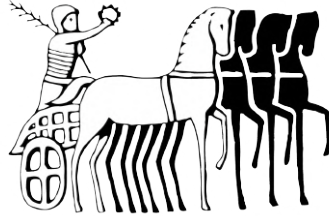


Colchester Archaeological Trust



CAT Report 2089
issued September 2024

**Archaeological evaluation on land to the rear of
136 Sheering Mill Lane, Sawbridgeworth,
Hertfordshire, CM21 9ND: September 2024**



CAT project code: 2024/06b
HCC event code: EHT9345

**Archaeological evaluation on land to the rear of
136 Sheering Mill Lane, Sawbridgeworth,
Hertfordshire, CM21 9ND: September 2024**

NGR: TL 48566 14669 (centre)

Planning ref.: 3/23/1534/FUL

**CAT project ref.: 2024/06b
CAT Report 2089**

**HCC event code: EHT9345
OASIS id: colchest3-526245**

**report prepared by Laura Pooley
with contributions by Dr Matthew Loughton**

fieldwork by Harvey Furniss and Megan Beale

commissioned by Park Hill Homes (UK) Limited

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Issued:	18/09/2024	

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1 Summary

An archaeological evaluation (one trial-trench) was carried out on land to the rear of 136 Sheering Mill Lane, Sawbridgeworth, Hertfordshire in advance of the construction of a new dwelling. Despite being located within Area of Archaeological Significance 166, the evaluation did not encounter any archaeological remains other than a few fragments of post-medieval pottery and peg-tile from a layer of made-ground.

2 Introduction (Fig 1)

This is the report for an archaeological evaluation on land to the rear of 136 Sheering Mill Lane, Sawbridgeworth, Hertfordshire which was carried out by Colchester Archaeological Trust (CAT) on 13th September 2024. The work was commissioned by Park Hill Homes (UK) Limited in advance of the creation of a new car park, and was carried out by

In response to consultation with Hertfordshire County Council Environmental Resource Planning (HCCERP), Historic Environment Advisor Alison Tinniswood 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 (NPPF 2021)*.

In response to this condition a written scheme of investigation (WSI) was prepared by CAT (CAT 2024a) and agreed with Historic Environment Advisor Peri Horsley. All work was carried out in accordance with the WSI.

In addition to the WSI, all fieldwork and reporting was undertaken in accordance with:

- *Management of Research Projects in the Historic Environment (MoRPHE)* (Historic England 2015),
- Professional standards of the Chartered Institute for Archaeologists, including its *Code of Conduct* (CIfA 2020a-b, 2022, 2023a-b),
- 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/>
- CAT Health and Safety Policy (CAT 2024b).

3 Archaeological background (Fig 2)

The following archaeological background draws on the Hertfordshire Historic Environment Record (HHER), request number 57.24. The proposed development falls within Area of Archaeological Significance 166 as identified in the local plan.

For HER results an area of 500m was searched around the site (see Fig 2). All measurements are taken from the centre point of the development site to the centre point of the archaeological site.

Although there are known prehistoric and Roman remains in the wider vicinity there were none listed within the search area except a find spot for a worked flint (MHT2128).

The site is located within the small medieval and later market town of Sawbridgeworth (MHT17). In 1022 Geoffrey de Say received the grant of a market to be held at Sawbridgeworth on a Saturday. The marketplace (MHT9533), and significantly named Fair Green (MHT12542), lay on the flat land at the top of the slope to the river, to the west of the church. This was a manorial layout with the manor house, the site of which has been lost, standing somewhere on the northern side of the church.

The parish church, St Mary the Great, is of particular interest as it is largely unaltered (MHT1104, 145m NW). The church was constructed in the 13th century but as a priest is recorded in the manor in the Domesday book in 1086 it would suggest that somewhere in Sawbridgeworth there would have been a church before the current one.

In the later medieval period, the area was known for growing saffron as a crop, to supply the London demand for dyes and other purposes. By the 16th century other crops and maltings had taken over, resulting in the construction of many malthouses in the town in the 18th and 19th centuries. There are 11 former malthouses within the search area. Some remains, or partial remains, still survive such as The Old Malt House (MHT6275), Orchard Maltings (MHT6276), the Maltings and Mill store, Station Road (MHT6277), and site of maltings west of 18 Bell Street (MHT9411). Others are known from being marked on the 1839 tithe maps and first edition OS maps (MHT6274, MHT9417, MHT9418, MHT9419, MHT9422, MHT9423 and MHT18288).

The town's growth and development from the medieval period onwards can be seen today by the number of historic buildings still surviving within the town. Just within the search area alone there are over 80 Historic England listed buildings. The site is adjacent to and in the setting of the Grade II Listed 'Trevarthen', a house comprising a 17th-century rear range and a 18th-century front range (NHLE 1101622) and Green Man House (NHLE 1101624).

The 16th-century Market House on Knight Street is referred to as a most important medieval house and a key building in the character of the town centre. The timber-framed and plastered Grade II* listed property started out as a medieval hall-house before being in use as a public house and maltings (MHT9420).

A parliamentary survey of 1649 shows that a parsonage, including a gatehouse and lodging chamber for servants was located close to the current site. A later parsonage was built in 1685 by John Ward. Archaeological monitoring at the site of The Old Rectory (MHT12259), built in 1857, did not find any evidence it (MHT12258).

Archaeological work at 21 Knight Street revealed a pair of ditches thought to be early medieval, possibly even Anglo-Saxon, as a few sherds of Saxon pottery were recovered from the fill (MHT30858). During an evaluation at the former Ancient Raj, Knight Street, a series of intercutting pits were recorded, which contained post-medieval pottery and residual medieval pottery (MHT31594).

The gradual increase in construction of substantial dwellings within the town show a general picture of Sawbridgeworth's growth, particularly from the 16th century. Maintaining and adding to this number shows it was able to adapt to the changing markets and thrive. Other early timber-framed historic houses of note in the search area include:

15th century

- Fair Green House, a 15th-16th century hall-house (MHT9653)
- 2 Church Street (MHT9538)

16th century

- early 16th-century building located on the edge of the churchyard (MHT9534)
- 21-23 Bell Street (MHT9537). An archaeological evaluation in the garden revealed a sherd of 13-14th century Harlow pottery, which predates the house (MHT13144).
- 46 Bell Street (MHT9654)
- 2 The Square (MHT9655)
- 3-4 The Square (MHT9656)
- The White Lion Inn (MHT9660)
- The Old Bell Inn (MHT9661)
- 40 Knight Street (MHT17496)

17th century

- Bridgefoot House, Station Road (MHT11433-43)
- King William IV, a picturesque weatherboarded pub (MHT13660)
- Barclays Bank, 28 Knight Street (MHT15625)
- Chantry, 9 Bell Street (MHT17462)
- 17 Bell Street (MHT17538)

- 92 Station Road (MHT18253)

18th century

An extension to Fawbert & Barnard School on the site of the former Saylesbury Manor revealed the remains of a large ditch containing undated domestic material (MHT9882). Sayesbury Manor house is said to date to 1780. The range of buildings represent a complete 18th-century residential complex (MHT11916).

From the 17th century onwards Sawbridgeworth starts gaining buildings to support the move to industrialisation and associated infrastructure to deal with the population change. Close to the development area is the site of the 17th-century parish workhouse on Vantorts Road, later used as a school in the 19th century (MHT9414). In the southeast corner of the churchyard were three 19th-century Almshouses (MHT9415). Other industrial related monuments within the search area include a former steam corn mill on the site of a former watermill (MHT5807), cast iron pumps behind The Old Bell Inn (MHT9409), at the street corner of Fair Green (MHT9410) and on the corner of Bell Street and London Road (MHT9411). An 18th-19th century base for a crane at the former wharf on the Stort Navigation Canal (MHT9535) and the Lock Keeper's cottage (MHT16414). To protect this growing population by the 19th-century a Police Station complex was added (MHT7163) which is recorded on early OS mapping and the Fire Station built in Church Street in 1905-6 (MHT17937).

Archaeological investigations which revealed post-medieval remains include an 18th-century boundary ditch (MHT15231) within the garden of Landguard (MHT15232), a 19th-century home on Station Road.

Modern monuments within the search area include the Road bridge over the River Stort (MHT5133) and the site of the early 20th-century sewage works (MHT13116).

4 Aims

General project aims

- Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation and ensure they are recorded and interpreted to an acceptable standard.
- Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- Establish the potential for the survival of environmental evidence.
- Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of costs.
- Provide sufficient information to assess the need for further mitigation.

Research aims and objectives

The first version of the Regional Research Framework for the Eastern Counties was developed in the late 1990s and published in two parts. Part 1, the Resource Assessment, by Glazebrook (ed) was published in 1997. Part 2, the Research Agenda and Strategy, by Brown & Glazebrook (eds) was published in 2000. The Framework was extensively reviewed ten years later, and a revised version was published by Medlycott (ed) in 2011. The current revision of the Research Framework, published at <https://researchframeworks.org/eoe/>, augments and updates the previous versions of the Framework. The research agenda of this framework (see <https://researchframeworks.org/eoe/research-agenda/>) identifies those areas in the county where there are gaps in our current understanding and key research questions that need to be addressed. Depending on the results of the archaeological evaluation of this site, those gaps and questions which may help to be answered include:

- *Med (Urban) 01: How can our understanding of medieval urban settlement patterns be improved?*

- *Med (Urban) 18: How can we gain an archaeological understanding of the medieval economy?*
- *Med (Urban) 19: How can we further improve our understanding of medieval urban buildings?*
- *Med (Urban) 20: What can archaeology tell us about urban growth and decline?*
- *P-Med 09: How can we capture the changing character of post-medieval urban centres?*
- *P-Med 12: How should we approach the excavation of post-medieval deposits?*

5 Methodology

See the attached WSI for a full methodology.

6 Results (Figs 3-4)

One trial trench, 20m long by 1.8m wide, was machine-excavated under the supervision of a CAT archaeologist.

Site stratigraphy was as follows: modern topsoil (L1, c 0.15-0.27m thick) sealed a post-medieval/modern made-ground (L2, c 0.23-31m thick) above natural (identified at a depth of c 0.4-0.48m below current ground level). Fragments of post-medieval pottery and peg-tile were recovered from L2.

Context	Finds no.	Interpretation	Description	Date
L1	-	Topsoil	Firm/hard, dry, medium grey/brown silty loam and inclusions of 5% stone.	Modern
L2	1	Made-ground	Hard, dry, medium grey/brown silty loam with 10% stone, frequent CBM and lots of roots.	Post-medieval/modern
L3	-	Natural	Hard, dry, medium yellow clay with inclusions 10% gravel, 20% stone and pieces of chalk.	Post-glacial

Table 1 Context information.



Photograph 1 The evaluation trench, looking north.



Photograph 2 The evaluation trench, looking south.

The outline of two backfilled geotechnical pits were identified within the trench but there were no archaeological remains.

7 Finds

by Dr Matthew Loughton

The evaluation uncovered a small assemblage of pottery and ceramic building material from made-ground L2. It consists of two sherds of post-medieval red earthenware (95g) from large bowls or pancheons (EVE:0.10). One of the pancheons has a heavy flanged rim which is dateable to c 1650-1750 (Cotter 2000, 200). Three fragments of peg-tile (424g) were also recovered. None of these finds were retained.

8 Conclusion

Archaeological evaluation on land to the rear of 136 Sheering Mill Lane, Sawbridgeworth, Hertfordshire did not reveal any archaeological remains. A few fragments of post-medieval pottery and peg-tile were found scattered throughout made-ground L2, which is unsurprising given the location of the site within the post-medieval town. However, the lack of features and small quantity of finds would suggest that the development site itself is on the periphery of any significant post-medieval activity.

9 Acknowledgements

CAT thanks Park Hill Homes (UK) Limited for commissioning and funding the work. The project was managed by A Wightman and C Lister, fieldwork was carried out by H Furniss with M Beale. Figures are by L Pooley and C Hill. The project was monitored for Hertfordshire County Council by Peri Horsley.

10 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 *Research and Archaeology: A Framework for the Eastern Counties 2. Research agenda and strategy*. East Anglian Archaeology

CAT	2024a	Occasional Paper 8 (EAA 8) <i>Written scheme of investigation for an archaeological evaluation by trial-trenching on land to the rear of 136 Sheering Mill Lane, Sawbridgeworth, Hertfordshire, CM21 9ND</i> , by E Holloway. Colchester: Colchester Archaeological Trust.
CAT	2024b	<i>Health & Safety Policy</i> . Colchester: Colchester Archaeological Trust.
CIfA	2020a	<i>Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives</i> . CIfA Chartered Institute for Archaeologists; published 2014, revised 2020.
CIfA	2020b	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i> . CIfA Chartered Institute for Archaeologists; published 2014, revised 2020.
CIfA	2022	<i>Code of Conduct</i> . CIfA Chartered Institute for Archaeologists; published 2014, revised 2022.
CIfA	2023a	<i>Standard for archaeological field evaluation</i> . CIfA Chartered Institute for Archaeologists.
CIfA	2023b	<i>Universal guidance for archaeological field evaluation</i> . CIfA Chartered Institute for Archaeologists.
Cotter, J P	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)
Hertfordshire Museums	2023	<i>Hertfordshire Archaeological Archive Standards</i> . Hertfordshire Association of Museums.
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	2023	<i>National Planning Policy Framework</i> . Ministry of Housing, Communities and Local Government.

11 Abbreviations and glossary

CAT	Colchester Archaeological Trust
CIfA	Chartered Institute for Archaeologists
context	specific location of finds on an archaeological site
feature (F)	an identifiable thing like a pit, a wall, a drain: can contain 'contexts'
HCCERP	Hertfordshire County Council Environmental Resource Planning
HHER	Hertfordshire Historic Environment Record
layer (L)	distinct or distinguishable deposit (layer) of material
medieval	period from AD 1066 to c 1500
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 nvestigations, http://oasis.ac.uk/pages/wiki/Main
post-medieval	period from c AD 1500 to c 1800
section	(abbreviation sx or Sx) vertical slice through feature/s or layer/s
wsi	written scheme of investigation

12 Archive deposition

Digital record: This project falls within the CIfA definition of a sterile project (<https://www.archaeologists.net/selection-toolkit/sterile-projects>), and as such the preserved archaeological archive will take the form of a single digital document that incorporates all the relevant elements from the project archive. This document will be uploaded to OASIS and released into the Archaeological Data Service (ADS) library, from where it will be curated by the ADS. The single digital document will include the report, brief, wsi, photographs, and original site data (for example context sheets, section drawings).

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Distribution list:

Park Hill Homes (UK) Limited

Peri Horsley, Hertfordshire County Council Environmental Resource Planning

Hertfordshire Historic Environment Record

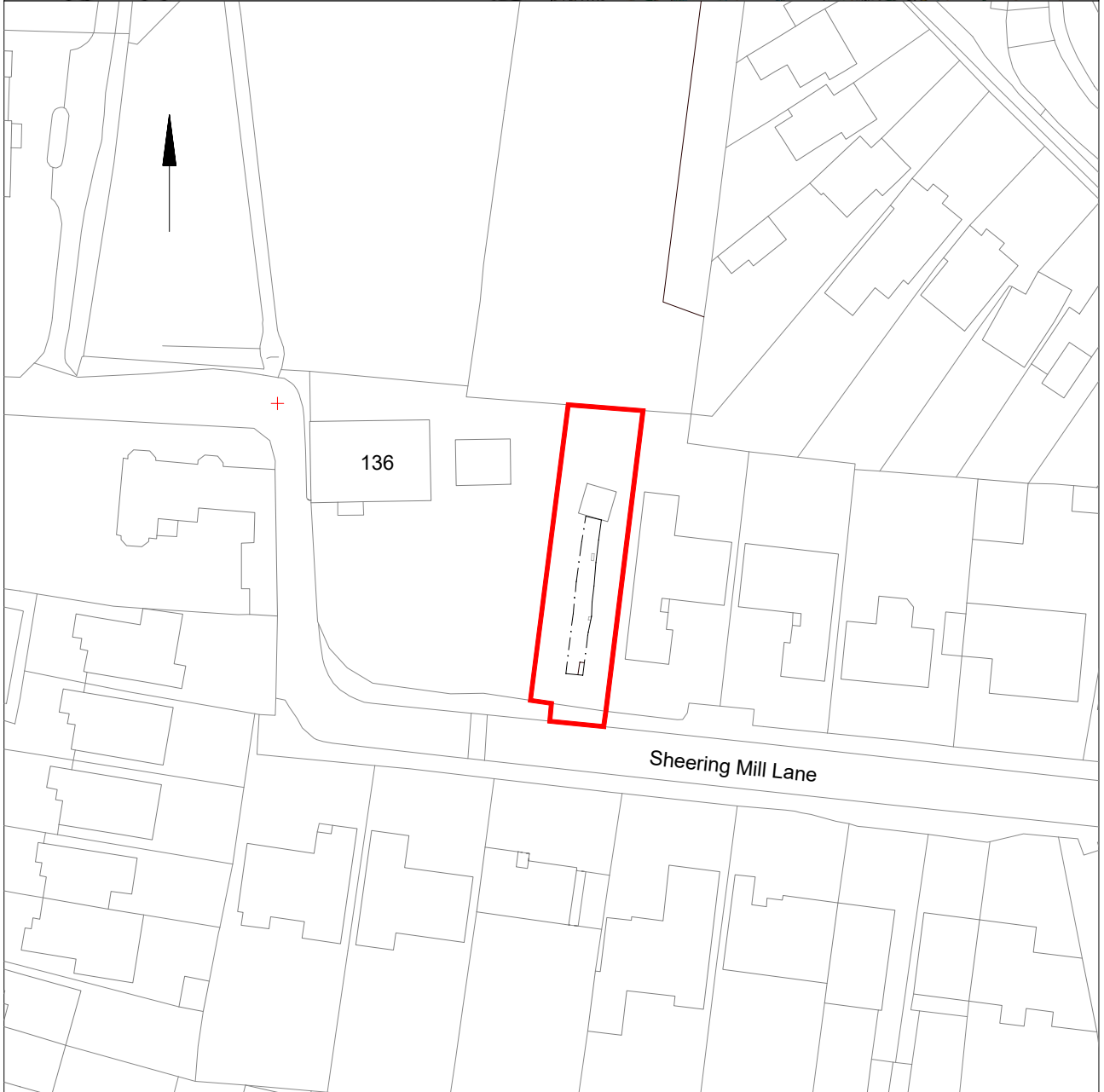


Fig 1 Site location.

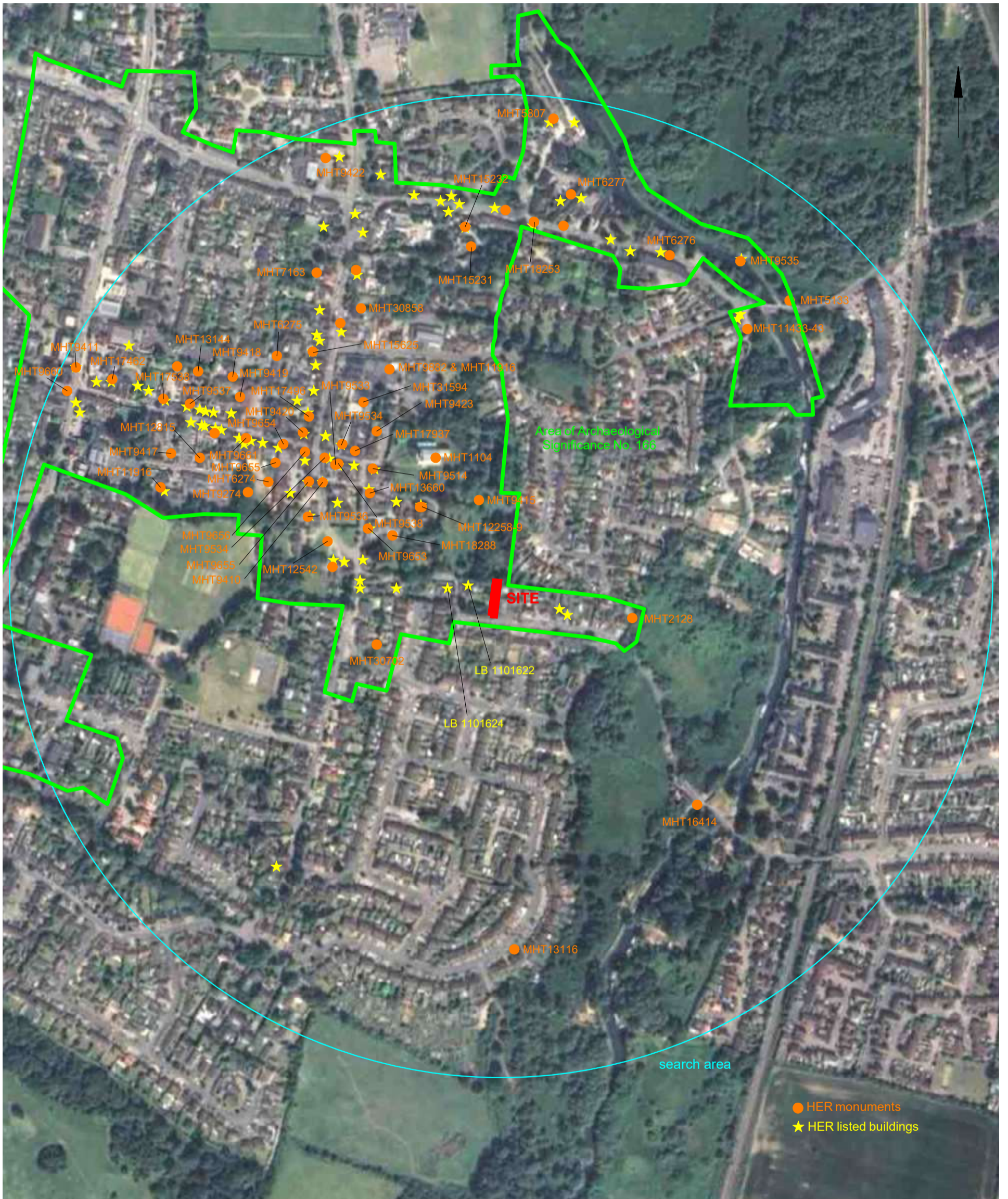


Fig 2 Development site (red) in relation to archaeological data recorded on the Hertfordshire Historic Environment records.

Imagery ©2024 Airbus, Maxar Technologies, Map data ©2024 Google
 Historic Environment Data ©2023 Hertfordshire Historic Environment Record
 0 200 m

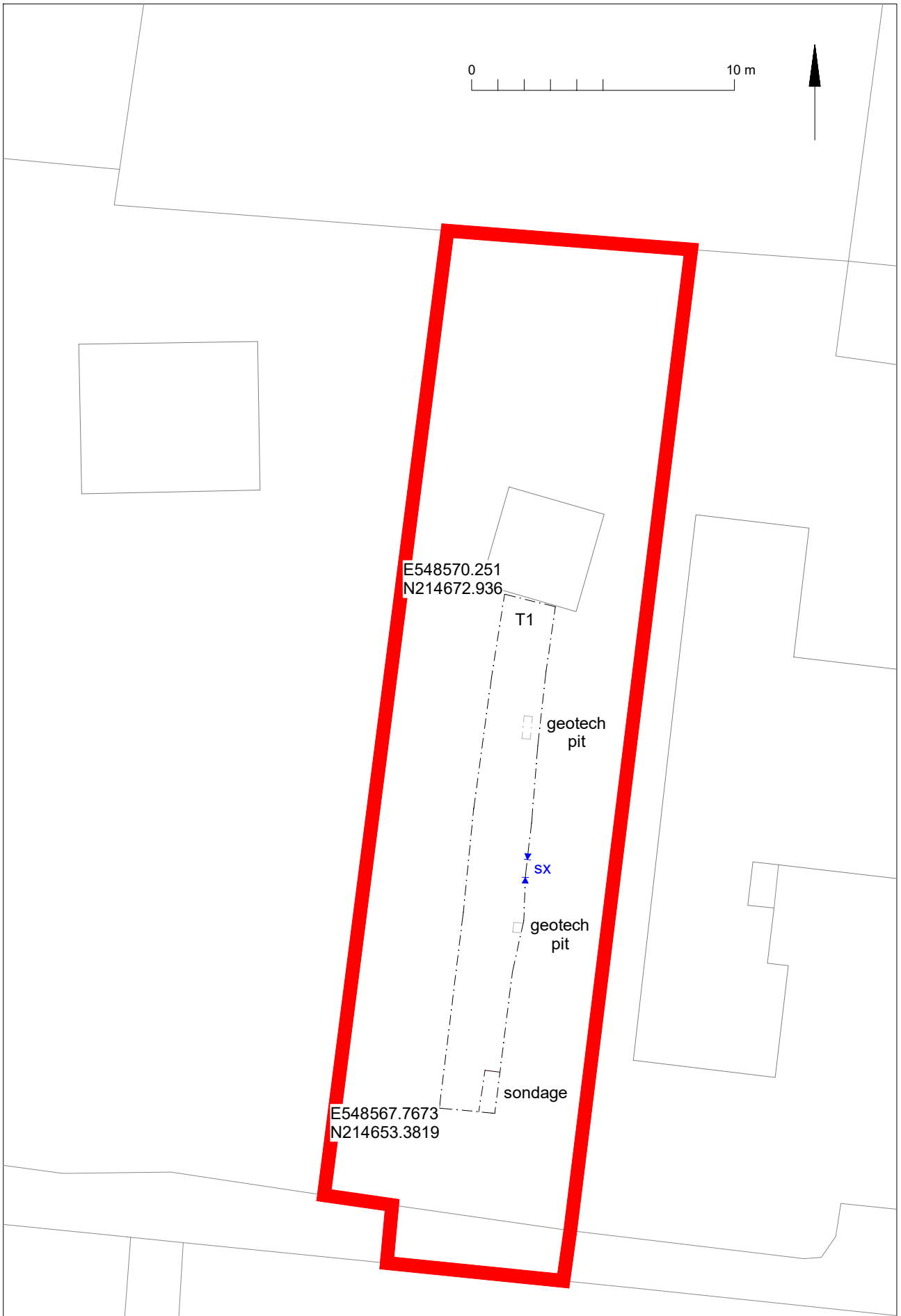


Fig 3 Results.

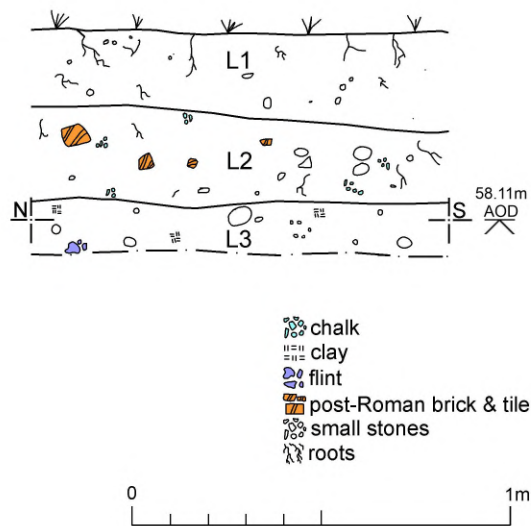


Fig 4 Representative section.

APPENDIX

HERTFORDSHIRE HISTORIC ENVIRONMENT RECORD SUMMARY SHEET

Site name and address: land to the rear of 136 Sheering Mill Lane, Sawbridgeworth, Hertfordshire, CM21 9ND		
County: Hertfordshire	District: East Hertfordshire	
Village/Town: Sawbridgeworth	Parish: Sawbridgeworth	
Planning application reference: 3/23/1534/FUL		
HER Enquiry reference: 57.24		
Funding source: Developer		
Nature of application: Construction of a new dwelling.		
Present land use: Rear garden		
Size of application area: 0.03ha	Size of area investigated: 42m ²	
NGR (to 8 figures minimum): TL 48566 14669 (centre)		
Site code (if applicable): CAT project code 2024/06b		
Site director/organisation: Colchester Archaeological Trust (CAT)		
Type of work: Archaeological evaluation		
Date of work: September 2024	Start: 13th September 2024	Finish: 13th September 2024
Location of finds & site archive/curating museum: Digital archive – Archaeology Data Service Finds archive – n/a		
Related HHER nos:	Periods represented: Post-medieval/modern	
Relevant previous summaries/reports: n/a		
Summary of fieldwork results: An archaeological evaluation (one trial-trench) was carried out on land to the rear of 136 Sheering Mill Lane, Sawbridgeworth, Hertfordshire in advance of the construction of a new dwelling. Despite being located within Area of Archaeological Significance 166, the evaluation did not encounter any archaeological remains other than a few fragments of post-medieval pottery and peg-tile from a layer of made-ground.		
Author of summary: Laura Pooley	Date of summary: 17/09/2024	

Colchester Archaeological Trust



**Written Scheme of Investigation
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June 2024

NGR: TL 48566 14669 (centre)

Planning district.: East Hertfordshire

Planning ref.: 3/23/1534/FUL

CAT project ref.: 2024/06b

Curating museum: Bishop's Stortford

HCCHEA monitor: Alison Tinniswood/Peri Horsley

OASIS id: colchest3-526245

WSI prepared by: Emma Holloway

Figures by: Chris Lister

Client: Park Hill Homes (UK) Limited

Version 1, prepared by:	Emma Holloway	Project Officer (Post-excavation & Illustration)
Reviewed and approved by:	Chris Lister	Director, Business Operations
Issued:	26/06/2024	
Version 2, amended by:	Emma Holloway	Project Officer (Post-excavation & Illustration)
Reviewed and approved by:	Laura Pooley	Post-Excavation Manager
Issued:	05/08/2024	
Version 3, amended by:	Laura Pooley	Post-Excavation Manager
Issued:	13/08/2024	

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Site location and description

The site is located on land to the rear of 136 Sheering Mill Lane, Sawbridgeworth, Hertfordshire (see Fig 1). The site is centred on National Grid Reference (NGR) TL 48566 14669. Sawbridgeworth is situated on the western bank and valley slope of the River Stort. The site is slightly elevated from the pedestrian path with a modest gradient from the eastern (58.2-58.6m AOD) boundary towards the west (58.9-59.2m AOD). The site is located adjacent to the Sawbridgeworth Conservation Area, whilst not in it the property it does form part of the setting around it.

Proposed work

The proposed development comprises the construction of a new two-bedroom detached dwelling, shed, access, utilities and alterations to the land levels.

Geology

The British Geological Survey geology viewer (1:50,000 scale¹) shows the site bedrock geology for the site forms part of the Lewes Nodular Chalk formation and Seaford Chalk formation (Chalk with subsidiary calcareous mudstone and flint). Superficial deposits on the site consist of Lowestoft Formation – diamiction (an extensive sheet of chalky till, together with outwash sands and gravels, silts and clays. The till is characterised by its chalk and flint content).

Historic landscape

The Hertfordshire Historic Landscape Characterisation map (HLC) shows that the development site is located within an area characterised as a built-up area – urban development (code ba).

Archaeological background

The following archaeological background draws on the Hertfordshire Historic Environment Record (HHER), request number 57.24. The proposed development falls within Area of Archaeological Significance 166 as identified in the local plan.

For HER results an area of 500m was searched around the site (see Fig 2). All measurements are taken from the centre point of the development site to the centre point of the archaeological site.

Although there are known prehistoric and Roman remains in the wider vicinity there were none listed within the search area except a find spot for a worked flint (MHT2128).

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

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An extension to Fawbert & Barnard School on the site of the former Saylesbury Manor revealed the remains of a large ditch containing undated domestic material (MHT9882).

Sayesbury Manor house is said to date to 1780. The range of buildings represent a complete 18th-century residential complex (MHT11916).

From the 17th century onwards Sawbridgeworth starts gaining buildings to support the move to industrialisation and associated infrastructure to deal with the population change. Close to the development area is the site of the 17th-century parish workhouse on Vantorts Road, later used as a school in the 19th century (MHT9414). In the southeast corner of the churchyard were three 19th-century Almshouses (MHT9415). Other industrial related monuments within the search area include a former steam corn mill on the site of a former watermill (MHT5807), cast iron pumps behind The Old Bell Inn (MHT9409), at the street corner of Fair Green (MHT9410) and on the corner of Bell Street and London Road (MHT9411). An 18th-19th century base for a crane at the former wharf on the Stort Navigation Canal (MHT9535) and the Lock Keeper's cottage (MHT16414). To protect this growing population by the 19th-century a Police Station complex was added (MHT7163) which is recorded on early OS mapping and the Fire Station built in Church Street in 1905-6 (MHT17937).

Archaeological investigations which revealed post-medieval remains include an 18th-century boundary ditch (MHT15231) within the garden of Landguard (MHT15232), a 19th-century home on Station Road.

Modern monuments within the search area include the Road bridge over the River Stort (MHT5133) and the site of the early 20th-century sewage works (MHT13116).

Planning background

A planning application (3/23/1534/FUL) was submitted to East Hertfordshire District Council in August 2023 proposing the '*erection of dwelling and shed with creation of access, landscaping and associated works including alterations to land levels.*'

In response to consultation with Alison Tinniswood, Hertfordshire County Council Senior Historic Environment Advisor (HCCHEA), it was advised that as the site lies within an area highlighted by the Hertfordshire HER as having a high potential for archaeological deposits, an archaeological condition would be recommended. The recommended archaeological condition is based on the condition based on the guidance given in the National Planning Policy Framework (MHCLG 2023).

Requirement for work

The archaeological work will consist of an evaluation by trial-trenching. Details are given in a consultation letter written by the HCCHEA (Tinniswood, A. *Letter to Planning and Building Control* 20th January 2020).

Specifically, there will be one trench, measuring 20m long by 1.8m wide (see Fig 1), covering an area of 36m² located to avoid site constraints (see Fig 3) and targeting the location of the footings of the new dwelling.

General project aims

- Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation and ensure they are recorded and interpreted to an acceptable standard.
- Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- Establish the potential for the survival of environmental evidence.
- Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of costs.
- Provide sufficient information to assess the need for further mitigation.

Research aims and objectives

The first version of the Regional Research Framework for the Eastern Counties was developed in the late 1990s and published in two parts. Part 1, the Resource Assessment, by Glazebrook (ed) was published in 1997. Part 2, the Research Agenda and Strategy, by Brown & Glazebrook (eds) was published in 2000. The Framework was extensively reviewed ten years later, and a revised version was published by Medlycott (ed) in 2011. The current revision of the Research Framework, published at <https://researchframeworks.org/eoe/>, augments and updates the previous versions of the Framework. The research agenda of this framework (see <https://researchframeworks.org/eoe/research-agenda/>) identifies those areas in the county where there are gaps in our current understanding and key research questions that need to be addressed. Depending on the results of the archaeological evaluation of this site, those gaps and questions which may help to be answered include:

Med (Urban) 01: How can our understanding of medieval urban settlement patterns be improved?

Med (Urban) 18: How can we gain an archaeological understanding of the medieval economy?

Med (Urban) 19: How can we further improve our understanding of medieval urban buildings?

Med (Urban) 20: What can archaeology tell us about urban growth and decline?

P-Med 09: How can we capture the changing character of post-medieval urban centres?

P-Med 12: How should we approach the excavation of post-medieval deposits?

These research aims and objectives will be revised as necessary both during and after fieldwork in consultation with the Historic Environment Advisor. The findings of the fieldwork with regards to dating, phasing and evidence of different uses of the site will be key to informing these aims.

Decisions on the need for any further archaeological investigation (e.g. excavation) will be made by the HCCHEA, based on the results presented in the report for this evaluation. A summary or interim report may be submitted prior to the final report if the HCCHEA needs it to decide on further work quickly.

Any further investigation will be the subject of a further WSI, submitted to HCCHEA for scrutiny and formally approved by the LPA.

This document represents a Written Scheme of Investigation (WSI) for the archaeological evaluation ONLY; this document alone will NOT result in the discharge of the archaeological condition.

General methodology

All work carried out by CAT will be in accordance with:

- Appropriate professional standards of the Chartered Institute for Archaeologists, including its *Code of Conduct* (CIfA 2020a-b, 2022, 2023a-b)
- 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 2024)
- the Project archaeological Implications letter issued by HCC Historic Environment Advisor (Tinniswood, A. *Letter to Planning and Building Control* 20th January 2020).
- The project digital management plan.

CAT is covered by Aviva Insurance Ltd, 006288/04/23, which includes Professional Indemnity £2,000,000, Employer's Liability £10,000,000 and Public Liability £5,000,000.

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 HCCHEA ten days before start of work.

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

As the HER and depositing museum do not issue site codes in this area our project code will be used to identify the finds bags and boxes, and the project archive when it is deposited at the curating museum.

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 HER. This will include an uploaded .PDF version of the entire report.

Staffing

The number of field staff for this project is estimated as follows: One CAT Project Officer and two archaeologists for one day.

In charge of day-to-day site work: Sarah Veasey/Nigel Rayner.

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 subsoil is reached. Machine assistance may also be required for very large/deep features and a contingency has been made within the budget if required, but all features will be hand excavated unless specifically agreed with the HCCHEA.

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. **All** features will be excavated and recorded unless otherwise agreed with the HCCHEA.

There will be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. For linear features 1m wide sections will be excavated across their width to a minimum of 10% of the overall length. Discrete features, such as pits, will have 50% of their fills excavated, although certain features may be fully excavated. Complex archaeological structures such as walls, kilns, ovens or burials 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 HCCHEA, will it be removed.

Trenches will first be stepped where appropriate to allow for safe excavation of deep features. After discussion with the HCCHEA the use of a hand-held auger (or a power auger where appropriate) will be used where necessary to gain information from very deep deposits/ features if depth cannot be established through hand excavation.

Any complex/unexpected deposits will be discussed with the HCCHEA to agree a strategy.

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 natural.

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.

The use of a handheld auger (or a power auger where appropriate) will be used where necessary to gain information from very deep deposits/features.

A metal detector will be used to scan all trenches and spoil heaps both before and during excavation. This will be carried out by trained CAT staff under the supervision of the Director of Archaeology Adam Wightman and Project Officers Ben Holloway, Nigel Rayner, Harvey Furniss and Sarah Veasey who all have more than 5 years experience of metal detecting on archaeological sites. Experienced metal detectorist Geoff Lunn will be available for advice and support throughout the project. Geoff has 6 years experience and has worked with CAT to recover finds from recent excavations at the Mercury Theatre and Essex County Hospital sites in Colchester, and who has also worked with the Colchester Archaeological Group, Suffolk Archaeology, Access Cambridge Archaeology, The Citizen Project (MOLA) and others. If considered necessary, Geoff will be employed by CAT for to assist with the metal detecting. All finds will have their location recorded via GPS or with the Total Station. All spoil heaps will also be scanned and finds recovered. Metal-detectors will not be set to discriminate against iron.

Individual records of excavated contexts, layers, features or deposits will be entered on pro-forma 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) and information board shall be included in the case of detailed photographs. Standard "record" shots of contexts will be taken on a digital camera. A photographic register will accompany the photographic record. This will detail as a minimum feature number, location, and direction of shot.

Trenches will not be backfilled until they have been signed off by the HCCHEA.

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

CAT aims to follow guidance set out in the Historic England guide for Environmental Archaeology (Historic England 2011). 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 a minimum of 40 litres in size, or 100% of the context if less than 40 litres.

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* except in those cases where damage or desecration are to be expected, or in the event that analysis of the remains is shown to be a requirement of satisfactory evaluation of the site.

The HCCHEA will be notified immediately if any human remains are encountered during the investigation. The final decision to excavate human remains at this stage rests with HCCHEA. The HCCHEA may request human remains are excavated if further information is needed concerning their date or significance.

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. In that case, conditions laid down by the licence will be followed. If it seems that the remains are not ancient, then the coroner, the client, and the HCCHEA will be informed, and any advice and/or instruction from the coroner will be followed.

Following Historic England guidance (Historic England 2018) all archaeological human remains excavated during the course of the evaluation will either be analysed and reported by CAT project osteologist Megan Beale or will be sent to external specialist Julie Curl.

Photographic record

The photographic record will consist of general site shots, and shots of all archaeological features and deposits and follow Historic England guidelines (2015a). A photographic scale, north arrow and information board shall be included in photographs. Standard "record" shots of contexts will be taken on a digital camera. A photographic register will accompany the photographic record. This will detail as a minimum feature number, location, and direction of shot.

Photographs of significant archaeological features and deposits will be taken using a Nikon D3500 DSLR camera with a 24.2 megapixel DX-format sensor. Significant archaeological remains may be recorded by photogrammetry.

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 Adam Wightman (Director of Archaeology), Howard Brooks (Senior Associate) 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, Tabitha Gulliver Lawrence (small groups)
environmental processing: Bronagh Rae-Quinn
osteology: (human remains): Megan Beale

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:

other: Historic England Regional Adviser in Archaeological Science (East of England).

All finds of potential treasure will be removed to a safe place and reported immediately to the Hertfordshire FLO (Finds Liaison Office) who will inform the coroner within 14 days, 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 curating museum and carried out as per their guidelines after completion of a Hertfordshire Museums project notification form.

Results

Notification will be given to the HCCHEA 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) and in accordance with the *Hertfordshire Archaeological Archive Standards* (2023).

The draft final report will be submitted within 6 months of the end of fieldwork for approval by the HCCHEA.

The approved final report will normally be submitted to the HCCHEA as both a PDF and a hard copy.

The report will contain:

- The aims and methods adopted in the course of the archaeological project
- Location plan of the area in relation to the proposed development.
- 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 and results referring to Regional Research Frameworks (EAA3, EAA8, EAA14, EAA24 and <https://researchframeworks.org/eoe/>).
- All specialist reports or assessments
- A concise non-technical summary of the project results

- Appendices to include a copy of the completed OASIS summary sheet and the approved WSI

Results will be published, to at least a summary level, in the Hertfordshire Archaeology and History journal annual round up should archaeological remains be encountered during the evaluation. An allowance will be made for this in the project costs for the report.

Final reports are also published on the CAT website and on the OASIS website.

Archive deposition

The requirement for archive storage and retention shall be agreed with the curating museum.

If finds are retained from the site, the full archive will be deposited with Bishop's Stortford 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 archive shall be created following the *Hertfordshire Archaeological Archive Standards* (Hertfordshire Museums 2023) guidelines.

If the client does not agree to transfer ownership to the curating museum, they will be required to nominate another suitable repository approved by the HCCHEA or provide funding for additional recording and analysis of the finds archive (such as, but not limited to, additional photography or illustration of objects). In the rare event that artefacts of significant monetary value are discovered, separate ownership arrangements may be negotiated, provided they are not subject to Treasure Act legislation.

If the finds are to remain with the landowner or an approved third party, a full copy of the archive will be housed with the Hertfordshire County Council Historic Environment.

The archive will be deposited with the HCCHEA within 3 months of the completion of the final publication report, with a summary of the contents of the archive supplied to HCCHEA. Prior to deposition the project digital management plan (attached) and CAT data management plan (based on the official guidelines from the Digital Curation Centre [DCC 2013]) will ensure the integrity of the digital archive.

A digital / vector drawing of the site be given to the HCCHEA for integration into the HER.

Monitoring

The HCCAA 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 HCCHEA ten days in advance of its commencement and a monitoring visit will be booked with HCCAA at this time.

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

The HCCHEA will be notified when the fieldwork is complete.

The involvement of the HCCHEA 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, D	2011	<i>Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation</i>
	2nd ed	
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	2024	<i>Health & Safety Policy</i>
CIfA	2020a	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials.</i> CIfA Chartered Institute for Archaeologists; published 2014, revised 2020.
CIfA	2020b	<i>Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives.</i> CIfA Chartered Institute for Archaeologists; published 2014, revised 2020.
CIfA	2022	<i>Code of Conduct: professional ethics in archaeology.</i> CIfA Chartered Institute for Archaeologists; published 2014, revised 2022.
CIfA	2023	<i>Standard for archaeological field evaluation.</i>
CIfA	2023	<i>Universal guidance for archaeological field evaluation.</i>
Digital Curation Centre (DCC)	2013	<i>Checklist for Data Management Plan v. 4.0</i>
Gurney, D	2003	<i>Standards for field archaeology in the East of England.</i> East Anglian Archaeology Occasional Papers 14 (EAA 14).
Glazebrook, J	1997	<i>Research and Archaeology: A Framework for the Eastern Counties 1. Resource Assessment.</i> East Anglian Archaeology Occasional Paper 3 (EAA 3)
Hertfordshire Museums	2023	<i>Hertfordshire Archaeological Archives standards.</i>
Historic England	2011	<i>A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition).</i> By G Campbell, L Moffett and V Straker
Historic England	2015a	<i>Digital image capture and file storage: Guidelines for best practice.</i> By S Cole & P Backhouse
Historic England	2015b	<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>

Medlycott, M	2011	By S Mays, M Brickley & J Sidell <i>Research and archaeology revisited: A revised framework for the East of England</i> . East Anglian Archaeology Occasional Papers 24 (EAA 24)
MHCLG	2023	<i>National Planning Policy Framework</i> . Ministry of Housing, Communities and Local Government.

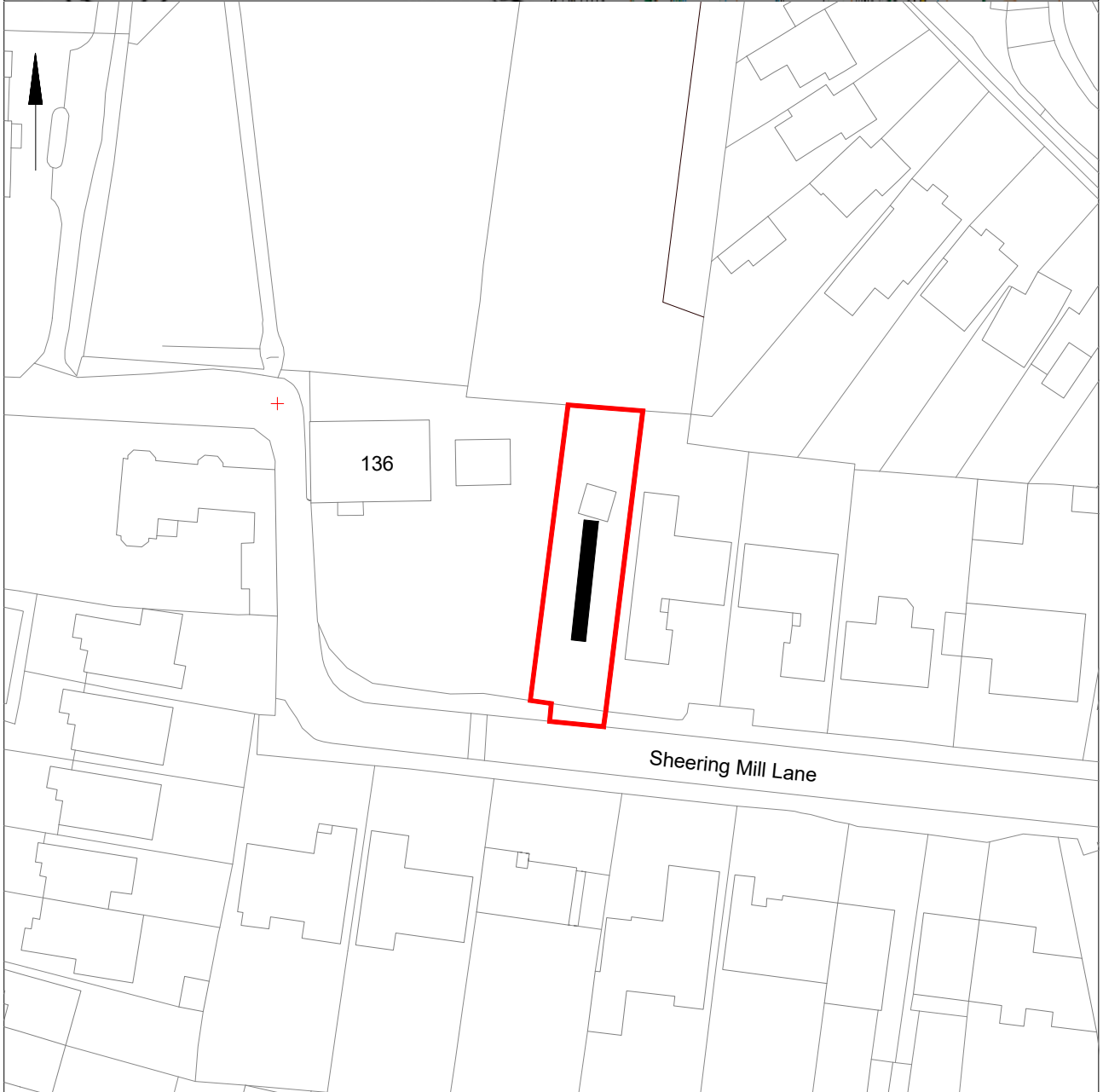


Fig 1 Site location and trench proposal.

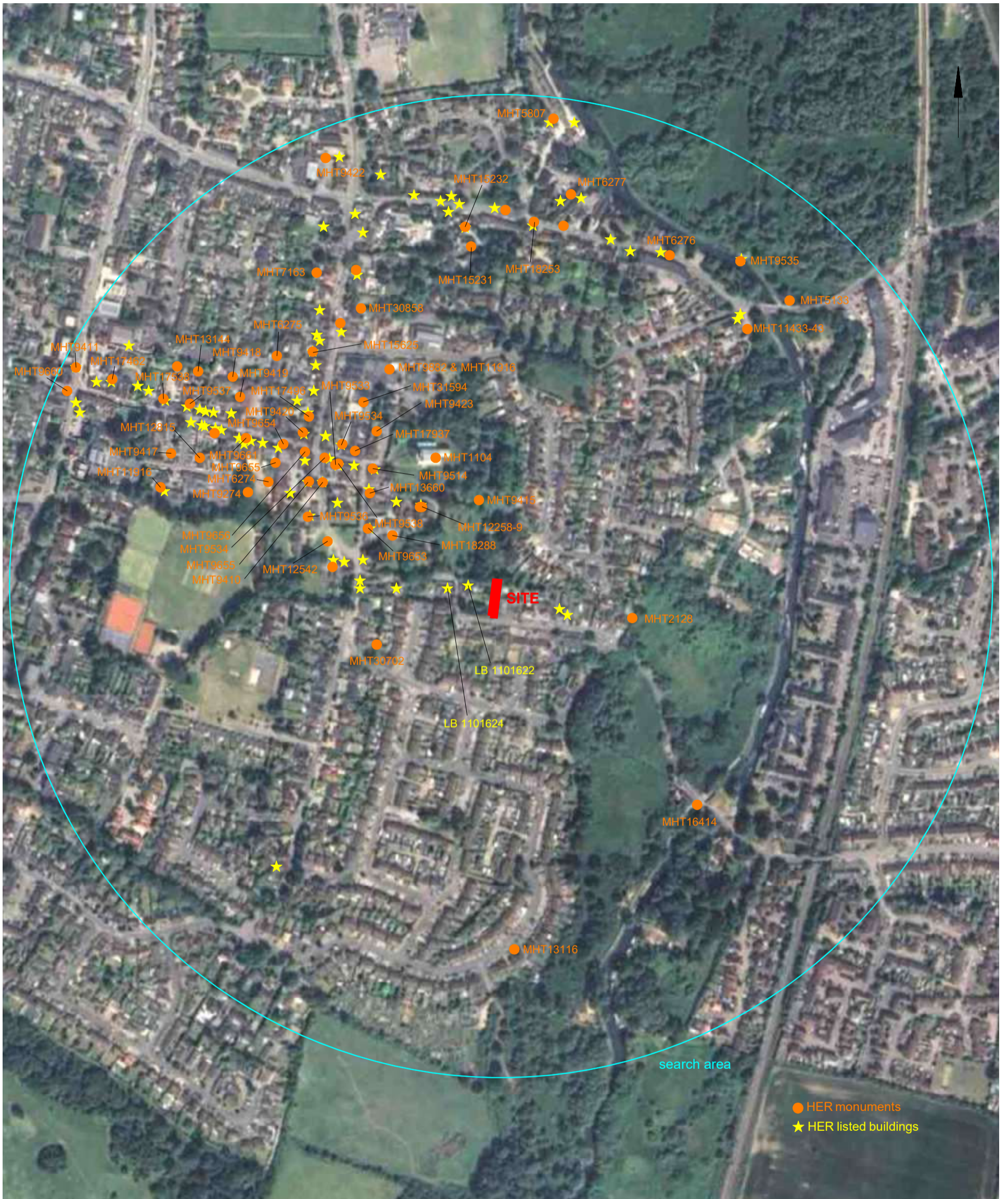
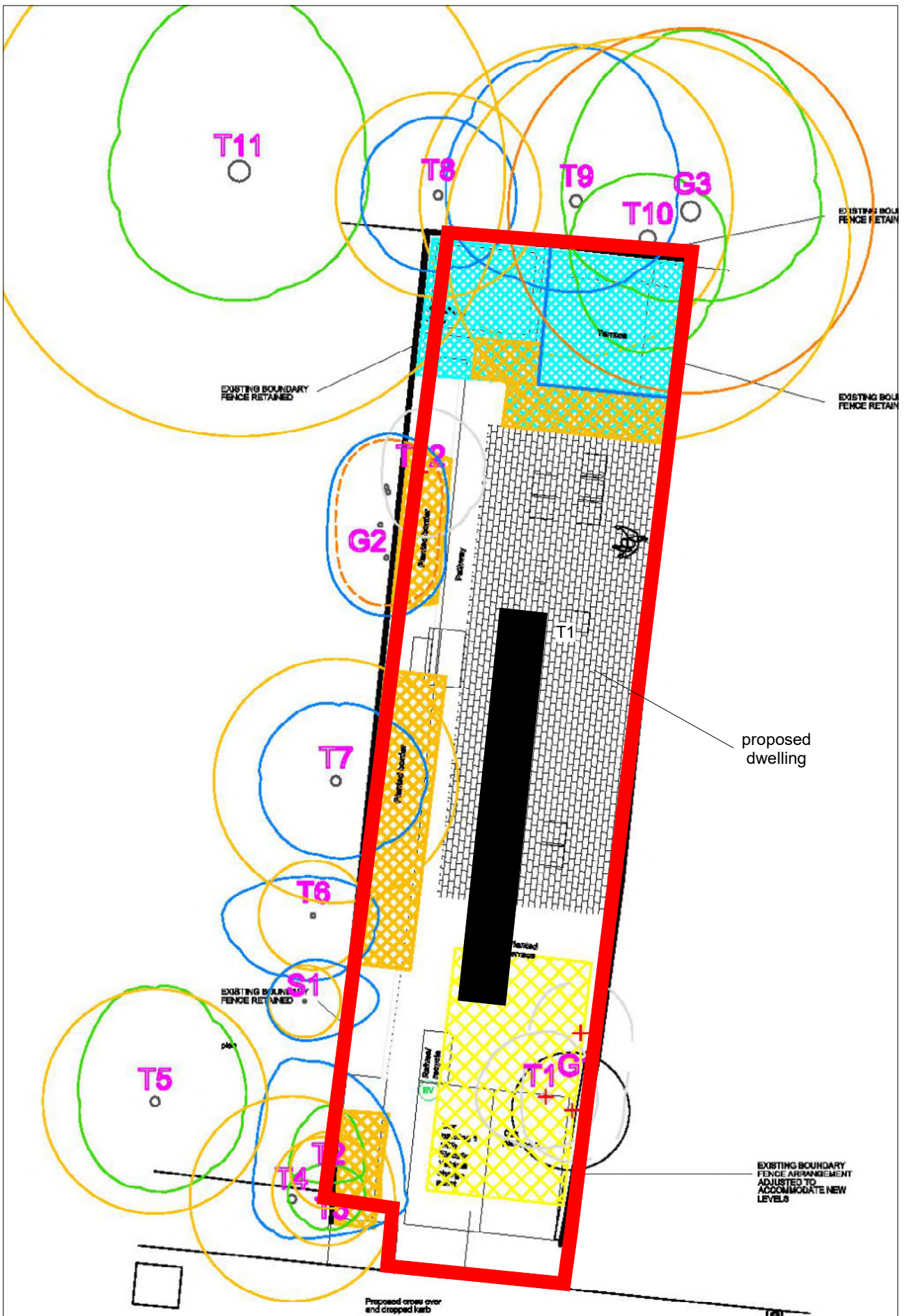


Fig 2 Development site (red) in relation to archaeological data recorded on the Hertfordshire Historic Environment records.

Imagery ©2024 Airbus, Maxar Technologies, Map data ©2024 Google
 Historic Environment Data ©2023 Hertfordshire Historic Environment Record
 0 200 m



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Fig 3 Trench proposal in relation to proposed development and root protection areas.

0 10 m



Colchester Archaeological Trust

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Tel.: 01206 501785 Email.: services@catuk.org or lp@catuk.org

Digital Management Plan

Section 1: Project Administration

Project ID / OASIS ID
CAT Project Code: 2024/06b Hertfordshire HER Parish Number: tbc OASIS ID: colchest3-526245
Project Name
Archaeological evaluation by trial-trenching on land to the rear of 136 Sheering Mill Lane, Sawbridgeworth, Hertfordshire, CM21 9ND.
Project Description
Archaeological trial-trenching before the construction of a single detached dwellings.
Project Funder / Grant reference
Park Hill Homes (UK) Ltd
Project Managers
Adam Wightman (Director of Archaeology), Chris Lister (Director, Business Operations) and Laura Pooley (Post-excavation Manager)
Principal Investigator / Researcher
Project Officer (to be determined)
Data Contact Person
Laura Pooley
Date DMP created
26/06/2024
Date DMP last updated
05/08/2024
Version
V2
Related data management policies
Data Management Policy, Colchester Archaeological Trust (in preparation) ClfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2014) ADS Guides to Good Practice (https://guides.archaeologydataservice.ac.uk/g2gp/Main). Hertfordshire Museums: Hertfordshire Archaeological Archives standards.

Section 2: Data Collection

What data will you collect or create?

The table below provides a summary of the data types, formats and estimated archive volume for data collected/created as part of this project. As the project progresses, more detail regarding files will be added to this DMP.

Type	Format	Estimated volume (data archive)
Text / documents	Word/Open Office document (.doc) or (.odt) PDF (.pdf) or (.pdfa)	20 objects (size <100MB) (Project brief, WSI, report, figures, context data)
Spreadsheets	Excel (.xlsx)	Specialist data tables (x1) Metadata tables (x4)
Images	Lossy graphic file (.jpg)	Archive shots <150, av size 7KB
Images	Lossless graphic file (.tiff)	Report figures (<5)
CAD	.dxf	1 object, 51KB

How will the data be collected or created?

Data standards/methods

Standard methods of data collection will be applied throughout the project. In general, data acquisition standards are defined against ADS Guides to Good Practice.

Methods of collection are specified within the Colchester Archaeological Trust Data Management Policy (in preparation) and will meet the requirement set out in the Project Brief and relevant ClfA Standards and guidance.

Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.

Data storage/file naming

The working project archive will be stored in a project specific folder on the internal server. The internal organisation server is backed up daily to maintain an up to date security copy of the organisation wide data.

Project folders are named following established organisational procedures.

Data collected will be downloaded and raw data will be stored in the appropriate folder.

File naming conventions will follow established organisational procedures based on ADS file naming guidance.

All files included as part of this project archive will include the Site ID (-) and file descriptor (eg Brief).

Quality assurance

All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.

Data collection and management are reviewed regularly. This includes a review of internal project folders to ensure our organisational data management standards are being met.

Section 3: Documentation and metadata

What documentation and metadata will accompany the data?

The digital data collected will include standard formats which maximise opportunities for use and reuse in the future (see Section 2, above).

A Collection Level Metadata Summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the organisational server in the Project Folder. The Collection Level Metadata Summary brings together the overarching project details and includes a register of data types and number of objects included in the archive, along with all other archive components.

Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.

Data documentation will meet the requirement of the Project Brief, Museum Deposition Guidelines and Digital Repository Guidelines.

An archive catalogue documenting both physical and/or digital archive products will be maintained and submitted with both the Museum and/or Trusted Digital Repository.

Section 4: Ethics and legal compliance

How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?

CAT has a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is securely stored in password protected files and not retained on the project specific folders.

Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use.

Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.

Section 5: Data Security: Storage and Backup

How will the data be stored, accessed and backed up during the research?

Digital data will be stored on the organisational server which is backed up daily.

Sufficient data storage space is available via the organisational server and is accessible by staff on and offsite through a secure log-in.

Off-site access to the project files on the organisation's server is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive) or downloaded onto the server at the end of each day.

Project files will be copied and shared with external specialists and contractors as necessary, the originals being kept on the organisation server and replaced with any subsequent versions.

Section 6: Selection and Preservation

Which data should be retained, shared, and/or preserved?

The DMP will be reviewed and updated if necessary as the project proceeds. Updated documentation will be included in all reporting stages.

Prior to deposition, the DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, ADS).

Selection will be informed by the Colchester Archaeological Trust Data Management Policy, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project

results.

The project will be published as an online technical report (accessible via CAT Online Report Library (<http://cat.essex.ac.uk/>), OASIS and as part of this the archive), with full access to research data.

The project results may provide new research data which can be included in the Historic Environment Record.

The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.

What is the long-term preservation plan for the dataset?

The digital archive will be deposited with the Archaeology Data Service, which is a certified repository with Core Trust Seal.

The archive will be prepared for deposition by the project team and the costs for the time needed for preparation, and the cost of deposition have been included in the project budget.

Have you contacted the data repository?

As per the brief, the SCCAS has confirmed that the digital archive component should be deposited with a trusted digital repository, with a copy also being supplied to SCCAS. ADS will be made aware of the need to link the report to the Suffolk landing page.

ADS have not yet been contacted as the intended repository for digital data.

Have the costs of archiving been fully considered?

A costing estimate has been produced using the ADS Costing Calculator and sufficient resources to cover these costs, and to allow for the preparation of the archive, have been included in the project budget.

Section 7: Data Sharing

How will you share the data and make it accessible?

A summary of the project has been included on the OASIS Index of Archaeological Investigation and will be updated as the project progresses.

The investigations are likely to result in a number of documents: Brief, WSI, Final Report

The final report is expected to be completed within 6 months of the completion of fieldwork.

As the project progresses reports will be attached to the project OASIS record.

A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.

The location(s) of the final Archaeological Archive will be added to OASIS when appropriate.

The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

Are any restrictions on data sharing required?

It is not expected that there will be any restrictions on data sharing.

Any data specific requirements, ethical issues or embargoes which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?

The Excavation Manager (Adam Wightman) and Post-excavation Manager (Laura Pooley) are responsible for implementing the DMP, and ensuring it is reviewed and revised as necessary.

Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Excavation and Post-excavation Managers.

Storage and backup of data in the field is the responsibility of the field team.

Once data is incorporated into the organisations project server, storage and backup is managed by the organisation.

Data archiving is undertaken by the project team under the guidance of the Post-excavation Manager, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.

OASIS Summary for colchest3-526245

OASIS ID (UID)	colchest3-526245
Project Name	Archaeological evaluation on land to the rear of 136 Sheering Mill Lane, Sawbridgeworth, Hertfordshire, CM21 9ND: September 2024
Sitename	Land to the rear of 136 Sheering Mill Lane, Sawbridgeworth, Hertfordshire, CM21 9ND
Sitecode	2024/06b
Project Identifier(s)	2024/06b
Activity type	Evaluation
Planning Id	3/23/1534/FUL
Reason For Investigation	Planning: Post determination
Organisation Responsible for work	Colchester Archaeological Trust
Project Dates	13-Sep-2024 - 13-Sep-2024
Location	Land to the rear of 136 Sheering Mill Lane, Sawbridgeworth, Hertfordshire, CM21 9ND NGR : TL 48566 14669 LL : 51.81091771952395, 0.153675187657331 12 Fig : 548566,214669
Administrative Areas	Country : England County/Local Authority : Hertfordshire Local Authority District : East Hertfordshire Parish : Sawbridgeworth
Project Methodology	Archaeological evaluation carried out as specified in the project wsi.
Project Results	An archaeological evaluation (one trial-trench) was carried out on land to the rear of 136 Sheering Mill Lane, Sawbridgeworth, Hertfordshire in advance of the construction of a new dwelling. Despite being located within Area of Archaeological Significance 166, the evaluation did not encounter any archaeological remains other than a few fragments of post-medieval pottery and peg-tile from a layer of made-ground.
Keywords	
Funder	Private or public corporation developer
HER	Hertfordshire HER - unRev - STANDARD
Person Responsible for work	Adam Wightman, Chris Lister
HER Identifiers	HER Event No - EHT9345
Archives	Digital Archive - to be deposited with Archaeology Data Service Archive;