

Land West of Ratby Hinckley Leicestershire

*Written Scheme of Investigation for
an Archaeological Evaluation*



for:

Lagan Homes

CA Project: MK0712

CA Site Code: RAT23

Accession Number: X.A47.2023

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CONTENTS

1.	INTRODUCTION.....	2
2.	ARCHAEOLOGICAL BACKGROUND.....	3
3.	AIMS AND OBJECTIVE	8
4.	METHODOLOGY	8
5.	PROGRAMME	13
6.	PROJECT STAFF	13
7.	POST-EXCAVATION, REPORTING AND ARCHIVING	14
8.	HEALTH, SAFETY AND ENVIRONMENT	18
9.	INSURANCES.....	18
10.	MONITORING	18
11.	QUALITY ASSURANCE.....	19
12.	PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT	19
13.	STAFF TRAINING AND CPD	19
14.	REFERENCES.....	20
	APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS	23

FIGURES

FIGURE 1 SITE LOCATION PLAN (1:25,000)

FIGURE 2 PROPOSED TRENCH LOCATION PLAN OVERLYING CLIENT PLAN (1:1,200)

FIGURE 3 PROPOSED TRENCH LOCATION PLAN OVERLYING GEOPHYSICAL
RESULTS (1:1,200)

FIGURE 4 PROPOSED TRENCH LOCATION PLAN OVERLYING GEOPHYSICAL
RESULTS (1:1,200)

1. INTRODUCTION

- 1.1. This document is a Written Scheme of Investigation (WSI) by Cotswold Archaeology (CA) for an archaeological evaluation of Land West of Ratby, Hinckley, Leicestershire (centred at NGR: 450526 306406, Fig. 1). This WSI has been prepared for Lagan Homes.
- 1.2. The evaluation results will inform an outline planning application for *residential development of up to 75 dwellings alongside associated site infrastructure and open space (All matters reserved except for access)*, which has been made to Hinckley and Bosworth Borough Council (HBBC; planning ref. 22/00648/OUT). Consultation comments on the application, provided by William Kelly, Senior Planning Archaeologist at Leicestershire County Council (SPALCC), the archaeological advisor to Hinckley and Bosworth Borough Council, set out a requirement for pre-determination geophysical survey and trial trenching due to the archaeological potential of the site (see Section 2, *Archaeological Background*).
- 1.3. The scope of this evaluation was defined through discussions between CA and the SPALCC. Due to the presence of extensive spoil heaps in the south-eastern portion of the site, the evaluation will be undertaken in two phases, with the second phase to be carried out upon removal of the spoil heaps (see Section 4, *Methodology*). This WSI will be submitted to the SPALCC for review and approval.
- 1.4. This WSI has been guided in its composition by the *Standard and guidance for archaeological field evaluation* (CIfA 2014a; updated October 2020), *Management of Research Projects in the Historic Environment (MoRPHE) PPN 3: Archaeological Excavation* (HE 2015a) and *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (HE 2015b).

The site

- 1.5. The proposed development site is approximately 5.47ha in extent and is located on the north-western outskirts of Ratby. An additional 0.39ha field, adjacent to the north-

eastern edge of the main development site will also be included in the evaluation for the construction of a footpath link and planting/landscaping work.

- 1.6. The site currently comprises arable fields and is bounded by Markfield Road to the north, residential properties to the east, further fields to the south, and woodland to the west. The ground levels within the central and eastern parts of the site undulate gently between 105m and 110m above Ordnance Datum (aOD), whereas a sudden 9m slope is present along the western edge of the site.
- 1.7. The underlying bedrock geology across the majority of the site is mapped as mudstone of the Edwalton Member, a sedimentary bedrock formed between 237 and 228.4 million years ago during the Triassic Period. This is overlain by superficial diamicton deposits of the Thussington Member, a sedimentary deposit formed between 480 and 423 thousand years ago during the Quaternary Period (BGS 2023). Deposits of sandstone of the Cotgrave Sandstone Member (formed 237-228.4m years ago) and Gunthorpe Member mudstone (formed 247.1-237 million years ago) are mapped along the western edge of the site, where possible alluvial deposits are also recorded (formed around 11.8 thousand years ago; BGS 2023).
- 1.8. Modern made ground deposits measuring around 0.75m deep are present in the north-west and the north-eastern fields, having been built up with topsoil and subsoil from the adjacent first phase of development. Spoil heaps resulting from recent groundworks activities are present in the south-eastern portion of the site.

2. ARCHAEOLOGICAL BACKGROUND

- 2.1. The detailed archaeological background of the site has been previously presented as part of a Heritage Impact Assessment (CA 2022). A number of investigations have also been carried out within the site and in the immediately adjacent area to the east. The following text represents a summary of these sources.

Previous Investigations

- 2.2. The adjacent area to the east of the site, currently under development (development planning ref: 20/00462/FUL) has been subject to several archaeological investigations. This includes a desk-based assessment (ULAS 2005), which also covered the eastern half of the current site, geophysical surveys (Archaeological Surveys 2005 and Stratascan 2014) and fieldwalking (Browning 2014), which again included a small eastern portion of the current site. The geophysical survey of 2005 identified evidence of ridge and furrow cultivation, as well as a possible field boundary; the geophysical survey undertaken in 2014 identified two linear anomalies of possible archaeological or modern agricultural origin in the north-eastern part of the site; the field walking identified two medieval pottery sherds and a scatter of post-medieval pottery.
- 2.3. A trial trench evaluation was undertaken in 2021 in the adjacent development to the east of the site (Archaeological Research Services 2021). This identified evidence of plough furrows and a single undated ditch.
- 2.4. A LiDAR analysis survey undertaken as part of the widening of the M1 junctions 21-30 also covers the site (Birmingham Archaeology 2007). Any features identified as part of this investigation are discussed in the sections below.
- 2.5. A further geophysical survey has recently been carried out within the site itself (Phase Site Investigations 2023). The majority of the anomalies identified during the survey were interpreted as result of modern material, agricultural activity or possible natural variations. Some trends of uncertain origin were also identified, but none of them could be interpreted as archaeological.

Early Prehistoric

- 2.6. A number of Mesolithic artefacts have been identified in the area, indicating evidence of seasonal occupation. These include a Mesolithic flint scatter and pebble hammer c.540m north of the site, and two flint microliths c.900m west of the site.

- 2.7. Neolithic and Bronze Age artefacts have also been recorded within the area, including a Neolithic axe c.700m south-west of the site and two Neolithic or Bronze Age flints c.920m north of the site. A flint knife and Bronze Age pottery from Bury Camp were recorded c.800m west and c.600m south-west of the site respectively.

Iron Age

- 2.8. A univallate hillfort known as Bury Camp is located c.600m south-west of the site. Bury Camp hillfort is rectangular in plan with banks and ditches with four entrances, one of which is the original entrance.
- 2.9. A possible enclosure of probable Iron Age date is located c.540m north of the site. This enclosure was identified through cropmarks on aerial photography and assigned a rough Iron Age date by the HER due to its morphology; the date however has not been confirmed and Historic England identify this as a medieval enclosure. Additional remains include the findspot of an Iron Age bridle bit 500m to the west of the site.

Roman

- 2.10. Locally, the most important focal point during the Roman period is *Ratae* (Roman Leicester), c.7.5km to the east of the site. The HER records the putative route of a potential Roman road, the *Via Devana*, extending across the northern edge of the site on a north-west to south-east alignment leading from Markfield Road towards Leicester. Excavation in 1954/5 identified earthworks of a road from Whittington Grange Farm to Markfield Lane, north of the site, with an evaluation dating the road to the Roman period (HER ref: ML4345). No evidence of the Roman road was identified within the site or the adjacent field to the east during the recent geophysical surveys and trial trenching. The exact alignment of the road remains unknown, and the alignment through the site is not supported by archaeological evidence to date.
- 2.11. Remains of Roman date have been identified within the wider area. These include a settlement identified c.1.1km east of the site during a watching brief (Coward 2010), as well as evidence of pottery and a tessellated floor identified c.800m south-west of site, suggesting further evidence for settlement.

- 2.12. Additional known remains of Roman date include pottery sherds recovered c.600m south of the site within Bury Camp. Numerous findspots are also recorded within the surrounding area by the Portable Antiquities Scheme (PAS), including coins, pottery, and brooches.

Early medieval and medieval

- 2.13. The Domesday survey of 1086 records an established settlement at Ratby comprising 17 households, six ploughlands and a mill, likely originating during the early medieval period. The settlement of Ratby fell within the land of Lord Hugh de Grandsmenil.
- 2.14. Evidence for surviving medieval remains within the present village is scarce, however, a timber framed building of possible medieval date and the Church of St Phillip and St James, which has 13th, 14th and 15th century elements, are known to survive. During the 12th century the lands passed to the ownership of the Earl of Leicester.
- 2.15. The site fell within the agricultural land of medieval Ratby. An area of possible ridge and furrow cultivation has been identified through geophysical survey in the southern part of the site, but the nature these anomalies is uncertain.
- 2.16. A moated house is recorded by the HER immediately south of the site. This feature has been identified through cropmarks, however, there is little evidence to support the initial identification. Lidar analysis does not show any traces of a possible moated enclosure to the south of the site; historic aerial images viewed at the Historic England Archive did not show any features to the south resembling a moat; and fieldwalking within the site to the north of this purported feature, undertaken in the 1990s found no medieval remains.
- 2.17. A medieval deer park, known as Burgh Park, is located 300m to the west of the site. Burgh Park was first mentioned in 1270 and is mentioned up until 1512 (Ball 1982). The full extent of the park is unknown as it was incorporated into a later post-medieval park known as The Burroughs. A second post-medieval park known as Groby Park

is located to the immediate north of the site. This park is also thought to have originated as an earlier medieval park which was smaller in size.

- 2.18. Additional medieval findspots within the wider area include coins, pottery, a horse pendant, and a papal bull.

Post-medieval and modern

- 2.19. During the post-medieval period the site and surrounding area were subject to enclosure, both in the form of agricultural field enclosure and post-medieval parks. The parks themselves were later converted to agricultural land, with the exception of a small part of Groby Park which became Martinshaw Wood. A Hunting Lodge was constructed on the southern edge of Groby Park in c. 1880 for the Earl of Stamford and Warrington, indicating the continued use of the park at that point in time. The land within the site and much of the wider area was enclosed into small irregular shaped fields. The Enclosure map of Ratby, produced in 1773, shows the site under agricultural use.
- 2.20. During the 18th and 19th centuries Ratby became a major centre for the hosiery industry. The construction of the Leicester to Swannington Railway in 1846 encouraged more hosiers into the village and by 1852 there were seven hosiers in Ratby (Hinckley Borough Council 2013). As a result of this profitable industry, the village expanded through the 19th and 20th centuries.
- 2.21. The field boundaries within the site were altered by the end of the 19th century, as the 1885 Ordnance Survey Map shows that the fields were amalgamated to create larger fields. The 1930s Ordnance Survey Map depicts the land in the north of the site as being used for allotments.
- 2.22. By the turn of the 21st century, the textile factories and the rail line had closed, and Ratby became a commuter village, largely serving people employed in Leicester.

3. AIMS AND OBJECTIVE

- 3.1. The general objective of the evaluation is to provide further information on the likely archaeological resource within the site, including its presence/absence, character, extent, date and state of preservation. This information will enable HBBC, as advised by the SPALCC, to identify and assess the particular significance of any archaeological heritage assets within the site, consider the impact of the proposed development upon that significance and, if appropriate, develop strategies to avoid or minimise conflict between heritage asset conservation and the development proposal. This process is in line with the *National Planning Policy Framework* (MHCLG 2021). A further objective of the project is to compile a stable, ordered, accessible project archive (see Section 7).
- 3.2. The specific objective of the evaluation is to clarify the nature of the geophysical anomalies within the site and record any evidence for the presence or absence of the potential Roman road (Via Devana) which is assumed to cross the northern portion of the site.
- 3.3. If significant archaeological remains are identified, the evaluation report will make reference to the relevant sections of the online *East Midlands Historic Environment Research Framework* (RFN 2022 <https://researchframeworks.org/emherf/>), and previous version of the research framework, including *The Archaeology of the East Midlands: An Archaeological Resource Assessment and Research Agenda* (Cooper 2006) and *East Midlands Heritage: An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands* (Knight et al. 2012), so that the remains can, if possible, be placed within their local and regional contexts.

4. METHODOLOGY

- 4.1. The evaluation will comprise the excavation of 24 trenches in total, each measuring 30m long by 1.8m wide. The south-eastern part of the site is currently not suitable to trial trenching due to the presence of spoil heaps. The works will be therefore undertaken in two distinct phases as illustrated below (Fig. 2 and 3):

Phase 1 – twenty-one number 30m x 1.8m trenches

Phase 2 – three 30m x 1.8m trenches (following removal/relocation of the spoil heaps)

- 4.2. The trenches have been located to test geophysical anomalies, to target the postulated route of the Via Devana, and to provide a representative sample of the remainder of the site.
- 4.3. Trenches will be set out on OS National Grid co-ordinates using Leica. They will be scanned for live services by trained CA staff using CAT and genny equipment, in accordance with the *CA Safe System of Work for avoiding underground services*. The positions of the trenches may be adjusted on site to account for services or other constraints, with the approval of the SPALCC.
- 4.4. Overburden will be stripped from the trenches by a mechanical excavator fitted with a toothless grading bucket. All machining will be conducted under archaeological supervision and will cease when the first significant archaeological horizon or natural substrate is revealed (whichever is encountered first). Topsoil and subsoil will be stored separately adjacent to each trench.
- 4.5. Modern made ground deposits up to 0.75m deep are present in the north-western and north-eastern areas of the site. Trenches will be machine excavated to an anticipated maximum safe working depth of 1m below ground level (bgl). Should a greater depth of made ground be encountered then sondages will be placed at the ends of the trenches to investigate/verify the thickness of these deposits to a maximum depth of 2m bgl. With the agreement of the SPALCC, any deep sondage will be recorded and backfilled immediately after machining.
- 4.6. Following machining, any archaeological features present will be investigated, planned and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. Each context will be recorded by written and measured description. Records will be entered directly into the CA Digital Recording System

(DRS) and/or onto pro-forma site recording sheets. Hand-drawn sections of excavated archaeological features will be prepared (scale 1:10 or 1:20, as appropriate). Features/deposits will be recorded in plan using Leica GPS or Total Station (as appropriate), in accordance with *CA Technical Manual 4: Survey Manual*. Photographs (digital colour) will be taken with a DSLR camera as appropriate during the course of the fieldwork.

- 4.7. Sufficient features should be excavated to determine the character and extent of buried remains identified during the trial trenching. 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 comprise a minimum sample excavation of: 50% of each discrete feature; 10% of each linear feature with slots measuring at least 1m in width wherever possible; special features/deposits including burials, structural remains, kilns, etc. will be sufficiently cleaned to confirm their nature and, where possible, date but will not otherwise be excavated unless agreed with the SPALCC (see below). Whilst excavation of every feature is not expected, justification should be provided where excavation of features has not taken place. Excavation (where undertaken) will not compromise the integrity of the archaeological record and will be carried out in such a way as to allow for the subsequent protection of remains, either for conservation or to allow more detailed investigations to be conducted at a later date.

- 4.8. Upon completion of the evaluation, all trenches will be backfilled by a mechanical excavator. No trenches will be backfilled without the approval of the SPALCC.

Artefacts

- 4.9. Artefacts will be recovered and retained for processing and analysis in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation*. Artefacts will be collected and bagged by context. Artefacts from topsoil, subsoil and unstratified contexts will normally be noted but not retained unless they are of intrinsic interest. All artefacts from stratified excavated contexts will be collected, except for

large assemblages of post-medieval or modern material. Such material may be noted and not retained or, if appropriate, a representative sample may be collected and retained.

Environmental remains

- 4.10. The selection, collection and processing of environmental samples will follow the guidelines outlined in *Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (EH 2011) and *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.
- 4.11. Due care will be taken to identify deposits which may have environmental potential and, where appropriate, a programme of environmental sampling will be initiated. The sampling strategy will be adapted for the specific circumstances of the site, in close consultation with the CA Environmental Officer and the SPALCC but will follow the general selection parameters set out in the following paragraphs.
- 4.12. Secure, phased deposits, especially those related to settlement activity and/or structures, will be considered for sampling for the recovery of charred plant remains, charcoal and mineralised remains. Any cremation-related deposits (where excavated; see *Human remains*, below) will be sampled appropriately for the recovery of cremated human bone and charred remains. If any evidence of *in situ* metal working is found, suitable samples will be taken for the recovery of slag and hammerscale.
- 4.13. Where sealed waterlogged deposits are encountered, samples will be considered for the recovery of waterlogged remains (including insects, molluscs and pollen) and any charred remains. The taking of sequences of samples for the recovery of molluscs and/or waterlogged remains will be considered through any suitable deposits, such as deep enclosure ditches, barrow ditches, palaeochannels, or buried soils. Monolith samples may also be taken from suitable deposits as appropriate to allow soil and

sediment description/interpretation, as well as sub-sampling for pollen and other micro/macrofossils such as diatoms, foraminifera and ostracods.

- 4.14. The need for more specialist samples (such as OSL, archaeomagnetic dating and dendrochronology) will be evaluated on site. If required, any such samples will be taken in consultation with the relevant specialists.
- 4.15. Sample processing will be carried out in conjunction with the relevant specialists. Flotation or wet sieve samples will be processed to 0.25mm. More specialist samples, such as those for pollen, will be prepared by the relevant specialists.

Treasure

- 4.16. Upon discovery of treasure, CA will notify the client and the SPALCC immediately. CA will comply fully with the provisions of the Treasure Act 1996 and the Code of Practice referred to therein. Findings will be reported to the Coroner within 14 days.

Human remains

- 4.17. In the event that human remains are encountered, CA will notify the client and the SPALCC immediately. Any human remains (skeletal or cremated) will be treated with due decency and respect at all times.
- 4.18. Small slots will be hand-excavated across any suspected burial features (inhumations or cremated bone deposits) in order to confirm the presence and condition of any human bone. Once confirmed as human, the buried remains will not normally be disturbed through any further investigation at the evaluation stage, and will be left *in situ* where possible.
- 4.19. Where further disturbance is unavoidable, or where full exhumation of the remains is deemed necessary, exhumation will be conducted following the provisions of the Coroner's Unit in the Ministry of Justice. All excavation of human remains and associated post-excavation processes will be in accordance with the standards set out in *Updated Guidelines to the Standards for Recording Human Remains* (ClfA 2017), *The Role of the Human Osteologist in an Archaeological Fieldwork Project*

(HE 2018) and *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (APABE 2017).

5. PROGRAMME

- 5.1. It is anticipated that the project fieldwork will require 5 days on site for the phase 1 trenching and 2 days for phase 2, including backfilling. It is anticipated that analysis of the results and subsequent reporting will take up to a further four to six weeks, depending on the quantity and complexity of features and finds encountered.

6. PROJECT STAFF

- 6.1. This project will be under the management of Daniele Pirisino, Assistant Project Manager, CA. The Assistant Project Manager will direct the overall conduct of the evaluation during the period of fieldwork. Day-to-day responsibility will, however, rest with the Project Leader, who will be on-site throughout the project.
- 6.2. The field team will consist of a maximum of 4 staff (1 Project Leader and 3 Archaeologists).
- 6.3. Specialists who may be invited to advise and report on specific aspects of the project as necessary are:
- **Ceramics:** Ed McSloy BA (Hons) MCIfA (CA), Peter Banks LLB LLM PCIfA (CA) and Laura Pearson (CA)
 - **Metalwork:** Ed McSloy MCIfA (CA)
 - **Flint:** Jacky Sommerville PCIfA (CA)
 - **Animal bone:** Andy Clarke BA ACIfA (Hons) MA (CA) and Matilda Holmes PhD BSc MSc ACIfA (freelance)
 - **Human bone:** Sharon Clough MCIfA (CA)
 - **Environmental remains:** Sarah Wyles MCIfA (CA) and Emma Aitken BSc MSc ACIfA (CA)

- **Geoarchaeology:** Dr Keith Wilkinson (ARCA) and Agata Kowalska BA, MA MSc PCifA (CA)

6.4. Depending on the nature of the deposits and artefacts encountered, it may be necessary to consult other specialists not listed here. A full list of specialists currently used by CA is given as Appendix A.

7. POST-EXCAVATION, REPORTING AND ARCHIVING

Reporting

7.1. The post-excavation part of the project will follow the formula laid out in *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (HE 2015b).

7.2. An illustrated typescript report will be compiled on the evaluation results. This report will present the results of both phases of trial trenching combined and will include:

- an abstract preceding the main body of the report, containing the essential elements of the results;
- a summary of the project's background;
- a description and illustration of the site location;
- a methodology of the works undertaken;
- integration of, or cross-reference to, appropriate cartographic and documentary evidence and the results of other research undertaken, where relevant to the interpretation of the evaluation results;
- a description of the evaluation results;
- an interpretation of the evaluation results, including a consideration of the results within their wider local/regional context;
- a site location plan at an appropriate scale on an Ordnance Survey (or equivalent) base-map;
- a plan showing the locations of the trenches in relation to the site boundaries;
- plans of each trench, or part of trench, in which archaeological features were recorded. These plans will be at an appropriate scale to allow the nature of

the features to be shown and understood. Plans will show the orientation of trenches in relation to north. Section drawing locations will also be shown on these plans. Archaeologically sterile areas will not normally be illustrated;

- appropriate section drawings of trenches and archaeological features. These drawings will include OD heights and will be at scales appropriate to the stratigraphic detail being represented. Drawings will show orientation in relation to north/south/east/west;
- photographs showing significant archaeological features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the photograph captions;
- summary tables of the recorded contexts and recovered artefacts;
- a summary of the contents of the project archive and details of its location;
- specialist assessment or analysis reports (where undertaken). Specialist artefact and palaeoenvironmental assessments will take into account the wider local/regional contexts and will include:
 - o specialist aims and objectives;
 - o processing methodologies (where relevant);
 - o any known biases in recovery, or problems of contamination/residuality;
 - o quantities of material; types of material present; distribution of material;
 - o for environmental material, a statement on abundance, diversity and preservation;
 - o a summary and discussion of the results, to include significance in a local and regional context.

- 7.3. The draft evaluation report will be distributed to the client and the SPALCC for review prior to finalisation. All copies of the report (draft and final) will be issued in pdf format.

Academic and public dissemination

- 7.4. The results of the project, even if negative, will be submitted for publication in appropriate academic journals. As a minimum CA is required to provide a summary

of findings to the 'Transactions of the Leicestershire Archaeological and Historical Society'. Where wider dissemination is appropriate and the significance of the results warrant, a full copy of the report in an appropriate format shall be submitted for publication in relevant academic journals.

- 7.5. Subject to any contractual constraints, a summary of information from the project will be entered onto the OASIS online database of archaeological projects in Britain. This will include a digital (pdf) copy of the final report, which will also appear on the Archaeology Data Service (ADS) website once the OASIS record has been verified.
- 7.6. A pdf/A copy of the final report, 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 SPALCC.
- 7.7. A digital (pdf) copy of the final report will also be made available for public viewing via CA's *Archaeological Reports Online* web page at: (<http://reports.cotswoldarchaeology.co.uk>).

Archive deposition

- 7.8. All artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA technical manuals the Leicestershire County Museum Service guidelines (LCC 2015).
- 7.9. An ordered, indexed, and internally consistent site archive will be prepared in accordance with the *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA 2014b; updated October 2020), *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (AAF 2011) and *Standard and Guide to Best Practice for Archaeological Archiving in Europe: EAC Guidelines 1* (EAC 2019), as well as the relevant Leicestershire Museum Service guidelines (LCC 2015).
- 7.10. Depending on the nature and scope of any subsequent programme of archaeological mitigation works at the site, the evaluation archive may be combined with that for any

subsequent works and deposited as a single archive. Confirmation of this will be included in any forthcoming WSI.

- 7.11. CA has made arrangements with the Leicestershire County Museum Service for the deposition of the site archive and, subject to agreement with the legal landowner(s), the artefact collection, under accession number X.A47.2023. Artefacts, environmental and organic material will be labelled, processed and analysed in a manner compatible with the Leicestershire County Museums Service guidelines (LCC 2015).

Selection strategy

- 7.12. As noted above, artefacts from topsoil, subsoil and unstratified contexts will normally be noted but not retained unless they are of intrinsic interest. All artefacts from stratified excavated contexts will be collected, except for large assemblages of post-medieval or modern material. Such material may be noted and not retained or, if appropriate, a representative sample may be collected and retained.
- 7.13. The site-selected material archive returned to the CA offices will be reviewed following analysis. Stakeholders will make selection decisions based on CA Finds Manager/Officer reports and selection recommendations. The selection will take place during archive compilation. After discussion with the relevant museum Curator, the CA Finds Managers/Officers and the S, it is possible that no material postdating AD 1800 will be retained for inclusion in the preserved archive.

Digital archive

- 7.14. A digital archive will be deposited with the Archaeology Data Service (ADS). This archive will be compiled in accordance with the *ADS Guidelines for Depositors* (ADS 2021).

Data management

- 7.15. All born-digital and digitally-transferred project data created during fieldwork and post-excavation (other than duplicated files) will be stored by CA. Upon project

completion and deposition, the data will be transferred to a secure external server. Data will be selected for inclusion in the final digital archive, as detailed below. It is proposed that data selection will occur following completion of post-excavation work.

- 7.16. Selected digital files will be transferred to the ADS, in line with the relevant guidance and standards. In adherence to CA's *Guidelines for essential archive tasks and the preparation of archives* (2017), it is proposed that the selected files will include final versions only. Digital photographs will be selected for inclusion in the archive in line with CA's *Guidelines for essential archive tasks and the preparation of archives* (2017) and *Digital Image Capture and File Storage: Guidelines for Best Practice* (HE 2015c). Data produced by external specialists or sub-contractors will be granted under license to CA to allow inclusion in the digital archive as required.

8. HEALTH, SAFETY AND ENVIRONMENT

- 8.1. CA will conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent health and safety legislation, as well as the CA Health and Safety and Environmental policies and the CA Safety, Health and Environmental Management System (SHE). Any client/developer/Principal Contractor policies and/or procedures will also be followed. A site-specific Construction Phase Plan (form SHE 017) will be formulated prior to commencement of fieldwork.

9. INSURANCES

- 9.1. CA holds Public Liability Insurance to a limit of £15,000,000 and Professional Indemnity Insurance to a limit of £10,000,000.

10. MONITORING

- 10.1. Notification of the start of site works will be made to SPALCC at least one week in advance so that there will be opportunities to visit the evaluation and check on the quality and progress of the work. No trenches will be backfilled without approval from the SPALCC.

11. QUALITY ASSURANCE

- 11.1. CA is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, CA endorses the *Code of Conduct* (CIfA 2019) and the *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment* (CIfA 2014c; updated October 2020). All CA Project Managers hold Member status within the CIfA.
- 11.2. CA operates an internal quality assurance system as follows: projects are overseen by a Project Manager, who is responsible for the quality of the project. The Project Manager reports to the Chief Executive, who bears ultimate responsibility for the conduct of all CA operations. Matters of policy and corporate strategy are determined by the Board of Directors and, in cases of dispute, recourse may be made to the Chairman of the Board.

12. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

- 12.1. It is not anticipated that this evaluation will afford opportunities for public engagement or participation during the course of the fieldwork. However, the evaluation results will be made publicly available on the ADS and CA websites, as set out in Section 7.

13. STAFF TRAINING AND CPD

- 13.1. CA has a fully documented mandatory performance management system for all staff. This system reviews personal performance, identifies areas for improvement, sets targets and ensures the provision of appropriate training within CA's adopted training policy. In addition, CA has developed an award-winning career development programme for its staff. This ensures a consistent and high-quality approach to the development of appropriate skills.
- 13.2. As part of CA's requirement for continuing professional development, all members of staff are required to maintain a personal development plan and an associated log; these are reviewed within the performance management system.

14. REFERENCES

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APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS

Ceramics

Neolithic/Bronze Age	Ed McSloy BA MCIFA (CA) Alistair Barclay BSc PhD FSA MCIfA (CA) Grace Jones BA MA Phd MCIfA (CA) Jacky Sommerville BSc MA PCIfA (CA) Emily Edwards (freelance) Dr Elaine Morris BA PhD FSA MCIFA (University of Southampton) Anna Doherty MA (Archaeology South-East) Sarah Percival MA MCIFA (freelance) Steve Benfield BA (CA)
Iron Age/Roman	Ed McSloy BA MCIFA (CA) Alistair Barclay BSc PhD FSA MCIfA (CA) Grace Jones BA MA Phd MCIfA (CA) Peter Banks LLB LLM PCIfA (CA) Jacky Sommerville BSc MA PCIfA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Steve Benfield BA (CA)
(Samian)	Gwladys Montell MA PhD (freelance) Steve Benfield BA (CA)
(Amphorae stamps)	Dr David Williams PhD FSA (freelance)
Anglo-Saxon	Alejandra Gutierrez BA (Hons) PHd MCIfA Alistair Barclay BSc PhD FSA MCIfA (CA) Grace Jones BA MA Phd MCIfA (CA) Jacky Sommerville BSc MA PCIfA (CA) Paul Blinkhorn BTech (freelance) Dr Jane Timby BA PhD FSA MCIFA (freelance) Sue Anderson, M Phil, MCIFA, FSA (freelance)
Medieval/post-medieval	Alejandra Gutierrez BA (Hons) PHd MCIfA Ed McSloy BA MCIFA (CA) Alistair Barclay BSc PhD FSA MCIfA (CA) Grace Jones BA MA Phd MCIfA (CA) Jacky Sommerville BSc MA PCIfA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Stephanie Ratkai BA (freelance) Paul Blinkhorn BTech (freelance) John Allan BA MPhil FSA (freelance) Richenda Goffin BA MCIFA (CA) Sue Anderson M Phil, MCIFA, FSA (freelance)
South-West	Henrietta Quinnell BA FSA MCIFA (University of Exeter)
Clay tobacco pipe	Reg Jackson MLitt MCIFA (freelance) Marek Lewcun (freelance) Kieron Heard (freelance) Richenda Goffin BA MCIFA (CA)
Ceramic building material	Ed McSloy MCIFA (CA) Peter Banks LLB LLM PCIfA (CA) Richenda Goffin (Roman painted wall plaster) CBM, BA MCIFA (CA) Steve Benfield BA (CA) Dr Peter Warry PhD (freelance) Sue Anderson M Phil, MCIFA, FSA (freelance)

Other finds

Small finds	Ed McSloy BA MCIFA (CA) Richenda Goffin, (non-metalwork) BA MCIFA (CA) Steve Benfield CA Dr I Riddler (freelance) Dr Alison Sheridan, National Museum of Scotland
Metal artefacts	Ed McSloy BA MCIFA (CA) Grace Jones BA MA PhD MCIfA (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance) Dr I Riddler (freelance)
Lithics	Ed McSloy BA MCIFA (CA) Jacky Sommerville BSc MA PCIFA (CA) Pippa Bradley BA MPhil Dip Post-Ex MCIfA (CA) Michael Green (CA) Sarah Bates BA (freelance)
(Palaeolithic)	Dr Francis Wenban-Smith BA MA PhD (University of Southampton)
Worked stone	Dr Ruth Shaffrey BA PhD MCIFA (freelance) Dr Kevin Hayward FSA BSc MSc PhD PCIFA (freelance)
Inscriptions	Dr Roger Tomlin MA DPhil, FSA (Oxford)
Glass	Ed McSloy MCIFA (CA) Dr Hilary Cool BA PhD FSA (freelance) Dr David Dungworth BA PhD (freelance; English Heritage) Dr Sarah Paynter (Historic England) Dr Rachel Tyson (freelance) Dr Hugh Wilmott (University of Sheffield)
Coins	Ed McSloy BA MCIFA (CA) Dr Ruth Beveridge (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance) Jude Plouviez (freelance) Dr Andrew Brown (British Museum) Dr Richard Kelleher (Fitzwilliam Museum) Dr Philip de Jersey (Ashmolean Museum)
Leather	Quita Mould MA FSA (freelance)
Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance) Dr Sue Harrington (freelance)
Iron slag/metal technology	Dr Tim Young MA PhD (Cardiff University) Dr David Starley BSc PhD Lynne Keys (freelance)
Worked wood	Michael Bamforth BSc MCIFA (freelance)

Biological remains

Animal bone	Dr Matilda Holmes BSc MSc ACIFA (freelance) Julie Curl (freelance) Lorraine Higbee (Wessex Archaeology)
Human bone	Sharon Clough BA MSc MCIFA (CA) Sue Anderson M Phil, MCIFA, FSA (freelance)
Environmental sampling	Sarah Wyles BA MCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Val Fryer (freelance)
Pollen	Dr Michael Grant BSc MSc PhD (University of Southampton) Dr Rob Batchelor BSc MSc PhD MCIFA (QUEST, University of Reading)
Diatoms	Dr Tom Hill BSc PhD CPLHE (Natural History Museum) Dr Nigel Cameron BSc MSc PhD (University College London)
Charred plant remains	Sarah Wyles BA MCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Anna West BSc (CA) Emma Aitken BSc MSc ACIfA (CA) Charlotte L. Molloy BA Hons MSt (CA)
Wood/charcoal	Sarah Cobain BSc MSc ACIFA(CA) Dana Challinor MA (freelance) Dr Esther Cameron (freelance)
Insects	Enid Allison BSc D.Phil (Canterbury Archaeological Trust) Dr David Smith MA PhD (University of Birmingham)
Mollusca	Sarah Wyles BA MCIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Dr Mike Allen (Allen Environmental Archaeology)
Ostracods and Foraminifera	Dr John Whittaker BSc PhD (freelance)
Geoarchaeology	Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Agata Kowalska BA MA MSc PCIfA (CA)
Soil micromorphology	Dr Richard Macphail BSc MSc PhD (University College London) Dr Mike Allen (Allen Environmental Archaeology)
Scientific dating	
Dendrochronology	Robert Howard BA (NTRDL Nottingham)
Radiocarbon dating	Alistair Barclay BSc PhD FSA MCIfA (CA) SUERC (East Kilbride, Scotland) Beta Analytic (Florida, USA)
Bayesian chronological modelling	Dr Derek Hamilton (SUERC) Professor John Hines (Cardiff University)
Archaeomagnetic dating	Dr Cathy Batt BSc PhD (University of Bradford)

TL/OSL Dating

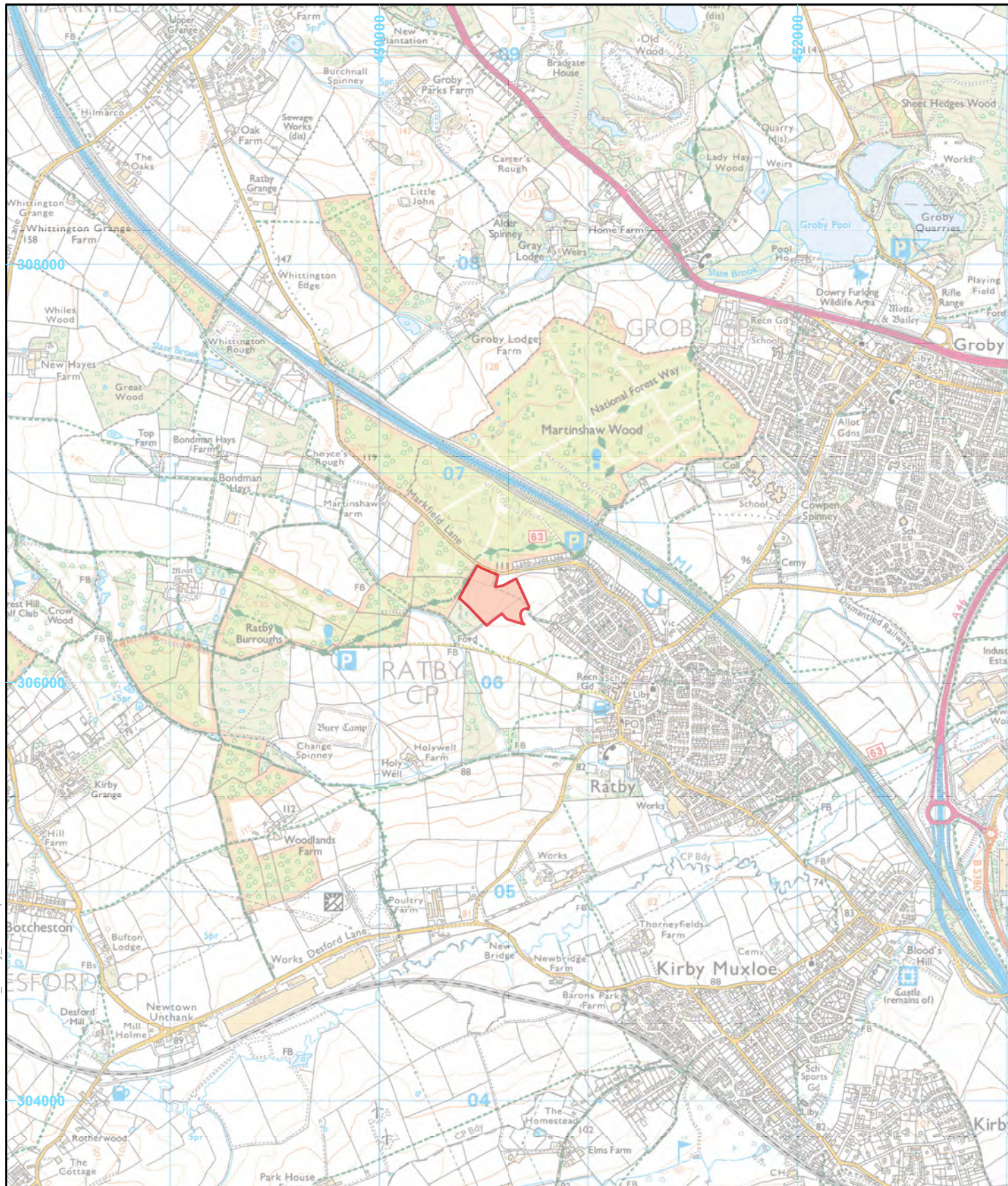
Dr Phil Toms BSc PhD (University of Gloucestershire)

Conservation

Karen Barker BSc (freelance)

Pieta Greaves BSc MSc ACR (Drakon Heritage and Conservation)

Julia Park-Newman (Conservation Services, freelance)



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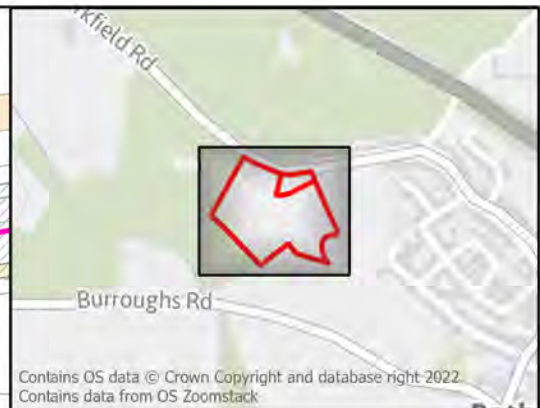
W www.cotswoldarchaeology.co.uk
E enquiries@cotswoldarchaeology.co.uk

PROJECT TITLE
Land West of Ratby,
Leicestershire

FIGURE TITLE
Site location plan

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Legend

- Possible Roman Road (HER)
- Client Controlled Lands
- Site Boundary

Proposed Evaluation Trench

- Phase 1
- Phase 2

Constraints

- Footpath
- Overhead Electric
- Telecomms
- Constraint Buffer
- Made Ground (Approx. Location)

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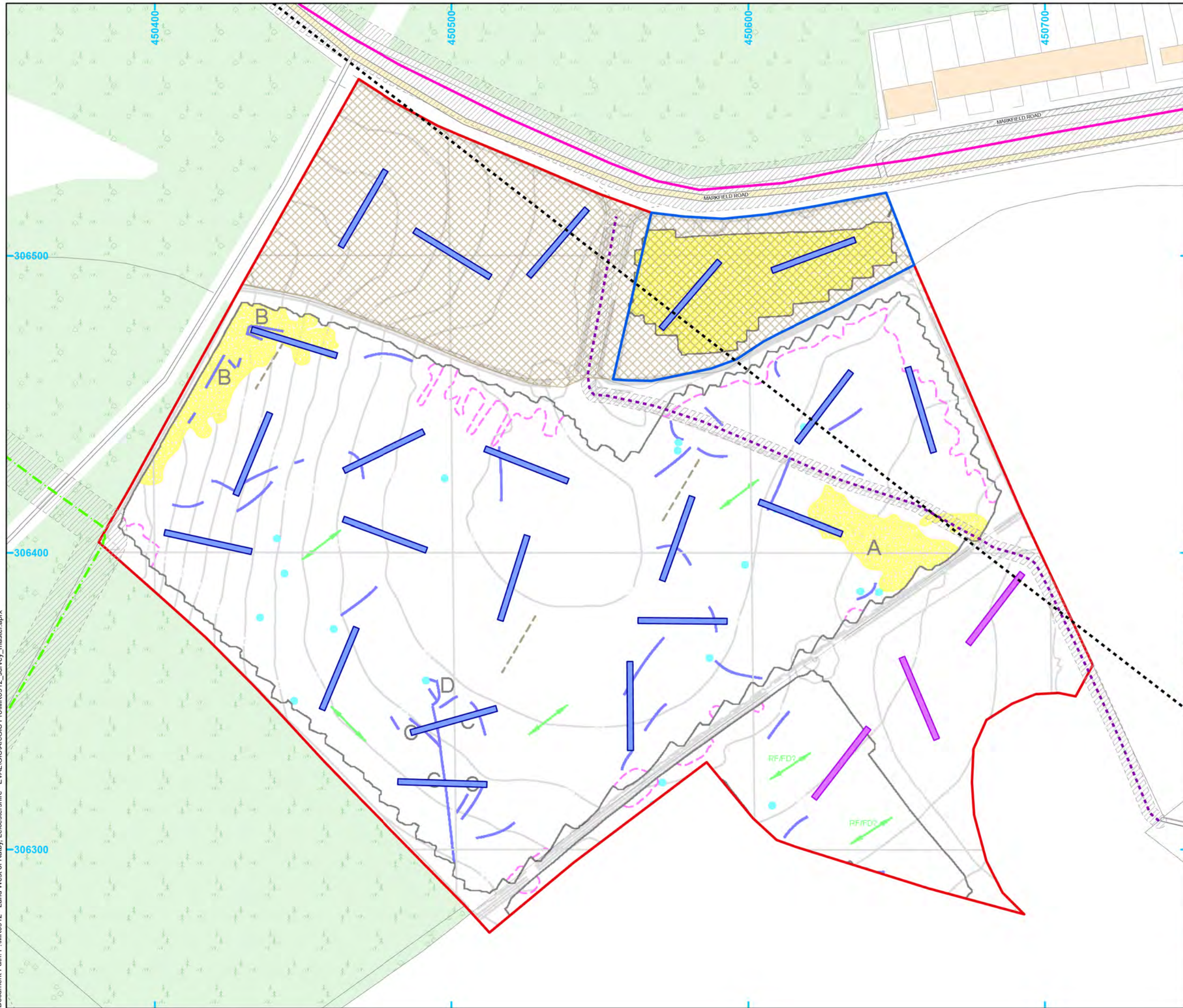
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PROJECT TITLE
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Leicestershire

FIGURE TITLE
Proposed Trench Location Plan
overlying Client Plan

DRAWN BY	DGL	PROJECT NO	MK0912	FIGURE NO.	2
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Legend

- Possible Roman Road (HER)
- Client Controlled Lands
- Site Boundary

Proposed Evaluation Trench

- Phase 1
- Phase 2

Constraints

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- Overhead Electric
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- Made Ground (Approx. Location)

Geophysical Interpretations (Phase 2022)

ANOMALY TYPE	INTERPRETATION
AREA OF STRONG DIPOLAR / BIPOLAR RESPONSES (MAGNETIC DISTURBANCE)	SURFACE / NEAR-SURFACE FERROUS OR FIRED MATERIAL (PROBABLE MODERN)
LIMIT OF VERY STRONG RESPONSE	INTERFERENCE CAUSED BY MODERN MAGNETIC FEATURE (FEATURE MAY BE LOCATED BEYOND THE SURVEY AREA)
STRONG LINEAR RESPONSE	ARTIFICIAL ANOMALY CAUSED BY ISOLATED SENSOR MOVEMENT. THIS HAS NOT AFFECTED THE RELIABILITY OF THE SURVEY OR THE INTERPRETATION
APPROXIMATE ORIENTATION OF WEAK, BROADLY PARALLEL POSITIVE LINEARS	AGRICULTURAL FEATURES. PROBABLE MODERN PLOUGHING REGIME
APPROXIMATE ORIENTATION OF BROADLY PARALLEL POSITIVE LINEARS	AGRICULTURAL FEATURES. POSSIBLE RIDGE AND FURROW BUT COULD ALSO BE A REGIME OF FIELD DRAINS
LINEAR / CURVI-LINEAR TREND (WEAK OR DIFFUSE RESPONSE)	UNCERTAIN ORIGIN. POSSIBLE DRAINAGE, AGRICULTURAL OR OTHER MODERN BUT COULD BE NATURAL OR REMNANT OF OTHER INFILLED SUB-SURFACE FEATURE
ISOLATED POSITIVE RESPONSE	PROBABLE BURIED MODERN FERROUS / FIRED MATERIAL OR NATURAL VARIATION BUT SOME COULD BE RELATED TO SUB-SURFACE FEATURES

0 50m

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Cotswold Archaeology

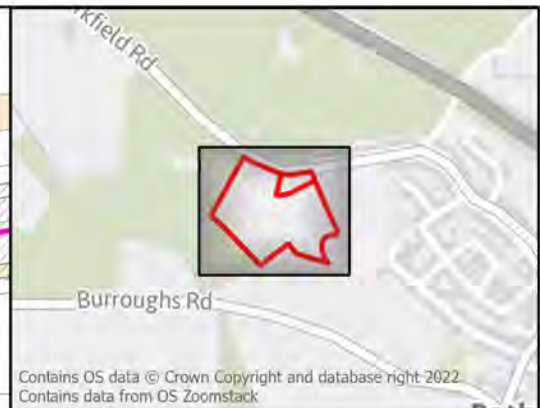
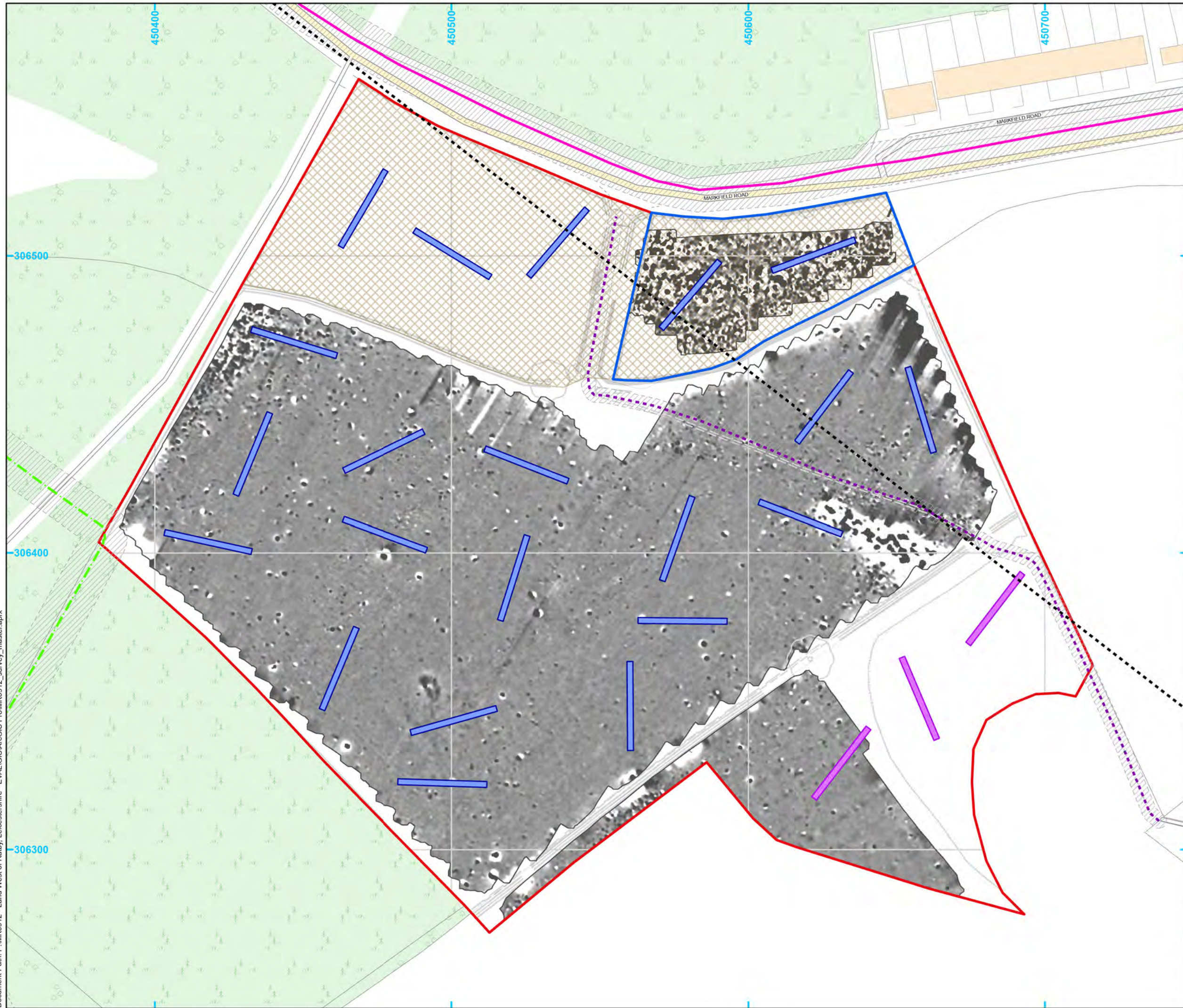
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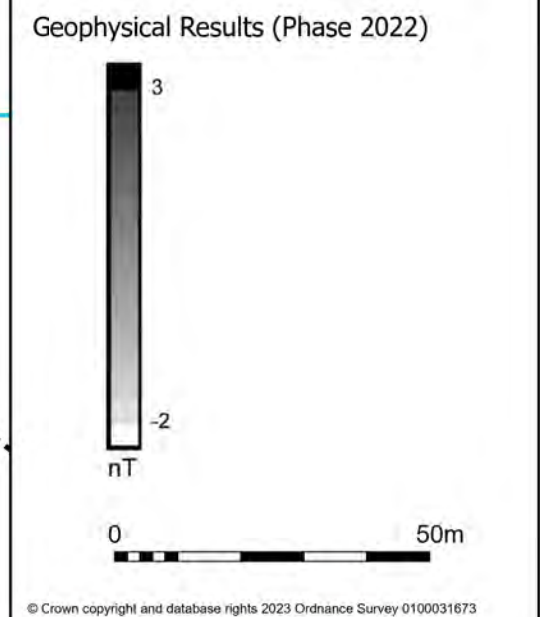
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overlying Geophysical Results (Phase 2022)**

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- Legend**
- Possible Roman Road (HER)
 - Client Controlled Lands
 - Site Boundary
- Proposed Evaluation Trench**
- Phase 1
 - Phase 2
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FIGURE TITLE
**Proposed Trench Location Plan
overlying Geophysical Results (Phase 2022)**

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