

**Written Scheme of Investigation for
an archaeological trial trench evaluation and
ridge and furrow survey
at land east of Lutterworth Road
Burbage
Leicestershire
February 2022**

Author: Camilla Collins

Illustrator: Carla Ardis



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Project Manager: Camilla Collins

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SITE NAME: Burbage, Lutterworth Road

ACCESSION NUMBER: X.A22.2022

NATIONAL GRID REF: SP 44700 92000

CLIENT: RPS Consulting Ltd (on behalf of Davidsons Group)

DATE: Revised August 2022

CONTRACTOR: MOLA Northampton
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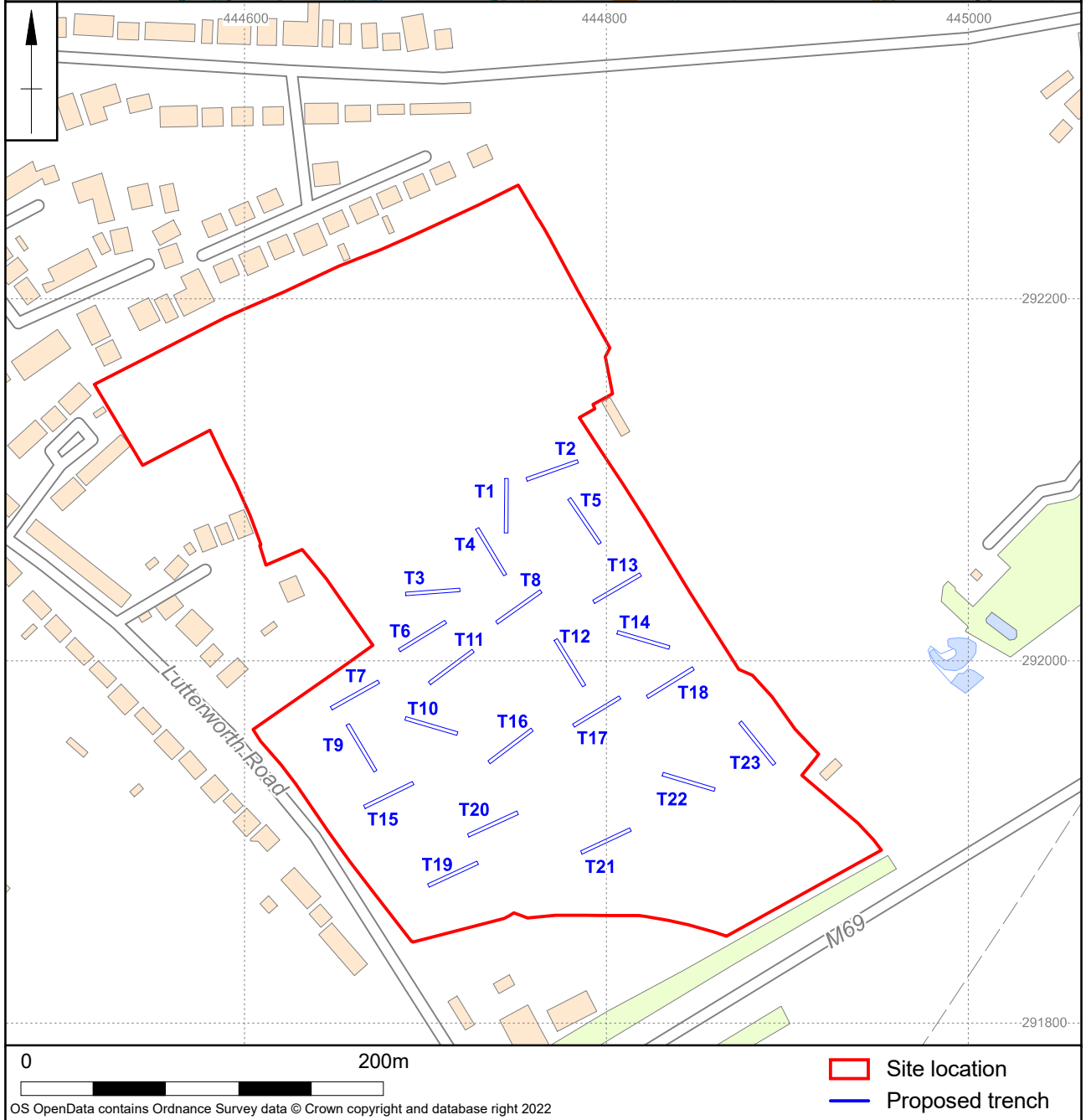
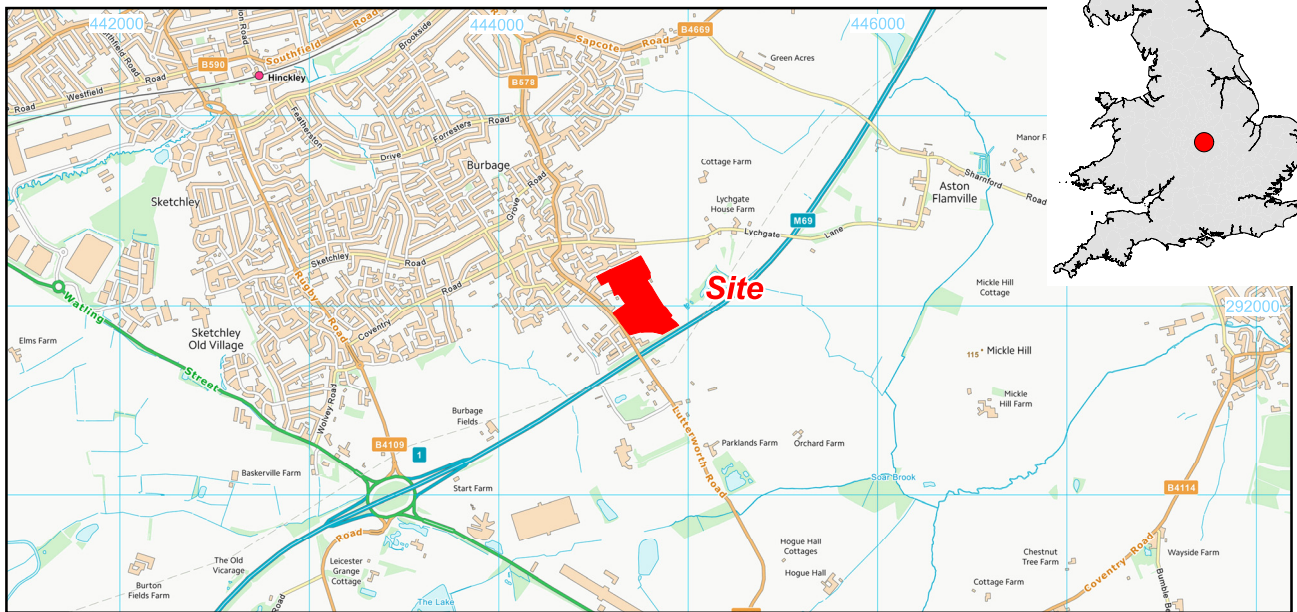
1 INTRODUCTION

- 1.1 Museum of London Archaeology (MOLA) has been commissioned by RPS Consulting Ltd, on behalf of Davidsons Group, to undertake a programme of archaeological trial trench evaluation and ridge and furrow survey at land east of Lutterworth Road, Burbage, Leicestershire (Fig 1). The archaeological works are being carried out prior to a proposed residential development (planning ref: 19/01405/OUT).
- 1.2 The evaluation is taking place as part of wider programme of archaeological works designed to assess the archaeological potential of the site and establish the need for, and extent of, any further mitigation works, in accordance with the National Planning Policy Framework (MHCLG 2019). This stage of works was preceded by a desk-based assessment (Pegasus Group 2019), Geophysical Survey (SUMO 2019) and limited pre-determination trial trenching (ULAS 2019).
- 1.3 This Written Scheme of Investigation (WSI) has been prepared by MOLA Northampton. It describes the proposed methodology to be undertaken for the evaluation. This document has been prepared in compliance with current best archaeological practice as defined in the Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2019) and *Standard and Guidance for archaeological field evaluation* (CIfA 2020a) as well as the Historic England procedural document *Management of Research Projects in the Historic Environment* (MoRPHE) (HE 2015a).
- 1.4 An accession number has been requested and will be used as the site code: **X.A22.2022**.

2 BACKGROUND

2.1 Location, topography and geology

- 2.1 The area of investigation lies to the south-east of Burbage, a suburb of the larger urban area of Hinckley. Lutterworth Road (B578) is situated immediately west of the site and the M69 is located to the south. Residential development borders the site to the north-west and north, and agricultural fields lie to the east.
- 2.2 The British Geological Survey (BGS) indicates that the local bedrock geology comprises Mercia Mudstone Formation overlain in part by superficial deposits of Oadby Member diamicton and Bosworth Clay Member clay and silt (BGS 2022). The overlying soils are characterised as slightly acid with impeded drainage and loamy and clayey textures (CSAI 2022).
- 2.3 The evaluation area is located within a series of pasture fields covering an area of approx. 8.92ha. The topography of the site gently slopes downwards from 118m above Ordnance Datum (aOD) at the north-west to 108m aOD at the south-east.



OS OpenData contains Ordnance Survey data © Crown copyright and database right 2022

Scale 1:3500

Site location and proposed trenches Fig 1

2.2 Archaeological and historical background

- 2.4 The following archaeological and historical background has been adapted from the desk-based assessment (Pegasus Group 2019) and it has been updated where relevant with the results of subsequent investigations.

Prehistoric

- 2.5 A middle Bronze Age cemetery site (MLE23172) was identified c280m west of the site during excavations in 2015 (ELE10266). A total of twenty-one pits associated with the cemetery were encountered, eight of which contained urned cremations, eight with cremated bone and a further five with charred material.
- 2.6 The local Historic Environment Record (HER) records several findspots of prehistoric date within the immediate vicinity of the site, including a Neolithic leaf-shaped arrowhead (MLE7235; c340m south-east) and scattered flints (MLE18018 and MLE17704; north-north-east). Within the immediate vicinity of the latter findspots, eleven Neolithic/Bronze Age flint artefacts were recovered during a watching brief (ME9344; c685m north to north-east), which were interpreted as indicative of a possible occupation site. Further flint artefacts of this date (MLE18737) were recovered during a trench evaluation (ELE7379) and subsequent mitigation (ELE8645) c475m west of the site.
- 2.7 An undated ring ditch is recorded c545m west of the site (MLE20838).

Iron Age and Roman

- 2.8 There is limited evidence of Iron Age activity within the environs of the site, comprising an enclosure recorded during archaeological works c305 to the west (MLE21696); and a late Iron Age to early Roman occupation site identified by geophysical survey and trial trenching c995m south-west (MLE23422).
- 2.9 Archaeological interventions c460m west of the evaluation area (ELE7379, ELE8645, ELE8764 and ELE9599) encountered a Roman agricultural site. A possible continuation of this was recorded in the form of an undated ditch identified during interventions c250m to the east (ELE10266 and ELE8513).
- 2.10 Findspots of this date recorded in the HER comprise an Iron Age/Roman quern recovered during the excavation of Burbage House Lake (MLE9028, c930m south-south-west); Roman coins, brooches and a pottery scatter recovered during metal-detecting and subsequent fieldwalking (MLE2846, c515 west of the site); and further Roman pottery was recovered during clay digging in 1902 (MLE7935, c.520m east-north-east). The HER also records an unconfirmed report of a Roman mosaic having been found in the Horsepool/The Croft area of Burbage (MLE7936, c375m north-west).

Saxon and medieval

- 2.11 Burbage was recorded in Domesday book (AD 1086) as Burbach, a moderate settlement of 24 households under the ownership of Coventry Abbey. It is thought that the Burbach would have been established pre-Conquest, although little Saxon evidence has been recorded to support this beyond a single brooch and pottery recovered from a field c625m west of the site (MLE2843). In AD 1100, the manor of Burbach was given by King William to Robert de Flamville, and it later passed to the de Hastings family in AD 1401. It remained under the ownership of Greys of Ruthin from 1401 until 1797. The medieval settlement

core, as shown on historic maps, is recorded as slightly overlapping the site's north-western corner and extending to the north-north-west (MLE2848).

- 2.12 Three medieval buildings survive within the historic settlement core: the 13th/14th century Church of St. Catherine, which was largely rebuilt in 1842 (MLE13031, 630m north-west); c16th century cruck-framed cottage, 129 Church Street, which has been extensively altered subsequent to its construction (MLE13028, c505m north-north-west); and Burbage Hall, which is ostensibly of early 18th century date though it incorporates part of an earlier timber-framed building within its walls, which could have formed an earlier hunting lodge belonging to the Earl of Gainsborough (MLE13024, c510m north-north-west).
- 2.13 Findspots of medieval date from the immediate environs of the site include medieval pottery and roof tiles (MLE19843, ELE7712, c545m north-west), a possible cauldron foot (MLE6788, c620m west), a gold posy ring (MLE9871, c825m north-north-west) and two pits recorded during a trial trench evaluation (MLE23506, ELE10544, c565m north-north-west). One of the pits contained late medieval pottery and the other, early post-medieval pottery.

Post medieval and modern

- 2.14 Lutterworth Road, immediately west of the site, is part of a former turnpike-road from Hinckley to Lutterworth to Welford Field (MLE20924), first authorised in 1761-2 and expired in 1876.

Previous archaeological fieldwork

- 2.15 A detailed magnetometer survey of the site (SUMO 2019) recorded no responses that could be interpreted as being of definite archaeological interest. However, it did identify a curvilinear anomaly towards the eastern boundary of the site and a linear anomaly towards the south. Furrows were mapped across the site.
- 2.16 Limited pre-determination trial trenching was carried out in 2019 (ULAS 2019), comprising the excavation of nine trenches each measuring 30m in length. A modern feature was present in one trench and an undated linear feature extended across two other trenches. The latter was thought to potentially be part of the ridge and furrow cultivation system due to its alignment. No other features were recorded.

3 AIMS AND OBJECTIVES

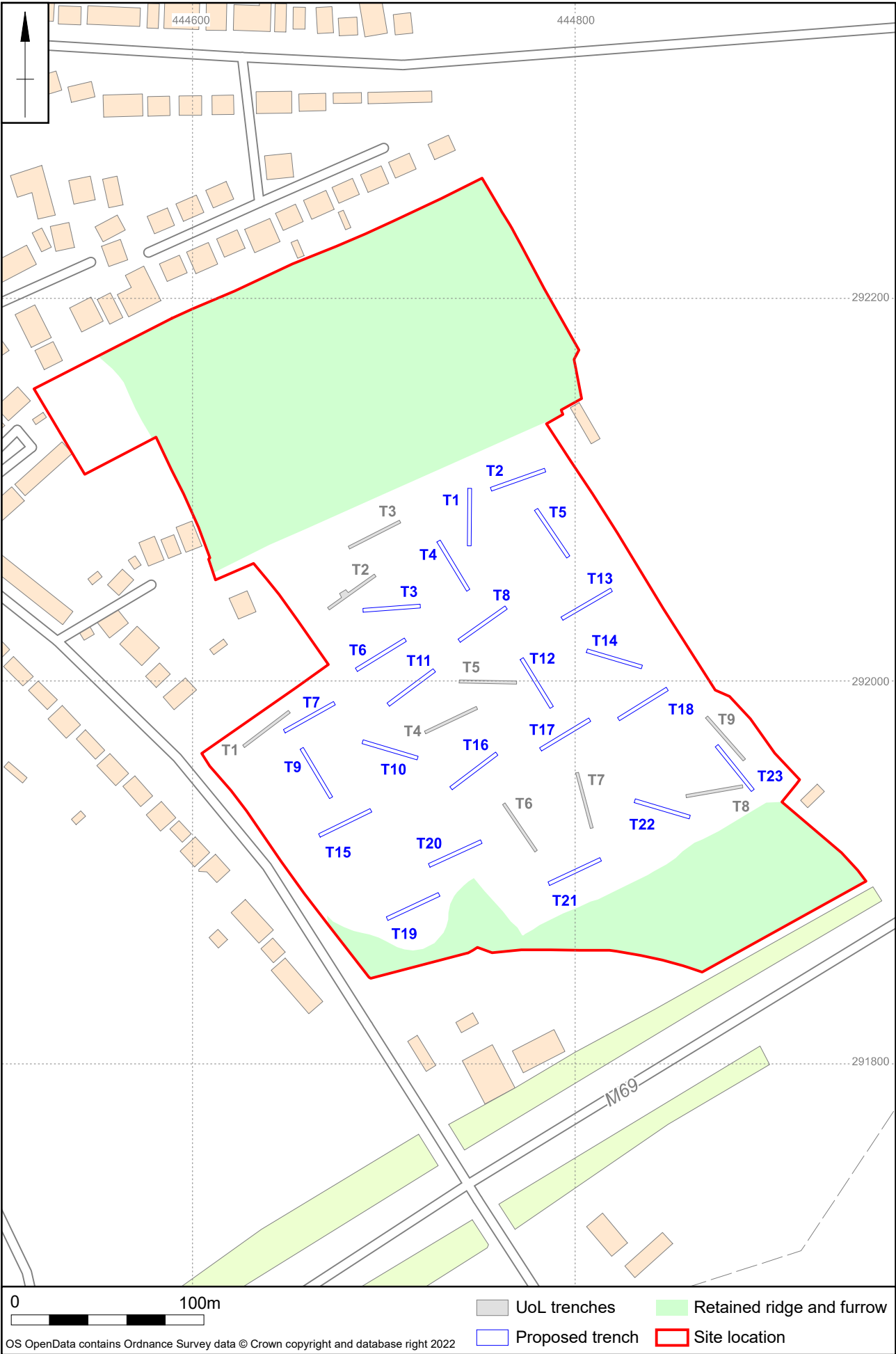
- 3.1 The evaluation aims to determine, record and enhance understanding of the location, extent, date, character, condition, significance and quantity of any surviving archaeological remains on the proposed development site. The aims of the investigation are to:
- To identify the presence of any archaeological remains with the potential to be adversely impacted by intrusive aspects of the development;
 - Establish the date, nature and extent of the activity or occupation identified;
 - Recover artefacts to assist in the development of type series within the region;
 - Recover palaeo-environmental remains to determine past local environmental conditions.
- 3.2 The overall objectives for the site include:
- To inform the need for and extent of further mitigation works in order to ensure that archaeological remains are preserved either *in situ* or *in record* according to their significance.
- 3.3 The project will be undertaken within the priorities established by the regional research framework (Knight et al 2012); an online version can be accessed at: <https://researchframeworks.org/emherf/> (EMHERF 2022). Specific research objectives will be drawn as relevant depending upon the results of the evaluation.

4 METHODOLOGY

- 4.1 A topographical survey of the preserved ridge and furrow earthworks and desk-based research will be carried out prior to the trial trench evaluation and will comprise:
- A Small Unmanned Aircraft (SUA) will be used to enable a rapid and effective topographical survey. This will be achieved through the creation of a 3D orthomosaic, created by collecting sets of massively overlapping vertical images, captured by flying in a strict parallel line pre-planned flight path over the site at a constant height above ground level (between 30m and 120m altitude). This is then subjected to processing using digital photogrammetric software. The processing also ingests coordinates from temporary ground control points (GCPs) that are identified within the images, to scale, geo-locate and provide independent accuracy checks of the resultant 3D model. These are 0.8m squared tough vinyl squares which are pegged to the ground. Between 5 and 9 of these will be well distributed over the area of interest, depending on terrain and obstacles. The GCPs will be measured using survey grade differential GPS providing an expected absolute accuracy of 2-3cm XY and 5-6cm in Z.
 - The 3D model will then be supported by a desk-based analysis and interpretation of LiDAR survey data and historic mapping.
- 4.2 The trial trench evaluation will comprise the excavation of 23 trenches measuring 30m in length and 2m in width (Fig 1). The rationale behind the placement of the trenches is to

investigate and record the ridge and furrow that will potentially be impacted by the development (i.e. outside of the areas of retained ridge and furrow earthworks) including any headland and furlong boundaries (Fig 2). Provision will be made for an additional five contingency trenches of the same dimensions to enable further investigation or clarification of the initial results if required following consultation with RPS Consulting Ltd and LCCSPA.

- 4.2 In line with MOLA's health and safety policies PAS128 compliant service plans will be requested from the client prior to the commencement of works.
- 4.3 The trenches will be located using a Leica Survey Grade RTK GPS operating to an accuracy of $\pm 0.05\text{m}$ to Ordnance Survey National Grid and Datum. The trenches will be machine excavated using a toothless ditching bucket under continuous archaeological supervision to the level of the first archaeological horizon or, where archaeological remains are absent, the upper interface of geological deposits. Topsoil and subsoil will be stored separately on either side of the trench, at least 1m from the trench edges. Excavation will not normally proceed beyond safe working depths. In the unlikely event that deep archaeological features or deposits are encountered, a methodology will be devised to enable the testing of the depth and nature of the stratigraphy or the safe recording of features, such as stepping of trenches, machine excavated sondages or auguring deep deposits.



Scale 1: 2750

Previous and proposed trenches Fig 2

- 4.5 The trenches will be cleaned sufficiently to enhance the definition of features, unless it is certain that there are no archaeological remains present. A sufficient selection of features will be sampled by hand to determine their date and character. If buried soils are encountered, they will be sufficiently sampled to characterise date and relationship with other features.
- 4.6 All up-cast from trenches will be scanned using a metal detector (not discriminating against iron). Periodically during excavation, the archaeological features will also be scanned. All finds recovered using this method will be included within the report.
- 4.7 All archaeological deposits and features encountered during the course of evaluation will be investigated and fully recorded. Investigation slots through all linear features will be minimum 1m in width. Discrete features will be half-sectioned or excavated in quadrants if large or deep.
- 4.8 Recording will follow standard MOLA procedures (MOLA 2014). All archaeological features will be given a separate context number. Deposits will be described on pro-forma context sheets to include details of the context, its relationships, interpretation and a checklist of associated finds. Finds will be collected from the individual deposits and appropriately packed and stored in stable conditions by context. Artefacts will be collected by hand and retained, receiving appropriate care prior to removal from site (ClfA 2020b; Watkinson and Neal 2001). Unstratified animal bones and modern material will not be collected. Material that comprises a large quantity of a standard product (e.g. brick or tile) will be retained as a sub-sample representing its typical composition.
- 4.9 Finds coming under the definition of 'treasure' as defined by the Treasure Act 1996 will be reported to the coroner and dealt with under the procedures of the *Treasure Act* and *Code of Conduct* (ClfA 2019). This includes both precious metals and base metals where they are of prehistoric date. Suitable measures will be taken to ensure their security where removal cannot take place immediately. The Portable Antiquity Scheme's Finds Liaison Officer will also be informed of any such find.
- 4.10 If any burials are encountered, they will be investigated sufficiently to confirm identification and then left *in situ*. The Senior Planning Archaeologist at Leicestershire County Council (LCCSPA), H. M. Coroner, RPS Consulting Ltd and Davidsons Group will be informed immediately upon discovery of human remains. If removal is required by the monitoring officer this will take place under the appropriate licence and according to the conditions set out therein.
- 4.11 Archaeological features will be plotted on an overall plan at a scale of 1:50. Buildings, other significant remains or areas of complex stratigraphy will be planned in greater detail at 1:20 or 1:10 scale as appropriate. Sections or profiles through features and areas of complex stratigraphy will be drawn at a scale of 1:10. All deposit heights will be established relative to Ordnance Datum.
- 4.12 A photographic record will be maintained by high resolution digital photographs exceeding 12 megapixels. Overall shots of the site will be taken prior to excavation and after backfilling. Detailed shots of individual features and feature groups will be taken as appropriate. All photographs, except general site shots or specific shots for publication will include a north arrow and suitable photographic scale. The photographic scale will be graduated metric of suitable length ensuring vertical scales are used against deep sections in combination with horizontal scales. Digital photographs will be used to augment the drawn record within the final report.
- 4.13 Samples will be taken for environmental analysis from all suitable contexts following the guidance for sampling as outlined by Historic England (Campbell *et al* 2011). Bulk environmental soil samples would normally be taken from securely dated, sealed

archaeological features or deposits for plant macro fossils, small animal bones and small artefacts. The volume of such samples will be context and sediment specific and will be 40 litres or 100% of feature fills (whichever is less). If necessary, advice on sampling strategies will be sought from Historic England's Regional Scientific Advisor and specialist consultants (see below).

- 4.14 Historic England advice may be sought if waterlogged or delicate surviving organic remains are encountered during the project. All work will be carried out according to the Historic England Guidelines (HE 2015b).
- 4.15 All samples will be processed at MOLA, using the flotation technique to retrieve seed, charcoal and mollusc remains. All the resultant residues will then be hand sorted to retrieve bones and other finds.
- 4.16 Following the approval of LCCSPA, trenches will be backfilled with the up-cast, lightly compacted by the mechanical excavator, unless otherwise agreed. Subsoil and topsoil will be backfilled separately. The field data will be compiled into a site archive with appropriate cross-referencing.

5 POST-EXCAVATION, REPORTING AND ARCHIVE

- 5.1 All finds will be cleaned, catalogued and prepared for storage by their material requirements in accordance with the national guidelines (Walker 1990; MGC 1992).
- 5.2 A report on the trial trench evaluation will be prepared. This will include an introduction, the archaeological background to the project, the aims and objectives of the evaluation, a non-technical summary, the scope of the project, and the methodology used. The evidence will be presented with details of results. The report will consider results in terms of survival and potential. The text will be supported by illustrations and photographs and will include a tabulated list of contexts by trench and details of the contents of the project archive. The report will consider any archaeological remains in the context of the regional and national research frameworks.
- 5.3 Specialist reports will be added as necessary, with acknowledgements, bibliography and contents included. The MPRG's *A Standard for Pottery Studies in Archaeology* will be adhered to (Barclay *et al* 2016). If human remains are encountered and excavated the post-excavation assessment will contain an analysis of the remains, address future research potential and options for reburial.
- 5.4 Accompanying illustrations will include a location plan at national, regional and local levels. A location plan of all interventions on the site, based on Ordnance Survey, will show main archaeological features. Scaled site plans and sections will be reproduced.
- 5.5 A copy of the report, clearly marked DRAFT, will be provided to the RPS Consulting Ltd, Davidsons Group and the LCCSPA on conclusion of the evaluation fieldwork. The Historic Environment Record (HER) will be issued with a digital version of the report in PDF/A format once approved by the LCCSPA.
- 5.6 The physical site archive will be available for deposition within six months of the approval of the final report under the accession number (**X.A22.2022**). The site archive will be accompanied by the research archive, which will comprise the text, tabulated data, the original drawings and all other records generated in the analysis of the site archive. Digital drawings and digital site records produced during the fieldwork will form part of the digital archive and will be submitted to and curated by the Archaeological Data Services (ADS). Digital formats will comply with archiving standards of the ADS. The archive will be fully

catalogued and prepared for deposition in accordance with the local guidance: *Transfer of archaeological archives to Leicestershire County Council museum collections* document (LCC 2013) and *Collections Development Policy 2019-2024* (LCC 2019), as well as with national guidelines by Walker (1990), Brown (2011), ClfA (2020c), and the MGC (1992). Any material requiring special curation will be handled under the recognised guidelines (Watkinson and Neal 2001).

- 5.7 MOLA are preparing a strategy proposal for selection, retention and disposal of archive materials to meet the requirements of the county repository (LCC 2019). The details of this strategy are in preparation but will broadly be based upon the recommendations of specialists as to the research value and potential of the material in question. The purpose of the strategy will be to ensure that all material for deposition conforms to the museum requirements and is, in the view of the specialists, of research value. The implementation of this project-specific selection strategy will use the ClfA archiving toolkit under development by the ClfA Archives group, which can be found here: <http://cifa.heritech.net/selection-toolkit>, accessed 17/02/2022.
- 5.8 The project archive will include all the retained materials (or the comprehensive record of such materials as referred to above. It will be quantified, ordered and indexed before permanent transfer to the Leicestershire County Council Museums Service.
- 5.9 All projects conducted by MOLA contain an Online Access to the Index of Archaeological Investigations (OASIS V) registration form in the front pages of the report. This data is used to keep the online database up to date with the most recent projects conducted by MOLA. When completed the digital report will be uploaded to OASIS for submission to the Archaeological Data Service (ADS) website.
- 5.10 Following completion of the fieldwork and reporting, born-digital data, such as this report, digital photographs, database and GIS data, with appropriate metadata, will be deposited with a CoreTrustSeal Repository, currently the Archaeology Data Service (ADS), making the archive publicly accessible, as required by the county archiving standard (LCC 2019). The Leicestershire Museum Service is actively progressing a policy towards the preparation and archiving of digital material. Consequently, arrangements will be reviewed at time of deposition to ensure that they adhere to this forthcoming policy. Each report, once approved, is subsequently made available for inclusion and publication by digital means through the Archaeological Data Service (ADS) via OASIS. Digital archiving will follow the guidelines outlined in MOLA's *Digital Data Management Policy and Procedures* (MOLA forthcoming).

6 KEY PERSONNEL AND TIMETABLE

- 6.1 MOLA is a ClfA registered organisation, under the overall management of **Steve Parry BA MA FSA MCIfA, Director**.
- 6.2 The project will be carried out under the management of **Camilla Collins BSc PGDip, Project Manager**. The fieldwork will be supervised by one of MOLA's qualified and experienced supervisors supported by Project Assistants drawn from MOLA's team of permanent and temporary staff.

Flint Yvonne Wolfram-Murray (MOLA)

Prehistoric pottery	Andy Chapman (Freelance specialist) Lyn Blackmore (MOLA)
Roman pottery	Adam Sutton (MOLA) Lanah Hewson (MOLA trainee)
Medieval pottery	Paul Blinkhorn (Freelance specialist) Jennifer McNulty (MOLA)
Ceramic building materials, daub and fired clay	Rob Atkins (MOLA) Han Li (MOLA trainee) Mary Ellen Crothers (MOLA)
Glass - all periods	Claire Finn (MOLA)
Registered finds - all periods	Tora Hylton (Freelance specialist) Michael Marshall (MOLA)
Human bone analysis	Chris Chinnock (MOLA)
Archaeozoology	Chris Faine (MOLA) Adam Reid (MOLA)
Archaeobotany, molluscs	Lara Carretero (MOLA)
Metal working and industrial waste (Slag)	Andy Chapman (Freelance specialist) David Dungworth (Freelance specialist)
Wood	Damian Goodburn (MOLA)
Conservation/x-ray photography	MOLA London

- 6.3 The fieldwork is due to commence in September 2022 and is planned to take seven days. The LCCSPA will be provided with sufficient notice prior to the commencement of works and will be kept abreast of developments and progress.

7 HEALTH AND SAFETY

- 7.1 A site specific risk assessment and safety plan (RAMS) will be prepared before the start of the project and will be updated throughout the project if appropriate. All site staff are inducted in the site-specific risk assessment and made aware of potential hazards before they commence the works on site.
- 7.2 MOLA is a responsible employer and all work is conducted in accordance with MOLA's established Health and Safety Policy. This provides a practical framework for the implementation of the Health and Safety at Work Act 1974, the management of Health and Safety at Work regulations 1992 and other relevant legislation.

8 BIBLIOGRAPHY

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MOLA Northampton

February 2022

APPENDIX 1: DATA MANAGEMENT PLAN

Project details				
Project Manager	Camilla Collins			
Project Name	Burbage, Lutterworth Road			
Project Finance Code	P22-039			
Accession Code	X.A22.2022			
Project stages covered	Trial Trench Evaluation			
Related Policies	Leicestershire Museums Policy Forthcoming			
Version control				
Version	Author(s)	Date:	Status	Summary of Changes
1	C. Collins	17/02/22	Draft	-
Data Collection/Creation				
Data to be Collected/Created	All file formats created will meet the standards set out in MOLA's Data Management Procedure and Fieldwork Manual.			
	The recording of trenches, horizons, and all archaeological contexts encountered will be undertaken manually using pro-forma sheets and polyester film. They will during post excavation phase be scanned and digitally added to the archive. Sections and trench plans will also be hand drawn and added digitally during post excavation phase. The data will feed into the site's ORACLE CDE database.			
	Overall photographic shots of the site and each trench will be taken prior to excavation and after backfilling, with detailed shots being made of individual features and groups as appropriate. The photographic record will consist of high-quality digital uninterpolated images of at least 12 megapixels. Digital photographs intended for archive purposes will comply with best practice i.e. high quality non-proprietary raw files (DNG) or TIFF images.			
	The documentary archive for this phase of works will consist of: - Text: PDF/A documents comprising completed site report, WSI, Brief - Databases: ORACLE dataset - Survey data: GIS DXF files - Illustration files: AutoCAD DWG, PDF/A, MapInfo files This will be submitted to ADS at the completion of the project as a single archive.			

How Data will be Collected/Created	The data will be created according to MOLA's Fieldwork Manual, MOLA'S Data Management Procedure, and in accordance with project specific agreements with LCCSPA. The Site will utilize the standard MOLA Data Management Procedure used to record features using context sheets. Site data will be captured using pro-forma context sheets and the MOLA Fieldwork Recording Manual. Sections and plans will be drawn on site then captured digitally during post excavation and added to the digital archive. Images will be taken using a camera with an APS-C or larger sensor with 12 megapixel camera. Survey data will be recorded accurately using Leica Viva Survey Grade RTK GNSS using SMARTNET real-time corrections, operating to a 3D tolerance of $\pm 0.05\text{m}$ to Ordnance Survey National Grid and Datum. These data will be stored as DWG or similar file types. File structure will be created automatically by Union Square Knowledge Management System, and is thus controlled.
Relations	N/A
Documentation and Metadata	
Metadata	Metadata will be created to the standard set out in MOLA's <i>Data Management Procedure</i> . Metadata tables will be updated throughout the course of the project and will be archived along with the digital data at the end of the project.
Documentation	The data will be accompanied by the site report, site paper archive, polyester film sheets, databases, survey data and processed illustrations as PDFs.
Ethical and Legal Compliance	
Data Security Issues	The dataset may contain commercially sensitive data. MOLA will not make data available to any persons outside of the previously detailed project team without discussion with Leicestershire County Council.
Intellectual Property Rights	The copyright of any written, graphic or photographic records and reports will rest with MOLA. The data and reports created by any external specialists will be MOLA Copyright; this will be managed through their contracts. Other data not owned by MOLA, such as OS data, HER datasets or historic maps, will be used under license and any downloaded data will be deleted from MOLA systems at the end of the term of the license agreement. Once the results of the work are deemed to have entered the public domain, Leicestershire County Council will have permission to use the report for the purposes of the Historic Environment Record which may include limited photocopying by third parties.
Data Storage	

Storage Backup and	All data collected digitally will be backed up at the end of each day on the MOLA server. Quality assurance processes will include records being checked in the office by Team Leaders prior to scanning. Any amendments will be made prior to scanning such as cross referencing. MOLA will retain a back-up of the digital data of the project for a minimum of five years following the deposition of the site archive, in accordance with MOLA's Digital Management Procedure. Paper archives and documentation will form one archive that will be deposited ultimately in the Leicestershire Museums Service
Access and Security	Data recording platforms used including tabletop computers and laptops will be password protected to prevent un-authorised access. Data will be made available to the project team through the Union Square knowledge management system and controlled via password access, maintained and managed by MOLA IT support.
Selection and Preservation	
Preservation Plan	The physical and digital archives will be constructed in accordance with local and national guidelines, and specifically with reference to MOLA's Physical and Digital Data Retention/Discard policies. Discarded data that has been identified for deletion will be recorded as such within the metadata and site records, as appropriate. The physical site archive will be stored at MOLA Office, 30 Billing Road, Northampton upon completion of the evaluation fieldwork. Upon completion of full analysis, the physical project archive and hard copy of the evaluation report, will be deposited in the Leicestershire Museums Service Archaeological Archive Facility (under X.A22.2022). The digital site archive comprising the report, database, digital photographs and survey data will be archived with the ADS. Further archiving decisions will be made in discussion with the LCCSPA and ADS at project completion stage.
Data Sharing	
Data Sharing Plan	During the course of the project, site data will need to be shared with external persons for the acquisition of specialist reporting. External specialists will be given access to copies of data and not original documentation. The data generated from this project will be made publicly available through submission to the Archaeological Data Service (ADS) as a digital archive and the finished report will be submitted to the Online Access to the Index of archaeological investigations (OASIS V). The file types submitted will comply with ADS digital archiving guidance in order to ensure maximum compatibility and access. Proposals for publication and dissemination of the archaeological remains are at this stage restricted to Grey Literature style report.

Data Sharing Restrictions	There are no known restrictions on the use of this data after project completion although data will be kept confidential during the course of the project.
Responsibilities and Resources	
Responsibilities	In the absence of a dedicated Digital Data Officer, the Project Manager and the Senior Archaeological Archivist are responsible for ensuring the data management plan is followed.
Resources	Guidance on digital data will be given throughout the project by Peter Rauxloh (Chief Digital Officer) and James Ladocha (Geomatics Manager), supported by MOLA IT staff. The costs of deposition of the digital archive will be an additional cost to the project budget.
References	ClfA 2020c <i>Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives</i>, Chartered Institute for Archaeologists Brown, D H, 2011 <i>Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation</i>, Second edition, Archaeological Archives Forum LCC 2013 <i>Leicestershire Transfer of archaeological archives to Leicestershire County Council museum collections</i> document (LCC 2013) and LCC 2019 <i>Collections Development Policy 2019-2024</i> MGC 1992 <i>Standards in the museum care of archaeological collections</i>, Museums and Galleries Commission SMA 1993 <i>Selection, retention and dispersal of archaeological collections</i>, Society of Museum Archaeologists Walker, K, 1990 <i>Guidelines for the preparation of excavation archives for long term storage</i>, United Kingdom Chartered Institute for Conservation