

**Oughtonhead Lane
Hitchin
Hertfordshire**

*Written Scheme of Investigation for
an Archaeological Evaluation*



for:
RPS Group

CA Project: MK1228
Site Code: HIT/OL'25

September 2025



Oughtonhead Lane Hitchin Hertfordshire

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Document Control Grid						
Revision	Date	Author	Checked by	Status	Reasons for revision	Approved by
1	11.09.2025	Trudy Craig	Anna Wolf	Draft	–	Adrian Scruby

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FIGURE 1 SITE LOCATION PLAN (1:25,000)

FIGURE 2 PROPOSED TRENCH LAYOUT (1:1,000)

1. INTRODUCTION

1.1. This document is a Written Scheme of Investigation (WSI) by Cotswold Archaeology (CA) for an archaeological evaluation of land at Oughtonhead Lane, Hitchin, Hertfordshire (centred at NGR: 517552 229643, see Fig.1; hereafter ‘the Site’). This WSI has been prepared for RPS Group.

1.2. North Hertfordshire District Council (NHDC) has granted planning permission for the *erection of 43 dwellings, access from Lower Innings, associated internal roads, parking, landscaping, amenity space and open space* (planning ref: 23.00563/FP). Condition 15 of this planning permission requires the implementation of a programme of archaeological work in accordance with an approved WSI:

A) 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 required 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.*

B) 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 (A).

C) 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 (A) and the provision made for analysis and publication where appropriate.

- 1.3. The scope of this evaluation was defined in discussions between RPS and the Senior Historic Environment Advisor at Hertfordshire County Council (SHEA; Andy Instone). This WSI will be submitted to the SHEA for review and approval prior to the commencement of any fieldwork.
- 1.4. Depending on the results of this evaluation, additional subsequent mitigation measures may be required, to be advised by the SHEA on the basis of the fieldwork results. These additional measures may include preservation in-situ or other suitable mitigation measures. Any additional archaeological works required on site will be subject to a separate WSI which will need to be approved by the SHEA.
- 1.5. This WSI has been guided in its composition by:
- *Standards for Field Archaeology in the East of England* (Gurney 2003);
 - *Standard for archaeological field evaluation* (ClfA 2023a);
 - *Universal guidance for archaeological field evaluation* (ClfA 2023b);
 - *Management of Research Projects in the Historic Environment (MoRPHE) PPN 3: Archaeological Excavation* (HE 2015a); and
 - *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (HE 2015b).

The Site

- 1.6. The development Site is approximately 1.85ha in extent, and is located on the southern side of Oughtonhead Lane, on the western outskirts of Hitchin. The Site currently comprises a pasture field bounded to the south and west by sports fields, and to the north and east by residential properties. The ground levels within the Site rise gently from approximately 83m above Ordnance Datum (aOD) at the northern end of the Site, to a maximum of 86m aOD in the south.
- 1.7. The underlying bedrock geology across the majority of the Site is mapped as chalk of the West Melbury Marly Chalk Formation, formed between 100.5 and 93.9 million years ago during the Cretaceous period; Gault Formation mudstone deposits, formed between 100.5 and 93.9 million years ago during the Cretaceous period, are present at the northern edge of the Site (BGS 2025). The bedrock deposits are overlain by

glaciofluvial sands and gravels, formed between 860 and 116 thousand years ago during the Quaternary period (BGS 2025).

2. ARCHAEOLOGICAL BACKGROUND

- 2.1. Modern archaeological investigation in the vicinity of the Site has been limited, and only a small number of relevant records are held by the Hertfordshire Historic Environment Record (HER).

Prehistoric and Roman

- 2.2. The earliest evidence for human activity in the area relates to the recovery of isolated artefacts dating to the Neolithic consisting of several flint tools (HER ref. 293) c.200m to the northwest of the Site, and a stone axe (HER ref. 289) c.300m to the south-east of the Site.

Early medieval and medieval

- 2.3. Lucas Lane, c.50m to the east of the Site, is thought to have formed the western boundary of Punfold Park medieval deer park (HER ref. 12679).

Post-medieval and modern

- 2.4. The late 19th century Ordnance Survey mapping indicates that the Site was in use for agricultural purposes by this time. The Hitchin Union Workhouse is depicted c.150m to the north-east of the Site, while an Iron Foundry is shown c.220m to the south-east.

3. AIMS AND OBJECTIVES

- 3.1. The general objective of the evaluation is to provide further information on the likely archaeological resource within the Site, including its presence/absence, character, extent, date and state of preservation. This information will enable NHDC, as advised by the SHEA, to identify and assess the particular significance of any archaeological heritage assets within the Site, consider the impact of the proposed development upon that significance and, if appropriate, develop strategies to avoid or minimise conflict between heritage asset conservation and the development proposal. This process is in line with policies contained in the *National Planning Policy Framework* (MHCLG 2023).
- 3.2. A further objective of the project is to compile a stable, ordered, accessible project archive (see Section 5).

3.3. The specific objectives of the evaluation are to:

- establish the presence or otherwise of activity on the Site dating to the Prehistoric and Roman periods;
- establish the presence or otherwise of any Anglo-Saxon or medieval activity on Site;
- establish the environmental context of prehistoric, Roman, Anglo-Saxon, or medieval activity;
- evaluate the likely impact of past land use and development.

3.4. If significant archaeological remains are identified, the evaluation report will make reference to the current online *East of England Regional Research Framework* (RFN 2025) as well as previous versions of the research framework (Medlycott 2011) so that the remains can, if possible, be placed within their local and regional contexts.

4. METHODOLOGY

4.1. The evaluation will comprise the excavation of 17 trenches, each measuring 30m long by 1.8m wide, in the locations shown on Figure 2. This represents a 5% sample of the Site area. The trenches have been located to provide a representative sample of the Site. An additional 1% contingency allowance will be held in reserve and used if necessary to extend trenches in order to adequately characterise/understand any archaeological remains encountered. The contingency will only be utilised following discussions with the client and the SHEA.

4.2. Trenches will be set out on OS National Grid co-ordinates using Leica GPS and scanned for live services by trained CA staff using CAT and genny equipment in accordance with the *CA Safe System of Work for avoiding underground services*. The positions of the trenches may be adjusted on site to account for services or other constraints, with the approval of the SHEA.

4.3. Overburden will be stripped from the trenches by a mechanical excavator fitted with a toothless grading bucket. All machining will be conducted under archaeological supervision and will cease when the first significant archaeological horizon or natural substrate is revealed (whichever is encountered first). Topsoil and subsoil will be stored separately adjacent to each trench. Where appropriate, and without disturbing known archaeological features, a selection of small machine excavated sondage cuts may be used to test the character of the natural deposits at the base of the trenches

in different locations within the Site. The depth and nature of any colluvial or other masking deposits will be established across the Site.

- 4.4. Metal detecting of the trench locations, spoilheaps and any archaeological features encountered will be carried out throughout the fieldwork. The metal detector will be set to not discriminate against iron.
- 4.5. Following machining, any archaeological features present will be investigated, planned and recorded, unless otherwise agreed with the SHEA. Linear features will be subject to 20% excavation, and investigative slots will be at least 1m in width; discrete features will be half sectioned or excavated in quadrants, up to a total of 50% of each feature. Surviving structural features (walls, collapse/debris fields) and domestic/industrial features (hearths, ovens), will be exposed, cleaned and usually left in-situ; up to 50% of earth-cut structural features (beamslots, ring ditches) will be excavated.
- 4.6. Sample excavation of archaeological deposits will be sufficient to achieve the aims and objectives identified in Section 3 (above). Excavation (where undertaken) will not compromise the integrity of the archaeological record and will be carried out in such a way as to allow for the subsequent protection of remains, either for conservation or to allow more detailed investigations to be conducted at a later date.
- 4.7. Archaeological features present will be investigated and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. The extent of each trench and any features within the trench will be accurately recorded using survey grade Real-Time Kinematic (RTK) Global Navigation Satellite System (GNSS) or Total Station equipment, operating to a 3D tolerance of $\pm 0.05\text{m}$ to Ordnance Survey National Grid and Datum. The data will be overlaid at a scale of 1:500 onto the Ordnance Survey National Grid (using digital map data). Each context will be recorded by written and measured description. Records will be entered directly into the CA Digital Recording System (DRS) and/or onto pro-forma site recording sheets. Hand-drawn sections of excavated archaeological features will be prepared (scale 1:10 or 1:20, as appropriate). A selection of representative trench sections will also be recorded by short drawn sections and photographs. Features/deposits will be recorded in plan using Leica GPS or Total Station (as appropriate), in accordance with *CA Technical Manual 4: Survey Manual*.

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- 4.8. Photographs will be taken of all archaeological features, as well as overview shots of each trench, in the form of high-quality digital images of at least 12 megapixels taken using a DSLR camera. The photographic record will include at least one general photograph of every trench; photographs of all interventions/excavated slots; as well as general site photographs and working shots. These will be accompanied by a photographic register detailing as a minimum, feature number, location, and direction of shot. Graduated metric scales of appropriate lengths will be used and vertical scales may be used against deep sections in combination with horizontal scales as needed. Photo-boards and north arrows will also be used. Digital photographs intended for archive purposes will comply with the latest best practice – i.e. high quality non-proprietary raw files (DNG) or TIFF images. Photography will follow guidance set out in the Historic England document *Digital Image Capture and File Storage* (HE 2015c). Photographic images will be downloaded to the CA servers at the end of each working day.
- 4.9. Upon completion of the evaluation, all trenches will be backfilled by a mechanical excavator. Backfilled material will be flattened using the excavation bucket. Care will be taken in backfilling where any larger slots have been excavated. No trenches will be backfilled without prior approval from the SHEA.

Artefacts

- 4.10. Artefacts will be recovered and retained for processing and analysis in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation*. Artefacts will be collected and bagged separately by material and by context. Delicate finds will be placed in rigid plastic boxes, supported by acid-free tissue, or if wet by foam. A bulk finds form (or small finds form, as appropriate) will be filled to accompany the finds back to the office. Artefacts from topsoil, subsoil and unstratified contexts will normally be noted but not retained unless they are of intrinsic interest. All artefacts from stratified excavated contexts will be collected, except for large assemblages of post-medieval or modern material. Such material may be noted and not retained or, if appropriate, a representative sample may be collected and retained. Where any deviation from 100% retention of stratified artefacts is proposed, the strategy for collection and retention, or otherwise, of stratified finds will be agreed with the SHEA and the relevant museum prior to implementation.

Environmental remains

- 4.11. The selection, collection and processing of environmental samples will follow the guidelines outlined in *Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (EH 2011) and *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.
- 4.12. Due care will be taken to identify deposits which may have environmental potential and, where appropriate, a programme of environmental sampling will be initiated. The sampling strategy will be adapted for the specific circumstances of the site, in close consultation with the CA Environmental Officer and the SHEA, as well as the Historic England Regional Science Advisor, if required, but will follow the general selection parameters set out in the following paragraphs. Bulk soil samples will comprise 40L of material wherever possible, or the entirety of the sampled context if less than 40L is available.
- 4.13. Secure, phased deposits, especially those related to settlement activity and/or structures, will be considered for sampling for the recovery of charred plant remains, charcoal and mineralised remains. Any cremation-related deposits (where excavated; see *Human remains*, below) will be sampled appropriately for the recovery of cremated human bone and charred remains. If any evidence of *in situ* metal working is found, suitable samples will be taken for the recovery of slag and hammerscale.
- 4.14. Where sealed waterlogged deposits are encountered, samples will be considered for the recovery of waterlogged remains (including insects, molluscs and pollen) and any charred remains. The taking of sequences of samples for the recovery of molluscs and/or waterlogged remains will be considered through any suitable deposits, such as deep enclosure ditches, barrow ditches, palaeochannels, or buried soils. Monolith samples may also be taken from suitable deposits as appropriate to allow soil and sediment description/interpretation, as well as sub-sampling for pollen and other micro/macrofossils such as diatoms, foraminifera and ostracods.
- 4.15. The need for more specialist samples (such as OSL, archaeomagnetic dating and dendrochronology) will be evaluated on site. If required, any such samples will be taken in consultation with the relevant specialists.

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- 4.16. Sample processing will be carried out in conjunction with the relevant specialists. Flotation or wet sieve samples will be processed to 0.25mm. More specialist samples, such as those for pollen, will be prepared by the relevant specialists.

Treasure

- 4.17. Upon discovery of treasure, CA will notify RPS and the SHEA immediately. CA will comply fully with the provisions of the Treasure Act 1996 and the Code of Practice referred to therein. CA will also comply with the Treasure (Designation) (Amendment) Order 2023. Findings will be reported to the coroner within 14 days.

Human remains

- 4.18. In the event that human remains are encountered, CA will notify RPS and the SHEA immediately. Any human remains (skeletal or cremated) will be treated with due decency and respect at all times.
- 4.19. Small slots will be hand-excavated across any suspected burial features (inhumations or cremated bone deposits) in order to confirm the presence and condition of any human remains. Once confirmed as human, the buried remains will not normally be disturbed through any further investigation at the evaluation stage and will be left *in situ* where possible.
- 4.20. Where further disturbance is unavoidable, or where full exhumation of the remains is deemed necessary, exhumation will be conducted following the provisions of the Coroner's Unit in the Ministry of Justice. All excavation of human remains and associated post-excavation processes will be in accordance with the standards set out in *Updated Guidelines to the Standards for Recording Human Remains* (ClfA 2017), *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (HE 2018) and *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (APABE 2017).

5. POST-EXCAVATION, REPORTING AND ARCHIVING

Reporting

- 5.1. An illustrated typescript report will be compiled on the evaluation results. This report will include:
- an abstract preceding the main body of the report, containing the essential elements of the results;

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- a summary of the project's background;
 - a description and illustration of the site location;
 - a methodology of the works undertaken;
 - integration of, or cross-reference to, appropriate cartographic and documentary evidence and the results of other research undertaken, where relevant to the interpretation of the evaluation results;
 - a description of the evaluation results;
 - an interpretation of the evaluation results, including a consideration of the results within their wider local/regional context;
 - a site location plan at an appropriate scale on an Ordnance Survey (or equivalent) base-map;
 - a plan showing the locations of the trenches in relation to the site boundaries;
 - plans of each trench, or part of trench, in which archaeological features were recorded. These plans will be at an appropriate scale to allow the nature of the features to be shown and understood. Plans will show the orientation of trenches in relation to north. Section drawing locations will also be shown on these plans. Archaeologically sterile areas will not normally be illustrated;
 - appropriate section drawings of trenches and archaeological features. These drawings will include OD heights and will be at scales appropriate to the stratigraphic detail being represented. Drawings will show orientation in relation to north/south/east/west;
 - photographs showing significant archaeological features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the photograph captions;
 - summary tables of the recorded contexts and recovered artefacts;
 - a summary of the contents of the project archive and details of its location;
 - specialist assessment or analysis reports (where undertaken). Specialist artefact and palaeoenvironmental assessments will take into account the wider local/regional contexts and will include:
 - specialist aims and objectives;
 - processing methodologies (where relevant);
 - any known biases in recovery, or problems of contamination/residuality;
 - quantities of material; types of material present; distribution of material;

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- for environmental material, a statement on abundance, diversity and preservation;
 - a summary and discussion of the results, to include significance in a local and regional context.
- 5.2. The report will also include a fully completed HER summary sheet. The draft evaluation report will be distributed to the client and the SHEA for review prior to finalisation. All copies of the report (draft and final) will be issued in pdf format.

Academic and public dissemination

- 5.3. It is anticipated that a short note on the evaluation results will be produced for inclusion within the *Hertfordshire Archaeology and History Journal*.
- 5.4. Subject to any further work requested by the SHEA, a summary of information from the project will be entered onto the OASIS online database of archaeological projects in Britain. This will include a digital (pdf) copy of the final report, which will also appear on the Archaeology Data Service (ADS) website once the OASIS record has been verified. A Hertfordshire HER summary form will also be completed (see Appendix C).
- 5.5. A digital (pdf) copy of the final report will also be made available for public viewing via CA's *Archaeological Reports Online* web page (<http://reports.cotswoldarchaeology.co.uk>).

Archive deposition

- 5.6. CA will make arrangements with North Hertfordshire Museum for the deposition of the site archive and, subject to agreement with the legal landowner(s), the artefact collection. The museum has been contacted and a site code has been issued for the project (ref: HIT/OL'25), which will be included on all parts of the archive and the report.
- 5.7. An ordered, indexed, and internally consistent site archive will be prepared in accordance with the relevant recipient museum guidelines (HAM 2023). The archive will also be prepared in accordance with:
- *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2014; updated October 2020);

- *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (AAF 2011);
- *Standard and Guide to Best Practice for Archaeological Archiving in Europe: EAC Guidelines 1* (EAC 2019);
- *Toolkit for Selecting Archaeological Archives* (ClfA/HE 2019; updated March 2022).

5.8. All artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA technical manuals and the relevant museum guidelines (HAM 2023).

5.9. Depending on the nature and scope of any subsequent programme of archaeological works at the site (if required), and subject to agreement with the Museum, the evaluation archive may be combined with that for any subsequent works and deposited as a single archive. Confirmation of this will be included in any forthcoming WSI.

Selection strategy

5.10. As noted above, artefacts from topsoil, subsoil and unstratified contexts will normally be noted but not retained unless they are of intrinsic interest. All artefacts from stratified excavated contexts will be collected. Where any deviation from 100% retention of stratified artefacts is proposed (e.g. for large assemblages of postmedieval or modern material), the strategy for collection and retention, or otherwise, of stratified finds will be agreed with the SHEA and the relevant museum prior to implementation.

5.11. The site-selected material archive returned to the CA offices will be reviewed following analysis. Stakeholders will make selection decisions based on CA Finds Manager/Officer reports and selection recommendations. The selection will take place during archive compilation. After discussion with the relevant museum Curator and the CA Finds Managers/Officers, it is possible that no material post-dating AD 1800 will be retained for inclusion in the preserved archive.

Digital archive

5.12. A digital archive will be deposited with the Archaeology Data Service (ADS). This archive will be compiled in accordance with the *ADS Instructions for Depositors* (2022).

Data management

- 5.13. A data management plan has been created for the project (see Appendix B); this will be reviewed and updated as required throughout the life of the project. All born-digital and digitally-transferred project data created during fieldwork and post-excavation (other than duplicated files) will be stored by CA. Upon project completion and deposition, the data will be transferred to a secure external server. Data will be selected for inclusion in the final digital archive, as detailed below. It is proposed that data selection will occur following completion of post-excavation work.
- 5.14. Selected digital files will be transferred to the ADS in line with the relevant guidance and standards. In adherence to CA's *Guidelines for essential archive tasks and the preparation of archives*, it is proposed that the selected files will include final versions only. Digital photographs will be selected for inclusion in the archive in line with CA's *Guidelines for essential archive tasks and the preparation of archives* and *Digital Image Capture and File Storage: Guidelines for Best Practice* (Historic England 2015). Data produced by external specialists or sub-contractors will be granted under license to CA to allow inclusion in the digital archive as required.

6. PROGRAMME

- 6.1. It is anticipated that the project fieldwork will require approximately 5 days to complete, including backfilling. The draft report would then be produced within four to six weeks of completing the fieldwork, dependent upon the complexity of the remains exposed and the quantities and type of artefacts requiring assessment.

7. PROJECT STAFF

- 7.1. This project will be under the management of Adrian Scruby, Principal Fieldwork Manager, CA ('the Project Manager'). The Project Manager will direct the overall conduct of the evaluation during the period of fieldwork. Day-to-day responsibility will, however, rest with the Project Leader, who will be on-site throughout the project.
- 7.2. It is anticipated that the field team will consist of a maximum of 3 staff (1 Project Officer, and 2 Archaeologists). Should archaeological remains be found which require urgent investigation and may be at risk from disturbance or degradation then further additional archaeologists may be allocated to the project, subject to prior discussion with the client and the SHEA.

7.3. Specialists who may be invited to advise and report on specific aspects of the project as necessary are listed below and in Appendix A. CA staff might also work with supervised apprentices and/or assistants. Such staff always work with a senior specialist who will take the lead in co-authored reports.

- **Ceramics:** Alejandra Gutiérrez BA (Hons) MA PhD FSA MCIfA (CA), Alistair Barclay BSc PhD FSA MCIfA (CA), Ciar Boyle Gifford BA (Hons) MA (CA), Claire Collier-Jones BA (Hons) MA (CA), Ed McSloy BA (Hons) MCIfA (CA), Grace Jones BA (Hons) MA PhD MCIfA (CA), Jacky Sommerville BSc (Hons) MA ACIfA (CA), Lanah Hewson BA (Hons) MA (CA), Laura Pearson BA (Hons) MA PCIfA (CA), Peter Banks LLB LLM PCIfA (CA), Stephen Benfield BA (CA), and Sue Anderson MPhil PhD FSA MCIfA (freelance).
- **Metalwork:** Alejandra Gutiérrez BA (Hons) MA PhD FSA MCIfA (CA), Alex Bliss BA ACIfA (CA), Claire Collier-Jones BA (Hons) MA (CA), Ed McSloy MCIfA (CA), and Grace Jones BA MA PhD MCIfA (CA).
- **Flint:** Jacky Sommerville BSc (Hons) MA ACIfA (CA), Philippa Bradley BA MPhil Dip Post-Ex MCIfA (CA), Rebecca Devaney BA MA ACIfA (freelance), and Robert Leedham BA (Hons) MRes PhD PCIfA (CA).
- **Animal bone:** Andy Clarke BA (Hons) MA ACIfA (CA), Clare Randall BA (Hons) BSc MSc PhD FSA MCIfA, Morgan Evans BSc MSc (CA), Matilda Holmes BSc (Hons) MSc PhD ACIfA (freelance).
- **Marine shell:** Gemma Whelan (assistant), Tom Brown BA (Hons) MA PCIfA (CA) (assistant).
- **Human remains:** Frankie Wildmun BSc (Hons) MSc PCIfA (CA) and Sharon Clough BA (Hons) MSc MCIfA (CA).
- **Environmental remains:** Anna West BSc (Hons) (CA), Carolyn Smith BA (Hons) MSc PCIfA (CA), Kath Hunter Dowse BA (Hons) (CA), Sarah Wyles BA (Hons) MCIfA (CA); Alex Ellul BA (Hons) MA and Heidi Thorpe-Yon BA (Hons) MSc (assistants).
- **Conservation:** Karen Barker BSc (Hons) (freelance), Norwich Museum and Conservation and Museums Advisory Service, Wiltshire Council.
- **Geoarchaeology:** Clare Holloway BA (Hons) (CA), Holly Rodgers BA (Hons) MSc (CA), Keith Wilkinson BSc PhD MCIfA (ARCA).

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- 7.4. Depending on the nature of the deposits and artefacts encountered, it may be necessary to consult other specialists not listed here. A full list of specialists currently used by CA is given as Appendix A

8. HEALTH, SAFETY AND ENVIRONMENT

- 8.1. CA will conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent health and safety legislation, as well as the CA Health and Safety and Environmental policies and the CA Safety, Health and Environmental Management System (SHE). Any client/developer/Principal Contractor policies and/or procedures will also be followed. A site-specific Construction Phase Plan (form SHE 017) will be formulated prior to commencement of fieldwork.

9. INSURANCES

- 9.1. CA holds Public Liability Insurance to a limit of £15,000,000 and Professional Indemnity Insurance to a limit of £10,000,000.

10. MONITORING

- 10.1. Notification of the start of site works will be made to the SHEA at least five days in advance so that there will be opportunities to visit the evaluation and check on the quality and progress of the work. No trenches will be backfilled without prior approval from the SHEA.

11. QUALITY ASSURANCE

- 11.1. CA is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, CA endorses the Code of Conduct (CifA 2019) and the *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment* (CifA 2014; updated October 2020).
- 11.2. CA operates an internal quality assurance system as follows: projects are overseen by a Project Manager, who is responsible for the quality of the project. The Project Manager reports to the Chief Executive, who bears ultimate responsibility for the conduct of all CA operations. Matters of policy and corporate strategy are determined by the Board of Directors and, in cases of dispute, recourse may be made to the Chairman of the Board.

12. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

- 12.1. It is not anticipated that this evaluation will afford opportunities for public engagement or participation during the course of the fieldwork. However, the evaluation results will be made publicly available on the ADS and CA websites, as set out in Section 5.
- 12.2. In the event that significant remains are encountered during the fieldwork which warrant additional publication, CA will agree with the SHEA an appropriate outreach/public engagement provision.

13. STAFF TRAINING AND CPD

- 13.1. CA has a fully documented mandatory performance management system for all staff. This system reviews personal performance, identifies areas for improvement, sets targets and ensures the provision of appropriate training within CA's adopted training policy. In addition, CA has developed an award-winning career development programme for its staff. This ensures a consistent and high-quality approach to the development of appropriate skills.
- 13.2. As part of CA's requirement for continuing professional development, all members of staff are required to maintain a personal development plan and an associated log; these are reviewed within the performance management system.

14. REFERENCES

- AAF (Archaeological Archives Forum) 2011 *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation*
- ADS (Archaeology Data Service) 2021 *Guidelines for Depositors*
<https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml>
- APABE (Advisory Panel on the Archaeology of Burials in England) 2017 *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England*
- BGS (British Geological Survey) 2024 *BGS Geology Viewer*
<https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/> Accessed 8th September 2025

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- ClfA (Chartered Institute for Archaeologists) 2014a *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*. (updated October 2020)
- ClfA (Chartered institute for Archaeologists) 2014b (Updated October 2020) *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment*
- ClfA (Chartered institute for Archaeologists) 2017 *Technical Paper No 7 Updated Guidelines to the Standards for recording Human Remains*
- ClfA (Chartered institute for Archaeologists) 2019 *Code of Conduct*
- ClfA (Chartered institute for Archaeologists) 2023a *Standard for archaeological field evaluation*
- ClfA (Chartered institute for Archaeologists) 2023b *Universal guidance for archaeological field evaluation*
- ClfA/Historic England 2019 *Toolkit for Selecting Archaeological Archives* (updated March 2022)
- EAC (Europae Archaeologia Consilium) 2019 *Standard and Guide to Best Practice for Archaeological Archiving in Europe: EAC Guidelines 1*
- Gurney, D. 2003 *Standards for Field Archaeology in the East of England East Anglian Archaeology Occasional Papers 14*
- HAM (Hertfordshire Association of Museums) 2023 *Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire*
- HE (Historic England) 2011 *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (2nd Edition)*
- HE (Historic England) 2015a *Management of Research Projects in the Historic Environment (MORPHE): Project Planning Note 3: Archaeological Excavation*
- HE (Historic England) 2015b *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*
- HE (Historic England) 2015c *Digital Image Capture and File Storage: Guidelines for Best Practice*

HE (Historic England) 2018 *The Role of the Human Osteologist in an Archaeological Fieldwork Project*

Medlycott, M (ed), 2011 *Research and Archaeology Revisited: A Revised Framework for the East of England East Anglian Archaeology Occasional Paper No. 24*

MHCLG (Ministry of Housing, Communities and Local Government) 2023 *National Planning Policy Framework*

RFN (Research Frameworks Network) 2025 *East of England Regional Research Framework. Part of the Research Framework Network.*
<https://researchframeworks.org/eoe/>

APPENDIX A: COTSWOLD ARCHAEOLOGY MAIN SPECIALISTS

FINDS: CA

Alejandra Gutiérrez BA (Hons) MA PhD FSA MCIfA (Ceramics and finds)
Alex Bliss BA ACIfA (Metalwork, coins and small finds)
Alistair Barclay BSc (Hons) PhD FSA MCIfA (Ceramics and finds)
Ciar Boyle Gifford BA (Hons) MA (Ceramics and finds)
Claire Collier Jones BA (Hons) MA (Ceramics and finds)
Ed McSloy BA (Hons) MCIfA (Ceramics and finds)
Grace Jones BA (Hons) MA PhD MCIfA (Ceramics and finds)
Jacky Sommerville BSc (Hons) MA ACIfA (Lithics and finds)
Lanah Hewson BA (Hons) MA (Ceramics and finds)
Laura Pearson BA (Hons) MA PCIfA, Apprentice: Archaeological Specialist Level 7 (Ceramics and finds)
Peter Banks LLB LLM PCIfA (Ceramics and finds)
Philippa Bradley BA (Hons) MPhil Dip Post-Ex MCIfA (Lithics and prehistoric small finds)
Robert Leedham BA (Hons) MRes PhD PCIfA (Lithics)
Stephen Knowles BSc (Hons) MSc PCIfA (assistant) (Industrial residues/metal technology)
Steve Benfield BA (Ceramics)

FINDS: External

Andrew Brown PhD (British Museum) (Coins)
David Dungworth BA (Hons) PhD (freelance) (Industrial residues/metal technology)
David Starley BSc (Hons) PhD (Industrial residues/metal technology)
David Williams PhD FSA (freelance) (Amphorae)
Elaine Morris BA (Hons) PhD FSA MCIfA (University of Southampton) (Ceramics)
Eleanor Blakelock BA (Hons) MA PhD (freelance) (Industrial residues/metal technology)
Francis Wenban-Smith BA (Hons) MA PhD (University of Southampton) (Palaeolithic lithics)
Hilary Cool BA (Hons) PhD FSA (freelance) (Glass)
Hugh Wilmott BA (Hons) PhD (University of Sheffield) (Glass)
Ian Riddler PhD (freelance) (Small finds)
Jane Timby BA (Hons) PhD FSA MCIfA (freelance) (Ceramics)
Joe Locke BA (Hons) (freelance) (Ceramic building materials)
John Allan BA (Hons) MPhil FSA (freelance) (Ceramics)
Jörn Schuster MA DPhil FSA MCIfA (freelance) (Metalwork)
Jude Plouviez (freelance) (Coins)
Kamal Badreshany BA PhD (Durham University) (Archaeomaterials analysis)
Karen Barker BSc (Hons) (freelance) (Conservation)
Kevin Hayward BSc MSc PhD FSA (freelance) (Petrology)
Kieron Heard (freelance) (Clay tobacco pipes)
Lynne Keys (freelance) (Industrial residues/metal technology)
Marek Lewcun (freelance) (Clay tobacco pipes)
Martin Henig MA DPhil D.Litt FSA (freelance) (Roman sculpture and small finds)
Michael Bamforth BSc (Hons) MCIfA (freelance) (Worked wood)
Organic Residue Analysis (Bristol University)
Paul Blinkhorn BTEch (freelance) (Ceramics)
Peter Davenport BA MPhil MCIfA FSA (freelance) (Architectural stone)
Peter Guest BA (Hons) PhD FSA (Cardiff University) (Coins)
Peter Warry PhD (freelance) (Ceramic building materials)
Peter Webster BA (Hons) MA PhD (freelance) (Samian)
Philip de Jersey PhD (Ashmolean Museum) (Coins)
Quita Mould MA FSA (freelance) (Leather)
Rachel Tyson BA (Hons) PhD (Oxford Archaeology) (Glass)
Richenda Goffin BA (Hons) MCIfA (freelance) (Ceramic building materials, Roman painted wall plaster, clay tobacco pipes)
Roger Tomlin MA DPhil FSA (Oxford University) (Inscriptions)
Rose Broadley BA (Hons) MA PhD (freelance) (Glass)
Ruth Shaffrey BA (Hons) PhD FSA MCIfA (freelance) (Worked stone)
Sarah Paynter PhD (Historic England) (Glass)
Sarah Percival BA (Hons) MA MCIfA (freelance) (Ceramics)
Stephanie Rátkai BA (Hons) (freelance) (Ceramics)
Steve Allen (York Archaeology Conservation Services) (Conservation)
Sue Anderson MPhil PhD FSA MCIfA (freelance) (Ceramics)
Sue Harrington PhD (freelance) (Textiles)
Tim Young MA PhD (Cardiff University) (Industrial residues/metal technology)

ENVIRONMENTAL AND GEOARCHAEOLOGY: CA

Agata Kowalska BA MA MSc ACIfA (Geoarchaeology)
Alex Ellul BA (Hons) MA (assistant) (Charred plant remains)
Andrew Clarke BA (Hons) MA ACIfA (Animal bone)
Anna West BSc (Hons) (Environmental sampling, charred plant remains and marine shell)
Carolyn Smith BA (Hons) MSc PCIfA (Environmental sampling and charred plant remains)
Clare Holloway BA (Hons) (Geoarchaeology)

Clare Randall BA (Hons) BSc MSc PhD FSA MCIfA (Animal bone)
Frankie Wildmun BSc (Hons) MSc PCIfA (Human remains)
Gemma Whelan BA (Hons) (assistant) (Marine shell)
Heidi Thorpe-Yon BA (Hons) MSc (assistant) (Charred plant remains)
Holly Rodgers BA (Hons) MSc (Geoarchaeology and environmental sampling)
Kath Hunter Dowse BA (Hons) (Environmental sampling and charred plant remains)
Morgan Evans BSc MSc (assistant) (Animal bone)
Sarah Cobain BSc (Hons) MSc MCIfA (Environmental sampling, charred plant remains and wood/charcoal)
Sarah Wyles BA (Hons) MCIfA (Environmental sampling, charred plant remains, mollusca and marine shell)
Sharon Clough BA (Hons) MSc MCIfA (Human remains)
Tom Brown BA (Hons) MA PCIfA (assistant) (Marine shell)

ENVIRONMENTAL AND GEOARCHAEOLOGY: External

Andy Howard BSc (Hons) PhD (freelance) (Clast size analysis)
Dana Challinor MA (freelance) (Wood/charcoal)
Enid Allison BSc (Hons) DPhil (Canterbury Archaeological Trust) (Insects)
John Whittaker BSc (Hons) PhD (freelance) (Ostracods and foraminifera)
Keith Wilkinson BSc (Hons) PhD MCIfA (ARCA) (Environmental sampling, mollusca, geoarchaeology, ostracods and foraminifera)
Matilda Holmes BSc (Hons) MSc PhD ACIfA (freelance) (Animal bone)
Michael Grant BSc (Hons) MSc PhD (University of Southampton) (Pollen)
Rob Batchelor BSc (Hons) MSc PhD MCIfA (QUEST, University of Reading) (Pollen and soil micromorphology)
Sheila Boardman (freelance) (Wood/charcoal and charred plant remains)
Sue Anderson BA (Hons) MPhil PhD FSA MCIfA (freelance) (Human remains)
Tom Hill BSc (Hons) PhD CPLHE (Diatoms)
Tom White BSc (Hons) PhD (Natural History Museum) (Clast size analysis)

SCIENTIFIC DATING: CA

Alistair Barclay BSc (Hons) PhD FSA MCIfA (Radiocarbon dating and Bayesian chronological modelling)
Sharon Clough BA (Hons) MSc MCIfA (assistant) (Bayesian chronological modelling)

SCIENTIFIC DATING: External

Beta Analytic (Florida, USA) (Radiocarbon dating)
Cathy Batt BSc (Hons) PhD (University of Bradford) (Archaeomagnetic dating)
Derek Hamilton PhD (SUERC) (Bayesian chronological modelling)
Frances Healy PhD (freelance) (Bayesian chronological modelling)
Ian Tyres (freelance) (Dendrochronology)
John Hines (Cardiff University) (Bayesian chronological modelling)
Phil Toms BSc (Hons) PhD (University of Gloucestershire) (TL/OSL dating)
Robert Howard BA (Hons) (NTRDL Nottingham) (Dendrochronology)
Seren Griffiths BA (Hons) MA (Oxon) MSc MCIfA (Manchester University) (Bayesian chronological modelling)
SUERC (East Kilbride, Scotland) (Radiocarbon dating)
14Chrono Centre (Queen's University Belfast) (Radiocarbon dating)

Cotswold Archaeology Data Management Plan

This document will help to plan and resource the management of data generated during a project. This is a working document. The plan should be initiated by the Project Manager during project planning stages and updated throughout the life of the project.

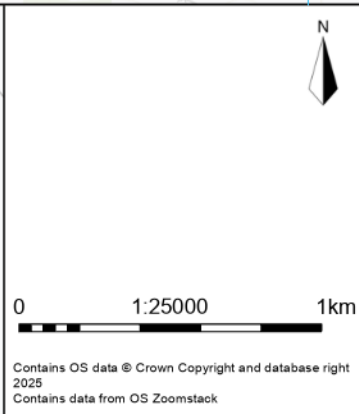
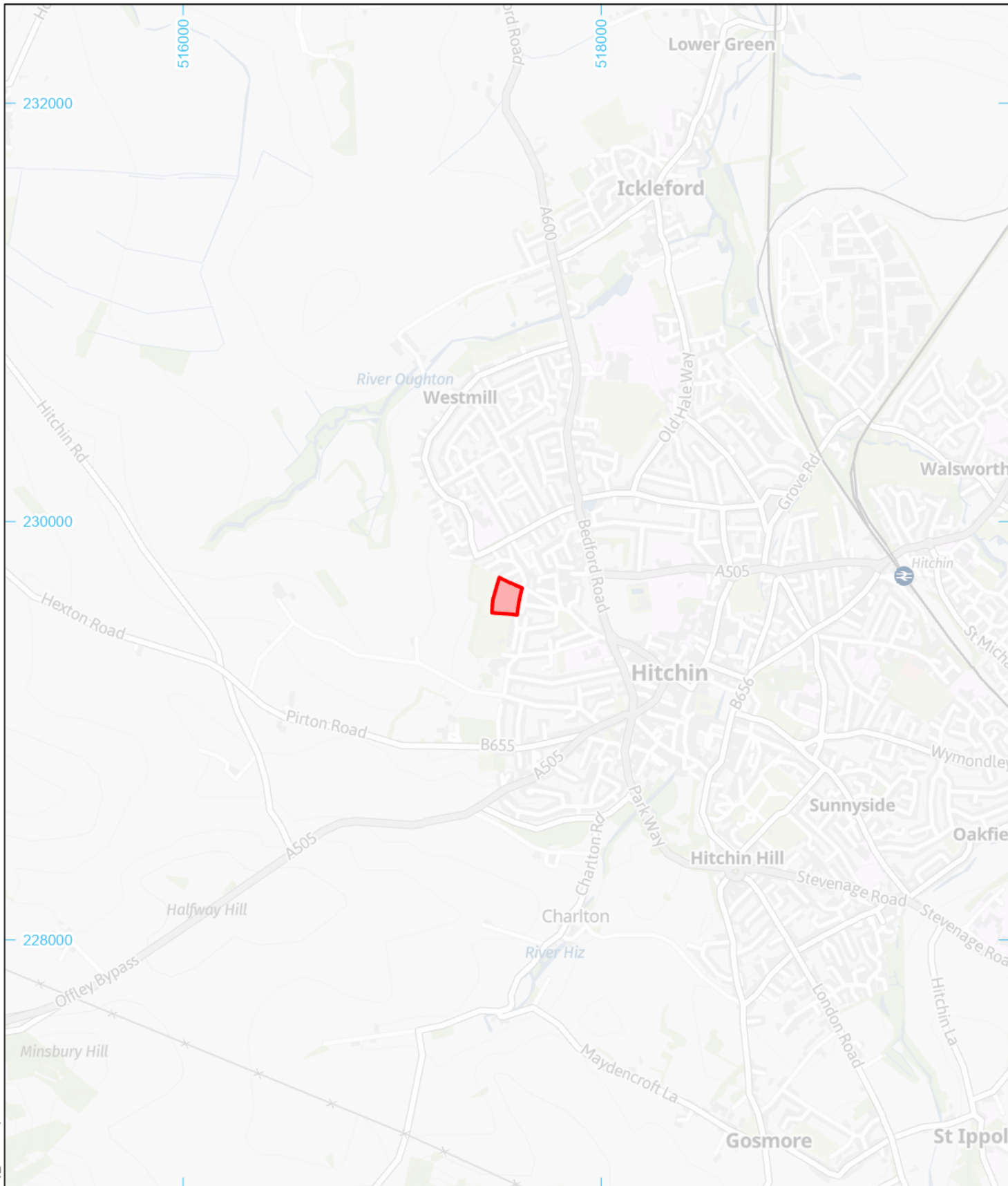
Administrative Data	
Project Number	MK1228
Project Name	Land at Oughtonhead Lane, Hitchin, Hertfordshire
Project Manager	Adrian Scruby
Author	Anna Wolf
Date Plan Created	04.09.2025
Version	1
Issue Date	04.09.2025
Revision Author(s)	
Related Policies	ADS Guides to Good Practice [01/04/2010] ADS Instructions for Depositors [30/01/2022] Cotswold Archaeology 2017 Fieldwork Recording Manual Cotswold Archaeology 2017 Survey Manual Cotswold Archaeology 2017 Guidelines for essential archive tasks and the preparation of archives Cotswold Archaeology 2018 Employee Privacy Notice Cotswold Archaeology 2019 Data Sharing Agreement RPS 2025 Written Scheme of Investigation
Data Collection/Creation	
Data to be collected/created	Data will be collected/created in accordance with file formats set out in CAs Archive Guidance. The digital archive is expected to comprise the following data types (formats): • Final report (.pdfa) • Digital photographic images (.jpeg) • GIS data (.shp), (.geotiff)
Data collection/creation method	Primary data will be created during fieldwork in accordance with CA fieldwork recording manual, CA survey manual and CA archive guidance. Site survey data will be captured using Leica survey equipment and imported into ArcGIS via FTP transfer. Final versions of site plans will be produced in ArcGIS, AutoCAD and/or Adobe Illustrator. Section drawings will be created by hand on permatrace drawing paper and context records will be created by hand on standard CA pro forma recording forms. Selected data will be transferred to digital format in line with CAs archive guidance. Digital photographic images will be taken in accordance with CA archive guidance and current industry best practice.

Documentation and Metadata	
Documentation	CA internal & regionally or nationally recognised code lists/type series will form part of the data set or accompanying documentation where relevant.
Metadata	Metadata will be created to the standard set out in the CA archive guidance.
Ethics and Legal Compliance	
Data Security	Personal data (including digital images) collected, will be with the consent of any individuals involved and will be stored on CAs secure servers in line with CAs GDPR procedures.
Intellectual Property Rights	Third Party data such as Ordnance Survey mapping will only be reproduced under license. Data produced by external specialists or sub-contractors will be granted under license to CA to allow inclusion in the final report and the digital archive as required. CA will transfer the copyright to the recipient museum on deposition of the archive.
Data Storage	
Storage and Backup	Data will be stored on CAs secured server infrastructure backed up twice daily with a weekly full tape backup stored off site which can be restored from when required. CA commit to 30 days of backup for restoration with older data available to be restored from bi-annually backed up data stored on tape on a backup server. In the event of an incident, business continuity plans are in place to facilitate data recovery, including full replication of CAs network infrastructure and lost data.
Access and Security	Data will be accessible to CA employees via the secure CA server. Sensitive or confidential data will be stored in restricted access folder locations. Personal data will be stored in line with CAs GDPR procedures. Copies of data will be provided to any external specialists. Only CA employees will be able to access the secure server. GIS data collected during fieldwork will be returned to CA offices at the end of each day via a secure FTP connection in line with guidance in CAs survey manual.
Selection and Preservation	
Data to be Preserved	All project data other than duplicated files will be stored by CA whilst the project is ongoing. Upon project completion selected data will be transferred to the relevant repositories detailed below.
Data Preservation Plan	The paper and physical archive will be transferred to the recipient museum in line with their guidance and standards. A copy of the final report will be deposited with OASIS. The digital archive will be deposited with The Archaeological Data Service. The costs of depositing the digital data with the relevant repositories will be developer funded.
Data Sharing	

Data Sharing Plan	The digital data from this project will be made accessible to the public via the repositories outlined above. In addition a copy of the final report will be published on CA's reports online webpage. https://reports.cotswoldarchaeology.co.uk/ . A short fieldwork summary will be published in a relevant archaeological journal as appropriate.
Data Sharing Restrictions	There are no known restrictions on the use of the data after project completion. Any references to CA intellectual property must be credited.
Responsibilities and Resources	
Responsibility for Data Management	The Archives Officer and Project Manager are responsible for ensuring the Data Management Plan is implemented and reviewed. The Archives Officer is responsible for ensuring that the Data Management Plan is followed during the archiving and deposition of the digital data. CA will have no ongoing responsibilities for data management once the data has been deposited with the relevant repositories.
Resources	The resources required to deliver this plan are detailed in the project design and Written Scheme of Investigation and CA's digital data guidance.

HERTFORDSHIRE HISTORIC ENVIRONMENT RECORD SUMMARY SHEET

Site name and address		
County	District	
Village	Parish	
Planning application reference		
HER enquiry reference		
Nature of application		
Present land use		
Size of application area	Size of area investigated	
NGR		
Site code		
Contractor		
Type of work		
Date of work	Start	Finish
Location of finds & site archive / curating museum		
Related HER Nos	Periods represented	
Relevant previous summaries/reports		
Summary of fieldwork results		





Andover 01264 347630
Cirencester 01285 771022
Milton Keynes 01908 564660
Suffolk 01449 900120

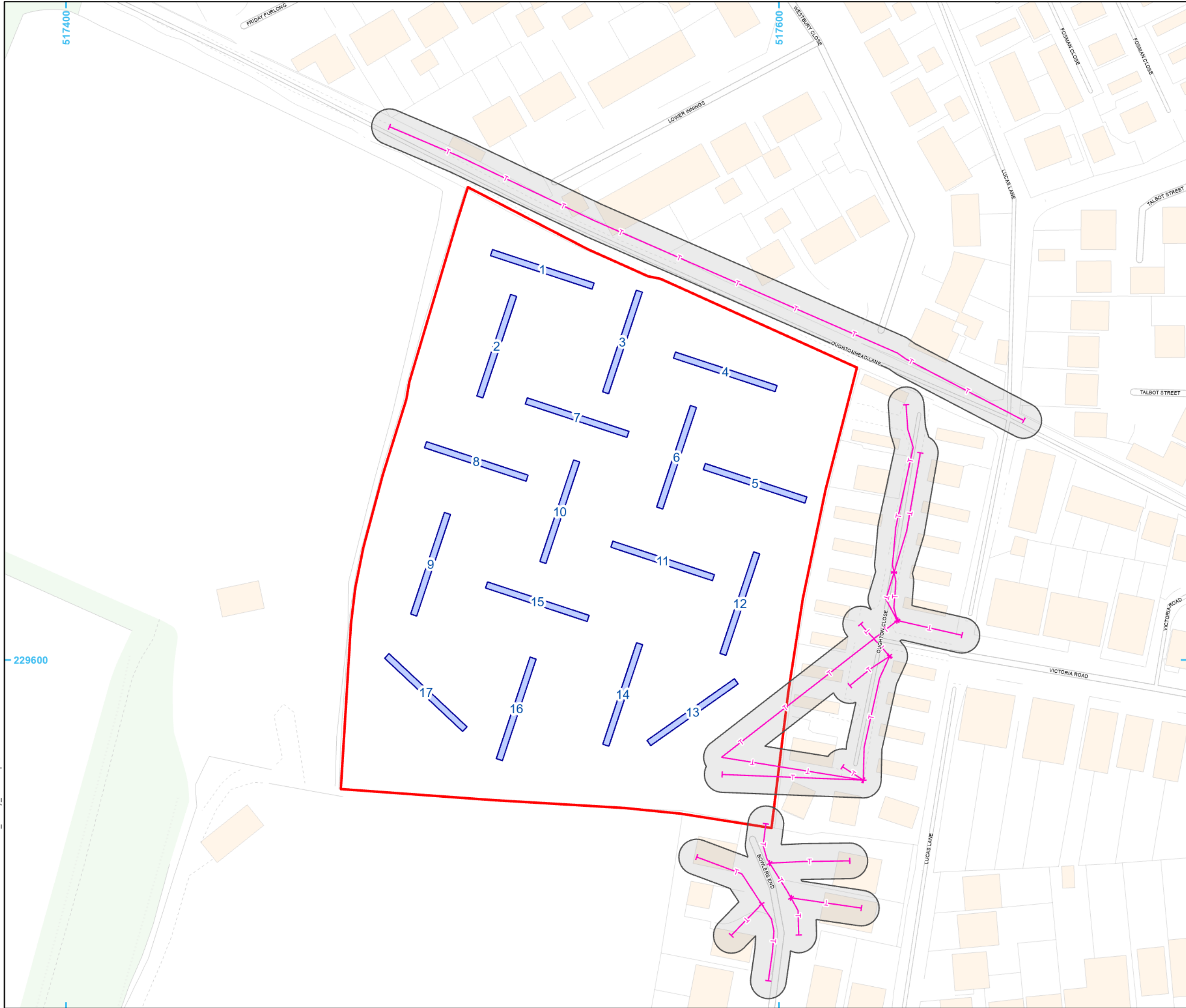
www.cotswoldarchaeology.co.uk
enquiries@cotswoldarchaeology.co.uk

PROJECT TITLE
 Land at Oughtonhead Lane, Hitchin, Hertfordshire

FIGURE TITLE
 Site location plan

DRAWN BY	DL	PROJECT NO.	MK1228	FIGURE NO.
CHECKED BY	TC	DATE	08/09/2025	1
APPROVED BY	AW	SCALE @ A4	1:25000	

Document Path: P:\MK1228\GIS\ArcGIS Pro\MK1228_survey_master.aprx



Legend

- Site Boundary
 - Proposed evaluation trench
 - Constraint
- ### Constraints
- Telecomms - BT



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Contains OS data © Crown Copyright and database right 2025
Contains data from OS Zoomstack



Cotswold Archaeology

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 Suffolk 01449 900120

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enquiries@cotswoldarchaeology.co.uk

PROJECT TITLE
Land at Oughtonhead Lane, Hitchin,
Hertfordshire

FIGURE TITLE
Proposed trench layout

DRAWN BY	DL	PROJECT NO	MK1228	FIGURE NO.
CHECKED BY	TC	DATE	08/09/2025	2
APPROVED BY	AW	SCALE@A3	1:1000	

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