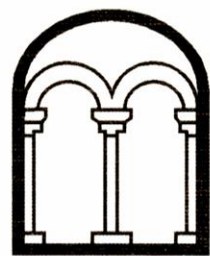


**LAND OFF DUNCOTS CLOSE,
ICKLEFORD,
HERTFORDSHIRE**

**WRITTEN SCHEME OF INVESTIGATION FOR
ARCHAEOLOGICAL TRIAL TRENCHING**

Albion
archaeology



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Contents

1. INTRODUCTION	4
1.1 Project Background	4
1.2 Status of the Written Scheme of Investigation	4
1.3 Site and Development Description	4
1.4 Archaeological Background	5
1.5 Project Objectives	7
2. METHOD STATEMENTS	9
2.1 Methodological Standards	9
2.2 Trial Trench Evaluation	9
2.3 Post-fieldwork Analysis and Reporting	10
2.4 Archiving	10
2.5 Liaison with the HEA	11
2.6 Environmental Policy	11
2.7 Health and Safety	11
2.8 Project Timetable	11
3. RESOURCES	12
3.1 Albion Archaeology Company Profile	12
3.2 Relevant Experience	12
3.3 Albion Archaeology Staff Resources	12
3.4 External Sub-contracted Specialists	12
4. QUALITY ASSURANCE	14
5. BIBLIOGRAPHY	15
6. APPENDIX 1: DETAILED METHOD STATEMENTS	16
6.1 Trial Trenching	16
6.2 Artefacts	17



6.3	Environmental Sampling	17
6.4	Post-Fieldwork Analysis and Reporting	18
6.5	Archive	18
7.	APPENDIX 2: SITE CONSTRAINTS AND H&S CONSIDERATIONS	20
8.	APPENDIX 3: PROJECT STAFF CVS	21
9.	APPENDIX 4: ARCHIVE SELECTION STRATEGY	23
10.	APPENDIX 5: DATA MANAGEMENT PLAN	27

List of Figures

Figure 1: Site location

Figure 2: Proposed trenches

The figures are bound at the back 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. This document should not be relied upon or used for any other project 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).

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Key Terms

Throughout this document the following terms or abbreviations are used:

ADS	Archaeology Data Service
CIoA	Chartered Institute for Archaeologists
DOI	Digital Object Identifier
EAA	East Anglian Archaeology
HER	Hertfordshire Historic Environment Record
HEA	Historic Environment Advisor (Hertfordshire County Council)
LPA	Local Planning Authority
OD	Ordnance Datum
OS	Ordnance Survey
PDA	Proposed development area
WSI	Written Scheme of Investigation



1. INTRODUCTION

1.1 **Project Background**

As the site is located in an area that has the potential to contain heritage assets with archaeological interest, the Hertfordshire County Council Senior Historic Environment Advisor (HEA) indicated that archaeological evaluation would be required as a condition of any planning consent. A planning application is currently awaiting a decision for the erection of nine dwellings including access, parking and landscaping at Land to the Rear 34, Arlesey Road, Ickleford, Hitchin, Hertfordshire (25/01094/FP). At the time of writing Peter David Homes intend to undertake the required evaluation in anticipation of a condition being placed on any consent, potentially before planning consent has been granted.

Albion Archaeology have been commissioned to undertake the trial trench evaluation.

1.2 **Status of the Written Scheme of Investigation**

This WSI represents the strategy required to complete the trial-trench evaluation of the proposed development area (PDA). It describes the circumstances of the project, the scope of the work required, and the procedures, methodologies and resources that are to be employed for its successful completion. This information is provided to assist the HEA in monitoring and assessing the archaeological work on behalf of the Local Planning Authority (LPA). This is in line with Section 16, paragraphs 202–221 of the *National Planning Policy Framework* (MHCLG 2024). Trial-trench evaluation is potentially only the first stage of archaeological investigation required. Depending on the results a further stage of mitigation works may be required, for which a separate WSI would be prepared and submitted to the HEA and LPA.

1.3 **Site and Development Description**

The site is located on the eastern side of Arlesey road, fronting Duncots Close, and forms a roughly rectangular shaped plot of land centred at OS grid reference TL 18372 31514 (Fig. 1) measuring $c.3950m^2$. It is currently a vacant grassy plot of land lined with mature trees and shrubs, bounded to the north and east by similar plots, and to the south and west by houses fronting Duncots Close and Arlesey Road. The site lies within the area administered by North Hertfordshire Borough Council on the outskirts of Hitchin.

The land is relatively flat and lies at $c.54m$ OD.

The bedrock within the PDA consists of West Melbury Marly Chalk Formation - Chalk. Sedimentary bedrock formed between 100.5 and 93.9 million years ago during the Cretaceous period. Superficial deposits comprise Glaciofluvial Deposits, Mid Pleistocene - Sand and gravel; sedimentary superficial deposit formed between 860 and 116 thousand years ago during the



Quaternary period¹. The soil is recorded as loamy and clayey floodplain with naturally high groundwater².

1.4 Archaeological Background

A detailed archaeological background for the PDA can be found in the Heritage Statement (Minerva Archaeology 2024). The following section summarises this, along with including data from a more recent search of the Historic Environment Record (HER search ref no. 029.25). Only the entries which are most significant for understanding of the archaeological potential of the PDA are discussed below.

1.4.1 Previous archaeological investigations

An archaeological evaluation was undertaken at 34 Arlesey Road (EHT 4801), immediately to the west and south of the PDA. Part of a water management gully was revealed, containing early medieval and medieval pottery. A watching brief was also undertaken revealing later post medieval features and deposits dating from the 17th-19th century, possibly associated with a blacksmiths works and later builders' yard.

Evaluation of a development site to the rear of The Old George Public House, approximately 170m to the north-west of the site, revealed no archaeological features, deposits or finds (EHT 8516; Jones 2016).

A programme of trial trenching on Land at Turnpike Lane, c. 180m west of the PDA, was conducted by Minerva Archaeology in 2022 (EHT 9076). It produced a number of linear features and a single piece of unstratified flint debitage.

1.4.2 Known archaeological and historical heritage assets

The HER entries described below are presented in chronological order from prehistoric to modern.

1.4.2.1 Prehistoric (before AD 43)

The earliest evidence comprises isolated, unstratified finds, of Palaeolithic handaxes (MHT 313), six flint scrapers and several Acheulian flints (MHT 314) (Fitzpatrick-Matthews, 2020).

The Icknield Way, which may have prehistoric origins, runs approximately east to west c.100m to the north of the PDA (MHT 4182).

A detailed Geophysical Survey was conducted 250m to the southeast of site, between Arlesey Road and Stotfold Road (MHT 5653) revealing a number of possible prehistoric remains including Bronze Age and Iron Age pits and post-structures (MHT 17447-17449). Aerial photograph shows evidence of later prehistoric activity in the wider area, including sub-circular enclosures c.400m north-west of the PDA (MHT 3544;4144) and rectangular enclosed areas c.300m to the north (MHT 6370).

¹ [BGS Geology Viewer \(BETA\)](#) [accessed 22/05/2025]

² <https://www.landis.org.uk/soilscapes/> [accessed 22/05/2025]



1.4.2.2 Roman (AD 43–410)

Parts of the Icknield Way were in use during the Roman period, and several Roman sites are recorded in the vicinity of Ickleford, including a cremation cemetery found at Bury Mead, Hitchin, in c.1880, approximately 1 kilometre southeast of the site (MHT 1207).

Roman coins and pottery sherds (MHT 1234) have been found near the River Oughton, approximately 160m to the south of the site. Roman pottery was also discovered in the vicinity of Hyde Mill (MHT 1190).

The Geophysical Survey also noted a possible Roman enclosure, which may indicate a focal point for unstratified finds in the vicinity (MHT 17452).

1.4.2.3 Anglo-Saxon (410–1066)

Two antiquarian reports of discoveries in the village comprise a group of seven coins dated to between 852-871AD, found in 1895; location unknown, and three spearheads found in 1905 which are said to be 'Saxon', although grounds for their identification are not provided (Fitzpatrick-Matthews, 2020).

1.4.2.4 Medieval (1066–1550)

Ickleford does not appear in the Domesday Book of 1086, as it formed part of the Manor of Pirton. It first appears to be documented as 'Ikelineford' in the 12th century, followed by 'Hikleford' in the 13th century (Fitzpatrick-Matthews, 2020; Wood, 2019). Before the Norman Conquest, Pirton was held by Stigand, Archbishop of Canterbury. After the Conquest, the manor of Pirton was given to a Norman knight, Ralph de Limesi. The manor remained with the de Limesi family until the late 12th century.

Two of Pirton's four water mills recorded in Domesday were situated in Ickleford: one on the site of the present-day Bowman's Mill (also known as Newe Mill and later Shillington Mill), the other Hyde Mill, which was still working in the 19th century. The site of Hyde Mill (MHT 11415) is located approximately 160m to the south-east of the PDA. The corn mill was located on the river Oughton, close to its confluence with the river Purwell.

The parish church of St Katherine is located approximately 150m to the north-west of the PDA and is a Grade I listed building. It was originally founded in the mid-12th century, with later additions to the building in the 13th, 15th and 19th centuries (NHLE1295821). The Old George Public house (MHT 17377), with remains of a late medieval open hall house, lies c.100m to the west of the PDA.

The site of a former medieval moated site, now built over, is located 250m to the northeast of the site, on the southern side of Arlesey Road (MHT 1228). The mound, to the east of Pound Farm (MHT 17376), is shown on the 1884 OS Map as well-preserved earthworks with water fed to it from the River Purwell.



Artefacts including medieval pottery, slag and iron objects were found 70m north of site (MHT 1229). The slag and iron objects may relate to the smithy shown on the 1st edition OS 25-inch map of 1881.

Surviving ridge and furrow strip fields are visible in aerial photographs, c.380m to the north of site and north-western edge of the village (MHT 17906).

1.4.2.5 Post-medieval (1550–1900)

A map, held at the County Record Office showing the land belonging to Ickleford manor (CRO D/EHA P1, dated 1771) shows the area between site and river Oughton as orchards and open land. The 1st edition 25-inch Ordnance Survey map, dated 1881, is the first plan to show the pond at the southeastern corner of the site, which is still in existence. Most of the cottages shown on the map of 1771 had gone by this time. Later editions of the OS map show gradual infilling along the frontage of Arlesey Road.

Twenty-one Grade II listed buildings, dating between the late medieval and modern period are located within the historic core of Ickleford, within the study area.

Ivy Cottage (NHLE1174180) and Orchard Cottage (NHLE1103224) are the nearest listed buildings, immediately to the west of the site. Both of the cottages are Grade II listed timber framed buildings with late 17th to early 18th century origins.

In the vicinity of site is Ickleford Manor House (MHT 15978), which was mostly destroyed by fire in 1911. Some elements however survive, including the 17th century gatehouse.

1.5 Project Objectives

The general purpose of the archaeological trial trenching is to recover information on the

- location, extent, nature, and date of any archaeological features or deposits that may be present within the PDA;
- integrity and state of preservation of any archaeological features or deposits that may be present within the PDA

This information will be used by the HEA to evaluate the significance of the potential impact of the proposed development on any archaeological remains that might survive within the site and thereby inform decision-making during the planning process.

If archaeological remains are uncovered during the evaluation, their significance will be assessed against the East of England Regional Research Framework³. This builds on previous research agendas set out in Brown and Glazebrook (2000) and Medlycott (2011).

³ <https://researchframeworks.org/eoc/> [accessed 03/07/2025]



Potential archaeological heritage assets in the PDA would most likely date to the Bronze Age, Iron Age, Roman or the medieval periods. Such evidence would fit into a number of broad research objectives and are likely to fall under the following headings:

- LBA-MIA 01: What can be done to refine the chronology of the Late Bronze Age to Middle Iron Age?
- LBA-MIA 06: How do we identify and characterise regional difference during the Late Bronze Age to Middle Iron Age?
- Med (Rural) 03: How can we improve our understanding of medieval agricultural practices?
- Med (Rural) 04: How can we improve our understanding of medieval rural industries?
- Med (Rural) 09: How can we characterise medieval rural settlement morphology and relationships?
- Med (Rural) 14: How can we characterise and explain medieval rural settlement change, evolution and abandonment?

Should the investigation produce evidence relevant to other objectives identified in the published research frameworks, they will be added to the objectives during the course of the project.



2. METHOD STATEMENTS

The methodological approach to the project is summarised below and detailed in Appendix 1.

2.1 Methodological Standards

The project will adhere throughout to the standards set out in the following documents:

Albion Archaeology	<i>Procedures Manual: Volume 1 Fieldwork</i> (2017, 3rd ed).
ALGAO	<i>Standards for Field Archaeology in the East of England</i> (Gurney 2003)
CIfA	<i>Charter and by-law</i> (2022); <i>Code of conduct</i> (2022)
	<i>Standard for archaeological field evaluation</i> (2023)
	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i> (2020)
Hertfordshire Museums	<i>Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire</i> (2017)
Historic England	<i>Management of Research Projects in the Historic Environment (MoRPHE) Project Managers' Guide</i> (2015)
	<i>Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation</i> (2nd edn, 2011)

2.2 Trial Trench Evaluation

The methodological approach to the archaeological fieldwork is summarised below; for a detailed methodology see Appendix 1.

The proposed trench layout is shown in Figure 2. It comprises a total of 130m of archaeological trial trenching, representing a 6% sample, spread evenly across the PDA. The five trenches will each be 1.8m wide and between 20–30m long (3no 30m trenches and 2no 20m trenches). Any changes, other than minor adjustments due to onsite constraints, will be agreed in advance with the client and HEA.

The trenches will be opened using a mechanical excavator fitted with a flat-edged bucket, operated by an experienced driver under constant archaeological supervision. Topsoil and modern overburden will be removed by machine down to the top of archaeological deposits, or natural subsoil, whichever is encountered first.

All excavation and recording will be carried out by experienced Albion staff with external specialists consulted as necessary. An appropriate level of environmental and other sampling will be undertaken in accordance with standard guidelines.



The extent of investigation of exposed archaeological remains will be sufficient to achieve the objectives of the project. If complex, important and/or deep archaeological deposits or features are uncovered, an appropriate strategy of investigation will be agreed with the client and the HEA.

2.3 Post-fieldwork Analysis and Reporting

During or immediately after fieldwork, all records will be checked and cross-referenced to ensure they are internally consistent. Recording, cleaning and conservation of finds will follow CIfA guidelines. Site drawings will be digitised and geo-referenced.

Data gathered during all stages of the evaluation will be analysed and synthesised into a final report. The analysis will be carried out using Albion's database system and GIS (Geographic Information System).

The report will be sufficiently detailed to allow the results of the project to be interpreted without recourse to the site archive and where appropriate, place them in their local, regional and national context. It will include appropriate illustrative material, including copies of relevant parts of the drawn and photographic record.

2.4 Archiving

The archive of finds and records generated during the project will be kept secure at all stages of the operation. All records and materials produced will be archived to the standards outlined in Historic England's *Management of Research Projects in the Historic Environment* (2015) and EAA's *Standards for Field Archaeology in the East of England* (Gurney 2003). Additionally, Hertfordshire Museums issued *Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire* (2023) and the Archaeology Data Service has issued guidance on digital archives in *Guidelines to Good Practice*⁴. The selection policy and data management plan can be found in Appendices 4 and 5 respectively.

In line with English Heritage and Hertfordshire Museums guidelines, Albion will seek to obtain 'in principle' agreement from the landowner to donate the recovered artefacts to the museum (subject to statutory laws concerning human remains and treasure trove).

North Hertfordshire District Council Museum Service have been notified regarding the proposed project and have agreed to take the archive (accession no. ICK/34AR '25). An appropriate online OASIS record will also be made (ref. no. albionar1-531398). On submission of the report to the ADS the DOI will be sent to the HER team.

⁴ <https://guides.archaeologydataservice.ac.uk/g2gp/Main> [Accessed 07/02/2025]



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.

2.5 Liaison with the HEA

The HEA is responsible for monitoring the project on behalf of the LPA to ensure adherence to this WSI and the maintenance of professional standards.

The HEA will, therefore, be given notice of the commencement of fieldwork so that arrangements for monitoring can be made if required. Monitoring meetings will be arranged at the HEA request.

Any variation to the WSI will be agreed in writing with the client and the HEA before its implementation. Trenches will only be backfilled after approval from the HEA.

2.6 Environmental Policy

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 website⁵. Central Bedfordshire Council is a carbon literate organisation (bronze).

2.7 Health and Safety

A risk assessment and method statement (RAMS) will be prepared before the start of fieldwork in accordance with Albion Archaeology's *Health & Safety Policy*. As part of the Project Briefing all staff will be made aware of their responsibilities and the specific site hazards (identified under the risk assessment). The RAMS will be reviewed as the project progresses. A copy of the RAMS will be made available to the HEA and client on request.

Albion Archaeology will comply fully with all operational and safety requirements of the client and/or landowner.

2.8 Project Timetable

Investigation of the trial trenches should be completed within 1 week. The trenching report will be issued within 4–6 weeks of the completion of the fieldwork.

⁵https://www.centralbedfordshire.gov.uk/info/122/climate_change/672/climate_change_-_tackling_it_and_our_strategy [accessed 07/02/2025]



3. RESOURCES

3.1 **Albion Archaeology Company 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 50 years has undertaken major fieldwork and evaluation projects throughout Bedfordshire. It also now operates within the neighbouring counties of Northamptonshire, Cambridgeshire, Hertfordshire and Buckinghamshire. It offers a comprehensive service to local and national government, statutory bodies, and the private sector.

3.2 **Relevant Experience**

Albion Archaeology staff can draw on decades of experience of working on a wide range of archaeological sites within the eastern region and beyond. The monitoring and recording works will be undertaken by a team of professional, employed archaeologists. The team leader will be competent at archaeological evaluation and excavation techniques, with a proven track record. The team leader will directly supervise all site works and will be the main author of the report.

3.3 **Albion Archaeology Staff Resources**

Albion Archaeology employs 45 full-time, professional archaeological staff. Additional staff are recruited as required by the organisation's workload. The following individuals will be deployed on this project (detailed CVs are presented in Appendix 3).

Iain Leslie MA MCIfA, Operations Manager: *quality control and strategic management*

Benjamin Carroll, Bsc (Hons) Project Manager: *project management, budget management*

TBC, Archaeological Supervisor: *on-site supervision, report preparation* (HEA to be notified prior to commencement)

Joan Lightning, Geomatics Technician: *archive digitisation and report illustrations*

Technical support will be provided by in-house specialist staff in the areas of surveying, illustration and computing.

3.4 **External Sub-contracted Specialists**

All sub-contracted specialists employed by Albion Archaeology are established and well respected in their respective fields of expertise. Each has 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 and continually seeks competitive quotes in order to avoid over-reliance on a single supplier.



The following external specialists will be used, if required, on this project:

Artefact conservation	Drakon Heritage Ltd
Ceramics	Jackie Wells
Coinage	Dr. Peter Guest, Swansea University
Faunal remains	Dr. Mark Maltby, Bournemouth University
Human remains	Dr Corrine Duhig, Cambridge University
Plant, insect and molluscan remains	John Giorgi and/or Irene Sala
Scientific dating	Scottish Universities Environmental Research Centre
Soil formation processes and micromorphology	Dr. Mike Allen



4. 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. rapid dissemination of the results of archaeological projects.

To meet these goals the following elements of Total Quality Management are under continuing development.

- A Projects Database and client contact *pro formae* which underpin our service delivery.
- A time and cost recording system which underpins project budget management.
- Use of Project Management software for scheduling both individual projects and the work of the organisation as a whole.
- Specific standards reviews at the completion of each project stage.
- Adherence to professional standards set out by the CIfA.
- Commitment to utilisation and development of regional and national research frameworks.
- Commitment to staff development to maintain professional expertise.
- Comprehensive Fieldwork Procedures Manual.
- 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 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.
- Provision of an education service for local schools.
- Maintenance of public display area at St Mary's Church, Bedford.



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6. APPENDIX 1: DETAILED METHOD STATEMENTS

6.1 Trial Trenching

1. The trenches will be a minimum of 1.8m wide unless previously agreed with the HEA.
2. Site constraints may lead to alterations of trench lengths, alignments and locations. Any changes to the trench layout will be agreed with the HEA.
3. Staff will not enter any part of the trench deeper than 1.2m, or less if the excavations are deemed unstable, without prior agreement of the Albion Project Manager, and following a risk assessment and implementation of any necessary safety measures.
4. The trench locations will be marked out on the ground in advance of machining. The trench locations will be set out by GNSS/GPS survey, using coordinates tied into OS national grid and ordnance datum.
5. All machine excavation will be supervised by an archaeologist.
6. Topsoil/overburden and subsoil will be stockpiled separately on either side of the trenches. These stockpiles will be positioned at least 1m from the trench edges.
7. Topsoil and modern overburden will be removed by machine down to the top of archaeological deposits, or natural subsoil, whichever is encountered first.
8. All identified archaeological features or deposits will be sample excavated unless agreed with the HEA. Linear features will be subject to a 20% sample, or at least one 1m slot as appropriate. Discrete features will normally be half-sectioned. Features such as hearths, burials, surfaces, structural remains and the key relationships will be investigated in such a way as to minimise unnecessary destruction.
9. All excavated features and deposits will be fully recorded in accordance with Albion Archaeology's *Procedures Manual*. Plans will normally be drawn at 1:50, though 1:20 will be used if greater clarity is required. Hachures will be used for complex/intercutting features. Sections will be drawn at 1:10 or 1:20 as necessary.
10. Each trial trench will be issued with a unique block of context numbers to facilitate recording and identification of archaeological deposits.
11. Spoil will be scanned for artefacts by both eye and metal detector.
12. A full photographic record in digital format (min. 12MP) will be compiled during the works. Albion currently uses Olympus TD-6 digital cameras with 12-megapixel BSI-CMOS sensors, raw image support and built-in GPS and compass to aid image location. This will include working shots, feature record shots and publication shots. A register detailing the subject, direction, date and author of each photograph will be kept. The file format will be in accordance with the current ADS preferred file formats. All photographs (except working shots) will contain an information board, north arrow, and appropriately sized scale.
13. The trenches will not be backfilled before the HEA has had the opportunity to inspect them.



6.2 Artefacts

Artefacts will be collected and treated in accordance with *CIfA Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2020), and the *Albion Archaeology Procedures Manual* (2017).

In summary, artefacts, including those recovered from spoil heaps, will be assigned to a relevant context number for the investigation area. Artefact processing will be undertaken concurrently with the investigation. This will comprise cleaning and marking, documenting and storing as appropriate. Documenting will comprise identification, dating and entry of data onto the Context Assemblage database. All ironwork, and other materials deemed suitable, will be submitted for x-radiography.

Artefacts recorded as special finds, or small finds will be located in three dimensions utilising the site grid. Significant artefact scatters which have the potential to provide information on site use or patterns of discard will be planned/3D located.

If human remains are encountered and their excavation is required, Albion Archaeology will liaise with the Ministry of Justice and acquire the appropriate Licence. Only in exceptional circumstances, or if required by the HEA, will human remains be removed during an evaluation. Where further information on their date and/or significance is required, scientific analysis such as radiocarbon dating will be carried out as necessary.

Artefact information will be available during fieldwork and monitoring meetings.

Any finds which are identified as Treasure in accordance with the Treasure Act (1996), the Treasure (Designation) Order (2002) and the amendment Order (2023), will be reported to the district Coroner within 14 days of their discovery/identification. The Portable Antiquities Scheme officer for the area will be notified of relevant finds.

6.3 Environmental Sampling

A programme of environmental sampling will be carried out in accordance with Historic England's *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (2011), and the *Albion Archaeology Procedures Manual* (2017).

In summary, samples will be taken if suitable and datable archaeological deposits are exposed. Samples will be taken from contexts that appear rich in environmental material and other key contexts identified within the excavations. The standard sample volume will be 40l (or 100% of the deposit if less than that). Larger samples may be taken if the environmental potential justifies it. The primary purpose of sampling will be to examine:

- survival of material
- key archaeological contexts



Processing will be undertaken at Albion Archaeology premises in accordance with the *Procedures Manual*. Specialist advice will be sought as necessary and, where required to further the objectives of the project, scientific analysis such as radiocarbon dating, undertaken.

6.4 Post-Fieldwork Analysis and Reporting

1. During or immediately after fieldwork all records will be checked and cross-referenced to ensure they are internally consistent.
2. Recording, cleaning, and conservation of finds will follow ClfA guidelines.
3. Any soil samples will be processed and assessed as appropriate.
4. Site drawings will be digitised and geo-referenced.
5. Contextual, artefactual and ecofactual data will be entered onto a purpose-built archaeological database (Intrasis). This will be used to analyse and report on the results of the fieldwork.
6. The data acquired during all stages of fieldwork will be analysed to a level that is appropriate to provide the information required to achieve the project objectives.
7. The report will contain sufficient detail to enable the results of the monitoring to be interpreted without recourse to the project archive. This will include the tabulation of contextual and finds information. The report will consider the significance of any archaeological deposits in local, regional and national terms.

The report will be laid out as follows:

- Non-technical summary;
- Introduction (site location and description, planning background, archaeological background);
- Aims of project and methodology;
- Detailed description and specialist interpretation of any archaeological features and deposits;
- Summary of results and significance including reports on artefacts and environmental remains where appropriate;
- Bibliography;
- Figures will include a location plan, appropriate all features plans, sections and photographs.

The report will be sent to the HEA for approval and a digital copy supplied to the HER.

6.5 Archive

A full project archive will be compiled in accordance with Historic England (MoRPHE) standards. The selection policy and data management plan can be found in Appendices 4 and 5 respectively.

Albion Archaeology adheres to strict archiving standards and ensures that all archive is stored appropriately. All storage material is of archival-quality and includes archival-quality photographic storage sleeves. As part of the



archiving process all physical records are microfiched. The physical archive will be deposited with North Hertfordshire District Council Museum Service (accession no. TBC). The digital archive will be deposited with the Archaeology Data Service (ADS). An appropriate online OASIS record will also be made (ref. no. albionar1-531398). On submission to the ADS the DOI will be sent to the HER Team.

An on-line OASIS form will be completed in accordance with the guidelines provided by Historic England and the Archaeology Data Service.



7. APPENDIX 2: SITE CONSTRAINTS AND H&S CONSIDERATIONS

The following issues will be taken into consideration when planning the site works:

1. Potential underground and overhead services.
2. Safe access onto site for plant and staff.
3. Staff welfare facilities.
4. Potential contaminants (eg. asbestos).



8. APPENDIX 3: PROJECT STAFF CVS

Iain Leslie: Operations Manager

Technical qualifications

MA European Prehistory, University of Sheffield 2007

BA (Hons) Archaeology, University of Sheffield 2006

Member of the Chartered Institute *for* Archaeologists

Core Skills

Responsible for co-ordination of Albion resources and overall quality control. Experience includes management of a wide range of archaeological fieldwork, from inception to publication and archive. Has played a major role in revising and creating Albion procedures, with particular emphasis on the use of database and GIS software in post-excavation analysis. Current interests include the use of Open Source software for the analysis and visualisation of archaeological data.

Employment History

2023 to present: Operations Manager with Albion Archaeology

2018 to 2023: Project Manager with Albion Archaeology

2015-2018: Project Officer with Albion Archaeology

2011-2015: Archaeological Supervisor with Albion Archaeology

2009-2010: Assistant Archaeological Supervisor with Albion Archaeology

2008-2009: Archaeological Technician with Albion Archaeology

Benjamin Carroll: Project Manager

Technical qualifications

Bsc (Hons) Archaeology, University of Bournemouth 2007

Practitioner of the Chartered Institute *for* Archaeologists

CITB Site Management Safety Training Scheme (SMSTS)

CITB Site Supervisor Safety Training Scheme (SSSTS)

Professionally Qualified Person CSCS card

Core skills

Managing and overseeing projects from inception through to completion, ensuring professional standards are maintained. Overseeing projects health and safety guidelines and procedures are complied with. Achieving successful discharge of planning conditions for all stakeholders in line with budgets, timescales, and procedures.

Employment History

2023 to present: Archaeological Manager, Albion Archaeology

2020-2023: Assistant Archaeological Manager, Albion Archaeology

2019– 2020: Project Officer, Albion Archaeology, Albion Archaeology

2016-2019: Archaeological Supervisor, Albion Archaeology

2012-2016: Assistant Archaeological Supervisor, Albion Archaeology

2010-2012: Archaeological Technician, Albion Archaeology

2007-2010: various archaeological employment, mainly in East Anglia and Greater London.

2006: various excavations in Germany around Magdeburg, with Europass training

2005: excavations at Knowlton landscape project Dorset, with Bournemouth University

TBC: Project Supervisor (CV to be supplied to the HEA in advance of fieldwork)



Joan Lightning – Geomatics Technician, Albion Archaeology

Technical qualifications

BA (Hons) Archaeology and Prehistory

HND (Merit) Practical Archaeology

City and Guilds: AutoCAD 4351-01, and 4351-03.

Core skills

Experienced in using AutoCAD, Gsys, Aerial 5.12, Surfer 7, IntelliCAD, Access, Word, Corel Photopaint, Corel Draw and Corel Trace. Uses data collected from field survey to produce landscape survey plans and 3d models/deposit models. Also experienced at aerial photographic interpretation using Aerial. Joan has also undertaken some building recording work.

Employment History

1999 to present: CAD / Survey Technician for Albion Archaeology

1996–1999: Archaeological Technician /AutoCAD operator for Bedfordshire County Archaeology Service

1985–1996: Excavator on a variety of archaeological excavations covering many periods and in various parts of the country.



9. APPENDIX 4: ARCHIVE SELECTION STRATEGY

Land Rear of 34 Arlesey Road, Ickleford, Hertfordshire SELECTION STRATEGY (22 nd May 2025, vers. 1.0)		
Project Manager:	Benjamin Carroll	
Archaeological Archive Manager:	Helen Parslow	
Organisation:	Albion Archaeology	
STAKEHOLDERS		Date Contacted
Collecting Institution(s):	North Hertfordshire District Council Museum Service Archaeology Data Service (ADS)	
Project Assurance:	Historic Environment Advisor of Hertfordshire County Council (HEA)	
Landowner/Developer:	Phillips Planning Services Ltd	
Other:	Cermics – Jackie Wells Project Archives Officer – Helen Parslow Animal bone – Mark Maltby Ecofacts etc. – John Giorgi	To be informed as necessary
RESOURCES REQUIRED	Albion Staff time – 2 days External Contractors approx. 1 day per specialist	
CONTEXT		
Background As the site is located in an area that has the potential to contain heritage assets with archaeological interest, the Hertfordshire County Council Senior Historic Environment Advisor (HEA) indicated that archaeological evaluation would be required as a condition of any planning consent. Peter David Homes intend to undertake the required evaluation in advance of any planning application Albion Archaeology have been commissioned to undertake a trial trench evaluation to support the planning application. Objectives and Relevant National, Regional and County Research Frameworks The general purpose of the archaeological trial trenching is to recover information on the: • location, extent, nature, and date of any archaeological features or deposits that may be present within the PDA; • integrity and state of preservation of any archaeological features or deposits that may be present within the PDA		



This information will be used by the HEA to evaluate the significance of the potential impact of the proposed development on any archaeological remains that might survive within the site and thereby inform decision-making during the planning process.

If archaeological remains are uncovered during the evaluation, their significance will be assessed against the published research frameworks for the region, now available online.

Potential archaeological heritage assets in the PDA would most likely date to the Bronze Age, Iron Age and medieval. Such evidence would fit into a number of broad research objectives that are identified in the regional agenda and are likely to fall under the following headings:

- LBA-MIA 01: What can be done to refine the chronology of the Late Bronze Age to Middle Iron Age?
- LBA-MIA 06: How do we identify and characterise regional difference during the Late Bronze Age to Middle Iron Age?
- Med (Rural) 03: How can we improve our understanding of medieval agricultural practices?
- Med (Rural) 04: How can we improve our understanding of medieval rural industries?
- Med (Rural) 09: How can we characterise medieval rural settlement morphology and relationships?
- Med (Rural) 14: How can we characterise and explain medieval rural settlement change, evolution and abandonment?

Should the investigation produce evidence relevant to other objectives identified in the published research frameworks, they will be added to the objectives during the course of the project.

Archive

The archive of finds and records generated during the project will be kept secure at all stages of the operation. All records and materials 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 materials (subject to the landowner's permission) and accompanying records will be deposited with North Hertfordshire District Council Museum Service (accession no. TBC). 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 Archaeology Data Service (reference no. albionar1-534068).

1. DIGITAL DATA

STAKEHOLDERS	Project Archives Officer – Helen Parslow Project Manager – Benjamin Carroll Digital Repository – ADS Project Assurance – HEA Repository – North Hertfordshire District Council Museum Service
SELECTION	
Location of Data Management Plan (DMP):	Supplied with this document (Appendix 5).



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 below strategy 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)
- Finds and context information (MS Access)
- Reports (MS Word, .PDF)

Digital data selection will be based factors such as:

- Relevance
- Uniqueness
- Non-replicability
- Cost

It is envisaged that not all the born-digital photographs taken on site will be kept, for example multiple shots of the same feature or random shots not relevant to the site. 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, scanned section drawings etc.) 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, post-excavation version of the site plan, in .SHP or .DWG format, will be selected. Individual surveys or those drawings created during analysis will not be selected, unless they represent unique data relevant to the project. Digital versions of sections will not be selected, unless no physical drawing exists, to prevent the duplication of data. Database and spreadsheets will only contain the primary data; queries, analysis tables etc. will be removed before deposition.

On completion of the project, the following will be supplied to the HEA:

- ESRI shape or dwg files of the development and investigation area(s)
- the ADS DOI

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
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2. DOCUMENTS

STAKEHOLDERS

Project Archives Officer – Helen Parslow
Project Manager – Benjamin Carroll
Repository – North Hertfordshire District Council Museum Service
Project Assurance – HEA

SELECTION

Analogue 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 below strategy will be discussed and agreed with the stakeholders.

Analogue data will include the following:

- The site drawings, all of which will be selected
- Copies of any other data requested by the Repository (this should include all primary site records, copies of any finds records *etc.*)
- Any original finds drawings, should any be drawn
- Any relevant correspondence which does not breach GDPR

All data not meeting the above criteria will be deselected.

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

Standards and guidance: Analogue data will be managed in accordance with Albion Archaeology procedures and those standards outlined by Hertfordshire Museums (see *Albion Archaeology Procedures Manual (2017)* and *Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire (2017)*). See also DMP for further details.

It is not currently anticipated that decisions will be made that differ from the standards and guidance cited above.

DE-SELECTED DOCUMENTS

The de-selected analogue data will be destroyed (especially that containing anything in regarding GDPR) subject to final checking by the Project Archives Officer. Possible exceptions include images, records retained for business purposes including promotional or teaching material.

AMENDMENTS

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders Involved

3. MATERIALS

Material Type:	Bulk Finds	Page	
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STAKEHOLDERS	Project Manager – Benjamin Carroll Project Archives Officer – Helen Parslow Repository – North Hertfordshire District Council Museum Service Project Assurance – HEA Landowner (Peter David Homes)		
SELECTION STRATEGY			
It is not anticipated that bulk finds of any category will be present in such quantity as to require the implementation of a selection strategy during the fieldwork phase of the project. Bulk finds will be selected for inclusion in the preserved archive by the Project Manager, Project Archives Officer, and Finds Manager in conjunction with the HEA and Repository. Specialist advice will be sought in order to inform these decisions where necessary. We will consult with each of our specialists, the HEA and Repository Manager during fieldwork and post-excavation work as required. Any de-selection, beyond what is described 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. Bulk finds will be managed in accordance with Albion Archaeology procedures and to the standards set out in <i>Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire</i> (2017). Material that will not be collected during fieldwork will include: • Material that is from the overburden or post-19th-century deposits, unless it is deemed to be intrinsically significant, is considered Treasure Trove, or comprises human remains. • All other finds will be collected and recorded.			
UNCOLLECTED MATERIAL			
Uncollected material will be left on site. Where relevant, its presence will be noted in the project record.			
DE-SELECTED MATERIAL			
This will be returned to the site, should it still be in progress. If site works are complete, the landowner will be consulted to see if they would like to keep the material. Some material may be retained for educational purposes. Should the de-selected material be disposed of elsewhere, it will be left with an appropriate marker to identify it as re-buried material.			
AMENDMENTS			
Detail any amendments to the above selection strategy.			
Date	Amendment	Rationale	Stakeholders Involved

10. APPENDIX 5: DATA MANAGEMENT PLAN

Project Manager	Benjamin Carroll
Project Number	ICK5037



Project Name	Land Off Duncots Close, Ickleford, Hertfordshire
Author(s)	Benjamin Carroll
Stakeholders	Albion Archaeology, Peter David Homes
Origination Date:	22/05/2025
Reviser(s)	N/A
Date of last revision	N/A
Project stages covered	Evaluation
Version	1.0
Status	Draft
Summary of Changes	N/A
File Name/Location	https://centralbedfordshirecouncil.sharepoint.com/sites/CandDALbionArchaeology...BL5020StevenageBragburyLaneLot8/Management/Archive/ICK5037DMPv1.doc
Related Policies	Central Bedfordshire Council (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> Physical Site recording sheets Site drawings Digital Photographs (.JPEG/.TIF) Spatial data (plans, sections), AutoCAD (.DWG), ESRI Shape file (.SHP) Finds and context information (MS Access) 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 CBC cloud storage account (OneDrive), or Albion Archaeology local network, managed by CBC'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 cloud account or the Albion Archaeology local network. Selected data will be made available to external specialists where appropriate. Any personal data acquired for the project will be managed in accordance with CBC's data protection policies.
Selection and Preservation	
Preservation Plan	<i>Document what data will be preserved and the repositories for the archive.</i> The physical archive, documentary and material, will be transferred to North Hertfordshire District Council Museum Service. In addition, a copy of any digital files they wish to receive will also be transferred to them. The documentary archive will contain any hard-copy data reports the repository wishes to receive. The digital data will be deposited with the Archaeology Data Service and will also be stored on the Albion Archaeology network. 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. 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 Archaeological Archive Manager 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.

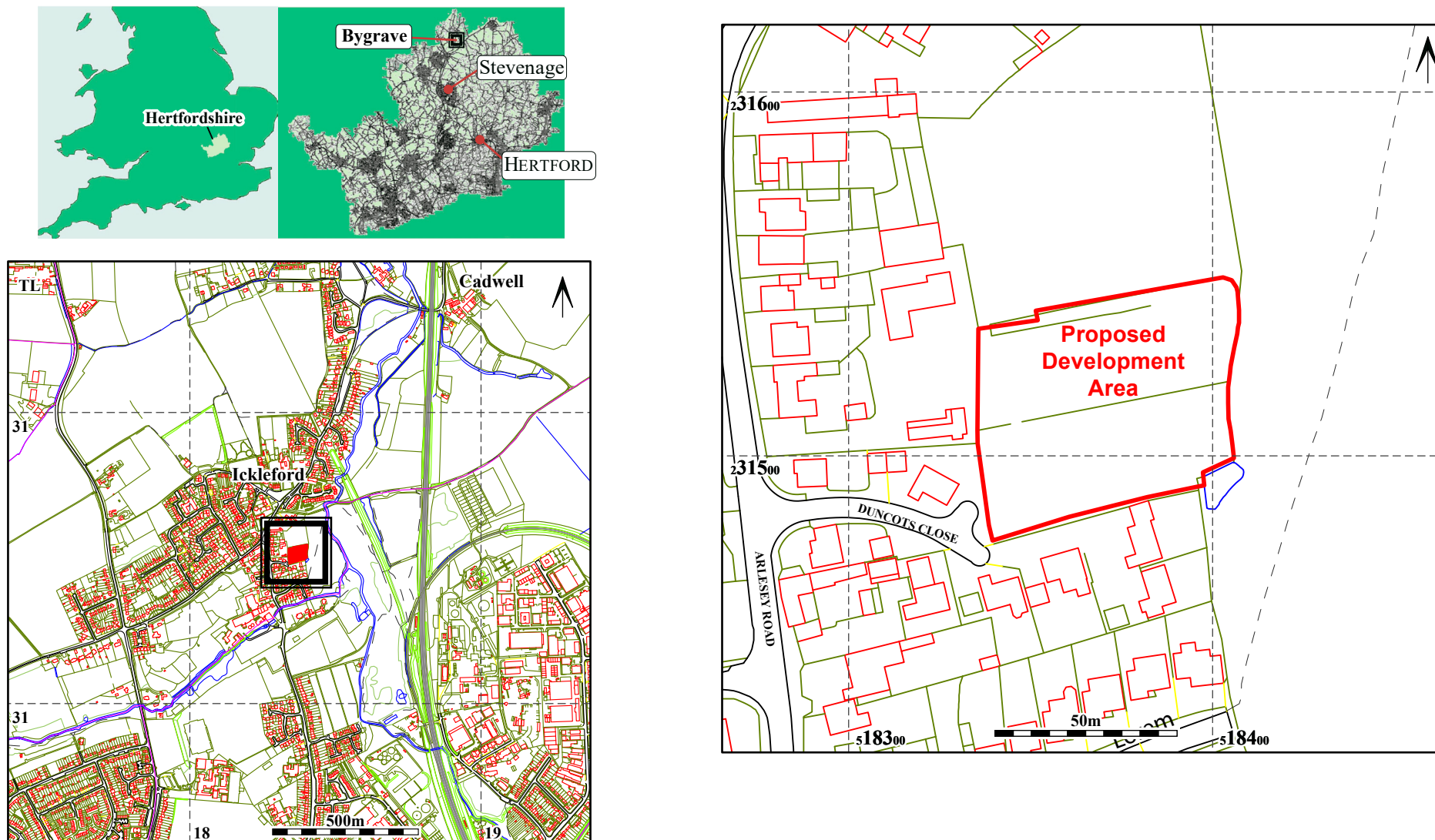


Figure 1: Site location

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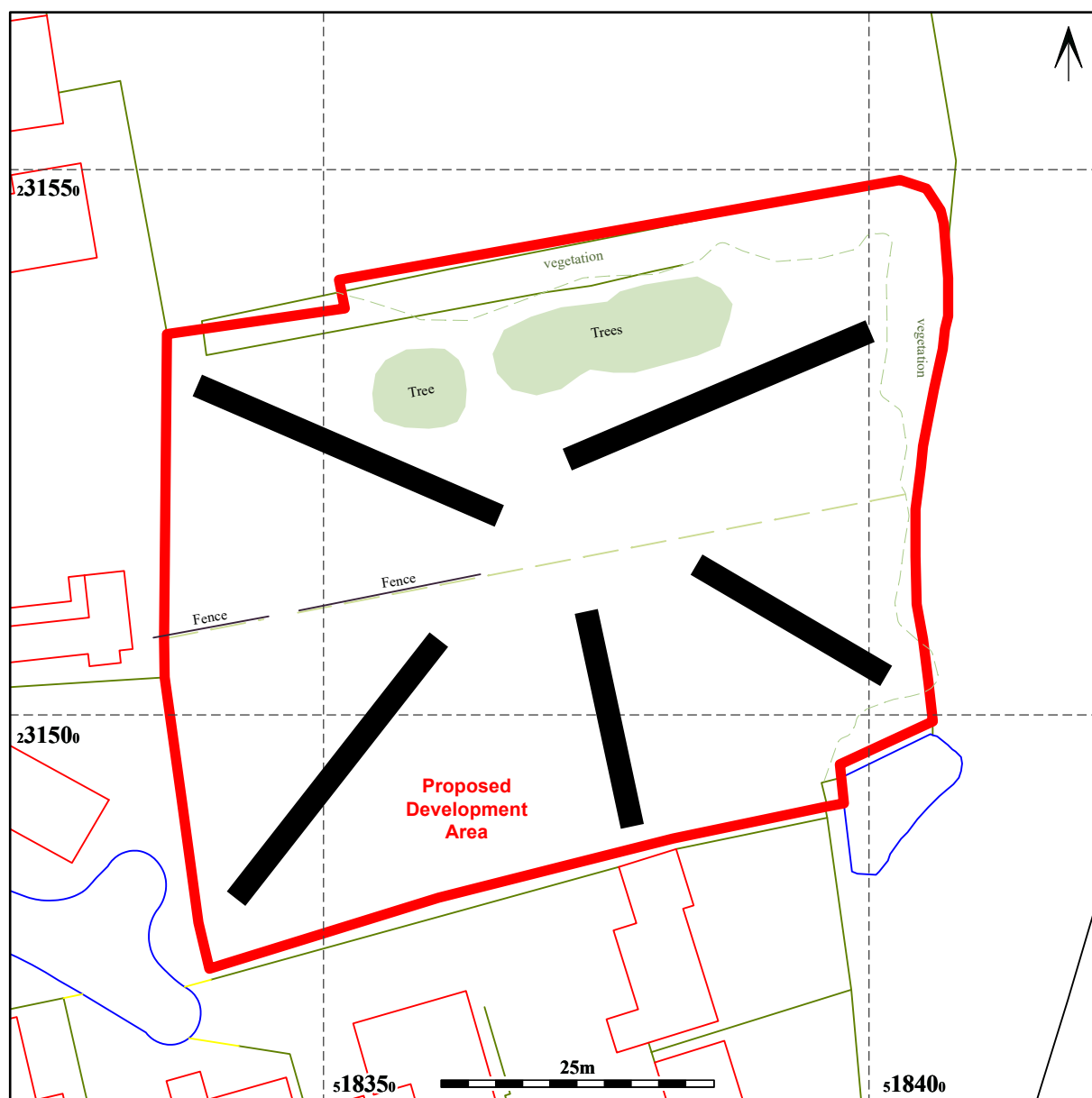


Figure 2: Proposed trenches

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**Central
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