



**Written Scheme of Investigation
For an Archaeological Evaluation
Land South West Of Barkway Road
Royston, Hertfordshire
SG8 9DE**

V.1

Heritage Consultancy and Planning Services Ltd T/A Groundworks Archaeology.
8 Mercia Business Village, Torwood Close, Coventry, CV4 8HX

Company Registration: 11534563 VAT number: 304037842

Client Name: Hanson Services

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Author: James Roberts

Groundworks Archaeology

Web: groundworksarchaeology.co.uk

Email: contact@gwarch.co.uk

Phone 0333 200 4844

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List of Contents

	Non-technical Summary	1
1.	Site Location and Description	2
2.	Planning Background	2
3.	Historical and Archaeological Background	3
4.	Aims and Objectives	5
5.	Methodology	7
6.	Monitoring Arrangements	9
7.	Digital Data Management Plan	10
8.	Post-fieldwork Methodology	10
9	Reporting Procedures	10
10.	Archive and Deposition	11
11.	Publication and Dissemination	12
12.	Other Factors	13
13.	Variations to the proposed scheme	13
14.	Resources	13
15.	Copyright	14
16.	Ownership	14
17.	Insurance	14
18.	General	14
19.	Bibliography	14

Appendix 1: Data Management Plan

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Figures

Figure 1: Site Location

Figure 2: Proposed Trench Location Plan

S. Non-technical summary

- S1 *North Hertfordshire Council has granted planning consent (Ref: 21/02957/FP) for the “erection of ten dwellings (2 x 2-bed, 2 x 3-bed, 4 x 4-bed and 2 x 5-bed) with ancillary works including alterations to existing vehicular access, new access road, parking and landscaping” on land to the south-west Side of, Barkway Road, Royston, Hertfordshire.*
- S2 *Condition 19, 20 and 21 of the consent requires the implementation of a programme of archaeological mitigation comprising initially of an archaeological evaluation. This document provides the methodology for the first stage investigation. Should archaeological features be identified, then a further stage of work may be necessary such as targeted excavation or a watching brief. This will be detailed under a separate method statement to be submitted to and approved by the local planning authority.*
- S3 *It is proposed to excavate six 30m x 1.80m evaluation trenches across the development area. This equates to an approximate 4.5% sample of the proposed development area.*
- S4 *On the completion of the investigation, a report will be produced detailing the results of the archaeological investigation. The report will consist of a narrative supported by illustrations and photographs.*

1. Site location and description

- 1.1 The proposed development area (PDA) comprises a sub-rectangular plot of land approximately 7,350m² situated on the south-eastern edge of the town of Royston. It is accessed from Barkway Road through an open plot of land to the north-east and from Shepherds Close to the north-west. It consists of open grassland with mature trees to the south and is bounded by open farmland to the south-east and south-west while back gardens of neighbouring properties form the boundary to the north-west and north-east. The PDA is centred on NGR: TL 36378 40005 at an approximate height of 100m AOD (figure 1).
- 1.2 The geology of the site is recorded by the BGS as the New Pit Chalk Formation. These sedimentary rocks are shallow-marine in origin. They are biogenic and detrital, generally comprising carbonate material (coccoliths), forming distinctive beds of chalk. No superficial deposits are recorded.

2. Planning background

- 2.1 North Hertfordshire Council has granted planning consent (Ref: 21/02957/FP) for the *Erection of ten dwellings (2 x 2-bed, 2 x 3-bed, 4 x 4-bed and 2 x 5-bed) with ancillary works including alterations to existing vehicular access, new access road, parking and landscaping* on land to the south-west side of Barkway Road, Royston, Hertfordshire.
- 2.2 Condition 19 states that:
No demolition/development shall take place/commence until an Archaeological Written Scheme of Investigation (WSI) 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 of 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*
 - 6. site investigation;*
 - 7. Nomination of a competent person or persons/organisation to undertake the works set out within the Archaeological Written Scheme of Investigation.*

Reason: *In the interests of preserving and / or recording the archaeological record.*

- 2.3 Condition 20 states that:
The demolition/development shall take place/commence in accordance with the programme of archaeological works set out in the approved Written Scheme of Investigation.

Reason: *In the interests of archaeology.*

- 2.4 Condition 21 requires that:
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 approved Written Scheme of Investigation approved and the provision made for analysis and publication where appropriate.

Reason: *In the interests of archaeology.*

3. Historical and Archaeological Background

- 3.1 A search was undertaken of the Hertfordshire Historic Environment Record with a radius of 500m centred on the PDA (search reference: 209.25). This identified 6 monuments and 4 events.

Prehistoric (500,000-AD43)

- 3.2 Scatters of flint are the most common evidence of Palaeolithic and Mesolithic activity and it is likely that these scatters represent camps, either temporary or permanent in forest clearings. As farming developed during the Neolithic the forest was cleared. Settlements of this period tend to be located in close proximity to sources of fresh water.
- 3.3 The Bronze Age saw further development of farming communities with the establishment of field systems and more organised communities. The late Bronze Age witnessed a change in climate with warmer and wetter conditions which continued into the early Iron Age.
- 3.4 A geophysical survey (EHT8844) followed by an evaluation (EHT8866) were carried out for the fields on the southern and western boundaries of the PDA. This identified early Neolithic pitting or quarrying in association with a buried soil horizon. Postholes present beneath the colluvium suggests the presence of potentially contemporary structures, and pottery and worked flint were recovered, including early Neolithic Mildenhall Ware. The evaluation also identified a ring ditch and the remains of a plough-raised burial mound that contained two confirmed and two possible cremations interred in the fill of the ditch (MHT7402) 290m south-west of the PDA.
- 3.5 The Iron Age saw the establishment of a settled agricultural landscape with frequent farmsteads and some larger centres of population. There is much

evidence for Iron Age activity in the wider area but to date no features have been identified within the study area.

- 3.6 The Icknield Way is located approximately 765m north of the PDA crossing through Royston east to west. This has been interpreted as the route of an ancient trade route/trackway along the Chiltern Ridge.

Romano-British Period (AD43-AD410)

- 3.7 The Roman conquest of 43 AD introduced a formal road network along with urbanisation and the establishment of villa estates. There is some evidence for Romano-British occupation in Royston; the crossing of two major Roman roads, Ermine Street heading north from London to York and the Icknield Way from east to west 765m north of the PDA make it a likely place for settlement. Within the study area a single Roman pit (MHT40381) has been identified, 160m south of the PDA close to which was found a hipposandal (a predecessor to the horseshoe). The portable antiquities scheme (PAS) records two stray finds of Roman origin within the study area, a coin (MHT38976) and a pin (MHT38475) approximately 400m east of the PDA.

Early Medieval and Medieval (AD410-AD1485)

- 3.8 No finds or features of Early-medieval date have been identified within the study area. The crossroads of Ermine Street and the Icknield Way was a natural magnet for settlement and a cross, variously known as Royse's, Rohesia's, or Roisia's Cross, was erected by the crossroads (date unknown). This is the origin of the name for Royston, *Crux Roesia* or Roisia's Cross. An Augustinian priory was founded in the 12th century after which Richard I took the opportunity to establish a plantation or new town based around what became a thriving market. By the early 14th century, Roisia's cross had become Roisia's Town or Royston. The PDA lies south of the historic settlement and within its immediate agricultural hinterland.
- 3.9 An agricultural ditch system, consisting of at least two field boundary ditches and a series of parallel, broad, shallow ditches that appear to demarcate a shifting trackway (MHT40381) lie 150m south of the PDA. Given the apparent parallel alignment of the trackway with Barkway Road, it suggests that the trackway and ditch system is a remnant of the Medieval or earlier Post-medieval field system. A single copper alloy buckle of Medieval origin has been recorded on the PAS (MHT25069) located 230m south-east of the PDA.
- Post-medieval (AD1485-AD1799)**
- 3.10 The Post-medieval period saw the expansion of Royston, possibly in relation to its formation as an ecclesiastical parish in 1540, but more likely to do with the intersection of roads in the centre, although the PDA remained outside the urban envelope and within the agricultural hinterland. Post-medieval ditches and an enclosure (MHT17786) are present 245m west-

south-west of the PDA while a 19th century lime kiln (MHT11304) is located 500m to the north-west. A planned 19th century farmstead (MHT11040) is located 360m to the south of the PDA. The Tithe Map and OS 25" 1st edition shows the site as lying within an open field.

4. Aims and objectives of the project

4.1 ClfA defines field evaluation as "a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts and their research potential, within a specified area or site on land, in an intertidal zone or underwater. If such archaeological remains are present, field evaluation defines their character, extent, quality and preservation, reports on them and enables an assessment of their significance in a local, regional, national or international context as appropriate".

4.2 Its purpose is "to gain information about the archaeological resource within a given area or site (including its presence or absence, character, extent, date, integrity, state of preservation and quality), in order to make an assessment of its merit in the appropriate context, leading to one or more of the following:

- a. the formulation of a strategy to ensure the recording, preservation or management of the resource
- b. the formulation of a strategy to mitigate a threat to the archaeological resource
- c. the formulation of a proposal for further archaeological investigation within a programme of research.

4.3 Specific objectives of the project are:

To establish the presence/absence of archaeological remains within the area of the development site.

To determine the type, extent, condition, nature, character, quality, function, and date, of any archaeological remains encountered.

To gain information about heritage assets identified within the area of the proposed development site.

To mitigate potential threats.

To interpret the archaeology of the site within its local, regional and national context.

- To provide sufficient data to formulate a suitable archaeological mitigation plan.
- 4.4 Should archaeological features be identified, then a further stage of work may be necessary such as targeted excavation or a watching brief. This will be detailed under a separate method statement which will be submitted to and approved by the local planning authority.

Research Objectives

- 4.5 The East of England Regional Research Framework which was originally published in 1997 and subsequently revised in 2000, 2011 and 2018-2020 sets out a research agenda by identifying key themes and questions.
- 4.6 Pertinent research agendas identified based on the archaeological and historic background to the site include (but are not limited to):

Neo 10: To what extent was there continuity from the Late Neolithic to the Early Bronze Age?

“The extent of continuity from the Late Neolithic into the Early Bronze Age needs consideration, especially in terms of occupation sites, burnt mounds, and depositional practice. Are there long-term patterns in the use of specific locations: for example, is the co-occurrence of Early Neolithic and Beaker pits on some sites evidence of continuity or coincidence?”

Neo 14: What was the original purpose of Neolithic pits and why are their contents so variable?

“An increasingly sophisticated understanding of the variability among pit sites and their relationship to enclosures and other monuments on the one hand, and to surface spreads and ploughzone scatters on the other, should ensure more focussed and nuanced approaches in the future. Are there other approaches to classification based on shape or size? This will require a well-considered approach to evaluation in development-led work, probably using a combination of field techniques.”

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

“There is scope to build on the work undertaken by Garrow et al. (2014), particularly in terms of our understanding of Middle Bronze Age cremation cemetery chronologies.”

- 4.7 The research agenda will be reviewed in light of the results of the project and provision will be made for updating the regional research agenda where the results of the fieldwork contribute towards agenda topics.

5. Methodology

- 5.1 It is proposed to excavate six 30m x 1.80m evaluation trenches across the development area. This equates to an approximate 4.5% sample of the PDA.
- 5.2 The location of potential services have been confirmed with the client and a site visit undertaken to check for constraints. The proposed trench layout is presented in figure 2. The trenches will be surveyed in via DGPS and related to the National Grid.
- 5.3 The evaluation trenches will be excavated to a maximum depth of 1.2m or to natural if archaeology is not encountered first. If the trench is required to be excavated to a deeper depth, discussions will be held with the client to ensure a safe manner of working, e.g. trench supports. A financial contingency will be required in this case.
- 5.4 All work will be carried out according to the Chartered Institute for Archaeologists (CIfA) standards and will comply with CIfA (2023) *Universal guidance for archaeological evaluation*. The investigation will be undertaken by James Roberts and Michael Blake; other staff may be appointed as necessary.
- 5.5 A risk assessment will be prepared for the site and all work will be undertaken following statutory health and safety requirements and legislation in operation at the time of the fieldwork.
- 5.6 At the start of work, immediately before fieldwork commences an OASIS online record will be initiated and key fields completed on details, location and creators forms (<https://oasis.ac.uk/>).
- 5.7 The removal of overburden will be undertaken by a tracked mechanical excavator using a toothless ditching bucket. This will be carried out under constant archaeological supervision in no more than 100mm level spits. Following the removal of topsoil and/or other overburden, the nature of the exposed and underlying deposits will be assessed by hand excavation. The trenches will then be cleaned by hand to enable the identification and analysis of any archaeological features and/or deposits exposed. All spoil heaps will be scanned by metal detector to aid recovery of finds.
- 5.8 Archaeological excavation may sometimes require the use of manual work by mattock and shovel, or by the occasional further use of a mechanical excavator. This will only be employed to remove homogeneous and/or non-archaeological layers.
- 5.9 The hand excavation of any exposed archaeological features and/or deposits will be undertaken to determine their date, form and function etc.

This work will consist of the half sectioning or a 50% sampling of discrete individual archaeological features, the hand excavation of at least 15% by length of discrete linear features (with particular attention to terminals and intersections) and the sectioning of discrete individual archaeological layers as required to ensure that sufficient sampling is undertaken. Structural remains such as stakeholes, postholes, gullies, masonry foundations and associated features such as hearths will be fully sampled. Should archaeological features be located, which are deemed to be worthy of preservation in situ or are better dealt with in a further investigation, then hand excavation will be limited to the absolute minimum necessary to interpret the form, function, date etc. of the features. Apparently natural features such as tree throws will be sampled sufficiently to establish their origin and to characterise any related human activity. However, if significant or complex features are identified that would be better investigated under full excavation conditions, then investigation will be limited to minimal intrusion sufficient to establish the stratigraphic sequence.

- 5.10 All archaeological features and/or deposits will be recorded on pro-forma context recording sheets using a single context recording system.
- 5.11 Site survey will be undertaken via real time kinematic DGPS supplemented by detail feature plans. All archaeological features and/or deposits will be drawn at an appropriate scale, generally 1:20, and sections (including representative sections of deposit sequences within each trench) at a scale of 1:10. Hachures will be used on all detail plans.
- 5.12 A high quality un-interpolated digital photographic record will be maintained throughout the project. This will include all features along with working shots to represent more generally the nature of the fieldwork. Scale bars, a legible ID board and a north arrow will be used in all photographs as appropriate (with vertical scales against deep sections in combination with horizontal scales). A high resolution digital SLR of not less than 12 megapixels with an APS-C or larger sensor will be utilised set to the highest quality setting. The images will be saved as JPEGs for archive purposes. Site photography will follow the Historic England guidance document 'Digital Image Capture and File Storage' (2015). All digital data will be downloaded to secure servers on a daily basis with appropriate backups.
- 5.13 The precise location of each trial trench and any archaeological features therein will be tied into the National Grid.
- 5.14 Any and all artefacts found during the monitoring and thought to come under the provisions of the *Treasure Act* (1996), will be removed from the site to a secure location, and will be promptly reported to the appropriate coroner's office.

- 5.15 Should human remains be discovered the coroner will be informed and a licence from the Ministry of Justice sought immediately; both the client and the monitoring officer will also be informed. A decision on whether these should be lifted will be made at the monitoring meeting.
- 5.16 Any finds recovered will be bagged and labelled according to the individual context from which they were recovered for later washing and further analysis. All relevant finds will be ordered into an archive with appropriate conservation and analysis e.g. X radiography for appropriate items. Appropriate provision will be made for the application of scientific dating techniques such as radiocarbon dating, dendrochronology, OSL and thermoluminescence. The advice of the English Heritage Regional Scientific Advisor will be sought in advance of the application of these techniques.
- 5.17 Environmental sampling will be undertaken (where appropriate) of the fills of relevant archaeological features and/or significant archaeological deposits as well as to allow the characterisation of soil profiles, plant remains, molluscs, faunal remains and pollen sequences. Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will normally be sampled. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features. Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. For wet, waterlogged or peaty deposits, bulk samples of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects. Environmental samples from dry deposits will normally be processed by flotation following the excavation fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that have not floated. The samples will be extracted and recorded in accordance with Environmental Archaeology (Historic England) and in consultation with the appointed specialist and Historic England.
- 5.18 In the event of discoveries of unexpected or exceptional importance being made during the evaluation, the archaeologist will signal the discovery immediately to the Planning Applicant or Agent, and the planning archaeologist in order to enable an appropriate mitigation strategy.

6. Monitoring arrangements

- 6.1 The planning archaeologist will be kept regularly informed of the project progress and provision will be made for monitoring of the works during the fieldwork stage and any other aspect of the archaeological project as required including the post fieldwork analysis and report preparation stages of the project.

- 6.2 The contractor will give the planning archaeologist a minimum of one week's notice prior to the commencement of fieldwork and notification when it has been completed.

7 Digital Data Management Plan

- 7.1 The digital data management plan (DMP) is included in appendix 1.

8. Post-fieldwork methodology

- 8.1 On the completion of the fieldwork, all of the written, drawn and photographic records produced by the archaeological monitoring will be checked, ordered, labelled (where appropriate) and catalogued to compile a distinctive site archive. A stratagraphical matrix of the archaeological features and/or deposits present on the site will be compiled.
- 8.2 All finds recovered during the fieldwork will be washed and packaged according to the individual context from which they were recovered. They will also be ordered into (and form part of) the site archive. An assessment of significant finds will be made in light of general site information. Any finds requiring specialist treatment and/or conservation will be sent to Bianca Madden (ACR).
- 8.3 Provision will be made for the post-excavation processing and analysis of any environmental samples taken during the course of the on-site fieldwork.
- 8.4 The site archive will be examined to enable the determination of various phases of activity on the site (if appropriate).
- 8.5 Relevant finds will be sent to specialists for identification and dating.
- 8.6 Based upon the relatively small scale of the investigation It is intended that all material will be collected and a discard policy agreed with the specialists and other stakeholders in line with the ClfA toolkit for Recording Archaeological Materials. The ClfA toolkit for selecting archaeological archives will be applied to the physical and digital records generated by the project and agreement sought for discard at the archive stage (see 10.2 below).

9. Reporting procedures

- 9.1 A report detailing the findings of the archaeological investigation will be completed within three months after the completion of the site fieldwork. Any delays will be relayed to the relevant authorities.
- 9.2 The report will consist of:

A title page, with project name and location, national grid reference, planning reference, site code, accession number, client name, author and date;

A contents page listing report sections, illustrations and appendices;

A non-technical summary of the results of the investigation;

An introduction, site description and location;

Planning background to the project;

A section on the archaeological and historical background to the project;

A description of the methodology used in the project;

A section describing the results of the investigation;

A section on the discussion and results of the project including a consideration of the findings of the project in a local and regional context;

A consideration of the effectiveness of the project methodology and a confidence rating of the results;

Illustrations including plans of all archaeological features and sections thereof (including representative sections); and

Appendices comprising appropriate photographs of the site and of specific and significant archaeological features and representative sections.

HER Summary Sheet

10. Archive preparation and deposition

10.1 The documentation and records generated by the archaeological investigation will be sorted and ordered in line with the *Hertfordshire Archaeological Archive Standards* (2023). The process will also conform to MoRPHE (HE 2015) and the ClfA document Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2020). The archive will include a digital security copy of the documentary archive and upload of digital media to the ADS.

10.2 Groundworks Archaeology follows national guidelines on selection and retention (SMA 1993; Brown 2011, section 4). In accordance with these, and any specific guidance prepared by North Hertfordshire Museum Service, a process of selection and retention will be followed so that only those artefacts or ecofacts that are considered to have potential for future

study will be retained. The selection policy will be agreed with the museum, and fully documented in the project archive. Material not selected for retention may be used for teaching or reference collections by the museum, or by Groundworks Archaeology.

- 10.3 Groundworks Archaeology will endeavour to secure transfer of title for the archive at the beginning of the project. Should the legal owner(s) decide to retain all or part of the site archive they will be made aware of their responsibility for the future preservation and maintenance of any material element of that archive. The archive will only be transferred to the legal owner following the completion of analysis, conservation, publication and provision for long term storage and accessibility has been established. If the finds are to remain with the landowner a full paper copy of the archive shall be housed with the North Hertfordshire Hertford Museum Service and digital files with ADS.
- 10.4 The archive, unless retained by the client will be deposited with the North Hertfordshire Museums Service. The project notification form was submitted on the 4th March 2026 and duly acknowledged by Keith Fitzpatrick-Matthews on behalf of the museum service (who has confirmed that the museum has agreed in principle to take any archive generated by the investigation). A summary of the contents of the archive shall be supplied to the Historic Environment Team and HER at the time of deposition to the museum.
- 10.5 Should the investigation prove negative then the archive will comprise only of the final report lodged with OASIS in line with ClfA guidelines on negative projects.

11. Publication and dissemination

- 11.1 A digital copy of the summary report in PDF/A format shall be supplied to the office of the Historic Environment Team for verification and assessment. When the report has been agreed a final digital copy will then be supplied to the Hertfordshire HER and published to OASIS.
- 11.2 Publication of the results at least to a summary level shall be undertaken in Hertfordshire Archaeology and History Journal in the year following the archaeological fieldwork.
- 11.3 Should the results of the archaeological investigation merit it, then publication in an appropriate peer reviewed journal may also be necessary.

12. Other factors (including contingency)

- 12.1 In the event of the discovery of any unexpected remains of archaeological importance, or of any changed circumstances, it is the responsibility of the archaeological contractor to inform the planning archaeologist.
- 12.2 Where important archaeological remains are discovered and deemed to merit further investigation, additional financial resources may be required to provide an appropriate level of investigation, recording and analysis.
- 12.3 Any additional financial contingency requirement for additional fieldwork or post-excavation analysis outside the scope of the proposed scheme of works will only be activated following full consultation with the planning archaeologist and the client; this is only likely to occur if human remains are discovered which would require a separate WSI.

13. Variations to the proposed scheme

- 13.1 All aspects of the archaeological programme will be undertaken in accordance with this written scheme of investigation.
- 13.2 Any variation to the project programme in terms of works or recording on or off site will be fully discussed and agreed with the planning archaeologist.
- 13.3 Should the planning archaeologist require any additional investigation which is beyond the scope of this document, then the cost and duration of these supplementary works will be negotiated between the client and the contractor.

14. Resources

- 14.1 Post-excavation analysis will be undertaken by James Roberts and where necessary specialist analysis from MOLA (Northampton) and the named individuals below:-

Paul Blinkhorn	Medieval and Post-medieval Ceramics
Dr Adam Sutton	Roman Ceramics
Andrew Peachey	Neolithic, Iron Age and Roman Ceramics
Dr Lynne Bevan	Flint implements
Wendy Rogers	Environmental
Dr Tom Hoyle	Geoarchaeology
Malin Holst	Osteoarchaeology
Dr Lynne Bevan	Small finds
Dr Sheila Hamilton-Dyer	Archaeozoology

- 14.2 Small finds requiring conservation will be conserved by Bianca Madden (ACR).

14.3 Recognised specialists will be sought in the event that other data are retrieved in the course of the monitoring.

14.4 CV's of site staff will be provided to the senior historic environment advisor for approval prior to commencement of fieldwork.

15. Copyright

15.1 Copyright will remain that of the author. Licence will be given to the client to present any reports, copyright of the author, to the planning authority in good faith of satisfactory settlement of account.

16. Ownership

16.1 It will be asked of the client, at the outset, that the ownership of any portable objects discovered in the course of the monitoring be deposited with the North Hertfordshire Museums Resource Centre.

17. Insurance

17.1 Public indemnity of £2,000,000 with Towergate Insurance.

18. General

18.1 The requirements of the WSI will be met in full where reasonably practicable. The scope of fieldwork detailed in the main part of the WSI is aimed at meeting the objectives of the project in a cost-effective manner.

18.2 Any significant variations to the proposed methodology will be discussed and agreed with the archaeological curator in advance of implementation.

19. Bibliography

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Appendix 1

Project Data Management Plan

Project Code: **ROY/BR26**
Project Name: **Land off Barkway Road, Royston**
Project Manager: **James Roberts**
Client: **Hanson Services**

Date Created	Revisions	Document Ref:
04/03/2026	-	V1

Overview

This Data Management Plan (DMP) is intended to cover the digital data created during the archaeological investigation on land of Barkway Road, Royston.

Data Collection

The born digital and derived digital data that is expected to be generated during the lifetime of the project will include:

Format	Volume	Description
.Doc		Text Reports
.XLS		Project data including registers, artefact list etc
.TIFF		Image including site photography
.DXF		GPS data
.CDR		Drawing files including site plans, section and layout
.PDF		PX Assessment, UPD and Final Report
.SHP		GIS data
.DBF		GIS data
.SBN		GIS data
.SBX		GIS data
.PRJ		GIS data
.MDX		GIS data

Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against *ADS Guides to Good Practice*. Specific or additional guidance relevant to this project are listed below, and will be updated as the project progresses.

Methods of collection are specified within the WSI and will meet the requirements set out in the Project Brief. The data collection will also conform to ADS guidance.

Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.

- Specific guidance:
 - HE *Digital Image Capture and File Storage: Guidelines for Best Practice* 2015
 - HES *Applied Digital Documentation in the Historic Environment* 2018

Data Storage and File Naming

The working project archive will be stored in a project specific folder or data specific folder on the Groundworks Archaeology data server which is backed up daily to maintain a security copy of the data. The project folders are named following established organisational procedures based upon site code and location. The standard procedures followed are laid out below:

- Data collected will be downloaded and raw data will be stored in the appropriate folder.
- File naming conventions following established organisational procedures, based on ADS file naming guidance, and include version control management.
- All files included as part of this project archive will include an organisational identifier, the Site ID (BSH22), the file descriptor (eg Project Design) and Version number (eg V2-0).
- Final versions of files will include 'FINAL' within the filename.

Quality Assurance

- Instruments used in the collection of data are calibrated prior to use and checked to ensure they are in full working order.
- All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.
- Data collection and management are reviewed regularly including a quarterly review of internal project folders to ensure our organisational data management standards are being met.

Metadata

For images technical metadata is generated by the camera at the time of photography. Additional descriptive and administrative metadata will include project code, site code, photograph number, and description.

GPS metadata is generated at time of survey, with additional descriptive and administrative metadata will include project code and site code.

A Collection Level Metadata Summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the Groundworks Archaeology server in the Project Folder. The Collection Level Metadata Summary brings together the overarching project details and includes a

register of data types and number of objects included in the archive, along with all other archive components.

Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.

An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both the Museum and ADS deposition.

Ethics and Compliance

The project archive will include the names and contact details of individuals involved in the excavation and post excavation stages. We have a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is managed through a secure cloud-based database and not retained on the project specific folders.

Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use. Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor. Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

Storage and Backup

The Groundworks Archaeology server data is backed up daily with sufficient data storage space including two-factor authentication and permissions-based access. The server is accessible by staff on and offsite through a secure log-in. Off-site access to the project files on the Groundworks Archaeology server is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive).

Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access.

Selection and Preservation

The Selection Strategy and DMP will be reviewed and updated as part of the Post Excavation Assessment and Updated Project Design, and following full analysis. Updated documentation will be included in all reporting stages.

Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, ADS). Selection will be informed by the Project Design, defined

against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.

The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined above.

Data Sharing

A summary of the project will be included on the OASIS Index of Archaeological Investigation and the museum and digital archive repository, and will be updated as the project progresses. The investigations are likely to result in a number of documents: Project Design, Post Excavation Assessment and Updated Project Design, Final Report, Journal submission.

The final report is expected to be completed within 2 years of the completion of fieldwork. As the project progresses reports will be attached to the project OASIS record. A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.

The location (s) of the final Archaeological Archive will be added to OASIS when appropriate. The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

Costing

A costing estimate has been produced using the ADS Costing Calculator and sufficient resources to cover these costs, and to allow for the preparation of the archive, have been included in the project budget.

Responsibilities

The Project Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project. Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Project Manager.

Storage and backup of data in the field is the responsibility of the field team. Once data is incorporated into the Groundworks Archaeology project server, storage and backup is managed internally.

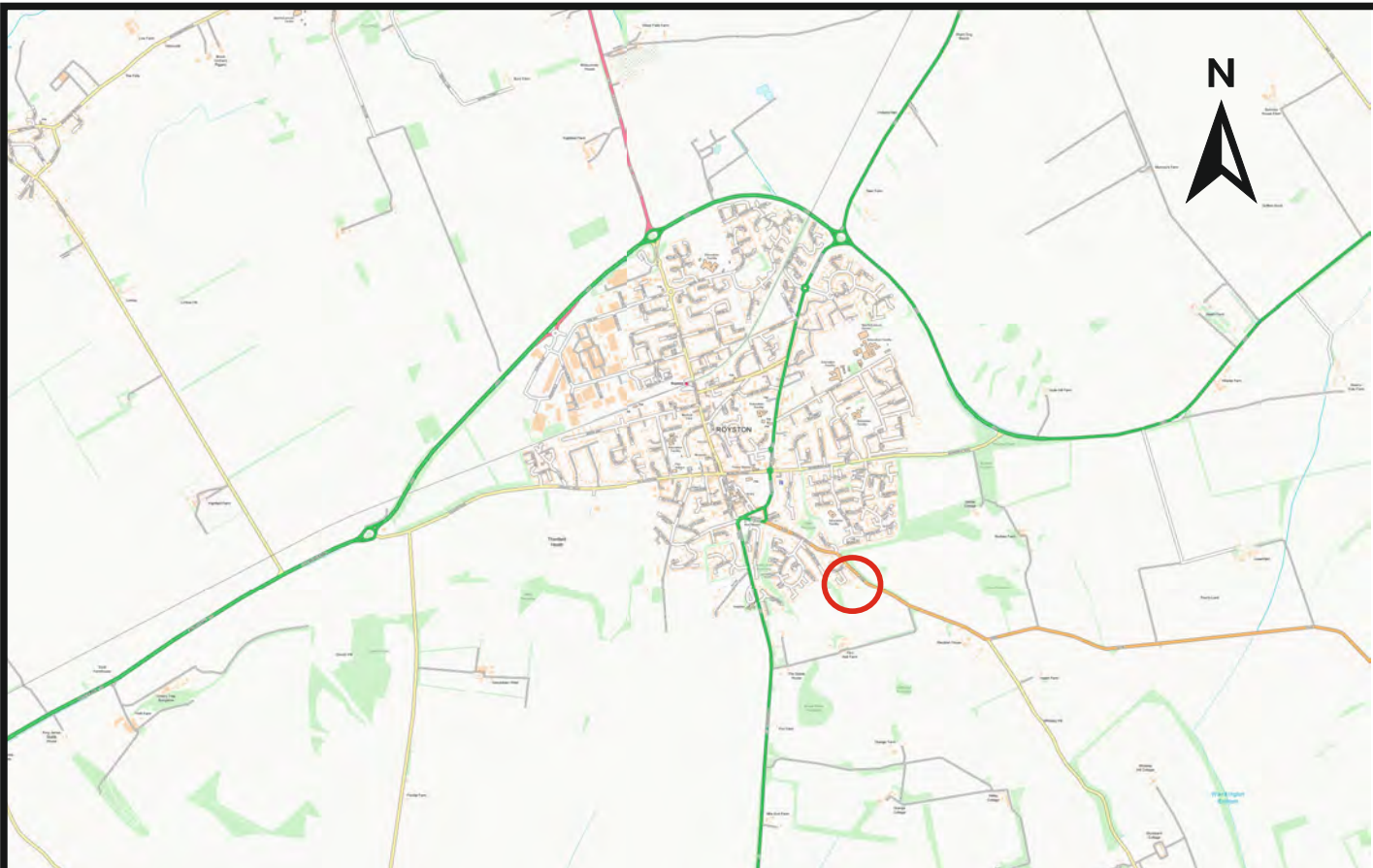


Figure 1: Site Location

Project
RESIDENTIAL DEVELOPMENT
ON LAND AT BARKWAY ROAD,
ROYSTON, HERTS SG8 9DE

Client

HANSON SERVICES LTD

Drawing

PROPOSED SITE PLAN

Scale 1:200 @ A1 Drawn C.R

Checked Date Sept 21

Drawing No.

HAN//BAR/21/01E

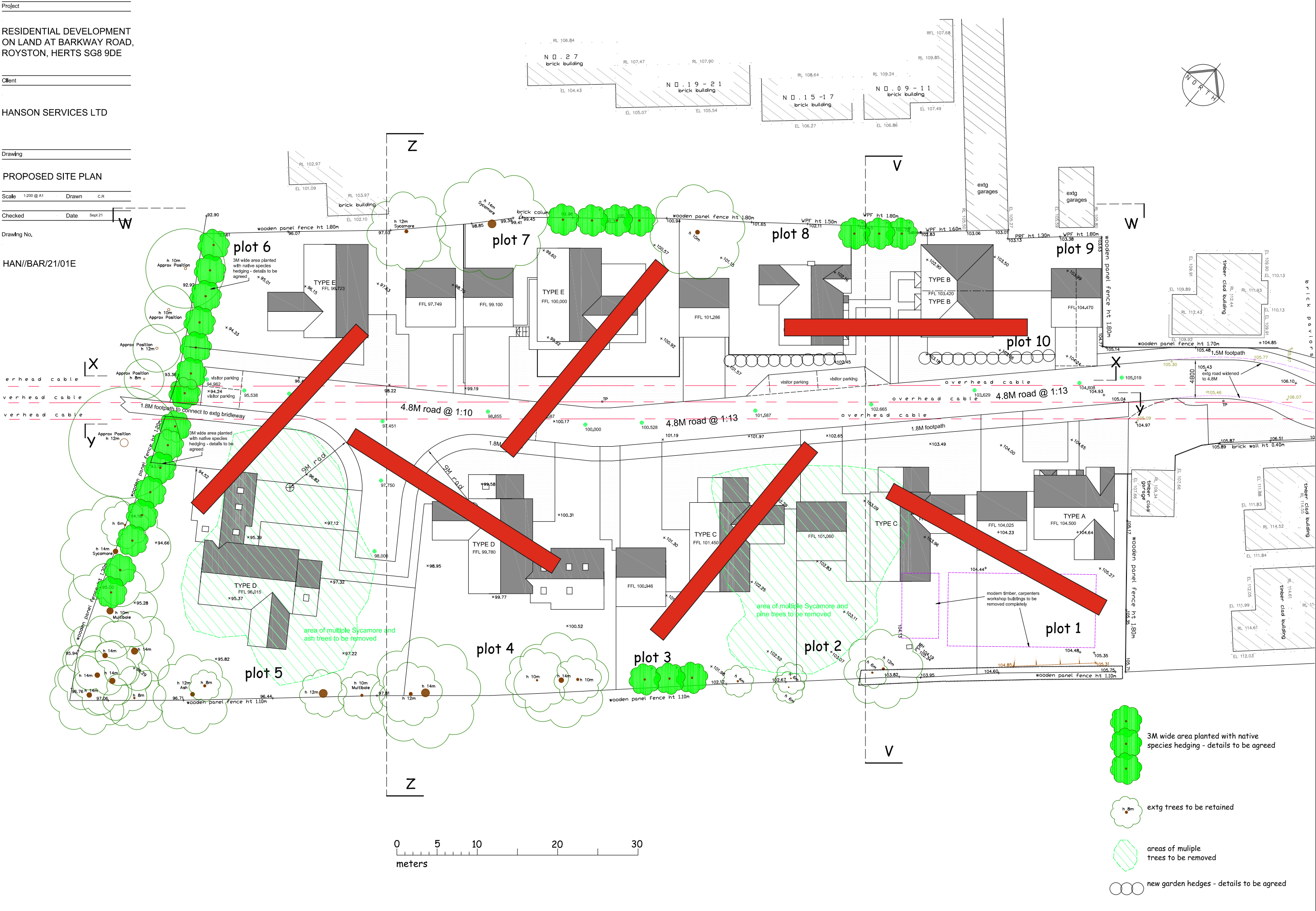


Figure 2: Proposed Trench Plan