

Written Scheme of Investigation for an Archaeological Evaluation

Guysfield House, Willian Road, Letchworth Garden City, Hertfordshire

NGR: TL 22177 30709

Planning Ref: 24/02758/FP

794-PLN-HER- 02362

24 April 2026

**Archaeological Evaluation
Guysfield House, Willian Road,
Letchworth Garden City,
Hertfordshire**

Written Scheme of Investigation

**NGR: 522177 230709
(TL 22177 30709)**

North Hertfordshire District Council

Planning Ref.: 24/02758/FP

ASE Project Number: 260290

April 2026

1.0 INTRODUCTION

- 1.1 Archaeology South-East (ASE), the contracting division of UCL's Institute of Archaeology, has been commissioned by Tetra Tech Consulting on behalf of their client Carey Homes Group, to undertake an archaeological evaluation at Guysfield House, Willian Road, Letchworth Garden City, Hertfordshire. The site is centred on National Grid Reference (NGR) TL 22177 30709 and its location is shown on Figure 1.
- 1.2 The site consists of a c. 0.94ha triangular shaped parcel of land. The site is bound by Willian Road to the south, residential properties to the north-west and open land to the east. The site is occupied by Guysfield Care Home and associated grounds and outbuildings.
- 1.3 The site lies on the southern edge of Letchworth Garden City, partially within an Area of Archaeological Significance (AAS) defining the medieval settlement of Willian. The site also lies within a conservation area. The care home includes Guy's House, a substantial late 19th century building.
- 1.4 Planning permission was sought from North Hertfordshire Council (planning ref. 24/02758/FP) for the redevelopment of the care home and erection of a detached 3-4 storey 70 bed residential nursing home with associated parking, landscaping and demolition of existing extensions to Guy's House. Permission was granted subject to the following condition:

(A) No demolition/development shall take place/commence until an Archaeological Written Scheme of Investigation has been submitted to and approved by the Local Planning Authority in writing. The scheme shall include an assessment of archaeological significance and research questions; and:

- 1. The programme and methodology of site investigation and recording*
- 2. The programme and methodology of site investigation and recording as required by the evaluation*
- 3. The programme for post investigation assessment*
- 4. Provision to be made for analysis of the site investigation and recording*
- 5. Provision to be made for publication and dissemination of the analysis and records of the site investigation*
- 6. Provision to be made for archive deposition of the analysis and records of the site investigation*
- 7. Nomination of a competent person or persons/organisation to undertake the works set out within the Archaeological Written Scheme of Investigation.*

(B) The demolition/development shall take place/commence in accordance with the programme of archaeological works set out in the Written Scheme of Investigation approved under condition (A).

(C) The development shall not be occupied 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 ensure the implementation of an appropriate archaeological investigation, recording, reporting and publication, and the protection and preservation of archaeological features of significance, in accordance with North Hertfordshire Local Plan HE4 and Section 16 of the NPPF 2021.

- 1.5 A desk-based assessment (RPS 2024) was prepared in support of the planning application. This document highlighted the presence of the medieval settlement of Willian close by but also that significant landscaping had taken place on the site during the construction of an extension in the 1990's which may have significantly truncated any archaeological remains.
- 1.6 This document is a Written Scheme of Investigation for an archaeological evaluation by trenching designed to satisfy the first part of the planning condition. It sets out a detailed methodology for the evaluation trenching, recording and post-excavation process. All work will be undertaken in accordance with this document, the Standards for Field Archaeology in the East of England (East Anglian Archaeology Occasional Papers 14, 2003) and the relevant standards and guidance of ClfA (2023a and b). It has been submitted to the North Hertfordshire District Council for approval.
- 1.7 The results of the archaeological evaluation will inform the requirement for any further work that may be required to mitigate the impact of the proposed development upon the archaeological resource. All such decisions will be made by Hertfordshire LEADS on behalf of the local planning authority.

2.0 ARCHAEOLOGICAL AND GEOLOGICAL BACKGROUND

2.1 Introduction

- 2.1.1 The following information is drawn from the archaeological Desk-Based Assessment prepared for the site (RPS 2024) and the heritage statement (Purcell 2024). For a full background, please refer to those documents.

2.2 Geology and Topography

- 2.2.1 The British Geological Survey (BGS Online 2026) records the underlying geology of the site as Holywell Nodular Chalk Formation and New Pit Chalk Formation. This is overlain by superficial deposits of Lowestoft Formation – Diamicton across the majority of the site, with Glaciofluvial Deposits, Mid Pleistocene - Sand and Gravel across the south eastern area of the site.
- 2.2.2 The natural topography within the site has been significantly altered as a result of landforming for the construction of the care home in the 1990s. It appears that levels were reduced within the footprint of 1990s extension and the material was used to create a landscaped mound within the eastern part of the site. The site falls from 88m Above Ordnance Datum (AOD) at the western edge of the site to 84m AOD in the east, and from 89m AOD in the north to 83m AOD in the south.
- 2.2.3 The nearest watercourse is a small stream located c.74m south of the site.

2.3 Archaeological background

Prehistoric

- 2.3.1 No early prehistoric finds have been identified within the site. However, several have been identified within the 1km search area. A number of Neolithic finds have been found within the general vicinity of Willian. These include a Neolithic leaf-shaped arrowhead, a Neolithic flint knife and arrowhead; the exact location of the findspots is unknown.
- 2.3.2 A Late Neolithic semi-polished flint axe was recovered near the Three Horseshoes pub, approximately 307m east of the site. A Late Neolithic ring ditch which is likely to be a round barrow has been identified through cropmark analysis, approximately 829m southwest of the site.
- 2.3.3 No Bronze Age sites or finds have been identified within the site; however, several records have been identified within the 1km search area. A Bronze Age flint scraper and flint axehead were found in the general vicinity of Willian although the exact location of the findspot is unknown. A Middle Bronze Age cremation cemetery was identified approximately 76m south of the site. This consisted of three Middle Bronze Age cinerary urns found in a gravel pit.
- 2.3.4 During the construction of an extension at St Christopher School in 2011, approximately 865m north of the site, an Early Bronze Age flint arrowhead was found. This was recovered from a mound of excavated soil, and so no context was established.

Iron Age and Roman

- 2.3.5 No Iron Age or Roman sites or finds have been identified within the site. However, a number of records have been identified within the 1km search area. A small amount of Iron Age pottery was recovered from the rear of Letchworth Hall Hotel, approximately 345m northwest of the site.
- 2.3.6 A number of Roman sites and finds have been identified within the general vicinity of Willian although their exact location is unknown. These consist of several Roman coins dating from the republican period to the reign of Theodosius I, as well as a Roman burial.
- 2.3.7 During a geophysical survey at Letchworth Golf Club, approximately 120m north-west of the site, a ditched linear feature was identified which was interpreted as a possible Roman trackway. During the subsequent archaeological evaluation this was confirmed.
- 2.3.8 An assemblage of Roman occupation material was recovered from the rear of Puncharden Hall, approximately 216m east of the site. This consisted of Roman pottery, deer bones and cow bones.
- 2.3.9 A Roman burial with associated coins was discovered near Willian Vicarage, approximately 372m south-east of the site. A Roman sesterius was recovered from a well on Willian Way, approximately 434m north of the site. A number of late Roman coins ranging from Galienus to Honorius were recovered from a property named Scudamore, approximately 890m north-west of the site.

Early medieval and medieval

- 2.3.10 An early medieval book clasp was recovered from St Mary's Church approximately 391m north-west of the site. The church was built on the remains of a Saxon structure. No other early medieval remains have been recorded in the vicinity.
- 2.3.11 The eastern part of the site lies within the Area of Archaeological Significance defining the medieval settlement of Willian. Willian was recorded in 1066 (Open Domesday 2026) as a medium sized village with ten villagers, four small holders and 1 man-at-arms.
- 2.3.12 The medieval centre of Willian is thought to have been located c. 243m east of the site. During this period the village may have extended further north as medieval earthworks comprising a hollow way have been identified c. 130m north-east of the site.
- 2.3.13 The medieval parish church of Willian is located c. 243m east of the site. A small amount of medieval pottery was recovered from the rear of Letchworth Hall Hotel, approximately 345m northwest of the site.
- 2.3.14 The probable manorial site of Bray's Croft and a possible shrunken village lie c.490m east of the site. This survives as a series of degraded earthworks. A resistivity survey undertaken in 1986 was unable to confirm the nature of the earthworks.

- 2.3.15 While the site may have formed part of the medieval village of Willian, later cartographic evidence (RPS 2024, Figs. 3-7) shows that the site fell within agricultural land outside the built-up limits of the village of Willian.

Post-medieval & modern

- 2.3.16 The 1766 Andrews and Drury Map of Hertfordshire, the 1804 Ordnance Survey Drawing and the 1821 Bryant Map of Hertfordshire, all depict the site located within an area of open/agricultural land to the west of Willian. The combined 1815 Little & Great Wymondley Enclosure Map, 1837 Willian Tithe Map and 1839 Letchworth Tithe Map show the site occupied by three plots of agricultural land. Several small houses set within their own enclosure are located to the north-east. The remnants of these survive as a series of earthworks.
- 2.3.17 By the 1880 Ordnance Survey Map the site is shown to be occupied by a small plot of land, bounded by trees to the north and Willian Road to the south. A footpath also runs through the site. By the 1898 Ordnance Survey Map Guys House has been constructed with an associated driveway. This was constructed in 1884 as a private residence. The house has brick inscribed 'FS 1884' and 'CFH 1884'; the latter is likely related to Charles Frederick Hancock, a London jeweller who purchased the manor of Willian in 1868 (Purcell 2024).
- 2.3.18 Little change occurred to the site during much of the 20th century. However, by 1984 a large residential development was constructed directly north. By 2000 several large extensions have been added to the original Guys House, completely changing the layout of the original house. The construction of these extensions and associated landforming will have had a severe negative impact on any below ground archaeological deposits should they have been present within the site. The site has remained unchanged since that time.

Nearby previous archaeological investigation

Geophysical Survey

- 2.3.19 A small number of archaeological evaluations and watching briefs have been undertaken near the site. The majority of these have not recorded any archaeological remains. A watching brief undertaken at the Fox Inn 200m east of the site, recorded the base of a post-medieval brick wall. A geophysical survey at Letchworth Golf Club 200m to the west found a number of anomalies of potential archaeological origin. A subsequent evaluation recorded a possible Roman trackway discussed above.

3.0 RESEARCH AIMS AND OBJECTIVES

3.1 The general aims of the archaeological investigation are as follows:

- The general aim of the archaeological evaluation is to identify any archaeological features or deposits that will be impacted by the proposed development, and to enable Hertfordshire LEADS to make a decision on the status of the application and, if permission is to be granted, agree a suitable mitigation strategy for any identified remains to be implemented before development takes place.
- More specifically, the evaluation aims to establish the location, extent, date, character, significance and quality of preservation of surviving archaeological remains within the development area.

3.2 The site specific aims of the evaluation are:

- Is there any evidence of Roman activity on the site?
- Is there any evidence of medieval activity?
- Did the site lie beyond the main settlement focus of medieval Willian as suggested by the DBA?
- Is there evidence of the landscaping thought to have taken place during the late 20th century and has this impacted the archaeology?

3.3 With reference to the *East of England Regional Research Framework* (<https://researchframeworks.org/eoe/research-agenda/>) and *A Revised Framework for the East of England* (Medlycott 2011), the site specific research aims are:

- *Med (Rural) 14: How can we characterise and explain medieval rural settlement change, evolution and abandonment?*
<https://researchframeworks.org/eoe/researchframework/v1/question/question-5e2afcb05f182>
- *Med (Rural) 03: How can we improve our understanding of medieval agricultural practices? Medieval (Rural) Research Agenda - East of England Research Framework (researchframeworks.org)*
- *P-Med 14: How can we characterise the post-medieval historic landscape and the factors which affected it?*
<https://researchframeworks.org/eoe/researchframework/v1/question/question-5e2b0980a1edc>

4.0 TRENCHING METHODOLOGY

- 4.1 The evaluation will consist of two trenches, one measuring 16m x 1.8m and the other 12m x 1.8m at base. The trenches are located to target the principal impacts of the proposed development (Figure 2).
- 4.2 A Risk Assessment and Method Statement (RAMS) will be prepared prior to commencement of the work.
- 4.3 Written notice will be given to the Hertfordshire LEADS monitoring officer at least five days prior to the commencement of the fieldwork.

- 4.4 A site code will be created and will be used for both the paper and physical archive.
- 4.5 Spoil will be banded around the edges of the trenches, separated by topsoil and subsoil, to provide a physical and visible barrier and to allow sequential backfilling of the trench.
- 4.6 The trenches will be accurately located using offsets from known positions or a Digital Global Positioning System (DGPS) and DGPS Total Station (Leica 1205 R100 Total Station, Leica System 1200 GPS).
- 4.7 All trenches will be scanned prior to excavation using a CAT scanner. Trenches will be mechanically excavated using a toothless ditching bucket and under constant archaeological supervision.
- 4.8 Machine excavation will continue to the top of archaeological deposits or the surface of geological drift deposits, whichever is uppermost. The exposed subsoil or archaeological horizon will be cleaned by hand immediately after machine stripping, if required and any archaeological deposits or negative features planned.
- 4.9 The opportunity to have a meeting on site shall be provided once the trenches are open with ASE and the Hertfordshire LEADS monitoring officer to assess the results.
- 4.10 Backfilling and compaction will be undertaken by the machine on completion of the work once agreed with the Hertfordshire LEADS monitoring officer, but there will be no reinstatement to existing condition.
- 4.11 An OASIS form will be completed for the project.

5.0 STANDARDS

- 5.1 ASE will adhere to the ClfA Standard and Guidance for archaeological field evaluation (2023), and Code of Conduct (ClfA 2014a & 2014b), and the Standards for Field Archaeology in the East of England (Gurney 2003) throughout the project. ASE is a Registered Organisation with the ClfA.
- 5.2 All exposed archaeological features and deposits will be recorded and excavated, except obviously modern features and disturbances.
- 5.3 Standard ASE methodologies will be employed. All stratigraphy will be recorded using the ASE context recording system.
- 5.4 An overall plan tied into the Ordnance Survey National Grid will be drawn in addition to individual plans showing areas of archaeological interest. All features revealed will be planned.
- 5.5 Site plans will be at 1:20 unless circumstances dictate otherwise. Plans at other scales will be drawn if appropriate (e.g., cremation burials at 1:10). Sections will be drawn at 1:10.

- 5.6 Datum levels will be taken where appropriate. Sufficient levels will be taken to ensure that the relative height of the archaeological/subsoil horizon can be extrapolated across the whole of the development area.
- 5.7 Archaeological features and deposits will be excavated using hand tools unless they cannot be accessed safely or unless a machine-excavated trench is the only practical method of excavation. Any machine-excavation of archaeologically significant features will be agreed with the Hertfordshire LEADS monitoring officer in advance.
- 5.8 With the exception of modern disturbances, normally a minimum 50% of all contained features will be excavated. Modern disturbances will only be excavated as necessary in order to properly define and evaluate any features that they may cut. Normally 10% (or at least a 1m-long segment) of non-structural linear features will be excavated. At least 50% of linear features with a possible structural function (e.g., beam slots) will normally be excavated. Details of the precise excavation strategy and any alterations to it will be discussed with the monitoring officer if particularly significant archaeology is revealed as a result of topsoil stripping. Further discussion and agreement on the approach to the excavation of complex areas may be requested during the project.
- 5.9 Should human remains be encountered the client and the monitoring officer will be informed. All articulated human remains, graves and cremation vessels/deposits will receive minimal excavation to define their extent and establish whether they are burials or not. Generally, all graves and cremation burials will be recorded and their positions noted without full excavation, only surface cleaning. A decision would then be made on future treatment of the human remains in consultation with the client/their agent and the Hertfordshire LEADS archaeology advisor. Graves and cremation burials would only be excavated in exceptional circumstances and only with the necessary licence from the Ministry of Justice.
- 5.10 A full photographic record comprising colour digital images will be made. The photographic record will aim to provide an overview of the excavation and the surrounding area. A representative sample of individual feature shots and sections will be taken, in addition to working shots and elements of interest (individual features, group and general shots). The photographic register will include: shot number, location of shot, direction of shot and a brief description of the subject photographed.
- 5.11 All archaeological remains will be recorded and levelled relative to Ordnance Datum by an archaeological surveyor, using DGPS (Differential Global Positioning System) technology. All archaeological features and deposits will be recorded using the standard context recording methodology used by ASE. Soil colours are recorded using visual inspection and not by reference to the Munsell Colour chart.

6.0 FINDS/ENVIRONMENTAL REMAINS

- 6.1 In general, all finds from all features will be collected. Where large quantities of post-medieval and later finds are present, and the feature is not of intrinsic or group interest, a sample of the finds assemblage will normally be collected that is sufficient to date and characterise the feature.

- 6.2 Finds will be identified, by context number, to a specific deposit or, in the case of topsoil finds, to a specific area of the site.
- 6.3 All finds will be properly processed according to ASE guidelines and the ClfA Standard and guidance for the collection, documentation, conservation and research of archaeological materials (2020a). All pottery and other finds, where appropriate, will be marked with the site code and context number.
- 6.4 If appropriate, environmental samples will be taken from well-stratified, datable deposits that are deemed to have potential for the preservation/survival of ecofactual material. Bulk soil samples (minimum 40 litres or 50% of context) will be taken for wet sieving and flotation, and for finds recovery. ASE's environmental consultant is Karine Le Hegarat (ASE) and, if necessary, the Historic England regional scientific advisor will be consulted. In all instances deposits with clear intrusive material shall be avoided.
- 6.5 Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996, amended 2003 and 2023, shall be reported to the Finds Liaison Officer, the client and the local archaeology advisor. Should the find's status as potential treasure be confirmed the Coroner will also be informed. A record shall be provided to all parties of the date and circumstances of discovery, the identity of the finder, and the exact location of the find(s) (OS map reference to within 1 metre, and find spot(s) marked onto the site plan).

7.0 POST-EXCAVATION, ANALYSIS, REPORTING and ARCHIVE

Report

- 7.1 Within eight weeks of the completion of fieldwork a report will be produced containing the following information:
- SUMMARY: A concise non-technical summary
 - INTRODUCTION: General introduction to project including reasons for work and funding, planning background.
 - BACKGROUND: to include geology, topography, current site usage/description, and what is known of the history and archaeology of the surrounding area.
 - AIMS AND OBJECTIVES: Summary of aims and objectives of the project
 - METHOD: Methodology used to carry out the work.
 - FIELDWORK RESULTS: Detailed description of results. In addition to archaeological results, the depth of the archaeological horizon and/or subsoil across the site will be described. The nature, location, extent, date, significance and quality of any archaeological remains will be described.
 - SPECIALIST REPORTS: Summary descriptions of artefactual and ecofactual remains recovered. Brief discussion of intrinsic value of assemblages and their more specific value to the understanding of the site.
 - DISCUSSION AND CONCLUSIONS: Overview to include assessment of value and significance of the archaeological deposits and artefacts, and consideration of the site in its wider context. Specifically, the report will consider relevant regional frameworks (at the minimum

Research and Archaeology Revisited: A Revised Framework for the East of England. East Anglian Archaeology Occasional Papers 24, Medlycott, 2011.

- APPENDICES: Context descriptions, finds catalogues, contents of archive and deposition details, HER summary sheet. OASIS record sheet
- FIGURES: to include a location plan of the archaeological works in relation to the proposed development (at an Ordnance Survey scale), specific plans of areas of archaeological interest (at 1:50), a section drawing to show present ground level and depth of deposits, section drawings of relevant features (at 1:20). Colour photographs of the more significant archaeological features and general views of the site will be included where appropriate.
- A completed HER summary sheet

7.2 The report will be supplied to the Hertfordshire LEADS monitoring officer, the client and the Regional Advisor for Archaeological Science at Historic England's East of England's offices.

7.3 A form will be completed for the Online Access to Index of Archaeological Investigations (OASIS) at <http://ads.ahds.ac.uk/project/oasis/UTH> in accordance with the guidelines provided by English Heritage and the Archaeological Data Service.

Publication

7.4 Publication will be by an evaluation report produced within eight weeks of the completion of fieldwork. A summary report will also be submitted for publication in the annual fieldwork round-up in a suitable journal. In the event that no further works are planned, and exceptional archaeological remains are found which warrant publication in their own right a separate note on these will be produced to a timetable to be agreed with the client and the Hertfordshire LEADS monitoring officer.

Archive

7.5 The archive will be deposited with North Hertfordshire Museum. The Guidelines for preparation and deposition will be followed, as well as those contained in the *ClfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (2020b) and the requirements of the recipient museum will be followed for the preparation of the archive for museum deposition.

7.6 Finds from the archaeological fieldwork will be kept with the archival material.

7.7 Subject to agreement with the legal landowner ASE will arrange with the recipient museum for the deposition of the archive and artefact collection. Any items requiring treatment will be conserved. The landowner will be asked to donate the finds to the recipient museum.

8.0 HEALTH AND SAFETY

8.1 ASE's Risk Assessment and Method Statement (RAMS) system covers most aspects of excavation work and ensures that for most sites the risks are adequately controlled. Prior to and during fieldwork sites are subject to an ongoing assessment of risk. Site-specific risk assessments are kept under

review and amended whenever circumstances change which materially affect the level of risk. Where significant risks have been identified in work to be carried out by ASE a written generic assessment will be made available to those affected by the work. A copy of the Risk Assessment is kept on site.

9.0 RESOURCES AND PROGRAMMING

- 9.1 The archaeological works will be undertaken by a professional team of archaeologists, comprising a Project Supervisor with support from one Archaeologist and a surveyor as required. The project is anticipated to take two days.
- 9.2 The Project Supervisor for the project will be determined once the programme has been agreed with the client and will be responsible for fieldwork, post-excavation reporting and archiving in liaison with the relevant specialists. The project will be managed by Andy Leonard (project manager, fieldwork) and Mark Atkinson (project manager, post-excavation).
- 9.3 The Hertfordshire LEADS monitoring officer will be notified of the supervising archaeologist assigned to the project prior to start of works and should any subsequent change of personnel occur. CVs of the site staff will be supplied to the Hertfordshire LEADS monitoring officer prior to commencing the site work.

Specialists who may be consulted are:

Animal bone including fish (ASE)	Emily Johnson, Hayley Forsyth-McGee
CBM	Rae Regensberg (ASE)
Charcoal and waterlogged wood	Lucy Allott, Angela Vitolo (ASE).
Clay Tobacco Pipe	Elke Raemen (ASE)
Coins	Trista Clifford (ASE)
Conservation	Alastair Threlfall (ASE)
Fired Clay	Stephen Patton, Trista Clifford, Elke Raemen (ASE)
Geoarchaeology	Matt Pope, Letty Ingreys, Alice Dowsett (ASE)
Geological material/worked stone	Luke Barber (external)
Glass	Elke Raemen (ASE)
Human bone inc cremated bone	Lucy Sibun (ASE)
Macro-plant remains	Lucy Allott, Angela Vitolo, Elsa Neveu (ASE)
Marine shell	Elke Raemen (ASE); David Dunkin (external)
Metalwork	Trista Clifford, Elke Raemen (ASE)
Pottery, prehistoric and Roman	Anna Doherty, Kayt Hawkins, Stephen Patton (ASE)
Pottery, post-Roman	Sue Anderson (external), Helen Walker (external: Essex), Luke Barber (external)
Registered Finds	Elke Raemen, Trista Clifford (ASE)
Slag	Luke Barber (external); Trista Clifford (ASE)
Treasure administration	Trista Clifford (ASE)
Worked Flint	Karine Le Hégarat (ASE)

- 9.4 Other specialists may be consulted if necessary. These will be made known to the monitoring office for approval prior to consultation. Similarly, any changes in the specialist list will be made known to the monitoring office for approval prior to consultation.

10.0 MONITORING

- 10.1 The Hertfordshire LEADS monitoring officer will be responsible for monitoring progress and standards on behalf of the LPA throughout the project.
- 10.2 Any variations to the specification will be agreed with the client and the Hertfordshire LEADS monitoring officer prior to being carried out.
- 10.3 Hertfordshire LEADS monitoring officer will be kept informed of progress by ASE throughout the project and will be contacted in the event that significant archaeological features are discovered. Arrangements will be made for the monitoring officer to inspect the evaluation trenches before they are backfilled – trenches will not be backfilled without the agreement of the monitoring officer.

11 INSURANCE

- 11.1 Archaeology South-East is insured against claims for: public liability to the value of £50,000,000 any one occurrence and in the aggregate for products liability; professional indemnity to the value of £5,000,000 any one occurrence; employer's liability to the value of £50,000,000 each and every loss.

References

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ClfA. 2020c (rev.), *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*, available: https://www.archaeologists.net/sites/default/files/ClfAS%26GFinds_2.pdf

ClfA 2023a *Standard for archaeological field evaluation*
https://www.archaeologists.net/sites/default/files/2024-11/ClfA-Standard-Field-Evaluation_2023.pdf

ClfA 2023b *Universal guidance for archaeological field evaluation*
https://www.archaeologists.net/sites/default/files/2024-11/ClfA-Universal-Guidance-Archaeological-Field-Evaluation_2023.pdf

ClfA. 2025, *Code of Conduct*, available: <<https://www.archaeologists.net/sites/default/files/Code%20of%20conduct%20revOct2022.pdf>>

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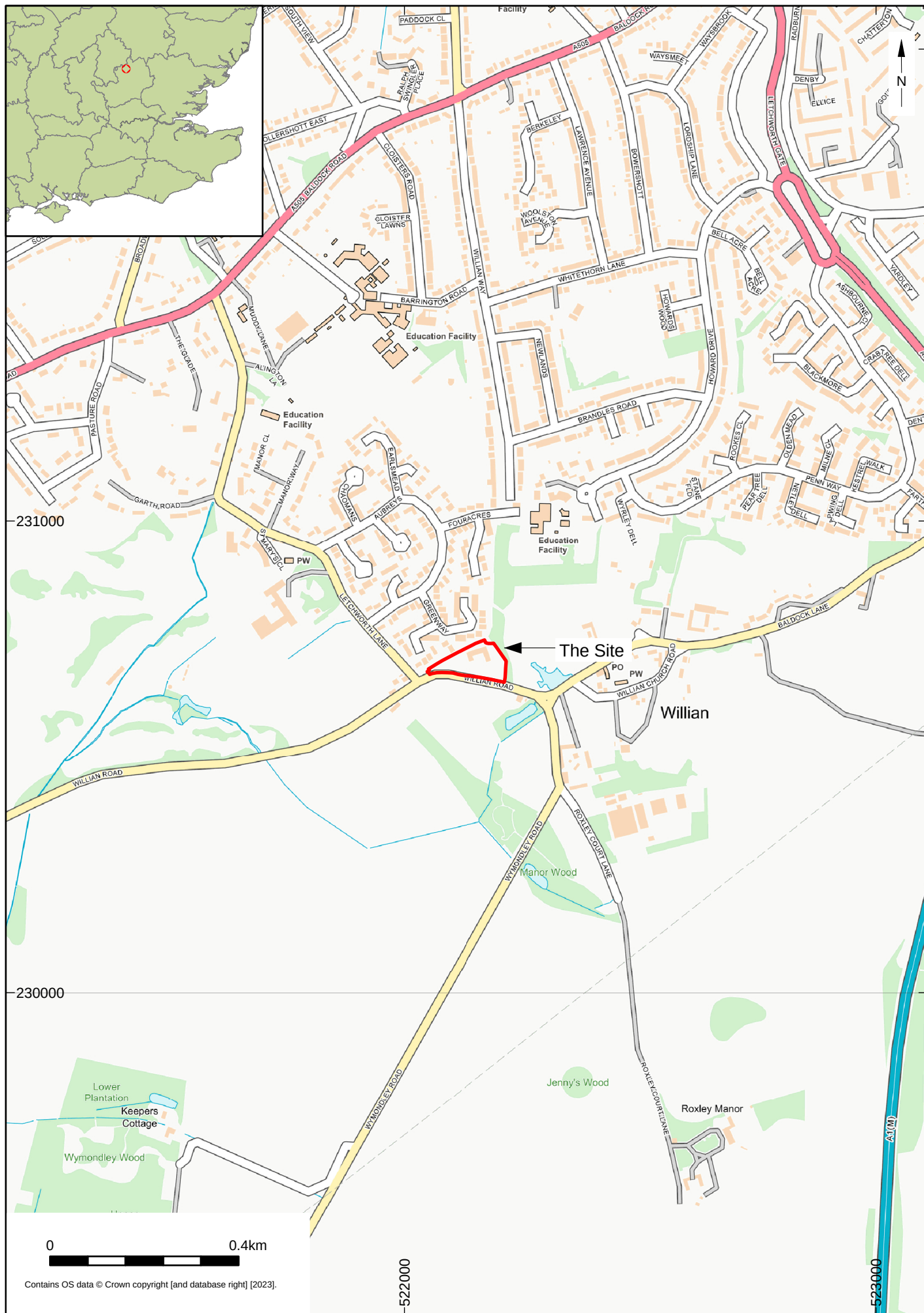
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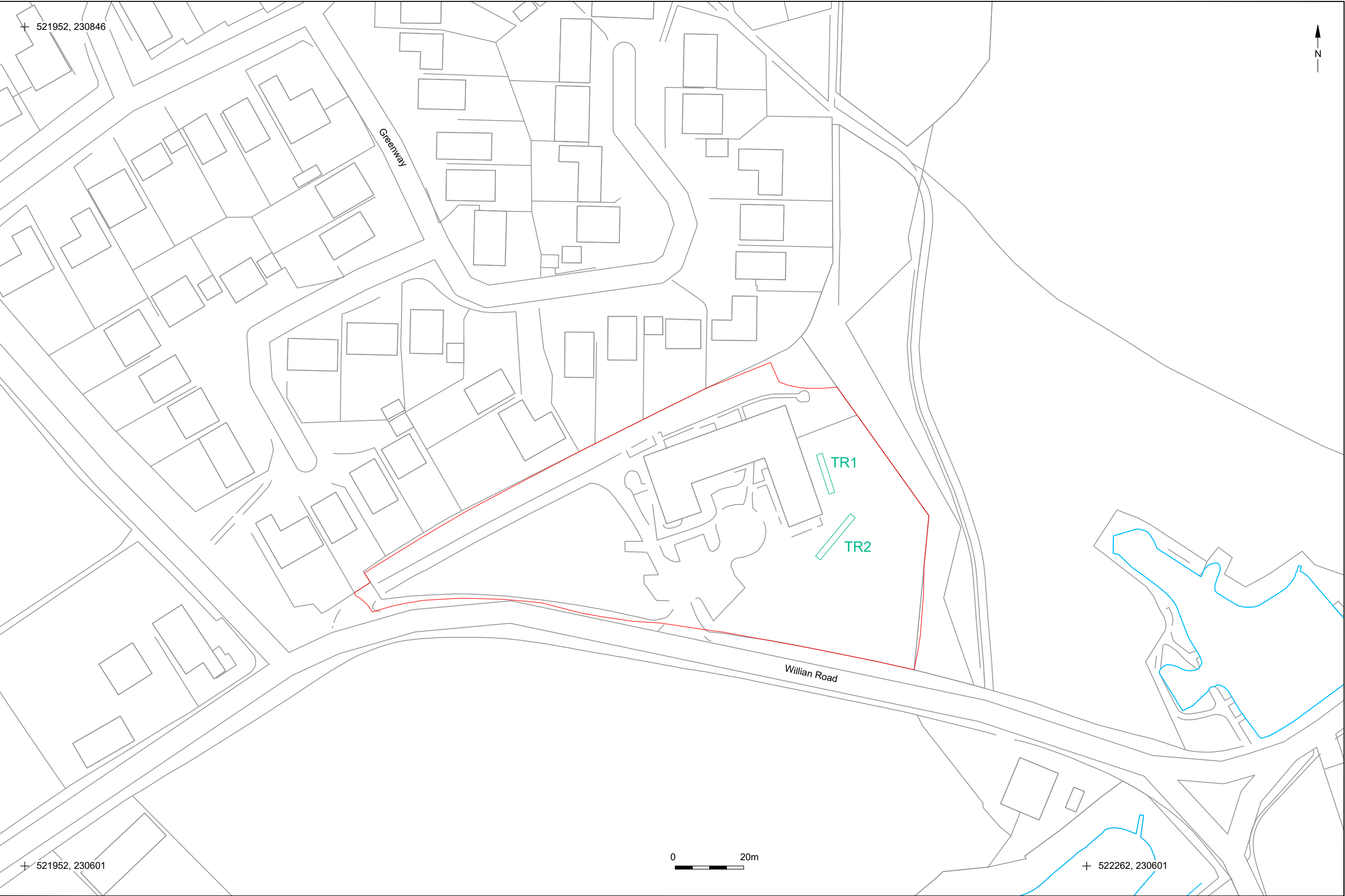
Purcell 2024 *Guysfield, Willian Road, Letchworth: Heritage Statement*

RPS 2024. *Archaeological Desk Based Assessment: Guysfield Care Home, Willian Road, Letchworth, Hertfordshire*

Society for Museum Archaeology 2020 *Standards and Guidance in the Care of Archaeological Collections* [Standards and Guidance in the Care of Archaeological Collections - Collections Trust]



© Archaeology South-East		Herts: Guysfield House, Willian Road, Letchworth	Fig. 1
Project Ref: 260290	April 2026		
Report Ref: WSI	Drawn by: AC	Site Location	





Guysfield House, Willian Road, Letchworth Garden City, Hertfordshire
Sitecode TBC
ASE project number 260290

22-04-2026 Version 1

Selection Strategy

Project Information

Project Management

Project Manager	Andy Leonard	
Archaeological Archive Manager	Nicola Elphick	
Organisation	Archaeology South-East	
Stakeholders		Date Contacted
Collecting Institution(s)	North Hertfordshire Museum	TBC
Project Lead / Project Assurance	Herts LEADS <i>Planning Archaeologist</i>	TBC
Landowner / Developer	Carey Homes Group	TBC
Other	Tetra Tech Consulting	TBC

Resources Required

No additional resources have been identified at this point.

Context

This selection strategy has been produced using the written scheme of investigation for the project (ASE 2025), alongside national and international archiving guidelines and ASE's in-house on-site collection policies.

The site lies on the southern edge of Letchworth Garden City, partially within an Area of Archaeological Significance (AAS) defining the medieval settlement of Willian. The site also lies within a conservation area, the care home includes Guy's House, a substantial late 19th century building.

Planning permission was sought from North Hertfordshire Council (planning ref. 24/02758/FP) for the redevelopment of the care home and erection of a detached 3-4 storey 70 bed residential nursing home with associated parking, landscaping and demolition of existing extensions to Guy's House. Permission was granted subject to a condition for archaeological evaluation.

A desk-based assessment (RPS 2024) was prepared in support of the planning application. This document highlighted the presence of the medieval settlement of Willian close by but also not that significant

landscaping had taken place on the site during the construction of an extension in the 1990's which may have significantly truncated any archaeological remains.

The evaluation will consist of two trenches, one measuring 16m x 1.8m and the other 12m x 1.8m at base. The trenches are located to target the principal impacts of the proposed development.

Standards and Guidance

This selection strategy has been produced in line with current best practice using standards and guidance listed in the bibliography section at the end of this document

Project specific guidance:

1 – Digital Data

Stakeholders

Archaeological Archive Manager, Project Manager and Site Supervisor (ASE)
Planning Archaeologist, Collections Curator, Client / Landowner

Selection and De-Selected Digital Data

Detailed in attached Data Management Plan (DMP)

Amendments

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

Archaeological Archive Manager, Project Manager and Site Supervisor (ASE)
Curator, Collections Curator

Selection

All site paperwork will be included in the final permanent archive. If the project produces negative results the Selection Strategy will be reconsidered.

All specialist recording sheets will be included in paper form.

All digital photographs will be printed as contact sheets. The final report(s) will be issued alongside project planning and archive documents.

Standards and guidance for paper archives consulted: see bibliography

De-Selected Documents

Any sensitive financial information or information concerning contacts for individuals involved in the project will be de-selected in line with GDPR requirements.

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	BULK FINDS	Section 3.	1
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Stakeholders

The Project Manager (ASE) and Site Supervisor (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required.

The Finds Processing Supervisor (ASE) will monitor the preliminary bulk finds archive selection strategy.

ASE's Finds Specialists will be responsible for recording and assessment of bulk finds and will advise on selection for inclusion in the preserved archive.

The Planning Archaeologist (Herts LEADS) and Collections Curator (North Herts Museum) will approve retention/ deselection recommendations.

The Archaeological Archive Manager (ASE) will apply the agreed selection strategy to the working project archive for deposition with North Herts Museum.

If amendments to the selection strategy are necessary due to the nature of the deposits uncovered on site or the finds assemblages these will be discussed with the other relevant stakeholders.

Selection

Material will be collected on site in line with ASE's on-site collection policies, **see section 3.1 of ASE Fieldwork Manual (ASE 2021).**

All collected bulk finds will be washed, dried and quantified ahead of recording and appraisal by the relevant specialists.

Material-specific standards and guidance has been consulted (e.g. ACBMG 2002; APABE 2017; Baker and Worley 2019; Barclay et al. 2016; Mitchell and Brickley 2017; ClfA 2014a; ClfA Finds Recording, Finds Reporting and Selection Toolkits)

Find Type	Selection Strategy	Stakeholders	Review Points
POTTERY	Will be recorded and assessed for selection with a presumption for selection to the permanent archive. Later post-medieval pottery may be considered for deselection where it is assessed to be of	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

	low significance		
CTP	Will be recorded in full with a sample retained. The remainder will be deselected.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
CBM	Will be recorded and assessed for selection/deselection with presumption for deselection of majority if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
FIRED CLAY/DAUB	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
METALWORKING WASTE	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
BULK METAL	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
GLASS	Will be recorded and assessed for selection/deselection with presumption for deselection if of low significance.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
FIRED CRACKED FLINT (FCF)	Will be recorded in full and discarded if unworked	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
WORKED FLINT	To be collected and recorded in full and retained as part of the permanent archive	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
WORKED BUILDING STONE	Will be recorded and assessed for selection/deselection with presumption for deselection. unless diagnostic.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
UNWORKED STONE	Will be recorded in full and discarded	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
ANIMAL BONE	Will be recorded and assessed	Specialist, Collections	During fieldwork,

	for selection/deselection	Curator, Archaeological Archive Manager, Planning Archaeologist	processing & recording
HUMAN BONE	Will be recorded in full and assessed for selection or appropriate reburial. With a presumption for reburial in line with national guidelines	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
MARINE SHELL	Will be recorded and assessed for selection/deselection with presumption for deselection.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
ORGANIC REMAINS e.g. wood, leather	Will be recorded and assessed for selection/deselection if of low significance	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

Uncollected Material

In line with ASE's Fieldwork Manual (section 3.1) - unstratified unworked stone, unworked flint, bone should not be collected on site. In general, other unstratified bulk finds will not be collected in full, although a sample of diagnostic/datable examples may be retained, especially if they represent types of material or periods not present in stratified deposits. Obviously modern (?20th century or later) finds will only be collected where they are of intrinsic interest. Uncollected finds will be noted on the relevant context sheets and will remain on site.

De-Selected Material

Once all finds have been processed, recorded and assessed, items identified for de-selection will be assessed for handling and education outreach purposes. If this is not appropriate, they will be collected and deselected via a reputable discard service.

Once all human bones have been processed, assessed and recorded, those not being reburied or going into the permanent archive will be assessed for their potential to add to a research reference collection.

Review Points

Project planning, fieldwork / data collection, processing, recording, and archive compilation.

Amendments

Date	Amendment	Rationale	Stakeholders

3 – Materials

Material type	REGISTERED FINDS	Section 3.	2
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Stakeholders

The Project Manager (ASE) and Site Supervisor (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required.

The Finds Processing Supervisor (ASE) will monitor the preliminary registered finds archive selection strategy.

ASE's Finds Specialists will be responsible for recording and assessment of bulk finds and will advise on selection for inclusion in the preserved archive.

The Planning Archaeologist (Herts LEADS) and Collections Curator (North Herts museum) will approve retention/ deselection recommendations.

The Archaeological Archive Manager (ASE) will apply the agreed selection strategy to the working project archive for deposition with North Herts Museum.

If amendments to the selection strategy are necessary due to the nature of the deposits uncovered on site or the finds assemblages these will be discussed with the other relevant stakeholders.

Selection

All artefacts identified as Registered Finds (RFs) as per ASE's on-site collection policies (ASE 2021). will be assigned a unique RF number and cleaned/dried/conserved (as appropriate) ahead of recording and appraisal.

Find Type	Selection Strategy	Stakeholders	Review Points
REGISTERED FINDS	Will be recorded in full. For registered finds, presumption is that they will be retained for archaeological archive.	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording

Uncollected Material

All Registered Finds will be collected in full.

De-Selected Material

Registered Finds will be generally be retained for archive.

Review Points

Project planning, fieldwork / data collection, processing, recording, and archive compilation.

Amendments

Date	Amendment	Rationale	Stakeholders
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3 – Materials			
Material type	ENVIRONMENTAL REMAINS	Section 3.	2
Stakeholders			
The Project Manager (ASE) and Site Supervisor (ASE) will ensure the selection strategy is followed on site and seek appropriate advice as required. ASE's Environmental Specialists will be responsible for monitoring the preliminary bulk sample archive selection strategy. They will also record and appraise materials derived from bulk earth samples and will advise on selection for inclusion in the archaeological archive. The Planning Archaeologist and Collections Curator will approve retention/ deselection recommendations. The Archaeological Archive Manager (ASE) will apply the agreed selection strategy to the working project archive for deposition with North Herts Museum. If amendments to the selection strategy are necessary due to the nature of the deposits uncovered on site or the finds assemblages these will be discussed with the other relevant stakeholders.			
Selection			
Bulk samples will be collected on site in line with ASE's on-site collection policies, see section 2.6 of ASE Fieldwork Manual (ASE 2021). Remains extracted from the processed samples will be assessed and recorded by the relevant specialist. This selection strategy has been produced using current guidance and standards (Historic England 2008, 2010, 2015; Campbell et al. 2011; Baker and Worley 2019)			
Find Type	Selection Strategy	Stakeholders	Review Points
FINDS FROM BULK SAMPLES e.g. Charred plant remains, charcoal, fish bone	Will be recorded and assessed for selection/discard	Specialist, Collections Curator, Archaeological Archive Manager, Planning Archaeologist	During fieldwork, processing & recording
Uncollected Material			
De-Selected Material			
Once all bulk earth samples have been processed, recorded and assessed, items identified for de-selection will be assessed for handling and education outreach purposes. If this is not appropriate, they will be collected and deselected via a reputable discard service.			
Review Points			

Project planning, fieldwork / data collection, processing, recording, and archive compilation.

Amendments

Date	Amendment	Rationale	Stakeholders

4 – References

Advisory Panel on the Archaeology of Burials in England (APABE), 2017 *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England*

Archaeological Ceramic Building Materials Group (ACBMG), 2002 *Ceramic Building Material Minimum Standards for Recovery, Curation, Analysis and Publication*

ASE, 2021 Fieldwork Manual: Excavation and Recording Guidelines

Baker, P, and Worley, F, 2019 *Animal Bones and Archaeology: Recovery to archive*.

Barclay, A, Knight, D, Booth, P, Evans, J, Brown, D H, and Wood, I, 2016 *A Standard for Pottery Studies in Archaeology*

Brown, D H, 2011 *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation*. Second edition

Brown 2011a; ClfA 2014a, 2014b; Perrin et al. 2014; ClfA Finds Recording, Finds Reporting and Selection Toolkits

Campbell, G, Moffett, L, and Straker, V 2011 *Environmental Archaeology. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation*. Second edition

Chartered Institute for Archaeologists (ClfA), 2014a *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*

Chartered Institute for Archaeologists (ClfA), 2014b *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*

Chartered Institute for Archaeologists (ClfA), *Selection Toolkit*:
<https://www.archaeologists.net/selection-toolkit>

Chartered Institute for Archaeologists (ClfA), *Specialist Recording Toolkit*:
<https://www.archaeologists.net/toolkits/finds-recording>

Chartered Institute for Archaeologists (ClfA), *Specialist Reporting Toolkit*:
<https://www.archaeologists.net/reporting-toolkit>

Chartered Institute for Archaeologists (ClfA), *Dig Digital Online Resource*:
<https://www.archaeologists.net/digdigital>

Historic England, 2008 *Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains*

Historic England, 2010 *Waterlogged Wood Guidelines on the recording, sampling, conservation and curation of waterlogged wood*

Historic England, 2015 *Geoarchaeology: Using earth sciences to understand the archaeological record*

Mitchell, P D, and Brickley, M, 2017 *Updated Guidelines to the Standards for Recording Human Remains*

Perrin, K, Brown, DH, Lange, G, Bibby, D, Carlsson, A, Degraeve, A, Kuna, M, Larsson, Y, Pálsdóttir, SU, Stoll-Tucker, B, Dunning, C, and Rogalla Von Bieberstein, A, 2014 [*The Standard and Guide to Best Practice for Archaeological Archiving in Europe*](#) (EAC Guidelines 1)

**Guysfield House, Willian Road, Letchworth Garden City,
Hertfordshire
SITE CODE: TBC**

22-04-2026 VERSION 1

A Data Management Plan created using DMPonline

Creator: Ian Hogg

Affiliation: Archaeology South- East

Template: Digital Curation Centre

Last modified:22-04-2026

Project abstract:

The site lies on the southern edge of Letchworth Garden City, partially within an Area of Archaeological Significance (AAS) defining the medieval settlement of Willian. The site also lies within a conservation area, the care home includes Guy's House, a substantial late 19th century building.

Planning permission was sought from North Hertfordshire Council (planning ref. 24/02758/FP) for the redevelopment of the care home and erection of a detached 3-4 storey 70 bed residential nursing home with associated parking, landscaping and demolition of existing extensions to Guy's House. Permission was granted subject to a condition for archaeological evaluation.

A desk-based assessment (RPS 2024) was prepared in support of the planning application. This document highlighted the presence of the medieval settlement of Willian close by but also not that significant landscaping had taken place on the site during the construction of an extension in the 1990's which may have significantly truncated any archaeological remains.

The evaluation will consist of two trenches, one measuring 16m x 1.8m and the other 12m x 1.8m at base. The trenches are located to target the principal impacts of the proposed development.

Dataset Repository: North Herts Museum and / or ADS

DATA COLLECTION

What data will you collect or create?

During project planning a Written Scheme of Investigation (WSI) and Selection Strategy will be produced alongside this digital management plan.

During fieldwork digital images will be captured to document the site.

CAD and GIS software will be used.

In the post excavation stage finds specialists will create digital finds records, plans will be produced and a grey literature report written.

How will the data be collected or created?

File naming structure for all files will be project number- what it is- Site code and HER event number. For example: 180932-Final Report- CPI18-ECB4568

Trained members of staff will capture digital images with a digital camera of no less than 12 megapixels or 1/2" CMOS sensor on site. All digital images will be captured in Jpeg format.

Finds specialist tables/ records will be created using up-to-date Microsoft Office software.

The location of archaeology will be recorded using one of, or a combination of the following methods: survey grade GNSS equipment with SMARTNET correctional data enabled (for example Leica GS18); TST (e.g Leica TS16) tied in to the OS National Grid; photogrammetric survey using a terrestrial or RPAS (remote pilot aircraft system) mounted camera, georeferenced using GCP (ground control points) tied in with GNSS or TST to the National Grid. RPAS mounted camera will have a 1" CMOS sensor or greater. All spatial data will be stored according to the OSGB36 (EPSG27700) projection/coordinate system.

Grey literature reports will be created using up-to-date Microsoft Office software and the drawings will be produced using AutoCAD Map 3D 2018 (or later), and appropriate and current GIS software (ArcMap \ArcGIS Pro\QGIS). The report will also be saved as a Pdfa using Adobe Acrobat 9 Pro or later.

DOCUMENTATION AND METADATA

What documentation and metadata will accompany the data?

A metadata document will be produced for this project based on the ADS (Archaeology Data Service) guidelines and template for documenting metadata.

In addition, Archaeology South-East (ASE) finds manual which documents our procedure for finds recording will also accompany the project.

ETHICS AND LEGAL COMPLIANCE

How will you manage any ethical issues?

Where applicable all personal information will be removed prior to the project's deposition. All sensitive data will be restricted to project managers and will be kept for 5 years prior to being destroyed.

How will you manage copyright and Intellectual Property Rights (IPR) issues?

Archaeology South-East own the digital data but will sign over all rights during the deposition process. We will still retain the right to use images for our own marketing and internal purposes. As part of the deposition a copy of the report will be uploaded onto OASIS. There will be no delay in the upload of this unless the client requests this.

STORAGE AND BACKUP

How will the data be stored and backed up during the research?

Archaeology South East backs up their data onto external servers at Univeristy College London (UCL) at the end of each day. This is an automated process. In the event of an incident Archaeology South-East's It support officer and archive officer will be responsible for the recovery of digital data.

How will you manage access and security?

Access to the digital data is via a secured password enabled route onto central servers. Each collaborater that will be creating or need access to the data will have their own log in. Digital images will be captured and stored onto an external device and these images will be uploaded onto the server once fieldwork has been completed by the project officer.

SELECTION AND PRESERVATION

Which data are of long-term value and should be retained, shared, and/or preserved?

The retained digital archive will be deposited alongside the physical archive at a local repository once all fieldwork and post excavation work has been completed. ASE will comply with each instutions digital requirements prior to deposition.

What is the long-term preservation plan for the dataset?

Once the dataset has been deposited with the archive repository ASE will retain a copy of the dataset. This dataset will be migrated onto the latest formats for future use.

DATA SHARING

How will you share the data?

The final grey literature report will be uploaded onto the ASE website, OASIS and Hertfordshire County Council's HER . Any other information/ data sharing will be done via requests from members of the public/researchers to either ASE or the repository.

Are any restrictions on data sharing required?

None are required.

RESPONSIBILITIES AND RESOURCES

Who will be responsible for data management?

ASE's archive officer is responsible for implementing the DMP and ensuring it is reviewed and revised as appropriate.

The project officer is responsible for the capture and quality of the digital images.

Each finds specialist is responsible for their respective data sets and the quality they produce.

ASE's IT officer will be responsible for data storage and backup.

ASE's archive officer will also be responsible for metadata production, data archiving and sharing.

What resources will you require to deliver your plan?

Additional funds may be required for the deposition of the dataset to the repository.

This data management plan has been created using current best practice guidelines for digital data:

ADS (1) Data Management and sharing Plans

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

ADS (2) Guides to good practice <http://guides.archaeologydataservice.ac.uk/g2gp/Main>

ADS (3) Guidelines for Depositors <http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors>

ADS (4) Guidance for the selection of material for deposit and archive

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

Brown, D.H. (2011a) *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation*. Second Edition. Archaeological Archives Forum (AAF)

Perrin, K., Brown, D.H., Lange, G., Bibby, D., Carlsson, A., Degraeve, A., Kuna, M., Larsson, Y., Pálsdóttir, S.U., Stoll-Tucker, B., Dunning, C. and Rogalla Von Bieberstein, A. (2014) The Standard and Guide to Best Practice for Archaeological Archiving in Europe (EAC Guidelines 1)

<http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=The%20Standard%20and%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe>

