



Park Farm, Chapel Road, Bucklesham, Suffolk

Archaeological Evaluation



for Brian Humphries

CA Project: BUCCCHA002 CA Report: BUCCCHA002_1

HER no.: BUC 120

July 2019



Park Farm, Chapel Road, Bucklesham, Suffolk

Archaeological Evaluation

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SUMMARY

Project Name: Park Farm, Chapel Road

Location: Bucklesham, Suffolk

NGR: 62556 24120

Type: Evaluation

Date: 29^{th-}30th May 2019

Planning Reference: DC/17/2535/FUL

OASIS Number: 344413

Location of Archive: To be deposited with Suffolk County Council

Site Code: BUC 120

A small evaluation, comprising two trenches, was undertaken by Cotswold Archaeology on land at Park Farm, Bucklesham, Suffolk in May 2019 in advance of a new caravan park. A ring ditch and two ditches were identified which related to features identified as cropmarks on aerial photographs.

1. INTRODUCTION

- 1.1 In May 2019 Cotswold Archaeology (CA) carried out an archaeological evaluation for Brian Humphries on land at Park Farm, Chapel Road, Bucklesham, Suffolk (centred at NGR: 62556 24120; Fig. 1). The evaluation was undertaken to meet the conditions placed on planning application DC/17/2535/FUL in accordance with paragraph 141 of the National Planning Policy Framework (NPPF 2019) and followed an earlier phase of evaluation on the site in November 2018 (Sommers 2018). The application is for a new caravan park development.
- 1.2 The evaluation was carried out in accordance with a *brief* for archaeological evaluation prepared by the Local Planning Authority's (LPA) Archaeological Advisor (AA) Hannah Cutler of the Suffolk County Council Archaeological Service (SCCAS) (Cutler 2018; dated 13/11/2018). This was then addressed by a *Written Scheme of Investigation* produced by Suffolk Archaeology CIC (Boulter 2019) and approved by Hannah Cutler. The fieldwork was carried out according to national and regional guidance:
 - Standard and Guidance Archaeological Excavation, Chartered Institute for Field Archaeologists, 2014;
 - Management of Research Projects in the Historic Environment: The Morphe Project Managers' Guide, Historic England, 2015;
 - Gurney, D 2003 Standards for Field Archaeology in the East of England, E.
 Anglian Archaeol. Occ. Paper No. 14, 2003 Association of Local Government Archaeological Officers East of England Region;
 - Archaeological Archives in Suffolk Guidelines for Preparation and Deposition,
 Suffolk County Council Archaeology Service (revised 2017)

The site

- 1.3 The proposed development area is approximately 1.3ha and comprises a generally level, predominantly grassed open space. The site lies at approximately 25m Above Ordnance Datum (AOD).
- 1.4 The underlying bedrock geology of the area is mapped as Red Crag Formation Sand. Sedimentary Bedrock formed approximately 2 to 4 million years ago in the Quaternary and Neogene Periods, overlain by superficial deposits of Kesgrave

Catchment Subgroup - Sand and Gravel. Superficial Deposits formed up to 3 million years ago in the Quaternary Period. (BGS 2019). The observed geology comprised coarse sand and gravel mixed with pale grey brown silty sand patches.

2. ARCHAEOLOGICAL BACKGROUND

- 2.1 A full Historic Environment Record (HER) search was carried out prior to the first phase of evaluation of the site, the results of which are included in the associated report (Sommers 2018).
- 2.2 The majority of entries on the HER within, and in the immediate area of, the evaluation area relate to cropmarks visible on aerial photographs. These comprise extensive field systems of an unknown date. A number of ring ditches, including one within the Phase 2 area of the site (BUC 010) are also visible in the local area as cropmarks on aerial photographs. These circular features often indicate the site of a prehistoric burial mound. These cropmarks have been plotted by the National Mapping Programme (NMP), the results of which are shown on Figure 2.

3. AIMS AND OBJECTIVES

- 3.1 The general aims of the evaluation as stated in the WSI (Boulter 2019) were to:
 - Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation;
 - Evaluate the likely impact of past land uses, and the possible presence masking colluvial/alluvial deposits;
 - Establish the potential for the survival of environmental evidence;
 - Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

4. METHODOLOGY

4.1 The fieldwork comprised the excavation of two trenches, each measuring 1.8m by 20m, in the locations shown on the attached plan (Fig. 2). Trenches were set out on OS National Grid (NGR) co-ordinates using Leica GPS and surveyed in accordance

with CA Technical Manual 4 *Survey Manual*. Trench numbering followed on from the first stage of evaluation.

- 4.2 Trenches were excavated by mechanical excavator equipped with a toothless grading bucket. All machine excavation was undertaken under constant archaeological supervision to the top of the first significant archaeological horizon or the natural substrate, whichever was encountered first. Where archaeological deposits were encountered they were excavated by hand in accordance with CA Technical Manual 1: Fieldwork Recording Manual.
- 4.3 No deposits were identified that required sampling, and no pre-modern artefacts were recovered.
- 4.4 The archive from the evaluation is currently held by CA at their offices in Needham Market. Subject to the agreement of the legal landowner site archive will be deposited with SCCAS. A summary of information from this project, set out within Appendix C, will be entered onto the OASIS online database (Ref. 344413) of archaeological projects in Britain.

5. RESULTS

- 5.1 This section provides an overview of the evaluation results; detailed summaries of the recorded contexts are to be found in Appendix A.
- 5.2 Both trenches were focussed on cropmarks visible on aerial photographs, specifically a presumed prehistoric ring ditch and two undated ditches.

Trench 11 (Fig. 3)

5.3 Trench 11 was located in the north-western part of the site; it measured 20m long and 1.8m wide, ranged from 0.55m to 0.7m in depth and was orientated NW-SE. The topsoil (0001) sealed a thick layer of silty sand subsoil, 0002, which sealed two archaeological features. 0009 was a deep ditch cut, averaging 1.75m wide on the stripped surface and measuring c.0.96m deep. Its sides initially sloped gradually, before breaking to a steep, U-shaped profile. A sequence of eight fills was identified, numbered 0010-0017, approximately alternating between loose-friable sand and gravel layers and compact-friable silts. The uppermost fill, 0017, was

indistinguishable from subsoil 0002 and may represent subsoil settled into a hollow over consolidated ditch fills. Due to the mixed nature of the ditch fill and likelihood of contamination, no environmental samples were taken.

0019 was a shallow NE-SW aligned ditch, 0.65m wide and c.0.2m deep and was filled by a mid brown sandy silt with some gravel content. It was cut through a large, amorphous silt patch which excavation proved to be a natural geological feature, most likely an ice wedge or soft sediment deformation (Boulter, pers. comm.) No finds were recovered from this ditch.

Trench 12 (Fig. 4)

5.4 Trench 12 was located in the southern part of the site; it was 20m long and 1.8m wide, ranged from 0.5m to 0.6m in depth and was orientated approximately NE-SW. The topsoil (0001) sealed a thick layer of silty sand subsoil, 0002, which sealed two archaeological features. 0018 was a deep ditch cut, over 0.8m deep from the stripped surface but not fully excavated as it was over 1.2m deep from the ground surface. The sequence of sandy and silty layers filling the ditch was broadly the same as that observed in 0009 in Trench 11, including a subsoil layer, 0034, settled into the top of the ditch. Three struck flints were recovered from upper fill 0034 but none were diagnostic. Due to the mixed nature of the ditch fill and likelihood of contamination, no environmental samples were taken.

0021 was a narrow, shallow ditch in the east end of the trench, aligned NE-SW. It measured 0.7m wide and 0.16m deep and was filled by a mid brown gravelly silty sand from which no finds were recovered.

6. DISCUSSION

- 6.1 Trenching identified the three features targeted by this second phase of evaluation, comprising a ring ditch and two ditches believed to be part of a field system of unknown date.
- 6.2 The evaluation took place in good weather conditions with no limiting factors to the investigation. Full co-operation was received from the client and a high degree of confidence is attached to the results of the evaluation.
- 6.3 The trenching confirmed that the archaeological horizon is sealed beneath fairly consistent topsoil and subsoil layers totalling 0.5m-0.7m thick. The natural geology

in both trenches consisted of sands, gravels and silt. The proposed development is unlikely to have any impact upon significant archaeological deposits, unless any groundworks extend beyond 0.5m deep.

- 6.4 The extremely low density of artefactual evidence suggests very little by way of occupation activity within the immediate vicinity of the site.
- 6.5 The contrasting layers of sand and silt which took broadly the same form in both excavated sections of the ring ditch suggest episodes of maintenance of the monument, with re-cutting or re-profiling of the ditch taking place. The sandy layers are suggestive of slump or weathering of the freshly cut sides, with silts then accumulating in the open earthwork.
- 6.6 It is also possible that equivalent sandy gravel layers 0016 in ditch cut 0009 and 0031 in 0018 could originate from material eroded from an internal bank or mound material but there was no definitive evidence for the presence of standing earthworks in the trench sections.
- 6.7 The final decision on whether further work is required to mitigate the impact of the development on heritage assets rest with SCCAS.
- The project archive, consisting of all paper and digital records will be deposited with the Archaeological Store of SCCAS following the gaining of the transfer of title. Until deposition, the archive will be kept in the Cotswold Archaeology Suffolk office and store in Needham Market.

7. CA PROJECT TEAM

Fieldwork was undertaken by Linzi Everett, assisted by Nathan Griggs and Rui Olivera. The report was written by Linzi Everett and edited by Stuart Boulter. The illustrations were prepared by Ryan Wilson. The archive has been compiled and prepared for deposition by Ruth Beveridge. The project was managed for CA by Stuart Boulter.

8. REFERENCES

Boulter, S. 2019. Written Scheme of Investigation Addendum: Park Farm, Chapel Road, Bucklesham, Suffolk. Suffolk Archaeology CIC

Brown, N. and Glazebrook, J. (Eds.), 2000, Research and Archaeology: a Framework for the Eastern Counties, 2. Research Agenda and Strategy. East Anglian Archaeology Occasional Paper No. 8.

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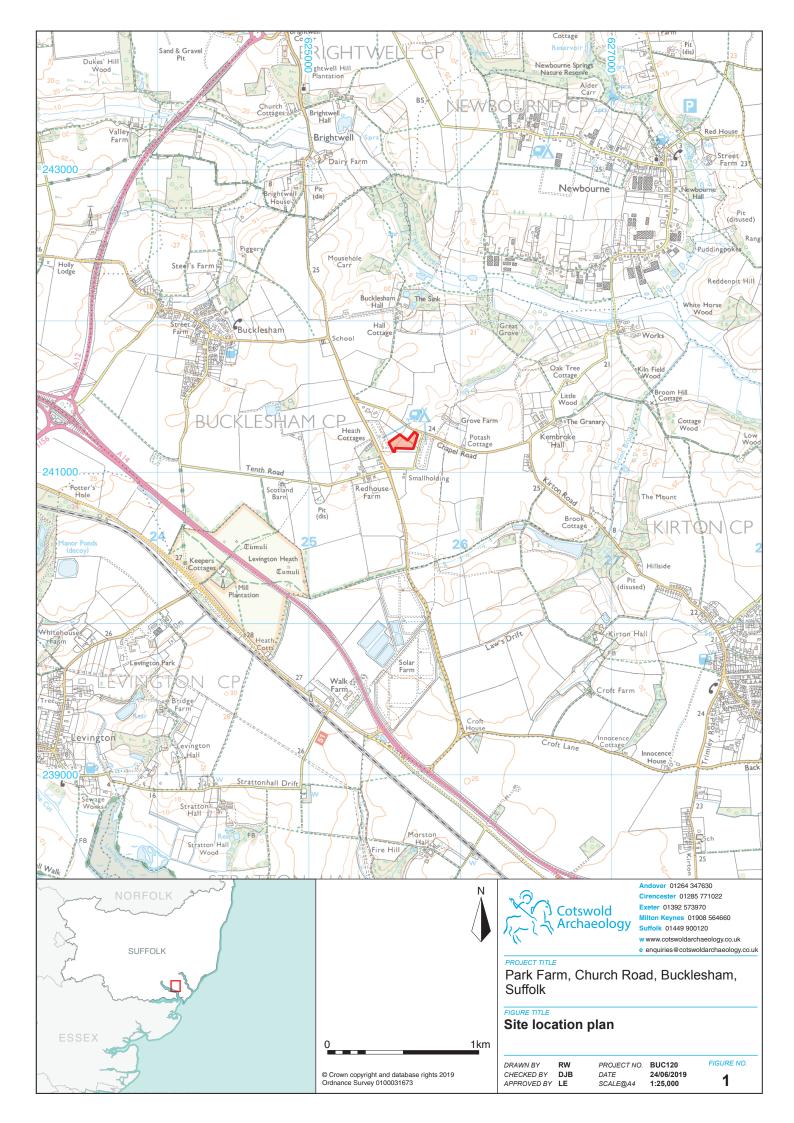
Websites

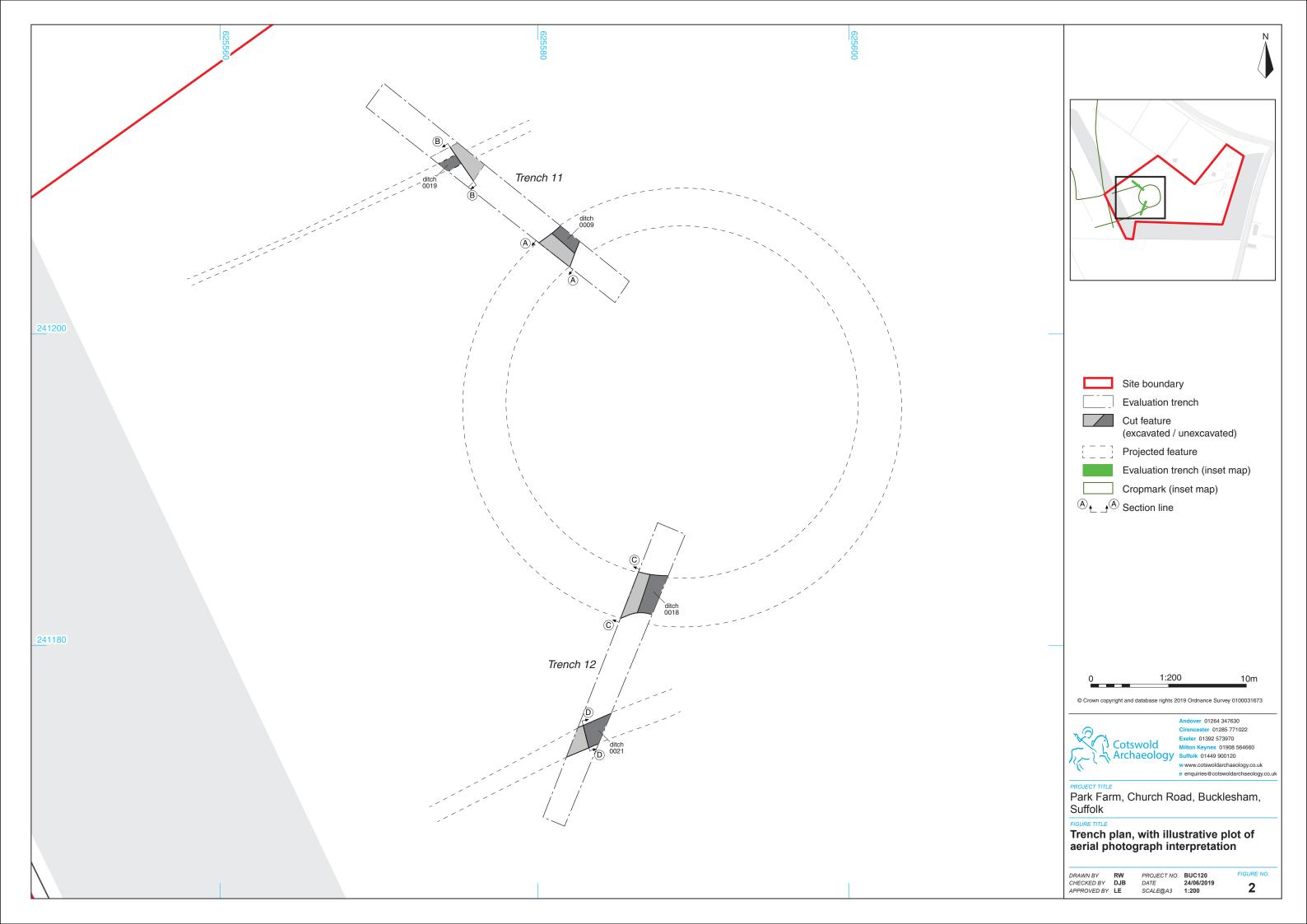
BGS (British Geological Survey) - http://mapapps.bgs.ac.uk/geologyofbritain/home.html Accessed 31st May 2019

APPENDIX A: CONTEXT LIST

| Context Number | Trench | Area | Feature Type | Category | Feature Number | Description |
|-------------------|--------|---------|-----------------|----------|-------------------|--|
| 0001 | | | | Layer | | Topsoil - dark brown silty sand |
| 0002 | | | | Layer | | Subsoil - pale brown yellow to white (dependant on moisture content) silt, very fine with very infrequent stones. Firm and compact. |
| 0003 | 2 | Phase 1 | Ditch | Cut | | Linear feature. Aligned north-south. Approx. 2.5m in width and 0.6m deep. Sloping sides down to a slightly steeper sided channel in centre. |
| 0004 | 2 | Phase 1 | Ditch | Fill | 0003 | Single fill within cut 0003, comprises a mid orange brown sandy silt with moderate flint inclusions. No finds. |
| 0005 | 6 | Phase 1 | Ditch | Cut | | Linear feature. Aligned north-south. Approx. 0.9m in width and 0.16m deep. Sloping sides down to a rounded bottom. |
| 0006 | 6 | Phase 1 | Ditch | Fill | 0005 | Single fill, within cut 0005. Consists of pale to mid brown silty sand. Similar to the subsoil (0002). No finds. |
| 0007 | 7 | Phase 1 | Ditch | Cut | | Linear feature. Aligned North-south. Approx. 1.2m in width and 0.2m deep. Sloping sides down to a flattish bottom. |
| 8000 | 7 | Phase 1 | Ditch | Fill | 0007 | Single fill, within cut 0007. Consists of mid orangey brown sandy silt. No finds. |
| 0009 | 11 | Phase 2 | Ditch | Cut | | Cut of probable ring ditch. U-shaped profile, initially open at the top with gradually sloping sides breaking sharply to steep sides with a rounded base |
| 0010 | 11 | Phase 2 | Ditch | Fill | 0009 | Loose, clean, coarse, yellow sand with occasional gravel. Base of ditch |
| 0011 | 11 | Phase 2 | Ditch | Fill | 0009 | Compact pale-mid grey brown sandy silt |
| 0012 | 11 | Phase 2 | Ditch | Fill | 0009 | Loose, clean, coarse, orange sand. Mixed with lenses of mid grey brown sandy silt |
| 0013 | 11 | Phase 2 | Ditch | Fill | 0009 | Mid grey brown compact sandy silt with darker lenses. Occasional charcoal flecks |
| 0014 | 11 | Phase 2 | Ditch | Fill | 0009 | Mid yellow sand mixed with grey brown sandy silt patches, occasional medium stones and regular gravel. Friable |
| 0015 | 11 | Phase 2 | Ditch | Fill | 0009 | Compact-friable mid grey brown silty sand with lenses of darker grey brown silt |
| 0016 | 11 | Phase 2 | Ditch | Fill | 0009 | Friable-loose pale yellowish grey gravelly sand |
| 0017 | 11 | Phase 2 | Ditch | Fill | 0009 | Mid yellow brown fine, friable silt with very infrequent stones. Indistinguishable from and likely to be the same as subsoil 0002 |
| 0018 | 12 | Phase 2 | Ditch | Cut | | Cut of probable ring ditch. U-shaped profile, initially open at the top with gradually sloping sides breaking sharply to steep sides. Not bottomed as too deep to access- lower deposits reached with a hoe |
| 0019 | 11 | Phase 2 | Ditch | Cut | | Shallow NE-SW aligned ditch with a rounded profile. It was cut through a large, amorphous silt patch which excavation proved to be a natural geological feature, most likely an ice wedge or soft sediment deformation |
| 0020 | 11 | Phase 2 | Ditch | Fill | 0019 | Mid brown silty sand with occasional small stones |
| 0021 | 12 | Phase 2 | Ditch | Cut | | Narrow, shallow ditch with a rounded base |
| 0022 | 12 | Phase 2 | Ditch | Fill | 0021 | Mid brown silty sand with occasional small stones |

| Context Number | Trench | Area | Feature Type | Category | Feature Number | Description |
|-------------------|--------|---------|-----------------|----------|-------------------|---|
| 0023 | 12 | Phase 2 | Ditch | Fill | 0018 | Loose, clean, coarse, yellow sand with occasional gravel. Ditch not bottomed, but likely to be the basal fill, same as 0010 |
| 0024 | 12 | Phase 2 | Ditch | Fill | 0018 | Compact pale-mid grey brown sandy silt |
| 0025 | 12 | Phase 2 | Ditch | Fill | 0018 | Gravelly sand |
| 0026 | 12 | Phase 2 | Ditch | Fill | 0018 | Compact grey brown silt |
| 0027 | 12 | Phase 2 | Ditch | Fill | 0018 | Mid orangey brown gravelly sand |
| 0028 | 12 | Phase 2 | Ditch | Fill | 0018 | Mid-pale grey brown silt mixed with yellow brown coarse sand |
| 0029 | 12 | Phase 2 | Ditch | Fill | 0018 | Clean yellow brown coarse sand |
| 0030 | 12 | Phase 2 | Ditch | Fill | 0018 | Friable mid grey brown silty sand |
| 0031 | 12 | Phase 2 | Ditch | Fill | 0018 | Pale yellow brown sand mixed with some grey-brown silt |
| 0032 | 12 | Phase 2 | Ditch | Fill | 0018 | Mid brown sandy silt |
| 0033 | 12 | Phase 2 | Ditch | Fill | 0018 | Mixed yellowish brown sand and silt with regular stones |
| 0034 | 12 | Phase 2 | Ditch | Fill | | Mid yellow brown fine, friable silt with very infrequent stones. Indistinguishable from and likely to be the same as subsoil 0002 |
| 0035 | 12 | Phase 2 | | Layer | | Mid brown silty sand with regular gravel content |







Park Farm, Chapel Road, Bucklesham (DC/17/2535/FUL)

Addendum to a Written Scheme of Investigation for a Programme of Archaeological Trenched Evaluation and Monitoring

Date: March 2018

Prepared by: Stuart Boulter

Issued to: Hannah Cutler (SCC Archaeological Service)

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Summary Project Details

| Location | Site Name | Park Farm, Chapel Road | |
|-----------------|--------------------------------|---|--|
| | Parish/County | Bucklesham/Suffolk | |
| | Grid Reference | TM 255 412 | |
| Site details | Project type | Trenched evaluation and monitoring | |
| | Size of Area | 2.24 hectares (Phased; 0.85 hectares + 1.39 hectares) | |
| | Access | Adjacent Park Farm | |
| | Planning proposal | Caravan Park | |
| Staffing | No. of personnel (SACIC) | Estimated as 1 x PO + 1 Project Assistant | |
| | No. of subcontractor personnel | TBC | |
| Project dates | Start date | TBC | |
| | Fieldwork duration | 1 day | |
| Reference codes | Site Code | BUC 120 | |
| | OASIS No. | Suffolka1-344413 | |
| | Planning Application No. | DC/17/2535/FUL | |
| | HER Search Invoice Number | 9220386 | |
| | SACIC Jobcode | BUCCHA002 | |
| Key persons | Project Manager | Stuart Boulter | |
| | Project Officer | Mark Sommers | |
| | Metal Detectorist | Steve Hunt | |
| Hire details | Plant | NA | |
| | Welfare | NA | |
| | Tool-hire | NA | |

Personnel and contact numbers

| SACIC | Managing Director | Dr Rhodri Gardner | 01449 900120 |
|----------------|-----------------------------|----------------------------|--------------|
| | SACIC Project Managers | John Craven, Joanna Caruth | 01449 900121 |
| | | Stuart Boulter | 01449 900122 |
| | SACIC Finds Dept | Richenda Goffin | 01449 900129 |
| | SACIC H&S | John Craven | 01449 900121 |
| | SACIC EMS | Jezz Meredith | 01449 900124 |
| | SACIC Outreach Officer | Alex Fisher | 01449 900126 |
| Client | Client | Brian Humphreys | - |
| | Client Agent | - | - |
| | Landowner/Tenant | - | - |
| Archaeological | Curatorial Officer | Hannah Cutler (SCCAS) | 01284 741229 |
| | EH Regional Science Advisor | Dr Zoe Outram | 01223 582707 |

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- 1. Site location (red)
- 2. Proposed Location of Evaluation Trenches

 (red = overall site edge, green = cropmarks, blue = Phase 2 trial-trenches)
- 3. Area to be monitored; cropmarks superimposed

Appendices

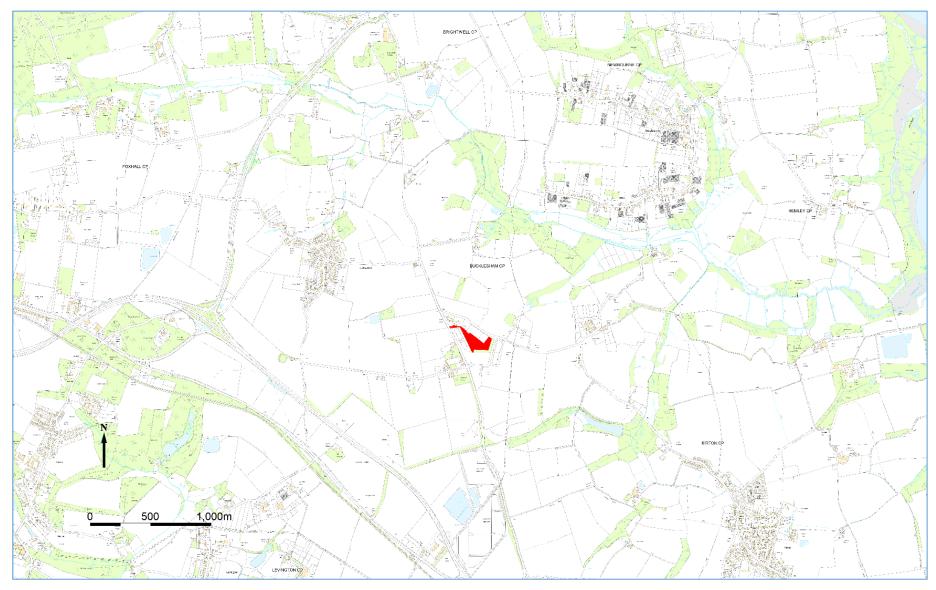
- 1. 2019 Health and Safety Policy
- 2. 2019 Insurance Documentation

1. Background and Phase 2 Evaluation and Monitoring Proposal

- 1.1 Suffolk Archaeology Community Interest Company (hereafter SACIC) have been commissioned by Brian Humphreys to undertake a programme of archaeological evaluation covering the area of a caravan park development (Figure 1). The first element of this work involved the preparation of a Written Scheme of Investigation (WSI) (Boulter 2018).
- 1.2 The present stage of archaeological work is being requested by Suffolk County Council's Archaeological Service (hereafter SCCAS). The Local Planning Authority (hereafter LPA) were advised that as a condition on planning application DC/17/2535/FUL, a programme of archaeological work should be agreed in accordance with the National Planning Policy Framework (Para 141). The purpose of such work being the recording and advancement of understanding of any heritage assets present at the location before they are destroyed in the course of the development.
- 1.3 The Brief states (section 2.1) that the site lies in an area of known archaeology recorded in the Suffolk Historic Environment Record. Within the area of the proposed caravan park are cropmarks of a presumed prehistoric ring-ditch, probably marking the site of a prehistoric burial mound, along with linear features likely to be the remains of early field systems (HER No.s BUC 080 and BUC 010). The site is also situated within a wider landscape of cropmarks and, as a result, there is high potential that archaeological remains will be present and could be damaged or destroyed during the development. A full HER search has been commissioned from SCCAS as part of the archaeological evaluation.
- 1.4 Given that the groundworks associated with the development clearly have the potential to severely damage any below-ground heritage assets that currently survive on the site, archaeological investigation by condition was considered necessary. The initial evaluation is designed to broadly characterise and quantify any archaeology present in order that a programme of archaeological mitigation can be instigated as part of the planning process.
- 1.5 The evaluation will be conducted in adherence to a Brief prepared by Hannah Cutler of SCCAS (dated 13th November 2018) covering this specific planning condition. Any archaeological mitigation work subsequently required as a result of the evaluation will be subject to a new Brief and WSI.
- 1.6 The contents of the WSI comply with the SCCAS standard Requirements for a Trenched Archaeological Evaluation (2017) and Requirements for Archaeological Excavation (2017), as well as the following national and regional guidance:

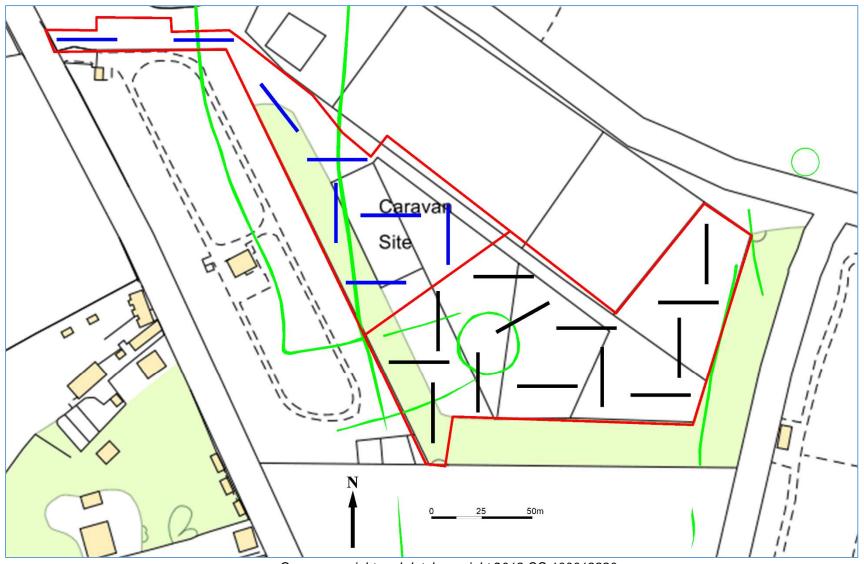
- National Planning Policy Framework (NPPF), Department of Communities and Local Government (DCLG) (July 2018);
- Code of Conduct, Chartered Institute for Field Archaeologists 2014;
- Standard and Guidance Archaeological Excavation, Chartered Institute for Field Archaeologists, 2014;
- Management of Research Projects in the Historic Environment: The Morphe Project Managers' Guide, Historic England, 2015;
- Gurney, D 2003 Standards for Field Archaeology in the East of England, E. Anglian Archaeol. Occ. Paper No. 14, 2003 Association of Local Government Archaeological Officers East of England Region;
- Archaeological Archives in Suffolk Guidelines for Preparation and Deposition, Suffolk County Council Archaeology Service (revised 2017)
- 1.7 The research aims of the evaluation are as follows:
 - Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation;
 - Evaluate the likely impact of past land uses, and the possible presence masking colluvial/alluvial deposits;
 - Establish the potential for the survival of environmental evidence;
 - Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.
- 1.8 Following discussions with SCCAS it was agreed that the evaluation works could be split into two stages; the first, which involved the excavation of ten trenches, and was completed in December 2018 (Sommers 2018, Rpt. No. 2018/109). A further thirteen trenches were to form Phase 2 (Boulter 2018).
- 1.9 The results of the first stage of trenching confirmed the presence and location of two ditch features that had been previously recorded as part of the National Mapping Programme (hereafter NMP). In addition, the evaluation recorded a significant depth of overburden comprising 0.25 0.40m of topsoil, overlying between 0.25m and 0.60m of subsoil which sealed the archaeological features.
- 1.10 On that basis, following consultation with SCCAS, the decision was made to reduce the number of trenches forming Phase 2 down to two; essentially those aimed at investigating a ring-ditch recorded as a cropmark during the NMP. The trenches

would investigate the character of the ditch itself and check for the presence of satellite burials, that could either be broadly contemporary with what is likely to have been a prehistoric monument or later burials using it as a focus.



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Figure 1. Site Location (red)



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Figure 2. Proposed Location of Evaluation Trenches (red = overall site edge, green = cropmarks, blue = stage 1 trial-trenches, black = stage 2 trial-trenches)

Section AA





Ditch 0009, looking south-west (1m scale)

Section BB 23.4m | AOD



Ditch 0019, looking north-east (1m scale)



Cotswold Milton Keynes 01908 564660 Archaeology Suffolk 01449 900120 www.cotswoldarchaeology.co.uk
e enquiries@cotswoldarchaeology.co.

PROJECT TITLE
Park Farm, Church Road, Bucklesham, Suffolk

Trench 11: sections and photographs

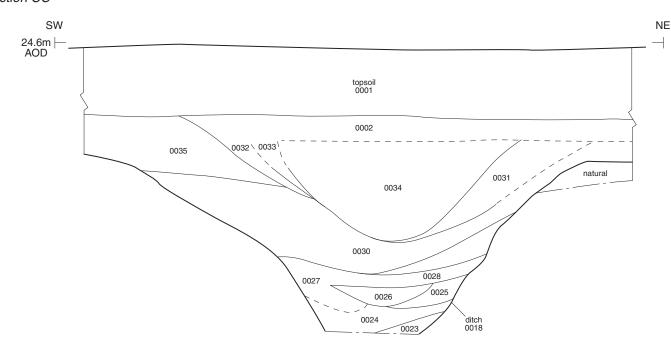
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Section CC



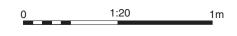


Ditch 0018, looking north-west (1m scale)





Ditch 0021, looking north-east (1m scale)





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e enquiries@cotswoldarchaeology.co.

PROJECT TITLE
Park Farm, Church Road, Bucklesham, Suffolk

Trench 12: sections and photographs

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 BUC120

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2 Fieldwork

- 2.1 The archaeological excavation fieldwork will be carried out by full-time professional employees of SACIC. The project team will be led in the field by an experienced member of staff of Project Officer grade/experience (TBC). The excavation team will comprise a Project Officer, a Site Assistant with metal detecting undertaken by experienced metal detectorist (Steve Hunt).
- 2.2 The Brief (section 4.3) states that the evaluation trenches should cover 5% by area of the overall proposed development site of 2.24 hectares. This equates to a c.662m length of trench with 1.8m wide bucket. However, it has been agreed between the client and SCCAS that a staged approach to the evaluation will be undertaken. An initial area of approximately 0.85 hectares will be evaluated, equating to a c.240 metre length of trench (8 x 30m), with a second stage, comprising a c.390m length of trench (13 x 30m) (Figure 2).
- 2.3 At this juncture no information has been received from the client regarding existing services. A CAT survey will be undertaken on the line of the proposed trenches prior to excavation, but damage to hitherto unknown services that are not identified during this survey will not be the responsibility of SACIC.
- 2.4 The following general principles will be applied for the excavation of the trial-trenches:
 - a) All mechanical excavation will be undertaken using a toothless ditching bucket for a good clean cut.
 - b) The overburden will be excavated down to the top of the first undisturbed archaeological horizon, or the upper surface of the naturally occurring subsoil.
 - c) Spoil will be removed and stockpiled adjacent to the evaluation trenches or in an area designated by the client.
 - d) Topsoil will be stored separately to any underlying colluvial material unless this is deemed unnecessary by the client.
 - e) All excavation will be under the direct supervision of an archaeologist.
- 2.5 Archaeological deposits and features will be sampled by hand excavation in order to satisfy the project aims (see section 1.7) and also comply with the SCCAS Requirements for Archaeological Evaluation (2017) and Excavation

(2017). Where types of deposit are encountered that are suitable for mechanical excavation, this will only be undertaken following agreement with SCCAS.

- 2.6 No feature will be excavated to a depth in excess of 1.2m (including the depth of the trench). If this depth is not sufficient to meet the archaeological requirements of the Brief, it will be brought to the attention of the client or their agent and the Archaeological Advisor to the LPA (SCCAS). Deeper excavation can be undertaken provided suitable support is used. However, such a variation will incur further costs to the client and time must be allowed for this to be established and agreed.
- 2.7 While it is considered unlikely that there will be deep holes left open on site, where necessary high visibility safety fencing will be employed.
- 2.8 An 'overall features plan' and levels AOD will be recorded using RTK GPS survey equipment (or radio base station if required). Feature sections and plans will be recorded at a scale of 1:10, 1:20 or 1:50 as appropriate. Recording conventions used will be compatible with the County HER.
- 2.9 The site will be recorded under a unique HER number acquired from the Suffolk HER Office (BUC 120) and archaeological contexts will be recorded in a 'unique continuous numbering sequence' on pro forma Context Recording sheets and entered into an associated database.
- 2.10 A digital photographic record will be made throughout the excavation.
- 2.11 A metal detector search will be made at all stages of the evaluation works covering the following;
 - i) Ground surface prior to stripping
 - ii) The stripped surface
 - iii) The upcast spoil

The search will be undertaken by SACIC staff member Steve Hunt with the locations of all finds recorded using RTK GPS survey equipment.

- 2.12 Pre-modern finds (with the exception of unstratified animal bone) will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 2.13 The finds will be brought back to the SACIC premises for processing, preliminary assessment, conservation and packing. Most finds analysis work will be done in house, but in some circumstances, it may be necessary to send some categories of finds to external specialists.

- 2.14 Bulk soil samples will be collected from suitable features; these will be a maximum of 40 litres each and will be retained until an appropriate specialist has assessed their potential for palaeoenvironmental remains. Decisions can then be made on the need for further analysis following this assessment. A suitable feature will be deemed one that is sealed and stratigraphically secure, datable and exhibits potential for the survival of palaeoenvironmental material; usually at least two of these criteria will need to be met in order for it to merit taking a sample. If necessary advice will be sought from Historic England's (formerly English Heritage's) Regional Advisor in Archaeological Science on the need for specialist environmental sampling.
- 2.15 In the event of human remains being encountered on the site, guidelines from the Ministry of Justice will be followed and, if deemed necessary, a suitable licence obtained before their removal from the site. Human remains will be treated at all stages with care and respect, and will be dealt with in accordance with the law. They will be recorded *in-situ* and subsequently lifted, packed and marked to standards compatible with those described in the IFA's Technical Paper 13 Excavation and post-excavation treatment of Cremated and Inhumed Human Remains, by McKinley & Roberts. Following full recording and analysis, the remains will either be stored in a suitable archive repository or reburied at an appropriate site.

3 Post-excavation

- 3.1 The unique project HER number (BUC 120) will be clearly marked on all documentation and material relating to the project.
- 3.2 The post-excavation finds work will be managed by SACIC's Post-excavation and Finds Manager, Richenda Goffin. Specialist finds staff whether in-house personnel or external specialists are experienced in local and regional types of material in their field.
- 3.3 Artefacts and ecofacts will be held by SACIC until analysis of the material is complete.
- 3.4 Site data will be entered on a computerised database compatible with the County HER. Site plans and sections will be digitised and will form part of the site archive. Ordnance Datum levels will be written on the section sheets. The photographic archive will be fully catalogued.
- 3.5 Finds will be processed, marked and bagged/boxed to County HER requirements. Where appropriate finds will be marked with a site code and a context number.
- 3.6 Bulk finds will be fully quantified on a computerised database compatible with the County HER. Quantification will fully cover weights and numbers of finds by context with a clear statement on the degree of apparent residuality observed.
- 3.7 Metal finds on site will be stored in accordance with ICON guidelines. After initial recording and assessment for their significance, sensitive items requiring immediate conservation will be sent to a suitable laboratory within four weeks of the end of the fieldwork. Corroded items will be x-rayed along with coins if necessary for identification. After conservation, sensitive finds and other metalwork will be subjected to good quality digital photography before being 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.

- 3.8 Pottery will be recorded and archived to a standard consistent with the Draft Guidelines of the Medieval Pottery Research Group and Guidelines for the archiving of Roman Pottery, SGRP (ed. M.G. Darling, 1994) and to The Study of Later Prehistoric Pottery: General Policies and Guidelines for analysis and Publications, Occasional Papers No.1 and No. 2, 3rd Edition (Revised 2010, Prehistoric Ceramic Research Group).
- 3.9 Environmental samples will be processed and assessed to standards set by the Historic England (formerly English Heritage) Regional Scientific Advisor with a clear statement of potential for further analysis and significance.
- 3.10 Animal and human bone will be quantified and assessed to a standard acceptable to national and regional Historic England specialists.
- 3.11 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).
- 3.12 Once the fieldwork phase of the project is completed, a full site archive and report, the latter presenting the results of the evaluation will be prepared.
- 3.13 The report will contain a stand-alone summary and a description of the evaluation methodology. It will also contain a clear separation of the objective account of the archaeological evidence from its archaeological interpretation and recommendations to assist SCCAS regarding the need for and scope of any further mitigation. It will contain sufficient information to stand as an archive report should further work not be required along with the results of a formally commissioned HER search evidenced by its invoice number.
- 3.14 The report will include a summary in the established format for inclusion in the annual "Archaeology of Suffolk" section of the *Proceedings of the Suffolk Institute of Archaeology and History*.
- 3.15 The Suffolk County HER is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. SACIC will complete a suitable project-specific OASIS form at http://ads.ahds.ac.uk/project/oasis. The completed form will be reproduced as an appendix to the final report.
- 3.16 A draft of the interim report will be submitted to SCCAS for approval.
- 3.17 On acknowledgement of approval of the report from SCCAS hard and digital copies will be sent to the Suffolk HER.

- 3.18 Upon completion of reporting works ownership of all archaeological finds will be given over to the relevant authority. There is a presumption that this will be SCCAS, who will hold the material in suitable storage to facilitate future study and ensure its proper preservation. If the client does not agree to transfer ownership to SCCAS, they will be required to nominate another suitable repository approved by SCCAS or provide funding for additional recording and analysis of the finds archive (such as, but not limited to, additional photography or illustration of objects).
- 3.19 The project archive shall be compiled in accordance with the guidelines issued by the SCCAS (revised 2017). The client is aware of the costs of archiving and provision will be made to cover these costs in our agreement with them. The archive will be deposited with the County Archaeology Store unless another suitable repository is agreed with SCCAS.
- 3.20 The law dictates that client can have no claim to the ownership of human remains. Any such remains will be stored by SCCAS prior to a decision being made regarding either their continued curation, reburial or in accordance with the details of the site's Ministry of Justice licence.
- 3.21 Exceptions from the deposition of the archive described above include objects that qualify as Treasure, as detailed by the Treasure Act 1996.
 - The client (and landowner if different) will be informed as soon as any such objects are discovered/identified and the find will be reported to the Coroner within fourteen days of discovery or identification. SCCAS, the British Museum and the local Portable Antiquities Scheme (PAS) Finds Liaison Officer will subsequently be informed of the find.
 - Treasure objects will immediately be moved to secure storage at SACIC and appropriate security measures will be taken on site if required.
 - Upon discovery of potential treasure, the landowner will be asked if they wish to waive or claim their right to a treasure reward, which is 50% of the market value. Employees of SACIC, or volunteers etc. present on site, will not be eligible for any share of a treasure reward.
 - If the landowner waives their share, the British Museum and Coroner will be informed, and the object returned to the project archive for deposition in an appropriate repository. If the landowner wishes to claim an inquest will be held and, once officially declared as Treasure and valued, the item will if not acquired by a museum, be returned to SACIC and the project archive.

4 Additional considerations

4.1 Health and Safety

- 4.1.1 The project will be carried out in accordance with SACIC's Health and Safety Policy at all times. A copy of this policy is provided in Appendix 1.
- 4.1.2 All SACIC staff are experienced in working on similar sites with similar conditions to those that will be encountered on the present site and are aware of SACIC H&S policies. All permanent SACIC staff are holders of CSCS cards.
- 4.1.3 A separate Risk Assessment and Method Statement (RAMS) document will be prepared for the site and provided to the client. Copies will be available to SCCAS on request.
- 4.1.4 All staff will be aware of the project's risk assessment and will receive a safety induction from the Project Officer.
- 4.1.5 It may be necessary for site visits to be made by external specialists or SCCAS. All such staff and visitors must abide by SACIC's H&S requirements and will be inducted as required and made aware of any relevant high-risk activities.
- 4.1.6 Site staff, official visitors and volunteers are all covered by SACIC's insurance policies. Policy details are shown in Appendix 2.

4.2 Environmental controls

4.2.1 SACIC is committed to following an EMS policy. All our preferred providers and subcontractors have been issued with environmental guidelines. On site the Project Officer will police environmental concerns. In the event of spillage or contamination reporting procedures will be carried out in accordance with SACIC's EMS policies.

4.3 Plant machinery

4.3.1 A 360° tracked mechanical excavator of at least 10 tonnes and equipped with a full range of buckets will be required to undertake the soil-stripping. Should the plant and its operators be provided by SACIC rather than the client, the sub-contracted plant machinery will be accompanied by a fully qualified operator who will hold an up-to-date Construction Plant Competence Scheme (CPCS) card (approved by the CITB).

4.4 Site security

- 4.4.1 Unless previously agreed with the client, this WSI (and the associated quotation) assumes that the site will be sufficiently secure for archaeological work to be undertaken.
- 4.4.2 In this instance, all security requirements including fencing, padlocks for gates etc. are the responsibility of the client.

4.5 Access

- 4.5.1 The client will secure access to the site for SACIC personnel and any subcontracted plant, and obtain all necessary permissions from any landowners and tenants. This includes the siting of any vehicles and other facilities required for the work.
 - 4.5.2 Any costs incurred to secure access, or incurred as a result of access being withheld (for example by a tenant or landowner) will not be the responsibility of SACIC. Such costs or delays incurred will be charged to the client in addition to the archaeological project fees.

4.6 Site preparation

4.6.1 The client is responsible for clearing the site in a manner that enables the archaeological works to go ahead as described. Unless previously agreed the costs of any subsequent preparatory works will be charged to the client in addition to the archaeological project fees.

4.7 Backfilling

4.7.1 Full reinstatement has not been offered by SACIC for this project. The upcast spoil will be replaced in the trenches and roughly levelled/compacted by the tracks of the mechanical excavator

4.8 Monitoring

4.8.1 Arrangements for monitoring visits by the LPA and its representatives (SCCAS) will be made promptly in order to comply with the requirements of the brief. The site will need to be formally signed off by SCCAS prior to any areas being handed back for construction work to begin.

5 Staffing

- 5.1 The following staff will comprise the Project Team:
 - 1 x Project Manager (supervisory only, not based on site full-time)
 - 1 x Project Officer (full time)
 - 1 2 x Site Assistants/metal detectorist (as required)
 - 1 x Site Surveyor (as required)
 - 1 x Finds/Post-excavation manager (part time, as required)
 - 1 x Finds Specialist (part time, as required)
 - 1 x Environmental Supervisor (as required)
 - 1 x Finds Assistant or Supervisor (part time, as required)
 - 1 x Senior Graphics Assistant (part time, as required)
- 5.2 Project Management will be undertaken by Rhodri Gardner and the Project Officer in charge on site will be Mark Sommers. If required, additional Site Assistants will be drawn from SACIC's qualified and experienced staff. SACIC will not employ volunteer, amateur or student staff, whether paid or unpaid, to undertake any of the roles outlined in 5.1.
- 5.3 Post-excavation tasks, where possible, will be undertaken by SACIC staff (see below).

| Specialism |
|--|
| Graphics and illustration |
| Post Roman pottery and CBM |
| Prehistoric pottery, Roman Pottery and general finds |
| Small Finds |
| Environmental sample processing/assessment |
| Finds quantification/assessment |
| Finds Processing |
| Archiving |
| |

5.4 In some instances, it may be necessary to employ outside specialists (see below).

| Name | Specialism | Organisation |
|---------------|--|------------------------|
| Anderson, Sue | Human skeletal remains; Post Roman pottery | Freelance |
| Bates, Sarah | Flint | Freelance |
| Batt, Cathy | Archaeomagnetic dating | University of Bradford |
| Blades, Nigel | Metallurgy | Freelance |

| Bond, Julie | Cremated animal bone | University of Bradford |
|-----------------|----------------------------------|-------------------------|
| Boreham, Steve | Pollen | University of Cambridge |
| Breen, Anthony | Documentary Research | Freelance |
| Briscoe, Diana | Anglo-Saxon pottery stamps | Freelance |
| Brugmann, Birte | Beads | Freelance |
| Cameron, Esther | Mineral Preserved Organics | Freelance |
| Challinor, Dana | Wood and charcoal identification | Freelance |

Outside specialists cont.

| Cook, Gordon | Radiocarbon dating | SUERC |
|--------------------|---|---------------------------|
| Curl, Julie | Faunal remains | Freelance |
| Damian Goodburn | Wood and woodworking | MOLA |
| Hamilton, Derek | Bayesian modelling | SUERC |
| Harrington, Sue | Textiles | Freelance |
| Hines, John | Saxon artefacts | University of Cardiff |
| Holden, Sue | Illustrator | Freelance |
| Keyes, Lynn | Metal working | Freelance |
| Macphail, Richard | Soil micromorphology | University College London |
| Metcalf, Michael | Saxon coins | Ashmolean Museum |
| Mould, Quita | Leather | Freelance |
| Park-Newman, Julia | Conservation | Freelance |
| Plouviez, Jude | Roman coins and brooches | Freelance |
| Riddler, lan | Worked bone | Freelance |
| Scull, Christopher | Early Anglo-Saxon settlement & cemeteries | University of Cardiff |

Appendix 1. Suffolk Archaeology CIC Health and Safety Policy



HEALTH AND SAFETY POLICY STATEMENT

Suffolk Archaeology Community Interest Company (SACIC) is committed to ensuring the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. Our Personnel are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the acts and emissions of our organisations undertakings.

SACIC understands our duty to identify the significant hazards that may be created by our undertakings and to risk assess these accordingly to ensure that suitable and effective controls are implemented to minimise risk to a suitable level as far as is reasonably practicable.

We also acknowledge our duty, so far as is reasonably practicable:

- To provide a safe working environment for our workforce, fulfil our statutory commitments and actively manage and supervise health and safety at work;
- To identify the risks associated with our business activities and ensure suitable and sufficient control measures are in place.
- Ensure regular consultation with our employees on matters which affect their health and Safety.
- To ensure that all plant and equipment used by our employees is fit for purpose and adequately maintained.
- > To provide suitable storage and ensure safe handling of Hazardous substances.
- To ensure that all workers are competent to undertake their daily work activities by providing all relevant information and training, consideration will also be given to any employees who do not have English as a first language.
- To prevent accidents and cases of work related ill health by ensuring a robust reporting and investigation system is in place.
- To liaise and communicate effectively regarding health and safety matters when working on other persons premises.
- To ensure that there is an effective system of induction, training, communication and supervision to other persons visiting or working on our premises.
- To have access to competent advice, this is provided by DAB Training Ltd who assist us in the continuous improvement in our health and safety performance and management through regular review and revision of this policy (first created by Agility UK (Training and Consultancy) Ltd); and to provide suitable resources required to make this policy and our Health and Safety arrangements effective.

To ensure that the above are met we have developed a 'Health and Safety Management Structure' identifying key personnel responsible for managing health and safety within the organisation and 'Safety Arrangements' to assist the implementation.

This policy is reviewed annually or following any significant change in our activities or practices.

| Name: | Rhodri Gardner | Position: | Managing Director | |
|------------|----------------|-----------|-------------------|--|
| Signature: | R.V.Gardner. | Date: | 01/02/2018 | |

A signed and dated copy is displayed and also available in our main Health and Safety Management System Manual.

Appendix 2. Suffolk Archaeology CIC Insurance Policy Details



To Whom It May Concern

Our Ref: TM/

23 January 2018

Dear Sir / Madam

Our Client: Suffolk Archaeology C I C

We act as Insurance Brokers for the above-mentioned client and confirm the following cover is in force:

Public Liability

Limit of Indemnity - £5,000,000 any one occurrence

INSURER

Aviva Insurance Limited 24765101CHC/UN/010136

POLICY NUMBER EXPIRY DATE

01/02/2019

Employers Liability

Limit of Indemnity - £10,000,000 any one occurrence.

INSURER

Aviva Insurance Limited 24765101CHC/UN/010136

POLICY NUMBER EXPIRY DATE

01/02/2019

Professional Indemnity

Limit of Indemnity - £5,000,000 in respect of any one claim

INSURER

Hiscox Insurance Limited

POLICY NUMBER **EXPIRY DATE**

9446228 01/02/2019

The cover has been issued on the insurers standard policy form and is subject to their usual terms and conditions. A copy of the policy wording is available on request.

The Insurance evidenced by this Certificate is subject to the terms, and conditions and exclusions of the applicable policies which is paramount. This certificate is issued as a matter of information only and evidences coverage as at the date of the certificate. This certificate confers no rights to the holder and imposes no liability on the Insurer. The Insurer assumes no responsibility to the holder of the certificate to provide any notice of any material change in or cancellation of these policies.

Yours faithfully,

Tariq Mian Cert CII Senior Account Executive Towergate Insurance

Towergate Insurance

Jellicoe House, Grange Drive, Hedge End, Southampton SO30 2AF Tel: 0344 892 1656 Fax: 0344 892 1657 Email: southampton@towergate.co.uk





APPENDIX C: OASIS REPORT FORM

OASIS ID: suffolka1-344413

Project details

Project name BUC 120 Park Farm; Phase 2 evaluation

Short description of the project Trenching Evaluation

Project dates Start: 29-05-2019 End: 05-07-2019

Previous/future work Yes / Not known

Any associated project

reference codes

BUC 120 - Sitecode

Any associated project

reference codes

DC/17/2535/FUL - Planning Application No.

Type of project Field evaluation

Site status None

Current Land use Vacant Land 2 - Vacant land not previously developed

Monument type DITCH Bronze Age

Monument type DITCH Uncertain

Significant Finds N/A None

Methods & techniques "Targeted Trenches"

Development type Rural residential

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 SUFFOLK COASTAL BUCKLESHAM BUC 120 Park

Farm

Study area 1.3 Hectares

Site coordinates TM 255 412 52.02274111322 1.28718324176 52 01 21 N 001

17 13 E Point

Project creators

Name of Organisation Cotswold Archaeology

Project brief originator Local Authority Archaeologist and/or Planning

Authority/advisory body

Project design originator Hannah Cutler
Project director/manager Stuart Boulter
Project supervisor Linzi Everett
Type of sponsor/funding body Landowner

Name of sponsor/funding body Brian Humphries

Project archives

Physical Archive recipient Suffolk HER

Physical Archive ID BUC 120

Physical Contents "Worked stone/lithics"

Digital Archive recipient ADHS

Digital Archive ID BUC 120

Digital Contents "Worked stone/lithics"

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

Paper Archive recipient Suffolk HER

Paper Archive ID BUC 120

Paper Contents "Worked stone/lithics"

Paper Media available "Correspondence", "Photograph", "Unpublished Text"

Project bibliography 1

Grey literature (unpublished document/manuscript)

Publication type

Title Park Farm, Chapel Road, Bucklesham, Suffolk

Author(s)/Editor(s) Everett, L.

Other bibliographic details BUCCCHA002_1

Date 2019

Issuer or publisher Cotswold Archaeology

Place of issue or publication Needham Market

Description A4 bound report with card covers



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