

# The Portioner's House in Beddington Park: Design for an excavation by Carshalton and District History and Archaeology Society, 2012.

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# 1. INTRODUCTION

The Portioner's house stood in what is now Beddington Park to the west of Church Road, east of Croydon Road and south of the new graveyard. The house took its name from the Portioner – a priest who was entitled to the tithes of the manor or sub-manor of Huscarl's within Beddington parish. The last Portioner was appointed in the mid-sixteenth century and the Portionary tithes passed into the hands of the Carew family who were lords of all the Beddington manors. At some point the house became the rectory. In the late eighteenth century the rector successfully sued the trustees of the Carew estate for the tithes of the Portion but he lost control of the house which returned the Carews. They then let it to two successive tenants until it was demolished about 1843.

There is some evidence to suggest that there was a significant medieval house on the site but little is known about the building before the early nineteenth century. The excavation here proposed is a limited evaluation which aims to uncover parts of the foundations to throw light on its structural history.

## 2. THE BEDDINGTON PORTION

### 1.1 A key documentary source

The court case about the Portion started in 1789 when the rector John Bromfield Ferrers sued William Pallett who was then the trustee of the Carew estates for the possession of the all the tithes in the parish. The papers relating to this case are our most important source of information about the history of the Portion as they recite various earlier documents some of which are now lost. The surviving papers consist of:

- The pleadings for Ferrers v Pellatt in the courts of Exchequer and Chancery which are now in the National Archives.
- Documents in Sutton Archives which have been know as the Portionary papers. These consist of a summery of the written evidence apparently for Ferrers v Pellatt 1789; a 19<sup>th</sup> century summery of documents relating to a commission of enquiry ordered by the Exchequer in 29 George III (1789/90) and a 19<sup>th</sup> century list of documentary references to the Portion.<sup>1</sup>
- Papers relating to a 19<sup>th</sup> century enquiry into the tithes of Beddington.<sup>2</sup>

The Portionary Papers formed the core of a study of the Portion by Keith Pryer published in the 1970s.<sup>3</sup> He seems to have been unaware of the surviving Exchequer and Chancery pleadings and of various other documents which were then harder to locate.

### 2.1 The history of the Portion

We do not know why the Portion originated or when. The earliest reasonably certain reference is in 1246 when the Prior and Convent of Bermondsey recovered 100s of

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<sup>1</sup> Sutton Archives accession 325. The second document was prepared for Albert Pulling who was a solicitor and agent to John Henry Bridges son and heir of Canon Alexander Henry Bridges rector of Beddington 1864-91. See Shew 2012 p190 and p293.

<sup>2</sup> Surrey History Centre 715.

<sup>3</sup> Pryer 1974.

yearly pension from Beddington Church and 2 marks (26s 8d) for the tithes of land formerly belonging to Richard Huscarl.<sup>4</sup> These pensions are mentioned again in 1290.<sup>5</sup>

In 1309 an examination of the rectors and vicars in the Deanery of Ewell found that the portion had existed 'ab antiquo' 'free and sinecure' and that the patronage belonged to Huscarl's manor.<sup>6</sup>

The name Huscarls comes from the family who owned the manor in the first half of the 14<sup>th</sup> century.

In September 1333 Thomas Huscarl presented a cleric called William de Carreu to the Portion. At the time this must have seemed a fairly trivial event but it started a connection between Beddington and the Carews – a family who would dominate the parish for several centuries.<sup>7</sup> Thomas Huscarl died by May 1354 and, in 1357, his widow Lucy married William de Carew's nephew Nicholas.<sup>8</sup> The couple would found the Beddington line of Carews. Nicholas was a successful courtier who was Keeper of the Privy Seal from 1371 to 1377. He used the profits of his office to acquire a large estate in Beddington and elsewhere. This included Huscarls so the right of presentation to the Portion came into Carew hands.

On 27 February 1357 Nicholas presented Adam Houghton. 'priest and professor of canon law' to the Portion.<sup>9</sup> A few years later, in 1361, when Houghton was Bishop elect of St Davids in Pembrokeshire, he petitioned the Pope to hold the Portion in plurality with the bishopric as he had spent a considerable sum rebuilding the house and *hospita*.<sup>10</sup>

Adam Houghton was born at Caerforiog, Whitchurch near St David's. He was educated at Oxford and had taken a degree of doctor of canon law by 1340. and appears to have become one of the royal clerks. He was admitted precentor of St David's on 26 December 1339 and between then and 1538 he acquired a number of preferments. He was a kings clerk by 1352 and was admitted advocate at the Court of Arches on 18 July 1355. He was engaged on business for the King in France in 1360 and again in 1361. On 20 September 1361 he was Papally provided to the see St David's and he was consecrated Bishop at St Mary's Southwark. In April 1377 he was appointed Chancellor of England. In April the same year he headed the commission sent to negotiate a peace with France but was recalled on the death of Edward III. He was re-sworn as Chancellor and held the office until October 1378. In 1380 he was employed in negotiations for the marriage of Richard II to Anne of Bohemia. Five sets of Houghton's statues survive in the statue book of St David's, mainly concerned with economic conditions in the diocese and the state of clerical residence. He established the cathedral school, endowed the choristers and is reputed to have erected the vicars college. His chief foundation was the fine college of St Mary which he established in conjunction with John of Gaunt in 1365. Houghton was also responsible for the cloisters which connect the college to the

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<sup>4</sup> Pryer 1974 p8.

<sup>5</sup> Pryer 1974 p9.

<sup>6</sup> Pryer 1974 p9.

<sup>7</sup> Winchester Register of Bishop John de Stratford. Item 1435.

<sup>8</sup> The marriage date is in VCH Berkshire vol. 3 p478.

<sup>9</sup> Winchester Register 1346 – 66, Pt 1, entry 1098.

<sup>10</sup> Cal. Papal Registers. Petitions 1, 1342- 1419.

Cathedral.<sup>11</sup> The Portion would have provided him with a useful income and a country house conveniently close to London. This may have been the motive for his building and the reason why he wanted to retain the property. After he became Bishop he would have had the use of the Bishop of St David's London house near Blackfriars.<sup>12</sup>

In 1473 there was an inquiry into the Portion and a witness said that it consisted of a mansion and 20 acres of land on the south side of the church and the tithes of 200 acres of land on the north side of the church called Huscarls fee. The witness also said that the Portion was worth 50s and that it had been worth more as there was once a water mill with a mansion adjoining from which the Portioner took tithes. By this date the Portion was a sinecure and the witness did not know its origin.<sup>13</sup> This sounds very similar to the assets of the Portion at the end of the 18<sup>th</sup> century.

In 1514 a Perambulation of the manor of Beddington says that the Portioner had 'A Messuage Garden & an Orchard butting upon Church Lane North Croydon way South & Freron Lane West'.<sup>14</sup> This is clearly the same site as the 19<sup>th</sup> century Portioner's house. The same document also says that the parson owned a 'Messuage & a garden between Freron Lane East & Croydon way south' which had perhaps been the rectory. The advowson of Beddington had been given to the Priory of Bermondsey in 1159 and the church was appropriated in 1349.<sup>15</sup>

In 1539 Nicholas Carew was executed for treason so the Portion and his other property passed to the crown. In 1554 Queen Mary restored most of it – including the Portion – to Nicholas's son Francis.<sup>16</sup> There is no evidence that Francis ever presented anyone to the Portion and he and his successors appear to have treated the tithes of the former manor of Huscarls as their personal property. On 10 October 1601 Francis Carew leased the Portioner's house to Richard Worde who was then rector of Beddington. Worde was to hand over part of the tithes in exchange. The lease was for 40 years or as long as Worde should be rector and, as he was already in occupation, it was probably a renewal.<sup>17</sup> The Portioner's house became the rectory and remained so into the 18<sup>th</sup> century.

## 2.2 The Rector v the Carews

In 1783 John Bromfield Ferrers became the rector of Beddington. He believed that he was entitled to all the tithes in the parish including those of the Portion and, in 1789, he sued William Pellatt who was then the trustee of the Carew estates in the court of Exchequer.<sup>18</sup> The rector won and the portion ceased to exist. However, the Carews appear to have counter sued in the court of Chancery and the Portioner's house was found to be their property. The rector was therefore evicted and left without a rectory.

By 1810 the Carew estates had been inherited by Richard Gee of Orpington. A number of parishioners petitioned Gee to allow the rector the use of the Portionary or another

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<sup>11</sup> Dictionary of National Biography, 2004.

<sup>12</sup> Stowe 1956 p352.

<sup>13</sup> Sutton Archives accession 325. For the location of Huscarls see Phillips 2006.

<sup>14</sup> Quoted in a list of evidence for Ferrers v Pellant, 1789. Sutton Archives accession 325.

<sup>15</sup> VCH Surrey vol. 4 p 178. Cal Patent Rolls Edw III, 1348 – 50. part 3 p 226.

<sup>16</sup> Calendar of Patent Rolls Philip and Mary v1 1553-1554 p214-5.

<sup>17</sup> TNA C12/1543/14. The description of the location allows the property to be identified as the Portioner's house.

<sup>18</sup> The National Archives E178/6974.

house. He refused.<sup>19</sup> The Portioner's house had probably already been let to a tenant. This was John Henton Tritton, a Quaker banker, came to Beddington in 1797. He also rented the field called Sharpes to the east of the Portionary. Tritton lived there until his death on 20 May 1833.<sup>20</sup> The house was then let to John Haffenden, a London merchant, from Lady Day 1835.<sup>21</sup> The Haffenden tenancy ended in 1843 and the house was demolished.

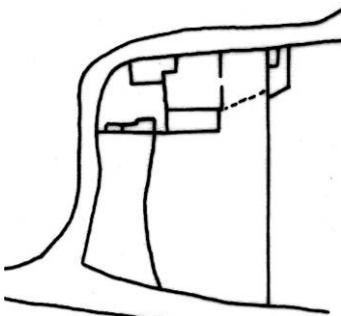
### 3. MAPS



Detail from Roque's map of Surrey about 1760 showing the Portioner's house (centre left) and its environs.



Detail from the Beddington and Bandon enclosure ward map of 1820 with from bottom left to top right, the Portioner's house, the Church and Carew Manor.



Tracing of the Portioners House from the tithe award map of 1840.

<sup>19</sup> Sutton Archives P56/11/1.

<sup>20</sup> Shew 2012 p141.

<sup>21</sup> Minet Library Surrey Deeds 3425

#### 4. THE RESISTIVITY SURVEYS

We have carried out two resistivity surveys of the site of the Portioner's House the first on 26 September 1994 and the second in April and June 2012. The results were similar although the 2012 survey covered a somewhat larger area.

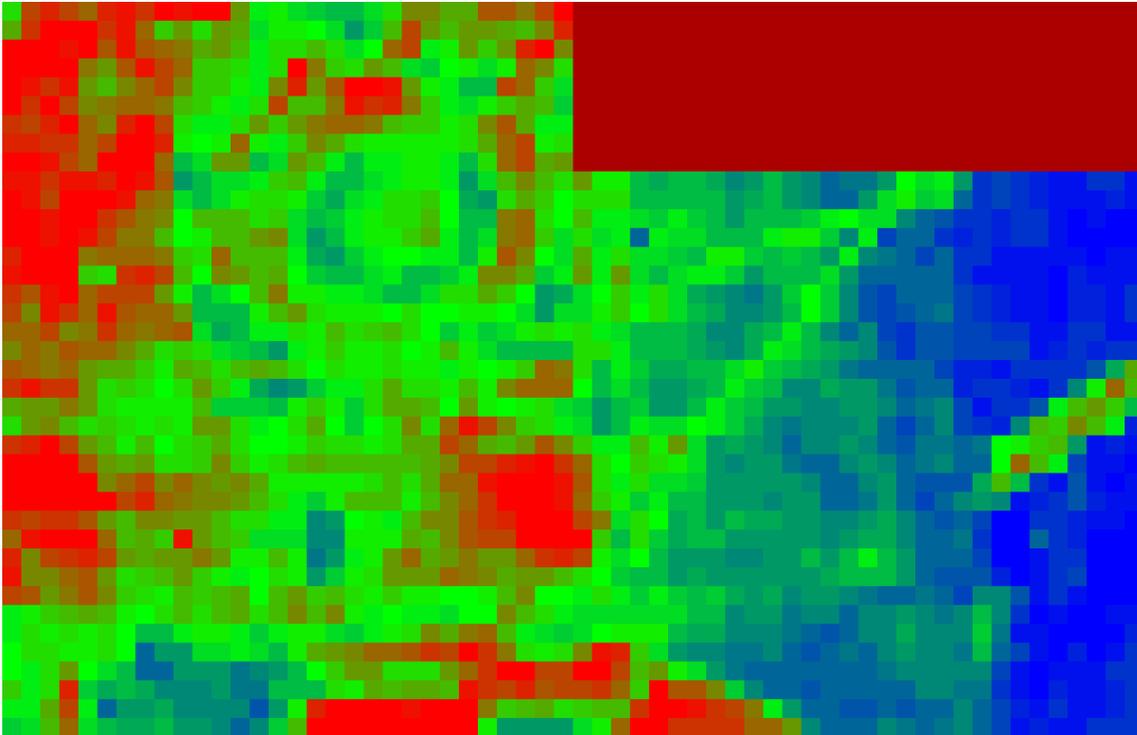


Figure 1. The 1994 survey of the Portioner's house site. the top. Each square is 1m. Void readings brown.

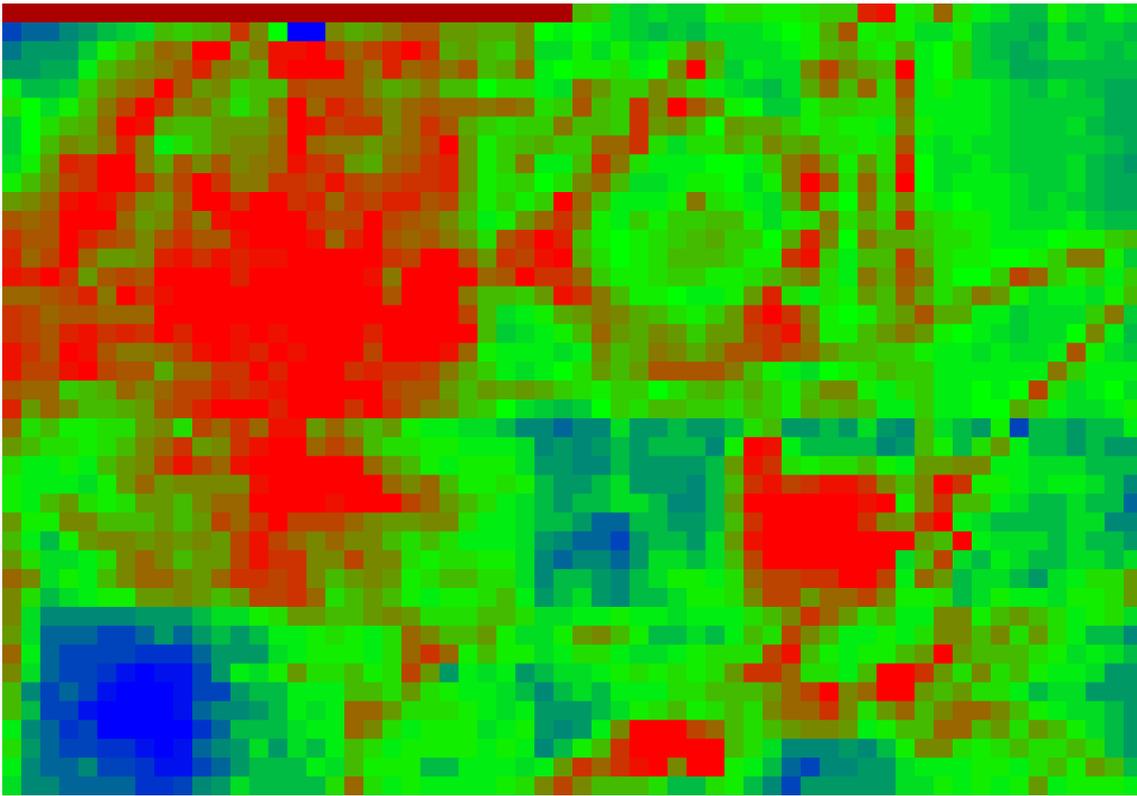


Figure 2. The 2012 survey. North at the top. Each square is 1m. Void readings brown. This was carried out in two stages. The northern 22 rows were surveyed on 6 April 2012 and southern 20 rows on 17 June 2012. The two surveys were carried out under different conditions and there was a considerable difference in the average level of the readings. The two parts have been processed separately and joined to form the presentation above.

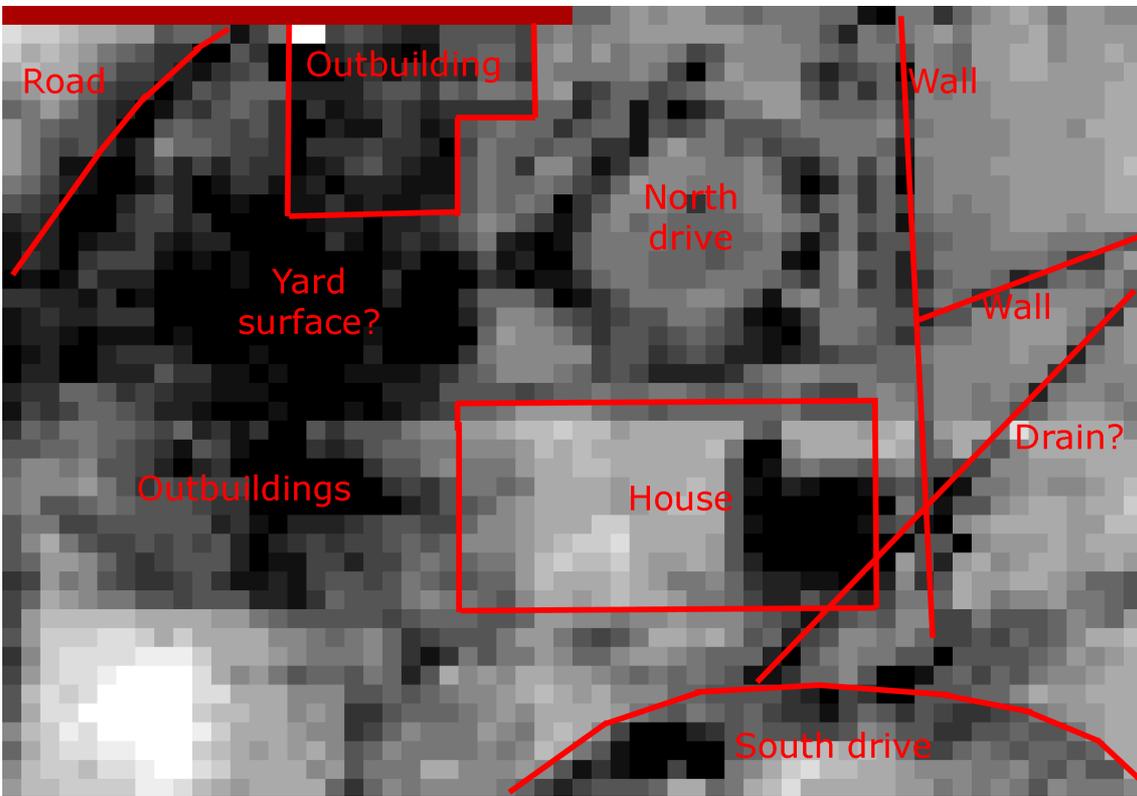


Figure 3. The survey processed as above but in black and white with interpretation base on the early 19<sup>th</sup> century maps.

## **5. ARCHAEOLOGICAL WORK NEAR THE SITE**

### **5.1 The gas main trench**

In 1968 a gas pipe was laid from Croydon to Hooley. The pipe ran along Rectory Lane and then continued northwards across the park to the west of site of the Portioner's house. The work was watched by Lilian Thornhill of the Croydon Natural History and Scientific Society. The section to west of the Portioner's produced a small amount of Roman, Saxon and Medieval pottery and twenty nine flints, mostly Mesolithic. The trench cut an 'ancient hollow way' about 45 yards (17.3 m) north of Croydon Road and apparently running parallel to it. This took the form of a ditch 15 ft (4.57 m) wide at the top and 4 ft 6in to 5 ft deep (1.37 – 1.52 m). 'There was a thin layer of darker, humas like soil at the bottom, followed by 1 ft [0.3 m] of light brown sandy-clay, 1ft – 2 ft [0.3 – 0.6 m] of light gravelly sand and 2ft [0.6 m] of dark-brown soil, probably the filling when the park was laid out.'<sup>22</sup> The feature was at the bottom of a slope so it is unlikely to be a hollow way and must therefore be a ditch of unknown purpose and date.

### **5.2 The sacrificial anode**

In 1989, or soon after, a sacrificial anode was buried near the western side of Church Road and a cable was laid to link it to the high pressure gas pipes to the west of the Portioner's house site. I believe there was a watching brief on the work but I have not found a report on it. However, I think I was told at the time that little or nothing was found.

### **5.3 Tree pits along Church Road**

In 1996 twelve pits were dug to plant an avenue of beech trees along Church Road, Beddington. Seven of the pits were on the west side of the road and five on the east. The excavation of the pits was watched but there were no significant archaeological finds.<sup>23</sup>

### **5.4 Roman coffins near St Mary's church**

About 1870 a Roman lead coffin was found in Church Path close to the churchyard wall. A second stone coffin was found in 1930 when a drain was being laid. It was on the east side of Church Road a few yards south of the churchyard.<sup>24</sup> It appears that there was a Roman cemetery in the vicinity of the church but it is unlikely that this extends west of Church Road as nothing was found in the tree pits or the sacrificial anode trench.

## **6. THE NATURE OF THE BUILDING**

### **6.1 Adam Houghton's Building**

In 1361 Adam Houghton, who was then the portioner, was elected to the Bishopric of St David's in Pembrokeshire. He petitioned the Pope:

Whereas he has a portion in the church of Beddington, in the diocese of Winchester, in the gift of a lay patron, about which he has been put to great expense in restoring the lodgings (hospitia) and house, so that for five years he

<sup>22</sup> Thornhill 1970 p89.

<sup>23</sup> John Phillips. *Report on a watching brief on pits dug to plant beech trees in Church Road, Beddington.* Word processed note, 1996.

<sup>24</sup> Adkins 1984.

has taken nothing from the said portion, he prays for licence to enjoy the fruits for two years.<sup>25</sup>

So there was a house and a *hospitia*. The former is likely to have taken the usual late medieval form with a hall, a parlour or residential block and a kitchen. The *hospita* is much more problematic. A medieval hospital could serve a variety of purposes: a place to care for the sick and dying, housing for pilgrims or accommodation for the deserving poor. None of these is consistent with the description of the Portion as a sinecure. It is possible that Houghton had ambitions to use the Portion for some worthy purpose, which perhaps came to nothing. It is also possible that word *hospitia* was somewhat economical with the truth. It made the institution look less like a sinecure which was surely desirable in a petition to the pope. If this was the case word would need to be interpreted rather loosely and lodgings might be a fair translation. Adam Houghton became a man of consequence, Bishop of St David's, and in 1377 Chancellor of England. He would then have had staff to accommodate and might need a lodging block for them. This could be expected to take the usual late medieval form of a series of individual rooms each usually with its own fireplace and toilet. However, he had rebuilt the Portioner's house before he was appointed to any major offices so this interpretation seems unlikely.

The motive for rebuilding is unclear. However, it is odd that the house and the Portioner's other property was outside the of the manor of Huscarls. In mid-19<sup>th</sup> century there were two fields Lower and Upper Parson's Mead within the former manor of Huscarls. They had an area of 21 acres, a similar size to the 20 acres of land on the south side of the church held by the Portioner in 1473. Did Adam Houghton and Nicholas Carew carry out a land swap – perhaps to allow the latter to create a deer park? Most of the manor of Huscarls was part of the park in the 16<sup>th</sup> century but we do not know when it was first put to this use.

We do not have any further information about the building until the late 18<sup>th</sup> century when the rector John Bromfield Ferrers is said to have 'expended a very large sum of money' on it. This must have been done between his appointment as rector in 1783 and his loss of the house about 1797.<sup>26</sup>

## 6.2 The house in the early nineteenth century

There are two maps, a water colour painting, a drawing and an inventory of landlord's fixtures from the first half of the 19<sup>th</sup> century. The watercolour by John Hassell is dated 1823 and probably shows the south side of house. It had two floors above a semi-basement. The ground floor has a large central window or door with a domed shade or hood over it. There were three tall windows on either side of the door each with their own shade. There was a wide low three-light window on the upper floor with three windows on either side. The wall was topped by a substantial but plain cornice. The roof is not hidden by a parapet and is dark red – presumably tiled. The ends of the roof were gabled and there were two large chimney stacks projecting above the ends of the roof ridge. The wall was buff coloured – perhaps brick or mathematical tile.

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<sup>25</sup> Cal. Papal Registers. Petitions 1, 1342- 1419.

<sup>26</sup> Sutton Archives P56/11/1. The statement was made in a petition but it is unlikely to be false as the recipient, Richard Gee of Orpington is likely to have known the truth as his brother William was living in Beddington.

The drawing shows the south and east side of the building. The view of the south side is broadly consistent with the Hassell watercolour. The arrangement of the central door or window on the main floor is unclear and the semi basement windows are hidden by a bush. The view of the east side is limited to the southern end of the building. There were no semi-basement windows. Instead there was a ground floor French window with a serelina window above on the same level as the windows on main floor of the south elevation. There was a small wide window at upper floor level.

The north side of the roof was hidden by a tree but it was quite long: it was clearly a double pile building.

The house front was therefore of seven bays. The enclosure award map suggests that it had a length of one chain or 66 feet (20 m) which seems appropriate.<sup>27</sup> The sides were about three quarters of a chain (15 m).

By 1841 the house was occupied by a merchant, John Haffenden, his wife Ann, two teenage children and staff of six. The tenancy ended in 1843 when an inventory of fixtures was made to assess the compensation due to the tenant for improvements.<sup>28</sup> I have attempted to locate the original document so far without success. The house was probably demolished soon after 1843. It and the surrounding outbuildings and lanes had disappeared by 1868 when the 1<sup>st</sup> edition 25 inch Ordnance survey map was made.

## 7. RESEARCH QUESTIONS

The excavation is intended to be a limited evaluation to obtain basic information to further the overall understanding of the house and its place in the history of Carew Manor and Beddington Park.

Specifically we aim to find out:

What was the relationship between the 19<sup>th</sup> century house and its medieval predecessor:

- Where they on the same site?
- Where parts of the medieval building incorporated in the 19<sup>th</sup> century house?
- Was the nineteenth century house timber framed and covered with mathematical tiles?

If the house was on the site of an earlier building when was it adapted to its present form?

- Was this adaption largely the work of Ferrers or was it the result of piecemeal changes over a long period.

## 8. METHODOLOGY

The aims can be met by excavating two shallow trenches which will uncover the top of the foundations allowing their position to be firmly established and a record to be made of the variations in brick, mortar and construction methods. There will also be some limited excavation of the semi basement areas if found. Most of the excavation will therefore be in deposits dating from the demolition in the 19<sup>th</sup> century.

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<sup>27</sup> Carshalton House has 9 bays in about 77 feet.

<sup>28</sup> Shew 2012 p271.

The work will be carried out in accordance with the guidance papers of the Greater London Archaeology Advisory Service and the Molas Site Manual. Some additional data will be collected on the sizes of bricks and other ceramic building materials.

If Roman burials are encountered (which is not anticipated) they will be left in situ and not excavated.

## **8.1 Location and size of the trenches**

### **Trench A**

This will be 7 m north to south by 5 m east to west (figure 4).

It is intended to examine the edge of the north drive, the north wall of the house and a large high reading resistivity anomaly which might be the base of a chimney stack. The aims are:

- To examine the footings of the north wall to look for evidence of construction method and date.
- To find the cause of the high anomaly at the south end of the trench and if it is the base of a chimney to establish its construction method and date.
- To examine any demolition debris of evidence of the upper part of the building.

### **Trench B**

This will be 8 m north to south by 1 m east to west (figure 4).

It is intended to examine two high anomalies, one at the north end and one at the south and also the projected north wall of the outbuildings. The specific aims are:

- Establish the nature of the northern and southern anomalies.
- Examine the footings of the outbuilding to obtain information of the construction method and date.
- To examine any demolition debris of evidence of the upper part of the building.

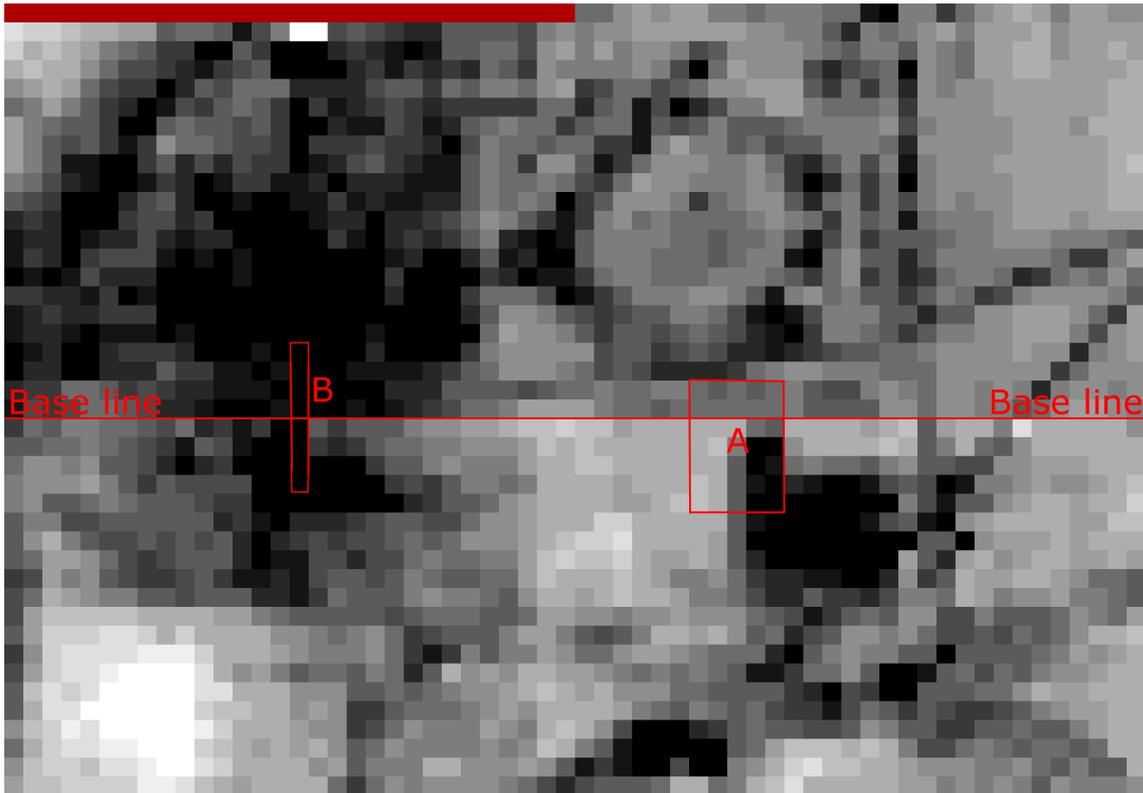


Figure 4. The resistivity survey with the position of the proposed trenches.

## 8.2 Excavation methods

All the excavation will be carried out with hand tools. The following procedure will be followed:

- Mark out the trenches as defined above and place grid pins
- Remove turf
- Trowel up the resulting surface examine and divide into contexts if appropriate.
- Remove contexts one at a time in as near reverse order of deposition as far as can be determined. Contexts will be tested by trowelling. If they are found to be modern and of sufficient thickness the majority of the deposit will be removed with a mattock taking care to watch for any sign of change of context. The lower part of any context will be cleaned off the underlying deposit with a trowel.
- Any structure found will be cleaned with trowels brushes and other small tools. Mortar samples will be taken but otherwise the structure will be left in situ.

## 8.3 The spoil heaps

Trench A has an area of 35 m<sup>2</sup> and trench B is 8 m<sup>2</sup>. If they are excavated to a depth of 0.3 m they will produce about 20 m<sup>3</sup> of excavated spoil. This can easily be accommodated in the area between the two trenches.

## 8.4 Finds retention policy

The following material will be discarded:

- Unworked chalk and flint
- Brick without a complete length height or width

- Peg tile without a surviving complete length or width
- Broken featureless mortar not in situ

Brick will be sorted by type and reduced to a sample after the sizes and other features have been recorded.

Peg tile will be discarded after the number of peg holes and corners and any full lengths or widths have been recorded.

## 8.5 Sampling

- We will retain small mortar samples from any non-modern structure.
- A specimen of any unusual bricks will be retained.

## 8.6 Recording the excavation

In general this will follow the Molas site manual. Specifically we will:

- Make a plan relating the trenches to the site grid to the adjacent features. The site grid will be related to the OS national grid.
- Assign a context number to each deposit of cut and fill in a context sheet.
- Plan the tops of any pre 20<sup>th</sup> century contexts and cuts at 1:20 or exceptionally at a larger scale if there is too much detail for that scale to be adequate.
- All plans will be related to the site grid.
- Draw the excavated sections at 1:20 if there is any worthwhile detail in them (they are likely to be cut through 19<sup>th</sup> century made ground).
- Draw all the exposed parts of any structure at a scale of 1:20 or 1:10 if there is a large amount of detail.
- Plans and contexts will be levelled to a temporary site bench mark which will be levelled to the OS bench mark on St Mary's Church.
- Record any structure on masonry record sheets.
- Take two sets of photos one in black and white onto 35 mm film and one digitally in colour using a 5 megapixel Cannon SLR.

## 9. FINDS

- The excavation will be shallow and is likely to be in well oxidised soil.
- All retained finds will be labelled by context.
- Robust items will be placed in 500 gauge plastic bags into which nylon labels will be stapled. The labels will be marked with Staedtler permanent Lumocolour black felt tip pens.
- A stock of plastic boxes of various sizes will be provided for delicate items. Bubble wrap will also be to hand.
- The following material will be allocated special finds numbers:
  - Any unusual item
  - All moulded stone or CBM
  - Any item likely to be crucial for dating
  - Any material to be used as a reference specimen
- Anything needed to be kept wet will be placed in a plastic box or if large covered with polyethylene.

- Delicate items will also be boxed.
- If anything needs urgent conservation we will use MoL or other conservation services.
- As far as possible all finds that should be washed will be washed on site.
- They will then be placed in plastic seed trays to dry.

## **10. HEALTH AND SAFETY**

The risk assessment is a separate document.

## **11. STAFF**

The excavation will be lead by John Phillips, Field Officer of CADHAS. He will be supported by a group of about 8 experienced volunteers who have worked together as a team for many years. There will be about eight less experienced or new volunteers drawn from the local area.

## **12. INSURANCE**

This will be covered by CADHAS's policy.

## **13. POST EXCAVATION STRUCTURE AND TIMESCALE**

### **13.1 Closing down the excavation**

- The trenches will be backfilled and returfed or reseeded.
- The grass will be trowelled up to remove dirt and loose stones.

### **13.2 Post excavation assessment**

A summary of the main points and an OASIS form will be produced within four weeks. An assessment of the finds and records will be made within 2 months of the excavation being completed. A writing up and publishing time scale will then be prepared. Unless the site turns out to be unexpectedly complex it is anticipated that a full word processed report will be prepared within a 18 months.

### **13.3 Treatment of finds by type and use of specialists**

The site is probably fairly well drained and the trenches will largely be shallow so they are unlikely to be waterlogged and will probably be oxidised.

**Pottery.** The excavators are familiar with the main types of 18<sup>th</sup> and early 19<sup>th</sup> century pottery. If the material is problematic advice will be sought from Clive Orton.

**Tobacco pipes.** These will be catalogued by the excavators based on the type series in Atkinson and Oswald 1969 and Oswald 1975.

**Bottle glass.** Will be catalogued by the excavators using the type series in Dumbrell 1983.

**Architectural mouldings** will be drawn and compared with the mouldings already known from the Carew Manor site and the major sources on classical and late gothic architecture.

**Bricks** will initially be compared with the bricks around the site and data from the local area.

**Floor tiles and wall tiles.** If these are decorated they will be drawn at 1:1.

**Mortar** will be analysed by an outside specialist if it seems likely that this will produce any information not obtainable by examination at low magnification.

### **13.4 Report writing process**

- Finds needing conservation will be treated. (Most likely by Museum of London conservation).
- The finds catalogue will be completed
- Drawings and digital photos will be made of finds where this is worth doing
- The site drawings will be traced and scanned
- The photos will be sorted, labelled and listed
- A backup of the digital photos will be made.
- The drawings and the relationships on the context sheets will be checked and a matrix of contexts made if applicable.
- The records of bricks – either in situ or in rubble – will be compared to the brick data from the local area and any dating evidence noted
- The building materials, construction method and sequence of any structure will be considered from context sheets, drawings and photos.
- Mortar will be considered in the light of data from the rest of the site. It will be analysed if this seems likely to produce useful results.
- The research questions will then be reviewed in the light of the accumulated evidence.
- A report will be drawn up containing at least the information required by the GLAAS guidelines.

### **13.5 Publication**

- An entry will be supplied for *London Archaeologist* excavation roundup when requested.
- If the results are sufficiently interesting an article will be offered to *London Archaeologist*.
- A detailed word processed report will be produced. The distribution of this will depend on length and interest. At the least photo-copied reports will go to English Heritage, Sutton Local Studies, and other local interested parties.

### **13.6 The archive**

- The finds will belong to the London Borough of Sutton as landowner and will go to their museum collection.
- The site archive will go to London Borough of Sutton Archives.

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