

Written Scheme of Investigation for Archaeological Field Evaluation & Archaeological Observation

On Behalf of
Netherdown

Concerning

**Lordship Farm Barns
Holwell
Hertfordshire
SG5 3SS**

December 2024; updated June 2025

General Enquiries

e: info@borderarchaeology.com

t: 01568 610101

w: borderarchaeology.com

Administration

The Plaza, Owen Way, Leominster Enterprise Park, Leominster, HR6 OLA

Post-Ex Facility - Leominster

t: 015678 610101

e: ask@borderarchaeology.com

Post-Ex Facility – Milton Keynes

t: 01908 533233

e: ask@borderarchaeology.com

Regional Offices

Milton Keynes

Unit 4, Twizel Close
Stonebridge
Milton Keynes
MK13 0DX
t: 01908 53323

Leeds

No 1 Leeds
26 Whitehall Road
Leeds
LS12 1BE
t: 0113 8187959

London

4-4a Bloomsbury Square
London
WC1A 2RP
t: 02033 015670

Newport

Merlin House
No 1 Langstone Business Park
Newport
NP18 2HJ
t: 01633 415339

Bristol

First Floor
Citibase Bristol, Aztec West
Almondsbury
Bristol
BS32 4TD
t: 0117 9110767

Winchester

Basepoint Business Park
Winnal Valley Road
Winchester
SO23 0LD
t: 01962 832777



Technical Specifications

Compilation

George Children MA MCI^fA

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Artwork

Holly Litherland-Forrest BA (Hons.)

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Final Edit & Approval

Stephen Priestley MA MCI^fA

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1



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1 Introduction

Border Archaeology (BA) has been instructed by Netherdown to carry out a programme of Archaeological Observation (AO) of the demolition of all existing non-traditional structures, including the modern extension, modern grain structures and potato store, followed by Archaeological Field Evaluation (AFE) at Lordship Farm Barns Pirton Road Holwell Hertfordshire SG5 3SS (Application Nos: 22/01842/FP) (NGR TL 16363 32924) (Fig. 1).

Planning permission (application ref: 22/01842/FP) has been granted by North Hertfordshire District Council (NHDC) for: *Conversion of a Grade II listed building and associated Curtilage Listed Building to two semidetached residential dwellings (1 × 3-bed and 1 × 4-bed) including demolition of modern extension and replacement single-storey extension. Erection of four detached and semidetached dwellings (3 × 4-bed and 1 × 5-bed); four-bay cart-shed for covered parking; associated parking and gardens; and minor alteration to existing vehicular access and partial widening of access road following demolition of existing structures...*

Full planning permission was granted for the proposed development on 21st July 2022 with the following conditions:

18. No demolition/development shall take place/commence until an Archaeological Written Scheme of Investigation has been submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of archaeological significance and research questions; and:

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

Reason: In the interests of archaeology.

19. The demolition/development shall take place/commence in accordance with the programme of archaeological works set out in the Written Scheme of Investigation approved under condition 18.

Reason: In the interests of archaeology.

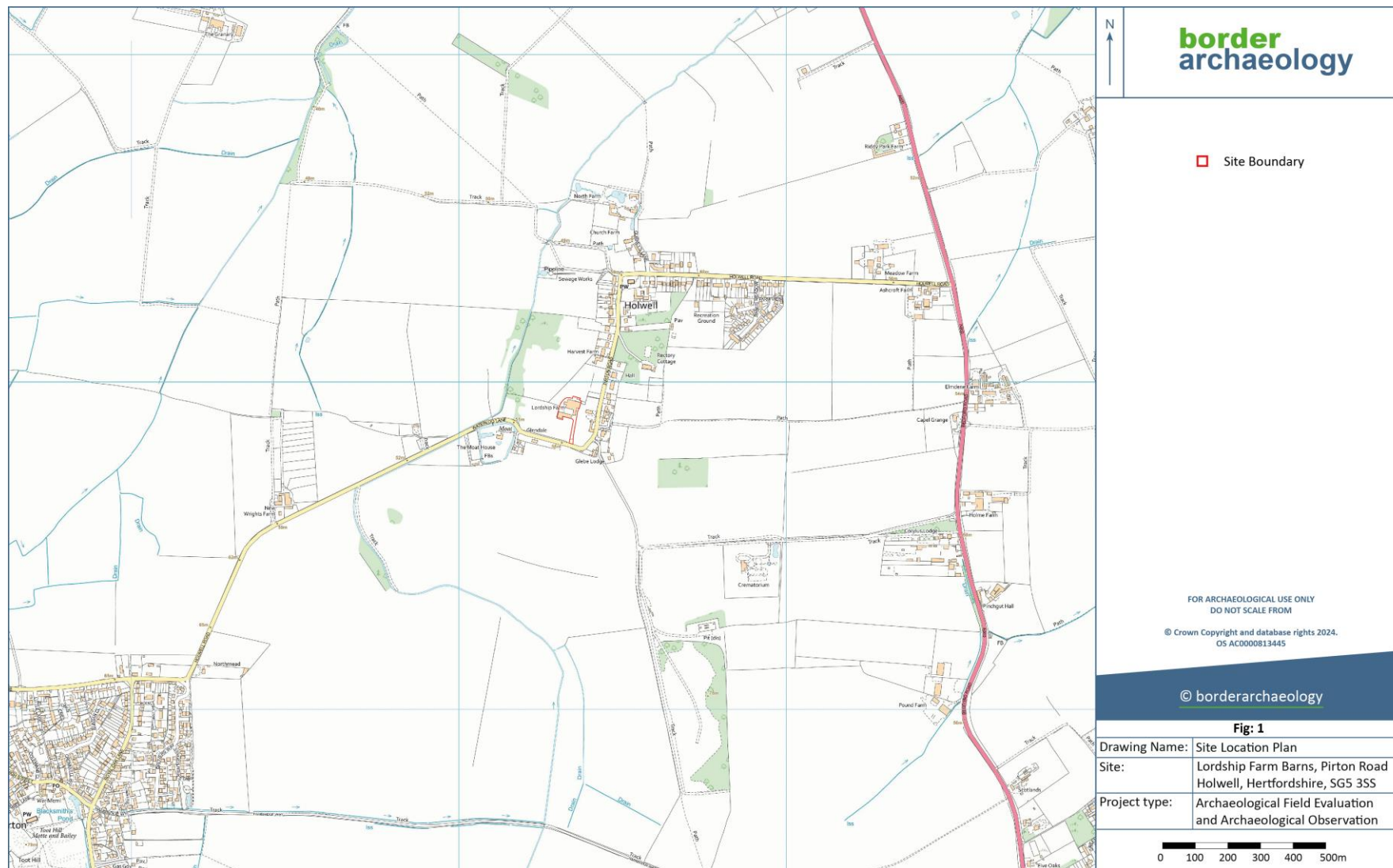
20. The development shall not be occupied/used until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition 18 and the provision made for analysis and publication where appropriate.

Reason: In the interests of archaeology.

Specific advice and scoping of the archaeological works was previously set out in a letter issued by Dr Simon Wood, Historic Environment Advisor, dated May 22nd 2018, which recommended the following provisions:

- 1. The historic building recording (to Historic England Level 3) of the Grade II listed barn and the associated curtilage listed barn before any development commences;*
- 2. the archaeological recording of any interventions into the historic fabric of the Grade II listed barn and curtilage listed barn where such works might reveal additional information relating to the development of the buildings, and for the purpose of recording any original historic features (etc.) that may be exposed;*
- 3. the archaeological monitoring of all groundworks related to the demolition of any of the existing structures on site, specifically the grubbing out of foundations or the removal of slab. This should include a contingency for preservation or further archaeological investigation of any remains encountered;*
- 4. the archaeological evaluation of the development area, via trial trenching, prior to any new development commencing. Please note that this should occur post demolition of the existing structures on site that are proposed for demolition;*
- 5. such appropriate mitigation measures indicated as necessary by the evaluation specified in (4). These may include:*
 - a. the preservation of any remains in situ, if warranted,*
 - b. appropriate archaeological excavation of any remains before any development commences on the site, with provisions for subsequent analysis and publication of results,*
 - c. archaeological monitoring of the groundworks of the development (also including a contingency for the preservation or further investigation of any remains then encountered),*
 - d. such other provisions as may be necessary to protect the archaeological interests of the site;*
- 6. the analysis of the results of the archaeological work with provision for the subsequent production of a report and an archive, and the publication of the results;*
- 7. such other provisions as may be necessary to protect the archaeological and historic interests of the site*

This Written Scheme of Investigation (WSI) has been compiled for submission to Andy Instone Senior Historic Environment Advisor (SHEA) Hertfordshire LEADS Environmental Sustainability for his approval as an appropriate methodology for the proposed programme of archaeological work.





2 Site Description

The Site comprises a group of agricultural buildings on the W side of Pirton Road to the S of the main settlement focus of Holwell and roughly 2.4km to the N of Hitchin.

The farm complex is set within an agricultural landscape containing evidence of multiperiod archaeological settlement activity, together with a small funerary component, and features indicative of medieval settlement and ridge and furrow cultivation, including the earthwork remains of a possible shrunken medieval settlement associated with a motte and bailey castle located to the SW of the Site at Pirton. To the NE is the valley of the River Hiz, a tributary of the River Iveland, to the NW the watercourse named Stondon Brook.

The farmyard includes the Grade II Listed Building (List entry no. 1103223) located to the WNW of the farmhouse and comprising a 17th century barn of timber-frame construction with weatherboard cladding on a stuccoed brick sill beneath a steep-pitched slate roof. This building and an associated Curtilage Listed structure have been subject to a programme of Archaeological Standing Building Recording also carried out by Border Archaeology.

The listing description reads as follows:

Barn. C17. Timber frame on stuccoed brick sill, dark weatherboarded with steep pitched roof now slated. A wide, 5-bays barn facing S, with double doors in 2nd bay from E and winnowing door in N side of same bay. Adjoining buildings to SW not of special interest. Heavy jowled posts and unjowled mid-bay posts. Mid-height rail jointed in-line, straight tension braces above this rail, long straight braces to tie-beams. Single clasped-purlin to each roofslope carried on heavy inclined queen-posts. Middle-post to gable and long straight tension braces. Included for group value.

Lordship Farmhouse is also a designated Grade II Listed Building (List entry no. 1103222). The listing description reads: *Farmhouse. C17 or earlier. Timber frame on tarred brick plinth, roughcast, painted brick casing to parts of ground floor, steep old red tile roofs. A 2-storeys asymmetrical H-plan house, set back from road, facing S into yard, with 2-storeys and attics W parlour crosswing, long E service crosswing with lean-to and single-storey gabled extensions on E. Gabled porch in angle with E wing. Large internal chimney probably built as an insertion in a former cross-passage at E end of hall range, 2 diagonally set square shafts. Similar shafts to projecting chimney on W wall of W crosswing. Rectangular projecting chimney on E side of E crosswing enclosed in gabled extension. S front has a flush 3-light casement window on each floor of hall range and each crosswing. Dripboards across W wing gable at 1st floor and eaves level. Rear (N) elevation has 2-light casement windows, small window to stair in NE corner of parlour crosswing, and fine Jacobean 2-storeys canted bay window to recessed hall range, with its own gabled roof, ovolo transomed mullioned leaded lights, and iron opening lights. Rear door to N end of cross-passage. Hall floor carried on axial beam.*

The Site is located within an Area of Archaeological Significance, as identified in the Local Plan. The nearest Scheduled Ancient Monument is the Toot Hill motte and bailey castle and shrunken medieval village at Pirton (List

entry no. 1012325) which is located c. 2km to the SW of the Site (NGR TL 14729 31525). The Site is not located within a Conservation Area and there are sites listed in the Register of Parks and Gardens.

2.1 Soils & Geology

The British Geological Survey (BGS) lists the underlying geology of the area as being a narrow band of chalk bedrock of the Totternhoe Stone Member, a sedimentary bedrock formed between 100.5 and 93.9 million years ago during the Cretaceous period. Adjacent is an area of West Melbury Marly Chalk Formation bedrock formed between 100.5 and 93.9 million years ago during the Cretaceous period. These are overlain by Glaciofluvial Deposits of sand and gravel formed between 860 and 116,000 years ago during the Quaternary period (BGS 2024).

3 Historical & Archaeological Background

A search has been carried out of the Hertfordshire Historic Environment Record (HER) for the purposes of this ASBR based on a 500m radius around the Site (NGR TL 16363 32924) (*Tables 1-3, Figs 2-4*).

No evidence of prehistoric activity is recorded either within the Site or 500m search radius. However, the wider landscape is fairly rich in evidence for multiperiod prehistoric and Romano-British activity, with a concentration of Late Bronze Age/Early Iron Age features and evidence of funerary activity recorded to the SW and SE of the Site.

Roughly 650m to the SW, a Neolithic polished greenstone axe-head was recovered in 1882 from a disused chalk pit (NGR: TL 158 325), while further to the SW, to the S of Holwell Road (NGR: TL 151 320), a series of intercutting extraction pits were found to contain multiple fills incorporating Late Bronze Age to Early Iron Age pottery and bone. Scattered small pits to the S were notable for their charcoal-rich fills containing cremated human bone. Also in this area (NGR: TL 151 320) was an Iron Age ditch feature recorded during an evaluation in 2011 and a roughly circular arrangement of seven postholes thought to represent, based on a small number of pottery finds, a Late Bronze Age to Early Iron Age roundhouse (NGR: TL 151 320).

A Romano-British ditch system was recorded on Lordship Farm roughly 650m to the SE of the Site to the W of Bedford Road (NGR: TL 168 323) with dating material recovered from one of the ditches provided by Roman coarse ware pottery sherds. Also found in this area (NGR TL 166 322) were pits containing Iron Age 'A' type pottery and a pedestal base found in 1933 in 'Flint's sandpit' from which a Romano-British bone whorl decorated with concentric circles was also recovered.

Pits containing Iron Age 'A' type pottery and a pedestal base of possible Iron Age 'B' type were found in Flint's sandpit on Lordship Farm in 1933. The pits were about 1.5m diameter and 1.2m deep. A bone spindle whorl decorated with concentric circles, clearly Roman, also came from the sandpit.

Roughly 825m to the SSE of the Site at Holwell Quarry (NGR: TL 167 321), evaluation following geophysical survey identified two areas of Late Iron Age and Romano-British activity overlaid by medieval ridge and furrow. Area 1 revealed Late Iron Age features while Area 2 to the S pointed to a Late Iron Age/Romano-British farmstead. Apart

from a small quantity of Early to Middle Iron Age worked flint, the artefact assemblage was dominated by coarse pottery (with Chinnor-Wandlebury type pottery associated with postholes), fired clay and animal bone in dumped or secondary contexts.

A number of undated cropmark features area also recorded, some of which are rectangular in form (NGR: TL 153 313) while others denote possible ring ditches (NGR: TL 166 320). Some 650m SSW (NGR TL 160 322) were the remains of what appear to be small mounds, possibly representing round barrows, although no ditches were seen.

A Roman hoard was reportedly found in the large field roughly 325m to W of the Site (NGR TL 16 33) which contained 3rd and 4th century pottery and 10 coins dating from the period of Faustina I to Gallienus-Valens.

The manor of Holwell may be traced to a charter of King Edgar dated AD 968 which granted land in Holwell to the Abbey of St Peter of Westminster. This grant was subsequently confirmed by Edward the Confessor, at which time the manor comprised some 6½ hides.

The Domesday Survey of 1086 confirms that the abbot of Westminster retained possession of the manor which by the end of the 13th century was assessed for scutage at nine marks yearly and at that time comprised land amounting to six hides. The Malory family were the earliest postconquest lords of the manor who held it from the abbey of Westminster in the 12th century. It is recorded that Thomas Peyton was lord of the manor in 1490 and that he held it of the abbey by service of £6 yearly; however, no further trace has been found of the overlordship and there is no mention of it in the *Valor Ecclesiasticus* (church valuation) of 1535 as belonging to Westminster Abbey (Page 1908).

Holwell exhibits a typical medieval settlement layout. At the southern extent is the seat of local secular power represented by a moated site, located on Waterloo Road roughly 200m to the SW of Lordship Farm. The present house comprises a former open hall dating to the late 15th or early 16th which is surrounded on three sides by the remains of a rectangular moat and may represent the site of a farm that was established in the 12th or 13th century. Symbolising ecclesiastical power is the Church of St Peter located at the northern extent of settlement on a slight rise, the present church comprising an 18th century reconstruction of a medieval building.

The road between the two represented by Pirton Road and Waterloo Lane would have been a principal routeway within a medieval agricultural hinterland characterised today by areas of preserved ridge and furrow earthworks recorded to the N and W of Lordship Farm (NGR: TL 162 330) with possible earthworks denoting a shrunken medieval settlement located to the SW, at Pirton, which include ridge and furrow, hollow ways, platforms and probable quarry holes.

Lordship Farm is of 17th century or earlier date (NHLE) and includes the Grade II Listed farmhouse comprising a two-storey structure of timber framing and brick built on an asymmetrical H-plan (List entry no. 1103222). The associated Grade II Listed Lordship Farm Barn (List entry no. 1103223) is broadly contemporary with the farmhouse and is constructed on a longitudinal L-shaped plan of weatherboarded timber framing on a brick sill a wide double door entrance beneath a steeply pitched slated roof.

The earliest available historic map to show the site is the Ordnance Survey surveyor's drawing of 1804. Largely schematic in approach, the map lacks any significant detail and shows only the site in outline as comprising two rectangular plots, the southernmost evidently representing the farmyard with structures indicated within whilst the northern plot may represent a garden or orchard. The Listed and curtilage listed barns were at that time located at SW edge of the farmyard.

No tithe map is available for this specific area and the first map to depict the site in any appreciable detail is the Ordnance Survey 25-inch map of 1882, which shows that barn forming the present L-shaped plan with no evidence shown relating to the cartshed or the farmyard development to the W and S of the barns, this forming part of an open field enclosure. Attached to the northernmost of the two barns is a long rectangular structure extending to the E as far as the farmhouse.

The Ordnance Survey 2nd edition 25-inch plan of 1898 shows no evidence of any major changes affecting the layout of the farmyard but a square structure is shown attached to the N side of the Grade II Listed barn and a long narrow rectangular structure has appeared on the southern side of the farmyard. Both of these structures remain in place on the Ordnance Survey Ordnance Survey 3rd edition 25-inch map of 1901 (*Fig. 10*) and again on the Ordnance Survey 25-inch Edition of 1924 (*Fig. 11*), which shows the long narrow building on the S side of the farmyard to have been extended laterally.

By 1954, the Ordnance Survey mapping shows that all of the farm buildings present on the earlier historic maps had been removed, leaving only the listed and curtilage listed barns. The square structure on the N side of the listed barn had also been demolished, as had a rectangular structure attached to the E elevation of the listed barn. The same broad plan is shown on the 1960 OS and 1970 OS.

4 Aims ---

4.1 Archaeological Observation

The aim of the AO is to locate and record any archaeological finds, features or deposits encountered during the proposed demolition works and to confirm that no impact on the archaeological resource occurs without the implementation of this proposed programme of archaeological work.

4.2 Archaeological Field Evaluation

The main aims of the evaluation are to:

- ascertain the extent, depth below ground surface, depth of deposit, character, date, significance and condition of any archaeological remains on Site.
-

- establish the extent to which previous development and/or other processes have affected archaeological deposits at the Site.
- establish the likely impact on archaeological deposits of the proposed development.

Additionally, the archaeological programme will aim to address specific areas of interest as set out in the *East of England Regional Research Framework for the Historic Environment* (ALGAO 2021) and any relevant national research strategies.

5 Methodology

5.1 Archaeological Observation

Archaeological Observation will be carried out in accordance with BA's *Archaeological Field Recording Manual* (2023), together with accepted professional standards, including *Standard for archaeological monitoring & recording* (ClfA 2023c), *Universal guidance for archaeological monitoring & recording* (ClfA 2023d), *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA 2020a), and *Standards for Field Archaeology in the East of England* (Gurney 2003). BA abides by the requirements of the *ClfA Code of conduct* (2022) and is cognisant of *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Lee 2015).

ClfA (2023a) defines archaeological monitoring and recording as:

... a formal programme of observation, investigation and recording conducted during works carried out for non-archaeological reasons, where there is a possibility that archaeological deposits may be disturbed or destroyed. This will be within a specified area or site on land, in an inter-tidal zone or under water. This definition and Standard do not cover chance observations, which should lead to an appropriate archaeological project being designed and implemented, nor do they apply to monitoring for preservation of remains in situ.

Archaeological Observation will monitor demolition of all identified non-traditional farm buildings, as stated in the introduction to the WSI, to reflect the specific advice and scoping of the archaeological works as previously issued by Dr Simon Wood in 2018.

Removal of surfacing materials, overburden and underlying soils will be carried out under archaeologically controlled machine excavation utilising a flat-bladed bucket operating in a single direction wherever possible. This operation will be undertaken to a standard sufficient to identify any significant archaeological horizons or features present and enable their location to be recorded for subsequent investigation.

Throughout the works, the supervising archaeologist will inspect all resultant surfaces and spoil heaps for any archaeological finds, features or deposits. Any areas of identified archaeology will be cordoned-off from plant

movement pending archaeological investigation. Reasonable time and resources will be allowed to undertake inspection and recording, provided the archaeology is safely accessible.

All removed material will be routinely checked for significant finds (where practicable) and, where necessary, work will be halted to define, examine and record any areas of archaeological interest; these will be recorded both in plan and section, provided such deposits are safely accessible, with adequate time being allowed for the supervising archaeologist to do so.

Should significant archaeological remains be identified, BA will inform the Netherdown and SHEA immediately and any such areas of identified archaeology will be cordoned-off from plant movement pending archaeological investigation.

Where archaeological deposits are identified for further investigation, exposed surfaces will be cleaned by hand and planned using a Survey Grade Global Positioning System (GPS) and/or Total Station (TS), where appropriate and practicable, prior to investigation and recording.

Within significant archaeological levels, excavation would proceed by hand to establish the date and character of any archaeological deposits or features and to undertake palaeoenvironmental sampling. The partial excavation or half-sectioning of features and deposits, sampling, the recovery of material for dating and in order to determine function, and the cleaning and recording of structures is considered preferable to full excavation. The full excavation and/or removal of deposits will be agreed with the SHEA, as will the treatment of any archaeological deposits considered worthy of preservation *in-situ* so as to agree a strategy for preserving or recording them.

Naturally occurring layers and features, such as peat, alluvium, geoarchaeological deposits and palaeochannels, will be investigated. This is particularly likely when the deposits contain well-preserved biological remains and/or were laid down during periods of archaeological interest. Deposits potentially containing palaeoenvironmental / palaeoeconomic data will be sampled according to the strategy detailed herein. Samples will be assigned numbers and these will be entered into a sample register, cross-referenced with context sheets. Samples of mortars, renders, stone and CBM may also be taken to assist in the analysis of building palaeotechnology.

A metal detector may be used throughout the programme as considered necessary. No unauthorised metal detecting will be permitted anywhere within the Site area and all such activity will be carried out in accordance with BA's *Metal Detecting Policy* (2025) incorporating Historic England and Portable Antiquities Scheme guidance.

All BA staff are suitably qualified and experienced to discharge their project roles effectively, are fully cognisant of aims and methodologies and are suitably equipped to undertake the work.

5.2 Archaeological Field Evaluation

The evaluation will be carried out in accordance with BA's *Archaeological Field Recording Manual* (2023), together with accepted professional standards, including *Standard for archaeological field evaluation* (CIfA 2023a),

Universal guidance for archaeological field evaluation (ClfA 2023b), *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA 2020a), and *Standards for Field Archaeology in the East of England* (Gurney 2003). BA abides by the requirements of the *ClfA Code of conduct* (2022) and is cognisant of *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Lee 2015).

ClfA (2023a) defines AFE as:

.... a programme of non-intrusive and/or intrusive fieldwork which seeks to determine the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts. It may form a single or final phase of work within a defined area or site on land, in an inter-tidal zone or under water.

5.2.1 Site Specific

Following the archaeologically monitored demolition works, four evaluation trenches measuring c.1.8m × 15m will be set out in order to provide a comprehensive assessment of the Site's archaeological and palaeoenvironmental potential (*Fig. 2*). If significant archaeology is identified additional contingency trenching may be allowed in order to further examine any exposed features that cannot be adequately characterised by the trenching proposed within this WSI; additional trenching will only be implemented with the prior agreement of the SHEA.

While minor variations to the trench layout may be made where unexpected constraints (e.g. active services) are encountered, any substantive changes to the trench layout will be agreed with the SHEA before being implemented.

The trenches will be opened by a mechanical excavator equipped with a toothless ditching bucket operating under archaeological supervision. Undifferentiated topsoil and subsoil deposits will be removed in level spits, care being taken not to machine away seemingly homogenous layers that may include the upper parts of archaeological features; potentially significant deposits will not be removed by machine before their character is reasonably understood.

Made-ground, topsoil and subsoil will be kept separate during excavation to allow for the sequential backfilling of the trenches, which will not be carried out without the prior agreement of the SHEA unless necessitated by health and safety concerns. Removed material will be routinely checked to collect and record any significant finds.

Machine-use will cease when a clear archaeological or geological horizon has been reached. All features of archaeological potential will be identified, cleaned-off by hand, planned at a suitable scale, accurately located and examined in accordance with established criteria for the investigation of archaeological remains. The partial excavation or half-sectioning of features and deposits, sampling, the recovery of dating evidence and the cleaning and recording of structures is considered to be preferable to full excavation. Where characterisation cannot be reasonably determined, excavation and/or removal of deposits will be agreed with the SHEA during a Site monitoring meeting.

A sufficient sample of every archaeological and suspected archaeological feature or deposit will be excavated, including:

- 10% of exposed linear features – comprising 1m long sections, with termini and relationships excavated as a matter of course.
- half-sectioning of discrete features, with 50-100% excavated depending upon date and quantity of material culture present.

Individual complex features, such as kilns or burials, will be cleaned and recorded but, where possible, left *in-situ* with specific protection against disturbance during backfilling if necessary.

It is anticipated that some naturally occurring layers and features, such as peat, alluvium, geoarchaeological deposits and palaeochannels, will also be investigated. This is particularly likely when the deposits contain well-preserved biological remains and/or were laid down during periods of archaeological interest.

A metal detector may be used to scan exposed features/deposits and spoil heaps in accordance with BA's *Metal Detecting Policy* (2025).

Upon completion of fieldwork, BA will complete the relevant section of the Fieldwork Notification Form (FNF) and submit it to the SHEA. A contingency is herein allowed for further investigation if deemed necessary by the SHEA following submission and review of the FNF.

All BA staff are suitably qualified and experienced to discharge their project roles effectively, are fully cognisant of aims and methodologies and are suitably equipped to undertake the work.

5.3 Recording

The following reference numbers have been assigned to this fieldwork project:

- Site Code: HOL/LFB '25.
- OASIS ID: borderar1-530410.

Full written, graphic and photographic records will be made in accordance with BA's *Archaeological Field Recording Manual* (2023) and with established professional standards and practice, including paragraph 3.4 of *Universal guidance for archaeological field evaluation* (ClfA 2023b, 6) and paragraphs 3.5-3.7 of *Universal guidance for archaeological monitoring & recording* (ClfA 2023d).

Records will include:

- A *pro-forma* trench sheet for each Trench excavated;
-

- A *pro-forma* context record for each stratigraphic unit examined;
- A full graphic record of all excavated areas, with the primary record consisting, where practicable and strictly within established safety parameters, of hand-drawn plans and sections (produced on gridded, archive-stable polyester film), to show the extent of the area, the extent of all stratigraphic units and appropriate detail within stratigraphic units at scales of 1:50, 1:20 and 1:10, or as appropriate depending on the complexity to be recorded. All levels will relate to Ordnance Datum. Drawings will be numbered and listed in a drawing register cross-referenced to the written record;
- Temporary Benchmarks (TBMs), which will be established as required;
- Survey using a Global Positioning System (GPS) and/or Total Station (TS) where appropriate;
- A detailed photographic record of all stratigraphic units and representative photographs showing the progress of archaeological work. The record will be made using a high-resolution digital camera (20 MPX) and comprise photographs of archaeological features and appropriate groups of features and structures. The initial photograph of each recorded feature will include a N arrow and appropriately sized scales. All photographic records will be indexed and cross-referenced to written records. Details concerning subject and direction of view will be maintained in a photographic register, indexed by frame number.

The progress of the works will be recorded and assessed using the Company's ISO 9001 procedures.

5.4 Recovery, Processing & Curation of Artefactual Data

Finds are herein defined as...

...all artefacts, building materials, industrial residues, environmental material, biological remains (including human remains) and decay products (ClfA 2020a, 3).

In accordance with ClfA *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2020a) and *First Aid for Finds* (Watkinson & Neal 2001), all such materials will be labelled with the Site Code and context number before being removed off-site; they will be stored in accordance with *First Aid for Finds* (*ibid.*) and with Historic England technical standards and other relevant sources of information, including standards for data-gathering set out by Brown (2011a, 18-20). Each retained assemblage will be examined according to typological or chronological criteria and conservation needs identified, with all ceramics referenced to the county type fabric series.

Kate Smith MA ACIfA, Post-Excavation Manager: Performance Delivery, will contact North Hertfordshire District Council Museum Service (NHDCMS) for any specific guidance requirements in respect of the collection and subsequent archiving of finds. Decisions regarding selection and retention of archaeological materials are generally made at the pre-analysis stage and are informed by principles set out by Brown (2011a, 23), which in essence specify that the process should be sufficient...

...to produce a project archive that allows a full re-examination and interpretation of all the results of the project whilst avoiding replication, repetition or the retention of materials not germane to future analysis.

BA refers additionally to *Selection, Retention and Dispersal of Archaeological Collections: Guidelines for use in England, Wales and Northern Ireland* (Society of Museum Archaeologists 1993) and the *ClfA Toolkit for Selecting Archaeological Archives* (2019).

5.4.1 Conservation requirements

Janice McLeish MA (Hons.) ACIfA, Director: Post Excavation Services, will supervise on-site conservation for the lifting and treatment of fragile objects.

Post-excavation conservation work, including cleaning sensitive finds, will be carried out by BA's conservator and/or York Archaeological Trust (YAT).

Finds will be appropriately packaged and stored under the direction of BA's on-site conservation specialist (See Appendix 2 for details). X-ray photographs of archaeological metalwork will be produced off-site by YAT.

5.4.2 Treasure

All finds identified in the Treasure Act (1996) and the Treasure (Designation) Order (2002) as being treasure will be recorded, removed to a safe place and reported to the SHEA, Netherdown, the local Finds Liaison Officer (FLO) and HM Coroner. If the finds cannot be removed from Site the same day as discovery, provision against theft will be taken. A Treasure Receipt will be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. The Treasure Receipt and Report will include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find.

5.5 Human Remains

Should human remains be discovered, BA will inform the SHEA and Netherdown, the remains being covered, protected, and left *in-situ* in the first instance, although graves will be scanned by metal detector to assess whether any grave objects are likely to be present.

BA is cognisant of the deliberations by the Ministry of Justice (MoJ) in 2011 in respect of Section 25 of the Burial Act 1857 (Amended 2018) and any arrangements regarding the discovery of human remains will be at the discretion of HM Coroner, whose instructions/permission will be sought.

Any recording of such remains will be in accordance with *Updated Guidelines to the Standards for Recording Human Remains* (Mitchell & Brickley 2017) using BA's *pro-forma* Skeleton Recording Sheet and Coffin Recording Sheet.

All human remains to be removed will be subject to the appropriate MoJ licence, environmental health regulations and coroner information, with adequate security provided. Assessment and analysis, where required, will be

undertaken by the nominated osteology specialist (see Appendix) and will include a statement for the final deposition of the assemblage, together with options for reburial.

Human bone assemblages are treated at all times with due reverence and in accordance with the following guidelines:

- *Excavation and post-excavation treatment of cremated and inhumed human remains* (McKinley & Roberts 1993);
- *Guidelines to the Standards for Recording Human Remains* (Brickley & McKinley 2004);
- *Human Bones from Archaeological Sites: Guidelines for producing assessment documents and analytical reports* (Mays, Brickley & Dodwell 2004);
- *Science and the Dead: A guideline for the destructive sampling of archaeological human remains for scientific analysis* (APABE; Mays et al. 2013);
- *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England* (2nd Edition; APABE; Mays 2017);
- *Updated Guidelines to the Standards for Recording Human Remains* (Mitchell & Brickley 2017);
- *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (Mays, Brickley, Dodwell & Sidell 2018);
- *Burial Law and Policy in the 21st Century: The way forward* (Ministry of Justice 2007);
- *Statement on the exhumation of human remains for archaeological purposes* (Ministry of Justice 2011).

Where analysis of remains is undertaken, arrangements will be made for re-interment in full consultation with all relevant parties. Health and safety measures with regard to disease are strictly adhered to.

Where appropriate, the results of any osteological analysis may be submitted to Historic England for inclusion on the database of human skeletal remains.

6 Recovery & Assessment of Palaeoenvironmental/Palaeoeconomic Data

Samples for palaeoenvironmental/palaeoeconomic purposes will be collected, where appropriate and practicable, according to guidance set out by English Heritage in *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (2nd Edition; Campbell et al. 2011), with any additional advice on sampling strategies, if required in the event that significant environmental or industrial deposits are encountered, available from the Historic England Regional Science Advisor for the East of England.

Samples of at least 40ℓ will be taken wherever possible and practicable using numbered sample buckets of 10ℓ capacity.

Processing will be undertaken by BA at its Palaeoenvironmental Processing Facility under the supervision and direction of Amy Bunce BSc MA MCIIfA, Director: UK Operations & Palaeoenvironmental Sciences. This assists on-

site guidance for sampling purposes and the ability to ‘rush’ samples to quickly determine their archaeoenvironmental potential whilst still under excavation; this will inform whether additional samples are taken.

Wherever practicable, at least 40% or 100% of each sample (both dry and waterlogged) will be processed by flotation using Siraf-style tanks with a 500µm retent mesh and 250µm flot sieve as standard, with smaller retent meshes to 250µm considered where carbonised material is less likely to float. Heavily waterlogged samples will be considered for analysis without prior processing by flotation.

Retents will be initially scanned by magnet to retrieve archaeometallurgical debris such as flake and/or spheroidal hammer scale. A sieve bank will be used to facilitate visual sorting with the smaller fractions sorted by means of magnifying lamp and/or illuminated stereo zoom microscopy. Non-archaeological -archaeobotanical, -archaeoosteological and -archaeometallurgical material will be disposed of on Site. Retents that are particularly rich in carbonised material may be re-floated once dry to assist the separation of archaeobotanical material.

Flots will be sorted using an illuminated stereo zoom microscope, which will have a trinocular head for digital microscopic photography where necessary. Charcoal will only be subjected to species identification where the contextual information suggests it would be advantageous in addressing aims set out in the *East of England Regional Research Framework for the Historic Environment* (ALGAO 2021) or in terms of national research strategies. Archaeological, archaeobotanical, archaeo-osteological and archaeometallurgical material from flot and retent will be retained as part of the Site assemblage.

Sorting and identification of macro-botanical remains will use an in-house reference collection of botanical material, in conjunction with the consultation of academic, specialist reference books.

6.1.1 Other environmental sampling

Other environmental sampling, e.g. coring and monoliths for pollen, foraminifera, testate amoeba, diatoms etc., will be undertaken under the guidance of the specialist carrying out the further analysis.

Residue analysis on materials such as ceramics will be advised by the finds department.

Potential further investigation of environmental material, e.g. isotope analysis on bone or teeth, will be dependent upon discovery and will only be considered following discussion with the SHEA and the Historic England Science Advisor for the East of England as part of the post-excavation analysis stage.

6.1.2 Sampling for scientific purposes

A range of scientific dating methods may be employed, as appropriate. In addition to techniques such as ¹⁴C and dendrochronology, dating methods applied to inorganic materials exposed to firing or burning may be used, e.g. thermo-luminescence for ceramics, flint artefacts and hearth stones, and archaeomagnetic dating for fired structural remains, such as furnaces and kilns and possibly domestic hearths and ovens.

As luminescence and archaeomagnetic dating will require a specialist Site visit, this will be arranged by BA at the earliest possible opportunity when suitable features are encountered. Provision for other types of scientific analysis will be discussed with the SHEA and the Historic England Science Advisor for the East of England, should unexpected remains be encountered.

6.1.3 Waterlogged wood

Waterlogged wood will be treated in accordance with *Waterlogged Wood Guidelines on the recording, sampling, conservation and curation of waterlogged wood* (Brunning & Watson 2010) and left *in-situ* where this is practical and its long-term preservation is achievable.

6.1.4 Building materials

Samples of construction materials including masonry, brick, roof tile, floor tile, wall-tile and hypocaust elements will be recovered for assessment of their potential to assist in the analysis of building palaeo-technology.

6.1.5 Faunal Remains

Animal bone will be collected and assessed in accordance with *Animal Bones and Archaeology: Guidelines for Best Practice* (Historic England 2014) and *Animal Bones and Archaeology: Recovery to archive* (Baker and Worley 2019).

6.1.6 Geoarchaeology

Buried soils and sediment sequences considered to reflect the pedology of the Site will be analysed for information on Site formation processes. Highly significant, well-preserved remains, when encountered, will be investigated in a considered manner in order to assess the archaeological stratigraphy. Geoarchaeological works will in general aim to understand how deposits were initially laid down and subsequently modified through time (Canti & Corcoran 2015).

6.2 Human Remains

In the unlikely event that human remains are discovered, BA will inform the SHEA and Netherdown, the remains being covered, protected and left *in situ* in the first instance, although graves will be scanned by metal detector to assess whether any grave objects are likely to be present.

BA is cognisant of the deliberations by the Ministry of Justice (MoJ) in 2011 in respect of Section 25 of the Burial Act 1857 (Amended 2018) and any arrangements regarding the discovery of human remains will be at the discretion of HM Coroner, whose instructions/permission will be sought.

Any recording of such remains will be in accordance with *Updated Guidelines to the Standards for Recording Human Remains* (Mitchell & Brickley 2017) using BA's *pro-forma* Skeleton Recording Sheet and Coffin Recording Sheet.

All human remains to be removed will be subject to the appropriate MoJ licence, environmental health regulations and coroner information, with adequate security provided. Assessment and analysis, where required, will be undertaken by the nominated osteology specialist (see Appendix 1) and will include a statement for the final deposition of the assemblage, together with options for reburial.

Human bone assemblages are treated at all times with due reverence and in accordance with the following guidelines:

- *Excavation and post-excavation treatment of cremated and inhumed human remains* (McKinley & Roberts 1993).
- *Guidelines to the Standards for Recording Human Remains* (Brickley & McKinley 2004).
- *Human Bones from Archaeological Sites: Guidelines for producing assessment documents and analytical reports* (Mays et al 2004).
- *Science and the Dead: A guideline for the destructive sampling of archaeological human remains for scientific analysis* (APABE; Mays et al. 2013).
- *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England* (2nd Edition; APABE; Mays 2017).
- *Updated Guidelines to the Standards for Recording Human Remains* (Mitchell & Brickley 2017).
- *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (Mays et al. 2018).
- *Burial Law and Policy in the 21st Century: The way forward* (MoJ 2007).
- *Statement on the exhumation of human remains for archaeological purposes* (MoJ 2011).

Where analysis of remains is undertaken, arrangements will be made for re-interment in full consultation with all relevant parties. Health and safety measures with regard to disease are strictly adhered to.

Where appropriate, the results of any osteological analysis may be submitted to Historic England for inclusion on the database of human skeletal remains.

7 Archive Review & Post-Excavation Assessment

An archive review will be completed by the Site manager upon completion of Site works comprising an audit of all archaeological materials recovered. Dependent upon the fieldwork results, assessment of the nature, date and significance of the stratigraphic, artefactual and palaeoenvironmental evidence may be undertaken by BA's nominated specialists, as detailed in Appendix 2 of this document, with reports compiled in accordance with paragraph 3.3 of *Universal guidance for archaeological field evaluation* (ClfA 2023b, 6) and with Section 3.6 of *Universal guidance for archaeological monitoring and recording* (ClfA 2023b).

Where it has been agreed in consultation with the SHEA, materials identified at assessment as appropriate for further analysis will be processed by the relevant specialists and the resultant research archive will be checked and ordered according to *MoRPHE* criteria (Lee 2015). Any such additional analysis will be undertaken as part of

an Updated Project Design (UPD) to inform eventual publication with results being placed in a local and regional context addressing, where possible, specific research themes and priorities identified in the *East of England Regional Research Framework for the Historic Environment* (ALGAO 2021).

8 Archive Preparation

The archive will be assembled in accordance with assembled in accordance with *Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire* (Paul 2021), *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020b), *Guidelines for the preparation of excavation archives for long-term storage* (Walker 1990), *Standards in the museum care of archaeological collections* (Paine 1992), *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Brown 2011a), *Safeguarding Archaeological Information: Procedures for minimizing risk to undeposited archaeological archives* (Brown 2011b) and *Toolkit for Selecting Archaeological Archives* (ClfA 2019).

BA undertakes that the following issues will be addressed and concluded to the satisfaction of the SHEA within a reasonably defined timescale:

- The written, drawn and photographic records will be of sufficient quality to facilitate publication in an appropriate specialist journal.
- Data concerning complete identifiable and itemised objects will be transferred to specified object record sheets.

Kate Smith MA ACIfA will obtain an accession number from NHDCMS and processed assemblages will be boxed according to the relevant museum guidelines (Hertfordshire Associations of Museums 2018). A register of contents will be compiled prior to deposition of the Project Archive.

The project archive will be presented to NHDCMS following completion of the reporting process, subject to the agreement of the Site owner with regards to any finds and the availability of the appointed specialists. In the event significant archaeology is found, the digital archive will be deposited with the Archaeology Data Service or other digital repository in line with the deposition guidelines.

The archive will conform to museum specifications. The Site owner will be consulted, where applicable, for permission for the transfer of title to any artefacts discovered to NHDCMS. An OASIS (Online Access to the Index of Archaeological Investigations) data-capture form will be completed upon deposition of the final archive.

9 The Report

The specific reporting requirements will necessarily vary according to the scope of works, the nature of the results and/or other factors. However, the following sections and illustrative components will be included:

- Non-technical Summary.
- Introductory statements.
- Site Description (including soils and geology).
- Aims & Objectives.
- Historical & Archaeological background.
- Methodology.
- Results, including the nature, location, extent, date, significance, and quality of any archaeological and environmental material uncovered.
- Conclusions, considering, where appropriate, the results of archaeological projects undertaken in the wider area, the known archaeological assets detailed in the HER and research aims set out in the *East of England Regional Research Framework for the Historic Environment* (ALGAO 2021).
- Appendices, providing detailed context records and the results of all specialist assessment and analysis undertaken.
- Location plans based on the current Ordnance Survey at an appropriate scale (reproduced with the permission of the Controller of HMSO).
- Plans showing: the Ordnance Survey Grid; Site survey stations; the location of the Ordnance Survey Benchmarks used during the fieldwork and the Site Temporary Bench Marks.
- Plans showing the extent of identified archaeology.
- Illustrations including plans and sections of features recorded.
- Photographs of principal finds and features.

A digital copy of the Report in PDF/A or other agreed format will be sent to the SHEA for approval, whereupon copies will be formally submitted in the requested format to the HHER. Following approval of the report by the SHEA, a digital PDF/A copy will also be deposited with OASIS (<http://www.oasis.ac.uk/>) the Archaeology Data Service Access to the Index of Archaeological Investigations website.

Dependent upon discovery and where applicable, a summary report (including illustrations, where appropriate) will be submitted to the Editor of *Hertfordshire Archaeology and History* and any relevant period journals, such as *Medieval Archaeology* or *Proceedings of the Prehistoric Society*, for wider dissemination.

10 Staff

Amy Bunce BSc MA MCIfA will be responsible for project management and staff deployment with support from Lyndsey Clark BSc (Hons.) MCIfA.

George Children MA MCIfA, Director: Quality and Compliance, will additionally provide overall technical and editorial guidance to all constituent aspects of the works programme.

The commencement of the fieldwork programme will be scheduled in due course.

11 Border Archaeology Operating Standards & Arrangements

All projects are carried out in accordance with the Company's *Archaeological Field Recording Manual* (2023) and with *Universal guidance for archaeological field evaluation* (CIfA 2023b). (CIfA 2023b)

A pre-works risk assessment will be completed and lodged in the Site Health & Safety File. Site reporting procedures are completed daily.

George Children MA MCIfA retains overall responsibility for the qualitative elements of the project.

12 Monitoring

The Site will be subject to monitoring by the SHEA who will monitor the progress of the work through either Site visits or through remote monitoring.

BA will advise the SHEA of the project's progress on a regular basis and notify them at the earliest opportunity of any unexpected discoveries, especially where there may be a need to vary the project.

All issues of a technical nature should be addressed in the first instance to Amy Bunce BSc MA MCIfA.

13 Copyright

Border Archaeology Ltd shall retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988, with all rights reserved, excepting that it hereby provides a licence to the Netherdown and Hertfordshire County Council for the use of the report by them in all matters directly relating to the project as described in the Project Specification to use the documentation for their statutory functions and to provide copies of it to third parties as an incidental to such functions.

14 References

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Walker, K., 1990, *Guidelines for the preparation of excavation archives for long-term storage*, UKIC Archaeology Section.

Watkinson, D., & Neal, V., 2001, *First Aid for Finds*, RESCUE/UKIC.

15 Appendix 1: Specialists

The following specialists have been appointed to provide, where required, sampling, consulting, analysis & reporting services:

1. Geoarchaeology: Rob Batchelor BSc PhD MCI fA Director Quest University of Reading; ARCA, University of Winchester;
2. Pottery: Emily Edwards BA PgDip Freelance Specialist, Rob Perrin M.Litt MCI fA FSA Freelance Specialist, Jo Mills Freelance Specialist, Paul Blinkhorn BTech (Hons) Freelance Specialist;
3. Coins: Peter Guest BA PhD University of Cardiff.
4. Flint: Rebecca Devaney MA ACI fA Freelance Specialist.
5. Petrological Analysis: Imogen Wood BA MA PhD.
6. Glass: Nicola Powell MA MCI fA Freelance Specialist.
7. Clay Tobacco Pipes: Nicola Powell MA MCI fA Freelance Specialist.
8. Leather and Metal Objects: Quita Mould Barbican Research Associates.
9. Archaeometallurgy: Gerry McDonnell BSc PhD Gerry McDonnell Archaeometals.
10. Glass Working: John Shepherd BA FSA MCI fA Freelance Specialist.
11. Artefact & Materials Conservation: Ian Panter York Archaeological Trust.
12. Building Materials: Katherine Crooks BA PGCE Pottery Specialist Border Archaeology Ltd.
13. Worked Stone: Ruth Shaffrey BA PhD MCI fA Freelance Specialist.
14. On-Site Conservation: Janice McLeish MA ACI fA Border Archaeology Ltd.
15. Faunal Remains: Matilda Holmes BSc MA PhD ACI fA AFHEA Freelance Specialist & Janice McLeish MA ACI fA Director: Post Excavation Services Border Archaeology Ltd & Clare Rainsford Freelance Specialist.
16. Human Remains: Malin Holst HND BA MSc MCI fA York Osteoarchaeology Ltd.
17. Archaeobotanical, Charcoal & Wood ID: Amy Bunce BSc MA MCI fA Director: UK Operations & Palaeoenvironmental Sciences Border Archaeology Ltd.

Other specialist suppliers will be sourced, if deemed appropriate. suitable management time will be expended to ensure that such external suppliers' work complies with accepted national guidance.

16 Appendix 2: Border Archaeology Digital Data Management Plan (DMP) v.3.3

Date DMP initiated:	Insert date	Initials of the editor
Version: 1.0	15 th December 2024	GC
Updated Version:	TBC	TBC

16.1 Section 1: PROJECT ADMINISTRATION

Project BA Number:	BA24190(24164)LOF
Site Code:	HOL/LFB '25
OASIS ID:	borderar1-530410
HER event number:	TBC
Accession number:	TBC
Project Brief:	No
Planning Ref:	N/A
Additional Unique Identifiers: (e.g. DOI number for ADS Grey Literature Library)	
Project Name/Location/Scheme number: Lordship farm Barns Pirton Road Hotwell Hertfordshire SG5 3SS	
Project Description: (nature of the project / key techniques) Archaeological Observation & Archaeological Field Evaluation	
Investigation Techniques: (purpose of the investigation) As above.	
Project Funder/Client:	Netherdown.
Project Manager:	Amy Bunce BSc MA MCIfA, Director: UK Operations & Palaeoenvironmental Sciences.
Site Manager:	TBC.
Data Contact Person:	Kate Smith MA, ACIfA Director: Performance Delivery.

16.2 Section 2: Data Collection

16.2.1 What data will you collect and create? How will the data be collected or created?

Methods of data collection are specified within the Written Scheme of Investigation (WSI) and will meet the requirement set out in the Project Brief; the organisation's *Archaeological Field Recording Manual* (August 2023) (BAFM21/REV5); relevant ClfA Standards and guidance; and are defined against ADS Guides to Good Practice.

The table below provides a summary of anticipated data types, formats and estimated volume for this project. This table will be updated as the project progresses.

Documents and Reports	Word (.doc); pdf; pdf/a	1 pdf/a
Photographs and images	Our baseline standard is jpeg but we are guided by CA's etc. and then use tif or raw accordingly	tbc.
Maps and Plans	AutoCAD (.Dwg); Illustrator (.ai);	Final export: Jpeg for inclusion in report
Spreadsheets	Excel (.xls); (.xlsx)	tbc
GIS	QGIS; ArcGis	tbc
GIS (Research data)	NB GIS data "bought in" for research reports will not be deposited as it is not our data.	n/a
Geophysics	None	

Please note: that this reflects the total digital data for the Working Project Archive, **not** the archived selection of project (Preserved Archive).

16.2.2 Where will the working project archive be stored?

The Working Project Archive will be stored in a project specific folder on the internal organisational server. The server is backed-up by our professional IT provider.

16.2.3 File naming conventions

File naming conventions follow established organisational procedures.

16.2.4 Quality assurance

Instruments and cameras used in the collection of data are calibrated prior to use and checked to ensure that are in full working order.

All site records and data collected will be checked during Project Delivery.

16.3 Section 3: Documentation and Metadata

16.3.1 What documentation and metadata will accompany the data?

Total station data/Digital location data is used for most projects (excluding AOs). The data is exported and transferred to our Illustrations Department.

Digital images captured during an archaeological programme of work are downloaded as soon as practicable from the camera memory card onto our internal server.

This is especially important for those sites that:

- Are large ongoing sites with multiple cameras.
- Stop/start sites where more than one site manager may be involved.

The paper Photographic Record form is completed every time a photograph is taken. This register will include the make and model of the camera, the initials of the individual(s) who took the image, date and details of the area photographed.

16.3.2 Post-Fieldwork Summary

As soon as fieldwork is completed the site manager completes an Archive Review Form (ARF), which provides an initial “snapshot” of the results of fieldwork. It quantifies the site paperwork, the unprocessed finds and samples collected and the number of digital images taken.

The site archive then undergoes a review by the field staff. The finds and samples are delivered to our Post Ex department. Digital images are uploaded to the internal server, if not already within the job folder. We retain the SD card until the archive is deposited.

The paperwork will be checked/audited prior to writing the report. The site manager will review the digital images and make an initial selection of those that warrant inclusion in the report and/or inclusion within the Preserved Archive. No images will be deleted at this stage.

16.4 Section 4: Ethics and Legal Compliance

16.4.1 How will you manage and Ethical, Copyright and Intellectual Property Rights (IPS) Issues?

Copyright for all data collected by the Project Team belong to Border Archaeology.

Formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.

Personal data will be removed from the archaeological project archive and permission to include individual's names in any report is obtained prior to use.

16.5 Section 5: Storage and Backup

16.5.1 How will the data be stored, accessed and backed up during the research?

The **Working Project Archive**:-

Site specific SD cards will be retained until the site archive has been deposited, at which point they will be recycled.

Downloaded data will be stored in a project specific folder on the internal organisation server.

- The server operates on permission-based access.
- The server is accessible by permitted staff on and offsite through secure log in.

Where internet access for data backup is not possible, the raw data will be backed up to a separate media device (such as a laptop and portable external hard drive).

16.5.2 Organisational Server

Organisational 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 support access to security copies as required).

The internal organisation server is backed up daily by our external data management provider. They ensure that there is sufficient storage space for our digital collection.

Any "archived" data removed from the server is kept in two locations away from the main office.

16.6 Section 6: Selection and Preservation

16.6.1 What should be retained, shared and/or preserved?

The Selection Strategy and DMP are reviewed and updated during the PEX Archiving process and with results from specialist reporting.

Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the SHEA, Netherdown, NHDCMS, ADS).

Selection will be informed by the WSI, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.

The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.

16.6.2 What is the long-term preservation plan for the dataset?

It is understood that the reasons for selection of particular digital components will vary from project to project and will take into consideration the project aims as stated within the WSI, the significance of the results, research potential of the results, research framework requirements and relevant museum guidelines.

As with other aspects of an archaeological archive, it is unlikely that all digital files generated during an archaeological project will be retained as part of the deposited digital archive (Preserved Archive).

Consequently, a project specific Selection Strategy will be implemented:-

External dissemination of the digital archive will be with a CoreTrustSeal certified online depository (most likely the Archaeology Data Service (ADS)) if specified by archive repository, SHEA etc., guidance, the components of which will be determined by the relevant museum deposition guidelines and correspondence with the necessary stakeholders.

- Therefore all final reports generated from interventive programmes of work will be uploaded to **OASIS V** following approval by principal project stakeholders- namely, Netherdown and the SHEA.
- If appropriate digital images and supporting documentation will be uploaded to **ADS-Easy** complement grey literature reports.
- Research reports *may* be deposited on OASIS but only under the direction of the SHEAO, archive repository, etc.

BA will not preserve all digital files from the Working Project Archive on their internal company servers indefinitely.

- Internal preservation of selected digital data on BA's internal server will conform to internal Selection and Deselection standards¹.

16.6.3 Have you contacted the data repository?

The relevant museum will be contacted in the early stages of the project to request an accession number; to confirm current deposition guidelines (unless already contacted within the previous 3 months) and to establish current deposition costs.

The deposition guidelines will be consulted to confirm the situation with regard to the digital archive component and whether this should be deposited with a trusted digital repository.

If the investigation establishes that the site is negative, SHEA, NHDCMS etc. will be contacted to establish whether this can be an OASIS only deposition.

¹ BA Selection and De-selection Guidance 2021

16.6.4 Have the costs of archiving been fully considered?

Sufficient resources to allow for the preparation of the archive, and the cost of deposition of the physical and digital archive have been included in the project budget. A costing estimate may be produced for more complex sites, using the ADS Costing Calculator.

16.7 Section 7: Data Sharing and Accessibility

16.7.1 How will you share the data and make it accessible?

A summary of the project will be included on the OASIS Index of Archaeological Investigation and the museum and digital archive repository, and will be updated as the project progresses.

The investigations are likely to result in a number of documents: Project Brief; Written Scheme of Investigation; Final Report; Journal Submission

A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.

The location(s) of the final Archaeological Archive will be added to OASIS when appropriate.

The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

16.7.2 Any restrictions of data sharing required?

In certain situations a temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata.

16.8 Section 8: Responsibilities

16.8.1 Who will be responsible for data management?

The Project Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.

Data capture, metadata production and data quality are the responsibility of the Project Team, assured by the Project Manager.

Storage and backup of data in the field is the responsibility of the field team.

Once data is incorporated into the organisations project server, storage and backup is managed by an external company

Data archiving is undertaken by the project team under the guidance of the Archives Officer, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.



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