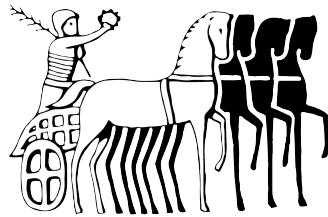


# **Colchester Archaeological Trust**



**Written Scheme of Investigation  
for archaeological monitoring and recording  
at 7 Church Street, Tollesbury, Essex**

**July 2024**

**CAT project ref.: 2024/06f  
ECC code: EEX60041**

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monitoring and recording at 7 Church Street,  
Tollesbury, Essex**

**July 2024**

**NGR: TL 95625 10407 (centre)**

**Planning district.: Maldon  
Planning ref.: MAL/24/00247**

**CAT project ref.: 2024/06f**

**ECC code: EEX60041  
ECC monitor: Maria Medlycott  
OASIS id: colchest3-526874**

**WSI prepared by: Chloé Hill  
Figure by: Chris Lister**

**Commissioned by: James Lewis (Sol Architecture)  
On behalf of: Mr Rigby**

Prepared by:	Chloé Hill	Senior Post Excavation Assistant
Reviewed and approved by:	Chris Lister	Director, Business Operations
Issued:	18/07/2024	

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**Site location and description**

The proposed development is located at 7 Church Street, Tollesbury, Essex (Fig 1). The site is centred on National Grid Reference (NGR) TQ 95639 10401. The proposed development is located in the centre of Tollesbury, immediately north of St Mary's church.

### **Proposed work**

The proposed development comprises of the construction of a pool and pool house, with a retrospective application (Section 73A) for the replacement of a brick wall and erection of a shed.

### **Archaeological and geological background**

The following archaeological background draws on the archaeological Brief, Colchester Archaeological Trust report archive and the Essex Historic Environment Record (EHER numbers, which are accessible via the Heritage Gateway website ([www.heritagegateway.org.uk](http://www.heritagegateway.org.uk))).

Tollesbury is a large fishing village located on a small peninsular at the mouth of the River Blackwater, c 9 miles north-east of Maldon. There is evidence of human activity in the Tollesbury area dating back to the prehistoric period, but the village seen today is based on the medieval settlement. The name derives from a large Saxon estate belonging to 'Toll', which included Tollesbury and the Tolleshunt villages (ECC 2005, 6). The medieval village was centred on the market place with the Church of St Mary on its southern edge. The church is early medieval in date, but is thought to be Saxon in origin (EHER 45657).

The Essex Historic Environment Record (EHER) shows that the proposed development is 28m north of St Marys Church, Tollesbury (EHER 11475) a grade II listed building (1328624). The nave and base of the church is of a Saxon-Norman date, the remainder dates to 14th century and later. 200m south of the site is another grade II listed building Bohuns Hall, 29 Church Street (EHER 39132), a 16th century/ 17th century timber framed house. There are several other listed buildings in the vicinity of the proposed development, including Glebe House which dates to the 18th century, (EHER 39131), Tollesbury Hall (EHER 39130) which dates to the 13th century and 10 Church Street, a timber framed house which dates to the 18th century (EHER 39136).

For more information about the local area see the *Maldon District Historic Characterisation Project* (ECC 2008).

The Geology of Britain viewer (1:50,000 scale<sup>1</sup>) shows the bedrock geology of the site is comprised of The London Clay mainly comprises bioturbated or poorly laminated, blue-grey or grey-brown, slightly calcareous, silty to very silty clay, clayey silt and sometimes silt, with some layers of sandy clay. The superficial deposits comprises of Glaciofluvial deposits, deposited by meltwater streams. Includes mostly coarse-grained sediments (i.e. sand and gravel) with some finer-grained layers (i.e. clay and silt). Sand and gravel, locally with lenses of silt, clay or organic material.

### **Planning background**

A planning application (MAL/24/00247) was made to Maldon District Council in March 2024 for the construction of a pool and pool house, with a retrospective application (Section 73A) for the replacement of a brick wall and erection of a shed.

As the site lies within an area highlighted by the EHER as having a high potential for archaeological deposits a condition for archaeological monitoring and recording was recommended by the Essex County Council Historic Environment Advisor (ECCHEA). This follows the guidelines given in National Planning Policy Framework (MHCLG 2023).

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<sup>1</sup> British Geological Survey – <https://geologyviewer.bgs.ac.uk/>

## **Requirement for work** (Fig 1)

The archaeological work will consist of archaeological monitoring and recording of all groundworks. Details are given in a Project Brief written by ECC Place Services (ECCPS 2024).

*Specifically*, the monitoring is being undertaken to identify and record any surviving archaeological deposits that may exist on site.

If unexpected remains are encountered the ECCHEA will be informed immediately to decide if amendments to the brief are required to ensure adequate provision for archaeological recording.

The method and form of development will also be monitored to ensure that it conforms to the previously agreed locations and techniques upon which the brief is based. Any variations will be discussed with the ECCHEA immediately.

## **General methodology**

All work carried out by CAT will be in accordance with:

- Professional standards of the Chartered Institute for Archaeologists, including its *Code of Conduct* (CIfA 2020, 2022 & 2023a-b).
- East of England Standards and Frameworks published by East Anglian Archaeology (Gurney 2003, Medlycott 2011) and the recent review updates on <https://researchframeworks.org/eoe/>.
- Relevant Health & Safety guidelines and requirements (CAT 2024).
- The archaeological brief (ECCPS 2024)

Professional CAT field archaeologists will undertake all specified archaeological work, for which they will be suitably experienced and qualified.

Notification of the supervisor/project manager's name and the start date for the project will be provided to the ECCHEA one week before start of work.

Unless it is the responsibility of other site contractors, CAT will study mains service locations and avoid damage to these.

At the start of the project (when the WSI is written) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> will be initiated and key fields completed (Activity type, Location and Reviewers/Admin areas). At the end of the project all parts of the OASIS online form will be completed for submission to the EHER. This will include an uploaded .PDF version of the entire report.

A unique HER event number will be obtained from the ECCHEA prior to the commencement of fieldwork. The curating museum will be notified of the details of the project and the event code, which will be used to identify the project archive when depositing at the end of the project.

## **Staffing**

The number of field staff for this project is estimated as follows: One CAT Officer for the duration of the groundworks.

## **Monitoring and recording methodology**

There will be sufficient on-site attendance by CAT staff to maintain a watch on all contractors' groundworks to record, excavate or sample (as necessary) any archaeological features or deposits. The investigation will involve monitoring of all groundworks and inspection of upcast soil.

All topsoil removal and ground reduction will be done with a toothless bucket.

If archaeological features or deposits are uncovered, time will be allowed for these to be planned and recorded.

If any features or deposits uncovered are to be destroyed by the proposed development, time will be allowed for these features to be excavated by hand. This includes a 50% sample of discrete features (pits, etc), at least 10% of linear features (ditches, etc) and 100% of all complex features and burials (see Human Remains policy below).

Fast hand-excavation techniques involving (for instance) picks, forks and mattocks will not be used on complex stratigraphy.

A metal detector will be used to examine spoil heaps, and the finds recovered.

Individual records of excavated contexts, layers, features or deposits will be entered on pro-forma record sheets. Registers will be compiled of finds, small finds and soil samples.

### **Site surveying**

Normal scale for archaeological site plans and sections is 1:20 and 1:10 respectively, unless circumstances indicate that other scales would be more appropriate.

The site grid will be tied into the National Grid. Corners of excavation areas and trenches will be located by NGR coordinates.

### **Environmental sampling policy**

The number and range of samples collected will be adequate to determine the potential of the site, with particular focus on palaeoenvironmental remains including both biological remains (e.g. plants, small vertebrates) and small sized artefacts (e.g. smithing debris). Samples will be collected for potential micromorphological and other pedological sedimentological analysis. Environmental bulk samples will be at least 40 litres in size (assuming context is large enough).

Sampling strategies will address questions of:

- The range of preservation types (charred, mineral-replaced, waterlogged), and their quality.
- Concentrations of macro-remains.
- Differences in remains from undated and dated features.
- Variation between different feature types and areas of site.

CAT has an arrangement with Val Fryer / Lisa Gray whereby any potentially rich environmental layers or features will be appropriately sampled as a matter of course. Trained CAT staff will process the samples and the flots will be sent to Val Fryer or Lisa Gray for analysis and reporting.

Should any complex, or otherwise outstanding deposits be encountered, VF or LG will be asked onto site to advise. Waterlogged 'organic' features will always be sampled. In all cases, the advice of VF/LG and/or the Historic England Regional Advisor in Archaeological Science (East of England) on sampling strategies for complex or waterlogged deposits will be followed, including the taking of monolith samples.

## Human remains

CAT follows the policy of leaving human remains *in situ* unless there is a clear indication that the remains are in danger of being compromised as a result of their exposure or unless advised to do so by the project osteologist or the ECCHEA.

The ECCHEA will be notified immediately if any human remains are encountered during the monitoring.

If circumstances indicated it were prudent or necessary to remove remains from the site during the monitoring, the following criteria would be applied; if it is clear from their position, context, depth, or other factors that the remains are ancient, then normal procedure is to apply to the Department of Justice for a licence to remove them and seek advice from the project osteologist. Human remains removed from site for analysis this may involve radiocarbon dating.

Following Historic England guidance (2018) if the human remains are not to be lifted, the project osteologist should be available to record the human remain *in situ* (i.e. a site visit). Conditions laid down by the Department of Justice license will be followed. If it seems that the remains are not ancient, then the coroner, the client, and the ECCHEA will be informed, and any advice and/or instruction from the coroner will be followed.

## Photographic record

Will include both general and feature-specific photographs, the latter with scale and north arrow. A photo register giving context number, details, and direction of shot will be prepared on site, and included in site archive. Digital site photographs will be taken and archived as per Historic England guidelines (2015a).

## Finds

All significant finds will be retained.

All finds, where appropriate, will be washed and marked with site code and context number.

Most of our finds reports are written internally by CAT staff under the supervision and direction of Adam Wightman (Director of Archaeology) and Laura Pooley (Post-excavation Manager). This includes specialist subjects such as:

ceramic finds (pottery and ceramic building material): Matthew Loughton  
animal bones: Alec Wade (or Adam Wightman/Pip Parmenter - small groups only)  
small finds, metalwork, coins, etc: Laura Pooley  
non-ceramic bulk finds: Laura Pooley  
flint: Adam Wightman  
environmental processing: Bronagh Rae-Quinn  
osteology: (human remains): Megan Beale

or to outside specialists:

animal and human bone: Julie Curl (*Sylvanus*)  
environmental assessment and analysis: Val Fryer / Lisa Gray  
archaeometallurgy: David Dungworth  
radiocarbon dating: SUERC Radiocarbon Dating Laboratory, Glasgow  
conservation/x-ray: Laura Ratcliffe (LR Conservation) / Norfolk Museums Service, Conservation and Design Services

Other specialists whose opinion can be sought on large or complex groups include:  
Historic England Regional Adviser in Archaeological Science (East of England).

All finds of potential treasure will be removed to a safe place, and the coroner informed immediately, in accordance with the rules of the Treasure Act 1996. The definition of treasure is given in pages 3-5 of the Code of Practice of the above act. This refers primarily to gold or silver objects.

Requirements for conservation and storage of finds will be agreed with the appropriate museum prior to the start of work and confirmed to the ECCHEA.

A contingency will be made in the budget for scientific assessment/analysis if suitable deposits are identified. This can include soil micromorphological and geochemical analysis of floors and dark earth deposits and/or absolute dating (such as archaeomagnetic and radiocarbon). The Historic England Regional Science Advisor will be consulted for advice.

## **Results**

Notification will be given to the ECCHEA when the fieldwork has been completed.

An appropriate archive will be prepared to minimum acceptable standards outlined in *Management of Research Projects in the Historic Environment* (Historic England 2015b).

The report will be submitted within 6 months of the end of fieldwork, with a copy supplied to the ECCHEA as a single PDF.

The report will contain:

- Location plan of the groundworks in relation to the proposed development. At least two corners of each excavated area will be given a 10 figure grid reference.
- Section/s drawings showing depth of deposits from present ground level with Ordnance Datum, vertical and horizontal scale.
- Archaeological methodology and detailed results including a suitable conclusion and discussion and results referring to Regional Research Frameworks (Medlycott 2011 and the recent review updates on <https://researchframeworks.org/eoe/>)
- All specialist reports or assessments
- A concise non-technical summary of the project results.

An EHER summary sheet will also be completed within four weeks and supplied to the ECCHEA.

Results will be published, to at least a summary level (i.e. round-up in *Essex Archaeology & History*) in the year following the archaeological field work. An allowance will be made in the project costs for the report to be published in an adequately peer reviewed journal or monograph series.

A PDF copy of the full report will be uploaded by CAT to the OASIS website and the Colchester Archaeological Trust's Online Report Library (<http://cat.essex.ac.uk/>), both of which are publicly accessible.

## **Archive deposition**

It is a policy of Essex County Council that the integrity of the site archive be maintained (i.e. all finds and records should be properly curated by a single organisation), with the archive available for public consultation.

If finds are retained from the site the full archive will be deposited in Colchester Museum *unless otherwise agreed in advance*. (A full copy of the archive shall in any case be deposited). If there are no finds a full digital archive will be deposited with ADS Archaeology.

**By accepting this WSI, the client agrees to deposit the archive, including all artefacts, at Colchester Museum.**

The requirements for archive storage will be agreed with the curating museum.

If the finds are to remain with the landowner, a full copy of the archive will be housed with the curating museum and provision must be made for additional recording (e.g. photography, illustration and analysis) as appropriate.

The archive will be deposited with Colchester Museum or an alternate repository (approved by the ECCHEA) within 3 months of the completion of the final publication report, with a summary of the contents of the archive supplied to the ECCHEA. Digital archives will be curated with the Archaeology Data Service, or similar accredited digital archive repository, that safeguard the long-term curation of digital records.

The ECCHEA will be notified of the archiving timetable throughout the project and once deposition has occurred.

A digital / vector drawing of the site will be supplied to the ECCHEA for integration into the HER.

## **Monitoring**

The ECCHEA will be responsible for monitoring progress and standards throughout the project, and will be kept regularly informed during fieldwork, post-excavation, and publication stages.

Notification of the start of work will be given to the ECCHEA one week in advance of its commencement.

Any variations in this WSI will be agreed with the ECCHEA prior to them being carried out.

The ECCHEA will be notified when the fieldwork is complete.

The involvement of the ECCHEA shall be acknowledged in any report or publication generated by this project.

## **Public outreach**

As part of CAT's public outreach programme, CAT is committed to engaging our local community with their archaeological resource. Among other activities, CAT regularly invites volunteers to engage in finds processing tasks at our office, such as washing, marking, sorting, and packing bulk archaeological finds from commercial archaeological projects. Our volunteer programme is not designed to replace the work of paid archaeologists but to complement it, and to provide greater public benefit by means of community engagement and participation.

CAT volunteers are fully trained in all tasks they are engaged in and are fully supervised by a CAT employee at all times. Finds processing volunteers are managed and supervised by a Senior Post-Excavation Assistant, whose role is to ensure that all volunteer processing is carried out to the highest possible standard and within professional guidelines. This is overseen by the Post-Excavation Manager and Director.

CAT will never use volunteers in place of employees when funding is agreed for the latter, or if doing so would disadvantageously affect the timetable of works agreed between CAT and our clients.

CAT's liability insurance policies cover the activities of volunteers and liability towards them. All activities are carried out according to CAT's 'Volunteer and work experience policy' and 'Outreach, public relations and publicity policy'.

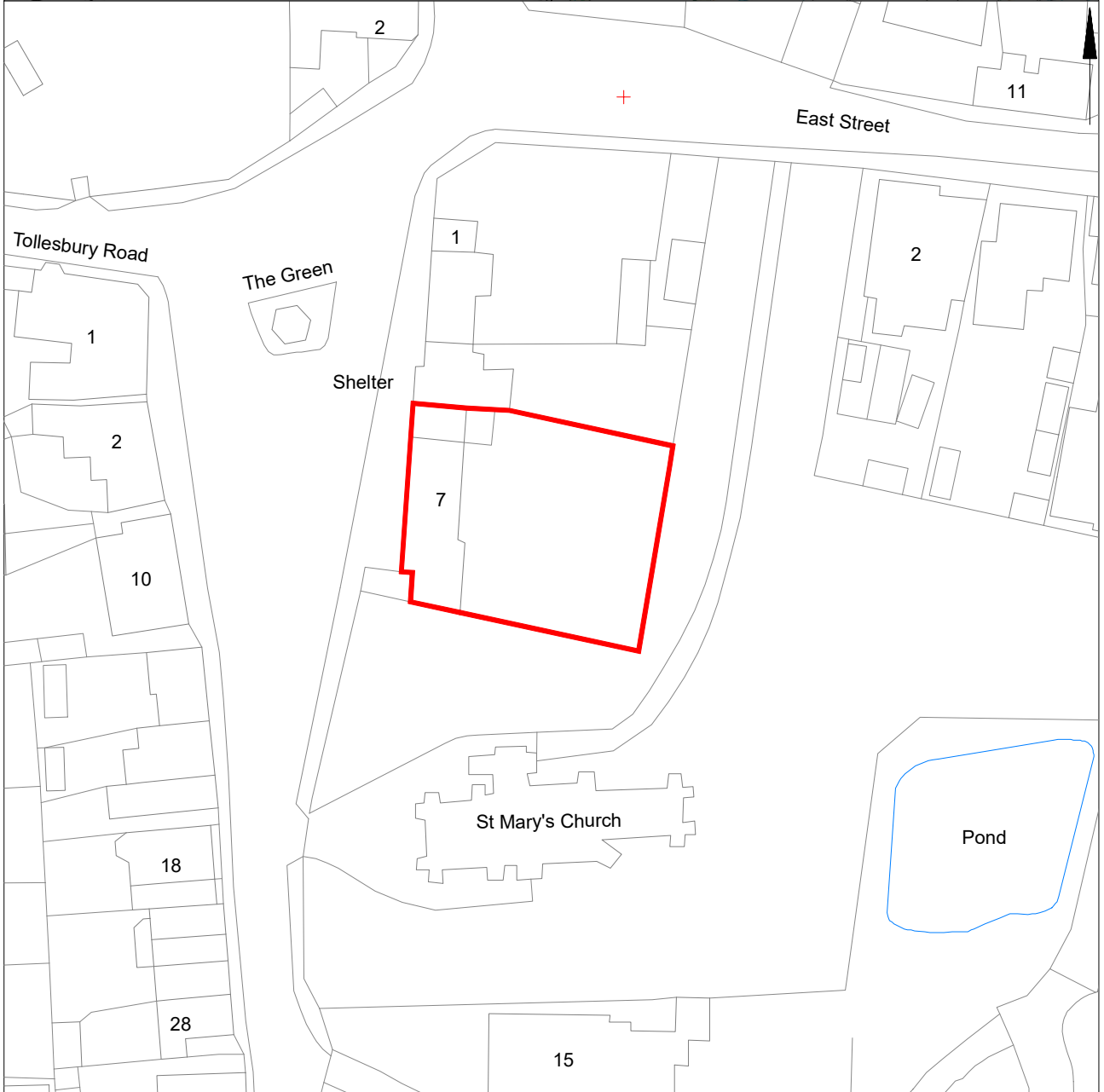
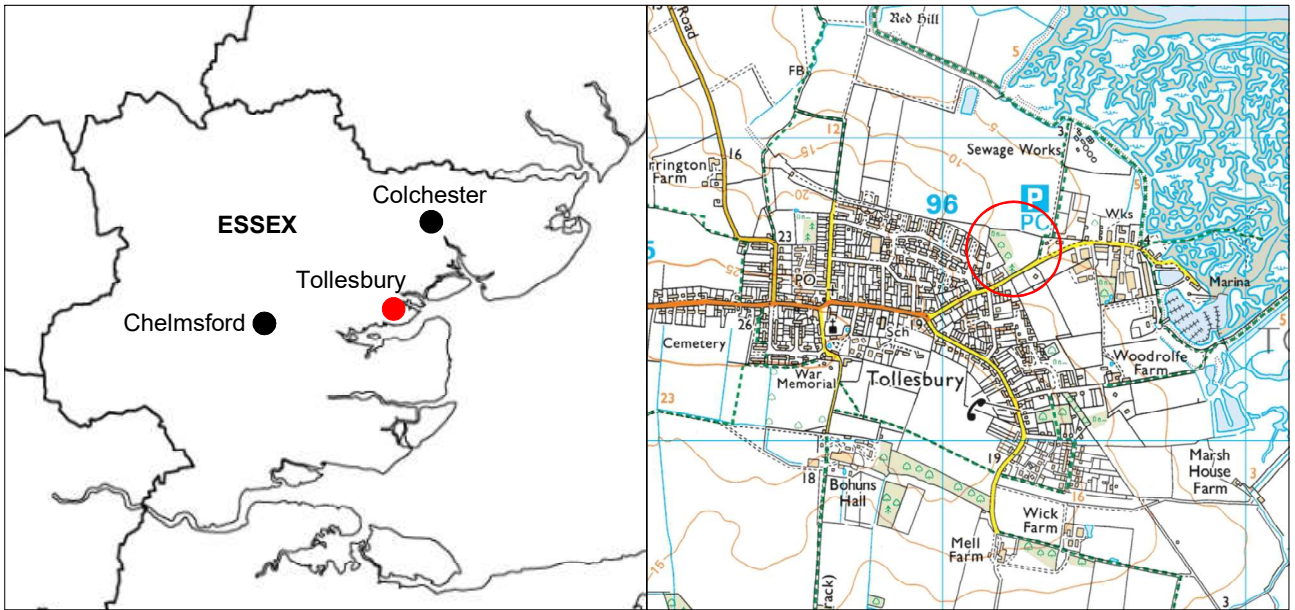
## Events, activities and social media

In addition, the CAT website ([www.catuk.org](http://www.catuk.org)) and social media sites are updated regularly with information on our events and activities, with copies of our archaeological reports freely available at <http://cat.essex.ac.uk/>. Staff regularly give talks/lectures to groups, societies and schools, information on which (including any fees) is available by contacting the office on 01206 501785. CAT also works in partnership with both the Colchester Archaeological Group and Young Archaeologists Club providing venues for their meetings, advice and assistance.

## References

Note: all CAT reports, except for DBAs, are available online in PDF format at <http://cat.essex.ac.uk>

- |                               |         |   |
|-------------------------------|---------|---|
| Brown, D                      | 2011    | <i>Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation.</i>   |
|                               | 2nd ed. |   |
| Brown, N & Glazebrook, J      | 2000    | <i>Research and Archaeology: A Framework for the Eastern Counties 2. Research agenda and strategy.</i> East Anglian Archaeology Occasional Paper 8 (EAA 8). |
| CAT                           | 2024    | <i>Health &amp; Safety Policy.</i>  |
| ECC                           | 2008    | <i>Maldon District Historic Environment Characterisation Project.</i> Essex County Council Historic Environment Branch.                                     |
| ECCPS                         | 2024    | <i>Brief for Archaeological monitoring at 7 Church Street, Tollesbury</i> by M Medlycott  |
| CifA                          | 2020    | <i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials.</i> Published 2014, revised October 2020 |
| CifA                          | 2022    | <i>Code of Conduct.</i> Published 2014, revised October 2022  |
| CifA                          | 2023a   | <i>Standard for archaeological monitoring and recording</i>   |
| CifA                          | 2023b   | <i>Universal guidance for archaeological monitoring and recording</i>   |
| Digital Curation Centre (DCC) | 2013    | <i>Checklist for Data Management Plan v. 4.0.</i>   |
| Gurney, D                     | 2003    | <i>Standards for field archaeology in the East of England.</i> East Anglian Archaeology Occasional Papers 14 (EAA 14).                                      |
| Historic England              | 2015a   | <i>Digital Image capture and File Storage: Guidelines for best practice,</i> by S Cole & P Backhouse  |
| Historic England              | 2015b   | <i>Management of Research Projects in the Historic Environment (MoRPHE).</i>  |
| Historic England              | 2018    | <i>The Role of the Human Osteologist in an Archaeological Fieldwork Project,</i> by S Mays, M Brickley & J Sidell   |
| Medlycott, M                  | 2011    | <i>Research and archaeology revisited: A revised framework for the East of England.</i> East Anglian Archaeology Occasional Papers 24 (EAA 24).             |
| MHCLG                         | 2023    | <i>National Planning Policy Framework.</i> Ministry of Housing, Communities and Local Government.   |



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Fig 1 Site location and trench proposal.

