

Archaeological Mitigation Strategy:

Archaeological Excavation

**Land west of Ryefield, Stevenage Road / Sperberry Hill,
St. Ippolyts, North Hertfordshire**

NGR: TL 20083 26807
Planning Authority: North Hertfordshire District Council
Planning Reference: 19/01669/FP
PCAS job number: 3034
Museum sitecode: SIP/SR '25

Prepared for

Talbot Homes

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- Fig. 3:** Evaluation results on interpretive geophysics (RPS, 2020). The planned excavation area is shaded pink. 1:1000.

Appendix 1: Selection Strategy

Appendix 2: Data Management Plan

Non-Technical Summary

- This document is an archaeological mitigation strategy prepared for Talbot Homes in association with residential development of land west of Ryefield, Stevenage Road, St. Ippolyts.
- Geophysical survey of this site and land to the south of Sperberry Hill, which defines the southern edge of the current site, has identified a D-shaped enclosure and associated features suggesting domestic occupation. Dating recovered confirms two phases of activity, one in the mid Iron Age and another in the later Iron Age – early Roman period.
- The north arm of the main enclosure lies within the site with limited archaeological potential towards the northeast quadrant of the redline boundary. The archaeological excavation targets the southwest of the site, where buried remains of the highest density and significance have been exposed.
- This document details the methodology to be employed during the archaeological excavation and post-excavation reporting and archiving procedures.

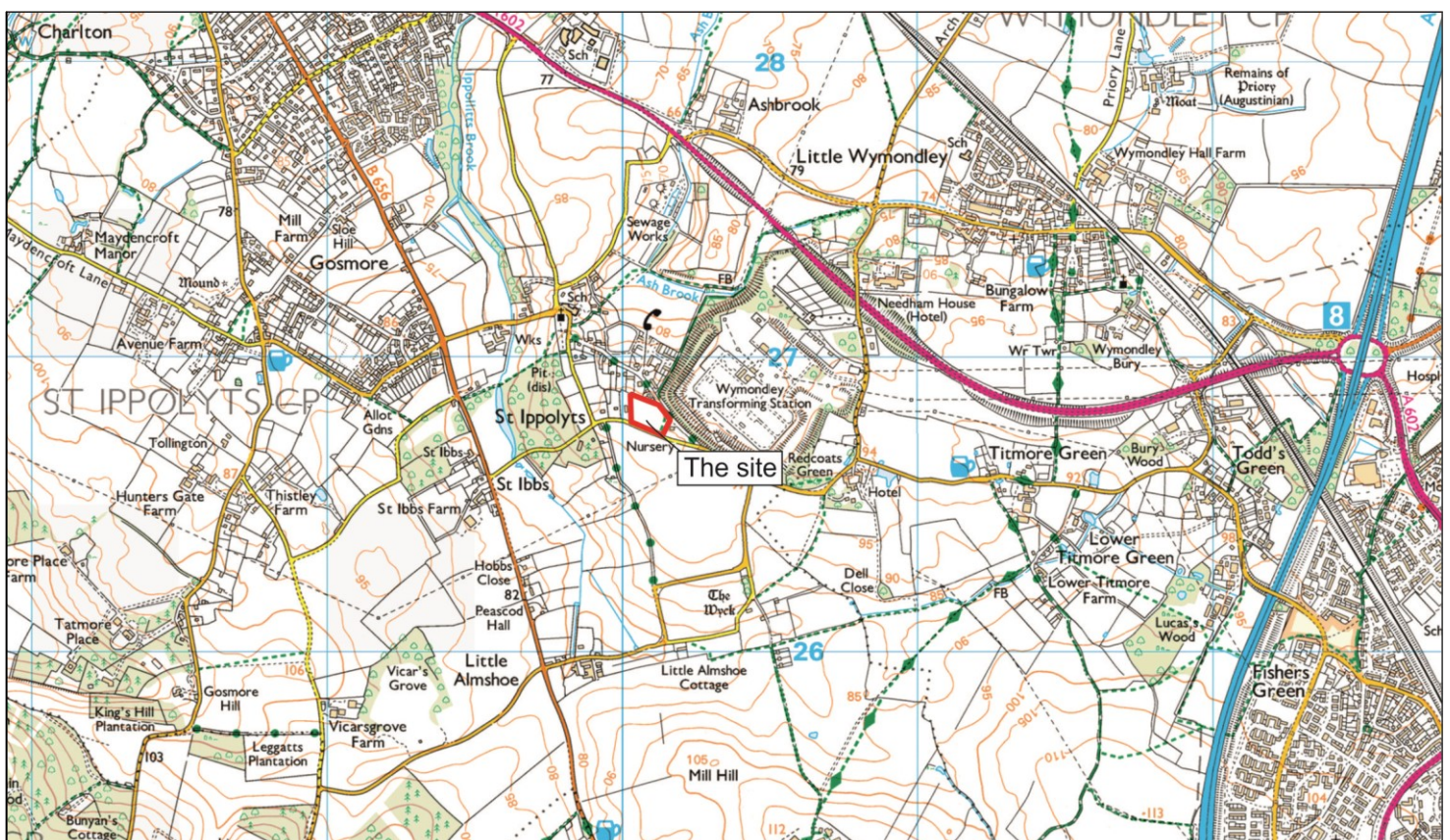


Figure 1: Site location map at scale 1:25,000 OS Explorer map sheet 193 Luton and Stevenage. Site location is shown in red. (OS mapping © Crown copyright. All rights reserved. PCAS licence no. 100049278).

1.0 Introduction

PCAS Archaeology Ltd. (PCAS) was requested by Talbot Homes to prepare a written scheme of investigation for archaeological mitigation in association with residential development on land west of Ryefield, Stevenage Road, St. Ippolyts in Hertfordshire.

Geophysical survey of both the site and the land south of Sperberry Hill has identified anomalies indicating the presence of a D-shaped enclosure, the north arm of which lies within the current site. Evaluation has confirmed and provided dating for this and associated features, with two phases of occupation in the mid Iron Age and the late Iron Age to early Roman period.

The archaeological excavation area encompasses the southern part of the site where the enclosure and associated features were revealed. This document details the methodology to be employed during the fieldwork, and the post-excavation reporting and archiving procedures. It follows current best practice and appropriate national guidance including:

- NPPF, National Planning Policy Framework (2023)
- ClfA Code of Conduct (2022)
- ClfA Standards and Guidance for an Archaeological Excavation (2023)
- Management of Research Projects in the Historic Environment (MoRPHE)
- Standards for Field Archaeology in the East of England (2003)

This strategy is subject to the approval of the Hertfordshire Senior Historic Environment Advisor.

2.0 Site location and description (Fig. 1)

St. Ippolyts is a village and civil parish in North Hertfordshire. It lies south of the A602 approximately 2.5km southwest of the junction with the A1, between Stevenage and Hitchen.

The site lies between Stevenage Road and Sperberry Hill, in the southern part of the village. It comprises approximately 2.80 acres of grassland west of the private residence known as Ryefields.

Sandy Lane lies in the south of Tealby, on the north bank of the River Rase. No.6 lies at the apex of the junction of Sandy Lane and Cow Lane, the latter extending northwards to Rasen Road. It is a detached property facing onto Sandy Lane with a courtyard and associated outbuildings on the Cow Lane side of the property. The plot is roughly triangular, covering an area of c.1000m². The extension replacement lies on the western gable end of the existing property.

The site is approximately centred on NGR TL 20083 26807.

3.0 Topography and geology

The solid geology of the site is Holywell Nodular Chalk and New Pit Chalk, overlain by superficial deposits Mid Pleistocene Glaciofluvial sand and gravel (<https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/>). The evaluation recorded topsoil to a maximum thickness of <0.43m.

St. Ippolyts occupies a small hilltop around 95mOD in the rolling landscape of the Chiltern Hills.

4.0 Planning Background

The National Planning Policy Framework (NPPF) came into force in March 2012 (updated December 2023). This places the responsibility for dealing with heritage assets affected by development proposals with the developer. Developers are required to ‘record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible’ (NPPF, p205). Developers are obligated to produce a definitive method of archaeological mitigation to fulfil this requirement.

A planning application for the erection of 14 dwellings including new vehicular access off Sperberry Hill (serving 10 dwellings) and new vehicular access off Stevenage Road (serving 4 dwellings) on land to the southwest of Stevenage Road, St. Ippolyts has been submitted to North Hertfordshire Council, application ref 19/01669/FP.

The Hertfordshire Senior Historic Environment Advisor has noted that, due to the archaeological potential and significance of the site, an open area excavation to preserve by record the buried remains exposed during the evaluation (comments dated 11/6/2020, reiterated 9/3/2023).

This document details the excavation methodology and the post-fieldwork reporting and archiving procedures. This methodology is subject to the approval of the Hertfordshire Senior Historic Environment Advisor.

5.0 Archaeological and Historical Background

The report for the pre-determination investigations of the site will be made available to all those undertaking the fieldwork and post-excavation assessments. This includes a desk-based assessment (RPS, 2019), geophysics (Sumo, 2019) and evaluation (RPS 2020).

The slopes of the hill St. Ippolyts occupies is scattered with cropmarks, probable Bronze Age ring ditches, a cluster of which lies approximately 250m south of the site. Scatters of early prehistoric flints and other artefacts demonstrate a minimum of a low density utilisation of the landscape. Iron Age and Roman occupation has been demonstrated within the site through the geophysics and evaluation, the results are outlined below. Evaluation of the site to the south of Sperberry Hill revealed two phases of use in the later Iron Age and early Roman period, with residual mid-Iron Age pottery. Pits and ditches, including several postholes to suggest early Roman structures, were found on the west side of a trackway. These trenches did not extend to the southern half of the D-shaped enclosure, the north arm of which lies within the current site, but the dating corresponds with that from this project.

The site lies on the periphery of the historic core of the settlement, which lay to the northwest around the church, itself believed to have been established in the later 11th century (List ID 1347411). The settlement is not recorded by name in the Domesday Book but if the dating of the church is accurate there was likely an early medieval settlement here prior to the church.

Lying on the relatively level ground of the hilltop on the periphery of the settlement the site was probably utilised throughout the medieval and post-medieval period. There are no HER monuments of this date within the site, with the settlement expanding along Stevenage Road and Sperberry Hill in the 20th century. The evaluation (below) found a post-medieval ditch in Tr.11 (southeast of the excavation area) corresponding with a boundary shown on the 1816 Enclosure map, and an undated pit cut into a Romano-British dated ditch in Tr.7 was also thought to date from this period.

Geophysics and Evaluation (Figure 2)

A geophysical survey of the site was undertaken in 2019 (Sumo, 2019), also extending to the open fields south of Sperberry Hill. the survey identified a D-shaped enclosure, the majority

lying south of the modern road but with the northern arm within the current site. Within the enclosure was a number of possible ring ditch anomalies, with further linear features and discrete pit-type anomalies also noted.

The targeted evaluation of the current site (Forshaw, 2020) confirmed the presence of the northern side of a large D-shaped enclosure ditch among other features. Dating recovered from the revealed features suggests occupation here commenced in the mid-Iron Age; features from this period include ditches that form the corner of an early enclosure and a handful of pits. It is not clear if occupation was continuous or interrupted, but the north arm of the D-shaped enclosure ditch seen on the geophysics was dated to the later Iron Age – early Roman period, perhaps a second phase of enclosure here. The debris within this ditch suggested domestic occupation, with the artefact assemblage noted as being particularly rich from the ditch in the southeast corner of the site. To the south of the enclosure ditch features of a date roughly contemporary with it were revealed, while to the north there were very few. This suggests the northern half of the site has a more limited archaeological potential.

6.0 Archaeological Requirement

To preserve by record the buried remains that lie in the site an archaeological excavation will be undertaken.

The excavation area (approximately 6535m²) will be defined according to the georeferenced geophysics and evaluation results, identified and marked out prior to any development groundworks by the development contractors with, where necessary, the assistance of the attending archaeologist. This will ensure no accidental impacts to the excavation area prior to the archaeological fieldwork.

As fieldwork nears completion, the Senior Historic Environment Advisor will be invited to review the programme; the fieldwork phase of the mitigation will not be considered complete until the Senior Historic Environment Advisor has formally signed off the excavation area; development groundworks within these areas will not commence until they have been signed off.

This mitigation strategy aims to:

- To preserve by record the archaeological remains in the zones identified as having the highest archaeological potential that will be impacted by the development groundworks;
- To recover stratified dating evidence and establish the chronology of any encountered archaeological remains at the site;
- To establish the relationships between features within the site, establishing phasing and character of the encountered remains;
- To interpret the archaeological remains in the context of historical accounts and known archaeological remains in the vicinity;
- To add to the current understanding of the archaeology and historical development of the wider area.

The project has the potential to add to the East of England Regional Research Framework (<https://researchframeworks.org/eoe/>). Based on the archaeological background of the project it is anticipated the sections of the Framework relating to the Late Iron age and Roman archaeology of the region will be most relevant. These might include:

- 01 How can we improve methodological approaches to the Late Iron Age and Roman periods?
- 04 How can we map the distributions of key artefact and site types?

- 05 How can we better understand the Late Iron Age to Roman transition?
- 13 How can we increase our understanding to Late Iron Age and Roman farmsteads?
- 16 Can we better distinguish between Late Iron Age and Early Roman features and sites?
- 17 How can we better utilise site finds densities in the study of Romano-British sites?
- 19 How can we make greater use of metal detecting during the excavation of Roman sites?
- 25 To what extent was change across the region the result of population movement and acculturalisation?

The research questions of the Framework Agenda should be considered both during the fieldwork and post-excavation reporting, with topics and research questions that may be relevant identified and defined throughout the project.

The site should not be treated in isolation, and reference should be made to relevant historical sources and previous archaeological work in the area when interpreting the results.

The archaeological fieldwork and post-excavation assessments will be completed in accordance with the methodology detailed below.

An online record of the project will be initiated with the Archaeological Data Service (OASIS database). This will be updated and completed during the post-excavation phase of the project, including an uploaded digital copy of the report.

7.0 Fieldwork methodology

All archaeological excavation and recording will be undertaken by a field team including a suitably qualified/experienced PCAS Project or Field Officer leading, where required, a team of professional project archaeologists.

7.1 Excavation

The excavation area is defined by the footprint of the replacement extension (Figure 2). The excavation area will be defined by the client and / or their appointed lead groundworks contractor at the start of the project, the area recorded by the archaeologist using full RTK GPS co-ordinates which is accurate down to 0.03m.

The defined excavation area will be investigated and completed prior to any development groundworks for the new extension within this area. Development groundworks outside of these areas may be occurring simultaneously.

No vehicles will be driven onto the stripped area without the consent of the monitoring archaeologist. The SMR area will be clearly marked and/or fenced off to prevent any accidental incursions into the area.

All machine excavation will be undertaken in spits no more than 200mm thick, ceasing at the first archaeologically significant horizon or the surface of the natural geology, whichever is encountered first.

The topsoil and subsoil will be removed as separate horizons and stored in pre-designated storage areas away from the archaeological excavation area. The machines will not at any time drive / track across the exposed archaeological surface, ensuring there are no accidental impacts to buried archaeological remains. The spoil generated by the site strip is

anticipated to be used in landscaping or similar as part of the development groundworks but may be removed from site entirely.

This methodology will ensure a clean, even surface to allow for the initial identification of archaeological remains. Where a potential archaeological horizon is encountered, machining will cease and the exposed surface cleaned by hand ensuring that all features and deposits are identified and investigated. Should modern features be encountered such features may require a pause in machining to allow for investigation and recording before the machining recommences.

The archaeological excavation areas will be manually cleaned and features then plotted on a pre-excavation plan. The plan will be made available to site staff and the Hertfordshire Senior Historic Environment Advisor.

This will be followed by the controlled sample excavation of archaeological features (subject to health and safety considerations), to record their form, depth, character, date, state of preservation and extent, recovering any artefactual/ecofactual remains for further study and detailed recording.

Sample excavation of features and deposits will be based on the following:

- Pits/postholes less than 2m diameter to be a minimum of 50% sample excavated. Pits may have opposing quadrants to ensure the recovery of full profiles, and some pits may be up to 100% sampled for biological remains, at the discretion of the lead project archaeologist. Postholes and stake holes not forming part of a structure (see below) will be half sectioned.
- Pits larger than 2m diameter (e.g. quarry pits, ponds) all relationships will be determined. Further investigation will be at the discretion of the lead project archaeologist to determine their extent, date and function.
- Any areas of discrete industrial activity, burials, and exceptional features to be 100% sample excavated (if necessary in quadrants or segments to allow for cross sections to be recorded). It may be necessary to extend the excavation area to expose the full extent of any such remains, in agreement and consultation with the Senior Historic Environment Advisor.
- Features associated with buildings/domestic structure (i.e beam slots, drip gullies) to be 100% excavated after sample sections are excavation to record profile etc.
- All other linear features to be a minimum of 10% sampled, i.e. a 1m slot in every 10m of exposed length. All apparent ditch terminals to be sample excavated and intersections investigated to establish stratigraphic relationships. Representative slots should be cut at the mid point of any ditch segments less than 5m in length.
- Other features such as working hollows or quarry pits will be investigated to define their extent, date and function.
- Deep features (e.g. wells) will be initially half sectioned. Where features exceed a safe working depth a strategy for the recovery of deeper information will be discussed and agreed with the Senior Historic Environment Advisor; it is envisaged this might involve further machine excavation once a buffer zone and access route for the machine have been signed off by the Advisor.
- All relationships will be defined.

In certain cases, the use of mechanical excavation equipment may also be appropriate for putting sections through major features after partial excavation and recording or through deposits to check that they are of natural origin. No such large features were encountered

during the evaluation. This measure will not be implemented without the approval of the Senior Historic Environment Advisor.

7.2 Recording

A full written drawn and photographic record of each significant stratigraphic horizon and archaeological feature will be made, including any colluvial or other natural deposits identified on the site.

A written record of each significant stratigraphic unit, including cuts, deposits, structures etc. will be made on standard PCAS Archaeology Ltd Context Record Sheets to include, where necessary, masonry, timber / worked wood, brickwork. This documentary record should include, where appropriate, sketch location plans showing the relevant feature/horizon in relation to surrounding features, and hachures denoting the slope and any changes within the excavated sections.

Structured written records will be supplemented by a narrative account in the form of a site diary maintained by the lead Project Archaeologist, recording progress, initial interpretations, site visitors, weather conditions, disputes etc.

Where required, plans of individual features or groups of features will be hand drawn (1:50 or 1:20), or plotted on a trench plan at a scale of no more than 1:100.

Section drawings through features and representative sections of the baulk will be hand drawn (1:10 or 1:20) and plotted on base plans. For the latter suitable width of the baulk will be cleaned and recorded.

All features, hand drawn plans and sections will be mapped and tied into the National Grid using GPS utilising full RTK GPS co-ordinates. The current PCAS Archaeology model is a Leica GS08 GPS unit receiving RTK corrections, accurate to 0.03m.

Levels (AOD) will be taken on all sections and throughout the GPS planning and labelled as appropriate on plan/section drawings.

The supervising archaeologist will pay due attention to the landscape aspect of any exposed remains – both the cultural and the natural landscapes – which may require a basic assessment to be made of neighbouring conditions (e.g., visible earthworks in adjacent areas, surface observation, standing buildings, vegetation cover etc).

A photographic record in digital format will be maintained during the course of the archaeological intervention. Images will be high resolution (minimum of 12mp), taken using a camera with an APS-C or larger sensor. All record photographs will be set up to include an identification board, scale and north arrow. The photographic record will include:

- General site shots;
- specific stages of fieldwork;
- trench shots pre/post excavation;
- individual features and, where appropriate, their sections;
- groups of features, where relationships are important.

Artefacts

The potential for metal artefacts should be considered during the fieldwork. All spoil heaps and exposed surfaces shall be investigated using a metal detector by suitably qualified personnel. Metal detecting will be undertaken by suitably qualified personnel; the metal-detector model PCAS Archaeology Ltd. currently has available is the Fisher M-scope 1236-X2, which will be set to a high sensitivity setting for maximum depth, and a relatively low discrimination to pick up a wide range of objects; there will be no discrimination against iron

objects during the surveys. Any identified targets will be recovered stratigraphically and recorded by context (or in more detail if considered a Small Find).

All artefacts will be treated in accordance with UKIC guidelines, First Aid for Finds (Watkinson & Neale 1998). All finds recovered from the site will be returned to the offices of the appointed archaeological contractor for processing and initial identification before dispatch to the relevant specialists. They will be bagged and labelled according to context.

All Registered (Small) Finds (e.g. coins, individual objects of particular significance) will be collected and their location recorded.

A specialist assessment will be made of the artefacts recovered with a view to their potential for further study. Allowance will be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs.

All finds that qualify as 'treasure' under the 1996 Treasure Act (Treasure Act Code of Practice – 2023 revision) will be treated in accordance with the Act; HM Coroner will be informed and the finds will be safely stored. The Hertfordshire Finds Liaison Officer (Matthew Fittock - Matthew.Fittock@stalbans.gov.uk) may be contacted for advice in the first instance.

Human Remains

The legislation concerning the exhumation of human remains is covered by the burial act of 1857.

If human remains are encountered the Senior Historic Environment Advisor will be notified and if appropriate an Exhumation License will be requested from the Secretary of State/Ministry of Justice and the local Environmental Health Officer advised.

PCAS Archaeology has dedicated skeleton recording forms and all burials will be planned and photographed before removal.

Excavators should be aware of current legislation regarding human remains and pay due attention to requirements of Health and Safety. All work involving human remains will be carried out according to the standards and guidelines recommended by the British Association of Biological Anthropologists and Osteologists in conjunction with the ClfA guidelines. PCAS has specific skeleton recording sheets to ensure the detailed recording of the remains prior to removal.

All reasonable requests of interested parties concerning the methods of removal, re-interment or disposal of the remains and associated items will be complied with, and attempts will be made at all times not to cause offence to interested parties.

Environmental Sampling

Any securely stratified dated or undated archaeological deposits considered suitable will be sampled for the retrieval and assessment of the preservation conditions and potential for analysis of biological and environmental remains. Industrial residues and waste from craft and manufacturing processes are also routinely sampled. Any deposits with clear residual or intrusive modern material will be avoided.

Particular attention will be paid at all times to the presence of lithics-bearing contexts and / or organic contexts, including those devoid of dateable finds, where the presence of burnt flint, charcoal and/or organic material suitable for dating by C14, thermoluminescence (TL), or other dating methods may be retrieved.

Where possible, deposits will be sampled in 40l-60l quantities; if less than 40l is possible due to the size of the deposit then 100% of the deposit shall be collected for environmental processing. Each 10l of any given sample will be taken from different points within the

deposit to ensure a random and thorough investigation of the deposit. All samples will be accompanied with context specific samples recording forms detailing the volume, characteristics, location taken from and reason for taking the sample.

Samples will be returned to the office of the archaeological contractor for selection prior to dispatch to the appointed specialist for processing and assessment. Copies of sampling paperwork will be sent to the appointed specialist. Sampling techniques and methods will be undertaken in accordance with the Historic England guidance as set out in *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation* (Campbell et al, 2011, 2nd edition) and *Geoarchaeology: Using earth sciences to understand the archaeological record* (Historic England, 2015).

8.0 Post-fieldwork methodology - reporting

Following completion of site works, all archaeological records, environmental samples and finds will be taken to the offices of PCAS for initial processing and assessment as to their potential and significance; items that are not considered necessary for the assessment and reporting of the site may be discarded at this time according to the selection strategy guidelines of the North Hertfordshire Museums Resource Centre as set out in Hertfordshire Archaeological Archives Standards – A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire (2024) and PCAS Archaeology's own selection strategy; for example, unstratified modern artefacts or unworked animal bone from unstratified contexts will be noted on relevant context sheets and discarded. A draft Selection Strategy and Data Management Plan has been developed in association with this project and included as Appendix 1 & 2; any changes to these strategies will be discussed and agreed with Senior Historic Environment Advisor.

Stable finds (e.g. pottery, bone) will be washed, marked and packaged at PCAS prior to dispatch. Unstable finds will be dispatched for remedial conservation as a prelude to assessment, and bulk samples will be dispatched for processing.

PCAS have used the services of a variety of specialists in the past; a full list of specialists is included in Section 10 below.

For the excavation phase a Post-Excavation Assessment (PXA) will take place within six months of completing the fieldwork (or longer if the results of the excavation are significant to allow for adequate assessment). During the PXA the specialist assessments of the research potential of the artefact assemblage and environmental samples will be compiled and based on this the methods for detailed analysis and a spatial representation of the results will be identified, resulting in the production of an illustrated site narrative. The PXA will lead to a review of the post-excavation reporting program, to include timescales for specialist reporting and analysis and conservation requirements for archive preparation. This reviewed program and timescales will be submitted to the Senior Historic Environment Advisor as part of an updated Project Design alongside the PXA.

The PXA will lead to a review of the post-excavation report program, held in conjunction with the appointed specialists, to determine a timetable for the reporting and the aims of the specialist research and spatial analyses will be determined, including the conservation / discard requirements for eventual archiving. Necessary post-excavation funding will be discussed with the client at this stage of the program. The results of this will be presented to the Senior Historic Environment Advisor for approval in the form of an updated project design alongside the PXA.

If the results of the archaeological mitigation are considered of a lesser complexity or significance, then this staged post-excavation assessment and updated project design may not be necessary, and in discussion with the Senior Historic Environment Advisor it may be possible to continue straight onto a full excavation report.

Subject to the receipt of any specialist accounts/archive reports, within 12 months of the completion of fieldwork a fully illustrated and appended text will be prepared in accordance with current guidelines and sent to the Senior Historic Environment Advisor for approval. If specialist reports are not available within this timeframe an interim report may be issued pending receipt of all specialist reports. All electronic submissions will be in single .PDF format. The final report will include the following minimum information:

- A non-technical summary
- Museum identifier, site code and project number
- Planning reference number
- Grid reference, site location, topography and geology
- Archaeological and historical background
- A statement of aims and objectives of the project
- A description and analysis of the fieldwork undertaken
- A geo-referenced location plan at a minimum scale of 1:10,000
- Scaled section and plan drawings of archaeological features encountered within the excavated area with integral levels (AOD).
- Discussion and conclusions, including the importance of the findings in local, regional and national basis and a critical review of the effectiveness of methodology
- Tables summarising features and artefacts with full descriptions and brief interpretation
- Where applicable, a matrix will be produced to determine the phasing of recorded features / deposits, with dating applied where possible
- Specialist artefact and environmental reports, as necessary, with reference made to appropriate published type-series
- Colour photographs, including general views and appropriate detail
- Acknowledgements
- Bibliography of sources used
- Archive deposition location and agreed deposition date
- A summary of the report's presence and location on the OASIS online database

Copies of the approved report shall be sent to the Senior Historic Environment Advisor (in both pdf and printed format), the client and the Hertfordshire HER.

9.0 Dissemination

The data from the project, along with a digital copy of the report, will be uploaded to the Archaeology Data Service OASIS (Online Access to the Index of archaeological investigationS) database for public consultation. Digital photographs will be deposited through ADS Easy.

Deposition of the report with the HER, where it will be incorporated into their database for public consultation, and uploading the project data to OASIS will be considered as placing the results of the project in the public domain. However, wider publication of the results will be considered, although the content and place of publication will be dependent on what is found and be subject to discussion with the archaeological advisor to the planning authority. For example, where a significant discovery is made, consideration will be given to the preparation of a short note for inclusion in a local journal.

Working under the terms of the Copyright, Design and Patents Act 1988, PCAS shall retain full copyright with regard to written, digital and graphic material. However, following project completion, both the commissioning body, the Hertfordshire HER and the Archaeology Data Service may, in the interest of informing and advancing the profession, make responsible use of the data, provided that any material copied or cited in reports is duly acknowledged and all copyright conditions observed.

Following acceptance of the report a project archive including documentary, digital and material elements will be prepared according to published national guidelines including Guidelines for the Preparation of Excavation Archives for Long Term Storage (UKIC 1990) and Standards in the Museum Care of Archaeological Collections (Museums and Galleries Commission 1992), updated as these documents or their equivalents become available. The Selection Strategy will also include the guidelines for the receiving archive – the North Hertfordshire District Council Museum Service; current deposition guidelines are those issued in Hertfordshire Archaeological Archives Standards – A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire (2024) Transfer of title of the site finds (physical archive) will be obtained from the landowner as part of the archive preparation process.

The prepared archive will be stored at the offices of PCAS Archaeology Ltd. until deposition can be arranged. The North Hertfordshire Museums Resource Centre has been contacted regarding this project and the Museum sitecode SIP/SR '25 assigned – to be used throughout the fieldwork and post-excavation assessment. Archive deposition is provisionally scheduled for December 2026, dependant on the start date and completion of the development works to be monitored; archive deposition will be within 12 months of acceptance of the report. An accession number will be allocated by the Museum only after the archive has been transferred to the Museum.

10.0 Timescale and personnel

The project will only commence following the granting of planning permission, currently pending. The excavation will be factored into the development timetable, to be confirmed following planning approval.

The Hertfordshire Senior Historic Environment Advisor will be given no less than 10 days notice of the intention to commence the excavation fieldwork. Notification will be from the archaeological contractor upon instruction from the client.

The site team will include an experienced Project Officer or equivalent as a minimum, with personnel to be determined based on availability at the time of fieldwork. Details of the site team and CVs will also be provided on request.

The Senior Historic Environment Advisor will be regularly updated regarding progress and will be welcome to visit the site following prior arrangement with the archaeological contractor.

The fieldwork will only be considered complete when the excavation area has been signed off by the Senior Historic Environment Advisor.

Post-fieldwork collated archive will be stored at the offices of PCAS Archaeology. The project will be assigned to a Project Officer or equivalent for post-excavation assessment and reporting. They will work alongside the PCAS Finds and Archiving Officer who will liaise with the specialists for the assessment of the artefacts and environmental remains.

PCAS have used the services of a variety of specialists in the past and may use any/all of the following depending on suitability/availability etc:

Archaeological Contractors:

- York Archaeological Trust (YAT) – identification and assessment of registered special finds; X-Ray analysis and Conservation Services.
- Scottish Universities Environmental Research Centre (SUERC) – radiocarbon dating laboratories

Other Freelance Specialists:

- S Percival – specialising in the identification and assessment of prehistoric pottery and ceramics.
- D Fernandes - specialising in the identification and assessment of prehistoric pottery and ceramics.
- I. Rowlandson / H. G. Fiske – specialising in the identification and assessment of Iron Age and Roman pottery.
- R. Leary – specialising in the identification and assessment of Iron Age and Roman pottery
- R. Pressler - specialising in the identification and assessment of medieval – late modern pottery. Also in clay tobacco pipes, metal, brick and tile, coins, leatherwork and glass
- Dr. A. Sutton - specialising in the identification and assessment of Iron Age and Roman ceramics.
- J. Curl – specialising in the identification and assessment of animal bone worked bone/antler.
- S. Tipper - – specialising in the identification and assessment of human remains
- Z. Tomlinson - specialising in the identification and assessment of CBM and fired clay, small and other finds
- T. Lane – specialising in the identification and assessment of lithic materials and tools.
- A. Daubney - specialising in the identification and assessment of small finds and coins
- M. Wood – specialising in the identification and assessment of metal finds and waste metalworking residues.
- Q. Mould – specialising in the identification and assessment of leather artefacts.
- M. Taylor/M. Bamforth – specialising in the identification and assessment of waterlogged wood.
- R. Tyson – specialising in the identification and assessment of glass.
- S. Cottam – specialising in the identification and assessment of glass.
- C. Simpson - specialising in the identification and assessment of environmental samples and worked stone.

Should other specialists be required the Senior Historic Environment Advisor will be consulted as to local specialists.

A full report on the results of the project will be submitted within 12 months of completion of fieldwork, dependant of the receipt of any specialist reports. An interim report may be issued if the specialist assessments are not available within the required time frame.

11.0 Contacts

Alison Tinniswood, NHDC
Senior Historic Environment Advisor

01992 555276

Leigh Brocklehurst, Project Manager, PCAS
Archaeology Ltd

01522 703800

12.0 Monitoring arrangements

Internal monitoring will be the responsibility of PCAS Project Manager Leigh Brocklehurst / PCAS Director Colin Palmer-Brown. The Senior Historic Environment Advisor will be informed of the start of the archaeological intervention. They will be kept informed of any unexpected discoveries and regularly updated on the project's progress and will be free to visit the site by prior arrangement with the site director.

All phases of fieldwork shall be carried out in accordance with the approved WSI, with any variations to the specification being agreed in writing with the Senior Historic Environment Advisor.

13.0 Health and Safety

All work will be carried out in compliance with the Health and Safety at Work Act 1974 and its related regulations and codes of practice.

Employees and sub-contractors of PCAS Archaeology Ltd will perform their duties in accordance with company safety policy (revised 2024). Where PCAS employees are temporarily engaged at other workplaces, they are to respect relevant local regulations, both statutory and as imposed by other employers within the Health and Safety at Work Act (1974).

In furtherance of the duty of care imposed by the Health & Safety at Work Act, the Employer shall make available to his employees whatever reasonable facilities are required by particular circumstances, e.g. appropriate protective clothing, safety equipment, rest breaks for specialised tasks, etc.

Staff should remain aware of the potential for services at all times, and care should be taken to avoid the overhead cables when the machine is accessing the site.

A site risk assessment will be prepared prior to any site works taking place. All site staff will be required to read and sign to confirm understanding and adherence to the measures recommended in the risk assessment. The risk assessment will be continuous and updated throughout the course of the fieldwork should conditions change.

14.0 Insurance

PCAS Archaeology Ltd. has the following insurance cover:

Employers' Liability:	£10,000,000
Public Liability:	£5,000,000
Professional Indemnity:	£5,000,000

15.0 References

ClfA, 2020 *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials*

ClfA, 2023, *Standard and guidance for archaeological excavation*

Gurney, 2003, *Standards for Field Archaeology in the East of England*, EAA Occasional Paper 14

Historic England, 2008 *Management of Research Projects in the Historic Environment (MoRPHE). PPN 3: Archaeological Excavation*

NPPF, 2023, *National Planning Policy Framework*, Crown Copyright.

OS Explorer Map, 2015, *Sheet 193 Luton and Stevenage*, Ordnance Survey, Southampton. (OS mapping © Crown copyright. All rights reserved. PCAS licence no. 100049278).

RPS, 2019, *Archaeological Desk-Based Assessment: Land off Stevenage Road, St Ippolyts, Hertfordshire*. Grey literature report

RPS, 2020, *Archaeological Evaluation Report: Land off Stevenage Road and Sperberry Hill, St Ippolyts, Hertfordshire*. Grey literature report

United Kingdom Institute for Conservation, 1990 *Guidelines for the preparation of Excavation Archives for long-term storage*

Watkinson, D. And Neal, V., 1998 *First Aid for Finds*

Websites:

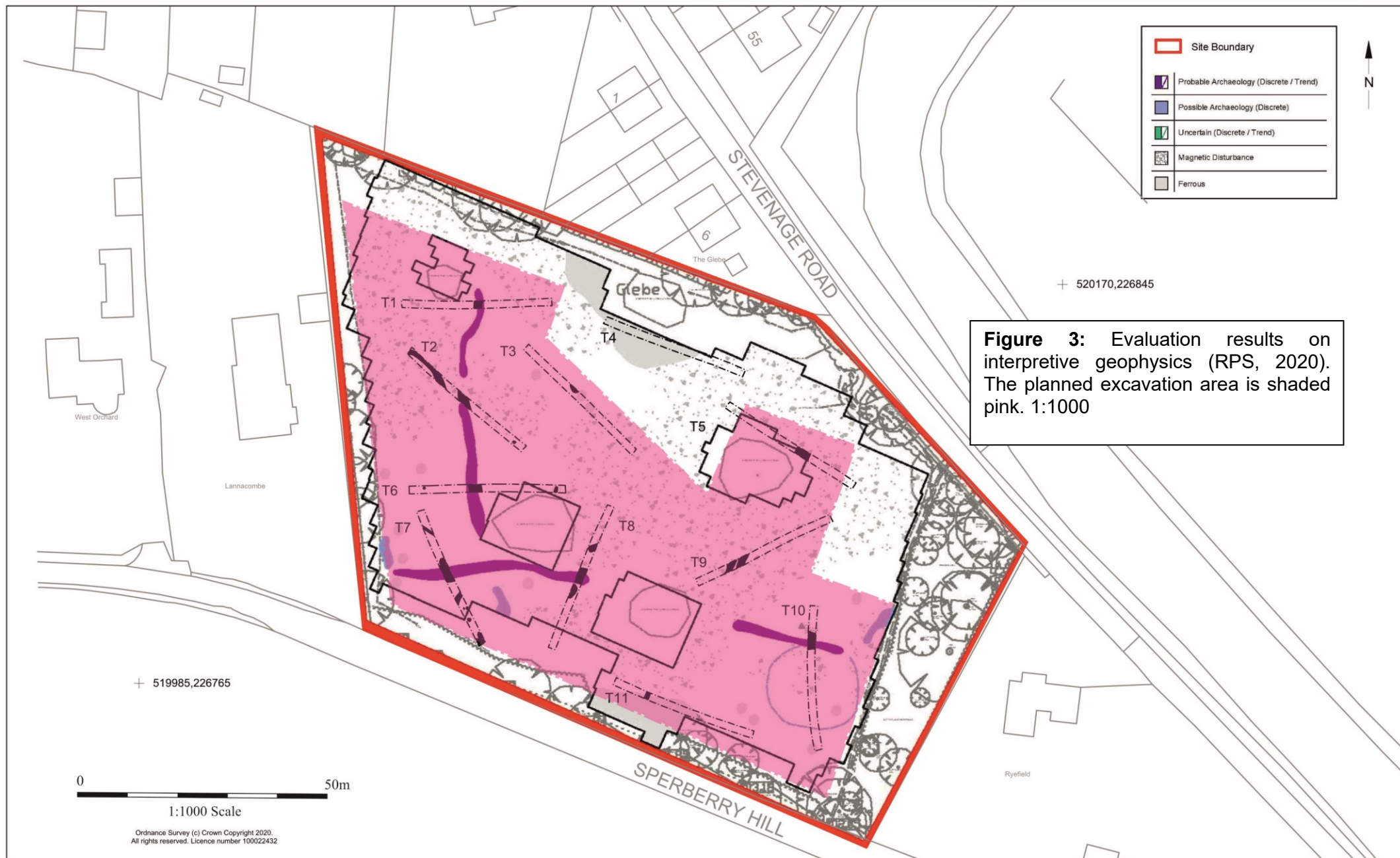
<https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/>

<http://list.historicengland.org.uk/mapsearch.aspx>

<https://pa2.north-herts.gov.uk/online-applications/applicationDetails.do?activeTab=externalDocuments&keyVal=PUF54JLKGO900>



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Geophysical survey by Sumo Survey



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Project Ref: 190627

Mar 2020

Report Ref: 2020049

Drawn by: APL

Land North of Sparberry Hill, St Ippolyts

Trench location plan

Fig.3

**Land west of Ryefield, Stevenage Road / Sperberry Hill,
St. Ippolyts, North Hertfordshire**

Selection Strategy

NGR: TL 20083 26807
Planning Authority: North Hertfordshire District Council
Planning Reference: 19/01669/FP
PCAS job number: 3034
Museum sitecode: SIP/SR '25

Prepared for
Talbot Homes

By A. Lane

November 2024



PCAS Archaeology Ltd
47, Manor Road,
Saxilby
Lincoln
LN1 2HX

Tel. (01522) 703 800

Project details	
Project Manager	Leigh Brocklehurst
Project Name	Land west of Ryefield, Stevenage Road, St. Ippolyts, Hertfordshire
PCAS Job Number	3034
Site Code	SIP/SR'25
Author (s)	Alison Lane
Date:	November 2024
Project Stages covered	Fieldwork and Post-Excavation
Status	Pre-commencement
File Name/Location	3034 Land west of Ryefield, St Ippolyts, Herts Selection Strategy/Stored in the Project Specifications file on the server.

e-mail: info@pcas-archaeology.co.uk

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Stakeholders		Date contacted
Collecting Institution(s):	North Hertfordshire Museums Resource Centre (Keith Fitzpatrick-Matthews)	14/11/24
Landowner/Developer:	Talbot Homes	
Other:	PCAS Project Finds and Archive Officer (in house); Project Specialists may include: Environmental Services; Prehistoric and Roman pottery specialist; post-Roman ceramics specialist(s), Animal Bone; Human Bone; worked stone; metalwork and metal working debris etc. List and named specialists to be reviewed during fieldwork and post-fieldwork assessment stages of the project.	15/11/24
RESOURCES REQUIRED	PCAS staff time c.30days Specialist staff time to be determined during post-ex phase.	

Context
The archaeological mitigation of the site is informed by a heritage assessment, geophysics and evaluation (Sumo, 2019, RPS, 2019, Foreshore, 2020) The site lies between Stevenage Road and Sperberry Hill, on the southeast periphery of St Ippolyts The slopes of the hill St. Ippolyts occupies is scattered with cropmarks, probable Bronze Age ring ditches, a cluster of which lies approximately 250m south of the site. Scatters of early prehistoric flints and other artefacts demonstrate a minimum of a low density utilisation of the landscape. Iron Age and Roman occupation has been demonstrated within the site through the geophysics and evaluation, the results are outlined below. Evaluation of the site to the south of Sperberry Hill revealed two phases of use in the later Iron Age and early Roman period, with residual mid-Iron Age pottery. Pits and ditches,

including several postholes to suggest early Roman structures, were found on the west side of a trackway. These trenches did not extend to the southern half of the D-shaped enclosure, the north arm of which lies within the current site, but the dating corresponds with that from this project.

The site lies on the periphery of the historic core of the settlement, which lay to the northwest around the church, itself believed to have been established in the later 11th century (List ID 1347411). The settlement is not recorded by name in the Domesday Book but if the dating of the church is accurate there was likely an early medieval settlement here prior to the church.

Lying on the relatively level ground of the hilltop on the periphery of the settlement the site was probably utilised throughout the medieval and post-medieval period. There are no HER monuments of this date within the site, with the settlement expanding along Stevenage Road and Sperberry Hill in the 20th century. The evaluation (below) found a post-medieval ditch in Tr.11 (southeast of the excavation area) corresponding with a boundary shown on the 1816 Enclosure map, and an undated pit cut into a Romano-British dated ditch in Tr.7 was also thought to date from this period.

Geophysics and Evaluation

A geophysical survey of the site was undertaken in 2019 (Sumo, 2019), also extending to the open fields south of Sperberry Hill. the survey identified a D-shaped enclosure, the majority lying south of the modern road but with the northern arm within the current site. Within the enclosure was a number of possible ring ditch anomalies, with further linear features and discrete pit-type anomalies also noted.

The targeted evaluation of the current site (Forshaw, 2020) confirmed the presence of the northern side of a large D-shaped enclosure ditch among other features. Dating recovered from the revealed features suggests occupation here commenced in the mid-Iron Age; features from this period include ditches that form the corner of an early enclosure and a handful of pits. It is not clear if occupation was continuous or interrupted, but the north arm of the D-shaped enclosure ditch seen on the geophysics was dated to the later Iron Age – early Roman period, perhaps a second phase of enclosure here. The debris within this ditch suggested domestic occupation, with the artefact assemblage noted as being particularly rich from the ditch in the southeast corner of the site. To the south of the enclosure ditch features of a date roughly contemporary with it were revealed, while to the north there were very few. This suggests the northern half of the site has a more limited archaeological potential.

The archaeological mitigation strategy involves strip, map and record excavation of the southwest of the development site, where buried remains of the highest density and greatest significance have been confirmed in the evaluation.

The aim of the archaeological mitigation is to preserve by record the buried archaeological remains within the excavation area that would otherwise be impacted by the development groundworks.

The objective is to characterise and date the encountered remains, providing clarification on the chronology of activity at the site. The information gathered during this project will add to the understanding of early occupation on this hilltop, and be interpreted with reference to known historical and archaeological sources in the vicinity.

This work has the potential to contribute to local and national research as outlined in the East of England Regional Research Framework (<https://researchframeworks.org/eoe/>),

particularly those of the Late Iron Age and Roman archaeology of the region. This is based on the features and dating of the geophysics and evaluation.

The North Hertfordshire Senior Historic Environment Advisor has recommended the design and implementation of an archaeological mitigation strategy involving excavation of the southwest of the development site. The designed mitigation strategy is subject to the approval of the Senior Historic Environment Advisor.

The Curator and Heritage Access Officer at North Hertfordshire Museum has been contacted regarding this project and made aware of the planned intervention and proposed deposition of the project archive (dependant on planning approval of the proposals) according to the Hertfordshire Archaeological Archives Standards – A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire (2024)

The PCAS Finds and Archiving Officer has been consulted in the course of preparing the WSI, this Selection Strategy and the Data Management Plan for this project. They have consulted with external specialists and selection strategies for the recovered material archive will be discussed and implemented in the post-excavation phase of the project.

Digital Data		
Stakeholders	PCAS Project Manager, PCAS Project Archives Officer, Digital Repository (ADS)	
Selection		
Data Management Plan	The project specific Data Management Plan has been prepared and will be submitted as an appendix to the WSI. It includes both analogue and digital data.	
Digital data for the archive will be selected by PCAS Finds and Archiving Officer following the completion of all phases of post-fieldwork reporting, once the entire archive from all phases of site work have been completed. The Selection Strategy will follow guidance issued in the Hertfordshire Archaeological Archives Standards – A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire (2024). The selected archive for preservation may include: • GIS databases and digitised plans of the results of the fieldwork; • Digital images of the fieldwork; • Excavation and Finds data, including databases, text documents and drawings born during the post-excavation reporting, including context summaries, specialist archives etc.; • Images, digital photographs, colour slides and drawings both from the phased fieldwork, assessment report and any final report for the project. Any X-ray images resulting from post-excavation specialist assessment and conservation, digital tables and graphs including where appropriate a site matrix; • Text documents, including copies of the approved WSI, assessment reports, specialist reports. A review of the archive will be made at the post-excavation assessment reporting stage and again at the post-reporting archive preparation stages of the project. Digital data will be managed and stored according to PCAS procedures outlines in the Data Management Plan. Digital data not considered suitable for inclusion in the final project archive may be kept by PCAS Archaeology for business purposes.		

The Data Management Plan covers both analogue and digital data, and is included as a appendix to the archaeological mitigation strategy.

Documents

Stakeholders	PCAS Archaeology Ltd (Project Archives Officer, Project Manager)
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Selection

The Data Management Plan covers both analogue data, and is included as a appendix to the archaeological mitigation strategy.

Selection of documents for the archive will be undertaken by PCAS Archives Officer at the post-excavation stage of the project, as part of the preparation of the archive. The Selection Strategy will follow guidance issued in the Hertfordshire Archaeological Archives Standards – A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire (2024). The selected archive is anticipated to include:

- Fieldwork paperwork, including context summaries and recording sheets, photograph registers, drawings registers and A3 sized permatrace sheets with drawings (made using 6H pencils), annotated developers drawings showing archaeological recording or revealed features. Possibly small finds registers;
- Post excavation documents, including copies of the assessment reports and the final analysis report (if considered necessary) with integral specialist reports.

Analogue data not considered suitable for inclusion in the final archive is likely to include any invoices for equipment hire, the risk assessment, copies of the WSI (a digital copy will be included in the archive), unannotated developer drawings, colour slides which have failed. This data may be retained for business purposes; after a final review the discarded documents will be destroyed.

Analogue data will be managed and stored according to PCAS procedures outlines in the Data Management Plan.

Materials – Bulk finds

Stake Holders	Project Manager, Finds and Archives Officer, Developer – Talbot Homes
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Selection Strategy

The WSI identifies the possible artefact types that may be recovered and the potential specialists to be engaged should any of those artefact types be recovered during fieldwork. The evaluation did not identify any artefact type that was likely to be recovered in such large quantities so as to require the design and implementation of a retention/discard policy to be employed during the fieldwork phase.

PCAS policies usually discourage the recovery of the following artefact types:

- Pottery and metalwork of a clearly 20th century date;
- Unstratified and unworked animal bone recovered from modern top- / sub-soil contexts (any worked bone from any context should be returned to PCAS for processing and dispatch to specialist);
- Small quantities of shell (where a significant quantity is recovered the artefacts should be returned to PCAS for further analysis);
- Heat affected stone, unworked stone and unworked flint.

Any bulk finds identified and discarded during the fieldwork phase will be identified and quantified on the context recording sheets.

All other bulk finds will be returned with the project archive to PCAS offices for processing and dispatch to specialists.

Contents of the final project archive for deposition at North Hertfordshire Museum will include bulk finds as per the recommendations of the appointed specialists and with referral to the Hertfordshire Archaeological Archives Standards – A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire (2024). Final selection of the bulk finds will take place as part of the preparation of the project archive for deposition, and will be undertaken by PCAS Finds and Archive Officer.

Standards and guidance: Recording will follow standard technological and typological classifications', and will be published within the Project Design. Assessment will follow English Heritage's MoRPHE Project Planning Note 3: Archaeological Excavation (English Heritage 2008) and the ClfA's Standard and Guidance for the collection, documentation, conservation and research of archaeological materials (Institute for Archaeologists 2020).

Materials – Materials from Samples

Stake Holders

PCAS Project Manager, Finds and Archive Officer,
Developer – Keystone Architecture Ltd.

Selection

It is anticipated that environmental samples will be taken from dateable, stratified contexts where additional information may provide insight into the character of activity associated with that context. A more intensive sampling strategy from the lower horizons of the enclosure ditch where anaerobic conditions have resulted in good organic preservation is included.

Samples will be assessed at post-excavation collation of the archive, and any considered unsuitable for processing (should sample size be unsuitable, sample considered unnecessary etc.). Deselected samples will be discarded at PCAS Offices.

Selected samples will be processed and analysed by the appointed specialist.

It is anticipated that all material from samples (flots, extracted plant material, animal bones) will be selected for inclusion in the working archive.

Following assessment by the specialist it is probable that unsorted residues will be discarded, but this decision will take place at that stage in consultation with the responsible individuals, and should not be assumed. Flots containing no archaeological material could also be considered for discard following consultation with the relevant individuals but should also not be assumed.

Standards and guidance: Recording will follow standard technological and typological classifications', and will be published within the Project Design. Assessment will follow English Heritage's MoRPHE Project Planning Note 3: Archaeological Excavation (English Heritage 2008) and the ClfA's Standard and Guidance for the collection, documentation, conservation and research of archaeological materials (Institute for Archaeologists 2020).

**Land west of Ryefield, Stevenage Road / Sperberry Hill,
St. Ippolyts, North Hertfordshire**

Data Management Plan

NGR: TL 20083 26807
Planning Authority: North Hertfordshire District Council
Planning Reference: 19/01669/FP
PCAS job number: 3034
Museum sitecode: SIP/SR '25

Prepared for
Talbot Homes

By A. Lane
November 2024



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Project Manager	Leigh Brocklehurst																		
Project Name	Land west of Ryefield, Stevenage Road, North Hertfordshire																		
PCAS Job Number	3034																		
Site Code	SIP/SR'25																		
Author (s)	A.Lane																		
Date:	November 2024																		
Project Stages covered	Fieldwork and Post-Excavation																		
Status	Pre-commencement																		
File Name/Location	3034 Ryefield, St Ippolyts DMP / Stored in the Project Specifications file on the PCAS server.																		
Data Collection/Creation																			
Data to be Collected/Created	Paper recording on standard PCAS Archaeology Ltd recording sheets forms the basis for the site archive. Drawings will be created by hand using permatrace drawing film, using a suitable pencil (6H Staedler Mars Lumograph are issued by the company). The paper archive will be digitised upon completion of project as a context summary and associated drawings. In addition to the physical archive, the digital archive will include GIS data, site photography, and databases. The documentary archive will consist of: Text: Various Word Documents; including Written Scheme of Investigation, Assessment Reports, Specialist Reports, Full Excavation Report(s). This will also include context sheets, registers (context, drawing, photograph), and site diaries. Additional documents may include (where necessary) human remains registers and recording sheets, small finds register, masonry sheets, timber recording sheets. Databases: These will include context databases, finds lists, GIS database, etc. All data generated will be held on the PCAS Archaeology Ltd servers and will be stored within its own project file on the server. Images: Hard copy permatrace drawings, colour slides, digital images; to include site photography, scanned permatrace drawings, and site plans produced for the report. Data formats used are standardised and openly documented, ensuring that data is shareable. <table><tr><th colspan="3">Expected Data to be used</th></tr><tr><th>Type</th><th>Format</th><th>Estimated Volume</th></tr><tr><td>Spreadsheets</td><td>Excel (.xlsx). To be deposited in preservation format (.csv)</td><td>Up to 10 objects (less than 2MB total) (Context Register, Finds and Samples Register, Drawing Register, Specialist Finds Tables)</td></tr><tr><td>Text/ Documents</td><td>Word (.docx) PDF (.pdf/a)</td><td>Up to 25 objects (less than 100MB total) (Project Brief, Written Scheme of Investigation, Assessment Report, Final Grey Literature Reports, Specialist Reports)</td></tr><tr><td>Vector Graphics</td><td>CorelDraw (.svg) QGIS (.shp)</td><td>Site Plans (average size 5MB), Report Images (averages size 2MB)</td></tr><tr><td>Images</td><td>Intended deposition format (.tiff / .jpg)</td><td>Archive shots - Between 100 and 150 (average size 5MB)</td></tr></table>	Expected Data to be used			Type	Format	Estimated Volume	Spreadsheets	Excel (.xlsx). To be deposited in preservation format (.csv)	Up to 10 objects (less than 2MB total) (Context Register, Finds and Samples Register, Drawing Register, Specialist Finds Tables)	Text/ Documents	Word (.docx) PDF (.pdf/a)	Up to 25 objects (less than 100MB total) (Project Brief, Written Scheme of Investigation, Assessment Report, Final Grey Literature Reports, Specialist Reports)	Vector Graphics	CorelDraw (.svg) QGIS (.shp)	Site Plans (average size 5MB), Report Images (averages size 2MB)	Images	Intended deposition format (.tiff / .jpg)	Archive shots - Between 100 and 150 (average size 5MB)
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Images	Intended deposition format (.tiff / .jpg)	Archive shots - Between 100 and 150 (average size 5MB)																	

	GIS	ESRI Shapefile (.shp & .shx & .dbf, plus associated files)	Up to 20 overall GIS files (less than 20MB)
How Data will be Collected/Created	The data will be collected and created according the methodology set out in the Archaeological Mitigation Strategy: Land west of Ryefield, Stevenage Road / Sperberry Hill, St Ippolyts, North Hertfordshire (Lane, 2024) (available to all site staff). GIS data will be collected and created according to the PCAS Archaeology Ltd Survey Manual (Version 2 2024). This is available for all site staff, however the data collection, creation and storage is the responsibility of the PCAS appointed surveyor. These standards conform to CIFA Code of Conduct (2022 Revision), Management of Research Projects in the Historic Environment and ADS Guidelines for Deposition, Instruments used in the collection of data are calibrated yearly and are routinely checked to ensure they are in full working order. The digital project archive will be stored in a project specific folder on the internal PCAS Archaeology Ltd server. Project folders are to be named following established organisation procedures (Job Number and Site Name). All files included as part of this project archive will include the organisational identifier (job number - 3034), the Site Name (Land west of Ryefield, Stevenage Road, St Ippolyts), the file descriptor (e.g. WSI) and the version number (e.g. V2). All site records and data collected will be reviewed by the Project Officer throughout the project to ensure the data is accurate and secure. Whilst project folders are reviewed internally on a regular basis by the Project Manager to ensure that organisational data management standards are being met.		
Relations	N/A		
Documentation and Metadata			
Metadata	Metadata will be created as listed above to PCAS Archaeology Ltd standards which adheres to ADS guidelines for deposition (see https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml).		
Documentation	An archive catalogue documenting both physical and digital archive products will be maintained throughout the project. Site archive documentation will be included alongside the data in order for secondary users to understand and reuse it. This will include documents such as photo registers, context summaries, drawing records. These will include descriptions of the data collected, who collected it and the date of collection.		
Ethical and Legal Compliance			
Data Security Issues	None		
Intellectual Property Rights	All Data created by PCAS Archaeology Ltd employees are the intellectual property rights of PCAS Archaeology Ltd.		
Data Storage			
Storage and Backup	All digital data collected and born during the excavation will be stored and backed-up on the PCAS Archaeology Ltd servers. These are backed-up daily in order to prevent loss of Data. Initial recovery of site Data may be from site to company laptops, however the data will be transferred to the company's server at the earliest opportunity. Prior to it being on the server, the Project Officer will back-up data on laptops through use of external hard drives/memory sticks.		

	PCAS Archaeology Ltd's IT is managed by an external data management provider, who is also responsible for the management and verification of our daily back-ups and who supports access to security copies as needed.
Access and Security	Data will be freely available to all members of the team throughout the project. There are no security issues.
Selection and Preservation	
Preservation Plan	The physical archive, documentary and material, will be transferred to North Hertfordshire Museum as part of an ordered and indexed project archive. The documentary archive will contain any hard copy data reports the repository wish to receive. The archive, including the Data from the project, will be archived with the ADS. Digital photographs born of the project and any other digital content considered suitable for long term storage will be deposited with North Hertfordshire Museum as part of an ordered archive, and with ADS Easy or similar dependant on the size of the final digital archive. A complete set of the digital data does not need to be retained in full. A Selection Strategy has been developed in association with this project, considering the likely contents of the archive and the requirements of North Hertfordshire Museums archaeological archive deposition guidelines (Hertfordshire Archaeological Archives Standards – A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire (2024). This selection strategy will be under constant review by all stakeholders (project team, project management and intended repository) to determine the final archive for retention and deposition. Advice on the selection strategy can be found in the CIFA's Selection Toolkit for Archaeological Archives 2022.
Data Sharing	
Data Sharing Plan	A copy of the final reports will be supplied to the North Hertfordshire Senior Historic Environment Advisor, the Hertfordshire HER and the landowner / client. A summary of the project will be included on the OASIS Index of Archaeological Investigation and will be updated as the project progresses. A final version of the project reports will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly. Awareness of the work will be raised through publication, and documentation with the HER, in addition to suitable photos being shared via PCAS' social media platforms.
Data Sharing Restrictions	There are no restrictions on the use of this data after project completion.
Responsibilities and Resources	
Responsibilities	The PCAS Project Manager (Leigh Brocklehurst) and the site's Project Officer (tbc) are responsible for ensuring the data management plan is followed. Data capture, metadata production and data quality is the responsibility of the Project Team, overseen by the Project Officer. Storage and backup of data in the field is the responsibility of the Project Officer. Once data is incorporated into the organisations project server, storage and backup is managed by an external company. Data archiving is undertaken by the PCAS Finds and Archives Officer, who is responsible for the transfer of the project archive to the agreed repository.
Resources	Resources required to deliver this project are provided for by the developer.