

WRITTEN SCHEME OF INVESTIGATION FOR A PROGRAMME OF ARCHAEOLOGICAL EXCAVATION

Land east of Talbot Way, Letchworth Garden City, Hertfordshire

Planning Ref: 21/00504/OP

Site Code: LETTAL25

Oasis id: preconst1-534436

NGR: TL 23248 34107

Ref: 794-PLN-HER-01693
June 2025

**WRITTEN SCHEME OF
INVESTIGATION FOR A
PROGRAMME OF
ARCHAEOLOGICAL EXCAVATION
AT LAND EAST OF TALBOT WAY,
LETCWORTH GARDEN CITY,
HERTFORDSHIRE. V1**

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

**PLANNING APPLICATION NUMBERS:
21/00504/OP**

**OASIS REFERENCE: PRECONST1-
534436**

SITE CODE: LET/TW'25

JUNE 2025

Land East of Talbot Way, Letchworth Garden City, Hertfordshire: Written Scheme of Investigation for a Programme of Archaeological Excavation. Version 1

Local Planning Authority: North Hertfordshire District Council

Planning Reference: 21/00504/OP

Central National Grid Reference: TL 23248 34107

Oasis Reference: preconst1-534436

Site Code: LET/TW'25

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Quality Control

Pre-Construct Archaeology Ltd.	
Site Code	LET/TW'25
PCA Reference (K Code)	K9753

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Version Control			
Version No.	Name	Reason	Date
1	Thomas Revell	Initial Issue	20 June 2025

1 INTRODUCTION

- 1.1 Pre-Construct Archaeology (PCA) has been commissioned by RPS Tetra Tech to undertake a programme of archaeological excavation on Land East of Talbot Way, Letchworth Garden City, Hertfordshire (centred on Ordnance Survey National Grid Reference (NGR) TL 23248 34107, Figure 1). This work follows a programme of archaeological trial trenching undertaken on the site in 2019 (Locke and Podbury 2019). The excavation will comprise three excavation areas totalling 2.68 hectares (Figure 2).
- 1.2 The outline planning (Planning Reference: 21/00504/OP) (with all matters reserved except for access) is for up to 120 dwellings with vehicular access via Flint Road. This document comprises a *Written Scheme of Investigation* (WSI) for the program of archaeological excavation. This document alone will not result in the discharge of the archaeological condition. The WSI should not be considered fulfilled until after the excavation has taken place and a final report has been submitted.
- 1.3 Any changes to this WSI that may need to be made after approval of this document will be communicated to the Hertfordshire County Council Historic Environment Team (HCCHET) for approval.
- 1.4 Once approved by HCCHET, and further to the partial discharge of Condition 8 on planning consent, all work relating to the project will be carried out in accordance with this WSI, as well as the *Standards for Field Archaeology in the East of England* (Gurney 2003), the Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2022), *Standard for Archaeological excavation* (CIfA 2023a), and *Universal Guidance for archaeological excavation* (CIfA 2023b). The project will be managed in accordance with the Historic England (formerly English Heritage) procedural document *Management of Research Projects in the Historic Environment* (MoRPHE): Project Manager's Guide (HE 2015).
- 1.5 Pre-Construct Archaeology has been commissioned by RPS Tetra Tech to prepare this Written Scheme of Investigation (WSI) for Land East of Talbot Way, Letchworth Garden City, Hertfordshire. This WSI has been prepared for the

benefit of RPS Tetra Tech and the contents should not be relied upon by others without the express written authority of PCA. If any unauthorised third party makes use of this report, they do so at their own risk and PCA owes them no duty of care or skill.

2 SITE LOCATION, GEOLOGY AND TOPOGRAPHY

2.1 Site Location and Description

- 2.1.1 The site is located towards the north-eastern extent Letchworth Garden City and to the immediate south of the historic village of Norton, which now effectively forms part of Letchworth (Figure 1). Historically, the site lay within the parish of Norton until 1903, when the parish was incorporated into that of Letchworth Garden City.
- 2.1.2 The site comprises a roughly rectangular plot of land covering an area of approximately 7.2 hectares. It lies to the immediate east of residential dwellings located along the course of Talbot Way, while to the immediate north lie further properties located along Norton Hall Farm. To the south of the site are industrial units along Flint Road, which forms part of the Blackhorse Road Industrial Estate. A public bridleway runs along the northern boundary of the site and an informal track along its eastern boundary, with agricultural land beyond. The site currently comprises agricultural land.

2.2 Geology and Topography

- 2.2.1 The solid geology of the site comprises Upper Cretaceous chalk (BGS 2025), which characterises the Chiltern Hills. The chalk is overlain by a drift geology of Anglian Glacial Till. Soils of the area remained un-surveyed given the urban location of the site, although soils to the north and south of Letchworth comprise those of the Hanslope Association, which are described as slowly permeable calcareous clayey soils.

3 ARCHAEOLOGICAL BACKGROUND

3.1.1 The following background is taken from evaluation report (Locke and Podbury 2019) and a recent (06/06/2025 HER request number 033.25) search of the Hertfordshire Historic Environment Record (HHER). The site lies within Area of Archaeological Significance No. 17, as identified on the Local Plan, which refers to extensive earthwork evidence for later prehistoric and Romano-British occupation recorded in the vicinity of Norton and Blackhorse Road, Letchworth.

3.2 Prehistoric

3.2.1 Immediately to the northeast of the proposed development area lies Norton Bury Henge (HER 2312), a double ditched circular enclosure. The outer ring has a diameter of c.55m and the inner ring a c.25m diameter. Evaluation of the site in 2011 and 2013 revealed that the outer ditch was c.5m wide and 1.1m deep, with 'stratified midden-like deposits' identified within the central area. Within the immediate vicinity of the henge are further ring ditches (HER 1032, 2720, 2425, 2426, 2312) likely forming part of a Bronze Age barrow cemetery. A round barrow (HER 4765) to the northeast of Norton Bury Henge was excavated in 1963 with sherds of Late Neolithic Peterborough in the lower fills of the barrow ditch and Early Bronze Age Collared Urn sherds in the upper fills

3.2.2 Excavations at Blackhorse Road c.280m to the south of the proposed development area in 1958-67 revealed Late Neolithic occupation (HER 348). A group of six large pits and a post-hole were found at the southwest of the site, with the skeleton of small dog identified in the base of each pit. In the eastern part of the site a post hole produced a flint backed knife, a shallow pit contained an antler pick and a ditch contained bones of a bear. The Blackhorse Road excavations also identified Bronze Age activity and an extensive Iron Age settlement (HER 188) comprising posthole structures, storage pits and associated enclosures. An iron cauldron rim was identified at the site.

3.2.3 A Neolithic pit containing parts of a grooved ware jar was identified during groundworks c.300m to the southwest of the site (HER 15640).

3.2.4 A Neolithic flint scraper was identified as a findspot c.1km to the west of the site

(HER 354).

- 3.2.5 A Late Neolithic or Early Bronze Age enclosure was identified during archaeological excavations c.400m to the southeast of the proposed development area, along with potentially contemporary pits and postholes (HER 10784).
- 3.2.6 Cropmarks of three ring ditches (HER 2336, 2342 and 2343) with approximate diameters of c.25m, c.15m and c.15 respectively, were identified c.900m to the southeast of the proposed development area, likely representing ploughed out Bronze Age barrows. Associated with these ring ditches are further cropmarks of linear ditches which may form boundaries or enclosures (HER 2335).
- 3.2.7 A Late Iron Age ditch was identified during an evaluation in advance of the Stotfold to Letchworth Requisition Main c.400m to the north of the site (HER 12144).
- 3.2.8 Evidence for Middle and Late Iron Age settlement activity was identified during an evaluation c.1.2km to the northwest of the site. More limited evidence for Late Neolithic, Bronze Age, Early Iron Age and Romano-British activity, including a probable 'lazy-bed' system was also identified (Podbury 2023).

3.3 Roman

- 3.3.1 Surrounding Bury Henge to the immediate northeast of the site is a large square enclosure of Roman date (HER 2427). Inside the enclosure was a pit containing lumps of ironstone and a further pit containing iron slag, indicating metalworking was occurring within the enclosure.
- 3.3.2 Roman occupation was identified c.280m to the south of the proposed development during evaluation and excavations at Blackhorse Road (HER 1288, 9678), including parts of a glass flagon, coins and brooches.
- 3.3.3 Three parts of a 1st century Samian bowl and a Roman tazza were discovered when foundations were dug for some cottages in Church Lane c.150m to the north of the proposed development area (HER 1282). Further findspots on

Church Lane include two Roman glass phials (HER 2265) found with sherds of Samian (HER 1266) found behind the school and a Late Roman coin at 20 Church Lane (HER 1281).

- 3.3.4 Roman pits and ditches were identified during extensions to St Nicholas Primary School c.100m to the north of the development area (HER 15641).
- 3.3.5 Residual Roman pottery was identified in test pits dug into topsoil in the gardens of 15 Church Lane (HER 15688) and 90 Norton Road (HER 15689), c.140m to the northwest and c.160m to the north of the site respectively.
- 3.3.6 A Late Roman coin hoard was found as a findspot on Baldock Road c.1.7km to the south of the proposed development area (HER 1463). A further Roman coin (HER 1280) was identified on Green Lane c.360m to the southwest of the site close to a carved ivory cameo (HER 1461).
- 3.3.7 A possible Roman ditch was identified during an evaluation at Bickerdikes Garden Centre c.320m to the north of the site (HER 17468).
- 3.3.8 A Late Roman coin was identified at 154 Glebe Road c.575m to the southwest of the site (HER 1272).
- 3.3.9 Romano-British pottery was identified at Letchworth Swimming Baths c.1.3km to the southwest of the site (HER 1460). The base of a Castor ware beaker was identified at 90 Gaunts Way c.1km to the northwest (HER 1261). Two sherds of Roman pottery were identified in subsoil c.150m to the west of the site in gardens on Talbot Way (HER 16268).

3.4 Saxon and Medieval

- 3.4.1 Part of an Anglo-Saxon and Medieval settlement was identified c.300m to the west of the site at Green Lane, including 23 sunken feature building (HER 102). A Middle Saxon inhumation cemetery was identified during excavations at Blackhorse Lane c.280m to the south of the site. The burials include a male with a spearhead embedded in the chest, as well as two iron knives and a scramasax associated with the burials (HER 1618).

- 3.4.2 The site lies to the immediate south of Norton's Conservation Area, which encompasses the village's medieval core (HER 2699). Historical cartographic sources reveal that the site is associated with the manor of Norton, which was recorded at Domesday and is judged to have Saxon origins. The site likely formed part of the open field system around Norton during the medieval period. A hollow way and Medieval house platform are located in the field immediately to the northeast of St Nicholas Church c.120m to the northeast of the site, with the suggestion that it may form part of an early manorial site (HER 4203). St Nicholas dates to the late 11th or early 12th century (HER 4326).
- 3.4.3 Pits and ditches dating to the 11th and 12th centuries and a sunken feature building or a cellar were identified during excavation at St Nicholas School c.100m to the north of the site (HER 7390).
- 3.4.4 Adjacent to the west of the site at Cade Close a Medieval field boundary containing Hertfordshire Greyware and oxidised ware was associated with Medieval ridge and furrow (HER 18268).
- 3.4.5 Earthworks comprising a probable house platform, field boundary and Medieval ridge and furrow are located c.240m to the northwest (HER 4226)
- 3.4.6 A rectangular moat c.45mx30m, to the east of Norton Bury (the present manor house) is located c.620m to the northeast of the site (HER 1931). An arm connects it with a pond nearby, so it may once have been more extensive, possibly enclosing the house. The manor of Nortonbury was a sub-manor created out of Norton by St Albans Abbey, in the 12th or 13th century.
- 3.4.7 A probable Medieval inhumation was identified during works to the east of Works Road c.500m to the southeast of the site (HER 12697).
- 3.4.8 Residual Medieval pottery was identified in topsoil from test pits at 15 Church Lane (HER 15688), north of Croft Lane (HER 16264) and at 90 Norton Road (HER 15689).
- 3.4.9 A findspot of 13th-14th century Medieval coin was identified as a findspot c.1km

to the northwest of the site (HER 1253).

3.5 Post-medieval and Modern

- 3.5.1 The site lies to the immediate south of Norton Hall Farm, which is recorded as post-medieval in date (HER 18284). No documents concerning Norton Hall Farm or the site itself could be found in the Hertfordshire Archives and Local Studies Library (HALS). Historical cartographic sources also reveal that the site formed part of the parish of Norton until it was absorbed into Letchworth civil parish in 1907 (Giles 2003). Specifically, part of Norton Hall Farm was leased to the Co-operative Smallholdings Society from the early days of the Garden City, although the ecclesiastical parish remained until the 1930s.

3.6 Previous Archaeological Investigations

- 3.6.1 A geophysical survey was undertaken in 2019 (Summersby and Bescoby 2019) identified a short linear anomaly in the centre of the site, as well as three possible pit features in the central and southern parts of the site. Further linear anomalies were judged to be of likely agricultural origin.
- 3.6.2 An evaluation of the site in 2019 (Locke and Podbury 2019) identified a Roman enclosure system in the northern part of the site and Neolithic settlement activity represented by clusters of pits and postholes in the central and southern parts of the site.

4 AIMS AND OBJECTIVES

4.1 Broad Aims

- 4.1.1 The purpose of the archaeological investigations will be to seek to contribute to an understanding of the character, condition, date and extent of any archaeological remains within the proposed development area.
- 4.1.2 The excavation will include a comprehensive appraisal of the context in which the archaeological evidence rests and should aim to highlight any research priorities relevant to any further investigation of the site.
- 4.1.3 The excavation will provide a model of the archaeological remains present on the site and include an appraisal of their significance. The archaeological remains will be examined in their local and wider regional context in order to fully contextualize the results. Particular attention will be given to tying in the results of excavation with related remains that have been previously excavated on adjacent sites. Based on the evaluation and known archaeological and historical context of the area, the main phases of land use anticipated are Iron Age and Roman as well as post-medieval field boundaries.
- 4.1.4 The excavation will aim to put the results a local, regional and national context, as appropriate, with reference to the East Anglian regional research agendas:
- Research and Archaeology: A Framework for the Eastern Counties: 1. Resource Assessment (Glazebrook 1997)
 - Research and Archaeology: A Framework for the Eastern Counties: 2. Research Agenda and Strategy (Brown and Glazebrook 2000)
 - Regional Research Framework for the Eastern Region (Medlycott and Brown 2008)
 - Research and Archaeology Revisited: A Revised Framework for the East of England (Medlycott 2011)
 - East of England Regional Research Framework reviewed 2018-19 [online].

Available at: <https://researchframeworks.org/eoe/>.

4.1.5 In particular it is anticipated that the excavation will have the following aims, although others may become apparent as the project develops:

- To characterise and record the archaeological remains on site in order to inform mitigation on the impact of development
- To examine the nature, date and function of any features on site
- To retrieve information to reconstruct past landscapes and environment
- To determine the human impact on the landscape
- To disseminate the results to the wider archaeological community and other interested parties.

4.1.6 The excavation report will aim to use the full spectrum of environmental techniques appropriate for this aspect of investigation to attempt to model the past landscape of the area and how it was transformed throughout various phases of land use but also through natural processes.

4.1.7 The excavation assessment report will include a comprehensive appraisal of the geological, topographical, historical and archaeological context of the excavated evidence and will highlight any research priorities relevant to further post-excavation research.

4.2 Site Specific Research Aims

4.2.1 The excavation will focus on investigating the character of the possible neolithic settlement identified during the evaluation. The project will aim to address the following research objectives outlined in the East Anglian Research Agenda regarding the Neolithic¹:

¹ <https://researchframeworks.org/eoe/research-agenda/neolithic/>

- To what extent was there continuity from the Late Neolithic to the Early Bronze Age? (Neo10)
- How can we increase our understanding of Neolithic ring-ditches and other burial monuments? (Neo12)
- Can we better detect where people were living during the Neolithic and explore change through time? (Neo13)
- What was the original purpose of Neolithic pits and why are their contents so variable? (Neo14)
- How can we better understand Neolithic diet and economy? (Neo16)
- How can we better characterise the variability of the Neolithic landscape? (Neo23)

4.2.2 The site will also focus on the investigating the character of the Romano-British enclosure identified in the northern part of the site during the evaluation. The project will aim to address the following research objectives outlined in the East Anglian Research Agenda regarding the Romano-British period²:

- How can we increase our understanding of Late Iron Age and Roman farmsteads? (LIA-Rom13)
- How can we make greater use of metal-detecting during the excavation of Roman sites? (LIA-Rom19)

² <https://researchframeworks.org/eoe/research-agenda/late-iron-age-roman/>

5 METHODOLOGY

5.1 All aspects of the investigation shall be conducted in accordance with the Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2022), *Standard for Archaeological excavation* (CIfA 2023a), *Universal Guidance for archaeological excavation* (CIfA 2023b), *Standards for Field Archaeology in the East of England* (Gurney 2003), Historic England's *Management of Research Projects in the Historic Environment (MoRPHE): Project Manager's Guide* (HE 2015).

5.2 Machining and Site Planning

5.2.1 The scheme will comprise three open area excavations totalling c.2.68ha in extent and focusing on the potential Neolithic settlement and Early Roman ditched enclosure, identified by the evaluation (Figure 2). Excavation edges will be stepped to create safe working area within the trench appropriate to the depth of the stripped deposits. Where extensive deposits of made ground are present a phased approach to machining may be required in localised areas.

5.3 Excavation

5.3.1 The excavation programme will follow the following format:

- Initial site clearance of topsoil under archaeological supervision
- Where applicable, phased vertical stripping will be undertaken in order to reveal and allow for full investigation of surviving archaeological stratigraphy
- All excavation areas will be subjected to a metal detector survey
- Manual cleaning and base planning of archaeological features
- Review with HCCHET
- Full excavation of archaeological features
- Post excavation assessment and Updated Project Design of the research potential for the resulting site archive

- Programme of relevant post-excavation analysis, production of a full archive report and publication of the project results

5.3.2 Within the excavation area the topsoil, subsoil or man-made made ground deposits will be machine stripped by a mechanical excavator with toothless ditching bucket down to the archaeological horizon or geological horizon, whichever comes first. Upon encountering any archaeological features, the procedure followed is detailed below.

5.3.3 Exposed archaeological features and deposits will be cleaned as necessary to define them using hand tools.

5.3.4 Metal-detecting will be carried out of any stripped deposits throughout the excavation process and all archaeological features and spoil heaps will be surveyed by metal-detector as they are encountered. The metal detector will not be set to discriminate against iron.

5.3.5 Limits of excavation of all trenches, pre-excavation and post-excavation plans of archaeological features and heights above Ordnance Datum (m OD) will be recorded using a Geomax 1200 Global positioning System (GPS) rover unit with RTK differential correction, giving three-dimensional accuracy of 20mm or better.

5.3.6 A site summary will be made available to local parish magazine(s) and/ or the client's media outlet following approval from the client.

5.4 Recording and Sampling

5.4.1 Field excavation techniques and recording methods are detailed in the PCA Fieldwork Induction Manual (Operations Manual I) by Joanna Taylor and Gary Brown (2018). The evaluation will conform to the IFA's Standards and Guidance for Archaeological Field Evaluations, and Excavations and the EAA Standards for Field Archaeology in the eastern region.

5.4.2 All features will be investigated and recorded in order to properly understand the date and nature of the archaeological remains on the site and to recover

sufficient finds assemblages to assess the chronological development and socio-economic character of the site over time.

- 5.4.3 Drawn records will be in the form of survey plans, drawn plans and section drawings of all archaeological features at an appropriate scale (1:10, 1:20, 1:50). All deposits, cuts and special features will be recorded with PCA's bespoke digital recording system based on the methodology detailed in Taylor and Brown 2018. Complex or intercutting features will be presented with hachures.
- 5.4.4 Linear features will be investigated by means of slots excavated across their width and measuring at least 1m in length, positioned to avoid areas of intercutting/ disturbance in order to provide uncontaminated finds assemblages. If stratigraphic relationships between features are not visible in plan, slots will also be positioned at feature intersections to determine relationships in section with the aim to assist with phasing the site as required in consultation with the project manager and site supervisor.
- 5.4.5 Discrete features such as pits and postholes will be at least 50% excavated and when considered appropriate 100% excavated. Postholes associated with buildings will be initially 50% excavated, sampled for sieving and 100% excavated if appropriate.
- 5.4.6 Significant features such as structural remains (e.g. eaves drip gullies, sunken feature buildings and beam slots), industrial features (kilns, ovens, domestic hearths, metalworking furnaces) and burials (cremations and inhumations) will be recorded and excavated in plan and suitable cross-sections will be recorded (except for inhumations). These features will then be 100% hand excavated. Appropriate sampling (including bulk sampling and sieving) will be implemented for all significant features.
- 5.4.7 Appropriate photographs will be taken of the trenches and the archaeological remains encountered by the evaluation, supported by general photographs of the site, its setting and working shots. Cameras with an APS-C or larger sensor and with a resolution of no less than 16 megapixels will be used. Images are of

archival quality, high quality JPEGs and non-proprietary RAW (.DNG) or .TIFF files will be produced by the cameras. If UAV (UAS) photography is used on site, then, images taken via these means will be minimally 16 megapixels and will be produced in JPEG format. Graduated metric scales of appropriate lengths will be used as appropriate.

5.4.8 Artefacts and ecofacts will be collected by hand and retained, receiving appropriate care prior to removal from site (ClfA 2020; Walker 1990; Watkinson 1981).

5.4.9 A metal detector will be used during excavation in order to enhance finds recovery.

5.4.10 Bulk samples, generally 20-40 litres in volume, will be taken by the excavator and in consultation with the project's environmental specialist where practicable, in order to recover micro- and macro-botanical environmental remains. The broad aim of such sampling is to recover evidence relating to the past environment and agricultural economy of the site, and how these changed over time under both natural and anthropogenic influence.

5.4.11 Some of the questions that will be addressed, in terms of plant remains are:

- the nature of biological remains;
- a broad indication of habitats represented;
- indications of origin of material;
- range of preservation types (charred, mineral-replaced, waterlogged), and their quality
- concentrations of macro-remains
- are there differences in remains from undated and dated features (thus the degree of likely association/disassociation)
- variation between different feature types and areas of site

- the approximate proportions and types of mineral and organic components, including comments relating to presence/absence of industrial spatter and hammerscale or other technological material;

- research questions that should be formulated if full analysis of any material is recommended;

5.4.12 Waterlogged organic materials will be dealt with following guidelines set out in the English Heritage documents Guidelines for the care of waterlogged archaeological leather (1995) and Waterlogged Wood. Guidelines on the recording, sampling, conservation and curation of waterlogged wood 3rd edition (2010). Subsamples of waterlogged remains will be retained and considered for absolute dating where appropriate.

5.4.13 Environmental sampling will make reference to the following guideline documents:

- Historic England, 2011, Environmental Archaeology: A Guide to the Theory and Practice of Methods from Sampling and Recovery to Post-excavation (second edition).

- Association for Environmental Archaeology, 1995, Environmental archaeology and archaeological evaluations. Recommendations concerning the environmental archaeology component of archaeological evaluations in England. Working Papers of the Association for Environmental Archaeology 2, 8 ff. York: Association for Environmental Archaeology;

- Dobney, K., Hall, A., Kenward, H. and Milles, A., 1992, A working classification of sample types for environmental archaeology. *Circaea* 9.1 (1992 for 1991), pg. 24-26;

- Murphy, P.L. and Wiltshire, P.E.J., 1994, A guide to sampling archaeological deposits for environmental analysis.

- 5.4.14 On site sampling will largely comprise bulk environmental sampling of 40 litres (where the feature allows for this volume) to be hand collected and retained for analysis in suitable sealed containers (10L buckets). Additional sampling on site may include pollen and soil micromorphological tins (ranging from 10cm to 50cm in length) which will be either sterile plastic or metal containers which will be taken from appropriate features and deposits and sealed on site to prevent modern contamination. Radiocarbon samples will be hand collected on site or in the office during processing of finds and environmental samples and will be selected, noted and contained in a sealed foil packet to be sent to the relevant specialist. The need for any other forms of sampling (and any associated costs involved with this) will be discussed on site with a suitable specialist, HCCHET and the client.

5.5 Monitoring

- 5.5.1 The first monitoring meeting will be held after the initial site clean and presentation of the base plan, but prior to major excavation work. Subsequent monitoring meetings will be held and arranged during the course of the project.

5.6 Treasure

- 5.6.1 All finds defined as Treasure will be removed to a safe place and reported to the local coroner according to the procedures outlined in the Treasure Act 1996 (as amended by the Treasure Designation Order 2002 No. 2666). Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft. Any finds that could be considered treasure under the terms of the Act made during the process of fieldwork, or during post-excavation processing and analysis, will be immediately reported to the Finds Liaison Officer, so that it is properly reported to the appropriate Coroner within 14 days of discovery in line with the Treasure Act.

5.7 Human Remains

- 5.7.1 If human remains are encountered, HCCHET and the client will be informed. Excavation will be carried out in accordance with all appropriate Environmental Health regulations and only after a Ministry of Justice licence has been

obtained. Due to the wide range of variables, costs of excavation, removal and analysis of human remains are not included in any statement of costs accompanying or associated with this specification.

6 ACCESS AND SAFETY

- 6.1.1 Permission to access to the site will be arranged by the client so that the field team can start work promptly on the first day of their arrival at site. It is expected that the site will be suitably clear of vegetation and other obstructions to allow the free movement of plant and the excavation of the trenches.
- 6.1.2 Any costs incurred to secure access or incurred as a result of withholding of access will not be PCA's responsibility. The costs of any delays as a result of withheld access or conditions obstructing archaeological excavation will be passed on to the client in addition to the project costs already specified.
- 6.1.3 A welfare cabin will be provided by PCA for the use of their site staff, sub-contractors and visitors.
- 6.1.4 Site security is the responsibility of the client. All deep excavations (over c. 0.8m deep) will be secured by PCA with orange netlon fencing.
- 6.1.5 All relevant health and safety legislation, regulations and codes of practice will be respected. The Health and Safety policies will be those of PCA and will be in accordance with all statutory regulations. A site-specific Risk Assessment and Method Statement (RAMS) will be prepared before fieldwork commences and all staff will be briefed on the content of the RAMS at an induction that they will be required to attend on arrival.
- 6.1.6 There is a duty of care for the client to provide all information reasonably obtainable on contamination and the location of live services before site works commence.

7 TIMETABLE AND STAFFING

7.1 Timetable

- 7.1.1 It is anticipated that the excavation will start in July 2025 and that the duration of the excavation will comprise c. 21 weeks.
- 7.1.2 Working days are based on a 5-day working week, Monday to Friday. The fieldwork program is estimated to last up to two weeks providing there are no major inhibiting factors to site work (including but not exclusively access-related issues, dangerous contamination of the ground and site flooding).

7.2 Staffing and Support

- 7.2.1 The project will be managed and led by Michael Joyce, Project Manager of PCA Central who will ensure all staff are familiarised with the site, the archaeological background of the area and the ground conditions to maximise the effectiveness of the evaluation.
- 7.2.2 Key team members will include Michael Joyce, Project Manager of PCA Central and a PCA Project Officer. Additional Site Assistants will be drawn from a pool of qualified and experienced staff if required.
- 7.2.3 The following staff will form the project team:
- 1x Project Manager
 - 1x Supervisor/Project Officer
 - 6x Site Assistant (as required)
 - 1x Survey Supervisor
 - 1x Finds Supervisor
 - 1x Finds Assistant
 - 1x Illustrator for post-excavation work.
- 7.2.4 Specialists will be employed for consultation and analysis, as necessary. Specialists will be approached to carry out analysis as required from the list at Appendix 1.

8 REPORTING

- 8.1 The site will use Site Code LET/TW'25. This reference will be used to identify the archive.
- 8.2 A brief site summary can be made available within two weeks of leaving site. Post-excavation tasks and report writing will take approximately 20-26 weeks following the end of fieldwork. Specialists will be employed for consultation and analysis, as necessary. PCA will provide a Post-Excavation Assessment (PXA) and Updated Project Design (UPD) to HCCHET and the client for approval, which will outline timetabling for further analyses and publication, as necessary.
- 8.3 Following approval of the draft version by HCCHET, PCA will provide the client with a copy or copies of the PXA report. A final digital copy of the report will be presented to HCCHET.
- 8.4 Publication plans as outlined in the UPD will be completed in accordance with the guidelines contained in Historic England's Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide (HE 2015). The final consultation with HCCHET will occur on presentation of the archive report and draft publication report and at this time HCCHET will be able to fully discharge the archaeological condition.
- 8.5 Further to its acceptance the contractor will supply one digital and one hard copy of the report for inclusion into the Hertfordshire Historic Environment Record (HHER). Publication timetabling will be set out in the UPD. The appropriate level of publication will be determined following the excavation of the site and will be discussed with HCCHET and outlined in the UPD. Any publication will be issued within two years of the completion of site works.

9 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE

- 9.1 To assist with the creation and curation of the project's archive, a unique site code, issued by North Hertfordshire District Council (NHDC) Museum Service, will be used as an identifier. The site code for the excavation will be LET/TW'25.
- 9.2 Keith Fitzpatrick-Matthews (NHDC Archaeology and Outreach Officer) of the North Hertfordshire District Council Museum Service has been contacted ahead of the project. A Hertfordshire Museum Notification Form has been completed and included as an appendix at the rear of this WSI. PCA has estimated less than 10 standard boxes of archive will be created by the archaeological evaluation and Keith Fitzpatrick-Matthews has indicated that this archive will be accepted for deposition by the North Hertfordshire District Council Museum Service.
- 9.3 Any material retrieved from the evaluation will be prepared according to the Hertfordshire Archaeological Archive Standards (Hertfordshire Association of Museums 2022) and will be kept at PCA's own storage facility in Pampisford until it can be transferred to North Hertfordshire District Council Museum Service.
- 9.4 Arrangements for the long-term storage and deposition of all artefacts will be agreed with the landowner and HHER before or during the reporting stage. Transfer of title and the transfer of the ownership of the archive to the North Hertfordshire District Council Museum Service or another local registered depository will be arranged at this time by issuing a 'Deeds of Transfer Agreement' form, and the arrangements indicated in the evaluation report.
- 9.5 PCA will recommend that ownership of all such archaeological finds will be given over to the relevant authority to facilitate future study and ensure proper preservation of all artefacts. In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to treasure act legislation separate ownership arrangements may be negotiated.
- 9.6 The project archive will be compiled in accordance with the guidelines

contained in *Guidelines for the Preparation of Excavation Archives for Long-Term Storage* (Walker 1990), *Standards and Guidance in the Care of Archaeological Collections* (Boyle and Rawden 2020) and the *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020), and Hertfordshire Archaeological Archive Standards (Hertfordshire Association of Museums 2022) and in accordance with discussions and advice from HCCHET.

- 9.7 A copy of the report will accompany the archive when it is deposited with North Hertfordshire District Council Museum Service.
- 9.8 The HHER is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. PCA will provide appropriate details relating to this project by completing the OASIS form at <http://ads.ahds.ac.uk/project/oasis>, in accordance with the guidelines provided by English Heritage and the Archaeology Data Service.

10 FURTHER CONSIDERATIONS

10.1 Insurance

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

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

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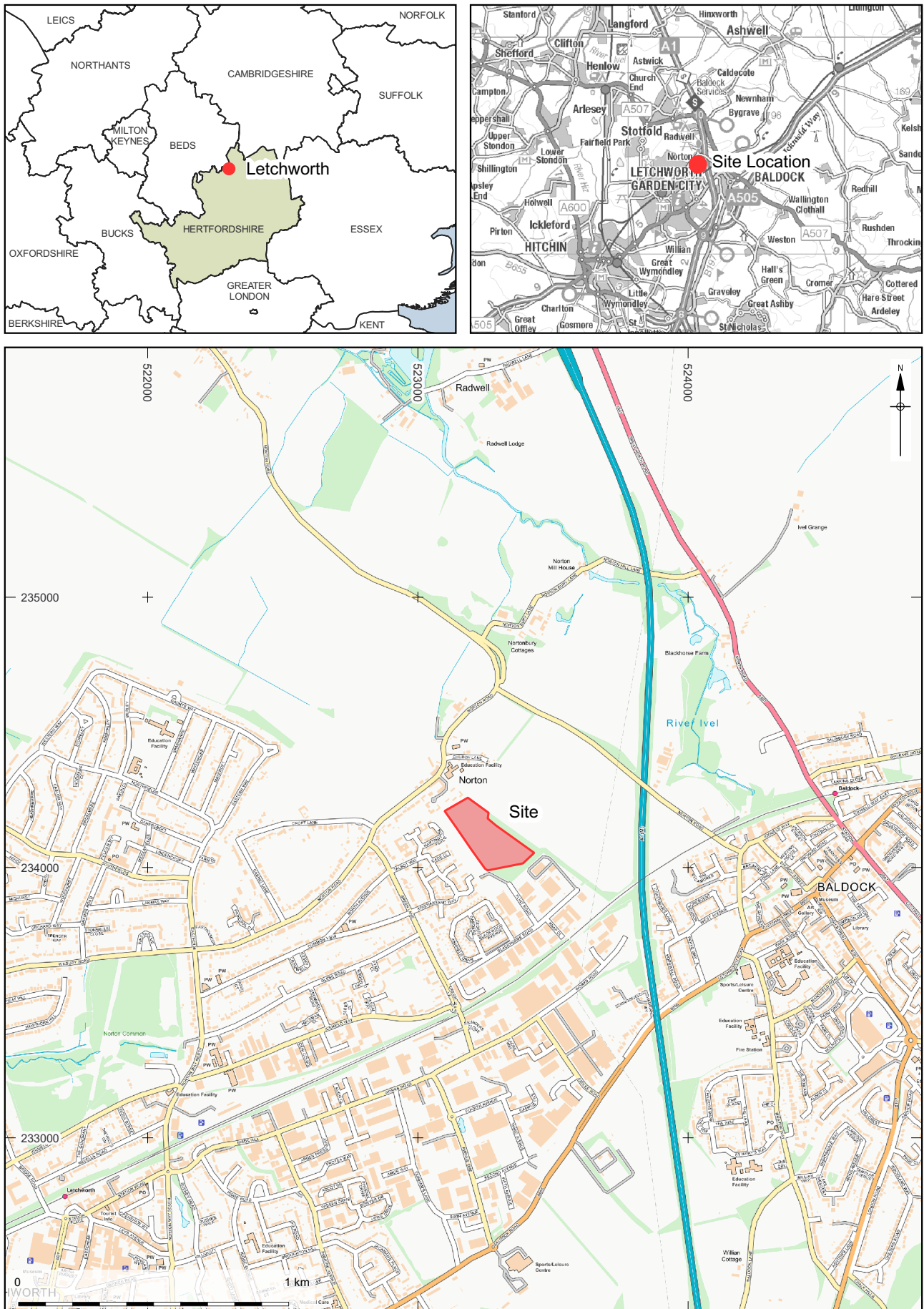
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12 FIGURES



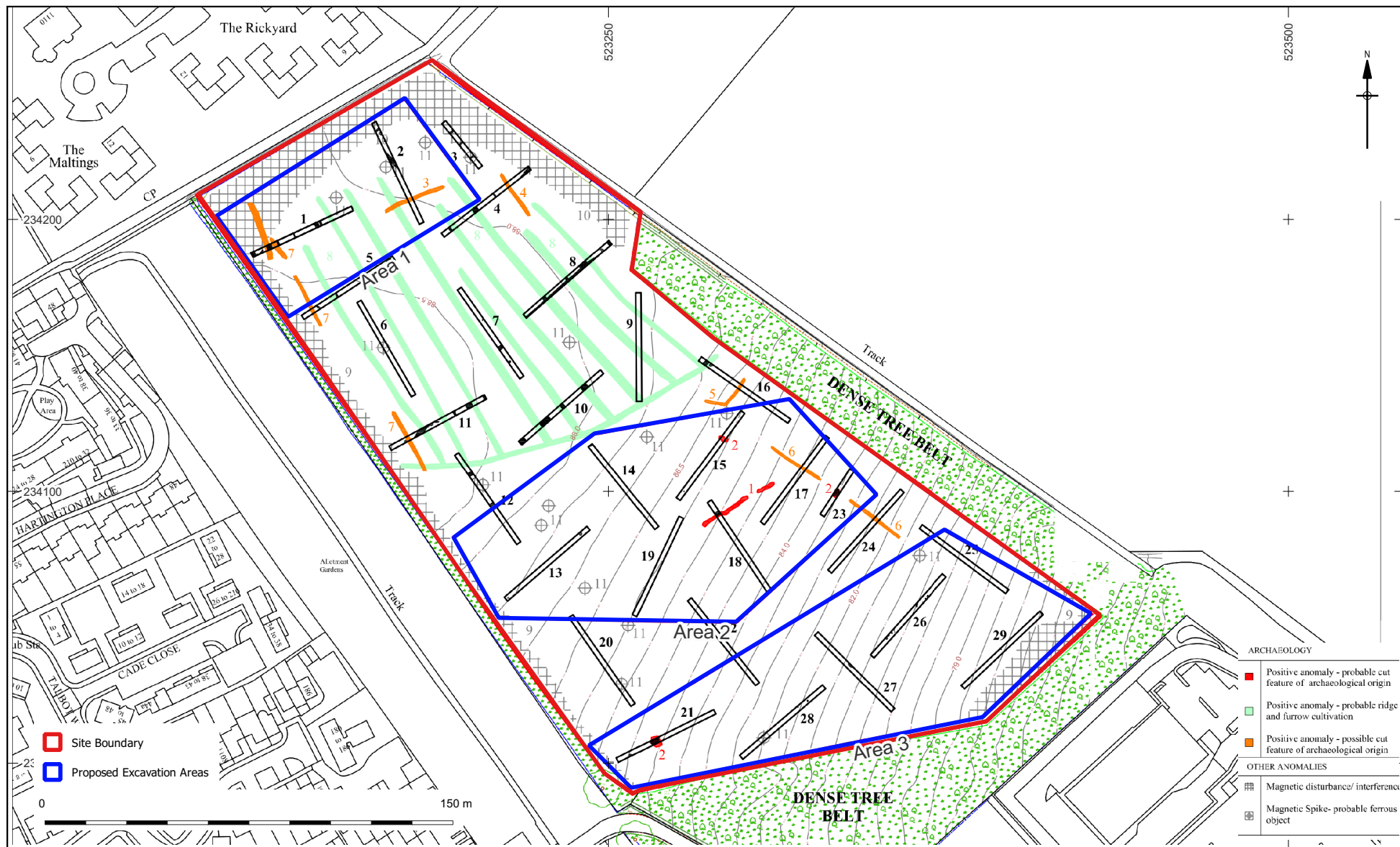


Figure 2
Proposed Excavation Areas
1:2,000 at A4

13 APPENDIX 1: FINDS, ENVIRONMENTAL AND OTHER SPECIALIST SERVICES

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

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

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

Clay Tobacco Pipe: Chris Jarrett (in house)

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

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

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

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

Inscriptions & Graffiti: Roger Tomlin

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

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

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

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

Leather: Quita Mould, Marit Gaimster (in house)

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

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

Textiles: Sue Harrington, Penelope Walton Rogers

Conservation: Drakon Heritage, Karen Barker

Dendrochronology: Ian Tyers

Archaeomagnetic dating: Cathy Batt

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

Charcoal: Dana Challinor, Sheila Boardman

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

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

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

14 APPENDIX 2: DATA MANAGEMENT PLAN (V1)

Section A: Project Information			
HER# (Site Code):	LET/TW'25	Other Site Codes	AS1986 (evaluation)
Site Full Location	Land east of Talbot Way, Letchworth Garden City, Hertfordshire		
OASIS ID:	preconst1-534436	K-Code:	K9753
Museum Acc. #	XXX	NGR #	TL 23248 34107
Planning Ref #:	21/00504/OP	Planning Authority	North Hertfordshire District Council
DMP Written	09/06/2025	DMP Version	1
Project Manager/ Primary Contact:	Michael Joyce	Project Type:	Excavation
Client:	RPS Tetra Tech	Site Supervisor:	TBC
Data Sharing Agreement in Place?			
Data Management Responsibility	Pre-Construct Archaeology Limited	Who will take possession of the generated data at the end of the project	ADS/ Designated Archive Repository/Museum

Section B: Estimated Volume of Data			
File types generated as part of the project archive by PCA:			
Data Type	Format	Estimated Volume (no. of files)	Details/Comment
Spreadsheets	Excel (.xlsx), .csv	1GB	
Database	Access (.accdb)	1GB	
Text/Documents	.pdf, Word (.docx)	4GB	
Images	.jpeg, .png, .DNG	12GB	
Graphics	.dwg,	2GB	
GIS	.shp	2GB	

Will existing or external data be utilised?				NO
If yes, list type of data and source:				
Data Type	Format	Estimated Volume (no. of files)	Source	Details/Comment
Images	.jpeg, .png, .DNG			
Graphics	.dwg,			
Text/Documents	.pdf, Word (.docx)			

Section C.: Data Acquisition, Processing, and Analysis
What methods and data standards will be undertaken?
Field data will be collected through digital and analogue means as set out within the project design. All data that will be collected will aim to work to best practice guidelines as outlined by CIFA, the ADS and any county specific guidelines whenever possible and will be updated as the project progresses, or as guidance is modified.
What file naming/structure is in place and how will version control be maintained? Display example below.
Example file name: PCA_ECB6240_BRADLEY ROAD_EVAL_MH_rev1 Key: PCA (Organisational identifier) ECB6240 (site code) BRADLEY ROAD (Site name) EVAL (report type) MH (author identifier) rev1 (version control identifier) The project archive will be stored in a project specific folder, with sub folders being utilised to further sub-classify data as appropriate (e.g. databases, photos, reports, etc.). Photo file name structure: SITECODE_C1B_2221 Photos will be prefixed with the Sitecode/HER number, as well as the camera number (e.g. camera 1b would be listed as C1B or camera 22a would be 22A), and the final four digits being the photo number.
What Quality Assurances of the data are in place?
All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct.

Section D: Documentation and Metadata:
How can the data be read?
Data collected during the course of the project will include standard formats as listed within section B.
What documentation and metadata will be provided when the data is archived?
A catalogue of the digital archive, material archive, paper archive, and the supporting metadata will be provided to the digital repository

Section E: Ethics and Legal Compliance:
How can the identity of individuals be protected if required
Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required.
Is the data GDPR 2018 compliant?
All digital archive data is compliant with GDPR as outlined within PCA's GDPR policy.
Who owns the data generated during the course of this project?
Copyright for all data generated or collected by the project team belongs to PCA. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given during reporting and when archived. Any licences agreed with external parties will be included within the project archive.

Section F: Storage and Backup:
Is sufficient storage in place?
All project data will be held on a server based at our regional office. The server has sufficient space to hold all data generated during the project.
What backups are in place?
Project data will be stored on a companywide intranet and on servers located at our regional office.
What data security is in place?
All project data is restricted by permission-based access and multi-factor authentication. The only exception to this is when external finds or data specialists are consulted, with only files pertinent to their role are shared directly.

Section G: Selection and Preservation:
Which data will be selected for inclusion within the project archive?
Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named,

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

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

The digital archive will be deposited with the ADS.

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

YES NO

Has the Museum or depository been contacted

YES NO

Section H: Data Dissemination:

How will the dataset or parts of it be shared?

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

Section I: Responsibilities:

Who will manage the data?

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

Roles and Responsibilities:

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

15 APPENDIX 3: ARCHAEOLOGICAL IMPLICATIONS OF LAND EAST OF TALBOT WAY

Shaun Greaves
Development Control
North Hertfordshire District Council

Postal Point CHN 108
Hertfordshire County Council
County Hall, Pegs Lane
HERTFORD SG13 8DN

Contact Alison Tinniswood

My ref P01/21/0504-2

Your ref 21/00504/OP

historic.environment@hertfordshire.gov.uk

Date: 12th January 2023

Dear Shaun,

Re: Residential development comprising of 128 dwellings with vehicular access via Flint Road (all matters reserved except means of access.). – Land To The East Of Talbot Way, Kristiansand Way And Flint Road Allotments Letchworth Garden City Hertfordshire

RE-CONSULTATION

ARCHAEOLOGICAL IMPLICATIONS

Thank you for re-consulting us on the above application.

We have no additional comments to make.

Our advice remains unchanged to that provided by my colleague, Dr Simon Wood to the Planning Authority (letter dated 22nd March 2021), as follows:

The proposed development is in an area of very high archaeological potential, being in the adjacent field to the Neolithic henge at Norton Bury (Historic Environment Record no. 2312), and an associated probable barrow cemetery (HER nos. 1032, 2425, 2426, 2720, 7419, 7420, 7421 & 7767). Late Bronze Age/Early Iron Age features (HER no. 16275) were also discovered prior to development at Cade Close, just to the west, and Saxon/Medieval remains (HER no. 102) at Green Lane/Kristiansand Way to the south west.

Consequently the applicant liaised with this office before submitting this application. We recommended that a geophysical survey and subsequent trial trenching evaluation take place prior to submission. Both have occurred, and the evaluation report (Archaeological Solutions 2019) has been included with the application documentation.

The evaluation identified archaeological assets of a relatively low density, but potentially of very high significance. They can be divided roughly into three zones:

- The north western part of the site, roughly surrounding trenches 1, 2 and 5, with dispersed Roman remains, and possibly some prehistoric.
- An area surrounding trenches 13, 14, 15, 17 and 18, with Late Neolithic/Early Bronze Age (circa 3000-1500BC) remains, including some possible structural features and a boundary ditch.
- A particularly significant area in the south, roughly defined by trenches 21, 26, 27, 28 and 29, but possibly stretching further north of this. The most important area within this is Trench 26 which may contain at least one Early Neolithic (circa 4000-3000BC) structure, perhaps a domestic dwelling such as a longhouse. Domestic structures from the Neolithic period are rare in Britain and almost unheard of in the east of England (Fengate in Cambridgeshire being a notable exception).

The first two areas will require a programme of archaeological excavation to mitigate development impact, prior to any development commencing.

The third area, surrounding trench 26, certainly contains archaeological features (as a minimum) of high regional significance. Arguably the significance of these features lies in the information that they may provide about domestic settlement in the Early Neolithic, and their contribution to regional research frameworks. If that is the case the best approach would be a programme of excavation as described above for the other two areas, as a condition on consent. Similarly it can be argued that the remains are under some threat from erosion and potential plough damage.

The areas proposed for excavation in the applicant's Masterplan and Design and Access Statement are broadly acceptable, but any Written Scheme of Investigation should contain flexibility for expansion of those areas should remains of significance continue beyond their boundaries.

Given the significance of the remains, and considerable local interest in the archaeology, there should be a programme of outreach associated with the excavations, including (public health situation allowing) open days, interpretation boards, and the involvement of local archaeological groups.

I believe therefore that the proposed development is such that it should be regarded as likely to have an impact on heritage assets of archaeological interest and I recommend that the following provisions be made, should you be minded to grant consent:

1. *The archaeological mitigation excavation of the proposed development area (as per the zones described above), prior to development taking place.*
2. *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;*
3. *such other provisions as may be necessary to protect the archaeological and historic interests of the site.*

I believe that these recommendations are both reasonable and necessary to provide properly for the likely archaeological implications of this development proposal. I further believe that these recommendations closely follow the policies included within Policy 12 (para. 199, etc.) of the National Planning Policy Framework. In this case three appropriately worded conditions on any planning consent would be sufficient to provide for the level of investigation that this proposal warrants. I suggest the following wording:

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

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

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

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

If planning consent is granted, I will be able to provide detailed advice concerning the requirements for the investigations, and to provide information on professionally accredited archaeological contractors who may be able to carry out the necessary work.

I hope that you will be able to accommodate the above recommendations.

Please do not hesitate to contact me should you require any further information or clarification.

Yours sincerely,

Alison Tinniswood
Senior Historic Environment Advisor, Hertfordshire LEADS
Environmental Sustainability

Hertfordshire LEADS provides Landscape, Ecology, Archaeology, Design and Sustainability support to planning departments in Hertfordshire.

16 APPENDIX 4: HERTFORDSHIRE MUSEUMS PROJECT NOTIFICATION FORM

HERTFORDSHIRE MUSEUMS

PROJECT NOTIFICATION FORM

Accepting Museum: North Hertfordshire Museum

The Depositor: Pre-Construct Archaeology Ltd – Central Office

Address: The Granary, Brewery Road,
Pampisford, Cambridgeshire, CB22 3EN
Main contact: Christiane Meckseper
Tel: 01223 492272
Email: 07834686792

Site Name:

Address: Land East of Talbot Way,
Letchworth Garden City, Hertfordshire

Unique Identifier: LET/TW '25

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

Other reference number(s):

Parish: Letchworth

Grid reference: TL 23248 34107

Type of fieldwork: Excavation

Type of site expected: Early Neolithic / Late Neolithic / Romano-British / Medieval / Post-Medieval

Start date: July/August 2025

Anticipated deposition date:
Autumn 2027

Quantity of material expected (boxes): <50

Conservation problems anticipated: No

Waterlogged material anticipated: No

Human remains expected? No

Signature (Depositor/ contractor): *T. Revell*

Date: 09/06/2025

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

Name: Keith Fitzpatrick-Matthews

Position: Museum Curator and Heritage Access Officer

Signature:



Date: 19 June 2025



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