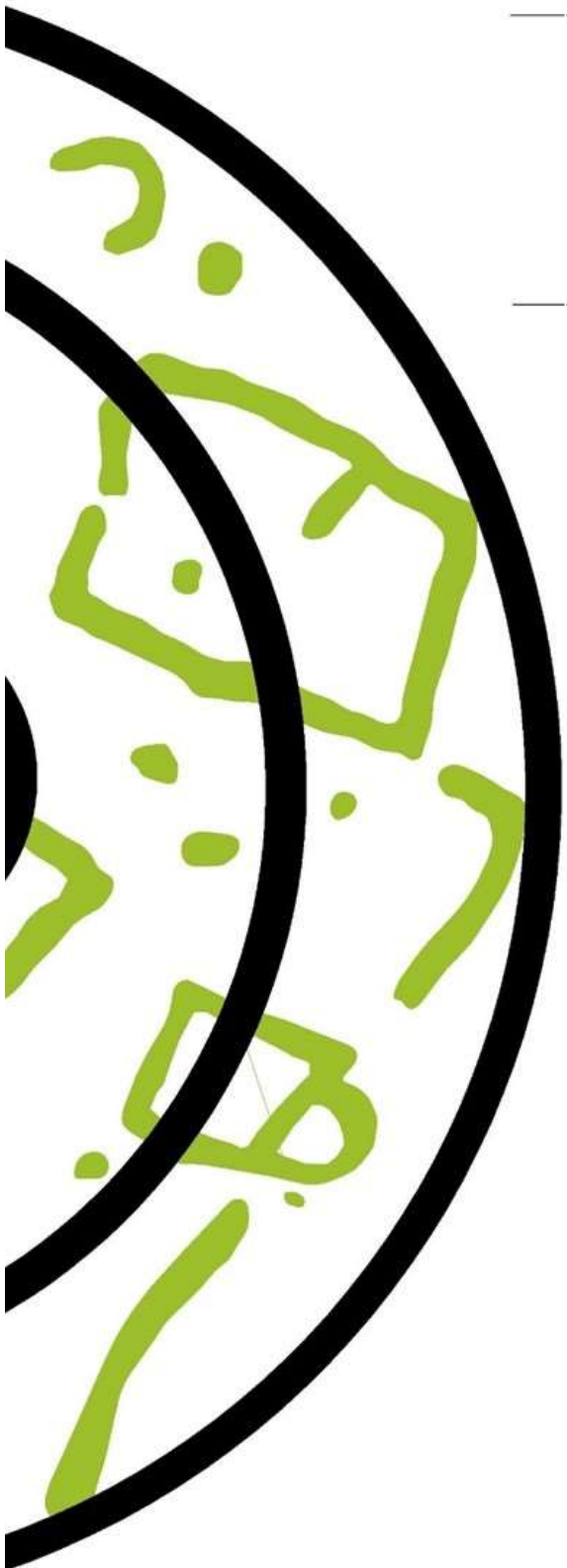




Land West of Tuthill House, Kelshall
Tops, Therfield, Hertfordshire

Written Scheme of Investigation for
Archaeological Evaluation

Planning Application No: 24/02606/FP
Grid Ref: TL 33137 37315
Site Code: WTHK26

Prepared for: Rockwell Homes

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Contour Archaeology Ltd

February 2026

Written Scheme of Investigation

Contractor: Contour Archaeology

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1.0 Introduction

- 1.1 Contour Archaeology have been commissioned by Rockwell Homes to undertake a programme of archaeological (trenched) evaluation at Land West of Tuthill House, Kelshall Tops, Therfield, Hertfordshire, henceforth called the site (figs. 1,2).

2.0 Planning background

- 2.1 The planning application was submitted to North Hertfordshire District Council for the erection of three detached dwellings (1 x 3-bed, 1 x 4-bed and 1 x 5-bed) with associated infrastructure and landscaping on Land West of Tuthill House, Kelshall Tops, Therfield, Hertfordshire.
- 2.2 Permission is subject to conditions, and by the recommendation of the North Hertfordshire District Council and Hertfordshire LEADS Team that a programme of archaeological evaluation will be undertaken prior to the development of the Site as the proposed development site lies within an Area of Archaeological Significance defined in the Local Plan, encompassing the historic core of Therfield and its environs. This area is known to contain significant heritage assets, including the Scheduled Monument of Tuthill motte and bailey castle (HER 67), located approximately 70m to the south. Therfield has Saxo-Norman origins and, as such, the site has potential for the survival of below-ground archaeological remains dating from this period and later. There is also the possibility that archaeological deposits associated with the castle extend into the development area. Although the site was developed in the 1990s, this appears to have involved only limited ground disturbance, meaning that any surviving archaeological remains are unlikely to have been substantially impacted. Given the site's location within an archaeologically sensitive area and its proximity to a Scheduled Monument, the proposed development has the potential to affect heritage assets of archaeological interest, and therefore archaeological investigation and mitigation are required in accordance with national and local planning policy.
- 2.3 No constraints have been identified.
- 2.4 This document represents a Written Scheme of Investigation (WSI) for the archaeological evaluation ONLY; this document alone will NOT result in the discharge of the archaeological condition.

3.0 Location and Description

3.1 Therfield is a village located 4.8 km southwest of Royston and 10 km northeast of Baldock, in the North Hertfordshire district of Hertfordshire. (Fig. 1). The site is located just to the west of Tuthill house and south of Kelshall Tops on the northwestern edge of Therfield, site centre grid reference TL 33137 37315 (Fig. 1).

3.2 The solid geology consists of Lewes Nodular Chalk Formation-Chalk. These sedimentary rocks are shallow marine in origin, forming between 93.9 to 86.3 million years ago in the Cretaceous period. This is overlaid by superficial deposits of Lowestoft Formation-Diamicton. These deposits are glacial in origin, created through the action of ice and meltwater associated with the glacial and inter-glacial periods during the Quaternary period, between 480 to 423 thousand years ago.

4.0 Archaeological and Historical background

A search conducted within 1km of the site revealed the historical and archaeological nature of the immediate surroundings and is detailed below.

4.1 Pre-Historic

1243 cropmark of ring ditch. A possible round barrow, although now may be ploughed out and completely eroded. Located approximately 596m north-west of the site.

2205 Cropmark of a ring ditch. Cropmark of a small circular enclosure c. 25m in diameter. Continuous single ditch. One of a group of 6 enclosures, interpreted as the ring ditch of a plough-raised barrow, probably of Bronze Age date. Located approximately 663m north-west of the site.

6387 Probable barrow cemetery, group of ring ditches, probably Bronze Age round barrows. Located approximately 667m north-west of the site.

2495 Cropmarks of a ring ditch with a single continuous ditch. Potentially of a plough-raised barrow, probably Bronze Age on date. Located approximately 667m north-west of the site.

958 Cropmark of a ring ditch. Part of a group. Interpreted as the ring ditch of a plough-raised barrow. Located approximately 667m north-west of the site.

2497 Cropmark of a ring ditch, part of a group. Located approximately 667m north-west of the site.

2496 Cropmark of a ring ditch, part of a group. Located approximately 667m north-west of the site.

2494 Cropmark of a ring ditch, part of a group. Located approximately 667m north-west of the site.

7839 Cropmark of a ring ditch. Cropmark of an incomplete circular enclosure approx. 25m in diameter, representing the ploughed-down remains of a round barrow. Located approximately 190m west of the site.

2396 Cropmarks of a ring ditch. Cropmark of a small circular enclosure c. 23m in diameter. Interpreted as the ring ditch of a plough-raised barrow, probably of Bronze Age date. Located approximately 1,218m north-west of the site.

4.2 Roman

1235 Romano-British cemetery, cremations and two skeletons found in the field behind the pub in the 1870s. Large quantity of Romano-British pottery. Located approximately 962m south-west of the site.

30841 Roman cremation burial. A cremation burial dating to around AD 200, discovered in 2014, contained a rich collection of grave goods. These included copper alloy jugs and a patera, an iron lamp, numerous glass vessels (cups and bottles of various shapes), two imported millefiori glass dishes, a lava object, and hobnailed shoes. The cremated remains were placed inside a hexagonal glass bottle with a coin of Marcus Aurelius, while a wooden box holding additional items contained a silver coin of Trajan. Most glassware was British, though the decorative dishes likely came from Alexandria, and some metal vessels may have been imported from Italy. The burial pit, likely once enclosed in a timber structure and covered by a flint cairn, protected the contents despite crushing some of the glass. Located approximately 842m south-west of the site.

6218 Probably Roman ditches and other features in a field called 'Shiplands'. Intersecting linear ditches aligned NW-SE and NE-SW. Also scattered maculae. One of the maculae is a probable Roman well [18740]. There are other cropmarks across the field to the west [16981]. The marks appear to represent a Roman settlement. Some residual 1st century sherds in a wealthy Roman burial [30841] near the edge of the field evidently came from one of the linear features, a ditch into which the burial pit was dug about AD 200. Located approximately 738m south-west of the site.

1247 Findspot of two Roman silver coins and pottery. Two Roman silver coins dated 1st-2nd century AD and 3rd-4th century AD, and a few potsherds were recovered during excavation at the earthwork castle [67] in 1958. Located approximately 236m north-east of the site.

18740 Well of a probable Roman date. A circular shaft which opened suddenly in a field of beet north of Kelshall village and west of North End was over 7m deep. It was about 1m in diameter with straight sides and visible cut marks, evidently a well cut into the chalk. There were no finds, but in form it is very similar to excavated Roman wells at Baldock. Located approximately 738m south-west of the site.

1244 Findspot of Romano-British pottery scattered in patches. Located approximately 752m north-west of the site.

4.3 Anglo-Saxon

31317 Saxo-Norman to medieval features uncovered at an evaluation at Elm House. Archaeological evaluation at Elm House (2016–17) identified a medieval boundary ditch and associated pits and gullies in the NE corner of the site. The ditch, maintained and recut over time, cut earlier features dating mainly to the 11th–12th centuries and contained mixed material including residual Roman pottery, later medieval wares, animal bone, and a silver coin of Aethelred II. Nearby pits were rubbish-filled, with Saxon and medieval pottery, daub, metalwork, and bone. The earliest activity appears to be late Saxon pits, followed by 12th-century features and then the main boundary ditch, which may relate to nearby medieval earthworks. Residual prehistoric flint and earlier pottery were also present. Located approximately 396m north-east of the site.

4.4 Medieval

4129 The old rectory, a large Georgian red brick rectory, with a 15th century masonry wing surviving from an earlier house which was also the manor house of the rectory manor. Grade II* listed. Located approximately 592m south-east of the site.

67 Motte and Bailey, A small motte about 14 m wide and 1.5 m high sits within a bailey marked by a ditch and low bank, with additional earthworks to the north. Excavation suggests it was a mid-12th-century adulterine castle that was soon abandoned, built over an earlier Saxo-Norman occupation dating to 1050–1100. A long, narrow fishpond immediately south of the motte may be contemporary with the castle, though the area contains several similar ponds. Located approximately 236m south-east of the site.

11636 The site of probable moat and linear ditches. Aerial photography and OS map show remains, with also linear cropmarks revealing field systems, medieval pottery retrieved from surface. Located approximately 1,080m south-east of the site.

4131 Medieval Masonry. A weather-worn masonry base stands in the middle of the village green at Kelshall. It was found in a pond by the roadside. It is the supposed base of a medieval cross, but no direct evidence is presented. Located approximately 951m south-west of the site.

1659 Earthworks, including ditches, platforms and quarry pits, are almost certainly the remains of medieval settlement at Therfield. The strange shape of the earthworks does not suggest house platforms; they may have more to do with the motte and bailey, or its probable late Saxon antecedent. Located approximately 278m north-east of the site.

4320 St Mary's Church. It is a grade II* listed parish church rebuilt in 1878, on the site of the 14th century church. The building, in 'Gothic Revival Style', is of flint rubble, largely knapped, with stone dressings, leaded roofs and stone tiles on the S porch. Features include 4 bay nave with aisles, 3 bay chancel, W tower and S porch. Original features include a double piscina and an octagonal font with re-used 15th century timber corbels and bosses and other medieval fragments inserted into the structure of the vestry. Located approximately 417m south-east of the site.

1658 Cultivation terraces. Very clear cultivation terraces curving around the hillside from the pasture in the SE, into the wood in the NW. Some bald patches. Located approximately 239m north of the site.

17638 Tuthill Manor, a late 15th century timber-framed house, once four separate dwellings. Grade II listed building. Located approximately 189m south-east of the site.

15879 The Maltings, 15th century hall house, partly rebuilt in the 17th century and with a history of division into cottages. Grade II listed building. Located approximately 1,015m south of the site.

22 Therfield Village. Therfield is a village located on the highest part of the Chiltern ridge, bordered by the Icknield Way to the north and Ermine Street to the east. In the early 11th century, part of its manor was bought by Ethelric, Bishop of Dorchester, from a Danish owner and given to Ramsey Abbey, which held the estate until its dissolution in 1539. The village is centred around a small green, with the parish church to the south and an earthwork castle to the west. Evidence suggests possible settlement movement or shrinkage over time, and there are additional hamlets around greens within the parish. The Domesday name (Derevelde/Furreuuelde) likely derives from Old English meaning "withered" or "dry," possibly referring to the open, dry

landscape of Therfield Heath. However, the village itself has many small ponds, which would have supported settlement in the chalk landscape. Located approximately 286m north-east of the site.

2709 Village of Kelshall. Medieval and later village of Kelshall; the manorial estate is referred to in Domesday as 'Cheleselle'. The name means 'Cylle's hill' in Old English. It is likely that the settlement, now small, has a long and complex history of expansion, contraction and movement. It stands on a ridge overlooking a stream to the east which marks the boundary between the parishes of Kelshall and Therfield on the opposite ridge; both parishes have traces of settlement movement. Located approximately 978m south-west of the site.

7997 Cropmarks of historic rectilinear enclosures. Probably historic field boundaries and a trackway. Located approximately 1,292m south-west of the site.

12472 Long strip of common land which had medieval and post-medieval settlement alongside it but is now deserted. Located approximately 1,080m south-east of the site.

7837 Cropmarks of ridge and furrow. Located approximately 698m north-west of the site.

7835 Cropmarks of ridge and furrow. Located approximately 752m north-west of the site.

16980 Soil marks of ridge and furrow, eroded traces of medieval fields. Located approximately 911m north-west of the site.

4.5 Post-Medieval

11004 Farm buildings at Fox Hall, is a post-medieval farmstead, brought up to date in the 19th century and converted to housing in the late 20th century. Located approximately 825m south-west of the site.

11058 Tuthill farm, a late 19th century planned farm, a replacement of an older farmstead. Converted for residential use. Located approximately 137m east of the site.

11055 Park Farm is a mid-19th century planned farmstead. Located approximately 673m north-east of the site.

4194 A probable post-medieval fishpond with the appearance of an ornamental canal. It is on the south end of the Old Rectory (4129). Located approximately 691m south-east of the site.

17415 Crown Cottage, a 16th or 17th century house, which served as the Crown public house in the 19th century; known as the Old Crown when it reverted to domestic use in the 20th century. Located approximately 951m south-west of the site.

11178 Middle Farm, a post-medieval farmstead. Located approximately 901m south-west of the site.

31103 The Elm house, a grade II listed building. Early 16th century timber-framed farmhouse, gentrified with the removal of its farm buildings in the mid 19th century. Located approximately 381m south-east of the site.

15058 Hay Green Farm, a 19th and 20th century farmstead. Located approximately 1,094m south-east of the site.

12024 Independent chapel, built in 1836 Independent chapel which became the congregational church. Contained a burial ground on a small plot to its north side however became disused and a new one to the east was created. Located approximately 381m south-east of the site.

11637 Site of house, buildings were recorded on historic maps on the west side of the green. Located approximately 957m south-east of the site.

30136 The Grange and site of farmstead, late 16th or early 17th century timber-framed farmhouse, and site of post-medieval farmstead, the grange is grade II listed. Located approximately 571m south-east of the site.

11638 Site of house, later 19C OS maps show a range of buildings, dating to the post-medieval, or possibly the medieval period. Located approximately 1,080m south-east of the site.

31502 Greenside cottage, grade II listed 16th century timber-framed hall house, later divided into four cottages. Located approximately 321m south-east of the site.

11006 Haggars farm, post-medieval farmstead, of which only one barn and the house survive. Located approximately 978m south-west of the site.

18726 Site of hitches valley, post-medieval farmstead, demolished in the mid 20th century. Located approximately 1,020m north-west of the site.

15813 Fox hall, 17th century house updated in the mid 19th century, with possible traces of a 17th century 'mannerist' garden. Grade II listed building. Located approximately 895m south-west of the site.

11639 Site of house E side of Ducks green, post-medieval house and outbuildings by the green, demolished in the 20th century. Located approximately 1,115m south-east of the site.

15062 Timber-framed barn "Windrush". 17th century timber barn, once part of Hay Farm, grade II listed. Located approximately 522m south-east of the site.

15060 Hay Green Cottage, possibly timber-framed house. Located approximately 880m south-east of the site.

31503 Old School house, small early 17th century timber-framed house taking its name from its role as the village schoolteachers house, updated in brick in the early 19th century. Grade II listed building. Located approximately 321m south-east of the site.

7308 Site of post-medieval windmill, documented from the early 18th century. Located approximately 863m north-east of the site.

12027 Site of chapel, post-medieval chapel in the rectory grounds, demolished in the later 19th century. Located approximately 417m south-east of the site.

16155 Site of Elizabethan beacon. The beacon at Therfield was set up as part of a national system intended to give warning of the approach of the Spanish Armada in 1588. All the surrounding villages contributed to the cost of erecting it here, in what came to be known as Beacon Close, since this is the highest point in the area. The water tower was built here in 1936. Located approximately 239m south of the site.

16747 Hay Farm. A 16th century timber-framed farmhouse. It is grade II listed. Located approximately 480m south-east of the site.

31504 Site of cottages. Row of houses and outbuildings along the east side of the lane; demolished in the 20th century. Located approximately 321m south-east of the site.

12025 Disused burial ground. Short-lived burial ground at the 1836 Independent chapel. Located approximately 381m south-east of the site.

12028 Site of a smithy shown on the 1878 OS map. Located approximately 951m south-west of the site.

30137 Site of post-medieval pound. Animal pound at the north end of the green. Located approximately 880m south-east of the site.

12026 Burial ground behind Therfield first school. A rectangular 'Burial Ground' is shown on the 1878 OS map and is still in use. It may have superseded the burial ground next to the Independent Chapel [12024] that was apparently closed in 1854. Located approximately 567m east of the site.

4.6 Undated

2544 Cropmarks of an enclosure, cropmarks of three sides of a large square enclosure (120m square); no obvious entrance. Also, linear ditches, some within the eastern half of the enclosure, some outside its eastern circuit. Located approximately 1,199m north-east of the site.

2539 Cropmarks of an enclosure and linear ditches. Two possible rectangular enclosures, date unknown. Located approximately 923m north-east of the site.

2322 Cropmarks of linear features. Cropmarks of two incomplete rectangular enclosures; the larger with internal maculae and a small penannular ring ditch. Date unknown. Located approximately 145m south-west of the site.

1915 Possible cultivation terraces, strip lynchets apparent on an air photograph taken in 1947. Date unknown. Located approximately 539m north of the site.

1241 Possible round barrow. Date unknown. Located approximately 439m north-west of the site.

1242 Possible round barrow. Date unknown. Located approximately 517m north-west of the site.

9682 Undated ditches and pits. A watching brief in 1994-5 identified four ditches and five pits of uncertain date, near the earthworks of Therfield's motte and bailey castle [67]. The foundations of a post-medieval wall were also noted. Previous, limited archaeological evaluation of the site in 1989 had produced 'uncertain and inconclusive' evidence of archaeological remains, and in 1993, two ditches were recorded in the foundation trench for a boundary wall, on the east of the site. The relationships, if any, between all these features is unclear. Located approximately 137m east of the site.

12475 Long Pond, common land, historic period unknown. Located approximately 381m south-east of the site.

16929 Cropmarks of boundaries and enclosures, dates unknown. Located approximately 1,080m south-east of the site.

16981 Cropmarks of pits and ditches. Dates unknown. Located approximately 1,033m south-west of the site.

12470 Hay Green, common land, historic period unknown. Located approximately 1,171m south-east of the site.

5.0 Aims and Objectives

- 5.1 The aim of this programme of work (trial trenching) is to gather information on the archaeology of the site, so that an informed recommendation can be made to the local planning authority regarding the potential impact of development upon any archaeology within the development area.
- 5.2 To evaluate the impact of past land uses and to determine the amount of truncation across the site area.
- 5.3 To evaluate the impact that the proposed development, or future development will have on any remains which are present.
- 5.4 To determine the presence of palaeosols and 'B' horizons and initiate a programme of environmental sampling should suitable deposits be identified.
- 5.5 To establish the potential for any surviving geoarchaeological and palaeo-environmental evidence.
- 5.6 To preserve any archaeological remains by record.
- 5.7 To provide sufficient information to create a conservation strategy dealing with the preservation, recording of archaeological deposits, working practices, timetables and orders of cost should anything be found.
- 5.8 Taking into account the archaeological and historical background of the Site and it's wider area, as well as the research priorities defined in the East of England Research Framework and in addition to the above general objectives the site specific objectives are:
 - Is there any evidence of prehistoric features on the Site?

- Is any Roman material present or evidence of settlement during this period?
- Is any Saxo-Norman material present or evidence of settlement during this period?
- How can we better characterise Middle and Late Anglo-Saxon settlement types and forms?
- What evidence is there of medieval and post-medieval agriculture on site?
- Is there any evidence of the nearby Motte and Bailey castle on the site?
- Is there any evidence or material related to the settlement history of the village of Therfield present on site?

6.0 Legislation and Policy

- 6.1 The National Planning Policy Framework (NPPF 2019) states: Local planning authorities should require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible. However, the ability to record evidence of our past should not be a factor in deciding whether such loss should be permitted.

7.0 Definition of Archaeological Field Evaluation

- 7.1 The definition of archaeological field evaluation is a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site on land, inter-tidal zone or underwater. If such archaeological remains are present field evaluation defines their character, extent, quality and preservation, and enables an assessment of their worth in a local, regional, national or international context as appropriate.

8.0 Methodology

- 8.1 This document represents a Written Scheme of Investigation (WSI) and has been based on the guidelines set out in NPPF 2019.
- 8.2 The project will be broadly carried out in a manner consistent with English Heritage's Management of Research Projects in the Historic Environment, 2006 (MoRPHE), reissued Historic England 2015.

- 8.3 The evaluation will be carried out in accordance with current best practice and the appropriate national and regional standards and guidelines, including:

Standards for Field Archaeology in the East of England (Gurney, D. 2003, EAA Occasional Paper 14).

CCC 2019: Deposition of archaeological archives in Hertfordshire

English Heritage 2011, Environmental Archaeology, Centre for Archaeology Guidelines 1, English Heritage, Portsmouth.

Health and safety at work Act 1974.

Chartered Institute for Archaeologists Code of Conduct (2019)

Chartered Institute for Archaeologist Standards and Guidance for Archaeological Evaluations (2020).

Management of Archaeological Research Projects (MoRPHE), (English Heritage, reissued 2015).

National Policy Framework, 2019 (NPPF).

Research and Archaeology Revisited: a revised framework for the East of England (EAA Occ. Paper No 24, 2011)

The Treasure Act 1996, Code of Practice (2nd Revision) England & Wales.

- 8.4 The machining of the evaluation trenches will be carried out in the presence of an archaeologist.
- 8.5 Hertfordshire Historic Environment Advisor (HHEA) will be given one weeks' notice of the start of the archaeological evaluation so that we can arrange a monitoring visit prior to the start of works on site.
- 8.6 HHEA will be kept regularly informed about the site and post-excavation work.
- 8.7 The monitoring officers will decide whether the work has been completed and can be signed off. No trenches will be backfill until they have been signed off by HHEA. The site will only be returned to the developers once the

archaeological work has been completed and the condition signed off by HHEA. HHEA will monitor the site once the evaluation is underway, to discuss the findings and determine what further work is required.

- 8.8 Prior to the start of any fieldwork an OASIS III (Online Access to the Index of Archaeological Investigations) online record will be initiated.

9.0 Excavation and Recording Techniques

- 9.1 Field evaluation strategy will be in accordance with regional and national guidelines.
- 9.2 The trench layout for the evaluation consists of three trenches 30m x 1.8m, in location over the proposed development (Fig 2). The trenches do not target any known archaeological remains but make the best use of the site development area and will help to maximise the possibility of uncovering archaeological remains. A contingency of an additional 30m x 1.8m trench is also allocated to the project if required and approved by the Historic Environment Advisor.
- 9.3 All trenches shall be machined down to the archaeological horizon or natural substrate, whichever comes first, with a toothless bucket fitted to a machine with a back-acting arm.
- 9.4 All machine excavation shall be under the direct control of an archaeologist.
- 9.5 All archaeological features and deposits will be recorded using Contour Archaeology's pro-forma context recording sheets, using MoLAS single context recording system.
- 9.6 After initially machining all archaeological features and deposits will be cleaned by hand.
- 9.7 All topsoil, subsoil and archaeological deposits shall be kept separately to enable sequential backfilling of excavations on completion of the trenches.
- 9.8 Topsoil and subsoil removed from the trenches shall be subject to visual scanning for artefactual material.
- 9.9 Sufficient excavation will be undertaken to establish clear evidence for the period, depth and nature of any archaeological deposits or features, colluvial deposits across the site.

- 9.10 Metal detector searches will be undertaken of the evaluation trenches and spoil by an experienced metal detector user (Neil Jefferson), detectors will not be set to discriminate iron.
- 9.11 All finds will be collected and processed using Standard and guidance for the collection, documentation, conservation and research of archaeological materials (ClfA 2014).
- 9.12 Trenches will only be backfilled with the approval of HHEA.
- 9.13 Significant archaeological features, for example: solid or bonded structural remains and building slots will be preserved intact even if their fills are sampled.
- 9.14 All features will be investigated and recorded. Linear features exposed shall be subject to 1.00m sample slots across their widths, discrete features shall be half sectioned or excavated in quadrants.
- 9.15 All archaeological features/deposits identified will be planned at a scale of 1:20 or 1:50, sections drawn at 1:10 or 1:20 and related to a scale plan of the site tied into the National Grid. These shall be accurately reproduced in the final report.
- 9.16 All sections shall be measured from a section line which has been 'levelled' into Ordnance Datum and will be accurately reproduced within the finished report.
- 9.17 All trench plans will show the relevant Ordnance Datum information and be clearly marked to show north. These will be accurately reproduced in the finished report.
- 9.18 All heights will be related to Ordnance Datum and recorded on all plans and sections.
- 9.19 A full photographic record will be made of the field evaluation, consisting of high-resolution digital images, minimum of 20 Megapixels using a camera with an APS-C or larger sensor. Graduated metric scales of appropriate lengths will be used, ensuring the use of vertical scales used against deep sections in combination with horizontal scales, an information board and a directional north arrow shall be included in every photograph taken.
- 9.20 Any finds which are considered under the Treasure Act (1996) will be reported to the HHEA officer immediately so that they may report to the appropriate coroner according to the procedures relating to the Treasure Act (1996). Where removal cannot be achieved on the same working day as the

discovery suitable security measures will be taken to protect finds from theft. No title will be assumed by the finder of any item of value.

- 9.21 Should human remains be discovered on site during the trenched evaluation, the Environmental Health Officer, Coroner, client, HHEA and our human remains specialist will be informed immediately. All statutory provisions will be followed. Human remains will be covered/protected and left in situ, although if it is seen as necessary that they are removed then a methodology will be formulated by our human remains specialist in consultation with the above mentioned parties and an exhumation licence obtained from the Ministry of Justice but only implicated after approval from the HHEA. Staff will be made aware of the possibility of human remains.
- 9.22 A programme of environmental sampling will take place should suitable deposits be identified; generally 40L bulk samples will be taken, although the possibility for column/monolith sampling and assessment with C14 dates has also been anticipated. Sampling will be undertaken in consultation with our environmental consultant, the Historic England Regional Science Adviser for the (East of England) and HHEA. Sampling will take place according to Historic England guidance (Historic England 2011).
- 9.23 A full report detailing any palaeoenvironmental investigation or industrial residue analysis will be included in a full report and sent to the Historic England Advisor Regional Science Officer

10.0 Processing and identification of material recovered from excavation

- 10.1 All pottery, bone, worked flint, burnt flint, ceramic and other building material recovered from the archaeological evaluation will be washed and marked with the approved site code and event number to identify the site and context. Finds will be bagged in polythene bags according to type and context.
- 10.2 All artefacts will be treated in accordance with Archaeological Archives in Hertfordshire: Guidelines for preparation and deposition. All finds in an unstable condition will be stabilised using passive conservation techniques where appropriate before being deposited with the receiving museum.
- 10.3 Specialist reports will be prepared on artefacts recovered. Particular attention will be paid to correlating the pottery recovered with local or regional fabric type sequences existing for Hertfordshire.
- 10.4 Specialist analysis and reporting will be carried out by the following specialists/consultants upon acceptance by the HHEA Archaeological Officer:-

All but Julie Walker (animal Bones) are external specialists, They will all be made aware of the project before it starts.

Val Fryer	Registered finds.
Val Fryer analysis.	Environmental sample processing &
Paul Blinkhorn/	Saxon/Medieval/Post-Medieval pottery.
Matilda Homes	Animal bone.
Matilda Homes	Human remains.
Ian Rowlandson	Iron Age/Roman pottery
Ian Rowlandson	Neolithic/Iron Age/Bronze Age pottery
Ann Clarke	Lithics.
Maisie Taylor	Analysis of wooden artefacts and advice on the Conservation of unstable wood.
LCCM Conservation Laboratory	To advise on and implement artefact conservation of unstable artefacts (e.g. metal, worked bone, preserved wood or leather).

11.0 Report and Dissemination

- 11.1 A report on the results of the fieldwork should be available within four weeks following completion of the fieldwork. An unbound PDF copy marked DRAFT will be, in the first instance, submitted to the HHEA within four weeks of completion of site works. On approval of the final report one PDF copy shall be submitted to HHEA. If no find are recovered from the work a digital copy of the report will be submitted to the archive and the site will be archived with ADS. If features are found the site will be archives in accordance with North Hertfordshire Archives. The approved report will be uploaded to the (OASIS III) project database withing 2 weeks of approval, Contour Archaeology is registered on OASIS.

- 11.2 The involvement of HHEA will be fully acknowledged in all publications or reports generated by this archaeological evaluation.
- 11.3 The report format will comprise:
- Non-technical summary
 - Introductory statement
 - Aims and objectives
 - Methodology
 - Results
 - Conclusions
 - Archive location
 - Illustrations
 - References and bibliography
 - Completed Oasis Form
- 11.4 A site plan showing any previous archaeological investigations/ground disturbance, related to Ordnance Survey data, to include NGR reference points and OD heights will be included.
- 11.5 Trench location plan at 1: 500 scale, showing a graphical representation of the archaeological potential of the site, modelling the locations and extent of the potential against the impact of the proposed development.
- 11.6 The text will address the aims and objectives of the project, the methodology employed, describe the basic nature and sequence of any archaeological deposits discovered, and report on the artefacts recovered. It will then attempt to place the significance of the findings in their local, regional and national settings.
- 11.7 The report will include a front sheet providing the following information:
- Site name
 - Grid reference
 - Site activity
 - Date and duration of project
 - Site Code
 - Event number (ECB)
 - OASIS III reference ID
- 11.8 The illustrations will include:

- A site location map at 1: 25 000 scale
 - A site location plan 1: 1 2500 showing the exact location of the site, roads, built up areas and also including relevant OD data and grid references
 - Trench locations
 - Profiles/sections/ phases plans of archaeological features at 1:10, 1:50 scale
 - Finds illustrations of significant artefacts
- 11.9 If finds of national or regional importance are found then provision shall be made for publication in an appropriate local and/or national journal. Proposals for digital publication will also be considered. Where Positive results are drawn, a publication of the results shall be included in the Hertfordshire Archaeology and History Journal. An allowance for the cost of this has been included in the accepted quote.
- 11.10 Digital files relating to the site will be saved in a compatible/acceptable format for inclusion in the Archive. A copy of the Oasis sheet will be emailed to the editor of Hertfordshire LEADS and Historic Journal.

12.0 Archive deposition

- 12.1 The finds and site archive will be prepared in accordance with guidelines in Management of Archaeological Projects (MoRPHE), re-issued 2015. Contour Archaeology will also consult with HHEA Office regarding the deposition of the site archive.
- 12.2 An OASIS form has opened prior to the start of fieldwork. Upon completion of the fieldwork an OASIS (Online Access to the Index of Archaeological Investigations) form will be completed for the project and the projects digital file uploaded for future inclusion into the Archaeology Data Services (ADS). A print-out of the form will be included as an appendix to the final report.
- 12.3 With the agreement of the landowner, the site paper archive and any finds will be deposited with the North Hertfordshire museum within one months of the completion of the work. Transfer of title will also be organised prior to the completion of the final report.
- 12.4 The Project Manager will consult Deposition of archaeological archives in North Hertfordshire Museum.

13.0 Project Management

- 13.1 The project will be project managed by Neil Jefferson and be first point of contact: 07866262129. On site management will also be undertaken by Neil Jefferson: It is estimated that the excavation and recording of features during this scheme of trenched archaeological evaluation will take approximately 2-5 working days with a staffing of 2, If necessary, this will be increased to 4 staff. A contingency of 2 working days has been estimated for bad weather or any other unforeseen circumstances. Post excavation is likely to take between 2-4 weeks, depending on the recovery of artefacts and/or environmental soil samples.
- 13.2 Any changes to the specifications that the project manager may wish to make after approval by this office should be communicated directly to HHEA for approval

14.0 Health and Safety

- 14.1 Health and Safety must take priority over archaeological requirements. It is essential that all projects be carried out in accordance with safe working practices and under a defined Health and Safety Policy (BAJR 2005). A risk assessment for the project will be prepared by Contour Archaeology and read by all staff onsite. All relevant health and safety regulations will be adhered to.

15.0 Insurance

- 15.1 Contour Archaeology holds the following insurance levels:

Public Liability	£5m
Professional indemnity insurance	£1m

16.0 References

ALGAO (east) 2002: Standards for Field Archaeology in the East of England, EAA Occasional Paper 14.

Archaeological site Manual, MoLAS 1994

BAJR 2005: Basic Health and Safety Advice in Archaeology

BGS 1984. 1:50 000 B & SupD Edition, British Geological Survey, Keyworth.

CCC 2014: Deposition of archaeological archives in Hertfordshire.

ClfA 2014 Code of Conduct (Chartered Institute for Field Archaeologists).

ClfA 2014: Standard and Guidance for Archaeological Field Evaluations (Chartered Institute for Field Archaeologists).

ClfA 2014: Standard and guidance for the collection, documentation, conservation and research of archaeological materials

Deposition of archaeological archives in deposits for environmental analysis. Unpublished manuscript.

Environmental Archaeology A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (Second Edition), English Heritage 2011

Guidelines for the Preparation of Excavation Archives for long term storage (UKIC 1990).

Health and safety at work Act 1974

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K. Lee-Smith, 2021 Brief for a programme of archaeological investigation at The Cricketers, 22

Management of Archaeological Research Projects (MoRPHE), (English Heritage, reissued 2015).

Mills, A. D., 1998, Dictionary of English Place-Names. Oxford University Press.

Murphy, P.L., & Wiltshire, P.E.J.W. 1994. A guide to sampling archaeological National Planning Policy Framework 2019

Preparation of Excavation Archives for long term storage (UKIC 1990), Standards in the Museum Care of Archaeological Collections (Museums and Galleries Commission 1992

Research and Archaeology: A Framework for the Eastern Counties 1: Resource Assessment and 2 Research Agenda and Strategy documents (EAA Occasional Papers 3 and 8).

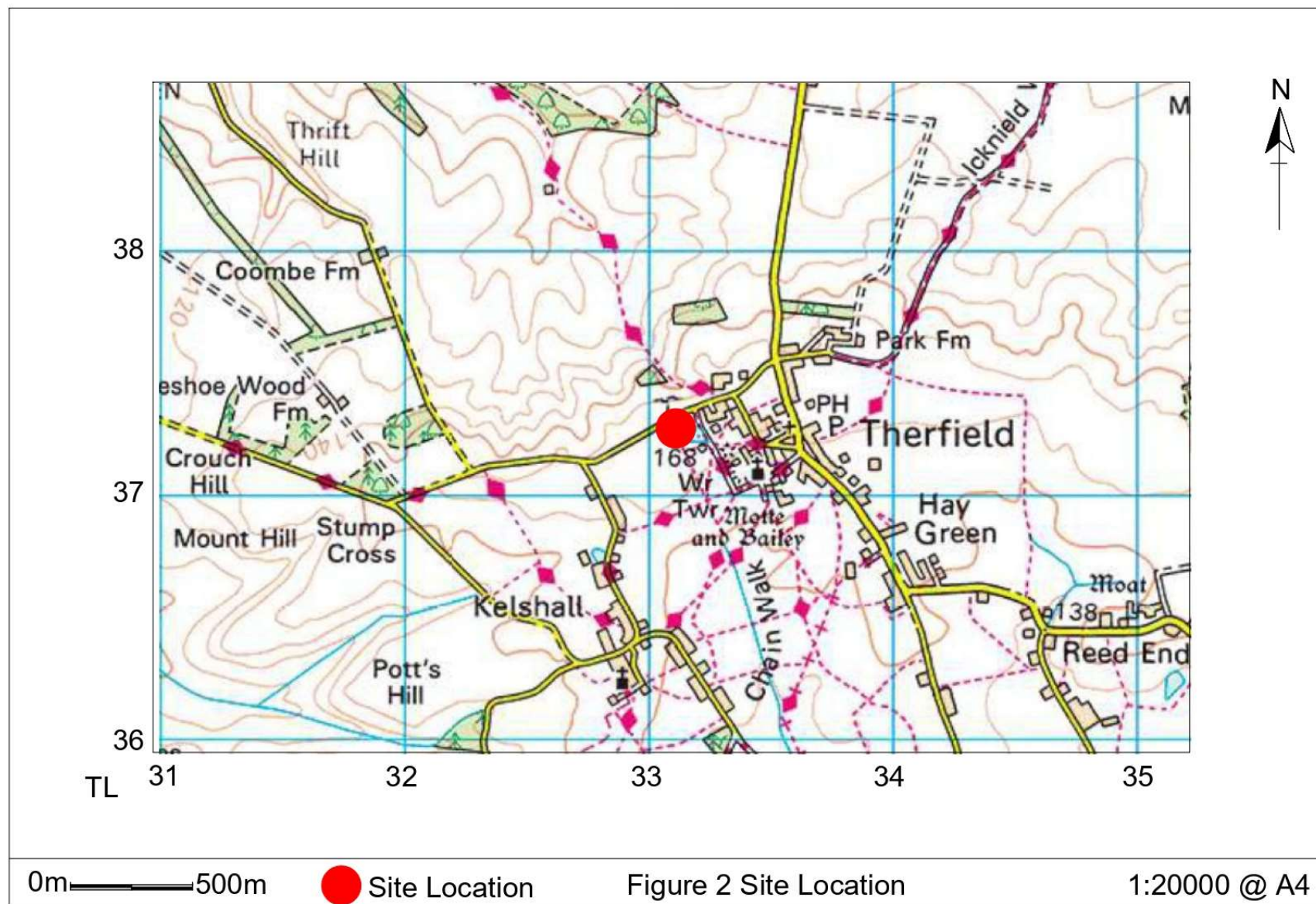
The Treasure Act 1996, Code of Practice (2nd Revision) England & Wales.

Williams A., & Martin G.H., (eds). 2003, Domesday Book: A Complete Translation. Penguin.



Figure 1 General Site Location

1:1000 @ A4





0m ——— 25m

Figure 3 Trench Plan

1:1000 @ A4