
LAND EAST OF MEADOW LANE,
STANTON UNDER BARDON,
LEICESTERSHIRE

WRITTEN SCHEME OF INVESTIGATION
FOR AN ARCHAEOLOGICAL EVALUATION
BY TRIAL TRENCHING

June 2025

OSA

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Archaeological Evaluation Method Statement.

SITE LOCATION: Land east of Meadow Lane, Stanton Under Bardon,
Leicestershire

NATIONAL GRID REFERENCE: SK 4673 1001

MUSSEUM ACCESSION NO: X.A6.2023

LAND USE: Paddocks

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1.0 Summary.

1.1 Development is proposed for land at Meadow Lane, Stanton under Bardon, Leicestershire. The site lies within a landscape with the potential to contain remains from the prehistoric period through to the post-medieval period. It is located to the east of one of the principal streets in the medieval and later village.

1.1 Consultation from Leicestershire County Council Senior Planning Archaeologist has identified the need to undertake archaeological evaluation prior to determining a planning application. The first stages of evaluation have been carried out as a geophysical survey. Several linear anomalies identified in the southern part of both paddocks surveyed could be of archaeological origin. No evidence of ridge and furrow was observed despite the presence of ridge and furrow to the fields to the east and south. Other anomalies identified are believed to be ferrous objects in the topsoil, such as horseshoes, metal gates, and an area of disturbed soil possibly related to modern development of the nearby houses.

1.2 The next stage of evaluation is to comprise a programme of targeted evaluation trenching.

1.3 Discussions with the Senior Archaeology Officer have concluded that a trenching strategy which consists of the excavation of a total of four evaluation trenches, each to be 30m x 2m at the modern ground surface. The trenches have either been placed to examine features identified through the geophysical survey of the site, or to test areas that the geophysics has indicated are devoid of archaeology. A contingency for additional trenching equivalent to 0.5% of the site may be requested by the Senior Archaeology Officer to further understand the archaeology. This Written Scheme of Investigation benefits from comments made by the Senior Archaeology Officer on an earlier draft version.

1.4 The results of the evaluation will be used to assess significance of the archaeological remains and determine what mitigation measures may be required to enable the development to proceed.

2.0 Site Location & Description.

2.1 The development site is located on the southern edge of the village of Stanton under Bardon, Leicestershire, to the southeast of Meadow Lane, centred at National Grid Reference SK 4673 1001.

2.2 The proposed development site consists of two small paddocks; both of which were used for animal pasture and a horse manège. The site is currently used for staging of an adjacent development site. The site is a maximum size of c.100m (northeast to southwest) by c.130m (northwest to southeast). The site is bounded by Farthingwood Barn to the northwest and by fields to the north, east and south. A housing development site with planning permission is located in fields to the south. Site boundaries include a combination of hedges and wooden fences.

2.3 The bedrock geology comprises mudstone (Edwalton Member) - sedimentary bedrock formed between 237 and 228.4 million years ago during the Triassic period, with superficial deposits of alluvium of clay, silt, sand and gravel. (<https://geologyviewer.bgs.ac.uk/>)

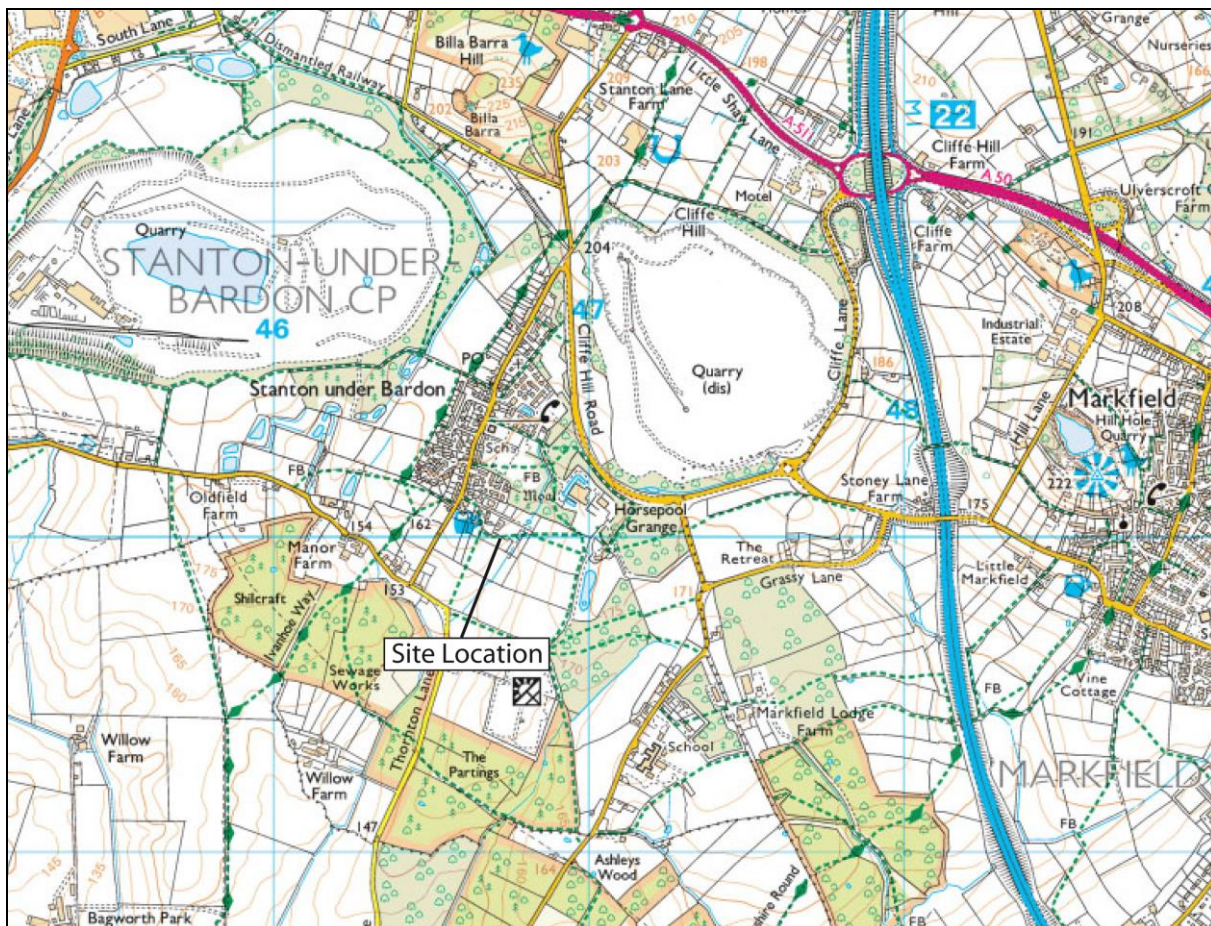


Figure 1. Proposed Development Site Location.

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3.0 Archaeological Interest.

3.1 The following information is largely derived from a Desk-Based Assessment Report on the adjacent site (OSA 2022a).

3.2 The site lies on the southern edge of the village of Stanton under Bardon which is in an area of known archaeology. Evidence is limited, though, from the prehistoric period. The only prehistoric evidence of activity comes from two hand axe spot finds, one from the Middle Palaeolithic and one from the Neolithic period, and a number of flint finds including some dated to the Neolithic. More evidence of Roman activity is known in this area. A possible Roman road is thought to be located to the east of the site cutting through the northern part of Stanton and then heading southwards. Three separate groups of Roman pottery have also been found in and around Stanton.

3.3 Stanton under Bardon was first mentioned in the Domesday Book of 1086 as 'Stantone' and was owned by Geoffrey of la Guerche. Just to the west of Main Street adjacent to the current site are a number of earthworks relating to enclosures and possible buildings from the medieval period. The original medieval manor house of the village is thought to have existed at or close to Manor Farm to the west of the current site. The possible location of a medieval chapel is also thought to be located just to the southwest of Manor Farm. This all indicates the core of the medieval village may have been located further west than the current core. Horsepool Grange is located to the east of the current village. It was a medieval grange granted to Leicester Abbey by John, Early of Comyn in the 13th century. After the dissolution it was given to Henry Grey, Duke of Suffolk. An archaeological watching brief undertaken by University of Leicester Archaeological Services in 1997 revealed medieval deposits including a possible mortar floor layer. Possible medieval furrows were found during trial trenching undertaken by Allen Archaeology in 2012 on land between Main Street and Cliffe Hill Road. Medieval pottery was found during field walking undertaken to the northeast of Stanton.

3.4 The village continued as a settlement through the post-medieval and modern periods. The largest change in the area was the opening of Cliffe Hill Quarry to the northeast of the village in the late 19th century. A second quarry was opened to the northwest of the village in the late 1980s.

3.5 Evaluation, in the form of geophysical survey (OSA 2022b) and trial trenching (OSA 2023a and 2023b), has been undertaken by On-Site Archaeology on the development site to the south of the proposed site. Limited archaeological features dated to the medieval to early modern periods were identified in the western part of the site close to Main Street. A further scheme of mitigation investigation has recently been carried out by On-Site Archaeology in the field adjacent to Main Street. The report for this mitigation investigation is currently in preparation, but the results were similar to those recorded in the evaluation trenching.

3.6 Geophysical survey was undertaken by On-Site Archaeology on the current site in February 2025 (OSA 2025). Several linear anomalies identified in the southern part of both

paddocks surveyed could be of archaeological origin. No evidence of ridge and furrow was observed despite the presence of ridge and furrow to the fields to the east and south. Other anomalies identified are believed to be ferrous objects in the topsoil, such as horseshoes, metal gates, and an area of disturbed soil possibly related to modern development of the nearby houses.

The interpreted results of the geophysics are illustrated on Figure 2.

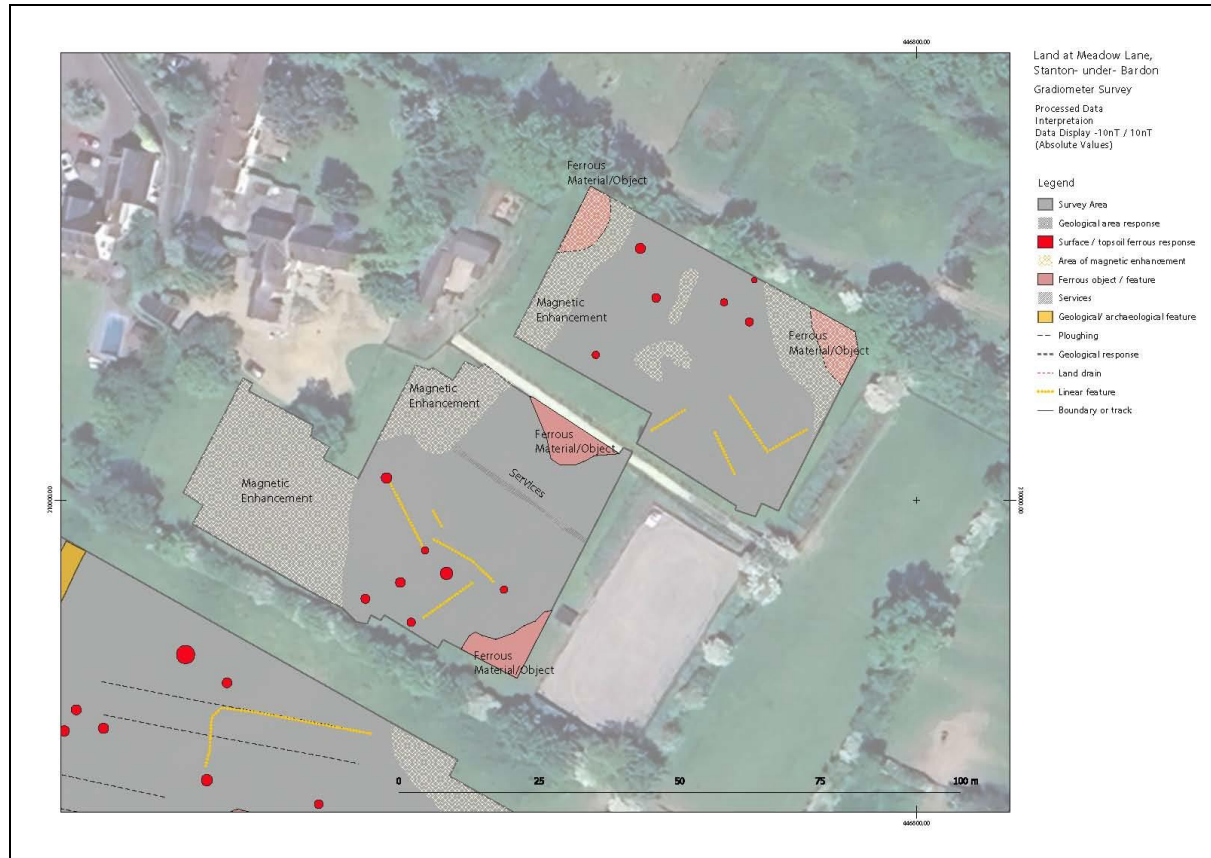


Figure 2. Geophysics Interpretation.

4.0 Objectives of the Evaluation.

4.1 The aim of the archaeological evaluation shall be to gather sufficient information to establish the presence/absence, nature, date, depth, quality of survival and importance of any archaeological deposits present on the site. This will enable an assessment of the potential and significance of the archaeology of the site to be made and the impact which development will have upon this. If significant archaeological remains are present, then an informed decision can then be taken regarding the future treatment of these remains, and any mitigation measures appropriate in advance of development.

4.2 If nationally significant archaeological remains are shown to be present the preferred option will be to preserve these *in situ*. However, the possibilities of reconciling the needs of preservation with those of the development will be fully explored. Should remains of less than national significance be encountered, preservation by record may be considered, through detailed excavation in advance of development including post-excavation analysis and publication of the results. It would be anticipated that if further fieldwork is required, then this would be secured through condition attached to planning consent. On-Site Archaeology will draft a further WSI and agree it with LCC Senior Planning Archaeologist.

4.3 If human remains are encountered during the course of the evaluation, it is not intended that these will be lifted. However, if it is necessary to remove them, for security reasons, or to achieve the aims of the evaluation, then this will be done under conditions of a licence obtained from the Ministry of Justice. The preferred option would be for them to be adequately excavated and recorded to an appropriate standard before lifting, and then carefully removed for scientific study, and long-term storage with an appropriate museum; however, the burial licence may specify reburial or cremation as a requirement. LCC Senior Planning Archaeologist will be notified if human remains are located during the evaluation as a matter of urgency.

4.4 With reference to the East Midlands Archaeological Research Framework this site has the potential to contribute to Strategic Objective 7E *Investigate the morphology of rural settlements*. The Research Agenda states that: *Archaeological investigation of medieval settlements which are still in occupation is a high priority as knowledge of rural settlement is presently seriously biased towards sites deserted in the medieval or later periods. Every possible opportunity to excavate within existing medieval villages, particularly near the centres, should be taken. The nature and impact of the 'great replanning' cannot be understood until more is known about the early development of continuing settlements.*

5.0 Methodology

5.1 The evaluation shall comprise trial trenching of a sample of the site.

5.2 There will be a total of four archaeological evaluation trenches, each c.30m x 2m at the modern ground surface. The proposed locations of the trenches are shown in blue on Figure 3. These may be subject to localised variation in the event that previously unknown obstructions or services are encountered. Where any such variations are necessary the trenches will still be placed in such a manner that the features identified by the geophysics will be investigated to an appropriate degree of detail. In addition to investigating the features identified by the geophysics the trench layout has been designed to examine those areas that the geophysics suggested may be devoid of archaeology. A contingency for additional trenching equivalent to 0.5% of the site may be requested by the Senior Archaeology Officer to further understand the archaeology.

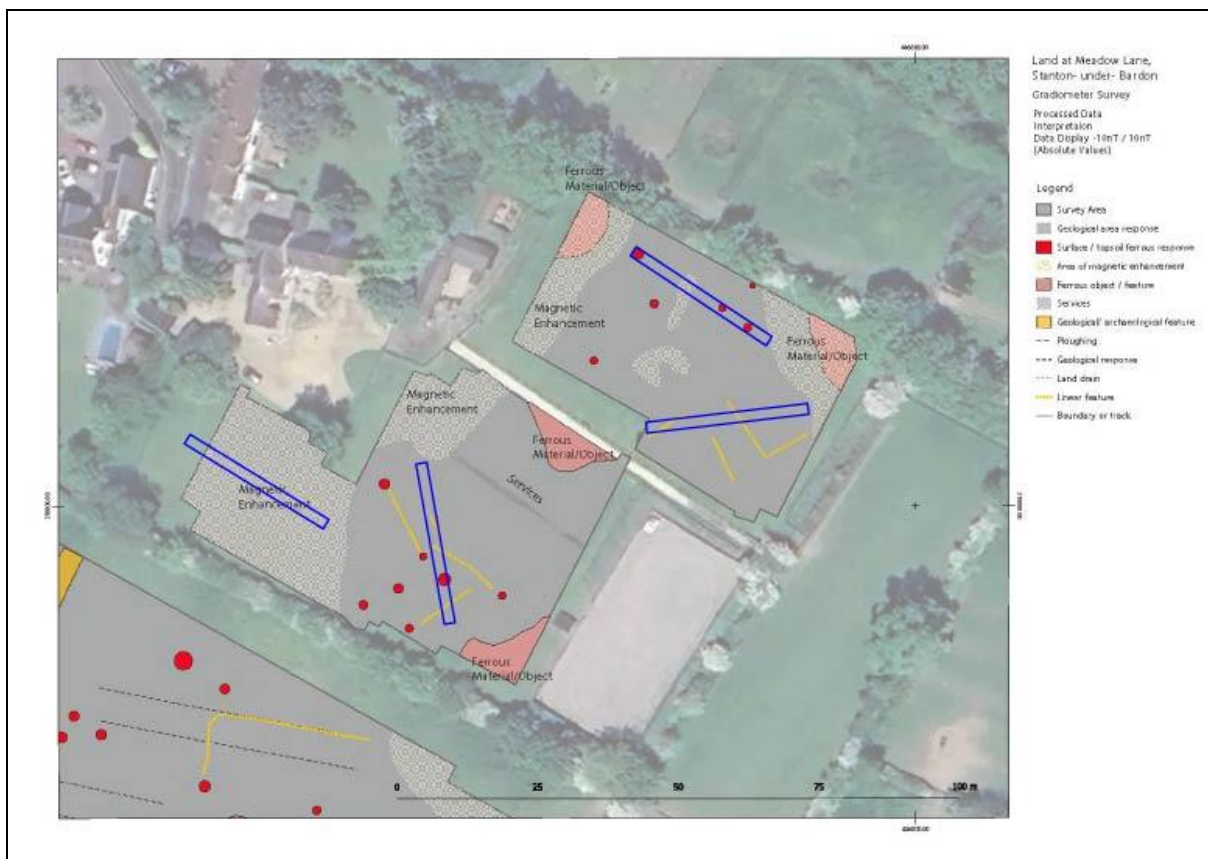


Figure 3. Proposed trench locations (in blue) relative to geophysics results.

5.3 The trenches will be opened and the topsoil/modern overburden and any former ploughsoils removed using an appropriate mechanical excavator with a toothless bucket. Mechanical excavation equipment will be used judiciously under direct archaeological supervision down to the first significant archaeological horizon or natural subsoil.

5.4 A sufficient sample of any archaeological features and deposits revealed will be excavated in an archaeologically controlled and stratigraphic manner in order to establish the

aims of the evaluation. The complete excavation of features is not regarded as necessary; a sufficient sample should be investigated to understand the full stratigraphic sequence in each trench, down to naturally occurring deposits. It is proposed that the following sampling of features will be undertaken: a) A 100% sample of all stake-holes. b) A 50% sample of all post-holes, and of pits with a diameter of up to 1.5m. c) A minimum 25% sample will be taken of pits with a diameter of over 1.5m; but this should include a complete section across the pit to recover its full profile. d) A minimum 20% sample will be taken of all linear features, to include the excavation of all intersections (if necessary to demonstrate stratigraphic relationships) and terminals. Where possible sample sections will be located against trench edges to record the full sequence of deposits.

5.5 Any problems encountered during this current evaluation, which may require a variation in the evaluation strategy, shall be discussed as a matter of priority with the LCC Senior Planning Archaeologist.

5.6 A full written, drawn and photographic record will be made of all material revealed during the course of the trial excavation. Plans should be completed at a scale of 1:50 or 1:20 (as appropriate) whilst section drawings should be at a scale of 1:10.

5.7 The following categories of artefacts may be predicted on this site: pottery, worked stone, and ceramic building material, ferrous and non-ferrous metalwork, glass and worked bone. These may be of later prehistoric, Roman, medieval and post-medieval date, although the possibility of finds from all archaeological periods should not be excluded.

5.8 All finds (artefacts and ecofacts) visible during excavation will be collected and processed, unless variations in this principle are agreed with the Local Authority. Finds will be collected by context. However, this does not preclude the potential for the adoption of more detailed collection strategies, such as 3D recording, in cases where this would clearly benefit interpretation of the archaeological remains.

5.9 All recording, marking and storage material will be of archive quality and recording systems will be compatible with the recipient museum. Allowance will be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs.

5.10 Finds will be appropriately packaged and stored under optimum conditions, as detailed in the RESCUE/UKIC publication *First Aid for Finds*. In accordance with the procedures outlined in Management of Research Projects in the Historic Environment (MoRPHE), all iron objects, a selection of non-ferrous artefacts (including all coins), and a sample of any industrial debris relating to metallurgy will be X-radiographed before assessment.

5.11 A specialist assessment report on the recovered artefacts will be undertaken, with a view to their potential for further study. The conservation report will form an Appendix to the evaluation report.

5.12 Assessment of artefacts will include inspection of X-radiographs of all iron objects, a selection of non-ferrous artefacts (including coins), and a sample of any industrial debris relating to metallurgy.

5.13 A rapid scan of all excavated material will be undertaken by conservators and finds researchers in collaboration. Material considered vulnerable will be selected for stabilisation after specialist recording. Where intervention is necessary, consideration must be given to possible investigative procedures (e.g. glass composition studies, residues in or on pottery, and mineral-preserved organic material).

5.14 Waterlogged organic materials should be dealt with, following the English Heritage documents, *Guidelines for the care of waterlogged archaeological leather*, and *Guidelines on the recording, sampling, conservation and curation of waterlogged wood*. If preserved organic artefacts are encountered the project conservator will be consulted prior to lifting any such materials. However, extensive waterlogged archaeological deposits are not considered likely to be present.

5.15 *On-Site Archaeology* possesses the necessary levels of professional experience and technical expertise to carry out archaeological projects of this nature.

5.16 On-Site Archaeology will make provision within the excavation strategy, where necessary, for the use of stepping of trench sides or pumps. The strategy will also allow for sampling for radiocarbon, archaeomagnetic and/or dendrochronological determinations, as appropriate.

5.17 Any finds of human remains will be cleaned and recorded, but left *in situ*, covered and protected. Human remains will only be removed if this is absolutely necessary, and then under conditions approved by issue of a Ministry of Justice Licence. LCC Senior Planning Archaeologist will be informed of any human remains as soon as is practicable.

5.18 All finds of gold and silver will be moved to a safe place and reported to the coroner's office according to the procedures relating to the 1996 Treasure Act. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.

5.19 Arrangements for site access and reinstatement are to be agreed with the commissioning body.

5.20 Provision will be made for monitoring visits if requested by LCC Senior Planning Archaeologist.

6.0 Report Preparation, Contents & Distribution.

6.1 Upon completion of the evaluation, the artefacts, soil samples and stratigraphic information shall be assessed as to their potential and significance for further analysis.

6.2 A report shall be prepared to include the following:

- a) A non-technical summary of the results of the work.
- b) An introduction page to include the site code, planning reference number, dates when the fieldwork and post-excavation analyses took place, and a National Grid Reference.
- c) An account of the methods and results of the investigation, including phasing and interpretation of the site sequence and spot dating of ceramics. This shall be supported by an overall plan of the site accurately identifying the location of trenches; individual trench plans as excavated indicating the location of archaeological features, with at least one section detailing the stratigraphic sequence of deposits within each trench; and photographs.
- d) A specialist assessment of the artefacts recovered with a view to their potential for further study. Allowance shall be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs.
- e) A specialist assessment of environmental samples taken, with a view to their potential for subsequent study.
- f) A specialist assessment of any technological residues or samples taken for dating purposes.
- g) An assessment of the archaeological significance of the deposits identified, in relation to other sites in the region.
- h) A specialist assessment of any human remains if these prove to be present.
- i) A conclusion with recommendations for further post-excavation work, if required.
- j) Details of archive location and destination, together with a catalogue of what is contained within the archive.
- k) A copy of the Project Design.

6.3 Copies of the report will be submitted to the commissioning body and the LCC Senior Planning Archaeologist, within an agreed timetable and subject to any contractual requirements on confidentiality. A copy of the report will be deposited with the Leicestershire and Rutland HER within 6 months of the completion of the project.

6.4 A brief, interim report can be made available, subject to requirement, shortly after the completion of the fieldwork.

7.0 Copyright, Confidentiality & Publicity.

7.1 Unless the organisation commissioning the project wishes to state otherwise, the copyright of any written, graphic or photographic records and reports rests with the archaeological contractor. Agreements on copyright should be agreed with the commissioning body at the outset of the project.

7.2 The circumstances under which the report or records can be used by other parties should be identified at the commencement of the project, as should the proposals for distribution of the report (see 6.3). The archaeological contractor will respect the commissioning body's requirements over confidentiality but will endeavour to emphasise their professional obligation to make the results of archaeological work available to the wider archaeological community within a reasonable time (normally 6 months).

7.3 The archaeological contractor has a duty of confidence to the client commissioning the work. All aspects of publicity must be agreed at the outset of the project between the commissioning body and the archaeological contractor.

8.0 Archive Preparation & Deposition.

8.1 The requirements for archive preparation and deposition shall be addressed and undertaken in a manner agreed with Leicestershire Museums Service, subject to the agreement regarding their collecting policy. Discussions regarding deposition of the archive have been opened with Leicestershire Museums Service.

8.2 A site archive shall be prepared in accordance with the specification outlined in Management of Research Projects in the Historic Environment (MoRPHE) <https://historicengland.org.uk/advice/technical-advice/project-management-forheritage>. See also *Towards an Accessible Archaeological Archive, the Transfer of Archaeological Archives to Museums: Guidelines for use in England, Northern Ireland, Scotland and Wales* Society of Museum Archaeologists 1995. The composition of the archive will follow selection criteria detailed in the CIfA Archive Selection Toolkit.

8.3 The site archive, including finds and environmental material, subject to the permission of the relevant landowners, will be labelled, conserved and stored according to the United Kingdom Institute for Conservation (UKIC)'s *Guidelines for the preservation of excavation archives for long term storage* (Walker 1990) and the Museums and Galleries Commission's *Standards in the museum care of archaeological collections*. Provision shall be made for the stable storage of paper records and their long-term storage on a suitable medium, such as microfilm, a copy of which should be deposited with the NMR (RCHME). An index to the contents of the archive, together with details of its date and place of deposition will be lodged with the SMR.

8.4 Should no further archaeological work be initiated, the archive will be deposited with a suitable repository which meets the criteria for the storage of archaeological material. An

agreed allowance will be made for a contribution to the recipient museum towards the curation and storage of material.

8.5 Should further archaeological investigation be initiated and additional archaeological work undertaken, the evaluation archive will be prepared accordingly for incorporation into the final archive.

8.6 Archive deposition shall be arranged in consultation with the Leicestershire Museums Service and will take account of the requirements of the recipient museum, specifically detailed in *The Transfer of Archaeological Archives to Leicester County Council Museum Collections. 2024 (Leicester County Council Museum Collections)*. The timetable for deposition shall be agreed on completion of the site archive and narrative.

8.7 The digital archive will be deposited with the ADS (Archaeological Data Service), in line with the Leicestershire Museum Service requirements. Digital archive will follow the *ADS Guidelines for Depositors: Preparing Datasets*.

9.0 Publication & Dissemination.

10.1 The information contained within the assessment report will enable decisions to be taken regarding the future treatment of the archaeology of the site and any material recovered during the evaluation.

9.2 If the result of evaluation is a decision not to initiate a further project, it should be appreciated that assessment may produce results of sufficient significance to merit publication in their own right.

9.3 Where no further work is envisaged, allowance will be made for the preparation and publication in a local journal (*Transactions of the Leicestershire Archaeological and Historical Society*) of a brief note on the results of the evaluation and a summary of location and material held within the site archive.

9.4 Should further archaeological excavation be undertaken, a synopsis of the results of the assessment will be prepared for publication with the final results of any further fieldwork.

9.5 Within 3 months of the completion of the work (or to an agreed alternative timescale), the archaeological contractor will make the work accessible to the wider research community by submitting digital data and copies of reports online to OASIS (<http://ads.ahds.ac.uk/project/oasis/>).

10.0 Monitoring, Health And Safety, Staffing & Insurance.

10.1 The work will be monitored under the auspices of the LCC Senior Planning Archaeologist who will be given at least one week's notice of the commencement of site works.

10.2 Health and safety will take priority over archaeological matters. All archaeologists undertaking fieldwork will comply with all Health and Safety Legislation, this includes the preparation of a Risk Assessment.

10.3 Necessary precautions will be taken over underground services and overhead lines.

10.4 On-Site Archaeology Ltd will ensure that they, or any proposed sub-contractors, are appropriately qualified to undertake such projects.

10.5 On-Site Archaeology Ltd will ensure that they are adequately insured, to cover all eventualities, including risks to third parties.

11.0 Personnel.

All work will be under the overall supervision of Mr. N Pearson MIFA (Member of the Institute for Archaeologists). Other project staff include: -

<i>Project Officer</i>	James Stanley (provisional)
<i>Palaeo-environmental advisor</i>	Ellen Simmons Sheffield Archaeobotanical Consultancy University of Sheffield
<i>Human Remains</i>	Katie Keefe
<i>Finds Analysis</i>	Dr Chris Cumberpatch Ruth Leary Blaise Vyner
<i>Conservation</i>	Ian Panter, York Archaeological Trust
<i>Radiocarbon Determinations</i>	Beta Analytic Inc.

12.0 Appendix 1 ~ Trenches.

12.1 Excavation.

12.1 The entire site will be visually inspected before the commencement of any machine excavation. This will include the examination of any available exposures (e.g. recently cut ditches and geotechnical test pits).

12.1.2 Normally trench positions will be accurately surveyed prior to excavation and related to the National Grid. It may be necessary to survey the positions after excavation in some instances.

12.1.3 All machining will be carried out by appropriately sized plant. This will normally be a JCB 3CX or similar or 360 degree tracked excavator with a 5' or 6' wide toothless bucket. Where access or working space is restricted a mini excavator such as a Kubota KH 90 will be used. The width of the available bucket will NOT determine the size of evaluation trenches.

12.1.4 All machining will be carried out under direct control of an experienced archaeologist.

12.1.5 Undifferentiated topsoil or overburden of recent origin will be removed in successive level spits down to the first significant archaeological horizon.

12.1.6 Excavated material will be examined in order to retrieve artefacts to assist in the analysis of the spatial distribution of artefacts.

12.1.7 On completion of machine excavation, all faces of the trench that require examination or recording will be cleaned using appropriate hand tools.

12.1.8 All investigation of archaeological horizons will be by hand, with cleaning, inspection, and recording both in plan and section.

12.1.9 A minimum number of features, within each significant archaeological horizon, required to meet the aims will be sampled by half-sectioning although some features may require complete excavation. Linear features will be sectioned as appropriate. Features not suited to excavation within the confines of narrow trenches will not be sampled. No deposits will be entirely removed unless this is unavoidable. As the objective is to define remains it will not necessarily be the intention that all trenches will be fully excavated to natural stratigraphy. However, the full depth of archaeological deposits across the entire site will be assessed. Even in the case where no remains have been located the stratigraphy of all evaluation trenches will be recorded.

12.1.10 Any excavation, whether by machine or by hand, will be undertaken with a view to avoiding damage to any archaeological features or deposits which appear to be demonstrably worthy of preservation in situ.

12.1.11 For palaeoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. For carbonised remains, bulk samples of a minimum of 10 litres (but up to 40 litres for early prehistoric features) will be collected. Bulk samples of 10-40 litres will be taken from waterlogged deposits for analysis of macroscopic plant remains. Columns for pollen analysis will be taken where appropriate. Mollusc samples will be gathered when required. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate deposits depending on the aims of the project.

12.1.12 Any finds of human remains will, unless the brief specifies otherwise, be left in situ, covered and protected. The coroner's office will be informed. Removal will only take place under the relevant Ministry of Justice licence to remove and local authority environmental health regulations.

12.1.13 All finds of gold and silver will be moved to a safe place and reported to the coroner's office according to the procedures relating to the 1996 Treasure Act. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.

12.1.14 After recording, the trenches will be backfilled with excavated material.

12.2 Recording.

12.2.1 For each trench, a block of numbers in a continuous sequence will be allocated.

12.2.2 Written descriptions, comprising both factual data and interpretative elements, will be recorded on standardised sheets.

12.2.3 Where stratified deposits are encountered a 'Harris' type matrix will be compiled during the course of the excavation.

12.2.4 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.

12.2.5 Plans will normally be drawn at a scale of 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale.

12.2.6 Long sections of trenches showing layers and any cut features will be drawn at 1:20 or 1:50 as appropriate to illustrate the deposit sequence. Sections of features or short lengths of trenches will be drawn at 1:10.

12.2.7 Generally all sections will be accurately related to Ordnance Datum. There may on occasions be instances where this is unnecessary when it will be agreed with the local authority's archaeological representative in advance.

12.2.8 Registers of sections and plans will be kept.

12.2.9 A full photographic record will be maintained. This will illustrate the principal features and finds both in detail and in a general context. The photographic record will also include working shots to represent more generally the nature of the fieldwork. All photographs (except large general or publicity shots) will include a suitable scale bar or rod. All photographs of features will include a north arrow and a legible information board displaying the Site Code or Accession Number and the principal context number. Photographs will be taken with a high-resolution digital SLR camera with sensors exceeding 12 Mega pixels. Photographs will 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)).

12.2.10 A register of all photographs taken will be kept on standardised forms.

12.2.11 All recording will be in accordance with the standards and requirements of the project brief and/or the Archaeological Field Manual (Museum of London Archaeology Service 3rd edition 1994).

12.3 Finds.

12.3.1 All identified finds and artefacts will be collected and retained. Certain classes of material i.e. post-medieval pottery and building material may on occasion be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of the archaeological representative of the local authority and the receiving museum.

12.3.2 Finds will be scanned to assess the date range of the assemblage with particular reference to pottery. In addition, the artefacts will be used to characterise the site, and to establish the potential for all categories of finds should further archaeological work be necessary.

12.3.3 All finds and samples will be treated in a proper manner and to standards agreed in advance with the recipient museum. Finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's Conservation Guidelines No. 2.

12.3.4 At the beginning of the project (prior to commencement of fieldwork) the landowner and the relevant museum will be contacted regarding the preparation, ownership and deposition of the archive and finds.

13.0 Appendix 2 ~ Evaluation Reports.

13.1 The style and format of the evaluation report will be determined by the archaeological contractor. The report will include as a minimum the following:

13.2 A location plan of the site.

- 13.3 A location plan of the trenches and/or other type of fieldwork strategy employed.
- 13.4 Plans and sections of features and/or extent of archaeology located. These will be at an appropriate scale.
- 13.5 A summary statement of the results.
- 13.6 A table summarising per trench the deposits, features, classes and numbers of artefacts encountered and spot dating of significant finds.
- 13.7 Consideration to the methodology will be given along with a confidence rating for the results.
- 13.8 For more extensive and complicated evaluation projects, especially where they form part of large-scale programmes of work in historic urban centres, the procedures defined in Management of Research Projects in the Historic Environment (MoRPHE) <https://historicengland.org.uk/advice/technical-advice/project-management-forheritage> will be followed for immediate post-field archive preparation and initial assessment. It will then be agreed with the local authority's archaeological advisor, which aspects will need to be taken forward to the report stage.

14.0 Appendix 3 ~ General.

- 14.1 The requirements of the Brief will be met in full where reasonably practicable (see also para 15.2).
- 14.2 Any significant variations to the proposed methodology will be discussed and agreed with the local authority's archaeological representative in advance of implementation.
- 14.3 The scope of fieldwork detailed in the main part of the Method Statement is aimed at meeting the aims of the project in a cost-effective manner. The archaeological contractor will attempt to foresee all possible site-specific problems and make allowances for these. However, there may on occasions be unusual circumstances that have not been included in the programme and costing. These can include:
- unavoidable delays due to extreme bad weather, vandalism etc;
 - trenches requiring shoring or stepping due to poor ground conditions;
 - unknown services;
 - ground contamination;
 - extensions to specified trenches or feature excavation sample sizes requested by the local authority's archaeological advisor;
 - complex structures or objects, including those in waterlogged conditions, requiring specialist removal;
 - deposits, which the local authority's archaeological advisor deems to be of paleoenvironmental, interest and therefore require sampling.

Health and Safety.

14.4 All relevant health and safety legislation, regulations and codes of practice will be respected.

14.5 On-Site Archaeology Ltd will prepare an appropriately detailed risk assessment prior to commencement of the evaluation. This will be reviewed and updated during the course of the evaluation as appropriate.

Insurances.

14.6 On-Site Archaeology Ltd hold Employers Liability Insurance and Public Liability Insurance.

14.7 On-Site Archaeology Ltd will not be liable to indemnify the client against any compensation or damages for or with respect to:

- damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor);
- the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement;
- any other damage which is the unavoidable result of the Project in accordance with the Agreement;
- injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents servants or their contractors (not being employed by the archaeological contractor) or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto.

14.8 Where excavation has taken place, backfilling and reinstatement will not be the responsibility of the archaeological contractor unless arrangements have previously been agreed. In this instance it has been agreed that On-Site Archaeology Ltd will arrange for backfilling the trenches with excavated material. This does not include for surface reinstatement.

Copyright and Confidentiality.

14.9 On-Site Archaeology Ltd will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the client in all matters directly relating to the project as described in the Written Scheme of Investigation.

14.10 On-Site Archaeology Ltd will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988.

14.11 On-Site Archaeology Ltd will advise the Client of any such materials supplied in the course of projects, which are not the archaeological contractor's copyright.

14.12 On-Site Archaeology Ltd undertakes to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated. In addition, the archaeological contractor further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that Clients respect the archaeological contractor's and the CIFA general ethical obligations not to suppress significant archaeological data for an unreasonable period.

Standards.

14.13 On-Site Archaeology Ltd conforms to the standards of professional conduct outlined by CIFA and the British Archaeologists and Developers Liaison Group Code of Practice.

14.14 Project Directors normally will be recognised in an appropriate Area of Competence by the CIFA.

14.15 Where practicable On-Site Archaeology Ltd will liaise with local archaeological bodies (both professional and amateur) in order that information about particular sites is disseminated both ways (subject to client confidentiality).

15.0 Bibliography

- OSA, 2022a, Land at Main Street, Stanton under Bardon, Leicestershire. Report on a Desk Based Assessment. Report No. OSA22DT11.
- OSA, 2022b, Land at Main Street, Stanton under Bardon, Leicestershire. Report on a Geophysical Survey. Report no. OSA22EV02 (Geophysics).
- OSA, 2023a, Land at Main Street, Stanton under Bardon, Leicestershire. Report on an Archaeological Evaluation by Trial Trenching. OSA Report No. OSA23EV03.
- OSA, 2023b, Land at Main Street, Stanton under Bardon, Leicestershire. Report on an Archaeological Evaluation by Trial Trenching (Phase II). OSA Report No. OSA23EV03 (Phase II).
- OSA, 2025, Land east of Meadow Lane, Stanton-Under-Bardon, Leicestershire. Report on an Archaeological Geophysical Survey. Report No. OSA25EV03.