



WSI

Site:

The Old School, The Street, Furneux Pelham, Buntingford, Hertfordshire, SG9 0LH

Dated:

January 2024

Client Name:

Patrick Davies

Quick Reference Table

Site Name and Address	The Old School, The Street, Furneux Pelham, Buntingford, Hertfordshire, SG9 0LH		
Client Name and Address	Patrick Davies, The Old School, The Street, Furneux Pelham, Buntingford, Hertfordshire, SG9 0LH		
Contractor Name and Address	drp archaeology, 27 Starlings Bridge, Nightingale Road, Hitchin, Hertfordshire, SG5 1QW		
Local Planning Authority	East Hertfordshire District Council	Case Officer	Elizabeth Oswick
		Archaeological Advisor	Alison Tinniswood
Planning Ref	3/23/0928/HH (formerly 3/22/2694/HH)	Planning Stage	Condition 5
HER Ref	156.23	Grid Ref	NGR TL 43172 27902
Accession No	TBC	HET Ref	Formerly P03/22/2694-1
DRP Project Code	WB23017	Site Status	Area of Archaeological Significance 65
Current Use	Private residential: house	Proposed Development	Singe storey side extension, single storey outbuilding extension
Project Type	Watching Brief	Completion	10.01.2024
Author	Daniel Phillips BA (Hons), MSc, ACIFA; Peri Horsley BA MPhil ACIFA	Editor	Robert Phillips IEng MIET

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1. Introduction

- 1.01 **drp archaeology** has been commissioned to undertake a programme of archaeological observation and recording, known as a Watching Brief at The Old School, The Street, Furneux Pelham, Buntingford, Hertfordshire, SG9 0LH, henceforth known as the *site*.

2. Planning Background

- 2.01 Planning permission for the development has been granted by the Local Planning Authority, subject to archaeological conditions as recommended by the Historic Environment Advisor at Hertfordshire County Council, acting as archaeological advisor to the LPA.
- 2.02 The proposed work is intended to cover and satisfy condition 5 of the planning consent on application 3/22/2694/HH.
- 2.03 A course of archaeological mitigation has been advised in the form of a Watching Brief.
- 2.04 Provision of a Written Scheme of Investigation (WSI) – THIS DOCUMENT, as defined in condition 4 must be submitted to and approved by the LPA Archaeological Advisor prior to the undertaking of the archaeological Watching Brief.
- 2.05 This document alone will NOT result in the discharge of the archaeological condition.

3. Location

- 3.01 The site is located along the eastern periphery of the county of Hertfordshire, centred on grid reference NGR TL 43172 27902. The site lies within the small semi-nucleated village of Furneux Pelham, which is set into a rural agricultural landscape.
- 3.02 The site consists of a large detached dwelling, set back from the street frontage and within a generous but irregular shaped plot of land. The site also contains a small detached outbuilding in its northeast corner next to the entrance to the plot and between these buildings is a large gravelled courtyard. To the rear of the dwellings is a large garden. The site is largely enclosed by hedges and mature trees to the rear and brick walls to the front.
- 3.03 The site is bordered by The Street to the north, which is the principle road running east to west through the village, Furneux Pelham CofE Primary School to the east and further residential development to the west and south. St Mary The Virgin Church lies directly opposite the site on the northern side of The Street.
- 3.04 In the wider landscape, the small neighbouring ladder settlement of Barleycroft End as well as the River Ash lies 400m to the east, while the town of Bishops Stortford lies 2km to the southeast.

3.1 Historic Environment Protections

3.1.01 The site lies within an Area of Archaeological Significance 65.

4. Proposal

4.01 The proposed development involves the creation of a new single storey front and rear extension following demolition of an existing lean-to extension and garden wall. A single storey rear extension to an existing outbuilding will also be added, which will include an indoor swimming pool.

5. Research Aims & Objectives

5.01 All archaeological projects undertaken by **drp archaeology** maintain research-based aims and objectives at their core in order to better understand and enhance the historic environment.

5.1 Aims

5.1.01 The research aims of the present project will be:

- To identify any archaeological remains that are liable to be threatened by the development and establish their location, depth, extent, date, character and condition.
- To consider the local and regional archaeological and historical context of such remains, and their significance and quality, in relation to the current published regional research agenda.
- To ensure that an appropriate strategy for the mitigation of damage or destruction of such remains by the development is implemented, including remains that merit preservation in situ.
- To recover any paleo-environmental remains.
- To preserve all archaeological remains by record.

5.2 Objectives

5.2.01 The research objectives of the present project are linked to the specific known historic environment of the area, set against the Regional Research Agenda, in this case the *2021 Regional Historic Environment Research Framework for the East of England* and the earlier *Research and Archaeology Revisited: A Revised Framework for the East of England 2011*. This will include;

- Attempts to further study Late medieval and Post-Medieval small metal artefacts (e.g. buckles, buttons, mounts) in light of a copper alloy dress pin previously found on the site.
- Further work to study the development of Post-Medieval schools in relation to the sites former use.
- Attempts to further identify and characterise public houses during the Post-Medieval Period in light of the location of neighbouring historic public houses.

6. Archaeological Potential

- 6.01 In order to ascertain the likelihood and nature of any archaeological remains encountered during the development groundworks including and beyond that directly associated with the site, research has been undertaken of the immediate environment. This has utilised the Hertfordshire Historic Environment Record (HER) at a search radius of 500m from the development site as well as **drp archaeology's** own records and other physical and online sources.
- 6.02 The search area includes a landscape dominated by Medieval and Post-Medieval activity, with no evidence of earlier activity in the immediate area.
- 6.03 The Domesday Book of 1086 lists Furneux Pelham as part of a wider settlement called Pelham, within the hundred of Edwinstree, that was later divided into Brent Pelham, Stocking Pelham and Furneux Pelham. The estate was one of the largest 20% of settlements recorded, with 105 households, listed under 7 owners. The development site lies within the medieval village and parish of Furneux Pelham (HER 2663), and directly south of the parish church of St. Mary's. The church is a large Grade II* listed, 15th century building with a mid-13th century chancel and early 16th century south chapel. Immediately to the NW is the site of the medieval village well and the 15th century timber framed house aptly named The Well House, which remains today (HER 15412).
- 6.04 Furneux Pelham Hall, a 16th century house with medieval origins lies 337m to the WNW. Later, Hall Farm a home farm at Furneux Pelham Hall would be built with post-medieval buildings, 377m W of site (HER 11118). An extant pond which may be remnants of the medieval moat around Furneux Pelham Hall can be located 386m to the NW (HER 13299). The 1878 OS map shows a surviving arm of the moat, including a right-angle at the north end. However, much of the moat's profile has changed since then, and little remains today. A possible earthwork mound lies within the grounds of Furneux Pelham Hall, 421m SW, but is undated and could possibly be an artificial feature (HER 10153).
- 6.05 Evidence of post-medieval occupation in the study area comes mainly in the form of cottages and buildings. Examples of these buildings within close proximity of the site include the 18th century White Lion House, immediately NE (HER 17627), the 16th-17th century Chantry House formerly known as the Yew Tree Inn and Public House, 77m NE (HER 15214), the 18th century Thatch End, 80m S (HER 13143), the 17th century Bowyer's Cottage, 80m NW (HER 13213) and the 18th century Cock House, 83m SW (HER 17734). Rayment's Brewery (HER 5443), an 1860's brewery, located 417m E of site and a pair of staff houses built by Rayment's Brewery (HER 13093), 495m to the E is also of note. The Star Public House, located 65m SW of site, is a 17th century house bought by Rayment's and turned into an alehouse for the brewery during the 1830's. The public house was converted in 1996 into a private house.
- 6.06 Other evidence of post-medieval activity within the study area include a pit containing peg tile, pottery and a clay pipe stem, 145m NW (HER 18788), the site of the village well within a small enclosure on the east side of the River Ash, 60m NW (HER 13230), the site of Ford and Footbridge where a branch of the River Ash crosses the main street, 75m NW (HER 13231) and the sites of the post-medieval village Pond (HER 15212) and village Pound (HER 15217), 125m NE and 180m E, respectively.
- 6.07 The site itself has post-medieval origins, being a Victorian school for 'Boys & Girls', up until its conversion into a private house during the 20th century, when a new village school was built. The 1878 OS map shows The Old School as a substantial building set on the south side of The Street, with the schoolmaster's house located within private gardens to the SE of the plot. During the construction of an extension to the western side to The Old School (HER 16814), a post-medieval pit containing 16th century pottery, a copper alloy dress pin and animal bone was identified (HER 30760).
- 6.08 There are 13 listed buildings within the search area, all of which are Grade II listed except for the Grade II* listed St. Mary's Parish Church. The listed buildings are mainly located on The Street, which the development site is also located on, and the Causeway to the E of site. A majority of the listed buildings date from the 17th and 18th centuries. The closest listed building is White Lion House, which borders the site to the W).

7. Method Statement

7.1 Methodology

7.1.01 This document is a Written Scheme of Investigation (WSI) for a programme of archaeological work known as a Watching Brief. It will follow current and best practice and appropriate national guidance including:

- Association of Local Government Archaeological Officers (ALGAO) 2019. *Regional Research frameworks*.
- BAJR 2006. Digital Photography in Archaeology Guide
- BAJR 2009. Photography for Archaeologists
- Chartered Institute for Archaeologists 2014, *Code of Conduct*
- Chartered Institute for Archaeologists 2014, Standards and Guidance for Archaeological Watching Briefs
- Chartered Institute for Archaeologists 2014, Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials
- Disused Burial Grounds (Amendment) Act, 1981.
- Historic England 2015, Management of Research projects in the Historic Environment (MoRPHE).
- AAF 2011, Archaeological Archives: A Guide to best practice in creation, compilation, transfer and curation: Archaeological Archive Forum
- Historic England 2011, *Environmental Archaeology*, Centre for Archaeology Guidelines 1, English Heritage, Portsmouth
- Hertfordshire Association of Museums 2023, Hertfordshire Archaeological Archive Standards
- Historic England 2011, Environmental Archaeology, (as revised) A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post- excavation (second edition)
- Health and Safety at Work Act 1974
- Institute for Conservation 2014, *Professional Standards*
- Institute for Conservation 2011, Care and Conservation of Archaeological Materials
- National Planning Policy Framework 2019
- SCAUM 1996, Guidelines and Notes on Competitive Tendering for Archaeological Services (as revised).
- The Treasure Act 1996, Code of Practice (2nd Revision) England & Wales.
- United Kingdom Institute for Conservation 1998 *First Aid for Finds*

7.1.02 The programme of archaeological work will monitor all groundworks associated with this development, followed by the investigation and recording of any archaeological features, deposits or finds that are revealed. The programme of work does not necessarily target any known archaeological remains.

7.1.03 Any groundwork, including ground excavation, soil removal, trenching, services, landscaping and access associated with the development will be conducted in the presence of an archaeologist.

7.1.04 The Archaeological Advisor will be given at least seven days' notice of when work is due to commence, be informed who is supervising the archaeological work and will be free to visit the site.

7.1.05 Any alterations or deviations from the approved WSI will be agreed in advance with the Archaeological Advisor.

7.1.06 The developer shall:

- Allow the site archaeologist who is undertaking the programme of archaeological work sufficient time, facilities and access to identify, clean, record and investigate archaeological features, deposits or finds, subject to Health and Safety considerations.
- Not carry out any mechanical excavation of the development area or other ground reduction involving the stripping of topsoil, upper subsoil, or alteration to an historic structure in connection with the planning permission unless an archaeologist is present.

- 7.1.07 In observing all groundworks on site, the site archaeologist shall inform the developer as soon as reasonably possible where they believe that archaeological features, deposits or finds have been exposed during the course of the groundworks on site that will require identification, cleaning, investigation and recording.
- 7.1.08 All archaeological work consistent with the requirements of the archaeological conditions will be carried out with due consideration of the developer's work programme to ensure as little delay as possible.
- 7.1.09 The site archaeologist shall inform the Archaeological Advisor verbally and in writing of completion of the archaeological attendance within three calendar days of completion.
- 7.1.10 Prior to the start of any fieldwork an OASIS (Online Access to the Index of Archaeological Investigations) online record will be initiated.

7.2 Site Specific

- 7.2.01 The programme of groundworks as advised in advance by the client will include footing trenches.
- 7.2.02 There will be three individual elements of work:
- Outbuilding extension for a raised resistance swimming pool
 - Front extension for a new main entrance
 - Rear extension to the existing gable

7.3 Watching Brief Excavation & Recording techniques

- 7.3.01 The programme of archaeological work will be in accordance with regional and national guidelines as set out above.
- 7.3.02 All groundworks of the development will be under the direct control of a qualified archaeologist.
- 7.3.03 An appropriate context recording system will be used. All archaeological features and deposits will be recorded using **drp archaeology** pro-forma recording sheets.
- 7.3.04 Every effort will be made to secure *preservation in situ* of any archaeological features or deposits revealed during the course of development work. Where this is not possible a method of *preservation by record* will be made.
- 7.3.05 Where stratified deposits are encountered a Harris Matrix will be compiled during the course of the investigation.
- 7.3.06 Any discrete archaeological features exposed during the groundworks will be excavated by hand, any finds will be recovered and the feature recorded.
- 7.3.07 Spoil removed from the site shall be subject to scanning for artefactual material.
- 7.3.08 Should archaeological features or deposits be encountered then they will be cleaned by hand to define and clarify prior to further investigation.
- 7.3.09 Significant archaeological features and deposits will be sufficiently excavated to allow an informed interpretation of their date and function, usually 50% of discrete features (e.g. pits and postholes) and up to a maximum of 25% of any linear feature. This will be at the discretion of the Archaeological Advisor.
- 7.3.10 All archaeological features and deposits identified will be planned at a scale of 1:10 or 1:20, sections drawn at 1:10 or 1:20 and related to a scale plan of the site. Overall site plans will be drawn at a scale of 1:50 or 1:100. All illustrations will include standard drawing symbols and notations. These shall be accurately reproduced in the final report.

- 7.3.11 All sections shall be measured from a section line which has been 'levelled' into Ordnance Datum and will be accurately reproduced within the finished report.
- 7.3.12 All archaeological plans will show the relevant Ordnance Datum information and be clearly marked to show north. These will be accurately reproduced in the finished report.
- 7.3.13 A full photographic record will be made, consisting of digital photography. Vertical and horizontal scales, a directional north arrow and information board will be used on all photographs except for overall site shots and working shots. The information board shall show the contractors site identification reference, context numbers and/or descriptions.
- 7.3.14 A full photographic record will be made of all excavated areas and features in digital photography on a 12MP digital camera (SLR or equivalent). Vertical and horizontal graduated metric scales, a directional north arrow and information board will be used on all photographs except for overall site shots and working shots, although these will still contain a caption and orientation. The information board shall show the contractors site identification reference, context numbers and/or descriptions. All digital photographs will be made using high quality JPEG or TIFF images. RAW photography will only be used if exceptional remains are encountered or requested by the Archaeological Advisor.
- 7.3.15 Film photography will only be used to record exceptional remains should they be encountered, or if requested in advance by the Archaeological Advisor. Traditional film will be processed by a professional photographic processor and include all elements as for digital photography.
- 7.3.16 All site photography will follow the Digital Photography in Archaeology Guide 2006 and Photography for Archaeologists 2009, produced by BAJR.
- 7.3.17 All gold and silver and any associated objects will be removed to a safe place and reported to the local Coroner according to the procedures relating to the Treasure Act (1996). Where removal cannot be affected on the same working day as the discovery suitable security measures will be taken to protect finds from theft. No title will be assumed by the finder of any item of value. In the course of any artefacts recovered associated with the Treasure Act, the Portable Antiquities Scheme officer will be informed.
- 7.3.18 Should human remains be discovered the Coroner, Environmental Health Officer, Archaeological Advisor, client and our consulting Osteologist will be informed immediately. Should human remains be required to be removed then a Ministry of Justice licence will be obtained prior to removal. All statutory provisions will be followed.
- 7.3.19 A programme of environmental sampling will take place where this is required. Generally, a minimum of 40L samples will be taken unless otherwise specified. Monolith samples will also be considered should sufficient deposits be viable. These will be sampled in consultation with our environmental consultant and the Archaeological Advisor. Sampling will take place according to Historic England Guidance (Historic England 2011)
- 7.3.20 The physical security of all archaeological deposits, features and artefacts, both on and off the site, will be a central concern and all reasonable measures will be taken to ensure their protection before, during and after excavation.

7.4 LPA Monitoring

- 7.4.01 The Archaeological Advisor as a representative of the LPA will be kept informed of the progress of the project to enable monitoring and inspection visits should they require them.

7.5 Post-Excavation Processing and Specialist input

- 7.5.01 All pottery, ceramic, building material, bone, burnt flint and worked flint recovered will be washed and marked with an appropriate code/accession number to identify the site and context. Finds will be bagged in reusable polythene bags according to type and context.

- 7.5.02 All artefacts will be treated in accordance with *UK Institute of Conservators Guidelines* and subsequent *ICON Guidelines*. All finds in an unstable condition will be stabilised using passive conservation techniques where appropriate before being deposited with the receiving museum.
- 7.5.03 All archaeological material recovered during the course of the project may require specialist input. Where this is necessary the specialist advice will be outsourced.
- 7.5.04 The specialist analysis and reporting will be carried out by the following independent specialists/consultants upon acceptance by the Archaeological Advisor:
- **Matilda Holmes**, Archaeozoology. Animal Bone Specialist
 - **Julie Walker**, Abbey Archaeology. Human Bone Specialist
 - **ABCeramics**. Prehistoric Pottery
 - **Andy Fawcett**, Roman Pottery/ CBM/ Fired Clay Specialist
 - **Steve Williams**, Midland Archaeological Services. Registered Finds Specialist
 - **Keith Fitzpatrick-Matthews**, North Herts Museum. Lithics Specialist
 - **Paul Blinkhorn**, Saxon/Medieval/Post-Medieval. Pottery Specialist
 - **KDK Archaeology**. Environmental Sampling
 - **Val Fryer**, Environmental Analysis
 - **Mike Bamforth** Wood Specialist
 - **SUERC**. Radiocarbon dating
 - **Magnitude**. Magnitude Services Ltd. Geophysical surveying
 - **LCCM Conservation Laboratory**, Conservation
 - **Nicola Powell**. Metalwork & Inorganic
 - **Dr Jackie Hall**. Masonary and Ecclesiastical.
 - **Quita Mould**. Leather
 - **Charlotte Britton**. Arcaheology.biz. Clay Pipe Specialist

7.6 Report

- 7.6.01 A report on the results of the fieldwork should be available within three months following completion of the fieldwork. A draft word (.doc) copy will be sent to the Archaeological Advisor for their comment, track changes and approval. A final digital PDF report will then be submitted to both the client and Archaeological Advisor and the HER. A hard copy will be made available upon request.
- 7.6.02 The report will follow **drp archaeology** format and comprise a descriptive text of the fieldwork, its results and conclusions, illustrations, photographs and appendices documents.
- 7.6.03 The appendices will include:
- All specialist reports or assessments
 - Context descriptions
 - Photographic register
 - Summary of archive contents, location and date of deposition
 - Oasis form
 - Hertfordshire HER Summary Sheet
- 7.6.04 A site location plan will be included at a suitable scale, placing the site into its context nationally, regionally and locally.
- 7.6.05 A scaled site plan will be included showing all groundworks interventions, including all archaeological features and deposits, any previous archaeological investigations and related to Ordnance Survey data and OD heights, along with any relevant reference points.
- 7.6.06 The text will address the aims and objectives of the project, the methodology employed, describe the basic nature and sequence of any archaeological deposits discovered and report on the artefacts recovered. It will then attempt to place the significance of the findings in their local, regional and national settings if appropriate.

- 7.6.07 A full bibliography of all reference material used will be included.
- 7.6.08 The report will include a Project Overview Page providing the following information:
- Site name
 - Grid reference
 - Planning Reference
 - Date and duration of project
 - Site Code
 - Accession number if required
 - Site activity
 - Archaeological periods represented
- 7.6.09 The report illustrations will include:
- A site location map at an appropriate scale (Figure 1).
 - An overall site plan showing the exact location of the site, including roads, built up areas, position of any trenches and also relevant OD data and grid references.
 - Individual plans of archaeological features and deposits where appropriate.
 - Sections and profiles of excavated features, with ground level, Ordnance datum level, vertical and horizontal scales.
 - Profiles/section of excavated features, with ground level, Ordnance Datum Level, vertical and horizontal scales.

7.7 Academia, Public Communication and Outreach

- 7.7.01 The client shall be kept informed of progress during the archaeological fieldwork and upon completion be informed of the results in an accessible manner.
- 7.7.02 Wherever possible **drp archaeology** will strive to ensure the wider community benefits from the archaeological fieldwork through communication and outreach, working in conjunction with the client and Archaeological Advisor.
- 7.7.03 Examples of Public Communication and Outreach may include:
- Information flyers, letters, leaflets
 - Site open days, site tours
 - Public & school presentations
 - Billboards, hording, permanent display boards
 - Public & school excavations
 - Museum displays
 - drp archaeology's in-house YouTube Chanel *FollowTheArchie*
- 7.7.04 If archaeological features or finds of substantial significant are found, as determined by the Archaeological Advisor, then provision shall be made for publication in the appropriate local or national journal.
- 7.7.05 Digital files relating to the site will be saved in a compatible format for inclusion in the Historic Environment Record.
- 7.7.06 The final report will be uploaded to the Archaeological Data Service.
- 7.7.07 **drp archaeology** will include licence for the use of the material for all purposes, reference and commercial usage, on the understanding that **drp arcaheology** will be fully credited and that no charge will be levied for such use; not withstanding any privacy terms requested by the client.

7.8 Archive

- 7.8.01 The finds and site archive will be prepared in accordance with guidelines in the Management of Research Projects in the Historic Environment (MoRPHE), Guidelines for the Preparation of Excavation Archives

for long term storage (UKIC 1990 as revised), Standards in the Museum Care of Archaeological Collections (Museums and Galleries Commission 1992) and the Hertfordshire Archaeological Archive Standards 2023.

- 7.8.02 Upon completion of the fieldwork an OASIS form will be completed for the project. A copy of the form will be included as an appendix to the final report.
- 7.8.03 On completion of the fieldwork, the site archive of written, drawn, photographic elements and object elements will be organised and deposited in Hertford Museum.

7.9 Project Management

- 7.9.01 The project will be managed, co-ordinated and administered by Daniel R. Phillips BA MSc ACIFA of **drp archaeology**. Daniel holds a master's degree with distinction in spatial planning from University College London's Bartlett School of Planning and upper second-class honours degree in archaeology from University College London's Institute of Archaeology. He also holds membership of the Chartered Institute for Archaeologists, the Royal Town Planning Institute, the Royal Institute of Chartered Surveyors and the Institute of Historic Building Recording. Daniel has over 20 years' experience in commercial, research and public archaeology.
- 7.9.02 Site work will be managed by Daniel Phillips, who will be the first point of contact (mobile: 07730 524 711).

7.10 Staffing and Timetable

- 7.10.01 Site work will be undertaken by Daniel Phillips or Peri Horsley. Where necessary, alternative or additional staff will be made available to ensure the adequate recording of any archaeological remains and to minimise any delays to the client's programme arising from unforeseen circumstances including delays resulting from adverse weather, the presence of a higher than predicted density of features requiring to be investigated, the discovery of human remains, the discovery of unusually large, deep or complicated features, or the discovery of unusually large or complicated assemblages of artefacts or environmental deposits.
- 7.10.02 Site work will be managed by Daniel Phillips, who will be the first point of contact (mobile: 07730 524 711).
- 7.10.03 The fieldwork programme will follow the client's development programme. This programme has yet to be timetabled.

8. Health & Safety

- 8.01 Health and Safety must always take priority over archaeological requirements. It is essential that all projects be carried out in accordance with safe working practices and under a defined Health and Safety Policy. **drp archaeology** adheres to the health and safety policy under the Health and Safety at Work Act 1974 and guidance produced by the *Federation of Archaeological Employers and Managers* (FAME).
- 8.02 A Risk Assessment for the project will be prepared prior to the commencement of work and all relevant health and safety regulations will be adhered to.
- 8.03 Full PPE will be available and used for all fieldwork associated with the development.

- 8.04 Should an identifiable contaminant, such as **asbestos**, be encountered during the archaeological investigations, the archaeological staff will withdraw from the affected area until it has been appropriately cleared. Responsibility for this will remain with the client.

9. Professional Standards

- 9.01 **drp archaeology** follows the *Code of Conduct* of the Chartered Institute for Archaeologists, the *Standards for Field Archaeology in the East of England* of the Association of Local Government Officers (ALGAO), *Model Briefs and Specifications for Archaeological Assessments and Field Evaluations* (ALGAO).
- 9.02 Further, **drp archaeology** follows and adheres to all relevant standards and guidelines produced by Cifa, Historic England, ALGAO, RTPI, RICS, IHBC, and Rescue.
- 9.03 **drp archaeology** holds membership with the Chartered Institute for Archaeology, the Royal Town and Planning Institute, the Royal Institution for Chartered Surveyors, the Institute for Historic Building Conservation and Rescue: The British Archaeological Trust.
- 9.04 All **drp archaeology** staff hold Construction Skills Certification Scheme (CSCS) cards.
- 9.05 All **drp archaeology** staff maintain the highest professional standards, ethics, attitudes, behaviour and appearance at all times.

10. Insurance

- 10.01 **drp archaeology** maintains Public Liability insurances with Towergate Insurance of £5,000,000 and Professional Indemnity of £100,000.

11. Copyright

- 11.01 **drp archaeology** will retain full copyright of any commissioned reports, tenders or other project documents, under the *Copyright, Designs and Patents Act 1988*, with all rights reserved. Licence is granted to the client or their agents for the use of **drp archaeology** material in all matters directly relating to the project.
- 11.02 **drp archaeology** will assign copyright on completion of the project to the museum or repository undertaking the ultimate curation of the archive, but will retain the right to be identified as the author of all project documentation and reports as defined in the *Copyright, Designs and Patents Act 1988* (Chapter IV, s.79).

12. Bibliography

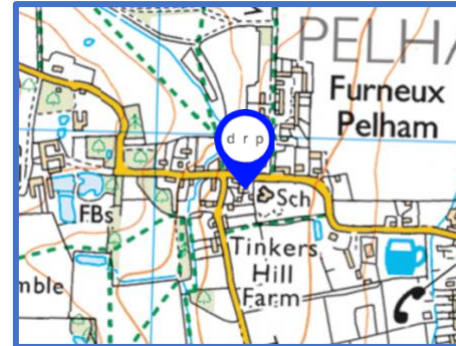
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Figure 1: Site Location



Bing, 2024

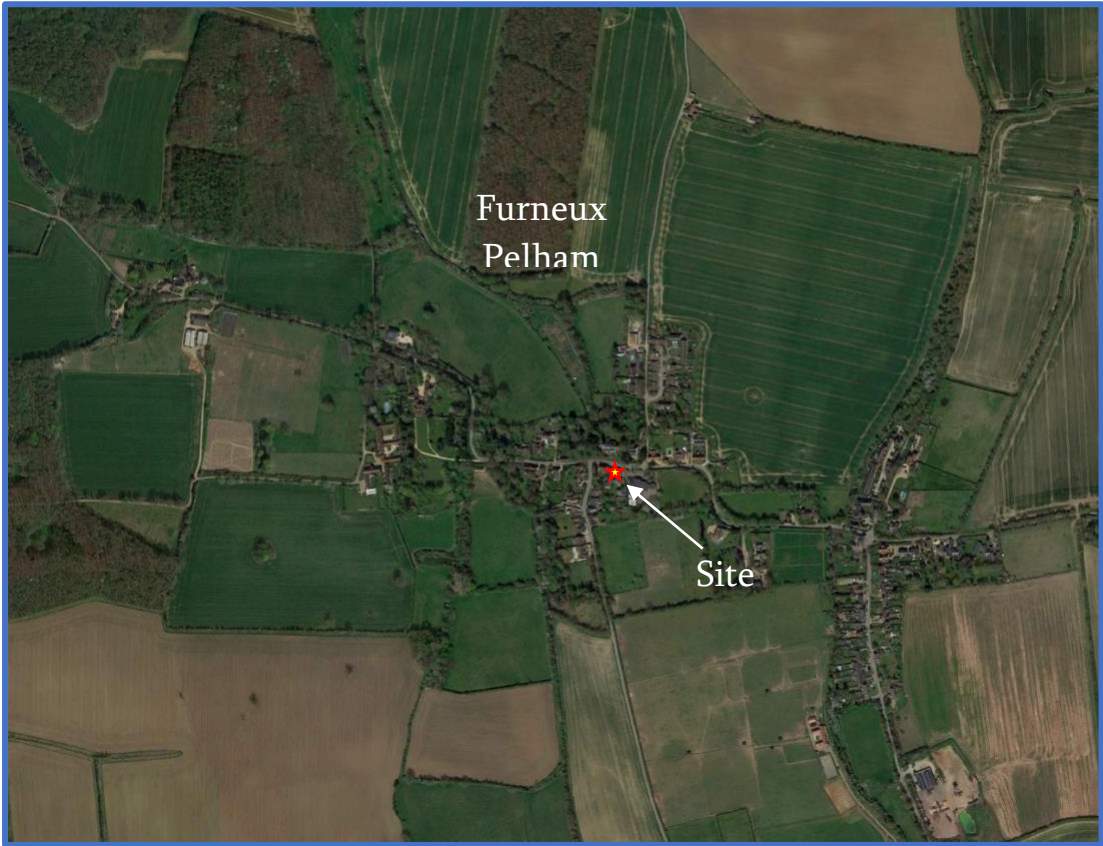


Figure 2. Satellite Image: Overview

Google Earth, 2024

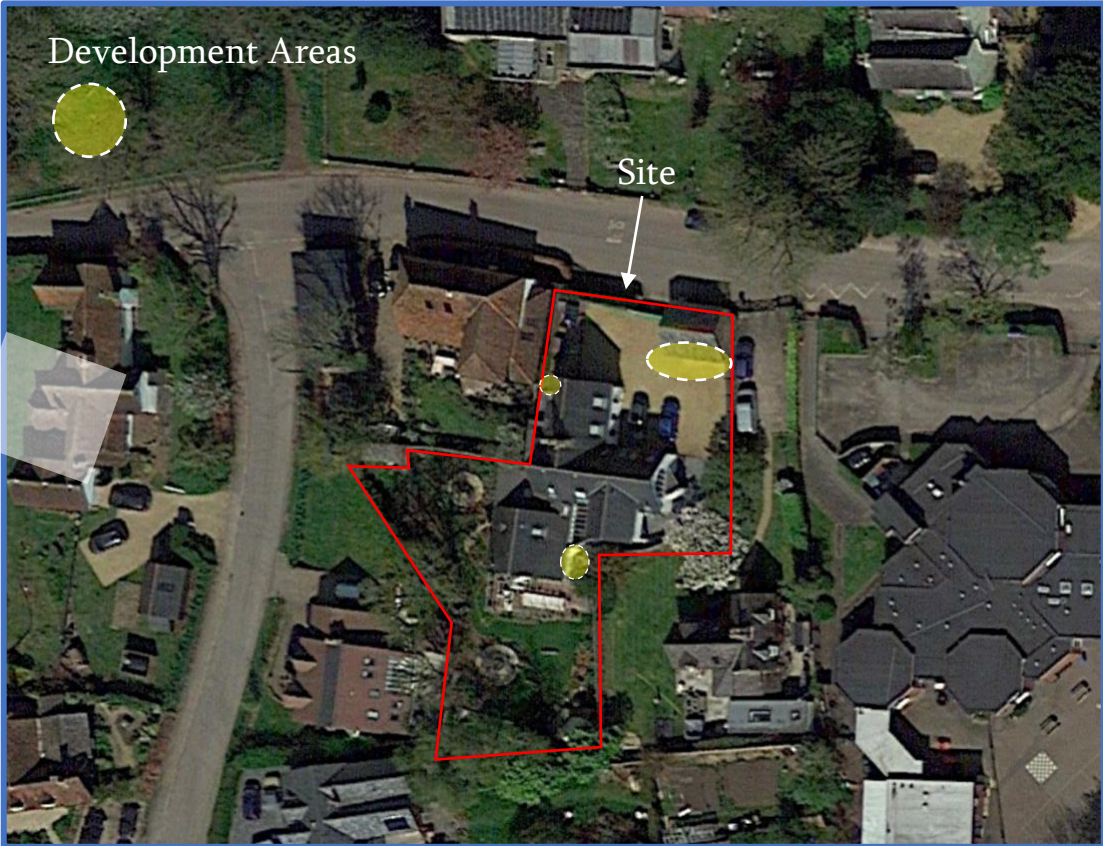


Figure 3. Satellite Image: Close Up

Google Earth, 2024

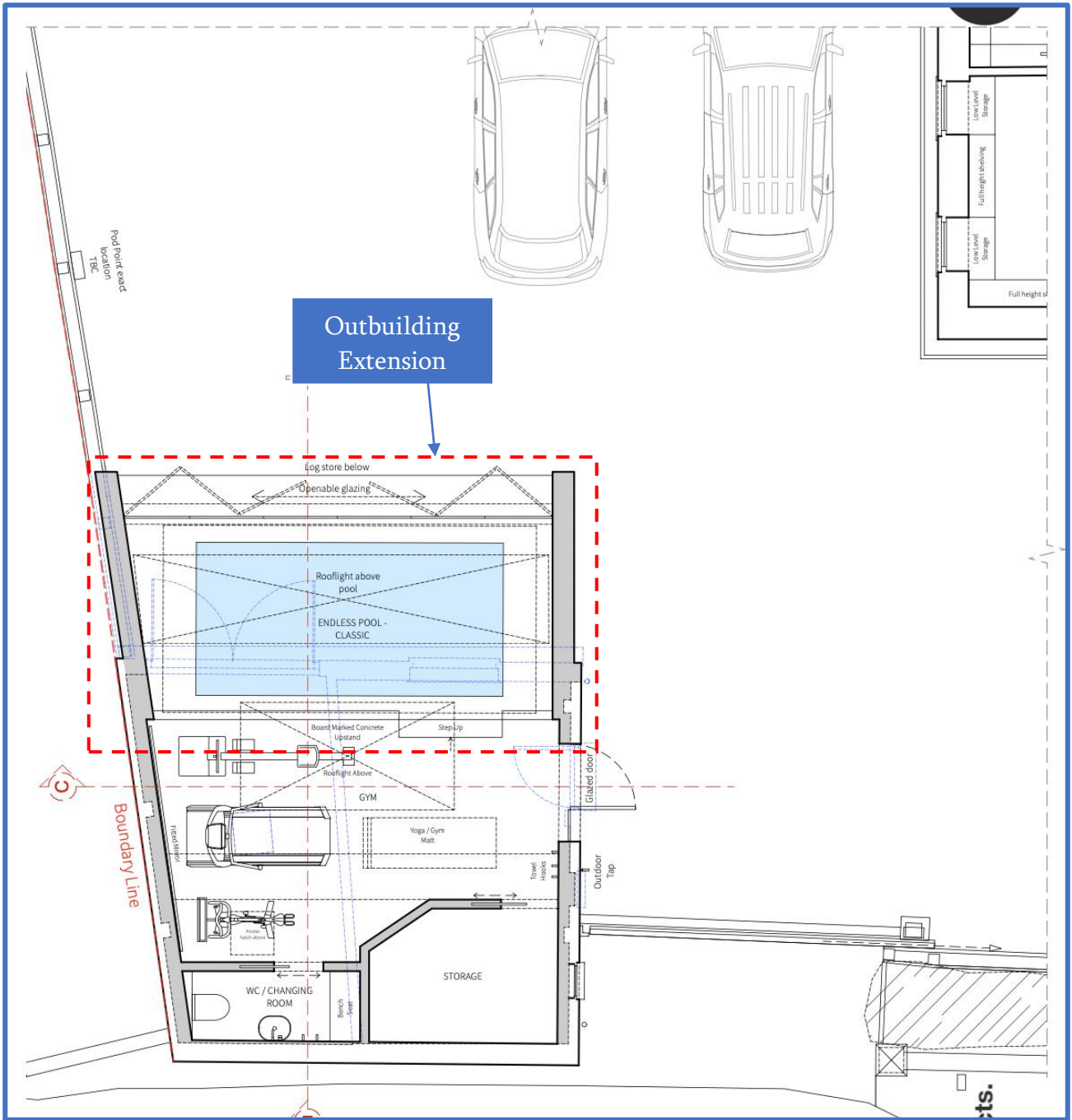


Figure 5. Proposed footprint

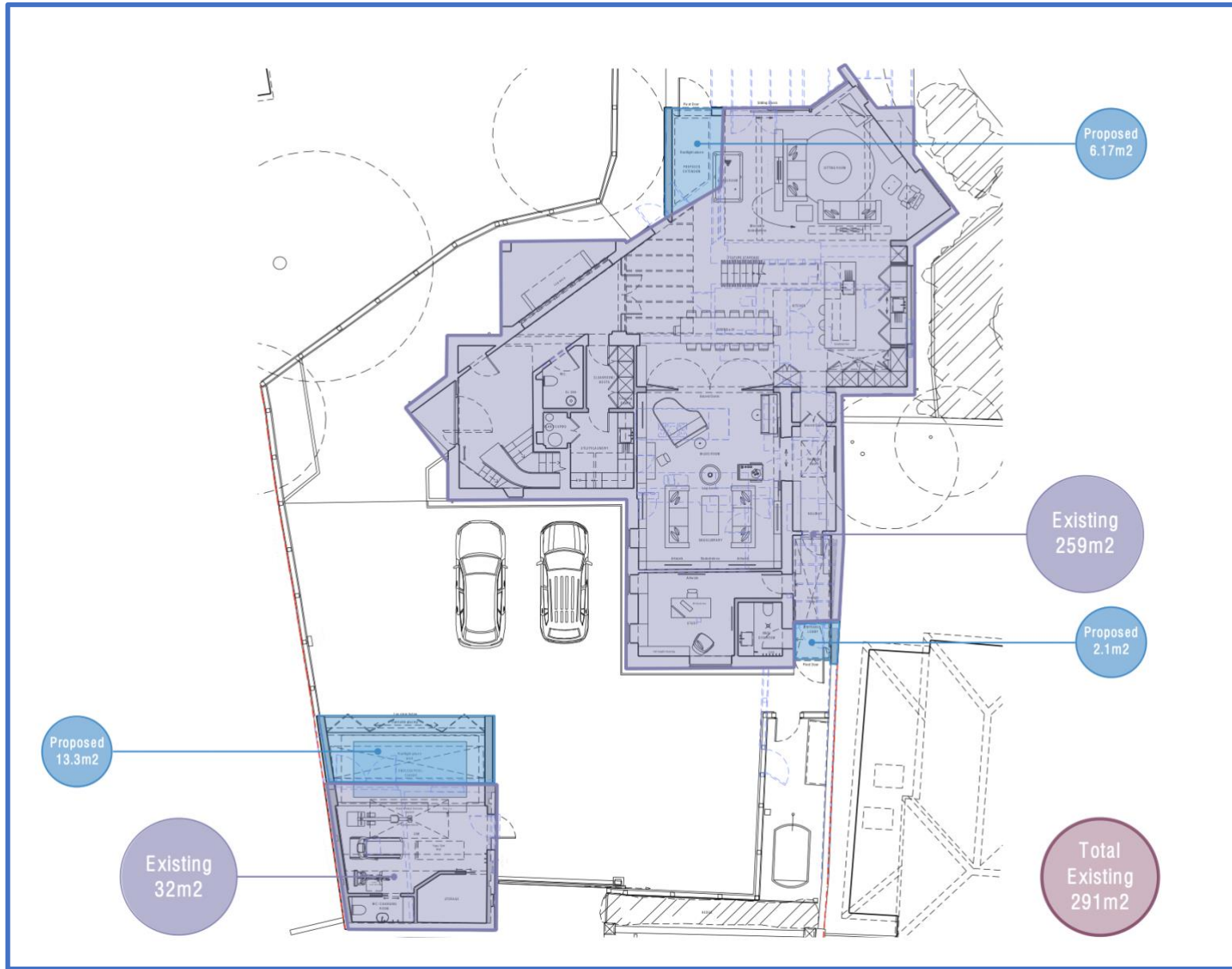


Figure 6. Areas of proposed extension

14. Appendix

Appendix 1 Data Management Plan

This Data Management Plan (DMP) outlines how **drp archaeology** will manage all data acquired during the life cycle of this archaeological project. It covers the collection, organisation, use, storage, and sharing of research data relevant to the archaeological project in which **drp archaeology** has been contracted.

The following document outlines a living process, in that it will regularly be updated and revised as the project proceeds through its life cycle.

The categories set out below follow the key areas identified by the CIFA *Dig Digital: Work Digital. Think Archive. Create Access* 2019 guidance.

1. Site Title and Address

- The Old School, The Street, Furneux Pelham, Buntingford, Hertfordshire, SG9 0LH.

2. Project Type

- Watching Brief - Small

3. Participants involved in the data creation and management

- drp archaeology – Daniel Phillips, Peri Horsley

4. Data types created and format

• **Set up**

- Correspondence and WSI
 - Paper Records and/or Electronic Texts
 - .doc, pdf

• **Fieldwork**

- Recording sheets
 - Paper Records
- Illustrations
 - Permatrace
- Photographs
 - JPEG, TIFF, RAW
- Surveying
 - GIS files: Shape files: .shp, .shx

• **Post Ex**

- Report
 - Paper Records and/or Electronic Texts - .doc, pdf
 - Databases/Tables - .pdf, .xls, .doc
 - Drawings – CAD - .dwg, pdf

• **Archive**

- Illustrations
 - Permatrace
 - CAD - .dwg, pdf

- Report
 - doc, pdf
- Photographs
 - JPEG, TIFF, RAW

5. Data Standards

- Data standards will use CIFA *Dig Digital: Work Digital. Think Archive. Create Access* 2019.

6. Data Management

- The data collected during each stage of the project will be managed through **drp archaeology's** structured tabular framework, which is divided into each stage of the project, data types, quantities and formats collected during each stage.

7. Ethical and Legal

- All of the work will be compliant with the principles for collecting and processing personal data set out in the GDPR & Article 8 of the EU Charter of Fundamental Rights, & conform to guidance set out by the relevant Local Authorities. All staff working under **drp archaeology** will comply with the ethical policies of the relevant Local Authority and will follow the CIFA Code of Conduct.

8. Storage, Access & Backup

• **Storage**

○ *Short Term:*

- The data created by **drp archaeology** will be regularly updated during the project reflecting updates to the record, revisions due to feedback, and identification of any omissions. Any revisions will be saved.
- *Digital Formats:* Microsoft Cloud, iCloud, OneDrive, Apple Devices (all encrypted/password secure)
- *Physical Formats:* Filing cabinets

○ *Long Term:*

- All data created during the project will be stored in perpetuity in both nationally designated repositories and **drp archaeology's** office.
- *Digital Formats:* All digital products of the project will be submitted to the ADS and relevant local authority in high-quality format for long term storage. Any existing data or metadata that no longer requires use for the purpose of the work will be stored and retained in an isolated encrypted external hard-drive secure in the **drp archaeology** office for perpetuity.

• **Access**

- **drp archaeology** is committed to a more open research landscape to facilitate and enable better archaeology standards, public engagement and inclusivity. We actively encourage all stakeholders we work with to share research data where appropriate, but recognise that data sharing and access may be subject to: embargos, privacy/ethical restrictions, third party restrictions, restrictions requested from the planning applicant and any other restriction that may be relevant.
- Access during the project will be controlled by **drp archaeology**. However, third parties including the Archaeological Advisor at East Hertfordshire District Council, the Client and our approved specialists will have access to relevant data upon request.
- Upon publication to the ADS and receiving repository, the general public will have full access to all relevant data.
- Our data will also be published on **drp archaeology's** website and distributed through our social media platforms.

• **Data Back up**

- All digital data is automatically backed up through the OneDrive to Microsoft's Cloud six times per day.
- Mac>OneDrive>SkyKick

- **Control Grid**
 - All digital data is automatically isolated to portable 4 TB hard drives in order to avoid data corruption. These files are checked annually before being zipped and assigned a date and project code.
- **Versioning**
 - OneDrive provides full version history through SkyKick.

9. Archive Selection

- **Digital Selection (expected)**
 - This will consist of;
 - 1 complete Watching Brief report: pdf
 - <50 digital photographs: jpeg
 - 1 Post-ex plan, .dwg/.jpeg
 - <30 digitised fieldwork recording sheets: pdf
 - <2 digitised permatrace illustration sheets: pdf
 - <100mb per file
 - Up to 250 files
- **Physical Selection (expected)**
 - This will consist of;
 - 1 complete Watching Brief report
 - <50 digital photographs
 - 1 Post-ex plan
 - <30 fieldwork recording sheets
 - <2 permatrace illustration sheets

10. Archive deposition

- **Repository**
 - Hertford Museum
 - ADS
 - Hertfordshire HER
 - drp archaeology remote hard drive
- **Estimated Costs**
 - ADS - £180.00 (small site)
 - Museum - <3 boxes @ £140.00 per box
- **Process**
 - The deposition process will follow the guidance set out in the Hertfordshire Association of Museums 2018, *Hertfordshire Archaeological Archive Standards*.

11. Data Restrictions

- **drp archaeology** shall maintain full copyright of all data it has created during the project under the Copyright, Designs and Patents Act 1988, with all rights reserved.
- All finished documentation produced by **drp archaeology** remain the property of **drp archaeology** until payment is received in full from the client. Whereupon the client takes ownership.

12. Data Security

- **drp archaeology** recognizes that all personal data has an element of risk. **drp archaeology** will store research data from this project on secure repositories protected by password. File names will not refer to any personal information. All stakeholders involved in the archaeological work will be informed on how their personal data may be used, and **drp archaeology** will seek consent where required.

13. Relevant Legislation, Best Practice and Archiving Resources

- Data Protection Act 1998: <https://www.gov.uk/data-protection>
- The EU General Data Protection Regulation (GDPR): <https://eugdpr.org>
- Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020(http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf)
- UK General Data Protection Regulation: <https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>
- Information Commissioner's Office. <https://ico.org.uk/for-organisations/guide-to-data-protection/>
- Office of the e-Envoy policy and guidance material on Electronic Records Management, Metadata, and Security: www.e-envoy.gov.uk/Home/Homepage/fs/en
- CIFA Selection Toolkit: <https://www.archaeologists.net/selection-toolkit>

CIFA *Dig Digital: Work Digital. Think Archive. Create Access* 2019:

https://www.archaeologists.net/sites/default/files/downloads/selection-toolkit/digdigital_full_guidance.pdf

15. Legal

drp archaeology is led by Daniel Phillips trading as **drp archaeology**, based at 27 Starlings Bridge, Nightingale Road, Hitchin, Hertfordshire, SG5 1QW.

drp archaeology complies with the standards, regulations and guidelines set out by the Chartered Institute for Archaeologists (CIfA) in its *Code of Conduct* and *Regulations for Professional Conduct* to ensure that the work meets the highest professional standards.

drp archaeology shall maintain full copyright of the report under the Copyright, Designs and Patents Act 1988, with all rights reserved.

All finished documentation produced by **drp archaeology** remain the property of **drp archaeology** until payment is received in full from the client. Whereupon the client takes ownership.

We reserve the right to leverage fees and interest by way of compensation in the event of late payment of invoices, in accordance with UK Late Payment Law 1998.



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contact:
Patrick Davies