Colchester Archaeological Trust



CAT Report 2109 issued November 2024

Archaeological monitoring and recording at Southchurch Hall, Southchurch Hall Gardens, Park Lane, Southend-on-Sea, Essex, SS1 2TE:
November 2024



CAT project ref.: 2024/08a

Archaeological monitoring and recording at Southchurch Hall, Southchurch Hall Gardens, Park Lane, Southend-on-Sea, Essex, SS1 2TE: November 2024

NGR: TQ 89395 85490 (centre)

Scheduled monument: 1017385 & 1306880 Scheduled monument consent: S00246327

CAT project ref.: 2024/08a CAT Report 2109

Historic England Inspector of Ancient Monuments: Adam Single OASIS id: colchest3-527637

report prepared by Xander Smith with contributions by Dr Matthew Loughton, Laura Pooley and Alec Wade

fieldwork by Xander Smith

commissioned by Michael Rowley, Southend-on-Sea City Council

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Reviewed and approved by:	Howard Brooks	Senior Associate
Issued:	19/11/2024	

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1 Summary

Archaeological monitoring and recording was carried out at Southchurch Hall Gardens, Southend-on-Sea, Essex to replace a defunct water pipe. Southchurch Hall has its origins in the 13th century and is a Scheduled Ancient Monument. No significant archaeological remains were encountered during monitoring which revealed only modern layers.

2 Introduction (Fig 1)

This report presents the results of archaeological monitoring undertaken by the Colchester Archaeological Trust (CAT) at Southchurch Hall Garden, Southend-on-Sea, Essex on 4th-7th of November 2024. The work was commissioned by Michael Rowley of Southend-on-Sea City Council and took place during groundworks to replace a defunct water pipe for the water supply to the toilet facilities within the park.

As the site is located within a Scheduled Ancient Monument (NHLE no. 1017385 & 1306880), an application for scheduled monument consent was made and granted (consent no. S00246327), which included a requirement for the archaeological monitoring and recording of all groundworks. This requirement was based on the guidance given in the National Planning Policy Framework (MHCLG 2023).

A Written Scheme of Investigation (WSI) was prepared by CAT (2024a) in response to the archaeological requirement for scheduled monument consent, and agreed with Adam Single, Historic England Inspector of Ancient Monuments (HEIAM), in advance of the groundworks.

In addition to the scheduled monument consent and WSI, all fieldwork and reporting was carried out by CAT will be 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 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 2024b).

3 Archaeological and geoarchaeological background

The following archaeological background primarily includes records from the Essex Historic Environment Record (EHER) held at Essex County Council, County Hall, Chelmsford, Essex (accessible to the public via http://www.heritagegateway.org.uk) and the Archaeology Data Service. At present the Southend Historic Environment (SHER) is not available for searches.

Southchurch Hall is a Grade I listed moated manor house (NHLE 1306880), surrounded by a moat and earthworks (NHLE 1017385). The hall lies approximately 730m north of the River Thames estuary. "A spring fed stream running south no doubt made the site attractive for occupation from early times and was later channelled to feed the moat. The manor is unusually well documented and achieved a notable degree of prosperity in the 13th century." (Jackson 1987, 34).

The church and manor at Southchurch Hall were given to Christ Church, Canterbury on or before AD 824 (Morant 1768, 298). Southchurch Hall was held by the prior and convent of Canterbury until the dissolution of monasteries by Henry VIII in 1539. The main manor house was built in the 13th century but is thought to be on the site of an earlier Anglo-Saxon Hall. The surrounding moat and earthworks were probably constructed in the Saxon period. The manor house is unusual because of its early date. Henry VIII granted the land to Sir Richard Riche in 1545. Documentary evidence shows that successive tenants on the land at Southchurch Hall were wealthy men (Brown 2006, 27).

"In 1922 Southchurch Hall was still operating as a farm but under serious threat of destruction from the rapid expansion of Southend. Fortunately, a group of prominent individuals linked by membership of the Southend-on-Sea and District Antiquarian and Historical Society and/or of the Society of Antiquaries, actively sought to preserve the threatened building and its earthworks. The hall and earthworks were purchased and presented to Southend Borough Council. The hall was extensively but sensitively restored in the late 1920s and opened to the public as a branch library in 1931 with the earthworks forming part of a public park. By the early 1970s the hall was being prepared to become a branch of Southend Museums (Brown 2006, viii)."

Between 1972 and 1989 members of Southend-on-Sea and District Antiquarian and Historical Society undertook excavations of the site to provide artefacts for the museum and to locate remains of the numerous manorial buildings visible on early documentary sources. Annual summaries of the excavations were published in journals *Essex Archaeology and History* and *Medieval Archaeology*. In 1987 an interim report by John Jackson was published in *Essex Archaeology and History* 18.

After a number of delays, and attempts to raise funding, a publication was written by Nigel Brown on the earlier excavations and subsequent specialist reports. In summary Brown says "The excavations which revealed details of the moat, mound, three phases of timber bridge, an early wooden revetment to the moat, and foundations of a stone-built gatehouse, garderobes and other structures. Large assemblages of artefacts were recovered, notably pottery, metal objects, leather work and glass. The material reflects widespread contacts facilitated both by the site's geographical location at the mouth of the Thames estuary, and by the social prominence of its occupants. A full survey of the timber-framed hall which dates from the early 14th century was carried out, and a selective analysis of the extensive documentary sources relating to the site" (Brown 2006, viii).

For more background information on the site see *A medieval moated manor by the Thames Estuary, excavations at Southchurch Hall, Southend, Essex* by Nigel Brown (2006).

The Geology of Britain viewer (1:50,000 scale¹) shows the bedrock geology of the site is comprised of London clay formation (bioturbated or poorly laminated, blue-grey or grey-brown, slightly calcareous, silty to very silty clay, clayey silt and sometimes silt, with some layers of sandy clay). Superficial deposits for the site are comprised of head (clay, silt, sand and gravel), although the site is surrounded on the northern half by river terrace deposits 2-3 (sand and gravel, with local lenses of silt, clay or peat).

4 Aims

Archaeological monitoring was undertaken to excavate and record any archaeological deposits which were exposed by the groundworks.

Specific aims:

- Identify any features associated with the historic development and evolution of Southchurch Hall.
- Record the stratigraphic sequence of deposits affected by the development.

5 Results (Figs 2-3)

A 52m long trench was machine-excavated under the supervision of a CAT archaeologist, from the entrance on Woodgrange Drive, following the line of the footpath northwards and turning west to the rear of the public toilets. The trench measured 0.3m-0.5m wide and 0.6m-0.7m deep, with a small area 2m long by 0.5-1.4m wide and 0.6-0.7m deep excavated at the back of the toilet block.

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

Site stratigraphy was:

- Modern grassy topsoil (L1, c 0.15m-0.22m thick, soft moist dark grey/brown sandy silt with brick flecks, tile flecks and inclusions of: stone 1%) covering,
- Modern made-ground (L2, c 0.4m-0.4m thick, firm moist medium yellow/brown silty clay with brick flecks, tile flecks and inclusions of: stone 1%) above,
- Post-glacial natural, encountered at a depth between 0.6m and 0.7m (L3, firm moist medium yellow/orange clay and inclusions of: gravel 2%).

No archaeological remains were encountered.



Photograph 1 The trench along the footpath, view west.



Photograph 2 The trench to the rear of the toilet block, view east.



Photograph 3 The trench along the footpath with replacement pipe laid, view south.



Photograph 4 The trench to the rear of the toilet block, view east.

6 Finds

6.1 Pottery and CBM

by Dr Matthew Loughton

Monitoring uncovered a small assemblage of pottery and ceramic building material (henceforth CBM) at 27 sherds with a weight of 2.7kg and mean sherd weight of 99g (Table 1). All of this material came from made-ground L2.

Ceramic material	No.	Weight (g)	MSW (g)	EVE
Pottery	26	1,797	69	3.28
СВМ	1	871	871	-
AII	27	2,668	99	3.28

Table 1 Summary of the pottery and CBM.

Post-medieval and modern pottery

Post-medieval and modern pottery was recorded according to the fabric groups from *CAR* **7** (Cotter 2000) (Table 2). This consists of a variety of mostly modern pottery (Table 3). Pottery of note included modern English stoneware vessels with two dwarf ink bottles and one ink bottle with a round stamp of Doulton Lambeth dating from 1875 onwards. There was another modern English stoneware bottle with a rectangular Doulton Lambeth stamp dating to 1859-91. Finally, there was one Jackfield ware teapot lid.

Fabric code	Fabric description	Fabric date range guide
F40	Post-medieval red earthenwares	c 1500-19th/20th century
F40A	Metropolitan slipware	17th-18th century
F45M	Modern English stoneware	19th-20th century
F48D	Staffordshire-type white earthenwares	1800-2000
F48E	Yellow ware	Late 18th-20th century
F48J	Jackfield ware	1740-1800

Table 2 Pottery fabrics recorded.

Fabric Group	Fabric description	No.	Weight (g)	MSW (g)	EVE
F40	Post-medieval red earthenwares	2	388	194	0.11
F40A	Metropolitan slipware	1	25	25	0.00
F45M	Modern English stoneware	8	865	108	2.21
F48D	Staffordshire-type white earthenwares	13	398	31	0.36
F48E	Yellow ware	1	34	34	0.00
F48J	Jackfield ware	1	87	87	0.60
	Tota	al 26	1,797	69	3.28

Table 3 Summary of the pottery from L2.

Ceramic building material (CBM)

An un-frogged brick (? x ? x 65mm) was also recovered from L2.

Conclusion

Layer L2 is modern. None of the pottery and CBM was retained.

6.2 All other finds

by Laura Pooley with animal bone identified by Alec Wade

Fragments of glass bottle, animal bone, shell and an iron nail were recovered from L2. They have been recorded in Table 4 below and discarded. All of the glass bottles date to the 19th to 20th century.

Finds no.	Description
1	Glass: 19th-20th century. 1) Complete cylindrical glass bottle, pale green, embossed YORKSHIRE RELISH around neck, GOODALL, BLACKHOUSE & C ^O along body, and K on base, 190mm high, 48mm diameter, 244.3g. 2) Fragments from the base and sides of a glass bottle, pale green, embossed 410 on base, 126.4g. Iron: A very large iron nail, very corroded but seemingly with a round head (c 38mm diameter), 150mm long.
3	Glass: Thick base of a 13-sided clear glass bottle, 139.3g, 19th-20th century. Shell: One oyster shell, 35.2g. Animal bone: Fragment of femur from a sheep/goat, 7.5g.
4	Glass: 19th-20th century. 1) Complete glass relish/sauce bottle, sub-rectangular with arched panels on each side, pale blue/green, embossed on short sides E MANWARIN[G] / PECKHAM, embossed on base REGD 143216, 116.5mm high, cross-section 56.7mm by 43.9mm, 209.0g. 2) Thick push-up base of a large wine bottle, virtually straight-sided, olive green, 110mm diameter, 738.6g. 3) Base of a wine bottle, very dark olive-green, 75mm diameter, 228.8g. 4) Part of the base of a straight-sided bottle, amber, 71.4g. 5) Part of the base of a straight-sided bottle, green, embossed [R W & S LTD WHIT]E on side and WH[ITE]/[WHI]TE in a cross pattern on the base, 64mm diameter, 134.7g. 6) Two fragments of neck and rim from glass bottles, 81.4g. Animal bone: Pig radius, unfused, 19.8g. Shell: One oyster shell, 37.1g.

Table 4 Glass, shell, iron and animal bone from L2.

7 Conclusion

Despite being in an area of high archaeological significance, the works at Southchurch Hall Gardens, Southend-on-Sea, Essex did not identify any archaeological remains as they were excavated through modern layers. Finds from made-ground L2 mostly dated to the 19th- to 20th-century, and the layer may be associated with the 1920s-1930s construction of Woodgrange Drive and the new entrance into the park.

8 Acknowledgements

CAT thanks Michael Rowley and Southend-on-Sea City Council for commissioning and funding the work. The project was managed by A Wightman and C Lister, and was carried out by X Smith. Figures were prepared by X Smith and C Hill. The project was monitored for Historic England by Adam Single.

9 References

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

Brown, N 2006 A medieval moated manor by the Thames Estuary, excavations at Southchurch Hall, Southend, Essex. East Anglian Archaeology 115 (EAA 115)

CAT	2024a	Written scheme of investigation for archaeological monitoring and recording at Prittlewell Priory, Priory Park, Victoria Avenue, Southend-on-Sea, Essex, SS2 6NB by E Holloway.
CAT	2024b	Health & Safety Policy. Colchester Archaeological Trust.
CIfA	2022	Code of Conduct. CIfA Chartered Institute for Archaeologists; published 2014, revised 2022.
CIfA	2023a	Standard for archaeological monitoring and recording. ClfA Chartered Institute for Archaeologists.
CIfA	2023b	Universal guidance for archaeological monitoring and recording. CIfA Chartered Institute for Archaeologists.
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Historic England	2015	Management of Research Projects in the Historic Environment (MoRPHE).
MHCLG	2023	National Planning Policy Framework. Ministry of Housing, Communities and Local Government.
Jackson, J	1987	'Excavations at Southchurch Hall. An interim report', <i>Essex Archaeology and History</i> 18 .
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Morant, P	1768	The History and Antiquities of the County of Essex.

10 Abbreviations and glossary

Anglo-Saxon period from c AD 500 – 1066
CAT Colchester Archaeological Trust
ClfA Chartered Institute for Archaeologists

context specific location of finds on an archaeological site

EHER Essex Historic Environment Record

feature (F) an identifiable thing like a pit, a wall, a drain: can contain 'contexts'

layer (L) distinct or distinguishable deposit (layer) of material

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 Online AccesS to the Index of Archaeological InvestigationS,

http://oasis.ac.uk/pages/wiki/Main

post-medieval 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

11 Contents of archive

Finds: not retained
Digital record
CAT Report 2109
Scheduled Monument of

Scheduled Monument consent

CAT WSI

Digital photographs

Site data (including scans of original plans/sections) Survey data

12 Archive deposition

The archive is currently held by the Colchester Archaeological Trust at Roman Circus House, Roman Circus Walk, Colchester, Essex CO2 7GZ, but will be permanently deposited with the Archaeology Data Service.

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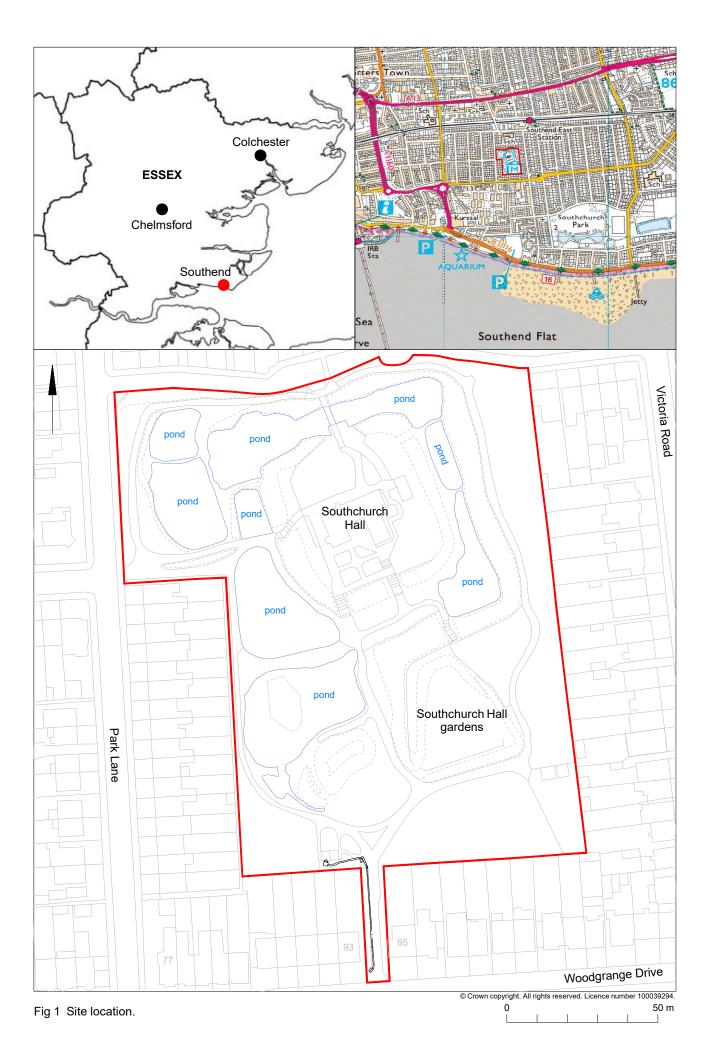
Distribution list

Michael Rowley, Southend-on-Sea City Council Adam Single, Historic England Inspector of Ancient Monuments Essex Historic Environment Record **Appendix 1 Pottery list**

Apper	<u>idix 1 Pot</u>	ter	yп	St																	1	1						
Context	Feature type	Find number	NR	GR	MSW	Discard	Rim	Handle	Base	Stamp	Stamp Reading	Stamp Ref	Sooting (ext)	Charing (int)	Burning	Misfired	Kiln second	Organic Residue	Abraison	Fabric Group	Typology	Function	EVE	Diam	Vessel Height	Comments	Start Date	End Date
L2	Made-ground	1	5	210	42	Х	2	1	2	X	јWВ									F48D	PLATE	PLATE	0.20	220			1800	2000
L2	Made-ground	1				X														F48D	JUG	JUG	0.03	?			1800	2000
L2	Made-ground	1	2	132	66	Х	1	0	1											F45M	JAR	JAR	0.21	135			1800	2000
L2	Made-ground	1	2	6	3	Х	1	0	0											F48D	SAUCER	SAUCER	0.08	150			1800	2000
L2	Made-ground	2	3	93	31	X	1	0	1											F48D	PLATE/DISH	PLATE/DISH	0.05	460			1800	2000
L2	Made-ground	2	1	294	294	x	1	0	0	X	DOULTON LAMBETH									F45M	INK BOTTLE	BOTTLE	0.60	40	110	ROUND STAMPS 1875>, CREAM COLOURED BRIS- TOL GLAZE, SPOUTED?	1800	1900
L2	Made-ground	2	1	187	187	Х	0	0	1	Х	DOULTON LAMBETH									F45M		BOTTLE				RECT STAMPS 1859-91	1859	1891
L2	Made-ground	2	1	384	384	Х	1	0	0											F40	FLOWER POT	FLOWER POT	0.11	500		?	1500	1800/1900
L2	Made-ground	3	1	33	33	Х	0	0	1											F45M							1800	2000
L2	Made-ground	3	1	40	40	Х	1	0	0											F45M	WIDE MOUTH JAR	JAR	0.20	110			1800	2000
L2	Made-ground	3	1	41	41	Х														F48D							1800	2000
L2	Made-ground	3	1	34	34	Х	0	0	1											F48E							1775	2000
L2	Made-ground	3	1	10	10	Х														F48D							1800	2000
L2	Made-ground	4	1	38	38	Х	0	0	1											F48D	EGG CUP	EGG CUP					1800	2000
L2	Made-ground	4	1	25	25	Х	0	0	1					_				L		F40A							1600	1800
L2	Made-ground	4	1	4	4	Х														F40							1500	1800/1900
L2	Made-ground	4	1	87	87	х	1	0	0											F48J	TEAPOT LID	LID	0.60	80		BL GLAZE	1740	1800
L2	Made-ground	4	2	179	90	Х	2	0	0											F45M	DWARF INK BOTTLE	BOTTLE	1.00	25			1800	2000
L2	Made-ground	4				Х														F45M	DWARF INK BOTTLE	BOTTLE	0.20	25			1800	2000

Appendix 2 CBM list

Cxt	Feature type	Find no.	GR.	MSW	Discard Typology	Sub-type	FL CORN.	MNI	FL H.	FL W.	FL TH.	LCA	LCA L. UCA	UCA L.	Scored	Comb.	Roller	Die	Circ. Vt.	PHR	РН Ѕℚ	2 Phs	Blind	PH diam. mm	ij	BR.	TH.	Burnt	Overfired	Abraded	Wodiff Comments	Date
L2	Made-ground	3 1	871	871	X BR	UN-FROGGED																			?	? (65				BR	POST-MEDIEVAL-MODERN



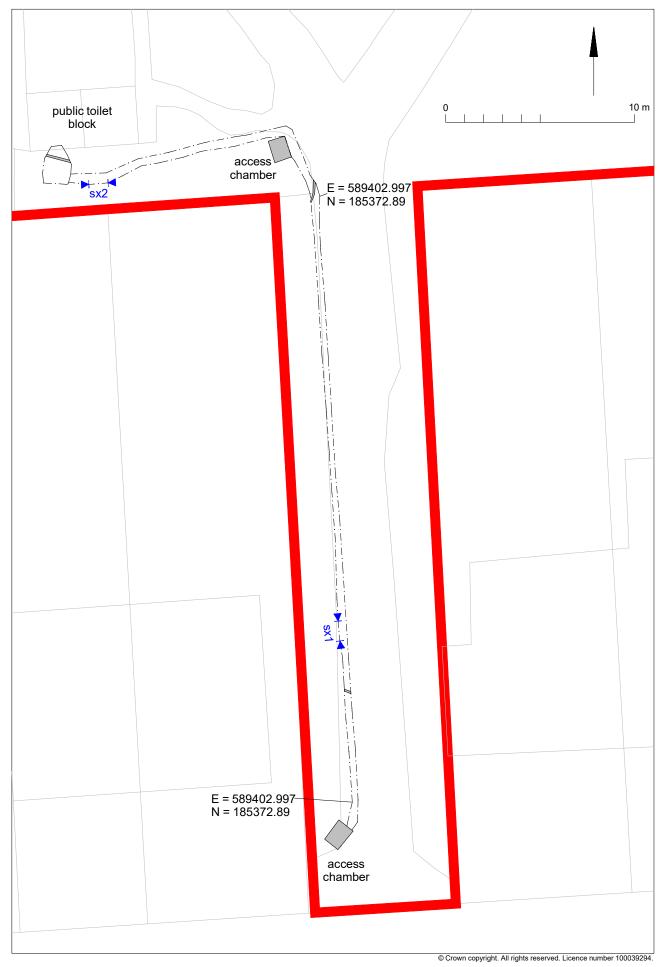


Fig 2 Results (all modern services in grey).

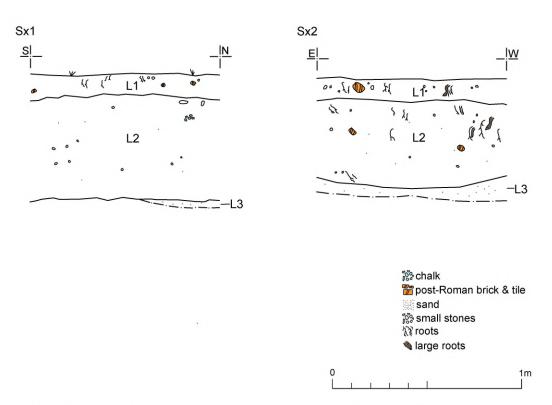


Fig 3 Representative sections.

Colchester Archaeological Trust



Written scheme of investigation for archaeological monitoring and recording at Southchurch Hall, Southchurch Hall Gardens, Park Lane, Southend-on-Sea, Essex, SS1 2TE

August 2024

CAT project ref.: 2024/08a HER event code: tbc

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Historic England Inspector of Ancient Monuments: Adam Single

CAT project ref.: 2024/08a

HER event code: tbc
OASIS id: colchest3-527367

WSI by: Emma Holloway
Figure prepared by: Chris Lister & E Holloway

Commissioned by: Michael Rowley Client: Southend-on-Sea City Council

Prepared by:	Emma Holloway	Project Officer (Post-excavation & Illustration)
Reviewed and approved by:	Laura Pooley	Post-excavation Manager
Issued:	28/08/2024	
Revised by:	Emma Holloway	Project Officer (Post-excavation & Illustration)
Re-issued:	29/08/2024	

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Site location and description

The proposed development site is located in the centre of the city of Southend, within the Scheduled Monument of Southchurch Hall, Southchurch Hall Garden, Park Lane, Southendon-Sea, Essex (Fig 1). The site is centred at national grid reference (NGR) TQ 89395 85490. The site is situated on the Southend peninsula which lies between the estuaries of the River Thames to the south and the River Roach to the north.

Proposed work

Degradation of pipework beneath the ground has resulted in the public toilets no longer receiving water, this pipework needs replacing as well as upgrading of lighting within the toilets. A new pipe trench with access chambers is needed to install the new ducting (see Appendix 1).

Geological and archaeological background

The following archaeological background primarily includes records from the Essex Historic Environment Record (EHER) held at Essex County Council, County Hall, Chelmsford, Essex (accessible to the public via http://www.heritagegateway.org.uk) and the Archaeology Data Service. At present the Southend Historic Environment (SHER) is not available for searches.

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¹ British Geological Survey - https://geologyviewer.bgs.ac.uk/?

remains of the numerous manorial buildings visible on early documentary sources. Annual summaries of the excavations were published in journals *Essex Archaeology and History* and *Medieval Archaeology*. In 1987 an interim report by John Jackson was published in *Essex Archaeology and History* (Jackson, EAH **18**, 34-38).

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For more background information on the site see *A medieval moated manor by the Thames Estuary, excavations at Southchurch Hall, Southend, Essex* by Nigel Brown (EAA **115** 2006)

Project background

In response to consultation with Adam Single, Inspector of Ancient Monuments for Historic England (HEIAM) it was advised that as the site lies within a Scheduled Ancient Monument (NHLE no. 1017385), and therefore an area highlighted as having a high potential for archaeological remains, scheduled monument consent for the works would recommend archaeological monitoring of the groundworks. The recommended archaeological work is based on the guidance given in the National Planning Policy Framework (MHCLG 2023).

Requirement for work (Fig 1)

The required archaeological work will consist of archaeological monitoring and recording.

Specifically,

A c 55m long trench will be carefully machine excavated from the entrance on Woodgrange Drive to the north, following the line of the footpath until it turns west into the public toilet building. The exact route of the existing water pipe trench is not plotted; however it is thought to be approximately located where the new trench will be excavated. Where possible the new trench will reuse the old pipe trench to minimise excavation of the monument. The trench shall measure 0.4m wide and 0.7m deep. Two access chambers will be installed to allow easier access to the pipe in the future, one at the main entrance and one at the point the pipe turns west (see Appendix 1 for Building Services Specification).

The archaeological monitoring will preserve, by record, any archaeological deposits uncovered during the groundworks. Time will be allowed before further work or machine stripping in the area to plan, excavate and record any features exposed.

Archaeological work will determine the presence or absence, the extent, date and character and significance of any archaeological remains that may be present and ensure their preservation by record prior to damage or destruction.

Specific aims:

- Identify any features associated with the historic development and evolution of Southchurch Hall.
- The trench is situated within an historic driveway and the area of the southern boundary of the manor as depicted on early historic mapping (see Fig 2). These should be investigated and sampled if exposed.
- Record the stratigraphic sequence of deposits affected by the development.

General methodology

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

- Professional standards of the Chartered Institute for Archaeologists, including its Code of Conduct (CIfA 2020, 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)
- Scheduled Monument consent documents.

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

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

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

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

A project or site code will be sought from the Essex County Council Historic Environment Advisor (ECCHEA) and/or the curating museum, as appropriate to the project. This code will be used to identify the project archive when it is deposited at the curating museum.

Staffing

The number of field staff for this project is estimated as follows: One CAT officer for the duration of the groundworks.

Monitoring methodology

There will be sufficient on-site attendance by CAT staff to maintain a watch on all contractors' groundworks to record, excavate or sample (as necessary) any archaeological features or deposits.

All topsoil removal and ground reduction will be done with a toothless bucket under the supervision and to the satisfaction of CAT staff. Where necessary, areas will be cleaned by hand to ensure the visibility of archaeological deposits.

If any features or deposits are uncovered, time will be allowed for these features to be excavated by hand, planned and recorded. This includes a 50% sample of discrete features (pits, etc), at least 10% of linear features (ditches, etc) in 1m wide sections, and 100% of complex structures/features. Complex archaeological structures such as walls, kilns, ovens or burials will be carefully cleaned, planned and fully recorded.

Fast hand-excavation techniques involving (for instance) picks, forks and mattocks will not be used on complex stratigraphy.

A metal detector will be used to examine spoil heaps, and the finds recovered.

Individual records of excavated contexts, layers, features or deposits will be entered on proforma record sheets. Registers will be compiled of finds, small finds and soil samples.

All features and layers or other significant deposits will be planned, and their profiles or sections recorded. The normal scale will be site plans at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be appropriate.

Site surveying

The evaluation trenches and any features will be surveyed by Total Station or GPS, unless the particulars of the features indicate that manual planning techniques should be employed. Normal scale for archaeological site plans and sections is 1:20 and 1:10 respectively, unless circumstances indicate that other scales would be more appropriate.

The site grid will be tied into the National Grid. Corners of excavation areas will be located by NGR coordinates.

Environmental sampling policy

The number and range of samples collected will be adequate to determine the potential of the site, with particular focus on palaeoenvironmental remains including both biological remains (e.g. plants, small vertebrates) and small sized artefacts (e.g. smithing debris). Samples will be collected for potential micromorphological and other pedological sedimentological analysis. Environmental bulk samples will be at least 40 litres in size (assuming context is large enough).

Sampling strategies will address questions of:

- The range of preservation types (charred, mineral-replaced, waterlogged), and their quality.
- Concentrations of macro-remains.
- Differences in remains from undated and dated features.
- Variation between different feature types and areas of site.

Environmental samples will be processed by trained CAT staff and the flots will be analysed and reported by CAT Senior site/post-excavation assistant Bronagh Rae-Quinn or sent to external specialists Val Fryer / Lisa Gray.

Should any complex, or otherwise outstanding deposits be encountered, BRQ, VF or LG will be asked onto site to advise. Waterlogged 'organic' features will always be sampled. In all cases, the advice of BRQ/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. Where necessary, BRQ, VF or an appropriate specialist will be invited to site to advise on sampling strategies.

Human remains

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

If circumstances indicated it were prudent or necessary to remove remains from the site during the monitoring, the following criteria would be applied; if it is clear from their position, context, depth, or other factors that the remains are ancient, then normal procedure is to apply to the Department of Justice for a licence to remove them and seek advice from the project osteologist.

Following Historic England guidance (2018) if the human remains are not to be lifted, the project osteologist should be available to record the human remain *in situ* (i.e. a site visit). Conditions laid down by the DoJ license will be followed. If it seems that the remains are not

ancient, then the coroner, the client, and the HEIM will be informed, and any advice and/or instruction from the coroner will be followed.

Photographic record

Will include both general and feature-specific photographs, the latter with scale and north arrow. A photo register giving context number, details, and direction of shot will be prepared on site, and included in site archive. Digital site photographs will be taken and archived as per Historic England guidelines (2015a).

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 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 (or Tabitha Gulliver Lawrence) environmental processing and assessment: Bronagh 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: EH Regional Adviser in Archaeological Science (East of England).

All finds of potential treasure will be removed to a safe place, and the coroner informed immediately, in accordance with the rules of the Treasure Act 1996. The definition of treasure is given in pages 3-5 of the Code of Practice of the above act. This refers primarily to gold or silver objects.

Requirements for conservation and storage of finds will be agreed with the appropriate museum prior to the start of work and confirmed to the HEIAM.

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

Post-excavation assessment

An updated post-excavation assessment will be submitted within 2 months or at an alternatively agreed time with the HEIAM.

Where archaeological results do not warrant a post-excavation assessment then agreement will be sought from the HEIAM to proceed straight to grey literature / publication.

Results

Notification will be given to the HEIAM 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 2015b).

The report will be submitted within 6 months of the end of fieldwork, with a copy supplied to the Historic Environment Advisor as a single PDF.

The report will contain:

- Location plan of trenches in relation to the proposed development. At least two corners of each excavated area will be given a 10-figure grid reference.
- Section/s drawings showing depth of deposits from present ground level with Ordnance Datum, vertical and horizontal scale.
- Archaeological methodology and detailed results including a suitable conclusion and discussion.
- Appropriate discussion and results section assessing the site in relation to the Regional Research Frameworks (Brown and Glazebrook 2000, Medlycott 2011. https://researchframeworks.org/eoe/).
- All specialist reports or assessments
- A concise non-technical summary of the project results.

An OASIS summary sheet shall be completed at the end of the project and supplied to the HEIAM. This will be completed in digital form with a paper copy included with the archive. A copy (with site plan) will also be emailed to the Hon. Editor of the Essex Archaeology and History Journal for inclusion in the annual round-up of projects (paul.gilman@me.com).

Publication of the results at least a summary level (i.e. round-up in *Essex Archaeology & History*) shall be undertaken in the year following the archaeological fieldwork. An allowance will be made in the project costs for the report to be published in an adequately peer reviewed journal or monograph series.

A PDF copy of the full report will be uploaded by CAT to the OASIS website and the Colchester Archaeological Trust's Online Report Library (http://cat.essex.ac.uk/), both of which are publicly accessible.

Archive deposition

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

If finds are retained from the site, the full finds archive will be deposited with Southend Museum unless otherwise agreed in advance. The full digital archive will be deposited with Archaeology Data Service (ADS).

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

If the finds are to remain with the landowner, there will be provision made for additional recording (e.g. photography, illustration and analysis) that will form part of the digital archive.

The digital archive resulting from the work will be deposited with the Archaeology Data Service (www.archaeologydataservice.ac.uk) to safeguard the long-term curation of the digital records. The HEIAM will be notified when the digital archive has been deposited. Prior to deposition CAT's data management plan (based on the official guidelines from the Digital Curation Centre [DCC 2013]) will ensure the integrity of the digital archive. A summary of the contents of the archives shall be supplied to the HEIAM at the time of their deposition.

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

Monitoring

The HEIAM 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 HEIAM one week in advance of its commencement.

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

The HEIAM will be notified when the fieldwork is complete.

The involvement of the HEIAM 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 Junior Project Officer, 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 CAT Directors.

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

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

Events, activities and social media

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

References

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

Brown, N &	2000	Research and Archaeology: A Framework for the Eastern Counties 2.
Glazebrook, J		Research agenda and strategy. East Anglian Archaeology Occasional
,		Paper 8 (EAA 8)
Brown, N	2006	A medieval moated manor by the Thames Estuary, excavations at
,		Southchurch Hall, Southend, Essex. East Anglian Archaeology 115 (EAA
		115)
CAT	2024	Health & Safety Policy
ClfA	2020	Standard and guidance for the collection, documentation, conservation
		and research of archaeological materials. Published 2014, revised
		October 2020
ClfA	2022	Code of Conduct. Published 2014, revised October 2022
ClfA	2023a	Standard for archaeological monitoring and recording
ClfA	2023b	Universal guidance for archaeological monitoring and recording
Gurney, D	2003	Standards for field archaeology in the East of England. East Anglian
		Archaeology Occasional Papers 14 (EAA 14).
Historic England	2015a	Digital Image capture and File Storage: Guidelines for best practice, by S
		Cole & P Backhouse
Historic England	2015b	Management of Research Projects in the Historic Environment
		(MoRPHE)
Historic England	2018	The Role of the Human Osteologist in an Archaeological Fieldwork
		Project. By S Mays, M Brickley and J Sidell
Jackson, J	1987	Excavations at Southchurch Hall. An interim report. Essex Archaeology
		and History 18 (EAH 18)
Medlycott, M	2011	Research and archaeology revisited: A revised framework for the East of
		England. East Anglian Archaeology Occasional Papers 24 (EAA 24)
MHCLG	2023	National Planning Policy Framework. Ministry of Housing,
Managet D	4700	Communities and Local Government.
Morant, P	1768	The History and Antiquities of the County of Essex

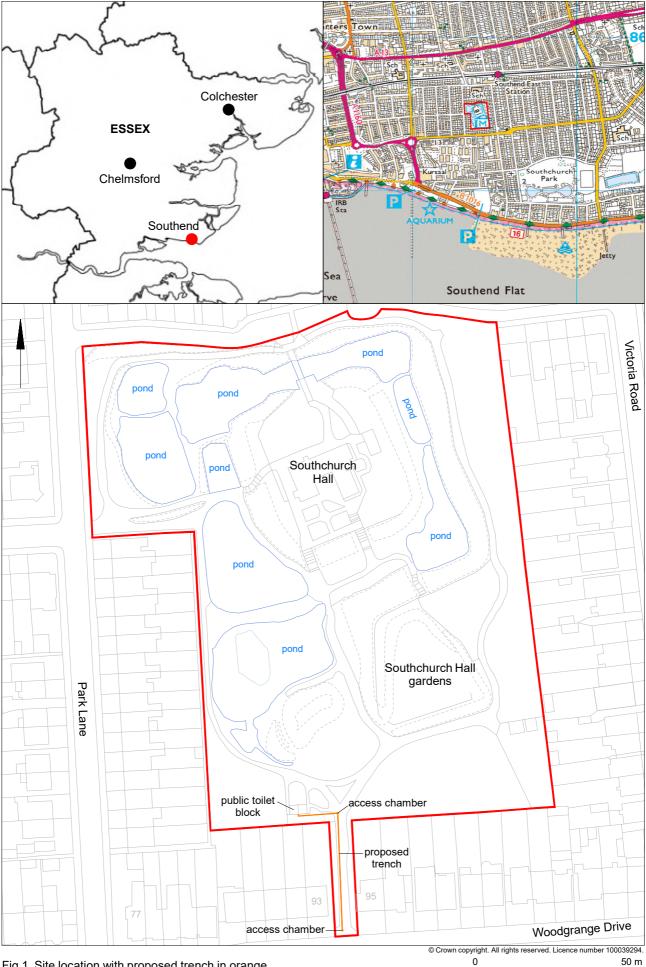


Fig 1 Site location with proposed trench in orange.



Fig 2 Proposed pipe trench in relation to 1st OS map of Essex sheet LXXVIII SE, revised in 1895, published 1898.



Building Services Electrical Specification

Archaeologist/Contractor Specification for Replacing Water Main – Southchurch Hall Gardens



CONTENTS

- 1.0 Work Description
- 2.0 Scope of works
- 3.0 Environmental Impact
- 4.0 Health and Safety
- 5.0 Demonstration
- 6.0 Handover

1.0 Works Description

- 1.1 Due to the degradation of the pipework beneath the ground, the public toilets no longer receive a water feed to them, rendering them unusable. The plan is to excavate a 55 metre trench measuring 400mm wide and 700mm deep, and No.2 600x450 access chambers will be installed on a junction to allow access. The trench will have a 150mm perforated blue rigid duct laid in it, which will allow a 50mm MDPE water feed. Installing a ridged duct will allow the pipe to be replaced in the future without needed to excavate again.
- 1.2 Lighting in the WC's are fluorescent and require upgrading to LED.

2.0 Scope of works

- 2.1 Step by Step of what the project needs to do:
 - 2.1.1 Under the supervision of an Archaeologist contractor will dig [using mechanical means] a 400mm wide and 700mm deep 55 meter trench as illustrated in Fig. 1.

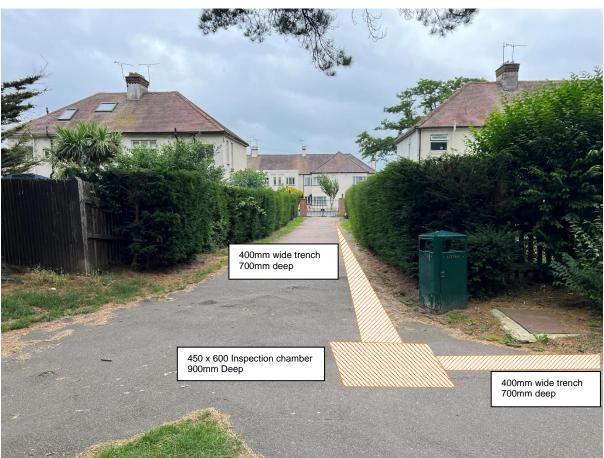
Fig.1



- 2.1.2 Install No.2 [5 ton] Manhole chambers [450l x 600w @ 900d]
- 2.1.3 Lay 150mm PERFERATED Ridgiduct
- 2.1.4 Insert 55m of MDPE
- 2.1.5 3 x Elbow
- 2.1.6 1 x Stopcock
- 2.1.7 1 x stabbing for chlorination at stopcock
- 2.1.8 Connect into existing service inside building
- 2.1.9 Reinstate tarmac path and any planting, grass seed to be laid
- 2.1.10 Pipework to be chlorinated and flushed through.
- 2.1.11 Replace lighting inside each toilet using MID Quote:

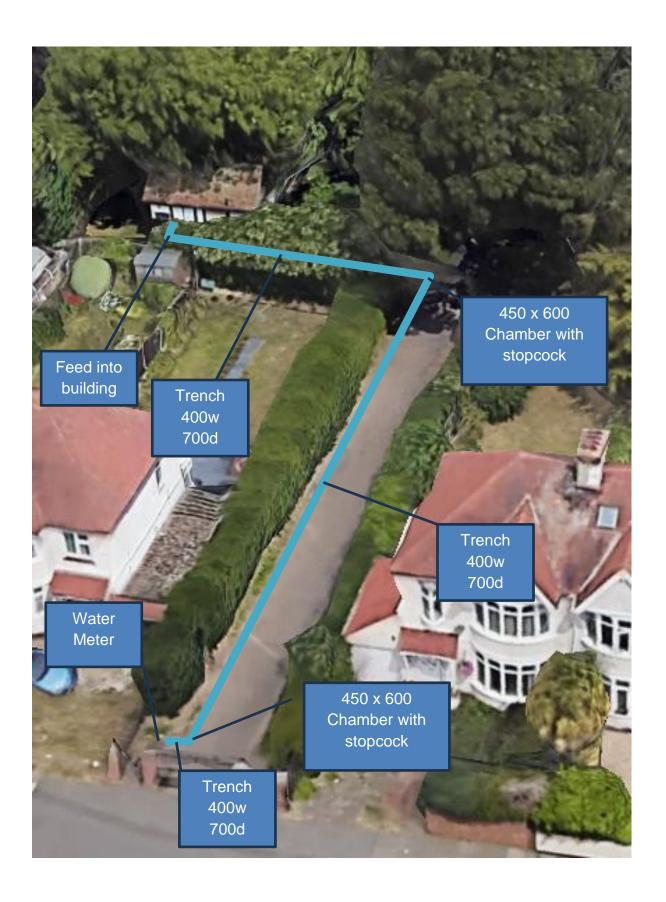












Working times: Monday – Friday

Access - Open Park/Veolia

3.0 Environmental impact

3.1 Energy Efficient lighting installed

4.0 Health and Safety

- 4.1 Contractor will produce RAMS for the works.
- 4.2 Effective barriers must be in place to ensure public and other contractors cannot access the worksite.
- 4.3 Tools and equipment should be locked away, or removed from site each night.
- 4.4 Open area so caution must be taken around the possibility of needles and faeces.

5.0 Demonstration

- 5.1 The contractor will work within their RAMS and under the supervision of the archaeologist.
- 5.2 The ground will be reinstated and grass seed laid on the disturbed soil.
- 5.3 Stop valve will be demonstrated to work.

6.0 Handover

- 6.1 The ground will be levelled and left as found.
- 6.2 All waste removed from site.
- 6.3 Water pipe disinfected



Colchester Archaeological Trust

Digital Management Plan

Section 1: Project Administration

Section 1: Project Administration
Project ID / OASIS ID
CAT Project Code: 2024/08a SHER code: tbc OASIS ID: colchest3-527367
Project Name
Archaeological monitoring and recording at Southchurch Hall, Southchurch Hall Gardens, Park Lane, Southend-on-Sea, Essex, SS1 2TE.
Project Description
Archaeological monitoring and recording of a c 55m long pipe trench and two access chambers for the installation of a new water supply to the public toilets located within the Scheduled Ancient Monuments of Southchurch Hall and Southchurch moated site.
Project Funder / Grant reference
Southend City Council
Project Managers
Adam Wightman (Director of Archaeology), Chris Lister (Director, Business Operations), Laura Pooley (Post-excavation Manager) and Howard Brooks (Senior Associate).
Principal Investigator / Researcher
Project Officer (to be determined)
Data Contact Person
Laura Pooley
Date DMP created
28/08/2024
Date DMP last updated
28/08/2024
Version
V1

• •

Related data management policies

Data Management Policy, Colchester Archaeological Trust (in preparation)

CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2020)

ADS Guides to Good Practice (https://guides.archaeologydataservice.ac.uk/g2gp/Main)

Museums Essex, Archaeological Archives in Essex: Guidelines for preparation and deposition (2022)

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.

Туре	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 Essex Historic Environment Archaeological Advisor (ECCHEA) has confirmed that the digital archive component should be deposited with a trusted digital repository, with a copy also being supplied to the depositing museum.

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 are 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 colchest3-527637

OASIS ID (UID)	colchest3-527637	
Project Name	Archaeological monitoring and recording at Southchurch Hall, Southchurch Hall Gardens, Park Lane, Southend-on-Sea, Essex, SS1 2TE: November 2024	
Sitename	Southchurch Hall, Southchurch Hall Gardens, Park Lane, Southend-on-Sea, Essex, SS1 2TE	
Sitecode		
Project Identifier(s)	2024/08a	
Activity type	Watching Brief	
Planning Id		
Reason For Investigation	Scheduled monument consent	
Organisation Responsible for work	Colchester Archaeological Trust	
Project Dates	04-Nov-2024 - 07-Nov-2024	
Location	Southchurch Hall, Southchurch Hall Gardens, Park Lane, Southend-on-	
	Sea, Essex, SS1 2TE	
	NGR : TQ 89395 85490	
	LL: 51.53653413533894, 0.72947672639519	
	12 Fig : 589395,185490	
Administrative Areas	Country : England	
	County/Local Authority : Southend-on-Sea	
	Local Authority District : Southend-on-Sea	
	Parish: Southend-on-Sea, unparished area	
Project Methodology	Archaeological monitoring and recording of all groundworks was carried out as specified in the scheduled monument consent and project wsi.	
Project Results	Archaeological monitoring and recording was carried out at Southchurch Hall Gardens, Southend-on-Sea, Essex to replace a defunct water pipe. Southchurch Hall has its origins in the 13th century and is a Scheduled Ancient Monument. No significant archaeological remains were encountered during monitoring which revealed only modern layers.	
Keywords		
Funder	District, borough or city council Southend-on-Sea City Council	
HER	Scheduled Monument Casework - unRev - STANDARD	
Person Responsible for work	r Adam Wightman, Chris Lister	
HER Identifiers		
Archives	Digital Archive - to be deposited with Archaeology Data Service	
	Archive;	

Report generated on: 18 Nov 2024, 11:08