental policy on the Considerate Contractors Scheme. Provide a list within the site manual of what can and cannot be recycled. Apply this to offices, vehicles, site cabins and on site. Discharge this responsibility to the appropriate site manager/supervisor. Provide a means of recyclable waste disposal on site. Obtain a waste carriers' licence and put in place commercial arrangements with recycling companies to accept waste, so that waste generated on site and premises can be disposed of legally.

3 We could do more to reduce paper/printing.



Remove printers that are not managed Smart Printers *In progress*

Eliminating the need for printers that aren't part of the managed Smart Printer service can be more cost-effective and reduce consumables and unclaimed printing.

Digitisation of all future fieldwork recording *Completed*

To include all fieldwork recording sheets and all on-site illustrations. Initial move to all recording via DiggIt (web/app). Consider the environmental performance of the providers of software, hardware and cloud storage solutions.

Digital photography only *Completed*

Remove the need for any physical photography in development archaeology and adopt digital only, while being aware that digital imaging has its own carbon footprint and rigorous archive selection is still required.

Curriculum & Research

Your issues

1 We could do more to reduce the impact of project archives.



Digital archiving *In progress*

Reduction in paper usage for all postexcavation documents and reports required by LPAs and their advisors for archival submission to a repository to achieve zero physical paper archive generation. Seek to ensure that all born-digital data is archived digitally, and work with, eg, the Society for Museum Archaeology to reduce requirements for the printing of born-digital data for the repository of the physical archive.

Rigorous selection of finds for the archaeological archive *Completed*

Adopt the practice set out in the CifA and Historic England 'Toolkit for Selecting Archaeological Archives' <https://www.archaeologists.net/sel...> for all archive creation. Bring specialists into the field to help with the implementation of effective selection strategies.

2 We could educate and engage our students on sustainability
Students are increasingly motivated by and engaging with global challenges such as climate action. They are keen to incorporate this within or alongside their discipline of study.



Map Education for Sustainable Development (ESD) in postgraduate modules *In progress*

Schools are encouraged to consider ESD opportunities within course content. The sustainability content of UG modules is captured annually through Curriculum Planning, but data is not yet captured for PG modules. Schools can use the [methodology](#) used to capture UG modules and to track PG modules that contain ESD.

Encourage students to explore sustainability within their taught programme/discipline *In progress*

Students may be able to undertake projects or dissertations linked to [sustainability topics](#) with real world partners or on campus through the Professional Services teams. For more information, project ideas, contacts or connections please email esd@le.ac.uk.

Embed carbon literacy accreditation into taught courses *In progress*

[Carbon literacy training](#) combines awareness of the carbon impacts of everyday activities and the ability and motivation to reduce emissions. Incorporating carbon literacy within taught courses will help the University in its aim to become a 'Carbon Literate Organisation'.

Train course reps in carbon literacy *In progress*

Schools are encouraged to consider ESD opportunities within course content. The sustainability content of UG modules is captured annually through Curriculum Planning, but data is not yet captured for PG modules. Schools can use the [methodology](#) used to capture UG modules and to track PG modules that contain ESD.

Consider external sustainability accreditations relevant to your department's programmes *Completed*

The [accreditation schemes](#) can provide good practice ideas specific to your discipline and the external endorsement (e.g. ALBERT partnership) can help to attract sustainability-minded students.

Enhance your School's alignment to Education for Sustainable Development (ESD) *In progress*

Updated [Subject Benchmark Statements](#) from March 2022 onwards require programmes to consider how their content suitably aligns to ESD. Schools are encouraged to review how they can enhance engagement with ESD in all programmes, particularly within the core curriculum. See the [anti-greenwash education kit](#) for more information.

3 We could encourage students to make a contribution to sustainability
Encouraging students to take advantage of opportunities beyond the formal curriculum allows them to build up the sustainability skills that are important to future employers.

**Promote sustainability focused informal curriculum activities provided by the University** *Not started*

There are a range of ways that students can engage with sustainability, including projects, volunteering and placements. Programmes such as [SEED](#), [Sustainability Network](#) and [carbon literacy](#) are suitable for all students. The [SU Volunteering Hub](#) also provides volunteering opportunities for students.

Promote opportunities to link sustainability to employability and careers activity *Not started*

The interdisciplinary Sustainability Enterprise Partnership Project (SEPP) module provides an opportunity for students to develop professional skills through engaging with sustainability. Consider whether your programme could offer [SEPP](#) as an optional module. Please email esd@le.ac.uk to discuss.

Encourage students to take part in the annual NUS sustainability skills survey *Not started*

This [national survey](#) gathers insight into students' aspirations towards learning about sustainability and expectations of their place of study. By encouraging our students to take part we gain access to [Leicester-specific results](#) and gather valuable data for practitioners.

Advocacy

Your issues

1 We could raise awareness of sustainability with our staff and students
Becoming familiar with the breadth of sustainability and existing activities at Leicester helps to identify opportunities to get involved and to further sustainability at Leicester.

**Your action plan****Raise the profile of the UN Sustainable Development Goals** *In progress*

Have a look at [A Guide to the Sustainable Development Goals](#) and the [SDGs at Leicester report](#) to get an idea of how many opportunities there are to make a positive impact. Consider mapping the SDGs to your department's work (using the keywords in the guide) and then contributing information or case studies to the next bi-annual SDG report.

Provide information to students (and prospective students) about how sustainability is included in their curriculum *Not started*

Providing information about how and where sustainability is part of your taught programmes is important (see [Law workshop case study](#)). Links to sustainability in relation to appropriate professional bodies may also be useful to include. Consider providing information to students as part of induction processes, through course reps and on course/module webpages.

Incorporate sustainability within staff inductions *In progress*

Make sustainability a clear part of new starters' experience of working at Leicester. View [example information to include within your local induction](#)

Promote employee volunteering opportunities with the Gardens and Grounds team *In progress*

Make a contribution to the biodiversity of our outdoor spaces by volunteering at the [Coppice Woodland Walk](#) or Botanic Garden, supporting the [Hedgehog Friendly Campus](#) accreditation or holding an Away Day at the Botanic Garden. Contact the Gardens and Grounds team (ecs-service@le.ac.uk) for further details.

