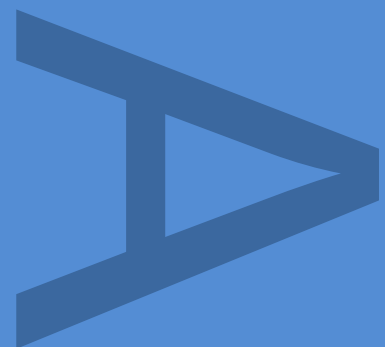


**Archaeological Monitoring at
Land at Ixworth Free School,
Ixworth, Suffolk**

June 2015



**PRE-CONSTRUCT ARCHAEOLOGY
R12133**

Archaeological Monitoring at Land at Ixworth Free School, Ixworth, Suffolk

Local Planning Authority: St Edmundsbury Borough Council

Planning Reference: DC/14/2400/FUL

Central National Grid Reference: TL 93718 70760

Site Code: IXW113

Event No: ESF23080

Report No: R12133

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June 2015

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ABSTRACT

This report describes the results of archaeological monitoring carried out by Pre-Construct Archaeology on land at Ixworth Free School, Ixworth, Suffolk (NGR TL 93718 70760) between the 9th and the 16th June 2015. The archaeological work was commissioned by CgMs Consulting Ltd in response to a planning condition attached to the approved proposals to extend the existing school development. The aim of the work was to ensure that any archaeological remains exposed during groundworks were recorded, recovered and interpreted.

No archaeological features were seen during archaeological monitoring.

1 INTRODUCTION

- 1.1 Archaeological monitoring was undertaken by Pre-Construct Archaeology Ltd (PCA) on land at Ixworth Free School, Ixworth, Suffolk (centred on Ordnance Survey National Grid Reference (NGR) TL 93718 707060) from the 9th to the 16th June 2015 (Figure 1).
- 1.2 The archaeological work was commissioned by CgMs Consulting in response to an archaeological planning condition attached to the approved proposals to extend the existing school development (Planning Reference DC/14/2400/FUL).
- 1.3 The monitoring was carried out in accordance with a Written Scheme of Investigation (WSI) prepared by Suzanne Gailey of CgMs Consulting Ltd (Gailey 2015) following consultation with the archaeological officer at Suffolk County Council.
- 1.4 The aim of the monitoring was to ensure that any archaeological remains exposed during groundworks at Ixworth Free School were recorded, recovered and interpreted.
- 1.5 This report describes the results of the monitoring. The site archive will be deposited at Suffolk County Council Archaeology Store.

2 GEOLOGY AND TOPOGRAPHY

2.1 Geology

2.1.1 The underlying geology of the site is Lewes Nodular Chalk Formation overlain by Lowestoft Formation (formerly known as Boulder Clay) (British Geological Survey; Website 1).

2.1.2 Geotechnical investigations undertaken by RSK in October 2014 confirmed the site sequence as made ground/topsoil overlying the Boulder Clay and in turn the chalk. Made ground was recorded in five locations up to depths of 1.1m below ground level.

2.2 Topography

2.2.1 The site lies in the north-east of Ixworth village. The northern part of the site is at 50m AOD and slopes gently down to the northern boundary to 47.50m AOD and to the southern boundary at c.45m AOD.

2.2.2 The natural topography of the site has been altered following terracing and levelling work associated with the construction of the school and playing fields.

2.2.3 The Black Bourne River lies approximately 600m to the south of the site.

3 ARCHAEOLOGICAL BACKGROUND

3.1 General

3.1.1 This archaeological and historical background has been drawn from the Archaeological Desk-Based Assessment compiled by CgMs Consulting Ltd (Gailey 2014).

3.2 Prehistoric

3.2.1 Several isolated finds of Neolithic date have been recovered from across Ixworth, including unstratified Neolithic finds from a 2001 evaluation carried out south of Stow Lane (IXW005) and a scatter of burnt flint found during fieldwalking (IXW048).

3.2.2 The remains of two Bronze Age socketed axes were found in the 19th century c.400m south-east of the study site (IXW047).

3.2.3 Several isolated Iron Age finds have been recorded comprising an Iron Age spearhead, found at Street Farm c.550m north-west of the site (IXW001), a fragment of an Iron Age brooch found c.500m south-west of the site (IXW018) and isolated coins (IXW023, IXW029 and IXW007).

3.3 Roman

3.3.1 A triple-ditched fort was identified in 1945 located at a crossing of the Black Bourne River. Archaeological excavations in 1985 suggested that the fort was established after the Boudiccan revolt in 61 AD, and a small town appears to have developed, with evidence of iron smithing, bronze casting and pottery production. The fort and Roman settlement core is designated as a Scheduled Monument and lies approximately 850m south-west of the site.

3.3.2 Four Roman skeletons were found during investigations at Bridge Farm close to the Roman road approximately 800m south-west of the site.

3.3.3 Numerous Roman finds have been recovered within the vicinity of the site. Finds of coins and metalwork are fairly widespread, including a dispersed mid-fourth century coin scatter found c.100m south of the site. Pottery, coins and metalwork have also been found near the High Street.

- 3.3.4 A villa site was identified along Stow Lane during ploughing in 1834, approximately 550m south-east of the site. The villa site was investigated in 1948, and an apsed building with hypocaust, a room with painted plaster and third century coins were identified. The villa site is designated as a Scheduled Monument (SM 1006047). A ceremonial disc and chain were found nearby in c.1950. Pottery and tiles, some with painted plaster, were also recorded from south of Stow Lane, c.500m south-west of the site in 2001. Adjacent to this site metalwork, pottery and a small pit were identified during construction works.
- 3.3.5 Fieldwalking has identified two further foci of activity north-east and east of the development site. Twelve pieces of Samian pottery and 25 sherds of greyware were found in 1994, c. 400m north-east of the site. The following year, 61 sherds of greyware and a piece of white ware possibly from a mortarium, were found c.250m south-east of the site.

3.4 Anglo-Saxon and Medieval

- 3.4.1 When excavated in 1948, the villa site referred to above showed 'signs of a late, probably Early Saxon, occupation of the ruins', evidenced by pottery, burnt loom weights and possible chalk floors. Three 'hut' sites were also identified south-east of the villa. An Early Saxon cemetery is also known from the site south of Stow Lane referred to above. Fragments of twelve cremation urns were found in 1946, and an evaluation in 2001 found three Early Saxon graves, part of a larger cemetery. A ninth-century iron sword has been found nearby.
- 3.4.2 Later Saxon activity in the area is suggested from isolated finds of coins and metalwork, including a bronze dress hook c.150m south of the site.
- 3.4.3 The earliest documentary reference to Ixworth comes from a charter of c. 1040, in which Thurketel granted land at Culford, Wordwell and Ixworth to the Abbey of Bury St Edmunds (Sawyer 1968). The place-name is recorded as Gyxeweorde and Ixewyrðe, which is thought to derive from 'Gicsa's word' or 'enclosure', Gicsa perhaps being a nickname from the Old English gecsa or gihsa, meaning 'hiccough' (Ekwall, 1991).

- 3.4.4 The Domesday Book records that Ixworth lay within three landholdings held by the Abbey of St Edmunds, Robert le Blund and an unnamed freeman occupying twelve acres of land. The township comprised arable land, meadow, a vineyard, a park, a church and a mill. There were 43 freemen, four smallholders and five slaves.
- 3.4.5 From 1086 Ixworth appears to have been held as one manor by Robert le Blund whose manor is thought to have been approximately 600m south-west of the site.
- 3.4.6 Robert le Blund's son, Gilbert, founded an Augustinian Priory, sited near the parish church, around 1100 AD. It was destroyed during the mid-12th century civil war between King Stephen and Empress Matilda and was subsequently rebuilt slightly to the west of Ixworth, c. 750m south-west of the site.
- 3.4.7 Apart from medieval remains in the vicinity of the Priory, relatively few have been recorded in the area. Medieval pottery has been recovered around the High Street and Stow Lane, which appears to relate to activity within the medieval core of Ixworth. A dispersed scatter of metalwork has been found around Crown Lane approximately 100m south of the site and a silver penny of Edward I and two medieval lead seals were found in the field to the east of the site.
- 3.4.8 The church of St. Mary is medieval in date, with major rebuilding in the 15th and 16th centuries. It lies approximately 800m south-west of the site, possibly on the site of an earlier Saxon church. The church contains possible late Saxon stonework.

3.5 Post-Medieval

- 3.5.1 The site comprised agricultural land away from the core of the village until the 19th century, when the north-western corner lay within a chalk quarry. By the late 19th century the chalk quarry had expanded further into the site.
- 3.5.2 Between 1958 and 1980 Ixworth County Middle School was constructed on the site comprising of school buildings, a caretakers house and associated

car parking and landscaping in the north of the site, a swimming pool and playing fields in the south of the site.

3.6 Undated

- 3.6.1 An undated inhumation was recorded during construction works associated with the school swimming pool. There are no records of further burials being found during the construction of the swimming pool which may suggest that this was an isolated burial rather than evidence of a cemetery site.

4 METHODOLOGY

4.1 Monitoring

- 4.1.1 Ground reduction was carried out under archaeological supervision using a 21-ton tracked mechanical excavator fitted with a 2.2m-wide toothless ditching bucket and a 8-ton tracked 360° with a 1.8m toothless ditching bucket. Deposits were removed in spits down to the level of the foundation footings. Exposed surfaces were cleaned by trowel and hoe as appropriate and all further excavation was undertaken manually using hand tools. Overburden deposits were set aside beside each trench and examined visually and with a metal-detector for finds retrieval.
- 4.1.2 Metal-detecting was carried out during the topsoil and subsoil stripping and throughout the excavation process. Spoilheaps were scanned by metal-detector as they were encountered/ created.
- 4.1.3 Field excavation techniques and recording methods are detailed in the PCA Fieldwork Induction Manual by Joanna Taylor, Gary Brown and Mark Hinman (2015).

4.2 Recording Methodology

- 4.2.1 Deposits or the removal of deposits judged by the excavating archaeologist to constitute individual events were each assigned a unique record number (often referred to within British archaeology as 'context numbers') and recorded on individual pre-printed forms (Taylor, Brown and Hinman 2015). Archaeological processes recognised by the deposition of material are signified in this report by round brackets (thus), while events constituting the removal of deposits are referred to here as 'cuts' and signified by square brackets [thus]. The record numbers assigned to cuts and deposits are entirely arbitrary and in no way reflect the chronological order in which events took place. All features and deposits recorded during the monitoring are listed in Appendix 2.
- 4.2.2 High-resolution digital photographs were taken at all stages of the monitoring process.

5 DISCUSSION & CONCLUSIONS

- 5.1 No archaeological features were seen during archaeological monitoring of the four areas of groundworks at Ixworth Free School.
- 5.2 The difference in the ground level to the west and south-west of Area 3 indicates that the ground has been cut into by up to 1m to make a level plateau for the school and playground (Plate 5). The truncation appeared to be heaviest at the south-west corner of Area 3. This past ground reduction was further evidenced by the absence of any former topsoil or subsoil deposits beneath the playground surface.

6 ACKNOWLEDGEMENTS

- 6.1 Pre-Construct Archaeology Ltd would like to thank CgMs Consulting Ltd for commissioning the work and Mick George for operating the excavator. The author would like to thank Mark Hinman for managing the project and finally PCA's CAD department for preparing the figures.

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Ekwall, E. 1991 The Concise Oxford Dictionary of English Placenames (Oxford University Press)

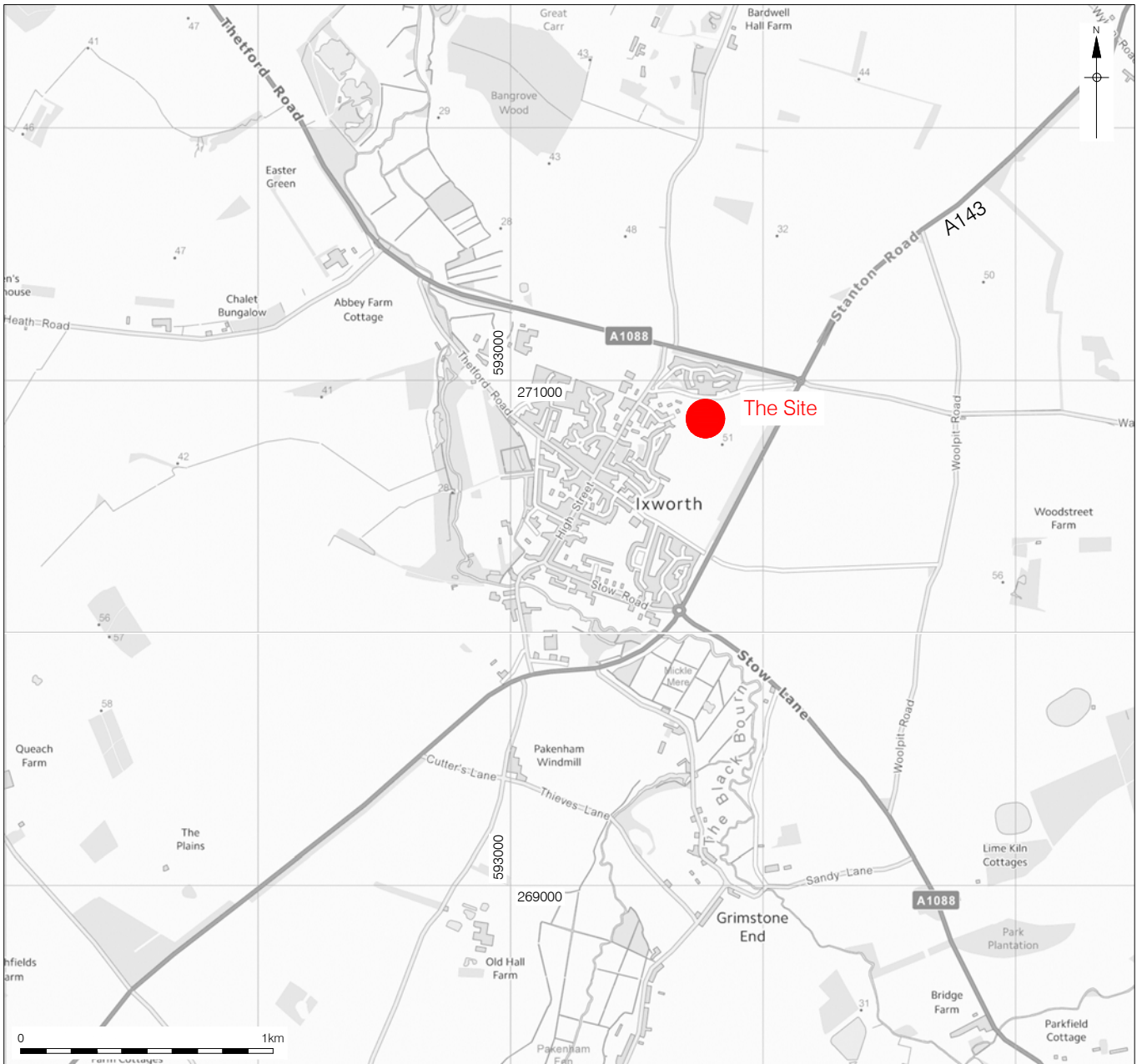
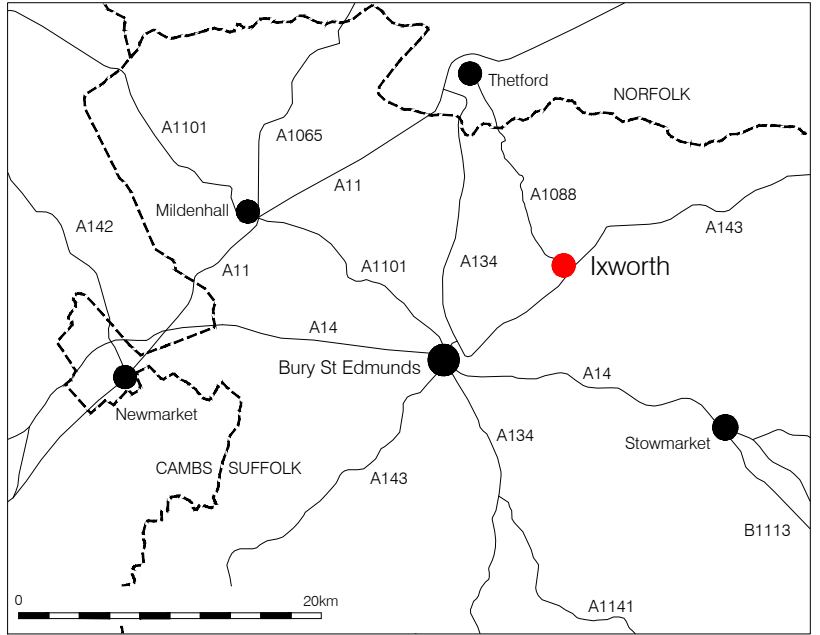
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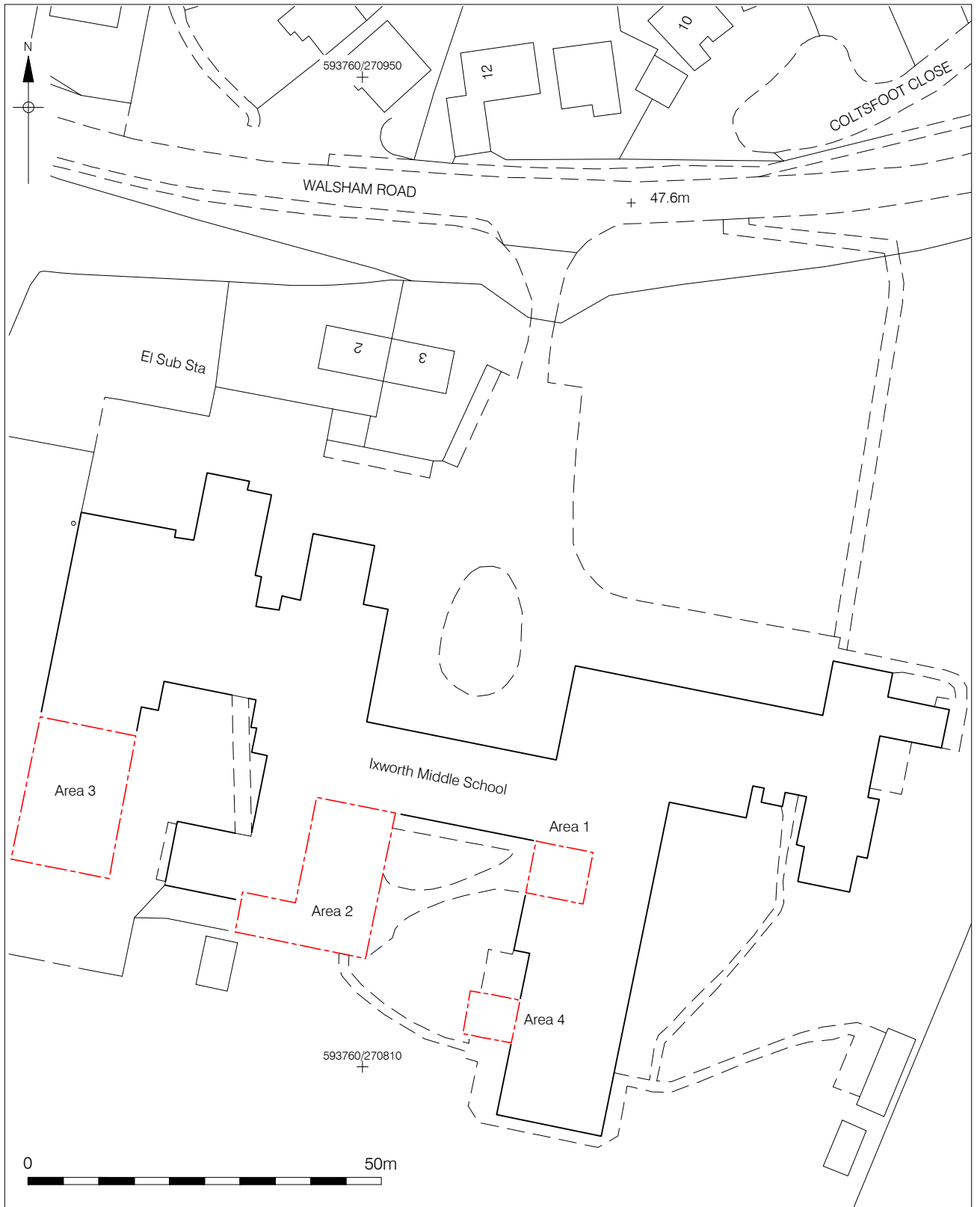
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7.2 Websites

1) <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>. Date accessed 01/06/2015





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 23/06/15 JS

Figure 2
 Areas Monitored
 1:800 at A4

8 APPENDIX 1: PLATES



Plate 1: Area 1, view west



Plate 2: Area 2, view north-west



Plate 3: Area 3, view north-west



Plate 4: Area 3 foundation, view south



Plate 5: View to the south-west of Area 3 showing historic ground levelling,
view south-west

9 APPENDIX 2: CONTEXT INDEX

Context	Cut	Type	Category	Interpretation	Area
100	N/A	Layer	Overburden	Made ground / garden soil	1, 2, 4
101	N/A	Layer	Geology	Natural geology	1, 2, 4
102	N/A	Layer	Overburden	Tarmac-playground surface	3
103	N/A	Layer	Overburden	Crushed hardcore	3
104	N/A	Layer	Overburden	Tarmac-old playground surface?	3
105	N/A	Layer	Overburden	Disturbed/re-deposited sand	3
106	N/A	Layer	Geology	Natural geology	3

10 APPENDIX 3: TABLE OF ATTENDANCE

Date	Staff	Works monitored
09/06/2015	M. Slater	None - machines not yet on site
10/06/2015	S. Porter	Ground clearance and tarmac removal
12/06/2015	S. Porter	Ground reduction of Area 1
15/06/2015	T. Woolhouse	Ground reduction of Areas 2-4
16/06/2015	T. Woolhouse	Strip foundations in Area 3

11 APPENDIX 4: OASIS FORM

OASIS ID: preconst1-212324

Project details

Project name Archaeological Monitoring at Land at Ixworth Free School, Ixworth, Suffolk

Short description of the project This report describes the results of archaeological monitoring carried out by Pre-Construct Archaeology on land at Ixworth Free School, Ixworth, Suffolk (NGR TL 93718 70760) between the 9th and the 16th June 2015. The archaeological work was commissioned by CgMs Consulting Ltd in response to a planning condition attached to the development of the school playing field. The aim of the work was to ensure that any archaeological remains exposed during groundworks were recorded, recovered and interpreted. No archaeological features were seen during archaeological monitoring.

Project dates Start: 09-06-2015 End: 16-06-2015

Previous/future work No / Not known

Any associated project reference codes IXW113 - Sitecode

Any associated project reference codes ESF23080 - HER event no.

Type of project Recording project

Site status None

Current Land use Other 15 - Other

Monument type N/A None

Significant Finds N/A None

Investigation type "Watching Brief"

Project location

Country England
Site location SUFFOLK ST EDMUNDSBURY IXWORTH Ixworth Free School
Postcode IP31 2HS
Study area 0 Square metres
Site coordinates TL 93718 70760 52.3002759996 0.841418389081 52 18 00 N 000
50 29 E Point

Project creators

Name of Pre-Construct Archaeology Ltd.
Organisation

Project brief none
originator

Project design CgMs Consulting Ltd.
originator

Project Mark Hinman
director/manager

Project supervisor Stephen Porter and Tom Woolhouse

Type of School
sponsor/funding
body

Project archives

Physical Archive No
Exists?

Digital Archive Suffolk County Council
recipient

Digital Archive ID IXW113

Digital Contents "none"

Digital Media "Images raster / digital photography","Text"
available

Paper Archive Suffolk County Council
recipient

Paper Archive ID IXW113

Paper Contents "none"

Paper Media "Map","Notebook - Excavation',' Research',' General Notes","Report"
available

Project bibliography

1

Grey literature (unpublished document/manuscript)

Publication type

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Suffolk

Author(s)/Editor(s) Slater, M.

Date 2015

Issuer or publisher Pre-Construct Archaeology Ltd.

Place of issue or Cambridge
publication



**WRITTEN SCHEME OF
INVESTIGATION
FOR AN
ARCHAEOLOGICAL
MONITORING EXERCISE**

**LAND AT IXWORTH FREE
SCHOOL
IXWORTH
SUFFOLK**

APRIL 2015

Planning • Heritage

Specialist & Independent Advisors to the Property Industry

**Local Planning Authority:
St Edmundsbury Borough
Council**

**Site centred at:
TL9371870760**

**Application Reference:
DC/14/2400/FUL**

**Author:
Suzanne Gailey BA (Hons) MA
MCIfA**

Report Status:

**Issue Date:
April 2015**

**CgMs Ref:
SG/18160**

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- 8.0 Reports and Archives
- 9.0 Report Publication
- 10.0 Programme and Staffing
- 11.0 Standards
- 12.0 Insurance and Health and Safety

Sources Consulted

LIST OF FIGURES

- Fig. 1 Site Location
- Fig. 2 Area of Proposed Archaeological Monitoring

1.0 **INTRODUCTION**

- 1.1 This document has been prepared by CgMs Consulting, on behalf of their client Willmott Dixon Construction Ltd, as a project design for the archaeological monitoring of groundworks during development of land at Ixworth Free School, Ixworth, Suffolk (Fig. 1).
- 1.2 Planning permission has been granted (DC/14/2400/FUL) for (i) New multi-use space located near existing Gym and Dining Hall (ii) Relocation of pupil toilets to rear of main entrance building (iii) New entrance canopy (iv) New pupil access arrangements and entrances (v) New planted roundabout and coach turning area; as amended by agreed Travel Plan received 30 March 2015.
- 1.3 The planning application has been approved subject to the following conditions relating to archaeology:

Condition 7

No development shall take place within the area indicated [the whole site] until the implementation of a programme of archaeological work has been secured, in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the Local Planning Authority.

The scheme of investigation shall include an assessment of significance and research questions; and:

- a. The programme and methodology of site investigation and recording.
- b. The programme for post investigation assessment.
- c. Provision to be made for analysis of the site investigation and recording.
- d. Provision to be made for publication and dissemination of the analysis and records of the site investigation.
- e. Provision to be made for archive deposition of the analysis and records of the site investigation.
- f. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.
- g. The site investigation shall be completed prior to development, or in such other phased arrangement, as agreed and approved in writing by the Local Planning Authority.

Reason: To safeguard archaeological assets within the approved development boundary from impacts relating to any groundworks associated with the development scheme and to ensure the proper and timely investigation, recording, reporting and presentation of archaeological assets affected by this development, in accordance with Policy HC9 of Replacement St Edmundsbury Borough Local Plan 2016, Policy CS2 of St Edmundsbury Core Strategy 2010 and the National Planning Policy Framework (2012).

Condition 8

No building shall be occupied until the site investigation and post investigation assessment has been completed, submitted to and approved in writing by the Local Planning Authority, in accordance with the programme set out in the Written Scheme of Investigation approved under Condition 7 and the provision made for analysis, publication and dissemination of results and archive deposition.

- 1.4 Following consultation with the archaeological officer at Suffolk County Council in their role as archaeological advisor to St Edmundsbury Borough Council, a mitigation strategy has been agreed. This will comprise an archaeological monitoring exercise (watching brief) during construction groundworks.
- 1.5 This document therefore forms the Written Scheme of Investigation (WSI) for the archaeological monitoring exercise. It has been prepared in accordance with all relevant guidelines, including those set down by the Chartered Institute for Archaeologists (CIfA), English Heritage (EH) and the regional fieldwork guidelines (EAA 2003).

2.0 GEOLOGY & TOPOGRAPHY

- 2.1 The British Geological Survey confirms that the site is located on Lewes Nodular Chalk Formation which is overlain by Lowestoft Formation – Diamicton (formerly known as Boulder Clay).
- 2.2 Geotechnical investigations undertaken by RSK in October 2014 confirmed the site sequence as Made Ground/Topsoil overlying the Boulder Clay and in turn the Chalk. Made Ground was recorded in 5 locations up to depths of 1.10m below ground level.
- 2.3 The natural topography of the site has been altered following terracing and levelling work associated with the construction of the school and playing fields.
- 2.4 The Black Bourne river flows approximately 600m south of the study site.

3.0 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 3.1 The archaeological desk based assessment (CgMs 2014) has provided the detailed archaeological and historical background to the site.
- 3.2 No evidence of in situ activity dating to the prehistoric periods have been recorded within a 1km radius of the site. The absence of in situ evidence and the generally low level of prehistoric finds in the vicinity of the site may reflect an absence of past archaeological fieldwork but probably points to a general avoidance of the Boulder Clay in favour of lighter more fertile soils. Overall, therefore, the archaeological potential of the study site for these periods must be defined as low for in situ settlement activity, although the potential for isolated artefactual evidence is considered to be moderate.
- 3.3 Roman finds have been known from the Ixworth vicinity since the 19th century and there are numerous records of Roman finds within the vicinity of the study site. However it is apparent that the focus of Roman activity appears to have been the river or the Roman road some distance from the site. As a result it is considered unlikely that significant settlement remains are likely to be present on the site itself. The archaeological potential of the site is therefore considered to be low for in situ Roman settlement evidence, with a moderate potential for isolated artefacts.
- 3.4 The sites location away from the Saxon/Medieval historic core of Ixworth suggests it most likely comprised of agricultural land during these periods. The site continued to comprise agricultural land until its development as a school in the mid 20th century.
- 3.5 An undated inhumation was recorded during construction works associated with the school swimming pool in the 1960s. There are no records of further burials being found during the construction of the swimming pool or the school buildings which may suggest that this was an isolated burial rather than evidence of a cemetery site.

4.0 MITIGATION

- 4.1 This will comprise an archaeological monitoring exercise (watching brief) during construction groundworks within the three school extension areas (Fig. 2).

5.0 OBJECTIVES AND RATIONALE

5.1 The principal objective of the archaeological monitoring will be to record any archaeological artefacts and ecofacts and their context. In addition the archaeological monitoring will have the following objectives:

Is there any evidence for prehistoric activity at the site?

Is there any evidence for Roman activity at the site?

If no evidence of prehistoric or Roman activity is found, is this because of an absence of activity or due to later impact?

If there is an absence of prehistoric or Roman activity, was the site within marginal land at this time?

Is there any evidence of burial activity?

What impact upon the site has resulted from post-medieval agriculture?

What impact upon the site has resulted from modern development?

6.0 METHOD STATEMENT

- 6.1 Before groundworks commence a programme and excavation methodology will be agreed between the civil engineering contractors and CgMs Consulting to ensure that all relevant parties are aware of the monitoring requirements. An archaeologist will monitor the proposed construction groundworks within the three school extension areas (Fig. 2). The soil will be stripped using a smooth bladed bucket on an appropriate hydraulic tracked machine. Where topographical or archaeological features occur, either in plan or section, these will be clearly identified to the civil engineering contractor to allow, where practical, sufficient time for their investigation and recording.
- 6.2 All machine work will be undertaken under the direct supervision of an appropriately experienced archaeologist; machining will cease immediately if significant evidence is revealed.
- 6.3 Care will be taken to look for artefacts within the topsoil and the machine excavated spoil heap will be surveyed with a metal detector.
- 6.4 Areas that have been observed by the archaeological contractor and where no topographical features or archaeological deposits have been recorded will be clearly identified to the civil engineering contractor so that their work can continue in areas of no archaeological interest.
- 6.5 Where topographic features or archaeological deposits occur they will be planned and recorded. The hand-excavation of archaeological deposits will be undertaken where it is safe to do so.
- 6.6 All investigations of archaeological levels will, where appropriate, be by hand, with cleaning, examination and recording, if possible, both in plan and in section. Within significant levels partial excavation, half-sectioning, the recovery of dating evidence, sampling and the cleaning and recording of structures will be undertaken. Full excavation of deposits of potential regional or national significance will be undertaken in agreement with the Archaeological Advisor.
- 6.7 Archaeological excavation may require work by pick and shovel. Such techniques are only appropriate for the removal of homogeneous or low-grade deposits which may give a 'window' into underlying levels. They must not be used on complex

stratigraphy and the deposits to be removed must have been properly recorded first. The depth and nature of all colluvial or other masking deposits must be established across the site.

- 6.8 All finds will, as a minimum be counted, weighed and identified. Contingency will be made for specialist advice and conservation needs on-site should unexpected, unusual or extremely fragile and delicate objects be recovered.
- 6.9 Provision will be made for the bulk sampling of archaeological deposits for artefactual, economic and environmental date from appropriate deposits recorded during the monitoring work.
- 6.10 A Project Design issued by the appointed contractor will provide details of the sampling strategies for retrieving artefacts, biological remains (for Palaeoenvironmental and palaeoeconomic investigations), and samples of sediments and/or soils (for micromorphological and other pedological/sedimentaological analysis). Advice on the appropriateness of the proposed strategies will be sought, as necessary, from English Heritage Regional Science Advisor.
- 6.11 The assessment of environmental potential will consider the guidelines set out in the following documents:
English Heritage, 2011, Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition).
Association for Environmental Archaeology, 1995, Environmental archaeology and archaeological evaluations. Recommendations concerning the environmental archaeology component of archaeological evaluations in England. Working Papers of the Association for Environmental Archaeology 2, 8 ff. York: Association for Environmental Archaeology;
Dobney, K., Hall, A., Kenward, H. and Milles, A., 1992, A working classification of sample types for environmental archaeology. *Circaea* 9.1 (1992 for 1991), pg. 24-26; Murphy, P.L. and Wiltshire, P.E.J., 1994, A guide to sampling archaeological deposits for environmental analysis.
- 6.12 Should human remains be encountered than CgMs Consulting and the Suffolk County Council archaeological officer will be informed immediately. If removal is essential it can only take place under appropriate Ministry of Justice and environmental health regulations.

Access and Safety

- 6.13 Reasonable access to the site is to be arranged for representatives of the Local Planning Authority and the Suffolk County Council Archaeological Officer who may wish to make site inspections to ensure that the archaeological investigations are progressing satisfactorily.
- 6.14 *All relevant health and safety regulations determined by the on site Principal Contractor must be followed.* A general health and safety policy must be provided by the Archaeological Contractor and a detailed risk assessment and management strategy for this site prepared. In particular the machine should be kept away from unsupported trench edges and public access routes should be supervised and controlled. Barriers, hoardings and warning notices should be installed as appropriate. Safety helmets are to be used by all personnel as necessary. Appropriate toilet and washing facilities for site staff will be provided by the Primary Contractor.
- 6.12 No personnel are to work in deep unsupported excavations. Trenches deeper than 1.2m will have to be stepped or battered back.
- 6.13 The archaeological organisation must be satisfied that the applicant or developer has provided all information reasonably obtainable on contamination and the location of live services before any site work takes place.

7.0 STANDARDS AND PRACTICES

7.1 All work will be undertaken in accordance with the general principles set out by Suffolk County Council's archaeological guidance.

7.2 Recording

7.2.1 The recording system must be fully compatible with that most widely used elsewhere in Suffolk. Context sheets should include all relevant stratigraphic relationships and for complex stratigraphy a separate matrix diagram should be employed. This matrix should be fully checked during the course of the watching brief. If there is any doubt over recording techniques the guidance of the Suffolk Archaeological Officer will be sought.

7.2.2 It will be the responsibility of the archaeological contractor to obtain a site code (if required) from the appropriate source, which will subsequently be used as the site identifier on all documents.

7.2.3 The site archive will be so organised as to be compatible with other archaeological archives produced in the County. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets. Sample recording sheets, sample registers, finds recording sheets, access catalogues, and photo record cards will also be used. This requirement for archival compatibility extends to the use of computerised database.

7.2.4 Archaeological plans; some record of the full extent in plan of all archaeological deposits must be made. All significant deposits that significantly affect the interpretation of the site and relate to the watching brief objectives should be formally planned in relation to the OS grid and be at a scale of 1:10 or 1:20. Single context planning is required on deeply stratified sites.

7.2.5 Sections containing significant deposits, including half sections, should be drawn as appropriate.

7.2.6 All archaeological plans and sections should be on drawing film at a scale of 1:10 or 1:20 and should include context numbers and OD spot heights for all principal strata and features.

7.2.7 An adequate photographic record of any significant archaeological remains is required, in both plan and section, illustrating in both detail and general context the principal features and finds discovered. This will consist of black and white prints and colour transparencies (on 35mm film) supported by standard digital photography. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation mounted. The transparencies will be mounted in suitable frames. Where appropriate a photogrammetric record will be made of complex structures, features and horizons liable to be damaged in the course of the watching brief.

7.2.8 A Harris Matrix stratification diagram will be compiled and fully checked during the course of the excavations.

7.3 Finds

7.3.1 A high priority should be given to dating any remains and so all artefacts and finds are to be retained. Consideration should also be given to the recovery of specialist samples for scientific analysis, particularly samples for absolute dating, structural materials and cultural/environmental evidence. Different sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Minimum levels of data acquisition should be defined according to the "information recovery levels" summarised by Carver (1987). The default data acquisition level for all pre-modern assemblages is level D. Close attention will be given to sampling for date, structure and environment.

7.3.2 The strategy for sampling archaeological and environmental deposits and structures (which can include soils timbers, animal bone and human burials) will be developed in consultation with the Suffolk Archaeological Officer and the English Heritage Scientific Advisor for the eastern region. Consideration will be given to bulk samples of material for C14 dating, as appropriate, and samples of any other inclusions such as wood should also be taken.

7.3.3 A high priority will be given to the sampling of river and other anaerobic deposits (such as peat) where organic materials may be preserved.

7.3.4 Organic samples will be subject to appropriate specialist analysis. There may be a requirement to submit timbers to dendrochronological analysis and to process some

samples to provide C14 dating. Other forms of specialist analysis may also be appropriate.

- 7.3.5 The finds retrieval policies of the English Heritage archaeological guidance papers will be adopted. All identified finds and artefacts will be retained, although certain classes of building material can sometimes be discarded after recording if an appropriate sample is retained. No finds will, however, be discarded without the prior approval of the Suffolk Archaeological Officer.
- 7.3.6 All finds and samples will be treated in a proper manner and to the standards of the UK Institute of Conservators Guidelines. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the UK Institute for Conservation "Conservation Guideline No 2". Appropriate guidelines set out in the Museums and Galleries Commissions "Standards in the Museum Care of Archaeological Collections (1991)" will also be followed.
- 7.3.7 Any finds covered by the provisions of the Treasure Act (1996, amended 2003) and Treasure (Designation) Order 2002, including gold and silver, will be moved to a safe place and reported to the coroner's office according to the procedures determined by the Act. They will also be reported to the local finds liaison officer from the Portable Antiquities Scheme. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.
- 7.3.8 The pottery specialist employed by the archaeological contractor will be familiar with local wares with a record of publications in the region.

8.0 REPORTS AND ARCHIVES

8.1 Following completion of the fieldwork the archaeological contractor will produce a report, copies of which are to be provided to CgMs Consulting for onward submission to the Client and the Suffolk Archaeological Officer.

The report is to include, as a minimum, the following:

- a. a site location plan at an appropriate scale; a copy of the trench location plan at 1:1250 together with a plan of the main archaeological features at 1:100 and more detailed plans and relevant section drawings as appropriate. Particular note should be made of any variations in the depth of overburden covering any archaeological deposits revealed;
- b. a description and interpretation of the archaeology of the site;
- c. a table showing, per area, the features, classes and numbers of artefacts located and their interpretation;
- d. a consideration of the methodology used, including a confidence rating;
- e. A summary report to be included in the Suffolk annual archaeological round up.
- f. A copy of the completed OASIS report and the WSI will be included as an appendix to the final report.

The archaeological contractor is to allow the site records to be inspected and examined at any reasonable time, during or after the watching brief, by CgMs and the Suffolk Archaeological Officer.

8.2 The integrity of the site archive should be maintained. The archive of all records and finds must be prepared consistent with the principles set out in the Management of Archaeological Projects (English Heritage 1991), particularly Appendix 3.1 and Appendix 4.1, together with subsequent MoRPHE guidance (see Sources Consulted).

8.3 The minimum acceptable standard for the archival report is defined in the "Management of Archaeological Projects" 5.4 and Appendix 3. It will include all

materials recovered (or the comprehensive record of such materials) and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.

- 8.4 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed. Arrangements for the curation of the site archive will be agreed in writing with the recipient Museum and details of such arrangements will be made by the archaeological contractor.
- 8.5 The site archive is to be deposited with the appropriate local museum within 3 months of the completion of the work. In this instance this is likely to be the Suffolk county stores for which the guidelines for the preparation and deposition of the archaeological archive (SCCAS 2014) will be followed.
- 8.6 In addition, at the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/projects/oasis/> must be initiated and key fields completed on Details, Location and Creators Forms. All appropriate parts of the OASIS online form must be completed for submission to the Suffolk HER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive). The OASIS process will be completed by the appointed archaeological fieldwork contractor and a copy of the completed form will be included as an appendix to the assessment report.

9.0 REPORT PUBLICATION

- 9.1 The assessment report will present detailed proposals for final report production, publication strategies and archive production, resources and programme necessary to achieve them. The most appropriate publication for the monitoring report will be determined by CgMs in consultation with the Suffolk County Archaeologist. Publication will, however, be within four years of the monitoring exercise.

10.0 PROGRAMME AND STAFFING

- 10.1 The archaeological fieldwork is likely to commence in June 2015. The Suffolk Archaeological Officer will be notified in advance of the commencement of fieldwork, and will be kept informed of progress on site with a view to arranging site monitoring meetings as appropriate.
- 10.2 The appointed Archaeological Contractor will issue a Project Design to CgMs Consulting prior to fieldwork commencing for onward submission to the Suffolk County Council Archaeological Officer.
- 10.3 The field team deployed by the Archaeological Contractor will include only full time professional archaeological staff. All staff should be experienced on similar sites.

11.0 STANDARDS

- 11.1 CgMs Consulting endorses the Code of Practice and the Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology of the Chartered Institute for Archaeologists.
- 11.2 All staff supplied by the archaeological contractor will be of a standard approved by CgMs Consulting and be employed in line with the Chartered Institute for Archaeologists Codes of Practice and be members of the Chartered Institute for Archaeologists.

12.0 INSURANCE AND HEALTH AND SAFETY

- 12.1 The archaeological contractor will maintain both public liability (£5,000,000) and professional indemnity insurance (£1,000,000). Full details of insurance cover will be supplied.
- 12.2 CgMs Consulting will ensure that all work is carried out to within the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety Regulations 1992.
- 12.3 All staff supplied by the archaeological contractor will have a CSCS Card.

SOURCES CONSULTED

National Guidance:

Department of Communities and Local Government *National Planning Policy Framework* 2012

Department of Communities and Local Government/Department of Culture Media and Sport/English Heritage *PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide* 2010

English Heritage *Comparison of PPS5 Policies with Historic Environment-Related Policies in the NPPF – Part 1* 5 April 2012 unpublished document

English Heritage *Comparison of PPS5 Policies with Historic Environment-Related Policies in the NPPF – Part 2* 5 April 2012 unpublished document

Institute for Archaeologists Guidelines:

http://www.archaeologists.net/sites/default/files/node-files/code_conduct.pdf

http://www.archaeologists.net/sites/default/files/node-files/ifa_code_practice.pdf

Regional Guidelines:

East Anglian Archaeology *Research and Archaeology: A Framework for the Eastern Counties 1. Resource Assessment* 1997

East Anglian Archaeology *Research and Archaeology: A Framework for the Eastern Counties 2. Research Agenda and Strategy* 2000

East Anglian Archaeology *Standards for Field Archaeology in the East of England* 2003

English Heritage Guidelines:

MAP2 Management of Archaeological Projects (Second Edition) 1991

MoRPHE Management of Research Projects in the Historic Environment The MoRPHE Project Managers' Guide 2009

MoRPHE Management of Research Projects in the Historic Environment PPN 3: Archaeological Excavation January 2008

Guidelines for archiving:

Archaeological Archives Forum (Duncan H. Brown), *Archaeological Archives: a guide to best practice in creation, completion, transfer and collection* 2007

Museum and Galleries Commission *Standards in the Museum Care of Archaeological Collections* 1992

Society of Museum Archaeologists *Selection and Retention and Dispersal of Archaeological Collections* draft 1992

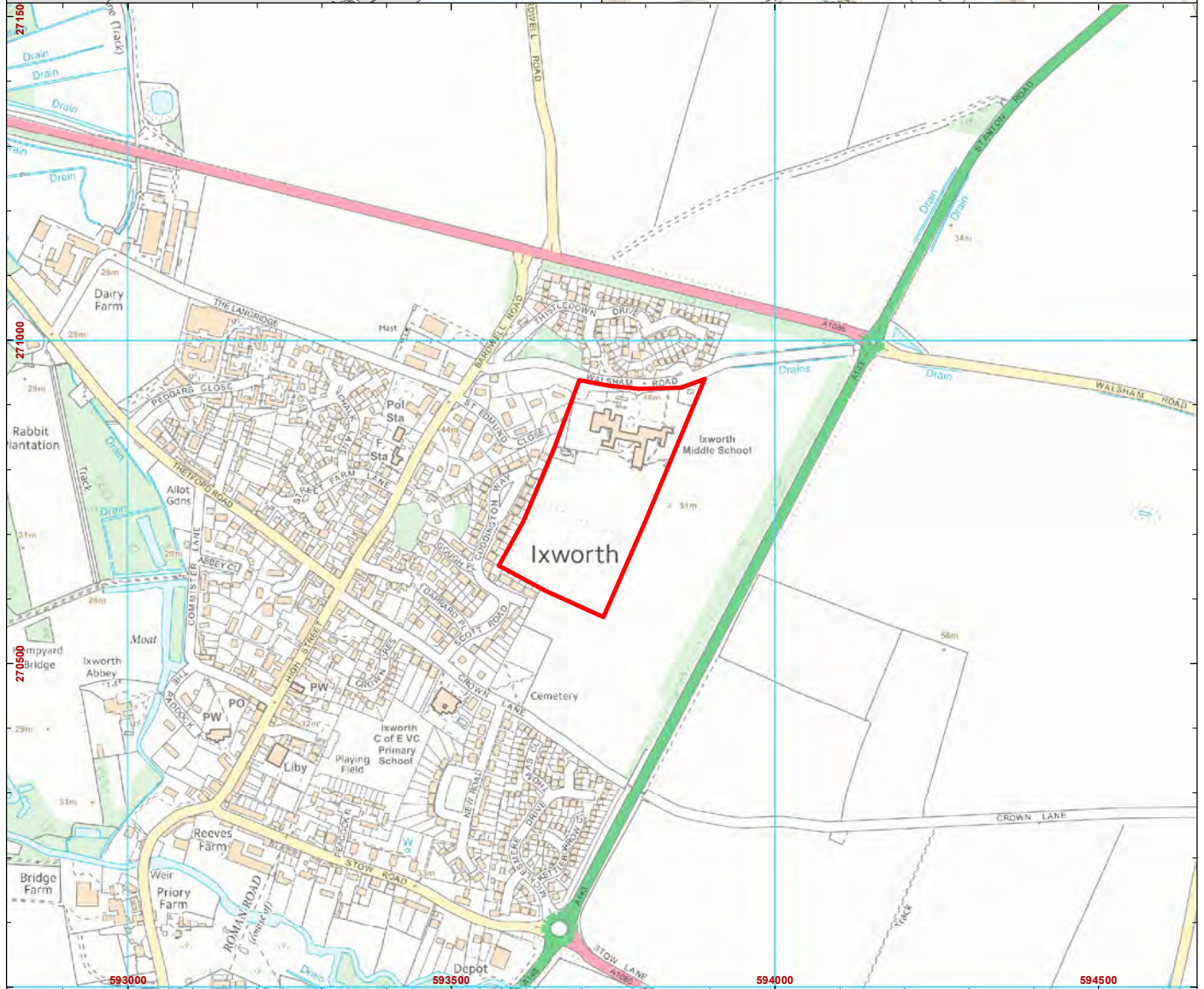
Society of Museum Archaeologists *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* 1995.

Suffolk County Council Archaeological Service *Archaeological Archives in Suffolk Guidelines for Preparation and Deposition* 2014

Site Specific:

CgMs Consulting *Archaeological Desk Based Assessment Ixworth Free School, Ixworth, Suffolk* 2014

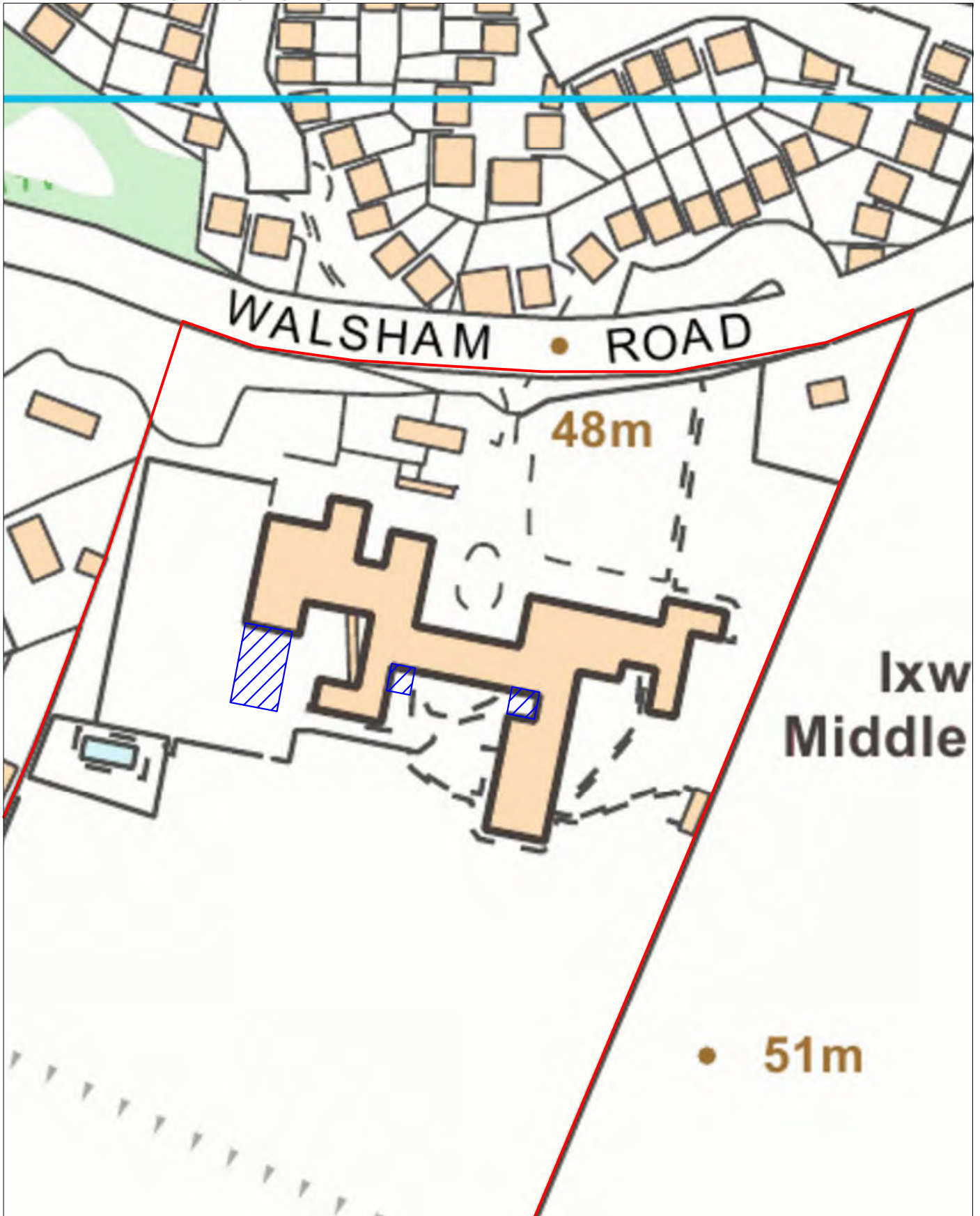
RSK *Ixworth Free School, Walsham Road, Bury St Edmunds Geo-Environmental Site Assessment* 2014




Site Boundary

Scale at A4: 1:10,000
0 250m

Figure 1:
Site Location



 Site Boundary

 Proposed development outside of existing building footprint - Area of Archaeological Monitoring



Not to Scale:
Illustrative Only

Figure 2:
Area of Proposed
Archaeological Monitoring

PCA

PCA SOUTH

UNIT 54
BROCKLEY CROSS BUSINESS CENTRE
96 ENDWELL ROAD
BROCKLEY
LONDON SE4 2PD
TEL: 020 7732 3925 / 020 7639 9091
FAX: 020 7639 9588
EMAIL: info@pre-construct.com

PCA NORTH

UNIT 19A
TURSDALE BUSINESS PARK
DURHAM DH6 5PG
TEL: 0191 377 1111
FAX: 0191 377 0101
EMAIL: info.north@pre-construct.com

PCA CENTRAL

THE GRANARY, RECTORY FARM
BREWERY ROAD, PAMPISFORD
CAMBRIDGESHIRE CB22 3EN
TEL: 01223 845 522
FAX: 01223 845 522
EMAIL: info.central@pre-construct.com

PCA WEST

BLOCK 4
CHILCOMB HOUSE
CHILCOMB LANE
WINCHESTER
HAMPSHIRE SO23 8RB
TEL: 01962 849 549
EMAIL: info.west@pre-construct.com

PCA MIDLANDS

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