



IRONGATE BARN, HALLS GREEN, WESTON, HERTFORDSHIRE, SG4 7DR

Written Scheme of Investigation for Historic Building Recording

Curtilage to the Grade II* listed Irongate Farmhouse (NHLE
1347439)

Project Ref: 01872

Written By: Luke Tremlett MCIfA

Date: 17th August 2026

Project Details

Project Name	Irongate Barn, Halls Green, Weston, Hertfordshire, SG4 7DR
Scope of Report	Written Scheme of Investigation for Historic Building Recording
Client	Irongate Farm Partnership
Local Planning Authority	North Hertfordshire District Council
Planning Reference	25/01141/FP and 25/01935/FP (25/01936/LBC)
Planning Condition Number	9-11 (25/01141/FP); 3-5 (25/01935/FP)
Internal Project Reference	01872
OASIS ID	TBC
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1 NON-TECHNICAL SUMMARY

1.1.1. This Written Scheme of Investigation (WSI) has been prepared by HEA for the Historic Building Recording (HBR) ahead of forthcoming development work at Irongate Barn, Halls Green, Weston, Hertfordshire SG4 7DR (hereafter referred to as the 'subject building'). The subject building is curtilage to the Grade II* listed Irongate Farmhouse (NHLE 1347439). It is located on the western side of Dane End Lane and to the north of the farmhouse. Its National Grid Reference (NGR) number is TL 27475 28709. The site is located within the administrative planning boundary of North Hertfordshire District Council.

1.1.2. Planning permission (25/01141/FP) has been granted by North Hertfordshire District Council for the following development:

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.

1.1.3. Planning permission (25/01935/FP) has also been granted by North Hertfordshire District Council for the following development:

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 downtaking 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.

1.1.4. Listed building consent (25/01936/LBC) has been granted for the following proposed development:

Repairs to timber frame and external weatherboarding, including interfaces with adjacent construction, making good after downtaking 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.

1.1.5. The planning consents have several conditions relating to archaeology attached to them, which require a programme of HBR, as well as archaeological and historic building monitoring during development works. There are no conditions relevant to these phases of work attached to the listed building consent.

1.1.6. This WSI is for the initial HBR of Irongate Barn and includes outline site information and historic background for the site and provides a detailed methodology recording and post-recording preparation of an HBR report. The WSI also provides details on archiving and storage of the HBR report, following completion of the recording report.

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- 1.1.7. Following consultation with Andy Instone, Senior Historic Environment Advisor, Hertfordshire LEADS on 6th July 2026, the level of recording was set to an Historic England Level 3.
- 1.1.8. The building recording survey would be undertaken by Luke Tremlett, Senior Heritage Consultant at HEA. It would be reviewed and signed off by James Archer MCIfA, Director at HEA.
- 1.1.9. The Site is presently comprised by a farm building which is curtilage to the Grade II listed farmhouse that dates to the late 16th or early 17th centuries.



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2 INTRODUCTION

2.1 PROJECT BACKGROUND

- 2.1.1. This Written Scheme of Investigation (WSI) is for a programme of Historic Building Recording at Irongate Barn, Halls Green, Weston, Hitchin, SG4 7DR. Specifically the recording of a barn considered to be curtilage to the Grade II* listed Irongate Farmhouse (NHLE 1347439) located on the western side of Dane End Lane to the north of the farmhouse. This record will contain written, photographic, and drawn records, presenting a cohesive view of the building's current state and historical context.
- 2.1.2. The above Site has planning permission (25/01141/FP, Conditions 9-11; 25/01935/FP, Conditions 3-5) and listed building consent (25/01936/LBC) for proposed redevelopment works, subject to several archaeological planning conditions. Those pertinent to this stage of archaeological works are included below for clarity.
- 2.1.3. 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.
- 2.1.4. Archaeological conditions 9-11 attached to the decision notice for this permission 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.

- 2.1.5. A consultation response on the planning application was received from Andy Instone, Senior Historic Environment Advisor, Hertfordshire LEADS on 9th July 2025, which states:

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 (para 1.2, 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 form 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;*

2.1.6. Consultation with Andy Instone confirmed the recording condition of this work on 6th July 2026:

Further to your comments below, building recording would be to Historic England Level 3 and not include the modern structures you note (1960s concrete structure and modern infill).

2.1.7. Planning permission (25/01935/FP) has also 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 (nos. 3-5), which have the same wording as attached to conditions 9-11 on planning permission 25/01141/FP. The related listed building consent (25/01936/LBC) was also subject to several planning conditions, however none of those conditions relate to any archaeological investigation work.

2.1.8. In accordance with the request and recommendations from Andy Instone, and the requirements of the relevant planning conditions, this WSI for the initial Historic Building Recording (HBR) of the subject property has been prepared to outline site information and historic background information, and to provide a detailed methodology for the Level 3 recording and post-recording preparation of an HBR report. The WSI also provides details on archiving and storage of the HBR report, following completion of the recording report. This document is to be submitted and approved by the Council in advance of recording works being undertaken.

2.1.9. The building recording survey would be undertaken by Luke Tremlett, Senior Heritage Consultant at HEA. It would be reviewed and signed off by James Archer MCIfA, Director at HEA.

2.1.10. A WSI for the other phases of archaeological work requested by the Andy Instone, comprising the archaeological and historic building monitoring during development works, is provided as a separate document (PCA, 2026).

2.2 CONSENTS, AIMS AND OBJECTIVES

2.2.1. The aim of this Written Scheme of Investigation is to provide and agree to the methodology and strategy for building recording. The following sections are included within the WSI:

- Non-technical summary;
- Introduction, including a summary of the project background and any relevant pre-application or post consent planning background at the site;
- Relevant site details, including location;

- A summary of the development proposals, including relevant plans;
- The aims and objectives of the WSI and subsequent building recording works;
- Relevant historical background of the building(s), site and immediate area as appropriate;
- Methodology for the proposed onsite survey;
- Protocol for any discoveries of historical/ archaeological significance.
- Methodology for the proposed post survey reporting, archive storage, and curation of any finds at a local depository;
- Health & Safety information, to be supplemented by a separate Risk Assessment Method Statement (RAMS) at the fieldwork stage;
- Timescales for both onsite survey and reporting;
- Personnel involved in the project;
- Relevant reference material.

2.2.2. The specific aims of the fieldwork include the following:

- To record and enhance understanding of the significance of the relevant heritage assets in advance of any changes to them as a result of the proposed development, in a manner proportional to their importance, and to make this evidence (and any archive generated) publicly accessible;
- To establish the chronological sequence of the built form;
- To ensure that the archaeological interest of the building and any remains are appropriately recorded prior to the consented development being undertaken;
- To identify any evidence to suggest whether the porch in the east of the farmyard survives within the subject building prior to construction, for example with former openings or fenestration (see 3.3.3).
- In accordance with P-Med 06 East of England Research Framework: Does this farm building indicate how it has been used throughout its life cycle; how does it relate to the wider farmstead; and, how does it reflect wider changes in agricultural practice between c.1750 and 1914.

2.3 RELEVANT POLICIES AND GUIDANCE

2.3.1. The following guidance and policies specific to Historic Building Recording have informed the scope and structure of this HBR. The Building Recording methodology and site work will follow on this guidance.

- ClfA (2014, updated 2019 and 2020). Standard and guidance for the archaeological investigation and recording of standing buildings or structures.

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- ClfA (2014). Standard and Guidance for Historic Environment Desk-Based Assessment.
- Historic England (May 2016) Understanding Historic Buildings- A Guide to Good Recording Practice.

2.3.2. The work will also be undertaken in accordance with HEA's Environmental Policy (2021) and Health and Safety Policy (September 2025).

3 BACKGROUND

3.1 SITE LOCATION

- 3.1.1. The subject building is located to the west of Dane End Lane, and as explained above, to the north of the Grade II listed farmhouse with which it forms a group. The farmhouse is thought to date from the late 16th or early 17th century and contains a later 17th century rear staircase and tower, a front elevation refurbished in the early 18th century and window alterations in the 19th century. The subject building is likely to be contemporaneous with the farmhouse, built as part of the burgeoning agricultural industries in the wider area. Cartographic evidence suggests that the barn which makes up the subject building was in position by at least 1884 when it appears as part of a larger farmstead set around a farmyard. As is common in agricultural buildings which have accommodated changing uses and technologies throughout the centuries, the subject building has been modified, in this instance with modern interventions to the west.
- 3.1.2. Surrounding the site and subject building is a distinctly agricultural landscape with open fields, mature trees and hedgerows. Historic farmsteads are scattered throughout the immediate landscape, many of which are designated heritage assets.



Figure 1: Site Location

3.2 SITE DESCRIPTION

- 3.2.1. The subject building is an "L"-shaped single storey timber framed barn with a pitched roof set on a low brick sill (Figure 9). The structure dates to at least the 19th century when cartographic evidence shows that the farm buildings were constructed by at least 1877. Externally, the building is clad in weatherboard and slate tile which appears to have been added since the 19th century (Figure 2). Internally, the building contains an earlier timber frame structure that is more typical of the late 16th or 17th centuries. It is a full height space with exposed queen post trusses with a half cruck frame formed from hand cut timbers with mortice and tenon joints set on jowled posts (Figure 3). The roof of the structure has been extensively altered, yet the building's timber frame contains a high degree of originality (Figure 4).



Figure 2. Photomontage of the exterior of the subject building

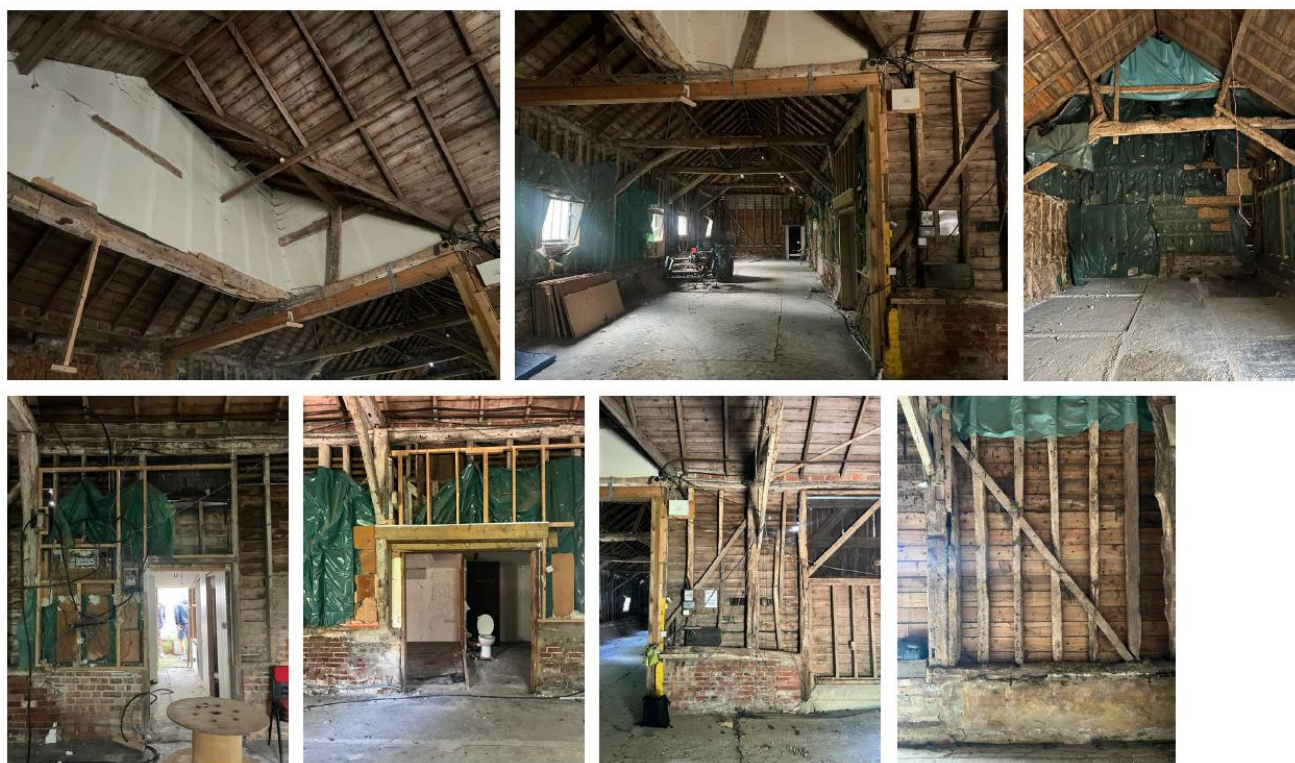


Figure 3. Photomontage of the interior of the subject property



Figure 4. Photos of aspects of the original timber work, as seen from the interior

3.3 OUTLINE HISTORICAL BACKGROUND

- 3.3.1. General archaeological and historical background information is provided in the WSI for the archaeological and historic building monitoring work (PCA, 2026), which utilises information held on the Hertfordshire Historic Environment Record (HHER), within c.1km of the site (HER request number 098.26). This section seeks to provide a focussed historical background for Irongate Barn itself (the subject building), with some additional detail for the associated historic farmhouse.



- 3.3.2. The subject building was most likely constructed sometime in the late 16th or 17th century when the principal farmhouse (HHER Ref: MHT15656) was constructed. Like the subject building, the principal farmhouse is a timber-framed structure on a low brick sill. The farmhouse presents a two storey structure with an attic within a steeply pitched shingle roof. It contains a late 17th century chimneypiece and stair tower to the rear. The farmhouse was largely remodelled in the early 18th century and the windows added in the 19th century. By this time, cartographic evidence suggests that the configuration of the wider farmstead is likely to have comprised a south facing farmyard surrounded by farm buildings to the west, north and east (Figure 5).

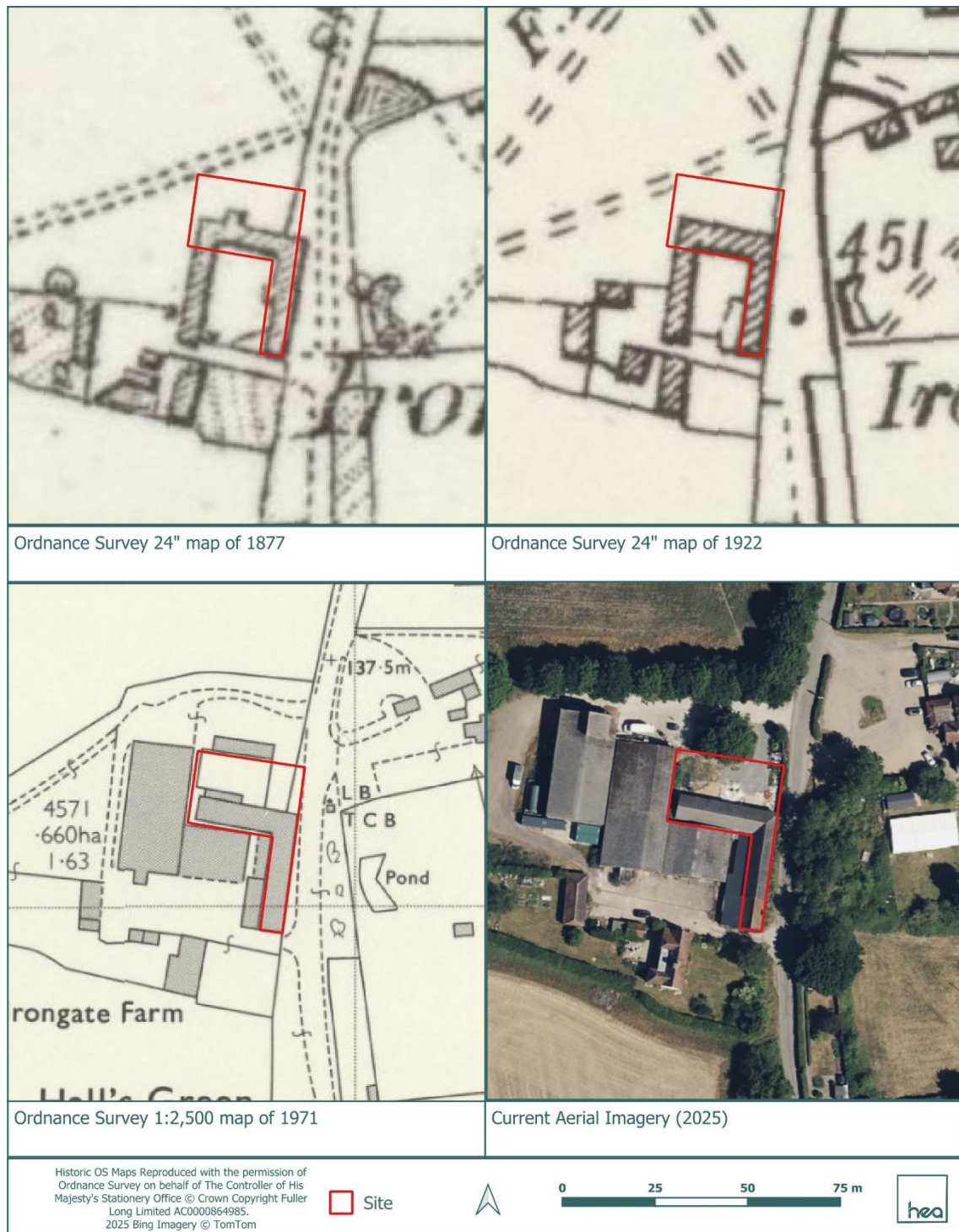


Figure 5. Historic mapping

- 3.3.3. The Ordnance Survey 24" map of 1877 shows the layout of this farmstead. Here, the subject property comprises what was the north and eastern parts of the farmstead. The northern-most part of the subject building contained a small northern extension northward, while the eastern-most part contained a small extension westward. The latter extended into the farmyard and features of it may

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remain extant (Figure 6). This is mentioned as an item of enquiry during recent consultation and will be investigated by this work. The building itself lined the roadway as it currently does today. The farmhouse is seen to the south and there are additional ancillary buildings to the west.



Figure 6. Ordnance Survey 24" map of 1877 showing the porch which extended into the farmyard.

- 3.3.4. The Ordnance Survey 24" map of 1922 shows no change to the layout of the farmyard and subject property. However, there are minor changes to the adjoining sections: the small extensions appear to have been removed and a lean-to was constructed against the subject property inside the farmyard (Figure 7).



Figure 7. Ordnance Survey 24" map of 1922 showing the lean-to which was constructed against the subject property

- 3.3.5. The Ordnance Survey 1:2,500 map of 1971 shows considerable change to the subject property and the wider farmstead. This most likely occurred following 1960 and included the truncation of the former farmyard with modern farm buildings. At this time the western-most parts of the farmstead to the west of the subject building were replaced with the 1960s concrete structure and modern infill. Additionally, the lean-to which was constructed by 1922 to the west of the subject building in the farmyard now appeared as a filled in structure (Figure 7) and was extended northwards with an open sided structure as indicated by the dotted line (Figure 8). A lean-to was also depicted to the north of the subject building, perhaps indicating a new construction.
- 3.3.6. Modern aerial imagery shows no change to the subject building other than the removal of the northern lean-to.



Figure 8. Ordnance Survey 24" map of 1971 showing the arrangement of lean-to constructed against the subject property

3.4 CURRENT CONSENTED SCHEME

- 3.4.1. The Site benefits from planning permission (25/01141/FP, Conditions 9-11; 25/01935/FP, Conditions 3-5) and listed building consent (25/01936/LBC). The proposed development descriptions and relevant planning conditions are detailed above in Chapter 1. Figure 9 demonstrates the different boundaries to each application, and highlights the subject building in relation to these.
- 3.4.2. The proposals will ultimately retain and repair the subject building, which is curtilage to the Grade II* listed Irongate Farmhouse (NHLE 1347439).



Figure 9. Site location showing the applications areas and subject building

4 HISTORIC BUILDING RECORDING

4.1 SCOPE OF RECORDING- INCLUSIONS AND EXCLUSIONS

- 4.1.1. The Historic Building Recording will provide a record of the subject building, including interiors, exteriors, and extensions.
- 4.1.2. Whilst the report would describe the location and setting of the subject building, it is not within the scope of this report to record the setting or context in detail. The contribution of any setting to the significance of the subject building would be included within the discussion section of the HBR.
- 4.1.3. The main buildings/ elements scoped into the building recording exercise are:
 - The curtilage listed farm building at Irongate Barn

4.2 RECORDING LEVEL

- 4.2.1. The Historic England document "Understanding Historic Buildings: A Guide to Good Recording Practice" (most recent edition 2016) provides the basis on which historic building record surveys are generally undertaken. The guidance provides information on how to undertake these record surveys and provides a series of "levels" of survey, ranging from least detailed through to most detailed. These are generally known as Historic England Building Recording Levels 1-4 or similar. These are summarised in the guidance as follows:
- 4.2.2. A **Level 1** survey provides a basic visual record of the relevant building(s), supplemented by the minimum level of information relevant to the building(s) location, age, and type. The survey may focus on the building(s) exterior only.
- 4.2.3. A **Level 2** survey is a "descriptive record", similar to Level 1 but used in circumstances where more information is required. The survey would include both the exterior and interior of the building(s). The survey will enable an analysis of the development and use of the building(s), but will not discuss in detail the evidence on which this analysis is based.
- 4.2.4. A **Level 3** survey is an "analytical record". This includes an introductory description followed by a systematic account of the building(s) origins, development, and use. An account will be made of the evidence on which the analysis is based. All drawn and photographic records will be included that will fully illustrate the building(s) appearance and structure.
- 4.2.5. A **Level 4** survey is a "comprehensive analytical record". The guidance states that this is appropriate for buildings of special importance. It clarifies that whereas a Level 3 record would draw its analysis mainly from the building itself, a Level 4 survey would draw on a full range of sources and discuss the significance of the building(s) in terms of its architectural, social, regional, and economic history.
- 4.2.6. The guidance clarifies the requirements for each survey level and details the level of information required to be included for each level. In short, each survey level is more detailed than the previous, with a Level 1 survey likely to take limited time on site and to report upon, whereas a Level 4 survey is a far more detailed and in depth analysis of both the relevant building(s) and relevant source material.

- 4.2.7. The subject building has been altered throughout its lifecycle. However, the historic building fabric retains a high degree of originality where this has not already been removed by subsequent extensions and alterations.

4.3 METHODOLOGY

- 4.3.1. The historic building recording will be conducted in accordance with procedures and guidelines stated in the Chartered Institute for Archaeologists' 2014 (since updated) guidance Standard and guidance for the archaeological investigation and recording of standing buildings or structures and Historic England's 2016 guidance Understanding Historic Buildings- A Guide to Good Recording Practice.
- 4.3.2. The site visit (visual inspection) would involve three aspects of recording: a) Written record, b) Photographic record and c) Drawn record, undertaken in accordance with Level 3 of Historic England's recording levels, for the reasons detailed in the above section.
- 4.3.3. Written record: The written record will be formulated following on from the site visit and visual inspection of the buildings, and using notes prepared during the visit. It will comprise of the following information:
- The precise location of the buildings as an address and in the form of a National Grid Reference.
 - A note of any designations from the Historic Environment Record.
 - The date when the building recording exercise was undertaken, the name(s) of the recorder(s) and the location of any archive material.
 - A summary statement describing the buildings' type or purpose, historically and at present, its materials and date(s). This account would summarise the buildings' form, function and sequence of development. The names of architects and previous owners, would be included.
 - The written record will be illustrated using archival photographs, maps and other material, if available.
- 4.3.4. Photographic record: The site visit would involve a photographic survey of the subject buildings' exteriors and interiors. The following information are proposed to be included within the photographic record:
- General and setting: A general view or views of the buildings in their immediate and wider setting or landscape.
 - External elevations: The buildings' external appearance. Typically a series of oblique views will show all external elevations of the buildings, and give an overall impression of their size and shape. The external elevations will be documented in photographs taken perpendicular to the plane of the elevations.
 - Further views may be desirable to reflect the original design intentions of the builder or architect, where these are known from documentary sources or can be inferred from the buildings or their setting.

- Internal: The overall appearance of the internal areas and any features important for its use as an industrial building. Photographs of the roof void showing the roof structure (if accessible).
- Any external or internal detail, structural or decorative, which is relevant to the buildings' design, development and use, with scale where appropriate.
- Any dates or other inscriptions; any signage, makers' plates or graffiti which contribute to an understanding of the buildings. A transcription should be made wherever characters are difficult to interpret.

4.3.5. **Drawn record:** The drawn record will provide a high-level record of the exteriors and interiors of the structures through scaled, measured drawings. The drawings will be based on 'As existing' set of planning drawings, annotated with notes/ observations made during the site visit. The following information will be included within the drawn record:

- A site location plan tied into the Ordnance Survey at a scale of 1:1250 should be drawn.
- A site plan at a scale of 1:500 or better should be produced showing the principal buildings and structures and clearly identifying those included within the photographic survey.
- Measured cross-sections or long-sections to illustrate the vertical relationships within each building (for example floor and ceiling heights, the form of roof trusses). An account of the buildings' overall forms (structure, materials, layout) and of their successive phases of development, together with the evidence supporting this analysis.
- Roof plans showing the form and design of the subject buildings' roofs.
- Measured elevations, where these are necessary to an understanding of the buildings' design, development, or function.
- Measured drawings to show the form of any architectural decoration (for example the moulding profiles of door surrounds, beams, mullions and cornices) or small scale functional detail not easily captured by photography. A measured detail drawing is particularly valuable when the feature in question is an aid to dating. These will be provided by the client.

4.3.6. The drawn record would be fully captioned and scale drawings must include a bar scale. Standard drawing conventions must be used. North must be included on all plans and will be consistent.

4.3.7. **Protocol for historical/ archaeological discoveries:** The site inspection and recording survey will comprise of a visual inspection only, and no investigative opening up works are proposed. Nevertheless, there is a possibility of discovering historically significant material (such as historic wallpaper, inscriptions, archival material, etc.) during the course of this survey. If any hitherto unknown historic fabric or features of significance are found, these will be carefully documented in situ, and the archaeological officer will be notified of their discovery. Further research and assessment of the finds would be undertaken, and this information would be recorded within the HBR report.

4.4 STRUCTURE OF HBR REPORT

4.4.1. The Historic Building Record (HBR) report will be based on the site survey and recording, in accordance with the methodology outlined in the section above. The report will comprise of the following chapters:

- Introduction
- Methodology
- Site information
- Historic background
- Architectural appraisal illustrated with photographic and drawn record
- Discussion and Analysis
- Archiving
- References

4.5 PERSONNEL

4.5.1. The following consultants of HEA will be involved in the preparation of this report.

Luke Tremlett BA (Hons), MA, MCIfA

Luke is a full member of the Chartered Institute for Archaeologists (CIFA) with over 14 years' experience in built heritage and archaeology in the UK and New Zealand. In the UK, Luke has excavated extensively across England and Wales and worked in consultancy on built heritage, archaeology and international projects. Luke now specialises in built heritage consultancy and has a proven track record of providing bespoke design advice and reporting to clients on projects ranging from large 500MW NSIP Solar Farms to small renovations of individual designated heritage assets. This expertise is combined with an extensive portfolio of buildings archaeology projects in the UK and NZ. Luke has worked on a full and eclectic range of heritage assets including marine structures, warehouses, military buildings, bridges, burial monuments, gas holders, schools, hospitals, churches, and crypts.

James Archer BA (Hons), MCIfA

James is the Director at HEA and has operational oversight of the consultancy team. He is a full Member of the Chartered Institute for Archaeologists (MCIfA) and has been involved in archaeological consultancy since 2014, prior to which he worked as a field archaeologist. James has worked on the archaeological requirements across a wide variety of development sites, ranging from large developments to small home extensions, as well as logistics hubs, educational and health facilities, and infrastructure projects. These archaeological works have included desk based reporting, input to Environmental Impact Assessment and the completion of Environmental Statement Chapters, and the project management of archaeological works from inception to completion. His clients include development firms, land agents, project management firms, specialist planning firms, public sector companies, and more. His expertise includes a comprehensive understanding of the archaeological

sector and its relationship with the UK planning system, as well as a pragmatic and commercial approach to the successful completion of archaeological work in order to support development.

4.6 REVIEWING AND MONITORING/ QUALITY CONTROL

- 4.6.1. HEA ensures quality control of its reports through a tiered system of internal review processes. The report will be prepared by a team of consultants from HEA with experience in Historic Building Recording exercise, and an understanding of relevant guidance on HBR surveys. Following preparation of the first draft, this will be reviewed by Luke Tremlett (project manager) who will oversee all aspects of the Historic Building Recording exercise. The report will be signed off by James Archer MCIfA, a full member of the ClfA.
- 4.6.2. The report will then be circulated to the Borough Archaeologist for their feedback and comments. Once the report/ record has been signed off by them (as part of the discharge of conditions process), it will be archived in the local repository (see further details below).

4.7 ARCHIVING

- 4.7.1. The methodology and specifications within following guidance will be adhered to whilst recording and archiving the findings of this HBR:
- MoRPHE- Management of Research Projects in the Historic Environment (Historic England, April 2015)
 - Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation (Archaeological Archives Forum, 2007)
 - Selection, Retention and Dispersal of Archaeological Collections; Guidelines for use in England, Wales and Northern Ireland (SMA, 1993)
 - Standards in the Museum Care of Archaeological Collections (MGC, 1992)
- 4.7.2. The Historic Building Record will be deposited in with North Hertfordshire District Council Museum Service, following agreement with the Archaeological officer. A copy of this will also be deposited online with Archaeology Data Service's (ADS) Online Access to the Index of Investigations V database (OASIS).

4.8 HEALTH & SAFETY INFORMATION

- 4.8.1. HEA will follow all relevant Health and Safety protocols and policies, especially the Health and Safety at Work Act 1974 whilst undertaking all site surveys for building recording. The company's Health and Safety Policy (September 2025) is adhered to during all site procedures. This includes providing adequate training for staff.
- 4.8.2. The survey team would undertake a risk assessment prior to commencing any survey work, and the outlined scope of services would be subject to all Health and Safety considerations.
- 4.8.3. HEA would expect the client to provide all information on any hazardous substances that the site could have been contaminated with, including any asbestos reports. If any opening up works are requested, HEA will require that an Asbestos report is produced by trained professionals, prior to any site work.

- 4.8.4. The above health and safety procedures will be supplemented by a separate Risk Assessment Method Statement (RAMS) at the fieldwork stage.

4.9 INSURANCES

- 4.9.1. Fuller Long-HEA have the following insurances:

- Professional Indemnity Insurance
- Public Liability Insurance worth

- 4.9.2. No claims have been made or are pending against these policies in the last 5 years.

4.10 TIMESCALES

- 4.10.1. The project manager for this historic building recording (HBR) exercise is Luke Tremlett MCIfA and James Archer MCIfA. Luke is a full member of the Chartered Institute for Archaeologists and has extensive experience in surveying/ recording historic buildings and would lead, review, and manage the project. James is the Director at HEA and has operational oversight of the consultancy team. He is a full Member of the Chartered Institute for Archaeologists (MCIfA).
- 4.10.2. The photographic recording at Level 3 of Historic England's recording level will require 1 working day on site, to document all building fabric with a written, photographic, and drawn record.

5 REFERENCES

- Archaeological Archives Forum (2007). Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation
- ClfA (2014, last updated 2020). Standard and guidance for the archaeological investigation and recording of standing buildings or structures.
- ClfA (2014, last updated 2020). Standard and Guidance for Historic Environment Desk-Based Assessment.
- ClfA (2020). Standard and guidance for the archaeological investigation and recording of standing buildings or structures.
- Fuller Long-HEA (2021)- Environmental Policy
- Fuller Long-HEA (2025)- Health and Safety Policy.
- Health and Safety at Work Act 1974.
- Historic England (April 2015). Management of Research Projects in the Historic Environment (MoRPHE)
- Historic England (May 2016) Understanding Historic Buildings- A Guide to Good Recording Practice.
- MGC (1992). Standards in the Museum Care of Archaeological Collections
- PCA (2026). Irongate Barn, Halls Green, Weston, Hertfordshire: Written Scheme of Investigation for a Programme of Historic Building Recording Monitoring and Archaeological Monitoring, Investigation and Recording
- SMA (1993). Selection, Retention and Dispersal of Archaeological Collections; Guidelines for use in England, Wales and Northern Ireland

