

Growing Baldock

Environmental Statement Addendum
Volume 2: Figures & Appendices

Chapter 9: Archaeology

Appendix 9.1 Draft Written Scheme of Investigation

Growing Baldock Development Site, Baldock, Hertfordshire

**Written Scheme of Investigation for Archaeological
Mitigation**

January 2026

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Growing Baldock Development Site, Baldock, Hertfordshire

Written Scheme of Investigation for Archaeological Mitigation

Centred on TL 25206 35091

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1 INTRODUCTION

1.1 Project details

- 1.1.1 Oxford Archaeology (OA) has been commissioned by Urban&Civic Plc to present the proposed methodology for archaeological excavation at the site of a proposed Residential Development (Fig. 1).
- 1.1.2 The work is to be undertaken as part of a condition of Planning Permission (planning ref: 25/02571/OP), once approved. Discussions with the Historic Environment Advisor for Hertfordshire County Council (HEA HCC) have been ongoing, and this WSI presented the anticipated scope of work for archaeological mitigation by excavation.
- 1.1.3 All work will be undertaken in accordance with the Chartered Institute for Archaeologists *Code of Conduct* and relevant *Standard* and *Universal guidance*, and local and national planning policies.

1.2 Location, topography and geology

- 1.2.1 The Site covers six sub-rectangular and irregularly shaped land parcels of predominantly agricultural land on the northern and eastern edges of the town of Baldock. To the west is North Road, while east and north lies further agricultural land, and the A505 forms the southern boundary. The nearest watercourse is the River Ivel, which lies c. 85m to the west of the Site, with a series of dry river valleys crossing the Site (Foster and Daykin 2025, 11).
- 1.2.2 The Site covers c. 220ha of undulating ground with a general increase as the areas move away from the existing town and from west to east. It rises from a low point of c. 58.5m OD along the former river valley in the north to a high point of c. 79.4m OD along the ridge in the northern half of BA1.
- 1.2.3 The bedrock geology of the area is mapped as chalk of the Holywell Nodular and New Pit Chalk Formations with areas of Melbourn Rock Member and Zig Zag Formation chalk in the north and north-west of BA1. Various superficial deposits are recorded across the site, including Head deposits of sand, silt, clay and gravel and alluvial fan deposits of sand and silt.

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 2.1.1 A thorough archaeological and historical background has been produced as part of the planning application process, with a Desk-Based Assessment, ES chapter and supporting trial trench evaluation reports being submitted and available on the planning portal. The following is a brief summary of the archaeological evidence to-date.

2.2 Prehistoric

- 2.2.1 The Site lies within the prehistoric settlement and funerary landscape of North Hertfordshire that is concentrated on the elevated ground overlooking river valleys and has been occupied since the prehistoric period.
- 2.2.2 The route of the Icknield Way, a prehistoric routeway that varied in its exact course depending on the season, lies across the southern part of BA1 (Fig. 2) of

the Site. At least parts of this continued in use through the Romano-British period.

- 2.2.3 From the Late Neolithic period, activity within the study area became more intensive with a significant quantity of evidence relating to Bronze Age funerary activity, especially barrow cemeteries identified and/or recorded as cropmarks in aerial photographs. Further funerary evidence includes two cremation burials c. 360m and c. 850m to the west of BA2.
- 2.2.4 In addition to the funerary evidence, the presence of occupation is suggested through a post-built structure c. 40m to the east of BA3, a ditch containing a large, stratified group of pottery c. 970m to the south of BA2, and pits towards the south of BA3 and c. 60m to the north of Walls Field. Additional finds of Bronze Age date include a flint scraper recovered from the south-west of the Walls Field area.
- 2.2.5 Although most of the evidence of Iron Age activity dates from the later part of the period, some of this began during the Middle Iron Age with a possible mortuary enclosure identified within a seasonally waterlogged area c.75m to the north-west of Walls Field. Similarly, an Iron Age pit alignment was identified within the southern parts of the site during evaluation.
- 2.2.6 The Late Iron Age saw the beginnings of an area of multiphase occupation c. 20m to the west of BA2. Iron Age activity within this area, including pits, postholes, ditches and a trackway, continued in use into the Romano-British period, and later saw an Anglo-Saxon sunken featured building with associated postholes, as well as late medieval pits, ditches and a cobbled trackway. Two additional areas of Late Iron Age to Early Romano-British settlement complexes are indicated in the west of Walls Field and with a large enclosure complex that spanned at least three phases of occupation alongside Icknield Way.

2.3 Romano-British

- 2.3.1 Extensive archaeological remains dating to the Romano-British period are identified within the site and wider locality. The Scheduled Monument in Walls Field formed an area of settlement concentrated around the scheduled area. This covered c. 20ha and extended across the Walls Field area up to the line of Icknield Way, c. 290m to the north-west and on both sides of the Roman road whose route is followed by the North Road, north-west to Godmanchester and south-east to Braughing, along the western edges of BA1 and BA3 and eastern edge of BA2. Activity associated with this settlement, and surrounding the Walls Field area, included walls, building foundations, a possible cellar, corn-driers, an oven, ditches and pits.
- 2.3.2 Beyond the town, Romano-British settlement within the study area included Radwell villa c. 960m to the north-west of the Site. This had ditches and pits to its east and south that may have been part of its hinterland.

2.4 Medieval

- 2.4.1 Despite extensive Romano-British settlement evidence within the study area, evidence from the early medieval period is much more limited. However, it does indicate that there was a continuing presence at the Romano-British

settlement with post-Roman timber buildings and a possible defensive gateway and a Romano-British pit that was converted into a sunken featured building c. 50m to the north of Walls Field.

- 2.4.2 At the time of the Domesday Survey (1086), the Site was within the hundred of Odsey with the closest recorded settlements at Rodhanger, c. 1.1km to the west, Radwell c. 920m to the north-west, and Bygrave c. 1.4km to the north-east. During the late medieval period, the area became more heavily settled, with the town of Baldock established during the 12th century following the grant of land between the parishes of Bygrave, Clothall, Norton and Weston to the Knights Templar, with this land bounded to the east by the line of North Road.
- 2.4.3 The Site was primarily surrounded by agricultural activity with a late medieval or post-medieval field boundary and drainage ditch identified in the east of BA2. In addition to this, a series of ditches and trackways recorded to the north-west of BA3. As well as the agricultural activity, a deer park that later became Weston Wood was established c. 680m to the south of BA2.

2.5 Post-medieval to modern

- 2.5.1 Away from Baldock's town core, evidence of post-medieval activity is agricultural in nature. Examples of post-medieval remains documented in the area include a water mill c. 600m to the north-west of BA1; a corn mill on the opposite side of North Road to BA1; a farmyard c. 440m to the north-west of Walls Field and a timber farm building to the north of BA1. Modern activity includes a World War II Prisoner of War camp and worker's hostel to the south of BA2, WWI aircraft hangar amongst the garden centre on the western edge of Walls Field, as well as a post-World War II smallholdings in the south-west of BA1.

2.6 Previous archaeological work

- 2.6.1 Archaeological assessment and fieldwork undertaken in support of this development are:
- Appendix 9.1: Archaeological Desk Based Assessment [text](#) and [figures](#)
 - Appendix 9.2: Archaeological Evaluation Phase 1 (parts [1](#), [2](#) and [3](#)) – Located in BA1
 - Appendix 9.3: Archaeological Evaluation Zone 1-4 (parts [1](#) and [2](#)) – located in BA1
 - [Appendix 9.4: Archaeological Evaluation Interim report Zone 5](#) – located in BA1, BA2, BA3 and BA10
- 2.6.2 Previous stages of archaeological fieldwork (prior to the planning application) that include important information for the site include:
- a geophysical survey across BA1: Davies, R., 2016, North Baldock, Hertfordshire. Geophysical Survey Report, Stratascan rep. no. J9595
 - EHT6922: Evaluation in BA3 in 2008; land at Wallington Road, Baldock (land at Baldock site 1b)

- EHT6923: archaeological trial trench evaluations that covered the south-west of BA1, 2008
- EHT7179: Evaluation of BA10, land at Royston Road (site 5), Baldock, 2009
- EHT8176: Evaluation of Area BA1, land north of Baldock (Bygrave Road), Baldock, 2016

2.7 Areas of Archaeological Interest

- 2.7.1 Through the archaeological fieldwork undertaken to -date, a number of areas have been considered for mitigation prior to construction. Further details on phasing and methods for these areas are provided in Section 4.1, below, and in summary the archaeology identified in these areas are:
- 2.7.2 **Area 1:** Western edge of the site, adjacent to North Rd/A507. 8 trenches targeting geophysical anomalies. Roadside settlement/extramural associated with Baldock Roman town to the SE. Ditches and pits revealed. MOLA's summary of the area was: *"This is a distinct area of activity, most likely related with the Roman road and the quarry pits to the west, and not so much with the settlement area to the eastern part of the site. - And: As the landscape developed into the Roman period, the evaluation identified evidence of important activity in the western part of the site. This area appears to have been a focus of Roman rural settlement or industrial processes, as indicated by the discovery of boundary ditches and quarry pits. The presence of Roman pottery within the fills of these features points to ongoing occupation during this period, suggesting that Baldock was part of a wider network of rural settlements in the Roman province of Britannia. The area near the Roman road was likely a key location for the extraction of local resources."*
- 2.7.3 **Area 2:** east of Area 1, on a ridgeline (partially in greenspace on masterplan). Two round barrows, An Early Roman field system and enclosure. The enclosure was identified through the initial geophysical survey and ditches corresponding with the anomalies identified have confirmed its presence. A trench crossed part of the interior of the enclosure and revealed a few internal features in the form of pits. No dating evidence was retrieved.
- 2.7.4 The two Bronze Age round barrows are present in the southwestern corner of Zone 2 in BA1. These were identified through aerial photography, geophysical survey and trial trenching in 2016 and 2024. No burials were identified in the west barrow. A cremation was excavated during the 2016 trenching in the eastern barrow. The reports note there is evidence for a lot of plough damage.
- 2.7.5 **Area 3:** on a ridgeline within the south central part of BA1. An alignment of five round barrows. The five ring ditches had been identified from aerial photographs, geophysical survey and confirmed through trial trenching. The ring ditches represent the remains of Bronze Age round barrows and were recorded as being 0.3 to 0.6m deep. The shallow depth of the ring ditches, would indicate significant plough disturbance. Two further possible ring ditches were identified to the south of the group of five ring ditches on aerial photographs, but not through geophysical survey. Trenches were added to target these possible features, but no such remains were found.

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- 2.7.6 **Area 4:** Romano-British enclosures and medieval activity within the northern corner of BA1 and in greenspace on masterplan. This was a complex area of activity which includes a smaller scale settlement in Roman period, overlain by intensive early medieval activity across the site, including possible beamslot buildings and lots of metalworking waste (slag). MOLA summarised the area as: *The medieval period saw the continued occupation of the Baldock area, with evidence of rural settlements and agricultural complexes. In Zone 3, double boundary ditches were found, along with associated pits and other ditches, suggesting the presence of a settlement or agricultural complex. Pottery and slag found within these features indicate both domestic and industrial activities taking place in the transition from the Roman to medieval periods. The presence of slag, in particular, points to the possibility of metalworking or other industrial processes occurring in the area. Another trench in the area revealed a large boundary ditch, along with smaller pits and gullies, which likely formed part of a settlement complex. The finds of pottery, animal bones, and metal fragments in these features suggest that Baldock continued to be a hub of domestic and agricultural activity throughout the medieval period.*
- 2.7.7 **Area 5 & 5a:** Late Iron Age and Early Romano-British enclosures and settlement. Limited evidence for high status settlement in the trial trenching. The current work revealed some phasing, with an initial series of Iron Age sub-rectangular enclosures that had been placed in close proximity to one another. This grouping of such enclosures are likely to be for settlement. Most evidence for Iron Age enclosures indicates they were scattered across the landscape, in the form of isolated farmsteads not located in particularly close proximity (or could not be shown to be contemporary). It is possible that the grouping of these enclosures could be associated with early Romanisation and influence from the continent pre-Roman conquest. The settlement area continues to the south of the railway line (into Area 5a), although the activity becomes less intense in that area.
- 2.7.8 **Area 6:** eastern edge of BA1 and in green space on the masterplan. At least three Bronze Age barrows and Late Iron Age to Early Roman field systems/enclosures associated with nearby settlement are present within the area. The round barrows were again identified as being plough damaged, and the exact form of the ring ditches was unclear from the trial trenching. The Early Roman enclosures were set out along a ditch in a “clothes-line” style. These are interpreted as agricultural in function rather than settlement-focus.
- 2.7.9 **Area 7:** located in BA2. Prehistoric to Roman road/track and two potential barrows. The road is considered to be a continuation of the Roman road south of Baldock Roman town. Trenching revealed evidence for the roadside ditches and possible cart ruts. Two curving ditches were also assessed in the trial trenching in this area; their function was unclear but they possibly represented round barrows. No finds were recovered, but their form is similar to other round barrows across the PDA.
- Area 8:** Southern end of BA3. An Iron Age pit alignment and Early Romano-British enclosures. This pit alignment has been recorded running to the north and south of the PDA and subject to excavation. The alignment clearly marked an important boundary in the Iron Age period. The pits excavated
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during evaluation were sterile. Overlying this boundary alignment is a set of ditches and enclosures. The pottery recovered from these enclosure features and ditches was predominantly of Late Iron Age to Roman date, indicating further continuity in occupation of the area through the transition into the Roman period. Of interest is why the enclosure was purposefully built across the pit alignment. An inhumation burial was also recorded in Trench 25 of the Albion evaluation (2016). No further inhumations were revealed during the 2024 trenching by MOLA.

3 PROJECT AIMS AND OBJECTIVES

3.1 Research Frameworks

3.1.1 This project takes place within the East of England and will contribute to the goals of Regional Research Frameworks relevant to this area:

- Glazebrook J. (1997). *Research and Archaeology: A Framework for the Eastern counties: 1. Resource Assessment*. East Anglian Archaeology Occasional Papers 3
- Brown, N. & Glazebrook, J. (2000). *Research and Archaeology: A Framework for the Eastern counties: 2. Research Agenda and Strategy*. East Anglian Archaeology Occasional Papers 8
- Medlycott, M. (2011). *Research and Archaeology Revisited: A Revised Framework for the East of England*. East Anglian Archaeology Occasional Papers 24

3.1.2 The East of England Regional Research Framework was reviewed during 2018-2019. From that a series of period-specific resource assessments and research agendas were compiled. These are available online:

<https://researchframeworks.org/eoe/>

3.2 General

3.2.1 The overall aim of the excavation is to preserve by record the archaeological evidence contained within the footprint of the proposed scheme, prior to damage by its construction, and for the archaeological data recorded to be used to influence the detailed design of the development. The archaeological works will investigate the origins, date, development, phasing, spatial organisation, character, function, status, and significance of the remains revealed, and place these in their local, regional and national archaeological context.

3.3 Specific aims and objectives

3.3.1 The specific regional research aims and objectives of the excavations are:

- Provide archaeological data to inform the detailed design of the project*
- E-MBA 06: How can we refine the chronology of Bronze Age cemeteries?*

Despite the apparent poor preservation of the barrow cemetery and other potential barrows across the site, there is the potential for them to help inform our understanding of Early and Middle Bronze Age cremation cemeteries, particularly if additional, later, cremations are identified during the work.

iii. *E-MBA 10: How can we refine the chronology of Middle to Late Bronze Age ceramic sequences?*

The funerary activity across site, as well as potential for other discrete areas of activity, may allow us the opportunity to better refine the M-LBA ceramic sequence.

iv. *E-MBA 24: How can we characterise Bronze Age monuments?*

The identification of Early Bronze Age barrows on the site provides opportunity to analyse their form and help interpret their construction methods and comparisons to similar monuments in the region.

v. *LIA-ROM 05: How can we better understand the Late Iron Age to Roman transition?*

Growing Baldock provides an excellent opportunity to consider the LIA to ERB transition at a landscape-level, with dense archaeological remains associated with the period known to be present within the site.

vi. *LIA-ROM 06: How can we increase our understanding of the Iron Age and Roman Environment and LIA-ROM 14: How can we improve the environmental sampling of Late Iron Age and Roman farmsteads?*

Again, this project provide a very good opportunity to better understand the landscape character during the Iron Age and Roman periods, with environmental results also feeding into this. The Environmental project manager will engage with the project and ensure a suitable sampling strategy is in place to ensure suitable sampling is taken, with a focus on any potential for waterlogged plant remains.

vii. *LIA-ROM 13: How can we increase our understanding of Late Iron Age and Roman farmsteads?*

The settlements of this period within the site appear to be relatively high-status farmsteads, with dense activity taking place throughout the periods. They provide a good opportunity to help improve our regional understanding of farmsteads and their economies.

viii. *E-Sax 03: What happened in the fifth century? And E-Sax 04: How are we to date and characterise fifth-century sites and material?*

The potential for early medieval activity within Area 04 is very high, based on the evaluation results, and allows an excellent opportunity to assess the continuity of settlement from a Roman settlement through to the early medieval period, including the potential for elusive evidence for 5th century activity.

3.3.2 These aims will be updated as part of the PXA and UPD process following each stage of excavation.

4 PROJECT SPECIFIC EXCAVATION AND RECORDING METHODOLOGY

4.1 Scope of works

- 4.1.1 A total of eight areas are proposed for Archaeological excavation at this stage (Fig. 3), with HEA HCC asked to provide comment. The archaeology in these areas is summarised in Section 2.7 above and the mitigation area sizes are:

Area	size (ha)	Archaeology
1	1.1	Roman Roadside
2	4.4	2x BA barrows (south) and Roman enclosure (north)
3	1.98	5x BA Barrows, showing significant plough disturbance
4	6.1	Romano-British enclosures and medieval settlement and industrial activity
5	7.1	Late Iron Age and Romano-British enclosures and settlement
5a	1.87	Late Iron Age and Romano-British enclosures and settlement
6	5.33	Romano-British enclosures and field systems, and 3x Bronze Age round barrows
7	1.31	Roman Road and adjacent activity
8	4.84	Iron Age pit alignment and Romano-British enclosure and field systems
Total	34.03	

4.2 Site specific methodology

- 4.2.1 OA's approach to excavation and recording can be found in Appendix A. Methodologies for geomatics and survey, environmental evidence, artefactual evidence and burials can also be found below (Appendices B, C, D and E respectively).
- 4.2.2 These excavation areas will be undertaken in a staged approach, with areas completed pre-construction and prior to land sale to developers (i.e. U&C will be the lead client for archaeological work).
- 4.2.3 The phasing of archaeological work is currently unconfirmed, but it is anticipated that fieldwork will be undertaken over several years, ensuring archaeological works are completed in parcels of land to allow development to commence in those parcels. The first site to be excavated is anticipated to be Area 01, which is located at the new site access off North Road. The other areas will be undertaken when required and HCC HEA will be informed prior to commencement of each area.
- 4.2.4 For each area, if it is identified that significant archaeological remains (e.g. structures, industrial features, burials) are extending outside of the excavation area, HCC HEA will be informed and agreement made on the approach to how extensions to the area will be made.
- 4.2.5 Should HEA HCC require any changes to the methodologies employed during the fieldwork, as detailed in the Appendices, OA will abide by these updated methodologies.

4.3 Programme and staffing

- 4.3.1 A detailed programme for the archaeological work will be produced prior to each stage and shared with HEA HCC.
- 4.3.2 Site work will be led by an OA Project Officer directing up to 20 Project Archaeologists, under the management of an OA Senior Project Manager.
- 4.3.3 All fieldwork undertaken by Oxford Archaeology is overseen by the Head of Fieldwork (Cambridge), Patrick Moan MCIfA.
- 4.3.4 Prior to each stage of fieldwork commencing, the OA Site Lead will be identified and HEA HCC will be informed, with CVs for the supervisory staff being provided, if requested.

4.4 Excavation area sign-off process

- 4.4.1 HEA HCC will attend site regularly to review fieldwork progress. Once it is agreed that an excavation area has been completed to the required methodology set out in the WSI, the area would be signed off by HEA HCC and the LPA informed that construction works can commence within the area. It is anticipated that this would be confirmed via email from HEA HCC to U&C and the LPA. Following completion of fieldwork, the post-excavation reporting programme will follow that outlined in section 5.

4.5 Outreach

- 4.5.1 OA will promote the results of the archaeological investigations by engaging an audience within the local community, to help them discover the archaeology of the site, as committed to within the Historic Environment Management Plan submitted as part of the planning application.
- 4.5.2 It is proposed that we undertake a blog for this project. OA has a dedicated dig blog which is used for long running and interesting excavations. The archaeological field team will maintain a weekly or fortnightly blog, which will present information and updates about the site. Examples of where this is currently being undertaken, as well as completed site dig blogs can be viewed here: <https://www.oxfordarchaeology.com/blog>
- 4.5.3 It is also proposed that a controlled open day takes place to enable the local community to see the archaeology, a selection of finds and speak to the archaeologists working on the site. The initial strategy for the open day would be that it is undertaken on a Saturday and would comprise a series of tours at specific times throughout the day. A finds table would also be set up to display a section of finds recovered from the site.
- 4.5.4 Additional community engagement events will be identified as appropriate and in discussion with HEA HCC, in order for the results to be shared widely with local communities.

5 PROJECT SPECIFIC REPORTING AND ARCHIVE METHODOLOGY**5.1 Programme**

- 5.1.1 A Post-Excavation Assessment and Updated Project Design (PXA & UPD) report will be produced within nine months of completion of each stage of
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- fieldwork. This means each excavation area undertaken (or stages of excavation areas) will be reported on in separate PXAs.
- 5.1.2 Following completion of all fieldwork across the proposed development, production of all PXA &UPDs, and in consultation with HEA HCC, a post-excavation analysis report and/or publication will be produced, the contents of which will be detailed in the updated project design contained within PXA report. This further work will be delivered within 30 months of approval of the PXA reports.
- 5.1.3 The scope, format and venue of any publication will be proportionate to the significance of the results. Publication will consider the objectives and principles laid out in the OA Publication Policy and agreed with HEA HCC.
- 5.1.4 A digital copy of all reports will be made available to HEA HCC and the Local Planning Authority for approval. Following approval of the report, digital copies (PDF) will be uploaded to the OASIS website and supplied to the Hertfordshire HER.
- 5.2 Content**
- 5.2.1 The content of the PXA report will be as defined in Appendix F.
- 5.3 Specialist input**
- 5.3.1 OA has a large pool of internal specialists, as well as a network of external specialists with whom OA have well established working relationships. A general list of these specialists is presented in Appendix G; in the event that additional input should be required, an updated list of specialists can be supplied.
- 5.4 Archiving and transfer of title**
- 5.4.1 OA's approach to documentary archiving can be found in Appendix H.
- 5.4.2 Prior to commencement of fieldwork, the North Hertfordshire Museum Service will be notified by submitting a completed Project Notification Form, and their agreement to receive the archive obtained. An OASIS entry will also be setup for the project (oxfordar3-536018).
- 5.4.3 On completion and approval of the reports, a Project Review Form will be compiled and sent to the North Hertfordshire Museum Service. This form will detail the basic information about the archive and the proposed timescale for the completion of deposition.
- 5.4.4 The archaeological material and paper archive produced from this investigation will be held in storage by OA who will seek to transfer the complete project archive to the North Hertfordshire Museum Service, in order to facilitate future study and ensure long-term public access to the archive. To do so will require a transfer of title in line with the *Hertfordshire Archaeological Archive Standards* (Hertfordshire Museums 2022). Where the landowner wishes to retain items recovered during fieldwork, all selected artefacts will be fully drawn and photographed, identified analysed, documented and conserved in order to create a comprehensive catalogue of items to be kept by the landowner before the remainder of the archive can be deposited.
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- 5.4.5 The site archive will be prepared in accordance with *Hertfordshire Archaeological Archive Standards* (Hertfordshire Museums 2022). To arrange deposition of the archive, a Project Completion Form will be sent to the North Hertfordshire Museum Service.

5.5 Digital data management plan

- 5.5.1 A digital data management plan (DMP) has been produced for this project, details of which can be found in Appendix I. The DMP is a living document and will be reviewed and amended throughout the project. Should any substantial amendments be made to the plan, then the revised version will be submitted to HEA HCC.

6 HEALTH AND SAFETY

6.1 Roles and responsibilities

- 6.1.1 The Senior Project Manager has responsibility for ensuring that safe systems of work are adhered to on site. They delegate elements of this responsibility to the Project Officer who implements these on a day-to-day basis.
- 6.1.2 The Director with responsibility for Health and Safety at OA is Dan Poore Tech IOSH (Chief Business Officer).
- 6.1.3 The excavation areas have considered all known constraints within the site (including ecology, buried or overhead services and public rights of way).

6.2 Method statement and risk assessment

- 6.2.1 A summary of OA's approach to health and safety can be found in Appendix J. A site-specific risk assessment has also been undertaken and approved and will be kept on site, along with OA's standard Health and Safety file, which will contain all relevant health and safety documentation.
- 6.2.2 The Health and Safety file will be available to view at any time.

6.3 Monitoring of works

- 6.3.1 At least 10 days' notice of the commencement of the archaeological works will be given to HEA HCC. A provisional date for an initial monitoring meeting will also be agreed at this point.
- 6.3.2 HEA HCC will have free access to the site (subject to Health and Safety considerations) and all records to ensure the works are being carried out in accordance with this WSI and all other relevant standards.

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OA FIELDWORK METHODOLOGY APPENDICES

APPENDIX A EXCAVATION AND RECORDING METHODOLOGY

A.1 Methodology

Mechanical excavation

- A.1.1 An appropriate mechanical excavator will be used for machine excavation. This will normally be a 360° tracked excavator with a 1.8m to 2m wide toothless ditching bucket.
- A.1.2 All undifferentiated topsoil or overburden of recent origin will be stripped and stored separately down to the first significant archaeological horizon, in successive, level spits. All machine excavation will be monitored by a suitably experienced archaeologist.
- A.1.3 Following mechanical excavation, all areas that require examination or recording will be cleaned using appropriate hand tools.
- A.1.4 Spoil heaps will be monitored in order to recover artefacts to assist in the analysis of the spatial distribution of artefacts. Modern artefacts will be noted but not retained.
- A.1.5 Topsoil and subsoil will be stripped and stored in separate stockpiles in areas agreed with the client. Open area excavations will not be backfilled by OA unless agreed with the client.

Hand excavation

- A.1.6 All investigation of archaeological levels will usually be by hand, with cleaning, examination and recording both in plan and section.
- A.1.7 Pits and postholes will be subject to a 50% sample by volume. Linear features not associated with settlement activity will be subject to a 10% sample, with linear features directly associated with settlement being subject to a 25% sample. For linear features 1m wide slots will be excavated across their width. More complex features such as those demonstrated to be part of a buildings construction, such as drip gullies, beam slots, postholes, along with industrial features such as domestic ovens/hearths will be subject to 100% hand excavation. Inhumation burials and cremations will also be subject to 100% hand excavation.
- A.1.8 Where deep features cannot be excavated safely, they will be sampled using a hand auger, in order to assess their depth in the first instance. Deep features will require their own particular excavation strategy, which will be agreed with HEA HCC and will typically involve the stepping of features in order to investigate the full depth, but in some situations, and in agreement with HEA HCC, it may require the controlled use of a small mechanical excavator. Where water is present within deep features, this will be pumped out to allow full excavation.

Recording

- A.1.9 Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements. Where stratified deposits are encountered a Harris matrix will be compiled during the course of the excavation.
- A.1.10 Plans will be prepared using RTK GNSS-based survey equipment. Where detailed hand drawn plans of individual features or groups are required, these will be drawn at an appropriate scale. (1:10 or 1:20) and will utilise hachures. Burials will be drawn at scale 1:10 or recorded using georeferenced digital photography. A register of plans will be kept.
- A.1.11 The site will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
- A.1.12 Long sections of showing visible layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20. All sections showing relationships will be drawn. A register of sections will be kept. All sections will be tied into Ordnance Datum.
- A.1.13 A full photographic record, illustrating both the detail and general context, of all features (and finds, if relevant) discovered will be maintained. The photographic record will also include working shots and overviews to illustrate more generally the nature of the archaeological work. The photographic record will consist of high-resolution digital uninterpolated images of at least 10 megapixels taken using a camera with an APS-C or larger sensor. Digital photographs will consist of JPEGs and RAW versions of each shot. Graduated metric scales of appropriate lengths will be used alongside north arrows and a photo board. Photographs will be recorded on OA Photographic Record Sheets.

A.2 Metal detecting

- A.2.1 Metal detector searches will take place at all stages of fieldwork, including the topsoil/subsoil strip, by an experienced metal detector user. All exposed surfaces will be metal detected. Metal finds will not be excavated during the metal detector searches but will be flagged on site for future hand excavation. Metal detectors will not be set to discriminate against iron.
- A.2.2 Artefacts will be removed and given a small find number. Labels will be placed on the location of each 'small find' and surveyed in using RTK GNSS-based survey equipment.

A.3 Relevant industry standards and guidelines

- A.3.1 The Chartered Institute for Archaeologists (CIfA) Standard and Universal guidance notes relevant to this project are:
- Standard for archaeological excavation, 2023
 - Universal guidance for excavation, 2023
- A.3.2 These will be adhered to at all times.

A.4 Relevant OA manual and other supporting documentation

- A.4.1 All fieldwork will be undertaken in accordance with the requirements of the OA Field Manual (ed. D Wilkinson 1992), and the revised OA fieldwork manual (publication forthcoming).
- A.4.2 Further guidance is provided to all excavators in the form of the OA 'Fieldwork Crib Sheets - a companion guide to the Fieldwork Manual'. These have been issued ahead of formal publication of the revised Fieldwork Manual.

APPENDIX B GEOMATICS AND SURVEY**B.1 Methodology**

- B.1.1 The aim of OA's methodology is to provide comprehensive survey cover of all investigation areas. Additionally, it is designed to provide coverage for any areas, beyond the original scope of the project, which arise as a result of further work. It provides digital plans of all required elements of the project.
- B.1.2 It also maintains all necessary survey data and ensures that the relevant information is copied into the primary record, in order to ensure the integrity of the project archive. Furthermore, it ensures that all core data is securely stored and backed up. It establishes accurate project reference systems utilising a series of control stations and permanent base lines.
- B.1.3 The survey will be conducted primarily using an RTK GNSS system connected to Leica Smartnet providing an accuracy of greater than 20mm horizontal and 30mm vertical, with hand-measured elements and photogrammetry/UAV where appropriate.
- B.1.4 All spatial data will be regularly downloaded uploaded and backed up to our central servers via ftp. It will be cleaned, validated and inspected. All survey data will be digitally recorded in a raw format and translated during the download process this shall allow for any errors to be cross referenced with the daily survey record and corrected accordingly.
- B.1.5 A site plan will initially be created by a rapid survey of relevant archaeological features by mapping their extent using a UAV. This will form the basis for deciding excavation strategy and will be updated as the excavation clarifies the extent of, and relationships between, archaeological features.
- B.1.6 Areas of complex stratigraphy will be hand drawn or recorded by photogrammetry as appropriate. Where hand drawn, at least two Drawing Points (DPs) will be set in as a baseline and measurements taken off this by tape and offset. DP points will be surveyed in using RTK GNSS-based survey equipment. These hand drawn elements will then be scanned in, georeferenced using the DPs as reference points and digitised following OA's digitising protocols. For further details on hand planning procedure please refer to the fieldwork guidelines.
- B.1.7 Photogrammetry may also be used to record standing structures or burials. This will be carried out in line with Standard OA procedures for photogrammetry.

- B.1.8 Survey data recorded in the field will be downloaded using appropriate downloading software, and saved as an AutoCAD Map DWG file, or an ESRI Shapefile. These files will be regularly updated and backed up with originals being stored on the OA server.
- B.1.9 All drawings will be composed of closed polygons, polylines or points in accordance with the requirements of GIS construction and OA Geomatics protocols. The aim of the GIS work is to produce workable draft plans, which can be produced as stand-alone products, or can be readily converted to GIS format.
- B.1.10 All plan scans will be numbered according to their plan site number. Digital plans will be given a new plan number taken out from the site plan index.
- B.1.11 Information (metadata) on all other digital files will be created and stored as appropriate. At the end of the survey all data recorded will be made available for archiving purposes.

B.2 Relevant industry standards and guidelines

- B.2.1 Historic England, 2017 Understanding the Archaeology of Landscapes A Guide to Good Recording Practice
- B.2.2 Historic England, 2015 Metric Survey Specifications for Cultural Heritage (3rd edn)
- B.2.3 Historic England, 2016 Understanding Historic Buildings: A Guide to Good Recording Practice
- B.2.4 Historic England, 2017 Photogrammetric Applications for Cultural Heritage: Guidance for Good Practice

B.3 Relevant OA manual and other supporting documentation

- B.3.1 OA Metric Survey, Data Capture and Download Procedures
- B.3.2 OA Digitising Protocols
- B.3.3 OA GIS Protocols
- B.3.4 These will be superseded by the OA Geomatics Manual (in progress).

APPENDIX C ENVIRONMENTAL EVIDENCE**C.1 Methodology**

- C.1.1 Different environmental and geoarchaeological sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Where possible an environmental specialist(s) will visit the site to advise on sampling strategies. Sampling methods will follow guidelines produced by Historic England and Oxford Archaeology. A register of samples will be kept. Specialists will be consulted where non-standard sampling is required (e.g. TL, OSL or archaeomagnetic dating) and if appropriate will be invited to visit the site and take the samples.

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- C.1.2 Geoarchaeological sampling methods are site specific, and methodologies will be designed in consultation with the geoarchaeological manager on a site by site basis.
- C.1.3 Bulk soil samples, where possible of 40 litres or 100% of a deposit if less is available, will be taken from potentially datable features and layers for flotation for charred plant remains and for the recovery of small bones and artefacts. Larger soil samples (up to 100L) may be taken for the complete recovery of animal bones, marine shell and small artefacts from appropriate contexts. Smaller bulk samples (general biological samples) of 10-20 litres will be taken from any waterlogged deposits present for the recovery of macroscopic plant remains and insects. Series of incremental 2L samples may be taken through buried soils and deep feature fills for the recovery of snails and/or waterlogged plant remains, depending on the nature of the stratigraphy and of the soils and sediments. Columns will be taken from buried soils, peats and waterlogged feature fills for pollen and/or phytoliths, diatoms, ostracods and foraminifera if appropriate. Soil samples will be taken for soil investigations (particle size, organic matter, bulk chemistry, soil micromorphology etc.) and possibly for metallurgical analysis in consultation with the appropriate specialists.
- C.1.4 Bulk samples from dry deposits will be processed by water flotation using a modified Siraf-style machine and meshes of 0.25mm (flot) and 0.5 or 1mm depending on sediment type and like modes of preservation (residue). Heavy residues will be wet sieved, air dried and sorted. Samples taken exclusively for the recovery of bones, marine shell or artefacts will be wet sieved to 2mm. Waterlogged samples (1L sub-sample) and snail samples (2L) will be processed by hand flotation with flots and residues collected to 0.25mm (waterlogged plants) and 0.5mm (snails) respectively; these flots and residues will be sorted by the specialist. Samples specifically taken for insects, pollen, other microflora and microfauna, metallurgy and soil analysis will be submitted as whole earth to the appropriate specialists or processed following their instructions.
- C.2 Relevant industry standards and guidelines**
- C.2.1 Historic England, 2010 Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood.
- C.2.2 Historic England, 2018 Waterlogged Organic Artefacts: Guidelines on their Recovery, Analysis and Conservation.
- C.2.3 Historic England, 2011 Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post excavation, (2nd ed)
- C.2.4 Historic England, 1998 Dendrochronology: Guidelines on Producing and Interpreting Dendrochronological Dates (revision due 2021).
- C.2.5 University of Bradford, 2019 Archaeomagnetism: Magnetic Moments in the Past <https://www.brad.ac.uk/archaeomagnetism/>
- C.2.6 Historic England, 2008 Luminescence Dating. Guidelines on Using Luminescence Dating in Archaeology (revision due 2020).
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- C.2.7 Historic England, 2008 Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains (currently being revised).
- C.2.8 Historic England, 2015 Archaeometallurgy. Guidelines for Best Practice.
- C.2.9 Historic England, 2015 Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record.
- C.2.10 Historic England, 2017 Organic Residue Analysis and Archaeology.
- C.2.11 Baker, P and Worley, F, 2019 Animal Bones and Archaeology: Recovery to archive. Historic England, London
- C.2.12 Bayliss, A and Marshall, P, 2022 Radiocarbon Dating and Chronological Modelling: Guidelines and Best Practices, Historic England, London
- C.3 Relevant OA manual and other supporting documentation**
- C.3.1 Oxford Archaeology 2017. Environmental Sampling Guidelines, 4th ed.

APPENDIX D ARTEFACTUAL EVIDENCE

D.1 Methodology

- D.1.1 Before a site begins arrangements concerning the finds will be discussed with the Finds Team, as necessary. Information will be provided by the project manager about the nature of the site, the expected size and make-up of the finds assemblage and any site specific finds retrieval strategies. On-site requirements will be discussed and a conservator appointed who can be called on to make site visits if required. Special requirements regarding particular categories of material will be raised at this early stage for instance the likelihood of recovering assemblages of waterlogged material, large timbers, quantities of structural stone or ceramic building material. Specialists may be required to visit sites to discuss retrieval strategies.
- D.1.2 The on-site retrieval, lifting and short-term packaging of bulk and small finds will follow the detailed guidelines set out in the OA Finds Manual (sections 2 and 3), First Aid for Finds and the UKIC conservation guidelines No.2.
- D.1.3 All finds recovered from site will be transported to an OA regional office for processing. All bulk finds are washed (where appropriate), marked, bagged and boxed by the processing team according to the guidelines set out in section 4 and 5 of the OA Finds Manual, First Aid for Finds and the UKIC guidelines No.2. They must also take into account the requirements of the relevant archive facility. Primary data recording count and weight of fragments by material from each context is recorded on the site database.
- D.1.4 Unstable and sensitive objects are recorded onto the database and then packaged and stored in controlled environments according to their individual requirements. The advice of a conservator will be sought for sensitive objects in need of urgent conservation. All metalwork will be x-rayed prior to assessment (and to meet the requirements of most receiving bodies).
- D.1.5 Finds recovered from the environmental sample processing will be incorporated into the main assemblage and added to the database.

- D.1.6 On completion of the processing and data entry a finds file for each archaeological investigation will be produced, a summary of which is available for the project manager.
- D.1.7 On completion of the post-excavation stage of the project the team prepares the finds assemblage for deposition with the receiving archive facility. Discussions will be held with the relevant repository, the excavator and the Finds Team to finalise any selection, retention or discard policy.
- D.1.8 Following OAs Finds Collection Policy and Procedure (2018) any artefacts considered for de-selection and/or discard from the project archive will be identified by the relevant material specialists. These will be identified in the report.

D.2 The Treasure Act

- D.2.1 If finds are made that might constitute Treasure under the definition of the Treasure Act 1996 and its revisions up to 2023, and the Treasure (Designation) (Amendment) Order 2023, they will, if possible, be excavated and removed to a safe place. Should it not be possible to remove the finds on the day they are found, suitable security will be arranged. Finds that are Treasure will be reported to the client/landowner and the Hertfordshire Finds Liaison Officer (who will report them to the coroner) within 14 days, in accordance with the Act. The Portable Antiquities Scheme will also be informed.

D.3 Relevant industry standards and guidelines

- D.3.1 ClfA, 2020 Standard and guidance for the collection, documentation, conservation and research of archaeological materials
- D.3.2 Society of Museum Archaeologists, 1993 Selection, retention and dispersal of Archaeological Collections. Download available via <http://www.socmusarch.org.uk/publica.htm>
- D.3.3 UKIC, 1983 Packaging and Storage of Freshly-Excavated Artefacts from Archaeological Sites. Conservation Guidelines No.2. Archaeology Section, United Kingdom Institute for Conservation.
- D.3.4 UKIC, 1988 Excavated Artefacts and Conservation: UK sites Revised Edition. Conservation Guidelines No.1. Archaeology Section, United Kingdom Institute for Conservation.
- D.3.5 Watkinson, D E & Neal, V, 1998 First Aid for Finds (3rd edition). RESCUE & UKIC

D.4 Relevant OA manual and other supporting documentation

- D.4.1 Allen, L, and Cropper, C (internal publication only) Oxford Archaeology Finds Manual.
- D.4.2 OA 2018 Finds Collection Policy and Procedure

APPENDIX E HUMAN REMAINS

E.1 Methodology

- E.1.1 Human remains will not be excavated without a relevant licence/faculty and, where applicable (for example, a post medieval cemetery), a risk assessment from the local environmental officer.
- E.1.2 All human remains will be treated with due care and regard to the sensitivities involved and will be screened from the public throughout the course of the works.
- E.1.3 Excavation will be undertaken in accordance with ClfA (Roberts and McKinley 1993), Historic England (2018), the Advisory Panel on the Archaeology of Burials in England (APABE, 2015, 2017) and British Association of Biological Anthropology and Osteoarchaeology Code of Practice (2019) and Code of Ethics (2019). For crypts and post-medieval burials, the recommendations set out by the ClfA (Cox 2001) and by the Association of Diocesan and Cathedral Archaeologists and APABE (2010) are also relevant.
- E.1.4 In accordance with recommendations set out in the Historic England and Church of England (2005) and updated by the Advisory Panel on the Archaeology of Burials in England (2017), skeletons will not be excavated beyond the limits of the trench, unless they are deemed osteologically or archaeologically important.
- E.1.5 Where any soft tissue survives and/or materials (for example, inner coffins, mattresses and other paddings) soaked in body liquor, no excavation or handling of the remains will take place until an appropriate risk assessment has been undertaken. Relevant protocols (i.e. Cox 2001) for their excavation, recording and removal will be adhered to.
- E.1.6 OA does not excavate or remove modern burials (those less than 100 years old) and does not remove or open sealed lead coffins. Appropriate PPE (e.g. chemical suit, latex gloves) will be worn by all staff when working with lead coffins.
- E.1.7 Graves and their contents will be hand excavated in plan. Each component (for example, skeleton, grave cut, coffin (or remains of), grave fill) will be assigned a unique context number from a running sequence. A group number will also be assigned to all of these, and small finds numbers to features such as coffin nails, hobnails and other grave goods (as appropriate).
- E.1.8 Soil samples will be normally taken during the excavation of inhumations, usually from the region of the skull, chest, right hand, left hand, abdomen and pelvis, right foot and left foot. Infants (circa less than 5 years) will normally be recovered as bulk samples. Soil samples will also be taken from graves that appear to contain no human bone.
- E.1.9 Burials (including the skeleton, cremation, coffin fittings, coffin, urn, grave goods/other) will be recorded by photographic and written record using specialised pro forma context sheets.
- E.1.10 Where digital imaging is used it will be done in accordance with the British Association of Biological Anthropology and Osteoarchaeology
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- Recommendations on the Ethical Issues Surrounding 2D and 3D Digital Images of Human Remains (2019).
- E.1.11 Where necessary, hand drawn plans (usually at 1:10, sometimes 1:5) will be made, especially of contexts where required details cannot be adequately seen using photography (for example, urned cremations; undisturbed hob nails). Levels will be taken. For inhumations this will be on the skull, pelvis and feet as a minimum.
- E.1.12 Human remains that are exhumed will be bagged and labelled according to skeletal region and carefully packed into suitable containers (for example, acid free cardboard boxes) and transported to a suitable storage location. Any associated coffins and coffin fittings will be contained with the human remains wherever possible.
- E.1.13 Urned cremations will not usually be half sectioned, but excavated in spits and/or quadrants (i.e. large deposits or spreads), or recovered as a bulk sample. Wherever possible, urned cremations will be carefully bandaged, recovered whole and will be excavated in spits in the laboratory, as per the recommendations of McKinley (2004, 2017).
- E.1.14 Unless deemed osteologically or archaeologically important disarticulated bone / charnel will be collected and reserved for re-burial if immediate re-internment as close to its original position is not practicable. In some instances, a rapid scan of this material may be undertaken by a qualified osteologist, if deemed relevant.
- E.1.15 If undisturbed, pyre sites will normally be excavated in quadrants, at the very least in 0.5m blocks of 0.5m spits. Pyre debris dumps will be half sectioned or quadrant and will be subject to 100% sampling.
- E.1.16 Wooden and lead coffins and any associated fittings, including fixing nails will be recorded on a pro forma coffin recording sheet. All surviving coffin fittings will be recorded by reference to Reeve and Adams (1993) and the unpublished master catalogue that is being compiled by OA. Where individual types cannot be paralleled, they will be drawn and/or photographed and assigned a style number. Biographical details obtained from legible departum plate inscriptions will be recorded and further documentary research will be made.
- E.1.17 Funerary structures, such as brick shaft graves and/or vaults will be recorded by photogrammetry or hand-drawn at a scale of 1:10 or 1:20, as appropriate. Location, dimensions and method of construction will be noted, and the structure added to the overall plan.
- E.1.18 Memorials, including headstones, revealed within the areas of development will be recorded irrespective of whether they are believed to be in situ.
- E.1.19 Where required, memorials will be accorded an individual context number and will also be included as part of the grave group, if the association with a burial is clear.
- E.1.20 Memorials will be recorded on pro-forma context sheets, based on and following the guidelines set out by Mytum (2002), and will include details of shape, dimensions, type of stone, condition, completeness and fragmentation

of stones no longer in original positions, iconography, inscription and stylistic type.

E.2 Relevant industry standards and guidelines

- E.2.1 Advisory Panel on the Archaeology of Burials in England, 2023 Science and the Dead. A guideline for the destructive sampling of archaeological human remains for scientific analysis. English Heritage Publishing.
- E.2.2 Advisory Panel on the Archaeology of Burials in England, 2017 Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England
- E.2.3 Advisory Panel on the Archaeology of Burials in England, 2015 Large Burial Grounds. Guidance on sampling in archaeological fieldwork projects
- E.2.4 Association of Diocesan and Cathedral Archaeologists and APABE, 2010 Archaeology and Burial Vaults. A guidance note for churches. Guidance Note 2
- E.2.5 British Association of Biological Anthropology and Osteoarchaeology. 2019a Code of Practice (<http://www.babao.org.uk/index/ethics-and-standards>)
- E.2.6 British Association of Biological Anthropology and Osteoarchaeology. 2019b Code of Ethics (<http://www.babao.org.uk/index/ethics-and-standards>)
- E.2.7 British Association of Biological Anthropology and Osteoarchaeology, 2019c Recommendations on the Ethical Issues Surrounding 2D and 3D Digital Images of Human Remains (<http://www.babao.org.uk/index/ethics-and-standards>)
- E.2.8 Cox, M, 2001 Crypt archaeology. An approach. ClfA Paper No. 3
- E.2.9 English Heritage, 2002 Human Bones from Archaeological Sites. Guidelines for producing assessment documents and analytical reports
- E.2.10 Historic England, 2018 The Role of the Human Osteologist in an Archaeological Fieldwork Project. Swindon, Historic England
- E.2.11 McKinley, J, and Roberts, C, 1993 Excavation and post-excavation treatment of cremated and inhumed human remains, ClfA Technical Paper No. 13
- E.2.12 McKinley, J, 2004 Compiling a skeletal inventory: cremated human bone. In Brickley, M, and McKinley, J (eds) Guidelines to the Standards for Recording Human Remains, ClfA Technical Paper No. 7. 9-13
- E.2.13 McKinley, J, 2017 Compiling a skeletal inventory: cremated human bone. In Mitchell P, and Brickley, M (eds) Updated Guidelines to the Standards for Recording Human Remains, ClfA 14-19
- E.2.14 Mitchell P, and Brickley, M (eds) Updated Guidelines to the Standards for Recording Human Remains, ClfA 2017
- E.2.15 Mytum, H, 2000 Recording and Analysing Graveyards. CBA Handbook No. 15
- E.2.16 Reeve, J, and Adams, M, 1993 The Spitalfields Project. Volume I – The Archaeology Across the Styx. CBA Research Report No. 85
- E.2.17 The Human Tissue Act 2004

E.3 Relevant OA manual and other supporting documentation

- E.3.1 Loe, L, 2008 The Treatment of Human Remains in the Care of Oxford Archaeology. Oxford Archaeology internal policy document
- E.3.2 Oxford Archaeology 2018 Fieldwork Manual Human Remains unpublished

APPENDIX F REPORTING**F.1 Methodology**

- F.1.1 A Post-Excavation Assessment and Updated Project Design will be prepared, as prescribed by Historic England Management of Research Projects in the Historic Environment (MoRPHE) 2015, Section 2.3. This will include a Project Description containing:
- A summary description and background of the project.
 - A summary of the quantities and assessment of potential for analysis of the information recovered for each category of site, finds, dating and environmental data. Detailed assessment reports will be contained within appendices.
 - An explicit statement of the scope of the project design and how the project relates to any other projects or work preceding, concurrent with or following on from it.
 - A statement of the research aims of the fieldwork and an illustrated summary of results to date indicating to what extent the aims were fulfilled.
 - A list of the project aims as revised in the light of the results of fieldwork and the current post-excavation assessment process.
- F.1.2 A section on Resources and Programming will also be produced, containing:
- A list of the personnel involved indicating their qualifications for the tasks undertaken, along with an explanation of how the project team will communicate, both internally and externally.
 - A list of the methods which will be used to achieve the revised research aims.
 - A list of all the tasks involved in using the stated methods to achieve the aims and produce a report and research archive in the stated format, indicating the personnel and time in days involved in each task. Allowance should be made for general project-related tasks such as monitoring, management and project meetings, editorial and revision time.
 - A report synopsis indicating publisher and report format, broken down into chapters, section headings and subheadings, with approximate word lengths and numbers and titles of illustrations per chapter. The structure of the report synopsis should explicitly reflect the research aims of the project.

- F.1.3 The Project Design will be submitted to HEA HCC and the Local Planning Authority for agreement.
- F.1.4 Once the post-excavation Project Design has been accepted, an analysis/archive report or publication will be produced based on the recommendations laid out in the PXA. Any significant variation in the project design will be agreed with HEA HCC. The results of the project will be published in an appropriate archaeological journal or monograph. The appropriate level of publication will be dependent on the significance of the fieldwork results and will be agreed with HEA HCC.

F.2 Relevant industry standards and guidelines

- F.2.1 OA adheres to the national standards in post-excavation procedure as outlined in Historic England's Management of Research Projects in the Historic Environment (MoRPHE; HE 2015). Furthermore, all post-excavation projects take into account the appropriate regional research frameworks as well as national research agendas such as the Framework for Historic Environment Activities & Programmes in Historic England (SHAPE; EH 2008).

APPENDIX G LIST OF SPECIALISTS REGULARLY USED BY OA

- G.1.1 Below are two tables, one containing 'in-house' OA specialists, and the other containing a list of external specialists who are regularly used by OA.

Internal archaeological specialists used by OA

Specialist	Specialism	Qualifications
Karen Barker	Finds conservation	MSc (Hons)
S��verine B��zie	Roman pottery	BA (Hons), MA
Lawrence Billington	Flint	MA, PhD
Kathryn Blackburn	Roman pottery	BA ACIfA
Rona Booth	Flint	PhD
Kate Brady	Roman pottery	BA, ACIfA
Rose Britton	Neolithic and Bronze Age pottery	BA
Martha Craven	Charred plant remains	BA
Natasha Dodwell	Human bone	BA, MSc, BABAO
Denise Druce	Charred plant remains, charcoal and pollen	BA (Hons), PhD, MCIfA
Carole Fletcher	Post-Roman pottery, glass, shell & clay pipe	HND, BA (Hons), ACIfA
Rachel Fosberry	Charred plant remains	ACIfA
Hayley Foster	Animal bone	BA, MA, PhD
Nick Gilmour	Neolithic and Bronze Age pottery	MA (cantab.), MCIfA
Ted Levermore	CBM and fired clay	MA (cantab.), MA
Louise Loe	Human bone	BA PhD, MCIfA, BABAO
Anna Lound	Worked stone artefacts	BA (Hons), MA
Carlotta Marchetto	Iron Age pottery	MA, ACIfA

Specialist	Specialism	Qualifications
Lauren McIntyre	Human bone	BSc, MSc, PhD, MCIfA, BABAO
Julia Meen	Charcoal	BSc, MA
Laura Mitchell	Roman pottery	BA BPhil
Rebecca Nicholson	Fish and bird bone	BA (Hons), MA, DPhil, MCIfA, FSA Scot
Hannah Pighills	Waterlogged wood	BA, MSc
Denis Sami	Metalwork and Anglo-Saxon pottery	PhD
Ruth Shaffrey	Worked stone artefacts	BA, PhD, MCIfA
Elizabeth Stafford	Geoarchaeology and land snails	BA (Hons), MSc
Zoë Ui Coileáin	Animal bone and human bone	MA, MSc, BABAO
Gwilym Williams	CBM and fired clay	BA MA MCIfA
Joshua White	Animal bone and shell	BA MSc ACIfA

External archaeological specialists regularly used by OA

Specialist	Specialism	Qualifications
Enid Allison	Insects	BSc, DPhil, MCIfA
Katie Anderson	Roman pottery	BA, MA
Sue Anderson	Post-Roman pottery	BA, MPhil, MCIfA, FSA, FSA Scot
Martin Bates	Geoarchaeology	BSc, PhD
Mike Bamforth	Worked wood	BSc, MA, MCIfA
Wendy Carruthers	Charred and waterlogged plant remains	BA (Hons)
Hilary Cool	Roman glass	BA, PhD
Carola Del Mese	Conservation	BA, PGDip, MA
Sue Harrington	Mineralised preserved organics	PhD, FSA
David Higgins	Clay pipe	BA, PhD, MCIfA
Chris Howard-Davis	Small finds	BA (Hons), MCIfA
Petra Jones	Iron Age pottery	BA MPhil
Lynne Keys	Slag	BA (Hons)
Matt Law	Snails	PhD, ACIfA
Toby Martin	Anglo-Saxon metalwork and artefacts	PhD, SFHEA
Quita Mould	Leather	BA, MA
Adrian Parker	Phytoliths and pollen	BSc (Hons), DPhil
Ian Riddler	Worked bone	MA, FSA
Jacqui Watson	Mineralised preserved organics and conservation	ACR, FSA
Susie White	Clay pipe	PhD

APPENDIX H DOCUMENTARY ARCHIVING

H.1 Methodology

- H.1.1 The documentary archive constitutes all the written, drawn, photographic and digital records relating to the set-up, fieldwork and post-excavation phases of the project. This documentary archive, together with the artefactual and environmental ecofact archive collectively forms the record of the site. The report is part of the documentary archive, and the archive must provide the evidence that supports the conclusions of the report, but the archive may also include data which exceeds the limitations of research parameters set down for the report and which could be of significant value to future researchers. The project archive will adhere to the Hertfordshire Museums (2022) *Hertfordshire Archaeological Archive Standards* at all time.
- H.1.2 At the outset of the project, the OA archive officer will contact North Hertfordshire Museum Service to notify them of the imminent start of a new fieldwork project and their agreement to receive the archive obtained. This will be done via the submission of a Project Notification Form. Hertfordshire Museums guidelines will be observed and site codes, which integrate with the receiving repository, will be agreed for labelling of archives and finds.
- H.1.3 During the course of the project the archive team will assist the project manager in the management of the archive including the cataloguing and development technique suitable for photographic archive requirements.
- H.1.4 On completion and approval of the final report, a Project Review Form will be completed and submitted to the North Hertfordshire Museum Service. The Project Review form will detail basic information about the archive and the proposed timescale for the completion of the deposit. It will detail any retention strategies applied to the archive (as advised by the relevant finds specialist) and any changes that have been applied during the course of the project.
- H.1.5 A Project Review Form will be completed for all projects including archives of a negative archaeological result, grey literature deposition with OASIS or digital-only deposition through the ADS.
- H.1.6 The hard copy site archive will be security copied by scanning to PdFA and a copy of this will be housed on the OA server. A full digital copy of the archive, including scanned hard copy and born digital data, will be deposited with and made publicly available online through the ADS. A further copy will be maintained on the OA server and if requested a copy on disk will also be sent to the North Hertfordshire Museum Service with the hard copy. This will act as a safeguard against the accidental loss and the long-term degeneration of paper records and photographs.
- H.1.7 Born digital data will only be printed to hard copy where practical. Archive elements that need maintaining in digital form will be sent to ADS in accordance with Archives Standard and ADS guidelines and back-up copies will be stored on the OA cloud. In most cases a digital copy of the report will be included in the OASIS project library hosted by ADS.

-
- H.1.8 Prior to deposition the archive team will create a fill catalogue of the archive using the Archive Contents Spreadsheet, which details the documentary, material and digital aspects of the archive, as well as any dispersed/discarded material. The North Hertfordshire Museum Service will then be contacted to arrange deposition by submitting a Project Completion Form.
- H.1.9 The site archive will then be deposited with North Hertfordshire Museum Service at the earliest opportunity unless further archaeological work on the site is expected. The documentary archive will include correspondence detailing landowner consent to deposit the artefacts and any copyright licences in accordance with Hertfordshire Museums guidelines. Deposition charges will be required from the client as part of the project costs, but the level of the fee is set by the receiving body and may be subject to change during the lifespan of the project. Changes to archiving charges beyond OA's control will be passed across to the client.
- H.1.10 OA will retain full copyright of any commissioned reports, tender documents, or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide the North Hertfordshire Museum Service with a full licence for use to the client in all matters directly relating to the project as described in the Written Scheme of Investigation, and in line with the relevant receiving body guidelines.
- H.1.11 OA will advise the North Hertfordshire Museum Service of 3rd party materials supplied in the course of projects which are not OA's copyright.
- H.1.12 OA undertakes to respect all requirements for confidentiality about the client's proposals provided that these are clearly stated. It is expected that such conditions shall not unreasonably impede the satisfactory performance of the services required. Archaeological findings and conclusions can be kept confidential for a limited period but will be made publicly available in line with the above procedure either after a specified time period agreed with the client at the outset of the project, or where no such period is agreed, after a reasonable period of time. It is expected that clients respect OA's general ethical obligations not to suppress significant archaeological data for an unreasonable period.
- H.2 Digital data and OASIS**
- H.2.1 A digital copy of the approved report will be uploaded to the OASIS database. A copy of the OASIS Data Collection Form will be included in the report. The sites digital archive will be deposited with ADS on completion of the archaeological programme of works. Digital data will include all data captured by OA but will not include OS copyright data. A digital security copy of all documentary parts of the archive will also be made and retained by OA.
- H.3 Relevant industry standards and guidelines**
- H.3.1 At the end of the project the site archive will be ordered, catalogued, labelled and conserved and stored according to the following national guidelines:
- H.3.2 EAC, 2014 A Standard and Guide to Best Practice for Archaeological Archiving in Europe (EAC Guidelines 1)
-

- H.3.3 ClfA, 2014 (Updated 2020) Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives
- H.3.4 Brown, D, 2011 Archaeological Archives A Guide to Best Practice in Creation, Compilation, Transfer and Curation. AAF
- H.3.5 UKIC, 1990 Guidelines for the preparation of excavation archives for long-term storage
- H.3.6 SMA, 2020 Standards and Guidance in the Care of Archaeological Collections
- H.3.7 The site archive will be prepared to at least the minimum acceptable standard defined in Management of Archaeological Projects 2, Historic England 1991.
- H.4 Relevant OA manual and other supporting documentation**
- H.4.1 The OA Archives Policy.

APPENDIX I DIGITAL DATA MANAGEMENT PLAN

- I.1.1 All digital data will be collected, stored and selected in line with the OA Data Management Plan (forthcoming).
- I.1.2 The data to be collected and created comprises that specific to the project. It does not include related information from the same development, such as site works undertaken by other contractors, except where the findings are fully integrated into this analysis.
- I.1.3 Site survey data is captured using Leica survey equipment and imported into ArcGIS via FTP transfer. Final versions of site plans will be produced in ArcGIS, AutoCAD and/or Adobe Illustrator. If requested, final site plans will be supplied to the Hertfordshire HER in a georeferenced compatible GIS format, with the final report, to assist in accurate mapping of information on the HER.
- I.1.4 Section drawings are created by hand on drafting film and paper context records are created by hand on standard OA pro forma recording forms. Selected data will be transferred to digital format in line with OA archive preparation guidance. Digital photographic images are taken in accordance with OA digital data guidance in Photographic Recording Manual.
- I.1.5 Analytical data created during post-excavation with comprise a project-specific MS Access database. Where appropriate, site stratigraphic matrices will be created using MSExcel. Individual contributing specialists create MSExcel, MSWord and/or MSAccess datasheets which may stand alone from the site database. Analytical data may also include GIS files, charts and figures in MSExcel and hand-drawn visuals.
- I.1.6 OA use Microsoft Office, Adobe Acrobat and QGIS. File formats will be readable by these programmes. Where appropriate, AutoCAD files will be in a format that can be imported into GIS (for example, .dxf) or already transferred to TAB or SHP files.
- I.1.7 Strict version control will be applied throughout the project in line with the OA Data Management Plan (DMP). It is proposed that only the final version of all born digital documents (reports, databases, images) will be selected for

- inclusion in the Preserved Archive. Digital photographs will be assessed during post excavation and selection based on the principles set out in the OA DMP. All raw and processed survey data will be included in the preserved archive.
- I.1.8 The digital data will be reviewed following data gathering and analysis to check that data is being properly preserved and version control upheld in-line with the OA DMP. The final decision about selection for inclusion in the Preserved Archive will be made following the reporting stage of the project and enacted during archive completion.
- I.1.9 The project executive will decide the fate of all de-selected material archaeological digital data although it is likely this will consist mainly of duplicate and superseded data or confidential business data. It is envisaged that the de-selected material will be retained on the OA Archive Server for a minimum of 3 years following the completion of the project at which point they will be reviewed and deleted as necessary in line with the OA DMP. Information will be held and discarded in accordance with good business practice and GDPR guidelines.
- I.1.10 The site's digital archive will be deposited with the Archaeological Data Service or another publicly accessible CoreTrustSeal certified repository on completion of the archaeological programme. HEA HCC and the Local Planning Authority will be notified when this is complete.

Administrative Data	
Project Code	XHTBALCON
Project Name	Growing Baldock, Hertfordshire
Project Manager	Patrick Moan
Author	Patrick Moan
Date Plan Created	26/01/26
Version	1
Related Documentation	OA Fieldwork Recording Manual 2017 OA Archive Checklist 2019 Historic England and Dig Ventures 2019. <i>Work Digital/Thick Archive. A guide to managing digital data generated from archaeological investigations.</i> https://digventures-thepixelparlour.netdna-ssl.com/wp-content/uploads/2019/12/WDTA-Guide-FINAL.pdf Archaeology Data Service/Digital Antiquity. <i>Guides to good practice.</i> http://guides.archaeologydataservice.ac.uk/g2gp/MainADS Archaeology Data Service. <i>Guidelines for Depositors</i> http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors Historic England 2015. <i>Digital Image Capture and File Storage. Guideline for Best Practice.</i> https://historicengland.org.uk/images-books/publications/digital-image-capture-and-file-storage/heag059-digital-images/

	Hertfordshire Museums 2022. <i>Hertfordshire Archaeological Archive Standards. A County Wide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire.</i> Oxford Archaeology (forthcoming). <i>Data Management Plan.</i>
Data Collection/Creation	
Data to be collected/created	The digital archive is expected to comprise the following data types (formats): • Final reports (.pdfa) • Final analytical specialist reports (.doc, .docx) • Final analytical supporting data (.xls, .xlsx) • Selected digital photographic images (.RAW) • Site survey GIS data (.shp, .geotiff) • Microsoft Access database (.csv) including context data and interpretive data produced during analysis.
Data collection/creation method	The data to be collected and created comprises data specific to the project defined above. It does not include related information from the same development, such as evaluations and site works undertaken by other contractors, except where the findings are fully integrated into this analysis. Site survey data is captured using Leica survey equipment and imported into ArcGIS via FTP transfer. Final versions of site plans will be produced in ArcGIS, QGIS, AutoCAD and/or Adobe Illustrator. Section drawings are created by hand on drafting film and paper context records are created by hand on standard OA pro forma recording forms. Selected data will be transferred to digital format in line with OA archive preparation guidance. Digital photographic images are taken in accordance with OA digital data guidance in Photographic Recording Manual. Analytical data is created during post-excavation using a project-specific MS Access database. Site stratigraphic matrices are created using MSExcel. Individual contributing specialists create MSExcel, MSWord and/or MSAccess datasheets which may stand alone from the site database. Analytical data may also include GIS files, charts and figures in MSExcel and hand-drawn visuals.
Data exclusion	
	The following types of data will be excluded from the archive: • Draft and working reports and documents • Draft and working datasheets • Draft and working survey and GIS data • Administrative and financial data

	- Digital images that are not part of the primary site record (working pictures, outreach/publicity images, videos) - Repetitive, uninformative and sub-standard images - Images and information not generated by the project/ reproduced from other sources - Original HER data (shp file and PDF).
Documentation and Metadata	
Documentation	OA internal and regionally or nationally recognised code lists will form part of the data set or accompanying documentation where relevant.
Metadata	Metadata will be created to the standard set out by the Archaeology Data Service (ADS). Specific codes and specialist keys will be supplied through named supporting documents.
Ethics and Legal Compliance	
Data Security	Personal data (including digital images) collected, will be with the consent of any individuals involved and will be stored on OA's secure servers in line with OA's GDPR procedures.
Intellectual Property Rights	Third party data, such as Ordnance Survey mapping, is reproduced under licence. Other third-party data may be reproduced under appropriate licences/agreements as arising during analysis. Data produced by sub-contractors will be granted under licence to OA to allow inclusion in the final report, the digital archive and other outreach/publicity/academic dissemination as may be required (in accordance with individual sub-contracts).
Data Storage	
Storage and Backup	Data will be stored on OA file servers, including our own hosted NextCloud server. All OA file servers are kept up to date and patched systematically. Standard project data is backed up once per day to disk and replicated each night to another OA site. Data identified as more critical is backed up more frequently and is also replicated once per night to another site. Data management is the responsibility of the Project Manager, with advice from IT where necessary
Access and Security	Data is accessible to OA employees via the secure OA. Sensitive and confidential data is stored in restricted access folder locations. Personal data will be stored in line with OA's GDPR procedures. Copies of data, or access to a separate shared server, is provided to external project members. Secure server access via OA secured server infrastructure is provided only employees of those respective companies.

Selection and Preservation	
Data to be Preserved	All project data other than duplicated files will be stored by OA while the project is ongoing. Upon project completion selected data will be transferred to the relevant repositories detailed below.
Data Preservation Plan	The paper and material archive will be transferred to North Hertfordshire Museum Service in line with their guidance and standards and following the implementation of the project's agreed finds retention policy. The digital archive will be deposited with the ADS following OA standard quality control procedures.
Data Sharing	
Archive and publication	The digital data from this project will be accessible to the public via the ADS. The finds and other data cared for by North Hertfordshire Museum Service will be publicly accessible in accordance with their policies and practices. OA and/or the Client and archive repositories may wish to use the results of the project on website, outreach exhibitions, presentations and other published articles (subject to data sharing restrictions).
Data Sharing Restrictions	There are no known restrictions on the use of the data after project completion. Any references to OA intellectual property must be credited.
Responsibilities and Resources	
Responsibility for Data Management	The OA IT Manager, Archives & Finds Manager and Project Managers are responsible for ensuring the Data Management Plan is implemented and reviewed. OA will have no ongoing responsibilities for data management once the data has been deposited with the relevant repositories.
Resources	The resources required to deliver this plan form part of the resources committed to the project.

I.2 Relevant industry standards and guidelines

- I.2.1 The project specific digital Data Management Plan has been prepared in relation to the following standards and guidelines:
- I.2.2 Historic England and Dig Ventures 2019. *Work Digital/Thick Archive. A guide to managing digital data generated from archaeological investigations.* <https://digventures-thepixelparlour.netdna-ssl.com/wp-content/uploads/2019/12/WDTA-Guide-FINAL.pdf>
- I.2.3 Archaeology Data Service/Digital Antiquity. *Guides to good practice.* <http://guides.archaeologydataservice.ac.uk/g2gp/MainADS>
- I.2.4 Archaeology Data Service. *Guidelines for Depositors* <http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors>
- I.2.5 Historic England 2015. *Digital Image Capture and File Storage. Guideline for Best Practice.* <https://historicengland.org.uk/images->

[books/publications/digital-image-capture-and-file-storage/heag059-digital-images/](#)

- I.2.6 Hertfordshire Museums 2022. *Hertfordshire Archaeological Archive Standards. A County Wide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire*
- I.2.7 Oxford Archaeology (forthcoming). *Data Management Plan*.

APPENDIX J HEALTH AND SAFETY

J.1 Summary

- J.1.1 All work will be undertaken in accordance with the current OA Health and Safety Policy, the OA Site Safety Procedures Manual, a site-specific Risk Assessment and, if required, Safety Plan or Method Statement. Copies of the site-specific documents will be submitted to the client or their representative for approvals prior to mobilisation, and all relevant H and S documentation will be available on site at all times. The Health and Safety documentation will be read in conjunction with the project WSI.
- J.1.2 Where a project falls under the Construction (Design and Management) Regulations (2015), all work will be carried out in accordance with the Principal Contractor's Construction Phase Plan (CPP).

J.2 Carbon reduction

- J.2.1 OA is committed to meeting Net Zero by 2050. All work is undertaken in accordance with the Oxford Archaeology Carbon Reduction Plan (2024). A copy of this plan can be provided upon request. OA use Ecocabins and crew vans to reduce carbon output, and are reviewing use of EV's for site deployments.
- J.2.2

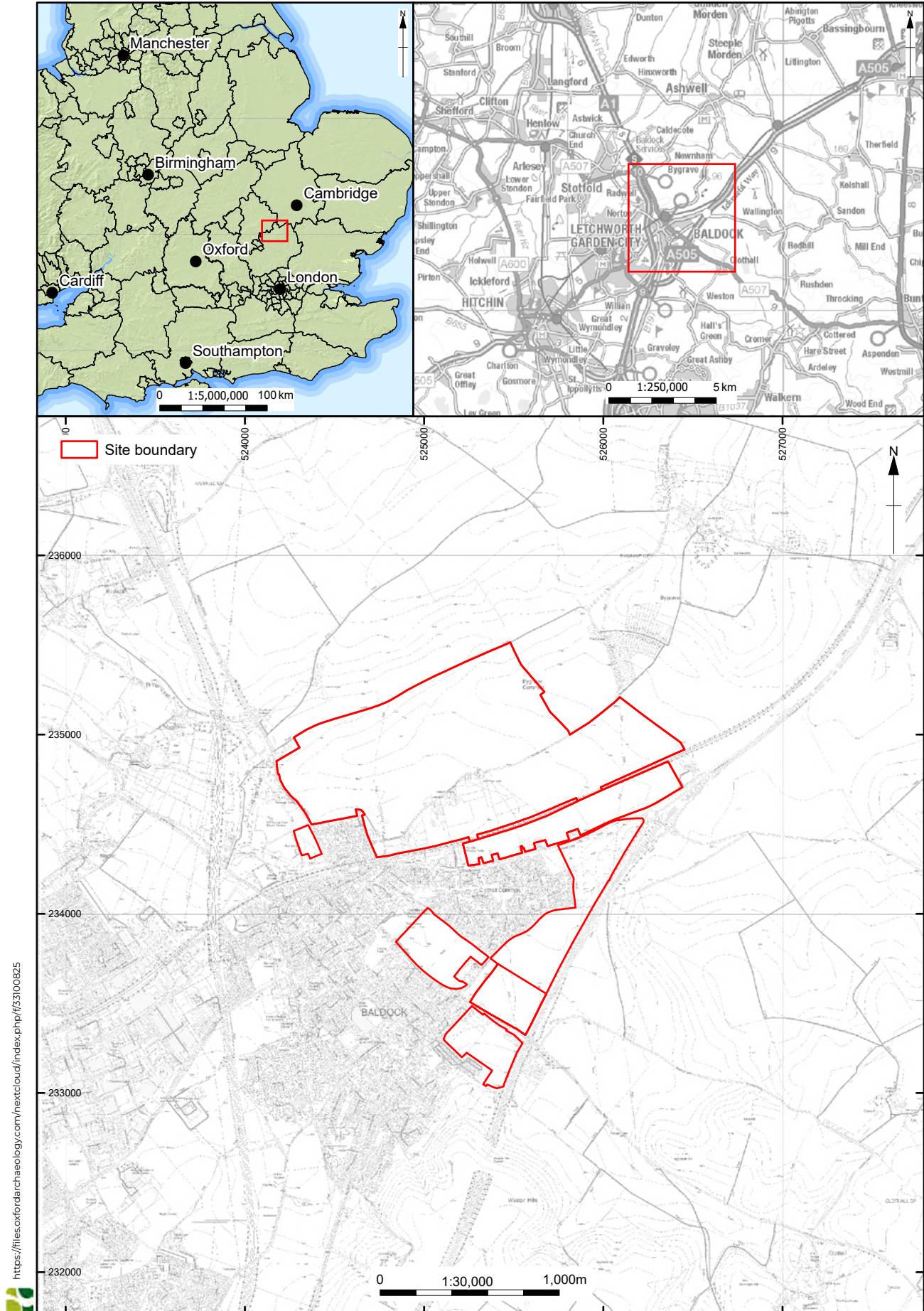
J.3 Insurance

- J.3.1 OA is covered by Public and Employer's Liability Insurance. The underwriting company is CNA /Hardy. Details of the policy can be supplied on request to the relevant regional office.

J.4 Relevant industry standards and guidelines

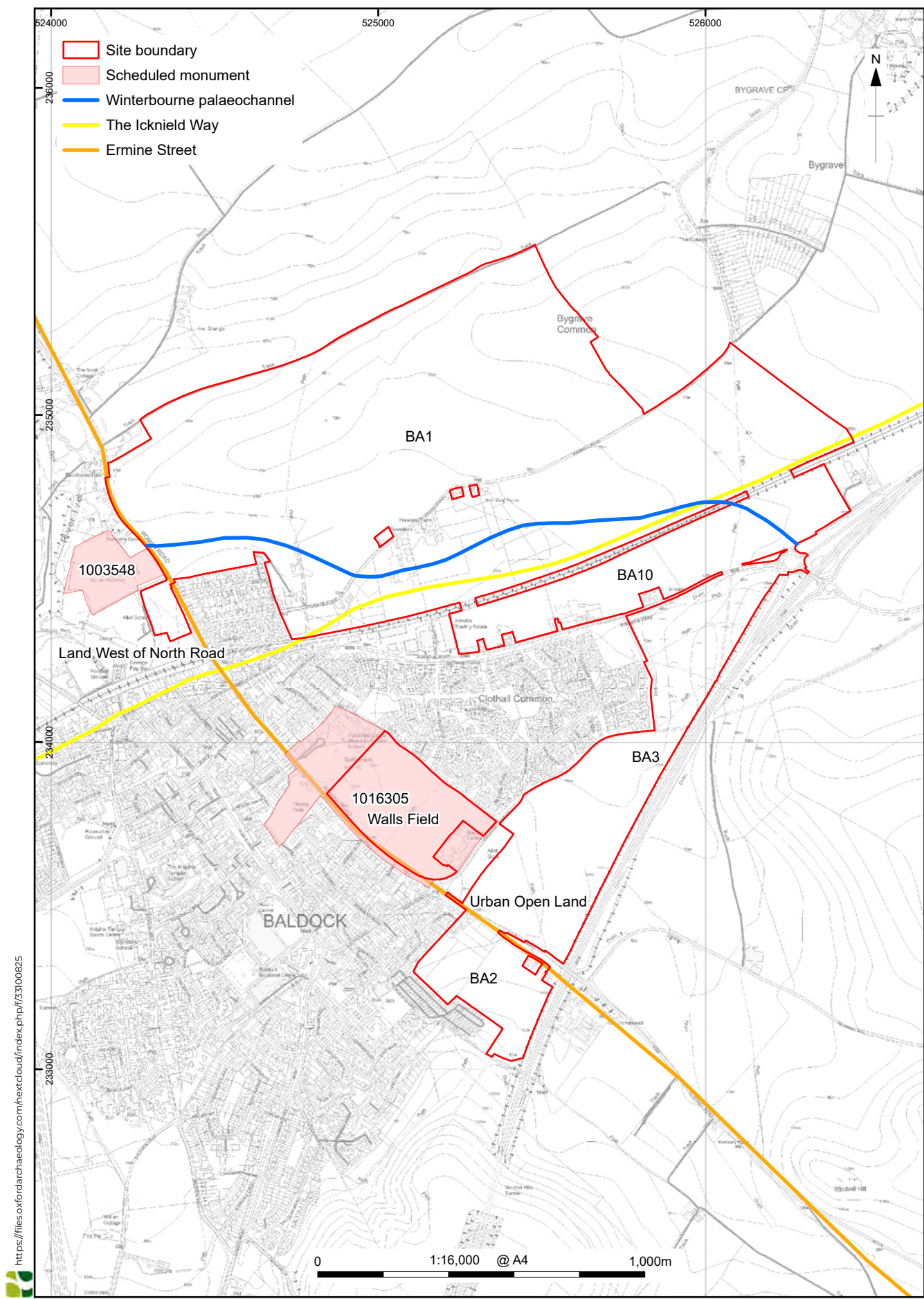
- J.4.1 All work will be carried out according to the requirements of all relevant legislation and guidance, including, but not exclusively:
- J.4.2 The Health and Safety at Work Act (1974)
- J.4.3 Management of Health and Safety at Work Regulations (1999)
- J.4.4 Manual Handling Operations Regulations 1992 (as amended)
- J.4.5 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013)
- J.4.6 The Construction (Design and Management) Regulations (2015)
- J.4.7 Relevant OA manual and other supporting documentation

- J.4.8 The OA Health and Safety Policy
- J.4.9 The OA Site Safety Procedures Manual
- J.4.10 The OA Risk Assessment and Method Statement templates
- J.4.11 The OA Carbon Reduction Plan.



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Figure 1: Site location map



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Figure 2: Site layout with affected Scheduled Monuments

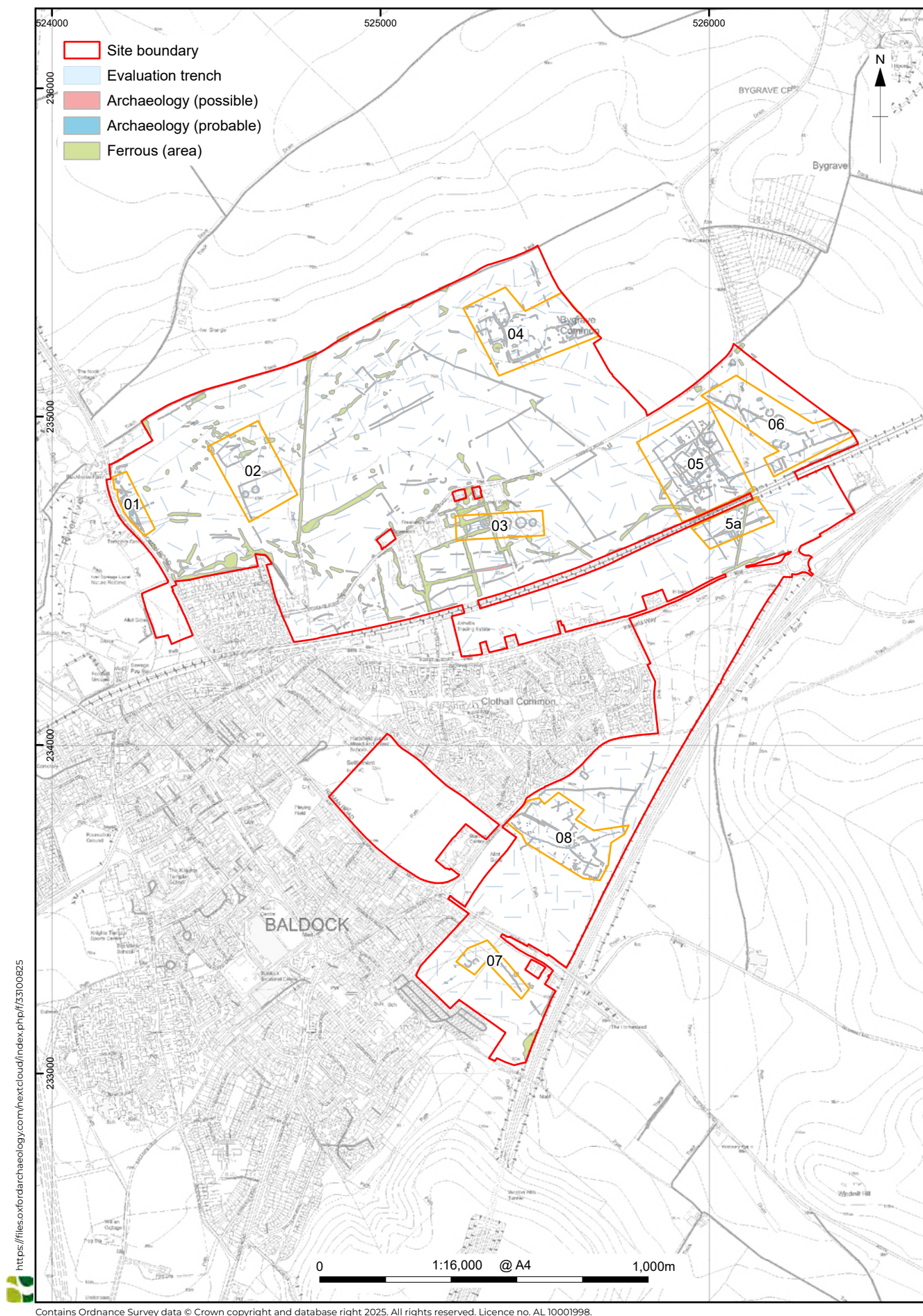


Figure 3: Proposed areas of archaeological mitigation, showing previous evaluation trenches and results of geophysical survey

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