

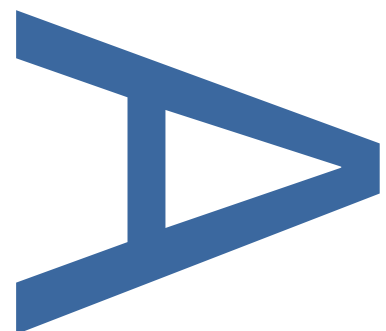
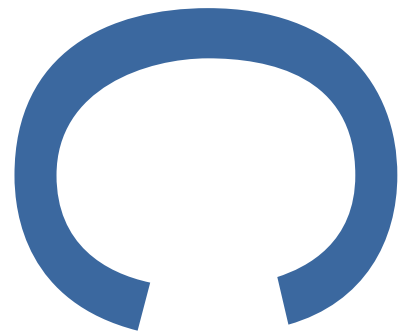
**WRITTEN SCHEME OF
INVESTIGATION FOR AN
ARCHAEOLOGICAL WATCHING
BRIEF AT
HIGH HALL FARM, CLAPGATE,
ALBURY, WARE, HERTFORDSHIRE,
SG11 2LQ
VERSION 2**

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

PLANNING REFERENCE: 3/20/1579/FUL

SITE CODE: HHFW23

FEBRUARY 2023



PRE-CONSTRUCT ARCHAEOLOGY

Written Scheme of Investigation for an Archaeological Watching brief at High Hall Farm, Clapgate, Albury, Ware, Hertfordshire, SG11 2LQ. Version 2

Local Planning Authority: East Hertfordshire District Council

Planning Reference: 3/20/1579/FUL

Central National Grid Reference: TL 44095 25351

Site Code: HHFW23

Written and researched by: Kerry Boughton

Project Manager: Christiane Meckseper

Commissioning Client: Hanbury Group

Contractor: Pre-Construct Archaeology Ltd.
Central Office
The Granary Rectory Farm
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February 2023**

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1 INTRODUCTION

1.1 General Background

1.1.1 Pre-Construct Archaeology (PCA) has been commissioned by Hanbury Group to undertake an archaeological watching brief during the construction of a cart lodge outbuilding for the storage of vehicles (NGR TL 44095 25351).

1.1.2 Due to the location of the site in an Area of Archaeological Significance No 30233 which includes High Hall, which is the surviving part of a farmstead of post-medieval date, and associated cottages, the site clearly has the potential to contain below ground archaeological remains of post-medieval and perhaps earlier date.

1.1.3 Given this, the Historic Environment advisor of East Hertfordshire Council considered that the position of the proposed development is such that it should be regarded as likely to have an impact on heritage assets of archaeological interest and recommended a condition to secure an archaeological investigation of the site prior to any construction works being carried out. This is in line with National Planning Policy Framework 2021, Section 16 'Conserving and enhancing the historic environment'.

1.1.4 The Condition (2) on the planning consent (3/20/1579/FUL) reads:

No development or groundworks shall take place until the applicant, or their agents, or their successors in title, has secured 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. The development shall thereafter be carried out in accordance with the approved scheme, and this condition will only be discharged when the required archaeological reports are submitted to and approved in writing by the Local Planning Authority.

Reason

The programme is required to be undertaken prior to the commencement of the development to secure the protection of and proper provision for any archaeological remains in accordance with Policies HA1 and HA3 of the East Herts District Plan 2018 and the National Planning Policy Framework.

- 1.1.5 This document comprises a Written Scheme of Investigation (WSI) for the archaeological watching brief to monitor the works.
- 1.1.6 This document alone will not result in the discharge of the archaeological condition. The written scheme of investigation should not be considered fulfilled until after the monitoring work has taken place.
- 1.1.7 Any changes to this WSI that may need to be made after approval of this document will be communicated to the HCCHET for approval.
- 1.1.8 Once approved by HCCHET, all work relating to the project will be carried out in accordance with this WSI, as well as the *Standards for Field Archaeology in the East of England* (Gurney 2003) and the Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2019) and *Standard and Guidance for an Archaeological Watching Brief* (CIfA 2020). The project will be managed in accordance with the Historic England (formerly English Heritage) procedural document *Management of Research Projects in the Historic Environment (MoRPHE): Project Manager's Guide* (Historic England 2015).

1.2 Site Location, Geology and Topography

- 1.2.1 The site is situated in the village of Patmore Heath, approximately 5.45km north west of Bishop's Stortford. The area of development is situated on a farmyard complex and is surrounded by fields on all sides except the north east, where it is bounded by Albury Road. Across Albury Road to the north lie residences.
- 1.2.2 The site is flat at 94m above Ordnance Datum (aOD). The River Ash lies approximately 350m south west.
- 1.2.3 The underlying geology comprises Thanet Formation and Lambeth Group clay, silt, and sand (BGS 2023). There is no data for any superficial deposits.

2 ARCHAEOLOGICAL BACKGROUND

2.1 The following background utilises information available via Historic England's National Heritage List for England (NHLE)¹, HER data from Heritage Gateway², and information provided by Hertfordshire's Historic Environment Advisor. If the results warrant it, a full search of the Hertfordshire Historic Environment Record (HER) will be undertaken to inform the final report.

2.2 Undated

2.2.1 Cropmarks have been identified in Albury that do not align with field boundaries plotted on the 19th century tithe maps. The cropmarks comprise two rectangular enclosures (HHER 7384) that represent a field system, nearby linear features (HHER 7385) are presumed to be related to this, as well as an additional oval enclosure (HHER 7383). The system predates the 19th century and may be prehistoric but this is unconfirmed. Additional such cropmarks can also be seen north of Patmore Hall Wood, indicating traces of settlement (HHER 16748).

2.3 Medieval

2.3.1 The parish of Albury (HHER 2676) is recorded in the Domesday Book as "Eldeberie", which refers to the manorial estate.

2.3.2 The nearby Patmore Heath (HHER 12476) is a recorded Site of Special Scientific Interest (SSSI), it is registered as common land with historic ponds (HHER 15678), and likely dates to the medieval period.

2.3.3 Patmore Hall is recorded as a possible medieval moated site (HHER 1972), with earthworks (HHER 10319) and gardens.

2.3.4 Cropmarks visible c.900m south of the site (HHER 16879) show medieval fields in the form of an enclosure and ridge and furrows. Additional cropmarks have been recorded east of Albury Hall Farm (HHER 16881) that have been interpreted as possible boundaries that may be medieval or pre-medieval.

¹ <https://historicengland.org.uk/listing/the-list/map-search?clearresults=True>

² <https://www.heritagegateway.org.uk/gateway/>

2.4 Post-medieval to Modern

2.4.1 A range of post-medieval pottery (HHER 15385) has been retrieved from the nearby River Ash, the sherds recovered date from the 19th to 20th centuries.

2.4.2 An evaluation at Albury Church of England Primary School uncovered a gravel pit (HHER 13711), evidencing post-medieval extraction, that was backfill at some time before the 1870s. Sherds recovered dated from the 14th to 19th centuries.

2.4.3 The development site is in an Area of Archaeological Significance No 30233 which includes High Hall (NHLE 1175906), which is the surviving part of a farmstead of post-medieval date, and associated cottages. The historic barns of the hall have largely been replaced by large new buildings behind and north of the house.

2.4.4 The listing description reads:

C18 or earlier. Mainly brick, with plaster and tile hanging. Three separate hipped and half hipped tiled roofs. Two storeys, mixture of sash and casement windows. Large brick axial chimney stack.
C19 extension to west of original building. Good brick boundary wall.

2.4.5 The proposed outbuilding is located on part of the footprint of one of the large barns shown on the 1841 tithe map, in the northernmost corner of the site.

2.4.6 Numerous post-medieval grade II listed buildings lie in the vicinity of the site. High Farm cottage (NHLE 1347713) lies adjacent to the hall and is an 18th century or early timber-framed building.

3 AIMS AND OBJECTIVES

- 3.1 The aims of the watching brief are to mitigate the impact of the development on potential archaeological remains through the identification, excavation and recording of their location, extent, date, character, and state of preservation, and to identify their significance in a local, regional and national context, as appropriate, with reference to the East Anglian regional research agendas:

Glazebrook, J. (ed.), 1997. *Research and Archaeology: A Framework for the Eastern Counties: 1. Resource Assessment*. East Anglian Archaeology Occasional Papers 3. Norwich: The Scole Archaeological Committee for East Anglia.;

Brown, N., and Glazebrook, J. (eds.), 2000. *Research and Archaeology: A Framework for the Eastern Counties: 2. Research Agenda and Strategy*. East Anglian Archaeology Occasional Papers 8. Norwich: The Scole Archaeological Committee for East Anglia.;

Medlycott, M. (ed.), 2011. *Research and Archaeology Revisited: A Revised Framework for the East of England*. East Anglian Archaeology Occasional Papers 24. Association of Local Government Archaeological Officers (ALGAO).;

ALGAO, 2021. *East of England Regional Research Framework*. Available at: <https://researchframeworks.org/eoe/>.

4 METHODOLOGY

4.1 All aspects of the investigation shall be conducted in accordance with the Chartered Institute for Archaeologists' *Code of Conduct* (2019), the *Standard and guidance for an archaeological watching brief* (ClfA 2020), and *Standards for Field Archaeology in the East of England* (Gurney 2003).

4.2 Groundworks

4.2.1 Foundations will be mechanically excavated and monitored by PCA's archaeologist.

4.3 Excavation

4.3.1 Exposed archaeological features and deposits will be cleaned as necessary to define them using hand tools.

4.3.2 Metal-detecting will be carried out of any stripped deposits and all archaeological features and spoil heaps will be surveyed by metal-detector as they are encountered.

4.3.3 The line of the footpath and post-excavation plans of archaeological features and heights above Ordnance Datum (m OD) will be recorded using a Geomax Global positioning System (GPS) rover unit with RTK differential correction, giving three-dimensional accuracy of 20mm or better. If suitable, contractors' plans will also be used and annotated.

4.4 Recording and Sampling

4.4.1 Field excavation techniques and recording methods are detailed in the PCA *Fieldwork Induction Manual (Operations Manual)* by Joanna Taylor and Gary Brown (2009).

4.4.2 All features will be investigated and recorded in order to properly understand the date and nature of the archaeological remains on the site and to recover sufficient finds assemblages to assess the chronological development and socio-economic character of the site over time.

4.4.3 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. Hachures will be used to fully represent complex and/or intercutting stratigraphy.
- 4.4.4 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.
- 4.4.5 Discrete features such as pits and postholes will be at least 50% excavated and when considered appropriate 100% excavated.
- 4.4.6 Should significant features such as structural remains (e.g. eaves drip gullies, sunken feature buildings and beam slots) and industrial features (kilns, ovens, domestic hearths, metalworking furnaces) be encountered, these will be 100% excavated, unless mitigation measures can be agreed that allow the features to remain in situ.
- 4.4.7 Cameras with an APS-C or larger sensor and with a resolution of no less than 10 megapixels will be used. Images will be of archival quality, non-proprietary RAW (.DNG) or .TIFF files. Suitable horizontal and vertical scales will be used as appropriate. Digital photographs will be taken of all trenches, archaeological features and deposits. Horizontal and vertical scales, north arrows and photo boards will be used as appropriate.
- 4.4.8 Artefacts and ecofacts will be collected by hand and retained, receiving appropriate care prior to removal from site (ClfA 2014; Walker 1990).
- 4.4.9 A metal detector will be used during the watching brief in order to enhance finds recovery and will not be set to discriminate against iron.
- 4.4.10 The artefact contents of the ploughsoil and any lower soil horizons will be examined as part of the watching brief.
- 4.4.11 Bulk samples, 40 litres in volume, may be taken by the excavator and in consultation with the project's environmental specialist where practicable, in

order to recover micro- and macro-botanical environmental remains. 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.

4.4.12 Buried soils and associated deposits will be inspected on site by the PCA project manager in consultation with the PCA geoarchaeologist whose advice will be sought as to whether soil micromorphology or other analytical techniques will enhance understanding of depositional processes and transformations at the site.

4.4.13 Results of paleoenvironmental investigations, industrial residue analyses and scientific analyses will be included in the full watching brief report and sent to the Historic England Science Advisor.

4.4.14 Environmental sampling will refer to the following guideline documents:

English Heritage, 2011. *Environmental Archaeology: A Guide to the Theory and Practice of Methods from Sampling and Recovery to Post-excavation* (2. Ed.). Swindon: English Heritage Publishing.;

Association for Environmental Archaeology, 1995. *Environmental archaeology and archaeological evaluations. Recommendations concerning the environmental archaeology component of archaeological evaluations in England*. Working Papers of the Association for Environmental Archaeology 2, 8 ff. York: Association for Environmental Archaeology.;

Dobney, K., Hall, A., Kenward, H. and Milles, A., 1992. *A working classification of sample types for environmental archaeology*. *Circaea* 9.1. pp. 24-26.;

Murphy, P.L. and Wiltshire, P.E.J., 1994. *A guide to sampling archaeological deposits for environmental analysis*.

4.5 Monitoring

4.5.1 If required, the client will arrange monitoring meetings with the Hertfordshire

County Council Historic Environment Team (HCCHET) to inspect the works.

4.6 Treasure

4.6.1 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.

4.7 Human Remains

4.7.1 If human remains are encountered, HCCHET and the client will be informed. Wherever possible, human remains will be left in situ during the watching brief 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.

4.7.2 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.

4.7.3 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

- 5.1.1 Access to the site will be arranged by the client. The client will secure safe access to the site for archaeological personnel and provide suitable welfare provision. The client will also ensure that all deep excavations are adequately shored, conforming to current health and safety regulations and that the archaeological investigations are enabled through the provision and operation of adequate water extraction/pumping equipment.
- 5.1.2 Any costs incurred to secure access or incurred as a result of withholding of access will not be PCA'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.
- 5.1.3 All relevant health and safety legislation, regulations and codes of practice will be respected. The Health and Safety policies will be those of Pre- Construct Archaeology Ltd. and in accordance with all statutory regulations. A Health & Safety Risk Assessment for the site will be produced and made available to all staff.
- 5.1.4 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 duration of the watching brief will comprise 1-2 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 watching brief.
- 6.2.2 Key team members will include Christiane Meckseper, Project Manager of PCA Central, and a PCA 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 Specialists will be employed for consultation and analysis as necessary: specialists will be approached to carry out analysis as required from the list in Appendix 1.

7 REPORTING

7.1 The site will use Site Code HHFW23. 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;

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 intervention (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.
- 7.6 A final digital copy of the report will be uploaded to OASIS (Online Access to the Index of archaeological investigationS). The OASIS summary form will be included in the final report.

8 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE

- 8.1 All artefactual material recovered will be held in storage by PCA Central and ownership of all such archaeological finds will be given over to Hertford Museum to facilitate future study and ensure proper preservation of all artefacts. A copy of the report will accompany the archive when it is deposited at Hertford Museum.
- 8.2 A Hertford Museum Notification Form has been completed and included as an appendix at the rear of this WSI. PCA has estimated less than 2 standard boxes of archive will be created by the archaeological investigation and Hertford Museum has indicated that this archive will be accepted for deposition at the museum. Hertford Museum will issue an accession number upon deposition of the archive.
- 8.3 On completion of the investigations, PCA will seek the transfer title of ownership of the complete project archive to the Ware Museum by issuing a "Deeds of Transfer Agreement" form.
- 8.4 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.
- 8.5 The project archive shall be compiled in accordance with the guidelines contained in *Guidelines for the Preparation of Excavation Archives for Long term Storage* (Walker 1990), and *Standards and Guidance in the Care of Archaeological Collections* (Society for Museum Archaeology 2020).
- 8.6 The Hertfordshire Historic Environment Record is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. 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 Historic England and the Archaeology Data Service.
- 8.7 The project archive shall be compiled in accordance with the guidelines contained in *Guidelines for the Preparation of Excavation Archives for Long*

term Storage (Walker 1990); *Standards and Guidance in the Care of Archaeological Collections* (Society for Museum Archaeology 2020), *Archaeological Archives: A Guide to best Practice in Creation, Compilation, Transfer and Curation* (Brown 2011), the *Hertfordshire Archaeological Archive Standards* (Hertfordshire Association of Museums 2022)³ and in accordance with discussions and advice from HCCHET.

³ Available at: <https://www.hertfordshire.gov.uk/media-library/documents/environment-and-planning/historical-environment-archaeology/hertfordshire-archaeological-archive-standards-version-1-april-2017.pdf> [Accessed 21/06/2021]

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.

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Gurney, D., 2003. *Standards for Field Archaeology in the East of England*. *East Anglian Archaeology Occasional Papers* 14. Norwich: The Scole Archaeological Committee for East Anglia.

Hertfordshire Association of Museums, 2022. *Archaeological Archive Standards*. A Countrywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire

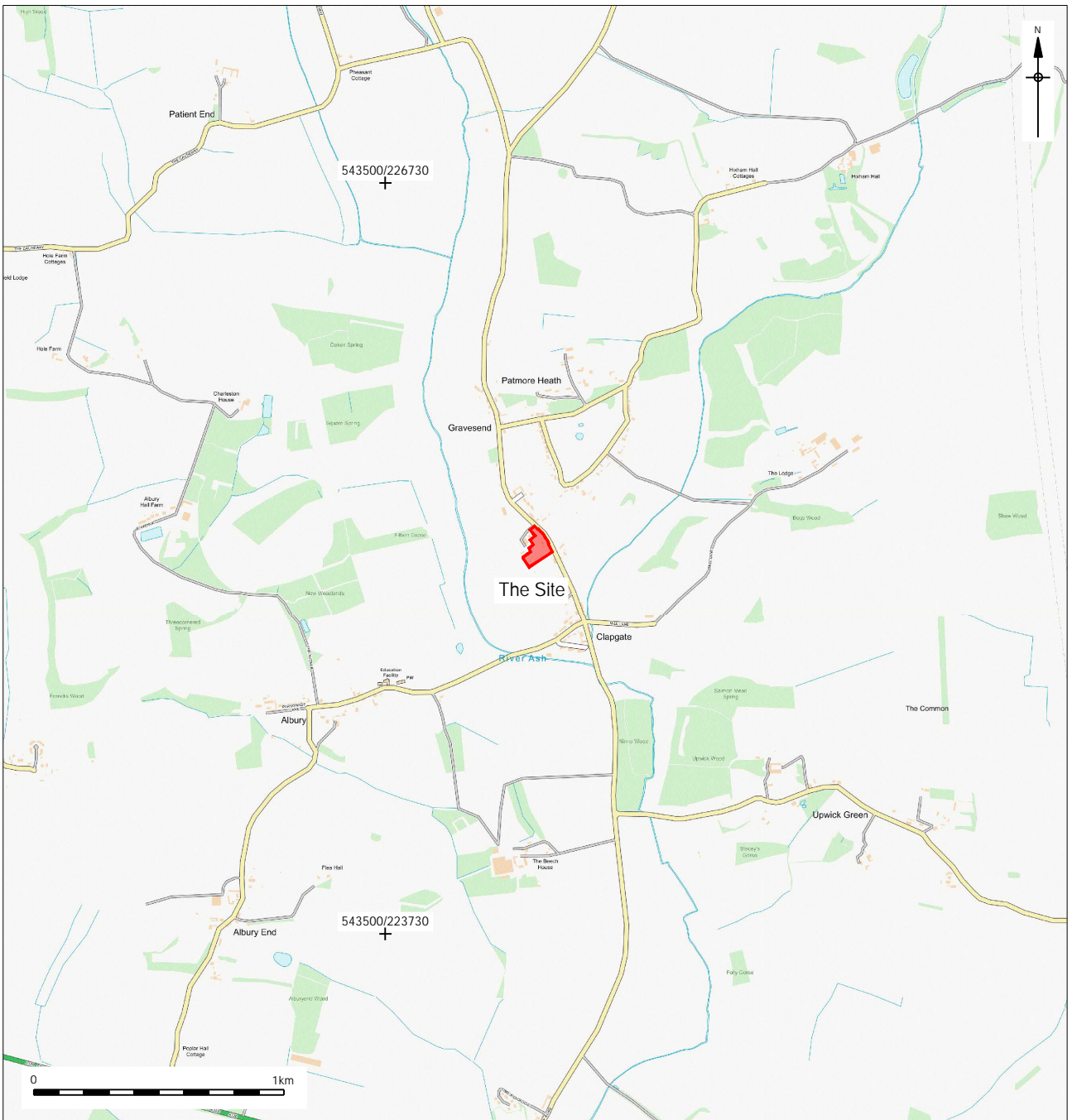
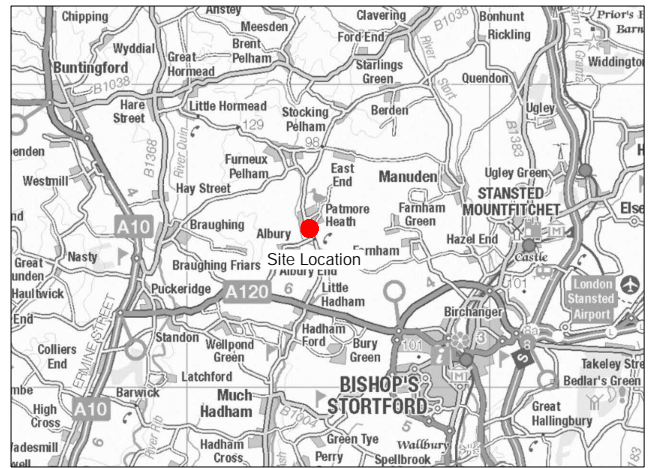
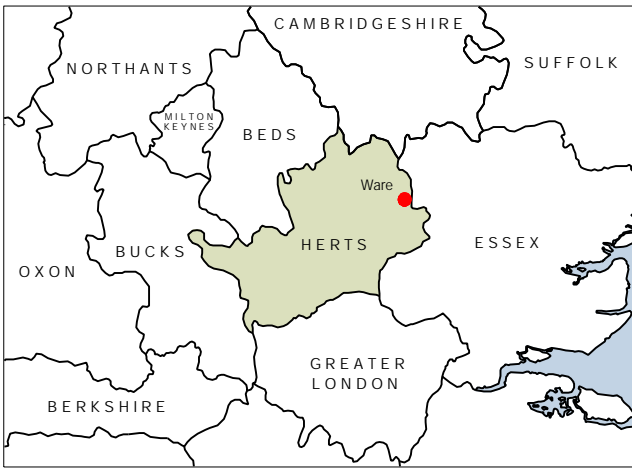
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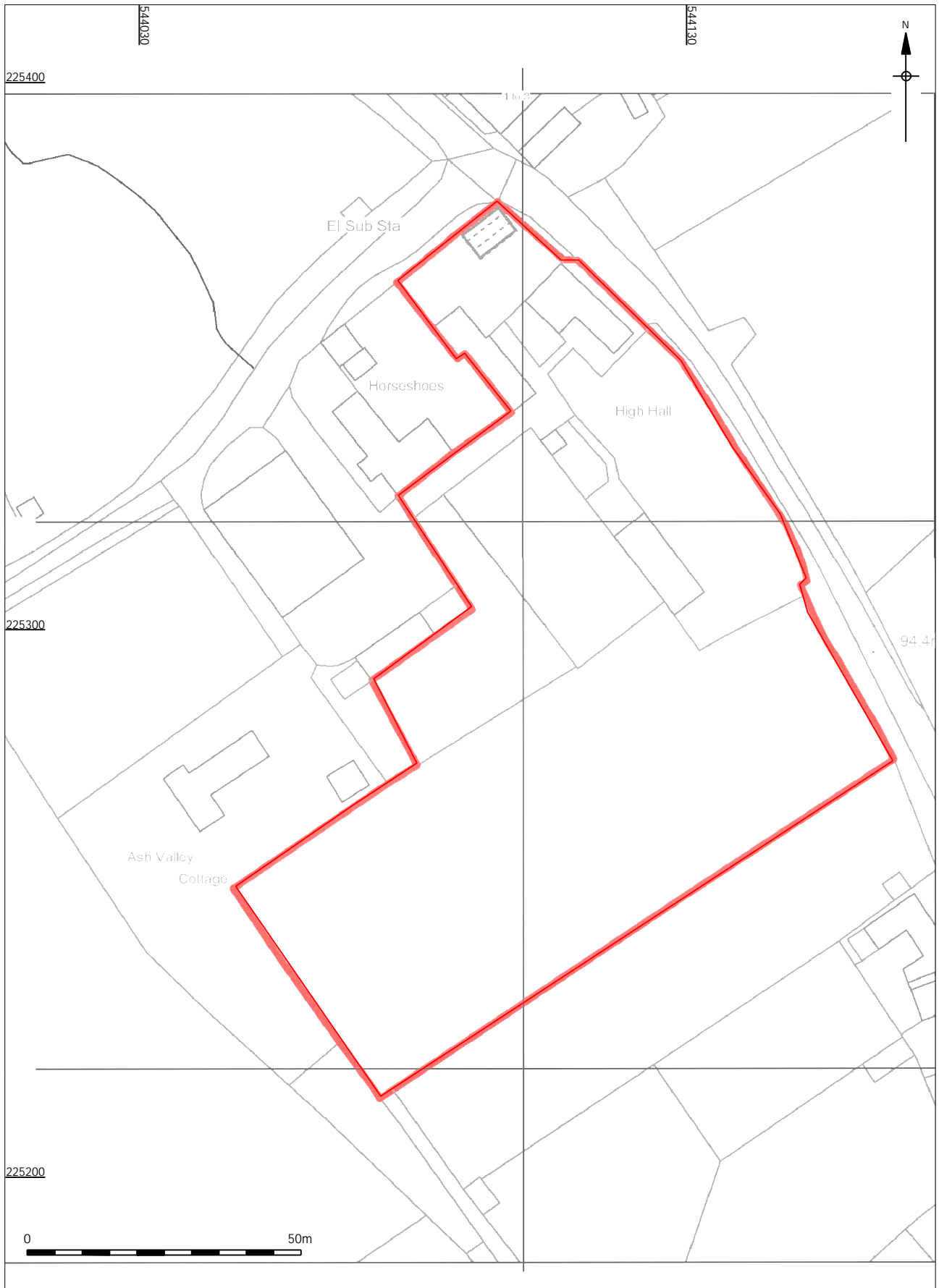
Society for Museum Archaeology, 2020. *Standards and Guidance in the Care of Archaeological Collections*. Available at: https://collectionstrust.org.uk/wp-content/uploads/2020/04/Standards_and_Guidance_in_the_Care_of_Archaeological_Collections.pdf [Accessed 08/09/2020].

Taylor, J., and Brown, G., 2018. *Fieldwork Induction Manual: Operations Manual*. London: Pre-Construct Archaeology.

Walker, K., 1990. *Guidelines for the Preparation of Excavation Archives for*

Long Term Storage. UKIC Archaeology Section.





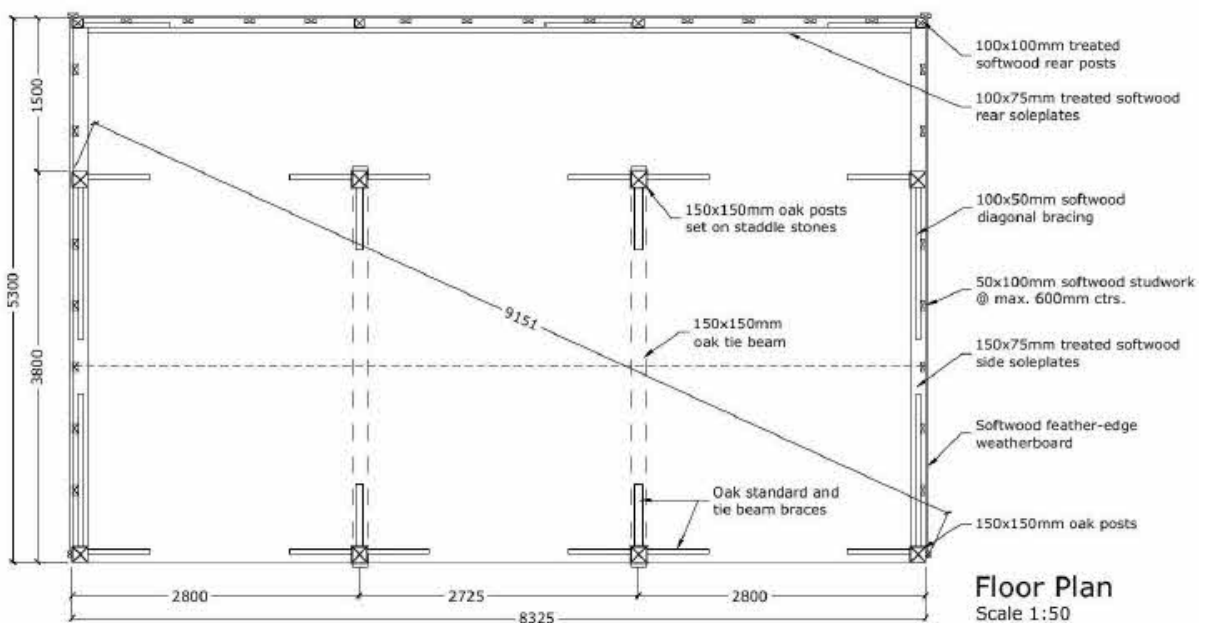
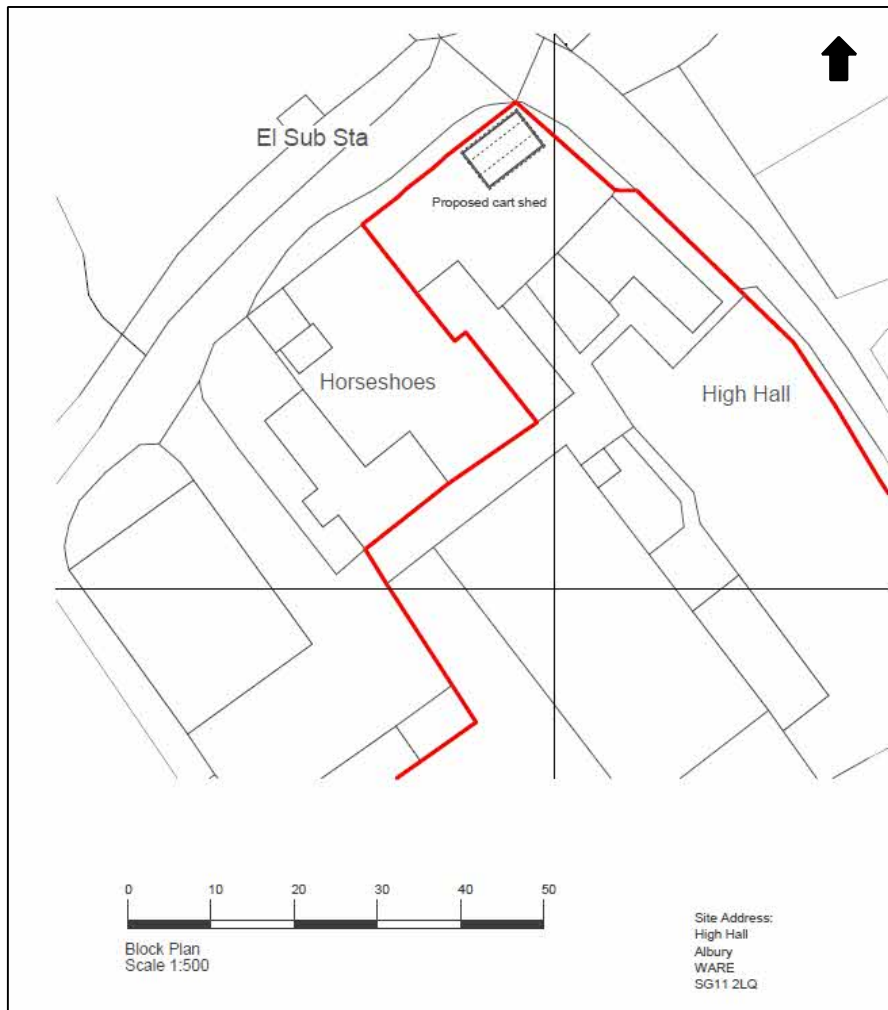


Figure 3: Location of Proposed Cart Shed and Floorplan

12 APPENDIX 1: FINDS, ENVIRONMENTAL AND OTHER SPECIALIST SERVICES

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

Roman Pottery: Alice Lyons (in house), Eniko Hudak (in house), Kayt Hawkins, Jo Mills (samian), Gwladys Monteil (samian), Joanna Bird (decorated samian), David Williams (amphora)

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

Clay Tobacco Pipe: Chris Jarrett (in house)

CBM: Berni Seddon (in house), Kevin Hayward (in house), Amparo Valcarcel (in house)

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

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

Coins: James Gerrard (in house), Ruth Beveridge

Inscriptions & Graffiti: Roger Tomlin

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

Lithics (inc Palaeolithic): Barry Bishop (in house)

Osteology: James Langthorne (in house), Petra Ivanova (in house)

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

Leather: Quita Mould

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

Metal slag: Gary Taylor (in house), 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: Kate Turner (in house), Tegan Abel (in house), Kath Hunter, Val Fryer, QUEST, University of Reading

Charcoal: Dana Challinor, Sheila Boardman

Documentary Research: Guy Thompson (in house), Chris Phillpotts, Frederick

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

Industrial Archaeology: Gary Taylor (in house), David Cranstone

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

Roughley (in house)

13 APPENDIX 2: DATA MANAGEMENT PLAN

Section A: Project Information			
HER# (Site Code):	HHFW23	Other Site Codes	
Site Full Location	High Hall Farm, Clapgate, Albury, Ware, Hertfordshire, SG11 2LQ		
OASIS ID:	TBC	K-Code:	K8246
Museum Acc. #		NGR #	TL 44095 25351
Planning Ref #:	3/20/1579/FUL	Planning Authority	East Herts DC
DMP Written	02/02/2023	DMP Last Updated	02/02/2023
Project Manager/Primary Contact:	Christiane Meckseper	Project Type:	Watching Brief
Client:	Hanbury Group	Site Supervisor:	TBC
Data Sharing Agreement in Place?	No		
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: Data Acquisition, Processing, and Analysis			
File types generated as part of the project archive by PCA:			
Data Type	Format	Estimated Volume	Details/Comment
Spreadsheets	Excel (.xlsx), .csv	512MB	
Database	Access (.accdb)	512MB	

Text/Documents	.pdf, Word (.docx)	512MB	
Images	.jpeg, .png, .DNG	4GB	
Graphics	.dwg,	512MB	
GIS	.shp	512MB	
Will existing or external data be utilised?			NO
If yes, list type of data and source:			
Data Type	Format	Estimated Volume	Source
Images	.jpeg, .png, .DNG		
Graphics	.dwg,		
Text/Documents	.pdf, Word (.docx)		

Section B.: 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 C: 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 D: 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 E: 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 F: 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?	N/A
Has the Museum been contacted regarding accession of the project dataset?	YES

Section F: 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 G: 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/	
General Data backup	IT Specialist/Archives Officer	

Appendix 2. Project Notification Form

<h1 style="margin: 0;">HERTFORDSHIRE MUSEUMS</h1> <h2 style="margin: 0;">PROJECT NOTIFICATION FORM</h2>	
Accepting Museum: Hertford Museum	
The Depositor: Pre-Construct Archaeology Ltd. Address: Cambridge Office The Granary, Rectory Farm, Brewery Road, Pampisford, Cambridgeshire CB22 3EN Main contact: Christiane Meckseper Tel: 07834 686752 Email: cmeckseper@pre-construct.com	Site Name: High Hall Farm Address: Clapgate, Albury, Ware, Hertfordshire, SG11 2LQ
Unique Identifier: <small>NOTE: Verulamium Museum and North Hertfordshire District Council Museum service require the use of a pre-agreed unique identifier.</small>	Other reference number(s):
Parish: Albury	Grid reference: TL 44095 25351
Type of fieldwork: watching brief	
Type of site expected: Medieval/Post-Medieval	
Start date: TBC	Anticipated deposition date: TBC
Quantity of material expected (boxes): < 10	
Conservation problems anticipated: None	Waterlogged material anticipated: No Human remains expected? No
Signature (Depositor/ contractor): PCA Date: 02/02/2023	
On behalf of the Museum, I confirm that we have received Notification of the above project. Name: Position: Signature: Date:	

PCA

PCA CAMBRIDGE

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