



# CFA ARCHAEOLOGY

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## WRITTEN SCHEME OF INVESTIGATION



## Land at Salisbury Square Hatfield Hertfordshire

Archaeological Evaluation  
Planning Ref. 6/2021/3422/MAJ

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Commissioned by	Gascoyne Holdings Limited
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National Grid Ref	TL 2331 0863

This document has been prepared in accordance with CFA Archaeology Ltd standard operating procedures

**Land at Salisbury Square Hatfield  
Hertfordshire**

**Written Scheme of Investigation:  
Archaeological Evaluation**

## **Land at Salisbury Square, Hatfield, Hertfordshire: Archaeological Evaluation**

### **Written Scheme of Investigation**

#### **1. Introduction**

- 1.1 This Written Scheme of Investigation (WSI) has been prepared by CFA Archaeology Ltd on behalf of Gascoyne Holdings Limited. It outlines the details of an archaeological evaluation to be undertaken at land at Salisbury Square, Hatfield, Hertfordshire (NGR: TL 2331 0863, Fig. 1). The land is currently a block of shops with flats above, a carpark and green space with public footpaths.
- 1.2 A planning application has been submitted (Application No. 6/2021/3422/MAJ) by Gascoyne Holdings Limited to erect a number of commercial and residential buildings with parking and associated ground works. This will include the demolition of the existing shopping parade and alterations to existing parking area.
- 1.3 This WSI outlines the work needed to assess the archaeological potential of the proposed site after the demolition of the existing building towards the centre of the site and prior to the construction of the building to the north. The results from this work will inform the Hertfordshire Historic Environment Advisor (HHEA) at Hertfordshire County Council (HCC) for further mitigation work that may be required.

#### **2. Site Background**

- 2.1 The development area is approximately 7,500 square metres located West of Hatfield House in the core of Old Hatfield, Hertfordshire (Fig. 1). Underlying geology is clay with clayey soils as superficial geology where it has not been removed. A borehole survey of hand-excavated test pits in the southern and central parts of the site revealed 0.8-1.0m of topsoil and overburden, below which concrete was encountered in one pit. A borehole and window sample taken on the north side of the square revealed 4.9m and 3.0m of made ground, above natural sand and gravel respectively. In the car park, a borehole and three window samples revealed between 1.8 and 2.65m depth of overburden, mainly clay soils containing brick and clinker fragments, overlying natural gravel.

#### **3. Historic Background**

- 3.1 A previous Archaeological Impact Assessment (ASC 2011) and detailed information from the Historic Environment Record demonstrates a densely occupied landscape and the conclusions of the assessment are quoted with descriptions below (Table 1) and can be seen in Figure 1.

Monument ID	Description
MHT1844	21-25 Fore Street, Hatfield
MHT1848	Roman Occupation, Great North Road, Old Hatfield
MHT1851	Medieval Pottery Kiln, Batterdale West, Hatfield
MHT1852	Medieval And Later Occupation, Priory House, Hatfield
MHT5008	Site Of Milestone, Hatfield Station Yard, Hatfield
MHT5284	Wall Box, Up Platform, Hatfield Station
MHT6561	Medieval Occupation, 27-39 Park Street, Old Hatfield
MHT6566	Post-Medieval Occupation, 27-39 Park Street, Old Hatfield
MHT6822	Medieval & Post-Medieval Town of Hatfield
MHT6825	Medieval and Later Occupation, 1-5 Park Street, Hatfield
MHT6878	Site of The Hatfield Brewery, Great North Road, Hatfield
MHT9266	Medieval Silver Ring, Park Street, Old Hatfield
MHT9628	Hatfield-St Albans Branch of The Great Northern Railway
MHT13422	Post-Medieval Drains and Dumped Material, Batterdale, Hatfield
MHT16256	Site of Park Street Chapel, Park Close, Old Hatfield
MHT17355	Post-Medieval Drains, Park Street, Old Hatfield
MHT17357	Post-Medieval Rubbish Deposit, Church Street/Park Street Junction, Old Hatfield
MHT18315	Marychurch, Salisbury Square, Hatfield

Table 1: HER Monument descriptions

### ***Prehistoric***

- 3.2 The potential for evidence of prehistoric activity on the site is assessed as low. The early history of Hatfield is not well understood, and there is little recorded evidence for human activity in the area pre-dating the late medieval period. The results of fieldwork in the surrounding area indicate that this probably because much of the area was covered by woodland.

### ***Romano-British***

- 3.3 The potential for evidence of Roman activity on the site is assessed as low. During the Roman period, the study area appears to have been predominantly rural, far from any known centres of population or major rural sites, such as villas. Evidence for a possible Roman building has been recorded to the north of the assessment site, but the nature and extent of this is uncertain (MHT1848).

### ***Early to Late Medieval***

- 3.4 The potential for evidence of Saxon activity on the site is assessed as low. For medieval activity, the potential is assessed to be high. In the late 10th century land at Hatfield was granted to Ely Abbey, and the estate was exploited for timber

and building materials. Settlement at Hatfield was established by the early 13th century, and the Bishops Palace and Hatfield Great Park were established. The assessment site lies within the historic core of Hatfield, and evidence of medieval activity is recorded in close proximity to it.

### ***Post-Medieval***

- 3.5 The potential for evidence of post-medieval activity on the site is assessed as high. Although Hatfield prospered from the late medieval period onwards, its expansion was limited. The Great North Road formed the southern and western boundary of the assessment site, much of the assessment site had been built upon by the late 18th century, if not earlier. In the 19th century, Hatfield Brewery was established in the centre of the site, continuing in operation until the First World War.

## **4. Archaeological Background**

- 4.1 CFA Archaeology Ltd carried out a previous archaeological evaluation in 2015 (Barton 2015). The work was to be a 4% evaluation of the area available for trenching; however, WHBC car park requirements and live electric cables discovered on site restricted investigations to a single trench. This trench, excavated on a grass-covered lawn in Salisbury Square, revealed the basement for a 19th century building fronting the former Great North Road. The remains were revealed 2.3m down from the current site surface and showed that there has been significant truncation of early deposits by 19th century activity. This confirmed the results of a ground investigation report indicating deep made ground across the Site and associated truncation of archaeological horizons.

## **5. Project Objectives**

- 5.1 In accordance with the brief the objectives of the project are to determine the location, extent, date, character, condition, significance and quality of any surviving archaeological remains liable to be threatened by the proposed development'.

The wider Research Objectives are to:

- To investigate the evidence for and origins of the different phases of land use and enclosure within the area, including any evidence for pre-Roman, Roman, Saxon, medieval and postmedieval activity;
- To place the results of the investigation within the wider landscape context and contribute to an understanding of the pattern of land use;

The research framework objectives also include (Research Framework 2023):

- LIA-Rom 05: How can we better understand the Late Iron Age to Roman transition?

- LIA-Rom 06: How can we increase our understanding of the Iron Age and Roman environment?
- E-Sax 07: To what extent is it possible to demonstrate absence of Early Anglo-Saxon occupation rather than absence of evidence?
- MSax-Lsax 08: How can we better understand the extent of Middle and Late Anglo-Saxon landscape reorganisation?
- Med (Rural) 03: How can we improve our understanding of medieval agricultural practices?
- Med (Rural) 04: How can we improve our understanding of medieval rural industries?
- P-Med 09: How can we capture the changing character of post-medieval urban centres?
- P-Med 11: How can we increase our understanding of post-medieval urban high streets?

5.2 Research objectives will be re-evaluated during the course of the project to reflect the nature and significance of findings, they will be informed by and will follow the relevant regional research frameworks.

## 6. Archaeological Methods

6.1 CFA Archaeology is a registered organisation with the Chartered Institute for Archaeologists (CIfA). Work will be conducted with regard to the Institute's standards documents (CIfA 2020a-c), relevant Historic England guidance documents (Historic England 2011, 2015a, and 2015b), and this WSI. Recording of all elements will be done following established CFA procedures. The archaeological works will be undertaken in a method agreed by the HHEA.

6.2 Should there be unexpectedly significant or complex discoveries that warrant more detailed recording than is described in this WSI, the archaeological contractor, CFA Archaeology Ltd, will contact the HHEA with the relevant information.

### Method of Excavation

6.3 The Site is in current use with limited access. The car park has re-enforced concrete surfaces and multiple live surfaces that cross the Site. The trenches (5no. 10m x 2m and 2no. 5m x 2m, Table 1) are located within areas of high impact such as the new construction to the north, and the area of the existing building that will be demolished prior to the excavation.

Test Pit No.	Dimensions	Target
1	5m x 2m	Standard trench array
2	5m x 2m	Standard trench array
3	10m x 2m	Standard trench array
4	10m x 2m	Standard trench array
5	10m x 2m	Standard trench array

### **Table 1: Summary of Trenches and Potential Archaeology**

- 6.4 The test trenches will be located and scanned using a cable avoidance tool (CAT and genny) within the locations within Figure 1. If these are void of any signals, then excavation will commence. However, if there are any signals then HHEA will be notified of a change in location and agreement will be needed before excavation continues.
- 6.5 As the site has reinforced concrete hardstanding a hydraulic breaker will be used to break the surface and hardcore below. A large, toothed bucket will be used for any concrete and hardcore.
- 6.6 Once all hard standing has been removed a toothless/bladed ditching bucket will be used to remove subsequent layers of subsoil to the level of natural substrate or the first significant archaeological horizon, whichever is reached first. Machine excavation will be halted if archaeological deposits are encountered and any further excavation required to fulfil the objectives of the evaluation will be carried out by hand, unless otherwise agreed with the HHEA. In the case that the locations of trenches need to be moved due to live or unknown services, HHEA will be notified and no alterations to the layout would be made without their agreement.
- 6.7 Samples of all features of archaeological interest will be hand excavated in an archaeologically controlled and stratigraphic manner in order to establish their likely date, nature, extent, and condition. The complete stratigraphic sequence, including natural geological deposits, will be excavated and all inter-relationships and intersections between features will be investigated.
- 6.8 A minimum 20% sample will be taken of any linear features, such as ditches or trackways, and all ditch, gully, and other feature termini will be investigated. Each sample section should be at least 1 metre long and, where possible, located and recorded adjacent to the trench edge.
- 6.9 A minimum 50% sample of discrete features, such as pits, postholes, stakeholes, and kilns will be excavated. Where possible, sample sections will be located and recorded adjacent to the trench edge.
- 6.10 Built structures such as walls and floors will be 100% excavated to determine their form, phasing, and construction technique. All intersections will be investigated fully.

#### **Method of Recording**

- 6.11 All excavation and on-site recording will be carried out according to standard CFA procedures, principally by drawing, photography, and completing standard CFA record forms. The stratification will be recorded even if no deposits of archaeological significance are discovered, and a representative section will be

drawn in areas where no archaeology is present in order to indicate the soil profile.

- 6.12 The location of the trenches will be recorded using industry standard surveying equipment and tied to the OS National Grid. Vertical survey control will be tied to the Ordnance Survey Datum.
- 6.13 Sections will be recorded by means of a measured drawing at an appropriate scale, typically at 1:10. The height of a datum on the drawing will be calculated and recorded. The locations of sections will be recorded on the site plans, relative to the site grid.
- 6.14 Cut features will be recorded in profile, hand planned at an appropriate scale, normally 1:20, and their location accurately identified on the appropriate trench and site plans, with hachures to indicate direction and inclination of slope.
- 6.15 Photographs will include an appropriate scale, an arrow to indicate the direction of north, and a photo information board. All photographs will be recorded on a photographic register detailing subject, location, and direction of shot. Photographs taken will adhere to Historic England's guidance '*Digital Image Capture and File Storage*' (Historic England, 2015). Photographs should be taken with a high-resolution digital SLR camera with sensors exceeding 12 Mega pixels and taken using the highest quality setting. Photographs should be stored in both JPEG and RAW formats and metadata will be embedded in the RAW files, to include: the name of the site, the national grid reference for the site, the date, the subject, the direction of the shot, and reference to CFA Archaeology Ltd.
- 6.16 The trenches will be machine backfilled on completion of excavation once sign-off has been received from the HHEA planning archaeologist.

### **Artefact and Environmental Recovery**

- 6.17 All artefacts, including faunal remains, will be retained for analysis. Post-excavation storage requirements will be assessed. Modern finds (c.20th century onward) will be recorded but not retained. Collection and post-excavation work on artefacts will follow current ClfA guidance (ClfA 2020c).
- 6.18 If any finds are uncovered which may fall under the purview of the Treasure Act 1996, the terms of the aforementioned Act will be followed. Any finds will be removed to a safe place and reported to the local coroner. Where removal cannot be effected on the same day as discovery, suitable security measures will be taken to protect the finds from theft.
- 6.19 Any human remains encountered will be reported to the appropriate authorities and left *in situ*, covered and protected. The discovery of any human remains will be reported to the HHEA planning archaeologist. Removal of burials/cremations



may be deemed necessary to establish date and significance, a Ministry of Justice Burial License will be obtained, and excavation will comply with the relevant regulations and government guidance (CFA internal policy, *Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England* Advisory Panel on the Archaeology of Burials in England [APABE] 2017).

- 6.20 CFA's Palaeoenvironmental specialist will: assess the environmental potential of the site; advise on whether the deposits have potential for conducting palaeobotanical or other soil analysis; and assess the potential for the preservation of faunal remains. Environmental sampling will be carried out in accordance with current guidelines (Historic England 2011), namely that bulk samples will be taken from all securely stratified deposits using a strategy of systematic and judgement sampling.
- 6.21 Samples will consist of 40 litres of environmental material recovered from, at a minimum, the basal deposits of any archaeological features or 100% of the feature should be taken if less is present. Environmental samples will not usually be recovered from intersections or unclear relationship sample sections.

## **7.1 Analysis and Reporting**

### **Artefact and Environmental Sample Analysis**

- 7.1 All finds, if appropriate, will be retained, washed, and assessed in accordance to accepted professional standards. For all categories of material recovered, including finds, palaeoenvironmental, industrial, and other specialist samples, an assessment by an appropriately experienced specialist will be undertaken. Samples will be processed and sorted, and any artefacts recovered provided to the appropriate specialist(s) to be considered alongside the hand-recovered material. Basic stratigraphic information will be supplied to the project specialists.
- 7.2 All finds are to be treated in accordance with current best practice guidance (Campbell et al. 2011). Finds will be cleaned and marked according to accepted principles and in line with appropriate period/material guidelines.
- 7.3 For ceramic assemblages, recording shall be carried out in a manner compatible with existing typological series in local pottery reference collections. The guidelines for handling Post-Roman Ceramics produced by the Medieval Pottery Research Group will be followed for relevant material (MPRG 2001).
- 7.4 Environmental samples will be processed to aid in the recovery of artefactual material, including ceramics, animal and fish bones, human remains, industrial residues, charcoal, and mineralised plant remains. Specialist samples such as monoliths or cores will be processed separately, as appropriate.
- 7.5 Where material suitable for scientific dating is recovered, such as charcoal or bone, sufficient dating will be undertaken to meet the aims of the evaluation.

These materials will be identified to species and assessed for suitability prior to submission to a dating laboratory.

- 7.6 Artefact assessment reports will include the production of a descriptive catalogue including quantification of finds by context and discussion or interpretation, if appropriate. Finds critical for dating or interpretation will be illustrated or digitally photographed. Environmental assessment reports will include the identification of the remains, a quantification by context, appropriate discussion or interpretation, and a description of the processing methodology.

### **Reporting**

- 7.7 A report will be produced which includes background information on the project, a description of the methodology, and a full description and interpretation of the results.

- 7.8 Specifically, the report will contain:

- A concise non-technical summary of the project results;
- The site location given as an 8-figure grid reference;
- A front cover/frontispiece which includes the planning application number and the national grid reference of the site;
- The dates on which the work was undertaken;
- A description of the site location and geology;
- A description of the historic and archaeological background of the site;
- An explanation of any agreed variations from the WSI, including justification for any work not undertaken;
- A description of the methodology employed, work undertaken, and the results obtained;
- Contexts and feature descriptions;
- Maps and other illustrations at an appropriate scale including all trench plans and trench sections and detailed plans of all excavated features;
- A specialist assessment report for all finds materials including palaeoenvironmental and other samples;
- A description of any environmental or other specialist work undertaken and outline of the results obtained;
- A selection of photographs of work in progress;
- Recommendations regarding the need for, and scope of, any further archaeological work;
- A discussion of how the work contributed to the aims and objectives set out in the project design;
- A bibliography;
- A context index;
- An archive index;
- An OASIS summary sheet
- HER Summary sheet.

- 7.9 A draft copy of the report will be issued to the HHEA planning archaeologist for comment before being finalised. One digital copy (PDF-A format) of the final report will be deposited with the Hertfordshire Historic Environment Record (HER) within a suitable timescale following the completion of fieldwork. This will ensure that the report is made available as a public document as part of the Historic Environment Record.
- 7.10 If significant remains are encountered, then arrangements will be made for the publication of results within an appropriate journal.

### ***Archive Preparation and Deposition***

- 7.11 An archive will be prepared in accordance with the current guidelines (ClfA 2020c), with reference made to Mill Green museum (Welwyn Hatfield) and arrangements made for deposition of the archive. It is expected that the Mill Green museum will accept the complete excavation archive, including primary site records, research archives, and finds.
- 7.12 The project archive, comprising all CFA record sheets, finds, plans and reports, will be deposited at the Mill Green museum (Welwyn Hatfield) and will conform to the Hertfordshire Archaeological Archive Standards as well as specific their current guidelines as well as other nationally recognised standards in MoRPHE (Brown 2011, MGC 1994, SMA 1995, Ferguson and Murray 1997, UKIC 1990 and EH 2006) ensuring the proper transfer of ownership. The project report shall include an index to the site archive.
- 7.13 CFA are ISO 9001 accredited, with all our internal archiving and digital record systems being fully compliant with ClfA Standards and Guidance, particularly the guidance on Planning and Data Management Plans for Archaeological Projects (2022). The digital archive will be subject to a selection process, depending on the results of the works, and the resulting digital archive will be deposited with the Archaeological Data Service (ADS). All digital deposition will be undertaken in line with guidance from ADS (2023) and ClfA (2022).
- 7.14 Consent for full transfer of title of finds to the Mill Green museum will be agreed in principle with the landowner at the outset. Confirmation of transfer of title from the landowner, and confirmation of assignment of copyright, along with a full archive inventory, will be submitted with a project completion form to the recipient museum. The Hertfordshire Historic Environment Record (HER) officer will be provided with a copy of the completion form, including the assigned accession number.
- 7.15 The recipient archive will be licensed to use the deposited material in perpetuity, without restrictions; this licence will allow the archive to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.

- 7.16 The requirements of the repository will be adhered to, and the Hertfordshire HER and Mill Green museum will be notified in advance. Contact will be made with the museum prior to the start of any fieldwork to confirm their acceptance of the archive and to receive an accession number. The museum will be notified at set stages of the project, including at project initiation (comprising a project notification form), project review, and completion stages, to discuss archaeological archiving requirements.
- 7.17 An online OASIS form will be completed within three months of the completion of the work. An appropriately formatted copy of the report will also be uploaded to OASIS within three months of the completion of the work.

## 8. Resources and Programming

### Key Personnel

- 8.1 **Phil Mann** (BA MCIfA) is a Project Manager for CFA Archaeology. Phil has project managed numerous archaeological projects of all periods throughout the country including those undertaken for large infrastructure projects.
- 8.2 A **Field Director** from CFA will be selected from CFA's pool of Field Officers, depending on availability, all of whom have appropriate experience. The CV for the selected Field Officer can be forwarded prior to the start of the project.
- 8.3 **Dr Shelly Werner** (BSc MPhil PhD) is CFA's Graphics Manager, responsible for the organisation and management of all GIS, CAD and Illustrative material. She is an experienced illustrator with specialist knowledge in GIS consultancy and standing building survey and has worked on a variety of projects in Scotland and England.
- 8.4 Post-excavation and environmental coordination will be managed by CFAs post excavation and archiving manager **Christina Hills**; CVs for CFA's 'in house' specialists or external consultants can be supplied on request.

### Project Specialists

Subject	Details
Archaeobotany	Mhairi Hastie BSc MSc ACIfA (CFA Archaeology)
Archaeozoology	Hannah Russ MA PhD FSA
Ceramic building material	Phil Mills BA MA PhD
Clay pipes	Peter Hammond
Conservation laboratory	Ian Panter (York Archaeological Trust)
Dendrochronology	Ian Tyers
Industrial residue	Gerry McDonnell PhD
Leather	Quita Mould
Mollusca and fish remains	Hannah Russ MA PhD FSA

Neolithic and Bronze Age pottery	Alex Gibson PhD
Osteoarchaeology	Malin Holst MSc
Palynology	Robert McCulloch BA PhD (University of Stirling)
Post-medieval small finds	Gail Drinkall
Post-Roman pottery	Paul Blinkhorn BA PhD
Roman and Pre-Roman Iron Age pottery	Jamie Walker (CFA Archaeology) / Phil Mills BA MA PhD
Roman glass	Hilary Cool
Soil micromorphology	Clare Ellis BA PhD MCIfA
Worked bone	Gail Drinkall
Worked Flint and Stone	Ann Clarke

**Table 2: List of Artefact and Ecofact Specialists**

8.5 The above list is not exhaustive, should unusual or locally specific archaeological materials be discovered; appropriate specialists will be sort on the advice of the regional Historic England scientific advisor.

## **9. Health and Safety**

9.1 All CFA staff have been inducted into CFA's Health and Safety Policy and will operate with due regard for Health and Safety regulations. All work for the project will be subject to Risk Assessment procedures and a Risk Assessment Method Statement (RAMS) will be produced, disseminated, and agreed with all staff on site.

## **10. Monitoring**

10.1 Close contact will be maintained with the client and the HHEA for the purposes of monitoring the project. Important or unexpected discoveries will be communicated to them, and a monitoring visit will be arranged if appropriate. Any monitoring visit will include a site tour and overview by the senior archaeologist present and the opportunity will be afforded to view all trenches, any artefactual finds still on site, and any records that are not in immediate use.

10.2 The HHEA planning archaeologist will be provided with a minimum of one week's notice of the commencement of on-site works. Contact numbers for the site will be forwarded in advance of the work starting.

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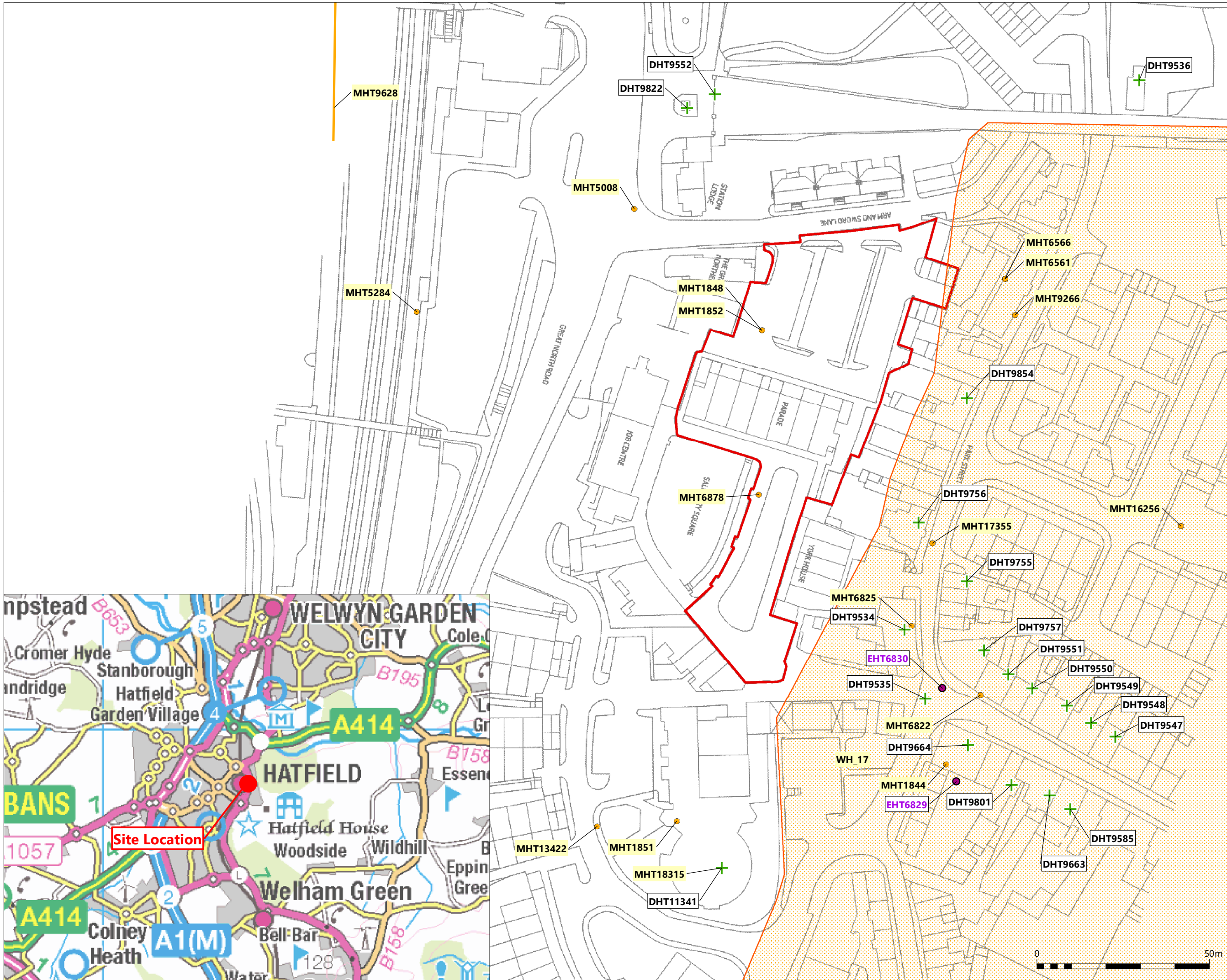
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## Figures





- Key:**
- Site Boundary
  - + Grade II Listed Building
  - Cultural Heritage Site (point)
  - Cultural Heritage Site (linear)
  - Cultural Heritage Site (area)
  - HER Event (point)



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Title:  
Location plan and HER data

Project:  
Land at Salisbury Square, Hatfield, Hertfordshire

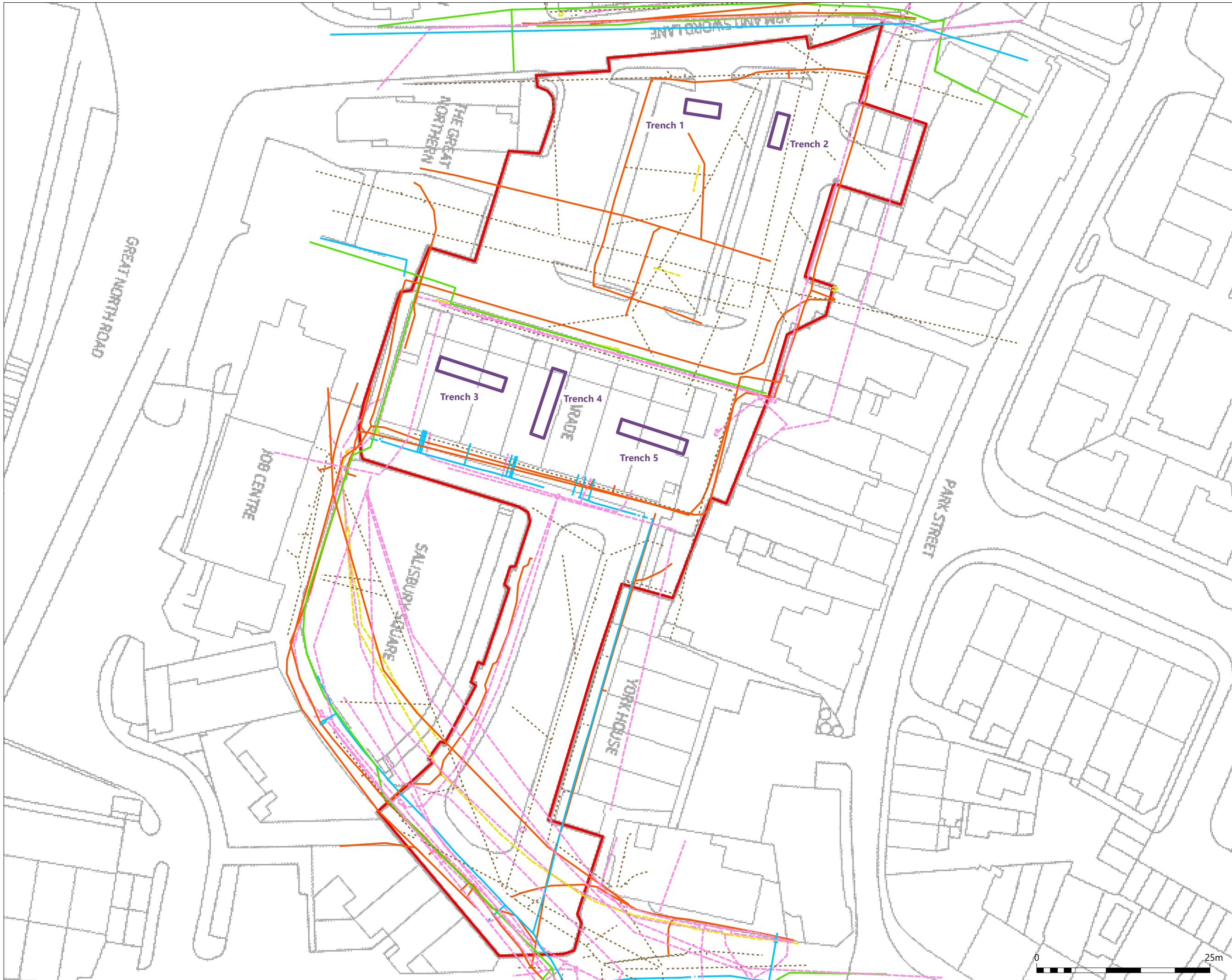
Client:  
Gascoyne Holdings Limited

Scale at A3:  
1:1,000

Drawn by:	Checked:	Date:
SB	SW	06/07/2023

Report No:	Fig. No:
WSI	1





**Key:**

- Site Boundary
- Trench
- Services**
- Electric
- Gas
- Water
- Telecoms
- Unidentified
- Drainage

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Title:  
**Proposed trench locations**

Project:  
**Land at Salisbury Square, Hatfield, Hertfordshire**

Client:  
**Gascoyne Holdings Limited**

Scale at A3:  
**1:500**

Drawn by: <b>CA</b>	Checked by: <b>SW</b>	Date: <b>06/07/2023</b>
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Report No: <b>WSI</b>	Fig. No: <b>2</b>
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