

**1-5 PARK STREET, OLD HATFIELD, HERTFORDSHIRE AL9 5AT
PLANNING CONDITION**

**WRITTEN SCHEME OF INVESTIGATION FOR HISTORIC BUILDING RECORDING
AND BUILDING MONITORING & RECORDING**

30th September 2019

Archaeological Solutions is an independent archaeological contractor providing the services which satisfy all archaeological requirements of planning applications, including:

Desk-based assessments and environmental impact assessments
Historic building recording and appraisals
Trial trench evaluations
Geophysical surveys
Archaeological monitoring and recording
Archaeological excavations
Post excavation analysis
Promotion and outreach
Specialist analysis

ARCHAEOLOGICAL SOLUTIONS LTD

**Unit 6, Brunel Business Court, Eastern Way,
Bury St Edmunds IP32 7AJ
Tel 01284 765210**

**PI House, r/o 23 Clifton Road, Shefford SG17 5AF
Tel 01462 850483**

**e-mail info@ascontracts.co.uk
www.archaeologicalsolutions.co.uk**



twitter.com/ArchaeologicalS



www.facebook.com/ArchaeologicalSolutions



**1-5 PARK STREET, OLD HATFIELD, HERTFORDSHIRE AL9 5AT
PLANNING CONDITION
HISTORIC BUILDING RECORDING AND BUILDING MONITORING
& RECORDING**

1 INTRODUCTION

1.1 This specification (Written Scheme of Investigation) provides for a programme of building recording and building monitoring and recording in association with the proposed change of use of existing Grade II listed building from office (B1) to x 4 residential flats (C3) with associated internal and external alterations at 1-5 Park Street, Old Hatfield, Hertfordshire AL9 5AT (NGR 523368 208607). This WSI has been prepared in response to advice issued by the Hertfordshire County Council Historic Environment Advisor (HCC HEA), and has been prepared for the approval of HCC HEA and the LPA. The works are to be carried out as part of a planning consent condition in advance of/during the proposed development (Welwyn Hatfield Planning Ref. 6/2018/2497/FULL). This WSI has been prepared for the approval of HCC HEA and the LPA.

2 COMPLIANCE

2.1 The requirements contained in the HCC advice have been understood and are accepted. The project will conform to the Historic England document *Understanding Historic Buildings; A guide to good recording practice, 2015* and will also conform to the Chartered Institute for Archaeologists' (CIfA) *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (revised 2019). The project will also be undertaken according to the requirements of the document *Standards for Field Archaeology in the East of England* (Gurney 2003).

3 PROJECT OBJECTIVES

3.1 The requirements of the project are set out in the HCC advice, namely

- The archaeological recording of the building structure prior to any alteration in its present form, before any development commences, with the resultant archive to be deposited at an appropriate location in order to form a long-term record.
- Archaeological monitoring and recording during all fabric alterations associated with the scheme likely to reveal additional fabric, in order to augment the baseline record and analysis of the results with

provision for report and/or publication of the results, and the production of an archive

3.2 Building Recording

- The project should compile a record of the existing buildings to be altered in their current state, with any additional recording/research necessary to place the findings of the recording in context, in advance of the development.
- The project report should provide a review of the local and regional historical context of the structures recorded by the project. It will be adequately detailed to place the findings of the archaeological recording in context.
- The project should produce a high quality, fully integrated archive suitable for long-term deposition in order to 'preserve by record' the buildings in their current form prior to alteration.

3.3 Research Design

3.3.1 The site lies on the western side of Park Street in the historic core of Old Hatfield, within the Conservation Area and Area of Archaeological Significance 17 designated on the Local Plan. It comprises the existing Grade II listed office building, formerly a dwelling prior to conversion to offices, and dating back to the 17th century. The building is timber-framed and recorded on the Hertfordshire Historic Environment Record (HER 6825).

3.3.2 It is proposed to change of use of the existing Grade II listed building from office (B1) to x 4 residential flats (C3) with associated internal and external alterations. A planning consent condition requires a programme of archaeological work.

3.3.3 The site thus has a potential for further historic fabric to be revealed during the conversion from offices to residential use.

3.3.4 The Hertfordshire Historic Environment Record will be consulted as part of the project background.

3.3.5 The regional archaeological research frameworks have been presented in Glazebrook (1997) and Brown & Glazebrook (2000), and updated by Medlycott & Brown (2008) and Medlycott (2011). Standing structures have their place in the regional research agenda. As noted in the East Anglian regional research frameworks, structures of the Industrial Age (1750-1960) face a high rate of loss (due to renovation, conversion and redundancy) (Gilman, Gould, *et al*, in Brown & Glazebrook, 2000), and the buildings proposed for alteration fall into

this time frame. The research subjects identified as important for the post-medieval and modern periods (see Medlycott 2011, 72-80) expand on those set out by Gilman *et al* (in Brown & Glazebrook, 2000). Medlycott (2011) stresses the importance of the built environment and the use of the Listed Buildings databases and thematic surveys in understanding this.

3.3.6 The main research issues for the project are therefore to provide a record of the buildings in their present condition (including any extant fixtures/fittings etc) and to record any further historic fabric of the earliest 17th century building which may be revealed during the works.

References

Brown, N & Glazebrook, J (eds.), 2000, *Research and Archaeology: A Framework for the Eastern Counties*, East Anglian Archaeology Occasional Papers 8

Glazebrook, J (ed.), 1997, *Research and Archaeology: A Framework for the Eastern Counties. 1. Resource Assessment*, East Anglian Archaeology Occasional Papers 3

Medlycott, M & Brown, N, 2008, *Revised East Anglian Archaeological Research Frameworks*, www.eaareports/algaoee

Medlycott, M. (ed.) 2011, *Research and Archaeology revisited: a revised framework for the East of England*, ALGAO East of England Region, East Anglian Archaeology Occasional Papers 24

4 GENERAL STANDARDS & REQUIREMENTS

For drawn and written records

For photographic records

General guidance documents

4.1 As set out in the HCC advice, ClfA and Historic England documents, and below.

4.2 It is noted that all material used for the compilation of the record should be of archival quality.

4.3 Staffing

4.3.1 Profiles of Archaeological Solutions Limited (AS) staff are presented (Appendix 1). The building recording team are detailed below

4.4 Method Statement Building Recording

4.4.1 As required by HCC HEA the programme of work will include the following stages:

- Initial recording
- post-excavation and publication, as appropriate to the results of the project

4.4.2 As set out in the HCC advice, Historic England document, and below. The project will compile a record of the existing building proposed for alteration (to Historic England Level 3).

4.4.3 A full photographic survey of the building will be carried out prior to alteration.

4.4.4 The architects plans will be checked, and if required corrected, in order to establish an accurate archaeological record of each floor of the structure/s. The scale will be not less than 1:100. The completed plans and elevations will provide a 'baseline' survey of the structure to allow the recording of additional detail.

4.4.5 The specific and general standards and requirements of the Historic England document will be followed. The Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (revised 2019) and *Annexes* will also be used to guide the project, as will the appropriate sections of the ALGAO document *Standards for Field Archaeology in the East of England* (EAA Occasional Paper 14, 2003).

Research Documentary and cartographic survey relating to the history and evolution of the site will be undertaken

Photography The photography will be undertaken using a digital camera (Canon 80d DSLR 24MP) and medium format camera. Black and white and colour images will be made. The record will include external and internal coverage. A photographic scale will be included. Appropriate artificial lighting will be used where necessary. The photographic record will be accompanied by a photographic register detailing (as a minimum) the location and direction of the shot. Where possible the photographic record will be tied into the drawn record. Particular attention will be given to details e.g. fixtures and fittings, historic floors/finishes.

Drawn Record The conventions will be based on those given in the Historic England document *Understanding Historic Buildings: a guide to good recording practice* (2015) and will be based on existing architects plans (once their accuracy has been established). The

drawings will include (as appropriate): ground floor plans, elevation and sections (including a cross-section through the house and barn), schematic drawings showing how the buildings were utilised and phasing; details e.g. fixtures and fittings.

Descriptive Text Descriptive text to accompany the photographic and drawn record. It will encompass materials, method of construction, function, fixtures/fittings, phases (as appropriate)

4.4.6 The recording will consider:
The plan form of the site
Historical development
Building function
Materials, method of construction
Internal arrangement
Fixtures and fittings
Phasing
Local/regional/national importance of the site together with its component parts

4.4.7 Archaeological Solutions will aim to briefly identify the development of the structure/s through time

4.4.8 A rapid map regression exercise will be undertaken based on the current Ordnance Survey 1:2500 extract; the buildings will be given unique number/s and their position marked on the 1st, 2nd and 3rd Editions; the tithe award; early maps and any surviving estate maps (as appropriate).

4.4.9 All numbered buildings/features will be described in terms of their date, form, function, material, internal arrangement, fixtures/fittings, phasing.

4.4.10 The building recording report will adhere to the requirements of the HCC advice and Historic England Document and will comprise (as appropriate):

- a summary of the work undertaken and the results obtained
- the aims and methods adopted in the course of the recording
- the history, layout, development of the site
- a brief description and phasing of the buildings
- survival condition and the relative importance of the site and its component parts in local, regional and is possible, national terms
- appropriate illustrative material including maps, plans, drawings, finds illustrations and photographs (including photographic location plans, and photographs of the areas monitored during the watching brief)
- description of the contents of the project archive
- information on the arrangements for the long-term deposition of the project archive
- an HER entry summary sheet.

- a schedule of on-site time, including details of the staffing levels present during the project.

4.4.11 Report copies will be lodged with the client, Hertfordshire HER, NMR, LPA, and Hertfordshire Archives & Local Studies (HALS). Two copies will be provided for the County Historic Environment Unit.

4.4.12 A report, at a level appropriate to the project findings, will be submitted to *Hertfordshire Archaeology & History* or equivalent agreed publication, within 6 months of the conclusion of the project.

4.5 Provisional Schedule of Recording

The number of staff assigned to the project and the structure of the team

Tasks:

Research, Documentary & Cartographic Survey, Map Regression

Drawn Record

Photographic Record

Written Descriptive Survey

Report Writing and Archive

Project Structure and Staff :

Senior Project Manager:

Claire Halpin MCIFA

Project Manager:

Jon Murray MCIFA

Consultant:

Lee Prosser PhD
ACIFA

Research, Photography & Written Records:

Tansy Collins, Kathren
Henry, Lauren Wilson

Drawn record:

Tansy Collins, Kathren
Henry,

Authors: Lee Prosser, Tansy Collins, Kathren Henry, Lauren Wilson

5 BUILDING MONITORING & RECORDING

5.1 Monitoring & Recording

5.1.1 As required by HCC HEA the programme of work will include the following stages:

- initial clearance / strip out of later fabric under close archaeological observation
- close monitoring of all alterations to the historic fabric
- mitigation by a programme of archaeological recording,
- assessment

- post-excavation and publication, as appropriate to the results of the project

5.1.2 Assessment of the site archive. The assessment will be completed within two months following the completion of the field work

5.1.3 Post-excavation analysis and publication The publication, if appropriate, will be completed within six months following the completion of the field work

5.1.4 A plan showing the proposed fabric alterations to be monitored is appended.

6 REPORTING

6.1.1 The archaeological monitoring report will adhere to the requirements set out by HCC and the ClfA documents and will comprise (as appropriate):

- a summary of the work undertaken and the results obtained
- the aims and methods adopted in the course of the recording
- the history, layout, development of the site
- survival condition and the relative importance of the site and its component parts in local, regional and is possible, national terms
- appropriate illustrative material including maps, plans, drawings and photographs of the areas monitored
- the nature, location, extent, date, significance and quality of any historic fabric revealed
- the anticipated degree of survival of structures on the site not disturbed by development,
- description of the contents of the project archive
- information on the arrangements for the long-term deposition of the project archive
- an HER entry summary sheet.
- a schedule of on-site time, including details of the staffing levels present during the project.

6.1.2 Report copies will be lodged with the client, Hertfordshire HER, NMR, and LPA. Two copies will be provided for the County Historic Environment Unit (HER).

6.1.3 It is understood that, if substantial evidence is recorded during the project, it will be necessary to undertake a full programme of analysis and publication in accordance with the guidelines of MAP2 and MoRPHE. The project report will contain recommendations as to whether this will be appropriate, given the results of the project report.

7 PROJECT ARCHIVE

7.1 The long-term deposition of the project archive will be with HALS. A full project archive will be prepared according to Historic England (MoRPHE) standards.

7.2 The archive will be deposited within six months of the conclusion of the fieldwork, and a notification form provided.

7.3 The archive will be prepared in accordance with the UK Institute for Conservation's *Conservation Guideline No.2* and the *Hertfordshire Archaeological Archive Standards; A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire* (2017) as well as the document *Archaeological Archives; a guide to best practice in creation, compilation, transfer and curation*, IFA/Archaeological Archives Forum, 2007.

7.4 The full archive of records will be made secure at all stages of the project, both on and off site. Arrangements will be made at the earliest opportunity for the archive to be accessed into the collections of the Museum. It is acknowledged that it is the responsibility of the field investigation organisation to make these arrangements with the landowner and Museum. The archive will be adequately catalogued, labelled and packaged for transfer and storage in accordance with the guidelines set out in the United Kingdom Institute for Conservation's *Conservation Guidelines No.2* and the other relevant reference documents.

7.5 Archive records, with inventory, are to be deposited at the Museum and in accordance with their requirements. The archive will be quantified, ordered, indexed, cross-referenced and checked for internal consistency.

8 SECURITY

8.1 Throughout all site works care will be taken to maintain all existing security arrangements, and to minimise disruption.

8.2 Archaeological Solutions is a member of FAME, formerly the Standing Conference of Archaeological Unit Managers (SCAUM) and operates under the 'Health & Safety in Field Archaeology Manual' (4th Edition, 2002, with updates).

8.3 AS maintains required employers (£10m) and public liability (£5m) insurances (Aviva Policy 24765101/CHC/000799) and professional indemnity insurance (£5m) (Hiscox Policy 9553036) through Towergate.

9 MONITORING & DISCHARGE OF THE ARCHAEOLOGICAL PLANNING CONDITION

9.1 It is understood that HCC HEA will monitor the project on behalf of the local planning authority.

9.2 **Notification** Archaeological Solutions will give HCC HEA notification prior to the commencement of the project on site (3 days minimum notice are required).

9.3 **Monitoring** HCC HEA will be responsible for monitoring progress and standards throughout the project, both on site and during the post-survey/report stages, to ensure compliance with the planning condition, the approved WSI and any subsequent Brief and approved WSI for further fieldwork, analyses and publication.

9.4 Any variations to the WSI will be agreed in advance with HCC HEA prior to them being carried out.

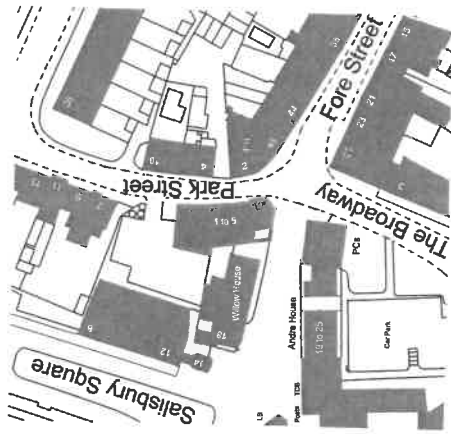
10 OASIS REPORTING

10.1 The project results will be supplied to the OASIS project.

Notes

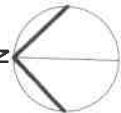
Work to figured dimensions where shown. All dimensions to be checked on site prior to commencement of any works. Refer any discrepancies to the architect.
Read this drawing in conjunction with all relevant design team specification and drawings.

PLANNING



C	11.10.18	Scale reduced to 1:1250 as requested by LPA	AG
B	27.09.18	Good Architecture office address amended; planning issue	AG
A	21.06.17	Planning issue	AG

Rev	Date	Amendment	By	Chkd
0	10			N



Location plan

Proposed conversion to dwellings
Chequers House, 1, 3 and 5 Park Street, Hatfield AL9 5AT

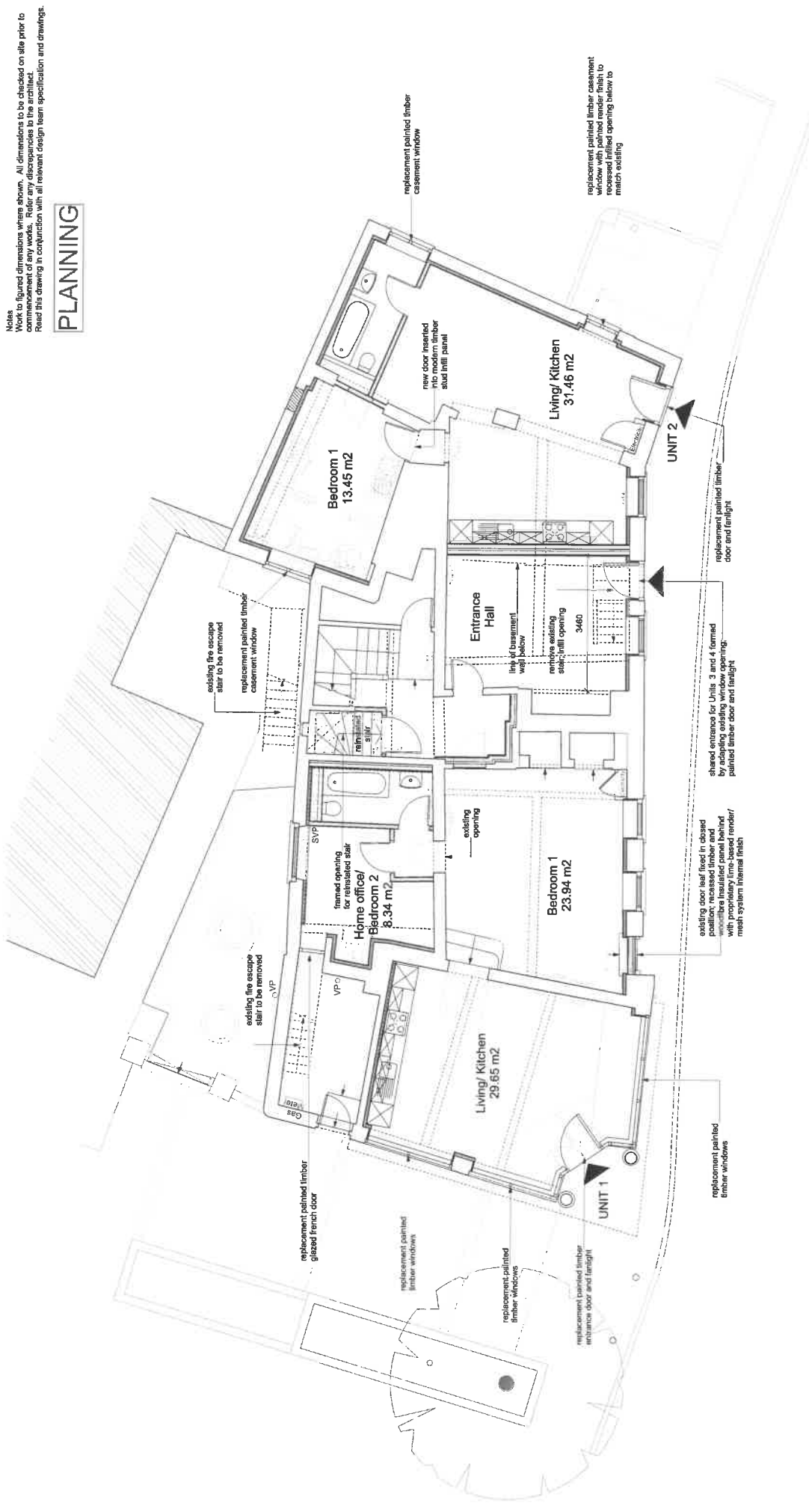
Scale 1:1250 @ A3 Date June 2017 Drawing no. 16_372 | L | 001_C



90 Ware Road, Hertford SG13 7HN
T: +44 (0)1992 501073
contact@goodarchitecture.co.uk
www.goodarchitecture.co.uk

Notes
 Work to figured dimensions where shown. All dimensions to be checked on site prior to commencement of any works. Refer any discrepancies to the architect.
 Read this drawing in conjunction with all relevant design team specification and drawings.

PLANNING



NOTE:
 Items to be removed indicated in red

D	27.09.18	Good Architecture office address amended; lobby to Unit 1 Bedroom 2 and Bathroom amended; planning measure	AG
C	06.05.18	Proposed party wall between Entrance Hall and Unit 2 aligned with existing wall; new door to be inserted into existing wall; new door to be inserted into existing wall; new door to be inserted into existing wall	AG
B	30.08.18	Units 3 & 4 shared entrance noted; existing entrance door to be replaced; new door to be inserted into existing wall	AG
A	23.03.18	Final issue	AG
	Rev	Date	By

Approved by: CHD

Scale: 1:50 @ A1 1:100 @ A3 Date: Mar 2018 Drawing no. 16_372 | 1 | 111_D

Proposed ground floor plan
 Proposed conversion to dwellings
 Chequers Homes, 1, 3 and 5 Park Street, Hatfield AL9 5AT

16 Ware Road, Hatfield, SG13 7HN
 T: +44 (0)1992 581073
 contact@goodarchitecture.co.uk
 www.goodarchitecture.co.uk

Good Architecture

**APPENDIX 1
ARCHAEOLOGICAL SOLUTIONS LIMITED
PROFILES OF KEY STAFF & SPECIALISTS**

DIRECTOR

Claire Halpin BA MCIfA

Qualifications: Archaeology & History BA Hons (1974-77). Oxford University Dept for External Studies In-Service Course (1979-1980). Member of Institute of Archaeologists since 1985: IFA Council member (1989-1993)

Experience: Claire has 25 years' experience in field archaeology, working with the Oxford Archaeological Unit and English Heritage's Central Excavation Unit (now the Centre for Archaeology). She has directed several major excavations (e.g. Barrow Hills, Oxfordshire, and Irthlingborough Barrow Cemetery, Northants), and is the author of many excavation reports e.g. St Ebbe's, Oxford: *Oxoniensia* 49 (1984) and 54 (1989). Claire moved into the senior management of field archaeological projects with Hertfordshire Archaeological Trust (HAT) in 1990, and she was appointed Manager of HAT in 1996. From the mid 90s HAT has enlarged its staff complement and extended its range of skills. In July 2003 HAT was wound up and Archaeological Solutions was formed. The latter maintains the same staff complement and services as before. AS undertakes the full range of archaeological services nationwide.

DIRECTOR

Tom McDonald BSc MCIfA

Qualifications: Member of the CfA

Experience: Tom has over twenty years' experience in field archaeology, working for the North-Eastern Archaeological Unit (1984-1985), Buckinghamshire County Museum (1985), English Heritage (Stanwick Roman villa (1985-87) and Irthlingborough barrow excavations, Northamptonshire (1987)), and the Museum of London on the Royal Mint excavations (1986-7), and as a Senior Archaeologist with the latter (1987-Dec 1990). Tom joined HAT at the start of 1991, directing several major multi-period excavations, including excavations in advance of the A41 Kings Langley and Berkhamsted bypasses, the A414 Cole Green bypass, and a substantial residential development at Thorley, Bishop's Stortford. He is the author of many excavation reports, exhibitions etc. Tom is AS's Health and Safety Officer and is responsible for site management, IT and CAD. He specialises in prehistoric and urban Archaeology, and is a Lithics Specialist.

OFFICE MANAGER (ACCOUNTS)

Rose Flowers

Experience: Rose has a very wide range of book-keeping skills developed over many years of employment with a range of companies, principally Rosier Distribution Ltd, Harlow (now part of Securicor) where she managed eight accounts staff. She has a good working knowledge of both accounting software and Microsoft Office.

OFFICE MANAGER (LOGISTICS)

Jennifer O'Toole

Experience: Jennifer's professional career has included a variety of roles such as PA to the Operations Director with The Logistics Network Ltd, Tutor/Trainer & Deputy Manager with Avanta TNG and Training and Assessment Consultant with PDM Training and Consultancy Ltd. Jennifer's career history emphasises her organisational and interpersonal skills, especially her ability to efficiently liaise with and manage individuals on various levels, and provide a range of supportive/ administrative services. Jennifer holds professional qualifications in a number of subjects including recruitment practice, customer service, workplace competence and health and safety. In her role with Archaeological Solutions Ltd, Jennifer has assisted in the delivery of the company's services on a variety of projects as well as co-ordinating recruitment and providing a range of complex administrative support.

SENIOR PROJECTS MANAGER

Jon Murray BA MCIfA

Qualifications: History with Landscape Archaeology BA Hons (1985-1988).

Experience: Jon has been employed by HAT (now AS) continually since 1989, attaining the position of Senior Projects Manager. Jon has conducted numerous archaeological investigations in a variety of situations, dealing with remains from all periods, throughout London and the South East, East Anglia, the South and Midlands. He is fluent in the execution of (and now project manages) desk-based assessments/EIAs, historic building surveys (for instance the recording of the Royal Gunpowder Mills at Waltham Abbey prior to its rebirth as a visitor facility), earthwork and landscape surveys, all types of evaluations/excavations (urban and rural) and environmental archaeological investigation (working closely with Dr Rob Scaife), preparing many hundreds of archaeological reports dating back to

1992. Jon has also prepared numerous publications; in particular the nationally-important Saxon site at Gamlingay, Cambridgeshire (*Anglo-Saxon Studies in Archaeology & History*). Other projects published include Dean's Yard, Westminster (*Medieval Archaeology*), Brackley (*Northamptonshire Archaeology*), and a medieval cemetery in Haverhill he excavated in 1997 (*Proceedings of the Suffolk Institute of Archaeology*). Jon is a member of the senior management team, principally preparing specifications/tenders, co-ordinating and managing the field teams. He also has extensive experience in preparing and supporting applications for Scheduled Monument Consent/Listed Building Consent

SENIOR PROJECTS MANAGER

Vincent Monahan BA

Qualifications: University College Dublin: BA Archaeology (2007-2012)

Experience: Professionally, Vincent has worked for various archaeological groups and projects including the Stonehenge Riverside Project (Site Assistant/ Supervisor; 2008), University College Dublin Archaeological Society (Auditor; 2009-2010) and the Castanheiro do Vento Research Project (Site Assistant/ Supervisor; 2009-2010 (seasonal)). This background has provided Vincent with a good experience of archaeological fieldwork including excavation, various sampling techniques and on-site recording. He also gained experience of museum-grade curatorial practice during his undergraduate degree. Since joining Archaeological Solutions Ltd, Vincent has managed various large and complex excavation projects including a number of sites associated with the onshore element of the East Anglia One project (Scottish Power Renewables). His duties include overall project management (fieldwork), the management of staff and timescales, and professional liaison with clients, local authority representatives and other organisations as necessary. Vincent also assists in the dissemination of project outcomes through contributions to 'grey' and published literature, and through the organisation and delivery of site open days. He is CSCS qualified (expires June 2020) and has successfully completed the Emergency First Aid at Work course (January 2018).

SENIOR PROJECT OFFICER

Kerrie Bull BSc

Qualifications: University of Reading: BSc Archaeology (2008-2011)

Experience: During her undergraduate degree at the University of Reading Kerrie worked on the Lyminge Archaeological Project (2008), the Silchester 'Town Life' Project (2009) and the Ecology of Crusading Research Programme (2011). Through her academic and professional

career, Kerrie has gained good experience of archaeological fieldwork and post-excavation techniques. Since joining Archaeological Solutions Ltd, Kerrie has gained enhanced experience of commercial archaeological practice, and has managed the fieldwork elements of various large projects, including the excavation of Chilton Leys, Stowmarket. Kerrie's other responsibilities include the training and management of field staff, and professional liaison with clients and local authority representatives. Kerrie has contributed towards the dissemination of project outcomes through the production of 'grey' literature and published works. She is CSCS qualified (expires February 2019).

PROJECT OFFICER
Gareth Barlow MSc

Qualifications: University of Sheffield, MSc Environmental Archaeology & Palaeoeconomy (2002-2003)
King Alfred's College, Winchester, Archaeology BA (Hons) (1999-2002)

Experience: Gareth worked on a number of excavations in Cambridgeshire before pursuing his degree studies, and worked on many archaeological projects across the UK during his university days. Gareth joined AS in 2003 and has worked on numerous archaeological projects throughout the South East and East Anglia with AS. Gareth was promoted to Supervisor in the Summer 2007. Gareth is qualified in the Construction Skills Certification Scheme (CSCS) and is a qualified in First Aid at Work (St Johns Ambulance).

SUPERVISOR
Keeley-Jade Diggons BA

Qualifications: University of Southampton, BA Archaeology and Geography (2014-2017)

Experience: Keeley's higher education at the University of Southampton provided her with a good, working understanding of archaeological fieldwork method and theory through the completion of modules including *Archaeological Survey*, *Geophysics* and *Advanced GIS*. She also gained valuable excavation and finds administration experience through participation on British and overseas field projects. Since joining Archaeological Solutions Ltd, Keeley has participated on a number of fieldwork projects, including elements of the East Anglia One infrastructure project (Scottish Power Renewables), and has coordinated geophysical survey projects, including cart-based surveys. Keeley has also contributed to the production of archaeological reports

through the collation and assessment of site data and she holds a qualification in Remote Outdoor First Aid.

SUPERVISOR
Isak Ekberg BA MA

Qualifications: Lund University (2009–11), BA (Hons) Archaeology
Lund University (2011–13), MA (Hons) Archaeology

Experience: Isak's higher education at the Lund University has provided him with a good practical understanding of the archaeology of northern Europe and a firm grounding in various vocational skills, through the completion of modules including *GIS in Archaeology* and *Virtual Reality in Archaeology*. Isak has also gained valuable and extensive experience in digital archaeology through his participation in the *Skånes Hembyggsdörening Project*, *Ygdrasil Project* and the *Siena University Spatial Analysis Project*. Since joining Archaeological Solutions Ltd, Isak has worked on a variety of commercial fieldwork projects, developing his practical skills and gaining a good understanding of various archaeological periods across the East of England. Isak is CSCS certified.

SUPERVISOR
John Haygreen

Experience: Jon has extensive experience of working within the construction sector, including as a company director of a landscaping business. His duties and responsibilities in these posts included the supervision and coordination of co-workers, liaising with stakeholders to determine specific project design elements and managing projects to ensure deadlines were realised. Since joining Archaeological Solutions Ltd John has worked on a variety of commercial fieldwork projects, developing his knowledge and excavation, surveying and supervisory skills. John is a CPCS trained operator of 360 Excavators. John is also CSCS certified, passed the CITB Health and Safety Awareness Course and is trained in Emergency First Aid.

SUPERVISOR
Joseph Locke BA MSt

Qualifications: BA (Hons) Classical and Archaeological Studies
(University of Kent 2009–12)
MSt Classical Archaeology (University of Oxford 2014–15)

Experience: Joseph has been working in field archaeology across southern Britain for the last five years for a variety of contracting units,

and developing an extensive repertoire of excavation, surveying and supervisory skills. Significant projects during this period have included the large-scale excavation of a complex Roman farmstead in eastern Milton Keynes, late Iron Age and Roman field systems and settlement, and Roman inhumation burials also around Milton Keynes. Other projects have included Anglo-Saxon cremations and the medieval Greyfriars Friary in Oxfordshire, Bronze Age cremations, Iron Age field systems and Saxon sunken-featured building across East Anglia, as well as overseeing watching briefs. In addition to British archaeology, Joseph's academic background has also supported research interests in Minoan Archaeology, in particular burial practices. Joseph is CSCS certified.

SUPERVISOR

Becky Randall BA MA

Qualifications: University of Wales Trinity St David (2013–16), BA (Hons) Mediterranean Archaeology
University of Wales Trinity St David (2016–17), MA Mediterranean Archaeology

Experience: Becky's education at the University of Wales Trinity St David provided her with a good, working understanding of archaeological fieldwork method and theory. During her time at university she gained valuable excavation, archiving and finds administration experience through participation in the *Tell es-Safi Archaeological Project* and as a volunteer with numerous British fieldwork projects. Since joining Archaeological Solutions Ltd, Becky has participated on a number of fieldwork projects, including elements of the East Anglia One infrastructure project (Scottish Power Renewables). Becky has also contributed to the production of archaeological reports through the collation and assessment of site data. Becky is CSCS certified.

SUPERVISOR

Alice Short BSc MSc

Qualifications: University of Exeter (2010-13) BSc (Hons) Archaeology with Forensic Science
University of Exeter (2013-15) MSc Bioarchaeology (Human Osteology)

Experience: With fieldwork experience in both academic and professional settings, Alice has gained a broad understanding of the archaeology across southern Britain. Her higher education provided her with a thorough understanding of archaeological methods and practices, with particular attention to the excavation, analysis and preservation of human remains. Alice's involvement with numerous

archaeological projects with universities and other contracting units, have provided her with invaluable fieldwork and post-excavation experience. She is the co-author of '*A bone grease processing station at the Mitchell Prehistoric Indian Village: Archaeological evidence for the exploitation of bone fats*' *Environmental Archaeology* (2015), and also completed the post-excavation analysis for an early Saxon cemetery in Ipplepen for her postgraduate thesis. Her principle research interests lie in dating methodologies for prehistoric human populations and prehistoric landscape archaeology. Since joining Archaeological Solutions Ltd, Alice has worked on a variety of commercial fieldwork projects, developing her knowledge and excavation, surveying and supervisory skills.

SUPERVISOR

Daniel Ryan BA

Qualifications: University of Leicester (2014-17) BA (Hons)
History

Experience: Dan's higher education at the University of Leicester has provided him with a good understanding of the history of Britain, researching the interaction between the Britons and the Saxons (500-830 AD) for his dissertation project. In 2018 Dan became a trustee of the *Burwell Museum and Windmill Trust*, assisting with management of finances while contributing to the general upkeep of the site and improving visitor experience. Since joining Archaeological Solutions Ltd Dan has worked on a variety of commercial fieldwork projects, developing his knowledge and excavation, surveying and supervisory skills. Dan is CSCS certified.

SUPERVISOR

Samuel Thomelius BA MA

Qualifications: Bachelor Programme in Archaeology and Ancient History, Archaeology (Uppsala University 2012–15)
Master Programme in the Humanities, Archaeology (Uppsala University 2015–17)

Experience: Samuel's higher education has provided him with a good, practical understanding of the archaeology of northern Europe and a firm grounding in various vocational skills. Samuel's practical experience encompasses archaeological excavation duties and post-excavation curation, including a lead role in digital documentation at Uppsala University (2016). His principle research interests are landscape archaeology and digital methods in archaeology. Since joining Archaeological Solutions Ltd, Samuel has worked on a variety of commercial fieldwork projects, developing his practical skills and gaining a good understanding of various archaeological periods across the East of England. Samuel is CSCS certified.

PROJECT OFFICER (DESK-BASED ASSESSMENTS)

Kate Higgs MA (Oxon)

Qualifications: University of Oxford, St Hilda's College
Archaeology & Anthropology MA (Oxon) (2001-2004)

Experience: Kate has archaeological experience dating from 1999, having taken part in clearance, surveying and recording of stone circles in the Penwith area of Cornwall. During the same period, she also assisted in compiling a database of archaeological and anthropological artefacts from Papua New Guinea, which were held in Scottish museums. Kate has varied archaeological experience from her years at Oxford University, including participating in excavations at a Roman amphitheatre and an early church at Marcham/ Frilford in Oxfordshire, with the Bamburgh Castle Research Project in Northumberland, which also entailed the excavation of human remains at a Saxon cemetery, and also excavating, recording and drawing a Neolithic chambered tomb at Prissé, France. Kate has also worked in the environmental laboratory at the Museum of Natural History in Oxford, and as a finds processor for Oxford's Institute of Archaeology. Since joining AS in November 2004, Kate has researched and authored a variety of reports, concentrating on desk-based assessments in advance of archaeological work and historic building recording.

ASSISTANT PROJECTS MANAGER (POST-EXCAVATION)

Andrew Newton MPhil PCIFA

Qualifications: University of Bradford, MPhil (2002-04)
University of Bradford, BSc (Hons) Archaeology (1999-2003)
University of Bradford, Dip Professional Archaeological Studies (2002)

Experience: Andrew has carried out geophysical surveys for GeoQuest Associates on sites throughout the UK and has worked as a site assistant with BUFAU. During 2001 he worked as a researcher for the Yorkshire Dales Hunter-Gatherer Research Project, a University of Bradford and Michigan State University joint research programme, and has carried out voluntary work with the curatorial staff at Beamish Museum in County Durham. Andrew is a member of the Society of Antiquaries of Newcastle-upon-Tyne and a Practitioner Member of the Institute for Archaeologists. Andrew joined AS in 2005 as Project Officer writing desk-based assessments, he has since gained considerable experience in post-excavation work and his principal role is conducting post-excavation research and authoring site reports for publication. Significant post-excavation projects he has been

responsible for include the Ingham Quarry Extension, Fornham St. Genevieve, Suffolk – a site with large Iron Age pit clusters arranged around a possible wetland area; the late Bronze Age to early Iron Age enclosure and early Saxon cremation cemetery at the Chalet Site, Heybridge, Essex; and, the high status Anglo-Saxon cemetery at Burwell Road, Exning, Suffolk. Andrew's work on the Iron Age settlement at Black Horse Farm, Sawtry, Cambridgeshire was recently published by BAR and he co-authored the recent *East Anglian Archaeology* monograph on the Romano-British industrial site at East Winch, Norfolk. Andrew also writes and co-ordinates Environmental Impact Assessments and has worked on a variety of such projects across southern and eastern England. In addition to his research responsibilities, Andrew undertakes outreach and publicity work and carries out some fieldwork.

PROJECT OFFICER (POST-EXCAVATION)

Lindsay Lloyd-Smith BSc MPhil PhD

Qualifications: Institute of Archaeology, UoL, BSc (Hons) Archaeology (1989-1992)

University of Cambridge, MPhil Archaeological Research (2004-2005)

University of Cambridge, PhD Archaeology (2005-2008)

Experience: Lindsay has over 25 years' experience in archaeology working on a wide variety of contract and research projects. As well as working in East Anglia for the Norfolk Archaeological Unit (1992), the Cambridge Archaeology Unit (repeatedly between 1995 and 2010), and most recently for Pre-Construct Archaeology (2016-2018), Lindsay's work and research has taken him to Belize (1992), the Netherlands (1992-1995), Sweden (1997-2004), India (1996-2005), Egypt (2002-2004), Malaysia (2000-2017), the Philippines (2006), Vietnam (2009), and South Korea (2011-2015). He was a member of the Niah Caves Project, Borneo (University of Cambridge, 2000-2004), which led on to his post-graduate research (MPhil, PhD) into later prehistorical mortuary practice in Island Southeast Asia. Following this, he was a Post-Doctoral Research Associate on the Cultured Rainforest Project, University of Cambridge (2007-2011), responsible for archaeological fieldwork investigating the prehistory of the central highlands of Borneo. He spent four years (2011-2015) working as an Assistant Professor at the Institute for East Asian Studies, Sogang University, Seoul, South Korea, where he taught Area Studies and Southeast Asian Archaeology and directed the Early Central Borneo Project (2013-2016). During this time he also was lead editor for the newly launched journal *TRANS: Trans –Regional and –National Studies of Southeast Asia* published by Cambridge University Press. Returning to the UK in 2015, Lindsay worked at Leicester University as an Associate Tutor in the School of Archaeology and Ancient History where he designed and wrote a Distance Learning Masters Module in Archaeology and Education. Lindsay joined AS in June 2018 and is

responsible for the post-excavation management of large excavation projects, from the assessment, interpretation and synthesis of site data to the production of archaeological reports from assessment to publication level.

POTTERY, LITHICS AND CBM RESEARCHER
Andrew Peachey BA MCIfA

Qualifications: University of Reading BA Hons, Archaeology and History (1998-2001)

Experience: Andrew has been working as a specialist across East Anglia and adjacent regions since 2002, with a particular interest in prehistoric and Roman pottery and ceramic building materials, as well as in the prehistoric technology and use of struck flint. Working as an internal specialist for Archaeological Solutions and accepting work as an external specialist for other contracting archaeological units has afforded Andrew a diverse and wide-ranging portfolio of projects and experience. Projects have included Neolithic pit groups at Coxford and flint assemblages from Blakeney Norfolk, extensive Neolithic to Iron Age assemblages from a riverside site at Dernford, Cambs and an important fenland occupation and ritual site at Sawtry, Cambs. Significant Roman pottery and CBM assemblages have included a large farmstead complex and pottery production site at Stowmarket, Suffolk and a Roman villa at Bottisham, Cambs; as well as from intensive agro-industrial sites at Soham, Cambs; Beck Row and Newmarket, Suffolk. A large pottery production and industrial site at East Winch Norfolk has recently been published as an East Anglian Archaeology monograph, while other kiln sites have included early Roman production at Snape, Suffolk (published in the Journal of Roman Pottery Studies) and Horningsea, Cambs (published in the Proceedings of the Cambridge Antiquarian Society). Andrew is a long-standing committee member and contributor to the Study Group for Roman Pottery.

POTTERY RESEARCHER
Peter Thompson MA

Qualifications: University of Bristol BA (Hons), Archaeology (1995-1998)
University of Bristol MA; Landscape Archaeology (1998-1999)

Experience: Peter has over two years commercial site excavation experience mainly with Bristol and Region Archaeological Services and the Bath Archaeological Trust. Peter joined HAT (now AS) in 2002 to specialise in Anglo-Saxon and Medieval pottery research covering East Anglia and the Greater London areas, and also has good

knowledge of Prehistoric pottery identification. Publications include pottery assemblages from a Late Bronze Age and Early Iron Age enclosure and Early Saxon cemetery at Heybridge, Essex (*Essex Archaeology and History 2008, Vol 39*); Saxon and Medieval settlement at Marham, Norfolk (*Norfolk Archaeology 2012, Vol 46*); Iron Age settlement and burials and Early Anglo-Saxon settlement from Harston Mills, Cambs (*East Anglian Archaeology 2016 Vol 157*); two rural Suffolk Anglo-Saxon sites at Snape and Oulton (*Anglo-Saxon Studies in Archaeology and History 2018, Vol 21*); A Medieval Grimston ware pottery assemblage at Pott Row, Norfolk (*Norfolk Archaeology 2014 Vol 48*); a medieval rural landscape at Stone, Bucks (*Records of Buckinghamshire 2018, Volume 58 part 1*); and a late medieval kiln site at Stowmarket, Suffolk (*forthcoming*). Peter has also written more than 100 Desk-Based Assessments primarily for commercial developers in both rural and urban locations. These include particularly archaeologically sensitive sites such as a double Scheduled Ancient Monument site at Kings Langley, Herts, and The Great Hospital in Norwich.

ENVIRONMENTAL ARCHAEOLOGIST

Dr John Summers PhD

Qualifications: 2006-2010: PhD "The Architecture of Food" (University of Bradford)
2005-2006: MSc Biological Archaeology (University of Bradford)
2001-2005: BSc Hons. Bioarchaeology (University of Bradford)

Experience: John is an archaeobotanist with a primary specialism in the analysis of carbonised plant macrofossils and charcoal. He has undertaken archaeobotanical analyses for numerous excavations, mainly in the Eastern region, including assemblages from a number of large Romano-British, medieval and multi-phased sites. In addition to work on AS projects, John undertakes archaeobotanical assessment and analysis for a number of other archaeological units. He also maintains a connection with research projects in Scotland, including recent work with the University of Bradford's Covesea Caves Project. In addition to archaeobotanical investigations, John is responsible for co-ordinating field survey with GPS and total station, as well as in house magnetic gradiometer surveys. With AS, he has co-ordinated and written up a number of gradiometer surveys, including a number of large areas (up to 140ha) and cart-based surveys, in conjunction with our external consultant.

HISTORIC BUILDING RECORDING

Tansy Collins BSc MSt

Qualifications: University of Sheffield, Archaeological Sciences BSc (Hons) (1999-2002)

Experience: Tansy's archaeological experience has been gained on diverse sites throughout England, Ireland, Scotland and Wales. Tansy joined AS in 2004 where she developed skills in graphics, backed by her grasp of archaeological interpretation and on-site experience, to produce hand drawn illustrations of pottery, and digital illustrations using a variety of packages such as AutoCAD, Corel Draw and Adobe Illustrator. She joined the historic buildings team in 2005 in order to carry out both drawn and photographic surveys of historic buildings before combining these skills with authoring historic building reports in 2006. Since then Tansy has authored numerous such reports for a wide range of building types; from vernacular to domestic architecture, both timber-framed and brick built with date ranges varying from the medieval period to the 20th century. These projects include a number of regionally and nationally significant buildings, for example a previously unrecognised medieval aisled barn belonging to a small group of nationally important agricultural buildings, one of the earliest surviving domestic timber framed houses in Hertfordshire, and a Cambridgeshire house retaining formerly hidden 17th century decorative paint schemes. Larger projects include The King Edward VII Sanatorium in Sussex, RAF Bentley Priory in London as well as the Grade I Listed Balls Park mansion in Hertfordshire.

HISTORIC BUILDING RECORDING

Liam Podbury BA

Qualifications: Newcastle University (2013-16) BA (Hons) Archaeology

Experience: Throughout his higher education, Liam has gained extensive practical archaeological experience, assisting in the excavation of the Hasting Hill Neolithic Monument Complex in Sunderland and the excavation of an early Bronze Age metallurgy site in Sicily with the *Case Bastione Project*. After graduating Liam trained in the practical conservation of historic structures with the *National Heritage Training Group* and went on to work as a project manager, restoring and renovating numerous listed historic buildings. Liam joined Archaeological Solutions as a field archaeologist, working on a variety of commercial fieldwork projects, developing his practical skills and gaining a good understanding of various archaeological periods across the East of England. In 2019 he joined the historic buildings team, since then Liam has authored reports for a wide range of building

types; both timber-framed and brick-built buildings with date ranges varying from the medieval period to the 20th century. Liam also conducts background research and contributes to archaeological report writing. He is CSCS certified and is trained in Emergency First Aid at Work.

SENIOR GRAPHICS OFFICER

Kathren Henry

Experience: Kathren has over twenty-five years' experience in archaeology, working as a planning supervisor on sites from prehistoric to late medieval date, including urban sites in London and rural sites in France/ Italy, working for the Greater Manchester Archaeological Unit, Passmore Edwards Museum, DGLA and Central Excavation Unit of English Heritage (at Stanwick and Irthlingborough, Northamptonshire). She has worked with AS (formerly HAT) since 1992, becoming Senior Graphics Officer. Kathren is AS's principal photographer, specializing in historic building survey, and she manages AS's photographic equipment and dark room. She is in charge of AS's Graphics Department, managing computerised artwork and report production. Kathren is also the principal historic building surveyor/illustrator, producing on-site and off-site plans, elevations and sections.

GRAPHICS OFFICER

Danielle Hall MA

Qualifications: University of Edinburgh, Archaeology MA (Hons) (2014 - 2018)

Experience: Since joining the Graphics Department at AS, Danielle has been involved multiple tasks including digitising site records, compiling geo-physics surveys, and creating visual figures for desk-based assessments. Danielle has participated in various field excavations from Romania to Cyprus and has worked alongside the University of Edinburgh and Archaeology Scotland. She has also worked in conjunction with Historic Environment Scotland, the University of Glasgow, and the Society of Antiquaries Scotland using her designs to promote archaeology to local communities.

ARCHIVES CO-ORDINATOR

Luke Harris

Qualifications: Northampton College, A-Level History, English Literature and Language and AS-Level Government and Politics (2006)

Experience: Since completing his advanced education, Luke has held a number of professional administrative roles with companies and institutions including Nationwide Building Society (2007–2011) and Civica (2013–2014). His duties and responsibilities in these posts included the supervision and coordination of co-workers, the handling of customer enquiries and the categorisation, collation and digitalisation of paper records. Luke has also gained valuable clerical experience through voluntary roles and work experience. Since joining Archaeological Solutions Ltd, Luke has received training in finds recognition, finds and environmental processing/ storage, archiving and the deposition of archaeological archives.

ARCHIVES ADMINISTRATOR

Sam Bellotti

Qualifications: BA Hons degree American Studies (UEA)

Experience: Sam is a highly organised and dedicated archivist and has extensive experience of working in the heritage sector. He has an affinity for working with large volumes of information and collections throughout his previous roles with the Norfolk Museums Service. He is trained in curatorial practices that include data and collections management, exhibition development, and project management. He has trained and worked with volunteers on many collection and digitisation projects. Sam gained valuable experience when creating and managing an archive for the Edith Cavell Collection owned by The Church of St Mary the Virgin, Swardeston. He has a good overall knowledge of archiving, administration, as well as maintaining databases.

ASSISTANT ARCHIVES ADMINISTRATOR

Suzanne Fletcher

Qualifications: University of Central Lancashire - BSc (Hons) Degree in Archaeology

Experience: Throughout her higher education, Suzanne has gained extensive practical and theoretical archaeological experience, excelling in a range of excavations and report writing; resulting in her gaining her first class degree. Such University projects included excavating an Anglo-Saxon settlement/graveyard complex at Oakington, Cambridgeshire, a Roman fort at Ribchester, Lancashire and a Prehistoric enclosure at Whitewell, Lancashire. After University, Suzanne dedicated a year to volunteering full-time at a variety of historic establishments in order to further broaden her knowledge of archaeological processes. Such establishments included: Cambridgeshire County Council Historic Environment Team; Suffolk County Council Archaeology Service; Norfolk Museums Service; The Museum of Technology, Cambridgeshire; Norfolk Record Office, Felixstowe Museum and more. Since

joining Archaeological Solutions Ltd, Suzanne has contributed primarily to archiving and depositing projects by county, as well as reports; producing tabulations for projects to further report writing processes and assisting further through proof-reading, editing and final checks of tabulations and reports.

ADMINISTRATOR

Hollie Wesson

Qualifications: Stowmarket High School, A Level Applied Business Studies and OCR
Cambridge Technical Diploma Health and Social Care Level 3

Experience: Hollie is an effective administrator with a broad range of skills gained from her previous experience of working in a busy office and customer service environment with Thrifty car and van rental and variety of employers within the retail sector. She is hardworking and reliable and pays great attention to detail whilst setting up project files and disseminating reports to clients and maintaining office supplies. Amongst other things, Hollie also tracks metrics for success including customer satisfaction; overall she is a very efficient member of the team and contributes to an improved service for our clients.

ARCHAEOLOGICAL SOLUTIONS: PRINCIPAL SPECIALISTS

GEOPHYSICAL SURVEYS	Dr David Bescoby Dr John Summers
AIR PHOTOGRAPHIC ASSESSMENTS	Aerial-Cam Ltd – SUMO Aerial Surveys
PHOTOGRAPHIC SURVEYS	K Henry
PREHISTORIC POTTERY	A Peachey MCIfA
ROMAN POTTERY	A Peachey MCIfA
SAXON & MEDIEVAL POTTERY	P Thompson
POST-MEDIEVAL POTTERY	P Thompson
FLINT	A Peachey MCIfA
GLASS	H Cool
COINS	British Museum, Dept of Coins & Medals
SMALL FINDS	R Sillwood
SLAG	A Newton
ANIMAL BONE	J Curl
HUMAN BONE:	S Anderson
ENVIRONMENTAL CO-ORDINATOR	Dr J Summers
POLLEN AND SEEDS:	Dr R Scaife
CHARCOAL/WOOD	Dr J Summers
SOIL MICROMORPHOLOGY	Dr R MacPhail, Dr C French
CARBON-14 DATING:	SUERC Radiocarbon Laboratory
CONSERVATION	Drakon Heritage and Conservation

HISTORIC BUILDINGS CONSULTANT Lee Prosser BA PhD ACIFA

Lee Prosser is a specialist in historic buildings, with a particular interest in historic brickwork and timber-framing. After taking a degree in Archaeology and Victorian Studies at the University of Wales, Lampeter, he completed a doctoral thesis in landscape archaeology, formulating a model for the study of poorly documented landscapes by using a combination of toponymy, historic buildings and economic theory. Whilst employed by the former Hertfordshire Archaeological Trust for five years, he produced over a hundred historic building recording reports, many in conjunction with the late Adrian Gibson MBE.

Lee is currently curator (Historic Buildings) at Historic Royal Palaces, the organisation which manages and cares for The Tower of London, Hampton Court Palace, Kensington Palace, Kew Palace and The Banqueting House, Whitehall.

For ten years Lee was an associated tutor with academic status at Bristol University

