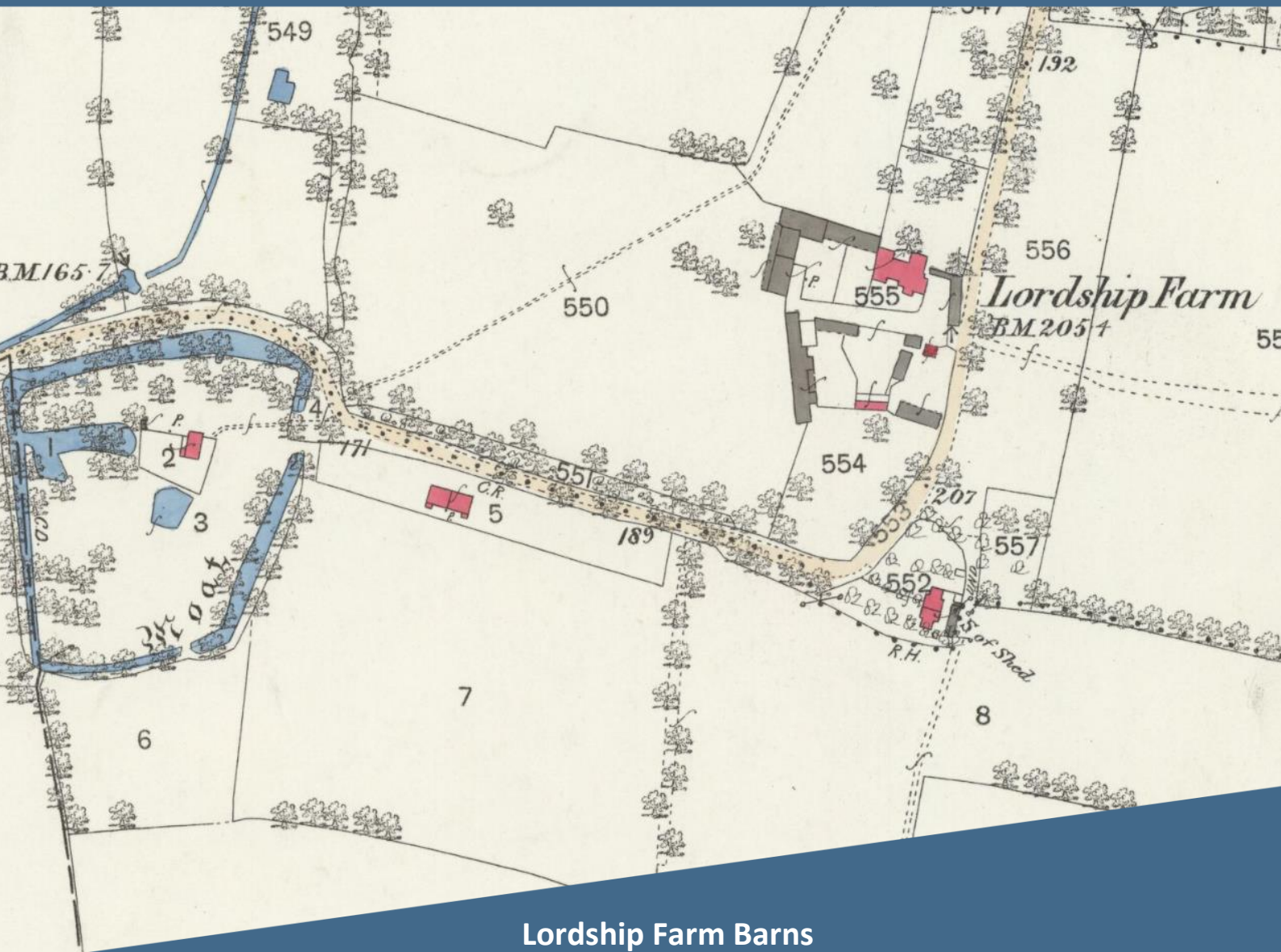


Written Scheme of Investigation for a Programme of Archaeological Standing Building Recording



Lordship Farm Barns
Pirton Road
Holwell
Hertfordshire
SG5 3SS

On behalf of

Netherdown

November 2024

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*Cover: Extract from the Ordnance Survey 1st Edition 25-inch map of 1882 (Hertfordshire VI.12)
(Reproduced by courtesy of the National Archives)*

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1 Introduction

Border Archaeology (BA) has been instructed by Netherdown to carry out a programme of Archaeological Standing Building Recording (ASBR) to Historic England/RCHME Level 3 of Grade II Listed Building comprising a 17th century timber framed barn and associated Curtilage Listed Building at Lordship Farm Barns Pirton Road Holwell Hertfordshire SG5 3SS (Application Nos: 22/01842/FP; 22/01843/LBC) (NGR TL 16363 32924) (Fig. 1).

This proposed programme of historic building recording is in connection with the following proposal:

Conversion of a grade II listed building and associated curtilage listed building to two semi-detached residential dwellings (1 x 3-bed and 1 x 4-bed) including demolition of modern extension and replacement single storey extension. Erection of four detached and semi-detached dwellings (3 x 4-bed and 1 x 5-bed); four bay cart shed for covered parking; associated parking and gardens; and minor alteration to existing vehicular access and partial widening of access road following demolition of existing structures.

Full planning permission was granted for the proposed development on 21st July 2022 with the following conditions:

18. No demolition/development shall take place/commence until an Archaeological Written Scheme of Investigation has been submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of archaeological significance and research questions; and:

- 1. The programme and methodology of site investigation and recording*
- 2. The programme and methodology of site investigation and recording as suggested by the evaluation*
- 3. The programme for post investigation assessment*
- 4. Provision to be made for analysis of the site investigation and recording*
- 5. Provision to be made for publication and dissemination of the analysis and records of the site investigation*
- 6. Provision to be made for archive deposition of the analysis and records of the site investigation*
- 7. Nomination of a competent person or persons/organisation to undertake the works set out within the Archaeological Written Scheme of Investigation.*

Reason: In the interests of archaeology.

19. The demolition/development shall take place/commence in accordance with the programme of archaeological works set out in the Written Scheme of Investigation approved under condition 18.

Reason: In the interests of archaeology.

20. The development shall not be occupied/used until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition 18 and the provision made for analysis and publication where appropriate.

Reason: In the interests of archaeology.

Specific advice and scoping of the archaeological works was previously set out in a letter issued by Dr Simon Wood, Historic Environment Advisor, dated May 22nd 2018, which recommended the following provisions:

1. *The historic building recording (to Historic England Level 3) of the Grade II listed barn and the associated curtilage listed barn before any development commences;*
2. *the archaeological recording of any interventions into the historic fabric of the Grade II listed barn and curtilage listed barn where such works might reveal additional information relating to the development of the buildings, and for the purpose of recording any original historic features (etc.) that may be exposed;*
3. *the archaeological monitoring of all groundworks related to the demolition of any of the existing structures on site, specifically the grubbing out of foundations or the removal of slab. This should include a contingency for preservation or further archaeological investigation of any remains encountered;*
4. *the archaeological evaluation of the development area, via trial trenching, prior to any new development commencing. Please note that this should occur post demolition of the existing structures on site that are proposed for demolition;*
5. *such appropriate mitigation measures indicated as necessary by the evaluation specified in (4). These may include:*
 - a. *the preservation of any remains in situ, if warranted,*
 - b. *appropriate archaeological excavation of any remains before any development commences on the site, with provisions for subsequent analysis and publication of results,*
 - c. *archaeological monitoring of the groundworks of the development (also including a contingency for the preservation or further investigation of any remains then encountered),*
 - d. *such other provisions as may be necessary to protect the archaeological interests of the site;*
6. *the analysis of the results of the archaeological work with provision for the subsequent production of a report and an archive, and the publication of the results;*
7. *such other provisions as may be necessary to protect the archaeological and historic interests of the site*

This Written Scheme of Investigation (WSI) has been compiled by George Children MA MCIfA for submission to Alison Tinniswood Senior Historic Environment Officer (SHEA) Hertfordshire County Council for approval as an appropriate methodology for the proposed programme of historic building recording.

2 Site Description

The Site comprises a group of agricultural buildings on the W side of Pirton Road to the S of the main settlement focus of Holwell and roughly 2.4km to the N of Hitchin.

The farm complex is set within an agricultural landscape containing evidence of medieval settlement and ridge and furrow cultivation features as well as the earthwork remains of a possible shrunken medieval settlement associated with a motte and bailey castle located to the SW at Pirton. To the NE is the valley of the River Hiz, a tributary of the River Iveland, to the NW the watercourse named Stondon Brook.

The farmyard includes the Grade II Listed Building (List entry no. 1103223) which is the subject of this proposed building recording programme is located to the WNW of the farmhouse and comprises a 17th century barn of timber-frame construction with weatherboard cladding on a stuccoed brick sill beneath a steep-pitched slate roof. Adjoining the barn to the S is the Curtilage Listed Barn (Fig. 2).

The listing description reads as follows:

Barn. C17. Timber frame on stuccoed brick sill, dark weatherboarded with steep pitched roof now slated. A wide, 5-bays barn facing S, with double doors in 2nd bay from E and winnowing door in N side of same bay. Adjoining buildings to SW not of special interest. Heavy jowled posts and unjowled mid-bay posts. Mid-height rail jointed in-line, straight tension braces above this rail, long straight braces to tie-beams. Single clasped-purlin to each roofslope carried on heavy inclined queen-posts. Middle-post to gable and long straight tension braces. Included for group value.

Lordship Farmhouse is also a designated Grade II Listed Building (List entry no. 1103222). The listing description reads: *Farmhouse. C17 or earlier. Timber frame on tarred brick plinth, roughcast, painted brick casing to parts of ground floor, steep old red tile roofs. A 2-storeys asymmetrical H-plan house, set back from road, facing S into yard, with 2-storeys and attics W parlour crosswing, long E service crosswing with lean-to and single-storey gabled extensions on E. Gabled porch in angle with E wing. Large internal chimney probably built as an insertion in a former cross-passage at E end of hall range, 2 diagonally set square shafts. Similar shafts to projecting chimney on W wall of W crosswing. Rectangular projecting chimney on E side of E crosswing enclosed in gabled extension. S front has a flush 3-light casement window on each floor of hall range and each crosswing. Dripboards across W wing gable at 1st floor and eaves level. Rear (N) elevation has 2-light casement windows, small window to stair in NE corner of parlour crosswing, and fine Jacobean 2-storeys canted bay window to recessed hall range, with its own gabled roof, ovolo transomed mullioned leaded lights, and iron opening lights. Rear door to N end of cross-passage. Hall floor carried on axial beam.*

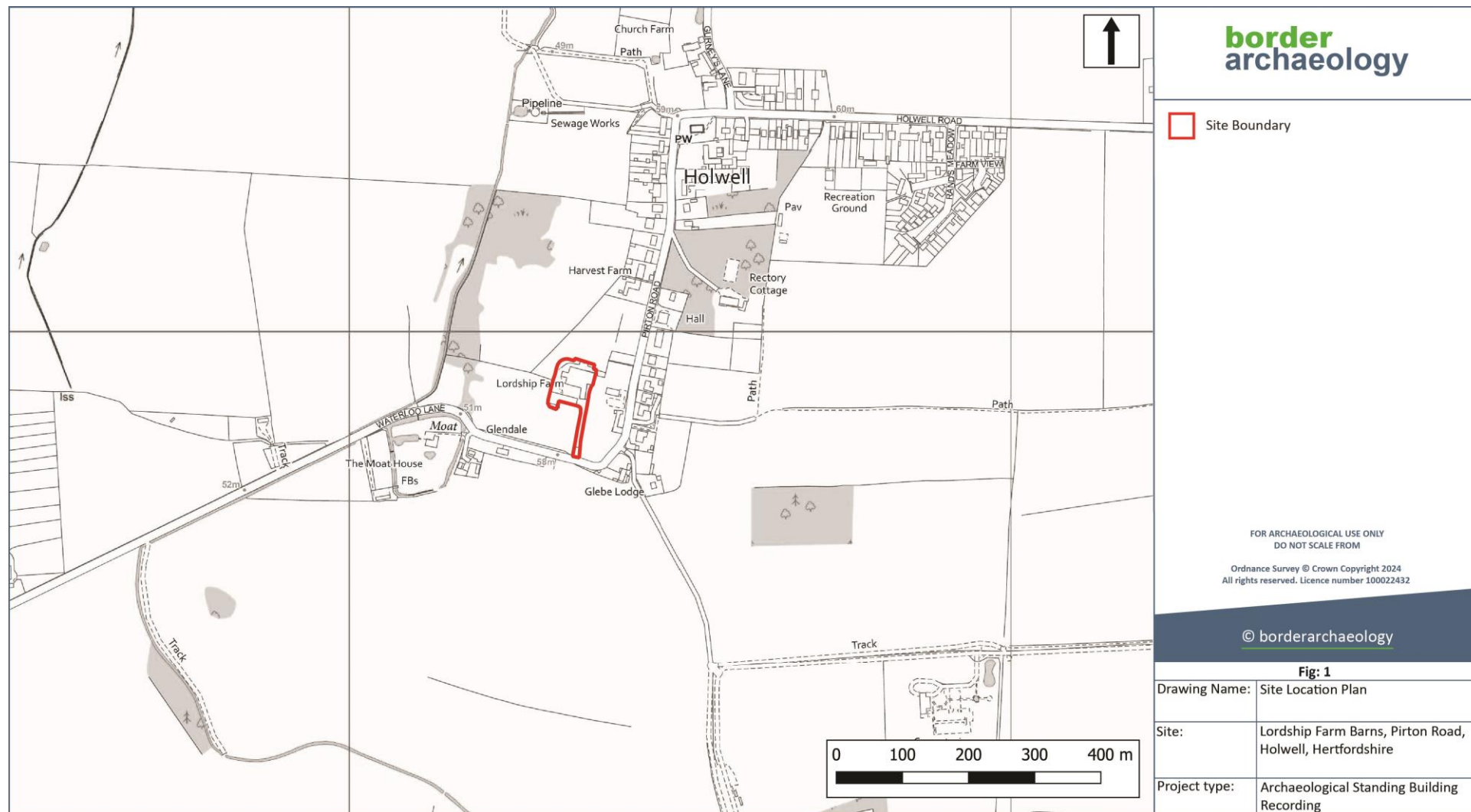
The Site is located within an Area of Archaeological Significance, as identified in the Local Plan (Fig. 3). The nearest Scheduled Ancient Monument is the Toot Hill motte and bailey castle and shrunken medieval village at Pirton (List entry no. 1012325) which is located c. 2km to the SW of the Site (NGR TL 14729 31525). The Site is not located within a Conservation Area and there are sites listed in the Register of Parks and Gardens.

2.1 Soils & Geology

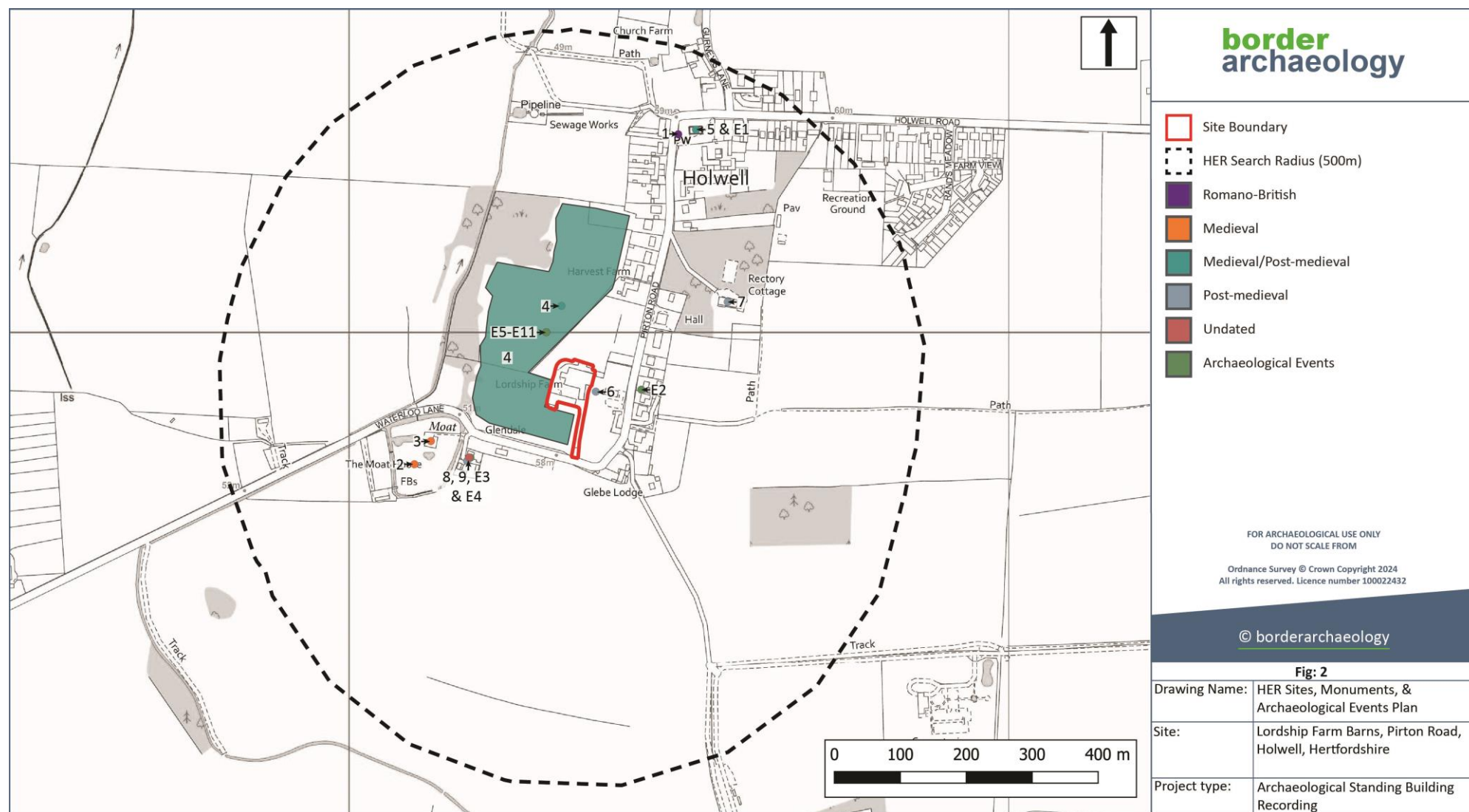
The British Geological Survey (BGS) lists the underlying geology of the area as being a narrow band of chalk bedrock of the Totternhoe Stone Member, a sedimentary bedrock formed between 100.5 and 93.9 million years ago during the Cretaceous period. Adjacent is an area of West Melbury Marly Chalk Formation bedrock formed between 100.5 and 93.9 million years ago during the Cretaceous period. These are overlain by Glaciofluvial Deposits of sand and gravel formed between 860 and 116,000 years ago during the Quaternary period (BGS 2024).

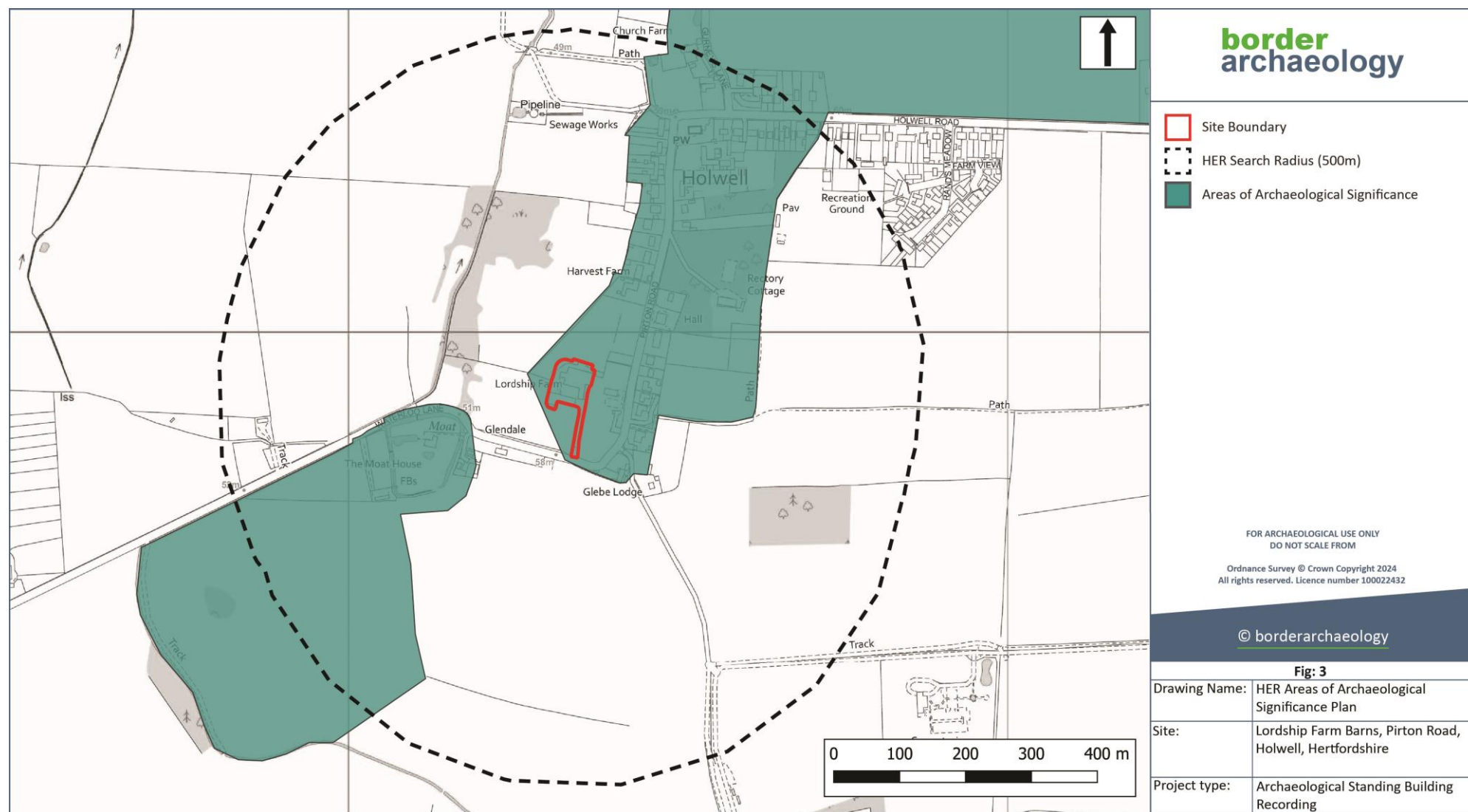
3 Project Aim

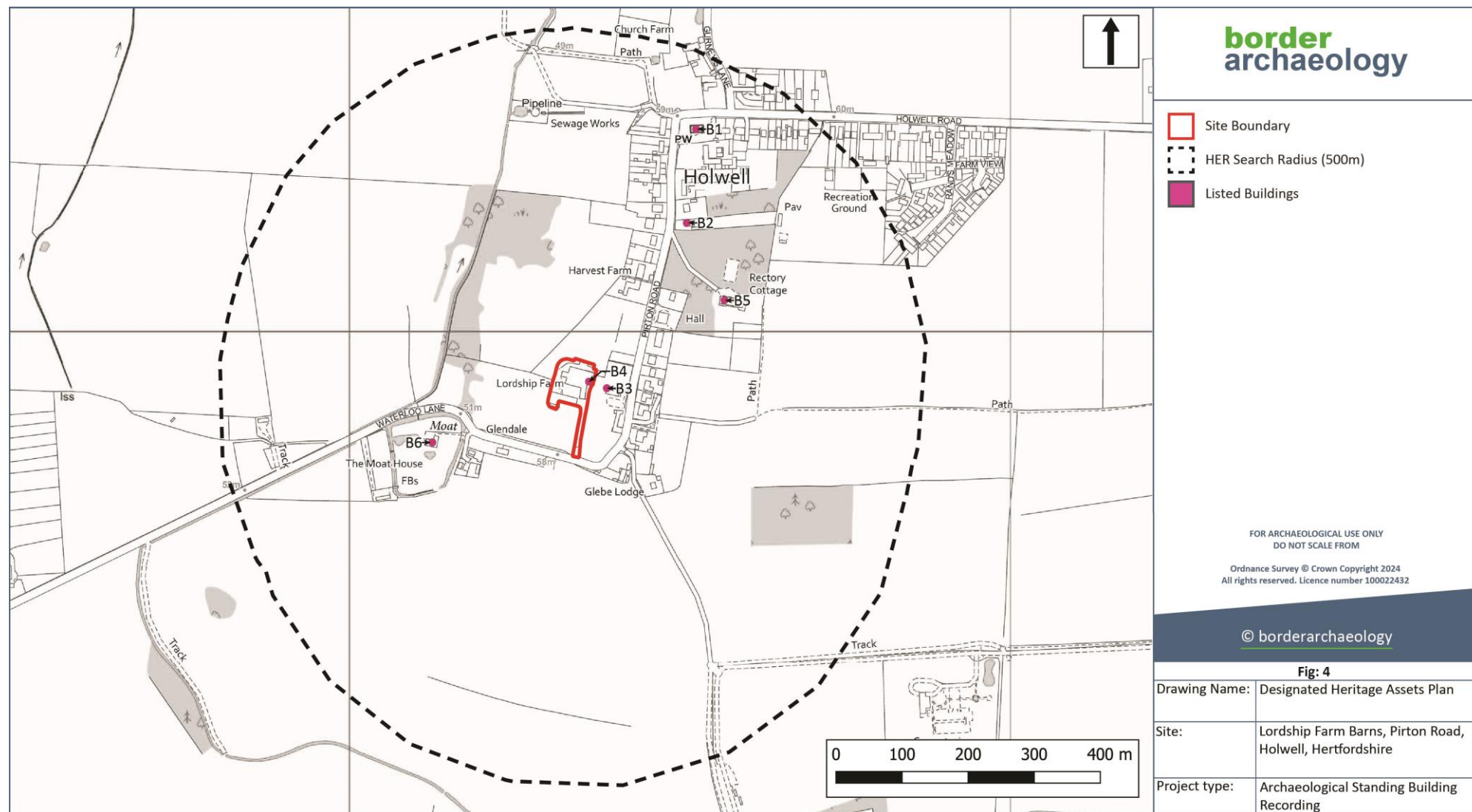
The aim of the project is to undertake a programme of ASBR of the Grade II Listed 17th century barn at Lordship Farm Pirton Lane Holwell Hertfordshire and associated Curtilage Listed barn to the S to Historic England/RCHME Level 3, as detailed in *Understanding Historic Buildings – A guide to good recording practice* (Lane 2016) to allow for the preservation by record of all standing building fabric, fixtures and fittings of historical interest that will be removed or substantially altered by the proposed development.











*Fig. 5: Lordship Farm Barns
existing elevations*



Fig. 6: Lordship Farm Barns
 Grae II Listed Building and
 Curtilage Listed Building
 (Houses 1 & 2, as proposed)

Table 1: Gazetteer of HER Sites located within a 500m search radius of the Site on the Hertfordshire historic Environment Record

#	MonUID	PrefRef	Name	Date
1	MHT4518	4518	RB Glass, Holwell	Romano-British
2	MHT1930	1930	Moated Site at The Moat House	Medieval
3	MHT15600	15600	The Moat House, Waterloo Lane	Medieval
4	MHT1115	1115	Ridge & Furrow, & Other Earthworks, Lordship Farm	Med./PM
5	MHT11828	11828	St Peter's Church	Med./PM
6	MHT15599	15599	Lordship Farm, Pirton Road	Post-med.
7	MHT16505	16505	The Old Rectory, Pirton Road	Post-med.
8	MHT31421	31421	The Piggeries, Waterloo Lane	Post-med.
9	MHT31625	MHT31625	Undated Linear Feature, Waterloo Lane	Undated

Table 2: Gazetteer of Archaeological Events located within a 500m search radius of the Site on the Hertfordshire historic Environment Record

#	EvUID	Name	Date
E1	EHT5139	Eval.: St Peter's Church	2002
E2	EHT7595	Eval.: Land Adjacent Orchard Cottage, Pirton Road	2009
E3	EHT8420	SBR: The Piggeries	2015
E4	EHT8499	Strip, Map & Record: The Piggeries	2018
E5	EHT3071	Aerial Photograph	N/R
E6	EHT3072	Aerial Photograph	N/R
E7	EHT3073	Aerial Photograph	N/R
E8	EHT3074	Aerial Photograph	N/R
E9	EHT3075	Aerial Photograph	N/R
E10	EHT3076	Aerial Photograph	N/R
E11	EHT3077	Aerial Photograph	N/R

Table 3: Gazetteer of Archaeological Events located within a 500m search radius of the Site on the Hertfordshire historic Environment Record

#	NationalReF	DesigUID	Name	Grade
B1	1103220	DHT7017	Church of St Peter (C of E) at Corner with Holwell Road	II
B2	1103221	DHT7018	Rectory Gate Cottage	II
B3	1103222	DHT7019	Lordship Farmhouse	II
B4	1103223	DHT7020	Barn at Lordship Farm to WNW of Farmhouse	II
B5	1347087	DHT7700	The Old Rectory	II
B6	1347088	DHT7701	The Moat House	II

4 Summary Historical & Archaeological Background

A search has been carried out of the Hertfordshire Historic Environment Record (HER) for the purposes of this ASBR based on a 500m radius around the Site (NGR TL 16363 32924) (*Tables 1-3, Figs 2-4*).

The manor of Holwell may be traced to a charter of King Edgar dated AD 968 which granted land in Holwell to the Abbey of St Peter of Westminster. This grant was subsequently confirmed by Edward the Confessor, at which time the manor comprised some 6 ½ hides.

The Domesday Survey of 1086 confirms that the abbot of Westminster retained possession of the manor which by the end of the 13th century was assessed for scutage at nine marks yearly and at that time comprised land amounting to six hides. The Malory family were the earliest postconquest lords of the manor who held it from the abbey of Westminster in the 12th century. It is recorded that Thomas Peyton was lord of the manor in 1490 and that he held it of the abbey by service of £6 yearly; however, no further trace has been found of the overlordship and there is no mention of it in the *Valor Ecclesiasticus* (church valuation) of 1535 as belonging to Westminster Abbey (Page 1908).

Holwell exhibits a typical medieval settlement layout. At the southern extent is the seat of local secular power represented by a moated site, located on Waterloo Road roughly 200m to the SW of Lordship Farm. The present house comprises a former open hall dating to the late 15th or early 16th which is surrounded on three sides by the remains of a rectangular moat and may represent the site of a farm that was established in the 12th or 13th century. Symbolising ecclesiastical power is the Church of St Peter located at the northern extent of settlement on a slight rise, the present church comprising an 18th century reconstruction of a medieval building.

The road between the two represented by Pirton Road and Waterloo Lane would have been a principal routeway within a medieval agricultural hinterland characterised today by the remains of ridge and furrow and possibly the earthworks of a shrunken settlement to the SW at Pirton.

Lordship Farm is of 17th century or earlier date (NHLE) and includes the Grade II Listed farmhouse comprising a two-storey structure of timber framing and brick built on an asymmetrical H-plan (List entry no. 1103222). The associated Grade II Listed Lordship Farm Barn (List entry no. 1103223) is broadly contemporary with the farmhouse and is constructed on a longitudinal L-shaped plan of weatherboarded timber framing on a brick sill a wide double door entrance beneath a steeply pitched slated roof.

The earliest available historic map to show the site is the Ordnance Survey surveyor's drawing of 1804 (*Fig. 7*). Largely schematic in approach, the map lacks any significant detail and shows only the site in outline as comprising two rectangular plots, the southernmost evidently representing the farmyard with structures indicated within whilst the northern plot may represent a garden or orchard. The Listed and curtilage listed barns were at that time located at SW edge of the farmyard.

No tithe map is available for this specific area and the first map to depict the site in any appreciable detail is the Ordnance Survey 25-inch map of 1882 (*Fig. 8*), which shows that barn forming the present L-shaped plan with no evidence shown relating to the cartshed or the farmyard development to the W and S of the barns, this forming part of an open field enclosure. Attached to the northernmost of the two barns is a long rectangular structure extending to the E as far as the farmhouse.

The Ordnance Survey 2nd edition 25-inch plan of 1898 (*Fig. 9*) shows no evidence of any major changes affecting the layout of the farmyard but a square structure is shown attached to the N side of the Grade II Listed barn and a long narrow rectangular structure has appeared on the southern side of the farmyard. Both of these structures remain in place on the Ordnance Survey 3rd edition 25-inch map of 1901 (*Fig. 10*) and again on the Ordnance Survey 25-inch Edition of 1924 (*Fig. 11*), which shows the long narrow building on the S side of the farmyard to have been extended laterally.

By 1954, the Ordnance Survey mapping (not reproduced) shows that all of the farm buildings present on the earlier historic maps had been removed, leaving only the listed and curtilage listed barns. The square structure on the N side of the listed barn had also been demolished, as had a rectangular structure attached to the E elevation of the listed barn. The same broad plan is shown on the 1960 OS (*Fig. 12*) and 1970 OS (*Fig. 13*).



*Fig. 7: Extract from the Ordnance Survey surveyor's drawing of 1804
 (Reproduced by courtesy of the National Archives)*

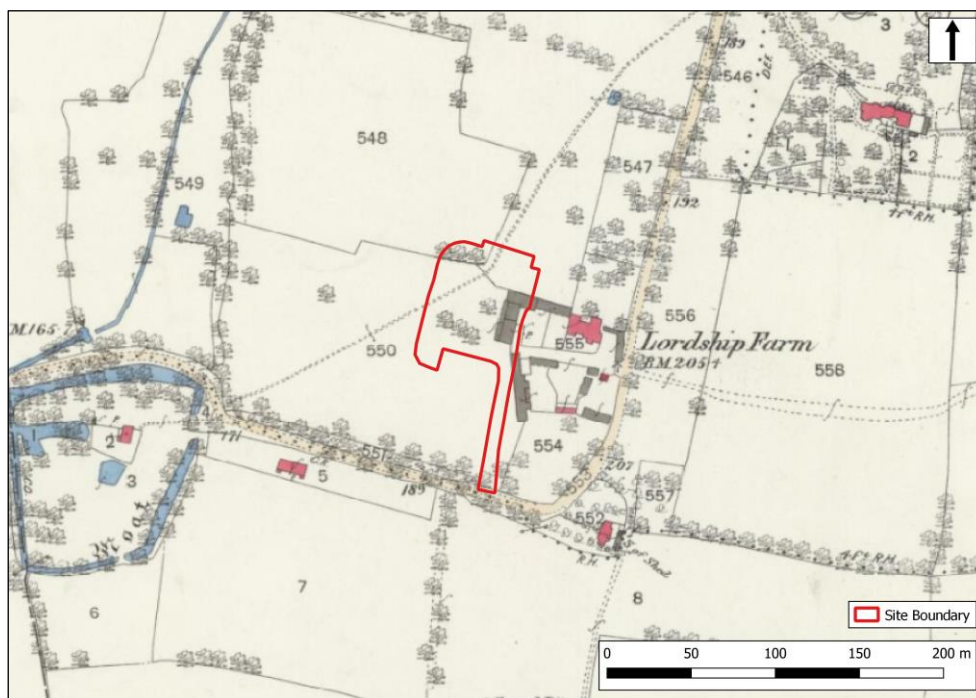


Fig. 8: Extract from the Ordnance Survey 25-inch map of 1882 (Hertfordshire VI.12)
 (Reproduced by courtesy of the National Archives)

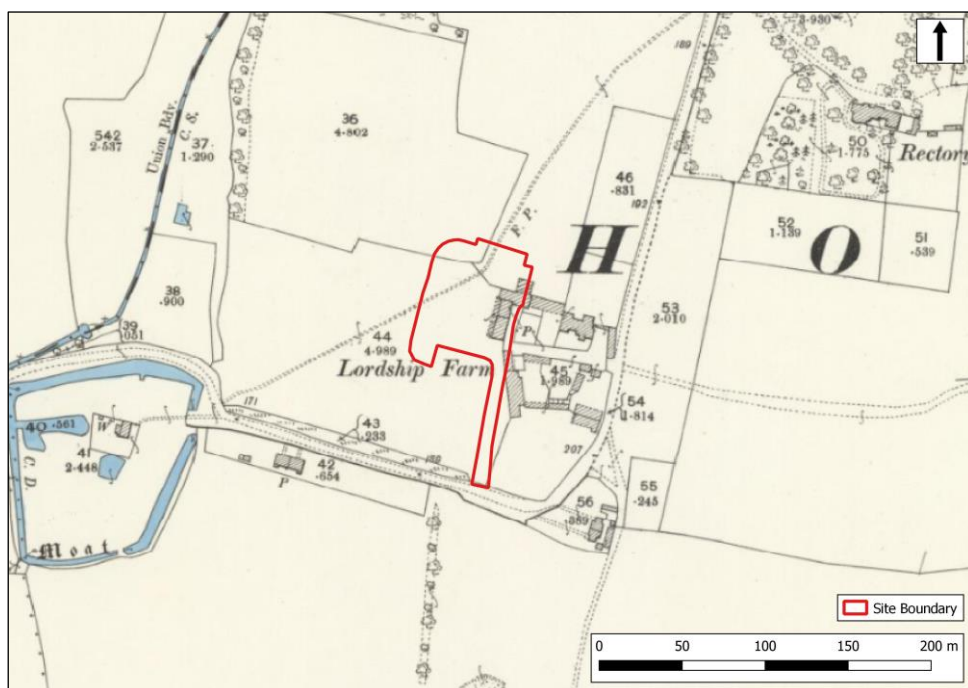
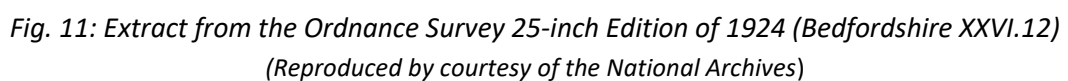
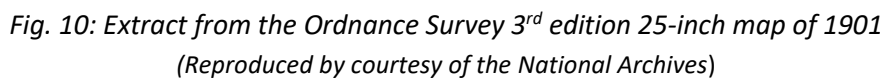


Fig. 9: Extract from the Ordnance Survey 2nd edition 25-inch plan of 1898
 (Reproduced by courtesy of the National Archives)



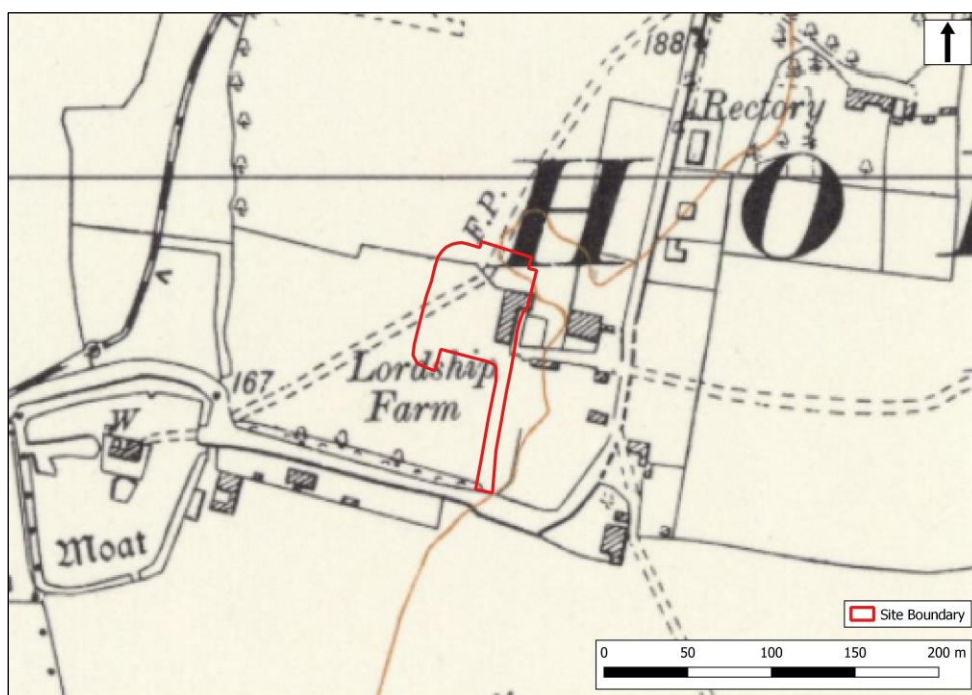


Fig. 12: Extract from the Ordnance Survey 1960 1:10,560 map
 (Reproduced by courtesy of the National Archives)

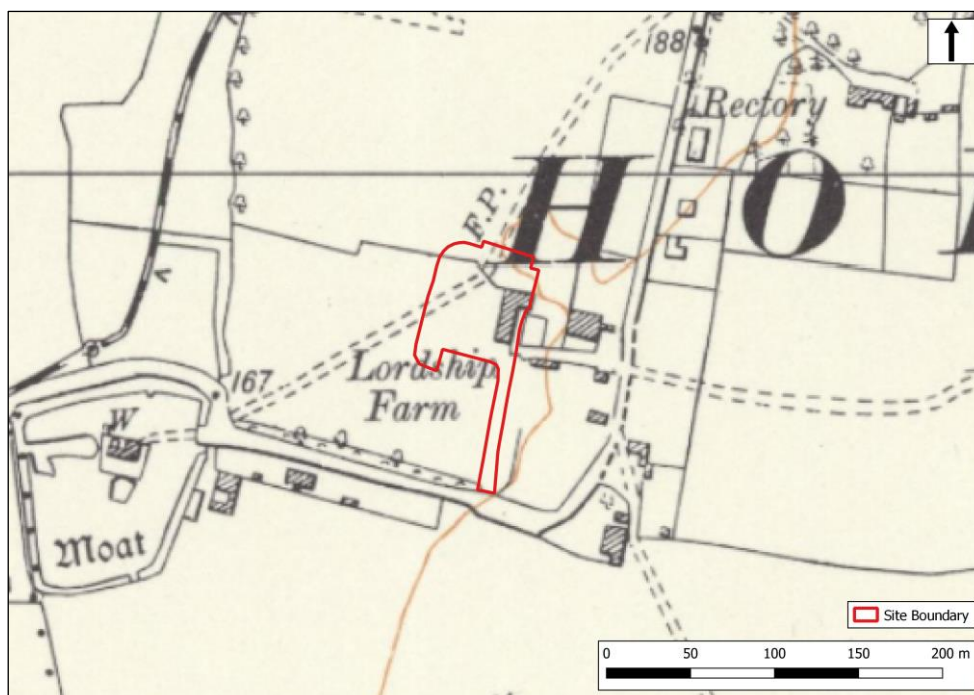


Fig. 13: Extract from the Ordnance Survey 1970:10,560 map
 (Reproduced by courtesy of the National Archives)

5 Aims & Objectives

The aims of the proposed Programme of Archaeological Work may be briefly summarised thus:

- To carry out a programme of ASBR to Historic England/RCHME Level 3 as detailed in *Understanding Historic Buildings – A guide to good recording practice* (Lane 2016)

The results of this programme of archaeological work will, where appropriate, be related to themes identified in the relevant archaeological research framework, namely, *The East of England Regional Research Framework* (<https://researchframeworks.org/eoe/>), with particular reference to the post-medieval Research Agenda.

6 Methodology

Recording will reflect Historic England/RCHME guidance and will be undertaken in accordance with standards set by the Chartered Institute for Archaeologists (CIfA), namely, *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (CIfA 2020a) and *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA 2020b). BA also adheres to the CIfA *Code of conduct: Professional ethics in archaeology* (CIfA 2022) and to project management advice set out in *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Lee 2015).

The ASBR will be based on a Level 3 record, as detailed in the latest Historic England guidance document, *Understanding Historic Buildings – A guide to good recording practice* (Historic England 2016), which sets out guidance on the recording of historic buildings and is a revised and expanded version of *Recording Historic Buildings: A Descriptive Specification* (RCHME 1996). BA adheres to the CIfA *Code of conduct: Professional ethics in archaeology* (2022) and *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (2020a)

Level 3 is defined as:

... an analytical record, and will comprise an introductory description followed by a systematic account of the building's origins, development and use. The record will include an account of the evidence on which the analysis has been based, allowing the validity of the record to be re-examined in detail. It will also include all drawn and photographic records that may be required to illustrate the buildings appearance and structure to support an historical analysis (Historic England 2016, 26).

CIfA (2020a, 3) defines archaeological building investigation and recording as:

... a programme of work intended to establish the character, history, dating, form and archaeological development of a specified building, structure, or complex and its setting, including buried components, on land, in an inter-tidal zone or underwater.

Its purpose is to examine a specified building, structure or complex, and its setting, in order to inform:

- a. the formulation of a strategy for the conservation, alteration, demolition, repair or management of a building, or structure, or complex and its setting; or*
- b. to seek a better understanding, compile a lasting record, analyse the findings/record, and then disseminate the results.*

This work will consist of the following elements:

6.1 Photographic Record

High-resolution digital photography, all with suitable scales, of the following.

- All external elevations.
- Details of any architectural or functional fixtures, fittings and features relating to either the function or development of the buildings.
- Photographs illustrating the buildings' relationship to surrounding buildings and setting.

The photographic record will be made using a digital camera with a minimum sensor size (APS-C) of 22mm × 15mm and a sensor that exceeds 10 MPXs.

A suitable sample of photographs will be included in the final report. These will include examples which illustrate not only the general character of the buildings but details relating to specific elements discussed in the text. A general view of the structures in their wider setting will also be included.

6.2 Drawn Record

A drawn record will be compiled to Historic England Level 3 consisting of:

- A phased plan of the buildings, with photo locations clearly marked, and a location plan related to the national grid. This may be based on an existing survey plan.
- Annotated elevation drawings. These may be based on existing elevation drawings.
- Appropriate additional illustrations that help support findings and the interpretation of the buildings.
- Additional illustrations of dateable fixtures and fittings (mouldings, catches, hinges, latches etc.).
- A record of historic carpenters' marks, apotropaic marks and graffiti.

6.3 Written Account

This will reflect the requirement for a Level 3 record and comprise the following elements:

- The structures' National Grid Reference (NGR) and address.
- A note of any statutory & any non-statutory designations, such as inclusion on the local list.
- The date of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.
- A table of contents and a list of illustrations or figures.
- Where considered appropriate, a summary account of the buildings' form, function, date and sequence of development. The names of architects, builders, patrons and owners will be given if known.
- An introduction detailing the project background, together with a statement of objectives, methods, scope and limitations, and any constraints which limited the achievement of objectives.
- Acknowledgement of copyright, where applicable.
- A discussion of the published sources relating to the buildings and their setting, an account of their history as given in published sources, an analysis of historic map evidence (map regression) and a critical evaluation of previous records of the buildings, where these exist.
- An appropriately detailed account of the buildings' overall form (structure, materials, layout) and their successive phases of development, together with the evidence supporting this analysis.
- Full bibliographical references.

7 Archive Preparation

The archive comprising, documentary and digital archives will be assembled in accordance with *Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire* (Paul 2021), *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020b), *Guidelines for the preparation of excavation archives for long-term storage* (Walker 1990); *Standards in the museum care of archaeological collections* (Paine 1992), *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Brown 2011a) and *Safeguarding Archaeological Information: Procedures for minimizing risk to undeposited archaeological archives* (Brown 2011b). BA is also cognisant of the recently compiled 'Archive Selection Toolkit' (ClfA 2020d) and staff have been trained in its use and purpose.

All records created during fieldwork will be checked for consistency and accuracy and will form part of the Site Archive. This Archive will contain all data collected and other specialist materials and will be ordered, indexed, adequately documented, internally consistent, secure, quantified, conforming to standards required by the archive repository and signposted appropriately to ensure future use in research, as detailed in the *Management of Research Projects in the Historic Environment* (Lee 2015). Indexing will include a plan showing the location and reference number of sections, with photograph locations and directions of view.

BA undertakes that the following issues will be addressed and concluded to the satisfaction of the SHEA.

- The written, drawn and photographic records will be of sufficient quality to facilitate publication in an appropriate specialist journal;
- Data concerning complete identifiable and itemised objects will be transferred to specified object record sheets.

An accession number is in the process of being obtained from North Hertfordshire District Council Museum Service, which will serve as the primary accession reference for the archive.

8 The Report

The report will be compiled with reference to *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (ClfA 2020a, 14-15) and Historic England guidance in *Understanding Historic Buildings*. The following sections and illustrative components will be included as a minimum:

- Non-technical summary.
- Introductory statements.
- Aims and objectives.
- Methodology.
- Structural description.
- Documentary research.
- Analysis.
- Conclusion.
- Supporting drawings, photographs etc.
- Supporting data.
- Index to/location of archive.
- Reference.

Digital copies of the Report in PDF/A format will be sent to the client and the SHEA Hertfordshire County Council for approval, whereupon one copy will be formally submitted to the Hertfordshire HER. A digital .pdf copy will also be deposited with OASIS (<http://www.oasis.ac.uk/>) the Archaeology Data Service Access to the Index of Archaeological Investigations website.

Dependent upon discovery and where applicable, a summary report (including illustrations, where appropriate) will be submitted to the editors of the *Hertfordshire Archaeology and History* and any relevant period journals.

9 Staff & Timescales

The programme of ASBR will be undertaken by Chris Hodgson BSc MSc PCIfA.

George Children MA MCIfA Director: Quality and Compliance will provide overall technical and editorial guidance to all constituent aspects of the works programme.

Overall project management remains the responsibility of Stephen Priestley MA MCIfA.

A project start date will be advised in due course.

10 Border Archaeology Operating Standards & Arrangements

All projects are carried out in accordance with BA's *Archaeological Field Recording Manual* (2023), *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (ClfA 2020a).

A pre-works risk assessment will be completed and lodged in the Site Health & Safety File. Site reporting procedures are completed daily.

Stephen Priestley MA MClfA retains overall responsibility for the qualitative elements of the project.

11 Monitoring

The site will be subject to monitoring by the Hertfordshire County Council. All issues of a technical nature should be addressed in the first instance to either Stephen Priestley MA MClfA (Director: Research) or George Children MA MClfA (Director: Quality & Compliance).

12 Copyright

Border Archaeology Ltd shall 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 hereby provides a licence to the Client and Hertfordshire County Council for the use of the report by them in all matters directly relating to the project as described in the Project Specification to use the documentation for their statutory functions and to provide copies of it to third parties as an incidental to such functions.

13 References

Hertfordshire Council Historic Environment Record: HER Report and GIS Dataset

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Brown, D., 2011a, *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation*.

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Lee, E., 2015, *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*, Historic England.

Mills, A.D., 2003, *Oxford Dictionary of British Place Names*, Oxford

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Paine, S., 1992, *Standards in the museum care of archaeological collections*, Museums & Galleries Commission.

'Parishes: Holwell', in *A History of the County of Bedford: Volume 2*, ed. William Page (London, 1908), *British History Online* <https://www.british-history.ac.uk/vch/beds/vol2/pp286-287> [accessed 5 November 2024].

Paul, S., 2021, *Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire*, Sam Paul Heritage Consultancy & Hertfordshire Museums (revised version)

Society of Museum Archaeologists, 1993, *Selection, Retention and Dispersal of Archaeological Collections: Guidelines for use in England, Wales and Northern Ireland*.

14 Appendix 2: Border Archaeology Digital Data Management Plan (DMP) v.3.3

Date DMP initiated:	<i>Insert date</i>	<i>Initials of the editor</i>
Version: 1.0	5th November 2024	GC

Updated Version:	TBC	TBC
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- **Section 1: PROJECT ADMINISTRATION**

Project BA Number:	BA24164LOF
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Site Code:	LOF24
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OASIS ID:	borderar1-529324.
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HER event number:	TBC
--------------------------	-----

Accession number:	TBC
--------------------------	-----

Project Brief:	No
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Planning Ref:	N/A
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Additional Unique Identifiers: (e.g. DOI number for ADS Grey Literature Library)

Project Name/Location/Scheme number: Lordship farm Barns Pirton Road Hotwell Hertfordshire SG5 3SS

Project Description: (nature of the project / key techniques)

Archaeological Standing Building Recording

Investigation Techniques: (purpose of the investigation)

As above.

Project Funder/Client:	Netherdown.
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Project Manager:	Stephen Priestley MA MCIfA, Director: Research, Border Archaeology Ltd.
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Site Manager:	TBC.
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Data Contact Person:	Kate Smith MA, ACIfA Director: Performance Delivery Border Archaeology Ltd.
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Section 2: DATA COLLECTION

What data will you collect and create? How will the data be collected or created?

Methods of data collection are specified within the Written Scheme of Investigation (WSI) and will meet the requirement set out in the Project Brief; the organisation's *Archaeological Field Recording Manual* (August 2023) (BAFM21/REV5); relevant ClfA Standards and guidance; and are defined against ADS Guides to Good Practice.

The table below provides a summary of anticipated data types, formats and estimated volume for this project. This table will be updated as the project progresses.

Documents and Reports	Word (.doc); pdf; pdf/a	1 pdf/a
Photographs and images	Our baseline standard is jpeg but we are guided by CA's etc. and then use tif or raw accordingly	tbc.
Maps and Plans	AutoCAD (.Dwg); Illustrator (.ai);	Final export: Jpeg for inclusion in report
Spreadsheets	Excel (.xls); (.xlsx)	tbc
GIS	QGIS; ArcGis	tbc
GIS (Research data)	NB GIS data "bought in" for research reports will not be deposited as it is not our data.	n/a
Geophysics	None	

Please note: that this reflects the total digital data for the Working Project Archive, **not** the archived selection of project (Preserved Archive).

Where will the working project archive be stored?

The Working Project Archive will be stored in a project specific folder on the internal organisational server. The server is backed-up by our professional IT provider.

File naming conventions

File naming conventions follow established organisational procedures.

Quality assurance

Instruments and cameras used in the collection of data are calibrated prior to use and checked to ensure that are in full working order.

All site records and data collected will be checked during Project Delivery.

Section 3: DOCUMENTATION AND METADATA

What documentation and metadata will accompany the data?

Total station data/Digital location data is used for most projects (excluding AOs). The data is exported and transferred to our Illustrations Department.

Digital images captured during an archaeological programme of work are downloaded as soon as practicable from the camera memory card onto our internal server.

This is especially important for those sites that:

- Are large ongoing sites with multiple cameras.
- Stop/start sites where more than one site manager may be involved.

The paper Photographic Record form is completed every time a photograph is taken. This register will include the make and model of the camera, the initials of the individual(s) who took the image, date and details of the area photographed.

Post-Fieldwork Summary

As soon as fieldwork is completed the site manager completes an Archive Review Form (ARF), which provides an initial “snapshot” of the results of fieldwork. It quantifies the site paperwork, the unprocessed finds and samples collected and the number of digital images taken.

The site archive then undergoes a review by the field staff. The finds and samples are delivered to our Post Ex department. Digital images are uploaded to the internal server, if not already within the job folder. We retain the SD card until the archive is deposited.

The paperwork will be checked/audited prior to writing the report. The site manager will review the digital images and make an initial selection of those that warrant inclusion in the report and/or inclusion within the Preserved Archive. No images will be deleted at this stage.

Section 4: ETHICS AND LEGAL COMPLIANCE

How will you manage and Ethical, Copyright and Intellectual Property Rights (IPS) Issues?

Copyright for all data collected by the Project Team belong to Border Archaeology.

Formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.

Personal data will be removed from the archaeological project archive and permission to include individual's names in any report is obtained prior to use.

Section 5: STORAGE AND BACKUP

How will the data be stored, accessed and backed up during the research?

The **Working Project Archive**:-

Site specific SD cards will be retained until the site archive has been deposited, at which point they will be recycled.

Downloaded data will be stored in a project specific folder on the internal organisation server.

- The server operates on permission-based access.
- The server is accessible by permitted staff on and offsite through secure log in.

Where internet access for data backup is not possible, the raw data will be backed up to a separate media device (such as a laptop and portable external hard drive).

Organisational Server

Organisational IT is managed by an external data management provider (who is also responsible for the management and verification of our daily back-ups and who support access to security copies as required).

The internal organisation server is backed up daily by our external data management provider. They ensure that there is sufficient storage space for our digital collection.

Any “archived” data removed from the server is kept in two locations away from the main office.

Section 6: SELECTION AND PRESERVATION

What should be retained, shared and/or preserved?

The Selection Strategy and DMP are reviewed and updated during the PEX Archiving process and with results from specialist reporting.

Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the SHEA, Netherdown, archive repository ADS).

Selection will be informed by the WSI, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.

The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.

What is the long-term preservation plan for the dataset?

It is understood that the reasons for selection of particular digital components will vary from project to project and will take into consideration the project aims as stated within the WSI, the significance of the results, research potential of the results, research framework requirements and relevant museum guidelines.

As with other aspects of an archaeological archive, it is unlikely that all digital files generated during an archaeological project will be retained as part of the deposited digital archive (Preserved Archive).

Consequently, a project specific Selection Strategy will be implemented:-

External dissemination of the digital archive will be with a CoreTrustSeal certified online depository (most likely the Archaeology Data Service (ADS)) if specified by archive repository, SHEA etc., guidance, the components of which will be determined by the relevant museum deposition guidelines and correspondence with the necessary stakeholders.

- Therefore all final reports generated from interventive programmes of work will be uploaded to **OASIS V** following approval by principal project stakeholders- namely the Client (Netherdown) and the SHEA.
- If appropriate digital images and supporting documentation will be uploaded to **ADS-Easy** complement grey literature reports.
- Research reports *may* be deposited on OASIS but only under the direction of the SHEAO, archive repository, etc.

BA will not preserve all digital files from the Working Project Archive on their internal company servers indefinitely.

- Internal preservation of selected digital data on BA's internal server will conform to internal Selection and Deselection standards¹.

Have you contacted the data repository?

The relevant museum will be contacted in the early stages of the project to request an accession number; to confirm current deposition guidelines (unless already contacted within the previous 3 months) and to establish current deposition costs.

The deposition guidelines will be consulted to confirm the situation with regard to the digital archive component and whether this should be deposited with a trusted digital repository.

If the investigation establishes that the site is negative, SHEA, archive repository etc. will be contacted to establish whether this can be an OASIS only deposition.

Have the costs of archiving been fully considered?

Sufficient resources to allow for the preparation of the archive, and the cost of deposition of the physical and digital archive have been included in the project budget. A costing estimate may be produced for more complex sites, using the ADS Costing Calculator.

Section 7: DATA SHARING AND ACCESSIBILITY

How will you share the data and make it accessible?

A summary of the project will be included on the OASIS Index of Archaeological Investigation and the museum and digital archive repository, and will be updated as the project progresses.

The investigations are likely to result in a number of documents: Project Brief; Written Scheme of Investigation; Final Report; Journal Submission

A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.

The location(s) of the final Archaeological Archive will be added to OASIS when appropriate.

The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

Any restrictions of data sharing required?

In certain situations a temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata.

¹ BA Selection and De-selection Guidance 2021

Section 8: RESPONSIBILITIES

Who will be responsible for data management?

The Project Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.

Data capture, metadata production and data quality are the responsibility of the Project Team, assured by the Project Manager.

Storage and backup of data in the field is the responsibility of the field team.

Once data is incorporated into the organisations project server, storage and backup is managed by an external company

Data archiving is undertaken by the project team under the guidance of the Archives Officer, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.

Document Title		Document Reference	
Written Scheme of Investigation for Archaeological Standing Building Recording: Lordship Farm Barns Pirton Road Holwell Hertfordshire SG5 3SS.		BA24164LOF/WSI	
Compilation	George Children MA MCIfA		
Editing	Stephen Priestley MA MCIfA		
Artwork	Owain Connors MA PhD MCIfA		
Issue No.	Status	Date	Approved for issue
1	Final	November 2024	Stephen Priestley MA MCIfA