



KDK ARCHAEOLOGY LTD

Written Scheme of Investigation for an Archaeological Strip, Map and Sample Excavation and Archaeological Monitoring and Recording

Land to the Rear of Banyers Hotel

King James Way

Royston

Hertfordshire



Site Data

<i>KDK project code:</i>	893/RBH		
<i>OASIS ref:</i>	kdkarcha1-530107	<i>Accession No:</i>	TBC
<i>County:</i>	Hertfordshire		
<i>Village/Town:</i>	Royston		
<i>Civil Parish:</i>	Royston		
<i>NGR (to 8 figs):</i>	TL 3572 4080		
<i>Present use:</i>	Disused overgrown land		
<i>Planning proposal:</i>	Residential development to provide 9 flats with associated vehicular parking and access via existing dropped kerb access from King James Way and ancillary plant, bike and refuse enclosure.		
<i>Local Planning Authority:</i>	North Herts Council		
<i>Planning application ref/date:</i>	24/01075/FP		
<i>Commissioned by:</i>	Harry Breeden Barker Associates (Essex) Limited Majesty House Avenue West Skyline A120 Braintree		

Quality Check

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1 Introduction

1.1 This Written Scheme of Investigation has been prepared for Barkers Associates Ltd as a specification for Archaeological Strip, Map and Record and Archaeological Monitoring and Recording at land to the rear of the Banyers Hotel, King James Way, Royston, Hertfordshire. The work, which is part of a requirement of the National Planning Policy Framework (NPPF) (DLUHC 2023), has been defined by the Hertfordshire Historic Environment Team (HHET), on behalf of the Local Planning Authority (LPA), North Herts Council. The relevant planning application reference is 24/01075/FP.

1.2 This Written Scheme of Investigation incorporates the requirements set out by Historic England in *Management of Research Projects in the Historic Environment* (2015b) and covers:

- The scope of the project
- The objectives and methodologies
- The archaeological and historical context
- Dissemination of the results
- Archive deposition
- Details of permanent and specialist staff
- The proposed programme of work
- Relevant additional information, e.g. insurance, copyright etc.
- Bibliography of professional and academic resources

1.3 *The Site*

Location

The development site lies within the town and civil parish of Royston and is in the administrative district of North Herts Council at National Grid Reference 535761, 240733 (Fig. 1).

Description

The development site is located to the rear of the early 19th century, Grade II, The Banyers Hotel (NHLE: 1102012), which fronts onto Melbourn Street (Fig. 2). The development site is bounded to the north and west by private residences on King James Way and Dog Kennel Lane, and to the east by the rear garden, and associated outbuildings, of the 18th century, Grade I, 18 Melbourn Street (NHLE: 1174750), and The Lanterns (a Building of Local Interest) to the west.

Geology and Topography

The sedimentary bedrock geology is chalk of the Holywell Nodular Chalk, formed between 100.5 and 89.8 million years ago during the Cretaceous period; no superficial deposits have been recorded (<https://geologyviewer.bgs.ac.uk/>). The development site is situated at an approximate elevation of 66m AOD.

Proposed Development

The proposal calls for a residential development that will provide 9 flats with associated vehicular parking, ancillary plant, bike, and refuse enclosure. Access will be provided via an existing dropped kerb from King James Way (Fig. 3).

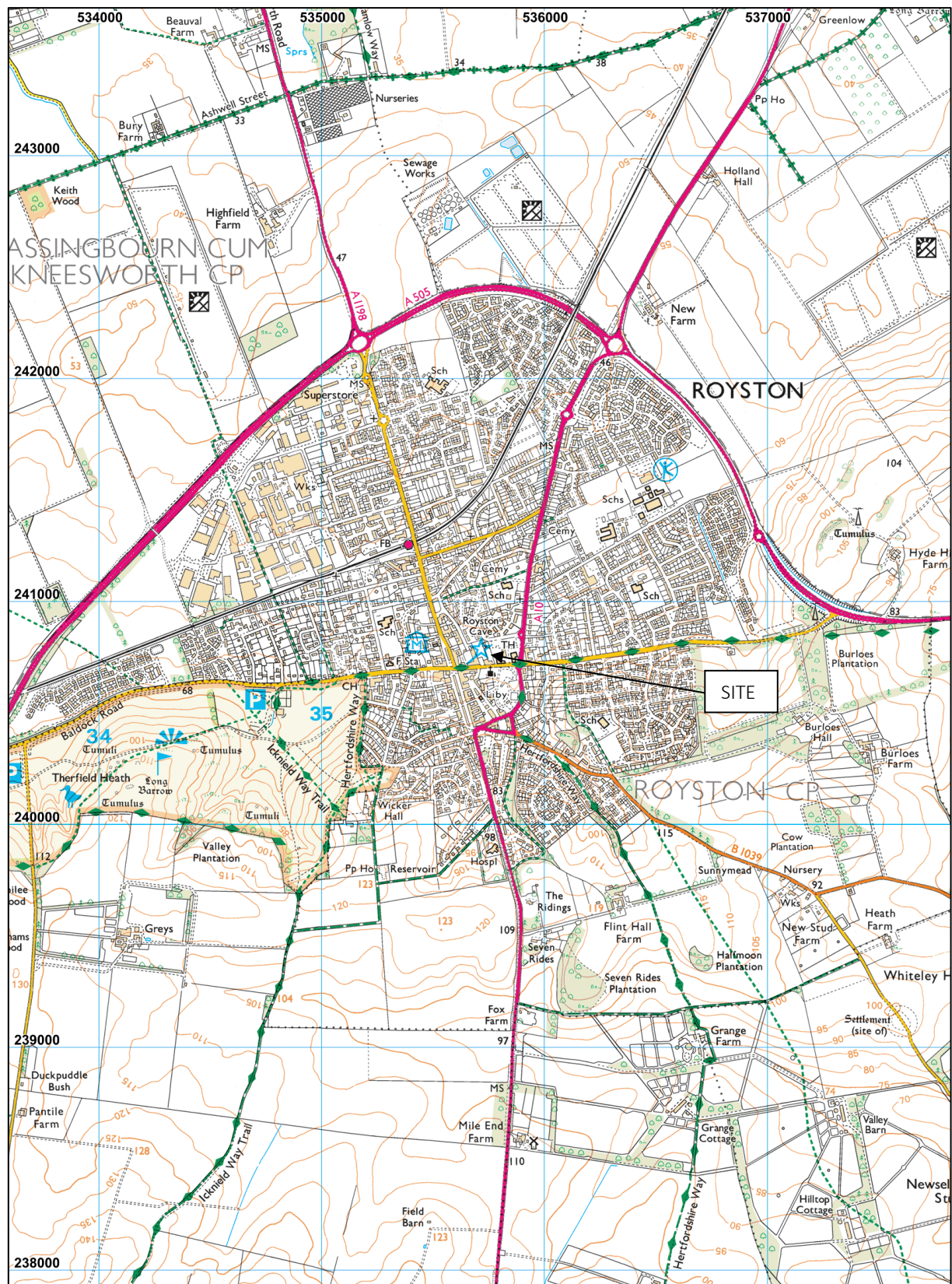


Figure 1: General location (scale 1:25,000)



Figure 2: Site location (scale 1:1250)

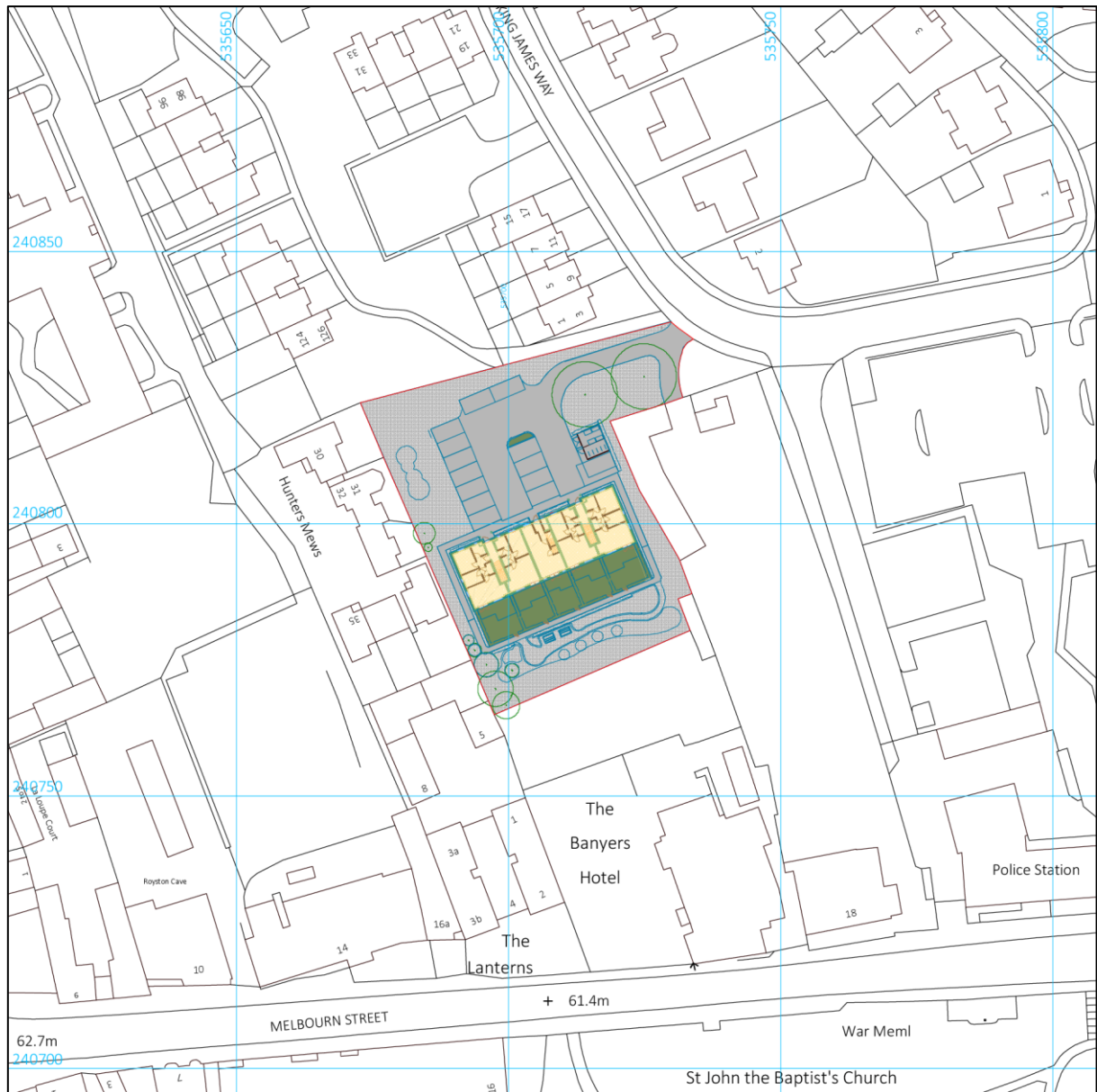


Figure 3: Proposed development (scale 1:1250)



2 Aims and Methods

2.1 Aims

The aims of the project are:

- To establish the date, nature and extent of activity or occupation within the development area
- To establish the relationship of any remains found to the surrounding contemporary landscape
- To recover palaeo-environmental remains to determine local environmental conditions.

The medieval market town of Royston developed alongside the 12th century Augustinian Priory of Royston at the intersection of the prehistoric and Roman trackways, known as the Icknield Way and Ermine Street. The development site is situated to the rear of the post-medieval, Grade II, Banyers Hotel which is located near the site of the early post-medieval royal hunting lodge complex, a medieval religious monastery, the extant 12th century church, and the intersection of the ancient routes. Additional research aims would, therefore, be as follows (ALGAO East of England, 2021):

- LIA-Rom 10: Can we map the development of Late Iron Age and Roman roads?
- Med (Urban) 01: How can our understanding of medieval urban settlement patterns be improved?
- Med (Urban) 15: How best can we study medieval urban cores in or near existing settlements?
- Med (Urban) 16: Can we assess the various impacts of secular and religious organisations in medieval urban centres?
- Med (Urban) 28: How can we improve our understanding of religious institutions within urban centres?

Although hunting lodges, royal and otherwise, were not uncommon in the medieval or post-medieval period, no specific research aims have been formulated for them. In this instance, an aim to be considered would be the extent of the complex and the nature of the buildings/features in relation to the lodge itself and the layout of the wider townscape, including the Banyers Hotel.

2.2 Standards

The work will be informed by the following requirements:

- The Chartered Institute for Archaeologists' *Standard for Archaeological Excavation* (CIfA 2023a)
- The Chartered Institute for Archaeologists' *Universal Guidance for Archaeological Excavation* (CIfA 2023b)
- The Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2022)
- Current Historic England guidelines (HE 2015b, EH 2008, Campbell *et al.* 2011)
- The Association of Local Government Archaeological Officers East of England Region *Standards for Field Archaeology in the East of England* (ALGAO 2003)
- Data Protection Act 2018



2.3 *Methods*

The methods used will be as follows:

- The archaeological investigation, via 'Strip, Map and Record' to the archaeological horizon, of the footprints of the proposed new dwellings, and of any areas subject to significant ground reduction. This should occur before any development taking place and include a contingency for the preservation of any remains encountered
- The archaeological monitoring of all other groundworks related to the development, which have the potential to impact archaeological deposits. This may include driveways, service trenches, hard landscaping, and all other groundworks, with a contingency for preservation or further excavation of any remains encountered
- Such other provisions as may be necessary to protect the archaeological interests of the site
- The analysis of the results of the archaeological work with provision for the subsequent production of a report and an archive, and the publication of the results, as appropriate

2.4 *Methodology: Excavation*

The site will be stripped under close archaeological supervision to the archaeological horizon or the natural geology, whichever is reached sooner. An exception to this is if the Brief states the ground reduction should only extend as far as the development impact level. The machine will be fitted with a toothless ditching bucket unless a toothed bucket or breaker is required to remove more solid material.

The site will then be hand cleaned and a pre-excavation plan prepared and a meeting will take place between KDK, HHET and the client in order to agree a detailed site strategy.

Archaeological features and deposits will generally be excavated by hand. A mechanical excavator may be used for larger features or areas following agreement with HHET. The minimum sampling levels of archaeological features will be:

- **Linear features:** Sections will be excavated at the terminals and intersection of linears and at evenly spaced distances along the length. The sections will be at least 1m wide and will cover 20% of the linear.
- **Structural features (inc. post holes, beam slots):** 100%
- **Structures with in-situ floors:** 100% with detailed spatial recording of finds
- **Kilns & hearths:** 100%
- **Pits & pit groups:** At least 50% of each pit, to be increased if the pit(s) are found to be significant in function or content
- **Quarry pits:** Strategy to be defined at the initial monitoring meeting. A machine may be used for larger areas if appropriate and following agreement with HHET.
- **Extensive archaeological deposits, buried soil horizons:** The extent of the sampling will be determined by the nature and significance of the deposit taking into consideration the aims and objectives of the project. Defined features of significance will be systematically sampled, using a grid if appropriate, to ensure accurate spatial recording of finds. Systematic environmental sampling will be determined by the nature of the site/feature and will follow specialist advice from HE.
- **Other archaeological deposits:** The excavation and sampling strategy will be determined by the nature and significance of the deposit taking into consideration the aims and objectives of the project.
- A metal detector will be used on the excavated area and on the spoil heap. The location of any artefacts found using a metal detector will be recorded in 3D.



Surveying

Surveying will be undertaken using Global Positioning System technology (GPS) and the results presented in CAD format and converted to TIFF or PDF as required. All plans and section drawings will be annotated with relative heights and all plans will be related to the OS National Grid. Digital survey data will be presented in an appropriate CAD format and converted to TIFF or PDF as required.

Planning

Site plans will normally be drawn to a scale of 1:100 or 1:50. Where greater detail is required specific areas or features may be drawn to 1:20 or 1:10. Digital surveying equipment may also be used and the results presented in a CAD format. Sections will generally be drawn at 1:10, unless the size of the section is more appropriately illustrated at 1:20. Where greater detail is required; for example for complex and/or intercutting features, hachures will be included. Plastic film will be used for manual site drawings.

Recording

Each context will be recorded in either electronic format or on KDK's Context Record Sheet, which details dimensions, shape, fill type and inclusions, artefact content, samples and interpretation. A register of contexts will be maintained, and context records will be cross-referenced to all other records.

Photography

The primary photographic record will be compiled using a high specification digital SLR camera (minimum 20 mmp). Metric scales, a photo board and a north arrow will be used in all photographs where appropriate. A cross-referenced photographic register will be maintained on KDK's Photographic Record Sheet.

Finds

All stratified finds will be collected by context and, if of particular significance, individually recorded in 3 dimensions on KDK's Object Record Sheet. Un-stratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest.

Finds processing, which can take place during or after fieldwork, involves cleaning, marking, packaging, quantification and initial classification. In most cases the conservation of artefacts will take place after processing, but primary conservation of delicate artefacts may be required on site. Radiography may be required to identify some objects. *First Aid for Finds* by Watkinson and Neal (1998) is considered the standard reference for finds recovery, processing and packaging. Provision has been made for finds analysis and conservation in the project estimates.

Environmental

Environmental sampling strategies will be applied as appropriate and according to Historic England guidance (Campbell *et al.* 2011). See Appendix 1 for further details.

If appropriate, environmental samples will be taken from features to enable their date, nature, and condition to be described and analysed. Samples will be taken from the fills of features where organic materials may be preserved, such as pits, ditches and other deposits, especially if waterlogged.

Where there is evidence for industrial activity, macroscopic technological residues (or a sample of them) will be collected by hand. Separate samples (c. 10ml) will be collected for micro-slugs (hammer-scale and spherical droplets).



Samples will be taken for scientific dating (such as radiocarbon dating) where, for example, dating by artefacts is insecure or absent and where dating is necessary for the specification for subsequent mitigation strategies (see section on scientific dating below for more information).

Geoarchaeological assessment of buried soils and sediment sequences may also be undertaken if appropriate. This will be done by field inspection by a specialist geo-archaeologist who, following discussion with the Archaeological Advisor, may take samples for laboratory assessment where appropriate.

Deposits will be sampled for the retrieval and assessment of the preservation conditions and potential for analysis of biological remains. The sampling strategy will be developed in collaboration with KDK's consultant specialist. Flotation samples and samples taken for coarse-mesh sieving from dry deposits will be processed at the time of the fieldwork if possible, in order to allow a variation of sampling strategies if necessary.

Sampling strategies for wooden structures will follow the methodologies presented in English Heritage's *Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood* (2010) and guidance (Campbell *et al.* 2011).

All samples will be recorded on KDK's Sample Record Sheet, and a register of samples will be maintained. Provision has been made for sampling, analysis and reporting in the project estimates.

Collection and Selection Strategy

A collection and selection strategy, relating to all aspects of the projects created data and found material, will be agreed between the KDK, HHET and the Depositing Museum. This strategy is outlined in Appendix 2.

Scientific Dating

A number of scientific dating techniques are available for scientific dating. Radio-carbon or C14 dating is commonly used to date organic remains including human remains where no other means of dating is available. Archaeomagnetic or thermoluminescence dating may be applied to pottery or ceramic building materials, kiln linings etc. Dendrochronological dating may be possible on certain species of timber where sufficient growth rings have survived. Provision has been made for scientific dating in the project estimates. A site-specific strategy will be formulated with specialist guidance from the appropriate HE Regional Science Advisor

Human Remains

An exhumation license from the Ministry of Justice is necessary if human remains are encountered (Section 8.6, below). Under the Human Tissues Act 2004, the Environmental Health Officer must also be notified if the remains are less than 100 years old. Although human remains are generally left *in situ*, if possible, any investigation or removal of remains will be agreed between KDK, the client, HHET and other appropriate authorities and will be undertaken in accordance with current guidelines (McKinley & Roberts 1993, Brickley & McKinley 2004). Any and all human remains will be treated with care and respect.

Security

The security of the archaeological remains, the archive and the site as a whole will be safeguarded as much as possible. The security of individuals on site, whether KDK staff or not, will perforce take precedence.



2.4 ***Methodology: Watching Briefs***

A programme of Archaeological Monitoring and Recording (also known as a Watching Brief) requires an experienced archaeologist to monitor groundworks such as footing and service trench excavation, ground reduction or landscaping on a development. If archaeological remains are revealed, construction work will stop so that the remains can be investigated and recorded. The Watching Brief is undertaken in accordance with the building contractor's timetable and so requires close co-operation and communication between contractor and archaeologist.

Each site visit will generate observation records including sketches and photographs as appropriate. These will be entered on KDK *pro forma* sheets. Where possible professionally prepared plans of the development prepared for the client will be used as a basis for locating archaeological features and finds.

Should significant archaeological remains be revealed during the watching brief, an appropriate strategy will be agreed with the client and HHET. Provision for this has been included in the project estimates. Detailed investigation will follow the methods set out in the following section.

2.5 ***Requirements for the Building Contractor***

- Area to be pulled with a toothless ditching bucket
- Area to be taken down in spits under archaeological supervision
- Area to be excavated to archaeology or natural geology whichever comes first
- Area not to be tracked or driven over
- Spoil to be stockpiled at least 1m from the area edge
- Service trenches, soakaways, and ground reduction are to be monitored
- Area to be backfilled only when released by KDK

2.6 ***Carbon Reduction***

Measures to reduce the carbon footprint of the project include:

- All textual recording will be undertaken digitally
- Digital sketch sheets will be used where practicable
- All photography will be completed using a high specification DSLR camera
- The report will be produced as a digital copy only
- All communications with the client, architect, site contractors and BBCHET will be by email or phone

2.7 ***Post-excavation work***

The archaeological fieldwork will be followed by a period of post-excavation processing and analysis, which will include the cataloguing and analysis of any finds and samples, and the preparation of the archive for the site report and its subsequent deposition.

Artefacts, biological samples and soils will be assessed for evidence of site and deposit formation processes and taphonomy, and especially for evidence of recent changes that may have been caused by alterations in the site environment. Assessment should include x-radiography of all iron objects, (after initial screening to exclude obviously recent debris), and a selection of non-ferrous artefacts (including all coins). Where necessary, active stabilisation or consolidation will be carried out, to ensure long-term survival of the material, but with due consideration to possible future investigations.

Assessment of any technological residues will be undertaken and where appropriate, samples will be submitted for scientific dating.



All soil samples collected for biological assessment, or sub-samples of them, will be processed in-house before being sent to the specialist(s) to assess the preservation state, density and significance of material retrieved. Special consideration will be given to any evidence for recent changes in preservation conditions that may have been caused by alterations in the site environment.

Samples collected for geoarchaeological assessment will be processed as deemed necessary by a recognised specialist, particularly where storage of unprocessed samples is thought likely to result in deterioration. Appropriate assessment will be undertaken. Where preservation in situ is a viable option, consideration should be given to the possible effects of compression on the physical integrity of the site and to any hydrological impacts of development.

Animal bone assemblages, or sub-samples of them, will be assessed by our in-house or consultant specialist as appropriate.

Assessment of human remains will have been based partly on in situ observation, but where skeletal remains have been lifted assessment will be undertaken by our in-house specialists.

Artefacts such as pottery, glass, small finds etc, will be assessed by the relevant specialist (see Section 6.2).



Figure 4: Proposed excavation area, shaded red (scale 1:500)



3 Archaeological and Historical Background

- 3.1 Royston lies upon the northern slopes of the Hertfordshire Chalk Downs on the border of Hertfordshire and Cambridgeshire. The town is known for its prehistoric burial mounds on Therfield Heath to the west of the historic town centre, but the origins of the modern settlement lie in the medieval period when it was established alongside the foundation of the Augustinian Priory. It developed around the junction of the prehistoric and Roman trackways, known as the Icknield Way and Ermine Street. The development site lies approximately 115m east of this intersection and is within the Royston Conservation Area (NHDC 2017) and an Area of Archaeological Significance.

The toponym means 'Rohesia's cross', derived from compounding the following elements *personal name* (Old English) + *toun* (Middle English = township, community) + *crux* (Latin = cross) (KEPN 2024).

This section has been compiled with information from the Hertfordshire County Council Historic Environment Record (HER; ref: 150.24) and reliable online sources. The HER data, with a 500m search radius from the development site, is shown in Fig. 5. A total of 112 Listed Buildings (Grade I = 3; Grade II* = 7; Grade 2 = 102) are situated within the HER search area. The majority of the Listed Buildings are post-medieval in date and are located alongside Kneesworth Street, Lower/Upper King Street and the High Street. However, as most of these will not be impacted by the current project, which primarily focuses on sub-surface remains, the majority have been excluded from this summary.

3.2 ***Prehistoric (before 600BC) and Iron Age (600BC - AD43)***

Royston lies on the Icknield Way, a prehistoric track that was once thought to link East Anglia with Wiltshire (HER 4182) and is partially represented in the form of the A505. Along the route are various groups of burial mounds, including those on Therfield Heath immediately west of the town centre. These mounds include a Neolithic long barrow as well as 12 round barrows of various forms dating from the late Neolithic/early Bronze Age. Iron Age remains are also located on Therfield Heath and form land boundaries known as the Mile Ditches that run north to south from the chalk ridge of the Heath to a springhead on the lowland close to Litlington.

3.4 ***Roman (AD43 - c.450)***

The Roman road Ermine Street (HER 9271) linking London with York, runs approximately north-south through Royston along the High Street and Kneesworth Street and intersects with the prehistoric trackway, the Icknield Way (HER 4631) approximately 115m west of the proposed development site. There is little evidence for Roman activity in the area, although a now destroyed round barrow on the east side of Kneesworth Street was found to contain nine burials, a knife, spear and coins (HER 1734). The finds were not dated yet it is recorded as a possible Roman barrow that was re-used in the Saxon period in the HER. Evidence of some form of local settlement has been discovered outside of the HER search area, in the form of coins and other evidence of Roman occupation (HER 1489), and a ditched boundary which produced a small assemblage of Roman pottery (HER 13761).

3.5 ***Saxon (c.450 - 1066)***

Other than the putative burials mentioned above, Anglo-Saxon remains in Royston are limited to three secondary burials on Therfield Heath and the discovery of a Saxon knife close to three skeletons in Briary Lane, c.320m southwest of the proposed development site (HER 1738). The burials may not be Saxon, but related to the later medieval cemetery associated with the medieval hospital of St John and St James (HER 2726).



There is no known late Saxon settlement associated with the modern town which was in a liminal location within five later ecclesiastical parishes (Barkway, Reed and Therfield, Herts., Melbourn and Kneesworth, Cambs).

3.6 **Medieval** (1066 - 1500)

The town was established in the 12th century with the foundation of an Augustinian Priory dedicated to St John the Baptist and St Thomas by Eustace de Merc and his nephew Ralph de Rochester (HER 4200). Initially only for three canons, the number quickly increased to seven and by the time of the dissolution of the monastery in 1536 there were ten in all Kingston (1906: 11, 13). Although never a large monastic house, Richard I granted the priory the rights to hold a market and a fair, which became both locally and regionally important in 1189. Indeed, at the time of Henry VI (1423-61), Royston was one of the biggest market towns in the area and this continued into the 17th century when the town and its market were frequently documented by contemporary travellers (NHDC 2017: 9).

The medieval planned town that developed as a result of the priory and its market and fair is still evident in its pattern of buildings set abutting the road on long narrow burgage plots, with the narrowest end onto the street (NHDC 2017: 8).

The town is thought to have been named after a Lady Roysia who erected a cross on the junction of the two main roads through Royston. Initially known as *Crux Roasisie* (spelt in a variety of ways) by 1327 the name Roiston was in use (Page 1912). The 'Roysia Stone', reputedly the base of a medieval cross (HER 2724), is a c.2-ton glacial erratic with a hole in its upper face which could have held the shaft of a cross; it has been moved several times in its history and is now located c.160m southwest of the proposed development site.

Two other religious foundations were established in the medieval period. The Hospital of St Nicholas, which located c.200m northwest of the proposed development site consisted of a chapel and houses for lepers (HER 2725). It was granted a fair by King John in 1213 but the hospital ceased to exist by 1359. The Hospital St John and St James was probably founded on Baldock Street by Richard Argentine c.1224 (HER 2726). It took over the chapel belonging to the Hospital of St Nicholas in 1359, became a free chapel in 1486 and was suppressed in 1547. In 1959, four possibly medieval coffined inhumation burials (3 adults and 1 child) were found in Briary Lane (HER 1738). It is thought that they were part of cemetery which may have been associated with the medieval hospital of St John and St James (HER 2726).

One of the most significant relicts of the medieval period is the Royston Cave, a Scheduled Monument that lies under the pavement outside No.1 Melbourn Street, c.110m southwest of the proposed development site (NHLE: 1015594; Grade I, NHLE 1102013; 27200; HER 30). This is an artificial, bell-shaped cavern, hollowed out of natural chalk with medieval carvings on the walls which stylistically indicate a 13th-14th century date. The origin and function of the cave have been extensively discussed since its discovery in 1742. One suggestion is that it may have been connected with the Knights Templar who established the medieval settlement at Baldock 9 miles to the west of Royston. It has been suggested that the cave had an upper storey, and it may have been used as a hermitage in the 16th century. The cave was evidently sealed up and forgotten about until 1742 when workmen erecting a bench for the butter market in Mercat House (since demolished) discovered a millstone closing the entrance to a narrow vertical shaft. The objects found in the debris filling the cavity apparently included a human skull, a few bones, fragments of a drinking cup and a piece of brass. Another cave may be present about 70m east of the Cross along Melbourn Street (HER 13430) while its nature is unknown, it may be similar to Royston Cave.



3.7 **Post-medieval (1500 - 1900) & Modern (1900 - present)**

Royston Priory was dissolved in 1536, leaving the town without a church. In 1540 an Act of Parliament was passed forming a single parish of Royston, which was then served by a priest chosen by the king. The parishioners took over the eastern end of the monastic church as their parish church (Kingston 1906: 69-70). The priory and its lands were first leased to and then acquired by Robert Chester who converted part of the priory buildings to a residence, which became the manor house of Royston (HER 12353). This was replaced c.1600 by a timber framed house, which has since been extended and refaced in brick.

The town continued to benefit from the markets and fairs and was particularly known for its cattle, barley and malt (Page 1912). It became a favourite location for James I of England and VI of Scotland, who enjoyed the hunting that the surrounding area provided. In 1604 he purchased The Cock and The Greyhound Inn for use as a royal hunting box, and was a frequent visitor until his death. The remains of the hunting lodge, known as King James's Palace, at 23 Kneesworth Street (HER 2723) dates from the early 17th century and is located c.150m west of the proposed development site. Various other buildings associated with the lodge survive along Kneesworth Street (HER 11318, 11317) and names such as Dog Kennel Lane, less than 50m to the northwest of the proposed development site, testify to the extent of the hunting lodge complex.

By the late 17th and 18th centuries Ermine Street or the 'North Road' was a famous coaching route from London to the North (NHDC 2017: 11). Royston, which lay on the section of the road to become the first turnpiked road in the country, became important for both travellers and the mail as it was the 4th stage on the London to Edinburgh route and came to support more than 50 inns (*ibid.*).

Notable buildings situated along Melbourn Street on either side of the Banyers Hotel include the 18th century, Grade II*listed Royston Manor House at No. 14 (NHLE: 1102011; HER 17677) and the Grade I listed building known as Thurnalls dating from c.1600 at No. 18 (NHLE: 1174750; HER 15915).

A malthouse (HER 11322), listed in Pigot's 1832 directory, stands adjacent to the west of the proposed development site and it is now used for offices. Other heritage assets to the west include the 16th/17th century timber-framed house 2-3 Kneesworth Street (HER 11327), and on Melbourn Street, The White Horse PH (HER 11313), the site of the Old Butter Market (HER 11297), and the site of the pillory (HER 11340). To the southeast of the proposed development site, is the approximate site of a toll booth on The Cross (HER 11278) and Royston Town Hall (HER 11283).

Near the north-eastern edge of the search area is the Melbourn Road Cemetery (HER 11300), which comprises two burial grounds opened in 1877, one on the west side for Anglicans, and one for Nonconformists slightly further north on the east side.

3.8 **Site specific**

The Banyers Hotel is a Grade II listed, timber framed building of uncertain date that was refaced in gault brick in the early 19th century (NHLE: 1102012; HER 11316). Its Historic England description is as follows:

1. 5255 MELBOURN STREET (North Side) No 16 (The Banyers Hotel) TL 3540 1/163 II 2. Early C19 refronting in Neo-classical style of much earlier building. Timber framed structure refaced in gault brick. Welsh slated roof behind parapet. 2 storeys, tall Greek Ionic pilasters to pediment right of centre. Doric pilasters at angles. 7 sash windows with glazing bars under flat arches. Doric porch has cast iron balcony railings, entablature with triglyphs, mutule cornice. Road side elevation has pediment 1st floor cast iron balconette, ground floor bay window. North projecting wing has ground floor 3 light pedimented window.



Archaeological investigations on land that was formerly part of the gardens of the hotel include a Watching Brief at the southern end of Dog Kennel Lane where only late 19th or early 20th century features were revealed (EHT4834), a Strip, Map and Sample excavation prior to the construction of a conservatory to the rear of the structure and a Watching Brief on a two-storey extension to the east of the building (EHT7751-2). No archaeological remains were encountered during the latter investigations (Keen 2014).

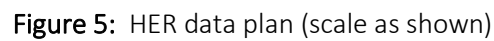




Figure 6: Detailed HER plan; site marked by a star (scale 1:1500)



4 Reporting

- 4.1 A summary report will be prepared, as required in the Brief, within one month of completion of the fieldwork. This will generally include:
- A concise non-technical summary of the results
 - Details regarding the circumstances of the project
 - A summary of background information about the site
 - A summary of the aims of the project and the methods used
 - A brief, illustrated, description of the results,
 - A summary of the results and their significance
- 4.2 A detailed Assessment Report and an Updated WSI will be submitted to the client and HHET within six months of the completion of the fieldwork. The preparation of these documents will have been informed by Historic England guidelines (EH 2008; HE 2015) and will include detailed proposals with costs for post-excavation analysis and final publication of the results of the excavation.
- 4.3 Where the results are not considered of sufficient significance to warrant the above, and with HHET's approval, the report will bring together all the field-work and post-excavation results, and typically include:
- A concise non-technical summary of the results
 - The objectives of the project
 - The methodologies used
 - The circumstances and date at which it was undertaken
 - The identity of the organisation and individuals carrying out the work (in particular the names of the project director, site supervisor and any specialists), in line with GDPR requirements.
 - A summary of the history and archaeology of the site and its context
 - A written account of the results of the project with appropriate supporting illustrations.
 - A conclusion, summarising the results and examining their significance
 - Statement of confidence rating
 - References
 - An index to and the proposed location of the archive
 - Appendices as appropriate
 - An HER summary sheet, if required
- . Electronic and/or paper copies of the report will be provided for the client, HHET and the HER as required.
- 4.4 Interim reports on the project will be submitted to any relevant regional and county journals (e.g. *Hertfordshire Archaeology and History*), and to any relevant specialist journals (e.g. *Industrial Archaeology Review*, *Journal of the Historic Farm Buildings Group*), within one year of the project's completion.
- 4.5 The project has been registered with the Archaeology Data Service, which will allow an OASIS summary form and the report to be submitted once it has been approved



5 Archive

- 5.1 The project archive consists of the electronic and paper records, photographs, artefacts and environmental samples. On occasion associated records, photographs or finds are also acquired. It is essential that this primary information is stored in a suitable environment to allow it to be studied by anyone with an interest to do so.
- 5.2 During the course of the project the client will be asked to sign a Transfer of Title form to allow any artefacts found during the excavation to be deposited as part of the full archive with the local museum.
- 5.3 The North Hertfordshire Museum has been contacted to make preliminary deposition arrangements. On completion of the project, the archive will be prepared for long term storage in accordance with guidelines prepared by the ClfA (ClfA 2020b), the UK Institute of Conservation (Walker 1990), the Museums and Galleries Commission (Paine 1992) and the Hertfordshire Archaeological Archive Standards (Paul 2021). If they are unable to accept the physical archive, KDK will make alternative arrangements to hold the archive until deposition can be arranged.
- 5.4 The digital archive for this project will be uploaded to the Archaeological Data Service in line with the Hertfordshire Archaeological Archive Standards 2017.



6 Staffing

6.1 *KDK Staff*

Karin Kaye MA MCIfA

Karin graduated from the Institute of Archaeology, UCL with an MA and first-class honours degree in medieval archaeology. Her archaeological career began at the Heritage Network, in Hertfordshire, where she was given a solid grounding in commercial archaeology. In subsequent posts she gained considerable experience in managing all types of archaeological projects as well as specialising in historic buildings and church archaeology. She co-founded KDK Archaeology Ltd with David Kaye, which began trading in early 2013.

David Kaye BA ACIfA

David graduated with an honours degree from the Institute of Archaeology, UCL in 2004 following a long career in photography, graphic design, and exhibitions. He joined Heritage Network, in Hertfordshire, whilst still a student and gained considerable experience in his seven years there. Since then he has led many excavations, including a large Roman field system at a quarry site, an Anglo-Saxon cemetery at a school, and an ongoing Roman roadside settlement at an industrial complex. Apart from the day-to-day project management, David is responsible for all elements of Health and Safety.

Laura Dodd MSc MCIfA

Laura graduated from the University of Reading in 2013 with a BA in archaeology and continued her studies at Durham University where she achieved an MSc in Palaeopathology. She has a particular interest in the isotopic analysis of human remains and during her time at Durham assisted in a project to identify potential childhood origins of several individuals found in a mass grave. Laura has taken part several large-scale excavations such as the Roman field school at Silchester and the Amheida project in Egypt's Dakhla oasis. Since joining KDK in 2015 Laura has gained experience of running all types of fieldwork and is now the post-ex and archives manager. She is also the company osteo-archaeologist and is a member of BABAO.

Ellen Shlasko PHD

Ellen has been working as a reports officer for KDK since 2015. Previously, she was based in the US, where she specialised in the historical archaeology of the southeast. A graduate of Brandeis University, she holds a MA in historical archaeology from the College of William and Mary in Virginia and a PhD from Yale University. Ellen is also active in the Welwyn Archaeological Society and the Community Archaeology Geophysics Group, which has been mapping the Roman city of Verulamium since 2013.

Barney King PCIfA

Barney King began working in archaeology after a varied career as a projectionist, theatre technician and plumber's assistant, among other occupations. He started working on large scale Romano-British sites in Hertfordshire and Buckinghamshire, after enjoying a stint of archaeological volunteer work. He joined KDK as field technician and company quartermaster in 2017, and is now responsible for maintaining IT systems, surveying and processing environmental samples.



Chris Martin-Taylor BSc

Chris Martin-Taylor graduated from Bournemouth University in 2015 with a BSc in Archaeology. Prior to that, he studied for a foundation degree in Applied Architectural Stonework and Conservation in Dorchester and Weymouth, which included practical training in stonemasonry and historic building conservation. He has worked on numerous sites in the midlands and southeast England, as well as taking part in the experimental archaeology project at Guédelon Castle in France. Chris joined KDK in 2017 and has enjoyed developing his skills in many aspects of archaeological fieldwork. He has a keen interest in the history and archaeology of the post-Roman and medieval periods, particularly the study of the early medieval built environment.

Derek Watson PHD

Derek Watson graduated from the Institute of Archaeology, UCL in 2004 with a PhD in Archaeology. He also has a first-class honours degree in Environmental Archaeology from the Institute of Archaeology and an MSc from the University of Sheffield in archaeological environmental science and palaeoeconomics. He has worked on both commercial and academic archaeological projects in North America, Europe, North and West Africa, and has directed his own research projects in Ghana. Derek has been working as a zooarchaeologist and a reports officer for KDK since 2018.

Pat Reeves

Pat joined KDK as an administrative assistant in 2017 bringing with her a wealth of experience from a long and varied career. Apart from her administrative and financial skills, Pat also provides specialist knowledge in post-medieval porcelain and small finds. She has been the office manager since 2021



6.2 *Specialists*

The following are KDK's preferred specialists:

Subject	Specialist	Organisation
Building materials: Roman	Rob Perrin	Freelance
Building materials: post-Roman	Karin Kaye	KDK Ltd
Ceramics: prehistoric	Sarah Percival	Freelance
Ceramics: Roman	Rob Perrin	Freelance
Ceramics: Post-Roman	Paul Blinkhorn	Freelance
Coins: Roman	Peter Guest	Vianova Archaeology
Coins: Saxon	Anna Gannon	Freelance
Coins: Post-Saxon	Murray Andrews	Freelance
Environmental: seeds	Lisa Gray	Freelance
Environmental: archaeobotanical	Lisa Gray	Freelance
Environmental: mollusca	Mike Allen	Freelance
Environmental: soils	Mike Allen	Freelance
Environmental: animal bone	Derek Watson	KDK Ltd
Environmental: animal bone	Matilda Holmes	Freelance
Environmental: human bone	Laura Dodd	KDK Ltd
Environmental: human teeth	Patrick Mahoney	KORA
Environmental: pollen	Rob Scaife	Freelance
Bone antler & ivory small finds	Ian Riddler	Freelance
Glass	Hilary Cool	Freelance
Lithics	Sarah Bates	Freelance
Lithics	Lyndon Cooper	Pre-Construct Archaeology
Metalwork	Quita Mould	Freelance
Quernstones	Chris Green	Freelance
Industrial waste	Lynne Keys	Freelance
Saxon & medieval small finds	Rosie Weetch	Freelance
Timber	Damian Goodburn	Freelance



7 Programme

- 7.1 A programme of works will be agreed with HHET, the client and KDK. KDK will keep HHET and the client informed of progress throughout the project.
- 7.2 Once the Written Scheme of Investigation has been approved by HHET, a start date will be agreed with the client allowing HHET at least one week's notice in order to schedule monitoring visits. All monitoring visits by HHET will be agreed with the client.
- 7.3 The client will allow site access by HHET and archaeological specialists as required and provide detailed information regarding access requirements to ensure site protocols are not breached.

7.4 *Proposed Programme*

A provisional outline of the timetable and staffing of the different phases of the projects are as follows:

Stage	Person-Days	Staff
Site stripping	1-2	Site Director/Site Assistant
Cleaning & initial planning	1-2	Site Director/Site Assistant
Excavation	As required	Site Director/Site Assistant
Report	5 (estimate)	Site Director
Specialist Reports	As required	As required
Archiving	1-2	Archivist



8 Other Requirements

8.1 *Health and Safety*

All work by KDK staff will be carried out according to the relevant Health and Safety legislation. This includes, *inter alia*, the following:

- Health and Safety at Work Act 1974
- Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment at Work Regulations 1992
- Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992

A copy of KDK's *Health and Safety Policy* will be supplied if requested by client or HHET. An Initial Risk Assessment (Appendix 3) has been completed prior to the commencement of the project, and will be checked and updated on site.

8.2 *Insurance*

KDK holds the following insurance cover (further details can be provided if required):

Employer's Liability	£10,000,000
Public Liability	£5,000,000
Professional Indemnity	£1,000,000

8.3 *Copyright*

Unless otherwise agreed, full copyright of any written, graphic, electronic or photographic records and reports rests with KDK, which will licence their use in relation to the specific project by the client or sponsoring body in all matters relating to the project, as described in this Written Scheme of Investigation.

KDK will assign joint copyright to the museum or repository undertaking curation of the archive, but retains the right to be identified as author of all project documentation and reports, as defined in the Copyright, Designs and Patents Act 1988 (Chapter IV, sec.79).

8.4 *Curatorial Requirements*

Monitoring is carried out by HHET to ensure that project is being carried out in accordance with the brief and approved Written Scheme of Investigation, to enable the need for modifications to the project to be independently considered and validated and to control and validate the use of available contingencies. HHET will be advised of the start date and the anticipated duration of the project at least one week before the commencement of the fieldwork. HHET will be allowed access to the site as required, as will other professionals as required to ensure compliance with project health and safety requirements and access controls.

8.5 *'Treasure'*

The 1996 *Treasure Act* and its 2003 amendment specifies that the finders of specific types of artefacts it defines as treasure must report them to the Coroner within fourteen days of discovery. Failure to do so could lead to a maximum penalty of three months in prison and a fine of £5000. Further details are available on the Portable Antiquities Scheme website at www.finds.org.uk. The Portable Antiquities Scheme will be notified of any finds that could be considered treasure within 48 hours of discovery.



8.6 ***Human Remains***

Under recent changes in legislation to Section 25 of the Burials Act 1857, an application for a licence should be made whether buried human remains are to be removed from the ground or intended to be left *in situ* (since excavation is likely to disturb them). A site-specific license will be procured from the Ministry of Justice in advance of the project if human remains are thought to be encountered during the fieldwork.

8.7 ***General Data Protection Regulations***

As data controllers for personal information collected during the project, KDK will comply with the principles and letter of the GDPR regulations in the processing, management and archiving, where appropriate, of that data.



9 References

Standards and Specifications

- ADS Guides to Good Practice: <https://archaeologydataservice.ac.uk/help-guidance/guidesto-good-practice/>
- ADS Instructions for Depositors: <https://archaeologydataservice.ac.uk/helpguidance/instructions-for-depositors/>
- ADS Data management: <https://archaeologydataservice.ac.uk/help-guidance/how-to-prepare-data/>
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- CIfA 2019 *Archaeological Archive Selection Toolkit*. Reading: Chartered Institute for Archaeologists
- CIfA 2020a *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*. Reading: Chartered Institute for Archaeologists
- CIfA 2020b *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*. Reading: Chartered Institute for Archaeologists
- CIfA 2022 *Code of Conduct*. Reading: Chartered Institute for Archaeologists
- CIfA 2023a *Standard for Archaeological Excavation* Reading: Chartered Institute for Archaeologists
- CIfA 2023b *Universal Guidance for Archaeological Excavation*. Reading: Chartered Institute for Archaeologists
- CIfA 2024 Carbon Reduction Guide Table
<https://www.archaeologists.net/sites/default/files/CIfA%20Carbon%20Reduction%20Table%20January%202024.pdf>
- DLUHC 2023 National Planning Policy Framework. London: Department for Levelling Up, Housing and Communities. <https://www.gov.uk/government/publications/national-planning-policy-framework--2>
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- EH 2010 *Waterlogged Wood: Guidelines on the Recovery, Sampling, Conservation and Curation of Waterlogged Wood*. London: English Heritage
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- HE 2011 *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition)*. London: Historic England
- HE 2012 *Waterlogged Organic Artefacts: Guidelines on Their Recovery, Analysis and Conservation*. London: Historic England
- HE 2014 *Animal Bones and Archaeology: Guidelines for Best Practice*. London: Historic England
- HE 2015a *Geoarchaeology: Using earth sciences to understand the archaeological record*. London: Historic England
- HE 2015b *The Management of Research Projects in the Historic Environment: the MoRPHE Project Managers' Guide*. London: Historic England
- HE 2018 *The Role of the Human Osteologist in an Archaeological Fieldwork Project Swindon*. London: Historic England
- McKinley J.I. & Roberts C. 1993 *Excavation and Post-Excavation Treatment of Cremated and Inhumed Human Remains*. Chartered Institute for Archaeologists Technical Paper 13
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- Paul S. 2021 *Hertfordshire Archaeological Archive Standards: a Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire* Hertfordshire Association of Museums
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Secondary Sources

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- Brown N. & Glazebrooke J. 2000 *Research and Archaeology: A Framework for the Eastern Counties – 2 Research Agenda and Strategy*. East Anglian Archaeology Occasional Paper 8
- East of England Regional Research Framework 2023 <https://researchframeworks.org/eoe/>
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<https://researchframeworks.org/eoe/research-agenda/>

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Appendix 1: Environmental Sampling Strategy

Stage 1: Pre-excavation

KDK's general environmental sampling strategy is outlined in Section 2.3. Where appropriate a more detailed site specific strategy will be formulated at the start of a project based on the advice of KDK's Environmental Specialist and/or Historic England's Regional Science Advisor. The sampling strategy will:

- Take into account the research aims and objective of each individual project
- Identify the different categories of environmental remained expected to be encountered
- Outline the environmental analysis to be completed

The sampling strategy will be regularly reviewed throughout the excavation to ensure that it remains appropriate to the specific research aims.

Stage 2: Excavation

The sampling strategy outlined during Stage 1 will be readdressed after the site has been stripped. The updated strategy will be discussed with all on site personnel as well as HHET, the ES and HE where appropriate. The on-site collection and treatment of samples will be as follows:

- Sample sizes will normally comprise 40 litres of material; however, more or less than 40 Litres can be taken if deemed appropriate. <100% of smaller features such as postholes will be collected.
- Samples from wet or waterlogged contexts will be prioritized as these conditions are better suited for the preservation of organic material.
- When excavating human remains, multiple samples will be taken separately and clearly labelled with the areas they represent (e.g. head, pelvis)
- Samples will be placed into clean buckets which will then be labelled inside and out with the site code, context number, sample number and bucket number
- A register of all samples will be maintained and all samples will be recorded individually on KDK's Sample Records Sheet
- All samples will be removed from site and stored within a designated area at the KDK offices
- All unlabelled, duplicated or potentially contaminated samples will be discarded on site
- Modern and post-medieval samples, or those deemed unsuitable for sampling, will not be taken unless these features address specific research aims.

When dealing with waterlogged, insect and pollen, and deeply stratified sediments (e.g. peat) it may be necessary to seek advice from ES, HE and other environmental specialists (e.g. palynologists (pollen specialists) do discuss additional sampling methods.

Stage 3: Post-Excavation

Once excavation is complete, a final sampling strategy will be produced. This will highlight the samples most appropriate for processing and those which are to be deselected. This strategy will be discussed with and approved by HHET and the ES. Some of the samples may be selected for a preliminary assessment where a single bucket of material will be processed to analyse the potential value of the sample. At this time if the sample is deemed unsuitable for further processing, no further action will be taken.



All bulk samples will either be subjected to dry sieving, or be processed using a flotation tank. The remaining material from this process will be fully dried, sorted and bagged before being sent to the relevant specialists for analysis (i.e. archaeobotanist, zooarchaeologist etc.) All other aspects of the processing, along with unsuitable samples, are discarded after the report has been approved by the planning archaeologist.



Appendix 2: Archive Collection and Selection Strategy

Project Details:

Name Land to the Rear of Banyers Hotel, King James Way, Royston, Hertfordshire

Site Code 893/RBH **Accession number** TBC **Project Type** Evaluation

Contact David Kaye (Project Manager)/ Laura Dodd (Post-ex manager/archivist)

Introduction:

This strategy, which concerns all of the data that is created and the archaeological material recovered during the course of the project, will be agreed between KDK, HHET and the depositing Museum. It is consistent with the projects aims and objectives and local research framework.

An identical version of this Appendix will be created and kept up to date as the project progresses. Updates will be agreed with HHET and the museum.

Digital Data Management Plan

Data Collection (*what will be collected and how?*):

Data will be collected in line with the Project Brief and WSI standards and requirements. Data acquisition standards are in line with the ADS guide to Good Practice. Specific data will be:

Excel Spreadsheets will be used on site to collect fieldwork data and registers

Word documents will be used to produce draft reports which will be finalised in pdf format

Digital images will be taken and saved as JPGs

Digital survey data will be presented in an appropriate CAD format and converted to TIFF or PDF as required.

A working project folder will be maintained of all project related data on the company server. Tablets will be used on site and downloaded to the folder on the company server on a daily basis.

Documentation and Metadata:

A summary of all data sources and contributors will be provided as part of the final archive alongside a meta data summary. This will be prepared in line with ADS deposition guidelines.

Ethics and Legal Compliance (*how are any ethical, copyright and IPR issues being managed?*):

KDK have a GDPR compliant privacy policy which underpins the management of personal data.

Personal data is not stored in the project related folders but separately on the company server. Any personal data will be removed from the project archive and permission to use individuals' names in any reporting is gained prior to use.

Copyright of all data created by the team is owned by KDK and permission to include data from external sources is secured on the engagement of that source.

Where formal permission or licence agreements are required for data sharing these will be included in the project documentation.

Storage and Back up (*how will data be stored, accessed and backed up during the project?*):



Organisational IT is managed by an internal IT and data manager who is responsible for the management and verification of daily back-ups and who supports access to security copies as needed. The onsite company server is automatically backed up 5 times a day to a secure off site server through an encryption process.

Sufficient data storage is available on the onsite company server, which includes single factor authentication and permissions-based access. The server is accessible by staff on and off site through a secure log-in.

Off-site access to the project files on the server is provided to support back up of raw data while fieldwork is ongoing. Where internet access is not possible, the raw data is backed up to a separate hard drive until direct access to the server can be established.

Only KDK staff can access the server. External specialists and contractors are sent whatever documentation they need via email or WeTransfer, none of which contain sensitive information.

Selection and Preservation (*what will be retained, shared and/or preserved, what's the long-term plan for data preservation, are ADS informed and have costs been considered?*):

The collection and selection strategy, including the data management plan will be reviewed throughout the project and specifically at the end of fieldwork and/or before post excavation work starts and following full analysis. The updated plans will be included in all reporting stages.

Prior to deposition the plans will be updated and finalised in agreement with the planning archaeologist, museum, client and ADS if appropriate.

All versions of data will be retained until report approval. Final versions of digitally born data will be archived on ADS. Paper records will be archived at the museum in line with museum guidance. Duplicate documents will be deleted and the remaining data will be retained in the file structure on the company server.

The full costs of archiving in line with museum guidelines have been included in the project costs.

Data Sharing and Accessibility (how will data be shared and made accessible and are there any restrictions):

The project has been added to the OASIS Index of Archaeological Investigations (**kdkarcha1-530107**) and will be updated as the project progresses. A final version of the approved report will be added to OASIS along with details of the project archive location.

The final version of the report will be supplied to the Historic Environment Record when approved by the planning archaeologists. Any further data which they request will be provided directly.

No restrictions to data or data sharing are envisaged at this stage.

Responsibilities (who is responsible for data management):

The project manager is responsible for implementing the data management plan and ensuring it is reviewed at each stage of the project. The data capture, metadata production and data quality is the responsibility of the project team, quality assured by the project manager.

Storage and back up of data in the field is the responsibility of the field team and once data is on the organisational server it is the responsibility of the IT and data manager.

Data archiving is undertaken by the project team in conjunction with the archive officer and the archive officer is responsible for the transfer of the archive to the final repository.

Paper data

All project related paper documentation, for example fieldwork sheets, drawings, black and white photographs, maps, as opposed to administration paperwork, will be archived as part of the document



archive with the museum. Duplicate documentation will be recycled and any administrative paperwork will be scanned and retained digitally by KDK.

Small and Blank Projects

Where archaeological work results in no finds or features of archaeological significance a single all in one report will be prepared and, if agreed with the CAO and museum, will be uploaded as the digital archive to OASIS. Also, if agreed, there will be no paper archive deposited with the museum.

For small projects where the digital archive comprises of only digitally born photographs the data will be stored on OASIS.

Materials and Artefacts

The key finds groups and how these will be selected for retention or discard are outlined below:

Find Type	On site selection	Post Excavation selection
Pottery	All pottery sherds will be collected other than obviously post medieval sherds from unstratified contexts unless they appear archaeologically significant	The majority of pottery collected will be retained for archiving. Exceptions may be made for sherds recovered from unstratified contexts or repetitive and undiagnostic sherds. All pottery will be quantified and subject to specialist input. Deselection will be undertaken in discussion with the specialist, HHET and the museum
CBM	All CBM will be collected other than obviously post medieval CBM from unstratified contexts unless they appear archaeologically significant. However, where large quantities are found a further discussion between KDK, HHET and the museum may result in an amended approach ie sampling	All collected CBM will be retained, although unidentifiable fragments from poor or unstratified contexts may be discarded subsequent to full quantification, specialist advice and discussion with HHET and the museum
Worked Stone	All worked stone found will be collected	All worked stone will be retained for archiving, in discussion with the museum. All unworked stone will be discarded following quantification
Animal Bone (including worked bone, antler, horn and ivory)	All animal bone found will be collected	All animal bone will be retained. Disposal may be considered for very fragmented and poorly preserved objects or those which have been recovered from unstratified contexts and that have no further intrinsic interest
Ferrous and non-ferrous metals	All metal will be collected	All precious metals will be retained. Other ferrous or non-ferrous metals will be retained with the exception of unidentifiable fragments and those beyond conservation. Also common bulk finds such as nails may be subject to retention of a sample following discussion with the specialist and museum
Glass	All glass objects will be collected other than obviously post medieval glass from unstratified contexts unless they appear archaeologically significant	All items will be retained although post medieval and modern items may be sampled following discussion with HHET and the museum



Find Type	On site selection	Post Excavation selection
Clay Pipes	All clay pipes will be collected	All items will be retained unless fragments are plain or from poor or unstratified contexts
Worked Wood and other plant derived objects	All worked wood or other plant derived objects will be collected	All items will be retained unless items are deemed unsuitable for long term preservation. All items will be checked by a specialist for selection and any discard agreed with HHET and the museum
Leather and Textiles	All leather and textiles will be collected	All items will be retained unless items are deemed unsuitable for long term preservation. All items will be checked by a specialist for selection and any discard agreed with HHET and the museum
Other	All other items found will be collected	All medieval or older items will be retained. Post medieval items will be discussed with HHET and the museum to agree retention strategy
Environmental samples	40l samples will be taken from archaeologically significant features in line with the agreed sampling strategy, see Appendix 1 for details. This means that environmental samples will not be taken routinely from backfilled contexts unless there are archaeologically significant reasons to do so. Environmental sampling will focus on areas of naturally silted fills and where organic matter, charcoal and carbon are more likely to be found The Environmental Specialist will be engaged to discuss more detailed strategies in areas of specific interest if they arise Securely stratified deposits that contain dating evidence will be targeted, particularly corn driers, hearths, kilns, pits and cesspits, of all periods across the site Different parts or layers in kilns /ovens will be sampled to examine function 10 litre samples for insect analysis from waterlogged deposits if present, and additional samples for plant macrofossils may also be taken. Pollen samples will be taken from a representative selection of contexts of different potential time spans 20% of the pre-medieval quarry pits, if present, will be sampled to determine the presence of mineralised material	Tangible artefacts found through the environmental processing will be retained for archiving, this includes the flots from archaeobotanical analysis All other retention from the processing will be discarded



Appendix 3: Initial Health & Safety Risk Assessment

In accordance with current legislation and KDK's Health & Safety Policy, an Initial Health & Safety Risk Assessment has been prepared.

The Accident and Emergency Unit closest to the site is:	Addenbrooke's Hills Road, Cambridge, Cambridgeshire, CB2 0QQ Tel: 01223 245151
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A risk assessment for tasks and hazards typical to this type of project appears on the following pages. An assessment of site-specific hazards appears below.

Site-Specific Hazards:	Risks:	Mitigation:
Deep features	Collapse of sides; falling into features	• Maintain awareness of surroundings • Wear appropriate PPE Shore sides if needed
Close proximity to machinery	Danger of individuals being hit	• Clearly signal instructions / intentions to plant operators. • Maintain safe distance from plant. Use appropriate PPE
Deep ponds in the grounds	Injury through slipping on the muddy banks Falling in	• Ensure staff are aware of the ponds • Do not work within 2m of the edge Erect safety fencing if appropriate
NB: Asbestos, contaminants etc	Serious health risks	The developer is to ensure that the site is free of hazardous materials. Where such material is discovered during fieldwork, the developer will remove it or make it safe before KDK continues with onsite work. KDK to be informed of the use of pesticides, insecticides, herbicides or similar substances on the site prior to the start of any fieldwork.
Project:	Land to the Rear of Banyers Hotel, King James Way, Royston, Hertfordshire	
Project Code:	893/RBH	
Date of Assessment:	03.12.2024	
Assessed By:	Derek Watson PhD	
Site staff to sign:		



Archaeological Fieldwork: General Hazards								
Task	Hazard	Adverse Effect	People at Risk	Likelihood × Consequence = Risk Score			Actions to minimise risk	Residual Risk
Travel to and from workplace	Traffic accident	Major	Field staff, visitors, public	2	4	8	• Maintain vehicles in roadworthy condition. • Ensure suitable insurance is in place. • Only qualified staff to drive vehicles. • Staff to observe speed limits and other traffic regulations	4
Access/egress workplace	Moving vehicles and plant	Catastrophic	Field staff, visitors	2	5	10	• Observe site speed limits. • Park in designated area. • Transport by vehicle to excavation area if required.	5
Access/egress workplace	Reversing vehicles and plant	Catastrophic	Field staff, visitors	2	5	10	• Observe site speed limits. • Park in designated area. • No reversing without assistance/supervision.	5
General site work	Trips/slips	Minor	Field staff, visitors	3	2	6	• Ensure good housekeeping. • Cease work if site conditions are extremely poor. • Use vehicles to traverse uneven ground if possible. • Use appropriate footwear.	4
General site work	Manual handling	Moderate	Field staff	3	4	12	• Use equipment to transport heavy loads if possible. • Train staff to use equipment. • Instruct staff in correct lifting techniques. • Monitor staff compliance.	4
General site work	Adverse weather	Minor	Field staff, visitors	2	2	4	• Wear appropriate clothing. • Provide welfare facilities • Cease work in very adverse weather.	2
General site work	Presence of contaminants, pathogens and other	Major	Field staff	2	4	8	• Review results of available geotechnical assessments. • Conduct COSHH	4



Archaeological Fieldwork: General Hazards							
Task	Hazard	Adverse Effect	People at Risk	Likelihood × Consequence = Risk Score			Residual Risk
	hazardous substances						assessment if hazard identified. • Inform staff of identified hazards. • Restrict working areas if necessary. • Provide welfare/hygiene facilities. • Monitor staff health. • Use appropriate PPE.
General site work	Environmental pollution	Moderate	Field staff, visitors, public	2	4	8	• Dampen down dry surfaces. • Restrict hours of plant operation if noise is an issue. • Seek to minimise landfill.
General site work	Fire	Catastrophic	Field staff, visitors, public	2	5	10	• Compile fire risk assessment if required. • Maintain good housekeeping • Provide suitable firefighting equipment
Soil stripping	Excavating plant	Catastrophic	Field staff, visitors	3	5	15	• Induct plant operators • Identify designated routes for plant movement. • Clearly signal instructions / intentions to plant operators. • Maintain safe distance from plant. • Use appropriate PPE.
Soil stripping	Live services	Catastrophic	Field staff	3	5	15	• Obtain service maps • Use CAT scanner to locate services.
Soil stripping	Power lines	Catastrophic	Field staff	3	5	15	• Observe HSE guidelines for plant operation in vicinity of power lines. • Establish goal posts to constrain plant movement.
Soil stripping	Undermining structures	Catastrophic	Field staff, visitors, public	3	5	15	• Leave a suitable gap between excavation and adjacent structures (e.g. at least 5m). • Locate trenches outside the bough of any trees.



Archaeological Fieldwork: General Hazards								
Task	Hazard	Adverse Effect	People at Risk	Likelihood × Consequence = Risk Score			Actions to minimise risk	Residual Risk
Soil storage	Subsidence	Catastrophic	Field staff, visitors, public	3	5	15	• Induct plant operators • Identify designated routes for plant movement. • Identify suitable storage areas away from the edges of excavation. • Compact spoil and grade slopes of soil stores.	5
Hand excavation	Human remains	Major	Field staff	2	4	8	• Instruct staff in appropriate protocols and hygiene • Provision of welfare/hygiene facilities. • Use appropriate PPE.	5
Hand excavation	Deep features	Catastrophic	Field staff	4	5	20	• Fence or suitably demarcate areas of deep excavation. • Step or batter edges of excavated area? • Assess stability of strata • Shore all vertical faces deeper than 1.2m • Use secured ladder for access/egress. • Monitor for signs of subsidence. • Cease work if heavy rain causes strata to become unstable. • Consider use of auger to record the depth and sample the base of feature. • Machine excavate if permitted. • Use appropriate PPE.	4
Hand excavation	Hand tools	Minor	Field staff	3	2	6	• Train field staff in correct use of tools. • Instruct and closely supervise staff until competent. • Monitor staff compliance. • Use appropriate PPE.	5
Hand excavation	Power tools	Major	Field staff	3	4	12	• Use correct tools for job. • Train field staff in	4



Archaeological Fieldwork: General Hazards							
Task	Hazard	Adverse Effect	People at Risk	Likelihood × Consequence = Risk Score			Residual Risk
							correct use of tools. • Instruct and supervise staff until competent. • Monitor staff compliance. • Employ suitably qualified contractors if appropriate. • Use appropriate PPE.
Hand Excavation	Tool/equipment failure	Major	Field staff	3	4	12	• Maintain equipment. • Replace worn or broken equipment. 4
Recording Excavation	Working at height (photography)	Catastrophic	Field staff	3	5	15	• <u>Use drone</u> 4