

Land north of Milksey Lane, Graveley, Hertfordshire
Archaeological Written Scheme of Investigation
September 2024

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Report

Archaeological Written Scheme of Investigation

Site

Land north of Milksey Lane, Graveley, Hertfordshire

Date

September 2024

Planning Authority

North Hertfordshire District Council

Approximate Site Centre

523023, 228231

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Approved By

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Report Status

Final

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1.0 Introduction

Background

- 1.1 This document represents a Written Scheme of Investigation (WSI) for undertaking a trial-trenching evaluation of land north of Milksey Lane, Graveley, Hertfordshire (hereafter referred to as the 'site'). The site is centred on NGR 523023, 228231 (Figure 1).
- 1.2 An archaeological desk-based assessment has been prepared and will be submitted in support of the forthcoming planning application together with this written scheme of investigation.
- 1.3 The archaeological desk-based assessment has shown that the site has a high potential for Iron Age/Roman remains, as the line of the Roman Road from Baldock to Rush Green is predicted to run on a southwest-northeast alignment through the centre of the site, as shown on Figures 2 and 3.
- 1.4 There are no known ecological constraints or TPOs on the site.

2.0 Aims and Objectives

2.1 The principal aims of the archaeological evaluation are to:

- Determine the presence or absence of archaeological remains;
- Determine the character, extent, date, complexity, integrity, state of preservation and quality of any archaeological remains present, therefore ensuring their preservation by record; and
- To provide robust baseline information to inform the scoping of a mitigation strategy, should this be required.

2.2 The general objectives are to ensure:

- The protection and recording of archaeological assets discovered during the archaeological evaluation;
- That any below-ground archaeological deposits exposed are promptly identified; and
- The recording of archaeological remains, to place this record in its local context and to make this record available.

2.3 Further, more detailed, research aims may be generated from the results of the evaluation and specifically in relation to the East of England Regional Research Framework (2011). These will be reviewed during an on-site/digital meeting with North Hertfordshire District Council's archaeological advisor.

2.4 This document conforms to the requirements of current national and local planning policy (including *National Planning Policy Framework 2023*). It has been designed in accordance with current best archaeological practice, and the appropriate national and local standards and guidelines, including:

- *Management of Recording Projects in the Historic Environment: MORPHE* (Historic England 2015);
- *Code of Conduct* (Chartered Institute for Archaeologists [‘CIfA’] [revised edition] 2022);
- *Standard for Archaeological Field Evaluation* (CIfA 2023); and
- *Universal guidance for archaeological field evaluation* (CIfA 2023).

3.0 Methodology

Programme of Archaeological Works

3.1 The archaeological evaluation will comprise the following:

- Excavation of ten evaluation trial-trenches (a 4% sample of the site) as shown on Figures 2 and 3;
- Contingency for a further three trenches should those be required; and
- Post-excavation research, analysis, report and archive production.

3.2 If required, prior to implementation of the archaeological evaluation, the appointed archaeological contractor will produce a detailed document specifying the methodology, including for example the sampling strategies and specialist personnel to be employed.

3.3 All work will be undertaken to the satisfaction of North Hertfordshire District Council.

Recording

3.4 The areas subject to archaeological investigation will be accurately tied into the National Grid, preferably by GPS and will be located onto a 1: 2,500 map of the area.

3.5 Topsoil and subsoil will be machine-excavated using a flat toothless bucket under continuous archaeological supervision to expose the uppermost horizon of archaeological remains or, where absent, the upper interface of geological deposits. Topsoil and subsoil will be stockpiled separately and trenches will be backfilled in reverse order.

3.6 The excavated trenches will be cleaned sufficiently to enhance the definition of features and a base plan will be produced at a suitable scale using a Global Positioning System ('GPS').

3.7 All structures, deposits and finds will be recorded according to accepted professional standards.

3.8 Individual descriptions of all archaeological strata and features exposed or excavated will be entered onto prepared pro-forma recording sheets. Sample recording sheets, sample registers, finds recording sheets, access catalogues, and photo record cards will also be used.

3.9 Plans indicating the location of all archaeological features encountered will be drawn at an appropriate scale. The location and extent of archaeological features will be recorded by GPS.

3.10 Archaeological features will be plotted on an overall plan at a scale of either 1:100 or 1:50. Areas of significant remains or areas of complex stratigraphy will be planned in greater detail at 1:20 or 1:10 scale as appropriate. Plans and sections will include context numbers and Ordnance Datum ('OD') spot heights for all principal strata and features.

3.11 A digital photographic record of the project will be maintained. The images will illustrate the detail and context of the principal features and finds discovered. The photographic record will also include working shots to illustrate more generally the progress of the programme of archaeological works. It is noted that the digital photographic archive will be archived with all "born digital" material with the ADS.

Finds and Samples

3.12 A high priority will be given to dating any finds exposed. All artefactual and ecofactual material revealed during the evaluation will be retained for recording and assessment and, where appropriate, further analysis and will be treated in accordance with the *CIfA Standard and guidance for the collection, documentation, conservation and research of archaeological materials* ([revised edition] 2014).

3.13 Environmental samples up to 40 litres in volume will be taken from suitable deposits for the evaluation. A sub-sample of the most productive looking samples will be selected by the archaeological contractor's environmental specialist for processing, sorting, assessment and discussion in the evaluation report, with a statement as to the potential for further analysis.

- 3.14 The Regional Science Advisor for Historic England will be consulted, as appropriate, and North Hertfordshire District Council's archaeological advisor will also be consulted on the scope of environmental sampling.
- 3.15 All finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the UK Institute for Conservation's *Conservation Guideline No 2* (1983). Appropriate guidelines set out in the Museums and Galleries Commission's *Standards in the Museum Care of Archaeological Collections* (1991) will also be followed.
- 3.16 Should finds and features be made that might constitute 'Treasure' under the definition of the *Treasure Act* (1996), these will, if possible, be archaeologically excavated and removed to a safe place. Such finds will be reported immediately to the local coroner (within 14 days, in accordance with the Act) and will also be reported immediately to North Hertfordshire District Council's archaeological advisor.
- 3.17 Any human remains that are discovered during the evaluation will be left in-situ, covered and protected. North Hertfordshire District Council's archaeological advisor will be notified immediately.

Report and Archive

- 3.18 A summary evaluation report will be provided to North Hertfordshire District Council's archaeological advisor prior to a final version being agreed or submitted to the planning case officer.
- 3.19 Details of style and format will be determined by the archaeological contractor. In any event, it will include:
- An executive summary of the work undertaken and the results obtained;
 - The aims and methods adopted during the programme of archaeological works;
 - The nature, location, extent, date, significance and quality of any archaeological deposits and material uncovered;
 - The nature and location of the features and deposits encountered;
 - Appropriate illustrative material such as maps, plans, sections, drawings and photographs; including a site location plan at 1:2500, a site plan at 1:1250, and where appropriate, large-scale specific plans;
 - A summary of results; and
 - A description of the archive contents and details of its location for long-term storage.
- 3.20 The report will include a finds report, including: all pottery, glass and clay tobacco pipes discovered during the works, as well as all other artefacts that may be discovered. A specialist report on all animal or human bone discovered during the evaluation will be included. Pottery and ceramic building material will be recorded by sherd count and weight, by ware type, and if appropriate, from within context groups, in line with the relevant fabric series. The pottery reports will refer to the appropriate type series for Roman, Anglo-Saxon, Medieval and Post-Medieval pottery.
- 3.21 The discussion of the archaeological significance of the site will include reference to the significance indicated by finds and environmental evidence.
- 3.22 Publication of the evaluation results will be undertaken. A summary account of the work will be submitted to the editor of North Hertfordshire Archaeological Society and any relevant period journals (e.g. *Medieval Archaeology*, *Proceedings of the Prehistoric Society*) no later than March 31st of the year following completion of fieldwork.
- 3.23 A draft copy of the evaluation report will be sent to North Hertfordshire District Council's archaeological advisor for comment, prior to a final copy being submitted. Digital copies of the final report will be submitted to North Hertfordshire District Council to demonstrate

compliance with the requirements of the archaeological programme of works. One digital copy of the report will also be provided to the Historic Environment Record ('HER'). A copy will also be uploaded as part of the Archaeology Data Service Online Access to the Index of Archaeological Investigations ('ADR OASIS') database record.

- 3.24 The site archive, to include all project records and cultural material produced by the archaeological works, is to be prepared and deposited in accordance with guidance issued by the Archaeological Archives Forum ('AAF') (*Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation* [Brown 2011]).
- 3.25 The archive will also be prepared and deposited in line with the ClfA *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* ([revised edition] 2014) and in consultation with the North Hertfordshire District Council Museum Service's specific guidelines.
- 3.26 The North Hertfordshire District Council Museum Service will be contacted prior to commencement of site work to obtain a temporary accession number.
- 3.27 All "born digital" material, including the photographic archive, will be archived with the ADS. This will be in addition to the final report being submitted via OASIS.

Consideration of Outreach and Engagement

- 3.28 At this stage it is anticipated that information will be further disseminated via OASIS, the County Historic Environment Record and via publication, should the results merit this.
- 3.29 The approach to outreach and engagement will be reviewed should a phase of mitigation investigation be required.

4.0 Personnel

- 4.1 The archaeological works will be undertaken under the overall supervision of Cathy Patrick (Technical Director, Orion Heritage). Cathy is a ClfA Member (Membership Number 1567); Orion Heritage is a Registered Archaeological Organisation with ClfA. A Registered Archaeological Organisation with ClfA will be appointed to implement the works detailed in this WSI.
- 4.2 Curriculum Vitae of key personnel will be provided to North Hertfordshire District Council in advance of the archaeological works commencing, if required.

5.0 Monitoring

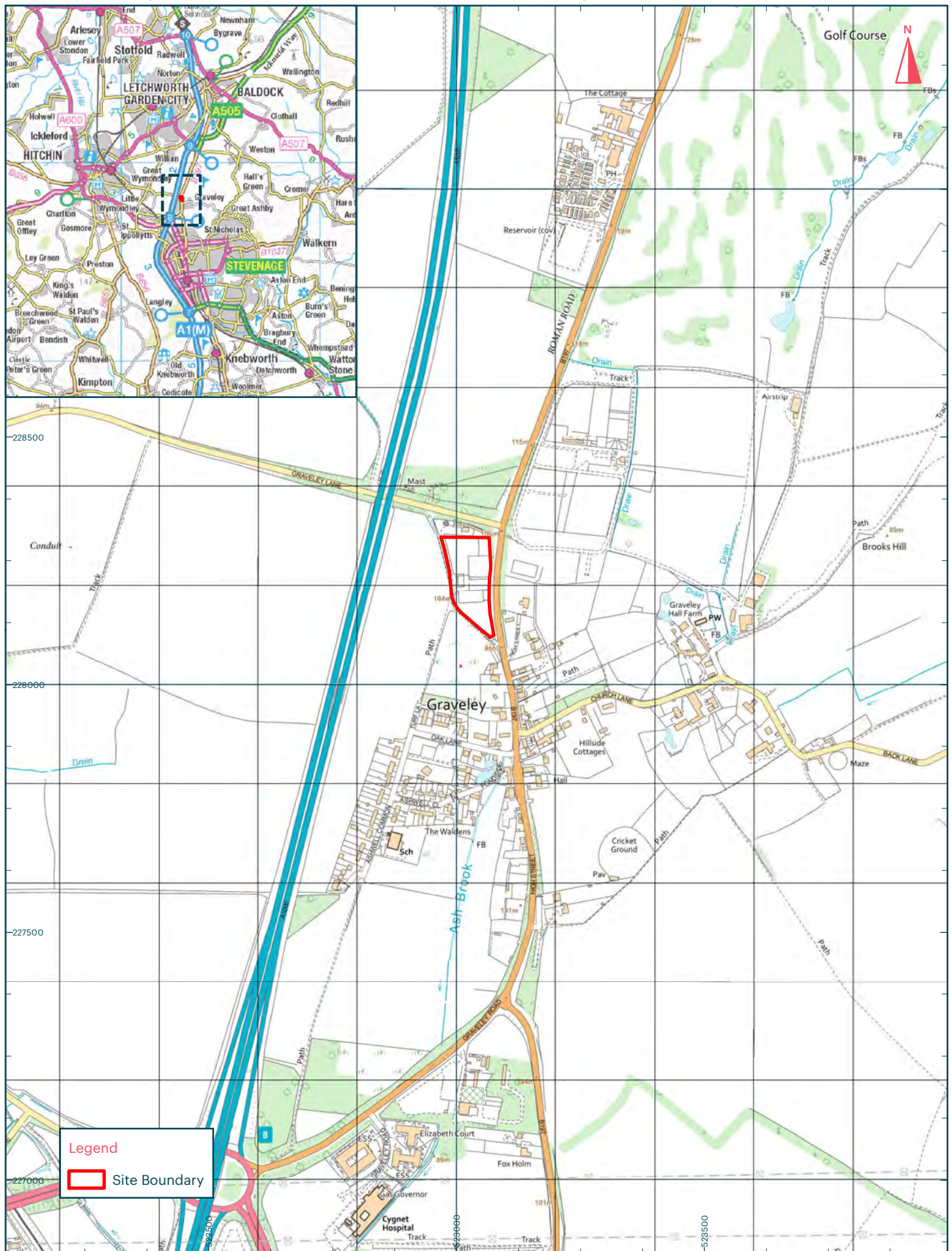
- 5.1 The aim of monitoring is to ensure that the archaeological works are undertaken within the limits set out in this WSI, and to the satisfaction of North Hertfordshire District Council.
- 5.2 Cathy Patrick (Technical Director, Orion Heritage) will monitor the implementation of the archaeological works on behalf of the developers.
- 5.3 Representatives from North Hertfordshire District Council will monitor the evaluation and ten working days' notice will be given to arrange a site meeting (this meeting may be undertaken digitally or an email exchange supported by photographic evidence will be undertaken).
- 5.4 It is understood that a charge may be made for the provision of archaeological advice and monitoring which is not included within the service level agreement with North Hertfordshire District Council. This charge will include review of this WSI, attendance at site monitoring meetings and review of the draft evaluation report.
- 5.5 None of the evaluation trenches are to be backfilled until the archaeological works have been signed off, either by a site visit or by email confirmation, by North Hertfordshire District Council's archaeological advisor.
- 5.6 Any alterations to this document should be agreed in writing with the relevant parties prior to commencement of on-site works, or at the earliest available opportunity thereafter.
- 5.7 A site survey, including completed and proposed interventions, will be sent to the archaeological advisor prior to any physical or digital site monitoring meeting.

6.0 Insurance

- 6.1 Both Orion Heritage and the appointed archaeological contractor can produce evidence of Public Liability and Professional Indemnity Insurance.

7.0 Health and Safety

- 7.1 All works will follow the *Health and Safety at Work Act* (1974), applicable regulations and codes of practice, recommendations of the Standing Conference of Archaeological Unit Managers ('SCAUM') *Health and Safety in Field Archaeology* (1986) and *Construction (Design and Management) Regulations 2015*.
- 7.2 All archaeological staff will undertake their operations with safe working practices.
- 7.3 All staff will be made aware of the hazards and any necessary measures which need to be taken regarding those hazards.
- 7.4 A site-specific Risk Assessment will be prepared by the appointed archaeological contractor.

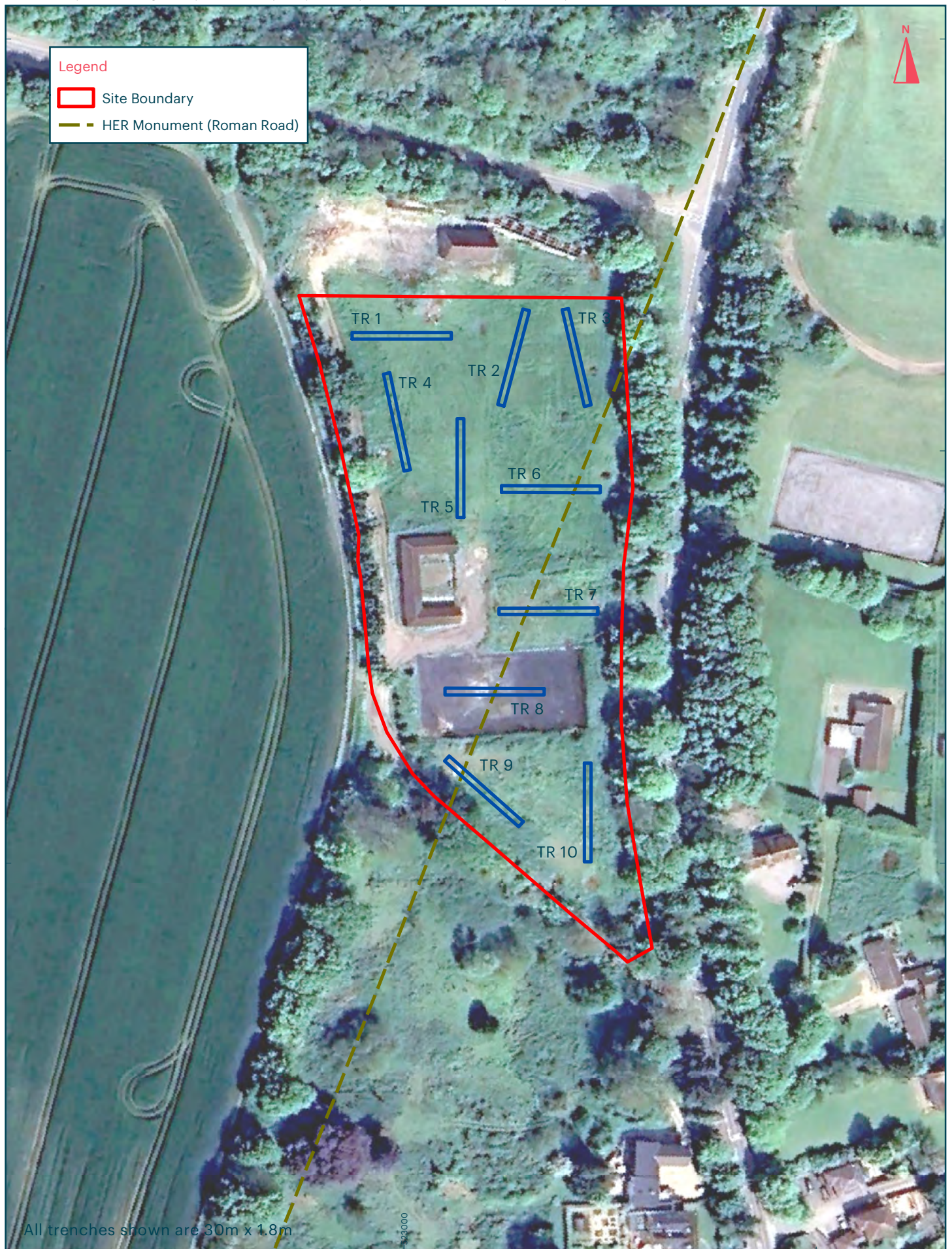


Title:
Figure 1: Site Location
Address:
Land north of Milksey Lane, Graveley

Scale at A4: 1:10,000

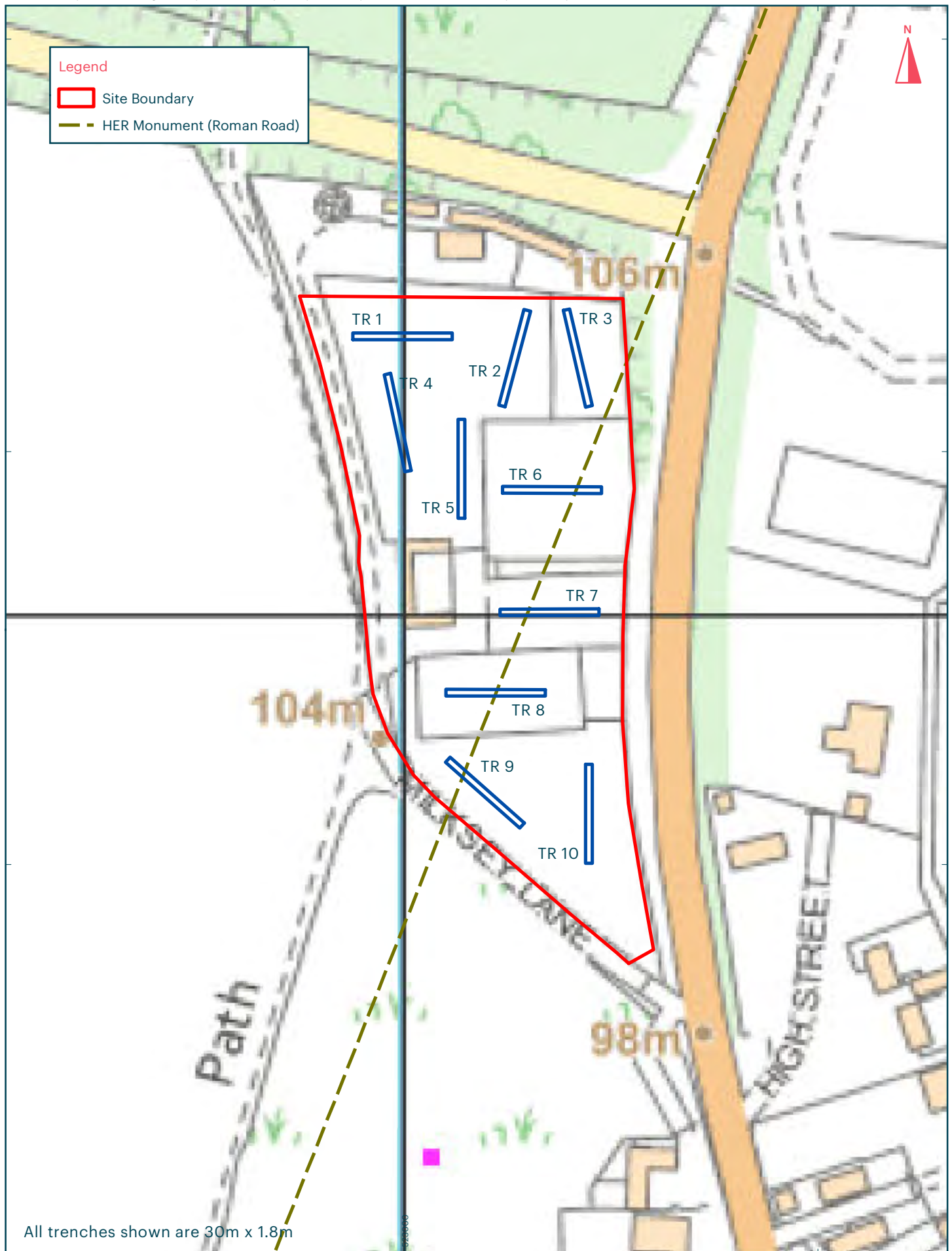
0 300m

orion.



Title:
Figure 2: Proposed Trench Plan (Google Earth)

Address:
Land north of Milksey Lane, Graveley



Title:
Figure 3: Proposed Trench Plan (Ordnance Survey)

Address:
Land north of Milksey Lane, Graveley

Scale at A4: 1:1,500

0 50m

orion.