



KDK ARCHAEOLOGY LTD

**Written Scheme of Investigation for
Historic Building Recording,
Historic Building Watching Brief and
Archaeological Watching Brief**

1-3 Ash Cottages

Albury Road

Little Hadham

Hertfordshire



Site Data

<i>KDK project code:</i>	807LHACHBR		
<i>OASIS ref:</i>	kdkarcha1-520450	<i>Event/Accession no:</i>	TBC
<i>County:</i>	Hertfordshire		
<i>Village/Town:</i>	Little Hadham		
<i>Civil Parish:</i>	Little Hadham		
<i>NGR (to 8 figs):</i>	TL 4398 2272		
<i>Present use:</i>	Residential		
<i>Planning proposal:</i>	Demolition of outbuilding, greenhouse and lean to. Part demolition of garage. Conversion of 2 dwellings to 1 dwelling. Alterations to garage to create outbuilding/home office, alterations to barn to create annexe. Landscaping to include drainage works, replacement of rainwater goods and new front gate. Internal alterations to include the removal and creation of walls and doors, removal and replacement of plaster, repairs to sole plate, windows and doors.		
<i>Local Planning Authority:</i>	East Herts Council		
<i>Planning application ref:</i>	3/23/0423/FUL & 3/23/0424/LBC		
<i>Client:</i>	Ms Alysa Shadbolt 1-3 Ash Cottages Little Hadham SG11 2DQ		

Quality Check

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<i>Editor</i>	Karin Kaye MA MCifA	<i>Version</i>	807/LHACHBR/1.1	<i>Date</i>	07.11.2023
<i>Revision</i>		<i>Version</i>		<i>Date</i>	

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1 Introduction

1.1 This Written Scheme of Investigation has been prepared on behalf of Ms Alysa Shadholt as a specification for Historic Building Recording, Historic Building Watching Brief, and Archaeological Watching Brief on 1-3 Ash Cottages, Albury Road, Little Hadham, Hertfordshire. The work, which is part of a requirement of the *National Planning Policy Framework* (NPPF), has been requested by Hertfordshire Historic Environment Team (HHET) on behalf of the local planning authority (LPA), East Herts Council. The relevant planning application references are 3/23/0423/FUL & 3/23/0424/LBC.

1.2 This Written Scheme of Investigation incorporates the requirements set out by Historic England in *Management of Research Projects in the Historic Environment* (2015) and covers:

- The scope of the project
- The objectives and methodologies
- The archaeological & historical context
- Dissemination of the results
- Archive deposition
- Details of permanent and specialist staff
- The proposed programme of work
- Relevant additional information, eg insurance, copyright etc
- Bibliography of professional and academic resources

1.3 *The Site*

Location

The development site is situated in the village and civil parish of Little Hadham, and is within the administrative district of East Herts Council. It is centred on National Grid Reference TL 4398 2272 (Fig. 1).

1-3 Ash Cottages is Grade II listed (NHLE: 1290269) and is situated on the northern side of Standon Road at its junction with Hadham Ford Road to the south, and Albury Road and Stortford Road to the east. The site is bounded to the north and northwest/west by private residences and associated gardens, and the Grade II 'barn to west of Ashe Cottages 50 metres to wall' (NHLE: 1290177; Fig. 2).

The Historic England description of the Grade II 1-3 Ashe Cottages is as follows:

House, now 3 houses, later C17 (deeds of 1692-4 in HRO) extended to N in C18. Long, 2 storeys and attics, timberframed and plastered building facing E, now 3 houses but formerly Ashe Farm. Steep old red tile gabled roof with large C18 hipped front dormer on middle house, in front of large central chimney. Rear lateral chimney to N part (No 3). Continuous single storey brick and pantile rear lean-to with weatherboarded ends above eaves. S part (No 1) and middle part (No 2) were a 3-unit, central chimney house with lobby entry, back-to-back fireplaces and large domed oven to rear. Corner fireplace in S room probably later. Chamfered axial ceiling beams with bold bar and quirked ogee stops in both main rooms, 2 panel C18 doors with HL hinges general. Pargetting said to survive on back wall in roof space of lean-to. Applied timber shutter-guide on rear wall 1st floor of No 1. Chamfered beams on 1st floor. Cast iron reeded grate in middle chamber. Face halved and bladed scarf joints in E wall plate. Clasp purlin roof with high set purlins to give extra headroom in attics. S gable has 2-light wooden



casement lighting the attic and 3-light window to Ground floor. Older part of E front has 3 flush box sash windows with 4/8 panes on each floor. The 2 doors have shaped brackets and flat hoods. 4-panel flush beaded door at No 1, half glazed at No 2. Nos 1 and 2 have a muted eaves soffit not present at No 3. There the eaves are lower and the 4-panelled flush beaded door is on the left with a small sash window over, and one window on each floor on the right. Flush box sash windows with 2/4 or 6/6 panes.

Geology and Topography

The bedrock geology is chalk of the Lewes Nodular and Seaford Chalk Formations, formed between 93.9 and 83.6 million years ago during the Cretaceous period; this is overlain by superficial Head deposits of clay, silt, sand and gravel Head formed between 2.588 million years ago and the present during the Quaternary period (<https://geologyviewer.bgs.ac.uk/>). The development site is situated at an approximate elevation of c.70m AOD.

Proposed Development

The proposal calls for the demolition of the outbuilding, a greenhouse and a lean-to; the part demolition of the garage; the conversion of 2 dwellings to 1 dwelling; alterations to the garage to create an outbuilding/home office; alterations to the barn to create an annexe; the replacement of the window cills, repairs to the roof, the insertion of rooflights, the replacement of fascias, the replacement of the render, the replacement of glazed doors for windows and the insertion of secondary glazing. Landscaping to include drainage works, replacement of rainwater goods and a new front gate. The internal alterations include the removal and creation of walls and doors, the removal and replacement of plaster, repairs to the sole plate, the windows and doors (Fig. 3).

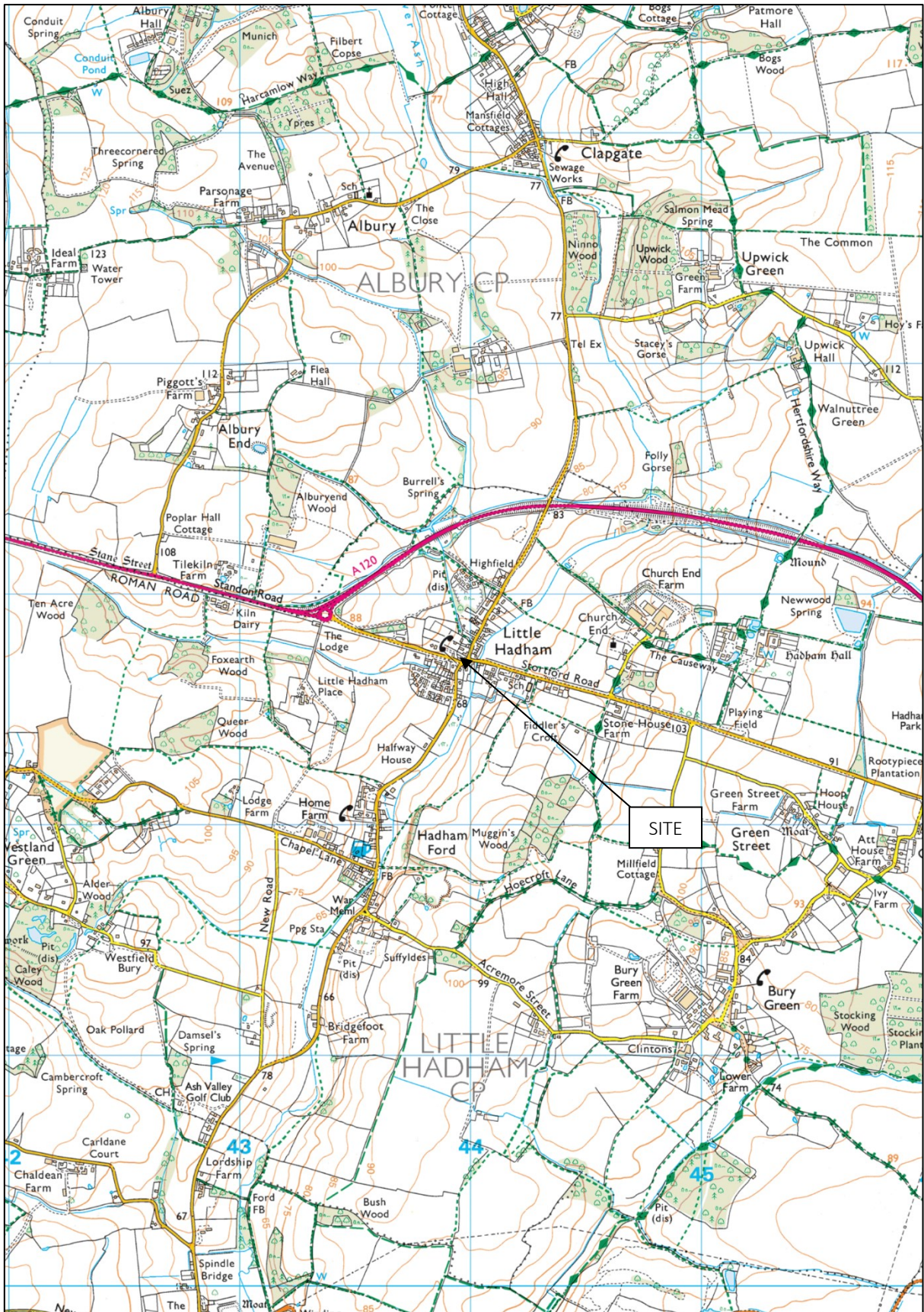


Figure 1: General location (scale 1:25,000)

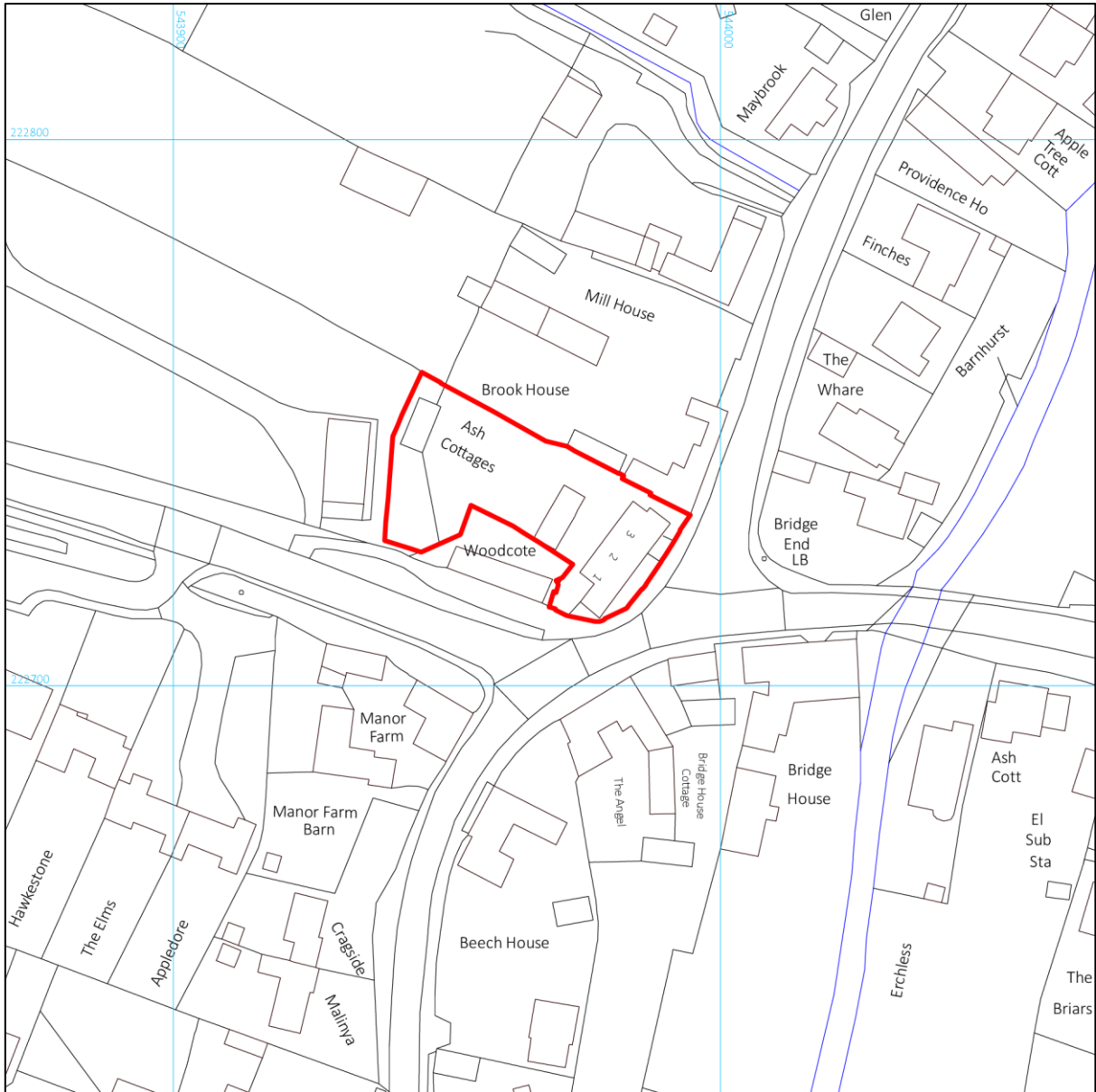


Figure 2: Site location (scale 1:1250)

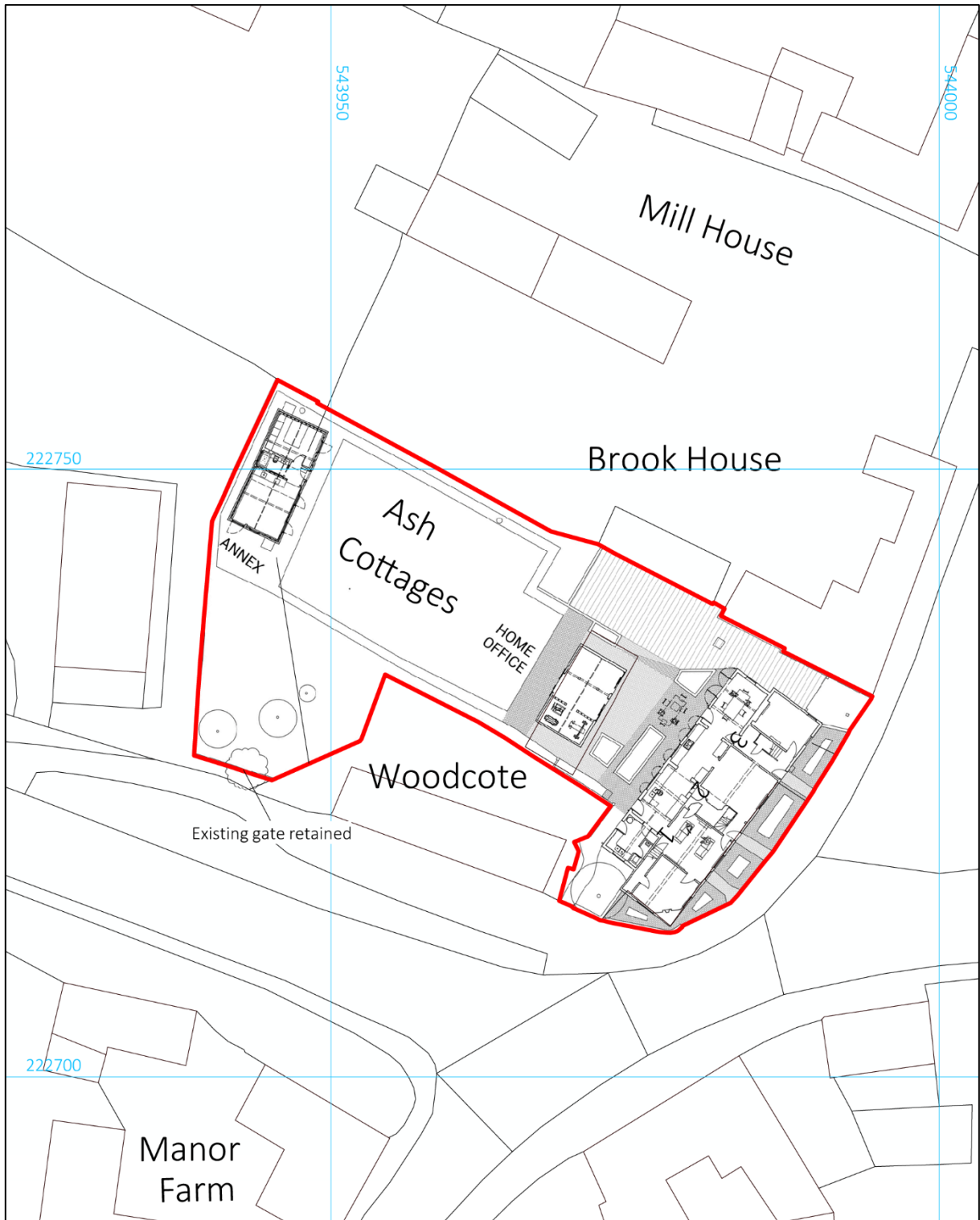


Figure 3: Proposed development (scale 1:500)



2 Aims & Methods

2.1 Aims

The aims of the project are:

Historic Building Recording

- To compile a record of the buildings to Historic England Level 3 prior to development/conversion/demolition
- To examine the structural history and development of the building in relation to its historical and topographical context
- To provide a report that meets the requirements of the National Planning Policy Framework

Historic Building Watching Brief:

- To ensure the archaeological recording of previously unexposed historic building fabric

Watching Brief:

- To establish the date, nature and extent of activity or occupation within the development area
- To establish the relationship of any remains found to the surrounding contemporary landscape and
- To recover palaeo-environmental remains to determine local environmental conditions.

General aim

- To provide an adequately detailed project report that will place the findings of the investigations in their local and regional context, with reference to the relevant regional research agendas
- The analysis of the results of the archaeological work, with provision for the subsequent production of a report and archive, and the publication of results, as appropriate

The site is in an Area of Archaeological Significance that denotes the medieval and post-medieval core of the village of Little Hadham. The Grade II Listed 1-3 Ash Cottages (or Ashe Cottage), Standon Road, formerly a farm house, form part a group of late and post-medieval buildings that stand in a prominent position on the crossroads in the centre of the village. As Standon Road (the A120) follows the course of Roman Stane Street the former farmstead is situated adjacent to the Roman route and certainly alongside the medieval route from Colchester to Braughing and beyond. In addition, these buildings may have succeeded earlier buildings on the site, given their location. Additional research aims would, therefore, be as follows (ALGAO East of England, 2023):

LIA-Rom 10: Can we map the development of Late Iron Age and Roman roads?

Med (Rural) 09: How can we characterise medieval rural settlement morphology and relationships?

Med (Rural) 17: How can we characterise medieval rural farms and farmsteads?



2.2 **Standards**

The work will conform to the following requirements:

- Chartered Institute for Archaeologists' Standard & Guidance for the Investigation and Recording of Standing Buildings or Structures (CIfA 2019b)
- Standard & Guidance for an Archaeological Watching Brief (CIfA 2020a)
- The Chartered Institute for Archaeologists' Code of Conduct (CIfA 2022)
- Current Historic England guidelines (HE 2015, 2016; EH 2008)
- The Association of Local Government Archaeological Officers East of England Region
- Standards for Field Archaeology in the East of England (ALGAO 2003)
- Data Protection Act 2018

2.3 **Methods: Historic Building Recording**

Historic building survey involves the preparation of a detailed record and interpretation of a standing building and its fixtures and fittings, by a combination of historical research, written description, measured survey and photography. As such, it is essential that unrestricted access to the structure being recorded is given to the surveyors, subject to current health and safety requirements and site security.

In line with the requirements set out by the Hertfordshire Historic Environment team (HHET), the survey will include:

- The archaeological building recording of all the buildings subject to alteration before any development commences (to include the recording of any original features/equipment to be altered, removed or demolished during the course of the proposed development)
- The archaeological building recording of the timber frame of the building after the render has been stripped

KDK's general building recording methodology is described in detail below:

Historical Research

Background historical research will follow current CIfA standards and guidelines for desk-based assessment (CIfA 2020b). All sources consulted will be listed in the final report.

Written Description

The written description will be prepared from detailed notes and sketches taken on site, using the appropriate KDK Historic Building Record Sheets. This information will be augmented by a study of the drawings and photographs. The written description will be presented in a logical and consistent format (e.g. overall structure: external details, roof and walls: internal layout: internal description by room), supported by relevant drawings and photographs.

Measured Survey

Measured surveys will be carried out by professionally qualified third parties and checked on site during the survey. The drawings will be refined using a CAD software programme and presented in a scale appropriate to the size and complexity of the structures or features being recorded.

Photographic Survey



The primary photographic record will be compiled using a high specification digital SLR camera (minimum 20 mmp). Metric scales will be used in all photographs where appropriate. A cross-referenced photographic register will be maintained on KDK's Photographic Record Sheet.

2.4 ***Historic Building Watching Brief***

In line with the requirements set out by the Hertfordshire Historic Environment team (HHET), the Historic Building Watching Brief will include:

- The archaeological building recording of all interventions to the fabric of the buildings in areas where such works might reveal information relating to the development of the buildings, and for the purpose of recording any original historic features (etc.) that may be exposed during the course of the development

KDK's methodology is as follows:

- A written record will be made of each site visit using KDK's Historic Building Restoration Sheet.
- These records will be accompanied by sketches if appropriate.
- In addition, a photographic record will be maintained throughout the watching brief.
- The recording will be based on drawings made available by the client/client's agent.

2.5 ***Archaeological Watching Brief***

In line with the requirements set out by the Hertfordshire Historic Environment team (HHET), the Archaeological Watching Brief will include:

- The archaeological monitoring of all groundworks of the development, such as the removal of internal floors (all buildings), all ground reduction, underpinning (if required), service trenches, and all landscaping impacts, etc., as appropriate (and also including a contingency for the preservation or further investigation of any remains then encountered)

A programme of archaeological Observation and Recording (also known as a Watching Brief) requires an experienced archaeologist to monitor groundworks such as footing and service trench excavation, ground reduction or landscaping on a development. If archaeological remains are revealed, construction work will stop so that the remains can be investigated and recorded. The Watching Brief is undertaken in accordance with the building contractor's timetable and so requires close co-operation and communication between contractor and archaeologist.

Each site visit will generate observation records including sketches and photographs as appropriate. These will be entered on KDK *pro forma* sheets. Where possible professionally prepared plans of the development prepared for the client will be used as a basis for locating archaeological features and finds.

Should significant archaeological remains be revealed during the watching brief, an appropriate strategy will be agreed with the client and HHET. Provision for this has been included in the project estimates. Detailed investigation will follow the methods set out in the following section.



2.6 **Methodology: Investigation** (if required)

Excavation

Archaeological features and deposits will be excavated by hand. All discrete features will be half sectioned, where safe to do so. At least 50% of each feature should be investigated. At least 20% of each linear feature will be sampled with slots at least 1m wide. Deeply stratified deposits will be investigated according to site conditions, location of deposits etc. and according to a site specific strategy agreed with HHET.

Maximum depths of excavation will conform to current Health & Safety regulations.

Surveying

Surveying will be undertaken using Global Positioning System technology (GPS) and the results presented in CAD format and converted to TIFF or PDF as required. All plans and section drawings will be annotated with relative heights and all plans will be related to the OS National Grid. Digital survey data will be presented in an appropriate CAD format and converted to TIFF or PDF as required.

Planning

Site plans will normally be drawn to a scale of 1:100 or 1:50. Where greater detail is required specific areas or features may be drawn to 1:20 or 1:10. Digital surveying equipment may also be used and the results presented in a CAD format. Sections will generally be drawn at 1:10, unless the size of the section is more appropriately illustrated at 1:20. Where greater detail is required, for example, for complex and/or intercutting features, hachures will be included. Plastic film will be used for manual site drawings.

Recording

Each context will be recorded in either electronic format or on KDK's Context Record Sheet, which details dimensions, shape, fill type and inclusions, artefact content, samples and interpretation. A register of contexts will be maintained, and context records will be cross-referenced to all other records.

Photography

The primary photographic record will be compiled using a high specification digital SLR camera (minimum 20 mgp). Metric scales, a photo board and a north arrow will be used in all photographs where appropriate. A cross-referenced photographic register will be maintained on KDK's Photographic Record Sheet.

Finds

All stratified finds will be collected by context and, if of particular significance, individually recorded in 3 dimensions on KDK's Object Record Sheet. Un-stratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest.

Finds processing, which can take place during or after fieldwork, involves cleaning, marking, packaging, quantification and initial classification. In most cases the conservation of artefacts will take place after processing, but primary conservation of delicate artefacts may be required on site. First Aid for Finds by Watkinson and Neal (1998) is considered the standard reference for finds recovery, processing and packaging. Provision has been made for finds analysis and conservation in the project estimates.



Environmental

Environmental sampling strategies will be applied as appropriate and according to Historic England guidance (Campbell *et al.* 2011). See Appendix 2 for further details.

If appropriate, environmental samples will be taken from features to enable their date, nature, and condition to be described and analysed. Samples will be taken from the fills of features where organic materials may be preserved, such as pits, ditches and other deposits, especially if waterlogged.

Where there is evidence for industrial activity, macroscopic technological residues (or a sample of them) will be collected by hand. Separate samples (c. 10ml) will be collected for micro-slugs (hammer-scale and spherical droplets).

Samples will be taken for scientific dating (such as radiocarbon dating) where, for example, dating by artefacts is insecure or absent and where dating is necessary for the specification for subsequent mitigation strategies (see section on scientific dating below for more information).

Geoarchaeological assessment of buried soils and sediment sequences may also be undertaken if appropriate. This will be done by field inspection by a specialist geo-archaeologist who, following discussion with the Archaeological Advisor, may take samples for laboratory assessment where appropriate,

Deposits will be sampled for the retrieval and assessment of the preservation conditions and potential for analysis of biological remains. The sampling strategy will be developed in collaboration with KDK's consultant specialist. Flotation samples and samples taken for coarse-mesh sieving from dry deposits will be processed at the time of the fieldwork if possible, in order to allow a variation of sampling strategies if necessary.

Sampling strategies for wooden structures will follow the methodologies presented in English Heritage's *Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood* (2010).and guidance (Campbell *et al.* 2011).

All samples will be recorded on KDK's Sample Record Sheet, and a register of samples will be maintained. Provision has been made for sampling, analysis and reporting in the project estimates.

Collection and Selection Strategy

A collection and selection strategy, relating to all aspects of the projects created data and found material, will be agreed between the KDK, HHET and the Depositing Museum. This strategy is outlined in Appendix 3.

Scientific Dating

A number of scientific dating techniques are available. Radio-carbon or C14 dating is commonly used to date organic remains including human remains where no other means of dating is available. Archaeomagnetic or thermoluminescence dating may be applied to pottery or ceramic building materials, kiln linings etc. Dendrochronological dating may be possible on certain species of timber where sufficient growth rings have survived. Provision has been made for scientific dating in the project estimates.



Human Remains

An exhumation license from the Ministry of Justice is necessary if human remains are encountered (Section 8.6, below). Under the Human Tissues Act 2004, the Environmental Health Officer must also be notified if the remains are less than 100 years old. Although human remains are generally left *in situ*, if possible, during any investigation or the removal of remains will be agreed between KDK, the client, HHET and other appropriate authorities and will be undertaken in accordance with current guidelines (McKinley & Roberts 1993, Brickley & McKinley 2004). Any and all human remains will be treated with care and respect.

Security

The security of the archaeological remains, the archive and the site as a whole will be safeguarded as much as possible. The security of individuals on site, whether KDK staff or not, will perforce take precedence.

Outreach

If appropriate and subject to agreement with the client, a public outreach programme will be formulated. This may include:

- Press releases
- Exhibitions
- Public talks/lectures
- Site open days (subject to access and/or Health & Safety considerations)
- Leaflets or brochures

Acknowledgement will be made to the role of the LPA and HHET in facilitating the work, and to the client for funding it.

2.7 ***Post-excavation work***

The archaeological fieldwork will be followed by a period of post-excavation processing and analysis, which will include the cataloguing and analysis of any finds and samples, and the preparation of the archive for the site report and its subsequent deposition.

Artefacts, biological samples and soils will be assessed for evidence of site and deposit formation processes and taphonomy, and especially for evidence of recent changes that may have been caused by alterations in the site environment. Assessment should include x-radiography of all iron objects, (after initial screening to exclude obviously recent debris), and a selection of non-ferrous artefacts (including all coins). Where necessary, active stabilisation or consolidation will be carried out, to ensure long-term survival of the material, but with due consideration to possible future investigations.

Assessment of any technological residues will be undertaken and where appropriate, samples will be submitted for scientific dating.

All soil samples collected for biological assessment, or sub-samples of them, will be processed in-house before being sent to the specialist(s) to assess the preservation state, density and significance of material retrieved. Special consideration will be given to any evidence for recent changes in preservation conditions that may have been caused by alterations in the site environment.



Samples collected for geoarchaeological assessment will be processed as deemed necessary by a recognised specialist, particularly where storage of unprocessed samples is thought likely to result in deterioration. Appropriate assessment will be undertaken. Where preservation in situ is a viable option, consideration should be given to the possible effects of compression on the physical integrity of the site and to any hydrological impacts of development.

Animal bone assemblages, or sub-samples of them, will be assessed by our in-house or consultant specialist as appropriate.

Assessment of human remains will have been based partly on in situ observation, but where skeletal remains have been lifted assessment will be undertaken by our in-house specialists.

Artefacts such as pottery, glass, small finds etc, will be assessed by the relevant specialist (see Section 6.2).



3 Archaeological & Historical Background

- 3.1 The village of Little Hadham is situated on the banks of the River Ash in Hertfordshire. The area has been inhabited since prehistory though the modern settlement has its origins in the Saxon period. The toponym means 'heathy homestead/village' or perhaps, 'heathy hemmed-in land', which is derived from compounding the Old English elements *hæð* (heather; a tract of uncultivated land) + *hām* (village, a manor, an estate, a homestead) + *hamm* (marsh, river-meadow, a cultivated plot on the edge of woodland or moor) + the Latin component *parva* (small; to distinguish it from Great Hadham; KEPN 2023).

The development site is located within an Area of Archaeological Significance, the medieval and post-medieval core of the village, and the Little Hadham Conservation Area (EHDC 2014). 1-3 Ash Cottages (or Ashe Cottage), formerly a farm house, forms part a group of late and post-medieval buildings situated in a prominent position at the crossroads in the centre of the village and on the course of Roman Stane Street.

This section has been compiled with information from the Hertfordshire County Council Historic Environment Record (HER License No. 50.23), the Little Hadham Parish Conservation Area Appraisal (EHDC 2014), and reliable online sources. The HER data, with a 1km search radius, is shown in Figs 4-5. The HER search area includes 36 predominantly post-medieval Listed Buildings and as most will not be impacted by this development these have been excluded from the following summary.

- 3.2 ***Prehistoric (before 600BC), Iron Age (600BC - AD43) & Roman (AD43 - c.450)***

Evidence for prehistoric activity and settlement dates, at least, from the Bronze Age (BA). A barbed & tanged BA arrowhead, later reshaped into a different tool, was found at Church End (HER 13150), c.700m northeast of the development site. A potentially late BA scraper and other probably later prehistoric flint tools were also found nearby (HER 10790). A late Bronze Age/earlier Iron Age ditch, revealed to the east of Tilekiln Farm (HER 31270), c.660m west, comprised two short lengths of a ditch revealed in neighbouring evaluation trenches with a single fill that 'contained a single fragment' of late flint-tempered 'prehistoric pottery'. The ditch ran roughly NE-SW across the edge of higher ground, and was interpreted as a late prehistoric linear boundary.

Later prehistoric and Roman activity and settlement has also been documented in the area. Groundworks north of Church End Farm, which lies c.800m northeast of the development site, revealed two ditch terminals, interpreted as field boundaries, along with early Iron Age & Roman pottery, worked and burnt flints, and a scatter of similar material (HER 10790). A sherd from the rim of a Roman jar was made in the Hadham kilns. A few sherds of post-medieval pottery that were found were probably derived from the dispersal of a farmyard midden during manuring from one of the adjacent farms (such as Church End Farm (HER 3762)).

The most notable Roman remains crossing the study area, including the development site, is Roman Stane Street (HER 4680) which is closely paralleled by the A120. Stane Street is the course of a Roman highway running east from Braughing to Bishop's Stortford into Essex, and ultimately to Colchester. Much of the route is still in use, apart from the diversion into the bishops of London's medieval town and a safer river crossing at Bishop's Stortford (the exact location of the Roman crossing point over the River Ash is uncertain).

Roman ditches and pits, an enclosure and a possible droveway, situated beside a stream (HER 31271) were uncovered c.670m to the north of the development site. The Roman pottery



assemblage, datable to the 1st to 3rd/4th centuries, included some in the late Iron Age tradition and a range of Roman fabrics including Hadham wares, and some central and east Gaulish Samian. The animal bone was abraded and difficult to identify to species, but cattle, sheep/goat and pig were all present. Plant remains were also poorly preserved, but included a few cereal grains and charcoal, probably blown in with the wind. The site was interpreted as an enclosure associated with settlement activity, with carbonised food residue on some of the sherds, and a possible latrine pit. All of the Roman remains indicate local settlement in the form of farmsteads.

3.3 *Saxon* (c.450 - 1066)

No remains from this period are listed in the HER search area, but the Domesday Survey 1086 listing indicates the existence of a late Saxon settlement.

3.4 *Medieval* (1066 - 1500)

Little Hadham is listed in the Domesday Survey 1086 where it is referred to as 'Parva Hadham'. Two manors were listed as held by the Bishop of St Paul (London) and the Abbey of St Etheldreda (Ely). Prior to the Conquest the former manor was held by a freeman whereas the latter was held by abbey (Powell-Smith 2023). Church End (HER 2657), c.650m northeast of the proposed development site, consists of the medieval church (HER 4345) and a few houses, and is typical of the many dispersed hamlets in Hertfordshire named 'Ends' or 'Greens'. This one is at the interface between the valley of the river Ash to the west, and the grounds of the late 16th century Hadham Hall (HER 1981; Grade II*, NHLE: 1211099) to the east. The village now named Little Hadham lies at the point where the Roman road, Stane Street [4680], crossed the river Ash and the Albury Road (and is named Hadham Ash on the 1844 Tithe map). There is nothing to suggest that Church End has ever been more than a hamlet north of the highway.

The Church of St Cecilia, which until the 1920s was dedicated to St Edmund, is a Grade I listed building (HER 4345; NHLE: 1290608) that may date from the 12th century. It was largely rebuilt in the 14th and again in the late 19th century when Little Hadham became a parish. To the east of the church and north of the churchyard, medieval and post-medieval finds (HER 13151), dating from the 13th- 16th centuries, include brick, roof tile, potsherds, a rowel spur and metalwork. The pottery included an early 16th century Cologne stoneware bellarmine jug (as well as medieval and late medieval coarse ware sherds). The brick, rowel spur, and bellarmine jug are all high-status objects and may have come from Hadham Hall.

To the west of Little Hadham is the site of a medieval deer park, Lodge Farm (HER 17975). The manor of Little Hadham, which had belonged to Ely since before the Norman conquest, was granted free warren in 1251; a park is first recorded in 1285-6 and the bishops of Ely's accounts survive (at Hatfield House) from the early 14th to the beginning of the 16th century. These refer to revenue from the grazing of livestock and the sale of timber, notably large oaks. A period of greater investment began with the bishopric of Simon Langham from 1362, and a lodge was built in 1364. The manor was leased to tenants from 1393-4. The park appears to have been disparked in the 16th century, and the lodge became Lodge Farm (HER 16398).

An area of ridge and furrow, now ploughed out, was documented to the northwest of Little Hadham (HER 12081). Ridge and furrow is an archaeological pattern of ridges and troughs created by a system of ploughing used in Europe during the Middle Ages, and was typical of the open-field system.



3.5 *Post-medieval (1500 - 1900) & Modern (1900 - present)*

The economic basis of the settlement remained agricultural. Indeed, the development site, the later 17th century Grade II Ashe Cottages (NHLE: 1220961), was originally a single house and part of Ashe Farm. It was later divided into two separate dwellings with a third cottage added to the north in the 18th-19th century (EHDC 2014: 47). An 18th/19th century, Grade II listed timber-framed barn (NHLE: 1290177) forms its western external boundary. As this is on the course of Roman Stane Street and the medieval route from Colchester to Braughing and beyond, it is possible that these overlie earlier remains.

In August 2023, KDK Archaeology Ltd undertook an Archaeological Watching Brief at the development site to observe the excavation of six test pits around the existing dwelling to assess its existing foundations and geological bearing capacity (Watson 2023). No archaeological finds, features or deposits, other than brickwork associated with the standing structure was encountered in any of the test pits. The stratigraphy revealed comprised made-ground, associated with area landscaping for the building's construction, overlying the natural geology.

The development site is surrounded by other listed buildings including, to the north, the late 16th century Grade II Brook House (NHLE: 1220774); to the west is the c.18th century woodcote behind No. 1 Ashe Cottages (Grade II; NHLE: 1290269); to the northeast, on the opposite side of the road, is the late 16th/early 17th century timber-framed farmhouse Bridge End (HER 12186; Grade II, NHLE: 1220912) and the late 15th/early 16th century timber-framed hall house The Whare (HER 21645; Grade II*, NHLE: 1220772); to the southwest, on the opposite side of the road, is the 16th – 17th century Manor Farm with its farmhouse (Grade II; NHLE: 1220963), stables (Grade II, NHLE: 1220964), and barn (Grade II, NHLE: 1290736); on the southern side of the crossroads are the c.17th century Grade II Angel, 'a sometime Inn' (Grade II, NHLE 1290066) and barn (Grade II, NHLE: 1211346), the late 17th century Bridge House Cottages (Grade II; NHLE: 1211344) and barn (Grade II, NHLE: 1211345), and the 16th/17th Bridge House (Grade II, NHLE: 1290065).

The remains of a smock windmill, an efficient way of providing power to pump water and drain marshy areas (HER 5823) are situated c.200m northwest of the development. The site of a chalk pit, in use in the 18th century and abandoned by 1900, lies adjacent to Stortford Road (HER 7164). Approximately 360m northwest of the development site is another chalk pit, which is shown on the 1844 Tithe map that also has the remains of a lime kiln (HER 30979). It was abandoned in the 20th century.

The soil-marks of two rectangular enclosures (HER 10238-9, 12081) are situated to the north/northwest of Little Hadham, though the date of these remains is unknown.



4 Reporting

- 4.1 A report will be compiled bringing together all the field-work and post-excavation results. The report will typically include:
- A concise non-technical summary of the results
 - The objectives of the project
 - The methodologies used
 - The circumstances and date at which it was undertaken
 - The identity of the organisation and individuals carrying out the work (in particular the names of the project director, site supervisor and any specialists), in line with GDPR requirements.
 - A summary of the history and archaeology of the site and its context
 - A written account of the results of the project with appropriate supporting illustrations.
 - A conclusion, summarising the results and examining their significance
 - Statement of confidence rating
 - References
 - An index to and the proposed location of the archive
 - Appendices as appropriate
 - An HER Summary Sheet
- 4.2 Electronic and/or paper copies of the report will be provided for the client, HHET and the HER as required.
- 4.3 Interim reports on the project will be submitted to any relevant regional and county journals (e.g. *Hertfordshire Archaeology and History*), and to any relevant specialist journals (e.g. *Industrial Archaeology Review*, *Journal of the Historic Farm Buildings Group*), within one year of the project's completion.
- 4.4 The project has been registered with the Archaeology Data Service, which will allow an OASIS summary form and the report to be submitted once it has been approved.
- 4.5 Where the results of the fieldwork require sufficient further analysis for a detailed academic report, a post-excavation strategy will be agreed between KDK and HHET. This additional programme of work will follow guidelines established by Historic England (HE 2015), consisting of successive stages of archive assessment, analysis, research and report preparation.



5 Archive

- 5.1 The project archive consists of the electronic and paper records, photographs, artefacts and environmental samples. On occasion associated records, photographs or finds are also acquired. It is essential that this primary information is stored in a suitable environment to allow it to be studied by anyone with an interest to do so.
- 5.2 During the course of the project the client will be asked to sign a Transfer of Title form to allow any artefacts found during the excavation to be deposited as part of the full archive with the local museum.
- 5.3 The Much Hadham Forge Museum has been contacted to make preliminary deposition arrangements. On completion of the project, the archive will be prepared for long term storage in accordance with guidelines prepared by the ClfA (ClfA 2020c), the UK Institute of Conservation (Walker 1990), the Museums and Galleries Commission (Paine 1992) and the Hertfordshire Archaeological Archive Standards (Paul 2021). If they are unable to accept the physical archive, KDK will make alternative arrangements to hold the archive until deposition can be arranged.
- 5.4 The digital archive for this project will be uploaded to the Archaeological Data Service in line with the Hertfordshire Archaeological Archive Standards 2017.



6. Staffing

6.1 *KDK Staff*

Karin Kaye MA MCifA

Karin graduated from the Institute of Archaeology, UCL with an MA and first-class honours degree in medieval archaeology. Her archaeological career began at the Heritage Network, in Hertfordshire, where she was given a solid grounding in commercial archaeology. In subsequent posts she gained considerable experience in managing all types of archaeological projects as well as specialising in historic buildings and church archaeology. She co-founded KDK Archaeology Ltd with David Kaye, which began trading in early 2013.

David Kaye BA ACifA

David graduated with an honours degree from the Institute of Archaeology, UCL in 2004 following a long career in photography, graphic design, and exhibitions. He joined Heritage Network, in Hertfordshire, whilst still a student and gained considerable experience in his seven years there. Since then he has led many excavations, including a large Roman field system at a quarry site, an Anglo Saxon cemetery at a school, and an ongoing Roman roadside settlement at an industrial complex. Apart from the day-to-day project management, David is responsible for all elements of Health and Safety.

Laura Dodd MSc MCifA

Laura graduated from the University of Reading in 2013 with a BA in archaeology and continued her studies at Durham University where she achieved an MSc in Palaeopathology. She has a particular interest in the isotopic analysis of human remains and during her time at Durham assisted in a project to identify potential childhood origins of several individuals found in a mass grave. Laura has taken part several large-scale excavations such as the Roman field school at Silchester and the Amheida project in Egypt's Dakhla oasis. Since joining KDK in 2015 Laura has gained experience of running all types of fieldwork and is now the post-ex and archives manager. She is also the company osteo-archaeologist and is a member of BABAO.

Ellen Shlasko PHD

Ellen has been working as a reports officer for KDK since 2015. Previously, she was based in the US, where she specialised in the historical archaeology of the southeast. A graduate of Brandeis University, she holds a MA in historical archaeology from the College of William and Mary in Virginia and a PhD from Yale University. Ellen is also active in the Welwyn Archaeological Society and the Community Archaeology Geophysics Group, which has been mapping the Roman city of Verulamium since 2013.

Barney King PCifA

Barney King began working in archaeology after a varied career as a projectionist, theatre technician and plumber's assistant, among other occupations. He started working on large scale Romano-British sites in Hertfordshire and Buckinghamshire, after enjoying a stint of archaeological volunteer work. He joined KDK as field technician and company quartermaster in 2017.



Chris Martin-Taylor BSc

Chris Martin-Taylor graduated from Bournemouth University in 2015 with a BSc in Archaeology. Prior to that, he studied for a foundation degree in Applied Architectural Stonework and Conservation in Dorchester and Weymouth, which included practical training in stonemasonry and historic building conservation. He has worked on numerous sites in the midlands and southeast England, as well as taking part in the experimental archaeology project at Guédelon Castle in France. Chris joined KDK in 2017 and has enjoyed developing his skills in many aspects of archaeological fieldwork. He has a keen interest in the history and archaeology of the post-Roman and medieval periods, particularly the study of the early medieval built environment.

Derek Watson PHD

Derek Watson graduated from the Institute of Archaeology, UCL in 2004 with a PhD in Archaeology. He also has a first-class honours degree in Environmental Archaeology from the Institute of Archaeology and an MSc from the University of Sheffield in archaeological environmental science and palaeoeconomics. He has worked on both commercial and academic archaeological projects in North America, Europe, North and West Africa, and has directed his own research projects in Ghana. Derek has been working as a zooarchaeologist and a reports officer for KDK since 2018.

Pat Reeves

Pat joined KDK as an administrative assistant in 2017 bringing with her a wealth of experience from a long and varied career. Apart from her administrative and financial skills, Pat also provides specialist knowledge in post-medieval porcelain and small finds. She has been the office manager since 2021.



6.2 *Specialists*

The following are KDK's preferred specialists:

Subject	Specialist	Organisation
Building materials: Roman	Rob Perrin	Freelance
Building materials: post-Roman	Karin Kaye	KDK Ltd
Ceramics: prehistoric	Sarah Percival	Freelance
Ceramics: Roman	Rob Perrin	Freelance
Ceramics: Post-Roman	Paul Blinkhorn	Freelance
Coins: Roman	Peter Guest	Vianova Archaeology
Coins: Saxon	Anna Gannon	Freelance
Coins: Post-Saxon	Murray Andrews	Freelance
Environmental: seeds	Lisa Gray	Freelance
Environmental: archaeobotanical	Lisa Gray	Freelance
Environmental: mollusca	Mike Allen	Freelance
Environmental: soils	Mike Allen	Freelance
Environmental: animal bone	Derek Watson	KDK Ltd
Environmental: animal bone	Matilda Holmes	Freelance
Environmental: human bone	Laura Dodd	KDK Ltd
Environmental: human teeth	Patrick Mahoney	KORA
Environmental: pollen	Rob Scaife	Freelance
Bone antler & ivory small finds	Ian Riddler	Freelance
Glass	Hilary Cool	Freelance
Lithics	Sarah Bates	Freelance
Lithics	Lyndon Cooper	Pre-Construct Archaeology
Metalwork	Quita Mould	Freelance
Quernstones	Chris Green	Freelance
Industrial waste	Lynne Keys	Freelance
Saxon & medieval small finds	Rosie Weetch	Freelance
Timber	Damian Goodburn	Freelance



7. Programme

7.1 A programme of recording and monitoring will be agreed with HHET prior to the commencement of fieldwork and in full consultation with the client. KDK will keep HHET and the client informed of progress.

7.2 The report will normally be available no later than twelve weeks after the fieldwork has been completed. The archive will normally be ready for deposition within six months of completion of the report.

7.3 *Proposed Programme*

A provisional outline of the timetable and staffing of the different phases of the projects are as follows:

Stage	Person-Days	Staff
Historic Building Recording	3	Historic Buildings Consultant/ Historic Buildings Assistant
Historic Building Watching Brief	As required	Historic Buildings Consultant
Observation and recording	As required	Site Director/Site Assistant
Report	10	Historic Buildings Consultant & Site Director
Specialist Reports	As required	Appropriate specialist
Archive	1	Archivist



8. Other Requirements

8.1 *Health & Safety*

All work by KDK staff will be carried out according to the relevant Health and Safety legislation. This includes, *inter alia*, the following:

- Health and Safety at Work Act 1974
- Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment at Work Regulations 1992
- Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992

A copy of KDK's *Health and Safety Policy* will be supplied if requested by client or HHET. An Initial Risk Assessment (Appendix 4) has been completed prior to the commencement of the project, and will be checked and updated on site.

8.2 *Insurance*

KDK holds the following insurance cover (further details can be provided if required):

Employer's Liability	£10,000,000
Public Liability	£5,000,000
Professional Indemnity	£1,000,000

8.3 *Copyright*

Unless otherwise agreed, full copyright of any written, graphic, electronic or photographic records and reports rests with KDK, which will licence their use in relation to the specific project by the client or sponsoring body in all matters relating to the project, as described in this Written Scheme of Investigation.

KDK will assign joint copyright to the museum or repository undertaking curation of the archive, but retains the right to be identified as author of all project documentation and reports, as defined in the Copyright, Designs and Patents Act 1988 (Chapter IV, sec.79).

8.4 *Curatorial Requirements*

Monitoring is carried out by HHET to ensure that project is being carried out in accordance with the brief and approved WSI, to enable the need for modifications to the project to be independently considered and validated and to control and validate the use of available contingencies. HHET will be advised of the start date and the anticipated duration of the project at least one week before the commencement of the fieldwork. HHET will be allowed access to the site as required, as will other professionals as required to ensure compliance with project health and safety requirements and access controls.

8.5 *'Treasure'*

The 1996 *Treasure Act* and its 2003 amendment specifies that the finders of specific types of artefacts it defines as treasure must report them to the Coroner within fourteen days of discovery. Failure to do so could lead to a maximum penalty of three months in prison and a fine of £5000. Further details are available on the Portable Antiquities Scheme website at



www.finds.org.uk. The Portable Antiquities Scheme will be notified of any finds that could be considered treasure within 48 hours of discovery.

8.6 ***Human Remains***

Under recent changes in legislation to Section 25 of the Burials Act 1857, an application for a licence should be made whether buried human remains are to be removed from the ground or intended to be left *in situ* (since excavation is likely to disturb them). A site-specific license will be procured from the Ministry of Justice in advance of the project if human remains are thought to be encountered during the fieldwork.

8.7 ***General Data Protection Regulations***

As data controllers for personal information collected during the project, KDK will comply with the principles and letter of the GDPR regulations in the processing, management and archiving, where appropriate, of that data.



9. References

Standards & Specifications

- Allen J L & Holt A St J 1986 (with later updates) *Health & Safety in Field Archaeology*. London: Federation of Archaeological Managers & Employers
- Association of Local Government Archaeological Officers (ALGAO) 2003 Standards for Field Archaeology in the East of England. East Anglian Archaeology Occasional Paper 14
- Campbell G, Moffett L & Straker V 2011 *Environmental Archaeology: a guide to the theory and practice of methods from sampling and recovery to post-excavation*. Portsmouth: English Heritage
- CIfA 2019a Archaeological Archive Selection Toolkit. Reading: Chartered Institute for Archaeologists
- CIfA 2019b *Standard & Guidance for the Investigation and Recording of Standing Buildings or Structures*. Reading: Chartered Institute for Archaeologists
- CIfA 2020a *Standard and Guidance for an Archaeological Watching Brief*. Reading: Chartered Institute for Archaeologists
- CIfA 2020b *Standard & Guidance for Historic Environment Desk-based Assessment*. Reading: Chartered Institute for Archaeologists
- CIfA 2020c *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*. Reading: Chartered Institute for Archaeologists
- CIfA 2020d *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*. Reading: Chartered Institute for Archaeologists
- CIfA 2022 *Code of Conduct*. Reading: Chartered Institute for Archaeologists
- EH 2008 *The Management of Research Projects in the Historic Environment. PPN3: Archaeological Excavation*. London: English Heritage
- EH 2010 *Waterlogged Wood: Guidelines on the Recovery, Sampling, Conservation and Curation of Waterlogged Wood*. London: English Heritage
- Ferguson L M & Murray D M 1997 *Archaeological Documentary Archives: Preparation, Curation and Storage Paper 1*. Manchester: Chartered Institute for Archaeologists
- HE 2015 *The Management of Research Projects in the Historic Environment: the MoRPHE Project Managers' Guide*. London: Historic England
- HE 2016 *Understanding Historic Buildings: A Guide to Good Recording Practice*. London: Historic England
- Paul S. 2021 *Hertfordshire Archaeological Archive Standards: a Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire* Hertfordshire Association of Museums
- Watkinson D & Neal V 1998 *First Aid for Finds*. Hertford & London: Rescue

Secondary Sources

British Geological Survey (BGS): <https://geologyviewer.bgs.ac.uk/>



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- Brown N. & Glazebrooke J. 2000 *Research and Archaeology: A Framework for the Eastern Counties – 2 Research Agenda and Strategy*. East Anglian Archaeology Occasional Paper 8
- EHDC 2014 *Little Hadham Parish Conservation Area Appraisals and Management Plans. Adopted October 2014*. East Herts District Council: Hertford
- East of England Regional Research Framework 2023 <https://researchframeworks.org/eoe/>
- KEPN 2023 Key to English Place-Names: Little Hadham. The University of Nottingham. <http://kepn.nottingham.ac.uk/map/place/Hertfordshire/Little%20Hadham>
- Powell-Smith, A 2023 Open Domesday: Little Hadham. <https://opendomesday.org/place/TL4322/little-hadham/>
- Watson, D 2023 *Written Scheme of Investigation for Archaeological Observation and Recording: 1-3 Ash Cottage, Albury Road, Little Hadham, Hertfordshire*. KDK Archaeology Ltd 776/LHAC/1.1



Appendix 1: Historic England Specifications (HE 2016)

Survey element	EH Level 1	EH Level 2	EH Level 3	EH Level 4	Photographic Survey
Written Account	1 - 4	1 – 3, 6	1-3, 6-9, 11-13, 22: sometimes 5, 14-16, 18-20, 23	1-3, 5-8, 10-22: sometimes 23	1-3
Drawings	sometimes 1	sometimes 1, sometimes one or more of 2-7	2, sometimes one or more of 3 -12	2, sometimes one or more of 3 -12	-
Photography	1, sometimes 2	1, 2, 4	1 - 9	1 - 9	1-9

Written Account

1. The building's precise location, as a National Grid reference and in address form.
2. A note of any statutory designation (listing, scheduling or conservation area). Non-statutory designations (historic parks and gardens registers, local lists etc) may be added.
3. The date of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.
4. A summary (if no further details are called for) of the building's type or purpose, its materials and possible date(s), in so far as these are apparent from a superficial inspection.
5. A table of contents and a list of illustrations or figures.
6. An expansion of 4, if appropriate, summarising the building's form, function, date and sequence of development. The names of architects, builders, patrons and owners should be given if known. The purpose of such an expansion is to describe the building when no fuller record is necessary, to serve as an introduction to the more detailed body of the record that may follow, and to satisfy those users who may need no more than a summary of the report's findings.
7. An introduction, setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints which limited the achievement of objectives. Where appropriate the brief for the work or the Written Scheme of Investigation should be stated or appended.
8. Acknowledgements to all those who made significant contributions – practical, intellectual or financial – to the record or its analysis, or who gave permission for copyright items to be reproduced.
9. A discussion of published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence (map regression) and a critical evaluation of previous records of the building, where they exist.
10. An expansion of 9, if appropriate, drawing additionally on primary documentary sources.
11. An account of the building's overall form (structure, materials, layout) and its successive phases of development, together with the evidence supporting this analysis.
12. An account of the past and present uses of the building and its parts, with the evidence for these interpretations. An analysis of any circulation pattern or decorative, iconographic or liturgical scheme. An account of any fixtures, fittings, plant or machinery associated with the building, and their purposes. For an industrial building, a sequential account of the ways in which materials or processes were handled.
13. Any evidence for the former existence of demolished structures or removed plant associated with the building.
14. A summary of the findings of any specialist reports (dendrochronology or paint analysis, for example).
15. A discussion of the building's past and present relationship to its setting: for example its relationship to local settlement patterns, to a field system, to a park, garden, moat, graveyard or other artificial landscape; its part in any larger architectural or functional group of buildings; its visual importance as a landmark.
16. An appraisal of the potential for further investigative or documentary work, and of the potential survival of below-ground evidence for the history of the building and its site.
17. A discussion of the architectural or historical context or significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials status or historical associations.



18. Copies of historic maps, drawings, views or photographs illustrating the development of the building or its site (the permission of owners or copyright holders may be required).
19. Copies of other records of the building, including specialist reports (again with any necessary permissions), or a note of their existence and location.
20. Any further information from documentary sources, published or unpublished, bearing on any of these matters, or bearing on the circumstances of the building, designer, craftsmen, ownership, use and occupancy, with a note on the sources of the information.
21. Relevant information from owners, builders, architects or others who may be acquainted with the building, including oral history. The sources of the information must be given, and it is important that the particular strengths and weaknesses of oral information are weighed.
22. Full bibliographic and other references, or a list of the sources consulted (in long reports it is preferable to do both). Websites which may prove to be ephemeral should be avoided as references wherever possible; where their use is unavoidable the date on which the site was consulted should be noted.
23. A glossary of architectural or other terms likely to be unfamiliar to readers. If few in number, terms may be explained more economically within the text or in foot or endnotes.

Drawn Record

1. Sketched plan, section, elevation or detail drawings (if a more thorough drawn record is not made). Sketches may be thoroughly dimensioned.
2. Measured plans (to scale or fully dimensioned) as existing. These may extend to all floors, or may be limited to one or a few. The latter option may be appropriate, for example, in a town-centre building where upper floors have been little altered but modern retail use has obscured evidence for an earlier form of ground floor. Buildings with a repetitive structure (such as some industrial buildings) may be planned on one floor only, but a note or a sketch plan should indicate the arrangement of other floors. Plans should show the form and location of any structural features of historic significance, such as blocked doors, windows and fireplaces, masonry joints, ceiling beams and other changes in floor and ceiling levels, and any evidence for fixtures of significance, including former machinery.
3. Measured drawings recording the form or location of other significant structural detail, such as timber or metal framing.
4. Measured cross-sections, long sections or elevational sections illustrating the vertical relationships within a building (floor and ceiling heights or the form of roof trusses, for example).
5. Measured drawings showing the form of any architectural decoration (the moulding profiles of door surrounds, beams, mullions and cornices, for example), or small-scale functional detail not more readily captured by photography. A measured detail drawing is particularly valuable when the feature in question is an aid to dating.
6. Measured elevations, where these are necessary to an understanding of the building's design, development or function and not more readily obtained by photography.
7. A site plan, typically at 1:500 or 1:1250, relating the building to other structures and to related topographical and landscape features.
8. A plan or plans identifying the location and direction of accompanying photographs.
9. Copies of earlier drawings throwing light on the building's history.
10. Three-dimensional projections when these are of value in understanding the building. If these are to be considered as components of the record they must always be supported by measured plans, sections and elevational details.
11. Reconstruction drawings and phased drawings, when these are of value. Since these are by their nature interpretative, the evidence on which any reconstruction or phasing is based must always be given. Successive phases of a building's development may be shown by a graded tone (dark to light, with darker being the earlier), by colour, by sequential diagrams or by annotation. Whenever phased drawings are included in a record, they must be accompanied by the unmarked drawings on which they are based.
12. Diagrams interpreting the movement of materials (process flow) or people (circulation), or the segregation of people or activities (eg permeability diagrams), where these are warranted by the complexity of the project. As with items 10 and 11, the evidence supporting these interpretations must be provided.



Photographic Record

1. A general view or views of the building (in its wider setting or landscape, if the views noted in 2 below are also adopted).
2. The buildings external appearance. Typically a series of oblique views will show all external elevations of the building, and give an overall impression of its size and shape. When an individual elevation embodies complex historical information, views at right angles to the plane of the elevation may also be appropriate.
3. Further views may be desirable to indicate the original design intentions of the builder or architect, where these are known from documentary sources or can be inferred from the building or its setting. In the case of building elevations that may have been conceived as formal compositions, views at right angles to the plane of the elevation may again be appropriate.
4. The overall appearance of principal rooms and circulation areas. The approach will be similar to that outlined in 2 above.
5. Any external or internal detail, structural or decorative, which is relevant to the building's design, development or use and which does not show adequately on general photographs. When photographing details it can be helpful to include a clearly marked and suitably sized scale next to the subject and parallel to one edge of the photograph.
6. Any machinery or other plant, or evidence for its former existence.
7. Any dates or other inscriptions, any signage, makers' plates or graffiti which contribute to an understanding of the building or its fixtures or machinery, if not adequately captured by transcription. A contemporaneous transcription should be made wherever characters are difficult to interpret.
8. Any building contents or ephemera which have a significant bearing on the building's history (for example, a cheese press or a malt shovel), where not sufficiently treated in general photographs.
9. Copies of maps, drawings, views and photographs, present in the building and illustrating its development or that of its site. The owner's consent may be required.



Appendix 2: Environmental Sampling Strategy

Stage 1: Pre-excavation

KDK's general environmental sampling strategy is outlined in Section 2.3. Where appropriate a more detailed site specific strategy will be formulated at the start of a project based on the advice of KDK's Environmental Specialist and/or Historic England's Regional Science Advisor. The sampling strategy will:

- Take into account the research aims and objective of each individual project
- Identify the different categories of environmental remained expected to be encountered
- Outline the environmental analysis to be completed

The sampling strategy will be regularly reviewed throughout the excavation to ensure that it remains appropriate to the specific research aims.

Stage 2: Excavation

The sampling strategy outlined will be readdressed after the site has been stripped. The updated strategy will be discussed with all on site personnel as well as HHET, the ES and HE where appropriate. The on-site collection and treatment of samples will be as follows:

- Sample sizes will normally comprise 40 litres of material; however, more or less than 40 Litres can be taken if deemed appropriate. <100% of smaller features such as postholes will be collected.
- Samples from wet or waterlogged contexts will be prioritized as these conditions are better suited for the preservation of organic material.
- When excavating human remains, multiple samples will be taken separately and clearly labelled with the areas they represent (e.g. head, pelvis)
- Samples will be placed into clean buckets which will then be labelled inside and out with the site code, context number, sample number and bucket number
- A register of all samples will be maintained and all samples will be recorded individually on KDK's Sample Records Sheet
- All samples will be removed from site and stored within a designated area at the KDK offices
- All unlabelled, duplicated or potentially contaminated samples will be discarded on site
- Modern and post-medieval samples, or those deemed unsuitable for sampling, will not be taken unless these features address specific research aims.

When dealing with waterlogged, insect and pollen, and deeply stratified sediments (e.g. peat) it may be necessary to seek advice from ES, HE and other environmental specialists (e.g. palynologists (pollen specialists) do discuss additional sampling methods.

Stage 3: Post-Excavation

Once excavation is complete, a final sampling strategy will be produced. This will highlight the samples most appropriate for processing and those which are to be deselected. This strategy will be discussed with and approved by HHET/BBCHET and the ES. Some of the samples may be selected for a



preliminary assessment where a single bucket of material will be processed to analyse the potential value of the sample. At this time if the sample is deemed unsuitable for further processing, no further action will be taken.

All bulk samples will either be subjected to dry sieving, or be processed using a flotation tank. The remaining material from this process will be fully dried, sorted and bagged before being sent to the relevant specialists for analysis (i.e. archaeobotanist, zooarchaeologist etc.) All other aspects of the processing, along with unsuitable samples, are discarded after the report has been approved by the planning archaeologist.



Appendix 3: Archive Collection and Selection Strategy

This strategy, which concerns the data that is created and the archaeological material recovered during the course of the project, will be agreed between the KDK, HHET and the Depositing Museum. It is consistent with the projects aims and objectives and local research framework and covers:

Digital Data

Data Collection (*what will be collected and how?*):

Data will be collected in line with the Project Brief and WSI standards and requirements. Data acquisition standards are in line with the ADS guide to Good Practice. Specific data will be:

Excel Spreadsheets will be used on site to collect fieldwork data and registers

Word documents will be used to produce draft reports which will be finalised in pdf format

Digital images will be taken and saved as JPGs

Digital survey data will be presented in an appropriate CAD format and converted to TIFF or PDF as required.

A working project folder will be maintained of all project related data on the company server. Tablets will be used on site and downloaded to the folder on the company server on a daily basis.

Documentation and Metadata:

A summary of all data sources and contributors will be provided as part of the final archive alongside a meta data summary. This will be prepared in line with ADS deposition guidelines.

Ethics and Legal Compliance (*how are any ethical, copyright and IPR issues being managed?*):

KDK have a GDPR compliant privacy policy which underpins the management of personal data. Personal data is not stored in the project related folders but separately on the company server. Any personal data will be removed from the project archive and permission to use individuals' names in any reporting is gained prior to use.

Copyright of all data created by the team is owned by KDK and permission to include data from external sources is secured on the engagement of that source.

Where formal permission or licence agreements are required for data sharing these will be included in the project documentation.

Storage and Back up (*how will data be stored, accessed and backed up during the project?*):

Organisational IT is managed by an internal IT and data manager who is responsible for the management and verification of daily back-ups and who supports access to security copies as needed. The onsite company server is automatically backed up 5 times a day to a secure off site server through an encryption process.

Sufficient data storage is available on the onsite company server, which includes single factor authentication and permissions-based access. The server is accessible by staff on and off site through a secure log-in.

Off site access to the project files on the server is provided to support back up of raw data while fieldwork is ongoing. Where internet access is not possible, the raw data is backed up to a separate hard drive until direct access to the server can be established.

Only KDK staff can access the server. External specialists and contractors are sent whatever documentation they need via email or WeTransfer, none of which contain sensitive information.



Selection and Preservation (*what will be retained, shared and/or preserved, what's the long-term plan for data preservation, are ADS informed and have costs been considered?*):

The collection and selection strategy, including the data management plan will be reviewed throughout the project and specifically at the end of fieldwork and/or before post excavation work starts and following full analysis. The updated plans will be included in all reporting stages. Prior to deposition the plans will be updated and finalised in agreement with the planning archaeologist, museum, client and ADS if appropriate.

All versions of data will be retained until report approval. Final versions of digitally born data will be archived on ADS. Paper records will be archived at the museum in line with museum guidance. Duplicate documents will be deleted and the remaining data will be retained in the file structure on the company server.

The full costs of archiving in line with museum guidelines have been included in the project costs.

Data Sharing and Accessibility (how will data be shared and made accessible and are there any restrictions):

The project has been added to the OASIS Index of Archaeological Investigations (**kdkarcha1-520450**) and will be updated as the project progresses. A final version of the approved report will be added to OASIS along with details of the project archive location.

The final version of the report will be supplied to the Historic Environment Record when approved by the planning archaeologists. Any further data which they request will be provided directly.

No restrictions to data or data sharing are envisaged at this stage.

Responsibilities (who is responsible for data management):

The project manager is responsible for implementing the data management plan and ensuring it is reviewed at each stage of the project. The data capture, metadata production and data quality is the responsibility of the project team, quality assured by the project manager.

Storage and back up of data in the field is the responsibility of the field team and once data is on the organisational server it is the responsibility of the IT and data manager.

Data archiving is undertaken by the project team in conjunction with the archive officer and the archive officer is responsible for the transfer of the archive to the final repository.

Paper data

All project related paper documentation, for example fieldwork sheets, drawings, black and white photographs, maps, as opposed to administration paperwork, will be archived as part of the document archive with the museum. Duplicate documentation will be recycled and any administrative paperwork will be scanned and retained digitally by KDK.

Small and Blank Projects

Where archaeological work results in no finds or features of archaeological significance a single all in one report will be prepared and, if agreed with the CAO and museum, will be uploaded as the digital archive to OASIS. Also, if agreed, there will be no paper archive deposited with the museum.

For small projects where the digital archive comprises of only digitally born photographs the data will be stored on OASIS using OASIS images.



Materials and Artefacts

The key finds groups and how these will be selected for retention or discard are outlined below:

Find Type	On site selection	Post Excavation selection
Pottery	All pottery sherds will be collected other than obviously post medieval sherds from unstratified contexts unless they appear archaeologically significant	The majority of pottery collected will be retained for archiving. Exceptions may be made for sherds recovered from unstratified contexts or repetitive and undiagnostic sherds. All pottery will be quantified and subject to specialist input. Deselection will be undertaken in discussion with the specialist, HHET and the museum
CBM	All CBM will be collected other than obviously post medieval CBM from unstratified contexts unless they appear archaeologically significant. However, where large quantities are found a further discussion between KDK, HHET and the museum may result in an amended approach ie sampling	All collected CBM will be retained, although unidentifiable fragments from poor or unstratified contexts may be discarded subsequent to full quantification, specialist advice and discussion with HHET and the museum
Worked Stone	All worked stone found will be collected	All worked stone will be retained for archiving, in discussion with the museum. All unworked stone will be discarded following quantification
Animal Bone (including worked bone, antler, horn and ivory)	All animal bone found will be collected	All animal bone will be retained. Disposal may be considered for very fragmented and poorly preserved objects or those which have been recovered from unstratified contexts and that have no further intrinsic interest
Ferrous and non-ferrous metals	All metal will be collected	All precious metals will be retained. Other ferrous or non-ferrous metals will be retained with the exception of unidentifiable fragments and those beyond conservation. Also common bulk finds such as nails may be subject to retention of a sample following discussion with the specialist and museum
Glass	All glass objects will be collected other than obviously post medieval glass from unstratified contexts unless they appear archaeologically significant	All items will be retained although post medieval and modern items may be sampled following discussion with HHET and the museum
Clay Pipes	All clay pipes will be collected	All items will be retained unless fragments are plain or from poor or unstratified contexts
Worked Wood and other plant derived objects	All worked wood or other plant derived objects will be collected	All items will be retained unless items are deemed unsuitable for long term preservation. All items will be checked by a specialist for selection and any discard agreed with HHET and the museum
Leather and	All leather and textiles will be collected	All items will be retained unless items are



Find Type	On site selection	Post Excavation selection
Textiles		deemed unsuitable for long term preservation. All items will be checked by a specialist for selection and any discard agreed with HHET and the museum
Other	All other items found will be collected	All medieval or older items will be retained. Post medieval items will be discussed with HHET and the museum to agree retention strategy
Environmental samples	<p>40l samples will be taken from archaeologically significant features in line with the agreed sampling strategy, see Appendix 2 for details. This means that environmental samples will not be taken routinely from backfilled contexts unless there are archaeologically significant reasons to do so. Environmental sampling will focus on areas of naturally silted fills and where organic matter, charcoal and carbon are more likely to be found</p> <p>The Environmental Specialist will be engaged to discuss more detailed strategies in areas of specific interest if they arise</p> <p>Securely stratified deposits that contain dating evidence will be targeted, particularly corn driers, hearths, kilns, pits and cesspits, of all periods across the site</p> <p>Different parts or layers in kilns /ovens will be sampled to examine function</p> <p>10 litre samples for insect analysis from waterlogged deposits if present, and additional samples for plant macrofossils may also be taken.</p> <p>Pollen samples will be taken from a representative selection of contexts of different potential time spans</p> <p>20% of the pre-medieval quarry pits, if present, will be sampled to determine the presence of mineralised material</p>	<p>Tangible artefacts found through the environmental processing will be retained for archiving, this includes the flots from archaeobotanical analysis</p> <p>All other retention from the processing will be discarded</p>



Appendix 4: Initial Health & Safety Risk Assessment

In accordance with current legislation and KDK's Health & Safety Policy, an Initial Health & Safety Risk Assessment has been prepared.

The Accident and Emergency Unit closest to the site is:	Princess Alexandra Hospital Hamstel Road Harlow Essex CM20 1QX Tel: 01279 444455
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A risk assessment for tasks and hazards typical to this type of project appears on the following pages. An assessment of site-specific hazards appears below.

Site-Specific Hazards:	Risks:	Mitigation:
Working on scaffolding/ladders	<ul style="list-style-type: none"> • Falls from insecure ladders • Tripping over scaffold planks • Tripping over equipment and other hazards • Falling through hatch • Injury or accident through poor light • Injury or accident through poor weather conditions 	<ul style="list-style-type: none"> • Ensure ladders are secured before use • Ensure ladder is sound before use • Be aware of gaps and overlapping planks on scaffolding • Be aware of trip hazards on scaffolding • Ensure good housekeeping of equipment • Ensure hatch covers where used are in place • Be aware of the location of the hatch in relation to working area • Do not work on scaffolding if there is insufficient light • Do not work on scaffolding in high winds or if the scaffolding or ladders are slippery • Use safety gear as appropriate • Never work on scaffolding alone
Objects falling from ladders/scaffolding		<ul style="list-style-type: none"> • Wear full PPE • Be aware of overhead work • Make ones presence aware to other site staff
Trip hazards		<ul style="list-style-type: none"> • Be aware of existing hazards • Ensure good housekeeping of equipment



Site-Specific Hazards:	Risks:	Mitigation:
Excavating close to public	Injury/death	<ul style="list-style-type: none"> • Fence site off securely • Ensure safe access & egress for all vehicles
Close proximity to machinery	Danger of individuals being hit	<ul style="list-style-type: none"> • Clearly signal instructions / intentions to plant operators. • Maintain safe distance from plant. • Use appropriate PPE
Live services	Injury/death	<ul style="list-style-type: none"> • Check trench locations carefully with CAT & genny
Deep features	Collapse of sides; falling into features	<ul style="list-style-type: none"> • Maintain awareness of surroundings • Wear appropriate PPE • Shore sides if needed
NB: Asbestos, contaminants etc	Serious health risks	<p>The developer is to ensure that the site is free of hazardous materials.</p> <p>Where such material is discovered during fieldwork, the developer will remove it or make it safe before KDK continues with onsite work.</p> <p>KDK to be informed of the use of pesticides, insecticides, herbicides or similar substances on the site prior to the start of any fieldwork.</p>
Project:	1-3 Ash Cottage, Albury Road, Little Hadham, Hertfordshire	
Project Code:	807/LHACHBR	
Date of Assessment:	07.11.2023	
Assessed By:	Derek Watson PhD	
Signed by site staff:		



Archaeological Fieldwork: General Hazards								
Task	Hazard	Adverse Effect	People at Risk	Likelihood × Consequence = Risk Score			Actions to minimise risk	Residual Risk
Travel to and from workplace	Traffic accident	Major	Field staff, visitors, public	2	4	8	<ul style="list-style-type: none"> • Maintain vehicles in roadworthy condition. • Ensure suitable insurance is in place. • Only qualified staff to drive vehicles. • Staff to observe speed limits and other traffic regulations 	4
Access/egress workplace	Moving vehicles and plant	Catastrophic	Field staff, visitors	2	5	10	<ul style="list-style-type: none"> • Observe site speed limits. • Park in designated area. • Transport by vehicle to excavation area if required. 	5
Access/egress workplace	Reversing vehicles and plant	Catastrophic	Field staff, visitors	2	5	10	<ul style="list-style-type: none"> • Observe site speed limits. • Park in designated area. • No reversing without assistance/supervision. 	5
General site work	Trips/slips	Minor	Field staff, visitors	3	2	6	<ul style="list-style-type: none"> • Ensure good housekeeping. • Cease work if conditions are extremely poor. • Be aware of holes in flooring. • Use appropriate footwear. 	4
General site work	Manual handling	Moderate	Field staff	3	4	12	<ul style="list-style-type: none"> • Use equipment to transport heavy loads if possible. • Train staff to use equipment. • Instruct staff in correct lifting techniques. • Monitor staff compliance. 	4



Archaeological Fieldwork: General Hazards								
Task	Hazard	Adverse Effect	People at Risk	Likelihood × Consequence = Risk Score			Actions to minimise risk	Residual Risk
General site work	Adverse weather	Minor	Field staff, visitors	2	2	4	<ul style="list-style-type: none"> Wear appropriate clothing. Provide welfare facilities Cease work in very adverse weather. 	2
General site work	Presence of contaminants, pathogens and other hazardous substances	Major	Field staff	2	4	8	<ul style="list-style-type: none"> Review results of available geotechnical assessments. Conduct COSHH assessment if hazard identified. Inform staff of identified hazards. Restrict working areas if necessary. Provide welfare/hygiene facilities. Monitor staff health. Use appropriate PPE. 	4
General site work	Fire	Catastrophic	Field staff, visitors, public	2	5	10	<ul style="list-style-type: none"> Compile fire risk assessment if required. Maintain good housekeeping Provide suitable fire fighting equipment 	5
Working in buildings	Cuts	Minor	Field staff, visitors.	2	2	4	<ul style="list-style-type: none"> Be aware of exposed nails and sharp objects in floors and walls. Inform staff of identified hazards. Wear suitable PPE 	2



Archaeological Fieldwork: General Hazards								
Task	Hazard	Adverse Effect	People at Risk	Likelihood × Consequence = Risk Score			Actions to minimise risk	Residual Risk
Working in buildings	Falling objects	Major	Field staff, visitors.	2	4	8	<ul style="list-style-type: none"> • Ensure ladders & scaffolding are secure • Use kick boards/netting as appropriate • Inform staff where work is being carried out above head height. • Warn staff of areas of unstable building fabric. • Wear suitable PPE 	4