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SLOUGH FARMHOUSE, STACKYARD GREEN, MONKS ELEIGH, SUFFOLK IP7 7BD

ARCHAEOLOGICAL MONITORING & RECORDING

Oasis Ref: 168092
Event Number: ESF24243

Authors: Lisa Smith BA Tansy Collins MSt Rosanna Price BA	
NGR: TL 863 406	Report No: 5103
District: Babergh	Site Code: MKE034
Approved: Claire Halpin MIfA	Project No: 5279
Signed:	Date: 5th May 2016

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Project details			
Project name	Slough Farmhouse, Stackyard Green, Monks Eleigh, Suffolk IP7 7BD. Archaeological Monitoring & Recording		
Between 2013 and 2014, AS carried out a programme of archaeological monitoring and recording of groundworks associated with the reduction of floor levels to provide replacement floors within the Grade II listed Slough Farmhouse, Stackyard Green, Monks Eleigh, Suffolk. *The monitoring recorded a substantial area of brick paviour floor that survived in the eastern service cross-wing below later floor surfaces. The floor appears to have been inserted during the conversion of this area to a bakehouse in the 19th century when the formerly jettied range was reduced in height. Otherwise, removal of other modern ephemeral cladding exposed small details of the structural timber-frame, in particular indicating that there was no direct communication between the original dairy/workshop and the bay to the north, and that an aperture existed in the ceiling of the north bay to provide access to upper level.* *Otherwise, no other features or finds were encountered during the monitoring.*			
Project dates (fieldwork)	10th September and 22nd October 2013, 17th November 2014		
Previous work (Y/N/?)	*N*	Future work	N
P. number	*5279*	Site code	*MKE034*
Type of project	*Archaeological Monitoring & Recording*		
Site status	Grade II listed		
Current land use	*Residential*		
Planned development	*Replacement and reduction of internal floors*		
Main features (+dates)	*19th century brick paviour floor*		
Significant finds (+dates)	-		
Project location			
County/ District/ Parish	*Suffolk*	*Babergh*	*Monks Eleigh*
HER/ SMR for area	*Suffolk Historic Environment Record*		
Post code (if known)	*IP7 7BD*		
Area of site	-		
NGR	*TL 863 406*		
Height AOD (min/max)	*c. 145m AOD*		
Project creators			
Brief issued by	*Suffolk County Council Archaeological Service Conservation Team*		
Project supervisor/s (PO)	Smith, L. Collins, T.		
Funded by	*Mr Cartwright*		
Full title	*Slough Farmhouse, Stackyard Green Monks Eleigh, Suffolk IP7 7BD. Archaeological Monitoring & Recording*		
Authors	*Smith, L. Collins, T.*		
Report no.	*5103*		
Date (of report)	*May 2016*		

SLOUGH FARMHOUSE, STACKYARD GREEN, MONKS ELEIGH, SUFFOLK, IP7 7BD

ARCHAEOLOGICAL MONITORING & RECORDING

SUMMARY

Between 2013 and 2014, AS carried out a programme of archaeological monitoring and recording of groundworks associated with the reduction of floor levels to provide replacement floors within the Grade II listed Slough Farmhouse, Stackyard Green, Monks Eleigh, Suffolk.

The monitoring recorded a substantial area of brick paviour floor that survived in the eastern service cross-wing below later floor surfaces. The floor appears to have been inserted during the conversion of this area to a bakehouse in the 19th century when the formerly jettied range was reduced in height. Otherwise, removal of other modern ephemeral cladding exposed small details of the structural timber-frame, in particular indicating that there was no direct communication between the original dairy/workshop and the bay to the north, and that an aperture existed in the ceiling of the north bay to provide access to upper level.

Otherwise, no other features or finds were encountered during the monitoring.

1 INTRODUCTION

1.1 Between 2013 and 2014 (September-October 2013 and November 2014), Archaeological Solutions Ltd (AS) carried out a programme of archaeological monitoring and recording of groundworks associated with the reduction of floor levels to provide replacement floors within the Grade II listed Slough Farmhouse, Stackyard Green, Monks Eleigh, Suffolk IP7 7 BD (NGR TL 863 406; Figs. 1 - 2).

1.2 The archaeological monitoring was carried out in accordance with a brief by Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT; dated 4th April 2013), and a written scheme of investigation compiled by AS (dated 9th April 2013). The monitoring adhered to the Chartered Institute for Archaeologists' (CIfA) Standard and Guidance for an Archaeological Watching Brief (2014) and *Standards for Field Archaeology in the East of England* (Gurney 2003).

1.3 The project aimed to:

Generally:

- Ensure the archaeological excavation and 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 analysis, long-term conservation and storage of the project archive

1.4 Prior to the works taking place a heritage asset assessment was undertaken by Leigh Alston (January 2013), the conclusions of which are summarised below:

Slough Farm lies in open countryside at the southern edge of an enclosed medieval green approximately 2 km from the village of Monks Eleigh. The site probably took its name from a pond which spanned the adjoining road, as shown on the tithe map of 1840 when the property was a tenanted holding of 133 acres. The farmhouse is a grade II-listed timber-framed and rendered building of complex evolution and exceptional historic interest. It reflects the standard domestic pattern of the late Middle Ages, with a central hall flanked by a service cross-wing to the east and a parlour wing on the west, but both cross-wings preserve subtle evidence of unusual features that shed important light on the sophisticated nature of larger farmhouses in the 15th century.

The farmyard includes a good aisled barn of the same period but incorporates re-used 13th century material. The service wing dates from the late-14th or early-15th century and was initially a jettied structure of two storeys that mirrored the parlour wing, but its entire upper storey was removed in the 19th century when it was converted into a bake-house. Its front wall contains evidence of three diamond-mullion windows that spanned the width of the gable, while a similar window returned along its western side and is now blocked by the 16th century hall. Extensive fenestration of this type in a medieval rural context is unique in my experience, and suggests the wing was designed as a dairy or possibly a workshop. It may have been free-standing, but probably adjoined an earlier hall set further to the rear.

The parlour cross-wing appears to be only slightly later in origin, but abutted a hall in its present position and is unusual in having possessed a small rear parlour with its own pair of service rooms. It may have been designed for a semi-independent family member such as a widow. The central hall is a reconstruction of the 16th century with a chimney bay at its high end (the chimney rebuilt) and a 'great chamber' with a chamfered open truss above. Both the interior and exterior of the house have been altered and partly rebuilt in various phases, and it is now of historic interest as much for the extent to which it illustrates the domestic change of six centuries as for its original fabric.

Planning Policy Context

1.5 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.

1.6 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 comprises the Grade II listed Slough Farmhouse at Stackyard Green (Fig. 2; DP 1). It is proposed to replace the floors within the building. The farmhouse is described in the listing as dating to the 16th century (LB 276492), though the heritage asset assessment notes that there are a number of phases to the building, with elements of 14th century date surviving, and walls and ceilings from a 19th century remodelling which are of interest. There is therefore a potential for remains of earlier phases of flooring and internal structures to be revealed when the existing floors are reduced.

3 METHODOLOGY

3.1 The brief required the recording of archaeological deposits that may be damaged or removed by the proposed alterations. The main objective related to the potential for the floor reduction to reveal early elements of the building and required the monitoring of the planned works in order to record any such evidence exposed (DP 2). Also three 50cm by 1m test pits were excavated by mechanical digger outside the western wall of the house, to investigate the foundations of the building.

3.2 The archaeological monitoring comprised the observation of all ground works, inspection of subsoil, make-up layers, and natural deposits for archaeological features, the examination of spoil heaps for archaeological finds and the recording of soil profiles. Deposits were recorded by means of *pro forma* recording sheets, drawn to scale and photographed as appropriate.

3.3 A surviving brick paviour floor was exposed in the southern bay of the eastern service cross-wing following the removal of an ephemeral partitions and the lifting of the existing floor surface. This has also been recorded and is not being removed, only repaired in places where the original paviours are lost.

4 DESCRIPTION OF RESULTS (Fig. 3)

4.1 Sample sections of the stratigraphy encountered were recorded:

Sample Section 1 (DP 3) *South-west facing*		
0.00 – 0.12m	L1000	Modern concrete and sand preparation layer.
0.12 – 0.32m+	L1001	Made-ground. Mid yellowish brown sandy clay with frequent chalk flecks and fragments and occasional charcoal flacks and fragments.

Sample Section 2 (DP 4) *North-west facing*		
0.00 – 0.10m	L1000	Modern concrete and sand preparation layer.
0.10 – 0.26m+	L1001	Made-ground. As above.

4.2 The remains of a brick paviour floor (DP 5 & 6) were encountered within the south bay of the eastern service cross-wing after the removal of a modern bathroom. Subsequently, the modern partition between this space and the adjoining kitchen was removed, modern fixtures and fittings removed and the existing floor surface in the kitchen lifted revealing the extent of the brick floor (DP 10).

4.3 The brick floor extends the full width of the southern bay, though an area on the south-west side comprises a series of square tiles which appear to be of similar yellow fabric. In the area of the kitchen, there were areas of disturbance on the north side and a small line extending around the very edge of the floor adjoining the outer wall, which had seen the loss of many paviours. These areas have been made good with new or reused paviours of similar form.

4.4 The surviving floor surface consists of narrow yellow bricks well-set and laid on-edge and jointed with a sandy lime mortar (DPs 7 and 8). Where the floor has been lifted the dimensions of the paviours can be measured. These measure 9" x 2" x 2½" (229mm x 51mm x 64mm). Though the upper surface of the paviours are well-worn, the sides and lower protected corners are regular and crisp, and the paviours are consistent with a 19th century date for production, likely added when the range was converted to a bakehouse.

4.5 With the removal of the modern fabric, the room extends the original dimensions of the space and timber-framing is exposed on the north, south and west, while that on the east appears to have been replaced with brickwork. The outline of a horizontal member survives on this side and may comprise the original mid-rail though this is currently plastered and so the form is not visible.

4.6 The frieze windows on the south and west are fully appreciable (DPs 9 and 11) and, on the north, the studwork wall between this and the adjoining space to the rear is exposed following recent works (DP 12). Evidence indicates this was formerly a closed partition but the sole-plate has been cut through and a single stud removed at the east end, presumably with the conversion of the range. More recently, two studs on the east have been replaced in new oak. The rear face of this partition is also visible (DP 13).

4.7 The lime plaster finishing coat has fallen away in places exposing the underlying wattle and daub. Vertical wattles are visible with a dark buff-coloured daub with a high straw content. Where the stud and infill has been removed to the east, holes present in the side of the stud indicate the presence of three horizontal staves to support the wattles. Above, the original binding joist survives (now functioning as a tie-beam) retaining redundant mortices for floor joists corresponding to those seen in the south bay. Of interest, however, is a gap in the sequence that suggests the presence of an opening in the ceiling to give access to the upper floor (DP 14).

4.8 Otherwise, a comprehensive sequence of assembly marks on the south and north sides of the binding joist mark the positions of the ceiling joists (DPs 15 and 16), while corresponding marks on the joists themselves are also visible (DPs 17 and 18). The marks comprise scribed Roman numerals that, on both sides begin with 'I' at the west end. This continues to VIII on the south, but on the north to V reflecting the absence of joists in the western half of the bay.

4.9 In the bay to the north, most exposed fabric is of the 19th century phase, but a short section of mid-rail on the west adjoining the doorway to the hall range retains a mortice for a lower stud.

4.10 Three 50cm by 1m test pits were excavated by mechanical digger outside the western wall of the house, to investigate the foundations of the building. The exposed deposits consist of 40cm of topsoil overlying a 30-40cm layer of darker clay with ironstone and chalk nodule inclusions that was possibly re-deposited. Underlying the clay was the natural yellow clay. The footings overlay the darker, possibly re-deposited clay. Thick roots were visible below the footing. No archaeological finds were present excepting iron nails.

5 CONFIDENCE RATING

5.1 Within the parameters of monitoring during groundworks it is not felt that any factors inhibited the recognition of archaeological features or finds.

6 DEPOSIT MODEL

6.1 The uppermost deposits encountered throughout the farmhouse comprised the modern concrete floors and associated sand preparation layer (L1000; 0.10m – 0.12m thick). After the removal of L1000, a layer of made-ground (L1001) was identified consisting of mid yellowish brown sandy clay with frequent chalk flecks and fragments and occasional charcoal flacks and fragments. The full extent of this layer was not determined due to the limits of excavation.

7 DISCUSSION

7.1 As is often the case, the previous insertion of modern concrete floors has resulted in the reduction and removal of original floor surfaces throughout the building. The layer of made-ground seen after the extraction of these modern floors appears to have been created from demolition material perhaps during 19th century alterations.

7.2 The survival of a section of good brick paviour flooring identified within the eastern service wing appears to have been inserted when this part of the building was converted to a bake-house in the 19th century. The planned works also saw the removal of modern cladding and partitions in this area which reinstated the dimensions of the south bay and exposed further detail of the north partition. Evidence indicates that this was a fully closed partition with no access given between the two spaces. From this and the fabric exposed on the south and west, it must be concluded that the only means of access into this space was from the east. Evidence for this may survive in the soffit of the mid-rail but as noted is hidden.

8 DEPOSITION OF THE ARCHIVE

8.1 The requirements for archive storage will be agreed with the Suffolk HER, and the archive deposited with the SCC Archaeological Archive within three months of the conclusion of fieldwork.

ACKNOWLEDGEMENTS

AS thanks Mr David Whymark for commissioning the monitoring on behalf of his client, Mr Cartwright.

AS would also like to acknowledge the input and advice of the Suffolk County Council Archaeological Service Conservation Team.

BIBLIOGRAPHY

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British Geological Survey (BGS), 1978, *Legend for the 1:625,000 Geological map of the United Kingdom (solid geology): London.* Mansfield

Gurney, D., 2003, *Standards for Field Archaeology in the East of England*. East Anglian Archaeology Occasional Papers 14/ALGAO

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WEB SITES

www.heritagegateway.org.uk

APPENDIX 1 NATIONAL HERITAGE LIST ENTRY

List entry Summary
This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.
Name: SLOUGH FARMHOUSE
List entry Number: 1351570
Location: SLOUGH FARMHOUSE
The building may lie within the boundary of more than one authority.

County	District	District Type	Parish
Suffolk	Babergh	District Authority	Monks Eleigh

National Park: Not applicable to this List entry.
Grade: II
Date first listed: 10-Jul-1980
Date of most recent amendment: Not applicable to this List entry.
Legacy System Information
The contents of this record have been generated from a legacy data system.
Legacy System: LBS
UID: 276942
List entry Description
Details:
Details

1. 5377 MONKS ELEIGH STACKWOOD GREEN Slough Farmhouse TL 94 NE 37/790 II 2 Probably of C16-C17 origin. A timber-framed and plastered building with a cross wing at the south-west end jettied on the upper storey. Two storeys. Casements and double-hung sashes with glazing bars. Roof tiled, with a ridge chimney stack, square.

National Grid Reference: TL 96448 45660

APPENDIX 2 THE SPECIFICATION

SLOUGH FARMHOUSE, STACKYARD GREEN, MONKS ELEIGH, SUFFOLK 1P7 7BD

WRITTEN SCHEME OF INVESTIGATION FOR CONTINUOUS ARCHAEOLOGICAL MONITORING/RECORDING

9th April 2013

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ARCHAEOLOGICAL MONITORING & RECORDING

1 INTRODUCTION

1.1 This specification (written scheme of investigation) has been prepared in response to a brief issued by Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT, Rachael Monk, dated 4th April 2013). It provides for continuous archaeological monitoring/recording of groundworks associated with the reduction of floor levels to provide replacement floors within the Grade II listed Slough Farmhouse, Stackyard Green, Monks Eleigh, Suffolk IP7 7 BD (NGR TL 863 406). The works are required to comply with a planning condition on approval for the development (Suffolk Coastal DC Ref. C/12/1923).

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 comprises the Grade II listed Slough Farmhouse at Stackyard Green. It is proposed to replace the floors within the building. The farmhouse is described in the listing as dating to the 16th century (LB 276492), though a recent heritage asset assessment notes that there are a number of phases to the building, with elements of 14th century date surviving, and walls and ceilings from a 19th century remodelling which are of interest. There is therefore a potential for remains of earlier phases of flooring and internal structures to be revealed when the existing floors are reduced.

3.2 The detailed project background will be presented in the project report, with reference to the Suffolk Historic Environment Record.

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 more 'urban' 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 he 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 earlier floors/structures within the core of Slough Farmhouse.

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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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. A Method Statement is provided (Appendix 2). The main objective surrounds the potential for the floor reduction to reveal early elements of the building.

5.2 The brief requires the continuous monitoring of all groundworks (removal of existing floors and any other ground lowering) in order to provide a record of any archaeological deposits which might be damaged or removed by any development (such as structural features, pits, postholes, hearths, surfaces etc) permitted by the current planning consent. Any ground works, and also the upcast soil, are to be closely monitored during and after removal 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 floors/overburden under archaeological observation;
- Inspection of sub-floor deposits for archaeological features and environmental deposits;
- The rapid investigation and recording of any archaeological features/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) and MoRPHE (2006).

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 MoRPHE (as set out in the brief, section 6.6).

5.10 *Staffing*

Details of Archaeological Solutions Limited staff and specialist contractors are provided (Appendix 1).

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 1).

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 1

ARCHAEOLOGICAL SOLUTIONS LIMITED
PROFILES OF KEY 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 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

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.

Zbigniew is qualified in the Construction Skills Certification Scheme (CSCS) and is a qualified in First Aid at Work (St Johns Ambulance).

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.

Gareth is qualified in the Construction Skills Certification Scheme (CSCS) and is a qualified in First Aid at Work (St Johns Ambulance).

SUPERVISOR Stephen Quinn BSc
Stephen Quinn joined AS as a Site Assistant 2009, and in 2012 was promoted to the role of Supervisor. After graduating in Archaeology and Palaeoecology at Queens University Belfast, he worked for several commercial archaeology units including on Neolithic settlement and burial sites and a Bronze Age henge monument in Northern Ireland; early industrial pottery productions sites in Glasgow, and urban Roman excavation in Lincoln. In 2012 Stephen has been heading AS' excavation of a Roman fenland settlement site at Soham, Cambridgeshire.

Stephen is qualified in the Construction Skills Certification Scheme (CSCS).

SUPERVISOR Kamil Orzechowski BA, MA
Kamil Orzechowski joined AS in 2012, as an experienced field archaeologist after spending five years in various commercial archaeology units working on large-scale construction projects including railways and pipelines. Before becoming a field archaeologist, Kamil graduated from the Institute of Ethnology and Cultural Anthropology, Adam Mickiewicz University, Poznan, Poland.

Kamil is qualified in the Construction Skills Certification Scheme (CSCS).

SUPERVISOR Samuel Egan BSc
Samuel Egan joined AS in 2012 as an experienced field archaeologist after working on a range of excavations in Northamptonshire including a large-scale road project, community projects, evaluation and excavation projects, and geophysical syrveys. Samuel graduated from Bournemouth University with two degrees: Fdsc Field Archaeology and BSc (hons.) Field Archaeology.

Samuel is qualified in the Construction Skills Certification Scheme (CSCS) and is a qualified in First Aid at Work (Red Cross).

SUPERVISOR Laszlo Lichtenstein MA, MSc, PhD
Laszlo Lichtenstein joined AS in 2012 as a Supervisor, highly experienced in a range of archaeological project management, field archaeology and archaeozoology. Laszlo has extensive experience spanning Hungary, and later Northamptonshire, including directing evaluation and excavation projects; managing project set-up including written schemes of investigation, desk-based assessments and geophysical survey; and post-excavation analysis. Laszlo completed his academic studies at University of Szegad, Hungary, including his PhD on geophysical and archaeological investigations of late Bronze Age to

early Iron Age settlements in south-east Hungary, and has published numerous articles on his areas of research.

Laszlo is qualified in the Construction Skills Certification Scheme (CSCS) and is a qualified in First Aid at Work.

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.

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 11 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 Fornminnissavn, 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, Cambridgshire. 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 MPhil**

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

HISTORIC BUILDINGS CONSULTANT Lee Prosser BA PhD AIFA

Lee Prosser is a specialist in historic buildings, with a particular interest in historic brickwork and timber-framing. After taking a degree in Archaeology and Victorian Studies at the University of Wales, Lampeter, he completed a doctoral thesis in landscape archaeology, formulating a model for the study of poorly documented landscapes by using a combination of toponymy, historic buildings and economic theory. Whilst employed by the former Hertfordshire Archaeological Trust for five years, he produced over a hundred historic building recording reports, many in conjunction with the late Adrian Gibson MBE.

Lee is currently curator (Historic Buildings) at Historic Royal Palaces, the organisation which manages and cares for The Tower of London, Hampton Court Palace, Kensington Palace, Kew Palace and The Banqueting House, Whitehall.

For ten years Lee was an associated tutor with academic status at Bristol University

APPENDIX 2
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.

ENVIRONMENTAL SAMPLING

The sampling will adhere to the guidelines prepared by English Heritage (2011) and the specialist will make his results known to Helen Chapell who co-ordinates environmental archaeology in the region on behalf of English Heritage. If important environmental remains are present a visit to the site by an environmental specialist will be arranged

Environmental sampling will follow guidelines outlined in *Working papers of the Association for Environmental Archaeology, No. 2: Environmental archaeology and archaeological evaluation* (1995) and *Environmental Archaeology; a guide to the theory and practice of methods, from sampling and recovery to post-excavation,* Centre for Archaeology Guidelines (2011).

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 3 OASIS RECORD

OASIS DATA COLLECTION FORM: England

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OASIS ID: archaeol7-168092

Project details

Project name	Slough Farmhouse, Stackyard Green, Monks Eleigh, Suffolk, IP7 7BD
Short description of the project	Between 2013 and 2014, AS carried out a programme of archaeological monitoring and recording of groundworks associated with the reduction of floor levels to provide replacement floors within the Grade II listed Slough Farmhouse, Stackyard Green, Monks Eleigh, Suffolk. The monitoring recorded a substantial area of brick paviour floor that survived in the eastern service cross-wing below later floor surfaces. The floor appears to have been inserted during the conversion of this area to a bakehouse in the 19th century when the formerly jettied range was reduced in height. Otherwise, removal of other modern ephemeral cladding exposed small details of the structural timber-frame, in particular indicating that there was no direct communication between the original dairy/workshop and the bay to the north, and that an aperture existed in the ceiling of the north bay to provide access to upper level. Otherwise, no other features or finds were encountered during the monitoring.
Project dates	Start: 10-09-2013 End: 17-11-2014
Previous/future work	No / No
Any associated project reference codes	P5279 - Contracting Unit No.
Any associated project reference codes	MKE034 - Sitecode
Any associated project reference codes	ESF24243 - HER event no.
Any associated project reference codes	168092 - OASIS form ID
Type of project	Recording project
Site status	Area of Archaeological Importance (AAI)
Current Land use	Residential 1 - General Residential
Monument type	19TH CENTURY BRICK PAVIOUR FLOOR Modern
Significant Finds	NONE None
Investigation type	"Watching Brief"
Prompt	Planning condition

Project location

Country	England
Site location	SUFFOLK BABERGH MONKS ELEIGH Slough Farmhouse, Stackyard Green, Monks Eleigh, Suffolk
Postcode	IP7 7BD
Study area	0 Square metres
Site coordinates	TL 863 406 52.031979117949 0.716192663773 52 01 55 N 000 42 58 E Point
Height OD / Depth	Min: 145m Max: 145m

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	Smith, L. Collins, T.
Name of sponsor/funding body	Mr Cartwright

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk County Council Archaeological Services
Digital Contents	"none"
Digital Media available	"Moving image","Spreadsheets","Text"
Paper Archive recipient	Suffolk County Council Archaeological Services
Paper Contents	"none"
Paper Media available	"Context sheet","Map","Photograph","Plan","Section","Survey "

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	SLOUGH FARMHOUSE, STACKYARD GREEN, MONKS ELEIGH, SUFFOLK IP7 7BD ARCHAEOLOGICAL MONITORING and RECORDING
Author(s)/Editor(s)	Lisa Smith BA
Author(s)/Editor(s)	Tansy Collins MSt
Author(s)/Editor(s)	Rosanna Price BA
Other bibliographic details	R5103

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Entered on	1 September 2016

OASIS:

Please e-mail Historic England for OASIS help and advice

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Slough Farmhouse, facing west

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Room 1 (library), facing north

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Sample section 1, facing north-east

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Sample section 2, facing north-west

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Brick paviour floor exposed during second phase of monitoring, facing north-west

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South end of the current dining room showing the formerly closed partition between the south and north bays of the eastern service-wing, facing south

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Detail of scribed assembly marks, facing south

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Detail of scribed assembly marks, facing south

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Detail of scribed assembly marks in binding joist and ceiling joist, facing north-east

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Fig. 1 Site location plan

Scale 1:25,000 at A4

Slough Farmhouse, Monks Eleigh, Suffolk (P5279)

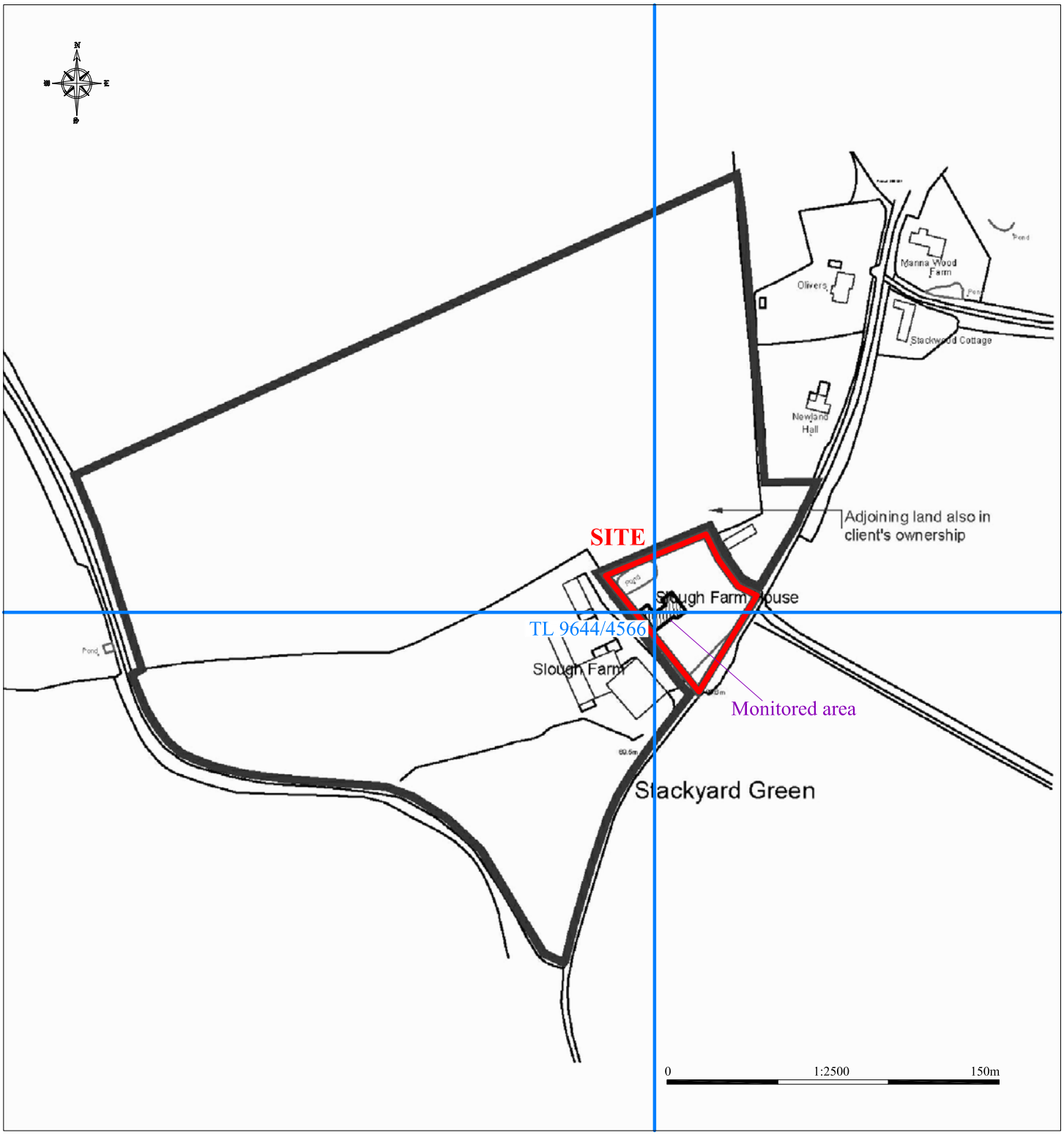

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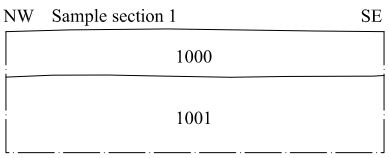
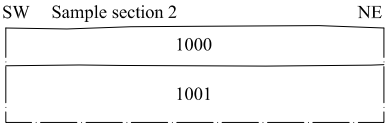
Fig. 2 Detailed site location plan
Scale 1:2,500 at A4
Slough Farmhouse, Monks Eleigh, Suffolk (P5279)





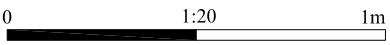


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Fig. 3 Site plan and sections
Scale 1:150 and 1:20 at A4
Slough Farmhouse, Monks Eleigh, Suffolk (P5279)