

Earl Shilton SUE

Written Scheme of Investigation for Archaeological Trial Trenching



Report for

Bloor Homes, Barwood Land & Jelson Homes

Main contributors

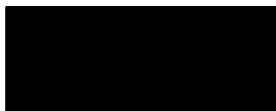
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Executive summary

This Written Scheme of Investigation (WSI) has been prepared by Wood Group UK Limited in response to a commission from their clients Bloor Homes, Barwood Land & Jelson Homes, to provide archaeological support with regards the need to provide further information on the archaeological potential of land at Weavers Fields, ('the Proposed Development'), located to the east and south-east of Earl Shilton, Leicestershire (the 'Site'). Two separate applications are being submitted for the Proposed Development to reflect land ownership or allocations for the respective Applicants. The requirement for the WSI is outlined in the Scoping Opinion, dated 12 November 2020, in the response from Hinkley & Bosworth Borough Council (HBBC). The recommendations were supplied by The Historic & Natural Environment Team (HNET), Leicestershire County Council (LCC) Planning Archaeologist, as advisors to Hinkley & Bosworth Borough Council. The WSI defines the requirement of an archaeological programme of evaluation trenching, aimed at further defining the archaeological potential of the site. The results of the evaluation trenching will inform the potential requirement for any future archaeological mitigation measures.

The Chartered Institute for Archaeologists defines a field evaluation as *'...a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site on land, inter-tidal zone or underwater. If such archaeological remains are present field evaluation defines their character, extent, quality and preservation, and enables an assessment of their significance in a local, regional, national or international context as appropriate'*.¹

This WSI has been agreed by the Leicestershire County Council Historic & Natural Environment Team in January 2022².

¹ Chartered Institute for Archaeologists (2014). Standard and guidance for archaeological field evaluation (Online). Available at https://www.archaeologists.net/sites/default/files/CIfAS&GFieldevaluation_1.pdf (Accessed July 2021).

² Email from Richard Clark, Team Manager (Heritage), Historic & Natural Environment Team, 25 January 2022.

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1. Introduction

This Written Scheme of Investigation (WSI) has been prepared by Wood Group UK Limited (hereafter referred to as 'Wood') to describe a programme of archaeological evaluation to be undertaken in support of two planning applications of a residential-led mixed-use development on land at Weavers Fields, ('the Proposed Development'), located to the east and south-east of Earl Shilton, Leicestershire (the 'Site'). .

1.1 Background

- 1.1.1 Bloor Homes, Barwood Land, and Jelson Homes (hereafter referred to as 'the Applicants') are seeking outline planning permission from Hinckley & Bosworth Borough Council (HBBC) for a residential led mixed-use development on land at Weavers Fields, ('the Proposed Development'), located to the east and south-east of Earl Shilton, Leicestershire (the 'Site'). The Site extends to 64.2 hectares (ha) and forms most of the land allocated as a Sustainable Urban Extension (SUE) by HBBC.
- 1.1.2 Two separate applications are being submitted for the Proposed Development to reflect land ownership or allocations for the respective Applicants. The Barwood Land application forms two parcels covering land east of Astley Road and west of the Waste Water Treatment Works, and land falling north of Mill Lane. It encapsulates the proposed access on to Astley Road. The Jelson Homes and Bloor Homes application covers all remaining land and includes delivery of the main access points onto the A47.
- 1.1.3 The Proposed Development comprises up to 1,500 dwellings, with up to 5.3 ha of space for business uses, local centre and a primary school, together with strategic infrastructure including green-space, with all other Matters Reserved apart from strategic vehicular access.
- 1.1.4 Scoping opinions were previously adopted by HBBC for a development at the Site in 2012 and 2014 for the entirety of the SUE allocation. However, neither of these proposals were progressed to the point of planning application submission.
- 1.1.5 The Proposed Development has a slightly reduced site boundary to that of the 2012 and 2014 developments and is 4.2 ha smaller than the Earl Shilton SUE allocation area. To date, no planning application has been submitted for the remaining 4.2 ha of land within the SUE, however, it is assumed that a planning application will be submitted for this area in the future.
- 1.1.6 Leicestershire County Council Planning Archaeologist has stated that to provide sufficient information to be able to determine the applications, further information on the significance and nature of the known and potential archaeological remains identified during the previous geophysical surveys and evaluation trenching schemes will be required. This WSI therefore formalises the objectives, strategy and procedures for the pre-determination archaeological field evaluation.

2. Legislation and policy context

2.1 Legislation

- 2.1.1 The importance of the historic environment is recognised in legislation as well as national and local policy. Certain features that are deemed to be of particular importance are given legal protection through legislation. The Ancient Monuments and Archaeological Areas Act 1979³ provides for a schedule of monuments which are protected.
- 2.1.2 Similarly, the Planning (Listed Buildings and Conservation Areas) Act 1990⁴ provides for the definition and protection of listed buildings and conservation areas. Section 66 of the Act places a duty on the determining authority to have special regard to the desirability of preserving a listed building and its setting in considering whether to grant permission for development which affects these. Section 72 involves a similar duty concerning conservation areas when considering development proposals within them.

2.2 National planning policy

- 2.2.1 Non-designated heritage assets as well as those designated under the above acts are given protection under the National Planning Policy Framework (NPPF)⁵. Provision for the historic environment is given principally in Section 16 of the NPPF, which directs Local Planning Authorities to set out "*a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats*". It should be recognised that "*these assets are an irreplaceable resource and should be conserved in a manner appropriate to their significance*". This requirement is framed by a presumption in favour of sustainable development and the policy recognises that the historic environment has a role to play in urban design (section 7), promoting healthy communities (section 8) and protecting Green Belt land (section 13).
- 2.2.2 The principle of proportionally defining a site's potential is given in paragraph 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.'*

³ UK Government (1979). Ancient Monuments and Archaeological Areas Act 1979. (Online) Available at: https://www.legislation.gov.uk/ukpga/1979/46/pdfs/ukpga_19790046_en.pdf (Accessed July 2021).

⁴ UK Government (1990). Planning (Listed Buildings and Conservation Areas) Act 1990. (Online) Available at: <https://www.legislation.gov.uk/ukpga/1990/9/contents> (Accessed July 2021).

⁵ Ministry of Housing, Communities and Local Government (2021) National Planning Policy Framework (online). Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf [Accessed August 2021]

2.3 Local planning policy

The Development Plan

2.3.1 The Hinckley and Bosworth Core Strategy⁶ (adopted July 2009) contains objectives relevant to the historic environment, as follows:

- Spatial Objective 10: Natural Environment and Cultural Assets:
 - ▶ *'To deliver a linked network of green infrastructure, enhancing and protecting the borough's distinctive landscapes, woodlands, geology, archaeological heritage and biodiversity and encourage its understanding, appreciation, maintenance and development.'*
- Spatial Objective 11: Built Environment and Townscape Character:
 - ▶ *'To safeguard, enhance and where necessary regenerate the borough's distinctive built environment including its wider setting particularly that associated with Conservation Areas, Listed Buildings and historic industries.'*

⁶ Hinckley & Bosworth Borough Council (2009). Local Development Framework Core Strategy. Adopted December 2009. (Online) Available at: https://www.hinckley-bosworth.gov.uk/downloads/file/487/core_strategy_adopted_document (Accessed July 2021).

3. Scheme location and description

3.1 Location

- 3.1.1 The Site is located immediately to the south-east of Earl Shilton, approximately 8 km to the west of Leicester in the borough of Hinckley and Bosworth. It is centred on National Grid Reference SP447185, 297356. The total Site area is 64.2 ha.

3.2 Site description

- 3.2.1 The Site is generally level ground at c.98 m AOD, located on geological superficial deposits of Thrussington Member – Diamicton, with mudstone bedrock⁷.
- 3.2.2 The Site currently comprises predominantly arable farmland with boundary native hedgerows and intermittent hedgerow trees. It is split into two distinctive parcels: north and south of Mill Lane. Existing playing fields (owned by the Earl Shilton Town Council) are located in the north-west corner of the parcel south of Mill Lane (on the south-eastern outskirts of Earl Shilton) along with a children's play area. A Severn Trent Wastewater Treatment Works (WwTW) is present within the eastern portion of the Site and is accessed separately from Mill Lane.
- 3.2.3 South of Mill Lane, the Site is bound to the north and west by the outskirts of Earl Shilton (comprising mostly residential development), and to the south and east by the A47 bypass ('Clicker's Way'). The A47 provides a bypass around the towns of Hinckley and Earl Shilton and runs from the A5 to the west to Leicester in the east. North of Mill Lane, the Site is bound to the west by the outskirts of Earl Shilton, to the north by Thurlaston Lane, and to the east by the A47. Land use beyond the A47 to the south and east predominantly comprises open arable agricultural land interspersed by isolated farmsteads and villages such as Huncote, Stoney Stanton and Croft. Croft Quarry (granite) is also a major feature in the landscape to the east of the Site, beyond the M69 which runs south-west to north-east between the M6 and M1 motorways.

3.3 Site proposals

- 3.3.1 The Proposed Development comprises residential and employment development together with areas of formal and informal open space and landscaping. The Proposed Development comprises up to 1,500 dwellings, with up to 5.3 ha of space for business uses, local centre and a primary school, together with strategic infrastructure including green-space, with all other Matters Reserved apart from strategic vehicular access.

⁷ British Geological Survey (2021). Geology of Britain Viewer (Online). Available at: <https://mapapps.bgs.ac.uk/geologyofbritain/home.html> (Accessed July 2021)

4. Historic environment background

4.1 Previous surveys

- 4.1.1 Previous archaeological work includes two archaeological desk studies: the first by CGMS in 2007⁸ and the second by Nexus Archaeology in 2010⁹. The conclusions are shown in **Table 4.1**.

Table 4.1 Previous Desk Based Assessments

Report	Conclusions
CGMS, 2007 Archaeological Desk Based Assessment. Land at Thurlaston Lane, Earl Shilton, Leicestershire⁸	This report is related to the area of land north of Mill Lane. It concluded that the Site had potential for the sub-surface archaeological remains to survive within it, particularly those relating to the Roman period. It suggested that a programme of geophysical survey should be commissioned to further define the archaeological potential of the Site.
Nexus Heritage, 2010. Land at Earl Shilton, Leicestershire: Archaeological Desk-Based Assessment⁹	This report focuses on the area south of Mill Lane. It concluded that the potential for sub-surface archaeological remains relating to the Prehistoric and Roman periods would likely be encountered on the Site. The report notes a 'moderate' potential for Saxon/Early medieval remains, medieval remains and post-medieval archaeological remains.

Geophysical Survey

- 4.1.2 Two programmes of geophysical survey were undertaken across the Site. The land to the north of Mill Lane was surveyed in June 2008 by Stratascan (now part of the SUMO Group). The larger portion of the Site south of Mill Lane was surveyed in October 2012 by Northamptonshire Archaeology (now trading as MoLA Northampton). The conclusions from these surveys are shown in **Table 4.2**.

Table 4.2 Geophysical surveys within the Site

Report	Conclusions
Stratascan, 2008. Geophysical Survey Report: Thurlaston Lane, Earl Shilton¹⁰.	Surveyed the land to the north of Mill Lane. The survey showed the presence of a series of linear anomalies interpreted as possible former ridge and furrow surviving on a generally north-south alignment. In addition, the survey identified a number of areas of possible sub-surface archaeological remains, including a circular feature, a rectilinear anomaly, various possible linear features, and a possible earthwork.
Northamptonshire Archaeology, 2012. Archaeological Geophysical Survey of Land to the South-East of Earl Shilton, Leicestershire¹¹	Surveyed the land to the south of Mill Lane. The geophysical survey results show evidence of ridge and furrow in most of the fields as well as a number of former field boundaries. In addition, the survey identified four areas of possible sub-surface archaeological remains.

⁸ CgMs Consulting. (2007). Archaeological Desk Based Assessment: Land at Thurlaston Lane, Earl Shilton, Leicestershire. Unpublished Technical Report.

⁹ Nexus Heritage (2010). Land at Earl Shilton, Leicestershire: Archaeological Desk-Based Assessment Unpublished Technical Report No: 30 3041.R01.

¹⁰ Stratascan. (2008). Geophysical Survey Report: Thurlaston Lane, Earl Shilton. Report No. J2475. Unpublished Technical Report.

¹¹ Northamptonshire Archaeology. (2012). Archaeological Geophysical Survey of Land to the South-East of Earl Shilton, Leicestershire October to November 2012. Unpublished Technical Report No. 12/199

Evaluation Trenching

- 4.1.3 Evaluation trenching was undertaken across the Site following, and targeting, the results of the geophysical surveys. The land to the north of Mill Lane was excavated between 17 and 31 March 2010 by University of Leicester Archaeological Services (ULAS). South of Mill Lane, evaluation trenching was carried out by Headland Archaeology between 16 September and 4 October 2013. The conclusions of the trenching are summarised in **Table 4.3**.

Table 4.3 Evaluation trenching within the Site

Report	Conclusions
ULAS. 2010. An Archaeological Evaluation of land between Thurlaston Lane and Mill Lane, Earl Shilton, Leicestershire. ¹²	The evaluation comprised 26 trenches which targeted geophysical anomalies as well as testing blank areas. Twelve trenches produced clear evidence for archaeological activity relating to an Iron Age rectilinear ditched enclosure, a medieval circular feature (possibly a windmill mound), and several adjacent, parallel and perpendicular gullies and ditches potentially dating to the Iron Age or Roman period.
Headland Archaeology, 2013. Land to the South-East of Earl Shilton, Leicestershire: Archaeological Excavation ¹³	The evaluation comprised 33 trenches that revealed archaeological remains from several periods. The most significant remains date to the Bronze Age and Early Iron Age. The majority of these remains were located in the north-eastern part of the area surveyed and took the form of ditches, pits and a cremation indicative of occupation. The evaluation indicates that geophysical survey was only partially successful at identifying archaeological remains.

4.2 Archaeological potential

- 4.2.1 Overall, the Site has experienced little change over time, and has retained its primarily agricultural use, despite urban growth and increasing urbanisation near and adjacent to the Site.
- 4.2.2 The geophysical surveys and targeted evaluation trenching at the Site have established that there are features of archaeological interest within the Site. This includes evidence for prehistoric and Romano-British occupation.
- 4.2.3 The Site's potential, in terms of the presence of archaeological remains of significance is moderate, based principally on the results of the geophysical surveys and schemes of evaluation trenching.

¹² ULAS (2010). An Archaeological Evaluation of land between Thurlaston Lane and Mill Lane, Earl Shilton, Leicestershire. Unpublished Technical Report

¹³ Headland Archaeology, (2013). Land to the South-East of Earl Shilton, Leicestershire: Archaeological Evaluation

5. Archaeological trial trenching

- 5.1.1 This section sets out the agreed method statement for undertaking the trial trenching pertaining to the Proposed Development. It presents the number and location of trenches, method of excavation and recording, site monitoring, report production, dissemination and project archiving. It was agreed by the Leicestershire County Council Historic & Natural Environment Team in January 2022.

5.2 Project aims

- 5.2.1 The purpose of the proposed trial trenching exercise is to build upon previous assessments in order to determine as far as reasonably possible the extent, character and significance of any deposits of archaeological or palaeo-environmental interest within the Site. Information gained will inform further mitigation requirements, as and where required.
- 5.2.2 All work shall comply with the Chartered Institute for Archaeologists (CIfA) standards, HBBC requirements and current health and safety regulations.

5.3 Project structure

- 5.3.1 The following defined roles will be responsible for the delivery of the work described in this WSI:
- The Applicants or their nominated agent will appoint a suitably qualified contractor to undertake the evaluation trenching and produce the final report. Selection should ideally include CIfA registered companies who have worked in the region and are familiar with local archaeological issues;
 - The appointed contractor will undertake the investigation in accordance with professional guidelines and standards as produced by the Chartered Institute for Archaeologists. Contractors invited to tender for the work must be able to demonstrate within their submitted tender that they can provide staffing and expertise with the appropriate skills and experience to address the likely requirements of this project; and
 - It is recommended that the work will be carried out under the supervision of an Archaeological Clerk of Works (ACoW) who will be responsible for liaising with the appointed contractor, the Applicants and the Leicestershire County Council Planning Archaeologist.
- 5.3.2 Any change in scope of this written scheme of investigation will be agreed with the client, and the Leicestershire County Council Planning Archaeologist.
- 5.3.3 All persons involved in archaeological work on the Site will adhere to the Codes of Conduct of the CIfA and all relevant health and safety requirements.

5.4 Programme

- 5.4.1 The appointed contractors shall provide a project programme that shall be approved by the ACoW and the Leicestershire County Council Planning Archaeologist prior to commencement of works.
- 5.4.2 The project programme will be in accordance with the WSI and LCC Evaluation Trial Trenching Brief (WSI Appendix B)

5.5 Project staff

- 5.5.1 The appointed contractor shall provide a detailed method statement providing evidence of how the requirements of this WSI will be addressed, along with CVs of all staff who are to work on the project, to the Leicestershire County Council Planning Archaeologist. All staff must be Suitably Qualified Experienced Persons (SQEP) and have demonstrable experience. All persons involved in archaeological work on the Site will adhere to the CIfA Codes of Conduct¹⁴.
- 5.5.2 The detailed method statement will be in accordance with the WSI and LCC Evaluation Trial Trenching Brief (WSI Appendix B)

5.6 Pre-commencement requirements

- 5.6.1 Prior to commencement of trial trenching, the appointed contractor will:
- Seek information on existing services, contaminated ground and protected species restrictions for the Site;
 - An accession number for the project, must be obtained from the Leicestershire Museums Service (LMS), in accordance with the LCC Evaluation Trial Trenching Brief, page 2 (WSI Appendix B). This number must be clearly shown on the cover of all reports and documentation relating to this project as well and being marked on all small finds;
 - Submit for approval by the ACoW a method statement that fulfils the requirements and objectives of this WSI;
 - Submit for approval by the ACoW their Risk Assessment and Management (RAMS) report for the works; and
 - Create an OASIS online record and key fields completed (location, organisation etc.).

Evaluation Trial trenching

- 5.6.2 LCC Planning Archaeologist has stated that to provide sufficient information to be able to determine an application, further information on the significance and nature of the known and potential archaeological remains identified during the previous geophysical surveys and evaluation trenching schemes will be required¹⁵. To achieve this, the LCC Planning archaeologist has specified that evaluation trenching is required throughout the site at a 2% sample of the site area, with a further 1% contingency¹⁶.
- 5.6.3 North of Mill Lane, the previous evaluation trenching scheme completed in 2008 extended over 7.72 ha and excavated 26 evaluation trenches measuring 30 m x 2 m. This equates to 1,560 m², which is over a 2% sample of the site area. Therefore, no further trial trenching is proposed in this area.
- 5.6.4 The existing playing fields (an area of 7.27 ha) located south of Mill Lane in the north-western corner of the Site have also been scoped out of investigation. Under the Proposed Development, this area will remain as its current use, with no built development planned for the area.
- 5.6.5 The remaining area, to the south of Mill Lane covers an area of 51.73 ha. The previous scheme of evaluation trial trenching completed in 2013 undertook 33 targeted trenches measuring 50 m x

¹⁴ CIfA, (2019). Code of Conduct. Chartered Institute for Archaeologists. (Online) Available at: <https://www.archaeologists.net/sites/default/files/Code%20of%20conduct.pdf> (Accessed July 2021).

¹⁵ Hinckley and Bosworth Borough Council (2020). Scoping Opinion

¹⁶ Email from Sophie Clarke, senior Planning Archaeologist, HNET, LCC

1.8 m. This equates to an area of 2,970 m². A 2% sample of the Site would be 10,346 m², and hence an additional 7,376 m² of trenching is required.

- 5.6.6 It is therefore proposed that 73 50 m x 2 m trial trenches are excavated (see **Appendix A**) to meet the requirement of a 2% sample. The interior hedgerows of the Site will not be impacted by the proposed development, which serves to slightly reduce the sample area down to the lower 100 m² increment of trench area to 7,300 m².
- 5.6.7 If required, the evaluation trenching for the 1% contingency will be undertaken using trenches 30 m in length.
- 5.6.8 Minimum requirements for undertaking trial trenching, as stipulated by industry standards and best practice¹⁷, are as follows: -
- All plant will be procured by the appointed contractor;
 - Should a 2 m wide bucket not be unavailable then the widest practical bucket will be used to ensure suitable trench width, and the number of trenches will be adjusted to compensate, to ensure a sample of 7,300 m² or 2%;
 - Topsoil and subsoil will be removed by mechanical excavator using a toothless grading bucket; subsequent excavation shall be done by hand;
 - Machine excavation shall be to the top of archaeological deposits and these will be investigated sufficiently to establish, where possible, date and function;
 - Where complex stratigraphy is encountered, excavation should avoid, where possible, key stratigraphic relationships (where these may be best recorded under more controlled archaeological excavations in the future), unless it is critical to the understanding of the Site for the purpose of the evaluation aims;
 - Context records for individual layers, deposits and features, and registers for small finds and soil samples will be kept according to the successful contractors own recording system;
 - All trenches and associated features will be drawn in plan and section at appropriate scale and to ClfA standards¹;
 - Photographic records shall be made of each trench and all features, deposits and significant in-situ finds identified on site. All photos will contain a north arrow and be catalogued on a photographic register. Photography will be film and digital, however the latter must be at least 10MP, and taken in RAW and jpg file format. RAW files will be used for the project digital archive. Standard monochrome photography will be required for the project physical archive;
 - All exposed surfaces and spoil shall be scanned with a metal detector operated by an experienced user, and all diagnostic finds recorded and retained;
 - Site and feature levels will be taken for all trenches and these shall be tied to Ordnance Datum;
 - All trenches shall include a sondage to confirm the level of natural and avoid misinterpretation of redeposited soils; and
 - All trenches will have their final locations accurately recorded. A survey of all trenches and features will be carried out using GNSS. All survey data will be recorded in OS National Grid coordinates and heights above OD (Newlyn).

¹⁷ Chartered Institute for Archaeologists (2014). Standard and guidance for archaeological field evaluation. (Online) Available at: https://www.archaeologists.net/sites/default/files/ClfA&GFieldevaluation_1.pdf (Accessed July 2021).

Finds

5.6.9 Finds work will comply with current ClfA standards¹⁸:

- If any human remains are encountered during the course of fieldwork, the coroner will be informed and a licence for the Home Office obtained immediately. It is essential that the ACoW, the Applicants and the LCC Planning Archaeologist be notified. Human remains are to remain in-situ unless damage or desecration may occur, or where analysis of the remains are deemed crucial to the aims of the evaluation;
- All finds deemed to be potential treasure trove will be held in a secure location and the coroner informed in line with the Treasure Act 1996¹⁹;
- All finds will be retained on site, the appointed contractor must provide a post excavation disposal policy that shall be agreed with ACoW, the LCC Planning Archaeologist and the archive repository (LMS);
- All finds suitable for washing and cleaning will be done so, and marked with the unique site code previously obtained from the LMS; and
- The successful contractor must supply a list and CV of finds specialists that may be called upon during the course of this project.

Environmental sampling

- 5.6.10 The appointed contractor shall provide the name and CV or the person or organisation responsible for the collection and analysis of any environmental remains recovered on site. Should unexpected and complex remains be encountered the Historic England regional science advisor for the Midlands will be consulted and asked to visit the Site;
- 5.6.11 Prior to commencement of fieldwork the successful contractor will provide details of their environmental strategy for approval by the ACoW and the LCC Planning Archaeologist; and
- 5.6.12 Environmental sampling, assessment and reporting shall comply with current standards.²⁰

Site monitoring

- 5.6.13 An agreed programme of on-site monitoring will be agreed in writing prior to commencement of works, and at least one site meeting will be held with the ACoW and the LCC Planning Archaeologist; and
- 5.6.14 The successful archaeological contractor shall inform the ACoW at the earliest opportunity should unexpected or significant remains be identified, or technical issues, delays or health and safety incidents occur. The ACoW will promptly liaise with the LCC Planning Archaeologist.

¹⁸ Chartered Institute for Archaeologists., (2014). Standard and guidance for the collection, documentation, conservation and research of archaeological materials. (Online) Available at: https://www.archaeologists.net/sites/default/files/ClfAS&GFinds_1.pdf (Accessed July 2021).

¹⁹ UK Government (1996). Treasure Act 1996 (Online). Available at: <https://www.legislation.gov.uk/ukpga/1996/24/contents> (Accessed July 2021)

²⁰ English Heritage (2011). Environmental Archaeology- A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition).

5.7 Reporting

- 5.7.1 A draft copy of the evaluation report will be submitted to the ACoW within 28 days of completion of fieldwork;
- 5.7.2 The LCC Planning Archaeologist will be asked to comment on the draft document, with comments requested in a reasonable timeframe, ideally within 21 days. Note that, should the LCC Planning Archaeologist not get an opportunity to review the report before its submission to support future planning applications it cannot be guaranteed that, in the LCC Planning Archaeologists opinion, that it will be sufficient to meet NPPF para 195;
- 5.7.3 Upon approval, three bound copies and a PDF will be provided to the ACoW who will disseminate to all relevant persons; and
- 5.7.4 One bound copy of the approved report and corresponding PDF shall be submitted to the LCC HER within 90 days of submission of a formal planning application. A digital copy of the final report in PDF format shall be provided for deposition with the archive, and a copy included as part of the OASIS submission.

5.8 Archive deposition

- 5.8.1 Upon acceptance of the final report by the ACoW, the project archive will be compiled in accordance with current best practice²¹;
- The physical archive will be deposited with LCC Museums Service;
 - The OASIS record previously logged will be completed in full;
 - The digital archive will be deposited with the Archaeological Data Service (ADS); and
 - Proof of archive deposition must be provided to ACoW.

5.9 Insurance

- 5.9.1 The appointed contractor will produce evidence of Public Liability Insurance to the minimum value of £5m and Professional Indemnity Insurance to the minimum of £5m and Profession.

5.10 Health and safety

- 5.10.1 Health and Safety will take priority over all other requirements. A conditional aspect of all archaeological work is both safe access to the area of work and a safe working environment. All works undertaken as part of this project will be in full compliance with the Health and Safety at Work Act (1974)²² and The Construction (Design and Management) Regulations 2015²³.
- A risk assessment will be carried out in respect of the archaeological evaluation trenching and monitoring prior to commencement of the fieldwork and copies sent to the applicant for approval. In addition, a point of work risk assessment will be carried out at the beginning of

²¹ Brown, D. (2007). Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation. Institute for Archaeologists.

²² UK Government (1974). Health and Safety at Work Act (1974) (Online). Available at: <https://www.legislation.gov.uk/ukpga/1974/37/contents> (Accessed July 2021).

²³ Health and Safety Executive (2015). The Construction (Design and Management) Regulations 2015 (Online). Available at: <https://www.hse.gov.uk/construction/cdm/2015/index.htm> (Accessed July 2021)

each working day and any control measures required clearly identified and disseminated to all site staff and visiting persons; and

- Appropriate welfare facilities will be provided for site staff for the duration of the fieldwork.

Appendix A

Proposed trench locations

Appendix B

LCC Evaluation Trial Trenching Brief

GENERIC BRIEF FOR ARCHAEOLOGICAL FIELD EVALUATION (TRIAL TRENCHING)

Pre-determination archaeological investigation

Historic and Natural Environment Team,
Planning, Historic and Natural Environment
Chief Executive's Department,
Leicestershire County Council

Prepared on: 23 June 2021

Planning background and requirement for work

The Leicestershire and Rutland Historic Environment Record (HER) shows that the application site lies within an area of archaeological interest. The archaeological interest of the site merits consideration in any planning decision and field evaluation is required to understand its significance. In consequence the Planning Archaeologist (PA) has recommended the need for a programme of field evaluation including trial trenching, to be carried out prior to determination of any planning application to develop the site. This stage of the evaluation will comprise the archaeological excavation of sufficient trial trenches to adequately sample the development site or areas of development impact within that site. This will afford a reasonable understanding of the density and extent of any remains present. Those remains will then be investigated to understand their archaeological significance. This will include provision for palaeoenvironmental sampling and the application of appropriate archaeological scientific techniques (e.g. radiocarbon dating, archaeomagnetic dating, etc.).

Following completion of the fieldwork, the current programme of archaeological work will include provision for appropriate post-excavation analyses, reporting, publication and archiving. The results of the investigation, where positive, are likely to lead to further archaeological requirements including, as appropriate, preservation of deposits *in situ*, targeted archaeological excavation and/or a programme of monitoring and supervision of groundworks.

All archaeological work shall be undertaken in accordance with this Brief and an approved Written Scheme of Investigation (WSI). The requirement for archaeological work is in accordance with local plan policies and National Planning Policy Framework (NPPF) Section 16, paragraphs 189-192 & 197 (non-designated heritage assets) and 193-196 (designated heritage assets). The work is required to inform an understanding of the archaeological interest of the site prior to determination of any forthcoming planning application for development

Contact details and key definitions are provided at the end of this document.

Appendices for reference as part of this Brief (to be supplied by the developer to the archaeological contractor)

- General location plan;
- Site layout plan(s);
- Architect's plans to show areas of ground impact;
- Information on known contamination and the location of live services;
- Reports of any previous archaeological investigations undertaken on the site.

Site Constraints

The Archaeological Contractor is responsible for determining the presence of any obstacle or constraint to the successful completion of the project, whether statutory designation (e.g. public rights of way), physical constraint (including health and safety considerations), or permissive access, etc. Such information should be clearly outlined and brought to the attention of the Planning Archaeologist at the earliest opportunity.

Site Access: Health and Safety

The Archaeological Contractor will be responsible for ensuring that all works are conducted in accordance with a defined Health and Safety Policy. Contractors must observe all current safe working practices, whether required by their own policy or those of the principal development contractor (Federation of Archaeological

Managers and Employers (FAME) *Health and Safety in Field Archaeology Manual*, 1997 updated 2006).

Before commencing work it is recommended that the Archaeological Contractor carry out a Risk Assessment for the project, incorporating a site visit. The assessment should include liaison with the site owner, developer and the Planning Archaeologist to ensure that all potential risks are minimised and an appropriate archaeological response is prepared.

The developer must provide all information reasonably obtainable on contamination and the location of live services before commencement of Site works.

Methodology

An Accession Number must be drawn prior to the commencement of any project. The Accession Number covers all components of the project, as defined by this Brief and is to be requested from the relevant Archives Curator (see Appendix for contact details).

Prior to commencing intrusive investigations, the Archaeological Contractor should ascertain the presence, or potential presence, of Protected Species, such as badgers and Great Crested Newts. Harming Protected Species or their habitats, intentionally or unintentionally, could constitute a criminal offence. Specialist ecological advice should be sought if Protected Species are known in the vicinity or a potential presence has been identified. See Appendix: *Great Crested Newts and Archaeological Work* for further advice.

Archaeological work should be undertaken in accordance with relevant professional standards, including the ClfA *Standards and Guidance: Archaeological field evaluation* and *Standards and Guidance: Archaeological excavation*.

An appropriate sample of the site should be excavated in order to target the areas of development impact and features of potential archaeological interest identified in any previous archaeological investigations. **Provision should be made for additional contingency trenching to enable further investigation or clarification of the initial results.** Machine access to the site may be restricted and access should be discussed with the prospective developer.

Some flexibility in the actual size, number, orientation and location of trenches may be required if necessary to avoid service pipes, cables and earlier foundations. The archaeologist on site should use their professional judgement to determine how to best achieve the objectives of the evaluation. Where there is a substantial departure from the agreed trenching strategy, the Planning Archaeologist should be consulted.

Following the removal of any hard standing, etc., the trenches should be excavated by a machine using a toothless ditching bucket and under the constant supervision of a suitably experienced professional archaeologist. At least one end of each trench should be ramped to provide safe access and egress for staff and to enable any wildlife that may accidentally fall in to escape.

The trenches should be excavated to the top of undisturbed natural strata or to the top of archaeological deposits, whichever is encountered first. Wherever archaeological deposits are encountered the trenches should be cleared by hand and the deposits planned and recorded to an acceptable standard (see ClfA *Standards and Guidance*). Excavation of archaeological deposits should be limited to resolving questions relating to their date, nature, extent and condition.

All excavation by machine and hand must be undertaken with a view to avoid damage to archaeological deposits or features which appear worthy of preservation *in situ* or more detailed investigation than for the purposes of evaluation. Where structures, features or finds appear to merit preservation *in situ* they must be adequately protected from deterioration.

The discovery of substantial structural remains requiring preservation *in situ* will entail detailed discussion between all relevant parties. The costs associated with excavating, conserving, and curation of other unforeseen objects or structures of national importance lie outside the scope of this evaluation.

Any archaeological deposits located will be hand cleaned and recorded as appropriate. Samples of any archaeological deposits located will be hand excavated. Particular attention will be paid to the potential for buried palaeosoils and waterlogged deposits in consultation with a specialist environmental officer.

Archaeological deposits will be excavated and recorded as appropriate to establish the stratigraphic and chronological sequence of deposits, recognising and excavating structural evidence and recovering economic, artefactual and environmental evidence. This should normally encompass a minimum sample excavation of: 50% of each discrete feature; 10% of each linear feature plus terminals and intersections, with slots measuring at least 1m in width wherever possible; 100% of special features/deposits including burials, structural remains, kilns, etc., unless otherwise agreed with the Planning Archaeologist.

Measured drawings of all archaeological features will be prepared at a scale of 1:20 and tied into an overall site plan of 1:100. All plans will be tied into the National Grid using an Electronic Distance Measurer (EDM) where appropriate. All excavated sections will be recorded and drawn at 1:10 or 1:20 scale, levelled and tied into the Ordnance Survey datum. Spot heights will be taken as appropriate.

Human remains unexpectedly encountered during the fieldwork should not be excavated and recording should be limited to obvious detail such as position of the grave cut, alignment, burial position and stratigraphic relationships. If excavation is deemed essential, human remains will be initially left *in situ*, covered and protected, and only removed in accordance with a Ministry of Justice licence and in compliance with relevant environmental health regulations. The landowner and/or developer, the Planning Archaeologist and the coroner will be informed immediately of their discovery.

Internal monitoring procedures will be undertaken including visits to the site from the Project Manager. These must ensure the application of appropriate professional standards. Provision will be made for monitoring visits by the Planning Archaeologist.

Photography

Photography forms a key part of the site record and archive. Information and guidelines for best practice can be found within the Historic England guidance document '*Digital Image Capture and File Storage*' (2015). Where traditional, 'wet processed' Black & White film and colour slide photography are proposed for use arrangement must be made to ensure they meet the appropriate professional standards for archiving and long-term storage.

All photography must comply with the following standards:

- Photographs should only be taken by staff who have been trained properly to use the camera;
- All photographs should be taken in colour;
- Photographs should be taken either on a manual, aperture or shutter priority setting;
- A low ISO setting should be used. Higher ISO settings generate additional noise (equivalent to the graininess on 'wet processed' film).
- The aperture setting should be appropriate to the required depth of field of the image;
- Where light levels are low, a tripod should be used so that a long exposure shot (slower shutter speed) can be taken;
- Low light levels should not be compensated for by using a higher ISO and/or larger aperture;
- All photographs (except large general or publicity shots) must include a suitable scale bar or rod. People, buckets, trowels or pens are not appropriate scales for archaeological photographs;
- All photographs of features must include a north arrow;
- All photographs (except general shots) must include a legible information board displaying the Site Code or Accession Number and the principal context number;
- Photographs should be taken in appropriate light conditions (i.e. not strong sun). When this is not feasible, measures must be taken to ensure the features that photograph is aiming to capture are clear;
- A photographic register must be kept of each shot;
- Where 'bracketed shots' are taken (where it may not be possible to check an image for quality immediately or where lighting levels may affect contrast), only one image from the bracketed shots should be archived, the rest should be deleted.

In addition to the Historic England guidance mentioned above, digital photography should conform to the following additional requirements:

- Photographs should be taken with a high-resolution digital SLR camera with sensors exceeding 12 Mega pixels;
- All photographs must be taken using the highest quality setting. TIFF format images are required for archive purposes and will produce large, high quality images and associated data files. For other purposes JPEG images should be of a sufficient quality, as long as they are taken on a suitable camera (see above), set up to take the highest quality images (largest file size and least compression (finest)). It is important that suitable procedures are put in place to ensure that JPEG images are not constantly re-opened and re-saved and that filing naming processes do not lead to additional image compression.
- Image metadata and naming conventions: further information about metadata can be found at <http://archaeologydataservice.ac.uk/advice/PreparingDatasets#section-PreparingDatasets-Metadata> All digital photographs should be saved with a file

name that uses the Accession Number, then an underscore followed by 'Figure' and a simple numerical sequence, e.g. XA1232014_Figure123.

- It is essential that all archaeological contractors have in place suitable back-up and data recovery measures throughout the duration of their projects. It is imperative that appropriate measures are in place to make sure unique photographic images and other data captured on site are rapidly transferred to computers on site or in the office, and that back-up copies of those files are also made.
- Clear procedures for working copies (using a TIFF format) and archives copies should also be developed so that archive images are not degraded by manipulation and re-saving.
- As with the creation of the non-digital documentary archive, judgement needs to be exercised in selecting files for digital archiving. Those creating digital archives will need to consider what criteria they use to make discard and retention decisions for digital data. The criteria used should be clearly stated to allow future users to understand the selection process. Further guidance on selection and retention of data is available at <http://archaeologydataservice.ac.uk/advice/selectionGuidance>.

Archaeological Science

General recommendations for minimum standards for archaeological science work have been produced by Historic England (formerly English Heritage). The document "*Archaeological Science at PPG16 interventions: Best Practice Guidance for Curators and Commissioning Archaeologists*" is available through English Heritage. Subject specific guidelines produced by Historic England are also available, and these provide recommendations for best practice for a range of archaeological science topics, including Archaeometallurgy (2015), Environmental Archaeology (2011), Dendrochronology (2004), Geoarchaeology (2015), Human Remains (2005), and X-radiography of archaeological metalwork (2006). These guidelines can be downloaded from the Advice and Guidance section of the Historic England website <https://content.historicengland.org.uk/content/docs/guidance/he-advice-and-guidance-catalogue-apr16.pdf>

Advice on archaeological science can also be acquired from the Historic England Regional Archaeological Science Advisor (contact details provided in the Appendix).

All such investigations during excavation should be undertaken in a manner broadly consistent with the Historic England document Management of Research Projects in the Historic Environment (MoRPHE) (2015).

<https://content.historicengland.org.uk/images-books/publications/morphe-project-managers-guide/HEAG024-MoRPHE-Managers-Guide.pdf/>

All specialists (both those employed in-house by the Archaeological Contractor or those sub-contracted) should be named in project documents. Agreement of specialists must always be obtained before their names are listed. Their competence to undertake proposed investigations, and the availability of adequate laboratory facilities and reference collections should be demonstrated. There should be agreement in writing on time-tables and deadlines for all stages of work.

Environmental Sampling

Contractors are to adhere to the recommendations in the English Heritage guidelines (2011) *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation*.

If appropriate, environmental samples will be taken from features to enable their date, nature, extent and condition to be described and analysed. Samples should be taken from the fills of features where organic materials may be preserved, such as pits, ditches and other deposits, especially if waterlogged.

Where there is evidence for industrial activity, macroscopic technological residues (or a sample of them) should be collected by hand. Separate samples (c. 10ml) should be collected for micro-slugs (hammer-scale and spherical droplets). Reference should be made to the Historic England guidance on *Archaeometallurgy* (2015) and *Archaeological Evidence for Glassworking* (English Heritage 2011).

Samples should be taken for scientific dating (such as radiocarbon dating) in specific circumstances. This could apply where dating by artefacts is insecure or absent and where dating is necessary for development of the Project Design or Specification for subsequent mitigation strategies.

Consideration should be given to the appropriateness of geoarchaeological assessment of buried soils and sediment sequences exposed. They should be inspected and recorded on site by a recognised geoarchaeologist, since field inspection may provide sufficient data for understanding site formation processes. Procedures and techniques presented in the English Heritage document *Geoarchaeology: Using earth sciences to understand the archaeological record* (2015) should be applied. Samples for laboratory assessment should be collected where appropriate, following discussion with the Planning Archaeologist.

Deposits should be sampled for retrieval and assessment of the preservation conditions and potential for analysis of biological remains (English Heritage 2011, *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation*). The sampling strategy should include a reasoned justification for selection of deposits for sampling and should be developed in collaboration with a recognised bioarchaeologist. Flotation samples and samples taken for coarse-mesh sieving from dry deposits should be processed at the time of the fieldwork wherever possible, partly to permit variation of sampling strategies if necessary, but also because processing a backlog of samples at a later stage causes delays. Sampling strategies for wooden structures should follow the methodologies presented in English Heritage's *Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood* (2010).

Treatment of Finds

All finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the United Kingdom Institute for Conservation (UKIC) *First Aid For Finds*, 1998 (or subsequent editions) and the recipient museum's guidelines.

Any finds of human remains will be left *in situ*, covered and protected and the appropriate authorities informed. If human skeletal remains are unexpectedly encountered, the remains will not be disturbed until appropriate licences and advice have been obtained. At sites known in advance to be cemeteries, provision should be made for site inspection by a recognised specialist. Excavators must be aware of, and comply with, the relevant legislation and any Ministry of Justice and local Environmental Health concerns. Further guidance is provided in *Church Archaeology: its care and management* (Council for the Care of Churches 1999) and in *Guidance for best practice for treatment of human remains excavated from*

Christian burial grounds in England (Advisory Panel on the Archaeology of Burials in England 2017).

All finds that may constitute ‘treasure’ under the Treasure Act, 1996 must be removed to a safe place and reported to the local Coroner. Where removal cannot take place on the same working day as discovery, suitable security will be taken to protect the finds from theft.

If large quantities, bulky or conservationally complex finds are discovered on site, the Archaeological Contractor must contact the Archives Curator at the earliest opportunity to enter into discussions regarding preservation and long-term storage of the archive.

In line with an agreed discard strategy, all identified finds and artefacts will be retained. Certain classes of building material can sometimes be discarded after recording if an appropriate sample is recommended by the recipient museum’s Archives Curator.

Post-excavation work

According to standard procedure, the archaeological fieldwork will be followed by a period of post-excavation analysis and reporting. This will include the cataloguing and analysis of any finds, samples and the preparation of the archive for the site report and its subsequent deposition. Where artefacts are recovered from identified features they shall be quantified by date, class and type (e.g. 5 sherds, Late Roman grey ware pottery); in other circumstances, as a minimum, they should be quantified by period and class (e.g. 5 sherds, Roman pottery).

Artefacts, biological samples and soils should be assessed for evidence of site and deposit formation processes and taphonomy, and especially for evidence of recent changes that may have been caused by alterations in the site environment. Assessment should include x-radiography of all iron objects, (after initial screening to exclude obviously recent debris), and a selection of non-ferrous artefacts (including all coins). Where necessary, active stabilisation or consolidation will be carried out, to ensure long-term survival of the material, but with due consideration to possible future investigations. Once assessed, all material should be packed and stored in optimum conditions, as described in *First Aid for Finds*. Waterlogged organic materials should be dealt with in accordance with the relevant guidelines.

Assessment of any technological residues should be undertaken.

Samples for dating should be submitted to promptly, and prior agreement should be made with the laboratory on turn-around time and report production, to ensure that results are available to aid development of Specifications for subsequent mitigation strategies.

Processing of all soil samples collected for biological assessment, or sub-samples of them, should be completed. The preservation state, density and significance of material retrieved should be assessed by recognised specialists. Special consideration should be given to any evidence for recent changes in preservation conditions that may have been caused by alterations in the site environment. Unprocessed sub-samples should be stored in conditions specified by the appropriate specialists.

Samples collected for geoarchaeological assessment should be processed as deemed necessary by a recognised specialist, particularly where storage of

unprocessed samples is thought likely to result in deterioration. Appropriate assessment is to be undertaken. Where preservation *in situ* is a viable option, consideration should be given to the possible effects of compression on the physical integrity of the site and to any hydrological impacts of development.

Animal bone assemblages, or sub-samples of them, should be assessed by a recognised specialist.

Assessment of human remains will have been based partly on *in situ* observation, but where skeletal remains have been lifted assessment should be undertaken by a recognised specialist.

Reports

The final report(s), detailing all stages of the investigations, will be deposited with the Leicestershire and Rutland HER no later than six months after completion of the project, unless otherwise agreed with the Planning Archaeologist. As a minimum this will comprise one full colour digital copy of the written report in pdf/A-1a (archival pdf) format including its relevant accompanying plans.

If this report is to form part of the planning process, it is in the developer's interest to ensure the report is prepared to an adequate standard in order that a rapid assessment of the report and its conclusions can be prepared and appropriate comments forwarded to the Planning Authority. **A draft digital copy of the report may be sent to the Planning Archaeologist for their approval on behalf of the Planning Authority, prior to the submission of final/printed copies.**

The report(s) will:

Include:

- All plans tied into the Ordnance Survey data
- Measured drawings and plans with accurate scales and north arrows
- Photographs showing the general nature and character of the site (even where no archaeological remains are encountered)
- Trench descriptions, including depth of overburden and section drawings where necessary
- A summary of any artefacts together with their interpretation
- Any specialist reports
- A concise non-technical summary of the project results
- A full listing of the archive contents
- Wherever appropriate an outline of the options for achieving the preferred option of preservation *in situ* of significant archaeological deposits

Assess:

- The archaeological significance of the development site and any archaeological deposits encountered during the fieldwork. To do this, it is expected that environmental sampling and processing and the application of archaeological science will be employed and the results incorporated in to an assessment of the site
- The evidence in its local, regional and national context, as appropriate, also aiming to highlight any research priorities where applicable
- The results from any archaeological science investigations

Reports should include sufficient detail to enable assessment of potential for further analysis. They should include tabulations of data in relation to site phasing and contexts and include non-technical summaries. The objective presentation of data should be clearly separated from interpretation. Recommendations for further investigations (both on samples already collected and during future excavations) should be identified and separated from the results and interpretation.

Understanding the current state of preservation of an archaeological site is necessary in any attempt to ensure its future preservation *in situ* or adequate recording during excavation. It is advised that those involved in evaluations and excavations should take all necessary steps to ensure that sufficient information is collected to provide a firm basis for informed decisions. Techniques for assessing the state of preservation will vary, depending on the type of site and its perceived importance. A cost-effective method of assessing the preservation of buried archaeological remains is to make use of information that should be included within specialist assessment reports. For example:

- are pollen grains well preserved, or is there a high proportion of indeterminate grains and those of durable taxa?
- are plant macrofossils preserved by waterlogging, mineral-replacement or only in a charred form? If present, do waterlogged macrofossils shows signs of degradation?

The artefact conservation assessment should identify the degree of preservation of each material class recovered, and identify whether there is evidence contained in, for example, the nature of corrosion products on metalwork to suggest that the burial environment is changing, or has changed recently. A clear and concise synthesis of such data in the evaluation report, combined with assessment of site hydrology, will help to inform future site-specific management, particularly with respect to vulnerable materials that might be at risk from proposed re-development schemes.

Results of the project, even if negative, will be submitted for publication in appropriate academic journals. **As a minimum the Contractor is required to provide a summary of findings to the ‘*Transactions of the Leicestershire Archaeological and Historical Society*’** (contact details in Appendix). 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.

If significant results are obtained a copy of the final report(s) will be deposited in the Historic England Archive (NMR), Swindon.

Where archaeological scientific investigation has formed an element of the project a copy of the report should be sent to the Historic England Regional Science Advisor for the East Midlands.

OASIS Reporting

The Leicestershire & Rutland HER supports the Online Access to the Index of Archaeological Investigations (OASIS) project. **Upon completion of the fieldwork, the online OASIS form <http://www.oasis.ac.uk/> must be completed.** Once any reports have become public documents following their incorporation into the HER, they must be uploaded to the Archaeological Data Service website where they may be freely consulted.

Research Frameworks (<https://researchframeworks.org/emherf/>)

The results of all archaeological work undertaken in Leicestershire and Rutland also contribute to the maintenance and development of the East Midlands Historic Environment Research Framework (EMHERF). As part of the reporting process consideration should be given to how the project has contributed to the regional research agenda and comments offered using the online reporting tool:

<https://researchframeworks.org/emherf/hot-to-use-and-contribute-to-the-research-framework/>

Archive

The archive consists of all artefacts, written records, drawn and photographic records. It will be quantified, ordered, indexed and internally consistent. It should also contain a site matrix, site summary and brief written observations on any artefactual and environmental data. The site Accession Number will be appropriately marked on all elements forming part of the site/project archive. **An Accession Number must be drawn prior to the commencement of archaeological work.**

The archive must be prepared in line with *The Transfer of Archaeological Archives to Leicestershire County Council Museum Collections* (Leicestershire County Council, 2014) and other appropriate professional guidelines (e.g. UKIC and ADS guidelines for the preparation of archaeological archives for long-term storage and *Standards and Guidance for the creation, compilation, transfer and deposition of Archaeological Archives* (ClfA 2014).

The integrity of the site archive must be maintained. All records should be properly curated by a single organisation and be available for public consultation.

Arrangements for deposition of the full site archive should be made with the relevant archiving organisation (contact details in the Appendix; N.B. this address is not necessarily the destination of the archive). **The archive will be presented to the Archives Curator within 6 months of completion of the fieldwork, unless alternative arrangements have been agreed in writing with the Planning Archaeologist and Archives Curator.**

The recipient organisation's Archives Curator reserves the right to refuse to accept an archive which fails to meet these guidelines. An archive may also be refused if prior consultation with the Archives Curator regarding the content of an archive has not taken place in advance of deposition. In particular, this may relate to large or bulky assemblages, or assemblages presenting complex conservation requirements.

It should be noted that the Planning Archaeologist will not recommend the discharge of relevant planning conditions until they have approved the report, received confirmation that the archive meets current standards by the Archives Curator and received written confirmation that a summary of the archaeological work has been forwarded to the above-mentioned journals. **It is the responsibility of the Developer to ensure that an acceptable archive is prepared and deposited with an appropriate institution for long-term storage, curation and is publicly accessible, in accordance with NPPF paragraph 141.**

Requirements (including responsibilities of Prospective Developer and Archaeological Contractor)

Appointment of Archaeological Contractors

The professional Archaeological Contractors invited to tender for the work must be able to demonstrate within their Written Scheme of Investigation (WSI) that they can provide staffing and expertise with the appropriate skills and experience to address the likely requirements of this project.

Contractors will operate in line with professional guidelines and standards produced by the Chartered Institute for Archaeologists (CIfA):

- *Standards and Guidance: Archaeological field evaluation* (2014);
- *Standards and Guidance: Archaeological Excavation* (2014);
- *Standards and Guidance for the Collection, documentation, conservation and research of archaeological materials* (2014);
- *Standards and Guidance for the creation, compilation, transfer and deposition of archaeological archives* (2014);
- *CIfA Code of Conduct* (2014);
- *CIfA Charter and By-law* (2014).

Pre-tender site visit

It is recommended that the Archaeological Contractor undertakes a site visit before completing any Written Scheme of Investigation, as there may be implications for accurately costing the project. This visit should be noted, along with any other relevant site details, within the WSI.

Written Scheme of Investigation (Specification / Project Design)

The Written Scheme of Investigation (WSI) will include arrangements for any necessary post-excavation analysis, reporting and deposition of the site findings.

The WSI must:

- Be prepared within a defined research context informed by the East Midlands Historic Environment Research Framework (EMHERF):
The Archaeology of the East Midlands, An Archaeological Resource Assessment and Research Agenda, Leicester Archaeology Monograph 13, ed. N Cooper, 2006;
East Midlands Heritage: An updated Research Agenda and Strategy for the Historic Environment of the East Midlands ed. D. Knight et. al, 2012;
<http://archaeologydataservice.ac.uk/researchframeworks/eastmidlands/wiki/Main>
- Must set out the site-specific research objectives for the archaeological investigation;
- Where the outcomes of the project advance or inform existing or potential research agenda/objectives, provision will be made for the reporting of relevant results to the EMHERF Wiki:
<http://archaeologydataservice.ac.uk/researchframeworks/eastmidlands/wiki/Getinvolved>
- Detail the proposed works as precisely as is reasonably possible, and where appropriate, indicate clearly on plan/section their location and extent;
- Specify details, including name, qualifications and experience of the site director and all other key project personnel, including any specialist staff and sub-contractors. The ratio of on-site voluntary assistance must not exceed a ratio of more than 1:2 employed experienced staff;

- Detail archive deposition, publication and presentation;
- Provide a timetable for proposed works.

Approval of the Written Scheme of Investigation

The WSI must be forwarded to the Planning Archaeologist for approval prior to the start of the proposed works.

Any changes the Planning Archaeologist recommends to a preferred WSI might have financial implications for the costing of the Archaeological Contractor. Changes to the WSI will be discussed and agreed in writing by the Planning Archaeologist and the Archaeological Contractor.

Agreement

There must be a written archaeological agreement that satisfactorily implements the approved format and provides sufficient financial support for all aspects of the work including fieldwork, finds processing, conservation, specialist analysis, archiving, cataloguing, report work and long-term storage curation. The Archaeological Contractor must confirm in writing with the Planning Archaeologist that the prospective developer has signed such an agreement before the commencement of site works.

Monitoring

The Planning Archaeologist must be given at least one week's written notice of commencement of the archaeological work.

The work undertaken by the Archaeological Contractor will be monitored by the Planning Archaeologist. Monitoring includes reviewing site work, the progress of excavation reports, archive preparation and final deposition.

Before the commencement of the project the Archaeological Contractor must inform the Planning Archaeologist, in writing, of the timetable of proposed works and ensure that the Planning Archaeologist is kept regularly informed about developments during site and subsequent post-excavation work. Any significant variation to the agreed programme should be notified to the Planning Archaeologist with appropriate justification or explanation.

Alterations to the Brief

This Brief is valid for three months (from the date below). If not tendered within this period the prospective developer must seek confirmation from the Planning Archaeologist of its continued validity. In addition the following apply:

- Prior to the formal appointment of an Archaeological Contractor, the Planning Archaeologist reserves the right to alter this brief if additional information comes to light that may have a bearing on the scope and methods of work currently required (e.g. site construction constraints, foundation details, etc)
- After formal appointment, any alterations recommended by the Planning Archaeologist to the current phase of investigation that may affect the Archaeological Contractor's agreed Written Scheme of Investigation (WSI), will be made in consultation with the Archaeological Contractor

Date: 23 June 2021

APPENDIX 1: KEY DEFINITIONS & CONTACTS

Planning Archaeologist (PA)

Responsible for providing the archaeological advisory service to the Districts and Boroughs of Leicestershire and Rutland County Council. Advises on the nature of the work required and monitors projects from implementation to completion.

Archives Curator

Responsible for the long-term curation of the archive in the recipient museum.

Prospective Developer

Person/group/developer commissioning the archaeological work.

Contractor

Archaeological Contractor tendering to carry out the archaeological work and as appointed by the prospective developer.

Written Scheme of Investigation (WSI) or Specification

Written document detailing the proposed work and as provided by a Contractor in line with the written Brief provided by the Planning Archaeologist.

Contacts

The Planning Archaeologist and the Historic Environment Record Officer can be contacted at: planning.archaeology@leics.gov.uk or her@leics.gov.uk

Historic and Natural Environment Team, Chief Executive's Department,
Leicestershire County Council, Room 200, County Hall, Leicester Road,
Glenfield, Leicestershire, LE3 8RA.

Principal Archaeologist (Harborough, LCC): Richard Clark Tel: 0116 305 8322.
Email: richard.clark@leics.gov.uk

Planning Archaeologist (Blaby, Hinckley & Bosworth, Melton, North West Leicestershire, Oadby & Wigston, and Rutland); Tel: 0116 305 6217 Email: planning.archaeology@leics.gov.uk

Historic Environment Record Officer:

Helen Wells Tel: 0116 305 8323. Email: helen.wells@leics.gov.uk

Assistant Historic Environment Record Officer:

Susan Ripper Tel: 0116 305 0794. Email: susan.ripper@leics.gov.uk

Leicestershire Archives Curator:

Helen Sharp, Archaeology Manager, Collections Resources Centre, c/o Room 500,
County Hall, Leicester Road, Glenfield, Leicestershire, LE3 8RL
Tel: 0116 305 8324. Email: helen.sharp@leics.gov.uk

Leicestershire Accession Numbers:

Claire Wells-Cole, Collections Resources Centre, Leicestershire Museums Service
Tel: 0116 305 3725. Email: archaeology@leics.gov.uk

Rutland Archives Curator:

Lorraine Cornwell, Collections Manager, Rutland County Museum, Catmose Street,
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Ministry of Justice exhumation licences

Coroners, Burials, Cremation and Inquiries Policy Team, Access to Justice, Justice Policy Group, Ministry of Justice, 102 Petty France, London SW1H 9AJ.

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- Blaby District Council: (see Leicestershire County Council)
- Charnwood Borough Council: Mark Fennell; 01509 634748
- Harborough District Council: Sam Peppin-Vaughan; 07710 663496; s.peppin-vaughan@harborough.gov.uk
- Hinckley & Bosworth Borough Council: Paul Grundy; 01455 255671 ; paul.grundy@hinckley-bosworth.gov.uk
- Melton District Council: Toby Ebbs tebbs@melton.gov.uk
- North-West Leicestershire District Council: James White; 01530 454725; james.white@nwleicestershire.gov.uk
- Oadby & Wigston Borough Council: (see Leicestershire County Council)
- Rutland County Council: see Rutland County Council Planning website

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North-West Leicestershire District Council: 01530 454545

Oadby & Wigston Borough Council: 0116 2572636

Rutland County Council: 01572 722577

APPENDIX 2: ECOLOGICAL CONSTRAINTS

Great Crested Newts and Archaeological Work

Great Crested Newts are widespread in Leicestershire and Rutland, especially in areas where there are concentrations of ponds. As they are protected by national and international law, harming them or their habitats could be a criminal offence. Accidental harm can be an offence if the behaviour that caused it is deemed to be negligent. Actions that will harm Great Crested Newts or their habitats must only be done under licence from Natural England.

As well as through direct physical injury, harm could be caused if (for example) they fell into trenches and couldn't get out, if their winter refuges were disturbed, or if the animals were stranded, causing dehydration. Harming larvae or eggs is an offence, as well as harming adults. Handling Great Crested Newts unless you have an appropriate license is also an offence, unless you need to rescue them quickly from harm, or are working under supervision of a licensed handler.

Habitats include terrestrial as well as aquatic habitats. It is usually accepted that Great Crested Newts range 500m from their breeding pond, usually along hedgerows, rough grass, marsh, scrub, woodland, tall herbs, ditches, etc. They don't like running water, dry grassland, short-grazed or short-mown grassland, ploughland etc. The nearer the pond, the more Great Crested Newts are likely to be present. The first 50m around the pond is especially important. They are likely to be harmed when on the move to and from their breeding ponds; adult Great Crested Newts leave ponds in early summer, and return in early Spring; young Great Crested Newts leave their birth ponds in late summer.

Anyone planning archaeological work within reasonable proximity to a pond should consider risk to Great Crested Newts.

Geophysical surveys present no known risk to Great Crested Newts and can be done without any special considerations.

Investigative trenching or test-pitting carries risk of temporary harm to habitat and individuals. The harm is relatively minor, unless very close to a breeding pond, and can usually be mitigated through precautionary working practices. Adopt these if there is a known Great Crested Newt pond within 250m, or if you are told there is a pond within 250m that they are likely to be in.

Except in special circumstances, the presence of Great Crested Newts nearby should not prevent archaeological investigation taking place as long as newt-friendly working methods are adopted – some general pointers are given below under 'Mitigation'.

A licence from Natural England should not be needed except in certain circumstances - e.g. if there are lots of trenches proposed in an area of high Great Crested Newt importance, it may be necessary to clear the area of newts first, through pitfall traps and newt-proof fencing, which will need a licence.

Excavations over a large area carry a much higher risk, and if they are within 250m of a known Great Crested Newt pond they would require licensing from Natural England, and possibly also if within 500m. Natural England do not usually issue licences unless planning permission has been obtained for the development, except in special circumstances. It is difficult therefore to carry out excavations in areas with Great Crested Newts before determination of a planning application.

Are Great Crested Newts present?

It is best to assume all ponds may harbour Great Crested Newts. If there is one close to your site, make sure an ecologist has checked it. Usually ecologists will be working on projects related to development, so discuss the site with them first, to see if there are known ecological constraints on the site. They should be able to advise you on risk, and whether Great Crested Newts are known to be present, or have high potential to be there.

You can also contact Sue/Kirsty at LRERC for a quick data search and phone discussion on likelihood of Great Crested Newts being present (contact details at end of this section).

If you know Great Crested Newts are present within 250m of the trenching, you **MUST** take advice from an ecologist before starting. If you have been told that their presence is likely, but cannot be confirmed, you **MUST** take precautions.

If you find a Great Crested Newt - stop work immediately and seek advice.

Great Crested Newts are large – 6 inches/16cm and with warty skin. Only the males have a crest and orange bellies, and only in the breeding season.

Smooth newts are smaller (4 inches/10cm) with smooth skin; the males also have crests and orange bellies in the breeding season. They are very common and not protected by law. The UK's other species (Palmate Newt) is also small and rare in Leicestershire and Rutland. Lizards have scaly skin.

See http://www.arguk.org/advice-and-guidance/view-category?orderby=dmdate_published

Mitigation for harm during trenching

Every situation is different, but the following should be considered:

- Have a procedure in place for staff to follow if they find a Great Crested Newt (remember it is illegal to handle them without a licence). They will need to know who to contact – in most cases, this should be Natural England or the ecologists appointed by the developers – and how to tell a Great Crested Newt from a Smooth Newt.
- You may need to reconsider trenching plans to avoid the area closest to a pond or cutting across any migration/foraging routes.
- The timing could be adjusted to coincide with the time Great Crested Newts are in the pond or in winter hibernation, avoiding migration times.
- Check under possible refuges before starting excavation – lift up stones, large items of litter, piles of logs, sheets of wood, etc. in the trenching area and the site where you will be storing spoil. Avoid disturbing refuges where possible.
- Make sure the trench has a ramp out of it (for all animals that fall in).
- Check over the trench site and spoil storage area before stripping the turf. It helps to do this if the grass is short; if mown when dry and in dry weather, cutting grass is very unlikely to harm Great Crested Newts.
- Check the trench before backfilling. You may need to backfill by hand.

Contact Details:

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Kirsty Gamble, Senior Planning Ecologist – 0116 3054106

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