



Irongate Farm Partnership

IRONGATE BARN, HALLS GREEN, WESTON, HERTFORDSHIRE

Written Scheme of Investigation for a Programme of
Historic Building Recording Monitoring and
Archaeological Monitoring, Investigation and
Recording

Local Planning Authority: North Hertfordshire District Council

Planning Refs: 25/01141/FP and 25/01935/FP (25/01936/LBC)

Planning Conditions: 9-11 (25/01141/FP); 3-5 (25/01935/FP)

Site Code: WES/HG '26

Internal Project Reference: 01872

Date: 17th August 2026

hello@hea-llp.com

0808 164 1288

hea-llp.com

© 2026 FullerLong Limited





Project Details	
Project Name	Irongate Barn, Halls Green, Weston, Hertfordshire
Scope of Report	Written Scheme of Investigation for a Programme of Historic Building Recording Monitoring and Archaeological Monitoring, Investigation and Recording
Client	Irongate Farm Partnership
Local Planning Authority	North Hertfordshire District Council
Planning References	25/01141/FP and 25/01935/FP (25/01936/LBC)
Planning Condition Numbers	9-11 (25/01141/FP); 3-5 (25/01935/FP)
Internal Project Reference	01872
Site Code	WES/HG '26
OASIS ID	preconst1-541077
Project Contact	James Archer BA (Hons) MCifA, HEA
Contact Details	j.archer@hea-llp.com / 07470 381882
Written By	Simon Carlyle, PCA Charlotte Matthews, PCA
Reviewed By	Alex Slater BA (Hons) ACIfA, HEA Luke Tremlett BA (Hons) MA MCifA, HEA
Approved By	James Archer BA (Hons) MCifA, HEA
Issue Date	17 th August 2026
Version Number	#4

CONTENTS

1	INTRODUCTION	3
2	SITE BACKGROUND	8
3	AIMS AND OBJECTIVES	13
4	METHODOLOGY.....	15
5	ACCESS AND SAFETY	20
6	TIMETABLE AND STAFFING	21
7	REPORTING	22
8	OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE.....	24
9	INSURANCES	25
10	ENVIRONMENTAL POLICY	26
11	BIBLIOGRAPHY	27
	FIGURES.....	29
	APPENDIX 1: FINDS, ENVIRONMENTAL AND OTHER SPECIALIST SERVICES.....	35
	APPENDIX 2: DATA MANAGEMENT PLAN.....	36

FIGURES

Fig. 1 Site location, 1:15,000

Fig. 2 Location of development area, 1:1,500

Fig. 3 Proposed development plan, 1:750

Fig. 4: Concrete Barn to be converted and barn to be demolished under Planning Permission (25/01141/FP)

Fig. 5: 1877 Ordnance Survey map

Fig. 6: 1898 Ordnance Survey map

Fig. 7: 1923 Ordnance Survey map

QUALITY CONTROL

Version No.	Status	Date	Reason	Checked by
0	Draft	9th March 2026	For client review	S Carlyle
1	Final	11th March 2026	For HCCHET review	A Slater
2	Final	17th March 2026	Updated planning details	A Slater
3	Final	12th August 2026	Updated HER data Add HBR Monitoring	C Matthews
4	Final	14th August 2026	HEA comments	C Matthews

1 INTRODUCTION

1.1 This *Written Scheme of Investigation* has been prepared by Pre-Construct Archaeology Ltd (PCA) for Historic Building Recording monitoring during repairs in connection with the change of use of two curtilage listed barns and a programme of archaeological monitoring, investigation and recording (watching brief) that is to be undertaken during forthcoming groundworks at Irongate Barns, Halls Green, Weston, Hertfordshire SG4 7DR (site centred on NGR: TL 27439 28725; Fig. 1). The work has been commissioned by Weston Park Farms, through the agency of HEA, their archaeological consultant. The initial building recording before work is being carried out by HEA.

1.2 Irongate Farmhouse at Hall's Green, Weston is listed Grade II* (listing entry no.: 1347439). Its listing description reads:

Farmhouse. Late C16 or early C17, late C17 rear stair and stair tower, house altered and refronted early C18, windows altered C19. Timber frame on brick sill, front roughcast with plain margins, N end panelled with fan pargetting. Steep old red tile roof projecting back and front. Half hipped rear wing. A 2-storeys and attics house set back a little from road facing E with rear lean-to and 2-storeys rear wing at NW. A 3-cells, internal-chimney plan house with large chimney a third from S end, parlour at S, hall in middle, service room to N stair rising in projection to rear of hall. Kitchen in large rear lean-to. Unusually elaborate E front has moulded eaves cornice of deep projection with heavy scrolled brackets to cornice with plain modillions in groups between. 4 windows to 1st floor, flush box sashes with 6/6 panes. Similar front ground floor window to parlour and sashes in canted bay window to middle room, itself entered directly from C19 gabled porch with 6-panels fielded door. N gable has 2-lights casement window to 1st floor and attic. Interior has axial beams to ground floor and ovolo moulded to 1st floor. Internal chimney originally served ground floor only. Extra flue added for late C17 elaborate chimneypiece in chamber over hall with bolection mouldings and serpentine splat infill to doors of cupboard above. Contemporary staircase round square well with moulded closed string, square newels with pendants and wavy splat balusters and matching balustrade at attic level. Parlour has fielded panelling, moulded dado and cornice, 2 panels doors with HL hinges, painted stone fire surround with fluted keystone. Chamber over parlour has marble fire surround with fielded panels over, deep cornice and apparently fielded panelling now hidden by stretched hessian and wallpaper. Clapsed purlin roof structure. An unusually elaborate 3-cells house with surviving internal features.

- 1.3 The farmhouse lies outside and to the south of Application Site which is shown with a red line boundary and a green line boundary on Fig. 2. Historic maps show a U-shaped arrangement of farm buildings on the 1877, 1898 and 1923 maps (Figs 5 to 7). Two of these barns are extant within the green line boundary on Fig. 2 and are considered to be curtilage listed.
- 1.4 Planning permission (25/01141/FP) has been granted for *Change of use of existing barn from storage and distribution (Use Class B8) to use as a community events and learning centre for agriculture, cookery and related rural-based activities (Use Class F1). Single storey extension to barn following demolition of existing lean-to. Installation of solar panels to roof of converted barn and plant to the roof of the proposed extension including six cycle spaces* by North Hertfordshire District Council subject to planning conditions. This application is shown within the red line boundary on Fig. 2.
- 1.5 Archaeological conditions 9-11 attached to the decision notice state:

9. No demolition/development shall take place/commence until an Archaeological Written Scheme of Investigation has been submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of archaeological significance and research questions; and:

- 1. The programme and methodology of site investigation and recording*
- 2. The programme for post investigation assessment*
- 3. Provision to be made for analysis of the site investigation and recording*
- 4. Provision to be made for publication and dissemination of the analysis and records of the site investigation*
- 5. Provision to be made for archive deposition of the analysis and records of the site investigation*
- 6. Nomination of a competent person or persons/organisation to undertake the works set out within the Archaeological Written Scheme of Investigation.*

Reason: The site lies within an area where there is significant potential for archaeological remains and any finds should be retrieved and/or recorded before they are damaged or destroyed as a result of the development hereby permission and to comply with Policy HE4 of the North Hertfordshire Local Plan 2011-2031

10. The demolition/development shall take place/commence in accordance with the programme of archaeological works set out in the Written Scheme of Investigation approved under condition (9)

Reason: The site lies within an area where there is significant potential for

archaeological remains and any finds should be retrieved and/or recorded before they are damaged or destroyed as a result of the development hereby permission and to comply with Policy HE4 of the North Hertfordshire Local Plan 2011-2031

11. The development shall not be occupied/used until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition (9) and the provision made for analysis and publication where appropriate.

Reason: The site lies within an area where there is significant potential for archaeological remains and any finds should be retrieved and/or recorded before they are damaged or destroyed as a result of the development hereby permission and to comply with Policy HE4 of the North Hertfordshire Local Plan 2011-2031

- 1.6 When consulted on the application, Andy Instone, Senior Historic Environment Advisor, Hertfordshire LEADS wrote on 9th July 2025:

The Historic Environment Record (HER) notes that the farmhouse dates from the late sixteenth or early seventeenth century. Is Listed Grade II as being of architectural and historic significance (LB1347439). It was altered and elaborately re-fronted in the early 18th century (HER15656). The site also contains historic barns. In Hertfordshire, past medieval farms are frequently found to have medieval origins.*

Design and Access Statement (DAS) submitted with this planning application (Michael Collins Architects) notes that the barn subject to conversion is a concrete structure dating from the 1960s (para1.2, page 9). Photos of the structure confirm this. The DAS states that only the modern barn is subject to development (para 1.5, page 14), however OS historic mapping and aerial photos suggest that a projecting porch from the historic barn may survive. Any written scheme of investigation submitted as part of information required to discharge archaeological planning conditions should clarify this, should NHDC be minded to grant consent and add our recommended conditions (see below).

I therefore believe that the proposed development is such that it should be regarded as likely to have an impact on heritage assets of archaeological interest and I recommend that the following provisions be made, should you be minded to grant consent:

- 1) The archaeological historic building recording of any historic buildings impacted by the development, prior to any development taking place;*
- 2) The archaeological building recording of all interventions to the fabric of those buildings in areas where such works might reveal information relating to the*

development of the building, and for the purpose of recording any original historic features (etc.) that may be exposed, this includes the removal of floor surfaces;

- 1.7 Listed Building Consent (25/01936/LBC) has been granted for *Repairs to timber frame and external weatherboarding, including interfaces with adjacent construction, making good after dunting of harmful modern fabric. Internal wall linings. Replacement glazing and adjusted openings with replacement glazing, localised repairs to existing concrete floor slab. Provision of services routes to facilitate the change of use of the barn to a community events use* by North Hertfordshire District Council subject to planning conditions, none of which were archaeological or building recording conditions. The site for this application is shown in green on Fig. 2 and includes the two curtilage barns.
- 1.8 Planning permission (25/01935/FP) has been granted for *Change of use of existing barn from storage and distribution (Use Class B8) to use as a community events and learning centre for agriculture, cookery and related rural based activities (Use Class F1). Repairs to timber frame and external weatherboarding, including interfaces with adjacent construction, making good after dunting of harmful modern fabric. Internal wall linings. Replacement glazing and adjusted openings with replacement glazing, localised repairs to existing concrete floor slab. Provision of services routes.* by North Hertfordshire District Council subject to planning conditions. Archaeological Conditions 3-5 attached to this decision notice have the same wording as conditions 9-11 attached to Planning permission (25/01141/FP). The site for this application is the same as that for Listed Building Consent (25/01936/LBC) and is shown in green on Fig. 2 and includes the two curtilage barns.
- 1.9 Archaeological investigation will monitor all groundworks associated with the development, including any groundwork associated with the timber barn (e.g. new wall foundations, service trenches, any form of ground reduction etc.).
- 1.10 Historic building monitoring will record the two curtilage listed timber barns when the lean-to on the west side of the north-south barn has been demolished and its west elevation is exposed before the new building is erected. It will also record the timber barns once the modern structures have been removed.
- 1.11 NHDC were advised to attach the conditions to each planning application by Hertfordshire County Council's Historic Environment Team (HCHET), providers of archaeological advice on planning matters in the county. This was in accordance with *National Planning Policy Framework*, Section 16, paragraphs 202 to 214 (MHCLG 2025), as the site is considered to lie within an area of archaeological potential, in the

historic core of the settlement at Halls Green.

- 1.12 Once approved by HCCHET, all work relating to this project will be carried out in accordance with this WSI and the Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2025), *Standard for Archaeological Monitoring and Recording* (CIfA 2023a), *Universal Guidance for Archaeological Monitoring and Recording* (CIfA 2023b) and *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (CIfA 2020).
- 1.13 The project will be managed in accordance with the Historic England procedural document *Management of Research Projects in the Historic Environment (MoRPHE): Project Manager's Guide* (HE 2015).
- 1.14 On completion of the project and following Transfer of Title, the site archive will be deposited with North Hertfordshire District Council Museum Service.
- 1.15 Subject to the results of this investigation, if any further archaeological work is required by HCCHET, this will be carried out in accordance with a subsequent WSI (and Brief, if issued). Once approved by HCCHET, any changes to the agreed strategy set out in this WSI will require their written approval.

2 SITE BACKGROUND

2.1 Site location, topography and geology

- 2.1.1 The site at Irongate Barns, Halls Green lies c. 1.2 miles (2.1km) south-east of the Hertfordshire village of Weston and c. 4.0 miles (6.4km) north-east of Stevenage town centre (Fig. 1). It consists of a complex of agricultural buildings surrounded by farmland to the south, west and north, and the car park of the Rising Sun public house and the gardens of residential properties to the east.
- 2.1.2 Topographically, the site is situated on a plateau of relatively flat ground at c. 138m above Ordnance Datum (aOD).
- 2.1.3 The solid geology of the site consists of Cretaceous rocks of the Lewes Nodular Chalk Formation. This is overlain by superficial Quaternary deposits of diamicton, a glacial glacial till, together with outwash sands and gravels, silts and clays, of the Lowestoft Formation (BGS 2026).

2.2 Archaeological and historical background

- 2.2.1 The archaeological and historical background of the site is based on the recent search of records held by the Hertfordshire Historic Environment Record (HHER) of known heritage assets within c. 1km of the site (HER request number 098.26).
- 2.2.2 There have been no previous archaeological works undertaken within the site or in its immediate vicinity.

Prehistoric and Roman (pre-AD 410)

- 2.2.3 There are no known early prehistoric sites or findspots within the study area. Evidence of late Iron Age and Roman activity is scarce and comprises predominately scattered finds of coins.
- 2.2.4 A Gallo-Belgic stater (MHT18874), dated to the mid-1st century BC, was found c. 750m north-west of the site. Approximately 90m south of the site, the findspot of a late 4th century Roman coin of Eugenius is recorded (MHT20194). Two Roman coins dated to the 1st or 2nd century AD (MHT19091) and late 3rd century AD (MHT19071) respectively were found c. 500m north-east of the site, with the find of a mid-2nd century AD coin of Faustina I (MHT24563) recorded further north-east, c. 900m from the site. A coin of Constantine I (MHT23712), minted in the early 4th century AD, was found c. 950m to the south-east. In addition, the abraded base of a Nene Valley colour-coated vessel, dated to the late 3rd-4th century AD, was found in 1971 c. 800m north-east of the site

(MHT1799).

Saxon and Medieval (AD 410 to 1485)

2.2.5 Approximately 800m north-west of the site is the great deer park at Weston, which was documented from 1231, when it was already in existence (MHT17467). It appears to have been established by William Marshal, Earl of Pembroke and regent of England (d.1219), who held the manor from 1189, or his son William (d.1231). It remained in the hands of powerful non-residential lords, who also laid out a smaller park (30941) within the manor at 'Ipgrave'. Late 13th-century accounts refer to a manor house within the great park (or on its boundary). By the 15th century, if not earlier, it stocked 'coneyes' (rabbits) as well as deer, and by the 16th century, when the manor was granted by the king to Anne Boleyn, it was no longer being maintained as a deer park. The boundaries of the great park have been identified from historic mapping and on the ground. Much of the perimeter is followed by old tracks and lanes, and earthwork banks survive along the eastern and north-western sections.

2.2.6 Finds of medieval coins (MHT25131; MHT24560) and a part of a horse harness (MHT25130) are recorded c. 600m north-east of the site.

2.2.7 At Dane End, c. 1km south-west of the site, visibly surviving earthworks of possible medieval origin are shown as field boundaries on a parish map dated 1633 (MHT13699).

Post-medieval and modern (1485 to present)

2.2.8 Evidence for post-medieval activity in the vicinity of the site is largely associated with farmhouses and other buildings, several of which have Listed status.

2.2.9 The two-storey house at Irongate Farm dates to the late 16th or early 17th century (MHT15656; Grade II* Listed, NHLE 1347439). It is a timber-framed house on a brick sill and has a three-cell, internal-chimney plan with a large chimney one bay from the south (parlour) end, central hall, and service room at the north end, with a late 17th-century stair tower at the back. The kitchen is in a large, rear lean-to wing. The house was altered and elaborately re-fronted in the early 18th century; the north end has plastered panels with fan pargetting. The internal chimney originally served only the ground floor; an extra flue was added for an elaborate late 17th-century chimneypiece in the chamber over the hall, contemporary with the staircase.

2.2.10 There is an historic barn associated with the farmhouse, which borders the lane that passes through the hamlet; the black, timber clad barn originally fronted on to three

sides of a yard (Figs 5 to 7). The western barn has been removed and replaced by modern farm buildings (Figs 2 and 4). In addition, a lean-to was constructed along the western side of the eastern range. The porch appears to have been built in the 1950s/early 1960s although there seems to have been something of a lean-to there on the Ordnance Survey map of 1922 published 1924 (not illustrated here). The lean-to encompasses the site of a porch that is recorded on historic maps (Figs 5 to 7) on the west elevation of the barn.

2.2.11 Directly east of Irongate Barn is the site of a small pair of cottages (MHT15654) that once stood by a hollow way that in the 17th century led to Yardley Farm. Two former post-medieval buildings (MHT15655) are also depicted on the 1633 map of the estate of Thomas Fairclough, approximately 200m north of the site, one on either side of the present approach to Fairclough Hall. Another listed building is located approximately 70m south-east of the site. Old Bellows (Grade II; NHLE 1347438) is an early 18th century house extended in the 19th and 20th centuries.

2.2.12 Fairclough Hall Farm (MHT2908), which is located c. 450m north-east of the site, comprises two 17th-century Grade II Listed buildings, Fairclough Hall Farmhouse (NHLE 1102489) and the adjacent East Barn (NHLE 1175605). Surrounding the farmhouse is a possible rectangular moated enclosure (MHT2727). However, the field evidence for the alleged moat was assessed as insufficient to justify the identification, it being noted that 'it is difficult to see how a moat could be dug around the house as the ground level to the SW is about 2m above that of the yard to the NE'. South-east of the farmhouse, surviving earthworks of at least four fishponds connected by substantial overflow channels are recorded (MHT6057). The channels are dry, but all the ponds are waterfilled. A dam is present between the two largest ponds, which lie in a natural dell to the south-east of the Hall. Probable farmstead earthworks are also visible to the north and south of the fishponds. The northern group marks the site of Yardley Farm (MHT6057), extant on a map of 1635. In 1633 Yardley Farm, shown on a map of the estate of Thomas Fairclough, had four buildings arranged around a central area with a pond to the south. The surviving earthworks are a series of level areas around a central hollow, with linear earthworks representing closes arranged around the farm. An extant hollow way, north of the Rising Sun public house, is shown giving access in 1633.

2.2.13 Weston Lodge, which occupies the site of the former lodge of the medieval deer park, is located c. 400m north-west of the site (MHT6320). It had irregular ranges of farm buildings around three sides of a rectangular yard, the east side being largely open,

and with a small building near the centre. It comprises two Grade II Listed buildings, the Cottage and South Barn. The South Barn (NHLE 1102488) is a tall three-bay late 17th-century timber-framed and weatherboarded barn on a brick sill, with a late 18th-century rear aisle and a red brick rear extension. In the gable of the projecting porch are three dove holes. The smaller building near the yard centre, now called 'The Cottage' (NHLE 1347437), is an 18th-century granary, given a chimney and extended and converted into a house in the 19th century. The original part is a two-storey square building in chequered red and blue brick with a pyramidal roof and a weathervane. The 19th-century eastern addition is a single-storey two cell structure, timber-framed and weatherboarded but with the rear wall cased in red brick.

2.2.14 The Country House (MHT11702) at Weston Park was constructed in 1835 and substantially added to in the late 19th century. It has now been converted into separate dwellings. A large stable block lies north-west of the house, and two 19th century icehouses survive in the grounds. A public road which led from Weston to Warrens Green, past 'Park Farm', survives as the drive to Park Lodge. Park Wood, which is ancient woodland, is shown on the 1822 map and the new estate was laid out around it. While it overlaps with the earlier medieval deer park, they are not directly related.

2.2.15 The buildings at Warrens Green Farm (MHT31185), which lie c. 850m west of the site, are largely 20th century, but include a 17th-century timber-framed and weatherboarded barn on a red brick sill (Grade II Listed, NHLE 1308229). It is a tall three-bay barn facing south into the yard, with double doors in the middle bay and with the appearance of having once been thatched. In the west bay is a raised threshing floor. The barn is shown on the 1881 OS map at the north end of a compact rectangular yard with a narrow range running south-east from its corner, and a group of smaller buildings opposite.

2.2.16 Another 17th century listed building, The Thatched Cottage (Grade II, NHLE 1102495) is situated c. 250m south of Warrens Green Farm, while south-west of Warrens Green Farm, earthworks of likely post-medieval field boundaries or trackways are recorded (MHT4257).

2.2.17 Approximately 750m south-east of the site is Howell's Farm, named after John de Hauile, who was living in 1294 (MHT15971). It comprises two Grade II Listed buildings, Howells Farmhouse (NHLE 1102490) and South Barn Range (NHLE 1175628). It incorporates a late medieval cross-wing; the open hall associated with it, which must have been of considerable size, has been demolished. From the late 17th century until

the 1970s Howells was a farmhouse and then became a private house. The wing has three bays, jettied on the east side, and originally had neither fireplace nor internal partitions. The hall stood to the north. In the 16th century a chimney-stack was added to the south. In the late 17th century a short south wing was added. At the same time a first-floor fireplace was added to the old stack; the old wing was extended eastwards, and a short south-west wing added. In the early 18th century the south-west wing was extended, probably as a brewhouse. Then or later in the century a kitchen was added to the north-west. The house underwent careful restoration c. 1970.

2.2.18 In a field south of Howells Farm, c. 900m south-east of the site, a walkover recovered a few late medieval and post-medieval pottery sherds (including green-glazed wares), brick and tile fragments, part of a 19th-century glass bottle and two pieces of stone (MHT11346). A mid-17th century coin was found c. 400m south-west from the site (MHT19205) while the find of an early 16th century coin was recorded c. 600m north-east of the site.

Undated

2.2.19 Several cropmarks of undated ditches are visible on aerial photographs in the surrounding fields. Rectilinear ditches, possibly representing 2-3 intercutting enclosures (MHT2189) are recorded c. 850m north-east, while a rectilinear enclosure, is recorded c. 950 south-east of the site (MHT9645). Linear ditches which probably represent the remains of a field system and a short length of a probable trackway (MHT7431) are visible c. 650m south-west of the site.

3 AIMS AND OBJECTIVES

3.1 Historic Building Recording

3.1.1 The aim of the historic building recording monitoring and recording during repair is to provide a record of the curtilage listed barns once modern structures and fabric have been removed. It will add to and build on the initial building recording carried out by HEA. The survey will create a record of the two barns, recording any previously unseen historic fabric exposed during the works and will provide a better understanding of the two buildings, their construction, use and development. The objective is also to compile a lasting archive, to analyse the results and to disseminate these results.

3.2 Archaeological Monitoring and Recording of below ground works

3.2.1 The aim of the investigation will be to mitigate the impact of the proposed intrusive works on potential archaeological remains through the identification, excavation and recording of their location, extent, date, character, and state of preservation, and to identify any remains that may require preservation *in situ*. If remains are encountered that may require preservation *in situ*, HCCHET will be informed immediately so that the remains can be inspected, and a decision made accordingly.

3.2.2 Where appropriate, soil samples will be taken, primarily to establish the palaeoenvironmental potential of the site but also to gain an insight into the range of activities (i.e. domestic, industrial, agricultural) that were undertaken at the site in the past.

3.3 Reporting and publication

3.3.1 A full programme of analysis leading to publication of the results will be undertaken in order to disseminate them to the wider archaeological community and other interested parties.

3.3.2 To determine the significance of the results of the investigation in a local, regional and national context (as appropriate), reference will be made to the East of England Regional Research Framework for the Historic Environment (<https://researchframeworks.org/eoe/>).

3.3.3 In addition to the general aims outlined above, the investigation will specifically seek to identify evidence of activity that may indicate that a farm occupied the site in the medieval period and evidence will be sought for remains of the porch that is shown on historic maps on the west side of the historic barn that flanks the lane passing through Halls Green (Figs 5 to 7).

3.3.4 Subject to the results of the investigation, possible research aims may include the following:

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

The form of farms and farmsteads, the range of building types present and their functions need research. Also, non-farmstead farm buildings such as sheepcotes, remote hay barns, pounds, etc. need more study and identification.

P-Med 06: *How can we increase our understanding of post-medieval farms and farmsteads?*

Work on farm buildings should attempt to consider how they have been used, and their relationship to the farmstead and wider landholding. The development of the farmstead c.1750-1914, and the way buildings reflect changing agricultural practice, remains an important research topic.

4 METHODOLOGY

4.1 Historic Building Recording Monitoring and Recording

- 4.1.1 The on-site historic building monitoring and recording will be carried out during the removal of internal or external modern coverings which will expose the historic fabric of the two barns. This may include the removal of structural elements such as the lean-to west of the north-south curtilage listed barn. Any historic fixtures and fittings that are uncovered that pertain to the historic use of the barn will be photographed.
- 4.1.2 The programme for the repair works will be discussed with the building contractor. Pre-Construct Archaeology Limited will make monitoring visits during the repair works when it is most appropriate to do so. This will need to be agreed in advance so that attendance can be arranged in good time and only when necessary and useful.
- 4.1.3 Pre-Construct Archaeology Limited will carry out historic building recording monitoring of the two curtilage listed barns to a standard equivalent with an Historic England Level 3 survey. It will entail a written report which will incorporate annotated existing plans, a selection of photographs, a description of the building recording monitoring results and a discussion.

Documentary Research

- 4.1.4 The historical background used in the initial building recording report will be used or referred to. Additional documentary research will not be carried out unless required; this will depend on the results of the monitoring work.

Drawn Survey

- 4.1.5 Scaled existing plans and elevations of the barn provided by the client in AutoCAD will be used as base plans for annotation with historic and architectural details, plate locations and directions.
- 4.1.6 All plans will be reproduced digitally in AutoCAD following Historic England guidelines using an appropriate layering system.
- 4.1.7 All drawings will be tied into the Ordnance Survey National Grid. Plans used in the report will be printed at a scale of 1:50, 1:100, 1:200 or 1:500, depending on the level of detail to be shown.

Photography

- 4.1.8 A Level 3 photographic survey, as set out in Historic England (2016) *Understanding*

Historic Buildings: A Guide to Good Recording Practice of the building will be carried out during the repair work. High-quality digital photographs will be taken. Plans of the barn will be clearly annotated to show the location and orientation of photographs taken as part of the historic building recording monitoring. The photographic record will be accompanied by a photographic register detailing (as a minimum) location and direction of shot. An appropriate scale(s) will be used in all photographs and appropriate artificial lighting will be used where necessary.

Written description

- 4.1.9 During monitoring, analytical, descriptive, and interpretative notes will be made of the building, its construction and phasing. These will record materials, phases, sequences, fixtures, and fittings. Materials (brick, stone, timber, metal, render and mortar) will be identified and dated.

4.2 Archaeological Monitoring

Introduction

- 4.2.1 The archaeological investigation will consist of the archaeological monitoring, investigation and recording of all groundworks associated with the development, including but not exclusive to the excavation of new wall foundations, service trenches or any form of ground reduction.

Excavation

- 4.2.2 All archaeological works will be undertaken within the bounds of the development area. The contractors on site will allow the site archaeologist conducting the monitoring access to their works for the purpose of recording archaeological remains. In some circumstances, if important archaeological remains are found, works may have to cease while archaeological recording/sampling is completed.
- 4.2.3 Mechanical excavation, with the use of a toothless bucket, will proceed under direct archaeological supervision and will halt at the top of the first archaeological horizon, or formation level, whichever is encountered first. Excavation of archaeological deposits and features will be undertaken only by professional archaeological staff until the relevant remains are recorded.
- 4.2.4 Metal-detecting will be carried out of any stripped deposits and all archaeological features and spoil heaps will be surveyed by metal-detector as they are encountered. The metal detector will not be set to discriminate against iron.

- 4.2.5 The Principal Contractor will be responsible for HERAS or other suitable fencing, where required. Equipment and machinery shall not be used or operated in conditions or in a manner likely to result in damage to any archaeological deposits that may be present.

Survey

- 4.2.6 Heights above Ordnance Datum (m OD) will be recorded using a Geomax Global positioning System (GPS) rover unit with RTK differential correction, giving three-dimensional accuracy of 20mm or better, or may be obtained from the developer. If suitable, contractor's plans will also be used and annotated, with measuring tapes used to record distances.

Recording and sampling

- 4.2.7 Field excavation techniques and recording methods are detailed in PCA's *Operations Manual I: Fieldwork Induction Manual* (Taylor and Brown 2018).
- 4.2.8 All features and deposits that require excavation will be investigated and recorded in order to properly understand the date and nature of the archaeological remains on the site and to recover sufficient finds assemblages to establish their chronological development. Overall stratification in the investigation area will be described with depths of overburden, any archaeological horizon and natural subsoil indicated (similarly where no archaeology is detected).
- 4.2.9 Drawn records will be in the form of survey plans, drawn plans and section drawings of all archaeological features at an appropriate scale (1:10, 1:20, 1:50) while all individual deposits and cuts will be recorded using PCA's tablet-based digital recording system. The orientation and location of sections must be related to detailed plans.
- 4.2.10 Linear features will be investigated by means of slots excavated across their width and measuring at least 1m in length (where possible), positioned to avoid areas of intercutting/disturbance in order to provide uncontaminated finds assemblages. If stratigraphic relationships between features are not visible in plan, slots will also be positioned to determine inter-feature relationships.
- 4.2.11 Discrete features such as pits and postholes will be at least 50% excavated and when considered appropriate 100% excavated.
- 4.2.12 Significant features such as structural remains (e.g. walls, eaves drip gullies, sunken feature buildings and beam slots), industrial features (kilns, ovens, domestic hearths, metalworking furnaces) and burials (cremation and inhumation) will be left in situ until

SCCAS have been consulted over the possible requirement for additional mitigation. In such an event, the work would be subject to a separate Written Scheme of Investigation.

- 4.2.13 High-resolution, well-focused digital photographs of all archaeological features and deposits will be taken at all stages of the investigation. Horizontal and vertical scales will be used as appropriate. Cameras with a resolution of no less than 18 megapixels will be used and images will be taken in an archivable .dng or .tiff format.

Finds and environmental sampling

- 4.2.14 Artefacts and ecofacts will be collected by hand and retained, receiving appropriate care prior to removal from site (ClfA 2020e; Brown *et al.* 2016).
- 4.2.15 Bulk soil samples, normally up to 40 litres in volume (where obtainable), will be taken in order to recover micro- and macro-botanical environmental remains. The sampling strategy and subsequent assessment of the samples will be carried out in accordance with Historic England guidelines, as set out in *Environmental Archaeology: A Guide to the Theory and Practice of Methods from Sampling and Recovery to Post-excavation* (English Heritage 2011). Where appropriate, advice on the environmental sampling strategy and the use of environmental sampling methods and scientific dating techniques will be obtained from PCA's Environmental Archaeology specialist and/or the Historic England Regional Advisor for Archaeological Science.

Treasure

- 4.2.16 All finds defined as 'Treasure' will be removed to a safe place and reported to the local coroner according to the procedures outlined in the *Treasure Act* 1996 (as amended by *The Treasure (Designation) (Amendment) Order* 2023). Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft. Any finds that could be considered treasure under the terms of the Act made during the process of fieldwork will be immediately reported to the Hertfordshire Finds Liaison Officer, so that it is properly reported to the appropriate Coroner within 14 days of discovery, in line with the Treasure Act.

Human remains

- 4.2.17 If human remains are encountered, the client will be informed. Human remains will be left *in situ* unless removal is necessary and will only be carried out in accordance with all appropriate Environmental Health regulations and only after a Ministry of Justice license has been obtained. Removal may be required where the remains are under

imminent threat or dating/preservation information is required.

4.2.18 The Historic England document *The Role of the Human Osteologist* (HE 2018) states that thorough evaluation of human remains “Normally requires excavation of burials to the base of the archaeological sequence within the trenches”. This is necessary to fully understand the nature, scale, date-range and preservation of the archaeological deposits. In the event that human remains are encountered, they will be evaluated appropriately in accordance with a strategy that will be agreed with HCCHET prior to excavation. If any burials are encountered (especially burials that are to be left *in situ*), these will be recorded *in situ* to maximise the amount of information from them.

Monitoring

4.2.19 HEA will notify HCCHET of the proposed start date at least ten days prior to commencement, allowing sufficient notice to arrange a monitoring meeting if necessary. HEA will be kept regularly informed about developments and any significant discoveries during the site works by the PCA Project Manager so that they can ensure HCCHET and the client are updated.

5 ACCESS AND SAFETY

- 5.1 All arrangements for PCA staff to access the site for the investigation will be organised by HEA. The Principal Contractor will secure safe access to the site for archaeological personnel and will also ensure that the archaeological investigations are enabled through the provision and operation of adequate water extraction/pumping equipment, if required.
- 5.2 Welfare facilities will be provided by the Principal Contractor for the use of PCA site staff and visitors.
- 5.3 The Principal Contractor will be responsible for securing the excavations, as required.
- 5.4 All relevant health and safety legislation, regulations and codes of practice will be respected. The Health and Safety policies will be those of PCA, which are in accordance with all statutory regulations. A site-specific RAMS will be prepared by PCA before fieldwork commences and all staff will be briefed on its contents by the PCA supervisor when they first attend site. The Principal Contractor may require PCA staff to attend an induction before they can commence work on site.
- 5.5 There is a duty of care for the client to provide all information reasonably obtainable on contamination and the location of live services before site works commence.

6 TIMETABLE AND STAFFING

- 6.1 The historic building monitoring will be managed by Charlotte Matthews MCIfA, Head of Historic Buildings and Landscapes and the on site recording will be undertaken by a suitably experienced member of PCA's historic building specialist team.
- 6.2 The archaeological monitoring will be managed by Simon Carlyle MCIfA, Senior Project Manager and the fieldwork will be undertaken by a suitably experienced member of PCA's field team.
- 6.3 If required, the CVs of staff allocated to the project will be provided to HCCHET, once the start date is known and the staff are assigned. Additional archaeologists, as required, will be drawn from PCA's team of qualified and experienced staff.
- 6.4 The start date for the work has yet to be arranged and is subject to prior approval of this WSI by HCCHET. The start date, duration of the works and the frequency of the monitoring visits will be dependent on the main contractor's programme (subject to the extent and complexity of any archaeology that is encountered).
- 6.5 Working days are based on a 5-day working week, Monday to Friday, 8am–4pm. HEA will be responsible for notifying HCCHET of the start date at least ten working days before fieldwork commences.
- 6.6 Specialists may be appointed by PCA to advise on aspects of the project and contribute to the investigation report. The full list of PCA's in-house and freelance specialists is given in Appendix 1.
- 6.7 Other specialists may be consulted, depending on the types of artefacts recovered or the nature of the deposits encountered by the investigation. Illustrations will be prepared by the PCA Graphics Department.

7 REPORTING

7.1 Historic Building Recording Monitoring and Recording Report

7.1.1 A report will be prepared presenting the results of the historic building monitoring and recording during building repairs and removal of the lean-to from the west side of the north-south barn. It will form an addendum to the initial building recording report produced by HEA, i.e. it will be appended to the original report.

7.1.2 The report will be fully illustrated with plans and photographs and will outline the results of the work. The direction of photographs taken will be indicated within the report. There will be a description of areas of the buildings that have been exposed by removal of modern material and structures.

7.1.3 The historic building monitoring report will have the following contents:

Author and date

Non-technical summary

Introduction. The dates when the record was made,

Context of the project

Aims and objectives

Methods An introduction briefly setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints.

Description of the results of the historic building monitoring.

Discussion and conclusions.

Archive deposition details. The location of any archive material

Description of archive contents

Drawings (plans and elevations)

Selected photographs to illustrate the text

Acknowledgements

A schedule of Pre-Construct Archaeology Limited's on-site time. The name(s) of the recorder(s)

Any additional bibliographic references

HER entry summary sheet including HER enquiry number

OASIS form

7.1.4 The report will be prepared as soon as possible after completion of the on-site work and will be submitted to the Client's representative for onward submission to the Curator and Hertfordshire Historic Environment Record. Copies will be lodged in

Hertfordshire Archives and Local Studies and North Hertfordshire District Council Museum Service.

7.2 Archaeological Monitoring Report

- 7.2.1 Following completion of all fieldwork, all artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with PCA guidelines (Brown *et al.* 2016). The MPRG's *A Standard for Pottery Studies in Archaeology* (Barclay *et al.* 2016) will be adhered to. Post-excavation tasks and report writing will take approximately 4-6 weeks to complete following the end of fieldwork. Specialists will be employed for consultation and analysis as necessary.
- 7.2.2 An illustrated report on the investigation will be prepared to present the results of the fieldwork and the assessment of the artefacts and palaeoenvironmental samples. The report will include: a non-technical summary; an archaeological and historical background to the site, supported by relevant historical maps; a description of the methodology employed; plans and sections showing the location and extent of any archaeology encountered; a site narrative, with a discussion of the archaeological results; an assessment of the impact of the proposed groundworks on the significance of any archaeological remains; specialist reports; photographs supporting the text.
- 7.2.3 A draft copy of the report will be provided to HEA for comment prior to its submission to HCCHET. Once the draft report has been approved by HCCHET, a final copy and a digital copy (in pdf/A format) will be presented to HCCHET and the HHER, on the understanding that it will become a public document after an appropriate period of time (generally not exceeding six months).
- 7.2.4 The unique site code for this project (WES/HG '26) will be clearly indicated on relevant ensuing reports and on the OASIS data collection form. A summary of information from the project will also be entered onto the OASIS online database of archaeological projects in Britain (<http://ads.ahds.ac.uk/project/oasis>) and an OASIS summary form will be included in all reports.
- 7.2.5 Contingency will be made for the publication of results. The minimum requirement will be for an appropriate note to be made available in the local journal Hertfordshire Archaeology and History.

8 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE

- 8.1 The project will use site code WES/HG '26 as a unique identifier. This reference will be used to identify the archive (including finds, paper and digital archive). It will be cross-referenced with any reports and the OASIS data collection form.
- 8.2 All artefactual material will be held in storage by PCA Cambridge until ownership of all such archaeological finds are transferred and the archive is deposited with North Hertfordshire District Council Museum Service. In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to Treasure Act legislation, separate ownership arrangements may be negotiated.
- 8.3 The project archive shall be compiled in accordance with the *Hertfordshire Association of Museums Archaeological Archive Standards* document (HAM 2017) regarding the requirements for the deposition of the archive. In addition, the advice contained in *Guidelines for the Preparation of Excavation Archives for Long Term Storage* (UKIC 1990), *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020) and *Standards in the Museum Care of Archaeological Collections* (Museum and Galleries Commission 1992) will be followed.
- 8.4 A copy of the report will accompany the archive when it is deposited with the museum stores.
- 8.5 The HHER is registered with the *Online Access to Index of Archaeological Investigations* (OASIS) project. PCA will provide appropriate details relating to this project by completing the OASIS form at <http://ads.ahds.ac.uk/project/oasis>, in accordance with the guidelines provided by English Heritage and the Archaeology Data Service. An online OASIS record has been initiated (preconst1- 541077).
- 8.6 All data will be gathered, collated and stored in accordance with PCA's data management plan (Appendix 2).

9 INSURANCES

9.1 Pre-Construct Archaeology Ltd is covered by the following insurances:

- Public & Products Liability £5,000,000 with £5,000,000 Excess Layer (Aviva Insurance Ltd. & Zurich Insurance Ltd.), Policy nos: 000133 & PC00788;
- Employers Liability £10,000,000 (Aviva Insurance Ltd.) Policy no: 000133;
- Professional Indemnity £5,000,000 (Hiscox Underwriting Ltd.). Policy no:
- PL-PSC10002112906/00;
- Hired in Plant and Equipment £500,000 (Aviva Insurance Ltd.) Policy no: 000133;
- Unmanned Aircraft Systems £5,000,000 (Tokio Marine Kiln Ltd.) Policy no: B0831TMKDRO2020/8688.

10 ENVIRONMENTAL POLICY

- 10.1 All work will be carried out in accordance with the relevant statutory provisions and will seek to exceed them where possible. All reasonably practicable measures will be taken to avoid and/or alleviate potential damage or nuisance to people and impact on the environment.
- 10.2 PCA has a Carbon Mitigation Plan and a Carbon Mitigation Policy which are supplementary to the main PCA Environmental Policy. A Risk Assessment and Method Statement (RAMS), including a site-specific environmental aspects and impacts register and methodology, is prepared for every site.
- 10.3 PCAs carbon reduction and environmental policies and procedures include the following:
- Minimise car journeys and carry out fleet maintenance;
 - Design project schedules for optimum use of machine plant and travel time;
 - Use optimum-sized plant ;
 - Source electric plant if feasible;
 - Use solar powered welfare;
 - Minimise waste;
 - Ensure sites are left clean and all fencing, survey flags and broken equipment etc. are removed from site on completion of fieldwork.
- 10.4 PCA applies Simpler Recycling rules in all offices and on all sites. On site waste is segregated into Mixed Recycling and General Waste and sustainable sanitary waste bins are provided. PCA also provides PPE washing and recycling facilities. PCA's waste carrier licence number is CBDL475478.

11 BIBLIOGRAPHY

BGS (British Geological Survey) 2026 *Geology Viewer*. Available at: <https://geologyviewer.bgs.ac.uk/> [Accessed 3-3-26]

Brown, G, Butler, J, Faine, C, Meddens, F and Riddler, I 2016 *Finds Manual: A Manual for the Retrieval, Processing and Care of Finds from Excavations* (revised 2017), Pre-Construct Archaeology unpublished document

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

ClfA (Chartered Institute for Archaeologists) 2020a *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* Chartered Institute for Archaeologists

ClfA (Chartered Institute for Archaeologists) 2023a *Standard for Archaeological Monitoring and Recording*

ClfA (Chartered Institute for Archaeologists) 2023b *Universal Guidance for Archaeological Monitoring and Recording*

ClfA (Chartered Institute for Archaeologists) 2025 *Code of Conduct*, Reading: ClfA

EH (English Heritage) 2011 *Environmental Archaeology: A Guide to the Theory and Practice of Methods from Sampling and Recovery to Post-excavation*

Gurney, D 2003 *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers **14**, Norwich: The Scole Archaeological Committee for East Anglia

HAM (Hertfordshire Association of Museums) 2023 *Archaeological Archive Standards. A Countrywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire*

Heritage Gateway 2026 <https://www.heritagegateway.org.uk/> [Accessed 6-3-26]

Historic England 2015 *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*, Historic England

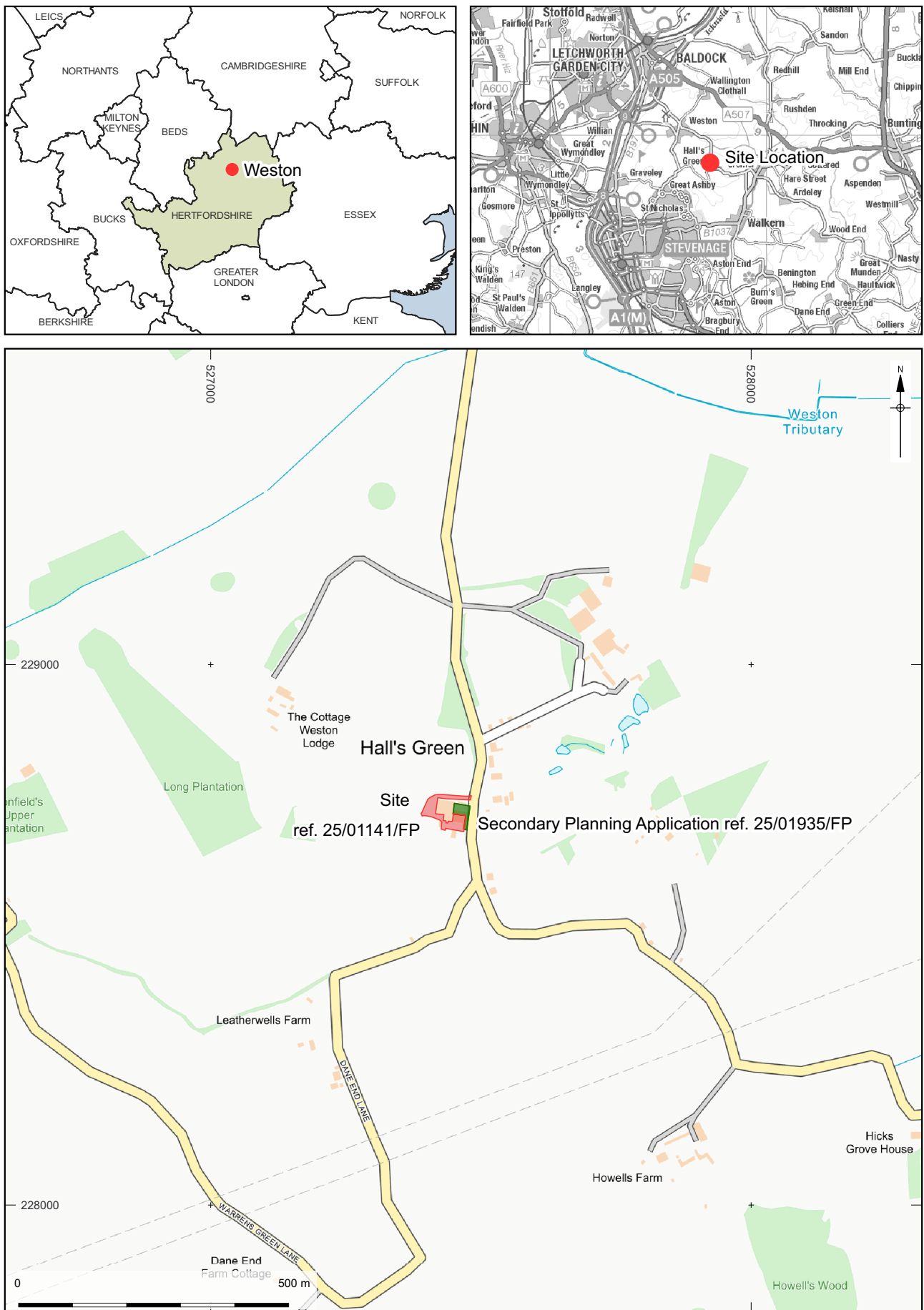
Historic England 2016 *Understanding Historic Buildings: A Guide to Good Recording Practice*

MHCLG (Ministry for Housing, Communities and Local Government) 2025 *National Planning Policy Framework*

SMA (Society for Museum Archaeology) 2020 *Standards and Guidance in the Care of Archaeological Collections*. Available at: [https://collectionstrust.org.uk/wp-content/uploads/2020/04/Standards and Guidance in the Care of Archaeological Collections.pdf](https://collectionstrust.org.uk/wp-content/uploads/2020/04/Standards_and_Guidance_in_the_Care_of_Archaeological_Collections.pdf)

Taylor, J and Brown, G 2018 *Fieldwork Induction Manual: Operations Manual*, London: Pre-Construct Archaeology

Walker, K 1990 *Guidelines for the Preparation of Excavation Archives for Long Term Storage*, UKIC Archaeology Section.



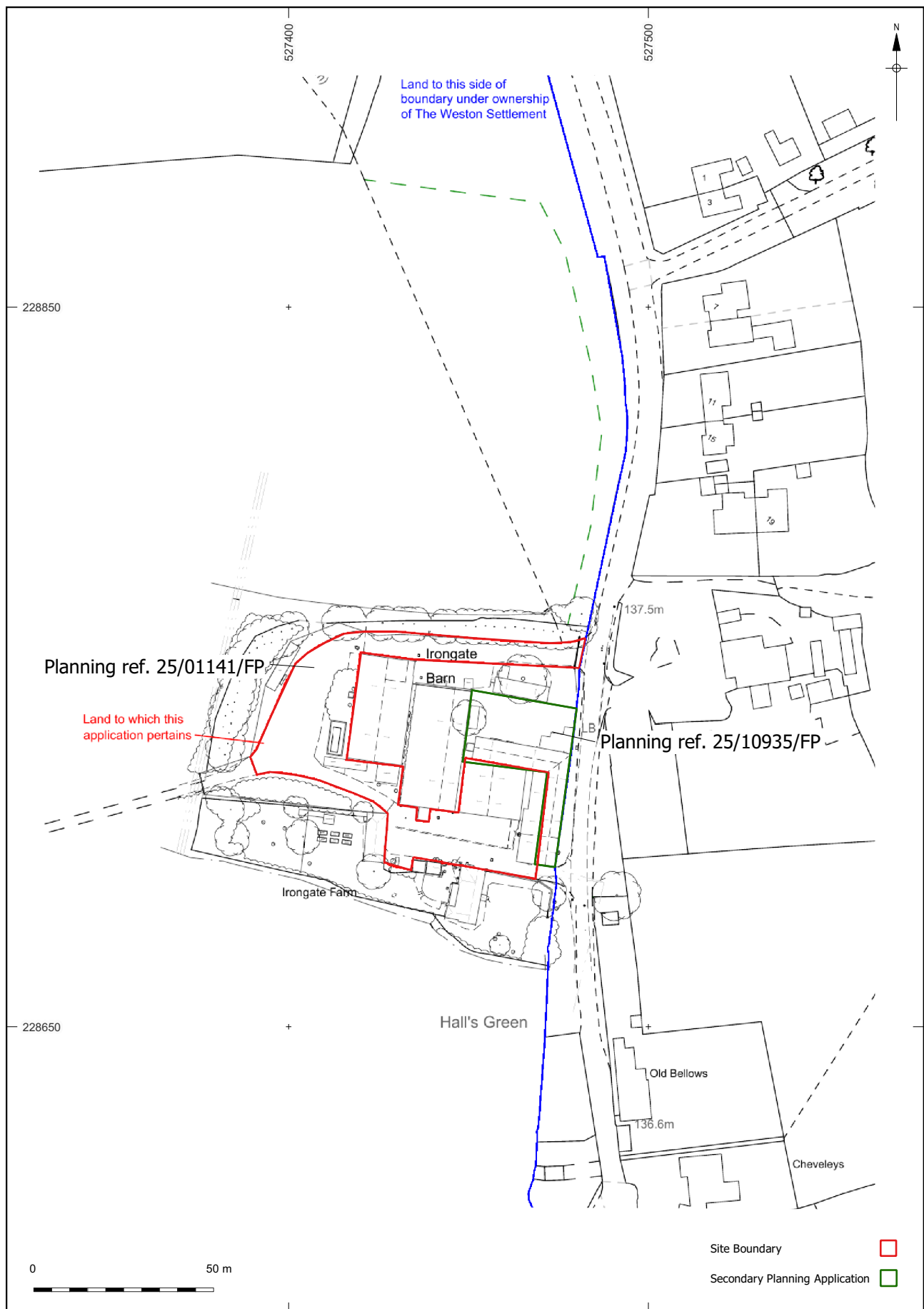






Figure 4: Concrete Barn to be converted and barn to be demolished under Planning Permission (25/01141/FP)

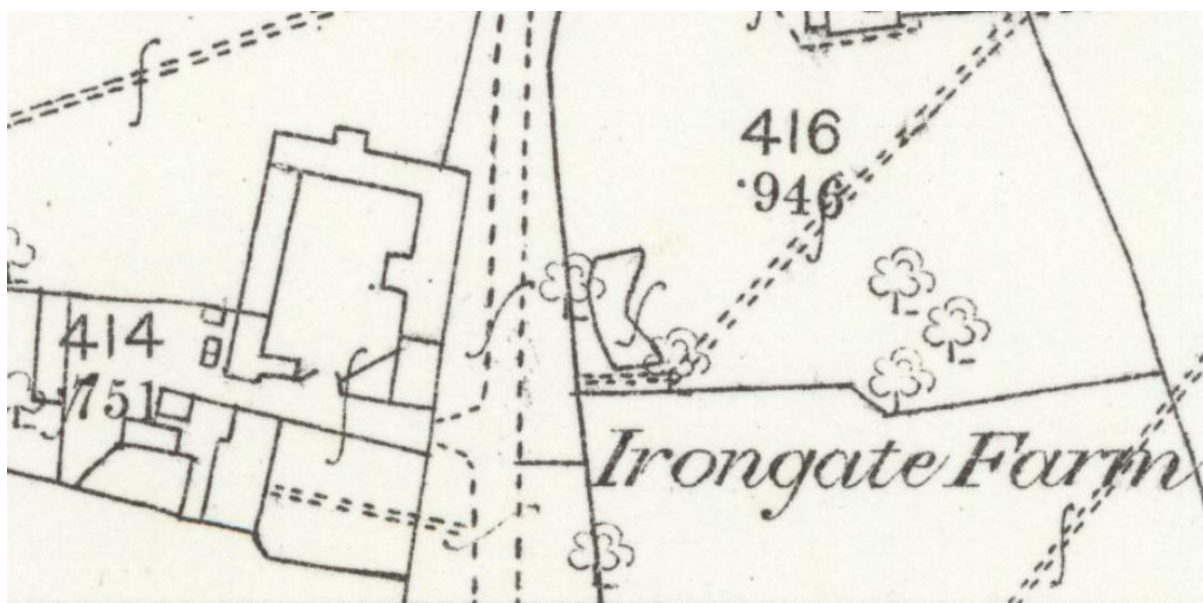


Figure 5: 1877 Ordnance Survey map

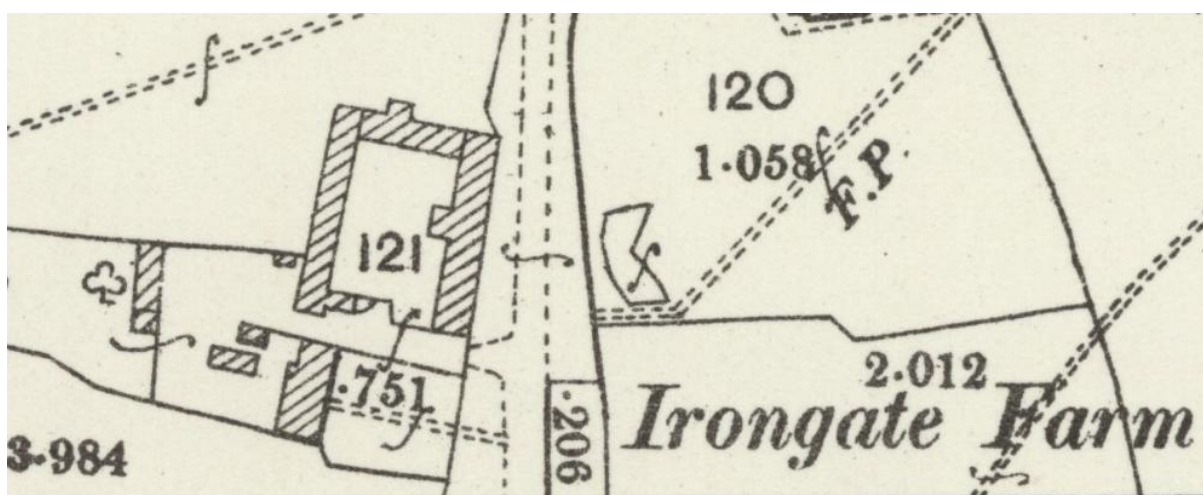


Figure 6: 1898 Ordnance Survey map

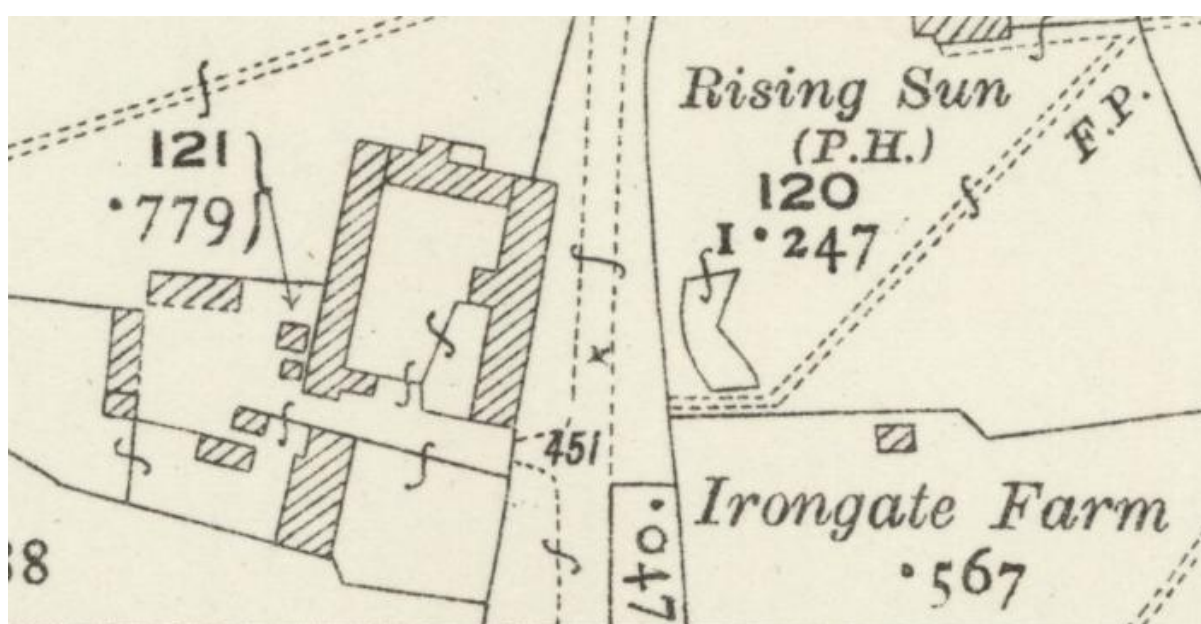


Figure 7: 1923 Ordnance Survey map

APPENDIX 1: FINDS, ENVIRONMENTAL AND OTHER SPECIALIST SERVICES

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

Roman Pottery: Alice Lyons (PCA), Eniko Hudak (PCA), Kayt Hawkins, Jo Mills (samian), Gwladys Monteil (samian), Joanna Bird (decorated samian), David Williams (amphora)

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

Clay Tobacco Pipe: Chris Jarrett (PCA)

CBM: Berni Seddon (PCA), Kevin Hayward (PCA), Amparo Valcarcel (PCA)

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

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

Coins: James Gerrard (PCA), Ruth Beveridge

Inscriptions & Graffiti: Roger Tomlin

Animal Bone: Kevin Rielly (PCA), Karen Deighton (PCA), Ryan Desrosiers (PCA)

Philip Armitage, Robin Bendrey,

Lithics (inc Palaeolithic): Barry Bishop (PCA)

Osteology: James Langthorne (PCA), Petra Ivanova (PCA)

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

Leather: Quita Mould

Small Finds: Marit Gaimster (PCA), James Gerrard (PCA), Hilary Major, Ian Riddler (esp worked bone), Ruth Beveridge

Metal slag: Gary Taylor (PCA), Lynne Keys

Textiles: Sue Harrington, Penelope Walton Rogers

Conservation: Drakon Heritage, Karen Barker, Stefanie White (Colchester Museums), Emma Hogarth (Colchester Museums)

Dendrochronology: Ian Tyers

Archaeomagnetic dating: Cathy Byatt (University of Bradford), Greg McIntosh (Christ Church Canterbury University)

Environmental: Tegan Abel (PCA), Kath Hunter, Val Fryer, Sheila Boardman QUEST, University of Reading

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

Industrial Archaeology: Gary Taylor (PCA), David Cranstone

Finds Illustration: Cate Davies (PCA), Rita Goncalves-Pedro (PCA), Mark Roughley (PCA)

Metal Detecting: Tom Lucking (PCA)

APPENDIX 2: DATA MANAGEMENT PLAN

Section A: Project Information			
HER# (Site Code):	WES/HG '26	Other Site Codes	
Site Full Location	Irongate Barns, Halls Green, Weston, Hertfordshire SG4 7DR		
OASIS ID:	preconst1-541077	K-Code:	K11163
Museum Acc. #	tbc	NGR #	TL 27439 28725
Planning Ref #:	25/01141/FP & 25/01935/FP Listed Building Consent Ref.: 25/01936/LBC	Planning Authority	North Hertfordshire District Council
DMP Written	6-3-26	DMP Last Updated	
Project Manager/Primary Contact:	Simon Carlyle/ Charlotte Matthews	Project Type:	Watching brief/ Historic Building Monitoring and Recording
Client:	HEA	Site Supervisor:	tbc
Data Sharing Agreement in Place?	Yes		
Data Management Responsibility	Pre-Construct Archaeology Ltd	Who will take possession of the generated data at the end of the project	ADS

Section B: Data Acquisition, Processing, and Analysis				
File types generated as part of the project archive by PCA:				
Data Type	Format	Estimated Volume	Details/Comment	
Spreadsheets	Excel (.xlsx), .csv	512MB		
Database	Access (.accdb)	512MB		
Text/Documents	.pdf, Word (.docx)	1GB		
Images	.jpeg, .png, .DNG	8GB		
Graphics	.dwg,	1GB		
GIS	.shp	1GB		
Will existing or external data be utilised?			YES	NO
If yes, list type of data and source:				
Data Type	Format	Estimated Volume	Source	Details/Comment

Images	.jpeg, .png, .DNG			
Graphics	.dwg,			
Text/Documents	.pdf, Word (.docx)			

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

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

Section D: Ethics and Legal Compliance:
How can the identity of individuals be protected if required
Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required.
Is the data GDPR 2018 compliant?

All digital archive data is compliant with GDPR as outlined within PCA's GDPR policy.
Who owns the data generated during the course of this project?
Copyright for all data generated or collected by the project team belongs to PCA. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given during reporting and when archived. Any licences agreed with external parties will be included within the project archive.

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

Section F: Selection and Preservation:
Which data will be selected for inclusion within the project archive?
Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured, and will adhere to the formats listed in section B. Any deselected data will be deleted after deposition with the ADS or relevant archival repository.
What is the long-term preservation plan for the project dataset?
The digital archive will be deposited with the ADS.
If this is a larger project, has the ADS been contacted regarding accession of the project dataset?
YES NO
Has the Museum Been regarding accession of the project dataset?
YES NO

Section F: Data Dissemination:
How will the dataset or parts of it be shared?
The final project report will be uploaded to the HER via OASIS and subsequently released onto ADS's report library. Additionally, the report will be published either through a full publication, or as a note in the regional archaeological journal. After deposition of the digital archive, the ADS and relevant depository are able to share the data under licence.

Section G: Responsibilities:
Who will manage the data?

The project manager will be responsible for implementing the data management plan and its security.		
Roles and Responsibilities:		
Action	Responsible Person(s)	Details/Comment
Field Data	Field team	Including initial storage and backup
Data Analysis and Interpretation	Site Supervisor/Project Manager	
Data Archiving	Archives Officer	
Data Dissemination	Project Manager/Archives Officer	Archives officer will be responsible for uploading report onto OASIS.
GDPR Compliance	Project Manager/Archives Officer/	
General Data backup	IT Specialist/Archives Officer	

