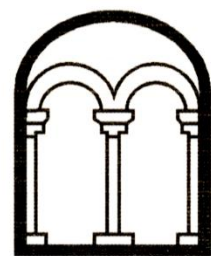


MODEL FARM, MILL LANE
HEXTON, HERFORDSHIRE

WRITTEN SCHEME OF INVESTIGATION FOR HISTORIC
BUILDING RECORDING

Albion
archaeology



**MODEL FARM, MILL LANE
HEXTON, HERFORDSHIRE**

**WRITTEN SCHEME OF INVESTIGATION FOR
HISTORIC BUILDING RECORDING**

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Contents

Preface	3
Version History	3
Key Terms	3
1. NON-TECHNICAL SUMMARY	4
2. BACKGROUND AND REASONS FOR THE PROJECT	4
2.1 Purpose of document	4
2.2 Relevant legislation and planning background	5
2.3 Professional standards	6
2.4 Requirements for the Written Scheme of Investigation	6
2.5 Constraints likely to affect the work	7
3. THE SITE	7
3.1 Location and description	7
3.2 The buildings	8
3.3 Proposed works	8
4. BACKGROUND	8
4.1 Historical background	8
4.2 Agricultural background	9
4.3 General aims of the work	10
4.4 Research aims	11
4.5 Statement on public benefit	12
4.6 Statement on carbon reduction	12
5. METHOD STATEMENTS	13
5.1 Methodological standards	13
5.2 Methodological overview	13
5.3 Historic building recording	13
5.4 Post-fieldwork analysis, reporting and publication	16



5.5	Submission of reports	17
5.6	Selection strategy and data management	17
5.7	Archiving	17
5.8	Transfer of title and copyright	18
5.9	Data protection	18
5.10	Health and Safety	18
5.11	Liaison with the LEADS	19
6.	RESOURCES	19
6.1	Albion Archaeology profile	19
6.2	Relevant experience and competence	19
6.3	Project resourcing	19
6.4	Timetable and programme of works	20
6.5	Contingencies	20
7.	QUALITY ASSURANCE	20
8.	BIBLIOGRAPHY	21
9.	APPENDIX 1: PROPOSALS FOR BUILDING RECORDING	25
10.	APPENDIX 2: SELECTION STRATEGY	31
11.	APPENDIX 3: DATA MANAGEMENT PLAN	34

List of Figures

Figure 1: Site location plan

The figure is at the rear of the document.



Preface

All statements and opinions in this document are offered in good faith. This document has been prepared for the titled project or named part thereof and was prepared solely for the benefit of the client. The material contained in this report does not necessarily stand on its own and should not be relied upon by any third party. This document should not be used for any other purpose without an independent check being carried out as to its suitability and the prior written authority of Albion Archaeology (a trading unit of Central Bedfordshire Council). Any person/party relying on the document for such other purposes agrees and will by such use or reliance be taken to confirm their agreement to indemnify Albion Archaeology for all loss or damage resulting therefrom. Albion Archaeology accepts no responsibility or liability for this document to any party other than the persons/party by whom it was commissioned. This document is limited by the state of knowledge at the time it was written.

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Key Terms

The following terms or abbreviations are used throughout this document:

ADS	Archaeology Data Service
ClfA	Chartered Institute for Archaeologists
HALS	Hertfordshire Archives and Local Studies
HCC	Hertfordshire County Council
HER	Historic Environment Record
LEADS	Landscape, Ecology, Archaeology, Design and Sustainability (Hertfordshire County Council)
LPA	Local Planning Authority (North Hertfordshire Council)
NHLE	National Heritage List for England
NPPF	National Planning Policy Framework
OS	Ordnance Survey



1. NON-TECHNICAL SUMMARY

North Hertfordshire Council has granted planning permission (22/02775/FP) for development at 'Model Farm', Mill Lane, Hexton. The works involve the erection of two attached 4-bed dwellings following the demolition of existing barns, together with associated car parking, detached car barn and relocated vehicular access.

Swords Properties Ltd have commissioned Albion Archaeology (a trading unit of Central Bedfordshire Council) to carry out historic building recording prior to development of the site.

The farm buildings requiring record are on the western side of Mill Lane within the Hexton Conservation area. The 19th-century cartographic evidence suggests that the barns were built in two phases. A long western range and a shorter southern range fronting Mill Lane are shown on the 1837 parish tithe map, with this layout unchanged through to OS map surveyed in 1899. The first edition OS map surveyed in 1880 suggests that the front, southern range is constructed of timber. It is likely that the southern range and at least the part of the western range nearest the road was re-built in the early 20th century when George Hodgson owned Hexton Hall. The OS map surveyed in 1922 shows the buildings in their current form, with additional ranges added to the north and east to form a courtyard layout.

Condition 16 on the planning application requires a programme of historic building recording, the production of a suitable report and deposition of the archive. This document is the Written Scheme of Investigation for the work. It contains details of the strategy required by condition 16 and sets out the methodology for an Historic England level 2 record (Historic England 2016) as recommended by the planning authority's archaeological advisor.

2. BACKGROUND AND REASONS FOR THE PROJECT

2.1 Purpose of document

This document is the Written Scheme of Investigation (WSI) for the historic building recording required by Condition 16 on planning permission 22/02775/FP. Its purpose is to provide a detailed and quantifiable specification, or project design, which can be formally approved and monitored for compliance by the LEADS (Hertfordshire County Council Landscape, Ecology, Archaeology, Design and Sustainability team) on behalf of the Local Planning Authority (LPA). It sets out the scope of the work, the standards that will be adhered to, and provides details of the proposed methodology.

The WSI identifies specific objectives for the historic building recording with reference to the advice given by the LEADS, relevant previous investigations



and reports for the affected assets and surrounding area, the East of England Regional Research Framework (Glazebrook ed. 1997; Brown & Glazebrook eds., 2000; Medlycott ed., 2011; and Research Framework Networks, 2022).

2.2 Relevant legislation and planning background

Policy 200 of the *National Planning Policy Framework (NPPF)* (MHCLG, 2023) and policy HE4 of the North Hertfordshire Local Plan 2011-31 require developers to assess the significance of any heritage assets that may be impacted upon by the development proposal and how this significance may be affected.

Paragraph 200 of NPPF and the policy HE4 of the North Hertfordshire Local Plan also require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the development impact, and to make this evidence (and any archive generated) publicly accessible, and where appropriate to provide on-site interpretation of the results.

The area around Hexton Manor is within as areas of archaeological significance (121) and as such is recognised as locally important.

In relation to the development of these buildings, the archaeological officer's report notes '[the development is] ...likely to have an impact on heritage assets of archaeological and architectural interest'. A building recording condition was, therefore recommended.

Condition 16 (22/02775/FP) states:

A 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 for post investigation assessment*
- 3. Provision to be made for analysis of the site investigation and recording*
- 4. Provision to be made for publication and dissemination of the analysis and records of the site investigation*
- 5. Provision to be made for archive deposition of the analysis and records of the site investigation*
- 6. Nomination of a competent person or persons/organisation to undertake the works set out within the Archaeological Written Scheme of Investigation.*

B 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 (A)



C 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 (A) and the provision made for analysis and publication where appropriate.

2.3 Professional standards

Albion Archaeology is a registered organisation with the Chartered Institute for Archaeologists (CIfA) and all supervisory and senior professionals are expected to be accredited as part of their job role. All work is carried out in accordance with the CIfA *Code of conduct: professional ethics in archaeology* and other regulations and the relevant standards and guidance.

The documents specifically relevant to this work are the *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (CIfA 2020a) and the *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (CIfA 2020b).

2.4 Requirements for the Written Scheme of Investigation

Along with any specific requirements outlined by the LPA, the generic requirements for a WSI are set out in the CIfA *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (CIfA, 2020a). The standards require those preparing a project design (or WSI) to examine all appropriate sources, be fully apprised of and abide by all relevant legislation and ensure that proposed methodology reflects the type of building or structures likely to occur.

A project design sets out a schedule of works in sufficient detail to be quantifiable, implemented and monitored, and therefore also forms the basis for a measurable standard. Project designs are normally produced by those responsible for the work and can either be a response to the brief/project outline or specification or be initiated as part of a research or management proposal independent of the planning framework. This WSI is a response to the recording requirements required by planning condition.

This document complies with the requirements for a project design (WSI) as listed in the standards and guidance (CIfA, 2020a).

The proposed timetable and staffing schedule contained in this document are for information purposes and are non-binding. They are included to provide an indication that the resourcing of the project has been properly considered.

The WSI will be submitted to the LPA by the client or their agent for formal approval of details under the relevant planning permissions.



2.5 Constraints likely to affect the work

The building recording works are non-intrusive, and this will limit damaging or potentially illegal impacts of the survey. Health and Safety will be given proper consideration. There are no known constraints affecting safe access for the purpose of recording. Risk will be assessed in line with Albion Archaeology's health and safety procedures.

The existing plans and survey of the site appears sufficient to form the basis of the recording work. These will be checked on site to ensure they provide an adequate record.

As this is a vernacular building, it is unlikely that detailed historical and documentary research will provide more information than that which can be obtained from a study of readily available documents and maps.

Copyright issues around documents, plans and maps held in record offices and museums can sometimes limit commercial reproduction. Licences to reproduce work are often time-limited, which then poses problems for long-term use of material in reports for wider dissemination.

3. THE SITE

3.1 Location and description

The Victoria County History¹, published in 1908 so broadly contemporary with the construction of the later barns on the site, describes Hexton as a peninsula of Hertfordshire jutting northwards into the county of Bedford. The southern half of the parish partly within the chalky downs of the Chiltern Hills, is described as covered with 'short turf and plantations of fir trees', with the village centre at the foot of the hills standing 'among grass fields and orchards at the beginning of a low plain, which, sloping gradually to the north, becomes merged in the large plain of southern Bedfordshire. The southern boundary of Hexton is formed by Icknield Way. Kellys directories published in the 19th century describe the main crops grown in Hexton as wheat, barley, beans and turnips²

The bedrock geology is West Melbury Marly Chalk Formation. A Chalk. Sedimentary bedrock formed between 100.5 and 93.9 million years ago during the Cretaceous period³.

The village is dominated by Hexton Manor, a Grade II-listed country house (NHLE1347069) which sits within a registered park and garden, and which is partly enclosed by a substantial wall running along the edge of Mill Lane, the principal village street. The walls are also Grade II listed (NHLE 1103253). Many of the buildings along Mill Lane are clearly estate cottages and the frontage of 'Model Farm' is built in a similar style. Hexton Manor

¹ [Parishes: Hexton | British History Online \(british-history.ac.uk\)](#) [accessed 13 August 2024]

² [Special Collections - Special Collections](#) [accessed 13 August 2024]

³ [BGS Geology Viewer \(BETA\)](#) [accessed 13 August 2024]



was altered and enlarged c. 1820 for the de Latour family, with later developments from 1908 when George Hodgson owned the estate.

'Model Farm' (HER ref 10999) is to the east of Mill Lane, opposite Dairy Cottages. Both Hexton Manor Farm and Grange Farm have associated planned farmsteads (HER 11000 and 11001, respectively). Park Farm opposite and probably part of the farm associated with Grange farmhouse is c. 225m north of 'Model Farm', with the farmstead associated with Hexton Manor Farm (HER 30318; NHLE 1347070) located a further 50m further north along Mill Lane. This suggests development of the Hexton estate farms during the period of High Farming from 1840 to the 1870s.

3.2 The buildings

The barns are detached from their associated farmhouse and likely formed part of a tenanted farm owned by the Hexton Manor Estate. The layout, arranged around a courtyard, is typical of that seen in model farms of the 19th century, although in this case the cartographic evidence suggests at least two phases development. A long western range and a shorter southern range, fronting Mill Lane are shown on the 1837 parish tithe map⁴, with this layout unchanged through to OS map surveyed in 1899. The first edition OS map surveyed in 1880 suggests that the front, southern range is constructed of timber. The heritage statement notes that the south range has high-quality Flemish bond brick work with burnt headers evident, with the western range also being constructed to a high quality. It is likely that the southern range and at least the part of the western range nearest the road was re-built in the early 20th century. It is not until the OS map surveyed in 1922 that the buildings are shown in their current form, with additional ranges added to the north and east to form a courtyard layout.

3.3 Proposed works

The proposed works are demolition and rebuild of the existing 'Model Farm' barns to create two new residential dwellings with associated parking, amenity space, and landscaping. Conversion of the buildings was consented under 21/02300/FP but subsequent structural survey found that this was not a viable option.

4. BACKGROUND

4.1 Historical background

The HER lists various archaeological findspots dating from the neolithic, Roman and medieval periods, and cropmarks which include fragmentary ridge and furrow to the south of Barton Road. Icknield Way forms one of the village boundaries and the earthwork remains of Ravensburgh Castle, an Iron Age Hill fort, overlook the village to its west.

⁴ Noted in officers report with planning application 22/02775/FP



The HER record for Hexton (HER 7680) notes that the manor is recorded in Domesday as 'Hegestanestone'. The placename means 'Heahstan's farm'. Hexton is a one-street village at the gates of Hexton Manor huddled together on the clay at the foot of the Chiltern ridge and surrounded on three sides by Bedfordshire. Many of the buildings in the village appear to be estate houses and farmsteads.

The church of St Faith (HER 4304, NHLE 13470660 at the southwestern edge of the village, mostly dates to the mid-13th century but incorporates fabric from an older building. A portion was rebuilt in brick in 1824, at the same time Hexton Manor (NHLE 1347069) was being enlarged for the de Lautour family.

The village is largely a 19th- and 20th-century estate village for Hexton Manor, a country house built in the early 18th century though incorporating part of an early 17th-century farmhouse. Hexton Manor sits in gardens and pleasure grounds within a park and agricultural estate of 70ha. The house was altered in the late 18th century under the ownership of Newdigate Poyntz Snr. It was enlarged again in the 1820s for the de Lautour family. Kellys directories show the the de Lautour family at the house until at least 1855. During the 1890s Hexton Hall spent a period of time unoccupied but was owned by Captain Will Joseph Young, described in Kellys as the lord of the manor. From 1902 George Hodgson is listed as the owner.⁵

Among the works carried out by the de Lautour family was the installation of a private water system, which also supplied the village via a public pump (HER 5678 NHLE 1103255). A number of additional pumps throughout the village were erected c. 1908 for G H Hodgson, a wealthy textile merchant, who had bought the estate in 1901. These still survive, including one on the roadside adjacent to 'Model Farm' (NHLE 1347068). Many of the estate cottages, including those opposite 'Model Farm' are shown on the first edition OS map surveyed in 1880. George Hodgson also built, added to. or re-built several of the estate cottages in the village and landscaped the gardens and grounds of Hexton Manor including the addition of fine bridges and follies⁶.

The walled gardens at Hexton Manor are enclosed by walls dating to the late 18th/early 19th century and built to a height of around 4m. Parts of the wall adjoining the village street were further heightened to c. 7m in the late 19th century (NHLE 1102353). The list description describes the walls red brick chequered with black headers in the lower part and in Flemish bond.

4.2 Agricultural background

Model or planned farms typically belong to the era of High Farming which lasted from around 1840 to the agricultural depression of the late 1870s. Outside the larger estates, farmers more usually re-built or adapted their

⁵ [Special Collections - Special Collections](#) [accessed 13 August 2024]

⁶ [Hexton Manor Estate](#) [accessed 13 August 2024]



existing buildings using elements of the new thinking. The elements of the contemporary debate and the new technology that seemed practical and cost-effective might be introduced, often resulting in a slightly *ad hoc* approximation of the model farm expounded by the textbooks.

The design of the new-style farmstead was influenced by the widespread extension of mechanisation (for preparing feed and threshing), the increasing availability of mass-produced fittings and materials, as well as the adoption of industrial and scientific principles to the accommodation and feeding of ever-increasing numbers of livestock.

G.A. Dean, writing in 1849, outlined some basic principles of good design: the farmyard should be rectangular in form with storage areas on the north side; livestock yards should be on the warmer, south side; and the horse and implement accommodation should be ranged down the other two sides. Ideally the house would occupy the south-west corner of the site where the need for both privacy and contact with the operations of the farm could be satisfied. The layout of 'Model Farm' mirrors the rectangular form described by Dean (1849).

At least part of 'Model Farm', the farmyard at Hexton Manor Farm and the buildings labelled Park Farm on the 1882 OS map are broadly contemporary with the period of High Farming, but other parts would appear to postdate this period. Many of the estate buildings in the village and possibly parts of 'Model Farm' itself, are known to date from the later 19th and early 20th centuries. It is known that alterations to the village occurred in or around 1908, just after George Hodgson took ownership of Hexton Manor.

Although the number of new farmsteads being built dropped after the 1870s, it only dropped substantially after 1900 (Wade Martins, 2002). Whilst farming incomes declined there was still demand for meat and dairy produce from the urban centres, particularly the production of milk. This meant the number of dairy cows steadily increased during the last quarter of the 19th century until the 1930s (Wade Martins 2002). It is also during this period that new families, often with wealth derived from commerce and industry, joined the ranks of the landowning classes. Landowners like George Hodgson, who continued to invest improvements to tenanted holdings. The timber-framed gabled façade seen at 'Model Farm' Hexton is a typical design feature of the later 19th and early 20th Centuries. Examples of this style include College Farm, Finchley built in 1883 and designed by Fredrick Chancellor who worked extensively in Essex⁷

4.3 General aims of the work

The requirement for the historic building recording is to undertake the detailed recording of the buildings. LEADS have indicated that a Level 2

⁷ Illustrated in Wade Martins, 2002 Fig. 99, p.192



survey is required, in line with Historic England guidance (Historic England 2016).

The aims of the building recording are to:

- Gather and interpret data about the buildings to enhance our understanding of them.
- Provide an accessible and accurate record of the buildings in their existing condition.
- Disseminate the results in a format and to a level appropriate with their significance.
- Produce an archive to form a permanent record of the buildings.
- Record a diminishing resource prior to change.

4.4 Research aims

Industrial Age structures (1750–1906) are explicitly mentioned as facing a high rate of loss through redundancy, conversion and demolition in the Eastern Region archaeological Research Agenda (Brown & Glazebrook 2000). This is still the case.

The East Anglian Research agenda published since 2000 have also included a focus on a thematic approach to industrialisation, including agricultural buildings and rural industries, and the development of the post medieval landscape, alongside the general need for an increased level of building recording through the planning process (Brown & Glazebrook 2000, Medlycott 2011).

The most up-to-date East Anglian Research agenda includes several generic themes based on research gaps. These include P-Med08 which focuses on making the best use of historic building recording in the planning process. Although this aim makes specific reference to unlisted post-1840 building stock, the use of the planning process to ensure a standardised record of lower status buildings of all dates and designations will make the results more accessible for future research.

‘Model Farm’, Hexton is recognised as locally significant, and a record of the buildings can contribute to the study of the wider rural landscape and the development of settlements through the post medieval and into the modern periods. The characterisation of post medieval landscape and the factors which affected it (objective P-Med 14) are a continuing theme within the most up-to-date East Anglian Research agenda⁸

Research aim P Med-06 in the most up-to-date East Anglian Research agenda⁹ states:

⁸ [Post-medieval Research Agenda - East of England Research Framework \(researchframeworks.org\)](https://researchframeworks.org/)
[accessed 14 August 2024]

⁹ [Post-medieval Research Agenda - East of England Research Framework \(researchframeworks.org\)](https://researchframeworks.org/)
[accessed 14 August 2023]



‘[work] on farm buildings should attempt to consider how they have been used, and their relationship to the farmstead and wider landholding. The development of the farmstead c.1750-1914, and the way buildings reflect changing agricultural practice, remains an important research topic’.

Although a Level 2 survey is primarily a descriptive record, the record will potentially contribute to several research themes:

- To understand the date and phasing of the buildings, and their relationship with the development of the estate during the later 19th century.
- To further understand the nature of the farm buildings in their context. In particular, the local context of the estate village connected to Hexton Manor.
- To understand the function and development of the buildings over time, in particular the later period at the end of the 19th century into the 20th century. Were these buildings used for dairy cows or as a dairy to fulfil the demand for milk in the nearby urban centres such as Luton or Hitchin?

4.5 Statement on public benefit

Public benefit from this type of work is derived from the creation of knowledge and by ensuring the results of a project and its archive are available in an accessible format for future research. Sometimes public benefit can be facilitated and enhanced through direct community engagement during the project, although in most cases smaller pieces of work or projects on sites which are not generally accessible will not lend themselves to public access. Where appropriate, Albion Archaeology will seek to arrange activities which are either directly associated with the project or are part of the general programme of events undertaken as part of our ongoing community and outreach programme. This programme includes collaboration with museums and local societies, and talks, school visits and exhibitions.

4.6 Statement on carbon reduction

Albion Archaeology is a trading unit of Central Bedfordshire Council and is therefore included in the council’s carbon reduction policies. Central Bedfordshire Council is working towards being carbon neutral in its own operations by 2030. Its carbon reduction strategy is set out in its Sustainability Plan 2020-2030, available on the Central Bedfordshire website¹⁰. Central Bedfordshire Council is a carbon literate organisation (bronze).

¹⁰ [Climate change - tackling it and our strategy | Central Bedfordshire Council](#)



5. METHOD STATEMENTS

5.1 Methodological standards

The main standards and requirements which will be used in this project are set out in the following documents:

• Hertfordshire Museums	<i>Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archives in Hertfordshire</i> (2020)
• ClfA	<i>Code of conduct: professional ethics in archaeology</i> (2022)
	<i>Standard and guidance for the archaeological investigation and recording of standing buildings or structures</i> (2020)
	<i>Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives</i> (2020)
• Historic England	<i>Understanding Historic Buildings. A guide to good recording practice</i> (2016)
• ARCHES	<i>The Standard and Guide to Best Practice in Archaeological Archiving in Europe</i> (2012)
• DigVentures	<i>Digital Archives in Archaeology [online]</i> (2022)

5.2 Methodological overview

ClfA 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*’ (ClfA 2020a). This will be achieved by recording the structures and their setting to Level 2 standards in accordance with Historic England’s *Understanding Historic Buildings: A Guide to Good Recording Practice* (2016).

On completion of the fieldwork, a report will be produced with any further publication of the results in a format and detail which will be agreed with the LEADS once an assessment has been made. The archive will be digital and deposited with the Archaeology Data Service (ADS).

5.3 Historic building recording

5.3.1 General

The Historic England guidance on building recording (2016), provides a description of a Level 2 surveys:

Level 2 is ‘... *a descriptive record, made in similar circumstances to Level 1 but when more information is needed. It may be made of a building which is judged not to require a more detailed record, or it may serve to gather data*



for a wider project. Both the exterior and interior of the building will be seen, described and photographed. The examination of the building will produce an analysis of its development and use and the record will include the conclusions reached, but it will not discuss in detail the evidence on which this analysis is based. A plan and sometimes other drawings may be made but the drawn record will normally not be comprehensive and may be tailored to the scope of a wider project.’ (Historic England 2016: 27)

Level 2 surveys can include a wide range of different drawn and written elements, however, the focus is on a descriptive record rather than a comprehensive analytical record. The record will include some reference and discussion of relevant architectural and historical background (see Appendix 1).

The buildings are relatively simple. Photographic elements of the survey will, in most cases, show sufficient detail without the need for the detailed measured drawings. More detailed drawn records may be required to illustrate jointing or architectural detailing which relates to the as built function of the buildings.

5.3.2 Drawn record

The drawn record will include a site plan relating the buildings to other structures and any related topographical or landscape features.

Plans will be produced digitally using a suitable CAD programme.

Basic scale plans showing buildings and their layout, including openings, and features of historic significance.

Measured sketches will be used to capture significant architectural detail not easily shown in the photographs.

In most cases photography should be sufficient to capture the relevant elevation detail, although drawn elevations will be included if these add significant detail.

Where the roof structure of the building is visible, simple cross sections of the main buildings will be included.

In addition, the record will include plans identifying the location and direction of accompanying photographs.

Subject to copyright, copies of any relevant historical maps consulted during the documentary research will be included in the report.

5.3.3 Photographic record

The photographic record will consist of high-quality digital images taken using a DSLR camera. Images will meet the standards for digital archiving with the Archaeology Data Service (ADS).

The photographic register will include the building reference number, basic description, location, and direction of shot. Additional meta data will be



recorded in line with the data management plan (Appendix 3) and the requirements of ADS.

Vertical and horizontal graduated metric scales of a suitable length relative to the photograph will be used. Some additional photographs showing general views will be taken without the use of a scale.

The photographic survey will be undertaken using a suitably experienced photographer with experience of photographing historic buildings.

In line with Historic England 2016a, 4.4.8 (points 1, 2 and 4) the following views, where they have survived, will be recorded photographically:

- A general views of the buildings and their wider setting.
- The buildings' external appearance. Typically, a series of oblique views will show all external elevations of each building and give an overall impression of size and shape. Where individual elevations include complex historical information views at right-angles to the plane of the elevation will be taken.
- The overall appearance of the principal rooms and circulation areas. The approach will be similar to that outline in the bullet point above.

In addition, the following will be recorded photographically:

- Fixtures or fittings which relate to the original purpose of the building
- Structural and design detail relevant to the building's design, development and use

5.3.4 Documentary and cartographic research

As this is a descriptive Level 2 survey, detailed documentary and cartographic research is not proposed. A brief summary of the secondary sources and information from the Ordnance Survey mapping is included in the background section above. However, sufficient research into available records will take place, including, if necessary, a visit to Hertfordshire Archives and Local Studies. Relevant historic maps will be consulted and reproduced in the report if copyright allows.

5.3.5 The written record

The written historic building report will provide a summary of the form, function, and sequence of development of the buildings as far as can be ascertained from the available evidence.

The building recording element of the report will comprise:

- Some background information to put the buildings in their overall context.
- An account of the overall form of the buildings (structure, materials, layout etc.) and phases.
- An interpretation of how the buildings were used, including how they related to each other and the processes that were taking place on the site.



- A description of significant structural and architectural details, particularly those that are significant to the uses of the buildings.
- A description of any fixtures and fittings, plant or machinery associated with the buildings, including any evidence for the former existence of demolished structures or removed plant associated with the buildings.
- A discussion of the architectural or historical context or significance of the buildings, in terms of origin, purpose, form, construction, design, materials, status or historical associations.

5.4 Post-fieldwork analysis, reporting and publication

The post-fieldwork stage of the project will include creation of a set of checked CAD drawings, photographic catalogues, building descriptions, and integration of historical research into the report.

In addition to the components described above (Section 5.3.5), the client report will include the following:

- A non-technical summary.
- The aims and objectives of the project.
- The circumstances and date of the work.
- The identity of the organisation and individuals carrying out the work.
- An account of the methods used, including any variation to the approved WSI.
- A written description of the structures and an interpretation of the sequence, construction, function, and use of materials. Appropriate terminology for the architecture of the period will be used within the description and analysis.
- A summary of, and reference to, any map, pictorial, documentary evidence studied.
- The results of the work.
- An interpretation of the structure/building/complex(es) drawing together the evidence gathered.
- A discussion of the significance of the buildings and the site, including an assessment of results against the research aims of the project.
- A conclusion providing a summary of the results placing them within their wider context.
- A site location plan at 1:2500 or 1:10000 as appropriate.
- Further illustrations to include a site survey plan, as-found drawings, plans to indicate phasing, and architectural detail where recorded. Copies of photographs will be included in the report. Where copyright prevents the reproduction of archival material for the report, it will be described and its location signposted.
- A selection proposal. The selection proposal will identify any archival material where discard is proposed. In the case of the current project, the archive will be digital.



- An index to and the proposed location of the archive, including an accession number where appropriate.
- References/bibliography.
- Appendices containing all essential technical details, including photographic record sheets.
- The OASIS reference ID and completed Data Collection Form.

All plans will be clearly related to the national grid.

The involvement of LEADS shall be acknowledged in any report or publication generated by this project.

5.5 Submission of reports

Following informal approval, one copy of the approved building recording report in digital form will be submitted via the OASIS website. This will include appendices and any specialist reports. Site location and site survey will be supplied in .dwg or .shp formats along with the submission of the report so that these can be added to the HER digital material together.

The OASIS reference ID and completed Data Collection Form will be clearly presented in the relevant report.

The report will be submitted within 6 months of completion of fieldwork.

It is acknowledged that reports submitted in response to a planning condition are automatically considered to be public documents and will be made available for public consultation through the Historic Environment Record.

5.6 Selection strategy and data management

Artefacts and ecofacts are not being collected and selection of the material archive is therefore not a consideration. During creation and review of the data management plan, the guidance contained in the Work Digital/Think Archive project report will be used (<https://digventures.com/projects/digital-archives/>).

The born-digital building recording archive will be archived with ADS in line with the selection strategy and data management plan (see Appendices 2 and 3). The digital archive will be managed in line with the data management plan outlined below.

The selection strategy and data management plan are 'living' documents and will be reviewed throughout the project. Substantial amendments will result in a revised version of the document which will be agreed with LEADS and other stakeholders.

5.7 Archiving

The expectation is that the archive will be digital. Digital archive will be deposited at a publicly accessible CoreTrustSeal repository, i.e. the ADS.



In line with the planning condition the archive will be submitted within 2 years of completion of fieldwork.

The archiving process will conform to the guidelines contained in the ClfA *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (2020b). Section 2.5.3 of MoRPHE (Historic England, 2015) will be used for general guidance during the archiving process.

A digital security copy of the documentary archive will be made. It is acknowledged that deposition is required before the final part of the planning condition will be discharged.

All records produced will be archived to the standards outlined in the ClfA standards and guidance (2020b) and using guidance produced by ARCHES (2012), *Digital Archives in Archaeology* (2022) and Hertfordshire Museums (2020). Although please editing may be required where photographs contain obscene or offensive graffiti. Prior to deposition, the photographic record will be maintained by Albion Archaeology on cloud-based servers. These are backed up and supported by the Central Bedfordshire Council ICT team.

Albion Archaeology employs a full-time Archives Officer to ensure that all archives are completed to the correct standards and deposited according to the relevant guidelines.

5.8 Transfer of title and copyright

Artefacts are not being collected as part of the historic building recording and transfer of ownership is, therefore, not applicable.

5.9 Data protection

All data is processed in compliance with the General Data Protection Regulation (GDPR), and a statement will be provided in the report to confirm the consent or other lawful basis for the sharing of details of individuals involved in the project, both internal and external to the organisation and that the data has been collected for specified, explicit and legitimate purposes. Further processing for archiving purposes in the public interest, scientific, historical research, or statistical purposes are considered to be compatible with the initial purposes.

5.10 Health and Safety

Health and safety must take priority over archaeological requirements.

A suitable and sufficient risk assessment will be carried out before the start of fieldwork. As part of the Project Briefing, all staff will be made aware of their responsibilities and the specific site hazards (identified by the risk assessment). The risk assessment will be reviewed dynamically as the project progresses.



Any special requirements of the client, contractors or utilities concerning safe working will be adhered to.

5.11 Liaison with the LEADS

LEADS, acting on behalf of the LPA, will monitor the work to ensure it is being carried out in accordance with the approved WSI.

A programme of monitoring will be agreed with the LEADS and relevant members of the project team will keep them informed of the project's progress. No substantial modification of the approved WSI will take place without the prior consent of the LEADS.

LEADS charging policy is acknowledged.

LEADS will be informed at the earliest opportunity of any unexpected issues, especially where this requires variation to the WSI.

6. RESOURCES

6.1 Albion Archaeology profile

Albion Archaeology, formerly called Bedfordshire County Archaeology Service, was established in 1974. In keeping with its commitment to the maintenance of the highest standards of professional practice, it has been a Registered Organisation with the Chartered Institute *for* Archaeologists since August 1997. Albion Archaeology is one of the region's leading archaeological organisations and for more than 30 years has undertaken major fieldwork and evaluation projects throughout Bedfordshire and the surrounding region.

6.2 Relevant experience and competence

Albion Archaeology staff can draw on decades of experience of working on a wide range of archaeological sites within the eastern region and beyond.

Albion Archaeology is a registered organisation with the CIfA and professional membership is a requirement of supervisory and management roles. Work generally follows the principles set out in MoRPHE (Historic England 2015) and accords with CIfA's *Code of conduct: professional ethics in archaeology* (2022).

The project manager and historic building specialist/s undertaking the work are Members of the Chartered Institute *for* Archaeologists (MCIfA) with experience and competence in the management and implementation of building recording projects. In addition, the Project Manager has experience of historical research.

6.3 Project resourcing

The following individuals will be deployed on this project:



Hester Cooper-Reade BA MCIfA: *overall management, H&S officer for Albion Archaeology, project management of building recording projects, historic and oral history research, report preparation,*

Iain Leslie MA MCIfA: *management of project programme, quality control*

Mark Phillips, Project Officer BA MCIfA, Project Officer: *building recording, photography, digitisation, historic research, report preparation*

Joan Lightning, Geomatics Technician: *archive digitisation and production of illustrations*

All sub-contractors used by Albion Archaeology are suitably experienced and will have a proven track record of providing quality services within set deadlines. Pro forma contracts are used to ensure work is correctly specified and delivered to time and budget. Albion Archaeology continually reviews the quality of work received from sub-contractors.

6.4 Timetable and programme of works

The key components of the project are on-site historic building recording, documentary research, report on results, and preparation of archive.

Stage 1a. Agree WSI and submit for discharge of details.

Stage 1b Documentary research and site work.

Stage 2 Report and summaries for regional publication.

Stage 3 Archive.

In addition, allowances have been made for general project administration and management, agreement of WSI, preparation of figures and plans, contingency to allow additional time if required etc. Likely task durations are as follows:

- Up to 10 hours for building recording work on site,.
- Up to 7 hours for documentary research.
- Up to 25 hours for post site works, preparation of illustrative material and report writing.
- Up to 7 hours for preparation of archive for deposit.

6.5 Contingencies

Contingencies for unexpected archaeological remains are not required as part of this project. Any future requirements for publication will be agreed once the results have been assessed.

7. QUALITY ASSURANCE

Albion Archaeology's three principal organisational goals are:

- i. delivery of a first-class service to clients;
- ii. development of the highest professional standards;



- iii. timely dissemination of the results of archaeological projects.

To meet these goals the following elements of quality management are under continuing development.

- A networked Projects Database and client contact *pro formae* which Adherence to professional standards set out by the ClfA.
- Commitment to utilisation and development of regional and national research frameworks.
- Commitment to staff development to maintain professional expertise.
- A CRM system and client communication procedures which underpin our service delivery.
- Time and cost recording systems which underpins project budget management.
- Reviews at the completion of each project stage.
- Comprehensive Procedures Manual and quality procedures.
- Consistent approach to assessment, analysis and archiving by means of standardised database templates and procedures.
- Continual review of service standards provided by sub-contractors.
- Support for Albion Archaeology staff involved in national, regional and local archaeological organisations.
- Regular publication of the results of fieldwork projects, in both stand-alone format and as part of regional and period-based summaries.
- Safe and secure storage of project archives prior to deposition with relevant museum.
- Commitment to community engagement, including provision of ‘school visits’ and regular talks to local groups.

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9. APPENDIX 1: PROPOSALS FOR BUILDING RECORDING

The components of the relevant surveys are listed below (numbers refer to the numbered lists in the Historic England good practice guide). The various survey level may sometimes include optional items dependent on the type of project and its objectives.

	<i>Type of Drawing</i>	<i>Level 2</i>	<i>Proposals</i>
1	Sketch plan	✓ (if 2 not included)	Measured plans will be produced
2	Measured floor plan as existing	✓ (if 1 not included_	Based on existing plans, where plans do not exist, and access is difficult roughly dimensioned sketches may be used
3	Drawings of significant structural detail	may include	This will be captured photographically, although provision for measured sketches where photographs do not show sufficient detail
4	Measured cross sections	may include	Cross sections of the main buildings will be included
5	Measured drawings of architectural detail	may include	This will be captured photographically, although provision for detailed recording where photographs do not show sufficient detail
6	Measured elevations	may include	Combination of drawn elevations showing key dimensions and features and photographs. Stone-by-stone drawing is not proposed
7	Site plan relating the building to other structures or topographical features	may include	Yes
8	Plan showing the locations of the photographs reproduced in the report	✗	Yes
9	Copies of earlier drawings throwing light on the building's history	✗	N/A.



	Type of Drawing	Level 2	Proposals
10	Three-dimensional projections when these are of value in understanding the building. If these are to be considered components of the record they must always be accompanied by measured plans, sections and elevational details.	✗	No
11	Reconstruction drawings and phased drawings, when these are of value. In phased drawings successive phases of a building's development may be shown by graded tone (dark to light, with the darker being the earlier) or by colour, by sequential diagrams or by annotation. Whenever phased drawings are included in a record, they must be accompanied by the unmarked drawings on which they are based	✗	No (phases will be indicated on the main plan illustrating the report)
12	Diagrams interpreting the movement of materials (process flow) or people (circulation), or the segregation of people or activities (for example permeability diagrams), where these are warranted by the complexity of the subject. As with 10 and 11, the evidence supporting the interpretations must be provided	✗	No.
	Type of Photograph	Level 2	
1	General views of buildings in setting	✓	Yes
2	External views, oblique and square-on	✓	Yes
3	Views to reflect the original design intentions of the builder or architect, where these are known from documentary sources or can be inferred from the building or its setting	✗	If these can be discerned they are likely to be included in 1 and 2, above
4	Internal views of compartments	✓	Yes.
5	Any external or internal detail, structural or decorative, which is relevant to the building's design, development and use, with scale where appropriate	✓	Yes
6	Any machinery or other plant, or evidence for its former existence	✗	If present these will be photographed



	Type of Drawing	Level 2	Proposals
7	Any dates or other inscriptions; any signage, makers' plates or graffiti which contribute to an understanding of the building	✗	If present these will be photographed
8	Any building contents which have a significant bearing on the building's history	✗	If present these will be photographed
9	Copies of maps, drawings, views and photographs, present in the building and illustrating its development or that of its site	✗	Subject to copyright a maps showing the development of the buildings will be illustrated in the report
	Report Introductory Material	Level 2	
1	Location of building	✓	Yes
2	Information of any statutory designation	✓	Yes
3	Date of recording, name of recorders and location of archive	✓	Yes
4	A summary statement (when no more detailed account is intended) describing the building's type or purpose, historically and at present, its materials and possible date(s) so far as these are apparent from a superficial inspection.	✗	
5	A contents list; a list of illustrations or figures	✗	Required by other standards
6	A longer summary statement. An alternative to 4. This account should summarise the building's form, function, date and sequence of development. The names of architects, builders, patrons and owners should be given if known. Its purpose is to describe the building when no fuller record is necessary. Alternatively it may serve as an introduction to the more detailed body of a record that may follow, for users who may need a summary of the report's findings.	✓	Yes
7	An introduction briefly setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints. Where appropriate the brief for the work or the project design should be stated or appended	✗	Required by other standards



	<i>Type of Drawing</i>	<i>Level 2</i>	<i>Proposals</i>
8	Acknowledgements to all those who have made a significant contribution to the making of the record, or who have given permission for copyright items to be reproduced.	✗	Required by other standards
	<i>Main Report</i>	<i>Level 3</i>	
9	A discussion of the published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence (map regression) and a critical evaluation of previous records of the building, where they exist.	✗	Some basic documentary research, including reference to historic maps
10	An expansion of 9, drawing additionally on a range of primary documentary sources.	✗	No
11	An account of the building's overall form (structure, materials, layout) and of its successive phases of development, together with the evidence supporting this analysis	✗	Detailed evidential analysis is not proposed although general discussion on form and phases will be included.
12	An account of the building's past and present use, and of the uses of its parts, with the evidence for these interpretations. An analysis of a circulation pattern or of a decorative or liturgical scheme. An account of any fixtures, fittings, plant or machinery associated with the building, and their purpose. In an industrial building, a sequential account of the way in which materials or processes were handled.	✗	Yes
13	Any evidence for the former existence of demolished structures or removed plant associated with the building.	✗	Yes
14	A summary of the findings of any specialist reports (for example dendrochronology or paint analysis).	✗	No.



	Type of Drawing	Level 2	Proposals
15	A discussion of the building's past and present relationship to its setting: its relationship to local settlement patterns or other man-made features in the landscape; its part in a larger architectural or functional group of buildings; its visual importance as a landmark, etc. For more guidance on investigating and recording landscapes see Understanding the Archaeology of Landscapes (English Heritage 2007; revised edition forthcoming)	✖	No.
16	An assessment of the potential for further investigative or documentary work, and of the potential survival of below-ground evidence for the history of the building and its site.	✖	No
17	A discussion of the architectural or historical context or significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials, status or historical associations.	✖	The discussion element of the report will consider the wider significance of the buildings but detailed discussion is not proposed.
18	Copies of historic maps, drawings, views or photographs illustrating the development of the building or its site (the permission of owners or copyright holders may be required).	✖	Some historic maps, principally OS maps, will be reproduced to illustrate the report.
19	Copies of other records of the building, including specialist reports (again with any necessary permissions), or a note of their existence and location.	✖	n/a
20	Any further information from documentary sources, published or unpublished, bearing on any of these matters, or bearing on the circumstances of its building, designer, craftsmen, ownership, use and occupancy, with a note on the sources of the information.	✖	No in-depth documentary research is planned..
21	Relevant information from owners, builders, architects or others who may be acquainted with the building, including oral history. The sources of the information must be given, and it is important that the particular strengths and weaknesses of different types of information are weighed.	✖	If known this information will be included, though there is no plan to seek it out.



	<i>Type of Drawing</i>	<i>Level 2</i>	<i>Proposals</i>
22	An outline of the significance of the building. This can seek to identify both the significance of different features or phases of development in the building relative to each other, and also set important aspects of the building in a regional or national context	✖	The significance of the structures will be discussed as part of the normal conclusion and discussion sections of the report
	<i>End Material</i>	<i>Level 2</i>	
23	Full bibliographic and other references, or a list of the sources consulted (in long reports it is preferable to include both). Websites which may prove to be ephemeral should be avoided as references wherever possible; where their use is unavoidable the full web address and the date on which the site was consulted should be noted.	✖	Required by other standards
24	A glossary of architectural or other terms likely to be unfamiliar to readers. If few in number, terms may be explained more economically within the text or in footnotes.	✖	Complicated terms will be described in main text

10. APPENDIX 2: Selection strategy

HISTORIC BUILDING RECORDING MODEL FARM, MILL LANE, HEXTON, HERTFORDSHIRE SELECTION STRATEGY (13 August 2024, vers. 1.0)		
Project Manager:	Hester Cooper-Reade	
Archaeological Archive Manager:	Helen Parslow	
Organisation:	Albion Archaeology	
STAKEHOLDERS		Date Contacted
Collecting Institution(s):	Archaeology Data Service	
Project Assurance:	Hertfordshire County Council LEADS	
Landowner/Developer:	Swords Properties Ltd	
Other:	Project Archives Officer – Helen Parslow	
RESOURCES REQUIRED	Albion Staff time – 1 day	
CONTEXT		
Background North Hertfordshire Council has granted planning permission (22/02775/FP) for development at ‘Model Farm’, Mill Lane, Hexton. The works involve the erection of two attached 4-bed dwellings following the demolition of existing barns, together with associated car parking, detached car barn and relocated vehicular access.		
Objectives and Relevant National, Regional and County Research Frameworks In general terms the purpose of the forthcoming works is to: • Gather, analyse and interpret data about the buildings to enhance understanding of them. • Provide an accessible and accurate record of the buildings in their existing condition. • Disseminate the results in a format and to a level appropriate with their significance. • Produce an archive to form a permanent record of the buildings. • To record a diminishing resource prior to change.		

Although a Level 2 survey is primarily a descriptive record, the record will potentially contribute to several research themes:

- To understand the date and phasing of the buildings and their relationship with the development of the estate during the later 19th century.
- To further understand the nature of the farm buildings in their historical, agricultural, and architectural context. In particular the local context of the estate village connected to Hexton Manor.
- To understand the function and development of the buildings over time, in particular the later period at the end of the 19th century into the 20th century. Were these buildings used for dairy cows or as a dairy to fulfil the demand for milk in the nearby urban centres such as Luton or Hitchin?

Archive

The archive of records generated during the project will be kept secure at all stages of the operation. All records produced will be archived to the standards outlined in Historic England's *Management of Research Projects in the Historic Environment* (MoRPHE). Albion Archaeology employs a full-time Archives Officer to ensure that all archives are completed to the correct standards and deposited according to the relevant guidelines.

On publication of the final report, the archive of project records will be deposited with the Archaeology Data Service (reference no. albionar1- 527573). Details of the project and its findings will be submitted to the OASIS database in accordance with the guidelines issued by Historic England and the ADS.

1. DIGITAL DATA

STAKEHOLDERS

Project Archives Officer – Helen Parslow
Project Manager – Hester Cooper-Reade
Digital Repository – Archaeology Data Service
Project Assurance – LEADS
Client – Swords Properited Ltd

SELECTION

Location of Data Management Plan (DMP):

Supplied with this document (See below).

Selection of digital data: Digital data will be selected for inclusion in the preserved archive by the Project Manager and Project Archives Officer in conjunction with the stakeholders. Any deviation from the strategy set out below will be discussed and agreed with the stakeholders.

Selection strategy reviews will be undertaken at review points at the end of fieldwork and prior to final archiving.

Digital data collected during the project will likely include:

- Photographs (.JPEG, .TIFF)
- Spatial Data (.DWG, .SHP)
- Sound recordings (.WAV)
- Reports (MS Word, .PDF)

Digital data selection will be based factors such as:

- Relevance
- Uniqueness
- Non-replicability
- Cost

It is envisaged that not all of the born digital photographs taken on site will be kept, for example duplicate images or examples where the information is conveyed more clearly or effectively in other images of the same area or detail. Any digital data which could be in breach of GDPR will not be kept (or the relevant data redacted). No duplicate data created during the project, or data that duplicates data already in an archive (i.e. OASIS reports.) will be selected.

Only final versions of documents and drawings will be selected, unless draft versions are thought to hold special importance. Only the final version of the site plan, in .SHP or .DWG format, will be selected.

Data (including metadata) will be managed in line with ADS guidelines

(<https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml>)

Digital data will be managed in accordance with Albion Archaeology and Central Bedfordshire Council (CBC) procedures. See the DMP for further details.

DE-SELECTED DIGITAL DATA

The procedure for dealing with deselected digital data will be in line with Albion Archaeology and CBC procedures, e.g. CBC data management policies, IT policy, Data Protection Policy, Information Security Policy and Records Management Policy. De-selected data subject to GDPR retention rules will be deleted according to CBC policy. De-selected data not subject to GDPR may be retained by Albion Archaeology for any such period that it is deemed useful, after which it will be deleted.

AMENDMENTS

Date	Amendment	Rationale	Stakeholders Involved

11. APPENDIX 3: DATA MANAGEMENT PLAN

Project Manager	Hester Cooper-Reade
Project Number	HX5003
Project Name	Model Farm, Mill Lane, Hexton, hertfordshire
Author(s)	Hester Cooper-Reade/Helen Parslow
Stakeholders	Albion Archaeology, Swords Properties Ltd (client), ADS (archive depository), North Herts Council (LPA), Hertfordshire County Council (LAP advisors)
Origination Date:	13/08/2024
Reviser(s)	N/A
Date of last revision	N/A
Project stages covered	Historic building recording
Version	1.0
Status	Draft
Summary of Changes	N/A
File Name/Location	(Sharepoint)\PROJECTS\ProjectsHerts\HX5003ModelFarmHexton\ Archive\HX5003_DMP1-0_20240813.doc
Related Policies	CBC data management policies, IT policy, CBC Data Protection Policy, Information Security Policy, Records Management Policy and IT Acceptable Use Policy.
Data Collection/Creation	
Data to be Collected/Created	<i>Specify what data you will collect or create. Indicate the likely types and formats of your data (e.g. Word Documents, Excel Spreadsheets) and volume. Outline and justify any deviation from Data Management Procedure or Policy in choice of format and consider the implications of data format and data volumes in terms of cost, storage, backup and access.</i> Digital Photographs (.JPEG/.TIF) Spatial Data (plans, sections), AutoCAD (.DWG), ESRI Shape file (.SHP) Sound files (.WAV) Reports (MS Word) Correspondence (e-mail, logs)
How Data will be Collected/Created	<i>Document the standards and methodologies used, and quality assurance processes. Document any deviation from Data Management Procedure or Policy on version control, file naming, folder structure and usage.</i> The data will be created according to Albion Archaeology's Procedures Manual and Data Management Procedure, CBC Data Protection Policy, Information Security Policy, Records Management Policy and IT Acceptable Use Policy.
Relations	N/A
Documentation and Metadata	
Metadata	<i>Document any deviation from Data Management Procedure or Policy</i> None proposed
Documentation	None proposed
Ethical and Legal Compliance	
Data Security Issues	Client confidentiality where appropriate
Intellectual Property Rights	Copyright – Albion Archaeology. A copyright licence will be granted to the repositories on deposition.
Data Storage	
Storage and Backup	<i>Document any deviation from Procedure for backing up data and transfer to network.</i> Data will be stored on the Central Bedfordshire Council network servers, managed by Central Bedfordshire Council's ICT Team. During fieldwork, data will be managed in line with Project Procedures for backing up data and transferring it to the network. Digital photographs will be downloaded to the network at frequent intervals.
Access and Security	<i>Document any deviation, to provide access to data and any security measures required.</i> Data will be made available to the project team through the CBC network servers Selected data will be made available to external specialists where appropriate. There are no specific security issues.

Selection and Preservation	
Preservation Plan	<i>Document what data will be preserved and the repositories for the archive.</i>
	The digital data will be deposited with the Archaeology Data Service and will also be stored on the CBC network servers. A copy of the report will be uploaded to OASIS.
Data Sharing	
Data Sharing Plan	<i>Document any addition to the dissemination of the data, other than deposition with the repository, HER and publication. Consider how this may be affected by file types, size, complexity and sensitivity of the data. Consider how data will be shared with externals during the project.</i>
	The digital data will be deposited with the Archaeology Data Service. Sound recordings require informed consent for archiving and public dissemination and only files that meet this criteria can be archived with ADS. A copy will also remain with Albion Archaeology and will be available on request where appropriate.
Data Sharing Restrictions	<i>Document any restrictions on the use of the data after project completion.</i>
	There are no restrictions on the use of this data after project completion, subject to client confidentiality, copyright, GDPR etc.
Responsibilities and Resources	
Responsibilities	<i>Document any deviation to the responsibilities set out in Data Management Procedure or Policy.</i>
	The Project Manager and Project Archives Officer are responsible for ensuring that the data management plan is followed.
Resources	<i>Consider any resources needed to deliver the plan, e.g. software, hardware, technical expertise, etc. Where dedicated resources are needed, these should be outlined and justified.</i>
	Resources required to deliver this plan are covered by the project budget or by Albion Archaeology, as are the costs of deposition of the archive.



Figure 1: Site location

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