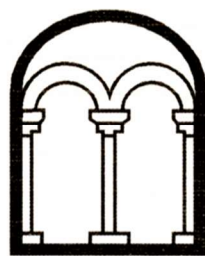


**LAND EAST OF RHEE SPRING AND ORWELL VIEW
ROYSTON ROAD
BALDOCK
HERTFORDSHIRE**

**WRITTEN SCHEME OF INVESTIGATION FOR
ARCHAEOLOGICAL STRIP, MAP AND SAMPLE
INVESTIGATION**

Albion
archaeology



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North Herts Project UI: BAL/RS '25
Albion Project Code: RS5052
North Hertfordshire District Council Museum Service accession no.: BAL/RS '25
OASIS reference no.: albionar1-536486
HER search ref. no.: 083.25

Document: Alb-3881
Version 1.0

12th September 2025

Compiled by	Edited and approved by
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Produced for:
Chalkdene Developments

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Preface

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

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Version History

<i>Version</i>	<i>Issue date</i>	<i>Reason for re-issue</i>
<i>1.0</i>	<i>12/09/2025</i>	<i>n/a</i>

Key Terms

The following terms or abbreviations are used throughout this document:

ADS	Archaeology Data Service
Albion	Albion Archaeology
CIfA	Chartered Institute <i>for</i> Archaeologists
Client	Chalkdene Developments
HER	Hertfordshire Historic Environment Record
HEA	Historic Environment Advisor (Hertfordshire County Council)
LPA	Local Planning Authority
PDA	Permitted development area
WSI	Written Scheme of Investigation

1. INTRODUCTION

1.1 Project Background

On 20th May 2025, planning permission (21/01882/FP) was granted by Hertfordshire County Council for the erection of 42 dwellings with access, parking, landscaping and associated works, including provision of an electrical sub-station, at the site known as Land at East Rhee Spring and Orwell View, Royston Road, Baldock.

A trial trench evaluation of the permitted development area (PDA) was undertaken in 2004 (Albion Archaeology 2004) which concluded that no heritage assets were identified that were likely to be a constraint on development. However, significant archaeological remains have been found within the wider vicinity of the PDA, including the early medieval site of St Mary Magdalene Leper Hospital, the remains of which are considered to be unusual and of national importance. As a result, the following condition (no. 9) was recommended by Hertfordshire County Council's Historic Environment Advisor (HEA):

The condition states:

A) Prior to the commencement of development, an Archaeological Written Scheme of Investigation shall have been submitted to and approved in writing by the Local Planning Authority. The scheme shall include an assessment of archaeological significance and research questions; and:

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

B) The demolition/development shall take place in accordance with the programme of archaeological works set out in the Archaeological Written Scheme of Investigation approved under part A) of this condition.

C) The development shall not be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Archaeological Written Scheme of Investigation approved under part A) of this condition and provision has been made for analysis and publication, where appropriate.

Albion Archaeology was commissioned to prepare this written scheme of investigation (WSI) for the approval of the local planning authority (LPA), as required by the condition, and to carry out the archaeological work.

1.2 Status of the Written Scheme of Investigation

This document represents the WSI for all aspects of the archaeological investigation, recording, analysis and publication as required by the planning condition. It has to be approved by the HEA and the LPA and the development has to be implemented in accordance with the approved scheme.

The WSI outlines the circumstances of the project and Albion Archaeology's operational approach, including research objectives and methodologies. It also specifies the resources that will be deployed on the project. The detailed appendices are designed as stand-alone sections but should be read in conjunction with the more general, introductory sections at the beginning of the document.

1.3 Site Location and Description

Baldock is situated in a wide depression in the north-eastern extension of the Chiltern Hills, where the Roman roads from Braughing and St Albans cross the Icknield Way. The PDA is located on the north-east outskirts of Baldock (Fig. 1).

The PDA is currently unmanaged grassland with some young trees and shrubs. It was bordered by the Icknield Way to the north (the present A505) and a housing estate to the south and west. Open fields adjacent to the Baldock bypass lay to the east. The site is 1.7ha in extent and is centred at National Grid Reference TL 2573 3430. It is generally flat, lying at approximately 70m OD.

The underlying bedrock is chalk of the Holywell Nodular Chalk Formation and New Pit Chalk Formation; there are no recorded superficial geological deposits in the area of the PDA¹.

1.4 Archaeological and Historical Background

This section presents a brief summary of the archaeological background to the site, mostly derived from a Desk-based Assessment prepared in connection with an earlier proposal (Albion Archaeology 2008a) as well as the field evaluation of the site (Albion Archaeology 2004). Further information is derived from a recent search (ref. no. 083.25) of the Hertfordshire Historic Environment Record (HER).

1.4.1 Archaeological Evaluation of the PDA

An archaeological evaluation was undertaken in 2004, which revealed archaeological features within seven of the eleven trenches (Albion Archaeology 2004). These included two large pits, a small pit, two ditches, a probable hedge line and a layer of probable headland material, together with some modern levelling layers and wheel ruts (Fig. 2).

¹ <https://geologyviewer.bgs.ac.uk> [accessed 01/09/2025]

Apart from the modern features, the artefactual material indicated that all the excavated features date to the post-medieval period. However, Roman and medieval artefacts, including pottery, coins, a lava stone quern fragment and a lead seal matrix, recovered from the topsoil and residual material recovered from the excavated features confirm the presence of earlier activity within the vicinity. The post-medieval remains were thought to be associated with quarrying and agricultural land-use.

1.4.2 Chronological archaeological and historical background of the wider vicinity of the PDA

Prehistoric (before AD 43)

The earliest remains in the vicinity of the PDA dated to the Neolithic, including lithic implements recorded in an investigation which took place 175m to the north (NMR1150232), pits 250m to the south (HER13253) and 175m to the south-east (Phillips *et al* 2009), a small 'square' barrow with a central inhumation 400m to the east (HER13255).

Cropmarks likely representing Bronze Age burial mounds have been recorded 300m to the north (HER6444, 2385 and 2385) and south (HER2403) of the PDA. Extensive investigations during the construction of the Baldock Bypass identified a Bronze Age post-built structure 400m to the east (HER13259).

A series of rectangular enclosures (HER6372) are located 600m to the north and are indicative of late Iron Age/Roman settlement activity, as are cropmarks (HER7750, NMR1046124, 1002979) which delineate parts of possible routes of the Icknield Way. Cropmarks HER2321 have been confirmed as representing the Iron Age pit alignment 450m south-east of the PDA, which is now known to continue eastwards of its previously known extent (Albion Archaeology 2008b).

Roman (c.43–c.410)

Trenching immediately to the north of the PDA revealed settlement remains, including small enclosures and ferrous slag indicative of smithing (HER18135). Two putative routes for the Icknield Way, an ancient route along the Chiltern ridge and partly updated during the Roman period, HER7750/NMR1046124 and 1002979, have been identified to the north and east.

Several areas of cropmarks 300m south of the PDA (HER1031, 1034, 2479, 7739, 7742, 7743 and 7744) were confirmed through trial trenching to be late Iron Age to Roman in date, including livestock enclosures and parallel boundary ditches (Albion Archaeology 2008b). A cemetery of 24 inhumations and 150 cremations has been excavated 500m to the south-west (HER13189).

A circular structure within a large rectilinear enclosure was investigated 530m west of the PDA which has been interpreted as a temple, perhaps connected to a hunting or warrior god based on the finds assemblage recovered (HER15638).

Anglo-Saxon and medieval (c.410–1550)

Although population levels and settlement patterns in the area may have reduced and changed (respectively) as the Roman Army withdrew from the area, Baldock was not abandoned (Thompson 2002, 5). The town also prospered during the medieval and post-medieval periods as a market town at the meeting of two important routes, the Icknield Way and the Great North Road (Thompson 2002, 2–7).

No remains dating to the Anglo-Saxon period have been identified within the study area.

The early medieval site of St Mary Magdalene Leper Hospital (HER11195) has been identified 200m to the north-east (Fig. 1). Trial trenching in advance of the Baldock bypass identified inhumations and a rectangular boundary ditch defining the monument. Such remains are unusual and considered to be of national significance; these remains are currently preserved in-situ. A post-built rectangular structure interpreted as a barn and of a similar date to the hospital was identified 100m east of the PDA (Phillips *et al* 2009).

1.5 Project Objectives

The general purpose of the investigation is to determine and understand the nature, function and character of an archaeological site in its cultural and environmental setting.

To achieve the above, the data collected during the fieldwork will aim to determine the following:

1. the date, nature and extent of any remains of former activity or occupation within the site;
2. the relationship of any remains found to the surrounding contemporary landscapes;
3. the local environmental conditions (through the recovery of palaeo-environmental remains).

Dependent on the nature of any remains that are revealed, specific research aims will be derived from regional research frameworks that have been devised for the East Anglian region. These were assessed in 1997 (Glazebrook 1997) and a regional research agenda and strategy was produced in 2000 (Brown and Glazebrook 2000), before being revised and updated in 2011 (Medlycott 2011). The latest review was undertaken in 2018–20 by the Association of Local Government Archaeological Officers, supported by Historic England, and the resultant East of England Regional Research Framework has been available online since 2021².

The archaeological evaluation (Albion Archaeology 2004) suggests that archaeological heritage assets on the PDA are most likely to relate the post-medieval period. However, the site is also in close proximity to a number of heritage assets of both regional and national significance dating to the Neolithic, Bronze Age and early medieval periods. As such, the investigations

² <https://researchframeworks.org/eoe/> [accessed 01/09/2025]

at the PDA have the potential to inform the following regional research questions:

- Neo 12: How can we increase our understanding of Neolithic ring-ditches and other burial monuments?
- Neo 14: What was the original purpose of Neolithic pits and why are their contents so variable?
- Neo 10: To what extent was there continuity from the Late Neolithic to the Early Bronze Age?
- E-MBA 06: How can we refine the chronology of Bronze Age cemeteries?
- E-MBA 24: How can we characterise Bronze Age monuments?
- P-Med 12: How should we approach the excavation of post-medieval deposits?

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> (3rd ed, 2017).
	<i>A Guide to GPS Survey</i> , report no. 2019/70 (2019)
• ALGAO (East)	<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 excavation</i> (2023)
	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i> (2020)
	<i>Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives</i> (2020)
• Hertfordshire Association of 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)

2.1 Strip, Map and Sample Investigation

An archaeological strip, map and sample investigation will be undertaken within a 10m-wide corridor along the eastern side of the PDA (Fig. 2), on the premise that this would reveal whether any features associated with the leper hospital extend into the PDA. Should significant remains be found to extend beyond the limits of this initial area, then the HEA may require the investigation area to be extended. No extension will be undertaken unless agreed with the client and HEA.

2.1.1 Mechanical Removal of Overburden

The overburden will be removed to the top of the archaeological deposits or the geological horizon, whichever is encountered first. Ground reduction will be undertaken by a mechanical excavator fitted with a toothless bucket and operated by an experienced driver under the supervision of an archaeologist. Once archaeological remains or the upper surface of the geological horizon is

reached, machine excavation will cease and no machine movement across the stripped area will be permitted.

2.1.2 Pre-excavation Planning Strategy

Once stripping of an area for archaeological investigation is complete, pre-excavation planning will be undertaken and used as the framework for the detailed excavation sampling strategy outlined below and in Appendix 1. The excavation strategy will be agreed with the HEA.

2.1.3 Hand Excavation and Recording

All archaeological features will be investigated by experienced Albion Archaeology staff. Where it appears from initial sample excavation that a feature would benefit from additional hand excavation, this will be undertaken (see Appendix 1 for more details).

2.2 Artefacts and Ecofacts

2.2.1 Artefacts

All artefacts found during fieldwork will be retained by context, with the exception of those recovered from topsoil (which will only be kept if they are of intrinsic interest). To maximise the metallic artefact assemblage a metal detector will be used routinely both to check spoil and to locate metal artefacts in advance of the excavation of features.

Recording, cleaning, and conservation of artefacts will follow CIfA guidelines. Site drawings will be digitised and geo-referenced to allow features to be located in relation to Ordnance Survey mapping.

All finds of gold and silver will be recorded, removed to a safe place and reported to the Coroner and HER in accordance with the Treasure Act 1996, the Treasure (Designation) Order (2002) and the revised Treasure Act 1996: Code of Practice (2023). They will also be reported to the Portable Antiquities Scheme (PAS) officer.

2.2.2 Ecofacts

Samples will be taken from the following types of deposits:

- those visibly containing charred plant remains;
- those where a significant animal bone assemblage has been recovered;
- where waterlogging is evident;
- from the abdominal area of any human burials;
- irrespective of the above, as a sampling control (from the range of feature/deposit types, stratigraphic and spatial location etc.).

If a group of animal bones appears to be articulated, they will be exposed in their entirety. If appropriate, they will be recorded as an “animal skeleton” in line with the Albion *Procedures Manual* (2017, 3rd ed.).

2.3 Feedback into and Adjustment of Excavation Strategy

Albion has an established system to ensure that, during fieldwork, there is rapid feedback of information on recovered artefact and environmental material. This utilises Computer Aided Drawing (CAD), a database (Intrasis) and a GIS (QGIS). It involves:

- pre-excavation plan;
- the processing of artefact and environmental data concurrently with fieldwork;
- the entering of the results of processing into the Context Assemblage Table of the project database;
- the entering of basic context information into the Context Assemblage Table;
- the interrogation *via* the GIS of all input data using the pre-excavation plan as a backdrop.

In summary, the database records basic information about the excavated deposits (context type, feature type, formation process, location *etc.*), along with a basic identification/quantification of the artefactual and environmental material that they contain. Spotdates are assigned to both the pottery assemblage (in its own right) from a deposit, and for the context itself (taking into account other dated artefact evidence). All this information is used as a basis for reviewing the excavation strategy. It will also provide the basis for the post-fieldwork assessment of the excavated data.

2.4 Liaison with the HEA

Monitoring will be carried out on behalf of the LPA by the HEA. They will ensure that the agreed methodologies and procedures are adhered to and that professional standards are maintained. The HEA will be given two weeks' notification of the start of the project and all reasonable access to the site and site documentation will be afforded to them.

Any variation to this WSI will be agreed in writing with the client and the HEA before its implementation.

2.5 Health and Safety

Albion staff will work to the site rules given during site induction. Central Bedfordshire Council's *Health and Safety Policy* (2024) will be adhered to at all times, and all work undertaken will adhere specifically to Albion's *Health and Safety Manual* (2022).

A comprehensive Risk Assessment and Method Statement (RAMS) will be prepared before the start of fieldwork; it will be made available to the client and HEA. As part of the Project Briefing, all staff will be made aware of their responsibilities and the specific site hazards (identified within the RAMS). The RAMS will also be reviewed regularly as the project progresses.

Any special requirements of the client or main contractor concerning safe working will be adhered to.

2.6 Post-fieldwork Analysis and Reporting

2.6.1 Introduction

Fieldwork is only the ‘data gathering’ stage of an archaeological investigation. All the subsequent stages are office-based. The nature of the post-excavation analysis and reporting will be agreed with the HEA on completion of the fieldwork and the options are:

- an assessment and updated project design, followed by analysis and publication;
- the production of a client report.

The methodologies for each option are presented below.

2.6.2 Assessment and Updated Project Design

Following completion of the fieldwork and consolidation of the archive, the excavation results will be assessed in order to establish the potential of the data for further analysis (see Appendix 1 for more details). The methodologies and timetable for post-excavation and publication will be included in the Updated Project Design (UPD).

The document will be based on Historic England’s *Management of Research Projects in the Historic Environment (MoRPHE)*. It is likely to comprise the following sections:

- Introduction - planning and project background, site location, results of adjacent archaeological investigations etc.;
- Original Aims and Objectives of the Investigation;
- Provisional Summary of Results - an integrated text (combining structural, artefactual and ecofactual) divided by chronological period;
- Data Quantification - divided by data type (structural, artefactual and ecofactual);
- Potential of the Data to Address the Original and New Research Objectives - realistic discussion linked to the information presented in preceding sections;
- Updated Project Design - revised research objectives appropriate to the recovered data, timetable, description of analysis, publication and archiving.

The programme of analysis and publication, as outlined in the agreed UPD, will then be undertaken.

2.6.3 Client report

Should the results of the project be of insufficient scale to merit post-excavation assessment and a UPD, post-excavation work will proceed straight to analysis and report preparation. This will only be undertaken with the formal written agreement of the HEA.

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.

2.7 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* (MoRPHE) (2015) and *Standards for Field Archaeology in the East of England* (Gurney 2003). Hertfordshire Association of Museums has also issued guidance entitled *Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire* (2017) and the Archaeology Data Service (ADS) has issued guidance on digital archives in *Guidelines to Good Practice*³. The archive selection policy and Data Management Plan can be found in Appendices 4 and 5 respectively.

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). On publication of the final report, the archive of materials (subject to the landowner's permission) and accompanying records will be deposited with The North Hertfordshire District Council Museum (Accession no. BAL/RS '25). The digital archive will be deposited with the ADS and the digital object identifier will be sent to the HER Team when the archive has been accepted.

Details of the project and its findings will be submitted to the OASIS database in accordance with the guidelines issued by English Heritage and the ADS. The OASIS reference number (albionar1-536486) will be included in the project report.

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.

2.8 Programme

The archaeological investigation will be carried out following approval of this WSI by the HEA. The nature and timescale of the reporting phase of the project will be agreed with the client and the HEA.

³ <https://guides.archaeologydataservice.ac.uk/g2gp/Main> [accessed 01/09/2025]

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 more than 45 years has undertaken major fieldwork and evaluation projects throughout Bedfordshire. It also now operates over a wider area, including 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 excavation and recording will be undertaken by a team of professional, employed archaeologists. The team leader will be competent at archaeological 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).

Wesley Keir BSc (Hons), Archaeological Manager: *day-to-day project management, budget management*
TBC, Archaeological Supervisor: *on-site supervision, report preparation*
Anna Rebisz-Niziolek MA, Finds Officer: *finds processing and reporting*
Joan Lightning, Geomatics Technician: *archive digitisation and report illustrations*

Supporting Technicians will be assigned to the project team as necessary. Technical support will be provided by in-house specialist staff in the areas of finds analysis, 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
Coinage	Dr. Peter Guest, Swansea University
Faunal remains	Dr. Mark Maltby
Human remains	Dr Corrine Duhig, Cambridge University
Plant, insect and molluscan remains	John Giorgi
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 Archaeological Investigation Methodology

6.1.1 Removal of overburden

- Machine excavations will be carried out using a toothless, flat-edged bucket under archaeological supervision.
- Spoil will be scanned for artefacts by both eye and metal detector.
- Pre-excavation planning will commence at the earliest opportunity.

6.1.2 Surveying

- The pre-excavation plan of archaeological features will be plotted using RTK GNSS or TST equipment.
- The pre-excavation plans will be used as the basis for the excavation strategy.
- All surveying and drawing will be undertaken following Albion Archaeology's *Procedures Manual* (2017) and *A Guide to GPS Survey* (2019).

6.1.3 Hand excavation and recording

General principles

The general principles of hand excavation and recording will be applied to features and deposits revealed during all stages of the investigation.

- All investigation will be carried out in line with the Albion Archaeology *Procedures Manual* (2017) and the relevant CIfA standards and guidelines (e.g.: the *Charter and By-law* (2022); *Code of conduct* (2022); *Standard for archaeological excavation* (2023); *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2020); *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (2020).
- All isolated features will be investigated (see more detailed strategy below).
- All relationships between features and deposits will be investigated.
- Deep and/or complex features, such as water-pits and wells, will be investigated to their base. Where this requires the appropriate use of a machine or measures to make the excavations safe, a strategy will be submitted to, and agreed with the HEA in advance.
- All excavated features and deposits will be fully recorded in accordance with the *Procedures Manual*. Plans will normally be drawn at 1:50, though 1:20 will be used if greater clarity is required. Sections will be drawn at 1:10 or 1:20 as necessary.
- On the discovery of human remains, a licence for their removal will be obtained from the Ministry of Justice. The client, HEA and Coroner will be informed on the discovery of such remains.
- A photographic record will be made of the excavations, in accordance with Section 4 of the *Procedures Manual*. This will include general site shots, detailed feature shots and shots suitable for publication. Features will be photographed with an appropriately placed scale and information board.

The primary record will comprise an appropriate combination of 35mm black and white print film and/or colour digital photography. 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. A text register detailing the subject, direction, date and author of each record photograph will also be kept.

Pits

- At least 50% of the fills of pits will be excavated.
- Where possible, all initial excavation will be located away from intersections with other features to obtain unmixed material.
- Additional excavation may take place:
 - if pits are adjacent to contemporary buildings and structures;
 - where the analysis of data from the Context Assemblage Table indicates that significant further artefactual or ecofactual remains can be recovered;
 - when the understanding of the form and function may be enhanced by full excavation;
 - where stratigraphic relationships with other features are uncertain.

Postholes

- Postholes will be half sectioned initially.
- Postholes that might represent parts of structures, are located adjacent to contemporary activity, or have evidence of post-packing or in-situ burning will be subject to full excavation.

Linear features

- A sufficient sample of linear features will be excavated, away from intersections with other features, to allow an informed interpretation of their date and function. A 25% sample of linear features associated with domestic structures, industrial structures or other specific activity will be excavated.
- Where the analysis of data from the initial sample indicates that significant further artefactual or ecofactual remains can be recovered, up to a further 25% sample will be excavated.
- Sampling of linear features in excess of the amounts detailed above may be carried out where justified.
- In the case of the additional sampling of large ditches, the bulk removal of spoil may be carried out by machine if appropriate.
- The amount, location and method of excavation of additional sampling of linear features will be agreed with the HEA before being carried out.
- Excavation slots will be a minimum of 1m wide.
- All ditch terminals will be investigated.

“Special” features

- Burials, hearths, wells, structural remains and other such features will automatically be subject to full (100%) hand excavation to assist in their understanding.

6.1.4 Feedback into and adjustment of excavation strategy

- During the processing of artefacts and ecofacts, basic information will be recorded in the Context Assemblage Table (CAT), part of the standard site database.
- Data is only input into the CAT once all hand excavation of a particular context is complete. This prevents only partial, and therefore potentially misleading, information from being fed back to the excavation. Basic contextual information will be input, such as context number, type and processual, feature number and type, and co-ordinates.
- The Finds Officer will record and input basic quantification for the main types of artefacts, for example pottery, worked flint, fired clay etc. An overall spotdate is also assigned for the context based on both the pottery spotdate and other (possibly later) material (for example post-medieval tile). Registered Artefacts are recorded in a separate table within the site database.
- The Finds Officer will input basic quantification for hand collected ecofacts, for example animal bone, shell etc., into the CAT. Ecofact sample processing will be undertaken during fieldwork if possible, to ensure feedback. Information from samples is input into the Ecofact table, also within the site database.
- The data in the CAT can be viewed in two main ways:
- A) Lists - as a database table, the information in the CAT can be displayed in a variety of formats. The most common is simply a list in context order detailing the variety of artefacts that were recovered.
- B) Spatially - any of the data in the CAT can be plotted with the QGIS program. These plots can be overlain on a pre-excavation plan or any other digital information available for the site. At a very basic level, the plots will indicate which features have produced what material and broadly how much. Spatially significant distributions of material may be observable, for example pottery of a particular date.

6.1.5 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.

Artefact information will be available during fieldwork and monitoring meetings.

Any finds which are identified as Treasure, as defined in the 1996 Treasure Act, the 2003 extension of definition and the revised Treasure Act 1996: Code of Practice (2023) will be reported to the district Coroner within 14 days of their discovery/identification. The Portable Antiquities Scheme officer will also be notified of relevant finds.

6.1.6 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*.

In summary, samples will be taken from a representative range of context types from each phase of identified archaeological activity. Samples will be taken from contexts that appear rich in environmental material and other key contexts identified within the excavations. The primary purpose of sampling will be to examine:

- survival of material
- key archaeological contexts

Processing will be undertaken at St Mary's Church Archaeology Centre in accordance with the *Procedures Manual*. Specialist advice will be sought as necessary.

6.2 Post-Fieldwork Analysis and Reporting

6.2.1 Record checking and consolidation

- 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 be undertaken adhering to ClfA guidelines.
- 3 All environmental 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 networked Access database.
- 6 Consolidation of the archive will be completed within 4 months of the end of fieldwork.

The nature of the post-excavation analysis and reporting will be agreed with the HEA on completion of the fieldwork and the options are:

- an assessment and updated project design, followed by analysis and publication;
- the production of a client report.

The methodologies for each option are presented below.

6.2.2 Assessment of results

- 1 A provisional chronological sequence will be established based on the context/feature spotting undertaken during fieldwork.
- 2 This will be discussed in terms of provisional chronological development with any major changes in layout or spatial organisation highlighted.
- 3 The structural, artefactual and ecofactual data will be assessed (by internal and external specialists) and the results presented within quantifiable groups of information. The potential of each will be discussed, linked to the provisional chronological sequence both in terms of the original project objectives and any new ones that arose during fieldwork.
- 4 Recommendation for further analysis will be presented. Any data, which is deemed insignificant within the terms of the project objectives, will not progress beyond the assessment stage.

6.2.3 Updated Project Design

- 1 The assessment will determine the potential of the data to address the project objectives and therefore the nature and level of analysis required.
- 2 This will be detailed in an Updated Project Design (UPD).
- 3 Preparation of the UPD will be completed and submitted to the HEA for approval within 12 months of the end of fieldwork.

6.2.4 Analysis, publication and archiving

- 1 The UPD will present the method statement that will result in the preparation of a project report or publication on the results of the archaeological works.
- 2 A draft of the document will be submitted to the HEA for approval.
- 3 A digital copy of the finalised document will be submitted to the HEA and HER.
- 4 The results of the project will be submitted to the online OASIS database.
- 5 Once publication production is underway the archive will be transferred to The North Hertfordshire District Council Museum.

6.2.5 Client report

Should the results of the project be of insufficient scale to merit post-excavation assessment and a UPD, post-excavation work will proceed straight to analysis and report preparation. This will only be undertaken with the formal written agreement of the HEA.

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.

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

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

1. Potential ground contamination.
2. Potential underground services.
3. Staff welfare facilities.

8. APPENDIX 3: PROJECT STAFF CVS

Wesley Keir: Project Manager

Technical Qualifications

BSc (Hons) Archaeology, Bournemouth University, Bournemouth, 2000
Associate of the Chartered Institute for Archaeologists (MCIfA)

Core Skills

The management of fieldwork and post-excavation projects with experience of a wide variety of archaeological work, including excavation and post-excavation analysis. Experience ranges from open area excavation, evaluation, watching briefs, earthwork survey, and some building recording. Since 2000 he has worked on a variety of sites in Hertfordshire, Bedfordshire, Cambridgeshire, Suffolk and surrounding counties.

Other research interests include earthwork survey, including undertaking independently the survey of a medieval manorial grange.

Employment History

2018 to present, Project Manager with Albion Archaeology
2005–2018, Project Officer with Albion Archaeology
2003–2005, Archaeological Supervisor with Albion Archaeology
2002–2003, Project Officer with Archaeological Solutions
2001–2002, Archaeological Supervisor with Archaeological Solutions
2000–2001, Archaeological Site Assistant with Archaeological Solutions

TBC: Project Supervisor

Anna Rebisz-Niziolek: Finds Officer

Technical qualification

MA Archaeology, University of Krakow, Poland 2010

Core skills

Anna has over 20 years of experience in the excavation, processing, analysis, and reporting of artefactual assemblages. She has worked with archaeological units in Bedfordshire and Northamptonshire, and for the past seven years has specialised in Iron Age and Roman pottery assemblages from numerous sites across south-east England, including major infrastructure projects such as the A14, A428, and HS2.

Anna has authored ceramic sections for site reports produced by various archaeological organisations, including MOLA and Headland Archaeology, and has published several articles in monograph series. She is an active member of both the Study Group for Romano-British Pottery and the Medieval Pottery Research Group.

Employment History

2025 to present: Finds Officer, Albion Archaeology
2022–2025: Iron Age and Roman Pottery Specialist, Museum of London Archaeology, Northampton
2018–2022: Post-Excavation Supervisor, Headland Archaeology
2008–2018: Assistant Archaeological Supervisor, Albion Archaeology
2007–2008: Archaeological Technician, Albion Archaeology

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 EAST OF RHEE SPRING AND ORWELL VIEW, ROYSTON ROAD, BALDOCK, HERTFORDSHIRE SELECTION STRATEGY (1st September 2025, vers. 1.0)		
Project Manager:	Wesley Keir	
Archaeological Archive Manager:	Helen Parslow	
Organisation:	Albion Archaeology	
STAKEHOLDERS		Date Contacted
Collecting Institution(s):	The North Hertfordshire District Council Museum Archaeology Data Service (ADS)	
Project Assurance:	Hertfordshire County Council's Historic Environment Advisor (HEA)	
Landowner/Developer:	Chalkdene Developments	
Other:	Project Finds Officer – Anna Rebisz-Niziolek 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. 2 day per specialist	
CONTEXT		
Background On 20th May 2025, planning permission (21/01882/FP) was granted by Hertfordshire County Council for the erection of 42 dwellings with access, parking, landscaping and associated works, including provision of an electrical sub-station, at the site known as Land at East Rhee Spring and Orwell View, Royston Road, Baldock. A trial trench evaluation of the permitted development area (PDA) was undertaken in 2004 (Albion Archaeology 2004) which concluded that no heritage assets were identified that were likely to be a constraint on development. However, significant archaeological remains have been found within the wider vicinity of the PDA, including the early medieval site of St Mary Magdalene Leper Hospital, the remains of which are considered to be unusual and of national importance. As a result, A condition (no. 9) was recommended by Hertfordshire County Council's Historic Environment Advisor (HEA) which will require a programme of archaeological investigation.: Albion Archaeology was commissioned to carry out this work.		

Objectives and Relevant National, Regional and County Research Frameworks

The general purpose of the investigation is to determine and understand the nature, function and character of an archaeological site in its cultural and environmental setting.

To achieve the above, the data collected during the fieldwork will aim to determine the following:

4. the date, nature and extent of any remains of former activity or occupation within the site;
5. the relationship of any remains found to the surrounding contemporary landscapes;
6. the local environmental conditions (through the recovery of palaeo-environmental remains).

Dependent on the nature of any remains that are revealed, specific research aims will be derived from regional research frameworks that have been devised for the East Anglian region. These were assessed in 1997 (Glazebrook 1997) and a regional research agenda and strategy was produced in 2000 (Brown and Glazebrook 2000), before being revised and updated in 2011 (Medlycott 2011). The latest review was undertaken in 2018–20 by the Association of Local Government Archaeological Officers, supported by Historic England, and the resultant East of England Regional Research Framework has been available online since 2021⁴.

The archaeological evaluation (Albion Archaeology 2004) suggests that archaeological heritage assets on the PDA are most likely to relate the post-medieval period. However, the site is also in close proximity to a number of heritage assets of both regional and national significance dating to the Neolithic, Bronze Age and early medieval periods. As such, the investigations at the PDA have the potential to inform the following regional research questions:

- Neo 12: How can we increase our understanding of Neolithic ring-ditches and other burial monuments?
- Neo 14: What was the original purpose of Neolithic pits and why are their contents so variable?
- Neo 10: To what extent was there continuity from the Late Neolithic to the Early Bronze Age?
- E-MBA 06: How can we refine the chronology of Bronze Age cemeteries?
- E-MBA 24: How can we characterise Bronze Age monuments?
- P-Med 12: How should we approach the excavation of post-medieval deposits?

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 The North Hertfordshire District Council Museum (accession no. BAL/RS '25). 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. albionar1-536486).

⁴ <https://researchframeworks.org/eoe/> [accessed 01/09/2025]

1. DIGITAL DATA	
STAKEHOLDERS	Project Archives Officer – Helen Parslow Project Manager – Wesley Keir Digital Repository – ADS Project Assurance – HEA Repository – The Hertfordshire District Council Museum
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 Excel) • Reports (MS Word, .PDF) Digital data selection will be based on 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 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

2. DOCUMENTS

STAKEHOLDERS

Project Archives Officer – Helen Parslow
Project Manager – Wesley Keir
Repository – The North Hertfordshire District Council Museum
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 County Council (see Albion Archaeology *Procedures Manual*)

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 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	
STAKEHOLDERS	Project Manager – Wesley Keir Project Archives Officer – Helen Parslow Finds Officer – Anna Rebisz-Niziolek Repository – The North Hertfordshire District Council Museum Project Assurance – HEA Landowner – Chalkdene Developments		

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 Officer 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 *Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire* (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

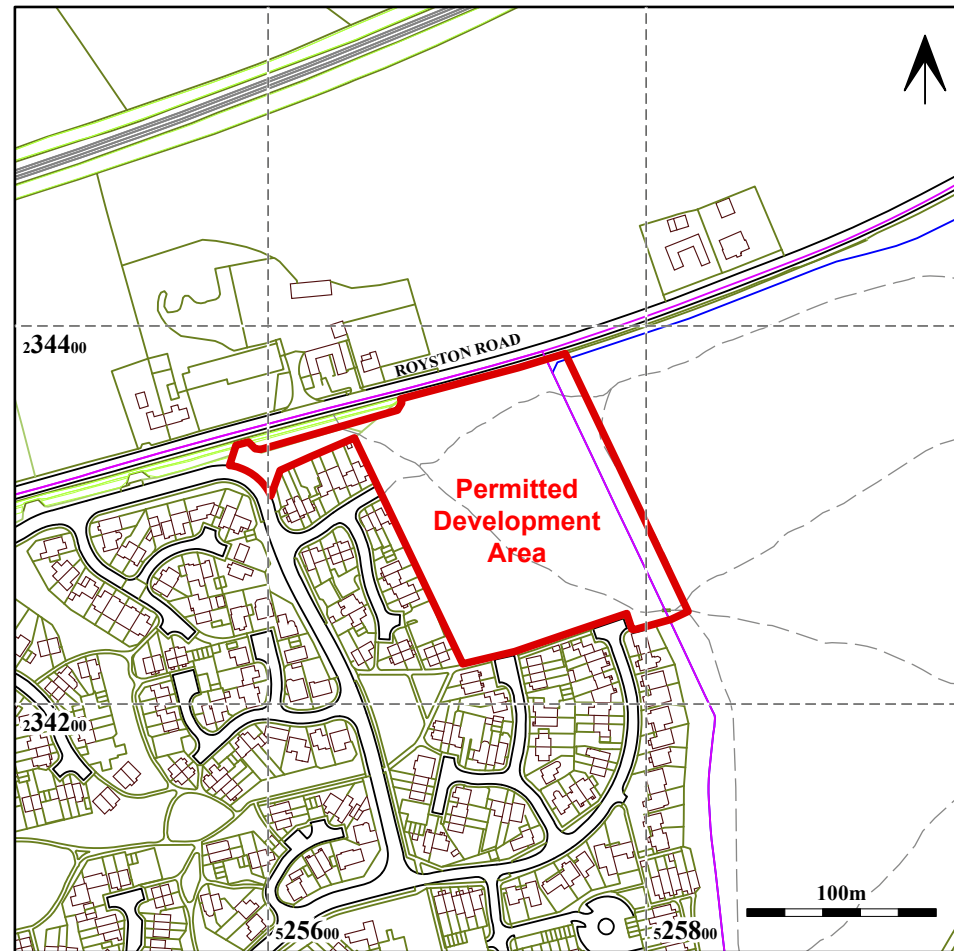
Detail any amendments to the above selection strategy.
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Date	Amendment	Rationale	Stakeholders Involved

10. APPENDIX 5: DATA MANAGEMENT PLAN

Project Manager	Wesley Keir
Project Number	RS5052
Project Name	Land East of Rhee Spring and Orwell View, Royston Road, Baldock, Hertfordshire
Author(s)	Wesley Keir/Helen Parslow
Stakeholders	Albion Archaeology, Chalkdene Developments
Origination Date:	01/09/2025
Reviser(s)	N/A
Date of last revision	N/A
Project stages covered	Archaeological strip, map and sample investigation
Version	1.0
Status	Draft
Summary of Changes	N/A
File Name/Location	https://centralbedfordshirecouncil.sharepoint.com/sites/CandDAlbionArchaeology... RS5052BaldockRhee/Archive/RS5052 DMPv1-0.doc
Related Policies	CBC data management policies, IT policy, CBC Data Protection Policy, Information Security Policy, Records Management Policy and IT Acceptable Use Policy.
Data Collection/Creation	
Data to be Collected/Created	<i>Specify what data you will collect or create. Indicate the likely types and formats of your data (e.g. Word Documents, Excel Spreadsheets) and volume. Outline and justify any deviation from Data Management Procedure or Policy in choice of format and consider the implications of data format and data volumes in terms of cost, storage, backup and access.</i> Physical Site recording sheets Site drawings Correspondence (letters/logs) Digital Photographs (.JPEG/.TIF) Spatial data (plans, sections), AutoCAD (.DWG), ESRI Shape file (.SHP) Finds and context information (MS Excel) 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 Albion Archaeology network, or CBC SharePoint account, managed by Central Bedfordshire Council's ICT Team. During fieldwork, data will be managed in line with Project Procedures for backing up data and transferring it to the network. Digital photographs will be downloaded to the network at frequent intervals.

Access and Security	<i>Document any deviation, to provide access to data and any security measures required.</i>
	Data will be made available to the project team through the Albion Archaeology network and/or CBC SharePoint account. Selected data will be made available to external specialists where appropriate. There are no specific security issues.
Selection and Preservation	
Preservation Plan	<i>Document what data will be preserved and the repositories for the archive.</i>
	The physical archive, documentary and material, will be transferred to The North Hertfordshire District Council Museum. 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 Project Archives Officer are responsible for ensuring that the data management plan is followed.
Resources	<i>Consider any resources needed to deliver the plan, e.g. software, hardware, technical expertise, etc. Where dedicated resources are needed, these should be outlined and justified.</i>
	Resources required to deliver this plan are covered by the project budget or by Albion Archaeology, as are the costs of deposition of the archive.



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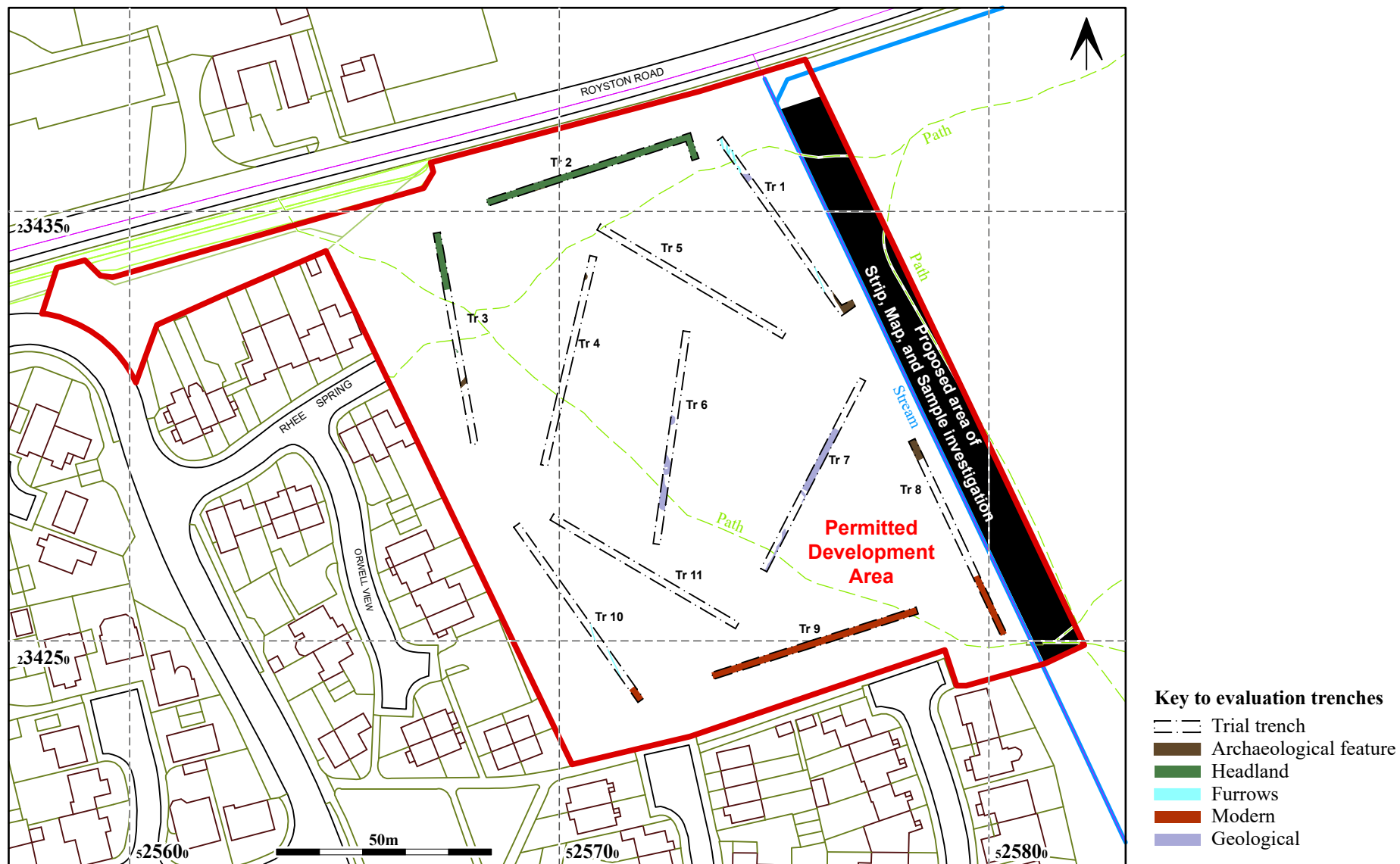


Figure 2: Proposed investigation area overlaid with trial trench evaluation results

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