

Anne McDonald
Development Control
North Hertfordshire District Council

**Postal Point CHN 108
Hertfordshire County Council
Farnham House, Six Hills Way,
Stevenage, SG1 2FQ**

Contact Andy Instone
Tel 01992 555241
My ref P01/26/0745-2
Your ref **26/0745/DOC**
historic.environment@hertfordshire.gov.uk

Date: 27 April 2026

Dear Anne,

Re: Details reserved by Condition 15A (Archaeological Written Scheme of Investigation) of planning permission reference 24/02606/FP granted on 31.07.2025).|Land West Of Tuthill House Kelshall Tops Therfield Hertfordshire SG8 9PT

ARCHAEOLOGICAL IMPLICATIONS

Thank you for consulting us on the above application.

As per previous correspondence to you, the applicant has submitted a written scheme of investigation (*Contour Archaeology*).

We have the following comments:

- reference is made to a brief issued by Katie Lee Smith who works for Place Services (bibliography); they do not advice NHDC on archaeological matters, so it is unclear why this has been included
- the authors should update the document from NPPF 2019 to 2024
- 8.3, the latest version of Hertfordshire Archaeological Archive Standards (2025) should be referred to rather than a CCC (sic) document
- a fully completed HER Summary Sheet should be included with the final report
- Section 12; the receiving museum should have been contacted and agreed to receive any archive as part of the production of the WSI
- Brief archaeological c.v.'s should be provided of the **onsite** staff; this may be done after approval of the WSI in which case it should state that fieldwork will not commence until this office has agreed the suitability of the onsite staff
- there should be a section on public outreach, in case the results suggest this would be appropriate

We are therefore currently unable recommend that it is approved, nor that Condition 15A can be partially discharged.

We concur with paragraph 2.4 of the WSI which states:

“This document represents a Written Scheme of Investigation (WSI) for the archaeological evaluation ONLY; this document alone will NOT result in the discharge of the archaeological condition.”

We also concur with paragraph 5.1:

“The aim of this programme of work (trial trenching) is to gather information on the archaeology of the site, so that an informed recommendation can be made to the local planning authority regarding the potential impact of development upon any archaeology within the development area.”

This is because trial trenching is potentially only the first phase of investigations. Depending on the results further phases of archaeological investigation may be required, together with addendums to this WSI to cover them, as well as reporting and if necessary, analysis and publication of the results.

I hope that you will be able to accommodate the above recommendations.

Please do not hesitate to contact me should you require any further information or clarification.

Yours sincerely,

Andy Instone
Senior Historic Environment Advisor, Hertfordshire LEADS
Environmental Sustainability

Hertfordshire LEADS provides Landscape, Ecology, Archaeology, Design and Sustainability support to planning departments in Hertfordshire.