

Archaeological evaluation at Seattle Cottage, Fyfield Road, Willingale, Ongar, Essex, CM5 0QB

October 2021



by Sarah Veasey

with contributions by Dr Matthew Loughton, Laura Pooley and Adam Wightman
figures by Robin Mathieson and Emma Holloway

fieldwork by Robin Mathieson and Sarah Veasey

**commissioned by Nick East of Arbanorth Ltd
on behalf of the Homeowner**

NGR: TL 59669 07198 (centre)

Planning ref.: EPF/2684/19

CAT project ref.: 21/09f

ECC code: SCWG21

OASIS ref.: colchest3-431164



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CAT Report 1748

November 2021

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1 Summary

Archaeological evaluation was carried out at Seattle Cottage, Fyfield Road, Willingale, Essex in advance of the construction of a single dwelling. The development is located on the site of a medieval rectory associated with the Church of St Andrew to the north. A pit, a ditch and three post-holes were identified in the evaluation. The pit and ditch were dated to the medieval period and were probably associated with the rectory. The post-holes were post-medieval/modern in date

2 Introduction (Fig 1)

This is the report for archaeological evaluation at Seattle Cottage, Fyfield Road, Willingale, Ongar which was carried out on the 23th October 2021. The work was commissioned by Nick East of Arbanorth Ltd on behalf of the homeowner in advance of the construction a single dwelling. The work was undertaken by Colchester Archaeological Trust (CAT).

In response to consultation with Essex County Council Place Services (ECCPS), Historic Environment Advisor Katie Lee-Smith 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 trial trenching and excavation*, detailing the required archaeological work, written by Katie Lee-Smith (ECCPS 2021), and a written scheme of investigation (WSI) prepared by CAT in response to the brief and agreed with ECCPS (CAT 2021).

In addition to the brief and WSI, all fieldwork and reporting was done in accordance with *Management of Research Projects in the Historic Environment (MoRPHE)* (Historic England 2016), 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 evaluation* (ClfA 2014a) and *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA 2014b).

3 Archaeological background

The following archaeological background includes extracts of the ECC brief and the Essex Historic Environment Records (EHER) held at Essex County Council, County Hall, Chelmsford, Essex (accessed via <http://www.heritagegateway.org.uk>).

The EHER shows that the proposed development is located within a former moated site to the north of Willingale (EHER 4168). The site is recorded as a homestead moat, 150 yards south-east of the church with north and east arms extant. The northern arm is still waterfilled. There are no traces of the south and western arms. Early Ordnance Survey maps identify the proposed development site as the site of the old rectory indicating a relationship with the St Andrew and All Saints Church. There is therefore the potential for medieval archaeological remains relating to the origins of the early rectory being impacted on by the development.



Map 1 Extract of the OS six-inch England and Wales, published 1881.

Approximately 128m northwest of the site are two Grade II* listed churches, positioned adjacent to each other either side of parish border. The Church of St Andrew is Norman and later in date (EHER 4164), and was constructed from flint rubble with some freestone and puddingstone, and dressed in Roman brick (EHER 4163) and clunch. To the north of the Church of St Andrew is the Church of St Christopher. It dates to the 12th century and later (EHER 33134), with the fabric of the church including flint rubble with Roman brick dressed with limestone and clunch (EHER 4169-4170). Both churches were restored in the 19th century (EHER 4165 and 4171) and share a churchyard.

4 Aims

The aims of the archaeological evaluation were to record the extent of any surviving archaeological deposits and to assess the archaeological potential of the site to allow the ECCHEA to determine if further investigation is required.

5 Results (Figs 2-3)

A single L-shaped trench, measuring 20m long and 1.8m wide, was machine excavated under the supervision of a CAT archaeologist. It was excavated through topsoil (L1, c 0.09-0.21m thick) and a make-up layer (L2, c 0.22-0.32m thick) onto the natural clay (L3, c 0.40-0.45m below current ground level [bcgl]). A full context list can be found in Appendix 1.

Five features were identified: a pit, a ditch and three post-holes.

Pit F1 produced a small quantity of medieval pottery sherds, along with a good quantity of oyster shell. The exposed area of the pit was 6.0m by 0.87m and 0.56m deep.

Ditch F2 (1.0m wide and 0.26m deep) was on an east/west alignment and also produced pottery dated to the medieval period.

Three post-holes, F3, F4 and F5, were excavated in the southern end of the trench. Post-holes F3 and F4 were not fully exposed but likely had a diameter of c 0.60-0.70m and post-hole F5 had a diameter of 0.53m. They were between 0.19-0.24m in depth and produced finds dating them to the post-medieval/modern period.



Photograph 1 F1 plan – view north-west



Photograph 2 F2 plan – view east



Photograph 3 F5 sx – view east

6 Finds

6.1 Ceramic finds

by Dr Matthew Loughton

The watching brief uncovered 25 sherds of pottery and ceramic building material (henceforth CBM) with a weight of 767g and EVE of 0.20 (Table 1). The mean sherd weight is 31g.

Ceramic material	No.	Weight (g)	MSW (g)	EVE
Pottery	17	227	13	0.20
CBM	8	540	68	-
Total	25	767	31	0.20

Table 1 Summary of the ceramics.

This material was recovered from three features although post-hole F5 produced most of this material (Table 2). Most of the pottery dates to the medieval period with sherds of early medieval sandy wares (fabric F13) dating from the 11th to the early 13th century, and Colchester-type ware (fabric F21) dating to c 1200-1550 which included a cooking pot (EVE: 0.12). There was also a cooking pot (EVE: 0.08) in an early medieval shelly ware without sand (fabric F12A) dating from the 11th to the mid-12th century. Finally, there was one sherd of post-medieval red earthenware (fabric F40) pottery. The CBM mostly consists of medieval/post-medieval peg-tile with sherds from pit F1 and post-hole F5, and one fragment of 18th-20th century brick from post-hole F5. None of the finds were retained.

Context	Description	No.	Weight (g)	MSW (g)
F1	Pit	7	265	38
F2	Ditch	2	7	4
F5	Post-hole	16	495	31
	Total	25	767	31

Table 2 Quantities of pottery and CBM by features and layers

Table 3 summarizes the dating evidence for the features which produced dateable ceramic finds. The varied collection of medieval pottery which spans the 11th to the mid-16th century and the presence several cooking vessels suggests that a medieval settlement is to be found in the vicinity of the evaluation.

Context	Feature type	Post-Roman pottery	CBM	Overall date approx.
F1	Pit	F13, F21	PT	c 1200-1550
F2	Ditch	F21	-	c 1200-1550
F5	Post hole	F12A (cooking pot), F13, F21 (cooking pot), F40	PT, BR	18th-20th century

Table 3 Approximate dates for the individual features and layers

Additional note from Laura Poole: An unspecified quantity of peg-tile from F4 (finds no.4) appears to have been lost during post-excavation processing.

6.2 Miscellaneous finds

by Laura Pooley

A fragment of clear glass bottle (49g) dating from the 19th/20th century came from post-hole F3 (finds no. 3).

Twenty pieces of oyster shell (199.8g) came from pit F1 (finds no. 1), along with a fragment of oyster shell (1g) from ditch F2 (finds no.2).

6.3 Animal bone

By Adam Wightman

The evaluation produced two animal bone fragments: a medium-mammal rib fragment with two butchery (cut) marks from F2, and a medium-mammal vertebrae broken through the centre from F5.

7 Conclusion

The evaluation at Seattle Cottage revealed five features. Pit F1 and ditch F2 were both dated to the medieval period and are probably related to the lands use as rectory. Pit F1 produced a good quantity of oyster shell and an animal bone with butchery marks perhaps indicating it was used as rubbish pit. Ditch F2 could be a small boundary or drainage ditch.

The three-post holes were later in date, post-medieval/modern, and probably associated with the modern house and gardens on the site.

8 Acknowledgements

CAT thanks Nick East of Arbanorth Ltd and the homeowner for commissioning and funding the work. The project was managed by C Lister, fieldwork was carried out by R Mathieson and S Veasey. Figures are by L Pooley and E Holloway. The project was monitored for ECCPS by K Lee-Smith.

9 References

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

CAT	2020	<i>Health & Safety Policy</i>
CAT	2021	<i>Written Scheme of Investigation (WSI) for an archaeological evaluation and excavation at Seattle Cottage, Fyfield Road, Willingale, Ongar, Essex, CM5 0QB</i> by E Holloway
CAR 10	2000	<i>Colchester Archaeological Report 10: Post-Roman pottery from excavations in Colchester, 1971-85.</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	2021	<i>Brief for trial trenching and excavation at Seattle Cottage, Fyfield Road, Willingale, Ongar</i> By K Lee-Smith
Gurney, D	2003	<i>Standards for field archaeology in the East of England.</i> East Anglian Archaeology Occasional Papers 14 (EAA 14).
Historic England	2016	<i>Management of Research Projects in the Historic Environment (MoRPHE)</i>
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.

10 Abbreviations and glossary

CAT	Colchester Archaeological Trust
CBM	ceramic building material, ie brick/tile
CifA	Chartered Institute for Archaeologists
ECC	Essex County Council
ECCHEA	Essex County Council Historic Environment Advisor
ECCPS	Essex County Council Place Services
EHHER	Essex Historic Environment Record
evaluation	a limited programme of non-intrusive and/or intrusive fieldwork, which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area. This may take the form of an intrusive investigation of a percentage of the site, geophysical or topographical survey. The results of this

feature (F)	investigation will establish the requirements for any further work.
layer (L)	an identifiable thing like a pit, a wall, a drain: can contain 'contexts'
medieval	distinct or distinguishable deposit (layer) of material
modern	period from AD 1066 to c 1500
natural	period from c AD 1800 to the present
NGR	geological deposit undisturbed by human activity
OASIS	National Grid Reference
	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: none retained

Paper record

One A4 document wallet containing:

The report (CAT Report 1748)

ECCPS brief, CAT written scheme of investigation

Original site record (feature and layer sheets, finds record)

Site digital photos and log

Inked sections

Digital record

The report (CAT Report 1748)

ECC evaluation brief, CAT written scheme of investigation

Site digital photographs, thumbnails and log

Graphic files

Survey data

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 Chelmsford Museum under accession code (tbc).

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Distribution list:

The Homeowner

ECC Place Services Historic Environment Advisor

Essex Historic Environment Record, Essex County Council



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Checked by: Philip Crummy

Date:

Appendix 1 Context list

Context	Finds no.	Context type	Description	Date
L1	-	Topsoil	friable/firm moist dark grey/brown silty clay silt	Modern
L2	-	Make-up	firm moist medium grey/brown silty clay with charcoal flecks, brick flecks	Undated
L3	-	Natural	firm moist medium yellow/orange/brown clay	Post-glacial
F1	1	Pit	firm moist medium grey/brown silty clay with charcoal flecks, oyster flecks, brick flecks and inclusions of: stone 5%	c 1200-1550
F2	2	Ditch	firm moist medium grey/brown silty clay with charcoal flecks	c 1200-1550
F3	3	Post-hole	firm moist medium grey/brown silty clay with brick flecks and inclusions of: 4% stone	19th-20th century
F4	4	Post-hole	firm moist medium grey/brown silty clay with brick flecks and inclusions of: 5% stone	medieval/post-medieval
F5	5	Post-hole	firm moist medium grey/brown silty clay with brick flecks and inclusions of: 3% stone	18th-20th century

Appendix 1 Pottery list

Cxt	Feature type	Find no.	NR	GR.	MSW	Discard	Rim	Handle	Base	Wind	Soot	Pitting	Burn	Overfired	Kiln second	Residue	Resin Lin.	Gritted	Abraded	Modif.	Mark	Repair hole	Hole	Disc	Disc diam.	Polishing	Fabric Grp	Typology	EVE	Diam.	Vessel H.	Comments	Date
F1	PIT	1	1	5	5	X																				F21					GLAZE	c.1200-1550	
F1	PIT	1	1	63	63	X	0	0	1	X		X														F13						11TH-EARLY 13TH CENTURY	
F2	DITCH	2	1	4	4	X																				F21					GLAZE	c.1200-1550	
F2	DITCH	2	1	3	3	X								X												F21					GLAZE	c.1200-1550	
F5	POST HOLE	5	1	8	8	X																				F21					SLIP PAINTED	c.1200-1550	
F5	POST HOLE	5	1	6	6	X																				F40					GLAZE	c.1500-19TH/20TH CENTURY	
F5	POST HOLE	5	4	38	10	X	0	0	1																	F13						11TH-EARLY 13TH CENTURY	
F5	POST HOLE	5	3	30	10	X																				F21						c.1200-1550	
F5	POST HOLE	5	1	14	14	X	1	0	0		X															F12A	COOKING POT	0.08	170			11TH-MID 12TH CENTURY	
F5	POST HOLE	5	2	20	10	X	2	0	0				X													F21	COOKING POT	0.12	180			c.1200-1550	
F5	POST HOLE	5	1	36	36	X	0	0	1																	F21					GLAZE	c.1200-1550	

Appendix 2 CBM list

Cxt	Feature type	Find no.	NR	GR.	MSW	Discard	Typology	FL CORN.	MNI	FL H.	FL W.	FL TH.	LCA	LCA L.	UCA	UCA L.	Stamp	Sign.	Tally	Graf PF	Animal	Shoe	Scored	Comb.	Roller	Circ. Vt.	Rect. Vt.	Bl. vt.	PH R	PH SQ	2 Phs	Blind	L.	BR.	TH.	Mortar	Burnt	Overfired	Abraded	Modif.	Comments	Date
F1	PIT	1	5	197	39.4	X	PT		0																																MEDIEVAL=POST MEDIEVAL	
F5	POST HOLE	5	1	24	24	X	PT		0																																MEDIEVAL=POST MEDIEVAL	
F5	POST HOLE	5	1	25	25	X	PT		0																															MEDIEVAL=POST MEDIEVAL		
F5	POST HOLE	5	1	294	294	X	BR		0																								60							18TH-20TH CENTURY		

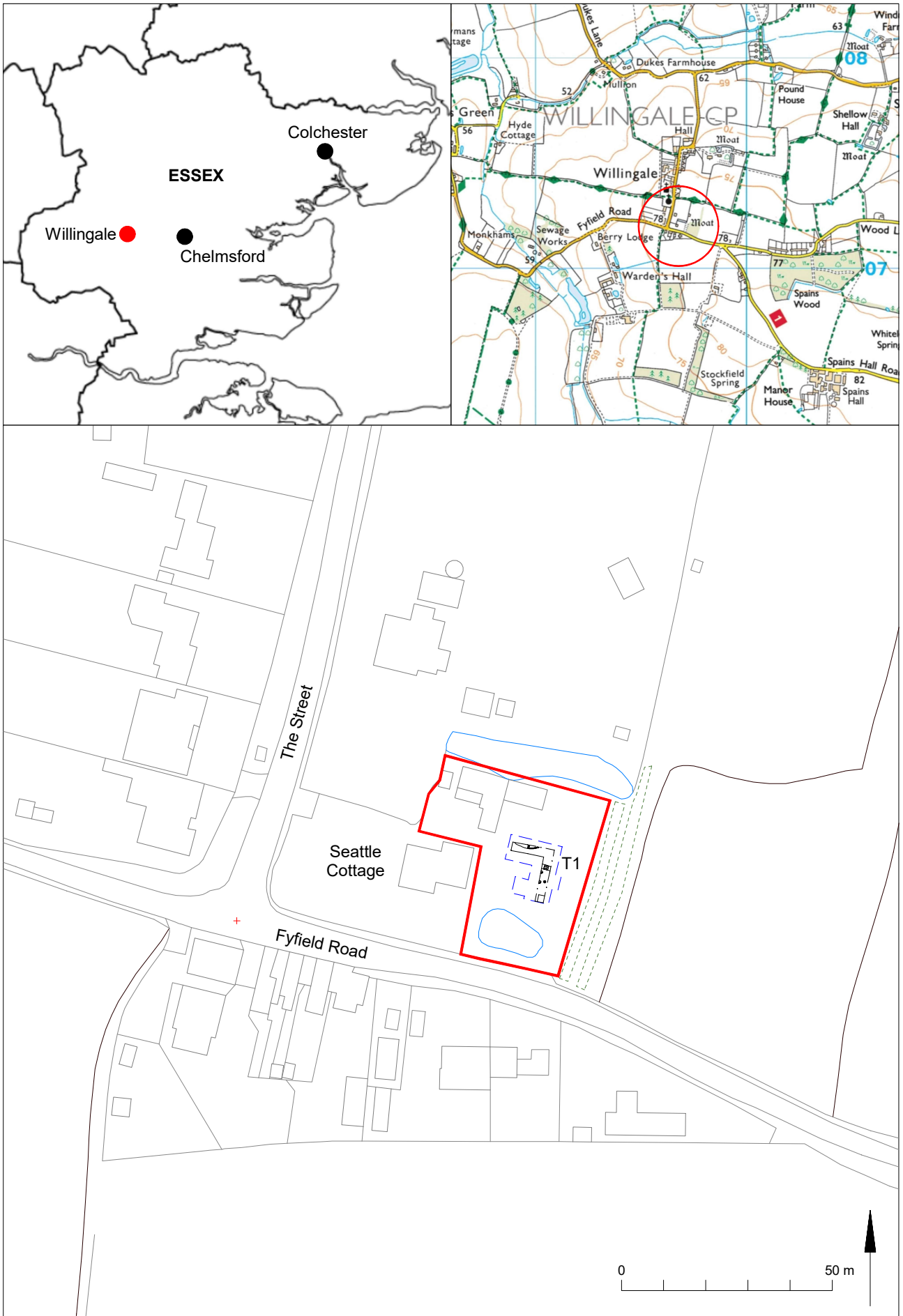


Fig 1 Site location and trench in relation to proposed development (dashed blue)

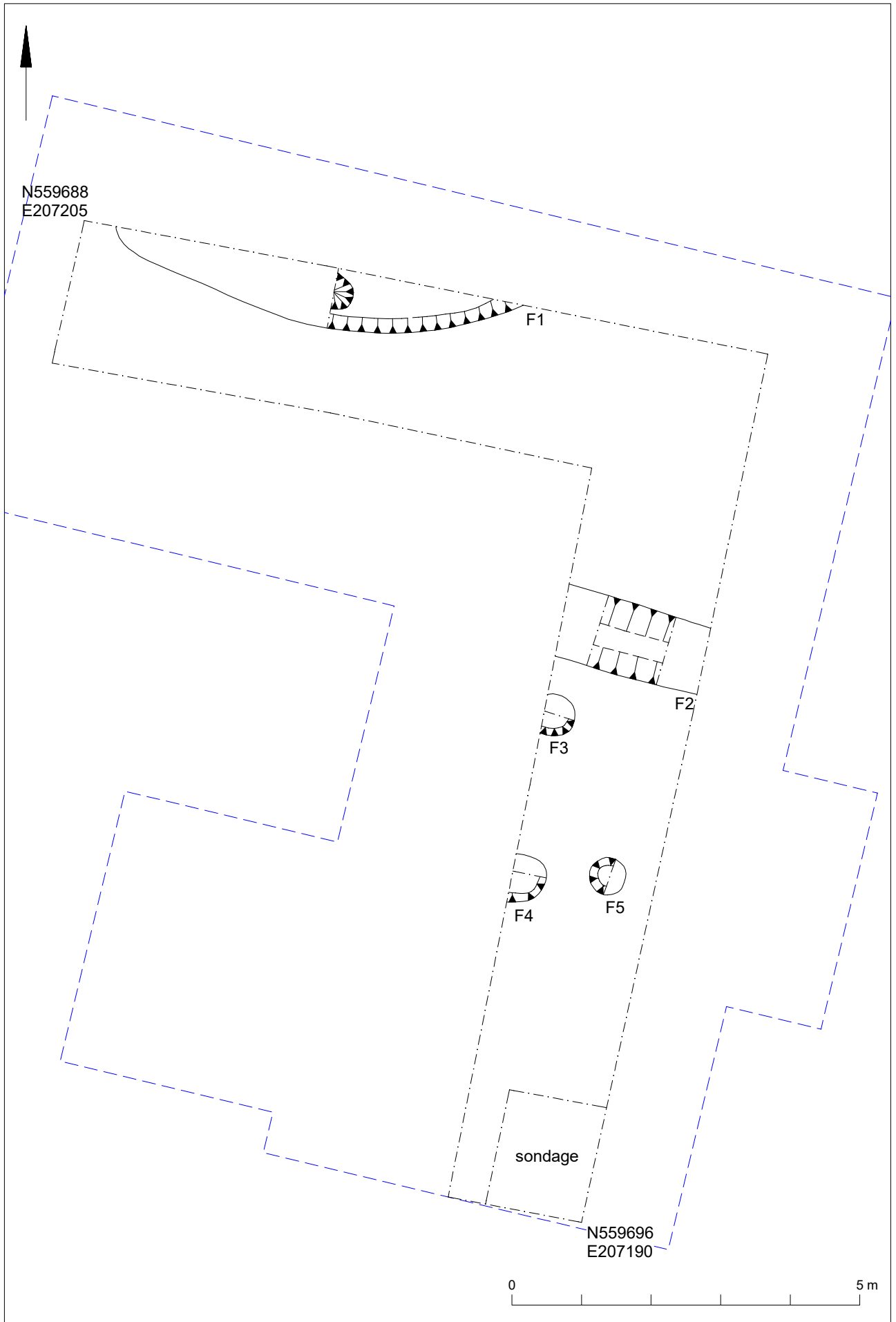


Fig 2 Results with proposed development (dashed blue).

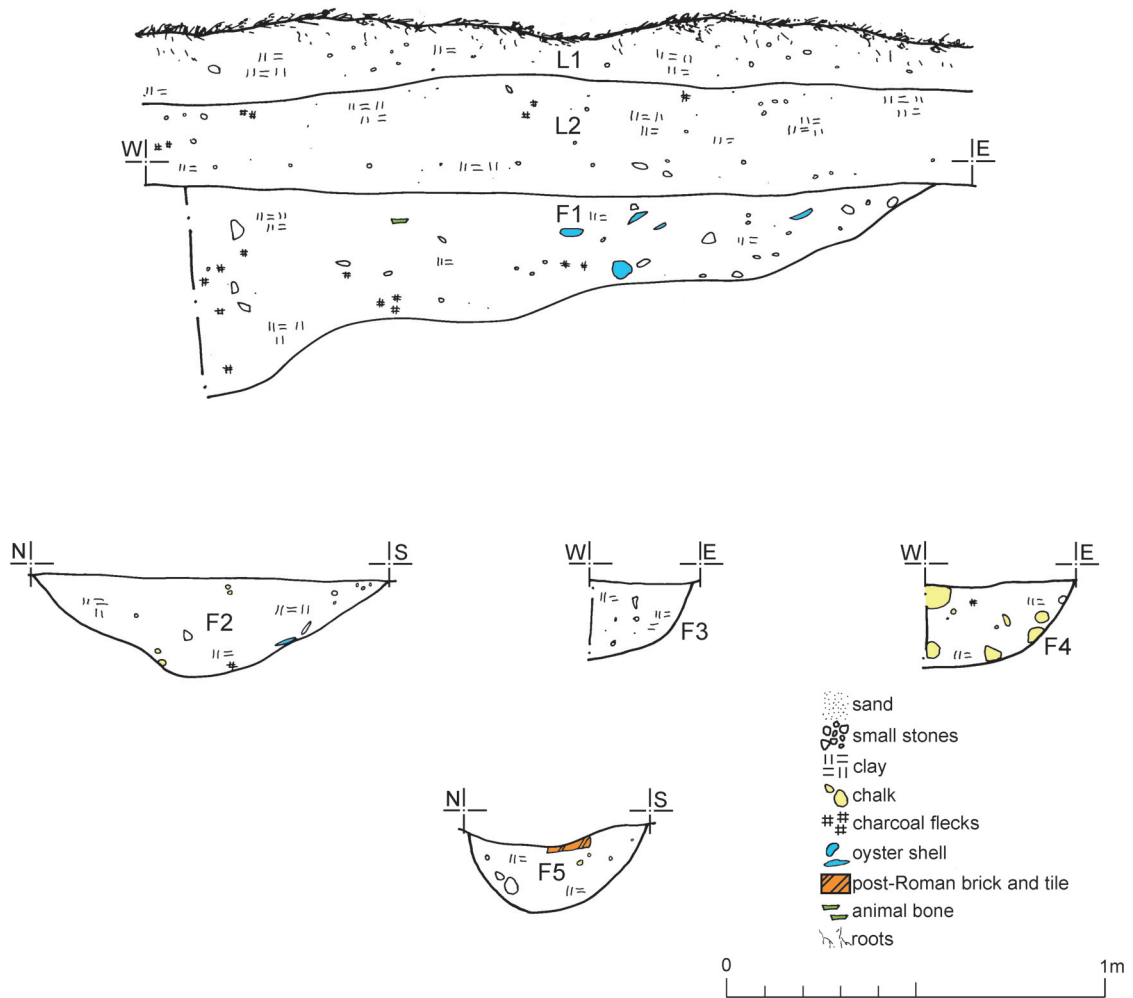


Fig 3 Feature and representative sections.

Summary for colchest3-431164

OASIS ID (UID)	colchest3-431164
Project Name	Archaeological evaluation by trial-trenching at Seattle Cottage, Fyfield Road, Willingale, Ongar, Essex, CM5 0QB
Activity type	TRIAL TRENCH
Project Identifier(s)	2021/09e
Planning Id	EPF/2684/19
Reason For Investigation	Planning: Post determination
Organisation Responsible for work	Colchester Archaeological Trust
Project Dates	23-Oct-2021 - 23-Oct-2021
Location	Seattle Cottage, Fyfield Road, Willingale, Ongar, Essex NGR : TL 59669 07198 LL : 51.7407421961574, 0.311164546466666 12 Fig : 559669,207198
Administrative Areas	Country : England County : Essex District : Epping Forest Parish : Willingale
Project Methodology	A single L-shaped trench, measuring 20m long and 1.8m wide, was machine excavated under the supervision of a CAT archaeologist.
Project Results	Archaeological evaluation was carried out at Seattle Cottage, Fyfield Road, Willingale, Essex in advance of the construction of a single dwelling. The development is located on the site of a medieval rectory associated with the Church of St Andrew to the north. A pit, a ditch and three post-holes were identified in the evaluation. The pit and ditch were dated to the medieval period and were probably associated with the rectory. The post-holes were post-medieval/modern in date.
Keywords	Ditch - MEDIEVAL - FISH Thesaurus of Monument Types Rubbish Pit - MEDIEVAL - FISH Thesaurus of Monument Types
HER	Essex HER - unRev - STANDARD
HER Identifiers	SCWG21

Archives	Documentary Archive, Digital Archive - to be deposited with Epping Forest District Museum
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Written Scheme of Investigation (WSI) for an archaeological evaluation by trial-trenching at Seattle Cottage, Fyfield Road, Willingale, Ongar, Essex, CM5 0QB

NGR: TL 59669 07198 (centre)

District: Epping Forest

Parish: Willingale

Planning reference: EPF/2684/19

Commissioned by: Nick East (Arbanorth Ltd)

Client: Homeowner

Curating museum: Epping Forest

ECC project code: tbc

CAT project code: 2021/09e

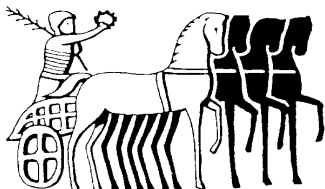
Oasis project ID: colchest3-431164

Fieldwork Manager: Adam Wightman

Contracts Manager: Chris Lister

ECC monitor: Katie Lee-Smith

This WSI written: 22.09.2021



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rubble with some freestone and puddingstone and dressed in Roman brick (EHER 4163) and clunch. The church was restored in the 19th century (EHER 4165). To the north of St Andrews Church is the Historic England Grade II* Church of St Christopher. The church dates to the 12th century and later (EHER 33134). The fabric of the church includes flint rubble with Roman brick and dressed with limestone and clunch (EHER 4169-4170). The church was heavily restored in the 19th century (EHER 4171). The two churches share a churchyard.

Planning background

The original planning application (EPF/2684/19) was submitted to Epping Forest District Council in November 2019 for a *proposed new dwelling*.

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 an archaeological evaluation by trial-trenching and excavation. Details are given in a Project Brief written by ECCPS (*Brief for trial trenching at Seattle, Fyfield Road, Willingale, Ongar – ECC 2021*).

It is proposed that one trench be evaluated in an 'L' shape within the foundations of the new building. The trench will be 20m long and 1.8m wide covering an area of 36m².

Further area excavation may be required should significant archaeological deposits/features be identified that cannot be preserved *in situ*. This will be decided by the ECCHEA on completion of the trial-trenching and report.

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)
- 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 2020)
- the Project Brief issued by ECC Historic Environment Advisor (ECCPS 2021)

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 project officer and one archaeologist for two days.

In charge of day-to-day site work: Ben Holloway/Harvey Furniss

Evaluation methodology

Where appropriate, modern overburden and any topsoil stripping/levelling will be performed using a mechanical excavator equipped with a toothless ditching bucket under the supervision and to the satisfaction of a professional archaeologist. If no archaeologically significant deposits are exposed, machine excavation will continue until natural subsoil is reached.

Where necessary, areas will be cleaned by hand to ensure the visibility of archaeological deposits.

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

There will be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. For linear features 1m wide sections will be excavated across their width to a total of 10% of the overall length. Discrete features, such as pits, will have 50% of their fills excavated, although certain features may be fully excavated. Complex archaeological structures such as walls, kilns, ovens or burials will be carefully cleaned, planned and fully recorded, but where possible left *in situ*. Only if it can be demonstrated that the complex structure/feature is likely to be destroyed by groundworks, and only then after discussion with the ECCHEA, will it be removed.

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

The depth and nature of colluvial or other masking deposits will be established. Therefore, a sondage will be excavated in each trench to test the stratigraphy of the site. This will occur in every trench unless it can be demonstrated that a feature excavated within a particular trench has clearly penetrated into natural.

A representative section will be drawn of each trench, to include ground level, the depth of machining within the trench and the depth of any sondages.

Trained CAT staff will use a metal detector to scan all trenches both before and during excavation. All spoil heaps will also be scanned and 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.

The photographic record will consist of general site shots, and shots of all archaeological features and deposits. A photographic scale (including north arrow) shall be included in the case of detailed photographs. A photographic register will accompany the photographic record. This will detail as a minimum feature number, location, and direction of shot.

Trenches will not be backfilled until they have been signed off by the ECCHEA.

Site surveying

The evaluation trench and any features will be surveyed by Total Station or GPS, 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 the evaluation, 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 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 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.

In the event that analysis of the remains is shown to be a requirement of satisfactory investigation of the site. If circumstances indicated it were prudent or necessary to remove remains from the site during excavation, 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. In that case, conditions laid down by the license will be followed. If it seems that the remains are not

ancient, then the coroner, the client and SCCAS will be informed, and any advice and/or instruction from the coroner will be followed. Following Historic England guidance (2018) all archaeological human remains excavated during the course of the project will either be analysed and reported by CAT project osteologist Megan Seehra or will be sent to external specialist Julie Curl.

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 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, small groups only)

small finds, metalwork, coins, etc.: Laura Pooley

non-ceramic bulk finds: Laura Pooley

flints: Adam Wightman

environmental processing: 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

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:

flint: Hazel Martingell

prehistoric pottery: Stephen Benfield / Nigel Brown / Paul Sealey

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

Roman brick/tile: 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.

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.

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* (Historic England 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. <https://researchframeworks.org/eoe/>).
- 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.

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

The requirements for archive storage shall be agreed with the Curating museum.

The paper archive will be deposited with the appropriate museum within two months of the completion of the final publication report and confirmed in writing to the ECCHEA.

The digital archive resulting from the work will be deposited with the Archaeology Data Service (www.archaeologydataservice.ac.uk) to safeguard the long-term curation of the digital records. The ECCHEA will be notified when the digital archive has been deposited. Prior to deposition CAT's data management plan (based on the official guidelines from the Digital Curation Centre [DCC 2013]) will ensure the integrity of the digital archive. A summary of the contents of the archives shall be supplied to the ECCHEA at the time of their deposition.

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>

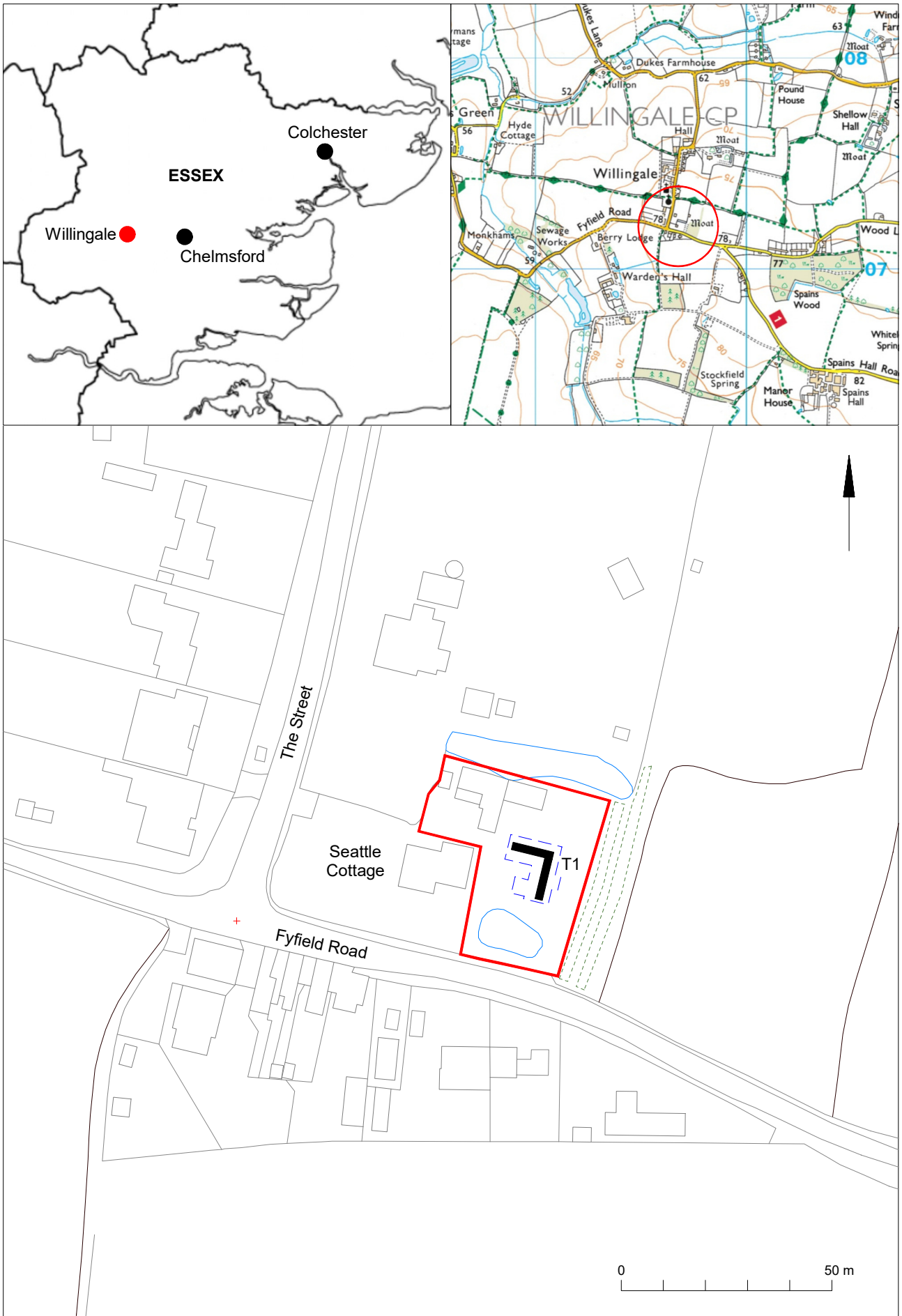
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Fig 1 Site location and trench layout in relation to proposed development (dashed blue lines).