



KDK ARCHAEOLOGY LTD

Written Scheme of Investigation for Archaeological Observation, Investigation and Recording

Beauchamps Cottage

Wyddial

Hertfordshire



Site Data

<i>KDK project code:</i>	812/WBC		
<i>OASIS ref:</i>	kdkarcha1-520837	<i>Event/Accession no:</i>	TBC
<i>County:</i>	Hertfordshire		
<i>Village/Town:</i>	Wyddial		
<i>Civil Parish:</i>	Wyddial		
<i>NGR (to 8 figs):</i>	TL 3821 3136		
<i>Present use:</i>	Residential		
<i>Planning proposal:</i>	Demolition of dwelling and construction of new dwelling with basement		
<i>Local Planning Authority:</i>	East Herts Council		
<i>Planning application ref/date:</i>	3/21/0012/FUL		
<i>Commissioned by:</i>	Hertford Planning Service Westgate House 37-41 Castle Street Hertford SG14 1HH		
<i>Client:</i>	S Cooper Beauchamps Cottage Wyddial Hertfordshire, SG9 0EP		

Quality Check

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CONTENTS

1. Introduction	1
2. Aims and Methods	5
3. Archaeological and Historical Background	10
4. Reporting	15
5. Archive	16
6. Staffing.....	17
7. Programme.....	20
8. Other Requirements	21
9. References.....	23

Figures:

1. General location	2
2. Site location.....	3
3. Development Plan.....	4
4. HER data plan	14

Appendices:

1. Environmental Sampling Strategy.....	25
2. Archive Collection and Selection Strategy	27
3. Initial Risk Assessment	31



1 Introduction

1.1 This Written Scheme of Investigation has been prepared on behalf of S Cooper as a specification for Archaeological Observation, Investigation and Recording at Beauchamps Cottage, Wyddial, Hertfordshire. The work, which is part of a requirement of the National Planning Policy Frameworks (NPPF) and Condition 3 of the Planning Consent, has been defined by the Archaeological Advisor (Hertfordshire Historic Environment Team (HHET)), on behalf of the Local Planning Authority (LPA), East Herts Council. The relevant planning application reference is 3/21/0012/FUL.

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 and historical context
- Dissemination of the results
- Archive deposition
- Details of permanent and specialist staff
- The proposed programme of work
- Relevant additional information, e.g., insurance, copyright etc.
- Bibliography of professional and academic resources

1.3 *The Site*

Location

The site is situated to the east of the village and civil parish of Wyddial and is within the administrative district of East Herts Council. It is centred on National Grid Reference (NGR) TL 3821 3136 (Fig. 1).

Description

Beauchamps Cottage is part of the curtilage of the 17th century Grade II listed Beauchamps farmhouse (NHLE: 1307537), which is situated at the heart of a medieval moated manorial site. The 19th century (unlisted) cottage is located c.45m southeast of the farmhouse and at the south-eastern edge of a range of buildings historically associated with the farm (Fig. 2). All of these buildings are clustered together at the western side of an access road that runs from the north from Vicarage Road (from Wyddial) and are otherwise entirely surrounded by agricultural land.

Geology and Topography

The sedimentary bedrock is chalk of the Lewes Nodular Chalk and Seaford Chalk Formations, formed between 93.9 and 83.6 million years ago during the Cretaceous period. This is overlain by superficial deposits of diamicton (a sediment formed by dryland erosion) of the Lowestoft Formation, formed between 480 and 423 thousand years ago during the Quaternary period (<https://geologyviewer.bgs.ac.uk/>). The development site is situated at an approximate elevation of 132m AOD

Proposed Development

The proposal calls for the demolition of a late 19th century curtilage listed cottage and the construction of a new dwelling, with basement, on the existing footprint (Fig. 3).

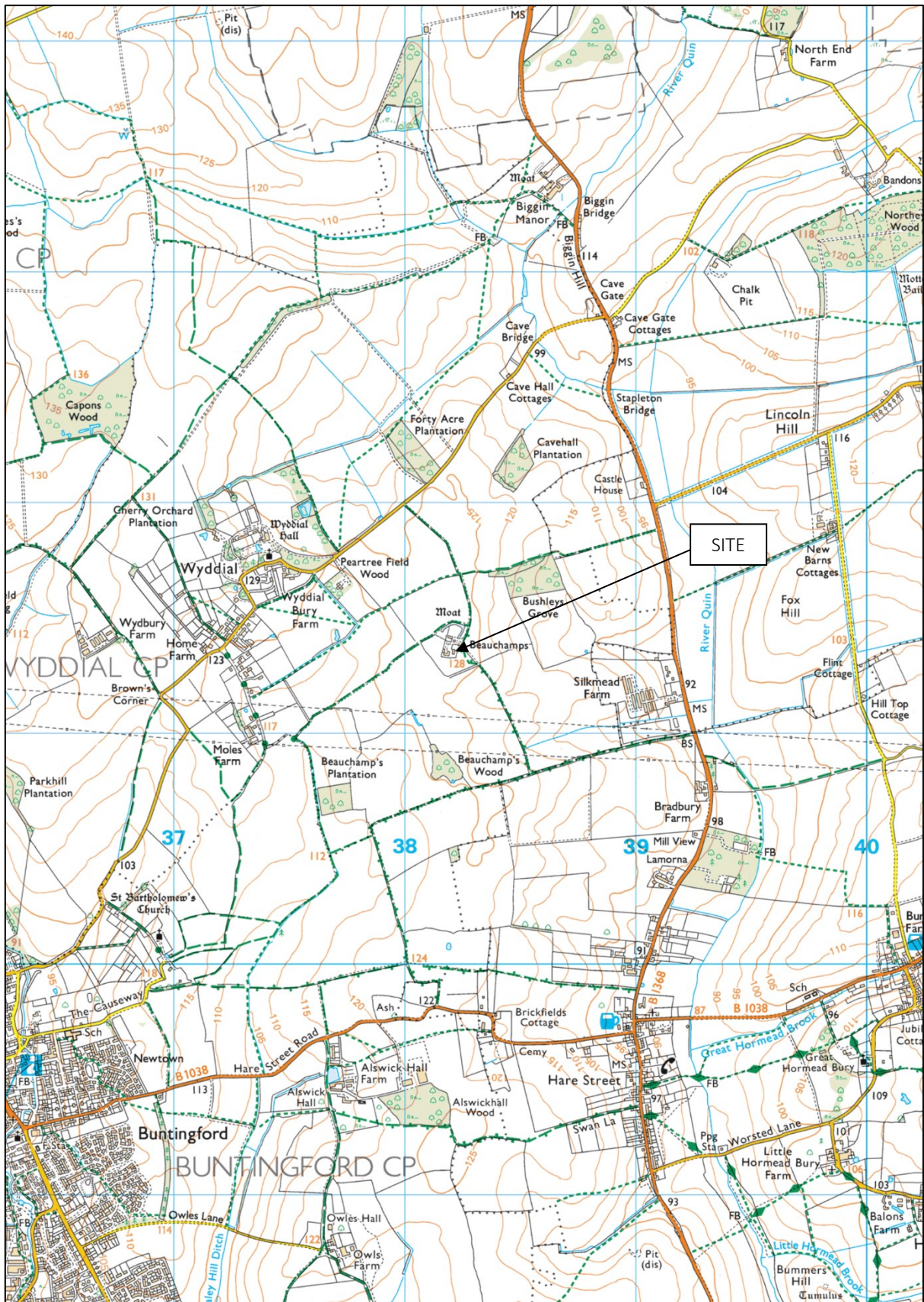


Figure 1: General location (scale 1:25,000)

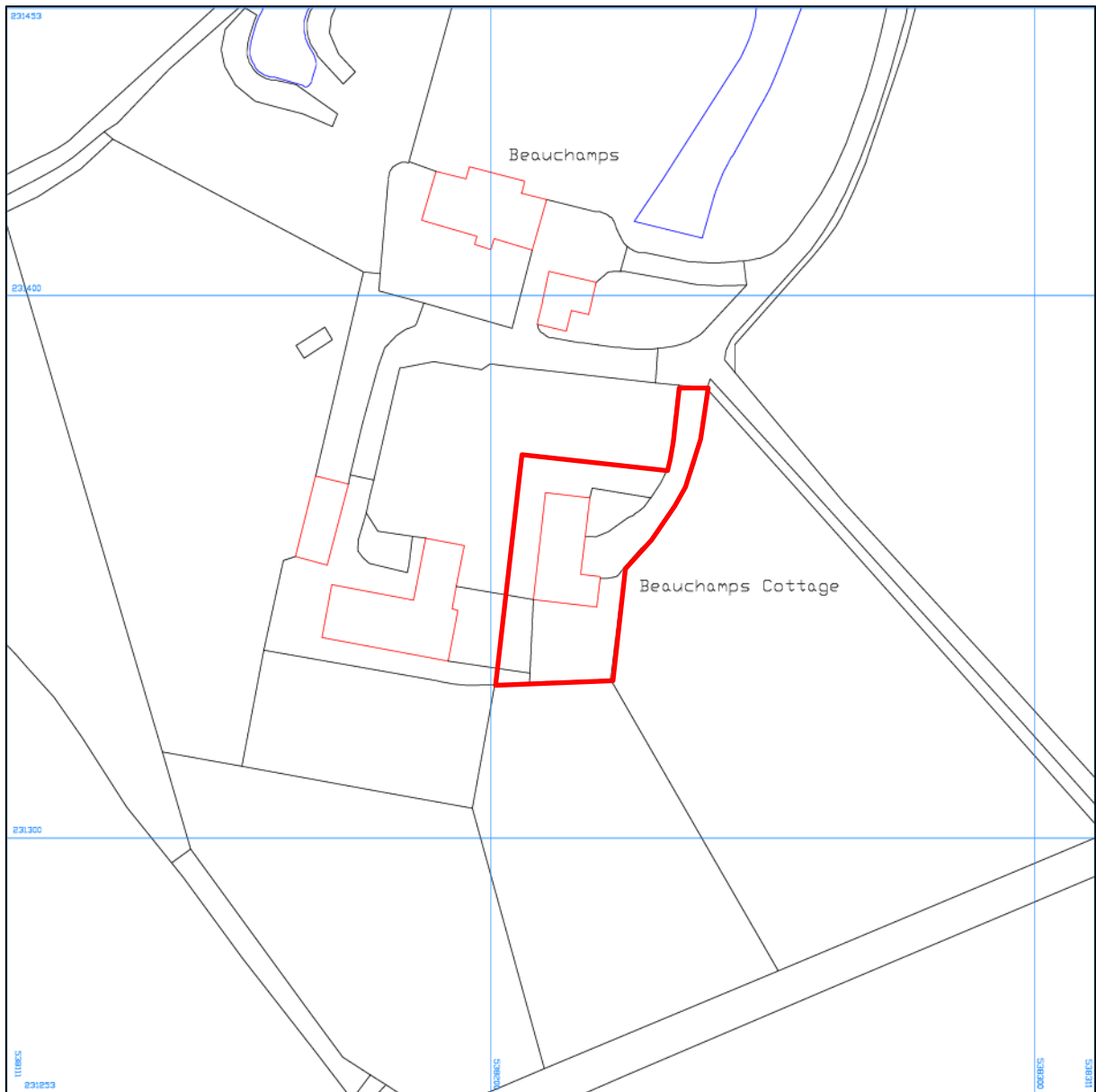


Figure 2: Site location (scale:1250)



Figure 3: Proposed development plan (scale as shown)



2 Aims and Methods

2.1 Aims

The aims of the project are:

- 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
- To recover palaeo-environmental remains to determine local environmental conditions.

The development site is within an Area of Archaeological Significance that includes a medieval moated manorial site of Beauchamps (HER 4044), a supposed deserted medieval village (HER 994), and the site of a 17th century farmstead at Beauchamps (HER 15910). Additional research aims would, therefore, be as follows (ALGAO East of England, 2021):

- Med (Rural) 09: How can we characterise medieval rural settlement morphology and relationships?
- Med (Rural) 13: Can we clarify the dating, form and function of medieval rural moated sites?
- P-Med 06: How can we increase our understanding of post-medieval farms and farmsteads?

2.2 Standards

The work will conform to the following requirements:

- The relevant sections of the Chartered Institute for Archaeologists' *Standard and Guidance for an Archaeological Watching Brief* (CIfA 2020a)
- The Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2022)
- Current Historic England guidelines (EH 2008, HE 2015)
- 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

The methods used will be as follows:

- The archaeological monitoring of all groundworks related to the development, including foundation trenches, service trenches, ground reduction, landscaping and any other ground impact. This will include a contingency for preservation or further excavation of any remains encountered
- The analysis of the results of the archaeological work with provisions for subsequent production of a report(s) and/or publication(s) of these results & an archive
- Provisions necessary to protect the archaeological interests of the site

2.4 Methodology: Watching Briefs

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. The removal of the foundations of the existing building will also be monitored. 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.

2.5 **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 and 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 mmp). 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 1 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 2.

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, in any investigation or 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.

2.6 ***Requirements for the Building Contractor***

- The removal of the existing footings will be monitored
- The excavation of footings, service trenches, soakaways, and ground reduction are to be monitored
- Contractor needs to notify KDK at least one week in advance of work

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 and Historical Background

- 3.1 The village of Wyddial is located 2.4km northeast of Buntingford. The earliest human activity within the study area dates from prehistory, but the origins of the modern settlement lie in the Saxon period. The toponym derives from the Old English *wīðig* (a willow-tree; a withy) + Anglian *halh* (a nook of land; a small valley; dry ground in marsh; a piece of land projecting from, or detached from, the main area of its administrative unit), meaning 'Willow-tree nook of land' (KEPN 2023) or 'Corner of land where withies grew' (SEPN 2023). The development site is not located within a Conservation Area, but it is in an Area of Archaeological Significance that encompasses a moated manor house, a possible deserted medieval village, and a 17th-century farmstead at Beauchamps.

This section has been compiled with information from the Hertfordshire County Council Historic Environment Record (HER ref: 134.23), and reliable online sources. The HER data, with a 1km search radius, is shown in Fig. 4. The HER search area includes nine Listed Buildings (Grade I=1, Grade II*=1, Grade II=7) and as most are situated in the village of Wyddial, c.700m west of the development site, they have been excluded from this summary.

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

A large quantity of worked flint tools have been found in spoil from a trench along a watercourse on the south side of Silkmead Farm, crossing the parish boundary between Anstey & Hormead (HER 12872). These included a significant number of later prehistoric flakes, a scraper, and a broken arrowhead.

An archaeological excavation at Wyddial Hall (HER MHT31646), nearly 1km northwest of the development site, found 9 prehistoric and Romano-British potsherds.

No other remains from these periods are listed in the HER search area, suggesting minimal activity prior to the Saxon period.

- 3.4 ***Saxon (c.450 - 1066) & Medieval (1066 - 1500)***

The village is listed as *Widihale*, in the Hundred of Edwinstree, in the Domesday Survey of 1086 (SEPN 2023). Although a single manor by this time, there were two manors before the Norman Conquest. One of these was held by Sigeræd, a man of Earl Harold, another by Alward, a man of Earl Algar. Further lands were held by 7 sokemen under the overlordship of King Edward (Williams & Martin 2002L 391). Post-conquest the vill was held by Hardwin of Scales and inhabited by 11 including a priest, 5 bordars, 4 cottars and 6 slaves (*ibid.*).

An archaeological excavation at Wyddial Hall (HER MHT31646) revealed late Anglo-Saxon and medieval features, mostly dating from the 11th to 12th centuries. These included ditches, a large pit, and a post-built structure. These represent part of a Saxo-Norman building (with the remainder of the structure lying outside the excavated area), and early medieval enclosures. The ditches contained both pottery and animal bone indicative of domestic activity. One of the ditches was much larger and the finds indicated a late medieval date; it was interpreted as representing a change in the landscape with the land repurposed from settlement to agricultural use. This is supported by the relative scarcity of pottery and animal bone in this ditch compared to the earlier ditches. A total of 113 sherds of pottery were recovered across the site and other than the 9 sherds mentioned previously, the bulk appears to be of 11th – 12th century date, and is an assemblage typical of the Saxo-Norman/early medieval period. Of particular note are 7 sherds of Developed St. Neots Ware, but the assemblage also included small numbers of Essex Shelly, Micaceous Sandy Wares, frequent sherds of miscellaneous



sandy coarse wares as well as sand and flint fabrics. A mid-late 14th-century rowel spur was found in the topsoil. This high-status find suggests that an earlier manor house existed on, or near, the land now occupied by the present hall.

The Grade I listed Church of St Gile lies, c.90m south of the hall and dates from the 14th century with a 15th century west tower and chancel. The nave was restored and the chancel and south porch rebuilt in 1859 (HER 4350; NHLE: 1101811).

The development site is situated within the area of the medieval moated manorial site of Beauchamps, named after the family that held the manor from c.1278 until c.1420. The enclosure was surrounded by an irregular double moat, the northern half of which partly survives as a water-filled garden feature (HER 4044). The south-western area has been filled in and ploughed over and the remainder is overlaid by farm buildings, including the development site. About two-thirds of the enclosure appears to have survived and is associated with an interesting post-medieval house. The 1877 OS map and later editions depict the double moat, with the remnant of the central arm dividing the two islands, a second western arm curving around the south of the house itself, and the eastern arm extending southeast of the house. Sometime after 1921 the eastern and central arms were shortened and the surviving north-western length partly filled in. The depression marking the southern arm has also been infilled. This arm ran across the site of the 19th-century farmstead, which has itself disappeared. The south end of the eastern arm, seen in detail on the 1877 OS map, when the moat was an ornamental feature of the garden, was infilled at some time between 1960 and 1977. A service trench cut across this area in 2014 found only 'the upper layers of modern backfill'.

The manorial site is said to have included deserted medieval village (HER 994) variably named '*Afledawich*', '*Affledewyk*' and '*Offledwick oth. Beauchamps*'. The earlier name means the dairy farm of a woman named *Aetheflaed*. In 1086, it was the manor of '*Alfedauuicha*', with nine households; but there is no evidence of a nucleated settlement and no obvious sign of desertion. Indeed, there is no evidence that a 'village' ever existed.

3.7 *Post-medieval* (1500 - 1900)

The rural economy of Wyddial is evinced by the various post-medieval farms, many now listed as 'site of', such as Brown's Farm (HER 17350; with possible medieval origins) and Moles Farm (HER 13245), and surviving farmhouses, e.g. the Grade II listed Wyddial Bury Farm (HER 240), a 16th-century house with later additions, including 1867 farm buildings in decorative brickwork.

Wyddial Hall (HER 15410; NHLE: 1307579) is a Grade II*listed country house of 'striking 18th-century appearance', which incorporates the original house that was probably built in 1516 for Humphrey Wellisbourne. It was remodelled after a fire and given its present appearance in 1733 for Francis Goulston, and altered c.1780 for John Thomas Ellis MP. It is situated within the grounds of the mid-17th park and formal gardens (HER 9601).

The site of the 17th century farmstead of Beauchamps (HER 15910), situated within the area of the medieval moated site (HER 4044), is shown on the 1877 OS map which depicts two large linear ranges of buildings east and west of a rectangular yard south of the 17th century house (HER 15904). The north and south ends of the yard were walled, with small additional buildings at the south end; the yard was also internally divided by walls into four equal compartments. The depiction of the farmstead on the 1838 tithe map for the parish of Layston suggests that the 19th century planned layout replaced an older, more irregular arrangement, perhaps at the time that the house was given a smart new brick frontage



(possibly in the 1860s). A comparison of the 1838 and 1877 maps suggests that the west range of the older farmstead was retained as the east range of the new layout, and large ranges of barns running southeast from the moat were demolished together with other buildings. A new access track from the southeast ran across the site of the old yard.

The Grade II listed house at Beauchamps (HER 15904) is a later 17th-century timber-framed structure that was given a brick front in the 19th century. The medieval manor of Beauchamps (HER 994) was in the hands of the Baesh family by the late 16th century. In 1653, it was inherited by Ralph Baesh, who built the present house reputedly using materials from the largely demolished Ardeley Place that was given to him by his relative Justinian Sherburne. It was soon tenanted and sold in the 1660s to John Taylor, later rector of Westmill. After 1731 it was part of the estate of Wyddial Hall, and remained unaltered.

The Historic England description of the Grade II Beauchamps (NHLE: 1307537) is as follows:

House. Circa 1653 for Ralph Beash (VCH (1914) 82), front cased in brick c.1860. Timber frame exposed in red brick sill (re-using material from demolition of much of Ardeley Place: RCHM Typescript). Polychrome casing to front of red brick with white brick dressings and quoins. Steep old red tile roofs. Tall red brick chimneys. An unusually large internal-chimney, lobby-entry plan house, originally of 2 storeys and attics with a small cellar, facing S. Symmetrical plan (gabled 2-storeys central porch built, and passage driven through stack, in C19) and gabled rear projection at NE and NW each with wide stair rising to attic and a service room on each floor. Contemporary projecting end chimneys each serve 2 floors and attic with chamfered 3-centred brick arched fireplaces on every floor. E half in service use with large kitchen served by middle stack with end parlour and pantry beside stair. Unheated parlour in NW projection behind stair. Hall, and end-parlour with oak scratch moulded panelling occupy W half. Chambers above correspond with divisions of Gd floor, each heated in front range. Symmetrical C19 front has 2 bays to each side of gabled 2 storeys porch defined by pilasters. Large recessed 3-light wooden case-ment windows with horizontal bars, one on each floor in each bay. Square-headed moulded labels of stone or stucco over Gd floor windows. Chamfered plinth. Tudor arched doorway with arched label to entrance with battened door. 2-light casement window over with label and pierced sinous bargeboard with pendant, to gable. Very tall red brick chimneys with square shafts linked at head, 4 in middle stack (rebuilt) and 3 at each end. Exposed timber frame with close studding, and some straight tension bracing, exposed at sides and rear. Single-storey C19 lean-to pentice and gabled porch between twin projections. Interior has chamfered axial beams, clasped-purlin roof and face-halved bladed scarf joints in wallplates. Moulded plank door to attic and to closet and room over porch. 2-panel raised and fielded door with HL hinges to stair off kitchen (stair dismantled). Decorative H-hinges to 2 tall narrow panelled doors to 'salt cupboards' behind middle stack on 1st floor. Arcaded C17 overmantle in SW parlour. (RCHM (1911)139: VCH (1914) 80: RCHM Typescript).

Beauchamps Cottage and barn were built in the late 19th century, probably between 1891 and 1898 (Hillelson 2020: 4). The cottage is integral to the barn and was probably built by the farmer to house a farm worker. The building as a whole is cheaply constructed in an unexceptional form, but the barn does make use of a number of salvaged timbers from another building, and also preserves a small area of truncated early framing in the north-east corner. Beauchamps Cottage has been extensively rebuilt since its construction more than 100 years ago resulting in the majority of the building fabric being modern and the remaining historic fabric limited to the cottage chimney and a few historic timbers in the barn (Ransome



2021 *ibid*). The construction of the current building will no doubt have disturbed the ground, but it may not have removed all traces of former structures.

3.8 **Modern** (1900 - present)

The only modern heritage asset listed in the HER search area is the approximate site of a World War II searchlight emplacement at Moles Farm (HER 30388).

A number of undated cropmarks have been documented locally at Bradbury Farm, Great Hormead (HER 16949), Wyddial (HER 7425, 16788, 17872, 16789), Bradbury Farm (HER 16950), Anstey (HER 16787), and to the east of Beauchamps (HER 16273).

Archaeological investigations near the development site include a Watching Brief (EHT7701) for a service trench across the site of the moat's south end that revealed only the upper layers of modern backfill. An excavation (EHT7095) to south of complex for the construction of an outdoor riding arena in an unploughed grass field recorded no archaeological finds, features or deposits, though the groundworks only breached the topsoil in the southeast corner where a soakaway was dug, so any buried archaeology remains undisturbed. Another Watching Brief (EHT8342) took place on the groundworks for a garden room across the north front of the house. The natural was not reached, but a foundation trench showed that ground level had already been reduced across the area by about half a metre. There were no archaeological finds, features or deposits.

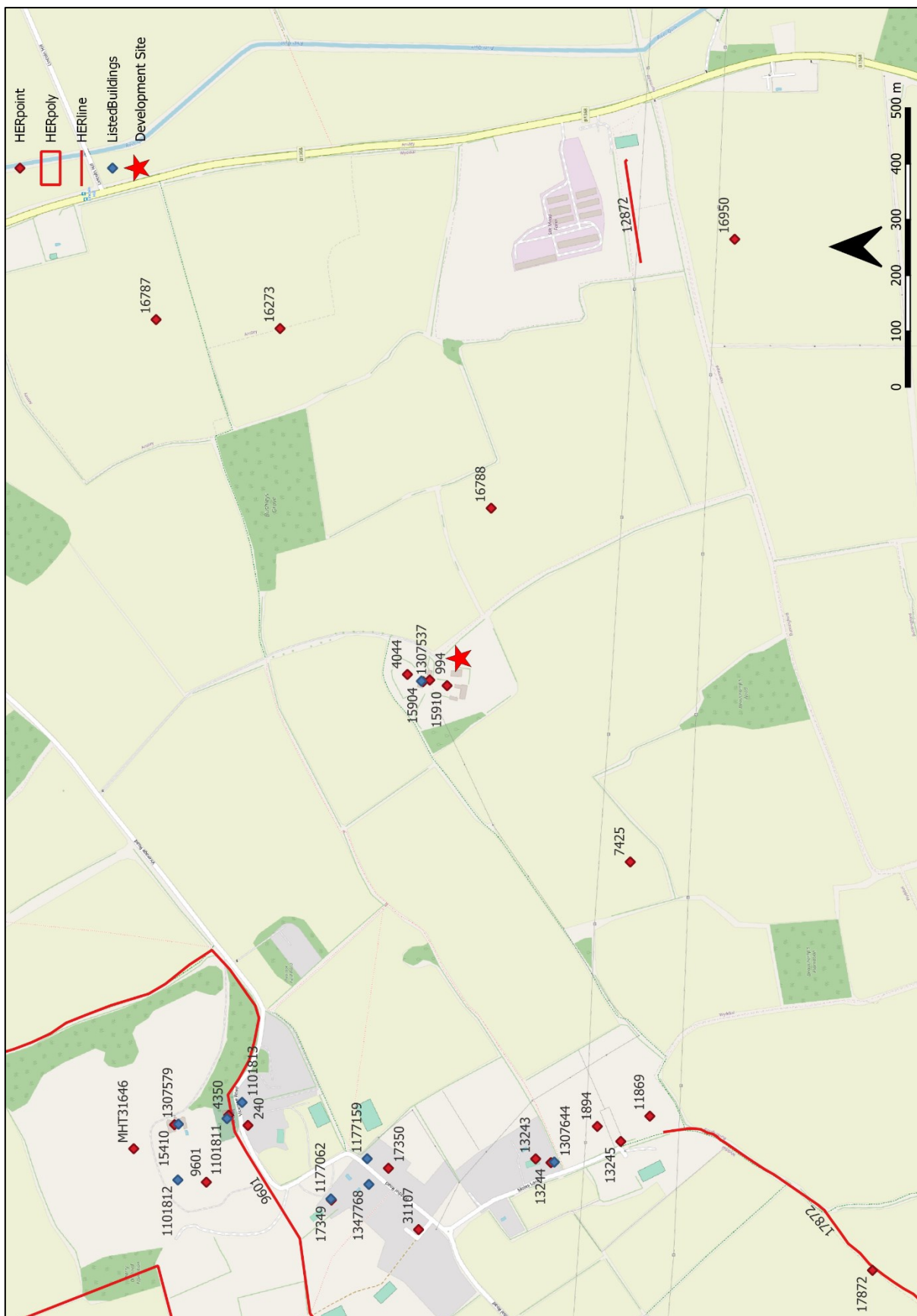


Figure 4: HER data plan (scale as shown)



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 archaeological remains revealed 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 (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 Hertford 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, and is now responsible for maintaining IT systems, surveying and processing environmental samples.



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 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 Unless significant archaeological remains are encountered requiring further analysis, the report will normally be available no later than four 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
Observation and recording	As required	Site Director
Investigation & Recording of Significant Archaeology	As required	Site Director
Report	2 minimum	Site Director/Report officer
Specialist Reports	As required	Appropriate specialist
Archive	0.5	Archivist



8 Other Requirements

8.1 *Health and 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 3) 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 Written Scheme of Investigation, 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.

Human remains in a Church of England site and municipal and private cemeteries that have been consecrated are protected by ecclesiastical as well as secular laws. The requirements for dealing with human remains on such a site should be detailed in a Faculty that must be procured from the Diocesan Registrar before works begin.

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 and Specifications

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- East of England Regional Research Framework 2023 <https://researchframeworks.org/eoe/>



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- Hillelson, D 2020 *Heritage Statement: Beauchamps Cottage, Wyddial, SG9 OEP*. Heritage Network, project HN1564
- KEPN 2023 Key to English Place-Names: Wyddial. University of Nottingham. <http://kepn.nottingham.ac.uk/map/place/Hertfordshire/Wyddial>
- Powell-Smith, A 2023 Open Domesday: Wyddial. <https://opendomesday.org/place/TL3731/wyddial/>
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- SEPN 2023 Survey of English Place-Names: Wyddial. English Place-Name Society. <http://epns.nottingham.ac.uk/browse/Hertfordshire/Wyddial/53285ba0b47fc40ace007e4-Wyddial>
- Medlycott M. (ed) 2011 *Research and Archaeology Re-visited: A Revised Framework for the East of England*. East Anglian Archaeology Occasional Paper 24
- Williams A. & Martin G.H. 2002 *Domesday Book: A Complete Translation*. London: Penguin



Appendix 1: 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 during Stage I 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 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 2: 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 (**kdkarcha1-520837**) 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, 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 Textiles	All leather and textiles 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



Find Type	On site selection	Post Excavation selection
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 3 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 3: Initial Health and Safety Risk Assessment

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

The Accident and Emergency Unit closest to the site is:	<p>Lister Hospital Coreys Mill Lane Stevenage Hertfordshire, SG1 4AB 01438 314333</p>
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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:
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
Human remains	Health risks	<ul style="list-style-type: none"> • Wash hands before eating • Wear gloves during excavation • Wear a face mask if it is dusty <p>Do not handle material with soft tissue until authorised by the EHO</p>
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:	Beauchamps Cottage Wyddial, Herts	
Project Code:	812/WBC	
Date of Assessment:	20.11.2023	



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 site conditions are extremely poor. • Use vehicles to traverse uneven ground if possible. • 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
General site work	Adverse weather	Minor	Field staff, visitors	2	2	4	<ul style="list-style-type: none"> • Wear appropriate clothing. • Provide welfare 	2



Archaeological Fieldwork: General Hazards								
Task	Hazard	Adverse Effect	People at Risk	Likelihood × Consequence = Risk Score			Actions to minimise risk	Residual Risk
							facilities • Cease work in very adverse weather.	
General site work	Presence of contaminants, pathogens and other hazardous substances	Major	Field staff	2	4	8	• Review results of available geotechnical assessments. • Conduct COSSH 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	Environmental pollution	Moderate	Field staff, visitors, public	2	4	8	• Dampen down dry surfaces. • Restrict hours of plant operation if noise is an issue. • Seek to minimise landfill.	2
General site work	Fire	Catastrophic	Field staff, visitors, public	2	5	10	• Compile fire risk assessment if required. • Maintain good housekeeping • Provide suitable firefighting equipment	5