



Written Scheme of Investigation: Archaeological Mitigation – Strip, Map and Record

Gladstone Villas,
Brickyard Lane,
Reed,
Hertfordshire,
SG8 8BE



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1. Introduction

Project Background

- 1.1** This Written Scheme of Investigation (WSI) has been prepared by James Meek MCIfA of HCUK Group on behalf of Robert Rand. It details a scheme of archaeological investigation, to comprise strip, map and record, and additional watching briefs on land at Gladstone Villas, Brickyard Lane, Reed, Hertfordshire, SG8 8BE, centred on NGR: TL 36115 36410 (henceforth known as 'the Site'; Figures 1 and 2).
- 1.2** A planning application (21/00799/FP) was submitted to North Hertfordshire County Council (NHCC) for '*Two storey rear extensions to existing dwellings (1 and 2 Gladstone Villas) and erection of one detached 4-bed dwelling including installation of vehicular crossovers*' at the Site in April 2021. The proposed design layout for is shown on Figure 3.
- 1.3** As a result of discussions with the Hertfordshire Historic Environment Advisory Service (HHEAS) of Hertfordshire County Council (HCC), as the nominated archaeological advisors to the planning authority, the following comment was made on the application (dated June 22nd 2022):
- 'Thank you for consulting this office on the above application.*
- Please note that the following advice is based on the policies contained in the National Planning Policy Framework 2021.*
- The proposed development lies adjacent to an area of extensive archaeological investigation ahead of housing development in 2014. That work led to the discovery of kiln remains and early 19th century building foundations. The latter lay approximately 15m to the west.*
- I conclude that the proposed development is such that it should be regarded as likely to have a potential impact on heritage assets of archaeological interest and I*

recommend that the following provisions be made, should you be minded to grant consent:

- 1. the archaeological investigation, via strip, map and sample¹, of the development footprint down to the natural horizon, of the new detached dwelling. This should include a contingency for the preservation of any remains encountered, should this be appropriate;*
- 2. the archaeological monitoring of all other groundworks related to the development, that lay outside of strip, map and sample, including a contingency for preservation or further excavation of any remains encountered;*
- 3. the analysis of the results of the archaeological work with provision for the subsequent production of a report and an archive, and the publication of the results, as appropriate*
- 4. such other provisions as may be necessary to protect the archaeological interests of the site;*

I believe that these recommendations are both reasonable and necessary to provide properly for the likely archaeological implications of this development proposal. I further believe that these recommendations closely follow the policies included within Policy 16 (para. 205, etc.) of the National Planning Policy Framework 2021, and relevant guidance contained in the National Planning Practice Guidance, and in the Historic Environment Good Practice Advice in Planning Note 2: Managing Significance in Decision-Taking in the Historic Environment (Historic England, 2015).

1.4

The advice also included a three point condition that was attached to the planning permission for the development:

Condition 11:

A) No demolition/development shall take place/commence until an Archaeological Written Scheme of Investigation has been submitted to and approved by the

¹ 'Strip, map and sample' can also be referred to as 'strip, map and record'

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 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.

Reason: To protect any historical finds.

1.5

The WSI has been guided in its composition by the Chartered Institute for Archaeologists (CIfA) Code of Conduct (CIfA 2022), *Standard for archaeological excavation* (CIfA 2023a), *Universal guidance for archaeological excavation* (2023b), the *Management of Research Projects in the Historic Environment* (MoRPHE) issued by Historic England (Historic England 2015), and adheres to the recommendations and policies of the *National Planning Policy Framework* - Section 16, paragraphs 202-221 (NPPF) (Ministry of Housing, Communities & Local Government 2025).

Site Location, Topography, and Geology

- 1.6** The Site is located within North Hertfordshire, some 4km south of Royston and 11km northeast of Baldock within the village of Reed. It lies on the western side of the junction between Blacksmith's Lane, Brickyard Lane and Jackson's Lane on the northern side of the village centred on grid reference TL 36115 36410.
- 1.7** The Site presently comprises the existing semi-detached dwellings of Nos. 1 and 2 Gladstone Villas, with garden areas to the rear in the southern half of the Site and further gardens to No 2 Gladstone Villa in the northern half of the Site with an outbuilding to the west and green house close to the road. This northern area is where the new dwelling is to be constructed. It is presently mostly laid to lawn, but has been used as an allotment in recent years.
- 1.8** The Site is relatively level and sites at c.152m AOD (Above Ordnance Datum).
- 1.9** The British Geological Survey records the bedrock below the Site as Lewes Nodular Chalk Formation and Seaford Chalk Formation – Chalk, a sedimentary bedrock formed between 93.9 and 83.6 million years ago during the Cretaceous period².
- 1.10** Superficial geological deposits across the Site comprise Lowestoft Formation – Diamicton, a sedimentary superficial deposit formed between 480 and 423 thousand years ago during the Quaternary period³.
- 1.11** The soils within the Site are recorded as Lime-rich loamy and clayey soils with impeded drainage⁴.

Archaeological and Historic Background

- 1.12** A search of the Hertfordshire Historic Environment Record (HHER) has been undertaken to place the site within its archaeological and historical context. A search area of 1km was used around the site boundary (Figure 4).

² https://geologyviewer.bgs.ac.uk/?_ga=2.49944612.387771667.1741350945-1943582821.1741350945

³ Ibid

⁴ <https://www.landis.org.uk/soilscapes/>

- 1.13** HHER references are used (prefixed MHT) and distances are given from the site boundary to the monument in metres, with the direction given as SSW (south-southwest); NE – northeast; S – south etc).

Prehistoric Period (c. 450,000 – AD 43)

- 1.14** The HHER holds records of four sites of Late Neolithic to Early Bronze Age date, all of which are evidenced by cropmarks of ring ditches, the probable remains of round barrow burial mounds (MHT4467 located 600m WNW, MHT7784 460m NNE, MHT7785 595m ENE and MHT7786 640m NNE). A review of cropmark data available through the online Aerial Archaeology Mapping Explorer website⁵ indicates a number of further ring ditches in the wider area indicating a possible wider dispersed barrow cemetery. The potential for the remains of round barrows within the Site cannot be discounted.
- 1.15** A possible ditched enclosure of later Bronze Age or Iron Age date is recorded 960m to the south (MHT30184). Further Iron Age finds have been recovered in a similar area to the south of the Site (MHT34484 900m S; MHT35385 890m S; MHT34619 815m SSE). A late Iron Age silver coin was found 415m to the south (MHT22974).
- 1.16** No Iron Age activity has been confirmed in closer proximity to the Site, although a number of cropmark enclosures have been recorded through cropmark analysis in the search area, which although recorded as being undated, would seem likely to be of a later prehistoric (Iron Age) or Romano-British date. These include MHT16921, 715m NW, the cropmarks of which indicate a rectilinear ditched enclosure, with pits and ditches; MHT16922, 760m SSW which is a series of cropmarks indicating a linear ditch and rectilinear enclosures, East Of Ermine Street; MHT16996, 720m W, a series of cropmarks of a possible ditched enclosure and cut features; MHT16997, 355m N, the cropmark of a possible rectilinear enclosure; and MHT2340, 470m NE, a further rectilinear enclosure indicated by cropmarks. The number of cropmarks recorded in the agricultural fields around the village of Reed indicate that the area was settled during the later prehistoric period and the potential for further remains of this date to be present within the Site

⁵ <https://historicengland.maps.arcgis.com/apps/webappviewer/>

cannot be discounted. Cropmarks would not show up within the existing developed area of the village

Roman Period (AD 43 – c. AD 410)

- 1.17** The HHER holds two records of Roman date within the study area. The line of the Roman Road of Ermine Street runs north to south, some 400m to the west of the Site (MHT9271). A number of Roman coins were recovered 785m to the west of the Site (MHT1522).
- 1.18** As noted in the section above, numerous cropmarks are recorded around the village which could be of later prehistoric or Romano-British date, and the possibility for similar remains to be present within the Site cannot be discounted.

Early Medieval Period (c. AD 410 – AD 1066)

- 1.19** The HHER holds three records of Saxon date within the search area. These relate to Saxon finds recovered 645m to the south of the Site (MHT35178) and 980m SSW (MHT34356). The church of St Mary's is likely to have late Saxon origins and is also recorded (MHT4035, 645m S).
- 1.20** A settlement is recorded as being in existence at Reed in the Domesday Book of 1086, indicating that a settlement was already established before the 1066 Norman Conquest. A number of lords and overlords are recorded as being the owners of the settlement prior to 1066.
- 1.21** The place name of Reed is likely to have originated from the word 'Rough' and implies the area was rough land⁶. This could suggest the land was not very good for agriculture or settlement, which seems to be contrary to the archaeological evidence which shows settlement in the area from the later prehistoric period and certainly in the later Saxon period. There is a potential for Saxon remains to be present within the Site.

⁶ <https://epns.nottingham.ac.uk/browse/Hertfordshire/Reed/53285ba0b47fc40ace0007bb-Reed>

Medieval Period (1066 - 1485)

- 1.22** Reed is recorded in the Domesday Book of 1086 as a large settlement of around 50 households, putting it in the largest 20% of settlements recorded in Domesday, and is listed under 6 owners⁷.
- 1.23** The HHER holds 22 records of Medieval date within the study area. These include the medieval settlement at Reed (MHT2702) which mostly lies to the south of the Site.
- 1.24** There are three scheduled monuments within the study area, all of which lie to the south of the Site and are medieval moated sites. These include scheduled monument reference 1010754 'Double Moat and fishpond, Queenbury' also recorded on the HHER as 'Queens Manor' moated site 490m to the south (MHT1919). The moated site of Goodfellows lies slightly closer to the Site, scheduled monument reference 1010751, and on the HHER (MHT1918, 350m S). The third scheduled monument is the Reed Hall Moated Site, reference 1013443 and also recorded on the HHER (MHT4026, 770m S). None of these scheduled sites will be affected by the development proposals.
- 1.25** The HHER also records a further three possible medieval moated sites in the study area, one called Carr's Pightie Moated site (MHT1920, 760m S). Another possible moated site lies at Fiddlers Green (MHT1922, 715m SE), which the HHER also notes may have been associated with fishponds rather than a moat (MHT1921, 630m SE). The third possible moated site lies to the east of Reed church (MHT9099, 680m S). This is recorded as *'post medieval pond which may have been part of a medieval moat'*.
- 1.26** Reed Hall in Reed is recorded as a mid-15th century timber framed hall house, and a manor house (MHT15908, 770m S).
- 1.27** Previous archaeological investigations in the vicinity of the Site revealed four ditches, or which contained medieval pottery at Mill Korner, Jacksons Lane (MHT11427, 45m NE). Investigations at Reed House, Jacksons Lane recorded a

⁷ <https://opendomesday.org/place/TL3636/reed/>

possible medieval ditch and further undated ditches, containing animal bone, deer antler and daub, as well as two undated pits (MHT18178, 260m). Investigations at Reed Chapel, Church Lane recorded made ground and subsoil which included medieval (and post medieval) material, including slag, pottery, animal bone and rubble (MHT31605, 365m S).

1.28 Cropmarks of ridge and furrow, the earthwork remains of medieval strip farming has been recorded within the study area surrounding Reed in three areas to the north and northwest of the Site (MHT7776, 930m NW; MHT7783, 475m NW; and MHT7787, 970m N).

1.29 Numerous findspots of medieval material have been recovered in the study area, including a hammered silver short-cross penny of John or Henry III dated to the mid-13th century (MHT29205, 570m NW). Other coin findspots are known including MHT33388, 625m ESE, a coin dating between 1490 to 1499; MHT33684, 700m E, a coin dating between 1413 to 1422; and MHT34618, 970m S, a coin dating between 1471 to 1476. Other findspots include MHT35368, 760m SSW; MHT34483, 890m S; and MHT35310, 750m SSE.

1.30 Based on the known archaeology within the area, the size of the settlement at the time of the Domesday Book and material find relatively close by at Mill Korner on Jacksons Lane, there is quite a high potential for medieval remains to be present within the Site.

Post-Medieval Period (1486 – 1900) / Modern (1900 to present)

1.31 The HHER holds a number of records of post medieval date within the study area, the majority of which relate to extant buildings (some of which are listed) within the village.

1.32 Of most relevance to the Gladstone Villas site is a 19th century brickfield with kiln, at Mill Corner Farm which lies 80m to the north (MHT15352). The area has been subject to previous archaeological excavation which revealed the remains of the kiln. The modern Mill Corner Farm on Brickyard Lane (MHT15082) lies 30m to the

northwest of the Site, and is recorded as a '*20th century farmstead with origins in the 19th century brickyard*' and was associated with the brickworks.

1.33 The post medieval buildings recorded include a number of farms or former farms: Reed End Farm (MHT15070, 765m W) which includes the farmstead, a timber framed barn, cart shed and other buildings; Queenbury, Driftway (MHT15074, 430m S) a substantial farmstead with medieval origins (and the site of one of the scheduled medieval moats); Wisbridge Farm, High Street (MHT15075, 375m E) including the surviving farmhouse and barn, cart shed and other outbuildings; North Farm, Crown Lane (MHT15077, 450m E), which has 17th century or earlier origins and includes a timber framed barn; Drages Farm, High Street (MHT15079, 470m SE), with 17th century origins and doubled in size in the mid-19th century; Goodfellows Farm, Church Lane (MHT15080, 335m S), an 18th century farmhouse and out buildings on the site of the scheduled medieval moat; and Church Farm (MHT11037, 695m S) which was built at Reed Hall, and rebuilt as a planned farm in the 19th century;

1.34 Other buildings include the 19th century Turneys Cottage, 28-29 Reed End, Therfield (MHT15071, 900m W); The Cabinet Public House, High Street (MHT17718, 430m SE) built in c.1700 and used as a public house since at least the mid-19th century; The Woolpack, London Road (MHT30369, 410m WSW) a 17th century beer house on the main highway; The Red Lion, London Road, Therfield (MHT30370, 430m WNW) and other public house on the main road, shut in the 20th century; and Reed Chapel (MHT17719, 370m S) a 9th century Independent chapel, built in 1842.

1.35 Two milestones are recorded on the HHER: the Wadesmill turnpike milestone, erected in 1742 (MHT5046, 860m NW) which is says "*36 miles from London*" and another 18th century milestone located north of Reed Turn, Therfield (MHT5045, 915m SSW) which says, "*35 miles from London*".

1.36 The locations of two former post medieval windmills are recorded in the study area, one at Mill Corner (MHT15351, 195m W) and the other at Reed End (MHT5991, 525m WNW). The location of the former village pound which lay beside the church is also recorded (MHT18255, 640m S).

1.37 The former modern well head gear at The Cabinet Public House on the High Street, adjacent to a pond site (MHT5685, 430m SE).

1.38 The HHER records the approximate site of a World War II searchlight emplacement that was located near to The Joint in Reed (MHT30392, 380m E) which is noted as being one of 17 that were located in the defended area known as Area DN01.

1.39 There is some potential for further remains of the 19th century brickworks to be present within the Site. Gladstone Villas had been constructed by the latter part of the 19th century.

Previous Archaeological Work

1.40 The HHER records a number of previous archaeological investigations within 1km of the Site, including aerial photographic analysis, watching briefs and historic building recording projects.

1.41 Of most relevant to the Site is the strip, map and record work undertaken by Archaeology, Excavation and Surveys on Brickyard Lane close to the north of the Gladstone Villa Site. An initial evaluation was carried out which revealed remains of the former brick works and led on to wider areas being opened under archaeological supervision and the archaeology subject to excavation and recording⁸.

1.42 The conclusions of the work were as follows:

The archaeological resource in quantity and extent was quantified through detailed recording of a sample of the features ... over the 0.20ha area of the proposed development area. From the information recovered it was possible to date, identify and define the purpose of the archaeological deposits found through historic documentation and specialist knowledge, together with its likely extent, localized depth and quality of preservation.

⁸ Archaeology, Excavation Surveys, 2015, The Farmyard, Brickyard Lane, Reed, Hertfordshire: Archaeological Investigations, Report No. AES/2015/14

The results of the investigation revealed and supported the archaeological remains of some value and significance present on the site, dating from the mid-19th century to early 20th century. These were in two areas A (northeast) and B (south) and represented a 19th century Brickworks as documented on the Ordnance Survey map of 1878 and 20th century Mill Corner Farm as referenced on the Ordnance Survey map of 1911.

The archaeology found at the Farmyard, Brickyard Lane in furtherance to the evaluation extends the archaeological and historical knowledge of its use and activity during antiquity that has already been recorded, as far as; the presence of 19th century land drainage over Areas A and B provided evidence for activity on the land whether for agricultural or industrial use; prior to 1878 documentation shows the land dearth of buildings and possibly under agricultural use (OS map 1862) evidence for Brickwork activity dating from the mid-1800s (Doig, 2016) and shown on a series of Ordnance Survey maps and according to the OS map of 1878 and 1898 the Brickworks kiln lay on the northern boundary of the proposed development area with an access road, which by 1911 is no longer clearly evident. Dating the demise of the Brickworks as early 20th century has been tentatively possible as the remains are not evident cartographically after 1921.

From the archaeology discovered during the strip, map and record on the proposed development area, it has also been possible to further elaborate on the industrial and agricultural development of the village of Reed. A contribution has been made to the industrial development of the site with the discovery of the remains of the Brickworks. The remnants discovered in Areas A and B provide evidence for the development of Reed as a village and potentially reflecting an increase in population at that time with the need for bricks. Closure of the brickworks is recorded as 1909 when Mr Andrews the brickmaker retired. From 1911 onwards farm buildings on the proposed development area increase as noted with the comparison of the Ordnance Survey maps of 1878 and 1898. By 1975 the thatched cottages with attached drying shed have been demolished, reflecting the transition from brickmaking to agriculture. An enhanced understanding of the development of the village of Reed, has therefore been gained from both documentary and

*archaeological evidence for the existence and extent of the Brickworks and Mill Corner Farm.*⁹

Archaeological Potential

1.43 Based on the above archaeological and historical background, the archaeological potential of the Site is considered to be as follows:

Period	Archaeological Potential	Specifics
Early Prehistoric (Palaeolithic, Mesolithic and Neolithic)	Low	Possibly stray finds might be present.
Later Prehistoric (Bronze Age and Iron Age)	Low to Moderate	The presence of a Bronze Age round barrow cemetery in the vicinity is known from cropmarks. Iron Age settlement activity is also present in the study area identified from cropmarks.
Roman	Low to Moderate	The Roman Road of Ermine Street lies to the west of the Site and cropmarks of possible Romano-British settlements are known in the study area.
Saxon	Low to Moderate	Reed had been established as a settlement in the later Saxon period.
Medieval	Low to Moderate	Reed was a large settlement in the early part of the medieval period and
Post-Medieval to Modern	Moderate	The Site lies within the post medieval extents of Reed, with Gladstone Villas having been erected by the later 19 th century.

⁹ Ibid

2. Aims and Objectives

Regional Research Aims and Objectives

- 2.1** The archaeological research agenda relevant to the Gladstone Villas Site is the *East of England Research Framework*.
- 2.2** Based on the *Archaeological and Historical Background* section above, it is proposed that archaeological investigations within the Site may produce data that could contribute towards the following research questions:

Early to Middle Bronze Age¹⁰

- E-MBA 06: How can we refine the chronology of Bronze Age cemeteries?

Late Iron Age to Roman¹¹

- LIA-Rom 04: How can we map the distributions of key artefact and site types?
- LIA-Rom 05: How can we better understand the Late Iron Age to Roman transition?
- LIA-Rom 06: How can we increase our understanding of the Iron Age and Roman environment?

Middle to Late Anglo-Saxon¹²

- MSax-Lsax 02: How can we better characterise Middle and Late Anglo-Saxon settlement types and forms?
- MSax-Lsax 12: How can we improve our understanding of Middle and Late Anglo-Saxon communication networks?

¹⁰ <https://researchframeworks.org/eoe/research-agenda/early-middle-bronze-age/>

¹¹ <https://researchframeworks.org/eoe/research-agenda/late-iron-age-roman/>

¹² <https://researchframeworks.org/eoe/research-agenda/middle-late-anglo-saxon/>

Medieval (Rural)¹³

- Med (Rural) 03: How can we improve our understanding of medieval agricultural practices?
- Med (Rural) 04: How can we improve our understanding of medieval rural industries?
- Med (Rural) 09: How can we characterise medieval rural settlement morphology and relationships?
- Med (Rural) 14: How can we characterise and explain medieval rural settlement change, evolution and abandonment?

Post medieval¹⁴

- P-Med 07: How can we increase our understanding of post-medieval bricks and brickwork in the region?

2.3

These research aims and objectives will be revised as necessary both during and after fieldwork in consultation with the HHEAS. The findings of the fieldwork with regards to dating, phasing, and evidence of different uses of the Site, will be key to informing these aims.

Archaeological Investigation Aims and Objectives

2.4

The general aims of the archaeological investigation are:

- To strip the footprint of the proposed new building to the top of archaeological deposits, under archaeological control and supervision;
- To plan any archaeological remains in order to determine the extent of archaeology within the Site and their significance;
- To record the character, date, location, and state of preservation of any archaeological remains within the Site;

¹³ <https://researchframeworks.org/eoe/research-agenda/medieval-rural/>

¹⁴ <https://researchframeworks.org/eoe/research-agenda/post-medieval/>

- To determine the archaeological potential of other areas of the Site where groundworks are proposed and implement an archaeological watching brief using similar methodology where necessary; and
- To record the nature and extent of any previous damage to any archaeological deposits or remains within the Site.

2.5 The specific aims of the investigation are:

- To strip the footprint of the proposed new building to the underlying archaeological horizon;
- To clean the base and representative sections of the site strip, and record them in both plan and representative section;
- To plan and record any exposed archaeological features within the area of the strip, ensuring preservation by record.

2.6 The objectives of the project are:

- To undertake the archaeological investigation to provide further information prior to the construction of the proposed development;
- To undertake work in accordance with national best practice and guidelines;
- To archaeologically record in plan and in section any deposits, features, or structures of significance;
- To analyse any archaeological remains found with reference to the existing documentary evidence for historical development and land use;
- To produce a written account to include: summary, site description, deposit descriptions, deposit levels (relative to Ordnance Datum), and conclusions;
- To disseminate the findings of the work in an illustrated report;
- To produce an ordered archive.

3. Methodology

- 3.1** The appointed archaeological contractor for the project will be AOC Archaeology. They have agreed to abide by this WSI and have produced a method statement for the project as confirmation, which is attached as an appendix to this WSI>
- 3.2** It is proposed that the area of the proposed new building and proposed driveway/parking area on the Site will be stripped using a mechanical excavator, under full archaeological control and supervision by AOC, to remove the modern overburden and expose the underlying archaeological remains. The area of the strip will cover c.210m². The area is located in the northern part of the Site (Figure 5).
- 3.3** The area will be stripped using a mechanical excavator equipped with a flat bladed, toothless ditching bucket in level spits. This will enable the level of archaeological remains to be ascertained and expose any archaeological features present. Machine stripping should be undertaken in a single direction and the exposed surface left undisturbed until any archaeological remains have been identified, sample excavated and recorded. No vehicles or pedestrians will cross over the stripped area until the archaeological works have been completed.
- 3.4** The only occasion where the use of a toothed bucket will be accepted is where large obstructions, such as concrete bases, need to be extracted and once this has been completed, the toothless bucket will be refitted. The stratigraphy of the stripped area will be recorded in full.
- 3.5** Examination and cleaning of all archaeological deposits will be by hand using appropriate hand tools. Any exposed archaeological deposits will be recorded in plan. Once exposed, a sample of any identified archaeological features will be excavated to determine their date, character, and significance. A representative sample, sufficient to meet the objectives of the investigation, of identified features will be investigated by hand. Typically, the sampling strategy will be as follows:
- excavation by hand of sections across all junctions or intersections of cut features;

- excavation by hand of 1 metre to 2 metre-wide sections through linear cut datable and ancient features, and linear features manifestly rich in ancient palaeo-environmental remains, at 10-metre intervals or up to a total of 25% of the length of the linear cut feature (whichever is the greater) with sampling of termini of linear features;
- complete excavation (100%) of all discrete datable and significant cut features of less than two sq. metres plan area, and discrete features manifestly rich in artefacts and or ancient palaeo-environmental remains;
- Excavation may involve more rapid collection of all artefacts and samples from the second half of discrete features by context or spit where appropriate and following standard recoding of the section and first 50% of the feature;
- In the unlikely event that human remains are identified on the Gladstone Villas Site, they would need 100% excavation (once appropriate licences are in place);
- Sections are to be cleaned sufficient to determine the layers and any cut features/structures present. This information is critical to understanding the depth at which significant archaeological remains are encountered.

3.6 The stripped area will be surveyed to provide an accurate overall plan of the Site tied in to the Ordnance Survey National Grid, and the Ordnance Datum (height above sea level). This will be done using an accurate GPS system.

3.7 Spoil heaps and the exposed surface of the area should be scanned for metal finds by an experienced metal-detectorist. Finds from spoil heaps can be collected, those within the stripped area should be marked for recovery at a later date if appropriate.

3.8 Once the Site area has been stripped and cleaned to define the archaeological remains, should any archaeological remains of high/very high significance be present, a site meeting between the client, HCUK Group Ltd, the archaeological contractor, and HHEAS will be held to assess the findings, and formulate a strategy for further excavation and mitigation. Archaeological remains of high significance revealed during the works, will need to be fully excavate to properly characterise

and understand them and potentially may require an additional more detailed phase of archaeological investigation.

3.9 All works will be carried out in accordance with Principals 1-5 of the Code of Conduct as set out by the Chartered Institute for Archaeologists (CIfA 2022). Accordingly, the project team will abide by the CIfA's code of approved practice. The project will be carried out in line with the CIfA guidance documents *Standard for archaeological excavation* (CIfA 2023a), *Universal guidance for archaeological excavation* (CIfA 2023b).

3.10 If the archaeological works indicate the potential for further archaeological remains to be present in adjacent areas where groundworks are proposed by the development, further monitoring of groundworks may be required. This will be determined on-site through discussion with HHEAS.

Finds

3.11 Artefacts from topsoil and subsoil and unstratified contexts will normally be noted but not retained unless they are of intrinsic interest (e.g. worked flint or flint debitage, featured pottery sherds, and other potential 'registered artefacts'). All artefacts will be collected from stratified excavated contexts 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. No finds will, however, be discarded without the prior approval of HHEAS.

3.12 Excavated material will be examined in order to retrieve artefacts to assist in the analysis of the spatial distribution of artefacts.

3.13 All finds, where appropriate, shall be washed. All pottery and other finds where appropriate, shall be marked with the site code and context number. Marking of finds will follow the requirements of the local museum, in this case for sites in the Wealden, it would be East Grinstead Museum. The finds assemblage will be retained for deposition with the site archive at the North Hertfordshire Museums Resource Centre.

- 3.14** All finds which constitute Treasure under the 1996 Treasure Act for England and Wales, and the Treasure (Designation) Order 2002 will be reported to the Coroner or the relevant local museum, the Portable Antiquities Scheme Finds Liaison Officer, to the landowner, and to HHEAS by the finder within 14 days of discovery (DCMS 2008, DCMS 2008). A record shall be provided including the date and circumstances of the discovery, and the exact mapped location within 1m.
- 3.15** In the unlikely event that human remains are discovered, these will initially be left in situ, covered, and protected. Any such remains will be reported by the archaeological contractor to the Coroner, the Ministry of Justice, and HHEAS. If removal is necessary, it can only take place under appropriate Ministry of Justice licence. Furthermore, if removal is essential, such removal will be in accordance with the *Excavation and post Excavation Treatment of Cremated and Inhumed Human Remains* (Mckinley and Roberts 1993), and the *Guidelines for the Standards for Recording Human Remains* (Brickley and Mckinley 2004) as set out by the ClfA.
- 3.16** Should finds that require immediate conservation be encountered, they will be exposed, lifted, cleaned, conserved, marked, bagged, and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation *Conservation Guideline No. 2* (United Kingdom Institute for Conservation 1983). Appropriate guidance set out in the Museums and Galleries Commissions *Standards in the Museum Care of Archaeological Collections* (Museums and Galleries Commission 1992), and the current ClfA guidelines will also be followed (ClfA 2014). Packaging of all organic finds and metalwork will follow the UKIC/Rescue guidelines, *First Aid for Finds* (Leigh, Watkinson & Neal 1998). Any necessary, conservation and treatment of metalwork will be arranged in conjunction with specialist conservators.

Environmental Sampling

- 3.17** Environmental sampling during the excavation of archaeological features on the site will target a representative range of contexts from each identified phase of activity. Should significant environmental deposits be encountered, they will be taken and processed in line with Historic England guidelines (Campbell, Moffett, and Straker

2011) and our internal policy. Provision will be made for the requirement of the following samples:

- Bulk samples of 40-60 litres, or 100% of the context, for process using a floatation tank for the recovery of charred plant remains from the 'float' and artefacts such as small bones, mineralised plant remains, charcoal, and hammer scale from the residues;
- Samples of 1-5 litres from waterlogged deposits for analysis of waterlogged plant remains. These may be taken as sub-samples from bulk samples;
- Samples of 5-15 litres from waterlogged deposits for analysis of insect remains and other macroscopic artefacts. These may be taken as sub- samples from bulk samples;
- Bulk samples of 100 litres for coarse sieving on site for specific artefacts such as animal bone;
- Samples of 2 litres for mollusc analysis, with associated continuous column samples;
- Monolith samples which may be sub-sampled for diatom, spore or pollen analysis; and
- Monolith samples for soil micromorphology.

3.18 All environmental samples will be assessed for potential through summary analyses by an environmental specialist.

3.19 Bulk samples will be processed as soon as possible or discarded with the agreement of HHEAS. Residues will be treated as part of the finds assemblage.

3.20 Should significant environmental or palaeoenvironmental remains be identified then consultation should be undertaken with the Historic England scientific advisor for the region and advice sought on sample strategies. HHEAS should be advised of any such discussions.

Scientific Dating

- 3.21** Where appropriate, samples for scientific dating will be taken. Provision will be made for:
- Dendrochronological analysis from timbers;
 - C14 dating from organic material, which may be taken as sub-samples from bulk or;
 - monolith samples; and
 - Archaeomagnetic dating from hearths or other suitable deposits.

Recording System

- 3.22** A site code will be allocated ahead of any fieldwork commencing. This code will be used to label all sheets, plans and other drawings; all context and recording sheets; all photographs (but not negatives); all other elements of the documentary archive.
- 3.23** The recording system used will follow the Museum of London Archaeological Site Manual (Museum of London Archaeology 1994). Context sheets will include all relevant stratigraphic relationships. If there is any doubt over recording techniques, the Museum of London Archaeological Site Manual will be used as a guide.
- 3.24** A site location plan at an appropriate scale will be prepared by showing investigation area and development site in relation to surrounding locality.
- 3.25** This will be supplemented by a detailed plan, also at an appropriate scale, which will show the details of the exposed archaeology in enough detail to provide a clear picture for easy interpretation.
- 3.26** In the event such material is required to be exposed or excavated at this stage in the archaeological investigations, burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale, usually 1:50 or 1:20.

- 3.27** The extent of any visible archaeological deposits will be recorded in plan. Long sections showing layers and any cut features will be drawn at 1:50. Short sections will be drawn at 1:20.
- 3.28** Sections containing significant deposits, including half sections, will be drawn at an appropriate scale, usually 1:10 or 1:20. All sections will be related to the Ordnance Datum using spot heights and registers of sections and plans will be kept.
- 3.29** At least one section of the stripped area will be drawn or a representative part, including a profile of the top of the natural deposits. Other sections, including the half-sections of individual layers of features may be drawn as appropriate to 1:10 or 1:20, if they have been excavated.
- 3.30** An adequate photographic record will be made of the works and all significant archaeological remains identified, including photographs of sections. This will comprise high resolution digital photography, and must illustrate, in both detail and general context, the principal features and finds discovered. Photographs should include photo record boards, appropriate scales, and a north arrow. A photographic register detailing as a minimum; feature number, location, and direction of shot will accompany the photographic record. The register will be kept on standard forms. General working shots of the investigations should also be taken.

4. Staffing and Programming

Staffing

- 4.1** The project will be managed on behalf of the client by HCUK Group. The appointed archaeological contractor will be AOC Archaeology, project managed by Catherine Edwards, Operations Manager. Further details of the contractor and the specialists likely to be used are provided in the Appendix to this WSI.
- 4.2** Summary CVs of staff to be used on the project can be supplied to HHEAS once the archaeological contractor has been appointed.

Programming and Resources

- 4.3** The start date for the commencement of the site works is uncertain but is anticipated to be July 2025.

Monitoring

- 4.4** The project will be monitored on behalf of the local planning authority by HHEAS. HCUK Group will make every effort to allow proper monitoring of the archaeological investigation. Any variations to the brief or this specification will be put in writing and approval sought.

Access and Safety

- 4.5** Reasonable access to the Site will be arranged for HHEAS who will need to make site inspections to ensure that the archaeological investigations are progressing satisfactorily.
- 4.6** Before any site work commences, a full risk assessment document will be produced setting out the site-specific health and safety policies that will be enforced, in order to reduce to an absolute minimum, any risks to health and safety. In addition to this risk assessment, the following considerations will also be made:

- 4.7** All relevant health and safety regulations will be followed. Barriers, hoardings, and warning notices will be installed as appropriate. Safety helmets, visibility jackets, and safety boots will be used by all personnel as standard.
- 4.8** No personnel will work in deep unsupported excavations. No unsupported excavations will be undertaken below 1.2m depth without stepping as a maximum, but this may be less where ground conditions indicate less stability.
- 4.9** All site staff and site visitors will adhere to the Principle 5 of the ClfA (2022) Code of conduct; 'All accredited members and Registered Organisations have a duty of care to employees, colleagues and volunteers' and Rule 5.2; *'A member shall give due regard to the requirements of health and safety legislation relating to employees or to other persons potentially affected by their archaeological activities'*.

Outreach

- 4.10** This stage of archaeological investigation work at the site may not be suitable for a specific outreach programme, such as open days, or site tours, as these works will be taking place during the construction phase of the project.
- 4.11** It is possible that the archaeological contractor may be able to present the findings of the archaeological investigation following completion of the works.

5. Reporting, Archiving and Dissemination

Post excavation works:

- 5.2** Typically, where archaeological excavation has been undertaken there is a two stage process for reporting once the fieldwork is completed:
- 5.3** **Post-excavation Assessment Report:** This would summarise the findings of the excavation, quantify the records and material recovered (artefacts and ecofacts), and determine the significance of the remains revealed. This assessment report would enable full costs for the main stage of post-excavation analysis and reporting, appropriate publication, and archive to be determined.
- 5.4** **Main reporting, publication and archive:** Based on the assessment report the main stage of reporting would enable an appropriately detailed analysis of all records and material recovered from the archaeological site. It would include the production of a publication report on the results for wider dissemination. This could include short or long notes, or detailed articles in journals, through to monographs (standalone publications).
- 5.5** The requirement of the two stage reporting process will depend on the quantity and significance of any archaeological remains identified during the mitigation. In the event that very few or no remains are identified, then a simple report may be sufficient with which to address the archaeological requirements.

General Requirements

- 5.6** A brief summary of the findings of the fieldwork, with appropriate plans of the archaeological remains, shall be completed within 10 working days of the completion of the fieldwork and provided to HHEAS.

5.7 A formal report on the results of the archaeological mitigation will be prepared on completion of the fieldwork. The report will conform to the Chartered Institute for Archaeologists Universal Guidance for Archaeological Excavation (CIfA 2023b), and will include:

- Non-technical summary (abstract);
- Introductory statements and site background;
- The aims and methods adopted in the course of the investigation;
- A description of the nature, extent, date, condition and significance of all archaeological deposits recorded during the investigation, with specialist opinions and parallels from other sites if appropriate;
- Illustrative material including maps, plans, sections, drawings and photographs as necessary;
- A catalogue of finds, including any specialist reports;
- A discussion and summary of the results, including a statement of significance;
- An index of the contents and location of the archive;
- Sources consulted;
- A copy of the WSI; and
- A copy of the OASIS record sheet.

5.8 If the need for a post excavation assessment report has been identified, then this will be submitted to HHEAS for comment within an appropriate time following the completion of the fieldwork, based on the quantity and significance of any remains identified. The scope of any required detailed assessment and publication will then be agreed with HHEAS and fees provided to the client.

5.9 On completion of any reports (whether simple stand-alone report, post-excavation assessment report or full analysis and publication), and subject to any contractual requirements on confidentiality, one digital copy (PDF/a file) of the report will be submitted to HHER within six months of its completion.

- 5.10** The archaeological contractor will retain full copyright of any report under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the client in all matters directly relating to the project as described in this document. Any document produced to meet planning requirements can be copied for planning purposes by the Local Planning Authority.
- 5.11** Any information deposited in the Hertfordshire Historic Environment Record can be freely copied without reference to the originator for research or planning purposes.
- 5.12** If any archaeological remains identified within the Site are deemed to be of at least local significance, it may be appropriate for the findings of the archaeological mitigation to be published in a suitable archaeological journal/publication.

Archive

- 5.13** The site code will be used to mark all plans, drawings, context and recording sheets, photographs, and other site material during excavation.
- 5.14** The site archive will be organised in accordance with ClfA's *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020), *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Brown 2007), and any guidance provided by the East Grinstead Museum.
- 5.15** On completion of the finds analysis, the landowner will be asked to sign a Deed of Transfer, transferring title of the finds to the appropriate local repository.
- 5.16** The minimum acceptable standard for the archival report is defined in Appendix 2 of *the Management of Research Projects in the Historic Environment - The MoRPHE Project Managers' Guide* (Historic England 2015). It will include all materials recovered (or the comprehensive record of such materials) and all written, drawn, and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent. It will also contain a site

matrix, a site summary, and brief written observations on the artefactual and environmental data.

5.17 United Kingdom Institute for Conservation *Guidelines for the preparation of excavation archives for long term storage* will be followed (Walker 1990). With consent of the landowner, arrangements for the curation of the site archive will be agreed with the appropriate local repository.

5.18 The digital archive, comprising digital copies of the reports, but also of any digital data recovered from the site will be archived in accordance with *CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA 2020), and the recently produced *Dig Digital* guidance. This explains that a data repository 'must be able to guarantee long-term preservation and ensure that all data is useable and accessible into the future. The ability to meet that requirement goes beyond the capacity of museum-based repositories'. The digital elements of the project archive must be deposited 'with a Trusted Digital Repository' which has a commitment to long-term preservation and access' (Dig Ventures 2019). This will be the Archaeology Data Service.

5.19 Pursuant to these agreements, the archive will be presented to the appropriate local repository, North Hertfordshire Museum, within six months of the completion of the fieldwork (unless alternative arrangements have been agreed in writing with HHEAS). In addition, written confirmation from the client will be provided for the transfer of ownership.

5.20 The project will be registered and regularly updated as part of the OASIS project.

5.21 The recipient museum shall be granted licence for the use of the archive for educational purposes, including academic research, as long as such use is non-profit making and conforms to the Copyright and Related Rights Regulation 2003.

Dissemination

5.22 A fully illustrated report will be submitted for approval to HHEAS Team on completion of the post-excavation works in pdf/a format.

5.23 Following submission and approval of the report:

- A digital copy of the report will be submitted to the LPA in pdf/a format. The report will include the findings of the investigation as detailed above;
- A digital copy of the report in pdf/a format will be provided to the Hertfordshire Historic Environment Record;
- The archive will be prepared as detailed above and will include two bound copies of the report;
- The (on-line) OASIS form will be completed for the project and the summary sheet included within the report.

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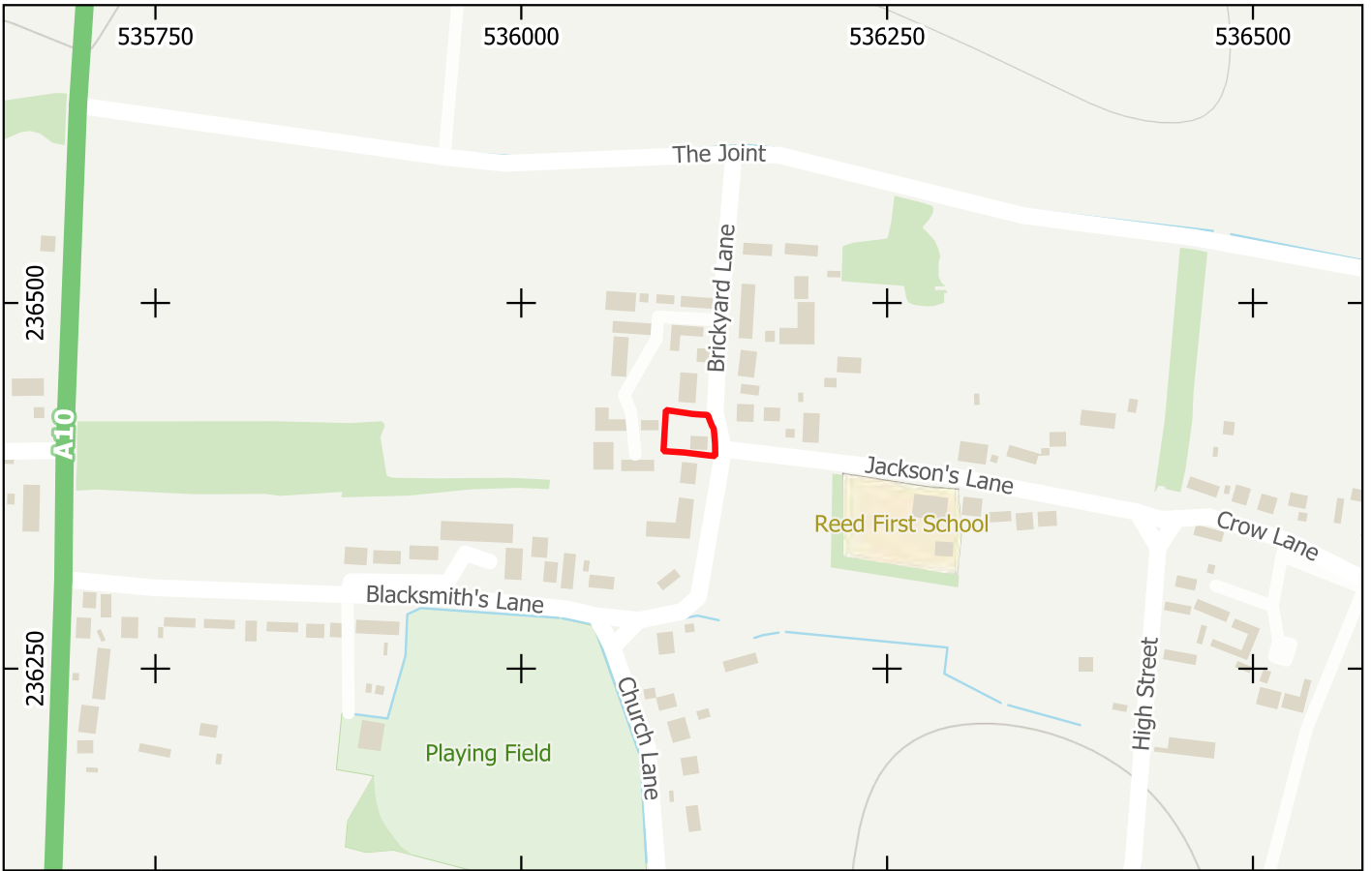
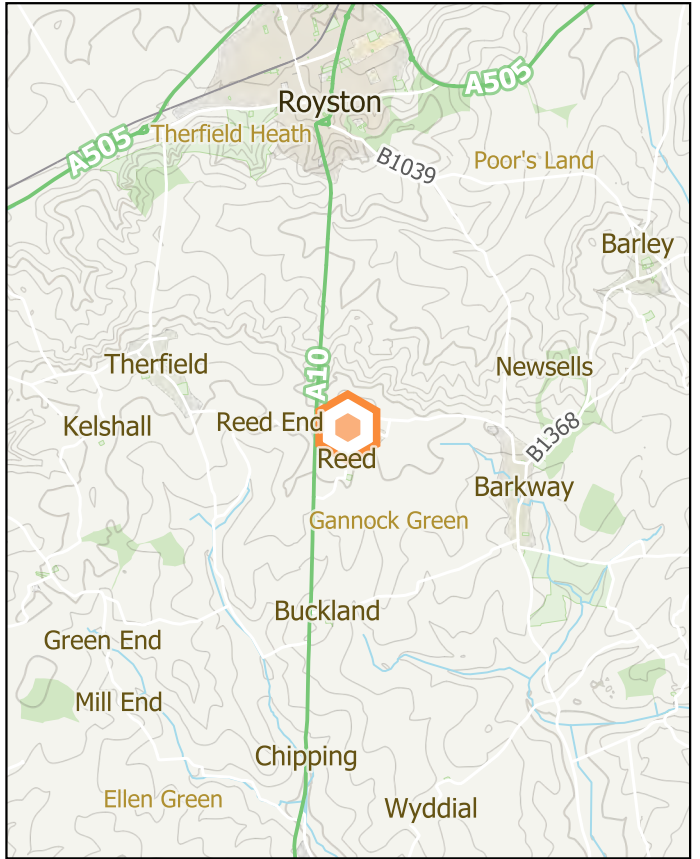
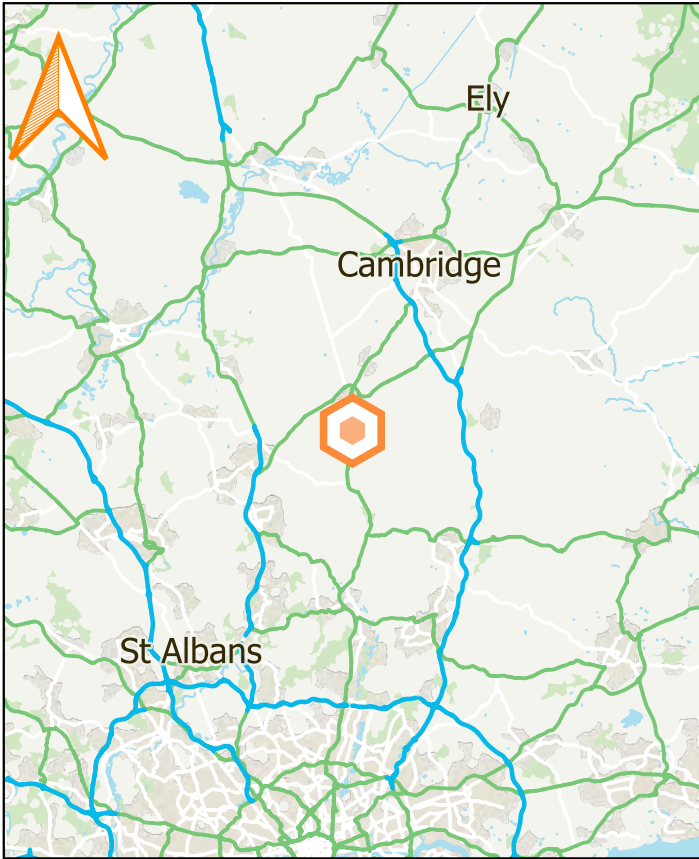
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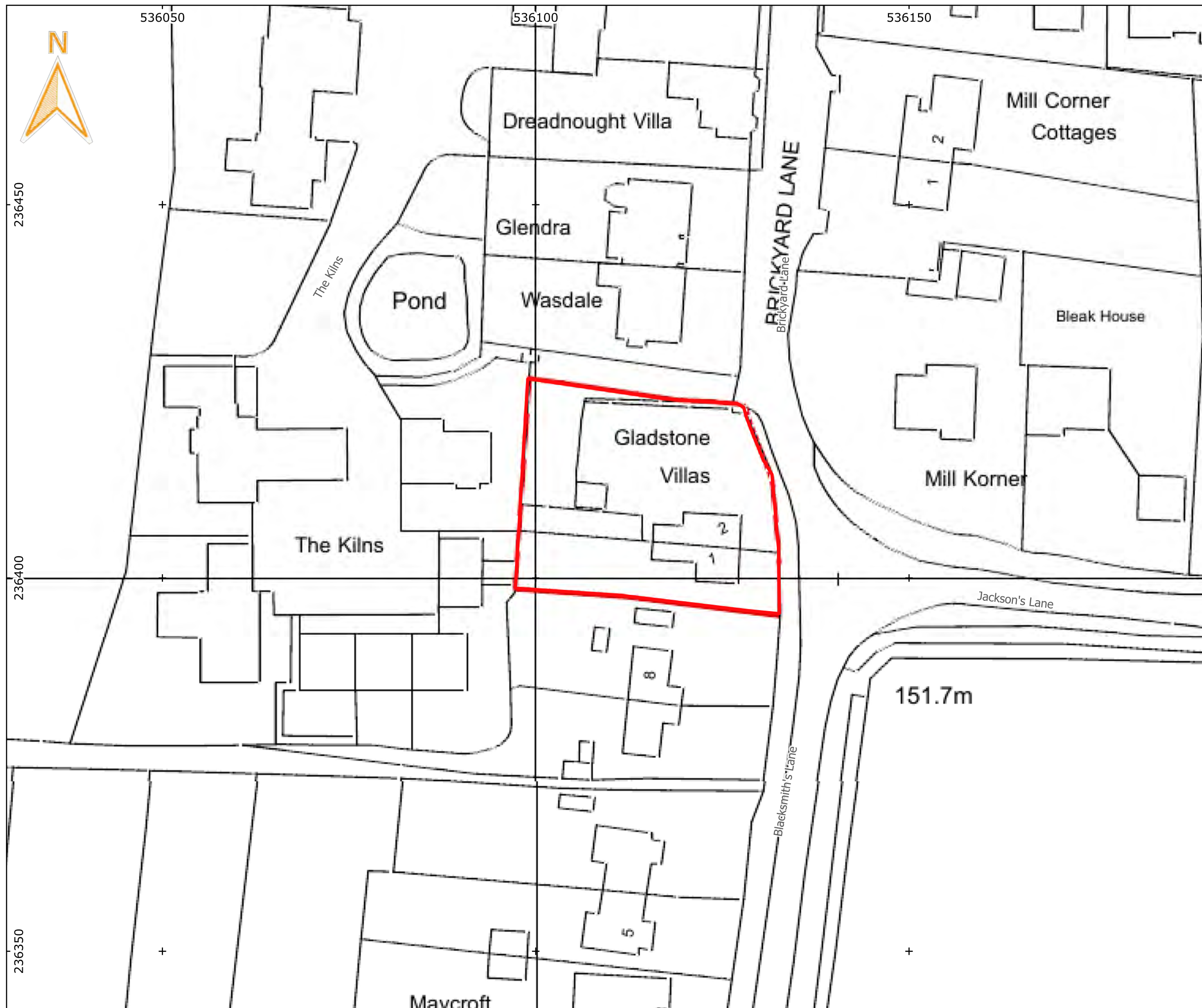
7. Figures



**Gladstone Villas,
Brickyard Lane, Reed,
Hertfordshire,
SG8 8BE**

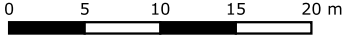
Figure 1
Site Location Plan





Key:

 Site Boundary





**Gladstone Villas,
Brickyard Lane, Reed,
Hertfordshire,
SG8 8BE**

Figure 2

Detailed Location Plan
(Plan provided by client)

Project No. 10939A | 11/3/2025 | Drawn By: JM



Key:

Site Boundary

0 5 10 15 20 m

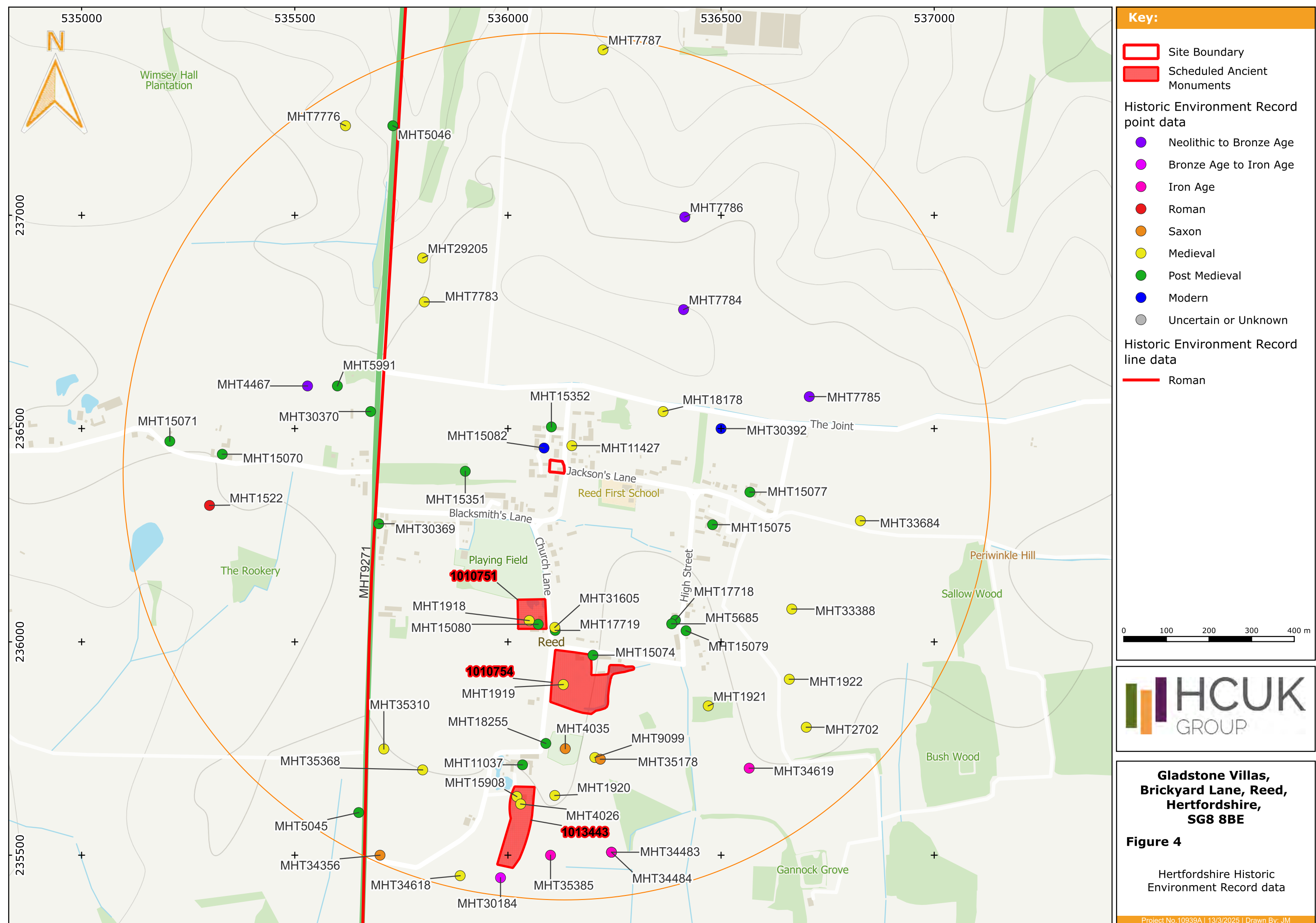
HCUK
GROUP

**Gladstone Villas,
Brickyard Lane, Reed,
Hertfordshire,
SG8 8BE**

Figure 3

Development Proposals
(Plan provided by client)

Project No. 10939A | 11/3/2025 | Drawn By: JM





Key:

Site Boundary

Area for strip, map and sample mitigation

0246810 m



**Gladstone Villas,
Brickyard Lane, Reed,
Hertfordshire,
SG8 8BE**

Figure 5
Development Proposals showing
area of proposed strip, map and
record mitigation area
(Plan provided by client)

Project No.10939A | 18/3/2025 | Drawn By: JM

APPENDIX 1

AOC Archaeology Method Statement

Gladstone Villas, Brickyard Lane, Reed, Hertfordshire

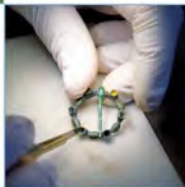
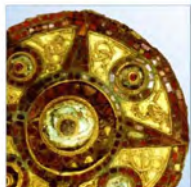
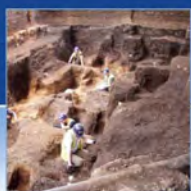
Method Statement for Archaeological Strip Map

National Grid Reference Number: TL 36115 36410

AOC Project No: 35101

Site Code: TBC

Date: June 2025



Gladstone Villas, Brickyard Lane, Reed, Method Statement for Archaeological Strip Map

On Behalf of:	HCUK
National Grid Reference (NGR):	TL 36115 36410
AOC Project No:	35101
Prepared by:	Catherine Edwards
Illustration by:	HCUK
Date:	June 2025

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

Author: Catherine Edwards	Date: June 2025
Approved by: Catherine Edwards	Date: June 2025
Draft/Final Report Stage: Draft V3	Date: June 2025

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1 Introduction

- 1.1 This document is a method statement to accompany an archaeological written scheme of investigation, produced by HCUK 2025, setting out a methodology for an archaeological strip map and sample on land at Gladstone Villas, Brickyard Lane, Reed, Hertfordshire.
- 1.2 The Site is located within North Hertfordshire, some 4km south of Royston and 11km northeast of Baldock within the village of Reed. It lies on the western side of the junction between Blacksmith's Lane, Brickyard Lane and Jackson's Lane on the northern side of the village centred on grid reference TL 36115 36410.
- 1.3 The Site presently comprises the existing semi-detached dwellings of Nos. 1 and 2 Gladstone Villas, with garden areas to the rear in the southern half of the Site and further gardens to No 2 Gladstone Villa in the northern half of the Site with an outbuilding to the west and green house close to the road. This northern area is where the new dwelling is to be constructed. It is presently mostly laid to lawn but has been used as an allotment in recent years.

2 Geology and Topography

- 2.1 The Site is relatively level and sites at c.152m AOD (Above Ordnance Datum).
- 2.2 The British Geological Survey records the bedrock below the Site as Lewes Nodular Chalk Formation and Seaford Chalk Formation – Chalk, a sedimentary bedrock formed between 93.9 and 83.6 million years ago during the Cretaceous period.
- 2.3 Superficial geological deposits across the Site comprise Lowestoft Formation – Diamicton, a sedimentary superficial deposit formed between 480 and 423 thousand years ago during the Quaternary period.
- 2.4 The soils within the Site are recorded as Lime-rich loamy and clayey soils with impeded drainage.

3 Archaeological and Historical Background

- 3.1 A full and in-depth description of the archaeological and historical background is presented in the Archaeological Desk Based Assessment (DBA CSA Environmental 2024), which should be read in conjunction with this method statement. Highlighted periods and areas of archaeological potential from the historic environment baseline are outlined below.

Prehistoric and Romano British

- 3.2 The HHER holds records of four sites of Late Neolithic to Early Bronze Age date, all of which are evidenced by cropmarks of ring ditches, the probable remains of round barrow burial mounds (MHT4467 located 600m WNW, MHT7784 460m NNE, MHT7785 595m ENE and MHT7786 640m NNE). A review of cropmark data available through the online Aerial Archaeology Mapping Explorer website indicates a number of further ring ditches in the wider area indicating a possible wider dispersed barrow cemetery. The potential for the remains of round barrows within the Site cannot be discounted.
- 3.3 A possible ditched enclosure of later Bronze Age or Iron Age date is recorded 960m to the south (MHT30184). Further Iron Age finds have been recovered in a similar area to the south of the Site (MHT34484 900m S; MHT35385 890m S; MHT34619 815m SSE). A late Iron Age silver coin was found 415m to the south (MHT22974).
- 3.4 No Iron Age activity has been confirmed in closer proximity to the Site, although a number of

cropmark enclosures have been recorded through cropmark analysis in the search area, which although recorded as being undated, would seem likely to be of a later prehistoric (Iron Age) or Romano-British date. These include MHT16921, 715m NW, the cropmarks of which indicate a rectilinear ditched enclosure, with pits and ditches; MHT16922, 760m SSW which is a series of cropmarks indicating a linear ditch and rectilinear enclosures, East Of Ermine Street; MHT16996, 720m W, a series of cropmarks of a possible ditched enclosure and cut features; MHT16997, 355m N, the cropmark of a possible rectilinear enclosure; and MHT2340, 470m NE, a further rectilinear enclosure indicated by cropmarks. The number of cropmarks recorded in the agricultural fields around the village of Reed indicate that the area was settled during the later prehistoric period and the potential for further remains of this date to be present within the Site 5 cannot be discounted. Cropmarks would not show up within the existing developed area of the village.

- 3.5 The HHER holds two records of Roman date within the study area. The line of the Roman Road of Ermine Street runs north to south, some 400m to the west of the Site (MHT9271). A number of Roman coins were recovered 785m to the west of the Site (MHT1522).
- 3.6 As noted in the section above, numerous cropmarks are recorded around the village which could be of later prehistoric or Romano-British date, and the possibility for similar remains to be present within the Site cannot be discounted.

Early Medieval and Medieval

- 3.7 The HHER holds three records of Saxon date within the search area. These relate to Saxon finds recovered 645m to the south of the Site (MHT35178) and 980m SSW (MHT34356). The church of St Mary's is likely to have late Saxon origins and is also recorded (MHT4035, 645m S).
- 3.8 A settlement is recorded as being in existence at Reed in the Domesday Book of 1086, indicating that a settlement was already established before the 1066 Norman Conquest. A number of lords and overlords are recorded as being the owners of the settlement prior to 1066.
- 3.9 The place name of Reed is likely to have originated from the word 'Rough' and implies the area was rough land. This could suggest the land was not very good for agriculture or settlement, which seems to be contrary to the archaeological evidence which shows settlement in the area from the later prehistoric period and certainly in the later Saxon period. There is a potential for Saxon remains to be present within the Site.
- 3.10 Reed is recorded in the Domesday Book of 1086 as a large settlement of around 50 households, putting it in the largest 20% of settlements recorded in Domesday, and is listed under 6 owners⁷.
- 3.11 The HHER holds 22 records of Medieval date within the study area. These include the medieval settlement at Reed (MHT2702) which mostly lies to the south of the Site.
- 3.12 There are three scheduled monuments within the study area, all of which lie to the south of the Site and are medieval moated sites. These include scheduled monument reference 1010754 'Double Moat and fishpond, Queenbury' also recorded on the HHER as 'Queens Manor' moated site 490m to the south (MHT1919). The moated site of Goodfellows lies slightly closer to the Site, scheduled monument reference 1010751, and on the HHER (MHT1918, 350m S).
- 3.13 The third scheduled monument is the Reed Hall Moated Site, reference 1013443 and also recorded on the HHER (MHT4026, 770m S). None of these scheduled sites will be affected by the development proposals.
- 3.14 The HHER also records a further three possible medieval moated sites in the study area, one called

Carr's Pightie Moated site (MHT1920, 760m S). Another possible moated site lies at Fiddlers Green (MHT1922, 715m SE), which the HHER also notes may have been associated with fishponds rather than a moat (MHT1921, 630m SE). The third possible moated site lies to the east of Reed church (MHT9099, 680m S). This is recorded as 'post medieval pond which may have been part of a medieval moat'.

- 3.15 Reed Hall in Reed is recorded as a mid-15th century timber framed hall house, and a manor house (MHT15908, 770m S).
- 3.16 Previous archaeological investigations in the vicinity of the Site revealed four ditches, or which contained medieval pottery at Mill Korner, Jacksons Lane (MHT11427, 45m NE). Investigations at Reed House, Jacksons Lane recorded as a possible medieval ditch and further undated ditches, containing animal bone, deer antler and daub, as well as two undated pits (MHT18178, 260m). Investigations at Reed Chapel, Church Lane recorded made ground and subsoil which included medieval (and post medieval) material, including slag, pottery, animal bone and rubble (MHT31605, 365m S).
- 3.17 Cropmarks of ridge and furrow, the earthwork remains of medieval strip farming has been recorded within the study area surrounding Reed in three areas to the north and northwest of the Site (MHT7776, 930m NW; MHT7783, 475m NW; and MHT7787, 970m N).
- 3.18 Numerous findspots of medieval material have been recovered in the study area, including a hammered silver short-cross penny of John or Henry III dated to the mid-13th century (MHT29205, 570m NW). Other coin findspots are known including MHT33388, 625m ESE, a coin dating between 1490 to 1499; MHT33684, 700m E, a coin dating between 1413 to 1422; and MHT34618, 970m S, a coin dating between 1471 to 1476. Other findspots include MHT35368, 760m SSW; MHT34483, 890m S; and MHT35310, 750m SSE.
- 3.19 Based on the known archaeology within the area, the size of the settlement at the time of the Domesday Book and material find relatively close by at Mill Korner on Jacksons Lane, there is quite a high potential for medieval remains to be present within the Site.

Post-medieval and Modern

- 3.20 The HHER holds a number of records of post medieval date within the study area, the majority of which relate to extant buildings (some of which are listed) within the village.
- 3.21 Of most relevance to the Gladstone Villas site is a 19th century brickfield with kiln, at Mill Corner Farm which lies 80m to the north (MHT15352). The area has been subject to previous archaeological excavation which revealed the remains of the kiln. The modern Mill Corner Farm on Brickyard Lane (MHT15082) lies 30m to the northwest of the Site, and is recorded as a '20th century farmstead with origins in the 19th century brickyard' and was associated with the brickworks.
- 3.22 The post medieval buildings recorded include a number of farms or former farms: Reed End Farm (MHT15070, 765m W) which includes the farmstead, a timber framed barn, cart shed and other buildings; Queenbury, Driftway (MHT15074, 430m S) a substantial farmstead with medieval origins (and the site of one of the scheduled medieval moats); Wisbridge Farm, High Street (MHT15075, 375m E) including the surviving farmhouse and barn, cart shed and other outbuildings; North Farm, Crown Lane (MHT15077, 450m E), which has 17th century or earlier origins and includes a timber framed barn; Drages Farm, High Street (MHT15079, 470m SE), with 17th century origins and doubled in size in the mid-19th century; Goodfellows Farm, Church Lane (MHT15080, 335m S), an

18th century farmhouse and out buildings on the site of the scheduled medieval moat; and Church Farm (MHT11037, 695m S) which was built at Reed Hall, and rebuilt as a planned farm in the 19th century;

- 3.23 Other buildings include the 19th century Turneys Cottage, 28-29 Reed End, Therfield (MHT15071, 900m W); The Cabinet Public House, High Street (MHT17718, 430m SE) built in c.1700 and used as a public house since at least the mid-19th century; The Woolpack, London Road (MHT30369, 410m WSW) a 17th century beer house on the main highway; The Red Lion, London Road, Therfield (MHT30370, 430m WNW) and other public house on the main road, shut in the 20th century; and Reed Chapel (MHT17719, 370m S) a 9th century Independent chapel, built in 1842.
- 3.24 Two milestones are recorded on the HHER: the Wadesmill turnpike milestone, erected in 1742 (MHT5046, 860m NW) which says "36 miles from London" and another 18th century milestone located north of Reed Turn, Therfield (MHT5045, 915m SSW) which says, "35 miles from London".
- 3.25 The locations of two former post medieval windmills are recorded in the study area, one at Mill Corner (MHT15351, 195m W) and the other at Reed End (MHT5991, 525m WNW). The location of the former village pound which lay beside the church is also recorded (MHT18255, 640m S).
- 3.26 The former modern well head gear at The Cabinet Public House on the High Street, adjacent to a pond site (MHT5685, 430m SE), is also recorded in the study area.
- 3.27 The HHER records the approximate site of a World War II searchlight emplacement that was located near to The Joint in Reed (MHT30392, 380m E) which is noted as being one of 17 that were located in the defended area known as Area DN01.
- 3.28 There is some potential for further remains of the 19th century brickworks to be present within the Site. Gladstone Villas had been constructed by the latter part of the 19th century.

Previous Archaeological Work

- 3.29 The HHER records a number of previous archaeological investigations within 1km of the Site, including aerial photographic analysis, watching briefs and historic building recording projects.
- 3.30 Of most relevant to the Site is the strip, map and record work undertaken by Archaeology, Excavation and Surveys on Brickyard Lane close to the north of the Gladstone Villa Site. An initial evaluation was carried out which revealed remains of the former brick works and led on to wider areas being opened under archaeological supervision and the archaeology subject to excavation and recording.
- 3.31 The conclusions of the work were as follows:
- 3.32 The archaeological resource in quantity and extent was quantified through detailed recording of a sample of the features ... over the 0.20ha area of the proposed development area. From the information recovered it was possible to date, identify and define the purpose of the archaeological deposits found through historic documentation and specialist knowledge, together with its likely extent, localized depth and quality of preservation.
- 3.33 The results of the investigation revealed and supported the archaeological remains of some value and significance present on the site, dating from the mid-19th century to early 20th century. These were in two areas A (northeast) and B (south) and represented a 19th century Brickworks as documented on the Ordnance Survey map of 1878 and 20th century Mill Corner Farm as referenced on the Ordnance Survey map of 1911.

- 3.34 The archaeology found at the Farmyard, Brickyard Lane in furtherance to the evaluation extends the archaeological and historical knowledge of its use and activity during antiquity that has already been recorded, as far as; the presence of 19th century land drainage over Areas A and B provided evidence for activity on the land whether for agricultural or industrial use; prior to 1878 documentation shows the land dearth of buildings and possibly under agricultural use (OS map 1862) evidence for Brickwork activity dating from the mid-1800s (Doig, 2016) and shown on a series of Ordnance Survey maps and according to the OS map of 1878 and 1898 the Brickworks kiln lay on the northern boundary of the proposed development area with an access road, which by 1911 is no longer clearly evident. Dating the demise of the Brickworks as early 20th century has been tentatively possible as the remains are not evident cartographically after 1921.
- 3.35 From the archaeology discovered during the strip, map and record on the proposed development area, it has also been possible to further elaborate on the industrial and agricultural development of the village of Reed. A contribution has been made to the industrial development of the site with the discovery of the remains of the Brickworks. The remnants discovered in Areas A and B provide evidence for the development of Reed as a village and potentially reflecting an increase in population at that time with the need for bricks. Closure of the brickworks is recorded as 1909 when Mr Andrews the brickmaker retired. From 1911 onwards farm buildings on the proposed development area increase as noted with the comparison of the Ordnance Survey maps of 1878 and 1898. By 1975 the thatched cottages with attached drying shed have been demolished, reflecting the transition from brickmaking to agriculture. An enhanced understanding of the development of the village of Reed, has therefore been gained from both documentary and archaeological evidence for the existence and extent of the Brickworks and Mill Corner Farm, (Archaeology, Excavation Surveys, 2015).

4 Aims of the Investigation

- 4.1 The general aims of the archaeological investigation are:
- To strip the footprint of the proposed new building and associated driveway to the top of archaeological deposits, under archaeological control and supervision;
 - To plan any archaeological remains in order to determine the extent of archaeology within the Site and their significance;
 - To record the character, date, location, and state of preservation of any archaeological remains within the Site;
 - To determine the archaeological potential of other areas of the Site where groundworks are proposed and implement an archaeological watching brief using similar methodology where necessary; and
 - To record the nature and extent of any previous damage to any archaeological deposits or remains within the Site.
- 4.2 The specific aims of the investigation are:
- To strip the footprint of the proposed new building and associated driveway to the underlying archaeological horizon;
 - To clean the base and representative sections of the site strip, and record them in both plan and representative section;

- To plan and record any exposed archaeological features within the area of the strip, ensuring preservation by record.

4.3 The objectives of the project are:

- To undertake the archaeological investigation to provide further information prior to the construction of the proposed development;
- To undertake work in accordance with national best practice and guidelines;
- To archaeologically record in plan and in section any deposits, features, or structures of significance;
- To analyse any archaeological remains found with reference to the existing documentary evidence for historical development and land use;
- To produce a written account to include: summary, site description, deposit descriptions, deposit levels (relative to Ordnance Datum), and conclusions;
- To disseminate the findings of the work in an illustrated report;
- To produce an ordered archive.

4.4 The archaeological research agenda relevant to the Gladstone Villas Site is the East of England Research Framework.

4.5 Based on the Archaeological and Historical Background section above, it is proposed that archaeological investigations within the Site may produce data that could contribute towards the following research questions:

Early to Middle Bronze Age

- E-MBA 06: How can we refine the chronology of Bronze Age cemeteries?

Late Iron Age to Roman

- LIA-Rom 04: How can we map the distributions of key artefact and site types?
- LIA-Rom 05: How can we better understand the Late Iron Age to Roman transition?
- LIA-Rom 06: How can we increase our understanding of the Iron Age and Roman environment?

Middle to Late Anglo-Saxon

- MSax-LSax 02: How can we better characterise Middle and Late Anglo-Saxon settlement types and forms?
- MSax-LSax 12: How can we improve our understanding of Middle and Late Anglo-Saxon communication networks?

Medieval (Rural)

- Med (Rural) 03: How can we improve our understanding of medieval agricultural practices?
- Med (Rural) 04: How can we improve our understanding of medieval rural industries?
- Med (Rural) 09: How can we characterise medieval rural settlement morphology and relationships?
- Med (Rural) 14: How can we characterise and explain medieval rural settlement change,

evolution and abandonment?

Post medieval

- P-Med 07: How can we increase our understanding of post-medieval bricks and brickwork in the region?

4.6 These research aims and objectives will be revised as necessary both during and after fieldwork in consultation with the HHEAS. The findings of the fieldwork with regards to dating, phasing, and evidence of different uses of the Site, will be key to informing these aims.

5 Scope of Works and Strategy

5.1 The archaeological programme of works will comprise:

- Strip, Map and Sample (SMS) excavation in respect of the new building, drive way and parking area access road and car park.
- Post-excavation research, analysis, report and archive production.

5.2 The location of the investigation areas are shown on Figure 2 below and Figure 5, as indicated within the WSI.

5.3 Once the Site area has been stripped and cleaned to define the archaeological remains, should any archaeological remains of high/very high significance be present, a site meeting between the client, HCUK Group Ltd, AOC Archaeology, and HHEAS will be held to assess the findings, and formulate a strategy for further excavation and mitigation. Archaeological remains of high significance revealed during the works, will need to be fully excavated to properly characterise and understand them and potentially may require an additional more detailed phase of archaeological investigation.

5.4 The archaeological investigations and subsequent post-excavation work will conform to current best archaeological practice and local and national standards and guidelines:

- ClfA (2023) Universal guidance for archaeological excavation.
- ClfA (2019) (updated 2024) Regulations for professional conduct.
- ClfA (2014a) (updated 2020) Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives.
- ClfA (2014b) (updated 2020) Standard and guidance for the collection, documentation, conservation and research of archaeological materials.
- ClfA (2014c) (updated 2024) Code of conduct: professional ethics in archaeology.
- Historic England (2019) Animal Bones and Archaeology: Recovery to Archive.
- Historic England (2018a) The Role of the Human Osteologist in an Archaeological Fieldwork Project.
- Historic England (2018b) Archaeological Guidance Paper 3: Standards and Practices in Archaeological Fieldwork.
- Historic England (2018c) Waterlogged Organic Artefacts: Guidelines on their Recovery, Analysis and Conservation.
- Historic England (2015a) Digital Image Capture and File Storage.

- Historic England (2015b). Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide.
- Historic England (2011) (2nd ed.) Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation
- Historic England (2008) Investigating Conservation: Guidance on how the detailed examination of artefacts from Archaeological Sites can shed light on their manufacture and use.
- Museum of London (1994. 3rd ed.) Archaeological Site Manual.
- RESCUE & ICON (2001) First Aid for Finds.
- United Kingdom Institute for Conservation (1990) Guidance for Archaeological Conservation Practice.
- United Kingdom Institute for Conservation (1983) Conservation Guidelines No. 2

- 5.5 Insurances, copyright and confidentiality, and standards are defined in Appendix A.
- 5.6 A unique site code will be requested and will be used for the project as the site identifier for all records produced.
- 5.7 The site archive will be organised to be deposited with the local archive when available, according to their current guidance. Until then the site archive will be housed at AOC Archaeology.
- 5.8 A copy of the approved WSI will be held on site along with a detailed site risk assessment. All site staff will be made aware of, and will have reviewed, both documents.
- 5.9 Andy Instone, Hertfordshire County Council Archaeological Officer will be advised in advance of the proposed start date of works and site meetings will be arranged to review the archaeological investigation.
- 5.10 The archaeological investigations will be undertaken by a team composed of Project Officer Lead, Supervisors and Site Assistants under the overall direction of Catherine Edwards, AOC Operations Manager. Further staff will be made available as required.

6 Methodology

- 6.1 The Archaeological investigation will be undertaken in accordance with the Written Scheme of Investigation (HCUK 2025), as agreed with Andy Instone, Hertfordshire County Council Archaeological Officer. AOC will adhere to the WSI during the investigations.
- 6.2 As part of the Health and Safety site setup there will be a Site Risk Assessment and Method Statement (RAM's) prepared. This will include the provision of service plans. Where known services cross the site, they will be afforded a buffer zone compliant with Health and Safety requirements of the relevant service providers guidelines. These will be marked on site and the area CAT scanned prior to any excavation.
- 6.3 It is proposed that the area of the proposed new building and proposed driveway/parking area on the Site will be stripped using a mechanical excavator, under full archaeological control and supervision, to remove the modern overburden and expose the underlying archaeological remains. The area of the strip will cover c.210m². The area is located in the northern part of the Site (Figure 2).

- 6.4 The area will be stripped using a mechanical excavator equipped with a flat bladed, toothless ditching bucket in level spits. This will enable the level of archaeological remains to be ascertained and expose any archaeological features present. Machine stripping should be undertaken in a single direction and the exposed surface left undisturbed until any archaeological remains have been identified, sample excavated and recorded. No vehicles or pedestrians will cross over the stripped area until the archaeological works have been completed.
- 6.5 The only occasion where the use of a toothed bucket will be accepted is where large obstructions, such as concrete bases, need to be extracted and once this has been completed, the toothless bucket will be refitted. The stratigraphy of the stripped area will be recorded in full.
- 6.6 Examination and cleaning of all archaeological deposits will be by hand using appropriate hand tools. Any exposed archaeological deposits will be recorded in plan. Once exposed, a sample of any identified archaeological features will be excavated to determine their date, character, and significance. A representative sample, sufficient to meet the objectives of the investigation, of identified features will be investigated by hand. Typically, the sampling strategy will be as follows:
- excavation by hand of sections across all junctions or intersections of cut features;
 - excavation by hand of 1 metre to 2 metre-wide sections through linear cut datable and ancient features, and linear features manifestly rich in ancient palaeo-environmental remains, at 10-metre intervals or up to a total of 25% of
 - the length of the linear cut feature (whichever is the greater) with sampling of termini of linear features;
 - complete excavation (100%) of all discrete datable and significant cut features of less than two sq. metres plan area, and discrete features manifestly rich in artefacts and or ancient palaeo-environmental remains;
 - Excavation may involve more rapid collection of all artefacts and samples from the second half of discrete features by context or spit where appropriate and following standard recoding of the section and first 50% of the feature;
 - In the unlikely event that human remains are identified on the Gladstone Villas Site, they would need 100% excavation (once appropriate licences are in place);
 - Sections are to be cleaned sufficient to determine the layers and any cut features/structures present. This information is critical to understanding the depth at which significant archaeological remains are encountered.
- 6.7 The stripped area will be surveyed to provide an accurate overall plan of the Site tied in to the Ordnance Survey National Grid, and the Ordnance Datum (height above sea level). This will be done using an accurate GPS system.
- 6.8 Spoil heaps and the exposed surface of the area should be scanned for metal finds by an experienced metal-detectorist. Finds from spoil heaps can be collected, those within the stripped area should be marked for recovery at a later date if appropriate.
- 6.9 Once the Site area has been stripped and cleaned to define the archaeological remains, should any archaeological remains of high/very high significance be present, a site meeting between the client, HCUK Group Ltd, the archaeological contractor, and HHEAS will be held to assess the findings, and formulate a strategy for further excavation and mitigation.

- 6.10 All works will be carried out in accordance with Principals 1-5 of the Code of Conduct as set out by the Chartered Institute for Archaeologists (CIfA 2022). Accordingly, the project team will abide by the CIfA's code of approved practice. The project will be carried out in line with the CIfA guidance documents Standard for archaeological excavation (CIfA 2023a), Universal guidance for archaeological excavation (CIfA 2023b).
- 6.11 If the archaeological works indicate the potential for further archaeological remains to be present in adjacent areas where groundworks are proposed by the development, further monitoring of groundworks may be required. This will be determined on-site through discussion with HHEAS.

Finds

- 6.12 Artefacts from topsoil and subsoil and unstratified contexts will normally be noted but not retained unless they are of intrinsic interest (e.g. worked flint or flint debitage, featured pottery sherds, and other potential 'registered artefacts'). All artefacts will be collected from stratified excavated contexts 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. No finds will, however, be discarded without the prior approval of HHEAS.
- 6.13 Excavated material will be examined in order to retrieve artefacts to assist in the analysis of the spatial distribution of artefacts.
- 6.14 All finds, where appropriate, shall be washed. All pottery and other finds where appropriate, shall be marked with the site code and context number. Marking of finds will follow the requirements of the local museum, in this case for sites in the Wealden, it would be East Grinstead Museum. The finds assemblage will be retained for deposition with the site archive at the North Hertfordshire Museums Resource Centre.
- 6.15 All finds which constitute Treasure under the 1996 Treasure Act for England and Wales, and the Treasure (Designation) Order 2002 will be reported to the Coroner or the relevant local museum, the Portable Antiquities Scheme Finds Liaison Officer, to the landowner, and to HHEAS by the finder within 14 days of discovery (DCMS 2008, DCMS 2008). A record shall be provided including the date and circumstances of the discovery, and the exact mapped location within 1m.
- 6.16 In the unlikely event that human remains are discovered, these will initially be left in situ, covered, and protected. Any such remains will be reported by the archaeological contractor to the Coroner, the Ministry of Justice, and HHEAS. If removal is necessary, it can only take place under appropriate Ministry of Justice licence. Furthermore, if removal is essential, such removal will be in accordance with the Excavation and post Excavation Treatment of Cremated and Inhumed Human Remains (Mckinley and Roberts 1993), and the Guidelines for the Standards for Recording Human Remains (Brickley and Mckinley 2004) as set out by the CIfA.
- 6.17 Should finds that require immediate conservation be encountered, they will be exposed, lifted, cleaned, conserved, marked, bagged, and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation Conservation Guideline No. 2 (United Kingdom Institute for Conservation 1983). Appropriate guidance set out in the Museums and Galleries Commissions Standards in the Museum Care of Archaeological Collections (Museums and Galleries Commission 1992), and the current CIfA guidelines will also be followed (CIfA 2014). Packaging of all organic finds and metalwork will follow the UKIC/Rescue guidelines, First Aid for Finds (Leigh, Watkinson & Neal 1998). Any necessary, conservation and treatment of metalwork will be arranged in conjunction with specialist conservators.

Environmental Sampling

- 6.18 Environmental sampling during the excavation of archaeological features on the site will target a representative range of contexts from each identified phase of activity. Should significant environmental deposits be encountered, they will be taken and processed in line with Historic England guidelines (Campbell, Moffett, and Straker 2011) and our internal policy. Provision will be made for the requirement of the following samples:
- Bulk samples of 40-60 litres, or 100% of the context, for process using a floatation tank for the recovery of charred plant remains from the 'float' and artefacts such as small bones, mineralised plant remains, charcoal, and hammer scale from the residues;
 - Samples of 1-5 litres from waterlogged deposits for analysis of waterlogged plant remains. These may be taken as sub-samples from bulk samples;
 - Samples of 5-15 litres from waterlogged deposits for analysis of insect remains and other macroscopic artefacts. These may be taken as sub-samples from bulk samples;
 - Bulk samples of 100 litres for coarse sieving on site for specific artefacts such as animal bone;
 - Samples of 2 litres for mollusc analysis, with associated continuous column samples;
 - Monolith samples which may be sub-sampled for diatom, spore or pollen analysis; and
 - Monolith samples for soil micromorphology.
- 6.19 All environmental samples will be assessed for potential through summary analyses by an environmental specialist.
- 6.20 Bulk samples will be processed as soon as possible or discarded with the agreement of HHEAS. Residues will be treated as part of the finds assemblage.
- 6.21 Should significant environmental or palaeoenvironmental remains be identified then consultation should be undertaken with the Historic England scientific advisor for the region and advice sought on sample strategies. HHEAS should be advised of any such discussions.

Scientific Dating

- 6.22 Where appropriate, samples for scientific dating will be taken. Provision will be made for:
- Dendrochronological analysis from timbers;
 - C14 dating from organic material, which may be taken as sub-samples from bulk or; monolith samples; and
 - Archaeomagnetic dating from hearths or other suitable deposits.

Recording System

- 6.23 A site code will be allocated ahead of any fieldwork commencing. This code will be used to label all sheets, plans and other drawings; all context and recording sheets; all photographs (but not negatives); all other elements of the documentary archive.
- 6.24 The recording system used will follow the Museum of London Archaeological Site Manual (Museum of London Archaeology 1994). Context sheets will include all relevant stratigraphic relationships. If there is any doubt over recording techniques, the Museum of London Archaeological Site Manual will be used as a guide.

- 6.25 A site location plan at an appropriate scale will be prepared by showing investigation area and development site in relation to surrounding locality.
- 6.26 This will be supplemented by a detailed plan, also at an appropriate scale, which will show the details of the exposed archaeology in enough detail to provide a clear picture for easy interpretation.
- 6.27 In the event such material is required to be exposed or excavated at this stage in the archaeological investigations, burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale, usually 1:50 or 1:20.
- 6.28 The extent of any visible archaeological deposits will be recorded in plan. Long sections showing layers and any cut features will be drawn at 1:50. Short sections will be drawn at 1:20.
- 6.29 Sections containing significant deposits, including half sections, will be drawn at an appropriate scale, usually 1:10 or 1:20. All sections will be related to the Ordnance Datum using spot heights and registers of sections and plans will be kept.
- 6.30 At least one section of the stripped area will be drawn or a representative part, including a profile of the top of the natural deposits. Other sections, including the half-sections of individual layers of features may be drawn as appropriate to 1:10 or 1:20, if they have been excavated.
- 6.31 An adequate photographic record will be made of the works and all significant archaeological remains identified, including photographs of sections. This will comprise high resolution digital photography, and must illustrate, in both detail and general context, the principal features and finds discovered. Photographs should include photo record boards, appropriate scales, and a north arrow. A photographic register detailing as a minimum; feature number, location, and direction of shot will accompany the photographic record. The register will be kept on standard forms. General working shots of the investigations should also be taken.

7 Report and Archive Preparation

- 7.1 A brief summary of the findings of the fieldwork, with appropriate plans of the archaeological remains, shall be completed within 10 working days of the completion of the fieldwork and provided to HHEAS.
- 7.2 A formal report on the results of the archaeological mitigation will be prepared on completion of the fieldwork. The report will conform to the Chartered Institute for Archaeologists Universal Guidance for Archaeological Excavation (CIfA 2023b), and will include:
- Non-technical summary (abstract);
 - Introductory statements and site background;
 - The aims and methods adopted in the course of the investigation;
 - A description of the nature, extent, date, condition and significance of all archaeological deposits recorded during the investigation, with specialist opinions and parallels from other sites if appropriate;
 - Illustrative material including maps, plans, sections, drawings and photographs as necessary;
 - A catalogue of finds, including any specialist reports;
 - A discussion and summary of the results, including a statement of significance;
 - An index of the contents and location of the archive;
 - Sources consulted;

- A copy of the WSI; and
 - A copy of the OASIS record sheet.
- 7.3 If the need for a post excavation assessment report has been identified, then this will be submitted to HHEAS for comment within an appropriate time following the
- 7.4 completion of the fieldwork, based on the quantity and significance of any remains identified. The scope of any required detailed assessment and publication will then be agreed with HHEAS and fees provided to the client.
- 7.5 On completion of any reports (whether simple stand-alone report, post-excavation assessment report or full analysis and publication), and subject to any contractual requirements on confidentiality, one digital copy (PDF/a file) of the report will be submitted to HHER within six months of its completion.
- 7.6 The archaeological contractor will retain full copyright of any report under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the client in all matters directly relating to the project as described in this document. Any document produced to meet planning requirements can be copied for planning purposes by the Local Planning Authority.
- 7.7 Any information deposited in the Hertfordshire Historic Environment Record can be freely copied without reference to the originator for research or planning purposes.
- 7.8 If any archaeological remains identified within the Site are deemed to be of at least local significance, it may be appropriate for the findings of the archaeological mitigation to be published in a suitable archaeological journal/publication.

Archive Deposition

- 7.9 The site code will be used to mark all plans, drawings, context and recording sheets, photographs, and other site material during excavation.
- 7.10 The site archive will be organised in accordance with ClfA's Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (ClfA 2020), Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation (Brown 2007), and any guidance provided by the East Grinstead Museum.
- 7.11 On completion of the finds analysis, the landowner will be asked to sign a Deed of Transfer, transferring title of the finds to the appropriate local repository.
- 7.12 The minimum acceptable standard for the archival report is defined in Appendix 2 of the Management of Research Projects in the Historic Environment - The MoRPHE Project Managers' Guide (Historic England 2015). It will include all materials recovered (or the comprehensive record of such materials) and all written, drawn, and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent. It will also contain a site matrix, a site summary, and brief written observations on the artefactual and environmental data.
- 7.13 United Kingdom Institute for Conservation Guidelines for the preparation of excavation archives for long term storage will be followed (Walker 1990). With consent of the landowner, arrangements for the curation of the site archive will be agreed with the appropriate local repository.
- 7.14 The digital archive, comprising digital copies of the reports, but also of any digital data recovered

from the site will be archived in accordance with ClfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (ClfA 2020), and the recently produced Dig Digital guidance. This explains that a data repository 'must be able to guarantee long-term preservation and ensure that all data is useable and accessible into the future. The ability to meet that requirement goes beyond the capacity of museum-based repositories'. The digital elements of the project archive must be deposited 'with a Trusted Digital Repository' which has a commitment to long-term preservation and access' (Dig Ventures 2019). This will be the Archaeology Data Service.

- 7.15 Pursuant to these agreements, the archive will be presented to the appropriate local repository, North Hertfordshire Museum, within six months of the completion of the fieldwork (unless alternative arrangements have been agreed in writing with HHEAS). In addition, written confirmation from the client will be provided for the transfer of ownership.
- 7.16 The project will be registered and regularly updated as part of the OASIS project.
- 7.17 The recipient museum shall be granted licence for the use of the archive for educational purposes, including academic research, as long as such use is non- profit making and conforms to the Copyright and Related Rights Regulation 2003.

8 Timetable and Personnel

- 8.1 The Hertfordshire County Council Archaeological Officer, Andy Instone, will be informed once a start date is agreed with the client.
- 8.2 The archaeological works will be undertaken under the overall supervision of James Meek (Head of Archaeology, HCUK).
- 8.3 The fieldwork team will be led by a Project Lead with additional site assistants. The project will be managed by Catherine Edwards, AOC Operations Manager. Martin Cook (Director) will manage the site Health and Safety, whilst Melissa Melikian (Director) will manage overall Quality and Delivery.

9 Health and Safety

- 9.1 Health and Safety will take priority over all other requirements. A conditional aspect of all archaeological work is both safe access to the area of work and a safe working environment.
- 9.2 The project will be carried out in accordance with safe working practices and under the defined Health and Safety Policy. The construction (Design and Management) Regulations 2007 (CDM) may apply to the archaeological work depending on whether contractors other than the archaeological team are present on the site.
- 9.3 A separate Risk Assessment/Method Statement (RAMS) will be prepared prior to the commencement of the fieldwork.
- 9.4 Staff present on site will be required to wear the appropriate Personal Protective Equipment (PPE), which will be issued as necessary. Facilities will be made available on site for washing.
- 9.5 Where AOC is not the main contractor on a site the main contractor's Risk Assessment will have primacy over the archaeological contractor's document given that:
 - The main contractors' risk assessment is aware of, and takes account of, archaeological working practices – i.e. it does not compromise normal and safe archaeological

procedure as set out in our Written Scheme of Investigation and Risk Assessment;

- AOC was notified of the full suite of hazards present prior to arriving on site;
- There is a proper induction and monitoring process in place and the archaeologists have been through this process;
- There is no significant conflict between the archaeologist's H & S procedures and those proposed by the main contractor;
- AOC is made aware of new threats or hazards as they arise during the course of our on-site involvement.

10 General

10.1 The methodologies of the WSI will be met in full where reasonably practicable.

10.2 Any significant variations to the proposed methodology will be discussed and agreed with the archaeology advisor in advance of implementation.

10.3 The scope of fieldwork is aimed at meeting the aims of the project in a cost-effective manner. AOC Archaeology attempts to foresee all possible site-specific problems and make allowances for these. However, there may on occasion be unusual circumstances, which have not been included in the programme and costing. These can include:

- unavoidable delays due to extreme bad weather, vandalism etc;
- the presence of deep deposits requiring additional preparation of a trench by stepping or trench support in order to guarantee archaeological deposits can be safely accessed.
- extensions to feature excavation sample sizes requested by the local authority's archaeological advisor; and/or
- complex structures or objects, including those in waterlogged conditions, requiring specialist removal.

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Guide for Archaeologists. United Kingdom Institute for Conservation of Historic & Artistic Works, Archaeology Section.

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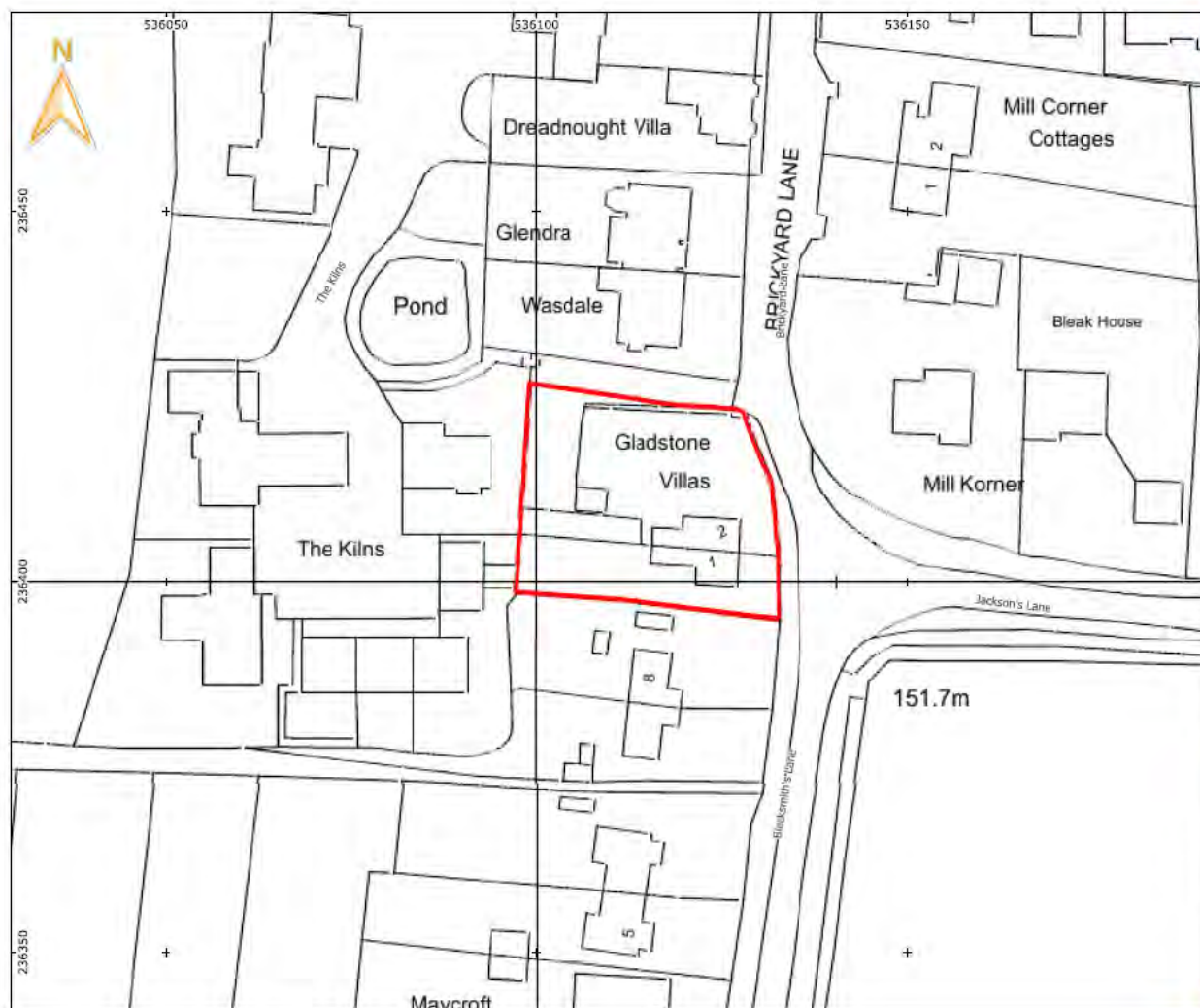


Figure 1 – Detailed Site Location plan as issued by HCUK



Figure 2 – Development proposals showing location of SMS, as issued by HCUK

Appendices

Appendix A – General

Insurances

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

Copyright and Confidentiality

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

Standards

8. AOC conforms to the standards of professional conduct outlined in the Institute of Field

Archaeologists' Code of Conduct, the IFA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the IFA Standards and Guidance for Desk Based Assessments, Field Evaluations etc., and the British Archaeologists and Developers Liaison Group Code of Practice.

9. Where practicable AOC will liaise with local archaeological bodies (both professional and amateur) in order that information about particular sites is disseminated both ways (subject to client confidentiality).

Appendix B – Specialist Staff

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

Macroscopic plant remains	Virgil Yendell	AOC
Soils and sediments analysis	Virgil Yendell	AOC
Palaeo-environmental archaeology	Virgil Yendell	AOC
Human remains	Ellen Green	AOC
Conservation	Gretel Evans	AOC
Building material	Les Capon	AOC
Lithics	Rob Engl	AOC
Mammal and bird bone	Jackie Robertson	AOC
Prehistoric pottery	John Cotton	Freelance
Roman pottery	Anna Doherty	ASE
Medieval and post-medieval pottery	Luke Barber	Freelance
Metal	Helen Chittock	AOC
Glass	Luke Barber	Freelance
Geo-archaeology	Virgil Yendell	AOC

Appendix C – Archaeological Archive Consent Form

SITE: [Site address]

SITE CODE: [Site code]

AOC ARCHAEOLOGY REF: [Project number]

RECEIVING MUSEUM: [Local recipient museum]

I agree to the finds archive recovered from this site being donated to the specified museum.

SIGNED [Signature]

PRINT [Name]

Landowner/Agent

LANDOWNER'S NAME: [Landowner name]

LANDOWNER'S ADDRESS: [Landowner address]

Please retain a copy of this form for your records

Appendix D – OASIS Form

Appendix E – Digital Management Plan

1. Project

Site Code: 35101

Site Name: Gladstone Villas

Project Type: Strip Map and Sample

Local authority: Hertfordshire County Council

Data Repository: the Archaeology Data Service (ADS)

1.14

2. Data Collection and Standards

Data Standards & Methods of Collection

Methods of collection will conform to AOC recording practices and relevant ClfA Standards and Guidance for Archaeological Excavation (ClfA 2014). Digital data acquisition standards are defined from *ADS Guides to Good Practice* (Niven 2021):

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

Data collection will adhere to [FAIR Principles](#) and will be in line with ClfA *Dig Digital* Guidance:

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

The intended repository for digital data is the Archaeology Data Service (ADS)

The intended repository for physical site records is: East Grinstead Museum

Site Records

Records for this project will be:

- Created on pro-forma record cards and data entered into spreadsheets/scanned to PDF on completion of fieldwork.

Photographic Record

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

RAW & JPG

Survey

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

Data Standards

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

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

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

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

- **Photos**
- **Spreadsheets**
- **Reports**

4. Metadata

- Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by:

ADS Guides to Good Practice (Niven 2021).

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

Click or tap here to enter text.

- Data documentation will meet the requirement of the Project, Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the WSI.

5. Ethics and Legal Compliance

- Personally Identifiable Information (PII) will be removed from the archaeological project archive and permission to include individual's names in any reporting will be gained prior to use.
- Copyright for all data collected by the project team belongs to AOC Archaeology Group (AOC Holdings Ltd), and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.
- Where formal permissions and/or license agreements are linked to data sharing, details of these will be included in the project documentation folders and will accompany the archaeological project archive.

6. Archive

Digital archive material will be deposited with a trusted digital repository, where data migration and backup procedures are in place, and the integrity of the digital archive is maintained (see Section 1). Where a trusted repository is not specified, digital archive material will be deposited with the county museum on Archival Gold CD.

- Version control will be applied throughout the project in line with AOC standard operating procedures and ADS (2021) ClfA (2019) and HE (2015) guidelines.
- Only the final version of 'born digital' documents (reports, databases, images, survey files) will be selected for inclusion in the Digital Archive. The material de-selected from inclusion in the preserved archive will be duplicates or re-productions created during the lifespan of the project.
- Digital photographs will be assessed during post-excavation and selection based on the principles set out in the ADS (2011) & HE guidelines (2015).
- Raw data (all formats) will only be preserved if specifically requested by the Client or specified by local authority requirements, e.g. unprocessed survey, raw photogrammetric data. Where an archive of raw data with an accepted repository (e.g. ADS) is required, a subsequent costing for storage and archiving will be provided.

- Selection will be defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results. Selection will be carried out based on the following guidelines:

ADS (2021) Guidelines for Depositors

<http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors>

ADS (2018) Guidance for the selection of material for deposit and archive

<https://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml>

CIfA (2019) Selection Toolkit for Archaeological Archives

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

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

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

7. Data Sharing and Accessibility

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

- A summary of the project will be included on the OASIS Index of Archaeological Investigation (see Section 1).
- A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.
- The location(s) of the final Archaeological Archive will be added to OASIS when appropriate.
- The Repository in Section 1 will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

8. Responsibilities

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

The Project Manager is Catherine Edwards.

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

The site lead responsible for field data management is Graeme Cavers.

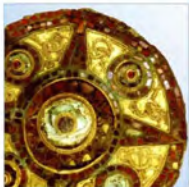
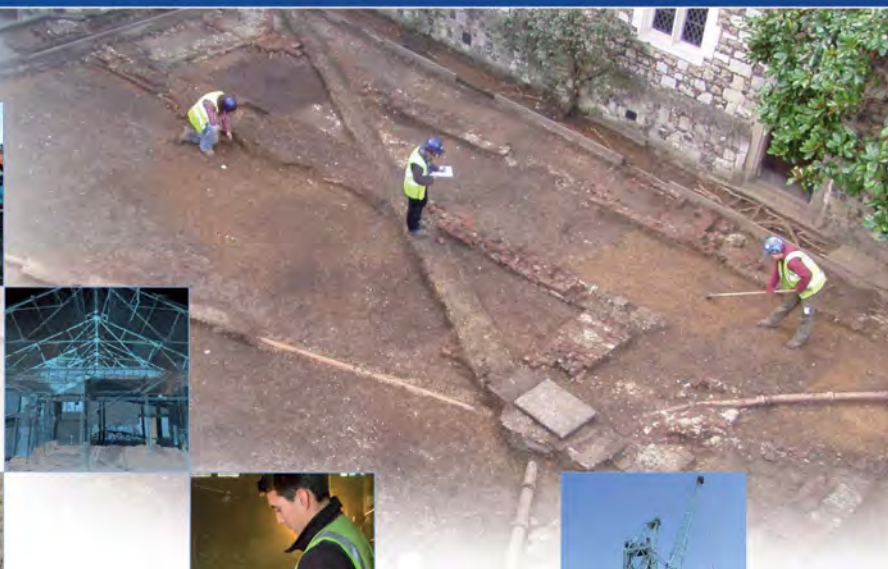
- Once data is incorporated into the organisations project server, storage and backup is managed by AOC's IT Support Team.

- Data archiving is undertaken by the project team under the guidance of the Archives Officer with the support of the Geomatics Manager.
- The Archives Officer is responsible for the transfer of the Archaeological Project Archive to the agreed repository.
- Details of the core project team can be provided on request.

9. Additional References

Brown, D.H., 2011. Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation, Archaeological Archives Forum (2nd ed).
https://archaeologydataservice.ac.uk/archiveDS/archiveDownload?t=arch-799-1/dissemination/pdf/AArchives_v2.pdf

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



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