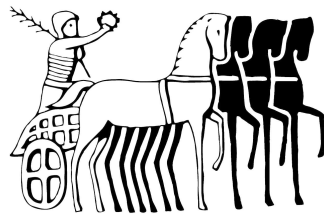


# Colchester Archaeological Trust



**Written scheme of investigation for historic building  
recording at Pond Mead, High Street, Widdington,  
Essex, CB11 3SB**

**September 2023**

**CAT project ref.: 2023/09a  
ECC code: [tbc](#)**

**Written scheme of investigation for historic building  
recording at Pond Mead, High Street, Widdington,  
Essex, CB11 3SB**

**September 2023**

**NGR: TL 53809 31893**

**Planning district.: Uttlesford  
Planning ref.: UTT/23/1569/FUL**

**CAT project ref.: 2023/09a**

**ECC code: [tbc](#)  
ECC monitor: Katie Lee-Smith  
OASIS id: colchest3-518936**

**WSI prepared by: Sarah Veasey  
Figure by: Chris Lister**

**Commissioned by: David Jones (Alun Design Ltd)  
On behalf of: Blue Cat Construction**

Prepared by:	Sarah Veasey	Junior Project Officer
Reviewed and approved by:	Chris Lister	Contracts Manager
Issued:	08/09/2023	

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## Site location and description

The site is located at Pond Mead, High Street, Widdington, Essex. The site is centred on National Grid Reference (NGR) TL 53809 31893.

## Proposed work

The proposed development comprises the conversion and subdivision of an existing building to create two new dwellings

## Archaeological background

The following archaeological background includes extracts of the ECC Brief (ECCPS 2023) and Essex Historic Environment Records (EHER) held at Essex County Council, County Hall, Chelmsford, Essex (accessed via <http://www.heritagegateway.org.uk>).

Pond Mead is located in the historic village of Widdington, a small nucleated settlement dating back to the medieval period. A large number of listed buildings reside in Widdington, including Church of St Mary the Virgin (NHLE No. 238372, EHER 36900), and two scheduled moated sites, the hall (EHER 205) and Prior's Hall (NHLE No. 1274214, EHER 199-200). These, along with Pond Mead, are all located within Widdington's conservation area.



Map 1 Extract of the 1777 Chapman and André map. The approximate location of Pond Mead highlighted in green.



Map 2 Extract of the 1838 tithe map. Pond Mead highlighted in green.

A building is located in the location of Pond Mead on the 1777 Chapman and André map (map 1). By the 1838 tithe map, Pond Mead is better defined as two rectangular buildings arranged in an L-shape (map 2).

## Planning background

A planning application (UTT/23/1569/FUL) was submitted to Uttlesford District Council in June 2023 comprising the *proposed subdivision of dwelling house to create 2 no. dwelling houses. Proposed conversion works, demolition of conservatory, erection of single storey extension, and layout changes, including separate accesses for both plots, separate parking areas and ancillary driveways.*

As the building is shown on historic mapping, a condition by the local authority was recommended for a Historic Building Recording. This recommendation follows the guidelines given in National Planning Policy Framework (MHCLG 2021).

## Requirement for work (Fig 1)

The required archaeological work will consist of a Historic England Level 3 historic building recording of the stable block prior to the conversion. Any modern elements, extensions or features will be recorded to correspondingly lower level. Details are given in a Project Brief written by ECCPS (*Brief for Archaeological Building Recording at Historic Building Recording at Pond Mead, High Street, Widdington – ECC 2023*).

Specifically, the record will consider:

- Plan form of the site
- Materials and method of construction
- A measured survey including floor plans, elevation and sections
- Photographic record accompanied by appropriate photographic register
- Date(s) of the structure
- Function and internal layout
- Fixtures and fittings
- Original and later phasing, additions and their effect on the internal/external fabric and the level of survival of the original fabric
- The significance of the site in a regional context

## General methodology

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

- Professional standards of the Chartered Institute for Archaeologists, including its *Code of Conduct* (CIfA 2014a-c)
- 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 2023)
- the Project Brief issued by ECC Historic Environment Advisor (ECCPS 2023)

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

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

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

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

## Staffing

The number of field staff for this project is estimated as follows:

- HBR: one historic building recorder for one day

In charge of day-to-day site work: Sarah Veasey

## Historic building recording methodology

A Historic England Level 3 building survey will be carried out prior to building conversion. The resultant report will include the following.

A brief documentary, cartographic and pictorial survey of the evidence pertaining to the history and evolution of the building and the site will be made. Sources consulted will include:

- Essex Historic Environment Record.
- Essex Records Office.
- Local Studies Library
- The site owner/developer.

A large-scale block plan will be made of the site using existing architect's drawings or the current OS 1:2500 map extract. The position of the building will be shown and any adjacent buildings will be given a unique identifier noting date of construction and function (where known).

The building will be described in as much detail as possible. The description will address materials, dimensions, method of construction, joinery, fenestration, spatial configuration, phasing, and any evidence of original fixtures/fittings.

Based on existing architect's plans and using Historic England (2016 and RCHME 1996) conventions floor plans at scale 1:100 will be made of the building/s affected by the proposals. Doors, windows, internal divisions, truss positions, together with any surviving fixtures/fittings will be shown together with any evidence of phasing.

A 1:50 scale section of the best preserved truss in each building will be drawn. This will include a truss least impacted by modern alterations and its position will be accurately located on the plan. The cross section will show all major component, carpentry marks, joints and evidence of phasing etc.

A full colour photographic record will be made comprising both general and detailed shots (external and internal/features/joinery/timber marks/etc). A photographic scale will be included in photographs. The photographic record will be accompanied by a photographic register detailing (as a minimum) location and direction of shot; where possible, the photographic record will be tied into the drawn record.

The guidelines contained in Historic England: *Understanding Historic Buildings. A guide to good recording practice* (2016) will be adhered to. In addition, RCHME: *Descriptive Specification* 3rd Edition, ClfA's *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (2015) and the appropriate sections of the *Standards for Field Archaeology* in the East of England (East Anglian Archaeology occasional paper **14**, 2003) and *Research and Archaeology Revised: A Revised Framework for the East of England* (EAA **24**, 2011) and *Management of research projects in the historic environment*

(*MoRPHE*) (Historic England 2016) will be used for additional guidance in the design of the project specification, the contents of the report, and for the general execution of the project.

## Results

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

An appropriate archive will be prepared to minimum acceptable standards outlined in *Management of Research Projects in the Historic Environment* (Historic England 2016).

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 historic building recording report will contain:

- The aims and methods adopted in the course of the investigation.
- A brief history of the buildings and their context, including the development of the site, its original design, the date, the form and function of the building and any significant modifications.
- Location maps, plans and annotated drawings tied into the OS Grid.
- Labelled re-productions of a representative sample of the photographs.
- Detailed results including a suitable conclusion and discussion and results referring to Regional Research Frameworks (Medlycott 2011) and the recent review updates on <https://researchframeworks.org/eoe/>.
- A concise non-technical summary of the project results.

An OASIS summary sheet will be completed at the end of the project and supplied to the ECCHEA. This will be completed in digital form with a paper copy included with the archive. A copy (with 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](mailto: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.

The digital archive resulting from the work will be deposited with the Archaeology Data Service ([www.archaeologydataservice.ac.uk](http://www.archaeologydataservice.ac.uk)) to safeguard the long-term curation of the digital records. The ECCHEA will be notified when the digital archive has been deposited. Prior to deposition CAT's 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 ECCHEA at the time of their deposition.

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

## Monitoring

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

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

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

The ECCHEA will be notified when the fieldwork is complete.

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

## 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	<i>Research and Archaeology: A Framework for the Eastern Counties 2. Research agenda and strategy.</i> East Anglian Archaeology Occasional Paper 8 (EAA 8).
CAT	2023	<i>Health &amp; Safety Policy.</i>
CIfA	2014a	<i>Standard and Guidance for archaeological Monitoring.</i> Revised October 2020.
CIfA	2014b	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials.</i> Revised October 2020.
CIfA	2014c	<i>Code of Conduct.</i> Revised October 2022.
Digital Curation Centre (DCC)	2013	<i>Checklist for Data Management Plan v. 4.0.</i>
ECCPS	2023	<i>Brief for Historic Building Recording at Pond Mead, High Street, Widdington</i> by K Lee-Smith
Gurney, D	2003	<i>Standards for field archaeology in the East of England.</i> East Anglian Archaeology Occasional Papers 14 (EAA 14).
Historic England	2016	<i>Management of Research Projects in the Historic Environment (MoRPHE).</i>
Historic England	2018	<i>The Role of the Human Osteologist in an Archaeological Fieldwork Project.</i> By S Mays, M Brickley & J Sidell.
Medlycott, M	2011	<i>Research and archaeology revisited: A revised framework for the East of England.</i> East Anglian Archaeology Occasional Papers 24 (EAA 24).
MHCLG	2021	<i>National Planning Policy Framework.</i> Ministry of Housing, Communities and Local Government.

