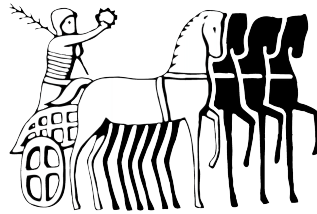


Colchester Archaeological Trust



CAT Report 2159
issued April 2025

**Archaeological evaluation by trial-trenching and excavation
at Carter's Farm, School Lane, Takeley, Essex, CM22 6PJ:
March 2025**



CAT project ref.: 2025/03d
ECC code: EEX61489

**Archaeological evaluation by trial-trenching and excavation
at Carter's Farm, School Lane, Takeley, Essex, CM22 6PJ:
March 2025**

NGR: TL 56699 24663 (centre)

**Planning district: Uttlesford
Planning ref.: UTT/23/1534/FUL**

**CAT project ref.: 2025/03d
CAT Report 2159**

**ECC code: EEX61489
OASIS id: colchest3-532304**

report prepared by Megan Beale

fieldwork by Harvey Furniss and Patrick Spencer

commissioned by the landowner

Prepared by:	Megan Beale ACIfA	Senior Site Assistant
Reviewed by:	Laura Pooley MCIfA	Post Excavation Manager
Reviewed and approved by:	Howard Brooks MCIfA	Senior Associate
Issued:	22/04/2025	

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CAT WSI

OASIS summary sheet

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Photograph 2	The trench. View north-east.	3
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Fig 1 Site location (proposed development dashed blue).

Fig 2 Results.

Fig 3 Sections.

1 Summary

An archaeological evaluation – one trial trench – was carried out at Carter's Farm, School Lane, Takeley, Essex ahead of groundworks for a new detached dwelling. Carter's Farm is a 17th-century timber-framed listed building, with evidence of Late Iron Age/Early Romano-British and medieval activity near to the development site. An undated pit was the only feature uncovered during this evaluation.

2 Introduction (Fig 1)

This report presents the results of an archaeological evaluation undertaken by the Colchester Archaeological Trust (CAT) at Carter's Farm, School Lane, Takeley, Essex on 28th March 2025. The work was commissioned by the landowner and took place during groundworks for a detached dwelling and associated landscaping.

In response to consultation with Essex County Council Place Services (ECCPS), Historic Environment Advisor Katie Lee-Smith advised that, in order to establish the archaeological implications of this application, the applicant should be required to commission a scheme of archaeological investigation in accordance with the *National Planning Policy Framework* (MHCLG 2023).

All archaeological work was carried out in accordance with a *Brief for Trial Trenching & Excavation At Carters Farm, School Lane, Takeley* by Katie Lee-Smith (ECCPS 2025), and a written scheme of investigation (WSI) prepared by CAT in response to the brief and agreed with ECCPS (CAT 2025a).

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

- Management of Research Projects in the Historic Environment (MoRPHE) (Historic England 2016),
- Professional standards of the Chartered Institute for Archaeologists, including its Code of Conduct (CIfA 2020a-b, 2022, 2023a-b),
- East of England standards and frameworks published by East Anglian Archaeology (Brown & Glazebrook 2000, Gurney 2003, Medlycott 2011) and the recent review updates on <https://researchframeworks.org/eoe/>
- Relevant health and safety guidelines and requirements (CAT 2025b).

3 Archaeological background

The following archaeological background includes extracts of the ECC Brief and Essex Historic Environment Records (EHER) held at Essex County Council, County Hall, Chelmsford, Essex (accessible via <http://www.heritagegateway.org.uk>).

The EHER shows that the proposed development lies within the vicinity of Waltham Hall Scheduled Monument (NHLE 1002161, EHER 4561). This monument is thought to have been a moated hall as evidenced by building rubble on the surface of the site and cropmarks illustrating a cluster of buildings. Evidence for Late Iron Age / Early Romano-British activity has also been found during excavations to the south of the proposed development (EHER 49214). The site also lies to the south of the former moated site of Swans evident on the first edition Ordnance Survey map of 1875. There is therefore the potential for Roman and medieval archaeological deposits and features within the proposed development area (ECCPS 2025).

Polley Luray Cottage (now Carters Farm) is a 17th century timber-framed listed building located within the area of the proposed development (EHER 37462). The HER has labelled a nearby field boundary The Rockies, which can be seen on the 1881 OS 1st edition map located 36m east of the site (EHER 19462), this boundary is adjacent to the property called The Rockies. 85m north-east to the proposed development is the Swan Farmhouse which is an 18th-century timber-framed house (EHER 37461).

Finds spots include Roman and post-medieval finds, consisting of pottery and roof tile recovered from Waltham Hall (EHER 46772 and EHER 46771).

4 Aims

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

The specific project aims are to look for:

- Evidence of Late Iron Age/Early Romano-British settlement.
- Features or finds associated with the medieval moated site nearby.

5 Results (Figs 2-3)

A T-shaped trench was machine excavated under the supervision of a CAT archaeologist. The trench was 1.8m wide, 11m and 8m long, and 0.5m deep. The total area excavated was 19.80m². A full context list with soil descriptions can be seen in Appendix 1.

Three horizons were present. Grassy topsoil (L1, 0.2-0.25m thick) covered a clayey subsoil (L2, 0.2-0.35m thick). This sealed natural (L3, from 0.5m below current ground level). A sondage was dug at the south end of the trench to confirm L3 as natural.

A sub-rounded pit in the north-east end of the trench. It measured at least 0.45m by 0.5m and 0.11m deep, although the east side extended beyond the limit of excavation (LOE). Possible charcoal and daub flecks were noted in the lower half of the fill. A 20L sample was taken from F1 and processed by CAT staff. However, it produced no environmental material and was discarded.



Photograph 1 The trench. View south.



Photograph 2 The trench. View north-east.



Photograph 3 Pit F1. View north.

6 Finds

There were no finds.

7 Conclusion

Despite being located in an area of high archaeological potential, only one undated pit was revealed during trial-trenching at Carter's Farm, Takeley.

8 Acknowledgements

CAT thanks the landowner for commissioning and funding the work. The project was managed by C Lister and A Wightman and carried out by H Furniss and P Spencer. The soil sample was processed and assessed by Bronagh Rae-Quinn. Figures were prepared by M Beale and Z Eksen. The project was monitored for ECCPS by Katie Lee-Smith.

9 References

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

Brown, N & Glazebrook, J. 2000. Research and Archaeology: A Framework for the Eastern Counties 2. Research agenda and strategy. *East Anglian Archaeology Occasional Paper 8 (EAA 8)*.

CAT. 2025a. *Written Scheme of Investigation for an archaeological evaluation by trial-trenching and excavation at Carter's Farm, School Lane, Takeley, Essex, CM22 6PJ* by C Hill. Colchester: Colchester Archaeological Trust Ltd.

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

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

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

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Gurney, D. 2003. Standards for field archaeology in the East of England. *East Anglian Archaeology Occasional Papers 14 (EAA 14)*.

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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
ECC	Essex County Council
ECCHEA	Essex County Council Historic Environment Advisor
ECCPS	Essex County Council Place Services
EHHER	Essex Historic Environment Record
feature (F)	an identifiable thing like a pit, a wall, a drain: can contain 'contexts'
Late Iron Age	period from 100 BC to AD 43
layer (L)	distinct or distinguishable deposit (layer) of material
medieval	period from AD 1066 to 1540
modern	period from AD 1901 to the present
natural	geological deposit undisturbed by human activity
NGR	National Grid Reference
OASIS	O nline A ccess to the I ndex of Archaeological I nvestigations, http://oasis.ac.uk/pages/wiki/Main
post-medieval	from AD 1540 to 1900
prehistoric	pre-Roman
Roman	the period from AD 43 to c 410
section	(abbreviation sx or Sx) vertical slice through feature/s or layer/s
ws	written scheme of investigation

11 Archive deposition

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

Distribution list

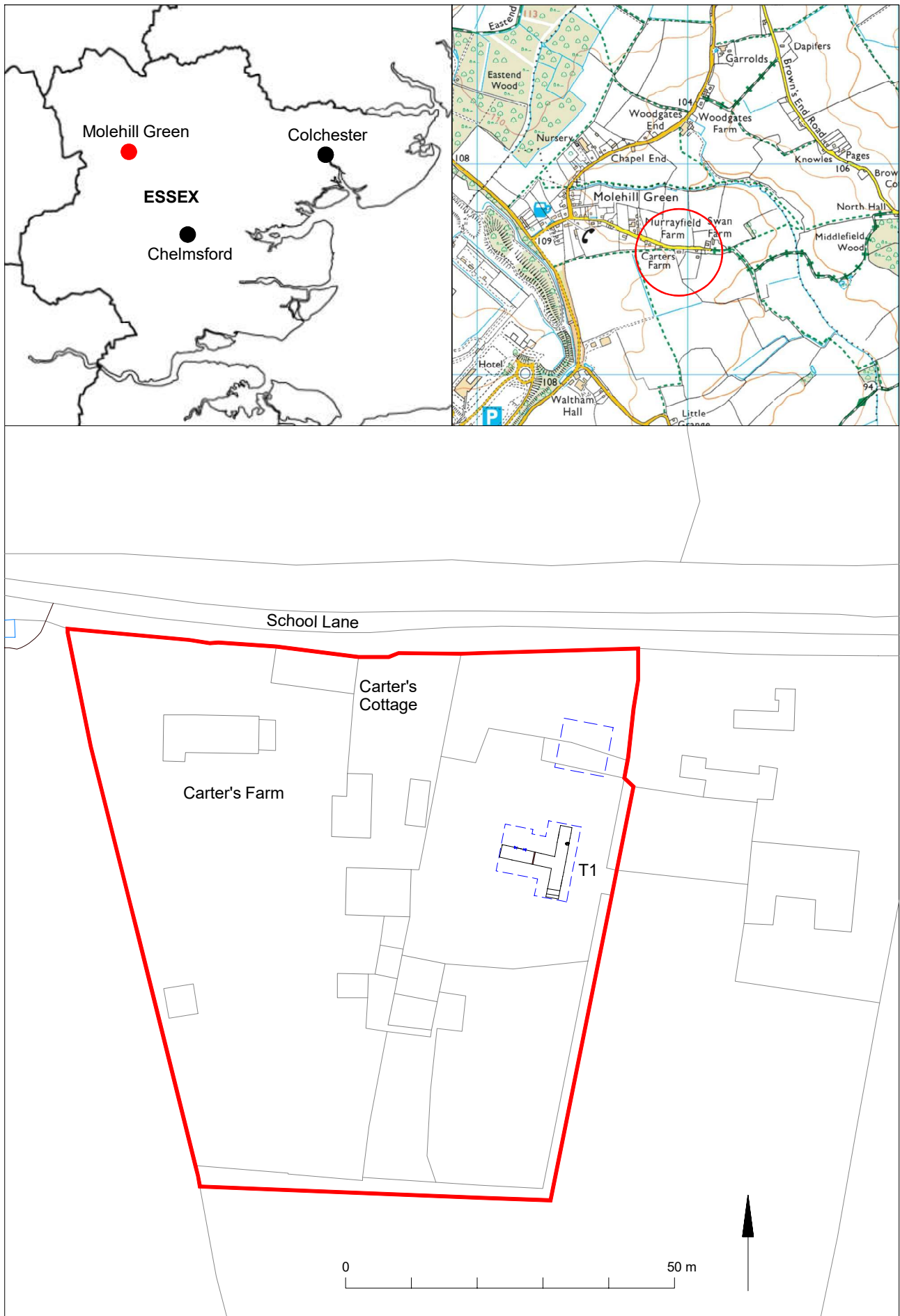
The landowner

Essex County Council Place Services Historic Environment Advisor

Essex Historic Environment Record (EHER)

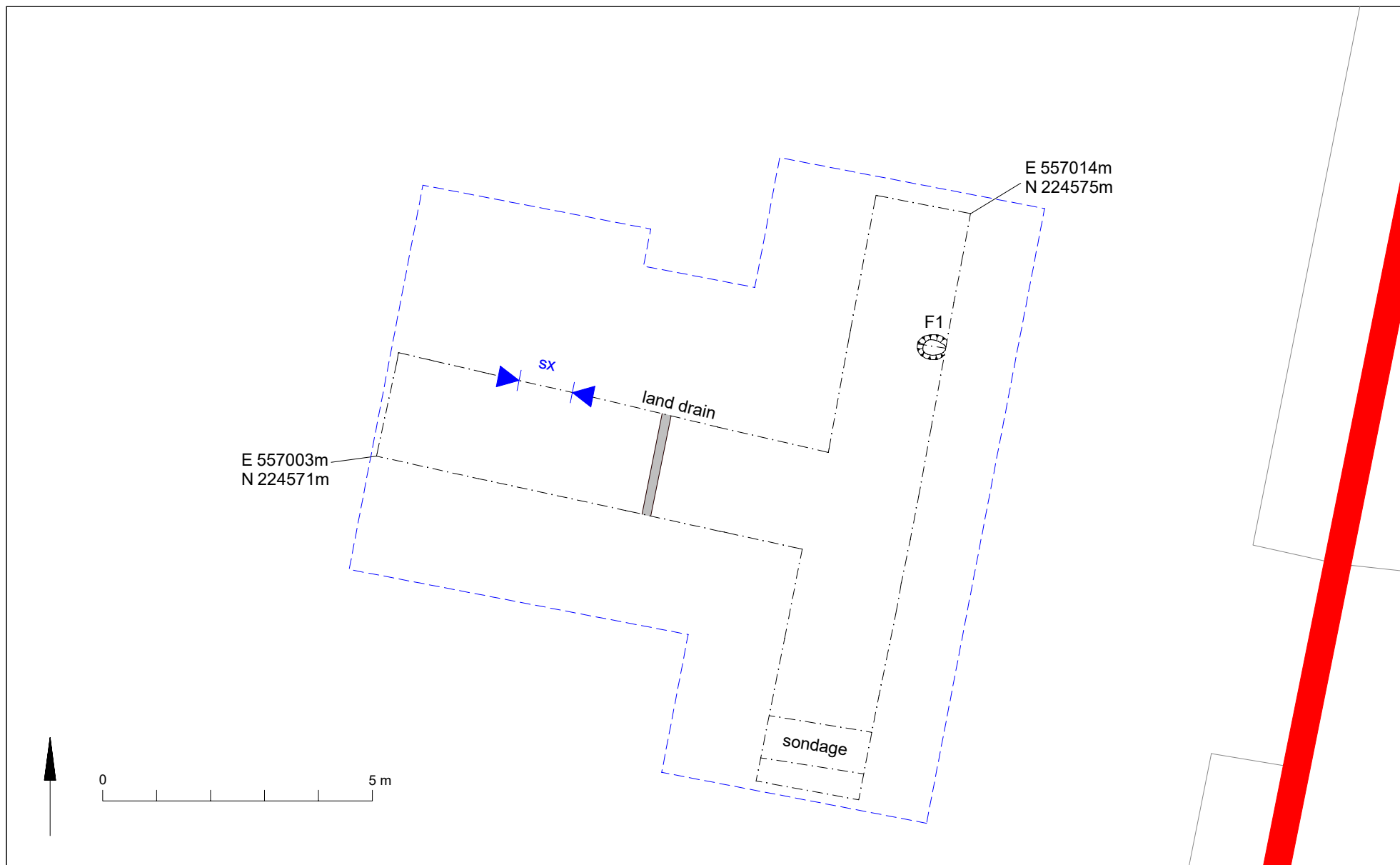
Appendix 1 Context list

Context	Context type	Description	Date
L1	Topsoil	Firm dry dark grey/brown sandy silt and inclusions of: stone 1%	Modern
L2	Subsoil	Firm/hard dry medium yellow/orange clayey silt and inclusions of: stone 2%	Undated
L3	Natural	Firm/hard dry light yellow/orange clay and inclusions of: stone 1%	Post-glacial
F1	Pit	Firm moist light/medium yellow silty clay with some rare and small flecks of charcoal and daub	Undated



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Fig 1 Site location (proposed development dashed blue).



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Fig 2 Results.

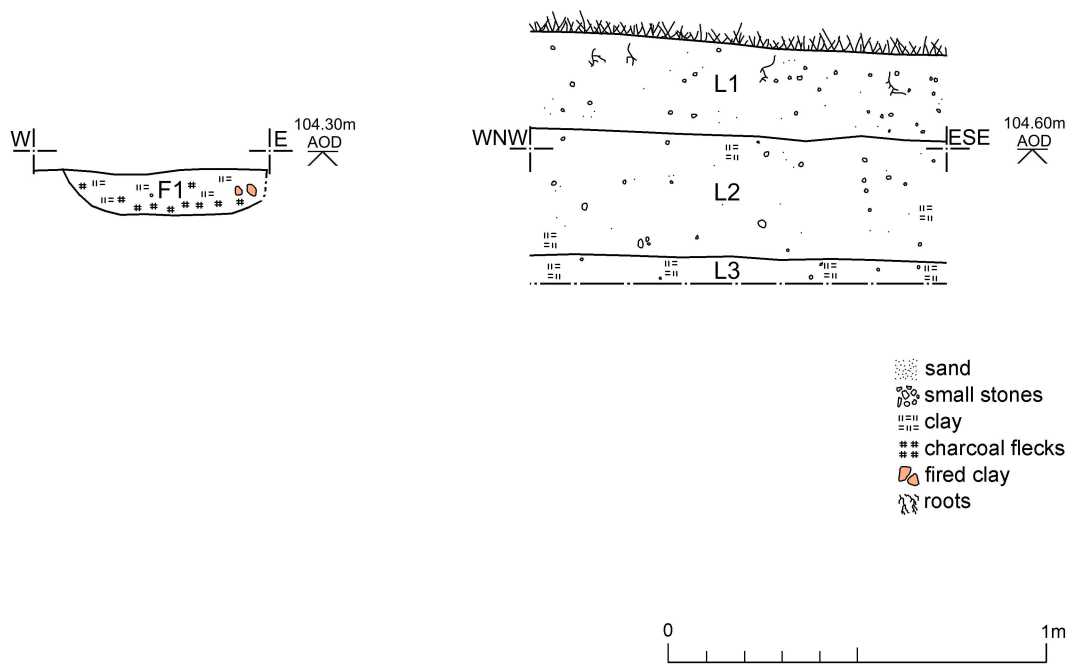
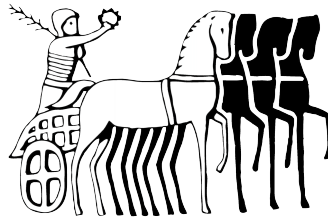


Figure 3 Sections.

Colchester Archaeological Trust



**Written Scheme of Investigation
for an archaeological evaluation by trial-trenching and
excavation at Carter's Farm, School Lane, Takeley, Essex,
CM22 6PJ**

March 2025

**CAT project ref.: 2025/03d
ECC code: [tbc](#)**

**Written Scheme of Investigation for an archaeological
evaluation by trial-trenching and excavation at Carter's
Farm, School Lane, Takeley, Essex, CM22 6PJ**

March 2025

NGR: TL 56699 24663 (centre)

**Planning district.: Uttlesford
Planning ref.: UTT/23/1534/FUL**

CAT project ref.: 2025/03d

ECC code: [tbc](#)

**ECC monitor: Katie Lee-Smith
OASIS id: colchest3-532304**

client: Landowner

Prepared by:	Chloé Hill PCIfA	Senior Post Excavation Assistant (Archiving)
Reviewed and approved by:	Chris Lister MCIfA	Director, Business Operations
Issued:	14/03/2025	
Revised by:	Chloé Hill PCIfA	Senior Post Excavation Assistant (Archiving)
Reissued:	19/03/2025	

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Site location and description

The proposed development site is situated south of School Lane in Molehill Green, Essex (Fig 1) and is centred on National Grid Reference (NGR) TL 56699 24663 (centre). The site lies in an area of significant archaeological remains within the vicinity of the Scheduled Monument of Waltham Hall (SM1002161; EHER4561).

Proposed work

The development comprises the demolition of 8 no. outbuildings and the erection of a detached dwelling with associated hard and soft landscaping and alterations.

Archaeological and geological background

The following archaeological background includes extracts of the ECC Brief and Essex Historic Environment Records (EHER) held at Essex County Council, County Hall, Chelmsford, Essex (accessible via <http://www.heritagegateway.org.uk>).

The Historic Environment Record shows that the proposed development lies within the vicinity of Waltham Hall Scheduled Monument (SM1002161; EHER4561). This monument is thought to have been a moated hall site; evidence of building rubble has been identified from the surface and cropmark evidence of a cluster of buildings is also illustrative. The main activity however in this area comprises Late Iron Age / Early Romano British activity found during excavations to the south of the proposed development (EHER49214). The proposed development also lies to the south of the former moated site of Swans evident on the first edition Ordnance Survey map of 1875. There is therefore the potential for Roman and medieval archaeological deposits and features within the proposed development area (ECCPS 2025).

Polley Luray Cottage (now Carters Farm) is a 17th century timber-framed listed building located within the area of the proposed development (SMR 37462). The HER has labelled a nearby field boundary The Rockies, which can be seen on the 1881 OS 1st edition map located 36m east of the site (SMR 19462), this boundary is adjacent to the property called The Rockies. 85m north-east to the proposed development is the Swan Farmhouse which is an 18th-century timber-framed house (SMR 37461). Finds spots include Roman and Post Medieval finds, consisting of pottery and roof tile recovered from Waltham Hall (SMR 46772 and SMR 46771).

The Geology of Britain viewer (1:50,000 scale¹) shows the bedrock geology of the site to be London Clay Formation (clay, silt and sand) with superficial deposits of Lowestoft Formation (diamicton).

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

Planning background

A planning application (UTT/23/1534/FUL) was submitted to Uttlesford District Council in June 2023 proposing the demolition of 8 no. outbuildings and the erection of 1 no. detached dwelling with associated hard and soft landscaping and alterations.

As the site lies within an area highlighted by the EHER as having a high potential for archaeological remains an archaeological condition was recommended. This follows the guidelines given in National Planning Policy Framework (MHCLG 2024).

Requirement for work (Fig 1)

The archaeological work will consist of an evaluation by trial-trenching. Details are given in a Project Brief written by the ECCPS (*Brief for trial trenching and excavation at Carters Farm, School Lane, Takeley* – ECCPS 2025).

Specifically, CAT proposes to excavate a single T-shaped trench which will target the proposed dwelling. The trenching equates to an area of 34.2m².

Specific project aims are to look for:

- Evidence of Late Iron Age/ Early Romano British settlement
- Features or finds associated with the medieval moated site nearby

The evaluation will be followed by a site meeting with the ECCHEA. Trenches will not be backfilled until they are signed off by the ECCHEA.

Further archaeological investigations may be required comprising open area excavation or monitoring of the groundworks. This will be decided by the ECCHEA on completion of the evaluation and report.

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 & 2023 a-b).
- All work will take place within and contribute to the goals of the Regional Research Frameworks (accessible via <https://researchframeworks.org/eoe/>).
- The project digital management plan (see Appendix 1).
- Relevant Health & Safety guidelines and requirements (CAT 2024).

- The archaeological brief (ECCPS 2025).

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 ECCHEA 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 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 project officer and one archaeologist for one day.

In charge of day-to-day site work: Ben Holloway/Harvey Furniss/Nigel Rayner/Sarah Veasey.

Evaluation methodology

Where appropriate, modern overburden and any topsoil stripping/levelling will be performed using a mechanical excavator equipped with a toothless ditching bucket under the supervision and to the satisfaction of a professional archaeologist. If no archaeologically significant deposits are exposed, machine excavation will continue until natural geology is reached.

Where necessary, areas will be cleaned by hand to ensure the visibility of archaeological deposits.

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

There will be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. All features or deposits will be excavated by hand. 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 or ovens will be carefully cleaned, planned and fully recorded, but where possible left *in situ*. Only if it can be demonstrated that the complex structure/ feature is likely to be destroyed by groundworks, and only then after discussion with the ECCHEA, will it be removed.

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

The depth and nature of colluvial or other masking deposits will be established. Therefore, a sondage will be excavated in each trench to test the stratigraphy of the site. This will occur in every trench unless it can be demonstrated that a feature excavated within a particular trench has clearly penetrated into the natural geology.

A representative section will be drawn of each trench, to include ground level, the depth of machining within the trench and the depth of any sondages.

Trained CAT staff will use a metal detector to scan all trenches both before and during excavation. All spoil heaps will also be scanned and 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.

The photographic record will consist of general site shots, and shots of all archaeological features and deposits. A photographic scale (including north arrow) shall be included in the case of detailed photographs. A photographic register will accompany the photographic record. This will detail as a minimum feature number, location, and direction of shot.

The trenches will not be backfilled until they have been signed off by the ECCHEA.

Site surveying

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

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

Environmental sampling policy

CAT aims to follow guidance set out in the Historic England guide for Environmental Archaeology (Historic England 2011). The number and range of samples collected will be adequate to determine the potential of the site, with particular focus on palaeoenvironmental remains including both biological remains (e.g. plants, small vertebrates) and small sized artefacts (e.g. smithing debris).

Evaluation projects seek to understand the nature of the archaeological remains on a site to inform decisions on planning and mitigation. 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. This will then be used to inform decisions regarding sampling strategies on any future works.

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 specialists 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, including the type (block samples, small specialist samples etc) and size to take (1-10litre etc).

Human remains

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

The ECCHEA 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 ECCHEA.

If circumstances indicated it were prudent or necessary to remove remains from the site during the evaluation, the following criteria would be applied; if it is clear from their position, context, depth, or other factors that the remains are ancient, then normal procedure is to apply to the Department of Justice for a licence to remove them. In that case, conditions laid down by the licence will be followed.

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 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).

Photographic record

Will include both general and feature-specific photographs, the latter with scale and north arrow. A photographic register giving context number, details, and direction of shot will be prepared on site, and included in the site archive.

Finds

All significant finds will be retained.

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

Most of our finds reports are written internally by CAT staff under the supervision and direction of Adam Wightman (Director of Archaeology), Howard Brooks (Senior Associate) and Laura Pooley (Post-excavation Manager). This includes specialist subjects such as:

ceramic finds (pottery and ceramic building material): Matthew Loughton

animal bones: Alec Wade (or Adam Wightman/Pip Parmenter - small groups only)

small finds, metalwork, coins, etc: Laura Pooley

non-ceramic bulk finds: Laura Pooley

flint: Adam Wightman (or Tabitha Lawrence)

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

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

CAT pottery reports are carried out by a specialist who is competent in and specialises in characterising, quantifying, analysing, interpreting and reporting on pottery assemblages of all periods. Our pottery specialist Dr Matthew Loughton has extensively studied East Anglian pottery 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 appropriate museum prior to the start of work and confirmed to the ECCHEA.

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 ECCHEA.

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

Results

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

An appropriate archive will be prepared to minimum acceptable standards outlined in *Management of Research Projects in the Historic Environment* (Historic England 2015).

The draft report will be submitted within 2 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 (accessible at <https://researchframeworks.org/eoe/>).

- All specialist reports or assessments
- A concise non-technical summary of the project results.

An OASIS summary sheet will be completed at the end of the project and supplied to the ECCHEA. This will be completed in digital form with a paper copy included with the archive. A copy (with trench 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 archive will be deposited with Colchester Museum unless otherwise agreed in advance. (A full copy of the archive shall in any case be deposited). If there are no finds a full digital archive will be deposited with ADS Archaeology.

The 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 ECCHEA will be notified when the digital archive has been deposited. Prior to deposition CAT's digital 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 ECCHEA at the time of their deposition.

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

Monitoring

ECCHEA 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 ECCHEA one week in advance of its commencement.

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

The ECCHEA will be notified when the fieldwork is complete.

The involvement of the ECCHEA 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 Director of Archaeology.

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>

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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.

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

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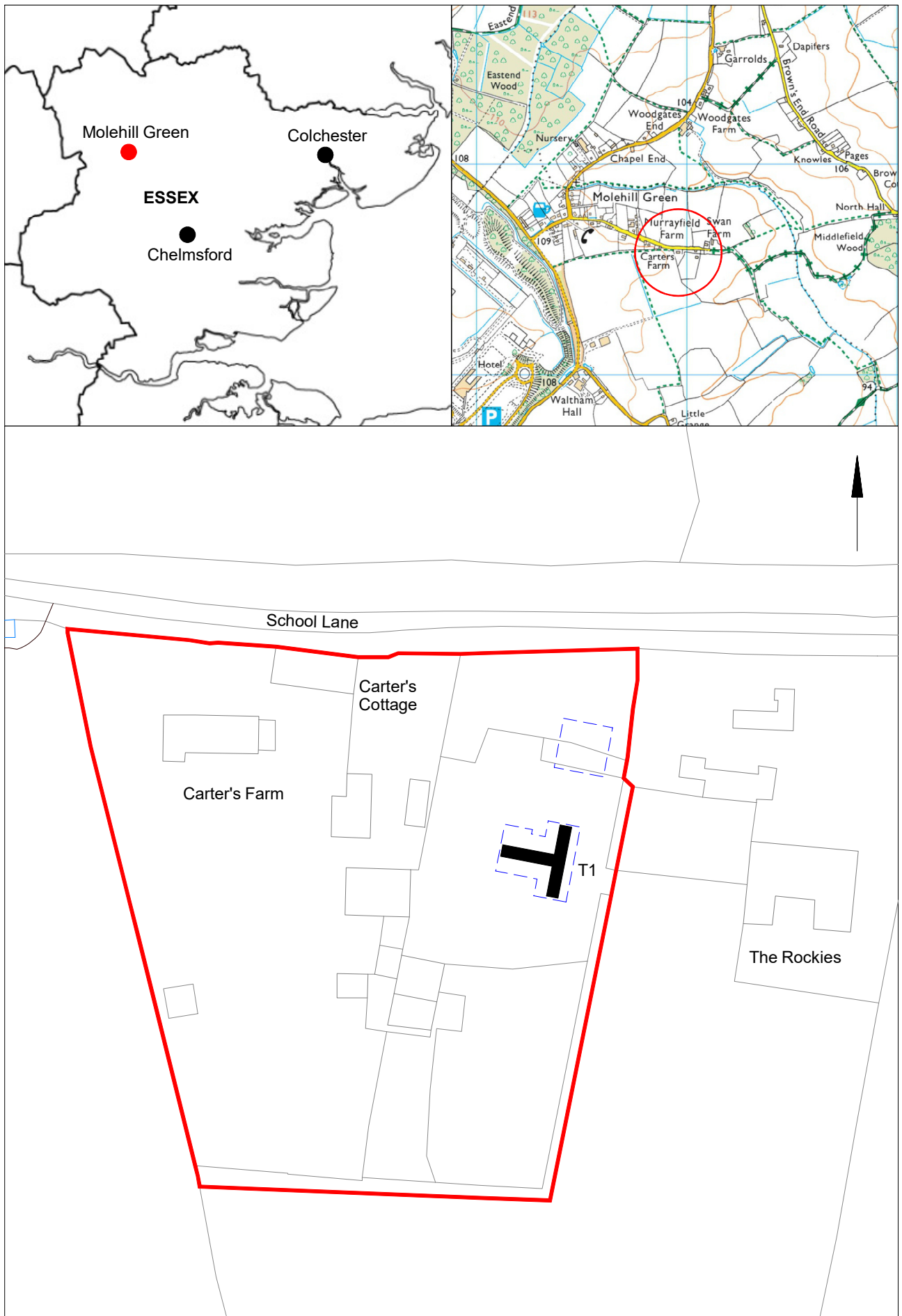


Fig 1 Site location and trench layout in relation to the proposed development (dashed blue lines).

0 50 m

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: 2025/03d ECC project number: tbc OASIS ID: colchest3-532304
Project Name
Carter's Farm, School Lane, Molehill Green, Takeley Evaluation
Project Description
Archaeological trial-trench evaluation prior to the demolition of 8 no. outbuildings and the erection of a detached dwelling with associated hard and soft landscaping and alterations.
Project Funder / Grant reference
Landowner
Project Managers
Adam Wightman (Director, Archaeology), Chris Lister (Director, Business Operations), Laura Pooley (Post-excavation Manager)
Principal Investigator / Researcher
Project Officer (to be determined)
Data Contact Person
Laura Pooley
Date DMP created
14/03/2025
Date DMP last updated
14/03/2025
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) 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.

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

How will the data be collected or created?

Data standards/methods

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

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

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

Data storage/file naming

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

Project folders are named following established organisational procedures.

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

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

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

Quality assurance

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

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

Section 3: Documentation and metadata

What documentation and metadata will accompany the data?

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

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

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

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

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

Section 4: Ethics and legal compliance

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

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

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

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

Section 5: Data Security: Storage and Backup

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

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

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

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

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

Section 6: Selection and Preservation

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

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

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

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

results.

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

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

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

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

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

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

Have you contacted the data repository?

As per the brief, the 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 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 colchest3-532304

OASIS ID (UID)	colchest3-532304
Project Name	Evaluation at Carters Farm, School Lane, Molehill Green, Takeley CM22 6PJ, United Kingdom
Sitename	Carters Farm, School Lane, Takeley CM22 6PJ, United Kingdom
Sitecode	2025/03d
Project Identifier(s)	2025/03d
Activity type	Evaluation
Planning Id	UTT/23/1534/FUL
Reason For Investigation	Planning requirement
Organisation Responsible for work	Colchester Archaeological Trust
Project Dates	28-Mar-2025 - 28-Mar-2025
Location	Carters Farm, School Lane, Takeley CM22 6PJ, United Kingdom NGR : TL 56699 24663 LL : 51.89848354747146, 0.276080845672016 12 Fig : 556699,224663
Administrative Areas	Country : England County/Local Authority : Essex Local Authority District : Uttlesford Parish : Takeley
Project Methodology	A T-shaped trench was machine excavated under the supervision of a CAT archaeologist. The trench was 1.8m wide, 11m and 8m long, and 0.5m deep. All work was carried out in accordance with the Brief and WSI.
Project Results	An archaeological evaluation – one trial trench - was carried out at Carter's Farm, School Lane, Takeley, Essex ahead of groundworks for a new detached dwelling. Carter's Farm is a 17th-century timber-framed listed building, with evidence of Late Iron Age/Early Romano-British and medieval activity near to the development site. An undated pit was the only feature uncovered during this evaluation.
Keywords	
Funder	Private individual
HER	Essex HER - unRev - STANDARD
Person Responsible for work	Adam Wightman, Chris Lister
HER Identifiers	HER Event No - EEX61489
Archives	Digital Archive - to be deposited with Archaeology Data Service Archive;