



UNIVERSITY OF
LEICESTER

Archaeological Services

Written Scheme of Investigation for an Archaeological Excavation

Site: MIRA Drive, Lindley, HORIBA MIRA, Nuneaton CV10 0TU

NGR: NGR: SP 37124 95850

Client: HORIBA MIRA

Planning Authority: Hinckley & Bosworth Borough Council

Planning Ref: 22/00941/FUL

ULAS Job No: 24-528

Accession No: X.A97.2023

Filename/Version	Checked/Amended by	Date	Notes
24-528_MIRA_Excavation_WSI_V1	JST	02/01/2024	Draft Issued for Comment
24-528_MIRA_Excavation_WSI_V2	JST	10/01/2024	Revised Draft
24-528_MIRA_Excavation_WSI_Approved	JST	11/01/2024	Approved by LCC

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Written scheme of investigation for Archaeological Excavation

1. Introduction

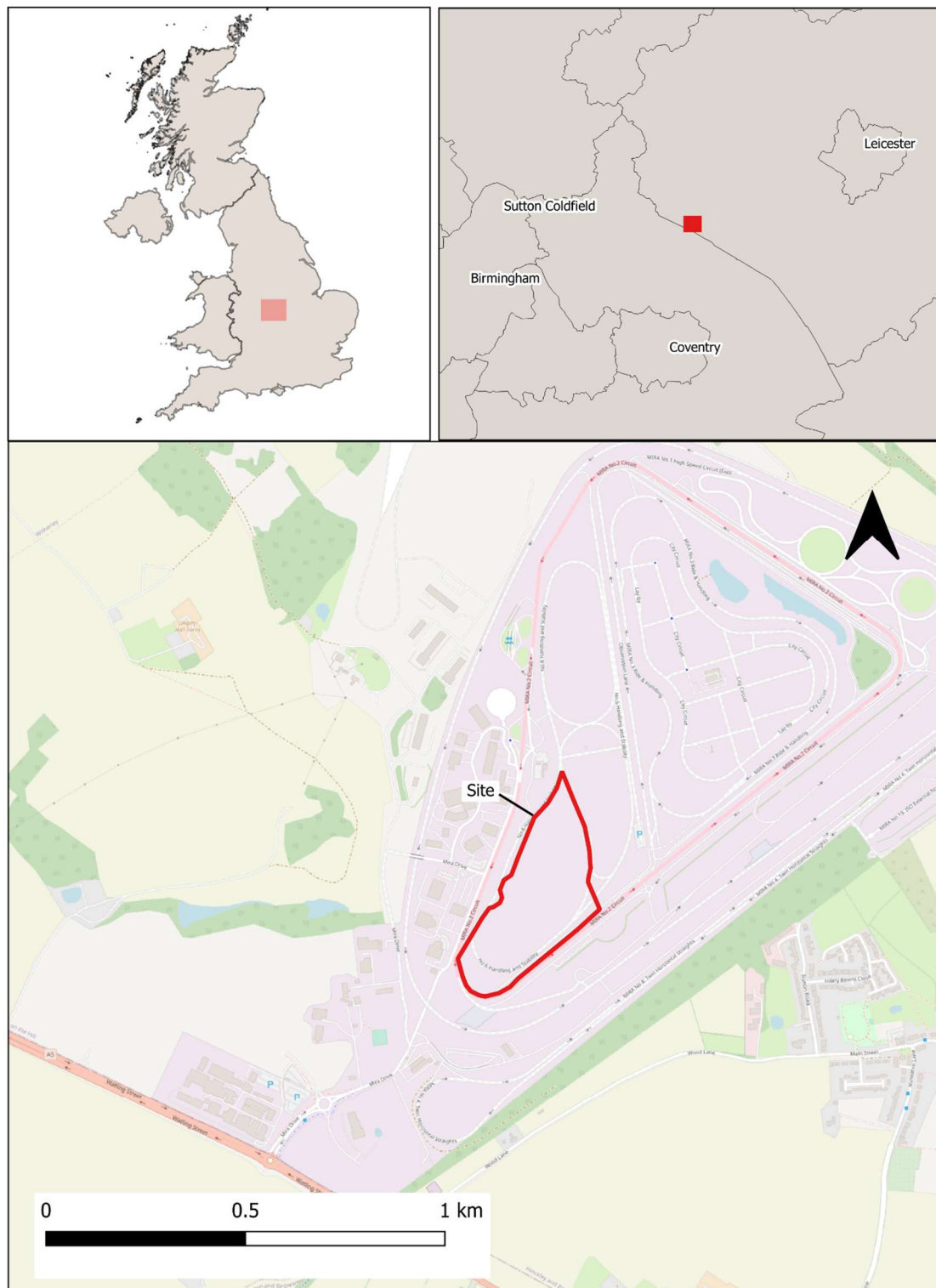
Definition and scope of the project

- 1.1 This document is a Written Scheme of Investigation (WSI) for a programme of mitigation comprising excavation at MIRA Drive, Lindley, HORIBA MIRA, Higham on the Hill, Leicestershire, CV10 0TU in accordance with National Planning Policy Framework (NPPF): Section 16 Enhancing and Conserving the Historic Environment (DLUHC 2023) and will be submitted to the Planning Archaeologist for approval prior to any archaeological work taking place.
- 1.2 This WSI was commissioned by HORIBA MIRA Ltd. The fieldwork specified below is intended to provide a record of the archaeological remains in mitigation of the impact of the proposed development and addresses the requirements placed on the planning permission for a scheme of work comprising an archaeological excavation.

2. Background

Context of the Project

- 2.1 The proposed development area (PDA) lies within the parish of Higham on the Hill, in the District of Hinckley and Bosworth, Leicestershire, around 5 miles north-west of Hinckley and 5 miles south-east of Atherstone (Figure 1). It is demarcated by the A5 (Roman Watling Street) to the south; which is the border with Warwickshire. The dismantled Ashby and Nuneaton Joint Railway runs to the south-east of the site and to the north- west and north-east lie fields and local roads. The total area of the MIRA site is around 310 hectares.
- 2.2 To the east of the PDA are multiple buildings associated with the headquarters. To the north-east of the PDA is the majority of the proving grounds. To the south-east is Higham on the Hill, with intervening hedgerows between the residential area and the headquarters (Figure 2).
- 2.3 Planning permission has been granted for construction of a 7MW solar array and associated works (planning reference 22/00941/FUL). The Planning Authority granted Planning Permission (Condition 4 parts 1 and 2) subject to an archaeological condition for a staged programme of work commencing with trial trenching evaluation.
- 2.4 The trial trench evaluation (30 Trenches) was undertaken in November 2023, following on from a geophysical survey of the area undertaken in August 2023. Archaeological features, including post-holes, ditch features and a possible roundhouse were revealed.
- 2.5 Consequently the planning authority has recommended further work targeting three areas around those trenches containing archaeology.



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Created by: Score, Vicki
Created on: 12/09/2023

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

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Topography and Geology

- 2.6 The PDA comprises grassland and is bounded by a small road or test track which forms part of the larger proving grounds on the headquarters site. It lies within the runway area of the former WW2 airfield.
- 2.7 The British Geological Survey website indicates that the underlying bedrock geology throughout the site is likely to be Mercia Mudstone Group with superficial deposits of Thrussington Member (<https://www.bgs.ac.uk/map-viewers/geology-of-britain-viewer/>).
- 2.8 The Soilscape website indicates that the soils, in the northern part of the site will be **Soilscape 18**: Slowly permeable seasonally wet slightly acid but base-rich loamy and clayey soils, and in the southern part of the site **Soilscape 8**: Slightly acid loamy and clayey soils with impeded drainage (Soilscape <http://www.landis.org.uk/soilscales/>).



Figure 2: Detailed site location plan showing known underground services (blue and green lines) (provided by client).

Historical and Archaeological Background

- 2.9 The Historic Environment Record (HER) for Leicestershire and Rutland shows that the PDA lies on the site of the old Lindley Airfield (HER Ref. **MLE15973**). The PDA also lies

on the site of the deserted parish of Rowden (**MLE2795**) and adjacent to earthworks associated with the abandoned village of Lindley (**MLE2792**). There are also enclosures dating from the Iron Age adjacent to the site (**MLE9578**) and other prehistoric sites are located nearby (**MLE8245**, **MLE6080** and Warks HER No. **4420 & 4501**).

- 2.10 The southern part of the site lies adjacent to the A5 Watling Street, a former Roman Road (**MLE1388**) and the Mancetter Roman Road has been projected to run to the north of the site (**MLE3019**). Roman pottery has been found within the former Lindley parish at the edge of the PDA (**MLE8503**) and a large amount has been found further to the south (Warks HER No. **7439**). Roman coins have also been retrieved from two hoards to the south (Warks HER No. **5141**) of the site and near Harper's Hill, around 800m south-east of the site (Warks HER No. **1653**).

Previous archaeological work

- 2.11 Several archaeological interventions have been carried out across the MIRA site. A trial trench evaluation (Thomas 2011) and following excavation (Flavell 2014) located evidence of Roman occupation to the south-west bounded by the A5.
- 2.12 Further trenching to the south-east for the proposed Training Centre (Higgins 2014) and a follow up strip, map and sample excavation (Flavell 2017) revealed a small number of Roman features.
- 2.13 A series of archaeological interventions were carried out to the north of the PDA for construction of a new high-speed autonomous vehicle test track facility (TICIT) including a desk based assessment (Hunt 2018a), Magnetometer survey (Gater 2018), Field walking (González Rodríguez 2018a), Metal Detector surveys (Beamish 2018b, González Rodríguez 2018b, González Rodríguez et al 2018), Aerial LiDAR (Beamish 2018a), Trench Evaluation (Hunt 2018b), Impact on Setting (Beamish 2018c) and Battlefield re-appraisal (Foard 2018) culminating in a controlled archaeological soil strip of the area (Reeds & Beamish 2021).
- 2.14 A geophysical survey was carried out across the PDA in August 2023 identifying several potential linear features, former field boundaries, modern ploughing and field drains (Figure 3).
- 2.15 This was followed by a trial trench evaluation carried out by ULAS in November 2023 (Higgins, forthcoming). Several of the trenches contained archaeological features, including post-holes, pits, linear features and a possible roundhouse. Modern features, areas of disturbance and services were also revealed (Figure 4).

Archaeological Potential

- 2.16 There is potential for further Iron Age features. Those revealed suggest potential for an Iron Age settlement in the vicinity. The modern features are most likely associated with the site's former use as an airfield.



Figure 3: Greyscale plan of geophysical survey results (from Sumo Report 2023)



Figure 4: Plan of evaluation trenches and features revealed, with geophysical survey (right)

3. Aims and Objectives

- 3.1 The main aim of the investigation is to record any archaeological remains that are disturbed by the scheme, provide evidence to understand the nature, date, function, and character of the archaeological remains present and to mitigate the impact of the development using preservation by record.
- 3.2 The main objectives of the archaeological work are:
- To identify the presence/absence of any archaeological deposits.
 - To characterise the extent, date range, character, condition and significance of any archaeological deposits to be affected by the ground works.
 - To excavate and record archaeological deposits uncovered during the work.
 - To recover artefacts and ecofacts to aid in the dating and interpretation of any archaeological deposits and features encountered.
 - Interpret the archaeology of the site within its local, regional, and national, archaeological context.
 - To advance understanding of the heritage assets and establish the relationship of any remains within the wider landscape.
 - To produce a report and archive of the results.

Research Objectives

- 3.3 The site has the potential to add to research objectives mainly from prehistoric periods, particularly the Iron Age identified within the *East Midlands Historic Environment Research Framework*

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

- 3.4 The presence of possible Iron Age settlement remains in the vicinity of the PDA indicates a potential for archaeology relating to this period. There is therefore potential for remains that could contribute to the following Research Objectives:

Iron Age

- *4C Characterise the Late Bronze Age and Early Iron Age settlement resource and investigate intra-regional variability*
 - *4E Assess the evidence for the evolution of settlement hierarchies*
 - *4F Investigate intra-regional variations in development of fields and linear boundaries*
 - *4G Study the production, distribution and use of artefacts*
- 3.5 These research aims have been identified based on the current state of knowledge within the area of the scheme and will be re-assessed and updated during the course of the fieldwork.

4. Constraints

- 4.1 A service plan was provided by the client. This identifies several underground services running across the site. The known services have been plotted onto archaeological plans and are shown on the following figures within this WSI.

5. Methodology

- 5.1 All work will be carried out in accordance with the Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for Archaeological Excavation (2020c)* and *Code of Conduct (2022a)*
<https://www.archaeologists.net/codes/cifa>
- 5.2 Any significant variations to the proposed methodology set out below will be discussed and agreed with the planning archaeologist and the client in advance of implementation.
- 5.3 The accession number (**X.A97.2023**) will be used to identify all records and artefacts.
- 5.4 Prior to any machining, general photographs of the site will be taken.
- 5.5 Three core areas will be excavated. These are focused on the trenches containing archaeological features, mainly across the centre of the site.

Area	Min. Size	Trench Nos & Reason
A	3000 sq. m (c.0.3ha)	Trns 6, 9 & 32 The excavation will attempt to uncover the extent of the possible roundhouse and other features within these trenches, which include possible metallated area, linear features and post-holes.
B	375 sq. m (c.0.04ha)	Trn 8 Excavate area around post-hole to see if archaeology extends into this area
C	1976 sq. m (c.0.2ha)	Trn 15 To investigate discreet features and determine their character and extent

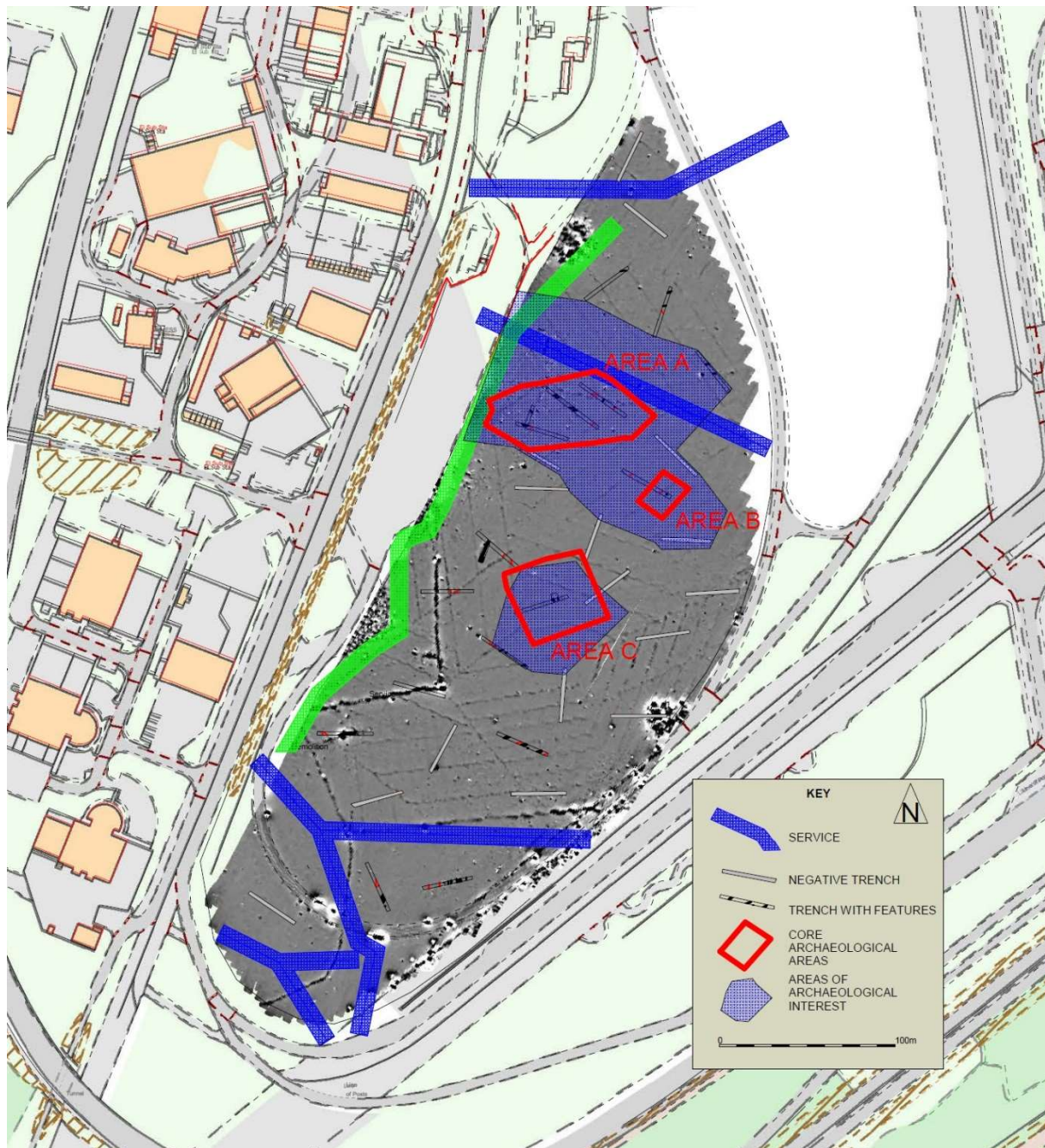


Figure 5: Plan of proposed areas of excavation

- 5.6 The areas identified above are minimum requirements. All areas will be reviewed following stripping of the topsoil/overburden. Should features extend outside these limits the areas will be reviewed on site with the Planning Archaeologist and the client to agree appropriate extensions to these areas.
- 5.7 Two larger areas of archaeological interest have been identified should extension be necessary. The northern area covers 13,870 sq. m (c.1.4ha) and covers Trenches 5-9, 32 and 33). The southern area covers 3289 sq. m (c.0.33ha) and covers Trenches 14, 15 and 18).

- 5.8 These larger areas provide a guide for possible extensions to Areas A, B & C, but the edges are necessarily flexible in order to respond to the initial results from the core areas.
- 5.9 Excavation will be carried out with a machine appropriate for the work fitted with a flat-bladed bucket to expose the underlying strata. The machine will not track over any surfaces until the archaeologist has inspected and cleared the area.
- 5.10 The archaeologist will control and supervise the topsoil and overburden stripping in order to obtain an adequate record of any archaeological deposits or finds which would be disturbed or exposed by groundworks associated with the development.
- 5.11 Topsoil and overburden will be removed carefully in level spits, under continuous archaeological supervision. The excavation area will be excavated down to the top of archaeological deposits or natural undisturbed ground, whichever is reached first. Where structures, features or finds appear to merit preservation *in situ*, they will be adequately protected from deterioration.
- 5.12 All exposed features will be investigated by hand excavation. Archaeological deposits will be recorded and excavated using standard ULAS procedures as set out in the ULAS recording manual (ULAS 2022) or using 'Diggit' digital recording -methods <https://www.diggitarchaeology.com/> . Particular emphasis will be placed upon retrieving a stratigraphic sequence and upon obtaining details of the phasing of the site.
- 5.13 Sufficient proportions of any archaeological features or deposits will be hand excavated in order to provide the stratigraphic and chronological sequence of deposits, recognising and excavating structural evidence and recovering economic, artefactual and environmental evidence.
- 5.14 Unless otherwise agreed with the planning archaeologist, standard sample excavation will include

discrete archaeological features pits, post-holes, etc.	50% of will be excavated unless their common / repetitious nature suggests they are unlikely to yield significant new information or unless their size or content suggests that 100% would be preferable.
linear features (boundary features, ditches, gullies, trackways, pathways etc.)	10% of each targeting terminals and intersections, with slots measuring at least 1m in width wherever possible. A flexible approach will be adopted to the location of excavation samples e.g. areas with higher artefact or ecofact content may be targeted. In areas outside the main foci of interest, where the nature and significance of remains is understood, the sampling rate may be reduced in agreement with the Planning Archaeologist
Bulk horizontal deposits	A slot will be hand excavated to determine the depth and nature after which a decision may be taken in conjunction with the Planning Archaeologist to remove the remainder with machinery. Priority will be attached to features which yield sealed assemblages which can be related to the chronological sequence of the site.
Stone structures or other buildings	These will be excavated in sufficient detail to establish their construction sequence and sequence of repairs or extensions. All stratigraphic associations will be recorded.

Funerary/ritual activity and domestic/industrial deposits including potential ovens and hearths	Fully excavated and sampled for analysis. Furnaces or kilns are not anticipated but should these be encountered they will be left in situ until a strategy for their excavation has been developed.
Tree throw holes/ possible natural or geological features	A sample will be excavated sufficient to establish the nature of the features.

- 5.15 Metal detecting of exposed features and spoil will be undertaken during the excavations to aid in the recovery of finds.
- 5.16 A record of the full extent in plan of all archaeological deposits encountered will be made using an appropriate system related to the OS grid. Measured drawings of all archaeological features will be prepared and tied into the overall site plan. Relevant OD heights will be taken as appropriate.
- 5.17 A photographic record of the investigations will be prepared. This will include photographs illustrating in both detail and general context the principal features and finds discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological work.
- 5.18 All photographs (except general or publicity shots) will be taken with a high-resolution digital camera and will include a suitable scale bar, north arrow and information to identify the site and where appropriate the context.
- 5.19 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>
- 5.20 This record will be compiled and checked during the course of the excavations, and all site records and finds will be kept securely.

Monitoring

- 5.21 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. All monitoring shall be carried out in accordance with ClfA guidance. Expected monitoring points with the Planning Archaeologists are:
- Notice of the start date of fieldwork
 - Following completion of the stripping to agree extents & any extensions and sample excavation strategy.
 - Regular reports/photographs or visits to monitor archaeological excavation
 - Final report or visit to sign off field work
- 5.22 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

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

6. Finds

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

Treasure

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

Human Remains

- 6.4 If human remains are encountered, they will be left in situ. ULAS will inform the Client the Planning Archaeologist and the coroner immediately. If excavation of human remains is required ULAS will obtain a Ministry of Justice Licence (Section 25 of the Burial Act 1857). All excavation and post-excavation will also be in accordance with the standards set out in ClfA Technical Paper 7: Guidelines to the Standards for

Recording Human remains (Brickley and McKinley 2004) and Updated Guidelines to the Standards for Recording Human Remains (ClfA 2017). The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice License.

7. Environmental Samples

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

Bulk samples

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

Waterlogged

- 7.9 If features are thought to contain waterlogged deposits discussions with the Environmental Project Officer will determine their potential for the recovery of waterlogged plant remains, insects and pollen. Appropriate and targeted sampling strategies will be applied for the recovery of this material. This may include columns and associated samples, typically 20 litres in volume as recommended in the guidance. We will seek further advice during site work with the specific external specialists who will analyse the material as to whether the sampling strategy being employed is appropriate.

Other specialist samples

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

Scientific Dating

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

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

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

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

8. Timetable and Personnel

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

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

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

9. Post Excavation Analysis and Reporting

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

Publication and dissemination of results

- 9.7 Arrangements will be made for an appropriate level of academic publication of the results of the excavations. As a minimum, a brief site summary in text format will be provided for the local archaeological journal (Transactions of the Leicestershire Archaeological and Historical Society). Where wider dissemination is appropriate and

the significance of the results warrant, a full copy of the report in an appropriate format shall be submitted for publication in relevant academic journals.

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

Archive Deposition

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

10. Data management

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

11. Public Engagement and Publicity

- 11.1 If weather and health and safety concerns allow, it is intended to identify local groups or schools to offer site visits during the course of the fieldwork. In addition opportunities for talks and presentations to the local communities will be identified and provided. The results will be made available via the ADS website and appropriate publication.
- 11.2 ULAS shall acknowledge the contribution of the Client in any displays, broadcasts or publications relating to the site or in which the report may be included.

12. Health and Safety

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

13. Insurance

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

14. Quality Assurance

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

15. Staff Training and CPD

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

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APPENDIX 1: Selection Strategy

Selection Strategy: MIRA Drive, Lindley, HORIBA MIRA, Nuneaton CV10 0TU

Project Information		
Project Management		
Project Manager	John Thomas	
Archaeological Archive Manager	Alice Forward, Heidi Addison	
Organisation	ULAS	
Stakeholders		Date Contacted
Collecting Institution(s)	Leicestershire County Council Museums	01/12/2023
Project Lead / Project Assurance	William Kelly	Date WSI sent
Landowner / Developer	Horiba MIRA	Date WSI sent
Other		
Resources		
Resources required	NA	
Context		
This selection strategy has been produced using the Written Scheme of Investigation (WSI) and previous work (trial trench evaluation and geophysical survey). No special requirements for selection have been identified from Leicestershire County Council Museums, so national archiving guidelines have been used. The archive will be produced and deposited in line with Standards Working Party of Leicestershire County Council Museums guidelines (2021) The site lies within an area that has previously revealed Iron Age and Roman material. The previous trial trench evaluation has revealed Iron Age features and finds. If such remains are found they could contribute to research objectives identified within the East Midlands Historic Environmental Heritage Research Frameworks.		

1 – Digital Data

Stakeholders

Post-excavation Project Manager: Alice Forward
 IT Officer: Matt Beamish
 Project manager: John Thomas
 Archaeological Data Service (ADS)

Selection

Attached as Appendix 2 to this WSI.

De-Selected Digital Data			
Attached as Appendix 2 to this WSI.			
Amendments			
Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

Project Manager, Site Director, Archives Team, Planning Archaeologist, Museum Curator

Selection

Site Paperwork is security scanned and be kept in the online project folder.

All site paperwork is security scanned to the online project folder and included in the final permanent archive.

All Digital data will be kept in the online project folder.

All specialist recording and data will be included in the online project folder and the archive

All digital photos will be printed as contact sheets as well as kept in the online project folder

The final grey literature report will be included in the project archive

Selection Review Points are:

- Project Planning (WSI)
- Data gathering (during & post fieldwork)
- Assessment & analysis
- Compilation of archive

CiFA (Chartered Institute for Archaeologists) 2020b, Standard and guidance for the creation, compilation, transfer and deposition of Archaeological Archives

ADS: <https://archaeologydataservice.ac.uk/>

De-Selected Digital Data

Any personal data and financial information will be deselected using standard UoL procedures

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	Stone & Lithics	Section 3.	1
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Stakeholders

ULAS Post-excavation Project Manager, ULAS Finds Supervisor, Finds Specialist, Planning Archaeologist, Museum Curator

Selection

Find Type	Selection Strategy	Stakeholders	Review Points
Unworked flint	Not collected/discarded	Finds Specialist, Archaeologist, Curator, Planning Museum	Fieldwork;
Worked flint	collected and recorded in full and retained as part of the finds archive	Finds Specialist, Archaeologist, Curator, Planning Museum	Fieldwork; Processing; Recording; Archive compilation
Heat affected stone	recorded and discarded if unworked or unstratified	Finds Specialist, Archaeologist, Curator, Planning Museum	Fieldwork; Processing; Recording; Archive compilation

Masonry	collected and recorded in full and discarded if appropriate	Finds Specialist, Archaeologist, Curator	Planning Museum	Fieldwork; Processing; Recording; Archive compilation
Uncollected Material				
Unstratified finds (e.g. from topsoil or subsoil) will be uncollected although their presence may be recorded.				
De-Selected Material				
Once processed and recorded as appropriate, deselected objects may be assessed for use in handling collections. Otherwise they will be disposed of using the UoL discard service.				
Amendments				
Date	Amendment	Rationale	Stakeholders	

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

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

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

Metal working waste	collected and recorded as appropriate depending on amount and type. May be recorded on site and subject to deselection depending on amount and context	Finds Specialist, Archaeologist, Curator	Planning Museum	Fieldwork; Sampling strategy; Processing; Recording; Archive compilation
Uncollected Material				
Unstratified finds (e.g. from topsoil or subsoil) will be uncollected although their presence may be recorded.				
De-Selected Material				
Once processed and recorded as appropriate, deselected objects may be assessed for use in handling collections. Otherwise they will be disposed of using the UoL discard service.				
Amendments				
Detail any amendments to the above selection strategy here.				
Date	Amendment	Rationale	Stakeholders	
Material type	Organics	Section 3.	5	
Stakeholders				
ULAS Post-excavation Project Manager, ULAS Finds Supervisor, Finds Specialist, Planning Archaeologist, Museum Curator				
Selection				
Find Type	Selection Strategy	Stakeholders	Review Points	
Shell	collected and recorded in full and a sample retained if appropriate	Finds Specialist, Archaeologist, Curator	Planning Museum	Fieldwork; Processing; Recording; Archive compilation
Leather	collected and recorded in full and a sample retained if appropriate	Finds Specialist, Archaeologist, Curator	Planning Museum	Fieldwork; Processing; Recording; Archive compilation
Animal Bone	collected and recorded in full and retained as part of the finds archive.	Finds Specialist, Archaeologist, Curator	Planning Museum	Fieldwork; Sampling Strategy Review; Processing; Recording; Archive compilation
Wood	collected and recorded in full and a sample retained if appropriate	Finds Specialist, Archaeologist, Curator	Planning Museum	Fieldwork; Processing; Recording; Archive compilation
Uncollected Material				
Unstratified finds (e.g. from topsoil or subsoil) will be uncollected although their presence may be recorded.				
De-Selected Material				
Once processed and recorded as appropriate, deselected objects may be assessed for use in handling collections. Otherwise they will be disposed of using the UoL discard service.				

Amendments			
Date	Amendment	Rationale	Stakeholders

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

APPENDIX 2: Data Management Plan

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

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

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

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

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

PROJECT DETAILS	
Project Name/Location:	MIRA Drive, Lindley, HORIBA MIRA, Nuneaton CV10 0TU
ULAS Job No:	24-528
Accessioning Bodies	Leicestershire County Council Museums
Accession/Event No	X.A97.2023
OASIS ID	TBC
Project Manager	John Thomas
Site Director	Tim Higgins
Data Manager	Mathew Beamish
Site summary	Grassland inside former airfield, surrounded by vehicle test track
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. On site digital recording uses Dlggit cloud based recording. Survey data will be collected using ULAS Differential Global Navigation Satellite System and associated software as well as N4ce software. Post-excavation is likely to include Microsoft Office spreadsheets, Word documents, images, databases, TurboCAD and ARCGIS & QGIS files Finds specialist tables/records will be created using Microsoft Office. Drawings will be produced using TurboCAD and ARCGIS/QGIS The final report will be saved as a Pdfa using Adobe Acrobat DC.
What data standards or methodologies will you use?	All projects have a project brief or Written Scheme of Investigation (WSI) and a Selection Strategy
Data Structure and naming	File naming structure for all files will be ID_ What it is For example: 2023-01_Final. There will be a clear hierarchy for version control e.g. V1. Only the final version will be retained in the Project Archive.
Documentation and Metadata	
What documentation and metadata will accompany the data?	A metadata document will be produced based on the ADS (Archaeology Data Service) guidelines and template for documenting metadata.
ETHICS AND LEGAL COMPLIANCE	
How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?	Where applicable all personal information will be removed prior to the archive deposition. All sensitive data will be restricted to ULAS Managers and will be kept for 5 years prior to being destroyed/removed.
Does your project archive include data which requires formal consent to be used or included, and have you gained the required consent?	N/A
Who owns the data?	ULAS owns the copyright for the digital data but will sign over rights during the deposition process. ULAS will still retain the right to use images for our own marketing and internal purposes. As part of the deposition a copy of the report will be uploaded onto Oasis with no delay unless the client requests this.
STORAGE AND BACK-UP	
How will the data be stored, accessed and backed up during the research?	Data is downloaded onto external or Cloud servers held and managed by University of Leicester at the end of each day. Digital images will be captured and stored onto an external device and these images will be uploaded onto the server once fieldwork has been completed by the Site Director. Regular backs are done automatically every night and held for 28 days in a separate building. Monthly back-ups are held for 12 months.

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