

ARCHAEOLOGICAL SOLUTIONS LTD

**PROPOSED ANNEXE, ALDEHURST, VICTORIA ROAD,
ALDEBURGH, SUFFOLK IP15 5DX**

CONTINUOUS ARCHAEOLOGICAL MONITORING AND RECORDING

Authors: Gareth Barlow (Field work and report)	
NGR: TM 463 567	Report No: 5092
District: Suffolk Coastal	Site Code: ADB224
Oasis no: archaeol7-245371	Project No: 6415
Approved: Claire Halpin MCIfA Signed:	Date: 13 April 2016

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OASIS SUMMARY

Project details			
Project name	<i>Proposed Annexe, Aldehurst, Victoria Road, Aldeburgh, Suffolk IP15 5DX</i>		
<i>In March 2016 Archaeological Solutions Ltd (AS) carried out a programme of continuous archaeological monitoring and recording at Aldehurst, Victoria Road, Aldeburgh, Suffolk. IP15 5DX. (TM 463 567). The monitoring was undertaken in compliance with a planning condition attached to planning permission for the construction of an annexe to the residential property of 'Aldehurst'.</i>			
<i>The monitoring revealed a modern pit and a modern wall footing only.</i>			
Project dates (fieldwork)	<i>11, 15 March and 6 April 2016</i>		
Previous work (Y/N/?)	<i>N</i>	<i>Future work</i>	<i>N</i>
P. number	<i>6415</i>	<i>Site code</i>	<i>ADB224</i>
Oasis no.	<i>archaeol7-245371</i>		
Type of project	<i>Archaeological Monitoring & Recording</i>		
Site status	<i>None</i>		
Current land use	<i>Residential</i>		
Planned development	<i>Demolition of small outbuilding and replacement with larger annexe.</i>		
Main features (+dates)	<i>Pit, wall footing and services – all modern</i>		
Significant finds (+dates)	<i>Pottery and CBM</i>		
Project location			
County/ District/ Parish	<i>Suffolk</i>	<i>Suffolk Coastal</i>	<i>Aldeburgh</i>
HER/ SMR for area	<i>Suffolk Historic Environment Record</i>		
Post code (if known)	<i>IP15 5DX</i>		
Area of site	<i>c.100m2</i>		
NGR	<i>TM 463 567</i>		
Height AOD (min/max)	<i>c. 12.50m AOD</i>		
Project creators			
Brief issued by	<i>Suffolk County Council Archaeological Service Conservation Team</i>		
Project supervisor/s (PO)	<i>Gareth Barlow</i>		
Funded by	<i>Nicholas Jacobs Architects</i>		
Full title	<i>Proposed Annexe, Aldehurst, Victoria Road, Aldeburgh, Suffolk IP15 5DX. Archaeological Monitoring and Recording</i>		
Authors	<i>Barlow, G.</i>		
Report no.	<i>5092</i>		
Date (of report)	<i>April 2016</i>		

**PROPOSED ANNEXE, ALDEHURST, VICTORIA ROAD,
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CONTINUOUS ARCHAEOLOGICAL MONITORING AND RECORDING

SUMMARY

In March 2016 Archaeological Solutions Ltd (AS) carried out a programme of continuous archaeological monitoring and recording at Aldehurst, Victoria Road, Aldeburgh, Suffolk. IP15 5DX (TM 463 567). The monitoring was undertaken in compliance with a planning condition attached to planning permission for the construction of an annexe to the residential property of 'Aldehurst'.

The site lies on the southern side of Victoria Road within the historic core of Aldeburgh, immediately south of the medieval parish church of St Peter & St Paul.

The archaeological monitoring revealed Pit F1005 and Wall Footing M1008, both modern.

1 INTRODUCTION

1.1 In March 2016 Archaeological Solutions Ltd (AS) carried out a programme of continuous archaeological monitoring and recording at Aldehurst, Victoria Road, Aldeburgh, Suffolk. IP15 5DX (TM 463 567; Figs. 1-2). The monitoring was undertaken in compliance with a planning condition attached to planning permission for the construction of a new annexe to the residential property of 'Aldehurst' (Suffolk Coastal Council Planning Ref. DC/15/2439).

1.2 The archaeological monitoring was carried out in accordance with a brief prepared by Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT; Dr Abby Antrobus, dated 21st August 2015), and a specification compiled by AS (dated 26th August 2015), approved by SCC AS-CT. The monitoring also adhered to the procedures described in the Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for Watching Briefs* (2014) and *Standards for Field Archaeology in the East of England* (Gurney 2003).

1.3 The project aimed 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; and
- 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 site is located within the historic core of Aldeburgh. It lies on the southern side of Victoria Road, immediately south of the medieval parish church of St Peter and St Paul. The site comprises a residential house with gardens to the north, west and east. It is proposed to replace an existing small outbuilding with a larger annexe.

3 TOPOGRAPHY, GEOLOGY AND SOILS

3.1 Aldeburgh is within a tidal landscape c.250m west of the seafront. The River Alde runs approximately 1km to the south of the site where it meanders southwards and follows the line of the coastline and flows into the River Ore.

3.2 The site sits in a geological pocket of the Chillesford Clay Member, sedimentary bedrock formed in the Quaternary period. Surrounding this is a similar pocket of Chillesford Church Sand Member, whilst the larger area consists of the Coralline Crag Formation. The overlying soil type for all of these members is a freely draining, slightly acidic, sandy soil.

4 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

4.1 Various prehistoric flint implements have been found in the surrounding area of Neolithic, Mesolithic and Bronze Age date (SHER MSF2553, MSF2545 & MSF2547). Further excavations in the area have uncovered Romano-British pottery and later evidence of Saxon settlement at Barber's Point, 3km west of the main town on a promontory on the north bank of the River Alde. In addition to this there is some evidence to suggest there was a small Roman port at the river mouth which the Saxons subsequently utilised. Roman finds from the area include a stamped redware lamp found to the north of the town, a possible altar stone and artefact scatters including coins from the seashore (SHER MSF2548, MSF2557 & MSF2555).

4.2 In the beginning of the medieval period the harbour at Dunwich, c.14km to the north of Aldeburgh, dominated the east coast. Following many storms the prosperity of Dunwich declined, allowing Aldeburgh to rise in prominence. Much of the shore line has now been reclaimed by the sea; in medieval Dunwich the coastline was c.1.4km further east than it is currently and thus much of the evidence of this period has been lost. Various excavations in the surrounding town have revealed no archaeological features (SHER 1915481).

4.3 In the 16th century Aldeburgh was a leading port with a flourishing ship building industry; a Moot Hall was built serving as a focus for the market and a prison (SHER MSF2541). Although built in the centre of the market place originally, this building now stands on the seafront due to the changing coastal landscape. A windmill once stood c.80m to the east of the site appearing on a 1594 map but not on later 18th century maps suggesting its demolition (SHER MSF25826).

4.4 Further changes in conditions led to the River Alde silting up and preventing larger ships from coming into berth. This, coupled with an increase in poverty as a result of a series of harsh storms, the Civil War and the following Dutch trade wars, led to declining population. Aldeburgh's importance declined

and in the 19th century it was little more than a fishing village, until it gained some prominence as a seaside resort. Alde House lay c.100m to the south-east and much of the surrounding area was incorporated into its parkland during this period (SHER MSF23294).

5 METHODOLOGY

5.1 Archaeological monitoring and recording of the groundworks associated with the construction of an annexe to the residential property of 'Aldehurst' was undertaken. An initially proposed basement was not constructed.

5.2 The archaeological monitoring comprised the observation of groundworks, the inspection of deposits for archaeological features and the examination of spoil heaps and the recording of soil profiles. Archaeological features and deposits were recorded using *pro-forma* recording sheets, drawn to scale and photographed as appropriate. Excavated spoil was checked for finds.

6 DESCRIPTION OF RESULTS

Sample sections of the stratigraphy encountered were recorded:

<i>Sample Section 1</i> 0.00 = 12.98m AOD		
0.00 – 0.05m	L1000	Topsoil. Firmish, dark grey brown silty sand with occasional medium and large rounded stones, and occasional small and medium angular, sub-angular, sub-rounded, and rounded flints.
0.05 – 0.10m	L1001	Former path bedding. Very pale brown yellow coarse sand and cement.
0.10 – 0.75m	L1002	Topsoil. Firmish, dark grey brown silty sand with occasional medium and large rounded stones, and occasional small and medium angular, sub-angular, sub-rounded, and rounded flints.
0.75 – 0.93m	L1003	Subsoil. Firmish, mid orange brown silty sand with very occasional medium and large rounded stones.
0.93 – 1.10m+	L1004	Natural deposits. Friable, pale-mid brown orange sand with very occasional medium and large rounded stones.

<i>Sample Section 2</i> 0.00 = 12.84m AOD		
0.00 – 0.40m	L1002	Topsoil. As Sample Section 1.
0.40 – 0.76m	L1003	Subsoil. As Sample Section 1.
0.76 – 0.95m+	L1004	Natural deposits. As Sample Section 1.

<i>Sample Section 3</i> <i>0.00 = 12.90m AOD</i>		
0.00 – 0.34m	L1000	Topsoil. As Sample Section 1.
0.34 – 0.97m	L1002	Topsoil. As Sample Section 1.
0.76 – 0.95m+	L1003	Subsoil. As Sample Section 1.

<i>Sample Section 4</i> <i>0.00 = 12.80m AOD</i>		
0.00 – 0.62m	L1002	Topsoil. As Sample Section 1.
0.62 – 1.00m	L1003	Subsoil. As Sample Section 1.

<i>Sample Section 5</i> <i>0.00 = 12.82 AOD</i>		
0.00 – 0.18m	L1011	Made Ground. Dark orange grey brown, friable, silty coarse sand.
0.18 – 0.62m	L1002	Topsoil. As Sample Section 1.
0.62 – 0.85m	L1003	Subsoil. As Sample Section 1.
0.85m+	L1004	Natural. As Sample Section 1.

Description: The groundworks for footing trenches revealed Pit F1005 and Wall Footing M1008, both modern

Pit F1005 was sub-rectangular (2.00+ x 1.35+ x 0.65+m) with vertical sides. The base was not revealed. Its fill (L1006) comprised mixed patches of friable, mid orange brown, mid grey brown, and pale yellow brown silty sand with occasional medium and large rounded stones. It contained 19th century pottery (1; 27g) and CBM (138g).

F1007 was a linear construction cut (0.60+ 0.93 x 0.32m), orientated north / south, containing Wall Footing M1008. It had steep sides and a shallow concave base. Its backfill (L1009) was a friable, dark brown grey silty sand with moderate medium rounded flints and large CBM (red brick) fragments.

Wall Footing M1008 was a concrete base with high fired red brick, with pale grey sandy mortar, set into the top.

7 CONFIDENCE RATING

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

8 DEPOSIT MODEL

8.1 Typically uppermost was Topsoil L1002, a firmish, dark grey brown silty sand with occasional medium and large rounded stones, and occasional small and medium angular, sub-angular, sub-rounded, and rounded flints (c.0.65m thick). Below L1002 was Subsoil L1003, a firm, mid orange brown silty sand with sparse medium and large rounded stones (0.18m – 0.38m thick). At the base of the sequence were the natural deposits (L1004) of friable, pale-mid brown orange sand with very occasional medium and large rounded stones.

9 DISCUSSION

9.1 The site lies within an area of archaeological importance recorded on the Suffolk Historic Environment record, within the historic medieval and later settlement core (HER ADB176) and opposite the medieval parish church (HER ADB078), which has a 14th century tower and a main structure of 15th/16th century date. The early settlement at Aldeburgh was recorded at Domesday. The site, therefore, had high potential for remains of medieval and post medieval date.

9.2 Monitoring of the groundworks associated with the construction of the annexe revealed Pit F1005 and Wall Footing M1008 both modern. All the finds from the topsoil and subsoil were similarly of post-medieval or modern date.

10 DEPOSITION OF THE ARCHIVE

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

ACKNOWLEDGEMENTS

Archaeological Solutions Limited would like to thank the Nicholas Jacob Architects for funding the works on behalf of their clients (in particular Ms Barbara Ann Spencer for assistance) and Robert Norman Construction for assistance.

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

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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

Chartered Institute for Archaeologists, 2014, *Standard and Guidance for An Archaeological Watching Brief*. ClfA Reading.

Soil Survey of England and Wales (SSEW), 1983, *Legend for the 1:250,000 Soil Map of England and Wales*. SSEW, Harpenden

Websites

www.aldeburghmuseumonline.co.uk

Concordance of Finds

ABD224, P6415, Proposed annex, Aldehurst, Victoria Rd, Aldeburgh

Feature	Context	Segment	Trench	Description	Spot Date (Pot Only)	Pot Qty	Pottery (g)	CBM (g)	A.Bone (g)	Other Material	Other Qty	Other (g)
	1002			Buried Topsoil	Mid 19 - Mid 20th C	6	58			Clay Pipe	1	5
1005	1006			Fill of Pit	19th C	1	27	138				

APPENDIX 2 SPECIALIST REPORTS

The Post-medieval Pottery

Peter Thompson

Introduction

The archaeological evaluation recovered 7 lightly to moderately abraded sherds weighing 85g recovered from one pit and a buried topsoil. The pottery is all of early 19th to mid 20th centuries date.

Methodology

The sherds were examined and recorded in keeping with the Post-

Roman Pottery Research Group Guidelines (Slowikowski 2001, Table 1). Fabric codes, shown in brackets in the key, are assigned from the Suffolk post-Roman fabric series.

Key:

RWE (8.03): refined white earthenware late 18th+

TPW (8.00): Transfer Printed Ware late 18th+

ENPO (8.30): English porcelain mid 18th+

<i>Feature</i>	<i>Context</i>	<i>Quantity</i>	<i>Date</i>	<i>Comment</i>
Buried Topsoil	1002	3x44g TPW 2x11g RWE 1x2g ENPO	Mid 19 th - mid 20 th	RWE: x1 brown glaze
Pit 1005	1006	1x28g RWE	19 th	RWE: ?teapot lid

Table 1: Quantification of pottery by context

Bibliography

Slowikowski, A., Nenk, B. and Pearce, J. 2001 Minimum Standards for the Processing, Recording, Analysis and Publication of Post-Roman Ceramics, *Medieval Pottery Research Group Occasional Paper 2*.

APPENDIX 3 SPECIFICATION

**PROPOSED ANNEXE, ALDEHURST, VICTORIA ROAD, ALDEBURGH, SUFFOLK
IP15 5DX**

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

26th August 2015

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Desk-based assessments and environmental impact assessments
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Trial trench evaluations
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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, Abby Antrobus, dated 21st August 2015). It provides for continuous archaeological monitoring/recording of groundworks associated with the construction of new annexe with basement at Aldehurst, Victoria Road, Aldeburgh, Suffolk IP15 5DX (NGR TM 463 567). The works are required to comply with a condition of planning approval (Suffolk Coastal Council Ref. DC/15/2439), based on advice from SCC AS-CT, and this WSI has been prepared for their approval.

2 COMPLIANCE

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

**3 SITE & DEVELOPMENT DESCRIPTION
ARCHAEOLOGICAL BACKGROUND**

3.1 The site lies on the southern side of Victoria Road in the historic core of Aldeburgh, immediately south of the medieval parish church of St Peter & St Paul. It comprises the existing detached residential dwelling of Aldehurst. It is proposed to replace an existing small outbuilding with a larger outbuilding annexe with basement.

3.2 The site lies within an area of archaeological importance recorded on the Suffolk Historic Environment Record, within the historic medieval and later settlement core (HER ADB 176) and opposite the medieval parish church (HER ADB 078), which has a 14th century tower and a main structure of 15th/16th century date. The early settlement at Aldeburgh was recorded at Domesday, and it became a borough in 1547.

3.3 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). 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.

4.2.2 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).

4.2.3 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).

4.2.4 As set out above, the principal research objectives will be to identify any evidence associated with the medieval settlement of Aldeburgh which may be revealed during the groundworks for the project.

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

Glazebrook, J (eds), 1997, *Research and Archaeology: A Framework for the Eastern Counties. 1. Resource Assessment*, East Anglian Archaeology Occasional Papers 3

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

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

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 groundworks for the development to produce evidence associated with the medieval core of the settlement at Aldeburgh. The principal groundworks to be monitored will be ground reduction for the new basement, foundation excavation and any new services, landscaping etc.

5.2 The new basement reduction is to be carried out by the main building contractor under controlled archaeological supervision, using a toothless bucket. This will be preceded by a test pit as necessary within this footprint to establish the depth of overburden and the presence of any archaeological horizons/features.

5.3 The brief requires the continuous monitoring of all groundworks in order to provide a record of any archaeological deposits which might be damaged or removed by any development permitted by the current planning consent. Any ground works, and also the upcast soil, are to be closely monitored during and after stripping in order to ensure no

damage occurs to any heritage assets. Adequate time is to be allowed for archaeological recording of archaeological deposits during excavation, and of soil sections following excavation.

5.4 The programme of work will include the following stages:

- Initial clearance of soil/overburden under archaeological observation;
- Excavation of the proposed basement footprint by the main building contractor under controlled archaeological supervision
- 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 (2006)

5.11 *Staffing*

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

5.12 *Method Statement*

The investigation will adhere to the ClfA's *Standard and Guidance for Archaeological Excavations and Watching Briefs* and (revised 2014), 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 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 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, 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 1

ARCHAEOLOGICAL SOLUTIONS LIMITED: PROFILES OF STAFF & SPECIALISTS

DIRECTOR

Claire Halpin BA MCIfA

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 MCIfA

Qualifications: Member of the ClfA

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 MCIFA

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

Kamil Orzechowski BA, MA

Experience: 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

Julie Walker BSc MA PCIfA

Qualifications: Queens University Belfast: BSc Archaeology (2007-2010)

University of Southampton: MA Osteoarchaeology (2010-2011)

Experience: Julie is a member of the Institute for Archaeologists (PIfA grade) and the British Association for Biological Anthropology and Osteoarchaeology. Professionally, Julie has worked for organisations including Albion Archaeology (2014) and Oxford Archaeology East (2014). Julie has a thorough knowledge and experience of archaeological fieldwork and post-excavation practice. Julie's personal research interests include congenital and developmental defects in the Romano-British and Anglo-Saxon periods and she has made several conference presentations on this subject.

SUPERVISOR

Matthew Baker BA MA

Qualifications: Cardiff University: BA Archaeology (2008-2011)

Cardiff University: MA Archaeology (2012-2013)

Experience: Since concluding his higher education, Matthew has worked for a number of archaeological projects and organisations including GeoArch (Cardiff), the Damerham Archaeology Project and Cambridge University. He has gained a varied experience of archaeological fieldwork and post-excavation practice including geophysical survey/ interpretation and isotopic analysis.

SUPERVISOR
Kerrie Bull BSc

Qualifications: University of Reading: BSc Archaeology (2008-2011)

Experience: During her undergraduate degree at the University of Reading Kerrie worked on the Lyminge Archaeological Project (2008), the Silchester 'Town Life' Project (2009) and the Ecology of Crusading Research Programme (2011). Through her academic and professional career, Kerrie has gained good experience of archaeological fieldwork and post-excavation techniques.

SUPERVISOR
Thomas Muir BA MSc

Qualifications: University of Edinburgh: BA Archaeology (2007-2011)

University of Edinburgh: MSc Mediterranean Archaeology (2011-2012)

Experience: Thomas is an affiliate member of the Institute for Archaeologists. Throughout his higher education, Thomas volunteered on research excavations at sites including Port Sec Sud, Bourges (France; 2008), the Hill of Barra (the Hillforts of Strathdon Project; 2010) and Prastio Mesorotsos, Cyprus (2010-2012). In 2013 Thomas returned to Prastio Mesorotsos – a research project run by the Cyprus American Archaeological Institute – in a supervisory capacity. Professionally, Thomas has worked for CFA Archaeology (2013) and thereafter AS Ltd. Through his academic and professional career, Thomas has gained a broad working knowledge of archaeological fieldwork and post-excavation techniques including environmental sampling, on-site recording and digital archiving.

SUPERVISOR
Vincent Monahan BA

Qualifications: University College Dublin: BA Archaeology (2007-2012)

Experience: Professionally, Vincent has worked for various archaeological groups and projects including the Stonehenge Riverside Project (Site Assistant/ Supervisor; 2008), University College Dublin Archaeological Society (Auditor; 2009-2010) and the Castanheiro do Vento Research Project (Site Assistant/ Supervisor; 2009-2010 (seasonal)). Vincent has gained good experience of archaeological fieldwork including excavation, various sampling techniques and on-site recording. He also gained experience of museum-grade curatorial practice during his undergraduate degree.

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 PCIFA

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 over 14 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's academic interests have led to his gaining considerable research excavation experience across the North Atlantic region. 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 Føroys Fornminnisavn, Faroe Islands (2006-2008) and City University New York/ National Museum of Denmark/ Greenland National Museum and Archives, Greenland (2006 & 2010). Shortly before joining Archaeological Solutions in November 2011, Antony spent three years working for the Independent Commission for the Location of Victims Remains, assisting in the search for and forensic recovery of 'the remains of victims of paramilitary violence ("The Disappeared") who were murdered and buried in secret arising from the conflict in Northern Ireland'. Antony has a broad experience of fieldwork and post-excavation practice including specialist (archaeofauna), teaching, supervisory and directing-level posts.

POTTERY, LITHICS AND CBM RESEARCHER **Andrew Peachey BA MCIfA**

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)

Dr Julia Cussans

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 over 14 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 agricultural 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 over 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.

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	David Bescoby Dr John Summers Air Photo Services
AIR PHOTOGRAPHIC ASSESSMENTS	
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 S Anderson
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). University of Leicester
CONSERVATION	

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 Chartered Institute for 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, 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. All animal bone will be collected.

ENVIRONMENTAL SAMPLING

The sampling will adhere to the guidelines prepared by English Heritage (now Historic England) (2011) and the specialist will make his results known to the regional science advisor who co-ordinates environmental archaeology in the region on behalf of Historic England. 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 4

OASIS FORM

OASIS DATA COLLECTION FORM: England

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Printable version

OASIS ID: archaeol7-245371

Project details

Project name	Proposed Annexe, Aldehurst, Victoria Road, Aldeburgh, Suffolk, IP15 5DX Archaeological Monitoring/recording
Short description of the project	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 groundworks for the development to produce evidence associated with the medieval core of the settlement at Aldeburgh. The principal groundworks to be monitored will be ground reduction for the new basement, foundation excavation and any new services, landscaping etc.
Project dates	Start: 11-03-2016 End: 06-04-2016
Previous/future work	No / No
Any associated project reference codes	DC/15/2439 - Planning Application No.
Any associated project reference codes	P6415 - Contracting Unit No.
Type of project	Recording project
Site status	None
Current Land use	Other 3 - Built over
Monument type	PIT, WALL FOOTING AND SERVICES Modern
Significant Finds	POTTERY Modern
Significant Finds	CBM Modern
Investigation type	"Watching Brief"
Prompt	Planning condition

Project location

Country	England
Site location	SUFFOLK SUFFOLK COASTAL ALDEBURGH Proposed Annexe, Aldehurst, Victoria Road, Aldeburgh, Suffolk, IP15 5DX
Postcode	IP15 5DX
Study area	100 Square metres
Site coordinates	TM 463 567 52.1529322054 1.600967430128 52 09 10 N 001 36 03 E Point
Height OD / Depth	Min: 12.5m Max: 12.5m

Project creators

Name of Organisation	Archaeological Solutions Ltd
Project brief originator	Suffolk County Council Archaeological Service Conservation Team
Project design originator	Jon Murray
Project director/manager	Jon Murray
Project supervisor	Gareth Barlow

Project archives

Physical Archive recipient	Suffolk County Archaeological Store
Physical Contents	"Ceramics"
Digital Archive recipient	Suffolk County Archaeological Store
Digital Contents	"Survey"
Digital Media available	"Images raster / digital photography", "Survey", "Text"
Paper Archive recipient	Suffolk County Archaeological Store
Paper Contents	"Survey"
Paper Media available	"Drawing", "Photograph", "Plan", "Report", "Survey "

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Proposed Annexe, Aldehurst, Victoria Road, Aldeburgh, Suffolk IP15 5DX
Author(s)/Editor(s)	Barlow, G
Other bibliographic details	Archaeological Solutions Report No. 5092
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Issuer or publisher	Archaeological Solutions Ltd
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Entered by	Sarah Powell (sarah.powell@ascontracts.co.uk)
Entered on	24 November 2016

Please e-mail [Historic England](#) for OASIS help and advice

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Cite only: <http://www.oasis.ac.uk/form/print.cfm> for this page

PHOTOGRAPHIC INDEX



1

Site location looking west. Site entrance on left.



2

Site view pre exc, looking west.



3

Excavation of western footings, looking northeast.



4

Sample Section 1. Looking west.



5

Sample Section 2 with pit F1005. Looking north.



6

Sample section 3. Looking south.



7
Sample Section 4. Looking east.



8
View of easternmost footing, looking north.



9
View of westernmost footings, looking north.



10
View of northernmost footing, looking east.



11
View of northernmost footing, looking west.



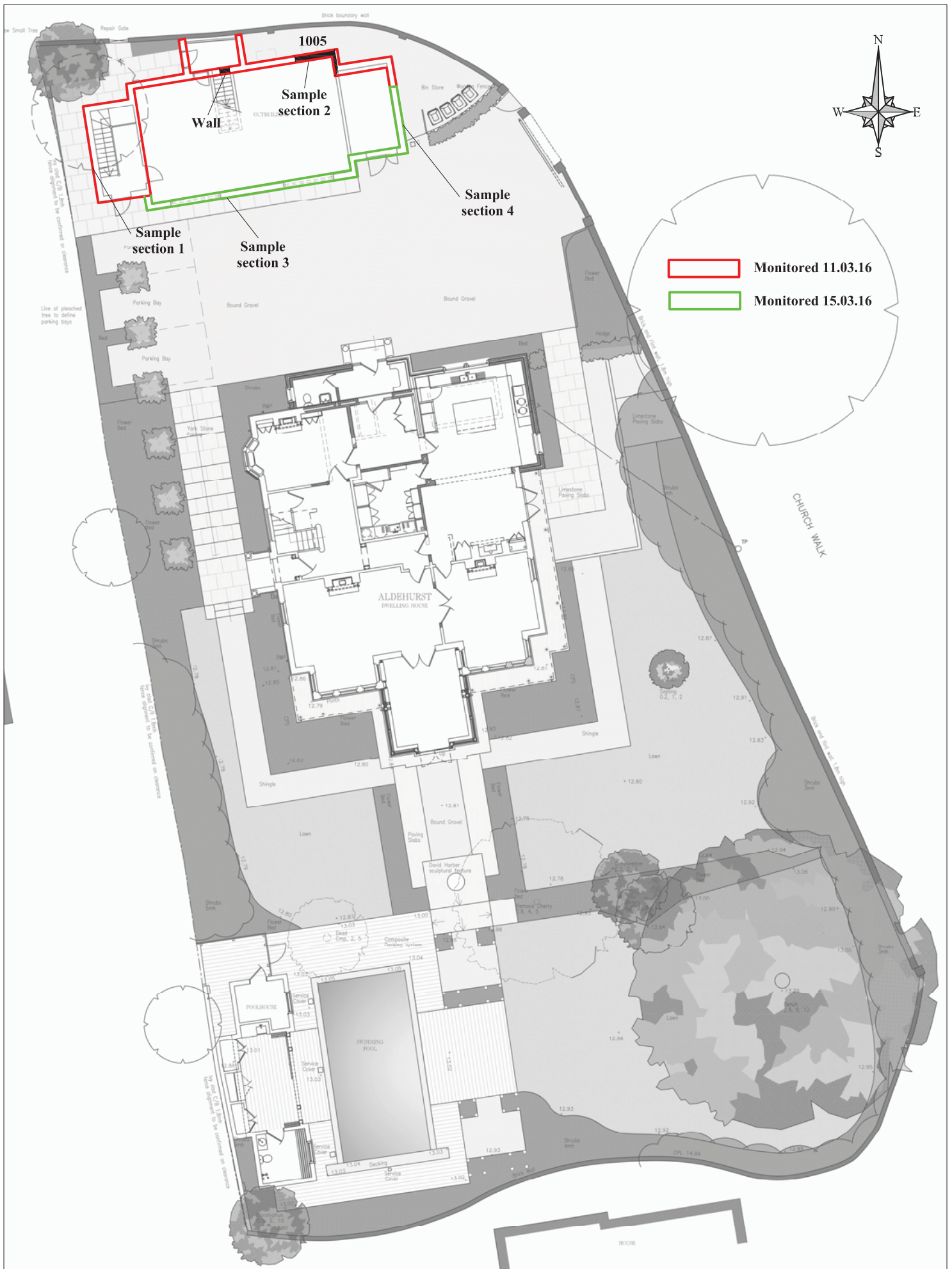
12
Modern services at north eastern corner, looking west.



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Fig. 1 Site location plan
 Scale 1:25,000 at A4
 Aldehurst, Aldeburgh, Suffolk (P6415)

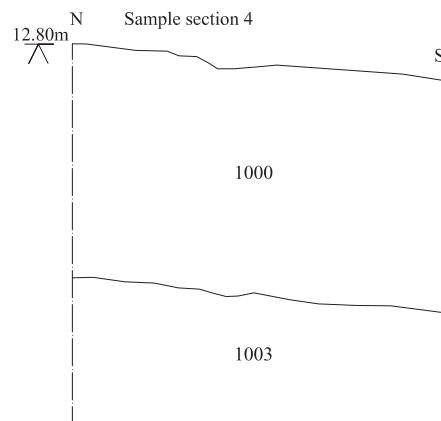
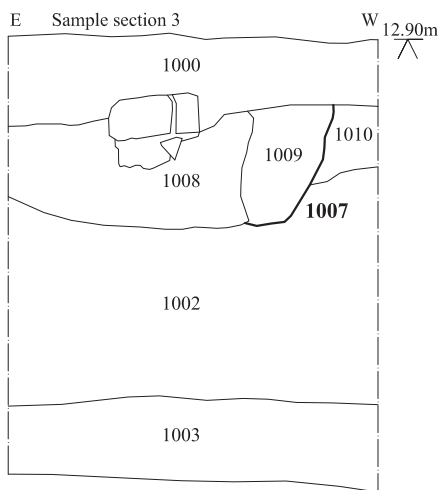
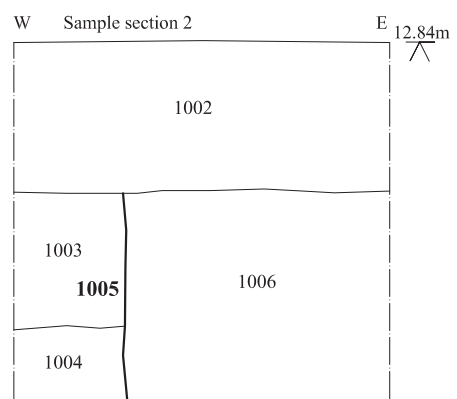
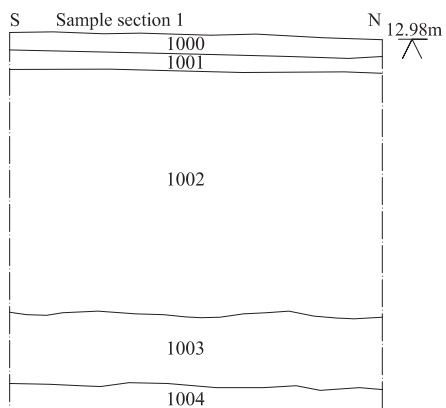
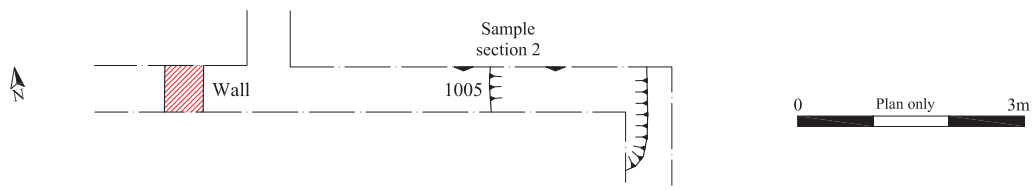


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Fig. 3 Proposed development

Scale 1:250 at A4

Aldehurst, Aldeburgh, Suffolk (P6415)



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Fig. 4 Plan and sections

Scale 1:100 & 1:20 at A4

Aldehurst, Aldeburgh, Suffolk (P6415)