Colchester Archaeological Trust

CAT Report 2160
issued April 2025

Archaeological monitoring and recording at Upminster Tithe Barn, Hall Lane, Upminster, RM14 1AU: March 2025

CAT project ref.: 2025/03e
LAARC code: UTB25

Archaeological monitoring and recording at Upminster Tithe Barn, Hall Lane, Upminster, RM14 1AU: March 2025

NGR: TQ 56512 87747 (centre)

Scheduled Monument: NHLE 1001991

Historic England Inspector of Ancient Monuments: Jane Sidell
London Borough: Havering

CAT project ref.: 2025/03e
CAT Report 2160

LAARC code: UTB25
OASIS id: colchest3- 532328

report prepared by Sarah Veasey
with contributions from Dr Matthew Loughton

fieldwork by Sarah Veasey and Ziya Eksen

commissioned by Craig Woods, Purcell
on behalf of London Borough of Havering

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1 Summary

Archaeological monitoring and recording was undertaken at Upminster Tithe Barn, Hall Lane, Upminster during the groundworks for a new lightning protection system. Upminster Tithe Barn is a scheduled monument (NHLE 1001991) and 15th-century timber-framed barn, originally associated with the neighbouring Grade II listed Upminster Hall (NHLE 1079889). Monitoring identified three features, a domed brick soakaway, the remains of a brick floor surface and a modern brick wall. A demolition layer was also identified.*

2 Introduction (Fig 1)

This report presents the results of archaeological monitoring and recording undertaken by the Colchester Archaeological Trust (CAT) at Upminster Tithe Barn, Hall Lane, Upminster between 17th and 19th March 2025. Work was commissioned by Craig Woods of Purcell, on behalf of the London Borough of Havering, and took place during groundworks for a new lightning protection system.

As the tithe barn is a Scheduled Monument (NHLE 1001991), scheduled monument consent for the works required archaeological monitoring of the groundworks. The required archaeological work is based on the guidance given in the National Planning Policy Framework (MHCLG 2024).

All archaeological work was carried out in accordance with a written scheme of investigation (WSI) prepared by CAT and agreed with the Historic England Inspector of Ancient Monuments (HEIAM), Jane Sidell (CAT 2025a).

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),
- the London Archaeology research frameworks accessible via https://researchframeworks.org/rlfa/
- GLAAS Guidelines for Archaeological Projects in Greater London (Historic England 2015)
- Relevant health and safety guidelines and requirements (CAT 2025b).

3 Archaeological and geological background

The following archaeological background includes Greater London Historic Environment Records (GLHER numbers) held at Cannon Bridge House, London (accessed via https://glher.historicengland.org.uk/).

Upminster Tithe Barn (NHLE 1001991, GHLER 223011) is a scheduled monument which dates from 1450. The barn formed part of the estate associated with the nearby Grade II* listed Upminster Hall (NHLE 1079889, GLHER 223044), which was one of 17 manors given to the Abbots of Waltham Abbey, an Augustinian abbey based at Epping Forest and founded in the 11th century as a collegiate church of secular cannons by King Harold. The estate was held by the abbey until the dissolution, after which Upminster Hall was granted to Thomas Cromwell. Upminster Tithe Barn is aisled in construction, clad in weatherboard, with a half-hipped thatched roof that would have been used for the storage of the estate's tithes. It continued to be used for agriculture after the abbey was suppressed.

In 1973, Havering Council prepared a scheme of renovation work to the barn but a fire later that year extensively damaged the roof. After the roof repairs were carried out, the Barn was refurbished and opened as an agricultural museum in 1976. Since 1976, the barn has been divided into three sections by timber partitions, had extra entrances cut into the walls and part of the flooring raised and levelled, timber base-plates removed and replaced with re-enforced concrete foundations, newer entrances filled, woodwork eradication and the barn re-cladded (https://upminstertithebarn.co,uk/restoration-of-the-barn/).

The Geology of Britain viewer (1:50,000 scale[1]) shows the bedrock geology of the site is 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), with superficial deposits of Lowestoft Formation (extensive sheet of chalky till, together with outwash sands and gravels, silts and clays. The till is characterised by its chalk and flint content) on most of the site, but Black Park gravel member (Sand and gravel, with possible lenses of silt, clay or peat) on the eastern edge. Black Park gravel is recognised as one of the oldest deposits of the Thames Valley system following the Anglian glacial maximum which has produced Palaeolithic implements in the western edges of Greater London.

4 Aims and methodology

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

For a full methodology of the project, please see the attached WSI in Appendix 2.

5 Results (Figs 2-3)

A trench, measuring 0.50m wide and 0.60-0.75m deep, was machine excavated around the entire perimeter of the tithe barn. The total length of the trench was 165.28m. Six layers and three features

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

were encountered. A full context list, with soil descriptions and context dimensions, can be found in Appendix 1.

To the west and south of the barn, the trench was excavated through a layer of topsoil [1], a layer of subsoil [2] and into a demolition layer [3], likely associated with the 1970's renovation of the barn. In the south-western corner a thin layer of concrete [4] was also present. To the north of the barn, the trench was excavated through contexts [1] and [2] into the natural geology. Along the eastern length of the trench, into the north-eastern corner, a second area of concrete [6] was encountered.

Photograph 1 Trench to the south-east of the barn, view north-west.

Three features were uncovered during the ground works; a soakaway (8)/[9], a wall (10)/[11] and the partial remains of a floor [12].

The soakaway (8)/[9] was constructed from red brick, bonded with lime mortar and capped with cement, in a dome-shape. The soakaway but was encountered at 0.30m below current ground level [bgcl] but was not fully exposed.

Photograph 2 Brick soakaway [9], view north-east.

The wall foundation (10)/[11] was also constructed from red brick, the bond of which was not discernible. The bricks were bonded with a cement mortar and sealed by a concrete kerb. Six courses of brickwork were exposed.

Context [12] comprised the remains of a red brick surface, likely an old yard surface. The remains were only a single brick thick and roughly 0.90m wide. Some patchy mortar is present on the surface of the bricks.

Photograph 3 Brick floor [12], view east south-east.

Photograph 4 Trench to the west of the barn, view south south-west.

6 Finds

Ceramic building material

by Dr. Matthew Loughton

Monitoring uncovered a small assemblage of 19th- and 20th-century ceramic building material. This material consisted of:

- Context [3] (finds no. 1): two special decorative bullnose coping bricks including one with a stamp of JB[; an unidentifiable fragment of 20th CBM.
- Context [3] (finds no. 2): two frogged red bricks with dimensions of ? mm 118 mm x 70 mm and ? mm 105 mm x 73 mm, dating from *c* 1850 onwards.
- Context [12] (finds no. 3): two orange/brown floor bricks with dimensions of 220 mm x 110 mm x 50 mm including one stamped example (]B).

7 Conclusion

Monitoring of the groundworks for the installation of a new lightning protection system at Upminster Tithe Barn revealed three features, all post-medieval or modern in date and constructed from red brick. Historic mapping shows the barn changes layout several times from the 18th, 19th and 20th centuries and doesn't appear in its current configuration until the late 20th century. The features uncovered during the monitoring, along with the demolition layer [3], are likely a result of these historic alterations to the barn and may represent the remains of no longer extant outbuildings associated with Upminster Hall.

8 Acknowledgements

CAT thanks Craig Woods of Purcell and the London Borough of Havering for commissioning and funding the work. The project was managed by C Lister and A Wightman and carried out by S Veasey and Z Eksen. Figures were prepared by S Veasey and M Beale. The project was monitored for Historic England by Jane Sidell.

9 References

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

CAT. 2025a. *Written Scheme of Investigation for archaeological monitoring and recording at Upminster Tithe Barn, Hall Lane, Upminster, RM14 1AU*, by E Holloway. Colchester: Colchester Archaeological Trust Ltd.

CAT. 2025b. *Health & Safety Policy*. Colchester: Colchester Archaeological Trust Ltd.

CIfA. 2020a. *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*. CIfA Chartered Institute for Archaeologists; published 2014, revised 2020.

CIfA. 2020b. *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*. CIfA Chartered Institute for Archaeologists; published 2014, revised 2020.

CIfA. 2022. *Code of Conduct*. CIfA Chartered Institute for Archaeologists; published 2014, revised 2022.

CIfA. 2023a. *Standard for archaeological monitoring and recording*. CIfA Chartered Institute for Archaeologists.

CIfA. 2023b. *Universal guidance for archaeological monitoring and recording*. CIfA Chartered Institute for Archaeologists.

Historic England. 2015. *Guidelines for Archaeological Projects in Greater London.*

Historic England. 2016. *Management of Research Projects in the Historic Environment* (MoRPHE).

MHCLG. 2024. *National Planning Policy Framework*. Ministry of Housing, Communities and Local Government.

10 Abbreviations and glossary

CAT	Colchester Archaeological Trust
CIfA	Chartered Institute for Archaeologists
context	specific location of finds on an archaeological site
feature	an identifiable thing like a pit, a wall, a drain: can contain 'contexts'
GLAAS	Greater London Archaeological Advisory Service
GLHER	Greater London Historic Environment Record
layer	distinct or distinguishable deposit (layer) of material
modern	period from *c* AD 1901 to the present
natural	geological deposit undisturbed by human activity
NGR	National Grid Reference
OASIS	**O**nline **A**cces**S** to the **I**ndex of Archaeological Investigation**S**, http://oasis.ac.uk/pages/wiki/Main
post-medieval	period from c AD 1540 to c 1901
section	(abbreviation sx or Sx) vertical slice through feature/s or layer/s
wsi	written scheme of investigation

11 Contents of archive

Finds: One box.

Digital record

CAT Report 2160

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 London Archaeological Archives and Research Centre.

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Distribution list
Havering Borough Council
Jane Sidell, Historic England Inspector of Ancient Monuments
Greater London Historic Environment Record (GLHER)

Appendix 1 Context list

Context	Type	Interpretation	Finds no.	Description	Date
[1]	Deposit	Topsoil	-	Soft moist dark grey/brown silty loam	Modern
[2]	Deposit	Subsoil	-	Firm moist medium yellow/grey/brown silty clay	Post-medieval/ modern
[3]	Deposit	Demo layer	1, 2	Soft moist medium grey/brown silty clay and inclusions of: tile/brick 50%	19th/20th century
[4]	Deposit	Concrete layer	-	Thin concrete layer overlaying hardcore	Modern
[5]	VOID (same as [3])				
[6]	Deposit	Concrete	-	Concrete pavement slab	Modern
[7]	Deposit	Natural	-	Firm dry light yellow/grey loamy clay	Post-glacial
(8)	Cut	Cut for [9]	-	Construction cut for soakaway [9]	Post-medieval/ modern
[9]	Deposit	Brick soakaway	-	Domed brick soakaway capped with cement. Constructed from red brick bonded with lime mortar	Post-medieval/ modern
(10)	Cut	Cut for [11]	-	Construction cut for wall [11]	Modern
[11]	Deposit	Wall foundation	-	Wall foundation comprising red brick bonded with cement mortar. Sealed by concrete kerb stone	Modern
[12]	Deposit	Floor surface	3	Floor surface comprising red brick	19th/20th century

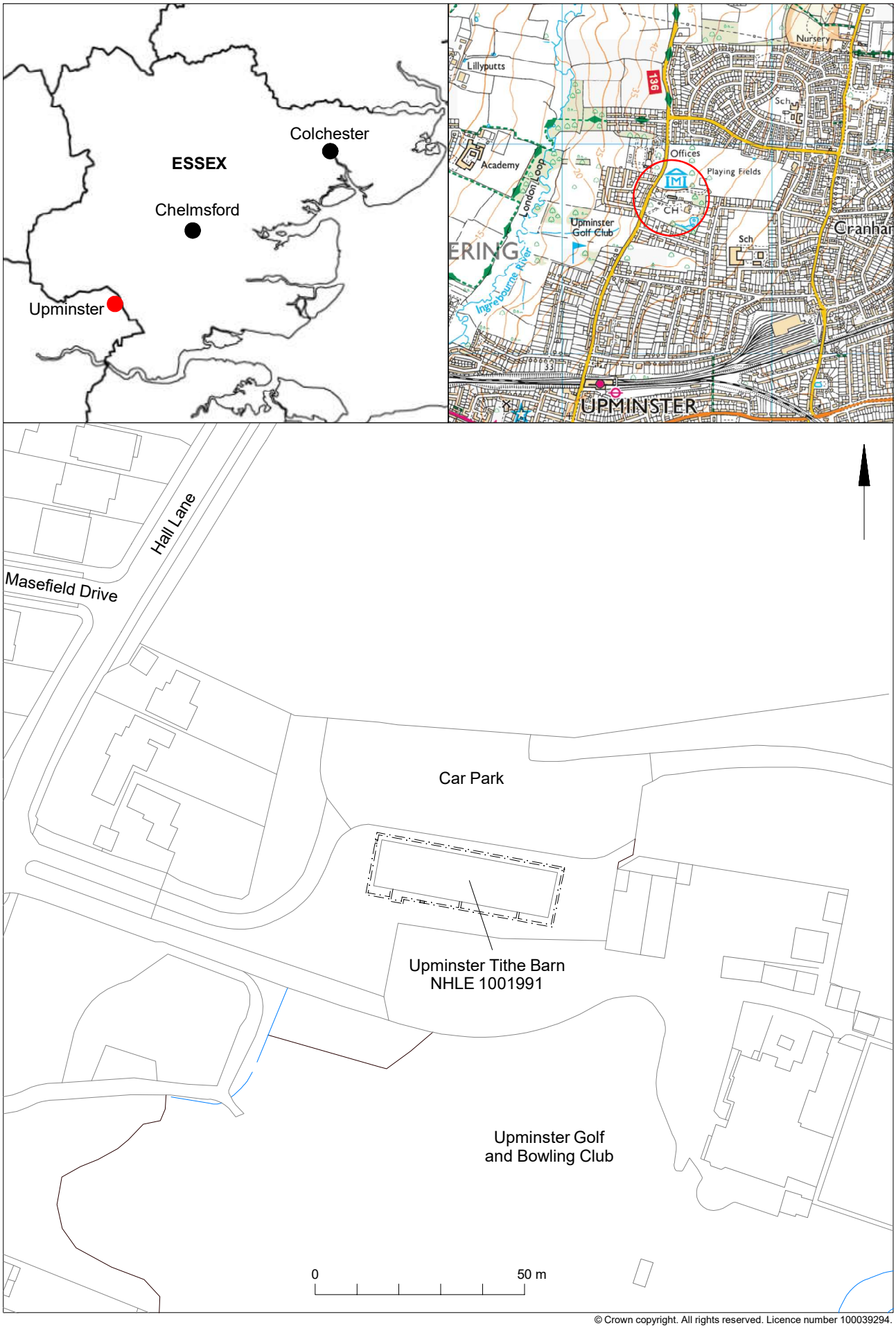

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Fig 1 Site location.

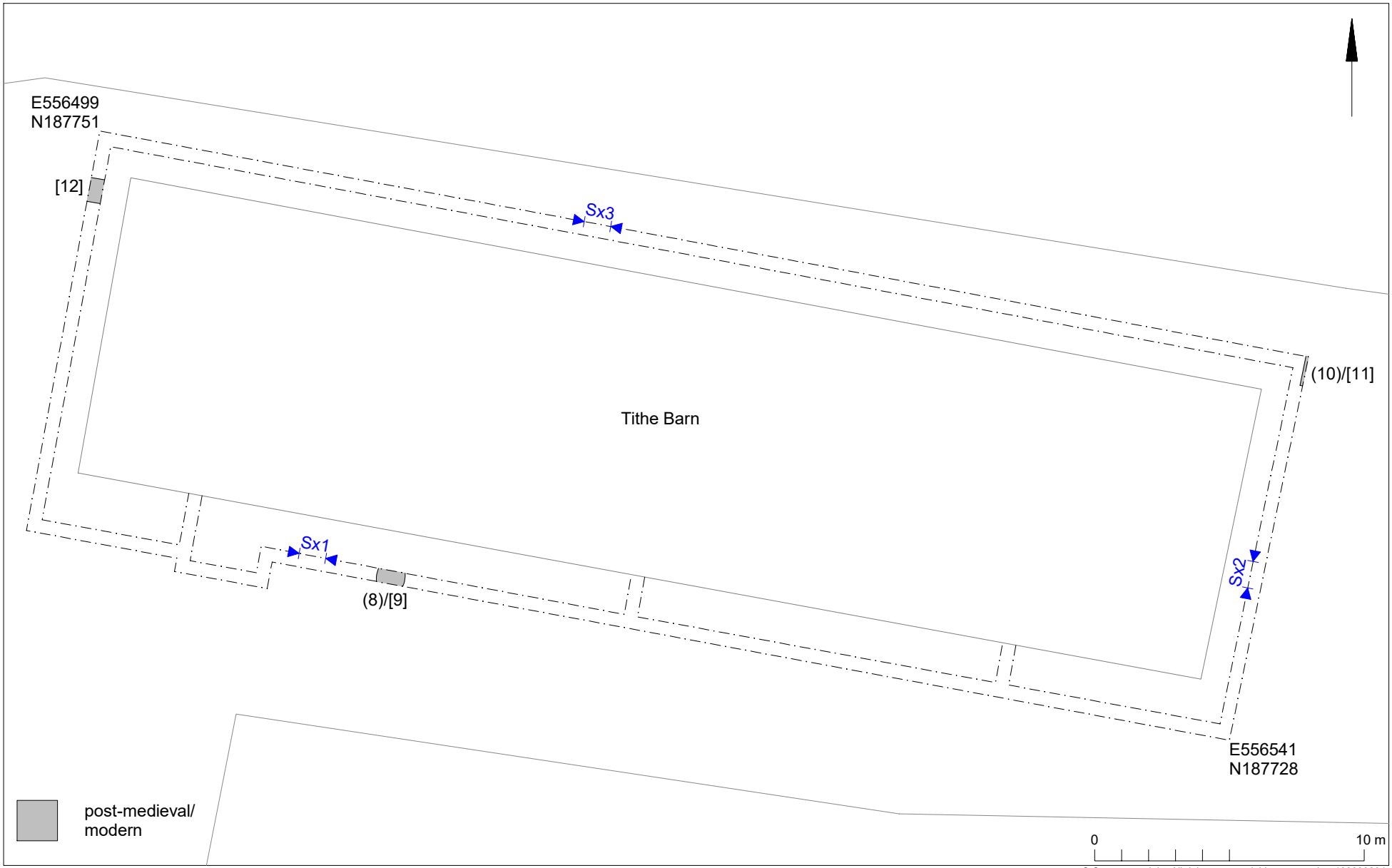

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Fig 2 Monitoring results.

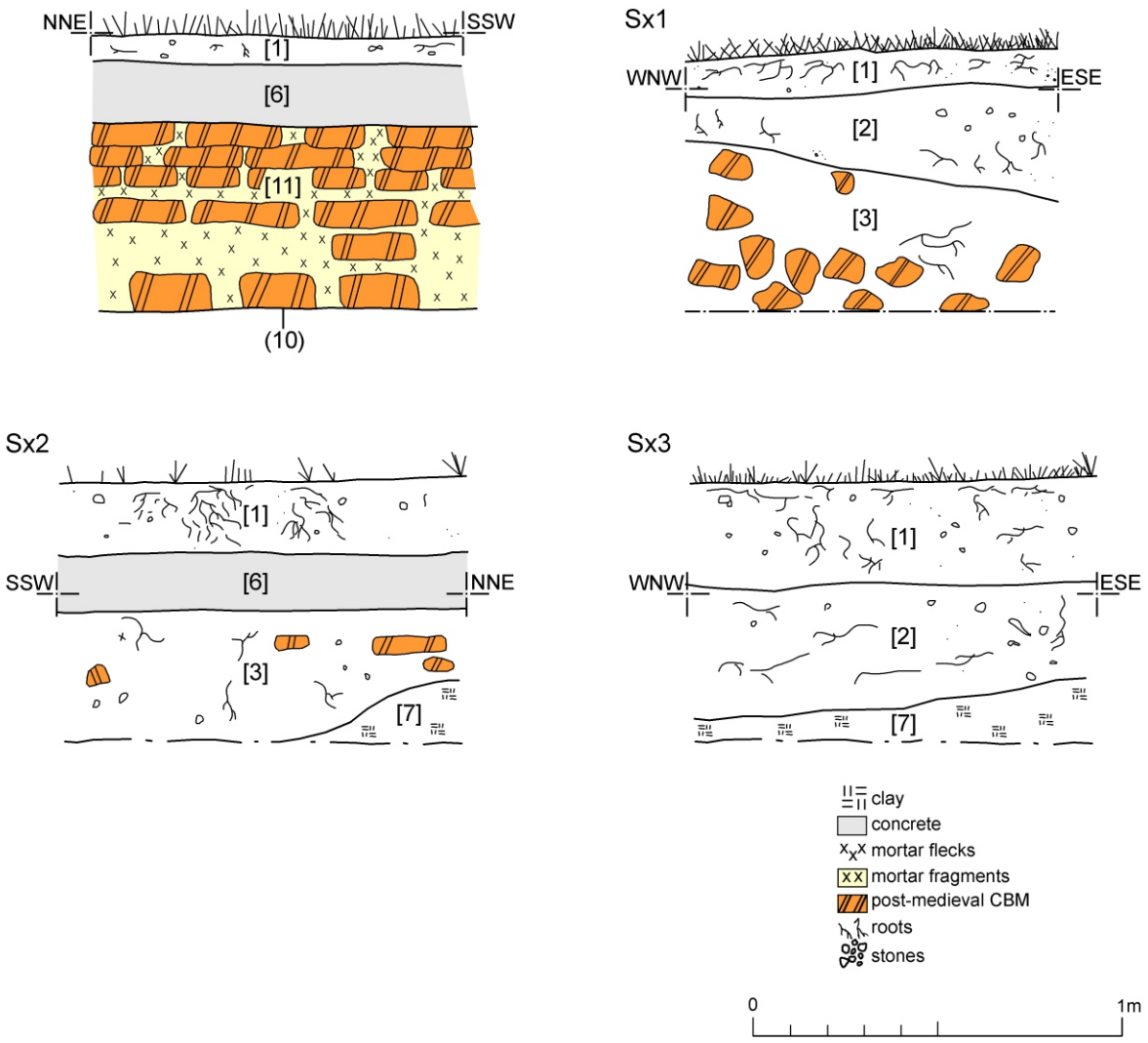
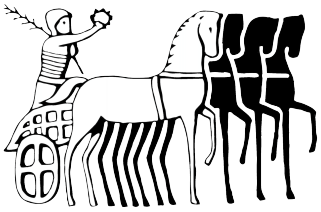


Fig 3 Feature and representative sections.

Colchester Archaeological Trust



Written Scheme of Investigation
for archaeological monitoring and recording at
Upminster Tithe Barn, Hall Lane, Upminster, RM14 1AU.

March 2025

CAT project ref.: 2025/03e

Written Scheme of Investigation for archaeological monitoring and recording at Upminster Tithe Barn, Hall Lane, Upminster, RM14 1AU.

March 2025

NGR: TQ 56512 87747 (centre)

Scheduled Monument no.: 1001991

Historic England Inspector of Ancient Monument: Jane Sidell
London Borough: Havering

CAT project ref.: 2025/03e
LAARC site code: requested

OASIS id: colchest3- 532328

Commissioned by: Craig Woods (Purcell)
On behalf of: London Borough of Havering

Prepared by:	Emma Holloway PCIfA	Project Officer
Reviewed and approved by:	Chris Lister MCIfA	Director, Business Operations
Issued:	13/03/2025	

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Site location and description

The site is located at Upminster Tithe Barn, Hall Lane, Upminster (Fig 1). The barn is centred on National Grid Reference (NGR) TQ 56512 87747. The north-facing barn sits on a west-facing slope which overlooks the River Ingrebourne, a tributary of the River Thames.

Proposed work

The work involves the installation of a new lightning protection system.

Geological and archaeological background

The following archaeological background includes Essex Historic Environment Records (EHER numbers) held at Essex County Council, County Hall, Chelmsford, Essex (accessed via http://www.heritagegateway.org.uk).

The Geology of Britain viewer (1:50,000 scale[1]) shows the bedrock geology of the site is 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), with superficial deposits of Lowestoft Formation (extensive sheet of chalky till, together with outwash sands and gravels, silts and clays. The till is characterised by its chalk and flint content) on most of the site, but Black Park gravel member (Sand and gravel, with possible lenses of silt, clay or peat) on the eastern edge. Black Park gravel is recognised as one of the oldest deposits of the Thames Valley system following the Anglian glacial maximum which has produced Palaeolithic implements in the western edges of Greater London.

The Barn dates from 1450 and was originally used for the collection and storage of rents and tithes farmers were due to pay in produce towards the associated church. The Upminster Tithe Barn was part of an estate that supported Waltham Abbey. Waltham Abbey was an Augustinian Abbey situated in Epping Forest, which was initially founded in 1030 as a collegiate church of secular canons. It was rebuilt and designed as an Abbey in 1184, after which it became one of the most important and prosperous Abbeys in the country until it was suppressed in 1540. The Upminster barn formed part of the extensive estates of the Abbey and continued in use after the dissolution of the monasteries.

The barn formed part of a farm complex with the nearby Upminster Hall. The manor was given to the Abbey of Waltham in 1062, and it is thought that the manor was used as a hunting lodge for the Abbot. The manor was later converted into a private house and is now home to Upminster Golf Club. The barn is a weather-boarded aisled barn with a half-hipped thatched roof.

In 1973 Havering Council prepared a scheme of renovation work to the barn. A fire that year extensively damaged

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

the roof. After repairs were carried out the Barn was refurbished and then opened as an agricultural museum in 1976.

Since 1976 the barn has been divided into three sections by timber partitions, had extra entrances cut into the walls and part of the flooring raised and levelled, timber base-plates removed and replaced with re-enforced concrete foundations, newer entrances filled, woodwork eradication and the barn re-cladded (https://upminstertithebarn.co,uk/restoration-of-the-barn/).

Project background

As the tithe barn is a Scheduled Monument (NHLE: 1001991), and therefore an area highlighted as having a high potential for archaeological remains, scheduled monument consent for the works require archaeological monitoring of groundworks. The required archaeological work is based on the guidance given in the National Planning Policy Framework (MHCLG 2024).

Requirement for work (Fig 1)

The required archaeological work will consist of archaeological monitoring and recording of works during the installation of a lightning protection system, designed to intercept, conduct and disperse a lightning strike safely to earth, including a ground rod.

Specifically,
The archaeological monitoring will preserve, by record, the condition of the wall before, during and after the anchors are installed. Should any archaeological deposits be uncovered during the groundworks, time will be allowed to excavate and record any features or deposits 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.

Project aims:

- Create a record of the tithe barn during and after adding the wiring and rod.
- Look for evidence of from medieval or post-medieval use of the barn and surrounding area.

Research aims and objectives

Research frameworks are used as a methodology to help identify and assess if sites or areas are important or significant archaeologically. They have been developed to guide what research questions we can ask and how to co-ordinate research. They are primarily organised into geographical areas, historical periods and by themes. Regional Frameworks are guided by a steering group of local stakeholders across the historic environment spectrum.

The current site falls into the Research Framework for London Archaeology. Information and sources related to this are accessible online at https://researchframeworks.org/rfla/.

Such a small hole for the ground rod is unlikely to provide much information which can add to the research of the Greater London area. However, the barn is medieval in date and in use throughout history to modern times, therefore the more relevant research question could include:

TE1.03: Analysing field and archive data to improve our understanding of agricultural practices in the region.

This research aim and objective will be revised as necessary both during and after fieldwork.

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)
- All work will take place within and contribute to the goals of the Regional Research Frameworks. The recently revised period specific frameworks which are accessible via https://researchframeworks.org/rfla/.
- Relevant Health & Safety guidelines and requirements (CAT 2024)
- The project digital management plan (see Appendix 1).

CAT is covered by Aviva Insurance Ltd, 006288/04/24, 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 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 London Archaeological Archives and Research Centre (LAARC). This will include an uploaded .PDF version of the entire report.

Staffing

The number of field staff for all future groundworks is estimated as follows: One CAT project 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, photograph, excavate or sample (as necessary) any archaeological features or deposits.

If any features or deposits are uncovered, time will be allowed for these features to be excavated by hand, planned, and recorded.

Individual records of contexts, layers, features, or deposits will be entered on proforma record sheets. Should any finds be recorded during the monitoring registers will be compiled of artefacts and small finds.

If any features or deposits are uncovered, time will be allowed for these features to be excavated by hand, planned, and recorded. As standard this would mean 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, however within the confined limitations of the lighting pits features will be excavated as much as possible. Complex archaeological structures such as walls, kilns, ovens or burials will be carefully cleaned, planned and fully recorded where possible.

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

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 site 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).

The number and range of samples taken will be adequate to contribute to the understanding of the environmental potential and significance of the archaeological site. Bulk samples and micromorphological samples may be collected where/if appropriate. 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.

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 specialist Val Fryer.

Should any complex, or otherwise outstanding deposits be encountered, BRQ or VF will be asked onto site to advise. Waterlogged ‘organic’ features will always be sampled. In all cases, the advice of BRQ/VF 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* 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 assessment of the site.

The HEIAM 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 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. In that case, conditions laid down by the licence will be followed.

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). This involves photographing and planning the remains, recording completeness and condition of the bone, and a basic assessment of age, sex and pathologies, if possible. Conditions laid down by the Department of Justice license will be followed. If it seems that the remains are not ancient, then the coroner, the client, the HEIAM and ECCHEA will be informed, and any advice and/or instruction from the coroner will be followed.

As per Historic England guidance (2015a), if human remains are to be lifted, environmental samples should be collected from the head, torso, hand and feet areas to ensure small bones and any associated burial goods are recovered. Foetal, infant and child burials should be fully sampled to ensure all small bones are recovered. These samples will then be processed under the guidance of CAT's environmental specialist and Project Osteologist.

Any destructive sampling (e.g. DNA and isotope analyses) should only be considered in relation to the research questions, and only when non-destructive methods are inadequate. The value and cost implications of carrying out such methods should also be considered. Decisions on destructive sampling will comply with current guidelines (*Mays et al* 2013). The Historic England regional Science Advisor will be contacted about advice.

Photographic record

The photographic record will consist of general site shots, shots of the castle wall prior, during and after installation and restoration of the anchor points and any castle features and deposits. Photography will be carried out in accordance with Historic England guidelines (2015a). A photographic scale (including north arrow) 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.

Photographs of significant archaeological features and deposits will be taken using a Nikon D3500 DSLR camera with a 24.2 megapixal DX-format sensor.

Finds

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

Most of our artefact 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 from all periods (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
archaeometallurgy: David Dungworth
geology: Dr Martin Bates, University of Wales Trinity Saint David
radiocarbon dating: SUERC Radiocarbon Dating Laboratory, Glasgow
conservation/x-ray: Laura Ratcliffe (LR Conservation) / Norfolk Museums Service, Conservation and Design Services
other: Historic England Regional Adviser in Archaeological Science (London).

CAT pottery and other ceramics reports are carried out by a specialist who is competent in and specialises in characterising, quantifying, analysing, interpreting and reporting on ceramic assemblages of all periods. Our pottery specialist Dr Matthew Loughton has extensively studied East Anglian ceramics and reported in reputable, peer reviewed sources as well as multiple client project reports.

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 curating museum and carried out as per their guidelines after completion and in accordance with *LAARC deposition guidelines*.

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.

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 draft report will be submitted within 6 months of the end of fieldwork, with a copy supplied to the HEIAM as a single PDF

The report will contain:

- Cover page (which will include site name and address, grid reference, site code, type of work, author and project manager, date and revision number and planning references).
- Non-technical summary.
- Introduction.
- Planning background including relevant references.
- Relevant historical and archaeological background based on a search of the Historic Environment Record.
- Geology and topography of the site.
- Appropriate discussion and results section assessing the site in relation to the Regional Research Frameworks, which are accessible via https://researchframeworks.org/rfla/.
- Methodology of site-based and off-site work.
- Results, including specialist reports where relevant.
- Plans, sections and photographs as appropriate.
- Harris matrix.
- Assessments of the results against the original expectations.
- Statement of the potential of the archaeology.
- Conclusions and recommendations for an appropriate mitigation strategy.
- Publication and dissemination proposals, if relevant at this stage.
- Archive details, including date of deposition.
- Bibliography.
- GLSMR/OASIS form.

An OASIS summary sheet will 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.

The results will be published to at least a summary level (i.e. round-up submitted to the *London Archaeologist* and on LAARC's online catalogue in the year following the archaeological fieldwork.

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

Archive deposition

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

If finds are retained from the site, the full archive will be deposited with the London Archaeological Archives and Research Centre (LAARC) 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 *London Museum Archaeological Archive Standards* (https://www.londonmuseum.org.uk/collections/about/managing-our-collections/information-for-archaeological-contractors/) guidelines and the requirements for archive storage will be agreed with the curating museum.

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

The digital archive resulting from the work will be deposited with the Archaeology Data Service (www.archaeologydataservice.ac.uk) to safeguard the long-term curation of the digital records. The 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], see Appendix 1) 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 and/or Historic England Regional Science Advisor 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 (https://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

CAT. 2024. *Health & Safety Policy.*

CIfA. 2020. *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*. Published 2014, revised October 2020.

CIfA. 2022. *Code of Conduct*. Published 2014, revised October 2022

CIfA. 2023a. *Standard for archaeological monitoring and recording.*

CIfA. 2023b. *Universal guidance for archaeological monitoring and recording.*

Digital Curation Centre (DCC). 2013. *Checklist for Data Management Plan v. 4.0.*

Historic England. 2011. *Environmental Archaeology, A guide to Theory and Practice of Methods, from Sampling and Recovery to Post-excavation,* by G Campbell, L Moffett and V Straker.

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 & J Sidell.

Mays, S et al. 2013. *Science and the Dead: A Guideline for the Destructive Sampling of Archaeological Human Remains for Scientific Analysis*. Advisory Panel on the Archaeology of Burials in England (APABE), London

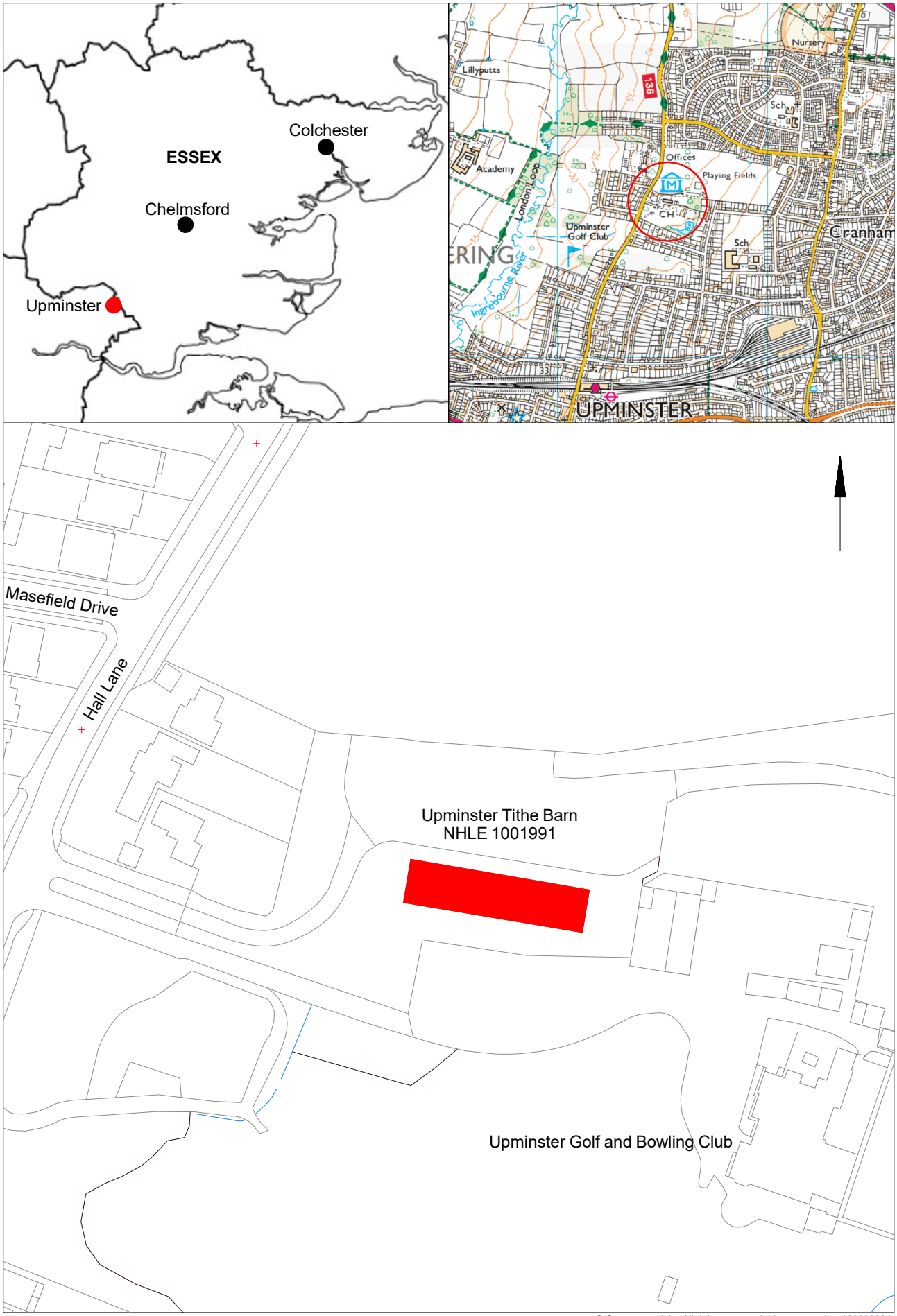

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Fig 1 Site location.

APPENDIX 1

Colchester Archaeological Trust
Roman Circus House, Roman Circus Walk, Colchester, Essex, CO2 7GZ
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: 2025/03e LAARC code: tbc OASIS ID: colchest3-532328
Project Name
Archaeological monitoring and recording at Upminster Tithe Barn, Hall Lane, Upminster, RM14 1AU.
Project Description
Archaeological monitoring and recording prior to the construction of a lightening protection scheme located within a Scheduled Monument (NHLE 1001991).
Project Funder / Grant reference
London Borough of Havering
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
13/03/2025
Date DMP last updated
13/03/2025
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) LAARC deposition guidelines (https://www.londonmuseum.org.uk/collections/about/managing-our-collections/information-for-archaeological-contractors/)

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 CIfA 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 Scheduled Monument Consent documentation, Project Brief (if issued), 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 Historic England Inspector of Ancient Monuments (HEIAM), Client, Museum and 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 project brief the Archaeological Advisor and Inspector of Ancient Monuments will be consulted about the digital archive component being 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 several 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 Director of Archaeology (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 colchest3-532328

OASIS ID (UID)	colchest3-532328
Project Name	Watching Brief at Upminster Tithe Barn, Hall Lane, Upminster, RM14 1AU.
Sitename	Upminster Tithe Barn, Hall Lane, Upminster, RM14 1AU.
Sitecode	
Project Identifier(s)	2025/03e
Activity type	Watching Brief
Planning Id	
Reason For Investigation	Scheduled monument consent
Organisation Responsible for work	Colchester Archaeological Trust
Project Dates	17-Mar-2025 - 19-Mar-2025
Location	Upminster Tithe Barn, Hall Lane, Upminster, RM14 1AU. NGR : TQ 56512 87747 LL : 51.56687996309252, 0.256780121637315 12 Fig : 556512,187747
Administrative Areas	Country : England County/Local Authority : Havering Local Authority District : Havering Parish : Havering, unparished area
Project Methodology	A trench, measuring 0.50m wide and 0.60-0.75m deep, was machine excavated around the entire perimeter of the tithe barn. The total length of the trench was 165.28m.
Project Results	Archaeological monitoring and recording was undertaken at Upminster Tithe Barn, Hall Lane, Upminster during the groundworks for a new lightning protection system. Upminster Tithe Barn is a scheduled monument (NHLE 1001991) and 15th-century timber-framed barn, originally associated with the neighbouring Grade II* listed Upminster Hall (NHLE 1079889). Monitoring identified three features, a domed brick soakaway, the remains of a brick floor surface and a modern brick wall. A demolition layer was also identified.
Keywords	Soakaway - POST MEDIEVAL - FISH Thesaurus of Monument Types Floor - POST MEDIEVAL - FISH Thesaurus of Monument Types Wall - 20TH CENTURY - FISH Thesaurus of Monument Types
Funder	District, borough or city council London Borough of Havering
HER	Scheduled Monument Casework - unRev - STANDARD Historic England review - unRev - STANDARD Greater London HER - unRev - STANDARD
Person Responsible for work	A Wightman, C Lister, L Pooley
HER Identifiers	HER Event No - UTB25
Archives	Documentary Archive, Digital Archive - to be deposited with Museum of London; Digital Archive - to be deposited with Archaeology Data Service Archive;

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