

Colchester Archaeological Trust



CAT Report 2233
issued January 2026

**Archaeological monitoring and recording at
37 Endsleigh Court, Colchester, Essex, CO3 3QT:
November-December 2025**



CAT project ref.: 2025/02d
CHER code: ECC4896

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37 Endsleigh Court, Colchester, Essex, CO3 3QT:
November-December 2025**

NGR: TL 98225 25239 (centre)

**Planning district: Colchester
Planning ref.: 232611**

**Scheduled Monument: NHLE 1002173
Scheduled Monument consent number: S00247391**

**CAT project ref.: 2025/02d
CAT Report 2233**

**CHER code: ECC4896
OASIS id: colchest3-531439**

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commissioned by the Homeowner

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Contents

1	Summary	1
2	Introduction	1
3	Archaeological background	2
4	Aims	3
5	Results	3
6	Finds	7
7	Conclusion	10
8	Acknowledgements	10
9	References	11
10	Abbreviations and glossary	12
11	Contents of archive	13
13	Archive deposition	13
Appendix 1	Context list	14
Appendix 2	Pottery list	15
Appendix 3	CBM list	16

Figures after p16

Summary sheet

CAT WSI

OASIS Data Collection Form

List of photographs, tables and figures

Cover photograph: Front of property, looking north-east.

Photograph 1	The far northern foundation trench, looking west.	4
Photograph 2	The foundation trenches, looking north-west.	4
Photograph 3	Representative section of the foundation trench, looking east.	5
Photograph 4	The far southern foundation trench (with F1 in base), looking east.	5
Photograph 5	Representative section of foundation trench and pit F1, looking south.	6
Photograph 6	The soakaway, looking south.	6
Table 1	Summary of the pottery and CBM.	7
Table 2	Roman pottery fabrics recorded.	7
Table 3	Summary on the Roman pottery.	8
Table 4	Roman pottery quantification via vessel form.	8
Table 5	Quantities of Roman pottery from specific contexts.	9
Table 6	CBM by period and type.	9

Table 7	Quantities of CBM from specific contexts.	10
Table 8	Approximate dates for the individual contexts.	10

Fig 1	Site location.
Fig 2	Results.
Fig 3	Representative sections.

1 Summary

Archaeological monitoring and recording was carried out at 37 Endsleigh Court, Colchester, Essex during groundworks for the construction of a rear and side extension. Located within the Late Iron Age/early Roman Scheduled Monument of Sheepen Farm (NHLE 1002173), monitoring revealed a subsoil and pit containing pottery and CBM dating to the 3rd century.

2 Introduction (Fig 1)

This is the report for archaeological monitoring and recording at 37 Endsleigh Court, Colchester, Essex which was carried out between 27th November and 2nd December 2025. Work was commissioned by the homeowner and was carried out by Colchester Archaeological Trust (CAT) during groundworks for the construction of a single-story rear and two-story side extension.

As the site is located within a Scheduled Ancient Monument (NHLE 1002173), an application for scheduled monument consent was made and granted in June 2025 (consent no. S00247391), which included a requirement for the archaeological monitoring and recording of all groundworks. This requirement was based on the guidance given in the *National Planning Policy Framework* (MHCLG 2025).

All work was carried out in accordance with a *Brief for Archaeological Monitoring at 37 Endsleigh Court, Colchester, CO3 3QT*, by Dr Richard Hoggett (CCCAA 2025). A Written Scheme of Investigation (WSI) was prepared by CAT (2025a) in response to the brief and agreed with the CCCAA and the Historic England Inspector of Ancient Monuments (HEIAM) in advance of the groundworks.

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

- *Management of Research Projects in the Historic Environment (MoRPHE)* (Historic England 2015),
- Professional standards of the Chartered Institute for Archaeologists, including its *Code of Conduct* (CIfA 2020a-b, 2022, 2023a-b),
- East of England standards and frameworks published by East Anglian Archaeology (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 and geological 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 site lies within the Scheduled Ancient Monument of Sheepen Farm (NHLE 1002173; MCC7488), *Camulodunum*'s industrial and commercial base centred on the period between c AD 5-60 (Hawkes & Hull 1946; Niblett 1985); though Bronze Age occupation is also attested there (CAR 11, 132-3).

One of the key industries at Sheepen was pottery and tile production. In 1952, a pear-shaped kiln was discovered in the playing fields of the now-closed Endsleigh School, c 50m to the south of the site (MCC2055/MCC8422). It is suggested the kiln was probably used in the production of mortaria and other wares. Later, in 1959, the remains of a further kiln were identified during the construction of the Endsleigh Court and the Sussex Road housing estate (MCC1822). Pottery recovered from the remains included Barbotine ware, mortaria, grey wares, cooking pots, jars and face-urns. Much of the material was waste and a large proportion was under-fired. There were also fragments of vitrified kiln-wall. A number of Roman pottery kilns (MCC1524, MCC1525, MCC1526, MCC1527, MCC1529) were also discovered in Warren Field, to north of the site, in the late 19th century.

Recent monitoring at 61 Endsleigh Court (70m to the south-west) recovered a modest-sized assemblage of Roman pottery and ceramic building material (CAT Report 2059). The assemblage consisted of material associated with the production of black-burnished vessels (mostly of dishes and bowls), colour-coated beakers, and various grey and oxidised vessels. Vessels dating from the later 2nd/early 3rd century AD onwards were particularly common in the assemblage. This pottery was interpreted as waste material from nearby 3rd-century pottery kilns (nos. 27-28 (dated to c AD 300) and no. 32 (dated to c AD 250)) which had been excavated in the 1950s.

In 2018 CAT carried out an excavation at Kingswode Hoe School, c 100m east of the proposed development. During the work three 1st-century graves and several pits of the same date were uncovered. Unfortunately, post-medieval quarry pits had truncated much of the northern half of the site, including a cremation burial (CAT Report 1342). Crossing the front of the school is the projected line of the Sheepen Dyke (MCC498) which protected the Late Iron Age settlement on Sheepen Hill along its western edge. The dyke ran from near the Colne River over Sheepen Hill to the south, to meet a tributary stream of the Colne.

The site is located to the north and west of an area of Roman burials termed 'the western cemetery' by Rex Hull (1958) but, is now more generally known as the Lexden cemetery (MCC7647). The Lexden cemetery area encompasses several Iron Age and Roman burial grounds on both sides of Lexden Road, which roughly corresponds with the main Roman road leading from the walled city towards London and Braughing (Hull 1958; CAR 11). Numerous Roman cremations, inhumations and

tombstones have been discovered in the area (Hull 1958), a full discussion of which can be found in *CAR 9*. A Roman burial (MCC1512) and a Roman wall (MCC1513) was found at 29 Endsleigh Court in 1959, with a Roman lead coffin burial recorded at 55 Endsleigh Court (MCC8073/MCC8509). However, other recent archaeological investigations at properties on Endsleigh Court have not produce any archaeological remains (CAT Reports 66, 140, 169, 174, 679 & 1270).

The Geology of Britain viewer (1:50,000 scale¹) shows the bedrock geology of the site is Thames group (mainly silty clays and clays, some sandy or gravelly, with some silts, sands, gravels and calcareous mudstones), with superficial deposits of Kesgrave catchment subgroup (a sedimentary superficial deposit comprised of mainly gravels characterised by quartz and quartzite).

4 Aim

The aim of the archaeological monitoring was to identify and record any archaeological remains revealed during the groundworks.

5 Results (Figs 2-3)

All groundworks were carried out by a mechanical excavator or by hand under the supervision of a CAT archaeologist. Groundworks consisted of a foundation trench to the rear and side of the building, c 20m long by 0.5m wide with an expanded section in the middle (covering a total area of 11.5m²) which was excavated to a depth of 1-1.2m. Also excavated was a 2.5m² soakaway which was excavated to a depth of 1.4m.

Across the site, a modern topsoil (L1, 0.20-0.3m thick) and made-ground (L2, 0.3-0.50m thick) (both associated with the construction of the housing estate) sealed an undated buried topsoil (L3, 0.1-0.27m thick) with subsoil beneath (L4, >0.2m thick).

Large Roman pit F1 was recorded in the southern foundation trench. It was >7.3m by >1m and was recorded to a depth of at least 0.65m. It had been truncated by L2 and cut natural sands and gravels (L5, encountered at the far western end of the foundation trench only at a depth of 0.65-0.7m).

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



Photograph 1 The far northern foundation trench, looking west.



Photograph 2 The foundation trenches, looking north-west.



Photograph 3 Representative section of the foundation trench, looking east.



Photograph 4 The far southern foundation trench (with F1 in base), looking east.



Photograph 5 Representative section of foundation trench and pit F1, looking south.



Photograph 6 The soakaway, looking south.

6 Finds

6.1 Pottery and ceramic building material

by Dr Matthew Loughton

Monitoring uncovered a small assemblage of pottery and ceramic building material (henceforth CBM) at eight-four sherds with a weight of 1,274g and EVE of 1.01 (Table 1). The mean sherd weight is 15.2g.

Ceramic material	No.	Weight (g)	MSW (g)	EVE
Pottery	77	651	8.5	1.01
CBM	7	623	89.0	-
All	84	1,274	15.2	1.01

Table 1 Summary of the pottery and CBM.

Roman pottery

The Roman pottery was classified according to the fabric groups outlined in *CAR 10* (Symonds & Wade 1999) (Table 2) and the vessel types via the Colchester (*Camulodunum*), henceforth Cam, type series (Hawkes & Hull 1947; Hull 1958; *CAR 10*, Bidwell & Croom 1999, 468-487). The pottery was recorded by sherd count, the number of rims, handles, and bases, and weight, for each fabric group. The number of vessels was determined by rim EVE (estimated vessel equivalent).

There was a small assemblage of Roman pottery at seventy-seven sherds, with a weight of 651g and EVE of 1.01 (Tables 3-4). The mean sherd weight is low at 8.5g and the material is in a fragmentary condition and some of it is also slightly abraded. This material was recovered from one feature and two layers (Table 5). The pottery ranges in date from the early Roman period and into the 3rd century AD. An early fineware (fabric DZ) Cam 140 flagon (EVE:0.07) came from subsoil L4 while the latest vessel, from topsoil L1, is the Cam 305B bowl (EVE:0.08) in fabric KX which dates from c AD 275 onwards. Local grey ware pottery (fabrics GX, GX (S)) accounts for a considerable proportion of the assemblage with examples of the Cam 268 jar (EVE:0.17) and the Cam 307 bowl/jar (EVE:0.17). Local red colour-coated wares (fabric CZ) are also well-represented in the assemblage and there is a 3rd century Cam 407 beaker (EVE:0.05) from pit F1. Other vessels of note included an example of the Cam 279C BB1 (fabric GA) jar (EVE:0.03) dating from the early 3rd century onwards which was recovered from pit F1.

Fabric code	Fabric description	Fabric date range guide
BSW	Black surface ware (general)	Roman
CZ	Colchester and other red colour-coated ware	AD 100-300
DJ (S)	Coarse oxidised and related wares (sandy)	Roman
DZ	Fine oxidised wares	AD 43-225

Fabric code	Fabric description	Fabric date range guide
EA	Nene Valley colour-coated wares	AD 225/250-425
EMED (RH)	Eastern Mediterranean Cam 184/Rhodian	30 BC-AD 150
GA	BB1: black-burnished ware, category 1	AD 110/125-400
GB	BB2: black-burnished ware, category 2	AD 110/125-300
GX	Other coarse, principally locally-produced grey wares	Roman
GX (S)	Other coarse, principally locally-produced grey wares (sandy)	Roman
HZ	Large storage jars and other vessels in heavily-tempered wares	Late Iron Age-Roman
HZ OX	Large storage jars and other vessels in heavily-tempered oxidised wares	Late Iron Age-Roman
KX	Black-burnished ware (BB2) types in pale grey ware	AD 125/150-300
TZ	Mortaria, Colchester and Continental imports	AD 43-400
TZ (I)	Mortaria continental import	AD 43-400
WA	Silvery micaceous wares	Roman

Table 2 Roman pottery fabrics recorded.

Fabric code	Fabric description	No.	Weight (g)	MSW (g)	EVE
BSW	Black surface ware (general)	2	18	9.0	0.21
CZ	Colchester and other red colour-coated ware	10	46	4.6	0.05
DJ (S)	Coarse oxidised and related wares (sandy)	1	10	10.0	0.00
DZ	Fine oxidised wares	1	5	5.0	0.07
EA	Nene Valley colour-coated wares	2	7	3.5	0.00
EMED (RH)	Eastern Mediterranean Cam 184/Rhodian	2	131	65.5	0.00
GA	BB1: black-burnished ware, category 1	1	2	2.0	0.03
GB	BB2: black-burnished ware, category 2	1	7	7.0	0.00
GX	Other coarse, principally locally-produced grey wares	50	341	6.8	0.54
GX (S)	Other coarse, principally locally-produced grey wares (sandy)	1	3	3.0	0.00
HZ	Large storage jars and other vessels in heavily-tempered wares	1	10	10.0	0.00
HZ OX	Large storage jars and other vessels in heavily-tempered oxidised wares	1	16	16.0	0.00
KX	Black-burnished ware (BB2) types in pale grey ware	1	12	12.0	0.08
TZ	Mortaria, Colchester and Continental imports	1	16	16.0	0.00
TZ (I)	Mortaria continental import	1	23	23.0	0.03
WA	Silvery micaceous wares	1	4	4.0	0.00
Total		77	651	8.5	1.01

Table 3 Summary on the Roman pottery.

Fabric Group	Form	EVE
BSW	All	0.21
	?	0.08
	CAM 268	0.13
CZ	All	0.05

Fabric Group	Form	EVE
	CAM 407	0.05
DZ	All	0.07
	CAM 140	0.07
GA	All	0.03
	CAM 279C	0.03
GX	All	0.54
	?	0.06
	CAM 243-244/246	0.06
	CAM 268	0.17
	CAM 307	0.17
	CAM 507	0.05
	CAM 508	0.03
KX	All	0.08
	CAM 305B	0.08
TZ (I)	All	0.03
	CAM 497	0.03
Total		1.01

Table 4 Roman pottery quantification via vessel form.

Context	Feature type	No.	Weight(g)	MSW (g)	EVE
F1	Pit	33	468	14.2	0.79
L1	Topsoil	10	59	5.9	0.08
L4	Subsoil	34	124	3.6	0.14
Total		77	651	8.5	1.01

Table 5 Quantities of Roman pottery from specific contexts.

Ceramic building material (CBM)

There were only seven fragments of CBM with a weight of 623g and mean sherd weight of 89g (Table 6) which was recovered from one feature and three layers (Table 7). CBM mostly consists of Roman material including one tegula with an early type A lower cut away (AD 43-120) from pit F1. A piece of medieval/post-medieval peg-tile came from made-ground L2.

CBM code	CBM type	No.	Weight (g)	MSW (g)
Roman				
RB	Roman brick	1	170	170.0
RI	Roman imbrex	2	254	127.0
RT	Roman tegulae	1	103	103.0
RBT	Roman brick or tile (general)	2	40	20.0
Post-Roman				
PT	Peg-tile	1	56	56.0
Total		7	623	89.0

Table 6 CBM by period and type.

Context	Description	No.	Weight (g)	MSW (g)
F1	Pit	3	507	169.0
L1	Topsoil	1	33	33.0
L2	Made ground	1	56	56.0
L4	Subsoil	2	27	13.5
Total		7	623	89.0

Table 7 Quantities of CBM from specific contexts.

Conclusion

Table 8 summarizes the dating evidence for the features and layer which contained dateable pottery and CBM. The Roman pottery dates from the early Roman period until the end of the 3rd century, while much of the material dates to the 2nd and 3rd centuries AD.

Context	Description	Roman pottery	CBM	Date Approx.
F1	Pit	BSW (CAM 268), CZ (CAM 407), EMED (RH), GA (CAM 279C), GB, GX (CAM 243-244/246, CAM 268, CAM 307, CAM 508), HZ OX, TZ, TZ (I) (CAM 497)	RB, RI, RT (LCA A26)	Early 3rd century
L1	Topsoil	CZ, GX, KX (CAM 305B)	RBT	?
L2	Made ground	-	PT	Medieval/ post-medieval
L4	Subsoil	CZ, DZ (CAM 140), EA, GX (CAM 507), GX (S), HZ, WA	RI	3rd century

Table 8 Approximate dates for the individual contexts.

6.2 Oyster shell

by Laura Pooley

A fragment of oyster shell (3.6g) came from L3 (finds no.3).

7 Conclusion

Archaeological monitoring at 37 Endsleigh Court, Colchester, Essex revealed a subsoil and pit containing pottery and CBM dating to the 3rd century. Many of the Roman kilns previously recorded close to the development site are also dated to the 3rd century (see Section 3 above) and, although perhaps not directly associated with pottery production, these contexts are likely to be related to this phase of activity. Also recorded were two modern layers associated with the construction of the housing estate (L1-L2) and an undated buried topsoil (L3) that pre-dates that construction.

8 Acknowledgements

CAT thanks the homeowner for commissioning and funding the work. The project was managed by

A Wightman and C Lister, fieldwork was carried out by X Smith and E Hicks. Figures were created by X Smith and C Hill. The project was monitored for CCC by Dr Richard Hoggett.

9 References

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

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10 Abbreviations and glossary

CAT	Colchester Archaeological Trust
CCC	Colchester City Council
CCCAA	Colchester City Council Archaeological Advisor
CHER	Colchester Historic Environment Record
ClfA	Chartered Institute for Archaeologists
context	a single unit of excavation, which is often referred to numerically, and can be any feature, layer or find.
feature (F)	an identifiable thing like a pit, a wall, a drain: can contain 'contexts'
Iron Age	period from 800 BC to AD 43 AD
layer (L)	distinct or distinguishable deposit (layer) of material
medieval	period from AD 1066 to 1540
modern	the period from AD 1901 to current

natural	geological deposit undisturbed by human activity
NGR	National Grid Reference
OASIS	Online Access to the Index of Archaeological Investigations, http://oasis.ac.uk/pages/wiki/Main
post-medieval	period from AD 1540 to 1901
Roman	period from AD 43 to 410
section	(abbreviation sx or Sx) vertical slice through feature/s or layer/s
ws	written scheme of investigation

11 Contents of archive

Finds: Part of one box

Digital:

CAT Report 2230

CCC evaluation brief, CAT written scheme of investigation

Digital photographs

Site data

Survey data

12 Archive deposition

The archive is currently held by The Colchester Archaeological Trust but will be permanently deposited with Colchester Museum (finds) and the Archaeology Data Service (digital archive).

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Distribution list:

The homeowner

Dr Richard Hoggett, Colchester City Council

Adam Single, Historic England

Colchester Historic Environment Record

Appendix 1 Context list

Context	Finds no.	Interpretation	Description	Date
L1	1	Topsoil	Soft moist very dark grey/brown sandy silt with brick flecks and inclusions of: stone 1%	Modern
L2	2	Made ground	Friable moist medium/dark orange/grey/brown sandy silt with brick flecks and inclusions of: gravel 1%	Modern
L3	3	Buried topsoil	Soft moist very dark grey/brown sandy silt and inclusions of: stone 1%	Post-medieval
L4	4	Subsoil	Firm moist medium grey/brown sandy silt and inclusions of: gravel 3%	Roman
L5	-	Natural	Soft moist medium orange/brown sand and inclusions of: gravel 5%	Post-glacial
F1	5	Pit	Firm moist very dark grey/brown clayey silt with tile flecks and inclusions of: stone 1%	Roman

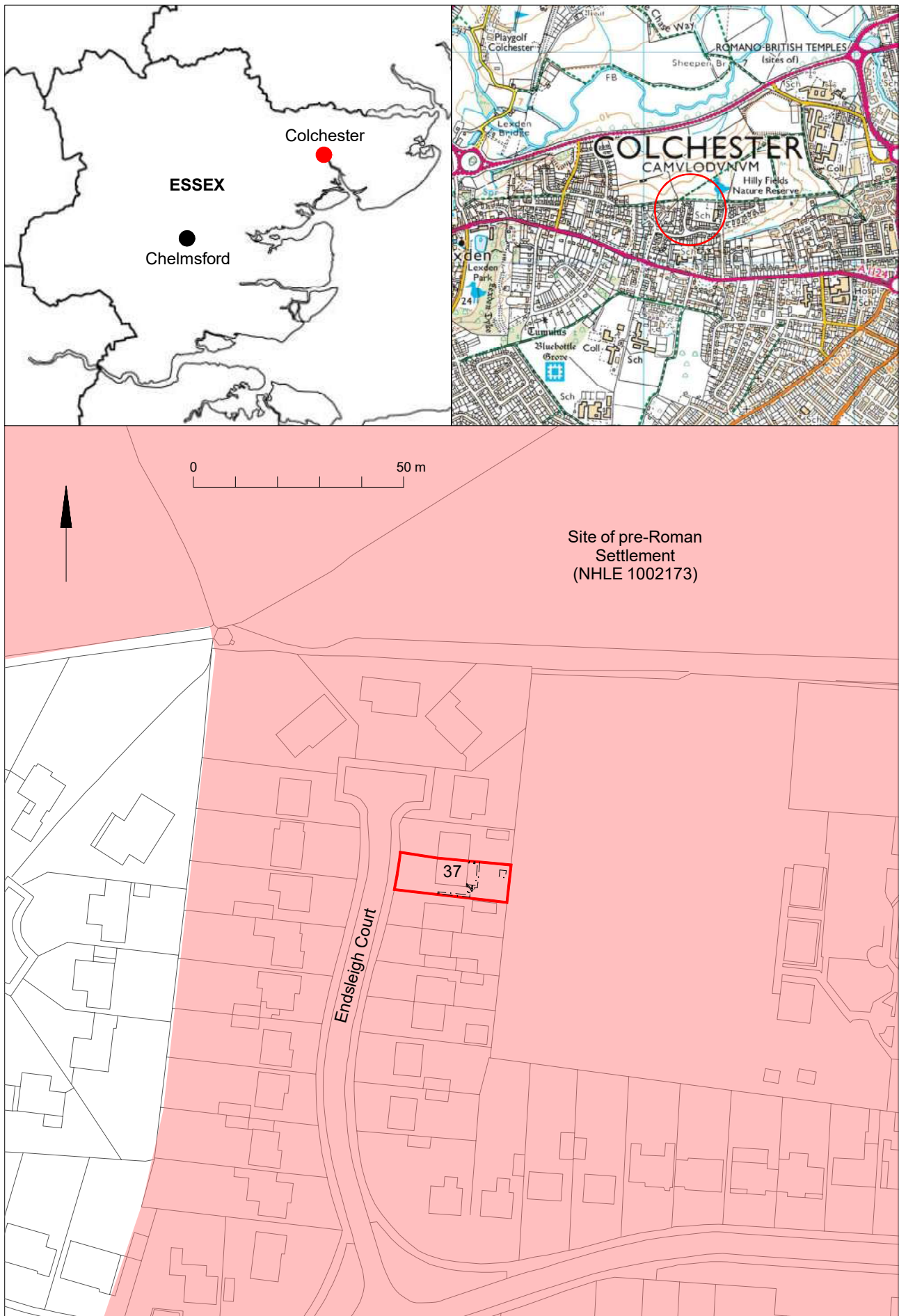
Appendix 2 Pottery list

Context	Feature type	Find no.	Quantity	Weight (g)	Mean sherd weight (g)	Discard	Rim	Handle	Base	RBH	Discard	Rim	Handle	Base	RBH	Sooting (ext)	Fabric Group	Typology	Function	EVE	Diameter mm	Comments	Start Date	End Date
F1	Pit	5	1	16	16.0	X				0							HZ OX						43	200/300
F1	Pit	5	1	10	10.0	X				0							DJ (S)					ORANGE	43	425
F1	Pit	5	1	16	16.0	X				0			X				TZ						43	425
F1	Pit	5	1	5	5.0		1	0	0	1							CZ	CAM 407	BEAKER	0.05	100		225	300
F1	Pit	5	17	181	10.6		4	0	1	5							GX	CAM 268	JAR	0.09	170		125/150	280/320
F1	Pit	5								0							GX	CAM 268	JAR	0.08	190		125/150	280/320
F1	Pit	5								0							GX	CAM 307	BOWL/ JAR	0.17	140		180/220	400
F1	Pit	5								0							GX	CAM 508	LID	0.03	?		43	425
F1	Pit	5	3	12	4.0					0							GX					PATCHY GR/BUFF SANDY GX/47	43	425
F1	Pit	5	1	40	40.0		1	0	0	1							GX	CAM 243- 244/246	BOWL	0.06	260	PATCHY GR/BUFF SANDY GX/47	43	140
F1	Pit	5	2	18	9.0		2	0	0	2							BSW	?	?	0.08	140		43	425
F1	Pit	5								0							BSW	CAM 268	JAR	0.13	120		125/150	280/320
F1	Pit	5	1	7	7.0		1	0	0	1							GX	?	?	0.04	240		43	425
F1	Pit	5	1	7	7.0					0		X					GB						110/125	300
F1	Pit	5	1	2	2.0		1	0	0	1							GA	CAM 279C	JAR	0.03	?		220	380
F1	Pit	5	1	23	23.0		1	0	0	1							TZ (I)	CAM 497	MORTARIA	0.03	?		140	200/250
F1	Pit	5	2	131	65.5					0							EMED (RH)	CAM 184					-30	150
L1	Topsoil	2	6	36	6.0					0							CZ						100	300
L1	Topsoil	2	3	11	3.7					0					X		GX						43	425
L1	Topsoil	2	1	12	12.0		1	0	0	1							KX	CAM 305B	BOWL	0.08	180		275	300
L4	Subsoil	4	1	5	5.0					0	X						GX						43	425
L4	Subsoil	4	1	3	3.0					0							GX (S)						43	425
L4	Subsoil	4	1	5	5.0		1	0	0	1							DZ	CAM 140	FLAGON	0.07	100		15	69

Context	Feature type	Find no.	Quantity	Weight (g)	Mean sherd weight (g)	Discard	Rim	Handle	Base	RBH	Discard	Rim	Handle	Base	RBH	Sooting (ext)	Fabric Group	Typology	Function	EVE	Diameter mm	Comments	Start Date	End Date
L4	Subsoil	4	1	2	2.0		1	0	0	1							GX	CAM 507	LID	0.05	130		43	425
L4	Subsoil	4	1	1	1.0		1	0	0	1				X			GX	?	?	0.02	?		43	425
L4	Subsoil	4	3	5	1.7					0							CZ						100	300
L4	Subsoil	4	2	7	3.5					0							EA						225	425
L4	Subsoil	4	1	4	4.0					0							WA						43	425
L4	Subsoil	4	1	10	10.0	X				0							HZ						43	200/300
L4	Subsoil	4	20	64	3.2					0							GX						43	425
L4	Subsoil	4	1	10	10.0					0						X	GX						43	425
L4	Subsoil	4	1	8	8.0					0							GX						43	425

Appendix 3 CBM list

Context	Feature type	Find no.	Quantity	Weight (g)	Mean sherd weight (g)	Discard	Typology	Flange height (mm)	Flange width (mm)	Flange thickness (mm)	Lower cut away type	Overfired	Comments	Start Date	End Date
F1	Pit	5	1	234	234.0	X	RI							43	425
F1	Pit	5	1	103	103.0		RT	?	35	?	A26			43	120
F1	Pit	5	1	170	170.0	X	RB							43	425
L1	Topsoil	1	1	33	33.0	X	RBT							43	425
L2	Made ground	2	1	56	56.0	X	PT							1200/1250	1600
L4	Subsoil	4	1	20	20.0	X	RI					X	GREY	43	425
L4	Subsoil	4	1	7	7.0	X	RBT							43	425



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Fig 1 Site location.

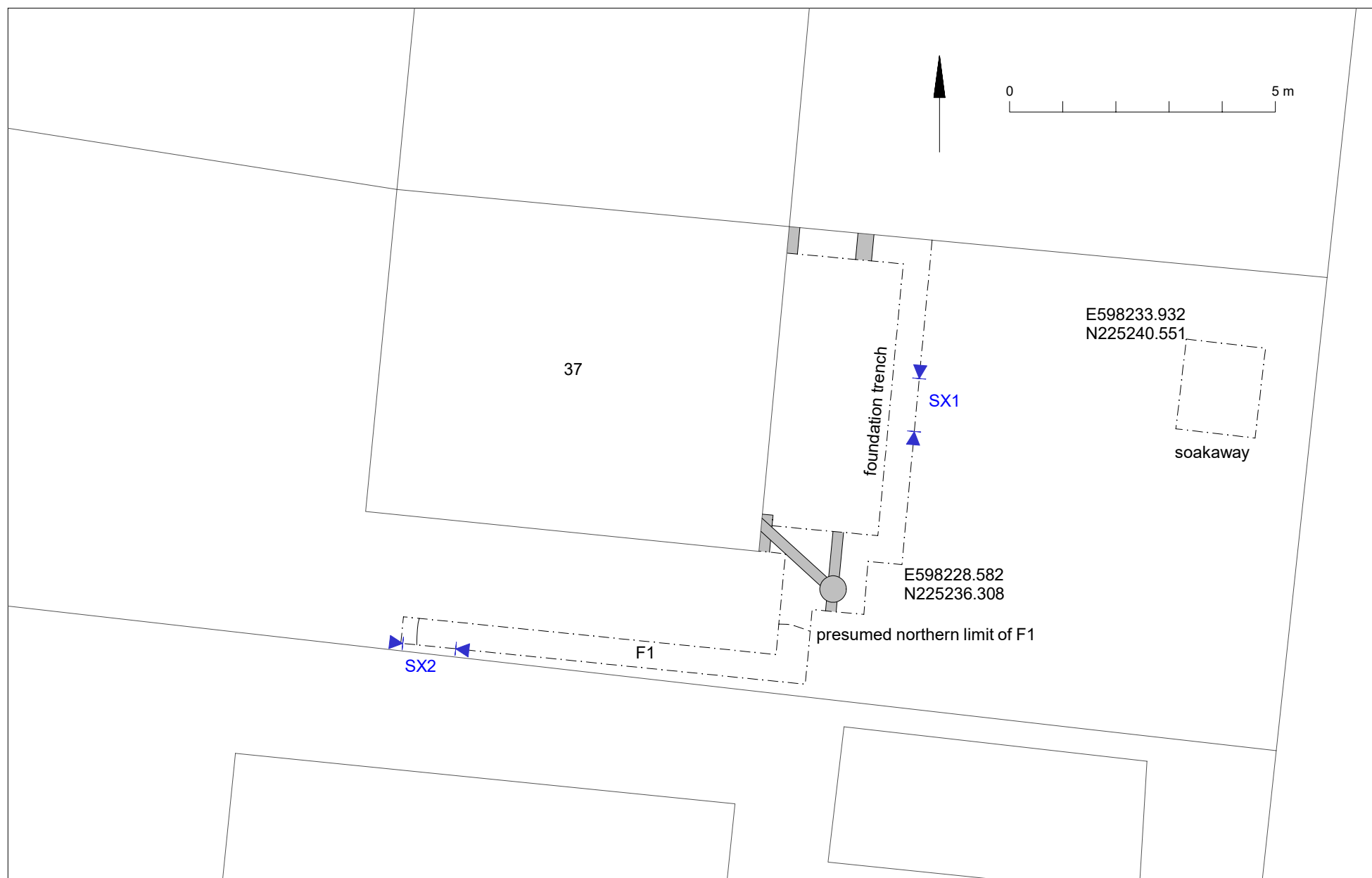


Fig 2 Results (all modern features in light grey).

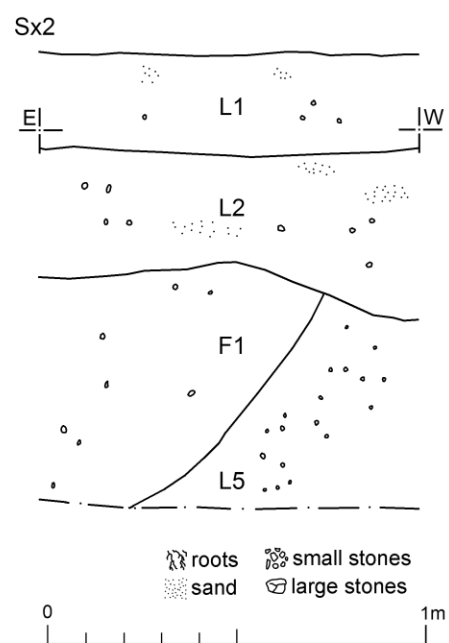
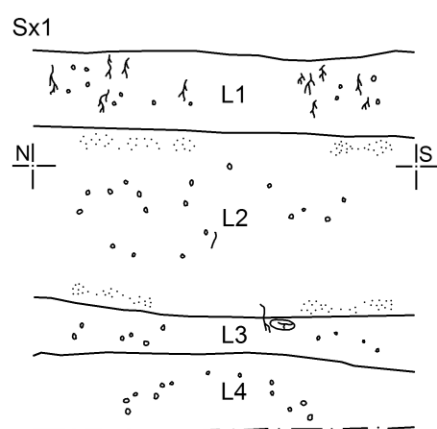


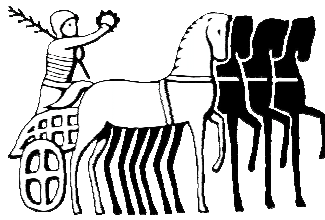
Fig 3 Representative sections.

Essex Historic Environment Record/ Essex Archaeology and History

Summary sheet

Address: 37 Endsleigh Court, Colchester, Essex, CO3 3QT	
Parish: Colchester	District: Colchester
NGR: TL 98225 25239 (centre)	Site code: CAT project ref.: 2025/02d CHER ref.: ECC4896 OASIS ref.: colchest3-531439
Type of work: Archaeological monitoring and recording	Site director/group: Colchester Archaeological Trust
Date of work: 27th November - 2nd December 2025	Size of area investigated: 0.024 hectares
Location of curating museum: Colchester Museum & Archaeology Data Service	Funding source: Homeowner
Further seasons anticipated? No	Related CHER/SMR number: 1002173
Final report: CAT Report 2230	
Periods represented: Modern	
Summary of fieldwork results: Archaeological monitoring and recording was carried out at 37 Endsleigh Court, Colchester, Essex during groundworks for the construction of a rear and side extension. Located within the Late Iron Age/early Roman Scheduled Monument of Sheepen Farm (NHLE 1002173), monitoring revealed a subsoil and pit containing pottery and CBM dating to the 3rd century.	
Previous summaries/reports: n/a	
CCC monitor: Dr Richard Hoggett	
Keywords: -	Significance: *
Author of summary: Laura Pooley	Date of summary: 12/01/2026

Colchester Archaeological Trust



**Written Scheme of Investigation
for archaeological monitoring and recording at
37 Endsleigh Court, Colchester, Essex CO3 3QT.**

August 2025

**CAT project ref.: 2025/01m
CHER code: ECC4896**

**Written Scheme of Investigation for archaeological monitoring
and recording at 37 Endsleigh Court, Colchester, Essex
CO3 3QT.**

August 2025

NGR: TL 98225 25239 (centre)

Scheduled Monument number: SM EX 46, HA1002173

Scheduled Monument Consent number: tbc

Historic England Inspector of Ancient Monuments (HEIAM): Adam Single

Planning district: Colchester

Planning application number: pre-planning

CCC monitor: Dr Rik Hoggett

CHER code: ECC4896

CAT project ref.: 2025/02d

OASIS id: colchest3- 531439

Commissioned by: Homeowner

Prepared by:	Emma Holloway PCIfA	Project Officer
Reviewed and approved by:	Chris Lister MCIfA	Director, Business Operations
Issued:	20/08/2025	

Colchester Archaeological Trust

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Site location and description

The proposed development site is located to the west of the walled historic core of Colchester city centre at 37 Endsleigh Court, Colchester, Essex. (Fig 1). The site is centred on National Grid Reference (NGR) TL 98225 25239.

Proposed work

The proposed development comprises of a single-storey rear, and two-storey side extension to form additional living accommodation to the existing dwelling.

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 scale¹) shows the bedrock geology of the site is Thames group (mainly silty clays and clays, some sandy or gravelly, with some silts, sands, gravels and calcareous mudstones), with superficial deposits of Kesgrave catchment subgroup (a sedimentary superficial deposit comprised of mainly gravels characterised by quartz and quartzite).

The proposed development site is located within the nationally significant archaeological 'site of pre-Roman settlement' Sheepen Farm (Scheduled Monument 1002173, MCC7487), an area of significant Late Iron Age and Roman occupation and industrial activity. The main period of occupation occurred during c AD5-60 (Hawkes & Hull 1946; Niblett 1985), although evidence of Bronze Age activity has also been uncovered there (CAR 11, 132-3).

One of the key industries at Sheepen was pottery and tile production. In 1952, a pear-shaped kiln was discovered in the playing fields of the now-closed Endsleigh School, c 50m to the south of the site (MCC2055/MCC8422). It is suggested the kiln was probably used in the production of mortaria and other wares. Later, in 1959, the remains of a further kiln were identified during the construction of Endsleigh Court and the Sussex Road housing estate (MCC1822). Pottery recovered from the remains included Barbotine ware, mortaria, grey wares, cooking pots, jars and face-urns. Much of the material was waste and a large proportion was under-fired. There were also fragments of vitrified kiln-wall. A number of Roman pottery kilns (MCC1524, MCC1525, MCC1526, MCC1527, MCC1529) were also discovered in Warren Field, to north of the site, in the late 19th century.

Recent monitoring at 61 Endsleigh Court recovered a modest-sized assemblage of Roman pottery and ceramic building material from the subsoil (L2) of a foundation trench (CAT Report 2059). The assemblage

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

consisted of material associated with the production of black-burnished vessels (mostly of dishes and bowls), colour-coated beakers, and various grey and oxidised vessels. Vessels dating from the later 2nd/early 3rd century AD onwards were particularly common in the assemblage. This pottery was interpreted as waste material from the nearby 3rd-century pottery production as nearby kilns 27-28 (dated to c AD 300) and kiln 32 (dated to c AD 250), excavated in the 1950s, produced pottery of a similar form and date to this assemblage.

In 2018 CAT carried out an excavation at Kingswode Hoe School, c 100m east of the proposed development. During the work three 1st-century graves and several pits of the same date were uncovered. Unfortunately, post-medieval quarry pits had truncated much of the northern half of the site, including a cremation burial (CAT Report 1342). Crossing the front of the school is the projected line of the Sheepen Dyke (MCC498) which protected the Late Iron Age settlement on Sheepen Hill along its western edge. The dyke ran from near the Colne River over Sheepen Hill to the south, to meet a tributary stream of the Colne.

The site is located to the north and west of an area of Roman burials termed 'the western cemetery' by Rex Hull (1958) but, is now more generally known as the Lexden cemetery (MCC7647). The Lexden cemetery area encompasses several Iron Age and Roman burial grounds on both sides of Lexden Road, which roughly corresponds with the main Roman road leading from the walled city towards London and Braughing (Hull 1958; *CAR 11*). Numerous Roman cremations, inhumations and tombstones have been discovered in the area (Hull 1958), a full discussion of which can be found in *CAR 9*. A Roman burial (MCC1512) and a Roman wall (MCC1513) was found at 29 Endsleigh court in 1959. A Roman lead burial has also been recorded at 55 Endsleigh Court (MCC8073/MCC8509).

Several other watching briefs at properties on Endsleigh Court did not produce any archaeological remains (CAT Reports 66, 140, 169, 174, 679 & 1270).

Planning background

A planning application (232611) was made to Colchester City Council in November 2023 for a *proposed two storey rear extension & pitched roofs to existing front dormers & associated works*. This was subsequently withdrawn by the applicant due to issues with the architectural plans – a revised planning application with corrected plans is to be submitted.

As the site lies within a Scheduled Ancient Monument and an area highlighted by the CHER as having a high potential for archaeological deposits, an archaeological condition was recommended by the Colchester City Council Archaeological Advisor (CCCAA). The recommended archaeological condition is based on the guidance given in the *National Planning Policy Framework* (MHCLG 2024).

Requirement for work (Figs 1)

The required archaeological work will consist of archaeological monitoring and recording of groundworks during the construction of extensions to the side and rear of the existing dwelling.

Specifically,

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

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

Research aims and objectives

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

As this site is located within Scheduled Monument primary research aims are to look for evidence related to transitional Late Iron Age to Roman features, Roman kilns and burials. Appropriate research questions could include:

LIA-Rom 04: How can we map the distributions of key artefact and site types?

LIA-Rom 05: How can we better understand the Late Iron Age to Roman transition?

LIA-Rom 06: How can we improve the recognition of Late Iron Age inhumations?

LIA-Rom 16: Can we better distinguish between Late Iron Age and Early Roman features and sites?

LIA-Rom 21: How can we improve the recovery of Late Iron Age and Roman cemeteries, and human remains?

LIA-Rom 24: How can we increase our understanding of Late Iron Age and Roman pottery industries?

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

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 (accessible via <https://researchframeworks.org/eeo/>).
- Relevant Health & Safety guidelines and requirements (CAT 2025)
- Scheduled Monument consent documents.

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

Notification of the supervisor/project manager's name and the start date for the project will be provided to the HEIAM and CCCAA 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 area Colchester County Council Archaeological Advisor (CCCAA) 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 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, excavate or sample (as necessary) any archaeological features or deposits.

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

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.

Metal-detecting will follow conditions set out on application for a Section 42 licence for metal detecting within a Scheduled Monument. A metal detector will be used to scan all monitored areas and spoil heaps both before and during excavation. This will be carried out by trained CAT staff under the supervision of the Director of Archaeology Adam Wightman and Project Officers Ben Holloway, Nigel Rayner and Sarah Veasey who all have more than 5 years' experience of metal detecting on archaeological sites. Experienced metal detectorist Geoff Lunn will be available for advice and support throughout the project. Geoff has 5 years' experience and has worked with CAT to recover finds from recent excavations at the Mercury Theatre and Essex County Hospital sites in Colchester, and who has also worked with the Colchester Archaeological Group, Suffolk Archaeology, Access Cambridge Archaeology, The Citizen Project (MOLA) and others. If considered necessary, Geoff will be employed by CAT for to assist with the metal detecting. All finds will have their location recorded via GPS or with the Total Station. All spoil heaps will also be scanned and finds recovered. Metal-detectors will not be set to discriminate against iron.

Individual records of excavated contexts, layers, features, or deposits will be entered on 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 on by external specialist Val Fryer. If any additional advice is required CAT will liaise with the Historic England Regional Advisor in Archaeological Science.

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 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, 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 and CCCAA 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 the HEIAM and CCCAA.

If circumstances indicated it were prudent or necessary to remove remains from the site during the test-pit 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 HEIAM and CCCAA 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. If any additional advice is required CAT will liaise with the Historic England Regional Advisor in Archaeological Science.

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

The photographic record will consist of general site shots, and shots of all archaeological features and deposits and follow Historic England guidelines (2015a). A photographic scale (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 megapixel DX-format sensor.

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 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

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 (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 HEIAM and CCCAA.

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). CAT will maintain regular contact with the Historic England Regional Science Advisor for advice on.

Post-excavation assessment

If a post-excavation assessment is required, to assess the potential of the results, it will be submitted within 2 months or at an alternatively agreed time with the HEIAM and CCCAA.

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

Results

Notification will be given to the HEIAM and the CCCAA 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 and the CCCAA as a single PDF.

The report will contain:

- Location plan of the groundworks 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 (<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 HEIAM. This will be completed in digital form with a paper copy included with the archive. A copy (with site plan) will also be emailed to the Hon. Editor of the Essex Archaeology and History Journal for inclusion in the annual round-up of projects (paul.gilman@me.com).

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

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

Archive deposition

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

If finds are retained from the site, the full 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 HEIAM and the CCCAA 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 and CCCAA at the time of their deposition.

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

Monitoring

The HEIAM and CCCAA 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 and the CCCAA one week in advance of its commencement.

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

The HEIAM and the CCCAA will be notified when the fieldwork is complete.

The involvement of the HEIAM and CCCAA 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>

CAR 9. 1993. *Colchester Archaeological Report 9: Excavations of Roman and later cemeteries, churches and monastic sites in Colchester, 1971-85*, by N Crummy, P Crummy and C Crossan. Colchester: Colchester Archaeological Trust Ltd.

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CAT. 2025. *Health & Safety Policy*.

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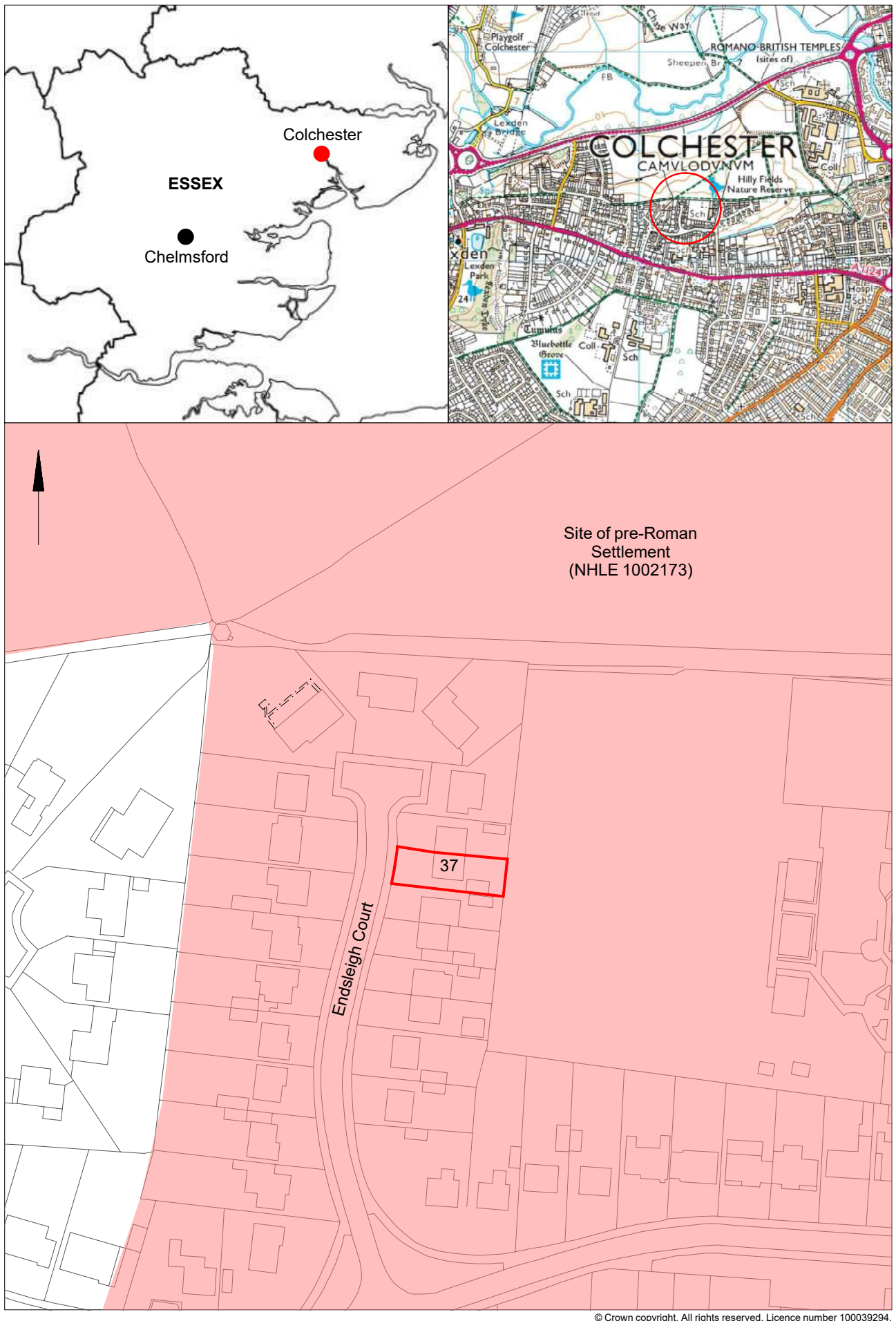


Fig 1 Site location.

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CAT Code: 2025/02d
Site name: 37 Endsleigh Court, Colchester
Date: 20/08/2025, Version 1
Selection Strategy – Appendix 1

Project Information

Project Management

Director of Archaeology	Adam Wightman
Post-Excavation Manager	Laura Pooley
Organisation	Colchester Archaeological Trust

Stakeholders		Date Contacted
Collecting Institution(s)	Colchester and Ipswich Museums Service	
City/County/Historic England monitor	Archaeological Advisor, Colchester City Council.	
Archaeological consultant	n/a	
Landowner / Developer	Homeowner	
Other		

Resources

Resources required

Describe the resources required to implement this Selection Strategy, particularly if unusual resources are required.

No unusual resources required outside of CAT normal operating equipment and personnel.

Context

Describe below the context of this Selection Strategy. You should refer to:

- The aims and objectives of the project;
- Local Authority guidance (including the brief);
- Research Frameworks;
- The repository collection development policy and/or deposition policy;
- Material-specific guidance documents.

Note: This section may be copied from your Project Design/WSI to ensure all Stakeholders receive this

context information.

Archaeological monitoring and recording will be carried out on all groundworks as outlined in the project brief project WSI.

The archaeological monitoring will preserve, by record, any archaeological deposits uncovered during the groundworks. 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.

As the site is located within an area of late Iron Age and Roman significance, appropriate research questions could include:

- *LIA-Rom 06: How can we increase our understanding of the Iron Age and Roman environment?*
- *LIA-Rom 16: Can we better distinguish between Late Iron Age and Early Roman features and sites?*
- *Multi 04: How can we balance learning more about known sites against the discovery of new ones?*
- *Multi 07: What can we learn by revisiting old data?*

Selection of the working project archive will be guided by the aims and objectives of the project outlined in the Brief and WSI, the regional research frameworks and the Colchester Museum deposition policy:

- Colchester Archaeological Trust. 2025. *Written Scheme of Investigation for archaeological monitoring and recording at 37 Endsleigh Court, Colchester, Essex, CO3 3QT*
- Colchester Museums. 2022. *Archaeological Archive Preparation + Deposition at Colchester Museums: Addenda to the Museums Essex Guidelines.*
- Digital Curation Centre (DCC). 2013. *Checklist for Data Management Plan v. 4.0.*
- Colchester City Council. 2025. *Brief for Archaeological Monitoring and Recording at 37 Endsleigh Court, Colchester, Essex, CO3 3QT*
- Museums Essex. 2022. *Archaeological Archives in Essex: Guidelines for preparation and deposition.*
- East of England Regional Research Framework. <https://researchframeworks.org/eeo/>

1 – Digital Data

Stakeholders

Name the individual(s) responsible for the Digital Data Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Collections Curator).

Post-Excavation Manager – Laura Pooley
Senior Post-Excavation Assistant (Archiving) – Chloé Hill

Selection

Location of Data Management Plan (DMP)

Selection of digital data elements should be considered in your project's DMP. For the purpose of the Selection Strategy, you can either copy the selection section of your DMP below, or attach it as an appendix to this document. Please indicate here if the DMP is attached.

The DMP is attached.

The selection strategy in your DMP should:

- 1.1 Define what digital data will be selected for inclusion in the archaeological archive, how this will be done, and why. Do not forget to consider that specialists may have digital data that should be included in the archaeological archive.
- 1.2 Identify the selection review points during the project (i.e. project planning, data gathering, analysis and reporting and archive compilation).
- 1.3 Reference all relevant standards, policies or guidelines (e.g. digital repository deposition requirements) and specialist advice sought.
- 1.4 Identify any selection decisions that differ from standard guidelines and explain why.

See attached DMP.

De-Selected Digital Data

The procedure for dealing with De-selected digital data and what specialist advice informed this process should be recorded in your DMP. Please copy this information here or attach your DMP as an appendix to this document.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

Name the individual(s) responsible for the Documents Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Post-Excavation Manager – Laura Pooley
Senior Post-Excavation Assistant (Archiving) – Chloé Hill

Selection

Describe your Selection Strategy for the Documents element of the archaeological archive. To do this you must:

- 2.1 Define which documents will be selected for inclusion in the archaeological archive, how this will be done, and why. Do not forget to consider that specialists may have documents that should be included in the archaeological archive.
- 2.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 2.3 Reference all relevant standards, policies or guidelines (e.g. digital repository deposition requirements) and specialist advice sought.
- 2.4 Identify any selection decisions that differ from standard guidelines and explain why.

All physical documents (manual plans, section drawings, context sheets if not filled out digitally) will be scanned and turned into digital format documents that can be uploaded as part of the Digital Archive. Unless in exceptional circumstances (to be decided by the Post-Excavation Manager and Collecting Institution), all physical documents will then be discarded. The Collecting Institution (Colchester Museums) have stated that they will only accept physical documents in exceptional circumstances and it is preferred that all paperwork is scanned and digitised.

Exceptional circumstances are for particularly large and/or significant projects where a large quantity of:

- manual plans
- section drawings
- illustrations

are produced that are intrinsic to the overall archive.

De-Selected Documents

Describe the procedure for dealing with De-selected material and what specialist advice has informed this procedure.

De-selected documents will be destroyed subject to final checking by the Post-Excavation Manager.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Pottery	Section 3.	3.1
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Post-Excavation Manager, CAT – Laura Pooley
Pottery and Ceramic Specialist, CAT – Dr Matthew Loughton
Senior Collections and Learning Curator, Colchester Museum – Glynn Davis

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 3.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 3.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 3.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 3.4 Identify any selection decisions that differ from standard guidelines and explain why.

The [Materials Selection Template](#) may be useful in structuring this section.

All selection decisions will be made by Dr Matthew Loughton at the analysis and reporting phase, in conjunction with CAT's Finds Retention Policy agreed with Colchester Museums.

Where exceptionally small or relatively unimportant assemblages are produced it may be decided that the entire finds archive can be discarded. CAT will ask Colchester Museums for guidance where necessary.

If larger/more significant assemblages are produced, the pottery retention strategy will be implemented.

Pottery retention:

- all assemblages of prehistoric pottery other than single, or a few residual, non-diagnostic sherds
- for later periods the emphasis will be on retaining selected, well-stratified, closely dated groups and significant vessels
- pottery sherds or assemblages critical for crucial dating
- grave pots/assemblages (other than stray residual sherds)
- votive pottery and special deposits such as pottery 'witches bottles'
- pottery from cohesive or unusual contexts such as burnt buildings or pyre debris relating to burial areas
- kiln assemblages will be sampled to retain examples of types and fabrics
- individual whole pots will be retained
- assemblages from SFB's including any Roman pottery associated with them
- individual sherds which are significant in their own right either as examples of unusual forms, fabric or decoration
- all potters stamps
- pottery with mottos or graffiti and significant sherds decorated with sgraffito
- unusual individual vessels which carry rhymes or verse, or which are commemorative and manufacturers marks made specific to a particular site.

In some circumstances, a further selection process may take place at the instigation of Colchester Museums before they accept the archive.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

All material will be collected on site and returned to the office for specialist attention.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All de-selected material will be recorded in full and included in the report/publication and/or the digital archive. All de-selected material will be thrown away.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Ceramic Building Material	Section 3.	3.2
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Post-Excavation Manager – Laura Pooley
Pottery and Ceramic Specialist – Dr Matthew Loughton
Senior Collections and Learning Curator, Colchester Museum – Glynn Davis

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 4.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.

- 4.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 4.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 4.4 Identify any selection decisions that differ from standard guidelines and explain why.

The Materials Selection Template may be useful in structuring this section.

All selection decisions will be made by Dr Matthew Loughton at the analysis and reporting phase, in conjunction with CAT's Finds Retention Policy agreed with Colchester Museums.

Where exceptionally small or relatively unimportant assemblages are produced it may be decided that the entire finds archive can be discarded. CAT will ask Colchester Museums for guidance where necessary.

If larger/more significant assemblages are produced, the CBM retention strategy will be implemented.

Ceramic Building Material retention:

- roller-stamped flue tile pieces and antefixes
- complete tiles/bricks or pieces with complete measurable dimensions other than late medieval-modern
- unusual or rare types
- pieces with graffiti or batch marks
- groups of cohesive CBM that can be related to a specific building will be recorded as assemblages, after which a representative selection of the CBM types will be retained
- examples of cut-away types and flanges from tegula roof tiles from well dated contexts
- manufacture (kiln) waste will be recorded as assemblages, after which a representative selection of the CBM types will be retained
- glazed patterned floor tiles, which in the event of large quantities a representative selection of these will be made
- samples of plain glazed floor tile
- decorated ridge tiles, roof furniture pieces

Fired Clay retention:

- fired clay objects (other than those which are recorded as small finds) and pieces which can be recognised as parts of identifiable objects (including) and recognisable pieces of structure such as the surround of oven openings
- samples of archaeologically significant assemblages from single well-dated contexts
- individual pieces of significance and pieces which preserve residue relating to use

Wall Plaster retention:

- plaster which retains significant or identifiable parts of figured or foliate schemes
- samples of other significant decorative schemes such as imitation of marble veneers
- samples of wall plaster from significant and close dated contexts
- examples of use of unusual paint/material or technique

In some circumstances, a further selection process may take place at the instigation of Colchester Museums before they accept the archive.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

All material will be collected on site and returned to the office for specialist attention.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All de-selected material will be recorded in full and included in the report/publication and/or the digital archive. All de-selected material will be thrown away.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Small finds	Section 3.	3.3
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Post-Excavation Manager/Small Finds Specialist, CAT – Laura Pooley
Senior Collections and Learning Curator, Colchester Museum – Glynn Davis

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 5.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 5.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 5.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 5.4 Identify any selection decisions that differ from standard guidelines and explain why.

The Materials Selection Template may be useful in structuring this section.

All selection decisions will be made by Small Finds Specialist Laura Pooley at the analysis and reporting phase, in conjunction with CAT's Finds Retention Policy agreed with Colchester Museums.

All identifiable and significant objects that have been individually numbered and reported as a small find will be retained. Where objects are not considered to be identifiable or significant, it might be the decision of the Small Finds Specialist to record these as bulk finds, i.e. iron nails, agricultural ironwork.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

All material will be collected on site and returned to the office for specialist attention.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All items assigned a small finds number will be deposited to Colchester Museums.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Iron nails and other bulk metalwork	Section 3.	3.4
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Post-Excavation Manager/Small Finds Specialist, CAT – Laura Pooley
Senior Collections and Learning Curator, Colchester Museum – Glynn Davis

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 6.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 6.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 6.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 6.4 Identify any selection decisions that differ from standard guidelines and explain why.

The [Materials Selection Template](#) may be useful in structuring this section.

All selection decisions will be made by Small Finds Specialist Laura Pooley at the analysis and reporting phase, in conjunction with CAT's Finds Retention Policy agreed with Colchester Museums.

Where exceptionally small or relatively unimportant assemblages are produced it may be decided that the entire finds archive can be discarded. CAT will ask Colchester Museums for guidance where necessary.

In general, bulk metalwork (i.e. agricultural ironwork, unidentifiable lumps of lead, pieces of unidentifiable iron sheet) will not be retained. Metalwork of intrinsic interest will always be given a small finds number and dealt with separately.

If larger/more significant assemblages are produced, the iron nail retention strategy will be implemented.

Iron nail retention:

- CAT follows the recording and selection/discard recommendations of Katie Manby, 2024, 'How do you solve a problem like nails? A new, multi-period methodology and typology for recording iron nails', *Oxford Journal of Archaeology* **43(2)**, 173-194.
- This article recommends the retention of 1) a sample of complete nails of each type identified, and 2) all nails from Iron Age or early medieval contexts, burials, other significant contexts.
- However, in large Roman cemetery areas, Colchester Museums would prefer that only a sample of the iron nails from burials be retained. The selection of this sample would come from consultation between CAT and Colchester Museums.

In some circumstances, a further selection process may take place at the instigation of Colchester Museums before they accept the archive.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

All material will be collected on site and returned to the office for specialist attention.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All de-selected material will be recorded in full and included in the report/publication and/or the digital archive. All de-selected material will be thrown away.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Glass	Section 3.	3.5
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Post-Excavation Manager/Glass Specialist, CAT – Laura Pooley (with the advice of Hilary Cool for Roman glass and other specialists for other significant pieces).
Senior Collections and Learning Curator, Colchester Museum – Glynn Davis

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 7.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 7.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 7.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 7.4 Identify any selection decisions that differ from standard guidelines and explain why.

The Materials Selection Template may be useful in structuring this section.

All selection decisions will be made by Glass Specialist Laura Pooley at the analysis and reporting phase, in conjunction with CAT's Finds Retention Policy agreed with Colchester Museums.

Where exceptionally small or relatively unimportant assemblages are produced it may be decided that the entire finds archive can be discarded. CAT will ask Colchester Museums for guidance where necessary.

If larger/more significant assemblages are produced, the glass retention strategy will be implemented.

Glass retention:

- from well-dated significant contexts
- from deliberate deposition and burial contexts
- selective retention of waste from manufacture sufficient to encompass a significant quantity of the range of material present
- whole or parts of early glass vessels sufficient to give most of the profile together with any pieces with manufacturers marks and unusual pieces.
- unusual coloured and decorated pieces from significant contexts
- early stained/ painted glass

Unless there is a specific reason or request for retention, most post-medieval glass and all modern glass will be discarded after appropriate recording.

In some circumstances, a further selection process may take place at the instigation of Colchester Museums before they accept the archive.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

All material will be collected on site and returned to the office for specialist attention.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All de-selected material will be recorded in full and included in the report/publication and/or the digital archive. All de-selected material will be thrown away.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Worked flint and heat-altered flint/stone	Section 3.	3.6
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Post-Excavation Manager, CAT – Laura Pooley
Lithics Specialist, CAT – Tabitha Lawrence (supported by Adam Wightman)
Senior Collections and Learning Curator, Colchester Museum – Glynn Davis

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 8.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 8.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 8.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 8.4 Identify any selection decisions that differ from standard guidelines and explain why.

The [Materials Selection Template](#) may be useful in structuring this section.

All selection decisions will be made by Lithics Specialist Tabitha Lawrence (supported by Lithic Specialist Adam Wightman) at the analysis and reporting phase, in conjunction with CAT's Finds Retention Policy agreed with Colchester Museums.

Where exceptionally small or relatively unimportant assemblages are produced it may be decided that the entire finds archive can be discarded. CAT will ask Colchester Museums for guidance where necessary.

All heat-altered flint/stone will be discarded after appropriate recording.

Worked/struck flint will be retained other than non-diagnostic flakes which will be discarded after appropriate recording.

In some circumstances, a further selection process may take place at the instigation of Colchester Museums before they accept the archive.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

All material will be collected on site and returned to the office for specialist attention.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All de-selected material will be recorded in full and included in the report/publication and/or the digital archive. All de-selected material will be thrown away.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Clay tobacco pipe	Section 3.	3.7
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Post-Excavation Manager/Clay Pipe Specialist, CAT – Laura Pooley
Senior Collections and Learning Curator, Colchester Museum – Glynn Davis

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 9.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 9.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 9.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 9.4 Identify any selection decisions that differ from standard guidelines and explain why.

The Materials Selection Template may be useful in structuring this section.

All selection decisions will be made by Clay Pipe Specialist Laura Pooley at the analysis and reporting phase, in conjunction with CAT's Finds Retention Policy agreed with Colchester Museums.

Where exceptionally small or relatively unimportant assemblages are produced it may be decided that the entire finds archive can be discarded. CAT will ask Colchester Museums for guidance where necessary.

If larger/more significant assemblages are produced, the clay tobacco pipe retention strategy will be implemented.

Clay Tobacco Pipe retention:

- complete pipes, unusual bowls, bowls which are decorated, and pipe stems or bowls with makers initials
- kiln waste will be sampled for types and evidence of the manufacture process.

In some circumstances, a further selection process may take place at the instigation of Colchester Museums before they accept the archive.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

All material will be collected on site and returned to the office for specialist attention.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All de-selected material will be recorded in full and included in the report/publication and/or the digital archive. All de-selected material will be thrown away.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Metal-working debris and other industrial waste	Section 3.	3.8
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Post-Excavation Manager, CAT – Laura Pooley
An external specialist.
Senior Collections and Learning Curator, Colchester Museum – Glynn Davis

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 10.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 10.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 10.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 10.4 Identify any selection decisions that differ from standard guidelines and explain why.

The [Materials Selection Template](#) may be useful in structuring this section.

All selection decisions will be made by the appointed external specialist at the analysis and reporting phase, in conjunction with CAT's Finds Retention Policy agreed with Colchester Museums.

Where exceptionally small or relatively unimportant assemblages are produced it may be decided that the entire finds archive can be discarded. CAT will ask Colchester Museums for guidance where necessary.

If larger/more significant assemblages are produced, the metal-working debris and other industrial waste retention strategy will be implemented.

Metalworking debris and other industrial waste retention:

- pieces identified by the specialist as of intrinsic interest
- where present in significant quantity and not closely identified, a representative samples of types of waste will be retained

In some circumstances, a further selection process may take place at the instigation of Colchester Museums before they accept the archive.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

All material will be collected on site and returned to the office for specialist attention.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All de-selected material will be recorded in full and included in the report/publication and/or the digital archive. All de-selected material will be thrown away.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Unworked stone and slate roof tile	Section 3.	3.9
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Post-Excavation Manager, CAT – Laura Pooley
An external specialist if considered necessary.
Senior Collections and Learning Curator, Colchester Museum – Glynn Davis

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 11.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 11.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 11.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 11.4 Identify any selection decisions that differ from standard guidelines and explain why.

The Materials Selection Template may be useful in structuring this section.

All selection decisions will be made by the Post-Excavation Manager and an appointed external specialist if considered necessary at the analysis and reporting phase, in conjunction with CAT's Finds Retention Policy agreed with Colchester Museums.

All worked stone specific to buildings or monuments, veneers, decorative furniture inlay or floor pieces, decorative stonework and those with inscriptions, etc, will be given a small finds number at dealt with as in Section 3.3 above.

Where exceptionally small or relatively unimportant assemblages are produced it may be decided that the entire finds archive can be discarded. CAT will ask Colchester Museums for guidance where necessary.

All unworked stone (usually limited to building stone) will be discarded after appropriate recording.

Roof slate will not be retained from contexts of post-medieval or later date unless the find(s) is of individual high archaeological significance.

In some circumstances, a further selection process may take place at the instigation of Colchester Museums before they accept the archive.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

All material will be collected on site and returned to the office for specialist attention.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All de-selected material will be recorded in full and included in the report/publication and/or the digital archive. All de-selected material will be thrown away.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Miscellaneous material	Section 3.	3.10
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Post-Excavation Manager, CAT – Laura Pooley
An external specialist if considered necessary.
Senior Collections and Learning Curator, Colchester Museum – Glynn Davis

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 12.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 12.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 12.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 12.4 Identify any selection decisions that differ from standard guidelines and explain why.

The [Materials Selection Template](#) may be useful in structuring this section.

All selection decisions will be made by the Post-Excavation Manager, and an appointed external specialist if considered necessary at the analysis and reporting phase, in conjunction with CAT's Finds Retention Policy agreed with Colchester Museums.

In general, common miscellaneous finds, such as coal/clinker/coke, will not be retained unless of specific archaeological significance.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

All material will be collected on site and returned to the office for specialist attention.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All de-selected material will be recorded in full and included in the report/publication and/or the digital archive. All de-selected material will be thrown away.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Human remains	Section 3.	3.11
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Post-Excavation Manager – Laura Pooley
 Project Osteologist – Megan Beale (or Aileen Tierney – Junior Project Officer)
 Senior Collections and Learning Curator, Colchester Museum – Glynn Davis

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 13.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 13.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 13.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 13.4 Identify any selection decisions that differ from standard guidelines and explain why.

The Materials Selection Template may be useful in structuring this section.

Selection decisions will be regulated by the conditions laid out in the licence to excavate buried human remains from an archaeological site in England and Wales.

Where human remains are exhumed from churchyards, they will either be returned to the churchyard for reburial (where agreed in advance) or will be reburied in Colchester Cemetery.

Where human remains (of any date) are not considered to have any future research potential (i.e. the burial was undated, incomplete or small in quantity, or the remains were disarticulated) they will be reburied in Colchester Cemetery.

Where prehistoric, Roman and medieval remains have been recovered (especially from cemetery groups), CAT will discuss deposition with Colchester Museums. If agreed with Colchester Museum, CAT will either deposit all human remains or they will be reburied in Colchester Cemetery.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

All material will be collected on site and returned to the office for specialist attention. The only exception to this would be where human remains are recovered from a churchyard where it has been agreed with all stakeholders that the remains should be reinterred immediately. In which case, they will be left with a nominated representative of the church for reburial.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All de-selected material will be recorded in full and included in the report/publication and/or the digital archive. The only exception to this would be where remains are immediately reinterred within the churchyard they were recovered from.
All de-selected remains will be reburied either within the originating churchyard or within Colchester Cemetery.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Animal bone	Section 3.	3.12
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Post-Excavation Manager – Laura Pooley
Animal bone specialist – Alec Wade
Senior Collections and Learning Curator, Colchester Museum – Glynn Davis

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 14.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 14.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 14.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 14.4 Identify any selection decisions that differ from standard guidelines and explain why.

The [Materials Selection Template](#) may be useful in structuring this section.

All selection decisions will be made by Animal Bone specialist Alec Wade at the analysis and reporting phase, in conjunction with CAT's Finds Retention Policy agreed with Colchester Museums.

Where exceptionally small or relatively unimportant assemblages are produced it may be decided that the entire finds archive can be discarded. CAT will ask Colchester Museums for guidance where necessary.

If larger/more significant assemblages are produced, the animal bone retention strategy will be implemented.

Animal Bone retention:

- significant assemblages of animal bone from well-dated contexts, other than of modern date (taking into account the potential of residuality in the assemblage)
- whole or part animal burials from significant contexts.

In some circumstances, a further selection process may take place at the instigation of Colchester Museums before they accept the archive.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

All material will be collected on site and returned to the office for specialist attention.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All de-selected material will be recorded in full and included in the report/publication and/or the digital archive. All de-selected material will be thrown away.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

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3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Shell	Section 3.	3.13
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Post-Excavation Manager – Laura Pooley
 An external specialist if considered necessary.
 Senior Collections and Learning Curator, Colchester Museum – Glynn Davis

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 15.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 15.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 15.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 15.4 Identify any selection decisions that differ from standard guidelines and explain why.

The Materials Selection Template may be useful in structuring this section.

All selection decisions will be made by the Post-Excavation Manager and an appointed external specialist if considered necessary at the analysis and reporting phase, in conjunction with CAT's Finds Retention Policy agreed with Colchester Museums.

In general, shells will not be retained unless of specific archaeological significance where, in the case of large assemblages, only a sample may be retained.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

All material will be collected on site and returned to the office for specialist attention.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All de-selected material will be recorded in full and included in the report/publication and/or the digital archive. All de-selected material will be thrown away.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Environmental remains	Section 3.	3.14
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Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Post-Excavation Manager – Laura Pooley
External specialist Val Fryer
Senior Collections and Learning Curator, Colchester Museum – Glynn Davis

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

- 16.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
- 16.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
- 16.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
- 16.4 Identify any selection decisions that differ from standard guidelines and explain why.

The Materials Selection Template may be useful in structuring this section.

All selection decisions will be made during the analysis and reporting phase, in conjunction with CAT's

Finds Retention Policy agreed with Colchester Museums.

Where exceptionally small or relatively unimportant assemblages are produced it may be decided that the entire finds archive can be discarded. CAT will ask Colchester Museums for guidance where necessary.

If larger/more significant assemblages are produced, the environmental remains retention strategy will be implemented.

Environmental Remains retention:

- archaeologically significant assemblages

In some circumstances, a further selection process may take place at the instigation of Colchester Museums before they accept the archive.

Uncollected Material

If you are practising selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

All material will be collected on site and returned to the office for specialist attention.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

All de-selected material will be recorded in full and included in the report/publication and/or the digital archive. All de-selected material will be thrown away.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

Materials Selection Template

This table may be inserted into Section 3 of the main [Selection Strategy Template](#) to help present differing selection strategies for different material types

Find Type	Selection Strategy	Stakeholders	Review Points
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APPENDIX 2



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: 2025/02d CHER code: ECC4896 OASIS ID: colchest3-532611
Project Name
Archaeological monitoring and recording at 37 Endsleigh Court, Colchester, Essex, CO3 3QT.
Project Description
Archaeological monitoring and recording prior to the construction of a new single-storey rear and two-storey side extensions to the existing dwelling within a Scheduled Monument (NHLE 1002173).
Project Funder / Grant reference
Homeowner
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
20/08/2025
Date DMP last updated
20/08/2025
Version
V1
Related data management policies
Data Management Policy, Colchester Archaeological Trust (in preparation) ClifA 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 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), Colchester County Council Archaeological Advisor (CCCAA), 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 draft 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 colchest3-531439

OASIS ID (UID)	colchest3-531439
Project Name	Archaeological monitoring and recording at 37 Endsleigh Court, Colchester, Essex, CO3 3QT: November-December 2025
Sitename	37 Endsleigh Court, Colchester, Essex, CO3 3QT
Sitecode	ECC4896
Project Identifier(s)	2025/02d
Activity type	Watching Brief
Planning Id	232611
Reason For Investigation	Planning: Post determination
Organisation Responsible for work	Colchester Archaeological Trust
Project Dates	27-Nov-2025 - 02-Dec-2025
Location	37 Endsleigh Court, Colchester, Essex, CO3 3QT NGR : TL 98225 25239 LL : 51.89044594152652, 0.879220366300346 12 Fig : 598225,225239
Administrative Areas	Country : England County/Local Authority : Essex Local Authority District : Colchester Parish : Colchester, unparished area
Project Methodology	Archaeological monitoring and recording of all groundworks as specified in the scheduled monument consent, project brief and WSI.
Project Results	Archaeological monitoring and recording was carried out at 37 Endsleigh Court, Colchester, Essex during groundworks for the construction of a rear and side extension. Located within the Late Iron Age/early Roman Scheduled Monument of Sheepen Farm (NHLE 1002173), monitoring revealed a subsoil and pit containing pottery and CBM dating to the 3rd century.
Keywords	Rubbish Pit - ROMAN - FISH Thesaurus of Monument Types Vessel - ROMAN - FISH Archaeological Objects Thesaurus
Funder	Private individual
HER	Scheduled Monument Casework - unRev - STANDARD Colchester Borough Council - unRev - STANDARD
Person Responsible for work	Adam Wightman, Chris Lister
HER Identifiers	HER Event No - ECC4896
Archives	Physical Archive - to be deposited with Colchester & Ipswich Museum Service (Colchester Collection); Digital Archive - to be deposited with Archaeology Data Service Archive;