

Colchester Archaeological Trust



**CAT Report 1939
issued June 2023**

**Archaeological evaluation by trial tranching on Land
to the rear of 'Springwood', Rectory Road,
Latchingdon, Essex, CM3 6HB: May 2023**



**CAT project ref.: 2023/04c
ECC code: LATBR23**

**Archaeological evaluation by trial tranching on Land
to the rear of 'Springwood', Rectory Road,
Latchingdon, Essex, CM3 6HB: May 2023**

June 2023

NGR: TQ88719 99888

Planning ref.: FUL/MAL/21/00989

**CAT project ref.: 2023/04c
CAT Report 1939**

**ECC code: LATBR23
OASIS id: colchest3-515036**

**report prepared by
Ben Holloway**

**fieldwork by Ben Holloway with Ziya Eksen and
Gabrielle Smith**

commissioned by Pete Wells (Woodhill Estates Ltd)

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Issued:	15/06/2023	

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1 Summary

An archaeological evaluation (five trial-trenches) was carried out on land to the rear of Springwood, Rectory Road, Latchingdon, Essex in advance of a new residential development. Located on the southern edge of the historic village, previous archaeological investigation to the north produced evidence of medieval pitting and ditches likely on the edge of a small settlement. Features encountered during the evaluation consisted of seven undated tree throws, one ditch, and two pits containing brick and small amounts of medieval and post-medieval pottery.

2 Introduction (Fig 1)

This is the report for an archaeological evaluation carried out by Colchester Archaeological Trust (CAT) from 9th-10th May 2023 on land to the rear of Springwood, Rectory Road, Latchingdon, Essex. The work was commissioned by Pete Wells and WoodHill Estates Ltd in advance of the construction of five new residential dwellings and associated amenity space.

In response to consultation with Essex County Council Place Services (ECCPS), the Historic Environment Advisor 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 2021).

All archaeological work was carried out in accordance with a *Brief for Archaeological Evaluation by trial trenching on land to the rear of 'Springwood', Rectory Road, Latchingdon* written by Maria Medlycott detailing the required archaeological work (ECCPS 2023), and a written scheme of investigation (WSI) prepared by CAT in response to the brief and agreed with ECCPS (CAT 2023).

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 (ECCPS 2023) and Essex Historic Environment Records (EHER) held at Essex County Council, County Hall, Chelmsford, Essex (accessed via <http://www.heritagegateway.org.uk>).

The Geology of Britain viewer (1:50,000 scale¹) shows the bedrock geology of the site is London clay formation (clay, silt and sand, comprised of bioturbated or poorly laminated, blue-grey or grey-brown, slightly calcareous, silty to very silty clay, clayey silt and sometimes silt, with some layers of sandy clay), with no superficial deposits.

The proposed development site is on the southern side of the historic village of Latchingdon. The EHER shows that the site is c 360m north-east of Snoreham Hall (EHER 13596). The latter includes the site of St Peter's Church Snoreham, a deserted medieval village and a Grade II listed timber-framed house of c 1570 date (NHLE 1110875; EHER 38521). A possible medieval moated site is also located c 360m to the east at Red Lyons Farm. The EHER has a record of a sketch plan showing a tiny island surrounded by a wide, irregular moat (EHER 7946).

Cartographic evidence identifies that Burnham Road, to the north, had its origins as a linear green with post-medieval settlement gradually developing along its edges. Excavation in similar locations across Essex has established that such locations are also favoured for medieval settlement.

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

In January 2021, CAT carried out an evaluation on the adjacent plot to the north. Nineteen features were recorded in the six trenches (CAT Report 1633). The predominating remains were a series of pits and ditches dating to the medieval period. A medieval or post-medieval pit, a post-medieval pit, and a large modern quarry pit were also uncovered. The subsequent excavation phase revealed a series of medieval ditches and pits probably located on the periphery of a settlement (CAT Report 1668). The finds assemblage was relatively small and fragmentary but did include a range of medieval and post-medieval pottery along with small amounts of ceramic building material, animal bone and evidence for blacksmithing activities. Dating evidence ranged from the later 12th into the 16th century, indicating that at least some activity continued into the early post-medieval period.

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 2-4)

Five trial-trenches were machine-excavated under the supervision of a CAT archaeologist. All trenches totalled 15m in length and were 1.8m wide. Site stratigraphy was modern topsoil (L1, 0.15-0.2m thick) sealing subsoil (L2, 0.25-0.30m thick) over natural (L3, encountered at a depth of 0.40-0.45m below current ground level). The dimensions of all features can be found in Appendix 1.

Trench 1

Tree throw F1 was located at the eastern end of the trench. The pit continued beyond the limit of excavation. There was no datable material from the feature. Rooting was noted at the edge of the pit and irregularities in its profile suggest a natural origin.

F2 located at the east end of T1. The profile suggests a natural origin likely a tree throw.

Pit F3 was located at the west end of the trench and continued beyond the trench edges. The observed dimensions of F3 were 3.4m long (observed), 1.9m wide (observed) and 0.25m deep. Medieval pottery and post-medieval brick fragments were recovered from the pit fill.



Photograph 1 Trench 1, pit F3, facing east.

Trench 2

Ditch F4 was located in the central part of T2. The feature measured 2.7m long (observed), 0.8m wide and 0.15m deep. There was no datable material recovered from the feature. Undated tree throw F5 was also excavated.



Photograph 2 Trench 2, facing west.



Photograph 3 T2, ditch F5, facing north east

Trench 3

The only features present in T3 were undated tree throws F6 and F7.

Trench 4

Tree-throw F8 produced a sherd of medieval pottery and a small fragment of post-medieval/modern brick. A sondage was also excavated in T4 to check for any masking deposits, there were none.



Photograph 4 Trench 4, facing south.

Trench 5

A small amount of Roman and medieval pottery was recovered from pit F10. Undated tree throw F9 was also excavated within T5.



Photograph 5 T5, facing south west.

6 Finds

by Dr Matthew Loughton

Pottery and ceramic building material was rare. Pit F3 produced two sherds (66g) of medieval (c 1200-1550) Colchester-type ware (fabric F21) and three fragments (10g) of post-medieval/modern brick. Similarly, tree-throw F8 also produced a sherd (2g) of early medieval (1000-1225) sandy shell dusted ware (fabric F13S) and a fragment (8g) of post-medieval/modern brick. A sherd (30g) possibly from a Late Iron Age-Roman storage vessel (fabric HZ) came from pit F10 along with a sherd (3g) of medieval Colchester-type ware (fabric F21). Finally one sherd (6g) of modern Staffordshire-type white earthenwares (fabric F48d) was recovered from topsoil L1.

Table 1 summarizes the dating evidence for the features which contained dateable pottery and ceramics. Most of the contexts are post-medieval/modern while pit F10 could be of medieval date.

Context	Description	LIA-Roman pottery	Post-Roman pottery	CBM	Date Approx.
F3	Pit	-	F21	BR	Post-medieval/modern
F8	Tree-throw	-	F13S	BR	Post-medieval/modern
F10	Pit	HZ?	F21	-	Medieval, c 1200-1550
L1	Topsoil	-	F48D	-	Modern, 19th-20th century

Table 1 Approximate dates for the individual contexts

7 Conclusion

Ten features were recorded during the archaeological evaluation to the rear of 'Springwood', Rectory Road, Latchingdon. These features consisted of 9 pits and a single ditch.

These features consisted of two pits, seven undated tree-throws and a ditch. Finds were scarce in quantity and small in size, with fragments of medieval pottery and post-medieval/modern brick recovered from the two pits and a tree-throw. These features could possibly be associated with the medieval/post-medieval activity recorded to the north of the investigation area. If they are, this site is very much on the periphery of any associated settlement activity.

8 Acknowledgements

CAT would like to thank Pete Wells and WoodHill Estates Ltd for commissioning and funding the work. The project was managed by C Lister, A Wightman and L Pooley, with fieldwork carried out by B Holloway with Z Eksen, G Smith. Figures were compiled by B Holloway and E Holloway. The project was monitored for ECCPS by Maria Medlycott.

9 References

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

Brown, N & Glazebrook, J	2000	<i>Research and Archaeology: A Framework for the Eastern Counties 2. Research agenda and strategy.</i> East Anglian Archaeology Occasional Paper 8 (EAA 8)
CAT	2023	<i>Health & Safety Policy</i>
CAT	2023	<i>Written Scheme of Investigation for an evaluation by trial-trenching on Land to the rear 'Springwood', Rectory Road, Latchingdon, Essex, CM3 6HB</i>
CAT Report 1633	2021	<i>Archaeological evaluation on land northwest of Springwood, High Street, Rectory Lane, Latchingdon, Essex, CM3 6HB: January 2021</i> , by E Hicks
CAT Report 1668	2021	<i>Archaeological excavation on land northwest of Springwood, Rectory Lane, Latchingdon, Essex – April 2021</i> , by E Hicks and L Pooley
CIfA	2014a	<i>Standard and Guidance for archaeological evaluation.</i> Revised October 2020
CIfA	2014b	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials.</i> Revised October 2020
CIfA	2014c	<i>Code of Conduct.</i> Revised October 2022
ECCPS	2023	<i>Brief for trial trenching and excavation at Land rear of 'Springwood', Rectory Lane, Latchingdon</i> , by M Medlycott
Gurney, D	2003	<i>Standards for field archaeology in the East of England.</i> East Anglian Archaeology Occasional Papers 14 (EAA 14).
Historic England	2015	<i>Management of Research Projects in the Historic Environment (MoRPHE)</i>

10 Abbreviations and glossary

CAT	Colchester Archaeological Trust
CBC	Colchester Borough Council
CBCAA	Colchester Borough Council Archaeological Advisor
CBM	ceramic building material, ie brick/tile
CHER	Colchester Historic Environment Record
CIfA	Chartered Institute for Archaeologists
context	specific location of finds on an archaeological site
ECCPS	Essex County Council Place Services
EHHER	Essex Historic Environment Record
feature (F)	an identifiable thing like a pit, a wall, a drain: can contain 'contexts'
layer (L)	distinct or distinguishable deposit (layer) of material
modern	period from c AD 1800 to the present
natural	geological deposit undisturbed by human activity
NGR	National Grid Reference
OASIS	Online Access to the Index of Archaeological Investigations, http://oasis.ac.uk/pages/wiki/Main
post-medieval	from c AD 1500 to c 1800
prehistoric	pre-Roman
residual	something out of its original context, e.g a Roman coin in a modern pit
section	(abbreviation sx or Sx) vertical slice through feature/s or layer/s
WSI	written scheme of investigation

11 Contents of digital archive

CAT Report 1939
ECC Brief, CAT written scheme of investigation
Digital photographs
Survey data
Site data

12 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 the Archaeological Data Service.

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Distribution list:

Pete Wells, WoodHill Estates Ltd
Maria Medlycott, Essex County Council Planning Services
Essex Historic Environment Record

Appendix 1 Context list

Context	Trench no.	Finds no.	Identification	Description	Date
L1	All	1	Topsoil	Firm moist dark grey/brown silty clay	Modern
L2	All	-	Subsoil	Firm moist medium grey/brown silty clay	Undated
L3	All	-	Natural	Firm moist medium-light grey/brown clay	Post-glacial
F1	T1	-	Tree-throw	firm moist medium brown silty clay. 1.5m x >0.74m and 0.1m deep.	Undated
F2	T1	-	Tree-throw	Firm medium grey/brown silty clay 1.2m x >0.65m and 0.3m deep.	Undated
F3	T1	2	Pit	Firm medium grey/brown silty clay 3.9m x >1.8m and 0.2m deep.	Post-medieval/ modern
F4	T2	-	Ditch	Firm moist medium brown silty clay. 0.8m wide by 0.15m deep.	Undated
F5	T2	-	Tree-throw	Firm medium grey/brown silty clay c 1.05m diameter and 0.2m deep.	Undated
F6	T3	-	Tree-throw	Firm moist medium brown silty clay. 1.2m x >0.65m and 0.15m deep.	Undated
F7	T3	-	Tree-throw	Firm moist medium brown silty clay. 1.05m x >0.77m and 0.15m deep.	Undated
F8	T4	3	Tree-throw	Firm moist medium brown silty clay. 1.7m x 1.3m and 0.15m deep.	Post-medieval/ modern
F9	T5	-	Tree-throw	Firm moist medium brown silty clay. 1.03m x >0.87m and 0.15m deep	Undated
F10	T5	4	Pit	Firm moist medium brown silty clay. c 1.7m diameter and 0.2m deep.	?Medieval

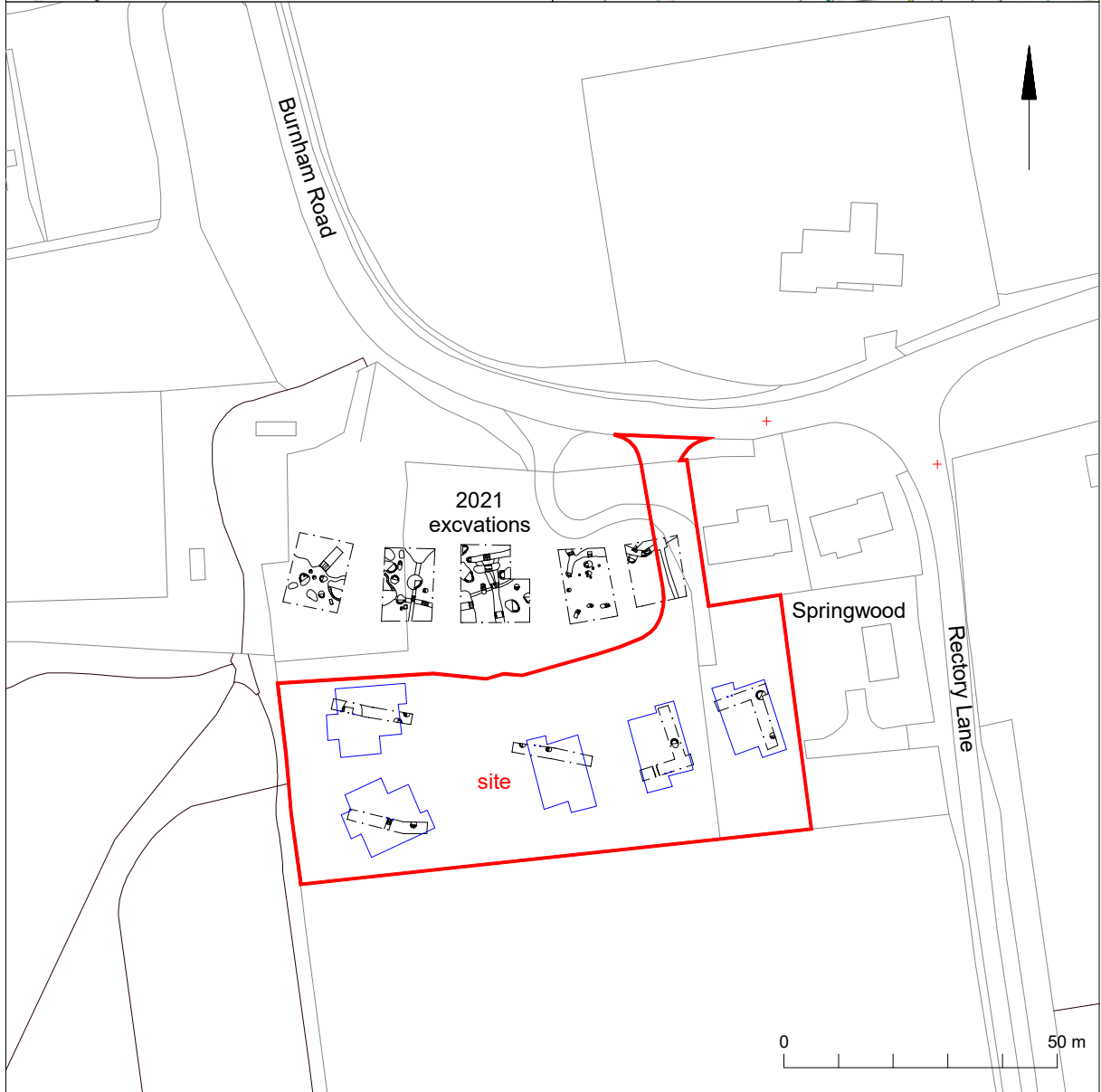
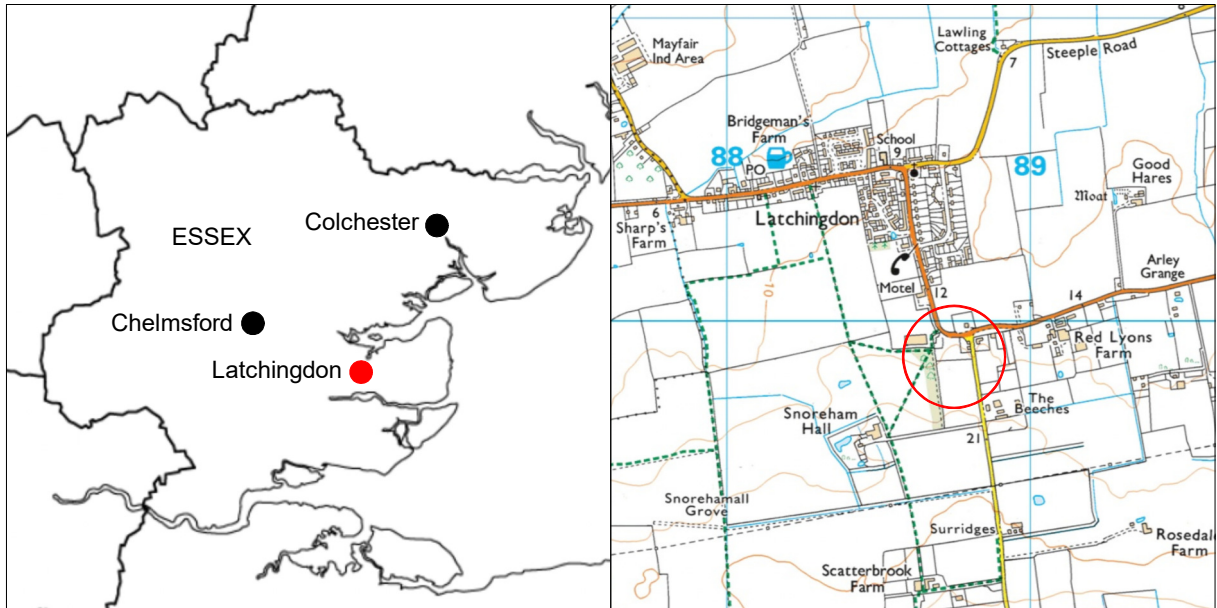


Fig 1 Site location.



Fig 2 Evaluation results in relation to phased results from the previous excavation.

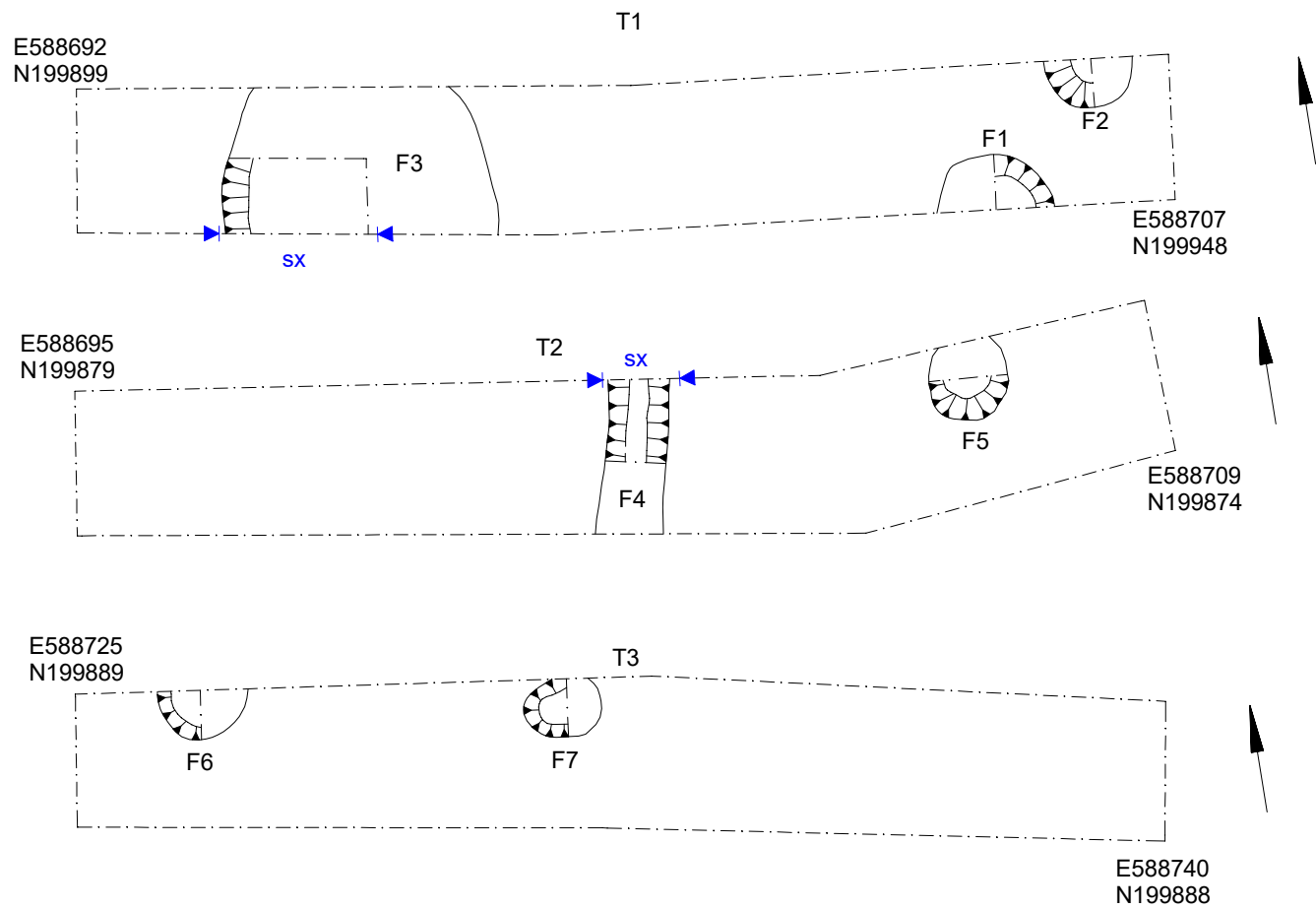


Fig 3 Trench results.

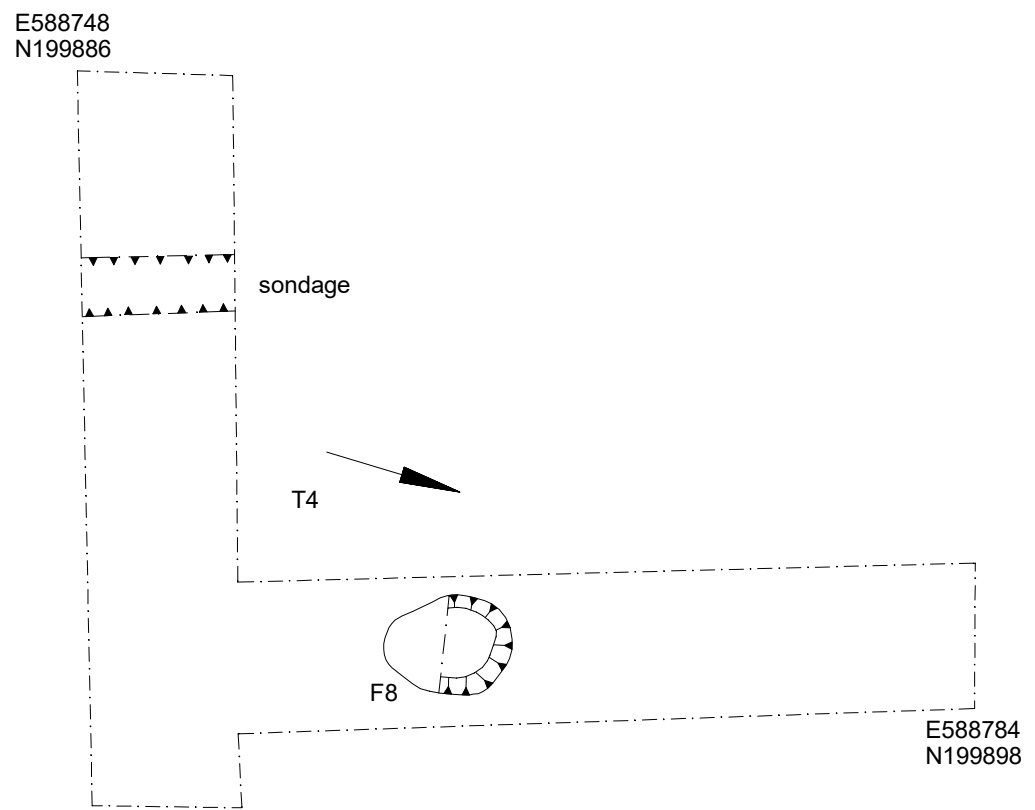


Fig 4 Trench results.

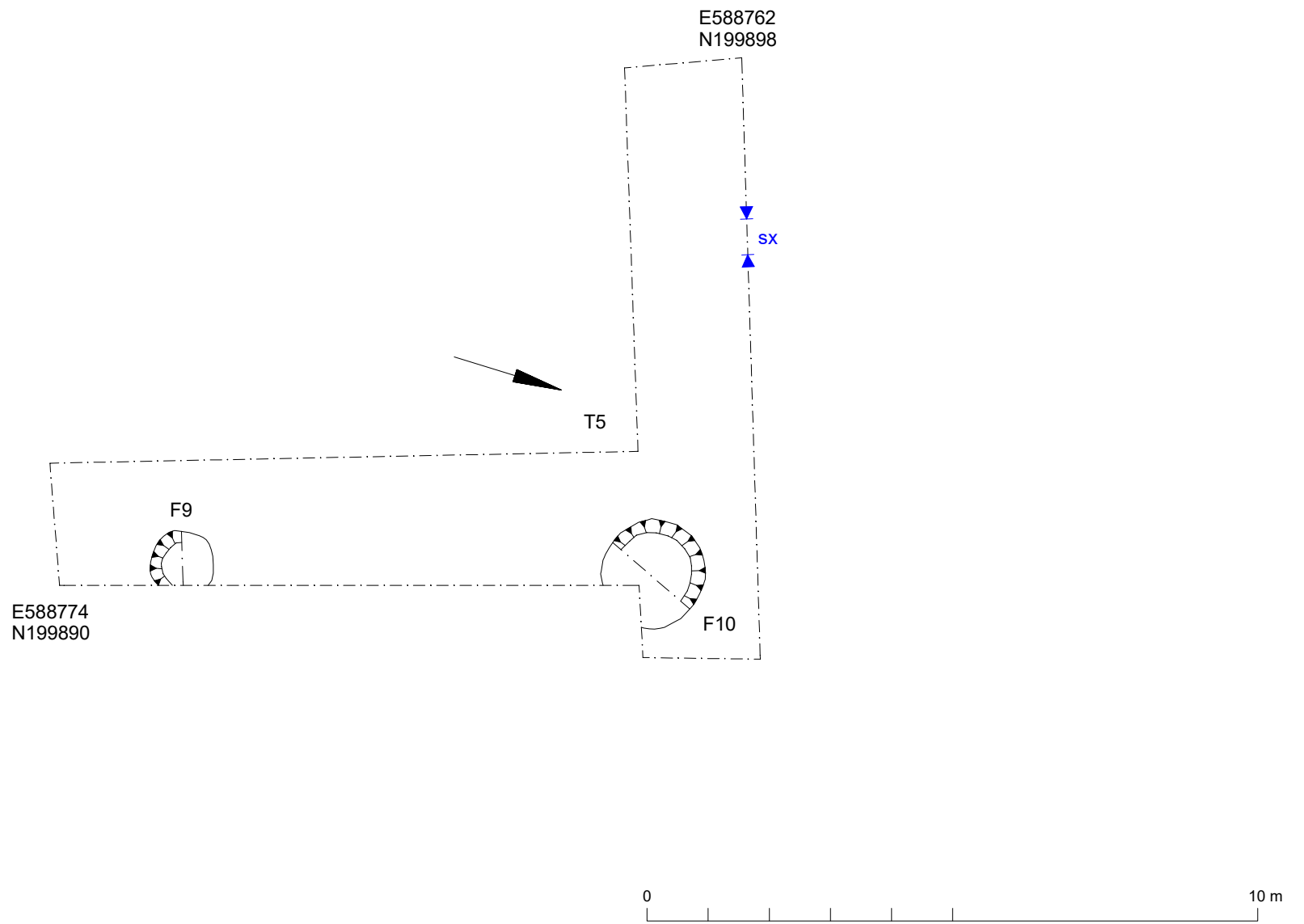


Fig 5 Trench results.

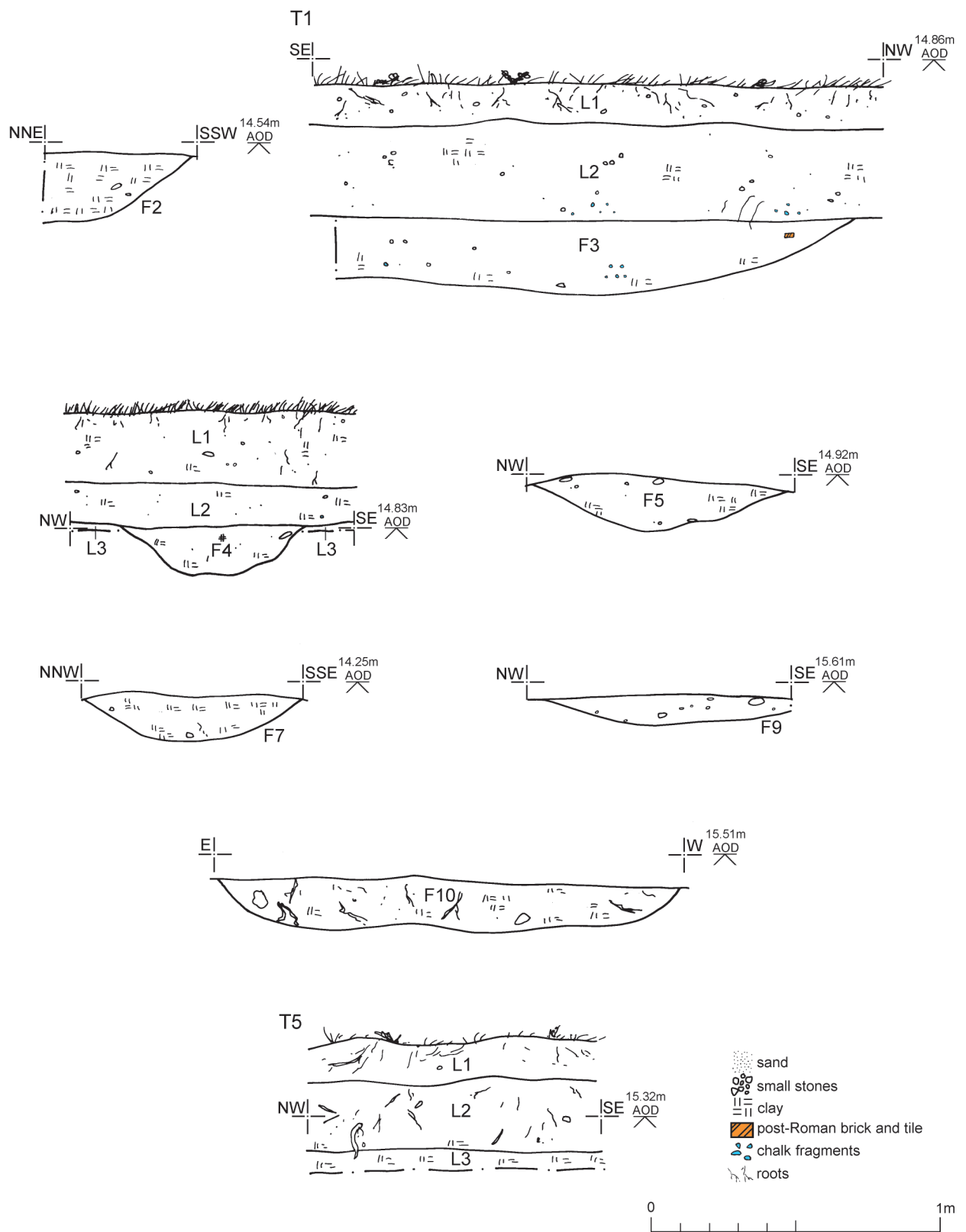
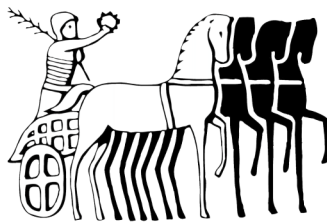


Fig 6 Feature and representative sections.

Summary for colchest3-515036

OASIS ID (UID)	colchest3-515036
Project Name	Archaeological evaluation at land to the rear of Springwood, Rectory Road, Latchingdon, Essex, CM3 6HB.
Sitename	Land to the rear of Springwood, Rectory Road, Latchingdon, Essex, CM3 6HB.
Activity type	Evaluation
Project Identifier(s)	2023/04c
Planning Id	FUL/MAL/21/00989, APP/X1545/W/22/3293818
Reason For Investigation	Planning: Post determination
Organisation Responsible for work	Colchester Archaeological Trust
Project Dates	09-May-2023 - 10-May-2023
Location	Land to the rear of Springwood, Rectory Road, Latchingdon, Essex, CM3 6HB. NGR : TQ 88719 99888 LL : 51.666070824326155, 0.727482156167084 12 Fig : 588719,199888
Administrative Areas	Country : England County : Essex District : Maldon Parish : Latchingdon
Project Methodology	Archaeological Evaluation (5 trial trenches) carried out as specified in project brief and wsi.
Project Results	An archaeological evaluation (five trial-trenches) was carried out on land to the rear of Springwood, Rectory Road, Latchingdon, Essex in advance of a new residential development. Located on the southern edge of the historic village, previous archaeological investigation to the north produced evidence of medieval pitting and ditches likely on the edge of a small settlement. Features encountered during the evaluation consisted of seven undated tree throws, one ditch, and two pits containing brick and small amounts of medieval and post-medieval pottery.
Keywords	
Funder	
HER	Essex HER - unRev - STANDARD
Person Responsible for work	B, Holloway
HER Identifiers	HER Event No - LATBR23
Archives	Digital Archive - to be deposited with Archaeology Data Service Archive;

Colchester Archaeological Trust



**Written scheme of investigation
for an archaeological evaluation by trial-trenching
on land to the rear of Springwood, Rectory Road,
Latchingdon, Essex, CM3 6HB**

April 2023

**CAT project ref.: 2023/03a
ECC code: tbc**

**Written scheme of investigation for archaeological
evaluation by trial-trenching on land to the rear of
Springwood, Rectory Road, Latchingdon, Essex,
CM3 6HB.**

April 2023

NGR: TQ 88719 99888

**Planning district.: Maldon
Planning ref.: FUL/MAL/21/00989**

CAT project ref.: 2023/04c

**ECC code: tbc
ECC monitor: Maria Medlycott
OASIS id: colchest3-515036**

**WSI prepared by: Emma Holloway
Figure by: Chris Lister**

**commissioned by: Pete Wells
client: Woodhill Estates Ltd**

Prepared by:	Emma Holloway	Junior Project Officer
Reviewed and approved by:	Chris Lister	Contracts Manager
Issued:	21/04/2023	

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Site location and description

The proposed development site is located on land to the south of Burnham Road, Latchingdon, Essex, which is on the southern side of the historic settlement (Fig 1). The 0.34 hectare plot lies to the north-east of the church and historic complex at Snoreham Hall, and is centred on national Grid Reference (NGR) TQ 88719 99888.

Proposed work

The proposed development comprises the construction of 5 detached three bedroom bungalows and associated groundworks, parking and landscaping.

Geological and Archaeological background

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

The Geology of Britain viewer (1:50,000 scale¹) shows the bedrock geology of the site is London clay formation (clay, silt and sand, comprised of bioturbated or poorly laminated, blue-grey or grey-brown, slightly calcareous, silty to very silty clay, clayey silt and sometimes silt, with some layers of sandy clay), with no superficial deposits

The proposed development site lies in the southern side of the historic village of Latchingdon. The EHER shows that the site is c 360m north-east of Snoreham Hall (EHER 13596). Snoreham Hall includes the site of St Peter's Church Snoreham, a deserted medieval village and a Grade II listed timber-framed house of c 1570 date (NHLE 1110875; EHER 38521). A possible medieval moated site is also located c 360m to the east at Red Lyons Farm. The EHER has a record of a sketch plan showing a tiny island surrounded by a wide, irregular moat (EHER 7946).

Cartographic evidence identifies that Burnham Road, to the north, had its origins as a linear green with post-medieval settlement gradually developing along its edges. Excavation in similar locations across Essex has established that such locations are also favoured for medieval settlement.

In January 2021 CAT carried out an evaluation on the adjacent plot to the north. Nineteen features were recorded in the six trenches. The predominating remains were a series of pits and ditches dating to the medieval period. A medieval or post-medieval pit, a post-medieval pit, and a large modern quarry pit were also uncovered. (CAT Report 1633). The subsequent excavation phase revealed a series of medieval ditches and pits probably located on the periphery of a settlement. The finds assemblage was relatively small and fragmentary but did include a range of medieval and post-medieval pottery along with small amounts of ceramic building material, animal bone and evidence for blacksmithing activities. Dating evidence ranged from the later 12th into the 16th century, indicating that at least some activity continued into the early post-medieval period (CAT Report 1668).

Planning background

A planning application (FUL/MAL/21/00989) was submitted to Maldon District Council in October 2021 proposing the *erection of 5No. detached three-bedroomed bungalows with associated access, parking and landscaping*. The application was refused but later allowed upon appeal (APP/X1545/W/22/3293818).

As the site lies within an area highlighted by the EHER as having a high potential for archaeological remains an archaeological condition was recommended. This follows the guidelines given in National Planning Policy Framework (MHCLG 2021).

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

Requirement for work (Fig 2)

The archaeological work will consist of an archaeological evaluation. Details are given in a Project Brief written by the ECCPS (*Brief for trial trenching and excavation at land rear of Springwood, Rectory Lane, Latchingdon – ECC 2023*).

Specifically:

CAT proposes to evaluate five trenches. T1-T3, linear trenches, each measuring 15m long and T4-T5, 'T'-shaped trenches, each measuring 20m long. All trenches will be 1.8m wide. This equates to 85m of trenching covering an area of 153m². Trenches are located to target the location of the new dwellings, but to avoid an overhead power cable exclusion area in the south-western corner.

The evaluation will be followed by a site meeting with the ECCHEA. Further archaeological excavation work may be required. This will be decided by the ECCHEA on completion of the evaluation 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-c)
- 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 2022)
- the Project Brief issued by ECC Historic Environment Advisor (ECCPS 2023)

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

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

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

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

A 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:

Archaeological evaluation: one CAT project officer and two archaeologists 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 geology 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. All features or deposits will be excavated by hand. This includes a 50% sample of discrete features (pits, etc), at least 10% of linear features (ditches, etc) in 1m wide sections, and 100% of complex structures/features. Complex archaeological structures such as walls, kilns or ovens 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 the natural geology.

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.

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

Site surveying

The evaluation trenches 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 micromorphological 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.
- Differences in remains from undated and dated features.
- Variation between different feature types and areas of site.

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

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

Human remains

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

Photographic record

Will include both general and feature-specific photographs, the latter with scale and north arrow. A photographic register giving context number, details, and direction of shot will be prepared on site, and included in the site archive.

Finds

All significant finds will be retained.

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

Most of our finds reports are written internally by CAT staff under the supervision and direction of 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/Pip Parmenter - small groups only)

small finds, metalwork, coins, etc: Laura Pooley
non-ceramic bulk finds: Laura Pooley
flint: Adam Wightman
environmental processing: Bronagh Quinn
osteology: (human remains): Megan 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: Tom Lawrence
prehistoric pottery: Stephen Benfield / Nigel Brown / Paul Sealey
Roman pottery: Stephen Benfield / Paul Sealey / Jo Mills / Gwladys Monteil
Roman brick/tile: Han Li (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 the ECCHEA.

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

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 will 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.

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

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

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

The 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.

The ECCHEA will be notified when the digital archive has been deposited.

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 to the ECCHEA one week in advance of its commencement.

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

The ECCHEA will be notified when the fieldwork is complete.

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

Public outreach

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

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

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

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

Events, activities and social media

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

References

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

Brown, N & Glazebrook, J	2000	<i>Research and Archaeology: A Framework for the Eastern Counties 2. Research agenda and strategy.</i> East Anglian Archaeology Occasional Paper 8 (EAA 8)
CAT	2022	<i>Health & Safety Policy</i>
CAT Report 1633	2021	<i>Archaeological evaluation on land northwest of Springwood, High Street, Rectory Lane, Latchingdon, Essex, CM3 6HB: January 2021</i> , by E Hicks
CAT Report 1668	2021	<i>Archaeological excavation on land northwest of Springwood, Rectory Lane, Latchingdon, Essex – April 2021</i> , by E Hicks and L Pooley
ClfA	2014a	<i>Standard and Guidance for archaeological evaluation.</i> Revised October 2020
ClfA	2014b	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials.</i> Revised October 2020
ClfA	2014c	<i>Code of Conduct.</i> Revised October 2022
Digital Curation Centre (DCC)	2013	<i>Checklist for Data Management Plan v. 4.0</i>
ECCPS	2023	<i>Brief for trial trenching and excavation at Land rear of Springwood, Rectory Lane, Latchingdon</i> , by M Medlycott

Gurney, D	2003	<i>Standards for field archaeology in the East of England</i> . East Anglian Archaeology Occasional Papers 14 (EAA 14).
Historic England	2015	<i>Management of Research Projects in the Historic Environment (MoRPHE)</i>
Historic England	2018	<i>The Role of the Human Osteologist in an Archaeological Fieldwork Project</i> . By S Mays, M Brickley & J Sidell
Medlycott, M	2011	<i>Research and archaeology revisited: A revised framework for the East of England</i> . East Anglian Archaeology Occasional Papers 24 (EAA 24)
NPPF	2021	<i>National Planning Policy Framework</i> . Ministry of Housing, Communities and Local Government.

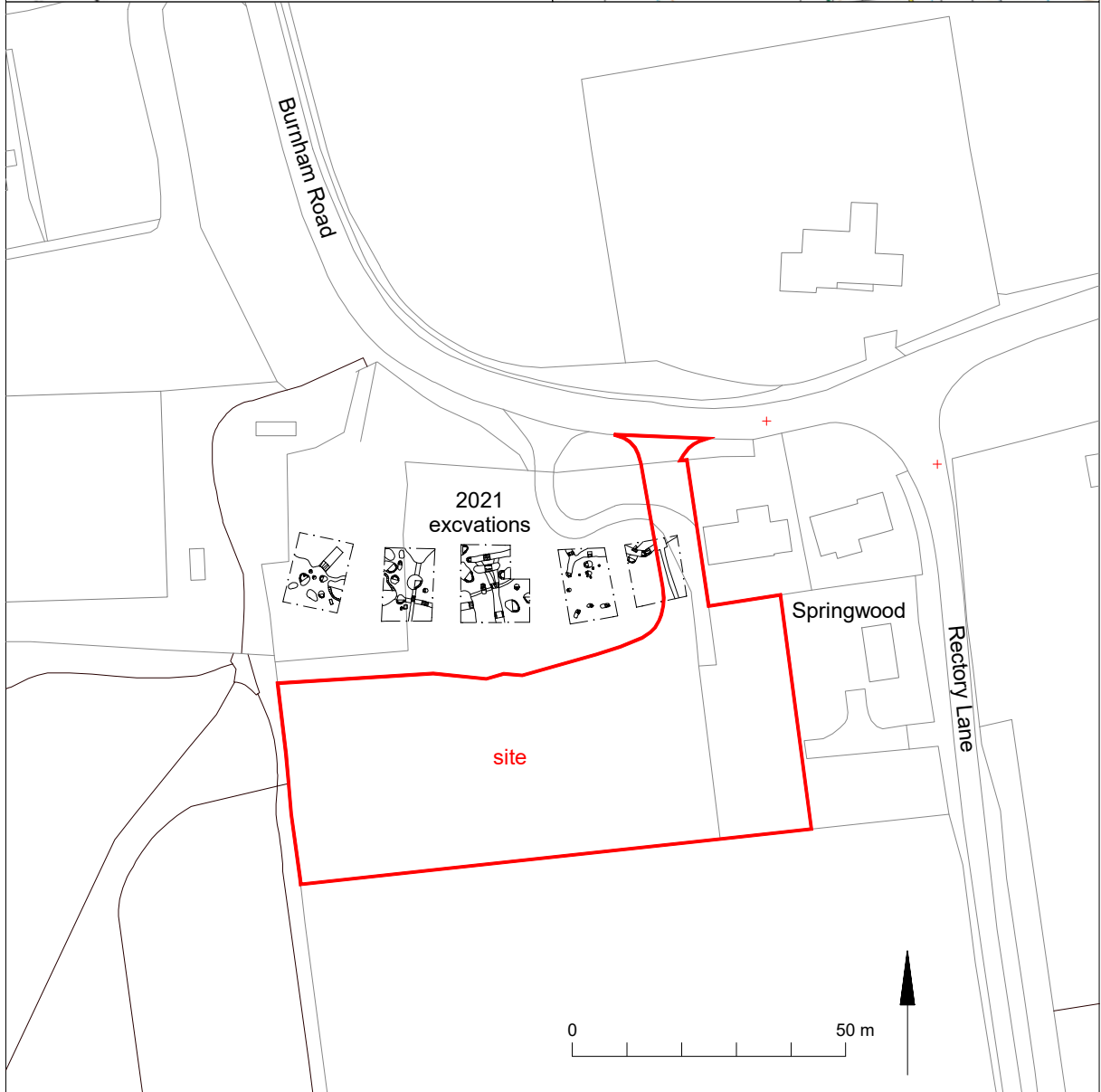
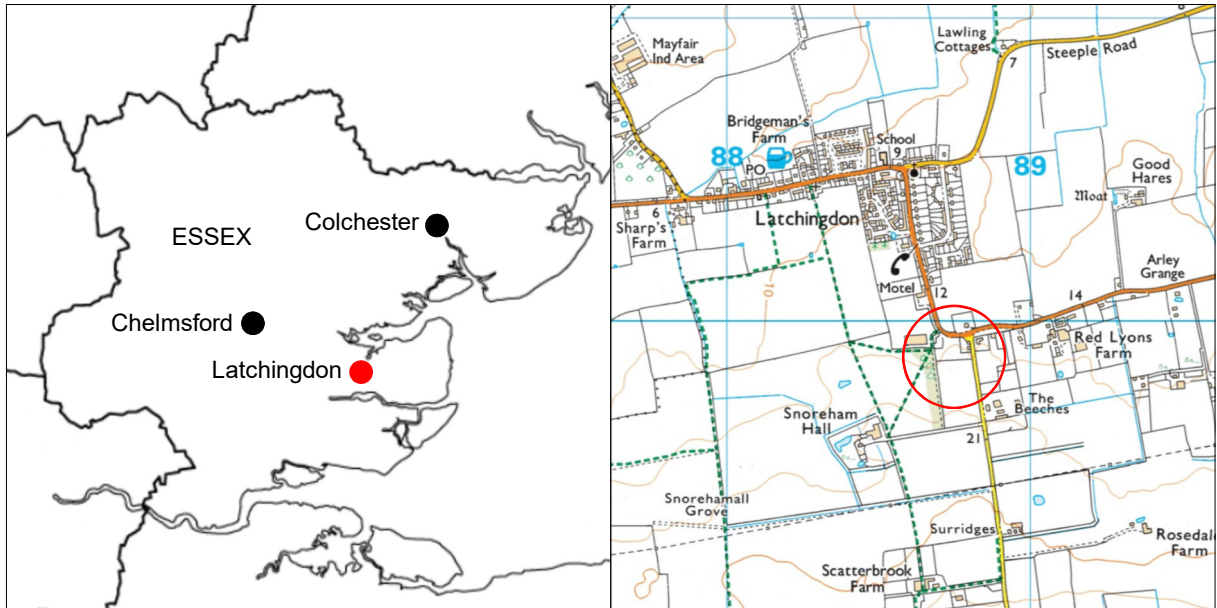


Fig 1 Site location.



Fig 2 Proposed trench layout in relation to phased results from the previous excavation and site constraints.