

Archaeological Excavation and Watching Brief at 27 Elianore Road, Colchester, Essex, CO3 3RX

December 2015 - January 2016



by **Laura Pooley**

illustrations by **Mark Baister and Emma Holloway**

fieldwork by **Alec Wade, Chris Lister and Mark Baister**

on behalf of **Mr & Mrs North**

Planning reference: 151097

CAT project ref.: 15/08a

NGR: TL 9780 2532 (centre)

Colchester Museum accession code: COLEM: 2015.77

UAD ref: ECC3567

OASIS reference: colchest3-219360



Colchester Archaeological Trust

Roman Circus House

Roman Circus Walk,

Colchester,

Essex CO2 7GZ

tel.: 01206 501785

email: archaeologists@catuk.org

CAT Report 910

January 2016

Contents

1	Summary	1
2	Introduction	1
3	Archaeological background	1
4	Results	2
5	Finds	3
6	Discussion	3
7	Acknowledgements	4
8	References	4
9	Abbreviations and glossary	4
10	Contents of archive	4
11	Archive deposition	5

Figures after p5

Appendix 1 CAT WSI

Appendix 2 OASIS Summary

List of plates, figures and tables

Cover: general site shot

Photograph 1	Pit F2	2
Photograph 2	Landscape/terrace feature F4	3

Map 1	Ordnance Survey map, 1938 new series, 6 inch sheet XXXVII, showing the buildings on Elianore Road and the contours of the site	3
-------	--	---

Fig 1	Site location
Fig 2	Monitoring results
Fig 3	Sections

1 Summary

An archaeological excavation and watching brief was carried out at 27 Elianore Road, Colchester in advance of the construction of a two-store extension to the rear of the property. Groundworks revealed that the garden had been significantly landscaped/terraced probably when the housing estate was built in the 1930s and, despite being located in an area of known Late Iron Age and Roman activity, no significant archaeological features or finds were identified.

2 Introduction (Fig 1)

This report presents the results of an archaeological excavation and watching brief at 27 Elianore Road, Colchester, Essex which was carried out in December 2015-January 2016. The work was commissioned by Mr & Mrs North in advance of the erection of a two-storey extension to the rear of the property (including a new basement room and the relocation of services), and was undertaken by Colchester Archaeological Trust (CAT).

In response to consultation with Colchester Borough Council Planning Services (CBCPS), the Colchester Borough Council Archaeological Advisor Jess Tipper advised that in order to establish the archaeological implications of this application, the applicant should be required to commission a scheme of archaeological investigation in accordance with paragraphs 128, 129 and 132 of the *National Planning Policy Framework* (DCLG 2012).

All archaeological work was carried out in accordance with a *Brief for Archaeological Excavation*, detailing the required archaeological work, written by Jess Tipper (CBCPS 2015), and a written scheme of investigation (WSI) prepared by CAT in response to the brief and agreed with CBCPS (CAT 2015).

In addition to the brief and WSI, all fieldwork and reporting was done in accordance with English Heritage's *Management of Research Projects in the Historic Environment (MoRPHE)* (English Heritage 2006), and with *Standards for field archaeology in the East of England* (EAA 14 and 24). This report mirrors standards and practices contained in the Institute for Archaeologists' *Standard and guidance for archaeological excavation* (ClfA 2014a) and *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA 2014b).

3 Archaeological background

The following archaeological background draws on the major published sources for Colchester archaeology (listed below), and also on the Urban Archaeological Database (UAD) created by Colchester Borough Council, and the Essex Historic Environment Record (EHER).

The site lies in an area of archaeological potential located within the area termed 'the western cemetery' by Hull (1958) or more generally considered the Lexden cemetery (EHER 11713, 11714), an area of Iron Age and Roman burial grounds to either side of Lexden Road. This was the main Roman road leading from the walled town to London. Discoveries in the area include an Iron Age burial (EHER 11806) and a Late Iron Age cremation (EHER 11716).

The proposed development is also outside the western edge of the site of pre-Roman settlement at Hilly Fields and Sheepen (Scheduled Monument 1002173). Earlier evidence for human activity in the vicinity is evidenced by Bronze Age finds (EHER 11805) and a Bronze Age cremation (EHER 11809).

A nearby evaluation (CAT report 338) and associated archaeological watching brief by CAT at Lexden Grange (CAT Report 431), off Lexden Road, revealed part of a Late

Iron Age pedestal urn, thought to be part of a disturbed cremation and some Roman pits and ditches which included metal-working debris and a fragment of crucible used for brass-making.

4 Results (Figs 2-3)

Groundworks for the new extension and services

Groundworks for the new extension covered an area measuring 5.9m by 4.7m. The entire extension site was stripped by mechanical excavator (under CAT supervision) and then excavated by hand.

Modern ground level sloped away significantly from the southwest corner of the garden to the northeast corner. This slope was reflected in the depth of natural across the extension site, which was significantly higher in the southwest corner than the northeast corner (see below).

The far southwest corner of the site was stripped through modern topsoil (L1, 100-170mm thick), which sealed modern subsoil (L2, 170-220mm thick), which in turn sealed natural sand at a depth of 350mm below ground level.

The rest of the site was stripped through modern topsoil (L1, 170-250mm thick). This sealed several layers that appeared to raise the ground level of the garden to the same height as the southwest corner (L3, 100-300mm thick; L4, 90-140mm thick; L5, 400mm thick). Layer 3 was of modern date. Neither L4 nor L5 could be dated but were thought during excavation to be landscaping/terracing features associated with the construction of the housing estate in the late 1930s. Both L4 and L5 sealed natural sand at a depth of between 700-900mm below modern ground level.

A modern posthole (F1) and undated pit (F2) were identified in the western half of the site, both dug into natural. An area of modern disturbance (F5) probably associated with a service trench was also identified in the southeast corner.



Photograph 1 Pit F2

A possible north-south linear feature (F4) cut through L5 in the eastern half of the site. A single fragment of Roman tile was recorded from it. However, if L4/L5 were associated with modern (late 1930s) landscaping/terracing then F4 must also be of a modern date and probably associated with this activity.



Photograph 2 Landscape/terracing feature F4

Groundworks for the patio footings

The footings for the patio were 600mm wide and approximately 600mm deep. As already identified in the groundworks for the extension, L1 sealed several layers of terracing (L3, L4 and L5). The continuation of linear F4 was also identified.

5 Finds

No archaeological finds were recorded.

6 Discussion

Groundworks on the site revealed that it had been significantly landscaped/terraced at some point in the past. This probably occurred in the late 1930s when the housing estate was built. The ordnance survey map of 1938 shows that the buildings along Elianore Road had been built but also shows the contours of the site falling away to the northeast (Map 1). By 1939 maps show that the gardens had been established. Therefore it would seem likely that the landscaping/terracing occurred at this time to raise and level the ground height of the garden.

No features or finds of archaeological significance were identified.



Map 1 Ordnance Survey map, 1938 new series, 6 inch sheet XXXVII, showing the buildings on Elianore Road and the contours of the site (immediately west of the dashed unnamed road).

7 Acknowledgements

CAT thanks Mr & Mrs North for commissioning and funding the work. The project was managed by C Lister and carried out by A Wade, CL and M Baister. Site plans were prepared by MB. The project was monitored for CBCPS by Jess Tipper.

8 References

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

CAT	2014	Health & Safety Policy
CAT	2015	<i>Written Scheme of Investigation (WSI) for an archaeological excavation at 27 Elianore Road, Colchester, Essex</i>
CAT Report 338	2007	<i>An archaeological trial-trenching evaluation at Lexden Grange, 127 Lexden Road, Colchester, Essex: September 2005.</i>
CAT Report 431	2007	<i>An archaeological watching brief at Lexden Grange, 127 Lexden Road, Colchester, Essex: July 2006-February 2007.</i>
CBCAA	2015	<i>Brief for Archaeological Excavation at 27 Elianore Road, Colchester, CO3 3RX, by J Tipper</i>
CIfA	2014a	<i>Standard and Guidance for an archaeological excavation</i>
CIfA	2014b	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i>
CM	2008	<i>Guidelines on standards and practices for archaeological fieldwork in the Borough of Colchester</i>
CM	2008	<i>Guidelines on the Preparation and Transfer of Archaeological Archives to Colchester & Ipswich Museums</i>
Gurney, D	2003	<i>Standards for field archaeology in the East of England. East Anglian Archaeology Occasional Papers 14 (EAA 14).</i>
DCLG	2012	<i>National Planning Policy Framework</i>
English Heritage	2006	<i>Management of Research Projects in the Historic Environment (MoRPHE)</i>
Hull, M.R.	1958	<i>Roman Colchester RRCSAL 20</i>
Medlycott, M	2011	<i>Research and archaeology revisited: A revised framework for the East of England. East Anglian Archaeology Occasional Papers 24 (EAA 24)</i>

9 Abbreviations and glossary

CAT	Colchester Archaeological Trust
CBCPS	Colchester Borough Council Planning Services
CBM	brick/tile (ceramic building material)
CIfA	Chartered Institute for Archaeologists
context	specific location of finds on an archaeological site
feature (F)	an identifiable thing like a pit, a wall, a drain: can contain 'contexts'
layer (L)	distinct or distinguishable deposit of soil
modern	period from c AD 1800 to the present
natural	geological deposit undisturbed by human activity
post-medieval	from Henry VIII to c AD 1800
residual	something out of its original context, eg a Roman coin in a modern pit
Roman	the period from AD 43 to c AD 410
UAD	Urban Archaeological Database
WSI	Written Scheme of Investigation

10 Contents of archive

Finds: none retained

Paper and digital record

One A4 document wallet containing:

The report (CAT Report 910)

CBCPS Evaluation Brief, CAT Written Scheme of Investigation
Original site record (Feature and layer sheets, Finds record, plans)
Site digital photos and log, Architectural plans, Attendance register, Risk assessment

11 Archive deposition

The paper and digital 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 Colchester Museum under accession code: COLEM 2015.77

© Colchester Archaeological Trust 2016

Distribution list

Mr & Mrs North
Jess Tipper, Colchester Borough Council Planning Services
Essex Historic Environment Record



Colchester Archaeological Trust

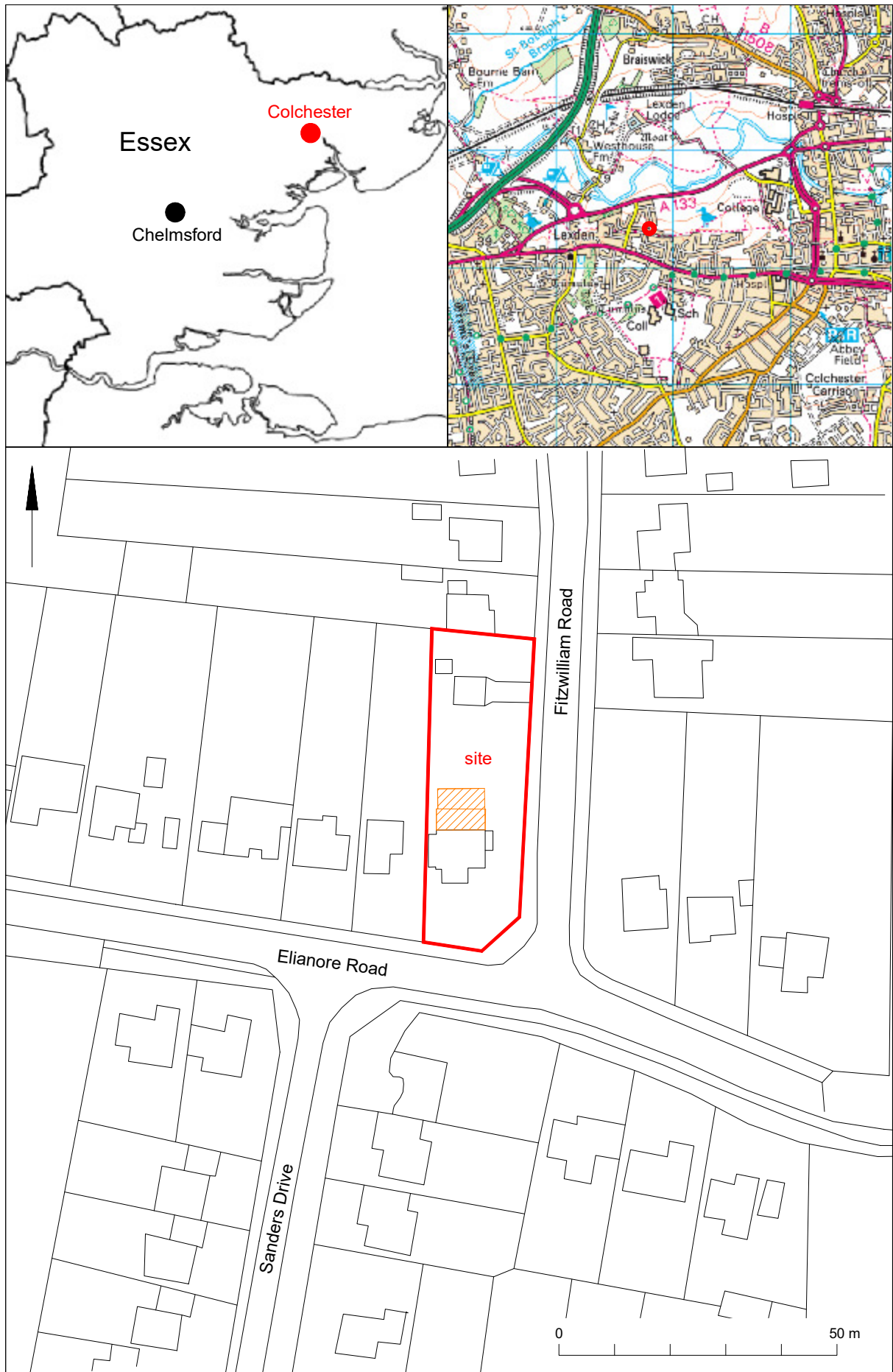
Roman Circus House
Roman Circus Walk,
Colchester,
Essex CO2 7GZ

tel.: 01206 501785

email: archaeologists@catuk.org

Checked by: Howard Brooks

Date: 26/1/2016



Copyright Colchester Archaeological Trust. © Crown copyright. All rights reserved. Licence number 100039294.

Fig 1 Site location, with new extension and patio shown in orange.

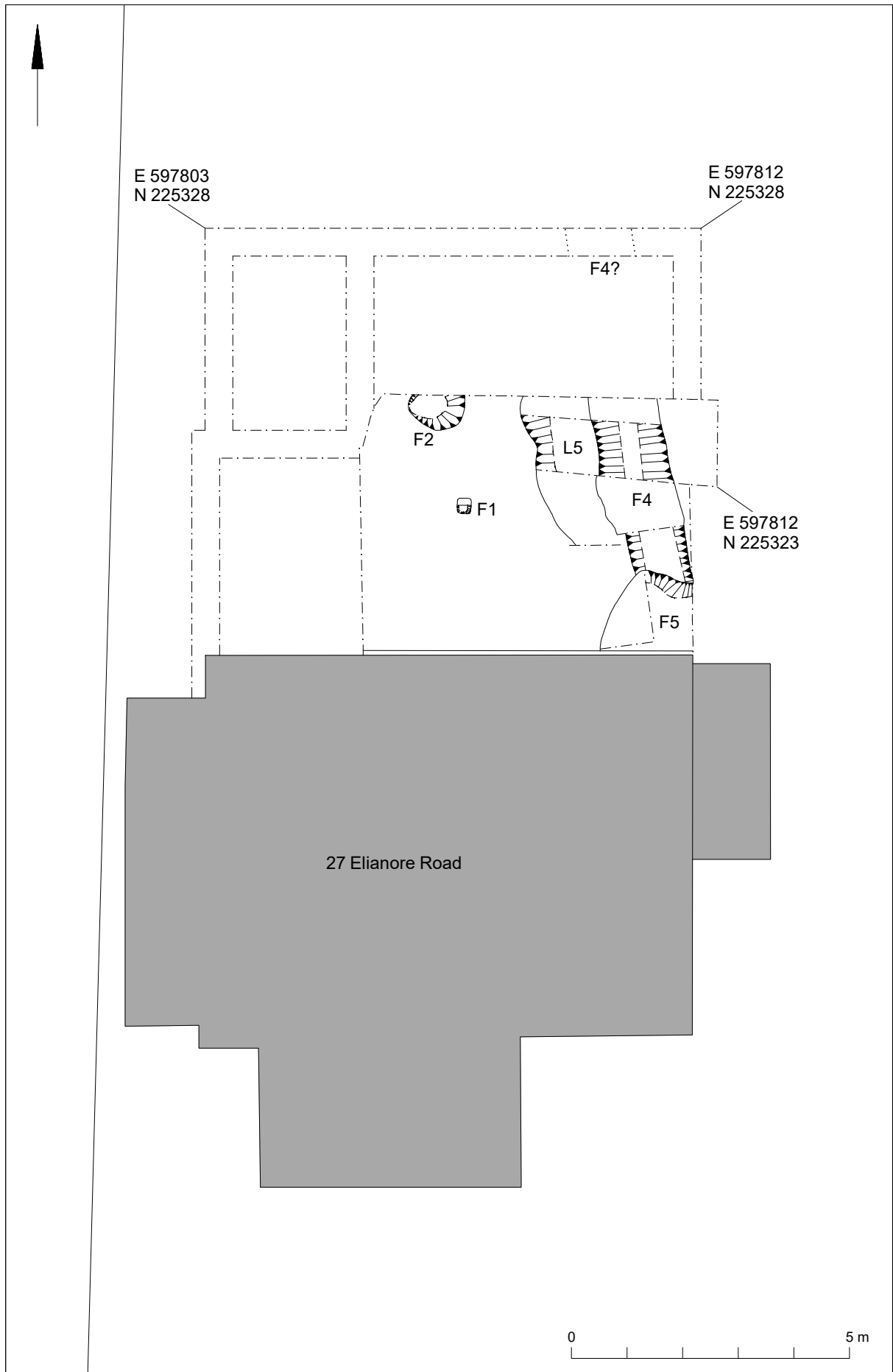


Fig 2 Monitoring results.

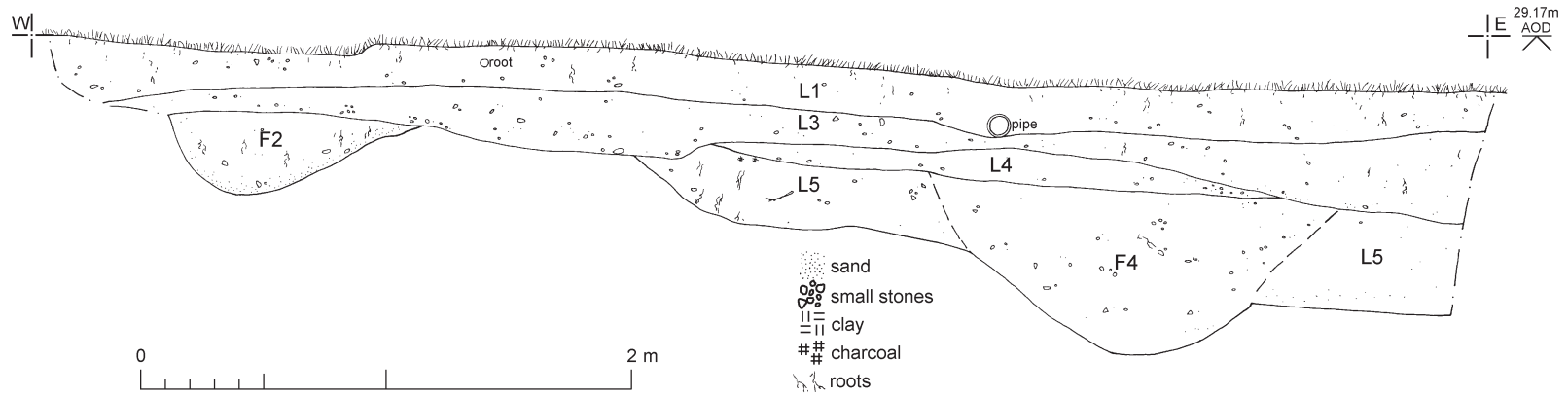


Fig 3 Sections.

Essex Historic Environment Record/ Essex Archaeology and History

Summary sheet

Address: 27 Elianore Road, Colchester, Essex, CO3 3RX	
Parish: Colchester	District: Colchester
NGR: TL 9780 2532	Site code: CAT project ref.: 15/08a UAD ref: ECC3567 OASIS ref: colchest3-219360
Type of work: Excavation and watching brief	Site director/group: Colchester Archaeological Trust
Date of work: December 2015-January 2016	Size of area investigated: 67.5m ²
Location of curating museum: Colchester museum accession code COLEM: 2015.77	Funding source: Owner
Further seasons anticipated? no	Related UAD/SMR number: EHER 11713, 11714, 11716, 11805, 11806, 11809
Final report: CAT Report 910	
Periods represented: modern	
Summary of fieldwork results: <i>An archaeological excavation and watching brief was carried out at 27 Elianore Road, Colchester in advance of the construction of a two-store extension to the rear of the property. Groundworks revealed that the garden had been significantly landscaped/terraced probably when the housing estate was built in the 1930s and, despite being located in an area of known Late Iron Age and Roman activity, no significant archaeological features or finds were identified.</i>	
Previous summaries/reports: None	
CBC monitor: Jess Tipper	
Keywords: -	Significance: -
Author of summary: Laura Pooley	Date of summary: January 2016

OASIS DATA COLLECTION FORM: England

[List of Projects](#) | [Manage Projects](#) | [Search Projects](#) | [New project](#) | [Change your details](#) | [HER coverage](#) | [Change country](#) | [Log out](#)

Printable version

OASIS ID: colchest3-219360

Project details

Project name	Archaeological excavation at 27 Elianore Road, Colchester, Essex, CO3 3RX
Short description of the project	An archaeological excavation and watching brief was carried out at 27 Elianore Road, Colchester in advance of the construction of a two-store extension to the rear of the property. Groundworks revealed that the garden had been significantly landscaped/terraced probably when the housing estate was built in the 1930s and, despite being located in an area of known Late Iron Age and Roman activity, no significant archaeological features or finds were identified.
Project dates	Start: 07-12-2015 End: 05-01-2016
Previous/future work	No / Not known
Any associated project reference codes	15/08a - Contracting Unit No.
Any associated project reference codes	151097 - Planning Application No.
Any associated project reference codes	COLEM: 2015.77 - Museum accession ID
Any associated project reference codes	ECC3567 - HER event no.
Type of project	Recording project
Site status	None
Current Land use	Other 5 - Garden
Monument type	POSTHOLE Modern
Monument type	SERVICES Modern
Monument type	PIT Uncertain
Monument type	LANDSCAPING/TERRACING Modern
Monument type	LINEAR Modern

Investigation type ""Full excavation""
 Prompt National Planning Policy Framework - NPPF

Project location

Country England
 Site location ESSEX COLCHESTER COLCHESTER 27 Elianore Road
 Postcode CO3 3RX
 Study area 67.5 Square metres
 Site coordinates TL 9780 2532 51.890759452148 0.874837914084 51 53 26 N 000 52 29 E Point
 Height OD / Depth Min: 28.07m Max: 28.89m

Project creators

Name of Organisation Colchester Archaeological Trust
 Project brief originator CBC Archaeological Officer
 Project design originator Colchester Archaeological Trust
 Project director/manager Chris Lister
 Project supervisor Ben Holloway
 Type of sponsor/funding body Landowner
 Name of sponsor/funding body Mr & Mrs North

Project archives

Physical Archive Exists? No
 Digital Archive recipient Colchester Museum
 Digital Archive ID COLEM: 2015.77
 Digital Media available "Images raster / digital photography"
 Paper Archive recipient Colchester Museum
 Paper Archive ID COLEM: 2015.77
 Paper Media available "Context sheet", "Miscellaneous Material", "Photograph", "Plan", "Report", "Section"

**Project
bibliography 1**

Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Excavation and Watching Brief at 27 Elianore Road, Colchester, Essex, CO3 3RX: December 2015 - January 2016
Author(s)/Editor(s)	Pooley, L.
Other bibliographic details	CAT Report 910
Date	2016
Issuer or publisher	Colchester Archaeological Trust
Place of issue or publication	Colchester
Description	A4 ringbound loose leaf
URL	http://www.cat.essex.ac.uk/all-reports.html
Entered by	Laura Pooley (lp@catuk.org)
Entered on	27 January 2016

OASIS:

Please e-mail Historic England for OASIS help and advice

© ADS 1996-2012 Created by [Jo Gilham and Jen Mitcham](#), email Last modified Wednesday 9 May 2012

Cite only: <http://www.oasis.ac.uk/form/print.cfm?id=240274> for this page

Written Scheme of Investigation (WSI) for an archaeological excavation at 27 Elianore Road, Colchester, Essex

NGR: TL 9780 2532 (centre)

Planning reference: 151097

Client: Mr & Mrs North

Agent:

Curating Museum: Colchester

Museum accession code: COLEM 2015.77

UAD Event number: ECC3567

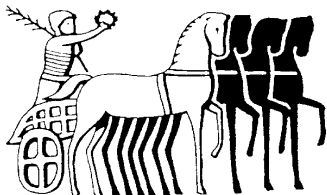
CAT Project code: 15/08a

OASIS Project id: colchest3-219360

Site Manager: Ben Holloway

CBC Monitor: Jess Tipper

This WSI written: 03.08.2015



COLCHESTER ARCHAEOLOGICAL TRUST,
Roman Circus House,
Roman Circus Walk
Colchester,
Essex, C02 7GZ
tel: 07436 273 304
email: archaeologists@catuk.org

Site Location and Description

The proposed development site is at 27 Elianore Road, Colchester, Essex, CO3 3RX. It lies approximately 1.5 miles west of Colchester town centre on the junction of Elianore Road and Fitzwilliam Road. Centred at National Grid Reference TL 9780 2532 (Fig 1).

Proposed work

The development comprises the erection of a two-storey extension to the rear of the property including a new basement room and the relocation of services.

Archaeological Background

The following archaeological background derives from the CBCAA brief with data from the Urban Archaeological Database (UAD) and Essex Historic Environment Records.

The site lies in an area of archaeological potential located within the area termed 'the western cemetery' by Hull (1958) or more generally considered the Lexden cemetery (Essex Historic Environment Record EHER no.s 11713, 11714), an area of Iron Age and Roman burial grounds to either side of Lexden Road. This was the main Roman road leading from the walled town to London. Discoveries in the area include an Iron Age burial (EHER 11806) and a Late Iron Age cremation (EHER 11716).

The proposed development is also outside the western edge of the site of pre-Roman settlement at Hilly Fields and Sheepen (Scheduled Monument 1002173). Earlier evidence for human activity in the vicinity is evidenced by Bronze Age finds (EHER 11805) and a Bronze Age cremation (EHER 11809).

A nearby evaluation (CAT report **338**) and associated archaeological watching brief by CAT at Lexden Grange (CAT Report **431**), off Lexden Road revealed part of a Late Iron Age pedestal urn, thought to be part of a disturbed cremation and some Roman pits and ditches which included metal-working debris and a fragment of crucible used for brass-making.

Planning Background

A planning application was submitted to Colchester Borough Council in May 2015 for the proposed work (above: Planning reference 151097). As the site lies within an area highlighted by the EHER as having a high potential for archaeological deposits, a full archaeological condition was recommended by Colchester Borough Council Archaeological Advisor (CBCAA). The recommended archaeological condition is based on the guidance given in the *National Planning Policy Framework* (DCLG 2012) and states:

" Prior to commencement of development, details of a watching brief to be carried out by a suitably qualified archaeologist (during construction works) shall be submitted to and agreed in writing by the Local Planning Authority. The development shall thereafter be carried out in strict accordance with these agreed details. In the event that any significant archaeological features or remains are discovered which are beyond the scope of the watching brief (and require fuller rescue excavation) the construction work shall cease immediately and shall not recommence until a revised programme of archaeological work including a scheme of investigation has been submitted to, and approved in writing, by the Local Planning Authority. This will record and advance understanding of the significance of heritage assets that might be present at this location before they are damaged or destroyed."

Requirement for Work

The required archaeological work involves undertaking a controlled strip and excavation of the area of the proposed new extension, 8.4 x 3.6m in area, and a continuous monitoring of any associated groundworks and landscaping (including upcast soil). The mechanical

stripping will involve using a flat-edged ditching bucket whilst under constant archaeological supervision. Details are given in a Project Brief written by CBCAO (Brief for Archaeological Excavation at 27 Elianore Road, Colchester, CO3 3RX - CBC 2015). Once the strip is complete a meeting will be held on site with CBCAA, the developer and CAT to discuss if any further work is needed.

It is anticipated that this work will comprise the complete excavation and recovery of any burials on the site and standard sample excavation of all other features. If unexpected remains are encountered CBCAO officer will be notified immediately and may result in amendments to the brief.

Specific research aims are:

- Follow requirements as stated in section 3.1-3 of the Brief
- To preserve by record any archaeological remains that may be destroyed by the development.
- In particular to look for potential evidence of Iron Age or Roman burials.

General Methodology

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

- professional standards of the Chartered Institute for Archaeologists, including its *Code of Conduct* (CIfA 2014a-c)
- Standards and Frameworks published by East Anglian Archaeology (Gurney 2003, Medlycott 2011)
- required standards of fieldwork in Colchester Borough (CM 2008a, b)
- relevant Health & Safety guidelines and requirements (CAT 2014)
- the Project Brief issued by CBCAA (CBC 2015)

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 CBCAA 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.

A project or site code will be sought from the curating museum, as appropriate to the project. This code will be used to identify the finds bags and boxes, and the project archive when it is deposited at the curating museum.

Written Scheme of Investigation

Prior to start of work, a Written Scheme of Investigation will be submitted to CBCAA. The WSI will describe in appropriate detail how the *Brief* from CBCAA will be implemented in fieldwork, post-excavation, reporting and publication stages.

The WSI shall be submitted to CBCAA, and fieldwork will not commence prior to approval of WSI from CBCAA.

The WSI will include a location plan of the development site showing area of proposed excavation or trench layout.

OASIS Record

At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> will be initiated and key fields completed on Details, Location and Creators forms.

At the end of the project all parts of the OASIS online form will be completed for submission to CBCAA and EHER. This will include an uploaded .PDF version of the entire report.

Staffing

The number of field staff for this project is estimated as follows – one archaeologist to continually monitor the strip with additional experienced archaeologists if required to for contexts that require excavation.

In charge of day-to-day site work: Ben Holloway.

Excavation methodology

There will be sufficient on-site attendance by CAT staff to maintain a watch on all contractors' ground reduction, footings work, service trench digging, and all related works to record, excavate or sample (as necessary) any archaeological features or deposits.

All topsoil removal and ground reduction, which will be done with a toothless bucket.

If archaeological features or deposits are uncovered, time will be allowed for these to be planned and recorded.

If any features or deposits uncovered are to be destroyed by the proposed development, time will be allowed for these features to be excavated by hand. This includes a 50% sample of discrete features (pits, etc) and 10% of linear features (ditches, etc).

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 the site, 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

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 and trenches will be located by NGR coordinates.

Environmental sampling policy

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

Sampling strategies will address questions of:

- the range of preservation types (charred, mineral-replaced, waterlogged), and their quality
- concentrations of macro-remains
- and differences in remains from undated and dated features
- variation between different feature types and areas of site

CAT has an arrangement with Val Fryer (Loddon) whereby any potentially rich environmental layers or features will be appropriately sampled as a matter of course. Val Fryer will do any processing and reporting.

Should any complex, or otherwise outstanding deposits be encountered, VF will be asked onto site to advise. Waterlogged 'organic' features will always be sampled. In all cases, the advice of VF and/or the English Heritage Regional Advisor in Archaeological Science (East of England) on sampling strategies for complex or waterlogged deposits will be followed, including the taking monolith samples.

Human remains

Policy depends on the age of the burial. 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 license will be followed.

If it seems that the remains are not ancient, then the coroner, the client, and CBCAA will be informed, and any advice and/or instruction from the coroner will be followed.

Allowance will be made in the budget and timetable to allow a human bone specialist to visit site to advise on recording and lifting human remains (inhumations), and for an experienced conservator to visit site and advise on recording and lifting of fragile grave goods.

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.

Post-excavation assessment

If a post-excavation assessment is required by CBCAA, it will be normally be submitted within 2 months of the end of fieldwork, or as quickly as is reasonably practicable and at a time agreed with CBCAA.

Where archaeological results do not warrant a post-excavation assessment, preparation of the normal site report will begin. This is usually a PDF report available as hard copy, and also published on the CAT website and on the OASiS website.

Finds

All significant finds will be retained.

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

Stephen Benfield (CAT) normally writes our finds reports. Some categories of finds are automatically referred to other CAT specialists:

animal bones (small groups): Adam Wightman

flints: Adam Wightman

or to outside specialists:

small finds, metalwork, coins, etc: Nina Crummy.

animal bones (large groups) and human remains: Julie Curl (*Sylvanus*)

environmental processing and reporting: Val Fryer (Loddon)

conservation of finds: staff at Colchester Museum

Other specialists whose opinion can be sought on large or complex groups include:

Roman brick/tile: Ernest Black

Roman glass: Hilary Cool

Prehistoric pottery: Paul Sealey

Other: EH Regional Adviser in Archaeological Science (East of England).

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

Requirements for conservation and storage of finds will be agreed with the appropriate museum prior to the start of work, and confirmed to CBCAA. Finds will be conserved and stored in accordance with guidelines from *The Institute of Conservation* (ICON).

End of Fieldwork, and Report

Notification will be given to CBCAA when the fieldwork has been completed.

An appropriate report will be prepared to minimum acceptable standards outlined in *Management of Research Projects in the Historic Environment* (English Heritage 2006).

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

Final report will normally be submitted to CBCAA as PDF, but printed copy can be provided on request.

The report will contain:

- The aims and methodology adopted in the course of the archaeological project
- Location plan of site and excavated area in relation to the proposed development. At least two corners of each trench / excavated area will be given 10 figure grid references.
- A section/s drawings showing depth of deposits from present ground level with Ordnance Datum, vertical and horizontal scale.
- Detailed archaeologists results including list of sites resulting from an EHER/UAD search, and historic maps to show changes and development of site, with a suitable conclusion and discussion and results referring to Regional Research Frameworks (Medlycott 2011).
- All specialist reports or assessments
- A concise non-technical summary of the project results.
- As Appendices, the OASIS entry and the WSI.

An EHER summary sheet will also be completed within four weeks and attached as Appendix to the site report, which will be emailed as PDF to CBCAA.

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

Archive Deposition

A site archive will be prepared to minimum acceptable standards given in CM 2008, ClfA 2014b, and MoRPHE (EH 2006).

The requirements for archive storage shall 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.

The archive will be deposited with the appropriate museum within 3 months of the completion of the final publication report, with a summary of the contents of the archive supplied to CBCAA.

A Drawing Interchange File (.dxf) will be supplied to for integration in the UAD/HER. AutoCAD files will also be exported and saved into a format that can be imported into MapInfo.

Monitoring

CBCAA 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 CBCAA one week in advance of its commencement.

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

CBCAA will be notified when the fieldwork is complete.

The involvement of CBCAA shall be acknowledged in any report or publication generated by this project.

References

CAT	2014	<i>Health & Safety Policy</i>
CAT Report 338	2007	<i>An archaeological trial-trenching evaluation at Lexden Grange, 127 Lexden Road, Colchester, Essex, September 2005.</i> Grey literature client report by K Orr
CAT Report 431	2007	<i>CAT Report 431: An archaeological watching brief at Lexden Grange, 127 Lexden Road, Colchester, Essex: July 2006-February 2007.</i> Grey literature client report by K Orr
CBCAA	2015	Brief for Continuous Archaeological Recording at 27 Elianore Road, Colchester, CO3 3RX by J Tipper
CIfA	2014a	<i>Standard and Guidance for an archaeological excavation</i>
CIfA	2014b	<i>Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives</i>
CIfA	2014c	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i>
CM	2008	<i>Guidelines on standards and practices for archaeological fieldwork in the Borough of Colchester</i>
CM	2008	<i>Guidelines on the Preparation and Transfer of Archaeological Archives to Colchester & Ipswich Museums</i>
Gurney, D	2003	<i>Standards for field archaeology in the East of England.</i> East Anglian Archaeology Occasional Papers 14 (EAA 14).
DCLG	2012	<i>National Planning Policy Framework</i>
English Heritage	2006	<i>Management of Research Projects in the Historic Environment (MoRPHE)</i>
Hull, M. R	1958	<i>Roman Colchester, RRCSAL, 20</i>
Medlycott, M	2011	<i>Research and archaeology revisited: A revised framework for the East of England.</i> East Anglian Archaeology Occasional Papers 24 (EAA 24)

Emma Holloway



Colchester Archaeological Trust,
Roman Circus House,
Roman Circus Walk,
Colchester,
Essex, C02 2GZ

tel: 07436 273 304:
email: eh@catuk.org

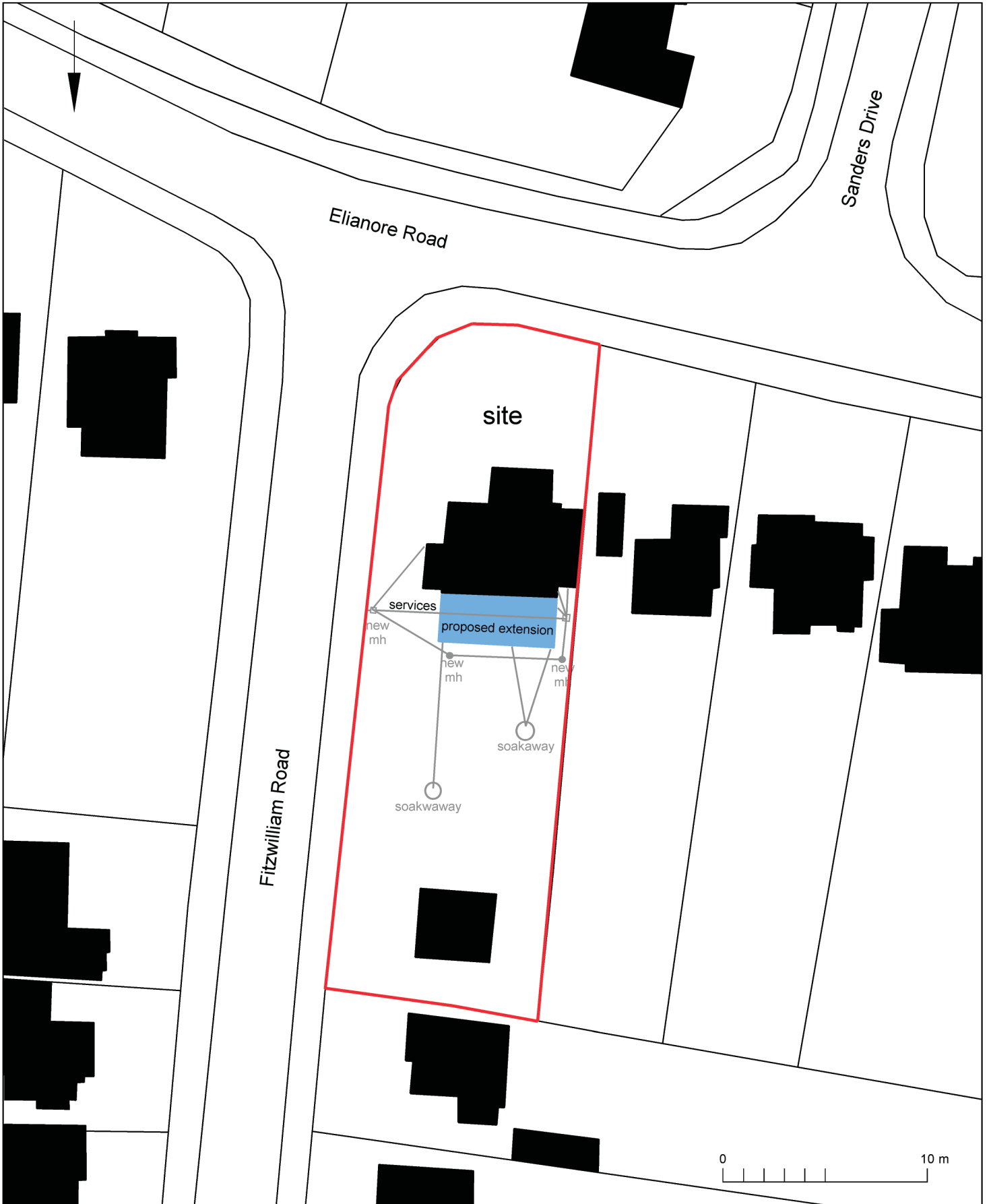


Fig 1 Site location plan.