Colchester Archaeological Trust

CAT Report 2098
issued November 2024

Archaeological monitoring and recording at
The Mulberry Tree Family Centre,
East Hill House, 76 High Street, Colchester, Essex,
CO1 1UF: October 2024

CAT project ref.: 2024/09a
CHER code: ECC4870

Archaeological monitoring and recording at The Mulberry Tree Family Centre, East Hill House, 76 High Street, Colchester, Essex CO1 1UF: October 2024

NGR: TM 00184 25163 (centre)

Scheduled monument: 1002153
Scheduled monument consent: S00245683
Historic England Inspector of Ancient Monuments: Adam Single

CAT project ref.: 2024/09a
CAT Report 2098

CHER code: ECC4870
OASIS id: colchest3-527902

Report prepared by Tabitha Lawrence
With contributions from Dr Matthew Loughton, Laura Pooley and Alec Wade

Fieldwork by Tabitha Lawrence

Commissioned by Mark Baister, Essex County Council Place Services For Essex County Council

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Issued:	14/11/24	

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List of photographs, tables and figures

Cover: View of FirstSite, facing east.

1 Summary

Archaeological monitoring and recording was carried out at the Mulberry Tree Family Centre and the garden of East Hill House in Colchester, Essex during groundworks for a replacement gas pipe. Despite being located within an area of significant archaeological remains, all groundworks took place within modern layers associated with the construction of the car park and the backfill of the original gas pipe trench.

2 Introduction (Fig 1)

This is the report for archaeological monitoring and recording at The Mulberry Tree Family Centre, East Hill House, 76 High Street, Colchester, Essex which was carried out 7th-15th October 2024. The work was commissioned by Mark Baister of Essex County Council Place Services on behalf of Essex County Council, and was carried out by Colchester Archaeological Trust (CAT) during groundworks for a replacement gas pipe.

As the site is located within a Scheduled Ancient Monument (NHLE no. 1002153), an application for scheduled monument consent was made and granted (consent no. S00245683), which included a requirement for the archaeological monitoring and recording of all groundworks. This requirement was based on the guidance given in the National Planning Policy Framework (MHCLG 2023).

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

In addition to the scheduled monument consent and WSI, all fieldwork and reporting was 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 2024b).

3 Archaeological background

The following archaeological background draws on the Colchester Archaeological Trust report archive and the Colchester Historic Environment Record (CHER/ECC numbers, which are accessible via Colchester Heritage Explorer (https://colchesterheritage.co.uk/map). This background also draws upon an Archaeological Desk-Based Assessment which provides a general overview of the archaeology around the site (Mathieson 2024).

The site is situated at the south-east edge of the walled Roman town of *Colonia Victricensis* (Scheduled Monument NHLE 1002153; MCC9314), specifically within Insula 32, with a Roman east/west street to the north of the site following the course of the High Street to where the East Gate would have been and a Roman east-west street to the south of the site. Unsurprisingly, the area has been identified by the CHER as having a high potential for archaeological deposits. This potential has been evidenced on numerous occasions, with key finds including a female skeleton found on top of a Roman decorated tessellated pavement in the 1920s. At that time the area, which is the former gardens of East Hill House and now the location of Firstsite, was known as 'Berry Field', 'Bury Fields' or 'Berryfields'. It is thought that the burial was late or post-Roman in date (Crummy 1997, 130; MCC1050-1).

A combination of chance finds of tessellated pavements, both decorated and plain (e.g., ECC344), together with archaeological investigations in advance of the construction of the Mulberry Tree Family Centre (ECC526) and the former Bus Station (MCC1990), have revealed traces of buildings indicating that this was a residential area in the Roman town. This residential

area appears to include a number of houses with stone-in-mortar foundations which are thought to date to the 2nd century AD. Some of the houses were large and well-appointed with hypocaust under-floor heating, painted wall-plaster and mosaic floors. When the Mulberry Tree Family Centre was built on what was then the vegetable garden of East Hill House in 1983-84, a watching brief recorded Roman street gravel with buildings on either side, burials and post-Roman pits (CAR **6**, 374-78, ECC526).

The construction of Firstsite from 2003 to 2008 allowed for significant investigations to be conducted in the area. Initially magnetometry (Johnson 2003) and resistivity and ground penetrating radar (Sabin 2004) surveys were conducted – these indicated the presence of possible structural remains in the northern part of the East Hill House gardens (ECC2918). CAT excavated a series of evaluation trenches in 2004 (CAT Report 305, ECC2747). These allowed for the identification of Roman levels between 0.15m and 0.6m below ground level. The depth of these deposits supports a hypothesis that from the Roman period until the later medieval period the area was open ground (Johnson *et al* 2003). Between 2006 and 2008, test-pitting in the East Hill House Gardens and the former Bus Station prior to the installation of services to Firstsite revealed parts of a Roman building, presumably a town house. The metalled street on the southern side of Insulas 31/32 was exposed in three places. Just over 1kg of unused Roman stone tesserae were found in a redeposited layer of Roman debris sandwiched between post-medieval topsoil layers, where they were presumably dumped during modern landscaping. These may indicate the presence of a workshop which produced or stored tessera for use in mosaic floors (CAT Report 477).

Firstsite Trench A follows alongside the line of the current pipe trench. Primarily Trench A had tarmac and topsoil sealing areas of Roman layers and patches of demolition debris representing the remains of Roman buildings robbed-out during the medieval period (CAT Report 477, 6-7).

Interpretation of some of the later site strata at Firstsite was complicated by the fact that there has been much movement of soil on this site, mainly due to landscaping associated with East Hill House. Following the end of the Roman period, there is no sign of any activity until the 13th century, when fragments of pottery may be associated with the medieval robbing of the Roman buildings. By the 15th or 16th century, this land lay to the south of houses on the East Street frontage and finds of 15th-16th-century pottery may be associated with those houses. Three clay tobacco pipe 'wasters' indicate that a clay-pipe maker was at work nearby in the later 17th century. The kiln site was presumably in the open ground south of the East Street frontage, and the maker was presumably resident or tenant of one of the East Street houses demolished before the construction of East Hill House in the early 18th century. In historic mapping the site of the pipe trench appears to have been primarily garden area for East Hill House (see Maps 1-3).

Roman materials, primarily demolition layers, were also exposed during excavations at The Minories art gallery (ECC2599, MCC3025) and at the former bus station (CAT Report 234, ECC2651, MCC2654 and reports forthcoming, MCC4715).

The Geology of Britain viewer (1:50,000 scale[1]) shows the bedrock geology of the site is comprised of Thames Group (silty clays and clays, some sandy or gravelly, with some silts, sands, gravels and calcareous mudstones.

4 Aims

The aim of the archaeological monitoring was to identify and record any archaeological contexts revealed during the works.

Specific aims:

- To follow the existing gas pipe and original trench cut across the garden of East Hill House, then north to where it terminates at a service box by St James' Church on the High Street.

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

- Identify any features associated with the historic development and evolution of East Hill House.
- Look for any surviving evidence of Roman remains as recorded by the trenching during the development of Firstsite. This would add to our knowledge and understanding of the layout of the Roman buildings identified within this area.
- Record the stratigraphic sequence of deposits affected by the development.

5 Results (Figs 2-3)

In total, 87m of trenching, 0.7m wide and between 0.6m to 0.7m deep, was excavated across the vegetable garden of East Hill House and south into the car park of the Mulberry Tree Centre. The trench was excavated through the backfill of the old gas pipe and cut through modern topsoil (L1, *c* 0.4-0.45m thick) and backfill material from the old gas pipe (L2, 0.1-0.35m thick). In certain areas of machining a yellow sand (L3, *c* 0.1m thick) was visible overlying the services within the previous trench cut. Within the car park, layers of tarmac, crush sub-base, and concrete (L4-L6) were also encountered.

Context	Type	Description	Date
L1	Topsoil	Friable dark brown silt with charcoal flecks and inclusions of: stone 20% tile/brick 30% pot 20%	Modern
L2	Backfill of old gas pipe trench	Firm dry dark grey/brown silt with brick flecks, tile flecks	Modern
L3	Yellow sand	Friable medium yellow sand with brick flecks, tile flecks	Modern
L4	Tarmac	Tarmac layer	Modern
L5	Crush	Firm gravel, stone and broken concrete layer	Modern
L6	Concrete	Concrete layer	Modern

Table 1 Context list

Finds from topsoil (L1) included pottery, CBM and clay tobacco pipe. Finds from the backfilled soil of L2 included pieces of glass bottle, pottery, and CBM. Only some finds were retained for post-excavation analysis (see Section 6 below).

No significant archaeological remains were impacted by the groundworks.

Photograph 1 Gas pipe near East Hill House wall, facing north.

Photograph 2 Pipe trench, facing north.

Photograph 3 Representative section 1, facing west.

Photograph 4 Trench and old gas pipe, facing north-west.

Photograph 5 Representative-section 2 facing north-east.

Photograph 6 Overall view of site, looking south-east.

6 Finds

6.1 Pottery and ceramic building material

by Dr Matthew Loughton

Monitoring uncovered a small-sized assemblage of pottery and ceramic building material (henceforth CBM) at 23 pieces with a combined weight of 1.8kg and mean sherd weight of 79g (Table 2). This material was recovered from layers L1 and L2.

Ceramic material	No.	Weight (g)	MSW (g)	EVE
Pottery	13	336	26	0.35
CBM	10	1,481	148	-
All	***23***	***1,817***	***79***	***0.35***

Table 2 Summary of the pottery and CBM.

Roman pottery

One sherd of Roman greyware pottery (fabric GX) with a weight of 8g was recovered from backfill L2.

Medieval, post-medieval and modern pottery

Medieval and Post-Medieval pottery was recorded according to the fabric groups from *CAR* **7** (Cotter 2000) while the number of vessels was determined by rim EVE (estimated vessel equivalent) (Table 3). The assemblage consists of 12 sherds with a weight of 328g and EVE of 0.35 (Table 4). The mean sherd weight is 27g. This material was recovered from L1 and L2 (Table 5) and includes a mixture of medieval, post-medieval and modern material (Table 4).

Fabric code	Fabric description	Fabric date range guide
F20	Medieval sandy greywares	*c* 1150-1375/1400
F21	Colchester-type ware	*c* 1200-1550
F40	Post-medieval red earthenwares	*c* 1500-19th/20th century
F48D	Staffordshire-type white earthenwares	1800-2000
F51B	Flowerpot	1800-2000

Table 3 Medieval, post-medieval and modern pottery fabrics recorded.

Fabric code	Fabric description	No.	Weight (g)	MSW (g)	EVE
F20	Medieval sandy greywares	1	64	64	0.00
F21	Colchester-type ware	3	155	52	0.00
F40	Post-medieval red earthenwares	3	64	21	0.00
F48D	Staffordshire-type white earthenwares	3	23	8	0.08
F51B	Flowerpot	2	22	11	0.27
	Total	***12***	***328***	***27***	***0.35***

Table 4 Summary of the medieval, post-medieval and modern pottery.

Context	Feature type	No.	Weight(g)	MSW (g)	EVE
L1	Topsoil	4	79	20	0.27
L2	Backfill	8	249	31	0.08
	Total	***12***	***328***	***27***	***0.35***

Table 5 Quantities of medieval, post-medieval and modern pottery from specific contexts.

Ceramic building material (CBM)
A small assemblage of medieval/post-medieval and modern CBM was uncovered totalling 10 fragments with a weight of 1,481g and MSW of 148g (table 6). This material was recovered from L1 and L2 (Table 6). Pieces of medieval/post-medieval peg-tile account for the majority of this material (Table 6).

CBM code	CBM type	No	Weight (g)	MSW (g)
Medieval/post-medieval				
PT	Peg-tile	8	970	121
RIDGE	Ridge tile	1	189	189
Modern				
MOD RT	Modern roof tile	1	322	322
	Total	***10***	***1,481***	***148***

Table 6 Building material by period and type.

Context	Feature type	No.	Weight(g)	MSW (g)
L1	Topsoil	6	647	108
L2	Backfill	4	834	209
	Total	***10***	***1,481***	***148***

Table 7 Quantities of building material from specific features and contexts.

Conclusion
Table 8 summarizes the dating evidence for the feature and layers which contained dateable pottery and CBM. Both layers are modern and none of the pottery and CBM was retained.

Context	Description	Roman pottery	Medieval to modern pottery	CBM	Date Approx.
L1	Topsoil	-	F40, F51B (flower pot)	PT, RIDGE	Modern
L2	Backfill	GX	F20, F21, F40, F48D (dish)	PT, MOD RT	Modern

Table 8 Approximate dates for the individual layers.

6.2 **Clay tobacco pipe, glass, slate, oyster shell and iron** (Fig 4)
by Laura Pooley

Finds from modern layers L1 and L2 included a selection of clay tobacco pipe, glass, slate, oyster shell and iron. Of interest are three clay tobacco pipe bowls, one of Colchester 'Type 4' (*c* 1640-60) and two of Colchester 'Type 7' (*c* 1670-1700) (*CAR* **5**, 49). One of the latter bowls had the maker's stamp SN or NS (with three pellets above and below) in relief on the base of the foot. A complete 1950s Pepsi-Cola bottle was also recovered. All of the finds have been recorded and discarded.

Context	Finds no.	Description
L1	1	**Clay pipe:** Four stem fragments, 15.3g, post-medieval. **Glass:** Fragment of olive green, straight-sided bottle glass, 14.6g, 19th-20th century. **Slate:** Fragment, 40.5g. **Iron:** Iron D-shaped handle. The handle is made from a flat strip which expands in the centre and the remains of two flat catch-plates survive at either end, 150mm long, handle 20mm wide, incomplete catch-plates *c* 40mm by 32mm, 105.9g. Post-medieval/modern.
L2	2	**Clay pipe:** 1) Bowl with slight damage to rim and most of stem missing. A Colchester 'Type 4', *c* 1640-60 (*CAR* **5**, 49). Rouletted and bottered rim, round foot, 9.1g. 2) Bowl with all of stem and part of the foot missing. A Colchester 'Type 7', *c* 1670-1700

		(*CAR* **5**, 49). Plain and bottered rim, 15.1g. 3) Bowl with damage to the rim and most of stem missing. A Colchester 'Type 7', *c* 1670-1700 (*CAR* **5**, 49). Circular stamp in relief on base of foot: SN or NS with three pellets above and below (*CAR* **5**, 49, ref. 2634). Plain and bottered rim, 16.1g. 4) Seven stem fragments, 20.4g, post-medieval. **Glass:** 1) Complete Pepsi-Cola bottle, c 1950s, embossed with twelve panels around the shoulder of the bottle alternating between PEPSI-COLA and a geometric pattern, 210mm high, 50ml diameter, 398.6g. Plastic label on the body and neck is almost completely missing. 2) Fragment from the deep push-up base of a wine bottle, olive green, 152.1g. **Slate:** Two fragments, 46.9g. **Oyster shell:** Seven fragments, 130.6g. **Iron rods:** Two fragments of iron rods, circular-sectioned, 174.9g. Looks like iron railings.

Table 9 Catalogue of the clay tobacco pipe, glass, slate, oyster shell and iron from L1 and L2.

6.3 Animal bone report

by Alec Wade

Monitoring produced a small assemblage of 26 pieces of animal bone at 506g from L1, the existing topsoil layer, and L2, the backfill of a modern service trench. All the animal bone is believed to be of modern or post-medieval date and included the main domestic species of sheep or goat (no distinction being possible between the species due to a lack of diagnostic features), cow and pig. Five of the bone fragments had fine cut or chop marks associated with butchery and two pieces had been gnawed by dogs. The material from the service trench (L2) is most likely to be residual and to have been disturbed from some other context, possibly the topsoil layer L1. All of this material has been discarded.

No. of pieces	Weight (g)	Species	Comments
5	100	Ovis/Capra Sheep or goat	1 chopped axis fragment, split sagitally. 1 dog gnawed distal humerus fragment; epiphysis fused (age => 0.25 years). 1 distal femur fragment, epiphysis fused (age => 3.5 years). 1 dog gnawed tibia diaphysis fragment. 1 distal tibia fragment, epiphysis fused (age => 1.25 to 1.66 years).
2	28	Sheep or goat sized mammal	1 distal tibia diaphysis fragment, metaphysis possibly unfused? 1 femur diaphysis fragment.
3	154	Bos (Cow)	1 complete radius, both metaphyses are unfused (age less than 1 to 1.5yrs). 1 chopped distal radius fragment, metaphysis unfused (age less than 3.5 – 4 years). Obliquely chopped through medial part of joint. 1 distal calcaneus fragment. Tuberositas calcanei fused (age => 3 years). Possible short cut marks on medial anterior of dorsal chest (filleting).
4	110	Cow or horse sized mammal	2 diaphysis fragments. 1 mandible fragment. 1 pelvis fragment.
1	1	Unidentified	1 unidentified fragment.
15	***393***		

Table 10 Catalogue of the animal bone from L1, finds no. 1.

No. of pieces	Weight (g)	Species	Comments
2	26	Ovis/Capra Sheep or goat	2 distal tibia fragments, epiphysis fused (age => 1.25 to 1.66 years).
1	1	Sus (Pig)	1 complete metapodial.
2	16	Bos (Cow)	2 fragments of a proximal metacarpal.
6	70	Cow or horse sized mammal	2 rib fragments, one chopped through obliquely. 1 diaphysis fragment.

			3 unidentified fragments. One piece, possibly a fragment of a calcaneus is darkly discoloured and has both fine cut and chop marks.
11	***113***		

Table 11 Catalogue of the animal bone from L2, finds no. 2.

7 Conclusion

Archaeological monitoring of a replacement gas pipe at The Mulberry Tree Centre, East Hill House, 76 High Street, Colchester, Essex revealed that none of the groundworks impacted on significant archaeological remains, with the service trench being cut through modern layers.

8 Acknowledgements

CAT thanks Mark Baister of Essex County Council Place Services and Essex County Council for commissioning and funding the work. The project was managed by A Wightman and C Lister, fieldwork was carried out by T Lawrence. Figures are by E Holloway and T Lawrence. The project was monitored for Historic England by Adam Single.

9 References

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

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		Archaeologists; published 2014, revised 2020.
CIfA	2020b	*Standard and guidance for the collection, documentation, conservation and research of archaeological materials.* CIfA Chartered Institute for Archaeologists; published 2014, revised 2020.
CIfA	2022	*Code of Conduct.* CIfA Chartered Institute for Archaeologists; published 2014, revised 2022.
CIfA	2023a	*Standard for archaeological monitoring and recording.* CIfA Chartered Institute for Archaeologists.
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10 Abbreviations and glossary

CAT	Colchester Archaeological Trust
CHER	Colchester Historic Environment Record
CIfA	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'
HEIAM	Historic England Inspector of Ancient Monuments
layer (L)	distinct or distinguishable deposit (layer) of material
modern	period from *c* AD 1800 to the present
natural	geological deposit undisturbed by human activity
NGR	National Grid Reference
OASIS	**O**nline **A**cces**S** to the **I**ndex of Archaeological Investigation**S**, http://oasis.ac.uk/pages/wiki/Main
Roman	the period from AD 43 to c AD 410
section	(abbreviation sx or Sx) vertical slice through feature/s or layer/s
wsi	written scheme of investigation

11 Archive deposition

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

Distribution list:
Mark Baister, Essex County Council Place Services
Adam Single, Historic England
Colchester Historic Environment Record

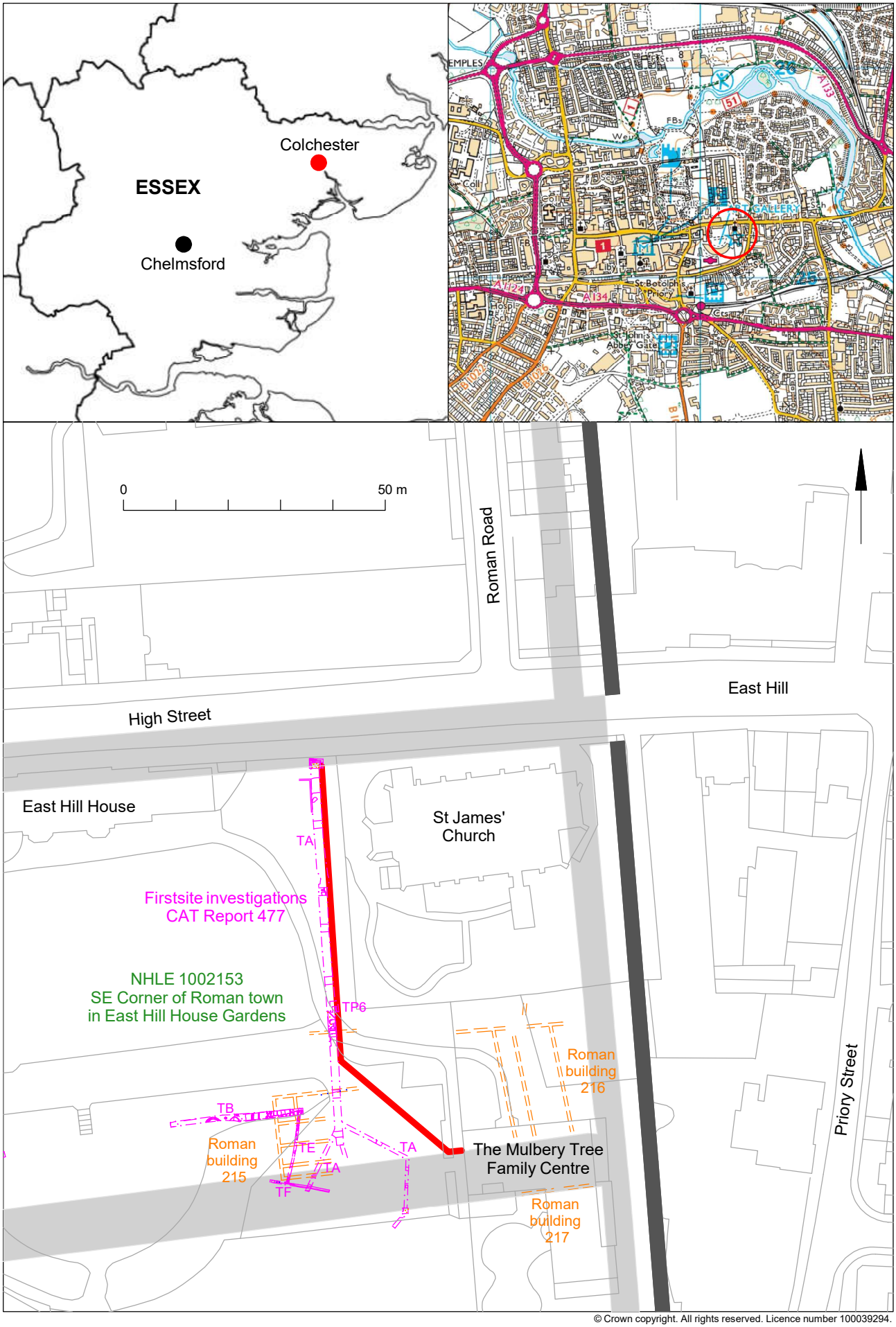


Fig 1 Site location (red) in relation to the Roman street layout (light grey) and town wall (dark grey).

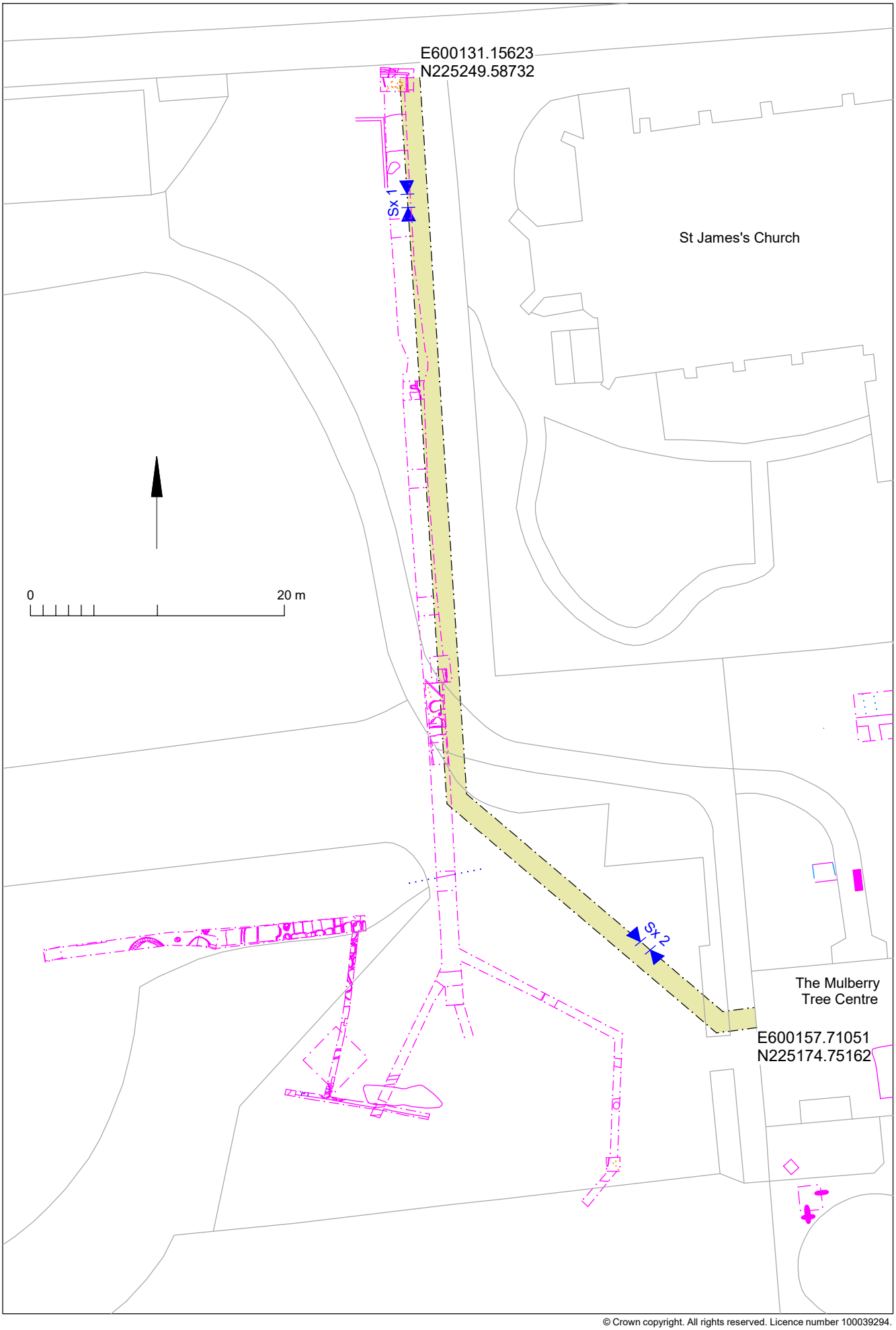


Fig 2 Results (yellow) in relation to Firstsite trenches (pink).

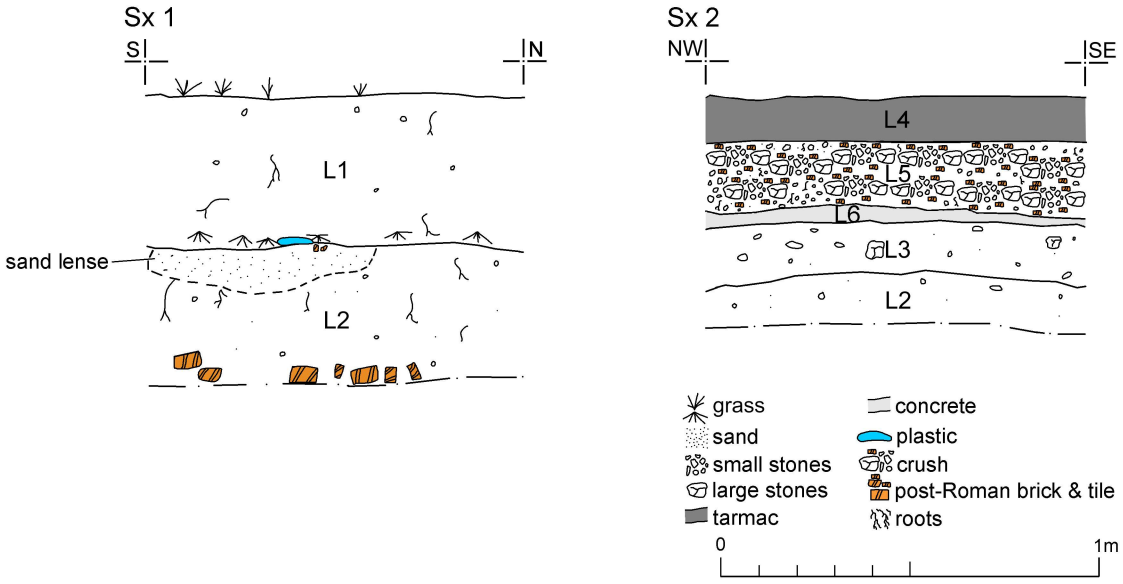


Fig 3 Representative sections.

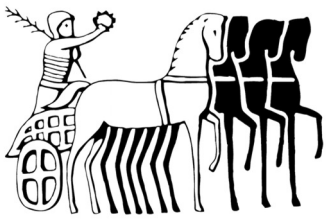
Fig 4 Miscellaneous finds from L2.

Essex Historic Environment Record/
Essex Archaeology and History

Summary sheet

Address: **The Mulberry Tree Family Centre, East Hill House, 76 High Street, Colchester, Essex CO1 1UF**	
Parish: Colchester	***District:*** Colchester
NGR: TM 00184 25163 (centre)	***Site code:*** CAT project ref.: 2024/09a CHER ref.: ECC4870 OASIS ref.: colchest3-527902
Type of work: Archaeological monitoring and recording	***Site director/group:*** Colchester Archaeological Trust
Date of work: 7th-15th October 2024	***Size of area investigated:*** 189 square metres
Location of curating museum: Archaeology Data Service	***Funding source:*** Essex County Council
Further seasons anticipated? No	***Related CHER/SMR number:*** 1002153
Final report: CAT Report 2098	
Periods represented: Modern	
Summary of fieldwork results: Archaeological monitoring and recording was carried out at the Mulberry Tree Family Centre and the garden of East Hill House in Colchester, Essex during groundworks for a replacement gas pipe. Despite being located within an area of significant archaeological remains, all groundworks took place within modern layers associated with the construction of the car park and the old gas pipe trench.	
Previous summaries/reports: n/a	
CCC monitor: Dr Richard Hoggett	
Keywords: -	***Significance:*** -
Author of summary: Tabitha Lawrence	***Date of summary:*** 13th November 2024

Colchester Archaeological Trust



Written scheme of investigation
for archaeological monitoring and recording
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September 2024

CAT project ref.: 2024/09a
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Written scheme of investigation for archaeological monitoring and recording at The Mulberry Tree Family Centre, East Hill House, 76 High Street, Colchester, Essex, CO1 1UF

September 2024

NGR: TM 00184 25163 (centre)

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OASIS id: colchest3-527902

WSI by: Emma Holloway
Figure prepared by: Chris Lister

Commissioned by: Mark Baister (ECC Place Services)
Client: Essex County Council

Prepared by:	Emma Holloway	Project Officer (Post-excavation & Illustration)
Reviewed and approved by:	Chris Lister	Director, Business Operations
Issued:	10/09/2024	

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Site location and description

The proposed development site is located within the centre of the historic core of Colchester at The Mulberry Family Centre, East Hill House, 76 High Street, Colchester, Essex (Fig 1). The site is centred at National Grid Reference (NGR) TM 00184 25163 and is situated within a Scheduled Ancient Monument known as SE corner of Roman town in East Hill House Gardens (NHLE 1002153, DCC179) and the Colchester City Centre Conservation Area (DEX22998).

Proposed work

Replacement of an existing gas pipe connecting between the High Street and The Mulberry Tree Family Centre.

Geological background

The Geology of Britain viewer (1:50,000 scale[1]) shows the bedrock geology of the site is comprised of Thames Group (silty clays and clays, some sandy or gravelly, with some silts, sands, gravels and calcareous mudstones. The Thames Group was deposited in environments ranging from marine shoreface ranging out to outer marine shelf). Superficial deposits for the site are comprised of Kesgrave Catchment Subgroup (Mainly gravels characterised by quartz and quartzite from the Triassic, Carboniferous and Devonian rocks of the West Midlands, Welsh Borderland and possibly south-western Pennines, and by felsic volcanic rocks from northern Wales).

Archaeological background

See the Archaeological Desk-Based Assessment for a general overview of the archaeology around the site (Mathieson 2024). The following additional archaeological background draws on the specific findings by Colchester Archaeological Trust around the site from our report archive and the Colchester Historic Environment Record (accessible via Colchester Heritage Explorer (https://colchesterheritage.co.uk/map)).

The site is situated at the south-east edge of the walled Roman town of *Colonia Victricensis* (Scheduled Monument NHLE 1002153; MCC9314), specifically within Insula 32, with a Roman east/west street to the north of the site following the course of the High Street to where the East Gate would have been and a Roman east-west street to the south of the site.. Unsurprisingly, the area has been identified by CHER as having a high potential for archaeological deposits. This potential has been evidenced on numerous occasions, with key finds including a female skeleton found on top of a Roman decorated tessellated pavement in the 1920s. At that time the area, which is the former gardens of East Hill House and now the location of Firstsite, was known as ‘Berry Field’, ‘Bury Fields’ or ‘Berryfields’. It is thought that the burial was late or post-Roman in date (Crummy 1997, 130; MCC1050-1).

A combination of chance finds of tessellated pavements, both decorated and plain (e.g., ECC344), together with archaeological investigations in advance of the Mulberry Tree Family Centre to the east (ECC526) and the former Bus Station to the west (MCC1990), have revealed traces of buildings indicating that this was a residential area in the Roman town. This residential area appears to include a number of houses with stone-in-mortar foundations which are thought to date to the 2nd century AD. Some of the houses were large and well-appointed with hypocaust under-floor heating, painted wall-plaster and mosaic floors. When the Mulberry Tree Family Centre was built on what was then the vegetable garden of East Hill House in 1983-84, a watching brief recorded Roman street gravel with buildings on either side, burials and post-Roman pits (*CAR* **6**, 374-78, ECC526).

The construction of Firstsite from 2003 to 2008 allowed for significant investigations to be conducted in the area. Initially magnetometry (Johnson 2003) and resistivity and ground penetrating radar (Sabin 2004) surveys were conducted – these indicated the presence of

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

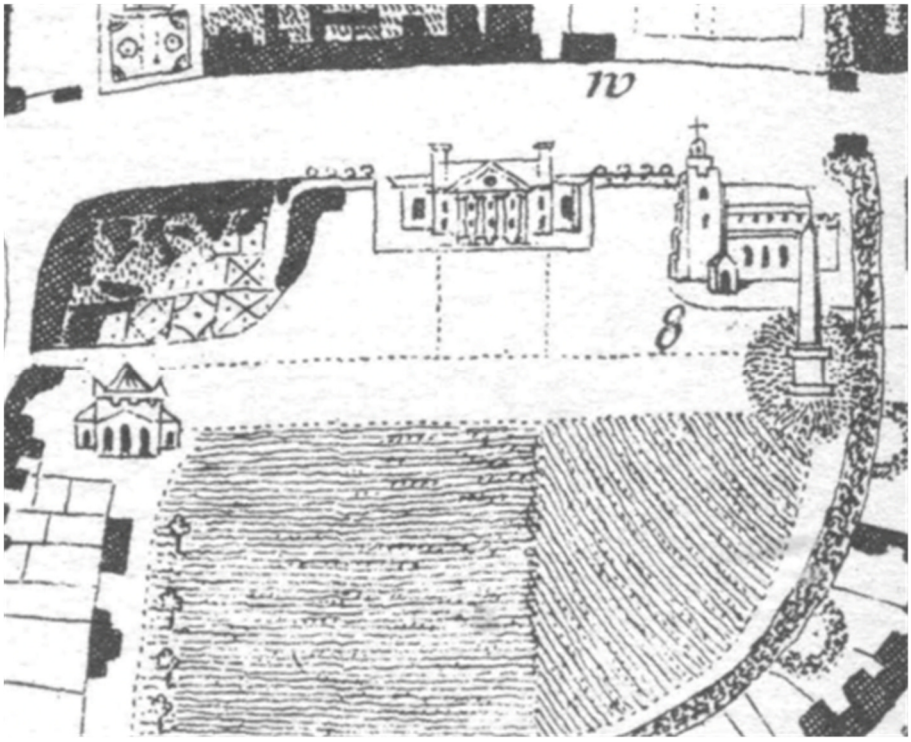
possible structural remains in the northern part of the East Hill House gardens (ECC2918). CAT excavated a series of evaluation trenches in 2004 (CAT Report 305, ECC2747). These allowed for the identification of Roman levels between 15cm and 60cm below ground level. The depth of these deposits supports a hypothesis that from the Roman period until the later medieval period the area was open ground (Johnson *et al* 2003). Between 2006 and 2008, test-pitting in the East Hill House Gardens and the former Bus Station prior to the installation of services to Firstsite revealed parts of a Roman building, presumably a town house. The metalled street on the southern side of Insulas 31/32 was exposed in three places. Just over 1kg of unused Roman stone tesserae were found in a redeposited layer of Roman debris sandwiched between post-medieval topsoil layers, where they were presumably dumped during modern landscaping. These may indicate the presence of a workshop which produced or stored tessera for use in mosaic floors (CAT Report 477).

Firstsite Trench A follows alongside the line of the current pipe trench. Primarily Trench A had tarmac and topsoil sealing areas of Roman layers and patches of demolition debris representing the remains of Roman buildings robbed-out during the medieval period (CAT Report 477, 6-7).

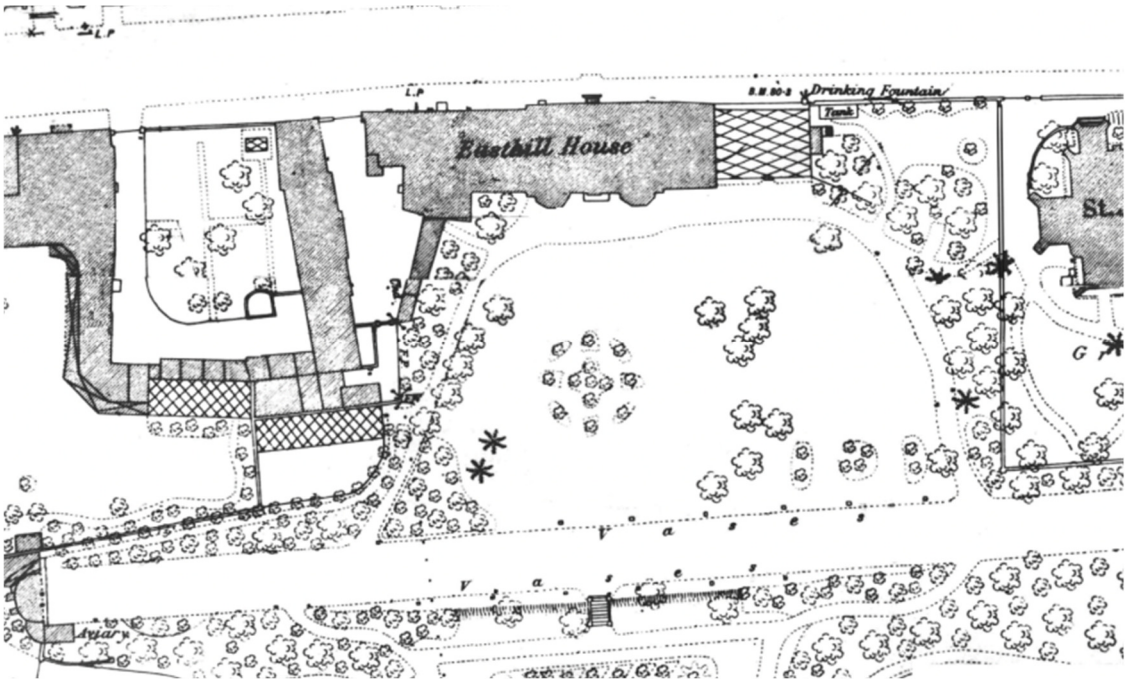
Interpretation of some of the later site strata at Firstsite was complicated by the fact that there has been much movement of soil on this site, mainly due to landscaping associated with East Hill House. Following the end of the Roman period, there is no sign of any activity until the 13th century, when fragments of pottery may be associated with the medieval robbing of the Roman buildings. By the 15th or 16th century, this land lay to the south of houses on the East Street frontage and finds of 15th-16th-century pottery may be associated with those houses. Three clay tobacco-pipe 'wasters' indicate that a clay-pipe maker was at work nearby in the later 17th century. The kiln site was presumably in the open ground south of the East Street frontage, and the maker was presumably resident or tenant of one of the East Street houses demolished before the construction of East Hill House in the early 18th century. In historic mapping the site of the pipe trench appears to have been primarily garden area for East Hill House (see Maps 1-3).

Roman materials, primarily demolition layers, were also exposed during excavations at The Minories art gallery (ECC2599, MCC3025) and at the former bus station (CAT Report 234, ECC2651, MCC2654 and reports forthcoming, MCC4715).

Map 1 Extract from John Speed's 1610 map showing St James Church with houses to the east where East Hill House would be built.



Map 2 Extract from Philip Morant's 1748 map showing St James' Church and East Hill House with gardens and open ground to the south.



Map 3 Extract from the 1876 OS Map, Essex Sheet XXVII.12.9, showing East Hill House and grounds.

Project background

In response to consultation with Adam Single, Inspector of Ancient Monuments for Historic England (HEIAM) it was advised that as the site lies within a Scheduled Ancient Monument (NHLE no. 1002153), and therefore an area highlighted as having a high potential for archaeological remains, scheduled monument consent for the works would recommend archaeological monitoring of the groundworks (consent no. S00245683). The recommended

archaeological work is based on the guidance given in the National Planning Policy Framework (MHCLG 2023).

Requirement for work (Fig 1)

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

Specifically,
At the service cupboard to the west of the Mulberry Tree building a trench shall be dug to expose the existing gas pipe. The existing pipe shall be followed across into the garden of East Hill House, then north to where it terminates at a service box by St James' Church on the High Street. The new pipe will replace the existing one and so the trench should not disturb any *in situ* archaeology. Sensitive areas to note are at Firstsite TP6 where an electric cable was replaced which appears to be very close to the gas pipeline.

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

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

Specific aims:

- Identify any features associated with the historic development and evolution of East Hill House.
- Look for any surviving evidence of Roman remains as recorded by the trenching during the development of Firstsite. This would add to our knowledge and understanding of the layout of the Roman buildings identified within this area.
- Record the stratigraphic sequence of deposits affected by the development.

General methodology

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

- Professional standards of the Chartered Institute for Archaeologists, including its *Code of Conduct* (CIfA 2020, 2022 & 2023a-b)
- East of England Standards and Frameworks published by East Anglian Archaeology (Gurney 2003, Medlycott 2011) and the recent review updates on https://researchframeworks.org/eoe/
- Relevant Health & Safety guidelines and requirements (CAT 2024)
- Scheduled Monument consent documents (no. S00245683).

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

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

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

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

A project or site code will be sought from the Colchester City 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 this project is estimated as follows: One CAT officer for the duration of the groundworks.

Monitoring methodology

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

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

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

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

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

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

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

Site surveying

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

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

Environmental sampling policy

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

Sampling strategies will address questions of:

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

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

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

Human remains

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

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

Following Historic England guidance (2018) if the human remains are not to be lifted, the project osteologist should be available to record the human remain *in situ* (i.e. a site visit). Conditions laid down by the DoJ license will be followed. If it seems that the remains are not ancient, then the coroner, the client, and the HEIM will be informed, and any advice and/or instruction from the coroner will be followed.

Photographic record

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

Finds

All significant finds will be retained.

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

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

ceramic finds (pottery and ceramic building material): Matthew Loughton
animal bones: Alec Wade (or Adam Wightman/Pip Parmenter - small groups only)
small finds, metalwork, coins, etc: Laura Pooley
non-ceramic bulk finds: Laura Pooley
flint: Adam Wightman (or Tabitha Gulliver Lawrence)
environmental processing and assessment: Bronagh Quinn
osteology: (human remains): Megan Beale

or to outside specialists:

animal and human bone: Julie Curl (*Sylvanus*)
environmental assessment and analysis: Val Fryer / Lisa Gray
archaeometallurgy: David Dungworth
radiocarbon dating: SUERC Radiocarbon Dating Laboratory, Glasgow
conservation/x-ray: Laura Ratcliffe (LR Conservation) / Norfolk Museums Service, Conservation and Design Services

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

Historic England Regional Adviser in Archaeological Science (East of England).

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

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

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

Post-excavation assessment

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

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

Results

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

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

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

The report will contain:

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

An OASIS summary sheet shall be completed at the end of the project and supplied to the HEIAM. This will be completed in digital form with a paper copy included with the archive. A

copy (with site plan) will also be emailed to the Hon. Editor of the Essex Archaeology and History Journal for inclusion in the annual round-up of projects (paul.gilman@me.com).

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

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

Archive deposition

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

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

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

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

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

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

Monitoring

The HEIAM will be responsible for monitoring progress and standards throughout the project, and will be kept regularly informed during fieldwork, post-excavation and publication stages.

Notification of the start of work will be given to the HEIAM one week in advance of its commencement.

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

The HEIAM will be notified when the fieldwork is complete.

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

Public outreach

As part of CAT's public outreach programme, CAT is committed to engaging our local community with their archaeological resource. Among other activities, CAT regularly invites volunteers to engage in finds processing tasks at our office, such as washing, marking, sorting and packing bulk archaeological finds from commercial archaeological projects. Our volunteer programme is not designed to replace the work of paid archaeologists but to complement it, and to provide greater public benefit by means of community engagement and participation.

CAT volunteers are fully trained in all tasks they are engaged in and are fully supervised by a CAT employee at all times. Finds processing volunteers are managed and supervised by a Junior Project Officer, whose role is to ensure that all volunteer processing is carried out to the highest possible standard and within professional guidelines. This is overseen by the Post-Excavation Manager and CAT Directors.

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

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

Events, activities and social media

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

References

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

Brown, N & Glazebrook, J	2000	*Research and Archaeology: A Framework for the Eastern Counties 2. Research agenda and strategy.* East Anglian Archaeology Occasional Paper **8** (EAA **8**)
CAR **6**	1992	*Colchester Archaeological Report **6**: Excavations at Culver Street, the Gilberd School and miscellaneous sites in Colchester 1971-1985.* By P Crummy
CAT	2024	*Health & Safety Policy*
CAT Report 234	2003	*An Archaeological evaluation at the First Eastern National bus station, Queen Street, Colchester, Essex: May-June 2003.* By B Holloway
CAT Report 305	2004	*An archaeological evaluation and watching brief in the grounds of East Hill House and the Colchester bus station, Colchester, Essex: October 2004*
CAT Report 385	2006	*Archaeological monitoring at Firstsite:Newsite and in Queen Street, Colchester, Essex: April 2006.* By K Orr
CAT Report 477	2011	*Roman houses and streets in Insulas 31/32 of Roman Colchester: excavations in advance of the construction of the Visual Arts Facility, East Hill, Colchester, Essex: November 2006-December 2007 and June 2008.* By H Brooks, K Orr and W Clarke
CAT Report 1000	2017	*A miscellany of Colchester and Essex sites: 1984-2000.* By H Brooks
CIfA	2020	*Standard and guidance for the collection, documentation, conservation and research of archaeological materials.* Published 2014, revised October 2020
CIfA	2022	*Code of Conduct.* Published 2014, revised October 2022
CIfA	2023a	*Standard for archaeological monitoring and recording*
CIfA	2023b	*Universal guidance for archaeological monitoring and recording*
Crummy, P	1997	*City of Victory: the story of Colchester – Britain's first Roman town*
Gurney, D	2003	*Standards for field archaeology in the East of England.* East Anglian Archaeology Occasional Papers **14** (EAA **14**).
Historic England	2015a	*Digital Image capture and File Storage: Guidelines for best practice,* by S Cole & P Backhouse
Historic England	2015b	*Management of Research Projects in the Historic Environment (MoRPHE)*
Historic England	2018	*The Role of the Human Osteologist in an Archaeological Fieldwork Project.* By S Mays, M Brickley and J Sidell

Mathieson, R	2024	*The Mulberry Tree family Centre, Colchester, Archaeological Desk-Based Assessment.* Essex County Council Place Services
Medlycott, M	2011	*Research and archaeology revisited: A revised framework for the East of England*. East Anglian Archaeology Occasional Papers **24** (EAA **24**)
MHCLG	2023	*National Planning Policy Framework.* Ministry of Housing, Communities and Local Government.
Morant, P	1768	*The History and Antiquities of the County of Essex*
Johnson, A P	2003	*East Hill House, Colchester, Essex: magnetometer (gradiometer)and topographic survey, produced by Oxford Archaeotechnics Limited on behalf of Colchester Borough Council*
Johnson, A P, Petchey, M R, & Colcutt, S N	2003	*St Botolph's Quarter regeneration schemes, Colchester, Cultural Heritage (Archaeology) Statement, Part 1: background and existing situation, Oxford Archaeological Associates Ltd*
Sabin, D	2004	*Geophysical survey report: Colchester Visual Arts Facility, produced by Stratascan Limited on behalf of English Heritage*

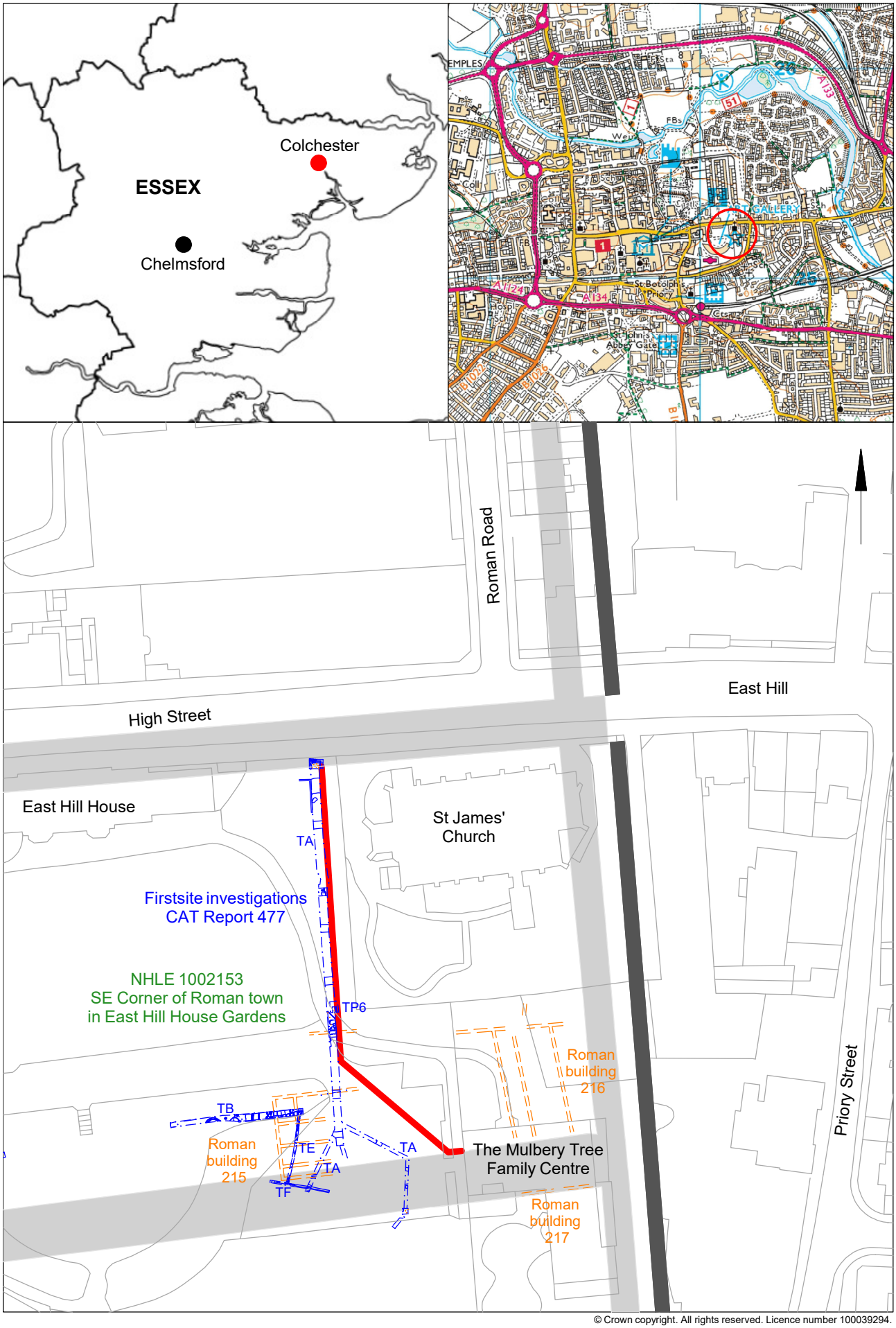


Fig 1 Site location (red) in relation to the Roman street layout (light grey) and town wall (dark grey).

APPENDIX 1

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Digital Management Plan

Section 1: Project Administration

Project ID / OASIS ID
CAT Project Code: 2024/09a CHER code: tbc OASIS ID: colchest3-527902
Project Name
Archaeological monitoring and recording at The Mulberry Tree Family Centre, East Hill House, 76 High Street, Colchester, Essex, CO1 1UF.
Project Description
Archaeological monitoring and recording of the removal and replacement of an existing gas pipe within the Scheduled Monument known as SE corner of Roman town in East Hill House Gardens (NHLE 1002153, DCC179) and the Colchester City Centre Conservation Area (DEX22998).
Project Funder / Grant reference
Essex County Council
Project Managers
Adam Wightman (Director of Archaeology), Chris Lister (Director, Business Operations), Laura Pooley (Post-excavation Manager) and Howard Brooks (Senior Associate).
Principal Investigator / Researcher
Project Officer (to be determined)
Data Contact Person
Laura Pooley
Date DMP created
10/09/2024
Date DMP last updated
10/09/2024
Version
V1
Related data management policies
Data Management Policy, Colchester Archaeological Trust (in preparation) CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2020) ADS Guides to Good Practice (https://guides.archaeologydataservice.ac.uk/g2gp/Main) Museums Essex, Archaeological Archives in Essex: Guidelines for preparation and deposition (2022)

Section 2: Data Collection

What data will you collect or create?

The table below provides a summary of the data types, formats and estimated archive volume for data collected/created as part of this project. As the project progresses, more detail regarding files will be added to this DMP.

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

How will the data be collected or created?

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

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

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

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

Project folders are named following established organisational procedures.

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

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

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

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

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

Section 3: Documentation and metadata

What documentation and metadata will accompany the data?

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

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

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

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

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

Section 4: Ethics and legal compliance

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

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

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

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

Section 5: Data Security: Storage and Backup

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

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

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

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

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

Section 6: Selection and Preservation

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

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

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

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

results.

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

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

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

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

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

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

Have you contacted the data repository?

There was no archaeological brief for this project. The Historic England 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 a number of documents: Brief, WSI, Final Report

The final report is expected to be completed within 6 months of the completion of fieldwork.

As the project progresses reports will be attached to the project OASIS record.

A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.

The location(s) of the final Archaeological Archive will be added to OASIS when appropriate.

The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

Are any restrictions on data sharing required?

It is not expected that there will be any restrictions on data sharing.

Any data specific requirements, ethical issues or embargoes which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?
The Director of Archaeology (Adam Wightman) and Post-excavation Manager (Laura Pooley) are responsible for implementing the DMP, and ensuring it is reviewed and revised as necessary. Data capture, metadata production and data quality are the responsibility of the Project Team, assured by the Excavation and Post-excavation Managers. Storage and backup of data in the field is the responsibility of the field team. Once data is incorporated into the organisations project server, storage and backup is managed by the organisation. Data archiving is undertaken by the project team under the guidance of the Post-excavation Manager, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.

OASIS Summary for colchest3-527902

OASIS ID (UID)	colchest3-527902
Project Name	Archaeological monitoring and recording at The Mulberry Tree Family Centre, East Hill House, 76 High Street, Colchester, Essex, CO1 1UF: October 2024
Sitename	The Mulberry Tree Family Centre, East Hill House, 76 High Street, Colchester, Essex, CO1 1UF
Sitecode	ECC4870
Project Identifier(s)	2024/09a
Activity type	Watching Brief
Planning Id	
Reason For Investigation	Scheduled monument consent
Organisation Responsible for work	Colchester Archaeological Trust
Project Dates	07-Oct-2024 - 15-Oct-2024
Location	The Mulberry Tree Family Centre, East Hill House, 76 High Street, Colchester, Essex, CO1 1UF NGR : TM 00184 25163 LL : 51.88906402857013, 0.907605305927208 12 Fig : 600184,225163
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 Scheduled Monument Consent and the project WSI.
Project Results	Archaeological monitoring and recording was carried out at the Mulberry Tree Family Centre and the garden of East Hill House in Colchester, Essex during groundworks for a replacement gas pipe. Despite being located within an area of significant archaeological remains, all groundworks took place within modern layers associated with the construction of the car park and the backfill of the original gas pipe trench.
Keywords	
Funder	County Council Essex County Council
HER	Scheduled Monument Casework - unRev - STANDARD
Person Responsible for work	Adam Wightman, Chris Lister
HER Identifiers	HER Event No - ECC4870
Archives	

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