

Land at Wiggs Farm, Station Road, Bardon, Coalville

Written Scheme of Investigation for Archaeological Trial Trenching

Barberry Bardon Limited

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1. Introduction

1.1 Project background

1.1.1 Cura Terrae was commissioned by Barberry Bardon Limited to prepare a Written Scheme of Investigation (WSI) for archaeological trial trenching, on a Use Class B8 distribution hub development located on land at Wiggs Farm, Station Road, Bardon, Coalville (hereafter “the Site”). The Site is centred on National Grid co-ordinates 443343 309393 (Fig. 1).

Planning background

1.1.2 The archaeological trial trenching is intended to support development of the Site, which falls under Hinckley and Bosworth Borough Council planning application 25/00523/FUL and will take place pre-determination of the application. The development proposals encompass construction of a B8 distribution hub with ancillary offices, quality control office and canopy, maintenance units, gatehouse, and associated infrastructure and landscaping.

1.2 Scope of work

1.2.1 The work will consist of 45 trial trenches arrayed across the Site measuring 30m x 1.8m trenches (Fig 2). The trenches will be located at different densities across the Site to reflect anticipated past land use, which is currently believed to have impacted on survival of any archaeological remains in specific parts of the Site.

1.3 Site location and description

1.3.1 The development Site is located in a c.14.6ha field currently used as agricultural land. The Site is located to the east of the hamlet of Battram and northwest of the larger village of Bagworth. Wood Road skirts the north and west flanks of the Site. The Site is directly bounded by young woodland to the west, north and east, while Wiggs Farm and agricultural land border it to the south.

1.3.2 The topography of the Site is undulating, with its highest point in the southwest corner at 162m above Ordnance Datum (aOD) and its lowest point in the southeast corner at 151m aOD. Lidar data indicates previous land use at the Site may have resulted in linear east–west depressions and banks that have been filled/ploughed down.

1.3.3 The natural geology comprises Edwalton Member mudstone, a sedimentary bedrock that formed between 237 and 228.4 million years ago during the Triassic period. On the west edge of the Site there are superficial deposits of Oadby Member diamicton, a sedimentary superficial deposit that formed between 480 and 423 thousand years ago during the Quaternary period (BGS 2025).

1.4 Archaeological and historical background

1.4.1 The following information is adapted from a cultural heritage and archaeology chapter produced for an Environmental Statement in May 2025 (Cura Terrae 2025).

Prehistoric and Roman

1.4.2 There is limited evidence of prehistoric activity within 1km of the Site. A single findspot of possibly Mesolithic and later flint was identified to the northwest of the Site.

1.4.3 Evidence of Roman activity close to the Site is also limited, although the route of the *Via Devana* Roman road traverses the study area from southeast to northwest c.170m northeast of the Site. Fieldwalking to the northwest of the Site identified two areas of Iron Age/Romano-British finds.

Medieval/post-medieval

1.4.4 The village of Bagworth, located southeast of the Site, is recorded within the Domesday Survey of 1086. During the later medieval period the manor of Bagworth is noted as including a deer park.

1.4.5 The only listed building within 1km of the Site is the Grade II listed Pickering Grange Farmhouse, c.750m to the northwest. The farmhouse dates to the 17th century or earlier but takes its name from a medieval grange that was located on the same site.

1.4.6 During the post-medieval period the local area was a centre of industry with the Bagworth Brickworks located east of the Site. The local area also saw extensive coal mining with the Nailstone Colliery c.230m southwest of the Site. It is considered possible that the elements (depressions) of the Site that have been provisionally determined to contain made ground are former locations of opencast coal mining.

2. Fieldwork methodology

2.1 General

2.1.1 As the appointed contractor, Cura Terrae will ensure that all work is undertaken by experienced staff who will operate in accordance with established industry standards and guidance. Appointed staff for the project will be individual or corporate members of the Chartered Institute for Archaeologists (ClfA), or will demonstrably work to an equivalent standard for archaeological fieldwork.

2.1.2 Cura Terrae is a ClfA Registered Organisation.

2.2 Standards and guidance

2.2.1 Archaeological trial trench evaluation will conform to current national and regional guidance and standards as set out in:

- *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015a)
- *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA 2020a)
- *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020b)
- *Code of Conduct* (ClfA 2022)
- *Standard for archaeological field evaluation. Reading: Chartered Institute for Archaeologists* (ClfA 2023a),
- *Universal guidance for archaeological field evaluation* (ClfA 2023b)

2.2.2 Any changes to the methodology will be agreed with the LPA Archaeologist in advance of the variation.

2.3 Aims and objectives

2.3.1 The aims of the archaeological trial trench evaluation are to:

- identify and record the presence or absence of any archaeological deposits or features within the areas examined;
- determine the extent, condition, character, significance and date of any exposed archaeological remains;
- recover any artefacts; and,
- prepare a comprehensive record of and report on archaeological observations during the site work.

2.3.2 The objectives of the works are to:

- determine the archaeological potential of the Site, in order to inform the need for mitigation works;
- preserve through record any archaeological remains impacted by the works;
- contribute to the understanding of the use and development of the area;
- undertake an investigation that meets with national and regional standards; and
- prepare an illustrated report on the results of the archaeological work to be deposited with the Leicestershire Council Historic Environment Record.

Research agenda

2.3.3 Targeted research objectives potentially relevant to the current work are taken from the East Midlands Historic Environment Research Framework (<https://researchframeworks.org/emherf/>).

Medieval

- 7.7.1: Can we shed further light upon the origins and development of the open-field system and its impact upon agricultural practices?
- 7.7.3: What can we deduce about changes in woodland management and animal or crop husbandry (including new crops, crop rotation, field systems, more intensive cultivation of clay soils and larger animals, particularly sheep)?

Post-medieval

- 8.5.1: Can we elucidate the organisation of the workplace, gender differences at work and the development of industrial processes (especially the nationally important lead, coal and tanning industries)?

2.4 Methodology

2.4.1 The trial trench evaluation will consist of 45no. trenches measuring 30m x 1.8m. The trenches have been arrayed at densities equating to 4% of the total area of land outside the suspected disturbed depressions and 1% of total area within the suspected disturbed areas (Fig. 2). Trenches have been positioned to test the interface between the two zones, as the boundary between potentially disturbed and undisturbed areas is indistinct/uncertain.

2.4.2 The *Standard for archaeological field evaluation* (CIfA 2023a) will be employed, unless stated otherwise.

Excavation

2.4.3 Excavation comprises the mechanical soil stripping of the proposed trenches under constant archaeological supervision until deposits of archaeological origin or natural geological deposits are exposed, whichever is first.

2.4.4 The proposed trench locations are in proximity to overhead electric cables and have been located outside 10m work exclusion zones measured from the outer edges of the lines. Access through the Site requires that vehicles pass under the overhead cables and height-restriction apparatus (e.g. goalposts) should be put in place prior to the start of works. It will be made clear to Site personnel that no plant is to operate within the area unsupervised.

2.4.5 A utilities search (LSBUD) has been conducted and has not identified any underground services. The area of each trench will be scanned with a Cable Avoidance Tool (CAT) prior to breaking ground.

2.4.6 The centre of the end of each trench will be located by CTLN using differential Global Positioning System (dGPS) technology.

2.4.7 All mechanical stripping will be under direct supervision of an appropriately qualified archaeologist and conducted with a toothless ditching bucket. Topsoil and subsoil will be stacked separately 1m away from the edge of the excavation to avoid contamination and for ease of backfilling in reverse order.

2.4.8 All overburden will be removed in successive level spits down to the required depth, the first significant archaeological horizon or undisturbed natural deposits, whichever is first.

2.4.9 Spoil derived from machine stripping and hand excavation will be visually scanned for finds retrieval, and where appropriate will be metal-detected by a trained archaeologist.

2.4.10 At least one end of each trench will be battered/ramped to afford safe access for personnel and to allow wildlife egress.

2.4.11 Following stripping of the trenches, a measured survey will be made of the limit of excavation and any visible archaeological features.

2.4.12 Any archaeological features or deposits will be cleaned by hand. A sufficient sample of the archaeological features and deposits identified will be excavated by hand to enable their full form, date, nature, extent and condition to be described. The full extent of any structures will, where practical, be revealed. For other types of remains the following strategy will be employed as a typical sample level for excavated features:

- 100% of 'ritual' or funerary features;
- 50% (by plan area) of each posthole;
- 50% (by plan area) of each pit;
- 10% (by plan area) of each linear feature (minimum 1m sample); and
- 100% of ditch terminals.

2.4.13 Palaeochannels will be test-excavated by machine, if appropriate.

- 2.4.14 Relationships between interconnecting features will be investigated by appropriately placed interventions.
- 2.4.15 Following any excavation, and prior to backfilling, the monitoring area will be signed off by the LPA Archaeologist. Wherever possible, this will be carried out remotely using WhatsApp, Facetime or similar, or by submission of photographic evidence. The excavation area will remain open until signed-off by the LPA Archaeologist and released for infilling.
- 2.4.16 If significant or complex features are identified that would be better investigated under full excavation conditions, then investigation will be limited to minimal intrusion sufficient to establish the stratigraphic sequence by agreement with the LPA Archaeologist.

Recording

- 2.4.17 All archaeological deposits are to be recorded using a continuous numbered context system in a pro-forma recording system in accordance with industry standards. The written record is to be hierarchically based and centred on the context record. Written recording will be undertaken using an industry-standard digital recording system (the Diggit application). Each context record will fully describe the location, extent, composition and relationship of the subject and will be cross-referenced to other relevant assigned records.
- 2.4.18 Significant features will be surveyed by sub-centimetre accurate GPS. All levels will be tied into Ordnance Datum and included on section drawings and site plans. Survey will conform with national guidelines (Historic England 2015b).
- 2.4.19 A drawn record of all excavated archaeological features will be made at an appropriate scale. Sections/profiles will normally be drawn at a scale of 1:10 and their location accurately identified on the appropriate trench plan. Plans will usually be drawn at a scale of 1:20, although trenches largely devoid of archaeological features may be recorded at a scale of 1:50. Drawings of archaeological features and deposits will include appropriate data on levels relative to Ordnance Datum.
- 2.4.20 A photographic record of the Site will be taken using digital photography at a minimum resolution of 12 megapixels. The photographic record will include a clearly visible, graduated metric scale, Site code and context feature number(s) where appropriate. A register of all photographs will be kept. All digital photography will be in accordance with national guidance (Historic England 2015c).
- 2.4.21 Data management, recovery and recording levels will be appropriate to the stratified deposits under investigation. A Data Management Plan is provided in Appendix 1.

Finds recording

- 2.4.22 Finds will be treated in accordance with the relevant guidance in *Universal guidance for archaeological field evaluation* (ClfA 2023b), except where they are superseded by statements made below.

- 2.4.23 Materials such as pottery, ceramic and stone building material, and animal bone will be collected as bulk finds. Significant artefacts will be three-dimensionally recorded prior to removal. Finds will be appropriately recorded and processed using the Cura Terra system and submitted for post-excavation assessment.
- 2.4.24 Metal detecting, including scanning of spoil heaps, will be performed by a skilled member of the archaeological team. Recording will be undertaken so that any metal finds are properly located, identified, and conserved. All metal detecting will be carried out in accordance with the Treasure Act Code of Practice (3rd revision) (DCMS 2023).
- 2.4.25 All recovered finds will be appropriately packaged and stored under optimum conditions. Finds recovery and storage strategies will be in accordance with published guidelines (Watkinson and Neal 2001). Provision will be made for Site visits from a conservator, particularly if timber structures or fragile finds are exposed that may require expert lifting.
- 2.4.26 In accordance with Historic England guidance (2015d), all iron objects, a selection of non-ferrous artefacts (including all coins) and a sample of any industrial debris relating to metallurgy, will be X-radiographed before assessment. Where there is evidence for industrial activity, large technological residues will be collected by hand, with separate bulk soil samples collected for micro-slags from secure contexts.
- 2.4.27 Any artefacts considered to be Treasure (whether of precious metals or otherwise) will be treated in accordance with the Treasure Act Code of Practice (2nd revision) (DCMS 2008). Any such finds will be reported to HM Coroner, the Client and the LPA Archaeologist. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.

Human remains

- 2.4.28 If human remains are present, the Client and the LPA Archaeologist will be notified so that an agreement can be reached on how to treat them. Discovery will be reported to HM Coroner and an application for a 'Licence for the Removal of Buried Human Remains' will be made to the Ministry of Justice. Any human remains (inhumations or cremations) discovered will be investigated, planned, recorded and, where it has been agreed with the Client and the LPA Archaeologist, removed by the archaeologist. If necessary, and where practicable, the relevant trench will be widened to permit recovery of the whole burial. Any excavation of such remains will comply with the relevant legislation. Recovery and processing of human remains will be undertaken in accordance with published guidelines (McKinley and Roberts 1993; APABE 2017; Mitchell and Brickley 2017; Historic England 2018).

Environmental sampling

- 2.4.29 Forty-litre (where such volume exists) bulk soil samples will be taken from appropriate deposits and submitted to an environmental specialist for assessment of palaeoenvironmental potential. This will

include plant and animal macrofossils. Attention will be paid to the recovery of samples from any waterlogged deposits that may be present. Recovery and sampling of environmental remains will be in accordance with published guidelines (Campbell *et al.* 2011).

2.4.30 The Historic England Science Advisor for the East Midlands will be invited to visit the Site if significant or unusual deposits are discovered that have the potential to hold important environmental or functional information.

Date sampling

2.4.31 If appropriate, scientific dating techniques will be discussed with the Historic England Science Advisor as necessary. Secure contexts may be sampled for dating as appropriate (whether on Site or as sub-samples of processed bulk samples). The most likely dating methods that might be applied include radiocarbon (C14) dating (Historic England 2022) and archaeomagnetic dating (Linford 2006). Any samples will be processed following post-excavation assessment.

3. Report and archive

3.1 Archaeological trial trenching report

- 3.1.1 Following the completion of the archaeological trial trenching, a report will be submitted to the Client within six weeks, subject to the number of finds and environmental remains requiring assessment, then to the LPA Archaeologist for approval so that any requirement for archaeological mitigation can be determined.
- 3.1.2 The report will be prepared in accordance with the guidance in *Universal guidance for archaeological field evaluation* (ClfA 2023b), except where superseded by statements below.
- 3.1.3 The report will contain some of or all the following as appropriate to the nature, extent and significance of the results:
 - A non-technical summary;
 - Introduction;
 - Planning background including relevant references;
 - Relevant historical and archaeological background;
 - Geology and topography of each intervention site;
 - Research aims and objectives;
 - Methodology of Site-based and off-Site work;
 - Results of the archaeological evaluation, including specialist reports where relevant. This would include
 - a table summarising any descriptive text showing, per trench, the features, classes and numbers of artefacts located and their interpretation; and
 - a consideration of archaeological evidence from the Site in a broader landscape setting.
 - Plans, sections and photographs as appropriate. These will include:
 - a plan at an appropriate scale showing trench layout (as dug) and features located;
 - section drawings of significant excavated features;
 - sample of trench photographs and representative trench sections including blank trenches; and
 - plans with sufficient grid references to they can be geo-rectified.
 - Assessment of the results against the original expectations;
 - Statement of potential of the archaeology;
 - Conclusions;
 - Publication and dissemination proposals, if relevant at this stage;
 - Archive details, including date of deposition and deposition statement;

- Bibliography;
- Acknowledgements;
- Detailed context index; and
- OASIS form.

3.1.4 The report will not provide an opinion on whether preservation or subsequent investigation is considered appropriate or necessary.

3.1.5 The results from the archaeological monitoring will be incorporated into any further reporting associated with archaeological investigation of the Site.

3.2 Dissemination

3.2.1 A digital draft copy of the report will be supplied to the Client before being issued to the LPA Archaeologist for comment and approval.

3.2.2 When the report has been approved by all parties, copies of the final version will be provided to the Client and the Leicestershire Historic Environment Record (HER) in PDF/a (archival) format on the understanding that it will become a public document after an appropriate period (generally not exceeding six months).

3.2.3 An OASIS (Online Access to the Index of Archaeological Investigations) record for the trial trench evaluation has been created (curaterr1-535850). Details of the Site will be submitted online to the OASIS database within two months of completion.

3.2.4 If the results are considered significant, provision may be required to publish them in a relevant journal. As a minimum, a summary of the findings should be submitted to the *Transactions of the Leicestershire Archaeological and Historical Society*.

3.3 Archive

General

3.3.1 Digital, paper and artefactual archives will be prepared, consisting of all primary written documents, plans, sections, photographs, electronic data, and finds and environmental materials arising from the archaeological work in accordance with industry standards (ClfA 2020b).

3.3.2 The contents of the archive will be subject to regular review during all stages of the project by Cura Terrae's Post-Excavation Manager, who will be responsible for retention/discard of elements of the physical and digital archives generated by the works.

Physical archive

- 3.3.3 Any physical materials arising from the works will be archived with Leicestershire County Council Museums and will be curated and deposited according to their standards for archive deposition.
- 3.3.4 A museum accession number has been acquired from Leicestershire County Council Museums and any physical archive resulting from the trial trenching will be accessioned under the number X.A112.2025.
- 3.3.5 Cura Terrae will promptly notify the museum at project initiation, mid-point review and conclusion stages with completion of all relevant forms.
- 3.3.6 Before work begins on the Site, Cura Terrae expects that the Client will permit Cura Terrae to contact the landowner to endeavour to reach an agreement in principle regarding the deposition of finds. A Transfer of Title form will be signed by the landowner to enable deposition with Leicestershire County Council Museums.
- 3.3.7 Material to be included in the archive will be selected following the CfA Toolkit for Selecting Archaeological Archives (<https://www.archaeologists.net/work/toolkits/archives>). All artefacts and associated material will be properly stored, and the archive will be prepared to an acceptable standard following national guidelines (CfA 2020b; Historic England 2015a; Society for Museum Archaeology 2020).

Digital archive

- 3.3.8 An OASIS online record (<http://ads.ahds.ac.uk/project/oasis/>) has been initiated (curaterr1-535850) and key fields completed on Details, Location and Creators forms. Upon completion of the work, all parts of the OASIS online form will be completed for submission to the HER/Archaeology Data Service (ADS). This will include an uploaded .pdf version of the final report (a paper copy will be included with the physical archive).
- 3.3.9 If appropriate, a digital archive will be deposited with the ADS and made publicly accessible. The digital archive would be compiled in accordance with the standards and requirements of the ADS (2011; 2020).

Public benefit

- 3.3.10 Enquiries from members of the public regarding the results of the evaluation, or other potentially sensitive information, will be directed to the Client. Due to the nature and location of the work, active public engagement or involvement of voluntary workers in this stage of works is not anticipated. Following completion of the archaeological trial trenching, Cura Terrae may produce website and/or social media content to present the results of the work to a public audience.

4. Trial trenching

4.1 Programme

4.1.1 Work is anticipated to commence on Site in September/October 2025 and last for up to four weeks.

4.2 Personnel

4.2.1 Cura Terrae is a Chartered Institute for Archaeologists Registered Organisation. The work will be carried out by appropriately qualified and experienced Cura Terrae staff. If required, details of staff (including grades) and their relevant experience will be provided to all interested parties prior to the work being carried out. Key personnel managing the project have completed the Historic England training course Using MoRPHE.

4.2.2 Cura Terrae's Technical Director ensures the maintenance of quality standards within the organisation and will have overall responsibility for the project. A Project Manager will oversee the practical work and be the main point of contact with the Client and the LPA Archaeologist. A Post-Excavation Manager will be responsible for any materials arising from the excavations and the programming and production of the report. A Supervisor will be responsible for carrying out the trial trenching and for writing the report on the results of the work. All Cura Terrae field staff possess degrees in archaeology or related disciplines and have a minimum of three years' practical experience.

4.2.3 The senior staff employed by Cura Terrae on this project will be:

- Andrew Crowson MClfA, Technical Director (Quality and project delivery).
- Phillipa Puzey Broomhead, Project Manager (oversight of site work)
- Stuart Ross, Senior Post-Excavation Manager (archaeological finds and environmental samples)
- TBC, Project Supervisor (excavation and reporting)

4.2.4 Cura Terrae reserves the right to change its personnel at any time should project programmes change.

4.3 Subcontractors

4.3.1 Specialist consultants might be required to conserve and/or report on finds and advise or report on other aspects of the investigation. Cura Terrae will ensure that contracts are in place, and that availability is confirmed with external specialists to cover all necessary processing, conservation and specialist analysis through assessment and analysis stages of the project. CVs of such individuals can be provided in due course although Table 1 provides a standard list of specialists employed.

Table 1: Specialist consultants used by Cura Terrae.

Material	Consultant	Organisation
Early prehistoric pottery	Alex Gibson	Freelance
Later prehistoric pottery	Chris Cumberpatch	Freelance
	Richard Massey	Freelance
Roman pottery	Ruth Leary	Freelance
	Ian Rowlandson	Freelance
	Charlotte Britton	Cura Terrae
Amphorae and mortaria	Eniko Hudak	Pre-Construct Archaeology
Samian ware	Gwladys Monteil	Freelance
Anglo-Saxon pottery	Paul Blinkhorn	Freelance
	Richard Massey	Freelance
Medieval and post-medieval pottery	Chris Cumberpatch	Freelance
	Paul Blinkhorn	Freelance
	Derek Hall	Freelance
	Charlotte Britton	Cura-Terrae
Ceramic building materials	Jane McComish	York Archaeology
	Charlotte Britton	Cura Terrae
Fired clay (non-industrial)	Charlotte Britton	Cura Terrae
Small finds	Alex Croom	Freelance
	Richard Massey	Freelance
Glass (Roman)	Hilary Cool	Freelance
Lithics	Torben Bjarke Ballin	Freelance
	Rebecca Devaney	Freelance
Industrial material/metalworking	Rod Mackenzie	Freelance
	David Dungworth	Freelance
Coins	Richard Brickstock	Freelance
Querns	John Cruse	Freelance
Worked stone	Alex Croom	Freelance
	Alison Sheridan	National Museum of Scotland
Leather	Quita Mould	Freelance
Textiles	Margareta Gleba	University of Cambridge
Conservation and X-ray	Karen Barker	Freelance
	York Archaeology	York Archaeology
Archaeomagnetic dating	Cathy Batt	University of Bradford
OSL dating	David Sanderson; Alan Cresswell	Glasgow University
Radiocarbon dating	Scottish Universities Environmental Research Centre	Scottish Universities Environmental Research Centre
	Beta Analytic Carbon Dating Service	Beta Analytic

Bayesian analysis	Derek Hamilton	Glasgow University
Absorbed residue analysis	Lucy Cramp	University of Bristol
Human bone	Malin Holst	York Osteoarchaeology
Animal bone	Clare Rainsford	Freelance
Fish bone, molluscs	Angela Maccarinelli	University of Sheffield
	Cath Neal	Freelance
Shell	TBC	
Insect remains	Palaeoecology Research Services	Freelance
	David Smith	University of Birmingham
Charred plant remains	Lisa Gray	Freelance
	Paleoecology Research Services	Freelance
	Mai Walker	Freelance
Charcoal and wood	Lisa Gray	Freelance
	Dana Challinor	Freelance
Waterlogged wood	Steven Allen	York Archaeology
Artefactual illustration	Mark Hoyle	Freelance
Worked stone including rock art	Ruth Shaffrey	Freelance

4.3.2 Cura Terrae recognises that, for certain categories of finds, regional specialists and/or emergency on-Site conservators may be required. If such individuals are necessary, Cura Terrae would provide details to LCC LPA regarding this.

4.4 Site monitoring

4.4.1 Site inspections will be arranged so that the general Site stratigraphy and any significant archaeological remains can be assessed and so that the Site can be inspected before infilling.

4.4.2 In the event of the discovery of archaeological remains that are of a greater number or extent than anticipated, work will cease, and the Client and the LPA Archaeologist will be notified. An assessment will be made of the significance of the remains and any provision agreed for their recording or preservation in situ as appropriate.

4.4.3 At least five days' notice will be given to the LPA Archaeologist prior to the commencement of fieldwork so that arrangements for monitoring the Site work may be made. Currently anticipated start date is recorded in section 4.1.

4.4.4 Access will be permitted to the Client and the LPA Archaeologist to monitor any Site work, as well as the progress of any agreed post-fieldwork analysis and reporting programmes. Costs associated with monitoring visits performed by the LPA Archaeologist will be charged to the Client. Where monitoring is carried out remotely, photographs of the trenches and features within will be sent to the LPA

Archaeologist in conjunction with sign-off requests. Remote monitoring will be agreed in advance with the LPA Archaeologist.

5. Health and safety

5.1 General

- 5.1.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override all archaeological considerations.
- 5.1.2 Cura Terrae staff and any subcontractors will be operating under the Client's Health and Safety regime.
- 5.1.3 All work will be carried out in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety Regulations 1992, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time for the fieldwork.
- 5.1.4 A Risk Assessment and Method Statement (RAMS) for the work will be prepared prior to the commencement of fieldwork. Cura Terrae will provide all relevant Risk Assessments, Method Statements and Health and Safety Plans to the Client as required.
- 5.1.5 All archaeological staff and visitors attending Site will sign in and out each day, and Cura Terrae Site induction will take place. Staff will attend any Client induction as required. The Cura Terrae team will carry out daily point of works dynamic risk assessment and toolbox talks as required.
- 5.1.6 Cura Terrae holds appropriate Employer's Liability and Public Liability Insurance.

5.2 Site access

- 5.2.1 The Client will be responsible for ensuring Site access has been secured prior to the commencement of Site works and that the perimeter is secure.

5.3 Considerations

Services

- 5.3.1 The Site is crossed by three sets of overhead powerlines. Cura Terrae will establish safe working buffers around and beneath the lines, including stand-off areas for trenching. Plant will be marshalled when tracking beneath overhead powerlines through specific crossing points demarcated by goalposts.
- 5.3.2 No other services are currently known within or adjacent to the archaeology working area. Should more information become available, or if services are identified once on Site, this may require repositioning of the excavation area.

5.3.3 Cura Terrae staff supervising plant will be NPORS Plant Machinery Marshal (N133) certified. Plant movements will be minimised, particularly in any areas accessible to the public.

Deep excavations

5.3.4 There is potential for deep excavations at the Site. It is considered that areas within the potentially disturbed parts of the Site may be infilled former coal explorations and may contain significant depths of made ground.

5.3.5 If archaeological deposits are not reached within 1.20m depth measured from local ground surface, trenches will be recorded as is, the LPA Archaeologist will be informed, and trenches will be promptly backfilled. Archaeologists will not enter any deep excavations, and no deep excavations will be left open overnight.

Contamination

5.3.6 If any ground contamination is identified, work will be stopped and Cura Terrae will report to the Client. If appropriate, suitably qualified contractors will attend Site to remove any identified contaminates. Under no circumstances will the archaeologists remove or disturb potentially contaminated ground. This includes potential areas of former coal workings.

Public access

5.3.7 The Client will be responsible for ensuring the Site is secure and safe prior to the commencement of Site works and that the public is excluded from the areas of works.

Other

5.3.8 No other constraints are known at this stage.

6. Copyright

6.1 Paper and digital archive

6.1.1 The copyright and ownership of the paper and digital archive from the archaeological work will rest with the originating body (the archaeological organisation undertaking the work). On completion of the contracted works, the originating body will deposit the material with the receiving museum, to which they will transfer title and/or licence the use of the records.

6.2 Report

6.2.1 Full copyright of each report will be retained by the originating body (the archaeological organisation undertaking the work) under the Copyright, Designs and Patents Act 1988 with all rights reserved, except that the Client will be licensed to use each report in all matters directly relating to the scheme and to make each report available for public dissemination as part of the dissemination measures.

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Appendix A: Data Management Plan

General

This document is a project specific data management plan (DMP). The document defines what is expected of the digital data that is collected and created in a project and how this should be managed, stored, used and disseminated until it is archived. This should be used in conjunction with the project Written Scheme of Investigation (WSI).

The sections outlined below need completing by the Project Manager/Officer during the project. The information will be used by the Archives Team at the end of the project in the archive deposition process.

Table 1. Project administration

Project name:	Land at Wiggs Farm, Station Road, Bardon, Coalville
Project number:	25598
Site code:	25598
Project description:	Archaeological works comprising: • Evaluation trenching numbering 45 no. 30m x 1.8m trenches
Project Manager:	Phillipa Puzey Broomhead
Project Officer:	TBC
Client and funding type:	Barberry Bardon Limited
OASIS ID:	Curaterr1-535850
Data contact:	Nicholas Lion (nicholas.lion@cura-terrae.com)
Date DMP created:	01/08/2025
Dates DMP updated:	X
Related information: <i>update throughout the work</i>	The written scheme of investigation Any available repository/museum deposition guidance Chartered Institute for Archaeologists (ClfA) standards and guidance Archaeology Data Service (ADS) guidelines

Data Collection

The type, format and volume of data generated by the project is estimated below. This table will be updated as the project progresses.

Data formats used are standardised, openly documented and, where possible, non-proprietary. This ensures data is sharable, supports data curation and facilitates interoperability between projects and datasets, as well as avoiding technological obsolescence.

Details of any file format conversion required prior to deposition will be included in the final DMP

Table 2. Data collection file types

Type	Formats	Estimated archive volume
Spreadsheet/Database	Excel (.xlsx) Database (.mdb, .dbf)	1
Text/document	Word (.docx) Acrobat (.pdf)	2 files c.15MB
Vector graphic	AutoCAD (.dxg)	N/A
Image	Lossy (.jpg) Uncompressed (.tif)	200 files c.800MB
GIS	Shapefiles (.shp and assoc. files)	5 files c.25MB

Existing Data

Site location and intended layout plans provided by SLR Consulting.

Data Standards / Methods

Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable/available. In general, data acquisition standards are defined against ADS Guides to Good Practice. Specific or additional guidance relevant to this project is listed below and will be updated as the project progresses.

Methods are specified in the WSI and will meet the requirement set out in the project brief, the organisation recording manual and relevant CfA guidance

Standards and Guidance

Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.

Specific guidance: Historic England Digital Image Capture and File Storage: Guidelines for Best Practice 2015

Data Storage / File Naming

The working project archive will be stored in a project-specific folder on Cura Terrae's server. The internal organisation server is backed up daily in multiple locations, including off-site, to maintain an up-to-date security copy of the organisation-wide data.

Project folders are named following established organisational procedures.

Data collected will be downloaded and raw data will be stored in the appropriate folder.

File naming conventions follow established organisational procedures, based on ADS file naming guidance, and include version control management.

All files included as part of this project archive will include an organisational identifier (e.g. CURA TERRAE), the project number or site code (e.g. 23328 or CT23328) and the file descriptor (e.g. WSI).

As versions become superseded, they will be moved into an ‘old versions’ sub-folder, and only the current version should be visible in the main folder

Quality Assurance

Instruments used in the collection of data are calibrated as per manufacturers’ specification or guidance and checked to ensure they are in full working order.

All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.

Internal project folders are reviewed periodically to ensure organisational standards are being met.

Documentation and Metadata

Data collected will include standard formats that maximise opportunities for use and reuse in the future (see Section 2, above).

A collection level metadata summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the organisational server in the Project Folder. The collection level metadata summary brings together the overarching project details and includes a register of data types and number of objects included in the archive, along with all other archive components.

Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, which is the intended repository for the digital data archive.

Data documentation will meet the requirement of the project brief, museum deposition guidelines, digital repository guidelines and the methodology described in the WSI.

An archive catalogue documenting physical and digital archive products will be maintained and submitted to the receiving museum/archive.

Ethics and Legal Compliance

The project archive will include the names and contact details of any relevant individuals. Cura Terrae have a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is managed through a separate restricted access database and not retained in the project specific folders.

Copyright for all data collected by the project team belongs to the organisation and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.

Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

Data Security: Storage and Backup

Organisational IT is managed by an external data management provider, which is also responsible for the management and verification of our daily backups, and which supports access to security copies as needed.

Sufficient data storage space is available via the organisational server, which includes two-factor authentication and permissions-based access. The server is accessible by staff on- and off-site through a secure log-in.

Off-site access to the project files on the organisation's server or secure cloud-based storage is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back-up is not possible, the raw data will be backed up to a separate media device (such as laptop and/or portable external hard drive).

Relevant consolidated GDPR compliant project files will be distributed to external specialists and contractors for reference.

Selection and Preservation

The DMP will be reviewed and updated as required. Updated documentation will be included in relevant reporting stages.

Prior to deposition, DMP will be updated and finalised in agreement with all project stakeholders (LCC, the Client, the receiving museum [Leicestershire County Council Museum] and ADS).

Selection will be informed by the WSI, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.

The project will be published as an online technical report (accessible via OASIS and as part of this the archive), with full access to research data and link to the digital archive.

The project results are likely to provide information which can be included in the Leicestershire Historic Environment Record and will contribute to the historic knowledge of the site/historic environment.

The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.

The digital archive will be deposited with the ADS, which is a Core Trust Seal certified repository.

The archive will be prepared for deposition by the project team.

ADS will be contacted as the intended repository for digital data during project initiation.

Data Sharing

A summary of the project will be included on the OASIS online database, the receiving museum/archive and digital archive repositories, and will be updated as the project progresses.

The investigations are likely to result in the production of several documents: WSI and final report.

The final report is provisionally scheduled to be completed within 6 months of the completion of fieldwork.

A final version of the project report will be supplied to the Leicestershire Historic Environment record and OASIS, and any data which the HER request can be provided directly to it.

The location(s) of the final archaeological archive will be added to OASIS when appropriate.

The ADS will disseminate the digital elements of the archaeological archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

A temporary embargo may be required on the sharing of the project results. If this is the case, specific details will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata.

Data-specific requirements, ethical issues or embargoes that are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

Responsibilities

The Project Manager will be responsible for implementing the DMP and ensuring it is reviewed and revised at each stage of the project.

Data capture, metadata production and data quality are the responsibility of the project team, assured by the Project Manager.

Storage and backup of data in the field is the responsibility of the project team.

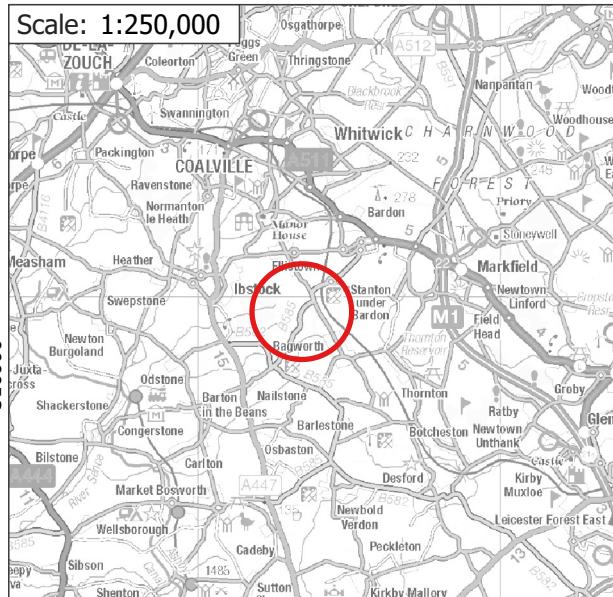
Once data is incorporated into the organisation's project server, storage and backup is managed by an external company.

Data archiving is undertaken by the project team under the guidance of the Archives Officer, who is responsible for the transfer of the archaeological project archive to the agreed repository.

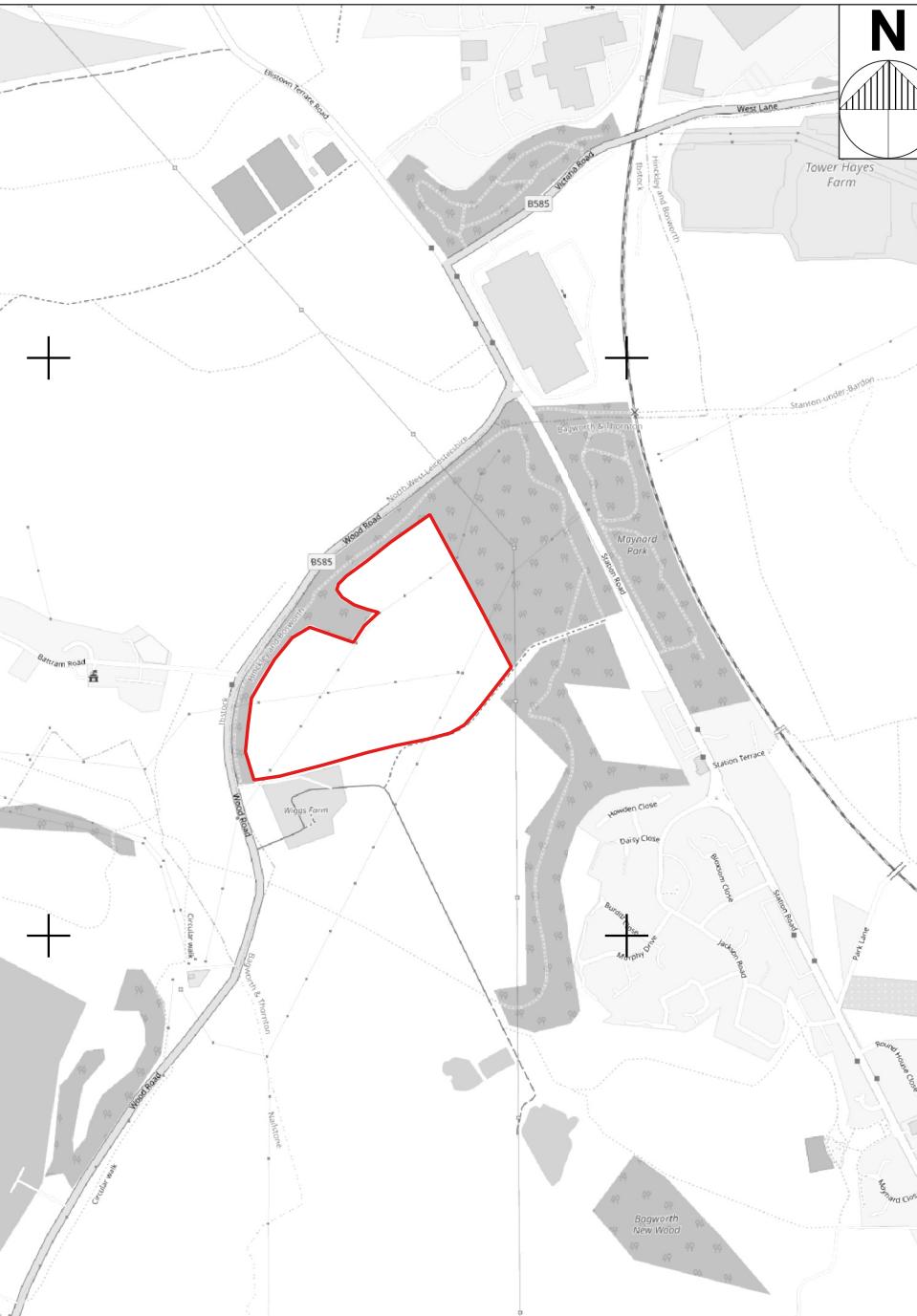
Details of the core project team can be found in the WSI.

Appendix B: Figures

442000



443000



Cura Terra

Key

Site Boundary

0 100 200 300 400 500 m

Barberry Bardon Limited
Land At Wiggs Farm, Station Road,
Bardon, Coalville

Figure 1
Site Location

A	30.07.2025	DP	AC
Rev	Date	Drawn by	Checked by

Site centred on: SK 43638 09476

Key

- Site Boundary
- Trench
- Overheads Buffer
- - - Overhead cables
- Approximate edges of depressions

0 20 40 60 80 100 m

Barberry Bardon Limited
Land At Wiggs Farm, Station Road,
Bardon, Coalville

Figure 2
Proposed trench locations

A	30.07.2025	DP	AC
Rev	Date	Drawn by	Checked by
Site centred on:			SK 43638 09476