

RADWELL BURY FARM BESS, HERTFORDSHIRE: WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL EVALUATION

AOC Project No: 80270

OASIS ID: aocarcha1-541684

Site Code: RAD/NR '26

National Grid Reference: TL 24038 36755

Date: March 2026



Radwell Bury Farm BESS, Hertfordshire: Written Scheme of Investigation for an Archaeological Evaluation

On behalf of:	Balance Power 107 Mere Grange, Leaside, St Helens WA9 5GG
National Grid Reference (NGR):	TL 24038 36755
AOC Project No:	80270
OASIS ID:	aocarcha1-541684
Prepared by:	Nuala C. Marshall
Illustration by:	Sam O'Leary
Date:	March 2026

This document has been prepared in accordance with AOC standard operating procedures.

Author: Nuala C. Marshall	Date: March 2026
Approved by: Yvonne Robertson	Date: March 2026
Draft Report Stage: DRAFT v1	Date: March 2026

Enquiries to: AOC Archaeology Group
3 Goulds Close
Bletchle
Milton Keynes
MK1 1EQ

Tel. 01908 047 468
e-mail. miltonkeynes@aocarchaeology.com



www.aocarchaeology.com

Contents

1	INTRODUCTION	1
2	PLANNING BACKGROUND	1
3	GEOLOGY AND TOPOGRAPHY	1
4	ARCHAEOLOGICAL AND HISTORICAL BACKGROUND	2
5	AIMS OF THE INVESTIGATION	4
6	SCOPE OF WORKS AND STRATEGY	5
7	METHODOLOGY	7
8	REPORT AND ARCHIVE PREPARATION	10
9	HEALTH AND SAFETY	14
10	BIBLIOGRAPHY	15
	APPENDIX A: General	20
	APPENDIX B: SPECIALIST STAFF	22
	APPENDIX C: OASIS FORM	23
	APPENDIX D: DATA MANAGEMENT PLAN	24

Figures

Figure 1: Site location plan

Figure 2: Trench location plan

1 INTRODUCTION

- 1.1 This document is a Written Scheme of Investigation (WSI) setting out the methodology for an archaeological evaluation at land at Radwell Bury Farm, North Hertfordshire (hereafter the 'site'). The National Grid Reference (NGR) is TL 24038 36755 (Figure 1).
- 1.2 AOC Archaeology Group has been instructed by Balance Power to undertake an Archaeological Field Evaluation prior to proposed installation of a battery energy storage facility (BESS) and associated infrastructure in response to Condition C7 of planning consent 24/02713/FP.
- 1.3 The site is located in the local authority area of North Hertfordshire and comprises a rectangular shaped parcel of land bound to the south by Newnham Road and other fields in the other directions. The site is currently recorded agricultural land.
- 1.4 This WSI sets out the methodology for an evaluation focused on equating to an approximate 5% sample of the available c. 3.33ha development area.
- 1.5 All works will be undertaken by a team of suitably qualified professional archaeologists in accordance with current best practice standards and guidance. The results will be published online via Archaeological Data Service (ADS).

2 PLANNING BACKGROUND

- 2.1 The scheme lies within the administrative area of North Hertfordshire Council, to whom archaeological advice is provided by Hertfordshire Historic Environment Advisory Service (HHEAS). Archaeological advice is provided by Andy Instone, Senior Historic Environment Advisor at HHEAS.
- 2.2 The Proposed Development is subject to determination condition and involves the installation of Battery Energy Storage System (BESS), with substation, associated infrastructure, fencing, security, access road, landscaping, and associated works.
- 2.3 Investigations previously completed for the site include a Desk Top Study which included a high-level overview of the sites historical and archaeological potential (Ridge, 2024).
- 2.4 The archaeological work will be undertaken in accordance with this WSI and the requirements of nationally recognised archaeological guidance, including the professional standards issued by the Chartered Institute for Archaeologists (CIfA), specifically the Standard and Universal Guidance for Archaeological Field Evaluation (CIfA 2023).
- 2.5 The archaeological works will be managed in accordance with the Historic England publications Management of Research Projects in the Historic Environment (MoRPHE): Project Managers Guide (2006), and the MoRPHE Project Planning Note 3: Archaeological Excavation (PPN3) (2008). It will also meet the requirements of the National Planning Policy Framework (NPPF; Chapter 16: 'Conserving and enhancing the historic environment', MHCLG 2024).

3 GEOLOGY AND TOPOGRAPHY

- 3.1 The British Geological Survey (BGS) (2026) indicates that the site has an underlying bedrock composed of Zig Zag Chalk Formation-Chalk. This represents a sedimentary bedrock formed approximately 100.5 and 93.9 million years ago during the Cretaceous period. The BGS does not record superficial deposits for the site (BGS 2026).

- 3.2 The site occupies a topography of a general decrease in elevation towards the eastern and northern areas of the site, with the east sitting at around 58-59m above Ordnance Datum (aOD) and the north being even lower at 55-56m aOD. The southwestern area of site ranges from around 64-65m aOD, and the central areas of the site tend to range from 57 to 59m aOD.

4 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 4.1 The information in this section of the WSI summarises the archaeological evidence that has been recorded by the North Hertfordshire Historic Environment Record (HER). An extract was received in March 2026 (HER request number 213.25).

Prehistoric (500,000 BP – AD 43)

- 4.2 Excavation in advance of the construction of Baldock Services recorded a late Bronze Age pit alignment, postholes, pits, and a segmented boundary ditch (MHT12744), c. 550m northwest of the site. All these features appeared to represent marginal activity dating to c.800 BC.
- 4.3 Two cropmarks are recorded 600m to the northeast of the site which are recorded in the HER as an unknown date but are associated with the Scheduled Monument of a ring ditch and enclosure (List Entry: 1003596). These include a rectilinear enclosure with two internal features (MHT1671) and two circular univallate enclosures with internal features (MHT1673).
- 4.4 The HER records a number of other cropmarks likely associated with prehistoric activity. A cropmark of a circular enclosure with a central pit (MHT454) is located 850m to the north of the site and interpreted as a ring ditch and central cremation pit of a plough-raised barrow, likely Late Neolithic to Earlier Bronze Age in date. Other cropmarks (MHT2215 and MHT522) are recorded in the same field and may be associated.
- 4.5 To the south of the site, c. 880m, three cropmarks of ring ditches (MHT1355, MHT1687 and MHT1723), are recorded, most probably represent plough-raised barrows of Neolithic to Bronze Age date.
- 4.6 A further three cropmarks are recorded within a field, c. 400m to the southeast of the site, and comprise cropmarks of a small circular enclosure (MHT6536), an oblong feature (MHT7912) and a small round feature (MHT7913), likely associated with Bronze Age barrows.

Romano-British (AD 43-AD410)

- 4.7 The HER records the course of the Roman road between Braughing and Baldock (MHT4190), part of the Viatores' route 230, 650m to the west of the site. The course of the road has not been lost, as it remained in use as a highway throughout the medieval period until it was cut by the creation of the park at Hamels in the late 16th century. Much of the road survives as rights of way, and field and parish boundaries.
- 4.8 To the southwest of the site is the location of the Radwell Roman villa Scheduled Monument (List Entry: 1016308). Although Radwell Roman villa has been degraded by ploughing, substantial remains survive buried beneath the present ground surface, including the foundations of the main villa building, a bath house suite, ancillary structures and boundary ditches (Historic England, 2026).
- 4.9 To the northeast of the site, c. 850m, at Ashwell Street, Newnham, late Iron Age to early Roman pottery and features were found during evaluation and open area excavation. The features suggested a modest farmstead to the north or north-west of the excavated area.

- 4.10 To the southeast of the site, c 800m, a findspot is recorded of a coin of Claudius which dates to the Roman Period but was an isolated find.

Early Medieval (AD 410 – 1066) to Medieval (AD1066-1540)

- 4.11 A village of Newnham is located 800m to the northeast of the site. The medieval village of Newnham (MHT2698) is recorded in Domesday as 'Neuham'. The block of land, which is the parish of Newnham, crossed by the Cat Ditch, may always have been sparsely populated. The name simply means 'the new homestead', possibly the medieval manor house associated with the moat in the valley bottom. The well-preserved moat (MHT4052) presumably surrounded the medieval manor house, Newnham Hall (MHT4207) which was built as Church Farm; Listed as an early 19th century house but with 16th century origins.
- 4.12 The Church of St Vincent Newnham (MHT4313) would have been built by the lord of the manor and has origins as the medieval parish church. Part of the nave walling possibly dates to the 12th century, the chancel was rebuilt early 13th century, the south aisle and west tower are 14th century
- 4.13 The HER records medieval and post medieval pottery and features recorded c.850m northeast of the site.

Post-Medieval (1540 – 1900)

- 4.14 Within Newnham to the northeast of the Site, the 1766 map shows the moat and manor, and several buildings lining the Caldecote Road to the south, but nothing more. Several early post-medieval (mostly 17th century) houses stand on Ashwell Road, but there are still only a handful of buildings and few amenities. The 1877 OS map shows a village school, and a Methodist chapel (both still extant but converted to other uses).
- 4.15 Newnham Hall (MHT4053) is recorded as being built in the early 18th century although it has medieval origins (discussed above). In the mid-19th century, it was enlarged, and again altered in the 20th century. Groundworks for an extension behind Newnham Hall Cottage revealed 19th to 20th century levelling deposits. The Hall is set back from the road behind a barn which is the only survivor of the post-medieval farmstead. The farmstead is shown on the 1877 OS map, extensive organised ranges along the road frontage which are evidently the same layout as that shown on the 1847 tithe map.
- 4.16 Associated with Newnham Hall, was the farmhouse at Manor Farm (MHT31493), located 900m to the northeast of the site, which dates to the early 18th century. This was the home farm associated with Newnham Hall.
- 4.17 Radwell Grange Farm (MHT11036, MHT15909), located c.600m to the north of the site. It is shown on the 1877 OS map as a post-medieval farmstead with a largely planned layout, implying alterations in the 19th century to accommodate new farming practices but probably with surviving older timber-framed buildings.
- 4.18 Other assets of post-medieval date recorded in the HER include a wall letter box (MHT5509), a wellhead gear within Newnham village (MHT5681) and a water pump (MHT6338) and coin findspots (MHT19724, MHT19725, and MHT19726). Cropmarks are also recorded of unknown date but could be connected with trackways or historic boundaries (MHT17059, MHT17060).

- 4.19 Historic mapping of the site shows little change within the post-medieval period. In the Ordnance Survey (OS) Map of 1877, the site is shown as an open field bordered by trees to the south and similar fields elsewhere. OS maps of 1884 and 1899 show no changes to the site.

Modern (AD 1901-present)

- 4.20 The OS map of 1967 shows a large electricity pylon on top of the site's eastern border. The electricity wire extends north to south over the centre of the site. The site appears to be congruent with the present-day layout with no changes mapped up to present day.

Satellite Imagery

- 4.21 The earliest image available for review (1999) shows the site to be an open agricultural field with a small road bordering it to the south. Electricity pylons run north-east to south-west of the centre of the site. The surrounding fields seem to be of similar land use.
- 4.22 Except for agricultural changes in the field, no significant changes are noted in the following images from 2009, 2015, 2017, and 2020 (Ridge, 2024).

Previous Works

- 4.23 No previous archaeological works have taken place within the site. The closest investigations recorded in the HER are the excavation undertaken to the northwest of the site at Baldock services which recorded Late Bronze Age features (see paragraph 4.2).

5 AIMS OF THE INVESTIGATION

- 5.1 The principal objective of the archaeological investigation is to protect the archaeological interest of the site.
- 5.2 The aims of the archaeological evaluation are defined as being:
- To establish the presence/absence of archaeological remains within the site.
 - To determine the extent, condition, nature, character, quality and date of any archaeological remains encountered.
 - To record and sample excavate any archaeological remains encountered.
 - To assess the eco-factual and environmental potential of any archaeological features and deposits.
 - To determine the extent of previous truncations of the archaeological deposits.
 - To enable the Hertfordshire Historic Environment Advisory Service to make an informed decision on the status of the condition, and any possible requirement for further work in order to satisfy that condition.
 - To make available to interested parties the results of the investigation.
 - To make public the results of the investigation, subject to any confidentiality restrictions.
- 5.3 The specific aims of the evaluation are defined as:
- To determine any presence and character of prehistoric settlement and agricultural activity within the site.
 - To determine any presence and character of Romano-British activity within the site.
 - To determine any survival of medieval and / or post-medieval ridge and furrow remains on site.

- 5.4 The evaluation will inform on the need for and scope of further works which may take the form of further archaeological evaluation, archaeological monitoring (watching brief), strip, map and record, or full excavation. The scope of any such work would be detailed in an addendum to this WSI but the aims would be either:
- to preserve the archaeological evidence contained within the site **by record**, to attempt a reconstruction of the history and use of the site and undertake comparative analysis between the site and other relevant sites in the locality; or
 - where physical preservation is likely to be considered as a mitigation option, the primary factors affecting the present state of preservation and the direct and indirect effect of the proposed development should also be considered. The preservation strategy for archaeological remains will be determined with reference to the principles outlined in the Historic England document 'Preserving Archaeological Remains (2016).'
- 5.5 Should more significant remains be identified, investigations should consider local and regional research priorities. Attention is drawn to research objectives within:
- Research and Archaeology Revisited: a revised framework for the East of England (EAA Occ. Paper No 24, 2011),
 - East of England Regional Research Framework (ALGAO East of England 2020, 2024).

6 SCOPE OF WORKS AND STRATEGY

Archaeological Investigation: Trial Trench Evaluation

- 6.1 The field evaluation will involve the excavation of 19 trenches, all of which will measure 50m long by 1.8m wide. This will equate to an approximate 5% sample of the available c.3.3ha development area.
- 6.2 Overall, the archaeological evaluation of the site will allow an understanding of the archaeological potential of the site and, if necessary, provide the information to devise a mitigation strategy to minimise the impact of development upon the archaeology.
- 6.3 Should significant archaeological remains be identified, a mitigation strategy will be agreed with HHEAS and outlined in an addendum to this WSI. This may involve:
- to preserve the archaeological evidence contained within the site **by record**, to attempt a reconstruction of the history and use of the sites and undertake comparative analysis between the site and other relevant sites in the locality; or
 - where physical preservation is likely to be considered as a mitigation option, the primary factors affecting the present state of preservation and the direct and indirect effect of the proposed development should also be considered. The preservation strategy for archaeological remains will be determined with reference to the principles outlined in the Historic England document 'Preserving Archaeological Remains (2016).'
- 6.4 Any further archaeological works (further archaeological evaluation, archaeological monitoring (watching brief), strip, map and record, or full excavation) will be reported on, with an archaeological post-excavation assessment undertaken should significant archaeological remains be identified. Following completion of the PXA report, a programme of analysis, archive preparation deposition and publication of the results as agreed with HHEAS would be required.

General

- 6.5 The evaluation will be undertaken and designed in accordance with current best archaeological practice, local and national standards and guidelines:
- Historic England – Management of Archaeological Projects (HE 2015a).
 - Historic England – Archaeological Guidance Paper 4: Standards and Practices in Archaeological Fieldwork (HE 2015b).
 - Historic England – Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation (HE 2015c).
 - Historic England – The Role of the Human Osteologist in an Archaeological Fieldwork Project (HE 2018).
 - Chartered Institute for Archaeologists (2022). Code of Conduct.
 - Chartered Institute for Archaeologists (2023a) Standard for an Archaeological Field Evaluation.
 - Chartered Institute of Archaeologists (2023b) Universal guidance for archaeological field evaluation.
 - Chartered Institute for Archaeologists (2023c) Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.
 - Chartered Institute for Institute for Archaeologists (2023d) Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.
 - Museum of London – Archaeological Site Manual (MoL 1994).
 - National Planning Policy Framework (MHLG 2019; updated 2021).
 - RESCUE & ICON – First Aid for Finds (RESCUE & ICON 2001).
 - United Kingdom Institute for Conservation (UKIC 1983) – Conservation Guidelines No.2.
 - United Kingdom Institute for Conservation (UKIC 1990) – Guidance for Archaeological Conservation Practice.
 - Society of Museum Archaeologists (1993) Selection, Retention and Dispersal of Archaeological Collections: Guidelines for use in England, Wales and Northern Ireland.
 - Brown, D.H. (2011) Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation (Second Edition).
- 6.6 Insurances, copyright and confidentiality, and standards are defined in Appendix A.
- 6.7 A unique site code for the project (RAD/NR '26) will be used as the site identifier for all records produced.
- 6.8 The archaeological investigation will be carried out by an experienced Project Officer assisted by a team of archaeologists and managed by Nuala Marshall, AOC Archaeology Project Manager. The works will be monitored by the Hertfordshire Historic Environment Advisory Service.
- 6.9 A copy of the approved WSI will be held on site along with the detailed site risk assessment. All site staff will be made aware of and will have reviewed both documents.
- 6.10 The archaeological works will be monitored by the Hertfordshire Historic Environment Advisory Service, who will be advised in advance of the proposed start date of works and will be invited to monitor the works before the backfilling of trenches. A period of one week is required to give notice to agree monitoring arrangements ahead of commencement of work.

- 6.11 A list of specialists who may be contacted for sample/artefact analyses is given in Appendix B.
- 6.12 A digital management plan is attached as Appendix C.
- 6.13 An initiated OASIS form is shown in Appendix D (OASIS ID: aocarcha1-541684).

7 METHODOLOGY

Archaeological Evaluation

- 7.1 The evaluation trenches will be opened by a mechanical excavator equipped with a flat ditching bucket under the supervision of a competent and experienced member of AOC staff. Undifferentiated topsoil or overburden of recent origin will be removed in successive level spits down to the first significant archaeological horizon, or the natural substratum, whichever is encountered first. The excavated material will be kept separate from other deposits and examined for archaeological materials. The location of the evaluation trenches is shown on Figure 2.
- 7.2 The supervising archaeologist will be positioned outside of the working area of the mechanical excavator, in normal working arrangements. The mechanical excavator will cease operations when access to the machined area is required by the supervising archaeologist.
- 7.3 The use of metal detectors on site to aid the recovery of artefacts is required. The metal detector should not be set to discriminate against iron. Metal detected finds should be plotted on suitable plans within the report.
- 7.4 Archaeological recording, where not precluded by Health & Safety considerations, will consist of:
 - Hand cleaning of archaeological features, sections and surfaces sufficient to establish the stratigraphic sequence exposed.
 - Excavated material will be examined in order to retrieve artefacts to assist in the analysis of their spatial distribution.
 - Sample excavation of exposed features sufficient to enable their date, nature, extent and condition to be described. No archaeological deposits should be entirely removed unless this is unavoidable. The depth of archaeological deposits across the site will need to be assessed.
 - Completion of pro-forma record sheets.
 - Accurate survey and hand drawing of all exposed archaeological features and horizons (including boundaries of natural). All survey data will be collected digitally, with hand plans used to depict complex arrangements of features and relationships.
 - A scaled photographic record of representative exposed sections and surfaces, along with sufficient photographs to establish the setting and scale of the ground works.
 - Data collected will include standard formats which maximise use and reuse in the future. Methods of collection conform to AOC recording practices and relevant ClfA Standards and Guidance for Archaeological Excavation (ClfA 2023a, 2023b). Digital data acquisition standards are defined from ADS Guides to Good Practice (2011) and will adhere to FAIR principles <https://www.go-fair.org/fair-principles/>

- The working project archive will be stored in a project specific folder or data specific folder on AOC's organisational server. The on-premises server is backed up daily to maintain an up-to-date security copy of the organisation wide data. A working copy is kept in cloud storage. Project folders and files will be named following established AOC procedures (ProjectNumber_name_date) and conform to ADS best practice and version control guidance. GPS survey data collected will be downloaded as Trimble .job file. Raw data will be stored in the appropriate Survey processing folder within the Project folder structure. Raw survey data will be processed using Trimble Business Centre and exported as ESRI shapefiles to GIS for final plans.
- 7.5 The Hertfordshire Historic Environment Advisory Service will be informed as soon as possible of the discovery of any unexpected archaeological remains or changes in the programme of ground works at the site.
- 7.6 Sections through linear features will be excavated at approximately 90° to the longitudinal axis to provide a cross-section profile. Cross-sections will be cut vertically and cleaned by hand in order to enhance the definition of stratigraphic sequences. Intersecting features will be investigated to determine the relationship between them.
- 7.7 The section will be cleaned to establish the presence/absence of vestigial old land surface soils and other stratified deposits, photographed, drawn and discussed in the post-fieldwork report. Built structures will be excavated sufficiently to define the extent of the feature and to achieve the objectives of the evaluation.
- 7.8 Archaeological features will be surveyed using a Trimble GNSS GPS and tied into the National Grid. The survey data standard is a minimum horizontal and vertical accuracy of 0.05m. Where complex features or groups of features are encountered, these will be recorded at a scale of 1:20 on planning sheets based on a 5m grid system. The grid will be used for planning features and all other horizontal control on site. Weekly survey data can be issued live from Site as updates for progress and update reports. GIS shapefiles can be provided to the Hertfordshire Historic Environment Advisory Service and the Hertfordshire Historic Environment Record (HER) on completion of the trenching works if required.
- 7.9 A photographic record of all significant features observed will be undertaken. This will consist of digital SLR photography which supplies both Jpeg and Raw formats. The DSLR camera will be a Nikon D60, or Canon DS126741 or similar, and photography will include scales for overview shots, and smaller scales for smaller features as appropriate. Each view will be taken with and without a photographic board, to ensure on-site identification of features and trenches. Working shots will be taken as well as general shots to give a view of the scope of the work, setting trenches in their landscape as appropriate.
- 7.10 Records will be produced using either pro-forma context or trench recording sheets and by the single context or multi context recording planning method, dependant on the density of remains, and will be compatible with those published by the Museum of London (MoL, 1994).
- 7.11 Contexts will be numbered using a continuous unique numbering system. The resulting site registers will be kept on standardised forms: context registers; drawing registers; photographic registers; and sample registers.

- 7.12 Written descriptions, comprising both factual data and interpretative elements, will be recorded on standardized sheets. Where stratified deposits are encountered a 'Harris'-type matrix, reflecting the full sequence of all archaeological contexts, will be compiled.
- 7.13 Bulk samples, 20L for wet and 40L for dry soils will be taken from appropriate contexts for the recovery and assessment of environmental data. Provision will be made for column and other appropriate samples to be taken. Sampling methods will follow English Heritage guidelines (Historic England 2015) and the guidelines set out in '*A guide to sampling archaeological deposits for environmental analysis*' (Murphy & Wiltshire 1994).
- 7.14 Following excavation, trenches will only be backfilled once they have been fully recorded and with agreement from the Planning Authority's Archaeological Advisor. Trenches will be backfilled and compacted with a mechanical excavator equipped with a flat toothless bucket, but no further reinstatement will be undertaken.
- 7.15 Any human remains exposed will, so far as possible, be left in situ, protected and reburied. If it is established that exposed human remains are at threat of damage, then they will be exhumed in line with regulations from the Ministry of Justice and once a licence has been issued. Hertfordshire Historic Environment Advisory Service will also be informed. Any excavation and recording of human remains will follow ClfA and HE guidance.
- 7.16 Spoil heaps arising from soil layers will be carefully scanned for artefacts. Artefacts from each distinct deposit will be separately bagged and given a unique context number.
- 7.17 Any finds covered by the provisions of the Treasure Act (1996, amended 2003) and Treasure (Designation) Order 2002, including gold and silver, will be moved to a safe place and reported to the coroner's office according to the procedures determined by the Act. They will also be reported to the local Finds Liaison Officer from the Portable Antiquities Scheme and the Hertfordshire Council. Where removal cannot be affected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.
- 7.18 All identified finds and artefacts will be collected and retained. Certain classes of material, i.e. post-medieval pottery and building material may be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of the Hertfordshire Historic Environment Advisory Service.
- 7.19 All finds and samples will be treated in a proper manner and to standards described in the 'Standards and guidance for the collection, documentation, conservation, and research of archaeological materials' (ClfA, 2020).
- 7.20 Finds will be scanned to assess the date range of the assemblage with particular reference to pottery. In addition, the artefacts will be used to characterise the site, and to establish the potential for all categories of finds should further archaeological work be necessary.
- 7.21 Provision for on-site conservation and finds treatment, in addition to any scientific dating of materials uncovered, will be undertaken where appropriate.
- 7.22 Upon completion of the evaluation, the trenches will be backfilled and compacted with the machine bucket only.
- 7.23 Upon completion of the project the landowner and the receiving museum will be contacted regarding the preparation, ownership and deposition of the archive and finds.

- 7.24 The integrity of any archaeological features or deposits, which might better be excavated in conditions pertaining to full excavation, or might warrant preservation in situ, will not be compromised.

Further Archaeological Fieldwork

- 7.25 The need for and scope of further archaeological works will be informed by the results of the archaeological trial trenching works. The scope of these works will be outlined in an addendum to this WSI, with the working areas and methodology clearly defined.
- 7.26 Should the approach be taken to preserve the archaeological evidence contained within the site **by record**, further archaeological evaluation, archaeological monitoring (watching brief), strip, map and record, or full excavation may be required. The strategy would be agreed with the client as well as the LPA archaeological advisor in advance of any further works being carried out.

Public Engagement and Social Value

- 7.27 Provision will be made for public engagement, where this is deemed appropriate. A strategy will be outlined during or following this phase of trial trenching evaluation and once a better understanding of the site and the character of any heritage assets has been determined. This strategy will be outlined in consultation with HHEAS. Public engagement may include, but is not limited to, open days, school visits, social media engagement, digital heritage and websites (including AOC's In Situ website), and local talks or exhibitions.

8 REPORT AND ARCHIVE PREPARATION

- 8.1 If no archaeological mitigation and further site work is required the evaluation report will be completed within eight to ten weeks from the end of fieldwork, subject to the availability of specialist reports. The report will, at a minimum, include the following:
- A location plan of the site.
 - The date of the record, the names of the recorders and the location of the archive.
 - A table of contents and a list of figures and plates.
 - Acknowledgements to all contributors to the fieldwork, reporting and analysis. Also, a note of any copyrights for reproduced material.
 - A location plan of the trenches.
 - Plans and sections of features and/or extent of archaeology located. These will be at an appropriate scale.
 - Representative sections of the trenches detailing the stratigraphic sequence.
 - A sample of trench photographs.
 - A summary statement of the results (including an assessment of the character, nature, date, condition and significance of the archaeological resource).
 - A table summarising per trench the deposits, features, classes and numbers of artefacts encountered and spot dating of significant finds.
 - A definition of the nature and extent of any avoidance or mitigation works that may be required.

- An HER Summary Sheet

- 8.2 The procedures defined in Historic England's Management of Archaeological Projects 2nd edition (1991) will be followed for immediate post-field archive preparation and initial assessment if warranted. It will then be agreed with HHEAS.
- 8.3 A list of specialist staff that may be used for analysis of samples and artefacts is given in Appendix B.
- 8.4 A digital copy of the report clearly marked DRAFT will be prepared and issued to HHEAS for comments and approval prior to the production of the final report. A copy of the final report, once approved, will also be issued digitally to HHEAS on the understanding that it will become a public document after an appropriate period of time. A hard copy of the final report will also be issued to HHEAS.
- 8.5 An OASIS form has been initiated (Appendix D). This will be completed, and an electronic copy of the evaluation report deposited with the Archaeological Data Service (ADS).
- 8.6 Hertfordshire County Council will be notified of the fieldwork and a site code will be obtained from the North Hertfordshire District Council Museum Service.
- 8.7 In addition the HCCHER will be informed of the expected time limits for deposition of the archive.
- 8.8 Any further archaeological works (watching brief and/ or strip, map and record) will be reported on, with an archaeological post-excavation assessment undertaken should significant archaeological remains be identified.

Post-Excavation Assessment Report (if required)

- 8.9 If significant archaeological remains are identified and further site work is required a Post-Excavation Assessment (PXA), which will cover all phases of works, will be completed within nine to twelve months of completion of the work on site, dependent upon specialist availability. A digital copy of the final agreed report, and a phased GIS file of the final excavation plan (Shapefile), will also be issued to the Senior Historic Environment Advisor at HHEAS. A copy of the report will be deposited with the Hertfordshire Historic Environment Record.
- 8.10 The PXA document provides an overall assessment of the site stratigraphy, landuse, and finds and ecofacts recovered from the environmental samples, including recommendations for further work within an updated project design. Each specialist assesses the material and prepares a report (provided as appendices in the PXA), quantifying the material with statements on potential and significance, including recommendations for further work.
- 8.11 The updated project design will consider scope for any further analysis, dissemination and archiving. Following completion of the PXA report, a fully costed programme for delivery of the analysis, archive preparation deposition and publication of the results will be submitted for approval.

- 8.12 Where possible, the site record will be separated into chronological phases (e.g. Phase 1, Phase 2 etc), each of would represent a distinct episode of land-use. Phases would be numbered sequentially from earliest to latest. It should be noted, however, that this formative phasing may change at the publication stage should additional evidence come to light, for example through absolute dating etc. As such the initial phasing will be based upon relative dating gleaned from the finds assemblages, the stratigraphic relationships present and through relative spatial analysis of the features.
- 8.13 The site records would be completed and checked. A context register would be completed and a draft stratigraphic matrix compiled for the site. Illustrations would be constructed to accompany the results showing the location of the features. Assessment of the finds would be undertaken. The photographic archive would be checked and reassessed prior to deposition.
- 8.14 The PXA report will include as a minimum the following:
- Title page;
 - A signed QA sheet detailing as a minimum - title, author, version, date, checked by, approved by;
 - A non-technical summary;
 - A copy of the completed OASIS form;
 - A site location drawing;
 - The archaeological and historical background;
 - The methodology employed for the investigation;
 - The aims and objectives of the investigations;
 - The results of the investigation (stratigraphic, artefactual, environmental, initial scientific dating results);
 - Statements of potential (stratigraphic, artefactual, environmental);
 - Statement of the significance of the results in their local, regional, national and international context;
 - A quantification of the archive that includes the list of all site records, finds and samples;
 - An Updated Project Design (UPD) that sets out how the research aims and objectives of the WSI can be addressed at the analysis stage;
 - Post-excavation analysis method statements;
 - Recommendations for analysis, reporting and publication (including a synopsis of the proposed contents);
 - Proposed resources and programming (task list linked to key personnel, time required and key research questions that the task will answer or facilitate and programme cascade chart);
 - The current and proposed arrangements for long-term conservation and archive storage (including details of the accredited repository details);
 - General and detailed plans showing the location of the investigation areas accurately positioned on an OS base with grid co-ordinates and a plan of the identified archaeological remains (to a known scale);
 - Detailed plans and sections/profiles, deposit models etc., to support the narrative;
 - Detailed stratigraphic matrix for each area excavated and how the areas interlink;
 - Photographs and illustrations, including any 3D models;
 - Bibliography;

- A cross-referenced index to the project archive and summary of contexts; and
 - Appendices containing specialist reports.
- 8.15 The PXA report and Updated Project Design (UPD) will be submitted to the Senior Historic Environment Advisor at HHEAS for review and comment.
- 8.16 The scope of the analysis and publication report will be dependent upon the assessment and future discussions to be held with the Senior Historic Environment Advisor at HHEAS and the client. The analysis stage will be undertaken in accordance with the UPD and will lead to the compilation of a research archive and the production of integrated report texts and illustrations for publication.
- 8.17 A list of specialist staff that may be used for analysis of samples and artefacts is given in Appendix B.
- 8.18 A copy of the final report, once approved, will also be issued to Hertfordshire County Council on the understanding that it will become a public document after an appropriate period of time.

Archive Preparation

- 8.19 The site archive will comprise all artefacts, environmental samples and written and drawn records. It is to be consolidated after completion of the whole project, with records and finds collated and ordered as a permanent record. Archaeological finds rarely have any monetary value but they are an important source of information for future research, included in museum exhibits and teaching collections. The Chartered Institute for Archaeologists (CIfA 2020a) and the Society of Museum Archaeologists (SMA 1993) recommend that finds are publicly accessible and that landowners donate archaeological finds to a local museum. The Archive Manager will consult local guidance for deposition of the physical archive and will discuss the requirements with the North Hertfordshire District Council Museum Service.
- 8.20 The unique Site Code (RAD/NR '26) will be clearly indicated on any specification received for this project. It will be shown on all paperwork (context/photo/enviro sample forms, lists and plans), and on finds bags and sample containers/bags and later shown on ensuing reports and on the OASIS data collection form.
- 8.21 During the reporting stage, AOC will discuss arrangements with the developer/landowner, and HHEAS for the archive to be deposited with the North Hertfordshire District Council Museum Service.
- 8.22 In the case where finds are retained, landowner consent will be required to allow transfer of the finds to the North Hertfordshire District Council Museum Service. This will require the completion of a Deed of Transfer form accompanied by a Legal Title Consent Request Letter from the landowner. The watching brief and evaluation report will confirm if the Deed of Transfer has/has not been signed by the landowner. A complete finds inventory and further finds information can be provided to the landowner on request.
- 8.23 The site archive specification should conform to the guidelines in MoRPHE (HE 2015), eg section 2.5.3, and the paper and material (physical) archive be respectively deposited within North Hertfordshire District Council Museum Service on completion of the fieldwork programme or following any publication of the results.

- 8.24 Digital archive material will be deposited with a CoreTrustSeal repository, eg ADS. Only the final version of all born digital documents (reports, databases, images, survey files) will be selected for inclusion in the Digital Archive.
- 8.25 Selection will be defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results. Selection will be carried out based on the guidelines provided by the ADS Guidelines for Depositors (2021) and Guidance for the selection of material for deposit and archive (2018), ClfA Selection Toolkit for Archaeological Archives (2019) and the Historic England Digital Image Capture and File Storage – Guidelines for Best Practice (2015c).

9 HEALTH AND SAFETY

- 9.1 AOC Archaeology maintains the highest standards of health and safety, both on-site and in our premises, and a copy of our Health and Safety Policy can be supplied on request.
- 9.2 Health and Safety will take priority over all other requirements. A conditional aspect of all archaeological work is both safe access to the area of work and a safe working environment.
- 9.3 The project will be carried out in accordance with safe working practices and under the defined Health and Safety Policy. A separate Risk Assessment/Method Statement (RAMS) will be prepared prior to the commencement of the fieldwork.
- 9.4 Staff present on site will be required to wear the appropriate Personal Protective Equipment (PPE), which will be issued as necessary. Welfare facilities will be made available on site for staff welfare and washing.
- 9.5 Where AOC Archaeology is not the main contractor on a site the main contractor's Risk Assessment will have primacy over the AOC Archaeology document given that:
- The main contractors' risk assessment takes account of AOC's working practices – i.e. it does not compromise normal and safe archaeological procedure as set out in our Written Scheme of Investigation and Risk Assessment;
 - AOC Archaeology was notified of the full suite of hazards present prior to arriving on site;
 - There is a proper induction and monitoring process in place and AOC Archaeology staff have been through this process;
 - There is no significant conflict between AOC Archaeology Health & Safety procedures and those proposed by the main contractor;
 - AOC Archaeology are made aware of new threats or hazards as they arise during the course of our on-site involvement.
- 9.6 The methodologies of the WSI will be met in full, where reasonably practicable.
- 9.7 Any significant variations to the proposed methodology will be discussed and agreed with the Hertfordshire Historic Environment Advisory Service, as archaeological advisor to the district, in advance of implementation.
- 9.8 The scope of fieldwork is aimed at meeting the objectives of the project in a cost-effective manner. AOC Archaeology attempts to foresee all possible site-specific problems and make allowances for these. However, there may on occasion be unusual circumstances, which have not been included in the programme and costing. These can include:
- unavoidable delays due to extreme bad weather or vandalism.

- extensions to feature excavation sample sizes requested by the local authority's archaeological advisor and land authorities.
- complex structures or objects, including those in waterlogged conditions, requiring specialist removal.
- unforeseen Health and Safety issues.

10 BIBLIOGRAPHY

British Geological Survey, 2026. *BGS Geology Viewer*. Available at: <https://mapapps.bgs.ac.uk/geologyofbritain/home.html>. Accessed 25/03/2026

Brown D.H., 2011. *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Second Edition).

Chartered Institute for Archaeologists (CIfA), 2014. *Standards and Guidance and Guidelines for the collection, documentation, conservation, and research of archaeological materials*.

Chartered Institute for Archaeologists (CIfA), 2020. *Standards and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*.

Chartered Institute for Archaeologists (CIfA), 2022. *Code of Conduct*.

Chartered Institute for Archaeologists (CIfA), 2023a. *Standard for an archaeological field evaluation*.

Chartered Institute of Archaeologists (CIfA), 2023b. *Universal guidance for archaeological field evaluation*.

Historic England, 2015a. *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*.

Historic England, 2015b. *Archaeological Guidance Paper 4: Standards and Practices in Archaeological Fieldwork*.

Historic England, 2015c. *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation*.

Historic England, 2015d. *Digital Image Capture and File Storage Guidelines for Best Practice*.

Historic England, 2018. *The Role of the Human Osteologist in an Archaeological Fieldwork Project*. Swindon: Historic England.

Historic England, 2026. The National Heritage List for England (NHLE). Accessed at <https://historicengland.org.uk/listing/the-list>

Murphy P. L. and Wiltshire P. E. J., 1994. *A guide to sampling archaeological deposits for environmental analysis*.

Museum of London (MOLA), 1994. *Archaeological site Manual* (3rd edition).

Museum and Galleries Commission, 1992. *Standards in the Museum Care of Archaeological Collections*.

Ministry of Housing, Communities and Local Government, 2024. *National Planning Policy Framework*. Updated December 2024. Available at: <https://www.gov.uk/government/publications/national-planning-policy-framework--2>. Accessed 27/10/2025.

RESCUE & ICON, 2001. *First Aid for Finds*. (3rd ed).

Ridge, 2024. Desk Top Study Radwell Bury Farm.

Cranfield University, 2025. *Soilscapes*. Available at: <https://www.landis.org.uk/soilscapes/> Accessed 27/10/2025.

United Kingdom Institute for Conservation, 1983. *Conservation Guidelines No 2*.

United Kingdom Institute for Conservation, 1990. *Guidance for Archaeological Conservation Practice*.

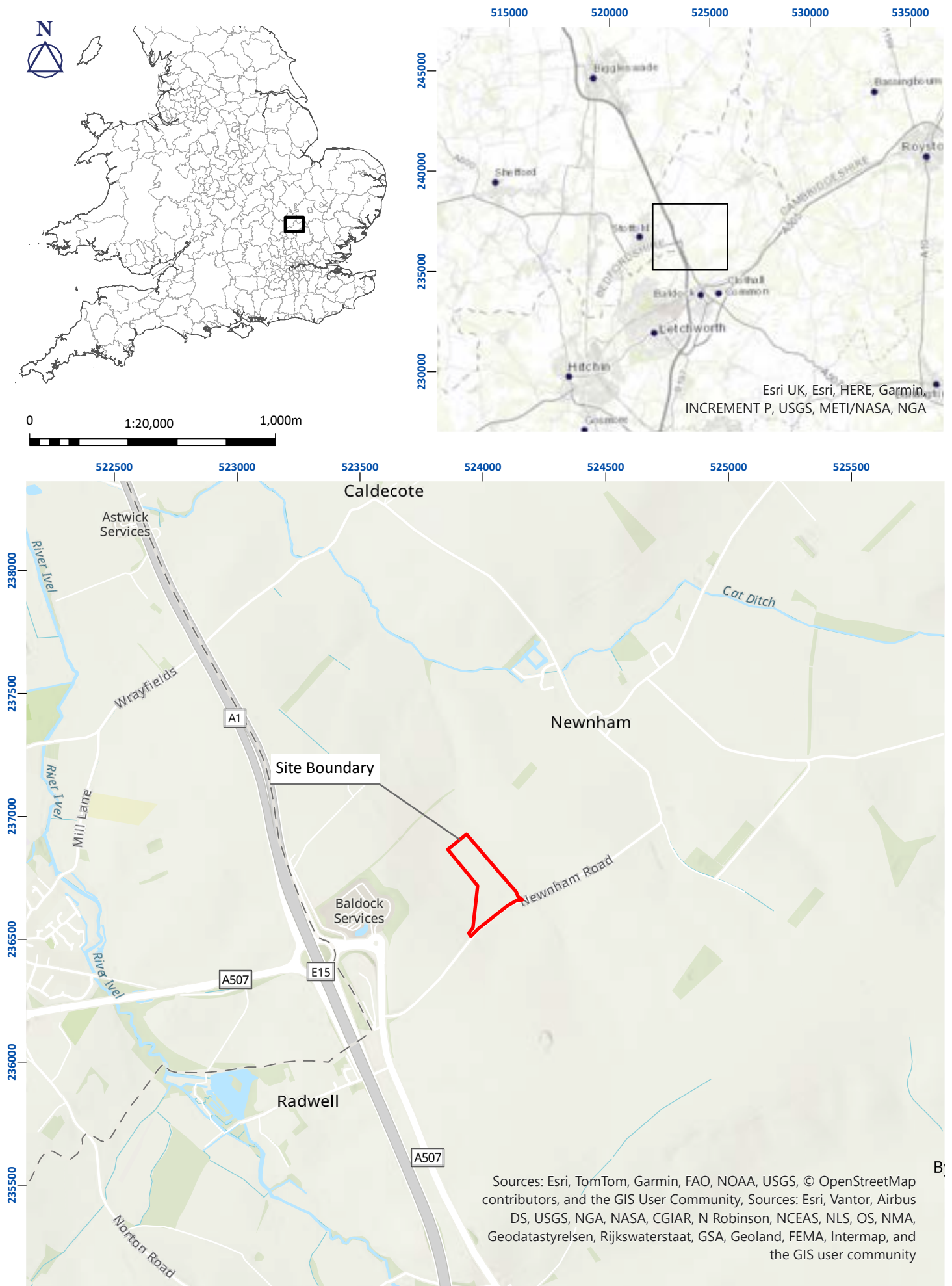


Figure 1: Site location plan

01/80270/WSI/01/01

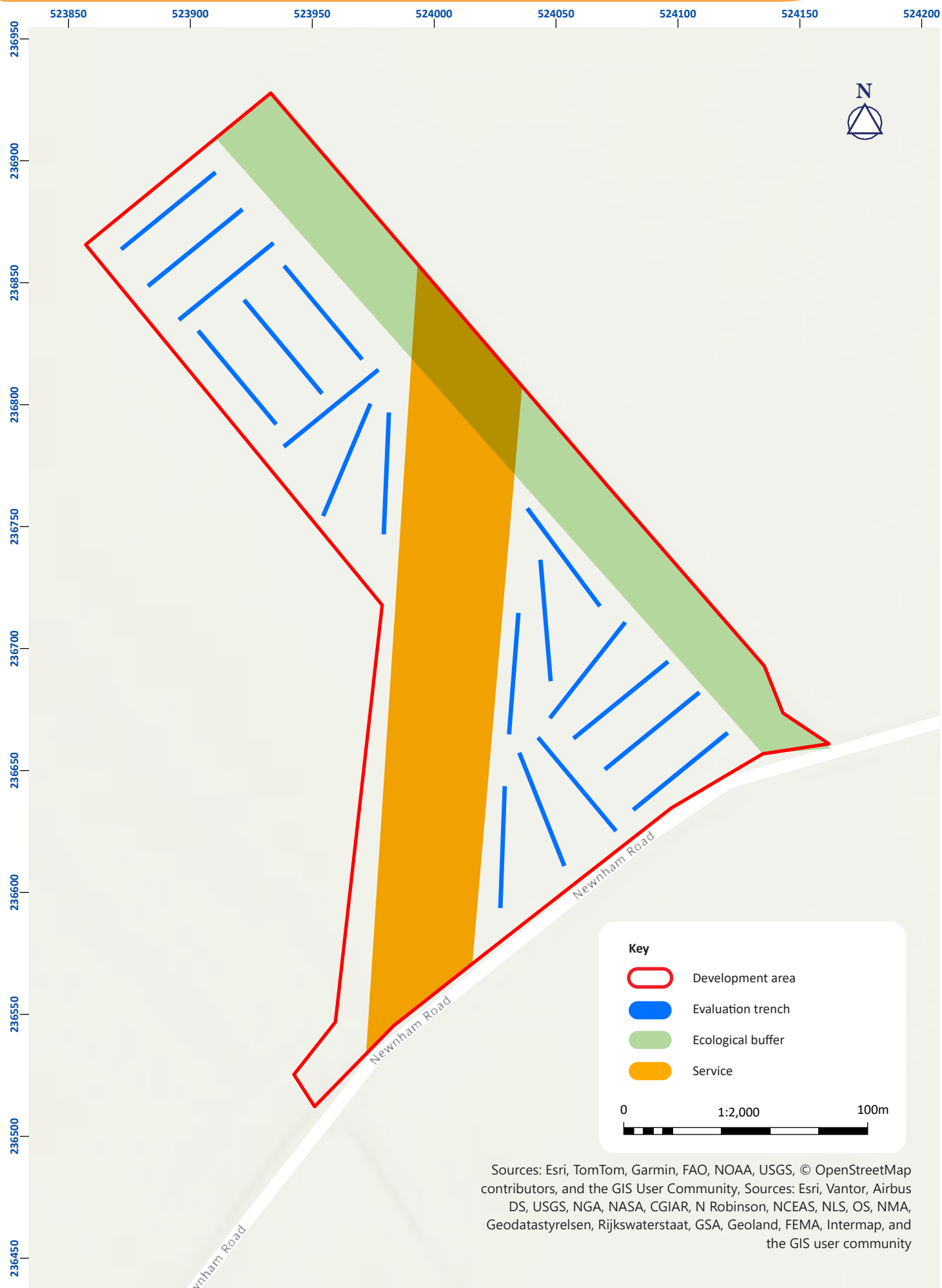


Figure 2: Trench location plan

01/80270/WSI/02/01

Appendices

APPENDIX A: General

Insurances

1. AOC holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details can be supplied on request.
2. AOC will not be liable to indemnify the client against any compensation or damages for or with respect to:
 - damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor)
 - the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement
 - any other damage which is the unavoidable result of the Project in accordance with the Agreement
 - injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents servants or their contractors (not being employed by AOC Archaeology or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto)
3. Where excavation has taken place evaluation trenches will be backfilled with excavated material but will otherwise not be reinstated unless other arrangements have previously been agreed. Open area excavations normally will not be backfilled but left in a secure manner unless otherwise agreed.

Copyright and Confidentiality

4. AOC Archaeology will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive license to the Client in all matters directly relating to the project as described in the Written Scheme of Investigation.
5. AOC will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988.
6. AOC will advise the Client of any such materials supplied in the course of projects, which are not AOC's copyright.
7. AOC undertake to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated. In addition, AOC further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that Clients respect AOC's and the Chartered Institute for Archaeologists' (CIfA) general ethical obligations not to suppress significant archaeological data for an unreasonable period.

Standards

8. AOC Archaeology is an accredited ISO 9001:2015 organisation and a Registered Archaeological Organisation with the CIfA, operating to nationally agreed guidelines, processes and procedures. These are set within a framework that endeavours to carry out the required work and submit the final report in a manner that meets the client's specific needs, providing quality assurance throughout the project and for the end product.

9. AOC Archaeology conforms to the standards of professional conduct outlined in the Chartered Institute of Archaeologists' Code of Conduct (CIfA 2020), the CIfA Standard and Guidance for Archaeological Field Evaluation (CIfA 2020) and the British Archaeologists and Developers Liaison Group Code of Practice (1991).
10. Where practicable AOC will liaise with local archaeological bodies (both professional and amateur) in order that information about particular sites is disseminated both ways (subject to client confidentiality).

APPENDIX B: SPECIALIST STAFF

The following specialist staff may be used on this project depending on the type of artefacts and soil samples recovered during the course of the fieldwork.

Geo-archaeology	Virgil Yendell	AOC
Macroscopic plant remains	Virgil Yendell	AOC
Soils and sediments analysis	Virgil Yendell	AOC
Palaeo-environmental archaeology	Virgil Yendell	AOC
Human remains	Alexandra Johnson	AOC
Conservation	Gretel Evans	AOC
Building material	Les Capon	AOC
Lithics	Jon Cotton	Freelance
Mammal and bird bone	Jackaline Robertson	AOC
Prehistoric pottery	Jon Cotton	Freelance
Roman pottery	Andrew Peachey	Wardell Armstrong
Medieval pottery	Luke Barber	Freelance
Post-medieval pottery	Kylie McDermott	AOC
Metalwork	Andrew Morrison	AOC
Glass	Andrew Morrison	AOC
Industrial waste	Dawn McLaren	AOC
Clay tobacco pipe	Andrew Morrison	AOC

APPENDIX C: OASIS FORM

OASIS ID (UID)	aocarcha1-541684
Project Name	Evaluation at Radwell Bury Farm BESS
Sitename	Radwell Bury Farm BESS
Sitecode	
Project Identifier(s)	Radwell Bury Farm BESS
Activity type	Evaluation
Planning Id	
Reason For Investigation	Planning: Post determination
Organisation Responsible for work	
Project Dates	
Location	Radwell Bury Farm BESS NGR: TL 24038 36755 LL: 52.01536643564379, -0.193970205559306 12 Fig: 524038,236755
Administrative Areas	Country: England County/Local Authority: Hertfordshire Local Authority District: North Hertfordshire Parish: Radwell
Project Methodology	
Project Results	
Keywords	
Funder	
HER	Hertfordshire HER - unRev - STANDARD
Person Responsible for work	
HER Identifiers	
Archives	

APPENDIX D: DATA MANAGEMENT PLAN

1. Project	
Site Code:	80270
Site Name:	Radwell Bury Farm BESS, Hertfordshire
Project Type:	FW Evaluation
OASIS ID:	Aocarcha1-541684
Local authority:	Hertfordshire County Council
Data Repository:	the Archaeology Data Service (ADS)
2. Data Collection and Standards	
Data Standards & Methods of Collection	
Methods of collection will conform to AOC recording practices and relevant ClfA Standards and Guidance for Archaeological Excavation (ClfA 2014). Digital data acquisition standards are defined from <i>ADS Guides to Good Practice</i> (Niven 2021)¹. Data collection will adhere to FAIR Principles and will be in line with ClfA <i>Dig Digital</i> Guidance². The intended repository for digital data is the Archaeology Data Service (ADS) The intended repository for physical site records is the designated repository of the local authority: Hertfordshire County Council. Site Records Records for this project will be: - Created digitally using AOC's Field Data Manager and exported to spreadsheets Handheld devices running Field Data Manager (FDM) software will be used to record archaeological data. FDM software will be used to produce the following site records on pro forma .csv outputs in line with ClfA Standards and Guidance (2014): * Context sheets * Trench records * Finds registers * Photographic registers * Sample registers * Drawing registers * Trench record shots * Working shots Photographic Record	

¹ <https://archaeologydataservice.ac.uk/help-guidance/guides-to-good-practice/the-project-lifecycle/planning-for-the-creation-of-digital-data/>

² https://www.archaeologists.net/sites/default/files/downloads/selection-toolkit/digdigital_full_guidance.pdf

The photographic record will comprise digital images taken using an SLR camera of at least 12 megapixels. The photography format to be used is:

JPG

Processed from RAW to JPG

Survey

Archaeological features will be surveyed using a Trimble GNSS GPS tied to OSGB with corrections provided by Trimble VRS Network. Tolerance will be to a horizontal and vertical accuracy of +/- 0.05m. Where tree cover or site obstructions prevent a clear GPS signal, survey will be carried out either by Total Station positioned over a known point or tied to a predefined grid or by hand planning. Where hand plans are required, these will be georeferenced in GIS and shapefiles exported for final plans and archiving purposes.

Data Standards

Data collected will include standard formats which maximise use and reuse in the future. The table below conforms to ADS Instructions for Depositors (2021) <https://archaeologydataservice.ac.uk/help-guidance/instructions-for-depositors/files-and-metadata/>.

The table below provides a summary of the data types and formats for data collected and created. In cases where the project progresses or becomes more complex, additional types will be added to this section where required.

Data Type Collected	Format for Storage and Archive
Spreadsheets ➤ Context Register ➤ Finds Registers ➤ Sample Registers ➤ Photographic Register ➤ Drawing Register ➤ Specialist Data Tables ➤ Harris Matrices ➤ Metadata Tables	Registers and Data Tables Microsoft Excel (.csv) Metadata as .csv files
Text / Documents ➤ WSI ➤ Daybook/watching brief logs ➤ Final Report ➤ Individual Specialist Reports	All reports as PDF (.pdf/a)
Photography & Raster Images Photography will be undertaken using: 1. Digital SLR 2. Colour print 3. B/W print 4. Colour side 5. B/W slide ➤ Final Archive Images	Site photographs will be provided in: Joint Photographic Experts Group JPG (.jpg) Raw photo (.CR2, .CR3 or .DNG)

GIS ➤ Site Plans ➤ Survey Data	ESRI Shapefile (.shp,.shx & .dbf, plus associated files) deposited as .zip file
Additional Survey Types (if applicable): •	
3. Data Storage and Backup	
Field Data - Site Records	
• ‘Born digital’ data from AOC’s Field Data Manager app data is uploaded to a live SharePoint list on creation and backed up daily. • Paper records are kept in site folders and removed from site at close of work each day	
Photographic Backup Strategy	
• Site cameras are removed from site at close of work each day	
Digital photographs are recorded onto SD cards and backed up as follows:	
• SD cards are downloaded to server storage weekly/on completion of job (whichever is first)	
Survey Data	
• Survey data is synced daily to cloud storage and downloaded as a Trimble .job file to the specific project folder on AOCs servers.	
Project Data	
• The primary data storage location for this project is AOC’s on-premises servers • Sufficient data storage space is available via AOC’s servers and via SharePoint backup. The server is accessible by staff on and off-site through a secure log-in, including 2-factor authentication. • The on-premises server is backed up daily to maintain an up-to-date security copy of the organisation wide data. A working copy is kept in cloud storage. • Off-site access to the project files on AOC’s servers is provided to support back-up of raw data while fieldwork is ongoing. • Where internet access for data backup is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive) and transferred to the server at the earliest possible opportunity. • Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access. • Project folders and files will be named following established AOC procedures. <i>ProjectNumber_name_date (yyyymmdd)</i> and conform to ADS best practice and version control guidance. • On completion of the project, cloud data will be moved to AOC on-premises servers for long term storage. • Data intended for digital archive will be structured in the server directory as follows: ○ Archive ▪ 3D ▪ Graphics	

▪ GIS ▪ Photos ▪ Spreadsheets ▪ Reports
4. Metadata
• Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by: ADS Guides to Good Practice (Niven 2021)³. • Data documentation will meet the requirement of the Project, Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the WSI.
5. Ethics and Legal Compliance
• Personally Identifiable Information (PII) will be removed from the archaeological project archive and permission to include individual's names in any reporting will be gained prior to use. • Copyright for all data collected by the project team belongs to AOC Archaeology Group (AOC Holdings Ltd), and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor. • Where formal permissions and/or license agreements are linked to data sharing, details of these will be included in the project documentation folders and will accompany the archaeological project archive.
6. Archive
Digital archive material will be deposited with a trusted digital repository, where data migration and backup procedures are in place, and the integrity of the digital archive is maintained (see Section 1). Where a trusted repository is not specified, digital archive material will be deposited with the county museum on Archival Gold CD. • Version control will be applied throughout the project in line with AOC standard operating procedures and ADS (2021) ClfA (2019) and HE (2015) guidelines. • Only the final version of 'born digital' documents (reports, databases, images, survey files) will be selected for inclusion in the Digital Archive. The material de-selected from inclusion in the preserved archive will be duplicates or re-productions created during the lifespan of the project. • Digital photographs will be assessed during post-excavation and selection based on the principles set out in the ADS (2011) & and HE guidelines (2015). • Selection will be defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results. Selection will be carried out based on the following guidelines: <i>ADS (2021) Guidelines for Depositors</i> http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors <i>ADS (2018) Guidance for the selection of material for deposit and archive</i> https://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml

³ <https://archaeologydataservice.ac.uk/help-guidance/guides-to-good-practice/the-project-lifecycle/project-metadata/>

ClfA (2019) Selection Toolkit for Archaeological Archives

<https://www.archaeologists.net/selection-toolkit>

Historic England (2015) Digital Image Capture and File Storage – Guidelines for Best Practice

<https://historicengland.org.uk/images-books/publications/digital-image-capture-and-file-storage>

Note on Raw Data:

- Raw data (all formats) will only be preserved if specifically requested by the Client or specified by local authority requirements, e.g. unprocessed survey, raw photogrammetric data. Where an archive of raw data with an accepted repository (e.g. ADS) is required, a subsequent costing for storage and archiving will be provided.

7. Data Sharing and Accessibility

Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

- A summary of the project will be included on the OASIS Index of Archaeological Investigation (see Section 1).
- 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 Repository in Section 1 will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

8. Responsibilities

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

The Project Manager is Nuala Marshall.

- Data capture, metadata production and data quality are the responsibility of the Project Team, assured by the Project Manager with support from the Geomatics Manager and Archives Officer.
- Storage and backup of data in the field is the responsibility of the field team. Data management on site will be supervised by the site lead.

The site lead responsible for field data management is Matt Jones.

- Once data is incorporated into the organisations project server, storage and backup is managed by AOC's IT Support Team.
- Data archiving is undertaken by the project team under the guidance of the Archives Officer with the support of the Geomatics Manager.
- The Archives Officer is responsible for the transfer of the Archaeological Project Archive to the agreed repository.
- Details of the core project team can be provided on request.

9. Additional References

Brown, D.H., 2011. Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation, Archaeological Archives Forum (2nd ed).

https://archaeologydataservice.ac.uk/archiveDS/archiveDownload?t=arch-799-1/dissemination/pdf/AArchives_v2.pdf

CIfA Dig Digital Online Resource, <https://www.archaeologists.net/digdigital>



AOC Archaeology Group, Unit 3, Goulds Close, Chancerygate Business Centre, Denbeigh West,
Milton Keynes MK1 1EQ

tel: 01908 047468 | e-mail: miltonkeynes@aocarchaeology.com

www.aocarchaeology.com