

**Written Scheme of Investigation for
Historic Building Recording and
Archaeological Watching Brief
at Manor Farm, Church Lane
Kelshall, Royston
Hertfordshire
August 2024**

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Illustrator: Rebecca Oksman-Sword



Written Scheme of Investigation for Historic Building Recording and Archaeological Watching Brief at Manor Farm, Church Lane Kelshall, Royston Hertfordshire August 2024

Global Identifying Code: KEL/MF'24

Planning Reference: 24/00412/FP

Project Manager: Peter Boyer

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1	08/08/2024	Alice Short	-	Peter Boyer	Draft for approval
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Written Scheme of Investigation for Historic Building Recording and Archaeological Watching Brief at Manor Farm, Church Lane, Kelshall, Royston Hertfordshire August 2024

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SITE NAME:	Manor Farm, Kelshall
NATIONAL GRID REF:	532829 236300
CLIENT:	Mr Grant Williams
DATE:	August 2024
GLOBAL IDENTIFYING CODE:	KEL/MF'24
PLANNING APP:	24/00412/FP
CONTRACTOR:	MOLA Unit 11, M11 Business Park Parsonage Lane Stansted CM24 8GF

1 INTRODUCTION

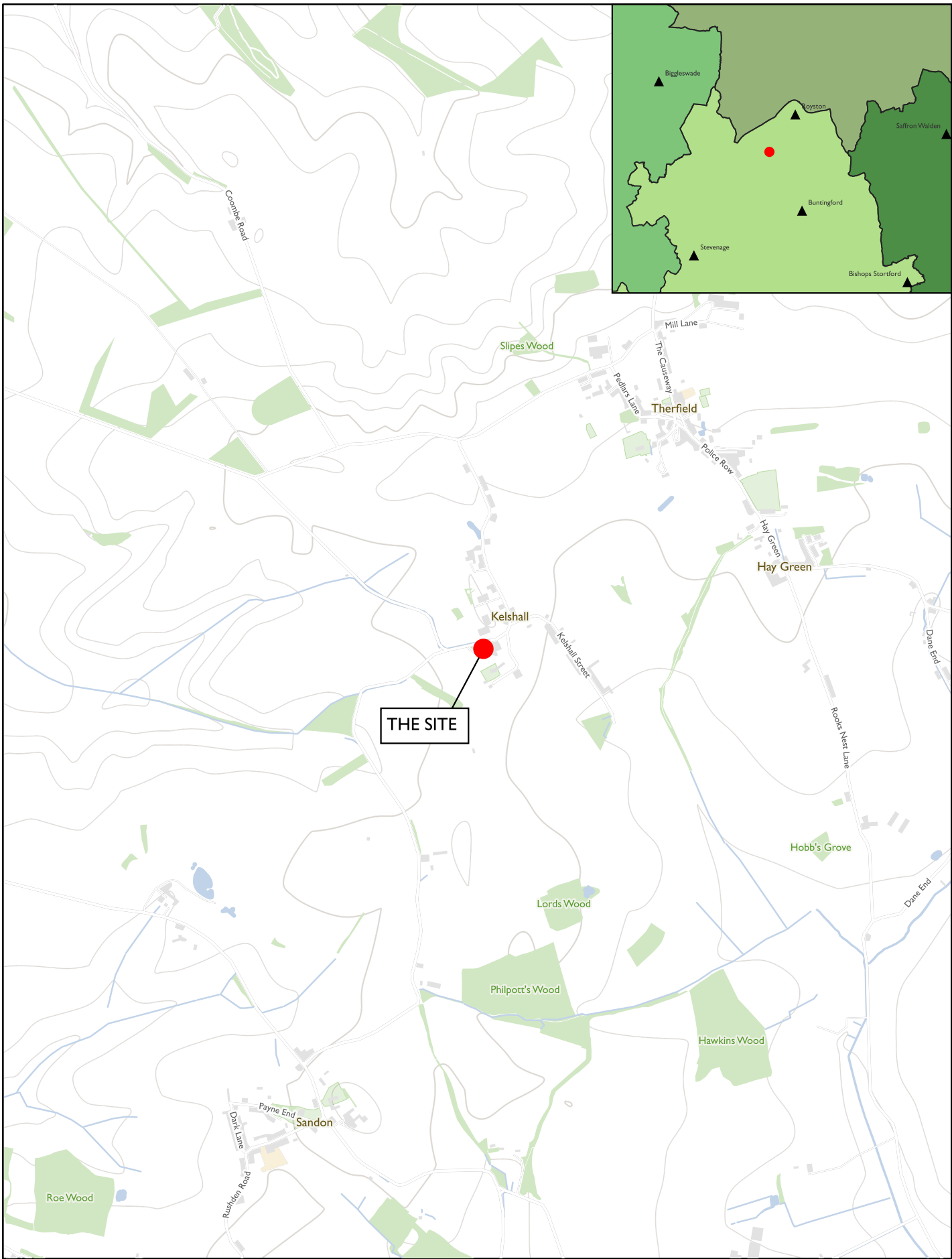
- 1.1 MOLA has been commissioned by Grant Williams to undertake a programme of historic building recording and archaeological watching at Manor Farm, Church Lane, Kelshall, Royston, Hertfordshire (NGR 532829 236300, Figs 1 and 2). The archaeological work will be undertaken in compliance with advice issued by Hertfordshire Landscape, Ecology, Archaeology, Design and Sustainability (LEADS) according to the National Planning Policy Framework (DLUHC 2023) and will comply with this *Written Scheme of Investigation* (WSI), once approved.
- 1.2 Planning consent has been granted for the erection of one 4-bedroom dwelling, one 5-bed dwelling, associated 6-bay cart lodge and associated formation of vehicular accesses, parking, private amenity and hard/soft landscaping at Manor Farm, Church Lane, Kelshall, Royston, Hertfordshire (Ref: 24/00412/FP; Fig 3). The consent has been granted with conditions attached for a programme of works. Approval of this WSI will not constitute discharge of condition. This can only be finalised by the Local Planning Authority once the work has been completed and the report received and approved (*ibid*).
- 1.3 This WSI has been prepared by MOLA Stansted. It describes the proposed methodology to be undertaken for the historic building recording and archaeological watching brief. This document has been prepared in accordance with current best archaeological practice as defined in the Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2022), *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (CIfA 2020a) *Standard for archaeological monitoring and recording* (CIfA 2023a) and *Universal guidance for archaeological monitoring and recording* (CIfA 2023b), as well as the Historic England procedural document *Management of Research Projects in the Historic Environment* (MoRPHE) (HE 2015).
- 1.4 A Global Identifying Code has been requested and will be used as the site code: **KEL/MF'24**.

2 BACKGROUND

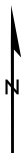
Location, topography and geology

- 2.1 The site is located at Manor Farm, an active farmstead, and consists of several buildings surrounded by hardstanding. The site is bounded by Kelshall Street to the north and the grounds of St Faith Church to the south in an area of heavy agricultural activity.
- 2.2 The topography of the site is generally flat and level, lying at an elevation of c.159m above Ordnance Datum (aOD).
- 2.3 The British Geological Society indicates that the underlying bedrock geology beneath the site comprises Lewes Nodular Chalk Formation and Seaford Chalk Formation; chalk sedimentary bedrock formed between 93.9 and 83.6 million years ago during the Cretaceous period. This is overlain by Lowestoft Formation – Diamicton, a sedimentary superficial deposit formed between 480 and 423 thousand years ago during the Quaternary period (BGS 2024).

FIGURE I // Site Location - General



0 0.5 1 km



PROJECT // P24-269 - Manor Farm, Kelshall

DESCRIPTION // Site Location

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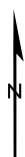
DOC REF: P24-269-WSI-v1

FIGURE 2 // Site Location - Detail



 Application Boundary

0 50 m



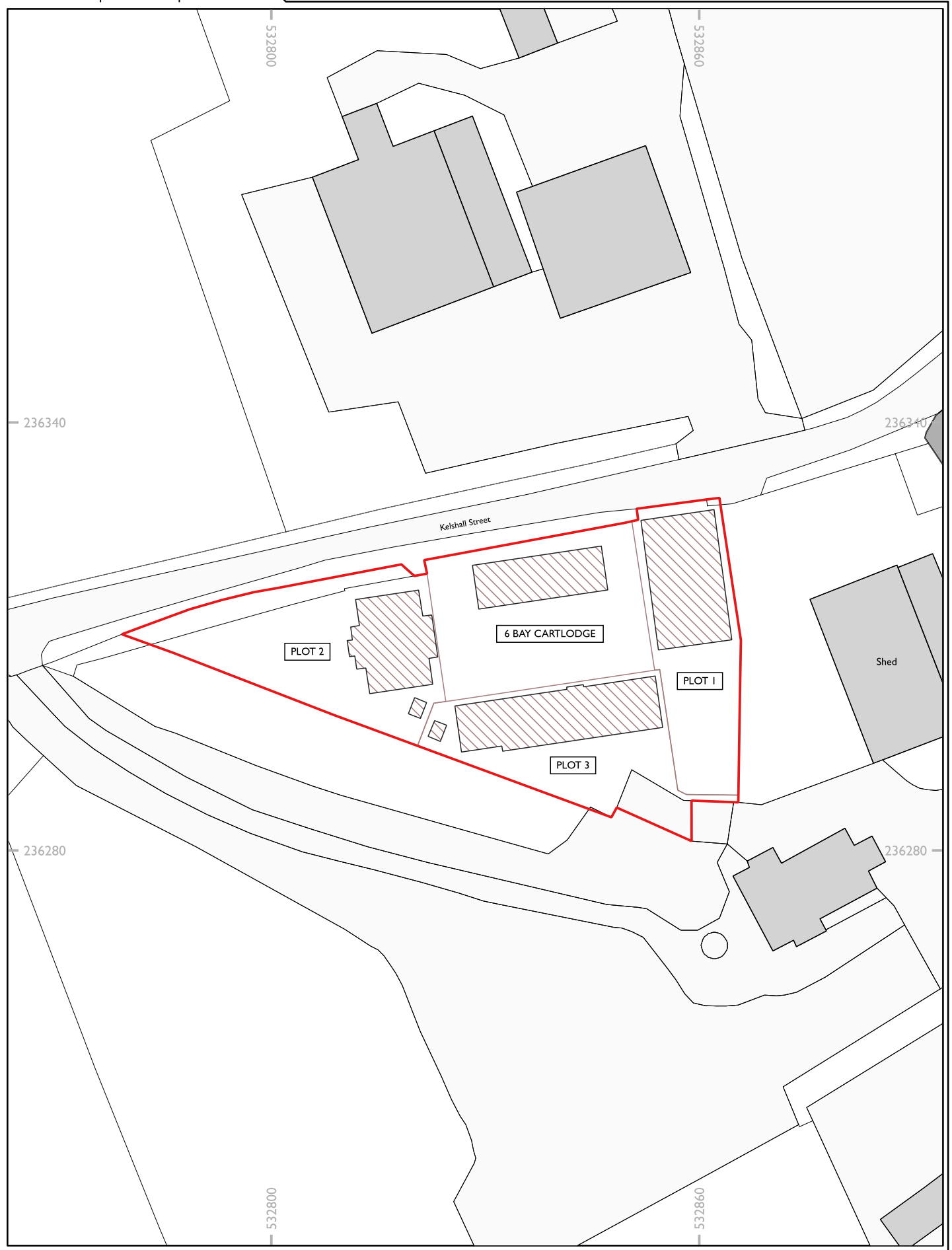
PROJECT // P24-269 - Manor Farm, Kelshall

DESCRIPTION // Site Location

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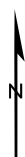
DOC REF: P24-269-WSI-v1

FIGURE 3 // Proposed Development



 Application Boundary  Proposed Development

0 50 m



PROJECT // P24-269 - Manor Farm, Kelshall

DESCRIPTION // Proposed development

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DOC REF: P24-269-WSI-v1

Archaeological and historical background

- 2.4 A Heritage Statement including an assessment of the standing buildings was conducted in 2018 (Joubert 2018). This included details of the archaeological and historical background to the site which also informed the archaeological and historical background in a previous WSI for archaeological works (Richardson 2021) and is summarised here. Monument numbers are presented as such (MHT123456). National Heritage List for England numbers are referenced as (NHLE 123456). A search of the Hertfordshire Historic Environment Record (HHER) will also be undertaken prior to the submission of the final historic building and watching brief reports in order to inform those reports.

Prehistoric

- 2.5 A polished flint axe was found to the south-west of the site, dating to the Neolithic period (MHT321).

Roman

- 2.6 Directly north of the site, the remains of a Romano British cemetery was discovered in the late 19th century and included both cremations and two inhumation burials (MHT1235).

Early medieval and medieval

- 2.7 Manor Farm is shown on maps of 1878 to be located at Orwell Bury, belonging to the manor of Horwellbury. It is considered to be the medieval manorial centre of the area (MHT15817), lying beside the parish church of St Faith's at the highest position in the village. The area appears as *Orduuelle* in the Domesday book and is likely to have pre-conquest origins.
- 2.8 St Faith's Church lies south of the farmstead. The parish church dates to the early 15th century, whilst the first recorded parish priest was installed in 1277, indicating an earlier church (MHT4308).
- 2.9 South of the site, a series of earthworks are visible. The undated features are observed on aerial photos and considered to be the remains of a shrunken medieval settlement (MHT2325) (MHT4464) (MHT6050). Other earthworks, observed in the 20th century to be 0.5m high but since ploughed out are also evident in the area to the south-west of the site (MHT9469).

Post medieval and modern

- 2.10 The site contains a Grade II Listed barn (NHLE 1102653). The aisled barn is of 17th-century to early 18th-century date, with a timber frame, weatherboarded, and on a brick base. The south end of the barn was rebuilt during the 20th century (Joubert 2018).
- 2.11 South of the farmstead lies The Old Rectory, a large house built in 1691 for Thomas Wren and rebuilt to plans by Sir John Soane in 1790 (MHT15814).

3 AIMS AND OBJECTIVES

- 3.1 The aims of the historic building recording are:
- To promote the understanding and appreciation of the structure;
 - To secure an understanding of the structure and its significance;

- To document the structure prior to material changes and to deposit a permanent record of the structure in a suitable archive
- 3.2 The principle aim of an archaeological watching brief is to record the archaeological resource during development within a specified area, and to determine and understand the nature, function and character of an archaeological site in its cultural and environmental setting, using appropriate methods and practices, and in compliance with the *Code of Conduct* (ClfA 2022) and other relevant ClfA guidance and standards (ClfA 2023a and b).
- 3.3 In order to examine the archaeological resource within the proposed development area the objectives of the investigation are to:
- Establish and record the date, extent, character, state of preservation and depth of burial of all archaeological deposits at the development site;
 - Establish the date, nature and extent of archaeological activity or occupation at the development site;
 - Establish the relationship of any archaeological deposits within the wider contemporary landscape;
 - Recover any artefacts that may assist in the development of type series within the region;
 - Recover palaeo-environmental remains that may assist in determining the local environmental conditions, and to;
 - Create a permanent archive and record of the archaeological information collected during the course of the fieldwork and analysis.
- 3.4 Specific research objectives, as detailed in the national and regional research frameworks documents (Glazebrook 1997; Brown and Glazebrook 2000; Medlycott 2011), will be addressed as relevant depending upon the results of this programme of building recording and archaeological works. The most recent version of the East of England Regional Research Framework (EERRF; ALGAO 2024) can be accessed online at: <https://researchframeworks.org/eoe/>. The following research objectives within the EERRF may be of particular relevance to this site:

Late Iron Age to Roman

- LIA-Rom 21: How can we improve the recovery of Late Iron Age and Roman cemeteries and human remains?
- LIA-Rom 22: How can we improve our chronological understanding of burial rites?
- LIA-Rom 23: What can new scientific techniques tell us about Late Iron Age and Roman skeletal remains?

Middle to Late Anglo-Saxon

- MSax-LSax 01: How can we improve the archaeological recovery of Middle and Late Anglo-Saxon settlement evidence?
- MSax-LSax 02: How can we better characterise Middle and Late Anglo-Saxon

settlement types and forms?

Medieval (Rural)

- Med (Rural) 03: How can we improve our understanding of medieval agricultural practices?
- Med (Rural) 04: How can we improve our understanding of medieval rural industries?
- Med (Rural) 14: How can we characterise and explain medieval rural settlement change, evolution, and abandonment?
- Med (Rural) 17: How can we characterise medieval rural farms and farmsteads?

Post-Medieval

- P-Med 03: How can we ensure better collaboration between post-medieval archaeologists and historic buildings specialists?
- P-Med 04: What can we learn about the provenance of timber used in post-medieval buildings?
- P-Med 06: How can we increase our understanding of post-medieval farms and farmsteads?
- P-Med 08: How can we make best use of historic building recording in the planning process?
- P-Med 12: How should we approach the excavation of post-medieval deposits?
- P-Med 13: What can archaeology add to our understanding of well-documented periods?
- P-Med 14: How can we characterise the post-medieval historic landscape and the factors which affected it?

4 METHODOLOGY

- 4.1 All works will be carried out in accordance with the Chartered Institute for Archaeologists *Code of Conduct* (CIfA 2022), *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (CIfA 2020a), *Standard for archaeological monitoring and recording* (CIfA 2023a) and *Universal guidance for archaeological monitoring and recording* (CIfA 2023b). All works will conform to the Historic England procedural document *Management of Research Projects in the Historic Environment (MoRPHE)* (HE 2015a). All site recording procedures are detailed in MOLA Northampton's in-house manual (MOLA 2014), which is issued to all staff.

Historic building recording

- 4.2 The following section will outline the methodology to be employed during the Level 3 historic building recording of the listed barn, and cart lodge.
- 4.3 The survey will be carried out to satisfy the requirements laid out in the planning condition and will be undertaken in line with recommendations supplied by Hertfordshire LEADS to a Level 3 standard as set out by Historic England in *Understanding Historic Buildings: A*

Guide to Good Recording Practice (2016). This level of survey should create an analytical record of the building. The site work will comprise a combination of hand written notes, photographic recording and drawn record, the methodologies for which are outlined below.

The written record

- 4.4 Written records will be produced on site in the form of pro-forma recording sheets and hand written notes. These will be used as a basis to produce the required level 3 analytical report.

Photographic survey

- 4.5 All photographs will be taken using a digital SLR at a minimum of 12mp. An appropriate, graduated scale will be used in all relevant photographs and where necessary artificial light sources will also be used. A full photographic index and record will be kept at all times and a plan showing the location photographs were taken from and the direction facing will be kept. All photographs will be given a unique number to be used for identification. This unique number will be used in the labelling of digital images. Photograph locations and directions of view will be marked on plans of each building.

- 4.6 The photographs taken will include the following:

- A general view or views of the buildings.
- The external appearance of the buildings, showing all external elevations, and give an overall impression of its size and shape. Where individual elevations include complex historical information it may also be appropriate to take views at right-angles to the plane of the elevation.
- Further views to reflect the original design intentions of the builder or architect, where these are known from documentary sources or can be inferred from the buildings or its setting.
- The overall appearance of the principal rooms and circulation areas.
- Any external or internal detail, structural or decorative, relevant to the buildings' design, development and use, with scale where appropriate.
- Any machinery or other plant, or evidence for its former existence.
- Any dates or other inscriptions; any signage, makers' plates or graffiti which contribute to an understanding of the buildings.
- Any building contents which have a significant bearing on the buildings' history.
- Any buildings in the farmstead that provide context and setting to the site.
- Copies of maps, drawings, views and photographs, present in the building and illustrating its development or that of its site.

Drawn record

- 4.7 A drawn record will also be made of the buildings, which will include the following:

- Elevations as existing to show the design, development and function.
- Measured plans as existing. Plans will show the form and location of any structural features of historic significance, such as blocked doorways, windows and fireplaces, masonry joints, ceiling beams and other changes in floor and ceiling levels, and any evidence for fixtures of significance.

- A colour coded phase plan of the development of the structure.
- A site plan relating the buildings to other structures and to any related topographical and landscape features.
- A plan showing the location of accompanying photographs.

Archaeological watching brief

- 4.8 MOLA will not undertake a service search for observations works. In line with MOLA's health and safety policies PAS128 compliant service plans will be requested from the client prior to the commencement of works.
- 4.9 The archaeological watching brief will comprise the continuous observation of removal of overburden and any access or service routes, followed by the investigation and recording of any archaeological features that are revealed. Other groundworks will be carried out under close monitoring by appropriately qualified and experienced MOLA staff.
- 4.10 A toothless grading bucket will be used for the removal of topsoil and subsoil down to the final formation level or identified archaeological deposits.
- 4.11 Any archaeological deposits encountered will be sampled sufficiently to determine their date and character, and recorded using standard MOLA procedures (MOLA 2014).
- 4.12 All archaeological features will be given a unique context number with deposits described on *pro-forma* context sheets to include details of the context, its relationships, interpretation and a checklist of associated finds.
- 4.13 The location of all archaeological features will be planned at 1:20 scale. Buildings, other significant remains or areas of complex stratigraphy, and sections will be drawn at 1:20 or 1:10 scale, as appropriate. All levels will be related to Ordnance Datum.
- 4.14 A photographic record will be maintained by high resolution digital photography exceeding 12 megapixels. Images of the site will be taken prior to, and during excavation. Detailed images of individual features and feature groups will be taken as needed. All photographs, except general images and those for publication will include an information board, north arrow and suitable photographic scale.
- 4.15 Finds will be collected from individual deposits, cleaned, marked, packed and stored in stable conditions sorted by context, receiving appropriate care prior to removal from site (ClfA 2020b and c; Watkinson and Neal 2001). Where fragile or unstable finds are recovered, appropriate steps will be taken to stabilise and conserve them. Un-stratified animal bones and modern material will not be collected. Material that comprises a large quantity of a standard product (e.g. brick or tile) will be retained as a sub-sample representing its typical composition.
- 4.16 All groundwork and associated spoil heaps will be scanned with a metal-detector. No unauthorised metal detecting be permitted anywhere within the development area. If necessary the requirements of the Treasure Act (2023) will be adhered to.
- 4.17 Samples will be taken for environmental analysis from all suitable contexts following the guidance for sampling as outlined by Historic England (Campbell *et al* 2011; HE 2015b). Bulk environmental soil samples would normally be taken from securely dated, sealed archaeological features or deposits for plant macro fossils, small animal bones and small artefacts. The volume of such samples will be context and sediment specific and will be 40 litres or 100% of feature fills (whichever is less). If necessary advice on sampling strategies will be sought from Historic England's Regional Scientific Advisor and specialist consultants (see below).

- 4.18 All samples will be processed at MOLA, using the flotation technique to retrieve seed, charcoal and mollusc remains. All the resultant residues will then be hand sorted to retrieve bones and other finds.
- 4.19 In the event of human remains being encountered, these will be left *in situ* and protected until the relevant authorities are informed. Should removal be necessary then this will only be done following the appropriate Home Office and Environmental Health regulations, and where necessary adhering to the Disused Burial Grounds (Amendment) Act 1981. Removal of burials is not part of the current contracted works.
- 4.20 The field data will be compiled into a site archive with appropriate cross-referencing.

5 POST-EXCAVATION, REPORTING AND ARCHIVE

- 5.1 A formal report on the results of the historic building recording and archaeological monitoring will be prepared on completion of the fieldwork. The post-excavation aspect of the project will be undertaken following the methodology set out in MoRPHE (HE 2015a) and the ClfA (ClfA 2020c). All finds will be cleaned, marked, sorted and analysed, catalogued and prepared for storage in accordance with the approved recording system and the practices and standards described in national and regional guidelines (Walker 1990, MGC 1992, Brown 2011, ClfA 2020b, ICON (1993, formerly UKIC).
- 5.2 Qualified specialists, both from within MOLA and from outside the organisation, will examine the finds. Specialists likely to have an involvement in the project are listed in Section 6 below.
- 5.3 A report will be submitted within six to eight weeks of the completion of fieldwork. The report will be prepared following the ClfA guidelines: *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (ClfA 2020a), *Standard for archaeological monitoring and recording* (ClfA 2023a) and *Universal guidance for archaeological monitoring and recording* (ClfA 2023b), *Understanding Historic Buildings* (HE 2016), and *Standards for Field Archaeology in the East of England* (Gurney 2003). The post-excavation aspect of the project will be undertaken following the formula set out in the Historic England procedural document *Management of Research Projects in the Historic Environment* (HE 2015a).
- 5.4 Copies of the report will be submitted to the client, Hertfordshire LEADS and North Hertfordshire Museum and for inclusion in Hertfordshire Historic Environment Record. A copy of the historic building recording report will also be submitted to Hertfordshire Archives and Local Studies (HALS).
- 5.5 The archive will be presented to North Hertfordshire Museum within six months of the completion of the post excavation work (unless alternative arrangements have been agreed in writing with the planning archaeologist). In addition, written confirmation from the client will be provided for the transfer of ownership.
- 5.6 The completed physical paper and artefact archives will be made available for submission to the North Hertfordshire Museum.
- 5.7 All projects conducted by MOLA contain an Online Access to the Index of Archaeological Investigations (OASIS V) registration form in the front pages of the report. This data is used to keep the online database up to date with the most recent projects conducted by MOLA. When completed and approved the digital report will be uploaded to OASIS for submission to the ADS website.
- 5.9 Following completion of the fieldwork and reporting, born-digital data, such as reports,

digital photographs, database and GIS data, with appropriate metadata, will be deposited with a CoreTrustSeal Repository, currently the Archaeology Data Service (ADS). Each report, once approved, is subsequently made available for inclusion and publication by digital means through the Archaeological Data Service (ADS) via OASIS. Digital archiving will follow the guidelines outlined in MOLA's *Digital Data Management Policy and Procedures* (MOLA forthcoming).

6 KEY PERSONNEL AND TIMETABLE

- 6.1 MOLA is a ClfA registered organisation, under the overall management of **Guy Hunt BA FSA MCIfA, Director**.
- 6.2 The project will be carried out under the management of **Peter Boyer BA MA PhD MCIfA Project Manager**. The observation and recording works will be carried out by one of MOLA Stansted's experienced team leaders, supported by qualified project assistants. Specialist analysis will be undertaken by period and artefact specialists from MOLA, or regularly used by MOLA.
- 6.3 Other project staff will be appointed as appropriate and may include key staff from the table below:

Flint	Yvonne Wolframm-Murray (MOLA)
Prehistoric pottery	Lyn Blackmore (MOLA)
Roman and Iron Age pottery	Anna Rebisz-Niziolek (MOLA)
	Charlotte Burn (MOLA)
	Claire Davey (MOLA)
Medieval pottery	Jennifer McNulty (MOLA)
	Nigel Jeffries (MOLA)
	Paul Blinkhorn (Freelance specialist)
Ceramic building materials, daub and fired clay	Han Li (MOLA)
	Mary Ellen Crothers (MOLA)
Glass - all periods	Claire Finn (MOLA)
	Michael Marshall (MOLA)
Registered finds - all periods	Michael Marshall (MOLA)
	Chris Faine (MOLA)
Human bone analysis	Chris Chinnock (MOLA)
Archaeozoology	Chris Faine (MOLA)
	Adam Reid (MOLA)
	Simona Falanga (MOLA)
Archaeobotany, molluscs	Andres Teria Brion (MOLA)
	Kate Roberts (MOLA)
	Wendy Smith (MOLA)

	Alan Pipe (MOLA)
Charcoal	Marvin Demicoli (MOLA)
Metal working and industrial waste (Slag)	David Dungworth (Freelance specialist) Adam Reid (MOLA)
Conservation/x-ray photography	MOLA London

- 6.3 Pending approval of the WSI, the proposed start date for the archaeological works is yet to be confirmed. Hertfordshire LEADS will be given adequate advance notice of commencement of works. Reporting will follow within six to eight weeks of completion of fieldwork

7 HEALTH AND SAFETY

- 7.1 A site specific risk assessment and safety plan (RAMS) will be prepared before the start of the project and will be updated throughout the project if appropriate. All site staff are inducted in the site-specific risk assessment and made aware of potential hazards before they commence the works on site.
- 7.2 MOLA is a responsible employer and all work is conducted in accordance with MOLA's established Health and Safety Policy. This provides a practical framework for the implementation of the Health and Safety at Work Act 1974, the management of Health and Safety at Work regulations 1992 and other relevant legislation.

8 BIBLIOGRAPHY

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MOLA Stansted

August 2024

APPENDIX 1: DATA MANAGEMENT PLAN

Project details				
Project Manager	Peter Boyer			
Project Name	Historic Building Recording and Archaeological Watching Brief at Manor Farm, Church Lane, Kelshall, Royston, Hertfordshire			
Project Finance Code	P24-269			
Accession Code	TBC (Global Identifying Code: KEL/MF'24)			
Project stages covered	Historic Building Recording and Archaeological Watching Brief			
Related Policies	-			
Version control				
Version	Author(s)	Date:	Status	Summary of Changes
1	Peter Boyer	07/08/2024	Draft	-
Data Collection/Creation				
Data to be Collected/Created	All file formats created will meet the standards set out in MOLA's Data Management Procedure and Fieldwork Manual. The recording of trenches, horizons, and all archaeological contexts encountered will be undertaken manually using pro-forma sheets and polyester film. They will during post excavation phase be scanned and digitally added to the archive. Sections and trench plans will also be hand drawn and added digitally during post excavation phase. The data will feed into the site's ORACLE CDE database. Overall photographic shots of the site and each trench will be taken prior to excavation and after backfilling, with detailed shots being made of individual features and groups as appropriate. The photographic record will consist of high-quality digital uninterpolated images of at least 12 megapixels. Digital photographs intended for archive purposes will comply with best practice i.e. high quality non-proprietary raw files (DNG) or TIFF images. The documentary archive for this phase of works will consist of: - Text: PDF/A documents comprising completed site report, WSI, Brief - Databases: ORACLE dataset - Survey data: GIS DXF files			

	– Illustration files: AutoCAD DWG, PDF/A, MapInfo files This will be submitted to ADS at the completion of the project as a single archive.
How Data will be Collected/Created	The data will be created according to MOLA's Fieldwork Manual, MOLA'S Data Management Procedure, and in accordance with project specific agreements with Hertfordshire LEADS. The Site will utilize the standard MOLA Data Management Procedure used to record features using context sheets. Site data will be captured using pro-forma context sheets and the MOLA Fieldwork Recording Manual. Sections and plans will be drawn on site then captured digitally during post excavation and added to the digital archive. Images will be taken using a camera with an APS-C or larger sensor with 12 megapixel camera. Survey data will be recorded accurately using Leica Viva Survey Grade RTK GNSS using SMARTNET real-time corrections, operating to a 3D tolerance of $\pm 0.05\text{m}$ to Ordnance Survey National Grid and Datum. These data will be stored as DWG or similar file types. File structure will be created automatically by Union Square Knowledge Management System, and is thus controlled.
Relations	N/A
Documentation and Metadata	
Metadata	Metadata will be created to the standard set out in MOLA's Data Management Procedure. Metadata tables will be updated throughout the course of the project and will be archived along with the digital data at the end of the project.
Documentation	The data will be accompanied by the site report, site paper archive, polyester film sheets, databases, survey data and processed illustrations as PDFs.
Ethical and Legal Compliance	
Data Security Issues	The dataset may contain commercially sensitive data. MOLA will not make data available to any persons outside of the previously detailed project team without discussion with Hertfordshire LEADS.
Intellectual Property Rights	The copyright of any written, graphic or photographic records and reports will rest with MOLA. The data and reports created by any external specialists will be MOLA Copyright; this will be managed through their contracts. Other data not owned by MOLA, such as OS data, HER datasets or historic maps, will be used under licence and any downloaded data will be deleted from MOLA systems at the end of the term of the licence agreement. Once the results of the work are deemed to have entered the public domain, North Hertfordshire Museum will have permission to use the report

	for the purposes of the Historic Environment Record which may include limited photocopying by third parties.
Data Storage	
Storage and Backup	All data collected digitally will be backed up at the end of each day on the MOLA server. Quality assurance processes will include records being checked in the office by Team Leaders prior to scanning. Any amendments will be made prior to scanning such as cross referencing. MOLA will retain a back-up of the digital data of the project for a minimum of five years following the deposition of the site archive, in accordance with MOLA's <i>Digital Management Procedure</i>. Paper archives and documentation will form one archive that will be deposited ultimately in the North Hertfordshire Museum.
Access and Security	Data recording platforms used including tabletop computers and laptops will be password protected to prevent un-authorised access. Data will be made available to the project team through the Union Square knowledge management system and controlled via password access, maintained and managed by MOLA IT support.
Selection and Preservation	
Preservation Plan	The physical and digital archives will be constructed in accordance with local and national guidelines, and specifically with reference to MOLA's Physical and Digital Data Retention/Discard policies. Discarded data that has been identified for deletion will be recorded as such within the metadata and site records, as appropriate. The physical site archive will be stored at MOLA Office, 30 Billing Road, Northampton upon completion of the evaluation fieldwork. Upon completion of full analysis, the physical project archive and hard copy of the evaluation report, will be deposited in the North Hertfordshire Museum. The digital site archive comprising the report, database, digital photographs and survey data will be archived with the ADS. Further archiving decisions will be made in discussion with Hertfordshire LEADS and ADS at project completion stage.
Data Sharing	
Data Sharing Plan	During the course of the project, site data will need to be shared with external persons for the acquisition of specialist reporting. External specialists will be given access to copies of data and not original documentation. The data generated from this project will be made publicly available through submission to the Archaeological Data Service (ADS) as a digital archive and the finished report will be submitted to the Online Access to the Index of archaeological investigations (OASIS). The file types submitted will comply with ADS digital archiving guidance in order to ensure maximum compatibility and access.

	Proposals for publication and dissemination of the archaeological remains are at this stage restricted to Grey Literature style report.
Data Sharing Restrictions	There are no known restrictions on the use of this data after project completion although data will be kept confidential during the course of the project.
Responsibilities and Resources	
Responsibilities	In the absence of a dedicated Digital Data Officer, the Project Manager and the Senior Archaeological Archivist are responsible for ensuring the data management plan is followed.
Resources	Guidance on digital data will be given throughout the project by James Ladocha (Geomatics Manager), supported by MOLA IT staff. The costs of deposition of the digital archive will be an additional cost to the project budget.
References	Brown, D H, 2011 <i>Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation</i>, Second edition, Archaeological Archives Forum ClfA 2020c <i>Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives</i>, Chartered Institute for Archaeologists MGC 1992 <i>Standards in the museum care of archaeological collections</i>, Museums and Galleries Commission Walker, K, 1990 <i>Guidelines for the preparation of excavation archives for long term storage</i>, United Kingdom Chartered Institute for Conservation



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