

Affordable Housing Development (Phase 2)
Steeles Road, Woolpit
WPT 042

Archaeological Evaluation Report

SCCAS Report No. 2014/073

Client: Orbit Homes Ltd

Author: Simon Cass

July 2014

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Affordable Housing Development (Phase 2) Steeles Road, Woolpit WPT 042

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Author: Simon Cass

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Editor: Richenda Goffin

Report Date: July 2014

HER Information

Site Code: WPT 042

Site Name: Affordable Housing Development (Phase 2)
Steeles Road, Woolpit

Report Number 2014/073

Planning Application No: Pre-planning

Date of Fieldwork: 16-17/06/2014

Grid Reference: TL 977 619

Oasis Reference: 178937

Curatorial Officer: Dr Matthew Brudenell

Project Officer: Simon Cass

Client/Funding Body: Orbit Homes Ltd

Client Reference: -

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 the Field Projects Team 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 County Council's archaeological contracting services 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: Simon Cass

Date: 04/07/2014

Approved By: Jo Caruth

Position: Senior Project Officer

Date:

Signed:

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

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Summary




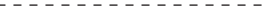







Four archaeological evaluation trenches were excavated on land to the south of Steeles Road, Woolpit in June 2014 in advance of a planned redevelopment of the residential accommodation in the area. Two undated ditch features were identified in the arable land on the southern edge of the development area, near a findspot of Roman artefacts although no archaeologically relevant finds were encountered during the trial trenching. No further work is anticipated as being required during the redevelopment of this site, although future redevelopments may still attract archaeological planning conditions.

Drawing Conventions

Plans

- Limit of Excavation 
- Features 
- Break of Slope 
- Features - Conjectured 
- Natural Features 
- Sondages/Machine Strip 
- Intrusion/Truncation 
- Illustrated Section  S.14
- Cut Number 
- Archaeological Features 

Sections

- Limit of Excavation 
- Cut 
- Modern Cut 
- Cut - Conjectured 
- Deposit Horizon 
- Deposit Horizon - Conjectured 
- Intrusion/Truncation 
- Top of Natural 
- Top Surface 
- Break in Section 
- Cut Number 
- Deposit Number 0007
- Ordnance Datum $\frac{18.45\text{m OD}}{\times}$

1. Introduction

The site, covering an area of c.0.63ha, largely consists of part of a 20th century housing estate on the southern fringe of the modern village of Woolpit. The southern quarter of the site lies in the northern part of an adjacent arable field. The housing consists of fourteen properties in three blocks, set within sizeable individual gardens on either side of Steeles Road which passes through the centre. The proposed development will see the demolition of the existing housing blocks and the construction of new properties in a wholly different layout.

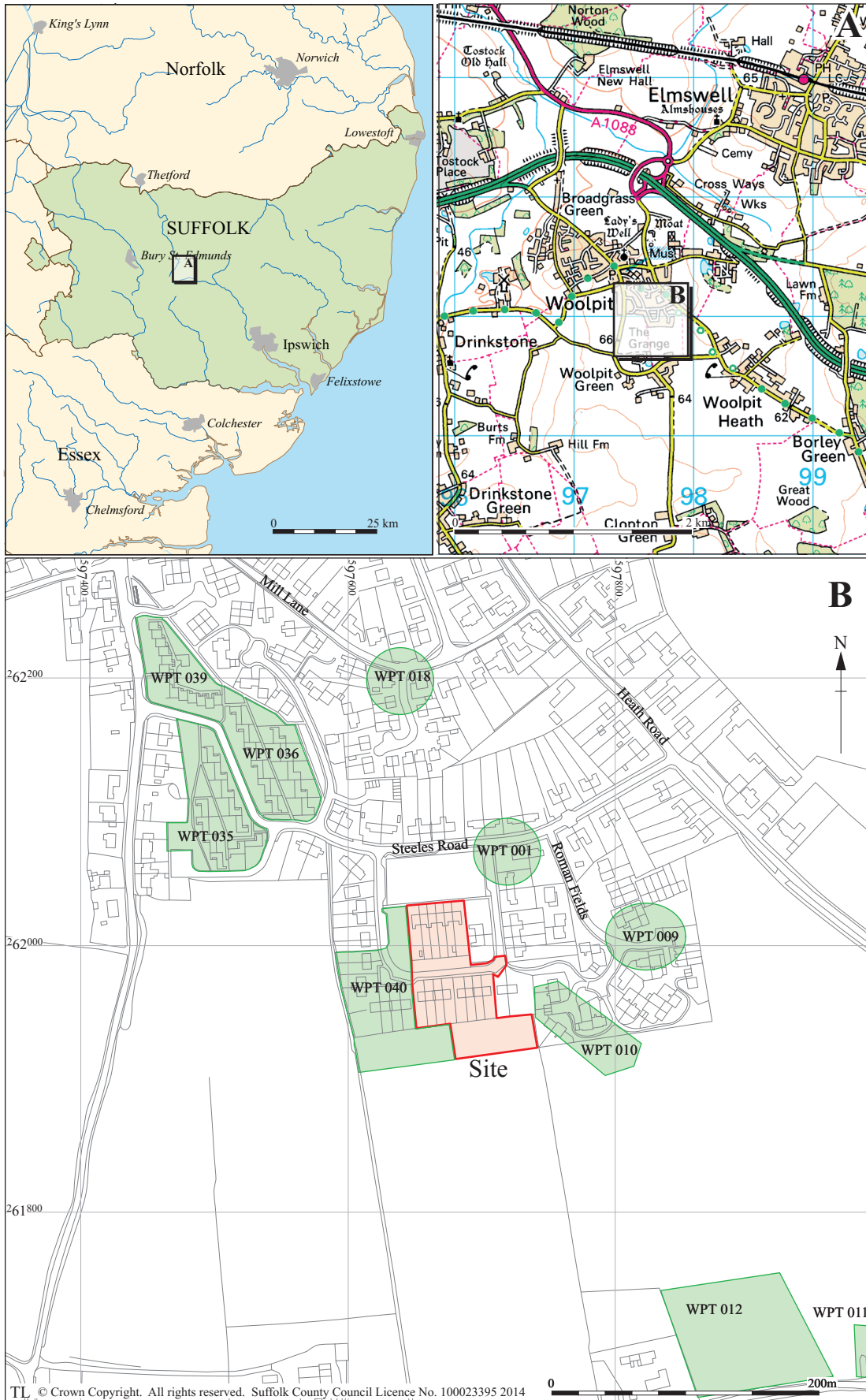
2. Geology and topography

The site lies at a height of c.65m above Ordnance Datum on a broadly level plateau of high ground. The site geology consists of deep, well drained, sandy and coarse loamy soils (Ordnance Survey 1983) overlying superficial deposits of Lowestoft Formation chalky till which in turn overlies bedrock of Crag Group sands (British Geological Survey website).

3. Archaeology and historical background

The site lies in an area of archaeological potential with several Roman finds scatters (WPT 001, WPT 009 and WPT 010) recorded within 150m to the east of the site on the Suffolk Historic Environment Record (HER). Further Roman and medieval finds scatters are noted 300m to the south-east (WPT 011, WPT 012). Late 19th/early 20th century Ordnance Survey mapping shows the housing estate as a separate arable field, with the medieval/post-medieval settlement core lying c.350m to the north-west. The HER entry for WPT 018, to the north of the site, relates to the site of a 17th century post mill which was recorded on early OS maps and is recorded as being demolished in 1924.

Although recent evaluation of the adjacent plot to the west (WPT 040, Gilmour 2014) revealed only a single undated ditch and tree-throw and other evaluations by SCCAS/FT to the north-west along Steeles Road have also had minimal results (WPT 034, 035, 036 and 039), the site's closer proximity to the Roman finds scatters suggested a stronger possibility for Roman occupation deposits to be present.



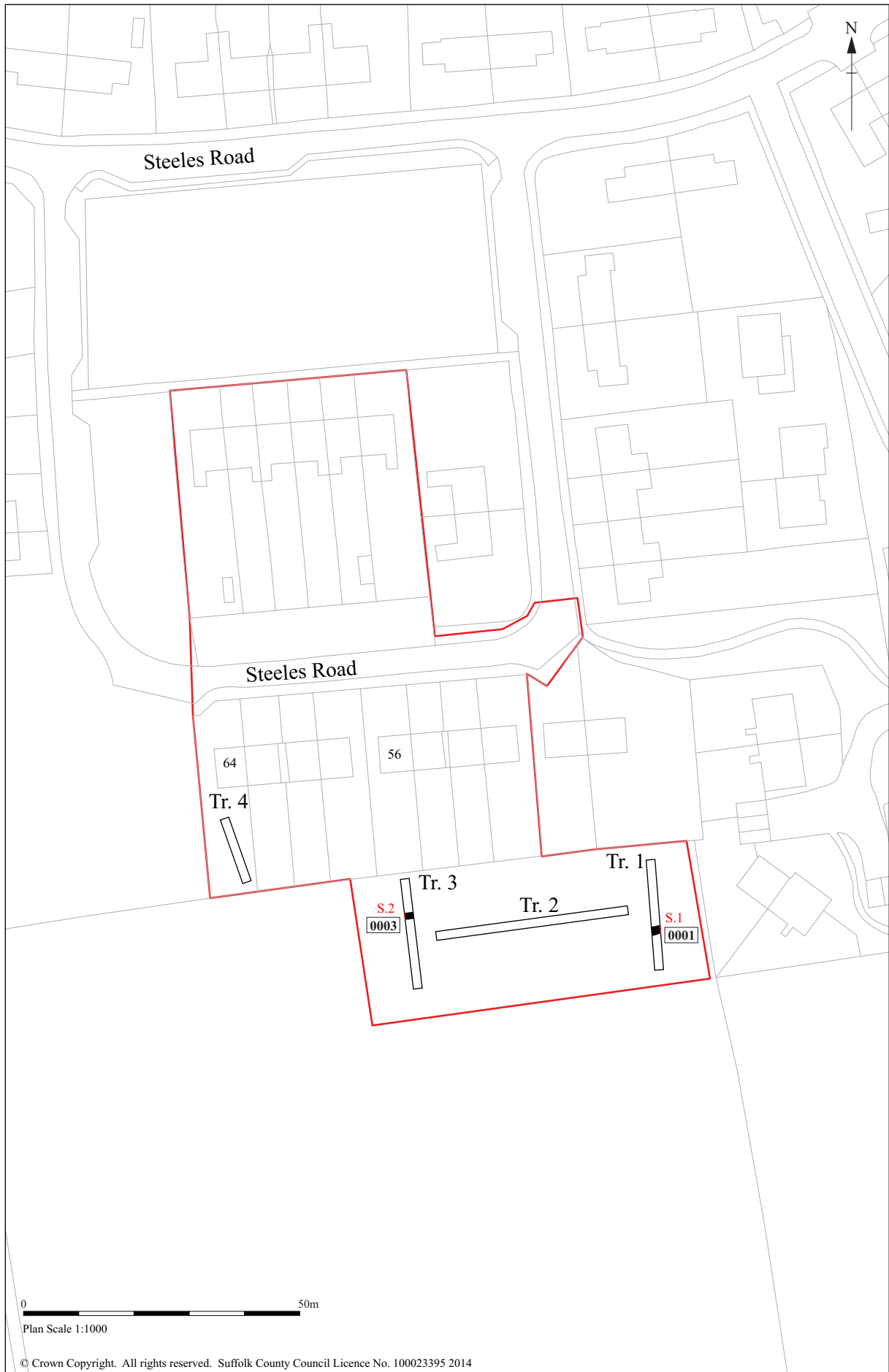


Figure 2. Trench location plan, showing ditches 0001 and 0003

4. Methodology

Four trenches, with a total length of 87m were excavated across the accessible areas of the proposed development area by a JCB-type mechanical excavator equipped with a ditching bucket, under the supervision of an experienced archaeologist, to the top of the undisturbed natural subsoil or archaeological levels (Fig. 2). It was not possible to excavate an additional four trenches, with a total length of 52m, due to access issues, occupied buildings and live mains services crossing the site.

Where required the trenches were hand-cleaned in order to examine the stratigraphy, with features investigated by hand to confirm their nature. All spoilheaps were examined for stray finds and metal detected during and after excavation of the trenches.

The trenches were located using hand-tapes and measurements from established land boundaries shown on Ordnance Surveys of the site. Hand drawn plans at a scale of 1:50 and sections at 1:20 were recorded on A3 *pro-forma* pre-gridded permatrace sheets where appropriate. Digital colour photographs (10 megapixel) were taken of all stages of the fieldwork, and are included in the digital archive.

An OASIS form has been initiated for the project (reference no. suffolkc1-178937) and a digital copy of the report has been submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>).

The site archive is kept in the main store of Suffolk County Council Archaeological Service at Bury St Edmunds under Suffolk HER No. WPT 042.

5. Results

5.1 Introduction

The trenching was mainly concentrated in the southern area of the proposed development area due to issues with accessibility across much of the rest of the site. Three trenches were excavated in the arable field south of the present Steeles Road, and one was placed in a rear garden of No.64.

5.2 Trench results

Trench 1

This trench was 20m long, 1.6m wide and up to 1.2m deep, and was orientated approximately north-south in the easternmost corner of the proposed development site (within the present arable field adjacent to Roman Fields). The stratigraphy encountered consisted of 0.41m of mid-brown clayey silt plough soil over a mid-yellowish-brown silty clay subsoil (0.38m thick) which sealed a buried topsoil layer of mid-dark slightly reddish-brown silty clay (0.27m thick). The natural geology exposed in the trench was a banded mid-reddish-brown/mid-yellowish-brown gravelly deposit which was encountered at a depth of approximately 1.16m.

Ditch 0001 was 1.52m wide and 0.3m deep, with moderately steep sloped sides to a shallow concave base and it was filled with a mid-orangey-brown compact clayey silt (0002) with occasional small stone inclusions (Pl. 1). No finds were noted from this feature.



Plate 1. Ditch 0001 in Trench 1, facing west (2m scale)

Trench 2

This trench was 35m long, 1.6m wide and up to 1m deep (at the eastern end), orientated approximately east-west and situated in the middle of the present arable field area adjacent to Roman Fields (Pl. 2). The stratigraphy encountered consisted of 0.35m of mid-brown clayey silt plough soil over 0.45m of mid-yellowish-brown silty clay subsoil. For most of the trench, this layer lay above the natural silty gravels at a depth of c.0.8m, although in the eastern end of the trench some of the buried topsoil deposit from Trench 1 was still present (up to 0.2m thick) and the trench was at its deepest.

No finds or features of archaeological relevance were observed in this trench.



Plate 2. Trench 2 facing west (2m scale)

Trench 3

This trench was 20m long, 1.6m wide and up to 1.2m deep, orientated approximately north-south in the easternmost corner of the proposed development site (within the present arable field adjacent to Roman Fields). The stratigraphy encountered consisted of 0.4m of mid-brown clayey silt plough soil over over 0.45m of mid-yellowish-brown silty clay subsoil sealing natural silty clay with gravels.

Ditch 0003 was 1.4m wide and 0.26m deep, orientated approximately east-west with a shallow concave profile and base (PI. 3). It was filled with a mid-orangey-brown compact silty clay (0004) with occasional small stone inclusions. No finds were recovered from this feature.



Plate 3. Ditch 0003 facing west (2m scale)

Trench 4

Trench 4 was 12.3m long, 1.6m wide and up to 0.91m deep, orientated approximately northwest-southeast with the rear garden of the current No.64 Steeles Road (PI. 4). The stratigraphy encountered consisted of 0.42m of made up topsoil/garden soil (including a patio surface and gravel base for decking) above 0.49m of mid-yellowish-brown silty clay subsoil. A single east-west orientated linear feature was observed in the trench, corresponding with the location of a foul water drain, and limited hand-excavation identified tin foil and plastic fragments in the fill. No further investigation or recording of this feature was undertaken.



Plate 4. Trench 4 facing southeast (2m scale)

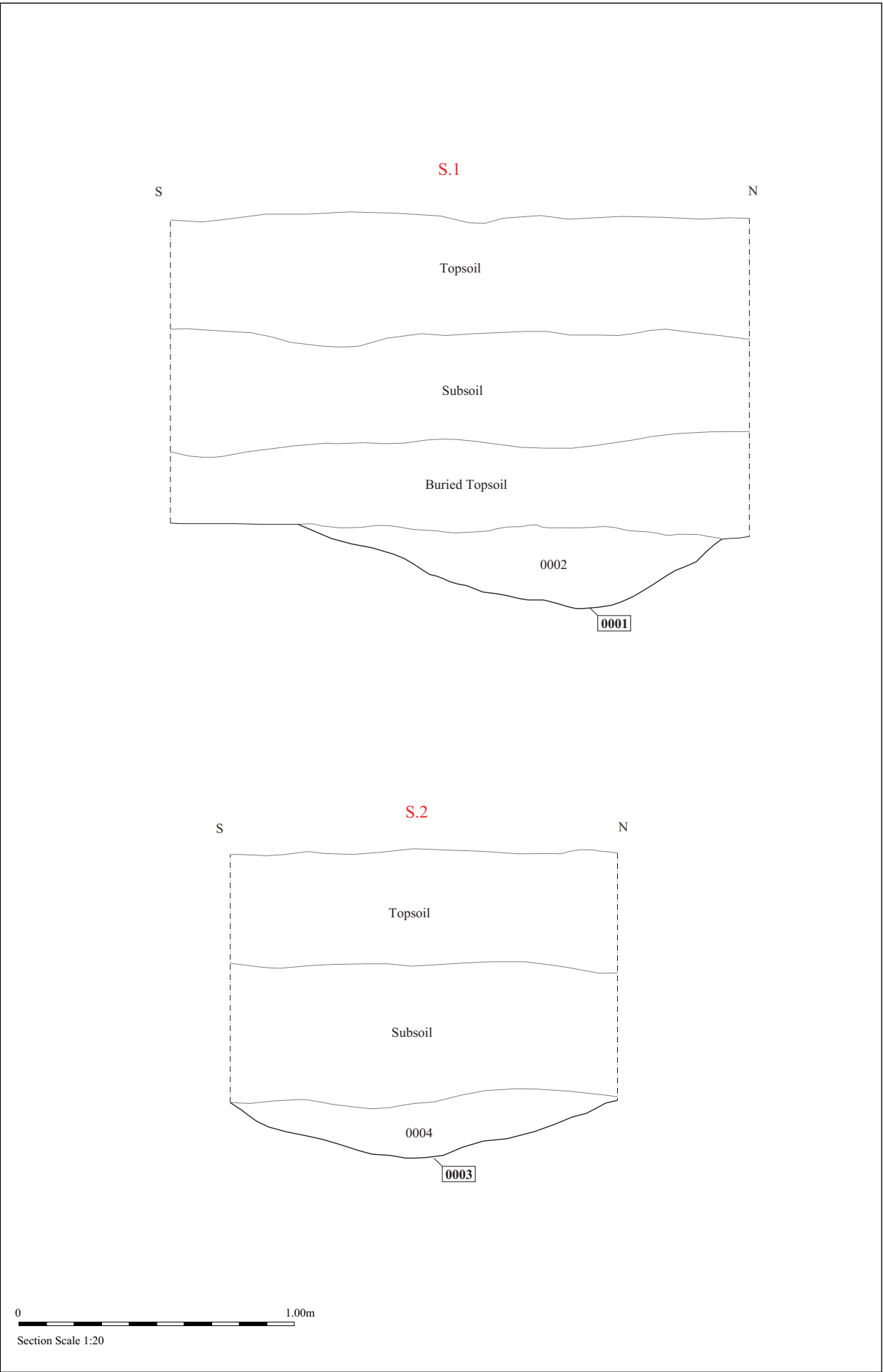


Figure 3. Sections 1 and 2

6. Finds and environmental evidence

No finds or environmental evidence was recovered from any of the features or deposits encountered during the course of this evaluation. No evidence was seen of any charred plant remains for bulk sampling in either feature fill and it was considered unnecessary to take bulk samples for processing due to this.

7. Discussion

The two ditches recorded in Trenches 1 and 3 appear to relate to the existing field boundary (though the date of that is unknown) – whether demarking earlier iterations of the boundary or a trackway around the edge of the boundary is unclear. Their size suggests that they are more than simple internal field boundaries or drainage gullies, but without any artefactual evidence any suggestion as to form, function or date remains purely speculative.

8. Conclusions and recommendations for further work

The presence of features located on the southern edge of the development suggests that there may well be further surviving archaeological remains in this direction, rather than to the west and north. It is possible that other features had already been removed by the existing residential development and ancillary works (services and roads etc) but the absence of any features in the extensive series of evaluations already undertaken along Steeles Road to the north and west would suggest that the focus of any archaeological remains may lie elsewhere.

9. Archive deposition

Paper and photographic archive: SCCAS Bury St Edmunds

Digital archive: SCCAS R:\Environmental Protection\Conservation\Archaeology\
Archive\Ipswich\WPT 042 Evaluation

Digital photographic archive: SCCAS R:\Environmental Protection\Conservation\
Archaeology\Catalogues\Photos\HXA-HXZ\HXD 30-38

Finds and environmental archive: SCCAS Bury St Edmunds
Store Location: N/A

10. Acknowledgements

The fieldwork was carried out by Simon Cass and Tim Carter with project management and direction by John Craven.

The report illustrations were created by Simon Cass, with consultation from Ellie Hillen, and the report was edited by Richenda Goffin.

11. Bibliography

Gilmour, N., 2014, *Evaluation at Steeles Road, Woolpit, Suffolk*. Oxford Archaeology East Report No. 1602.

Ordnance Survey, 1983, *Soils of England and Wales: Soil survey of England and Wales*, sheet 4 Eastern England 1:250,000. Harpenden

**Affordable Housing Development, Steeles
Road (Phase 2), Woolpit
WPT 042**

**Written Scheme of Investigation and Risk Assessment
Archaeological Evaluation**

Client: Orbit Homes

Suffolk County Council Archaeological Service Field Team

Author: John Craven

May 2014

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Project details

Planning Application No:	Pre-planning
Curatorial Officer:	Dr Matthew Brudenell (SCCAS/CT)
Grid Reference:	TL 977 619
Area:	0.63ha
HER Event No/Site Code:	WPT 042
Oasis Reference:	178937
Project Start date	16/06/2014
Project Duration:	c.2 days
Client/Funding Body:	Orbit Homes
SCCAS/FT Project Manager	John Craven
SCCAS/FT Project Officer:	TBC
SCCAS/FT Job Code:	WOOLSTE004

1. Introduction

- A program of archaeological evaluation is required to assess the site of a proposed affordable housing development on land at Steels Road, Woolpit, for heritage assets (Fig. 1), prior to consideration of a future planning application, in accordance with paragraph 141 of the National Planning Policy Framework.
- The work required is detailed in a Brief (dated 08/05/2014, Appendix 1), produced by the archaeological adviser to the Local Planning Authority (LPA), Dr Matthew Brudenell of Suffolk County Council Archaeological Service Conservation Team (SCCAS/CT).
- Suffolk County Council Archaeological Service Field Team (SCCAS/FT) has been commissioned to carry out the project by Oxbury Ltd, on behalf of the client Orbit Homes. This document details how the requirements of the Brief and general SCCAS/CT guidelines (SCCAS/CT 2011) will be met, and has been submitted to SCCAS/CT 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/CT.

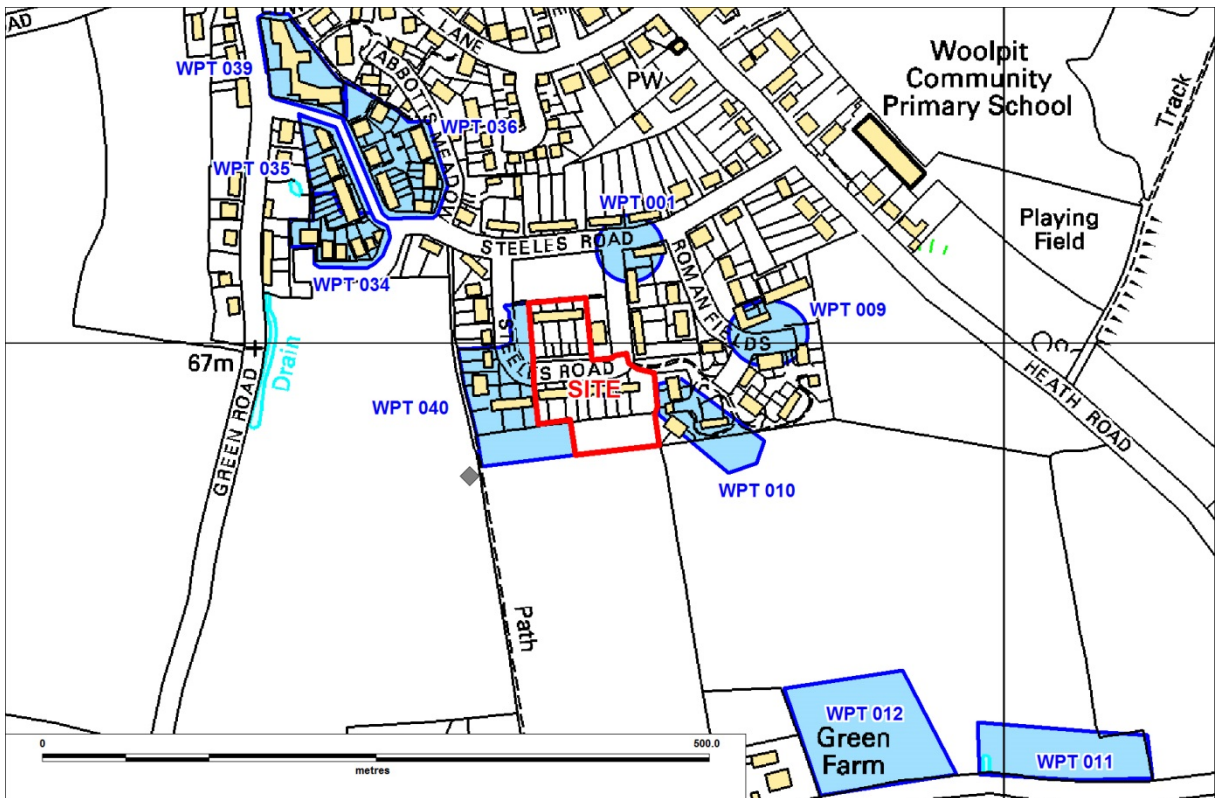
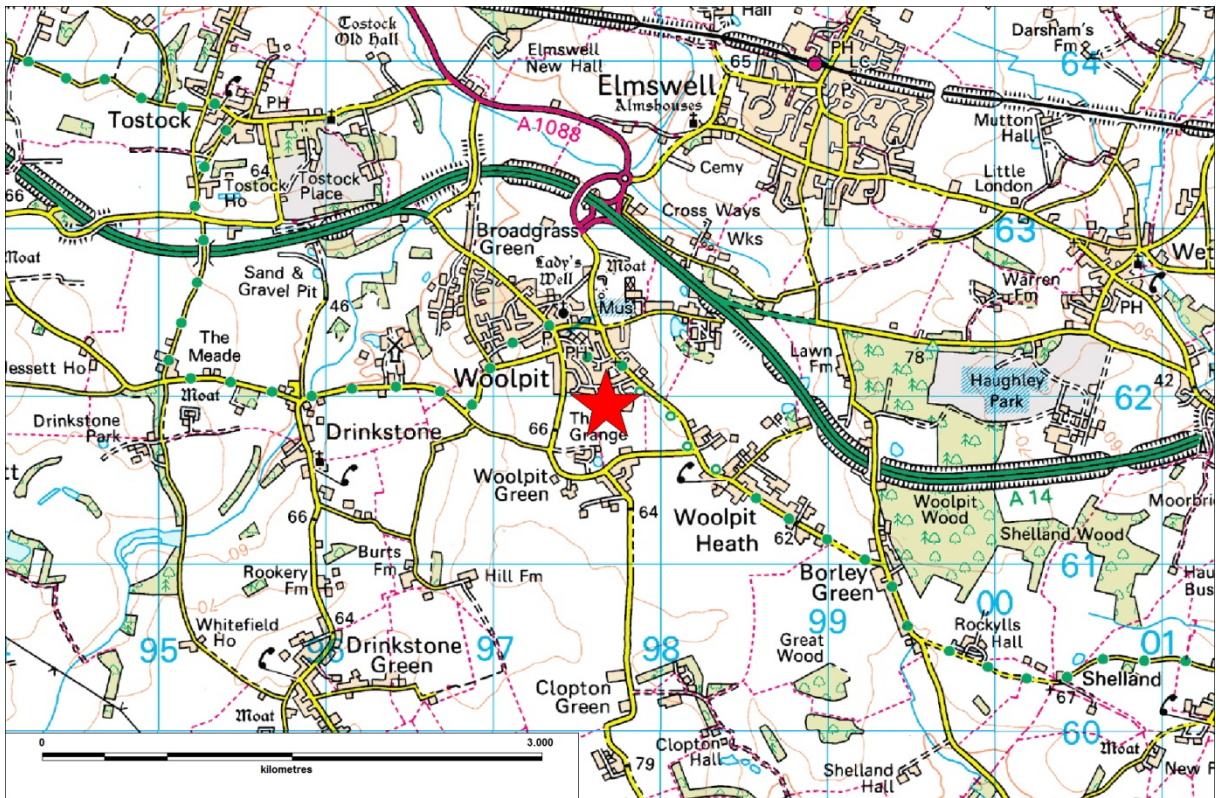
The Site

- The site, an area of c.0.63ha, largely consists of part of a 20th century housing estate on the southern fringe of the modern village. The southern quarter of the site lies in the northern part of an adjacent arable field. The housing consists of 14 properties in 3 blocks, set within sizeable individual gardens on either side of Steeles Road which passes through the centre. The proposed development will see the demolition of the existing housing blocks and the construction of new properties in a wholly different layout.
- The site lies at a height of c.65m above Ordnance datum on a broadly level plateau of high ground.
- The site geology consists of deep, well drained, sandy and coarse loamy soils (Ordnance Survey 1983) overlying superficial deposits of Lowestoft Formation

chalky till which in turn overlies bedrock of Crag Group sands (British Geological Survey website).

Archaeological and historical background

- The evaluation is required as the site lies in an area of archaeological potential with several Roman finds scatters (WPT 001, WPT 009 and WPT 010) being recorded within 150m to the east of the site on the Suffolk Historic Environment Record. (HER). Further Roman and medieval finds scatters are noted 300m to the south-east (WPT 011, WPT 012).
- Late 19th/early 20th century Ordnance Survey mapping shows the housing estate as a separate arable field, with the medieval/post-medieval settlement core lying c.350m to the north-west.
- Although recent evaluation of the adjacent plot to the west at Steeles Road revealed only a single undated ditch and tree-throw (WPT 040, Gilmour 2014) and other evaluations by SCCAS/FT to the north-west along Steeles Road have also had minimal results (WPT 034, 035, 036 and 039), the sites closer proximity to the Roman finds scatters suggests a strong possibility for Roman occupation deposits to be present.
- The proposed residential development will involve significant ground disturbance and this could have a detrimental impact upon any archaeological deposits that exist.



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Figure 1. Location map

2. 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/CT 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 2. Proposed trench plan in relation to development footprint

3. Archaeological method statement

Management

- The project will be managed by SCCAS/FT Project Officer John Craven in accordance with the principles of *Management of Research in the Historic Environment* (MoRPHE, English Heritage 2006).
- SCCAS/CT will be given five days notice of the commencement of the fieldwork and arrangements made for SCCAS/CT 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.

Project preparation

- A desk-based assessment consisting of consultation of the Suffolk Historic Environment Record (HER) and study of readily available historic maps and aerial photographs held by SCCAS will be carried out prior to the start of fieldwork.
- An event number 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.
- A pre-site inspection and Risk Assessment for the project has been completed.

Fieldwork

- Fieldwork standards will be guided by 'Standards for Field Archaeology in the East of England', EAA Occasional Papers 14, and the Institute For Archaeology's (IFA) paper 'Standard and Guidance for archaeological field evaluation', revised 2008.
- The archaeological fieldwork will be carried out by members of SCCAS/FT led by Project Officer (TBC). The fieldwork team will be drawn from a pool of suitable staff at SCCAS/FT and will include an experienced metal detectorist/excavator.

- The project Brief requires 5% of the original 0.74ha application area to be evaluated, with trenches positioned to samples all areas of the site. This area has since been reduced in size and now requires 175m of 1.8m wide trenches, or 315sqm, and a proposed trench plan is included above (Fig. 2). This plan currently falls 18m short of the requirement and decisions will be made onsite as to whether additional trenching can be fitted in. The trench plan attempts to target, as best as possible, the proposed footprints of new buildings, and will be adhered to as much as possible. However it is anticipated that there will need to be considerable flexibility on site with regards to trench extent and positioning, to minimise disturbance to the existing housing estate which is still occupied, existing buried services, areas of disturbance/contamination or other obstacles.
- The trench locations will be marked out by hand or by a 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-0.6m of topsoil and modern deposits until the first visible archaeological surface 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/CT.
- 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/CT. 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/CT.
- Any fabricated surface (floors, yards etc) will be fully exposed and cleaned.
- The depth and nature of colluvial or other masking deposits across the site will be recorded.
- Metal detector searches of trenches and archaeological deposits will take place throughout the evaluation by an experienced SCCAS/FT metal-detectorist.
- 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 SCCAS/FT 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 SCCAS/FT 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 (English Heritage 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 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 English Heritage Regional Advisor for Archaeological Science (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. 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/CT 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/CT. 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.

Post-excavation

- The post-excavation finds work will be managed by the SCCAS/FT Finds Team Manager, Richenda Goffin, with the overall post-excavation managed by John Craven. Specialist finds staff, whether internal SCCAS/FT 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 Institute for Conservation (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 SCCAS Archaeological Stores at Bury St. Edmunds or Ipswich. 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 excavation. 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) SCCAS/FT database compatible with the Suffolk HER.
- 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 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.
- Digital photographs will be allocated and renumbered with a code from the Suffolk HER photographic index.

Report

- A full written report on the fieldwork will be produced, consistent with the principles of MoRPHE (English Heritage 2006), 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 SCCAS/FT'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/CT 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/CT for approval within 4 weeks of completion of fieldwork.

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.
- An unbound 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 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 (English Heritage 2006) and ICON guidelines. The project archive will also meet the requirements of SCCAS (SCCAS/CT 2010).
- All physical site records and paperwork will be labelled and filed appropriately. Digital files will be stored in the relevant SCCAS archive parish folder on the SCC network.
- 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/CT 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/CT 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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- Watkinson, D. and Neal, V., 2001, *First Aid for Finds*. Third Edition, revised. Rescue/UKIC Archaeology Section, London.

Websites

British Geological Survey

<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

4. Project Staffing

Management

SCCAS/FT Manager Western Office	Dr Rhodri Gardner
SCCAS/FT Project Manager	John Craven
SCCAS/FT Finds Dept	Richenda Goffin
SCCAS/FT Graphics Dept	Crane Begg

Fieldwork

The fieldwork team will be derived from the following pool of SCCAS/FT staff.

Name	Job Title	First Aid	Other skills/qualifications
John Craven	Project Officer		
Simon Cass	Project Officer	Yes	
Simon Picard	Supervisor		Surveyor
John Sims	Supervisor	Yes	
Preston Boyle	Project Assistant		
Phil Camps	Senior Project Assistant	Yes	Shoring. 360 machine and dumper driver. Mobile tower.
Steve Manthorpe	Senior Project Assistant		
Tim Carter	Project Assistant		Metal detectorist
Alan Smith	Project Assistant		Metal detectorist

Post-excavation and report production

The production of the site report and submission of the project archive will be carried out by John Craven. The post-excavation finds analysis will be managed by Richenda Goffin. The following SCCAS/FT specialist staff will contribute to the report as required.

Graphics	Crane Begg
Graphics	Ellie Cox, Gemma Bowen, Beata Wieczorek-Olesky
Illustration	Donna Wreathall
Post Roman pottery and CBM	Richenda Goffin
Roman Pottery	Cathy Tester, Stephen Benfield
Environmental sample processing	Anna West
Finds Processing	Jonathan Van Jennians

SCCAS 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

Appendix 1. Project Brief

Economy, Skills and Environment
9–10 The Churchyard, Shire Hall
Bury St Edmunds
Suffolk
IP33 1RX

Brief for a Trenched Archaeological Evaluation

AT

LAND AT STEELES ROAD, WOOLPIT, SUFFOLK

PLANNING AUTHORITY:	Mid Suffolk District Council
PLANNING APPLICATION NUMBER:	To be confirmed
HER NO. FOR THIS PROJECT:	To be arranged/confirmed with the Suffolk HER Officer (james.rolfe@suffolk.gov.uk)
GRID REFERENCE:	TL 977 619
DEVELOPMENT PROPOSAL:	Housing
AREA:	c. 0.74 ha
CURRENT LAND USE:	Housing and agricultural
THIS BRIEF ISSUED BY:	Matthew Brudenell Senior Archaeological Officer Conservation Team Tel. : 01284 741227 E-mail: matthew.brudenell@suffolk.gov.uk
Date:	08 May 2014

Summary

- 1.1 Planning permission is being sought, and the Local Planning Authority (LPA) will be advised that any consent should be granted with conditions relating to archaeological investigation and reporting.
- 1.2 This brief stipulates the minimum requirements for the archaeological investigation, and should be used in conjunction with the Suffolk County Council Archaeology Service Conservation Team's (SCCAS/CT) Requirements for Archaeological Evaluation 2012 Ver 1.1. These should be used to form the basis of the Written Scheme of Investigation (WSI).
- 1.3 The archaeological contractor, commissioned by the applicant, must submit a copy of their WSI to SCCAS/CT for scrutiny, before seeking approval from the local planning authority (LPA).

- 1.4 Following acceptance by SCCAS/CT, it is the commissioning body's responsibility to submit the WSI to the LPA for formal approval. No fieldwork should be undertaken on site without the written approval of the LPA. The WSI, however, is not a sufficient basis for the discharge of a planning condition relating to archaeological investigation. Only the full implementation of the scheme, both completion of fieldwork and reporting (including the need for any further work following this evaluation), will enable SCCAS/CT to advise the LPA that a condition has been adequately fulfilled and can be discharged.
- 1.5 The WSI should be approved before costs are agreed with the commissioning client, in line with Institute for Archaeologists' guidance. Failure to do so could result in additional and unanticipated costs.
- 1.6 The WSI will *provide the basis for measurable standards* and will be used to establish whether the requirements of the brief will be adequately met. If the approved WSI is not carried through in its entirety (unless a variation is agreed by SCCAS/CT), the evaluation report may be rejected.
- 1.7 Decisions on the need for any further archaeological investigation (e.g. excavation) will be made by SCCAS/CT, in a further brief, based on the results presented in the evaluation report. Any further investigation must be the subject of a further WSI, submitted to SCCAS/CT for scrutiny and formally approved by the LPA.

Archaeological Background

- 2.1 The proposed development affects an area of archaeological potential, as defined by information held by the County Historic Environment Record (HER). The site is close to several Roman finds scatters that are indicative of occupation deposits in the vicinity (HER nos. WPT 001, WPT 009 and WPT 010). There is a strong possibility that Roman occupation deposits will be encountered at this location. Evaluation of the adjacent plot at Steeles Road revealed a single undated ditch and tree-throw (Oxford Archaeology East Report 1602; WPT 040).

Fieldwork Requirements for Archaeological Investigation

- 3.1 A linear trenched evaluation is required of the development area to enable the archaeological resource, both in quality and extent, to be accurately quantified.
- 3.2 Trial Trenching is required 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 of 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.

- 3.3 Trial trenches are to be excavated to cover 5% by area, which is c. 370m². Trenches are to be a minimum of 1.80m wide unless special circumstances can be demonstrated; this will result in c. 205m of trenching at 1.80m in width.
- 3.4 Further evaluation could be required if unusual deposits or other archaeological finds of significance are recovered; if so, this would be the subject of an additional brief.
- 3.5 A scale plan showing the proposed location of the trial trenches should be included in the WSI and the detailed trench design must be approved by SCCAS/CT before fieldwork begins.

Arrangements for Archaeological Investigation

- 4.1 The composition of the archaeological contractor's staff must be detailed and agreed by SCCAS/CT, including any subcontractors/specialists. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.
- 4.2 All arrangements for the evaluation of the site, the timing of the work and access to the site, are to be defined and negotiated by the archaeological contractor with the commissioning body.
- 4.3 The project manager must also carry out a risk assessment and ensure that all potential risks are minimised, before commencing the fieldwork. The responsibility for identifying any constraints on fieldwork (e.g. designated status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites and other ecological considerations rests with the commissioning body and its archaeological contractor.
- 4.4 The archaeological contractor will give SCCAS/CT ten working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored, signed off as satisfactory and in accordance with the WSI.

Reporting and Archival Requirements

- 5.1 The project manager must consult the Suffolk HER Officer to obtain an event number for the work. This number will be unique for each project or site and must be clearly marked on all documentation relating to the work.
- 5.2 An archive of all records and finds is to be prepared, consistent with the principles of *MoRPHE*. It must be adequate to perform the function of a final archive for deposition in the Archaeological Store of SCCAS/CT or in a suitable museum in Suffolk (see *Archaeological Archives Forum: a guide to best practice 2007*).
- 5.3 Finds must be appropriately conserved and stored in accordance with guidelines from *The Institute of Conservation (ICON)*.
- 5.4 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation, and regarding any specific cost implications of

deposition. The intended depository must be prepared to accept the entire archive resulting from the project (both finds and written archive) in order to create a complete record of the project. A clear statement of the form, intended content, and standards of the archive is to be submitted for approval as an essential requirement of the WSI.

- 5.5 For deposition in the SCCAS/CT's Archaeological Store, the archive should comply with SCCAS Archive Guidelines 2010. If this is not the intended depository, the project manager should ensure that a duplicate copy of the written archive is deposited with the Suffolk HER.
- 5.6 A report on the fieldwork and archive must be provided. Its conclusions must include a clear statement of the archaeological value of the results, and their significance. The results should be related to the relevant known archaeological information held in the Suffolk HER.
- 5.7 An opinion as to the necessity for further evaluation and its scope may be given, although the final decision lies with SCCAS/CT. No further site work should be embarked upon until the evaluation results are assessed and the need for further work is established.
- 5.8 An unbound hardcopy of the report clearly marked DRAFT, must be presented to SCCAS/CT for comment and approval. Where a report fails to meet the required standards, a revised draft report should be submitted to SCCAS/CT. Following approval of the report by SCCAS/CT, a single hard copy of the report as well as a digital .pdf version of the report should be sent to the archaeological officer, who will deposit both with the HER.
- 5.9 SCCAS/CT supports the OASIS project, to provide an online index to archaeological reports. Before fieldwork commences, an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms. When the project is completed, all parts of the OASIS online form must be completed and a copy must be also included in the final report and also with the site archive.
- 5.10 Where positive results are drawn from a project, a summary report must be sent to the archaeological officer, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute of Archaeology and History*. This summary should be included in the project report, or submitted to SCCAS/CT by the end of the calendar year in which the work takes place, whichever is the sooner.

Standards and Guidance

Further detailed requirements are to be found in our Requirements for Trenched Archaeological Evaluation 2011 Ver 1.3. This can be downloaded from: <http://www.suffolk.gov.uk/libraries-and-culture/culture-and-heritage/archaeology/planning-and-countryside-advice/>

Standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003. This can be downloaded from: <http://www.eaareports.org.uk/Regional%20Standards.pdf>

The Institute for Archaeologists' *Standard and Guidance for archaeological field evaluation* (revised 2001) should be used for additional guidance in the execution of the project and in drawing up the report. This can be downloaded from: <http://www.archaeologists.net/codes/ifa>

Notes

There are a number of archaeological contractors that regularly undertake work in the County and SCCAS will provide advice on request. SCCAS/CT does not give advice on the costs of archaeological projects. The Institute for Archaeologists maintains a list of registered archaeological contractors (<http://www.archaeologists.net> or 0118 378 6446).

This brief remains valid for one year. If work is not carried out in full within that time this document will lapse; the brief may need to be revised and re-issued to take account of new discoveries, changes in policy and techniques.

Appendix 2 - Context List

Context No	Feature No	Feature Type	Description/Interpretation	Finds	Overall Date	Env. Sample	Trench
0001	001	Ditch Cut	Linear in plan, running NE-SW. U shaped profile, slightly steeper side to north. Concave base. Cut of ditch in trench 1. Doesn't appear in trench two to the west (about 5m away).	No		No	1
0002	001	Ditch Fill	Mid orangy brown clayey silt, compact. Occasional small pebbles. Good horiz clarity. Single fill. Single fill of ditch [001]. No finds.	No		No	1
0003	003	Ditch Cut	Linear in plan, running E-W. U shaped in profile, concave base. Cut of ditch in trench 3.	No		No	3
0004	0003	Ditch Fill	Mid orangey brown compact clayey silt with occasional small to medium pebbles. Single fill of Ditch 0003	No		No	3

Appendix 3. OASIS form

OASIS ID: suffolkc1-178937

Project details

Project name	WPT 042 Affordable Housing Development, Steeles Road (Phase 2), Woolpit
Short description of the project	Four archaeological evaluation trenches were excavated on land to the south of Steeles Road, Woolpit in June 2014 in advance of a planned redevelopment of the residential accommodation in the area. Two undated ditch features were identified in the arable land on the southern edge of the development area, near a findspot of Roman artefacts although no archaeologically relevant finds were encountered during the trial trenching. No further work is anticipated as being required during the redevelopment of this site, although future redevelopments may still attract archaeological planning conditions.
Project dates	Start: 16-06-2014 End: 17-06-2014
Previous/future work	No / No
Any associated project reference codes	WPT 042 - Sitecode
Any associated project reference codes	WPT 042 - HER event no.
Type of project	Field evaluation
Site status	None
Current Land use	Cultivated Land 3 - Operations to a depth more than 0.25m
Monument type	DITCH Uncertain
Significant Finds	N/A None
Methods & techniques	"Sample Trenches"
Development type	Rural residential
Prompt	National Planning Policy Framework - NPPF
Position in the planning process	Pre-application

Project location

Country	England
Site location	SUFFOLK MID SUFFOLK WOOLPIT WPT 042 Affordable Housing Development, Steeles Road (Phase 2), Woolpit
Study area	6300.00 Square metres
Site coordinates	TL 977 619 52.2192899507 0.894556474537 52 13 09 N 000 53 40 E Point
Height OD / Depth	Min: 64.00m Max: 66.00m

Project creators

Name of Organisation	Suffolk County Council Archaeological Service
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Suffolk County Council Archaeological Service, Field Team
Project director/manager	John Craven
Project supervisor	Simon Cass
Type of sponsor/funding body	Developer
Name of sponsor/funding body	Orbit Homes Ltd

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk County SMR
Digital Contents	"other"
Digital Media available	"GIS","Images raster / digital photography","Text"
Paper Archive recipient	Suffolk County SMR
Paper Contents	"other"
Paper Media available	"Context sheet","Photograph","Plan","Report","Section"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
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Title	Affordable Housing Development (Phase 2) Steeles Road, Woolpit
Author(s)/Editor(s)	Cass, S.
Other bibliographic details	SCCAS Report No. 2014/073
Date	2014
Issuer or publisher	SCCAS
Place of issue or publication	Bury St Edmunds, Suffolk
Description	SCCAS evaluation report
Entered by	John Craven (john.craven@suffolk.gov.uk)
Entered on	4 July 2014

Archaeological Service Field Projects Team

Delivering a full range of archaeological services

- Desk-based assessments and advice
- Site investigation
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www.suffolk.gov.uk/business/business-services/archaeological-services