

**Historic building recording of a cellar at Bentfield
Green Farmhouse, Bentfield Green, Stansted
Mountfitchet, CM24 8TH**

February 2022



**report prepared by
Sarah Veasey**

fieldwork by Sarah Veasey

**commissioned by
David Jones (Alun Design Consultancy)
on behalf of
The homeowner**

CAT project ref.: 2022/02a
NGR: TL 50458 25433 (c)
Planning reference: UTT/21/1102/LB
Museum accession code: SAFWM:2022.7
ECC code: BGSM22
OASIS project id: colchest3-504313



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CAT Report 1790
March 2022

Contents

1	Summary	1
2	Introduction	1
3	Aims	1
4	Methodology	2
5	Historical background	2
6	Building recording descriptive record	3
7	Discussion	7
8	Acknowledgements	8
9	References	8
10	Abbreviations and glossary	9
11	Archive deposition	9
12	Contents of archive	9
	Appendix 1: Full digital photographic record	11

Figures after p11

OASIS Data Collection Form

List of maps

	pg
Map 1 Extract of the 1777 Chapman and André map. Site location highlighted in green.	2
Map 2 Extract of the 1881 OS map. Bentfield Green Farmhouse highlighted in green.	3
Map 3 Extract of the 1896 OS map. Bentfield Green Farmhouse highlighted in green.	3
Map 4 Extract of the 1920 OS map. Bentfield Green Farmhouse highlighted in green.	3
Map 5 Extract of the 1951 OS map. Bentfield Green Farmhouse highlighted in green.	3

List of figures

- Fig 1 Site location.
Fig 2 Floor plan. Location and direction of photographs reproduced in text shown.

List of photographs reproduced in text

	pg
Cover Exterior of Bentfield Green Farmhouse. Photograph taken facing south-east.	
Photograph 1 Interior of cellar. Photograph taken facing east.	4
Photograph 2 Interior shot of cellar. Photograph taken facing south-west.	4
Photograph 3 Detail of arch. Photograph taken facing north.	5
Photograph 4 Detail of interior stairs. Photograph taken facing north.	5
Photograph 5 Detail of window. Photograph taken facing south.	6
Photograph 6 Detail of original bridging beam. Photograph taken facing south-west.	6
Photograph 7 Detail of eastern door. Photograph taken facing east.	7

1 Summary

A programme of historic building recording was carried out by Colchester Archaeological Trust on a cellar at Bentfield Green Farmhouse, Bentfield Green, Stansted Mountfitchet, Essex. Bentfield Green Farmhouse is Grade II listed and dated to the 18th century. The cellar is brick built and contains a brick arch supported on piers against the northern wall. An original bridging beam survives in the centre of the ceiling.

2 Introduction (Fig 1)

This is the archive report of a historic building recording carried out on the cellar of Bentfield Green Farmhouse, Bentfield Green, Stansted Mountfitchet, Essex. The recording work was commissioned by the homeowner and was carried out by Colchester Archaeological Trust (CAT) in February 2022. The site is located on an area of common land in the village of Stansted Mountfitchet at NGR TL 50458 25433 (Fig 1).

A planning application (planning ref. UTT/21/1102/LB) was submitted to Uttlesford District Council in March 2021 for *proposed cellar alterations to form a recreation room*.

In response to this application, the Place Services Historic Environment Advisor (HEA) recommended to the council that a Historic England building recording be made of the cellar prior to the conversion works (ECC 2022). This recommendation was given based on the main house's Historic England grade II listed status. The recommendation was based on the National Planning Policy Framework (MHCLG 2019).

A Written Scheme of Investigation (WSI) for the building recording was prepared by Colchester Archaeological Trust (CAT 2022) and agreed with the HEA. All work was carried out in accordance with this WSI.

All work was carried out according to standards and practices contained in the Chartered Institute for Archaeologists' *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2014a), *Standard and guidance for archaeological investigation and recording of standing buildings or structures* (2014b), *Management of research projects in the historic environment* (Historic England 2015), *Standards for field archaeology in the East of England* (EAA 14) and *Research and Archaeology Revised: A Revised Framework for the East of England* (EAA 24). In addition, the guidelines contained in *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016) were followed.

3 Aims

The aim of the building recording was to provide a detailed record and assessment of the outbuilding prior to its conversion. The building recording was carried out to Level 2 (Historic England 2016) which is defined as:

"...a descriptive record, made in similar circumstances to Level 1 but when more information is needed. It may be made of a building which is judged not to require a more detailed record, or it may serve to gather data for a wider project. Both the exterior and interior of the building will be seen, described and photographed. The examination of the building will produce an analysis of its development and use and the record will include the conclusions reached, but it will not discuss in detail the evidence on which this analysis is based. A plan and sometimes other drawings may be made but the drawn record will normally not be comprehensive and may be tailored to the scope of a wider project."

In particular the record considered the:

- Plan form of the site.
- Materials and method of construction.
- Date(s) of the structure.
- Original function and layout.
- Original and later fixtures and fittings.
- Significance of the site in its immediate local context.

4 Methodology

The following are included in this report:

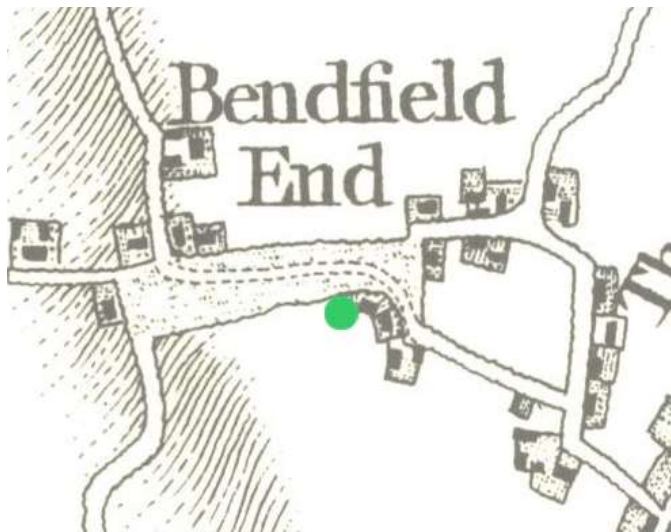
- A documentary, cartographic and pictorial survey of the evidence pertaining to the history and evolution of the site.
- A large-scale block plan of the site.
- Annotated and phased floor-plan of the building at a scale of 1:50.
- A description of the building. The description addresses features such as materials, dimensions, method of construction and phasing.
- A photographic record, comprising digital photographs of both general shots and individual features. Selected examples of the photographic record are clearly tied into the drawn record and reproduced as fully annotated photographic plates supporting the text. The photographic record is accompanied by a photographic register detailing location and direction of shot (Appendix 1).

5 Historical background (Fig 1)

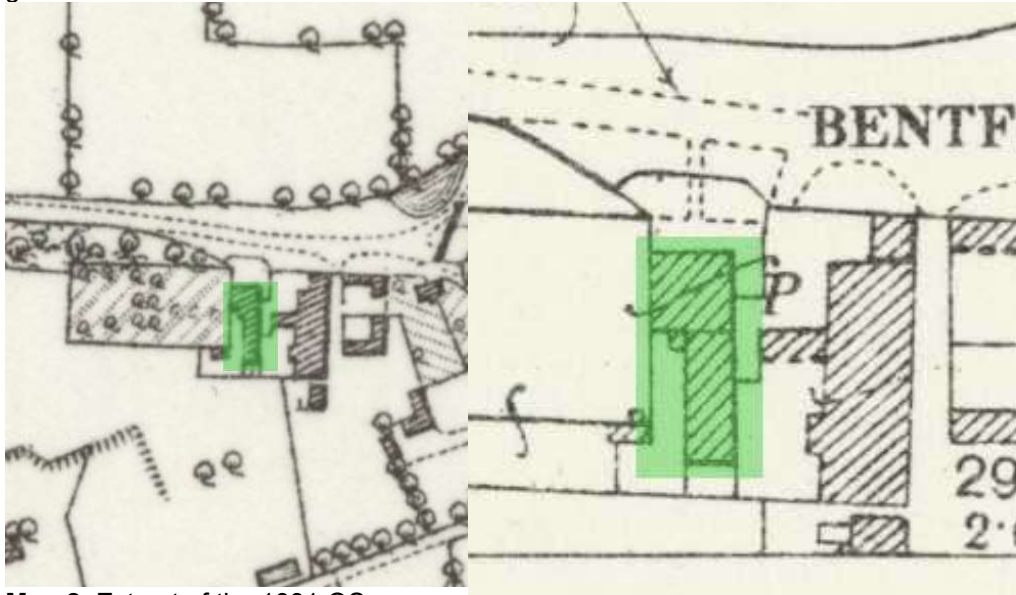
The following background includes extracts of the Essex Historic Environment Records (EHER) held at Essex County Council, County Hall, Chelmsford, Essex (accessed via <http://www.heritagegateway.org.uk>).

Bentfield Green Farmhouse is a Grade II listed building (NHLE 1221309) situated within the Bentfield Green Conservation Area. It is an eighteenth-century two-storey red brick house with parapet and modern additions. It has a symmetrical façade of three bays with 6/6 vertical sliding sash windows with a central doorway. The double-pitched roof is covered with plain tiles. A wing extends to the south, which also has a plain tile roof.

While there are buildings present in the sites location on the 1777 Chapman and André map it is unclear whether these represent Bentfield Farmhouse (Map 1). The house is present on the 1875 OS map (Map 2). The size and shape of Bentfield Green Farmhouse remains largely unchanged until a modern extension was added in 2015.

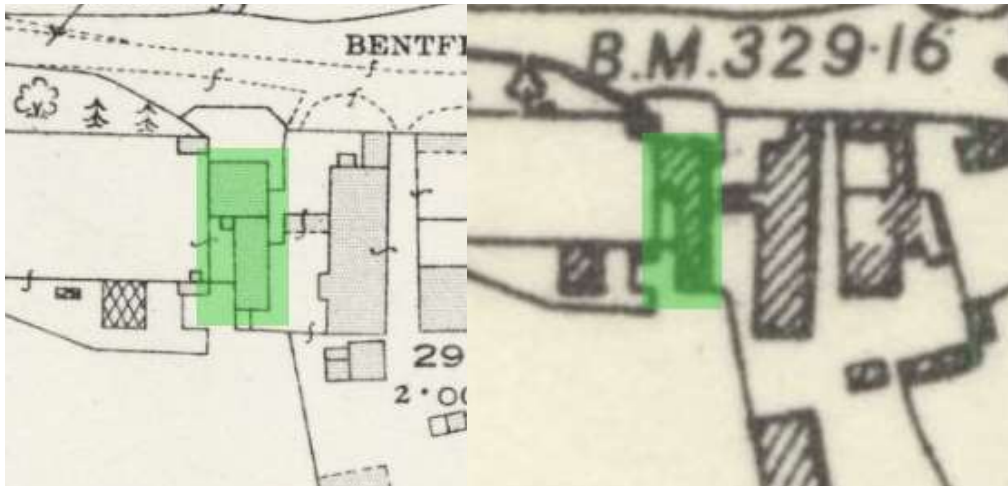


Map 1 Extract of the 1777 Chapman and André map. Site location highlighted in green.



Map 2 Extract of the 1881 OS map. Bentfield Green Farmhouse highlighted in green.

Map 3 Extract of the 1896 OS map. Bentfield Green Farmhouse highlighted in green.



Map 4 Extract of the 1920 OS map. Bentfield Green Farmhouse highlighted in green.

Map 5 Extract of the 1951 OS Map. Bentfield Green Farmhouse highlighted in green.

6 Building recording descriptive record (Fig 2)

The cellar is approximately 6m by 5m and is located below the lounge and hall of the house. The walls are constructed of red brick (brick measurement: 230 x 60 x 100mm) laid in English-bond and are covered in a thick coat of white paint. There is a modern concrete skim on the lower 0.92m of the walls, also painted white. The floor is modern concrete.

A brick arch is located on the northern wall. The arch is supported on straight brick piers. While it is clear the bricks used to construct the arch are not incorporated into the cellar wall, it is unclear if the rest of the structure is built into the wall or not. The arch also has a concrete skim on the outer surfaces, similar to the rest of the cellar walls. There is damage to the eastern side of the structure and at the top of the arch.



Photograph 1 Interior of cellar. Photograph taken facing east.



Photograph 2 Interior shot of cellar. Photograph taken facing south-west.

To the west of the arch is a modern staircase, which leads up into the kitchen of the house. The stairs are constructed from modern red brick with a timber tread. A modern cupboard is located in the north-west corner.

The eastern wall has a single timber door, which opens onto a set of external concrete steps. A modern sump pump is also present the south-west corner.

The southern wall has a single-light fixed inserted window with a timber lintel. The majority of the rest of this wall is obscured by modern cupboards. The western wall is a plain brick wall.

One original north-south bridging beam is present, which is supported by a modern post. A later bridging beam is located to the west of the original beam, and is supported by two modern posts. This beam does not extend to the full width of the room due to the staircase and cellar entrance.



Photograph 3 Detail of the arch. Photograph taken facing north.



Photograph 4 Detail of interior stairs. Photograph taken facing north.



Photograph 5 Detail of window. Photograph taken facing south.



Photograph 6 Detail of original bridging beam. Photograph taken facing south-west.



Photograph 7 Detail of eastern door. Photograph taken facing east.

7 Discussion

The 18th century saw the meeting of the medieval and modern worlds, where the majority of people still lived and worked on the land but improvements in agriculture and industry were bringing new benefits, mainly to the aristocracy who lavished their wealth upon country houses and urban properties (Yorke, 2008).

Georgian houses are typically large with an elegant, symmetrical façade. The layout of the domestic house changed subtly over the Georgian period, with homeowners looking to keep a more respectable distance between the family and the servants. This meant many houses were built with a kitchen and/or scullery in a full depth cellar. Rather than entering through the main door, the staff could climb down the main steps in the area at the front or side which permitted light and air to enter these subterranean spaces (Yorke, 2012).

To build a house with a cellar it is necessary to find a well-drained piece of land. After digging down to depth the cellar walls would have been constructed using brick or stone. The floors may have then been built-up and levelled using crushed stone or sand and then paved with flagstones or bricks (Maybank, 2008).

The exterior of Bentfield Green Farmhouse is very typically Georgian, with a large symmetrical frontage with a plain parapet. The layout of the house is conventional for a Georgian house – with large reception rooms on the ground floor and a number of bedrooms on the first floor. In comparison the cellar is relatively small in size, perhaps indicating that its original purpose was merely for storage. However, due to the access

from both inside the house and outside the house use as a small kitchen area cannot be ruled out.

From the exterior it can be seen that the chimney has four chimney pots, an indication that there would have been four working fireplaces as part of this chimney. Typically, the fireplaces would have been located back-to-back on an interior wall. Two fireplaces are still open today, in the kitchen and in the bedroom above the kitchen (Homeowner, *pers comm*). It is likely that the other two fireplaces would have been located in the rooms adjacent to the kitchen and bedroom. It seems likely, then, that the arch in the cellar has never been used as a fireplace.

It is unclear whether the structure of the arch is incorporated into the walls of the cellar. If the cellar is original to the building, then it was simply built to provide strength to the chimney breast and fireplaces on the ground and first floors. If the cellar is a later addition, then the piers and arch were inserted to prevent the collapse of the existing chimney stack. Intrusive work to the existing brickwork and the removal of the many layers of white paint would be needed to answer this question definitively.

8 Acknowledgements

Colchester Archaeological Trust would like to thank David Jones (Alun Design Consultancy) for commissioning and the homeowner for funding the historic building recording. The recording was carried out by Sarah Veasey. Figures are by Sarah Veasey, based on original architects drawings by Alun Design Consultancy Ltd. The project was monitored by Katie Lee-Smith for Essex County Council. The text was reviewed by Philip Crummy, director of CAT.

9 References

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

CAT	2022	<i>Written Scheme of Investigation (WSI) for an historic building recording of a cellar at Bentfield Green Farmhouse, Bentfield Green, Stansted Mountfitchet, Essex, CM24 8TH</i> by S Veasey
CIfA	2014a (updated 2019)	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i>
CIfA	2014b (updated 2019)	<i>Standard and guidance for archaeological investigation and recording of standing buildings or structures</i>
MHCLG	2019	<i>National planning policy framework</i>
EAA 14	2003	<i>Standards for field archaeology in the East of England</i> East Anglian Archaeological occasional papers 14 by D. Gurney
EAA 24	2011	<i>Research and Archaeology Revisited: A Revised Framework for the East of England</i> , East Anglian Archaeological occasional papers 24 by M Medlycott
ECCPS	2022	<i>Brief for Historic Building Recording at Bentfield Green farm, Stansted</i> By K Lee-Smith
Historic England	2015	<i>MoRPHE: Management of Research Projects in the Historic Environment</i>
Historic England	2016	<i>Understanding Historic Buildings. A guide to good recording practice</i>
Maybank, G	2008	'Damp Below Ground' in <i>The Building Conservation Directory 2008</i>
T Yorke	2008	<i>British Architectural Styles: An Easy Reference Guide</i>
T Yorke	2012	<i>British Interior House Styles: An Easy Reference Guide</i>

10 Abbreviations and glossary

binding-beam	a large timber running from post-to-post and providing intermediate support to floor-joists
CAT	Colchester Archaeological Trust
CIfA	Chartered Institute for Archaeologists
EHHER	Essex Historic Environment Record, held by the ECC
ERO	Essex Records Office
English-bond	a brickwork bond created from alternate courses of headers and stretchers
Georgian	the reigns of kings George I - IV and William IV, from 1714 to 1837
HE	Historic Environment
header	a brick laid at right-angles to the face of the wall, i.e widthways
joist	a horizontal timber that supports floorboards above. Will sometimes carry boarded or plastered ceilings
modern	period from the 19th century onwards to the present
NGR	National Grid Reference
OASIS	O nline A ccess to the I ndex of A rchaeological I nvestigations, http://oasis.ac.uk/pages/wiki/Main
post	in wall frames vertical members which rise the full height of the frame, being either principal posts at the bay divisions or intermediate posts within the bay
stretcher	a brick laid parallel to the face of the wall, i.e. lengthways

11 Archive deposition

The 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 Waldon museum under accession code SAFWM:2022.7.

12 Contents of archive

Paper record

One A4 document wallet containing:
The report (CAT Report 1790)
Original site record (plans and notes)
Site digital photos and log

Digital record

The CAT WSI
The report (CAT Report 1790)
Digital plans
Site digital photos and log

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Distribution list

Homeowner
Katie Lee-Smith, ECCHEA
EHER



Colchester Archaeological Trust

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Essex CO2 7GZ

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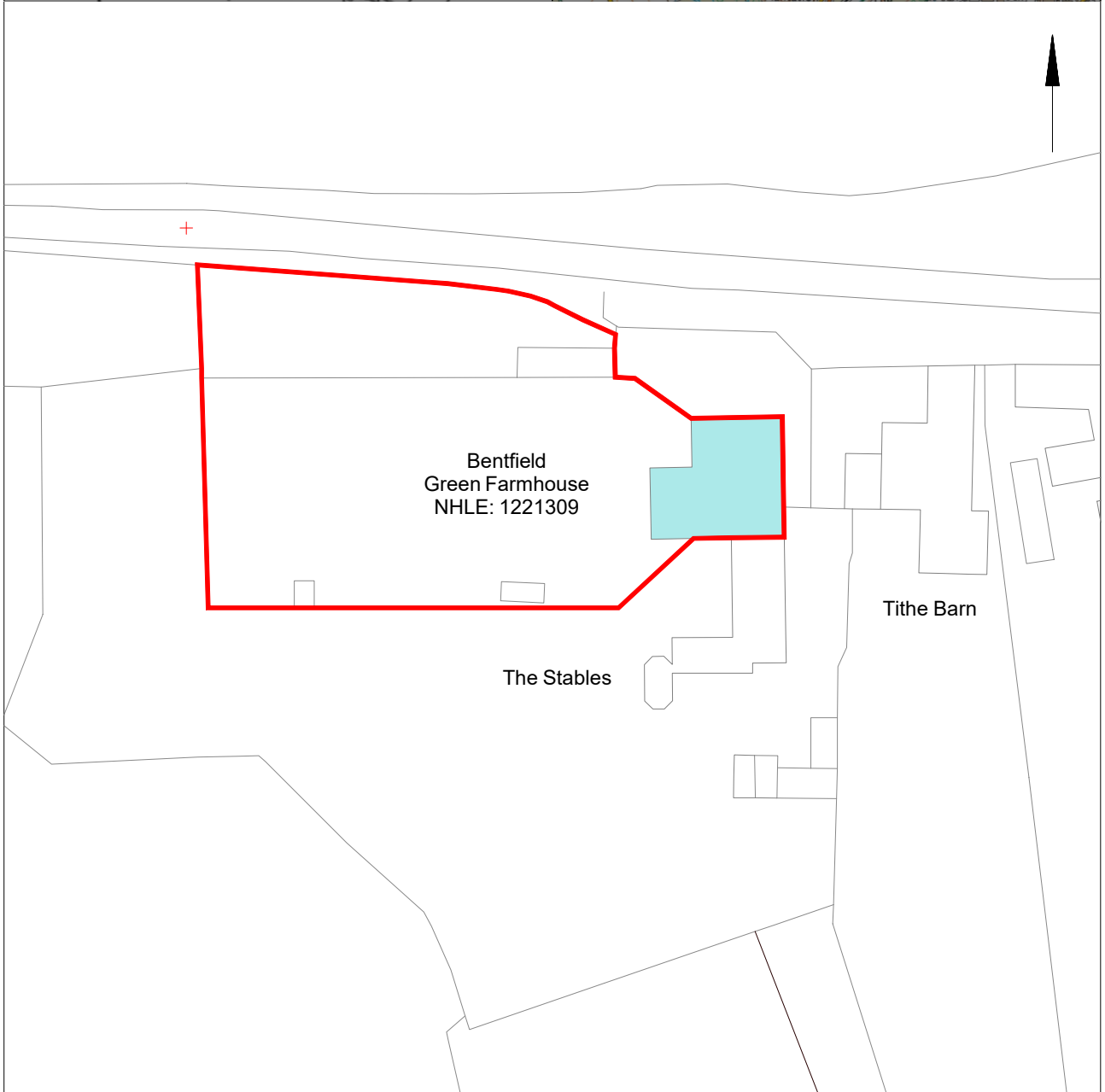
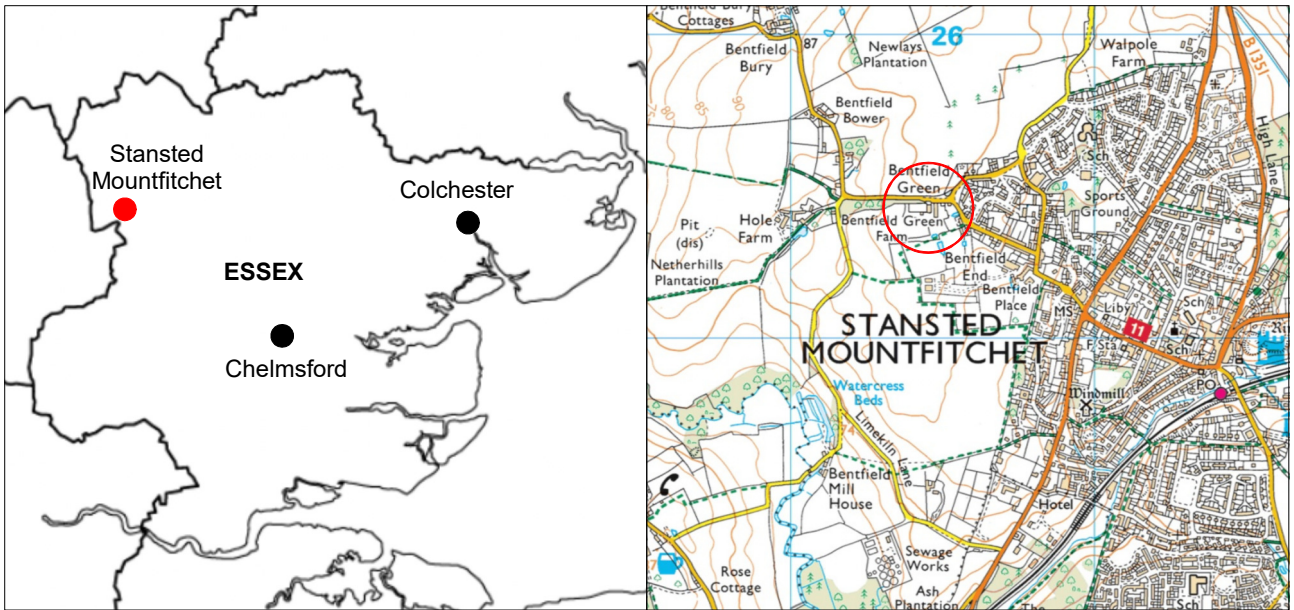
email: sv@catuk.org

checked by: Philip Crummy
date:

Appendix 1:

Full digital photographic record

SAFWM2022.7_BGSM22_Photo	Interior shot of cellar. Photograph taken facing south-west
SAFWM2022.7_BGSM22_Photo	Interior shot of cellar. Photograph taken facing south south-west
SAFWM2022.7_BGSM22_Photo	Interior shot of cellar. Photograph taken facing north-east
SAFWM2022.7_BGSM22_Photo	Interior shot of cellar. Photograph taken facing north north-east.
SAFWM2022.7_BGSM22_Photo	Detail shot of damage to fireplace. Photograph taken facing north-west.
SAFWM2022.7_BGSM22_Photo	Detail of bricks in damaged area of fireplace arch. Photograph taken facing north-west.
SAFWM2022.7_BGSM22_Photo	Detail of arch. Photograph taken facing north.
SAFWM2022.7_BGSM22_Photo	Detail of arch. Photograph taken facing north.
SAFWM2022.7_BGSM22_Photo	Detail of arch. Photograph taken facing north-east.
SAFWM2022.7_BGSM22_Photo	Detail of arch. Photograph taken facing north-east.
SAFWM2022.7_BGSM22_Photo	Detail of arch. Photograph taken facing north-east.
SAFWM2022.7_BGSM22_Photo	Interior shot of cellar. Photograph taken facing east.
SAFWM2022.7_BGSM22_Photo	Detail of interior stairs. Photograph taken facing north.
SAFWM2022.7_BGSM22_Photo	Detail of interior stairs. Photograph taken facing north.
SAFWM2022.7_BGSM22_Photo	Detail of window. Photograph taken facing south.
SAFWM2022.7_BGSM22_Photo	Detail of fireplace. Photograph taken facing north-west.
SAFWM2022.7_BGSM22_Photo	Detail of fireplace. Photograph taken facing north.
SAFWM2022.7_BGSM22_Photo	Detail of timber lintel above window. Photograph taken facing south.
SAFWM2022.7_BGSM22_Photo	Detail of original bridging beam. Photograph taken facing south-west.
SAFWM2022.7_BGSM22_Photo	Interior entrance to cellar. Photograph taken facing south.
SAFWM2022.7_BGSM22_Photo	Detail of mortices in door frame. Photograph taken north.
SAFWM2022.7_BGSM22_Photo	Detail of modern sump pump area. Photograph taken facing south.
SAFWM2022.7_BGSM22_Photo	Detail of interior timber above external door. Photograph taken facing east south-east.
SAFWM2022.7_BGSM22_Photo	Detail of interior of external door. Photograph taken facing east.
SAFWM2022.7_BGSM22_Photo	Detail of fireplace. Photograph taken facing north.
SAFWM2022.7_BGSM22_Photo	Exterior of Bentfield Green Farmhouse. Photograph taken facing south.
SAFWM2022.7_BGSM22_Photo	Exterior shot of Bentfield Green Farmhouse. Photograph taken facing south-west.
SAFWM2022.7_BGSM22_Photo	Exterior of Bentfield Green Farmhouse. Photograph taken facing south-east.



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Fig 1 Site location.



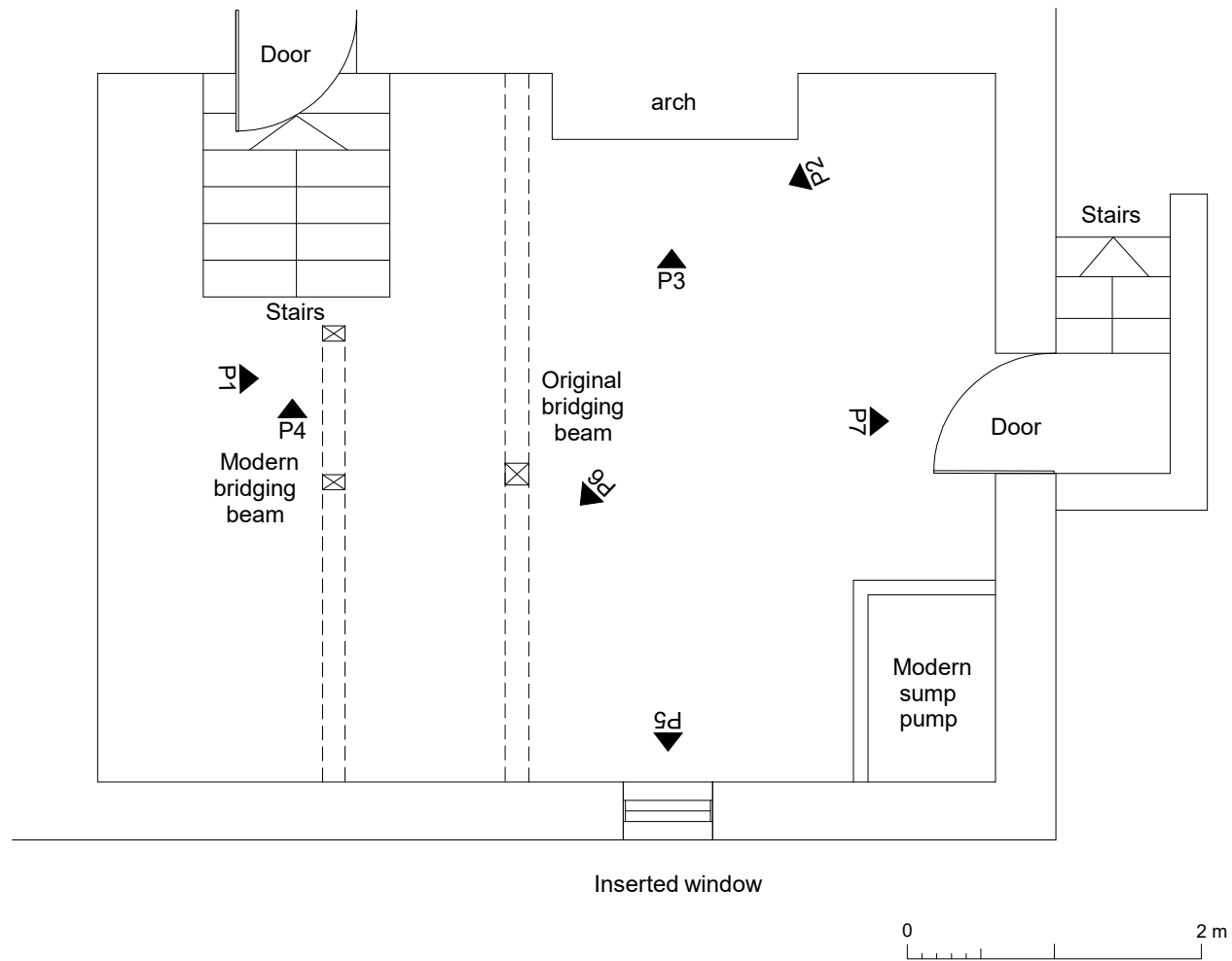


Fig 2 Cellar floor plan. Location and direction of photographs reproduced in text shown.

Summary for colchest3-504313

OASIS ID (UID)	colchest3-504313
Project Name	Descriptive Buildings Record (Level 2) at Bentfield Green Farm, Bentfield Green, Stansted Mountfitchet
Sitename	
Activity type	Descriptive Buildings Record (Level 2)
Project Identifier(s)	2022/02a
Planning Id	UTT/21/1102/LB
Reason For Investigation	Planning: Post determination
Organisation Responsible for work	Colchester Archaeological Trust
Project Dates	21-Feb-2022 - 21-Feb-2022
Location	Bentfield Green Farm, Bentfield Green, Stansted Mountfitchet NGR : TL 50458 25433 LL : 51.9071199912791, 0.185781727730545 12 Fig : 550458,225433
Administrative Areas	Country : England County : Essex District : Uttlesford Parish : Stansted Mountfitchet
Project Methodology	<p>The aim of the building recording was to provide a detailed record and assessment of the outbuilding prior to its conversion. The building recording was carried out to Level 2 (Historic England 2016) which is defined as:</p> <p>“...a descriptive record, made in similar circumstances to Level 1 but when more information is needed. It may be made of a building which is judged not to require a more detailed record, or it may serve to gather data for a wider project. Both the exterior and interior of the building will be seen, described and photographed. The examination of the building will produce an analysis of its development and use and the record will include the conclusions reached, but it will not discuss in detail the evidence on which this analysis is based. A plan and sometimes other drawings may be made but the drawn record will normally not be comprehensive and may be tailored to the scope of a wider project.”</p> <p>In particular the record considered the:</p> <ul style="list-style-type: none"> • Plan form of the site. • Materials and method of construction. • Date(s) of the structure. • Original function and layout. • Original and later fixtures and fittings. • Significance of the site in its immediate local context.
Project Results	A programme of historic building recording was carried out by Colchester Archaeological Trust on a cellar at Bentfield Green Farmhouse, Bentfield Green, Stansted Mountfitchet, Essex. Bentfield Green Farmhouse is Grade II listed and dated to the 18th century. The cellar is brick built and contains a brick arch supported on piers against the northern wall. An original bridging beam survives in the centre of the ceiling.
Keywords	Cellar - Georgian - FISH Thesaurus of Monument Types
Funder	

HER	Essex HER - unRev - STANDARD
Person Responsible for work	Sarah, Veasey
HER Identifiers	HER Event No - BGSM22
Archives	Documentary Archive - to be deposited with Saffron Walden Museum;

Written Scheme of Investigation (WSI) for historic building recording of a cellar at Bentfield Green Farm, Bentfield Green, Stansted Mountfitchet, Essex, CM24 8TH.

NGR: TL 50458 25433 (centre)

District: Stansted

Parish: Bentfield Green

Planning reference: UTT/21/1102/LB

Commissioned by: David Jones (Alun Design Consultancy)

Client: Homeowner

Curating museum: Saffron Walden

Museum accession number: [tbc](#)

ECC project code: BGSM22

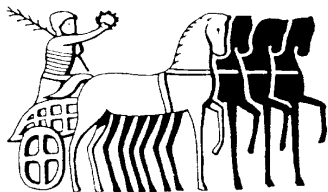
CAT project code: 2022/02a

Oasis project ID: colchest3-504313

Site manager: Chris Lister

ECC monitor: Katie Lee-Smith

This WSI written: 03/02/2022



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email: services@catuk.org

Site location and description

The proposed development site is located in Bentfield Green, an area of common land in the village of Stansted Mountfitchet, at Bentfield Green Farm, Bentfield Green, Stansted Mountfitchet, Essex (Fig 1). The site is centred at National grid reference (NGR) TL 504458 25433.

Proposed work

The planning application proposes the conversion of a cellar to a recreation room.

Archaeological background

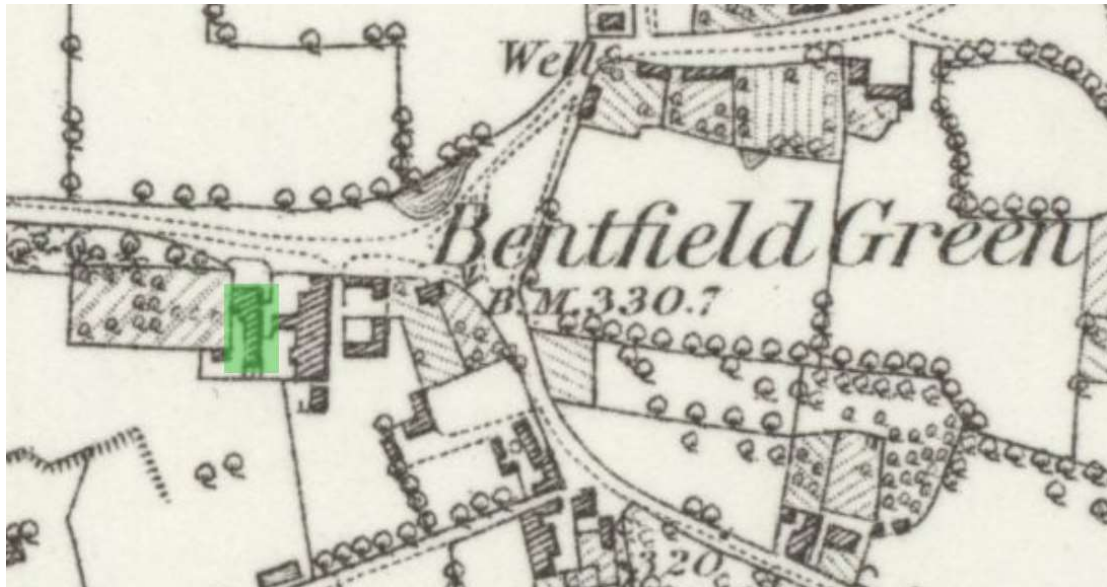
The following archaeological includes extracts from the Brief and the Essex Historic Environment Records (EHER) held at Essex County Council, County Hall, Chelmsford, Essex (accessed via <http://www.heritagegateway.org.uk>).

Bentfield Green Farm is a Grade II listed building (NHLE 1221309) situated within the Bentfield Green Conservation Area. It is an eighteenth-century two-storey red brick house with parapet and modern additions. It has a symmetrical façade of three bays with 6/6 vertical sliding sash windows with a central doorway. The double-pitched roof is tiled.

While there are buildings present in the sites location on the 1777 Chapman and André map it is unclear whether these represent Bentfield Farmhouse (Map 1). The house is present on the 1875 OS map (Map 2).



Map 1 Extra of the 1777 Chapman and André map. Site highlighted in green.



Map 2 Extract of the 1875 OS map. Bentfield Farmhouse highlighted in green.

Planning background

A planning application (UTT/21/1102/LB) was submitted to Uttlesford District Council in March 2021 for *proposed basement alterations to form recreation room*.

As the site is highlighted by the EHER as being locally-listed and within an area containing important heritage assets, a full archaeological condition was recommended prior to the conversion of the cellar. This recommendation follows the guidelines given in National Planning Policy Framework (MHCLG 2019).

Requirement for work (Fig 1)

The required archaeological work consists of a Historic England Level 2 historic building recording of the barn prior to conversion.

Specially the record will consider:

- Plan form of the site.
- Materials and method of construction.
- Date(s) of the structure.
- Function and internal layout.
- Fixtures and fittings.
- Original and later phasing, additions and their effect on the internal/external fabric and the level of survival of original fabric.
- Comment on the significance of the site on a regional context.

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 2021)
- the Project Brief (ECC 2022)

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.

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 historic building recorder

In charge of day-to-day site work and historic building recording: Sarah Veasey

Historic building recording methodology

A Historic England Level 2 building survey of the interior and exterior will be carried out prior to building conversion. The resultant report will include the following.

A brief documentary, cartographic and pictorial survey of the evidence pertaining to the history and evolution of the building and the site will be made. Sources consulted will include:

- Essex Historic Environment Record.
- Essex Records Office.
- Local Studies Library
- The site owner/developer.

A large-scale block plan will be made of the site using existing architect's drawings or the current OS 1:2500 map extract. The position of the building will be shown and any adjacent buildings will be given a unique identifier noting date of construction and function (where known).

The building will be described in as much detail as possible. The description will address materials, dimensions, method of construction, joinery, fenestration, spatial configuration, phasing, and any evidence of original fixtures/fittings.

Based on existing architect's plans and using Historic England (2016a and RCHME 1996) conventions floor plans at scale 1:100 will be made of the building/s affected by the proposals. Doors, windows, internal divisions, truss positions, together with any surviving fixtures/fittings will be shown together with any evidence of phasing.

A full photographic record will be made comprising both general and detailed shots (external and internal/features/joinery/timber marks/etc). A photographic scale will be included in the case of detailed photographs. The photographic record will be accompanied by a photographic register detailing (as a minimum) location and direction of shot; where possible, the photographic record will be tied into the drawn record.

The guidelines contained in Historic England: *Understanding Historic Buildings. A guide to good recording practice* (2016b) will be adhered to. In addition, RCHME: *Descriptive Specification* 3rd Edition, ClfA's *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (2014) and the appropriate sections of the *Standards for Field Archaeology in the East of England* (East Anglian Archaeology occasional paper **14**, 2003) and *Research and Archaeology Revised: A Revised Framework for the East of England* (EAA **24** 2011) and *Management of research projects in the historic environment*

(MoRPHE 2016a) will be used for additional guidance in the design of the project specification, the contents of the report, and for the general execution of the project.

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:

- The aims and methods adopted in the course of the investigation.
- A brief history of the buildings and their context, including the development of the site, its original design, the date, the form and function of the building and any significant modifications.
- Location maps, plans and annotated drawings tied into the OS Grid.
- Labelled re-productions of a representative sample of the photographs.
- Detailed results including a suitable conclusion and discussion and results referring to Regional Research Frameworks (Medlycott 2011).
- 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.

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.

Paper archives 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 recording, 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>

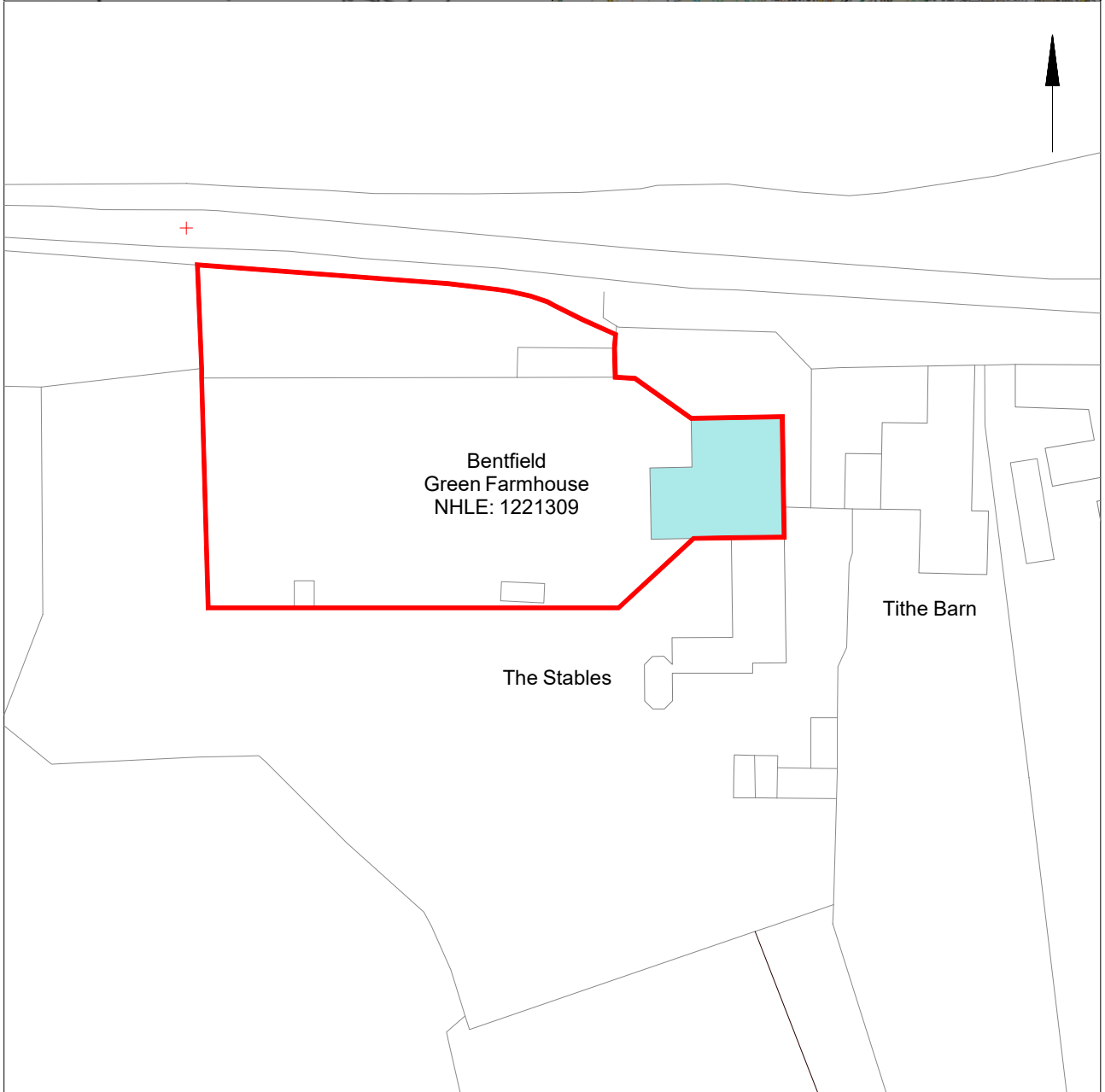
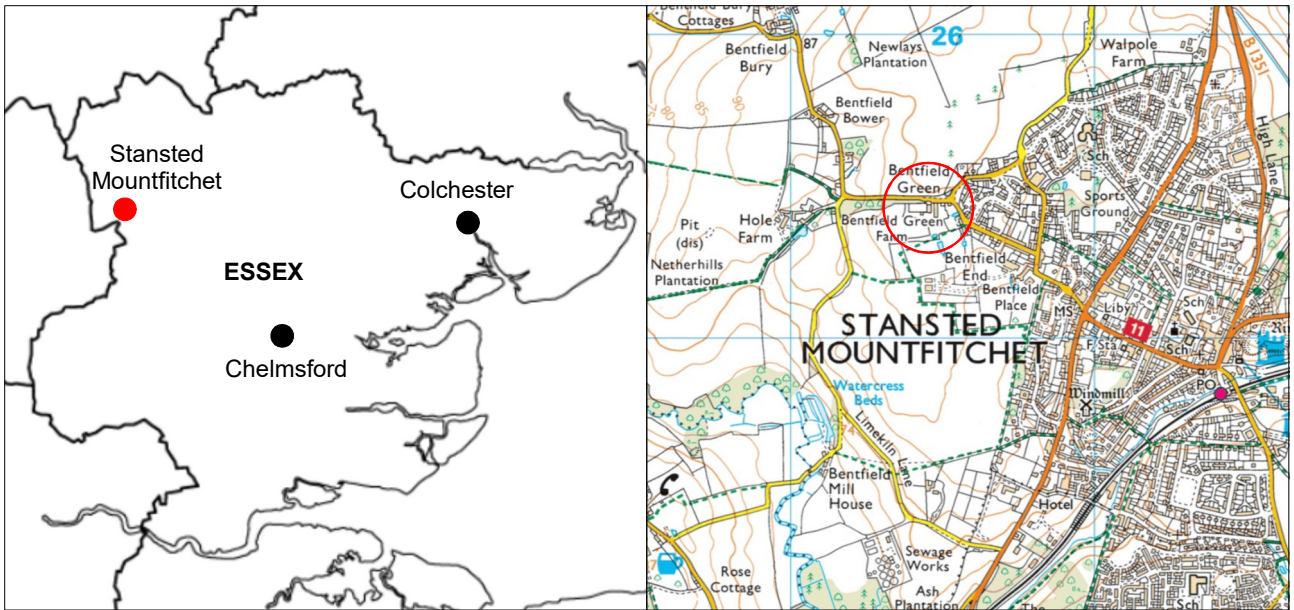
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Fig 1 Site location.

