

# Archaeological Evaluation Written Scheme of Investigation

At:

81/81a Whinbush Road  
Hitchin,  
SG5 1PZ

For:

Viva Property Group  
Limited

**Private and Confidential**

Ref: 5551 23 11 14 Rpt 02 Rev A TI BB

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Association of Geotechnical &  
Geoenvironmental Specialists



Sevenoaks  
Environmental  
Consultancy Ltd

## **Summary**

*A planning application has been approved at 81 and 81a Whinbush Road, Hitchin, Hertfordshire, SG5 1PZ (NGR 518850 229640 centred) for the erection of an apartment building with associated parking and amenity space following demolition of the existing car workshop building, and alterations to the existing dwelling of 81a Whinbush Road, including a rear extension following demolition of the existing attached rear office building.*

*The site lies within an area that has seen little archaeological investigation. However, current records indicate the presence of prehistoric activity in the vicinity of the site.*

*As part of mitigation works, the Hertfordshire County Council Historic Environment Advisor has stipulated that an archaeological evaluation be undertaken as part of initial archaeological investigations. Depending on the results of the archaeological evaluation, mitigatory measures may be required.*

*The principal objective of the archaeological fieldwork is to determine whether any significant archaeological remains survive on site.*

*The current document comprises a Written Scheme of Investigation for an archaeological evaluation, providing a programme and methodology for undertaking the works, setting out the objectives, the standards to be attained and the procedures for analysis and reporting. This document includes a provision for contingency fieldwork at the evaluation stage of works.*

*The date for the commencement of archaeological work is to be confirmed.*

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**Specification for an archaeological evaluation in advance of development works at  
81 and 81a Whinbush Road, Hitchin, Hertfordshire, SG5 1PZ**

**1 INTRODUCTION**

- 1.1 Sevenoaks Environmental Consultancy Ltd (SEC) has commissioned Canterbury Archaeological Trust (CAT) to undertake an archaeological evaluation in advance of a proposed residential development (Planning Ref. 22/02953/FP). The proposed scheme is for the erection of an apartment building with associated parking and amenity space following demolition of the existing car workshop building, and alterations to the existing dwelling of 81a Whinbush Road, including a rear extension following demolition of the existing attached rear office building.
- 1.2 The Proposed Development Area (PDA) lies within an area that has seen little archaeological investigation. However, current records indicate the presence of prehistoric activity in the vicinity of the site. In mitigation of the potential developmental impact upon any buried archaeological resource present, and in accordance with the provisions of the *National Planning Policy Framework* (NPPF 2023), North Hertfordshire District Council, the Local Planning Authority (LPA), placed an archaeological condition on planning consent (dated 30 March 2023) requiring the applicant to maintain a scheme of archaeological works during demolition / development works. This states that:
- (A) *No demolition/development shall take place/commence until an Archaeological Written Scheme of Investigation has been submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of archaeological significance and research questions; and:*
- i. The programme and methodology of site investigation and recording*
  - ii. The programme and methodology of site investigation and recording as required by the evaluation*
  - iii. The programme for post investigation assessment*
  - iv. Provision to be made for analysis of the site investigation and recording*
  - v. Provision to be made for publication and dissemination of the analysis and records of the site investigation*
  - vi. Provision to be made for archive deposition of the analysis and records of the site investigation*
  - vii. Nomination of a competent person or persons/organisation to undertake the works set out within the Archaeological Written Scheme of Investigation.*
- (B) *The demolition/development shall take place/commence in accordance with the programme of archaeological works set out in the Written Scheme of Investigation approved under part (A)*

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

- 1.3 The first phase of the archaeological works comprises a trial trench evaluation to assess the archaeological potential of the site. This Written Scheme of Investigation (WSI) deals solely with the evaluation phase.
- 1.4 The evaluation will be undertaken by CAT and monitored by the Hertfordshire County Council (HCC) Historic Environment Advisor.
- 1.5 The archaeological evaluation will involve the excavation of two trial trenches, each located over the external footings of the proposed new build. The results of the evaluation works will inform on the site's potential for surviving archaeological remains, and where appropriate, enable the LPA to determine the scope of any further archaeological mitigation that may be required. Further mitigatory measures may include, but are not necessarily limited to, excavation and/or archaeological watching brief(s), to be agreed with the LPA and the HCC Historic Environment Advisor.
- 1.6 Following approval of this specification, a timetable for the commencement of archaeological investigations will be provided and notified to the HCC Historic Environment Advisor. Caroline Russell (ACIfA) will act as Project Manager. CAT will keep the HCC Historic Environment Advisor informed of the progress of work and will notify the Advisor immediately if particularly important archaeological remains are encountered.
- 1.7 The present specification seeks to provide a programme and an outline methodology for undertaking the archaeological work, setting out the objectives, the standards to be attained, the nature of the monitoring and the format for reporting through to publication.
- 1.8 The principal objective of the archaeological fieldwork is to determine whether any significant archaeological remains survive on site.
- 1.9 All archaeological work will be carried out in accordance with the accepted professional standards set out in the Chartered Institute for Archaeologists' *Standard and guidance for archaeological field evaluation* (CIfA 2020). CAT is a Registered Organisation with CIfA and conforms to their by-laws, standards and policy statements.

## **2 SITE LOCATION, TOPOGRAPHY AND GEOLOGY**

- 2.1 The PDA is located within an urban area of commercial and residential development and is situated on the eastern side of Whinbush Road. The site covers an area of approximately 0.06 hectares (0.15 acres) and forms a rectangular shaped parcel of land.
- 2.2 The site is a former builder's yard and has most recently been utilised as a vehicle repair garage. The existing ground surface is level and is located at an approximate height of 59m above Ordnance Datum (OD).
- 2.3 The solid bedrock geology is mapped by the British Geological Survey (BGS) as West Melbury Marly Chalk Formation - a Cretaceous sedimentary chalk/limestone bedrock, with overlying deposits of Lowestoft Formation (diamicton) - sedimentary deposits formed between 480 and 423 thousand years ago, and a ribbon of Quaternary alluvial clay, sand, silt and gravel a little to the north-west (BGS on-line).
- 2.4 CAT monitored geotechnical site investigation works at the site on 18 July 2023, revealing made ground resting above alluvia and sand deposits (Denyer and O'Shea Walker 2023). The latter deposits were tentatively identified as a possible continuation of Quaternary alluvial clay, silt, sand and gravel located towards the north-west of the site. Bedrock geology of chalk was not reached in any of the monitored locations.

## **3 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND**

- 3.1 The archaeological potential of the PDA is based on the proximity of archaeological remains presently recorded in the Hertfordshire Historic Environment Record (HER), held and maintained at County Hall, Pegs Lane, Hertford, SG13 8DQ.
- 3.2 The PDA lies within an area that has seen little archaeological investigation. However, current records indicate the presence of prehistoric activity in the vicinity of the site and comprise the following:
  - an early Bronze Age flint arrowhead (HER 6452) was found off Verulam Road, located 86m to the west of the PDA;
  - a Bronze Age socketed axe (HER 303) was found off Benslow Lane, located 125m to the south-east of the PDA; and
  - an archaeological evaluation in 2007 at 89 Walsworth Road identified a ditch of prehistoric date (HER 16286), located 325m east-south-east of the PDA.

- 3.3 According to early Ordnance Survey (OS) maps of the area (NLS on-line), during the mid-nineteenth century the site formed part of the northern end of a large tree-lined garden or plot of land, possibly associated with a former large property labelled as 'The Grove' (OS map 1851, surveyed). The Grove was once located to the south-east of the site on what is now residential development along Convent Close. An expansion in residential development is clearly shown on the 1897 OS map, with the establishment of the site boundaries by this time and a long rectangular structure, on a north–south alignment, constructed within the eastern extent of the site. On the 1922 OS map, this structure appears to have been replaced with an east–west aligned building (no 81 Whinbush Road) located along the northern boundaries of the plot.
- 3.4 The 1946 OS map shows the plot as vacant although some dashed lines within the eastern side of the site may perhaps suggest the remnants of foundations. According to later maps and aerial photographs of the site, development within the plot appears to have occurred sometime after the mid twentieth century.
- 3.5 Past investigations on site – CAT monitored geotechnical site investigation works at the site on 18 July 2023 (Denyer and O'Shea Walker 2023). The archaeological watching brief comprised monitoring the excavation of five boreholes (windowless samples) and one test-pit to investigate possible land contamination across the site. Boreholes were excavated to a depth of 4m below ground level, with recovered cores from each windowless sample split and logged on site. The test pit was excavated to a depth of 0.87m below ground level. Observations of the cores indicated the consistent presence of modern made ground of brick and concrete rubble, overlying alluvia and sand deposits; the latter deposits were tentatively identified as a possible continuation of Quaternary alluvial clay, silt, sand and gravel located towards the north-west of the development site. Windowless sample locations 1 and 5, which are located close to Whinbush Road, showed noticeably thicker deposits of modern made ground, indicative of extensive modern disturbance in the area. Bedrock geology of chalk was not reached in any of the monitored locations, and no archaeological or geoarchaeological artefacts or deposits were identified during the site investigation works.

## **4 AIMS AND OBJECTIVES**

- 4.1 The purpose of an archaeological field evaluation, as defined by the Chartered Institute for Archaeologists (CIfA 2020), is to:
- *determine and report on, as far as is reasonably possible, the nature of the archaeological resource within a specified area using appropriate methods and practises. These will satisfy the stated aims on the project*

*and comply with the Code of conduct and other relevant regulations of ClfA.*

This is further explained as:

- *limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts, and their research potential, within a specified area or site on land, inter-tidal zone or underwater. If such archaeological remains are present field evaluation defines their character, extent, quality and preservation, reports on them, and enables an assessment of their significance in a local, regional, national or international context as appropriate.*
- 4.2 The evaluation will thus provide sufficient information for all parties concerned, particularly the LPA, to devise appropriate mitigation strategies. An evaluation may therefore result in the need for an agreed mitigation strategy and the implementation of further archaeological works and additional WSIs.
- 4.3 The principal objective of the evaluation work is to determine whether any significant archaeological remains survive on site and to ascertain their extent, depth below ground surface, character, condition and date.
- 4.4 More specific objectives include to:
- identify the presence/absence of any prehistoric features, deposits or finds, particularly of Bronze Age date, which would enhance our limited knowledge of prehistory within the vicinity of the site;
  - identify the presence/absence of any archaeological remains of Roman, Saxon or medieval date, especially associated with settlement;
  - identify any Post-medieval archaeology, in particular that related to buildings pre-dating the OS maps, which will help increase our knowledge of the development of this part of Hitchins prior to the mid-nineteenth century;
  - place and assess any archaeological remains revealed within the context of any other archaeological investigations in the vicinity of the site and within the setting of the local landscape and topography; and
  - identify, as the project progresses, any opportunities for public outreach activities, such as at the dissemination stage of the results.
- 4.5 Assessment of the results will provide guidance on what additional mitigation measures would be appropriate, if any. Such measures may, for example, include preservation *in situ* and/or further detailed archaeological

excavation prior to development and/or an archaeological watching brief during construction work. This specification sets out the requirements for trial trenching on the site only. Further mitigation measures will be subject to other documents or specifications which will need to be agreed with the LPA and the HCC Historic Environment Advisor.

## **5 ARCHAEOLOGICAL METHODOLOGY**

- 5.1 The general methodology for archaeological evaluation will be carried out in accordance with this method statement.
- 5.2 All archaeological work will be carried out in accordance with the accepted professional standards set out in the Chartered Institute for Archaeologists' *Standard and guidance for archaeological field evaluation* (CIfA 2020). CAT is a Registered Organisation with CIfA and conforms to their by-laws, standards and policy statements.
- 5.3 The archaeological evaluation will comprise the excavation by machine of two trial trenches, each located over the external footings of the proposed new build. Subject to site constraints, Trench 1 will measure 10m in length and 1.8m wide and Trench 2 will measure 8m in length and 1.8m wide. A proposed trench layout is included with this document (Fig 1). Depending on the results, the HCC Historic Environment Advisor may request that additional contingency trenching take place on site during the evaluation.
- 5.4 The duration of fieldwork is anticipated to take 2 working days.
- 5.5 In undertaking all works, the archaeological contractor will abide by the Chartered Institute for Archaeologists' *Code of Conduct* (2022) and the *Standard and Guidance for commissioning work or providing consultancy advice on archaeology and the historic environment* (2020).
- 5.6 The Archaeological Contractor should confirm the nature and location of any constraints on-site prior to the commencement of excavation and take account of these limitations when submitting their proposed trench layout plan. Particular attention will be paid to avoiding any services that are to be retained. Any subsequent amendments to the trench design must be agreed in advance with the HCC Historic Environment Advisor and a revised trench plan must be submitted for approval.
- 5.7 Mechanical excavation will be undertaken only by a flat-bladed bucket to ensure a clean finish for inspection and prevent damage to any exposed archaeological deposits or features.
- 5.8 A metal detector will be used on site to aid the recovery of artefacts. The location of *in situ* metal detected finds will be plotted by GPS.

- 5.9 Unstratified artefacts will be sought and recovered during machine stripping, from spoil heaps and disturbed surfaces.
- 5.10 Very deep deposits/features will be hand augured. There will be a contingency for machine assistance of any very large or deep deposits or features.
- 5.11 During all works, care will be taken not to damage any archaeological deposits or features by unnecessary excavation.
- 5.12 If significant remains such as burials, Roman or medieval masonry, floor surfaces, hearths, etc, are unexpectedly encountered, the archaeological contractor will inform the HCC Historic Environment Advisor and the Client immediately and further mitigation measures will be agreed.
- 5.13 Structural remains and other areas of specific activity, such as domestic and industrial buildings and structures, hearths, kilns and ovens, will be comprehensively excavated to record sufficient contexts to establish the relative and absolute chronology of the remains. Scientific absolute dating methods will be used where appropriate, either *in situ* or carried out on samples obtained.
- 5.14 A comprehensive soil sampling programme for bulk screening, environmental archaeological analysis and soil micromorphology will be undertaken where suitable deposits are identified and from which the maximum level of data can be retrieved. Environmental sampling is important for the comprehensive recovery of a wide range of plant and animal remains that are under-represented or absent if hand-collection during excavation is the only retrieval method employed. Materials likely to be recovered from the samples include charred plant remains and charcoal, bones of fish, birds and mammals, marine mollusc shells, and metalworking or industrial residues. Analysis of the plant and animal remains will be of considerable value for site interpretation, producing information on foodstuffs, living conditions and the availability and use of resources.
- 5.15 Bulk samples (*sensu* Dobney *et al.*) will be taken from the fills of pits, ditches other cut features, and occupation surfaces encountered during the works.
- 5.16 Soil samples will also be taken for general biological analysis if preservation within a deposit appears to be by anoxic waterlogging or mineralisation, the latter likely to occur primarily in deposits containing cess. If naturally or semi-naturally accumulated deposits are encountered in features such as ditches, samples may be taken from vertical sections at 10cm intervals (respecting any context boundaries) for the recovery of plant macrofossils and invertebrates. In some cases, the lower fills of graves may be sampled to aid recovery of small skeletal elements, artefacts or placed items; this would be

undertaken if deemed appropriate by the osteologist and/or environmental manager. Monolith samples may be taken from sequences of deposits or from buried land surfaces where appropriate. In all instances, soil samples will be taken in accordance with Historic England guidelines *Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (2011) and following advice taken from either a qualified environmental archaeologist or a soil-science specialist.

- 5.17 It is envisaged that the majority of bulk samples will be from 'dry' deposits (i.e. not waterlogged). These will generally be processed in their entirety although any very large samples may be sub-sampled initially. Processing will be carried out as part of the fieldwork phase using standard methods of wet-sieving, with flotation for recovery of various categories of biological material and small artefacts. Flots will be recovered on 0.3mm mesh and heavy residues on nested 2mm and 1mm sieves. All fractions will be air-dried. The coarse fractions of the dried heavy residue (>2mm) will be sorted in their entirety to retrieve bones, shell fragments, and other small items. The mainly mineral material remaining after sorting will be discarded. The fine residues (<2mm) will be scanned briefly to check the efficiency of flotation, and a magnet will be used to remove any hammer scale. They will then be bagged and stored for further work. The dried flots will be bagged and stored for analysis by an archaeobotanist.
- 5.18 CAT will agree with the HCC Historic Environment Advisor any necessary delay in completion of the reporting of the fieldwork to enable preliminary results from the environmental samples to be included.
- 5.19 CAT will use the services of their Environmental Manager, Dr Enid Allison, who will advise on the environmental sampling strategy and on appropriate samples to take, process and analyse. If necessary, and in consultation with the site Project Manager, Dr Allison will visit the site during the course of fieldwork to ensure that the original environmental sampling strategy remains appropriate and proportional to the range and quality of the remains being encountered. Advice will also be taken from Historic England's Regional Scientific Officer as appropriate.
- 5.20 On sites where burial remains are expected, CAT will submit to and agree with the HCC Historic Environment Advisor detailed procedures for the assessment, recording and, where necessary, the excavation of inhumation and cremation burials.
- 5.21 In the event that human burials are discovered, a Ministry of Justice Licence 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. Any human remains revealed during the fieldwork will initially be left *in situ*, covered and protected. CAT is to comply with the conditions of the Licence and discuss any requirements of

that Licence which conflict with the agreed method of investigation with the HCC Historic Environment Advisor.

- 5.22 The excavation of human burials and disarticulated human remains should be conducted according to the principles and technical advice published in Historic England's (2018) *Role of the Human Osteologist in an Archaeological Fieldwork Project*.
- 5.23 CAT will put in place arrangements to ensure the security, protection from deterioration and damage, and the respectful treatment of human remains and burial goods.
- 5.24 CAT will have available on call an appropriately qualified and experienced osteoarchaeologist to supervise the excavation and removal of any human remains (where this is necessary) from the site. CAT will use an appropriately qualified and experienced archaeological conservator to assist, where appropriate, the lifting of human remains and grave goods/cremation vessels.
- 5.25 CAT will make appropriate provision for the application of scientific dating techniques such as radiocarbon, dendrochronology, archaeomagnetic dating, OSL and thermoluminescence dating, if appropriate. The advice of the Historic England Regional Scientific Advisor will be sought in advance of the application of these techniques. CAT will agree with the HCC Historic Environment Advisor any necessary delay in completion of the reporting of the fieldwork to enable provisional results to be included.
- 5.26 Where appropriate, the guidance in the following Historic England papers will be followed:
- *Animal bones and archaeology. Guidelines for best practice* 2015
  - *Waterlogged wood. Guidelines on the recording, sampling, conservation and curation of waterlogged wood* 2010
  - *Dendrochronology – guidelines on producing and interpreting dendrochronological dates* 1998
  - *Archaeometallurgy. Guidelines for best practice* 2015
  - *Environmental archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* 2011
  - *Human bones from archaeological sites: Guidelines for producing human osteological assessment documents and analytical reports* 2004
  - *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England* 2005
  - *Geoarchaeology: Using earth sciences to understand the archaeological record* 2015
  - *Waterlogged organic artefacts. Guidelines on their recovery, analysis and conservation* 2012
  - *Investigative Conservation. Guidance on how the detailed examination of artefacts from archaeological sites can shed light on their manufacture and use;*

- *Archaeomagnetic Dating: Guidelines on producing and interpreting archaeomagnetic dates* 2006
- *Luminescence dating: Guidelines on using luminescence dating in archaeology* 2008
- *Guidelines on the X-radiography of archaeological metalwork* 2006

5.27 CAT regularly works with a range of specialist conservators and analysts, both on site and during various stages of post-excavation analysis. Such specialists, including those whose specialisms are worked stone, geological strata, registered finds, archaeometallurgical remains and scientific dating techniques, will be called upon to offer on-site support should such remains be encountered.

5.28 A general site safety strategy is to be implemented prior to the commencement of any archaeological evaluation. Safety procedures will follow the guidelines established by those commissioned by the Client to undertake the works (they will be the principal contractor) and the Chartered Institute for Archaeologists in *Policy statement on Health and Safety* and in the *Guidance*, and the practical guidance in the FAME manual *Health and Safety in Field Archaeology*.

## 6 SITE RECORDING

6.1 Site recording and analysis for archaeological evaluation will be carried out in accordance with this method statement.

6.2 All structures, deposits and finds will be recorded according to accepted professional standards using appropriate recording systems. Sufficient data will be recorded to allow the required level of analysis and reporting. The records will be integrated into the Hertfordshire Historic Environment Record. A site code and archive number will be allocated.

6.3 Recording will be carried out to a sufficiently high standard to provide a full record of the features and deposits excavated.

6.4 All archaeological features and deposits will be recorded individually using CAT *pro forma* trench sheets, context sheets, measured plan and section drawings, and photography. Supplementary recording systems will be compiled for investigations and samples taken for bulk screening, environmental archaeological analysis and soil micromorphology.

6.5 Feature plans and sections will be drawn at an appropriate scale following the conventions set out in the CAT's *Site Recording Manual* (1996).

6.6 A site plan to indicate the location of the works will be prepared at an appropriate scale. Plans to indicate the locations of archaeological features

will be drawn to a scale of 1:50, with more detailed plans as necessary. Detailed plans will be drawn at a scale of 1:20 and sections at a scale of 1:10. All detailed plans and sections will be related to the site plans. All excavated areas will be plotted onto the OS grid.

- 6.7 A full digital photographic record of the work is to be kept. The photographic record is to be regarded as part of the site archive. Record photographs taken as part of the primary site archive will include a scale. More general photography and area and feature photographs taken for publicity, educational or publication purposes may exclude a scale.
- 6.8 Records, samples and artefacts will be appropriately labelled and cross-referenced as necessary.
- 6.9 The position of groundworks will be located onto the OS grid by use of a Total Station or GPS equipment to a horizontal accuracy of +/- 500mm and located to the National Grid. All levels taken on site are to be tied to the OS datum.
- 6.10 A full record of levels above Ordnance Datum of archaeological features and deposits exposed and excavated will be compiled. Temporary benchmarks may be established, but all heights will be related to the most recently surveyed Ordnance Survey benchmarks. The stations closest to each individual site will be used to minimize error. All levelling to site temporary bench marks will form part of a closed loop back to the point of origin, and will close to within an error of 20mm K, where K is the distance traversed in kilometres. If the error falls outside of this limit, the traverse is to be repeated. Errors will be minimized by equalizing back sights and foresights and ensuring these are less than 100mm.
- 6.11 CAT will ensure that the complete site archive, including finds and environmental samples, is kept in a secure place throughout the period of excavation and post-excavation works.

## **7 FINDS**

- 7.1 CAT will use the services of their Finds Department to ensure the appropriate collection, storage, recording, processing and analysis of artefacts recovered during the course of the fieldwork.
- 7.2 Storage and archiving of finds recovered will be overseen by the CAT's Finds Manager, Adelina Teoaca.
- 7.3 All artefacts recovered during the works shall remain the property of the landowner. The finds may be retained by the archaeological contractor for a period not exceeding 2 years from the completion of fieldwork for post-excavation analysis. The artefacts are to be suitably bagged, boxed and

marked in accordance with Walker, K. *Guidelines for the preparation of excavation archives for long-term storage and conservation* (United Kingdom Institute for Conservation, Archaeology Section, 1990) and *Standards in the museum care of archaeological collections* (Museum and Galleries Commission, 1992).

- 7.4 Artefacts will be excavated carefully by hand. CAT will use an appropriately qualified and experienced archaeological conservator to assist in the lifting of fragile finds of significance and / or value.
- 7.5 All artefacts recovered during archaeological works will be suitably bagged, boxed and marked in accordance with the United Kingdom Institute for Conservation *Conservation Guidelines no. 2*. Finds will be stored and conserved as appropriate according to standard best practice.
- 7.6 Artefacts will be collected and bagged by archaeological context. The location of special finds will be recorded in three dimensions. Finds will be appropriately labelled.
- 7.7 Excavated artefacts will be bagged upon recovery or placed in marked finds trays. They will not be left loose on site.
- 7.8 Registers of artefact assemblages and special finds will be maintained throughout the course of fieldwork.
- 7.9 **Treatment of treasure** - Finds discovered by CAT during the works 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 Hertfordshire County Council Finds Liaison Officer (FLO) who is the designated treasure co-ordinator for Hertfordshire and Bedfordshire, the landowner and the HCC Historic Environment Advisor. A Treasure Receipt (obtainable from the FLO website) must be completed and a report submitted to the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as Canterbury Archaeological Trust) and (as exactly as possible) the location of the find.

## **8 ARCHIVING AND REPORTING**

- 8.1 Site archiving and reporting for archaeological evaluation will be carried out in accordance with this method statement. In addition, report formatting will be in line with *Management of Research Projects in the Historic Environment* (Historic England 2015).

- 8.2 The site archive, to include all the project records and cultural material produced by the project, is to be prepared in accordance with the *United Kingdom Institute for Conservation Guidelines for the preparation of excavation archives for long term storage* (1990) and *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020).
- 8.3 The site archive will be collated after the archaeological work, with all site drawings, records and finds cross-referenced and ordered as an internally consistent permanent record. The site archive will comprise two elements, the documentary (written, drawn, photographic and electronic) record and the material remains recovered. A full archival indexed catalogue of the documentary site archive will be prepared.
- 8.4 The site archive will include all records created and artefacts and soil samples recovered during the course of the fieldwork and will be suitably marked as such to distinguish these records from those created during post-excavation analysis. No parts of the documentary site archive will be discarded. The documentary site archive will also be distinguished from records created during project management.
- 8.5 The project archive, comprising site records and recovered cultural material, will initially be held in the offices of Canterbury Archaeological Trust (92a Broad Street, Canterbury, Kent CT1 2LU). All site context record sheets and drawings will be scanned and the digital images stored in the relevant project folders. Finds information will be entered onto the Integrated Archaeological Database (IADB), a secure password protected online resource available at <http://canterburytrust.iadb>.
- 8.6 On completion of the project, the CAT Project Manager will consult guidelines in *Hertfordshire Archaeological Archive Standards* (Hertfordshire Museums 2018) regarding the requirement for the deposition of the physical archive to the relevant museum agreed within the North Hertfordshire District Council Museum Service.
- 8.7 The digital data management plan for the site is presented in Appendix 1.
- 8.8 All soil samples and each class or type of artefacts will be clearly and suitably marked and boxed. A full archival catalogue of the material will be prepared.
- 8.9 The material archive will be studied by type of artefact and catalogues prepared including data on the quantity, identification and date of the artefacts assessed. Further conservation of artefacts will be undertaken where appropriate. In addition, appropriately qualified specialists will undertake analysis of the various categories of artefacts. These analyses will include an academic justification for the retention of the material remains studied and proposals for the dispersal of artefacts not considered worthy of

preservation. The material archive will be stored by CAT until a suitable store is identified.

- 8.10 Sub-samples from the soil samples taken for bulk screening, palaeo-environmental analysis and soil micromorphology will be processed as part of the post-excavation analysis where this has not previously been undertaken during the excavation. To avoid contamination and deterioration as a result of long-term storage it may prove necessary to process all soil samples. Should this not prove practical or necessary soil samples will be stored under appropriate conditions. Finds recovered from bulk screening will be treated as small finds and appropriately recorded. Residues will be retained as part of the site archive. Samples taken of wooden structures or bulk materials such as metallurgical residues will also be retained. Reports on the results of the processing of soil samples will be compiled by type of artefacts and classes of biological material recovered.
- 8.11 Dispersal of certain classes of the material site archive, including soil samples, may be appropriate and should follow established procedures and a review of the material within the particular context of the investigations. The procedures adopted for the retention and dispersal policies for samples and artefacts are to be stated. This will follow the guidelines set out in: *Selection, retention and dispersal of archaeological collections: guidelines for use in England, Wales and Northern Ireland* (The Society of Museum Archaeologists 1993).
- 8.12 On completion of the ordering of the site archive, and following processing and analysis of the environmental remains and finds recovered, a draft report on the archaeological work will be completed within 4 weeks of the completion of the fieldwork. Digital copies will be submitted to the HCC Historic Environment Advisor (including shapefiles if required).
- 8.13 In collaboration with the HCC Historic Environment Advisor, CAT will determine the general style and format of the report but it must be completed in accordance with this specification. The report must provide sufficient information to stand as a detailed report on the archaeological fieldwork for future research.
- 8.14 To assist with the creation and curation of the project's archive, the CAT Project Manager will contact the North Hertfordshire District Council Museum Service to obtain a unique identifier at the outset of the project.
- 8.15 The report is to include as a minimum the following:
- a) An abstract summarising the scope and results of the archaeological investigation.
  - b) An introduction including:

- the location of the site including a National Grid Reference for the centre
  - an account of the background and circumstances of the work
  - the scope and date of the fieldwork, the personnel involved and who commissioned it.
- c)* An account of the archaeological background of the development site including:
- geology, soils and topography
  - any known existing disturbances on the site
  - the background archaeological potential of the site
  - a summary of any previous phases of archaeological investigation at the development site
  - any constraints on the archaeological investigation
- d)* The methodology employed during the investigation. Any aims and objectives noted in the specification will be included as will any further objectives identified during the course of the fieldwork.
- e)* A quantification of the project archive contents, their state and future location.
- f)* A description of the results of the archaeological investigation, including:
- the nature and depth of overburden soils encountered
  - a description of the geological subsoil, if revealed
  - a description of all archaeological features and finds encountered, their states of preservation and interpretation
  - heights related to Ordnance Datum of the remains
- g)* An analysis and overview of the finds recovered, if any. The finds recovered during the course of the fieldwork will be described, quantified and analysed by artefact type within the fieldwork report. For each category of artefact the report will describe the method of processing, any sub-sampling, conservation and assessment undertaken. Where appropriate, local reference collections will be referred to for descriptive and analytical consistency. Any implications for future archive, conservation or discard of the artefacts will also be set out.
- h)* A table showing the contexts, classes and quantity of artefacts recovered, together with their date and interpretation.
- i)* An analysis and overview of environmental remains, if any. Details will be provided of any environmental sampling undertaken in connection with the fieldwork and the results of any processing and analysis of the samples. The report will describe the method of processing, any sub-sampling and assessment. Implications for future archive, conservation or discard of environmental samples or remains will be detailed.

- j) As appropriate, tables summarising environmental samples taken, together with the results of processing and analysis.
  - k) Any results from the application of archaeological scientific techniques e.g. specialist dating will be included in the report.
  - l) An interpretation of the archaeology of the site, including its location, extent, date, condition, significance and importance. This will be a synthesis of the stratigraphic, finds and environmental results of the investigation and a consideration of the site in its wider context, as appropriate.
  - m) The **Conclusion** will summarise the method, results and interpretation of the remains.
  - n) As a minimum, the report will include the following figures:
    - a site location plan tied into the Ordnance Survey at 1:1250 or in the case of larger sites at 1:2500. The plan will also include at least two National Grid points and show the site boundary
    - a plan at 1:1250, or a scale to be agreed, showing the layout of the development groundworks clearly indicating the areas investigated
    - plan(s) of the archaeological features/deposits revealed in each of the investigation areas at a larger scale e.g. 1:20 or 1:50
    - relevant section drawings and soil profiles, as appropriate
    - illustrations and/or photographs of significant finds, as appropriate.
  - o) All report illustrations will be fully captioned and scale drawings will include a bar scale. Standard archaeological drawing conventions will be used. Plan and section illustrations will include the numbers of all contexts illustrated. North will be included on all plans. Sections will indicate the orientation of the section and the Ordnance Datum height of the section datum.
  - p) Photographs will be included to illustrate the archaeology of the site, the development operations or the range of soil profiles encountered. All photographs will be appropriately captioned.
- 8.16 The archaeological contractor is to allow the site records to be inspected and examined at any reasonable time, during or after the investigations by the HCC Historic Environment Advisor.
- 8.17 Following acceptance and approval of the evaluation report by HCC Historic Environment Advisor, Canterbury Archaeological Trust shall complete and submit an entry on OASIS (on-line Access to the Index of Archaeological Investigations – <http://oasis.ac.uk/england/>) and shall deposit any digital project report with the Archaeology Data Service, via the OASIS form, upon completion. The approved report will be submitted to the CHER via the OASIS website within two weeks of approval.

- 8.18 In undertaking the work the archaeological contractor will abide by the *Code of conduct* and the *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* of the Chartered Institute for Archaeologists.

## **9 MONITORING, SAFETY, INSURANCE AND CONTINGENCIES**

- 9.1 The LPA and HCC Historic Environment Advisor may monitor works at any stage. The timetable for the fieldwork (expected to last five days, subject to weather conditions or unforeseen circumstances) is subject to approval of this WSI and the availability of a suitable mechanical excavator and personnel. The timetable will be notified to the LPA and HCC Historic Environment Advisor at the earliest opportunity. If significant archaeology is identified, the LPA and the HCC Historic Environment Advisor will be notified at the earliest opportunity and, if appropriate, work will be halted until they have had the opportunity to inspect the site.
- 9.2 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected. It is the responsibility of the organisation undertaking the work to ensure that their own Health and Safety Policy is up-to-date with current legislation (FAME 2010). Risk assessments will be drawn up for all anticipated activities and arrangements made for the site to be monitored as necessary. This requirement constitutes one of the non-archaeological constraints on the fieldwork design as health and safety concerns will take precedence over archaeological concerns.
- 9.3 A general site safety strategy is to be implemented prior to the commencement of any archaeological excavation. Safety procedures will follow the guidelines established by those commissioned by the client to undertake the works (they will be the principal contractor) and the Chartered Institute for Archaeologists in *Policy statement on Health and Safety* (2022) and in the *Standards and Guidance*, and the practical guidance in the FAME manual *Health and Safety in Field Archaeology* (2010). The archaeological works will be conducted in compliance with the *Health and Safety at Work* etc Act 1974.
- 9.4 Canterbury Archaeological Trust will maintain a Health and Safety Policy and a procedures manual and have available appropriate expertise in Health and Safety advice. Canterbury Archaeological Trust safety policy is overseen by Health and Safety Officer, Dr Richard Helm. Site staff will have an appropriate level of training to enable them to carry out fieldwork safely.
- 9.5 Canterbury Archaeological Trust will maintain the site in a safe condition. All hazards will be appropriately identified and managed. Deep excavations will be appropriately fenced, and if necessary shored.

- 9.6 This method statement and any risk assessment document issued for the works includes the requirement that if work at depths greater than 1.0m below existing ground level are required, the trench will be appropriately shored and protected. Where the soil is not self-supporting and less than 1.0m deep, temporary shoring will be used to secure the exposed face.
- 9.7 CAT personnel will at all times abide by the CAT's own general safety policy which has been drawn up with advice from Worknest H&S (Tel. 0345 226 8393).
- 9.8 All field staff will wear suitable personal protective clothing (PPE). At a minimum, this will comprise safety helmets complying with BS5240/1967, high visibility coat or vest, and protective work boots. Additional PPE (*eg*, disposable or non-disposable overalls, gloves, leggings, overshoes, masks or respirators, harnesses or safety glasses/goggles) may be required for specific sites or tasks and will be carried and worn as appropriate. Gas and/or UXO monitoring may also be required, as may arrangements for dust-suppression, fume-extraction *etc*.
- 9.9 There is a duty of care for the Client or their authorized representative to provide the archaeological contractor with all information reasonably obtainable on UXO, contamination, the location of live services and any other constraints (such as stand-offs from party walls, services, infrastructure *etc*) before fieldwork commences. As much as possible of this information should be supplied in time to be taken into consideration whilst preparing the evaluation trench plan for submission to the HCC Historic Environment Advisor for approval.
- 9.10 Where necessary, a strategy for the sampling and recording of archaeological deposits and structures will be designed in agreement with the Environmental Health Authority, the LPA's Environmental Health Officer and the HCC Historic Environment Advisor.
- 9.11 The trench positions will be checked with a cable-detector prior to cutting and all services thus located marked on the ground. A second check will be made after the removal of any concrete or similar flooring. Services encountered during machining will be similarly checked to see if they are electrically live and all due precautions taken.
- 9.12 Other than the supervising archaeologist, who will act as banksman and will be suitably experienced, no personnel will enter the operating zone of the mechanical excavator during trenching. The supervising archaeologist will enter that zone only after establishing that the operator is aware of his intention and the machine is at rest.
- 9.13 The Canterbury Archaeological Trust Ltd is currently covered by Ecclesiastical Insurance Office Plc (000188) and Zurich Insurance PLC (PC011157) for

public/products liability; Ecclesiastical Insurance Office Plc (000188) for employers liability; and AXA Insurance UK Plc (TG0015) and Tokio Marine HCC (PX23A893366) for professional indemnity.

## **10 GENERAL**

- 10.1 On completion of fieldwork, CAT will inform the Client and the HCC Historic Environment Advisor.
- 10.2 Trenches will not be backfilled without the approval of the HCC Historic Environment Advisor.

## **11 BIBLIOGRAPHY**

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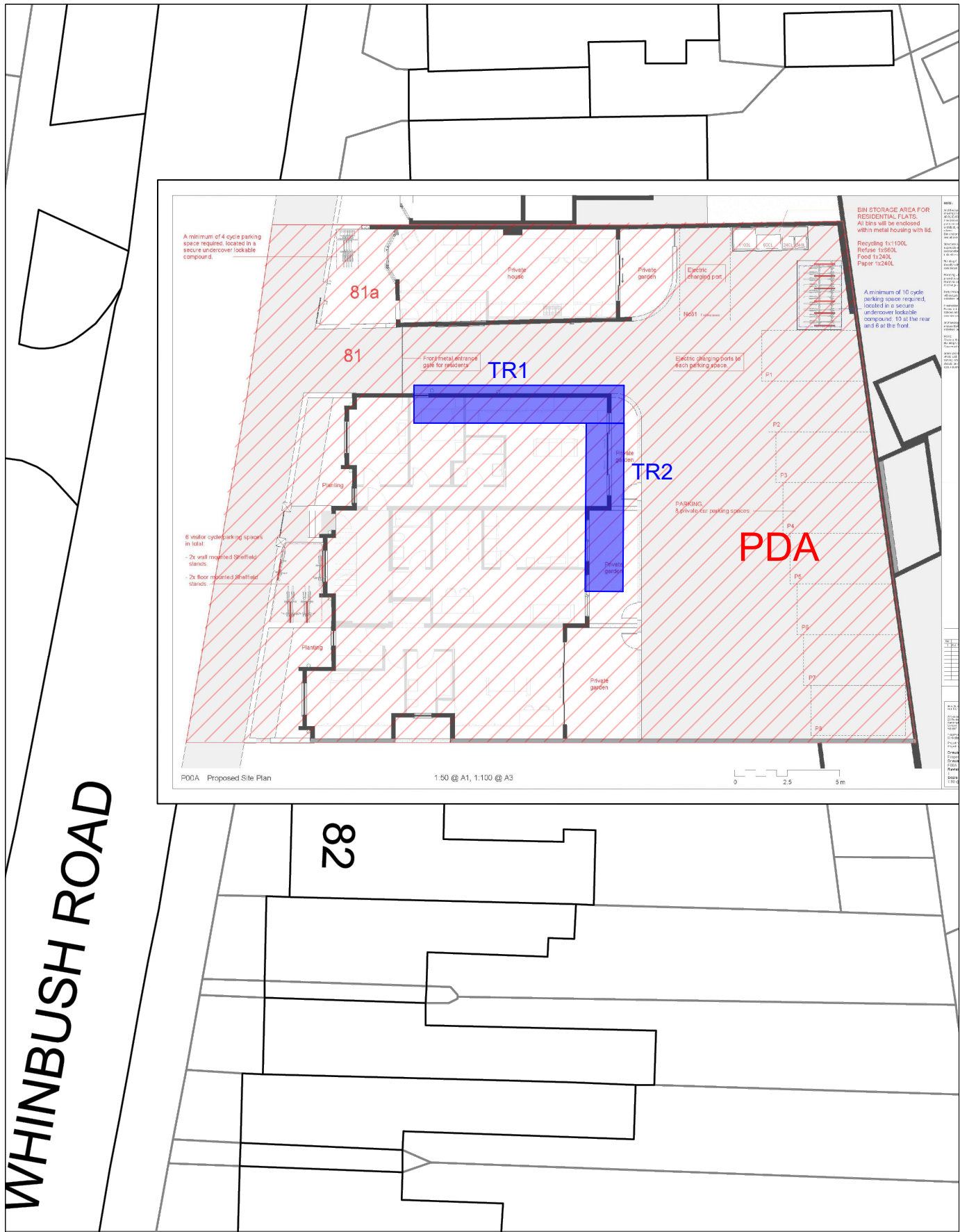
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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------|-----------------------|
|  <p>Canterbury Archaeological Trust<br/>92A Broad Street, Canterbury,<br/>Kent CT1 2LU</p> <p>t: 01227 462062<br/>e: admin@canterburytrust.co.uk<br/>w: canterburytrust.co.uk</p> | PROJECT<br>81 and 81a Whinbush Road, Hitchin                                                                                                                                            |  | DRAWN BY<br>LOW                | SCALE(S)<br>1:250@A4  |
|                                                                                                                                                                                                                                                                     |                                                                                                                                                                                         |  | DATE<br>01/11/2023             | LAST REVISION<br>---- |
|                                                                                                                                                                                                                                                                     | COMMENTS<br>Ordnance Survey data reproduced<br>by permission of Ordnance Survey<br>on behalf of HMSO Copyright Crown<br>Copyright 2009. All rights reserved.<br>Licence No. AL100021009 |  | CHECKED<br>---                 |                       |
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Figure 1. Proposed trench layout (in blue)

## Appendix 1 - Data Management Plan

### Section 1: Project Administration

|                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project ID / OASIS ID                                                                                                                                                                                                                                                                                                                                                                 |
| Project ID: EV 81WR 23<br>OASIS ID: TBC                                                                                                                                                                                                                                                                                                                                               |
| Project Name                                                                                                                                                                                                                                                                                                                                                                          |
| 81 and 81a Whinbush Road, Hitchin, Hertfordshire, SG5 1PZ                                                                                                                                                                                                                                                                                                                             |
| Project Description                                                                                                                                                                                                                                                                                                                                                                   |
| The archaeological works are being conducted in response to proposed development at the site (North Hertfordshire District Council Planning ref 22/02953/FP, dated 30 March 2023). This phase of archaeological works comprises an archaeological evaluation consisting of 2 no. trial trenches, to assess the nature and potential of the site.                                      |
| Project Funder / Grant reference                                                                                                                                                                                                                                                                                                                                                      |
| CAT commissioned by Sevenoaks Environmental Consultancy Ltd                                                                                                                                                                                                                                                                                                                           |
| Project Manager                                                                                                                                                                                                                                                                                                                                                                       |
| Caroline Russell, Project Manager, Canterbury Archaeological Trust                                                                                                                                                                                                                                                                                                                    |
| Principal Investigator / Researcher                                                                                                                                                                                                                                                                                                                                                   |
| As above                                                                                                                                                                                                                                                                                                                                                                              |
| Data Contact Person                                                                                                                                                                                                                                                                                                                                                                   |
| As above                                                                                                                                                                                                                                                                                                                                                                              |
| Date DMP created                                                                                                                                                                                                                                                                                                                                                                      |
| 06/11/2023                                                                                                                                                                                                                                                                                                                                                                            |
| Date DMP last updated                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                       |
| Version                                                                                                                                                                                                                                                                                                                                                                               |
| 1                                                                                                                                                                                                                                                                                                                                                                                     |
| Related data management policies                                                                                                                                                                                                                                                                                                                                                      |
| Deposition of the archaeological archive will be in accordance with <i>Hertfordshire Archaeological Archives Standards</i> (Hertfordshire Museums 2017).<br><br>CifA 2020, <i>Standard and guidance for the creation, compilation, transfer and deposition of archives</i> will be followed.<br><br>The digital archive will be deposited with the Archaeological Data Service (ADS). |

## Section 2: Data Collection

### What data will you collect or create?

The digital data archive will comply with ADS Good Practice guidance. Files will be delivered in .pdf and .xls format.

### How will the data be collected or created?

#### *Data Standards / Methods*

Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against ADS Guides to Good Practice. Specific or additional guidance relevant to this project are listed below and will be updated as the project progresses.

Methods of collection are specified within the WSI and will meet the requirement set out in the Project Brief, the Canterbury Archaeological Trust (CAT) recording manual and relevant ClfA Standards and guidance.

Where appropriate, project contributors external to CAT will be required to include data standards, collection methodology and metadata with individual reports and data.

Specific guidance:

- *Hertfordshire Archaeological Archives Standards* (Hertfordshire Museums 2017)
- ClfA 2020, *Standard and guidance for the creation, compilation, transfer and deposition of archives*

#### *Data storage / file naming*

The working project archive will be stored in a project specific folder on the CAT internal server. The CAT server is backed up daily to maintain an up to date security copy of the organisation wide data.

Project folders are named following established CAT procedures.

Data collected will be downloaded and raw data will be stored in the appropriate folder.

File naming conventions following established organisational procedures, based on ADS file naming guidance, and include version control management.

All files included as part of this project archive will include an organisational identifier (CAT), the Site ID (EV 81WR 23), the file descriptor and Version number.

Final versions of files will include 'FINAL' within the filename.

#### *Quality Assurance*

Instruments used in the collection of data are calibrated prior to use and checked to ensure they are in full working order.

All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.

Data collection and management are reviewed regularly as part of the organisational Quality Management Plan (CAT 2022).

### Section 3: Documentation and metadata

#### What documentation and metadata will accompany the data?

Data collected will include standard formats which maximise opportunities for use and reuse in the future (see Section 2, above).

A Collection Level Metadata Summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the CAT server in the Project Folder. The Collection Level Metadata Summary brings together the overarching project details and includes a register of data types and number of objects included in the archive, along with all other archive components.

Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.

Data documentation will meet the requirement of the WSI, *Hertfordshire Archaeological Archives Standards* (Hertfordshire Museums 2017) and ADS Guidelines.

An archive catalogue documenting both physical and digital archive products will be maintained and submitted with Hertfordshire County Council's Historic Environment Team.

### Section 4: Ethics and legal compliance

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

The project archive will include the names and contact details of individuals who intend to volunteer or participate in the excavation and post excavation stages. We have a GDPR compliant Data Protection Policy (CAT 2022) which underpins the management of personal data; any personal data is managed through a secure database and not retained on the project specific folders.

Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use.

Copyright for all data collected by the project team belongs to CAT, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.

Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

### Section 5: Data Security: Storage and Backup

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

Organisational IT is managed by an external data management provider, who is also responsible for the management and verification of our daily back-ups and who supports access to security copies as needed.

Sufficient data storage space is available via the organisational server, which includes permissions-based access. The server is accessible by staff on and offsite through a secure log-in.

Off-site access to the project files on the organisation's server is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive).

All digital data is copied to a remote server stored off-site; for larger projects, this includes scanned images of all site records (eg context sheets). In addition, all sites are routinely recorded on an Integrated Archaeological Database, an on-line facility that is similarly backed up to a remote off-site server on a regular (daily) basis.

Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access.

## Section 6: Selection and Preservation

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

The Selection Strategy and DMP will be reviewed and updated as part of the Post Excavation Assessment and Updated Project Design, and following full analysis. Updated documentation will be included in all reporting stages.

Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, ADS).

Selection will be informed by the Project Design, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.

The project results may provide new research data which can be included in the Historic Environment Record and contribute to the knowledge of the nature of archaeological potential at The Site, and aiding the future management of the archaeological site.

The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.

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

The digital archive will be deposited with the Archaeology Data Service, which is a certified repository with Core Trust Seal.

The archive will be prepared for deposition by the project team and the costs for the time needed for preparation, and the cost of deposition have been included in the project budget.

### Have you contacted the data repository?

North Hertfordshire District Council Museum Service will be contacted prior to the commencement of fieldwork. ADS will be contacted during the reporting stage of the evaluation

### Have the costs of archiving been fully considered?

A costing estimate allowing for preparation of the archive has been included in the project budget.

## Section 7: Data Sharing

### How will you share the data and make it accessible?

A summary of the project will be included on the OASIS Index of Archaeological Investigation, and the Hertfordshire County Council's archaeological archive facility and ADS will be updated as the project progresses.

The evaluation stage result in a number of documents: WSI and Archaeological Evaluation Report.

The final report is expected to be completed within 4 weeks of the completion of fieldwork.

As the project progresses reports will be attached to the project OASIS record.

A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.

The location (s) of the final Archaeological Archive will be added to OASIS when appropriate.

The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

### Are any restrictions on data sharing required?

A temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata.

Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

## Section 8: Responsibilities

### Who will be responsible for implementing the data management plan?

The Project Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.

Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Project Manager.

Storage and backup of data in the field is the responsibility of the field team.

Once data is incorporated into the organisations project server, storage and backup is managed by an external company.

Data archiving is undertaken by the project team under the guidance of the Archives Officer and Project Manager, who are responsible for the transfer of the Archaeological Project Archive to the agreed repository.