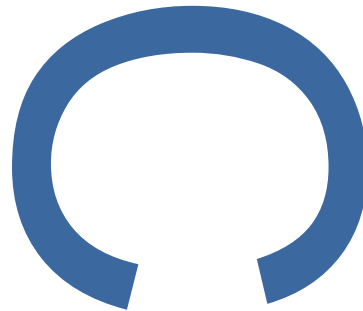
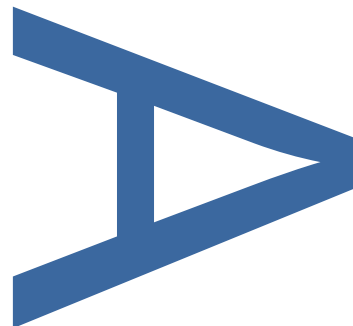


**Ickleford Mill, Arlesey Road,
Ickleford, Hertfordshire SG5 3UN**



**Written Scheme of Investigation
for an Archaeological Evaluation**



Planning reference **17/01955/1 & 25/02832/NMA**

Local planning authority **North Herts District Council**

HER reference **094.26** ***Proposed Site Code*** **HBMI26**

PCA project no **K11531** ***Date*** **August 2026**

PRE-CONSTRUCT ARCHAEOLOGY LIMITED

www.pre-construct.com

Project Information	
Site name	Ickleford Mill, Arlesey Road, Ickleford, Hertfordshire SG5 3UN
Project type	Written Scheme of Investigation for an Archaeological Evaluation
Site address	Ickleford Mill, Arlesey Road, Ickleford, Hertfordshire SG5 3UN
NGR	TL 18246 31289
Local planning authority	North Herts District Council
Planning reference	17/01955/1 & 25/02832/NMA
HER reference	094.26
Commissioning client	Hill Residential Ltd
Project dates	tbc
Archive site code	HBMI26

PCA Information			
PCA project code	K11531	PCA report number	n/a
PCA Project Manager	Zbigniew Pozorski		
PCA office	London		
Address	Unit 54 Brockley Cross Business Centre, Endwell Road, London SE4 2PD		
Telephone	02077323925		
E-mail	zpozorski@pre-construct.com	Internet	www.pre-construct.com

Quality Control		
Written by:	Bob Bazely	August 2026
Graphics by:	Mark Roughley	August 2026
Graphics checked by:	Hayley Baxter	August 2026
Project Manager approval:	Zbigniew Pozorski	August 2026
Reissued report version:		
Reason for reissue:		
Project Manager approval:		



© The material contained herein is and remains the sole property of Pre-Construct Archaeology Limited and is not for publication to third parties without prior consent. Whilst every effort has been made to provide detailed and accurate information, Pre-Construct Archaeology Limited cannot be held responsible for errors or inaccuracies herein contained.

CONTENTS

1	INTRODUCTION	4
2	BACKGROUND	6
2.1	<i>Geology and Topography</i>	6
2.2	<i>Archaeological and Historical Background</i>	6
3	RESEARCH DESIGN	9
4	SITE METHODOLOGY	10
4.1	<i>General</i>	10
4.2	<i>Investigation and Recording Techniques</i>	11
4.3	<i>Access and Safety</i>	12
5	RECORDING SYSTEMS	14
5.1	<i>Site Code</i>	14
5.2	<i>Site Records</i>	14
5.3	<i>Stratigraphic Matrix</i>	14
5.4	<i>Survey</i>	15
5.5	<i>Photographic Record</i>	15
6	TREATMENT OF FINDS AND SAMPLES	16
6.1	<i>General</i>	16
6.2	<i>Environmental</i>	16
6.3	<i>Artefactual</i>	17
7	ARCHIVES AND REPORTS	19
7.1	<i>General</i>	19
7.3	<i>Report</i>	19
8	SIZE AND STRUCTURE OF EXCAVATION TEAM	21
9	PROGRAMMING	23
10	PUBLIC BENEFIT	24
11	BIBLIOGRAPHY	25
	APPENDIX 1: LANDOWNER FORM	30
	APPENDIX 2: DIGITAL DATA MANAGEMENT PLAN	31
	APPENDIX 3: CARBON MITIGATION POLICY	33
	FIGURE 1: SITE LOCATION	27
	FIGURE 2: DETAILED SITE LOCATION AND TRENCH PLAN	28
	FIGURE 3: TRENCH PLAN ON PROPOSED DEVELOPMENT	29

1 INTRODUCTION

- 1.1 Pre-Construct Archaeology Limited (PCA) has been commissioned by Hill Residential Ltd to undertake an archaeological evaluation at Ickleford Mill, Arlesey Road, Ickleford, Hertfordshire SG5 3UN. The site is centred at National Grid Reference TL 18246 31289 (Figure 1). The local planning authority (LPA) is North Herts District Council.
- 1.2 A planning application (North Herts District Council Ref 17/01955/1) was approved for:
- Outline Planning application for up to 71 dwellings and associated access, car parking, garages, landscaping and open space including demolition and removal of all existing structures, buildings and hardstanding (all matters reserved except means of access).*
- 1.3 An archaeological condition (No 25) was attached to the planning decision for application the 17/01955/1 and subsequently amended by 25/02832/NMA as follows:
- 25. (a) Prior to the demolition of the old Mill Building on the site as identified on plate 7 (item 12) of the originally submitted Heritage Statement by Prospect Archaeology, a Historic Building Recording Survey shall be undertaken and submitted to and approved in writing by the local planning authority*
- (b) No development (other than demolition phase works up to but not including the removal of any existing hardstanding aprons) 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.*
- 1.4 This document forms the Written Scheme of Investigation (specification) for the project in accordance with Condition 25 (b) as amended and details the methodology by which the archaeological evaluation by means of trial trenching will be undertaken (Figure 2).
- 1.5 The works will be undertaken by a full-time archaeological supervisor and other archaeological staff working for PCA as necessary. The works will be monitored by the Archaeological Advisor to the Local Planning Authority.
- 1.6 All works will be undertaken in accordance with the following documents, as well as other relevant guidance published by professional bodies such as Historic England:

- This Written Scheme of Investigation (pending approval from the Archaeology Advisor to the Local Planning Authority)
 - *Standards for Field Archaeology in the East of England* (Gurney 2003)
 - *Standard and guidance for archaeological evaluation* (CIfA, Chartered Institute for Archaeologists 2023)
 - *Universal guidance for archaeological evaluation* (CIfA 2023)
 - *Management of Research Projects in the Historic Environment* (Historic England 2015)
 - *Hertfordshire Archaeological Archive Standards – A countywide standard for the creation, completion and transfer of Archaeological Archives in Hertfordshire* (Hertfordshire Museums 2025)
- 1.7 PCA is a Registered Archaeological Organisation (number 23) with the Chartered Institute for Archaeologists and will operate within the Institute's 'Code of Conduct'.
- 1.8 PCA has the following accreditations:
- ISO9001 and ISO14001 registrations
 - Construction Line registration
 - Achilles registration
 - SMAS SSIP registration

2 BACKGROUND

2.1 Geology and Topography

- 2.1.1 The British Geological Survey of England and Wales (BGS) records the natural bedrock geology for the site as belonging to the Gault Formation - mudstone, formed in the Cretaceous period. The superficial geology is recorded by the BGS as Alluvium-Clay, silt, sand and gravel, laid down by fluvial processes in the Quaternary period.
- 2.1.2 Historic site investigations comprising four boreholes were carried out on the site in 1976 and are available from the BGS Onshore Borehole Index (BGS GeoIndex). Two boreholes were drilled on the northern side of the River Oughton, which flows through the site, and two to its south: the northern boreholes recorded made ground to between 1m and 1.25m below ground level (bgl) over firm sandy clay and below that stiff chalky clay. On the south of the river, topsoil to 0.50m bgl above firm stony clay to 1.00m bgl, then stiff chalky clay to 6.00m bgl was recorded.
- 2.1.3 A geoenvironmental appraisal of the site was carried out by Groundtech Consulting in 2020 (Groundtech 2020) comprising window sample boreholes to a maximum of 5.45m bgl and trial pits dug by JCB to a maximum depth of 4m. Made ground was recorded to variable depths across the site from 0.2m bgl to a maximum of 1.75m bgl. Natural deposits encountered were recorded as alluvium comprising firm clay, soft silt and sand, glaciofluvial deposits comprising sand and gravel, and stiff clay with chalk.
- 2.1.4 The site is located on the western side of the Hiz Valley, on the southern outskirts of Ickleford, a village to the north of Hitchin. The site is on very gently sloping ground, with a drop from around 55m OD in the west of the site to around 53m OD in the east of the site by Arlesey Road. The River Oughton flows eastwards through the site, joining the River Hiz around 400m to the east.
- 2.1.5 The site is the former Bowmans Mill, comprising mill buildings, silos and warehouses. Much of the site around the buildings is hardstanding, but with a grassed area to the south of the river.

2.2 Archaeological and Historical Background

- 2.2.1 A heritage assessment has previously been prepared for the site (Field 2017). A new search of the Hertfordshire Historic Environment Record (HER) (Ref. 094.26) was carried out for the site and surrounding area, from which the following background is summarised, together with additional references as noted.

Previous Archaeological Investigations

- 2.2.2 No previous archaeological investigations are recorded on the site itself. A geophysical survey was undertaken on land immediately to the north and west of the site by SUMO Geophysics in 2025. The survey did not record any magnetic responses that could be interpreted as being of definite archaeological interest, except for ridge and furrow cultivation (Cockcroft 2025).
- 2.2.3 An archaeological evaluation by Cotswold Archaeology at Burford Grange in 2022, around 450m west

of the site, identified a large number of furrows, all aligned north-west/south-east, associated with medieval and/ or early postmedieval ridge and furrow cultivation. Several likely drainage ditches were also encountered during the evaluation, cut through the subsoil and matching the alignments of the furrows, with one ditch producing a single fragment of 18th to 20th century pottery and a fragment of ceramic building material (Cotswold Archaeology 2023).

- 2.2.4 The HER records an archaeological evaluation on land to the rear of 34 Arlesey Road, around 150m northeast of the site, was carried out in 1996-97 by The Heritage Network. It identified a medieval ditch which contained an assemblage of medieval pottery ranging from the 10th to the 14th centuries, with a possibly Bronze Age flint flake, fragments of animal bone, and oyster shell. Post medieval features were also recorded (EHT5653). A further investigation by Albion Archaeology in 2025 recorded no archaeology (EHT9488).
- 2.2.5 A large-scale geophysical survey covering an area roughly 2km by 1km was undertaken for the East Coast Main Line grade separation project in 2008, on land to the east of Ickleford, followed by an archaeological evaluation by Northamptonshire Archaeology, which identified Bronze Age pits, Iron Age pits and structures, a possible Roman enclosure, medieval and post medieval pits and field boundaries (Carlyle 2009).

Early Prehistoric

- 2.2.6 The area occupied by present day Hitchin was probably a large lake in the middle Pleistocene, in an area of large and small lakes formed as the result of sub-glacial erosion during the retreat of the Anglian ice sheet. This lacustrine environment was evidently very attractive to hunters and foragers (Wymer 1999 p.155ff). Considerable numbers of palaeoliths were collected in the 19th century from brick pits around Hitchin (ibid. p.163). A findspot of four Palaeolithic handaxes is recorded in Ickleford (MHT313), one of them from 'Ickleford Pit', located by the HER around 350m to the southwest of the site. Another Palaeolithic findspot is also recorded in Ickleford (MHT314), comprising a collection of Acheulean flints and six scrapers, the exact location uncertain.

Later Prehistoric

- 2.2.7 The Icknield Way (MHT4182) was a prehistoric route along the Chiltern ridge, although its status as a continuous long distance 'ridgeway' has been questioned (Harrison 2003). Its conjectured route follows the line of Turnpike Lane, 50m or so north of the site, before jinking northwards along Arlesey Road for a short distance before resuming an eastwards route along present day Icknield Way.
- 2.2.8 The HER does not record any later prehistoric findspots or features other than the Icknield Way in the close vicinity of the site; a residual bronze age flake (MHT13274) was recovered by the excavations by The Heritage Network in the 1990s at 34 Arlesey Road around 900m east of the site.
- 2.2.9 The wider area was clearly part of a heavily utilised landscape in the later prehistoric period however, as evidenced by the results of the evaluation by Northampton Archaeology to the east of Ickleford. There is evidence for intensive farming leading to soil degradation and abandonment of some areas prior to the Roman Conquest (Harrison 2003: p.18).

Romano-British

- 2.2.10 The Icknield Way probably continued in use into the Roman period, with evidence of 'Romanization' (metaling) of sections of the route (Margary 1955: p.231).
- 2.2.11 The HER records a find of Roman pottery at Hyde Mill, around 250m to the east of the site (MHT1190)
- 2.2.12 Finds of Roman coins and pottery (MHT1234) are recorded in Ickleford but without a precise location. The Victoria County History records the pottery as including 'a black urn 3½ inches high decorated with two incised lines round the shoulder and below the rim' (Page 1914).

Early Medieval & Medieval

- 2.2.13 Ickleford is not recorded in Domesday, although historically it lay within the parish of Pirton, in the Hundred of Hitchin. Pirton appears as a large settlement of 77 households with resources including ploughland, meadow, woodland for 500 pigs, and 4 mills (Open Domesday) suggesting a thriving pre-Conquest Saxon settlement.
- 2.2.14 The church of St Katherine in Ickleford dates to the mid 12th century (MHT4306) and documentary evidence for Ickleford Village exists (as Hikleford) in the 13th century. The Icknield Way likely survived as a route through the early medieval period into the medieval period.
- 2.2.15 A 16th century farmhouse, probably the successor of a medieval deer park lodge is recorded within the park (MHT15242). The enclosed park is shown on a map of 1724 (Warburton et al 1724).
- 2.2.16 The site itself was likely the location of a medieval watermill and subsequent post medieval mills. The site was potentially the location of one of the mills mentioned in Domesday (MHT5796).
- 2.2.17 Ridge and furrow cultivation was identified immediately to the west and north of the site by the geophysical survey carried out in 2025 (Cockcroft 2025).

Post Medieval and Modern

- 2.2.18 A mill is shown on the site in an early 18th century map (Warburton 1724). Elements of Bowman's Mill buildings date to the early 19th century, with Ordnance Survey maps showing it as Shillington Mill in 1881 and Ickleford Roller Mills (Corn) by 1900. Bowman & Sons bought Ickleford Mill in 1914, replacing the watermill in 1969.
- 2.2.19 In the vicinity of the site, Hyde Mill was further downstream on the River Oughton, close to the confluence with the River Hiz (MHT11415). The HER records Ickleford House, to the north of the site (MHT15978), as well as the Old George and Green Man post medieval public houses (MHT17377 and MHT31190, and farmsteads at Pound Farm (MHT17376) and Arnolds Farm (MHT31042).

3 RESEARCH DESIGN

- 3.1 The archaeological evaluation is designed to determine the presence or absence of surviving deposits and features at the site and, if present, to investigate and record them, and to clarify the significance of surviving archaeological remains on site.
- 3.2 The investigations will also seek to clarify the nature and extent of existing disturbance and intrusions and hence assess the degree of archaeological survival.
- 3.3 The investigations will be undertaken within the general parameters of 'English Heritage Archaeology Division Research Agenda' (English Heritage 1997), 'Exploring Our Past' (English Heritage 1991) and the East of England Research Framework (Maria Medlycott (ed.) 2011. Research and Archaeology Revisited: A Revised Framework for the East of England. East Anglian Archaeology Occasional Papers 24).
- 3.4 The general aims of the archaeological evaluation are:
- To determine the presence or absence of archaeological deposits or remains.
 - To record the character, date location and preservation of any archaeological remains on site.
 - To record the nature and extent of any previous damage to archaeological deposits or remains on site.
- 3.5 Specific research objectives include the following:
- Is there evidence for prehistoric activity on the site?
 - Is there evidence for Roman activity on the site?
 - Is there evidence for early medieval / medieval activity on the site?
 - Is there any evidence to support the presence of a medieval mill on the site?
 - Is there any evidence for the post medieval mills located on the site?
 - What is the impact of current land use?

4 SITE METHODOLOGY

4.1 General

- 4.1.1 The evaluation will comprise the excavation of four trenches measuring 20m x 1.8m each. Trenches have been located on the northern side of the river as the southern side will not be developed; and they have been sited to avoid tree cover, known services and the footprints of buildings on the site. Given the constraints outlined, the trenches will provide an approximately 8% sample of the accessible area of the site. The northern area of the site is known to have been reduced to provide level ground for building (Groundtech 2020), and the archaeological potential for the site is focussed on the presence of earlier watermills on the site, so trenches have been located near the river (Figure 2).
- 4.1.2 The trenches are designed to reach maximum depth of 1.2m below ground level. Deeper sondages may be excavated within the trenches if natural deposits have not been reached.
- 4.1.3 The trench locations and dimensions may be adjusted to accommodate site conditions, with the agreement of the Archaeological Advisor to the LPA. The trenches will only be backfilled upon their approval.
- 4.1.4 PCA will use these methods during the evaluation:
- A CAT scanner will be used by PCA prior to and during the opening of the trenches to identify and avoid live services.
 - Excavation will be carried out by mechanical tracked excavator, fitted with a toothless ditching bucket. The excavation will be undertaken under a strict PCA's supervision. Spoil will be mounded at least 1m from the edges of the trenches.
 - If required, any hardstanding will be removed from trenches footprints using a hydraulic breaker attached to the mechanical excavator.
 - Machine excavation will continue in spits of 100mm at a time until either significant archaeological strata are found or natural ground exposed, whichever is encountered first. Each trench will be fully investigated and recorded, and features will be tested to ascertain their function, date and significance.
 - The proposed trenches are designed to reach a maximum depth of approximately 1.20m below existing ground level depending on the stability of the trench edges. If the trenches need to be excavated further, then they will be stepped to provide safe access and secure the sides, and excavation will continue to allow recording of the structures. The steps will be 1.2m wide on each side of the trench and no more than 1.2m deep.
 - Machine-cut sondages may be excavated within the trench deeper than 1.20m to locate the natural geology, if required. This will be immediately backfilled once the relevant levels are established.
 - All arisings from each trench will be carefully inspected to ensure that any artefacts are recovered.

- The trenches and spoil heaps will be scanned with a metal-detector during the excavation to enable finds recovery.
- The trenches will be backfilled by PCA using the same type of machine as for opening the trenches, replacing the excavated arisings in the reverse order of excavation; however, PCA will undertake no post-backfilling attendance to the site to re-instate or maintain the surfaces. Excess arisings, if present, will be left on site at a place to be agreed.
- Hill Residential Ltd will notify the Archaeological Advisor to the LPA of the commencement of fieldwork at least one week in advance.

4.2 Investigation and Recording Techniques

- 4.2.1 Archaeological excavation may require work by 'pick and shovel'. Such techniques will be used only for the removal of homogeneous and 'low grade' layers where it can reasonably be argued that more detailed attention would not produce information of value. They will not be employed on complex stratigraphy, and the deposits to be removed must have been properly recorded first.
- 4.2.2 All archaeological features (stratigraphical layers, cuts, fills, structures) will be excavated by hand tools and recorded in plan at 1:20 or in section at 1:10 using standard single context recording methods. Photographs will also be taken as appropriate.
- 4.2.3 The strategy for sampling archaeological and environmental deposits and structures will be developed by PCA as necessary. If appropriate, the Historic England Regional Archaeological Science Advisor will be consulted.
- 4.2.4 All features will be investigated and recorded in order to properly understand the date and nature of the archaeological remains on the site and to recover sufficient finds assemblages to assess the chronological development and socio-economic character of the site over time.
- 4.2.5 If human remains are identified, the Archaeological Advisor will be notified immediately. If it is deemed that they can be left in situ, this will be the preferred option. The removal of human remains can only take place following the issuing of appropriate licenses from the Ministry of Justice. Should the removal of human remains not pose a risk to the completion of the work and should further archaeological mitigation be necessary at the site, then any remains will be left in situ, with the agreement of the Archaeological Advisor and the client. However, if to complete the project objectives exhumation is unavoidable, or if additional information is needed concerning dating/significance then agreement will be sought from all necessary parties to excavate/remove burials (cremations or inhumations). Assuming that this is agreed then PCA will apply on behalf of the overall client for a Burial Licence to the Ministry of Justice. If this is granted, human remains must be excavated in the manner specified in the licence and screened from public view. Burials will not be 'chased' beyond the edges or base of the excavation area, beyond construction impact depth. Excavation will be carried out in accordance with the Chartered Institute for Archaeologists' *Updated Guidelines to the Standards for Recording Human Remains* (2017). If remains are encountered in a known or former Christian burial ground, the *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in*

England (Church of England and English Heritage, Second Edition 2017) will apply). Burials will be excavated by hand and recorded using standard recording techniques. A rectified photograph of the excavated burial will be taken to assist in digitisation in post-excavation. Charnel will be collected by hand and its location noted.

4.3 Access and Safety

- 4.3.1 Site security is the responsibility of the client.
- 4.3.2 Reasonable access to the site will be granted to the Archaeological Advisor to the LPA and representatives of the client, advisory bodies or local planning authority who wish to be satisfied, through site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with the agreements made. Full access is also provided for the client and its agents.
- 4.3.3 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected. PCAs H&S Policy Statement (2026) and Site Rules (2026) will be followed at all times.
- 4.3.4 A site-specific Risk Assessment will be prepared; this will be reviewed and updated daily by the site supervisor.
- 4.3.5 There is a duty of care for the overall client to provide all information reasonably obtainable on contamination and the location of live services before site works commence. Should services be encountered during excavation, it will be the assumption of PCA that they are live and will be avoided at all costs.
- 4.3.6 The area to be excavated will be scanned using a cable-avoidance tool (CAT) by PCA in advance of any breaking out or excavation. Scanning of the excavation area will be continuous at intervals of approximately 300mm until excavation is completed
- 4.3.7 The welfare/toilet facilities will be provided by PCA.
- 4.3.8 Minimum PPE for work on the site will comprise safety helmet, safety boots and high-visibility vest. Gloves shall be kept at the ready. Contamination-appropriate PPE (such as disposable suits, impermeable gloves, wellington safety boots and dust masks (P3 or half-filter)) will be available if suspected contaminants are encountered.
- 4.3.9 If asbestos material (suspected or confirmed) is encountered during the excavations its location will be marked, photographed and left in situ. The client will be informed as soon as possible. PCA will not remove any asbestos from site.
- 4.3.10 If during the course of the archaeological investigation items are observed or found which are considered to be potential UXO objects, all work in the vicinity of the excavation will cease and the client / Principal Contractor will be informed immediately. They will notify relevant bodies and arrange for appropriate attendance from specialists and/or emergency services.
- 4.3.11 Most of PCA staff are CSCS card holders; however, CSCS has now classed archaeology as a non-construction related occupation and as such archaeologists are not expected to carry a card.

Furthermore, CSCS have stopped issuing cards for Archaeologists (both Professionally Qualified Person and Academically Qualified Person cards) from 1st of May 2024. PCA has been advised by CSCS that existing card holders can continue to use their card until expiry.

5 RECORDING SYSTEMS

5.1 Site Code

- 5.1.1 A unique site code HBMI26 has been assigned to serve to identify the site archive, including written, drawn, and electronic records, as well as artefacts. This code will be used to identify all stages of the project archive.

5.2 Site Records

- 5.2.1 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in Hertfordshire, which are those presented in PCAs Operations Manual 1 (Taylor and Brown 2009, updated 2018). No alternative recording system will be adopted without the prior agreement of the Archaeological Advisor.
- 5.2.2 The site archive will be so organised as to be compatible with the other archaeological archives produced in Hertfordshire. Individual descriptions of all archaeological strata and features excavated and exposed will be entered onto prepared pro-forma recording sheets which include the same fields of entry as are found on the recording sheets of the Museum of London. Sample recording sheets, sample registers, finds recording sheets, accession catalogues, and the photography record cards will follow the Museum of London equivalents. This requirement for archival compatibility extends to the use of computerised databases.
- 5.2.3 A 'site location plan' indicating the site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared, based upon the application site boundary. This will be supplemented by a trench plan at 1:20 (or 1:10), which will show the location of the areas investigated (indicated at Figure 1) and National Grid References. All sections should be located on plan with OS co-ordinates. The location of the OS benchmarks used and the site TBM will also be indicated.
- 5.2.4 A record of the full extent in plan of all archaeological deposits as revealed in the investigation will be made; these plans will be on polyester based drawing film, will be related to the site grid and at a scale of 1:10 or 1:20. 'Single context planning' will be used on site, and the information will be digitised for eventual CAD application.
- 5.2.5 At least one long section will be drawn or a representative part including a profile of the top of the natural deposits (extrapolated from cut features etc., if the trench has not been fully excavated). Other sections, including the half-sections of individual layers or features may be drawn as appropriate to 1:10 or 1:20.
- 5.2.6 The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.
- ### **5.3 Stratigraphic Matrix**
- 5.3.1 A 'Harris Matrix' stratification diagram will be used to record stratigraphic relationships. This record will

be compiled and fully checked during the course of the excavations. Spot dating should be incorporated where applicable during the course of the excavation.

5.4 Survey

- 5.4.1 A digital GPS, or appropriately scaled development plan, will be used to record trench positions, baselines, datums and discrete archaeological features. If complex or intercutting remains are found then hand-planning will be used, tied to baselines located by GPS.

5.5 Photographic Record

- 5.5.1 An adequate photographic record of the investigations will be prepared. This will consist of high quality, colour digital photographs taken in jpeg and RAW formats by an appropriately trained individual, illustrating in both detail and general context the principal features and finds discovered. North arrow and a board with site and shot details will be used. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted. The digital images will be preserved on a dedicated and backed up server. The RAW files will be converted to high-quality tiff images for eventual preservation by local depository and will comply with digital preservation standards set by the Archaeological Data Service (ADS).

6 TREATMENT OF FINDS AND SAMPLES

6.1 General

- 6.1.1 All processing will take place at PCA's Brockley premises, or, if appropriate, those of our environmental consultants.

6.2 Environmental

- 6.2.1 A structured programme of environmental sampling appropriate to the aims of the evaluation will be implemented. Close attention will be given to sampling for date, structure and environment. Sample size should take into account the frequency with which material is likely to occur. Bulk sieving may be employed for significant deposits for recovery of environmental evidence to ensure that complete samples of artefactual evidence are collected.
- 6.2.2 PCA will use an appropriately qualified and experienced geoarchaeologist to record any deposits of particular significance such as buried soils or advise on depositional processes.
- 6.2.3 Where necessary the advice of the Historic England Regional Scientific Advisor will be sought regarding specialist sampling requirements and any scientific applications relevant to the archaeological evaluation of this site.
- 6.2.4 Bulk samples will be taken from deposits, and column samples may be taken through sections of multiple deposits. A high priority will be given to sampling river and other anaerobic deposits, such as peat, where organic materials may be preserved.
- 6.2.5 Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will normally be sampled. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features.
- 6.2.6 Where good conditions for the preservation of bone are identified, all large bones will be collected by hand and sieving of bulk samples up to 40 litres will be undertaken as appropriate.
- 6.2.7 Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with the Archaeological Advisor. For wet, waterlogged or peaty deposits, bulk samples of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects.
- 6.2.8 Environmental samples from dry deposits will normally be processed by flotation following the evaluation fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions.
- 6.2.9 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be sieved and dried if necessary. The residues will be sorted, and any finds recovered given to the appropriate specialist. The flot will be retained on a 0.25 mm mesh and scanned to assess the

environmental remains present and their preservation. Results of the scan will inform further analysis and discard.

- 6.2.10 Dry preservation levels confirmed during the evaluation indicate that the only environmental indicators that may be recovered will be charred plant remains (charcoal may be particularly useful) and bones from small mammals/amphibians. Molluscs, if present, should also be sampled for.
- 6.2.11 In the case of samples from cremation-related deposits the flots will be retained on a 0.25mm mesh, with residues sieved into 4mm, 2mm and 1mm sizes. In the case of samples from inhumation burial deposits, the sample will be wet sieved through 9.5mm and 1mm mesh sizes. The coarse fractions (9.5mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.
- 6.2.12 Any waterlogged samples will be processed by standard waterlogged flotation methods.
- 6.2.13 More detailed strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, pollen, diatoms, animal bone and human burials) will be developed in consultation with the Archaeological Advisor, and if necessary, the Historic England Regional Archaeological Science Advisor. Subsequent on-site work and analysis of the processed samples and remains will be undertaken by PCA own consultants and specialist sub-contractors.
- 6.2.14 Where appropriate the guidance in the following English Heritage (now Historic England) papers will be followed:
- “Guidelines on the recording, sampling, conservation, and curation of waterlogged wood” 1996;
 - “Dendrochronology – guidelines on producing and interpreting dendrochronological dates” 1997;
 - “Archaeometallurgy” 2001;
 - “Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation (second edition)” 2011;
 - “Human bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports” 2004;
 - “Geoarchaeology” 2004;
 - “Wet Wood and Leather”;
 - “Archaeomagnetic Dating: Guidelines on producing and interpreting archaeomagnetic dates” 2006;
 - “Guidelines on the X-radiography of archaeological metalwork” 2006.

6.3 Artefactual

- 6.3.1 All finds retrieval policies of PCA will be adopted and all identified finds and artefacts will be retained according to the PCA retention and retrieval policy appropriate to the material type and date. No finds will be discarded without the prior approval of the report by the Archaeological Advisor.

- 6.3.2 All finds will be treated in a proper manner and to standards agreed in advance with the recipient museum. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation's '*Conservation Guidelines No.2*' and the London Museum's '*Standards for the Preparation of Finds to be Permanently Retained by the Museum of London*'. All metal objects will be x-rayed and then selected for conservation (except in those cases where the Archaeological Advisor agrees that this will not be necessary). All finds must also be cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in *Hertfordshire Archaeological Archive Standards – A countrywide standards for the creation, completion and transfer of Archaeological Archives in Hertfordshire* (2025).
- 6.3.3 Ceramic (pottery, clay tobacco, building material fabric and brick form) reference collections, housed at the London should be referred to for descriptive and analytical purposes in order to ensure that terminology is consistent. The post-Roman pottery will be recorded using a system of mnemonic codes based on common name, following those set out in *Saxon and Medieval pottery fabric codes for Hertfordshire*.
- 6.3.4 All finds of gold and silver, and any artefacts that may qualify as Treasure, will be removed to a secure location and reported in accordance with the Treasure Act 1996 (as amended) and the Treasure Act 1996 Code of Practice (3rd Revision, 2023). Finds will be reported to the local Coroner within the required statutory timeframe, with notification also made to the local Finds Liaison Officer (FLO) in accordance with Portable Antiquities Scheme procedures. Where removal cannot be undertaken on the same working day as discovery, appropriate security measures will be implemented to protect the finds from theft.

7 ARCHIVES AND REPORTS

7.1 General

- 7.1.1 The integrity of the site archive will be maintained in accordance with the Hertfordshire Archaeological Archive Standards – A countywide standard for the creation, completion and transfer of Archaeological Archives in Hertfordshire (Hertfordshire Museums 2018). The finds and records will be available for public consultation and will be prepared in accordance with a guidance set out in the Museum and Galleries Commission's *Standards in the Museum Care of Archaeological Collections* (1992) and *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* (SMA 1995). For deposition with local museum, the *Guidelines for the Preparation of Archaeological Archives* will be followed.
- 7.1.2 If the finds are not to be donated to the local depository, arrangements will be made for a comprehensive record of all relevant materials (including detailed drawings, photographs and descriptions of individual finds), which can instead constitute the archaeological archive.
- 7.1.3 The minimum acceptable standard for the site archive is defined in the MoRPHE 2015. It will include all materials recovered, (or the comprehensive records of such materials as referred to above) and all written, drawn, and photographic records, including a copy of all reports relating to the investigations undertaken. It will be quantified, ordered, indexed, and internally consistent before transfer to local depository. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 7.1.4 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed.
- 7.1.5 A short summary of the results of the work, even if negative, will be bound into the client report for submission to the client and the Hertfordshire HER along with the OASIS report form as soon as possible after the completion of archaeological works.
- 7.2 Minimum requirements for public dissemination are for OASIS report forms to be submitted to the OASIS Project as soon as possible within 6 months of completion of fieldwork, and the provision of a short paragraph summary of the results for publication in the relevant journal. Such publications will meet the minimum requirements set out in *Management of Research Projects in the Historic* (MoRPHE 2015). There is a need to format reports so that the details of the proposed development impact can be separated from the information and enable all archaeological information to be made available to the Hertfordshire Historic Environment Record (HER) within 6 months of the completion of fieldwork.

7.3 Report

- 7.3.1 All fieldwork and results will be fully recorded, and a report prepared. Copies of the report will be forwarded to Hill Residential Ltd for comment ahead of submission to the Archaeology Advisor to the Local Planning Authority,
- 7.3.2 The report will include:

- Non-technical summary.
- Introduction.
- Planning background.
- Previous archaeological work relevant to the project.
- Topography of the site.
- Research objectives.
- Methodology.
- The results of the fieldwork and their significance.
- An assessment of the results against original expectations and a review of the effectiveness of the fieldwork strategy.
- Statement of potential of the archaeology.
- Conclusions and recommendations, if appropriate.
- Illustrations, drawn and photographic.
- Quantification of the archaeological archive.
- Bibliography.
- Acknowledgements.
- OASIS form.
- HER Summary sheet.

7.3.3 The project resource agreed between PCA, and the client allows for the production of an evaluation report to include CAD illustrations and artefact assessment as necessary. It is intended that PCA will provide a draft copy of the evaluation report for comment within three weeks of the completion of the evaluation, to then be provided to the Local Planning Authority.

8 SIZE AND STRUCTURE OF EXCAVATION TEAM

- 8.1 The investigations will be supervised by a full-time member of PCA's staff who has considerable experience of working in archaeology and on rural sites and who has an understanding of the issues associated with this site.
- 8.2 The supervisor will be assisted as necessary by full-time archaeologists in the employment of PCA in addition to other support staff, such as geoarchaeologist, archaeological photographers, surveyors, finds specialists and logistics.
- 8.3 The following specialists may be employed by PCA during the fieldwork and post-excavation stages of the project:

Name	Role
Peter Moore	Director
Zbigniew Pozorski	Senior Project Manager
Guy Thompson	Documentary Research
Dr Jon Cotton (ext)	Prehistoric Pottery
Eniko Hudak	Roman Pottery
Chris Jarrett	Post-Roman Pottery, Clay Tobacco Pipe, Saxon Loom weights and Glass
Berni Seddon	Post-Roman Pottery, Roman and Post-Roman CBM, Saxon Loom weights, Painted Wall Plaster, Fired Clay
Dr John Shepherd (ext)	Roman Glass and Small Finds
Dr Barry Bishop	Lithics and Geoarchaeology
Lynden Cooper	Lithics
Dr Jane Wheeler	Geoarchaeology
Damian Goodburn (ext)	Timber
Kevin Rielly	Animal Bone
Karen Deighton	Animal Bone
Philip Armitage (ext)	Fish Bone
James Langthorne	Human Bone
Kevin Hayward	Roman and Post-Roman CBM, Worked Stone, Stone identification
Charlotte Matthews	Building Recording (Head of department)
Adam Garwood	Building Recording
Amparo Valcarcel	Ceramic Building Material
Dr Märit Gaimster	Saxon specialist, Post-Roman small finds
Jane Walsh	Environmental Archaeology
Quita Mould (ext)	Leather
Lynne Keys	Iron slag

Cate Davies	Finds illustration, typesetting
Mark Roughley	CAD, GIS
Strephon Duckering (ext)	Photography

- 8.4 A standard working day is 08.00 – 16.15. A morning and afternoon tea break and 45-minute lunch break are included within this period. Any workings outside of these times are considered to be overtime.

9 PROGRAMMING

- 9.1 It is intended that the work can progress once this WSI is approved and once the client is able to grant access to the site. The precise date will be advised to the Archaeological Advisor to the LPA in advance by Hill Residential Ltd.
- 9.2 The on-site fieldwork is programmed for three working days. A report will be produced within approximately 2-3 weeks of the completion of the fieldwork.
- 9.3 PCA will provide regular updates during the course of the fieldwork to the client and HCC.

10 PUBLIC BENEFIT

- 10.1 Due to the nature of the archaeological fieldwork to be undertaken it is deemed that in this instance a programme of public benefit is not appropriate.
- 10.2 If archaeological remains of notable significance and density are identified during the evaluation, further public benefit may be considered in discussion with the client and the Archaeological Advisor to the LPA.

11 BIBLIOGRAPHY

- British Geological Survey (BGS), n.d. Geology of Britain Viewer. <https://geologyviewer.bgs.ac.uk/> (accessed 5th August 2026).
- British Geological Survey (BGS GeolIndex), n.d. Onshore Borehole Index. <https://mapapps2.bgs.ac.uk/geoindex/home.html> (accessed 5th August 2026).
- Carlyle, S., 2009. *Archaeological Evaluation for the East Coast Main Line (ECML) Hitchin Grade Separation, Hertfordshire*. Northamptonshire Archaeology. <https://doi.org/10.5284/1045234> (accessed 5th August 2026).
- Chartered Institute for Archaeologists (CIfA), 2023. *Standard for archaeological evaluation*. https://www.archaeologists.net/sites/default/files/2024-11/CIfA-Standard-Field-Evaluation_2023.pdf (accessed 5th August 2026).
- Chartered Institute for Archaeologists (CIfA), 2023. *Universal guidance for archaeological monitoring and recording*. https://www.archaeologists.net/sites/default/files/2024-11/CIfA-Universal-Guidance-Archaeological-Monitoring-Recording_2023.pdf (accessed 5th August 2026).
- Cockcroft, T., 2025. *Geophysical Survey at Ickleford Manor, Ickleford, Hertfordshire*. Sumo Geophysics. <https://doi.org/10.5284/1144329> (accessed 5th August 2026).
- Cotswolds Archaeology, 2023. *Digital Data from an Archaeological Evaluation at Burford Grange, Bedford Road, Ickleford, Hertfordshire 2022*. <https://doi.org/10.5284/1105643> (accessed 5th August 2026).
- Field, N., 2017. *Bowman's Mill, Ickleford, Herts. Heritage Assessment*. Prospect Archaeology unpublished report.
- Groundtech 2020. *Bowman's Mill, Ickleford: Geo-Environmental Appraisal*. Groundtech Consulting unpublished report.
- Gurney, D., 2003. *Standards for Field Archaeology in the East of England*. East Anglian Archaeology Occasional Papers 14.
- Harrison, S., 2003. "The Icknield Way: some queries", *The Archaeological Journal*, 160, 1–22.
- Hertfordshire Museums, 2025. *Hertfordshire Archaeological Archive Standards – A countywide standard for the creation, completion and transfer of Archaeological Archives in Hertfordshire Version 8*. <https://northhertsmuseum.org/wp-content/uploads/2025/04/Hertfordshire-Archaeological-Archive-Standards-Version-8-April-2025.pdf> (accessed 5th August 2026).
- Historic England, 2015. *Management of Research Projects in the Historic Environment (MoRPHE)*. <https://historicengland.org.uk/images-books/publications/morphe-project-managers-guide/> (accessed 5th August 2026).
- Margary, I. D., 1955. *Roman Roads in Britain Volume I: South of the Foss Way-Bristol Channel*. Phoenix House: London.

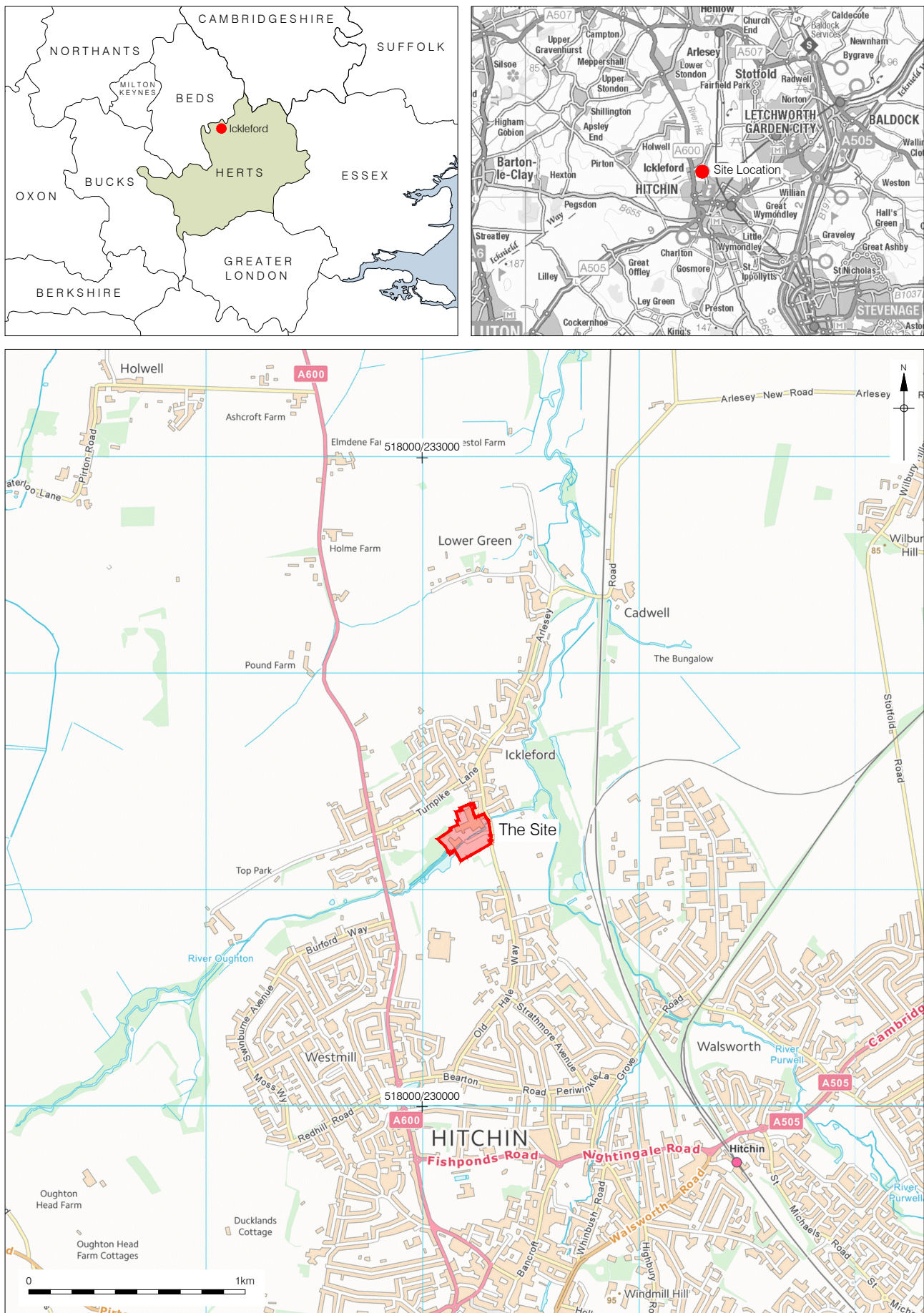
Open Domesday, n.d. Entry for Pirton <https://opendomesday.org/place/TL1431/pirton/> (accessed 5th August 2026).

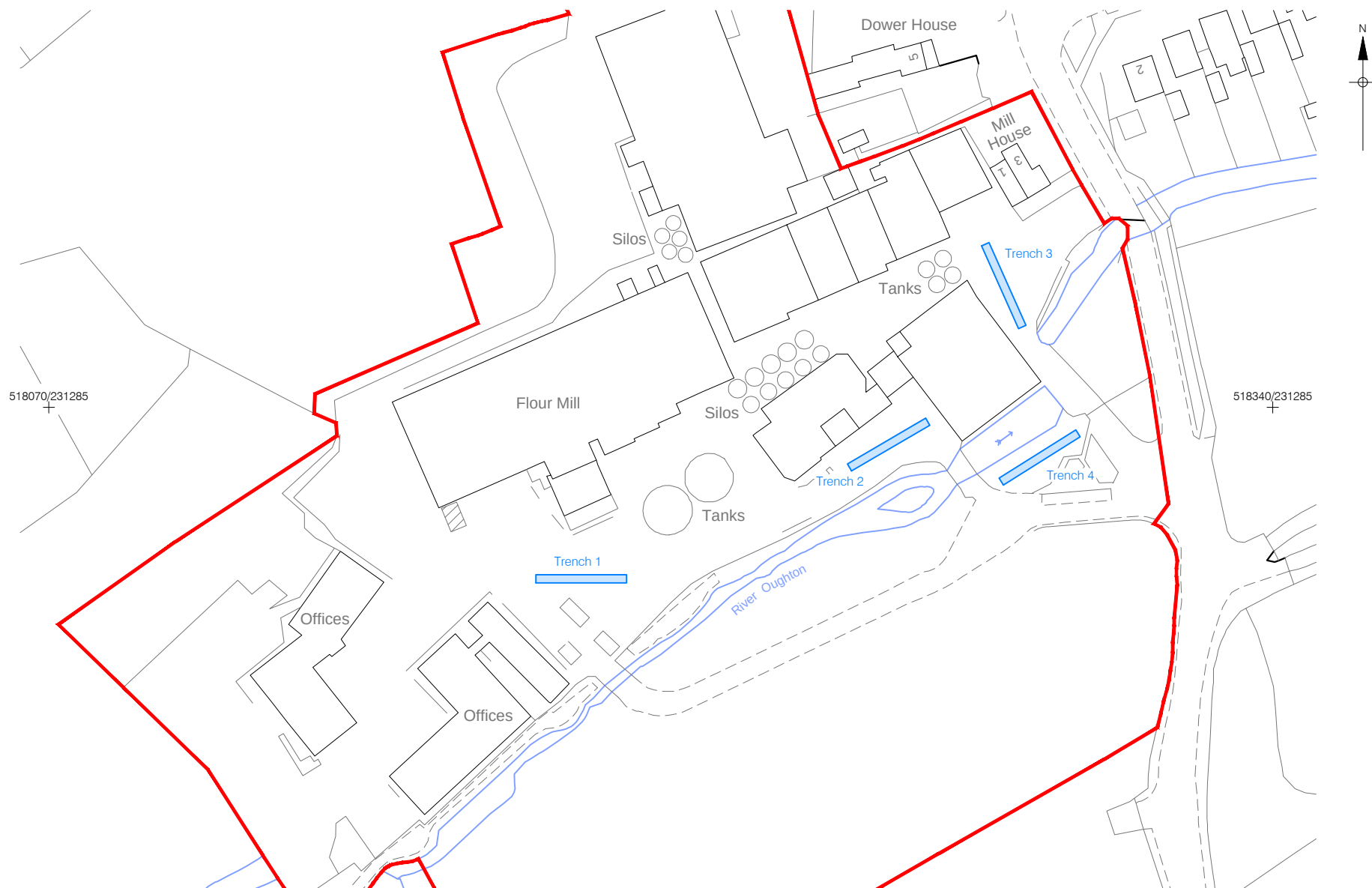
Page, W., 1914 reprinted 1971. "Celtic and Romano British Hertfordshire", *A History of Hertfordshire, Victoria County History*, 4, 119-145.

Taylor, J. with Brown, G., 2009, updated 2018. *Fieldwork Induction Manual: Operations Manual 1*, Pre-Construct Archaeology Limited.

Warburton, John; Bland, Joseph; Smyth, Payler, 1724. A new and correct mapp of Middlesex, Essex, and Hertfordshire, with the roads rivers sea-coast &c. actually surveyed. London: J. Warburton. National Library of Scotland. <https://maps.nls.uk/joins/13680.html> (accessed 5th August 2026).

Wymer, J. J., 1999. *The Lower Palaeolithic Occupation of Britain*. (Two Volumes). John Baker: London.





0 50m

Ordnance Survey © Crown copyright 2026. All rights reserved. License number 100022432

© Pre-Construct Archaeology Ltd 2026

07/08/2026 MR

Figure 2
Detailed Site Plan showing Proposed Trench Locations
1:1,250 at A4



0 50m

Figure 3
Proposed Trenches overlain on the Proposed Development Layout
1:1,250 at A3

APPENDIX 1: LANDOWNER FORM



PCA London Office

Unit 54 Brockley Cross Business Centre, 96 Endwell Road, Brockley, London, SE4 2PD



operations ~ 020 7732 3925

administration ~ 0207 358 2197

post-excavation services ~ 020 7639 9091



info@pre-construct.com



www.pre-construct.com

WRITTEN SCHEME OF INVESTIGATION: LANDOWNER IDENTIFICATION AND ACKNOWLEDGEMENT OF TRANSFER FORM

PCA Ltd is due to carry out an archaeological investigation on the site below:

Site Name: Ickleford Mill
Site Address: Bowman's Mill, Arlesey Road, Ickleford, Hitchin, Hertfordshire SG5 3UN
Site Code: HBMI26

Pre-Construct Archaeology Limited have been commissioned to undertake the archaeological investigation by Hill Residential Ltd.

Following completion of the site, the full site archive including artefacts worthy of retention will be deposited by PCA with a museum or repository who are committed to curate this archive.

To action this, PCA requires the name and address of the Landowner and if they are a company their Company Registration Number, so that a Transfer of Title can be arranged for the deposition of the archive, by Deed of Transfer between the recipient museum or repository and the Landowner.

We have been informed by Historic England that without this information the Written Scheme of Investigation will NOT be approved and that the development will not be allowed to start.

Therefore, could you please complete the details below and return this letter by post or e-mail to the following:

Zbigniew Pozorski

zpozorski@pre-construct.com

Pre-Construct Archaeology Ltd

Unit 40, Brockley Cross Business Centre

96 Endwell Road, London SE4 2PD

NAME AND ADDRESS OF SITE OWNER / FREEHOLDER

Name: _____

Address: _____

COMPANY REGISTRATION NO. (Required for sites in Greater London) _____

APPENDIX 2: DIGITAL DATA MANAGEMENT PLAN

Section A: Project Information			
HER# (Site Code):	HBM126	Other Site Codes	n/a
Site Full Location	Bowman's Mill, Arlesey Road, Ickleford, Hertfordshire SG5 3UN		
OASIS ID:	tbc	K-Code:	K11531
Museum Acc. #	tbc	NGR #	TL 18246 31289
Planning Ref #:	17/01955/1 & 25/02832/NMA	Planning Authority	North Herts District Council
DMP Written	29/07/2026	DMP Last Updated	n/a
Project Manager/ Primary Contact:	Zbigniew Pozorski	Project Type:	Evaluation
Client:	HEA	Site Supervisor:	tbc
Data Sharing Agreement in Place?	no		
Data Management Responsibility	Pre-Construct Archaeology Limited	Who will take possession of the generated data at the end of the project	Archaeology Data Service (ADS)
Section B: Estimated Volume of Data			
File types generated as part of the project archive by PCA:			
Data Type	Format	Estimated Volume	Details/Comment
Spreadsheets	Excel (.xlsx), .csv	Tbc	
Database	Access (.accdb)	Tbc	
Text/Documents	.pdf, Word (.docx)	Tbc	
Images	.jpeg, .png, .DNG	Tbc	
Graphics	.dwg,	Tbc	
GIS	.shp	Tbc	
Will existing or external data be utilised?			YES
If yes, list type of data and source: External specialist reports, external images			
Data Type	Format	Estimated Volume	Source
Images	.jpeg, .png, .DNG	Tbc	
Graphics	.dwg,	Tbc	
GIS	.shp	Tbc	
Text/Documents	.pdf, Word (.docx)	Tbc	
Section C.: Data Acquisition, Processing, and Analysis			
What methods and data standards will be undertaken?			
Field data will be collected through digital and analogue means as set out within the project design. All data that will be collected will aim to work to best practice guidelines as outlined by CIFA and the ADS, as well as any specific London guidelines, whenever possible and will be updated as the project progresses, or as guidance is modified.			
What file naming/structure is in place and how will version control be maintained? Display example below.			
Example file name: PCA _ site code _ site name _ report type _ author _ version control The project archive will be stored in a project specific folder, with sub folders being utilised to further sub-classify data as appropriate (e.g. databases, photos, reports, etc.).			
What Quality Assurances of the data are in place?			
All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct.			
Section D: Documentation and Metadata:			
How can the data be read?			
Data collected during the course of the project will include standard formats as listed within section B.			

What documentation and metadata will be provided when the data is archived?		
A catalogue of the digital archive, material archive, paper archive, and the supporting metadata will be provided to the digital repository		
Section E: Ethics and Legal Compliance:		
How can the identity of individuals be protected if required		
Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required.		
Is the data GDPR 2018 compliant?		
All digital archive data is compliant with GDPR as outlined within PCA's GDPR policy.		
Who owns the data generated during the course of this project?		
Copyright for all data generated or collected by the project team belongs to PCA. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given during reporting and when archived. Any licences agreed with external parties will be included within the project archive.		
Section F: Storage and Backup:		
Is sufficient storage in place?		
All project data will be held on a server based at our London office. The server has sufficient space to hold all data generated during the project.		
What backups are in place?		
Project data will be stored on a companywide intranet and on servers located at our London office.		
What data security is in place?		
All project data is restricted by permission-based access and single factor authentication. The only exception to this is when external finds or data specialists are consulted, with only files pertinent to their role are shared directly.		
Section G: Selection and Preservation:		
Which data will be selected for inclusion within the project archive?		
Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured, and will adhere to the formats listed in section B. Any deselected data will be deleted after deposition with the ADS or relevant archival repository.		
What is the long-term preservation plan for the project dataset?		
The digital archive will be deposited with the ADS.		
If this is a larger project, has the ADS been contacted regarding accession of the project dataset?	NO	
Has the Museum or depository been contacted	NO	
Section H: Data Dissemination:		
How will the dataset or parts of it be shared?		
The final project report will be uploaded to the HER via OASIS and subsequently released onto ADS's report library. Additionally, the report will be published either through a full publication, or as a note in the regional archaeological journal. After deposition of the digital archive, the ADS and relevant depository are able to share the data under licence.		
Section I: Responsibilities:		
Who will manage the data?		
The project manager will be responsible for implementing the data management plan and its security.		
Roles and Responsibilities:		
Action	Responsible Person(s)	Details/Comment
Field Data	Field team	Including initial storage and backup
Data Analysis and Interpretation	Site Supervisor/Project Manager	
Data Archiving	Archives Officer	
Data Dissemination	Project Manager/Archives Officer	Archives officer will be responsible for uploading report onto OASIS.
GDPR Compliance	Project Manager/Archives Officer/IT Specialist	
General Data backup	IT Specialist/Archives Officer	

APPENDIX 3: CARBON MITIGATION POLICY



Carbon Mitigation Policy

Quality Control	
Policy Number:	15
Version Number:	2
Written by:	Christiane Meckseper
Approving Director:	Josephine Brown
Date Modified:	02/01/2025
Date Approved:	09/01/2025
Date of next review:	09/01/2026

Version History		
Version No	Author	Comments
0	Stuart Draper	Initial draft 2024
1	Various	Working copy for edits by 30/08/2024 JB - 11/12/2024MH - 12/12/2024 CFM

1 Purpose

- 1.1 Pre-Construct Archaeology's (PCA's) approach to reducing carbon emissions
- 1.2 Carbon emissions are a key cause of climate change, accounting for more than 80 per cent % of all greenhouse gas emissions in the UK. The UN Paris Agreement (2015) sets out a long term goal to keep the rise in global surface temperature to below 2° C. Energy generated from fossil fuel sources – oil, coal and gas – produces significant amounts of the carbon emissions that are largely responsible for global warming.
- 1.3 PCA recognizes the need to take a lifecycle perspective on our operations to reduce our impact on the environment. By using energy more efficiently across all our operations and by carefully considering our purchasing and waste disposal strategies, we strive to minimize any negative impacts on the environment and to move towards more sustainable, renewable work practices with minimal carbon emissions.
- 1.4 Every one of us has a part to play in managing our carbon emissions. However, it is important that the business sector acts as a responsible role model and leads by example. According to government, businesses account for almost half of the UK's total carbon emissions, with small and medium-sized enterprises (SMEs) accounting for almost a third of all business carbon emission.

2 Scope

- 2.1 This policy applies to all employees, sub-contractors, and stakeholders involved in the operations of PCA. It covers activities at all locations where the company operates and extends to our supply chain and service delivery.

3 Legislative Framework

- 3.1 PCA's policy aligns with the following key UK legislation and statutory guidance:
- 3.2 **The Environment Act 2021:** Focuses on enhancing environmental protection and sustainability in line with modern priorities, such as climate change and biodiversity.
- 3.3 **Environmental Protection Act 1990:** Establishes controls to prevent environmental harm, including waste management and pollution control.
- 3.4 **The Waste (England and Wales) Regulations 2011:** Imposes responsibilities for waste reduction, recycling, and proper disposal.

- 3.5 **Climate Change Act 2008:** Sets legally binding targets for reducing greenhouse gas emissions. The Climate Change Act 2008 commits the UK Government by law to reducing greenhouse gas emissions by at least 100% of 1990 levels (net Zero) by 2050. The Environment Act 2021 acts as the UK framework for environmental protection, filling the gaps for the rules on nature protection, water quality, clean air and other environmental protections that previously applied when the UK was within the EU.
- 3.6 **The Climate Change Levy (CCL):** This is a tax on gas, coal and fossil fuel generated electricity consumption that is added to non-domestic electricity bills. It, therefore, impacts all businesses. So, the less energy used, the smaller the levy. The levy has already encouraged numerous companies to assess their energy use and, consequently, reduce consumption. Others have opted for energy from fuel sources that are exempt from the levy altogether because they produce few or no carbon emissions, such as electricity generated from renewables or good quality combined heat and power.

4 PCA Environmental Policy Framework

- 4.1 This policy is supplementary to the main PCA environmental policy:
- PCA Policy 4 Environmental Policy
- 4.2 This policy works in conjunction with other PCA environmental policies:
- PCA Policy 16 Sustainability Policy
 - PCA Policy 17 Energy Management Policy
 - PCA Policy 18 Sediment Control Policy

5 Action Plan

In the Field:

Minimise car journeys and carry out fleet maintenance

- 5.1 Encourage car sharing and minimising journeys to and from site. Only use fuel efficient cars and vans. Keep fleet well maintained and serviced regularly. Opt for hire of electric/hybrid vehicles where practicable.

Only use optimum-sized machine plant

- 5.2 Use local contractors in minimising travel and appropriately sized machine plant for scope and scale of project.

Schedule project schedules for optimum use of machine plant and travel time

- 5.3 Maximise and optimize work packages that can be completed concurrently or consecutively in a seamless process.

Local Staffing

- 5.4 Preferred use of staff members who live close to fieldwork site.
- 5.5 Provide accommodation near to site for staff on projects beyond commuting range in order to reduce mileage.

Minimising disruption of others work activities

- 5.6 When working on sites with other contractors, we would minimise disruption to client's, main contractors' or third parties' work activities by close liaison, whereby our activities are integrating this theirs in the avoidance of wasted time, duplication of effort, lost resources and misplaced effort.

Public Transport

- 5.7 Public transport to be used where appropriate.

In the Office:

Energy Consumption

- 5.8 A regular check on electricity and gas consumption will be undertaken, ensuring that bills relate to actual usage, rather than estimates, and that energy consumption is monitored. Renewable energy sources are preferred over non-renewable sources.
- 5.9 Ensure boilers are thermostatically controlled.
- 5.10 Unused Space will not be heated. Where possible unused areas will not have the heating switched on.
- 5.11 Radiators to be kept clear. This should be checked on a regular basis to ensure maximum effectiveness
- 5.12 Turn off all equipment that is not needed in the evenings, and when the building is not in use.
- 5.13 **Switch off Lights in Empty Rooms:** It is a misconception that it is not worth switching off lights – and fluorescent lights, in particular – when leaving the room because they 'use so much electricity in the startup phase'. Even though fluorescent lights do use very slightly more power during start up, it is never cost-effective to leave them on. Also, use

just the amount of light needed; non-working areas do not usually need as much light as working areas. All staff to be vigilant about switching off lights.

5.14 **Fit Energy-Saving Light Bulbs:** While these are **more** expensive to buy, they last eight to ten times longer than standard bulbs and use 75 % less electricity to provide the same amount of light. Thus, we will replace blown bulbs with energy saving devices.

5.15 **Switch off PCs:** There is another myth, about not switching off a PC, say at lunchtime, because it shortens the screen's life and doesn't save much energy. Older cathode ray tube screens, in particular – as opposed to the more expensive flat screens – use anything between 30W and 200W while in operation which, even in a small or medium-sized office, adds up to sizeable energy consumption. They also use the same amount in screen saver mode and although they may power down to sleep mode typically after 20 minutes, they are still using some energy to no great effect. Thus, all PCs and screens will be switched off when not in use and at the end of the day.

5.16 Make sure all windows and doors are draught proofed.

Maintenance of Equipment.

5.17 Failing to maintain equipment properly can increase heating costs by up to 10 %. All equipment will be PAT tested and where necessary undergo annual service checks.

5.18 Vehicles will be serviced according to the service management schedule to minimise carbon emissions

Consult colleagues

5.19 Encourage all staff to think about ways of reducing carbon emissions. Set, and work towards, carbon reduction targets. Review regularly and improve practices.

6 Approval

Signed:



Date: 09/01/2025

Josephine Brown, Managing Director, Pre-Construct Archaeology Ltd



PCA CAMBRIDGE

THE GRANARY, RECTORY FARM
BREWERY ROAD, PAMPISFORD
CAMBRIDGESHIRE CB22 3EN
t: 01223 845 522
e: cambridge@pre-construct.com

PCA DURHAM

THE ROPE WORKS, BROADWOOD VIEW
CHESTER-LE-STREET
DURHAM DH3 3AF
t: 0191 377 1111
e: durham@pre-construct.com

PCA LONDON

UNIT 54, BROCKLEY CROSS BUSINESS CENTRE
96 ENDWELL ROAD, BROCKLEY
LONDON SE4 2PD
t: 020 7732 3925
e: london@pre-construct.com

PCA NEWARK

16 LONDON ROAD
NEWARK
NOTTINGHAMSHIRE NG24 1TW
t: 01636 370410
e: newark@pre-construct.com

PCA NORWICH

QUARRY WORKS, DEREHAM ROAD
HONINGHAM
NORWICH NR9 5AP
T: 01223 845522
e: cambridge@pre-construct.com

PCA WARWICK

2 PLESTOWES BARN
HAREWAY LANE, BARFORD
WARWICKSHIRE CV35 8DD
t: 01926 485490
e: warwick@pre-construct.com

PCA WINCHESTER

5 RED DEER COURT, ELM ROAD
WINCHESTER
HAMPSHIRE SO22 5LX
t: 01962 849 549
e: winchester@pre-construct.com

