

**Archaeological monitoring at Little Jenkins,
Jenkins Lane, Great Hallingbury, Essex,
CM22 7QL**

March 2020



by Dr Elliott Hicks

figures by Chris Lister, Ben Holloway and Sarah Carter
fieldwork by Ben Holloway

commissioned by Nick Bridger

NGR: TL 49988 19924 (centre)

Planning ref.: UTT/18/1740/FUL & UTT/19/2402/FUL

CAT project ref.: 20/02i

ECC code: LJGH20

Saffron Walden Museum accession code: SAFWM: 2020.33

OASIS ref.: colchest3-386355



Colchester Archaeological Trust

Roman Circus House,
Roman Circus Walk,
Colchester,
Essex, CO2 7GZ

tel.: 01206 501785

email: eh2@catuk.org

CAT Report 1542
April 2020

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1 Summary

Archaeological monitoring was carried out at Little Jenkins, Jenkins Lane, Great Hallingbury, Essex during groundworks for a two-storey showroom and storage building with offices above. In spite of being located in an archaeologically-sensitive area, no archaeological deposits or material were encountered.

2 Introduction (Fig 1)

This is the report for archaeological monitoring at Little Jenkins, Jenkins Lane, Great Hallingbury, Essex which was carried out on 25th March 2020. The work was commissioned by Nick Bridger during groundworks for a two-storey showroom and storage building with offices above, and was undertaken by Colchester Archaeological Trust (CAT).

In response to consultation with Essex County Council Place Services (ECCPS), Historic Environment Advisor Richard Havis advised that in order to establish the archaeological implications of this application, the applicant should be required to commission a scheme of archaeological investigation in accordance with the *National Planning Policy Framework* (MHCLG 2019).

All archaeological work was carried out in accordance with a *Brief for Archaeological Monitoring and Excavation at Little Jenkins, Great Hallingbury*, detailing the required archaeological work, written by Richard Havis (ECCPS 2019), and a written scheme of investigation (WSI) prepared by CAT in response to the brief and agreed with ECCPS (CAT 2020).

All fieldwork and reporting was done in accordance with English Heritage's *Management of Research Projects in the Historic Environment (MoRPHE)* (English Heritage 2006), and with *Standards for field archaeology in the East of England* (EAA 14 and 24). This report mirrors standards and practices contained in the Institute for Archaeologists' *Standard and guidance for archaeological field excavation* (CIfA 2014a) and *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (CIfA 2014b).

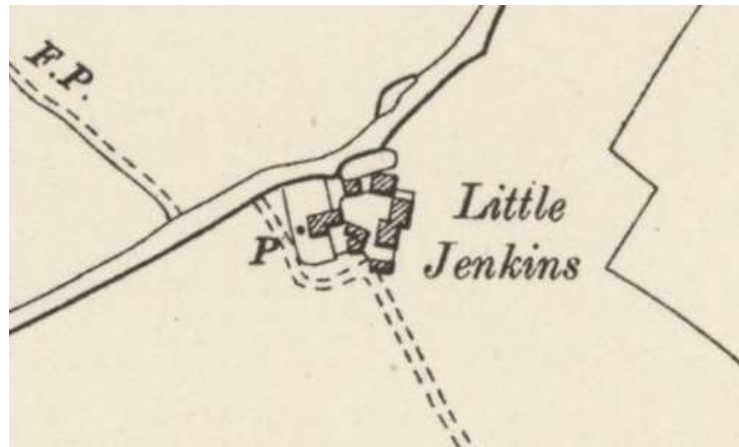
3 Archaeological background

The following archaeological background draws on the Brief and the Essex Historic Environment Record (EHER) held at Essex County Council, County Hall, Chelmsford, Essex (accessible to the public via <http://www.heritagegateway.org.uk>).

The Historic Environment Record shows that the proposed development lies within an area of known archaeological deposits as it is located within the farmstead of Little Jenkins, which possibly has its origins in the medieval period. Little Jenkins is a 16th-century grade II listed timber-framed house (EHER 38022; NHLE no. 1365621). The earliest cartographic evidence for the farmstead is Chapman and André's map of 1777, which depicts four buildings at the site (Map 1). The first edition Ordnance Survey Map of 1875 shows that by this point a number of ancillary buildings had been erected to the east of the house (Map 2), the largest of which is likely to have been a typical multi-bay Essex Barn. The complex looks unusual for the post-medieval period and may have originated in the medieval period. The footprint of the new building partially overlay the original locations of the putative barn and another outbuilding.



Map 1 Extract from Chapman and André's map of Essex, 1777



Map 2 Extract from OS map, 1875

4 Aim

Archaeological monitoring was undertaken to excavate and record any archaeological deposits which were exposed by the groundworks.

5 Results (Figs 2-3)

On 25th March 2020, a CAT archaeologist observed the reduction of an area measuring 68.3m² to accommodate the new building. An archaeologist monitored the groundworks until they reached the natural geological horizon, some 0.45m below current ground level (bcgl). Footings for the new building were to be subsequently dug into the natural.

Three layers were recorded. A modern yard surface (L1, c 0.3m thick, firm, clinker and ash with frequent slate, glass and china fragments) overlay modern hoggin (L2, c 0.1m thick, firm, moist medium yellow/grey sand) which in turn sealed natural (L3, firm, moist yellow/grey clay with frequent chalk flecks).

No archaeological features were encountered, although there was a poorly defined strip of dark brown loamy-clay about 1m wide and 0.5m long along the east side of the stripped area. Without excavation this was difficult to interpret but it may have been the product of there having been a dense patch of deeply-rooted plants in this area.



Photograph 1 Stripped area – looking northwest

6 Finds

There were no finds.

7 Discussion

While the stripped area partially lay within the footprints of two now-demolished farm buildings, no significant archaeological remains were encountered. It is likely that rather than being supported by substantial foundations, these two buildings were instead constructed on brick plinths which were presumably removed during their demolition.

8 Acknowledgements

CAT thanks Nick Bridger for commissioning and funding the work. The project was managed by C Lister, fieldwork was carried out by B Holloway. Figures are by C Lister, B Holloway and S Carter. The project was monitored for ECCPS by Richard Havis.

9 References

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

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	2019	<i>Health & Safety Policy</i>
ClfA	2014a	<i>Standard and Guidance for archaeological evaluation</i>
ClfA	2014b	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i>
ECCPS	2019	<i>Brief for archaeological monitoring and excavation at Little Jenkins, Great Hallingbury,</i> by Richard Havis
Gurney, D	2003	<i>Standards for field archaeology in the East of England.</i> East Anglian Archaeology Occasional Papers 14 (EAA 14)
Historic England (HE)	2015	<i>Management of Research Projects in the Historic Environment (MoRPHE)</i>
Historic England (HE)	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

MHCLG 2019 (EAA 24)
National Planning Policy Framework. Ministry of Housing,
Communities and Local Government

10 Abbreviations and glossary

CAT	Colchester Archaeological Trust
ClfA	Chartered Institute for Archaeologists
clinker	the stony residue from burnt coal or from a furnace
context	a single unit of excavation, which is often referred to numerically, and can be any feature, layer or find.
ECC	Essex County Council
ECCHEA	Essex County Council Historic Environment Advisor
ECCPS	Essex County Council Place Services
EHHER	Essex Historic Environment Record
feature (F)	an identifiable thing like a pit, a wall, a drain: can contain 'contexts'
layer (L)	distinct or distinguishable deposit (layer) of material
medieval	period from AD 1066 to c 1500
modern	period from c AD 1800 to the present
natural	geological deposit undisturbed by human activity
NGR	National Grid Reference
OASIS	Online Access to the Index of Archaeological Investigations , http://oasis.ac.uk/pages/wiki/Main
post-medieval	from c AD 1500 to c 1800
section	(abbreviation sx or Sx) vertical slice through feature/s or layer/s
ws	written scheme of investigation

11 Contents of archive

Finds: n/a

Paper record

One A4 document wallet containing:
The report (CAT Report 1542)
Original site records (site notes, section, plan)
Photographic thumbnails and log
Inked sections and illustrations

Digital record

The report (CAT Report 1542)
Photographs, photographic thumbnails and log
Graphics files

12 Archive deposition

The paper and digital archive is currently held by the Colchester Archaeological Trust at Roman Circus House, Roman Circus Walk, Colchester, Essex CO2 7GZ, but will be permanently deposited with Saffron Walden Museum under accession code SAFWM: 2020.33

Distribution list:

Nick Bridger
ECC Place Services Historic Environment Advisor
Essex Historic Environment Record, Essex County Council



Colchester Archaeological Trust

Roman Circus House,
Roman Circus Walk,
Colchester,
Essex, CO2 7GZ

tel.: 01206 501785
email: eh2@catuk.org

Checked by: Philip Crummy
Date: 21.04.2020

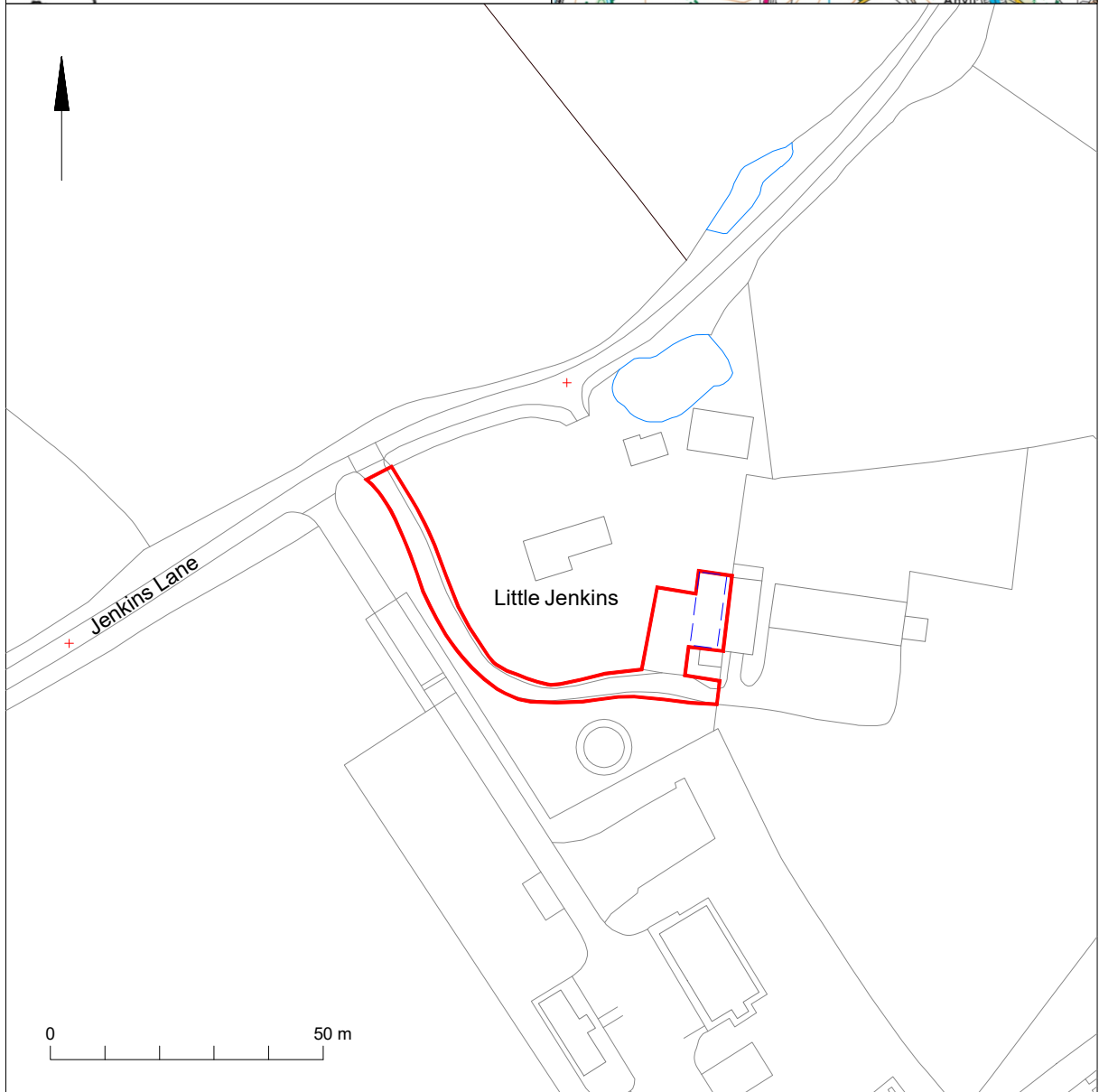
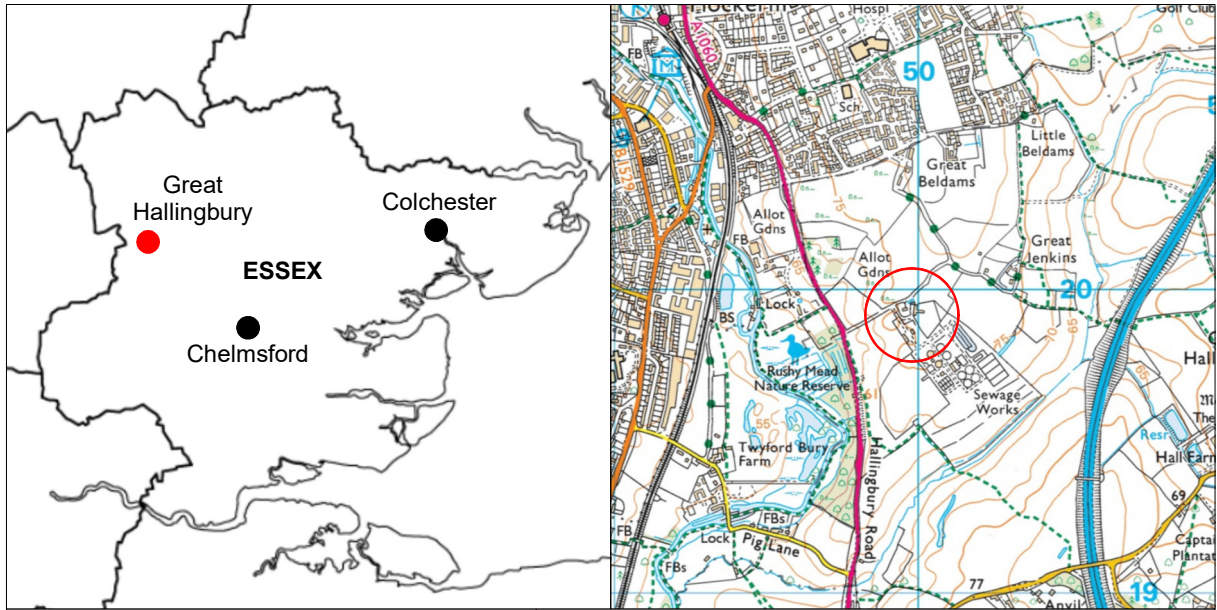


Fig 1 Site location.

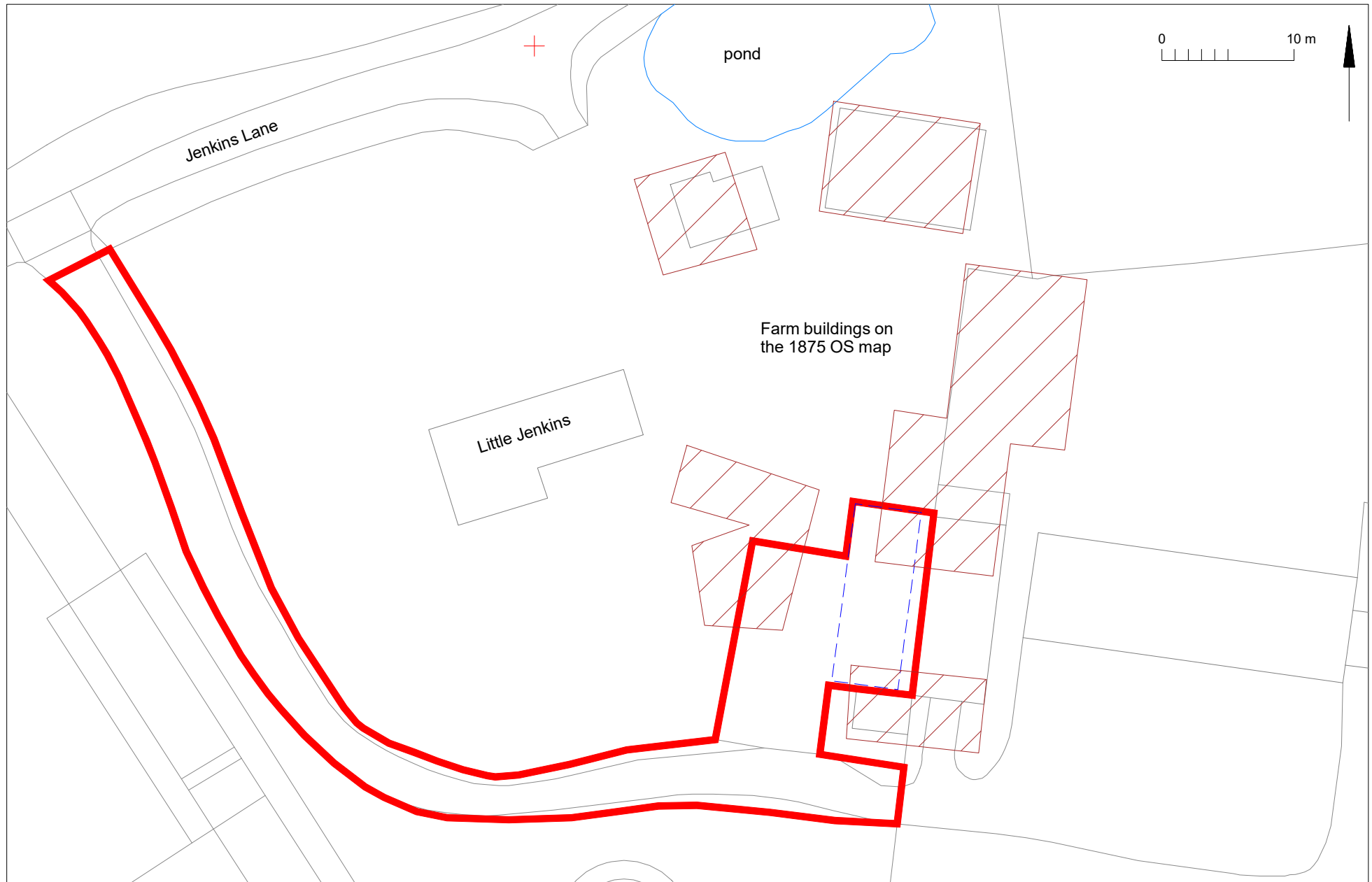


Fig 2 Site location shown in relation to the proposed development (dashed blue) and the farm buildings shown on the 1875 OS map (hachured brown)

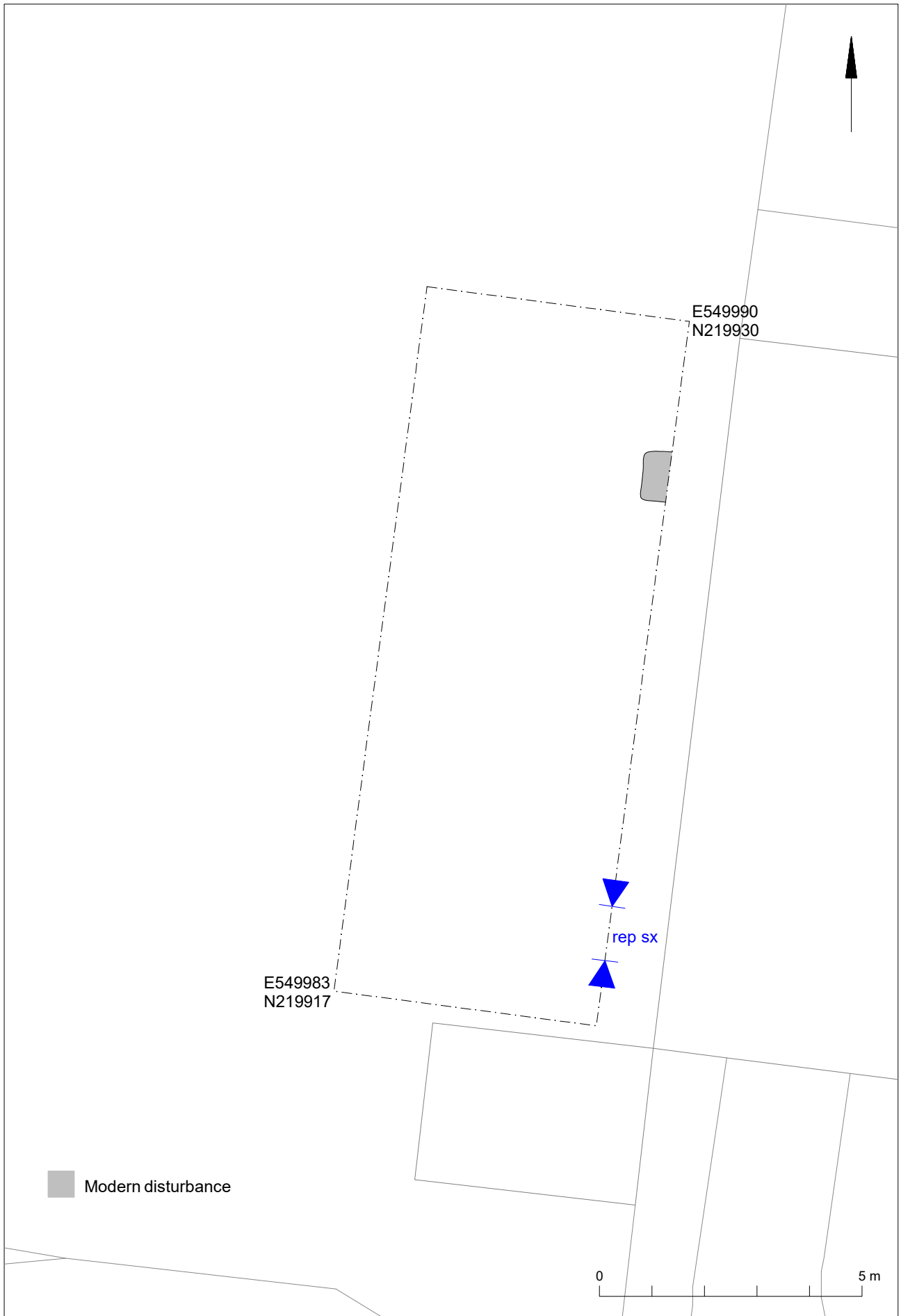


Fig 3 Monitoring results.

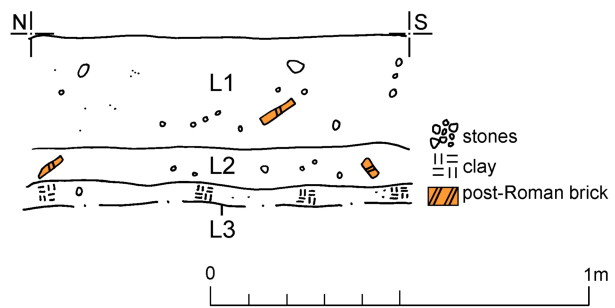


Fig 4 Representative section.

OASIS DATA COLLECTION FORM: England

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Printable version

OASIS ID: colchest3-386355

Project details

Project name	Archaeological monitoring at Little Jenkins, Jenkins Lane, Great Hallingbury, Essex, CM22 7QL
Short description of the project	Archaeological monitoring was carried out at Little Jenkins, Jenkins Lane, Great Hallingbury, Essex during groundworks for a two-storey showroom and storage building with offices above. In spite of being located in an archaeologically-sensitive area, no archaeological deposits or material were encountered.
Project dates	Start: 25-03-2020 End: 25-03-2020
Previous/future work	No / Not known
Any associated project reference codes	2020/02i - Contracting Unit No.
Any associated project reference codes	UTT/18/1740/FUL - Planning Application No.
Any associated project reference codes	SAFWM: 2020.33 - Museum accession ID
Any associated project reference codes	LJGH20 - HER event no.
Type of project	Recording project
Site status	None
Current Land use	Industry and Commerce 3 - Retailing
Investigation type	""Watching Brief""
Prompt	Planning condition

Project location

Country	England
Site location	ESSEX UTTLESFORD GREAT HALLINGBURY Little Jenkins, Jenkins Lane
Postcode	CM22 7QL
Study area	0.06 Hectares
Site coordinates	TL 49988 19924 51.857249913361 0.178219020861 51 51 26 N 000 10 41 E Point

Project creators

Name of Organisation Colchester Archaeological Trust
 Project brief originator HEM Team Officer, ECC
 Project design originator Laura Pooley
 Project director/manager Chris Lister
 Project supervisor Ben Holloway
 Type of sponsor/funding body Landowner

Project archives

Physical Archive Exists? No
 Digital Archive recipient Saffron Walden Museum
 Digital Archive ID SAFWM: 2020.33
 Digital Media available "Text", "Images raster / digital photography"
 Paper Archive recipient Saffron Walden Museum
 Paper Archive ID SAFWM: 2020.33
 Paper Media available "Notebook - Excavation",' Research',' General Notes',"Photograph","Report","Section"

Project bibliography**1**

Publication type Grey literature (unpublished document/manuscript)
 Title Archaeological monitoring at Little Jenkins, Jenkins Lane, Great Hallingbury, Essex, CM22 7QL: March 2020
 Author(s)/Editor(s) Hicks, E.
 Other bibliographic details CAT Report 1542
 Date 2020
 Issuer or publisher Colchester Archaeological Trust
 Place of issue or publication Colchester
 Description A4 loose-leaf brass-stapled
 URL <http://cat.essex.ac.uk>
 Entered by Dr Elliott Hicks (eh2@catuk.org)
 Entered on 21 April 2020

OASIS:

Please e-mail [Historic England](#) for OASIS help and advice

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Cite only: <http://www.oasis.ac.uk/form/print.cfm?id=392370> for this page

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Brief for Archaeological Monitoring and Excavation at Little Jenkins, Great Hallingbury



Date:
06-8- 2019





Title: Archaeological Brief for Archaeological Monitoring and excavation at Little Jenkins, Great Hallingbury

Applicant: J Bridger - (handmadekitchens@btconnect.com)

Planning Reference: UTT/1740/18/FUL

Date issued: 06/08/19

Historic Environment Advisor: Richard Havis | richard.havis@essex.gov.uk |
03330 136849

Museum: Saffron Walden 01799 510333

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

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

1. Introduction

The Historic Environment Advisor has prepared this brief for archaeological monitoring and excavation on the site of a new commercial building at Little Jenkins. The archaeological work will comprise monitoring during the commencing of initial ground clearance of the area of the proposed structure followed by recording and excavation of the surviving deposits.

2. Site Location and Description

The proposed development site lies to the east of the listed building of Little Jenkins (TL4998819924). The development comprises the construction of a single commercial building in front of an existing building. The building is to be 5.2m wide and 13.8m long. Plans of the proposed development can be obtained from Uttlesford District Council web site under the planning application number.

3. Planning Background

This application was validated by Uttlesford District Council in June 2018 for the proposed single commercial building. The planning application was identified as containing a potentially archaeologically sensitive area. Therefore, a programme of archaeological work was recommended to the local Planning Authority. The archaeological condition that was recommended is based on the guidance given in the National Planning Policy Framework and states:

"No development or preliminary groundwork's of any kind shall take place until the applicant 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 by the planning authority."

4. Archaeological Background

The following archaeological background utilises the Essex Historic Environment Record (HER) held at Essex County Council, County Hall, Chelmsford. Prospective archaeological contractors should obtain the HER prior to the completion of their WSI.

The Historic Environment Record shows that the proposed development lies within an area of known sensitive archaeological deposits. It is located within the potentially medieval historic farmstead of Little Jenkins which is listed grade II (EHER38022). The timber framed house of Little Jenkins has its origins in the 16th century. Cartographic evidence indicates that there were a number of ancillary buildings associated with the farmstead visible on the first edition Ordnance Survey Map of 1875. To the east of the present house a sequence of farm buildings area recorded. The largest of these is likely to be a typical multi bay Essex Barn. The complex looks unusual for a post medieval complex and may have their origins in the medieval period.

5. Requirement for Work

The archaeological work will determine the presence or absence, the extent, date and character and significance of any archaeological remains that may be present and ensure their preservation by record prior to damage or destruction.

Specific aims are:

- To record the location of the surviving archaeological remains related to the earlier farm buildings within the area of the proposed development and identify their function and their relationship to the nearby listed building.
- To record the stratigraphic sequence of deposits affected by the development.

A programme of archaeological monitoring and excavation will occur as part of the initial groundworks of the development. Any archaeological deposits identified will require excavation prior to any further work or machine activity in the area. A period of time to allow for investigation of any exposed archaeological deposits will need to be agreed with the developer and stipulated in the written scheme of investigation.

6. General Methodology

6.1 The archaeological work shall be undertaken by a professional team of field archaeologists. The number of staff involved and the structure of the team shall be

stated in the written scheme of investigation. An indicative timetable for the work shall be included within the WSI.

- 6.2 The archaeological contractor is expected to follow the Code of Conduct of the Institute of Field Archaeologists and the document Standards for Field Archaeology in the East of England (Gurney, 2003).
- 6.3 All of the latest Health and Safety guidelines must be followed on site.
- 6.4 Notification of the supervisor/project manager's name for the project shall be provided to the Historic Environment Advisor one week in advance of commencement of work.
- 6.5 A site code shall be obtained from the Historic Environment Advisor prior to the commencement of work
- 6.6 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms.

7. Monitoring and Excavation Methodology

- 7.1 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. This shall occur across the extent of the new build down to the level of surviving foundations of the earlier farm structures
- 7.2 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.
- 7.3 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. Human remains will require full excavation where they are threatened by the development.
- 7.4 Details of the site planning policy shall be given in the project 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.

- 7.5 The photographic record policy shall be given in the written scheme of investigation. A photographic register detailing as a minimum feature number, location, and direction of shot shall accompany the photographic record.
- 7.6 The CIFA's Standards and Guidance for Archaeological Excavations and Watching briefs and the document Standards for Field Archaeology in the East of England (Gurney, 2003) should be used for additional guidance in the production of the archaeological written scheme of investigation, the content of the report, and the general execution of the project.

8. Finds

- 8.1 All finds, where appropriate, shall be washed.
- 8.2 All pottery and other finds where appropriate, shall be marked with the site code and context number.
- 8.3 The written scheme of investigation shall include an agreed list of specialist consultants, who will be required to conserve and/or report on finds, and advise or report on other aspects of the investigation.
- 8.4 The requirements for conservation and storage shall be stated within the written scheme of investigation.
- 8.5 Finds work should be to accepted professional standards and adhere to the Institute of Field Archaeologists Guidelines for Finds Work.

9. Results

- 9.1 The full report shall be submitted to the Historic Environment Advisor within a length of time (but not exceeding 2 months) from the end of the fieldwork. A digital copy as a single PDF shall be supplied to the Historic Environment Advisor and Historic England.
- 9.2 This report must contain:
- The aims and methods adopted in the course of the archaeological programme.

- Location plan of groundworks observed during the archaeological monitoring with at least two corners of each area given 10 figure grid references.
- Copies of plans and/or sections drawn at an appropriate scale of any archaeological features excavated or recorded during the course of the investigation.
- A section/s drawing showing depth of deposits including present ground level with Ordnance Datum, vertical and horizontal scale.
- Specialist reports.
- An OASIS sheet shall be completed at the end of the project and included in the report. 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)

9.3 All parts of the OASIS online form must be completed for submission to the EHER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

9.4 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.

10. Archive Deposition

10.1 The requirements for archive storage shall be agreed with Chelmsford Museum, and confirmed to the Historic Environment Advisor.

10.2 If the finds are to remain with the landowner a full copy of the archive shall be housed with the appropriate museum.

10.3 The full archive shall be deposited with the appropriate museum within 2 months of the completion of the report and confirmed to the Historic Environment Advisor.

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

11. Monitoring

- 11.1 The Historic Environment Advisor and the Historic England Inspector will be responsible for monitoring progress and standards throughout the project. This will include the fieldwork, post-excavation and publication stages.
- 11.2 Notification of the start of the archaeological work shall be given to both the Historic Environment Advisor and Historic England Inspector one week in advance of its commencement.
- 11.3 Any variations of the written scheme of investigation shall be agreed with the Historic Environment Advisor and Historic England Inspector prior to them being carried out.

12. Contractors Written Scheme of Investigation

- 12.1 In accordance with Standards and Guidance produced by the IFA 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.
- 12.2 Archaeological contractors shall forward a WSI to the Historic Environment Advisor and Historic England Inspector for validation prior to fieldwork commencing.
- 12.3 The involvement of the Historic Environment Advisor and Historic England Inspector shall be acknowledged in any report or publication generated by this project.

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.

References

- Brown, N. and Glazebrook, J. 2000 *Research and Archaeology: A Framework for the Eastern Counties* 2. Research agenda and strategy East Anglian. Archaeol. Occ. Pap. 8
- Gurney, D. 2003 *Standards for Field Archaeology in the East of England* East Anglian. Archaeol. Occ. Pap. 14
- Medlycott, M. 2011 *Research and Archaeology Revisited: A Revised Framework for the East of England* East Anglian. Archaeol. Occ. Pap. 24

Richard Havis
Principal Historic Environment Advisor
Place Services
County Hall
Chelmsford
CM1 1QH

Written Scheme of Investigation (WSI) for archaeological monitoring at Little Jenkins, Jenkins Lane, Great Hallingbury, Essex, CM22 7QL

NGR: TL 49988 19924 (centre)

Parish: Great Hallingbury

Planning reference: UTT/18/1740/FUL & UTT/19/2402/FUL

Client: Nick Bridger

Curating museum: Saffron Walden

Museum accession number: [tbc](#)

ECC project code: [tbc](#)

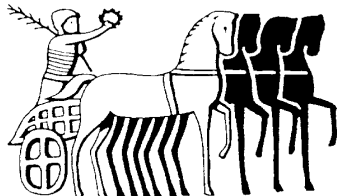
CAT project code: 2020/02i

Oasis project ID: colchest3-386355

Site manager: Chris Lister

ECC monitor: Richard Havis

This WSI written: 26.2.2020



COLCHESTER ARCHAEOLOGICAL TRUST,
Roman Circus House,
Roman Circus Walk,
Colchester,
Essex, CO2 7GZ

tel: 01206 501785

email: lp@catuk.org

Site location and description

The proposed development site is located on the site of a new commercial building at Little Jenkins, Jenkins Lane, Great Hallingbury (Fig 1). Site is centred at National grid reference (NGR) TL 49988 19924.

Proposed work

The proposed work is for removal of a storage container and the erection of a detached double-storey showroom and storage building with offices above.

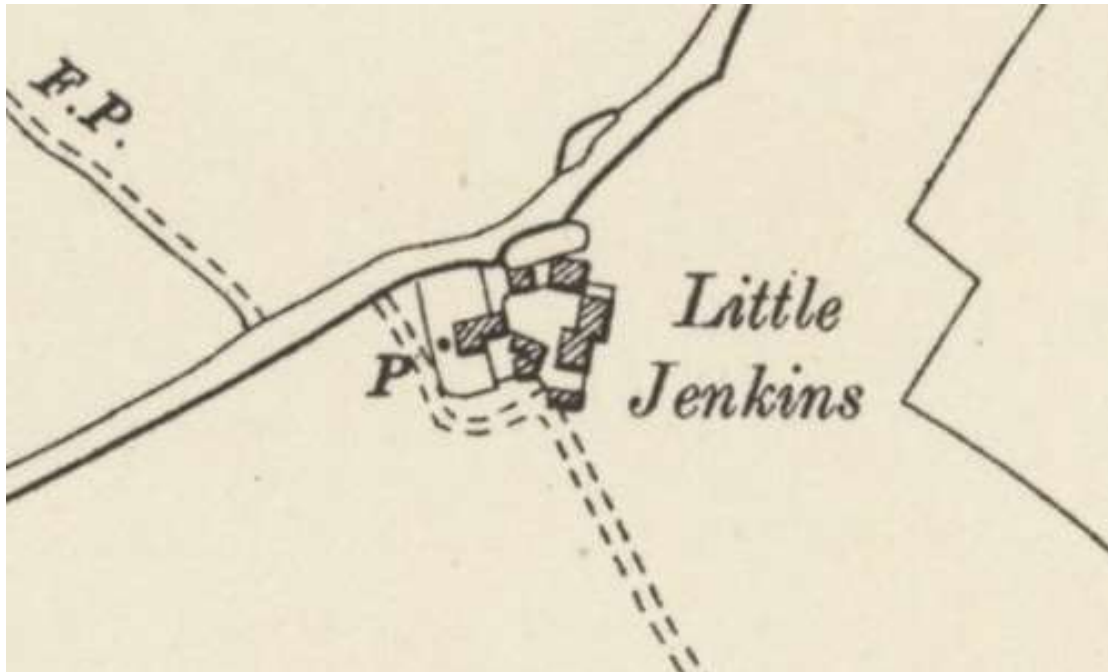
Archaeological background

The following archaeological background draws on the Brief and the Essex Historic Environment Record (EHER) held at Essex County Council, County Hall, Chelmsford, Essex (accessible to the public via <http://www.heritagegateway.org.uk>).

The Historic Environment Record shows that the proposed development lies with an area of known sensitive archaeological deposits as it is located within the potentially medieval farmstead of Little Jenkins. Little Jenkins is a grade II listed timber-framed house that has its origins in the 16th century (EHER 38022; NHLE no. 1365621). The earliest cartographic evidence for the farmstead is Chapman and André's map of 1777 where four buildings are present (Map 1). By the late 19th-century, the first edition Ordnance Survey Map of 1875 shows a number of ancillary buildings to the east of the house (Map 2), the largest which is likely to be a typical multi bay Essex Barn. The complex looks unusual for the post-medieval period and may have had its origins in the medieval period.



Map 1 Chapman and André's map of 1777 showing Little Jenkins (on the map as L Jinkens)



Map 2 1875 OS map of Little Jenkins farm

Planning background

An initial planning application (UTT/18/1740/FUL) for the removal of a storage container and the erection of a single-storey showroom and storage building was submitted to Uttlesford District Council in June 2018. A revised scheme (UTT/19/2402/FUL) for the removal of a storage container and the erection of a detached double-storey showroom and storage building with offices above was submitted in September 2019.

As the site lies within an area highlighted by the EHER as having a high potential for archaeological remains a phased full archaeological condition was recommended. This follows the guidelines given in National Planning Policy Framework (MHCLG 2019).

Requirement for work (Fig 1)

The required archaeological work will consist of archaeological monitoring and excavation. Details are given in a Project Brief written by ECCPS (*Brief for archaeological monitoring and excavation at Little Jenkins, Great Hallingbury* – ECC 2019).

The archaeological work will comprise monitoring during initial ground clearance of the area of the proposed structure (13.8m long by 5.2m wide) followed by recording and excavation of the surviving deposits.

Archaeological work will determine the presence or absence, the extent, date and character and significance of any archaeological remains that may be present and ensure their preservation by record prior to damage or destruction.

Specific aims are:

- To record the location of the surviving archaeological remains related to the earlier farm buildings within the area of the proposed development and identify their function and their relationship to the nearby listed building.
- To record the stratigraphic sequence of deposits affected by the development.

This programme of archaeological monitoring and excavation will occur as part of the initial groundworks of the development. Any archaeological deposits identified will require

excavation prior to any further work or machine activity in the area. A period of time will be allowed for investigation of any exposed archaeological deposits.

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 2014a, b)
- Standards and Frameworks published by East Anglian Archaeology (Gurney 2003, Medlycott 2011)
- relevant Health & Safety guidelines and requirements (CAT 2019)
- the Project Brief issued by ECC Historic Environment Advisor (ECCPS 2019)

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 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 work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> will be initiated and key fields completed on Details, Location and Creators forms. At the end of the project all parts of the OASIS online form will be completed for submission to EHER. This will include an uploaded .PDF version of the entire report.

A project or site code will be sought from ECCHEA and/or the curating museum, as appropriate to the project. This code will be used to identify the project archive when it is deposited at the curating museum.

Staffing

The number of field staff for this project is estimated as follows: One CAT officer for the duration of the groundworks, plus extra CAT staff for excavation if and when necessary.

In charge of day-to-day site work: Ben Holloway/Mark Baister

Monitoring 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.

All topsoil removal and ground reduction will be done with a toothless bucket under the supervision and to the satisfaction of CAT staff. Where necessary, areas will be cleaned by hand to ensure the visibility of archaeological deposits.

If any features or deposits are uncovered, time will be allowed for these features to be excavated by hand, planned and recorded. This includes a 50% sample of discrete features (pits, etc), 10% of linear features (ditches, etc) in 1m wide sections, and 100% of complex structures/features. Complex archaeological structures such as walls, kilns, ovens or burials will be carefully cleaned, planned and fully recorded.

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 proforma record sheets. Registers will be compiled of finds, small finds and soil samples.

All features and layers or other significant deposits will be planned, and their profiles or sections recorded. The normal scale will be site plans at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be appropriate.

Site surveying

The site and any features will be surveyed by Total Station or GPS where possible, unless the particulars of the features indicate that manual planning techniques should be employed. 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 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), and to provide information for sampling strategies on any future excavation. Samples will be collected for potential micromorphical and other pedological sedimentological analysis. Environmental bulk samples will be 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
- and 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 ECCHEA. If circumstances indicated it were prudent or necessary to remove remains from the site during 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. Following HE guidance (HE 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 DoJ 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.

Finds

All significant finds will be retained.

All finds, where appropriate, will be washed and marked with site code and context number. CAT may use local volunteers to assist the CAT Finds Officer with this task.

Most of our finds reports are written internally by CAT Staff under the supervision and direction of Philip Crummy (Director) and Howard Brooks (Deputy Director). This includes specialist subjects such as:

ceramic finds (pottery and ceramic building material): Matthew Loughton

animal bones: Alec Wade (or Adam Wightman, small groups only)

small finds, metalwork, coins, etc: Laura Pooley

non-ceramic bulk finds: Laura Pooley

flints: Adam Wightman

environmental processing: Robin Mathieson/Bronagh Quinn

project osteologist (human remains): Meghan Seehra

or to outside specialists:

animal and human bone: Julie Curl (*Sylvanus*)

environmental assessment and analysis: Val Fryer / Lisa Gray

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:

flint: Hazel Martingell

prehistoric pottery: Stephen Benfield / Nigel Brown / Paul Sealey

Roman pottery: Stephen Benfield / Paul Sealey / Jo Mills / Val Rigby / Gwladys Monteil

Roman brick/tile: Ernest Black / Ian Betts (MOLA)

Roman glass: Hilary Cool

small finds: Nina Crummy

other: EH 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 ECCHEA.

Post-excavation assessment

An updated post-excavation assessment will be submitted within 2 months or at an alternatively agreed time with the ECCHEA.

Where archaeological results do not warrant a post-excavation assessment then agreement will be sought from the ECCHEA to proceed straight to grey literature / publication.

Results

Notification will be given to 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* (HE 2015).

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

The report will contain:

- Location plan of trenches 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. Appropriate discussion and results section assessing the site in relation to the Regional Research Frameworks (Brown and Glazebrook 2000, Medlycott 2011).
- All specialist reports or assessments
- A concise non-technical summary of the project results.

An OASIS summary sheet shall be completed at the end of the project and supplied to the ECCHEA. This will be completed in digital form with a paper copy included with the archive. A copy (with trench plan) will also be emailed to the Hon. Editor of the Essex Archaeology and History Journal for inclusion in the annual round-up of projects (paul.gilman@me.com).

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

Archive deposition

The requirements for archive storage shall 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.

The archive will be deposited with the appropriate museum within 1 month of the completion of the final publication report, with a summary of the contents of the archive supplied to ECCHEA.

Monitoring

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 ECCHEA one week in advance of its commencement.

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

ECCHEA will be notified when the fieldwork is complete.

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

References

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

- | | | |
|--------------------------|-------|---|
| 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 | 2019 | <i>Health & Safety Policy</i> |
| CIfA | 2014a | <i>Standard and Guidance for archaeological evaluation</i> |
| CIfA | 2014b | <i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i> |
| ECCPS | 2019 | <i>Brief for archaeological monitoring and excavation at Little Jenkins, Great Hallingbury,</i> by Richard Havis |
| Gurney, D | 2003 | <i>Standards for field archaeology in the East of England.</i> East Anglian Archaeology Occasional Papers 14 (EAA 14). |
| Historic England (HE) | 2015 | <i>Management of Research Projects in the Historic Environment (MoRPHE)</i> |
| Historic England (HE) | 2018 | <i>The Role of the Human Osteologist in an Archaeological Fieldwork Project.</i> By S Mays, M Brickley and 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 | 2019 | <i>National Planning Policy Framework.</i> Ministry of Housing, Communities and Local Government. |

L Pooley



Colchester Archaeological Trust,
Roman Circus House,
Roman Circus Walk,
Colchester,
Essex, CO2 2GZ

tel: 01206 501785
email: lp@catuk.org

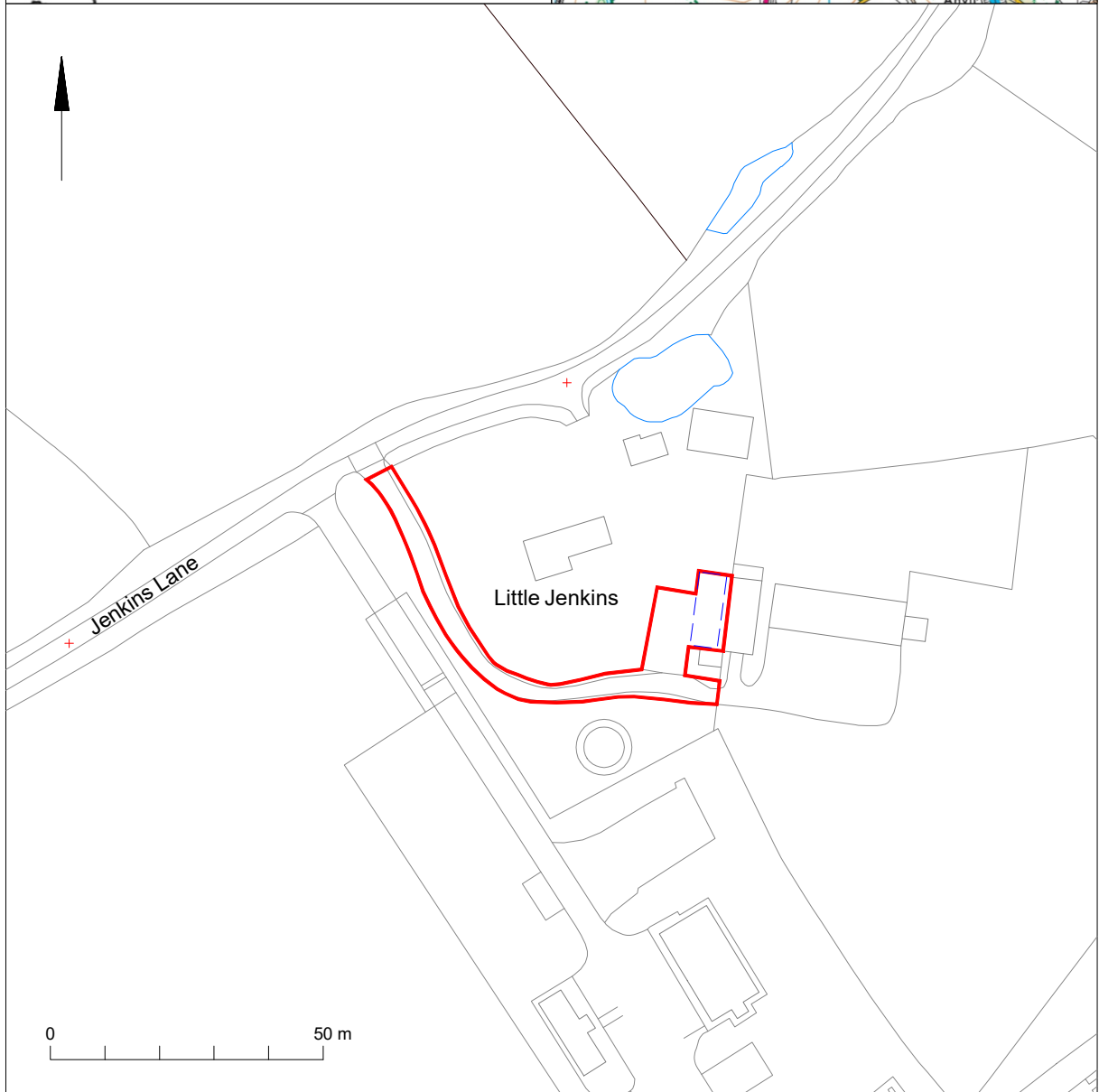
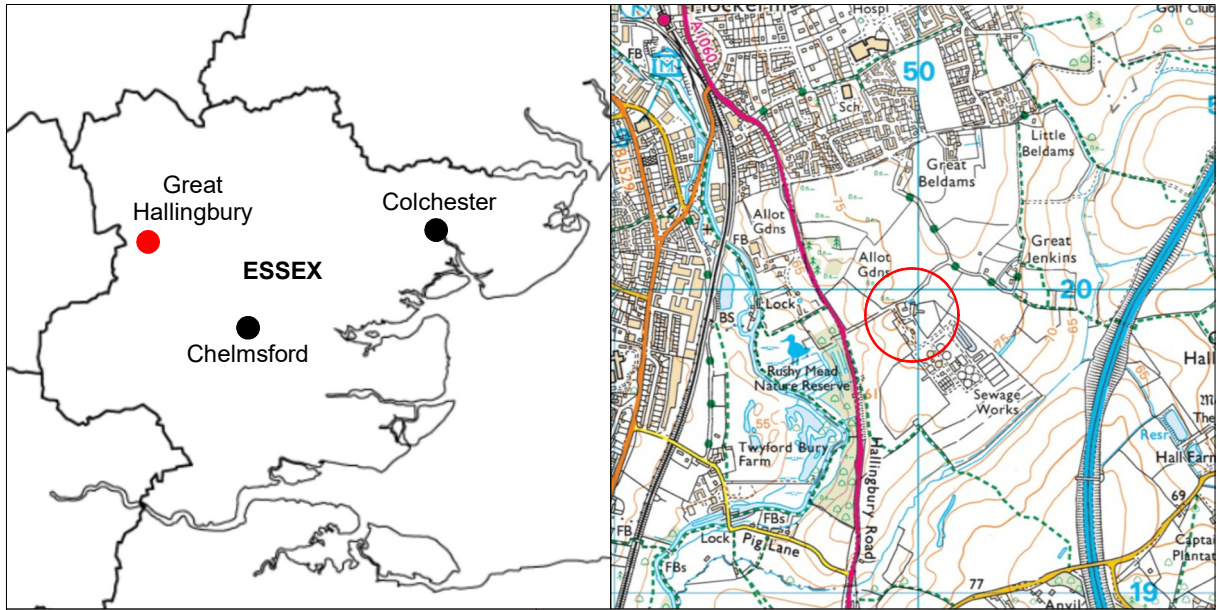


Fig 1 Site location.



Fig 2 Site location shown in relation to the proposed development (dashed blue) and the farm buildings shown on the 1875 OS map (hachured brown)

Site: Gt Hallingbury Little Jenkins WB

Site code: LJGH20

Layer No.

Interpretation Yard surface

Period Modern

Location

1

SOIL DESCRIPTION

Consistence very loose soft friable firm hard dry moist wet

Colour very light medium dark yellow orange green grey brown black

Soil sand silt clay loam clay silt sand

Type

charcoal oyster daub brick tile

Inclusions: flecks

gravel % stone % tile/brick % pot %

Inclusions: pieces

RECORDING 1:10 rep sx drawing and photo

Plan nos

Section nos

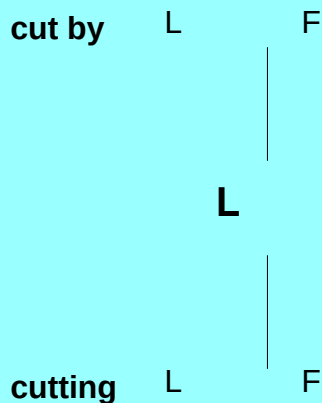
pre-exc ex post-ex

Photos taken

FINDS Slate, glass, china

Find Nos:

NOTES Clinter/ ash slightly compacted, modern debris throughout the deposit. 300mm thickness.



By

Date

Site: Gt Hallingbury Little Jenkins WB

Site code: LJGH20

Layer No.

Interpretation Sub-base

Period

2

Location

SOIL DESCRIPTION

Consistence very loose soft friable firm hard dry moist wet

Colour very light medium dark yellow orange green grey brown black

Soil Type sand silt clay loam clay silt sand

charcoal oyster daub brick tile

Inclusions: flecks

gravel % stone % tile/brick % pot %

Inclusions: pieces

RECORDING 1:10 rep sx drawing and photo

Plan nos

Section nos

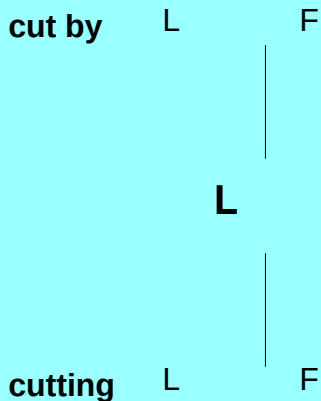
pre-exc ex post-ex

Photos taken

FINDS

Find Nos:

NOTES Hogging yard surface/ sub-base for L1.
Seals L3. 100mm thickness.



By

Date

Site: Gt Hallingbury Little Jenkins WB

Site code: LJGH20

Layer No.

Interpretation Natural

Period

3

Location

SOIL DESCRIPTION

Consistence very loose soft friable firm hard dry moist wet

Colour very light medium dark yellow orange green grey brown black

Soil sand silt clay loam clay silt sand

Type

charcoal oyster daub brick tile

Inclusions: flecks

gravel % stone % tile/brick % pot %

Inclusions: pieces

RECORDING 1:10 rep sx drawing and photo

Plan nos

Section nos

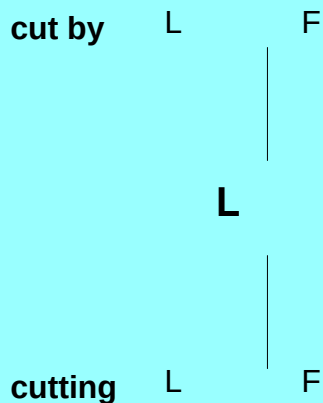
pre-exc ex post-ex

Photos taken

FINDS

Find Nos:

NOTES Natural geological deposit, yellow/grey clay with natural.
Sealed by L2. 0.05mm thickness.



By

Date



001



002



003



004



005



006



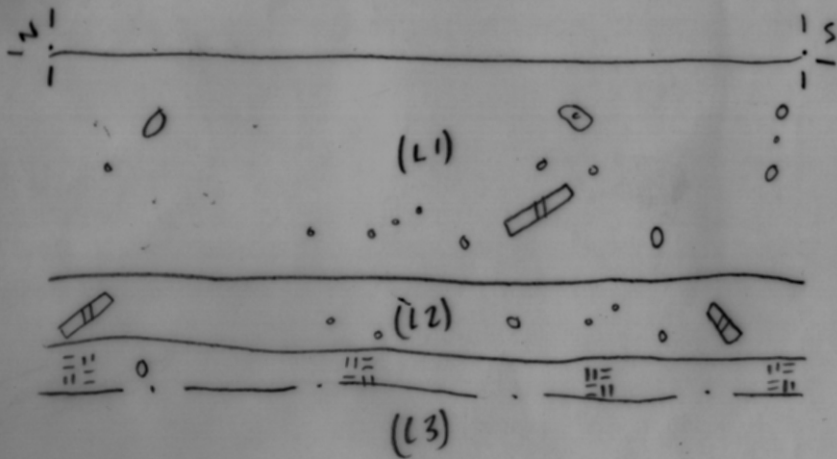
007



008

SAFWM2020.33_LJGH20_Little-Jenkins-Great-Hallingbury_WB_PhotographicLog

Filename With Ext	annotation
SAFWM2020.33_LJGH20_PhotoGraph_001.jpg	Site shot
SAFWM2020.33_LJGH20_PhotoGraph_002.jpg	Site shot
SAFWM2020.33_LJGH20_PhotoGraph_003.jpg	Stripped area - looking north
SAFWM2020.33_LJGH20_PhotoGraph_004.jpg	Stripped area - looking south
SAFWM2020.33_LJGH20_PhotoGraph_005.jpg	Stripped area - looking south
SAFWM2020.33_LJGH20_PhotoGraph_006.jpg	Rep sx - looking east
SAFWM2020.33_LJGH20_PhotoGraph_007.jpg	Stripped area - looking northeast
SAFWM2020.33_LJGH20_PhotoGraph_008.jpg	Stripped area - looking northwest



SC 1:10

Gt. Hallingbury Little Jenkins WB

LJGH20