

**20 WHITEHORSE STREET,
BALDOCK, HERTFORDSHIRE, SG7
6QN.**

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

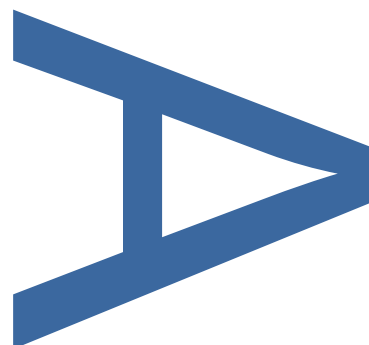
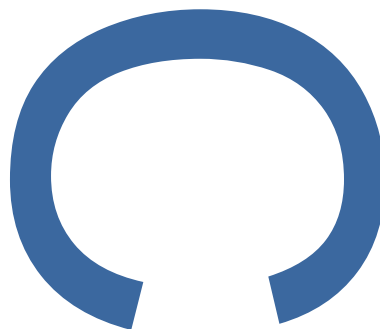
**LOCAL PLANNING AUTHORITY: NORTH
HERTFORDSHIRE DISTRICT COUNCIL**

**PLANNING APPLICATION NUMBERS:
22/0396/FP**

**OASIS REFERENCE: PRECONST1-
543496**

SITE CODE: BAL/20WHS'26

JUNE 2026



PRE-CONSTRUCT ARCHAEOLOGY

Land at 20 Whitehorse Street, Baldock, Hertfordshire: A Method Statement for a Programme of Archaeological Evaluation. Version 1.

Local Planning Authority: North Hertfordshire District Council

Planning Reference: 22/03296/FP

Central National Grid Reference: TL 24565 33940

Oasis Reference: preconst1-543496

Site Code: BAL/20WHS'26

Written by: Kira Downham

Project Manager: Thomas Revell

Commissioning Client: Sue Pykerman and Frank Pope

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June 2026

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CONTENTS

CONTENTS	2
QUALITY CONTROL	3
1 INTRODUCTION	4
2 AIMS AND OBJECTIVES	6
3 METHODOLOGY	8
4 ACCESS	13
5 TIMETABLE AND STAFFING.....	14
6 REPORTING	15
7 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE	17
8 FURTHER CONSIDERATIONS	19
9 BIBLIOGRAPHY	21
10 FIGURES	23
11 APPENDIX 1: FINDS, ENVIRONMENTAL AND OTHER SPECIALIST SERVICES 26	
12 APPENDIX 2: DATA MANAGEMENT PLAN (V1)	27
13 APPENDIX 3: HERTFORDSHIRE MUSEUMS PROJECT NOTIFICATION FORM 31	
FIGURE 1: SITE LOCATION	24
FIGURE 2: PROPOSED DEVELOPMENT AND EVALUATION TRENCH	25

Quality Control

Pre-Construct Archaeology Ltd.	
Site Code	BAL/20WHS'26
PCA Reference (K Code)	K11404

	Name	Approved	Date
Text Prepared by:	Kira Downham	Thomas Revell	10/06/2026
Graphics Prepared by:	Thomas Revell	Thomas Revell	10/06/2026
Project Manager Sign-off:	Thomas Revell	Thomas Revell	10/06/2026

Version Control			
Version No.	Name	Reason	Date
1	Kira Downham	First Issue	10/06/2026

1 INTRODUCTION

1.1 General Background

- 1.1.1 Pre-Construct Archaeology (PCA) has been commissioned by Sue Pykerman and Frank Pope to undertake a programme of archaeological work to be carried out as a process of investigation and mitigation as a condition of planning consent for the development at 20 Whitehorse Street, Baldock, Hertfordshire, SG7 6QN. The development is centred at NGR TL 24565 33940 (Figure 1).
- 1.1.2 The proposed development is for the construction of two 2-bed dwellings, associated parking and services at the rear of the site, following demolition of existing buildings.
- 1.1.3 The scheme consists of a single phase of work, comprising of one 2m wide and 10m long evaluation trench within the footprint of the development area as described within the WSI (Turner 2025).
- 1.1.4 This document comprises a Method Statement of Investigation (MS) for the programme of archaeological evaluation and should be read in conjunction with the Written Scheme of Investigation (WSI) prepared by Chris Turner of Minerva Archaeology Ltd: 'Written Scheme of Investigation: 20 Whitehorse Street, Baldock, Hertfordshire, Archaeological Evaluation' (Turner 2025). These documents alone will not result in the discharge of the archaeological condition. The WSI should not be considered fulfilled until after the excavation has taken place and a final report has been submitted.
- 1.1.5 Any changes to the Method Statement and/or the WSI (Turner 2025) that may need to be made after approval of this document will be communicated to the Hertfordshire LEADS for approval.
- 1.1.6 Once approved by Hertfordshire LEADS, all work relating to the project will be carried out in accordance with the Method Statement and the Minerva WSI (Turner 2025), as well as the *Standards for Field Archaeology in the East of England* (Gurney 2003) and the Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2025), *Standard for Archaeological Field Evaluation* (CIfA

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

2 AIMS AND OBJECTIVES

- 2.1.1 The aims of the evaluation are to identify, excavate and record the location, extent, date, character and state of preservation of any archaeological remains on the site which are likely to be threatened by the proposed development, and to identify their significance in a local, regional and national context, as appropriate, with reference to the East Anglian regional research agendas:

Glazebrook, J. (ed.), 1997. *Research and Archaeology: A Framework for the Eastern Counties: 1. Resource Assessment*. East Anglian Archaeology Occasional Papers 3. Norwich: The Scole Archaeological Committee for East Anglia.;

Brown, N., and Glazebrook, J. (eds.), 2000. *Research and Archaeology: A Framework for the Eastern Counties: 2. Research Agenda and Strategy*. East Anglian Archaeology Occasional Papers 8. Norwich: The Scole Archaeological Committee for East Anglia.;

Medlycott, M. (ed.), 2011. *Research and Archaeology Revisited: A Revised Framework for the East of England*. East Anglian Archaeology Occasional Papers 24. Association of Local Government Archaeological Officers (ALGAO).;

ALGAO, 2021. *East of England Regional Research Framework*. Available at: <https://researchframeworks.org/eoe/>.

2.2 Site Specific Aims

- 2.2.1 In particular, the East of England Regional Research Framework highlight several areas of further study that may be considered as specific objectives for the present investigation, including but not restricted to:
- LIA-Rom 11: When did towns emerge during the Late Iron Age and Roman Periods?
 - LIA-rom 06: How can we increase our understanding of the Iron Age and

Roman environment?

- Med (Rural) 01: How best can we synthesise what we already know about rural areas during the medieval period?
- Med (Rural) 09: How can we characterise medieval rural settlement morphology and relationships?
- P-Med 05: How can we increase our understanding of post-medieval cottages and smaller houses?
- P-Med 09: How can we capture the changing character of post-medieval urban centres?
- P-Med 11: How can we increase our understanding of post-medieval urban high streets?

3 METHODOLOGY

- 3.1 All aspects of the investigation shall be conducted in accordance with the Chartered Institute for Archaeologists' *Code of Conduct* (2025), *Standard for Archaeological Field Evaluation* (ClfA 2023a), and *Universal Guidance for archaeological field evaluation* (ClfA 2023b), and *Standards for Field Archaeology in the East of England* (Gurney 2003).
- 3.2 The scheme consists of a single phase of work, comprising of one 2m wide and 10m long evaluation trench within the footprint of the development area as described within the WSI (Turner, 2025). If necessary, trenches may be moved slightly from their originally planned location to avoid services and other site constraints that may be encountered.
- 3.3 The trial trenching is (depending on the results) only the first stage of the archaeological mitigation and further phases of archaeological investigation may be required and that method statements to cover these will be submitted if necessary. The written scheme of investigation should not be considered fulfilled after the trial trenching has taken place. Any subsequent stages of archaeological work required will be subject to a further WSI.
- 3.4 The aim of this stage of work is to evaluate and characterise any heritage assets present so that an appropriate strategy of conservation can be formulated, and there is provision for contingency work to be undertaken should this be needed to meet those aims.

3.5 Survey and Machine Excavation

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

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

3.6 Recording and Sampling

- 3.6.1 Field excavation techniques and recording methods are detailed in the PCA *Operations Manual: Fieldwork Induction Manual* (Taylor and Brown 2018).
- 3.6.2 Archaeological features and deposits will be sufficiently excavated to fulfil the project aims stated in the complementary WSI (Turner, 2025).
- 3.6.3 Drawn records will be in the form of survey plans, drawn plans and section drawings of all archaeological features at an appropriate scale (1:10, 1:20, 1:50). All deposits, cuts and special features will be recorded with PCA's bespoke digital recording system based on the methodology detailed in Taylor and Brown 2018. Complex and/or intercutting features will be presented with hachures.
- 3.6.4 Linear features will be investigated by means of slots excavated across their width and measuring at least 1m in length, positioned to avoid areas of intercutting/ disturbance in order to provide uncontaminated finds assemblages. If stratigraphic relationships between features are not visible in plan, slots will

also be positioned to determine inter-feature relationships.

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

excavation (English Heritage 2025).

3.7 Monitoring

- 3.7.1 PCA / the client will be responsible for notifying Hertfordshire LEADS of the proposed start date at least five working days in advance of the commencement of fieldwork, allowing sufficient notice to arrange a monitoring meeting.
- 3.7.2 Hertfordshire LEADS and the client will be kept regularly informed about developments and any significant discoveries during both the site works and subsequent post-excavation phase.
- 3.7.3 Further trenching or deposit testing may be a requirement of the site monitoring visit if unclear archaeological remains or geomorphological features present difficulties of interpretation, or to assist with the formulation of a mitigation strategy.
- 3.7.4 The trial trench will not be backfilled without the approval of Hertfordshire LEADS.

3.8 Metal Detecting and Treasure

- 3.8.1 The spoil heaps and any archaeological remains revealed in the evaluation trenches will be scanned with a metal detector to maximise the recovery of metal objects.
- 3.8.2 All finds defined as Treasure will be removed to a safe place and reported to the local coroner according to the procedures outlined in the Treasure Act 1996 (as amended by the Treasure Designation Order 2002 No. 2666). Where removal cannot be affected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft. Any finds that could be considered treasure under the terms of the Act made during the process of fieldwork will be immediately reported to the Finds Liaison Officer, so that it is properly reported to the appropriate Coroner within 14 days of discovery in line with the Treasure Act. Following declaration, a treasure report will be completed and submitted to Hertfordshire LEADS and the Finds Liaison Officer within 90 days.

3.9 Human Remains

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

4 ACCESS

- 4.1.1 Permission to access 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.
- 4.1.2 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 will be passed on to the client in addition to the project costs already specified.
- 4.1.3 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.
- 4.1.4 Plant and welfare will be provided by the client.

5 TIMETABLE AND STAFFING

5.1 Timetable

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

5.2 Staffing and Support

- 5.2.1 The project will be managed and led by Thomas Revell, 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.
- 5.2.2 Key team members will include Thomas Revell, Project Manager of PCA Central and a PCA Supervisor. Additional Site Assistants will be drawn from a pool of qualified and experienced staff if required.
- 5.2.3 The following staff will form the project team:
 - 1x Project Manager
 - 1x Supervisor
 - 1x Site Assistant (if required)
 - 1x Survey Supervisor
 - 1x Finds Supervisor
 - 1x Finds Assistant
 - 1x Illustrator for post-excavation work.
- 5.2.4 A list of specialists currently used by PCA is given in Appendix 1.

6 REPORTING

- 6.1 The site will use Site Code **BAL/20WHS'26**. This reference will be used to identify the archive.
- 6.2 Following the completion of the programme of archaeological evaluation, Pre-Construct Archaeology will prepare an archaeological evaluation report detailing the results of the investigation. This will include:
 - 6.3 The report will include:
 - 6.4 Non-technical summary (Abstract);
 - 6.5 Introductory statements and site background;
 - 6.6 the aims and methods adopted in the course of the investigation;
 - 6.7 a description of the nature, location, extent, date, significance and quality of any archaeological and environmental material uncovered during the investigation;
 - 6.8 if present, the anticipated degree of survival of archaeological deposits across the site; surviving areas of archaeological potential should be indicated on the site plan;
 - 6.9 the detailed description and specialist interpretation of all archaeological material recorded by the project (the report will propose an interpretation for the dating and development of the site on the basis of the information collected and will provide an appropriate level of discussion of the evidence presented within the report);
 - 6.10 appropriate illustrative material such as maps, plans, sections, drawings and photographs and including site location plan at 1:2500; site plan at 1:1250, and additional plans as appropriate (adequate photographic coverage of each evaluation trench (properly captioned) will be included regardless of whether the project produced positive or negative results; the report will also include photographs that place the site in context);
 - 6.11 a catalogue of finds and specialist report(s) in full (e.g. human remains, finds,

environmental assessments) with the author(s) acknowledged; significant finds, including pottery, will be illustrated (drawn or photographed, as appropriate);

- 6.12 Hertfordshire Historic Environment Record Summary Sheet;
- 6.13 A copy of the OASIS record sheet;
- 6.14 An index of the contents and location of the archive;
- 6.15 information on the arrangements for the long term deposition of the archive.
- 6.16 Post-excavation tasks and report writing will take approximately 4 weeks following the end of fieldwork. Specialists will be employed for consultation and analysis as necessary.
- 6.17 A digital copy of the report (in .doc or .pdf format), clearly marked DRAFT, will be sent to the client for comment. Once reviewed by the client, the draft report will then be submitted to Hertfordshire LEADS for approval. Following completion of any required amendments to the draft report, a digital copy of the approved report will be presented to Hertfordshire LEADS.
- 6.18 Further to its acceptance the contractor will supply one digital (in .pdf/A format) and one hard copy of the report for inclusion into the Hertfordshire Historic Environment Record (HHER). Contingency will be made for the publication of results. The minimum requirement will be for an appropriate note to be made available in the local archaeological journal.
- 6.18.1 A final digital copy of the report will be uploaded to OASIS. The OASIS summary form will be included in the evaluation report.

7 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE

- 7.1.1 To assist with the creation and curation of the project's archive, a unique site code, issued by North Hertfordshire Museum will be used as an identifier. The site code for the evaluation will be BAL/20WHS'26. This reference will be used to identify the archive (including finds, paper and digital archive). The site code will be used to identify any resulting reports and will be added to the OASIS data collection form (ref: preconst1- 543496).
- 7.1.2 North Hertfordshire Museum has been contacted ahead of the project (via email dated 08/06/2026) and a Hertfordshire Museums Project Notification Form has been completed and a signed copy included as an appendix at the rear of this Method Statement (Appendix 3). PCA has estimated less than 10 standard boxes of archive will be created by the archaeological evaluation.
- 7.1.3 During post excavation analysis all artefactual material recovered will be held in storage by PCA Cambridge. Arrangements for the long-term storage and deposition of all artefacts will be agreed with the landowner and County Repository before or during the reporting stage.
- 7.1.4 PCA will obtain transfer of 'title' or ownership of the archive from the landowner to North Hertfordshire Museum so that the archive can be deposited in the publicly accessible, accredited archaeological archive managed by Hertfordshire Council. Transfer of title and the transfer of the ownership of the archive to the North Hertfordshire Museum will be finalised during the completion of the PXA and indicated in the UPD.
- 7.1.5 Every effort will be made by PCA to secure the agreement of the landowner to the deposition of the full site archive and transfer of title to North Hertford Museum. A minimum of three separate attempts at least one month apart will be made. If no response from the landowner is received during this process, then the material will be deposited with North Hertfordshire Museum as a repository of last resort. Additionally, if after six calendar years has passed and no response is received, then the tort of conversion will be utilised to transfer the material to North Hertfordshire Museum to ensure that the project archive is fully publicly accessible in line with the NPPF (para 218).

- 7.1.6 If a landowner requests retention of a particular non-Treasure item, this will only be undertaken with North Hertfordshire Museum approval and in full adherence to relevant guidelines.
- 7.1.7 PCA will obtain formal permission to share the details of individuals which are referenced in the archive in line with the General Data Protection Regulation (GDPR). For further information see the Data Management Plan in Appendix 2.
- 7.1.8 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 2025) and in accordance with discussions and advice from Hertfordshire LEADS.
- 7.1.9 The site digital archive will be deposited with the Archaeological Data Service (ADS) on completion of the archaeological programme within twelve months.
- 7.1.10 A copy of the report will accompany the archive when it is deposited with North Hertfordshire Museum. This deposition will be undertaken within twelve months of the completion of the archaeological programme.
- 7.1.11 The Hertfordshire Historic Environment Record 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 Historic England and the Archaeology Data Service (<https://oasis.ac.uk/>). A downloaded copy of the OASIS form will be included within each report. The report will be uploaded to OASIS within two weeks of approval.

8 FURTHER CONSIDERATIONS

8.1 Climate Change

- 8.1.1 All work will be carried out in accordance with the relevant statutory provisions and will seek to exceed them where possible. All reasonably practicable measures will be taken to avoid and/or alleviate potential damage or nuisance to people and impact on the environment.
- 8.1.2 PCA has a Carbon Mitigation Plan and a Carbon Mitigation Policy which are supplementary to the main PCA Environmental Policy. A Risk Assessment and Method Statement (RAMS), including a site-specific environmental aspects & impacts register and methodology, is prepared for every site.
- 8.1.3 PCAs carbon reduction policies and procedures include the following:
- Minimise car journeys and carry out fleet maintenance
 - Design project schedules for optimum use of machine plant and travel time
 - Use optimum-sized plant
 - Source electric plant if feasible
 - Use solar powered welfare
 - Minimise waste
- 8.1.4 PCA applies Simpler Recycling rules in all offices and on all sites. On site waste is segregated into Mixed Recycling and General Waste and sustainable sanitary waste bins are provided. PCA also provides PPE washing and recycling facilities. PCA's waste carrier licence number is: CBDL475478.

8.2 Insurance

- 8.2.1 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.

9 BIBLIOGRAPHY

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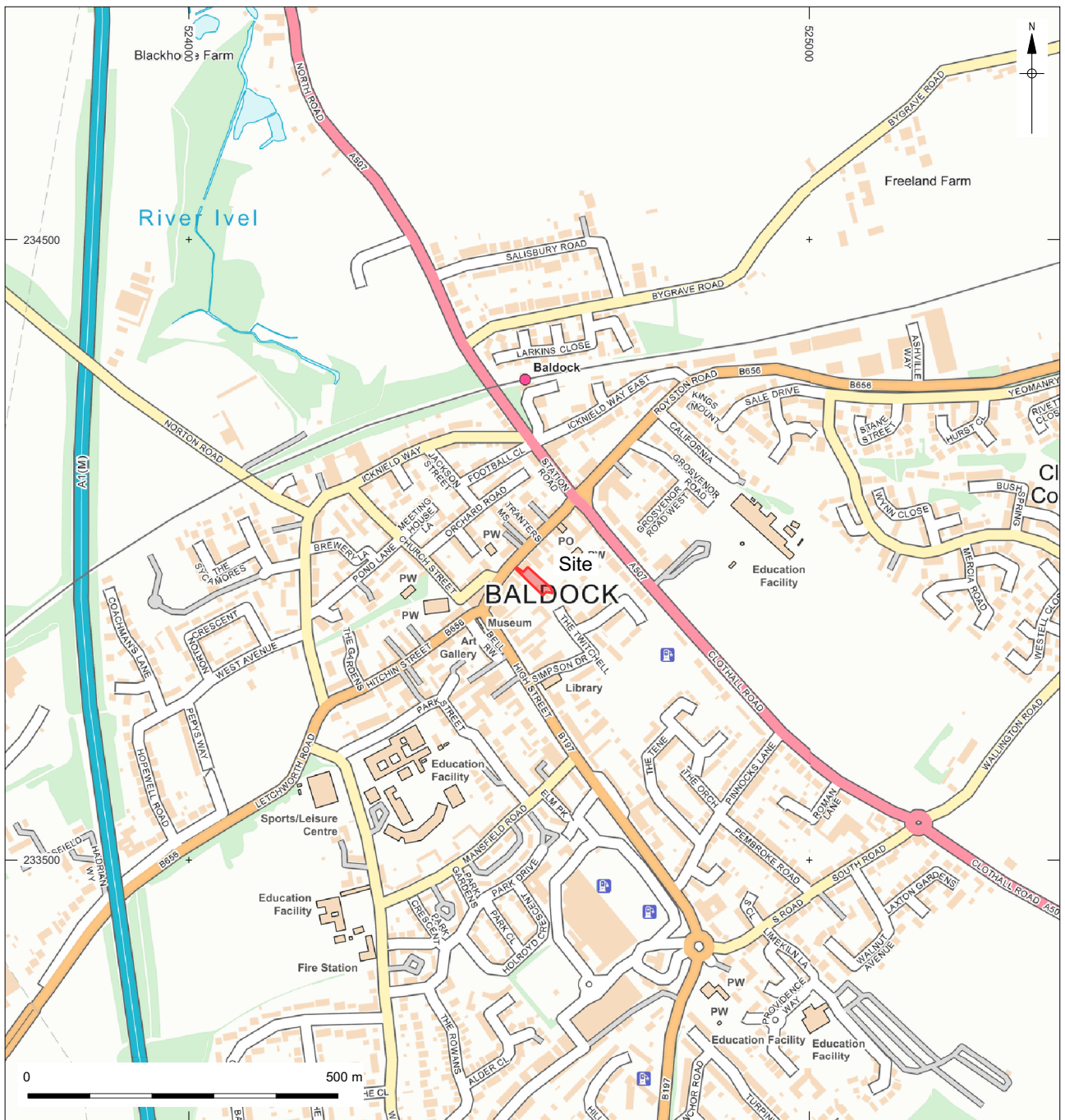
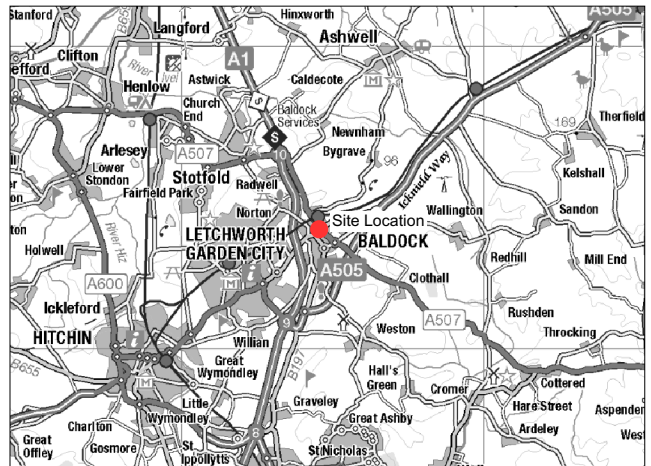
Society for Museum Archaeology, 2020. *Standards and Guidance in the Care of Archaeological Collections*. Available at: [https://collectionstrust.org.uk/wp-content/uploads/2020/04/Standards and Guidance in the Care of Archaeological Collections.pdf](https://collectionstrust.org.uk/wp-content/uploads/2020/04/Standards_and_Guidance_in_the_Care_of_Archaeological_Collections.pdf) [Accessed 08/09/2020]

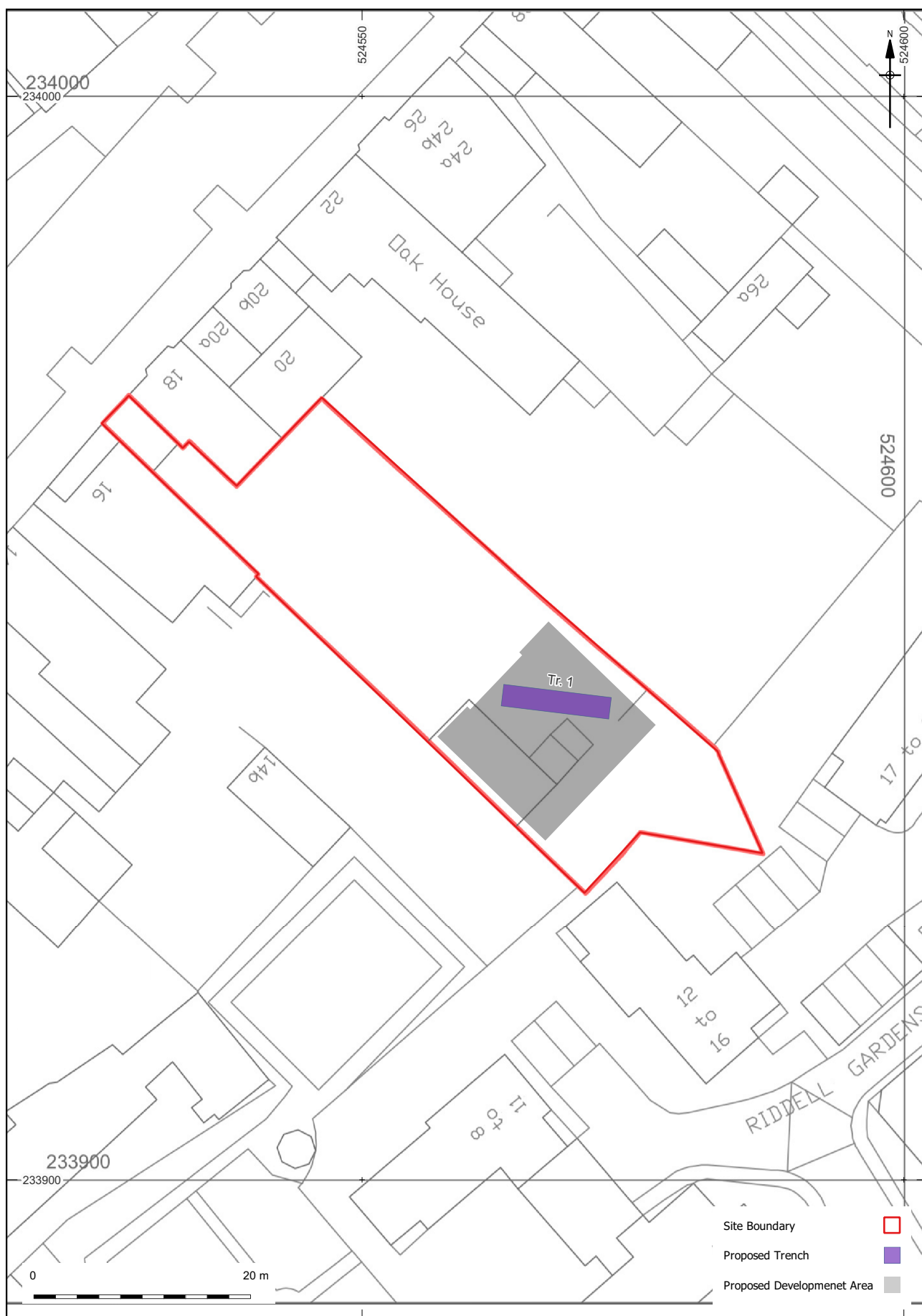
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Walker, K., 1990. *Guidelines for the Preparation of Excavation Archives for Long Term Storage*. UKIC Archaeology Section.

10 FIGURES





11 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, 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

12 APPENDIX 2: DATA MANAGEMENT PLAN (V1)

Section A: Project Information			
HER# (Site Code):	BAL/20WHS'26	Other Site Codes	
Site Full Location	20 Whitehorse Street, Baldock, Hertfordshire		
OASIS ID:	preconst1-543496	K-Code:	K11404
Museum Acc. #		NGR #	TL 24565 33940
Planning Ref #:	22/03296/FP	Planning Authority	North Hertfordshire District Council
DMP Written	10/02/2026	DMP Version	1
Project Manager/ Primary Contact:	Thomas Revell	Project Type:	Evaluation
Client:	Sue Pykerman and Frank Pope	Site Supervisor:	TBC
Data Sharing Agreement in Place?	NO		
Data Management Responsibility	Pre-Construct Archaeology Limited	Who will take possession of the generated data at the end of the project	ADS/ Designated Archive Repository/Museum

Section B: Estimated Volume of Data			
File types generated as part of the project archive by PCA:			
Data Type	Format	Estimated Volume	Details/Comment
Spreadsheets	Excel (.xlsx), .csv	512MB	Spreadsheets
Database	Access (.accdb)	512MB	Database
Text/Documents	.pdf, Word (.docx)	1GB	Text/Documents
Images	.jpeg, .png, .DNG	2GB	Images
Graphics	.dwg,	512MB	Graphics
GIS	.shp	1GB	GIS
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 Site code/HER number, as well as the camera number (e.g. camera 1b would be listed as C1B or camera 22a would be 22A), and the final four digits being the photo number.
What Quality Assurances of the data are in place?
All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct.

Section D: Documentation and Metadata:
How can the data be read?
Data collected during the course of the project will include standard formats as listed within section B.

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

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

Section E: Ethics and Legal Compliance:

How can the identity of individuals be protected if required

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

Is the data GDPR 2018 compliant?

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

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

Copyright for all data generated or collected by the project team belongs to PCA. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given during reporting and when archived. Any licences agreed with external parties will be included within the project archive.

Section F: Storage and Backup:

Is sufficient storage in place?

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

What backups are in place?

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

What data security is in place?

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

Section G: Selection and Preservation:

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

Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured, and will adhere to the formats listed in section B. Any deselected data will be deleted after deposition with the ADS or relevant archival repository. The material selected for retention will consist of the relevant photos used in the report, as well as a representative photo of each feature, with duplicates being selected for discard. All context databases, specialist catalogues, and survey data,

including CAD illustrations, will also be retained. Additionally, all final copies of reports or project admin (including the brief and Transfer of Title) will be retained in PDF format, this process of selection and discard will be undertaken by the Archive Officer and the Project Manager.

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

The digital archive will be deposited with the ADS.

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

N/A

Has the Museum or depository been contacted

YES

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	

13 APPENDIX 3: HERTFORDSHIRE MUSEUMS PROJECT NOTIFICATION FORM

HERTFORDSHIRE MUSEUMS

PROJECT NOTIFICATION FORM

Accepting Museum: North Hertfordshire Museum

The Depositor: Pre-Construct Archaeology

Address: Cambridge Office

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

Main Contact: Tom Revell

Tel: 01223 845 522

Email: TRevell@pre-construct.com

Site Name:

Address: 20 Whitehorse Street,
Baldock
SG76QN

Unique Identifier: BAL/20WHS'26

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

Other reference number(s):

Parish: Baldock

Grid reference: TL 24516 33949

Type of fieldwork: evaluation

Type of site expected: Post-Medieval

Start date: TBC

Anticipated deposition date: TBC

Quantity of material expected (boxes): <10

Conservation problems anticipated: None

Waterlogged material anticipated: No

Human remains expected? No

Signature (Depositor/ contractor): Ethan Selby

Date: 08/06/2026

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: 9 June 2026



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