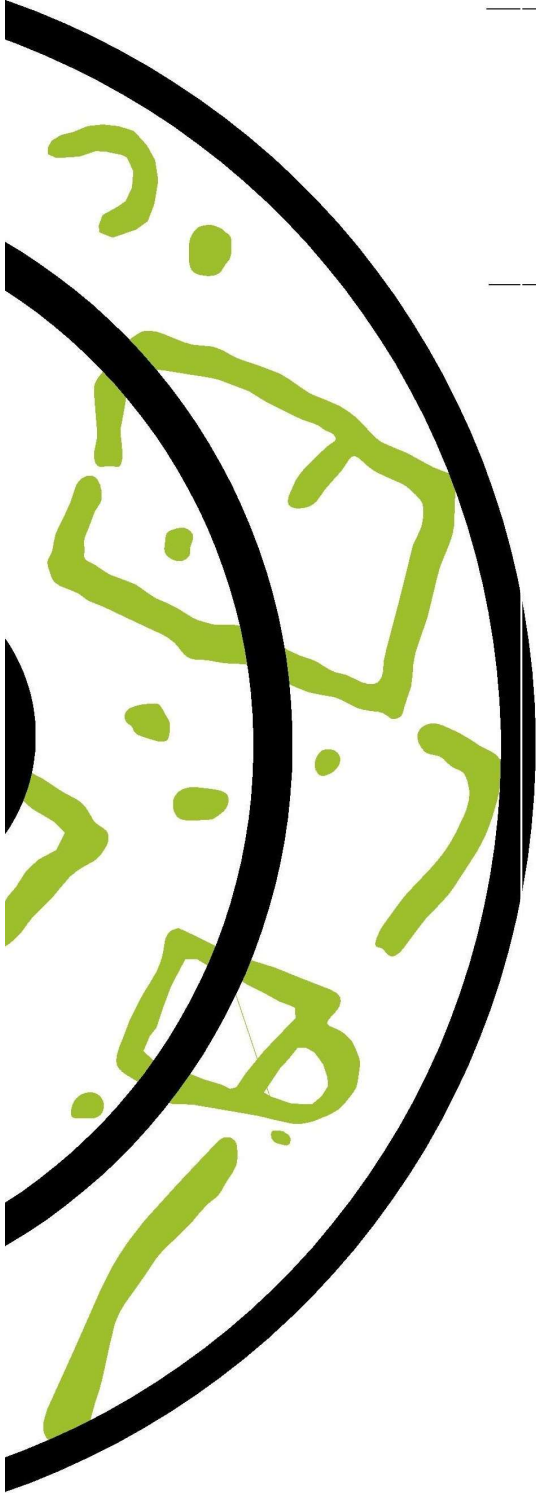




Land South of Poplar Terrace
Congerstone Leicestershire

WRITTEN SCHEME OF
INVESTIGATION FOR
ARCHAEOLOGICAL MONITORING
AND RECORDING

Planning Application No: 23/00332/FUL
Grid Ref: SK 37015 05555
Site Code: PTCS23
Accession No: X.A105.2023

Prepared by Neil Jefferson at
Contour Archaeology

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1 SUMMARY

The site lies within an area of archaeological interest and potential. Due to this a programme of archaeological monitoring and recording is required on all groundworks.

On completion of the fieldwork a report will be prepared detailing the results of the investigation. The report will consist of a narrative supported by illustrations and photographs.

2 INTRODUCTION

This document comprises a specification for archaeological monitoring and recording for the Erection of additional dwelling to the north of Land south of Poplar Terrace. Land South Of Poplar Terrace Congerstone Leicestershire, SK 37015 05555.

This document contains the following parts:

- Overview.
- Stages of work and methodologies.
- List of specialists.
- Programme of works and staffing structure of the project

3 SITE LOCATION

Congerstone is located 5km east of Tamworth and 20km west of Leicester. The site is located 200m northeast of the in the centre of Congerstone, on the south side of Poplar Terrace (Fig. 2).

4 PLANNING BACKGROUND

A planning application (23/00332/FUL has been submitted to and approved by Hinckley & Bosworth Borough Council for full permission for the erection of new residential building. This work is to be undertaken as required by the Hinckley & Bosworth Borough Council planning condition.

5 SOILS AND TOPOGRAPHY

The solid geology consists of Mudstone of Gunthorpe Member which formed 247.1 and 237 million years ago during the Triassic period 168.3 and 166.1 million years ago during the Jurassic period (BGS2022).

6 ARCHAEOLOGICAL OVERVIEW

Congerstone

The village's name derives from the Old English cyning-tūn meaning 'farm/settlement of a king'

The Grade II* listed parish church of St Mary the Virgin dates back to 1179, although the current building is largely from the 16th century and was remodelled in the 19th century.

Medieval and Post Medieval

A two-trench evaluation recorded 17th century ditches 350 west of the site.

Approximately 400m west of the site Medieval village earthworks are visible. These include three house platforms, Fishpond thought likely to form the gardens of a vanished manor house.

A two-trench evaluation 250m southwest of the site recorded two linear features.

Unknown Date

Six trenches excavated in advance of proposed development in the village, recording two undated gullies.

7 AIMS AND OBJECTIVES

The objective of the programme of archaeological work is to monitor all ground works in order to ensure that any deposits, features, artefacts and ecofacts of archaeological interest, are interpreted and recorded to appropriate standards.

The setting of the site could give a unique opportunity to gain a fuller understanding of the Medieval activity in this area.

investigate the archaeological remains which survive on the site in order to determine their date, character and function in order to reveal the nature of occupation at the site

record the stratigraphic sequence of the archaeological deposits at the site with a view to reconstructing the chronology of occupation.

analyse the archaeological remains recorded during the investigation within the context of the regional research agenda and framework

produce a project archive for deposition with the appropriate museum and from which the potential for further study and academic research could be assessed. The setting of the site could give a unique opportunity to gain a fuller understanding.

8 SITE OPERATIONS

General considerations

All work will be undertaken following statutory Health and Safety requirements in operation at the time of the investigation.

The work will be undertaken according to the relevant codes of practice issued by the Chartered Institute for Archaeologists (CIfA).

Any and all artefacts found during the investigation and thought to be 'treasure', as defined

by the Treasure Act 1996, will be removed from site to a secure store and promptly reported to the appropriate coroner's office and OCAS.

Methodology

The scheme of archaeological works will require the continuous archaeological monitoring of all ground disturbances. Any mechanical ground reduction will be under full archaeological control, with the ability to stop and fully excavate by hand and record all archaeological features present prior to their removal.

If features are identified in the work, metal detecting of the spoil and the following sampling strategy will be completed:

- All structural features or those relating to a specialised activity will be subject to a 100% sample.
- All post and stake holes that relate to specialised activities will be subject to a 100% sample. Others will be subject to a 50% sample.
- A 50% sample of all pits will be undertaken.
- A minimum of 20% or 10 metres, whichever is greater, of all linear features will be sampled.
- If burials and or cremations are revealed Ministry of Justice licence under Section 25 of the Burial Act 1857 will be obtained. All exhumation and post excavation treatment will be carried out in accordance with published guidelines.
- All kilns and hearths etc. will be sampled and excavated

The archaeological monitoring will be undertaken during all groundworks.

Machine excavators will be fitted with a flat-bladed, toothless ditching bucket

A single context recording system will be used. Trench sections will be observed to identify and record archaeological features that are exposed and to record changes in the geological conditions. The section drawings of the trenches will be recorded at a scale of 1:10. Should features be recorded in plan these will be drawn at a scale of 1:20. Written descriptions detailing the nature of the deposits, features and fills encountered will be compiled on pro-forma record sheets.

Finds recovered will be bagged and labelled for later analysis.

Throughout the investigation a photographic record will be compiled. The photographic record will consist of:

- the site during the investigation to show specific stages of work, and the layout of the archaeology within the area.
- individual features and their sections, where appropriate.
- groups of features where their relationship is important.

If human remains are exposed during the groundworks, the archaeological advisor for Hinckley & Bosworth Borough Council will be contacted to discuss an appropriate strategy. A Ministry of Justice licence authorising the removal of the remains will be obtained. The remains will be excavated appropriately, photographed and recorded, prior to removal and subsequent analysis by the named specialist.

if significant archaeological remains are encountered, all groundworks will cease and the archaeological advisor for Hinckley and Bosworth Borough Council, will be contacted to discuss an appropriate mitigation strategy.

If safe to do so a targeted environmental sampling strategy shall also be enforced across the site area should suitable deposits be encountered. Deposits for this targeted approach would consist of deposits rich in plant remains, charcoal, dumped domestic deposits or waterlogged deposits. This approach will ensure that the full potential for the environmental evidence across the site is achieved.

A survey grade GPS (Geneq SXPro) will be used to create a overall plan of the works and will be tied into the National Grid.

The work will be carried out in accordance with current best practice and the appropriate national and regional standards and guidelines, including:

- OCMS Archaeological Archive Standards.
- English Heritage 2011 (Campbell, G, Moffett, L and Straker, V): Environmental Archaeology – A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition)
- Management of Research Projects in the Historic Environment: the MoRPHE Project Managers Guide (Historic England 2015)
- Standard and Guidance of an Archaeological Watching Brief (Chartered Institute for Archaeologists 2020);
- Association of Local Government Archaeological Officers (ALGAO) 2019. Regional Research frameworks. Health and safety at work Act 1974
- National Policy Framework, 2021 (NPPF).
- The Treasure Act 1996, Code of Practice (2nd Revision) England & Wales

A full photographic record will be made of the fieldwork, consisting of high resolution digital images, minimum of 12 Megapixels using a camera with an APS-C or larger sensor. Graduated metric scales of appropriate lengths will be used, ensuring the use of vertical scales used against deep sections in combination with horizontal scales, an information board and a directional north arrow shall be included in every photograph taken.

9 POST-EXCAVATION

Post-fieldwork tasks will be undertaken as follows:

- Checking and ordering of the site record to ensure a consistent archive
- Production of a stratigraphic matrix

- Cataloguing of photographic and other records
- Processing and dating of finds (together with any necessary x-ray and conservation treatment to stabilize fragile items)
- Compilation of a client report
- Accession of information to the Hinckley and Bosworth Borough Council
- Preparation of the complete project archive for museum deposition.

All such work shall be carried out in accordance with the standards of the United Kingdom Institute for Conservation (UKIC 2002) and the Museums and Galleries Commission (MGC 1992). Any conservation work required on finds will be carried out by the Conservation Laboratory of the City and County Museum, Lincoln.

10 **REPORT DEPOSITION**

An unbound copy of the report, marked DRAFT will be presented to the archaeological advisor within four weeks of the completion of site works for comment and review (unless there are reasonable grounds for more time). On approval it will be sent to the planning officer at Hinckley & Bosworth Borough Council for formal approval and copies sent to the LCC Historic Environment Record and upload to OASIS and to ADS. The copy of the report for the HER will be submitted in pdf/A-1a (archival pdf) format.

The report will contain:

- A non-technical summary
- An account of historical and archaeological background
- A description of the data gathering process
- An account of the findings of archaeological fieldwork together with an interpretation of any remains.
- Site location plans
- A plan(s) of the site showing locations examined
- Section drawings showing the general stratigraphic sequence as well as particular features/contexts together with plans as necessary
- A selection of photographs depicting the main phases of fieldwork and any significant archaeological features or finds
- Summary artefact lists.
- The OASIS (Online Access to the Index of Archaeological Investigations) reference ID and summary form (see below).
- Leicester HER summary sheet as an appendix

11 ARCHIVE

The Project Archive, preferably including all finds, shall be deposited with Leicestershire Museums Service (LMS). In English law all material collected from a site through archaeological fieldwork (except Treasure Trove) is the property of the landowner. In advance of the project Contour Archaeology will therefore seek to obtain agreement in principle to the transfer of ownership of the finds archive from the applicant/landowner to the Archives. A transfer of Title form will be signed by the land owner and the report will clearly indicate whether or not this has been done.

All digital data and publication of results will be archived for deposition with ADS and Oasis.

The archive will be prepared for long term storage in accordance with requirements set out in the The Transfer of Archaeological Archives to Leicestershire County Council Museum Collections and will be deposited within 6 months of completion of the site.

** other than human remains subject to conditions of any Ministry of Justice licence (under the Burials Act 1857), and any finds reported in accordance with the Treasure Act 199

12 PUBLICATION

An OASIS online form will be initiated at the ADS internet site (ads.ahds.ac.uk/project/oasis), in advance of the commencement of fieldwork. A digital copy of the report (pdf format) will be uploaded to OASIS and uploaded to ADS on completion of the project (subject to any provisions regarding confidentiality).

13 CURATORIAL RESPONSIBILITY

Curatorial responsibility for the archaeological work undertaken on the site lies with the Hinckley & Bosworth Borough Council archaeological advisor. They will be given 10 days written notice of the commencement of the project. If required, the Hinckley & Bosworth Borough Council archaeological advisor will make monitoring visits to the site at their discretion.

14 VARIATIONS AND CONTINGENCIES

Variations to the proposed scheme of works will only be made following written confirmation of acceptance from the archaeological curator.

In the event of the discovery of any unexpected remains of archaeological importance, or of any changed circumstances, it is the responsibility of the archaeological contractor to inform the archaeological curator.

Where important archaeological remains are discovered and deemed to merit further investigation additional resources may be required to provide an appropriate level of investigation, recording and analysis.

Any contingency requirement for additional fieldwork or post-excavation analysis outside the scope of the proposed scheme of works will only be activated following full consultation with the archaeological curator and the client.

15 PROGRAMME OF WORKS AND STAFFING LEVELS

The investigation will be integrated with the programme of construction and is dependent on the developers' work programme, and also on the quantity and complexity of archaeological remains encountered. It is therefore not possible to specify the person hours for the archaeological site. Post-excavation work is likewise dependent on the quantity and complexity of archaeological remains encountered.

The fieldwork, post excavation analysis and report production will be completed by Neil Jefferson, who can be contacted on 07866262129.

16 SPECIALISTS TO BE USED DURING THE PROJECT

The following organisations/persons will be used as subcontractors to provide the relevant specialist work and reports in respect of any objects or material recovered during the investigation that require their expert knowledge and input. Engagement of any particular specialist subcontractor is also dependent on their availability and ability to meet programming requirements.

Task Body to be undertaking the work

Conservation Conservation Laboratory, Lincoln

Pottery Analysis

Prehistoric-Roman – Ian Rowlandson/ Andy Peachey

Post-Roman Paul Blinkhorn

Animal Bones Ossa Freelance
Jen Wood

Environmental Analysis Val Fryer

Human Remains Analysis Laura Keal

Lithics Andy Peachey

Maisie Taylor Analysis of wooden artefacts and advice on
Conservation of unstable wood

Beta Analytic Carbon-14 dating

17 Professional Standards

Contour Archaeology follows the Code of Conduct of the Chartered Institute for Archaeologists, the Standards for Field Archaeology in the East of England of the Association of Local Government Officers (ALGAO), Model Briefs and Specifications for Archaeological Assessments and Field Evaluations (ALGAO).

Further, Contour Archaeology follows and adheres to all relevant standards and guidelines produced by ClifA, Historic England, ALGAO, RTPI, RICS, IHBC, and Rescue.

All Contour Archaeology staff maintain the highest professional standards, ethics, attitudes, behaviour and appearance at all times.

18 HEALTH AND SAFETY

Health and Safety must always take priority over archaeological requirements. It is essential that all projects be carried out in accordance with safe working practices and under a defined Health and Safety Policy.

Contour archaeology adheres to the health and safety policy under the Health and Safety at Work Act 1974 and guidance produced by the Federation of Archaeological Employers and Managers (FAME).

A Risk Assessment for the project will be prepared prior to the commencement of work and all relevant health and safety regulations will be adhered to.

Full PPE will be available and used for all fieldwork associated with the development.

19 PUBLIC OUTREACH

Wherever possible Contour archaeology will strive to ensure the wider community benefits from the archaeological fieldwork through communication and outreach, working in conjunction with the client and Archaeological Advisor.

If archaeological features or finds of national importance are found, then provision shall be made for publication in the appropriate local or national journal.

Digital files relating to the site will be saved in a compatible format for inclusion in the Historic Environment Record.

The final report will be uploaded to the Archaeological Data Service.

Results of the project, even if negative, will be submitted for publication in appropriate academic journals

20 INSURANCES

Contour Archaeology, maintains Public Liability insurances of £1,000,000 and Professional Indemnity of £50,000. Copies of insurance documentation can be supplied on request.

21 BIBLIOGRAPHY

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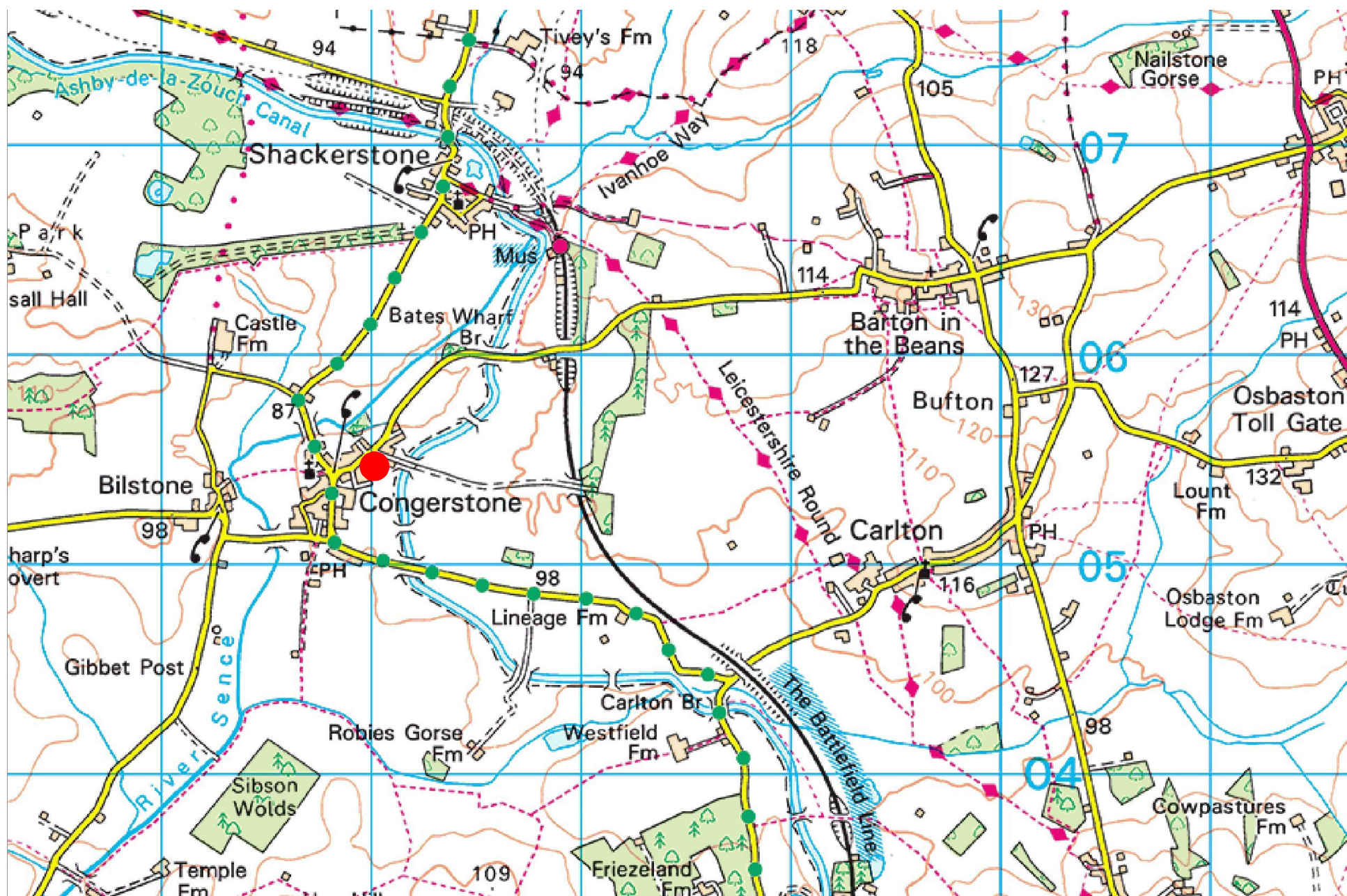
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Historic England, 2015. The Setting of Heritage Assets. Historic Environment Good Practice Advice in Planning:



0 1000m

● Site Location

Figure 1 Site location map

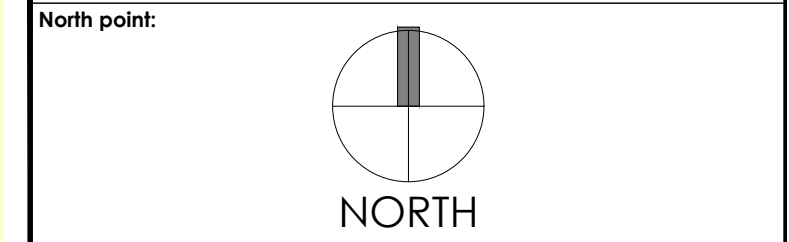
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Proposed Site Plan

0 2.5m 5m 7.5m 10m 1:200

Printed or electronic copies of this drawing can be scaled for planning purposes only. Any discrepancies with this drawing to be reported and clarified prior to commencing work on site, if in doubt - Ask.
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Notes:
Plot 1 Planning scheme to be read in conjunction with Plot 2, 3, 4 and 5

Revision Log:		MLH	16.05.23
Rev:	Description:	By:	Date:

Project:
Development off Dovecot Close, Congerstone, Leicestershire, CV13 6PE

Client:
Tofino Homes Limited

Scale:
0 2.5m 5m 7.5m 10m 1:200

Drawn by: DH	Checked: -	Date: Mar '23	Paper Size: A1
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Drawing Title:
Proposed Site Plan

Drawing Status:
PLANNING ISSUE

Drawing Number: 5188/AN/21/023	Revision Number: P3
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