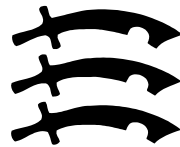


**PROJECT SPECIFICATION
FOR
ARCHAEOLOGICAL EXCAVATION**

**LAND NORTH OF PRINCE'S ROAD,
CHELMSFORD,
ESSEX**

MAY 1997



**Essex County Council
Planning
Field Archaeology Group**

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FIELD ARCHAEOLOGY GROUP
ESSEX COUNTY COUNCIL ARCHAEOLOGY SECTION

1. INTRODUCTION

- 1.1 This project specification is a response to the brief produced by the Archaeological Advisory Group of Essex County Council Archaeology Section for an archaeological excavation on Land to the north of Prince's Road, Chelmsford, Essex.
- 1.2 The archaeological brief and any specification produced from it are only valid for six months from May 1997. After this period the Archaeological Advisory Group of the Essex County Council must be consulted if archaeological work is still being considered.

2. SUMMARY OF BRIEF

2.1.1

Location - TL7100 0555 (centred)

District - Chelmsford

Application No. - CHL/162/91

Current site use - Grass; rough recreational

Museum - Chelmsford

Monitoring Officer - S. Gibson

Client - Barratt Eastern Counties

F.A.G. Project Reference - 267

- 2.1.2 A planning application was submitted to Chelmsford Borough Council in 1991 for residential development.
- 2.1.3 The area was identified as being the site of Moulsham Hall and thus within a sensitive area of archaeological deposits. A recommendation was, therefore, made to the Local Planning Authorities by the Archaeological Advisory Group of the Essex County Council that a programme of archaeological investigation be undertaken on the site.
- 2.1.4 The area to be excavated measures 60m x 50m (3000m²) and lies within Area B of the development zone.

- 2.1.5 Moulsham Hall (ESMR 5557), the seat of Sir Thomas Mildmay, was built in 1542 and enlarged during the latter part of the century. The house was rebuilt, on the same site, from 1728 by Benjamin Mildmay, and finally demolished in 1809.
- 2.1.6 A field evaluation was conducted in 1996, which identified Tudor and Georgian phases of construction. Evidence of medieval activity was also recorded in the area of the Hall.

2.2 Requirement for Work

- 2.2.1 The excavation will further investigate the location of walls of Tudor date, which were recorded within Area B. The aim of the excavation will be to:
- provide a plan of the Tudor structures.
 - sample by excavation the structural elements to establish the techniques of their construction.
 - as far as possible, establish the activities associated with the structures by sample excavation of other archaeological deposits.
 - tie in the results of the excavation to the known documentary history and produce a synthesis of the development of the site through time.

3. HEALTH AND SAFETY

3.1 General

- 3.1.1 It is the policy of the Field Archaeology Group to follow Essex County Council Planning Department's statement on health and safety at work. The Field Archaeology Group will adhere to the latest Health and Safety legislation; Philip Clarke is the Field Archaeology Group's Health and Safety Officer.
- 3.1.2 Essex County Council has employer's liability insurance, and third party liability insurance in respect of any incident on site involving County Council staff.

3.2 Code of Practice and Risk Assessment

- 3.2.1 The Field Archaeology Group's *Code of Practice* covers most aspects of excavation work and ensures that for most sites the risks are adequately controlled. Prior to, and during, site works sites are individually assessed. During this assessment, additional

risks not covered by the *Code of Practice* are identified and the appropriate action is taken. A copy of any such Risk Assessment is kept on site.

3.3 Service Location

3.3.1 Service location plans will be studied in detail to avoid damage to any mains services. It is noted that there are likely to be underground services within the site.

4. EXCAVATION METHODOLOGY

4.1 Standards

4.1.1 The Field Archaeology Group will adhere to the *IFA* code of conduct throughout the project. Philip Clarke, the Group Manager, is a full member of the *IFA*.

4.2 Structure of Team

- 4.2.1 The archaeological works will be undertaken by a professional team of archaeologists
- 4.2.2 The team undertaking the work will comprise a supervisor and three assistants. CVs outlining the experience of most members of the Field Archaeology Group excavation team have been provided to the Archaeological Advisory Group. Additional CVs, or those not already provided, are available.
- 4.2.3 The supervisor will be responsible for fieldwork, post-excavation and publication of in liaison with the relevant specialists and under the overall direction of the acting fieldwork manager (N. Lavender), finds manager (H. Major) and post-excavation manager (P. Allen).
- 4.2.4 The supervisor undertaking the work will be a member of the Field Archaeology Group's professional staff. There are currently a number staff employed by the Field Archaeology Group who are suitably experienced and able to supervise work of this nature. A list of the staff currently employed by the Field Archaeology Group and from which the project supervisor will be selected is included as an Appendix (Appendix 1). The Archaeological Advisory Group will be notified of the supervisor nominated to undertake the project one week prior to the start of works.
- 4.2.5 Specialists who may be consulted are listed in Appendix 2. Curriculum Vitae of the Field Archaeology Group's specialist staff has already been provided to the Archaeological Advisory Group.

4.2.6 Other specialists may be consulted if necessary. These will be made known to the monitoring officer for approval prior to consultation. Similarly, any changes in the specialist list will be made known to the monitoring officer for approval prior to consultation

4.3 Site Code

4.3.1 The site code will be obtained from the Archaeological Advisory Group prior to the commencement of works.

4.4 Trench Location

4.4.1 The trench will be located as specified in the plan accompanying the brief and will cover an area of 3000m².

4.5 Machining

4.5.1 Modern overburden and any topsoil will be removed by a mechanical excavator.

4.5.2 Machine stripping will be carried out to Field Archaeology Group standards (Appendix 3) under the supervision of an experienced archaeologist.

4.6 Excavation and Recording

4.6.1 Standard ECC Field Archaeology Group methodologies will be employed. All stratigraphy will be recorded using the Field Archaeology Group's context recording system.

4.6.2 Planning and surveying will be based on a site grid, tied to the Ordnance Survey National Grid. Ordnance datum levels will be taken where appropriate.

4.6.3 Sections will be drawn at 1:10. Site plans will be at 1:20 unless circumstances dictate otherwise. Plans at other scales will be drawn if appropriate (for example a 1:50 plan of the ditch sections might be more informative).

4.6.4 An overall trench plan related to the site grid and tied in to the Ordnance Survey National Grid will be drawn in addition to individual trench plans. All features revealed in the trenches will be planned.

4.6.5 The surface of the trenches will be sufficiently cleaned to ensure that any features present are visible. Archaeological features and deposits will be excavated using

hand tools, unless a machine excavated trench is the only practicable method of excavation.

- 4.6.6 With the exception of modern disturbances, normally 50% of all contained features will be excavated. Modern disturbances will be excavated as necessary to properly define and excavate any features that they may cut. Normally 10% (or at least a 1m segment) of non-structural linear features will be excavated. Brick and masonry walls known to exist, and further walls located after topsoil removal, will be sampled by excavation of a minimum of 10% of their exposed length. Should a larger sample be deemed necessary, the decision will be taken on site in consultation with the monitoring officer.
- 4.6.7 At least 50% of negative linear features with a possible structural function (e.g., beam slots) will normally be excavated. Complex areas of horizontal stratigraphy or intercutting features will generally be excavated and recorded in plan and in section. Due regard will be paid to the stratigraphic relationships between features during the excavation. Details of the precise excavation strategy and any alterations to it will be discussed with the monitoring officer after topsoil stripping has taken place.
- 4.6.7 If human remains are discovered on the site they will be recorded and removed. If appropriate, a burial licence will be applied for from the Home Office. The coroner, the client and the monitoring officer will be informed if human remains are uncovered.
- 4.6.8 A metal detector will be used throughout all stages of the fieldwork. The metal detector will also be used to check the spoil heaps for metal finds.
- 4.6.9 A full photographic record comprising monochrome negatives, and colour transparencies will be made.
- 4.6.10 The photographic register will include: film number, shot number, location of shot, direction of shot and a brief description of the subject photographed.

4.7 Finds and Environmental Remains

- 4.7.1 Finds from all archaeological features and deposits will be collected. In general, all finds from all features are collected. Where large quantities of modern finds are present a sample of the finds assemblage is normally collected sufficient to date and characterise the feature.

- 4.7.2 Finds will be identified, by context number, to a specific deposit or, in the case of topsoil finds, a specific area of the site.
- 4.7.3 All finds will be properly processed according to the Field Archaeology Group guidelines and *IFA Guidelines for Finds Work*. All pottery and other finds, where appropriate, will be marked with the site code and context number.
- 4.7.4 Environmental samples will be taken from well-stratified, datable deposits. Bulk samples (15 litre) will be taken for wet sieving and flotation. The Field Archaeology Group's environmental consultant is P. Murphy.
- 4.7.5 If samples are taken; a pilot study will be undertaken as an initial stage of environmental processing. This will enable an assessment of which groups of samples are likely to be most productive for complete processing and further study.
- 4.6.6 Specialists who may be consulted are listed in Appendix 2.
- 4.6.7 Requirements for storage and conservation are being arranged with Chelmsford Museum. Arrangements will be confirmed in writing with the Archaeological Advisory Group prior to the start of works.

5. RESULTS

5.1 Summary

- 5.1.1 An ESMR summary sheet will be completed within four weeks of the completion of fieldwork. A copy will be supplied to the Archaeological Advisory Group.

5.2 Excavation Report

- 5.2.1 A full excavation report will be prepared for publication in *Essex Archaeology and History* within one year from the end of fieldwork
- 5.2.2 The report will contain the following information:
SUMMARY: A concise non-technical summary
INTRODUCTION: General introduction to project including reasons for work and funding, planning background.
BACKGROUND: This will include geology, topography, archaeological and historical background, current site usage/description

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

SPECIALIST REPORTS:

DISCUSSION AND CONCLUSIONS: Overview of archaeological deposits and artefacts, including details of preservation and the expected survival of deposits and structures across the site. Discussion and interpretation of results will include both in the immediate archaeological context and in relation to other relevant evidence.

FIGURES: These will include a location plan of the archaeological works in relation to the proposed development (at least two corners of each trench will be given a 10 figure grid reference); a section drawing to show present ground level and depth of deposits. (the section drawing will include a horizontal and vertical scale and an Ordnance datum).

- 5.2.3 An allowance will be made within the costs for publication in more detail, should the results warrant.

5.4 Acknowledgements

- 5.4.1 The involvement of the Archaeological Advisory Group will be acknowledged in any report or publication generated by this project.

6. ARCHIVE

6.1 General

- 6.1.1 A full archive will be prepared for all work undertaken.
- 6.1.2 Guidelines contained in UKIC's *Guidelines for the Presentation of excavation Archives for Long Term Storage* and MGC's *Standards in the Museum Care of Archaeological Collections* will be followed for the preparation of the archive for museum deposition.

6.2 Finds

- 6.2.1 Finds from the archaeological recording work will be kept with the archival material.
- 6.2.2 Subject to agreement with the legal land owner the Field Archaeology Group will make arrangements with Chelmsford Museum for the deposition of the archive and

artefact collection. Any items requiring treatment will be conserved. It is hoped that the land owner will donate the finds to the local museum.

6.3 Deposition

- 6.3.1 The archive (or a full copy) will be deposited with Chelmsford Museum within 6 months of the completion of the report.
- 6.3.2 A summary of the contents of the archive will be supplied to the Archaeological Advisory Group at the time of deposition to the museum.

7. MONITORING

- 7.1 The Archaeological Advisory Group of Essex County Council Archaeology Section will be responsible for monitoring progress and standards throughout the project. This will include fieldwork, post-excavation and publication stages.
- 7.2 The Field Archaeology Group will give the Archaeological Advisory Group one weeks notice of the start of work. However, it should be noted that the Field Archaeology Group often receives less than one week's notice of the required start date of a project. In such a case the Field Archaeology Group will make every effort to inform the Archaeological Advisory Group of project arrangements as soon as possible. In these cases it will be a matter for the Archaeological Advisory Group whether work is able to commence with less than one week's notice.
- 7.3 Arrangements will be made, usually by telephone, for the monitoring officer to inspect the trench prior to back filling.
- 7.4 The monitoring officer will be kept regularly informed about developments during all stages of the project.
- 7.5 Any variations to the specification will be agreed with the Archaeological Advisory Group prior to being carried out.

APPENDIX 1

The following staff have sufficient skill and experience to undertake the supervision of archaeological excavation of the type required by the brief. Each has a range of experience on a variety of site types and has worked in Essex as an employee of the Field Archaeology Group for a period of over two years.

Patrick Allen

Philip Clarke

Rachel Clarke

Hester Cooper-Reade

Adam Garwood

Mark Germany

Ellen Heppell

Nicholas Lavender

Robert Wardill

APPENDIX 2

List of Specialist Consultants

The following specialists will be consulted as appropriate:

Prehistoric Pottery	N. Brown (Essex County Council)
Romano-British Pottery	S. Martin (Essex County Council)
Anglo-Saxon Pottery	S. Tyler (Independent Consultant)
Medieval and later pottery	H. Walker (Essex County Council)
Animal Bone:	A. Wade (Independent Consultant)
Metal artefacts:	H. Major / R. Tyrell (Essex County Council)
Building Materials:	H. Major / R. Tyrell (Essex County Council)
Fired Clay:	H. Major / R. Tyrell (Essex County Council)
Worked Bone:	H. Major / R. Tyrell (Essex County Council)
Stone Objects:	H. Major / R. Tyrell (Essex County Council)
Other registered finds:	H. Major / R. Tyrell (Essex County Council)
Environmental	P. Murphy (University of East Anglia)

APPENDIX 3

ESSEX COUNTY COUNCIL FIELD ARCHAEOLOGY GROUP

ARCHAEOLOGICAL MACHINING STANDARDS

1 EQUIPMENT

- 1.1 The right type of machine must be used for the task in hand, either a 360° tracked excavator or a wheeled machine, not a box-scraper or bull-dozer. The choice of machine will depend upon site conditions, time allowed, funding and availability.
- 1.2 Initial topsoil stripping or removal of recent deposits such as hard-core may be done with a toothed bucket, but all machining of the archaeological interface must be done with a toothless ditching bucket. This minimises the amount of disturbance to the archaeology and reduces the time spent in manual cleaning of the site
- 1.3 At no stage should machinery (excavators or dumpers) be driven over the cleared areas.
- 1.4 Where reinstatement of agricultural land is required; topsoil and subsoil should be stored separately.

2 THE MACHINE OPERATOR

- 2.1 Due to the sensitive nature of the work the machine operator must be properly trained and experienced. The operator must be capable of producing a clean, level surface at precisely the correct level.
- 2.2 The driver and machine are subject to the direction of the project supervisor. Trenches must be excavated in the position and manner stipulated, in so far as it lies within the capabilities of the machine.
- 2.3 An agreement regarding the starting and finishing times of machine should be made before archaeological work begins.

3 HEALTH AND SAFETY

- 3.1 All excavation and site work must comply with the current health and safety legislation. This includes the Health and Safety at Work Act 1974, the Construction (General Provisions) Regulations 1961 and the Construction Plant and Equipment (Harmonisation of Noise Emission Standards) Regulations 1985.
- 3.2 The machine operator will be required to maintain the appropriate inspection register, Form F91 Part 1, Section C, on the machine or at the depot.
- 3.3 Essex County Council has employer's liability and third party insurance in respect of any incident on site involving County Council staff. Outside contractors must also have their own public liability insurance.
- 3.4 The location of electricity, gas, water, sewage and telephone services should be identified from maps supplied by the relevant authorities prior to machining. Care should be taken when operating machinery in the vicinity of overhead services