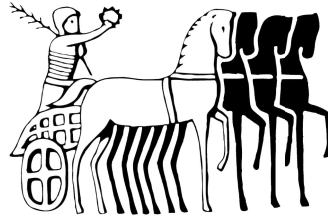


Colchester Archaeological Trust



**CAT Report 1965
issued August 2023**

**Archaeological evaluation on land adjacent to
Wadhurst, New Road, Little Burstead, Billericay,
Essex, CM12 9TS: July 2023**



**CAT project ref.: 2023/07i
ECC code: BLNR23**

**Archaeological evaluation on land adjacent to
Wadhurst, New Road, Little Burstead, Billericay,
Essex, CM12 9TS: July 2023**

NGR: TQ 67430 91008 (centre)

Planning refs.: 20/01313/FUL & 21/01162/FUL

**CAT project ref.: 2023/07i
CAT Report 1965**

**ECC code: BLNR23
OASIS id: colchest3-517604**

**report prepared by Dr Elliott Hicks & Laura Pooley
with contributions by Dr Matthew Loughton
& Adam Wightman**

**fieldwork by Nigel Rayner with Robin Mathieson &
Matthew Perou**

**commissioned by Shaun Johnson,
John Sime & Associates
on behalf of JP & MD Properties Ltd**

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Issued:	17/08/2023	

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1 Summary

An archaeological evaluation (four trial-trenches) was carried out on land adjacent to Wadhurst, New Road, Little Burstead, Billericay, Essex, in advance of the construction of three bungalows with associated landscaping. Human remains and Roman finds have previously been found to the south-east of site, with cropmarks identified to the north and west. Evaluation revealed three/four modern features, one of which may be a backfilled pond, but there were no significant archaeological remains.

2 Introduction (Fig 1)

This is the report for an archaeological evaluation carried out by Colchester Archaeological Trust (CAT) on land adjacent to Wadhurst, New Road, Little Burstead, Billericay, Essex on 20th-21st July 2023. The work was commissioned by Shaun Johnson of John Sime & Associates on behalf of JP & MD Properties Ltd, and took place in advance of the construction of three bungalows with associated landscaping.

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).

Due to a misinterpretation of the planning conditions, groundworks were started on site without the execution of the required archaeological investigation. Upon realisation, all groundworks ceased and Historic Environment Advisor Teresa O'Connor advised that an archaeological evaluation should take place immediately. CAT prepared a written scheme of investigation (WSI) (CAT 2023) which was agreed with Teresa O'Connor in advance of the evaluation taking place. A brief was not issued.

In addition to the WSI, all fieldwork and reporting was done in accordance with *Management of Research Projects in the Historic Environment (MoRPHE)* (Historic England 2016), and with *Standards for field archaeology in the East of England* (EAA 14 and 24). This report mirrors standards and practices contained in the Institute for Archaeologists' *Standard and guidance for archaeological field evaluation* (ClfA 2014a) and *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA 2014b).

3 Archaeological background

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

The proposed development site is located in the village of Little Burstead in south Essex. The parish church, the Church of St. Mary the Virgin (NHLE No. 1170867, EHER 26785), was originally constructed in the 12th century and is located approximately 800m to the north-west.

On five different occasions, human remains have been found in an area of land lying roughly 100m to the south-east (EHER 16073). Other finds at this site include Roman pottery sherds and a spindle-whorl fashioned from a sherd of Roman greyware pottery. A small quantity of human bone, some possible hobnails and sherds of Roman pottery have also been recovered at a site to the south-west (EHER 5520).

Cropmarks have been identified on land roughly 350m to the west of the site at Peggy Farm (EHER 47728), and 750m to the north at Broomfills Farm House (EHER 47729). Both indicate the presence of field-systems, with the latter being interpreted as an enclosure. Both sets of the cropmarks correspond to ditches depicted on the first edition Ordnance Survey map.

The Geology of Britain viewer (1:50,000 scale¹) shows the bedrock geology of the site is London Clay Formation (clay, silt and sand) with superficial deposits of Head (clay, silt, sand and gravel).

4 Aims

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

5 Results (Figs 2-3)

Four trial trenches were machine excavated under the supervision of a CAT archaeologist. As groundworks had already commenced on the site before the evaluation took place, some of the trenches proposed in the WSI had to be altered or moved. Where this happened it is mentioned below. A full context list with soil descriptions and dimensions can be found in Appendix 1.

Trench 1 (19m long by 1.8m wide)

Trench 1 was changed from a T-shaped trench to an L-shaped trench to better fit around the piles which had already been drilled into the ground. A layer of modern tarmac and two layers of modern crush (0.4-0.45m deep) sealed subsoil (L2, 0.2m thick) with natural beneath (L3, identified at a depth of 0.6-0.65m below current ground level (bcgl)). There were no archaeological remains in Trench 1.

Trench 2 (20m long by 1.8m wide)

Trench 2 was moved 7.5m to the east as building materials had been placed in its proposed location. A thick layer of modern crush (0.4m thick) sealed natural (L3). Pit F4 was large at 5.74m across but relatively shallow at 0.34m deep, and produced a fragment of peg-tile and modern brick.

Trench 3a & 3b (both 10m long by 1.8m wide)

Trench 3 was divided into two and moved to the south and south-east, as the foundations of the new property had already been excavated and the concrete poured. A thin layer of modern topsoil (L1, 0.06-0.15m thick) sealed a modern buried topsoil (L2, 0.27-0.36m thick) with natural beneath (L3, identified at a depth of c 0.5m bcgl).

Features F1 and F2 were similar irregular features with a grey/brown organic silty-clay fill and scarce finds. They were given two separate numbers but could be part of the same pit or possibly even a backfilled pond (there are three other ponds in very close proximity). Alternatively F1 may be a tree-throw on the edge of F2. Pottery from F1 was identified on site as post-medieval/modern, but it was lost before post-excavation analysis could be completed. A small fragment of modern glass was recovered from F2.

Trench 4 (23m long by 1.8m wide)

Trench 4 was only moved slightly to better fit around the piles which had already been drilled into the ground. Modern topsoil (L1, 0.15m thick) sealed a modern buried topsoil (L2, c 0.42m thick) over natural (L3, identified at a depth of c 0.57m bcgl). Irregular pit F3 was 0.97m long and 0.93m wide but shallow at 0.07m deep, and produced two fragments of peg-tile along with a piece of modern brick and floor tile.

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



Photograph 1 Trench 1, looking east-north-east.



Photograph 2 Trench 2, looking south-south-east.



Photograph 3 Trench 3a, looking east-north-east.



Photograph 4 Trench 4, looking south-south-east.

6 Finds

6.1 Pottery and ceramic building material

by Dr Matthew Loughton

Thirteen sherds of pottery (293g, EVE 1.06) and six fragments of ceramic building material (261g) were recovered from pits F3 and F4 and buried topsoil L2 (Table 1). All were of a modern (19th-20th century) date.

Post-medieval and modern pottery

Pottery was recorded according to the fabric groups from CAR 7 (Cotter 2000) while the number of vessels was determined by rim EVE (estimated vessel equivalent). All of the pottery came from buried topsoil layer L2. There were 12 sherds (235g) of modern Staffordshire-type white earthenwares (fabric F48D; EVE 0.71) and one Staffordshire brownware teapot lid (58g, EVE:0.35), which dates from the late 18th century onwards.

Ceramic building material (CBM)

Fragments of peg-tile (36g) along with pieces of 19th- to 20th-century brick (211g) and floor tile (14g) came from pits F3 and F4.

Context	Description	No.	Weight (g)	MSW (g)
F3	Pit (peg-tile x2, floor tile, brick)	4	72	18
F4	Pit (peg-tile, brick)	2	189	95
	Total	6	261	44

Table 1 Quantities of CBM from F3 and F4.

6.2 Glass

by Laura Pooley

A small fragment (1.1g) of pale blue vessel glass from F2 (finds no. 2) is of modern (19th-20th century) date.

6.3 Animal bone

by Adam Wightman

A small fragment (1.8g) of axial animal bone was recovered from F3 (finds no. 3).

7 Conclusion

Archaeological evaluation on land adjacent to Wadhurst, New Road, Little Burstead revealed two modern pits in trenches 2 and 4. The remains in trench 3 could be part of a single modern pit or possibly even a backfilled pond, or the smaller feature could be a tree-throw. There are three ponds in close proximity to the development site and the remains in trench 4 could be the site of a fourth. The pond to the north of the development site is on the first edition 6-inch OS map of 1895, but those to the west are not on the 1895 or 1938 maps, suggesting a later 20th century date. If a pond, F1/F2 could be of a similar 20th century date. In summary, the evaluation revealed three modern features but no significant archaeological remains.

8 Acknowledgements

CAT would like to thank Shaun Johnson of John Sime & Associates and JP & MD Properties Ltd for commissioning and funding the project. The project was managed by C Lister, A Wightman and L Pooley, with fieldwork carried out by N Rayner with R Mathieson and M Perou. Figures were compiled by R Mathieson and S Veasey. The project was monitored for ECCPS by Teresa O'Connor.

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 archaeological evaluation and excavation on land adjacent to Wadhurst, New Road, Little Burstead, Billericay, Essex, CM12 9TS</i>
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
Cotter, JP	2000	<i>Colchester Archaeological Report 7: Post-Roman pottery from excavations in Colchester, 1971-85.</i> Colchester: Colchester Archaeological Trust Ltd.
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>
Medlycott, M	2011	<i>Research and archaeology revisited: A revised framework for the East of England.</i> East Anglian Archaeology Occasional Papers 24 (EAA 24)
MHCLG	2021	<i>National Planning Policy Framework.</i> Ministry of Housing, Communities and Local Government.

10 Abbreviations and glossary

CAT	Colchester Archaeological Trust
CIfA	Chartered Institute for Archaeologists
context	a single unit of excavation, which is often referred to numerically, and can be any feature, layer or find
ECC	Essex County Council
ECCHEA	Essex County Council Historic Environment Advisor
ECCPS	Essex County Council Place Services
EHHER	Essex Historic Environment Record
feature (F)	an identifiable thing like a pit, a wall, a drain: can contain 'contexts'
layer (L)	distinct or distinguishable deposit (layer) of material
modern	period from c AD 1800 to the present
natural	geological deposit undisturbed by human activity
NGR	National Grid Reference
OASIS	O nline A ccess to the I ndex of A rchaeological I nvestigation S , http://oasis.ac.uk/pages/wiki/Main
post-medieval	period from c AD 1500 to c 1800
Roman	period from AD 43 to 410.
section	(abbreviation sx or Sx) vertical slice through feature/s or layer/s
WSI	written scheme of investigation

11 Contents of archive

Finds: none retained

Digital data:

CAT Report 1965

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 Archaeology Data Service.

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Distribution list:

Shaun Johnson, John Sime & Associates
JP & MD Properties Ltd
ECC Place Services Historic Environment Advisor
Essex Historic Environment Record, Essex County Council

Appendix 1 Context list

Context	Trench no.	Finds no.	Interpretation	Soil description	Period
L1	All	-	Topsoil	Firm, moist dark grey/brown clayey-loam with charcoal and CBM flecks	Modern
L2	All	4	Buried soil layer	Firm, moist medium/dark orange/grey/brown silty-clay	Modern, 19th-20th century
L3	All	-	Natural	Soft, medium yellow/orange/brown clay	Post-glacial
F1	T4a	1	Part of F2 or a tree-throw	Firm, moist dark orange/grey/brown silty-clay with charcoal flecks and 1% stones. >3.5m x >1.8m x 0.46m deep.	Probably modern
F2	T4a	2	Pit or backfilled pond	Firm moist medium/dark grey/brown silty-clay. c 4m x 1.53m x 0.25m deep.	Modern, 19th-20th century
F3	T3	3	Pit	Firm, dry light grey clay. 0.97m x 0.93m wide x 0.07m deep.	Modern, 19th-20th century
F4	T2	5	Pit	Firm, moist/wet medium yellow/grey/brown silty-clay with 2% stones. 5.8m x >1.8m x 0.34m deep.	Modern, 19th-20th century

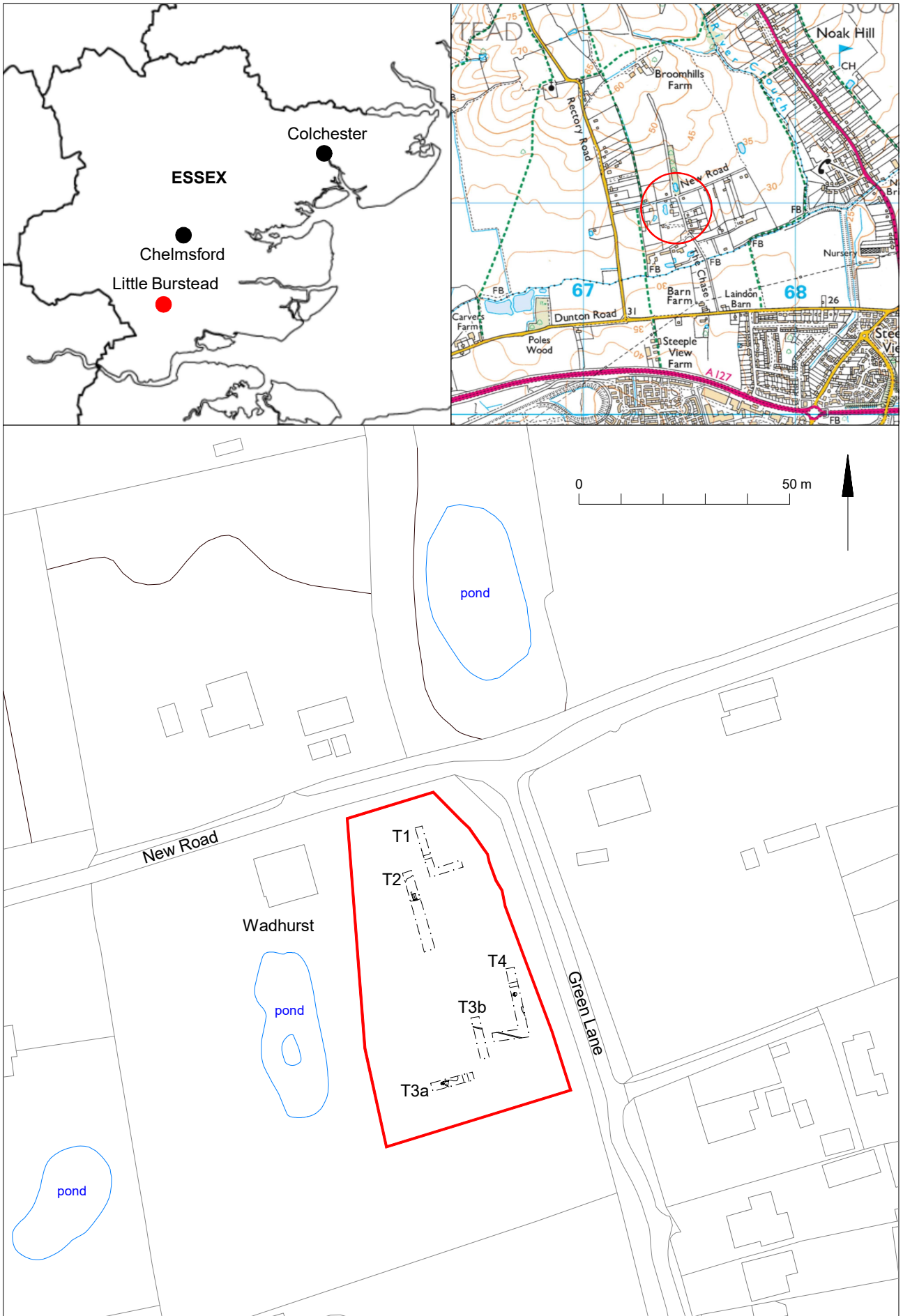


Fig 1 Site location.

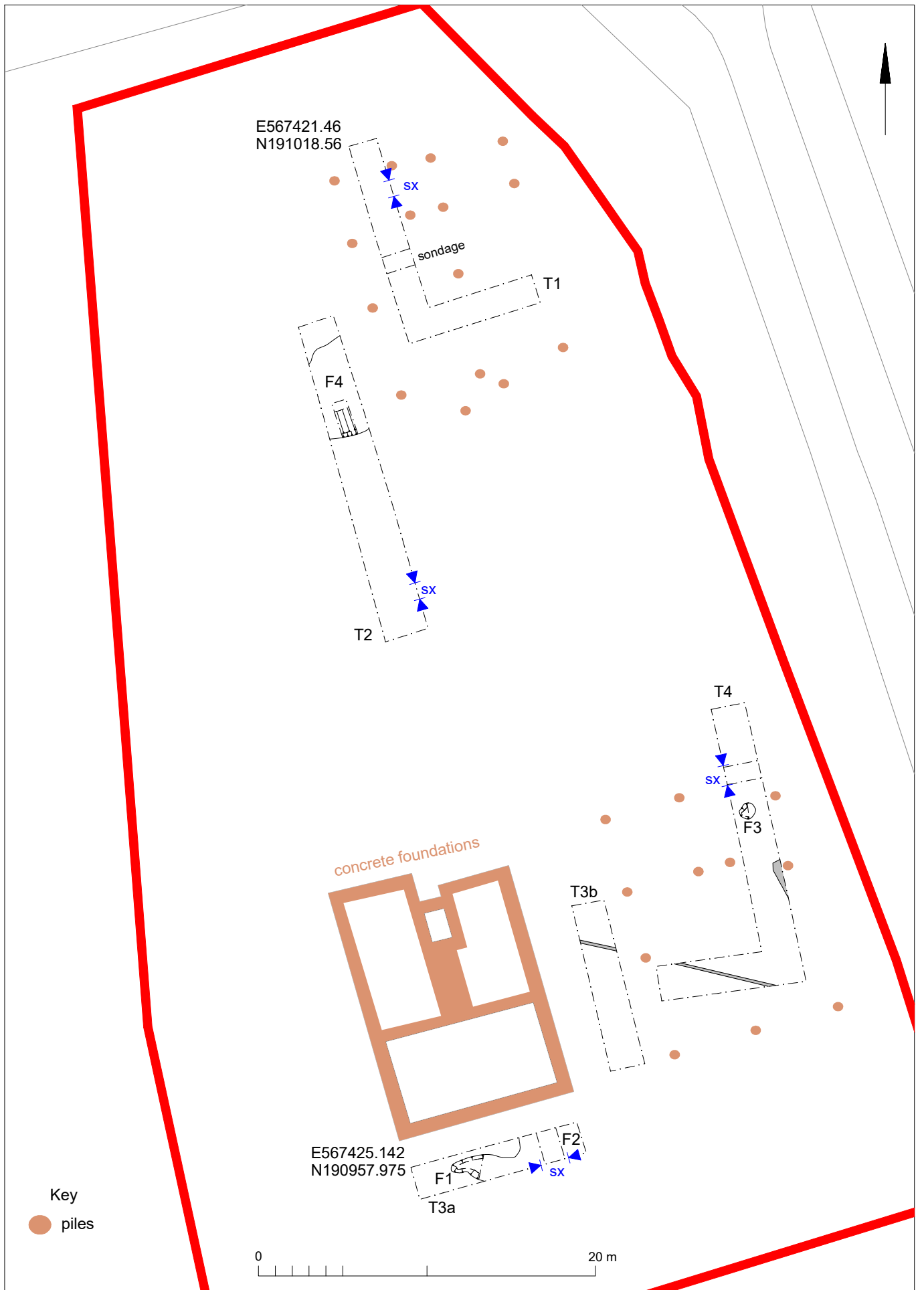


Fig 2 Results (modern services in grey).

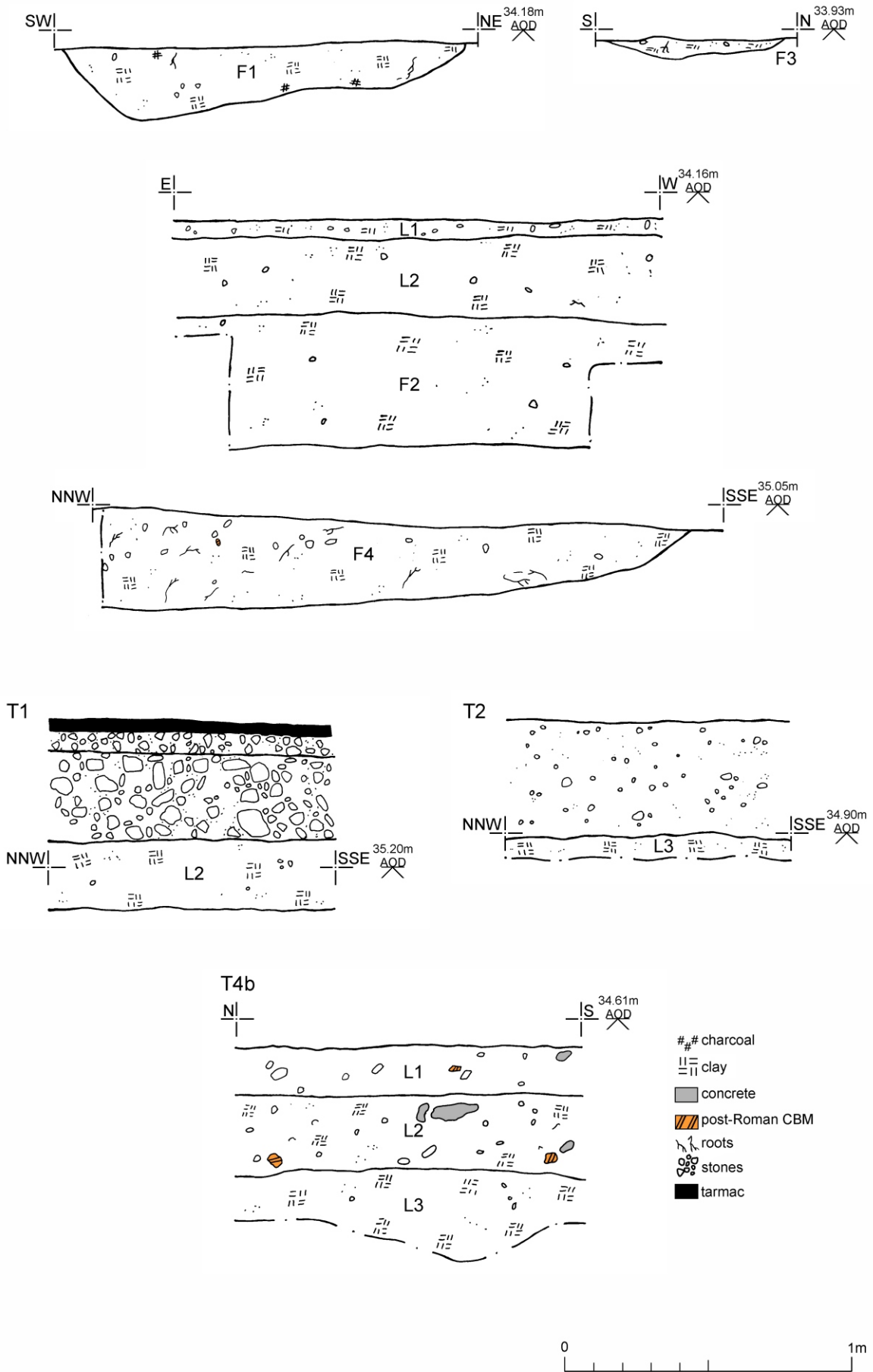


Fig 3 Feature and representative sections.

OASIS Summary for colchest3-517604

OASIS ID (UID)	colchest3-517604
Project Name	Archaeological evaluation at land adjacent Wadhurst, New Road, Little Burstead, Billericay, Essex, CM12 9TS: July 2023
Sitename	land adjacent Wadhurst, New Road, Little Burstead, Billericay, Essex, CM12 9TS
Sitecode	BLNR23
Project Identifier(s)	2023/07i
Activity type	Evaluation
Planning Id	20/01313/FUL, 21/01162/FUL
Reason For Investigation	Planning: Post determination
Organisation Responsible for work	Colchester Archaeological Trust
Project Dates	20-Jul-2023 - 21-Jul-2023
Location	land adjacent Wadhurst, New Road, Little Burstead, Billericay, Essex, CM12 9TS NGR : TQ 67430 91008 LL : 51.59304148533712, 0.415714158020172 12 Fig : 567430,191008
Administrative Areas	Country : England County : Essex District : Basildon Parish : Little Burstead
Project Methodology	Archaeological evaluation (four trial-trenches) carried out as specified in the project brief and wsi.
Project Results	An archaeological evaluation (four trial-trenches) was carried out on land adjacent to Wadhurst, New Road, Little Burstead, Billericay, Essex, in advance of the construction of three bungalows with associated landscaping. Human remains and Roman finds have previously been found to the south-east of site, with cropmarks identified to the north and west. Evaluation revealed three/four modern features, one of which may be a backfilled pond, but there were no significant archaeological remains.
Keywords	
Funder	Private or public corporation developer
HER	Essex HER - unRev - STANDARD
Person Responsible for work	Adam Wightman, Chris Lister
HER Identifiers	HER Event No - BLNR23
Archives	Digital Archive - to be deposited with Archaeology Data Service Archive;

Colchester Archaeological Trust



**Written scheme of investigation
for an archaeological evaluation and excavation
on land adjacent to Wadhurst, New Road,
Little Burstead, Billericay, Essex, CM12 9TS**

July 2023

**CAT project ref.: 2023/07i
ECC code: [tbc](#)**

**Written scheme of investigation
for an archaeological evaluation and excavation
on land adjacent to Wadhurst, New Road,
Little Burstead, Billericay, Essex, CM12 9TS**

July 2023

NGR: TQ 67430 91008

**Planning district.: Basildon
Planning ref.: 20/01313/FUL and 21/01162/FUL**

CAT project ref.: 2023/07b

ECC code: [tbc](#)

**ECC monitor: Teresa O'Connor
OASIS id: colchest3-517604**

**WSI prepared by: Sarah Veasey
Figure by: Chris Lister**

**commissioned by: Shaun Johnson
(John Sime & Associates)
on behalf of: J P & M D Properties Ltd**

Prepared by:	Sarah Veasey	Junior Project Officer
Reviewed and approved by:	Chris Lister	Contracts Manager
Issued:	18/07/2023	

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Site location and description

The proposed development site is located on land adjacent to Wadhurst, New Road, Little Burstead, Billericay (Fig 1). The site is centred on national Grid Reference (NGR) TQ 67430 91008.

Proposed work

The proposed development comprises the demolition of the existing buildings and the construction of three bungalows, with associated landscaping and groundworks.

Due to a misinterpretation of the planning conditions, groundworks were started on site without the execution of the required archaeological trenching. At the time of writing, these works have been suspended pending completion of the evaluation.

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 proposed development site is located in the village of Little Burstead in south Essex. The parish church, the Church of St. Mary the Virgin (NHLE No. 1170867, EHER 26785), is 12th century in origin but has later additions. The church is located roughly 800m to the north-west of the proposed development.

On five different occasions, human remains have been identified on land roughly 100m south-east of the development site (EHER 16073). Other finds from the site include Roman pottery sherds and a spindle-whorl fashioned from a sherd of Roman greyware pottery. A find spot further to the south-west also records a small quantity of human bone, some possible hob nails and some sherds of Roman pottery (EHER 5520).

Cropmarks have been identified on land roughly 350m to the west of the site at Peggy Farm (EHER 47728), and 750m to the north at Broomfills Farm House (EHER 47729). Both comprise a field-system, with the latter being interpreted as an enclosure. Both sets of the cropmarks have corresponding ditches on the first edition OS map.

The Geology of Britain viewer (1:50,000 scale¹) shows the bedrock geology of the site is London Clay Formation (clay, silt and sand) with superficial deposits of Head (clay, silt, sand and gravel).

Planning background

A planning application (20/01313/FUL) was submitted to Basildon Council in October 2020, proposing the *demolition of existing buildings and redevelopment of the site to provide 3 bungalows with associated amenity space, parking and landscaping*. A second application (21/01162/FUL) was submitted in July 2021 for the *demolition of existing buildings and redevelopment of the site to provide 2 bungalows with associated amenity space, parking and landscaping*. Both applications were initially refused and then won on appeal, with the former application chosen for execution.

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 1)

The archaeological work will initially consist of an archaeological evaluation. However, if significant archaeological remains are identified, further archaeological excavation work may be required. This is at the discretion of the ECCHEA.

Specifically, CAT proposes to excavate four evaluation trenches:

- T1 will comprise a 10m long trench and a 9m long trench arranged in a T-shape.
- T2 will be 19m long.
- T3 will comprise two 10m long trenches arranged in a T-shape.
- T4 will comprise a 10m long trench and a 12m long trench arranged in a T-shape.

All trenches will be 1.8m wide. This equates to a linear length of 80m covering an area 144m².

As groundworks have already commenced on the site, the locations and orientations of the proposed trenches may be altered on site to avoid any constraints created by said works.

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-d)
- 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 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: Nigel Rayner

Evaluation and excavation 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 evaluation 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.

Evaluation trenches and excavation areas 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 the 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 2 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 and/or excavation areas 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 Southend 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

The 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

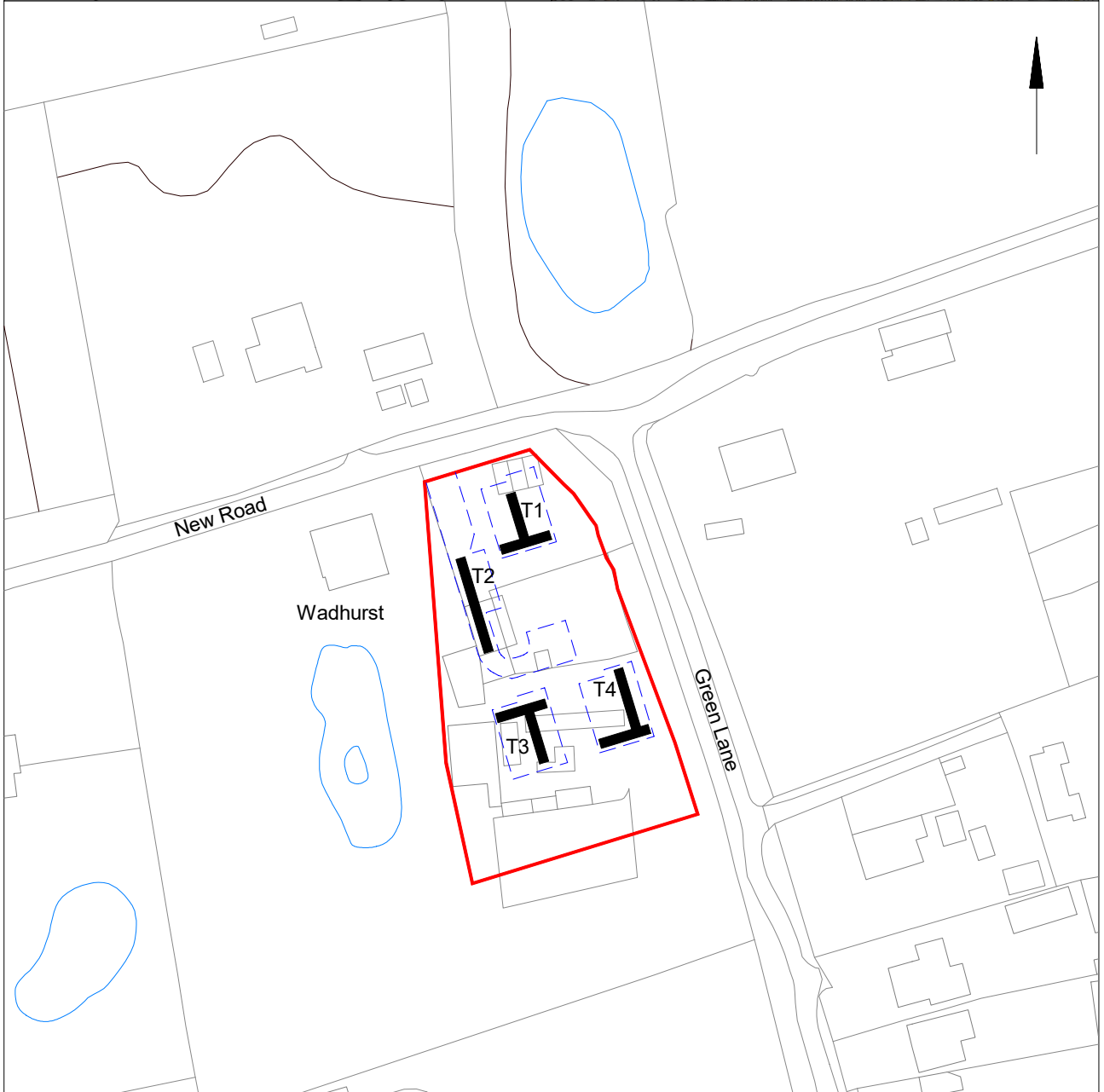
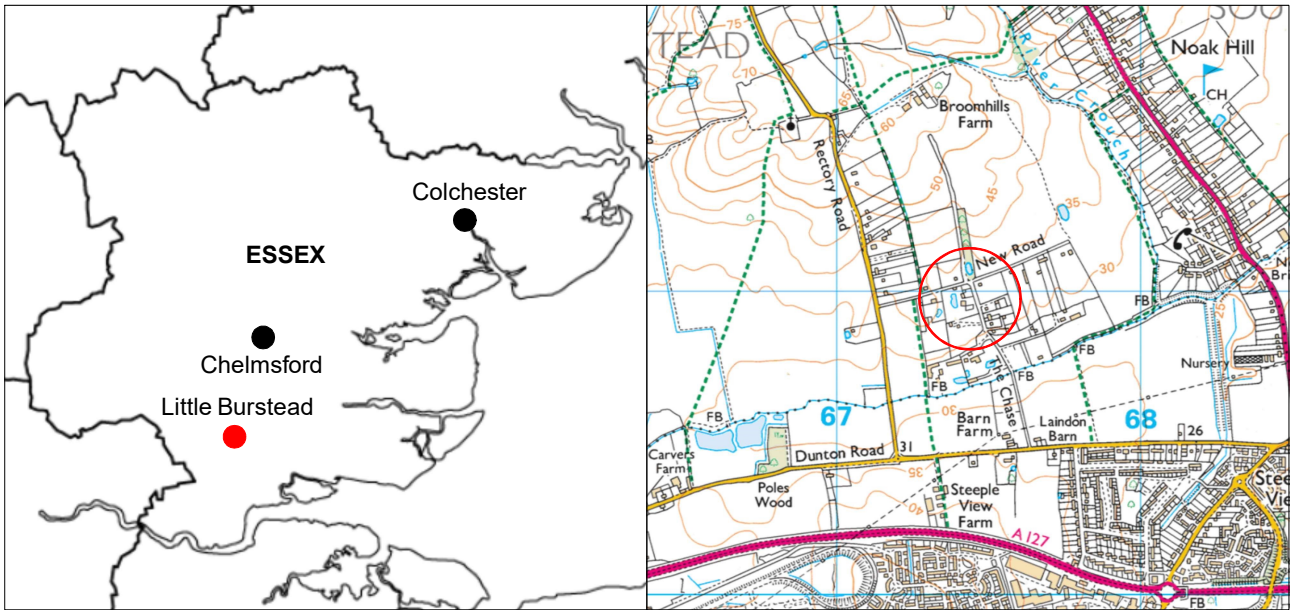
In addition, the CAT website (www.catuk.org) and social media sites are updated regularly with information on our events and activities, with copies of our archaeological reports freely available at <http://cat.essex.ac.uk/>. Staff regularly give talks/lectures to groups, societies and schools, information 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	2023	<i>Health & Safety Policy</i>
ClfA	2014a	<i>Standard and Guidance for archaeological evaluation.</i> Revised October 2020
ClfA	2014b	<i>Standard and Guidance for archaeological excavation.</i> Revised October 2020.
ClfA	2014c	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials.</i> Revised October 2020

ClfA	2014d	<i>Code of Conduct</i> . Revised October 2022
Digital Curation Centre (DCC)	2013	<i>Checklist for Data Management Plan v. 4.0</i>
Germany, M	2019	<i>Archaeological Watching Brief, 89 Rayleigh Avenue, Leigh-on-Sea (SMR 49714) Archaeology South East</i>
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.



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

