

SUFFOLK ARCHAEOLOGY

• A HISTORY OF EXPERTISE •

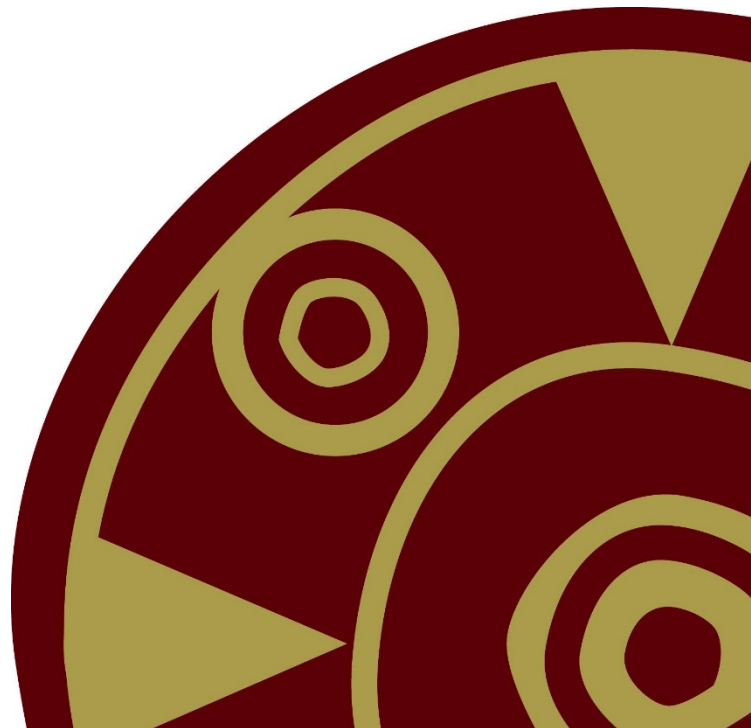
5, The Row, The Street, Bramford Suffolk

Client: Emma Bealby

Date:
August 2016

BRF 124

Archaeological Evaluation Report
SACIC Report No. 2016/58
Author: Linzi Everett
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HER Information

Site Code/HER event no: BRF 124/ESF24281
Site Name: 5, The Row, Bramford
Report Number 2016/58
Planning Application No: 1892/16
Date of Fieldwork: 21st July 2016
Grid Reference: TM 1200 4709
Oasis Reference: suffolka1-257171
Curatorial Officer: James Rolfe
Project Officer: Linzi Everett
Client/Funding Body: Emma Bealby

Digital report submitted to Archaeological Data Service:
<http://ads.ahds.ac.uk/catalogue/library/greylit>

Disclaimer

Any opinions expressed in this report about the need for further archaeological work are those of Suffolk Archaeology CIC alone. Ultimately the need for further work will be determined by the Local Planning Authority and its Archaeological Advisors when a planning application is registered. Suffolk Archaeology CIC cannot accept responsibility for inconvenience caused to the clients should the Planning Authority take a different view to that expressed in the report.

Prepared By: Linzi Everett
Date: August 2016

Approved By:
Position:
Date:
Signed:

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Summary

One evaluation trench was excavated on land at 5, The Row, Bramford (BRF 124; TM 1200 4709). No pre-modern features were present within the trench but a small assemblage of medieval finds suggests activity very close to the site, if not within the development area itself.

1. Introduction

An archaeological evaluation was carried out on land at 5, The Row, Bramford as a condition of a planning application to develop the site (BRF 124; TM 1200 4709; Fig. 1). The work was carried out to a Brief issued by James Rolfe of Suffolk County Council Archaeological Service Conservation Team (SCCAS/CT) and to a Written Scheme of Investigation by John Craven (Suffolk Archaeology CIC, Appendix I). The work was funded by Emma Bealby and carried out on the 21st July 2016.

2. Geology and topography

The site is located in an area of glacio-fluvial drift deposits overlain by deep loams of the Ludford Series. It is on fairly level ground at 15m OD, on the western slope of the River Gipping valley. The plot fronts The Street but is otherwise generally surrounded by farmland.

3. Archaeology and historical background

The Row is an isolated block of terraced properties fronting onto The Street, c.400m to the north of the historic core of Bramford. An HER search (ref: 9189694) established that the site lies c.50m east of the B1113 which is believed to follow the line of a Roman road, and is close to the site of an evaluation which identified Bronze/Iron Age and medieval features, however the trenches closest to the proposed development area did not contain archaeological features.

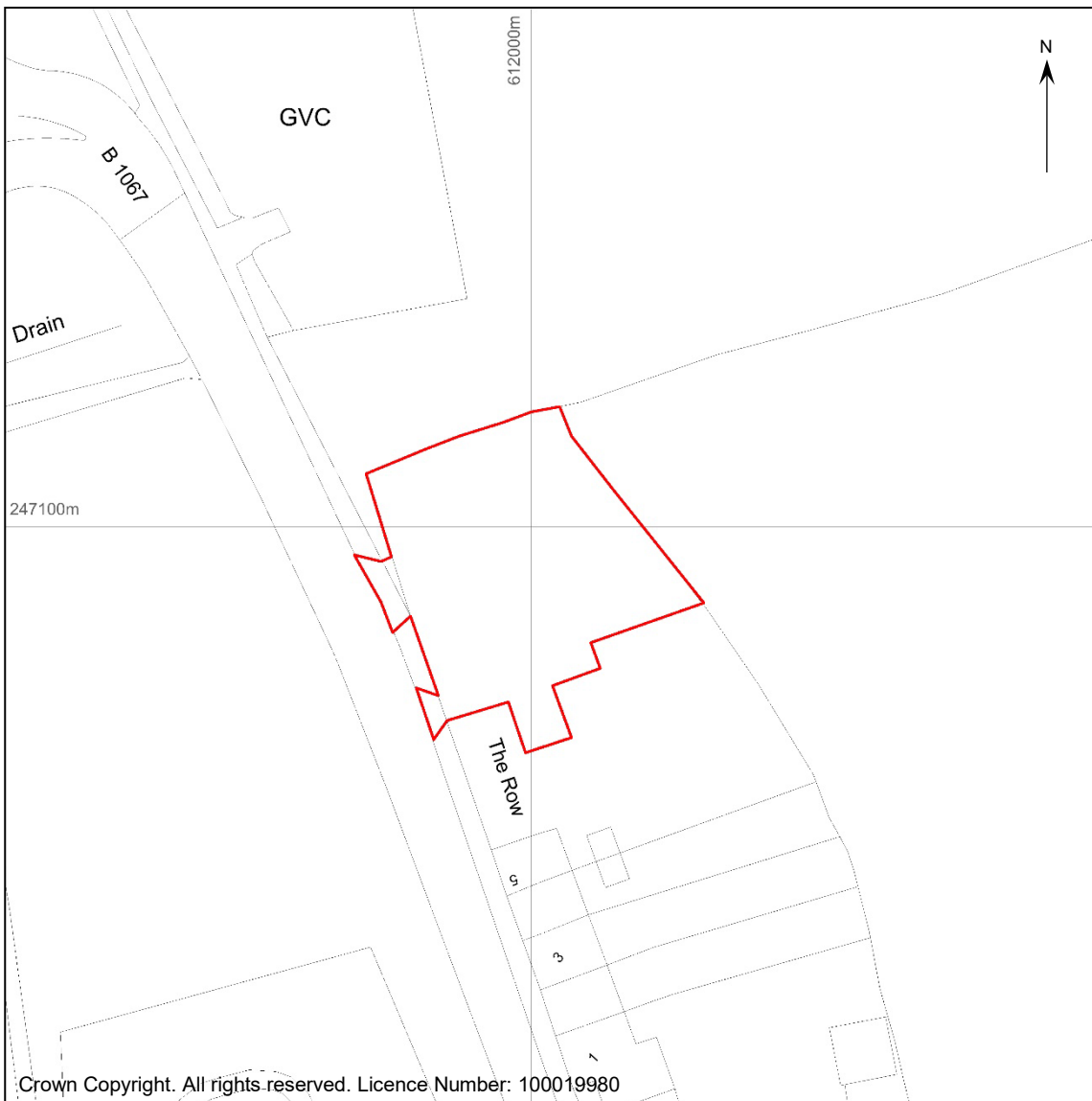
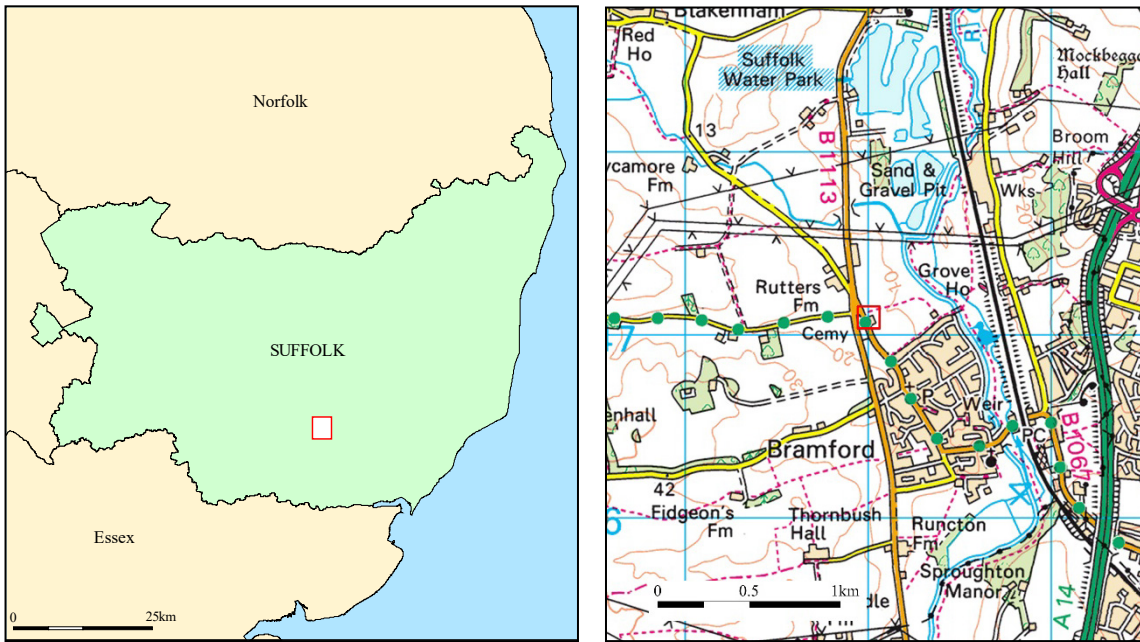


Figure 1. Site Location



Figure 2. Site plan

4. Methodology

The trench was machine excavated, removing the topsoil and subsequent subsoil deposits with a toothless bucket to the depth of the natural subsoil. The work was constantly monitored and directed by an experienced archaeologist.

The base of each trench was examined for features or finds of archaeological interest. The upcast soil was examined visually for any archaeological finds and subject to metal detector survey. Records were made of the position and length of trenches and the depths of deposits encountered.

The site has been given the Suffolk HER code BRF 124. All elements of the site archive are identified with this code. An OASIS record (for the Archaeological Data Service) has been initiated and the reference code suffolka1-257171 has been used for this project. Colour digital photographs were taken of the trenches and their soil profiles and the positions of the trenches were plotted by hand from known OS points.

5. Results

Trench 1 (Plates 1&2)

The site had been cleared and reduced by up to 300mm of topsoil before the start of the archaeological evaluation. Within the trench, 300mm of dark grey brown silty sandy loam topsoil sealed c.500mm of subsoil, a mid brown silty sand flecked with chalk and charcoal. A small assemblage of medieval finds was recovered from this subsoil layer are described below. The only cut features observed within the trench were associated with modern drainage towards the south eastern end.

The natural subsoil comprised a mid orangey brown silty sand with regular-frequent pebbles.



Plate 1. Trench 1, looking NW



Plate 2. Trench 1, soil profile

6. Finds evidence

Richenda Goffin

Introduction

A small quantity of finds was recovered from a single feature, subsoil fill 0002, from the evaluation, as shown below.

Context	Pottery		CBM		Lava Quernstone		Spotdate
	No.	Wt/g	No.	Wt/g	No.	Wt/g	
0002	6	66	1	39	700	1	Med
Total	6	66	1	39	700	1	

Table 1. Finds quantities

The Pottery

Six sherds of pottery were collected weighing a total of 66g. The pottery dates entirely to the medieval period and is relatively unabraded. A breakdown of the ceramics by fabric and form is shown below:

Context	Ceramic period	Fabric	Form	Deco- ration	No of sherds	Wt (g)	ENV	Sooting	Comments	Fabric spotdate
0002	MED	EMW (COLC)	CP/JAR	THB	1	12	1		Externally thickened flat topped rim, coarse red	11th-13th C
0002	MED	EMW (COLC)	BODY		4	50	4	Y	Sandy wares, not abraded	11th-13th C
0002	MED	EMWC	BODY		1	4	1		Coarse sandy fabric, base shd, some chalk	11th-12th C

Table 2. Pottery breakdown by fabric

The largest element of the group consists of three sherds of hand-made Early medieval sandy wares dating to the 11th-12th century. Two sherds have dark orange/light brown margins with medium sandy fabrics with common rounded quartz sand. They have grey cores, and are thick-walled with some sooting. The fabrics are similar to Colchester-type wares found in Essex, such as those produced at the Middleborough kilns (Cotter 2000), or they may have been produced at the Mile End and Great Horkesley kilns to the north-west of Colchester (Drury and Petchey, 1975). A single rim of a jar or cooking vessel made in a coarser grittier fabric has reddish brown margins and a flat-topped rim

further decorated with indented thumbing along its top. This is more likely to belong to the Mile End or Great Horkesley kilnsites, although the rim is similar to a number of jar profiles which were found at Middleborough (Cotter, fig. 35, F12, nos. 52-56). A much smaller sherd of a base is also made in a coarse sandy fabric with occasional chalk.

Ceramic building material

A single fragment of tile was recovered from the subsoil. It is made in a hard fine sandy fabric which has a partially reduced core and reddish brown margins, with very sparse chalk inclusions up to 3mm in length. The tile dates to the 13th-15th century.

Lavastone

A fragment of grey vesicular lavastone was also found from the subsoil, which is probably from the Mayen area of the Rhineland. One face is roughly dressed, whilst the opposite face is worn and shows that the stone has been used as part of a quern or millstone. Faint striations can be seen on this surface which are indicative of the original grooving. The height of the stone is 32mm maximum.

7. Discussion

Whilst no pre-modern features were present within the trench, the finds recovered from subsoil layer 0002 are consistent in their overall date, and provide evidence of activity dating from the 11th-13th century. The fact that the pottery is unabraded suggests it has not moved far from its source and it would not be surprising if there was medieval roadside occupation in the near vicinity, if not within the development itself.

8. Archive deposition

The archive is currently with Suffolk Archaeology CIC (Needham Market), but will be archived at the store of Suffolk County Council Archaeological Service at Bury St Edmunds under HER code BRF 124 when all related archaeological works are completed.

Bibliography

- Cotter, J.P., 2000, *Post-Roman Pottery from Excavations in Colchester, 1971-85*. Colchester Archaeological Report. 7. English Heritage, London
- Drury, P.J. and Petchey, M.R., 1975, 'Medieval potteries at Mile End and Great Horkesley, near Colchester', *Essex Archaeology and History* 7, 33-60

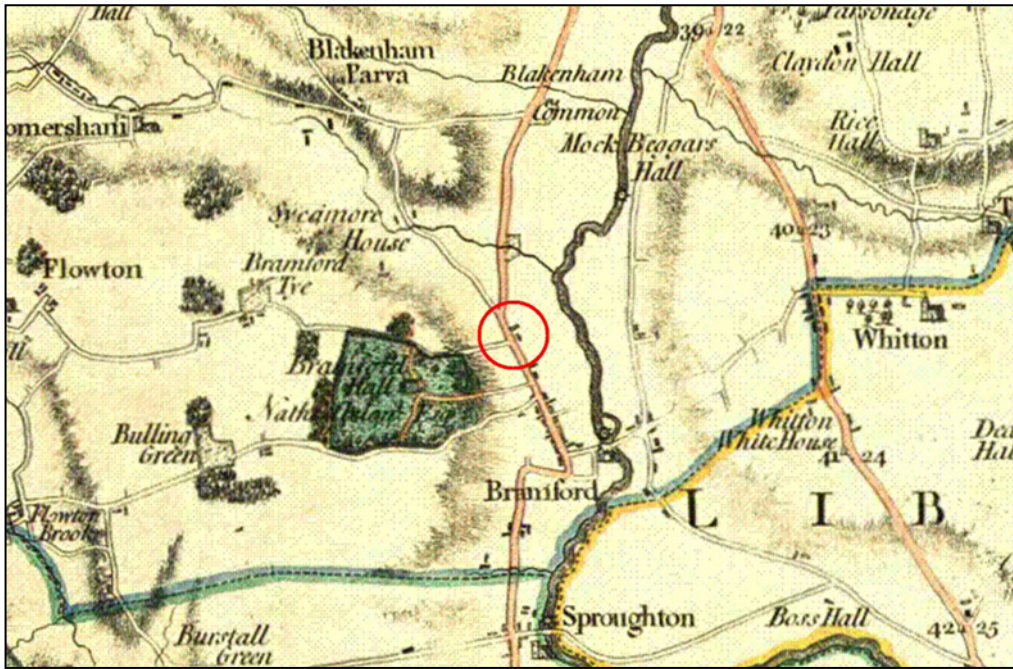


Figure 3. Site as shown on Hodskinsons map of Suffolk, 1783

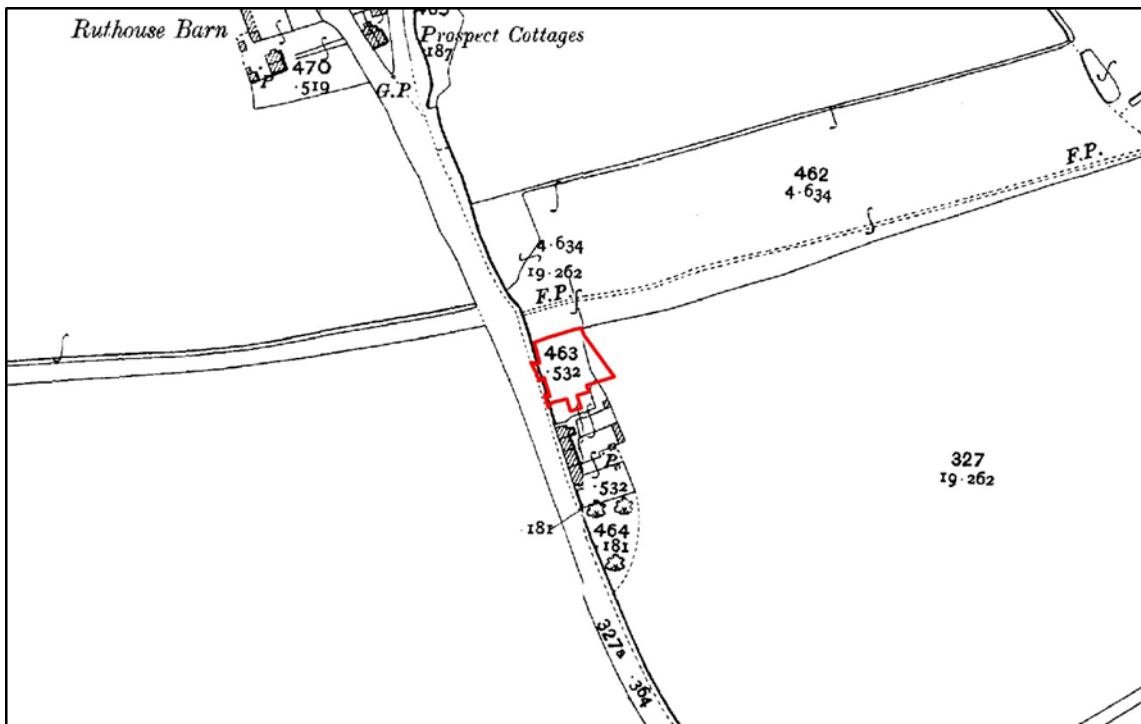


Figure 4. Extract from the 2nd edition Ordnance Survey map, 1904.

Appendix 1. OASIS Form

OASIS ID: suffolka1-257171	
Project details	
Project name	BRF 124 5, The Row, The Street
Short description of the project	20m evaluation trench revealed subsoil containing medieval finds suggestive of occupation nearby
Project dates	Start: 21-07-2016 End: 04-08-2016
Previous/future work	No / Not known
Any associated project reference codes	2016/58 - Planning Application No.
Any associated project reference codes	BRF 124 - Sitecode
Type of project	Field evaluation
Site status	None
Current Land use	Other 5 - Garden
Monument type	N/A None
Significant Finds	CERAMIC Medieval
Significant Finds	STONE Medieval
Methods & techniques	"Sample Trenches"
Development type	Small-scale (e.g. single house, etc.)
Prompt	Direction from Local Planning Authority - PPS
Position in the planning process	After full determination (eg. As a condition)
Project location	
Country	England
Site location	SUFFOLK MID SUFFOLK BRAMFORD 5 The Row, The Street
Study area	800 Square metres
Site coordinates	TM 1200 4709 52.080978042712 1.094363648452 52 04 51 N 001 05 39 E Point
Height OD / Depth	Min: 15m Max: 15m
Project creators	
Name of Organisation	Suffolk Archaeology CIC
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	James Rolfe
Project director/manager	John Craven
Project supervisor	Linzi Everett
Type of sponsor/funding body	Owner
Name of sponsor/funding body	Emma Bealby
Project archives	
Physical Archive recipient	Suffolk HER

Physical Archive ID	BRF 124
Physical Contents	"Worked stone/lithics", "Ceramics"
Digital Archive recipient	ADHS
Digital Archive ID	BRF 124
Digital Contents	"Ceramics", "Worked stone/lithics"
Digital Media available	"Images raster / digital photography", "Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	BRF 124
Paper Contents	"Animal Bones", "Worked stone/lithics"
Paper Media available	"Correspondence", "Unpublished Text"
Project bibliography 1	
Publication type	Grey literature (unpublished document/manuscript)
Title	BRF 124 5, The Row, Bramford
Author(s)/Editor(s)	Everett, L.
Other bibliographic details	2016/58
Date	2016
Issuer or publisher	SACIC
Place of issue or publication	Needham Market

Appendix 2. Written Scheme of Investigation



5 The Row

The Street, Bramford, Suffolk

Client:

Emma Bealby

Date:

July 2016

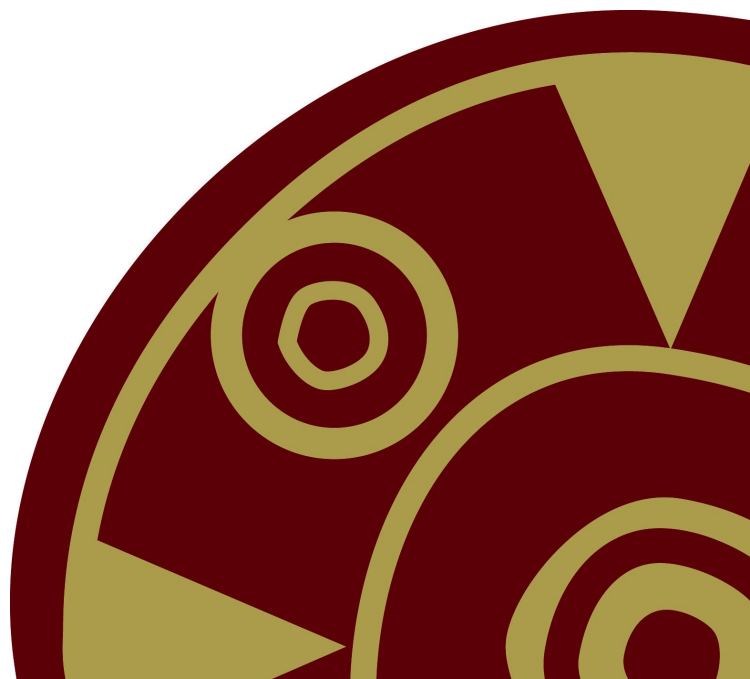
BRF 124 / ESF24281

Written Scheme of Investigation and Risk Assessment –

Archaeological Evaluation

Author: John Craven

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Project details

Planning Application No:	1892/16
Curatorial Officer:	James Rolfe (Suffolk CC Archaeological Service)
Grid Reference:	TM 1200 4709
Area:	c.793sqm
Site Code / HER Event No:	BRF 124 / ESF24281
Oasis Reference:	257171
Project Start date	TBC
Project Duration:	c.1 day

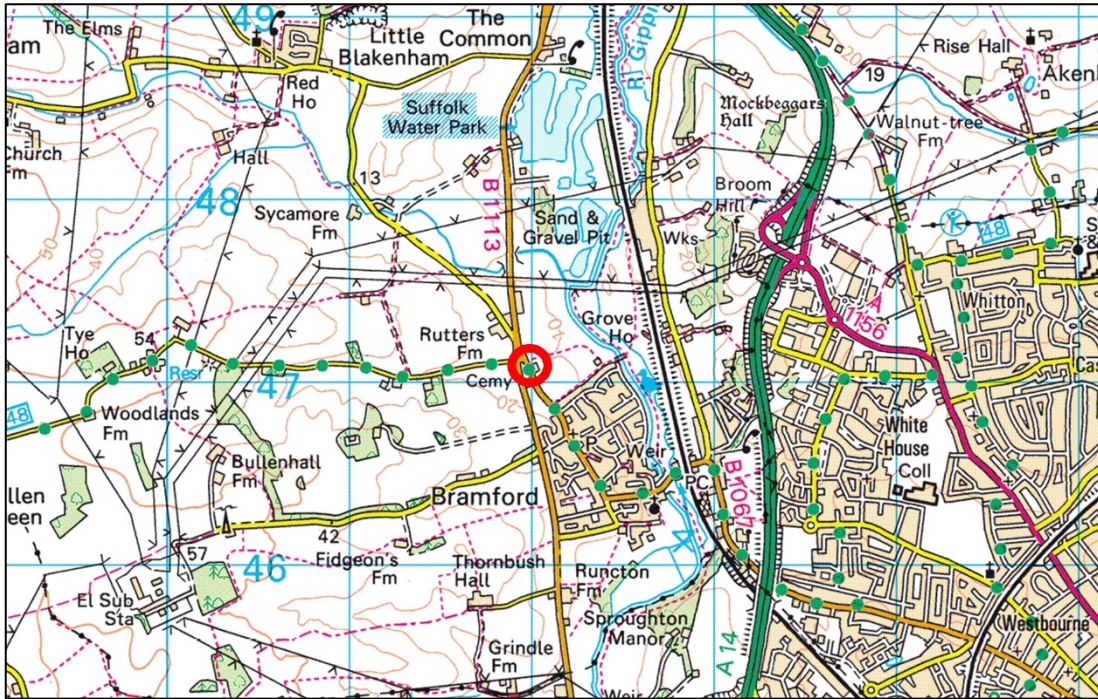
Client/Funding Body:	Emma Bealby
SACIC Project Manager	John Craven
SACIC Project Officer:	TBC
SACIC Job Code:	BRFROW001

1. Introduction

- A program of archaeological evaluation is required to assess the site of residential development at 5 The Row, The Street, Bramford, Suffolk (Fig. 1) for heritage assets, by a condition on planning application 1892/16, in accordance with paragraph 141 of the National Planning Policy Framework.
- The work required is detailed in a Brief (dated 07/07/2016), produced by the archaeological adviser to the Local Planning Authority (LPA), James Rolfe of Suffolk County Council Archaeological Service (SCCAS).
- Suffolk Archaeology (SACIC) has been contracted to carry out the project. This document details how the requirements of the Brief and general SCCAS guidelines (SCCAS 2011) will be met, and has been submitted to SCCAS for approval on behalf of the LPA. It provides the basis for measurable standards and will be adhered to in full, unless otherwise agreed with SCCAS.
- It should be noted that the evaluation is only a first stage in a potential program of works and that this Written Scheme of Investigation (WSI) covers this trenched evaluation only. Any further stages of archaeological work that are required in relation to the proposed development will be specified by SCCAS, and will require new documentation (Brief and WSI) and estimate of costs. Such works could have considerable time and cost implications for the development and the client is advised to consult with SCCAS as to their obligations following receipt of the evaluation report.

2. The Site

- The Row is an isolated small block of terraced properties fronting onto The Street, c.400m to the north of the historic core of Bramford and generally surrounded by farmland. The site lies to the north of The Row, consisting of the northern part of the gardens of No. 5, which have recently been cleared to ground-level.



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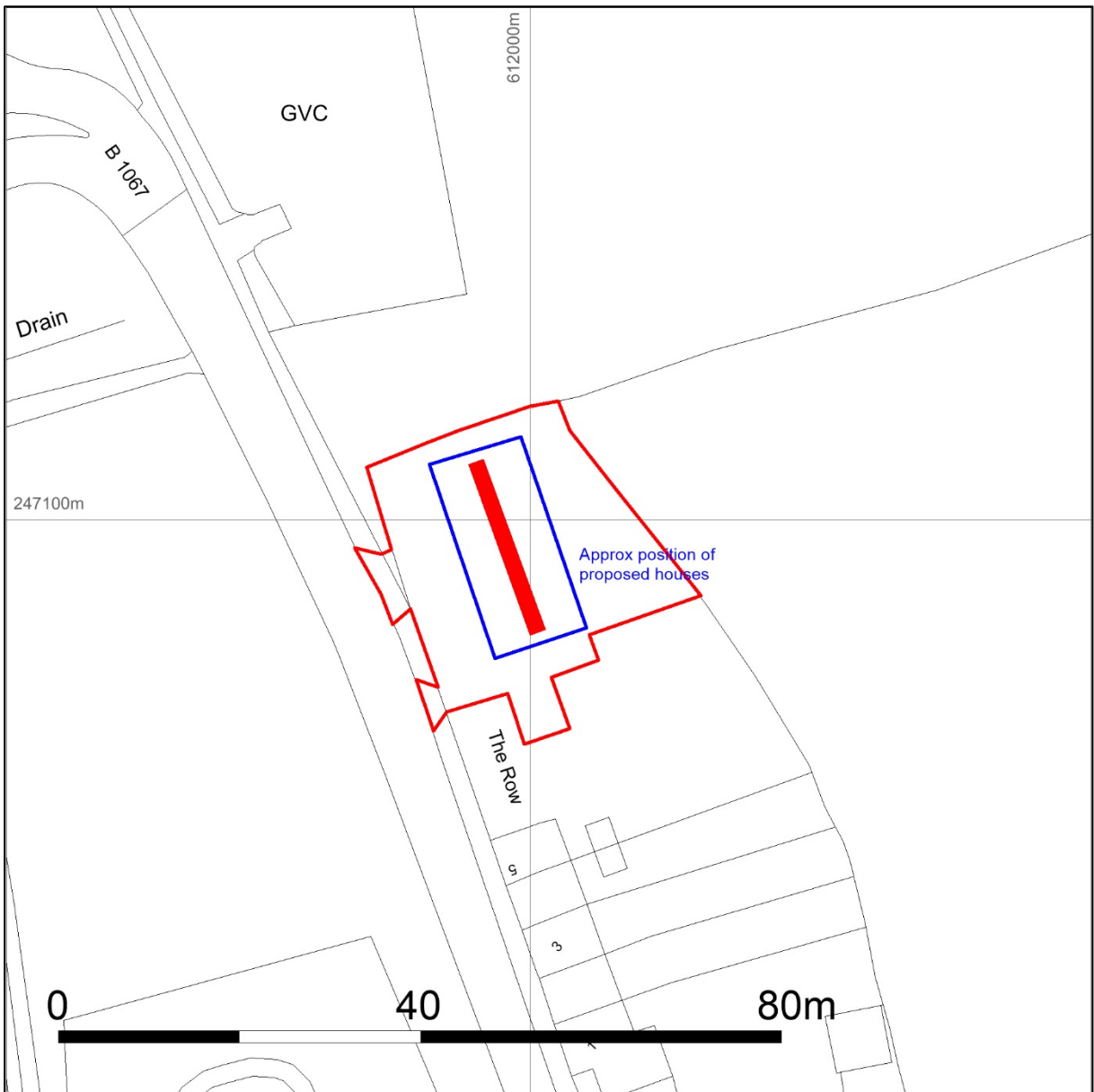
Figure 1. Location map

3. Archaeological and historical background

- The condition has been placed as, states the Brief, *'it lies within an area of archaeological potential recorded on the County Historic Environment Record, in close proximity to an area of previous evaluation that identified a number of features dating to the Bronze / Iron Age and the medieval period (BRF123). As a result, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area, and groundworks associated with the development have the potential to damage or destroy any archaeological remains which exist.'*
- The 2nd Edition Ordnance Survey (Fig. 2) clearly shows The Row, with several outbuildings in gardens to the rear. The garden of No 5 is shown as a small plot, separate to the surrounding large fields. The various gardens of The Row appear to have slightly encroached upon the field to the east during the 20th century. Several major changes in the immediate vicinity include the creation of a cemetery to the south-west, a gas valve compound to the north and the rerouting of the B113 to the west, effectively bypassing the Street and Bramford, but these have had no direct impact on the site.

4. Project Objectives

- The aim of the evaluation is to accurately quantify the quality and extent of the sites archaeological resource so that an assessment of the developments impact upon heritage assets can be made.
- The evaluation will:
 - Establish whether any archaeological deposits exist in the application area, with particular regard to any which are of sufficient importance to merit preservation *in situ*.
 - Identify the date, approximate form and function of any archaeological deposits within the application area.
 - Establish the extent, depth and quality of preservation of any archaeological deposits within the application area.
 - Evaluate the likely impact of past land uses and whether masking alluvial or colluvial deposits are present.
 - Establish the potential for the survival of environmental evidence.
 - Assess the potential of the site to address research aims defined in the Regional Research Framework for the Eastern Counties (Brown and Glazebrook 2000, Medlycott 2011).
 - Provide sufficient information for SCCAS to construct an archaeological conservation strategy dealing with preservation or the further recording of archaeological deposits.
 - Provide sufficient information for the client to establish time and cost implications for the development regarding the application areas heritage assets.



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Figure 4. Proposed trench plan

5. Archaeological method statement

5.1. Management

- The project will be managed by SACIC Project Officer John Craven in accordance with the following local, regional and national standards and guidance:
 - *Management of Research in the Historic Environment* (MoRPHE, Historic England 2015).
 - *Standards for Field Archaeology in the East of England* (EAA Occasional Papers 14).
 - *Standard and Guidance for archaeological field evaluation* (Chartered Institute for Archaeologists, 2014).
 - *Requirements for Trenched Archaeological Evaluation* (SCCAS, 2011).
- SCCAS will be given five days notice of the commencement of the fieldwork and arrangements made for SCCAS visits to enable the works to be monitored effectively.
- Full details of project staff, including sub-contractors and specialists are given in section 6 below.

5.2. Project preparation

- An event number and site code has been obtained from the Suffolk HER Officer and will be included on all future project documentation.
- An OASIS online record has been initiated and key fields in details, location and creator forms have been completed.
- An HER search has been requested from the Suffolk HER Officer and will be used to inform fieldwork and the subsequent report. The reference number will be included in the report.
- A pre-site inspection and Risk Assessment for the project has been completed.

5.3. Fieldwork

- The archaeological fieldwork will be carried out by members of SACIC led by a Project Officer. The fieldwork team will be drawn from a pool of suitable staff at SACIC and will include an experienced metal detectorist/excavator.
- The project Brief requires the application area to be evaluated by placing 20m of trenching across the proposed development footprint and a proposed trench plan is included above (Fig. 4). If necessary minor modifications to the trench plan may be made onsite to respect any previously unknown buried services, areas of disturbance/contamination or other obstacles.
- The trench locations will be marked out using an RTK GPS system.
- The trenches will be excavated using a machine equipped with a back-acting arm and toothless ditching bucket (measuring at least 1.6m wide), under the supervision of an archaeologist. This will involve the removal of an estimated 0.3m-0.5m of topsoil and subsoils until the first visible archaeological or natural surface is reached.
- Spoilheaps will be created adjacent to each trench and topsoil and subsoil will be kept separate if required. Spoilheaps will be examined and metal-detected for archaeological material.
- The trench sides, base and archaeological surfaces will be cleaned by hand as necessary to identify archaeological deposits and artefacts and allow decisions to be made on the method of further investigation by the Project Officer. Further use of the machine, i.e. to investigate thick sequences of deposits by excavation of test pits etc, may be undertaken as necessary after consultation with SCCAS.
- There will be a presumption that a minimum of disturbance will be caused whilst achieving adequate evaluation of the site, i.e. establishing the period, depth and nature of archaeological deposits. Typically 50% of discrete features such as pits and 1m slots across linear features will be sampled by hand excavation, although in some instances 100% may be removed, with the aim of establishing date and function. All identified features will be investigated by excavation unless otherwise agreed with SCCAS. Significant archaeological features such as solid or bonded structural remains, building slots or postholes will be preserved intact if possible.

- Sieving of deposits using a 10mm mesh will be undertaken if they clearly appear to be occupation deposits or structurally related. Other deposits may be sieved at the judgement of the excavation team or if directed by SCCAS.
- Any fabricated surface (floors, yards etc) will be fully exposed and cleaned.
- Metal detector searches will take place throughout the excavation by an experienced SACIC metal-detectorist.
- The depth and nature of colluvial or other masking deposits across the site will be recorded.
- An overall site plan showing trench locations, feature positions, sections and levels will be made using an RTK GPS or Total Station Theodolite. Individual detailed trench or feature plans etc will be recorded by hand at 1:10, 1:20 or 1:50 as appropriate to complexity. All excavated sections will be recorded at a scale of 1:10 or 1:20, also as appropriate to complexity. All such drawings will be in pencil on A3 pro forma gridded permatrace sheets. All levels will refer to Ordnance Datum. Section and plan drawing registers will be maintained.
- All trenches, archaeological features and deposits will be recorded using standard pro forma SACIC registers and recording sheets and numbering systems. Record keeping will be consistent with the requirements of the Suffolk HER and will be compatible with its archive.
- A photographic record, consisting of high resolution digital images, will be made throughout the evaluation. A number board displaying site code and, if appropriate, context number and a metric scale will be clearly visible in all photographs. A photographic register will be maintained.
- All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed. Finds on site will be treated following appropriate guidelines (Watkinson & Neal 2001) and a conservator will be available for on-site consultation as required.
- All finds will be brought back to the SACIC finds department at the end of each day for processing, quantifying, packing and, where necessary, preliminary conservation. Finds will be processed and receive an initial assessment during the fieldwork phase and this information will be fed back to site to inform the on-site evaluation methodology.

- Environmental sampling of archaeological contexts will, where possible, be carried out to assess the site for palaeoenvironmental remains and will follow appropriate guidance (Campbell *et al* 2011). In order to obtain palaeoenvironmental evidence, bulk soil samples (of at least 40 litres each, or 100% of the context) will be taken using a combination of judgement and systematic sampling from selected archaeological features or natural environmental deposits, particularly those which are both datable and interpretable. All environmental samples will be retained until an appropriate specialist has assessed their potential for palaeoenvironmental remains. Decisions will be made on the need for further analysis following these assessments.
- If necessary, for example if waterlogged peat deposits are encountered, then advice will be sought from the Historic England Science Advisor for the East of England on the need for specialist environmental techniques such as coring or column sampling.
- If human remains are encountered guidelines from the Ministry of Justice will be followed and the Coroner informed. Human remains will be treated at all stages with care and respect, and will be dealt with in accordance with the law and the provisions of Section 25 of the Burial Act 1857. The evaluation will attempt to establish the extent, depth and date of burials whilst leaving remains *in situ*. If human remains are to be lifted, for instance if analysis is required to fully evaluate the site, then a Ministry of Justice license for their removal will be obtained in advance. In such cases appropriate guidance (McKinley & Roberts 1993, Brickley & McKinley 2004) will be followed and, on completion of full recording and analysis, the remains, where appropriate, will be reburied or kept as part of the project archive.
- In the event of unexpected or significant deposits being encountered on site, the client and SCCAS will be informed. Such circumstances may necessitate changes to the Brief and hence evaluation methodology, in which case a new archaeological quotation will have to be agreed with the client, to allow for the recording of said unexpected deposits. If an evaluation is aborted, i.e. because unexpected deposits have made development unviable, then all exposed archaeological features will be recorded as usual prior to backfilling and a report produced.

- Trenches will not be backfilled without the prior approval of SCCAS. Trenches will be backfilled, subsoil first then topsoil, and compacted to ground-level, unless otherwise specified by the client. Original ground surfaces will not be reinstated but will be left as neat as practicable.

5.4. Post-excavation

- The post-excavation finds work will be managed by the SACIC Finds Team Manager, Richenda Goffin, with the overall post-excavation managed by John Craven. Specialist finds staff, whether internal SACIC personnel or external specialists, are experienced in local and regional types and periods for their field.
- All finds will be processed and marked (HER site code and context number) following ICON guidelines and the requirements of the Suffolk HER. For the duration of the project all finds will be stored according to their material requirements in the SACIC store at needham Market, Suffolk. Metal finds will be stored in accordance with ICON guidelines, *initially recorded and assessed for significance* before dispatch to a conservation laboratory within 4 weeks of the end of the evaluation. All pre-modern silver, copper alloy and ferrous metal artefacts and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to ICON standards. All coins will be identified to a standard acceptable to normal numismatic research.
- All on-site derived site data will be entered onto a digital (Microsoft Access) SACIC database.
- Bulk finds will be fully quantified and the subsequent data will be added to the digital site database. Finds quantification will fully cover weights and numbers of finds by context and will include a clear statement for specialists on the degree of apparent residuality observed.
- Assessment reports for all categories of collected bulk finds will be prepared in-house or commissioned as necessary and will meet appropriate regional or national standards. Specialist reports will include sufficient detail and tabulation by context of data to allow assessment of potential for analysis and will include non-technical summaries.

- Representative portions of bulk soil samples from archaeological features will be processed by wet sieving and flotation in-house in order to recover any environmental material which will be assessed by external specialists. The assessment will include a clear statement of potential for further analysis either on the remaining sample material or in future fieldwork.
- All hand drawn site plans and sections will be scanned.
- All raw data from GPS or TST surveys will be uploaded to the project folder, suitably labelled and kept as part of the project archive.
- Selected plan drawings will then be digitised as appropriate for combination with the results of digital site survey to produce a full site plan, compatible with MapInfo GIS software.
- All hand-drawn sections will be digitised using autocad software.

5.5. Report

- A full written report on the fieldwork will be produced, consistent with the principles of MoRPHE (Historic England 2015), to a scale commensurate with the archaeological results. The report will contain a description of the project background, location plans, evaluation methodology, a period by period description of results, finds assessments and a full inventory of finds and contexts. The report will also include scale plans, sections drawings, illustrations and photographic plates as required.
- The objective account of the archaeological evidence will be clearly separated from an interpretation of the results, which will include a discussion of the results in relation to relevant known sites in the region that are recorded in the Suffolk HER and other readily available documentary or cartographic sources.
- The report will include a statement as to the value, significance and potential of the site and its significance in the context of the Regional Research Framework for the East of England (Brown and Glazebrook, 2000, Medlycott 2011). This will include an assessment of potential research aims that could be addressed by the site evidence.

- The report will contain sufficient information to stand as an archive report should further work not be required.
- The report may include SACIC's opinion as to the necessity for further archaeological work to mitigate the impact of the sites development. The final decision as to whether any recommendations for further work will be made however lies solely with SCCAS and the LPA.
- The report will include a summary in the established format for inclusion in the annual '*Archaeology in Suffolk*' section of the Proceedings of the Suffolk Institute of Archaeology and History.
- A copy of this Written Scheme of investigation will be included as an appendix in the report.
- The report will include a copy of the completed project OASIS form as an appendix.
- An unbound draft copy of the report will be submitted to SCCAS for approval within 4 weeks of completion of fieldwork.

5.6. Project archive

- On approval of the report a printed and bound copy will be lodged with the Suffolk HER. A digital .pdf file will also be supplied, together with a digital and fully georeferenced vector plan showing the application area and trench locations, compatible with MapInfo software.
- The online OASIS form for the project will be completed and a .pdf version of the report uploaded to the OASIS website for online publication by the Archaeological Data Service. A paper copy of the form will be included in the project archive.
- A second bound copy of the report will be included with the project archive.
- A digital .pdf copy of the approved report will be supplied to the client, together with our final invoice for outstanding fees. Printed and bound copies will be supplied to the client on request.
- The project archive, consisting of the complete artefactual assemblage, and all paper and digital records, will be deposited in the SCCAS Archaeological Store at

Bury St Edmunds within 6 months of completion of fieldwork. The project archive will be consistent with MoRPHE (Historic England 2015) and ICON guidelines. The project archive will also meet the requirements of SCCAS (SCCAS 2014).

- The project costing includes a sum to meet SCCAS archive charges. A form transferring ownership of the archive to SCCAS will be completed and included in the project archive.
- If the client, on completion of the project, does not agree to deposit the archive with, and transfer to, SCCAS, they will be expected to either nominate another suitable depository approved by SCCAS or provide as necessary for additional recording of the finds archive (such as photography and illustration) and analysis. A duplicate copy of the written archive in such circumstances would be deposited with the Suffolk HER.
- Exceptions from the deposition of the archive described above include:
 - Objects that qualify as Treasure, as detailed by the Treasure Act 1996. The client will be informed as soon as possible of any such objects are discovered/identified and the find will be reported to SCCAS and the Suffolk Finds Liaison Officer and hence the Coroner within 14 days of discovery or identification. Treasure objects will immediately be moved to secure storage at SCCAS and appropriate security measures will be taken on site if required. Any material which is eventually declared as Treasure by a Coroners Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of SCCAS, or volunteers etc present on site, will not eligible for any share of a treasure reward.
 - Other items of monetary value in which the landowner or client has expressed an interest. In these circumstances individual arrangements as to the curation and ownership of specific items will be negotiated.
 - Human skeletal remains. The client/landowner by law will have no claim to ownership of human remains and any such will be stored by SCCAS, in accordance with a Ministry of Justice licence, until a decision is reached upon their long term future, i.e. reburial or permanent storage.

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6. Project Staffing

6.1. Management

SACIC Manager	Dr Rhodri Gardner
SACIC Project Manager	John Craven
SACIC Finds Dept	Richenda Goffin

6.2. Fieldwork

The fieldwork team will be derived from the following pool of SACIC staff.

Name	Job Title	First Aid	Other skills/qualifications
Robert Brooks	Project Officer	Yes	Surveyor
Simon Cass	Project Officer	Yes	Surveyor
John Craven	Project Officer		
Martin Cuthbert	Project Officer		
Linzi Everett	Project Officer	Yes	
Michael Green	Project Officer	Yes	Surveyor
Jezz Meredith	Project Officer	Yes	
Simon Picard	Assistant PO	Yes	Surveyor
Tim Schofield	Project Officer	Yes	Surveyor/Geophysics
Mark Sommers	Project Officer	Yes	
Preston Boyle	Supervisor	Yes	
Tim Carter	Project Assistant	Yes	Metal detectorist
Nathan Griggs	Project Assistant		
Steve Hunt	Project Assistant		
Owen Lazzari	Project Assistant		
Romy McIntosh	Project Assistant		
Rui Oliveira	Project Assistant		
Ed Palka	Project Assistant		
Rui Santo	Project Assistant		
Filipe Santos	Project Assistant		
Rebecca Smart	Project Assistant	Yes	
Eddie Taylor	Project Assistant		
Sam Thomas	Project Assistant	Yes	
Stefania Usai	Project Assistant		
Aimee McManus	Trainee Project Assistant		

6.3. Post-excavation and report production

The production of the site report and submission of the project archive will be carried out by the fieldwork Project Officer. The post-excavation finds analysis will be managed by Richenda Goffin. The following SACIC specialist staff will contribute to the report as required.

Graphics and illustration	Ellie Cox, Gemma Bowen, Beata Wieczorek-Oleksy
Post Roman pottery and CBM	Richenda Goffin
Roman Pottery	Stephen Benfield
Environmental sample processing/assessment	Anna West
Finds quantification/assessment	Dr Ruth Beveridge
Finds Processing	Jonathan Van Jennians

SACIC also uses a range of external consultants for post-excavation analysis who will be sub-contracted as required. The most commonly used of these are listed below.

Sue Anderson	Human skeletal remains	Freelance
Sarah Bates	Lithics	Freelance
Julie Curl	Animal bone	Freelance
Anna Doherty	Prehistoric pottery	Archaeology South-East
Val Fryer	Plant macrofossils	Freelance
SUERC	Radiocarbon dating	Scottish Universities Environmental Research Centre
Cathy Tester	Roman pottery and general finds	Freelance
Donna Wreathall	Illustration	SCCAS

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