



Wyddial Hall Courtyard

Written Scheme of Investigation

Client: Sawkings Harper Architects

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CONTENTS

1	GENERAL BACKGROUND	1
1.2	Circumstances of the project	1
1.3	The proposed archaeological strategy	1
1.4	Changes to this method statement	2
1.5	Liaison with the Archaeological Planning Advisor	2
2	THE GEOLOGY, TOPOGRAPHY AND OTHER FEATURES OF THE SITE	3
3	ARCHAEOLOGICAL BACKGROUND	4
4	AIMS AND OBJECTIVES.....	6
4.1	Aims of the Watching Brief	6
4.2	Research frameworks	6
5	METHODS.....	7
5.1	Background research	7
5.2	Event number and site code	7
5.3	Watching Brief	7
5.4	Recording of archaeological deposits and features	8
5.5	Exceptional remains, including human remains	9
5.6	Metal detecting and the Treasure Act	10
5.7	Post-excavation processing	10
5.8	Finds recovery and processing	10
5.9	Sampling for environmental remains and small artefact retrieval	11
6	REPORTING	14
6.1	Report	14
6.2	Contents of the evaluation report	14
6.3	Draft and final reports	14
6.4	OASIS	14
7	ARCHIVING.....	15
8	TIMETABLE.....	17
9	STAFFING AND SUPPORT.....	18
9.1	Fieldwork	18
9.2	Post-excavation processing	18
10	OTHER MATTERS	19
10.1	Insurance	19
10.2	Chartered Institute for Archaeologists	19
10.3	Services, Public Rights of Way, Tree Preservation Orders etc.	19
10.4	Site Security	19
10.5	Access	19
10.6	Site Preparation	20
10.7	Health and Safety, Risk Assessments	20
11	APPENDIX: CONSULTANT SPECIALISTS	21

1 GENERAL BACKGROUND

- 1.1.1 This WSI conforms to the principles identified in Historic England's guidance documents *Management of Research Projects in the Historic Environment (MoRPHE)*, specifically the *MoRPHE Project Manager's Guide* (2015) and *Project Planning Note 3: Archaeological Excavation*.
- 1.1.2 All work will be conducted in accordance with the Chartered Institute for Archaeologists *Code of Conduct* and Standard and guidance for an archaeological watching brief (2014).
- 1.1.3 This document represents a Written Scheme of Investigation (WSI) for the archaeological watching brief only. This document alone will not result in the full discharge of any archaeological condition.

1.2 Circumstances of the project

- 1.2.1 Oxford Archaeology East (OA East) have been commissioned by Sawkings Harper Architects to undertake archaeological monitoring, in the form of a watching brief, on groundworks associated with the demolition of a summerhouse, erection of a pool house and garden walls, creation of a glazed link, reinstatement of cornice and creation of external steps (see plan appended to this document).
- 1.2.2 Wyddial Hall is a Grade II* listed early 16th century country house, substantially remodelled in the 18th and 19th centuries [HER no. 15410]. The approximate footprint of the Tudor house is likely to have comprised the eastern part of the current house.
- 1.2.3 Archaeological investigation in 2016 (50m to the north of the house) revealed a sequence of 11th to 14th century features, including a post-built structure and large quantities of pottery, indicative of the vicinity being occupied centuries prior to the construction of the current house.
- 1.2.4 Although previous ground disturbance is likely to have occurred within the development areas, the proposed development has the potential to disturb archaeological remains. Archaeological investigation on the site has, therefore, been required by the Local Planning Authority, Hertford County Council, in condition (3) to planning application 3/18/2369/HH.
- 1.2.5 This Written Scheme of Investigation (WSI) has been prepared on behalf of the Client as requested by Alison Tinniswood, Historic Environment Advisor to Hertfordshire County Council (HEA HCC).

1.3 The proposed archaeological strategy

- 1.3.1 Archaeological monitoring will be undertaken on the following:
- all groundworks related to the demolition of existing structures on site, specifically the grubbing out of foundations or the removal of slab.
 - all groundworks related to the development, including foundation trenches, service trenches, all ground reduction, landscaping, or any

other ground disturbance. This will include a contingency for the preservation or further investigation of any remains encountered

1.4 Changes to this method statement

- 1.4.1 If changes need to be made to the methods outlined below – either before or during works on site – HEA HCC will be informed and asked to consider changes before they are made. Changes will be agreed in before work on site commences, or else at the earliest available opportunity.

1.5 Liaison with the Archaeological Planning Advisor

- 1.5.1 The Archaeological Planning Advisor will be informed at least 1 week in advance of the start of fieldwork. and will be kept informed during the site work and following report writing.

2 THE GEOLOGY, TOPOGRAPHY AND OTHER FEATURES OF THE SITE

- 2.1.1 The bedrock geology of the site is Lewes Nodular Chalk Formation and Seaford Chalk Formation overlain by Lowestoft Formation Diamicton.
- 2.1.2 The proposed works are located immediately adjacent to the south and west of the property. As outlined in Section 1, the site is a Grade II Listed property that has been subject to several phases of re-construction. It is therefore likely that the underlying ground has been subject to some disturbance.

3 ARCHAEOLOGICAL BACKGROUND

- 3.1.1 The background presented below is drawn from a Heritage and Archaeology Statement produced by Andrew Joseph Associates (Josephs 2016). An updated 1km radius HER search will be undertaken in due course.
- 3.1.2 There are nine listed buildings within the search area, the closest and most relevant being Wyddial Hall, its Coach house and the Church of St Giles. Wyddial Hall is a Grade II* country house of early 16th century origins, extensively remodelled after a fire and given its present appearance in 1733. Further alterations took place in 1780 and between 1836 and 1865.
- 3.1.3 Wyddial Park is a locally important park and garden cited in the 2007 East Herts District Council Historic Parks and Gardens Supplementary Planning Document. It is stated there that in 1803 the Estate was remodelled by the landscape designer Humphry Repton.
- 3.1.4 The HER contains 23 records within 1km of the development area, dominated by four small concentrations of records (as set out below). None of the entries is dated to the pre-medieval period, although some cropmarks were undated.
- Beauchamps.***
- 3.1.5 Four records at the south-eastern limit of the study area relate to a possible deserted village and later occupation by the Beauchamps (HER 994), as referenced in several publications on deserted medieval villages. The northern arm of a medieval double moat (HER 4044) survives as a water-filled garden feature, but the remainder is overlain by agricultural buildings. The site is occupied by a large Grade II listed 17th century timber-framed house (HER15904). Associated with this house are two linear ranges of agricultural buildings of post medieval date (HER 15910).
- Moles Lane***
- 3.1.6 The second group of records, close to the southern limit of the study area around the Moles Lane, include a World War II search light battery at Moles Farm (HER 30388), the Fountain Inn (HER 13243), the plot of which is now empty ground, and farm buildings at Moles Farm (HER 13245).
- Wyddial Village***
- 3.1.7 The third group of entries include the 1840 rectory, now a private house, (HER 17349) and the site of Browns Farm, a post medieval farmstead that may have had medieval origins. The site appears on the 1877 map as a small farmstead with irregular plan.
- 3.1.8 The remaining entry is for what was Home Farm (HER 31107) a post medieval farmstead shown on 19th century maps that survived into the 20th century before being demolished- a single building, The Old Barn, remains.
- Wyddial Hall and environs***
- 3.1.9 The fourth group of entries relate to the Hall (HER15410), park (HER9601) and its immediate environs, as discussed above. To the south of the Hall is

the Church of St Giles (HER 4350) and Wyddial Bury Farm (HER 240). The latter may originally have formed the Home Farm associated with the Hall.

- 3.1.10 At the western end of Wyddial Park are cropmarks of a rectilinear ditch system that may represent house plots. The alignment of the remains would suggest they were once part of a settlement lying c.300m to the west of the present village.

Other records

- 3.1.11 There are four isolated entries in the northern part of the study area, two undated crop marks (HER 7706 & 7707), cropmarks of pre-enclosure strip fields, woodland enclosure (HER 7708) and undated earthworks (HER 30828) in Capons Wood. A cropmark (HER 7425), close to the south-eastern limit of the study area, is described as a polygonal enclosure of unknown date.

Previous Archaeological Interventions

- 3.1.12 The rural character of the area means there has been little previous archaeological work. Two pieces of work at Beauchamps (EHT 7095 and 7701) did not reveal any archaeological levels. Two interventions were also carried out at Bury Farm, one (EHT1456) a building recording of the nineteenth century barns prior to conversion, the other the subsequent archaeological evaluation trenching (EHT5297) which identified traces of walls shown on nineteenth century maps.
- 3.1.13 In 2016 OA East carried out an archaeological excavation at Wyddial Hall, in advance of the construction of a manège. This revealed early medieval features- including ditches, a post-built structure and large pit- that contained large quantities of pottery and animal bone. These may have represented a portion of the settlement subsequently cleared for the development of the estate, its park and farmland. This is attested to by further cropmarks in the surrounding landscape. Of note was a mid-late 14th century rowel spur recovered from the topsoil that suggests higher status of use of the land in this later period, perhaps associated with an earlier manor on the land now occupied by the present Hall.

4 AIMS AND OBJECTIVES

4.1 Aims of the Watching Brief

- 4.1.1 This watching brief will investigate and record archaeological features or deposits encountered during ground works.
- 4.1.2 Metal detecting will also be undertaken of both the excavated areas and spoil heaps to aid recovery of metal objects.

4.2 Research frameworks

- 4.2.1 This watching brief takes place within, and will contribute to the goals of Regional Research Frameworks relevant to this area:
 - Glazebrook J. (1997). *Research and Archaeology: A Framework for the Eastern counties: 1. Resource Assessment*. East Anglian Archaeology Occasional Papers 3.
 - Brown, N. & Glazebrook, J. (2000). *Research and Archaeology: A Framework for the Eastern counties: 2. Research Agenda and Strategy*. East Anglian Archaeology Occasional Papers 8.
 - Medlycott, M. (2011). *Research and Archaeology Revisited: A Revised Framework for the East of England*. East Anglian Archaeology Occasional Papers 24.

5 METHODS

5.1 Background research

- 5.1.1 A suitable level of background research will be undertaken before work on site commences. This research will draw on information in the Hertfordshire Historic Environment Record and County Records Office, and will include historical sources, maps, previous archaeological finds, and past archaeological investigations in the vicinity. The results will not be presented separately but will be incorporated into the final evaluation report.

5.2 Event number and site code

- 5.2.1 An Event Number will be assigned to the project by HCC once work is commenced.

5.3 Watching Brief

Excavation standards

- 5.3.1 The proposed archaeological monitoring will be conducted in accordance with current best archaeological practice and the appropriate national and regional standards and guidelines.
- 5.3.2 All work will be conducted in accordance with the Chartered Institute for Archaeologists' *Code of Conduct and Standard and Guidance for Archaeological Watching Briefs*.
- 5.3.3 All fieldwork will be undertaken in accordance with the requirements of the OA Field Manual (ed. D Wilkinson 1992), and the revised OA fieldwork manual (publication forthcoming). Further guidance is provided to all excavators in the form of the OA *Fieldwork Crib Sheets – a companion guide to the Fieldwork Manual*. These have been issued ahead of formal publication of the revised Fieldwork Manual.

Watching Brief procedures

- 5.3.4 The Watching Brief will be conducted during machine works by the Client.
- 5.3.5 All machine excavation will take place under the supervision of a suitably qualified and experienced archaeologist.
- 5.3.6 Topsoil will be stripped to the depth required for the construction works, or to the upper interface of archaeological features or deposits, whichever is encountered first. A toothless ditching bucket will be used to excavate the trenches. Overburden will be excavated in spits not greater than 0.1m thick.
- 5.3.7 The top of the first archaeological deposit will be cleared by machine, then cleaned off by hand. Exposed surfaces will be cleaned by trowel and hoe as necessary, in order to clarify located features and deposits.
- 5.3.8 All features will be investigated and recorded to provide an accurate evaluation of archaeological potential, whilst at the same time minimising

disturbance to archaeological structures, features, and deposits. All relationships between features or deposits will be investigated and recorded. Any natural subsoil surface revealed will be hand cleaned and examined for archaeological deposits and artefacts.

- 5.3.9 Excavation will characterise the full archaeological sequence down to undisturbed natural deposits. Apparently natural features (such as tree throws) will be sampled sufficiently to establish their character.
- 5.3.10 All excavation of archaeological deposits will be done by hand, unless agreed with HEA HCC that there will be no loss of evidence using a machine. The method of excavation will be decided by the senior project archaeologist.

5.4 Recording of archaeological deposits and features

- 5.4.1 Records will comprise survey, drawn, written, and photographic data.

Survey

- 5.4.2 Surveying will be done using a survey-grade differential GPS connected to Leica Smartnet providing an accuracy of 5mm horizontal and 10mm vertical.
- 5.4.3 The site grid will be accurately tied into the Ordnance Survey National Grid and located on the 1:2500 or 1:1250 map of the area. Elevations will be levelled to the Ordnance Datum.

Written records

- 5.4.4 A register of all trenches, features, photographs, survey levels, small finds, and human remains will be kept.
- 5.4.5 All features, layers and deposits will be issued with unique context numbers. Each feature will be individually documented on context sheets, and hand-drawn in section and plan. Written descriptions will be recorded on pro-forma sheets comprising factual data and interpretative elements.
- 5.4.6 Where stratified deposits are encountered, a Harris Matrix will be compiled during the course of the excavation.

Plans and sections

- 5.4.7 Site plans will normally be drawn at 1:50, but on deeply stratified sites a scale of 1:20 will be used. Detailed plans of individual features or groups will be at an appropriate scale (1:10 or 1:20).
- 5.4.8 Long sections showing layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20. All section levels will be tied in to Ordnance Datum.
- 5.4.9 All site drawings will include the following information: site name, site code, scale, plan or section number, relevant context or feature numbers, orientation, date and the name or initials of the archaeologist who prepared the drawing.

Photogrammetric recording

- 5.4.10 Plans and sections may be supplemented with photogrammetric recording of the excavation areas. Photogrammetric models will be based on high-resolution digital photographs with a minimum file size of 5 MB. Photogrammetric processing will be conducted using the Agisoft Metashape (Professional Edition) software, and will be referenced using ground control points recorded with a dGPS or total station by GPS-based survey equipment.

Photographs

- 5.4.11 The photographic record will comprise high resolution digital photographs.
- 5.4.12 Photographs will include both general site shots and photographs of specific features. Every feature will be photographed at least once. Photographs will include a scale, north arrow, site code, and feature number (where relevant), unless they are to be used in publications. The photograph register will record these details, and photograph numbers will be listed on corresponding context sheets.

5.5 Exceptional remains, including human remains

Significant archaeological features

- 5.5.1 If exceptional or unexpected features are uncovered, HEA HCC will be informed, and their advice sought on further excavation or preservation.
- 5.5.2 Significant archaeological features (e.g. solid or bonded structural remains, building slots or post-holes) will be preserved intact, even if fills are sampled. The following features will normally be cleaned, recorded and preserved for future excavation, unless directed to by HEA HCC:
- layers relating to domestic, craft or industrial activity (e.g. floor, middens)
 - discrete features relating to domestic or industrial activity (e.g. kilns, ovens, hearths)
 - artefact scatters (e.g. flint, metal-working debris).
- 5.5.3 If preservation *in situ* is required by HEA HCC, all exposed surfaces will be cleaned and prepared for reburial beneath construction materials. If appropriate, the areas will be protected with geotextile or other buffering materials.

Human remains

- 5.5.4 If human remains are encountered, the Client, County Coroner, and HEA HCC will be informed immediately.
- 5.5.5 Unless directed otherwise by HEA HCC, human remains will be left in situ (covered and protected), until a full programme of excavation is agreed by HEA HCC and Client. No further excavation will then take place in the vicinity of the remains until removal becomes necessary. If the remains are under imminent threat, or if HEA HCC requires information on date and preservation, we will excavate and remove them.

- 5.5.6 Human remains will be excavated in accordance with all appropriate legislation and Environmental Health regulations. Excavation will only take place after Oxford Archaeology has obtained a Ministry of Justice exhumation licence.

5.6 Metal detecting and the Treasure Act

- 5.6.1 Metal detector searches will take place at all stages of the excavation by an experienced metal detector user. Excavated areas will be detected immediately before and after mechanical stripping. Both excavated areas and spoil heaps will be checked. To prevent losses from night-hawking, features will be metal detected immediately after stripping.
- 5.6.2 Metal detectors will not be set to discriminate against iron.
- 5.6.3 Artefacts will be removed and given a small find number. Labels will be placed on the location of each 'small find' and surveyed in with a GPS.
- 5.6.4 If finds are made that might constitute 'Treasure' under the definition of the Treasure Act (1996), they will, if possible, be excavated and removed to a safe place. Should it not be possible to remove the finds on the day they are found, suitable security will be arranged. Finds that are 'Treasure' will be reported to the landowner and County Coroner within 14 days, in accordance with the Act. The County Finds Liaison Officer from the Portable Antiquities Scheme will also be informed.

5.7 Post-excavation processing

- 5.7.1 Processing will take place in tandem with excavation, and advice will be sought from relevant specialists on key artefact types. The Project Manager and fieldwork project officer will be given feedback to enable them to develop excavation strategies during fieldwork.
- 5.7.2 Any finds requiring specialist treatment and conservation will be sent for appropriate treatment.
- 5.7.3 Finds will be marked with context numbers, site code or accession number, as detailed in the requirements of the County Store.

5.8 Finds recovery and processing

Standards for finds handling

- 5.8.1 Finds will be exposed, lifted, cleaned, conserved, marked, bagged, and boxed in line with the standards in:
- United Kingdom Institute for Conservators (2012) *Conservation Guidelines No. 2*
 - Watkinson & Neal (1988) *First Aid for Finds*
 - Chartered Institute for Archaeologists (2014) *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*
 - English Heritage (1995) *A Strategy for the Care and Investigation of Finds*.

- 5.8.2 Where finds require conservation, this will be done in accordance with the guidelines of the Institute for Conservation (ICON),

Procedures for finds handling

- 5.8.3 At the start of work, a finds supervisor will be appointed to oversee the collection, processing, cataloguing, and specialist advice on all artefacts collected.
- 5.8.4 Artefacts will be collected by hand, sieving, and metal detector. Excavation areas and spoil will be scanned visually and with a metal detector to aid recovery of artefacts. All finds will be bagged and labelled according to the individual deposit from which they were recovered, ready for later cleaning and analysis. 'Special/small finds' may be located more accurately by GPS if appropriate.
- 5.8.5 Processing will take place in tandem with excavation, and advice will be sought from relevant specialists on key artefact types. (See the Appendix for a list of specialists.)
- 5.8.6 All artefacts recovered from excavated features will be retained for post-excavation processing and assessment, except:
- those which are obviously modern in date
 - where very large volumes are recovered (typically ceramic building material)
 - where directed to discard on site by HEA HCC.
- 5.8.7 Where artefacts are not removed from site, a strategy will be employed to ensure a sufficient sample is retained, in order to characterise the date and function of the features they were excavated from. A record will be kept of the quantity and nature of artefacts which are not removed from site.

5.9 Sampling for environmental remains and small artefact retrieval

Standard methodology – summary

- 5.9.1 Sampling methods will follow guidelines produced by Historic England and Oxford Archaeology. The project team will consult Historic England's Scientific Advisor on environmental sampling and dating where necessary. Where possible an environmental specialist(s) will visit the site to advise on sampling strategies which will be reviewed periodically during the length of the excavation. Specialists will be consulted where non-standard sampling is required (e.g. TL, OSL or archaeomagnetic dating) and if appropriate will be invited to visit the site and take the samples.

Standards for environmental sampling and processing

Paleoenvironmental remains will be sampled and processed in accordance with the OA Sampling Policy (2005) with reference to the relevant guidelines produced by Historic England:

- Oxford Archaeology 2005. *Environmental Sampling Guidelines*, 2nd ed.
- Historic England 2011. *Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post excavation*, (2nd ed)

- Historic England 2008. *Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains.*
- Historic England 2010. *Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood.*
- Historic England 2012. *Waterlogged organic artefacts. Guidelines on their recovery, analysis and conservation.*
- Historic England 2008. *Investigative conservation. Guidance on how detailed examination of artefacts from archaeological sites can shed light on their manufacture and use.*
- Historic England 2014. *Animal Bones and Archaeology. Guidelines for Best Practice.*
- Historic England 2004. *Dendrochronology: Guidelines on Producing and Interpreting Dendrochronological Dates.*
- Historic England 2006. *Archaeomagnetic Dating. Guidelines for Producing and Interpreting Archaeomagnetic Dates.*
- Historic England 2008. *Luminescence Dating. Guidelines on Using Luminescence Dating in Archaeology.*
- Historic England 2015. *Archaeometallurgy. Guidelines for Best Practice.*
- Historic England 2015. *Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record.*

Procedures for sampling and processing

- 5.9.2 Environmental samples (up to 40 litres or 100% of context if less is available) will be taken from a range of potentially datable features and well-stratified deposits to target the recovery of plant remains, fish, bird, small mammal and amphibian bone and small artefacts. Samples will be labelled with the site code, context number, and sample number and a register will be kept.
- 5.9.3 Larger soil samples (up to 100L) may be taken for the complete recovery of animal bones, marine shell and small artefacts from appropriate contexts. Smaller bulk samples (general biological samples) of 20 litres will be taken from any waterlogged deposits present for the recovery of macroscopic plant remains and insects. Series of incremental 2L samples may be taken through buried soils and deep feature fills for the recovery of snails and/or waterlogged plant remains, depending on the nature of the stratigraphy and of the soils and sediments.
- 5.9.4 Columns will be taken from buried soils, peats and waterlogged feature fills for pollen and/or phytoliths, diatoms, ostracods if appropriate. Soil samples will be taken for soil investigations (particle size, organic matter, bulk chemistry, soil micromorphology etc.) in consultation with the appropriate specialists. Where features containing very small artefacts such as micro-debitage and hammerscale are identified, 1L grid sampling may be employed.
- 5.9.5 Early feedback on selected samples taken during the excavation will result in a dynamic sampling strategy according the results of rapid assessment of typically 10L sub-samples.
- 5.9.6 Typically, 20 litres of each bulk sample will be processed standard water flotation using a modified Siraf-style machine and meshes of 0.3mm (flot) and 0.5 or 1mm depending on sediment type and like modes of preservation

(residue). The remaining soil from a sample will be subsequently processed if appropriate based on the results of an initial assessment. Normally, early prehistoric samples will be fully processed and samples containing human remains will always be fully processed. Heavy residues will be wet sieved, air dried and selectively sorted. Samples taken exclusively for the recovery of bones, marine shell or artefacts will be wet sieved to 2mm. Waterlogged samples will have a sub-sample (approximately 10L) processed as above and the flots will be assessed whilst wet and again once dried. Snail samples (2L) will be processed by hand flotation with flots and residues collected to 0.5mm; these flots and residues will be sorted by the specialist.

- 5.9.7 Where practical, waterlogged wood specimens will be recorded in detail on site, in situ. When removed, they will be cleaned and photographed, and stored in wet cool conditions for assessment by a suitably qualified specialist (see the Appendix).

6 REPORTING

6.1 Report

- 6.1.1 Post-excavation analysis and reporting will follow guidance in Historic England's *Management of Research Projects in the Historic Environment* (2006, reissued 2015).

6.2 Contents of the evaluation report

- 6.2.1 The report will include:
- a title page detailing site address, site code and accession number, NGR, author/originating body, client's name and address
 - full list of contents
 - a non-technical summary of the findings and appropriate acknowledgements
 - the aims of the evaluation
 - a description of the geology and topography of the area
 - a description of the methodologies used
 - a description of the findings
 - tables summarising features and artefacts
 - site and trench location plans, and plans of each area excavated showing the archaeological features found
 - sections of excavated features
 - interpretation of the archaeological features found
 - specialist reports on artefacts and environmental finds
 - relevant colour photographs of features and the site
 - a bibliography of all reference material
 - the OASIS reference and summary form.

6.3 Draft and final reports

- 6.3.1 A draft copy of the report will be provided to HCCHET for comment.
- 6.3.2 Following acceptance of the Draft report, a digital copy of the report in PDF/A or PDF/Archive format will be provided to Hertfordshire HER, and a copy provided to the LPA to support the planning application.
- 6.3.3 If HCCHET requires no further excavation on the site, a summary report will be prepared for the County Archaeological Journal.
- *Hertfordshire Archaeology and History*

6.4 OASIS

- 6.4.1 A digital copy of the approved report will be uploaded to the OASIS database.
- 6.4.2 A copy of the OASIS Data Collection Form will be included in the report.

7 ARCHIVING

Archive standards

- 7.1.1 The site archive will conform to the requirements Appendix 1 of the Historic England's (2015) *Management of Research Projects in the Historic Environment* (MoRPHE), and the requirements of the County Store.
- 7.1.2 The preparation of the archive will follow the guidelines contained in *Guidelines for the Preparation of Excavation Archives for Long Term Storage* (United Kingdom Institute for Conservation, 1990), *Standards in the Museum care of Archaeological Collections* (Museums and Galleries Commission 1992), and *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Brown 2007).

Archive contents

- 7.1.3 The archive will be quantified, ordered, and indexed. It will include:
- artefacts
 - ecofacts
 - project documentation – including plans, section drawings, context sheets, registers, and specialist reports
 - photographs (digital photographs will be stored on CD-ROM, and colour printouts made of key features)
 - an archive-standard CD-ROM with electronic documentation (such as GIS and CAD files)
 - a printed copy of the Written Brief
 - a printed copy of the WSI
 - a printed copy of the final report
 - a printed copy of the OASIS form.
- 7.1.4 It is Oxford Archaeology Ltd's policy, in line with accepted practice, to keep site archives (paper and artefactual) together wherever possible.

Transfer of ownership

- 7.1.5 The archaeological material and paper archive produced from this investigation will be held in storage by OA East who will seek to transfer the complete project archive to the County Store, in order to facilitate future study and ensure long-term public access to the archive. To do so will require a transfer of title to the repository in line with the county's guidance on deposition of archaeological archives.
- 7.1.6 Where the landowner wishes to retain items recovered during excavation, all selected artefacts will be fully drawn and photographed, identified, analysed, documented and conserved in order to create a comprehensive catalogue of items to be kept by the landowner before the remainder of the archive can be deposited in the County Store.
- 7.1.7 A written transfer of ownership document will be forwarded to HEA HCC before the archive is deposited.
- 7.1.8 In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to Treasure Act legislation, separate

ownership arrangements may be negotiated following the creation of a comprehensive illustrated catalogue, as described above.

8 TIMETABLE

- 8.1.1 The archaeological monitoring works are expected to take approximately two working days to complete.
- 8.1.2 Post-excavation tasks and report writing will take a maximum of four weeks following the end of fieldwork, unless there are exceptional discoveries requiring lengthier analysis.
- 8.1.3 The project archive will be deposited within six months of delivering the final report, unless HEA HCC requires further excavation on the site.

9 STAFFING AND SUPPORT

9.1 Fieldwork

- 9.1.1 The fieldwork team will be made up of the following staff:
- 1 x Project Manager (supervisory only, not based on site)
 - 1 x Project Officer/Supervisor (full-time)
 - 1 x Archaeological Surveyor (part-time, as required)
 - 1 x Finds Assistant (part-time, as required)
 - 1 x Environmental Assistant (part-time, as required)
- 9.1.2 The Project Manager will be Chris Thatcher. Site work will be directed by one of OAE's Project Officers or Supervisors.

9.2 Post-excavation processing

- 9.2.1 We anticipate that the site may produce medieval remains. Environmental remains will also be sampled.
- 9.2.2 Pottery will be assessed by Matt Brudenell (prehistoric), Alice Lyons (Roman) and Carole Fletcher (Anglo-Saxon and medieval).
- 9.2.3 Environmental analysis will be carried out by OA East staff, in consultation with the OA Environmental Department in Oxford. The results will be reported to Historic England's Regional Scientific Advisor. Environmental analysis will be undertaken by Rachel Fosberry (charred plant macrofossils, plant macrofossils), Liz Stafford (land molluscs), and Denise Druce and Mairead Rutherford (pollen analysis).
- 9.2.4 Faunal remains will be examined by Hayley Foster.
- 9.2.5 Conservation will be undertaken by Ipswich and Colchester Museums / Karen Barker (Antiquities Conservator), and will be undertaken in accordance with guidelines issued by the Institute for Conservation (ICON).
- 9.2.6 In the event that OA's in-house specialists are unable to undertake the work within the time constraints of the project, or if other remains are found, specialists from the list in the Appendix will be approached to carry out analysis.

10 OTHER MATTERS

10.1 Insurance

- 10.1.1 Oxford Archaeology is covered by Public and Employer's Liability Insurance. The underwriting company is CNA / Hardy, policy number 10347803. Details of the policy can be supplied on request to the Oxford Archaeology (East) office.

10.2 Chartered Institute for Archaeologists

- 10.2.1 Oxford Archaeology is a Registered Organisation with the Chartered Institute for Archaeologists (CIfA), and is bound by CIfA By-Laws, Standards, and Policy.

10.3 Services, Public Rights of Way, Tree Preservation Orders etc.

- 10.3.1 The client will inform the project manager of any live or disused cables, gas pipes, water pipes or other services that may be affected by the proposed excavations before the commencement of fieldwork. Hidden cables/services should be clearly identified and marked where necessary. If there are overhead cables on the site or in the approach ways, a survey must be completed by the relevant authority before plant is taken onto site.
- 10.3.2 The client will likewise inform the project manager of any public rights of way or permissive paths on or near the land which might affect or be affected by the work.
- 10.3.3 The client will inform the Project Manager if the site is a Scheduled Ancient Monument, Site of Special Scientific Interest (SSSI), or any other type of designated site. The client will also inform the project manager of any trees subject to Tree Preservation Orders, protected hedgerows, protected wildlife, nesting birds, or areas of ecological significance within the site or on its boundaries.

10.4 Site Security

- 10.4.1 Unless previously agreed with the Project Manager in writing, this specification and any associated statement of costs is based on the assumption that the site will be sufficiently secure for archaeological work to commence. All security requirements, including fencing, padlocks for gates etc. are the responsibility of the client.

10.5 Access

- 10.5.1 The client will secure access to the site for archaeological personnel and plant, and obtain the necessary permissions from owners and tenants to place a mobile office and portable toilet on or near to the site. Any costs incurred to secure access, or incurred as a result of withholding of access will not be Oxford Archaeology's responsibility. The costs of any delays as a

result of withheld access will be passed on to the client in addition to the project costs already specified.

10.6 Site Preparation

- 10.6.1 The client is responsible for clearing the site and preparing it so as to allow archaeological work to take place without further preparatory works, and any cost statement accompanying or associated with this specification is offered on this basis. Unless previously agreed in writing, the costs of any preparatory work required, including tree felling and removal, scrub or undergrowth clearance, removal of concrete or hard standing, demolition of buildings or sheds, or removal of excessive overburden, refuse or dumped material, will be charged to the client, in addition to any costs for archaeological evaluation already agreed.

10.7 Health and Safety, Risk Assessments

- 10.7.1 A risk assessment and method statement (RAMS) covering all activities to be carried out during the lifetime of the project will be prepared before work commences.
- 10.7.2 The risk assessment will conform to the requirements of health and safety legislation and regulations, and will draw on OA East's activity-specific risk assessment literature.
- 10.7.3 All aspects of the project, both in the field and in the office will be conducted according to OA East's Health and Safety Policy, Oxford Archaeology Ltd's Health and Safety Policy, and Health and Safety in Field Archaeology (J.L. Allen and A. St John-Holt, 1997). A copy of OA East's Health and Safety Policy can be supplied on request.

11 APPENDIX: CONSULTANT SPECIALISTS

NAME	SPECIALISM	ORGANISATION
Allen, Leigh	Worked bone, CBM, medieval metalwork	Oxford Archaeology
Allen, Martin	Medieval coins	Fitzwilliam Museum
Allen, Martyn	Zooarchaeology	Oxford Archaeology
Anderson, Katie	Roman pottery	Freelance
Anderson, Sue	Medieval & post-medieval pottery (specifically from Norfolk & Suffolk), CBM and human remains	Freelance
Bamforth, Mike	Woodworking	York University
Barker, Karen	Small find conservation & X-Ray	Freelance
Bayliss, Alex	C14 advice	Historic England
Biddulph, Edward	Roman pottery	Oxford Archaeology
Billington, Lawrence	Lithics	Oxford Archaeology
Bishop, Barry	Lithics	Freelance
Blinkhorn, Paul	Iron Age, Anglo-Saxon and medieval pottery	Freelance
Booth, Paul	Roman pottery and coins	Oxford Archaeology
Boreham, Steve	Pollen and soils/ geology	Cambridge University
Broderick, Lee	Zooarchaeology	Oxford Archaeology
Brown, Lisa	Prehistoric pottery	Oxford Archaeology
Brudenell, Matt	Prehistoric pottery	Oxford Archaeology
Cane, Jon	Display & reconstruction artist	Freelance
Champness, Carl	Molluscs, geoarchaeology	Oxford Archaeology
Cotter, John	Medieval/post-medieval finds, pottery, CBM	Oxford Archaeology
Crummy, Nina	Small finds	Freelance
Cowgill, Jane	Slag/metalworking residues	Freelance
Dickson, Anthony	Worked Flint	Oxford Archaeology
Dodwell, Natasha	Osteology, including cremations	Oxford Archaeologist
Donnelly, Mike	Lithics	Oxford Archaeology
Doonan, Roger	Slags, metallurgy	Freelance
Druce, Denise	Pollen, charred plants, charcoal/wood identification, sediment coring and interpretation	Oxford Archaeology
Drury, Paul	CBM (specialised)	Freelance
Fletcher, Carole	Medieval & post-medieval pottery, glass, shell & small finds	Oxford Archaeology
Fosberry, Rachel	Charred waterlogged and mineralised plant remains	Oxford Archaeology
Foster, Hayley	Zooarchaeologist	Oxford Archaeology
Fryer, Val	Molluscs/environmental	Freelance
Mark Gibson	Osteology	Oxford Archaeology

NAME	SPECIALISM	ORGANISATION
Gleed-Owen, Chris	Herpetologist (amphibians & reptiles)	CGO Ecology Ltd
Goffin, Richenda	Post-Roman pottery, building materials, painted wall plaster	Suffolk CC
Howard-Davis, Chris	Small finds, Mesolithic flint, leather, wooden objects and wood technology	Freelance
Locker, Alison	Fish bone	Freelance
Loe, Louise	Osteology	Oxford Archaeology
Lyons, Alice	Late Iron Age/Roman pottery	Oxford Archaeology
Martin, Toby	Anglo-Saxon metalwork and artefacts	Oxford University
Masters, Pete	Geophysics	Cranfield University
McIntyre, Lauren	Osteology	Oxford Archaeology
Middleton, Paul	Phosphates/garden history	Peterborough Regional College
Mould, Quita	Ironwork, leather	freelance
Nicholson, Rebecca	Fish and small mammal and bird bones, shell	Oxford Archaeology
Palmer, Rog	Aerial photographs	Air Photo Services
Percival, Sarah	Prehistoric pottery, quern stones	Freelance
Poole, Cynthia	Multi-period finds, CBM, fired clay	Oxford Archaeology
Popescu, Adrian	Roman and later coins	Fitzwilliam Museum
Quinn, Patrick	Pottery thin section, ceramic petrology	UCL
Riddler, Ian	Worked bone objects & related artefact types	Freelance
Robinson, Mark	Insects	Oxford University
Rowland, Steve	Zooarchaeology & osteology	Oxford Archaeology
Rutherford, Mairead	Pollen, diatoms, etc	Oxford Archaeology
Samuels, Mark	Architectural stonework	Freelance
Scott, Ian	Roman, medieval, post-medieval finds, metalwork, glass	Oxford Archaeology
Shaffrey, Ruth	Worked stone and Roman CBM	Oxford Archaeology
Smith, David	Insects	University of Birmingham
Smith, Ian	Zooarchaeology	Oxford Archaeology
Spoerry, Paul	Medieval pottery	Oxford Archaeology
Stafford, Liz	Molluscs and geoarchaeology	Oxford Archaeology
Timberlake, Simon	Archaeometallurgy & geoarchaeology	Freelance
Tyers, Ian	Dendrochronology	Sheffield University
Ui Choileain, Zoe	Osteology & zooarchaeology	Oxford Archaeology
Vickers, Kim	Insects	Sheffield University
Wadson, Stephen	Samian pottery, Roman glass	Oxford Archaeology
Walker, Helen	Medieval pottery (Essex)	Essex CC
Way, Twigs	Medieval landscape and garden history	Freelance

NAME	SPECIALISM	ORGANISATION
Webb, Helen	Osteology	Oxford Archaeology
Young, Jane	Medieval Pottery (Lincolnshire)	Freelance
Zant, John	Roman coins	Oxford Archaeology

Radiocarbon dating is normally undertaken for Oxford Archaeology East by SUERC and by the Oxford University Accelerator Laboratory.

Geophysical prospection is normally undertaken by Magnitude Surveys Ltd.



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