

Brief for monitoring and recording at 7 Church Street,  
Tollesbury



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**Title:** Brief for monitoring at 7 Church Street, Tollesbury

**Contractor:** Chris Lister, Colchester Archaeological Trust

**Planning Reference:** MAL/24/00247

**Date issued:** 11/7/24

**Historic Environment Advisor:** Maria Medlycott [maria.medlycott@essex.gov.uk](mailto:maria.medlycott@essex.gov.uk)

**Museum:** Colchester Museum

*This archaeological brief is only valid for six months. After this period the Historic Environment Advisor of Place Services, Essex County Council should be contacted to assess whether changes are required. Any written scheme of investigation resulting from this brief shall only be considered for the same period.*

*The archaeological contractor is advised to visit the site before completing their **written scheme of investigation (WSI)** as there may be implications for accurately costing the project.*

## **1. Introduction**

The Historic Environment Advisor of Place Services, Essex County Council has prepared this brief for monitoring and recording at 7 Church Street, Tollesbury.

## **2. Site Location and Description**

The proposed development (TL9562510407) is located in the centre of Tollesbury, immediately to the north of the parish church. Details of the planning application can be found on the Maldon Planning web site under the application number (24/00247/MAL).

## **3. Planning Background**

A planning application for the development of the site was submitted to Maldon District Council (24/00247/MAL) in 2024. The planning application comprised: *Construction of a pool and pool house and retrospective application (Section 73A) for the replacement of a brick wall and erection of a shed*

The following archaeological condition was placed on the application due to the potential impact on the historic building. It follows the policies within the National Planning Policy Framework:-

### **Condition 7 Archaeological Assessment**

*No development including any site clearance or groundworks of any kind shall take place within the site until the applicant or their agents; the owner of the site or successors in title has submitted an archaeological assessment by an accredited archaeological consultant to establish the archaeological significance of the site. Such archaeological assessment shall be approved by the local planning authority and will inform the implementation of a programme of archaeological work. The development shall be carried out in a manner that accommodates such approved programme of archaeological work.*

### **Condition 8 Implementation of Archaeological Fieldwork Programme**

*No development including any site clearance or groundworks of any kind shall take place within the site until the applicant or their agents; the owner of the site or successors in title has secured the implementation of a programme of archaeological work from an accredited archaeological contractor in accordance with a written scheme of investigation which has been submitted to and approved in writing by the local planning authority. The development shall be carried out in a manner that accommodates the approved programme of archaeological work.*

## **4. Archaeological Background**

The following archaeological background utilises the Essex Historic Environment Record (EHER) held at Essex County Council, County Hall, Chelmsford. Prospective contractors are advised to obtain the EHER information prior to the completion of any written scheme of investigation.

The Essex Historic Environment Record (EHER) shows that the proposed development is sited in an area of archaeological potential. The development is located within the centre of the historic core of Tollesbury (EHER 45657), adjacent to the St Mary's Church (EHER 11474-7). No. 7 Church Street (NHLE 1328623) is a grade II listed timber-framed cottage, dating to c.1600 with 18<sup>th</sup> century extensions. It is probable that it is located on the site of a medieval predecessor.

## **5. Requirement for Work**

Archaeological monitoring and recording will be undertaken of all groundworks associated with the construction of the pool and pool house.

## **6. Monitoring Methodology**

6.1 Machine stripping shall be undertaken to an agreed standard, using a toothless ditching bucket, and under the supervision and to the satisfaction of a professional archaeologist. The exposed sub-soil or archaeological horizon will be cleaned by hand immediately after removal, if required and any archaeological deposits or negative features excavated and recorded.

6.2 Details of the site planning and recording policies shall be given in the written scheme of investigation. The normal preferred policy for the scale of archaeological site plans is 1:20 and sections at 1:10, unless circumstances indicate that other scales would be more appropriate.

6.3 The contractor shall provide details of the site surveying, excavation and finds recovery policy in the written scheme of investigation. The site grid shall be tied into the National Grid.

6.4 If walls or other masonry remains are uncovered these should be cleaned up, recorded and sampled, but left in situ where possible.

6.5 The contractor shall provide details of the sampling strategies for retrieving artefacts, biological remains (for palaeoenvironmental and palaeoeconomic investigations), and samples of sediments and/or soils (for micromorphological and other pedological/sedimentological analyses). Advice on the appropriateness of the proposed strategies will be sought from the English Heritage Regional Adviser in Archaeological Science (East of England).

6.6 Details of the site photographic policy shall be given in the written scheme of investigation. The photographic record shall include both general and feature specific photographs, a photographic scale (including north arrow) shall be included in the case of detailed photographs. The photographic record shall be accompanied by a photographic register detailing as a minimum feature number, location, and direction of shot.

6.7 Should human remains be discovered the coroner will be informed and a licence from the Home Office sought immediately; both the client and the monitoring officer will also be informed.

6.8 The ClifA's Standards and Guidance for Archaeological watching briefs and excavations and the EAA Standards for Field Archaeology in the Eastern Region document should be used for additional guidance in the production of the written scheme of investigation, the content of the report, and the general execution of the project.

## **7. Results**

7.1 The report shall be submitted within a length of time (but not exceeding 4 months) from the end of the fieldwork phase, to be agreed between the developer and archaeological contractor, with a digital copy as a single PDF supplied to the Historic Environment Advisor.

7.2 This report must contain:

- The aims and methods adopted in the course of the investigation.
- The report should provide an overview of the history and development of the site
- Annotated drawings including a location map, and copies of all plans and sections (see Section 6). Where appropriate, plan drawings should be tied into the National Grid.
- Labelled re-productions of a representative sample of the photographs with accompanying plan showing their location

7.3 An OASIS sheet shall be completed at the end of the project and supplied to the Historic Environment Advisor. This will be completed in digital form. A copy should also be e-mailed to the Hon. Editor of the Essex Archaeology and History Journal for inclusion in the annual round-up of projects in the Journal [paul.gilman@me.com](mailto:paul.gilman@me.com)

7.4 Publication of the results at least to a summary level (i.e. round up of archaeology in Essex in Essex Archaeology and History) shall be undertaken in the year following the archaeological field work. An allowance shall be made within the costs for full publication in an appropriate journal.

## **8. Archive Deposition**

8.1 The requirements for archive storage shall be agreed with the appropriate museum (Colchester), and confirmed to the Historic Environment Advisor.

8.2 The full archive shall be deposited with the appropriate museum within 1 month of the completion of the report and confirmed with the Historic Environment Advisor.

8.3 A summary of the contents of the archive shall be supplied to the Historic Environment Advisor at the time of deposition to the museum.

8.4 The Written Scheme of Investigation will include the details of a Data Management Plan for the digital data generated by the project, proportionate to the scale and complexity of the work to be undertaken. The WSI will also include a commitment for the deposition of this data with a trusted digital repository (such as the Archaeology Data Service).

## **9. Monitoring**

9.1 The Historic Environment Advisor will be responsible for monitoring progress and standards throughout the project. This will include the fieldwork, post-excavation and publication stages.

9.2 Notification of the start of work shall be given to the Historic Environment Advisor one week in advance of its commencement.

9.3 Any variations of the written scheme of investigation shall be agreed with the Historic Environment Advisor prior to them being carried out.

## 10. Contractors Written Scheme of Investigation

10.1 In accordance with Standards and Guidance produced by the ClfA this design brief should not be considered sufficient to enable the total execution of the project. A WSI is required therefore in order to provide *the basis for a measurable standard* and for submission by the developer to the Local Planning Authority for approval.

10.2 Archaeological contractors shall forward a written scheme of investigation to the Historic Environment Advisor for validation **before** any work is undertaken on site. This validation is undertaken on behalf of the Planning Authority.

10.3 The involvement of the Historic Environment Advisor shall be acknowledged in any report or publication generated by this project.

## 11. References

ALGAO	2024	<i>East of England Regional Research Framework</i> <a href="https://eaareports.org.uk/algao-east/regional-research-framework/">https://eaareports.org.uk/algao-east/regional-research-framework/</a>
Brown, N. and Glazebrook, J.	2000	<i>Research and Archaeology: A Framework for the Eastern Counties 2. Research agenda and strategy</i> , East Anglian. Archaeol. Occ. Pap. 8
Medlycott, M.	2004	<i>Tollesbury: Historic Settlement Assessment report</i> , ECC Int. Pub.
Medlycott, M.	2011	<i>Research and Archaeology revisited: A revised framework for the East of England</i> , East Anglian Archaeol. Occ. Paper 24

For further information regarding the content of this brief and as part of our desire to provide a quality service, we would welcome any comments you may have on the content and presentation of this archaeological brief. Please address them to the author at the address below.

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