

**Written Scheme of Investigation:
Archaeological Evaluation Trenching & Earthwork Survey
Land at Burroughs Road, Ratby, Leicester, Leicestershire, LE6 0XZ**

NGR: SK 50760 06176
Planning Authority: Leicestershire County Council
Planning Reference: 24/00914/OUT
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Prepared for

Lagan Homes

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Contents

Non-technical summary

1.0	Introduction	4
2.0	Site location and description	4
3.0	Topography and geology	4
4.0	Planning background	5
5.0	Archaeological and historical background	5
6.0	Archaeological requirement	7
7.0	Fieldwork methodology	8
8.0	Post field-work methodology - reporting	12
9.0	Dissemination	13
10.0	Timetable and personnel	13
11.0	Contacts	15
12.0	Health and Safety	15
13.0	Insurance	15
14.0	Monitoring arrangements	16
15.0	References	16

Figures

- Fig. 1:** Site location map at scale 1:25,000 OS Explorer map sheet 233 Leicester & Hinckley. Site location is shown in red. (OS mapping © Crown copyright. All rights reserved. PCAS licence no. 100049278).
- Fig. 2:** LiDAR survey of the west of Ratby shows the ridge and furrow earthworks in the area of the site. Site outlined in red, area of earthwork survey in blue. Not to scale.
- Fig. 3:** Land west of Ratby (Burroughs Field) aerial photograph showing development area (outlined red). Areas of earthworks survey (outlined blue) and position of trenches (yellow). 1:3000. Drawing by LB
- Fig. 4:** Land west of Ratby (Burroughs Field) trenching plan overlain on greyscale geophysics (Whittingham, 2024). 1:2000
- Fig. 5:** Land west of Ratby (Burroughs Field) trenching plan overlain on interpretive geophysics (Whittingham, 2024). 1:2000

Appendix 1: Data Management Plan

Non-technical summary

- This document is a written scheme of investigation prepared for Lagan Homes for a scheme of archaeological evaluation trenching and earthwork survey on land at Burroughs Road, Ratby to inform an application for a mixed-use development.
- The site lies on the western periphery of Ratby, on the terraces of the River Soar where prehistoric and Romano-British remains have been found in the wider landscape. Settlement in the historic core of Ratby probably dates from the post-Roman period, with ridge and furrow earthworks surviving in many of the modern fields within and surrounding the site. The earthwork survey will record three areas of these earthworks in the southern half of the site that have been identified as the best preserved in the area.
- Geophysical survey of the site has identified several linear anomalies, some corresponding with ridge and furrow and former field boundaries, however others are indicative of other phases of activity. Evaluation of land north of Burroughs Road investigates the geophysical survey results and archaeological potential in an area where residential development is proposed.
- This document details the methodology to be employed during the archaeological evaluation. It is subject to the approval of the Senior Planning Archaeologist for Leicestershire County Council.

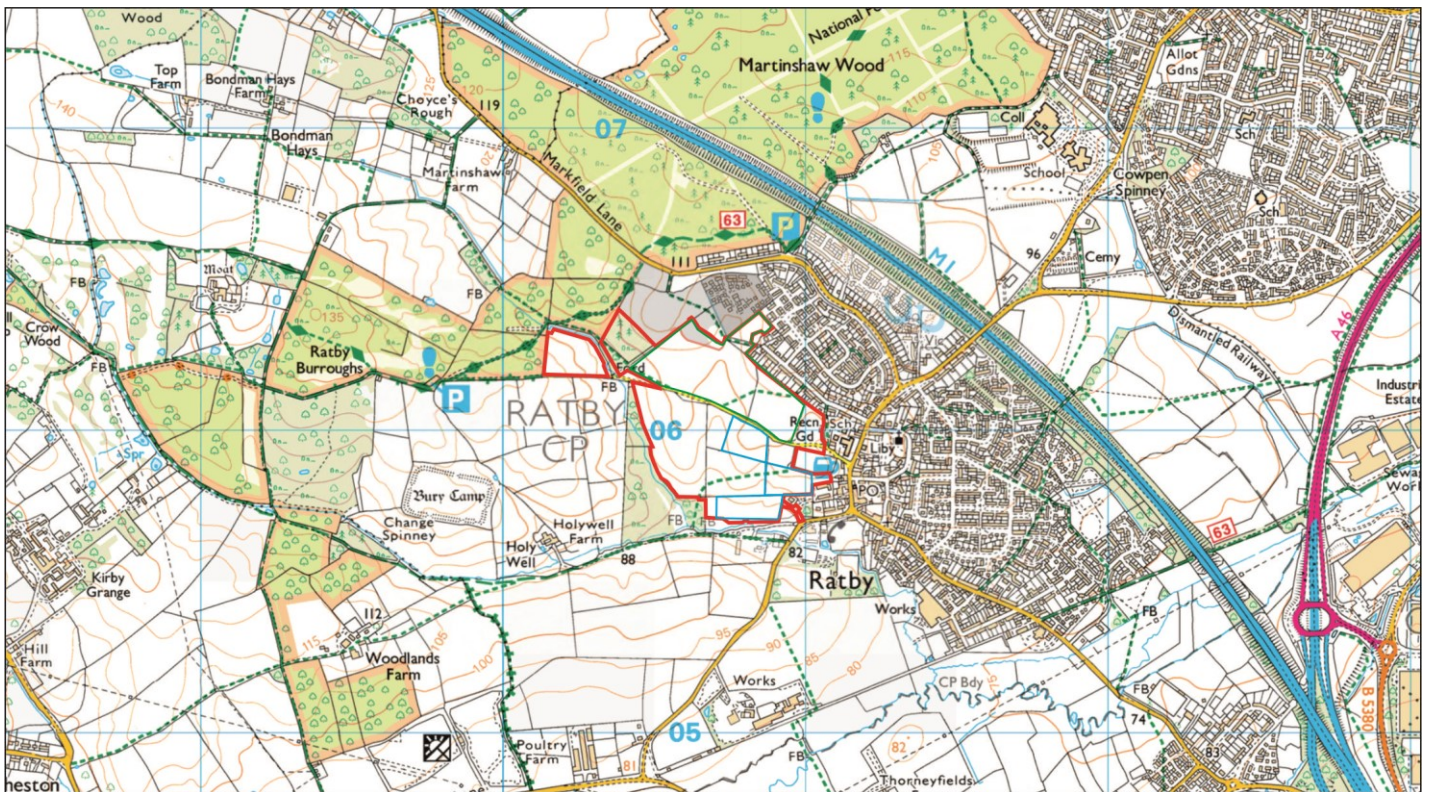


Figure 1: Site location map at scale 1:25,000 OS Explorer map sheet 233 Leicester & Hinckley. Site location is shown in red. (OS mapping © Crown copyright. All rights reserved. PCAS licence no. 100049278).

1.0 Introduction

PCAS Archaeology Ltd. (PCAS) was commissioned by Lagan Homes to undertake archaeological evaluation trenching and earthwork survey on land at Burroughs Road, Ratby, where a mixed-use development is proposed.

Trenching north of Burroughs Road investigates magnetic anomalies in an area intended for residential development. Three areas of well-preserved ridge and furrow in the south of the development are subject to topographic survey.

This document is a specification (written scheme of investigation - WSI) for the specified investigation and recording, detailing the methodology to be employed during the fieldwork, and the post-excavation reporting and archiving procedures. It follows current best practice and appropriate national guidance including:

- NPPF, National Planning Policy Framework (2024)
- ClfA Code of Conduct (2022);
- ClfA Standards and Guidance for Archaeological Evaluation (2023)
- Management of Research Projects in the Historic Environment (MoRPHE, 2015)

This strategy is subject to the approval of the Senior Planning Archaeologist for Leicestershire County Council.

2.0 Site location and description (Fig. 1)

Ratby is a village and civil parish in the Hinkley and Bosworth district of Leicestershire. It lies on the west side of the M1 just northwest of Leicester on the bank of the River Soar.

Burroughs Road extends northwest out of the village core and Main Street. The site straddles the road encompassing approximately 80 acres of land.

The evaluation of this phase of investigation lies on the north side of Burroughs Road, an area of roughly 26.5 acres approximately centred on NGR SK 50760 06176. There is a public footpath running through this part of the site. The areas identified for earthworks survey lies on the south side of the road, three relatively small fields where preservation of the earthworks is rated good, centred on NGR SK 50807 05978 (c.3 acres), SK 50944 05832 (c.3 acres) and SK 50795 05739 (c.6 acres).

3.0 Topography and geology

The solid geology of the site is varied. The majority of the site on the north of the road is underlain by Edwalton Member Mudstone, described as red-brown and greenish grey mudstone and siltstone, overlain by Thrussington Member Diamicton. The majority of the south of the site and the valley of the River Soar is underlain by Gunthorpe Member Mudstone, red-brown mudstone with subordinate dolomitic siltstone and fine-grained sandstone. The boundary is marked by a thin band of Cotgrave Sandstone, and there are no recorded overlying deposits on these geologies (<https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/>).

Ratby lies on the north bank of the River Soar, on a variable south facing slope with levels of around 100mOD recorded in the northern half of the site.

4.0 Planning Background

The National Planning Policy Framework (NPPF) came into force in March 2012 (revised in December 2024, footnotes in February 2025). This places the responsibility for dealing with heritage assets affected by development proposals with the developer. Paragraph 207 of NPPF states that ... *Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.* Developers are required to 'record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible' (NPPF, s218).

An outline planning application (with all matters reserved apart from access) for a phased mixed-use development comprising about 470 dwellings (use Class C3) and provision of 1FE primary school (use Class F1) and associated operations and infrastructure including but not limited to site re-profiling works, sustainable urban drainage system, public open space, landscaping, habitat creation, internal roads/routes and upgrades to the public highway has been submitted to Hinckley and Bosworth District Council, application ref 24/00914/OUT.

The LCC Senior Planning Archaeologist has noted the presence of ridge and furrow earthworks in a number of fields across the site. In the southern half of the site there are three areas of earthworks which will be surveyed as part of this phase of archaeological works.

The evaluation on the north side of Burroughs Road targets an area where residential development alongside a primary school is proposed. The parcel of land at the eastern end of the evaluation is excluded as this is currently a children's play area, while land to the west is a willow plantation and meadow which will be retained within the proposals and therefore any buried remains here are preserved in situ.

It is intended that further evaluation will take place on land south of Burroughs Road post-determination through planning condition and after consideration of the ridge and furrow in this area. These works will require a separate archaeological WSI.

This document details the fieldwork methodology and the post-excavation reporting and archiving procedures for the second phase of evaluation at the site. This methodology is subject to the approval of the Senior Planning Archaeologist (Heritage) for Leicestershire County Council.

Should any further phases of investigation and /or archaeological mitigation associated with the proposals be required (dependant on the results of this evaluation), a separate Written Scheme of Investigation (WSI) will be required.

5.0 Archaeological and Historical Background

A desk-based assessment with integral earthwork assessment (Catanzaro, 2024) and geophysical survey (Whittingham, 2024) have been prepared in association with the proposed development. These documents will be available to all undertaking fieldwork and post-excavation assessment. A summary is included here.

Early activity in the area is usually found along gravel terraces along rivers, therefore the River Soar and its tributaries may be a focus for this activity. Low densities of flint tools found close to Ratby are residual evidence of this. Evidence of activity in the Neolithic and Bronze Age is also rare in the study area, with environmental remains suggesting the riverbanks were wooded. Settlement does not appear to have been established until the Iron Age, with a

univallate hillfort close to Holywell Farm, southwest of the development site. Investigations just north of the current evaluation have revealed two ditches yielding late Iron Age – Romano-British pottery, interpreted as part of a field system that likely extends into the site (Cotswold Archaeology, 2023). A single undated ditch on a NE-SW alignment was exposed during trenching of the area currently being developed beyond the northwest corner of the site (Katsifas, 2021), and trenching at Desford Lane was negative apart from a large modern feature (Wolf, 2021)

The LHER records a potential Roman road extending through the northwest part of the site, towards the regional settlement at modern Leicester (Ratae), but no evidence of a linear feature of this type has been identified on the geophysics and the exact route of this road has not been confirmed.

Settlement at Ratby likely dates from the early medieval period, based on place-name evidence which suggests a Danish camp or settlement perhaps associated with the Roman city of Ratae to the southeast. The Domesday survey records a manor held by Hugh de Grandsmenil including the households of 10 villagers and 5 smallholders, with 1 slave and 1 priest, land for 6 ploughs and a mill (Williams, 2003). The Church of St. Philip and St. James in the historic core of Ratby dates from the 13th century (LB1074093). Cropmarks of a possible moated enclosure are noted on the LHER adjacent to the south side of Burroughs Road, within the development site, but the interpretation of this as a medieval manor site is in doubt as no medieval material was recovered during fieldwalking in the vicinity and LiDAR and geophysics have not revealed any potential features here.

In the agricultural fields west of Ratby there are several areas of earthworks of ridge and furrow, the relic of medieval farming practices. There are two areas on the north side of Burroughs Road, one the area of rough grass on the northwest which is planned as the Phase 1&2 development compound and the other is a willow plantation on the western side of the development that will remain as is. The three fields in the southern half of the site Lidar shows well preserved ridge and furrow are the subject of the earthwork survey covered by this document.

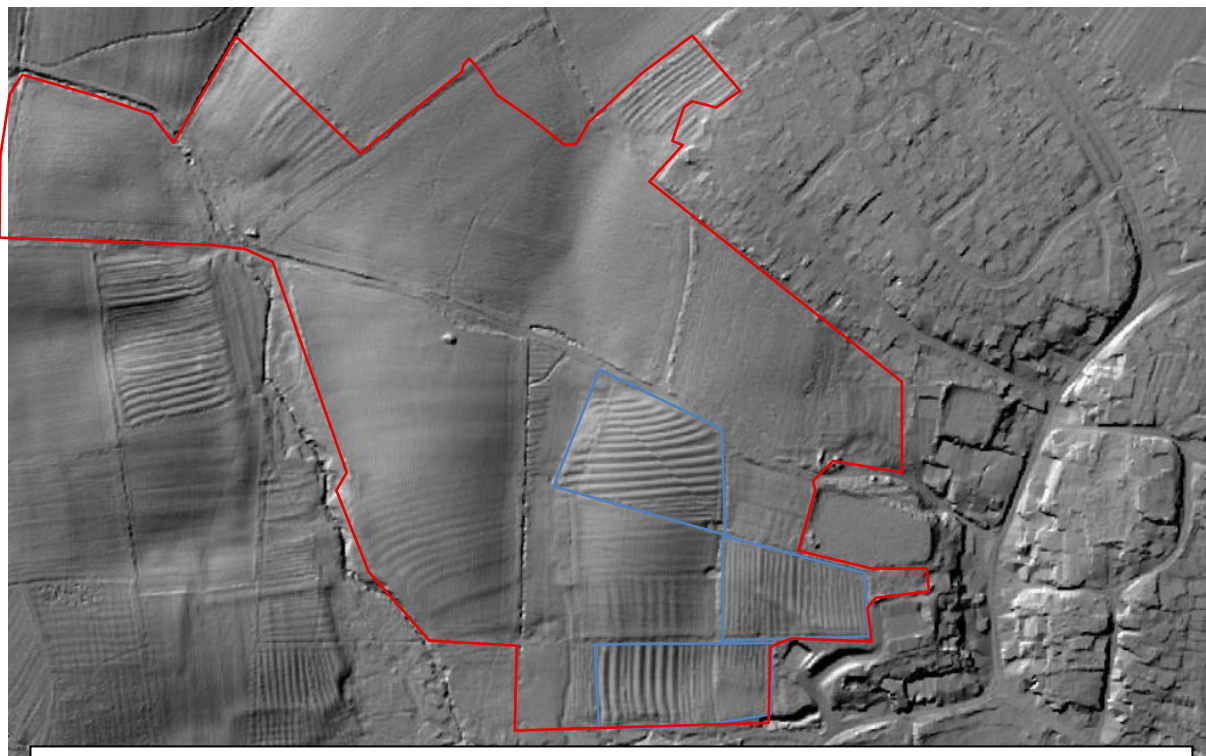


Figure 2: LiDAR survey of the west of Ratby shows the ridge and furrow earthworks in the area of the site. Site outlined in red, areas of earthwork survey in blue. Not to scale.

The Enclosure of the parish in 1773 changed the field system. The field west of Ratby was known a Burrough Field, so named on the Enclosure map, and shows a road running through the north of the site. Burroughs Road is a later addition roughly following a field boundary. In the interwar period part of the north of the site was used as allotment gardens.

Geophysical Survey

The site (available areas – approximately 24.4 hectares) was subject to geophysical survey by Phase Site Investigations (Whittingham, 2024; Fig. 4&5). Ridge and furrow type responses were recorded across the site. Other linear or curvilinear responses which did not correspond with ridge and furrow indicate other phases of activity.

Areas 1 and 2 of the survey (north of Burroughs Road) are investigated through this scheme of trenching. The geophysics in the western field (Area 1) found a roughly N-S aligned former field boundary which divided ridge and furrow type anomalies on perpendicular alignments, suggesting these are contemporary and part of the medieval field system. Fragmented linear responses crossing the site were on alignments differing from the ridge and furrow, and part of a rectilinear enclosure complex was identified in the southeast corner of this area, indicating a palimpsest landscape. There are a small number of discrete responses that might be pits or ferrous material in the soil. In Area 2 probable pit clusters and further linear features not associated with the ridge and furrow were identified.

6.0 Archaeological Requirement (Fig. 3-5)

The programme of investigation comprises evaluation of land on the north side of Burroughs Road, and earthwork survey of three defined areas of ridge and furrow earthworks on the south side of Burroughs Road.

The evaluation consists of thirty-one 50m x 1.80m trenches positioned to investigate the results in Areas 1&2 of the geophysical survey. This constitutes a 4% sample of these areas.

The earthwork survey targets three parcels of land where the LHER records ridge and furrow earthworks, identified as being in good condition. Topographic surveys determine the relative locations of points on the ground surface by measuring horizontal distances, differences in elevation and directions. The survey will be carried out in accordance with guidelines published by Historic England (2nd edition, 2017).

The archaeological investigation aims to:

- Investigate the results of the geophysical survey and determine its usefulness in identifying potential archaeological anomalies.
- To gather sufficient information to establish the presence/absence, character, date, integrity, state of preservation and quality of any encountered buried archaeological deposits within the site.
- To investigate and record the well-preserved earthworks in the southern half of the site.
- Inform and advise the design and implementation of any further archaeological mitigation required in light of the results of the evaluation.

The principal objectives are:

- To establish the extent of past impacts on the archaeological resource.
- To recover stratified dating evidence and establish the chronology of the archaeological remains at the site.

- To establish the relationships between features within the site, establishing phasing and character of the encountered remains.
- To interpret the archaeological remains in the context of historical accounts and known archaeological remains in the vicinity.
- To add to the current understanding of the archaeology and historical development of the wider area.
- To disseminate the results of the work through phased reporting, and to deposit the project archives for future reference.

The project has the potential to add to the East Midlands Historic Environment Research Framework (Knight et al, 2012, <https://researchframeworks.org/emherf/>). The research questions of the Framework Agenda should be considered both during the fieldwork and post-excavation reporting, with topics and research questions that may be relevant identified and defined throughout the project.

The site should not be treated in isolation, and reference should be made to relevant historical sources and previous archaeological work in the area when interpreting the results.

An online record of the project data shall be initiated with the Archaeological Data Service (OASIS database) before fieldwork commences, and completed at the end of the project, including an uploaded digital copy of the report.

The archaeological trenching will be completed in accordance with the methodology detailed below.

7.0 Fieldwork methodology

All archaeological investigation and recording will be undertaken by suitably qualified/experienced professional archaeologists; where necessary the site team will be supervised by a PCAS Project/Field Officer.

7.1 Evaluation

The trenches will be positioned according to the approved trenching plan, allowing for minor adjustment due to the presence of unforeseen obstacles such as services etc. Trench positions will be tied to the OS National Grid using full RTK GPS co-ordinates which is accurate down to 0.03m.

Unless ground conditions dictate otherwise, all monitored groundworks and trenching will be undertaken under archaeological supervision, using a mechanical excavator fitted with a **toothless blade**, to the first archaeologically significant horizon, the natural substrate or the maximum safe working depth, whichever is encountered first. Where ground conditions require the use of a toothed bucket, it shall be replaced with the smooth blade to ensure a smooth clean surface for identifying any archaeological features.

Mechanical excavation will remove all topsoil and any subsoils in spits of no more than 0.20m deep, to the first archaeologically significant horizon, the natural substrate or the maximum safe working depth, whichever is encountered first. Should it be considered necessary, the trench side(s) will be stepped to ensure safe access and egress.

Top and sub-soil horizons shall be excavated and stored separately to allow for reinstatement at the conclusion of the fieldwork. If considered necessary, a sondage will be excavated in the trench to further investigate the natural horizons encountered.

Subject to Health & Safety regulations, trenches will be cleaned manually and inspected for archaeological remains. Where identified, archaeological features will be examined sufficiently to determine their date, character and survival condition. Full excavation of encountered features is not considered necessary, the following sampling policy provides a guide for the project:

- A 100% sample should be taken of all stake-holes.
- A 50% sample should be taken of all discrete features including pits and post-holes with a diameter up to 1.50m. For pits over 1.5m diameter a minimum 25% sample excavation is required. This may include excavating and recording opposite quarters to allow for a complete section across two axis of the feature, recording both profiles.
- A minimum 20% sample should be taken of all linear features, up to 5m in length; for features greater than this, a 10% sample would suffice. Excavation slots to be a minimum of 1m where possible.
- All junctions / intersections and corners of linear relationships will be investigated, and their stratigraphic relationships determined – if necessary using box sections – and all ditch terminals will be examined.
- Any structural remains (e.g., eaves drip gullies, beam slots, masonry) will be sampled to investigate their extent, form, function and character, and all relationships recorded. Any in situ building remains will be fully recorded in plan (as exposed in the trench) and assessed for their suitability for sampling for possible diagnostic purposes (dating and characterisation).

The full stratigraphic sequence will be recorded in each trench, including the relationships between negative features and subsoils/topsoil in trench sections.

In certain cases, the use of mechanical excavation equipment may also be appropriate for removing deep intrusions (e.g. modern brick and concrete floors or footings – not anticipated at the current site), or for putting sections through major features after partial excavation (e.g. substantial ditches), or through deposits to check that they are of natural origin. This will only be undertaken with the consent of Senior Planning Archaeologist.

7.2 Recording

A full written drawn and photographic record of each significant stratigraphic horizon and archaeological feature will be made, including any colluvial or other natural deposits identified on the site.

The written record of each significant stratigraphic unit, including cuts, deposits, structures etc. will be made on standard PCAS Archaeology Ltd recording sheets to include, where necessary, masonry, timber / worked wood, brickwork. This documentary record should include, where appropriate, sketch location plans showing the relevant feature/horizon in relation to surrounding features, and hachures denoting the slope and any break/base of slope within the excavated sections.

Section drawings through features and representative sections will be hand drawn (1:10 or 1:20) and plotted on base plans. For both representative sections and baulk sections above a feature a suitable width of the baulk will be cleaned and recorded.

All features and sections will be mapped and tied into the National Grid using GPS utilising full RTK GPS co-ordinates. The current PCAS Archaeology model is a Leica GS08 GPS unit receiving RTK corrections, accurate to 0.03m. Where required, plans of individual features or

groups of features will be hand drawn (1:50 or 1:20), or plotted on a trench plan at a scale or no more than 1:100.

Levels (AOD) will be taken on all sections and throughout the GPS planning and labelled as appropriate on plan/section drawings.

Structured written records will be supplemented by a narrative account in the form of a site diary maintained by the lead Project Archaeologist, recording progress, initial interpretations, site visitors, weather conditions, disputes etc. The supervising archaeologist will pay due attention to the landscape aspect of any exposed remains – both the cultural and the natural landscapes – which may require a basic assessment to be made of neighbouring conditions (e.g., visible earthworks in adjacent areas, surface observation, standing buildings, vegetation cover etc).

A photographic record in digital format will be maintained during the course of the archaeological intervention. Where appropriate these will include an identification board, scale and north arrow. The photographic record will include:

- General site shots;
- specific stages of fieldwork;
- Trench shots;
- individual features and, where appropriate, their sections;
- groups of features, where relationships are important.

Artefacts

All artefacts will be treated in accordance with UKIC guidelines, First Aid for Finds (Watkinson & Neale 1998). All finds recovered from the site will be returned to the offices of the appointed archaeological contractor for processing and initial identification before dispatch to the relevant specialists. They will be bagged and labelled according to context.

A specialist assessment will be made of the artefacts recovered with a view to their potential for further study. Allowance will be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs.

All finds that qualify as ‘treasure’ under the 1996 Treasure Act (Treasure Act Code of Practice – 2023 revision) will be treated in accordance with the Act; HM Coroner will be informed and the finds will be safely stored. The Leicestershire Finds Liaison Officer may be contacted for advice in the first instance.

Human Remains

The legislation concerning the exhumation of human remains is covered by the burial act of 1857.

Evaluation methodology usually requires the exhumation of human remains be kept to a minimum, therefore if human remains are encountered, they will be left *in situ* where possible, and only disturbed if their continued presence will severely hinder the development processes, or if there are sound academic/scientific justifications for removal. If appropriate, an Exhumation License will be requested from the Secretary of State/Ministry of Justice and the local Environmental Health Officer advised.

Excavators should be aware of current legislation regarding human remains and pay due attention to requirements of Health and Safety. All work involving human remains will be carried out according to the standards and guidelines recommended by the British Association of Biological Anthropologists and Osteologists in conjunction with the ClfA guidelines.

All reasonable requests of interested parties concerning the methods of removal, re-interral or disposal of the remains and associated items will be complied with, and attempts will be made at all times not to cause offence to interested parties.

Environmental Sampling

Any securely stratified dated or undated archaeological deposits considered suitable will be sampled for the retrieval and assessment of the preservation conditions and potential for analysis of biological and environmental remains. Industrial residues and waste from craft and manufacturing processes are also routinely sampled (although are not anticipated on this site).

Particular attention will be paid at all times to the presence of lithics-bearing contexts and / or organic contexts, including those devoid of dateable finds, where the presence of burnt flint, charcoal and/or organic material suitable for dating by C14 or other dating methods may be retrieved. The advice of the appointed environmental specialist may be sought in relation to these deposits.

Where possible, deposits will be sampled in 40l quantities (HE recommendations of 40-60l), less if necessary (up to 100% of the deposit), and returned to the office of the archaeological contractor prior to dispatch to the appointed specialist for processing and assessment. Samples will be accompanied with context specific samples recording forms detailing the volume, characteristics, location taken from and reason for taking the sample, copies of which will be sent to the appointed specialist. Sampling techniques and methods will be undertaken in accordance with the Historic England guidance as set out in *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation* (Campbell et al, 2011, 2nd edition) and *Geoarchaeology: Using earth sciences to understand the archaeological record* (Historic England, 2015).

7.3 Earthwork Survey

The extent of the topographic survey area will be located by GPS measurement, using a Topcom GRS1 survey instrument. The survey will be undertaken using the hachure method and full RTK GPS accurate to 0.03m. Site boundaries and existing landscape features, such as dykes, drains and hedgerows will be recorded as control points. The tops, bases and breaks of slopes of any discernible earthworks or buried features will be surveyed. The apparent natural topography of the site will also be recorded.

Where necessary, sketch plans showing discernible earthworks or buried features as hachured features will be made to clarify chronological and spatial relationships, though the primary survey method will remain as GPS measurement.

A digital photographic record will be compiled. Photographs will consist of:

- General site views from different viewpoints and under varying light conditions if possible;
- Specific earthworks or surface features, if encountered;
- Groups of earthwork features where their association indicates functional or chronological relationships.

Notes describing the general nature of the topography and more detailed descriptions of any discernible earthworks or buried features will be compiled.

8.0 Post-fieldwork methodology - reporting

Following completion of the archaeological fieldwork, all archaeological records, environmental samples and finds will be taken to the offices of PCAS prior to processing, dispatch and/or analysis. The selection strategy will be refined, see also the Data Management Plan (Appendix 1) for details of the selection and storage of the contents of the working archive.

Requests to discard any archaeological material must be sent to the Archive Curator for review. **No discard of archaeological archive should take place without their approval.** Selection proposals must be supported by statements from suitable and relevant material type specialists. No discard proposal will be accepted without these supporting statements.

Stable finds (e.g. pottery, bone) will be washed, marked and packaged at PCAS prior to dispatch. Unstable finds will be dispatched for remedial conservation as a prelude to assessment, and bulk samples will be dispatched for processing. If necessary, an assessment of the samples for radio-carbon dating will be made by the environmental specialist, and in consultation with the PCAS Officers involved in the post-excavation process any suitable samples will be prepared and dispatched to the appropriate specialists.

PCAS have used the services of a variety of specialists in the past; a full list of specialists is included in Section 10 below.

Subject to the receipt of any specialist accounts/archive reports, within 6-8 weeks of the completion of fieldwork a fully illustrated and appended text will be prepared in accordance with current guidelines and sent to the Senior Planning Archaeologist for approval. If specialist reports are not available within this timeframe an interim report may be issued pending receipt of all specialist reports. All electronic submissions will be in single .PDF format. The final report will include the following minimum information:

- A non-technical summary
- Museum accession number, site code and project number
- Planning reference number
- Grid reference, site location, topography and geology
- Archaeological and historical background
- A statement of aims and objectives of the project
- A description and analysis of the fieldwork undertaken
- A geo-referenced location plan at a minimum scale of 1:10,000
- Scaled section and plan drawings of archaeological features encountered within the excavated area with integral levels (AOD) and hachures.
- Discussion and conclusions, including the importance of the findings in local, regional and national basis and a critical review of the effectiveness of methodology
- Tables summarising features and artefacts with full descriptions and brief interpretation
- Where applicable, a matrix will be produced to determine the phasing of recorded features / deposits, with dating applied where possible
- Specialist artefact and environmental reports, as necessary, with reference made to appropriate published type-series
- Colour photographs, including general views and appropriate detail
- Acknowledgements

- Bibliography of sources used
- Archive deposition location and agreed deposition date
- A summary of the report's presence and location on the OASIS online database

Copies of the approved report shall be sent to the Senior Planning Archaeologist and the client.

9.0 Dissemination

The data from the project, along with a digital copy of the report, will be uploaded to the Archaeology Data Service OASIS (Online Access to the Index of archaeological investigationS) database for public consultation. The Leicestershire and Rutland HER will assess the report via this database for their records.

Uploading the report and any relevant project data to OASIS will be considered as placing the results of the project in the public domain. However, wider publication of the results will be considered, although the content and place of publication will be dependent on what is found and be subject to discussion with the archaeological advisor to the planning authority. For example, where a significant discovery is made, consideration will be given to the preparation of a short note for inclusion in a local journal.

Working under the terms of the Copyright, Design and Patents Act 1988, PCAS shall retain full copyright with regard to written, digital and graphic material. However, following project completion, both the commissioning body, the Leicestershire and Rutland HER and the Archaeology Data Service may, in the interest of informing and advancing the profession, make responsible use of the data, provided that any material copied or cited in reports is duly acknowledged and all copyright conditions observed.

Following acceptance of the report, an inventoried project archive (documentary and material) will be prepared in accordance with the guidelines contained in *Guidelines for the Preparation of Excavation Archives for Long Term Storage* (UKIC 1990) and *Standards in the Museum Care of Archaeological Collections* (Museums and Galleries Commission 1992) and The Transfer of Archaeological Archives to Leicestershire County Council Museum Collections (2022). A selection strategy for the final components of the archive will be developed according to the Museum guidelines, and the contents of the archive will be finally selected as part of the preparation of the archive for deposition.

The entire archive will be prepared at the offices of PCAS and stored until transfer to Leicestershire Museums Service can be arranged. This is dependent on the start date and completion of the development works to be monitored, however archive deposition will be arranged within 12 months of completion of fieldwork. The unique accession number X.A125.2025 has been assigned by the Leicestershire Museums Service for this project. No variation of this arrangement will take place without the prior written consent of the Local Planning Authority

10.0 Timescale and personnel

The evaluation trenching is expected to commence in Autumn 2025, reliant on instruction to proceed from the client. The Senior Planning Archaeologist will be given no less than 7 days notice of the intention to commence the fieldwork. Notification will be from the archaeological contractor upon instruction from the client.

The site team will include an experienced Project Officer as a minimum, with personnel to be determined based on availability at the time of fieldwork. Details of the site team and CVs will

also be provided on request. The fieldwork is anticipated to take 3-4 weeks with a team of 1-2 archaeologists, supplemented where appropriate with geoarchaeological specialists.

The Senior Planning Archaeologist will be regularly updated regarding progress and will be welcome to visit the site following prior arrangement with the archaeological contractor. Fieldwork will not be considered complete until the Senior Planning Archaeologist has formally signed off the trenches in person, or by phone / email.

Post-fieldwork collated archive will be stored at the offices of PCAS Archaeology. The project will be assigned to a Project Officer or equivalent for post-excavation assessment and reporting. They will work alongside the PCAS Finds and Archiving Officer who will liaise with the specialists for the assessment of the artefacts and environmental remains.

PCAS have used the services of a variety of specialists in the past and may use any/all of the following depending on suitability/availability etc:

Archaeological Contractors:

- York Archaeological Trust (YAT) – identification and assessment of registered special finds; X-Ray analysis and Conservation Services.
- Scottish Universities Environmental Research Centre (SUERC) – radiocarbon dating laboratories

Other Freelance Specialists:

- S Percival – specialising in the identification and assessment of prehistoric pottery and ceramics.
- D Fernandes - specialising in the identification and assessment of prehistoric pottery and ceramics.
- I. Rowlandson / H. G. Fiske – specialising in the identification and assessment of Iron Age and Roman pottery.
- R. Leary – specialising in the identification and assessment of Iron Age and Roman pottery
- P. Blinkhorn – specialising in the identification and assessment of post-Roman pottery
- J. Curl – specialising in the identification and assessment of animal bone worked bone/antler.
- S. Tipper - – specialising in the identification and assessment of human remains
- G. Kiraly - specialising in the identification and assessment of human remains (in house specialist)
- Z. Tomlinson - specialising in the identification and assessment of CBM and fired clay, painted plaster small and other finds
- T. Lane / R. Devany – specialising in the identification and assessment of lithic materials and tools.
- A. Daubney - specialising in the identification and assessment of small finds and coins
- M. Wood – specialising in the identification and assessment of metal finds and waste metalworking residues.
- C. Smith / D. Wilding - specialising in the identification and assessment of metalwork and small finds

- Q. Mould – specialising in the identification and assessment of leather artefacts.
- M. Bamforth – specialising in the identification and assessment of waterlogged wood.
- R. Tyson / C. Cottam / E. Foulds – specialising in the identification and assessment of glass.
- C. Simpson - specialising in the identification and assessment of environmental samples and worked stone

A full report on the results of the project will be submitted within 6-8 weeks, dependant of the receipt of any specialist reports. An interim report may be issued if the specialist assessments are not available within the required time frame. The results will be used to inform the requirement for, and design and implementation of, any archaeological mitigation that may be required in association with the development

Archive deposition will be within 12 months of acceptance of the report.

11.0 Contacts

William Kelly, Senior Planning Archaeologist,
Leicestershire CC

0116 305 0039

Leigh Brocklehurst, Project Manager, PCAS
Archaeology Ltd.

01522 703 800

12.0 Monitoring arrangements

Internal monitoring will be the responsibility of PCAS Project Manager Leigh Brocklehurst / PCAS Director Colin Palmer-Brown. The Senior Planning Archaeologist for LCC will be informed of the start of the archaeological intervention. They will be kept informed of any unexpected discoveries and regularly updated on the project's progress and will be free to visit the site by prior arrangement with the site director.

All phases of fieldwork shall be carried out in accordance with the approved WSI, with any variations to the specification being agreed in writing with the Senior Planning Archaeologist.

13.0 Health and Safety

All work will be carried out in compliance with the Health and Safety at Work Act 1974 and its related regulations and codes of practice.

Employees and sub-contractors of PCAS Archaeology Ltd will perform their duties in accordance with company safety policy (revised 2025). Where PCAS employees are temporarily engaged at other workplaces, they are to respect relevant local regulations, both statutory and as imposed by other employers within the Health and Safety at Work Act (1974). In furtherance of the duty of care imposed by the Health & Safety at Work Act, the Employer shall make available to his employees whatever reasonable facilities are required by particular circumstances, e.g. appropriate protective clothing, safety equipment, rest breaks for specialised tasks, etc.

There are no known services in the site but all staff should remain aware of possibility of services. Services plans will be requested from the client or sourced independently prior to the start of fieldwork. Trench positions may be CAT scanned prior to excavation to confirm there are no buried services.

A site risk assessment will be prepared prior to any site works taking place. All site staff will be required to read and sign to confirm understanding and adherence to the measures recommended in the risk assessment. The risk assessment will be continuous and updated throughout the course of the fieldwork should conditions change.

14.0 Insurance

PCAS Archaeology Ltd. has the following insurance cover:

Employers' Liability:	£10,000,000
Public Liability:	£5,000,000
Professional Indemnity:	£5,000,000

15.0 References

Catanzaro, F, 2024, *Land West of Ratby, Leicestershire: Historic Environment Desk-Based Assessment*. Cotswold Archaeology report MK0985_1

ClfA, 2020 *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials*

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

ClfA, 2023, *Standard and guidance for Archaeological Field Evaluation*

Historic England, 2008 *Management of Research Projects in the Historic Environment (MoRPHE)*. PPN 3: *Archaeological Excavation*

Historic England 2015, *Managing Significance in Decision-Taking in the Historic Environment*
Id. 2017, *Historic Environment Good Practice Advice in Planning: 3* (2nd Edition) Lucas, G. Feb 1997.

Katsifas, D, 2021, *Archaeological Evaluation at Land at Markfield Road, Ratby, Leicestershire*. Archaeological Research Services 2021/133

NPPF, 2024, *National Planning Policy Framework*, Crown Copyright.

Ordnance Survey, 2015, *Leicester and Hinckley 1:25,000 scale Explorer Series sheet no. 233*. The Ordnance Survey, Southampton.

Watkinson, D. And Neal, V., 1998 *First Aid for Finds*

Whittingham, M, 2024, *Land West of Ratby (Burrough Field), Leicestershire: Archaeological Geophysical Survey*. Phase Site Investigations ref ARC/3643/1376

Wolf, A, 2021, *Land at Desford Lane, Ratby, Leicestershire: Archaeological Evaluation*. Cotswold Archaeology report MK0455_1

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

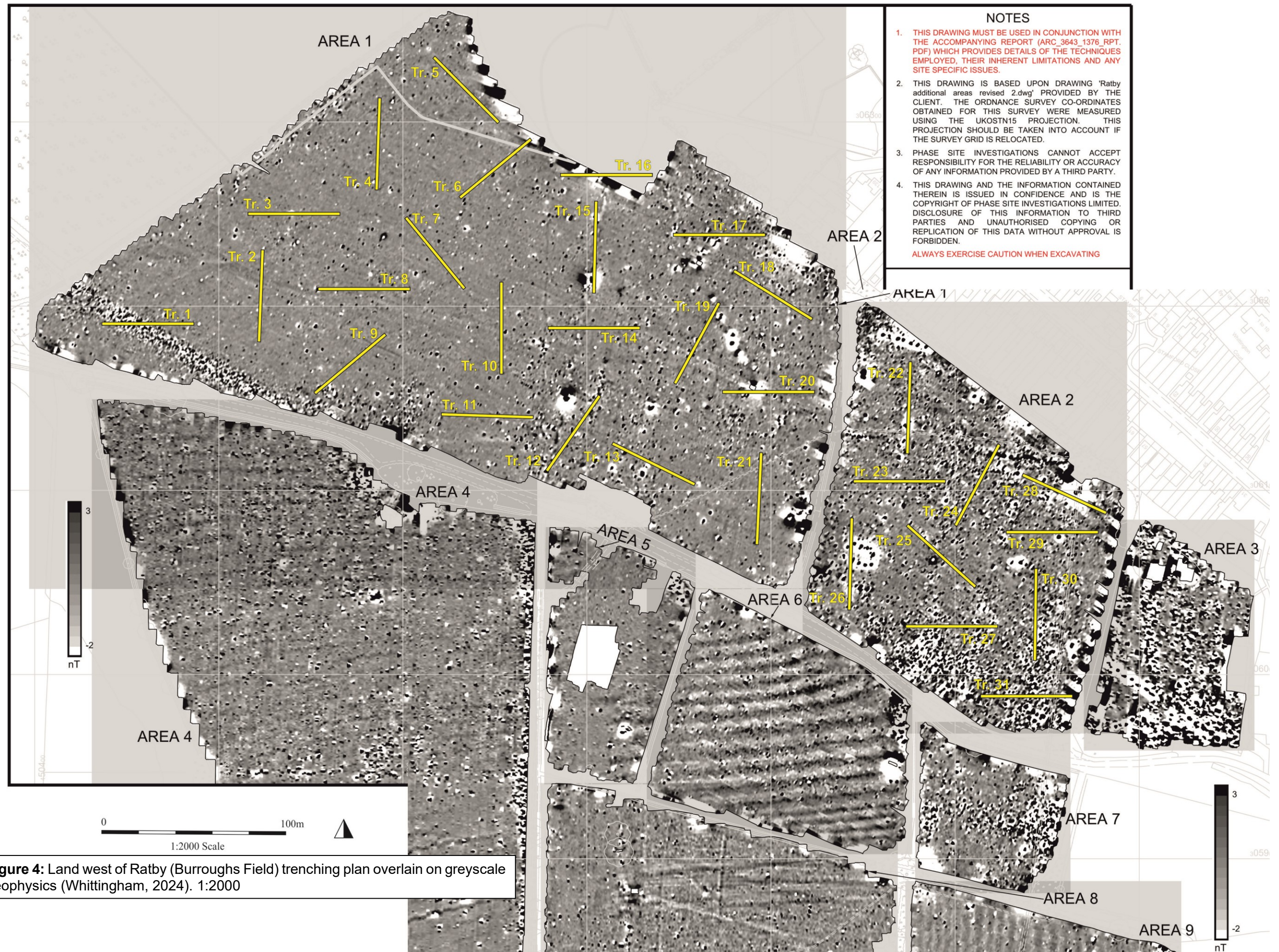
<http://list.historicengland.org.uk/mapsearch.aspx>

- Site boundary
- R+F to survey
- Evaluation trench

Figure 3: Land west of Ratby (Burroughs Field) aerial photograph showing development area (outlined red). Areas of earthworks survey (outlined blue) and position of trenches (yellow). 1:3000. Drawing by LB



0 100 200 m



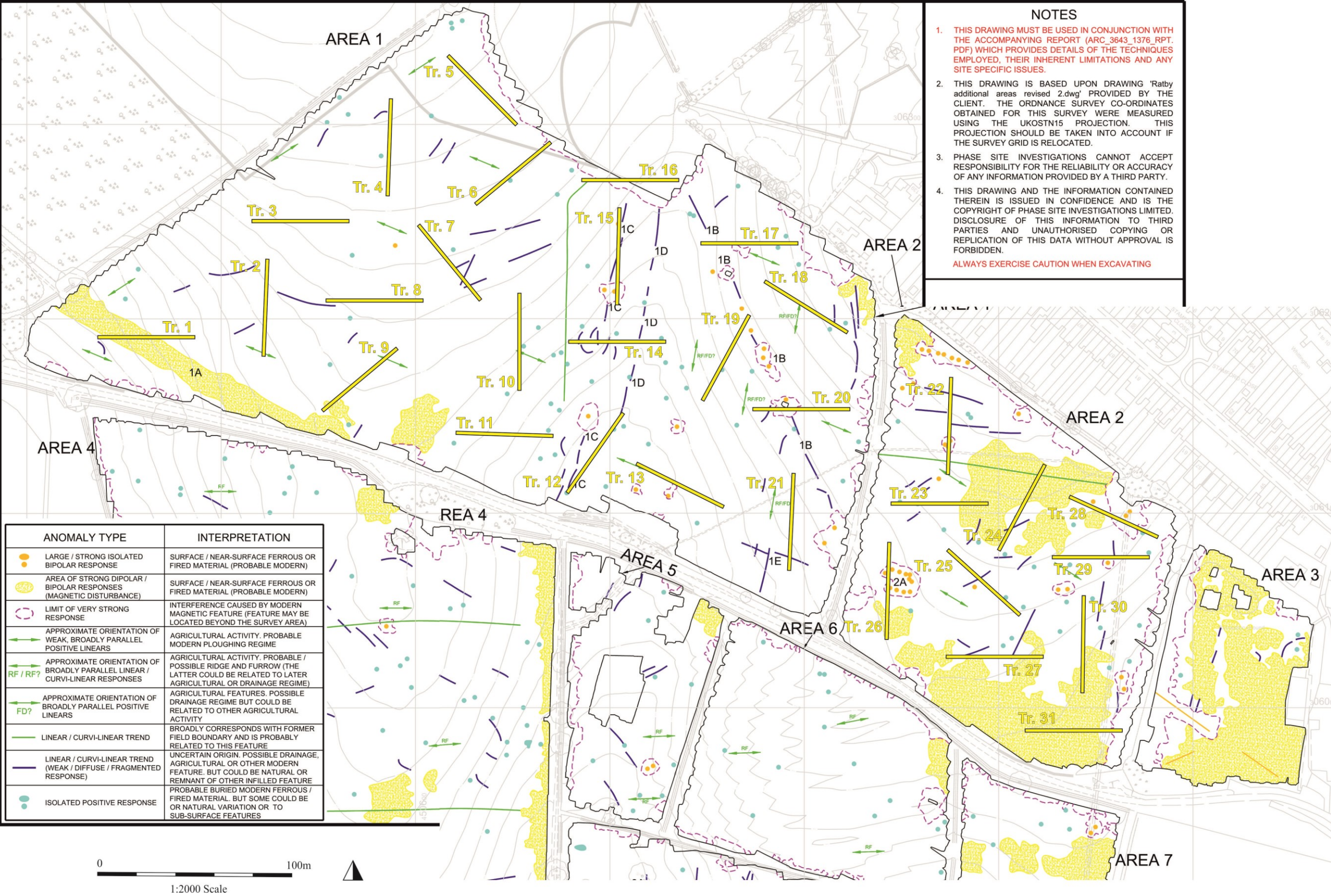


Figure 5: Land west of Ratby (Burroughs Field) trenching plan overlain on interpretive geophysics (Whittingham, 2024). 1:2000

**Archaeological Evaluation Trenching & Earthwork Survey: Land at Burroughs
Road, Ratby, Leicester, Leicestershire, LE6 0XZ**

Data Management Plan

NGR: SK 50760 06176
Planning Authority: Leicestershire County Council
Planning Reference: 24/00914/OUT
PCAS job number: 3193
PCAS Sitecode: RBRE 25
Accession Number: X.A125.2025

For
Lagan Homes

September 2025



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Project Manager	Leigh Brocklehurst															
Project Name	Land west of Ratby, Burroughs Road, Ratby, Leicestershire LE6 0XZ															
PCAS Job Number	3193															
Site Code	RBRE 25															
Author (s)	Alison Lane															
Date:	September 2025															
Project Stages covered	Fieldwork (evaluation & earthwork survey and Post-Excavation															
Status	Pre-commencement															
File Name/Location	3193 Burroughs Road, Ratby Data Management Plan / Stored in the Project Specifications file on the PCAS server.															
Data Collection/Creation																
Data to be Collected/Created	<p>Paper recording on standard PCAS Archaeology Ltd recording sheets forms the basis for the site archive. Drawings will be created by hand using permatrace drawing film, using a suitable pencil (6H Staedler Mars Lumograph are issued by the company).</p> <p>The paper archive will be digitised upon completion of project as a context summary and associated drawings.</p> <p>In addition to the physical archive, the digital archive will include GIS data, site photography, and databases.</p> <p>The documentary archive will consist of: Text: Various Word Documents; including Written Scheme of Investigation, Assessment Reports, Specialist Reports, Interim Excavation Report(s). This will also include context sheets, registers (context, drawing, photograph), and site diaries created on site. Additional documents may include (where necessary) human remains registers and recording sheets, small finds register, masonry sheets, timber recording sheets. Databases: These will include context databases, finds lists, GIS database, etc. All data generated will be held on the PCAS Archaeology Ltd servers and will be stored within its own project file on the server. Images: Hard copy permatrace drawings, digital images; to include site photography, scanned permatrace drawings, and site plans produced for the report.</p> <p>Data formats used are standardised and openly documented, ensuring that data is shareable.</p> <table><tr><th colspan="3">Expected Data to be used</th></tr><tr><th>Type</th><th>Format</th><th>Estimated Volume</th></tr><tr><td>Spreadsheets</td><td>Excel (.xlsx). To be deposited in preservation format (.csv)</td><td>Up to 10 objects (less than 2MB total) (Context Register, Finds and Samples Register, Drawing Register, Specialist Finds Tables)</td></tr><tr><td>Text/ Documents</td><td>Word (.docx) PDF (.pdf/a)</td><td>Up to 20 objects (less than 100MB total) (Project Brief, Written Scheme of Investigation, Assessment Report, Interim Grey Literature Reports, Specialist Reports)</td></tr><tr><td>Vector Graphics</td><td>CorelDraw (.svg) QGIS (.shp)</td><td>Site Plans (average size 40MB), Report Images (average size 5MB)</td></tr></table>	Expected Data to be used			Type	Format	Estimated Volume	Spreadsheets	Excel (.xlsx). To be deposited in preservation format (.csv)	Up to 10 objects (less than 2MB total) (Context Register, Finds and Samples Register, Drawing Register, Specialist Finds Tables)	Text/ Documents	Word (.docx) PDF (.pdf/a)	Up to 20 objects (less than 100MB total) (Project Brief, Written Scheme of Investigation, Assessment Report, Interim Grey Literature Reports, Specialist Reports)	Vector Graphics	CorelDraw (.svg) QGIS (.shp)	Site Plans (average size 40MB), Report Images (average size 5MB)
Expected Data to be used																
Type	Format	Estimated Volume														
Spreadsheets	Excel (.xlsx). To be deposited in preservation format (.csv)	Up to 10 objects (less than 2MB total) (Context Register, Finds and Samples Register, Drawing Register, Specialist Finds Tables)														
Text/ Documents	Word (.docx) PDF (.pdf/a)	Up to 20 objects (less than 100MB total) (Project Brief, Written Scheme of Investigation, Assessment Report, Interim Grey Literature Reports, Specialist Reports)														
Vector Graphics	CorelDraw (.svg) QGIS (.shp)	Site Plans (average size 40MB), Report Images (average size 5MB)														

	Images	Intended deposition format (.tiff / .jpg)	Archive shots - Between 100 and 150 (average size 5MB)
	GIS	ESRI Shapefile (.shp & .shx & .dbf, plus associated files)	Up to 20 overall GIS files (anticipated less than 30MB each)
How Data will be Collected/Created	<p>The data will be collected and created according the methodology set out in the Written Scheme of Investigation: Archaeological Evaluation Trenching and Earthwork Survey: Burroughs Road, Ratby, Leicestershire, LE6 0XZ (PCAS, 2025) (available to all site staff).</p> <p>GIS data will be collected and created according to the PCAS Archaeology Ltd Survey Manual (Version 1 2018). This is available for all site staff, however the data collection, creation and storage is the responsibility of the PCAS appointed surveyor.</p> <p>These standards conform to CIFA Code of Conduct (2019 Revision), Management of Research Projects in the Historic Environment and ADS Guidelines for Deposition,</p> <p>Instruments used in the collection of data are calibrated yearly and are routinely checked to ensure they are in full working order.</p> <p>The digital project archive will be stored in a project specific folder on the internal PCAS Archaeology Ltd server. Project folders are to be named following established organisation procedures (Job Number and Site Name). All files included as part of this project archive will include the organisational identifier (job number - 3193), the Site Name (Land at Burroughs Road, Ratby), the file descriptor (e.g. WSI) and the version number (e.g. V2) where applicable.</p> <p>All site records and data collected will be reviewed by the Project Officer throughout the project to ensure the data is accurate and secure. Whilst project folders are reviewed internally on a regular basis by the Project Manager to ensure that organisational data management standards are being met.</p>		
Relations	N/A		
Documentation and Metadata			
Metadata	Metadata will be created as listed above to PCAS Archaeology Ltd standards which adheres to ADS guidelines for deposition (see https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml).		
Documentation	<p>An archive catalogue documenting both physical and digital archive products will be maintained throughout the project.</p> <p>Site archive documentation will be included alongside the data in order for secondary users to understand and reuse it. This will include documents such as photo registers, context summaries, drawing records. These will include descriptions of the data collected, who collected it and the date of collection.</p>		
Ethical and Legal Compliance			
Data Security Issues	None		
Intellectual Property Rights	All Data created by PCAS Archaeology Ltd employees are the intellectual property rights of PCAS Archaeology Ltd.		
Data Storage			
Storage and Backup	All digital data collected and born during the excavation will be stored and backed-up on the PCAS Archaeology Ltd servers. These are backed-up daily in order to prevent loss of Data. Initial recovery of site Data may be		

	<p>from site to company laptops, however the data will be transferred to the company's server at the earliest opportunity. Prior to it being on the server, the Project Officer will back-up data on laptops through use of external hard drives/memory sticks.</p> <p>PCAS Archaeology Ltd's IT is managed by an external data management provider, who is also responsible for the management and verification of our daily back-ups and who supports access to security copies as needed.</p>
Access and Security	Data will be freely available to all members of the team throughout the project. There are no security issues.
Selection and Preservation	
Preservation Plan	<p>The physical archive, documentary and material, will be transferred to the Leicestershire Museums Service as part of an ordered and indexed project archive. This will include project data from both the evaluation and earthwork survey, anticipated for deposition at the end of all site works in approximately 18 months. Until such a time as the whole project archive can be deposited, it will be collated and stored at PCAS offices or a suitable alternative repository.</p> <p>The documentary archive will contain any hard copy data reports the repository wish to receive. The archive, including the Data from the project, will be archived with the ADS.</p> <p>Digital photographs born of the project and any other digital content considered suitable for long term storage will be deposited with Leicestershire Museums as per their guidelines.</p> <p>A complete set of the digital data does not need to be retained in full. A Selection Strategy has been developed in association with this project, considering the likely contents of the archive and the requirements of the current guidelines as set out in The Transfer of Archaeological Archives to Leicestershire County Council Museum Collections (2022). This selection strategy will be under constant review by all stakeholders (project team, project management and intended repository) to determine the final archive for retention and deposition. Advice on the selection strategy can be found in the CIFA's Selection Toolkit for Archaeological Archives 2018.</p>
Data Sharing	
Data Sharing Plan	<p>A copy of the final collated report at the end of the overall mitigation project will be supplied to the Leicestershire Senior Planning Archaeologist, the Leicestershire HER (via the OASIS database) and the landowner / client.</p> <p>A summary of the project will be included on the OASIS Index of Archaeological Investigation and will be updated as the project progresses.</p> <p>A final version of the project reports will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.</p> <p>Awareness of the work will be raised through publication, and documentation with the HER, in addition to suitable photos being shared via PCAS' social media platforms.</p>
Data Sharing Restrictions	There are no restrictions on the use of this data after project completion.
Responsibilities and Resources	
Responsibilities	<p>The Project Manager, Leigh Brocklehurst, and the site's Project Officer (tbc) are responsible for ensuring the data management plan is followed.</p> <p>Data capture, metadata production and data quality is the responsibility of the Project Team, overseen by the Project Officer.</p>

	<p>Storage and backup of data in the field is the responsibility of the Project Officer.</p> <p>Once data is incorporated into the organisations project server, storage and backup is managed by an external company.</p> <p>Data archiving is undertaken is undertaken by the PCAS Finds and Archives Officer, who is responsible for the transfer of the project archive to the agreed repository.</p>
Resources	Resources required to deliver this project are provided for by the developer.