
Land Between Bush Wood and Rokey Wood, Reed, Hertfordshire

Written Scheme of Investigation for Archaeological
Monitoring and Recording



WSI for Archaeological Monitoring & Recording

Land Between Bush Wood and Rokey Wood, Reed, Hertfordshire



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Abbreviations and Conventions used in this text			
c.	Circa	LB	Listed Building
CA	Conservation Area	LPA	Local Planning Authority
Ha	Hectares	m	Meters
HA	Heritage Asset	NGR	National Grid Reference
HE	Historic England	NHLE	National Heritage List for England
HER	Historic Environment Record	NPPG	National Planning Practice Guidance
aOD	Above Ordnance Datum	NPPF	National Planning Policy Framework
km	kilometres		

Assumptions and Limitations

This report has been compiled using primary and secondary information derived from a variety of sources, only some of which have been directly examined. The assumption is made that this data, as well as that derived from other secondary sources, is reasonably accurate at the time of writing.

Compliance

This document has been prepared in accordance with the requirements stated within the National Planning Policy Framework (NPPF; Ministry of Housing, Communities & Local Government, December 2023), National Planning Practice Guidance (NPPG; Ministry of Housing, Communities & Local Government, 2019), and the Chartered Institute for Archaeologists Code of Conduct and all relevant Standards, Guidance and Universal Guidance documents.

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Executive Summary

Savills Heritage & Townscape have been commissioned by K D Duke & Sons to prepare a Written Scheme of Investigation (WSI) for Archaeological Monitoring and Recording on Land Between Bush Wood and Rokey Wood, Reed, Hertfordshire, centred on NGR TL 37207 35811. This WSI and the programme for Archaeological monitoring and recording it sets out are required to fulfil Condition 6 of the Planning Permission 22/00910/FP. The development comprises the construction of an archaeological reservoir.

A Project Design will be prepared by the appointed Archaeological Fieldwork Subcontractor in due course, and it will be issued along with notification of the planned start date to the LPA Archaeological Advisor no less than two weeks prior to the commencement of groundworks. This WSI sets out the scope and the requirements to which the Project Design must adhere.

An Archaeological Desk-Based Assessment produced in 2019 assessed the site as having high potential for archaeological remains dating to the prehistoric period (specifically the Bronze Age) and the medieval period, a moderate potential for Roman remains, and a low potential for Saxon, post-medieval and later remains. The data from the Hertfordshire Historic Environment Record was reordered (HER Request No. 161.23) for the purposes of this WSI and contained nothing to contradict or alter this assessment.

1. Introduction

1.1. Project Background

- 1.1.1. Savills Heritage & Townscape have been commissioned by K D Duke & Sons to prepare a Written Scheme of Investigation (WSI) for Archaeological Monitoring and Recording on Land Between Bush Wood and Rokey Wood, Reed, Hertfordshire (hereafter 'the Site'), centred on NGR TL 37207 35811, outlined in red on **Figure 1**.
- 1.1.2. A Project Design (PD) will be prepared by the appointed Archaeological Fieldwork Subcontractor in due course, and it will be issued along with notification of the planned start date to the LPA Archaeological Advisor no less than two weeks prior to the commencement of groundworks. This WSI sets out the scope and the requirements to which the PD must adhere.
- 1.1.3. This document is a specification (Written Scheme of Investigation) for a programme of Archaeological Monitoring and Recording. All works, including this document, have/will be undertaken in accordance with current best practice, and appropriate national guidance, including but not limited to:
- National Planning Policy Framework (NPPF) (December 2023);
 - Chartered Institute for Archaeologists (CIfA) *Code of Conduct* (October 2020);
 - CIfA *Standard for archaeological monitoring and recording* (December 2023);
 - CIfA *Universal guidance for archaeological monitoring and recording* (December 2023);
 - CIfA *Standard for archaeological excavation* (December 2023);
 - CIfA *Universal guidance for archaeological excavation* (December 2023); and,
 - Historic England *Management of Research Projects in the Historic Environment (MoRPHE)* (V1.1, April 2015).

1.2. Project Roles

- 1.2.1. *Savills Heritage and Townscape* is responsible for managing the scope and for monitoring and assuring the work on behalf of the client. The team will liaise directly with the LPA Archaeological Advisor.
- 1.2.2. The *LPA Archaeological Advisor* provides the development control and planning advice to the Local Planning Authority (LPA) and has the final decision on the scope of work. The LPA Archaeological Advisor will sign off the investigations when they are complete, in consultation with Savills Heritage and Townscape.

- 1.2.3. The *Archaeological Fieldwork Subcontractor* is responsible for carrying out the fieldwork, post-excavation reporting, deposition of the archive and dissemination. All reporting by the Archaeological Fieldwork Subcontractor will be submitted via Savills Heritage and Townscape. The Archaeological Fieldwork Subcontractor's Risk Assessment and method Statement (RAMS) will be issued to the client or the client's main works contractor as appropriate.

1.3. Scope of this Written Scheme of Investigation

- 1.3.1. The purpose of this WSI is to set out the scope of the required archaeological works as well as a high level methodology.
- 1.3.2. A Project Design (PD) will be written by the appointed Archaeological Fieldwork Subcontractor which must adhere to the requirements and meet the scope as set out in this WSI. The PD will set out the Archaeological Fieldwork Subcontractor's methodology for undertaking this scope in detail.

1.4. Site Description

- 1.4.1. The Site comprises a roughly rectangular piece of land covering c.3ha (**Figure 1**). It is bounded to the east by Rokey Wood and to the west by Bush Wood. A farm track running north-south demarcates the northern boundary of the site, before turning to run along the eastern boundary between the site and Rokey Wood, before turning again to demarcate the southern boundary of the Site. The Site lies c.1km to the south-east of the village of Reed

1.5. Topography, Geology, and Soils

- 1.5.1. The Site sits at approximately 152m above sea level¹ on the side of a ridge that runs approximately east west to the north of the site, on which the village of Reed is situated. The land falls away more sharply to the north with the town of Royston sitting at c.69m above sea level. The terrain to the south is more mixed with a series of ridges and high points across the landscape.
- 1.5.2. The Bedrock geology² comprises Lewes Nodular Chalk Formation and Seaford Chalk Formation formed during the Cretaceous period (c.93.9-83.6mya). the chalk runs in a broad band from the western side of East Anglia through to the southern Midlands. The Superficial geology comprises Lowestoft Formation Diamicton, a sedimentary deposit formed during the Quaternary period (c.480-423thousand ya). This

¹ <https://en-gb.topographic-map.com/map-cgt/United-Kingdom/>

² <https://geologyviewer.bgs.ac.uk/>

deposit broadly follows the same distribution as the Bedrock geology running in a broad band from East Anglia to the southern Midlands.

- 1.5.3. The soils³ of the site are recorded as Soilscape 9, Lime-rich, loamy and clayey soils with impeded drainage.

1.6. The Development and Planning Conditions

- 1.6.1. The development comprises the construction of an agricultural reservoir which under the original design was rectangular in shape and covering the whole of the area of the Site. It was previously granted permission under permitted development rights with work on the construction of the soil bunds forming the edges of the reservoir subsequently beginning. The LPA then determined the scheme required full planning permission which was granted under application 22/00910/FP but which required the reservoir to be approximately half the size of the original plans, making it square and covering the northern portion of the site. The planning permission contains a condition pertaining to archaeology as follows:

Condition 6

(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 the site investigation and recording.*
- 2. The programme for post investigation assessment.*
- 3. Provision to be made for analysis of the site investigation and recording.*
- 4. Provision to be made for publication and dissemination of the analysis and records of the site investigation.*
- 5. Provision to be made for archive deposition of the analysis and records of the site investigation.*
- 6. 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.

³ <https://www.landis.org.uk/soilscales/>

Reason: To protect any archaeological finds on site.

1.6.2. Further comments from the LPA Archaeologist are as follows:

HCC Archaeology – no objection to a condition [6, as above] which is recommended. HCC Archaeology comment:

“The proposed development site is in an Area of Archaeological Significance identified in the Local Plan. This denotes the historic village of Reed and a large number of medieval moated sites these include a well-preserved medieval moat and hollow way, located immediately west of the site, in Bush Wood [Scheduled Monument – List Entry 1017608, Historic Environment Record No 1924]. The site of a possible medieval motte and bailey known from cropmarks/earthworks lies immediately north of Rokey Wood [HER 855]. In 1743 a hoard of Roman bronze and silver objects, comprising seven silver tablets or thin plates, a bronze figure of Mars and a bronze knife was found in Rockley or Rokey Wood [HER 2233]. In 2009 two cross-sections of a ring ditch, about 30cm deep and 70cm wide, containing flint-gritted probably Bronze Age pottery were recorded when a modern drainage ditch was cut along the farm track on the northern boundary of the site [HER 17747].

The proposed development site therefore has a high potential for archaeological remains dating to the prehistoric and medieval periods, in particular. The same conclusion is also reached in the archaeological desk-based assessment (DBA) submitted with the application (Archaeological Solution Ltd, proposed Solar Farm [sic], Wisbridge Farm, Reed, Hertfordshire. An Archaeological Desk-Based Assessment & Walkover Survey, May 2019).

I note that a substantial quantity of inert material has already been spread over the northern part of the development site. The DBA states that the site ‘is stripped bare in its southern section and overlain with imported material within its northern section’. It is likely that the importation of this material may have already had some impact upon any below ground archaeological remains present. It is unclear exactly what further impacts would be involved in the construction of the reservoir, but the DBA (7.5) states ‘The proposed construction of the reservoir will comprise the stripping of the existing topsoil and the importation of material to build up the reservoir rather than excavation and truncation of the site. The banks of the proposed reservoir will be built along all four boundaries, rising by approximately 4m above the existing ground level. The proposed stripping of the existing topsoil and the importation of material to build up the reservoir could impact archaeological remains, if present but this impact could be mitigated for example by not tracking on exposed soils. Furthermore, should the application for the retention of the inert soils not gain planning consent, leading to the removal of the material, this could also cause disturbance to the site.’

1.7. Current Condition of the Site and Planned Works

- 1.7.1. The Site currently has two large bunds of imported material running along its eastern and western boundaries which are intended to form the banks of the reservoir. These sit on untouched topsoil. Most of the centre of the northern section of the reservoir has been stripped of its existing topsoil to a depth of c.25cm.

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- 1.7.2. In light of the Planning Permission, the eastern and western bunds will be shortened so that the reservoir only covers the northern part of the site. These bunds will be moved by JCB machines with the excess material used to form the northern and southern banks of the reservoir.
- 1.7.3. Once the bunds have been stripped down to c.30cm above ground level, this WSI will come into effect and the Archaeological Monitoring and Recording required beyond that point. All machine movements will be confined to remaining topsoil / covered ground and not track over any exposed subsoil or chalks. If any small amount of topsoil remains in the centre of the reservoir that requires stripping, this WSI will also apply. It is the responsibility of the Client to notify all relevant parties when the threshold requiring the Archaeological Monitoring is expected to be reached, with a minimum of two weeks' notice.

2. Historic Environment Baseline

2.1. Introduction

2.1.1. The following section provides a **Brief Summary** of the historic development of the Site and its environs, taken from the ADBA (Archaeological Solutions Ltd, 2019). Given that the ADBA was written almost five years ago, the Hertfordshire Historic Environment Record data was reordered when producing this WSI. The HER data has been reanalysed with new figures showing the results by period included in **Appendix 2** of this WSI. There are no significant additions to the data.

2.1.2. The ADBA assessed the site as having high potential for archaeological remains dating to the prehistoric period (specifically the Bronze Age) and the medieval period, a moderate potential for Roman remains, and a low potential for Saxon, post-medieval and later remains. The data from the Hertfordshire Historic Environment Record was reordered (HER Request No. 161.23) for the purposes of this WSI and contained nothing to contradict or alter this assessment.

2.2. Archaeological and Historical Background

Prehistoric (900,000 BC – 43 AD)

2.2.1. There are six assets on the HER of prehistoric date, five of which are recorded as late Neolithic to early Bronze Age round barrows / ring ditches [**MHT17747**; **MHT6153**; **MHT6154**; **MHT7714**; **MHT7785**]. These are visible as cropmarks with one recorded as ploughed out. The majority are to the north and east of the site with one [**MHT7714**] at the southern extremity of the study area. the most pertinent is [**MHT17747**] which is recorded as a ploughed out Bronze Age round barrow in the northern boundary of the site.

2.2.2. The single Iron Age record is to the east of the site and records the find spot of some Late iron Age pottery.

Roman (43 AD – 410 AD)

2.2.3. The single Roman record on the HER is for the discovery of a hoard to the east of the Site in Rokey Wood [**MHT2233**].

Early Medieval (410 AD – 1066 AD)

2.2.4. There are two early Medieval records: one to the west in Reed recording the Saxon origins of the parish church [**MHT4035**]; and one to the east of the Site recording the discovery of a likely Saxon-Norman building [**MHT6516**] in 1980 during the installation of a gas pipeline.

Medieval (1066 AD – 1540 AD)

- 2.2.5. A total of 13 non-designated records of medieval date exist on the Hertfordshire HER [**MHT18178**; **MHT1919**; **MHT1921**; **MHT192**; **MHT2702**; **MHT30183**; **MHT31605**; **MHT6517**; **MHT7403**; **MHT7404**; **MHT7791**; **MHT855**; **MHT9099**]. All of which pertain to the medieval village of Reed and its immediate rural landscape recording fishponds, ridge and furrow, trackways and the possible remains of moated sites.
- 2.2.6. There are three records of designated medieval assets comprising the Scheduled Monuments of Gannock Grove Moated Site and Hollow-way [**DHT10694**] to the south-west of the Site; a Double Moat and Fishpond, Queenbury [**DHT10719**] to the west of the Site; and Bush Wood Moated Site and Hollow-way [**DHT10695**] in Bush Wood immediately west of the Site. The latter is a significant consideration in light of the development because of its level of preservation and close proximity.

Post-Medieval (1540 AD – 1900 AD)

- 2.2.7. The ten post-medieval records mostly pertain to buildings in the village of Reed to the north-west of the Site [**MHT10995**; **MHT15074**; **MHT15075**; **MHT15077**; **MHT15079**; **MHT17718**; **MHT17719**; **MHT5685**]. Two of the records are for monuments comprising cropmarks of ditches [**MHT16780**] and a holloway [**MHT6518**] both of which lie to the east of the Site.

Modern (1900 AD – Present)

- 2.2.8. There are two records of Modern date, both dating to the Second World War. At the northern end of the village of Reed is the approximate site of a searchlight emplacement [**MHT30392**], and to the north-east of the Site is the site of a 1942 radio monitoring station t RAF Barkway [**MHT31347**].

Undated

- 2.2.9. There are 12 records of an undated nature, all of which conform to the picture presented by the dated records and comprising of features such as cropmarks of ditches, enclosures, and holloways.

3. Requirement for Archaeological Investigation

3.1.1. As a result of a planning application submitted for the Development, a planning condition has been imposed requiring an programme of Archaeological Monitoring and Recording on the Site. The planning conditions applied to the development that are applicable to archaeology are set out at Section 1.6 above. Following on-site consultation with the LPA Archaeological Advisor (Wednesday 6th December 2023), the scope of the Archaeological Monitoring and Recording was confirmed.

3.1.2. The purpose of the Archaeological Monitoring and Recording is to monitor groundworks associated with the construction of the development in order to identify, investigate and record any surviving below-ground archaeological features that may be affected by the Development.

3.1.3. The ClfA *Standard for archaeological monitoring and recording* (December 2023) defines Archaeological Monitoring and Recording as follows:

Archaeological monitoring and recording will record and report on the archaeological resource within a specified area, using methods that are described in a project design that is fit for purpose. The programme of work undertaken will be carried out by suitably competent persons in accordance with that project design and the ClfA Code of Conduct and give due regard to the guidance for archaeological monitoring and recording. All Archaeological monitoring and recording will result in a report, published account where appropriate, and a stable, ordered, accessible archive.

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

3.1.4. The aims of the Monitoring and Recording are to:

- determine whether any archaeological remains are present in the areas of ground disturbance within the Site; and,
- to provide an opportunity for any such archaeological remains to be excavated and recorded accordingly.

An online record of the project data shall be initiated with the Archaeological Data Services by the Archaeological Fieldwork Subcontractor before fieldwork commences, and completed at the end of the project, including an uploaded digital copy of the report.

4. Methodology: Fieldwork and Recording

4.1. Introduction

- 4.1.1. Prior to the commencement of the Archaeological Monitoring and Recording, the Archaeological Fieldwork Subcontractor will produce a Project Design (PD). The PD will set out their archaeological methodology and procedures in detail and should be read in conjunction with the Archaeological Fieldwork Subcontractor Risk Assessment and Method Statement (RAMS) document. The PD will be issued to the LPA Archaeological Advisor no less than two weeks prior to the commencement of groundworks.

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- 4.1.2. The Archaeological Fieldwork Subcontractor will provide a suitably qualified and equipped archaeologist with an appropriate level of experience for each machine that is undertaking ground disturbance works. The Client will confirm to the Archaeological Fieldwork Subcontractor how many machines are planned to be working at any given time and confirm the programme in order to allow adequate archaeological attendance as required. Ground disturbance works are not to begin without the presence of archaeological supervision.
- 4.1.3. Unless ground conditions dictate otherwise, the machine will be fitted with a **toothless bucket**. If a toothed bucket is required to remove specific deposits, the machine will be refitted with a toothless bucket before excavations continue.
- 4.1.4. In the event of significant archaeological deposits being encountered, the LPA Archaeological Advisor is to be informed immediately. Some further limited excavation may be required to clarify the nature, character and date of the archaeological deposits but the primary objective is to establish the presence/absence of archaeological deposits, their depth and extent.
- 4.1.5. If any archaeological features are encountered, the machines are to cease and allow the archaeologist/s sufficient time and safe space to investigate the archaeological remains and record them as necessary.
- 4.1.6. If any archaeological features are encountered, they will be cleaned and excavated by hand and will generally only be sampled sufficiently to characterise and date them. Full excavation of features will not be undertaken at this stage unless otherwise agrees with the LPA Archaeological Advisor.

- 4.1.7. A written record of each significant stratigraphic horizon and archaeological feature will be made on standard context recording forms. These will be supplemented by a narrative account in the form of a site diary. All archiving relating to the Site will adhere to the *Hertfordshire Archaeological Archive Standards* (2017).
- 4.1.8. A plan to indicate the location of the boundaries of the evaluated area and the site grid is to be drawn at a scale of 1:1250 (or a similar appropriate scale). Plans indicating the location of the excavated areas and the location of all archaeological features encountered are to be drawn at an appropriate scale. An overall site plan is to be maintained at a scale of 1:100 or larger where appropriate.
- 4.1.9. All excavated deposits and features will be recorded by measured plan and section drawings at appropriate scales (normally 1:20 or 1:50 for plans and 1:10 or 1:20 for sections), incorporating Ordnance Survey datum heights. Long sections indicating the full stratigraphic sequence will be drawn for all excavated areas, unless no features are encountered and a simple sequence is revealed, in such circumstances the excavated area will be recorded by a sample section. Where more complex stratigraphy is encountered, complete sections will be drawn of the excavated areas. Features will be plotted on those plans using triangulation, and the plans tied in to a scale overall plan of the Site.
- 4.1.10. A digital photographic record will be maintained during the course of the archaeological monitoring and recording works. Photographs will incorporate an identification board, north arrow and vertical / horizontal scales as appropriate. The photographic record will include but is not limited to:
- general location shots depicting the area of works;
 - working shots chronicling the progress and recording the methodology of the groundworks;
 - individual features in plan and/or section as appropriate; and,
 - groups of features, where relationships are important.

4.2. Artefacts

- 4.2.1. All artefacts will be treated in accordance with UKIC guidelines, *First Aid for finds* (Watkinson & Neale, 1998). All artefacts encountered during the groundworks will be retrieved and returned to the Archaeological Fieldwork Subcontractor offices for initial assessment. A register of finds that are potentially of particular interest will be kept, and such finds will be located on the plan and section drawing by GPS.

4.2.2. All finds will be stored in polythene bags (or other as suitable) labelled with the site code and the context number of the individual deposit from which they were recovered, in order to be returned to the Archaeological Fieldwork Subcontractor's office for later cleaning, marking and in-house assessment or dispatch to external specialists; finds will not be left on the Site overnight. An initial record of finds by type will be made for each context will be made during initial processing.

4.3. Treasure

4.3.1. All finds that qualify as 'treasure' under the 1996 Treasure Act (Treasure Act code of Practice: 2002 revision) will be treated in accordance with the Act. The Archaeological Fieldwork Subcontractor will notify HM Coroner and the regional Finds Liaison Officer for the Portable Antiquities Scheme on the discovery of such finds and follow the requirements of the Act, ensuring that the finds are safely stored.

4.4. Human Remains

4.4.1. If human remains are encountered (either confirmed or suspected) the Archaeological Fieldwork Subcontractor will inform the Client, Savills Heritage and Townscape and the LPA Archaeological Advisor immediately. Human remains (confirmed or suspected) will be left in situ until an Exhumation Licence can be obtained. In accordance with current legislation (Church of England (Miscellaneous Provisions) Measure 2014, No. 1 Section 2), an Exhumation Licence will be requested from the Secretary of State and the local Environmental Health Officer advised. Excavators should be aware of current legislation regarding human remains, and pay due attending to requirements of Health and Safety. All work involving human remains will be carried out according to the standards and guidelines recommended by the British Association of Biological Anthropologists and Osteologists (BABAO) in conjunction with ClfA guidelines.

4.5. Environmental Sampling

4.5.1. In line with the recommendations made in *Environmental Archaeology: A guide to the Theory and Practice of Methods from Sampling and Recovery to Post-Excavation* (Historic England, 2011, second edition), palaeoenvironmental samples should be taken from interpretable and dateable archaeological deposits. Recommended sample sizes are 40 – 60 litres, or the whole of smaller features. Bulk samples for environmental processing will be taken in 10 litre capacity lidded plastic buckets. The removal of any such material will be noted on the sample record. All samples will be labelled with the site code, context number and sub-sample count (e.g. 1 of 4, 2 of 4) with indelible pen on plasticized labels; two labels will be sealed inside each bucket, an two attached to the exterior of each bucket. Smaller and specialised samples may be kept in polythene finds bags: these will be double-bagged, with the site code, context

number and sub-sample count written on the white panels of both bags, and a label placed in the inner bag and between the inner and outer bags, duplicating this information.

4.6. Completion of Fieldwork

- 4.6.1. On completion of the Archaeological Monitoring and Recording, the Archaeological Fieldwork Subcontractor will provide an email confirmation to Savills Heritage & Townscape, the LPA Archaeological Advisor, and the Client.

5. Methodology: Post-Excavation

5.1. Introduction

- 5.1.1. If archaeological remains are found then the following requirements regarding post-excavation processes will apply. The reporting section will apply regardless of whether archaeological remains are present. The *Hertfordshire Archaeological Archive Standards* (2017) shall be adhered to where it applies.

5.2. Finds and Sample Processing and Analysis

- 5.2.1. Following completion of site works, all archaeological records, environmental samples and finds will be taken to the offices of the Archaeological Fieldwork Subcontractor (if they haven't already) for initial processing. Stable finds (e.g. pottery, bone) will be washed, marked and packaged at the Archaeological Fieldwork Subcontractor's offices prior to dispatch to suitable specialists for analysis. Unstable finds will be dispatched for remedial conservation as a prelude to assessment, and bulk samples will be dispatched for processing (if not undertaken in-house by the Archaeological Fieldwork Subcontractor). The Archaeological Fieldwork Subcontractor will ensure that an assessment of conservation needs and subsequent necessary work is carried out by a qualified archaeological conservator, or in a recognised conservation laboratory. The conservation and the laboratory must be approved by the LPA Archaeological Advisor. Full records (which will form a part of the archive) must be kept of any treatment given.
- 5.2.2. All finds and other items of archaeological interest removed from the Site are analysed and recorded by specialists, to agreed standards, and with the approval of the LPA Archaeological Advisor. Specialist work may need to be carried out on all metalwork, bone (including worked bone), human remains, organic remains, industrial waste, ceramic material, glass, and lithic materials.
- ### 5.3. Reporting
- 5.3.1. The Archaeological Fieldwork Subcontractor will be responsible for producing a report detailing the results of the Archaeological Monitoring and Recording. This will be sufficiently detailed and proportionate to the results of the Monitoring and Recording.
- 5.3.2. In accordance with the ClfA *Universal guidance for archaeological monitoring and recording* (December 2023), the report will include the following as a minimum:

- non-technical summary;
- the Project Design / WSI or appropriate reference to it;
- the aims, objectives and methods used, including any departure from the Project Design / WSI;
- results, referring to the research aims in the Project Design / WSI and including research implications;
- illustrations, plans and essential technical and supporting detail, with accurate spatial information sufficient to locate the areas of investigation in the future;
- conclusions, including a confidence rating on techniques used, and any recommendations for further work that might improve that confidence;
- archive locations (pre- and post-deposition if known);
- a list of all sources used; and,
- copyright.

5.3.3. The timetable for the submission of the report can be altered (for example, if the specialist reports cannot be returned in time to meet the original programme). In this event, the Archaeological Fieldwork Subcontractor will propose a new programme of submission to the Client, the LPA Archaeological Advisor, and Savills Heritage and Townscape for their general agreement.

5.3.4. A draft copy of the report will be submitted to Savills Heritage and Townscape for review in accordance with the durations set out in the table below. Comments will be returned to the Archaeological Fieldwork Subcontractors who will undertake any required edits and reissue the report to Savills Heritage and Townscape.

5.3.5. Savills Heritage and Townscape will then issue final copies of the report to the Client for their information and the LPA Archaeological Advisor for their approval and discharge of the relevant section of the planning condition.

5.3.6. The Archaeological Fieldwork Subcontractor will be responsible for providing a copy of the final report to the Historic Environment Record (HER). They will also be responsible for ensure the data from the project, along with a digital copy of the report, will be uploaded to the Archaeology Data Service OASIS online database for public consumption.

5.3.7. A full indicative programme for the reporting process is set out in Table 1 below. These are maximum timeframes which all parties should endeavour to beat, keeping review time and comments proportionate to the length and complexity of the report.

Table 1 Indicative Reporting Programme

Archaeological Monitoring and Recording report Task	Durations (working weeks, excludes bank holidays)
Submission of draft report following site completion to Savills Heritage & Townscape	2 weeks
Savills Heritage & Townscape review of draft report and issue of comments to Archaeological Fieldwork Subcontractor	1 week
Archaeological Fieldwork Subcontractor edits and reissue	1 week
Issue of finalised report to all parties following final check by Savills Heritage & Townscape	1 week
Total duration from site completion to submission of final approved report	5 weeks

5.3.8. Deposition of the report with the HER, where it will be incorporated into their database for public consultation, and uploading the project data to OASIS will be considered as placing the results of the project in the public domain. Should significant discoveries be made, wider publication of the results will be considered, although the content and place of publication will be dependent on what is found, and be subject to discussion with the Client, Savills Heritage and Townscape, and the LPA Archaeological Advisor.

5.3.9. Working under the terms of the Copyright, Design and Patents Act 1988, the Archaeological Fieldwork Subcontractor shall retain full copyright with regard to written, digital and graphic material. However, following project completion, the Client, the HER and the Archaeology Data Service may, in the interest of informing and advancing the profession, make responsible use of the data, provide that any material copied or cited in reports is duly acknowledged and all copyright conditions observed.

5.4. Archive

5.4.1. The archive will adhere to the *Hertfordshire Archaeological Archive Standards* (2017). The site archive will contain all the data collected during the fieldwork, including records and finds, and all reports. The Archaeological Fieldwork Subcontractor will ensure that the archive is quantified, ordered, indexed and internally consistent, and adequate resources will be provided to ensure that all records are checked. Archive consolidation will be undertaken immediately following the conclusion of fieldwork. A Museums Accession Number must be obtained by the Archaeological Fieldwork Subcontractor before the start of the fieldwork and stated in the Project Design.

- 5.4.2. Finds and records will be assembled and curated by a single organisation, and be available for public consultation in a project archive repository compatible with other archaeological archives in the country, and adhering to relevant guidelines and standards/
- 5.4.3. The relevant project archive repository for the project archive (e.g. the local / county museum) will be identified by the Archaeological Fieldwork Subcontractor.

6. Timetable and Personnel

6.1. Fieldwork Timetable

- 6.1.1. The programme of works is to be supplied by the Client to the Archaeological Fieldwork Subcontractor on their appointment. This will dictate the attendance of the archaeologist/s on site to fulfil the Archaeological Monitoring and recording. It is acknowledged that constant attendance is unlikely, and that the nature of the works may require more intermittent periods of Archaeological Monitoring and Recording.

6.2. Personnel

- 6.2.1. The work will be undertaken by an Archaeological Fieldwork Subcontractor that is a Registered Organisation with the Chartered Institute for Archaeologists. The Archaeological Fieldwork Subcontractor will provide on appointment, the details of the suitably qualified staff to attend the Archaeological Monitoring and Recording and include the post-excavation specialists that will be used as necessary.

6.3. Post-Excavation Timetable

- 6.3.1. The Archaeological Fieldwork Subcontractor will provide a finalised post-excavation programme no less than one week following the completion of site works. This will abide by the durations set out in Section 5 of this WSI.

7. Health and Safety

7.1. Introduction

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

7.2. Risk Assessment and Methodology Statement (RAMS)

- 7.2.1. The Archaeological Fieldwork Subcontractor will produce a site-specific Risk Assessment and Method Statement (RAMS) to cover the onsite fieldwork. This will be prepared prior to any site works taking place and be submitted to the Client and Savills Heritage and Townscape.

7.3. Personal Protective Equipment (PPE)

- 7.3.1. Staff present on site will be required to wear the appropriate Personal protective Equipment (PPE), as identified in the RAMS. As a minimum this will be protective shoes, high-visibility clothing, gloves, protective glasses, and safety helmet. The requirement for any additional PPE will be identified in the RAMS.

7.4. Welfare

- 7.4.1. The Client or their main works contractor will be responsible for providing the archaeologist/s with suitable welfare facilities on site, including toilet and water for washing.

7.5. Utility Services (above and below ground)

- 7.5.1. The identification of and safe working round services are the responsibility of the Client and/or their main works contractor. It is assumed that all the necessary precautions are taken prior to the works commencing and prior to the archaeological attendance on site.

7.6. Contaminated Ground

- 7.6.1. Contaminated ground is the responsibility of the Client and / or their main works contractor. It is assumed that all necessary precautions are taken prior to the works commencing and prior to the archaeological attendance on site.

8. Monitoring and Quality Assurance

8.1. On Site Fieldwork Monitoring

8.1.1. Savills Heritage and Townscape will monitor and assure all elements of the archaeological fieldwork and will ensure that the work is carried out in accordance with this WSI, professional standards, and the requirements of the LPA Archaeological Advisor. Any variance in the scope of work shall be made by the Savills Heritage and Townscape team acting on behalf of the Client, in consultation with the LPA Archaeological Advisor.

8.1.2. A start date for the archaeological investigations will be agreed with the LPA Archaeological Advisor who will also be informed when the specified fieldwork has begun. The LPA Archaeological Advisor, Savills Heritage and Townscape, and the Client (if they so choose) will attend on-site progress meetings as appropriate throughout the fieldwork. These visits will be coordinated and arranged by Savills Heritage and Townscape.

8.2. Post-Excavation Monitoring

8.2.1. Savills Heritage and Townscape will technically assure the deliverables from the Archaeological Fieldwork Subcontractor to ensure they conform to the format and scope agreed with the LPA Archaeological Advisor, and that the reporting is accurate and clear, with sound conclusions, having been produced to professional standards. Savills Heritage and Townscape will liaise with the Archaeological Fieldwork Subcontractor to ensure that the work is carried out to an agreed delivery programme.

Appendix 1: References

Archaeological Solutions Ltd (May 2019) *Proposed Solar Farm, Wisbridge Farm, Reed, Hertfordshire: An Archaeological Desk-Based Assessment and Walkover Survey*

Chartered Institute for Archaeologists (CIfA) (October 2020) *Code of Conduct*

Chartered Institute for Archaeologists (CIfA) (December 2023) *Standard for archaeological monitoring and recording*

Chartered Institute for Archaeologists (CIfA) (December 2023) *Universal guidance for archaeological monitoring and recording*

Chartered Institute for Archaeologists (CIfA) (December 2023) *Standard for archaeological excavation*

Chartered Institute for Archaeologists (CIfA) (December 2023) *Universal guidance for archaeological excavation*

Hertfordshire Associations of Museums (April 2017) *Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire*

Historic England (2011, second edition) *Environmental Archaeology: A guide to the theory and practice of methods from sampling and recovery to post-excavation*

Historic England (April 2015) *Management of Research Projects in the Historic Environment (MoRPHE, V1.1)*

Appendix 2: Figures

Figure 1 Site Location

Figure 2 Prehistoric and Iron Age Monuments

Figure 3 Roman and Early-Medieval Monuments

Figure 4 Medieval Monuments

Figure 5 Post-Medieval and Modern Monuments

Figure 6 Undated Monuments

Figure 7 Designated Heritage Assets

Figure 8 Previous Archaeological Events

Land Between Bush Wood and Rokey Wood, Reed, Hertfordshire

Figure 1: Site Location

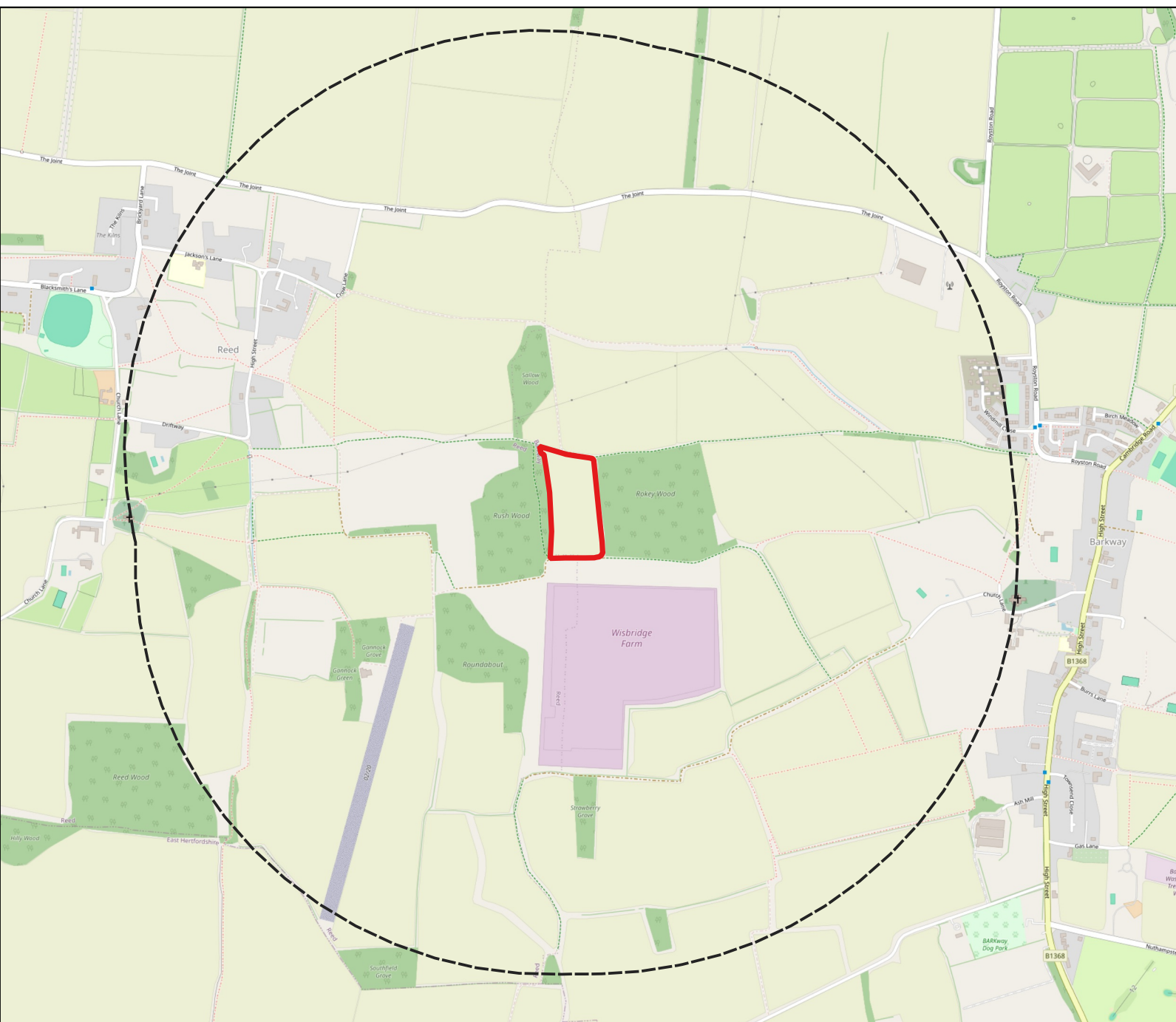
Creator: Dr Rachel Scrutton
Date: 30 January 2024
Centre: NGR TL 37207 35811

Legend

-  1km Study Area
-  Reed RLB



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0 250 500 750 1,000 m



Land Between Bush Wood and Rokey Wood, Reed, Hertfordshire

Figure 2: Prehistoric and Iron Age Monuments

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Legend

HER Records

● Prehistoric

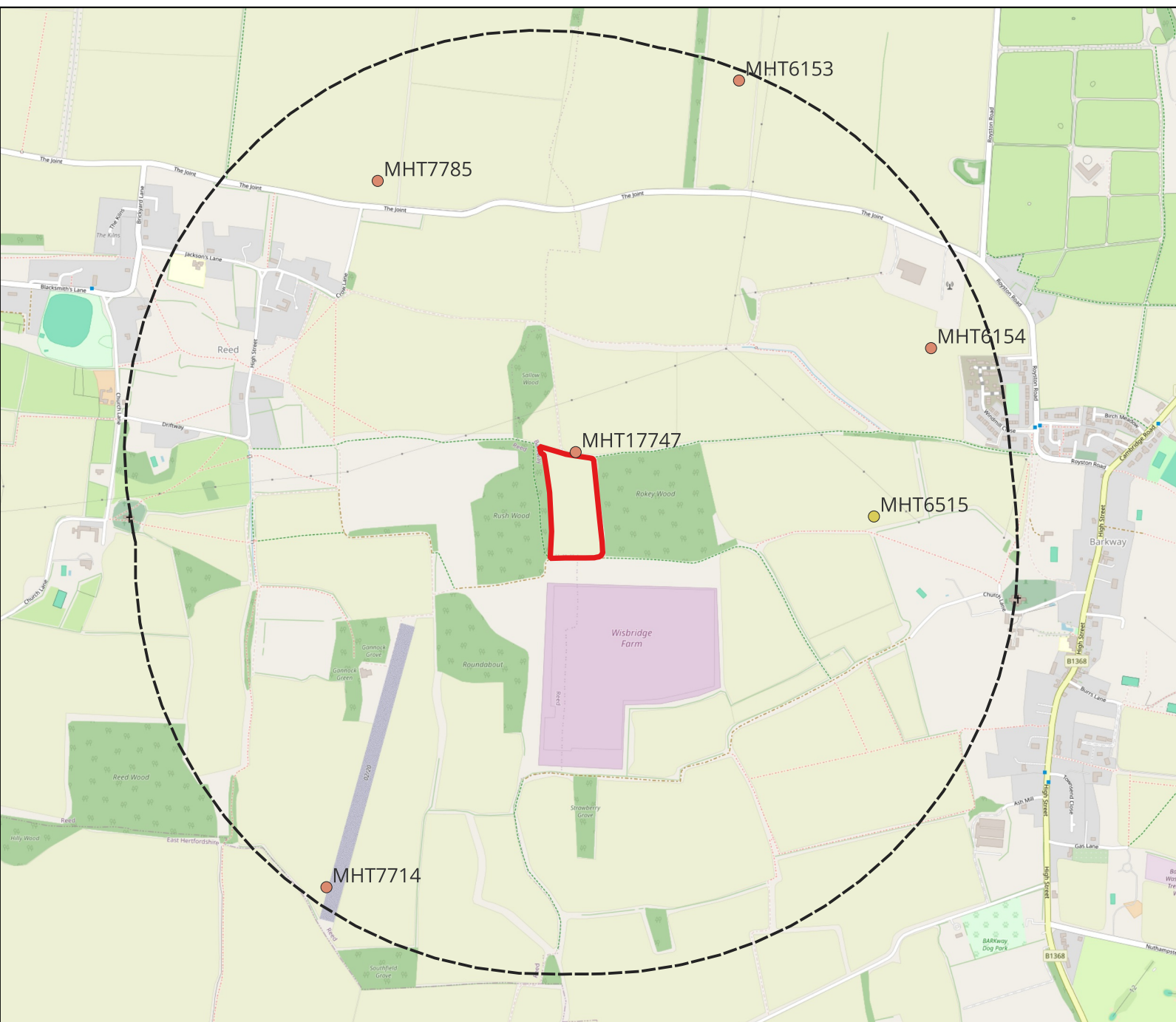
● Iron Age

⬡ 1km Study Area

⬡ Reed RLB



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Land Between Bush Wood and Rokey Wood, Reed, Hertfordshire

Figure 3: Roman and Early-Medieval
Monuments

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Legend

HER Records

● Roman

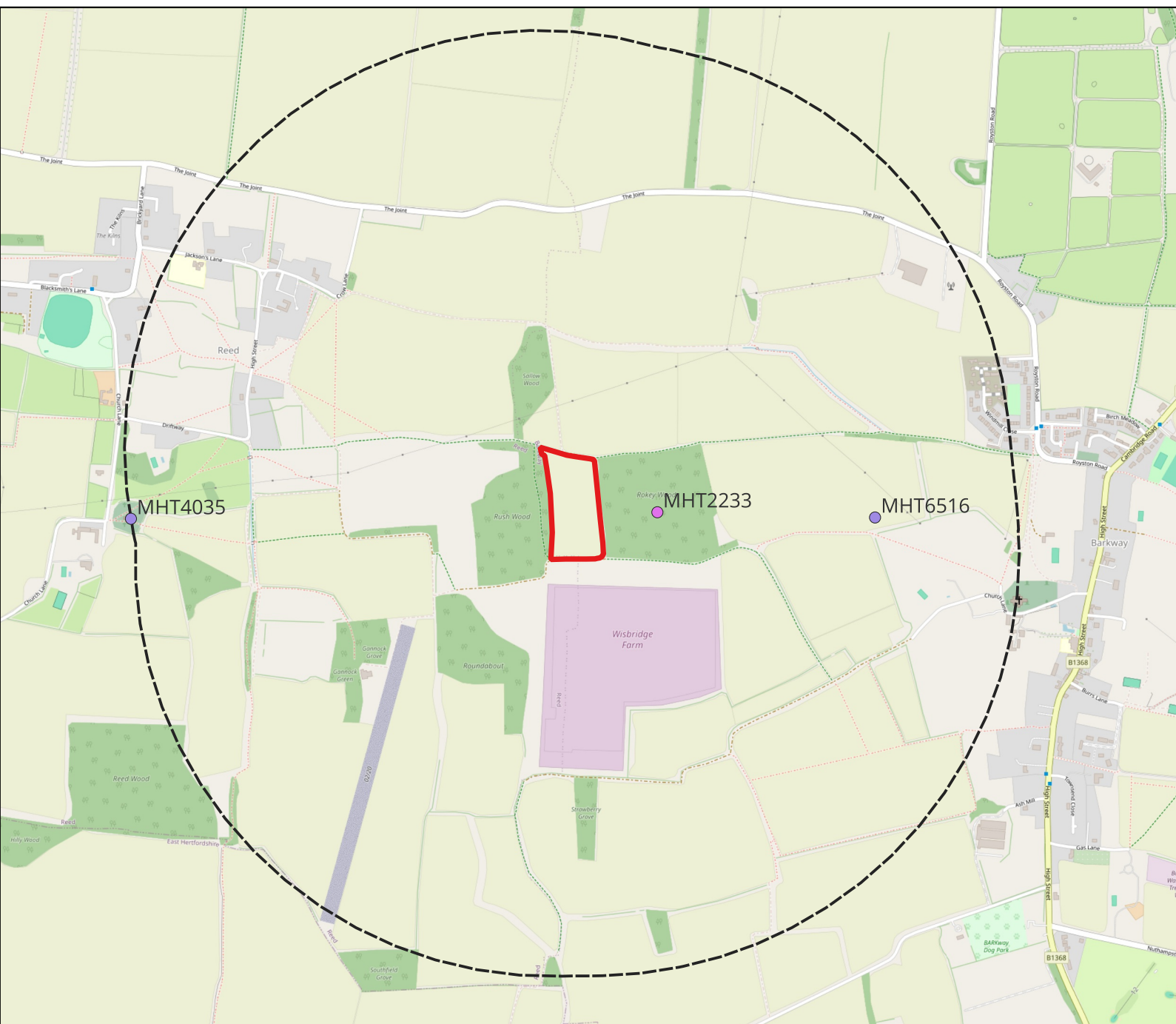
● Early Medieval

⬡ 1km Study Area

⬡ Reed RLB



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Land Between Bush Wood and Rokey Wood, Reed, Hertfordshire

Figure 4: Medieval Monuments

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HER Records

● Medieval

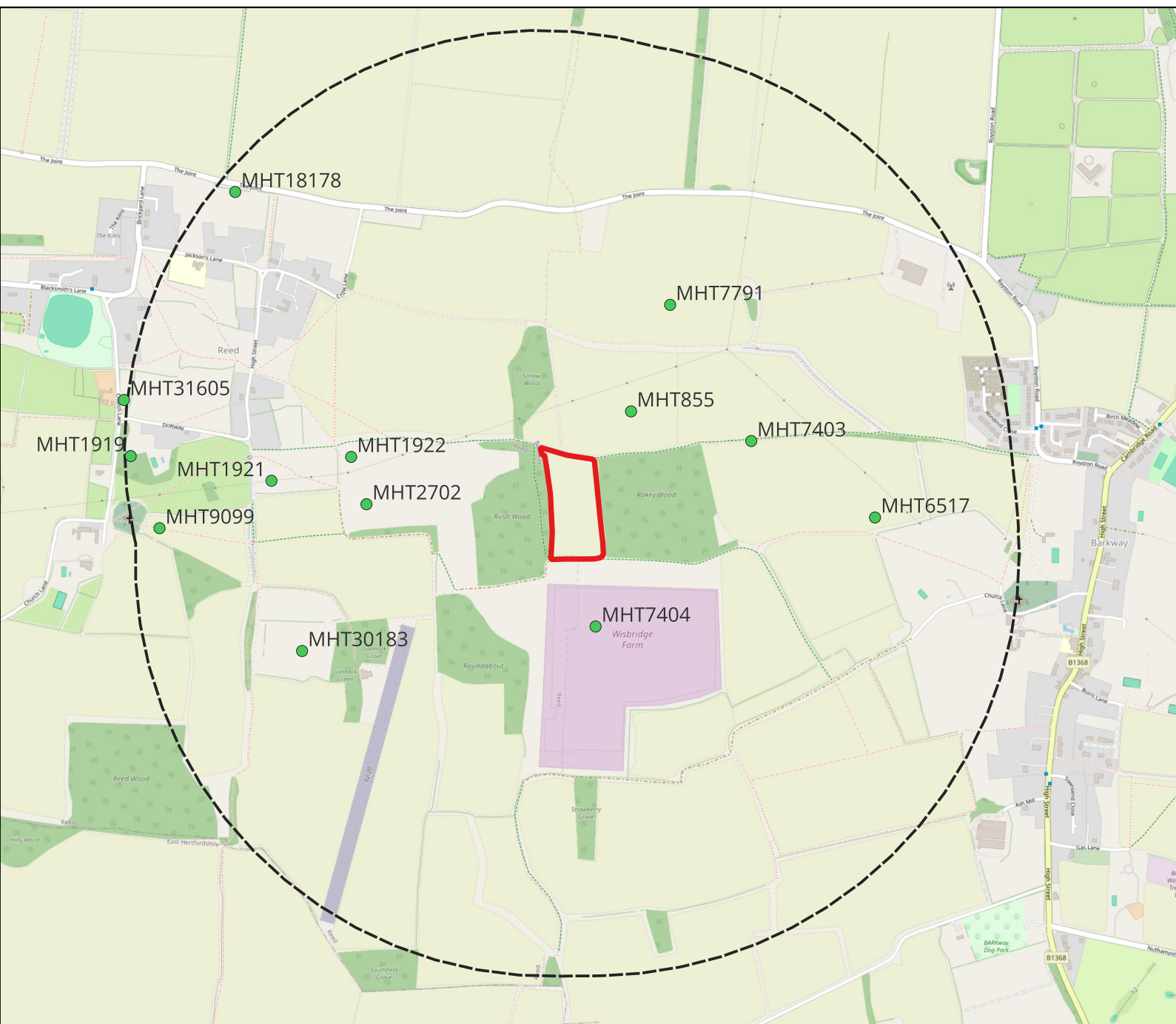
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Land Between Bush Wood and Rokey Wood, Reed, Hertfordshire

Figure 5: Post-Medieval and Modern
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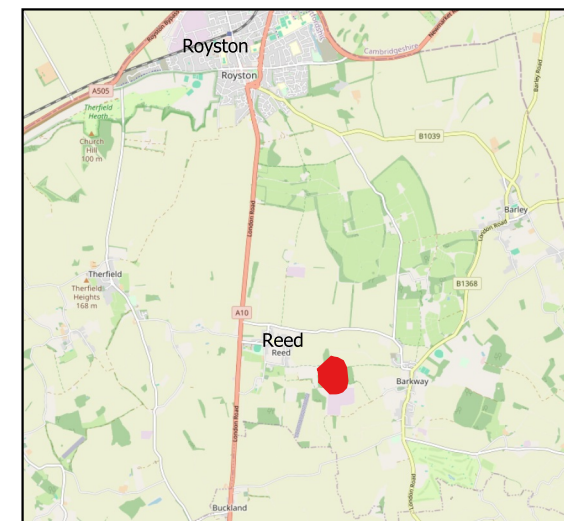
HER Records

● Post-Medieval

● Modern

⬡ 1km Study Area

⬡ Reed RLB



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Land Between Bush Wood and Rokey Wood, Reed, Hertfordshire

Figure 6: Undated Monuments

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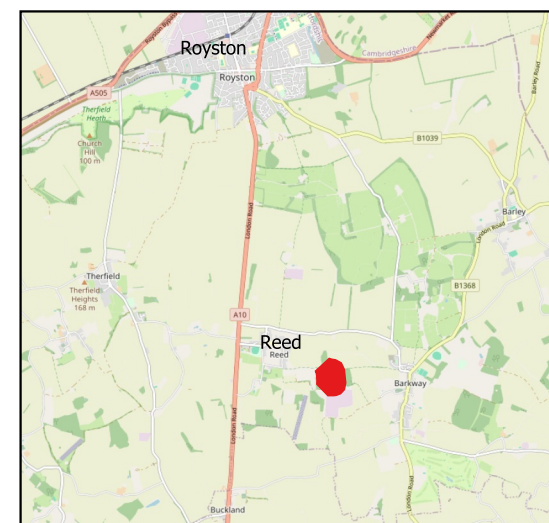
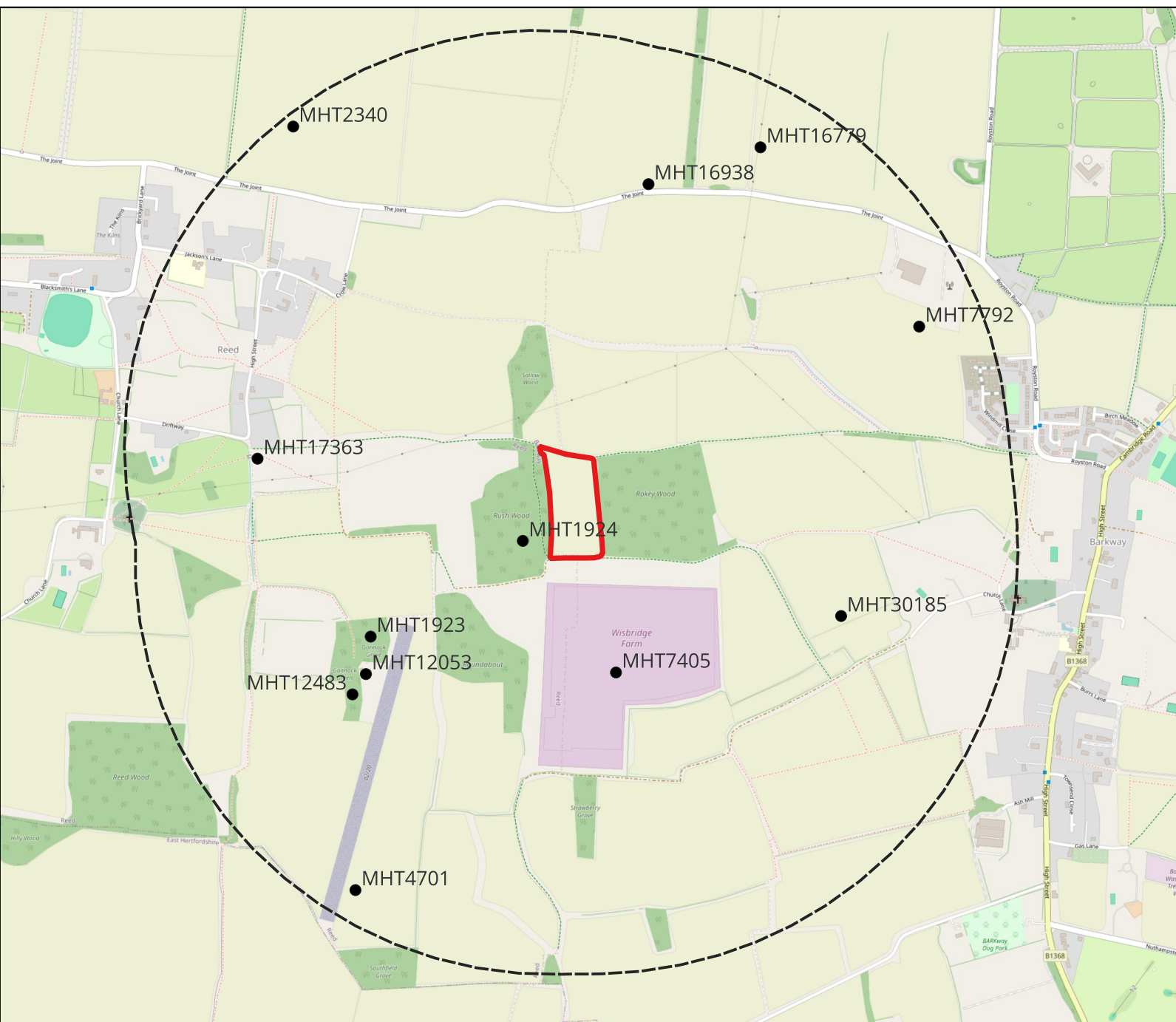
Legend

HER Records

● Undated

⬡ 1km Study Area

⬢ Reed RLB



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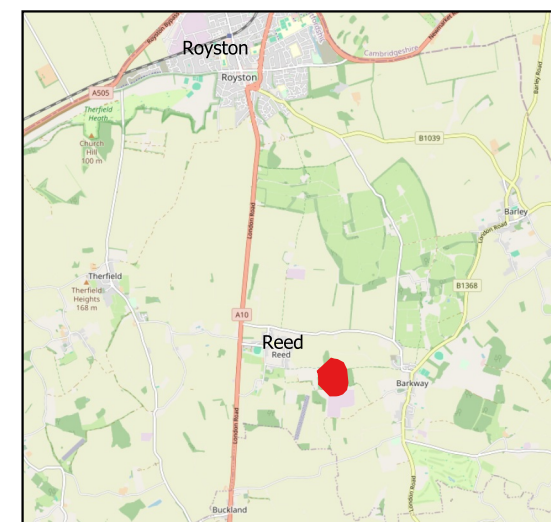
Land Between Bush Wood and Rokey Wood, Reed, Hertfordshire

Figure 7: Designated Heritage Assets

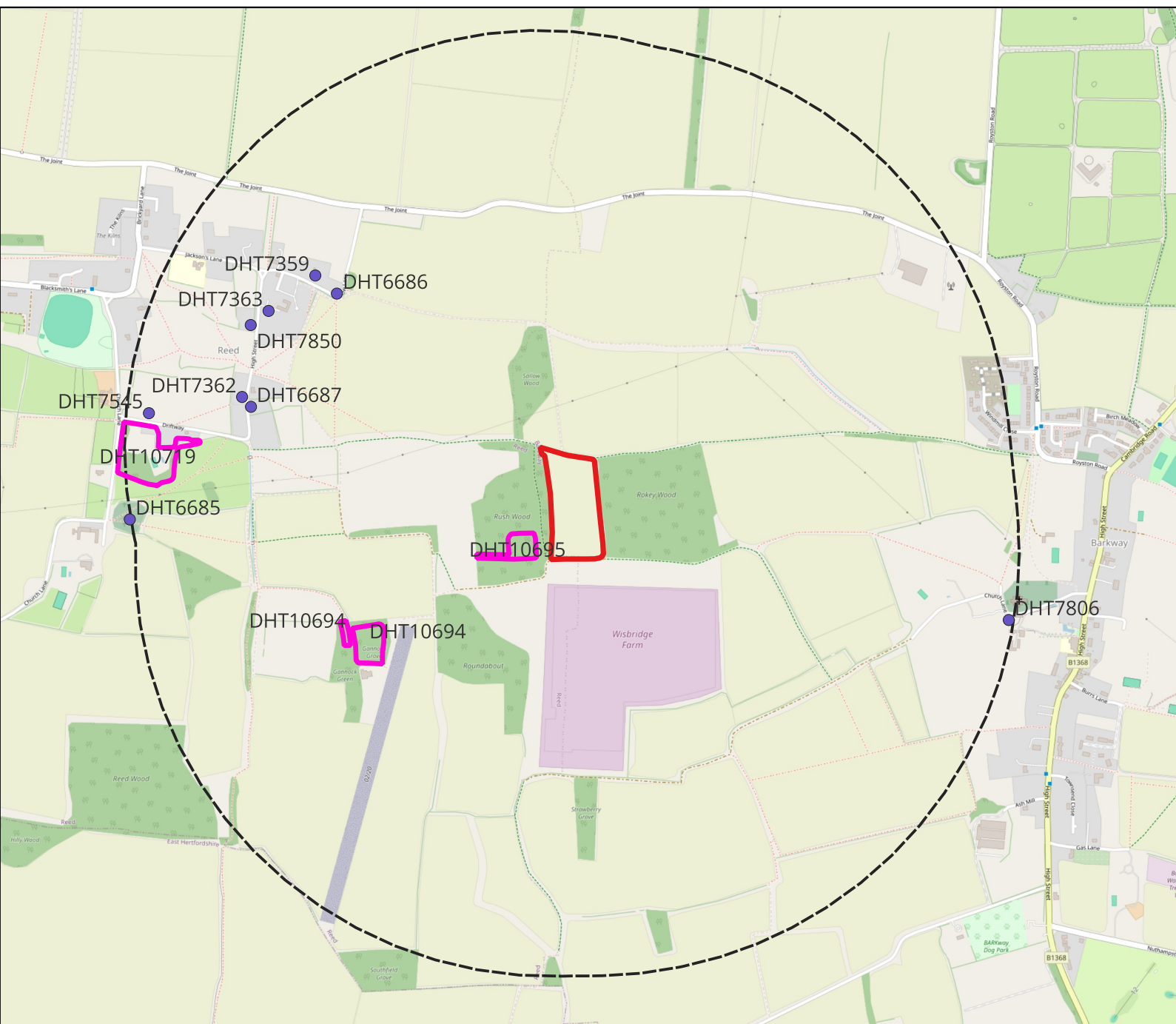
Creator: Dr Rachel Scrutton
Date: 30 January 2024
Centre: NGR TL 37207 35811

Legend

-  Scheduled Monument
-  Listed Buildings
-  1km Study Area
-  Reed RLB



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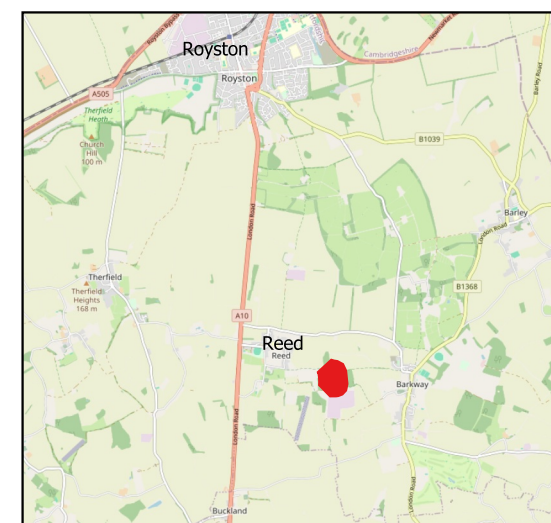
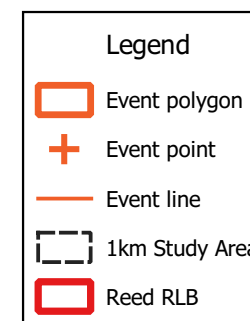
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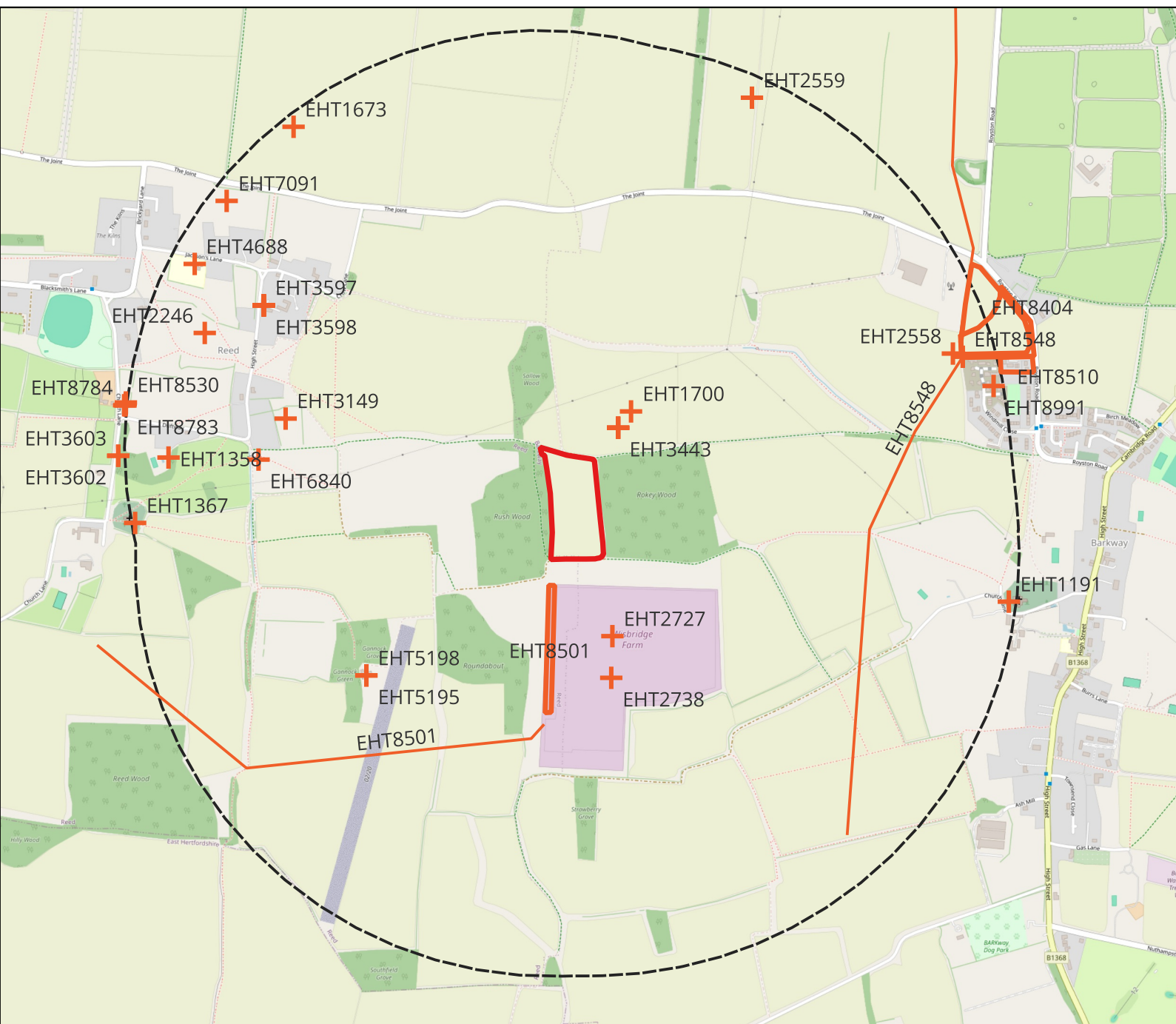
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Figure 8: Previous Archaeological Events

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