

**LAND BETWEEN BUSH WOOD AND ROKEY WOOD,
REED
HERTFORDSHIRE**

**PROJECT DESIGN FOR ARCHAEOLOGICAL
MONITORING AND RECORDING**

Albion
archaeology



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MONITORING AND RECORDING**

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Compiled by	Approved by
Tori Guy	Iain Leslie

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Preface

All statements and opinions in this document are offered in good faith. This document has been prepared for the titled project or named part thereof and was prepared solely for the benefit of the client. This document should not be relied upon or used for any other project without an independent check being carried out as to its suitability and the prior written authority of Albion Archaeology (a trading unit of Central Bedfordshire Council).

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This document was written by Tori Guy (Assistant Archaeological Manager). Albion Archaeology projects are under the overall management of Iain Leslie (Operations Manager) and Hester Cooper-Reade (Business Manager).

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Key Terms

Throughout this project design the following terms or abbreviations are used:

CIfA	Chartered Institute for Archaeologists
EAA	East Anglian Archaeology
HER	Hertfordshire Historic Environment Record
HEA	Historic Environment Advisor (Hertfordshire County Council)
LPA	Local Planning Authority
NHLE	National Heritage List of England
OD	Ordnance Datum
OS	Ordnance Survey
PDA	Permitted development area
WSI	Written Scheme of Investigation



1 INTRODUCTION

1.1 *Project Background*

Planning permission (22/00910/FP) was granted by Hertfordshire County Council for the construction of an agricultural reservoir on land between Bush Wood and Rokey Wood, Reed, Hertfordshire.

Because of the high archaeological potential of the development site the Historic Environment Advisor (HEA) of Hertfordshire County Council's Natural, Historic and Built Environment Team advised that the planning consent should contain provision for the archaeological monitoring of the groundworks associated with the proposed development, followed by an appropriate level of analysis, reporting and archiving.

Albion Archaeology was commissioned to carry out the programme of archaeological works required by the condition in accordance with the written scheme of investigation (WSI) (Savills 2024), approved by the Local Planning Authority (LPA).

1.2 *Status and Purpose of this Document*

This document represents the Project Design for all aspects of the archaeological investigation, recording, analysis and publication as required by the planning conditions.

The Project Design complements the existing WSI (Savills 2024), by outlining Albion Archaeology's detailed research objectives and methodologies. It also specifies the resources that will be deployed on the project. The detailed appendices are designed as stand-alone sections, but should be read in conjunction with the more general, introductory sections at the beginning of the document.

1.3 *Description of Development Work*

The proposed development comprises the shortening of two large soil bunds and the construction of an agricultural reservoir on the northern half of the PDA.

The east and west bunds will be shortened as necessary, with the soil removed to c.0.3m above ground level. The agricultural reservoir will be constructed in the northern half of the site, with the excess soil from the bunds used to create the banks of the reservoir.

1.4 *Project Objectives*

Groundworks associated with the permitted development have the potential to impact archaeological remains, most likely dated to the Bronze Age and medieval periods, with moderate potential for Iron Age and Roman remains (Archaeological Solutions 2019; Savills 2024, 6). The likelihood of for Anglo-Saxon is considered low.



The purpose of the archaeological investigation is to make a full record of any archaeological remains impacted by the development, and to place them within their cultural and environmental setting. The specific aims of the archaeological fieldwork are therefore to:

- monitor all groundworks that have the potential to reveal archaeological remains; and
- investigate the location, extent, date, character, condition, significance, and quality of archaeological deposits encountered within them.

Dependent on the nature of any remains that are revealed, specific research aims will be derived from regional research frameworks that have been devised for the East Anglian region. These were assessed in 1997 (Glazebrook 1997) and a regional research agenda and strategy was produced in 2000 (Brown and Glazebrook 2000), before being revised and updated in 2011 (Medlycott 2011). The latest review was undertaken in 2018–20 by the Association of Local Government Archaeological Officers, supported by Historic England, and the resultant East of England Regional Research Framework has been available online since 2021¹.

The regional research framework states that patterns of [Bronze Age] burial practice need further exploration. This should include the relationship between settlement sites and burial, and the development and use of monuments, including burial mounds as key elements in determining and understanding the landscape (Medlycott 2011, 20). The origins and development of different [medieval] rural settlement types need further research, whilst much of the regions has primarily a dispersed pattern, not nucleated, and more small hamlets are being discovered all the time (Medlycott 2011, 70). Specific research aims relevant to the project might include:

- E-MBA 02: Which methodological approaches produce the best results for the Early to Middle Bronze Age?
- E-MBA 06: How can we refine the chronology of Bronze Age cemeteries?
- Med (Rural) 09: How can we characterise medieval rural settlement morphology and relationships?
- P-Med 14: How can we characterise the post-medieval historic landscape and the factors which affected it?

Should the investigation produce evidence relevant to other objectives identified in the published research frameworks, they will be added to the objectives during the course of the project.

¹ <https://researchframeworks.org/eoe/> [accessed 11/04/2024]



2 METHOD STATEMENT

The methodological approach to the project is summarised below and detailed in Appendix 1.

2.1 Standards

The project will adhere throughout to the standards set out in the following documents:

Albion Archaeology	<i>Procedures Manual: Volume 1 Fieldwork</i> (2017, 3rd ed)
ALGAO (East)	<i>Standards for Field Archaeology in the East of England</i> (Gurney 2003)
CIfA	<i>Charter and by-law</i> (2022); <i>Code of conduct</i> (2022)
	<i>Standard for archaeological monitoring and recording</i> (2023)
	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i> (2020)
Hertfordshire Museums	<i>Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire</i> (2017)
Historic England	<i>Management of Research Projects in the Historic Environment (MoRPHE) Project Managers' Guide</i> (2015)
	<i>Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation</i> (2nd edn, 2015)

2.1 Archaeological Observation, Investigation and Recording

2.1.1 Fieldwork

All groundworks with the potential to impact archaeological remains will be monitored. This will primarily comprise removal of soil bunds associated with construction of the agricultural reservoir and/or stripping of topsoil. Once the bunds have been stripped to c. 0.3m above ground level, archaeological monitoring will commence. All machine movements will be confined to remaining topsoil / covered ground and not track over any exposed subsoil or chalks. If archaeological deposits are found, the groundwork contractors will allow sufficient time for their investigation and recording; if necessary, parts of the site will be fenced off while such archaeological fieldwork is completed.

Any remains thought to be significant or exceptional will be reported to the client and HEA and allowance will be made for more detailed investigation and recording as appropriate. All archaeological features revealed during the groundworks will be investigated. Where it appears from initial sample



excavation that a feature would benefit from additional hand excavation, this will be undertaken, subject to any health & safety constraints.

Archaeological excavation and recording will be carried out by experienced Albion Archaeology staff. An appropriate level of environmental and other sampling will be undertaken in accordance with Historic England guidelines.

2.1.2 Artefacts

All artefacts found during fieldwork will be retained by context, with the exception of those recovered from topsoil (which will only be kept if they are of intrinsic interest). To maximise the metallic artefact assemblage a metal detector will be used routinely both to check spoil and to locate metal artefacts in advance of the excavation of features.

Recording, cleaning, and conservation of artefacts will follow CIfA guidelines. Site drawings will be digitised and geo-referenced to allow features to be located in relation to Ordnance Survey mapping.

All finds of gold and silver will be recorded, removed to a safe place and reported to the Coroner and HER in accordance with the Treasure Act 1996, the Treasure (Designation) Order (2002) and the revised Treasure Act 1996: Code of Practice (2023). They will also be reported to the Portable Antiquities Scheme officer.

2.1.3 Ecofacts

Samples will be taken from the following types of deposits:

- those visibly containing charred plant remains;
- those where a significant animal bone assemblage has been recovered;
- where waterlogging is evident;
- irrespective of the above, as a sampling control (from the range of feature/deposit types, stratigraphic and spatial location etc.).

If a group of animal bones appears to be articulated, they will be exposed in their entirety. If appropriate, they will be recorded as an “animal skeleton” in line with the *Procedures Manual*.

2.1.4 Post-fieldwork analysis

During or immediately after fieldwork all records will be checked and cross-referenced to ensure that they are internally consistent. Recording, cleaning, and conservation of finds will follow CIfA guidelines, subject to agreement for removal from site if required. Site drawings will be digitised and geo-referenced.

Data gathered during the fieldwork will be consolidated into an archive. The archive will be assessed and an appropriate level of analysis and reporting will be undertaken. This analysis work will be carried out using Albion’s database system (Intrasis) and GIS (Geographic Information System).



2.1.5 Report

The report will be sufficiently detailed to allow the results of the project to be interpreted without recourse to the site archive and where appropriate, place them in their local, regional and national context. It will include appropriate illustrative material, including copies of relevant parts of the drawn and photographic record.

The report of the monitoring works will include an assessment of the archaeological significance of the site.

The report will contain a completed Hertfordshire HER summary sheet.

2.2 Archiving

The archive of finds and records generated during the project will be kept secure at all stages of the operation. All records and materials produced will be archived to the standards outlined in Historic England's *Management of Research Projects in the Historic Environment* (MoRPHE) (2015) and *Standards for Field Archaeology in the East of England* (Gurney 2003). Hertfordshire Museums has also issued guidance entitled *Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire* (2017) and the Archaeology Data Service (ADS) has issued guidance on digital archives in *Guidelines to Good Practice*². The archive selection policy and Data Management Plan can be found in Appendices 4 and 5 respectively.

In line with English Heritage and Hertfordshire Museums guidelines, Albion will seek to obtain 'in principle' agreement from the landowner to donate the recovered artefacts to the museum (subject to statutory laws concerning human remains and treasure trove). On publication of the final report, the archive of materials (subject to the landowner's permission) and accompanying records will be deposited with North Hertfordshire District Council (NHDC) Museum Service (accession no. TBC). The digital archive will be deposited with the ADS and the DOI will be sent to the HER Team when the archive has been accepted.

Details of the project and its findings will be submitted to the OASIS database in accordance with the guidelines issued by English Heritage and the Archaeology Data Service. The OASIS reference number (albionar1- 524346) will be included in the project report.

Albion Archaeology employs a full time Archives Officer to ensure that all archives are completed to the correct standards and deposited according to the relevant guidelines.

2.3 Liaison with the HEA

The HEA is responsible for monitoring the project on behalf of the Local Planning Authority to ensure adherence to this Project Design and the maintenance of professional standards.

² <https://guides.archaeologydataservice.ac.uk/g2gp/Main> [accessed 11/04/2024]



The HEA will, therefore, be given notice of the commencement of fieldwork so that arrangements for monitoring can be made if required. Monitoring meetings will be arranged at the HEA's request.

Any variation to the Project Design will be agreed with the client and the HEA before its implementation.

The role of the HEA will be acknowledged in any written reports.

2.4 Health and Safety

A risk assessment and method statement (RAMS) will be prepared before the start of fieldwork in accordance with Albion Archaeology's *Health & Safety Policy*. As part of the Project Briefing all staff will be made aware of their responsibilities and the specific site hazards (identified under the risk assessment). The RAMS will be reviewed as the project progresses. A copy of the RAMS will be made available to the HEA and client on request.

Albion Archaeology will comply fully with all operational and safety requirements of the client and/or landowner.

2.5 Project Timetable

The monitoring works will be carried out following approval of this Project Design by the HEA. Monitoring will take place in conjunction with the timetable set out by the contractor; therefore, a commencement date for the fieldwork is to be confirmed.

The nature and timescale of the reporting phase of the project will be agreed with the client and the HEA.



3 RESOURCES

3.1 **Albion Archaeology Company Profile**

Albion Archaeology, formerly called Bedfordshire County Archaeology Service was established in 1974. In keeping with its commitment to the maintenance of the highest standards of professional practice, it has been a Registered Organisation with the Chartered Institute *for* Archaeologists since August 1997. Albion Archaeology is one of the region's leading archaeological organisations and for more than 45 years has undertaken major fieldwork and evaluation projects throughout Bedfordshire. It also now operates over a wider area, including the neighbouring counties of Northamptonshire, Cambridgeshire, Hertfordshire and Buckinghamshire. It offers a comprehensive service to local and national government, statutory bodies, and the private sector.

3.2 **Relevant Experience**

Albion Archaeology staff can draw on decades of experience of working on a wide range of archaeological sites within the eastern region and beyond. The monitoring and recording works will be undertaken by a team of professional, employed archaeologists. The team leader for the monitoring works will be competent at archaeological monitoring and excavation techniques, with a proven track record. The team leader will directly supervise all site works and will be the main author of the report.

3.3 **Albion Archaeology Staff Resources**

Albion Archaeology employs over 45 full time, professional archaeological staff. Additional staff are recruited as required by the organisation's work load. The following individuals will be deployed on this project (detailed CVs are presented in Appendix 2).

Iain Leslie MA MCIfA, Operations Manager: *quality control and strategic management*

Benjamin Carroll, Bsc (Hons) Project Manager: *day-to-day operational management, budget management*

TBC, Archaeological Supervisor: *on-site supervision, report preparation*

Jackie Wells MA, Finds Manager: *finds processing and reporting*

Joan Lightning, Geomatics Technician: *archive digitisation and report illustrations*

Supporting Technicians will be assigned to the project team as necessary. Technical support will be provided by in-house specialist staff in the areas of finds analysis, surveying, illustration and computing.

3.4 **External Sub-contracted Specialists**

All sub-contractors used by Albion Archaeology are established and well respected in their respective fields of expertise. Each has a proven track record of providing quality services within set deadlines. *Pro forma* contracts are used to ensure work is correctly specified and delivered to time and



budget. Albion Archaeology continually reviews the quality of work received from sub-contractors and continually seeks competitive quotes in order to avoid over-reliance on a single sub-contractor.

The following external specialists will be used, as required, on this project:

Artefact conservation	Drakon Heritage Ltd
Coinage	Dr. Peter Guest, Swansea University
Faunal remains	Dr. Mark Maltby, Bournemouth University
Human remains	Dr Corrine Duhig, Cambridge University
Plant, insect and molluscan remains	John Giorgi
Scientific dating	Scottish Universities Environmental Research Centre
Soil formation processes and micromorphology	Dr. Mike Allen



4 QUALITY ASSURANCE

Albion Archaeology's three principal organisational goals are:
delivery of a first-class service to clients;
development of the highest professional standards;
rapid dissemination of the results of archaeological projects.

To meet these goals the following elements of Total Quality Management are under continuing development.

- A Projects Database and client contact *pro formae* which underpin our service delivery.
- A time and cost recording system which underpins project budget management.
- Use of Project Management software for scheduling both individual projects and the work of the organisation as a whole.
- Specific standards reviews at the completion of each project stage.
- Adherence to professional standards set out by the CIfA.
- Commitment to utilisation and development of regional and national research frameworks.
- Commitment to staff development to maintain professional expertise.
- Comprehensive Fieldwork Procedures Manual.
- Consistent approach to assessment, analysis and archiving by means of standardised database templates and procedures.
- Continual review of service standards provided by sub-contractors.
- Support for Albion Archaeology staff involved in national archaeological organisations.
- Regular publication of the results of fieldwork projects, in both stand alone format and as part of regional and period-based summaries.
- Safe and secure storage of project archives prior to deposition with relevant museum.
- Provision of an education service for local schools.
- Maintenance of public display area at St Mary's Church, Bedford.



5 BIBLIOGRAPHY

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- Archaeological Solutions 2019, *Proposed Solar Farm, Wisbridge Farm, Reed, Hertfordshire: An Archaeological Desk-Based Assessment and Walkover Survey*
- Brown, N. and Glazebrook J. (eds), 2000, *Research and Archaeology: a Framework for the Eastern Counties, 2. research agenda and strategy*, East Anglian Archaeology Occasional Paper 8
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- Historic England, 2011, *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (second edition)
- Medlycott, M. (ed.), 2011, *Research and Archaeology Revisited: a Revised Framework for the Eastern Counties*, East Anglian Archaeology Occasional Paper 24
- Savills 2024 *Land Between Bush Wood and Rokey Wood, Reed, Hertfordshire: Written Scheme of Investigation for Archaeological Monitoring and Recording*. Job number 656706



6 APPENDIX 1: DETAILED METHOD STATEMENTS

6.1 Investigation Methodology

1. All machine excavation requiring archaeological monitoring will be carried out by the client's earthworks contractor, operating under archaeological supervision.
2. Any ground reduction in plan will be carried out by a machine with a toothless bucket.
3. Any exposed archaeological features will be cleaned, and hand excavated, unless the area is deemed unsafe to enter.
4. For deep, narrow trenches, such as drainage runs, recording will be undertaken from the side of the trench with any machine-excavated deposits recorded.
5. A sufficient sample of identified archaeological features or deposits will be excavated in order to achieve project objectives. Features such as hearths, burials, surfaces, and key stratigraphic relationships will be investigated.
6. All excavated features and deposits will be fully recorded in accordance with Albion Archaeology's *Procedures Manual*.
7. Features will be recorded at an appropriate scale, generally 1:20 or 1:50 for plans and 1:10 or 1:20 for sections, with all plans tied into the National Grid.
8. If human remains are encountered, they will be dealt with in accordance with Ministry of Justice procedures.
9. Spoil will be scanned for artefacts by both eye and metal detector.
10. A full photographic record in digital format (min. 12MP) will be compiled during the works. This will include working shots, feature record shots and publication shots. Albion currently uses Olympus TD-6 digital cameras with 12-megapixel BSI-CMOS sensors, raw image support and built-in GPS and compass to aid image location. A text register detailing the subject, direction, date, and author of each record photograph will also be kept. The file format will be in accordance with the current ADS preferred file formats. All photographs (except working shots) will contain an information board and north arrow.

6.2 Artefacts

Artefacts will be collected and treated in accordance with *CIfA Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2020), and the *Albion Archaeology Procedures Manual* (2017).

In summary, artefacts, including those recovered from spoil heaps, will be assigned to a relevant context number for the investigation area. Artefact processing will be undertaken concurrently with the investigation. This will comprise cleaning and marking, documenting and storing as appropriate. Documenting will comprise identification, dating and entry of data onto the Context Assemblage database. All ironwork, and other materials deemed suitable, will be submitted for x-radiography.

Artefacts recorded as special finds, or small finds will be located in three dimensions utilising the site grid. Significant artefact scatters which have the



potential to provide information on site use or patterns of discard will be planned/3D located.

Artefact information will be available during fieldwork and monitoring meetings.

Any finds which are identified as Treasure, as defined in the 1996 Treasure Act, the 2003 extension of definition and the revised Treasure Act 1996: Code of Practice (2023) will be reported to the district Coroner within 14 days of their discovery/identification. The Portable Antiquities Scheme officer will also be notified of relevant finds.

6.3 Environmental Sampling

A programme of environmental sampling will be carried out in accordance with Historic England's *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (2011), and the Albion Archaeology *Procedures Manual* (2017).

In summary, samples will be taken if suitable and datable archaeological deposits are exposed. Samples will be taken from contexts that appear rich in environmental material and other key contexts identified within the excavations. The primary purpose of sampling will be to examine:

- survival of material
- key archaeological contexts

Processing will be undertaken at Albion Archaeology premises in accordance with the *Procedures Manual*. Specialist advice will be sought as necessary.

6.4 Post-Fieldwork Analysis and Reporting

1. During or immediately after fieldwork all records will be checked and cross-referenced to ensure they are internally consistent.
2. Recording, cleaning, and conservation of finds will follow CIfA guidelines.
3. Any soil samples will be processed and assessed as appropriate.
4. Site drawings will be digitised and geo-referenced.
5. Contextual, artefactual and ecofactual data will be entered onto a database. This will be used to analyse and report on the results of the fieldwork.
6. The data acquired during all stages of fieldwork will be analysed to a level that is appropriate to provide the information required to achieve the project objectives.
7. The report will contain sufficient detail to enable the results of the monitoring to be interpreted without recourse to the project archive. This will include the tabulation of contextual and finds information. The report will consider the significance of any archaeological deposits in local, regional and national terms.

This will be used to assess, analyse, and report on the results of the fieldwork. Following assessment of the archive, either an Updated Project Design (UPD)



will be submitted to the HEA or their formal agreement will be obtained for proceeding straight to post-fieldwork analysis and reporting.

The report will be laid out as follows:

- Non-technical summary;
- Introduction (site location and description, planning background, archaeological background);
- Aims of project and methodology;
- Detailed description and specialist interpretation of any archaeological features and deposits;
- Summary of results and significance including reports on artefacts and environmental remains where appropriate;
- Bibliography;
- Figures will include a location plan, appropriate all features plans, sections and photographs.

A digital copy of all reports will be supplied to the HER.

6.5 Archive

A full project archive will be compiled for each stage of works in accordance with Historic England (MoRPHE) standards. The selection policy and data management plan can be found in Appendices 4 and 5 respectively.

Albion Archaeology adheres to strict archiving standards and ensures that all archive is stored appropriately. All storage material is of archival-quality and includes archival-quality photographic storage sleeves. The physical archive will be deposited with the North Hertfordshire District Council (NHDC) Museum Service. The Digital Archive will be deposited with the ADS.

On-line OASIS forms will be completed in accordance with the guidelines provided by Historic England and the Archaeology Data Service.



7 APPENDIX 2: KEY PROJECT STAFF CVS

Iain Leslie: Operations Manager

Technical qualifications

MA European Prehistory, University of Sheffield 2007

BA (Hons) Archaeology, University of Sheffield 2006

Member of the Chartered Institute for Archaeologists

Core Skills

Responsible for co-ordination of Albion resources and overall quality control. Experience includes management of a wide range of archaeological fieldwork, from inception to publication and archive. Has played a major role in revising and creating Albion procedures, with particular emphasis on the use of database and GIS software in post-excavation analysis. Current interests include the use of Open-Source software for the analysis and visualisation of archaeological data.

Employment History

2023 to present: Operations Manager with Albion Archaeology

2018 to 2023: Project Manager with Albion Archaeology

2015-2018: Project Officer with Albion Archaeology

2011-2015: Archaeological Supervisor with Albion Archaeology

2009-2010: Assistant Archaeological Supervisor with Albion Archaeology

2008-2009: Archaeological Technician with Albion Archaeology

Benjamin Carroll: Project Manager

Technical qualifications

Bsc (Hons) Archaeology, University of Bournemouth 2007

CITB Site Management Safety Training Scheme (SMSTS)

Professionally Qualified Person CSCS card

Core skills

Managing and overseeing projects from inception through to completion, ensuring professional standards are maintained. Overseeing projects health and safety guidelines and procedures are complied with. Achieving successful discharge of planning conditions for all stakeholders in line with budgets, timescales, and procedures.

Employment History

2023 to present: Archaeological Manager, Albion Archaeology

2020-2023: Assistant Archaeological Manager, Albion Archaeology

2019– 2020: Project Officer, Albion Archaeology, Albion Archaeology

2016-2019: Archaeological Supervisor, Albion Archaeology

2012-2016: Assistant Archaeological Supervisor, Albion Archaeology

2010-2012: Archaeological Technician, Albion Archaeology

2007-2010: various archaeological employment, mainly in East Anglia and Greater London.

2006: various excavations in Germany around Magdeburg, with Europass training

2005: excavations at Knowlton landscape project Dorset, with Bournemouth University

Project Supervisor: TBC



Jackie Wells: Finds Manager

Technical qualifications

MA Post-Excavation Studies, University of Leicester, 1990

BA (Hons) Archaeology and History, University of Nottingham, 1988

Core skills

Processing and analysis of ceramic and non-ceramic artefact types. Computer-based artefacts analysis. Establishment and maintenance of County Ceramic Type Series. Jackie has written the ceramic and non-ceramic sections for articles published in *Bedfordshire Archaeology*, the Bedfordshire Monograph Series and over 50 BCAS/Albion evaluation reports,

Employment History

Over 8 years postgraduate experience in processing and analysing artefactual assemblages, gained mainly through work in the Peak District (predominantly prehistoric sites), South Wales (Caerwent Roman town) and Bedfordshire (variety of chronological periods). Independent of Albion, she has analysed the artefacts from the Roman roadside settlement at Alfoldean, West Sussex. She is a member of the Study Group for Romano-British Pottery and Roman Finds Group.

Joan Lightning – Geomatics Technician, Albion Archaeology

Technical qualifications

BA (Hons) Archaeology and Prehistory

HND (Merit) Practical Archaeology

City and Guilds: AutoCAD 4351-01, and 4351-03.

Core skills

Experienced in using AutoCAD, Gsys, Aerial 5.12, Surfer 7, IntelliCAD, Access, Word, Corel Photopaint, Corel Draw and Corel Trace. Uses data collected from field survey to produce landscape survey plans and 3d models/deposit models. Also experienced at aerial photographic interpretation using Aerial. Joan has also undertaken some building recording work.

Employment History

1999 to present: CAD / Survey Technician for Albion Archaeology

1996–1999: Archaeological Technician /AutoCAD operator for Bedfordshire County Archaeology Service

1985–1996: Excavator on a variety of archaeological excavations covering many periods and in various parts of the country.



8 APPENDIX 3: SITE CONSTRAINTS AND H&S CONSIDERATIONS

The following issues should be taken into consideration when planning the site works:

- When on site as part of the construction phase, Albion Archaeology staff will follow the health and safety regulations of the Principal Contractor.



9 APPENDIX 4: ARCHIVE SELECTION STRATEGY

LAND BETWEEN BUSH WOOD AND ROKEY WOOD, REED, HERTFORDSHIRE SELECTION STRATEGY (15th April 2024, vers. 1.0)		
Project Manager:	Benjamin Carroll	
Archaeological Archive Manager:	Helen Parslow	
Organisation:	Albion Archaeology	
STAKEHOLDERS		Date Contacted
Collecting Institution(s):	North Hertfordshire District Council (NHDC) Museum Service Archaeology Data Service (ADS)	
Project Assurance:	Historic Environment Advisor (Hertfordshire County Council) (HEA)	
Landowner/Developer:	K D Duke & Sons Ltd	
Other:	Project Finds Manager – Jackie Wells Project Archives Officer – Helen Parslow Animal bone – Mark Maltby Ecofacts etc. – John Giorgi	To be informed as necessary
RESOURCES REQUIRED	Albion Staff time – 2 days External Contractors approx. 1 day per specialist	
CONTEXT		
Background Planning permission (22/00910/FP) was granted by Hertfordshire County Council for the construction of an agricultural reservoir on land between Bush Wood and Rokey Wood, Reed, Hertfordshire. Because of the high archaeological potential of the development site the Historic Environment Advisor (HEA) of Hertfordshire County Council's Natural, Historic and Built Environment Team advised that the planning consent should contain provision for the archaeological monitoring of the groundworks associated with the proposed development, followed by an appropriate level of analysis, reporting and archiving. Albion Archaeology was commissioned to carry out the programme of archaeological works required by the conditions in accordance with the written scheme of investigation (WSI) (Savills 2024), approved by the Local Planning Authority (LPA). Objectives and Relevant National, Regional and County Research Frameworks The purpose of the archaeological investigation is to make a full record of any archaeological remains impacted by the development, and to place them within their cultural and environmental setting. The specific		



aims of the archaeological fieldwork are therefore to:
monitor all groundworks that have the potential to reveal archaeological remains; and
investigate the location, extent, date, character, condition, significance, and quality of archaeological deposits encountered within them.

Dependent on the nature of any remains that are revealed, specific research aims will be derived from regional research frameworks that have been devised for the East Anglian region. These were assessed in 1997 (Glazebrook 1997) and a regional research agenda and strategy was produced in 2000 (Brown and Glazebrook 2000), before being revised and updated in 2011 (Medlycott 2011). The latest review was undertaken in 2018–20 by the Association of Local Government Archaeological Officers, supported by Historic England, and the resultant East of England Regional Research Framework has been available online since 2021.

The regional research framework states that patterns of burial practice need further exploration. This should include the relationship between settlement sites and burial, and the development and use of monuments, including burial mounds as key elements in determining and understanding the landscape (Medlycott 2011, 20). The origins and development of different rural settlement types need further research, whilst much of the regions has primarily a dispersed pattern, not nucleated, and more small hamlets are being discovered all the time (Medlycott 2011, 70). The specific aims of the archaeological fieldwork are therefore to:

- investigate whether early prehistoric, Iron Age, Roman, Anglo-Saxon or medieval settlement and/or burial remains are located on the PDA and to characterise their nature and relationship with contemporary sites and features.

Should the investigation produce evidence relevant to other objectives identified in the published research frameworks, they will be added to the objectives during the course of the project.

Archive

The archive of finds and records generated during the project will be kept secure at all stages of the operation. All records and materials produced will be archived to the standards outlined in Historic England's Management of Research Projects in the Historic Environment (MoRPHE). Albion Archaeology employs a full time Archives Officer to ensure that all archives are completed to the correct standards and deposited according to the relevant guidelines.

On publication of the final report, the archive of materials (subject to the landowner's permission) and accompanying records will be deposited with North Hertfordshire District Council (NHDC) Museum Service (accession no. TBC). Details of the project and its findings will be submitted to the OASIS database in accordance with the guidelines issued by Historic England and the Archaeology Data Service (reference no. albionar1- 524346).

1. DIGITAL DATA

STAKEHOLDERS

Project Archives Officer – Helen Parslow
Project Manager – Benjamin Carroll
Digital Repository – ADS
Project Assurance – HEA
Repository – North Hertfordshire District Council (NHDC) Museum Service

SELECTION



Location of Data Management Plan (DMP):	Supplied with this document (Appendix 5).
Selection of digital data: Digital data will be selected for inclusion in the preserved archive by the Project Manager and Project Archives Officer in conjunction with the stakeholders. Any deviation from the below strategy will be discussed and agreed with the stakeholders. Selection strategy reviews will be undertaken at review points at the end of fieldwork and prior to final archiving. Digital data collected during the project will likely include: • Photographs (.JPEG, .TIFF) • Spatial Data (.DWG, .SHP) • Finds and context information (MS Access) • Reports (MS Word, .PDF) Digital data selection will be based factors such as: • Relevance • Uniqueness • Non-replicability • Cost It is envisaged that not all the born-digital photographs taken on site will be kept, for example multiple shots of the same feature or random shots not relevant to the site. Any digital data which could be in breach of GDPR will not be kept (or the relevant data redacted). No duplicate data created during the project, or data that duplicates data already in an archive (i.e. OASIS reports, scanned section drawings etc.) will be selected. Only final versions of documents and drawings will be selected unless draft versions are thought to hold special importance. Only the final, post-excavation version of the site plan, in .SHP or .DWG format, will be selected. Individual surveys or those drawings created during analysis will not be selected, unless they represent unique data relevant to the project. Digital versions of sections will not be selected, unless no physical drawing exists, to prevent the duplication of data. Database and spreadsheets will only contain the primary data; queries, analysis tables etc. will be removed before deposition. On completion of the project, the following will be supplied to the CBCAT: • ESRI shape files of the development and investigation area(s) • the ADS DOI Data (including metadata) will be managed in line with ADS guidelines (https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml) Digital data will be managed in accordance with Albion Archaeology and Central Bedfordshire Council (CBC) procedures. See the DMP for further details.	
DE-SELECTED DIGITAL DATA	
The procedure for dealing with deselected digital data will be in line with Albion Archaeology and CBC procedures, e.g. CBC data management policies, IT policy, Data Protection Policy, Information Security Policy and Records Management Policy. De-selected data subject to GDPR retention rules will be deleted according to CBC policy. De-selected data not subject to GDPR may be retained by Albion Archaeology for any such period that it is deemed useful, after which it will be deleted.	



AMENDMENTS			
Date	Amendment	Rationale	Stakeholders Involved

2. DOCUMENTS			
STAKEHOLDERS		Project Archives Officer – Helen Parslow Project Manager – Benjamin Carroll Repository – North Hertfordshire District Council (NHDC) Museum Service Project Assurance – HEA	
SELECTION			
Analogue data will be selected for inclusion in the preserved archive by the Project Manager and Project Archives Officer in conjunction with the stakeholders. Any deviation from the below strategy will be discussed and agreed with the stakeholders. Analogue data will include the following: • The site drawings, all of which will be selected • Copies of any other data requested by the Repository (this should include all primary site records, copies of any finds records <i>etc.</i>) • Any original finds drawings, should any be drawn • Any relevant correspondence which does not breach GDPR All data not meeting the above criteria will be deselected. Selection strategy reviews will be undertaken at review points at the end of fieldwork and prior to final archiving. Standards and guidance: Analogue data will be managed in accordance with Albion Archaeology procedures and those standards outlined by Bedford Borough Council (see Albion Archaeology <i>Procedures Manual</i> and <i>Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire</i> (2017). See also DMP for further details.) It is not currently anticipated that decisions will be made that differ from the standards and guidance cited above.			
DE-SELECTED DOCUMENTS			
The de-selected analogue data will be destroyed (especially that containing anything in regarding GDPR) subject to final checking by the Project Archives Officer. Possible exceptions include images, records retained for business purposes including promotional or teaching material.			
AMENDMENTS			
Detail any amendments to the above selection strategy here.			
Date	Amendment	Rationale	Stakeholders Involved



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3. MATERIALS

Material Type:	Bulk Finds	Page	
STAKEHOLDERS	Project Manager – Benjamin Carroll Project Archives Officer – Helen Parslow Finds Manager – Jackie Wells Repository – North Hertfordshire District Council (NHDC) Museum Service Project Assurance – HEA Landowner (name withheld)		
SELECTION STRATEGY			
It is not anticipated that bulk finds of any category will be present in such quantity as to require the implementation of a selection strategy during the fieldwork phase of the project. Bulk finds will be selected for inclusion in the preserved archive by the Project Manager, Project Archives Officer, and Finds Manager in conjunction with the CBCAT and Repository. Specialist advice will be sought in order to inform these decisions where necessary. We will consult with each of our specialists, the CBCAT and Repository Manager during fieldwork and post-excavation work as required. Any de-selection, beyond what is described below, will be discussed and agreed with the stakeholders. Selection strategy reviews will be undertaken at review points at the end of fieldwork and prior to final archiving. Bulk finds will be managed in accordance with Albion Archaeology procedures and to the standards set out in <i>Hertfordshire Archaeological Archive Standards: A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire</i> (2017). Material that will not be collected during fieldwork will include: • Material that is from the overburden or post-19th-century deposits, unless it is deemed to be intrinsically significant, is considered Treasure Trove, or comprises human remains. • All other finds will be collected and recorded.			
UNCOLLECTED MATERIAL			
Uncollected material will be left on site. Where relevant, its presence will be noted in the project record.			
DE-SELECTED MATERIAL			
This will be returned to the site, should it still be in progress. If site works are complete, the landowner will be consulted to see if they would like to keep the material. Some material may be retained for educational purposes. Should the de-selected material be disposed of elsewhere, it will be left with an appropriate marker to identify it as re-buried material.			
AMENDMENTS			
Detail any amendments to the above selection strategy.			
Date	Amendment	Rationale	Stakeholders Involved



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10 APPENDIX 5: DATA MANAGEMENT PLAN

Project Manager	Benjamin Carroll
Project Number	REE4015
Project Name	Land Between Bush Wood and Rokey Wood, Reed, Hertfordshire
Author(s)	Benjamin Carroll
Stakeholders	Albion Archaeology, Developer – K D Duke & Sons Ltd
Origination Date:	15/04/2024
Reviser(s)	N/A
Date of last revision	N/A
Project stages covered	Construction of agricultural reservoir
Version	1.0
Status	Draft
Summary of Changes	N/A
File Name/Location	https://centralbedfordshirecouncil.sharepoint.com/sites/CandDALbionArchaeology... REE4015ReedBushWood/Archive/REE4015_DMPv1-0.doc
Related Policies	Central Bedfordshire Council (CBC) data management policies, IT policy, CBC Data Protection Policy, Information Security Policy, Records Management Policy and IT Acceptable Use Policy.
Data Collection/Creation	
Data to be Collected/Created	<i>Specify what data you will collect or create. Indicate the likely types and formats of your data (e.g. Word Documents, Excel Spreadsheets) and volume. Outline and justify any deviation from Data Management Procedure or Policy in choice of format and consider the implications of data format and data volumes in terms of cost, storage, backup and access.</i> Physical Site recording sheets Site drawings Digital Photographs (.JPEG/.TIF) Spatial data (plans, sections), AutoCAD (.DWG), ESRI Shape file (.SHP) Finds and context information (MS Access) Reports (MS Word) Correspondence (e-mail, logs)
How Data will be Collected/Created	<i>Document the standards and methodologies used, and quality assurance processes. Document any deviation from Data Management Procedure or Policy on version control, file naming, folder structure and usage.</i> The data will be created according to Albion Archaeology's Procedures Manual and Data Management Procedure, CBC Data Protection Policy, Information Security Policy, Records Management Policy and IT Acceptable Use Policy.
Relations	n/a
Documentation and Metadata	
Metadata	<i>Document any deviation from Data Management Procedure or Policy</i> None proposed
Documentation	None proposed
Ethical and Legal Compliance	



Data Security Issues	Client confidentiality where appropriate
Intellectual Property Rights	Copyright – Albion Archaeology. A copyright licence will be granted to the repositories on deposition. Ordnance Survey data is used in accordance with CBC's licence no. 100049029 (2023)
Data Storage	
Storage and Backup	<i>Document any deviation from Procedure for backing up data and transfer to network.</i> Data will be stored on the CBC cloud storage account (OneDrive), or Albion Archaeology local network, managed by CBC's ICT Team. During fieldwork, data will be managed in line with Project Procedures for backing up data and transferring it to the network. Digital photographs will be downloaded to the network at frequent intervals.
Access and Security	<i>Document any deviation, to provide access to data and any security measures required.</i> Data will be made available to the project team through the CBC cloud account or the Albion Archaeology local network. Selected data will be made available to external specialists where appropriate. Any personal data acquired for the project will be managed in accordance with CBC's data protection policies.
Selection and Preservation	
Preservation Plan	<i>Document what data will be preserved and the repositories for the archive.</i> The physical archive, documentary and material, will be transferred to The Higgins Art Gallery & Museum, Bedford. In addition, a copy of any digital files they wish to receive will also be transferred to them. The documentary archive will contain any hard-copy data reports the repository wishes to receive. The digital data will be deposited with the Archaeology Data Service and will also be stored on the Albion Archaeology network. A copy of the report will be uploaded to OASIS.
Data Sharing	
Data Sharing Plan	<i>Document any addition to the dissemination of the data, other than deposition with the repository, HER and publication. Consider how this may be affected by file types, size, complexity and sensitivity of the data. Consider how data will be shared with externals during the project.</i> The digital data will be deposited with the Archaeology Data Service. A copy will also remain with Albion Archaeology and will be available on request where appropriate.
Data Sharing Restrictions	<i>Document any restrictions on the use of the data after project completion.</i> There are no restrictions on the use of this data after project completion, subject to client confidentiality, copyright, GDPR etc.
Responsibilities and Resources	
Responsibilities	<i>Document any deviation to the responsibilities set out in Data Management Procedure or Policy.</i> The Project Manager and Archaeological Archive Manager are responsible for ensuring that the data management plan is followed.
Resources	<i>Consider any resources needed to deliver the plan, e.g. software, hardware, technical expertise, etc. Where dedicated resources are needed, these should be outlined and justified.</i> Resources required to deliver this plan are covered by the project budget or by Albion Archaeology, as are the costs of deposition of the archive.

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Bedfordshire

Albion
archaeology



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