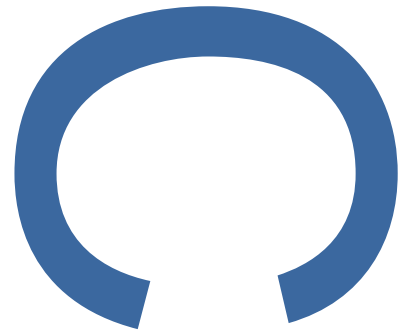


**WRITTEN SCHEME OF
INVESTIGATION FOR AN
ARCHAEOLOGICAL WATCHING
BRIEF
ON LAND AT KNIGHTS HILL FARM,
WESTMILL, BUNTINGFORD,
HERTFORDSHIRE
VERSION 1**

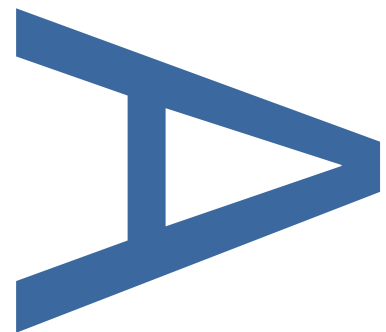


**LOCAL PLANNING AUTHORITY: EAST
HERTFORDSHIRE DISTRICT COUNCIL**

**PLANNING APPLICATION NUMBERS:
3/21/0908/FUL, 3/21/0909/LBC**

SITE CODE: TBC

JUNE 2023



PRE-CONSTRUCT ARCHAEOLOGY

Written Scheme of Investigation for an Archaeological Watching Brief on Land at Knights Hill Farm, Westmill, Buntingford, Hertfordshire. Version 1

Local Planning Authority: East Hertfordshire District Council

Planning Reference: 3/21/0908/FUL, 3/21/0909/LBC

Central National Grid Reference: NGR TL37105 25594

Site Code: TBC

Written and researched by: Kerry Boughton

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Commissioning Client: Swords on behalf of E C Livermore & Partners

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June 2023

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1 INTRODUCTION

1.1 General Background

1.1.1 Pre-Construct Archaeology (PCA) has been commissioned by Sworders on behalf of E C Livermore & Partners to undertake an archaeological watching brief during development for the change of use of an agricultural building to a 3-bedroom dwelling (see Section 4), on land at Knights Hill Farm, Westmill, Buntingford, Herts., SG9 9LX (Planning ref: 3/21/0908/FUL).

1.1.2 Due to the high archaeological potential of the site, a condition (11) was attached to the planning consent requiring an archaeological mitigation strategy prior to any development on the site. The Hertfordshire County Council Landscape, Ecology, Archaeology, Design and Sustainability (LEADS) Growth and Infrastructure Unit issued an archaeological advice note to inform the planning consent (LEADS 2023). This note recommends the following:

- 1.) The archaeological monitoring and recording of the ground works for the development, such as service trenches or landscaping (and also including a contingency for the preservation or further investigation of any remains then encountered);
- 2.) The analysis of the results of the archaeological work with provisions for the subsequent production of a report and an archive, and the publication of the results, as appropriate;
- 3.) Such other provisions as may be necessary to protect the archaeological interests of the site.

1.1.3 A building recording survey and report, which was a condition for the Listed Buildings Consent (3/21/0909/FUL), was undertaken in 2021 (Thomas 2021).

1.1.4 This document comprises a Written Scheme of Investigation (WSI) for the archaeological watching brief to monitor the works.

1.2 Geology and Topography

1.2.1 The bedrock geology of the site is Lewes Nodular and Seaford Chalk

formations, and the superficial geology is Lowestoft formation of diamicton (BGS 2023).

2 ARCHAEOLOGICAL BACKGROUND

2.1 The following archaeological background is taken from the archaeological advice note and Building Recording Report/Heritage Statement (Thomas 2021). It is also informed by data from the Hertfordshire Historic Environment Record (HER) and HER asset numbers are give in brackets throughout the text.

2.2 The site lies in an Area of Archaeological Significance (no. 52) in the Local Plan. This area is home to numerous heritage assets including parkland of Coles Park and the site at Knights Hill Farm (HER 11175), which contains many listed farm building structures, and the farmhouse (HER13104) which is listed at grade II (NHLE 1102244). Aerial photographs in the area suggest that the early 18th century buildings at Knights Hill Farm succeeded earlier buildings in the area.

2.3 Undated

2.3.1 Earthworks have been recorded in Knights Hill as ditches, probably tracks and field boundaries as per an 1819 map (HER 2588). The monument record on the HER also suggests the possibility of cultivation terraces here and also nearby (HER 2594). The nearby terraces are recorded as “three slight banks” that are truncated by more recent drainage ditches.

2.3.2 A linear feature was identified through cropmarks south-west of Knights Hill Farm. These are of unknown date but are considered to form two discontinuous lengths of road totalling around 300m in length (HER 7562).

2.4 Prehistoric to Roman

2.4.1 Settlement is known in the area from at least the Bronze Age, while it is known to have had a strong Romano-British presence, with notable nearby sites such as Skeleton Green at Puckeridge (Anderson *et al* 2014).

2.4.2 A ring ditch of approximately 25m diameter was recorded at Westmill, south-west of Knights Hill Farm (HER 16456). The ditch had at least one observable internal feature and is considered to be a plough-raised Bronze Age barrow lying close to the Roman road.

2.4.3 A rectangular enclosure was identified at Great Munden through cropmarks. Although the enclosure is recorded on the HER as being of unknown date, it is listed as possibly being prehistoric. It was bisected by a linear ditch, measured at approximately 110m by 80m, and had no obvious entrance. Further various cropmarks of ditches and possible enclosures lie south-east of the site (HER 16820).

2.5 Saxon to Medieval

2.5.1 The site lies within the parish of Westmill, noted in the Domesday Book as having a population of 80 households in 1086¹.

2.5.2 Cropmarks SW of Knights Hill Farm indicate medieval ridge and furrow and strip cultivation earthworks along with more modern field boundaries (HER 16457).

2.6 Post-medieval to Modern

2.6.1 The site lies within the area of Coles Park (HER 9570) which is an ornamental garden associated with the 18th century Coles Park mansion (NHLE 17493; HER 17493, demolished in the 1950s). Within the area of Coles Park also lie earthworks associated with a deserted hamlet of possible pre-18th century date (HER 11850; possibly Tillers end), the earthworks include house platforms and have likely been preserved due to the nature of land use here.

2.6.2 Knights Hill Farm was recorded as copyhold property of the manor of Westmill. The farm was a part of the estate of Coles Park from the c. late-18th century up to the mid-19th century. The Andrews and Dury map of 1766 shows the farm and group of buildings but the Granary (the building in question to be developed) is not included. The 1800 OS drawing suggests the Granary may have been extant at this point. The 1841 tithe map shows the Granary as a rectangular building within boundary walling with an open area of the south-east side with a track. The Granary can also be seen on the 1878 OS map onward.

¹ <https://opendomesday.org/place/TL3627/westmill/>

3 AIMS AND OBJECTIVES

- 3.1 The groundworks of the proposed development are likely to be minimal, but may include some ground reduction, the insertion of service trenches and landscaping. The aim of the watching brief is to investigate and record any remains and artefacts that may be associated with the listed buildings in the farm complex, the wider parkland area, and any potential remains of other periods, up to the present day.
- 3.2 Overall, 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 groundworks for the proposed development will be monitored by a PCA Archaeological Supervisor.

4.2 Development works will comprise:

- Change of use of one agricultural building to the 3-bedroom dwelling;
- creation of new windows and doors;
- demolition of ancillary outbuildings and external stairs

4.3 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).

4.4 Excavation

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

4.4.2 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.

4.4.3 The location of any groundworks 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.

4.5 Recording and Sampling

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

4.5.2 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.

- 4.5.3 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.
- 4.5.4 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.
- 4.5.5 Discrete features such as pits and postholes will be at least 50% excavated and when considered appropriate 100% excavated.
- 4.5.6 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.
- 4.5.7 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 will be used as appropriate.
- 4.5.8 Artefacts and ecofacts will be collected by hand and retained, receiving appropriate care prior to removal from site (ClfA 2014; Walker 1990). This includes the artefact contents of the ploughsoil/overburden and any lower soil horizons.
- 4.5.9 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.
- 4.5.10 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.

4.5.11 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.

4.5.12 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.

4.5.13 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*.

4.6 Monitoring

- 4.6.1 If required, the client will arrange monitoring meetings with LEADS to inspect the works.

4.7 Treasure

- 4.7.1 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.

4.8 Human Remains

- 4.8.1 If human remains are encountered, LEADS 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 LEADS.
- 4.8.2 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.
- 4.8.3 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 1-3 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 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 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.
- 7.2 PCA will provide the client with a copy or copies of the report (following completion). A final digital copy of the report with supporting Bedford Borough Historic Environment Record data will be presented to LEADS.
- 7.3 If substantial remains are recorded during the project, it may be necessary to undertake a full programme of analysis and publication in accordance with the guidelines contained in Historic England's *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015).
- 7.4 Further to its acceptance the contractor will supply one digital 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.

8 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE

- 8.1 A museum notification form has been submitted to Hertford Museum, which is the relevant museum for Westmill parish (Hertfordshire Museums 2023). The site will use the Hertford Museum Accession Number as a unique identifier (code requested and TBC). This reference will be used to identify the archive (including finds, paper and digital archive). The accession number will be used to identify any resulting reports and will be added to the OASIS data collection form.
- 8.2 PCA will seek to transfer title of ownership of the complete project archive to the Cambridgeshire Archaeology Archive by issuing a 'Deeds of Transfer Agreement' form. 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.
- 8.3 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.
- 8.4 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).
- 8.4.1 A copy of the report will accompany the archive when it is deposited at Hertford Museum.
- 8.4.2 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 <https://oasis.ac.uk/> in accordance with the guidelines provided by Historic England 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.

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British Geological Survey, 2023. *Geology Viewer*. Available at: <https://geologyviewer.bgs.ac.uk/> [Accessed 12/06/2022].

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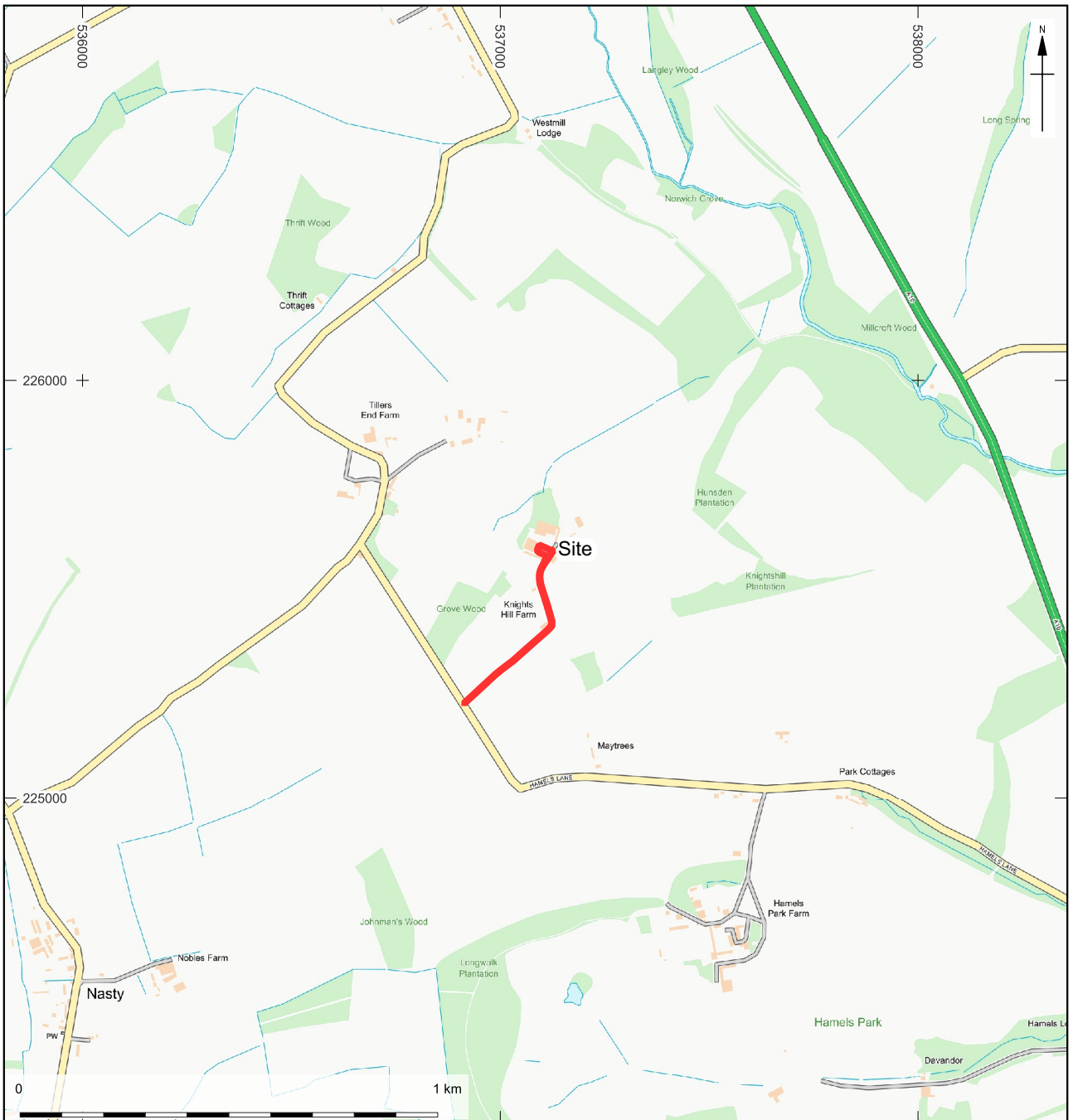
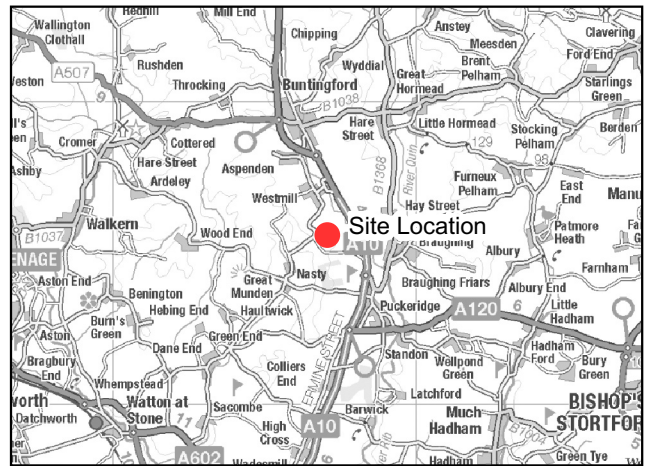
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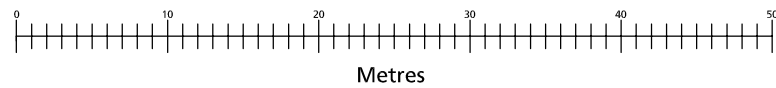
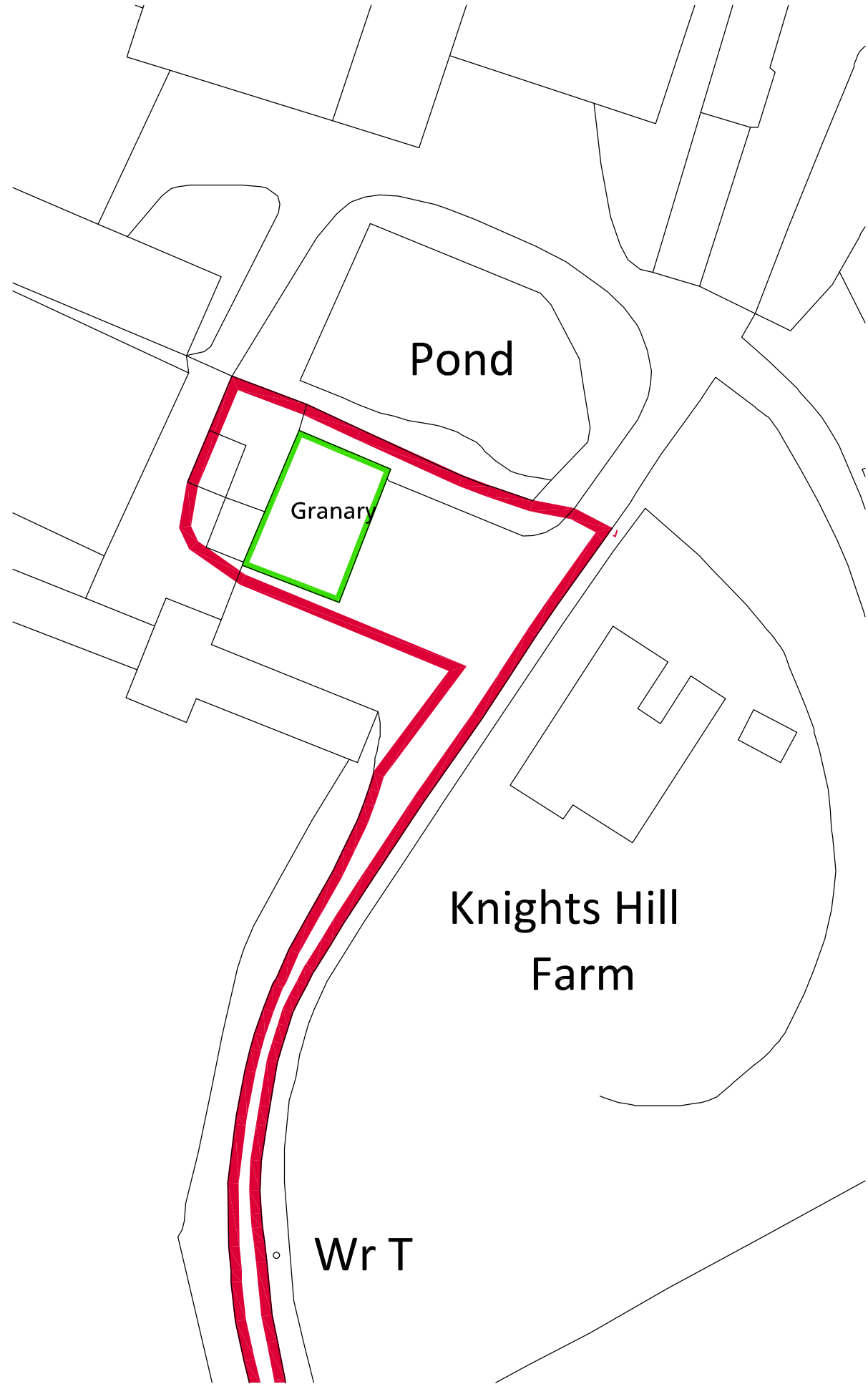
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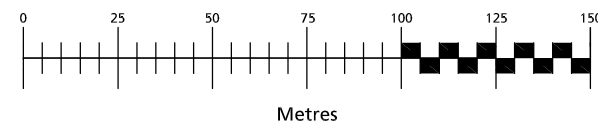
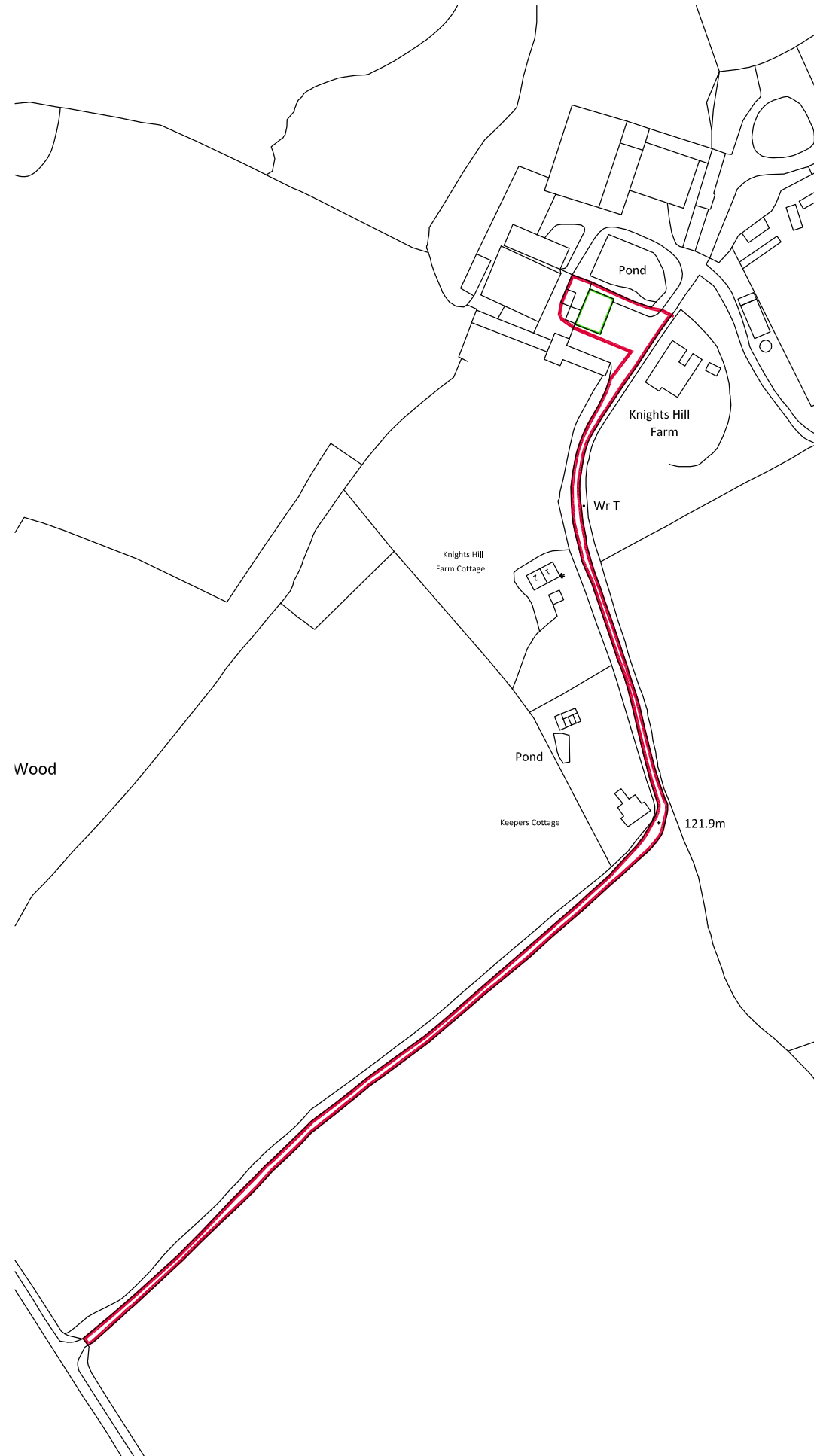
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Site Plan 1:500



Location Plan 1:2000



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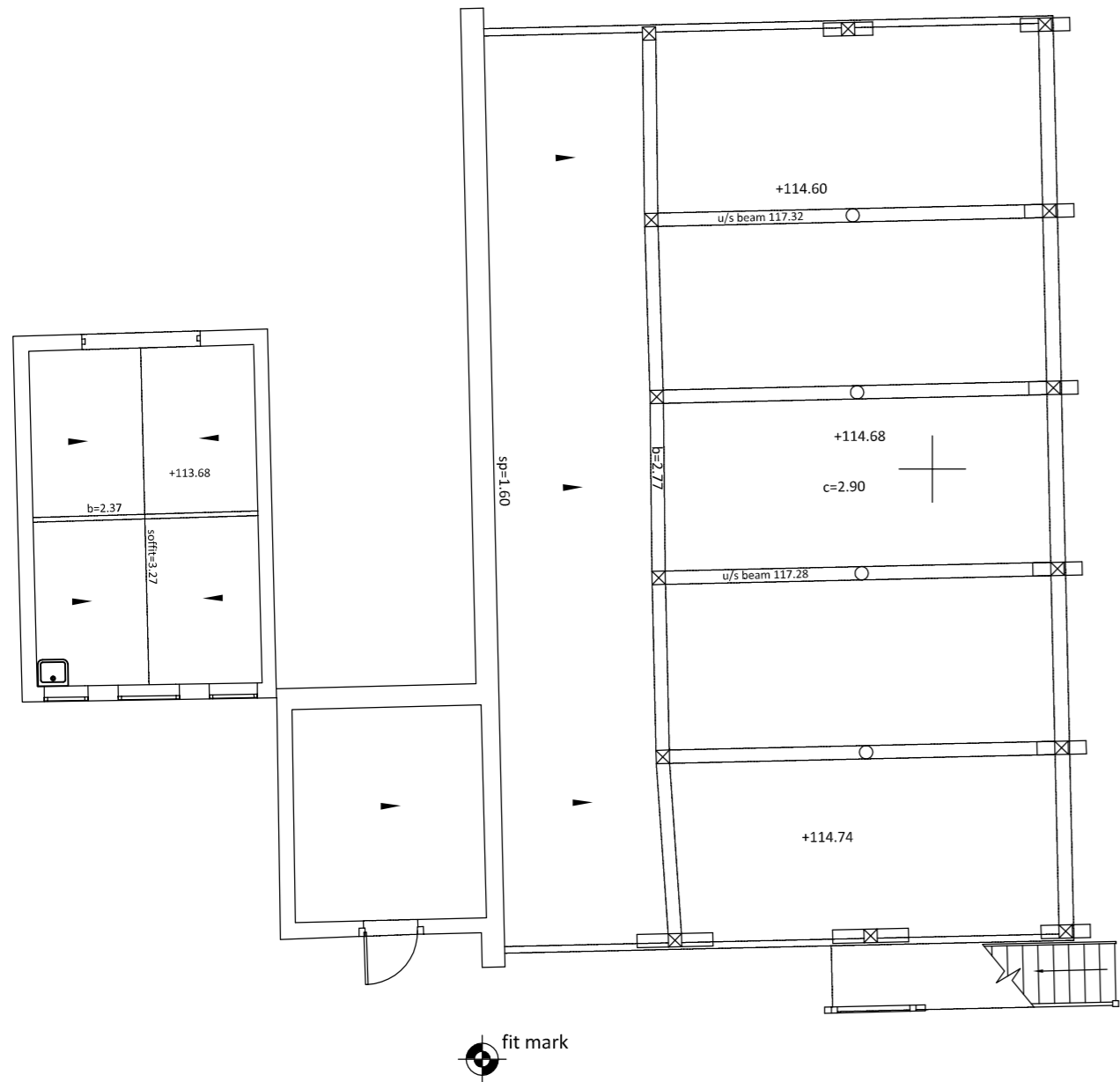
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WESTMILL**

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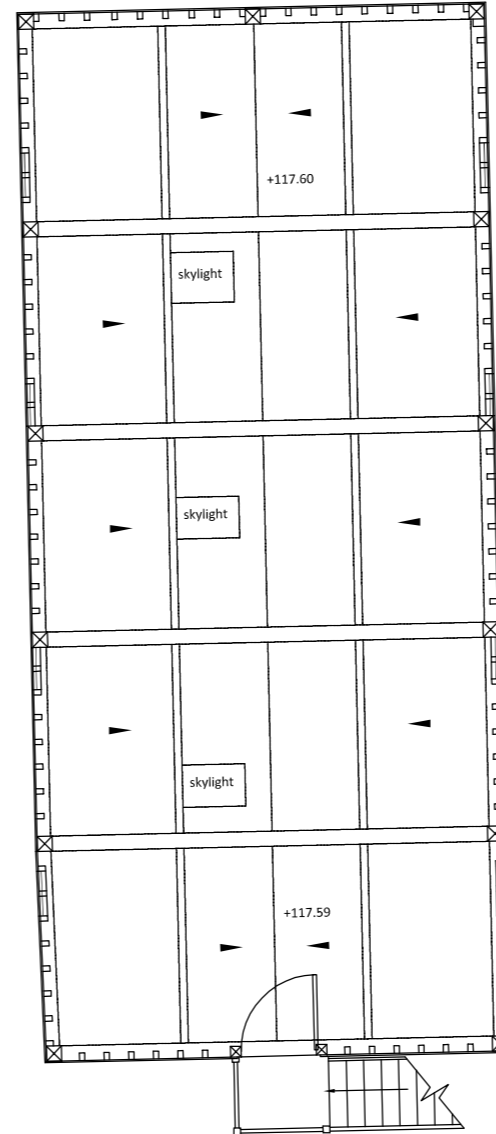
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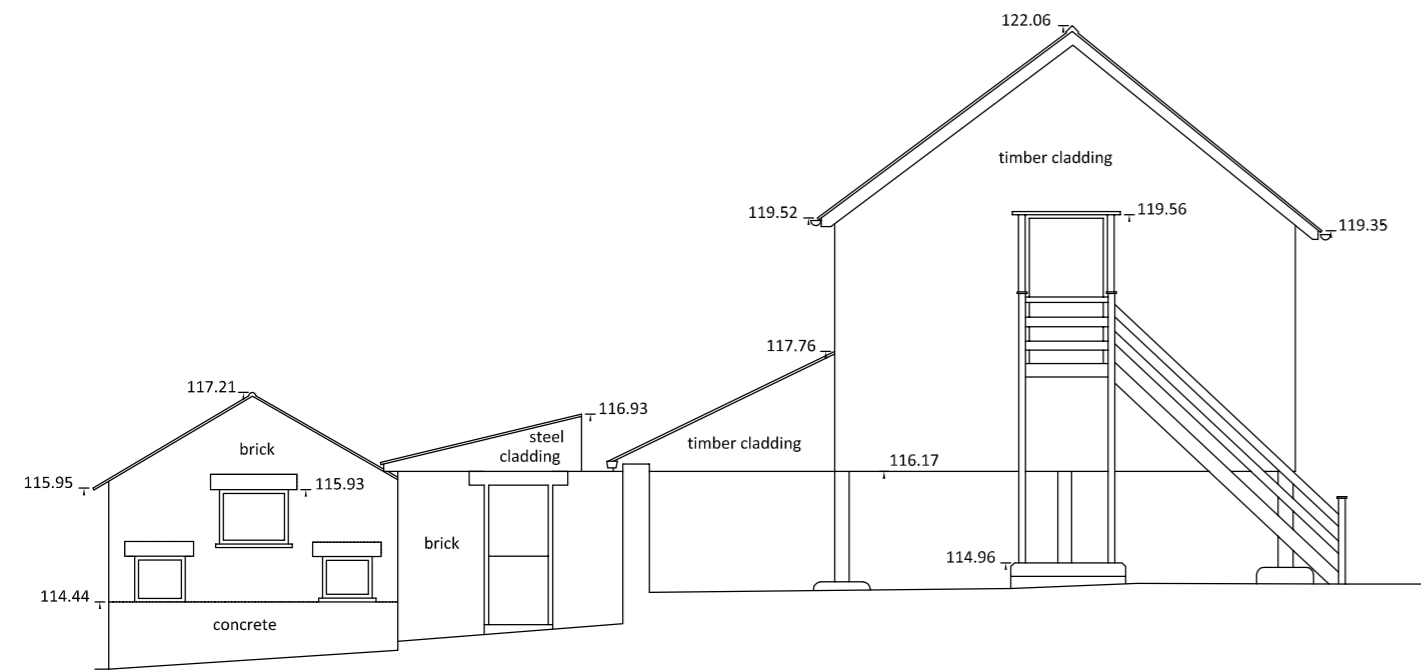
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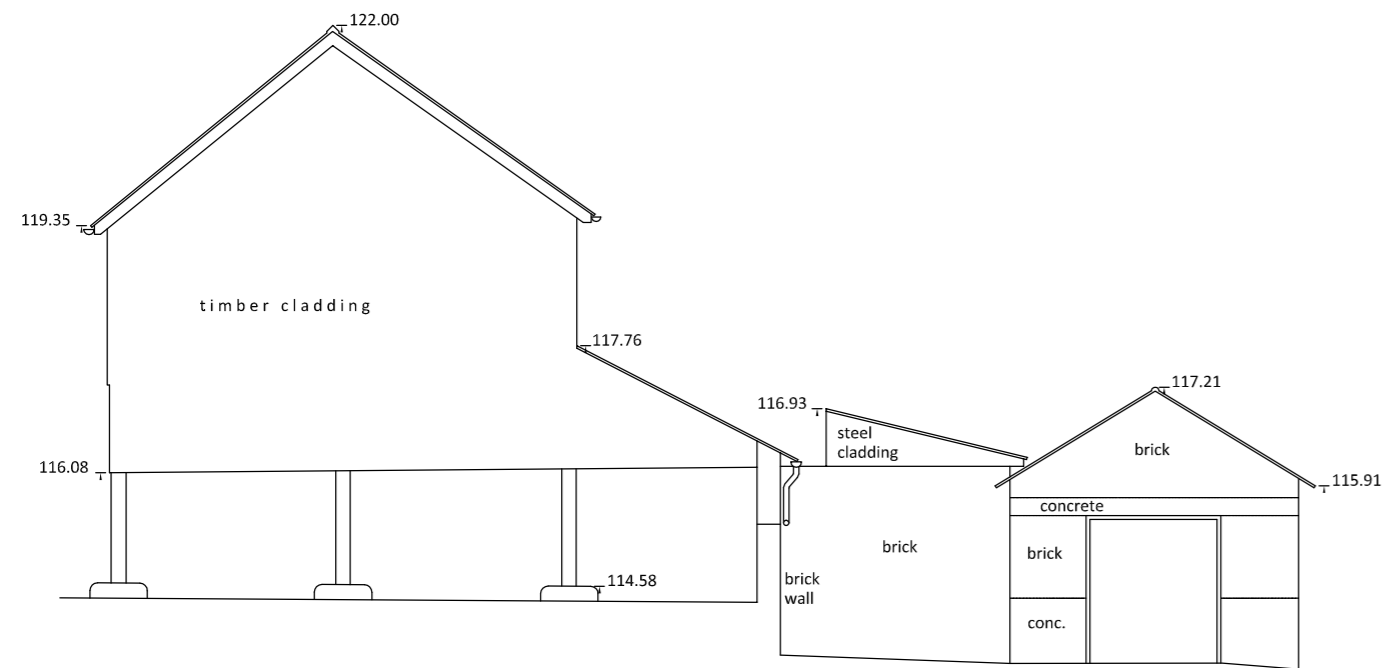
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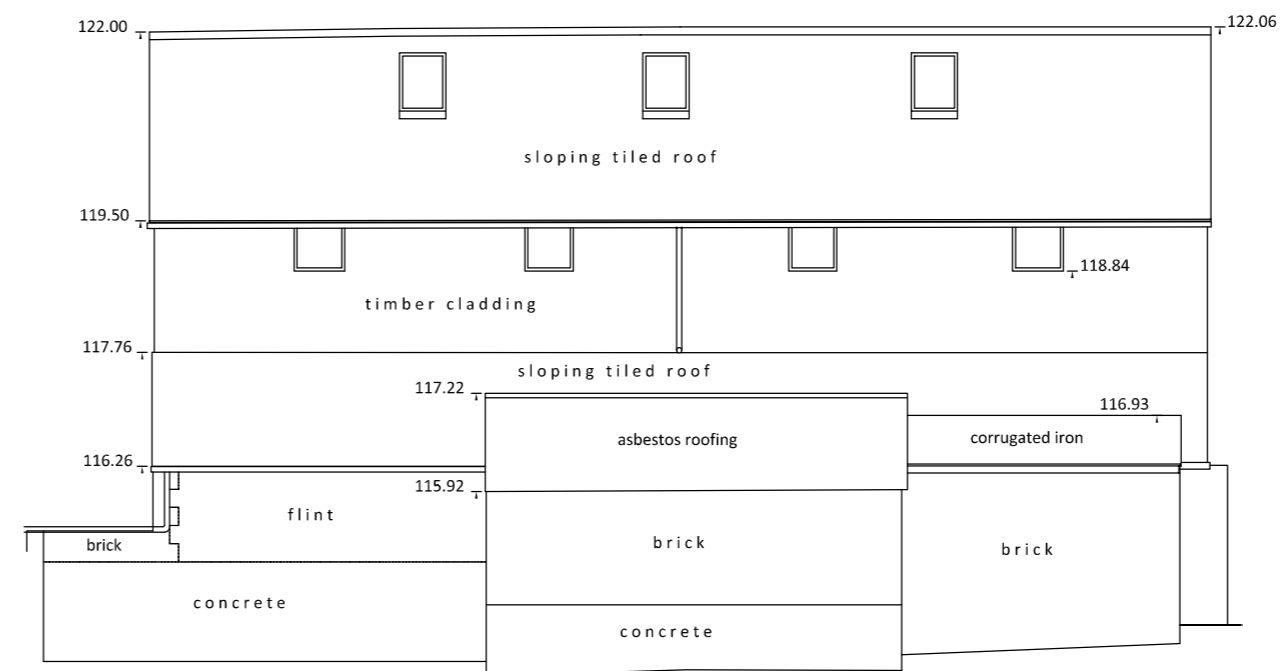
South Elevation



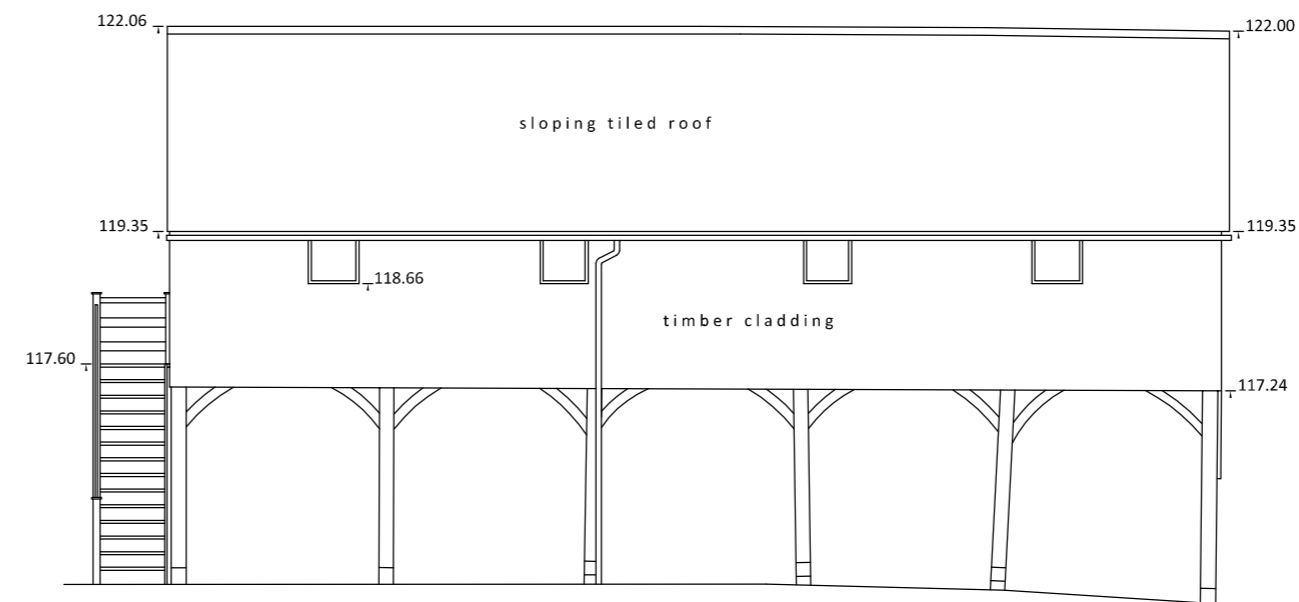
North Elevation



West Elevation



East Elevation



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SCHEME:
**KNIGHTS HILL FARM
 WESTMILL**

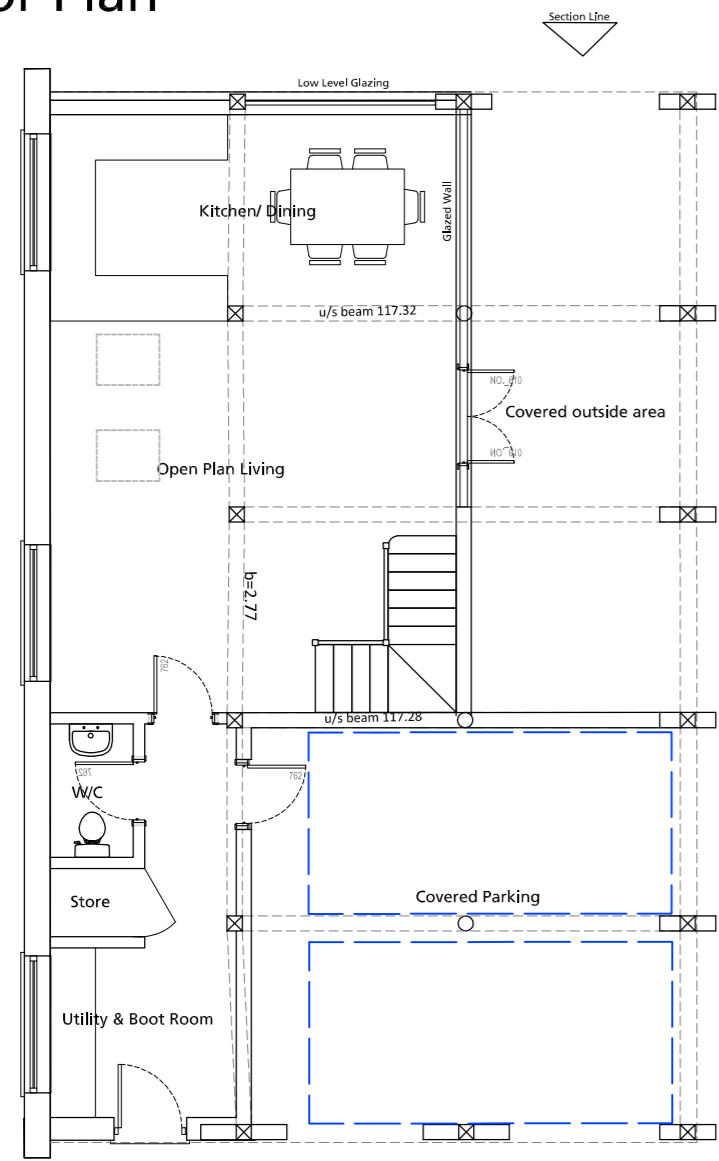
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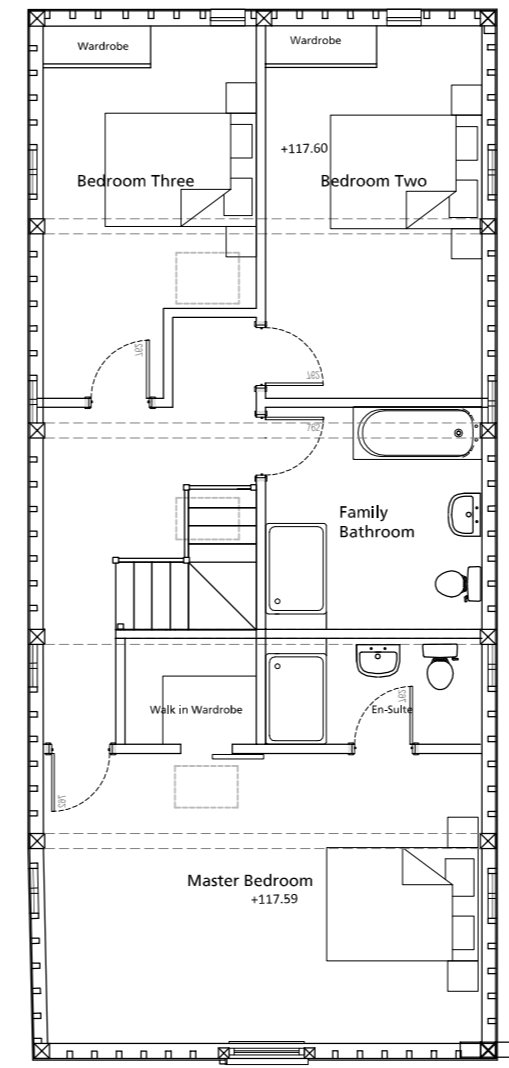
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Ground Floor Plan



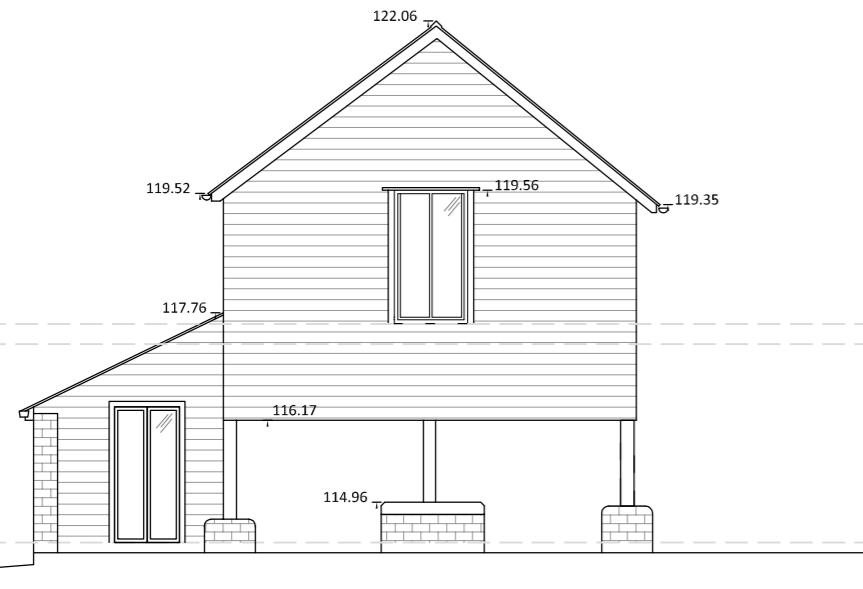
First Floor Plan



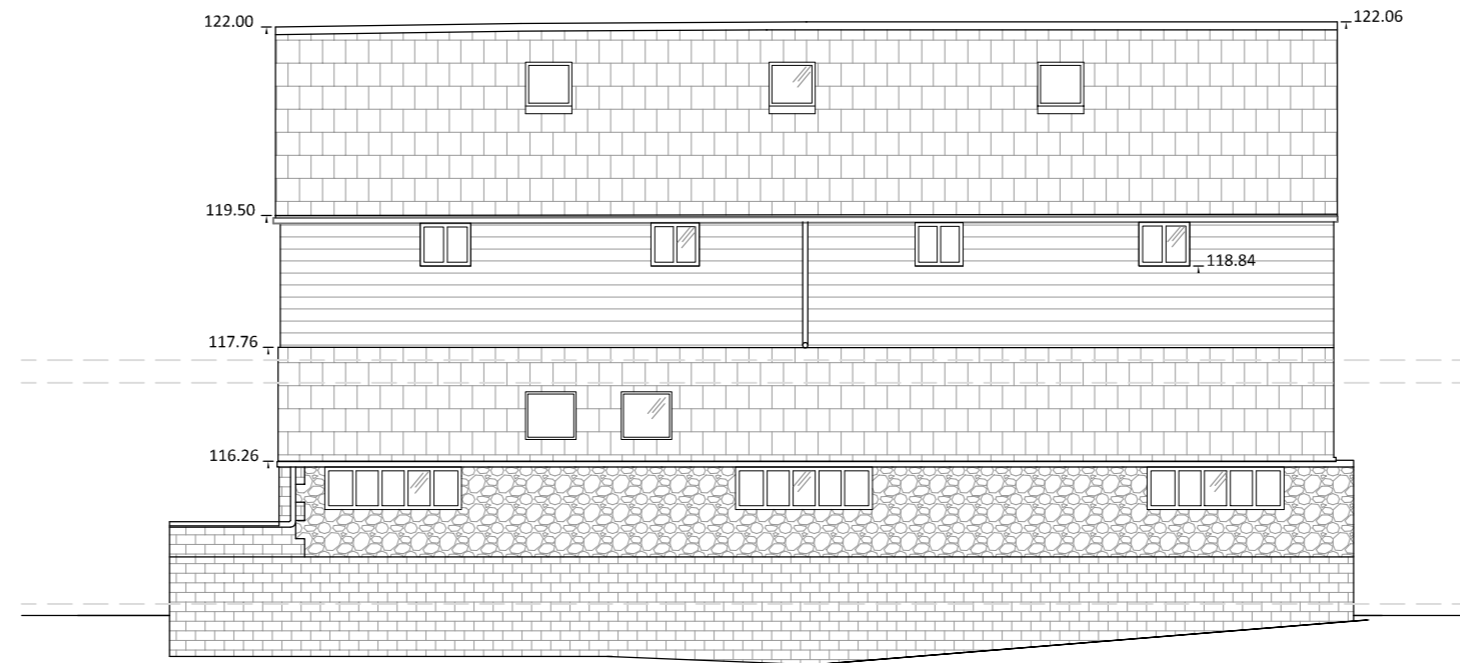
Site Plan



fit mark



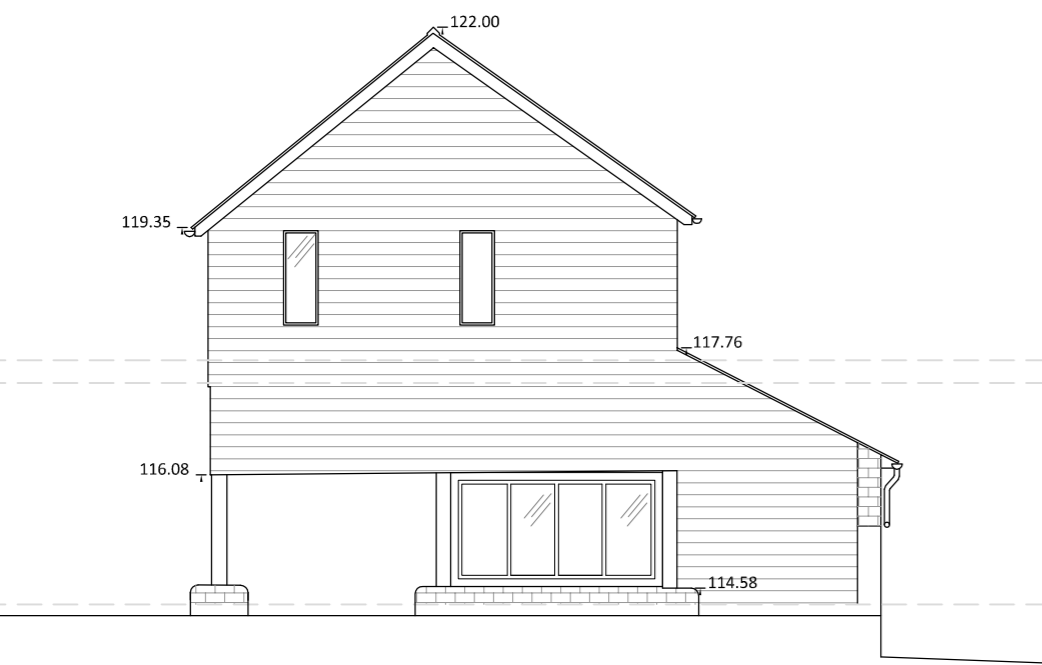
South Elevation



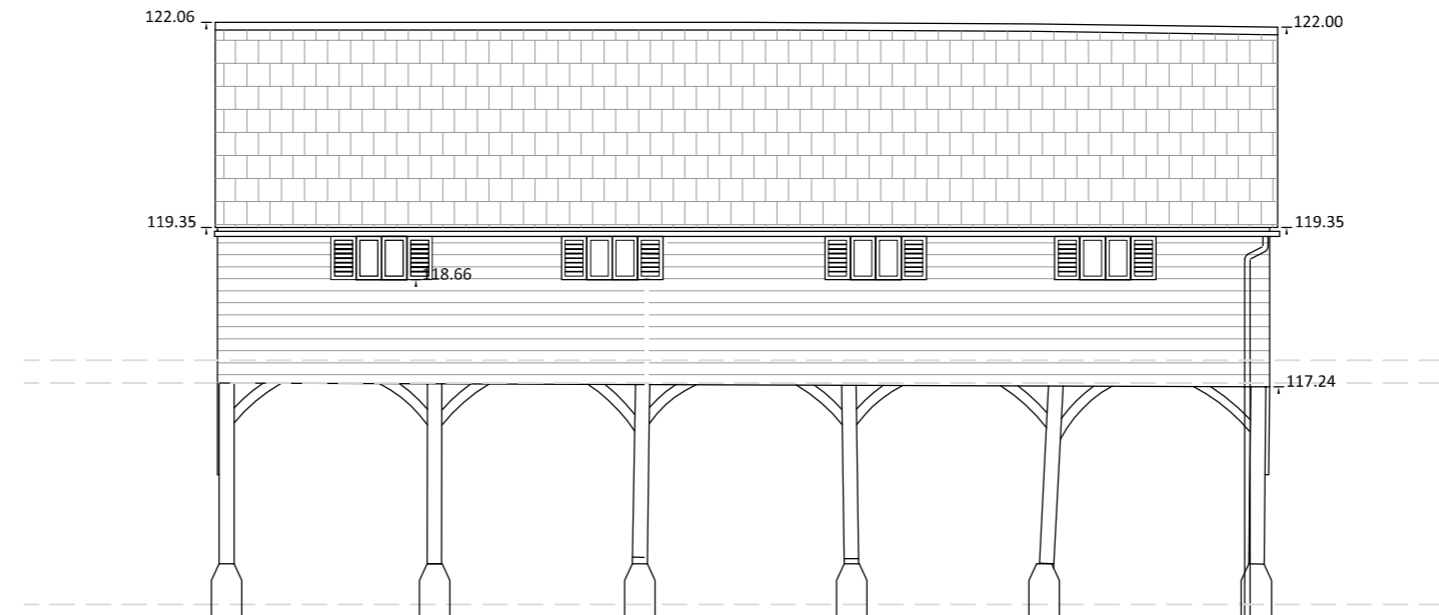
West Elevation



Section showing undercover external glazed wall & parking



North Elevation



East Elevation



REVISION	DATE	AMENDMENT
B	02/09/2022	Datums Added
A	19/10/2020	FIRST ISSUE

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SCHEME: KNIGHTS HILL FARM WESTMILL		
TITLE: THE GRANARY PROPOSED PLANS & ELEVATIONS		
PAPER SIZE: AZL	© Copyright 2020, Sworders. All rights reserved. The contents of this drawing remain the sole property of Sworders and must not be copied or reproduced without prior permission.	
SCALE: 1:100	DRAWN BY: CB	CHECKED BY: HD
CLIENT NO. LIV210	DRAWING No. 220245DWG006	REVISION B

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):	TBC	Other Site Codes	n/a
Site Full Location	Knights Hill Farm, Westmill, Buntingford, Herts., SG9 9LX.		
OASIS ID:	tbc	K-Code:	K8462
Museum Acc. #	Requested	NGR #	TL37105 25594
Planning Ref #:	3/21/0908/FUL, 3/21/0909/LBC	Planning Authority	East Herts Council
DMP Written	12/06/2023	DMP Version	1
Project Manager/ Primary Contact:	Christiane Meckseper	Project Type:	Watching Brief
Client:	Sworders on behalf of E C Livermore & Partners	Site Supervisor:	tbc
Data Sharing Agreement in Place?	N		
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	Spreadsheets	512MB
Database	Access (.accdb)	Database	512MB

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

Photo file name structure: SITECODE_C1B_2221

Photos will be prefixed with the Sitecode/HER number, as well as the camera number (e.g. camera 1b would be listed as C1B or camera 22a would be 22A), and the final four digits being the photo number.

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 multi-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. The material selected for retention will consist of the relevant photos used in the report, as well as a representative photo of each feature, with duplicates being selected for discard. All context databases, specialist catalogues, and survey data, including CAD illustrations, will also be retained. Additionally, all final copies of reports or project admin (including the brief and Transfer of Title) will be retained in PDF format, this process of selection and discard will be undertaken by the Archive Officer and the Project Manager.	
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?	NO
Has the Museum Been regarding accession of the project dataset?	NO

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	

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