

**Archaeological evaluation by trial-trenching  
at Warren Farm, Stortford Road,  
Little Canfield, Great Dunmow, Essex  
October 2013**



**fieldwork by  
Mark Baister**

**report prepared by  
G Adams**

**on behalf of  
Linda Ball**

CAT project ref.: 13/10b  
NGR: TL 5773 2129  
ECC code: LCWF13

Saffron Walden Museum accession code: pending



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**CAT Report 729**  
October 2013

## **Summary**

An archaeological evaluation by trial-trenching was carried out on a development site in the garden of Warren Farm at Little Canfield in Essex. The site is on the junction of Stortford Road and Thornton Road and adjacent to the multi-period archaeological site of Priors Green, the line of the Roman road from Braughing to Colchester, and a moated site; Warren Farm itself is a 17th-century listed building.

One trial-trench was excavated and four archaeological layers were recorded, primarily modern topsoil over an older, post-medieval topsoil, and then the natural clay. The older topsoil produced peg-tile, a fragment of modern pottery and a residual, prehistoric worked flint. The trench cut a modern drain. No significant archaeological remains or deposits were observed.

## **Introduction**

The proposed development involves the construction of four semi-detached dwellings and associated works. The development site is situated within the garden of Warren Farm, which is a listed building. The site is at NGR TL 5773 2129 and it is adjacent to the residential development at Priors Green, Takeley, Essex.

A planning application (no UTT/13/1777) was submitted to Uttlesford District Council in September 2013. As the site is adjacent to an area highlighted by the Essex Historic Environment Record (EHER) as having a high potential for archaeological deposits being present, a full archaeological condition was recommended for an evaluation by trial-trenching, with one initial trench being excavated before any further trenching was undertaken.

The Colchester Archaeological Trust (CAT) undertook the archaeological evaluation by trial-trenching on the development site on the 10th October 2013.

This report on the fieldwork was produced according to the WSI written by CAT following a brief produced by the Essex County Council Historic Environment Advisor (ECC HEA) Richard Havis.

## **Archaeological background**

This section is based on records held by the EHER. The development site is adjacent to Priors Green, an area in which multi-period archaeological deposits have been identified (EHER no 46298). During the residential development of Priors Green, evidence of a large medieval settlement and field system, as well as prehistoric occupation, was uncovered. The southern edge of the current development site is defined by the line of the Roman road from Braughing to Colchester (EHER no 4697).

Evidence of both Roman and medieval settlement has been found along the line of the Roman road. The development site lies within the garden of a 17th-century listed building (Warren Farm) and there is a moated site to the east of the development site, the origins of which may date to the medieval period (EHER no 4676).

## **Aims**

The aims of the evaluation were to establish the depth and extent of any archaeological remains and deposits uncovered in advance of the development, and to assess the date and significance of these remains.

## **Results**

One trench (T1) was excavated by machine, 20m long and 1.8m wide. Four archaeological layers were recorded, ie L1, L2, L3 and L4. L1 consisted of modern topsoil across the whole site, which was 100-120mm deep. Below L1,

L2 was a layer of chalk in the northern end of the trench; this was 140mm deep. Below that, L3 was a layer of older topsoil across the whole site. L3 produced peg-tile, a fragment of modern pottery, and a residual, prehistoric worked flint and is dated to the post-medieval period. Below L3, L4 was the natural clay, at a depth of 270mm-370mm across the whole site. The trench also cut a modern drain.

No finds were retained.

### **Discussion** (Fig 1)

During the archaeological evaluation by trial-trenching which was carried out on the development site in the garden of Warren Farm at Little Canfield in Essex, no significant archaeological remains or deposits were observed.

The site is adjacent to the multi-period archaeological site of Priors Green, the line of the Roman road from Braughing to Colchester, and a moated site; Warren Farm itself is a 17th-century listed building. The EHER shows that the development site is adjacent to an area of high archaeological potential. However, the four archaeological layers recorded in the trial-trench were primarily modern topsoil over an older, post-medieval topsoil, and then the natural clay. The older topsoil produced a few finds which were not retained. The trench cut a modern drain.

It is thought that the development site does not have any significant archaeological potential.

### **Archive deposition**

The site archive will be deposited with Saffron Walden Museum under accession code (pending), in accordance with *Archaeological archives: a guide to best practice in creation, compilation, transfer and curation* (IfA 2007).

### **Acknowledgements**

The Trust is grateful to Linda Ball for commissioning and funding the work. The work was monitored by Richard Havis for the ECC.

Site work was undertaken by Mark Baister.

### **Sources consulted**

**Note: all fieldwork CAT reports 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 Papers, <b>8</b>
CAT	1999 (updated 2008)	<i>Policies and procedures</i>
English Heritage	2006	<i>Management of Research Projects in the Historic Environment</i> (MoRPHE)
Glazebrook, J	1997	<i>Research and Archaeology: a framework for the Eastern Counties 1 resource assessment</i> , East Anglian Archaeology, Occasional Papers, <b>3</b>
Gurney, D	2003	<i>Standards for field archaeology in the East of England</i> , East Anglian Archaeology, Occasional Papers, <b>14</b>
Havis, R	2013	<i>Brief for archaeological trial-trenching and excavation at Warren Farm, Stortford Road, Little Canfield, Great Dunmow, Essex</i>

IfA	2007	<i>Archaeological archives: a guide to best practice in creation, compilation, transfer and curation</i>
IfA	2008a	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i>
IfA	2008b	<i>Standard and guidance for archaeological field evaluation</i>
Medlycott, M	2011	<i>Research and Archaeology Revisited: a revised framework for the East of England</i> , East Anglian Archaeology, Occasional Papers, <b>24</b>

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## Contents of archive

One A4 document wallet containing:

### **1 Introduction**

- 1.1 Copy of the evaluation brief issued by the ECC HEA
- 1.2 Copy of the WSI produced by CAT
- 1.3 Copy of the risk assessment produced by CAT
- 1.4 Site plans provided by the developer

### **2 Site archive**

- 2.1 Site digital photographic record
- 2.2 Attendance register sheet
- 2.3 Context sheets
- 2.4 Trench and section sketch
- 2.5 Finds recording sheet

### **3 Research archive**

- 3.1 Evaluation (client) report

### **Distribution list:**

Linda Ball  
Richard Havis, ECC HEA  
Essex Historic Environment Record



**Colchester Archaeological Trust**

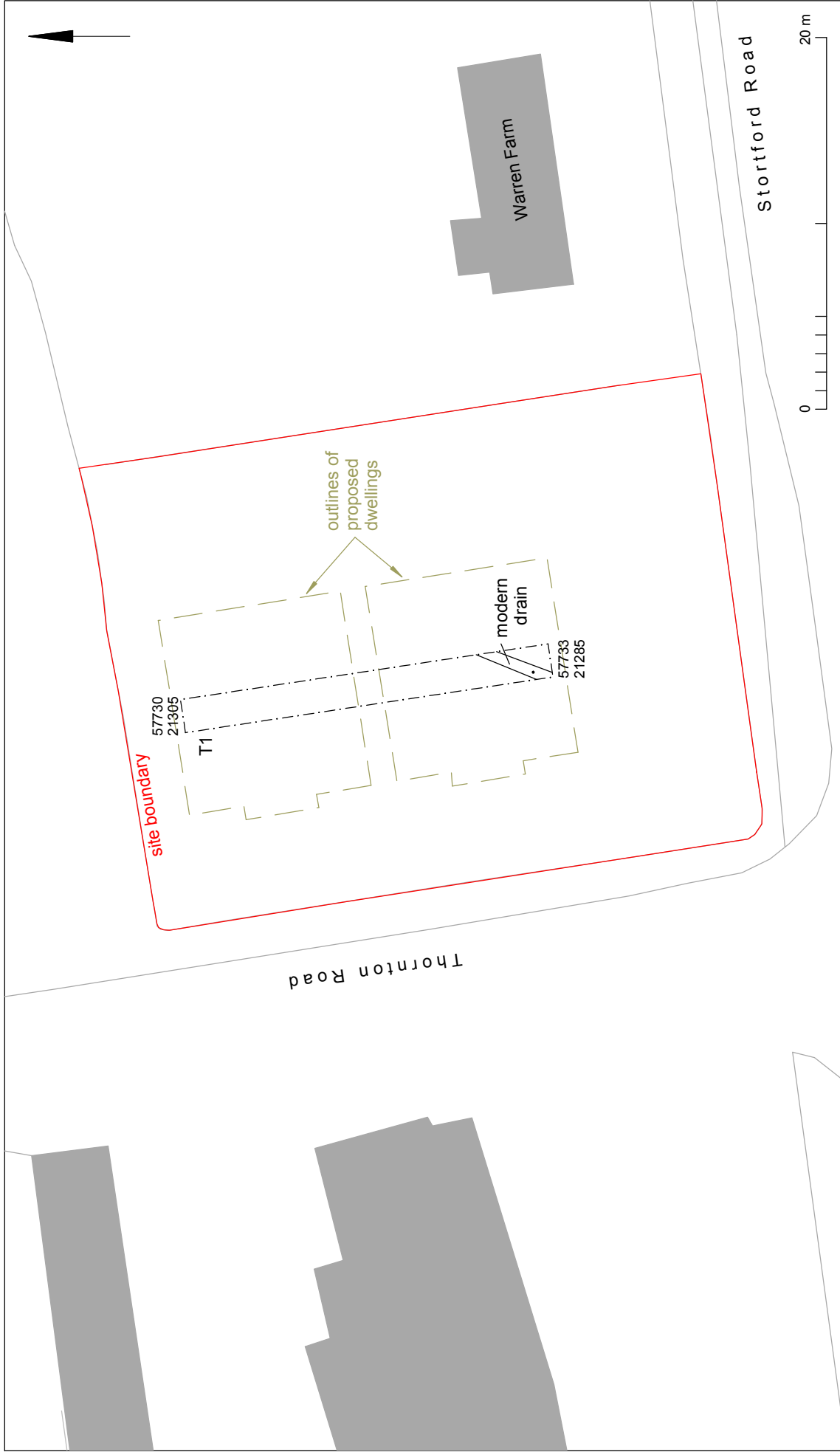
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date: 11.10.13

Adams x c:/reports 13/little canfield/report 729.doc



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Fig 1 Evaluation results.

# Essex Historic Environment Record/ Essex Archaeology and History

## Summary sheet

<b>Address:</b> Warren Farm, Stortford Road, Little Canfield, Great Dunmow, Essex	
<b>Parish:</b> Little Canfield	<b>District:</b> Uttlesford
<b>NGR:</b> TL 5773 2129	<b>Site codes:</b> CAT project – 13/10b Museum accession code - pending ECC code - LCWF13
<b>Type of work:</b> Evaluation by trial-trenching	<b>Site director/group:</b> Colchester Archaeological Trust
<b>Date of work:</b> 10th October 2013	<b>Size of area investigated:</b> 1 x 20m-long trench
<b>Location of curating museum:</b> Saffron Walden Museum	<b>Funding source:</b> Developer
<b>Further seasons anticipated?</b> No	<b>Related EHER numbers:</b> 4676, 4697, 46298
<b>Final report:</b> CAT Report 729	
<b>Periods represented:</b> -	
<p><b>Summary:</b>  <i>An archaeological evaluation by trial-trenching was carried out on a development site in the garden of Warren Farm at Little Canfield in Essex. The site is adjacent to the multi-period archaeological site of Priors Green, the line of the Roman road from Braughing to Colchester, and a moated site; Warren Farm itself is a 17th-century listed building.</i>  <i>One trial-trench was excavated and four archaeological layers were recorded, primarily modern topsoil over an older, post-medieval topsoil, and then the natural clay. The older topsoil produced peg-tile, a fragment of modern pottery and a residual, prehistoric worked flint. The trench cut a modern drain. No significant archaeological remains or deposits were observed.</i></p>	
<b>Previous summaries/reports:</b> None	
<b>Keywords:</b> -	<b>Significance:</b> neg
<b>Author of summary:</b> G Adams	<b>Date of summary:</b> October 2013

The logo for 'place services' consists of a solid blue square. Inside the square, the words 'place' and 'services' are stacked vertically in a white, lowercase, sans-serif font.

**Title:** Brief for Archaeological Trial Trenching and Excavation at Warren Farm,  
Stortford Road, Little Canfield, Great Dunmow

**Agent/Developer:** Linda Ball (lindaball8165@gmail.com)

**Planning Reference:** UTT/13/1777

**Date issued:** 28-9-13

**Historic Environment Advisor:** Richard Havis | [richard.havis@essex.gov.uk](mailto:richard.havis@essex.gov.uk) |  
01245 437632

**Museum:** Saffron Walden 01799 510333



***This archaeological brief is only valid for six months. After this period the Historic Environment Advisor should be contacted to assess whether changes are required to the brief. Any written scheme of investigation resulting from this brief shall only be considered for the same period.***

*The contractor is strongly advised to visit the site before completing their written scheme of investigation as there may be implications for accurately costing the project.*

## **1. Introduction**

The Historic Environment Advisor has prepared this brief for archaeological trial trenching followed by open area excavation if archaeological deposits are identified on the residential development at Warren Farm, Stortford Road, Little Canfield. Discussions will take place on site for further work following the initial trial trench, if archaeological deposits are identified.

## **2. Site Location and Description**

The proposed development site lies adjacent to the residential development at Priors Green, Takeley located at Warren Farm, Stortford Road, Little Canfield (TL 57732129). The site is situated within the present garden of Warren Farm which is a listed building. The development comprises the construction of four semi-detached properties. Plans of the proposed development can be obtained from Uttlesford District Council web site under the planning application number.

## **3. Planning Background**

The planning application was submitted to Uttlesford District Council in September 2013 for the erection of four dwellings. As the site lies adjacent to an area highlighted by the Historic Environment Record as having a high potential for archaeological deposits being present a full archaeological condition was recommended. The full archaeological condition that was recommended is based on the guidance given in the National Planning Policy Framework and states:

*"No development, or preliminary groundworks of any kind shall take place until the applicant has secured the implementation of a programme of archaeological work and recording in accordance with a written scheme of investigation which has been submitted by the applicant, and approved by the planning authority."*

## **4. Archaeological Background**

The following archaeological background utilises the Essex Historic Environment Record (HER) held at Essex County Council, County Hall, Chelmsford. Prospective archaeological contractors can visit the HER prior to the completion of any written scheme of investigation.

The Historic Environment Record shows that the proposed development lies adjacent to an area in which multi-period archaeological deposits have been identified (HER 46298). During the development of Priors Green a large medieval field system and settlement and prehistoric occupation has been identified. The southern edge of the development is formed by the line of the original Roman road from Braughing to Colchester (HER 4697). Elsewhere along this road evidence of both Roman and medieval settlement has been found. This is a listed building of 17<sup>th</sup> century date. To the east of the site lies a moated site which potentially has its origins in the medieval period (EHER 4676).

## **5. Requirement for Work**

The archaeological work will comprise the excavation of a single trench running north south through the development area. If important archaeological deposits are identified an open area excavation will be required following on site discussions between the archaeological advisor, contractor and client. Specific research aims include:

- Roman or Medieval structures associated with the road
- Occupation of medieval date related to the adjacent deposits in Priors Green.

The initial work will comprise the trial trenching which will be followed by a summary report. This will either lead to further archaeological work, potentially comprising the top soil strip of the house plots and any other required groundwork areas. If no archaeological deposits are identified a report on the trial trenching alone will be required.

## **6. General Methodology**

- 6.1 A professional team of field archaeologists shall undertake the archaeological work.
- 6.2 The number of staff involved and the structure of the team shall be stated in the written scheme of investigation. Notification of the supervisor/project manager's name for the project shall be provided to the Historic Environment Advisor one week in advance of commencement of work.
- 6.3 The archaeological contractor is expected to follow the Code of Conduct of the Institute of Field Archaeologists.
- 6.4 The contractor shall ensure detailed study of all mains' service locations and avoid damage to these.
- 6.5 All Health and Safety guidelines must be followed on site.
- 6.6 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must 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 must be completed for submission to the HER. This should include an uploaded .PDF version of the entire report.

## **7. Trial Trenching Methodology**

- 7.1 Machine stripping shall be undertaken to an agreed standard, using a toothless ditching bucket, and under the supervision and to the satisfaction of a professional archaeologist. The exposed sub-soil or archaeological horizon will be cleaned by hand immediately after machine stripping, if required and any archaeological deposits or negative features planned.
- 7.2 Machine stripping will only be undertaken to the top of the archaeological horizon unless agreement is obtained from the Historic Environment Advisor to deepen the trenches by this method.
- 7.3 The contractor shall provide details of the site surveying, excavation and finds recovery policy in the written scheme of investigation. The site grid shall be tied into the National Grid.
- 7.4 Details of the site planning policy shall be given in the written scheme of investigation. The normal preferred policy for the scale of archaeological site plans is 1:20 and sections at 1:10, unless circumstances indicate that other scales would be more appropriate.
- 7.5 The contractor shall provide details of the sampling strategies for retrieving artefacts, biological remains (for palaeoenvironmental and palaeoeconomic investigations), and samples of sediments and/or soils (for micromorphological and other pedological/sedimentological analyses). Advice on the appropriateness of the proposed strategies will be sought from the English Heritage Regional Adviser in Archaeological Science (East of England).
- 7.6 Should human remains be discovered the coroner will be informed and a licence from the Home Office sought immediately; both the client and the monitoring officer will also be informed. Human remains must be left *in situ* except in those cases where damage or desecration are anticipated, or where analysis of the remains is considered to be a necessary requirement for satisfactory evaluation of the site.
- 7.7 The photographic record shall include both general and feature specific photographs, a photographic scale (including north arrow) shall be included in the case of detailed photographs. The photographic record shall be accompanied by a photographic register detailing as a minimum feature number, location, and direction of shot.

- 7.8 The site and spoil heaps shall be checked by metal detector, with any finds recovered.
- 7.9 The IFA's *Standards and Guidance for Archaeological Field Evaluations*, and the EAA *Standards for Field Archaeology in the Eastern Region* document should be used for additional guidance in the production of the written scheme of investigation, the content of the report, and the general execution of the project.
- 7.10 A meeting will be held on site once the trial trench has been completed. A summary of the results and a plan of the findings with a completed spot dating report of all finds will be available at the meeting.**

## **8. Post Excavation Assessment**

- 8.1 An updated post excavation assessment shall be submitted within 2 months or at an alternatively agreed time to the Historic Environment Advisor.
- 8.2 Where archaeological results do not warrant a post excavation assessment then agreement will be sought from the Historic Environment Advisor to proceed straight to grey literature /publication.

## **9. Finds**

- 9.1 All finds, where appropriate, shall be washed.
- 9.2 All pottery and other finds where appropriate, shall be marked with the site code and context number.
- 9.3 The written scheme of investigation shall include an agreed list of specialist consultants, who might be required to conserve and/or report on finds, and advise or report on other aspects of the investigation.
- 9.4 The requirements for conservation and storage shall be agreed with the appropriate museum prior to the start of work, and confirmed to the Historic Environment Advisor.

## **10. Results**

- 10.1 The report shall be submitted within a length of time (but not exceeding 6 months) from the end of the fieldwork, to be agreed between the developer and archaeological contractor, with a copy supplied to the Historic Environment Advisor as a single PDF.

10.2 This report must contain:

- The aims and methods adopted in the course of the trial trenching and excavation.
- Location plan of excavated areas in relation to the proposed development. At least two corners of each of the excavated area shall be given 10 figure grid references.
- A section/s drawing showing depth of deposits including present ground level with Ordnance Datum, vertical and horizontal scale.
- Archaeological methodology and detailed results including a suitable conclusion and discussion. Appropriate discussion and result section assessing the site in relation to the Regional Research Frameworks (Brown and Glazebrook 2000, Medlycott 2011).
- All specialist reports or assessments
- A concise non-technical summary of the project results.

10.3 An HER summary sheet shall also be completed within four weeks (copy attached with brief) and supplied to the Historic Environment Advisor. This will be completed in digital form and a copy will be attached to the final report. This shall include a plan showing the position of the excavation.

10.4 Publication of the results, at least to a summary level (i.e. round up of archaeology in Essex in *Essex Archaeology and History*) shall be undertaken in the year following the archaeological field work. An allowance shall be made within the costs for the report to be published in an adequately peer reviewed journal or monograph series

## **11. Archive Deposition**

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

11.2 If the finds are to remain with the landowner a full copy of the archive shall be housed with the appropriate museum.

11.3 The archive shall be deposited with the appropriate museum within 1 months of the completion of the final publication report with a summary of the contents of the archive supplied to the Historic Environment Advisor

## 12. Monitoring

- 12.1 The Historic Environment Advisor will be responsible for monitoring progress and standards throughout the project. This will include the fieldwork, post-excavation and publication stages.
- 12.2 Notification of the start of work shall be given to the Historic Environment Advisor one week in advance of its commencement.
- 12.3 All excavated areas must be inspected by the Historic Environment Advisor prior to their development.
- 12.4 Any variations of the written scheme of investigation shall be agreed with the Historic Environment Advisor prior to them being carried out.

## 13. Contractors Written Scheme of Investigation

- 13.1 In accordance with Standards and Guidance produced by the IFA this design brief should not be considered sufficient to enable the total execution of the project. A WSI is required therefore in order to provide *the basis for a measurable standard* and for submission by the developer to the Local Planning Authority for approval.
- 13.2 Archaeological contractors shall forward a WSI to the Historic Environment Advisor of Essex County Council for validation prior to fieldwork commencing.
- 13.3 The involvement of the Historic Environment Advisor shall be acknowledged in any report or publication generated by this project.

## References

- Brown, N. and Glazebrook, J. 2000 Research and Archaeology: A Framework for the Eastern Counties 2. Research agenda and strategy East Anglian. Archaeol. Occ. Pap. 8
- Gurney, D. 2003 *Standards for Field Archaeology in the East of England* East Anglian. Archaeol. Occ. Pap. 14
- Medlycott, M. 2011 *Research and Archaeology Revisited: A Revised Framework for the East of England* East Anglian. Archaeol. Occ. Pap. 24

**For further information regarding the content of this brief and as part of our desire to provide a quality service, we would welcome any comments you may have on the content and presentation of this archaeological brief. Please address them to the author at the address below.**

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# Written Scheme of Investigation for

Archaeological Trial Trenching and Excavation at  
Warren Farm, Stortford Road, Little Canfield, Great  
Dunmow, Essex

Planning applications: UTT/13/1777  
NGR: TL 57732129

October 2013



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## **1 Introduction**

- 1.1 This is a Written Scheme of Investigation (WSI) for archaeological trial-trenching and Excavation at Warren Farm, Stortford Road, Little Canfield, Great Dunmow, Essex.
- 1.2 The proposed development involves the construction of four new semi-detached dwellings and associated works.
- 1.3 The proposed development site lies adjacent to the residential development at Priors Green, Takeley, and is situated within the present garden of Warren Farm (TL 57732129), which is a listed building.
- 1.4 A planning application UTT/13/1777 was submitted to Uttlesford District Council in September 2013. As the site lies adjacent to an area highlighted by the Historic Environment Record as having a high potential for archaeological deposits being present a full archaeological condition was recommended. The full archaeological condition that was recommended is based on the guidance given in the National Planning Policy Framework and states:

*"No development, or preliminary groundworks of any kind shall take place until the applicant has secured the implementation of a programme of archaeological work and recording in accordance with a written scheme of investigation which has been submitted by the applicant, and approved by the planning authority."*

- 1.5 This WSI follows a brief produced by the Essex County Council Historic Environment Advisor (ECC HEA) Richard Havis. Any variations in this WSI will be agreed beforehand with the ECC HEA. The WSI sets out proposals for evaluating and recording at the site which will lead to post-excavation work and the production of archive and (if necessary) publication texts.

## **2 Archaeological background**

This section is based on records held by The Essex Historic Environment Record (EHER).

The proposed development lies adjacent to Priors Green, an area in which multi-period archaeological deposits have been identified (HER 46298). During the development of Priors Green a large medieval settlement and field system, as well as prehistoric occupation, was uncovered. The southern edge of the proposed development is formed by the line of the original Roman road from Braughing to Colchester (HER 4697). Elsewhere along this road evidence of both Roman and medieval settlement has been found. The site lies within the garden of a 17<sup>th</sup> century listed building. To the east of the development lies a moated site, which potentially has its origins in the medieval period (EHER 4676).

## **3 Aim**

The aim of the excavation is to record and establish the character, extent, date, significance and condition of any remains and deposits exposed by the proposed works.

## **4 General Methodology**

- 4.1 All works will be undertaken by professional archaeologist(s) employed by CAT. The field officer(s) will have a level of experience appropriate to the work.
- 4.2 Prior to excavation, CAT will seek information about existing service locations from the developer.
- 4.3 All the latest Health and Safety guidelines will be followed on site. CAT has a standard Health and Safety policy, which will be adhered to (CAT 1999 updated 2008).
- 4.4 A site code will be obtained from the HEA. All codes will be quoted in any reports arising from the work.
- 4.5 For purposes of deposition of the archive, a museum accession code will be obtained through Saffron Walden Museum. All codes will be quoted in any reports arising from the work.

- 4.6 The relevant document of the Institute for Archaeologists (IFA) will be followed, i.e. *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2008a) and *Standard and Guidance for archaeological field evaluations* (2008b). Other guidelines followed are those published in EAA 3, EAA 8 and EAA 14.
- 4.7 At the start of the work an OASIS online record will be initiated. Key fields will be completed on Details, Location and Creators forms.

## 5 Fieldwork Methodology (Fig 1)

- 5.1 It is proposed that one 20m trench along the length of the proposed buildings will be excavated, running at a right angle to Stortford Road. The trench will be a single bucket width (1.8m).
- 5.2 The trench will be excavated under archaeological supervision down to the subsoil or the first archaeological horizon.
- 5.3 Following an on-site meeting with the HEA further open area archaeological excavation may be required to mitigate the impacts of the development should significant archaeological deposits/features be identified which cannot be preserved *in situ*.
- 5.4 Any further work required will be in accordance with an additional brief from ECC and WSI from CAT.
- 5.2 A CAT archaeologist will be present during the removal of any hardstanding and all topsoil stripping, which will be undertaken with using a mechanical excavator equipped with a toothless ditching bucket.
- 5.3 All investigation (pending the results of site discussions with the HEA) will be carried out by hand to an extent necessary to achieve the aims set out in section 3. This may include a 50% sample of discrete features (pits etc) and 10% of linears (ditches etc) where possible.
- 5.4 Fast excavation techniques involving (for instance) picks, forks and mattocks will not be used on complex stratigraphy.
- 5.5 Individual records of excavated contexts, layers, features or deposits will be entered on CAT pro-forma record sheets. Registers will be compiled of finds and samples.
- 5.6 The normal recording scale will be feature plans at 1:20 and sections at 1:10.
- 5.7 A metal detector will be used to check spoil heaps and any suitable strata, and the finds recovered. This will not normally be done on demonstrably modern strata.
- 5.8 The photographic record will consist of general site shots, and shots of all archaeological features and deposits. Standard 'record' shots of contexts will be taken on a digital camera. Colour transparencies will be used for overall site shots and all important contexts.
- 5.9 The site boundary and features and site levels will be tied into Ordnance Datum.

## 6 Finds

- 6.1 Environmental sampling policy. CAT has an arrangement with Val Fryer at the University of East Anglia whereby any potentially rich environmental layers or features will be appropriately sampled as a matter of course, but only if they are datable. Val Fryer will do any processing and reporting. If any complex or outstanding deposits are encountered VF will be asked onto site to advise. Helen Chappell of EH is available for further advice
- 6.2 Human remains must be left *in situ* except in those cases where damage or desecration are anticipated, or where analysis of the remains is considered to be a necessary requirement for satisfactory evaluation of the site. In these instances, 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 Home Office (Department of Constitutional Affairs) for a licence to remove them. In that case, conditions laid down by the license will be followed. If it seems that the remains are not ancient, then the coroner, the client, and the HEA will be informed, and any advice and/or instruction from the coroner will be followed. **Note: As the relevant legislation is currently in a state of flux, advice will be sought from HEM and DCA on best practice.**

- 6.3 Masonry walls shall be carefully cleaned and planned. Where possible these will be left in situ. If these have to be removed then detailed drawings both in plan and section will be required.
- 6.4 All finds of archaeological relevance will be retained. Policies for later disposal of any finds will be agreed with the HEA and the site owner.
- 6.5 All finds, where appropriate, will be washed.
- 6.6 A policy of marking for pottery and other finds will be agreed with Saffron Walden Museum. Marking will include the site code and context number.
- 6.7 The site archive will be presented to Saffron Walden Museum in accordance with their requirements.
- 6.8 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.
- 6.9 Finds work will be to accepted professional standards as presented in *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (IfA 2001).
- 6.10 A list of specialists available for consultation is given at the end of this WSI.

## **7 Results**

- 7.1 Notification will be given to the HEA when the fieldwork has been completed.
- 7.2 An appropriate archive will be prepared to minimum acceptable standards outlined in *Management of research projects in the Historic Environment* (English Heritage 2006) will be submitted to the HEA within a length of time not exceeding 3 months from the end of fieldwork, with one copy supplied to EHER (with a digital copy) and one to Saffron Walden Museum with the archive.  
This report will include:
  - The aims and methods adopted in the course of the excavation.
  - Location plan of the excavation area, with 10-figure grid references at two points.
  - A section drawing showing the depth of deposits including present ground level.
  - The excavation methodology and results with a suitable conclusion and discussion.
  - All specialist reports and assessments. Recommendations for further work will be kept separate from the results.
  - A concise non-technical summary of the project results.
- 7.3 If, after discussion with HEA, the results are considered worthy of publication, a report (at least at a summary level) will be submitted to *Essex Archaeology and History*. An Oasis online form will be completed for submission to the EHER, which will include an uploaded .pdf version of the report.

## **8 Archive deposition**

- 8.1 The full archive will be deposited at Saffron Walden Museum within 6 months of completion of final publication report on the project, and confirmed to the HEA. All requirements for archive storage will be as required by Saffron Walden Museum.
- 8.2 Finds (and other retained materials) will be bagged and boxed in the manner recommended by Saffron Walden Museum.
- 8.3 Plans will be presented on hanging strips to fit Saffron Walden Museum storage systems.
- 8.4 The photographic archive is to be presented as follows: original digital data on disk and hard copies of selected digital photos on high-quality paper, or as otherwise requested by Saffron Walden Museum.
- 8.5 A summary of the contents of the archive shall be supplied to the HEA at the time of deposition at the museum.

## **9 Monitoring**

- 9.1 The HEA will be responsible for monitoring progress and standards throughout the project, and will be kept regularly informed during fieldwork, post-excavation and publication stages.

- 9.2 Notification of the start of work will be given to the HEA one week in advance of its commencement.
- 9.3 Any variations of the WSI shall be agreed with the HEA in writing prior to them being carried out.
- 9.4 The HEA will be notified when the fieldwork is complete. The involvement of the HEA shall be acknowledged in any report or publication generated by this project.

## 10 References

- |                                       |       |   |
|---------------------------------------|-------|---|
| Brown, N and<br>Glazenbrook, J.       | 2000  | <i>Research and Archaeology: a frame work for the Eastern Counties 2 Research agenda and strategy</i> , East Anglian Archaeological, occasional papers 8 ( <b>EA8</b> ) |
| Colchester<br>Archaeological<br>Trust |       | <i>Policies and procedures</i> . 1999 (updated 2008)  |
| ECC                                   | 2008  | Tending Historic Environment Characterisation Project   |
| English Heritage                      | 2006  | <i>Management of Research Projects in the Historic Environment (MoRPHE)</i>   |
| Glazenbrook, J.                       | 1997  | <i>Research and Archaeology: a frame work for the Eastern Counties 1 resource assessment</i> , East Anglian Archaeological, occasional papers 3 ( <b>EA3</b> )          |
| Gurney, D.                            | 2003  | <i>Standards for field archaeology in the East of England</i> East Anglian Archaeological, occasional papers 14 ( <b>EA14</b> )   |
| Havis, R                              | 2013  | <i>Brief for Archaeological Trial Trenching and Excavation at Warren Farm, Stortford Road, Little Canfield, Great Dunmow</i>  |
| IfA                                   | 2008a | <i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i>   |
| IfA                                   | 2008b | <i>Standard and Guidance for archaeological watching briefs.</i>  |

Mark Baister 07/10/13  
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## **APPENDIX: TEAM STRUCTURE**

### **List of team members**

#### **Site supervision and Recording**

Mark Baister

#### **Assistant**

TBC

#### **Finds consultants**

Stephen Benfield (CAT): LIA/Roman pottery

Hazel Martingell (Braintree) : lithics

Joanna Bird (Guildford): samian ware

Francesca Boghi (NAU) Human bone

Ernest Black (Colchester): Roman brick/tile

Dr Hilary Cool (Nottingham): Roman glass

Nina Crummy (Colchester): small finds

Julie Curl (NAU): animal bone

John Davis (Norwich Museum): Roman coins

Val Fryer (UEA/Loddon): environmental

Valerie Rigby (British Museum): LIA ceramics

Dr Paul Sealey (Colchester Museums): Roman amphoras, prehistoric & Roman pottery

Helen Walker (ECC): Saxon, medieval and post-medieval pottery.

#### **Graphics**

M Baister, E Spurgeon

#### **Report writing**

M Baister, Howard Brooks

### **Senior Site Staff**

#### **Mark Baister BA**

After graduating from the University of Nottingham in 2008 with a BA Hons in Archaeology, Mark worked for CAT during the excavations of Colchester Garrison from 2009-11. He then went on to work for Pre-Construct Archaeology during the Ipswich excavation at Stoke Quay in 2012, as well as the A11 road scheme in Thetford Forest. Since returning to CAT in 2013 Mark has carried out monitoring and evaluations in Stebbing, Springfield, and Brightlingsea well as being the senior site assistant for CAT.

### **Finds Specialists**

#### **Stephen Benfield BA, Cert Archaeol (Oxon) (CAT) Late Iron Age and Roman pottery**

Steve's first involvement with Colchester archaeology was in 1985, working on a Manpower Services Commission sponsored project to assist in processing the enormous collection of Roman pottery from excavations in the town. He graduated from Reading University with a degree in archaeology and subsequently studied for his post-graduate Certificate in Archaeology at Oxford. Returning to CAT, he has since worked on many CAT projects at various supervisory and directorial positions, including the major projects at Stanway Iron Age burial site and Gosbecks Roman temple/theatre complex. Stephen has also, through much hands-on experience, built up a considerable working knowledge of LIA and Roman ceramics. He now completes ceramic assessments and full reports for CAT, drawing on the unrivalled catalogues provided by the standard Colchester works *Camulodunum* (Hawkes & Hull 1947), *Roman Colchester* (Hull 1958) and now *CAR 10*, and by examining the fabric series held at CAT headquarters.

#### **Peter Berridge (Colchester Museum) Lithics**

A graduate of the University of Wales, Peter is now Curator of Colchester Museum. He has over the years, built up a working knowledge of flints, and his published works include contributions to *Proceedings of the Prehistoric Society*.

#### **Francesca Boghi MSc (Norfolk Archaeological Unit) Human bone**

Francesca has been the Norfolk Archaeological Unit's human bone specialist since 1998. Her previous experience includes work for the Calvin Wells laboratory at the University of Bradford, where she undertook the analysis of 79 skeletons from the medieval cemetery of Pennell Street, Lincoln, Lincolnshire and of a group of Romano-British cremations from Kempston, Bedfordshire. Since joining Norfolk Archaeological Unit she has analysed the medieval assemblage from the parish church of Brettenham, Norfolk (89 skeletons), the human remains from Norwich Whitefriars (thirty-three skeletons from the Carmelite Friary and thirty-seven from the Baptist Chapel of Friary Yard), the skeletal remains from a medieval well in Norwich and numerous other smaller assemblages of inhumations and cremated human remains from the county. In addition she contributes to local education programmes by providing short sessions on skeletal analysis and interpretation. Her professional qualification is an MSc from the University of Sheffield and Bradford in Osteology, Paleopathology and Funerary Archaeology. She is a member of the British Association of Biological Anthropologists and Osteoarchaeologists (BBAO).

#### **Joanna Bird FSA (Guildford) Samian**

Joanna is one of the country's top samian specialists. Among her large corpus of work is a contribution to the publication *Colchester Archaeological Report 10: Roman pottery from excavations in Colchester 1971-1986*.

#### **Ernest Black (Colchester) Roman brick/tile**

Ernest is a Colchester schoolteacher with a wide interest in archaeology and the classical world. In this sense, he is following in the footsteps of A.F. Hall, and Mike Corbishley who were also local schoolmasters. He has developed his specialism by large scale hands-on experience with Roman brick and tile, and has contributed to the *Arch J*, *CAR 6: Excavations at Culver Street, the Gilbert School, and other sites in Colchester 1971-1985*.

#### **Howard Brooks BA, FSA MIFA: (CAT) Medieval and Post-Medieval pottery**

Howard's involvement in Essex archaeology goes back to 1969 when he dug at Sheepen, Colchester with Rosalind Dunnett (now Niblett). He studied archaeology at the University of Wales, and graduated in 1975. He worked for Colchester Archaeological Trust between 1975 and 1981, and again in 1985, where he was involved at various levels of responsibility (up to Co-Director) in the excavation of deeply stratified urban remains in Roman Colchester and suburbs (*Colchester Archaeological Report 3* [1994]). Between 1986 and 1991 he worked for Essex County Archaeology Section, first in directing the fieldwalking and excavation project at Stansted Airport (*East Anglian Archaeology 107*, 2004), and then in Development Control. Howard then left ECC in 1991 to set up and run HBAS, the county's smallest contracting team, in which capacity he carried out over twenty field projects and wrote a dozen consultancy reports. He rejoined CAT in 1997. He completes specialist reports on medieval and post-medieval pottery and other finds and has written a comprehensive list of site reports. He regularly contributes to *Essex Archaeology & History*, and teaches University evening classes on archaeology.

#### **Dr Hilary Cool FSA MIFA (Nottingham) Roman glass**

Another graduate of the University of Wales, Hilary is now a freelance glass and finds specialist, and has written many reports on glass from Colchester sites, including contributions to *Colchester Archaeological Report 6: Excavations at Culver Street, the Gilbert School, and other sites in Colchester 1971-85*, and *Colchester Archaeological Report 9: Excavations on Roman and later cemeteries, churches and monastic sites in Colchester 1971-88* (1993). Among her major works is the internationally selling *Colchester Archaeological Report 8: Roman vessel glass from excavations in Colchester 1971-85*.

#### **Nina Crummy BA, FSA (Colchester) Small finds**

Nina first worked in the early 1970s as finds assistant on the major urban excavations in Colchester for the Colchester Excavation Committee (later the Trust). Over the next twenty

years she built up an unrivalled working knowledge of small finds of all types. She has collaborated in most of the *Colchester Archaeological Reports*, and was principal author of the best-selling *Colchester Archaeological Reports 2* (Roman small finds), 4 (*The coins from excavations in Colchester 1971-9*) and 5 (*The post-Roman small finds from excavations in Colchester 1971-85*). She recently worked for the Museum of London, and was instrumental in the recent transfer of and the massive improvement in accessibility to archaeological archives in London. She now works freelance on small finds reports for CAT, HBAS, and other bodies including Winchester Excavation Committee.

#### **Julie Curl (Norfolk) Animal Bone**

Julie has over 16 years of experience in archaeology and in particular finds for the Norfolk Archaeological Unit and Norfolk Museums Service. After many years working as both a bone specialist and in graphics for the NAU Julie has recently established her own freelance company Sylanus in which she specialises in Archaeological and Natural History illustrations as well as being a freelance animal and human bone specialist. She has been producing faunal remains reports for many years and produces assessments and analysis reports for clients across the East Anglian region. She has her own extensive bone reference collection built up over many years. Her particular interests in faunal remains are animal husbandry and pathologies. She has also worked as a conservator, particularly on Pleistocene vertebrates and a wide variety of archaeology and natural history projects at the Norwich Castle Museum. Julie is also an extra-mural lecturer with the University of East Anglia, teaching Animal bones in Archaeology.

#### **Dr John A Davies (Norwich Museum) Roman coins**

John has, for some years, written reports on Roman coins from Colchester excavations. He specialises in barbarous radiates, and has contributed to *British Numismatic Journal* on that topic. Among his other publications is a contribution to *Colchester Archaeological Report 4: The coins from excavations in Colchester 1971-9*, and *CAR 9: Excavations on Roman and later cemeteries, churches and monastic sites in Colchester 1971-88* (1993).

#### **Val Fryer BA, MIFA (Norfolk) Environmental Archaeologist**

Val has fifteen years experience in environmental archaeology, working for English Heritage, County Units and independent archaeological bodies across the United Kingdom and Southern Ireland. She has published reports in *East Anglian Archaeology* (including occasional papers), *Proceedings of the Prehistoric Society*, *Medieval Archaeology* and *Norfolk Archaeology*. Specialist work for various police authorities across England and Northern Ireland. Val is a Member of the Institute of Field Archaeologists with special accreditation for environmental archaeology and she is also a Member of the Association of Environmental Archaeologists.

#### **Valerie Rigby (Hertfordshire) LIA ceramics**

Formerly working for the British Museum, Val is one of the country's leading authorities on later prehistoric ceramics in general, and traded wares in particular. She has published widely. Her major works include *Baldock: the excavation of a Roman and pre-Roman settlement, 1968-72* (*Britannia Monograph Series 7*, with Ian Stead). On a more local level, she has contributed to the magisterial *Colchester Archaeological Report 10: Roman pottery from excavations in Colchester 1971-88*, and to Ros Niblett's *Sheepen: an early Roman industrial site at Camulodunum* (CBA Research Report 57, 1985).

#### **Patricia Ryan (Chelmsford) Medieval and later brick and tile**

Pat has for many years been examining excavated collections of brick and tile from Essex sites, and contributing reports which are usually consigned to the gloomier parts of archive reports, or as footnotes in published texts. Her regular contributions to *Essex Archaeology & History*, therefore, under-represent the devoted study which Pat has put in over the years. Nobody knows more about local brick and tile, except for David Andrews, with whom she collaborated on significant sections of *Crissing Temple: A Templar and Hospitaller Manor in Essex* (1993).



**Dr Paul Sealey (Colchester Museum) Amphoras**

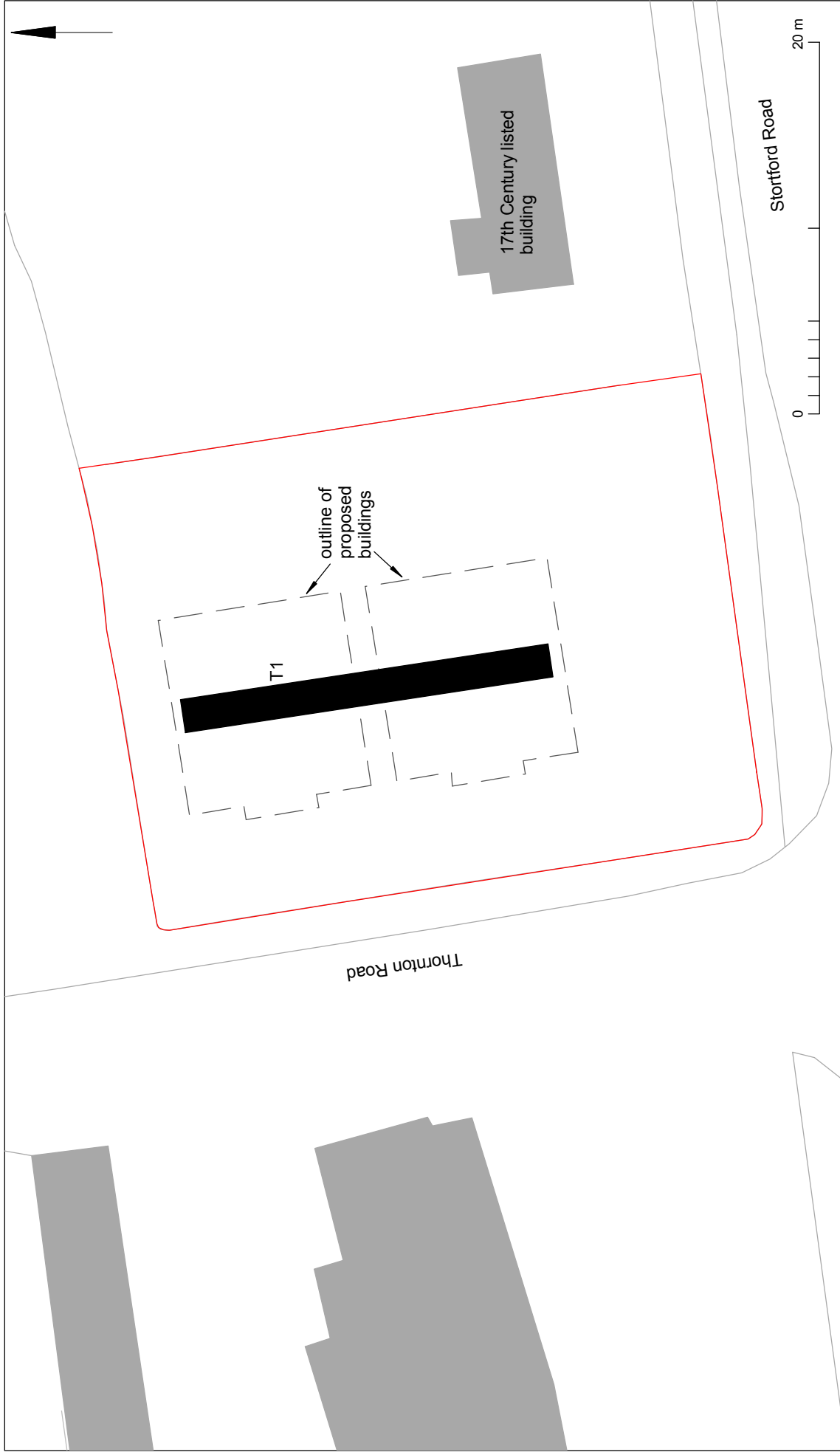
Paul has worked at Colchester Museum since the late 1970s. His PhD specialism was Roman amphoras, a topic on which he writes specialist reports. His main areas of interest are prehistory and the Roman period, and he has developed a familiarity with those periods and their ceramics. He has published widely. His major works include *Amphoras from the 1970 excavations at Colchester Sheepen* (BAR 142, 1985), contributions to Ros Niblett's *Sheepen: an early Roman industrial site at Camulodunum* (CBA Res Rep 57, 1985). He regularly contributes to *Essex Archaeology & History*.

**Sue Tyler (ECC) Saxon Pottery**

Sue is the County authority on Saxon material, especially pottery. She has had several spells working with Essex County Archaeology Section, interrupted by a late-1980s spell in Hertfordshire. She has written reports on Saxon material for many Essex Projects, and contributes regularly to *Essex Archaeology & History*, including the Anglo-Saxon cemetery at Prittlewell (*Essex Archaeol Hist* 19 (1988)).

**Helen Walker BSc (ECC) Medieval and post-medieval pottery.**

Helen is Essex County Council Field Archaeology Group's medieval and post-medieval pottery specialist. Before joining ECC in 1985, she worked on finds in Carmarthen, and for Hampshire CC on projects in Winchester. Since 1985, she has contributed reports on ceramics to many other projects in the county. A regular contributor to *Essex Archaeology & History*, her principal publications include reports on the Rayleigh kiln dump, and George Street and Church Street, Harwich (*Essex Archaeology & History*, 21 [1990]), and North Shoebury (*EAA* 75).



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Fig 1 Proposed trench plan.