
ARCHAEOLOGICAL SOLUTIONS LTD

**LAND ADJACENT TO HAZELWOOD, THE STREET,
ELMSETT, SUFFOLK**

ARCHAEOLOGICAL MONITORING AND RECORDING

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Approved: Claire Halpin MIfA		Project No: 5353
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OASIS SUMMARY SHEET

project details			
Project name	<i>Land adjacent to Hazelwood, The Street, Elmsett, Suffolk</i>		
<p><i>On the 6th of August 2014, Archaeological Solutions Ltd carried out a programme of archaeological monitoring and recording on land adjacent to Hazelwood, The Street, Elmsett, Suffolk (NGR TM 0585 4680). The monitoring was commissioned by Oxbury and Co. on behalf of Icen Homes and was undertaken following an archaeological trial trench evaluation (Lichtenstein 2014) and subsequent groundworks associated with the residential development of the site. The monitoring was required to comply with a planning condition, based on advice from Suffolk County Council Archaeological Service - Conservation Team.</i></p> <p><i>The forerunning archaeological trial trench evaluation identified a series of medieval (mid 12th to 14th century AD) ditches and several undated pits. Unstratified medieval pottery and two prehistoric struck flints were also found in the topsoil. Medieval Ditch F1017 (Trench 4) yielded a single piece of daub (208g), typical of wattle and daub construction. Based on the low density of features and finds it was concluded that the site was peripheral to the core of medieval settlement.</i></p> <p><i>In the event, the programme of archaeological monitoring and recording (reported herein) did not encounter any additional features or finds. It must be understood, however, that the scope of the investigation was limited due to the commencement of groundworks/ construction – following the trial trench evaluation – prior to the implementation of an appropriate archaeological mitigation strategy.</i></p>			
Project dates (fieldwork)	<i>06 August 2014</i>		
Previous work (Y/N/?)	<i>N</i>	<i>Future work</i>	<i>TBC</i>
P. number	<i>5353</i>	<i>Site code</i>	<i>ETT 022</i>
Type of project	<i>Archaeological Monitoring</i>		
Site status	<i>-</i>		
Current land use	<i>Garden</i>		
Planned development	<i>Residential</i>		
Main features (+dates)	<i>None</i>		
Significant finds (+dates)	<i>None</i>		
Project location			
County/ District/ Parish	<i>Suffolk</i>	<i>Babergh</i>	<i>Elmsett</i>
HER/ SMR for area	<i>Suffolk Historic Environment Record</i>		
Post code (if known)	<i>-</i>		
Area of site	<i>c. 0.6ha</i>		
NGR	<i>TM 0585 4680</i>		
Height AOD (min/max)	<i>c. 63-64m AOD</i>		
Project creators			
Brief issued by	<i>Suffolk County Council Archaeological Service Conservation Team</i>		
Project supervisor/s (PO)	<i>Sam Egan</i>		
Funded by	<i>Icen Homes</i>		
Full title	<i>Land adjacent to Hazelwood, The Street, Elmsett, Suffolk. Archaeological Monitoring and Recording</i>		
Authors	<i>Egan, S. (Mustchin, A. (Editor))</i>		
Report no.	<i>4651</i>		
Date (of report)	<i>11 August 2014 (Revised 14/08/2014)</i>		

LAND ADJACENT TO HAZELWOOD, THE STREET, ELMSETT, SUFFOLK

ARCHAEOLOGICAL MONITORING AND RECORDING

SUMMARY

On the 6th of August 2014, Archaeological Solutions Ltd carried out a programme of archaeological monitoring and recording on land adjacent to Hazelwood, The Street, Elmsett, Suffolk (NGR TM 0585 4680). The monitoring was commissioned by Oxbury and Co. on behalf of Icen Homes and was undertaken following an archaeological trial trench evaluation (Lichtenstein 2014) and subsequent groundworks associated with the residential development of the site. The monitoring was required to comply with a planning condition, based on advice from Suffolk County Council Archaeological Service - Conservation Team.

The site lies on the main street of the historic village of Elmsett, within an area of archaeological potential highlighted on the Suffolk Historic Environment Record (HER). The Street runs between significant elements of the medieval settlement core; the Church of St Peter's (HER ETT 008) and a moated site (HER ETT 002). A second moated site lies to the south of the churchyard on the site of Elmsett Hall (HER ETT 003).

The forerunning archaeological trial trench evaluation identified a series of medieval (mid 12th to 14th century AD) ditches and several undated pits. Unstratified medieval pottery and two prehistoric struck flints were also found in the topsoil. One medieval ditch (F1017; Trench 4) yielded a single piece of daub (208g), typical of wattle and daub construction. It was concluded that, although seemingly peripheral to the core of medieval settlement, the site had good archaeological potential, particularly for additional medieval features and finds.

In the event, the programme of archaeological monitoring and recording (reported herein) did not encounter any features or finds. It must be understood, however, that the scope of the investigation was limited due to the commencement of groundworks/ construction – following the trial trench evaluation – prior to the implementation of an appropriate archaeological mitigation strategy.

1 INTRODUCTION

1.1 On the 6th of August 2014, Archaeological Solutions Ltd carried out a programme of archaeological monitoring and recording on land adjacent to Hazelwood, The Street, Elmsett, Suffolk (NGR TM 0585 4680; Figs. 1-2). The monitoring was commissioned by Oxbury and Co. on behalf of Icen Homes and was undertaken following an archaeological trial trench evaluation (Lichtenstein 2014) and subsequent groundworks associated with the residential development of the site. The monitoring was required to comply with a planning condition, based on advice from Suffolk County Council Archaeological Service - Conservation Team (SCCAS-CT).

1.2 The monitoring and recording was carried out in accordance with a brief issued by Suffolk County Council Archaeological Service - Conservation Team (SCC AS-CT; Rachael Abraham), dated 01/08/2014, and a specification compiled by AS (dated 04/08/2014) and approved by SCCAS-CT. It followed the procedures outlined in the Institute for Archaeologists' *Code of Conduct, Standard and Guidance for Archaeological Watching Briefs* (revised 2008), and adhered to the relevant sections of *Standards for Field Archaeology in the East of England* (Gurney 2003).

1.3 The principal objectives of the monitoring were to:

- 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 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.

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 village of Elmsett is located c. 9.2km west of Ipswich and c. 5km north-east of the historic market town of Hadleigh. The site lies on the southern side of The Street, to the west of Hazelwood (Figs. 1-2). It comprises a sub-rectangular plot extending to some 0.6ha and is currently under development.

3 TOPOGRAPHY, GEOLOGY AND SOILS

3.1 The site is set in a gently undulating landscape at approximately 63-64m AOD. The Belstead Brook flows to the north and east of the village.

3.2 The local soils are chalky tills of the Hanslope Association, described as 'slowly permeable calcareous clayey soils' (SSEW 1983a; 1983b, 7). The underlying geology comprises London Clay, with the boundary with Upper Cretaceous Chalk just to the north.

4 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

4.1 The site lies on the main street of the historic village settlement within an area of archaeological potential highlighted on the Suffolk Historic Environment Record (SHER). The Street runs between the Grade I listed medieval church (SHER ETT 008) and a Scheduled Monument moated site (SHER ETT 002; SAM 33297). The Church of St Peter predominantly dates between the 13th and 15th centuries and has a Norman marble font; it was restored in 1900 when the nave roof was replaced (SHER ETT 008). There is another moated site on the south side of the churchyard now named Church Farm which is on the site of Elmsett Hall (SHER ETT 003). The existing Church Farm dates from the 16th or 17th century and is Grade II listed.

4.2 The scheduled site is located 150m north-east of Malting Farm and 300m west of the development site. The large moat is wedge-shaped with water-filled ditches and trees along the edges of the island, with an entrance causeway in middle of the north side (SHER ETT 002). The large house in the interior is eccentrically placed in relation to the arms of the moat. The Grade II listed house located 550m from the parish church was formerly Elmsett Rectory and has a late 15th century core, although most of the visible exterior is 18th or 19th century. There are remains of an orchard to the south of the house.

4.3 The Old Rectory moated site is located on the south-east side of Elmsett Green. Research carried out on the county of Suffolk has demonstrated that greens are usually found as secondary settlements on clay soils with farmsteads and houses set around their margins, and that they generally originated in the 12th century (Martin 1988). A cut halfpenny of Ethelred II (978-1016) was found on the west side of the green, approximately 675m west of the site (SHER ETT 010). There is a deer park recorded in the area at an unknown location, but this is likely to be in the area of Elmsett Park Wood to the south-east (SHER ETT Misc). The mid 19th century Tithe Map shows the friends burial ground in Elmsett village approximately 600m south-west of the site (SHER ETT 017). There are eight other listed buildings

within 500m of the site with the closest the Grade II listed 'Twin Gables' located 160m to the south.

Previous Archaeological Investigation

4.4 In November 2013, AS carried out an archaeological trial trench evaluation at the site (Lichtenstein 2014). Features present within the trial trenches are summarised below (Table 1) and an overlay of trench locations is presented in Figure 2.

Trench	Context	Description	Date
1	F1011	Pit	Undated
	F1015	Gully	Undated
2	F1003	Ditch	Undated
	F1005	Gully	Medieval (mid 12 th to 14 th century AD)
	F1007	Ditch	Medieval (mid 12 th to 14 th century AD)
3	F1009	Gully	Undated
	-	Land drain	Modern
4	F1013	Pit	Undated
	F1017	Ditch	Medieval (mid 12 th to 14 th century AD)
	-	Land drain	Modern
5	-	Tree hollow	Undated
6	F1019	Pit	Undated
	F1022	Pit	Undated
	F1024	Pit	Undated

Table 1: Summary of features encountered by the trial trench evaluation

4.5 The archaeological trial trench evaluation identified a series of medieval (mid 12th to 14th century AD) ditches and several undated pits. Two modern land drains were also encountered. Unstratified medieval pottery and two prehistoric struck flints were found in the topsoil. One medieval ditch (F1017; Trench 4) yielded a single piece of daub (208g), typical of wattle and daub construction. It was concluded that, although seemingly peripheral to the core of medieval settlement, the site had good archaeological potential, particularly for additional medieval features and finds.

5 METHODOLOGY

5.1 The brief required the machine stripping/ cleaning of two areas of the site (the lagoon area in the north-east of the site and the area between house plots 3/ 4 and 5/ 6), and the excavation and recording of any archaeological remains present.

5.2 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 The topsoil had been stripped prior to the programme of monitoring and recording. The recorded sample sections are summarised below:

<i>Sample Section 1: Area 1 (Fig. 2)</i> <i>0.00 = 61.72 AOD</i>		
0.00 – 0.20m	L1001	Subsoil. Mid yellowish brown, friable, silty clay with occasional flint nodules and chalk flecks.
0.20m+	L1002	Natural. Light brownish yellow, compact, sandy clay with moderate chalk flecks and flint nodules.

<i>Sample Section 2: Area 2 (Fig. 2)</i> <i>0.00 = 61.67 AOD</i>		
0.00 – 0.21m	L1001	Subsoil. Mid yellowish brown, friable, silty clay with occasional flint nodules and chalk flecks.
0.21m+	L1002	Natural. Light brownish yellow, compact, sandy clay with moderate chalk flecks and flint nodules.

Description: no archaeological features or finds were present in either of the areas subject to archaeological monitoring and recording.

7 CONFIDENCE RATING

7.1 Within the confines of the monitoring and recording it is not felt that any factors restricted the identification of archaeological features or finds.

8 DEPOSIT MODEL

8.1 The topsoil had already been removed. Subsoil L1001 comprised mid yellowish brown, friable, silty clay with occasional flint nodules and chalk flecks (0.20m thick). The natural drift geology (L1002) was present below the subsoil and comprised light brownish yellow, compact, sandy clay with moderate chalk flecks and flint nodules.

9 DISCUSSION

9.1 The findings of the forerunning trial trench evaluation, principally comprising a series of medieval (mid 12th to 14th century AD) ditches (Lichtenstein 2014), suggested that the site had good archaeological potential, particularly for additional medieval features and finds.

9.2 In the event, the programme of monitoring and recording did not encounter any features or finds. It must be understood, however, that the scope of the investigation was limited due to the commencement of groundworks/ construction – following the trial trench evaluation – prior to the implementation of an appropriate archaeological mitigation strategy.

10 DEPOSITION OF THE ARCHIVE

10.1 Archive records, with an inventory, will be deposited at the Suffolk County Store. The archive will be quantified, ordered, indexed, cross-referenced and checked for internal consistency.

10.2 The archive will be deposited within six months of the conclusion of the fieldwork. It 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* (SCCAS-CT, 2010).

ACKNOWLEDGEMENTS

Archaeological Solutions Ltd (AS) would like to thank the client Icen Homes for funding the project and their consultant Oxbury and Co. (in particular Mr Andy Snape) for their assistance.

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

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Soil Survey of England and Wales: Legend for the 1:250,000 Soil Map of England and Wales (Harpenden, Rothamsted Experimental Station/ Lawes Agricultural Trust)

APPENDIX 1 SPECIFICATION

LAND ADJACENT TO HAZLEWOOD, THE STREET, ELMSETT, SUFFOLK

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

4th August 2014

LAND ADJACENT TO HAZLEWOOD, THE STREET, ELMSETT, SUFFOLK

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, dated Rachael Abraham, dated 1st August 2014). It provides for archaeological monitoring/recording of groundworks associated with the construction of a new affordable residential development scheme on land adjacent to Hazelwood, The Street, Elmsett, Suffolk (NGR TM 0585 4680). The works are required to comply with a planning condition on approval for the development.

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 It is proposed to construct a new affordable housing development of ten new homes on land adjacent to Hazelwood, The Street, Elmsett, Suffolk. The site lies on the southern side of The Street, adjacent to the cul-de-sac of Hazelwood to the east. It extends to some 0.6ha and is currently greenfield.

3.2 The site lies within an area of archaeological potential highlighted on the Suffolk Historic Environment Record (HER) on the main street of the historic village settlement. The Street runs between the significant elements of the medieval settlement core; the church (HER ETT 008) and a moated site (HER ETT 003). Another moated site lies to the west (HER ETT 002). The site has a particular potential for further elements of medieval/post-medieval occupation associated with the historic settlement.

3.3 The site has been subject to an archaeological trial trench evaluation by AS (Lichtenstein & Thompson 2013). In summary:

The earliest period represented was the prehistoric struck flint (two) from the topsoil in Trench 2. Three features were consistently dated to the medieval (mid 12th – 14th century) period. The features were all linear (Gully F1005, Ditch F1007 and Ditch F1017) and were recorded in Trenches 2 and 4. Unstratified medieval sherds were also found in the topsoil. The quantity of pottery within the features was low (between 1 – 3 sherds), and only Ditch F1017 (Tr.4) contained another find; a fragment (208g) of daub associated with wattle and daub. The 'medieval' ditches and undated ditches were aligned broadly N/S and E/W and may represent the

remains of a field system in the northern half of the site. The remaining features were undated discrete pits located in Trenches 1 (F1011), 4 (F1013) and 6 (F1019, F1022 and F1024).

In the event the evaluation revealed sparse prehistoric flint and 'medieval' linear features. The low density of finds and general lack of other finds suggests that the site is on the periphery of the medieval settlement.

3.4 The development has commenced and SCC AS-CT have advised that two areas of the site should be stripped under archaeological supervision and any archaeological features be investigated and recorded.

3.5 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 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 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 routes. 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 associated with the medieval development of the village and to identify any evidence of prehistoric activity.

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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 B). The main objective surrounds the potential for the groundworks for the development to produce further evidence of medieval and potentially earlier activity.

5.2 The brief requires that two areas of the site (the lagoon area in the NE part of the site and the area between proposed house plots 3 and 4 and 5 and 6) are stripped/cleaned by machine and any archaeological remains are to be recorded.

5.3 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.

5.4 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.

5.5 All of the above stages and operations will be carried out in accordance with MAP2 (EH 1991) and MoRPHE (2006).

Stage Details

5.6 **Site clearance:** under archaeological observation

5.7 **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).

5.8 **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

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

5.10 The resultant project report will follow the principles of MoRPHE

5.11 *Staffing*

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

5.12 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 Draft hard and digital PDF copies of the report will be submitted to SCC AS-CT for approval. If any revisions are required, final hard and digital PDF copies will be supplied to SCC AS-CT for deposition with the HER

7.3 The project details will be submitted to the OASIS database, and the online summary form will be appended to the project report.

7.4 A summary report will be submitted suitable for inclusion in the annual roundups of *Proceedings of the Suffolk Institute of Archaeology and History*, dependent on the results of the project.

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 6) and below (Appendix A).

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, 2010). 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 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.

OFFICE ADMINISTRATOR

Sarah Powell

Experience: Sarah is an experienced and efficient administrative assistant with more than ten years experience of working in a variety of office environments. She is IT literate and proficient in the use of Microsoft Word, particularly Microsoft Excel. She has completed NVQ 2 & 3 in Administration and Office Skills. She recently attended and completed a course in Microsoft Excel – Advanced Level.

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

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.

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

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 surveys. 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.

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 Szeged, 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

Andrew Newton MPhil PIFA

(POST-EXCAVATION)

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 Fornminnisavni, 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.

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.

FINDS AND ARCHIVE ASSISTANT

Adam Leigh

Experience: Adam joined AS in January 2012. In his time with the company he has helped process hundreds of finds from a variety of sites going on to concord them. Adam has helped prepare a large number of sites for deposition with museums making sure that the finds are prepared in strict accordance with the guidelines and requirements laid out by the receiving museum.

ASSISTANT ARCHIVES OFFICER

Karen Cleary

Experience: Karen started her administrative career as Youth Training Administrator for a training company (TSMA Ltd) in 1993, where she provided administrative support for NVQ Assessors' of trainees and apprentices on the youth training scheme and in work placements they'd helped set up. Amongst her administrative duties she was principally in charge of preparing the Training Credits Claims and sending off for government funding. She gained NVQ's Level's 2 and 3 in Administration whilst working in this role. Karen started out with AS as Office Assistant in February 2009 and within a few months was promoted to Archives Assistant. Principally her role involves the preparation of Archaeological archives for long term deposition with museums. She has developed a good understanding of the preparation process and follows each individual museum's guidelines closely. She has a

good working knowledge of Microsoft Office and is competent with *FileZilla*- Digital File Transfer software and *Fastsum*-Checksum Creation software.

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 un-abraded 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, which is possible on this site, 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 Zoe Outram 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 2 OASIS SUMMARY SHEET

OASIS DATA COLLECTION FORM: England

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OASIS ID: archaeoi7-187508

Project details

Project name	The Street, Elmsett, Suffolk
Short description of the project	On the 6th of August 2014, Archaeological Solutions Ltd carried out a programme of archaeological monitoring and recording on land adjacent to Hazelwood, The Street, Elmsett, Suffolk (NGR TM 0585 4680). The monitoring was commissioned by Oxbury and Co. on behalf of Icen Homes and was undertaken following an archaeological trial trench evaluation (Lichtenstein 2014) and subsequent groundworks associated with the residential development of the site. The monitoring was required to comply with a planning condition, based on advice from Suffolk County Council Archaeological Service - Conservation Team. The forerunning archaeological trial trench evaluation identified a series of medieval (mid 12th to 14th century AD) ditches and several undated pits. Unstratified medieval pottery and two prehistoric struck flints were also found in the topsoil. Medieval Ditch F1017 (Trench 4) yielded a single piece of daub (208g), typical of wattle and daub construction. Based on the low density of features and finds it was concluded that the site was peripheral to the core of medieval settlement. In the event, the programme of archaeological monitoring and recording (reported herein) did not encounter any additional features or finds. It must be understood, however, that the scope of the investigation was limited due to the commencement of groundworks/ construction - following the trial trench evaluation - prior to the implementation of an appropriate archaeological mitigation strategy
Project dates	Start: 06-08-2014 End: 06-08-2014
Previous/future work	Yes / No
Any associated project reference codes	P5353 - Contracting Unit No.
Any associated project reference codes	ETT 022 - Sitecode
Type of project	Recording project
Site status	None
Current Land use	Other 5 - Garden
Monument type	NONE None
Significant Finds	NONE None
Investigation type	"Watching Brief"
Prompt	Planning condition

Project location

Country	England
Site location	SUFFOLK BABERGH ELMSETT The Street, Elmsett, Suffolk
Study area	0.60 Hectares
Site coordinates	TM 0585 4680 52.0807072074 1.00455831329 52 04 50 N 001 00 16 E Point
Height OD / Depth	Min: 63.00m Max: 64.00m

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	Samuel Egan
Type of sponsor/funding body	Iceni Homes Ltd

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	"Diary","Photograph","Plan","Report","Survey "

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	The Street, Elmsett, Suffolk
Author(s)/Editor(s)	Egan, S
Author(s)/Editor(s)	Mustchin, A
Other bibliographic details	Archaeological Solutions Report No. 4651
Date	2014
Issuer or publisher	Archaeological Solutions Ltd
Place of issue or publication	Bury St Edmunds

Entered by Sarah Powell (Info@ascontracts.co.uk)
Entered on 14 August 2014

OASIS:

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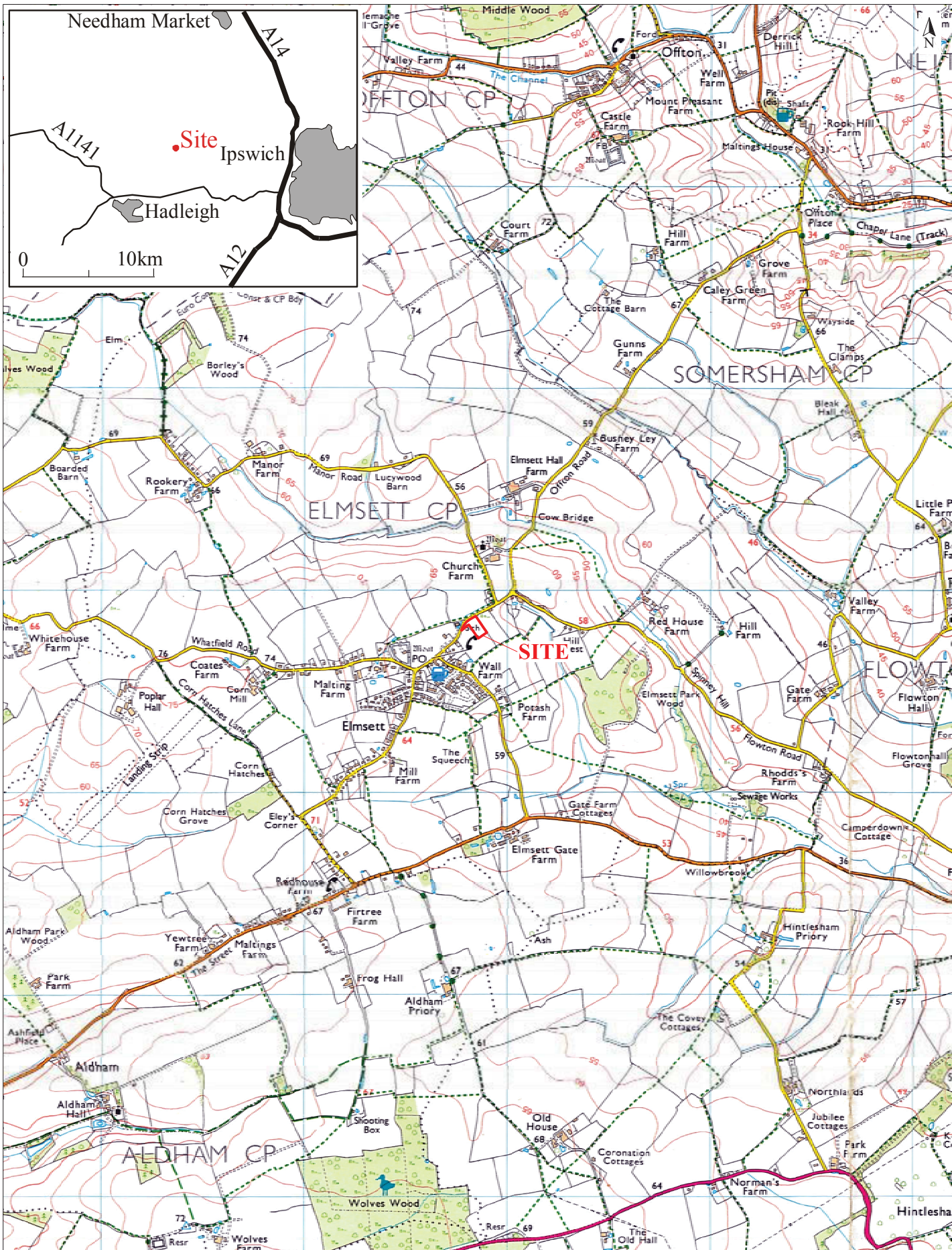
PHOTO INDEX



DP1: Area 1, looking east

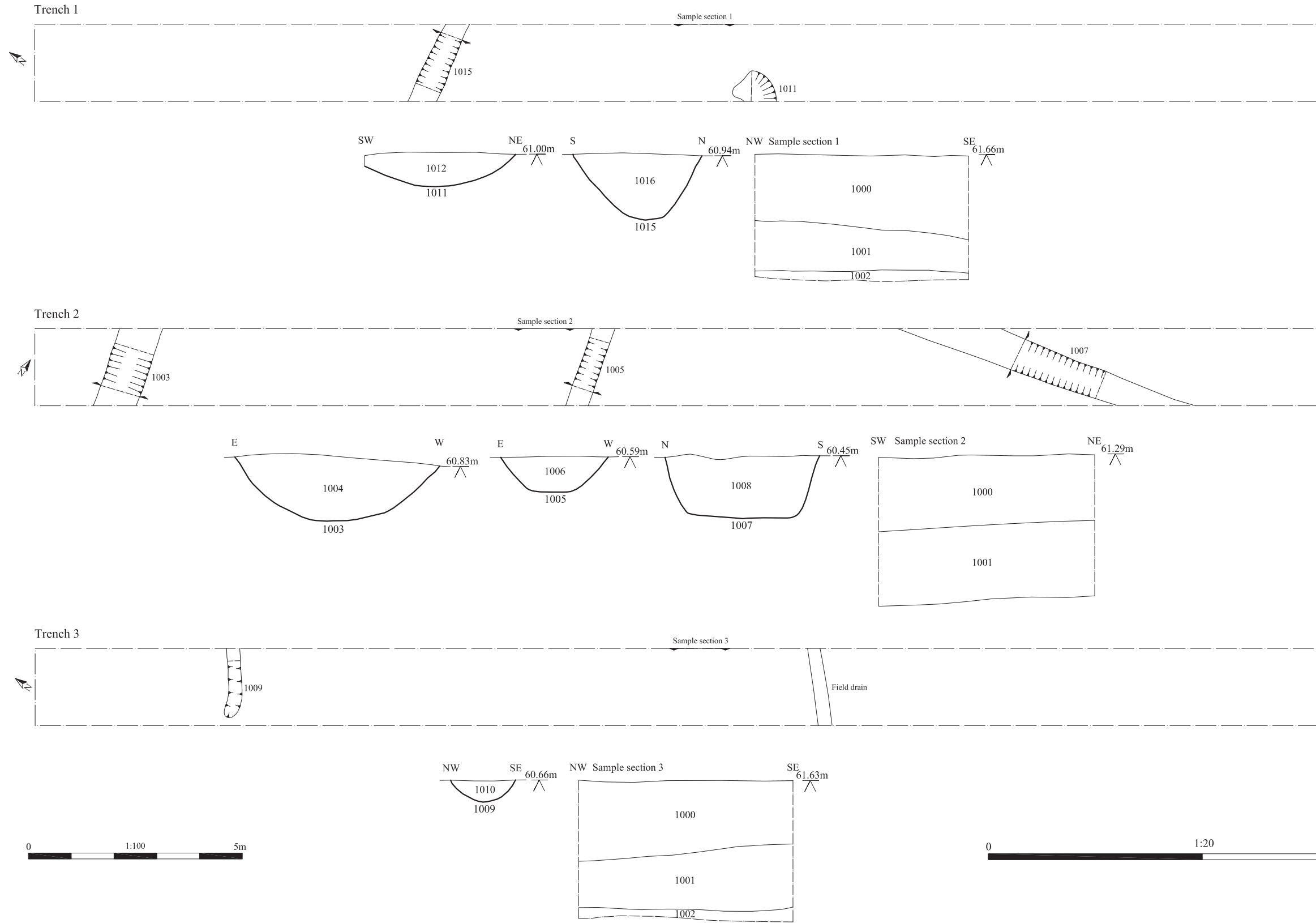


DP2: Area 2, looking east

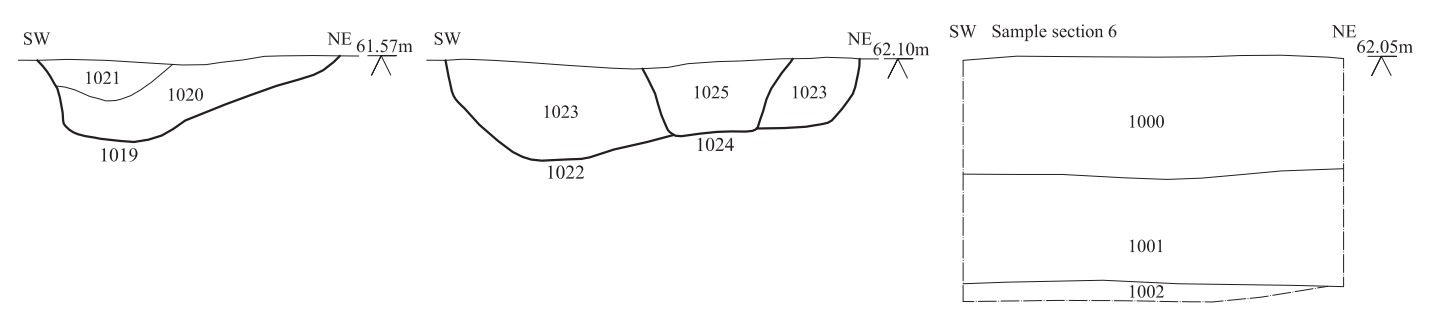
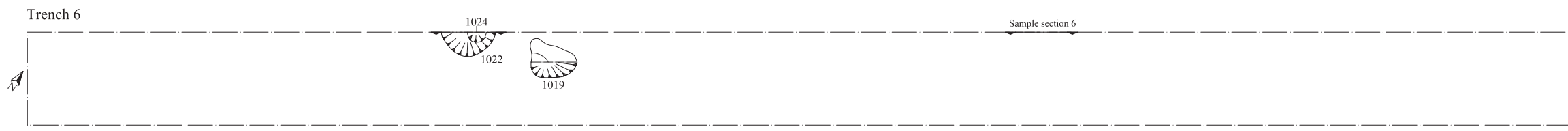
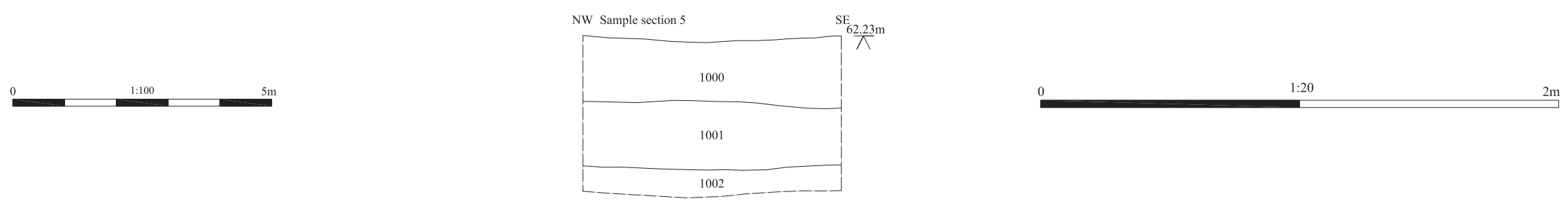
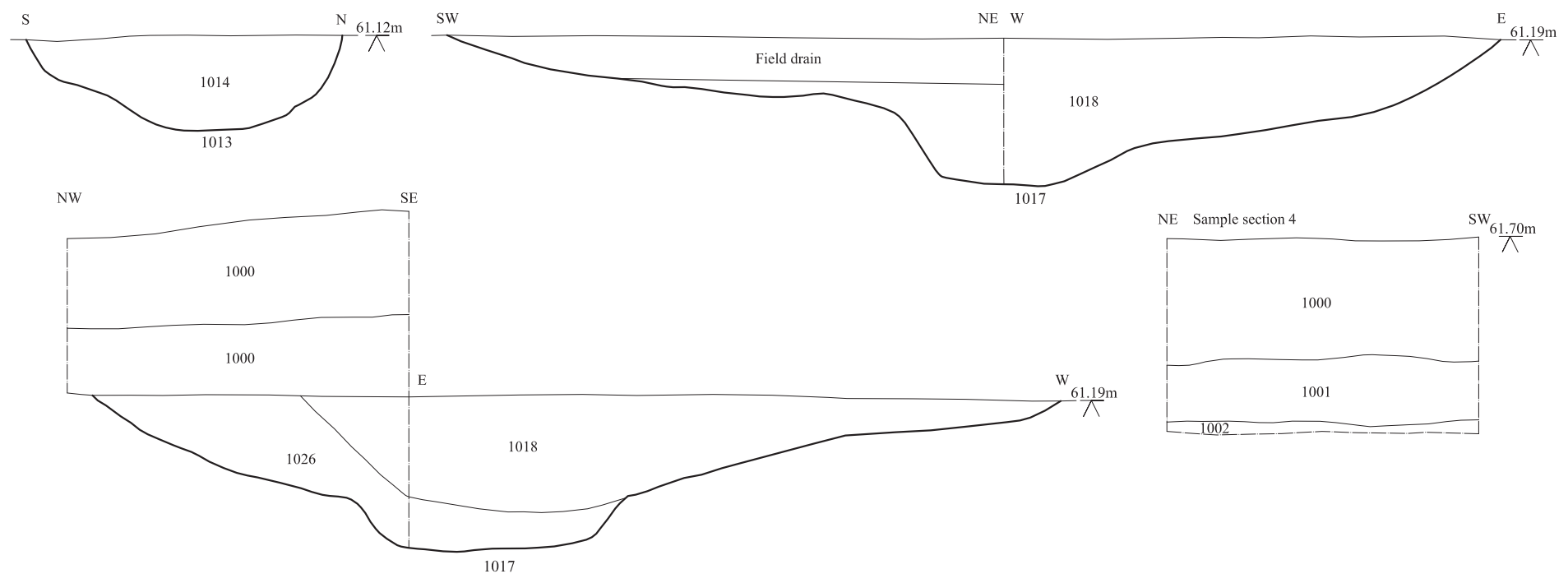
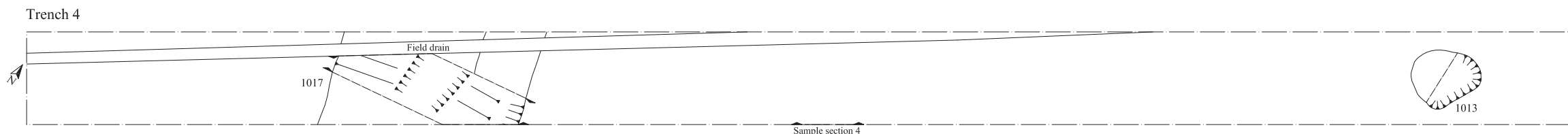


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Fig. 1 Site location plan
 Scale 1:25000 at A4



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Fig. 3 Trench plans and sections
 Scale: Plans 1:100 and sections 1:20 at A3



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Fig. 4 Trench plans and sections
 Scale: Plans 1:100 and sections 1:20 at A3