

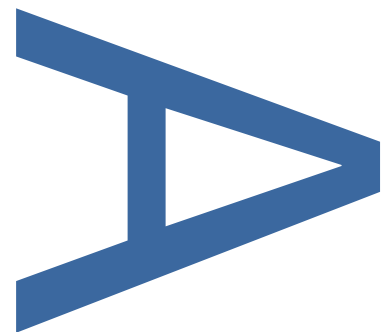
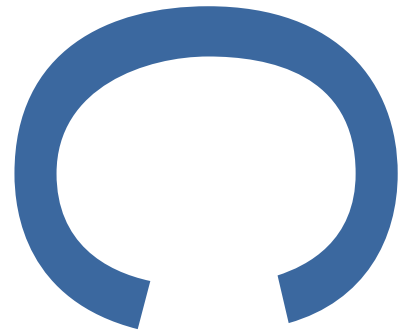
**LAND EAST OF DEAN HOUSE,
WYDDIAL, BUNTINGFORD,
HERTFORDSHIRE:
WRITTEN SCHEME OF
INVESTIGATION FOR A
PROGRAMME OF
ARCHAEOLOGICAL EVALUATION
REV2**

**LOCAL PLANNING AUTHORITY:
EAST HERTFORDSHIRE DISTRICT
COUNCIL**

PLANNING REF: 3/20/2365/FUL

SITE CODE: DHW21

MARCH 2021



PRE-CONSTRUCT ARCHAEOLOGY

Land to East of Dean House, Wyddial, Buntingford, Hertfordshire. Written Scheme of Investigation for a Programme of Archaeological Evaluation Rev2

Local Planning Authority: East Hertfordshire District Council

Planning Reference: 3/20/2365/FUL

Central National Grid Reference: TL 3738 3152

Site Code: DHW21

Written and researched by: Christiane Meckseper

Project Manager: Christiane Meckseper

Commissioning Client: KWA Architects

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March 2021

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CONTENTS

CONTENTS	2
1 INTRODUCTION	3
2 GEOLOGY AND TOPOGRAPHY	7
3 AIMS AND OBJECTIVES	8
4 METHODOLOGY	9
5 ACCESS AND SAFETY	14
6 TIMETABLE AND STAFFING.....	15
7 REPORTING	16
8 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE	19
9 FURTHER CONSIDERATIONS	21
10 BIBLIOGRAPHY	21
11 FIGURES.....	23
APPENDIX 1: FINDS, ENVIRONMENTAL AND OTHER SPECIALIST SERVICES	26
APPENDIX 2: DATA MANAGEMENT PLAN.....	28
FIGURE 1: SITE LOCATION	23
FIGURE 2: PROPOSED HORSE ARENA PLAN	24
FIGURE 3:PROPOSED TRENCH LOCATIONS	25

1 INTRODUCTION

1.1 General Background

- 1.1.1 Pre-Construct Archaeology (PCA) has been commissioned by KWA Architects to undertake a programme of archaeological evaluation at the proposed development site at Land to East of Dean House, Wyddial, Buntingford, Hertfordshire (NGR TL 3738 3152).
- 1.1.2 Planning permission has been granted for change of use of agricultural land to equestrian land and the erection of a private stable yard, incorporating five stables, a tack room, a rug room, a feed store, a hay barn and a horse walker (3/20/2365/FUL).
- 1.1.3 The site lies partly within an Area of Archaeological Significance as identified in the Local Plan. The historic environment record (HER) notes that Wyddial Bury Farm, to the north dates from at least the sixteenth century (HER 240). Post medieval farms in Hertfordshire are often found to originate in the medieval period. Indeed, the Church of St Giles dates from at least the fifteenth century (HER4350). The site of Browns Farm is just to the west and this is also thought to date to the medieval period (HER 17350)¹.
- 1.1.4 In line with the National Planning Policy Framework 2019, a condition (3) was placed on the planning consent, requiring the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted to and approved in writing by the Local Planning Authority (LPA).
- 1.1.5 This document comprises a *Written Scheme of Investigation* (WSI) for a program of archaeological evaluation, which represents the first stage in the programme of archaeological work required, as recommended by the Senior Historic Environment Advisor of the Hertfordshire County Council Historic

¹ Instone A. 2021 Archaeological Advice Note 3-20-2365-1. Dated 22 January 2021

Environment Team (HCCHET)².

- 1.2 Any changes to the specification that may need to be made after approval of this document will be communicated to the HCCHET for approval.

1.3 Site Location and Description

1.3.1 Wyddial is a small village c. 2.3 miles north-east of Buntingford in Hertfordshire. The site lies to the south-west of Dean House at the southern edge of Vicarage Road where it turns sharply northwards. The development site takes part the north-western corner of an agricultural field and is bounded in the west by a hedgerow, to the north by Vicarage Road with no boundaries to the remainder of the field in the east and south. Fenced boundaries will be established as part of the proposed development.

1.3.2 A public right of way crosses the development site from north-west to south-east.

1.4 Archaeological Background

1.4.1 A search of the Hertfordshire Historic Environment Record (HER) has been commissioned and the full results will be included in the evaluation report. The following archaeological background is taken from HER data publicly available via the Heritage Gateway. Numbers in brackets refer to HER asset numbers.

1.5 Undated

1.5.1 A series of soilmarks forming a set of enclosure ditches is recorded south of Moles Farm (HER 16789).

1.6 Prehistoric to Roman

1.6.1 There are no heritage assets dating to the prehistoric or Roman periods recorded in the HER within a 1km radius around the development site.

1.7 Saxon to Medieval

1.7.1 The majority of heritage assets surrounding the development site is medieval

² Instone A. 2021 Archaeological Advice Note 3-20-2365-1. Dated 22 January 2021

- in date. There are two manors recorded in the Domesday Book of 1086: Wyddial and Afledauuicha.
- 1.7.2 Wyddial Hall (HER 15410) to the north of the development site is an early 16th century country house, probably built in 1516 for Humphrey Wellisbourne. Humphry Repton turfed and planted the grounds to make a setting for the mid 18C house in 1790 (HER9601).
- 1.7.3 Wyddial Bury Farm, to the immediate north of the development site, is the home farm of the estate but may be the site of the medieval manor. The present buildings at Wyddial Bury Farm (HER 240) presumably lie close to or on the manorial site. They comprise a 16th century house with an attached range of ornamental Victorian farm buildings facing the parish church. Evaluation and building survey during conversion works to 19th century barns recorded post-medieval and later activity only. Cropmarks of a rectilinear ditch system representing possible house plots (HER 7703) were removed to extend the park at Wyddial Hall.
- 1.7.4 'Alfledauuicha' probably lay further to the east. The site of a possible deserted medieval village (HER 994) is recorded in the HER close to the manorial site of 'Beauchamps' with a house (HER 15904), double moat (HER 4044), and post-medieval farmstead (HER 15910), located 760m to the east of the development site. However, there is no physical evidence for nucleated settlement and no obvious sign of desertion and an archaeological watching brief undertaken during development at Beauchamps for a riding arena found no archaeological remains..
- 1.7.5 The village was listed as 'Afledawich'. In 1552 this was Affledewyk alias Beauchamps, and even in 1761 it was still 'Offledwick oth. Beauchamps'. The name means the (dairy) farm of a woman named Aetheflaed, the alternative coming from the Beauchamp family who held the manor from c.1278 until c.1420.
- 1.7.6 The Church of St Giles to the north of Vicarage Road dates to the 14th century (NHLE 1101811)

1.8 Post-Medieval to Modern

- 1.8.1 Several post-medieval buildings and cottages dating from the 16th century onwards still stand in Wyddial, for example the Thatched or Orchard Cottage, Moles Lane (HER13244), The Old Rectory (HER 17349). The site of Browns Farm, a post-medieval farmstead with possible medieval origins (HER 17350) and the 19th century Fountains Inn (HER 13243) are no longer extant.
- 1.8.2 The approximate site of a World War II searchlight emplacement was located at Moles Farm (HER 30388). No physical evidence survives.

2 GEOLOGY AND TOPOGRAPHY

2.1 Geology

2.1.1 The bedrock of the is Lewes Nodular Chalk Formation and Seaford Charlk Formation (undifferentiated), a sedimentary Bedrock formed approximately 84 to 94 million years ago in the Cretaceous Period. Superficial deposits are Lowestoft Formation Diamicton, sedimentary clacigenic deposits which predominantly comprise sheet of chalky till, together with outwash sands and gravels, silts and clays (BGS 2021).

2.2 Topography

2.2.1 The site lies equidistant between two river systems, the River Rib in the west and the River Quinn in the east. These flow southwards from the slopes of the north-eastern chalk escarpment which is a continuation of the Chilterns. The site itself lies on level ground at c. 124m above Ordnance Survey Datum (aOD).

3 AIMS AND OBJECTIVES

3.1 The broad aims of the evaluation are to identify, excavate and record the location, extent, date, character and state of preservation of any archaeological remains on the site which are likely to be threatened by the proposed development, and to identify their significance in a local, regional and national context, as appropriate, with reference to the East Anglian regional research agendas:

- Research and Archaeology: A Framework for the Eastern Counties: 1. Resource Assessment (Glazebrook 1997)
- Research and Archaeology: A Framework for the Eastern Counties: 2. Research Agenda and Strategy (Brown and Glazebrook 2000)
- Regional Research Framework for the Eastern Region (Medlycott and Brown 2008)
- Research and Archaeology Revisited: A Revised Framework for the East of England (Medlycott 2011)

3.2 The evaluation will aim to provide sufficient information to enable the formulation of a suitable management/investigation strategy for the site's heritage assets, in light of the current redevelopment proposals.

3.3 The evaluation will provide a predictive model of any archaeological remains likely to be present on the site and will characterise and include an appraisal of the remains significance.

3.4 The evaluation's trial trenches will cover an adequate representative sample of the proposed development area in order to fully understand and characterise the archaeology on the site.

4 METHODOLOGY

- 4.1 All aspects of the investigation shall be conducted in accordance with the Chartered Institute for Archaeologists' *Code of Conduct, the Standard and Guidance for Archaeological Excavation* (CIfA 2014), and *Standards for Field Archaeology in the East of England* (EAA Occasional Paper 14, 2003).
- 4.2 The proposed development site measures 1.026ha in extent. The evaluation will concentrate on the eastern c. 0.5ha which is directly affected by the proposed development, marked in green on Figure 3.
- 4.3 The remainder of the site will comprise fenced paddocks. The client has confirmed in writing that no earth moving will take place to create the paddocks. The construction method of the fences and fence post for the paddocks is shown in Figure 2. This is a construction drawing for the riding arena and fencing, but the construction for the paddock fencing will be according to the same methodology and depths, without the retaining boards and ground works shown for the arena.
- 4.4 The scheme will comprise of a single phase of work, comprising of 4no 30m long evaluation trenches. Trenches are 1.8m wide (Figure 3). This represents a c.5% sample.
- ### **4.5 Survey and machine excavation**
- 4.5.1 The trenches will be set out in accordance with the approved trench plan using Leica Global Positioning System (GPS). Prior to machine excavation, the locations of each trench will be scanned with a CAT (Cable Avoidance Tool) to check for services and service plans provided by the client will be reviewed and checked for existing underground and over ground utility apparatus prior to any excavation works (including pipes, power cables, gas apparatus and data cables).
- 4.5.2 Using a tracked 360-degree excavator fitted with a toothless ditching bucket, the overburden will be removed in level spits down to the surface of the geological substrate or first significant archaeological horizon, whichever is

encountered first. Topsoil and subsoil will be kept separate and stored in temporary bunds adjacent to each trench.

4.5.3 Exposed archaeological features and deposits will be cleaned using hand tools to define their boundaries and extent within the trenches.

4.5.4 Limits of excavation of all trenches, pre-excavation and post-excavation plans of archaeological features and heights above Ordnance Datum (m OD) will be recorded using a Leica GPS with RTK differential correction, giving three-dimensional accuracy of 20mm or better.

4.5.5 The trenches will only be backfilled with the agreement of HCCHE. The trenches will be simply backfilled, topsoil uppermost, and tracked in by the machine.

4.6 Recording and Sampling

4.6.1 Field excavation techniques and recording methods are detailed in the PCA *Operations Manual I: Fieldwork Induction Manual* (Taylor and Brown 2009).

4.6.2 4.4.3 Archaeological features and deposits will be sufficiently excavated to fulfil the project aims stated in Section 3 above.

4.6.3 Drawn records will be in the form of survey plans, drawn plans and section drawings of all archaeological features at an appropriate scale (1:10, 1:20, 1:50) while all individual deposits and cuts will be recorded as written records on PCA pro-forma context sheets.

4.6.4 Linear features will be investigated by means of slots excavated across their width and measuring at least 1m in length, positioned to avoid areas of intercutting/ disturbance in order to provide uncontaminated finds assemblages. If stratigraphic relationships between features are not visible in plan, slots will also be positioned to determine inter-feature relationships.

4.6.5 Discrete features such as pits and postholes will be at least 50% excavated and when considered appropriate 100% excavated.

- 4.6.6 Significant features such as structural remains (e.g. eaves drip gullies, sunken feature buildings and beam slots), industrial features (kilns, ovens, domestic hearths, metalworking furnaces) and burials (cremation and inhumation) will be left in situ for further work.
- 4.6.7 High-resolution digital photographs will be taken at all stages of the evaluation. Digital photographs will be taken of all archaeological features and deposits and black and white film photographs will be taken when considered appropriate by the excavator and supervisor. Horizontal and vertical scales will be used as appropriate. Cameras with a resolution of no less than 10 megapixels will be used and images will be taken in a .raw format.
- 4.6.8 Artefacts and ecofacts will be collected by hand and retained, receiving appropriate care prior to removal from site (ClfA 2014; Walker 1990; Watkinson 1981).
- 4.6.9 A metal detector will be used during the evaluation in order to enhance finds recovery and will not be set to discriminate against iron.
- 4.6.10 Bulk soil samples will be taken, in consultation with the project's environmental specialist where practicable, in order to recover micro- and macro-botanical environmental remains. Samples will be up to 40 litres in volume, where obtainable. The broad aim of such sampling is to recover evidence relating to the past environment and agricultural economy of the site, and how these changed over time under both natural and anthropogenic influence. Environmental sampling will be carried out in accordance with *Environmental Archaeology: A Guide to the Theory and Practice of Methods from Sampling and Recovery to Post-excavation* (English Heritage 2011, second edition)

4.7 Monitoring

- 4.7.1 PCA / the client will be responsible for notifying HCCHE T of the proposed start date at least five working days in advance of the commencement of fieldwork, allowing sufficient notice to arrange a monitoring meeting.
- 4.7.2 HCCHE T and the client will be kept regularly informed about developments

and any significant discoveries during both the site works and subsequent post-excavation phase.

4.7.3 Further trenching or deposit testing may be a requirement of the site monitoring visit if unclear archaeological remains or geomorphological features present difficulties of interpretation, or to assist with the formulation of a mitigation strategy.

4.7.4 Trial trenches will not be backfilled without the approval of HCCHET.

4.8 Metal Detecting and Treasure

4.8.1 The spoil heaps and any archaeological remains revealed in the evaluation trenches will be scanned with a metal detector to maximise the recovery of metal objects.

4.8.2 All finds defined as Treasure will be removed to a safe place and reported to the local coroner according to the procedures outlined in the Treasure Act 1996 (as amended by the Treasure Designation Order 2002 No. 2666). Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft. Any finds that could be considered treasure under the terms of the Act made during the process of fieldwork will be immediately reported to the Finds Liaison Officer, so that it is properly reported to the appropriate Coroner within 14 days of discovery in line with the Treasure Act.

4.9 Human Remains

4.9.1 If human remains are encountered, HCCHET and the client will be informed. Wherever possible, human remains will be left in situ during the evaluation state. Excavation may be required where the remains are under imminent threat or dating/preservation information is required for costing purposes. This will only be undertaken in agreement with the HCCHET.

4.9.2 No further excavation will take place until removal becomes necessary and will only be carried out in accordance with all appropriate Environmental Health regulations and only after a Ministry of Justice license has been

obtained.

- 4.9.3 Due to the wide range of variables, costs of excavation, removal and analysis of human remains are not included in any statement of costs accompanying or associated with this specification.

5 ACCESS AND SAFETY

- 5.1 Permission to access to the site will be arranged by the client so that the field team can start work promptly on the first day of their arrival at site. It is expected that the site will be suitably clear of vegetation and other obstructions to allow the free movement of plant and the excavation of the trenches.
- 5.2 A welfare cabin will be provided by PCA for the use of their site staff, sub-contractors and visitors.
- 5.3 All deep excavations (over c. 0.8m deep) will be secured with orange netlon fencing.
- 5.4 All relevant health and safety legislation, regulations and codes of practice will be respected. The Health and Safety policies will be those of PCA and will be in accordance with all statutory regulations. A site specific Risk Assessment and Method Statement (RAMS) will be prepared before fieldwork commences and all staff will be briefed on the content of the RAMS at an induction that they will be required to attend on arrival.
- 5.5 There is a duty of care for the client to provide all information reasonably obtainable on contamination and the location of live services before site works commence.

6 TIMETABLE AND STAFFING

6.1 Timetable

6.1.1 The evaluation is set to start in mid- April 2021 with a duration of c. 2-3 days.

6.1.2 Working days are based on a 5-day working week, Monday to Friday.

6.2 Staffing and Support

6.2.1 The project will be managed and led by Christiane Meckseper, Project Manager of PCA Central who will ensure all staff are familiarised with the site, the archaeological background of the area and the ground conditions to maximise the effectiveness of the evaluation.

6.2.2 Key team members will include **Error! Reference source not found.**, Project Manager of PCA Central and a PCA Evaluation Supervisor. Additional Site Assistants will be drawn from a pool of qualified and experienced staff if required.

6.2.3 The following staff will form the project team:

1x Project Manager

1x Supervisor

1x Site Assistant (if required)

1x Survey Supervisor

1x Finds Supervisor

1x Finds Assistant

1x Illustrator for post-excavation work.

6.2.4 A list of specialists currently used by PCA is given in Appendix A.

7 REPORTING

7.1 The site will use Site Code DHW21. This reference will be used to identify the archive.

7.2 Post-excavation tasks and report writing will take approximately 4 weeks following the end of fieldwork. Specialists will be employed for consultation and analysis as necessary.

7.3 The report will include and/or consider:

- a concise, non-technical summary;
- the aims and methods adopted in the course of the programme of archaeological investigation;
- the nature, location, extent, date, significance and quality of any archaeological and environmental material uncovered during the investigation;
- if present, the anticipated degree of survival of archaeological deposits across the site; surviving areas of archaeological potential should be indicated on the site plan;
- the detailed description and specialist interpretation of all archaeological material recorded by the project (the report will propose an interpretation for the dating and development of the site on the basis of the information collected and will provide an appropriate level of discussion of the evidence presented within the report);
- appropriate illustrative material such as maps, plans, sections, drawings and photographs and including site location plan at 1:2500; site plan at 1:1250, and additional plans as appropriate (adequate photographic coverage of each evaluation trench (properly captioned) will be included regardless of whether the project produced positive or negative results; the report will also include photographs that place the site in

context);

- specialist report(s) in full (e.g. human remains, finds, environmental assessments) with the author(s) acknowledged; significant finds, including pottery, will be illustrated (drawn or photographed, as appropriate);
- an Historic Environment Record [HER] entry summary sheet and HER enquiry number (available on request from the office of HCCHET);
- an OASIS summary form
- a detailed schedule of the archaeological contractor's on-site time, including details of the staffing levels present;
- a detailed record of the contents of the project archive, including physical archive;
- information on the arrangements for the long term deposition of the archive.

7.4 A digital copy of the report (in .doc or .pdf format), clearly marked DRAFT, will be sent to the client for comment. Once reviewed by the client, the draft report will then be submitted to HCCHET for approval. Following completion of any required amendments to the draft report, a digital copy of the approved report will be presented to HCCHET.

7.5 Further to its acceptance the contractor will supply one digital (in .pdf/A format) and one hard copy of the report for inclusion into the Hertfordshire Historic Environment Record (HHER). Contingency will be made for the publication of results. The minimum requirement will be for an appropriate note to be made available in the local archaeological journal

A final digital copy of the report will be uploaded to OASIS (Online Access to

the Index of archaeological investigations³). The OASIS summary form will be included in the evaluation report.

³ <https://oasis.ac.uk/pages/wiki/Main> [Accessed 27/02/2019]

8 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE

- 8.1.1 To assist with the creation and curation of the project's archive, the Project Manager will contact the Hertford HER office (HHER) to obtain an Event Number if required and Hertford Museum to make sure the archive is accepted.
- 8.1.2 Prior to the start of the investigations, PCA will seek the transfer title of ownership of the complete project archive to the Hertford Museum by issuing a "Deeds of Transfer Agreement" form.
- 8.1.3 During post excavation analysis all artefactual material recovered will be held in storage by PCA central. Arrangements for the long term storage and deposition of all artefacts must be agreed with the landowner and Hertford Museum before or during the reporting stage. Transfer of title and the transfer of the ownership of the archive at Hertford Museum will be arranged at this time, and the arrangements indicated in the evaluation report. The Project Manager will consult HERTFORDSHIRE ARCHAEOLOGICAL ARCHIVE STANDARDS A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire regarding the requirements for the deposition of the archive into Hertford Museum. Requirements can be obtained at:
- <https://www.hertfordshire.gov.uk/media-library/documents/environment-and-planning/historical-environment-archaeology/hertfordshire-archaeological-archive-standards-version-1-april-2017.pdf> .
- 8.1.4 PCA will recommend that ownership of all such archaeological finds will be given over to the relevant authority to facilitate future study and ensure proper preservation of all artefacts. In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to treasure act legislation separate ownership arrangements may be negotiated.
- 8.1.5 The project archive shall be compiled in accordance with the guidelines contained in Guidelines for the Preparation of Excavation Archives for Long term Storage (UKIC, 1990), and Standards in the Museum Care of

Archaeological Collections (Museum and Galleries Commission, 1992),
Archaeological Archives: A Guide to best Practice in Creation, Compilation,
Transfer and Curation (Archaeological Archives Forum 2007) and in
accordance with discussions and advice from HCCHET.

- 8.1.6 Should the evaluation go forward to the mitigation stage, the site digital archive will be deposited with the Archaeological Data Service or another publicly accessible CoreTrustSeal certified repository on completion of the archaeological programme.
- 8.1.7 A copy of the report will accompany the archive when it is deposited with Hertford Museum
- 8.1.8 PCA will provide appropriate details relating to this project by completing the OASIS form at <http://ads.ahds.ac.uk/project/oasis>, in accordance with the guidelines provided by English Heritage and the Archaeology Data Service.

9 FURTHER CONSIDERATIONS

9.1 Insurance

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

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

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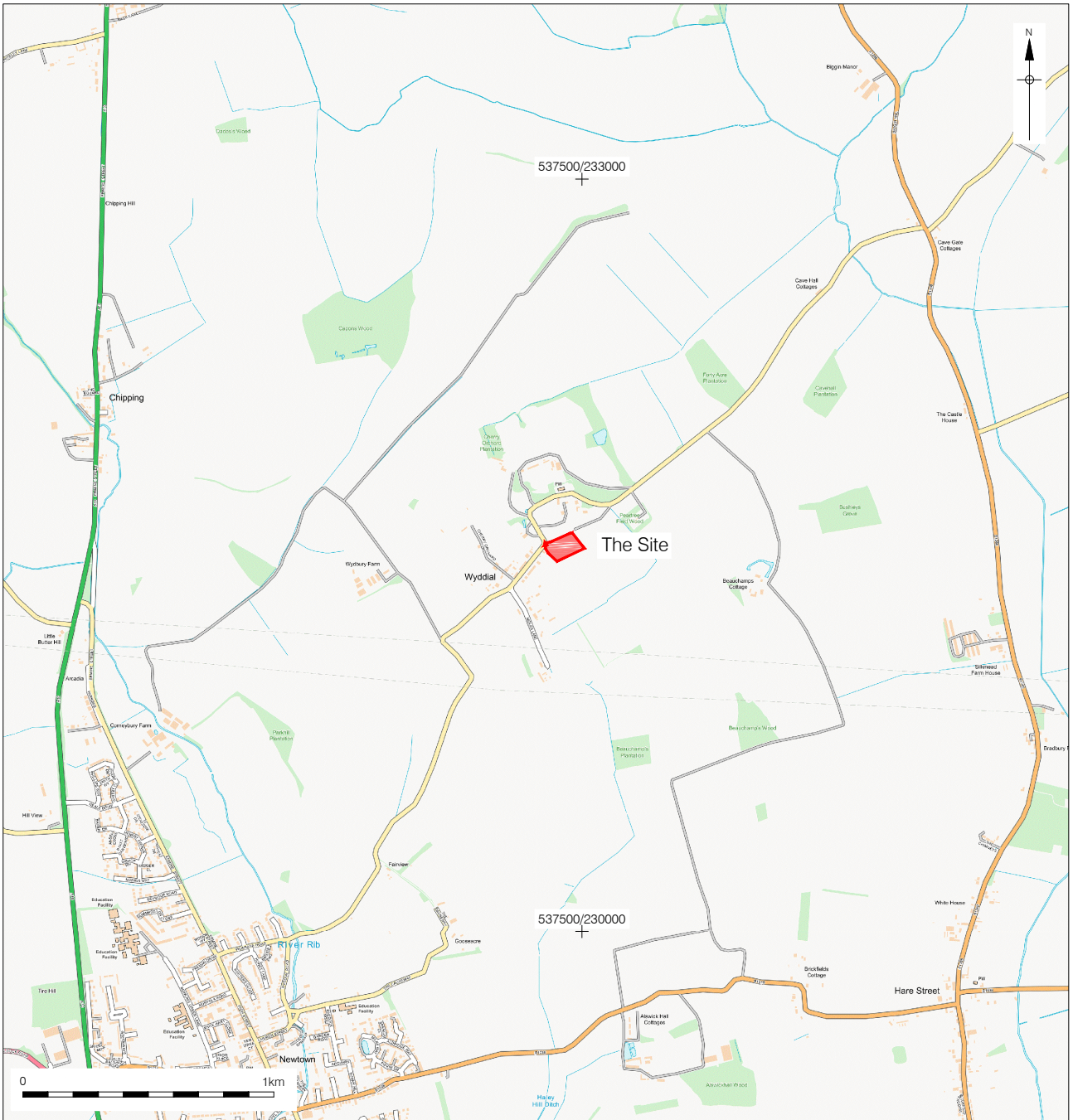
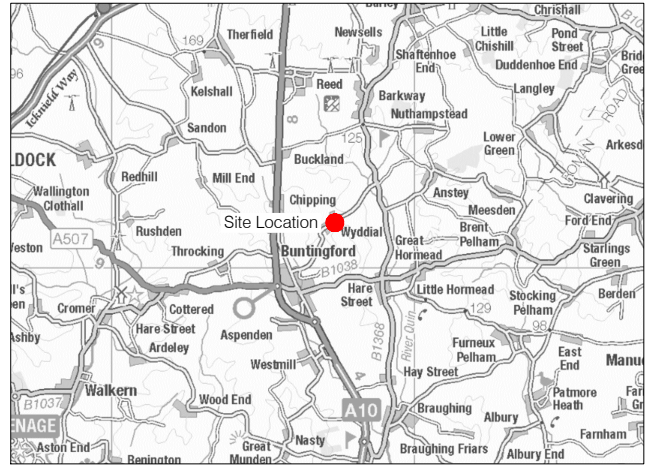
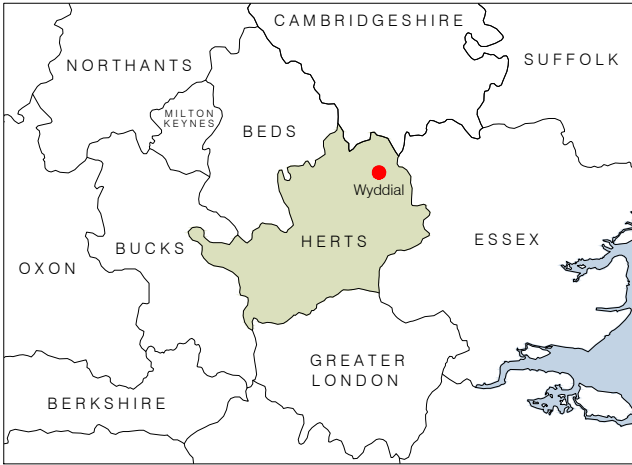
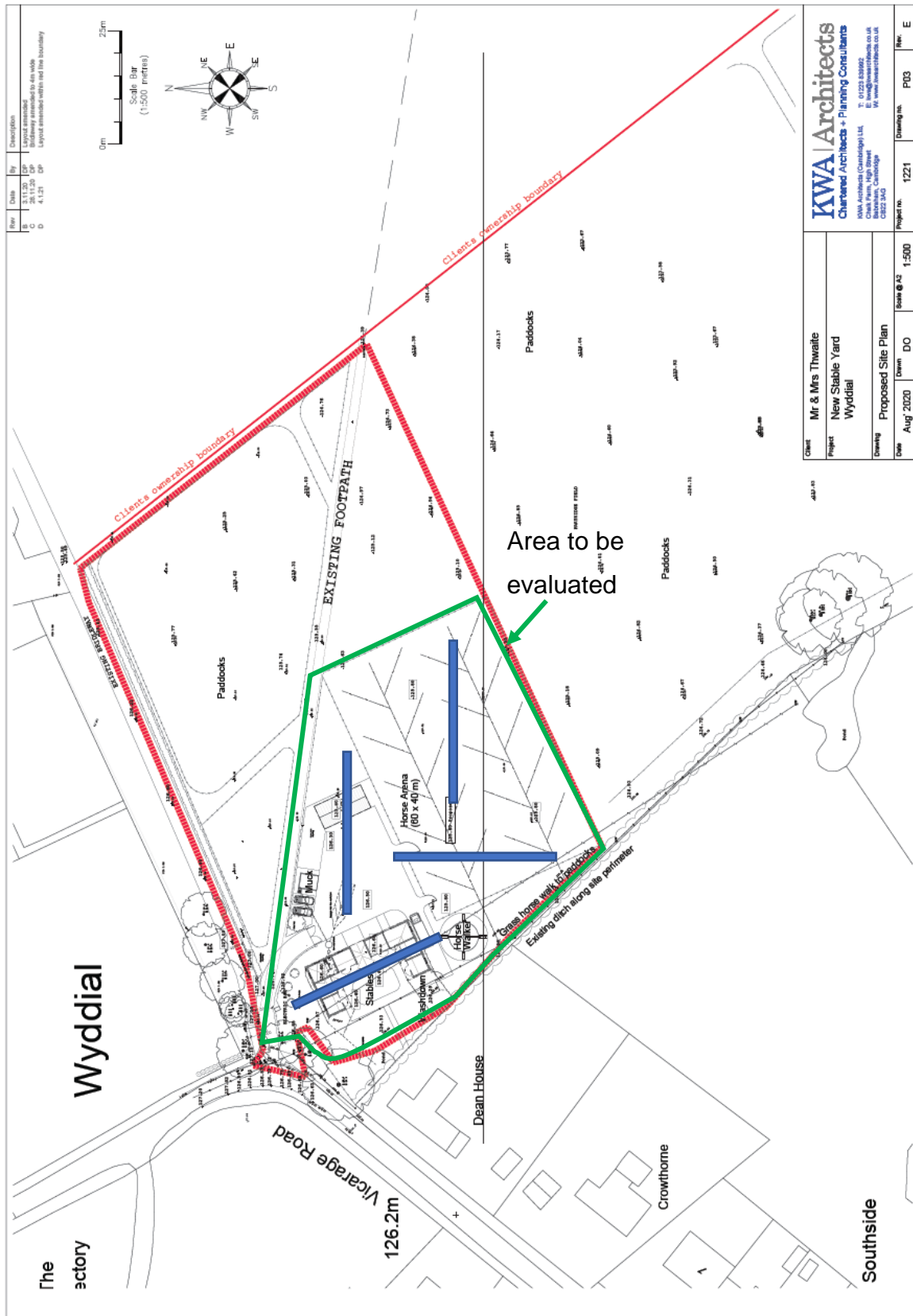


Figure 3: Proposed Trench Locations



APPENDIX 1: FINDS, ENVIRONMENTAL AND OTHER SPECIALIST SERVICES

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

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

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

Clay Tobacco Pipe: Chris Jarrett (PCA),

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

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

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

Coins: James Gerrard (PCA), Ruth Beveridge

Inscriptions & Graffiti: Roger Tomlin

Animal Bone: Kevin Rielly (PCA), Karen Deighton (PCA), Ryan Desrosiers (PCA) Philip Armitage, Robin Bendrey

Lithics (inc Palaeolithic): Barry Bishop (PCA)

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

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

Leather: Quita Mould

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

Metal slag: Gary Taylor (PCA), Lynne Keys

Textiles: Sue Harrington, Penelope Walton Rogers

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

Dendrochronology: Ian Tyers

Archaeomagnetic dating: Mark Noel

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

Documentary Research: Guy Thompson (PCA), Chris Phillpotts, Frederick

Hamond (NI), Gillian Draper, Jeremy Haslam, Roger Leech

Industrial Archaeology: Gary Taylor (PCA), David Cranstone

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

Roughley (PCA)

APPENDIX 2: DATA MANAGEMENT PLAN

Section A: Project Information			
HER#:		Other Site Codes	DHW21
Site Full Location	Land south-east of Dean House, Wyddial, Buntingford, Hertfordshire, SG90EW		
OASIS ID:	preconst1-	K-Code:	K7131
Museum Acc. #		NGR #	TL 3738 3152
Planning Ref #:	3/20/2365/FUL	Planning Authority	East Hertfordshire District Council
DMP Written	January 2021	DMP Last Updated	January 2021
Project Manager/ Primary Contact:	Christiane Meckseper	Project Type:	Evaluation
Client:	KWA Architects	Site Supervisor:	TBC
Data Sharing Agreement in Place?			
Data Management Responsibility	Pre-Construct Archaeology Limited	Who will take possession of the generated data at the end of the project	ADS/ Designated Archive Repository/Museum

Section B: Estimated Volume of Data				
File types generated as part of the project archive by PCA:				
Data Type	Format	Estimated Volume	Details/Comment	
Spreadsheets	Excel (.xlsx), .csv	3		
Database	Access (.accdb)	2		
Text/Documents	.pdf, Word (.docx)	2		
Images	.jpeg, .png, .DNG	50		
Graphics	.dwg,	1		
GIS	.shp			
Will existing or external data be utilised?			YES	
If yes, list type of data and source: Historic Environment Record data				
Data Type	Format	Estimated Volume	Source	Details/Comment
Images	.jpeg, .png, .DNG .shp	5	Hertfordshire Historic Environment Record	
Graphics	.dwg,		"	
Text/Documents	.pdf, Word (.docx)	3	"	

Section C.: Data Acquisition, Processing, and Analysis
What methods and data standards will be undertaken?
Field data will be collected through digital and analogue means as set out within the project design. All data that will be collected will aim to work to best practice guidelines as outlined by CIFA and the ADS whenever possible and will be updated as the project progresses, or as guidance is modified.

What file naming/structure is in place and how will version control be maintained?
Display example below.

Example file name: PCA_ECB6240_BRADLEY ROAD_EVAL_MH_rev1
Key: PCA (Organisational identifier) ECB6240 (site code) BRADLEY ROAD (Site name) EVAL (report type) MH (author identifier) rev1 (version control identifier)

The project archive will be stored in a project specific folder, with sub folders being utilised to further sub-classify data as appropriate (e.g. databases, photos, reports, etc.).

What Quality Assurances of the data are in place?

All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct.

Section D: Documentation and Metadata:

How can the data be read?

Data collected during the course of the project will include standard formats as listed within section B.

What documentation and metadata will be provided when the data is archived?

A catalogue of the digital archive, material archive, paper archive, and the supporting metadata will be provided to the digital repository

Section E: Ethics and Legal Compliance:

How can the identity of individuals be protected if required

Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required.

Is the data GDPR 2018 compliant?

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

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

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

Has the Museum or depository been contacted	YES NO
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Section H: Data Dissemination:
How will the dataset or parts of it be shared?
The final project report will be uploaded to the HER via OASIS and subsequently released onto ADS's report library. Additionally, the report will be published either through a full publication, or as a note in the regional archaeological journal. After deposition of the digital archive, the ADS and relevant depository are able to share the data under licence.

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

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