



MIRA DRIVE, LINDLEY

*Written Scheme of Investigation for Archaeological Trial Trenching
for Barton Willmore*

May 2023

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Ver 2.0

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1. INTRODUCTION

1.1. PROJECT BACKGROUND

- 1.1.1. This Archaeological Written Scheme of Investigation (WSI) has been commissioned by Barton Willmore and prepared by Headland Archaeology (UK) Ltd (part of the RSK Group).
- 1.1.2. The WSI describes a programme of archaeological investigation and recording associated with proposals for a solar site at HORIBA MIRA, Higham on the Hill, CV10 0UA (NGR 437124 295850).
- 1.1.3. The programme of archaeological work has been informed by the preparation of an archaeological risk appraisal¹.

1.2. PLANNING BACKGROUND

- 1.2.1. An archaeological Written Scheme of Investigation (WSI) is required to meet planning condition 4 part 1 and 2 in relation to the construction of a 7MW solar array and associated works (planning reference 22/00941/FUL). This condition states:

'PART 1

No development shall take place until a programme of archaeological work has been secured and implemented, in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the Local Planning Authority. The scheme of investigation shall include an assessment of significance and research questions; and:

- a. The programme and methodology of site investigation and recording;*
- b. The programme for post investigation assessment;*
- c. Provision to be made for analysis of the site investigation and recording;*
- d. Provision to be made for publication and dissemination of the analysis and records of the site investigation;*
- e. Provision to be made for archive deposition of the analysis and records of the site investigation;*
- f. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation;*
- g. The site investigation shall be completed prior to development, or in such other phased arrangement, as agreed and approved in writing by the Local Planning Authority.*

PART 2

The solar farm shall not be brought into operation until the site investigation and post investigation assessment has been completed, submitted to and approved in writing by the Local Planning Authority, in accordance with the programme set out in the Written Scheme of Investigation approved under Part 1 of this condition, and the provision made for analysis, publication and dissemination of results and archive deposition.

REASON: To safeguard archaeological assets within the approved development boundary from impacts relating to any groundworks associated with the development scheme and to ensure the proper and timely investigation, recording, reporting and presentation of archaeological assets affected by this development, in accordance with To ensure satisfactory archaeological investigation and recording in accordance with Policies DM11, 12 and 13 of the adopted Site Allocations and Development Management Policies Development Plan Document (2016).'

¹ Headland Archaeology, 2023

1.3. SITE LOCATION, TOPOGRAPHY AND GEOLOGY

- 1.3.1. The approximately 8.2 ha PDA is entirely contained within the boundary of the HORIBA MIRA headquarters, which is located on the northern side of Watling Street (Illus 1). 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. 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 is Higham on the Hill, with intervening hedgerows between the residential area and the headquarters. The PDA is flat at 96 m Above Ordnance Datum (AOD).
- 1.3.2. The British Geological Survey² records the bedrock within the PDA as Mercia Mudstone Group – Mudstone, a sedimentary bedrock that formed between 252.2 and 201.3 million years ago during the Triassic period.
- 1.3.3. A superficial deposit of Thrussington Member – Diamacton is also recorded within the PDA. This is a sedimentary superficial deposit which formed between 480 and 423 thousand years ago during the Quaternary period.

2. ARCHAEOLOGICAL BACKGROUND

- 2.1.1. This section characterises the known historic environment baseline conditions within the PDA and a surrounding 1 km study area.

2.2. DESIGNATED HERITAGE ASSETS

- 2.2.1. There are no designated heritage assets located within the PDA. There are six designated assets located within the study area:
- The remains of a Medieval chapel within Lindley Park (1005075) approximately 550 m west of the PDA. The Medieval chapel was built in 1444 on the site of an earlier chapel dedicated to St John the Baptist;
 - Higham on the Hill Conservation Area approximately 820 m south east of the PDA. The appraisal for this conservation area describes the character of the village as having become a dormitory for Nuneaton and Hinckley, but village farms ensure a prevailing image of an agricultural settlement;
 - A group of four grade II listed buildings within the Higham on the Hill Conservation Area approximately 920 m south east of the PDA:
 - Elms Farmhouse (1178220), an early to mid-18th century red brick farmhouse on a Charnwood rubblestone plinth with a plain tile roof. The building is two storeys tall and has a three window front;
 - 68 Main Street (1074257), an 18th century cottage that was formerly a pair of cottages. It is a two storey building constructed in painted roughcast with a plain tile roof;
 - Methodist Church (1178201), a mid-19th century red brick church with a purple brick plinth and plain tile roof. It is two storeys tall with a garrett;
 - 60 Main Street (1361311), a late 18th century red brick house with slate roof. It is three storeys tall with a brick eaves cornice.

2.3. NON-DESIGNATED HERITAGE ASSETS

- 2.3.1. There is a single non-designated asset located within the PDA: Nuneaton Airfield (MLE15973) (also known as RAF Nuneaton, now known as Lindley Proving Ground), is a World War II military airfield now used as a vehicle testing station. The three-runway airfield originally opened in 1943 and was used for training until 1945. The site was acquired by MIRA in 1946 and the site has been utilised as a vehicle proving ground since.
- 2.3.2. There are 50 further non-designated assets noted in the online Leicestershire and Rutland HER data in the wider study area, comprising:
- Prehistoric flint cores, thumb scrapers, blades and flakes;
 - An Iron Age rectangular enclosure cropmark;

- Roman ditches, gullies and pits at Hungry Hill;
- A scatter of finds across several fields possibly indicating a Roman occupation site;
- A scatter of Roman Greyware and multiple sherds of other pottery;
- Ceramic building material (CBM);
- Early Medieval pottery sherds;
- A Deserted Medieval Village (DMV) at Lindley;
- Rowden Medieval hamlet,
- Medieval ridge and furrow;
- A moated manor house at Lindley;
- Medieval pottery scatters and sherds;
- A Post-Medieval windmill and mound at Cherry Orchard Farm;
- Oddfellows Arms public house at Higham on the Hill;
- Lindley Hall and Park;
- Lindley Grange Farm;
- Multiple pottery sherds and pipe pieces;
- A WWII control tower, Nissen huts, a blast shelter and a T2 hangar at former RAF Nuneaton;
- Two WWII weapons pits;
- An undated ring ditch cropmark;
- An undated rectilinear enclosure west north west of Lindley Lodge; and
- An undated sub-circular enclosure with associated annexe.

2.4. HISTORIC MAPPING

- 2.4.1. Historic mapping shows that the PDA has been in agricultural usage throughout the late Post-Medieval period until construction of the airfield in 1943. During the site's use as an airfield no buildings can be observed on historic mapping within the PDA, however there are some buildings near-by, and the proving ground trackway envelops the PDA.

2.5. PREVIOUS ARCHAEOLOGICAL INVESTIGATIONS

- 2.5.1. The wider study area has been the subject of multiple previous archaeological investigations; however, this is only available as point data online. As such it has not been possible to determine if any previous work has been carried out within the PDA.

2.6. ARCHAEOLOGICAL POTENTIAL

- 2.6.1. The wider study area has been the subject of frequent archaeological investigations, employing a range of techniques (desk-based research, field walking, geophysical survey and trial trenching). This means that archaeological professionals can have a higher level of confidence in the emerging picture of archaeological potential than might be the case for other sites which have not been subject to such levels of investigation.
- 2.6.2. The potential for prehistoric archaeological remains to be present at the site is considered to be low to moderate- most likely to be in the form of stray artefacts redeposited in later ploughsoils, but potentially includes physical evidence of structures such as field systems. There is currently no evidence for the presence of settlement or cemeteries in the vicinity of the site from these periods.

² British Geological Survey, 2022

- 2.6.3. The background “noise” of proven archaeological activity is predominantly prehistoric artefacts (flint tools), Romano-British roadside settlement and evidence for medieval agriculture. Remains of this type can be considered to be of local or regional interest and therefore not of the highest order of importance (although this does not preclude the possibility of more important remains being present).
- 2.6.4. There is no evidence for early Medieval archaeological remains in the area of the site, and subsequent nearby Medieval archaeological activity takes the form of ridge and furrow and field systems. There is no evidence for important archaeological remains at the site dating to these periods.
- 2.6.5. The site was agricultural land prior to the establishment of the WWII airfield. It has not been subject to intensive development during its use as either an airfield or subsequent vehicle testing use. This means that there is a good potential for the survival of archaeological remains at the site if they were ever present.

3. POLICY CONTEXT

3.1. NATIONAL PLANNING POLICY FRAMEWORK (NPPF)

- 3.1.1. The National Planning Policy Framework (NPPF, 2021³) confirms that the historic environment, including archaeological remains, constitutes a material consideration in planning decisions, requiring applicants to describe the significance of heritage assets potentially affected by the development, including any contribution made by their setting.
- 3.1.2. Heritage and conservation forms one of the core planning principles of NPPF:
(189) “[Planning should conserve heritage assets] in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life for this and future generations.”
- 3.1.3. This report contributes to meeting the following Policies on the historic environment contained in the document (paragraph numbers in bold text)⁴.
(194) “In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets’ importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. 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.”
(200) Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification. Substantial harm to or loss of:
a) grade II listed buildings, or grade II registered parks or gardens, should be exceptional;
b) assets of the highest significance, notably scheduled monuments, protected wreck sites, registered battlefields, grade I and II listed buildings, grade I and II* registered parks and gardens, and World Heritage Sites, should be wholly exceptional.*
(footnote 68) [Non-designated heritage assets of archaeological interest, which are demonstrably of equivalent significance to scheduled monuments, should be considered subject to the policies for designated heritage assets.]
(202) Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use.

³

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1004408/NPPF_JULY_2021.pdf

⁴ Government guidance on the application of the policies contained within the NPPF is available at <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

(203) The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.

(206) Local planning authorities should require developers 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.

3.2. LOCAL PLANNING POLICY

3.2.1. The Local Plan 2006 – 2026: Site Allocations and Development Management Policies DPD5 Protecting and Enhancing the Historic Environment contains multiple policies regarding archaeology and heritage:

POLICY DM11: PROTECTING AND ENHANCING THE HISTORIC ENVIRONMENT

‘The Borough Council will protect, conserve and enhance the historic environment throughout the borough. This will be done through the careful management of development that might adversely impact both designated and non-designated heritage assets.

All development proposals which have the potential to affect a heritage asset or its setting will be required to demonstrate:

- a) An understanding of the significance of the heritage asset and its setting; and*
- b) The impact of the proposal on the significance of the asset and its setting, including measures to minimise or avoid these impacts; and*
- c) How the benefits of the proposal will outweigh any harm caused; and*
- d) Any impact on archaeology in line with Policy DM13’*

POLICY DM12: HERITAGE ASSETS

‘All development proposals affecting heritage assets and their setting will be expected to secure their continued protection or enhancement, contribute to the distinctiveness of the areas in which they are located and contribute to the wider vibrancy of the borough.

All development proposals affecting the significance of heritage assets and their setting will be assessed in accordance with Policy DM11: Protecting and Enhancing the Historic Environment and will require justification as set out in this policy.

All development proposals will need to accord with Policy DM10: Development and Design.

Listed Buildings

Proposals for the change of use, extensions and alterations of listed buildings and development affecting the setting of listed buildings will only be permitted where it is demonstrated that the proposals are compatible with the significance of the building and its setting.

Conservation Areas

Development proposals should ensure the significance of a conservation area is preserved and enhanced through the consideration and inclusion of important features (as identified in the Conservation Area Appraisal and Management Plan) including, but not limited to the following:

- a) Appropriate boundary treatments which reflect the local style and materials which are characteristic of the conservation area;*
- b) The preservation and enhancement of key views and/or vistas in and out of the conservation area;*
- c) The replacement of dead or dying important trees and hedgerows with those of the same or similar species;*
- d) Reinforce or mirror the historic street pattern and plan form where feasible;*

⁵ Hinckley & Bosworth Borough Council, 2016

- e) *The use of sensitively styled street furniture;*
- f) *The use of natural building materials, preferably locally sourced; and*
- g) *The retention of key spaces within the conservation area.*

Proposals which seek to improve identified neutral and negative areas inside designated conservation areas, which also lead to the overall enhancement of the conservation area, will be supported and encouraged.

All applications which include the demolition of buildings and means of enclosure within a Conservation Area must propose an adequate replacement which enhances the character and appearance of the conservation area. Conditions will be imposed to ensure demolition does not occur until immediately prior to the redevelopment or remediation.

Historic Landscapes

Proposals affecting historic landscapes, their features or setting should have regard to their significance and be justified in line with Policy DM11.

Development proposals within or adjacent to the historic landscape of Bosworth Battlefield should seek to better reveal the historic significance of the area.

Proposals which adversely affect the Bosworth Battlefield or its setting should be wholly exceptional and accompanied by clear and convincing justification. Such proposals will be assessed against their public benefits.

Particular regard will be had to maintaining topographical features, archaeological remains or to the potential expansion of the battlefield.

Proposals which seek to enhance the educational or tourism provision associated with the Bosworth Battlefield will be encouraged where they comply with other policies in the Local Plan.

Scheduled Monuments

Proposals which adversely affect a scheduled monument or its setting should be wholly exceptional and accompanied by clear and convincing justification

Locally Important Heritage Assets

Assets identified on the Locally Important Heritage Asset List should be retained and enhanced wherever possible. The significance of the assets illustrated in the List and the impact on this significance should be demonstrated and justified in line with Policy DM11'

POLICY DM13: PRESERVING THE BOROUGH'S ARCHAEOLOGY

'Where a proposal has the potential to impact a site of archaeological interest, developers should set out in their application an appropriate desk-based assessment and, where applicable, the results of a field evaluation detailing the significance of any affected asset.

Where applicable, justified and feasible the local planning authority will require remains to be preserved in situ ensuring appropriate design, layout, ground levels, foundations and site work methods to avoid any adverse impacts on the remains.

Where preservation of archaeological remains in situ is not feasible and/or justified the local planning authority will require full archaeological investigation and recording by an approved archaeological organisation before development commences'

4. AIMS / OBJECTIVES

- 4.1.1. This WSI describes an archaeological programme designed to meet the aims outlined below, comprising investigation, excavation and recording of archaeological and structural remains potentially impacted by the proposed development.

- 4.1.2. The primary aim of the programme of archaeological work is to ensure that any impact from the development is appropriately mitigated in a manner that is relevant to the significance of the known and potential remains at the site. This will be achieved through the implementation of an archaeological evaluation by trial trenching which will investigate and record any archaeological remains present in order to inform a decision on whether or not further mitigation may be appropriate.

4.2. ARCHAEOLOGICAL EVALUATION

- 4.2.1. An archaeological evaluation is defined as follows:

'...a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts and their research potential, within a specified area or site on land, in an inter-tidal zone or underwater. If such archaeological remains are present, field evaluation defines their character, extent, quality and preservation, reports on them and enables an assessment of their significance in a local, regional, national or international context as appropriate.' (CIfA 2020)

- 4.2.2. The purpose of field evaluation is:

'...to gain information about the archaeological resource within a given area or site (including its presence or absence, character, extent, date, integrity, state of preservation and quality), in order to make an assessment of its merit in the appropriate context, leading to one or more of the following:

- a. the formulation of a strategy to ensure the recording, preservation or management of the resource.*
- b. the formulation of a strategy to mitigate a threat to the archaeological resource.*
- c. the formulation of a proposal for further archaeological investigation within a programme of research (ibid)*

- 4.2.3. This WSI describes the methodology for evaluation of the site by the excavation of trial trenches.

4.3. OBJECTIVES

- 4.3.1. The objectives of the trial trenching are therefore to:

- Ensure compliance with the relevant planning conditions for the proposed development and facilitate their discharge;
- Make a competent record of the location and character of any archaeological remains encountered in the trial trenches;
- Recover any archaeologically significant artefacts disturbed during the works for specialist examination and reporting;
- Recover samples of any material which has potential for the survival of paleoenvironmental or dating evidence from secure archaeological contexts;
- Prepare a report on the findings of the archaeological trial trenching, any material recovered, and their significance; and
- Deposit the archive with an appropriate repository and submit the completed report to the online OASIS archaeological report library.

- 4.3.2. The proposed trial trenching has potential to contribute to two strategic objectives outlined in the East Midlands Historic Environment Research Framework Research Agenda⁶:

- Research Objective 9.4.2: What roles have different transport systems played in the development of industry, commerce, agriculture and settlement?
- Research Objective 9.8.1: Can we establish a typology of surviving post-1750 military remains?

⁶ Research Frameworks Network, 2023

5. METHODOLOGY

5.1. SCOPE OF WORKS

- 5.1.1. Any variations to the methodology of the programme of works specified in this WSI will be made only following consultation with, and the approval of, both the Client and the archaeological advisor to Hinckley and Bosworth Borough Council (HBBC), except where H&S considerations require immediate cessation of work. Variations will be fully recorded and circulated to all parties.
- 5.1.2. The trial trenching comprises forty-five trial trenches, each measuring 50.00 x 2.00 m (Illus 2) designed to assess the presence of archaeological remains within the PDA.
- 5.1.3. Based on the findings of the trial trenching, any potential future measures required to mitigate development impact would be described and agreed through a further WSI for archaeological mitigation.

5.2. HEALTH, SAFETY AND WELFARE

- 5.2.1. The Archaeological Contractor will operate in accordance with the health and safety procedures as set out in:
- The Health and Safety at Work Act (1974) and related legislation; and
 - The Federation of Archaeological Managers and Employers' Health and Safety Manual (2010).
- 5.2.2. Prior to commencing any stage of work on site a site-specific health and safety risk assessment and method statement (RAMS) will be prepared by the Archaeological Contractor, to be read and acknowledged by all site staff. It is expected that measures will be introduced by the Archaeological Contractor to mitigate or control all identified hazards. Any permit to dig ahead of intrusive works will be issued in accordance with the Archaeological Contractor's RAMS.
- 5.2.3. The risk assessment will include for the following (not exhaustive):
- Utilities/Services
 - Utility and service plans to be provided to the Archaeological Contractor by the Client.
- All archaeological investigation area locations will be scanned with a cable avoidance tool and any positive responses will require effective mitigation. This may include the relocation of trenches to a safe position.
- Personal Protective Equipment
 - Necessary personal protective clothing and equipment, including hard hats, reflective jackets, gloves and protective footwear will be used as a minimum.
 - Appropriate measures will be taken to ensure the health and safety of any staff who may come into contact with contaminants; measures may include on-site adaptation of the agreed works.
 - Competencies
 - All site staff, including subcontractors, machine operators and visitors, will prove that they have the necessary competencies (e.g. CITB training for machine operators) and any other necessary health and safety qualifications.
- 5.2.4. Access to all buildings for internal and external inspection and recording will be secured by the Client.

5.3. SITE SETUP

WELFARE

- 5.3.1. Welfare facilities will be provided by the Client.

PARKING

- 5.3.2. Provision will be made by the Client.

- 5.3.3. Measures to ensure road safety of site staff and other road users will be addressed in the RAMS, and care will be taken when entering and leaving site.

SECURITY

- 5.3.4. The Client will be responsible for site security and fencing.

5.4. MONITORING

- 5.4.1. Each stage of work described in this WSI will be monitored by the archaeological advisor to Leicester County Council (William Kelly, Senior Planning Archaeologist, Historic and Natural Environment Team, Planning, Historic and Natural Department, Room 200, County Hall, Glenfield, Leicestershire. LE3 8RA), who acts as an advisor to HBBC.

5.5. PROJECT ROLES AND STAFFING

- 5.5.1. All archaeological staff will be professional archaeologists. The project will be managed by a suitably qualified and experienced member of staff of Headland Archaeology (MCIfA or equivalent) who will also be responsible for preparing the report.
- 5.5.2. Day to day supervision of the site works will be the responsibility of a site supervisor qualified to at least PCIfA level or equivalent. All other site staff will be qualified to at least ACIfA level.
- 5.5.3. Processing and analysis of palaeo-environmental samples and finds will be undertaken by appropriately qualified Headland Archaeology staff.

5.6. SURVEY

- 5.6.1. All survey, including the setting out of evaluation trenches, will be conducted using survey grade GPS with control points tied to the OS National Grid marked with pegs as required.
- 5.6.2. Levels will be measured relative to Ordnance Datum, with temporary benchmarks surveyed onto site as required.

5.7. MACHINE EXCAVATION

- 5.7.1. Trenches will be mechanically excavated using a machine, probably a 13t tracked excavator or similar. The plant will be fitted with a toothless ditching bucket. Toothed buckets will not generally be used unless required to break through heavily compacted deposits. Plant movements will be controlled by a banksman. All mechanical excavation will be carried out under constant archaeological supervision.
- 5.7.2. Under instruction from the designated trench supervisor, 'spits' will be removed, 50-200mm at a time. The supervising archaeologist will give the command to stop should archaeological deposits/structures become visible. At each soil horizon change, the supervising archaeologist will indicate to the machine driver that each stratum should be stored separately. Upon reaching the archaeological horizon or the geological horizon, whichever is encountered first, the machine is moved back one arm's reach and the process is repeated.
- 5.7.3. Care will be taken not to damage archaeological deposits through excessive use of mechanical excavation.
- 5.7.4. The top of the first archaeological deposit may be cleaned by machine, but subsequent cleaning will be by hand. 'Pre-excavation' photos will be taken and drawn plans will be made of the cleaned trench.
- 5.7.5. The spoil will be stored by the side of the trenches at a least 1.0 m away from the edge. Any subsoil and topsoil will be separated.
- 5.7.6. Should no archaeological features be evident within the trench, a machine-dug sondage may be excavated at either end in order to confirm the authenticity of the horizon presumed 'natural'.

- 5.7.7. Trenches will be backfilled by machine using the original arisings; no special reinstatement will be undertaken unless specifically requested by the Client and subject to additional costings. Backfilling will only be undertaken with the consent of the archaeological advisor to the LPA

5.8. ARCHAEOLOGICAL EXCAVATION AND RECORDING

- 5.8.1. Archaeological remains will be excavated and recorded within the working area according to accepted professional standards, by qualified professional(s), and in accordance with the standards outlined in the Chartered Institute for Archaeologists' Code of Conduct (CIfA 2020) and Standard and Guidance for Archaeological Field Evaluation (CIfA 2020).
- 5.8.2. Where exposed, archaeological features and structures will be recorded and excavated stratigraphically and all relationships will be investigated.
- 5.8.3. Ideally, sufficient of any archaeological features or deposits will be hand excavated in order to provide the information required, however, the minimum requirements are as follows:
- 50% (by volume) of all identified discrete negative features;
 - 75-100% (by volume) of all structural features, including negative features; and
 - 100% (by volume) structural remains to be exposed and excavated sufficiently to establish phasing and relationships unless otherwise agreed with the Planning Archaeologist.
- 5.8.4. Each context will be recorded on a pro-forma context sheet by written and measured description.
- 5.8.5. The location of the area of the works shall be identified on a site plan that has been related to the OS National Grid. North shall be clearly indicated. Any archaeological features identified will be cleaned and recorded in plan at an appropriate scale.
- 5.8.6. All archaeological deposits will be recorded by drawn plans (scale 1:20 or 1:50 as appropriate) and sections (scale 1:10 or 1:20 as appropriate).
- 5.8.7. The Ordnance Datum height of all principal features and levels will be calculated and plans and sections will be annotated with Ordnance Datum heights.
- 5.8.8. Photographs (digital SLR to a minimum of 12 MP) will be taken as appropriate, to record each feature, the site, and landscape context, including an appropriate scale measure. Images will be saved in TIFF format (a requirement for archive purposes). The use of camera phones to take the primary record is not acceptable.
- 5.8.9. This photographic record may be supplemented with digital images obtained using a pole mounted camera (GoPro Hero 8 Black or similar) to produce near vertical images.

HUMAN REMAINS

- 5.8.10. Any finds of human remains during the course of the Project will be left in situ, covered and protected and the Coroner will be notified.
- 5.8.11. If removal is agreed it will take place under appropriate regulations (normally a licence is required from the Ministry of Justice) and with due regard for health and safety issues and the requirements of the Burial Act 1857.

ENVIRONMENTAL SAMPLING

- 5.8.12. Palaeoenvironmental samples will be taken where possible/appropriate, and according to standard and accepted environmental sampling policies outlined in the Chartered Institute for Archaeologists Standard and Guidance documents, and the Historic England guidance *Environmental Archaeology; A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition)* (2011).
- 5.8.13. Bulk environmental soil samples for charred plant macrofossils, small animal bones, and other artefacts will be collected from appropriate, well-sealed and dated/datable archaeological contexts. Samples of 40 litres will be collected, or 100% of smaller contexts.

- 5.8.14. For deposits where anaerobic preservation is identified, 20 litre bulk samples will be collected for the retrieval of uncharred plant macrofossils and insects.
- 5.8.15. Appropriate provision will be ensured for the application of scientific dating techniques.
- 5.8.16. Where necessary, the regional Historic England Science Advisor will be consulted.

SMALL FINDS POLICY

- 5.8.17. All artefacts identified during the course of the project will be collected, processed, sorted, quantified, recorded, labelled, packed and stored appropriately. The treatment of artefacts and environmental samples will be in accordance with the ClfA's *Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* (2020a).
- 5.8.18. Sufficient artefacts will be retained to determine the date and function of the feature or deposit. If unsure as to the date of the context, all artefacts will be retained for further assessment.
- 5.8.19. Artefacts will be bagged by archaeological context. The location of special (or 'small') finds will be three-dimensionally recorded.
- 5.8.20. Excavated spoil will be examined for artefacts and these will be retained and recorded, except for material of a modern (i.e. obvious post-1900) date which will be noted but not retained.
- 5.8.21. Contingency will be made for external specialist advice and conservation needs on-site should unexpected, unusual or extremely fragile and delicate objects be recovered. X-raying and storing of metalwork and other delicate objects will be undertaken by an appropriate external specialist facility.

TREASURE

- 5.8.22. If any objects are recovered that are deemed to potentially qualify as treasure, Headland Archaeology will consult with the Finds Liaison Officer for Leicestershire and Rutland (Megan Gard, 01572 758131 mgard@rutland.gov.uk) to determine the object's status. Objects that qualify as treasure will be notified to the local coroner within fourteen days of discovery, in accordance with The Treasure Act 1996 Code of Practice (Revised).

5.9. TRIAL TRENCHING REPORT

- 5.9.1. It is envisaged that a single report will be produced covering the proposed trial trenching.
- 5.9.2. On completion of the fieldwork, the site records will be checked and cross referenced. Any artefacts and samples recovered will be sent along with contextual information to the relevant specialists for analysis.
- 5.9.3. The report will contain (as a minimum):
 - a non-technical summary;
 - a table of contents;
 - an introduction with acknowledgements, including a list of all those involved in the project and the location and description of the fieldwork area;
 - a statement of the project aims and objectives;
 - an account of the investigation methodology undertaken, and an assessment of its effectiveness;
 - a description of the archaeological findings;
 - plans⁷ and section drawings at appropriate scales;

⁷ All plan drawings will include at least 4 NGR co-ordinates

- a description of any finds and palaeoenvironmental samples collected including an exposition of the methodologies employed, a statement on the presence or absence of material and an assessment of preservation. An interpretation of the finds including reference to any unusual or important features of the assemblage will also be included. Specialist assessments of all-important groups of finds, materials and samples as necessary, including proposals for any proportionate further analysis;
- a discussion and assessment of the results with a statement of the heritage significance of any identified archaeological features/sites on a local/regional/national scale;
- interpretive maps, plans, drawings and photographs as appropriate;
- a summary of any implication of the findings for the proposed development;
- a bibliography of sources consulted;
- a list of contents of the project archive and a statement of its location/proposed repository; and
- a copy of the OASIS reporting form.

- 5.9.4. The final report on the results of the archaeological trial trenching will be prepared within four weeks of completion of the site works, pending receipt of specialist reports, and any specific requirements of the Planning Archaeologist.
- 5.9.5. Any comments on the content of the final report made by the Client and the archaeological advisor to the LPA will be taken into account before the final version is issued. Digital copies of the report will be issued to the Client and the archaeological advisor to the LPA.
- 5.9.6. A copy of the report will be sent to the Leicestershire HER in pdf/A-1a format for archival purposes.
- 5.9.7. An OASIS record will also be completed for the project, which will include report texts.

TRIAL TRENCHING EVALUATION RESULTS AND REFINEMENT OF STRATEGY

- 5.9.8. At completion of the evaluation trial trenching, the results will be reported to the LPA archaeological advisor. This will form the basis of a discussion between the Client, their archaeological consultant and Planning Archaeologist to establish what, if any archaeological mitigation work might be required ahead of or during the construction phase of the project.
- 5.9.9. Options for mitigation may include (but not be limited to):
- preservation in situ which may be achieved through amending foundation design or protecting remains as appropriate;
 - watching brief on initial construction phase ground works- a technique typically applied where there is considered to be a low risk of archaeological survival;
 - advance excavation and recording: the excavation and sampling of archaeological remains ahead of or during construction phase.
- 5.9.10. The methodology of any required mitigation works will be recorded in a supplementary WSI once the scope is agreed.

5.10. ARCHIVE

- 5.10.1. The project archive will consist of all original records, artefacts, ecofacts/samples and all documentation that relates to the archaeological works. Copies of the written scheme of investigation, report and any relevant correspondence will be included.
- 5.10.2. In accordance with Section 4 of *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Archaeological Archives Forum 2011) a rigorous process of selection and discard will be followed so that only those elements that are considered of significance for potential future study will be retained. Bulk items such as ceramic building materials, stonework, large quantities of undiagnostic pottery, and material that is difficult and costly to conserve such as worked wood, may be selected for discard once appropriate recording and analysis has been undertaken, either on-site or in the laboratory post-excavation.

- 5.10.3. Any artefacts discovered are the property of the landowner. The landowner will be contacted on completion of the site work to agree for the artefacts to be deposited with the Leicester Museums Service as part of the site archive.
- 5.10.4. The archive will comply with the United Kingdom Institute for Conservation (Archaeology Section) *Guidelines for the Preparation of Excavation Archives for Long-Term Storage* (1990), the Society of Museum Archaeologists *Towards An Accessible Archive* (1995), and to the requirements of Leicestershire County Councils *The Transfer of Archaeological Archives to Leicestershire County Council Museum Collections*⁸.
- 5.10.5. An accession number should be drawn prior to the commencement of archaeological work.
- 5.10.6. The archive will be deposited within 12 months of the completion of the site works.

6. PUBLIC BENEFIT

- 6.1.1. The nature of the works and site security requirements are such that the archaeological works would not be suited to public participation on site while the project is ongoing.
- 6.1.2. The results of the trial trenching will be disseminated to the Leicestershire HER and online OASIS library where they will be freely accessible to the public.
- 6.1.3. Results of the project, even if negative, should be submitted for publication in appropriate academic journals. As a minimum a summary of findings should be submitted to the *Transactions of the Leicestershire Archaeological and Historical Society*.
- 6.1.4. Should significant archaeological evidence be found additional public dissemination may be appropriate, this will be agreed and a separate WSI be prepared.

7. PROJECT STAFFING AND PROGRAMME

- 7.1.1. The appointed Archaeological Contractor will be a Registered Organisation with ClfA. Project staffing, including identification of specialist staff, will be confirmed to the Planning Archaeologist in writing prior to the commencement of the project.
- 7.1.2. The programme for the archaeological works is subject to confirmation. Works will be timed to allow historic building recording to be undertaken prior to demolition or alteration of any structures on site. The timing and duration of the archaeological trial trenching will be subject to the Client's construction programme and duration of the relevant groundworks.
- 7.1.3. The Planning Archaeologist will be informed of the commencement of works with one weeks' notice.

8. BIBLIOGRAPHY

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⁸ Leicestershire County Council, 2016

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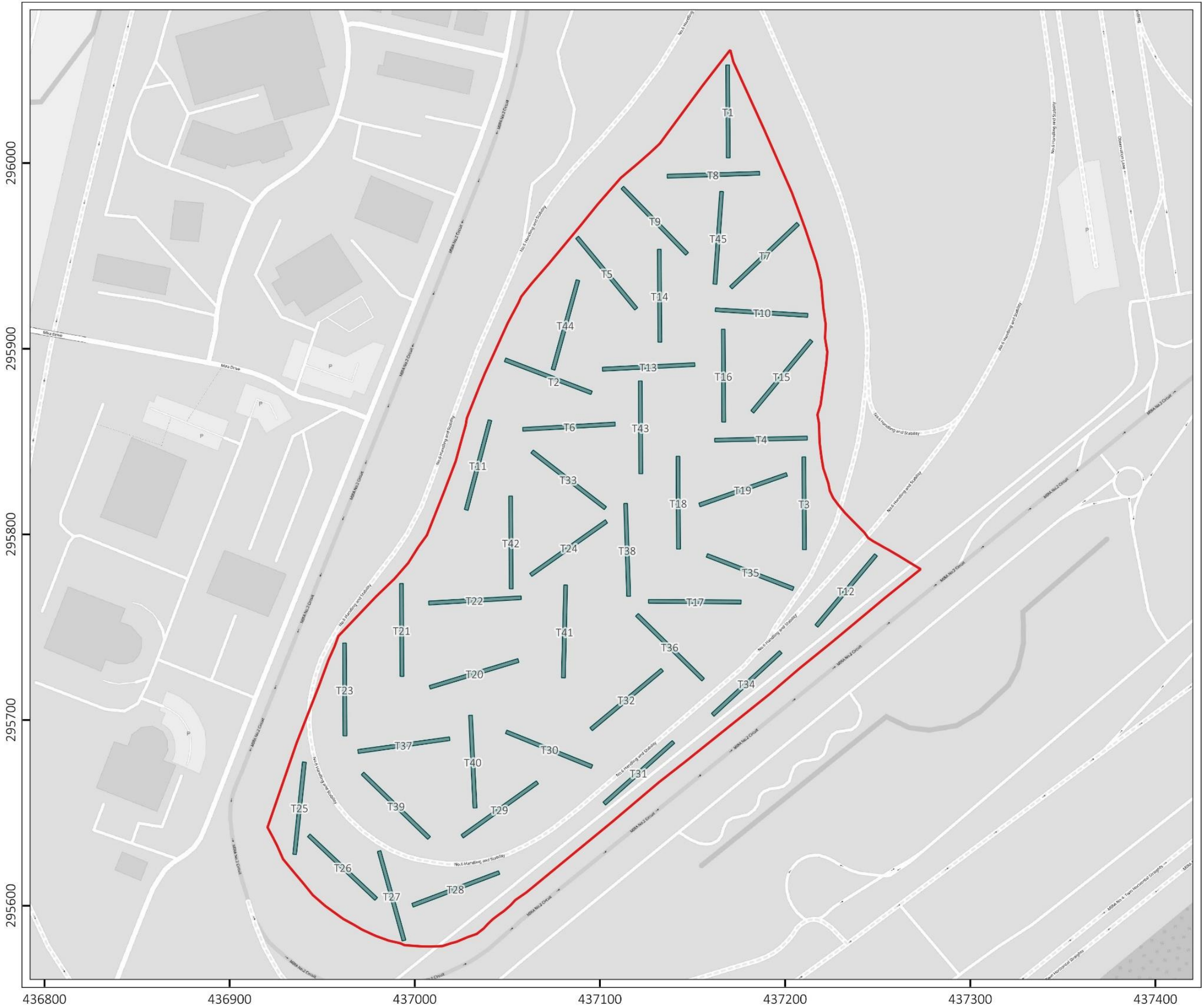


Illus 1. Site location



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- Key
- PDA
 - Proposed trial trench locations



1:2,000 @ A3
N 0 50 100 m
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Illus 2. Proposed trench layout