

**Written Scheme of Investigation for an
Archaeological Evaluation**

at

Bond Street Phase II

Chelmsford

Essex

NGR: TL 57100 26800

ASE Project no: 8077

Site Code: TBC

October 2013

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1. INTRODUCTION

- 1.1 This Written Scheme of Investigation (WSI) has been prepared by Archaeology South-East (ASE) on behalf of CgMs Consulting Ltd for a programme of archaeological work in advance of the redevelopment of an area of land in Chelmsford town centre, known as Bond Street Phase II.

2. BACKGROUND

2.1 Site Description and Location

- 2.1.1 The site is located in the centre of Chelmsford and principally comprises land to the rear (east) of properties fronting on to the High Street, south of properties fronting on to Waterloo Lane to the north, and to the rear of No. 27-31 High Street (Debenhams), to the south. The River Chelmer forms the eastern boundary to the site. The only part of the High Street included within the main development proposals are the properties at 6 to 8 High Street, which were constructed circa 1969-1969 and comprise steel and concrete frame office and retail units. There are two vehicle access points from Waterloo Lane on the north, though these do not form part of the application site, with the principal road access, via Bond Street, entering via the south east corner of the development area. The route of the Ginnel, which forms a pedestrian link to the High Street, falls within the site and this will be retained as part of the development.

- 2.1.2 The greater part of the site comprises surface car parking between buildings fronting the High Street to the west and the River Chelmer to the east. A number of buildings that previously occupied parts of the site have been demolished in recent years, including the NatWest Bank offices, leaving areas of concrete floor slab in-situ. Two electricity sub-stations are located within the development area, one immediately north of the Bond Street entrance to the site, in the area known as Mesopotamia Island, and the other to the rear of No 22 High Street. As a consequence of the urban nature of the site numerous utilities criss-cross the area.

- 2.1.3 The site is mapped by the British Geological Survey (BGS) as lying on the eastern boundary of the first terrace gravels, with more recent alluvial deposits associated with the River Chelmer to the east. The underlying

bedrock comprises London Clay (BGS Geology of Britain Viewer; Accessed 07/10/2013).

- 2.1.4 Recent archaeological work immediately to the north of the site suggests that the whole site is located on terrace gravels with perhaps a thin (c. 0.60m) overlying layer of alluvium along its eastern boundary (CgMs 2012).

2.2 Reasons for Project

- 2.2.1 The site has a long planning history, having been the subject of a series of applications since 2008 and for planning purposes has previously been referred to as “Land east of High Street, Chelmsford, Essex”. With regard to the most recent planning history, a planning application (12/01058/FUL) was submitted to Chelmsford City Council in 2012 for the “development of land rear of Chelmsford High Street services west of the River Chelmer to provide a major retail store (11,541sqm gross) and unit shops/services (10,957sqm) in 2/3 storey blocks with an extended Bond Street; Shops/restaurants (2,607sqm) and cinema (1932sqm) in 3 storey riverside block; basement car park, associated highway works, servicing and riverfront cycleway/footway; partial demolition and remodelling of 6-8 High Street, incorporating extension (666sqm)”. As the site lies within an area of high archaeological potential ECC Place Services, in their capacity as archaeological advisors to the local planning authority, recommended that a phased archaeological condition be attached to any grant of planning consent. The archaeological condition that was recommended and subsequently attached to the grant of planning consent in May 2013 is based upon guidance contained in the National Planning Policy Framework (DCLG 2012) and states that:

Condition 20

No development shall take place within the site until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the local planning authority.

Reason:

To ensure that adequate archaeological records can be made in respect of the site in accordance with Policy DC21 of the Adopted Core Strategy and Development Control Policies Development Plan Document.

2.3 Historical and Archaeological Background

2.3.1 The development area has previously been considered in detail in a Desk-based Assessment that was prepared for the northern half of the site in May 2006 and an updated Heritage Statement undertaken in June 2012 (CgMs 2006 & 2012).

2.3.2 The Desk-based Assessment suggested that, based on the results of an archaeological evaluation immediately to the north east, development and terracing would have had a severe and widespread impact upon any archaeological remains present, particularly within the footprint of No 6 to 8 High Street and the former NatWest Bank offices. The southern half of the site was determined to have a very similar archaeological background to the northern half of the site, in that with the exception of the property frontages on the High Street the majority of the site would have comprised backlands (gardens, yards etc) extending down towards the Chelmer during the late Medieval and post Medieval periods.

2.3.3 A review of the 2006 Desk Based Assessment undertaken in line with guidance contained in the National Planning Policy Framework as part of the 2012 Heritage Statement did not materially alter the conclusions of the earlier assessment and overall the site was defined as having the following archaeological potential (CgMs 2012):

- Period Potential
- Early Prehistoric (Palaeolithic, Mesolithic, Neolithic) Low
- Late Prehistoric (Bronze Age, Iron Age) Moderate
- Roman Low
- Anglo Saxon, early Medieval Low
- Late Medieval and Post Medieval Moderate

3 AIMS AND OBJECTIVES

3.1 Aims

3.1.1 The aim of the archaeological evaluation is to determine the presence or absence of any archaeological remains and to establish their location, extent, date, character, condition and significance. Any archaeological remains uncovered by the evaluation will be assessed against the wider background of previous fieldwork in the area.

3.2 Objectives

3.2.1 The specific objectives of the investigation will be to:

- Identify any evidence for prehistoric activity within the site, particularly in relation to the nearby River Chelmer
- Identify any evidence for Roman activity in the area, which is currently believed to lie away from the known focus of Roman activity during this period
- Identify any evidence for medieval settlement/ backyard activity to the rear of the High Street and/ or relating to the nearby River Chelmer
- Identify any evidence for Post-medieval settlement/ backyard activity to the rear of the High Street and/ or relating to the nearby River Chelmer

3.2.2 In the event that significant discoveries are made the report will seek to identify appropriate research objectives for any future work, in line with those laid out in *Research and Archaeology: a framework for the Eastern Counties, 2. Research agenda and strategy* (Brown and Glazebrook 2000) and *Research and Archaeology Revisited: a revised framework for the East of England*. (Medlycott 2011).

4 METHODOLOGY

4.1 Requirements

4.1.1 Prior to the commencement of fieldwork a site code will be obtained from ECC Place Services and an OASIS record will be initiated for the evaluation.

4.1.2. The evaluation will consist of trenching a 2.5% sample of the development site, targeted on the areas of greatest impact, while avoiding the footprint of

the recently demolished buildings, the immediate vicinity of the two electricity sub-stations, major utilities and vehicle and pedestrian access points. Due to restrictions imposed by the Environment Agency no trenching will take place within 16m of the River Chelmer. The location of the trenches is shown in Figure 1 and comprises one 30m long by 2m wide trench (trench 6), five 20m long by 2m wide trenches (trenches 1- 4 and 9), four 15m long by 2m wide trenches (trenches 5, 8, 11 and 12) and two 10m by 2m trenches (trenches 7 and 10).

- 4.1.3. In the event that important archaeological remains are identified a site meeting will be held with CgMs Consulting and the ECC Place Services monitoring officer to discuss the significance of the remains and decide whether additional trenching or any other variations to the evaluation strategy are appropriate.

4.2 Standards

- 4.2.1 ASE will adhere to the IfA *Standard and Guidance for archaeological field evaluation*, and Code of Conduct (IfA 2009 & 2012), and the ALGAO *Standards for Field Archaeology in the East of England* (Gurney 2003) throughout the project. ASE is a Registered Archaeological Organisation with the IfA.

4.3 Machining

- 4.3.1 Machining will be carried out to ASE standards under the supervision of an experienced archaeologist. An hydraulic concrete breaker will be used as necessary to remove any hard surfaces prior to mechanical excavation. The removal of modern overburden and will be performed by a tracked excavator equipped with a toothless bucket. Machine-excavation of each trench will stop at the uppermost archaeological surface, or the geological horizon, whichever is encountered first, and will create a clean and level surface for further excavation and recording by hand.
- 4.3.2 In areas where subsoil exists between soil/overburden and clean natural, subsoil stripping will take place under archaeological supervision.

4.3.3 Any spoil heaps generated will be visually scanned and checked with a metal detector.

4.3.4 Any subsoil excavated will be stored separately from topsoil. All trenches will be backfilled, with subsoil deposited first, and then topsoil.

4.4 Excavation and Recording

4.4.1 All exposed archaeological features and deposits will be recorded and excavated, except obviously modern features and disturbances.

4.4.2 Standard ASE methodologies will be employed. All stratigraphy will be recorded using the ASE context recording system.

4.4.3 An overall plan related to the site grid and tied in to the Ordnance Survey National Grid will be drawn in addition to individual plans showing areas of archaeological interest. All features revealed will be planned.

4.4.4 Site plans will be at 1:20 unless circumstances dictate otherwise. Plans at other scales will be drawn if appropriate (e.g. cremation burials at 1:10). Sections will be drawn at 1:10.

4.4.5 Datum levels will be taken where appropriate. Sufficient levels will be taken to ensure that the relative height of the archaeological/subsoil horizon can be extrapolated across the whole of the development area.

4.4.6 Archaeological features and deposits will be excavated using hand tools, unless they cannot be accessed safely or unless a machine-excavated trench is the only practical method of excavation. Any machine-excavation of archaeologically significant features will be agreed with the ECC Place Services monitoring officer in advance.

4.4.7 With the exception of modern disturbances, normally a minimum 50% of all contained features will be excavated. Modern disturbances will only be excavated as necessary in order to properly define and evaluate any features that they may cut. Normally 10% (or at least a 1m-long segment) of non-structural linear features will be excavated. At least 50% of linear features

with a possible structural function (e.g. beam slots) will normally be excavated. Details of the precise excavation strategy and any alterations to it will be discussed with the monitoring officer if particularly significant archaeology is revealed as a result of topsoil stripping.

4.4.8 All articulated human remains, graves and cremation vessels/deposits will receive minimal excavation to define their extent and establish whether they are burials or not. Generally all graves and cremation burials will be recorded and their positions noted without full excavation, only surface cleaning. A decision would then be made on future treatment of the human remains in consultation with the client/ their agent and the ECC Place Services monitoring officer, and the coroner would be informed. Graves and cremation burials would only be excavated if they have already been disturbed, or if it is decided that a small sample of the burials need be evaluated to assess their condition and preservation.

4.4.9 A full photographic record comprising colour digital images will be made with monochrome prints of significant features/feature groups or in situ artefacts only. The photographic record will aim to provide an overview of the excavation and the surrounding area. A representative sample of individual feature shots and sections will be taken, in addition to working shots and elements of interest (individual features and group shots). The photographic register will include: film number, shot number, location of shot, direction of shot and a brief description of the subject photographed.

4.5 Finds/Environmental Remains

4.5.1 In general, all finds from all features will be collected. Where large quantities of post-medieval and later finds are present and the feature is not of intrinsic or group interest, a sample of the finds assemblage will normally be collected sufficient to date and characterise the feature.

4.5.2 Finds will be identified, by context number, to a specific deposit or, in the case of topsoil finds, to a specific area of the site.

- 4.5.3 All finds will be properly processed according to ASE guidelines and IfA *Guidelines for Finds Work*. All pottery and other finds, where appropriate, will be marked with the site code and context number.
- 4.5.4 If appropriate, environmental samples will be taken from well-stratified, datable deposits that are deemed to have potential for the preservation/survival of ecofactual material. Bulk soil samples (minimum 40 litres or 50% of context) will be taken for wet sieving and flotation, and for finds recovery. ASE's environmental consultant is Karine Le Hegarat (ASE) and, if necessary, English Heritage's regional scientific advisor, Helen Chappell, will be consulted. In all instances deposits with clear intrusive material shall be avoided.
- 4.5.5 Any finds believed to fall potentially within the statutory definition of Treasure, as defined by the Treasure Act 1996, amended 2003, shall be reported to the Essex County Council Finds Liaison Officer. Should the find's status as treasure be confirmed the Coroner, the client, landowner and the ECC Place Service monitoring officer will also be informed. A record shall be provided to the Coroner and to the ECC Place Service monitoring officer of the date and circumstances of discovery, the identity of the finder, and the exact location of the find(s) (OS map reference to within 1 metre, and find spot(s) marked onto the site plan).
- 4.5.6 See above and Appendix 1 for information regarding specialist consultants

5.0 PRESENTATION OF RESULTS

5.1 Client Report

- 5.1.1 Within four weeks of the completion of fieldwork a report will be produced containing the following information:
- SUMMARY: A concise non-technical summary
 - INTRODUCTION: General introduction to project including reasons for work and funding, planning background.
 - BACKGROUND: to include geology, topography, current site usage/description, and what is known of the history and archaeology of the surrounding area.

- AIMS AND OBJECTIVES: Summary of aims and objectives of the project
- METHOD: Methodology used to carry out the work.
- FIELDWORK RESULTS: Detailed description of results. In addition to archaeological results, the depth of the archaeological horizon and/or subsoil across the site will be described. The nature, location, extent, date, significance and quality of any archaeological remains will be described.
- SPECIALIST REPORTS: Summary descriptions of artefactual and ecofactual remains recovered. Brief discussion of intrinsic value of assemblages and their more specific value to the understanding of the site.
- DISCUSSION AND CONCLUSIONS: Overview to include assessment of value and significance of the archaeological deposits and artefacts, and consideration of the site in its wider context.
- APPENDICES: Context descriptions, finds catalogues, contents of archive and deposition details, HER summary sheet.
- FIGURES: to include a location plan of the archaeological works in relation to the proposed development (at an Ordnance Survey scale), specific plans of areas of archaeological interest (at 1:50), a section drawing to show present ground level and depth of deposits, section drawings of relevant features (at 1:20). Colour photographs of the more significant archaeological features and general views of the site will be included where appropriate.

5.1.2 In addition to copies of the report supplied to the client, a digital copy of the report will be supplied to the ECC Place Service monitoring officer for planning purposes and inclusion in the Essex Historic Environment Record.

5.1.3 Copies of the report will also be submitted to Chelmsford Museum as part of the project archive.

5.1.4 A form will be completed for the Online Access to Index of Archaeological Investigations (OASIS) at <http://ads.ahds.ac.uk/project/oasis/> in accordance with the guidelines provided by English Heritage and the Archaeological Data Service.

5.2 Publication

5.2.1 Publication will be by an evaluation report produced within four weeks of the completion of fieldwork. Subject to a timescale to be approved by the Client a summary report will also be submitted for publication in the annual fieldwork round-up in *Essex Archaeology and History*. In the event that no further works are planned and exceptional archaeological remains are found which warrant publication in their own right a separate note on these will be produced to a timetable to be agreed with ECC Place Services.

5.3 Archive

5.3.1 Guidelines contained in UKIC's *Guidelines for the Presentation of excavation Archives for Long Term Storage* and the MGC's *Standards in the Museum Care of Archaeological Collections* will be followed for the preparation of the archive for museum deposition.

5.3.2 Finds from the archaeological fieldwork will be kept with the archival material.

5.3.3 Subject to agreement with the legal landowner ASE will arrange with Chelmsford Museum for the deposition of the archive and artefact collection. Any items requiring treatment will be conserved. The landowner will be asked to donate the finds to the local museum.

6 HEALTH AND SAFETY

6.1 Site Risk Assessment and Safety Measures

6.1.1 ASE's Risk Assessment and Method Statement (RAMS) system covers most aspects of excavation work and ensures that for most sites the risks are adequately controlled. Prior to and during fieldwork sites are subject to an ongoing assessment of risk. Site-specific risk assessments are kept under review and amended whenever circumstances change which materially affect the level of risk. Where significant risks have been identified in work to be carried out by ASE a written generic assessment will be made available to those affected by the work. A copy of the Risk Assessment is kept on site.

6.2 Site risk assessment and safety measures

- 6.2.1 An initial appraisal of risk suggests that adherence to ASE's RAMS system should adequately control identified risk. Assessment of risk is an ongoing process and should circumstances demand additional risk assessments will be carried out prior to and during archaeological work.
- 6.2.2 ASE staff will liaise with the client and/ or their agent and will follow any additional Health and Safety instructions that are given/agreed.
- 6.2.2 Archaeology South-East is insured against claims for: public liability to the value of £50,000,000 any one occurrence and in the aggregate for products liability; professional indemnity to the value of £10,000,000 any one occurrence; employer's liability to the value of £50,000,000 each and every loss.

7 RESOURCES AND PROGRAMMING

7.1 Staffing and Equipment

- 7.1.1 The archaeological works will be undertaken by a professional team of archaeologists, comprising a Senior Archaeologist and up to three Assistant Archaeologists with support from a surveyor as required.
- 7.1.3 The Senior Archaeologist for the project will be responsible for fieldwork, post-excavation reporting and archiving in liaison with the relevant specialists and under the overall direction of the fieldwork project manager (Adrian Scruby) and the post-excavation project manager (Mark Atkinson).
- 7.1.4 The ECC Place Service monitoring officer will be notified of the Senior Archaeologist assigned to the project prior to start of works and should any subsequent change of personnel occur. CVs of all key staff are available on request.
- 7.1.5 Specialists who may be consulted are listed in Appendix 1.
- 7.1.6 Other specialists may be consulted if necessary. These will be made known to the monitoring office for approval prior to consultation. Similarly, any

changes in the specialist list will be made known to the monitoring office for approval prior to consultation.

7.2 Timetable and Programme

7.2.1 The works are provisionally programmed to take place in October 2013 and the ECC Place Services monitoring officer will be given 5 days' notice of the precise start date. Due to the limitations of working in an active car park/ retail service area it is currently anticipated that the trenching will be undertaken in two blocks of work

7.2.2 It is envisaged that machining, recording and excavation will take around six to eight days to complete in total. The production of the report will take c. 4 weeks from the end of the fieldwork. The client and their agent are aware of working methods and provision has been made to allow access to undertake the evaluation works.

8 MONITORING

8.1 The ECC Place Services monitoring officer, Alison Bennett, will be responsible for monitoring progress and standards throughout the project on behalf of the local planning authority.

8.2 Any variations to the specification will be agreed with CgMs Consulting and the ECC Place Services monitoring officer prior to being carried out.

8.3 The ECC Place Services monitoring officer will be kept informed of progress throughout the project and will be contacted in the event that significant archaeological features are discovered. Arrangements will be made for the monitoring officer to inspect the evaluation trenches before they are backfilled – trenches will not be backfilled without the agreement of the monitoring officer.

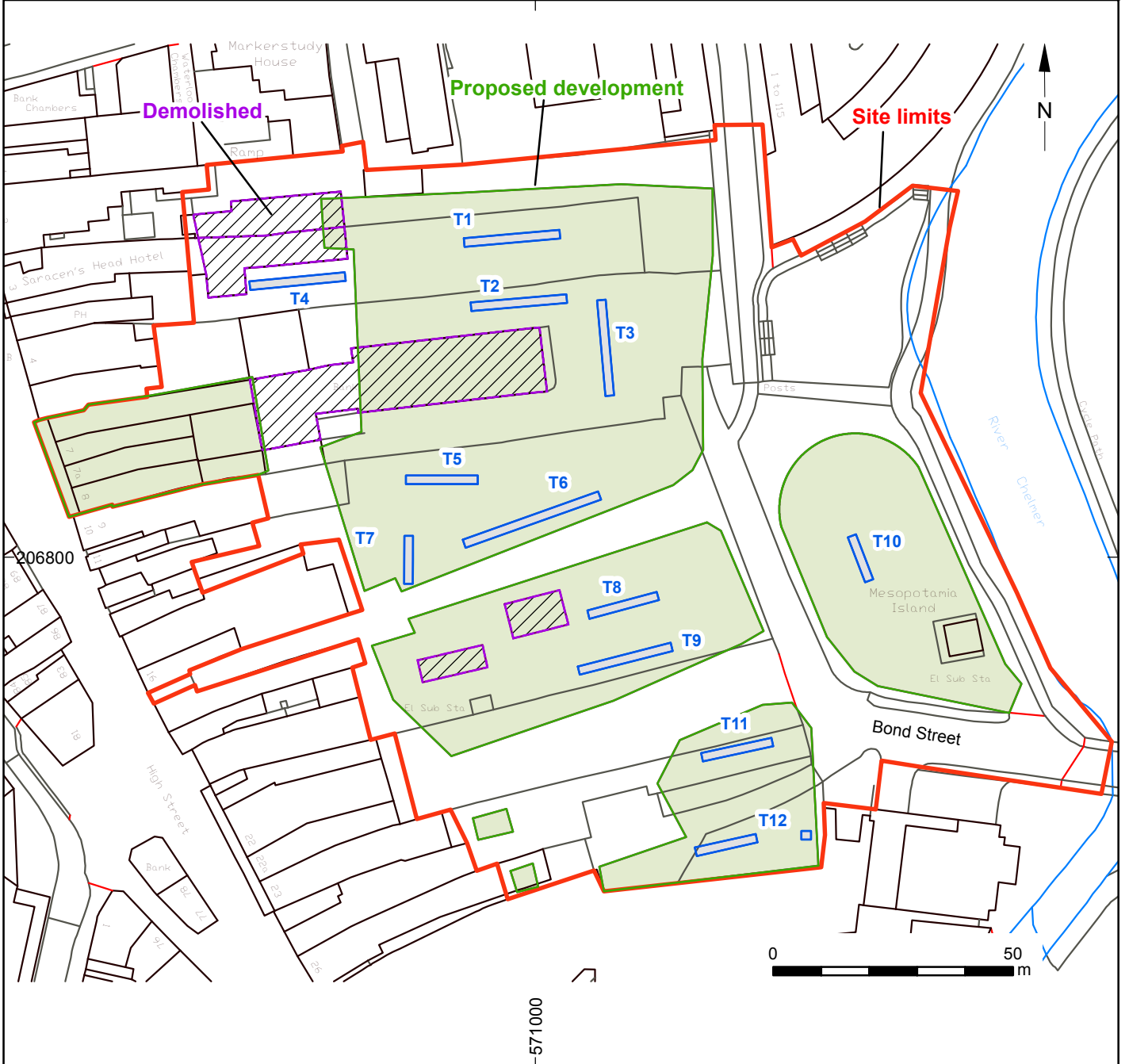
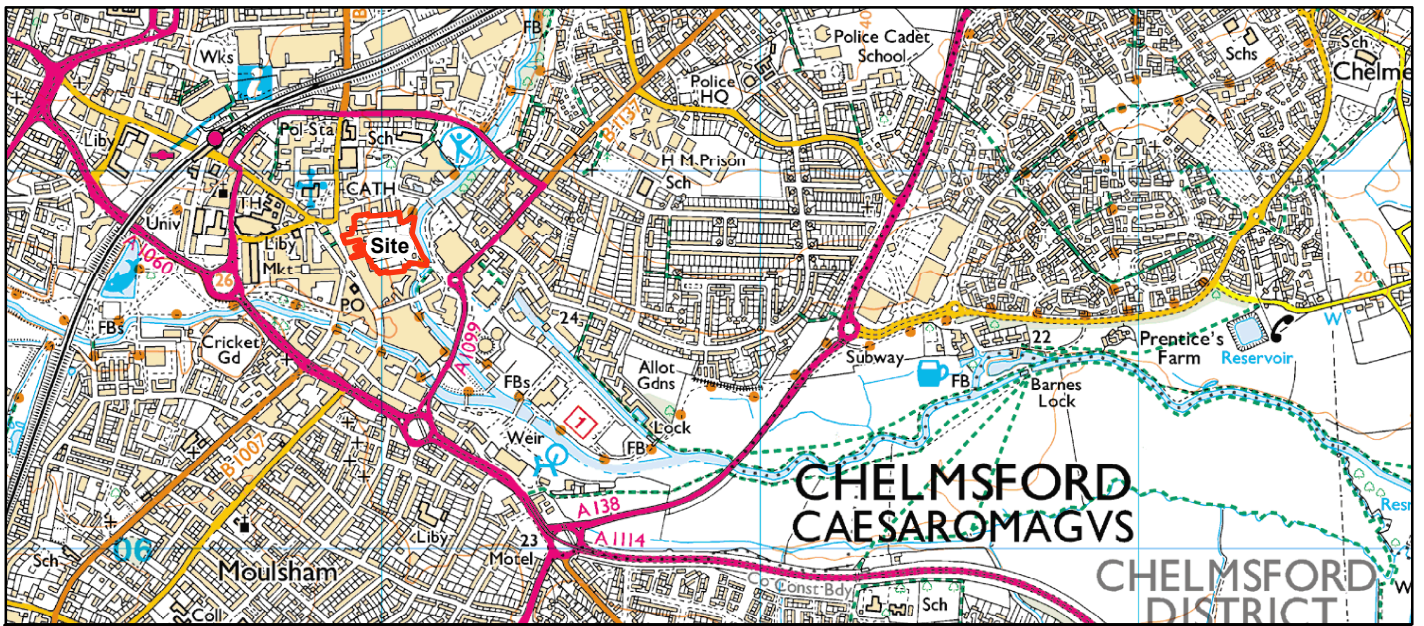
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APPENDIX 1

Specialists to be used as necessary:

Prehistoric and Roman pottery	Louise Rayner & Anna Doherty (ASE)
Prehistoric	Nick Lavender (external: Essex region)
Post-Roman pottery	Luke Barber (external: Sussex, Kent and London)
Post-Roman pottery (Essex)	Helen Walker (external: Essex)
CBM	Sue Pringle & Luke Barber (external)
Fired Clay	Elke Raemen & Trista Clifford (ASE)
Clay Tobacco Pipe	Elke Raemen (ASE)
Glass	Elke Raemen (ASE)
Slag	Luke Barber, Lynne Keyes (external); Trista Clifford (ASE)
Metalwork	Trista Clifford (ASE)
Worked Flint	Karine Le Hégarat (ASE); Hugo Anderson-Whymark (external)
Geological material and worked stone	Luke Barber (external)
Human bone incl cremated bone	Lucy Sibun (ASE)
Animal bone incl fish	Gemma Ayton (ASE)
Marine shell	Elke Raemen (ASE); David Dunkin (external)
Registered Finds	Elke Raemen & Trista Clifford (ASE)
Coins	Trista Clifford (ASE)
Treasure administration	Trista Clifford (ASE)
Conservation and x-ray	Fishbourne Roman Villa or UCL Institute of Archaeology
Geoarchaeology	Dr Matt Pope & Liz Chambers (ASE)
Geoarchaeology (incl wetland environments)	Kristina Krawiec (ASE)
Macro-plant remains	Dr Lucy Allott & Karine Le Hégarat (ASE)
Charcoal & Waterlogged wood	Dr Lucy Allott & Dawn Elise Moony (ASE)



© Archaeology South-East		Bond Street, Chelmsford		Fig. 1
Project Ref: 8077	Sept. 2013	Indicative location of archaeological evaluation trenches		
Report Ref: WSI	Drawn by: APL			