



THE COPPED HALL TRUST

CHARITY REGISTRATION NUMBER 1065569/0

www.coppedhalltrust.org.uk



Copped Hall Trust Archaeological Project

ARCHAEOLOGY EXPERIENCE WEEKENDS 2025

12th-13th July · 19th-20th July · 26th-27th July

*An excavation exploring the development of a Tudor grand-house from its medieval origins
at Copped Hall on the edge of Epping Forest, Essex*

Joining instructions

You have a place on one of our archaeology experience weekends this summer. The following information is essential for you to take up your place and to be prepared for the fieldwork. If this is your first dig at Copped Hall, please read these notes carefully. Even if you've joined us before, please review the updated procedures as they may have changed.

1. Travelling to Copped Hall

If this is your first visit to Copped Hall we recommend consulting a map to gain a clearer image of where Copped Hall is and how to access the grounds.

For those driving and using a SatNav please use the following postcode CM16 5HR or What Three Words: stow.crab.record

You are aiming to reach these gate houses where WEAG volunteers will be ready to welcome you, give you the code to the gates and further instructions for parking.



Driving

From the M25, junction 26

Follow signs to Loughton (then to Epping). Drive uphill through the forest to the roundabout. Take the first left exit (B1393), passing the Miller and Carter restaurant on the left and the SHELL garage on the left. Some SatNavs will tell you to enter a Car Park (Lodge car park) – ignore this. In slightly less than half a mile, turn left into Crown Hill. After a few hundred yards you will see on the right a clearing and the white entrance gates and the Lodge houses of Copped Hall.

From Woodford and Loughton

Drive to the Miller and Carter roundabout, follow signs to Epping (B1393) passing the restaurant and the Shell garage on your left. Some SatNavs will tell you to enter a Car Park (Lodge car park) – ignore this. In about half a mile, turn left onto Crown Hill. After a few hundred yards you will see on the right, the white entrance gates and Lodge houses of Copped Hall.

From Harlow and the M11

Follow signs to Epping for approximately 5 miles. Drive through Epping, after passing the Bell Hotel on your right, in slightly over a mile turn right into Crown Hill. Do not turn right before then. After a few hundred yards you will see on the right the white entrance gates and Lodge houses of Copped Hall.

From North Weald.

Drive through Epping, after passing the Bell Hotel on your right, in slightly over a mile turn right into Crown Hill. Do not turn right before then. After a few hundred yards you will see on the right the white entrance gates and Lodge houses to Copped Hall.

Public Transport

Buses are sadly not the most reliable for access to Copped Hall however you can use the underground to Epping or Loughton and then complete your journey via taxi. If travelling from London, ensure you take the Central Line route to Epping or Loughton, not the Hainault branch (Please note that there are often planned weekend closures on the Central line so check before you travel). Sadlers is a local taxi service who are used to helping visitors get to Copped Hall in 15-20 minutes from either station. Phone numbers for Sadlers are 0208 508 6600 (Loughton) or 0199257111 (Epping). Ask your driver to take you to the Crown Hill entrance to Copped Hall postcode CM16 5HR or What Three Words: stow.crab.record.

At the Copped Hall gates

Copped Hall is owned by the Copped Hall Trust and is not open to the public except on open days. On **Saturday** morning a member of the WEAG team will be at the gates on Crown Hill **from 8:45 am to 9.30 am** to open the gates for you. You will be shown how to open the gates on subsequent days and told where to park your car and register for the dig.

Proceed through the gates to the Mansion - about 1 km. The drive has a traditional hoggin surface (lots of loose stones), with two unmarked speed humps, and should not be driven over at more than 15 miles per hour. Please do not drive or park on the grass verge.

NB: The gatehouses are privately owned. The residents do not control the gates and **must on no account be disturbed**. If, on a later day, you have any problem with the gates, please phone the contact number at the end of these instructions for help, or park your vehicle where it won't obstruct others and walk to the Mansion.

2. Arrival and Registration

Please try to arrive between 9:00 - 9:30.

As you approach the Mansion from the south after crossing the bridge over the motorway you will be asked to park your car neatly in front of the Mansion or in the car park. The mansion remains locked throughout the day, so please bring everything you will need for the day with you in the morning. You will be shown into the mansion, where registration will take place at 9.30am followed by an introduction lecture. Please note that the only toilets on site are in the house and we will be digging about 250 metres further away at the north end of the gardens.

3. Introduction and timetable

After registering please take a seat for the introduction, given by one of the dig directors. After the introduction you will go to the site and be shown the trenches and Bothy (for storing tools and finds processing). These activities are subject to change in the event of wet weather. We have wet weather back up plans just in case.

Timetable:

Saturday

9:00-9:30	Arriving, registration
9:30	Introduction Lecture
Approx 10:30	Site tour, introduction to trenches and equipment and begin digging
13:00 - 14:00	Lunch
14:00	Excavating*
17:00	End of work, clean up and return tools to store
17:00 to 17:30	Return to mansion and departure

Sunday

9:00-9:30	Arriving, registration
9:30	Geophysics Lecture
Approx 10:30	Excavation or Geophysics
13:00 - 14:00	Lunch
14:00	Excavation, environmental sampling and finds processing
17:00	End of work, clean up and return tools to store
17:00 - 17:30	Weekend summary and departure

*During the time slots marked as excavating time we will be rotating groups between other activities such as covering the basics of contexts and stratigraphy, calculating levels above sea level, finds processing, environmental sampling methods and on the Sunday you will get the chance to try Geophysics too if you want.

4. Equipment that you should bring

Essential items

- You will be outdoors most of the day and will need **appropriate clothing** for all weathers. We suggest a warm coat / jumper, a waterproof coat, waterproof trousers, cool full-length clothing for covering up in a hot spell, and most importantly a sun hat. Bring clothes you don't mind getting dirty.
- A pair of strong walking boots or similar (steel toe-caps are highly recommended) for working in or around the trenches. Wellington boots may also be useful, depending on the weather.
- A water bottle / flask with drinks - we can provide refreshments during the morning lectures and there is tap water on site where you can fill up bottles.
- **NB** – if you wish to work with the magnetometer you will need to wear or bring **non-metallic clothing** and footwear e.g. tracksuit, clothes with no metallic zips, Wellingtons
- Packed Lunch - there is no food available on site so please bring a packed lunch

Recommended items

- A notebook and pens for making your own notes.
- High factor sun cream.
- Kneepads or kneeling mat
- Gloves – a pair of hard-wearing gardening gloves.
- Trowel – ideally a 4-inch pointing trowel with tang welded to handle (we will provide a trowel during the weekend if you do not have one)

5. On site facilities

- Toilets and wash basins at the back of the Mansion
- Drinking water tap near the trenches - please bring your own bottle to refill
- All tools and equipment, including trowels.

6. CHTAP and the responsibilities of all on site

The Archaeological Project is taking place by kind invitation of the Copped Hall Trust. The Trust bought the Mansion and the associated buildings and grounds when they had been robbed and were in a state of virtual dereliction. You will meet other volunteers on site who work for the trust in the house and gardens. There may also be visitors on garden tours – please treat them with respect, and if necessary refer any questions to your trench supervisor.

For the weekend you will be a member of the CHTAP team made up of people of many ages and from many backgrounds. As a team member we ask you to abide by the following :

- Please stay with the group and within the Copped Hall grounds throughout the day - if you need to leave Copped Hall during the day, please contact your supervisor for exit through the gates.
- As the mansion is partially a building site, only go inside the Mansion if your supervisor takes you there.
- Adhere to the work timetable and follow instructions given by the directors or supervisors.

- Rubbish must be placed in the bins in the Bothy.
- There is a strict NO SMOKING/VAPING policy in the archaeological trenches and the Mansion.
- Be mindful of others - avoid behaviour that could cause harm, invade privacy or create disruption.
- Please be polite and considerate to members of the local community, Copped Hall volunteers and visitors to the site, of whom we get many.
- The organisers reserve the right to exclude anyone who is disruptive.

Please note:

- All artefacts or other finds recovered on the site are the property of the Trust.
- Finds must not be removed from finds trays without explicit permission or instruction from your supervisor.
- All work and records produced or undertaken as part of the Project remain the property of the CHTAP. We ask that copies of all undergraduate or postgraduate theses, dissertations or other written work about the site be lodged in the CHTAP archive.

7. Health & Safety on site

An excavation site can be dangerous, and it is essential that you are aware of the Health and Safety risks involved in archaeological research. You will be briefed about good procedure on site on your first morning, and we ask you to keep the following points in mind:

- You must have an up-to-date anti-tetanus inoculation before coming to Copped Hall.
- Do not act in any way that puts others at risk, especially when working with heavy tools.
- Consider your own limitations and do not lift, carry or barrow anything that you cannot manage. Please ask for help if necessary and speak out if you are asked to do anything that you feel is beyond you.
- Wear a hard hat and / or a hi-visibility jacket if asked to do so or if working in deep excavations (no excavation will exceed 2 metres in depth).
- Do not stand or sit on or near the edges of trenches. This is detrimental to the archaeology and can make the edges collapse.
- Be aware of hazards on site such as stones, rocks, holes, string-lines, measuring tapes, grid-pegs and tools. Keep alert to what is going on around you at all times, never walk backwards on site! It is your responsibility to keep your own work area tidy. Some excavations will be taking place on a 45 degree slope. Please be extra mindful of footing in these areas.
- No music, radios or personal stereos near the trenches during working hours. They are distracting and a safety hazard.
- If you suffer an accident or injury, make your supervisor aware of it. There are first-aiders on site, and there is a first-aid kit and accident book.
- Be strict with personal hygiene by washing hands thoroughly before eating or drinking. Make sure that all cuts are covered with waterproof plasters while working.
- Please provide us with details for an emergency contact in case of an accident on site. There is a form provided or they will also be available to fill out on the day.

8. Insurance

The Experience Weekends are part of the Council for British Archaeology's annual "Festival of British Archaeology." To insure you on site you will be made a WEAG member for the rest of the year and be covered by WEAG's insurance as provided by Towergate Insurance Brokers. Please complete the Emergency Contact form at the end of this handout in case of emergencies.

We hope you enjoy your weekend introduction to archaeology and as a member of WEAG for the rest of the year we welcome you to participate in our lectures which will resume in September with a talk on the Geoarchaeology of London by Jason Stewart (at Woodford County High School). We will also hold a 9 day members digs between 23rd -31st August 2025 which you are welcome to join, please email weagmembership@outlook.com to register your interest. We do not charge a fee for the members' dig but do welcome donations towards refreshments and tools.

9. Contact details

Be sure that we have a contact number for you so that, in an emergency, we can get in touch with you in the evening or in the morning (before you leave for the site).

For all enquiries, please email weagmembership@outlook.com

CONTACT ON SITE

To let us know if you have a problem, are not coming in or are delayed please contact us on the following number

07938 701596

We hope you have an enjoyable and instructive weekend!

If you have any further questions please contact us and we will try to help.

CHTAP Emergency Contact(s) Form

Emergency Contact Form

Please complete this form and hand it in on the first day of the dig(s) that you are attending.

Name of Attendee:	
Contact Number:	
Dates of Attendance:	

Contact (1)	Name:	
	Relationship to Attendee:	
	Contact Number:	

Contact (2) - optional	Name:	
	Relationship to Attendee:	
	Contact Number:	

This information will only be retained for the duration of the dig(s) that the person named above attends.