

**LAND BETWEEN PRIORY FARM AND WYMONDLEY SUBSTATION,
NORTH HERTFORDSHIRE**

**SPECIFICATION FOR A PROGRAMME OF ARCHAEOLOGICAL
STRIP, MAP AND RECORD**

NGR:	TL 21328 27432
Planning ref.:	24/02333/FP
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Report prepared for

AGR Solar 4 Ltd.

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Summary

A programme of archaeological mitigation is to take place in advance of groundworks for the revised route of an electrical connection between the Priory Farm Solar Array (with collocated battery storage containers) and Wymondley Substation in the civil parish of Wymondley in the district of North Hertfordshire. These works are required as a condition of planning permission for the development, and have been informed by a Heritage Impact Assessment prepared in support of the planning application.

The Heritage Impact Assessment concluded that there was a medium possibility of encountering prehistoric remains along the course of the revised cable route. It also noted that the wider landscape surrounding the cable route had been settled and cultivated during the Roman period, but that the route itself passes through the periphery of the settled area, with any remains most likely to be agricultural in nature, and so assessed the site's potential for this period as medium also. Medieval remains were thought more likely to be present in the eastern portion of the works area, closer to the medieval Boro Cottages within the village and to the Scheduled remains of Wymondley Priory.

A programme of archaeological evaluation trenching, targeted on the results of a geophysical survey, has already been carried out on the main development site of the solar array and recorded significant remains, all of late Iron Age to Roman date, in three areas: further archaeological works on these sites are being carried out under a separate WSI.

This document describes the archaeological methodology that will be adopted in compliance with the archaeological condition included in the planning decision, and the reporting and archive procedures that will follow.

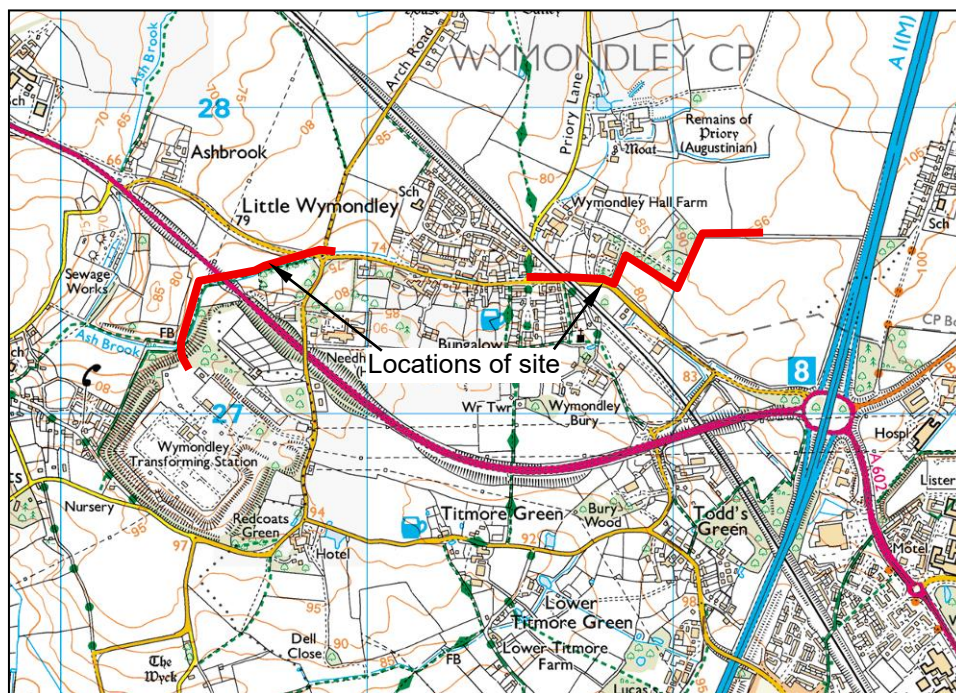


Figure 1: Indicative location plan of the application area at scale 1:25,000. The application area for the revised portions of the cable route is marked in red. OS mapping © Crown copyright. All rights reserved. PCAS licence no. 100049278.

1.0 Introduction

PCAS Archaeology Ltd. was commissioned by AGR Solar 4 Ltd. to prepare a specification for a programme of archaeological mitigation to be carried out in advance of groundworks for the revised route of an electrical connection between the Priory Farm Solar Array (with collocated battery storage containers) and Wymondley Substation in the civil parish of Wymondley in the district of North Hertfordshire. These works are required as a condition of planning permission for the development. A separate Written Scheme of Investigation (WSI) has been prepared for the archaeological work associated with the construction of the solar array itself, which is being carried out under a separate planning application.

The Hertfordshire County Council Senior Historic Environment Advisor, acting as the archaeological advisor to NHDC, has advised that Little Wymondley lies within an Area of Archaeological Significance, as identified in the Local Plan – which notes its medieval origins – while finds of prehistoric and medieval artefacts have also been recorded in the surrounding fields. A programme of archaeological evaluation on the site of the solar farm (with collocated battery storage containers), to the north and north-east of the cable route, identified late Iron Age to Roman remains in three locations: further archaeological works on these sites are being carried out under a separate WSI. A Heritage Impact Assessment (HIA) prepared in support of the planning application for the construction of the revised cable route concluded that there was a medium possibility of encountering prehistoric remains along its course. The HIA noted that the wider landscape surrounding the revised cable route had been settled and cultivated during the Roman period, but that the route itself probably passes through the periphery of the settled area, with any remains most likely to be agricultural in nature, and so assessed the site's potential for this period as medium also. Medieval remains were thought more likely to be present in the eastern portion of the works area, closer to the medieval Boro Cottages within the village and to the Scheduled remains of Wymondley Priory.

A programme of archaeological mitigation is required as a condition of the planning permission for the works, as they are thought likely to have an impact on heritage assets with archaeological interest.

This Written Scheme of Investigation for a programme of archaeological strip, map and record during the preliminary groundworks for the construction of the electrical connection follows current best practice and appropriate national guidance including:

- National Planning Policy Framework (NPPF), 2012, revised 2018, 2019, 2021, 2023, 2024 and 2025;
- Chartered Institute for Archaeologists (CIfA) Code of Conduct, revised 2014, 2019, 2020, 2021, 2022;
- CIfA Standard for Archaeological Excavation, 2023;
- CIfA Standard for Archaeological Monitoring and Recording, 2023;
- Management of Research Projects in the Historic Environment (MoRPHE ver. 1.2, 2015).

2.0 Site Location and Description (figs. 1 and 2)

The cable route serving the Priory Farm solar farm is within the civil parish of Wymondley in the district of North Hertfordshire, running from the solar farm site, which adjoins the western side of the A1(M) trunk road to the north-west of Junction 8, through the village of Little Wymondley to the electrical substation between Little Wymondley and St. Ippolyts. The National Grid Reference of the central point of the route is TL 21328 27432.

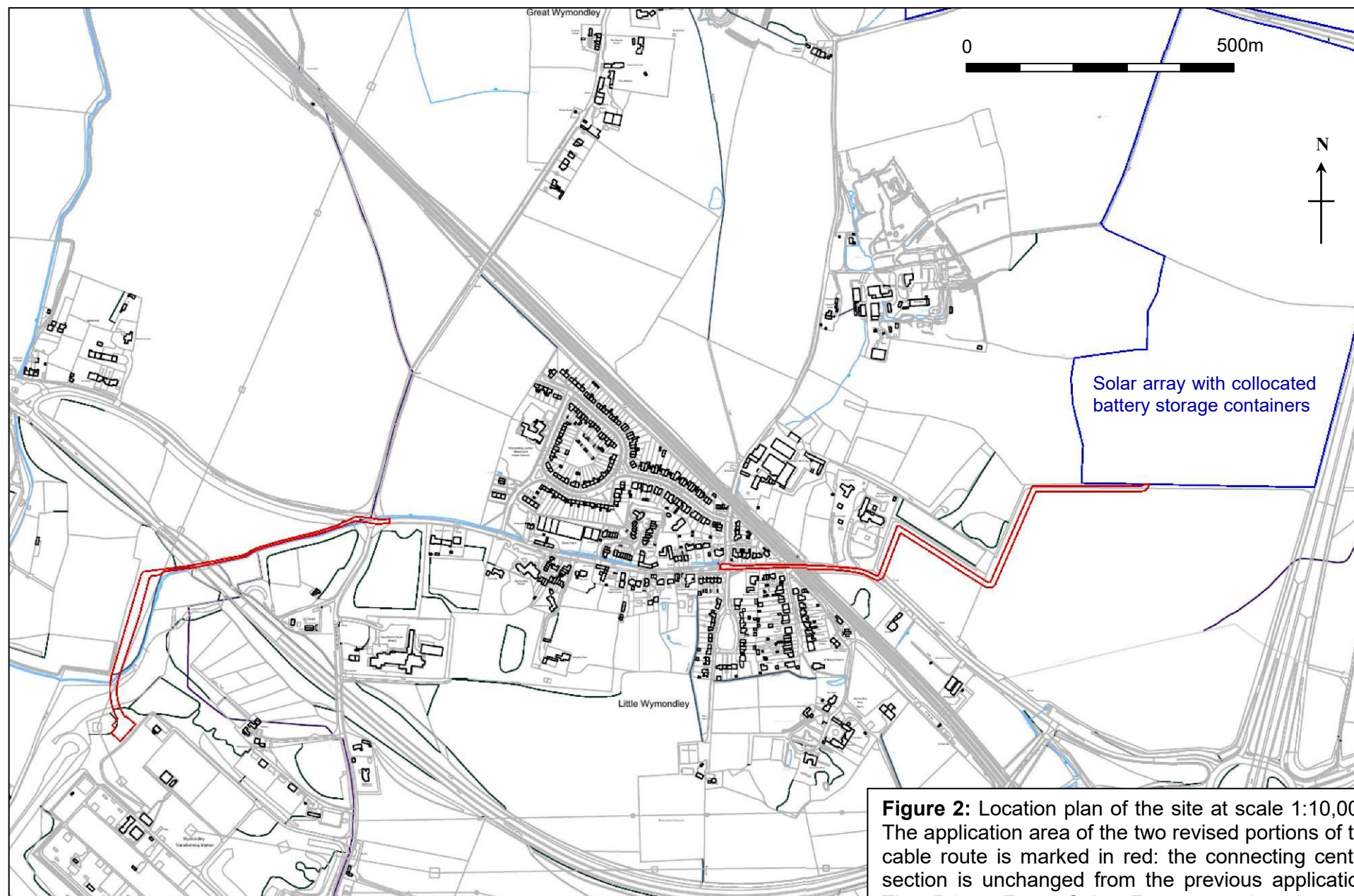


Figure 2: Location plan of the site at scale 1:10,000. The application area of the two revised portions of the cable route is marked in red: the connecting central section is unchanged from the previous application. The Priory Farm Solar Farm occupies the area outlined in dark blue. Plan supplied by developer.

The revised grid connection application area consists of two strips of land covering a total area of approximately 1.71 hectares, including agricultural fields, greenfield land, woodland, public highway, road verges and a public bridleway; the cable route will also cross Ash Brook watercourse in two locations. The eastern section of the route runs from the southern edge of the solar farm site in a roughly south-westerly direction adjacent to Wymondley Nursing Home, before joining Stevenage Road and running west along Stevenage Road up to the junction of Priory Lane and Tower Close. The western stretch begins at the Stevenage Road/Arch Road/Blackmore End Road roundabout to the west of Little Wymondley, and runs in a south-westerly direction adjacent to Ash Brook before turning south towards the Wymondley substation, which it enters at the north-western corner. The portion of the cable route that connects these two sections is unchanged from the previous application, and is not shown on the current plans (see previous WSI, Savage 2025).

3.0 Topography and Geology

The proposed cable route runs across the valley of the Ash Brook, with the ground rising both to the south-west of it and to the north-east. The lowest-lying central parts of the route, adjacent to the Ash Brook and the Stevenage Road, are at heights of approximately 70m above Ordnance Datum sea level, while both ends, on opposite sides of the valley, rise to heights of approximately 90m OD (Hitchin, 2024).

The site is located within the 'Hitchin-Stevenage Gap', a broad glacial valley cut through the scarp of the Chilterns during the last Ice Age. Lakes formed in hollows left behind following the retreat of the Anglian ice sheet, which were gradually infilled with fine sediments. Mid-Pleistocene glaciofluvial deposits of sand and gravel are intermingled with deposits of diamicton (mixed, glacially deposited material) of the Lowestoft Formation along the cable route, while a narrow, curving band of alluvium follows the course of the Ash Brook, running roughly east to west through Little Wymondley, and similar bands of Head (a mixture of clay, silt, sand and gravel deposited by hillwash) follow the lines of smaller watercourses running into it. The underlying solid geology is undifferentiated Cretaceous chalk of the Holywell Nodular Chalk Formation and New Pit Chalk Formation throughout (Hitchin, 2024; bgs.ac.uk).

4.0 Planning Background

The previously approved solar farm scheme with collocated battery storage containers (LPA application ref. 21/03380/FP; NMA ref. 25/01033/NMA) included a grid connection cable from the solar farm National Grid's Wymondley Substation off Blakemore End Road, St Ippolyts. The previously approved cable route was to run from the solar farm site, west along Graveley Lane, before heading south along Priory Lane. It would then run west along Stevenage Road, before heading south down Blakemore End Road, west along Sperberry Hill, and then north into Wymondley Substation.

An amended cable route has since been proposed, which is expected to be less disruptive than the previously approved route, as no temporary road closures would be required on Priory Lane or Graveley Lane, and a new application was submitted for planning permission for the revised cable route. Planning permission for the revised cable route was granted, subject to conditions, by North Hertfordshire District Council in July 2025 (LPA application ref: 24/02333/FP)

Condition 3 of the planning decision refers to archaeological work within the revised grid connection application area, in compliance with the provisions of Local Plan Policy HE4. Part A of the condition is pre-commencement, and requires an Archaeological Written Scheme of Investigation (WSI) to be submitted to and approved in writing by the Local Planning

Authority (LPA) before the commencement of any demolition or development. Part B requires the demolition and development to be carried out only in accordance with the approved WSI, while Part C states that the development may not be occupied or used until the site investigation and post-investigation assessment has been completed in accordance with the approved WSI, including provision to be made for analysis and publication if the significance of the archaeological discoveries requires it.

5.0 Archaeological and Historical Background

A comprehensive archaeological and historical background for the revised grid connection application area was compiled as part of a Heritage Impact Assessment presented in support of the planning application (Lavery, 2024).

The HIA noted that no prehistoric remains have been recorded along the approved cable route, but that many finds of prehistoric artefacts, including struck flints and Iron Age pottery, have been recorded within the 1km radius study area. The presence of mid-Pleistocene glaciofluvial deposits along the cable route, as well as the location of Little Wymondley at the edge of a post-glacial lake infilled with later sediments, may suggest a greater possibility that Palaeolithic remains may be encountered, although finds of this period are rare within the study area. A group of circular cropmarks, thought to be possible ring-ditches or round barrows, has been identified from aerial photography approximately 500m to the north of the western section of cable route, while similar features have been recorded over a wide area to the south-west of the substation (*ibid.*).

A geophysical survey carried out on the site of the solar farm (with collocated battery storage containers) in 2022 was followed by targeted evaluation trenching. The evaluation identified a double-ditched D-shaped enclosure with a subcircular extension in the north-western part of the site, north of Graveley Lane; a ring-ditch located in the southeast corner of the main D-shaped enclosure was also investigated. Pottery recovered from the enclosure ditches in particular suggested a late Iron Age origin, with the latest finds from the upper ditch fills indicating that activity ceased between the late 2nd and the 4th centuries. To the south of Graveley Lane, an extensive group of enclosures, trackways and a likely area of settlement, including pits, a wall and a chalk rubble surface were identified: the focus of settlement activity was close to the western side of the A1(M), seemingly connected to an extensive enclosure system to the south and southwest by a north-to-south-running trackway demarcated by two ditches. Large quantities of pottery, ceramic building material including Roman roof tile, and daub with wattle impressions were recovered. While pottery from this area again suggests a late Iron Age to early Roman start to the activity here, the bulk of the pottery assemblage, deriving from the stratigraphically latest features/ layers, was of 3rd- to 4th-century date. The overall character of much of the finds assemblage from trenches 169, 170, 224 and 225 was of domestic waste and building rubble, possibly disposed of/ discarded following the demolition of one or more buildings. The site may have formed part of a possible Roman farmstead, suggested by finds of Iron Age and Roman material, recorded by the Hertfordshire Historic Environment Record (HHER) as possibly partly destroyed by the construction of the A1(M). Archaeological remains corresponding with a series of geophysical anomalies suggestive of a group of enclosures with internal features were identified in the south-eastern corner of the evaluated area, close to the eastern end of the cable route. Pottery from this area was primarily late Iron Age to early Roman, suggesting that these remains represent an early focus of activity, with settlement shifting elsewhere from this location by the mid-Roman period (Wolf, 2025).

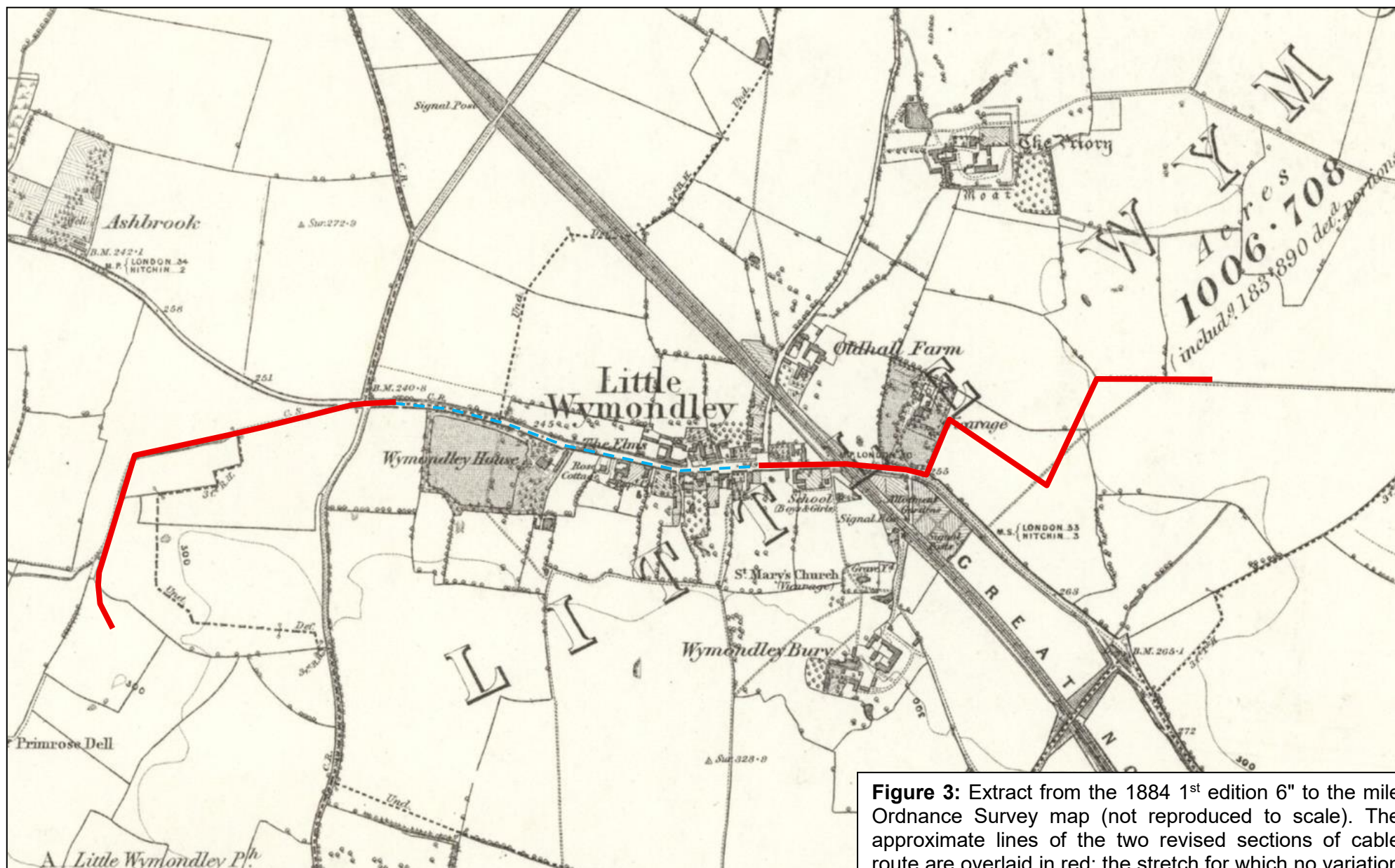


Figure 3: Extract from the 1884 1st edition 6" to the mile Ordnance Survey map (not reproduced to scale). The approximate lines of the two revised sections of cable route are overlaid in red; the stretch for which no variation was proposed is represented by a broken blue line.

Other Roman remains recorded within 1km of the approved revised cable route include a possible cremation cemetery discovered approximately 350m to the north of its central section during railway construction works in 1849, and another possible farmstead on the route of the Little Wymondley bypass, approximately 600m to the south. The straight routeway, followed in some stretches by a road and in others by a track, running north-north-east to south-south-west near the eastern side of the modern A1(M) follows the course of a Roman road, which is well documented for a length of some 10km: it probably ran to Verulamium, but cannot now be traced so far. The route passes approximately 400m from the eastern end of the cable route (HER ref. 4635).

The Scheduled Monument of Great Wymondley Castle, a medieval motte-and-bailey castle with an associated manorial enclosure, stands at the eastern edge of Great Wymondley village, just within the northern edge of the HIA study area (HER ref. 34). Closer to the cable route is the Scheduled Monument of Wymondley Priory, an Augustinian priory established as a hospital in the early 13th century, which is immediately adjacent to the western edge of the northern portion of the solar farm. The priory ruins with a post-Dissolution 'great barn' stand within a moated enclosure, although this may not be medieval; associated earthworks and a conduit wellhead lie beyond it (HER ref. 1037).

The layout of the priory is shown on the 1st edition Ordnance Survey map (fig. 3), which also shows the historic core of Little Wymondley village. A single village of *Wimundeslai* is recorded in Domesday Book: documentary references to the two villages of Great and Little Wymondley do not appear until the 12th century. The HIA notes that the scatter of medieval buildings within the study area reflect a dispersed agricultural landscape, and that the area remained generally rural and agrarian throughout the post-medieval period (Lavery, 2024).

6.0 Archaeological Requirement

The programme of archaeological mitigation is to take the form of a scheme of archaeological strip, map and sample along the line of the cable trench in all those portions of the approved cable route that are to be constructed by open cut (figs. 4-6)

An Archaeological Clerk of Works (ACoW), employed by PCAS Archaeology Ltd., will have primary responsibility for the implementation of the Written Scheme of Investigation (WSI). The ACoW will be a professional archaeologist of at least Project Officer grade. They will liaise with all relevant bodies and individuals, reporting directly to the site manager. They will ensure that works are proceeding according to the agreed methodology of the mitigation scheme, and will have the authority to request the groundworks to be temporarily halted if archaeological remains are encountered that require more extensive investigation and recording. They will ensure that any decisions are fully documented and that the HCC Senior Historic Environment Advisor is kept fully informed at all times.

The purpose of the programme of archaeological works should be to identify and sample any archaeological remains on the site and to record and interpret them prior to their destruction by construction groundworks, preserving them by record. Environmental evidence should be taken into account as appropriate: sampling carried out during evaluation trenching on the similar geology of the solar farm site suggests that palaeoenvironmental preservation conditions may be moderately favourable.

The site should not be treated in isolation, and reference should be made to relevant historical sources and previous archaeological work in the area when interpreting the results.

An online record of the project data shall be initiated with the Archaeological Data Service (OASIS database) before fieldwork commences, and completed at the end of the project, including an uploaded digital copy of the report.

The fieldwork results may contribute to a number of research themes identified in the East of England Regional Research Framework (ALGAO 2025), as well as previous iterations of the research framework. Research aims and objectives will be reviewed and refined, and any further suitable themes/ contributions will be identified as the fieldwork and post-excavation work progresses and the nature and date of any remains encountered is better understood. A selection of potentially relevant research questions identified by the framework, detailed below, were identified by a scheme of archaeological mitigation compiled for the Priory Farm Solar Farm works (Wolf, 2025).

6.1 Regional Research Framework

The AOC Archaeology Group WSI established that the East of England Research Framework themes most likely to be generally pertinent to the combined solar farm archaeological excavation programme included: *LIA-Rom 05*: How can we better understand the Late Iron Age to Roman transition?; *LIA-Rom 13*: How can we increase our understanding of Late Iron Age and Roman farmsteads?; and *LIA-Rom 16*: Can we better distinguish between Late Iron Age and Early Roman features and sites? The WSI also noted that the pottery assemblage retrieved during the evaluation suggested that the site had the potential to increase understanding of pottery supply/consumption and access to markets in this part of the region over an extended period of time, while the preservation and retrieval of animal bone was generally good enough to facilitate identification and preserve a range of indicators. Although these elements are likely to become less significant from east to west as the cable route moves away from the Roman road and the settled area, the findings of this project considered in comparison to those of the solar farm (with collocated battery storage containers) site may address the research topics *LIA-Rom 24*: How can we increase our understanding of Late Iron Age and Roman pottery industries? and *LIA-Rom 08*: How might we distinguish Roman estate centres?

As the eastern end of the cable route probably lies within the hinterland of Wymondley Priory, the project may also have relevance to the medieval research topic *Med (Rural) 08*: How can we improve our understanding of medieval rural monastic establishments? which notes that 'Further study of the relationship between monastic houses and their estates and land-holdings is required in order to better understand their role in the medieval landscape'.

7.0 Methodology: Fieldwork and Recording

The programme of archaeological strip, map and sample will take place during the removal of topsoil or modern overburden along the width of the cable trench in all portions of the cable route where open cut construction is to take place. The route will be laid out and the programme of work arranged by the appointed construction contractor, in liaison with the appointed Archaeological Clerk of Works (ACoW). Topsoil, subsoil (if present) and overburden will be removed under constant supervision by an experienced archaeologist, to the first archaeologically significant horizon or the natural geology, whichever is encountered first; this process will typically be carried out by machine, although the Planning Officer's report notes that excavation may be carried out by hand in particularly sensitive or restricted areas. Archaeological deposits encountered will then be cleaned and excavated by hand. Unless ground conditions (e.g. concrete or compacted rubble) dictate otherwise, a **toothless** bucket will be used for machine excavation.

In order to expedite the construction works, machine excavation may be carried out by two machines operating simultaneously; if so, each will work under the supervision of an archaeologist of at least PCAS Project Officer grade. Should significant archaeological remains be exposed, that machine will be diverted or temporarily stood down while the features are excavated and recorded by the supervising Project Officer, assisted by a small project team (1-2 PCAS staff members) if the remains are extensive.

Full *curricula vitae* for all members of PCAS staff active on the site will be submitted for approval before fieldwork commences, or before they start work if they are brought in during the project to supplement staff already present.

Where the cable is to be laid by directional drilling (areas shown in green on fig. 6), the footprints of the launch and receptor pits will be topsoil stripped under archaeological supervision as detailed above.

No mobile plant will enter the stripped areas, except under the direction of the ACoW for the purposes of removing topsoil and subsoil at the commencement of excavation, until they are confirmed clear of archaeological remains.

As a minimum, all identified archaeological deposits and features will be sample excavated, in order to establish their form, depth, character, date, state of preservation and extent, as well as to recover artefactual / ecofactual remains for further study. This process will typically include the following level of sampling:

- All structural remains (e.g., eaves drip gullies, beam slots and post-holes) will be fully or extensively excavated, and all relationships recorded. Any industrial features, including domestic ovens and hearths, will be 100% excavated and sampled for analysis; this will typically involve excavation in opposing quarter-sections in order to obtain full section drawings.
- All zones of specialised activity (e.g., industrial, agricultural processing, ceremonial, funerary) will be fully or extensively excavated and sampled for analysis, and all relationships recorded.
- Ditches, gullies and linear features will be excavated sufficiently to determine the character of each individual linear feature over the whole of the exposed portion: generally, sampling will be done at 10m intervals in 1m wide sections up to a potential 25% of the feature, although for post-medieval ditches associated with field systems, a single intervention to confirm the date will be sufficient. Linear features exposed to 5m or less in length will be 20% sampled (a single 1m wide section) as a minimum. All terminals and intersections will be excavated. Should specialised deposits (e.g., localised refuse dumping, industrial wastes) be present, more extensive excavation will be required, up to 50% of the feature as necessary. Sufficient artefact assemblages will be recovered to assist in dating stratigraphic sequences and for obtaining sufficient ceramic assemblages for comparison with other sites.
- Pits will be generally half- or quarter-sectioned according to size; pits containing significant structural traces or important artefactual or environmental material will be fully excavated where possible. Deep features such as wells and large pits will be excavated to their full depth: where this would not be safe or practical, e.g. within a feature partially exposed at the edge of the strip, a hand auger will be used to sample deeper deposits.
- Post-holes and stake-holes where not clearly forming a structure will be half-sectioned, ensuring that relationships are investigated. Those features with a significant artefactual or environmental content will be fully excavated.
- Other features such as working hollows or quarry pits will be investigated to define their extent, date and function. All relationships will be defined.
- Bulk horizontal deposits will initially be examined by a 1m x 1m hand-excavated sondage to establish their nature, their depth and, if possible, their date, and to ascertain the presence or absence of any underlying layers of archaeological interest; after which, a decision may be taken (in conjunction with the archaeological advisor to the LPA) to undertake further hand excavation, up to a 10% sample of the deposit,

before removing the remainder with machinery to expose underlying deposits or features if necessary.

All excavated deposits and features will be recorded by measured plan and section drawings at appropriate scales (normally 1:20 or 1:50 for plans and 1:10 or 1:20 for sections), incorporating Ordnance Survey datum heights, which will be located on a scale base plan of the site derived from drawings provided by the developer.

A metal-detector, operated by a trained, experienced member of PCAS staff, will be used to aid the recovery of artefacts. The metal-detector used will be a Fisher M-scope 1236-X2, set to a high sensitivity setting for maximum depth, and a relatively low discrimination to pick up a wide range of objects. Stripped areas and spoilheaps (where accessible) will be scanned.

A written record of each significant stratigraphic horizon and archaeological feature will be made on standard PCAS context recording forms, supplemented by specialised masonry and timber recording forms if required. These will be supplemented by a narrative account in the form of a site diary. The archaeologist will pay due attention to the landscape aspect of any exposed remains – both the cultural and the natural landscape – which may require a brief assessment to be made of neighbouring conditions (e.g. visible earthworks in adjacent areas, surface observation, standing buildings, vegetation cover etc).

A photographic record will be maintained during the course of the archaeological intervention: this will consist of digital SLR photography which supplies both JPEG and RAW formats. Photographs will incorporate an identification board, north arrow and vertical/horizontal scales as appropriate. The photographic record will include:

- general location shots depicting the area of works;
- working shots chronicling the progress and recording the methodology of the groundworks;
- individual features in plan and/or section as appropriate;
- groups of features, where relationships are important.

If human remains are discovered, lifting will be kept to the minimum which is compatible with the planned development processes and the aims of the archaeological project; remains will be left *in situ* where possible. The landowner and/or developer, the county Historic Environment Advisor and the coroner will be informed of the discovery. Where removal is considered to be necessary, a Ministry of Justice Exhumation Licence will be requested, in accordance with the Burial Act of 1857 and the Church of England (Miscellaneous Provisions) Measure 2014, No. 1 Section 2 and the local Environmental Health Officer will be advised. All reasonable requests of interested parties concerning the methods of removal, reinterment or disposal of the remains and associated items will be complied with, and attempts will be made at all times not to cause offence to interested parties. Christian burials are not expected during this project; as a standard, pre-Christian remains are retained in a museum of record for possible future study following initial specialist assessment post-excavation, and the terms of the exhumation licence will be arranged to reflect this. The treatment of human remains will be at all times in accordance with the requirements of civil law and all relevant ClfA and Historic England (formerly English Heritage) guidance, including *Human Bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports* (EH, 2004).

All artefacts will be treated in accordance with UKIC guidelines, *First Aid for Finds* (Watkinson & Neale 1998). All artefacts encountered during the groundworks will be retrieved and returned to PCAS offices for initial assessment. A register of finds that are potentially of particular interest will be kept, and such finds will be located on the plan and section drawings by GPS; recorded finds typically include all items of precious metal;

recognisable base metal artefacts other than those identifiable as modern; complete ceramic or glass vessels other than those identifiable as modern; glass or ceramic sherds with dates, inscriptions or significant decoration (e.g. stamped mortarium); worked bone artefacts; wooden artefacts, and complete flint artefacts. All finds will be stored in polythene bags labelled with the site code and the context number of the individual deposit from which they were recovered, in order to be returned to PCAS premises for later cleaning, marking and in-house assessment or dispatch to external specialists. An initial record of the presence of finds by type will be made for each context as part of the written recording on site; a full record of the type and count of artefacts retrieved from each context will be made during initial processing (see section 8 below).

All finds that qualify as 'treasure' under the 1996 Treasure Act (Treasure Act Code of Practice – 3rd revision 2023) will be treated in accordance with the Act; HM Coroner and the regional Finds Liaison Officer for the Portable Antiquities Scheme will be informed and the finds will be safely stored. PCAS will be deemed to be 'the finder' with regard to treasure (or potential treasure) as defined under the Treasure Act 1996, and the Applicants' and PCAS' obligations will cease with regard to the artefacts on the handing over of any such items to the party designated by the Coroner (or to the Coroner's Office) and will not recommence unless the items are declared not to be Treasure under the Act or if they are returned further to being declined for acquisition by appropriate bodies.

In line with the recommendations made in *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation* (English Heritage, 2011, 2nd edition), palaeoenvironmental samples will be taken from interpretable and datable archaeological deposits where site safety and the confines of the cable route groundworks allow. The topography and geology of the site suggest that palaeoenvironmental preservation conditions are likely to be moderately favourable, and this impression was borne out by the results of environmental sampling carried out during the solar farm site evaluation, which retrieved charred seeds including cereal remains: fills with visible evidence of burning or heat-affected material will be prioritised for sampling. Recommended sample sizes are 40-60 litres, up to the whole of the exposed portion of a partially uncovered feature or the whole of smaller features. Bulk samples for environmental processing will be taken in 10-litre capacity lidded plastic buckets. All samples will be 'whole earth': visible finds will not be removed unless their nature demands special treatment (e.g. precious metal, human remains or artefacts in need of immediate conservation) or they are likely to be adversely affected by the sieving process. The removal of any such material will be noted on the sample record. All samples will be labelled with the site code, context number and sub-sample count (e.g. '1 of 4', '2 of 4') with indelible pen on plasticized labels; two labels will be sealed inside each bucket, and two attached to the exterior of each bucket. Smaller and specialised samples may be kept in polythene finds bags: these will be double-bagged, with the site code, context number and sub-sample count written on the white panels of both bags, and a label placed in the inner bag and between the inner and outer bags, duplicating this information.

The next phase of construction groundworks will not commence until the county Historic Environment Advisor has either visited the site and confirmed that the archaeological work has been carried out to an acceptable standard or has confirmed the signing-off remotely.

8.0 Methodology: Post-Fieldwork

Following completion of site works, all archaeological records and finds will be taken to the offices of PCAS prior to processing and dispatch or in-house assessment; all written and drawn archaeological records will be checked, ordered and cross-referenced before leaving the site. Certain classes of bulk find, such as post-medieval pottery and building material, may be discarded during this process, with the prior approval of the Historic Environment Advisor and the receiving museum, providing that a sample is kept and that the full count of material is recorded.

Stable finds (e.g. pottery, bone etc) will be washed, marked and packaged at PCAS prior to dispatch. Unstable finds will be dispatched for remedial conservation as a prelude to assessment. Following the completion of site works, the processed finds will be dispatched for specialist identification and assessment, and bulk and specialist environmental samples will be dispatched for processing and reporting. PCAS have used the services of the following specialists in the past and may use any/all of the following again, depending on suitability, availability etc.

Archaeological Contractors:

- University of Leicester Archaeological Services (ULAS) – provides a comprehensive service in all areas of post-excavation analysis.
- Durham University Archaeological Services (DUAS) – provides environmental archaeology services.
- York Archaeological Trust (YAT) – identification and assessment of registered special finds; X-Ray analysis and Conservation Services.
- Scottish Universities Environmental Research Centre (SUERC) – radiocarbon dating laboratories.

Other Freelance Specialists:

- P. Blinkhorn – specialising in the identification and assessment of post-Roman pottery.
- J. Curl – specialising in the identification and assessment of animal bone.
- R. Devaney – specialising in the identification and assessment of lithic materials and tools.
- G. Kiraly – specialising in the identification and assessment of human remains.
- Dr. K. Leahy – specialising in the identification and assessment of post-Roman and early medieval artefacts, particularly metalwork.
- Dr. R. Mackenzie – specialising in the identification and assessment of waste metalworking residues.
- G. Monteil – specialising in the identification and assessment of samian ware.
- Q. Mould – specialising in the identification and assessment of leather artefacts.
- S. Percival – specialising in the identification and assessment of prehistoric pottery and ceramics.
- I. Rowlandson – specialising in the identification and assessment of Iron Age and Roman pottery.

- C. Simpson – specialising in processing, assessment and analysis of environmental remains.
- G. Taylor – specialising in the identification and assessment of general small-finds assemblages.
- Z. Tomlinson – specialising in the identification and assessment of general small-finds assemblages.
- I. Tyers – specialising in dendrochronology and the identification and assessment of timber and worked wood.
- R. Tyson – specialising in the identification and assessment of medieval and post-medieval glass.
- M. Wood – specialising in registered and other finds, including slag, metal objects, worked stone and glass;
- J. Young – specialising in the identification and assessment of post-Roman pottery and ceramic building material.

In the event that regional specialists with specific expertise in this area are required, advice will be sought from the Senior Historic Environment Advisor. *Curricula vitae* with a list of publications will be provided for approval in all cases before specialists are appointed.

A post-excavation assessment (PXA) report on the results of the project will be submitted within six months of the completion of the groundworks. If a full report cannot be made within this time, due to the extra demands made on specialist assessment, analysis and time by the anticipated large and highly significant finds assemblages, an interim report may be produced, in agreement with the client and the Senior Historic Environment Advisor.

The PXA report will be prepared in accordance with current guidelines and will include the following minimum information:

- A non-technical summary
- Museum accession number, site code and project number
- Planning reference number
- Grid reference, site location, topography and geology
- Archaeological and historical background
- A statement of aims and objectives of the project
- A description and analysis of the fieldwork undertaken
- A geo-referenced location plan at a minimum scale of 1:10,000
- A scaled overall site plan showing the accurately surveyed location of the development site in relation to known and speculated archaeological features (if appropriate)
- Scaled section and plan drawings of all archaeological features encountered within the excavation area.
- Discussion and conclusions, including interpretation of the results and their context within the surrounding landscape, consideration of the importance of the findings on a local, regional and national basis with reference to the East of England Archaeological Research Framework, and a critical review of the effectiveness of the methodology

- A matrix to determine the phasing of recorded features and deposits, where applicable, with dating applied where possible.
- Tables summarising features and artefacts with full descriptions and brief interpretation
- Specialist artefact and environmental reports, as necessary, with reference made to appropriate published type-series
- Colour photographs, including general views and appropriate detail
- Acknowledgements
- Bibliography of sources used
- Archive deposition location and agreed deposition date
- A summary of the report's presence and location on the OASIS online database

Copies of the project report will be sent to the client, the Hertfordshire Historic Environment Record (HER) and the Senior Historic Environment Advisor. Copies of the report will also be deposited with North Hertfordshire District Council Museum as part of an ordered and indexed project archive. The data from the project, along with a digital copy of the report, will be uploaded to the Archaeology Data Service OASIS (Online Access to the Index of archaeological investigationS) database for public consultation; with the approval of the Museum Curator and Heritage Officer (subject to confirmation), this project will appear jointly with the archaeological works on the solar farm site under the already assigned OASIS ID number preconst3-535659.

9.0 Archive and Deposition

Following acceptance of the final report, a project archive (documentary and material) will be prepared in accordance with the guidelines contained in *Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, compilation and Transfer of Archaeological Archives in Hertfordshire* (Hertfordshire Association of Museums, 2017), *Guidelines for the Preparation of Excavation Archives for Long Term Storage* (UKIC 1990) and *Standards in the Museum Care of Archaeological Collections* (Museums and Galleries Commission 1992). The entire archive will be prepared at the offices of PCAS, prior to deposition with North Hertfordshire District Council Museum or with the Archaeology Data Service as appropriate. With the approval of the Museum Curator and Heritage Officer (subject to confirmation), the archive from this project will be jointly deposited with the archive from the archaeological works on the solar farm site: a Project Notification Form for this project has already been sent to the museum, and the museum site code WYM/GL '25 has been issued.

10.0 Publication and Dissemination

Deposition of the report with the HER, where it will be incorporated into their database for public consultation, and uploading the project data to OASIS will be considered as placing the results of the project in the public domain. Where the significance of the results warrants it, wider publication of the results is routinely considered: the content and place of publication is dependent on what is found (e.g. an account of discoveries of regional interest might appear in a county journal), and will be subject to discussion with the archaeological advisor to the planning authority.

under the terms of the Copyright, Design and Patents Act 1988, PCAS shall retain full copyright with regard to written, digital and graphic material. However, following project

completion, the commissioning body, the Hertfordshire HER and the Archaeology Data Service may all, in the interest of informing and advancing the profession, make responsible use of the data, provided that any material copied or cited in reports is duly acknowledged and all copyright conditions observed.

11.0 Health and Safety

All work will be carried out in compliance with the Health and Safety at Work Act 1974 and its related regulations and codes of practice.

Employees and sub-contractors of PCAS Archaeology Ltd will perform their duties in accordance with company safety policy (revised 2023). Where employees are temporarily engaged at other workplaces, they are to respect relevant local regulations, both statutory and as imposed by other employers within the Health and Safety at Work Act.

In furtherance of the duty of care imposed by the Health & Safety at Work Act, the Employer shall make available to his employees whatever reasonable facilities are required by particular circumstances, e.g. appropriate protective clothing, safety equipment, rest breaks for specialised tasks, etc.

A site risk assessment will be prepared prior to any site works taking place; this will be reviewed and updated as appropriate and a copy will be kept available on site.

12.0 Insurance

PCAS Archaeology Ltd has the following insurance cover:

Employers' Liability:	£10,000,000
Public Liability:	£5,000,000
Professional Indemnity:	£1,000,000

13.0 Monitoring Arrangements

Internal monitoring will be the responsibility of Leigh Brocklehurst, Project Manager, PCAS. The Senior Historic Environment Advisor (Hertfordshire LEADS) will be informed, with not less than two weeks' notice, of the start of the mitigation scheme. He will be kept informed of any unexpected discoveries and regularly updated on the project's progress, and will be free to visit the site by prior arrangement with the site director. The North Hertfordshire Museum Curator and Heritage Access Officer will also be informed of the start of works and invited to visit.

14.0 Contacts

Leigh Brocklehurst, Project Manager, PCAS	(01522) 703 800
Andy Instone, Hertfordshire County Council	(01992) 555 241
Keith Fitzpatrick-Matthews, North Hertfordshire Museum	(01462) 474 598

15.0 References

Association of Local Government Officers (ALGAO), 2025, East of England Regional Research Framework available online at <https://researchframeworks.org/eoe/>.

English Heritage (EH), 2011, *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation (second edition)*. English Heritage Publishing.

Lavery, M., 2024, *Priory Farm Solar Array Grid Connection, Little Wymondley, Hertfordshire: Heritage Impact Assessment*. Unpublished client report produced by AOC Archaeology Group.

Ordnance Survey, 2015, *Luton & Stevenage, Hitchin & Ampthill: 1:25,000 scale Explorer series map sheet 193*. The Ordnance Survey, Southampton.

Ordnance Survey, 1884, 1st edition 6 inch to the mile scale map sheet Hertfordshire XII, surveyed 1878-81.

Planning documentation consulted online at https://documentportal.north-herts.gov.uk/GetDocList/Default.aspx?doc_class_code=DC&case_number=24/02333/FP#.

Savage, R. D., 2025, *Priory Farm Solar Farm, Graveley Land and East of Great Wymondley, North Hertfordshire: Specification for a Programme of Targeted Archaeological Excavation*. Unpublished planning document produced by PCAS Archaeology Ltd.

Wolf, A., 2025, *Priory Farm Solar Farm, Wymondley, Hertfordshire: Archaeological Mitigation Written Scheme of Investigation*. Unpublished planning document produced by AOC Archaeology Group.

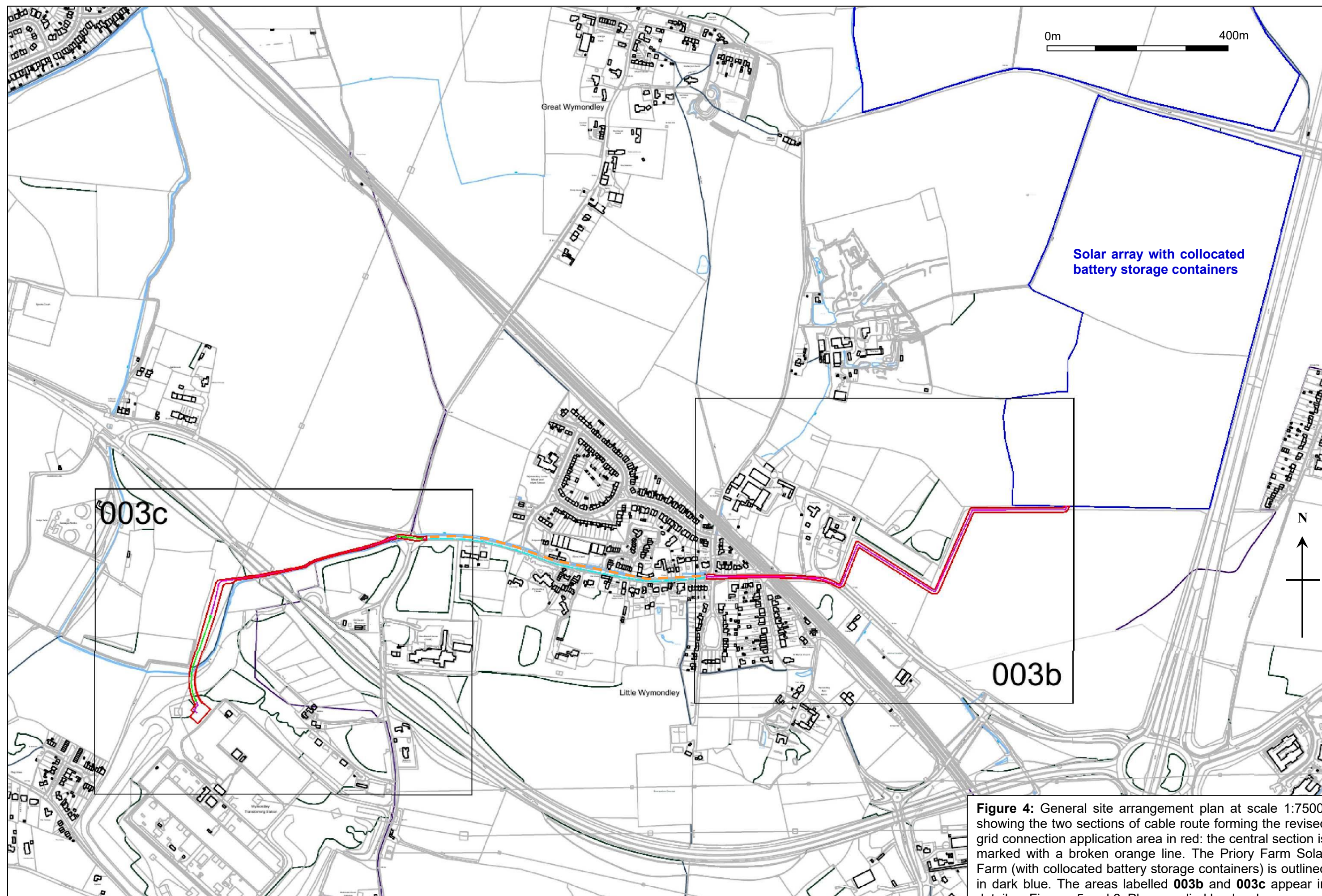
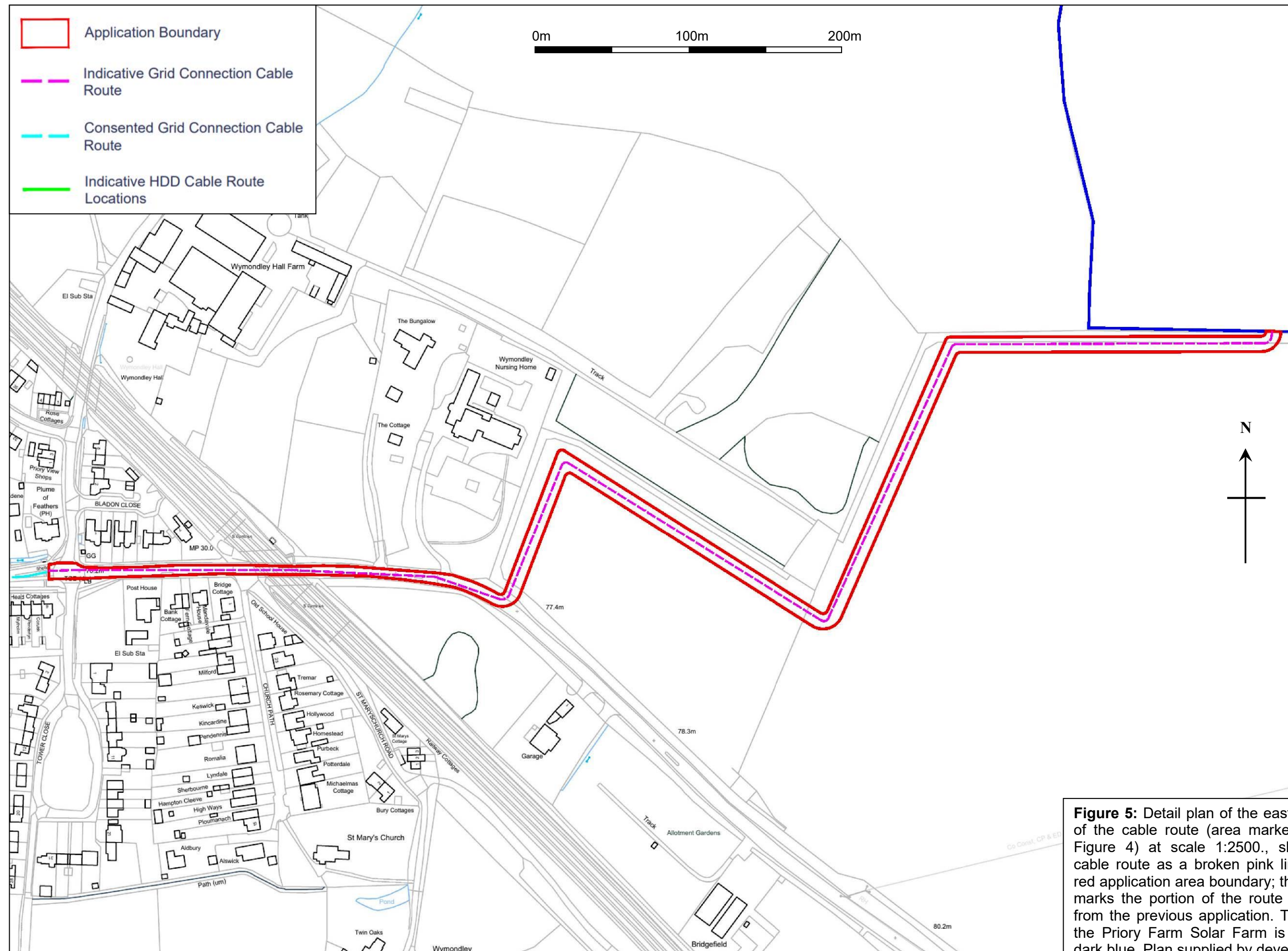


Figure 4: General site arrangement plan at scale 1:7500, showing the two sections of cable route forming the revised grid connection application area in red: the central section is marked with a broken orange line. The Priory Farm Solar Farm (with collocated battery storage containers) is outlined in dark blue. The areas labelled **003b** and **003c** appear in detail as Figures 5 and 6. Plan supplied by developer.



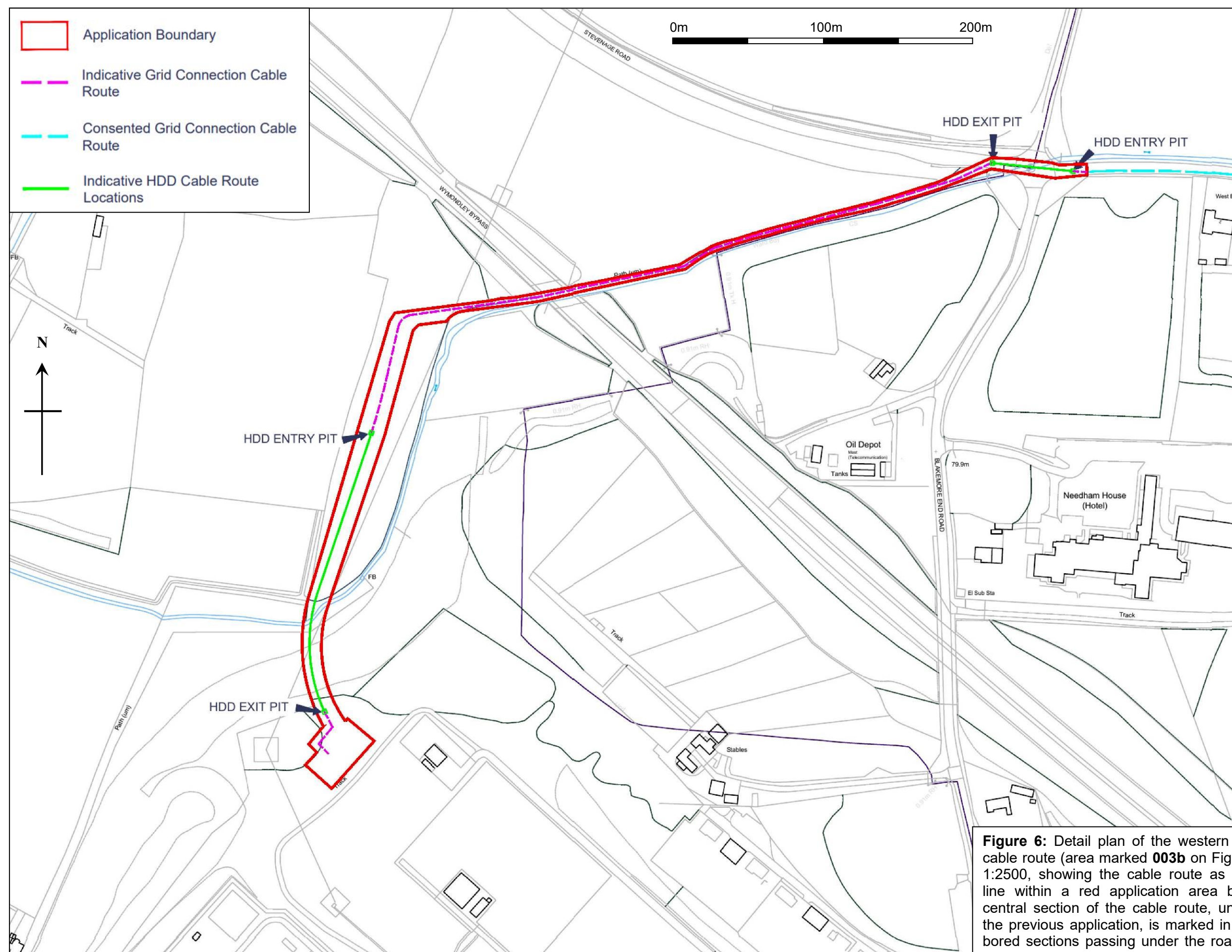


Figure 6: Detail plan of the western portion of the cable route (area marked **003b** on Figure 4) at scale 1:2500, showing the cable route as a broken pink line within a red application area boundary. The central section of the cable route, unchanged from the previous application, is marked in cyan and two bored sections passing under the road junction and the Ash Brook in green. Plan supplied by developer.

Appendix 1: Digital Data Management Plan

Project Manager	Leigh Brocklehurst																					
Project Name	Land between Priory Farm and Wymondley Substation, North Hertfordshire.																					
PCAS Job Number	3183																					
Site Code	GLWX 25																					
Author (s)	R. D. Savage																					
Date:	August 2025																					
Project Stages covered	Excavation and Post-Excavation																					
Status	Pre-commencement																					
File Name/Location	3183 Priory Farm, Wymondley additional works/Stored in the Project Specifications file on the server.																					
Data Collection/Creation																						
Data to be Collected/Created	Paper recording on standard PCAS Archaeology Ltd recording sheets forms the basis for the site archive. Drawings will be created by hand using permatrace drawing film, using a suitable pencil (6H Staedler Mars Lumograph are issued by the company). The paper archive will be digitised upon completion of project. In addition to the physical archive, the digital archive will include GIS data, site photography, and databases. The documentary archive will consist of: Text: Various Word Documents; including Written Scheme of Investigation, Assessment Reports, Specialist Reports, Full Excavation Report. This will also include context sheets, registers, and site diaries. Databases: These will include context databases and finds lists in Excel files, GIS database, etc. All data generated will be held on the PCAS Archaeology Ltd servers and will be stored within its own project file on the server. Images: Hard copy Permatrace drawings, digital images; to include site photography, scanned Permatrace drawings, and site plans produced for the report. Data formats used are standardised and openly documented, ensuring that data is shareable. <table><tr><th colspan="3">Expected Data to be used</th></tr><tr><th>Type</th><th>Format</th><th>Estimated Volume</th></tr><tr><td>Spreadsheets</td><td>Excel (.xlsx). To be deposited in preservation format (.csv)</td><td>Up to 10 objects (less than 2MB total) (Context Register, Finds and Samples Register, Drawing Register, Specialist Finds Tables)</td></tr><tr><td>Text/ Documents</td><td>Word (.doc) PDF (.pdf/a)</td><td>Up to 25 objects (less than 100MB total) (Project Brief, Written Scheme of Investigation, Assessment Report, Final Grey Literature Report, Specialist Reports)</td></tr><tr><td>Vector Graphics</td><td>CorelDraw (.svg) QGIS (.shp) Word (.doc)</td><td>Site Plans (average size 5MB), Report Images (average size 2MB)</td></tr><tr><td>Images</td><td>Intended deposition format (.tiff)</td><td>Archive shots - Between 50 and 100 (average size 4MB)</td></tr><tr><td>GIS</td><td>ESRI Shapefile (.shp & .shx & .dbf, plus associated files)</td><td>Up to 20 overall GIS files (less than 20MB)</td></tr></table>	Expected Data to be used			Type	Format	Estimated Volume	Spreadsheets	Excel (.xlsx). To be deposited in preservation format (.csv)	Up to 10 objects (less than 2MB total) (Context Register, Finds and Samples Register, Drawing Register, Specialist Finds Tables)	Text/ Documents	Word (.doc) PDF (.pdf/a)	Up to 25 objects (less than 100MB total) (Project Brief, Written Scheme of Investigation, Assessment Report, Final Grey Literature Report, Specialist Reports)	Vector Graphics	CorelDraw (.svg) QGIS (.shp) Word (.doc)	Site Plans (average size 5MB), Report Images (average size 2MB)	Images	Intended deposition format (.tiff)	Archive shots - Between 50 and 100 (average size 4MB)	GIS	ESRI Shapefile (.shp & .shx & .dbf, plus associated files)	Up to 20 overall GIS files (less than 20MB)
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Text/ Documents	Word (.doc) PDF (.pdf/a)	Up to 25 objects (less than 100MB total) (Project Brief, Written Scheme of Investigation, Assessment Report, Final Grey Literature Report, Specialist Reports)																				
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GIS	ESRI Shapefile (.shp & .shx & .dbf, plus associated files)	Up to 20 overall GIS files (less than 20MB)																				

How Data will be Collected/Created	The data will be collected and created according to the methodology set out in the Written Scheme of Investigation for Land between Priory Farm and Wymondley Substation, North Hertfordshire (available to all site staff). GIS data will be collected and created according to the PCAS Archaeology Ltd Survey Manual (Version 2 2024). This is available for all site staff; however, the data collection, creation and storage is the responsibility of the PCAS appointed surveyor. These standards conform to ClfA Codes of Conduct (2022 Revision), Management of Research Projects in the Historic Environment (2015 Revision) and ADS Guidelines for Deposition. Instruments used in the collection of data are calibrated yearly and are routinely checked to ensure they are in full working order. The digital project archive will be stored in a project-specific folder on the internal PCAS Archaeology Ltd server. Project folders are to be named following established organisation procedures (Job Number and Site Name). All files included as part of this project archive will include the organisational identifier (job number), the site name (Land between Priory Farm and Wymondley Substation, North Hertfordshire), the file descriptor (e.g. WSI) and the version number (e.g. V2). All site records and data collected will be reviewed by the Project Officer throughout the project to ensure the data is accurate and secure. Whilst project folders are reviewed internally on a regular basis by the Project Manager to ensure that organisational data management standards are being met.
Relations	N/A
Documentation and Metadata	
Metadata	Metadata will be created as listed above to PCAS Archaeology Ltd standards which adheres to ADS guidelines for deposition (see https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml).
Documentation	An archive catalogue documenting both physical and digital archive products will be maintained throughout the project. Site archive documentation will be included alongside the data in order for secondary users to understand and reuse it. This will include documents such as photo registers, context summaries, drawing records. These will include descriptions of the data collected, who collected it and the date of collection.
Ethical and Legal Compliance	
Data Security Issues	None
Intellectual Property Rights	All Data created by PCAS Archaeology Ltd employees are the intellectual property rights of PCAS Archaeology Ltd.
Data Storage	
Storage and Backup	All data collected and recovered during the excavation will be stored and backed-up on the PCAS Archaeology Ltd servers. These are backed-up daily in order to prevent loss of Data. Initial recovery of site Data may be from site to company laptops, however the data will be transferred to the company's server at the earliest opportunity. Prior to it being on the server, the Project Officer will back-up data on laptops through use of external hard drives/memory sticks. PCAS Archaeology Ltd's IT is managed by an external data management provider, who is also responsible for the management and verification of our daily back-ups and who supports access to security copies as needed.

Access and Security	Data will be freely available to all members of the team throughout the project. There are no security issues.
Selection and Preservation	
Preservation Plan	The physical archive, documentary and material, will be transferred to the North Hertfordshire Museum as part of an ordered and indexed project archive. The documentary archive will contain any hard copy data reports the repository wish to receive. The archive, including the data from the project, will be archived with the ADS. Digital photographs born of the project and any other digital content considered suitable for long term storage will be deposited with North Hertfordshire Museum as part of an ordered archive, and with ADS Easy or similar dependant on the size of the final digital archive. A complete set of the digital data does not need to be retained in full. A Selection Strategy has been developed in association with this project, considering the likely contents of the archive and the requirements of North Hertfordshire Museums archaeological archive deposition guidelines (Hertfordshire Archaeological Archives Standards – A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire (2024). This selection strategy will be under constant review by all stakeholders (project team, project management and intended repository) to determine the final archive for retention and deposition. Advice on the selection strategy can be found in the CIFA's Selection Toolkit for Archaeological Archives 2022.
Data Sharing	
Data Sharing Plan	A copy of the final reports will be supplied to the North Hertfordshire Senior Historic Environment Advisor, the Hertfordshire HER and the landowner / client. A summary of the project will be included on the OASIS Index of Archaeological Investigation and will be updated as the project progresses. A final version of the project reports will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly. Awareness of the work will be raised through publication, and documentation with the HER, in addition to suitable photos being shared via PCAS' social media platforms.
Data Sharing Restrictions	There are no restrictions on the use of this data after project completion.
Responsibilities and Resources	
Responsibilities	The Project Manager, Leigh Brocklehurst, and the site's Archaeological Clerk of Works (ACoW) are responsible for ensuring the data management plan is followed. Data capture, metadata production and data quality are the responsibility of the Project Team, overseen by the ACoW. Storage and backup of data in the file is the responsibility of the ACoW. Once data is incorporated into the organisations project server, storage and backup is managed by an external company. Data archiving is undertaken is undertaken by the Finds and Archives Officer, who is responsible for the transfer of the project archive to the agreed repository.
Resources	Resources required to deliver this project are provided by the developer.

Appendix 2: Selection Strategy

PROJECT INFORMATION	
Project Management	
Project Manager	Leigh Brocklehurst
Archaeological Archive Manager	Catherine Cragg (acting)
Organisation	PCAS Archaeology Ltd.
Project Details	
Project Name	Land between Priory Farm and Wymondley Substation, North Hertfordshire
PCAS Job Number	3183
Site Code	GLWM 25
STAKEHOLDERS	
Collecting Institution	North Hertfordshire Museums Resource Centre (Keith Fitzpatrick-Matthews, Museum Curator and Heritage Officer)
Date Contacted	4 th August 2025
Landowner/Developer	AGR Solar 4 Ltd.
Other	Project Specialists may include: Environmental Services; Prehistoric and Roman pottery specialist; post-Roman ceramics specialist(s), Animal Bone; Human Bone; worked stone; metalwork and metal working debris etc. List of specialists provided in WSI to be reviewed during fieldwork and post-fieldwork assessment stages of the project.
Resources required	PCAS staff time as required by main contractor operations. Specialist staff time to be determined during post-ex phase.
CONTEXT	
The Hertfordshire County Council Senior Historic Environment Advisor has recommended the elements of the Written Scheme of Investigation (WSI). The designed WSI is subject to the approval of the Senior Historic Environment Advisor. The appointed museum of record (North Hertfordshire District Council Museum) has been contacted regarding this project. With the approval of the Museum Curator and Heritage Officer (under consideration), the archive will be jointly deposited with the project archive for the solar farm archaeological works, using the same NHM site code. The PCAS Finds and Archiving Officer has been consulted in the course of preparing the WSI, this Selection Strategy and the Data Management Plan for this project. Initial liaison with external specialists has been undertaken; selection strategies for the recovered material archive will be discussed and implemented in the post-excavation phase of the project.	
DIGITAL DATA	
Stakeholders	PCAS Project Manager, PCAS Project Archives Officer, Digital Repository (ADS)
Data Management Plan	The project specific Data Management Plan has been prepared and will be submitted as an appendix to the WSI. It includes both analogue and digital data.
Selection	
Digital data for the archive will be selected by the PCAS Finds and Archiving Officer following the completion of all phases of post-fieldwork reporting, once the entire archive from all phases of site work have been completed. The Selection Strategy will follow guidance issued in Hertfordshire Archaeological Archive Standards: A Countrywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire (Hertfordshire Association of Museums, 2017). The selected archive for preservation may include: • GIS databases and digitised plans of the results of the fieldwork; • Digital images of the fieldwork; • Excavation and Finds data, including databases, text documents and drawings born during the post-excavation reporting, including context summaries, specialist archives etc.; • Images, digital photographs, colour slides and drawings both from the phased fieldwork, assessment report and any final report for the project. Any X-ray images resulting from post-excavation specialist assessment and conservation, digital tables and graphs including where appropriate a site matrix;	

- Text documents, including copies of the approved WSI, assessment reports, specialist reports.

A review of the archive will be made at the post-excavation assessment reporting stage and again at the post-reporting archive preparation stages of the project.

Digital data will be managed and stored according to PCAS procedures outlined in the Data Management Plan.

Digital data not considered suitable for inclusion in the final project archive may be kept by PCAS Archaeology for business purposes.

The Data Management Plan covers both analogue and digital data, and is included in the WSI as Appendix 1.

Documents

Stakeholders	PCAS Archaeology Ltd (Project Archives Officer, Project Manager); North Hertfordshire District Council Museum.
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Selection

Selection of documents for the archive will be undertaken by PCAS Archives Officer at the post-excavation stage of the project, as part of the preparation of the archive. The Selection Strategy will follow guidance issued in the Hertfordshire Archaeological Archive Standards (Hertfordshire Association of Museums, 2017). The selected archive is expected to include:

- Fieldwork paperwork, including context summaries and recording sheets, photograph registers, drawings registers and A3 sized Permatrace sheets with drawings (made using 6H pencils), annotated developer drawings showing archaeological recording or revealed features. Possibly small finds registers;
- Post excavation documents, including copies of the assessment reports and the final analysis report (if considered necessary) with integral specialist reports.

Analogue data not considered suitable for inclusion in the final archive is likely to include any invoices for equipment hire, the risk assessment, copies of the WSI (a digital copy will be included in the archive), unannotated developer drawings, colour slides which have failed. This data may be retained for business purposes; after a final review the discarded documents will be destroyed.

Analogue data will be managed and stored according to PCAS procedures outlined in the Data Management Plan (included in the WSI as Appendix 1).

Materials – Bulk Finds

Stakeholders	PCAS Project Manager, Finds and Archives Officer; Developer; Museum of Record (North Hertfordshire District Council Museum)
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Selection

The WSI identifies the possible artefact types that may be recovered and the potential specialists to be engaged should any of those artefact types be recovered during fieldwork.

PCAS policies usually discourage the recovery of the following artefact types:

- Pottery and metalwork of a clearly 20th-century date;
- Unstratified and unworked animal bone recovered from modern top- and subsoil contexts (any worked bone from any context should be returned to PCAS for processing and dispatch to specialist);
- Small quantities of shell (where a significant quantity is recovered the artefacts should be returned to PCAS for further analysis);
- Heat affected stone, unworked stone and unworked flint.

Any bulk finds identified and discarded during the fieldwork phase will be identified and quantified on the context recording sheets.

All other bulk finds will be returned with the project archive to PCAS offices for processing and dispatch to specialists.

Contents of the final project archive for deposition at North Hertfordshire District Council Museum will include bulk finds as per the recommendations of the appointed specialists and with referral to the Hertfordshire Archaeological Archive Standards (Hertfordshire Association of Museums, 2017). Final selection of the bulk finds will take place as part of the preparation of the project archive for deposition, and will be undertaken by the PCAS Finds and Archive Officer.

Standards and guidance: Recording will follow standard technological and typological classifications', and will be published within the Project Design. Assessment will follow English Heritage's MoRPHE Project Planning Note 3: Archaeological Excavation (English Heritage 2008) and the ClfA's Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials (Institute for Archaeologists 2020).	
Materials – Environmental Sampling	
Stakeholders	PCAS Project Manager, Finds and Archives Officer; Developer; Museum of Record (North Hertfordshire District Council Museum)
Selection	
It is expected that environmental samples will be taken from datable, stratified contexts where additional information may provide insight into the character of activity associated with that context. A more intensive sampling strategy from the lower horizons of the enclosure ditch where anaerobic conditions have resulted in good organic preservation is included. Samples will be assessed at post-excavation collation of the archive, and any considered unsuitable for processing (sample size unsuitable, deposit identified as likely to be contaminated, sample considered unnecessary etc.). Deselected samples will be discarded at PCAS Offices. Selected samples will be processed and analysed by the appointed specialist. It is anticipated that all material from samples (flots, extracted plant material, animal bones) will be selected for inclusion in the working archive. Following assessment by the specialist it is probable that unsorted residues will be discarded, but this decision will take place at that stage in consultation with the responsible individuals, and should not be assumed. Flots containing no archaeological material could also be considered for discard following consultation with the relevant individuals but should also not be assumed. Standards and guidance: Recording will follow standard technological and typological classifications', and will be published within the Project Design. Assessment will follow English Heritage's MoRPHE Project Planning Note 3: Archaeological Excavation (English Heritage 2008) and the ClfA's Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials (Institute for Archaeologists 2020).	