



**DALCOUR
MACLAREN**



Project Design for Archaeological Monitoring and Recording at Starwood House, Avenue One, Letchworth Garden City

Client: Wrenbridge Land Ltd
Project: Starwood House, Avenue One, Letchworth Garden City
Date: October 2025



Project Details

Project Name	Starwood House, Avenue One, Letchworth Garden City
Scheme Number	25003554
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Appendix 1 Digital Data Management Plan

Drawings

Drawing No.	Title	Scale
Drawing 1	Site Location	Various
L060-CMP-SI-ZZ-DR-A-00001	Site Location	1:2,250 @ A3
L060-CMP-SI-ZZ-DR-A-00100	Proposed Site Plan	1:1,000 @ A3

1 Introduction

- 1.1.1 Dalcour Maclaren has been commissioned by Wrenbridge Land Ltd (hereafter referred to as ‘the Client’) to complete a Project Design for Archaeological Monitoring and Recording during development at Starwood House, Avenue One, Letchworth Garden City (National Grid Reference: SP TL 2324 3295) (Drawing 1; L060-CMP-SI-ZZ-DR-A-00001).

1.2 Circumstances of the Scheme

- 1.2.1 The Client proposed the erection of two buildings including three units for Flexible Use Classes including E.g. (ii) (iii), B2, B8, including servicing, parking, access, landscaping for which Planning Permission has been granted (25/01196/FP; L060-CMP-SI-ZZ-DR-A-00100)

1.3 Site Location and Topography

- 1.3.1 The Site currently comprises two industrial units and associated hardstanding and is located c. 1.5km to the east of the centre of Letchworth Garden City within an area of industrial, commercial and retail premises.
- 1.3.2 The Site is bounded by:
- Avenue One to the west,
 - Second Avenue to the south,
 - Third Avenue to the east, and;
 - Existing industrial/ commercial development to the north.
- 1.3.3 The Site lies relatively flat, around 83 - 85m Above Ordnance Datum (AOD).

1.4 Geology

- 1.4.1 The British Geological Survey (2025) maps the bedrock geology as undifferentiated Holywell Nodular Chalk Formation and New Pit Chalk Formation deposited during the Cretaceous Period.
- 1.4.2 There are no superficial deposits mapped for the Site, however chalky till, diamicton and outwash sediments of the Lowestoft Formation of Anglian stage (Marine Isotope Stage (MIS) 12, 478 – 424kya) are recorded c. 250m to the south.
- 1.4.3 These are overlain by glaciofluvial sands and gravels of broadly mid-Pleistocene date, inferred to be of late Anglian/ Wolstonian age (MIS 12/11 – MIS 6, 424kya – 123 kya).

1.5 Requirement for Archaeological Works

- 1.5.1 Following initial discussions with the Senior Historic Environment Advisor, Hertfordshire LEADS and the North Hertfordshire District Council Senior Planning Officer, it was determined that the proposed development should be regarded as likely to have an impact on heritage assets of archaeological interest and a recommendation for further archaeological works was outlined as follows:
1. the initial archaeological monitoring of all groundworks related to the development, including foundation trenches, service trenches, hard

landscaping, and all other ground impact, including a contingency for the preservation or further excavation of any remains encountered;

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 interests of the site;

1.5.2 The implementation of the scheme of archaeological works has been secured by the following conditions of Planning Permission 25/01196/FP:

8. 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.

9. 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 (8)

10. 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.

1.5.3 Archaeological monitoring and recording is defined as ‘a formal programme of observation, investigation and recording conducted during works carried out for non-archaeological reasons, where there is a possibility that archaeological deposits may be disturbed or destroyed. This will be within a specified area or site on land, in an inter-tidal zone or under water. This definition and Standard do not cover chance observations, which should lead to an appropriate archaeological project being designed and implemented, nor do they apply to monitoring for preservation of remains in situ’ (ClfA 2023a).

1.5.4 This Project Design has been written with, and will be undertaken in accordance with, the following documents:

Standard for archaeological monitoring and recording, Chartered Institute for Archaeologists: Reading (ClfA 2023a);

Universal guidance for archaeological monitoring and recording, Chartered Institute for Archaeologists: Reading (ClfA 2023b);

Standard for archaeological excavation, Chartered Institute for Archaeologists: Reading (ClfA 2023c);

Universal guidance for archaeological excavation, Chartered Institute for Archaeologists: Reading (ClfA 2023d);

Code of conduct: professional ethics in archaeology, Chartered Institute for Archaeologists: Reading (ClfA 2022);

Standards and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials, Chartered Institute for Archaeologists: Reading (ClfA 2020);

Preserving Archaeological Remains: Decision-Taking for Sites under Development, Historic England: London (Historic England 2016); and

Management of Research Projects in the Historic Environment (MoRPHE), (Historic England 2015);

2 Aims and Objectives

2.1.1 The general aims of this scheme are to:

determine the presence or absence of buried or upstanding archaeological remains within the proposed development site;

determine the character, date, extent and distribution of any archaeological deposits revealed as well as their potential significance;

determine levels of disturbance to any archaeological deposits from plough damage or from any other agricultural/industrial practices or later building activities;

disseminate the results of the fieldwork through an appropriate level of recording.

2.1.2 The specific aims of this scheme of archaeological monitoring and recording are to:

Examine, assess and record the extent, preservation, characteristics, form and any further details available, of any archaeological remains present, in this instance further evidence of medieval shrunken village, and any associated activity; and

Produce a comprehensive site archive which can be readily compared to the results of previous archaeological works in the vicinity; and

Recover any isolated or residual findspots in order to further characterise the material from the Site and its environs to inform upon previous activity close by;

To investigate and / or recover and assess archaeological material to better define the dating of the Site.

2.2 Regional Research Frameworks

2.2.1 The current work and all future work will consider existing and developing research frameworks from the East of England Regional Research Framework (ALGAO East of England 2021).

3 Methodology

3.1 General Methodology

- 3.1.1 A scheme of archaeological monitoring and recording has been designed in order to satisfy the stated objectives of the project as set out under Section 3 above.
- 3.1.2 In advance of any fieldwork, Dalcour Maclaren will request the Client has demonstrated that all reasonable measures have been taken to identify any constraints and that they have provided all reasonable information regarding the presence of services, any ecological constraints, the presence of Public Rights of Way, any areas of potentially contaminated land and/or any other known risks to health and safety.

3.2 Archaeological Monitoring and Recording

- 3.2.1 The archaeological monitoring and recording is intended to monitor all areas of below-ground disturbance associated with all groundworks related to the development, including foundation trenches, service trenches, hard landscaping, and all other ground impact.
- 3.2.2 The monitoring will allow for any potential archaeological features or deposits present to be highlighted, investigated and recorded. If remains are encountered which cannot be adequately investigated and recorded within the scope of these works, then this will be made known to the Client so an appropriate programme of archaeological mitigation can be discussed and agreed.
- 3.2.3 Where mechanical excavation is required, Dalcour Maclaren will request that intrusive works using a mechanical excavator are undertaken with a toothless ditching bucket to maximise the chance for identification of any archaeological remains should they be present and minimisation of impact to the known structures.
- 3.2.4 All intrusive works will be monitored by a suitably experienced archaeologist, Dalcour Maclaren grade Senior or above, who will highlight any potential archaeological features revealed to the groundworkers. Should this occur then the client will provide the archaeologist with sufficient time to allow suitable investigation by hand. All surfaces will be cleaned, inspected and potential features/deposits excavated to retrieve artefactual and ecofactual material, as well as determine their character, significance and date.
- 3.2.5 Sampling and recording of potential archaeological deposits and features will be undertaken as outlined from section 4.3 onwards.
- 3.2.6 The Senior Historic Environment Advisor, Hertfordshire LEADS will monitor progress and standards throughout the project. On site monitoring visits shall be required should significant archaeological deposits be found. To facilitate this, the Senior Historic Environment Advisor will be notified ten days prior to commencement of work.
- 3.2.7 The Senior Historic Environment Advisor, Hertfordshire LEADS will be kept regularly informed about developments both during the site works and subsequent post-excavation work.

- 3.2.8 No changes to the Project Design will be made unless it is first agreed upon in writing with the Senior Historic Environment Advisor.

3.3 Sampling

- 3.3.1 In the event that archaeological features and/or deposits are encountered, they will be investigated and sampled sufficiently to characterise, date them, understand their relationships and determine their significance. Features are to be excavated as follows:

All early prehistoric features will be 100% excavated;

All structural features (e.g. postholes and hearths), burials, industrial features (e.g. ovens and kilns) etc. will be 100% excavated;

Other discrete features (e.g. pits) of late prehistoric or late date will be excavated to a minimum of 50% based on the potential for the recovery of important material or ecofactual assemblages;

Features of possible natural origin (e.g. variations in the geology) will be excavated until a full characterisation of the feature type, profile, fill and any other characterisations have been demonstrated adequately;

Linear features (e.g. ditches and gullies) will be excavated to a sufficient sample to characterise the feature, a minimum of 10% or a 1m slot, whichever is the greatest. All intersections will be sampled to establish relationships, and a higher percentage of excavation will occur in areas of potential domestic activity;

Occupational layers will be excavated to a minimum of 50% with a higher percentage for prehistoric layers as required to gain a full understanding of the various functions and variations.

40l bulk samples (or 100% of the context if less) will be taken as a minimum.

- 3.3.2 Measures will be taken to protect particularly significant, valuable or sensitive archaeological remains from exposure, accidental damage and/or theft.
- 3.3.3 Should archaeological remains of sufficient significance be encountered, the Client and The Senior Historic Environment Advisor will be informed. There may still be a requirement for contingent archaeological works or the physical preservation of any remains, if present.
- 3.3.4 Archaeological deposits and features will be recorded according to accepted professional standards. Sufficient data will be recorded to allow for a full characterisation of the context and its relationships to be made and allow for future studies to query and compare the dataset with confidence.
- 3.3.5 Archaeological contexts will be recorded and numbered individually on *pro-forma* context sheets with all relevant data such as drawings, photographic images, finds, environmental samples, height values and any other information cross-referenced. In addition, a further, more general record of the work comprising descriptions and discussions of the archaeology is to be maintained as appropriate. Context sheets are to be primarily filled in by the archaeologist excavating the feature/deposit.

- 3.3.6 All features will first be recorded in plan using a GPS unit with sub-centimetre accuracy with each point recorded in relation to the OSGB36 geod model, this plan will also provide a three-dimensional geo-referenced visual representation on the archaeology present.
- 3.3.7 Once features have been excavated, they will be recorded again using a GPS unit under a separate project file with all features recorded to sub-centimetre accuracy and coded to an internal database that records feature type, context number, associated drawing numbers and any other feature specific information that may be relevant. In addition, features that require more detailed illustration will be undertaken by hand in relation to a feature specific geo-referenced baseline and drawn at an appropriate scale on polyester based drafting film and labelled in relation to a site-specific drawing register.
- 3.3.8 Hand-drawn sections will be drawn at an appropriate scale, primarily 1:10. Likewise, plans of archaeological features will be drawn at a suitable scale to record them in detail. If appropriate a larger site plan will be produced at a scale between 1:100 and 1:1,250 to show the location of monitored works, if required, this plan would indicate the boundaries of the excavated area, the site grid and location and numbers of any smaller detailed plans and sections produced along with any other appropriate information appropriate. All plans will be accurately related to the National Grid.
- 3.3.9 All plans and sections will be levelled in respect to height AOD and are to be drawn on polyester based drafting film and clearly labelled in relation to a site-specific drawing register. All levels taken are to be clearly labelled on all drawings with any calculations and final height values provided and cross referenced with a site-specific level register.
- 3.3.10 A complete digital photographic record of the work is to be kept. All images are to be taken using a digital SLR camera with a suitable megapixel resolution (15MP or greater). The photographic record is to be regarded as part of the site archive and digital files will be appropriately filed, saved, labelled and cross-referenced in relation to a site-specific photography register.
- 3.3.11 The complete site archive, including finds and paleoenvironmental samples, will be kept securely throughout the fieldwork and during all post-excavation activities.

3.4 Finds and Artefacts

- 3.4.1 All artefacts recovered during the archaeological fieldwork are the property of the landowner/Client. It is expected that the full and complete archaeological archive will be deposited with the receiving repository with accompanying title of transfer.
- 3.4.2 All artefacts revealed will be recovered regardless of date so that the provisional dating of as many contexts as possible can be ascertained, as in line with Historic England guidance (2015). In circumstances where the quantity of finds present preclude total recovery then a representative sample will be taken, and this noted on the context sheet.
- 3.4.3 Finds will be suitably bagged, boxed and marked in accordance with the Standards and Guidance for the Collection, Conservation and Research of

Archaeological Materials (ClfA 2020), and the Standard and Guide to Best Practice for Archaeological Archiving in Europe (Perrin et al. 2014).

- 3.4.4 Any finds that are considered potentially significant will be provided a unique registered artefact identification number, as provided by a site-specific registered artefact register. The location of the item will be recorded in three dimensions and marked on any relevant drawings as appropriate before being lifted. Also, if required, the item will be photographed, and an appropriate specialist will be on hand to ensure the object is lifted and transported in the most stable and suitable fashion to stop any potential degradation.
- 3.4.5 On completion of the project, modern material, unstratified remains and objects that have been assessed as having no obvious grounds for retention will be discarded after a period of six months, unless there is a specific request to retain them (and subject to the collection policy of the relevant depository and the ClfA selection and retention toolkit if adopted by the local depository).
- 3.4.6 The primary archive records will clearly state how all artefact assemblages have been recovered, sub-sampled and processed.

3.5 Treatment of Treasure

- 3.5.1 Finds falling under the statutory definition of treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be reported immediately to the relevant Coroner's Office, the landowner, Client and the Senior Historic Environment Advisor, Hertfordshire LEADS. A treasure receipt (obtainable from either the Finds Liaison Officer (FLO) or the Department for Digital, Culture, Media and Sport (DCMS) website) will be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding that the find is treasure. Failure to report within 14 days of discovery is a criminal offence.
- 3.5.2 The treasure receipt and report will include the date and circumstances of the discovery in addition to the identity of the finder (will be assigned as Dalcour Maclaren) and the location of the find in relation to Ordnance Survey.

3.6 Human Remains

- 3.6.1 In the unlikely event that human remains, both inhumations and/or cremations, are exposed during the course of the archaeological works, all works in that area are to cease immediately. The Client, their Contractor, the Project Manager and the Senior Historic Environment Advisor will be informed of the discovery of human remains.
- 3.6.2 Enough time allowed to establish any archaeological provenance. Should the burials not be archaeological in nature the local police and coroner will be informed.
- 3.6.3 The area will be screened from view and discussions will be held with the Client and/or their subcontractor, and the Senior Historic Environment Advisor on options for their appropriate preservation in situ or for their removal in accordance with professional standards and guidelines once the antiquity of the remains has been suitably proven.
- 3.6.4 If it is decided that removal of the remains is the most appropriate option, a Ministry of Justice License will be required (in accordance with Section 25 of the Burial Act 1857) before the remains can be lifted. The need for a Ministry of

Justice Licence applies to both inhumation and cremated remains. The application for a Licence will be made by Dalcour Maclaren.

- 3.6.5 All human skeletal remains should be treated with dignity and respect and Dalcour Maclaren acknowledges its responsibilities to do so, any excavation of HSR will be undertaken in accordance with the standards set out in Updated Guidelines to the Standards for Recording Human Remains (ClfA 2017), The Role of the Human Osteologist in an Archaeological Fieldwork Project (Historic England 2018) and Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England (Advisory Panel on the Archaeology of Burials in England 2017).

3.7 Environmental Archaeology

- 3.7.1 The strategy and methodology for the sampling of deposits will be in accordance with English Heritage (Now Historic England) Centre for Archaeology Guidelines "Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation" (2011).
- 3.7.2 Should significant or complex deposits be identified, Dalcour Maclaren's specialist, Nick Daffern, will be notified, and a sampling strategy will be agreed before proceeding. Historic England's Regional Science Advisor, Anne de Vareilles, will also be contacted as necessary to advise on suitable sampling strategies.
- 3.7.3 All samples will be assigned a unique identification number accompanied with an appropriate sample form that will provide justification for sampling, the research questions which could be addressed and the methodologies to be employed to ensure that the appropriate techniques are used to maximise potential.
- 3.7.4 Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will be sampled in isolation. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts.
- 3.7.5 Samples will not be taken from the intersection of features or where context horizons are not fully defined.
- 3.7.6 Mollusc samples of two litres each will be taken vertically from appropriate sections to investigate the changes of vegetation through time.
- 3.7.7 Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with Dalcour Maclaren's in-house palaeoenvironment and geoarchaeological specialist, Nick Daffern and the Senior Historic Environment Advisor. Where bulk samples are to be taken a minimum of 20 litres will be taken from visible layers or spits for the retrieval of plant macro remains and insects.
- 3.7.8 Environmental samples from dry deposits will normally be processed by floatation following the fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental

samples from wet deposits will normally be sent to specialists for processing in laboratory conditions.

- 3.7.9 Where guidance is relevant the appropriate English Heritage (Now Historic England) papers will be followed.

3.8 Post-Excavation and Reporting

- 3.8.1 Upon completion of the archaeological fieldwork Dalcour Maclaren will produce a report that will interrogate the quality, quantity, character and potential of the archaeology recovered.
- 3.8.2 Through consultation with the Senior Historic Environment Advisor, the post-excavation report will identify and specify the need, if any, for further analysis of material with the view of producing a final report, which addresses regional research objectives for wider dissemination/publication.
- 3.8.3 A draft of this assessment document will be supplied to the Client for comment in the first instance. Once approved by the Client, a copy of the report will be provided to the Senior Historic Environment Advisor to ensure their satisfaction and, in cooperation with the Client, determine the need and scope of any further post-excavation assessment and/or analysis.
- 3.8.4 At the assessment stage of post-excavation, external specialists will only be called upon if the nature of the archaeological resource cannot be adequately determined without their input.

3.9 Archive Preparation, Deposition and Dissemination

- 3.9.1 The Site archive, including finds, will be retained by Dalcour Maclaren or the Client until it can be deposited with the County Museums Service (Hertfordshire Museums) upon completion of the post-excavation report. A Title of Transfer shall be requested from North Hertfordshire District Council Museum service (to be signed by the landowner). The final report shall specify whether this has been signed. The digital archive shall be compiled and ordered for deposition with the Archaeological Data Service (ADS) as outlined in the Digital Data Management Plan (Appendix 1).
- 3.9.2 The Site archive will include all project records and cultural material produced by the archaeological fieldwork and will be prepared and deposited in accordance with The Hertfordshire Archaeological Archive Standards (Hertfordshire Museums 2025), Guidelines for the Preparation of Excavation Archives for Long Term Storage (Brown, 2011), Preparation and A Standard Guide to Best Practice for Archaeological Archiving in Europe (Perrin et al 2014), with any variation agreed with the Client and the receiving repository, in this instance the North Hertfordshire District Council Museum service.
- 3.9.3 Dalcour Maclaren operate a 100% finds retention policy on Site to allow for the accurate characterisation and dating of as many contexts as possible. A selection and retention strategy, in line with the ClfA Toolkit will be undertaken during the post-excavation assessment of recovered materials by suitable specialists.
- 3.9.4 Dalcour Maclaren will use a unique site code during the course of the archaeological fieldwork and will be referenced through post-excavation

reporting, on all documents, artefacts and any other items that may be associated with the project.

- 3.9.5 An accession number request has been submitted to the repository for use on all archive material from the Site. The Site archive will be deposited and refer to that unique accession number.
- 3.9.6 Dalcour Maclaren has registered the works with the Online Access to the Index of archaeological investigations (OASIS). A digital copy of the archaeological report and any appropriate associated documentation from the archive will be made available upon its completion and will be accessible via the unique reference – **dalcourm1-537829**.
- 3.9.7 A summary of the work, in addition to the findings from the wider archaeological works across the Scheme, will be compiled and submitted to an appropriate local journal and any relevant journals agreed with the Stakeholders.
- 3.9.8 Arrangements for publication would be made following completion of all archaeological works and assessment reporting. This may include, but not be limited to, relevant journals agreed with the Stakeholders.
- 3.9.9 Where appropriate, digital vector plans of limits of excavations, recorded archaeological features and excavated sections, will be provided as georeferenced (EPSG:27700) ESRI shape or QGIS GPK files. These will have the relevant attributes recording the Primary Reference Number e.g. (Section Number; Context Number; Sample Number; Small Find number; etc); Group or Feature Number; Archaeological Periods and Phases. These GIS files will be provided to the HER following approval of the final report.

3.10 Public Benefit

- 3.10.1 Archaeological work offers significant public benefits beyond the advancement of knowledge.

3.10.2 Knowledge Gain and Understanding:

Archaeological research expands our understanding of the past, including past societies, cultures, and environments.

This knowledge can be shared through publications, exhibitions, and public events, engaging the wider community.

Archaeological findings can help us understand how past societies functioned, learn from their successes and failures, and apply those lessons to the present.

3.10.3 Economic Benefits:

Development-led archaeology can mitigate the risks associated with construction projects, ensuring that heritage is preserved or recorded appropriately.

3.10.4 Promoting Sustainable Development:

Archaeology can inform our understanding of how past communities adapted to environmental changes, providing insights that can be relevant to contemporary challenges.

By understanding the past, we can learn from previous mistakes and work towards more sustainable futures.

3.10.5 Social Value and Public Benefit:

Archaeology can be a powerful tool for social inclusion, engaging diverse groups and promoting a sense of shared heritage.

Public benefit is increasingly recognized as a key consideration in development projects, with archaeology playing a vital role in demonstrating social value.

By showcasing the social value of archaeology, we can ensure that heritage is valued and protected for future generations.

3.10.6 The public benefit provided by this scope of works will be further enhanced by comparison with any previously completed archaeological works.

3.11 Health and Safety

- 3.11.1 Dalcour Maclaren will prepare a site-specific risk assessment and method statement outlining the potential health and safety.
- 3.11.2 All site staff will have an appropriate level of training to enable them to carry out fieldwork safely and appropriate personal protective (PPE) clothing will be worn by all staff and any visitors at all times.
- 3.11.3 All staff will assist the Client in maintaining the site in a safe condition. Hazards will be appropriately identified and managed including identification of buried and above ground services/utilities.
- 3.11.4 All staff and visitors will abide by the Client's Health and Safety methodology as well as abiding by any other site-specific and task-specific risk assessments and toolbox talks which may be provided/undertaken. Once on site, these documents will be assessed, and any variations will be highlighted and added to the appropriate assessment. These will be re-evaluated periodically during the course of the fieldwork to make sure that they remain consistent to the site-specific risks.
- 3.11.5 If there is conflict between the Client's risk assessment and that of the Dalcour Maclaren, then the Client's will take priority, unless it is perceived to be placing the staff of the Dalcour Maclaren at greater risk.
- 3.11.6 All members of staff and any visitors will be required to be inducted on first arrival. Daily signing in sheets will be maintained to site to show that they have attended and understood a safety message conducted at the start of shift. Any variations will be communicated as required.
- 3.11.7 The Client will be asked to provide all information reasonably obtainable on contamination and the location of live services before the archaeological works commence.

3.12 Carbon Management

3.12.1 Dalcour Maclaren are committed to achieving net zero carbon emissions across all scopes by 2030. The internal Dalcour Maclaren Carbon Emissions Reduction Statement outlines our commitment and methods for Scope 1-3 Emissions.

3.12.2 Indirect Emissions will be controlled by Thames Water policies via J. Browne Construction. Thames Water has committed to achieving net-zero carbon emissions from its operations by 2030, with an ambition to go beyond that to become carbon net-negative by 2040.

3.12.3 Direct Emissions from Products and Travel will be minimised where possible by:

Vehicle sharing and minimising distances travelled by the team to sites, whether by utilising local resource or providing nearby accommodation,

Travel is monitored through the mileage recorded by staff. In addition, staff record engine sizes and vehicle/fuel type to support our Carbon Reduction Plan. This data is recorded against individual projects enabling for accurate data to be collated for clients to assess project level carbon data,

Where sub-contractors are used, we have a rigorous Approved Contractor Process during which agreement to operate within the requirements of DM's policies and client's contractors is agreed to. This requirement includes the need to provide data associated with Carbon usage. Through our third-party portals contractors are able to report their Carbon usage simply and efficiently as required under the client and/or DM contracts they hold.

DM implemented Amazon Business and have made use of their built-in policies to only recommend the purchase of "Climate Pledge Friendly" products,

Utilise local suppliers and select environmentally-friendly products which use more sustainable materials and packaging.

DM are able to record the amount of consumption purchased. For example, usage of paper by project and by colour or black and white printing.

3.13 Staffing and Standards

3.13.1 The project will be directly managed by Nicholas Daffern.

3.13.2 The standards and codes of conduct of the Chartered Institute for Archaeologists will be adhered to at all times.

3.13.3 A 5-day confirmation notice will also be given to the Senior Historic Environment Advisor prior to commencement of works to allow for monitoring on Site if required.

3.13.4 Should material be recovered that requires specialist assessment the following list will be utilised, where additional specialists are used, beyond those listed above, these will be agreed upon with the Senior Historic Environment Advisor:

Name / Organisation	Discipline
Robert Hedge, Independent Consultant	Flint and Lithic objects
Paul Blinkhorn, Independent Consultant	Ceramics – Post-Roman
Jon Cotton, Independent Consultant	Ceramics - Prehistoric Lithic Objects
Nick Daffern, Dalcour Maclaren	Palaeoenvironmental, archaeobotany, geoarchaeology and geomorphology
Dr David Griffiths, Independent Consultant	Ceramics - Roman
Dr Hannah Russ FSA, Independent Consultant	Zooarchaeology & molluscs
Gaynor Western, Independent Consultant	Osteoarchaeology
Mike Wood	Finds – Roman to Post-medieval
Heidi Archer, Dalcour Maclaren	Finds – Post-medieval

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APPENDIX 1 DIGITAL DATA MANAGEMENT PLAN

Section 1: Project Administration

Project ID / OASIS ID
Scheme code: 25003554 Oasis ID: dalcourm1-537829 Site Code: TBC
Project Name
Starwood House, Avenue One, Letchworth Garden City
Project Description
Archaeological Monitoring and Recording (AMR) to be undertaken at Starwood House, Avenue One, Letchworth Garden City .
Project Funder
Developer – Wrenbridge Land Ltd
Project Manager
Nicholas Daffern – Dalcour Maclaren
Principal Investigator
Nicholas Daffern
Data Contact Person
Beki Jones
Date DMP created
20 / 10 / 2025
Date DMP last updated
20 / 10 / 2025 – to be reviewed 20 / 01 / 2026
Version
001
Related data management policies
P3 DM Quality Policy Statement P5 DM Information Security Policy Statement ISO 9001 – Quality ISO 27001 – IT Security DM GDPR Privacy Statement 20201109 - GDPR - Data Source Diagram - v3.pdf

Section 2: Data Collection

What data will you collect or create?

Receive – Client site data, plans, primary and secondary contacts, sub-contractor contacts
Collect – On site personnel (expected plant operator) H&S cards, such as CPCS number & expiry
Collect – GPS on-site point data (extracted in CSV, shapefile & dxf)
Retain – Internal DM H&S card data – names, numbers, expiry

How will the data be collected or created?

Data collected on site will be by written, photographic, drawn and GPS records.

Section 3: Documentation and metadata

What documentation and metadata will accompany the data?

Cross-referenced registers for all records
Attribute tables and coding for GPS data

Section 4: Ethics and legal compliance

How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?

In accordance with DM policies:
P5 DM Information Security Policy
DMP12 – Information Security Manual
P6 Anti-Bribery Policy
P7 Conflict of interest Statement
P9 Criminal Finances Act Policy
P17 Biosecurity Policy
P19 Modern Slavery Statement
ISO 9001 – Quality
ISO 14007 – Environment
ISO 45001 – H&S
ISO 27001 – IT Security

Section 5: Data Security: Storage and Backup

How will the data be stored, accessed and backed up during the research?

Primary storage (dynamic, accessible) – data collection equipment (GPS, camera, collector app)
Secondary (controlled, raw data only) – Cloud storage, synced from devices
Long-term – individual sharepoint scheme folder (connect), DM corporate ESRI package for GPS & shapefile data

Access to primary storage to site staff & site manager for QA

How will the data be stored, accessed and backed up during the research?

Access to secondary storage limited to data managers (Lee Bidwell & Beki Jones)

Access to long-term data to DM archaeological team only

Section 6: Selection and Preservation

Which data should be retained, shared, and/or preserved?

All data to be retained and preserved, including raw and working files. Some data (such as personnel H&S data) to be locked or redacted.

Processed data and retracted where required (personnel data removed) to be shared and submitted for archive.

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

External archive storage where appropriate (such as oasis).

Internally all data, excluding personnel data which will be removed after 3 years, will be added to the internal DM ESRI database for long-term use and reference.

Have you contacted the data repository?

Yes/ in progress:

Oasis form commenced

Notification Form to be submitted to North Hertfordshire District Council Museum service

Have the costs of archiving been fully considered?

Yes

Section 7: Data Sharing

How will you share the data and make it accessible?

Via oasis and long-term archive once available.

DM will consider dissemination to any interested parties on contact, and in accordance with client wishes.

Are any restrictions on data sharing required?

Site data will be Client dependent.

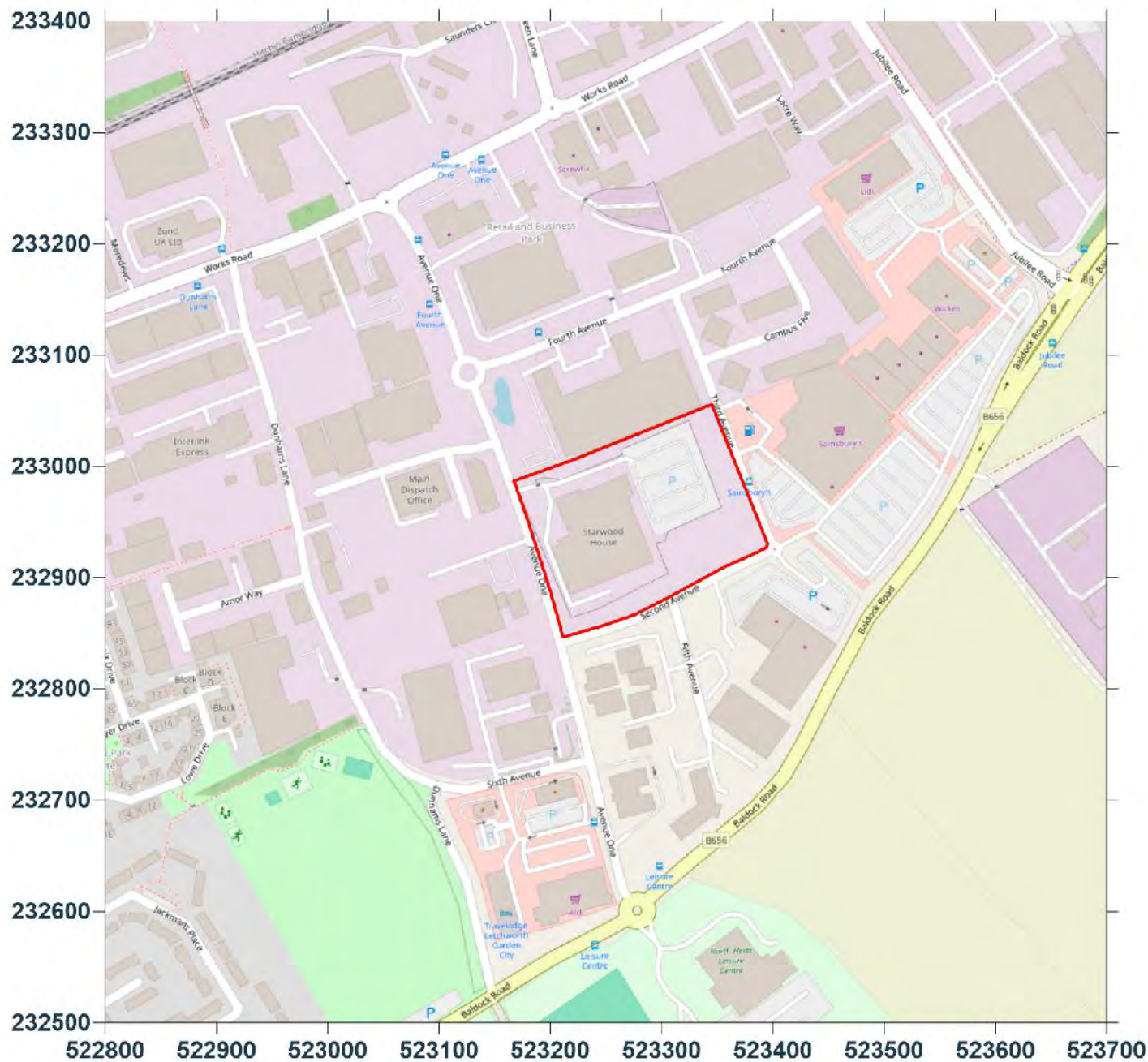
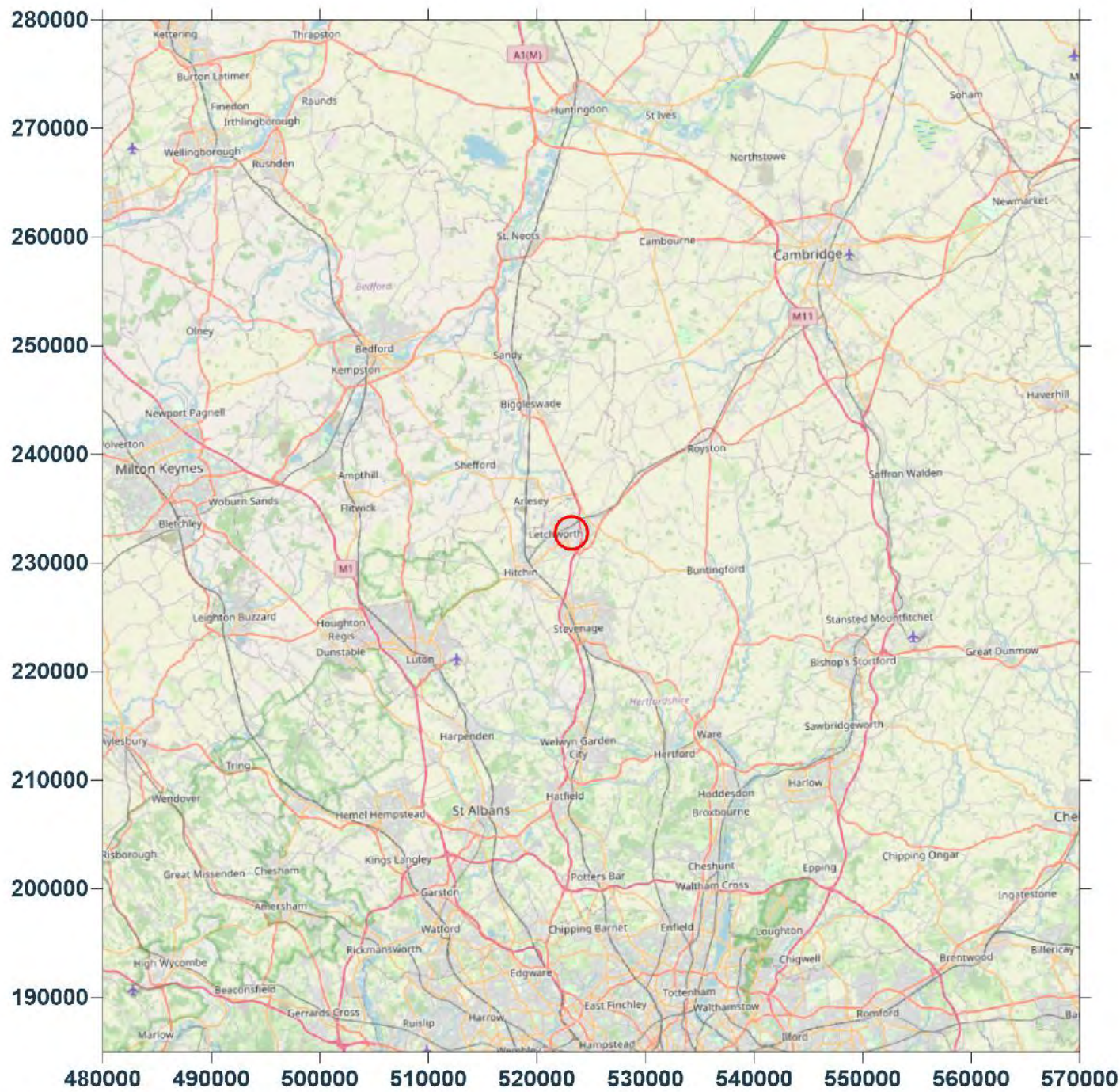
No personnel data will be shared.

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?

Beki Jones

DRAWINGS



Client: Wrenbridge Land Ltd	Drawn By	ND	Checked	DH	Key:	 DALCOUR MACLAREN
	Date	10/2025	Date	10/2025		
	Figure No.	1.0				
Scheme: Starwood House, Avenue One, Letchworth Garden City 25003554	Title : Site Location					



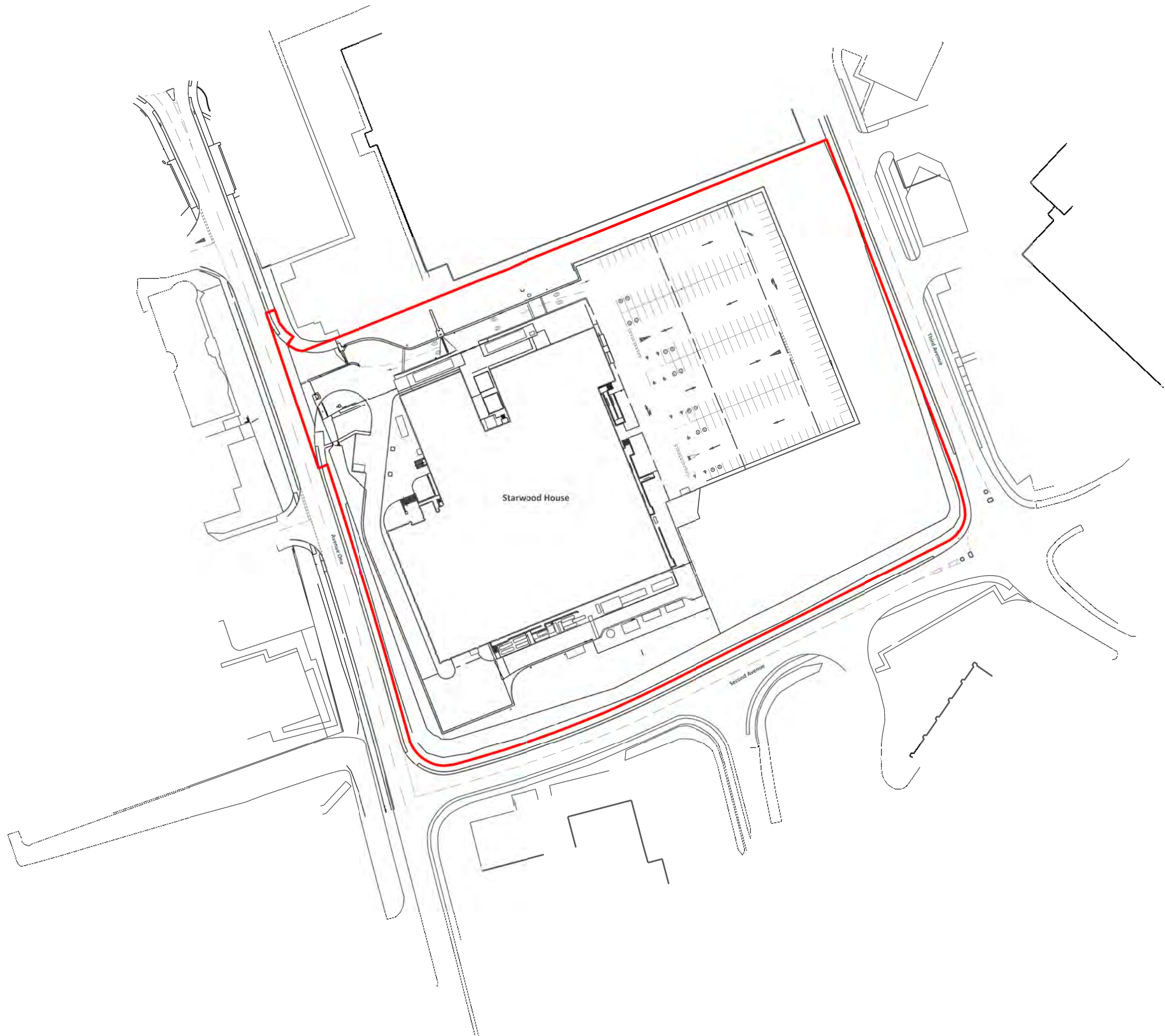
Based on ordnance and topographical
measured survey.

Ordnance Survey Licence Number:
100022432

Topographical & measured building
survey prepared by Terrain Surveys.
Drawing Number:
TS25-173-T-1-2D

Tree survey prepared by: Aspect
Ecology.
Drawing Number: 12296 PAIA 01, 12296
TCP 01 & 12296 TS 01

Application Boundary



Rev P1: Planning Issue, TB - 25.04.2025

Drawing Status:
PLANNING

CMP
Architects

Client

WRENBRIDGE

Project
Avenue One, Letchworth

Title
Site Location Plan

Scale @ A3
1:1250@A3

Drawn
TB

Date
25.04.2025

Revision
PL1

Org.No.

L060-CMP-SI-ZZ-DR-A-00001

Do not scale from this drawing, use figured dimensions only. Subject to
accurate site survey. All dimensions to be checked and verified for any
discrepancies. All drawings to be read in conjunction with all CMP Architects
and other consultants' contract documentation. Any discrepancies to be
reported before any work commences. All items installed by others are to be
fully site coordinated and programmed with the Contractor. All products to
be installed to manufacturers recommendations.
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Scale Bar - metres:
0 5 10 15 20 40

Based on ordnance and topographical measured survey.

Ordnance Survey Licence Number:
100022432

Topographical & measured building survey prepared by Terrain Surveys.
Drawing Number:
TS25-173-T-1-2D

Tree survey prepared by: Aspect Ecology.
Drawing Number: 12296 PAIA 01, 12296 TCP 01 & 12296 TS 01

- KEY**
- Application Boundary
2.67 Hectares / 6.59 Acres
 - Ownership Boundary
 - Highways Boundary
 - Proposed Security Fence
 - Retaining Wall
 - Refuse Storage
 - Active Car Charging Points
 - Passive Car Charging Points
 - Retained, Existing Trees
 - Proposed Trees

Rev PL1: Planning Issue, TB - 25.04.2025

Drawing Status:
PLANNING

CMP Architects
Client

WRENBRIDGE
Project
Avenue One, Letchworth

Title
Proposed Site Plan

Scale @ A1 / A3
1:500 / 1:1000

Drawn
TB

Date
25.04.2025

Revision
PL1

Drg. No.
L060-CMP-SI-ZZ-DR-A-00100

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