

Written Scheme of Investigation: Archaeological Trial Trenching

Coker Cottage, Ashwell Road, Newnham, Baldock,
Hertfordshire SG7 5JX

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On Behalf of:	-
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2 INTRODUCTION AND SCOPE OF ASSESSMENT

2.1 BACKGROUND

2.1.1 This Written Scheme of Investigation (WSI) details a proposal for a programme of archaeological trial trenching at Coker Cottage, Ashwell Road, Newnham, Baldock, Hertfordshire SG7 5JX (centred at TL 24563 37409, Figures 1 and 2), hereafter referred to as the application site, the proposals or the 'site'). Joe Abrams BA, FSA, MCIfA, Director at Abrams Archaeology, has prepared this document for Steve Young (the client).

2.1.2 A planning application was submitted (1/23/01807/FP) and permission has been granted (17 November 2023). A condition covering archaeology has been imposed and reads as follows:

3. A No 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 for post investigation assessment*
- 3. Provision to be made for analysis of the site investigation and recording*
- 4. Provision to be made for publication and dissemination of the analysis and records of the site investigation*
- 5. Provision to be made for archive deposition of the analysis and records of the site investigation*
- 6. Nomination of a competent person or persons/organisation to undertake the works set out within the Archaeological Written Scheme of Investigation.*

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

C The development shall not be occupied/used until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition (A) and the provision made for analysis and publication where appropriate.

Reason: The site lies within an area where there is significant potential for archaeological remains and any finds should be retrieved and/or recorded before they are damaged or destroyed as a result of the development hereby permitted.

2.1.3 The development proposals comprise:

23/01807/FP- Erection of one detached 4-bed dwelling with integral garage and creation of vehicular access off Ashwell Road (as amended by plans received 23/10/2023).

2.1.4 The application site and proposed development are shown on Figure 8 with trial trenches overlaid.

2.2 REASON FOR WORKS

2.2.1 In order to prepare a specific Written Scheme of Investigation (WSI), this document, it was necessary to define more precisely what the above condition would require in terms of investigation methodology. Therefore, during the preparation of this WSI, we have been in liaison with the Senior Historic Environment Advisor, Hertfordshire LEADS, Sustainable Growth, Hertfordshire County Council (Senior Historic Environment Advisor). The Senior Historic Environment Advisor issued a letter on 20 December 2024. This stated that the following approach was recommended:

"1 the archaeological evaluation, via trial trenching, of the development area, prior to the commencement of any development;

2 such appropriate mitigation measures indicated as necessary by that evaluation. These may include:

- a. the preservation of any remains in situ, if warranted,*
- b. appropriate archaeological excavation of any remains before any development commences on the site, with provisions for subsequent analysis and publication of results,*
- c. archaeological monitoring of the groundworks of the development (also including a contingency for the preservation or further investigation of any remains then encountered),*
- d. such other provisions as may be necessary to protect the archaeological interests of the site;*

3 the analysis of the results of the archaeological work with provision for the subsequent production of a report and an archive, and the publication of the results;

*4 such other provisions as may be necessary to protect the archaeological and historic interests of the site."*¹

2.2.2 This Written Scheme of Investigation (WSI) covers point 1 of the above. This is

¹ Letter from Historic Environment Advisor, Hertfordshire LEADS, Sustainable Growth, Hertfordshire County Council (Historic Environment Advisor to Abrams Archaeology. Dated 20-12-2024. Ref: P01/23/1807-1.

because the first stage of the provision is to carry out trial trenching in order to test for the presence of archaeological remains, to determine their depth, character and state of preservation. Then to report upon the results so as to allow the Senior Historic Environment Advisor to advise the LPA with regard to the need, or not, for mitigation works. The potential stages of mitigation work are described in Sections 2-4 of the provision.

- 2.2.3 This WSI sets out the proposed aims, objectives, methods and details for an archaeological evaluation to take place post-determination of the planning application and pre-commencement of development.
- 2.2.4 The site work will be managed on behalf of the client by Joe Abrams of Abrams Archaeology. Archaeological site attendance will be carried out by suitably qualified archaeologists from Pre-Construct Archaeology Ltd.

2.3 POSSIBILITY OF MITIGATION STAGE WORKS

- 2.3.1 Should the trial trenching evaluation of this land identify archaeological remains, then it is likely that a programme of mitigation works will follow. This WSI does not cover that mitigation stage of works as it is only through doing the evaluation that a need for mitigation will be confirmed. The appropriate technique for mitigation (e.g. Monitoring, Open Area Investigation or preservation in-situ) cannot be defined until the evaluation is completed. Neither can the spatial extent of any mitigation area, its depth or the complexity and date of archaeological remains being mitigated.
- 2.3.2 The Senior Historic Environment Advisor, Hertfordshire LEADS, Sustainable Growth, Hertfordshire County Council (Senior Historic Environment Advisor) will advise the LPA as to the need and extent of mitigation works (if required). A separate WSI will be required to cover that work in detail.

2.4 GEOLOGY

- 2.4.1 The British Geological Survey (BGS)² identifies the underlying solid geology as West Melbury Marly Chalk Formation - Chalk. Sedimentary bedrock formed between 100.5 and 93.9 million years ago during the Cretaceous period.
- 2.4.2 In this instance, superficial deposits are not described by the BGS. Three boreholes have been logged within 100m of the Site. However, none of these record topsoil deposits (Reference: TL23NW41, Name: NR. SHOP, NEWNHAM, Reference: TL23NW39 Name: HITCHIN R.D.C., NEWNHAM and Reference: TL23NW40 Name: WHITE COTTAGES, NEWNHAM).

² <https://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html> - accessed 04/07/2024

- 2.4.3 Local topsoil deposits have been encountered during archaeological works and, the closest reliable source to the Site comes from a report for an archaeological monitoring investigation at Newnham Hall Cottage, Ashwell Road, Newnham. The works took place c. 100m northeast of the Site on land which also lies within the historic core of the village. Topsoil of 400mm depth and subsoil of 300mm depth overlying clean geological deposits was recorded.
- 2.4.4 Archaeologists describe topsoil, subsoil and deposits such as tarmac and concrete as overburden. In the case of the application site, we anticipate that overburden will be between 400-700mm. It is below the overburden that archaeological deposits and features, if present, will be most likely to occur. Therefore, we anticipate that trial trenches on this site will be between 400-700mm deep.
- 2.4.5 We note the presence of trees and a pond within the site and we note that the pond will have truncated below ground deposits. The roots from the trees may have caused bioturbation in that part of the site.

2.5 TOPOGRAPHY AND HYDROLOGY

- 2.5.1 The application site lies at c. 52m OD and is located close to the meeting points of Ashwell Road, Newnham Road and Caldecote Road. Land within the village slopes upwards to the northeast, along Ashwell Road, reaching c. 54m OD on the northeastern edge of the village. To the northwest, land slopes downwards reaching 50.3M Od where the Cats Ditch watercourse flows.
- 2.5.2 Beyond the edges of the village land climbs to the south towards a ridgeline which runs between Stotfold and Bygrave. To the northeast land climbs towards a ridge of land just south of Ashwell. The Arbury Banks Iron Age hillfort sits on that high ground.
- 2.5.3 The nearest watercourse to the proposed development site is the Cats Ditch which runs through the northern edge of Newnham c. 200m north of the Site.

2.6 ARCHAEOLOGICAL BACKGROUND

- 2.6.1 The Senior Historic Environment Advisor was consulted during the preparation of this WSI and wrote a letter describing the archaeological potential of the land. This advised that:

"The Historic Environment Record (HER) notes that the site lies less than 100m from Scheduled Monument 1003596, a ring ditch and enclosure shown on aerial photographs (HER1671). The site lies 50m from the site of an Iron Age and Roman farmstead where finds from the medieval and post-medieval periods were also found (HER39810). Two Grade II Listed buildings

lie immediately across the road, Thatch End (LB1102706) and Old Thatch (LB1175963). The former dating from the sixteenth century and the latter from the seventeenth century.”³

- 2.6.2 We have utilised HER Data in the preparation of this WSI, in order to inform both the WSI and the evaluative works which it describes. This data is presented in full (Appendix 1) and are illustrated on Figures 3-7. The following text picks out those records we consider of most relevance at this point. A series of historic ordnance survey maps are presented within Appendix 4. These show land use within the Site during the 19th to 20th C and will be referred to during the reporting stage of this work.
- 2.6.3 The Site lies completely within the limits of an Area of Archaeological Significance (AAS) which is shown on Figure 4. The AAS covers the village of Newnham and extends across associated open land to the south and to the north of the village.
- 2.6.4 A scheduled monument (Figure 3, 1003596) lies c. 100m southwest of the Site. The land has been designated due to the presence of a ring ditch and an enclosure. These are very likely to be of late Iron Age/Roman date. The HER also describes these remains under HER record number 1671. The record describes how aerial photographic analysis revealed *“cropmarks of a bivallate sub-circular enclosure, c.40m in diameter, with two internal features, within a rectilinear enclosure. There are linear ditches associated with these which extend beyond the Scheduled area. More of these ditches, heading SE, were plotted by the RCHME”* (Appendix 1, 1671).
- 2.6.5 Other non-designated monument records lie within the vicinity of the village. These include 1673 which lie c. 200m southwest of the Site. This record records the location of *“cropmarks of two circular univallate enclosures, diameters 35m and 15m, with internal features. To the west are linear ditches aligned NW-SE. Numerous scattered indeterminate features to the south (pits?). Interpreted as ring ditches and internal cremation pits of two plough-raised barrows”* (Appendix 1, 1673).
- 2.6.6 2698 records the putative core of the Medieval village of Newnham. A settlement at Newnham was in the Domesday Survey as *‘Neuham’*. The name simply means 'the new homestead'. The record notes the location of a moated site (4052) in the northern part of the village (Figures 2 and 5) and this moat is fed by the Cats Ditch which flows through the village. The moated site may have been the location of the Medieval Manor House of Newnham (4043) and if so it would mark the location of political/financial power in the village. The Church of St Vincent (4313) lies close to the moated site supporting the notion

³ Letter from Historic Environment Advisor, Hertfordshire LEADS, Sustainable Growth, Hertfordshire County Council (Historic Environment Advisor to Abrams Archaeology. Dated 20-12-2024. Ref: P01/23/1807-1.

that this is a historic core of the village. The church contains 12th C elements.

- 2.6.7 Newnham Hall lies c. 200m northeast of the Site along Ashwell Road. The Hall dates to 19th C and lies on the site of Church Farm, which was established in the 16th C.
- 2.6.8 The closest event records to the Site comprise EHT1587 (Figure 4) which describes investigation works which took place at Newnham Hall. A *“strip, map and record of the footprint, with monitoring of groundworks, during construction of an extension. The footprint was reduced by up to 0.50m through silty clay topsoil onto fine sandy clay subsoil. Footings were dug through this into natural clay, and two deep soakaways excavated. A spread of rubble and levelling of 19th-20th century date were the only archaeological deposits encountered”* (Appendix 1, EHT1587).
- 2.6.9 Event records EHT8921/EHT8968 record the location of investigative works which took place at 1 The Green, Ashwell Road, Newnham. These recorded *“early Roman agricultural ditches and a possible boundary suggest proximity to a settlement to the north of the excavation site”* (Appendix 1, EHT8921/EHT8968).
- 2.6.10 Following completion of trial trenching at the site described within this WSI, the results of that trial trenching will be put in context in part by further reflection on the HER data described above and held within Appendix 1.

3 AIMS OF INVESTIGATION

3.1 AIMS

3.1.1 The general aims of the archaeological evaluation are:

- to determine the presence or absence of archaeological deposits or remains,
- to record the character, date location and preservation of any archaeological remains on site,
- to record the nature and extent of any previous damage to archaeological deposits or remains on site.

3.2 THE SPECIFIC AIMS OF THE INVESTIGATION ARE:

- 3.2.1 to observe and record any archaeological features so as to ascertain their extent, form, function, and where possible, date.
- 3.2.2 to clean the base and representative sections of the trenches and record them in both plan and representative section.

3.3 THE OBJECTIVES OF THE PROJECT ARE:

- 3.3.1 to undertake work in accordance with national best practice and guidelines,
- 3.3.2 to archaeologically record any deposits, features or structures of significance,
- 3.3.3 to analyse any remains with reference to the existing documentary evidence for historical development and land use,
- 3.3.4 to produce a written account to include summary; site description; deposit descriptions deposit levels (relative to ordnance datum) conclusions and recommendations for further work,
- 3.3.5 to disseminate the findings of the work in an illustrated report, integrating the findings of the archaeological evaluation to produce as comprehensive a record as possible, and to provide an ordered archive.

3.4 SPECIFIC RESEARCH OBJECTIVES ARE:

- 3.4.1 The results of the archaeological investigation will be considered in relation to

developing the East of England Research Framework⁴, and their ability to contribute to it. The following topics are suggested on the basis of surrounding HER Data. Should remains be revealed during the works, then these objectives would be re-examined and revised, as appropriate.

Source	Location in text	Description of topic
East of England Regional Research Framework	Late Iron Age & Roman Research Agenda	LIA-Rom 05: How can we better understand the Late Iron Age to Roman transition? URI: https://researchframeworks.org/eoe/researchframework/v1/question/question-5f626da6465ce The iron age to roman transition may be incorrectly dated and change to the romanised form may take place earlier than we thought. it has been suggested that we should be looking at the absorption of indigenous populations and the creation of client kingdoms in centuries prior to the roman conquest. this means that dating settlements is crucial in order to explain the characteristics of their morphology, artefact repertoire and longevity.
East of England Regional Research Framework	Medieval (Rural) Research Agenda	Med (Rural) 09: How can we characterise medieval rural settlement morphology and relationships? The origins and development of the different rural settlement types need further research, along with their hierarchic, topographic and functional backgrounds. The origins of the dispersed settlement pattern that is seen in much of this region needs further exploration, as does the question of its 'archaeological visibility' in earlier periods; what are its implications for social organisation and landscape development across the medieval period? Excavated sites should always be considered in relationship to their landscape setting as the layout of rural settlements tends to be heavily influenced by their farming regimes.

⁴ <https://researchframeworks.org/eoe/> - accessed 04/01/2025

4 METHODOLOGY

4.1 TRIAL TRENCHING

- 4.1.1 The trial trench evaluation will sample the development site which is c. 1270sqm in size. The arrangement of trial trenches has been designed in order to sample all parts of the Site which will be subject to impact if the proposals go ahead. Therefore, we targeted areas of residential building and the associated access/driveway. The trenches measure:
Two trenches measuring 10m x 1.6m = 32sqm
- 4.1.2 The trench locations will be moved, during the setting out stage, in order to avoid trees and to avoid blocking the access/egress point needed for safety reasons. No trenches have been placed on the southern part of the site which will become a garden.
- 4.1.3 This trenching pattern has been designed to test available land and to give a reasonable spread across the Site (Figure 8). Should additional, currently unknown constraints become apparent (e.g. utilities) then the trenches may need to be moved to avoid these. Please note, Figure 8 gives the reader the best way of checking trench distribution against the proposals.
- 4.1.4 The location of the trenches is shown in Figure 8. The precise locations of the trenches may be altered to take into account local ground conditions. Utility Plans must always be checked prior to opening the trenches and trench locations will be scanned with a Cable Avoidance Tool (CAT) prior to excavation.
- 4.1.5 The trenches will be opened under archaeological supervision. The plant will be supplied by the archaeological contractor. Plant will be fitted with a toothless ditching bucket (1.6m wide). The trenches will remove overburden (topsoil and/or hardstanding) and enough underlying subsoil to enable examination of archaeological features (if present). Most often, these features will be cut into the underlying geological deposits. However, there are exceptions and the professional skill and judgement of the contractor undertaking the work is key in deciding the depth of trial trenches. They will (in communication with Abrams Archaeology and the monitoring archaeologist, Historic Environment Advisor) decide the depth of archaeological sensitivity.
- 4.1.6 Spoil generated during the evaluation will be mounded away from the edges of each trench. Topsoil and subsoil will be stored separately. Mechanical excavation will cease at either undisturbed natural deposits or the top of archaeological deposits. A metal detector will also be used to scan these deposits to aid the recovery of topsoil artefacts.

- 4.1.7 Each trench will be cleaned by hand as necessary to assist the identification and interpretation of exposed archaeological features and the nature of identified features assessed by limited sample excavation. All exposed features will be investigated (unless otherwise agreed with the Historic Environment Advisor). Discrete features (e.g. infilled pits) will be half- or quarter-sectioned and, as a minimum (where possible), a 1m wide section of each linear feature will be excavated by hand; this at 10m intervals along its length (to a total of 10% of its length).
- 4.1.8 Should the excavation of the trenches reach 1.2m in depth (or the limit of safe working depth be reached, which may be less than 1.2m in certain soil types) without natural geology being encountered, a machine dug sondage will be excavated in order to establish the depth of natural geology, except where former quarrying activity can be proved.
- 4.1.9 The trenches will be recorded by electronic survey (normally survey grade DGPS)/measured drawing and photography and will be located to Ordnance Survey National Grid. The deposits encountered will be described fully on individual context recording sheets. The sections of excavated archaeological features will also be recorded by measured drawing at an appropriate scale (normally 1:10). Spot heights and those of individual features will be recorded relative to Ordnance Datum.
- 4.1.10 All archaeological features or deposits encountered will be described fully on pro-forma individual context recording sheets, using standard methods of the archaeological contractor appointed. A stratigraphic matrix will be compiled to record the relationships of any archaeological features or deposits encountered and to indicate those features or deposits requiring further stratigraphic clarification by excavation.

4.2 THE ARCHAEOLOGICAL CONTRACTOR (PRE CONSTRUCT ARCHAEOLOGY)

- 4.2.1 The archaeological contractor will be afforded sufficient time, space and resources to investigate any potential archaeological deposits or features to their satisfaction in order to meet the aims and objectives of this specification.
- 4.2.2 Where safe, examination and cleaning of all archaeological deposits will be by hand using appropriate hand tools. Any archaeological deposits will be examined and recorded both in plan and section. Any archaeological features revealed will be sufficiently excavated so as to ascertain their extent, form, function and where possible date as practicable within the confines of proposed development.
- 4.2.3 Should significant or particularly complex archaeological deposits be encountered that may be worthy of consideration for preservation in situ

during a mitigation stage then an in-person, or remote, meeting will be held and attended by:

- Client/clients agent,
- Senior Historic Environment Advisor, Hertfordshire LEADS, Growth and Infrastructure Unit, Hertfordshire County Council
- the archaeological contractor (Pre Construct Archaeology)
- Abrams Archaeology,

4.2.4 The meeting will assess the significance of the deposits and to decide on a strategy for sampling them to provide sufficient data for a useful assessment or subsequent mitigation strategy. This meeting may be completed using remote methods (photographs/email) or it may be conducted in person.

4.2.5 All works will be carried out in accordance with the Code of Approved Practice as set out by the Chartered Institute for Archaeologists⁵. Accordingly, the project team will abide by the CIfA's code of approved practice.

4.3 COMMUNICATION

4.3.1 Close liaison will be maintained between the Senior Historic Environment Advisor, Abrams Archaeology and the archaeological contractor to ensure that the works are correctly timed in order to gather data at the most appropriate point.

4.3.2 Communication protocol will generally be as follows:

Client – Abrams Archaeology – Archaeological Contractor

Client - Abrams Archaeology – Archaeologist for LPA (Senior Historic Environment Advisor).

4.3.3 On occasion it will be necessary and mutually beneficial for the Archaeological Contractor and Senior Historic Environment Advisor to liaise directly. This is encouraged, however, where there are implications for scope of work and that leads to implications for budget and programme, then Abrams Archaeology must be part of the discussions so as to best represent the clients interests.

4.4 ARTEFACTS (FINDS)

4.4.1 All identified artefacts (finds), industrial and faunal remains will be collected and retained. Certain classes of building material can sometimes be discarded after recording if an appropriate sample is retained. Discussions over the

⁵ Chartered Institute for Archaeologists 2023. Universal guidance for archaeological field evaluation. Published December 2023 - <https://www.archaeologists.net/codes/cifa>

potential discard of the material will be held, as appropriate, with the Historic Environment Advisor. There is specific guidance on how this may work in the Hertfordshire Archaeological Archive Standards⁶.

- 4.4.2 Excavated material will be examined in order to retrieve artefacts to assist in the analysis of the spatial distribution of artefacts.
- 4.4.3 The finds assemblage will be retained for deposition with the site archive at an appropriate Museum in due course. In this case the North Hertfordshire District Council Museum.
- 4.4.4 Marking of finds will follow the requirements of the Hertfordshire Archaeological Archive Standards.
- 4.4.5 All finds which constitute Treasure under the 1996 Treasure Act for England and Wales will be reported to the coroner by the finder within 14 days of discovery. The Archaeologist for the LPA (Historic Environment Advisor) will also be notified at the earliest opportunity.
- 4.4.6 If human remains are revealed then, at all times they should be treated with due decency and respect. Where practical the human remains will be left in situ, covered and protected. Most often, when encountered within an archaeological context, the process is to follow the 1857 Burial Act and, where human remains have been found and development will unavoidably disturb them, the remains will be fully recorded, excavated and removed from the site. In line with the Burial Act 1857, those works will not be carried out until a licence for their excavation is issued by the Ministry of Justice, the requirements of that licence will also be followed. these works will be carried out in accordance with the standards set out in the ClfA Technical Paper No 7⁷.
- 4.4.7 As part of this application process the Coroner will be informed and, if appropriate, the Police. The landowner and Archaeologist for LPA (Historic Environment Advisor) will also be informed. The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice Licence.
- 4.4.8 Should finds that require immediate conservation be encountered, they will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in Standard and guidance for the collection, documentation, conservation and research of archaeological materials⁸ Appropriate guidance set out in the Museums and Galleries Commissions

⁶ Hertfordshire Association of Museums. 2017. HERTFORDSHIRE ARCHAEOLOGICAL ARCHIVE STANDARDS A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire

⁷ IfA 2004. Guidelines to the Standards for Recording Human Remains. Megan Brickley and Jacqueline I McKinley

⁸ ClfA 2020. Standard and guidance for the collection, documentation, conservation and research of archaeological materials.

“Standards in the Museum Care of Archaeological Collections”⁹ and the current ClfA guidelines¹⁰ will also be followed. Packaging of all organic finds and metalwork will follow the UKIC/Rescue guidelines, ‘First Aid for Finds’¹¹ Any necessary, conservation and treatment of metalwork will be arranged in conjunction with specialist conservators.

4.5 ECOFACTS – ENVIRONMENTAL SAMPLING

- 4.5.1 Environmental sampling during the evaluation will target a representative range of contexts from each phase. Should significant environmental deposits be encountered, they will be taken and processed in line with Historic England guidelines¹² and our internal policy. Provision will be made for the requirement of the following samples:
- 4.5.2 Bulk samples of 40-60 litres, or 100% of the context, for process using a floatation tank for the recovery of charred plant remains from the 'flot' and artefacts such as small bones, mineralised plant remains, charcoal and hammer scale from the residues.
- 4.5.3 Samples of 1-5 litres from waterlogged deposits for analysis of waterlogged plant remains. These may be taken as sub-samples from bulk samples.
- 4.5.4 Samples of 5-15 litres from waterlogged deposits for analysis of insect remains and other macroscopic artefacts. These may be taken as sub- samples from bulk samples.
- 4.5.5 Bulk samples of 100 litres for coarse sieving on site for specific artefacts such as animal bone.
- 4.5.6 Samples of 2 litres for mollusc analysis, with associated continuous column samples.
- 4.5.7 Monolith samples which may be sub-sampled for diatom, spore or pollen, mollusc, ostracod, micro-mammalian and other microfaunal analysis.
- 4.5.8 Monolith samples for soil micromorphology.
- 4.5.9 All environmental samples will be assessed for potential through summary analyses by an environmental specialist.

⁹ Museums and Galleries Commission 1992

¹⁰ ClfA regulations, standards and guidance <https://www.archaeologists.net/codes/cifa>

¹¹ Leigh, Watkinson & Neal 1993. First Aid for Finds.

¹² Gill Campbell, Lisa Moffett, and Vanessa Straker 2011. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition). Historic England

- 4.5.10 Bulk samples will be processed as soon as possible or discarded with the agreement of the ET. Residues will be treated as part of the find's assemblage.

4.6 SCIENTIFIC DATING

- 4.6.1 Where appropriate, samples for scientific dating will be taken. This may include the following:

- Dendrochronological analysis from timbers.
- C14 dating from organic material, which may be taken as sub-samples from bulk or monolith samples.
- Optically Stimulated Luminescence dating samples.
- Archaeomagnetic dating from hearths or other suitable deposits.

- 4.6.2 Where appropriate, samples for scientific analysis will be taken. This may include the following:

- Geoarchaeological analysis.
- Biological analysis.
- Artefactual conservation and investigative analysis.
- Analysis of technological residues; or,
- Other science-based methods of investigation, which are considered appropriate.

4.7 RECORDING SYSTEM

- 4.7.1 A site code will be allocated ahead of any fieldwork commencing. This code will be used to label all sheets, plans and other drawings; all context and recording sheets; all photographs (but not negatives); all other elements of the documentary archive.
- 4.7.2 The recording system used will follow the Museum of London Archaeological Site Manual.¹³ Context sheets will include all relevant stratigraphic relationships. If there is any doubt over recording techniques, the Museum of London Archaeological Site Manual will be used as a guide.
- 4.7.3 A site location plan at an appropriate scale will be prepared showing investigation area and development site in relation to surrounding locality.

¹³ Spence 1994. Archaeological Site Manual. Museum of London

- 4.7.4 This will be supplemented by a detailed plan, also at an appropriate scale, which will show the location of the areas investigated in relation to the overall site boundary.
- 4.7.5 Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale, usually 1:50 or 1:20.
- 4.7.6 The extent of any visible archaeological deposits will be recorded in plan. Long sections showing layers and any cut features will be drawn at 1:50. Short sections will be drawn at 1:20.
- 4.7.7 Sections containing significant deposits, including half sections, will be drawn at an appropriate scale, usually 1:10 or 1:20. All sections will be related to the Ordnance Datum using spot heights and registers of sections and plans will be kept.
- 4.7.8 Upon completion of each significant feature at least one sample section will be drawn, including a profile of the top of natural deposits (extrapolated from cut features etc. if it has not been fully excavated). The stratigraphy will be recorded, even if no archaeological deposits have been identified.
- 4.7.9 Photographs, which illustrate the principal features and finds discovered, in detail and in context. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation mounted. Consideration should be made to the appropriateness of photographs for wider public dissemination. All photographs will be in digital format.
- 4.7.10 Photographs of archaeological detail will feature an appropriately-sized scale, and a board indicating the site code, subject and orientation. The size of the scale will be recorded in the photographic register.
- 4.7.11 Each excavation context will be recorded photographically before it is removed in whole or part. Sections will be recorded photographically. Where the removal of archaeological contexts reveals a cut feature, this will be recorded photographically.

4.8 COMMUNITY INVOLVEMENT

- 4.8.1 On site staff will be able to answer questions from members of the public regarding the archaeology of the area and potential archaeology of the site as described in publicly available documents.
- 4.8.2 Detailed inquiries from members of the public regarding the results of the works, or sensitive information, will be directed to the client's archaeological representative, Joe Abrams of Abrams Archaeology.

5 REPORTING

5.1 REPORTING REQUIREMENTS

- 5.1.1 Introduction (site location and description, planning background, archaeological background).
- 5.1.2 Description of each individual stage of investigation (method statement, results, limitations).
- 5.1.3 Summary of results and significance.
- 5.1.4 Appendix: summary of contexts within the trench.
- 5.1.5 Figures will include a location plan, appropriate all features plans, sections and photographs at an appropriate scale.
- 5.1.6 The format and contents of the report will conform to the requirements of the Historic Environment Advisor and to published regional Standards.
- 5.1.7 A draft copy of the report will be supplied to the Historic Environment Advisor for comment. Following approval of the draft report, a hard copy and a digital copy will be supplied to the HER.
- 5.1.8 An online OASIS form will be completed in accordance with the guidelines provided by the Archaeology Data Service, and a copy of the approved report will be uploaded to the OASIS database.
- 5.1.9 A full project archive will be compiled in accordance with English Heritage (MoRPHE) standards and according to the recommendations in Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives (ClfA 2014, updated 2020).

6 STAFFING AND PROGRAMMING

6.1 STAFFING

- 6.1.1 The project will be managed by Joe Abrams of Abrams Archaeology on behalf of the client. Other Abrams Archaeology staff will contribute as necessary.
- 6.1.2 Archaeological site attendance will be carried out by staff from Pre-Construct Archaeology, a Chartered Institute for Archaeologists (CIfA) registered organisation (RO). Summary staff CVs can be supplied as required.
- 6.1.3 The start date for the commencement of the archaeological trial trenching works on site, which is currently to be confirmed but is likely to take place during 2025.

6.2 PROGRAMMING AND RESOURCES

- 6.2.1 Our client has agreed a fee sufficient to undertake all elements of the work to which these specifications relate.
- 6.2.2 The fieldwork phase of archaeological evaluation, trial trenching work is to be undertaken as set out above and programmed as soon as practicably possible following approval of this WSI.
- 6.2.3 Sequencing of the work will be discussed with relevant parties.

6.3 MONITORING

- 6.3.1 The project will be monitored by the Senior Historic Environment Advisor on behalf of the LPA. Abrams Archaeology will make every effort to allow proper monitoring of the archaeological investigation. Any variations to this specification will be put in writing and approval sought.

6.4 ACCESS

- 6.4.1 Reasonable access to the site will be arranged for the Local Planning Authority and their archaeological advisor, the Senior Historic Environment Advisor, who may wish to make site inspections to ensure that the archaeological investigations are progressing satisfactorily.

7 ARCHIVING AND DISSEMINATION

7.1 ARCHIVE

- 7.1.1 The site code will be used to mark all plans, drawings, context and recording sheets, photographs and other site material during excavation. There is specific guidance on how this may work in the Hertfordshire Archaeological Archive Standards¹⁴.
- 7.1.2 The site archive will be organised so as to be compatible with current requirements of the Hertfordshire Archaeological Archive Standards¹⁵. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto pro-forma recording sheets. Relevant context, sample and photograph registers and environmental sample sheets will also be used.
- 7.1.3 On completion of the finds analysis, the landowner will be asked to sign a Deed of Transfer, transferring title of the finds. The finds assemblage will be retained for deposition with the site archive at an appropriate Museum in due course. In this case that will be the North Hertfordshire District Council Museum.
- 7.1.4 The integrity of the site archive will be maintained. All finds and records will be properly curated (subject to the Deed of Transfer) by the local repository and be available for public consultation. Appropriate guidance set out in the MGC "Standards in Museum Care of Archaeological Collections"¹⁶ and the SMAs draft "Selection, Retention and Dispersal of Archaeological Collections"¹⁷ will be followed and the Archaeological Contractor will also give due regard to the Hertfordshire Archaeological Archive Standards¹⁸ on this matter.
- 7.1.5 The minimum acceptable standard for the archival report is defined in Appendix 2 of the "Management of Research Projects in the Historic Environment - The MoRPHE Project Managers' Guide"¹⁹. It will include all materials recovered (or the comprehensive record of such materials) and all written, drawn and photographic records relating directly to the investigations

¹⁴ Hertfordshire Association of Museums. 2017. HERTFORDSHIRE ARCHAEOLOGICAL ARCHIVE STANDARDS A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire

¹⁵ Hertfordshire Association of Museums. 2017. HERTFORDSHIRE ARCHAEOLOGICAL ARCHIVE STANDARDS A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire

¹⁶ Museums and Galleries Commission 1992

¹⁷ United Kingdom Institute for Conservation 1983 Packaging and Storage of Freshly Excavated Artifacts from Archaeological Sites. Conservation Guidelines No. 2. Walker K 1990 Guidelines for the preparation of excavation archives for long term storage. United Kingdom Institute for Conservation.

¹⁸ Hertfordshire Association of Museums. 2017. HERTFORDSHIRE ARCHAEOLOGICAL ARCHIVE STANDARDS A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire

¹⁹ Historic England 2015

undertaken. It will be quantified, ordered, indexed and internally consistent. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.

- 7.1.6 ClfA for the standard and guidance for the collection, documentation, conservation and research of archaeological materials²⁰ will be followed. With consent of the landowner, arrangements for the curation of the site archive will be agreed. In addition, written confirmation from the client will be provided for the transfer of ownership.
- 7.1.7 The project will be registered and regularly updated as part of the OASIS project.
- 7.1.8 The recipient museum shall be granted licence for the use of the archive for educational purposes, including academic research, as long as such use is non-profit making and conforms to the Copyright and Related Rights Regulation 2003.

7.2 DISSEMINATION

- 7.2.1 A fully illustrated report, or Assessment/UPD and (in due course) article proof will be submitted for approval to the Historic Environment Advisor.
- 7.2.2 Following submission and approval of the report:
 - One digital copy of the report/s will be submitted to the Hertfordshire HER. The report will include the findings of the investigation as detailed above.
 - Copies of the Geographic Information System (GIS) or Computer Added Design (CAD) files (in .dwg, .dxf, or .shp formats) for the project showing the site outline, trench/test pit (or similar) location(s), site code, scale and accuracy of recording will be provided to the Hertfordshire HER.
 - the archive will be prepared as detailed above and will include two bound copies of the report.
 - the (on-line) OASIS form will be completed for the project.

²⁰ ClfA 2014. Standard and guidance for the collection, documentation, conservation and research of archaeological materials

8 APPENDIX 1 – HISTORIC ENVIRONMENT RECORD

8.1 CONSERVATION AREAS

Conservation Area
Newnham

8.2 SCHEDULED MONUMENTS (WITHIN STUDY AREA)

DesigUID	MI_PRINX	RecordType	Name	Grade	PrefRef
DHT10823	166	SAM	RING DITCH AND ENCLOSURE		HT108

8.3 LISTED BUILDINGS (WITHIN STUDY AREA)

NationalRe	MI_PRINX	DesigUID	RecordType	Name	Grade	PrefRef	StatusDate
1102668	5307	DHT6794	LB	NEWNHAM HALL	II	1102668	09/06/1952
1102669	5308	DHT6795	LB	CROUCHES	II	1102669	19/11/1984
1102670	5309	DHT6796	LB	CHERRY HOLT	II	1102670	19/11/1984
1102671	5310	DHT6797	LB	MANOR FARMHOUSE	II	1102671	27/05/1968
1102672	5311	DHT6798	LB	WELL HEAD PUMP	II	1102672	19/11/1984
1102706	5346	DHT6833	LB	THATCH END	II	1102706	19/11/1984
1175963	5893	DHT7382	LB	OLD THATCH	II	1175963	19/11/1984

NationalRe	MI_PRINX	DesigUID	RecordType	Name	Grade	PrefRef	StatusDate
1347334	6297	DHT7786	LB	BARN ON ROAD IN FRONT OF NEWNHAM HALL	II	1347334	19/11/1984
1347335	6298	DHT7787	LB	CHURCH OF ST VINCENT	II*	1347335	27/05/1968
1347336	6299	DHT7788	LB	BARN ABOUT 50 METRES NORTH OF MANOR FARMHOUSE	II	1347336	19/11/1984
1347350	6312	DHT7802	LB	PILGRIMS COTTAGE	II	1347350	19/11/1984

8.4 MONUMENTS (WITHIN STUDY AREA)

PrefRef	MI_PRINX	MonUID	RecordType	Name	Summary	MonType	Period	Dates
1670	6001	MHT1670	MON	CROPMARK OF RING DITCH AT NEWNHAM	Cropmark of a circular univallate enclosure c.20 m in diameter. No internal features. Interpreted as the ring ditch of a plough-raised barrow.	ROUND BARROW?; RING DITCH	Late Neolithic to Earlier Bronze Age	-3000 to -1201
1671	6012	MHT1671	MON	CROPMARKS OF CIRCULAR DITCHES AND ENCLOSURE, S OF THE GREEN, NEWNHAM	APs reveal cropmarks of a bivallate sub-circular enclosure, c.40m in diameter, with two internal features, within a rectilinear enclosure. There are linear ditches associated with these which extend beyond the Scheduled area<1, 2> . More of these ditches, heading SE, were plotted by the RCHME<3> .	LINEAR FEATURE; CIRCULAR ENCLOSURE	Unknown	Undated

PrefRef	MI_PRINX	MonUID	RecordType	Name	Summary	MonType	Period	Dates
1673	6033	MHT1673	MON	CROPMARKS OF PLOUGH-RAZED BARROWS, LINEAR DITCHES AND PITS, NEWNHAM	Cropmarks of two circular univallate enclosures, diameters 35m and 15m, with internal features. To the west are linear ditches aligned NW-SE. Numerous scattered indeterminate features to the south (pits?). Interpreted as ring ditches and internal cremation pits of two plough-razed barrows.	ROUND BARROW?; DITCH; PIT; RING DITCH	Late Neolithic to Earlier Bronze Age	-3000 to -1201
2698	17319	MHT2698	PLA	VILLAGE OF NEWNHAM	Medieval village; the manorial estate is recorded in Domesday as 'Neuham'. The block of land which is the parish of Newnham, crossed by the Cat Ditch, may always have been sparsely populated. The name simply means 'the new homestead'<2> , possibly the medieval manor house associated with the moat [4052] in the valley bottom. The church, which will have been built by the lord of the manor, lies opposite. The 1766 map<3> shows the moat and post-medieval manor, and several buildings (including Manor Farm [31493]) lining the Caldecote Road to the south, but nothing more. Several early post-medieval (mostly 17th century) houses	VILLAGE	Medieval to Post Medieval	1066 to 1900

PrefRef	MI_PRINX	MonUID	RecordType	Name	Summary	MonType	Period	Dates
					stand on Ashwell Road, but there are still only a handful of buildings and few amenities. The 1877 OS map<5> shows a village school, and a Methodist chapel (both still extant but converted to other uses). Its present small size is also partly explained as a deliberate policy of the landlord. If a parish came to be dominated by a single landlord they could in the post-medieval period attempt 'to limit the poor rates by reducing the pool of potential claimants, demolishing cottages and importing any additional labour required' at harvest time. Such a demand was given to the tenant of Newhouse Farm in 1771<1> .			
4052	22324	MHT4052	MON	MOATED SITE, NEWNHAM MANOR HOUSE, NEWNHAM	Moated site<1> . Well preserved moat, silts cleared in 1984<2> . The moat presumably surrounded the medieval manor house. See [4053] for the post-medieval house, and the role of the moat in its grounds<3> .	MOAT; MANOR HOUSE	Medieval	1066 to 1500
4053	22325	MHT4053	MON	SITE OF NEWNHAM MANOR HOUSE, NEWNHAM	A rectangular plot of land surrounded by a moat [4052] has been presumed (although see below) to mark the site of the manor house of	MANOR HOUSE; COUNTRY HOUSE	Post Medieval	1501 to 1900

PrefRef	MI_PRINX	MonUID	RecordType	Name	Summary	MonType	Period	Dates
					Newnham, which was dismantled some time after 1807 when it was sold to Samuel Mills. This was apparently a 17th century house on the site of an earlier building, bought with the manor by Matthew Hutton in 1717. In 1770 it was left to Philip Yorke, who entertained visitors there until his death in 1806. The manor and its house were then sold to Samuel Mills who demolished the house<1> .<1> describes a watercolour entitled 'View of Newnham Hall, Herts, Seat of Matthew Hutton, Esq. 1760'. It shows a large red brick building with tiled roof, three storeys high, with central entrance approached by stone steps, and a pediment. At roof level were chimneys at each end and at the back; dormer windows; and a large central cupola. The front elevation had 13 large square-headed windows, the one over the door being ornamented. 'Other outbuildings were close by and these			

PrefRef	MI_PRINX	MonUID	RecordType	Name	Summary	MonType	Period	Dates
					were separated from the courtyard by a high brick wall, having iron gates and stone piers, outside of which was a smaller building of brick. In front of the mansion was a large courtyard surrounded by a high wall of red bricks on two sides.... In the centre were ornamental iron entrance gates.... There was a large garden on the right side adjoining the house which also had high walls with sloping banks....' The moat is likely to surround the site of the medieval manor house, but this does not have to be the site of the house demolished in the early 19th century.<2> relates that the Yorke family 'about 8 or 10 years ago sold the materials of the ancient mansion, destroyed the gardens and temples with the bridges over the moat that surrounded the pleasure grounds; and about two years ago Mr Yorke disposed of the whole of the estate'. The 1766 map<3> shows the moat and a stylised			

PrefRef	MI_PRINX	MonUID	RecordType	Name	Summary	MonType	Period	Dates
					representation of the gardens, with the house to the immediate east of the moat, on its outside. This position is within the rear gardens of Moat Cottages, which were already present on the 1847 tithe map<4> . These are now two houses, but appear on the 1877 OS map as four small cottages with a long back plot divided into four by paths, and each with small outhouses.			
4207	22461	MHT4207	BLD	NEWNHAM HALL, NEWNHAM	Newnham Hall was originally Church Farm; it is Listed as an early 19th century house on a site with 16th century origins<1> , but this is misleading. The house 'is of red brick and was built in the early 18th century; in the mid 19th century it was enlarged at the rear in white brick and most of the interior fittings were removed'<2> . It is two storeys high, the older front range comprising only the front rooms and entrance passage, a thick wall separating it from the later kitchen wing. It has a cross axial	FARMHOUSE; FARMSTEAD; BARN; MODEL FARM	Post Medieval	1501 to 1900

PrefRef	MI_PRINX	MonUID	RecordType	Name	Summary	MonType	Period	Dates
					ridge stack between the two right-hand bays. The door has a plastered doorcase and moulded portico, and semi-circular fanlight. The 19th century part at the rear has a full-height canted bay window facing the garden. The house was again altered in the 20th century. It has a front wall separating it from the northern extension, a separate property called Newnham Hall Cottage. Groundworks for an extension behind Newnham Hall Cottage revealed only 19th-20th century levelling<3> . The Hall is set back from the road behind a barn which is the only survivor of the post-medieval farmstead. The barn, in a prominent position at the roadside, dates to the late 18th or early 19th century and is in red brick with vitrified headers; it has parapets on the gables, with decorative headers, and is attached to the gate and piers at the entrance to the Hall<1> . The farmstead is shown on			

PrefRef	MI_PRINX	MonUID	RecordType	Name	Summary	MonType	Period	Dates
					the 1877 OS map<5> , extensive organised ranges along the road frontage which are evidently the same layout as that shown on the 1847 tithe map<6> . It may all be contemporary with the surviving barn, reflecting the late 18th-early 19th century model farm movement. This farmstead has been replaced with 20th century buildings to the NE, away from the house.			
4207	28738	MHT4207	BLD	NEWNHAM HALL, NEWNHAM		FARMHOUSE; FARMSTEAD; BARN; MODEL FARM	Post Medieval	1501 to 1900
4313	22575	MHT4313	BLD	CHURCH OF ST VINCENT, NEWNHAM	Part of the nave walling possibly dates to the 12th century, the chancel was rebuilt early 13th century, the south aisle and west tower are 14th century and repairs were made 1420-40 to the east window, stair turret and south porch. Features include a semi- octagonal stair turret, 2 stage angle buttresses to tower, 2 stage diagonal buttresses on chancel and south aisle	CHURCH	Medieval	1066 to 1500

PrefRef	MI_PRINX	MonUID	RecordType	Name	Summary	MonType	Period	Dates
					with similar straight buttresses to north wall, and a 15th century 4 centred arch entrance under square head at the south porch<1> .			
4419	22689	MHT4419	MON	CROPMARK OF RING DITCH, NEWNHAM	Cropmark of circular enclosure with continuous, univallate ditch; diameter: 15 m. Interpreted as the ring ditch of a plough-razed Bronze Age barrow.	ROUND BARROW?; RING DITCH	Late Neolithic to Earlier Bronze Age	-3000 to -1201
4460	22735	MHT4460	MON	CROPMARK OF RING DITCH, NEWNHAM	Cropmark of continuous, univallate enclosure; diameter c. 10m. No internal features. Interpreted as the ring ditch of a plough-razed Bronze Age Barrow.	ROUND BARROW?; RING DITCH	Late Neolithic to Earlier Bronze Age	-3000 to -1201
5681	24003	MHT5681	BLD	WELLHEAD GEAR, NEWNHAM VILLAGE GREEN, NEWNHAM	Wellhead gear made from cast iron. Wheel with wooden handle operating a single plunger<1> . This is a late 19th-early 20th century cast iron pump on two A-shaped trestles, the mechanism activated by turning a large circular wheel with the single handle protruding at right-angles. It is marked on both trestles 'C. P. Martin/Engineer/Harpenden'. It is not present on later 19th and early 20th century OS maps<3, 4, 5> (when The Green did not yet exist), and	WELL HEAD	Post Medieval	1501 to 1900

PrefRef	MI_PRINX	MonUID	RecordType	Name	Summary	MonType	Period	Dates
					presumably came from elsewhere. Has it been moved from Radwell Grange, where the remains of a pump still exist?<2> .			
7914	26283	MHT7914	MON	CROPMARK OF A RING DITCH, NEWNHAM	Cropmark of a circular enclosure approx. 20m in diameter, representing the ploughed-down remains of a round barrow<1> .	ROUND BARROW?; RING DITCH	Late Neolithic to Earlier Bronze Age	-3000 to -1201
31493	22066	MHT31493	BLD	MANOR FARM, CALDECOTE ROAD, NEWNHAM	The farmhouse at Manor Farm dates to the early 18th century, a two-storey double-pile house in red brick with vitrified headers. It was originally four windows wide, with the entrance in the second bay from the south end. It was extensively altered in the 19th and 20th centuries, with an additional bay in yellow/grey brick at the north end and the entrance moved to the centre. The repositioned door is within a moulded doorcase with bracketed hood and an 18th century fanlight. On the south end of the house is a single-storey late 19th century canted bay window with applied Corinthian capitals below a stone balustrade, and on the garden front is another canted	FARMSTEAD; TIMBER FRAMED BARN; FARMHOUSE; DOUBLE PILE HOUSE	Post Medieval	1501 to 1900

PrefRef	MI_PRINX	MonUID	RecordType	Name	Summary	MonType	Period	Dates
					bay window, in brick. The interior of the house was largely remodelled in the 20th century. The house lies behind a high garden wall with an arched entrance. The stable wing behind the house has been converted<1> . The farmstead lies immediately to the north, with two ranges of slate-roofed barns and other buildings converted to domestic use. These lie east and west of a large yard on the south side of the Cat Ditch, with a further barn in line with the east range on the north bank. This barn is probably 17th century in origin, but was altered in the 18th to 19th century. It is timber-framed, its long front wall beside the road in clunch and brick, and the rear on a brick base with remains of weatherboarding above. There is a large projecting wagon porch on the rear face, the whole with slate roof<1> . These buildings are all shown on the 1847 tithe map<2> , with further buildings on the north side of the Cat Ditch essentially making one large yard			

PrefRef	MI_PRINX	MonUID	RecordType	Name	Summary	MonType	Period	Dates
					bisected by the stream. This arrangement is shown in much greater detail on the 1877 OS map<3> , including the garden, various small buildings in the yard, two sheds against the west face of the 17th century barn, and a large fenced space west of the farmstead behind the west range. Only minor alterations are shown on later mapping. This was the home farm associated with Newnham Manor [4053], just to the north. The manor house was demolished in the early 19th century.			
MHT37929	35189	MHT37929	PAS	Newnham (known as)		FINDSPOT	Post Medieval	1650 to 1705
MHT39810	37078	MHT39810	MON	ROMAN FEATURES, LAND WEST OF 1 THE GREEN, ASHWELL STREET, NEWNHAM, BALDOCK	Evaluation revealed ditches containing pottery from the mid to late 1st century and from the mid to late 1st century to early second century.<1> A subsequent area excavation confirmed this, and also showed that a posthole and ditches had been cut be ditches of a presumed later Roman date.<2> The presence of daub suggested a modest farmstead nearby.<1,2> Full phasing of the presumed Late Iron Age/Roman		Unknown	Undated

PrefRef	MI_PRINX	MonUID	RecordType	Name	Summary	MonType	Period	Dates
					features is not provided.<2> Hertfordshire Grey Ware and later glazed ware demonstrated Medieval activity, and 19th century glass and landdrain showed post-Medieval activity.<2>			

8.5 EVENTS (WITHIN STUDY AREA)

EvUID	RecordType	Name	Details	Organisati	MI_PRINX	Location
EHT1587	EVT	Evaluation and monitoring at Newnham Hall Cottage, Newnham, 2009	Strip, map and record of the footprint, with monitoring of groundworks, during construction of an extension. The footprint was reduced by up to 0.50m through silty clay topsoil onto fine sandy clay subsoil. Footings were dug through this into natural clay, and two deep soakaways excavated. A spread of rubble and levelling of 19th-20th century date were the only archaeological deposits encountered.	Heritage Network	470	Newnham Hall Cottage, Newnham
EHT1936	EVP	AIR PHOTO OF CROPMARKS OF ENCLOSURES AND LINEAR DITCHES, NEWNHAM	Oblique AP showing cropmarks south of Newnham comprising: a sub-circular enclosure within a rectilinear enclosure and associated linear ditches [1671]. See also AP 3327.	Air Photos from CUCAP	817	
EHT2077	EVP	AIR PHOTO OF CROPMARK OF RING DITCH, NEWNHAM	Low level oblique AP printed from a slide. It shows the cropmark of a ring ditch [4419] north-east of Newnham church.	HCC Herts Highways	957	

EvUID	RecordType	Name	Details	Organisati	MI_PRINX	Location
EHT3709	EVP	PHOTO OF PLANNED FARM AT NEWNHAM HALL, NEWNHAM	Hall is of 16th Cen origin. Farm dates to early 19th Cen and was altered in the mid 19th /20th Cen. Weatherboard and brick barn which is older, new, modern farm buildings at rear.	HCC (General/Archaeology)	2488	
EHT3710	EVP	PHOTO OF PLANNED FARM AT NEWNHAM HALL, NEWNHAM	Hall is of 16th Cen origin. Farm dates to early 19th Cen and was altered in the mid 19th /20th Cen.Two older barns, both red bricked and weatherboarded. Modern buildings at rear.	HCC (General/Archaeology)	2489	
EHT3711	EVP	PHOTO OF PLANNED FARM AT NEWNHAM HALL, NEWNHAM	Hall is of 16th Cen origin. Farm dates to early 19th Cen and was altered in the mid 19th /20th Cen.Older red brick and weatherboard barn adjacent to modern buildings.	HCC (General/Archaeology)	2490	
EHT3712	EVP	PHOTO OF PLANNED FARM AT NEWNHAM HALL, NEWNHAM	Hall is of 16th Cen origin. Farm dates to early 19th Cen and was altered in the mid 19th /20th Cen.Solitary farm building, no longer used in front of Newnham Hall. Constructed of red brick and slate roof.	HCC (General/Archaeology)	2491	
EHT3713	EVP	PHOTO OF PLANNED FARM AT NEWNHAM HALL, NEWNHAM		HCC (General/Archaeology)	2492	
EHT8921	EVT	Evaluation at Land West Of 1 The Green Ashwell Road Newnham, 2021	Two trenches out of four revealed Late Iron Age - Early Roman pottery.	Wardell Armstrong	7474	Land West Of 1 The Green Ashwell Road Newnham

EvUID	RecordType	Name	Details	Organisati	MI_PRINX	Location
EHT8968	EVT	Excavation at Land West Of 1 The Green Ashwell Road Newnham	Early Roman agricultural ditches and a possible boundary suggest proximity to a settlement to the north of the excavation site.	Wardell Armstrong	7524	Land West Of 1 The Green Ashwell Road Newnham

8.6 AREA OF ARCHAEOLOGICAL SIGNIFICANCE

POL_NO	PERIMETER	POL_NAME	SOURCE_1	SOURCE_2
HE6	41.03415	Archaeological Area	Lovell Johns	DLP3 File - Amended - Printing
HE6	584.66585	Archaeological Area	Lovell Johns	DLP3 File - Amended - Printing

8.7 HISTORIC LANDSCAPE CHARACTERISATION (WITHIN 1KM STUDY AREA)

HLCUID	MI_PRINX	Name	FullTypeCo	BroadTypeC	HLCTypeCod	HLCTypeDes	YearFrom	YearTo	Summary
HHT1634	707	Newnham	BUM-ba	BUM	ba	BUILT-UP AREAS - URBAN DEVELOPMENT	2000	2000	Pre-migration HLC type: BUILT-UP AREAS - URBAN DEVELOPMENT
HHT391	3235		TEF-bl	TEF	bl	BOUNDARY LOSS	2000	2000	Pre-migration HLC type: POST 1950 BOUNDARY LOSS
HHT395	3279		TEF-br	TEF	br	BOUNDARY LOSS - WITH RELICT ELEMENTS	2000	2000	Pre-migration HLC type: POST 1950 BOUNDARY LOSS - WITH RELICT ELEMENTS

HLCUID	MI_PRINX	Name	FullTypeCo	BroadTypeC	HLCTypeCod	HLCTypeDes	YearFrom	YearTo	Summary
HHT417	3524		TEF-te	TEF	te	"20thC" ENCLOSURE	2000	2000	Pre-migration HLC type: POST 1950'S ENCLOSURE
HHT418	3535		TEF-te	TEF	te	"20thC" ENCLOSURE	2000	2000	Pre-migration HLC type: POST 1950'S ENCLOSURE
HHT419	3546		TEF-te	TEF	te	"20thC" ENCLOSURE	2000	2000	Pre-migration HLC type: POST 1950'S ENCLOSURE
HHT420	3558		TEF-te	TEF	te	"20thC" ENCLOSURE	2000	2000	Pre-migration HLC type: POST 1950'S ENCLOSURE
HHT421	3569		TEF-bl	TEF	bl	BOUNDARY LOSS	2000	2000	Pre-migration HLC type: POST 1950 BOUNDARY LOSS
HHT423	3591		TEF-te	TEF	te	"20thC" ENCLOSURE	2000	2000	Pre-migration HLC type: POST 1950'S ENCLOSURE
HHT424	3602		TEF-bl	TEF	bl	BOUNDARY LOSS	2000	2000	Pre-migration HLC type: POST 1950 BOUNDARY LOSS
HHT425	3613		TEF-te	TEF	te	"20thC" ENCLOSURE	2000	2000	Pre-migration HLC type: POST 1950'S ENCLOSURE
HHT426	3624		TEF-te	TEF	te	"20thC" ENCLOSURE	2000	2000	Pre-migration HLC type: POST 1950'S ENCLOSURE
HHT7769	7522		TEF-bl	TEF	bl	BOUNDARY LOSS	2000	2000	Pre-migration HLC type: POST 1950 BOUNDARY LOSS
HHT9304	9229		BUM-ba	BUM	ba	BUILT-UP AREAS - URBAN DEVELOPMENT	2000	2000	Pre-migration HLC type: BUILT-UP AREAS - URBAN DEVELOPMENT

9 APPENDIX 2: FINDS, ENVIRONMENTAL AND OTHER SPECIALIST SERVICES

Prehistoric Pottery: Sarah Percival, Lawrence Morgan-Shelbourne (in house)

Roman Pottery: Katie Anderson, Amanda Hayes (in house) Eniko Hudak (in house), Kayt Hawkins, Alice Lyons (in house), Iza Jamar-Anderle (in house), Jo Mills (samian), Gwladys Monteil (samian), Joanna Bird (decorated samian), David Williams (amphora)

Post-Roman Pottery: Chris Jarrett (in house), Berni Seddon (in house), Sue Anderson

Clay Tobacco Pipe: Chris Jarrett (in house)

CBM: Berni Seddon (in house), Kevin Hayward, Amparo Valcarcel (in house)

Stone & Petrological Analysis: Kevin Hayward, Chris Green, Mark Samuel (moulded stone)

Glass: Chris Jarrett (in house), John Shepherd (in house), Ruth Beveridge, Hilary Cool, Rachel Tyson

Coins: James Gerrard, Ruth Beveridge, Tom Lucking, Peter Guest

Inscriptions & Graffiti: Roger Tomlin

Animal Bone: Kevin Rielly (in house), Karen Deighton (in house), Philip Armitage, Robin Bendrey, Ryan Desrosiers (in house), Julie Curl

Lithics (inc Palaeolithic): Barry Bishop (in house), Lynden Cooper (in house), Romy McIntosh (in house), Laura Desrosiers-Whalley (in house), Sarah Bates

Osteology: James Langthorne (in house), Petra Ivanova (in house)

Timber: Damian Goodburn, Nigel Nayling (Wales), Mike Bamforth

Leather: Quita Mould, Marit Gaimster (in house)

Small Finds: Marit Gaimster (in house), James Gerrard (in house), Tom Lucking (in house), Hilary Major, Ian Riddler (esp worked bone), Ruth Beveridge

Metal slag: Gary Taylor (in house), Rod Mackenzie, Gerry McDonnell, Lynne Keys

Textiles: Sue Harrington, Penelope Walton Rogers

Conservation: Drakon Heritage, Karen Barker

Dendrochronology: Ian Tyers

Archaeomagnetic dating: Cathy Batt

Environmental: Tegan Abel (in house), Kath Hunter, Val Fryer, QUEST,
University of Reading, Jane Wheeler (in house), Sophie Pallett (in house)

Charcoal: Dana Challinor, Sheila Boardman

Documentary Research: Guy Thompson (in house), Chris Phillpotts, Frederick
Hamond (NI), Gillian Draper, Jeremy Haslam, Roger Leech

Industrial Archaeology: Gary Taylor (in house), David Cranstone

Finds Illustration: Cate Davies (in house), Rita Goncalves-Pedro (in house), Mark
Roughley (in house), Mark Hoyle

10 APPENDIX 3: DATA MANAGEMENT PLAN (V1)

Section A: Project Information			
HER# (Site Code):	NEW/CCAR '25	Other Site Codes	
Site Full Location	Coker Cottage, Ashwell Road, Newnham, Baldock, Hertfordshire SG7 5JX		
OASIS ID:	preconst1-532484	K-Code:	K9598
Museum Acc. #	N/A	NGR #	TL 25028 34638
Planning Ref #:	1/23/01807/FP	Planning Authority	North Hertfordshire District Council
DMP Written	18/03/2025	DMP Version	V1
Project Manager/ Primary Contact:	Judy Mlynarska	Project Type:	Evaluation
Client:	Steve Young	Site Supervisor:	TBC
Data Sharing Agreement in Place?	NO		
Data Management Responsibility	Pre-Construct Archaeology Limited	Who will take possession of the generated data at the end of the project	ADS/ Designated Archive Repository/Museum

Section B: Estimated Volume of Data			
File types generated as part of the project archive by PCA:			
Data Type	Format	Estimated Volume (no. of files)	Details/Comment

Spreadsheets	Excel (.xlsx), .csv	512MB		
Database	Access (.accdb)	512MB		
Text/Documents	.pdf, Word (.docx)	512MB		
Images	.jpeg, .png, .DNG	4GB		
Graphics	.dwg,	512MB		
GIS	.shp	512MB		
Will existing or external data be utilised?			NO	
If yes, list type of data and source:				
Data Type	Format	Estimated Volume (no. of files)	Source	Details/Comment
Images	.jpeg, .png, .DNG			
Graphics	.dwg,			
Text/Documents	.pdf, Word (.docx)			

Section C.: Data Acquisition, Processing, and Analysis
What methods and data standards will be undertaken?
Field data will be collected through digital and analogue means as set out within the project design. All data that will be collected will aim to work to best practice guidelines as outlined by CIFA, the ADS and any county specific guidelines whenever possible and will be updated as the project progresses, or as guidance is modified.
What file naming/structure is in place and how will version control be maintained? Display example below.
Example file name: PCA_ECB6240_BRADLEY ROAD_EVAL_MH_rev1 Key: PCA (Organisational identifier) ECB6240 (site code) BRADLEY ROAD (Site name) EVAL (report type) MH (author identifier) rev1 (version control identifier)

The project archive will be stored in a project specific folder, with sub folders being utilised to further sub-classify data as appropriate (e.g. databases, photos, reports, etc.).

Photo file name structure: SITECODE_C1B_2221

Photos will be prefixed with the Sitecode/HER number, as well as the camera number (e.g. camera 1b would be listed as C1B or camera 22a would be 22A), and the final four digits being the photo number.

What Quality Assurances of the data are in place?

All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct.

Section D: Documentation and Metadata:

How can the data be read?

Data collected during the course of the project will include standard formats as listed within section B.

What documentation and metadata will be provided when the data is archived?

A catalogue of the digital archive, material archive, paper archive, and the supporting metadata will be provided to the digital repository

Section E: Ethics and Legal Compliance:

How can the identity of individuals be protected if required

Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required.

Is the data GDPR 2018 compliant?

All digital archive data is compliant with GDPR as outlined within PCA's GDPR policy.

Who owns the data generated during the course of this project?

Copyright for all data generated or collected by the project team belongs to PCA. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given

during reporting and when archived. Any licences agreed with external parties will be included within the project archive.

Section F: Storage and Backup:

Is sufficient storage in place?

All project data will be held on a server based at our regional office. The server has sufficient space to hold all data generated during the project.

What backups are in place?

Project data will be stored on a companywide intranet and on servers located at our regional office.

What data security is in place?

All project data is restricted by permission-based access and multi-factor authentication. The only exception to this is when external finds or data specialists are consulted, with only files pertinent to their role are shared directly.

Section G: Selection and Preservation:

Which data will be selected for inclusion within the project archive?

Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured, and will adhere to the formats listed in section B. Any deselected data will be deleted after deposition with the ADS or relevant archival repository. The material selected for retention will consist of the relevant photos used in the report, as well as a representative photo of each feature, with duplicates being selected for discard. All context databases, specialist catalogues, and survey data, including CAD illustrations, will also be retained. Additionally, all final copies of reports or project admin (including the brief and Transfer of Title) will be retained in PDF format, this process of selection and discard will be undertaken by the Archive Officer and the Project Manager.

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

The digital archive will be deposited with the ADS.

If this is a larger project, has the ADS been contacted regarding accession of the project dataset?

N/A

Has the Museum or depository been contacted

N/A

Section H: Data Dissemination:

How will the dataset or parts of it be shared?

The final project report will be uploaded to the HER via OASIS and subsequently released onto ADS's report library. Additionally, the report will be published either through a full publication, or as a note in the regional archaeological journal. After deposition of the digital archive, the ADS and relevant depository are able to share the data under licence.

Section I: Responsibilities:

Who will manage the data?

The project manager will be responsible for implementing the data management plan and its security.

Roles and Responsibilities:

Action	Responsible Person(s)	Details/Comment
Field Data	Field team	Including initial storage and backup
Data Analysis and Interpretation	Site Supervisor/Project Manager	
Data Archiving	Archives Officer	
Data Dissemination	Project Manager/Archives Officer	Archives officer will be responsible for uploading report onto OASIS.
GDPR Compliance	Project Manager/Archives Officer/ IT Specialist	
General Data backup	IT Specialist/Archives Officer	

11 APPENDIX 4: MUSEUM NOTIFICATION FORM

HERTFORDSHIRE MUSEUMS

PROJECT NOTIFICATION FORM

Accepting Museum: North Hertfordshire Museum

The Depositor: Pre-Construct Archaeology

Address: Cambridge Office

The Granary, Rectory Farm, Brewery Road,
Pampisford, Cambridgeshire CB22 3EN

Main Contact: Judy Mlynarska

Tel: 01223 845 522

Email: jmlynarska@pre-construct.com

Site Name: Coker Cottage, Ashwell Road

Address: Coker Cottage, Ashwell Road,
Newnham, Baldock, Hertfordshire SG7
5JX

Unique Identifier: NEW/CCAR '25

NOTE: Verulamium Museum and North Hertfordshire District Council Museum service require the use of a pre-agreed unique identifier.

Other reference number(s): planning
application 1/23/01807/FP

Parish: Newnham

Grid reference: TL 24563 37409

Type of fieldwork: evaluation

Type of site expected: Prehistoric / Roman / Medieval / Post-Medieval

Start date: TBC

Anticipated deposition date: TBC

Quantity of material expected (boxes): < 10

Conservation problems anticipated: None

Waterlogged material anticipated:

Human remains expected? No

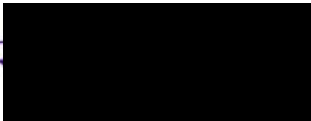
Signature (Depositor/ contractor): J HULSE

Date: 10/03/2025

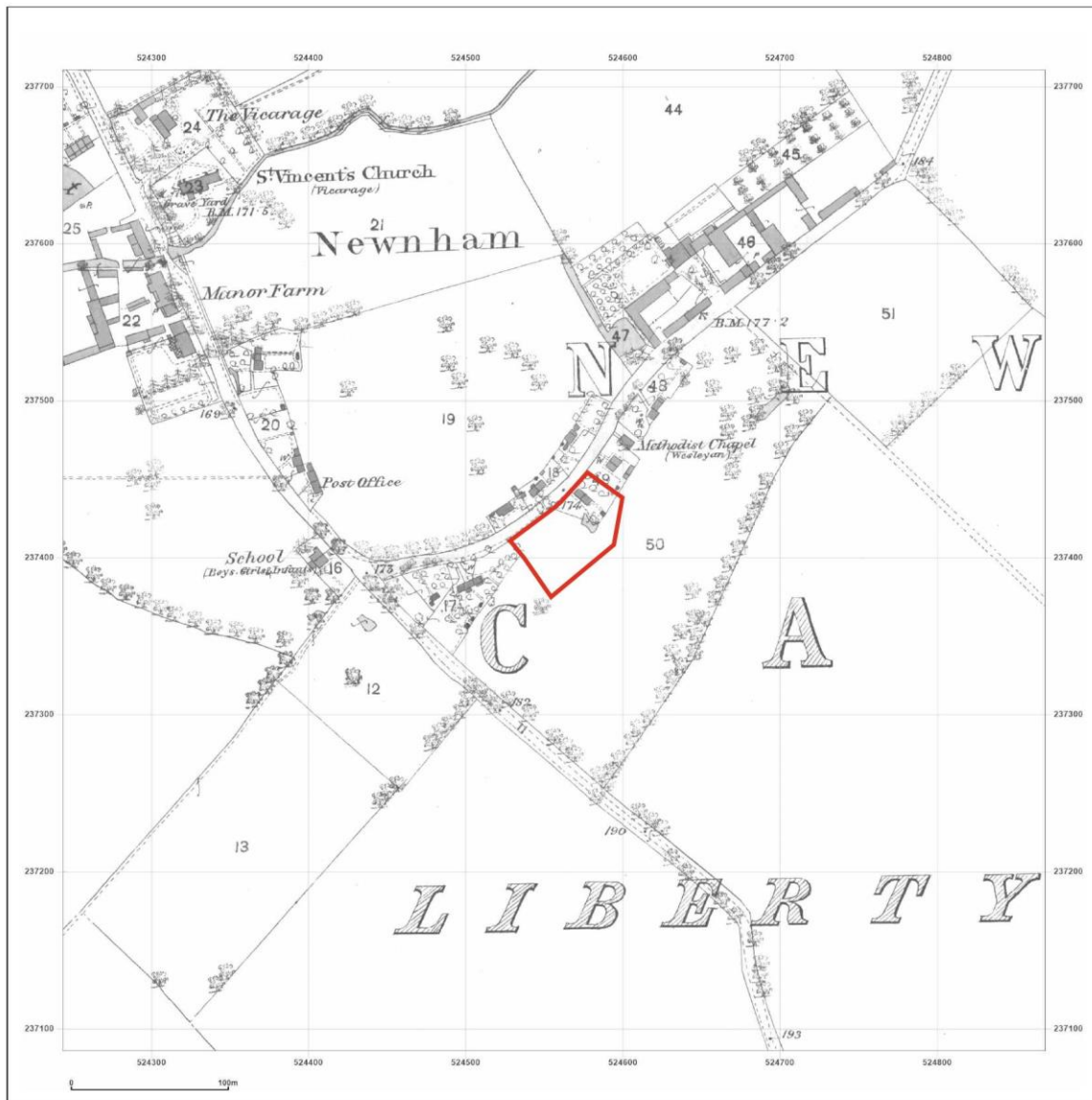
On behalf of the Museum, I confirm that we have received Notification of the above project.

Name: Keith Fitzpatrick-Matthews

Position: Museum Curator and Heritage Access Officer

Signature:  Date: 18 March 2025

12 APPENDIX 5: HISTORIC ORDNANCE SURVEY MAPS



BLACKWELL'S MAPPING SERVICES PERSONAL & PROFESSIONAL MAPPING

Site Details:

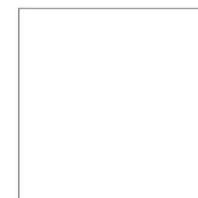
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Report Ref: CMAPS-BW1-1196888-1472144-57218-281124HI
Grid Ref: 524556, 237398

Map Name: County Series

Map date: 1877

Scale: 1:2,500

Printed at: 1:2,500



Surveyed 1877
Revised 1877
Edition N/A
Copyright N/A
Levelled N/A



Produced by
Groundsure Insights
www.groundsure.com

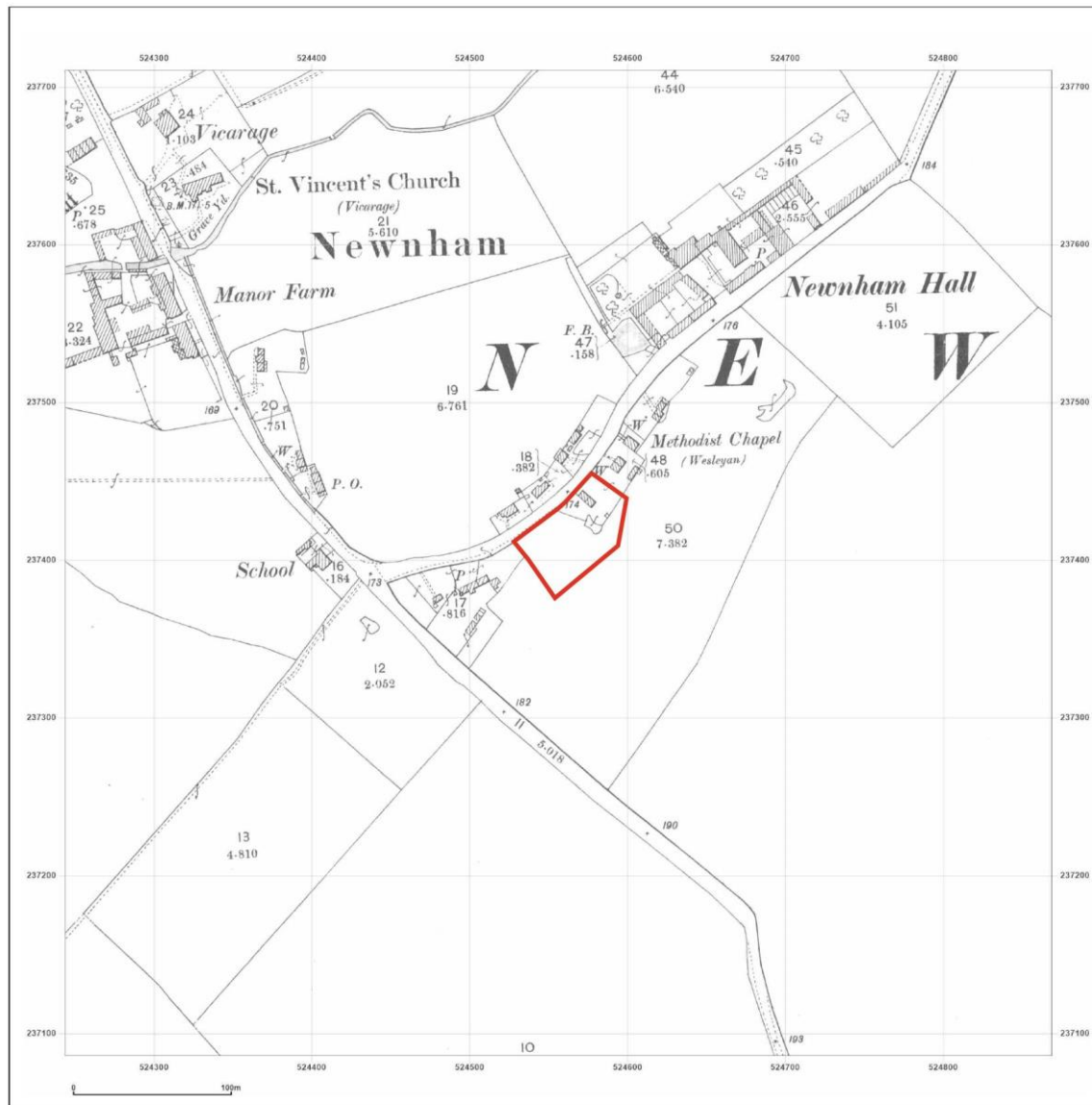


Supplied by:
<http://www.blackwellmapping.co.uk>
comments@maps.blackwell.co.uk

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Production date: 28 November 2024

Map legend available at:
www.groundsure.com/sites/default/files/groundsure_legend.pdf



BLACKWELL'S MAPPING SERVICES

PERSONAL & PROFESSIONAL MAPPING

Site Details:

--

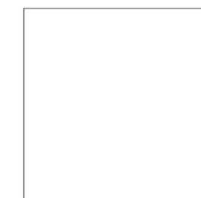
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Report Ref: CMAPS-BW1-1196888-1472144-57218-281124HI
Grid Ref: 524556, 237398

Map Name: County Series

Map date: 1898

Scale: 1:2,500

Printed at: 1:2,500



Surveyed 1898
 Revised 1898
 Edition N/A
 Copyright N/A
 Levelled N/A



Produced by
 Groundsure Insights
www.groundsure.com

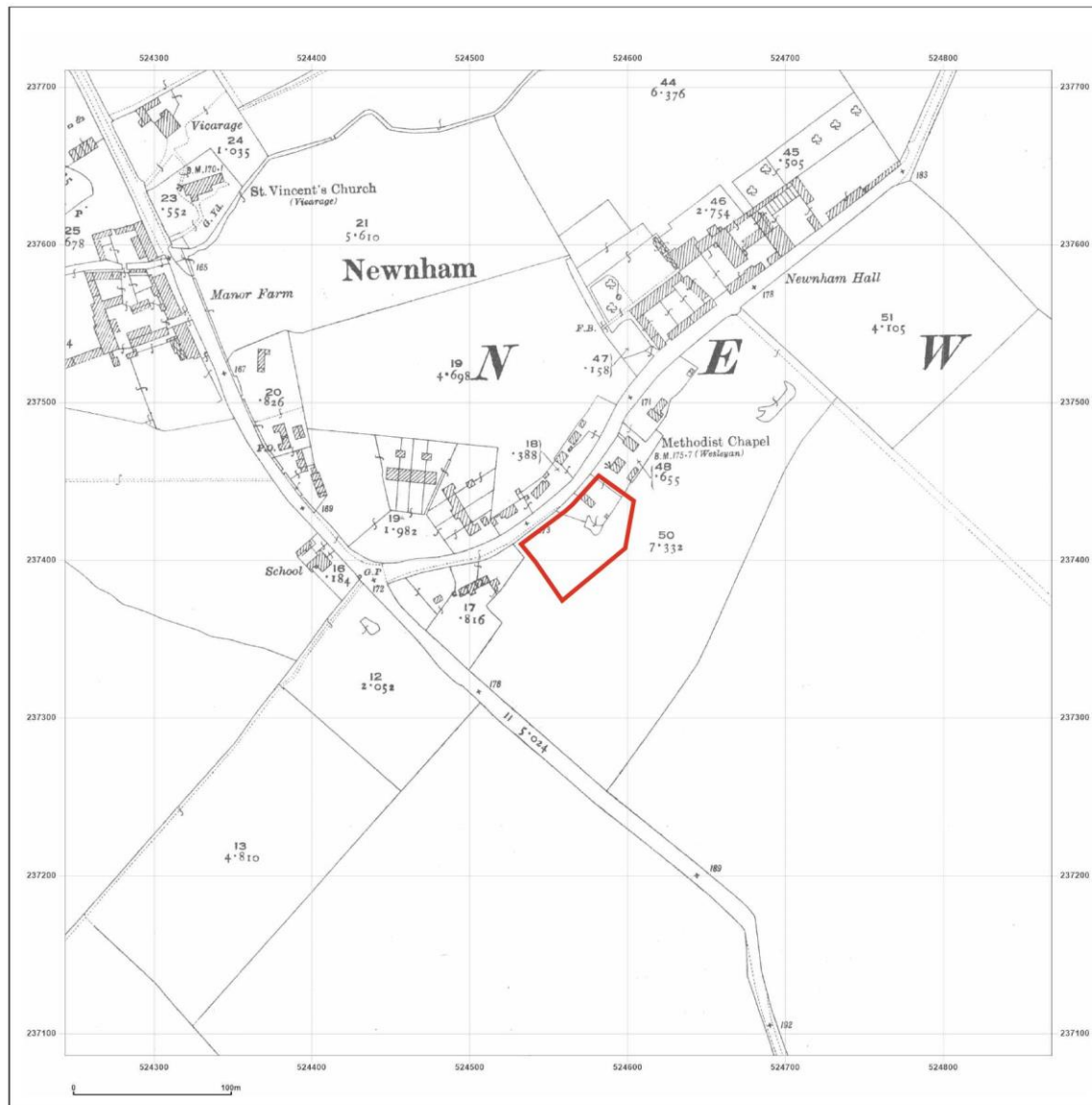


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Production date: 28 November 2024

Map legend available at:
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BLACKWELL'S MAPPING SERVICES

PERSONAL & PROFESSIONAL MAPPING

Site Details:

Client Ref: CMAPS-BW1-1196888-1472144-57218-281124
 Report Ref: CMAPS-BW1-1196888-1472144-57218-281124HI
 Grid Ref: 524556, 237398

Map Name: County Series
 Map date: 1924
 Scale: 1:2,500
 Printed at: 1:2,500



Surveyed 1924
 Revised 1924
 Edition N/A
 Copyright N/A
 Levelled N/A

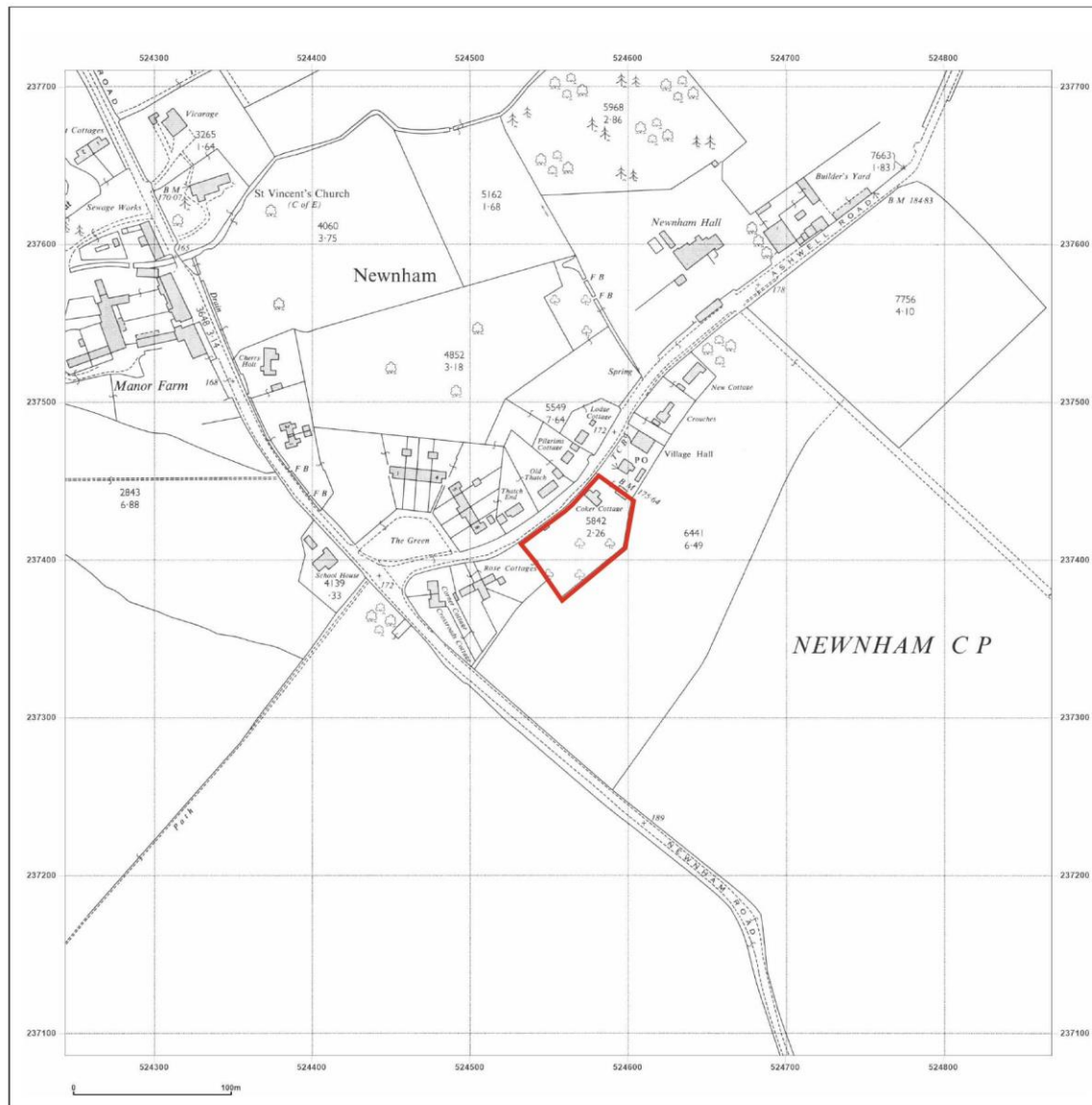


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Site Details:

Client Ref: CMAPS-BW1-1196888-1472144-57218-281124
Report Ref: CMAPS-BW1-1196888-1472144-57218-281124HI
Grid Ref: 524556, 237398

Map Name: National Grid

Map date: 1969

Scale: 1:2,500

Printed at: 1:2,500



Surveyed 1967
Revised 1967
Edition N/A
Copyright 1969
Levelled 1964



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Groundsure Insights
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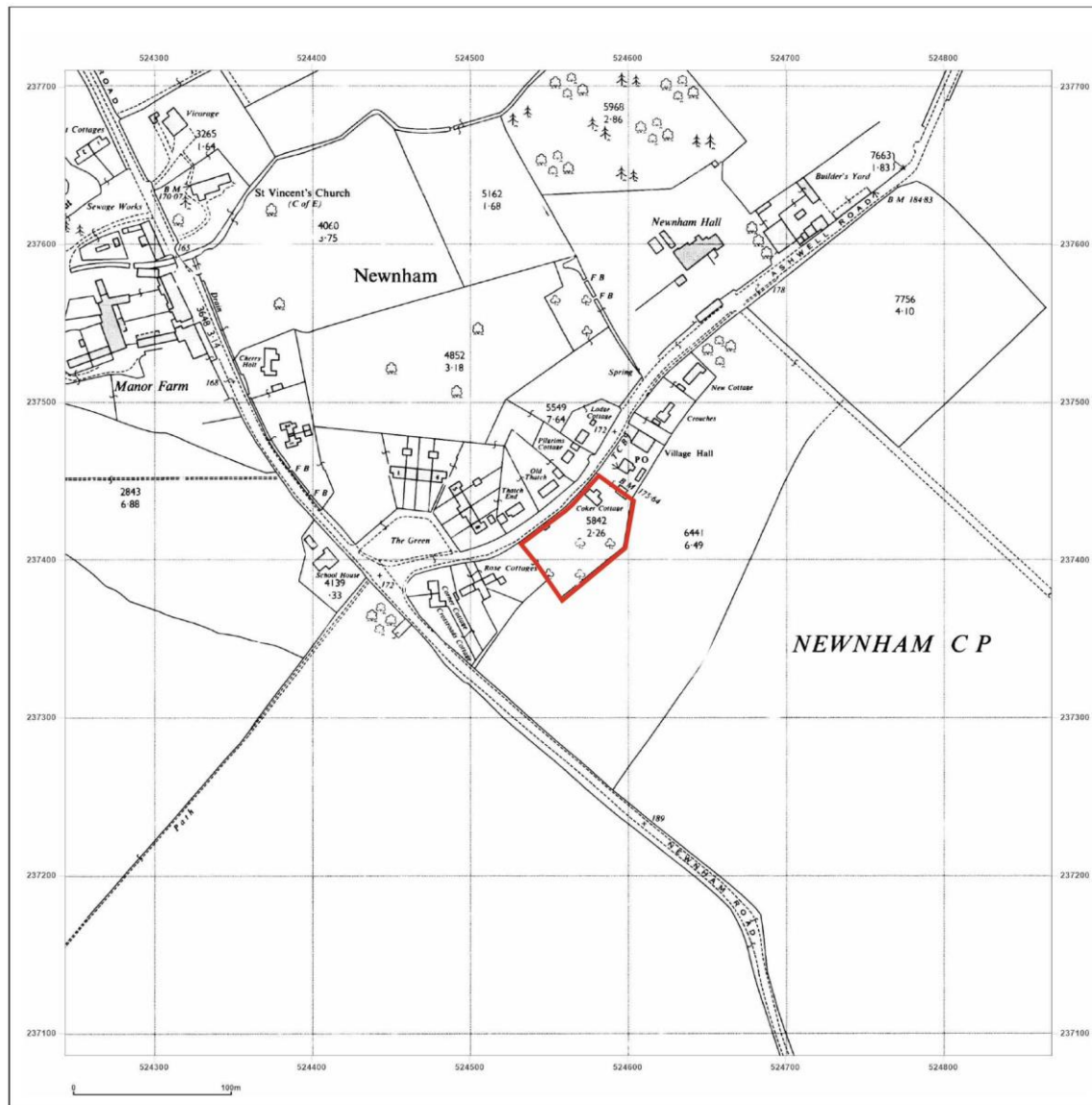


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Production date: 28 November 2024

Map legend available at:
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BLACKWELL'S MAPPING SERVICES PERSONAL & PROFESSIONAL MAPPING

Site Details:

Client Ref: CMAPS-BW1-1196888-1472144-57218-281124
Report Ref: CMAPS-BW1-1196888-1472144-57218-281124HI
Grid Ref: 524556, 237398

Map Name: National Grid

Map date: 1969

Scale: 1:2,500

Printed at: 1:2,500



Surveyed N/A
Revised N/A
Edition N/A
Copyright N/A
Levelled N/A



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Production date: 28 November 2024

Map legend available at:
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BLACKWELL'S MAPPING SERVICES PERSONAL & PROFESSIONAL MAPPING

Site Details:

Client Ref: CMAPS-BW1-1196888-1472144-57218-281124
Report Ref: CMAPS-BW1-1196888-1472144-57218-281124HI
Grid Ref: 524556, 237398

Map Name: National Grid

Map date: 1993

Scale: 1:2,500

Printed at: 1:2,500



Surveyed 1993
Revised N/A
Edition N/A
Copyright 1993
Levelled N/A



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Production date: 28 November 2024

Map legend available at:
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13 APPENDIX 6: METHOD STATEMENT PRE-CONSTRUCT ARCHAEOLOGY

**COKER COTTAGE, ASHWELL
ROAD, NEWNHAM, BALDOCK,
HERTFORDSHIRE SG7 5JX**

**METHOD STATEMENT OF
INVESTIGATION FOR A
PROGRAMME OF
ARCHAEOLOGICAL EVALUATION**

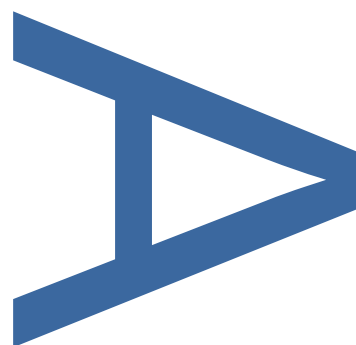
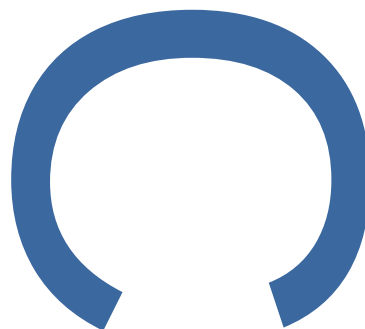
**LOCAL PLANNING AUTHORITY: NORTH
HERTFORDSHIRE DISTRICT COUNCIL**

**PLANNING APPLICATION NUMBERS:
1/23/01807/FP**

**OASIS REFERENCE: PRECONST1-
532484**

SITE CODE: NEW/CCAR '25

MARCH 2025



PRE-CONSTRUCT ARCHAEOLOGY

**Land at Coker Cottage, Ashwell Road, Newnham, Baldock, Hertfordshire:
Method Statement of Investigation for a Programme of Archaeological
Evaluation V1**

Local Planning Authority: North Hertfordshire District Council

Planning Reference: 1/23/01807/FP

Central National Grid Reference: TL 24563 37409

Oasis Reference: preconst1-532484

Site Code: NEW/CCAR '25

Written by: Ana Bordona Foz

Project Manager: Judy Mlynarska

Commissioning Client: Abrams Archaeology Ltd

Contractor: Pre-Construct Archaeology Ltd.
Central Office
The Granary Rectory Farm
Brewery Road
Pampisford
Cambridgeshire
CB22 3EN

Tel: 01223 452272

E-mail: jmlynarska@pre-construct.com

Website: www.pre-construct.com

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March 2025

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1 INTRODUCTION	4
2 METHODOLOGY	6
3 TIMETABLE AND STAFFING.....	11
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5 BIBLIOGRAPHY	13

Quality Control

Pre-Construct Archaeology Ltd.	
Site Code	NEW/CCAR '25
K Code	K9598
Version Number	1

	Name	Approved	Date
Text Prepared by:	Ana Bordona Foz	Judy Mlynarska	19/03/2025
Project Manager Sign-off:	Judy Mlynarska	Judy Mlynarska	19/03/2025

Version Control			
Version No.	Name	Reason	Date
1	Ana Bordona Foz	Initial Issue	19/03/2025

1 INTRODUCTION

1.1 General Background

- 1.1.1 Pre-Construct Archaeology (PCA) has been commissioned by Abrams Archaeology Ltd to undertake a programme of archaeological evaluation on Land at Coker Cottage, Ashwell Road, Newnham, Baldock, Hertfordshire (centred on Ordnance Survey National Grid Reference (NGR) TL 24563 37409).
- 1.1.2 The proposed development is for the erection of one detached 4-bed dwelling with integral garage and creation of vehicular access off Ashwell Road. A full archaeological condition has been attached to the planning consent due to the high archaeological potential of the proposed development (Planning Reference: 1/23/01807/FP). This is in line with the National Planning Policy Framework 2024.
- 1.1.3 This document comprises a Method Statement of Investigation (MS) for the program of archaeological trial trenching and should be read in conjunction with the relevant Written Scheme of Investigation (WSI) prepared by Joe Abrams: "Written Scheme of Investigation: Archaeological Trial Trenching; Coker Cottage, Ashwell Road, Newnham, Baldock, Hertfordshire SG7 5JX " (Abrams 2025). These documents alone will not result in the discharge of the archaeological condition. The WSI should not be considered fulfilled until after the excavation has taken place and a final report has been submitted.
- 1.1.4 Any changes to the Method statement and/ or the WSI (Abrams 2025) that may need to be made after approval of this document will be communicated to the Hertfordshire County Council Historic Environment Team (HCCHET) for approval.
- 1.1.5 Once approved by HCCHET, all work relating to the project will be carried out in accordance with this WSI, as well as the Standards for Field Archaeology in the East of England (Gurney 2003) and the Chartered Institute for Archaeologists' Code of Conduct (CIfA 2022), Standard for Archaeological Field Evaluation (CIfA 2023a), and Universal Guidance for archaeological field

evaluation (ClfA 2023b). The project will be managed in accordance with the Historic England (formerly English Heritage) procedural document Management of Research Projects in the Historic Environment (MoRPHE): Project Manager's Guide (Historic England 2015).

- 1.1.6 Pre-Construct Archaeology has been commissioned by Abrams Archaeology Ltd to prepare this Method Statement for Land at Coker Cottage, Ashwell Road, Newnham, Baldock, Hertfordshire. This method statement has been prepared for the benefit of Abrams Archaeology Ltd and the contents should not be relied upon by others without the express written authority of PCA. If any unauthorised third party makes use of this report, they do so at their own risk and PCA owes them no duty of care or skill.

2 METHODOLOGY

- 2.1 All aspects of the investigation shall be conducted in accordance with the Chartered Institute for Archaeologists' *Code of Conduct* (2022), *Standard for Archaeological Field Evaluation* (CIfA 2023a), and *Universal Guidance for archaeological field evaluation* (CIfA 2023b), and *Standards for Field Archaeology in the East of England* (Gurney 2003).
- 2.2 The scheme will comprise a single phase of work, comprising of two 1.6m wide x 10m long evaluation trenches within the footprint of the development area as described within the WSI (Adams 2025). If necessary, trenches may be moved slightly from their agreed locations to avoid services and other site constraints that may be encountered (e.g., vegetation etc.).
- 2.3 The trial trenching is (depending on the results) only the first stage of the archaeological mitigation and further phases of archaeological investigation may be required and that method statements to cover these will be submitted if necessary. The written scheme of investigation should not be considered fulfilled after the trial trenching has taken place. Any subsequent stages of archaeological work required will be subject to a further WSI.
- 2.4 The aim of this stage of works is to evaluate and characterise any heritage assets present so that an appropriate strategy of conservation can be formulated, and there is provision for contingency work to be undertaken should this be needed to meet those aims.

2.5 Survey and machine excavation

- 2.5.1 The trenches will be set out in accordance with the approved trench plan using Geomax Global Positioning System (GPS). Prior to machine excavation, the locations of each trench will be scanned with a CAT (Cable Avoidance Tool) to check for services and service plans provided by the client will be reviewed and checked for existing underground and over ground utility apparatus prior to any excavation works (including pipes, power cables, gas apparatus and data cables).

- 2.5.2 Using a tracked 360-degree excavator fitted with a toothless ditching bucket, the overburden will be removed in level spits down to the surface of the geological substrate or first significant archaeological horizon, whichever is encountered first. Topsoil and subsoil will be kept separate and stored in temporary bunds adjacent to each trench.
- 2.5.3 Exposed archaeological features and deposits will be cleaned using hand tools to define their boundaries and extent within the trenches.
- 2.5.4 Limits of excavation of all trenches, pre-excavation and post-excavation plans of archaeological features and heights above Ordnance Datum (m OD) will be recorded using a Geomax GPS with RTK differential correction, giving three-dimensional accuracy of 20mm or better.
- 2.5.5 The trenches will only be backfilled with the agreement of HCCHET. The trenches will be simply backfilled, topsoil uppermost, and tracked in by the machine.

2.6 Recording and Sampling

- 2.6.1 Field excavation techniques and recording methods are detailed in the PCA *Operations Manual: Fieldwork Induction Manual* (Taylor and Brown 2018).
- 2.6.2 Archaeological features and deposits will be sufficiently excavated to fulfil the project aims stated in the complementary WSI (Abrams 2025).
- 2.6.3 Drawn records will be in the form of survey plans, drawn plans and section drawings of all archaeological features at an appropriate scale (1:10, 1:20, 1:50). All deposits, cuts and special features will be recorded with PCA's bespoke digital recording system based on the methodology detailed in Taylor and Brown 2018. Complex and/or intercutting features will be presented with hachures.
- 2.6.4 Linear features will be investigated by means of slots excavated across their width and measuring at least 1m in length, positioned to avoid areas of intercutting/ disturbance in order to provide uncontaminated finds assemblages.

If stratigraphic relationships between features are not visible in plan, slots will also be positioned to determine inter-feature relationships.

- 2.6.5 Discrete features such as pits and postholes will be at least 50% excavated and when considered appropriate 100% excavated.
- 2.6.6 Significant features such as structural remains (e.g. eaves drip gullies, sunken feature buildings and beam slots), industrial features (kilns, ovens, domestic hearths, metalworking furnaces) and burials (cremation and inhumation) will be left in situ for further work. Such features will be investigated if information is required as to their function, date and significance.
- 2.6.7 Appropriate photographs will be taken of the trenches and the archaeological remains encountered by the evaluation, supported by general photographs of the site, its setting and working shots. Cameras with an APS-C or larger sensor and with a resolution of no less than 16 megapixels will be used. Images are of archival quality, high quality JPEGs and non-proprietary RAW (.DNG) or .TIFF files will be produced by the cameras. If UAV (UAS) photography is used on site, then, images taken via these means will be minimally 16 megapixels and will be produced in JPEG format. Graduated metric scales of appropriate lengths will be used as appropriate.
- 2.6.8 Artefacts and ecofacts will be collected by hand and retained, receiving appropriate care prior to removal from site (ClfA 2020; Walker 1990).
- 2.6.9 A metal detector will be used during the evaluation in order to enhance finds recovery and will not be set to discriminate against iron.
- 2.6.10 Bulk soil samples will be taken, in consultation with the project's environmental specialist where practicable, in order to recover micro- and macro-botanical environmental remains. Samples will be up to 40 litres in volume. The broad aim of such sampling is to recover evidence relating to the past environment and agricultural economy of the site, and how these changed over time under both natural and anthropogenic influence. Environmental sampling will be carried out in accordance with *Environmental Archaeology: A Guide to the*

Theory and Practice of Methods from Sampling and Recovery to Post-excavation (English Heritage 2011).

2.7 Monitoring

- 2.7.1 The client's appointed archaeological consultant, Abrams Archaeology, will be responsible for notifying HCCHET of the proposed start date at least five working days in advance of the commencement of fieldwork, allowing sufficient notice to arrange a monitoring meeting.
- 2.7.2 HCCHET and the client will be kept regularly informed about developments and any significant discoveries during both the site works and subsequent post-excavation phase.
- 2.7.3 Further trenching or deposit testing may be a requirement of the site monitoring visit if unclear archaeological remains or geomorphological features present difficulties of interpretation, or to assist with the formulation of a mitigation strategy.
- 2.7.4 Trial trenches will not be backfilled without the approval of HCCHET.

2.8 Metal Detecting and Treasure

- 2.8.1 The spoil heaps and any archaeological remains revealed in the evaluation trenches will be scanned with a metal detector to maximise the recovery of metal objects.
- 2.8.2 All finds defined as Treasure will be removed to a safe place and reported to the local coroner according to the procedures outlined in the Treasure Act 1996 (as amended by the Treasure Designation Order 2002 No. 2666). Where removal cannot be affected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft. Any finds that could be considered treasure under the terms of the Act made during the process of fieldwork will be immediately reported to the Finds Liaison Officer, so that it is properly reported to the appropriate Coroner within 14 days of discovery in line with the Treasure Act.

2.9 Human Remains

- 2.9.1 If human remains are encountered, HCCHET and the client, via Abrams Archaeology, will be informed. Wherever possible, human remains will be left *in situ* during the evaluation state. Excavation may be required where the remains are under imminent threat or dating/preservation information is required for costing purposes. This will only be undertaken in agreement with the HCCHET. Burials may be excavated at the request of HCCHET to characterise, date and to better understand their significance. This will allow an appropriate strategy of conservation to be formulated.
- 2.9.2 No further excavation will take place until removal becomes necessary and will only be carried out in accordance with all appropriate Environmental Health regulations and only after a Ministry of Justice license has been obtained.
- 2.9.3 Due to the wide range of variables, costs of excavation, removal and analysis of human remains are not included in any statement of costs accompanying or associated with this specification.

3 TIMETABLE AND STAFFING

3.1 Timetable

- 3.1.1 The duration of the evaluation will comprise of 1-2 days.
- 3.1.2 Working days are based on a 5-day working week, Monday to Friday.

3.2 Staffing and Support

- 3.2.1 The project will be managed and led by Judy Mlynarska MCIfA, Project Manager of PCA Central who will ensure all staff are familiarised with the site, the archaeological background of the area and the ground conditions to maximise the effectiveness of the evaluation.
- 3.2.2 Key team members will include Judy Mlynarska MCIfA, Project Manager of PCA Central and a PCA Supervisor. Additional Site Assistants will be drawn from a pool of qualified and experienced staff if required.
- 3.2.3 The following staff will form the project team:
 - 1x Project Manager
 - 1x Supervisor
 - 1x Site Assistant (if required)
 - 1x Survey Supervisor
 - 1x Finds Supervisor
 - 1x Finds Assistant
 - 1x Illustrator for post-excavation work.

4 FURTHER CONSIDERATIONS

4.1 Insurance

4.1.1 Pre-Construct Archaeology Ltd. is covered by the following insurances:

- Public & Products Liability £5,000,000 with £5,000,000 Excess Layer (Aviva Insurance Ltd. & Zurich Insurance Ltd.), Policy nos: 000133 & PC00788.
- Employers Liability £10,000,000 (Aviva Insurance Ltd.) Policy no: 000133.
- Professional Indemnity £5,000,000 (Hiscox Underwriting Ltd.). Policy no: PL-PSC10002112906/00.
- Hired in Plant and Equipment £500,000 (Aviva Insurance Ltd.) Policy no: 000133.
- Unmanned Aircraft Systems £5,000,000 (Tokio Marine Kiln Ltd.) Policy no: B0831TMKDRO2020/8688.

5 BIBLIOGRAPHY

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Project Officer

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Tel: 01223 844 955

Qualifications

MA (Medieval History)
BA (History)
First Aid at Work
SSSTS
CSCS
CAT4+ Trained
Asbestos Awareness

Years relevant experience

6 years

Specialisms

- Supervising archaeological excavations and evaluations
- GPS survey
- Machine watching
- Supervision and co-ordination of staff
- Report writing and post-excavation analysis

Jenn has been working with PCA since 2021, and in commercial archaeology in the UK since 2019. Prior to working at PCA, Jenn had worked at several commercial archaeological units across East Anglia.

Jenn has been involved in some of PCA's biggest projects across the country, as well as being involved in large infrastructure projects, including Milton Keynes East and Anglian Water GRID SPA (Norfolk and Lincolnshire). She has experience of supervising small and large-scale evaluations and excavations.

At PCA, Jenn has worked as a Project Officer since 2023. This involves overseeing the running of archaeological excavations and evaluations, including liaising with clients and consultants, and the analysis of the results of these projects in the post-excavation phase. This has also included the directing of an Anglo-Saxon Inhumation Cemetery in Lincolnshire which involved the coordination of 20 members of staff from different archaeological units. Jenn also writes the post-excavation assessment, archive and publication reports for projects she oversees and archived projects, much of this involving use of computer programmes such as QGIS.

Jenn has several qualifications relating to health and safety practices on site, including SSSTS, CSCS and First Aid at Work.



Judy Mlynarska

Project Manager

Pre-Construct Archaeology
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Brewery Road
Pampisford
Cambs.
CB22 3EN

Tel: 01223 492 270
Mob. 07834 687 637

Qualifications

BA, MCIFA
SMSTS

Years relevant experience

15 years+

Specialisms

- Procurement of archaeological projects
- Site management and logistics
- Proficient in archaeological fieldwork
- Building good client and local authority relationships
- Report writing and editing
- Regional Knowledge and experience in the Midlands and East Anglia

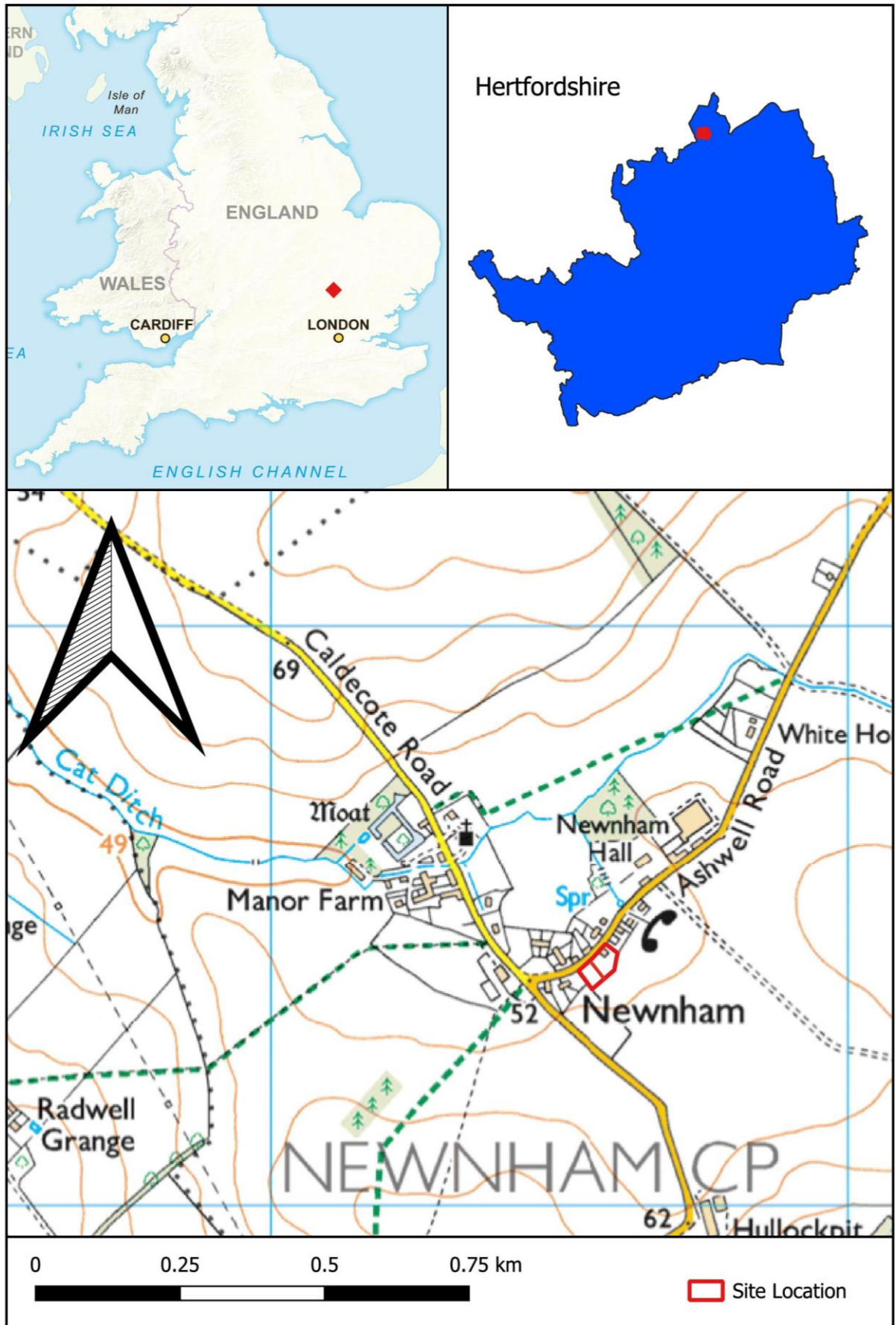
Judy is an experienced archaeologist with over 15 years in the field, specialising in commercial archaeology including large-scale infrastructure projects. Beginning her career in Poland, as a student, she participated in international research projects across Europe, the Middle East, Asia and Central America before relocating to the UK in 2015. Since joining PCA in 2016, she has progressed from Site Assistant to Project Manager, overseeing a wide range of archaeological investigations across East Anglia and the Midlands.

Judy's expertise spans all aspects of archaeological project management, from tendering and planning to excavation, post-excavation analysis, and final reporting. She has played a key role in developing PCA's digital recording system, enhancing data accuracy and efficiency. Judy is committed to professional development and knowledge-sharing within the sector. She has trained and mentored staff at all levels, from trainees to project officers, fostering a collaborative and skilled workforce capable of supervising their own projects.

Her strong background in health and safety ensures that all projects comply with industry regulations while maintaining high professional standards.

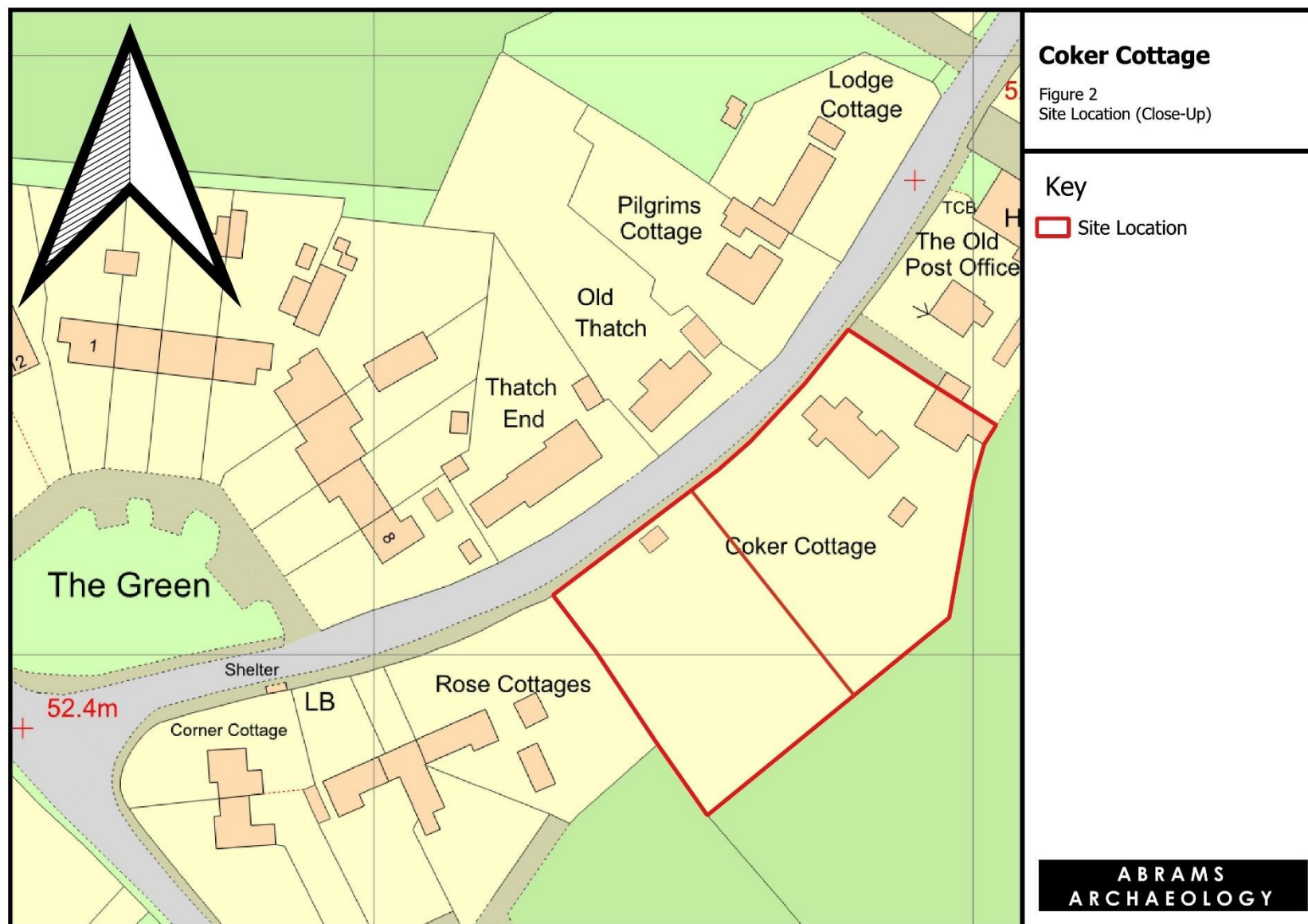
As a full member of the Chartered Institute for Archaeologists (MCIfA), Judy is committed to upholding the highest professional standards while driving innovation, efficiency, and excellence in archaeological practice.

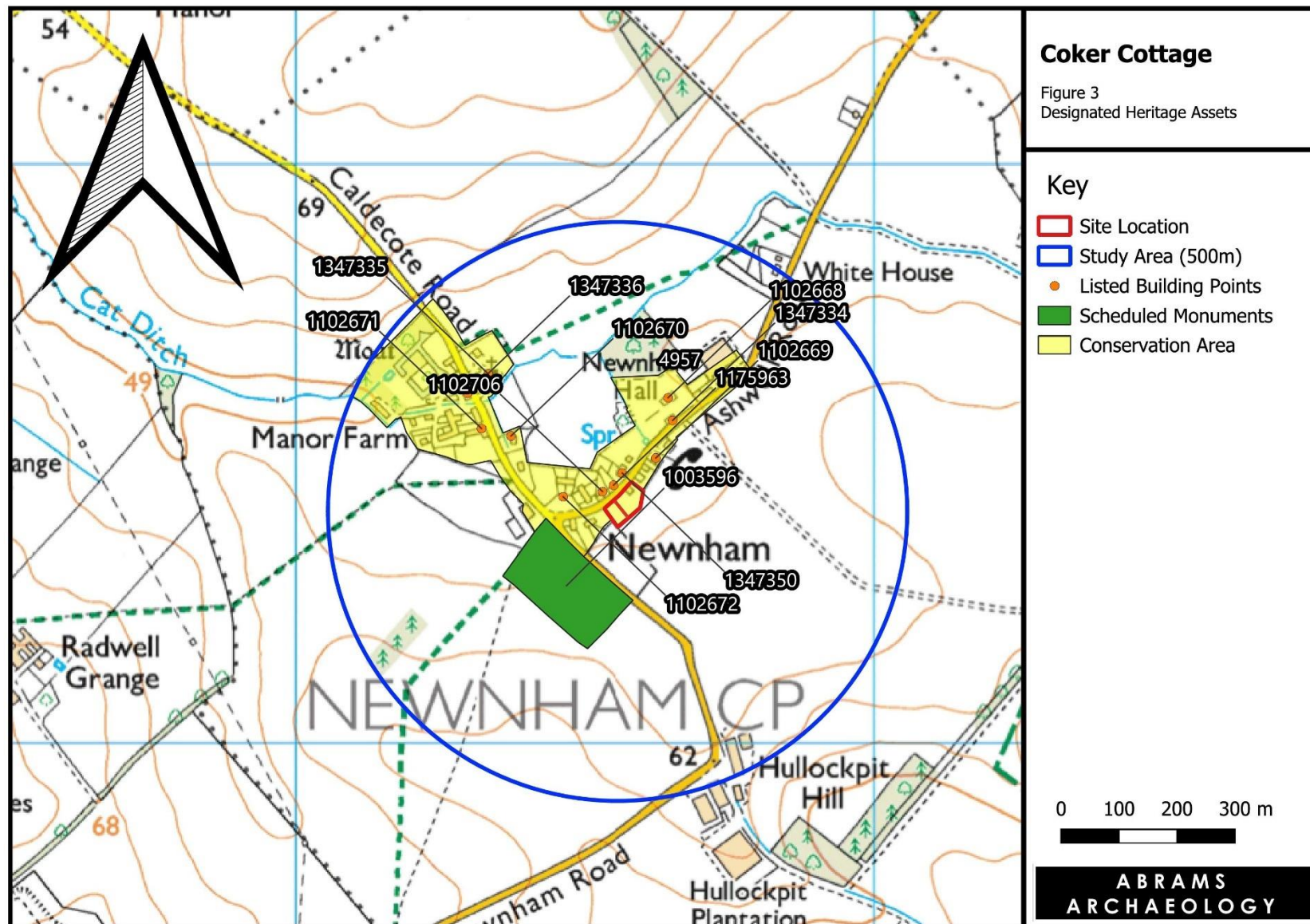
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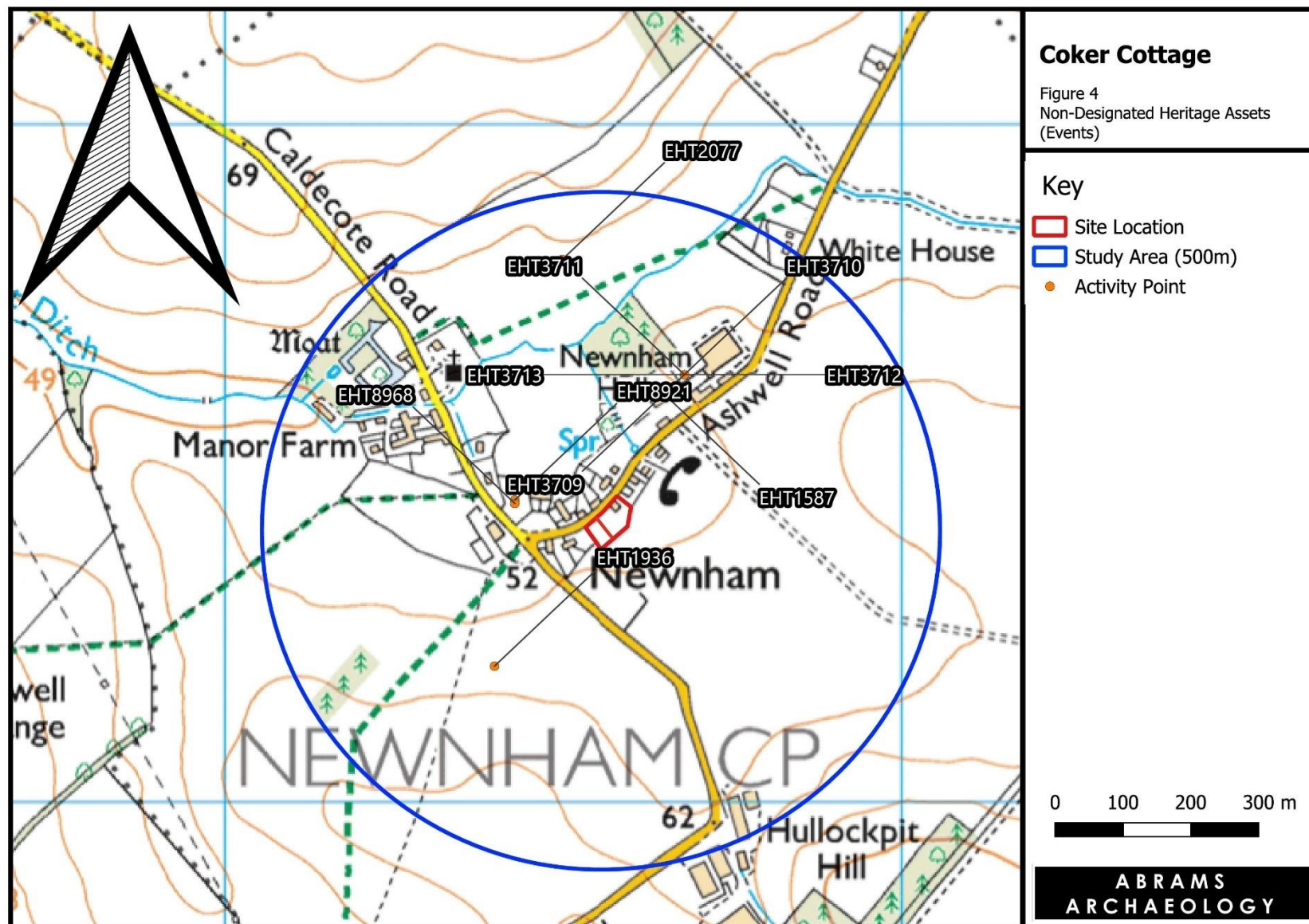
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Figure 1. Site Location

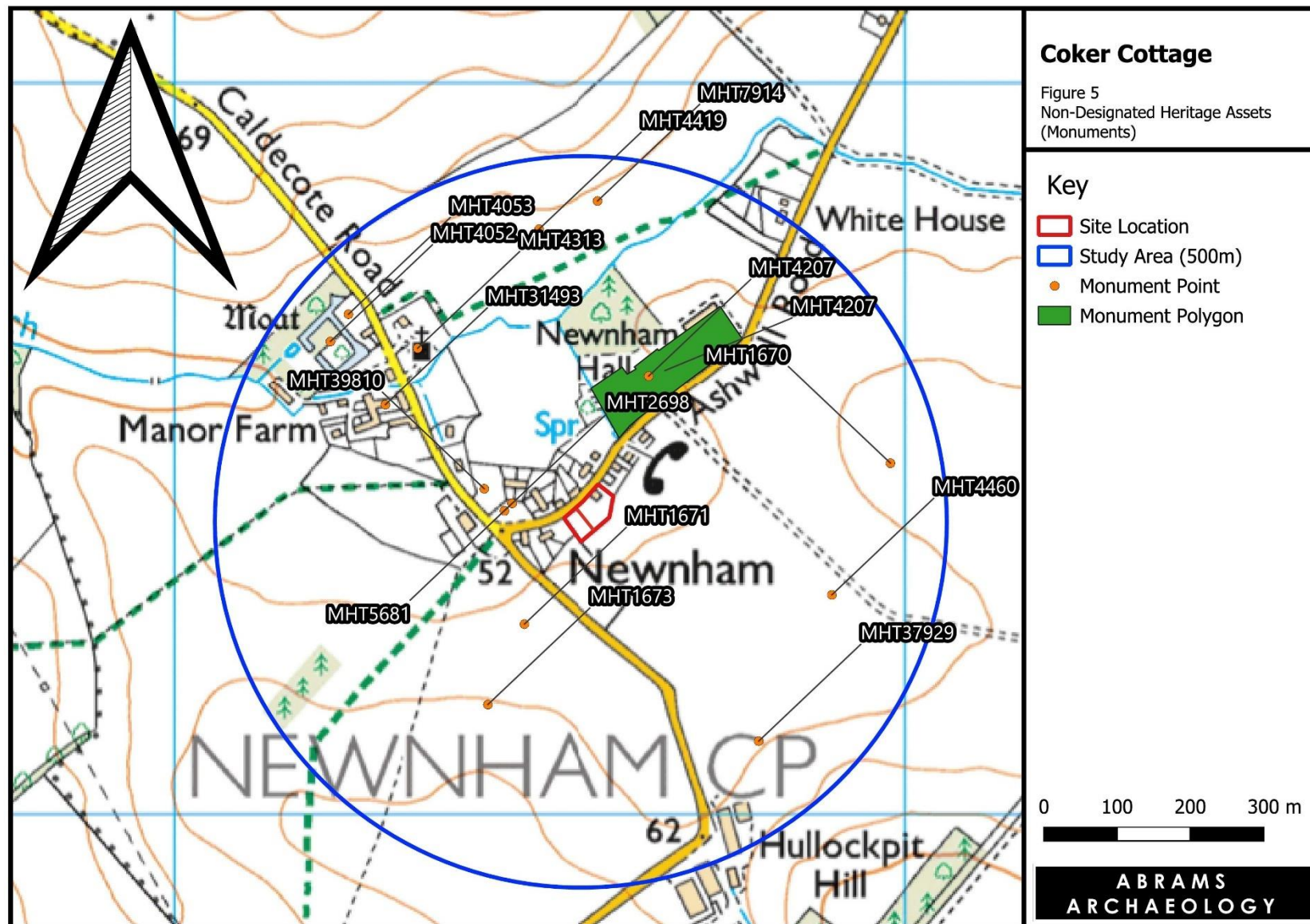




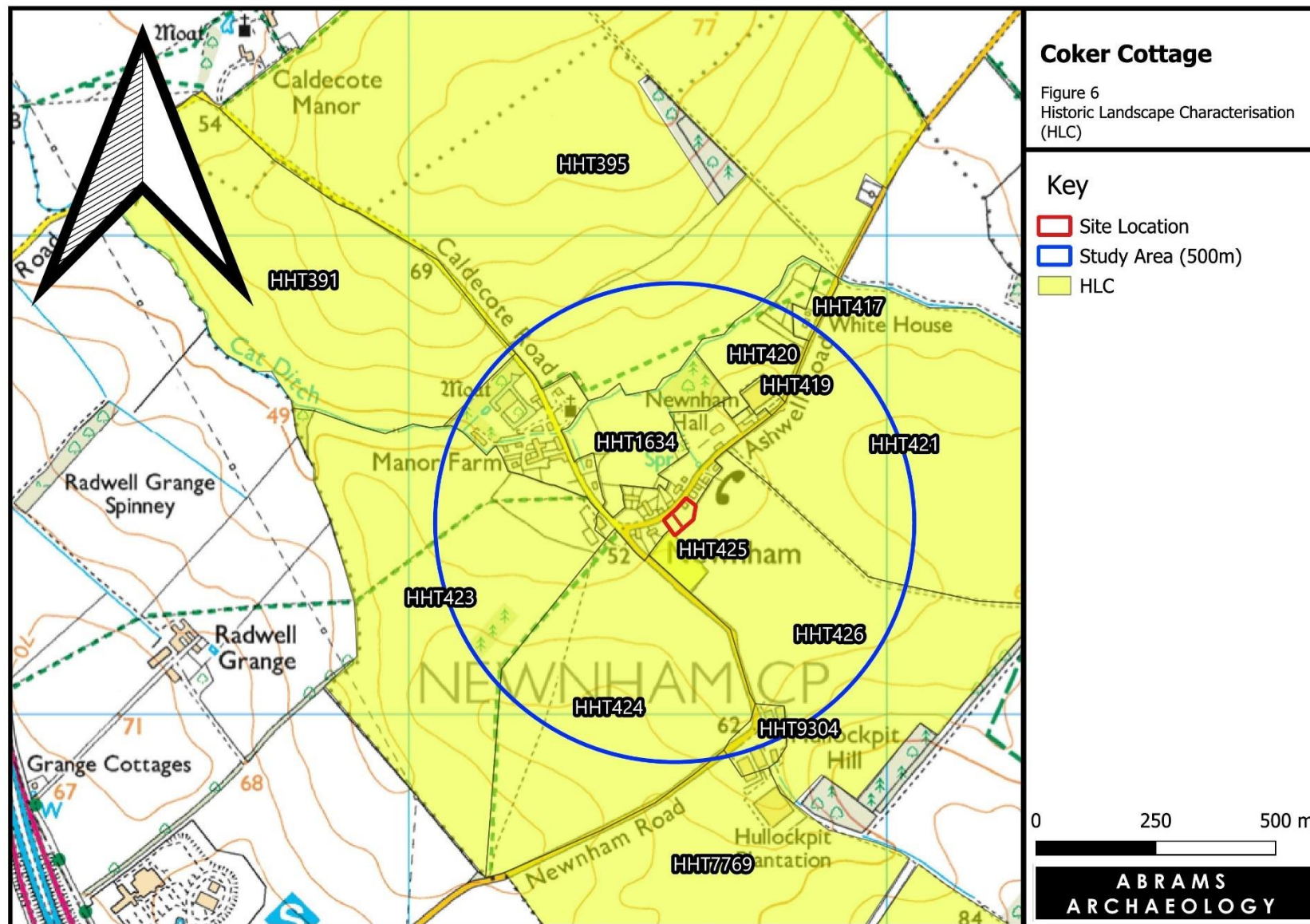
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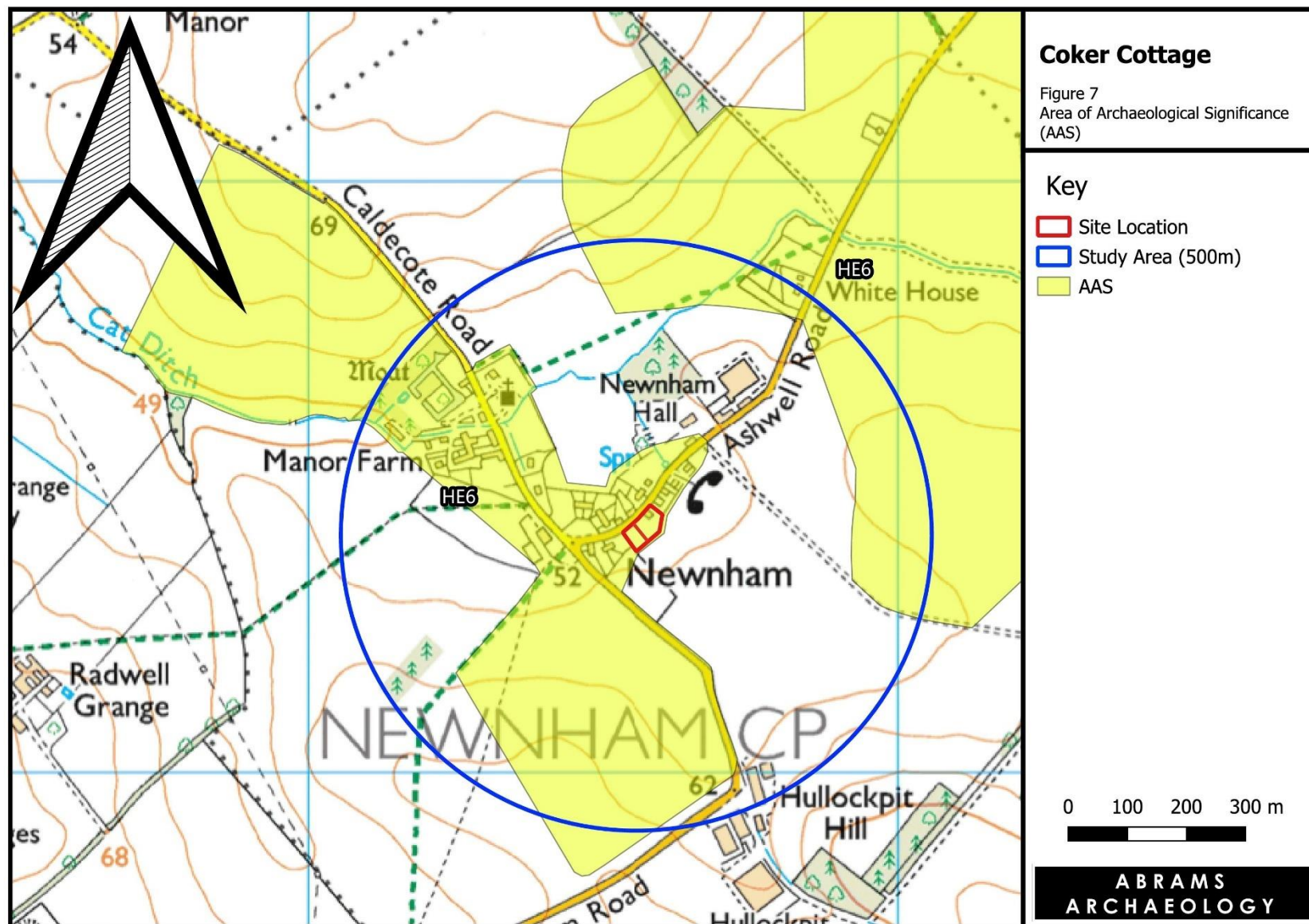
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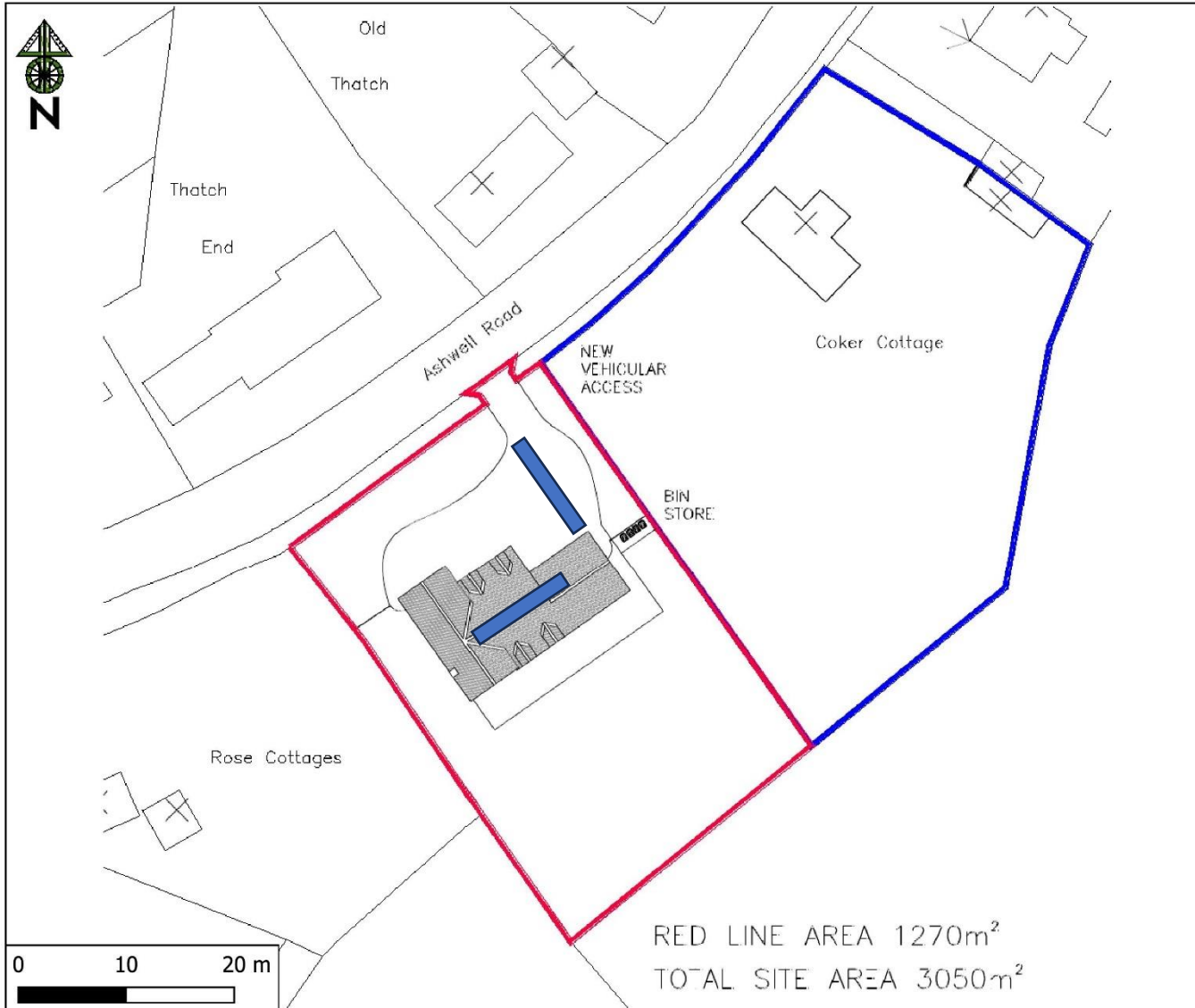
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**ABRAMS
ARCHAEOLOGY**

Coker Cottage

Figure 8:
Proposed Trial Trenches