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ROKEBY HALL, HORHAM ROAD, WILBY, SUFFOLK

ARCHAEOLOGICAL MONITORING & RECORDING

WBY 028

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NGR: TM 242 707	Report No: 4356	
District: Mid Suffolk	Site Code: WBY 028	
Approved: Claire Halpin MfA	Project No: 4927	
Signed:	Date: 9 July 2013 Revised: 24/09/2013	

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OASIS SUMMARY

Project details			
Project name	<i>Rokeby Hall, Horham Road, Wilby, Suffolk</i>		
<p><i>In July 2013 Archaeological Solutions Ltd (AS) carried out a programme of archaeological monitoring and recording at Rokeby Hall, Horham Road, Wilby, Suffolk (NGR TM 242 707). The monitoring took place during groundworks for a proposed extension and a replacement garage at the property. The project was commissioned by Rokeby and Ryder Developments Ltd on behalf of Mr & Mrs Norris, to comply with a condition attached to planning consent (Mid Suffolk Council Planning Ref. 1331/12).</i></p> <p><i>The site lies a short distance to the west-north-west of a medieval green (Wilby Green). Fieldwalking at Wilby Green has revealed scatters of medieval pottery (HER WBY 008). There are also a number of medieval moated sites in the parish. Rokeby Old Hall itself is Grade II listed building, dating from the 15th century with 16th-17th century and later additions.</i></p> <p><i>In the event the monitoring encountered no archaeological features or finds.</i></p>			
Project dates (fieldwork)	July 2013		
Previous work (Y/N/?)	<i>N</i>	Future work	<i>N</i>
P. number	<i>4927</i>	Site code	<i>WBY 028</i>
Type of project	<i>Archaeological Monitoring & Recording</i>		
Site status			
Current land use	<i>Residential</i>		
Planned development	<i>Extension and garage</i>		
Main features (+dates)	<i>None</i>		
Significant finds (+dates)	<i>None</i>		
Project location			
County/ District/ Parish	<i>Suffolk</i>	<i>Mid Suffolk</i>	<i>Wilby</i>
HER/ SMR for area	<i>Suffolk Historic Environment Record</i>		
Post code (if known)			
Area of site	<i>-</i>		
NGR	<i>TM 242 707</i>		
Height AOD (min/max)	<i>c. 60m</i>		
Project creators			
Brief issued by	<i>Suffolk County Council Archaeological Service Conservation Team</i>		
Project supervisor/s (PO)	<i>Gareth Barlow</i>		
Funded by	<i>Mr & Mrs Norris</i>		
Full title	<i>Rokeby Hall, Horham Road, Wilby, Suffolk. Archaeological Monitoring and Recording</i>		
Authors	<i>Barlow, G.</i>		
Report no.	<i>4356</i>		
Date (of report)	<i>July 2013 (Revised 24/09/2013)</i>		

ROKEBY HALL, HORHAM ROAD, WILBY, SUFFOLK

ARCHAEOLOGICAL MONITORING & RECORDING

SUMMARY

In July 2013 Archaeological Solutions Ltd (AS) carried out a programme of archaeological monitoring and recording at Rokeby Hall, Horham Road, Wilby, Suffolk (NGR TM 242 707). The monitoring took place during groundworks for a proposed extension and a replacement garage at the property. The project was commissioned by Rokeby and Ryder Developments Ltd on behalf of Mr & Mrs Norris, to comply with a condition attached to planning consent (Mid Suffolk Council Planning Ref. 1331/12).

The site lies a short distance to the west-north-west of a medieval green (Wilby Green). Fieldwalking at Wilby Green has revealed scatters of medieval pottery (HER WBY 008). There are also a number of medieval moated sites in the parish. Rokeby Old Hall itself is Grade II listed building, dating from the 15th century with 16th-17th century and later additions.

In the event the monitoring encountered no archaeological features or finds.

1 INTRODUCTION

1.1 In July 2013 Archaeological Solutions Ltd (AS) carried out a programme of archaeological monitoring and recording at Rokeby Hall, Horham Road, Wilby, Suffolk (NGR TM 242 707) (Fig. 1). The monitoring took place during groundworks for a proposed extension and a replacement garage at the property (Fig. 2). The project was commissioned by Rokeby and Ryder Developments Ltd on behalf of Mr & Mrs Norris, to comply with a condition attached to planning consent (Mid Suffolk Council Planning Ref. 1331/12).

1.2 The archaeological monitoring was carried out in accordance with a brief prepared by Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT; Jess Tipper), dated 6th July 2012, and a specification compiled by AS (dated 9th July 2012). The monitoring adhered to the Institute for Archaeologists' (IfA) *Code of Conduct* (revised 2008), and the procedures described in the *IfA Standard and Guidance for Watching Briefs* (revised 2008) and *Standards for Field Archaeology in the East of England* (Gurney 2003).

1.3 The project aimed to:

Generally:

- Ensure the archaeological monitoring of all aspects of the development

- programme likely to affect buried archaeological remains;
- Secure the adequate recording of any archaeological remains revealed by the development programme;
- Secure the full analysis and interpretation of the site archive and the appropriate publication of the project results, if required;
- Secure the analysis, long-term conservation and storage of the project archive

Specifically:

- Identify evidence for earlier occupation of the site.

Planning Policy Context

1.4 The National Planning Policy Framework (NPPF 2012) states that those parts of the historic environment that have significance because of their historic, archaeological, architectural or artistic interest are heritage assets. The NPPF aims to deliver sustainable development by ensuring that policies and decisions that concern the historic environment recognise that heritage assets are a non-renewable resource, take account of the wider social, cultural, economic and environmental benefits of heritage conservation, and recognise that intelligently managed change may sometimes be necessary if heritage assets are to be maintained for the long term. The NPPF requires applications to describe the significance of any heritage asset, including its setting that may be affected in proportion to the asset's importance and the potential impact of the proposal.

1.5 The NPPF aims to conserve England's heritage assets in a manner appropriate to their significance, with substantial harm to designated heritage assets (i.e. listed buildings, scheduled monuments) only permitted in exceptional circumstances when the public benefit of a proposal outweighs the conservation of the asset. The effect of proposals on non-designated heritage assets must be balanced against the scale of loss and significance of the asset, but non-designated heritage assets of demonstrably equivalent significance may be considered subject to the same policies as those that are designated. The NPPF states that opportunities to capture evidence from the historic environment, to record and advance the understanding of heritage assets and to make this publicly available is a requirement of development management. This opportunity should be taken in a manner proportionate to the significance of a heritage asset and to impact of the proposal, particularly where a heritage asset is to be lost.

2 DESCRIPTION OF THE SITE

2.1 The site is located to the immediate south-east of Rokeby Farm, c. 1km to the south of Wilby and c. 15km to the south-east of Diss. The site lies on the edge of Wilby Green, a medieval green recorded on the Suffolk Historic Environment Record. The site is currently contains a residence (Rokeby Hall) and associated gardens.

3 TOPOGRAPHY, GEOLOGY AND SOILS

3.1 The site is located at c. 60m AOD on a low spur of land overlooking small stream valleys to the east and west. The local soils are chalky tills of the Beccles 1 association, described as slowly permeable seasonally waterlogged fine loamy over clayey soils, associated with similar clayey soils (SSEW 1984, 17).

4 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

4.1 This area of Suffolk contains a number of settlements around greens, including Wilby Green, which, based on toponymic and archaeological evidence, appear to mostly date from the 12th century AD (Martin 1999, 62). Their locations, often on the periphery of parishes in areas of poor natural drainage, suggest that they are secondary settlements (*ibid.*). A scatter of 13th-14th century pottery was found during field walking at Wilby Green (HER WBY 008). Metal detecting at Stanway Green, c. 500m to the south-south-west of the site, recovered a small scatter of medieval metalwork including a seal matrix, coin and token (HER WGW 020).

4.2 A number of medieval moated sites are known in the parish, including sites at Rectory Farm, c. 975m to the north-north-east of Rokeby Hall, and Church Farm c. 1.4km to the north (WBY 004, 006). Two further moated sites are located at Stanway Green, c. 620m south-west of the site (HER WGW 003 and WGW 004), and part of a possible fifth is recorded at Chestnut Lodge, c. 260m to the north-west (HER WBY 012)

4.3 Rokeby Old Hall is a Grade II listed building (LB 280281) dating from the 15th century, with 16th-17th century and later additions. Chestnut Lodge, to the north-west, dates from the 16th century and is Grade II* listed (LB 280280). The Tithe Map of 1838 (Fig. 3) shows Rokeby Hall in its current format along with three buildings at adjacent Rokeby Farm. The Tithe Apportionment of this time records the owner occupier of Rokeby Hall as one 'Old John Thomas Esqu'. Rokeby Hall and two of the earlier farm buildings are also shown on the 25" OS Maps of 1886 and 1904 (Figs. 4-5) and the latter form elements of the present farm layout. The position of Wilby Green is displayed on the Tithe and later OS maps and is first marked as such on the 25" OS map of 1904 (Fig. 5).

5 METHODOLOGY

5.1 The brief required the recovery of a record of archaeological deposits that may be damaged or removed by any development (in particular, new foundations and services). The excavation of the foundation trenches was monitored.

5.2 Foundation trenches were excavated using a small, 360° tracked mechanical excavator. The foundation trenches were between 0.50m and 0.70m wide, and 2.00-

2.40m deep (Fig. 6). Exposed sections were cleaned by hand and examined for archaeological features. Deposits were recorded using *pro forma* recording sheets, drawn to scale and photographed as appropriate. Excavated spoil was searched for archaeological finds.

6 DESCRIPTION OF RESULTS

6.1 A single sample section of the encountered stratigraphy was recorded:

<i>Sample Section 1</i>		
<i>South facing</i>		
<i>0.00 = 60.89m AOD</i>		
0.00 – 0.03m	L1100	Yard surface. Medium rounded and sub-rounded flint gravel.
0.03 – 0.33m	L1102	Buried topsoil. Firm, darkish grey brown sandy silt with occasional medium angular flints.
0.33 – 2.40m+	L1103	Natural deposits. Very firm, mid brownish orange silty clay with moderate small and medium rounded chalk and large angular and sub-angular flints. Patches of friable, mid brownish/ orange silty sand. Sparse patches of pale brownish grey silty clay with frequent small and medium rounded chalk, becoming continuous below c. 2.00m.

Description: no archaeological finds or features were present.

7 CONFIDENCE RATING

7.1 It is not felt that any factors inhibited the recognition of archaeological features or finds.

8 DEPOSIT MODEL

8.1 The yard had been surfaced with a layer of medium rounded and sub-rounded flint gravel, 0.03m thick (L1000). L1000 overlay Topsoil L1001, a 0.30m thick layer of firm, darkish grey brown sandy silt with occasional medium angular flints. Natural deposits were encountered below L1001 at a depth of 0.33m. These comprised a very firm, mid brownish orange silty clay with moderate small and medium rounded chalk and large angular and sub-angular flints, and patches of friable, mid, slightly brownish, orange silty sand with sparse patches of pale brownish grey silty clay with frequent small and medium rounded chalk. The latter continued below c. 2.00m.

9 DISCUSSION

9.1 Based on previous archaeological findings from the Wilby area, it was felt that the site had potential for archaeological remains. In the event the monitoring recorded no archaeological features or finds. The encountered stratigraphy comprised modern surface material and topsoil overlying the natural drift geology.

10 DEPOSITION OF THE ARCHIVE

10.1 The requirements for archive storage will be agreed with the Suffolk HER, and the archive deposited there within three months of the conclusion of fieldwork.

ACKNOWLEDGEMENTS

Archaeological Solutions Ltd (AS) would like to thank the clients, Mr and Mrs Norris, for funding the project and Mr Tony Ryder of Rokeby and Ryder Developments Ltd for commissioning the work.

AS also acknowledges the assistance of Mr Stephen Smith.

AS would also like to acknowledge the input and advice of the Suffolk County Council Archaeological Service Conservation Team, in particular Dr Jess Tipper.

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APPENDIX 1

ROKEBY HALL, HORHAM ROAD, WILBY, SUFFOLK

**WRITTEN SCHEME OF INVESTIGATION FOR
CONTINUOUS ARCHAEOLOGICAL MONITORING/RECORDING**

9th July 2012

ROKEBY HALL, HORHAM ROAD, WILBY, SUFFOLK

ARCHAEOLOGICAL MONITORING & RECORDING

1 INTRODUCTION

1.1 This specification (written scheme of investigation) has been prepared in response to a brief & specification issued by Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT, Jess Tipper, dated 6th July 2012). It provides for continuous archaeological monitoring/recording of groundworks for the proposed erection of a new extension and replacement garage at Rokeby Old Hall, Horham Road, Wilby, Suffolk (NGR TM 242 707). The works are required to comply with a planning condition on approval for the development (Mid Suffolk Council Planning Ref. 1331/12).

2 COMPLIANCE

2.1 The brief has been read and understood. If AS carried out the programme of archaeological works, AS would comply with SCC AS-CT's requirements.

3 SITE & DEVELOPMENT DESCRIPTION ARCHAEOLOGICAL BACKGROUND

3.1 The site lies within on the edge of a medieval green recorded on the Suffolk Historic Environment Record. It is proposed to construct a new extension to the house, and a replacement garage.

3.2 The detailed project background will be presented in the project report, with reference to the Suffolk Historic Environment Record. Fieldwalking at Wilby Green has revealed scatters of medieval pottery (HER WBY 008). There are a number of medieval moated sites in the parish. Rokeby Old Hall itself is Grade II listed, dating from the 15th century, with 16th century, 17th century and later additions.

4 BRIEF FOR ARCHAEOLOGICAL MONITORING ARRANGEMENTS FOR ARCHAEOLOGICAL MONITORING SPECIFICATION FOR MONITORING OF GROUNDWORKS

4.1 As set out in the brief (Sections 2 -4).

4.2 Research Design

4.2.1 The regional research frameworks are set out in Glazebrook (1997 and Brown & Glazebrook (2000) and updated by Medlycott and Brown (2008) and Medlycott (2011).

4.2.2 Wade (in Brown & Glazebrook 2000, 23-26) identifies research topics for the rural landscape in the Saxon and medieval periods. These include examination of population during this period (distribution and density, as well as physical structure), settlement (characterisation of form and function, creation and testing of settlement diversity models), specialisation and surplus agricultural production, assessment of craft production, detailed study of changes in land use and the impact of colonists (such as Saxons, Danes and Normans) as well as the impact of the major institutions such as the Church. Ayers (in Brown & Glazebrook, 2000) discusses these research topics in more detail. For demography, issues include assessment of population structures, density and mobility, urban sustainability, immigration and rural colonisation and housing/provisioning. For social organisation, issues include assessment of the impact of royal vills, major institutions and the Church on urban settlement, territorial boundaries in proto-urban and urban settlements, the effect of national political developments, ranking and status in settlements, spatial analysis, wealth distribution, specialism, acquisition of raw materials, building form and function, markets and commercial/corporate activity. Economic issues of the above also need to be considered, particularly with regard to industrial zoning. The impact of culture and religion could include issues such as identifying characteristics of urban culture, its growth, complexity and values. The Church and its influence on the burgeoning towns must also be addressed. As Murphy notes in Brown and Glazebrook (2000, 31), urban environmental archaeology should be approached by analysis of environmental 'events', processes and study of relationships with producing sites in the rural hinterland.

4.2.3 Medlycott (2011, 57) states that the study of the Anglo-Saxon period still requires further cooperation between historians and archaeologists. Important research issues for this period comprise: the Roman/Anglo-Saxon transitional period; settlement distribution, which suffers from problems associated with the identification of Saxon settlement sites; population modelling and demographics, which has the potential to be advanced by modern scientific methods; differences within the region in terms of settlement type and economic practice and subjects related to this such as links with the continent, trading practices and cultural influences; rural landscapes and settlements, including detailed study of the changes and developments in such settlements over time and the influence of Saxon landscape organisation and settlements on these issues in the medieval period; towns and their relationships with their hinterland; infrastructure, including river management, the identification of ports and harbours and the role of existing infrastructure in shaping the Saxon period landscape; the economy, based on palaeoenvironmental studies; ritual and religion; the effect of the Danish occupation; and artefact studies (Medlycott 2011, 57-59).

4.2.4 The issues identified by Ayers (in Brown & Glazebrook, 2000) and Wade (in Brown & Glazebrook, 2000) remain valid research subjects (Medlycott 2011, 70) for the medieval period. The study of landscapes is dominated by issues such as water management and land reclamation for large parts of the region, the economic development of the landscape and the region's potential to reveal information regarding field systems, enclosures, roads and trackways. Linked to the study of the landscape are research issues such as the built environment and infrastructure; the main communication routes through the region need to be identified and synthesis needs to be carried out regarding the significance, economic and social importance of historic buildings in the region (Medlycott 2011, 70-71). Also considered to be

important research subjects for the medieval period are rural settlements, towns, industry and the production and processing of food and demographic studies (Medlycott 2011, 70-71).

4.2.5 The research subjects identified as important for the post-medieval and modern periods (see Medlycott 2011, 72-80) expand on those set out by Gilman *et al* (in Brown & Glazebrook, 2000) which focussed on the subjects of fortifications, parks and gardens and industrialisation and manufacture. Medlycott (2011) stresses the importance of the built and environment and the use of the Listed Buildings databases and thematic surveys in understanding this. The subject of industry and infrastructure, which is clearly of great importance for this period, remains a key research subject for the region with particular attention being paid to rural industries, the processing of food for urban markets and the development and character of the region's primary communication roots. Landscapes, and the effect of social changes, such as the Dissolution and the enclosure of greens and commons, on them are considered to be an area of research. The region's military sites and their impact on the development of eastern England, on its landscapes and on its appearance are also considered to be of importance. Towns, their development and their impact on the landscape, require further study. Issues such as economic and social influences of towns on their hinterlands and neighbours are identified as being of importance, as are the development of specific urban forms.

4.2.6 As set out above, the principal research objectives will be to identify any evidence of occupation on the edge of the medieval Wilby Green, and to identify any evidence of the early phases of Rokeby Old Hall, or any medieval precursor.

References

Brown, N & Glazebrook, J (eds), 2000, *Research and Archaeology: A Framework for the Eastern Counties. 2. Research Agenda and Strategy*, East Anglian Archaeology Occasional Papers 8

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Gurney, D, 2003, *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Paper 14

Medlycott, M & Brown, N, 2008, *Revised East Anglian Archaeological Research Frameworks*, www.eaareports/algaooe

Medlycott, M. (ed.) 2011, *Research and Archaeology revisited: a revised framework for the East of England*, ALGAO East of England Region, East Anglian Archaeology Occasional Papers 24

5 ARCHAEOLOGICAL MONITORING

5.1 The brief requires the recovery of a record of archaeological deposits that may be damaged or removed by any development (including services and landscaping). A Method Statement is provided (Appendix 2). The main objective surrounds the potential for the groundworks for the development to produce evidence for the early occupation of the area.

5.2 The brief requires the continuous monitoring of all groundworks in order to provide a record of any archaeological deposits which might be damaged or removed by any development (including services and landscaping) permitted by the current planning consent. Any ground works, and also the upcast soil, are to be closely monitored during and after stripping in order to ensure no damage occurs to any heritage assets. Adequate time is to be allowed for archaeological recording of archaeological deposits during excavation, and of soil sections following excavation.

5.3 The programme of work will include the following stages:

- Initial clearance of soil/overburden under archaeological observation;
- Inspection of sub-soil deposits for archaeological features and environmental deposits;
- The rapid investigation and recording of any archaeological features/deposits;
- Sub-soil stripping under archaeological supervision;
- Examination of any service and foundation trenches and subsequent recording of any exposed archaeological deposits;
- Rapid examination of spoil-heaps for archaeological material;
- A programme of post-fieldwork analysis, archiving and publication, as appropriate to the results of the project.

5.4 All of the above stages and operations will be carried out in accordance with MAP2 (EH 1991)

Stage Details

5.5 **Site clearance:** under archaeological observation

5.6 **Excavation and recording:** of those features which cannot be preserved and will be substantially disturbed. In accordance with the following standards:

- excavation of all discrete features
- all industrial features to be sampled for appropriate scientific analysis
- full written records of each context and all contexts to be planned
- sampling will adhere to the guidelines prepared by English Heritage (*Environmental Archaeology; A guide to the theory and practice of methods, from sampling and recovery to post-excavation*, 2011).

5.7 Archaeological Observation and Recording of all groundworks

- Observation of all groundworks, and subsequent recording of archaeological deposits
- Inspection of subsoil for archaeological features
- Investigation and recording of any exposed archaeological features/deposits
- Examination of spoil-heaps for archaeological material
- If significant remains are identified a meeting will be convened with the client and SCC AS-CT in order to agree an appropriate investigation
- A programme of post-excavation field work analysis, archiving and publication

5.8 Where possible effective **mitigation measures** will be devised according to the circumstances on site, in consultation with SCC AS-CT.

5.9 The resultant project report will follow the principles of MAP2 (as set out in the brief, section 6.6).

5.10 Staffing

Details of Archaeological Solutions Limited staff and specialist contractors are provided (Appendix A).

5.11 Method Statement

The investigation will adhere to the IFA's *Standard and Guidance for Archaeological Excavations and Watching Briefs* and (revised 2008), in addition to the ALGAO East of England *Standards for Field Archaeology in the East of England* (Gurney 2003). A Method Statement for dealing with archaeological remains, where present, is presented (Appendix B).

6 HEALTH AND SAFETY

6.1 Risk Assessment

A risk assessment will be completed before the work on site commences

6.2 Advice

Archaeological Solutions Limited is a member of FAME, formerly the Standing Conference of Archaeological Unit Managers (SCAUM) and operates under the 'Health & Safety in Field Archaeology Manual'.

6.3 Insurances

Archaeological Solutions Limited is a member of the Council for British Archaeology and is insured under their policy for members.

7 REPORT REQUIREMENTS

7.1 The report will include, as appropriate:

- a) The archaeological background
- b) A consideration of the aims and methods adopted in the course of the recording
- c) A detailed account of the nature, location, extent, date, significance and quality of any archaeological evidence recorded
- d) A section/s drawing showing the depth of deposits including present ground level with Ordnance Datum, vertical and horizontal scale
- e) Excavation methodology and detailed results including a suitable conclusion and discussion
- f) Plans and sections of any recorded features and deposits
- g) Discussion and interpretation of the evidence. An assessment of the project's significance in a regional and local context and appendices
- h) All specialist reports or assessments
- i) A concise non-technical summary of the project results
- j) A HER/OASIS summary sheet as required

7.2 A summary report will be prepared for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute of Archaeology*.

8 ARRANGEMENTS FOR ACCESS

8.1 Access to the site is to be arranged by the client.

9 SERVICES & CONSTRAINTS, SECURITY

9.1 The client is to advise AS of the position of any services which traverse the site and any constraints which are present e.g. Tree Preservation Orders, Rights of Way.

9.2 Throughout all site works care will be taken to maintain all existing security arrangements and to minimise disruption.

10 FINDS

10.1 As set out in the brief (Section 5) and below (Appendix 1).

11 ARCHIVE

11.1 The requirements for archive storage will be agreed with the Suffolk HER, and the archive deposited there.

11.2 The archive will be deposited within three months of the conclusion of the fieldwork.

11.3 The archive will be prepared in accordance with the UK Institute for Conservation's *Conservation Guideline No.2* and according to the document *Deposition of Archaeological Archives in Suffolk* (SCC AS Conservation Team, 2008). A unique event number will be obtained from the County HER Officer.

11.4 The full archive of finds and records will be made secure at all stages of the project, both on and off site. Arrangements will be made at the earliest opportunity for the archive to be accessed into the collections of the HER; with the landowner's permission in the case of any finds. It is acknowledged that it is the responsibility of the field investigation organisation to make these arrangements with the landowner and Museums Service. The archive will be adequately catalogued, labelled and packaged for transfer and storage in accordance with the guidelines set out in the United Kingdom Institute for Conservation's *Conservation Guidelines No.2* and the other relevant reference documents.

11.5 Archive records, with inventory, are to be deposited, as well as any donated finds from the site, at the HER and in accordance with their requirements. The archive will be quantified, ordered, indexed, cross-referenced and checked for internal consistency. In addition to the overall site summary, it will be necessary to produce a summary of the artefactual and ecofactual data.

12 MONITORING

12.1 It is understood that the project will be monitored by SCC AS-CT.

13 OASIS PROJECT REPORTING

13.1 The results of the project will be reported to the OASIS Project.

APPENDIX A

ARCHAEOLOGICAL SOLUTIONS LIMITED: PROFILES OF STAFF & SPECIALISTS

DIRECTOR

Claire Halpin BA MIFA

Qualifications: Archaeology & History BA Hons (1974-77).

Oxford University Dept for External Studies In-Service Course (1979-1980).

Member of Institute of Field Archaeologists since 1985: IFA Council member (1989-1993)

Experience: Claire has 25 years' experience in field archaeology, working with the Oxford Archaeological Unit and English Heritage's Central Excavation Unit (now the Centre for Archaeology). She has directed several major excavations (e.g. Barrow Hills, Oxfordshire, and Irthlingborough Barrow Cemetery, Northants), and is the author of many excavation reports e.g. St Ebbe's, Oxford: *Oxoniensia* 49 (1984) and 54 (1989). Claire moved into the senior management of field archaeological projects with Hertfordshire Archaeological Trust (HAT) in 1990, and she was appointed Manager of HAT in 1996. From the mid 90s HAT has enlarged its staff complement and extended its range of skills. In July 2003 HAT was wound up and Archaeological Solutions was formed. The latter maintains the same staff complement and services as before. AS undertakes the full range of archaeological services nationwide.

DIRECTOR

Tom McDonald MIFA

Qualifications: Member of the IFA

Experience: Tom has twenty years' experience in field archaeology, working for the North-Eastern Archaeological Unit (1984-1985), Buckinghamshire County Museum (1985), English Heritage (Stanwick Roman villa (1985-87) and Irthlingborough barrow excavations, Northamptonshire (1987)), and the Museum of London on the Royal Mint excavations (1986-7)., and as a Senior Archaeologist with the latter (1987-Dec 1990). Tom joined HAT at the start of 1991, directing several major multi-period excavations, including excavations in advance of the A41 Kings Langley and Berkhamsted bypasses, the A414 Cole Green bypass, and a substantial residential development at Thorley, Bishop's Stortford. He is the author of many excavation reports, exhibitions etc. Tom is AS's Health and Safety Officer and is responsible for site management, IT and CAD. He specialises in prehistoric and urban archaeology, and is a Lithics Specialist.

OFFICE MANAGER

Rose Flowers

Experience: Rose has a very wide range of book-keeping skills developed over many years of employment with a range of companies, principally Rosier Distribution Ltd, Harlow (now part of Securicor) where she managed eight accounts staff. She has a good working knowledge of both accounting software and Microsoft Office.

SENIOR PROJECTS MANAGER

Jon Murray BA MIFA

Qualifications: History with Landscape Archaeology BA Hons (1985-1988).

Experience: Jon has been employed by HAT (now AS) continually since 1989, attaining the position of Senior Projects Manager. Jon has conducted numerous archaeological investigations in a variety of situations, dealing with remains from all periods, throughout London and the South East, East Anglia, the South and Midlands. He is fluent in the execution of (and now project-manages) desk-based assessments/EIAs, historic building surveys (for instance the recording of the Royal Gunpowder Mills at Waltham Abbey prior to its rebirth as a visitor facility), earthwork and landscape surveys, all types of

evaluations/excavations (urban and rural) and environmental archaeological investigation (working closely with Dr Rob Scaife), preparing many hundreds of archaeological reports dating back to 1992. Jon has also prepared numerous publications; in particular the nationally-important Saxon site at Gamlingay, Cambridgeshire (*Anglo-Saxon Studies in Archaeology & History*). Other projects published include Dean's Yard, Westminster (*Medieval Archaeology*), Brackley (*Northamptonshire Archaeology*), and a medieval cemetery in Haverhill he excavated in 1997 (*Proceedings of the Suffolk Institute of Archaeology*). Jon is a member of the senior management team, principally preparing specifications/tenders, co-ordinating and managing the field teams. He also has extensive experience in preparing and supporting applications for Scheduled Monument Consent/Listed Building Consent

**PROJECTS MANAGER
(FIELD & ARCHIVES)**

Martin Brook BA

Qualifications: University of Leicester BA (Hons) Archaeology (2003 -2006)

Experience: Martin worked on archaeological excavations throughout his university career in and around Leicester including two seasons excavating a medieval abbey kitchen at Abbey Park, Leicester with ULAS. He specialised in Iron Age funeral traditions and grave goods for his 3rd year dissertation advancing his skills in museum research, database use and academic correspondence. He joined AS in September 2006 as an excavator involved in projects such as Earsham Bronze Age Barrow and cremation site. From May 2007, Martin has moved across to the Post-Excavation team to become Assistant Archives Officer, and thereafter Martin has returned to fieldwork as a Supervisor before being promoted to project management in 2009

SENIOR PROJECT OFFICER

Stuart Rathbone BSc

Qualifications: Bournemouth University BSc (Hons) Archaeology (1997-2002)

Experience: Stuart began his career in archaeological field work as a volunteer with the Coventry District Archaeological Society working on Medieval and Romano-British sites in the West Midlands. Between 2001 and 2008 he worked for one of the major Irish Archaeological companies and has been directing large scale excavations since 2006. Between 2008 and 2011 he worked as the Director of Fieldwork at Achill Field School in Co Mayo, where he conducted a series of research excavations. Stuart has published numerous articles and lectured widely at conferences and for archaeological societies, with topics reflecting the breadth of his interests. Subjects he has contributed to include post Medieval upland farming, Napoleonic signal towers, early Medieval watermills, Prehistoric settlement patterns, Bronze Age architecture, the application of OSL dating techniques, the rise of anti-archaeological protest groups in Ireland and variations in the quality of excavation undertaken by different types of archaeological projects. In 2009 he was a key member of the team that produced the long awaited reports on the excavations of the internationally important Neolithic landscape at Céide Fields and in 2011 his co-authored book on the excavations of a Bronze Age village at Corrstown, Portrush was published by Oxbow Books. He joined AS in the spring of 2012 after finally returning to the UK.

PROJECT OFFICER

Zbigniew Pozorski MA

Qualifications: University of Wroclaw, Poland, Archaeology (1995-2000, MA 2003)

Experience: Zbigniew has archaeological experience dating from 1995 when as a student he joined an academic group of excavators. He was involved in numerous archaeological projects throughout the Lower Silesia region in southwest Poland and a number of projects in old town of Wroclaw. During his university years he specialized in medieval urban archaeology. He had his own research project working on an early/high medieval stronghold

in Pietrzykow. He was a member of a University team which located and excavated an unknown high medieval castle in Wierzbna, Poland. Zbigniew has worked for archaeological contractors in Poland on several projects as a supervisor where he gained experience in all types of evaluations and excavations in urban and rural areas. Recently he worked in Ireland where he completed two large long-term projects for Headland Archaeology Ltd. He joined AS in January 2008 as a Project Officer.

SUPERVISOR

Gareth Barlow MSc

Qualifications: University of Sheffield, MSc Environmental Archaeology & Palaeoeconomy (2002-2003)
King Alfred's College, Winchester, Archaeology BA (Hons) (1999-2002)

Experience: Gareth worked on a number of excavations in Cambridgeshire before pursuing his degree studies, and worked on many archaeological projects across the UK during his university days. Gareth joined AS in 2003 and has worked on numerous archaeological projects throughout the South East and East Anglia with AS. Gareth was promoted to Supervisor in the Summer 2007.

SUPERVISOR

Christopher Leonard MA

Qualifications: Sussex University, MA Field Archaeology (2007-2008)
University of Liverpool, BA (Hons) Latin American Studies (2000-2004)

Experience: Prior to graduation, Christopher worked on research projects at Chester Roman Amphitheatre and at the site of the Saxon and medieval castle in Bamburgh, Northumberland. Christopher joined AS as a Site Assistant in 2008, working on a wide range of sites across East Anglia, and was promoted to Supervisor in Summer 2011. Christopher also undertakes archaeological surveying for AS using a Total Station.

PROJECT OFFICER

(DESK-BASED ASSESSMENTS)

Kate Higgs MA (Oxon)

Qualifications: University of Oxford, St Hilda's College
Archaeology & Anthropology MA (Oxon) (2001-2004)

Experience: Kate has archaeological experience dating from 1999, having taken part in clearance, surveying and recording of stone circles in the Penwith area of Cornwall. During the same period, she also assisted in compiling a database of archaeological and anthropological artefacts from Papua New Guinea, which were held in Scottish museums. Kate has varied archaeological experience from her years at Oxford University, including participating in excavations at a Roman amphitheatre and an early church at Marcham/Frilford in Oxfordshire, with the Bamburgh Castle Research Project in Northumberland, which also entailed the excavation of human remains at a Saxon cemetery, and also excavating, recording and drawing a Neolithic chambered tomb at Prissé, France. Kate has also worked in the environmental laboratory at the Museum of Natural History in Oxford, and as a finds processor for Oxford's Institute of Archaeology. Since joining AS in November 2004, Kate has researched and authored a variety of reports, concentrating on desk-based assessments in advance of archaeological work and historic building recording.

**ASSISTANT PROJECTS MANAGER
(POST-EXCAVATION)**

Andrew Newton MPhil PIFA

Qualifications: University of Bradford, MPhil (2002-04)

University of Bradford, BSc (Hons) Archaeology (1998-2002)

University of Bradford, Dip Professional Archaeological
Studies (2002)

Experience: Andrew has carried out geophysical surveys for GeoQuest Associates on sites throughout the UK and has worked as a site assistant with BUFAU. During 2001 he worked as a researcher for the Yorkshire Dales Hunter-Gatherer Research Project, a University of Bradford and Michigan State University joint research programme, and has carried out voluntary work with the curatorial staff at Beamish Museum in County Durham. Andrew is a member of the Society of Antiquaries of Newcastle-upon-Tyne and a Practitioner Member of the Institute for Archaeologists. Since joining AS in early Summer 2005, as a Project Officer writing desk-based assessments, Andrew has gained considerable experience in post-excavation work. His principal role with AS is conducting post-excavation research and authoring site reports for publication. Significant post-excavation projects Andrew has been responsible for include the Ingham Quarry Extension, Fornham St. Genevieve, Suffolk – a site with large Iron Age pit clusters arranged around a possible wetland area; the late Bronze Age to early Iron Age enclosure and early Saxon cremation cemetery at the Chalet Site, Heybridge, Essex; and, Church Street, St Neots, Cambridgeshire, an excavation which identified the continuation of the Saxon settlement previously investigated by Peter Addyman in the 1960s. Andrew also writes and co-ordinates Environmental Impact Assessments and has worked on a variety of such projects across southern and eastern England. In addition to his research responsibilities Andrew undertakes outreach and publicity work and carries out some fieldwork.

**ASSISTANT PROJECTS MANAGER
(POST-EXCAVATION)**

Tom Woolhouse MA AlifA

Qualifications: 2009 – present PhD Archaeology and Ancient History (University of Leicester)

2006 MA (Cantab.) (Trinity College, University of Cambridge)

1999 – 2002 BA Hons. History (Trinity College, University of Cambridge)

Tom studied ancient and medieval history at Cambridge, specialising in late Roman and early medieval Britain and Europe. During his degree, he took part in a number of volunteer archaeological excavations at sites including Arbeia Roman fort in South Shields and Whitehall Farm Roman villa in Northamptonshire. He has seven years' experience in professional archaeology, working for Archaeological Solutions, as well as the Colchester Archaeological Trust, and as a consultant with Mott MacDonald. Tom has experience of running both small and large-scale archaeological excavations, as well as undertaking evaluations, watching briefs and archaeological walkover surveys; he has also researched and compiled desk-based assessments and environmental impact assessments for rural and urban sites across southern England, the Midlands and East Anglia. Tom's principal role is post-excavation analysis of archaeological sites and researching and writing reports for publication. He also assists with the management of AS's post-excavation team. In addition to over 100 reports for clients, Tom has had academic articles published in local archaeological journals in Norfolk, Essex and Cambridgeshire; he has also written book reviews for the international journal *Medieval Archaeology* and has had a popular article published in *British Archaeology* magazine. He is currently working on bringing AS's long-running excavations in connection with a major housing development at Cedars Park, Stowmarket, Suffolk, to publication in *East Anglian Archaeology*. Alongside his professional work, Tom is currently studying part-time for a PhD with Leicester University, investigating changes in rural settlements in eastern England during the post-Roman transition. He is an Associate Member of the Institute for Archaeologists.

**PROJECT OFFICER
(POST-EXCAVATION)**

Antony Mustchin BSc MSc DipPAS

Qualifications: University of Bradford BSc (Hons) Bioarchaeology (1999-2003)

University of Bradford MSc Biological Archaeology (2004-2005)

University of Bradford Diploma in Professional Archaeological Studies (2003)

Experience: Antony has over 12 years' experience in field archaeology, gained during his higher education and in the professional sector. Commercially in the UK, Antony has worked for Archaeology South East (2003), York Archaeological Trust (2004) and Special Archaeological Services (2003). He has also undertaken a six-month professional placement as Assistant SMR Officer/ Development Control Officer with Kent County Council (2001-2002). Antony is part-way through writing up a PhD on Viking Age demographics, a long-term academic interest that has led to his gaining considerable research excavation experience across the North Atlantic. He has worked for projects and organisations including the Old Scatness & Jarlshof Environs Project, Shetland (2000-2003), the Viking Unst Project, Shetland (2006-2007), the Heart of the Atlantic Project/ Føroya Fornminnisavn, Faroe Islands (2006-2008) and City University New York/ National Museum of Denmark/ Greenland National Museum and Archives, Greenland (2006 & 2010). Shortly before joining Archaeological Solutions in November 2011, Antony spent three years working for the Independent Commission for the Location of Victims Remains, assisting in the search for and forensic recovery of "the remains of victims of paramilitary violence ("The Disappeared") who were murdered and buried in secret arising from the conflict in Northern Ireland". Antony has a broad experience of fieldwork and post-excavation practice including specialist (archaeofauna), teaching, supervisory and directing-level posts.

**POTTERY, LITHICS AND
CBM RESEARCHER**

Andrew Peachey BA MIFA

Qualifications: University of Reading BA Hons, Archaeology and History (1998-2001)

Experience: Andrew joined AS (formerly HAT) in 2002 as a pottery researcher, and rapidly expanded into researching CBM and lithics. Andrew specialises in prehistoric and Roman pottery and has worked on numerous substantial assemblages, principally from across East Anglia but also from southern England. Recent projects have included a Neolithic site at Coxford, Norfolk, an early Bronze Age domestic site at Shropham, Norfolk, late Bronze Age material from Panshanger, Hertfordshire, middle Iron Age pit clusters at Ingham, Suffolk and an Iron Age and early Roman riverside site at Dernford, Cambridgeshire. Andrew has worked on important Roman kiln assemblages, including a Nar Valley ware production site at East Winch Norfolk, a face-pot producing kiln at Hadham, Hertfordshire and is currently researching early Roman Horningsea ware kilns at Waterbeach, Cambridgeshire. Andrew is an enthusiastic member of the Study Group for Roman Pottery, and also undertakes pottery and lithics analysis as an 'external' specialist for a range of archaeological units and local societies in the south of England.

POTTERY RESEARCHER

Peter Thompson MA

Qualifications: University of Bristol BA (Hons), Archaeology (1995-1998)

University of Bristol MA; Landscape Archaeology (1998-1999)

Experience: As a student, Peter participated in a number of projects, including the excavation of a Cistercian monastery cemetery in Gascony and surveying an Iron Age promontory hillfort in Somerset. Peter has two years excavation experience with the Bath Archaeological Trust and Bristol and Region Archaeological Services which includes working on a medieval manor house and a post-medieval glass furnace site of national importance. Peter joined HAT (now AS) in 2002 to specialise in Iron Age, Saxon and Medieval pottery research and has also produced desk-based assessments. Pottery reports include an early Iron pit assemblage and three complete Early Anglo-Saxon accessory vessels from a cemetery in Dartford, Kent.

**PROJECT OFFICER
(OSTEOARCHAEOLOGY)**

Julia Cussans PhD

Qualifications: University of Bradford, PhD (2002-2010)

University of Bradford, BSc (Hons) Bioarchaeology (1997-2001)

University of Bradford, Dip. Professional Archaeological Studies (2001)

Experience: Julia has c. 12 years of archaeozoological experience. Whilst undertaking her part time PhD she also worked as a specialist on a variety of projects in northern Britain including Old Scatness (Shetland), Broxmouth Iron Age Hillfort and Binchester Roman Fort. Additionally Julia has extensive field experience and has held lead roles in excavations in Shetland and the Faroe Islands including, Old Scatness, a large multi-period settlement centred on an Iron Age Broch; the Viking Unst Project, an examination of Viking and Norse houses on Britain's most northerly isle; the Laggan Tormore Pipeline (Firths Voe), a Neolithic house site in Shetland; the Heart of the Atlantic Project, an examination of Viking settlement in the Faroes and Við Kirkjugarð, an early Viking site on Sanday, Faroe Islands. Early on in her career Julia also excavated at Sedgeford, Norfolk as part of SHARP and in Pompeii, Italy as part of the Anglo-American Project in Pompeii. Since joining AS in October 2011 Julia has worked on animal bone assemblages from Beck Row, a Roman villa site at Mildenhall, Suffolk and Sawtry, an Iron Age, fen edge site in Cambridgeshire. Julia is a full and active member of the International Council for Archaeozoology, the Professional Zooarchaeology Group and the Association for Environmental Archaeology.

ENVIRONMENTAL ARCHAEOLOGIST

Dr John Summers

Qualifications: 2006-2010: PhD "The Architecture of Food" (University of Bradford)

2005-2006: MSc Biological Archaeology (University of Bradford)

2001-2005: BSc Hons. Bioarchaeology (University of Bradford)

Experience: John is an archaeobotanist with a primary specialism in the analysis of carbonised plant macrofossils and charcoal. Prior to joining Archaeological Solutions, John worked primarily in Atlantic Scotland. His research interests involve using archaeobotanical data in combination with other archaeological and palaeoeconomic information to address cultural and economic research questions. John has made contributions to a number of large research projects in Atlantic Scotland, including the Old Scatness and Jarlshof Environs Project (University of Bradford), the Viking Unst Project (University of Bradford) and publication work for Bornais Mound 1 and Mound 2 (Cardiff University). He has also worked with plant remains from Thruxton Roman Villa, Hampshire, as part of the Danebury Roman Environs Project (Oxford University/ English Heritage). John's role at AS is to analyse and report on assemblages of plant macro-remains from environmental samples and provide support and advice regarding environmental sampling regimes and sample processing. John is a member of the Association for Environmental Archaeology.

SENIOR GRAPHICS OFFICER

Kathren Henry

Experience: Kathren has twenty-five years experience in archaeology, working as a planning supervisor on sites from prehistoric to late medieval date, including urban sites in London and rural sites in France/Italy, working for the Greater Manchester Archaeological Unit, Passmore Edwards Museum, DGLA and Central Excavation Unit of English Heritage (at Stanwick and Irthlingborough, Northamptonshire). She has worked with AS (formerly HAT) since 1992, becoming Senior Graphics Officer. Kathren is AS's principal photographer, specializing in historic building survey, and she manages AS's photographic equipment and dark room. She is in charge of AS's Graphics Department, managing computerised artwork and report production. Kathren is also the principal historic building surveyor/illustrator, producing on-site and off-site plans, elevations and sections.

HISTORIC BUILDING RECORDING

Tansy Collins BSc

Qualifications: University of Sheffield, Archaeological Sciences BSc (Hons) (1999-2002)

Experience: Tansy's archaeological experience has been gained on diverse sites throughout England, Ireland, Scotland and Wales. Tansy joined AS in 2004 where she developed skills in graphics, backed by her grasp of archaeological interpretation and on-site experience, to produce hand drawn illustrations of pottery, and digital illustrations using a variety of packages such as AutoCAD, Corel Draw and Adobe Illustrator. She joined the historic buildings team in 2005 in order to carry out both drawn and photographic surveys of historic buildings before combining these skills with authoring historic building reports in 2006. Since then Tansy has authored numerous such reports for a wide range of building types; from vernacular to domestic architecture, both timber-framed and brick built with date ranges varying from the medieval period to the 20th century. These projects include a number of regionally and nationally significant buildings, for example a previously unrecognised medieval aisled barn belonging to a small group of nationally important agricultural buildings, one of the earliest surviving domestic timber-framed houses in Hertfordshire, and a Cambridgeshire house retaining formerly hidden 17th century decorative paint schemes. Larger projects include The King Edward VII Sanatorium in Sussex, RAF Bentley Priory in London as well as the Grade I Listed Balls Park mansion in Hertfordshire.

HISTORIC BUILDING RECORDING

Lisa Smith BA

Qualifications: University of York, BA Archaeology (1998-2001)

Experience: Lisa has nine years archaeological experience undertaken mainly in the north of England previously working as a senior site assistant for Field Archaeology Specialists in York on both rural and urban sites as well as Castle Sinclair Girnigoe and Tarbat in Scotland. Prior to working for FAS Lisa was involved in various excavation projects for Oxford Archaeology North and Archaeological Services, University of Durham. Lisa joined AS as a supervisor in January 2008 and in November 2009 transferred to historic building recording and has since worked on a variety of buildings dating from the medieval period onwards, working closely with external consultant Dr Lee Prosser.

GRAPHICS OFFICER

Rosanna Price BSc

Qualifications: University of Kent, Medical Anthropology BSc (Hons) (2005-2008)

Experience: Rosanna's interests have always revolved around art and human history, and she has combined these throughout her work and education. During her degree she specialised in Osteoarchaeology and Palaeopathology, and personally instigated the University's photographic database of human remains. This experience gained her the post of Osteoarchaeologist at Kent Osteological Research and Analysis in early 2009, where she worked on a number of human bone collections including the Thanet Earth Skeletons. In January 2010 she joined AS as a Finds and Archives assistant, and by the summer had achieved a new role as graphics officer. In her current position Rosanna uses a range of computer programmes, such as AutoCAD, Adobe Illustrator and CorelDraw to produce digital figures and finds illustrations. These accompany a wide range of archaeological reports, from desk-based assessments and interim reports through to publication standard.

GRAPHICS OFFICER

Charlotte Davies BA

Qualifications: University of Exeter, Archaeology BA (Hons) (2004-2007)

Surrey Institute of Art & Design, BTEC Foundation Diploma in Art & Design (2003-2004)

University of Cambridge, Archaeology (Heritage & Museum Studies) MPhil (2010-2011).

Experience: Charlotte has always had a passionate interest in art and archaeology, and has combined these interests in her higher education. Charlotte worked on archaeological excavations in South Dakota, USA, before joining AS in 2007 as part of the graphics team. Charlotte's role within AS comprises the production of a wide range of high quality figures and illustrations for reports, from desk-based assessments and interim reports through to publication. Charlotte became a member of the Association of Archaeological Illustrators and Surveyors in 2009 (this subsequently became incorporated into the Institute for Archaeologists), and in 2010 undertook a masters degree in archaeology at the University of Cambridge.

ARCHAEOLOGICAL SOLUTIONS: PRINCIPAL SPECIALISTS

GEOPHYSICAL SURVEYS	Stratascan Ltd
AIR PHOTOGRAPHIC ASSESSMENTS	Air Photo Services
PHOTOGRAPHIC SURVEYS	Ms K Henry
PREHISTORIC POTTERY	Mr A Peachey
ROMAN POTTERY	Mr A Peachey
SAXON & MEDIEVAL POTTERY	Mr P Thompson
POST-MEDIEVAL POTTERY	Mr P Thompson
FLINT	Mr A Peachey
GLASS	H Cool
COINS	British Museum, Dept of Coins & Medals
METALWORK & LEATHER	Ms Q Mould, Ms N Crummy
SLAG	Ms J Cowgill
ANIMAL BONE	Dr J Cussans
HUMAN BONE:	Ms J Curl
ENVIRONMENTAL CO-ORDINATOR	Dr R Scaife
POLLEN AND SEEDS:	Dr R Scaife
CHARCOAL/WOOD	Dr J Summers
SOIL MICROMORPHOLOGY	Dr R MacPhail, Dr C French
CARBON-14 DATING:	English Heritage Ancient Monuments Laboratory (for advice).
CONSERVATION	University of Leicester

APPENDIX B METHOD STATEMENT

Method Statement for the recording of archaeological remains

The archaeological evaluation will be conducted in accordance with the project brief, and the code of the Institute of Field Archaeologists.

1 Mechanical Excavation

1.1 Mechanical excavation will be monitored by an experienced archaeologist.

2 Site Location Plan

2.1 On conclusion of the mechanical excavation, a 'site location plan', based on the current Ordnance Survey 1:1250 map and indicating site north, will be prepared. This will be supplemented by an 'area plan' at 1:200 (or 1:100) which will show the location of the area(s) investigated in relationship to the development area, OS grid and site grid.

3 Manual Cleaning & Base Planning of Archaeological Features

3.1 Exposed areas will be hand-cleaned to define archaeological features sufficient to produce a base plan.

4 Full Excavation

Excavation of Stratified Sequences

The trenches will be excavated according to phase, from the most recent to the earliest, and the phasing of features will be distinguished by their stratigraphic relationships, fills and finds.

Deep features e.g. quarry holes, may incorporate stratified deposits which will be excavated by hand-dug sections and recorded.

Excavation of Buildings

Building remains are likely to comprise stake holes, post holes and slots/gullies, masonry foundations and low masonry walls. Associated features may be present e.g. hearths.

The features comprising buildings will be excavated in plan/phase where revealed, as appropriate to the project

Full Excavation

Industrial remains and intrinsically interesting features e.g hearths, burials will clearly merit full excavation where revealed. Discrete features associated with the possible structure and/or settlement will be fully excavated.

Ditches

The ditches will be excavated in segments up to 2m long, and the segments will be placed to provide adequate coverage of the ditches, establish their relationships and obtain samples and finds.

5 Written Record

5.1 All archaeological deposits and artefacts encountered during the course of the excavation will be fully recorded on the appropriate context, finds and sample forms.

5.2 The site will be recorded using AS's excavation manual which is directly comparable to those used by other professional archaeological organisations, including English Heritage's own Central Archaeological Service.

6 Photographic Record

6.1 An adequate photographic record of the investigations will be made. It will include black and white prints and colour transparencies (on 35mm) illustrating in both detail and general context the principal features and finds discovered. It will also include 'working and promotional shots' to illustrate more generally the nature of the archaeological operations. The black and white negatives and contacts will be filed, and the colour transparencies will be mounted using appropriate cases. All photographs will be listed and indexed.

7 Drawn Record

7.1 A record of the full extent, in plan, of all archaeological deposits encountered will be drawn on A1 permatrace. The plans will be related to the site, or OS, grid and be drawn at a scale of 1:50 or 1:20, as appropriate. In addition where appropriate, e.g. recording an inhumation, additional plans at 1:10 will be produced. The sections of all archaeological contexts will be drawn at a scale of 1:10 or, where appropriate, 1:20. The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.

8 Recovery of Finds

GENERAL

The principal aim is to ensure that adequate provision is made for the recovery of finds from all archaeological deposits.

The Small Finds, e.g. complete pots or metalwork, from all excavations will be 3-dimensionally recorded.

A metal detector will be used to enhance finds recovery. The metal detector survey will be conducted on conclusion of the topsoil stripping, and thereafter during the course of the excavation. The spoil tips will also be surveyed. Regular metal detector surveys of the excavation area and spoil tips will reduce the loss of finds to unscrupulous users of metal detectors (treasure hunters). All non-archaeological staff working on the site should be informed that the use of metal detectors is forbidden.

WORKED FLINT

When flint knapping debris is encountered large-scale bulk samples will be taken for sieving.

POTTERY

It is important that the excavators are aware of the importance of pottery studies and therefore the recovery of good ceramic assemblages.

The pottery assemblages are likely to provide important evidence to be able to date the structural history and development of the site.

The most important assemblages will come from 'sealed' deposits which are representative of the nature of the occupation at various dates, and indicate a range of pottery types and forms available at different periods.

'Primary' deposits are those which contain sherds contemporary with the soil fill and, in simple terms, this often means large sherds with unabraded edges. The sherds have usually been deposited shortly after being broken and have remained undisturbed. Such sherds are more reliable in indicating a more precise date at which the feature was 'in use'. Conversely, 'secondary' deposits are those which often have small, heavily abraded sherds lacking obvious conjoins. The sherds are derived from earlier deposits.

HUMAN BONE

Should human remains be discovered and be required to be removed, the coroner will be informed and a licence from the Ministry of Justice sought immediately; both the client and the monitoring officer will also be informed. Any excavation of human

remains would only be carried out following advice from SCC AS-CT. Excavators would be made aware, and comply with, provisions of Section 25 of the Burial Act of 1857 and pay due attention to the requirements of Health & Safety.

ANIMAL BONE

Animal bone is one of the principal indicators of diet. As with pottery the excavators will be alert to the distinction of primary and secondary deposits. It will also be important that the bone assemblages are derived from dateable contexts.

FINDS PROCESSING

The project director will have overall responsibility for the finds and will liaise with AS's own finds personnel and the relevant specialists. A person with particular responsibility for finds on site will be appointed for the excavation. The person will ensure that the finds are properly labelled and packaged on site for transportation to AS's field base. The finds processing will take place in tandem with the excavations and will be under the supervision of AS's Finds Officer.

The finds processing will entail first aid conservation, cleaning (if appropriate), marking (if appropriate), categorising, bagging, labelling, boxing and basic cataloguing (the compilation of a Small Finds Catalogue and quantification of bulk finds) i.e. such that the finds are ready to be made available to the specialists. The Finds Officer, having been advised by the Project Officer and relevant specialists, will select material for conservation. AS's Finds Officer, in conjunction with the Project Officer, will arrange for the specialists to view the finds for the purpose of report writing.

APPENDIX 2 OASIS DATA COLLECTION FORM

OASIS DATA COLLECTION FORM: England

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Printable version

OASIS ID: archaeol7-155020

Project details

Project name	Rokeby Hall, Wilby, Suffolk
Short description of the project	In July 2013 Archaeological Solutions Ltd (AS) carried out a programme of archaeological monitoring and recording at Rokeby Hall, Horham Road, Wilby, Suffolk (NGR TM 242 707). The monitoring took place during groundworks for a proposed extension and a replacement garage at the property. The project was commissioned by Rokeby and Ryder Developments Ltd on behalf of Mr and Mrs Norris, to comply with a condition attached to planning consent (Mid Suffolk Council Planning Ref. 1331/12). The site lies a short distance to the west-north-west of a medieval green (Wilby Green). Fieldwalking at Wilby Green has revealed scatters of medieval pottery (HER WBY 008). There are also a number of medieval moated sites in the parish. Rokeby Old Hall itself is Grade II listed building, dating from the 15th century with 16th-17th century and later additions. In the event the monitoring encountered no archaeological features or finds.
Project dates	Start: 01-07-2013 End: 31-07-2013
Previous/future work	No / No
Any associated project reference codes	P4927 - Contracting Unit No.
Type of project	Recording project
Site status	None
Current Land use	Residential 1 - General Residential
Monument type	NONE None
Significant Finds	NONE None
Investigation type	"Watching Brief"
Prompt	Planning condition

Project location

Country	England
Site location	SUFFOLK MID SUFFOLK WILBY Rokeby Hall, Wilby, Suffolk
Study area	0 Square metres
Site coordinates	TM 242 707 52 1 52 17 17 N 001 17 15 E Point
Height OD / Depth	Min: 60.00m Max: 60.00m

Project creators

Name of Organisation	Archaeological Solutions Ltd
Project brief originator	Suffolk County Council Archaeological Service Conservation Team
Project design originator	Jon Murray
Project director/manager	Jon Murray
Project supervisor	Gareth Barlow
Type of sponsor/funding body	Mr and Mrs Norris

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk County Archaeological Store
Digital Contents	"Survey"
Digital Media available	"Images raster / digital photography","Survey","Text"
Paper Archive recipient	Suffolk County Archaeological Store
Paper Contents	"Survey"
Paper Media available	"Drawing","Photograph","Plan","Report","Survey "

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Rokeby Hall, Horham Road, Wilby, Suffolk
Author(s)/Editor(s)	Barlow, G
Other bibliographic details	Archaeological Solutions Report No. 4356
Date	2013
Issuer or publisher	Archaeological Solutions Ltd
Place of issue or publication	Bury St Edmunds
Entered by	Sarah Powell (info@ascontracts.co.uk)
Entered on	24 September 2013

OASIS:

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Cite only: </export/home/web/oasis/form/print.cfm> for this page

PHOTOGRAPHIC INDEX



1

General view Rokeby Old Hall. Looking west.



2

General view of the site. Looking north.



3

Excavation of footing trench.. Looking west.



4

General view of excavated footing trenches. Looking west.



5

Sample Section A. Looking south.



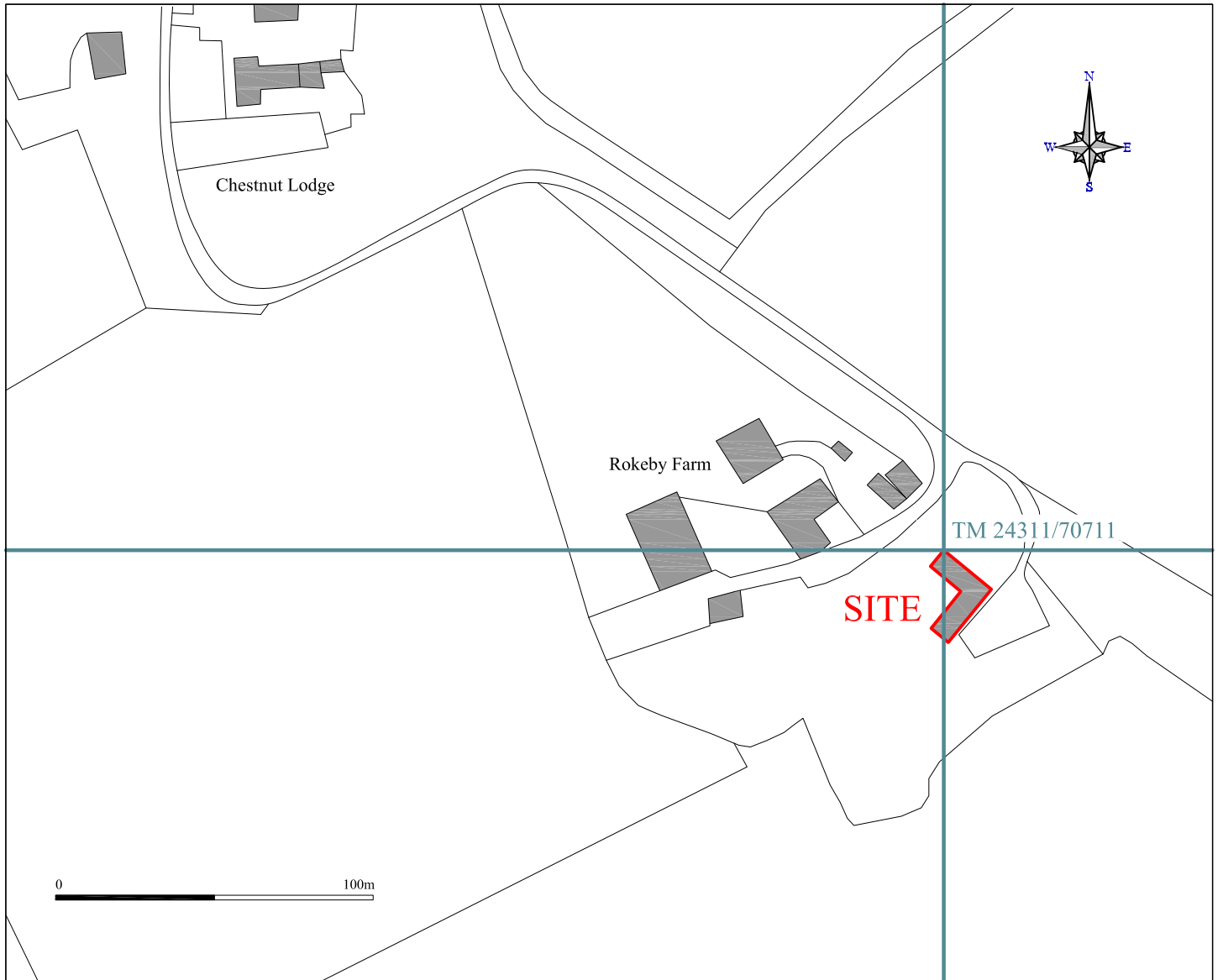
6

View of trench collapse. Looking east.

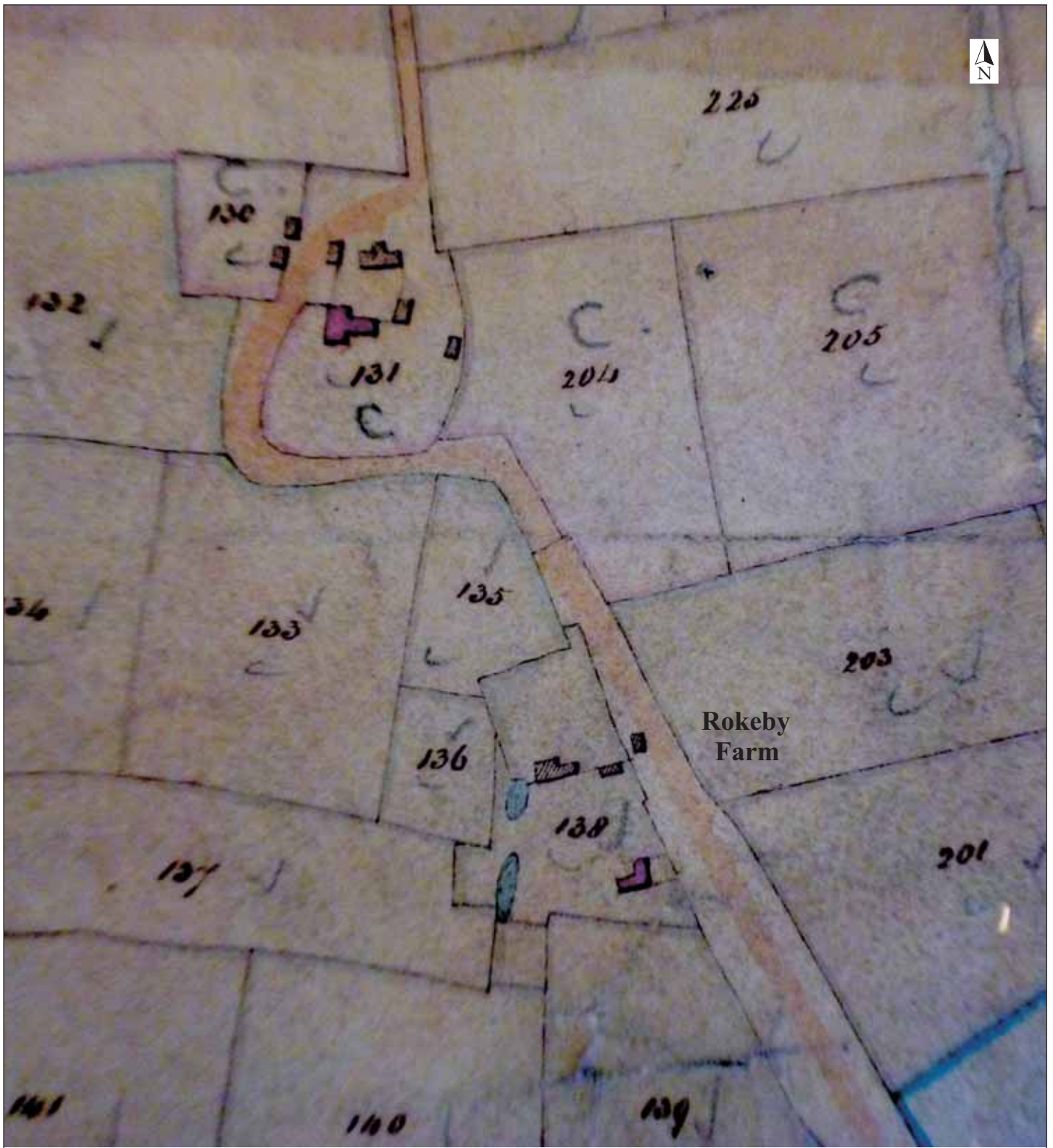


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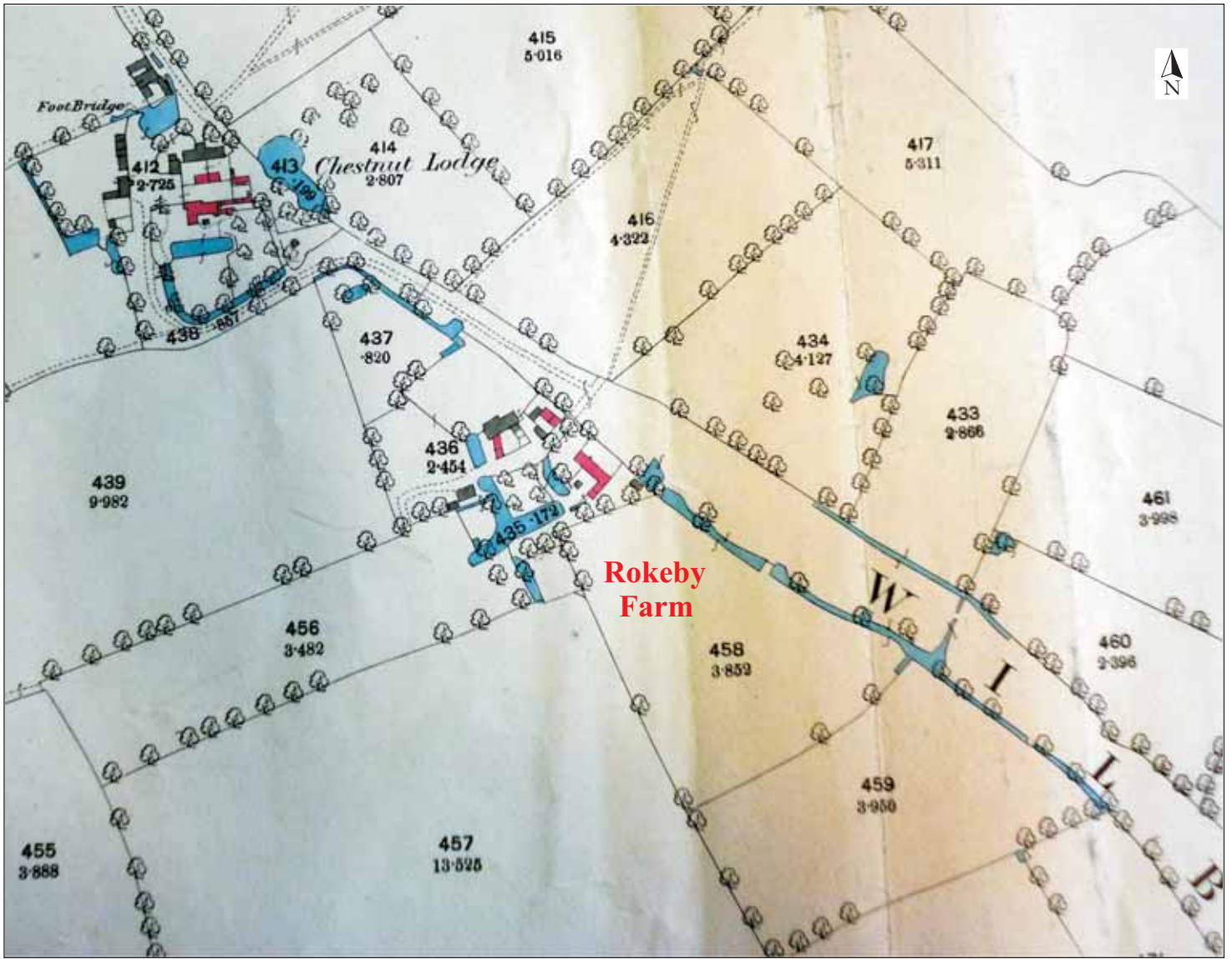
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Fig. 1 Site location plan
 Scale 1:25,000 at A4



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Fig. 2 Detailed site location plan
Scale 1:2000 at A4

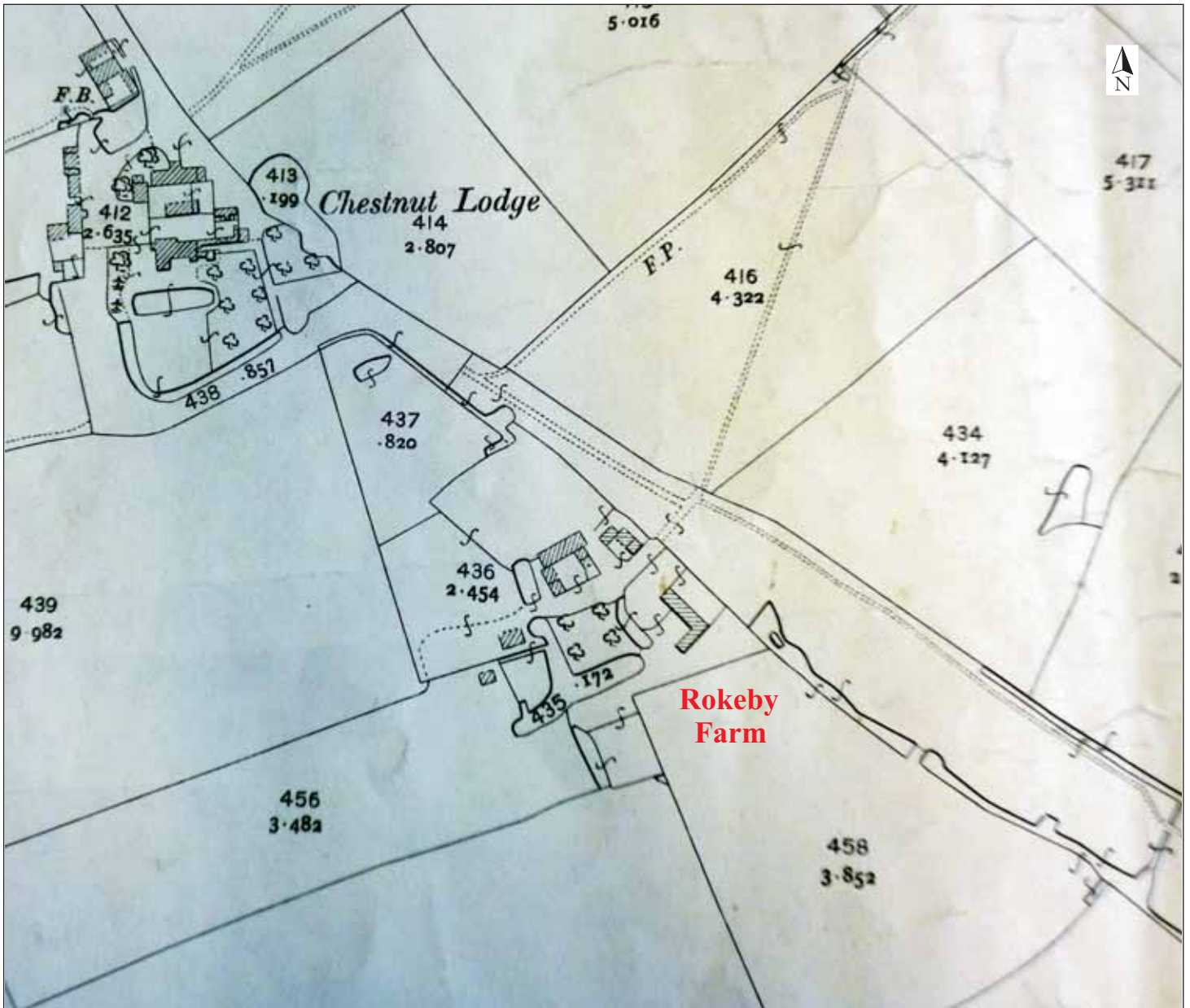


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Fig. 3 Tithe map, 1838
Not to scale



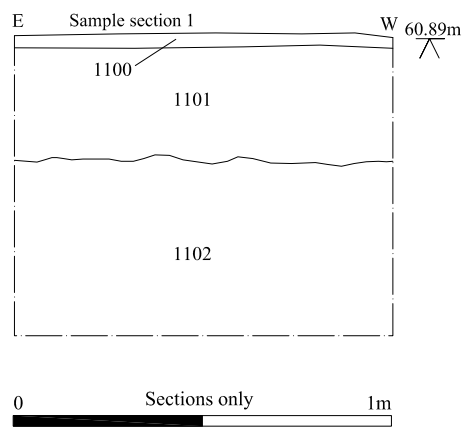
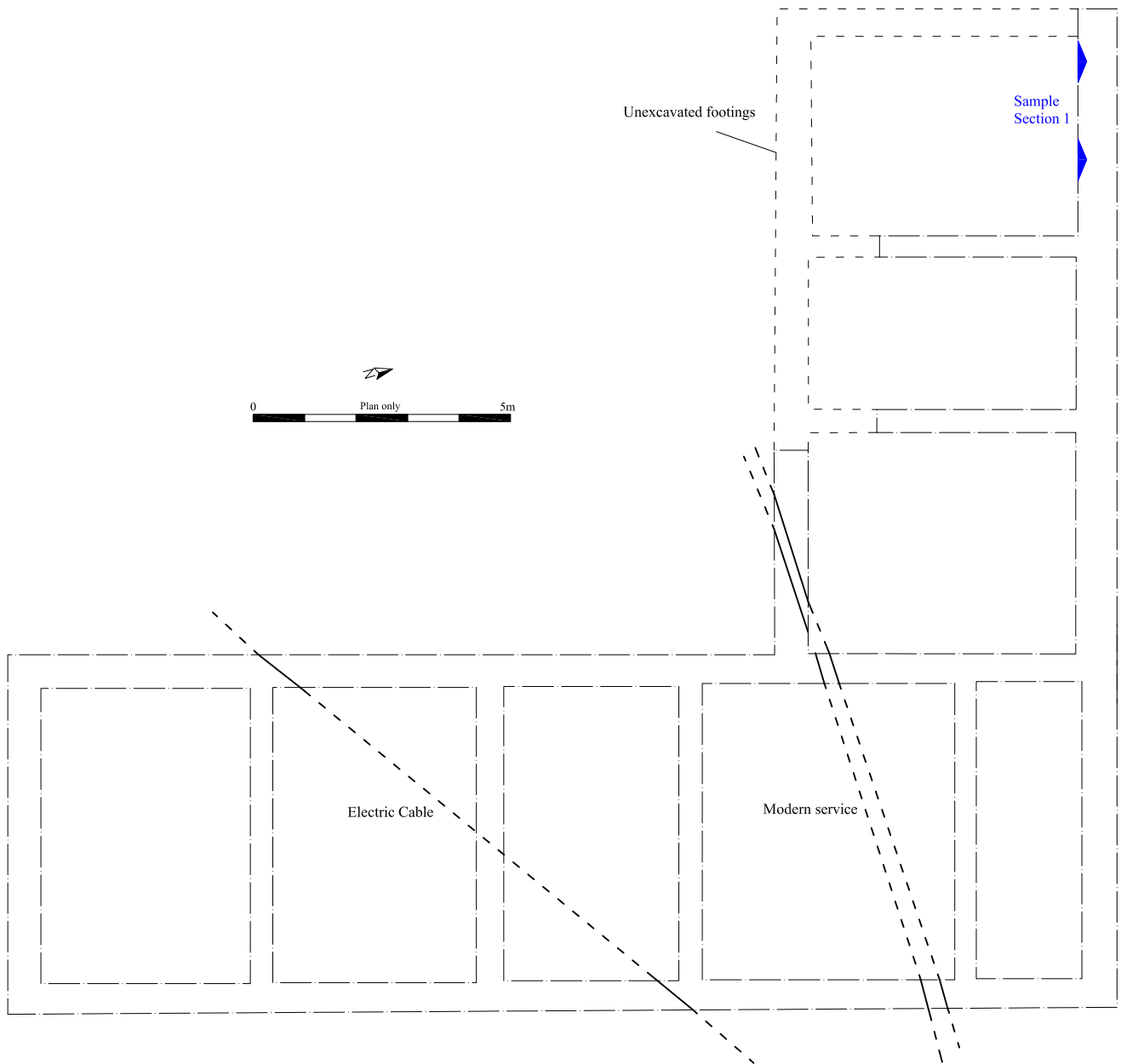
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Fig. 4 OS map, 1886
Not to scale



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Fig. 5 OS map, 1904
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Fig. 6 Area of watching brief & sample section

Scale plan at 1:125 & section at 1:20 at A4