

**Historic building recording of
an air-raid shelter at the former
Brentwood Police Station,
London Road, Brentwood,
Essex, CM14 4QJ**

March 2019



**report prepared by
Mark Baister**

**commissioned by
Helen Warren, CgMs Heritage,
part of the RPS Group Ltd
on behalf of
Weston Homes**

CAT project ref.: 19/01b
NGR: TQ 589 934 (c)
Planning reference: 16/01805/OUT
ECC code: BWBPS19
Chelmsford Museum accession code: CHMER 2019.001
OASIS project id: colchest3-338955



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CAT Report 1400
April 2019

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1 Summary

A programme of historic building recording was carried out by Colchester Archaeological Trust on an air-raid shelter at the former Brentwood Police Station, London Road, Brentwood, Essex in March 2019.

The shelter is a simple brick-built structure with a concrete floor and roof, partially built into an earth bank. Being largely above-ground, it would have never survived a direct hit but was intended to shield its occupants from any flying debris or shrapnel resulting from the intensive bombing Brentwood received during World War II.

2 Introduction (Fig 1)

This is the archive report on a historic building recording of an air-raid shelter at the former Brentwood Police Station in advance of a programme of demolition. The recording work was commissioned by Helen Warren of CgMs Heritage, part of the RPS Group Ltd on behalf of Weston Homes and carried out by Colchester Archaeological Trust (CAT) in March 2019. The site is located in the centre of Brentwood on the south side of London Road at NGR TQ 589 934. The air-raid shelter detailed in this report is located to the north of the police station (Fig 1).

A planning application (planning ref. 16/01805/OUT) was submitted to Brentwood Borough Council in December 2016 proposing the demolition of the existing Police Station buildings (including the air-raid shelter), the conversion of La Plata House and the construction of up to 70 new dwellings.

In response to this application, the Place Services Historic Environment Advisor (HEA) recommended to the council that a Historic England Level 2 building survey be made of the air-raid shelter prior to its demolition. Planning permission was granted and included the following condition (part 18):

“Prior to the demolition of each air raid shelter a full level 2 recording as identified in a Guide to Good Recording Practice...of the air raid shelter shall be carried out and submitted to and approved by the LPA.”

A Written Scheme of Investigation (WSI) for the building recording was prepared by Colchester Archaeological Trust (CAT 2019) 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 shelter prior to its demolition. 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:

- Plan and form of the site.
- Materials and method of construction.
- Date(s) of the structure.
- Original function and layout.
- Original and later fixtures and fittings.
- The 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 air-raid shelter.
- A large-scale block plan of the site.
- Annotated floor-plans and elevations of the shelter at a scale of 1:20.
- A description of the shelter. 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)

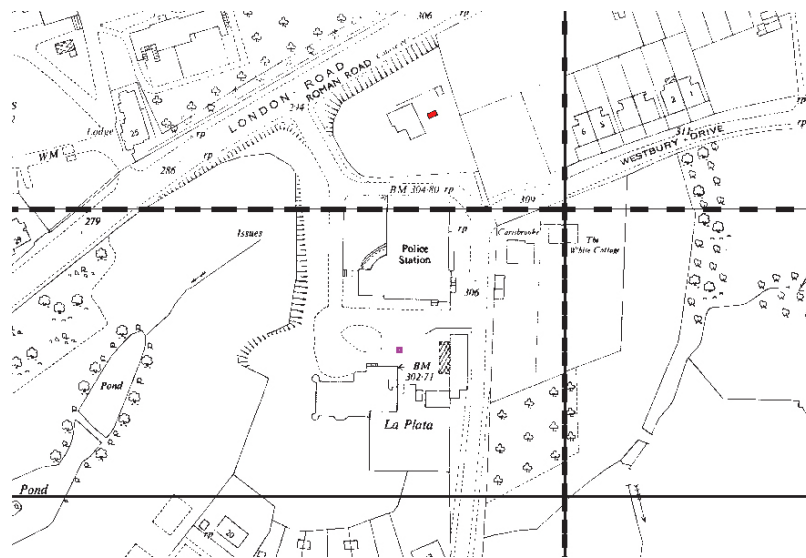
The following historical background draws on cartographic sources, the Essex Records Office (ERO) and the Essex Historic Environment Record (EHER) accessed via Heritage Gateway (www.heritagegateway.org.uk). The Built Heritage Statement of the site was also consulted (CgMs 2018).

La Plata House, the oldest building standing on the site, was a house constructed in the late 18th - early 19th century (Fig 1). It was the subject of several extensions and alterations over the course of the 19th and early 20th century (CgMs 2018, 13).

The police station was constructed within the gardens of La Plata House in 1937, replacing Brentwood's previous police station in Coptfold Road (some 600m to the east). At this time La Plata House was converted by the police to provide accommodation (*ibid*).

During World War II, two air-raid shelters were constructed on the site. The largest of these is the semi-sunken shelter to the west of La Plata House; this will be detailed in a subsequent CAT report (forthcoming). The other is a small brick-built surface shelter to the north-east of the site; which is detailed in this report.

The brick-built shelter first appears on the 1951 OS map as a small rectangular structure, exactly as it is today (Map 1).



Map 1 1951 1:1250 OS map. Air-raid shelter highlighted in red to north of the Police Station and La Plata House.

6 Building recording descriptive record (Figs 2 - 5)

The air-raid shelter is aligned north-east/south-west. It measures 3.4m x 2m in size and covers around seven square metres.

It is a brick-built building constructed on a concrete slab and with a flat concrete roof. It is built partially into an earth bank that rises to the north-east (Photograph 1).



Photograph 1 North-west and north-east elevation of air-raid shelter. Police Station building visible in background. Photograph taken facing south.

The brickwork of the structure is divided into two distinct types. Most of the building is constructed of yellow London stock bricks laid in English-bond with queen-closers and bonded with mortar, with brick dimensions of 230 x 110 x 60mm. The north-east metre of the building is constructed of red bricks laid in English-bond with queen-closers, bonded with mortar and with brick dimensions of 220 x 110 x 60mm. The join between these two types of brickwork is clear on the exterior of the building (Photographs 2-3). The walls around the building are 350mm thick and consist of three courses of bricks.



Photograph 2 North-west elevation of air-raid shelter, showing differing types of brickwork. Photograph taken facing south-east.



Photograph 3 South-east elevation of air-raid shelter. Photograph taken facing north-west.

The entrance into the shelter is on the south-west elevation and has a concrete lintel (Photograph 4). The north-west and south-east elevations are featureless apart from air-bricks (Photographs 2-3). The north-east elevation of the shelter, although largely obscured by the earth bank, has an opening at the top of the wall (Photograph 5). There is no evidence for any hinges or other fittings that would suggest a door in the entranceway or any sort of shutter in the north-east opening.



Photograph 4 South-west elevation of air-raid shelter, showing entrance. Photograph taken facing north.



Photograph 5 North-east elevation of air-raid shelter, showing opening. Photograph taken facing south-west.

The interior of the shelter is a single room with a concrete floor. The ceiling is plastered. The north-east metre of the building (constructed of red brick) has painted walls on the interior, partially obscuring the brickwork (Photograph 6).



Photograph 6 Interior of air-raid shelter showing painted bricks. Photograph taken facing north-east.

7 Discussion

The north-east air-raid shelter at Brentwood Police Station would clearly have only been suitable for a small number of people to shelter in. Compared to the larger, semi-sunken shelter to the south of the site (detailed in a forthcoming CAT Report), it would have provided relatively limited protection to its occupants. Nevertheless, the substantial walls for a building of this size, three courses of brick thick, leave little doubt that this structure was intended to provide shelter from bombing raids.

Like all but the most substantial air-raid shelters, this shelter could not have withstood a direct hit but was designed to provide as much protection to its occupants from flying debris and shrapnel as possible. Being built partially into an earth bank would have enhanced its resistance to near misses, if only slightly. Surface shelters usually have a blast wall at their entrance, designed to better protect the occupants (Brown et al 1996). This has either been subsequently removed, or was omitted from this shelter because of the proximity of the adjacent building, which would have served a similar purpose as a blast wall (Photograph 1). Details of a shelter in Yeovil of a similar size and shape and with the same thickness walls, asserts that these types of shelters were designed to hold 12 people (www.yeovilhistory.info/air_raid_shelters.htm).

The relatively large opening in the north-east elevation is somewhat contradictory to the buildings use as an air-raid shelter: certainly such an opening would have reduced the protective merits of the building. This is probably explained by the two clear types of brickwork visible in the structure, which suggest that the north-east end of the building has been rebuilt. Presumably this rebuilding occurred at a date when the structure was no longer in use as an air-raid shelter, and so the addition of an opening on the north-east elevation to provide light would have been desirable. Given the lack of features and fittings within the structure, determining any later use is difficult, but an outside store seems like a reasonable assumption.

A map in the Essex Record Office detailing air-raid precautions carried out in Brentwood during World War II has the police station highlighted with a symbol (Map 2). Unfortunately this map does not have a surviving key. The symbol may represent the location of a siren, which were often placed on police stations (Brown et al 1996, 75). Regardless, it implies that the shelters on this site were an important aspect of the town's air-raid defences.



Map 2 1938-39 map of Brentwood showing air-raid precautions. No key. Symbol on Police Station site highlighted in red. ERO C/W 4/11/1.

8 Acknowledgements

Colchester Archaeological Trust would like to thank CgMs Heritage, part of the RPS Group Ltd for commissioning and Weston Homes for funding the historic building recording.

The recording was carried out by Mark Baister.

Figures are by Mark Baister.

The project was monitored by Helen Saunders for Essex County Council.

9 References

Note: all CAT reports, except for DBAs, are available online in .pdf format at

<http://cat.essex.ac.uk>

Brown, I., Burrige, D., Clarke, D., Guy, J., Hellis, J., Lowry, B., Ruckley, N., Thomas, R.	1996	<i>20th Century Defences in Britain: An introductory guide</i>
Brunskill, R.W.	1990	<i>Brick Building In Britain (1st ed)</i>
CAT	2019	<i>Written Scheme of Investigation (WSI) for an historic building recording of two-air-raid shelters on land at the former Brentwood Police Station and La Plata House, London Road, Brentwood, Essex CM14 4QJ by Holloway, E.</i>
Cifa	2014a	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i>
Cifa	2014b	<i>Standard and guidance for archaeological investigation and recording of standing buildings or structures</i>
CgMs Heritage	2018	<i>Built Heritage Statement: Brentwood Police Station, London Road, Brentwood by Warren, H.</i>
EAA 14	2003	<i>Standards for field archaeology in the East of England East Anglian Archaeological occasional papers 14 by Gurney, D.</i>
EAA 24	2011	<i>Research and Archaeology Revisited: A Revised Framework for the East of England, East Anglian Archaeological occasional papers 24 by Medlycott, M.</i>
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>
MHCLG	2018	<i>National planning policy framework</i>

Websites visited include:

www.yeovilhistory.info/air_raid_shelters.htm

www.military-history.org/articles/air-raid-shelters.htm

10 Abbreviations and glossary

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
HE	Historic Environment
header	a brick laid at right-angles to the face of the wall, i.e widthways
London stock bricks	handmade brick used for majority of building work in London before the early 20th century. Also common in south-east England generally. They have a distinctive yellow colour.
modern	period from the 19th century onwards to the present
NGR	National Grid Reference
OASIS	O nline A cces S to the I ndex of A rchaeological I nvestigations S , http://oasis.ac.uk/pages/wiki/Main
queen closer	a less-than-half brick adjacent to the end header of a brick course. Its purpose is purely decorative, often found around windows, doors, and along edges of buildings
stretcher	a brick laid parallel to the face of the wall, i.e. lengthways

11 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 number CHMER: 2019.001.

12 Contents of archive

Paper and digital record

One A4 document wallet containing:
The report (CAT Report 1400)
Original site record (plans, elevations and notes)
Site digital photos and log

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Distribution list

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email: mb@catuk.org

checked by: Philip Crummy
date: 05/04/2019
revised: 11/04/2019

**Appendix 1:
Full digital photographic record
(images on accompanying CD)**

CHMER2019.001_BWBPS19_Photo	South-east elevation of air-raid shelter. Photograph taken facing north-west.
graph_001.JPG	
CHMER2019.001_BWBPS19_Photo	South-east elevation of air-raid shelter. Photograph taken facing north-west.
graph_002.JPG	
CHMER2019.001_BWBPS19_Photo	North-east elevation of air-raid shelter. Photograph taken facing south-west.
graph_003.JPG	
CHMER2019.001_BWBPS19_Photo	North-west elevation of air-raid shelter. Photograph taken facing south-east.
graph_004.JPG	
CHMER2019.001_BWBPS19_Photo	South-west elevation of air-raid shelter. Photograph taken facing north-east.
graph_005.JPG	
CHMER2019.001_BWBPS19_Photo	South-west and south-east elevation of air-raid shelter. Photograph taken facing north.
graph_006.JPG	
CHMER2019.001_BWBPS19_Photo	South-west elevation of air-raid shelter. Photograph taken facing north-east.
graph_007.JPG	
CHMER2019.001_BWBPS19_Photo	Interior of air-raid shelter showing opening. Photograph taken facing north-east.
graph_008.JPG	
CHMER2019.001_BWBPS19_Photo	Interior of air-raid shelter showing entrance. Photograph taken facing south-west.
graph_009.JPG	
CHMER2019.001_BWBPS19_Photo	Interior of air-raid shelter showing opening join between types of brickwork. Photograph taken facing north.
graph_010.JPG	
CHMER2019.001_BWBPS19_Photo	Interior of air-raid shelter showing opening join between types of brickwork. Photograph taken facing east.
graph_011.JPG	
CHMER2019.001_BWBPS19_Photo	Photo showing proximity of air-raid shelter to adjacent building. Photograph taken facing west.
graph_012.JPG	
CHMER2019.001_BWBPS19_Photo	South-east and north-east elevation of air-raid shelter. Photograph taken facing west.
graph_013.JPG	
CHMER2019.001_BWBPS19_Photo	Photo showing proximity of air-raid shelter to adjacent building. Photograph taken facing south.
graph_014.JPG	
CHMER2019.001_BWBPS19_Photo	North-west and north-east elevation of air-raid shelter. Photograph taken facing south.
graph_015.JPG	
CHMER2019.001_BWBPS19_Photo	South-west elevation of air-raid shelter, showing concrete lintel. Photograph taken facing north-east.
graph_016.JPG	
CHMER2019.001_BWBPS19_Photo	Interior concrete floor of air-raid shelter. Photograph taken facing north-east.
graph_017.JPG	
CHMER2019.001_BWBPS19_Photo	Interior plastered ceiling of air-raid shelter. Photograph taken facing south-west.
graph_018.JPG	
CHMER2019.001_BWBPS19_Photo	Interior of air-raid shelter. Photograph taken facing north-east.
graph_019.JPG	
CHMER2019.001_BWBPS19_Photo	South-west elevation of air-raid shelter. Photograph taken facing north.
graph_020.JPG	

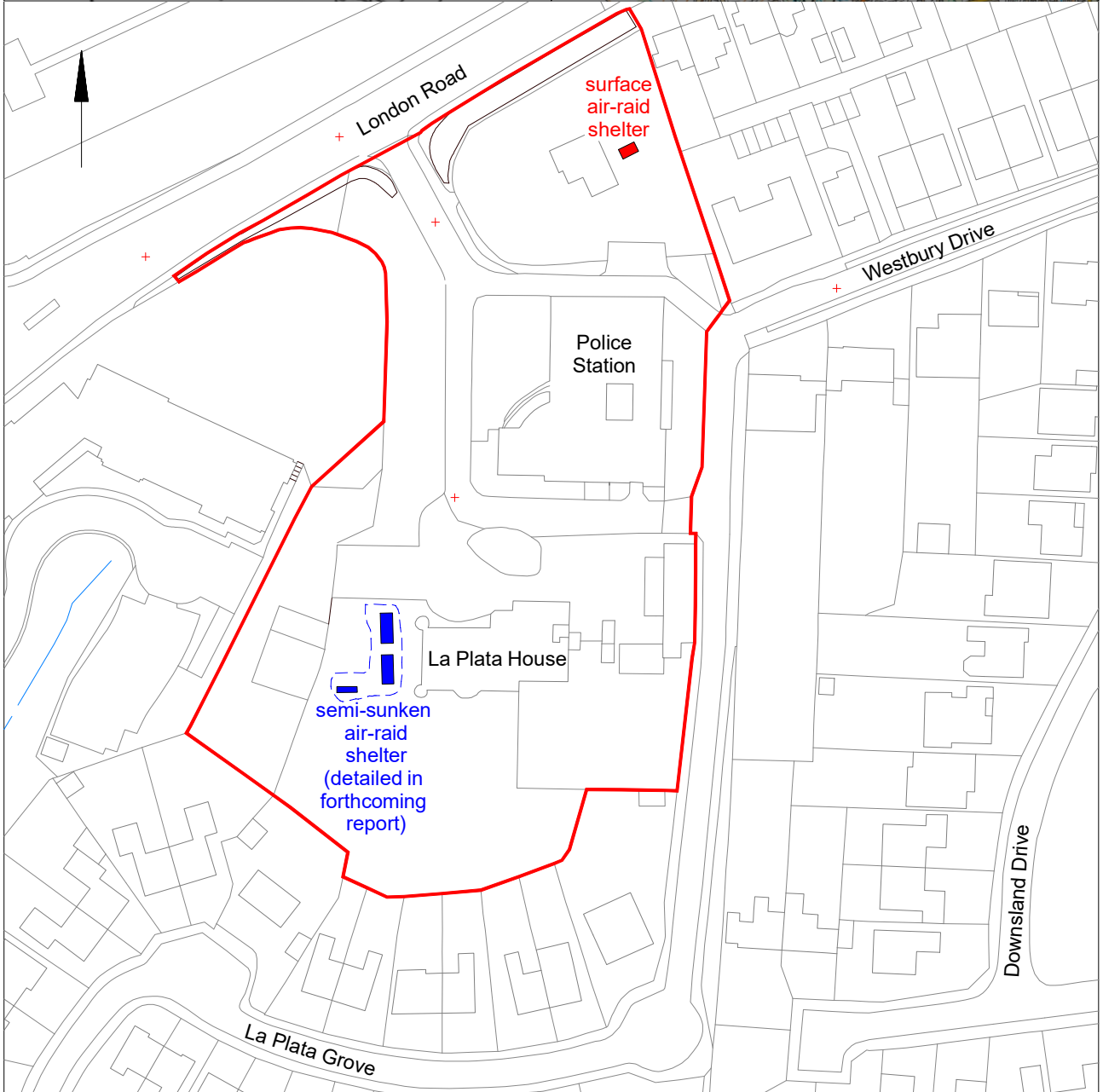
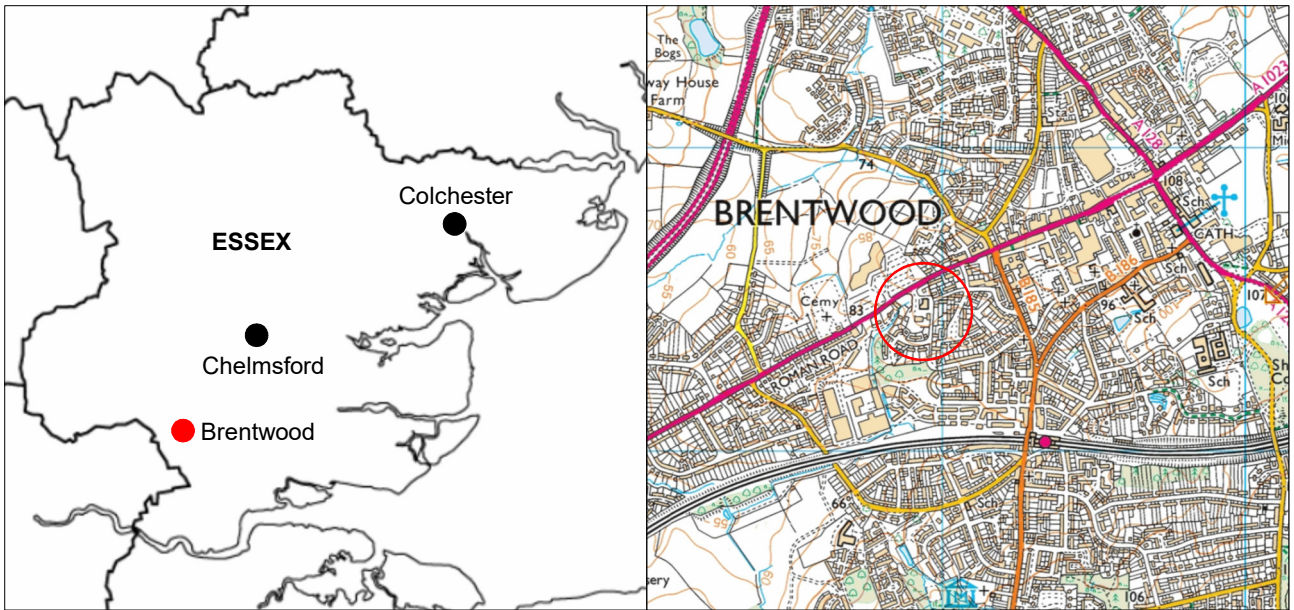


Fig 1 Site location.

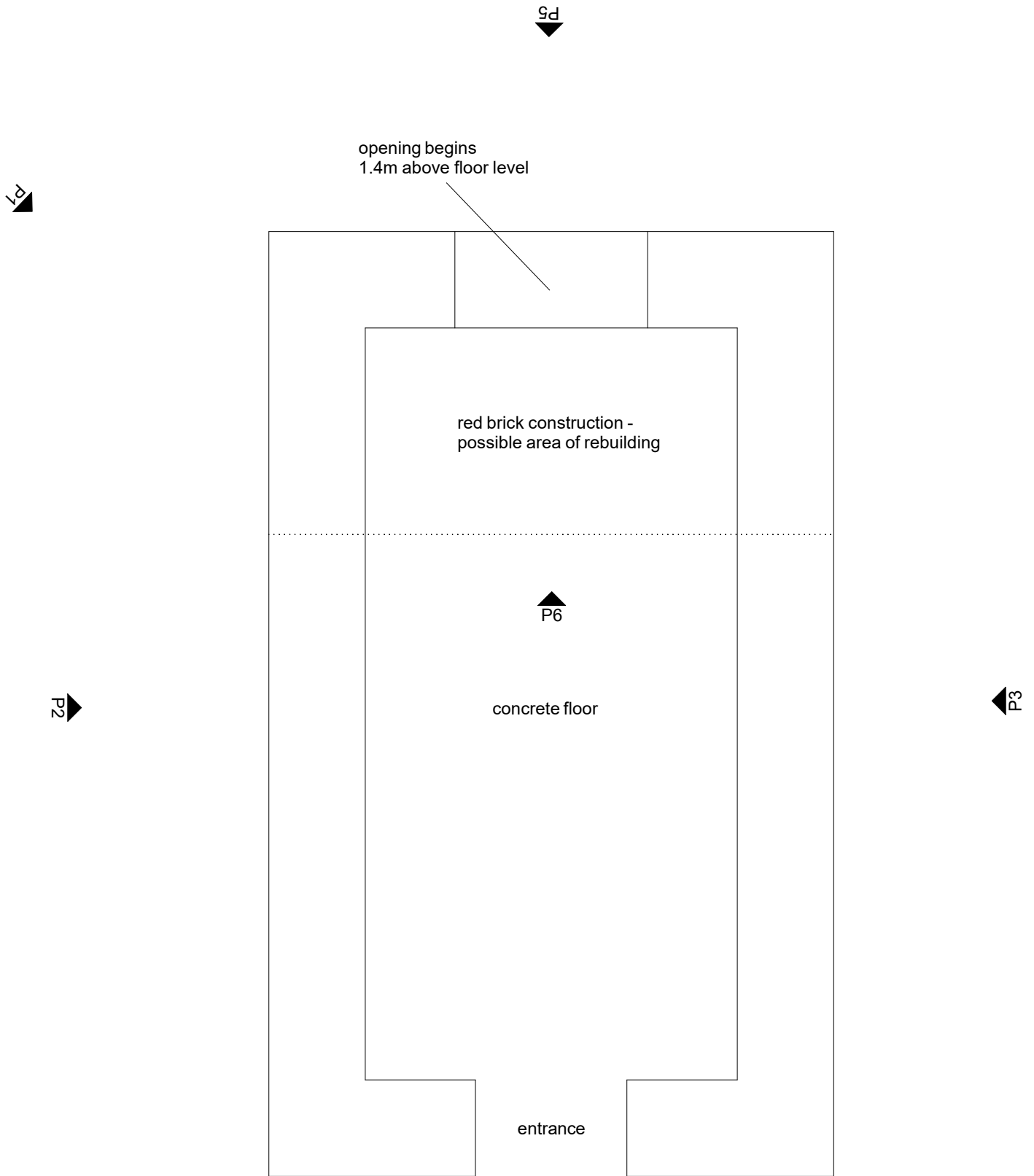
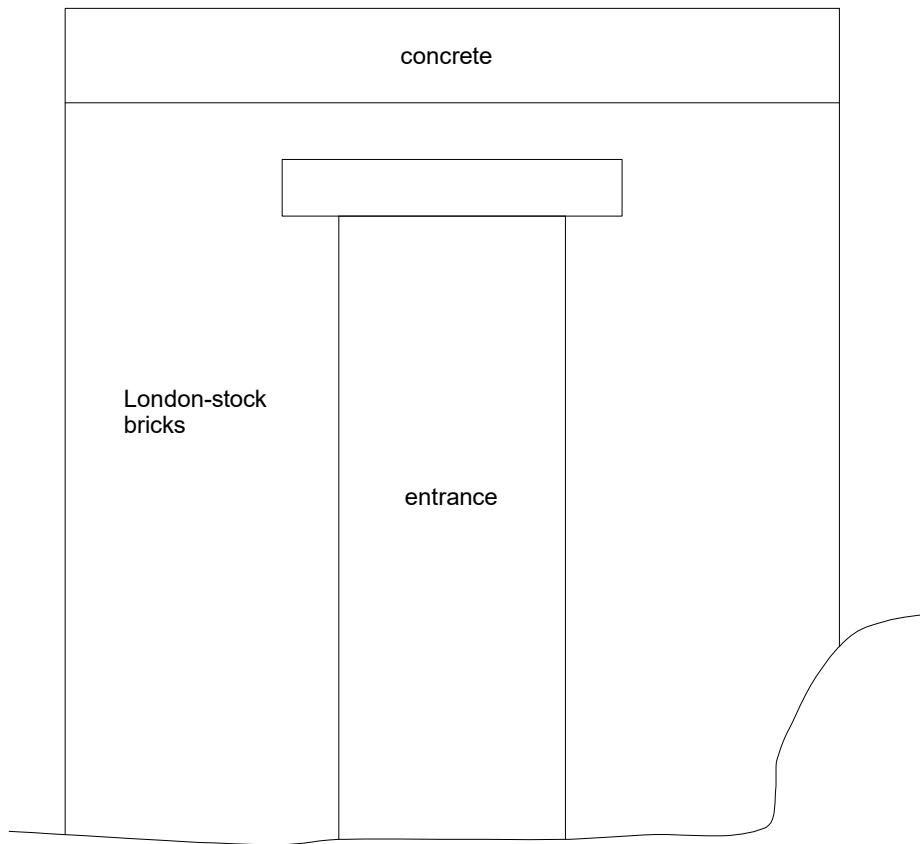


Fig 2 Floor plan of air-raid shelter.

Location and direction of photographs reproduced in text shown.

SW elevation



NE elevation

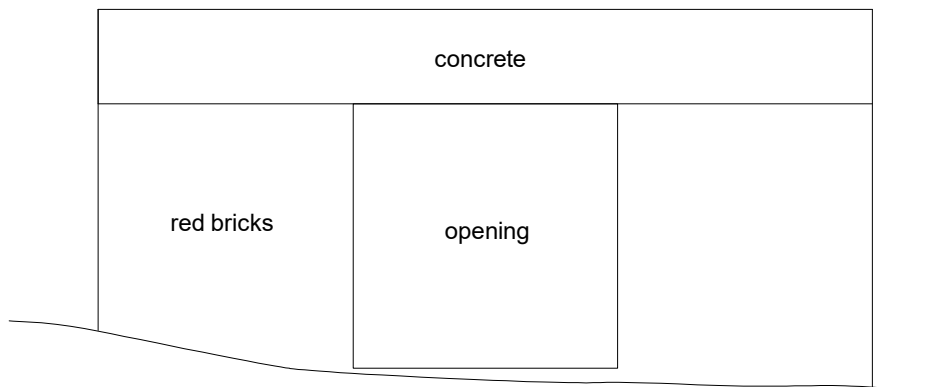


Fig 3 South-west and north-east elevations of the air-raid shelter.



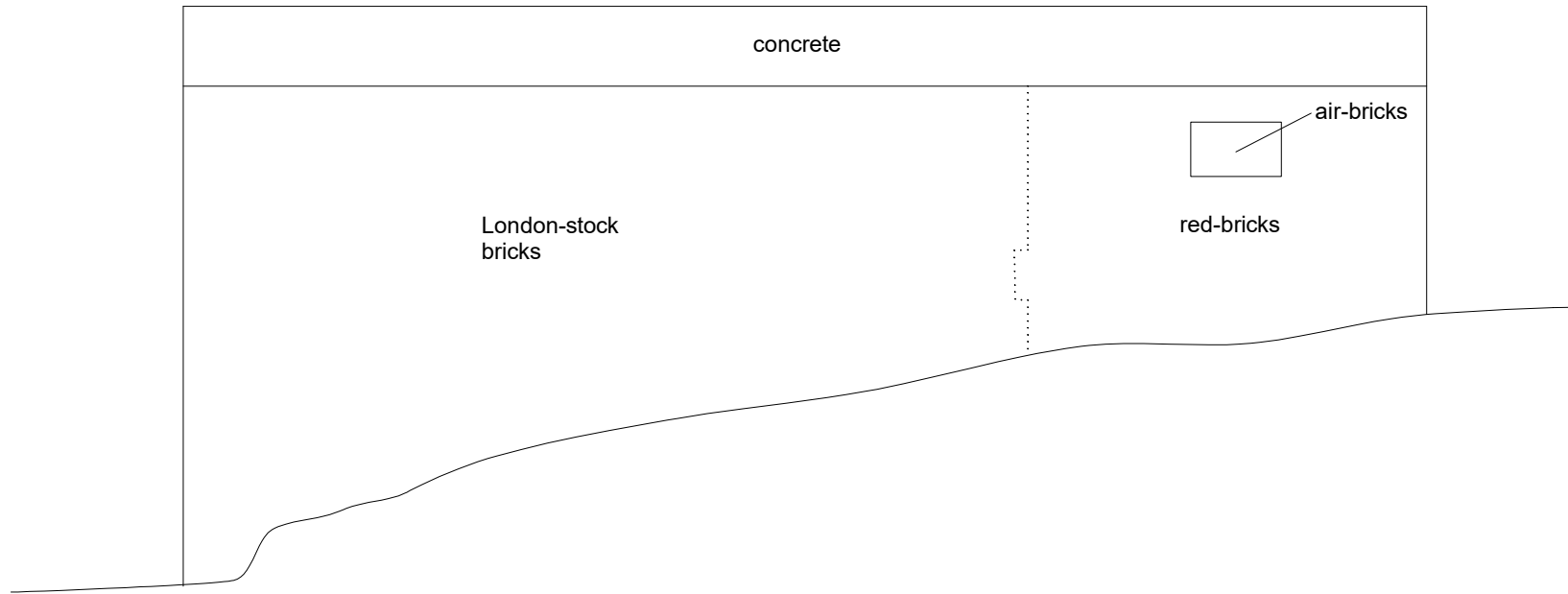


Fig 4 South-east elevation of air-raid shelter.



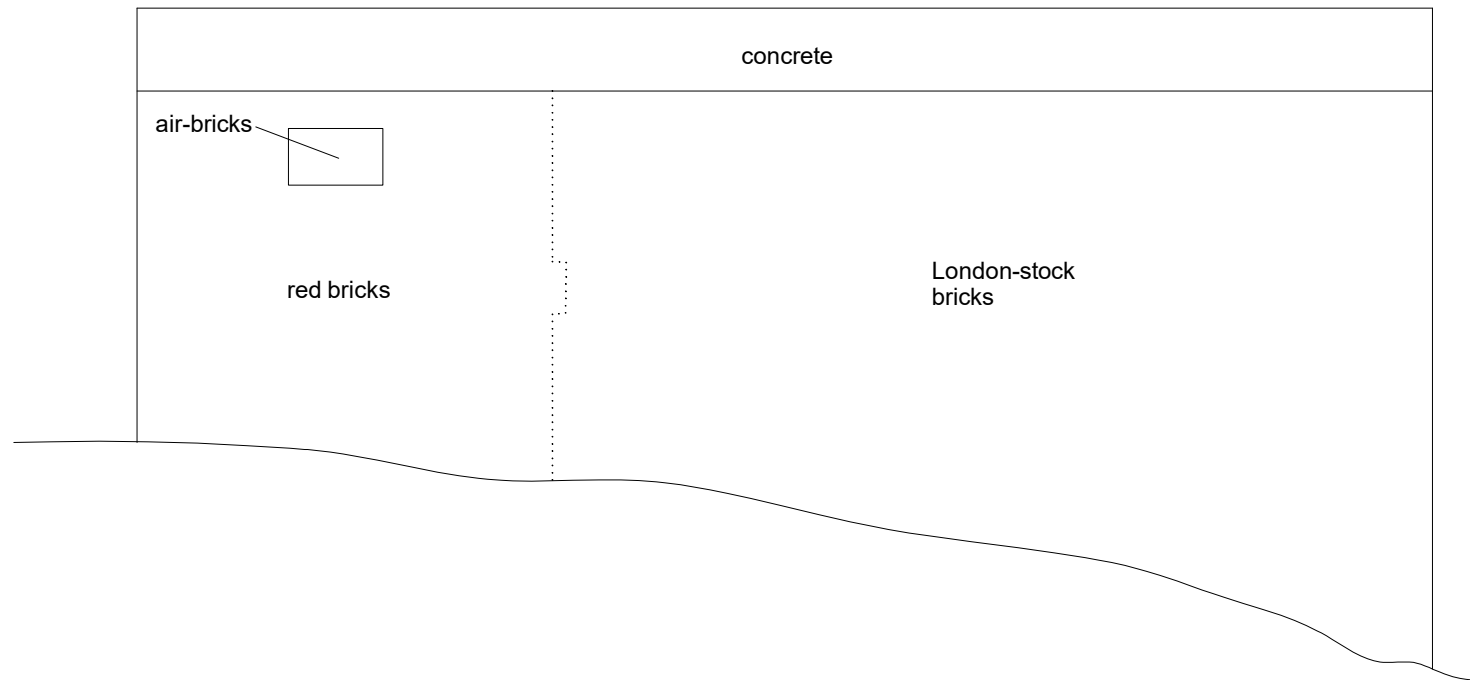


Fig 5 North-west elevation of air-raid shelter.



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OASIS ID: colchest3-338955

Project details

Project name	Historic building recording at the former Brentwood Police Station, London Road, Brentwood, Essex, CM14 4QJ
Short description of the project	A programme of historic building recording was carried out by Colchester Archaeological Trust on an air-raid shelter at the former Brentwood Police Station, London Road, Brentwood, Essex in March 2019. The shelter is a simple brick-built structure with a concrete floor and roof, partially built into an earth bank. Being largely above-ground, it would have never survived a direct hit but was intended to shield its occupants from any flying debris or shrapnel resulting from the intensive bombing Brentwood received during World War II.
Project dates	Start: 11-03-2019 End: 05-04-2019
Previous/future work	No / Yes
Any associated project reference codes	16/01805/OUT - Planning Application No.
Any associated project reference codes	2019/01b - Contracting Unit No.
Any associated project reference codes	CHMER 2019.001 - Museum accession ID
Type of project	Building Recording
Site status	None
Current Land use	Other 2 - In use as a building
Monument type	AIR RAID SHELTER Modern

Project location

Country	England
Site location	ESSEX BRENTWOOD BRENTWOOD former Brentwood Police Station, London Road, Brentwood
Postcode	CM14 4QJ
Study area	0 Square metres
Site coordinates	TQ 589 934 51.616462176318 0.295422515448 51 36 59 N 000 17 43 E Point

Project creators

Name of Organisation	Colchester Archaeological Trust
----------------------	---------------------------------

Project brief originator	Consultant
Project design originator	Emma Holloway
Project director/manager	Chris Lister
Project supervisor	Mark Baister
Type of sponsor/funding body	Developer
Name of sponsor/funding body	Weston Homes

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Chelmsford Museum
Digital Archive ID	2019.001
Digital Contents	"Survey"
Digital Media available	"Survey"
Paper Archive recipient	Chelmsford Museum
Paper Archive ID	2019.001
Paper Contents	"Survey"
Paper Media available	"Context sheet", "Miscellaneous Material", "Plan", "Report", "Section", "Survey "

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Historic building recording of an air-raid shelter at the former Brentwood Police Station, London Road, Brentwood, Essex, CM14 4QJ March 2019
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URL	http://cat.essex.ac.uk/summaries/CAT-1400.html
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Written Scheme of Investigation (WSI) for an historic building recording of two air-raid shelters on land at the former Brentwood Police Station and La Plata House, London Road, Brentwood, Essex, CM14 4QJ.

NGR: TQ 589 934 (centre)

Planning reference: 16/01805/OUT

Commissioned by: CgMs Heritage, part of the RPS Group Ltd
Client: Weston Homes

Curating museum: Chelmsford
Museum accession code: CHMER:2019.001

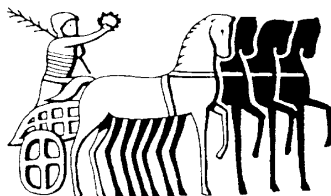
ECC project code: tbc
CAT project codes: 2019/01b

Oasis project IDs: colchest3-338955

Site manager: Chris Lister

ECC monitor: Helen Saunders

This WSI written: 15.01.2019 (revised)



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Site location and description

The proposed development site is located in the centre of Brentwood, at the site of the former Brentwood Police Station and La Plata House, London Road, Brentwood, Essex, CM14 4QJ (Fig 1). The 1.11 hectare site comprises of a number of buildings and hardstanding associated with Brentwood Police Station. The police station is made up of the main three-storey station building positioned in the centre of the site, a smaller two-storey building at the south (La Plata House), a small garage and shelter building situated against the eastern boundary and a two-storey detached building within the north area of the site. In addition to the existing buildings, the site also comprises areas of hardstanding used for car parking. The site centred at National Grid Reference (NGR) TQ 589 934.

Proposed work

The development comprises the demolition of existing police station buildings, conversion of La Plata House into residential use and development of up to 70 new residential dwellings. This WSI only covers the historic building recording of two air-raid shelters due to be demolished, 1) located at the northeast corner of the development site and 2) at the southwest corner, adjacent to La Plata House.

Archaeological background

The following archaeological background draws on CAT Report 1076 and the Essex Historic Environment Record (EHER) held at Essex County Council, County Hall, Chelmsford, Essex.

Brentwood ('the burnt wood') seems to have originated in the later 12th century as a forest clearing. St. Osyth's abbey, lord of the manor of Costed, was licensed c 1180 to assart 40a. at Brentwood, in 1221 to build a chapel there, and in 1227 to hold a market and fair. The new township, occupying the highest ground in the parish, lay at the junction of the main London - Colchester road with the Ongar-Tilbury road. Its growth may have been stimulated by the cult of St. Thomas the Martyr, to whom Brentwood chapel was dedicated: Pilgrims Hatch, in South Weald, was probably named from pilgrims on their way there. It is likely, however, that Brentwood's development was due chiefly to its main road position, its market, and its convenient location as an administrative centre.

Medieval Brentwood was probably confined to the western half of High Street, and Back Street (later Hart Street). The market-place was at the eastern end of Back Street. By the end of the 16th century the town had begun to creep eastwards along High Street. A writer commented in 1768 that as Brentwood 'is at so small distance from the capital, it affords an agreeable retirement to several citizens, upon which it is lately much improved in buildings.' By 1788 High Street was built up almost continuously, and the town was spreading westwards into London Road, and eastwards over the parish boundary into Shenfield Road. The built-up area did not greatly increase between 1788 and 1839, so that here the increasing population was crowded into the old town. At that period Brentwood had a busy coaching trade, but the market had ceased, and the buildings were said in 1803 to be 'mostly irregular and mean'.

In 1686 Brentwood's inns were estimated to provide 110 beds and stabling for 183 horses. There were 11 inns in the town in 1788 and 10 in the High Street. The Crown adjoined St. Thomas's chapel to the west. It has been traced back certainly to the 16th century, and was probably older. In 1797 the Crown kept 3 post chaises and 13 post horses. It closed shortly before 1818, and was demolished by 1927. Four of the High Street inns listed in 1788 are still trading.

Opposite the current site, to the north of London Road was a 55 acre plot which was the site of the former mid 19th century residential and industrial school (Shoreditch Industrial school), before becoming a hospital and renamed St Faith's Hospital (Bruce, 1997). The hospital closed in 1991 (EHER no.15390). AOC carried out an archaeological evaluation of this site in 2000. The evaluation found one medieval pit close to the line of London Road (EHER

no.17777) some post-medieval garden features and a large pit thought to have been dug for clay extraction (EHER no.17778).

Brentwood had its first police station created in Coptfold Road in 1844. The station on the current site was constructed in 1937 (VCH p90-109).

Planning background

Planning application 16/01805/OUT was submitted to Brentwood Borough Council in December 2016. The planning application is for the demolition of existing police station buildings, conversion of La Plata House to residential use and development of up to 70 new residential dwellings (All matters reserved).

Planning permission was approved subject to a Section 106 Agreement. Part 18 of the planning approval included the following condition:

Before development commences a full Level 2 recording, as identified in a Guide to Good Recording Practice (English Heritage 2006), of the air raid shelter shall be carried out and submitted to and approved by the Local Planning Authority. Reason: In order to record the historic character of the air raid shelter.

Requirement for work (Figs 1)

The required archaeological work will involve a Historic England level 2 survey of the two air raid shelters.

The building will be described, drawn and photographed. Specifically this will consider:

- Plan and form of the site.
- Materials and method of construction.
- Date(s) of the structure.
- Original function and layout.
- Original and later fixtures and fittings.
- The significance of the site in its immediate local 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 2011a)
- relevant Health & Safety guidelines and requirements (CAT 2018)

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 the 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 building recorder. Fieldwork may involve more than one visit if there is an access issue related to the bat colony.

In charge of day-to-day site work: Mark Baister

Historic building recording methodology

A Historic England Level 2 survey of the air-raid shelters will be undertaken.

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

- Essex Historic Environment Record
- The site owner/developer

A large-scale block plan will be made of the site using existing architects' drawings or the current OS 1:2500 map extract.

Plans and elevations at a scale of 1:100 will be made of the building, tied into the descriptive text and accompanying photographic record.

The building will be viewed, described and photographed. The description will seek to address materials, dimensions, method of construction and phasing.

A full photographic record will be made using both colour digital photographs and black and white film. This record will include both general shots and details of external and internal features (ie structural detail). 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.

The completed plans will be clearly annotated to show the location and orientation of photographs taken as part of the survey.

Fully annotated photographic plates supporting the text will be reproduced as colour laser copies.

The guidelines contained in *English Heritage: Understanding Historic Buildings. A guide to good recording practice (2006)* 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)* 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.

Photographic record

Will include scales and north arrow. A photo register giving context number, details, and direction of shot will be prepared on site, and included in site archive.

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 (English Heritage 2006)*.

The report will be submitted within 2 months of the end of fieldwork, with a copy supplied to the ECCHEA as a single PDF.

The report will contain:

- The aims and methods adopted in the course of the investigation.
- A brief history of the site, including its development, its original design, date, the form and function of the buildings 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 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 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 at summary level (i.e. round-up in *Essex Archaeology & History*) shall be undertaken in the year following the archaeological fieldwork.

Archive deposition

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

The 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.

A summary of the contents of the archive shall be supplied to the ECCHEA at the time of deposition to the museum.

Monitoring

ECCHEA will be responsible for monitoring progress and standards throughout the project, and will be kept regularly informed during fieldwork and report writing.

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

Any variations in this WSI will be agreed with 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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|-----------------------|------|---|
| Brown and Glazenbrook | 2000 | <i>Research and Archaeology: A Framework for the Eastern Counties 2 – Research Agenda and Strategy</i> . East Anglian Archaeology Occasional Paper 8 |
| Bruce, G | 1997 | <i>An archaeological evaluation at BT Workstyle 2000 (St Faith's Hospital), Brentwood, Essex</i> . AOC Archaeology |
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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>
English Heritage	2006	<i>Recording historic buildings, a descriptive specification</i>
Gurney, D	2003	<i>Standards for Field Archaeology in the East of England</i> . East Anglian Archaeology Occasional Paper 14.
Historic England	2016	<i>Management of Research Projects in the Historic Environment (MoRPHE)</i>
Medlycott, M	2011a	<i>Research and Archaeology Revisited: A Revised Framework for the East of England</i> . East Anglian Archaeology Occasional Paper 24.
MHCLG	2018	<i>National Planning Policy Framework</i>
RCHME	1996	<i>Recording historic buildings, a descriptive specification</i>
VCH Vol 8	1983	<i>Victoria County History: A History of the County of Essex: Volume VIII</i> ed. R Powell

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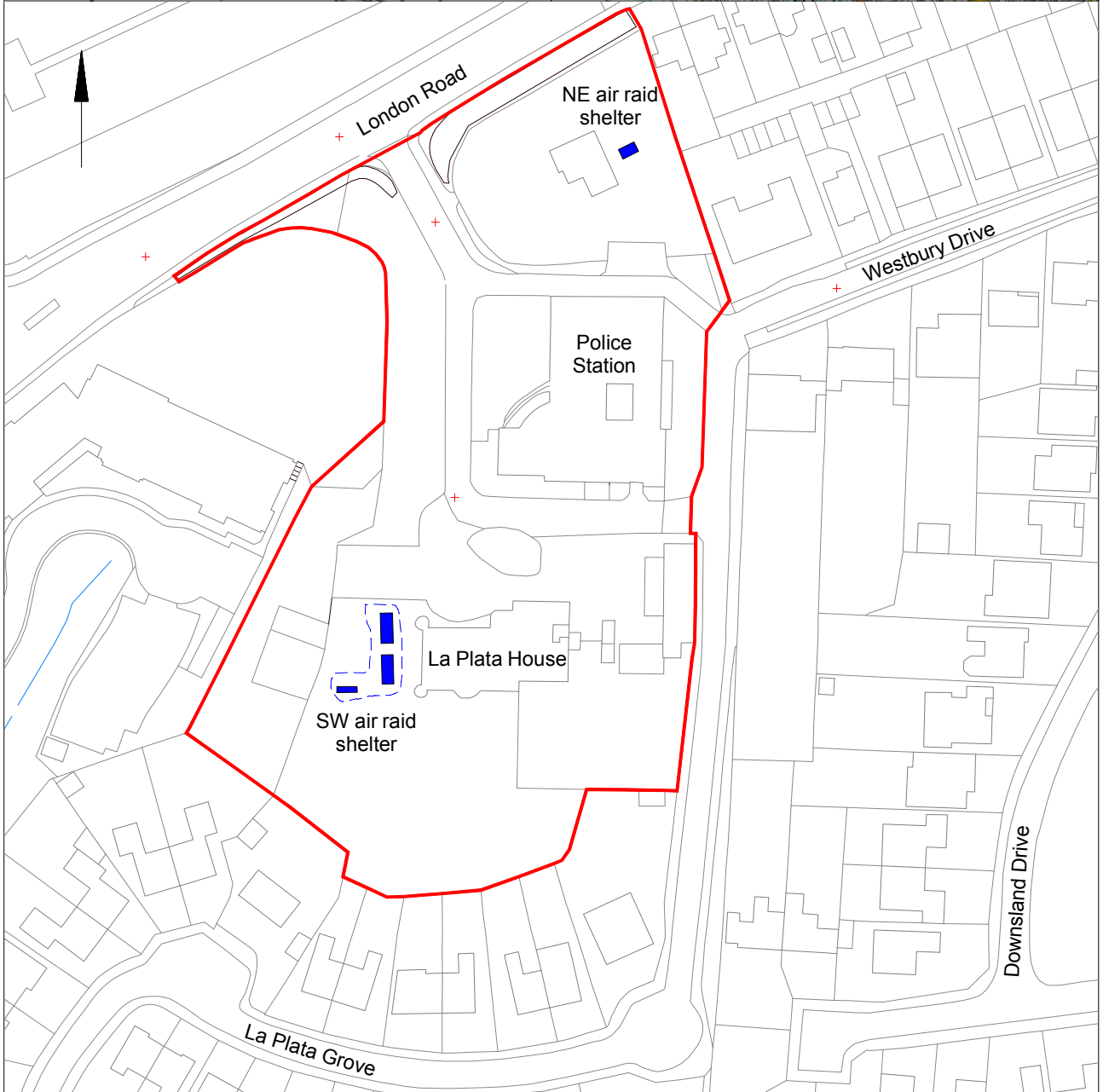
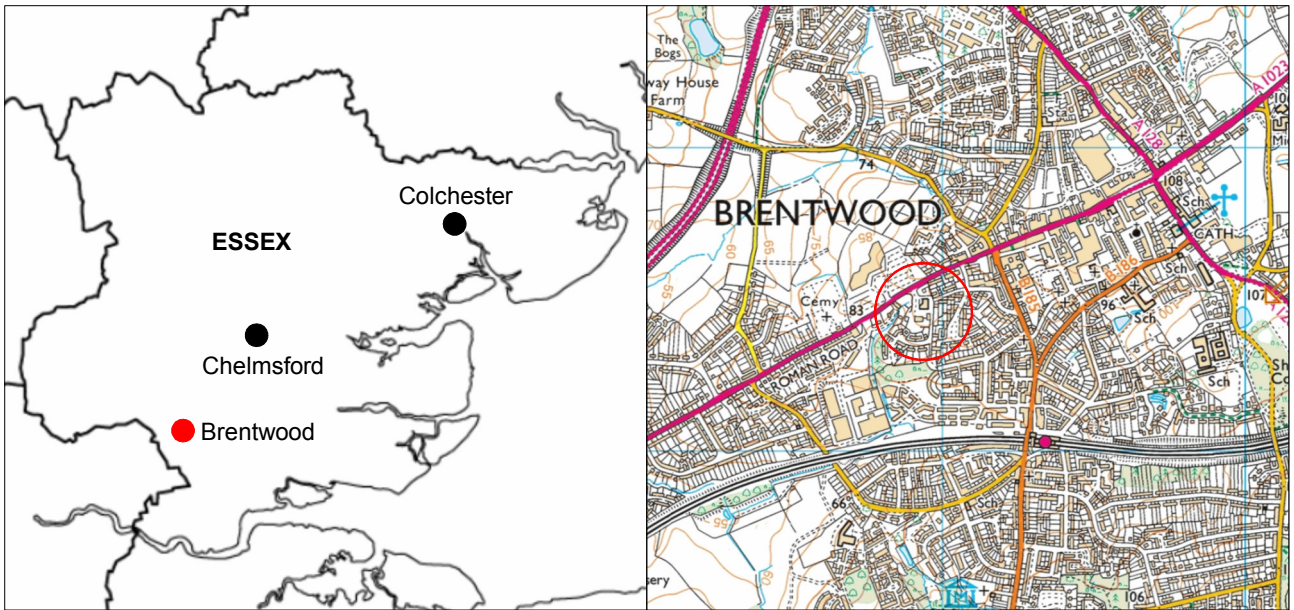


Fig 1 Site location.

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