



KDK ARCHAEOLOGY LTD

Written Scheme of Investigation for Archaeological Monitoring and Recording

Land to the West of 35 Ashwell Street

Ashwell

Hertfordshire



Site Data

<i>KDK project code:</i>	924/AAS		
<i>OASIS ref:</i>	kdkarcha1-532547	<i>Event/Accession no:</i>	TBC
<i>County:</i>	Hertfordshire		
<i>Village/Town:</i>	Ashwell		
<i>Civil Parish:</i>	Ashwell		
<i>NGR (to 8 figs):</i>	TL 2688 3941		
<i>Present use:</i>	Former allotment		
<i>Planning proposal:</i>	Erection of two detached 4-bedroom dwellings and garages, including alterations to existing vehicular access (as amended by plans received 18th March 2023)		
<i>Local Planning Authority:</i>	North Hertfordshire District Council		
<i>Planning application ref/date:</i>	21/02650/FP		
<i>Commissioned by:</i>	Richard Beaty (Building Design) Ltd 11a Thorncote Green Sandy Central Bedfordshire, SG19 1PU		
<i>Client:</i>	Nicole Oates 5 Meeting Lane Potton Sandy Central Bedfordshire, SG19 2XU		

Quality Check

<i>Author</i>	Derek Watson PhD	<i>Version</i>	924/AAS /1.1	<i>Date</i>	21.03.2025
<i>Editor</i>	David Kaye BA ACIFA	<i>Version</i>	924/AAS /1.1	<i>Date</i>	03.04.2025
<i>Revision</i>	Derek Watson PhD	<i>Version</i>	924/AAS/1.2	<i>Date</i>	09.06.2025

© KDK Archaeology Ltd 2025 No part of this document is to be copied in any way without prior written consent.

Every effort has been made to provide as complete and as accurate a report as possible. However, KDK Archaeology Ltd cannot accept any liability in respect of, or resulting from, errors, inaccuracies, or omissions contained in this document.

© Ordnance Survey maps reproduced with the sanction of the Controller of His Majesty's Stationery Office.
KDK Archaeology Licence No. AC0000815533



Unit 3 Leighton Road Leighton Buzzard Bedfordshire LU7 1LA
Tel: 01525 385443
Email: office@kdkarchaeology.co.uk
Website: www.kdkarchaeology.co.uk





1. Introduction	1
2. Aims and Methods	5
3. Archaeological and Historical Background	10
4. Reporting	14
5. Archive	15
6. Staffing	16
7. Programme	19
8. Other Requirements	20
9. References	22

Figures:

1. General location	2
2. Site location	3
3. Development plan.....	4
4. HER data plan.....	13

Appendices:

1. Environmental Sampling Strategy	24
2. Archive Collection and Selection Strategy.....	26
3. Initial Risk Assessment	30



1 Introduction

1.1 This Written Scheme of Investigation has been prepared on behalf of Nicole Oates as a specification for Archaeological Monitoring and Recording at Land to the West of 35 Ashwell Street, Ashwell, Hertfordshire. The work, which is part of a requirement of the National Planning Policy Frameworks (NPPF) (MHCLG 2024) and Condition 4 of the Planning Consent, has been defined by the Archaeological Advisor (Hertfordshire Historic Environment Team (HHET)), on behalf of the Local Planning Authority (LPA), North Hertfordshire District Council. The relevant planning application reference is 21/02650/FP.

1.2 This Written Scheme of Investigation incorporates the requirements set out by Historic England in *Management of Research Projects in the Historic Environment* (2015b) and covers:

- The scope of the project
- The objectives and methodologies
- The archaeological and historical context
- Dissemination of the results
- Archive deposition
- Details of permanent and specialist staff
- The proposed programme of work
- Relevant additional information, e.g. insurance, copyright etc.
- Bibliography of professional and academic resources

1.3 *The Site*

Location

The development is in the village and civil parish of Ashwell and the administrative district of North Hertfordshire District Council at National Grid Reference TL 2688 3941 (Fig. 1).

Description

The development site is c.0.3ha of a roughly L-shaped parcel of land situated at the south-eastern edge of the junction of Ashwell Street (to the north) and Claybush Road (to the west). The site is bounded to the northeast/east by No. 35 Ashwell Street and to the northwest by No. 1 Claybush Road, both are private residences, and to the south by open agricultural land (Fig. 2).

Geology and Topography

The bedrock sedimentary geology is chalk of the Holywell Nodular Chalk Formation, formed between 100.5 and 89.8 million years ago during the Cretaceous period; no superficial deposits have been recorded (<https://geologyviewer.bgs.ac.uk/>). The development site is situated at an approximate elevation of 71m AOD.

Proposed Development

The proposal calls for the erection of two detached dwellings (one 2-bed and one 4-bed), including alterations to existing vehicular access (Fig. 3).



Figure 1: General location (scale 1:25,000)



Figure 2: Site location (scale 1:1250)





2 Aims and Methods

2.1 Aims

The aims of the project are:

- To establish the date, nature and extent of activity or occupation within the development area
- To establish the relationship of any remains found to the surrounding contemporary landscape
- To recover palaeo-environmental remains to determine local environmental conditions.

The development site lies in the village of Ashwell and is immediately south of Ashwell Street, an ancient route along the foot of the Chiltern scarp. The cropmarks of prehistoric funerary monuments are situated nearby and a substantial Bronze Age/Iron Age hill fort lies just beyond the boundary of the study area. Archaeological sites and finds dating from the Iron Age and Roman period through to the post-medieval period are situated in the adjacent landscape. Additional research aims would, therefore, be as follows (ALGAO East of England, 2021):

- E-MBA 15: What can archaeology tell us about Bronze Age settlement mobility?
- LBA-MIA 21: How can we improve our understanding of the characterisation, production, use and distribution of artefacts?
- LIA-Rom 03: How should we approach the study of the Late Iron Age and Roman periods?
- MSax-LSax 06: To what extent can we identify sub-regional variations in Middle and Late Anglo-Saxon period?
- Med (Rural) 14: How can we characterise and explain medieval rural settlement change, evolution and abandonment?
- P-Med 13: What can archaeology add to our understanding of well-documented periods?

2.2 Standards

The work will be informed by the following requirements:

- The Chartered Institute for Archaeologists' *Standard for Archaeological Monitoring & Recording* (ClfA 2023a)
- The Chartered Institute for Archaeologists' *Universal Guidance for Archaeological Monitoring & Recording* (ClfA 2023b)
- The Chartered Institute for Archaeologists' *Code of Conduct* (ClfA 2022)
- Current Historic England guidelines (EH 2008, HE 2015b)
- The Association of Local Government Archaeological Officers East of England Region *Standards for Field Archaeology in the East of England* (ALGAO 2003)
- Data Protection Act 2018

2.3 Methods

The methods used will be as follows:

- The archaeological monitoring of all groundworks related to the development, including foundation trenches, service trenches, ground reduction, landscaping and any other ground impact. This will include a contingency for preservation or further excavation of any remains encountered
- The analysis of the results of the archaeological work with provisions for subsequent production of a report(s) and/or publication(s) of these results and an archive



- Provisions necessary to protect the archaeological interests of the site

2.4 **Methodology: Watching Briefs**

A programme of Archaeological Monitoring and Recording (also known as a Watching Brief) requires an experienced archaeologist to monitor groundworks such as footing and service trench excavation, ground reduction or landscaping on a development. If archaeological remains are revealed, construction work will stop so that the remains can be investigated and recorded. The Watching Brief is undertaken in accordance with the building contractor's timetable and so requires close co-operation and communication between contractor and archaeologist.

Each site visit will generate observation records including sketches and photographs as appropriate. These will be entered on KDK *pro forma* sheets. Where possible professionally prepared plans of the development prepared for the client will be used as a basis for locating archaeological features and finds.

Should significant archaeological remains be revealed during the watching brief, an appropriate strategy will be agreed with the client and HHET. Provision for this has been included in the project estimates. Detailed investigation will follow the methods set out in the following section.

2.5 **Methodology: Investigation** (if required)

Excavation

Archaeological features and deposits will be excavated by hand. All discrete features will be half sectioned, where safe to do so. At least 50% of each feature should be investigated. At least 20% of each linear feature will be sampled with slots at least 1m wide. Deeply stratified deposits will be investigated according to site conditions, location of deposits etc. and according to a site-specific strategy agreed with HHET.

Maximum depths of excavation will conform to current Health and Safety regulations.

Surveying

Surveying will be undertaken using Global Positioning System technology (GPS) and the results presented in CAD format and converted to TIFF or PDF as required. All plans and section drawings will be annotated with relative heights and all plans will be related to the OS National Grid. Digital survey data will be presented in an appropriate CAD format and converted to TIFF or PDF as required.

Planning

Site plans will normally be drawn to a scale of 1:100 or 1:50. Where greater detail is required specific areas or features may be drawn to 1:20 or 1:10. Digital surveying equipment may also be used and the results presented in a CAD format. Sections will generally be drawn at 1:10, unless the size of the section is more appropriately illustrated at 1:20. Where greater detail is required, for example, for complex and/or intercutting features, hachures will be included. Plastic film will be used for manual site drawings.

Recording

Each context will be recorded in either electronic format or on KDK's Context Record Sheet, which details dimensions, shape, fill type and inclusions, artefact content, samples and interpretation. A register of contexts will be maintained, and context records will be cross-referenced to all other records.



Photography

The primary photographic record will be compiled using a high specification digital SLR camera (minimum 20 mmp). Metric scales, a photo board and a north arrow will be used in all photographs where appropriate. A cross-referenced photographic register will be maintained on KDK's Photographic Record Sheet.

Finds

All stratified finds will be collected by context and, if of particular significance, individually recorded in 3 dimensions on KDK's Object Record Sheet. Un-stratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest.

Finds processing, which can take place during or after fieldwork, involves cleaning, marking, packaging, quantification and initial classification. In most cases the conservation of artefacts will take place after processing, but primary conservation of delicate artefacts may be required on site. First Aid for Finds by Watkinson and Neal (1998) is considered the standard reference for finds recovery, processing and packaging. Provision has been made for finds analysis and conservation in the project estimates.

Environmental

Environmental sampling strategies will be applied as appropriate and according to Historic England guidance (Campbell *et al.* 2011). See Appendix 1 for further details.

If appropriate, environmental samples will be taken from features to enable their date, nature, and condition to be described and analysed. Samples will be taken from the fills of features where organic materials may be preserved, such as pits, ditches and other deposits, especially if waterlogged.

Where there is evidence for industrial activity, macroscopic technological residues (or a sample of them) will be collected by hand. Separate samples (c. 10ml) will be collected for micro-slugs (hammer-scale and spherical droplets).

Samples will be taken for scientific dating (such as radiocarbon dating) where, for example, dating by artefacts is insecure or absent and where dating is necessary for the specification for subsequent mitigation strategies (see section on scientific dating below for more information).

Geoarchaeological assessment of buried soils and sediment sequences may also be undertaken if appropriate. This will be done by field inspection by a specialist geo-archaeologist who, following discussion with the Archaeological Advisor, may take samples for laboratory assessment where appropriate,

Deposits will be sampled for the retrieval and assessment of the preservation conditions and potential for analysis of biological remains. The sampling strategy will be developed in collaboration with KDK's consultant specialist. Flotation samples and samples taken for coarse-mesh sieving from dry deposits will be processed at the time of the fieldwork if possible, in order to allow a variation of sampling strategies if necessary.

Sampling strategies for wooden structures will follow the methodologies presented in English Heritage's Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood (2010).and guidance (Campbell *et al.* 2011).

All samples will be recorded on KDK's Sample Record Sheet, and a register of samples will be maintained. Provision has been made for sampling, analysis and reporting in the project estimates.



Collection and Selection Strategy

A collection and selection strategy, relating to all aspects of the projects created data and found material, will be agreed between the KDK, HHET and the Depositing Museum. This strategy is outlined in Appendix 2.

Scientific Dating

A number of scientific dating techniques are available. Radio-carbon or C14 dating is commonly used to date organic remains including human remains where no other means of dating is available. Archaeomagnetic or thermoluminescence dating may be applied to pottery or ceramic building materials, kiln linings etc. Dendrochronological dating may be possible on certain species of timber where sufficient growth rings have survived. Provision has been made for scientific dating in the project estimates.

Human Remains

An exhumation license from the Ministry of Justice is necessary if human remains are encountered (Section 8.6, below). Under the Human Tissues Act 2004, the Environmental Health Officer must also be notified if the remains are less than 100 years old. Although human remains are generally left *in situ*, if possible, in any investigation or removal of remains will be agreed between KDK, the client, HHET and other appropriate authorities and will be undertaken in accordance with current guidelines (McKinley & Roberts 1993, Brickley & McKinley 2004). Any and all human remains will be treated with care and respect.

Security

The security of the archaeological remains, the archive and the site as a whole will be safeguarded as much as possible. The security of individuals on site, whether KDK staff or not, will perforce take precedence.

2.6 Requirements for the Building Contractor

- Footings, service trenches, soakaways, and ground reduction are to be monitored
- Contractor needs to notify KDK at least 48 hours in advance of work

2.7 Carbon Reduction

Measures to reduce the carbon footprint of the project include:

- All textual recording will be undertaken digitally
- Digital sketch sheets will be used where practicable
- All photography will be completed using a high specification DSLR camera
- The report will be produced as a digital copy only
- All communications with the client, architect, site contractors and HHET will be by email or phone

2.8 Post-excavation work

The archaeological fieldwork will be followed by a period of post-excavation processing and analysis, which will include the cataloguing and analysis of any finds and samples, and the preparation of the archive for the site report and its subsequent deposition.

Artefacts, biological samples and soils will be assessed for evidence of site and deposit formation processes and taphonomy, and especially for evidence of recent changes that may have been caused by alterations in the site environment. Assessment should include x-radiography of all iron objects, (after initial screening to exclude obviously recent debris), and a



selection of non-ferrous artefacts (including all coins). Where necessary, active stabilisation or consolidation will be carried out, to ensure long-term survival of the material, but with due consideration to possible future investigations.

Assessment of any technological residues will be undertaken and where appropriate, samples will be submitted for scientific dating.

All soil samples collected for biological assessment, or sub-samples of them, will be processed in-house before being sent to the specialist(s) to assess the preservation state, density and significance of material retrieved. Special consideration will be given to any evidence for recent changes in preservation conditions that may have been caused by alterations in the site environment.

Samples collected for geoarchaeological assessment will be processed as deemed necessary by a recognised specialist, particularly where storage of unprocessed samples is thought likely to result in deterioration. Appropriate assessment will be undertaken. Where preservation in situ is a viable option, consideration should be given to the possible effects of compression on the physical integrity of the site and to any hydrological impacts of development.

Animal bone assemblages, or sub-samples of them, will be assessed by our in-house or consultant specialist as appropriate.

Assessment of human remains will have been based partly on in situ observation, but where skeletal remains have been lifted assessment will be undertaken by our in-house specialists

Artefacts such as pottery, glass, small finds etc, will be assessed by the relevant specialist (see Section 6.2).



3 Archaeological and Historical Background

- 3.1 Ashwell is situated in north Hertfordshire at the foot of the Chilterns chalk scarp and the source of the river Rhee. Ashwell parish has been settled, apparently densely, since the Neolithic (Thompson 2002: 2), though the origins of the modern village lie within the Saxon period. The toponym derives from compounding the Anglian elements *æsc* (an ash-tree) + *wella* (a spring, a stream), meaning 'Ash-tree spring' or 'Ash-tree stream' (KEPN 2025). The site is in an Area of Archaeological Significance (No.142), though it is not within the Ashwell Conservation Area (NHC 2023)

This section has been compiled with information from the Hertfordshire County Council Historic Environment Record (HER ref:228.24), the Ashwell Urban Survey Assessment (Thompson 2002) and reliable online sources. The HER data, with a 500m search radius, is shown in Fig. 4. A total of 63 Listed Buildings are situated within the HER search area, but as the majority are clustered along the High Street, these will not be impacted by the current project, which primarily focuses on sub-surface remains, so most have been excluded from this summary.

3.2 ***Prehistoric (before 600BC)***

The search area is replete with material remains from this period. Numerous lithic sites have been documented in the wider area (Thompson 2002: 2-3), though the only concentration located anywhere near the development site was discovered adjacent to the source of the river Rhee c.440m northeast, which comprises 258 late Neolithic-early Bronze Age flints, probably representing a tool production site (HER 6979).

There is a great deal of evidence for burial on the higher ground (beyond the HER search area), although the Neolithic long barrows and Bronze Age round barrows are known almost entirely from cropmarks and some of them may not be barrows at all (Thompson 2002: 2). The study area also has the remnants of several prehistoric tumuli. Cropmarks of an oval enclosure south of Ashwell Street, c.300m southeast, may represent a Neolithic long barrow (HER 2360, EHT1651). Another possible Late Neolithic to Earlier Bronze Age ring ditch situated c.450m northeast of the development forms part of the Scheduled Monument 'Crop Marks of five Ring Ditches west of Station Road, Ashwell' (NHLE: 1451703; HER 2469); the other 4 are to the east and are situated beyond the HER search area. To the northwest of Claybush Hill, at the south-western edge of the search area, is the cropmark of a Neolithic to earlier Bronze Age ring ditch (HER 4750).

The general area of modern Ashwell was dominated by a hillfort now called the *Arbury Banks*, which is a 'slight univallate hillfort' located c.1km southwest of Ashwell parish church (AV 2025a; Thompson 2002: 3). The hill fort covers an area of c.4.8 hectares, and was probably initially constructed in the Bronze Age before becoming the major site of the Iron Age in Ashwell.

3.3 ***Iron Age (600BC - AD43) and Roman (AD43 - c.450)***

In the Roman period, Ashwell included farmsteads and at least three high-status masonry buildings situated in close proximity (Thompson 2002: 4). It is also possible that Ashwell Springs, a series of freshwater springs that form a source for the River Cam which are situated c.360m northeast, may have been a major Roman religious site (AV 2025b; Thompson 2002: 4). However, there is scant data available about either period as little sustained fieldwork has been undertaken in the area (Thompson 2002: 4).

Romano-British coins and pottery were discovered near Ashwell Springs (HER 4848, 6979). The coins comprised a bronze coin of Hadrian (very worn), a bronze memorial coin of Faustina II, and other very worn coins. Late Iron Age/Roman coins and pottery were also found south of the High Street with a metal detector in 1977 (HER 2973), c.400m northeast. The finds included



late Iron Age and Roman pottery, a Celtic coin, three or possibly four Roman coins and an undated lead weight.

A Roman boundary or enclosure ditch was partially revealed at Moules Yard (HER 13707, EHT4886-7), c.40m northwest, and at Lucas Lane (HER 17600), c.450m northeast. Both ditches contained Roman pottery and animal bones.

3.5 ***Saxon (c.450 - 1066)***

The earliest reference to Ashwell is as *Æscewelle* in the Westminster Domesday Book (Westminster Abbey Muniment Book 11), dating from c.1060, and as *Asceuelle/Esceuelle* in the Domesday Book 1086 (SEPN 2025). In 1086, Ashwell was described as a borough, a planned town with rights given to its fourteen burgesses, and intended as a place of trade as it was a market town (Thompson 2002: 6). It was not a Norman foundation, and its founding is usually assigned to the 9th century (NHC 2023: 16; Thompson 2002: 6). This was one of only five boroughs in the county at the time, and the topography suggests a late Saxon manorial estate at Ashwell Bury, with a series of tofts lining the High Street from the springs to the 'west manor', Westbury (Thompson 2002: 6-7). The Ashwell Conservation Area encompasses the historic core of the village, reflecting the scale of the original Anglo-Saxon settlement (NHC 2023: 14).

Pre-1066, there were four manors owned by the Abbey of Westminster, Godiva, Almer (of) Bennington, and Uhtred (Powell-Smith 2025). The borough itself belonged to the abbey of Westminster, as it had done since being given by Edward the Confessor before the conquest. (Thompson 2002: 7).

Saxon metalwork was found by metal detecting to the south of the High Street in 1977 (HER 2549), c.400m northeast of the development. The finds included a 10th century copper alloy sword chape decorated with a tree of life design, different on each side; and a 9th century copper alloy and enamel decorative strip with an image of a dog looking back over its shoulder.

Anglo-Saxon, Saxo-Norman and medieval pottery was found 400m northeast of the development, near the Springhead, above the source of the river Rhee (HER 6979).

An inhumation burial (HER 456) was found c.200m northeast of the development. Its date remains unknown, although the apparent lack of grave goods may mean that it was early medieval.

3.6 ***Medieval (1066 - 1500)***

The Domesday Survey 1086 lists 4 owners of the manors of Ashwell: Peter of Valognes, Hardwin of Scales, Geoffrey de Mandeville, and Abbey of Westminster (Powell-Smith 2025). It was a substantial medieval settlement and borough in the hundred of Odsey, which had a recorded population of 69 households in 1086, putting it in the largest 20% of settlements recorded in Domesday, and is listed under 4 owners in Domesday Book (Powell-Smith 2025; Thompson 2002: 7). The borough remained in the possession of the Abbey of Westminster.

The parish Church of St Mary (Grade I, NHLE: 1102715; HER 4296), located c.400m northwest, was completed in 1381 and built of clunch, chalk, flint rubble and some red brick. Nearby, the cropmark of ring ditch may be the remnant of a windmill (HER 4458) first mentioned in documents from 1335. It ceased grinding grain in 1841.

Ashwell Street (HER 4692), which runs contiguously with the northern boundary of the development site, is the route of medieval and possibly much earlier origin which runs along the foot of the Chiltern scarp. It has been called Ashwell Street since at least the 12th century, and while there is no certain evidence that it is Roman or even earlier in origin, it is also labelled as Viatores' Route 230 (a Roman road). A cobbled area (HER 443) that may represent a road is listed as lying close to Ashwell Street, c.180m to the northwest. Another undated route



branches off Ashwell Street, which runs to Newnham and the Roman highway north of Baldock (HER 31086).

Metal detecting to the south of the High Street in 1977, discovered medieval bronze buckles, a pewter pilgrim's badge, a 15th century bronze purse bar loop (HER 2549).

Archaeological investigations revealed medieval pits and ditches at the Merchant Taylors' School, Mill Lane (HER 12689), c.450m northwest; and 100m northwest near Bear Lane (HER 15270). The latter appears to have been boundary ditches for plots between Silver Street and Ashwell Street.

The remains of ridge and furrow were documented at Lucas Lane (HER 12778), c.480m northeast. Ridge and furrow is an archaeological pattern of ridges and troughs created by a system of ploughing used in Europe during the Middle Ages, and is typical of the open-field system.

3.7 *Post-medieval (1500 - 1900) Modern (1900 - present)*

The emergence of coaching routes in the 16th and 17th centuries brought prosperity to the towns along them, but the importance of Ashwell Street had long since gone, and by 1799 it no longer had an official market at Ashwell (NHC 2023: 17; Thompson 2002: 12). The old borough, without any prominent resident landowner to promote it or bring external influences to bear retreated into a self-reliant and self-governing condition, largely dependent on agriculture and its own products (Thompson 2002: 20). However, new industries eventually appeared which brought some prosperity such as the making of straw plait which was sold for hat-making in Hitchin; brewing and malting; coprolite quarrying for fertilizer (Thompson 2002: 22-23). The sites of lime kilns on Ashwell Street (HER 11358-9) indicate another industry that was essential to the later post-medieval economy. By the end of the 19th century, many of the village's industries disappeared.

Various mills operated in or near the village. Mill Street was the site of a 17th century watermill and also was the probable site of a mill listed in the Domesday Survey (HER 5772). A post-medieval (Kitchener's) post mill, demolished in the 1870s, stood c.200m southwest (HER 5979). The cropmarks of a post-medieval windmill are situated c.180m east of the development (HER 4457) and the site of Fordham's Windmill (HER 11356) is c.40m northeast.

Ashwell Bury house (Grade II, NHLE: 1175337) was built in the early 19th century for the Fordham family who owned the adjacent brewery. The house stands in the Grade II (NHLE: 1000904) gardens to the north of the village which were designed by Gertrude Jekyll in the earlier 1920s (HER 7363).

The cropmarks of at least eight groups of short, double-ditched features located c.500m southeast, probably represent the remains of pillow mounds, constructed for the management of rabbits (HER 7863). These usually date to the 16th - 18th centuries. The cropmarks of rectilinear ditches, probably representing field boundaries, are situated nearby (HER 7864).

Two parallel, undated linear features, with the appearance of ditches, were recorded during groundworks for new houses behind 48 Ashwell Street in 2013, c.80m northwest (HER 30325, EHT1179, EHT1220, EHT7632). Archaeological investigations adjacent to Ashwell Street (EHT9001, EHT8156, EHT8894, EHT7427) did not encounter any archaeological remains.





4 Reporting

- 4.1 A report will be compiled bringing together all the field-work and post-excavation results. The report will typically include:
- A concise non-technical summary of the results
 - The objectives of the project
 - The methodologies used
 - The circumstances and date at which it was undertaken
 - The identity of the organisation and individuals carrying out the work (in particular the names of the project director, site supervisor and any specialists), in line with GDPR requirements.
 - A summary of the history and archaeology of the site and its context
 - A written account of the results of the project with appropriate supporting illustrations.
 - A conclusion, summarising the results and examining their significance
 - Statement of confidence rating
 - References
 - An index to and the proposed location of the archive
 - Appendices as appropriate
 - An HER Summary Sheet
- 4.2 Electronic and/or paper copies of the report will be provided for the client, HHET and the HER as required.
- 4.3 Interim reports on the project will be submitted to any relevant regional and county journals (e.g. *Hertfordshire Archaeology and History*), and to any relevant specialist journals (e.g. *Industrial Archaeology Review*, *Journal of the Historic Farm Buildings Group*), within one year of the project's completion.
- 4.4 The project has been registered with the Archaeology Data Service, which will allow an OASIS summary form and the report to be submitted once it has been approved.
- 4.5 Where the archaeological remains revealed require sufficient further analysis for a detailed academic report, a post-excavation strategy will be agreed between KDK and HHET. This additional programme of work will follow guidelines established by Historic England (2015), consisting of successive stages of archive assessment, analysis, research and report preparation.



5 Archive

- 5.1 The project archive consists of the electronic and paper records, photographs, artefacts and environmental samples. On occasion associated records, photographs or finds are also acquired. It is essential that this primary information is stored in a suitable environment to allow it to be studied by anyone with an interest to do so.
- 5.2 During the course of the project the client will be asked to sign a Transfer of Title form to allow any artefacts found during the excavation to be deposited as part of the full archive with the local museum.
- 5.3 The North Hertfordshire Museum has been contacted to make preliminary deposition arrangements. On completion of the project, the archive will be prepared for long term storage in accordance with guidelines prepared by the ClfA (ClfA 2020b), the UK Institute of Conservation (Walker 1990), the Museums and Galleries Commission (Paine 1992) and the Hertfordshire Archaeological Archive Standards (Paul 2021). If they are unable to accept the physical archive, KDK will make alternative arrangements to hold the archive until deposition can be arranged.
- 5.4 The digital archive for this project will be uploaded to the Archaeological Data Service in line with the relevant ADS and Hertfordshire Museums archive standards.