

**LAND AT 19 WALNUT TREE ROAD,
PIRTON, HERTFORDSHIRE.
WRITTEN SCHEME OF
INVESTIGATION FOR A
PROGRAMME OF
ARCHAEOLOGICAL EVALUATION.
VERSION 1**

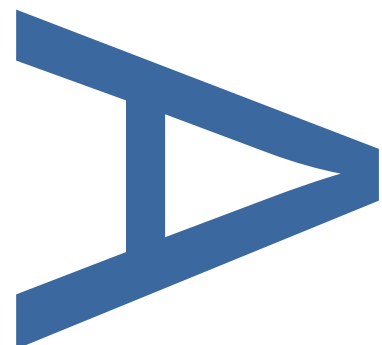
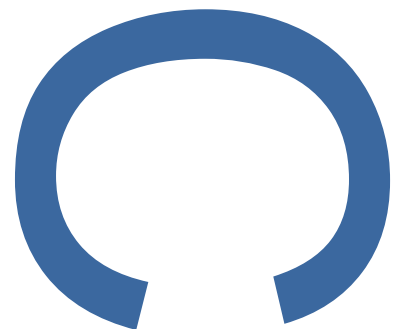
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**PLANNING APPLICATION NUMBERS:
26/00116/FP**

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542910**

SITE CODE: PIR/19WTR '26

MAY 2026



PRE-CONSTRUCT ARCHAEOLOGY

Land at 19 Walnut Tree Road, Pirton, Hertfordshire. Written Scheme of Investigation for a Programme of Archaeological Evaluation. Version 1

Local Planning Authority: North Hertfordshire District Council

Planning Reference: 26/00116/FP

Central National Grid Reference: TL 14952 31501

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Site Code: PIR/19WTR '26

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Quality Control

Pre-Construct Archaeology Ltd.	
Site Code	PIR/19WTR '26
PCA Reference (K Code)	K11349

	Name	Approved	Date
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Version Control			
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1	Thomas Revell	First Issue	15/05/2026

1 INTRODUCTION

1.1 General Background

- 1.1.1 Pre-Construct Archaeology (PCA) has been commissioned by Abrams Archaeology Ltd. on behalf of Mr Paul Shadbolt to undertake a programme of archaeological evaluation at the proposed development site at 19 Walnut Tree Road, Pirton, Hertfordshire (NGR TL 14952 31501).
- 1.1.2 The proposed development is for the erection of four detached dwellings and a detached garage to serve plot 4, including hard and soft landscaping, parking and creation of vehicular access (Planning ref: 26/00116/FP). This is in line with the *National Planning Policy Framework 2025*.
- 1.1.3 This document comprises a *Written Scheme of Investigation* (WSI) for a program of archaeological evaluation, which represents the first stage in the programme of archaeological work required, as recommended by the Senior Historic Environment Advisor, Hertfordshire LEADS¹. This document alone will not result in the discharge of the archaeological condition. The written scheme of investigation should not be considered fulfilled until after the trial trenching has taken place and a final report has been submitted.
- 1.1.4 Depending on the results of the evaluation, the local planning authority, in consultation with Hertfordshire LEADS, may require further stages of archaeological investigation and/ or mitigation prior to development. Any such work would be the subject of a separate instruction and WSI, and a separate set of costs.
- 1.1.5 Any changes to this WSI 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 this WSI, as well as the *Standards for Field Archaeology in the East of England* (Gurney 2003) and the Chartered Institute

¹ Instone A. 2026 Archaeological Advice Note P01/26/0116-1. Dated 27th April 2026

for Archaeologists' *Code of Conduct* (CIfA 2025), *Standard for Archaeological Field Evaluation* (CIfA 2023a), and *Universal Guidance for archaeological field evaluation* (CIfA 2023b). The project will be managed in accordance with the Historic England (formerly English Heritage) procedural document *Management of Research Projects in the Historic Environment (MoRPHE): Project Manager's Guide* (Historic England 2015).

2 SITE LOCATION, GEOLOGY AND TOPOGRAPHY

2.1 Site Location

- 2.1.1 The site is located on the south-eastern edge of the village of Pirton. The proposed development area (PDA) covers an area of c. 0.69ha and is accessed via Walnut Tree Road, which forms its western boundary. The site is bounded by Cotman End to the north, Pirton Recreation Ground to the east and an area of open ground (under grass) to the south. A single dwelling currently lies in the northern part of the PDA, while the remainder of the land comprises its gardens and driveway.

2.2 Geology

- 2.2.1 The British Geological Survey identifies the underlying solid geology across the PDA as West Melbury Marly Chalk Formation - Chalk. Sedimentary bedrock formed between 100.5 and 93.9 million years ago during the Cretaceous period. Superficial deposits are not recorded for this location (BGS 2026).
- 2.2.2 A borehole c. 150m southwest of the PDA, at Walnut Tree Farm recorded no deposits of topsoil. Instead, it recorded Chalk Marl geology overlying blue clay. However, an evaluation immediately adjacent to the north of the PDA at 17 Walnut Tree Road, recorded topsoil deposits of 450mm depth and subsoil deposits of 180mm depth.

2.3 Topography

- 2.3.1 The PDA lies at c. 70m OD. The land is broadly level with the exception of an earthwork and drainage ditch, which cross the southern half of the PDA. Fed from a drainage ditch running south along Walnut Tree Road, a pipe crosses the site and discharges into a ditch running between the site and the Pirton Recreation Ground. The drainage ditch formerly drained into a pond, now infilled, on the eastern boundary of the PDA.

3 ARCHAEOLOGICAL BACKGROUND

- 3.1.1 A desk-based assessment was prepared by Abrams Archaeology Ltd in December 2025 (Abrams 2025). The following archaeological background is taken from this desk-based assessment. Numbers in brackets refer to HHER asset numbers.
- 3.1.2 The PDA lies within the Pirton Conservation Area and a specific 'Archaeological Alert Area' of which there are eight within Pirton. The PDA lies within DHT1069 which is described as covering the putative extent of "Pirton historic village area and surrounds, including Prehistoric and Roman cropmarks to the south of the village and Medieval ridge and furrow earthworks by Rectory Manor Farm".

3.2 Prehistoric

- 3.2.1 An evaluation at Shillington Road, c. 670m to the north-west of the PDA identified an Early Neolithic pit and a Late Bronze Age enclosure (MHT31580)
- 3.2.2 Four pits were excavated in advance of the Petrofina pipeline in Dane Field, c. 1km to the north-west of the PDA, one of which contained a sherd of late Neolithic Peterborough Ware pottery (9780).
- 3.2.3 The Icknield Way (4182) is considered to be a routeway of Neolithic date and it passes a short distance southeast of the study area.
- 3.2.4 A series of evaluations and an excavation at Holwell Road, c. 190m to the north-east of the PDA identified part of a late Bronze Age-early Iron Age settlement comprising a potential roundhouse, pits, ditches and postholes (31348).
- 3.2.5 Numerous Bronze Age axe heads have also been identified around Pirton (553, 554, 1716, 6341).
- 3.2.6 Geophysical survey, evaluation and excavation at Priors Hill, c. 560m north-west of the PDA, identified two ring ditches, a Middle Bronze Age cow burial and part of a Late Bronze Age-Early Iron Age settlement with cremation burials (31109, MHT40380). Late Mesolithic-Early Neolithic and Late Neolithic/Early Bronze Age flints were also recovered from the site. Further Late Bronze Age-Early Iron settlement was also identified at the adjacent Pollards Way

excavation (31515).

3.3 Roman

- 3.3.1 The floor of a Roman building was excavated in Bury Field adjacent to the west of the site across Walnut Tree Road (1478), with sherds of Roman pottery also recovered from the earthworks of the adjacent Motte and Bailey castle (1477).
- 3.3.2 Pirton was subject to several seasons of test-pitting, conducted as a community project (EHT8473, EHT8474, EHT8476). This recorded sherds of Roman pottery on land to the immediate north and south of the PDA.
- 3.3.3 A Roman pit was identified during a watching brief at the primary school, c. 370m to the north-west (17170), with further sherds of Roman pottery recovered from the school playground (1475).
- 3.3.4 At Pollards Way, c. 475m to the north-west of the PDA, a large Roman quarry pit was identified (18649). A Late Iron Age-Early Roman inhumation burial was identified during excavations at Priors Hill adjacent to Pollards Way, with further Roman pottery recovered from later features (MHT40380). A Romano-British spindle whorl was also recovered as a findspot in the vicinity of Prior Hill (1480).
- 3.3.5 Excavation on Dane Field, c. 1km to the north-west of the PDA, identified part of a settlement beginning in the 1st century BC and spanning the Roman period (6978).

3.4 Anglo-Saxon and Medieval

- 3.4.1 The manor of Pirton is recorded in Domesday as the property of Ralph de Limsey. The number of households is recorded as twenty-five villagers, twenty-nine smallholders, twelve cottagers, ten slaves and one priest. The land and resources included twenty ploughlands, six lord's plough teams, twelve men's plough teams. Other resources included two lord's lands, Meadow, ten ploughs, Woodland, 500 pigs, four mills. It was within the largest 20% of settlements recorded in Domesday². Before the Norman conquest, the land was held by

² <https://opendomesday.org/place/TL1431/pirton/>

Archbishop Stigand.

- 3.4.2 Excavations at Priors Hill, c. 490m north-west of the PDA, identified part of an Early Anglo-Saxon settlement that continued into the Middle Saxon period (MHT40380).
- 3.4.3 At The Coach House, Shillington Road, c. 680m north-west of the PDA, a series of pits and numerous artefacts including pottery, animal bone, a knife blade and a piece of quernstone dated to the early to middle Anglo-Saxon period were found. The majority of the features, which included ditches and over twenty pits, were late Anglo-Saxon in date (Dodd 2023, 18–33; MHT31645).
- 3.4.4 Excavations to the rear of The Fox Public House, c. 350m north-west of the PDA, identified a settlement and a cemetery (9676 and 9677). The main period of occupation was represented by twenty early medieval buildings and a field system. Forty inhumations, many with blade injuries, appear to be Christian but to pre-date the excavated buildings and nearby twelfth-century St Mary's Church (4315), itself located c. 225m north-west of the PDA, possibly indicating the presence of an Anglo-Saxon church nearby. A separate grave, containing remnants of a coffin and shroud, is believed to be late medieval/early post-medieval (Turner 2003, 22–25, 55, 61). Much of the pottery from The Fox was later reassessed as seventh to ninth century in date, considerably earlier than originally thought. It was found to include both early to middle Anglo-Saxon organic-tempered wares and higher status middle Anglo-Saxon continental imports (Blinkhorn in Wroe-Brown 2017, 13; HHER 9676).
- 3.4.5 Evaluation at 17 Walnut Tree Road, adjacent to the north of the PDA, identified four pits and two ditches, all dated by pottery finds to the 9-12th centuries (EHT8630).
- 3.4.6 Features excavated at Pirton Primary School, c. 370m to the north-west of the PDA, included a pit containing a sherd of Maxey-type Ware pottery dating to AD 650-850; a ditch containing two sherds of St Neots Ware (AD 900-1150), cut by another ditch containing three sherds of medieval Hertfordshire Grey Ware; a gully containing one sherd of Shelly Coarseware (AD 1100-1400);

undated features (a ditch, two post holes) which appeared likely to be contemporary (31388).

- 3.4.7 Test pitting across the village has identified Anglo-Saxon and Medieval pottery (13757).
- 3.4.8 An early twelfth-century motte-and-bailey castle, known as Toot Hill, and shrunken medieval village to its south in a field known as The Bury, are adjacent to the west of the PDA across Walnut Tree Road (HHER 32, 746). A medieval moated site lies c. 815m to the north-west of the PDA, at Rectory Farm (2221).
- 3.4.9 Evaluation in advance of residential development at Elm Tree Farm, c. 160m north of the PDA, uncovered several ditches, of which three contained medieval pottery and building materials. The finds were scanty but include handmade sherds of possible 10th century (or somewhat later) date, and Herts Grey Wares (13th-14th century). The ceramic building materials consisted of tile and a brick, all probably 12th-15th century (12824).

3.5 Post-medieval and Modern

- 3.5.1 The 1818 Enclosure Map shows two building within the PDA located either side of a length of former road, probably a hollow-way, now marked by the drainage ditch, though these buildings are no longer present on the 1881-1882 OS Map (see DBA, Abrams Archaeology 2025, 74).
- 3.5.2 The oldest part of the farmhouse at Walnut Tree Farm, located c. 50m south-west of the PDA, is a late medieval timber-framed house which underwent modifications in the 17th, 18th and 19th centuries (15907).
- 3.5.3 The later 19th century OS maps show two greens, Great and Little Green, south-west and north-east of the castle and the parish church. These were two of the focal points of the post-medieval village. Great Green is still lined with 15th to 17th century buildings, some of comparatively high status (12427). Little Green, at the end of what in the 19th century was known as Town Street, is smaller and different in character but also has 16th to 17th century houses scattered around it (16620). The PDA lay to the south of the village core at this

time.

- 3.5.4 There are fifty-one listed buildings within the 1km of the PDA, with many of these lying within the Medieval and Post-Medieval core of Pirton village to the northwest of the PDA.

4 AIMS AND OBJECTIVES

- 4.1.1 The broad 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/>.

- 4.1.2 The evaluation will aim to provide sufficient information to enable the formulation of a suitable management/investigation strategy for the site's heritage assets, in light of the current redevelopment proposals.
- 4.1.3 The evaluation will provide a predictive model of any archaeological remains likely to be present on the site and will characterise and include an appraisal of the remains' significance.

- 4.1.4 The evaluation's trial trenches will cover an adequate representative sample of the proposed development area in order to fully understand and characterise the archaeology on the site.

4.2 Site Specific Research Aims

- 4.2.1 The PDA lies within DHT1069 which is described as covering the putative extent of "Pirton historic village area and surrounds, including Prehistoric and Roman cropmarks to the south of the village and Medieval ridge and furrow earthworks by Rectory Manor Farm". Therefore, the following research questions are suggested:

MSax-Lsax 02: How can we better characterise Middle and Late Anglo-Saxon settlement types and forms?

MSax-Lsax 08: How can we better understand the extent of Middle and Late Anglo-Saxon landscape reorganisation?

Med (Rural) 09: How can we characterise medieval rural settlement morphology and relationships?

Med (Rural) 17: How can we characterise medieval rural farms and farmsteads?

Med (Rural) 22: How can we better understand the significance and setting of medieval rural castles?

5 METHODOLOGY

- 5.1 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).
- 5.2 The scheme will comprise a single phase of work, comprising of 5no 20m x 1.8m long evaluation trenches, totalling 100 linear metres (Fig 2).
- 5.3 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.
- 5.4 The aim of this stage of works 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.

5.5 Survey and machine excavation

- 5.5.1 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 each trench will be scanned with a CAT (Cable Avoidance Tool) to check for services and 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).
- 5.5.2 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 stored in temporary bunds adjacent to each trench.

- 5.5.3 Exposed archaeological features and deposits will be cleaned using hand tools to define their boundaries and extent within the trenches.
- 5.5.4 Limits of excavation of all trenches, pre-excavation and post-excavation plans of archaeological features and heights above Ordnance Datum (m OD) will be recorded using a Geomax GPS with RTK differential correction, giving three-dimensional accuracy of 20mm or better.
- 5.5.5 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.

5.6 Recording and Sampling

- 5.6.1 Field excavation techniques and recording methods are detailed in the PCA *Operations Manual: Fieldwork Induction Manual* (Taylor and Brown 2009).
- 5.6.2 Archaeological features and deposits will be sufficiently excavated to fulfil the project aims stated in Section 3 above.
- 5.6.3 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 2009. Complex and/or intercutting features will be presented with hachures.
- 5.6.4 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.
- 5.6.5 Discrete features such as pits and postholes will be at least 50% excavated and

when considered appropriate 100% excavated.

- 5.6.6 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.
- 5.6.7 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.
- 5.6.8 Artefacts and ecofacts will be collected by hand and retained, receiving appropriate care prior to removal from site (ClfA 2020; Walker 1990).
- 5.6.9 A metal detector will be used during the evaluation in order to enhance finds recovery and will not be set to discriminate against iron.
- 5.6.10 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 2011).

5.7 Monitoring

- 5.7.1 The client's appointed archaeological consultant, Abrams Archaeology Ltd, 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.
- 5.7.2 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.
- 5.7.3 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.
- 5.7.4 Trial trenches will not be backfilled without the approval of Hertfordshire LEADS.

5.8 Metal Detecting and Treasure

- 5.8.1 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.
- 5.8.2 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 produced and issued within 90 days to the Finds Liaison Officer of the Portable Antiquities Scheme and Hertfordshire LEADS.

5.9 Human Remains

- 5.9.1 If human remains are encountered, Hertfordshire LEADS and the client will be informed via Abrams Archaeology. 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.
- 5.9.2 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.
- 5.9.3 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.

6 ACCESS

- 6.1 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.
- 6.2 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.
- 6.3 Suitable welfare will be provided by PCA for the use of their site staff, sub-contractors and visitors.
- 6.4 Site security is the responsibility of the client. All deep excavations (over c. 0.8m deep) will be secured by PCA with orange netlon fencing.

7 HEALTH & SAFETY AND ENVIRONMENT

- 7.1 All relevant health & safety and environmental legislation, regulations and codes of practice will be respected. The health and safety and environmental policies are those of Pre-Construct Archaeology Ltd., and the policies are in accordance with all statutory regulations. A Health and Safety Risk Assessment and Method Statement (RAMS) for the site will be produced and made available to all staff. This will also contain consideration of all environmental and ecological constraints and a site-specific aspects and impacts register.
- 7.2 There is a duty of care for the client to provide all information reasonably obtainable on contamination and the location of live services before site works commence.
- 7.3 The client has provided all information reasonably obtainable on ground contamination, environmental constraints (e.g., Tree Protection Orders, controlled invasive species), and the locations of live services for works to be undertaken. An UXO survey is not required.

8 TIMETABLE AND STAFFING

8.1 Timetable

8.1.1 The duration of the evaluation will comprise 2 working days.

8.1.2 Working days are based on a 5-day working week, Monday to Friday.

8.2 Staffing and Support

8.2.1 The project will be managed and led by Judy Mlynarska, Senior 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.

8.2.2 Key team members will include Judy Mlynarska, Senior 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.

8.2.3 The following staff will form the project team:

1x Project Manager

1x Supervisor

3x Site Assistant (if required)

1x Survey Supervisor

1x Finds Supervisor

1x Finds Assistant

1x Illustrator for post-excavation work.

8.2.4 A list of specialists currently used by PCA is given in Appendix A.

9 REPORTING

- 9.1 The site will use Site Code PIR/19WTR '26. This reference will be used to identify the archive.
- 9.2 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.
- 9.3 The report will include and/or consider:
- a concise, non-technical summary;
 - the aims and methods adopted in the course of the programme of archaeological investigation;
 - the nature, location, extent, date, significance and quality of any archaeological and environmental material uncovered during the investigation;
 - 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;
 - 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);
 - 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);

- 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);
 - an Historic Environment Record [HER] entry summary sheet and HER enquiry number (available on request from the office of Hertfordshire LEADS);
 - an OASIS summary form
 - a detailed schedule of the archaeological contractor's on-site time, including details of the staffing levels present;
 - a detailed record of the contents of the project archive, including physical archive;
 - information on the arrangements for the long term deposition of the archive.
- 9.4 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.
- 9.5 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.
- 9.6 A final digital copy of the report will be uploaded to OASIS. The OASIS summary form will be included in the evaluation report.

10 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE

- 10.1 To assist with the creation and curation of the project's archive, a unique site code, issued by North Hertfordshire District Council (NHDC) Museum Service, will be used as an identifier. The site code for the excavation will be PIR/19WTR '26.
- 10.2 Keith Fitzpatrick-Matthews (NHDC Archaeology and Outreach Officer) of the North Hertfordshire District Council Museum Service has been contacted ahead of the project. A Hertfordshire Museum Notification Form has been completed and included as an appendix at the rear of this WSI. PCA has estimated less than 2 standard boxes of archive will be created by the archaeological evaluation and Keith Fitzpatrick-Matthews has indicated that this archive will be accepted for deposition by the North Hertfordshire District Council Museum Service.
- 10.3 Any material retrieved from the evaluation will be prepared according to the Hertfordshire Archaeological Archive Standards (Hertfordshire Association of Museums 2026) and will be kept at PCA's own storage facility in Pampisford until it can be transferred to North Hertfordshire District Council Museum Service.
- 10.4 Arrangements for the long-term storage and deposition of all artefacts will be agreed with the landowner and HHER before or during the reporting stage. Transfer of title and the transfer of the ownership of the archive to the North Hertfordshire District Council Museum Service or another local registered depository will be arranged at this time by issuing a 'Deeds of Transfer Agreement' form, and the arrangements indicated in the evaluation report.
- 10.5 PCA will recommend that ownership of all such archaeological finds will be given over to the relevant authority to facilitate future study and ensure proper preservation of all artefacts. In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to treasure act legislation separate ownership arrangements may be negotiated.

- 10.6 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.
- 10.7 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 2026) and in accordance with discussions and advice from Hertfordshire LEADS.
- 10.8 A copy of the report will accompany the archive when it is deposited with North Hertfordshire District Council Museum Service.
- 10.9 The HHER is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. PCA will provide appropriate details relating to this project by completing the OASIS form at <http://ads.ahds.ac.uk/project/oasis>, in accordance with the guidelines provided by 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.

11 FURTHER CONSIDERATIONS

11.1 Climate Change

- 11.1.1 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.
- 11.1.2 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.
- 11.1.3 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
- 11.1.4 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.

11.2 Insurance

- 11.2.1 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.

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13 FIGURES

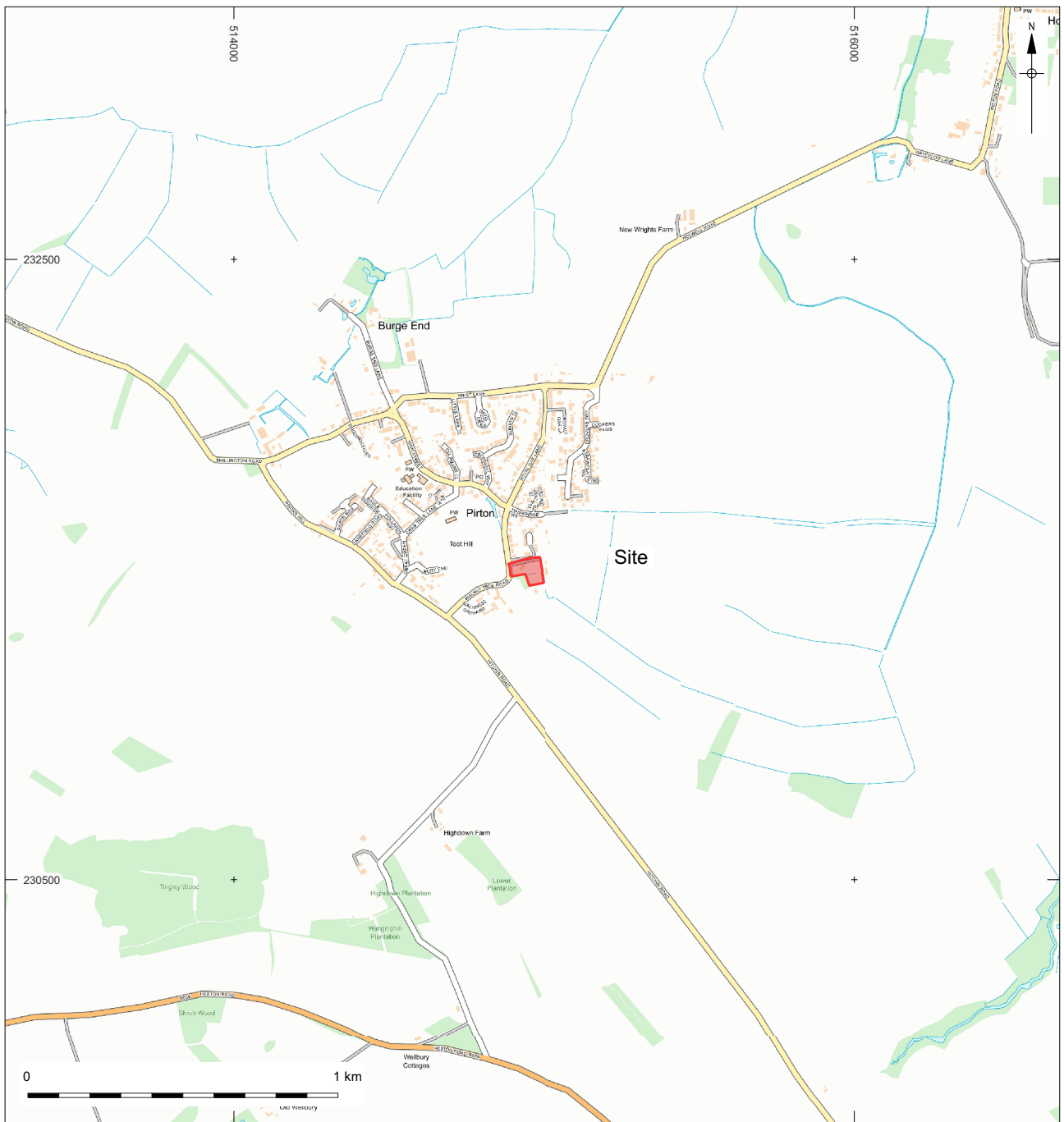
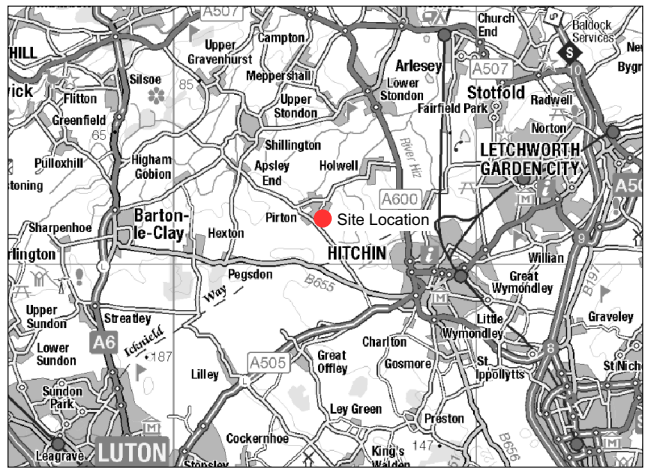




Figure 2
 Site Location
 1:1,000 at A4

14 APPENDIX 1: FINDS, ENVIRONMENTAL AND OTHER SPECIALIST SERVICES

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

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

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

Clay Tobacco Pipe: Chris Jarrett (in house)

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

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

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

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

Inscriptions & Graffiti: Roger Tomlin

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

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

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

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

Leather: Quita Mould, Marit Gaimster (in house)

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

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

Textiles: Sue Harrington, Penelope Walton Rogers

Conservation: Drakon Heritage, Karen Barker

Dendrochronology: Ian Tyers

Archaeomagnetic dating: Cathy Batt

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

Charcoal: Dana Challinor, Sheila Boardman

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

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

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

15 APPENDIX 2: DATA MANAGEMENT PLAN (V1)

Section A: Project Information			
HER# (Site Code):	PIR/19WTR '26	Other Site Codes	
Site Full Location	Land at 19 Walnut Tree Road, Pirton, Hertfordshire		
OASIS ID:	preconst1-542910	K-Code:	K11349
Museum Acc. #	tbc	NGR #	TL 14952 31501
Planning Ref #:	26/00116/FP	Planning Authority	North Hertfordshire District Council
DMP Written	13/05/2026	DMP Version	1
Project Manager/ Primary Contact:	Judy Mlynarska	Project Type:	Evaluation
Client:	Abrams Archaeology Ltd	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 (no. of files)	Details/Comment
Spreadsheets	Excel (.xlsx), .csv	512MB	
Database	Access (.accdb)	512MB	
Text/Documents	.pdf, Word (.docx)	1GB	
Images	.jpeg, .png, .DNG	8GB	
Graphics	.dwg,	1GB	
GIS	.shp	1GB	

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

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

Section D: Documentation and Metadata:
--

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

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

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

Section G: Selection and Preservation:
Which data will be selected for inclusion within the project archive?
Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured, and will adhere to the formats listed in section B. Any deselected data will be

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

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

The digital archive will be deposited with the ADS.

If this is a larger project, has the ADS been contacted regarding accession of the project dataset?	YES NO
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Has the Museum or depository been contacted	YES NO
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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	

16 APPENDIX 3: HERTFORDSHIRE MUSEUMS PROJECT NOTIFICATION FORM

HERTFORDSHIRE MUSEUMS

PROJECT NOTIFICATION FORM

Accepting Museum: North Hertfordshire Museum

The Depositor: Pre-Construct Archaeology Ltd – Central Office

Address: The Granary, Brewery Road,
Pampisford, Cambridgeshire, CB22 3EN
Main contact: Judy Mlynarska
Tel: 01223 492270
Email: jmlynarska@pre-construct.com

Site Name:

Address: 19 Walnut Tree Road, Pirton,
Hertfordshire

Unique Identifier: PIR/19WTR'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: Pirton

Grid reference: TL 14952 31501

Type of fieldwork: Evaluation

Type of site expected: Prehistoric / Romano-British / Anglo-Saxon / Medieval / Post-Medieval

Start date: June/July 2026

Anticipated deposition date:
Autumn 2028

Quantity of material expected (boxes): <5

Conservation problems anticipated: No

Waterlogged material anticipated: No

Human remains expected? No

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

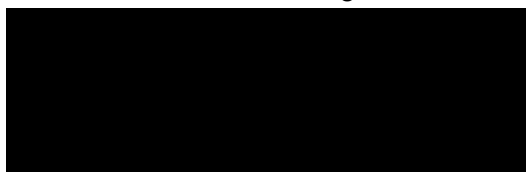
Date: 14/05/2026

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:



te: 14 May 2026



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