

HWoollam Park, North St. Albans, Hertfordshire
Archaeological Mitigation (Phase 1)
Written Scheme of Investigation
August 2026

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Report

Archaeological Mitigation (Phase 1)
Written Scheme of Investigation

Site

Woollam Park, North St Albans, Hertfordshire

Client

Hallam Land Management Limited

Planning Authority

St Albans City and District Council

Grid Reference

TL 15278 10211

Prepared By

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Approved By

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Report Status

Final

Date

August 2026

Orion Reference

PN1875/Phase 1 Mitigation WSI/3

QA Reference

RQA-01417-01395

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1.0 Introduction

Background

- 1.1 This document is a Written Scheme of Investigation (WSI) for undertaking a programme of archaeological mitigation at land at Woollam Park, north of St. Albans, Hertfordshire (hereinafter referred to as the 'Site').
- 1.2 The site is located to the north of St. Albans and comprises enclosed agricultural land, immediately east of the A1081 Harpenden Road, with Sandridgebury Lane running through its centre. It is centred on TL 15278 10211 (Figure 1). The solid geology comprises the Lewes Nodular Chalk Formation and Seaford Chalk Formation which is partly overlain with superficial deposits of Clay-with-flints Formation and the Kesgrave Catchment Subgroup (BGS 2026).
- 1.3 A hybrid planning application has been submitted for full planning permission for the relocation and replacement of existing playing fields and erection of pavilion annex and outline planning application for the construction of up to 1000 new homes, care home, primary school, green infrastructure, new access and alterations to existing access (St. Albans City and District Council ref: 5/2024/2271).
- 1.4 Comments on the application have been provided by the St. Albans Archaeological Advisor which recommended that a programme of archaeological trial trenching be undertaken, followed by an open area excavation should significant archaeological deposits be identified. The following conditions were recommended to be attached to planning permission, should it be granted:
- 1a No development or preliminary groundworks of any kind shall take place until a programme of archaeological investigation has been secured in accordance with a Written Scheme of Investigation (WSI) which has been submitted by the applicant, for approval by the Local Planning Authority.*
- 1b No development or preliminary groundworks of any kind shall take place until the completion of the programme of archaeological evaluation identified in the WSI defined in Part 1 and confirmed by the archaeological advisors to the Local Planning Authority.*
- 1c No development or preliminary groundworks of any kind shall take place until the submission of a mitigation WSI detailing the excavation/ preservation strategy informed by the trial trenching for approval by the Local Planning Authority.*
- 1d No development or preliminary groundworks can commence on those areas containing archaeological deposits until the satisfactory completion of fieldwork, as detailed in the mitigation WSI, and approved by the Archaeological Advisors to the Local Planning Authority.*
- 2. Publication and Dissemination Following the completion of the fieldwork and the post-excavation assessment in Condition 1, appropriate resources will be agreed with the Local Planning Authority for the post-excavation project generated by the archaeological work. This will include all necessary works up to and including an appropriate publication and archiving and will include an agreed timetable and location for that publication. Consideration should also be given to the enhancement/promotion of Beech Bottom Dyke.*
- 1.5 A Heritage Desk-Based Assessment (Orion Heritage 2024) and geophysical survey (SUMO 2024) have been carried out for the site and evaluation trenching (CAT 2025) has been undertaken across the proposed replacement playing fields site.
- 1.6 In summary:

- The desk-based assessment concluded there was a low-medium potential for prehistoric and Roman remains and a low potential for archaeological remains dating to all other periods;
- The geophysical survey did not identify responses that were interpreted as being of definite archaeological interest although responses of uncertain origin cannot be discounted as being of archaeological origin; however, the majority are likely due to natural and agricultural processes;
- Features identified in the evaluation trenches comprise linear ditches, small pits, post-holes and possible stake-holes. Although one feature produced pottery dating from the late Bronze Age to Iron Age, overall, very little cultural material was recovered.

1.7 Following the completion of the evaluation trenches across the proposed playing fields, the Place Services Historic Environment Consultant (hereafter referred to as the 'Archaeological Advisor') determined that archaeological mitigation work would be required. This WSI relates to the archaeological mitigation of the proposed playing fields only (marked by the blue hash line on Figure 1).

1.8 This document conforms to the requirements of current national and local planning policy (including *National Planning Policy Framework* 2024). It has been designed in accordance with current best archaeological practice, and the appropriate national and local standards and guidelines, including:

- *Management of Recording Projects in the Historic Environment: MORPHE* (English Heritage 2006);
- *Code of Conduct* (Chartered Institute for Archaeologists ['CIfA'] Revised October 2022);
- *CIfA 2023 Standard for Archaeological Excavation*
- *CIfA 2023 Universal Guidance for Archaeological Excavation*.

2.0 Aims and Objectives

2.1 The principal aims of the archaeological works will be to determine the character, extent, date, integrity, state of preservation and quality of any identified archaeological deposits, therefore ensuring their preservation by record.

2.2 To address the main aim, the general objectives are to:

- Undertake an archaeological strip, map and excavation exercise across parts of the site, following the plan contained within Figure 2;
- Ensure the recording of any archaeological areas discovered during the archaeological works to place this record in its local context and to make this record available;
- Place the archaeological remains in their local and regional context;
- Undertake a programme of post-investigation assessment;
- Produce a report and disseminate the results;
- Make provision for archive deposition; and
- Make provision for the publication of the archaeological mitigation as appropriate.

2.3 The focussed aims of the archaeological mitigation work are:

- To determine the presence or absence of prehistoric activity, particularly the date and function of the ditches, pits, post-holes and possible stake-holes identified in the evaluation trenching; and
- To integrate the results of the previous geophysical survey and trial trenching with the results of the mitigation work.

2.4 All aspects of the archaeological works will be placed in the public domain by depositing the results within the HER and through publication as appropriate.

2.5 Further the archaeological mitigation work has the potential to contribute to the aims of the East of England Regional Research Framework. Although no specific objectives have currently been identified, these will be reviewed throughout the archaeological mitigation works in consultation with the Archaeological Advisor.

3.0 Archaeological Background

- 3.1 A Heritage Desk-Based Assessment (Orion Heritage 2024) has been completed for the site which utilised a 1km search area for data from the Hertfordshire Historic Environment Record (HER). The bracketed numbers below refer to the HER reference numbers.
- 3.2 Evidence of prehistoric activity across the search area comprises the find spots of Palaeolithic flint tools (1052) and handaxe (13540), as well as an assemblage of Neolithic worked flint (9607). The site lies c. 250m north of the Iron Age territorial boundary known as Beech Bottom Dyke (1019136), thought to be the boundary of a substantial estate and other evidence of Iron Age activity includes features and features north of the dyke (29870) and the find spot of a cooper alloy mount (24875), although this may also date to the medieval period.
- 3.3 The site is located c. 1.8km north of the Roman town of Verulamium, with the site being located to the east of Watling Street, although the road from Verulamium to Braughing passes c. 100m to the south of the site, as does a possible crossing of the road to Colchester with Beech Bottom (14627). An assemblage of tile (656) may suggest the presence of Roman building. Other evidence of Roman activity comprises the find spots of pottery (30061, 20708, 10722), coins (14549, 19542, 29874) and a brooch (19542).
- 3.4 Evidence of early medieval and medieval activity includes an area of wastes (12409), woodland earthworks (16528) and the find spot of a strap-end (28864).
- 3.5 Post-medieval to modern assets recorded within the search area include Childwickbury Park and Garden (9568), the 19th century estate of Marshalswick (15775) as well examples of numerous industrial and agricultural assets.
- 3.6 Cartographic evidence indicates the site has remained in largely agricultural use from at least the 19th century.
- 3.7 Fieldwalking undertaken across the site recorded 70 sherds of pottery, eight fragments of iron and 2265 fragments of undiagnostic ceramic building material, although no concentrations of material were indicative of sub-surface features.
- 3.8 The geophysical survey did not identify responses which were interpreted as of definite archaeological interest, although numerous trends and discrete responses are of uncertain origin. Although the uncertain anomalies are likely of agricultural or natural origin, an archaeological origin cannot be ruled out (SUMO 2024).
- 3.9 Linear ditches, small pits, post-holes and possible stake-holes were identified during the evaluation trenching, although the features were widely scattered and no clear pattern of distribution could be identified. The earliest activity was represented by a post-hole which contained pottery dating from the late Bronze Age to Iron Age. A group of post-holes were thought to date to the prehistoric period and some post-medieval tile were recovered from some linear features. However, many of the features were undated (CAT 2025).

4.0 General Instructions

Health and Safety

- 4.1 The archaeologist on site will operate with due regard for Health and Safety regulations. This work will require the preparation of a Risk Assessment of the site, in accordance with the Health and Safety at Work Regulations.

Location of Services

- 4.2 The archaeological contractor will be responsible for locating any drainage pipes, services pipes, cables, etc. which may cross any of the archaeological areas, and for taking the necessary measures to avoid disturbing such services.

Confirmation and Adherence to Specification

- 4.3 Any variations to this Written Scheme of Investigation will be agreed in writing with the Archaeological Advisor before work commences.

Confirmation of Timetable and Contractor's Qualifications

- 4.4 The archaeological works will be undertaken under the overall supervision of Becky Ryan, Operational Director, Orion Heritage, who is a ClfA Member and Orion Heritage is a Registered Archaeological Organisation with ClfA. Canterbury Archaeological Trust (CAT) have been instructed to undertake the archaeological fieldwork.
- 4.5 Prior to the commencement of any work, the archaeological contractor must provide the Archaeological Advisor, in writing, with:
- a projected timetable for the site work;
 - details of the staff structure and numbers; and
 - names and CVs of key project members (e.g. the project manager, site supervisor, any proposed specialists, sub-contractors, etc.)
- 4.6 All project staff provided by the archaeological contractor must be suitably qualified and experienced for their roles.
- 4.7 The fieldwork is anticipated to commence in late summer 2026 and take c. 3 weeks on site. The timetable for the post-excavation report, full archive and any resulting publication will be confirmed following the completion of the on site fieldwork.

Notification

- 4.8 The Archaeological Advisor will be provided with as much notice as possible in writing, no less than one week, of the intention to start work.

5.0 Methodology

General Method of Excavation

- 5.1 The areas subject to archaeological mitigation may be opened, and the topsoil and recent overburden removed down to the first significant archaeological horizon in successive level spits of a maximum of 0.2m thickness by the use of an appropriate machine using a wide toothless ditching bucket. Under no circumstances should the machine be used to cut arbitrary trenches down to natural deposits. Any machine work must be carried out under direct archaeological supervision and the machine halted if significant archaeological deposits are encountered. The top of the first significant archaeological horizon may be exposed by the machine but must then be cleaned by hand and inspected for features and then dug by hand. There will be no machine movements across the stripped areas unless otherwise agreed with the Archaeological Advisor.
- 5.2 There will be a contingency for extension to the mitigation areas as appropriate if archaeological remains of interest are identified as shown on Figure 2. Any extension will be agreed with the Archaeological Advisor.
- 5.3 The archaeological features will be hand cleaned and significant archaeological features which fulfil the objective of the archaeological work will be excavated by hand in a manner sufficient to obtain dating evidence and information concerning character and chronological relationships with surrounding strata, where possible. Sufficient of any archaeological features or deposits revealed will be excavated to determine data and character of the deposits. Where complex features are present the excavation methodology will be agreed with the Archaeological Advisor. The sampling strategy will be agreed with the Archaeological Advisor but in general will follow the strategy set out below:
- 5.4 The following strategy will be employed:
- Linear boundary features: a minimum sample of 25% of each linear boundary features such as ditches and trackways. Each section should be at least 1m wide and, where possible, sections will be located and recorded adjacent to the mitigation area edge. All intersections will be investigated to determine the relationship(s) between the component features. All termini will be investigated. If upon excavation of the sample section no dateable artefacts are recovered then the remainder of the feature should be excavated up to 100%. Linear features not associated with structural remains will be sampled to a minimum of 5% of their fill, and all termini should be excavated, as well as sufficient intersections to determine relationships. Linear features which form field boundaries will be partially excavated along a minimum of 5% of their length. A mechanical excavator may be employed to remove the upper fills but the primary fills should be quickly hand excavated to maximise retrieval of artefacts, avoiding intersections with other features or deposits in order to ensure that any material obtained has not been contaminated.
 - Other linear and discrete features: all stake-holes, post-holes, pits, ring ditches, kilns and other structural/industrial features will be 50% excavated in the first instance, recorded in section, and then fully excavated. All intersections will be investigated to determine the relationship(s) between the component features.

- Discrete features (e.g. post-holes and pits) less than 2m in diameter will be half sectioned as a minimum, except where they contain deposits of particular values (e.g. structured deposits, deposits relating to domestic or industrial activity), in which case 100% of the feature will be excavated. Stake-holes will be 100% excavated. For very large pits (more than 2m), a minimum of 25% will be excavated. For all pit alignments, alternate pits will be half sectioned.
- Built structures: walls, floors, etc. will be excavated sufficient to establish their form, phasing and construction techniques. All intersections will be investigated to determine the relationship(s) between the component features.

5.5 All archaeological remains will be hand excavated in an archaeologically controlled and stratigraphic manner sufficient to meet the aims and objectives of the project. The complete stratigraphic sequence, down to naturally occurring deposits will be excavated and the work will investigate and record all inter-relationships between features. The contractor should make provision for the use of shoring/stepping to accomplish this if necessary.

5.6 If deep features, such as shafts or wells, are encountered, hand-excavation will not proceed below a safe working depth of c. 1.2-1.5m from the machined surface. An appropriate methodology for achieving full excavation below this depth will be agreed with the Archaeological Advisor, with a separate method statement prepared if necessary. Machine-assisted excavation may be permissible if large/deep deposits or homogenous and non-archaeological layers are encountered, but only after consultation with the Archaeological Advisor. Where possible, a complete section will be excavated across the feature to recover its full profile.

5.7 No archaeological deposits should be entirely removed unless specifically set out in the WSI.

5.8 All artefacts are to be retained for processing and analysis except for unstratified 20th century material, which may be noted and discarded. Finds will be stored in secure, appropriate conditions following the guidelines in *First Aid for Finds* (3rd edition).

Method of Recording

5.9 The areas subject to archaeological mitigation are to be recorded according to the normal principles of stratigraphic excavation. The stratigraphy of each area is to be recorded, even when no archaeological deposits have been identified. In areas where no archaeology is revealed, a representative section should be drawn to indicate the soil profile. Sections of all areas should be included in the report. Levels must be included on area plans and plans of features.

5.10 Section drawings (at a minimum scale of 1:20) must include heights AOD. Plans (at a minimum scale of 1:50) must include OD spot heights for all principal strata and any features. At least one sections of each area edge, showing a representative and complete sequence of deposits from the modern ground surface to the natural geology, will be drawn.

- 5.11 The actual areas of excavation and all archaeological, and possible archaeological, features should be accurately located on a site plan and recorded by photographs, scale drawings (as appropriate and to minimum of 1:50) and written descriptions sufficient to permit the preparation of a detailed archive and report on the material. The use of hachures will also be employed when hand planning complex areas. There will also be the provision for drone and/or pole camera shots, along with photogrammetry. The area locations, as excavated, will be accurately surveyed, tied into the Ordnance Survey (OS) National Grid and located on an up-to-date 1:1,250 OS map base.
- 5.12 Good quality digital photography, using cameras with a minimum resolution of 10 megapixels, should be undertaken, as well as black and white photographs, with appropriate scales and identification. All imagery should include scales, information boards and north arrows. Digital photography should follow the guidance given by Historic England in *Digital Image Capture and File Storage: Guidelines for Best Practice* (July 2012). A photographic register will list accompany the photographs.

Use of Metal Detectors

- 5.13 Spoil heaps and the mitigation areas are to be scanned, operated by an experienced metal detector user (operating under the supervision of the contracting archaeologist). Modern artefacts are to be noted but not retained (19th century material and earlier should be retained). Although using a metal detector capable of making this discrimination between ferrous and non-ferrous items is preferred, it should be noted that using a detector that will also identify ferrous items can be helpful for identifying initial artefacts as well as the effective scanning of spoil heaps.

Environmental Sampling Strategy

- 5.14 Bulk samples must be taken from all securely stratified deposits using a strategy which combines systematic and judgment sampling, to a minimum of 40 litres, but which also follows the methodologies outlined in the English Heritage *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation* (2011) guidance.
- 5.15 Samples for specialist environmental analysis and scientific dating (soil profiles, archaeomagnetic dating, dendrochronology, etc.) should be taken if suitable material is encountered during the excavation. The Historic England Science Advisor should be consulted and provision should be made for an appropriate specialist(s) to visit the site, take samples and discuss the sampling strategy, if necessary.

Conservation Strategy

- 5.16 A conservation strategy must be developed in collaboration with a recognised laboratory. All finds must be assessed in order to recover information that will contribute to an understanding of their deterioration and hence preservation potential, as well as identifying potential for further investigation. Furthermore, all finds must be stabilised and packaged in accordance with the requirements of the receiving museum. As a guiding principle, only artefacts of a “displayable” quality would warrant full conservation, but metalwork and coinage from stratified contexts

would be expected to be x-rayed if necessary, and conservation costs should also be included as a contingency.

Human Remains

- 5.17 Any human remains that are discovered must initially be left in-situ, covered and protected and the Hertfordshire Senior Historic Environment Advisor notified at the earliest opportunity. Cremations will be block lifted. Human burials, cremations and other deposits relating to funerary activity will be fully excavated archaeologically in accordance with the *Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England* (APABE 2017) a valid Ministry of Justice licence and any local environmental health regulations.

Treasure Act

- 5.18 Should finds and features be made that might constitute 'Treasure' under the definition of the *Treasure Act* (1996) and the *Explanatory Memorandum to the Treasure Act 1996: Code of Practice (3rd Revision)* (2023), these will, if possible, be archaeologically excavated and removed to a safe place. Such finds will also be reported immediately to the local Finds Liaison Officer and coroner (within 14 days, in accordance with the Act). Where removal cannot be effected on the same working day as the discovery, suitable security measures must be taken to protect the finds from theft.

Unexpectedly Significant or Complex Discoveries

- 5.19 Should there be unexpectedly significant or complex discoveries that warrant, in the professional judgement of the archaeologist on site, more detailed recording than is appropriate within the terms of this specification, then the archaeological contractor should urgently contact the Archaeological Advisor with the relevant information to enable them to resolve the matter with the developer.

Access and Monitoring Arrangements

- 5.20 The Archaeological Advisor will be afforded access to the site at any reasonable time. It is usual practice that the visit is arranged in advance, but this is not always feasible. The Archaeological Advisor will be provided with a site tour and an overview by the senior archaeologist present and should be afforded the opportunity to view all excavation areas, any finds that are still on site, and any records not in immediate use. Any observed deficiencies during the site visit are to be made good to the satisfaction of the Archaeological Advisor by the next agreed site meeting. Access is also be afforded at any reasonable time to Historic England's Science Advisor.

Excavation Archives Deposition

- 5.21 Before commencing any fieldwork, the archaeological contractor must contract the relevant museum or local archive to determine the requirements for the deposition of the excavation archive. At the time of the production of this WS a response was still awaiting from St Albans Museum & Gallery as to whether they will accept the archive.

- 5.22 Agreement for deposition should be confirmed in writing by the archaeological contractor and be copied to the Archaeological Advisor.
- 5.23 It is the responsibility of the archaeological contractor to endeavour to obtain consent of the landowner, in writing, to the deposition of finds with the relevant museum.
- 5.24 It is the responsibility of the archaeological contractor to meet the relevant receiving archive's requirements with regard to the preparation of excavation archives for deposition.

6.0 Post-Excavation Analysis and Reporting

Finds and Samples

- 6.1 On completion of the fieldwork, any samples shall be processed and any finds shall be cleaned, identified, assessed/analysed, dated (if possible), marked (if appropriate) and properly packed and stored in accordance with the requirements of national guidelines.
- 6.2 Samples should be proceeded for the recovery of artefactual material, animal/fish/human bones, industrial residues (such as fuel and fuel waste), shell, molluscs, charcoal and mineralised plant remains, as a minimum. 'Specialist' samples (e.g. monoliths, cores, plant/invertebrate macrofossils, etc.) should be processed separately as appropriate.
- 6.3 Material suitable for scientific dating (e.g. charcoal) should be identified to species and assessed for suitability by an environmental specialist prior to submission to a dating laboratory. Any human remains submitted for C14 dating should also have carbon ($\delta^{13}C$) and nitrogen isotope analysis carried out by the radiocarbon laboratory.
- 6.4 All finds and biological material must be analysed by a qualified and experienced specialist.
- 6.5 Following identification, finds of 20th century date should be noted, quantified and summarily described, but can then be discarded if appropriate. All finds which are of 19th century or earlier date, should be retained and archived.

Field Archive

- 6.6 A fully indexed field archive shall be compiled, consisting of all primary written documents, plans, sections and a complete set of labelled photographic prints/slides. Standards for archive compilation and transfer should conform to those outlined in *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation* (Archaeological Archives Forum 2007) and the *Hertfordshire Archaeological Archives Standard*. The contractor should also take account of any additional requirements imposed by the recipient museum or archive.
- 6.7 The original archive is to accompany the deposition of any finds, providing the landowner agrees to the deposition of finds in a publicly accessible archive. In the absence of this agreement, the field archive (less finds) is to be deposited with the relevant museum or archive.

Report Format and Content and Publication

- 6.8 On completion of fieldwork the contractor will discuss and agree post-excavation analysis and publication with the Archaeological Advisor. If the results of the investigation warrant it, a post-excavation assessment and updated project design will be submitted to the Archaeological Advisor for approval. The approved programme of post-excavation analysis and publication will be undertaken.

- 6.9 A draft of the full report, including the full analysis, will be submitted to the Archaeological Advisor as a .pdf document. Following the actioning of any amendments made by the Archaeological Advisor, Orion Heritage and client, a final version of the report will be submitted as well as being included as part of the site archive.
- 6.10 Should the archaeological mitigation work identify remains of significance that merit further analysis and/or publication, a report or article will be prepared for publication in a suitable archaeological journal as agreed with the Archaeological Advisor. The timetable for further analysis and publication will be set out in the post-excavation report or Updated Project Design. Otherwise, as appropriate, and with the agreement of the Archaeological Advisor, the contractor may proceed straight to post-excavation analysis and the preparation of a grey literature report.
- 6.11 Location plans should be produced at a scale which enables easy site identification and which depicts the full extent of the site investigated. Site plans should be at an appropriate scale showing area layout (as dug), features located and, where possible, predicted archaeological deposits. Upon completion of the strip, map and sample and excavation areas, all sections containing archaeological features will be drawn. Section drawings (at a minimum scale of 1:20) must include OD heights. Plans (at a minimum scale of 1:50) must include OD spot heights for all principal strata and any features. Where no archaeological deposits are encountered, at least one representative section showing the complete soil profile should be drawn and included in the report.
- 6.12 Artefact analysis is to include the production of a descriptive catalogue, quantification by context and discussion/interpretation if warranted, with finds critical for dating and interpretation illustrated.
- 6.13 Environmental analysis is to include identification of the remains, quantification by context, discussion/interpretation if warranted, and a description of the processing methodology. Radiocarbon results must be presented in full (laboratory sample number, conventional radiocarbon age, delta C13 value and calibration programme). Copies of the laboratory-issued dating certificates must be included as an appendix to the report.
- 6.14 Details of the style and format of the report are to be determined by the archaeological contractor, but should include the following:
- Summary;
 - Site location and background;
 - Aims and Objectives;
 - Methodology;
 - Historical and Archaeological Background;
 - Description of results;
 - Interpretation of the results in the appropriate context;
 - Consideration of the significance of the findings on a local, regional and national basis;
 - A post excavation project design for further analysis of the site archive;
 - Details of the archive and its proposed location;
 - Preliminary Publication Synopsis; • References;
 - Site location plan (no smaller than 1:10,000);
 - Detailed plan(s) (no smaller than 1:100);
 - Appropriate photographs in colour;

- Photographic print registers included as an Appendix;
- OASIS record form;
- A full bibliography,
- A quantified index to the site archive, and
- As an appendix, a copy of this specification.

Outreach and Publicity

- 6.15 There will be the provision for outreach activities, including public open days, liaison with local schools, museums and local interest groups or talks to the local community as appropriate. Any outreach work will need to be agreed with the client and will only take place if unexpectedly significant archaeological remains are identified.
- 6.16 If the project is to be publicised in any way (including media releases, publications, etc.), then it is expected that the Archaeological Advisor will be given the opportunity to consider whether it wishes their collaborative role to be acknowledged, and if so, the form of words to be used will be at their discretion.

7.0 Report Submission and Deposition with the HER

- 7.1 The report will be supplied on the understanding that it will be added to the HER where it will be publicly accessible once deposited, unless confidentiality is explicitly requested, in which case it will become publicly accessible six months after deposition.
- 7.2 In terms of copyright, please note that by depositing the report, the contractor gives permission for the material presented within the document to be used by the HER, in perpetuity, although the contractor retains the right to be identified as the author of all project documentation and reports specified in the Copyright, Designs and Patents Act 1988 (Chapter IV, section 79). The permission will allow the HER to reproduce material, including for commercial use by third parties, with the copyright owner suitably acknowledged.
- 7.3 A copy of the final report (in .pdf format) shall also be supplied to Historic England's Science Advisor.
- 7.4 The HER supports the Online Access to Index of Archaeological Investigations (OASIS) project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large-scale developer funded fieldwork. The archaeological contractor must therefore complete the online OASIS form. Contractors are advised to contact the HER prior to completing the form. Once a report has become a public document by submission to or incorporation into the HER, the HER may place the information on a website.

8.0 General Considerations

- 8.1 All works will be in compliance with the *Health and Safety at Work Act* (1974), applicable regulations and codes of practice, and recommendations of the Standing Conference of Archaeological Unit Managers (SCAUM) *Health and Safety in Field Archaeology* (1986).

Authorised Alterations to Specification by Contractor

- 8.2 It should be noted that this specification is based upon records available in the HER and previous archaeological evaluation. If, on first visiting the site or at any time during the course of the recording exercise, it appears in the archaeological contractor's professional judgement that:
- A part or the whole of the site is not amenable to recording as detailed above, and/or
 - An alternative approach may be more appropriate or likely to produce more informative results; and
 - Then it is expected that the archaeologist will contact the Archaeological Advisor as a matter of urgency.

Unauthorised Alterations to Specification by Contractor

- 8.3 It is the archaeological contractor's responsibility to ensure that they have obtained the Archaeological Advisor's consent in writing to any variation of the specification prior to the commencement of on site work or (where applicable).

Technical Queries

- 8.4 Similarly, any technical queries arising from the specification detailed above, should be addressed to the Archaeological Advisor without delay.

Valid Period of Specification

- 8.5 This specification is valid for a period of one year from date of issue. After that time, it may need to be revised to take into account new discoveries, changes in policy or the introduction of new working practices or techniques.

Sources

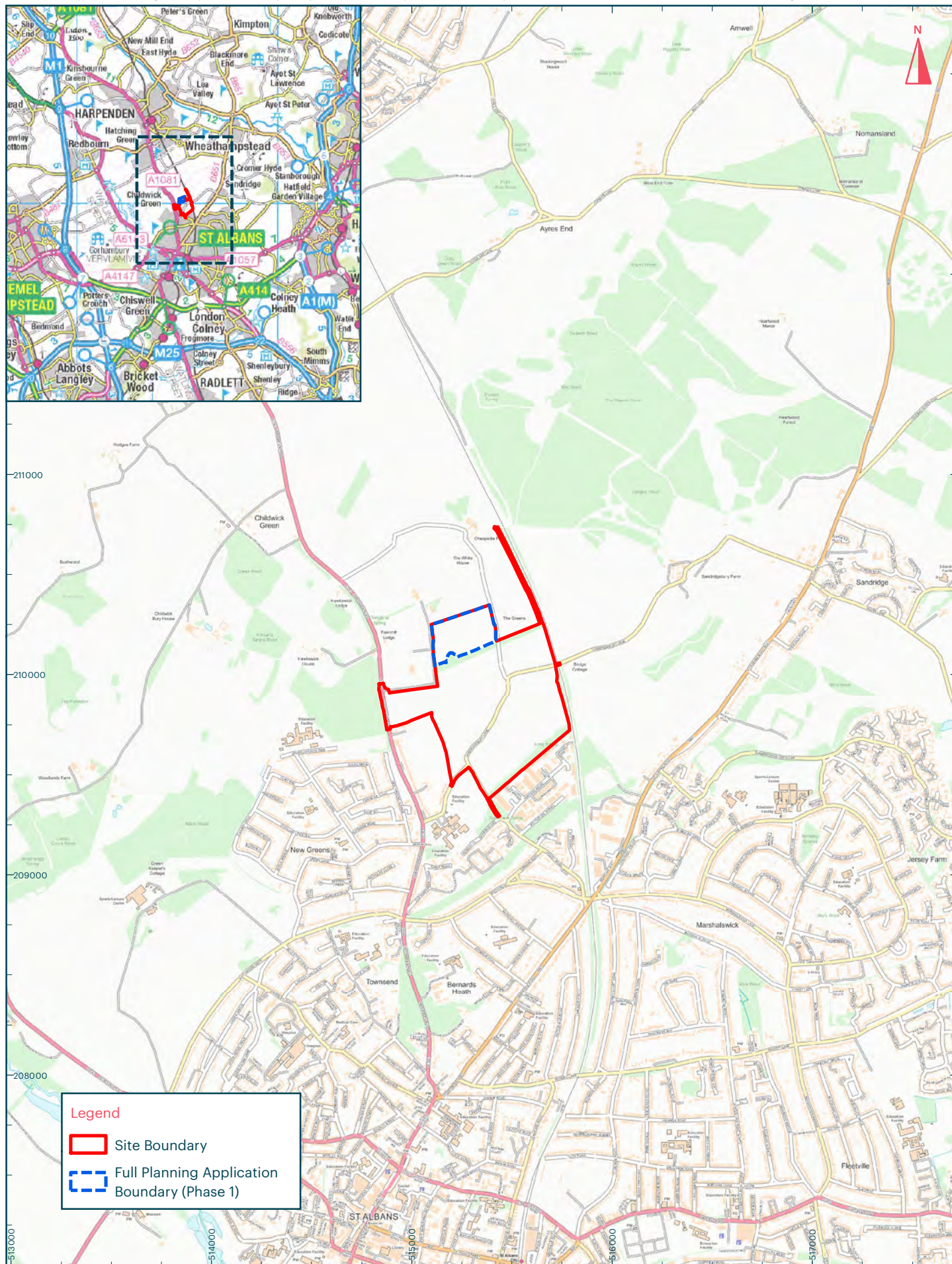
Websites

British Geological Society Geology Viewer - <https://geologyviewer.bgs.ac.uk/>

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

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- United Kingdom Institute for Conservation 1983, Conservation Guidelines No.2
- United Kingdom Institute for Conservation 1990, Guidance for Archaeological Conservation Practice

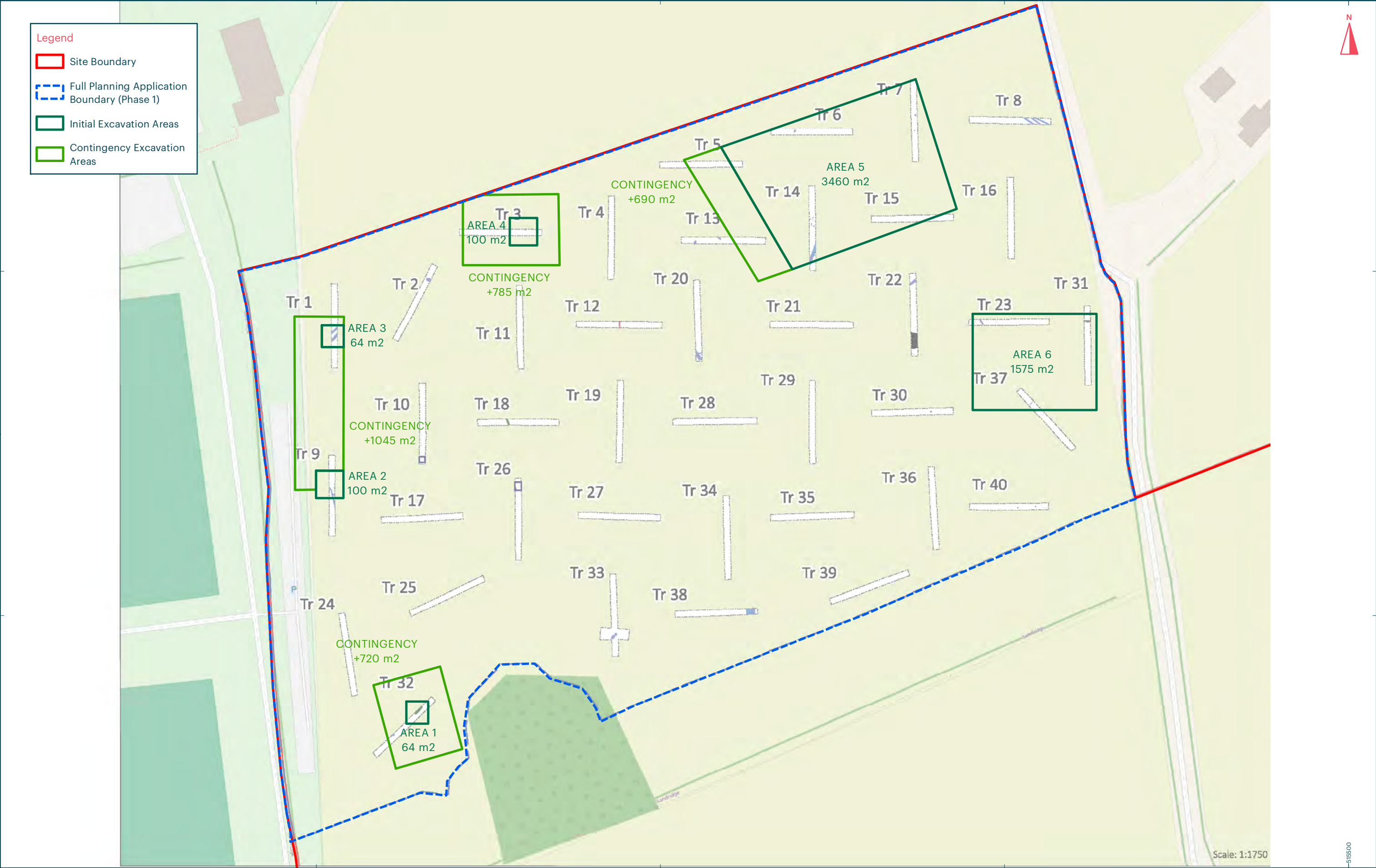


Title:
Figure 1: Site Location
Address:
Woollam Park, North St Albans

Scale at A4: 1:25,000

0 1,000m

orion.



Title:
Figure 2: Mitigation Areas

Address:
Woollam Park, North St Albans

Scale at A3: 1:1,250

0 40m



Appendix 1: Data Management Plan

Digital Management plan

Woolham Park Strip map and Sample

Site Name and scope of works

Woollam Park, St Albans. Strip Map and Sample

Roles and responsibilities for data creation and management

- Project Manager

Mark Williams MIfA

- Site Supervisor

TBA

- Data Management

Rich Best (IT Officer)

Data to be collected

Scanned pro forma context sheets etc (tiff, jpeg or PDF)

Spreadsheet of finds and other metadata (MS Excel)

Site photography – raster image files (jpeg)

Digital survey data – PDF and Shape files

Third-party data, such as OS map tiles.

Grey Literature reports (PDF)

Standards and methods used

Hertfordshire County Council 2026. Hertfordshire Archaeological Archive Standards

Archaeology Data Service 2013. Caring for Digital Data in Archaeology: a guide to good practice.

Archaeology Data Service & Digital Antiquity Guides to Good Practice. Oxford: Oxbow Books.

Archaeology Data Service 2023. Selection and appraisal of data,
<https://archaeologydataservice.ac.uk/help-guidance/how-to-prepare-data/selection-guidance>.

Chartered Institute for Archaeologists 2014 (revised October 2020). Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives. Reading: Chartered Institute for Archaeologists.

Chartered Institute for Archaeologists 2014 (revised October 2020). Standard and guidance for the collection, documentation, conservation, and research of archaeological materials. Reading: Chartered Institute for Archaeologists.

Chartered Institute for Archaeologists 2023. Universal Guidance for Archaeological Excavation.

Chartered Institute for Archaeologists. Toolkit for Selecting Archaeological Archives, <https://www.archaeologists.net/selection-toolkit> Chartered Institute for Archaeologists Toolkit for Managing Digital Data, <https://www.archaeologists.net/digdigital>

English Heritage 2012. MIDAS: the UK Historic Environment Data Standard Version 1.1. Best practice guidelines. Forum on Information Standards in Heritage

[How data will be managed and documented at each stage](#)

Data collection will be carried out following CiFA and ADA guidelines and stored on CAT Servers and backed up daily.

Data will be processed on the server using the CAT standardised document control procedures.

Archived data with the ADS will be accompanied by metadata as set out in ADS Guidelines.

[Ethical and legal considerations](#)

All personal data will be stored in line with the Data Protection Act (2018)

Full copyright will be retained by Canterbury Archaeological Trust under the Copyright, Designs and Patents Act 1988 with all rights reserved.

Third-party data will be reproduced under copyright licences obtained by Canterbury Archaeology Trust

[Storage, security, access, and backup arrangements](#)

Data will be stored on the CAT secure server, backed up to cloud storage daily. Access is strictly controlled through externally maintained security (ADM Computing support)

Selection strategy for archive deposition

Not all data will be retained. The selection strategy will be based on the aims of the WSI and based on consultation with specialists and the Archaeological advisor to the LPA.

[Intended repository, deposition process, and costs](#)

Long term data storage will be via ADS.

The physical archive with St Albans Museum Service

Grey literature reporting will be lodged with OASIS and the HER.

[Data sharing arrangements and restrictions](#)

Data will be disseminated through grey literature reports lodged with ADS and the HER.

An OASIS report will be prepared for the project.

[Named data manager responsible for oversight](#)

The designated project manager will retain overall responsibility. CAT IT officer and ADM consulting retain responsibility for digital infrastructure and security.