

Land North of Milksey Lane, Graveley: Written Scheme of Investigation for Archaeological Trial Trench Evaluation

Gade Homes Ltd

Date: 14/01/2026

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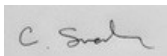
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1. Introduction

1.1 Project Background

- 1.1.1 Cura-Terrae was commissioned by Gade Homes Ltd in December 2025 to prepare a Written Scheme of Investigation (WSI) for an archaeological trial trench evaluation to support planning for development on land North of Milksey Lane, Graveley (hereafter ‘the Site’). The Site is centred on coordinates NGR 523023, 228231 (Figure 1).

1.2 Scope of Works

- 1.2.1 The archaeological desk-based assessment (Orion 2024) indicates a high potential for Iron Age/Roman remains within the Site, detailing the line of the Roman Road from Baldock to Rush Green, which is predicted to run on a southwest-northeast alignment through the centre of the Site.
- 1.2.2 Given this potential a programme of archaeological trial trench evaluation will be undertaken to assess the presence or sub surface archaeological remains. The trial trench evaluation will comprise ten trenches, each measuring 30m long by 1.8m wide. A contingency for the excavation of up to three additional trenches is allowed for, either new trenches or the equivalent area to expand existing trenches, should significant archaeological remains are present that require further investigation.
- 1.2.3 This scope of works and WSI will require approval by North Hertfordshire District Council’s archaeological advisor (hereafter ‘NHDCAA’) prior to any site works commencing.

1.3 Site Location and Description

- 1.3.1 The Site comprises a stable block and associated paddocks and a horse-riding arena. It is located on the north side of Milksey Lane and west of the High Street, in Graveley, Hertfordshire. Turf Lane is a footpath running parallel with the western Site boundary, beyond which lies an agricultural field. The Site slopes down gently from c.110m aOD (above Ordnance Datum) along its northern boundary to c.104m aOD along its southern boundary and measures approximately 1.3 hectares.
- 1.3.2 The solid geology of the Site comprises chalk of the Holywell Nodular Chalk Formation and New Pit Chalk Formation. Superficial deposits consist of Glaciofluvial Deposits of Sand and Gravel in the centre of the Site and Diamicton of the Lowestoft Formation in the northwest and southeast of the Site (BGS 2025).

1.4 Archaeological and Historical Background

- 1.4.1 The following archaeological and historic background summarises the results of the Phase 2 desk-based assessment (Orion 2024).

Prehistoric

- 1.4.2 A collection of prehistoric flints was recovered as surface finds c.200m west of the Site (MHT6653).

Late Iron Age/Romano British

- 1.4.3 The line of the Roman Road Viatores 221 (MHT4632) is still in use as a road in its northern part from Baldock to Rush Green west of Stevenage and is predicted to cross the Site's central area on a southwest-northeast alignment. During recent archaeological investigations in the form of a trial trenching evaluation immediately south of the Site evidence for the Roman Road was found in four trenches (EHT9127). Roadside ditches and an undated gully were also recorded. A possible section of the road and an associated ditch were also exposed during pipeline construction c.760m north/northeast of the Site (MHT2065). Much of the route is considered to have followed a late Iron Age Road (MHT4635). The route runs southwest from Baldock and is well documented in places for 10km but disappears south of Rush Green (MHT4632). The route to the south of today's Core Mill Roundabout, Viatores route 220, is thought doubtful (MHT4184).
- 1.4.4 Evidence for a possible Late Iron Age/Romano-British farmstead was found during construction of a pipeline in 1975 c.230m west of the Site (MHT101). An artefact scatter of Iron Age sherds was found here (MHT121). The site may have been partially destroyed by the construction of the A1(M). Twenty-two sherds of Late Iron Age, Roman and medieval pottery were also recovered from fieldwalking in the immediate vicinity (MHT6654). It was within this area that a 2021 geophysical survey (EHT9273) found evidence for a possible Romano-British (or medieval) ladder settlement. The geophysical survey report states that the archaeology present within the survey area was generally spatially constrained, however, it is possible that some of the features extend eastwards beyond the survey area, towards the Site.
- 1.4.5 Approximately 930m north of the Site five bell-shaped pits were discovered in 1930 during construction of a garage (MHT193). The pits contained rubbish which included late Bronze Age or early Iron Age pottery, a small iron needle or pin, two weights and animal and human bone. Contemporary occupation features, a ditch and pit, have also been detected just to the north of this (MHT2075) along with early Iron Age pottery suggestive of an unenclosed Iron Age settlement in the area (MHT1150).
- 1.4.6 A Roman cremation cemetery (MHT473) was found in 1882 c.1.3km northwest of the Site. Forty-three urns were found and they were thought to be of 2nd century date. A possible infant's feeding bottle (MHT1458) was found in association with the cemetery.

- 1.4.7 Finds retrieved c.230m west of the Site are considered likely to be associated with a possible Romano-British ladder settlement, which was recorded during a geophysical survey in 2021. The postulated line of a Roman Road, which has potential Iron Age antecedents, most likely runs through the centre of the Site and occupation features of this date are often found associated with the Roman transport network. The current available evidence therefore indicates a high potential for Iron Age or Roman period remains based on proximity to known sites.

Saxon/Early Medieval

- 1.4.8 There are no entries on the Historic Environment Record of Saxon or early medieval date of relevance to the Site.
- 1.4.9 The Manor of Graveley is recorded in Domesday as 'Gravelai'.

Medieval

- 1.4.10 A large quantity of medieval pottery, tiles, building stone and animal bones were noted during topsoil stripping for a water pipeline c.230m west of the Site (MHT4533). Following construction of the pipe trench several features were revealed including the remains of rubbish pits which produced stratified 12th to 13th century pottery, thought to be evidence for a farmstead. It was within this area that a 2021 geophysical survey (EHT9273) found evidence for a possible medieval (or Roman) settlement. The geophysical survey report states that the archaeology present within the survey area was generally spatially constrained, however, it is possible that some of the features extend eastwards beyond the survey area, towards the Site. Further medieval sherds were noted along the route of the pipe to the south (MHT1774).
- 1.4.11 The church of St Mary at Graveley lies c.455m east of the Site (MHT4303). It has a 12th century nave and the chancel was enlarged or rebuilt in the 13th century. The earthwork remains of the possible medieval manorial site of Graveley can be seen on aerial photographs just to the west of the church (MHT364). There are two surviving ditched and banked enclosures containing probable building platforms with hollow ways to the north and south.
- 1.4.12 Features associated with the Scheduled Monument of Wymondley Priory (NHLE 1013338) lie c.800m-1km west of the Site, with the conduit well-head being the element located closest to the Site, at a distance of c.800m and the second, larger element of the scheduled monument located c.1km west of the Site.

Post Medieval

- 1.4.13 Graveley pond lies on registered common land c.360m south of the Site (MHT12563). It is typical of many historic village ponds with sloping access for animals.
- 1.4.14 Birdham Lane (MHT31558) was located c.660m south of the Site and was shown and named on the 1838 tithe map, running along the parish boundary between Graveley and Little Wymondley.

The historic route had been removed by the late 19th century and a footpath on a slightly altered alignment replaced the lane.

- 1.4.15 A large quantity of post-medieval brick and tile debris (MHT6652), indicative of a building, was recorded c.850m south of the Site, however, no building is shown in this location on mid to late 19th century mapping.
- 1.4.16 Graveley Hall is a 16th century manor house immediately west of the Church of St Mary in Graveley (MHT15663), c.430m east of the Site. The manor was formed after the Dissolution from land belonging to Sopwell Nunnery. Earthwork surveys to the north and west have revealed what appears to be evidence for the medieval manorial complex (MHT364). Graveley Hall Farm (MHT10893) is also located in the immediate vicinity. This post-medieval house incorporates the shell of a timber-framed house.

Previous Archaeological investigations

- 1.4.17 No previous archaeological investigations have been carried out within the Site. Immediately south of the Site an archaeological desk-based assessment (Orion Heritage, 2021) and an archaeological trial trenching evaluation (EHT9127; Cotswold Archaeology, 2022) were carried out. The trial trenching evaluation comprised 12 trenches and confirmed the presence of a northeast-southwest orientated Roman Road (Viatores 221), identified near the site's western boundary. Roadside ditches and an undated gully were also recorded and additional features comprised two northwest-southeast orientated postmedieval/modern field boundaries and one probable palaeochannel. Evidence for modern disturbance/made ground was also recorded in the northeastern corner of the site.
- 1.4.18 A geophysical survey (EHT9273) was carried out in 2021 across c.85ha of land c.200m west of the Site. The survey area comprised five agricultural fields. Within Area 4, which is located closest to the Site, anomalies of archaeological interest were concentrated in a reverse L-shape, covering an area of c.8ha. The anomalies were interpreted as a possible Romano-British ladder settlement, however, it was also thought possible that the anomalies could indicate a medieval settlement associated with Wymondley Priory to the west. The geophysical survey report states that the archaeology present within the survey area was generally spatially constrained, however, it is possible that some of the features extend eastwards beyond the survey area, towards the Site.
- 1.4.19 Another geophysical survey across c.75ha of land c.1.1-2.2km southeast of the Site in 2013 identified two areas of definite archaeological features and a scatter of other features (EHT8571). Evaluations in 2016 with thirty-six trenches across the western and central part of the site found significant archaeology in six trenches, clustered in the northwest corner (EHT8186). Features appear to be associated with a late Iron Age/Roman farmstead. A ring ditch was identified to the southwest of the area. No archaeological deposits are recorded in the summary of evaluations at Site NS1 North Stevenage, which took place to the north of this area in 2018 (EHT8671). This suggests that the archaeological features encountered do not extend to their north.

Lidar and Online Aerial Imagery

- 1.4.20 The Environment Agency (EA) National Lidar Programme (NLP) collected DTM data in 2020 at 1m resolution, which covers the Site and the 1km study area. The processed data shows no features of archaeological interest; only features associated with the Site's current use are visible.

Geophysical Survey

- 1.4.21 Sumo Geo Surveys (Sumo 2026) completed a geophysical survey within the Site in late 2025. The magnetometer survey did not record any magnetic responses that could be interpreted as being of definite archaeological interest.

2. Field Work Methodology

2.1 General

- 2.1.1 All work will be performed by experienced staff who are corporate members of the Chartered Institute for Archaeologists, or who demonstrably work to an equivalent standard for fieldwork.
- 2.1.2 Cura Terrae is a Chartered Institute for Archaeologists (CIfA) Registered Organisation.

2.2 Standards and Guidance

- 2.2.1 The trial trenching will conform to current national and regional guidance set out in:
- *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015a);
 - *Standard for archaeological field evaluation* (CIfA 2023a);
 - *Universal guidance for archaeological field evaluation* (CIfA 2023b);
 - *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (CIfA 2020a);
 - *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA 2020b); and
 - *Code of Conduct: professional ethics in archaeology* (CIfA 2022)

2.3 Aims and Objectives

- 2.3.1 The aims and objectives of the trial trenching are to:
- identify and record the presence or absence of any archaeological deposits or features within the areas examined;
 - determine the extent, condition, character, significance and date of any exposed archaeological remains;
 - recover any artefacts;
 - prepare a comprehensive record of and report on all archaeological observations;
 - contribute to mitigation strategies to ensure the recording, preservation or management of archaeological remains within the Site; and
 - define any research priorities that may be relevant should further field investigation be required
- 2.3.2 The general objectives are to ensure:

- The protection and recording of archaeological assets discovered during the archaeological evaluation;
- That any below-ground archaeological deposits exposed are promptly identified; and
- The recording of archaeological remains, to place them in their local context, and to make this information available.

2.3.3 With regard to the regional research agenda, the works have the potential to contribute to:

- The position and route of the Roman road network;
- the dating and chronology of relict field systems;
- the dating and chronology of settlement sites within the Late Iron Age and Romano-British period and across these periods;
- the identification of imported food stuffs and crops; and
- the characterising activities associated with crop cleaning, malting and storage

2.4 Methodology

2.4.1 In total, ten trenches will be excavated across the Site (Fig. 2). Each trench will measure 30m by 1.8m.

2.4.2 If unanticipated obstructions are present at any trench location, it may prove necessary to relocate that trench.

2.4.3 A utilities search (LinesearchbeforeUdig) has been undertaken before the works begin, and the location of each trench will be scanned with a Cable Avoidance Tool (CAT) prior to machine excavation.

2.4.4 The centre-end point of each trench will be located on the ground/recorded using differential Global Positioning System (dGPS) technology to an accuracy of ± 0.1 m.

2.4.5 Mechanical stripping of topsoil and subsoil from the trenches will be carried out in spits no greater than 200 mm.

2.4.6 All mechanical stripping will be carried out under direct supervision of an appropriately qualified archaeologist and conducted with a toothless, ditching bucket. Topsoil and subsoil will be stacked separately to aid reinstatement and will be placed a minimum of 1m from the trench edge.

2.4.7 All overburden will be removed in successive level spits down to the required depth, the first significant archaeological horizon or undisturbed natural deposits, whichever is first. If archaeological features or deposits are identified, excavation will cease, and the supervising archaeologist will investigate and record the remains.

- 2.4.8 Spoil derived from machine stripping and hand excavation will be visually scanned for finds retrieval, and where appropriate will be searched with a metal detector by a trained archaeologist.
- 2.4.9 Any archaeological features or deposits will be flagged and cleaned by hand. A sufficient sample of the archaeological features and deposits identified will be excavated by hand to enable their full form, date, nature, extent and condition to be described. The full extent of any structures will, where practical, be revealed. For other types of remains the following strategy will be employed as a typical sample level for excavated features:
- 100% of 'ritual' or funerary features;
 - 50% (by plan area) of each posthole;
 - 50% (by plan area) of each pit;
 - 10% (by plan area) of each linear feature (minimum 1 m sample); and
 - 100% of ditch terminals.
- 2.4.10 Palaeochannels may be sampled for environmental evidence and for dating purposes but will not be investigated further.
- 2.4.11 Relationships between interconnecting features will be investigated by appropriately placed interventions.
- 2.4.12 Following mechanical stripping of trenches, a measured survey will be made of all visible archaeological features.
- 2.4.13 If any artefact scatters (such as lithics) are present, machine excavation in that trench would cease and excavation would continue by hand. Any lithics would be individually numbered and three-dimensionally located. Where small lithic debitage is present, it would be recovered as bulk soil samples that would be three-dimensionally located and processed during post-excavation.
- 2.4.14 If an exceptional number and/or complex archaeological deposits are identified, sample excavation will aim to be minimally intrusive, but sufficient to resolve the principal aims of the evaluation, to a level agreed with the NHDCAA and the Client.
- 2.4.15 Where complex archaeological stratification is identified, deposits will be left in situ and alternative measures taken to assess their depth, to be agreed with the NHDCAA and the Client. Where modern features are seen to truncate the archaeological stratification, these may be removed, where practicable, in a manner that does not damage the surrounding deposits to enable the depth of stratification to be assessed.
- 2.4.16 Following any excavation, and prior to backfilling, the trenches will be signed-off by the NHDCAA. Wherever possible, this will be carried out remotely using WhatsApp, Facetime or other messaging service, or by submission of photographic evidence. Trenches will remain open until signed-off by the NHDCAA unless there is a pressing health and safety need to close trenches.

Recording

- 2.4.17 All archaeological deposits are to be recorded using continuously numbered contexts on a pro-forma recording system in accordance with industry standards. The written record is to be hierarchically based and centred on the context record. Written recording will be undertaken using an industry-standard digital recording system (the DiggIt application). Each context record will fully describe the location, extent, composition and relationship of the subject and will be cross-referenced to other relevant assigned records.
- 2.4.18 Trenches and significant features will be surveyed by sub-centimetre accurate GPS. All levels will be tied into Ordnance Datum and included on section drawings and site plans. Survey will conform with national guidelines (Historic England 2015b).
- 2.4.19 A drawn record of all archaeological features will be made at an appropriate scale. Sections/profiles will normally be drawn at 1:10 scale and their location accurately located on the appropriate trench plan. Plans will usually be drawn at 1:20 scale, although trenches largely devoid of archaeological features may be recorded at 1:50 scale. Drawings will include appropriate data on levels relative to Ordnance Datum.
- 2.4.20 A photographic record of the Site will be taken using digital photography at a minimum resolution of 10 megapixels. The photographic record will include a clearly visible, graduated metric scale where appropriate. A register of all photographs will be kept. All digital photography will be in accordance with national guidance (Historic England 2015c).
- 2.4.21 Data management, recovery and recording levels will be appropriate to the stratified deposits under investigation.

Finds Recording

- 2.4.22 Finds will be treated in accordance with the relevant guidance in ClfA's Universal guidance for archaeological field evaluation (ClfA 2023b), except where they are superseded by statements made below.
- 2.4.23 Materials such as pottery, ceramic and stone building material, and animal bone will be collected as bulk finds. Significant artefacts will be three-dimensionally recorded prior to removal. Finds will be appropriately recorded and processed using the Cura Terrae system and submitted for post-excavation assessment.
- 2.4.24 Metal detecting, including scanning of spoil heaps, will be performed by a suitably experienced member of the archaeological team. Any relevant metal finds will be located, identified and subsequently conserved. All metal detecting will be carried out in accordance with the Treasure Act Code of Practice (3rd revision) (DCMS 2023).

- 2.4.25 All recovered finds will be appropriately packaged and stored under optimum conditions. Finds recovery and storage strategies will be in accordance with current guidelines (English Heritage 1995; Watkinson and Neal 2001, FAFF 2026). Provision will be made for Site visits from a conservator, particularly if timber structures or fragile finds are exposed that may require expert lifting.
- 2.4.26 In accordance with Historic England guidance (2015d), iron objects (following application of appropriate selection strategy), a selection of non-ferrous artefacts (including all coins) and a sample of any industrial debris relating to metallurgy, will be X-radiographed before assessment. Where there is evidence for industrial activity, large technological residues will be collected by hand, with separate bulk soil samples collected for micro-slugs from secure contexts.
- 2.4.27 Any artefacts considered to be Treasure (whether of precious metals or otherwise) will be treated in accordance with the Treasure Act Code of Practice (3rd revision) (DCMS 2023). Any finds will be reported to HM Coroner and the Client. Where removal cannot take place on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.

Human Remains

- 2.4.28 If human remains are present, the Client and the NHDCAA will be notified so that an agreement can be reached on how to treat them. The assumption will be that the remains are left in situ. If excavation is necessary, discovery will be reported to HM Coroner and an application for a 'Licence for the Removal of Buried Human Remains' will be made to the Ministry of Justice. Any human remains (inhumations or cremations) discovered by the evaluation will be investigated, planned, recorded and, where it has been agreed with the Client and the NHDCCA, removed by the archaeologist. If necessary, and where practicable, the relevant trench will be widened to permit recovery of the whole burial. Any excavation of such remains will comply with the relevant legislation. Recovery and processing of human remains will be in accordance with applicable guidelines (McKinley and Roberts 1993; APABE 2017; Mitchell and Brickley 2017; Historic England 2018).

Environmental Sampling

- 2.4.29 Forty-litre (where such volume exists) bulk soil samples will be taken from appropriate deposits and submitted to an environmental specialist for assessment of palaeoenvironmental potential. This will include plant and animal macrofossils. Attention will be paid to the recovery of samples from any waterlogged deposits that may be present. Recovery and sampling of environmental remains will be in accordance with current guidelines (Campbell et al. 2011; Historic England 2015a). The Historic England Science Advisor will be invited to visit the Site only if significant or unusual deposits are discovered that have the potential to hold important environmental or functional information.
- 2.4.30 Where well-preserved animal bones are present, there will be hand collection of large mammal bones and bulk soil samples will be taken to retrieve remains of smaller animals, in accordance

with national guidance (Historic England 2019). The samples will be used to investigate the frequencies and identities of bird and fish bones and to investigate the relative frequencies of bones of different species.

Date Sampling

- 2.4.31 If appropriate, scientific dating techniques will be discussed with the NHDCAA and the Historic England Science Advisor as necessary. Secure contexts may be sampled for dating as appropriate (whether on Site or as sub-samples of processed bulk samples). The most likely dating methods that might be applied include radiocarbon (C14) dating (Historic England 2022) and archaeomagnetic dating (Linford 2006).

2.5 Report and Archive

Evaluation and Trial trenching report

- 2.5.1 Following the completion of trial trenching, a report will be submitted to the Client within four–six weeks, subject to the number of finds and environmental remains requiring assessment, then to the NHDCCA for approval in order that any requirement for mitigation can be determined.
- 2.5.2 The report will be prepared in accordance with Universal guidance for archaeological field evaluation (CIfA 2023b), except where superseded by statements below.
- 2.5.3 The report will contain some or all the following as appropriate to the nature of the findings.
- A non-technical summary;
 - Introduction;
 - Planning background including relevant references;
 - Relevant historical and archaeological background;
 - Geology and topography;
 - Research aims and objectives;
 - Methodology of Site-based and off-Site work;
 - Results of the archaeological evaluation, including specialist reports where relevant. This would include;
 - a table summarising any descriptive text showing, per trench, the features, classes and numbers of artefacts located and their interpretation; and
 - a consideration of archaeological evidence from the Site in a broader landscape setting.
 - Plans, sections and photographs as appropriate. These will include;
 - a plan at an appropriate scale showing trench layout (as dug) and features located;
 - section drawings of significant excavated features;

- sample of trench photographs and representative trench sections including blank trenches; and
- plans with sufficient grid references so they can be geo-rectified.
- Assessment of the results against the original expectations;
- Statement of potential of the archaeology;
- Conclusions;
- Publication and dissemination proposals, if relevant at this stage;
- Archive details, including date of deposition and deposition statement;
- Bibliography;
- Acknowledgements;
- Detailed context index; and
- OASIS form.

2.5.4 The report will not provide an opinion on whether preservation or subsequent investigation is considered appropriate or necessary.

2.5.5 The results of the evaluation will be incorporated into any further reporting associated with mitigation on the Site.

Dissemination

2.5.6 A draft digital copy of the report will be supplied to the Client before being issued to the NHDCAA for review prior to a final copy being produced and submitted for planning purposes.

2.5.7 GIS (shape) files of the excavated area and trench plans could be provided to stakeholders on request.

2.5.8 When the report has been approved, copies of the final version will be provided to the Client.

2.5.9 Details of the Site and a digital copy of the report will be submitted online to the OASIS (Online Access to the Index of Archaeological Investigations) database within two months of completion, following which the report will become a public document.

2.5.10 If the results of the work detailed here are considered significant, a summary account of the work will be submitted to the editor of North Hertfordshire Archaeological Society and any relevant period journals (e.g. Medieval Archaeology, Proceedings of the Prehistoric Society) no later than March 31st of the year following completion of fieldwork. The North Hertfordshire District Council Museum Service will be contacted prior to commencement of site work to obtain a temporary accession number.

Archive

- 2.5.11 Digital, paper and artefactual archives will be prepared, consisting of all primary written documents, plans, sections, photographs, electronic data, and finds and environmental materials arising from the archaeological work in accordance with industry standards (ClfA 2020b).
- 2.5.12 The contents of the archive will be subject to regular review during all stages of the project by Cura Terrae's Post-Excavation Manager, who will be responsible for retention/discard of elements of the physical and digital archives generated by the works.
- 2.5.13 Before work begins on the Site, Cura Terrae expects that the Client will permit Cura Terrae to contact the landowner to endeavour to reach an agreement in principle regarding the deposition of finds. A Transfer of Title form will be signed by the landowner to enable deposition with the local authority and Museums Service.
- 2.5.14 Material to be included in the archive will be selected following the ClfA Toolkit for Selecting Archaeological Archives (<https://www.archaeologists.net/work/toolkits/archives>). All artefacts and associated material will be properly stored, and the archive will be prepared to an acceptable standard following national guidelines (ClfA 2020b; Historic England 2015a; Society for Museum Archaeology 2020).
- 2.5.15 Project archiving will conform to Hertfordshire archaeological archive standard Version 8 (Hertfordshire Museums 2025)

Public benefit

- 2.5.16 Enquiries from members of the public regarding the results of the evaluation, or other potentially sensitive information, will be directed to the Client. Active public engagement or involvement of voluntary workers in this stage of works is not anticipated. Following completion of the archaeological evaluation, Cura Terrae may produce website and/or social media content to present the results of the work to a public audience.
- 2.5.17 The approach to outreach and engagement will be reviewed should a phase of mitigation investigation be required.

3. Monitoring

3.1 Programme

3.1.1 The works are scheduled to last five days, beginning the week commencing 2nd February 2026.

3.2 Project Team

3.2.1 Cura Terrae is a Chartered Institute for Archaeologists Registered Organisation. The work will be carried out by appropriately qualified and experienced Cura Terrae staff. The project will be managed on behalf of Cura Terrae by Chris Swales (MCIfA), Associate Director for Archaeology. If required, details of field staff (including grades) and their relevant experience will be provided to all interested parties prior to the work being carried out.

3.2.2 Cura Terrae's Technical Director ensures the maintenance of quality standards within the organisation and will have overall responsibility for the project and be the main point of contact with the Client and the NHDCAA. A Post-Excavation Manager will be responsible for any materials arising from the excavations and the programming and production of the report. The site Supervisor or Project Manager will be responsible for writing the report on the results of the work. All Cura Terrae field staff possess degrees in archaeology or related disciplines and have suitable practical experience.

3.2.3 The senior staff employed by Cura Terrae on this project will be:

- Chris Swales MCIfA, Associate Director (Quality and project delivery);
- Stuart Ross, Senior Project Manager (Post-excavation); and
- (Harry Mixer / Grace Sullivan), Project Supervisor (excavation and reporting)

3.2.4 Cura Terrae reserves the right to change its personnel at any time should project programmes change.

3.3 Subcontractors

3.3.1 Specialist consultants might be required to conserve and/or report on finds and advise or report on other aspects of the investigation. Cura Terrae will ensure that contracts are in place, and that availability is confirmed with external specialists to cover all necessary processing, conservation and specialist analysis through assessment and analysis stages of the project. CVs of such individuals can be provided in due course although Table 1 provides a standard list of specialists employed.

Table 1: Specialist consultants used by Cura-Terrae.

Material	Consultant	Organisation
Early prehistoric pottery	Alex Gibson	Freelance
Later prehistoric pottery	Chris Cumberpatch	Freelance
	Richard Massey	Freelance
Roman pottery	Ruth Leary	Freelance
	Ian Rowlandson	Freelance
	Charlotte Britton	Cura Terrae
Amphorae and mortaria	Eniko Hudak	Pre-Construct Archaeology
Samian ware	Gwladys Monteil	Freelance
Anglo-Saxon pottery	Paul Blinkhorn	Freelance
	Richard Massey	Freelance
Medieval and post-medieval pottery	Chris Cumberpatch	Freelance
	Paul Blinkhorn	Freelance
	Derek Hall	Freelance
	Charlotte Britton	Cura-Terrae
Ceramic building materials	Jane McComish	York Archaeology
	Charlotte Britton	Cura Terrae
Fired clay (non-industrial)	Charlotte Britton	Cura Terrae
Small finds	Alex Croom	Freelance
	Richard Massey	Freelance
Glass (Roman)	Hilary Cool	Freelance
Lithics	Torben Bjarke Ballin	Freelance
	Rebecca Devaney	Freelance
Industrial material/metalworking	Rod Mackenzie	Freelance
	David Dungworth	Freelance
Coins	Richard Brickstock	Freelance
Querns	John Cruse	Freelance
Worked stone	Alex Croom	Freelance
	Alison Sheridan	National Museum of Scotland
Leather	Quita Mould	Freelance
Textiles	Margareta Gleba	University of Cambridge
Conservation and X-ray	Karen Barker	Freelance
	York Archaeology	York Archaeology
Archaeomagnetic dating	Cathy Batt	University of Bradford
OSL dating	David Sanderson; Alan Cresswell	Glasgow University
Radiocarbon dating	Scottish Universities Environmental Research Centre	Scottish Universities Environmental Research Centre
	Beta Analytic Carbon Dating Service	Beta Analytic

Material	Consultant	Organisation
Bayesian analysis	Derek Hamilton	Glasgow University
Absorbed residue analysis	Lucy Cramp	University of Bristol
Human bone	Malin Holst	York Osteoarchaeology
Animal bone	Clare Rainsford	Freelance
Fish bone, molluscs	Angela Maccarinelli	University of Sheffield
	Cath Neal	Freelance
Shell	TBC	
Insect remains	Palaeoecology Research Services	Freelance
	David Smith	University of Birmingham
Charred plant remains	Lisa Gray	Freelance
	Palaeoecology Research Services	Freelance
	Mai Walker	Freelance
Charcoal and wood	Lisa Gray	Freelance
	Dana Challinor	Freelance
Waterlogged wood	Steven Allen	York Archaeology
Artefactual illustration	Mark Hoyle	Freelance
Worked stone including rock art	Ruth Shaffrey	Freelance

3.3.2 Cura Terrae recognises that, for certain categories of finds, regional specialists and/or emergency on-Site conservators may be required. If such individuals are necessary, Cura Terrae would provide details to NHDCAA regarding this.

3.4 Site Monitoring

3.4.1 Site inspections will be arranged so that the general Site stratigraphy and any significant archaeological remains can be assessed so that the Site can be inspected before infilling.

3.4.2 In the event of the discovery of archaeological remains that are of a greater number or extent than anticipated, work will cease, and the Client and the NHDCAA will be notified. An assessment will be made of the significance of the remains and any provision agreed for their recording or preservation in situ as appropriate.

3.4.3 At least five days' notice will be given to the NHDCAA prior to the commencement of fieldwork so that arrangements for monitoring the site work may be made. The currently anticipated start date is recorded in section 3.1.

- 3.4.4 Where monitoring by NHDCAA is carried out remotely, photographs of the trenches and features within will be sent to the NHDCAA in conjunction with sign-off requests. Remote monitoring will be agreed in advance with the NHDCAA.

4. Health and Safety

4.1 General

- 4.1.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override all archaeological considerations.
- 4.1.2 All work will be carried out in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety Regulations 1992, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time for the fieldwork.
- 4.1.3 A Risk Assessment and Method Statement (RAMS) for the work will be prepared prior to the commencement of fieldwork. Cura Terrae will provide all relevant Risk Assessments, Method Statements and Health and Safety Plans as required.
- 4.1.4 All archaeological staff and visitors attending Site will sign in and out each day, and Cura Terrae Site induction will take place. Staff will attend any Client induction as required. The Cura Terrae team will carry out daily point of works dynamic risk assessment and toolbox talks as required.
- 4.1.5 Cura Terrae holds appropriate Employer's Liability and Public Liability Insurance.

4.2 Site Access

- 4.2.1 The Client will be responsible for ensuring Site access has been secured prior to the commencement of Site works and that the perimeter is secure. According to Environment Agency online flood maps, the majority of the site is located within Flood Zone 1, with a low probability of flooding. However, the existing site access road at the north of the site lies within Flood Zone 3, with a high probability of flooding.

4.3 Considerations

Services

- 4.3.1 Services – no services and utilities are known to be present within the Site (Figure 3). Up to date service and utility plans have been procured from Atkins Utility Solutions and cross referenced against site access requirements and the position of planned groundworks.

Deep excavations

- 4.3.2 No deep excavations are anticipated

Contamination

- 4.3.3 Should any ground contamination be present, site work will be stopped and Cura Terrae will report to the Client. If appropriate, suitably qualified contractors should attend Site to remove any identified contaminants. Under no circumstances will the archaeologists remove or disturb potentially contaminated ground.

Public Access

- 4.3.4 The Client will be responsible for ensuring the Site is secure and safe prior to the commencement of Site works and that the public is excluded from the areas of works.

5. Copyright

5.1 Paper and Digital Archive

- 5.1.1 The copyright and ownership of the paper and digital archive from the archaeological work will rest with the originating body (the archaeological organisation undertaking the work). On completion of the contracted works, the originating body will deposit the material with the receiving museum, to which they will transfer title and/or licence the use of the records.

5.2 Report

- 5.2.1 Full copyright of each report shall be retained by the originating body (the archaeological organisation undertaking the work) under the Copyright, Designs and Patents Act 1988 with all rights reserved, except that the Client will be licensed to use each report in all matters directly relating to the scheme and to make each report available for public dissemination as part of the dissemination measures.

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Appendix A: Data management plan

General

This document is a project specific data management plan (DMP). The document defines what is expected of the digital data that is collected and created in a project and how this should be managed, stored, used and disseminated until it is archived. This should be used in conjunction with the project Written Scheme of Investigation (WSI).

The sections outlined below need completing by the Project Manager/Officer during the project. The information will be used by the Archives Team at the end of the project in the archive deposition process.

Table 1. Project administration

Project name:	Land north of Milksey Lane, Graveley
Project number:	26141
Site code:	26141
Project description:	Archaeological works comprising: • 10 trial trenches measuring 30m x 1.8m
Project Manager:	Chris Swales
Project Officer:	Grace Sullivan
Client and funding type:	Gade Homes Ltd
OASIS ID:	TBC
Data contact:	Nicholas Lion (nicholas.lion@cura-terrae.com)
Date DMP created:	15/10/2026
Dates DMP updated:	X
Related information: update throughout the work	The Project Design Chartered Institute for Archaeologists (CIfA) standards and guidance Archaeology Data Service (ADS) guidelines

Data Collection

The type, format and volume of data generated by the project is estimated below. This table will be updated as the project progresses.

Data formats used are standardised, openly documented and, where possible, non-proprietary. This ensures data is sharable, supports data curation and facilitates interoperability between projects and datasets, as well as avoiding technological obsolescence.

Details of any file format conversion required prior to deposition will be included in the final DMP

Table 2. Data collection file types

Type	Formats	Estimated archive volume
Spreadsheet/Database	Excel (.xlsx) Database (.mdb, .dbf)	1
Text/document	Word (.docx) Acrobat (.pdf)	2 files c.15MB
Vector graphic	AutoCAD (.dxf)	N/A
Image	Lossy (.jpg) Uncompressed (.tif)	200 files c.800MB
GIS	Shapefiles (.shp and assoc. files)	5 files c.25MB

Existing Data

Site location and intended layout plans provided by Orion Heritage.

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 is listed below and will be updated as the project progresses.

Methods are specified in the WSI and will meet the requirement set out in the project brief, the organisation recording manual and relevant ClfA guidance

Standards and Guidance

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

Specific guidance: Historic England Digital Image Capture and File Storage: Guidelines for Best Practice 2015

Data Storage / File Naming

The working project archive will be stored in a project-specific folder on Cura Terrae's server. The internal organisation server is backed up daily in multiple locations, including off-site, to maintain an up-to-date security copy of the organisation-wide data.

Project folders are named following established organisational procedures.

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

File naming conventions follow 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 (e.g. CURA TERRAE), the project number or site code (e.g. 23328 or CT23328) and the file descriptor (e.g. WSI).

As versions become superseded, they will be moved into an 'old versions' sub-folder, and only the current version should be visible in the main folder

Quality Assurance

Instruments used in the collection of data are calibrated as per manufacturers' specification or guidance 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.

Internal project folders are reviewed periodically to ensure organisational standards are being met.

Documentation and Metadata

Data collected will include standard formats that 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 organisational 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, which is the intended repository for the digital data archive.

Data documentation will meet the requirement of the project brief, museum deposition guidelines, digital repository guidelines and the methodology described in the WSI.

An archive catalogue documenting physical and digital archive products will be maintained and submitted to the receiving museum/archive.

Ethics and Legal Compliance

The project archive will include the names and contact details of any relevant individuals. Cura Terrae have a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is managed through a separate restricted access database and not retained in the project specific folders.

Copyright for all data collected by the project team belongs to the organisation 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.

Data Security: Storage and Backup

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

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

Off-site access to the project files on the organisation's server or secure cloud-based storage 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/or portable external hard drive).

Relevant consolidated GDPR compliant project files will be distributed to external specialists and contractors for reference.

Selection and Preservation

The DMP will be reviewed and updated as required. Updated documentation will be included in relevant reporting stages.

Prior to deposition, DMP will be updated and finalised in agreement with all project stakeholders (NHDCAA, the Client, the receiving museum [Hertfordshire Museums Service] and ADS).

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

The project will be published as an online technical report (accessible via OASIS and as part of this the archive), with full access to research data and link to the digital archive.

The project results are likely to provide information which can be included in the County Environment Record and will contribute to the historic knowledge of the Site/historic environment.

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.

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

The archive will be prepared for deposition by the project team.

ADS will be contacted as the intended repository for digital data during project initiation.

Data Sharing

A summary of the project will be included on the OASIS online database, the receiving museum/archive and digital archive repositories, and will be updated as the project progresses.

The investigations are likely to result in the production of several documents: WSI and final report.

The final report is provisionally scheduled to be completed within 6 months of the completion of fieldwork.

A final version of the project report will be supplied to the Hertfordshire Historic Environment record and OASIS, and any data which the HER request can be provided directly to it.

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).

A temporary embargo may be required on the sharing of the project results. If this is the case, specific details 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 embargoes that are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

Responsibilities

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 are the responsibility of the project team, assured by the Project Manager.

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

Once data is incorporated into the organisation's 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, who is responsible for the transfer of the archaeological project archive to the agreed repository.

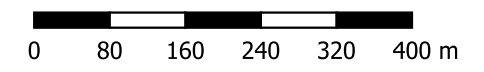
Details of the core project team can be found in the WSI.

Figures



Key

Site Boundary



Orion Heritage Ltd
Land north of Milksey Lane, Graveley

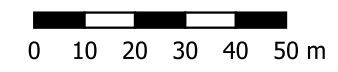
Figure 1
Site Location

A	09.01.2026	DP	CS
Rev	Date	Drawn by	Checked by
Site centred on:		TL 23028 28218	



Key

- Site Boundary
- Trench
- HER Monument (Roman Road)



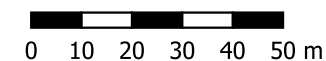
Orion Heritage Ltd
Land north of Milksey Lane, Graveley

Figure 2
Trench locations overlain with HER data

A	09.01.2026	DP	CS
Rev	Date	Drawn by	Checked by
Site centred on:		TL 23028 28218	

Key

- Site Boundary
- Electric
- Gas
- Telecommunications
- Water
- County Council Gully
- Trench



Orion Heritage Ltd
Land north of Milksey Lane, Graveley

Figure 3
Trench locations overlain on service and utility mapping

A	09.01.2026	DP	CS
Rev	Date	Drawn by	Checked by
Site centred on:		TL 23028 28218	

