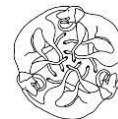




Written Scheme of Investigation for Archaeological Observation, Investigation and Recording

Hole Farm
Albury Hall Park
Albury
Hertfordshire



Site Data

KDK project code:	794/AHF		
OASIS ref:	kdkarcha1-519207	Event/Accession no:	TBC
County:	Hertfordshire		
Village/Town:	Aldbury		
Civil Parish:	Aldbury		
NGR (to 8 figs):	TL 4218 2605		
Present use:	Residential		
Planning proposal:	Proposed single storey rear extension to form garden room. Replace window with new external door opening on north elevation		
Local Planning Authority:	East Herts Council		
Planning application ref/date:	3/21/3099/HH		
Client:	<div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> Hole Farm Albury Hall Park Albury Hertfordshire		

Quality Check

Author	Derek Watson PhD	Version	794/AHF/1.1	Date	02.02.2024
Editor	Karin Kaye MA MCIfA	Version	794/AHF/1.1	Date	06.02.2024
Revision		Version		Date	

© KDK Archaeology Ltd 2024 No part of this document is to be copied in any way without prior written consent.

Every effort has been made to provide as complete and as accurate a report as possible. However, KDK Archaeology Ltd cannot accept any liability in respect of, or resulting from, errors, inaccuracies, or omissions contained in this document.

© Ordnance Survey maps reproduced with the sanction of the Controller of His Majesty's Stationery Office.
 KDK Archaeology Licence No. AC0000815533



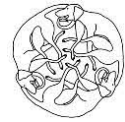
Unit 3 Leighton Road Leighton Buzzard Bedfordshire LU7 1LA

Tel: 01525 385443

Email: office@kdkarchaeology.co.uk

Website: www.kdkarchaeology.co.uk





CONTENTS

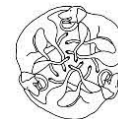
1. Introduction	1
2. Aims and Methods	6
3. Archaeological and Historical Background	11
4. Reporting	14
5. Archive	15
6. Staffing.....	16
7. Programme.....	19
8. Other Requirements	20
9. References.....	22

Figures:

1. General location	3
2. Site location.....	4
3. Development Plan.....	13
4. HER data plan	

Appendices:

1. Environmental Sampling Strategy	24
2. Archive Collection and Selection Strategy	26
3. Initial Risk Assessment	30



1 Introduction

1.1 This Written Scheme of Investigation has been prepared on behalf of [REDACTED] as a specification for Archaeological Observation, Investigation and Recording at Hole Farm, Albury Hall Park, Albury, 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 3/21/3099/HH.

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

Albury is a village and civil parish within the administrative district of East Hertfordshire. The development site lies approximately 1.7km northwest of Albury at National Grid Reference TL 4218 2605 (Fig. 1).

Description

Hole Farmhouse, the development site, is situated in open countryside adjacent to the Albury Park Estate, which lies to the southeast. It is set back on the west side of Church End; another private residence is situated on the eastern side of the road (Fig. 2).

The development site is a Grade II listed farmhouse, as is the adjacent barn. The Historic England (HE) description of the Hole Farmhouse (NHLE: 1101935) is as follows:

C16-C17 origin timber-framed and plastered, tiled roof. Two storey, the south end and gable were rebuilt in 1950, casement windows, some with leaded light glazing, axial chimney stack. The north gable end is half hipped, later single storey range at north-east corner.

The HE description of the Barn to South East of Hole Farmhouse (NHLE: 1347709) is as follows:

C18 barn, timber-framed, weatherboarded, plastered and thatched. One storey, six bays, partly aisled.

Geology and Topography

The sedimentary bedrock geology is clay, silt and sand of the Thanet Formation and Lambeth Group, formed between 66 and 47.8 million years ago during the Palaeogene period. This is overlain by the diamicton (sediments resulting from dryland erosion) of the Lowestoft



Formation, formed between 480 and 423 thousand years ago during the Quaternary period (<https://geologyviewer.bgs.ac.uk/>). The site is situated at an approximate elevation of 110m AOD.

Proposed Development

The proposal calls for the erection of a single-storey rear extension to form a garden room, and a replacement window with a new external door opening on the north elevation (Fig. 3).

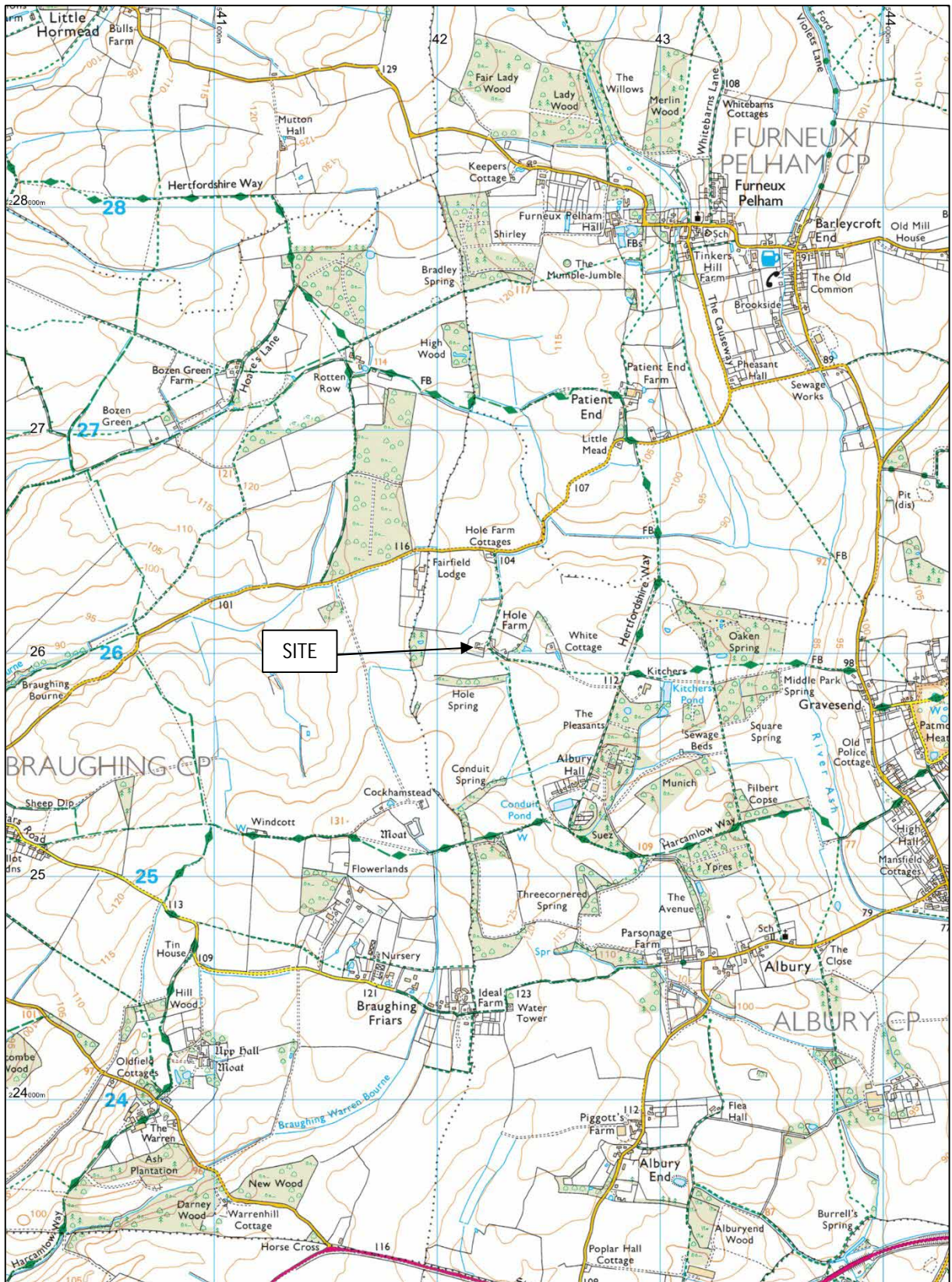


Figure 1: General location (scale 1:25,000)

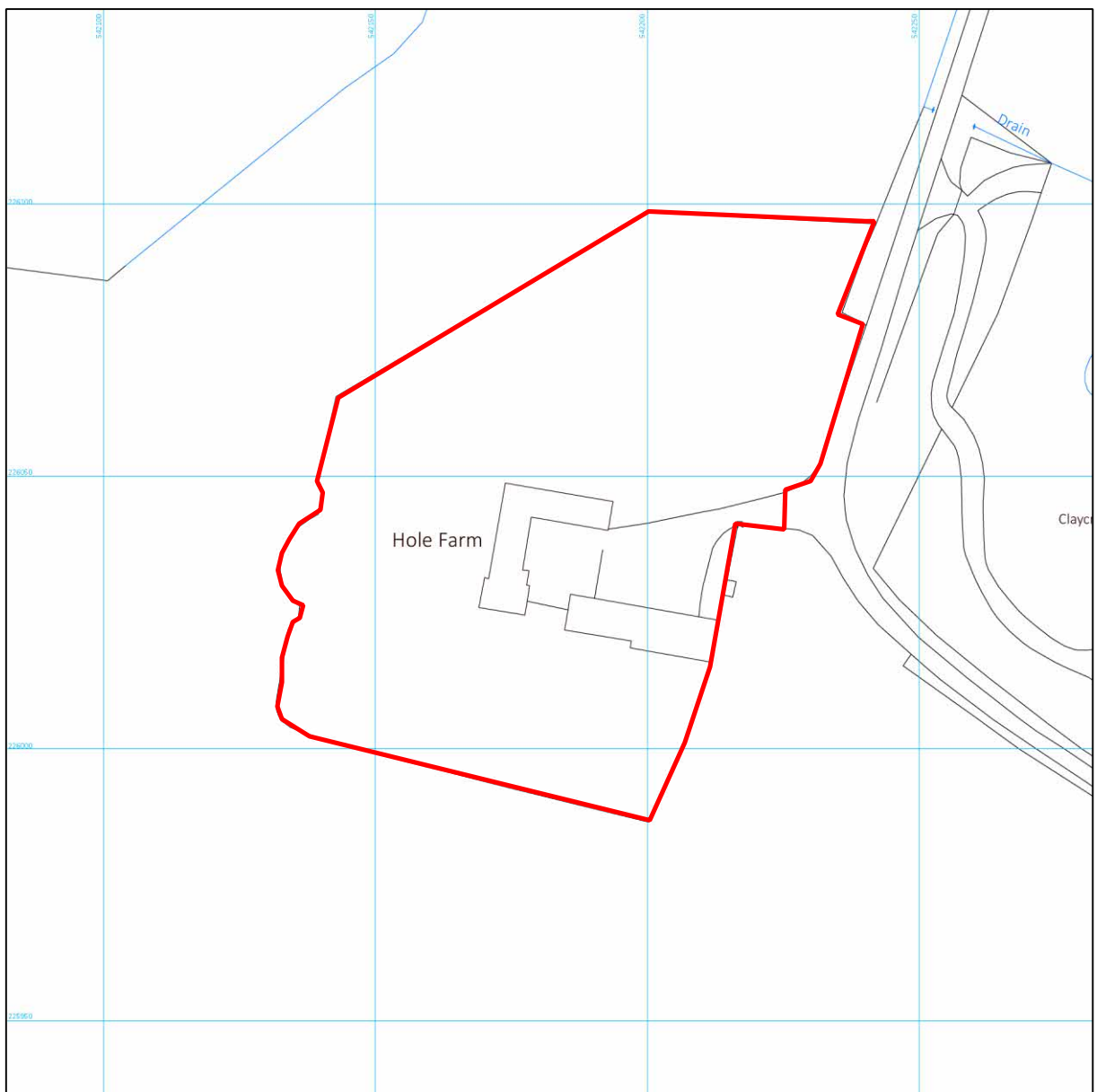
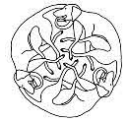


Figure 2: Site location (scale 1:1250)

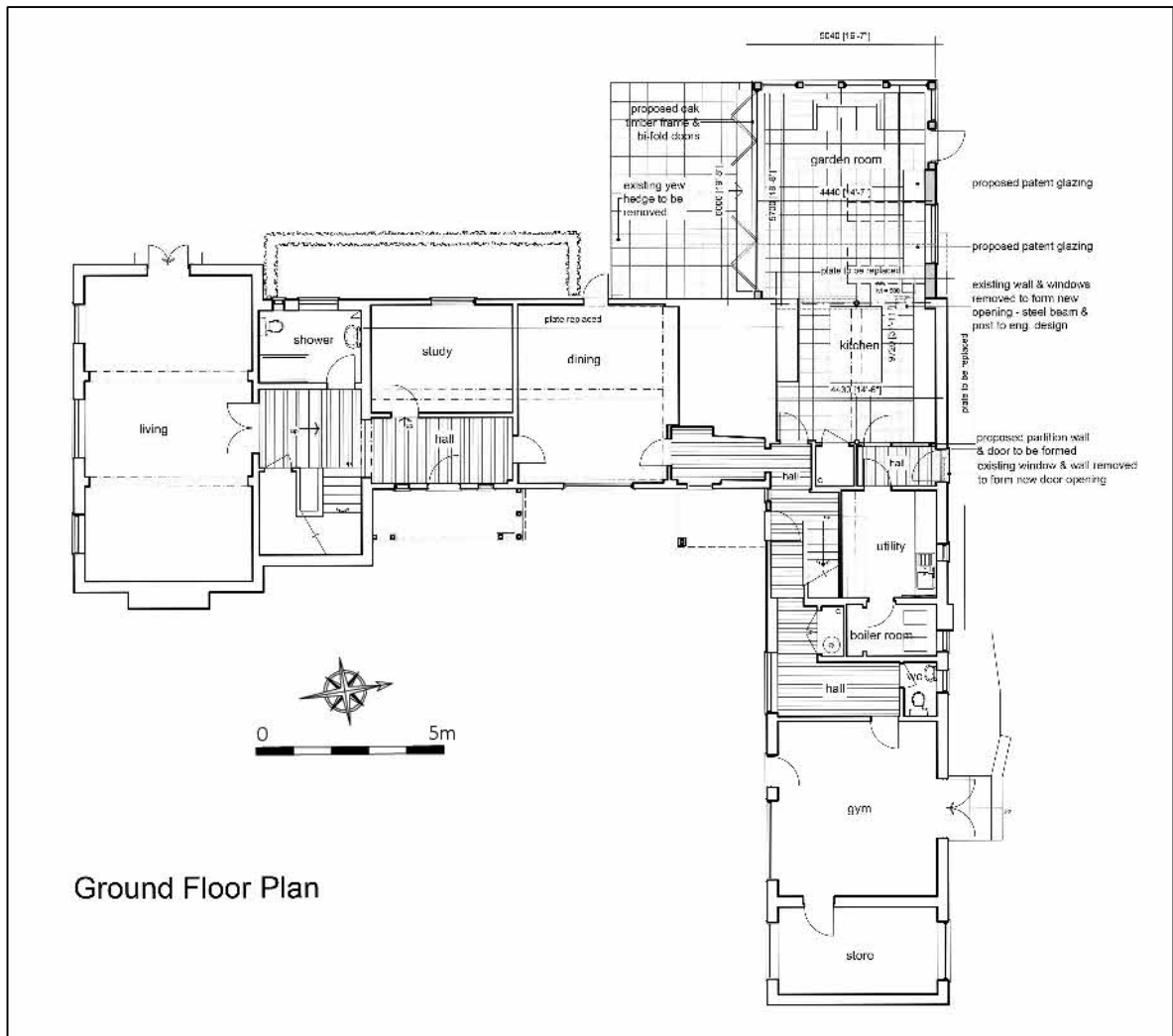
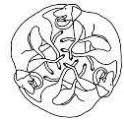
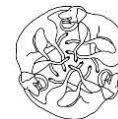


Figure 3: Proposed development plan (scale 1:200)



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 the Grade II timber-framed Hole Farmhouse (NHLE: 1101935; HER 12219) which dates from the 16th to 17th century. The wider plot of land the building sits on is within a possible medieval moated site (HER 6384). Additional research aims would, therefore, be as follows (ALGAO East of England, 2021):

Med (Rural) 13: Can we clarify the dating, form and function of medieval rural moated sites?

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

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:

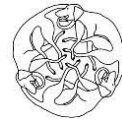
The archaeological monitoring of all groundworks related to the development, including foundation trenches, service trenches, ground reduction, landscaping and any other ground impact. This will include a contingency for preservation or further excavation of any remains encountered

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. 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

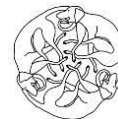
Each context will be recorded in either electronic format or on KDK's Context Record Sheet, which details dimensions, shape, fill type and inclusions, artefact content, samples and interpretation. A register of contexts will be maintained, and context records will be cross-referenced to all other records.

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 geoarchaeologist who, following discussion with the Archaeological Advisor, may take samples for laboratory assessment where appropriate,

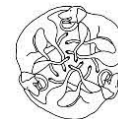
Deposits will be sampled for the retrieval and assessment of the preservation conditions and potential for analysis of biological remains. The sampling strategy will be developed in collaboration with KDK's consultant specialist. Flotation samples and samples taken for coarse-mesh sieving from dry deposits 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

Footings, service trenches, soakaways, and ground reduction are to be monitored
Contractor needs to notify KDK at least 48 hours 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

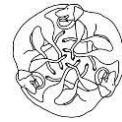


to result in deterioration. Appropriate assessment will be undertaken. Where preservation in situ is a viable option, consideration should be given to the possible effects of compression on the physical integrity of the site and to any hydrological impacts of development.

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 Albury is located about 8km west of Bishop's Stortford. The wider landscape has been inhabited since prehistory, but there is a scarcity of archaeological material discovered near the development site, and Albury itself, predating the late Saxon period. The development site is not situated in a Conservation Area, but it is within an Area of Archaeological Significance.

This section has been compiled with information from the Hertfordshire Historic Environment Record Office (HER search ref. 162.23), reliable internet sources and KDK's library. The HER data, with a 1km search radius, is shown in Fig. 4.

- 3.2 Prehistoric (before 600BC)

No remains from this period are listed in the HER search area.

- 3.3 Iron Age (600BC - AD43), Roman (AD43 - c.450)

No Iron Age remains are listed in the HER search area and only the discovery of a Roman Iron Spear at Cockhamstead (HER 2116) and possible Roman road near Furneux Pelham (HER 10154) indicate some potential activity within the later period.

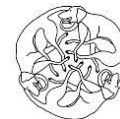
- 3.4 Saxon (c.450 - 1066) & Medieval (1066 - 1500)

The Domesday Survey of 1086 records that the manor at Albury was held by Siward, a man of Archbishop Stigand prior to the Conquest (Powell-Smith 2024; Williams & Martin 2002). After the Conquest, the lands at Albury were assessed at only 2 ½ hides and worth £7 and were held by Ralph, subtenant of Maurice, Bishop of London (ibid.). The name Albury comes from compounding ald (Anglian: old, ancient; the old(er) one of two; former, disused) + burh (Old English: a fortified place), meaning 'old fortification' (KEPN 2024), which suggests that the manor may have been of some significance during the late Saxon period.

The Church of St Mary in Albury was built in the 13th century, possibly replacing an earlier Norman Church (HER 4328). Only the chancel remains of the 13th century church. The northern aisle contains the effigies which are believed to be of Sir Walter de la Lee who died in 1396 and his wife Margaret (Page 1908). The de la Lee family are believed to have been responsible for the establishment of a deer park belonging to the Manor of Albury (HER 6364); however, this is disputed. The park was first recorded in 1366, but it is unclear whether the de la Lee's inherited or were licenced to establish a deer park. There are two ancient woodland sites in Albury, Upwick Wood to the southeast of the village at Upwick Green and Patmore Hall Wood to the northeast. The medieval manor of Albury was divided into two parts between 1597, when the Brograve family purchased the half of the manor containing Albury Lodge, and 1688, when the two halves of the manor were reunited. The site of the medieval manorial centre is uncertain (HER 11512).

Cartographic evidence indicates the site of a possible moat (HER 6384) situated to the immediate north of the development site. The evidence is depicted on the 1841 tithe map, which shows what could well be the south arm and southwest corner of a moat west of the standing buildings. The rear wall of the Hole Farmhouse (HER 12219; Grade II, NHLE: 1101935) abutted the east end of this water. By 1878, however, the 'moat' had been infilled.

On the basis of aerial photography and a mention in the Domesday Survey of 1086, it has been suggested that a deserted medieval settlement was situated approximately 780m southwest of the development at Cockhamsted (HER 1006). Little survives to substantiate this other than



a nearby rectangular medieval moat (HER 1970) and the cropmarks of enclosures at Cockhamsted (HER 16729).

The presence of numerous, though undated, cropmarks scattered around Albury indicate long-term agricultural activities in the area. These include cropmarks of linear ditches and maculae situated northwest of the development (HER 7550, 10146-7); a cropmark of a linear feature near Furneux Pelham (HER 10154); the cropmarks of enclosures at Cockhamsted (HER 16727); a series situated southeast of the development (EHT3513); and a complex of cropmarks, including enclosures and a probable trackway, with some related to woodland and a group of small irregular fields of probable medieval origin is located c.700m southwest (HER 16726).

3.6 Post-medieval (1500 - 1900) & Modern (1900 - present)

The Manor of Albury and the estate were sold in 1700 to Felix Calvert (ca.1664-1736) who most likely built the hall that is seen in Dury and Andrews' map of 1766; by the 19th century it appears the estate descended into a state of disrepair (Beams 2022: 5). The park at Albury Hall is also shown on the 1766 map, when it was the residence of John Calvert, Esq (HER 31101). The structures within the park also survive, such as the oddly shaped kitchen garden, the Conduit Pond, and a field boundary and trackway (HER 16770).

The present Albury Hall Farm (HER 11073) is a 20th century farmstead that occupies the area of the stable-yard associated with the older Albury Hall. The potential site of the medieval manor and the site of the house demolished in the later 18th century (HER 11512) is situated nearby.

Hole Farmhouse, a Grade II listed timber framed house (NHLE: 1101935; HER 12219) dating from the 16th to 17th century, is closely associated with the Manor of Albury (Beams 2022). It sits within a possible medieval moated site (HER 6384) that was shown on the 1841 tithe map but was likely infilled in the later 19th century. The proposed extension is directly above the area of this moat. The house appears to have been an open hall house with a crosswing that was extended with the addition of the present main range c.1600. It has since been extended in the 19th and 20th centuries. It is no longer a working farm, and the only remnant of the post-medieval farmstead (HER 12220) is a pair of barns situated immediately southeast of the main building.

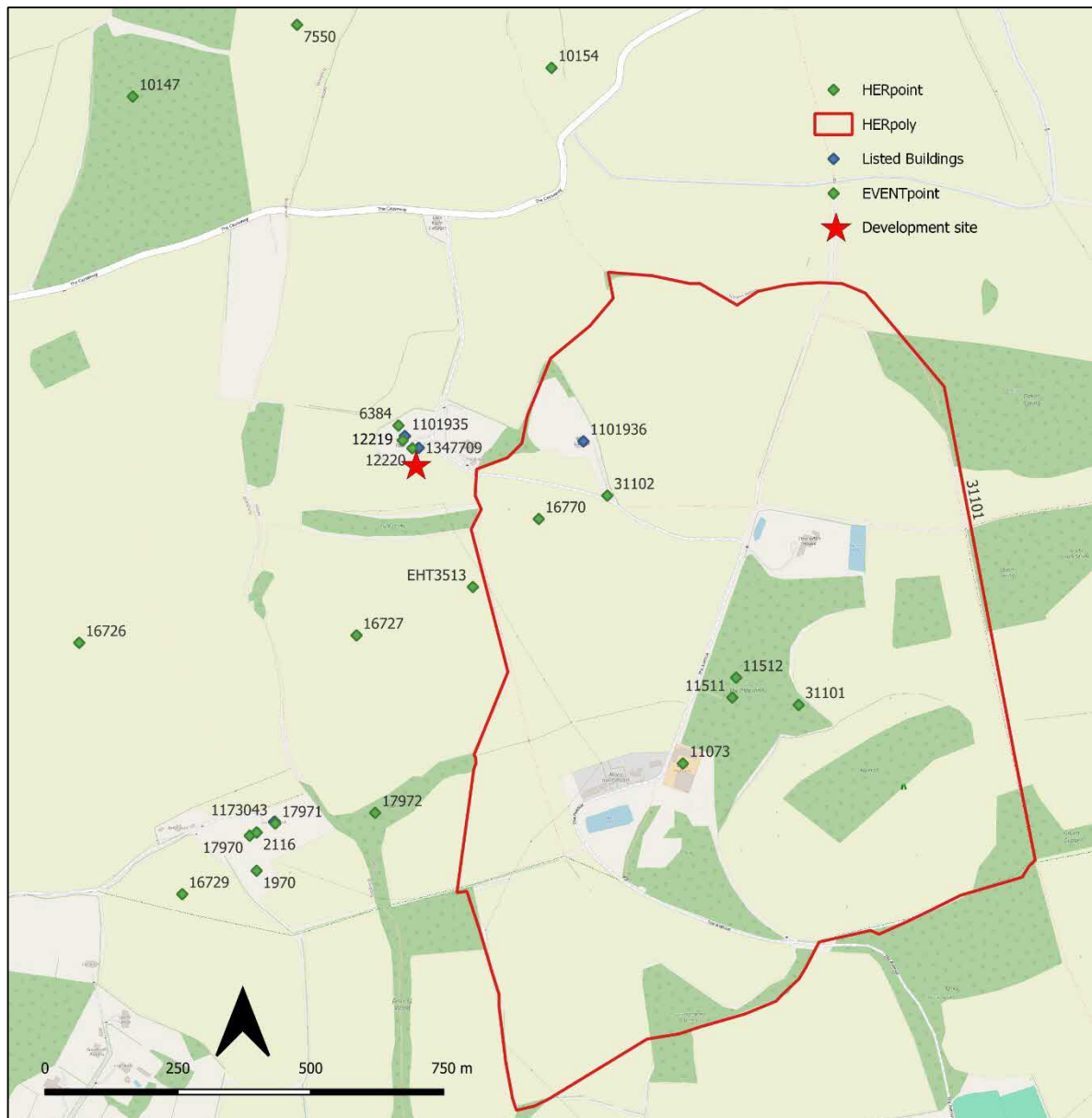
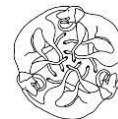


Figure 4: HER data plan (scale as shown)



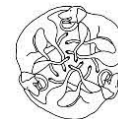
4 Reporting

- 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 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

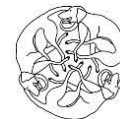
Laura graduated from the University of Reading in 2013 with a BA in archaeology and continued her studies at Durham University where she achieved an MSc in Palaeopathology. She has a particular interest in the isotopic analysis of human remains and during her time at Durham assisted in a project to identify 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

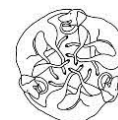
Chris Martin-Taylor graduated from Bournemouth University in 2015 with a BSc in Archaeology. Prior to that, he studied for a foundation degree in Applied Architectural Stonework and Conservation in Dorchester and Weymouth, which included practical training in stonemasonry and historic building conservation. 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

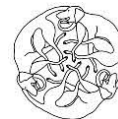
Pat joined KDK as an administrative assistant in 2017 bringing with her a wealth of experience from a long and varied career. Apart from her administrative and financial skills, Pat also provides specialist knowledge in post-medieval porcelain and small finds. She has been the office manager since 2021.



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

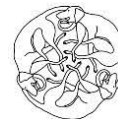
7.1 A programme of monitoring will be agreed with HHET prior to the commencement of fieldwork and in full consultation with the client. KDK will keep HHET and the client informed of progress.

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/Site Assistant
Investigation & Recording of Significant Archaeology	As required	Site Director/Site Assistant
Report	2 minimum	Site Director
Specialist Reports	As required	Appropriate specialist
Archive	0.5 minimum	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



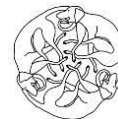
www.finds.org.uk. The Portable Antiquities Scheme will be notified of any finds that could be considered treasure within 48 hours of discovery.

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.

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

Allen J. L. & Holt A. St J. 1986 (with later updates) *Health & Safety in Field Archaeology*. London: Federation of Archaeological Managers & Employers

Association of Local Government Archaeological Officers (ALGAO) 2003 *Standards for Field Archaeology in the East of England*. East Anglian Archaeology Occasional Paper 14

Campbell G, Moffett L & Straker V 2011 *Environmental Archaeology: a guide to the theory and practice of methods from sampling and recovery to post-excavation*. Portsmouth: English Heritage

Brickley M. & McKinley J. I. 2004 *Guidelines to the Standards for Recording Human Remains*. Chartered Institute for Archaeologists Technical Paper

CifA 2019 *Archaeological Archive Selection Toolkit*. Reading: Chartered Institute for Archaeologists

CifA 2020a *Standard and Guidance for an Archaeological Watching Brief*. Reading: Chartered Institute for Archaeologists

CifA 2020b *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*. Reading: Chartered Institute for Archaeologists

CifA 2020c *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*. Reading: Chartered Institute for Archaeologists

CifA 2022 *Code of Conduct*. Reading: Chartered Institute for Archaeologists

EH 2008 *The Management of Research Projects in the Historic Environment*. PPN3: *Archaeological Excavation*. London: English Heritage

EH 2010 *Waterlogged Wood: Guidelines on the Recovery, Sampling, Conservation and Curation of Waterlogged Wood*. London: English Heritage

HE 2015 *The Management of Research Projects in the Historic Environment: the MoRPHE Project Managers' Guide*. London: Historic England

McKinley J.I. & Roberts C. 1993 *Excavation and Post-excavation Treatment of Cremated and Inhumed Human Remains*. Chartered Institute for Archaeologists Technical Paper 13

Paine C. (ed) 1992 *Standards in the Museum Care of Archaeological Collections*. London: Museums & Galleries Commission

Paul S. 2021 *Hertfordshire Archaeological Archive Standards: a countywide standard for the creation, compilation and transfer of archaeological archives in Hertfordshire*. Hertfordshire Association of Museums

Watkinson D. & Neal V. 1998 *First Aid for Finds*. Hertford & London: Rescue

Secondary Sources

Beams 2022 *Hole Farmhouse, Albury Hall Park, Albury, SG11 8JB*. Heritage Statement, September 2022. Beams Ltd, The Castle, Hertford.

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

Brown N. & Glazebrooke J. 2000 *Research and Archaeology: A Framework for the Eastern Counties – 2 Research Agenda and Strategy*. East Anglian Archaeology Occasional Paper 8



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

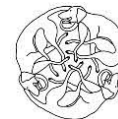
KEPN 2024 Key to English Place-Names: Albury. The University of Nottingham.
<http://kepn.nottingham.ac.uk/map/place/Hertfordshire/Albury>

Medlycott M. (ed) 2011 Research and Archaeology Re-visited: A Revised Framework for the East of England. East Anglian Archaeology Occasional Paper 24

Page W. 1908. 'Parishes: Aldbury', in A History of the County of Hertford: Volume 2, ed. pp. 143-148. British History Online <http://www.british-history.ac.uk/vch/herts/vol2/pp143-148> [accessed 24 January 2024].

Powell-Smith, A 2024 Open Domesday: Albury.
<https://opendomesday.org/place/TL4324/albury/>

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

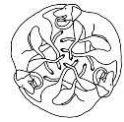
The sampling strategy outlined during Stage 1 will be readdressed after the site has been stripped. The updated strategy will be discussed with all on site personnel as well as HHET, the ES and HE where appropriate. The on-site collection and treatment of samples will be as follows:

- 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.

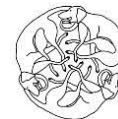
Stage 3: Post-Excavation

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

Project Details:

Name Hole Farm, Albury Hall Park, Albury, Hertfordshire Site Code 794/AHF

Accession number TBC Project Type Watching Brief Contact Laura Dodd

Introduction:

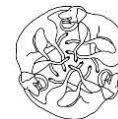
This strategy, which concerns all of the data that is created and the archaeological material recovered during the course of the project, will be agreed between KDK, HHET and the depositing Museum. It is consistent with the projects aims and objectives and local research framework.

An identical version of this Appendix will be created and kept up to date as the project progresses. Updates will be agreed with HHET and the museum.

Digital Data Management Plan

Digital Data

<p>Data Collection (what will be collected and how?):</p> <p>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:</p> <p>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.</p> <p>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.</p>
<p>Documentation and Metadata:</p> <p>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.</p>
<p>Ethics and Legal Compliance (how are any ethical, copyright and IPR issues being managed?):</p> <p>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.</p> <p>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.</p> <p>Where formal permission or licence agreements are required for data sharing these will be included in the project documentation.</p>
<p>Storage and Back up (how will data be stored, accessed and backed up during the project?):</p> <p>Organisational IT is managed by an internal IT and data manager who is responsible for the</p>



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 (kdkarcha1-519207) 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):

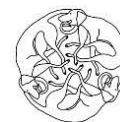
The project manager is responsible for implementing the data management plan and ensuring it is reviewed at each stage of the project. The data capture, metadata production and data quality is the responsibility of the project team, quality assured by the project manager.

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

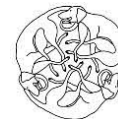
Where archaeological work results in no finds or features of archaeological significance a single all in one report will be prepared and, if agreed with the CAO and museum, will be uploaded as the digital archive to OASIS. Also, if agreed, there will be no paper archive deposited with the museum.

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

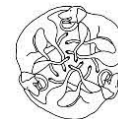
Materials and Artefacts

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	All items will be retained although post medieval and modern items may be sampled following discussion with HHET and the museum



Find Type	On site selection	Post Excavation selection
	archaeologically significant	
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
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>



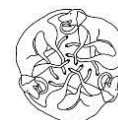
Appendix 3: Initial Health and Safety Risk Assessment

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

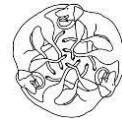
The Accident and Emergency Unit closest to the site is:	Princess Alexandra Hospital Hamstel Road, Harlow, Essex, CM20 1QX Tel: 01279 444455
---	---

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:
Live services	Injury/death	Check trench locations carefully with CAT & genny
Deep features	Collapse of sides; falling into features	Maintain awareness of surroundings Wear appropriate PPE Shore sides if needed
NB: Asbestos, contaminants etc	Serious health risks	The developer is to ensure that the site is free of hazardous materials. Where such material is discovered during fieldwork, the developer will remove it or make it safe before KDK continues with onsite work. KDK to be informed of the use of pesticides, insecticides, herbicides or similar substances on the site prior to the start of any fieldwork.
Project:	Hole Farm, Albury Hall Park, Albury, Hertfordshire	
Project Code:	794/AHF	
Date of Assessment:	22.01.2023	
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	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	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	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	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	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	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