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**PROPOSED EXTENSION, WATER COTTAGE, EASTLOWE HILL,
ROUGHAM, SUFFOLK IP30 9JT**

CONTINUOUS ARCHAEOLOGICAL MONITORING AND RECORDING

Authors: Antony Mustchin (Fieldwork & Report)	
NGR: TL 900 613	Report No: 5104
District: St Edmundsbury	Site Code: RGH091 HER event number: ESF23864 OASIS ref: archaeol7-248209
Approved: Claire Halpin MCIfA	Project No: 6565
Signed:	Date: 31 May 2016

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**PROPOSED EXTENSION, WATER COTTAGE, EASTLOWE HILL,
ROUGHAM, SUFFOLK IP30 9JT**

OASIS SUMMARY

Project details			
Project name	<i>Proposed Extension, Water Cottage, Eastlowe Hill, Rougham, Suffolk IP30 9JT</i>		
<p><i>In April 2016 Archaeological Solutions Ltd (AS) carried out a programme of continuous archaeological monitoring and recording at Water Cottage, Eastlowe Hill, Rougham, Suffolk IP30 9JT (NGR TL 90030 61349). The monitoring was undertaken in compliance with a planning condition attached to planning permission for the construction of an extension (St Edmundsbury Council Ref. DC/15/2077/HH), based on advice from Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT)</i></p> <p><i>The monitoring recorded modern features (wall footings, drain fragments and services). It also recorded Pit F1005 which contained Roman pottery and Roman CBM. The Roman pottery was not sufficiently diagnostic to be closely dated. The CBM comprises predominantly tegula but also includes a fragment of box flue tile. Fragments of Roman CBM were also found in the topsoil (L1000) and subsoil (L1003). Although limited in quantity the nature of the CBM suggests that it is derived from a significant structure in the vicinity of the site, potentially a large farmstead, villa or bathhouse. This is suggestive of an association with the Romano-British villa complex recorded close by.</i></p>			
Project dates (fieldwork)	<i>April 2016</i>		
Previous work (Y/N/?)	<i>N</i>	<i>Future work</i>	<i>N</i>
P. number	<i>6565</i>	<i>Site code</i>	<i>RGH091</i>
OASIS ref	<i>archaeol7-248209</i>	<i>HER event number</i>	<i>ESF23864</i>
Type of project	<i>Archaeological Monitoring & Recording</i>		
Site status	<i>None</i>		
Current land use	<i>Residential</i>		
Planned development	<i>Extension</i>		
Main features (+dates)	<i>Pit</i>		
Significant finds (+dates)	<i>Roman pottery and CBM</i>		
Project location			
County/ District/ Parish	<i>Suffolk</i>	<i>St Edmundsbury</i>	<i>Rougham</i>
HER/ SMR for area	<i>Suffolk Historic Environment Record</i>		
Post code (if known)	<i>IP32 9JT</i>		
Area of site	<i>c.m2</i>		
NGR	<i>TL 900 613</i>		
Height AOD (min/max)	<i>c. 70-75m AOD</i>		
Project creators			
Brief issued by	<i>Suffolk County Council Archaeological Service Conservation Team</i>		
Project supervisor/s (PO)	<i>Antony Mustchin</i>		
Funded by	<i>Mothersole Builders</i>		
Full title	<i>Proposed Extension, Water Cottage, Eastlowe Hill, Rougham, Suffolk IP30 9JT. Archaeological Monitoring and Recording</i>		
Authors	<i>Mustchin, A.</i>		
Report no.	<i>5104</i>		
Date (of report)	<i>May 2016</i>		

**PROPOSED EXTENSION, WATER COTTAGE, EASTLOWE HILL,
ROUGHAM, SUFFOLK IP30 9JT**

CONTINUOUS ARCHAEOLOGICAL MONITORING AND RECORDING

SUMMARY

In April 2016 Archaeological Solutions Ltd (AS) carried out a programme of continuous archaeological monitoring and recording at Water Cottage, Eastlowe Hill, Rougham, Suffolk IP30 9JT (NGR TL 90030 61349). The monitoring was undertaken in compliance with a planning condition attached to planning permission for the construction of an extension (St Edmundsbury Council Ref. DC/15/2077/HH), based on advice from Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT)

The site lies within an area of archaeological potential recorded on the Suffolk Historic Environment Record. The potential relates to the presence of a Romano-British villa complex recorded close by (some 45m to the north east). This is a Scheduled Ancient Monument and recorded on the HER (RGH 009). The HER also records a dense scatter of Roman artefacts adjacent (RGH 010). Prehistoric activity is also known from the area.

The monitoring recorded modern features (wall footings, drain fragments and services). It also recorded Pit F1005 which contained Roman pottery and Roman CBM. The Roman pottery was not sufficiently diagnostic to be closely dated. The CBM comprises predominantly tegula but also includes a fragment of box flue tile. Fragments of Roman CBM were also found in the topsoil (L1000) and subsoil (L1003). Although limited in quantity the nature of the CBM suggests that it is derived from a significant structure in the vicinity of the site, potentially a large farmstead, villa or bathhouse. This is suggestive of an association with the Romano-British villa complex recorded close by.

1 INTRODUCTION

1.1 In April 2016 Archaeological Solutions Ltd (AS) carried out a programme of continuous archaeological monitoring and recording at Water Cottage, Eastlowe Hill, Rougham, Suffolk IP30 9JT (NGR TL 90030 61349; Figs. 1-2). The monitoring was undertaken in compliance with a planning condition attached to planning permission for the construction of an extension (St Edmundsbury Council Ref. DC/15/2077/HH), based on advice from Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT)

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; Rachael Abraham, dated 16 March 2016), and a specification compiled by AS (dated 1st April 2016), 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 lies in the rural location of Eastlowe Hill at Rougham, c.3km south-east of Bury St Edmunds. It comprises the existing detached residential property of Water Cottage.

3 TOPOGRAPHY, GEOLOGY AND SOILS

3.1 The site lies on a slight slope with the land gently dropping to the north-east to an area of low-lying agricultural land.

3.2 The underlying bedrock is comprised of the Crag Group; a sandy sedimentary bedrock formed in the Quaternary and Neogene Periods. The overlying soil type is a freely draining, slightly acidic but base-rich soil.

4 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

Prehistory

4.1 Prehistoric finds include a Neolithic flint scatter c.800m to the north (SHER RGH013 & RGH012); two Mesolithic axes c.580m to the south, and c.600m to the east (SHER BSG011 & RGH015); Bronze Age features including pottery sherds c.700m to the west and a pit c.350m to the north-west (SHER RBK003 & RGH070).

Romano-British

4.2 A Romano-British villa complex is recorded directly to the north of the site. This is Scheduled as an Ancient Monument (SAM1005960), and discovered in 1843 when ploughing revealed a Roman floor. Further surface finds included iron scissors, glass beads, pottery and building material, A geophysical survey mapped the extent of the building (SHER RGH009). Roman pottery has been recorded in the direct vicinity of the site (SHER RGH010).

4.3 Also c.400m to the north lies the Eastlow Hill group; three Roman barrows containing inhumations and cremations (SHER RGH001 & RGH002). These are adjacent to the Roman road from Long Melford to Pakenham, c.200m to the west of the site (SHER WLL005).

Medieval

4.4 The remains of a moat lie c.840m to the north-east of the site, formerly rectangular/trapezoid, however only one arm survives (SHER RGH005; SAM1002974).

4.5 The remains of a medieval village also lie c.850m to the west, formerly comprising Rushbrooke Green (SHER RBK004). House platforms, hollow ways and ditches represent the medieval deserted village. The church tower dates from the 14th century (SHER RBK006) but the majority of the building dates to the Tudor period when the settlement experienced a period of prosperity coinciding with the building of Rushbrooke Hall in 1550 (SHER RBK001).

Post-Medieval

4.6 Rushbrooke Hall lay within extensive parkland which extended to the south and west. The hall was in existence by 1703 when the estate changed hands and a number of vistas were established; centred on the hall (SHER RBK016). Within this post-medieval landscape a mid-17th century barn lies c.370m to the north-east of the site (SHER RGH061), and a 20th century model farm lies c.850m to the north-west (SHER RGH-62).

5 METHODOLOGY

5.1 Archaeological monitoring and recording of the groundworks associated with the construction of an extension was undertaken (Fig.2). The ground reduction and excavation of the foundations were monitored.

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> <i>North facing</i> <i>0.00 = 66.72 AOD</i>		
0.00 – 0.23m	L1000	Topsoil. Firm, dark grey brown silt clay with moderate small flints.
0.23 – 0.51m	L1003	Subsoil. Compact, light grey brown sand clay with moderate moderate CBM and frequent flints.
0.51m +	L1004	Natural deposits. Compact, mid yellow brown chalk clay with frequent chalk and pebbles.

<i>Sample Section 2</i> <i>East facing</i> <i>0.00 = 66.23m AOD</i>		
0.00 – 0.26m	L1000	Topsoil. As above.
0.26 – 0.49m	L1003	Subsoil. As above.
0.49m +	L1004	Natural deposits. As above.

Description: The ground reduction and excavation of the foundation trenches revealed modern features: Brick Footing M1001, Brick Wall M1002 and Service Trench F1008. A pit, F1005, containing Roman pottery and CBM was also recorded.

Pit F1005 was observed in section (Sample Section 3) and therefore its plan was not defined and its base was not fully revealed (1.90+ x 0.13+ x 0.73+m). It had moderately sloping sides. Its first observable basal fill, L1007 was a friable, mid grey sandy clay with moderate flint nodules. It contained CBM (746g) and animal bone (16g). Above L1007, L1006 was a firm mid grey sand clay. It contained Roman pottery (4; 65g), Roman CBM (563g), animal bone (5g) and shell (1; 47g).

Brick Footing M1001 was linear in plan (1.70 x 1.00 x 0.12m) and comprised red unfroged bricks (240 x 114 x 64mm) with a light grey sandy mortar.

Brick Wall M1002 was linear in plan (1.60 x 1.10 x 0.23m) and constructed from yellow unfroged bricks (230 x 110 x 60mm) with a light grey sandy mortar.

Service Trench F1008 was linear in plan (1.00+ x 0.47 x 0.25m) with steep sides and a flat base. M1009 was a dark brown glazed modern service pipe. The backfill of this feature, L1010 was a firm, dark grey brown sand clay with occasional small and medium sized flints.

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 The site was overlain by Topsoil L1000, a firm, dark grey brown silt clay with moderate small flints (0.25m thick). Below L1000 was Subsoil L1001, a compact, light grey brown sand clay with moderate moderate CBM and frequent flints. At the base of the sequence was the natural, L1004, a compact, mid yellow brown chalk clay with frequent chalk and pebbles (c.0.50m below the present day ground surface).

9 DISCUSSION

9.1 The archaeological potential of the site related to the presence of a Romano-British villa complex recorded close by (some 45m to the north east). The villa complex is a Scheduled as an Ancient Monument and recorded on the HER (RGH 009). The HER also records a dense scatter of Roman artefacts adjacent (RGH 010) and prehistoric activity is also known from the area.

9.2 The monitoring recorded modern features (wall footings, drain fragments and services). It also recorded Pit F1005 which contained Roman pottery and Roman CBM. The Roman pottery was not sufficiently diagnostic to be closely dated. The CBM comprises predominantly tegula but also includes a fragment of box flue tile. Fragments of Roman CBM were also found in the topsoil (L1000) and subsoil (L1003). Although limited in quantity the nature of the CBM suggests that it is derived from a significant structure in the vicinity of the site, potentially a large farmstead, villa or bathhouse (CBM Report below). This is suggestive of an association with the Romano-British villa complex recorded close by.

10 DEPOSITION OF THE ARCHIVE

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

ACKNOWLEDGEMENTS

Archaeological Solutions Limited would like to thank Mothersole Builders for funding the monitoring and for their assistance (in particular Mr Graham Mothersole for assistance), and their architect Mr Miles Steeden of @the Drawing Board

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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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

APPENDIX 1 CONCORDANCE OF FINDS

Concordance of Finds

RGH091, P6565 - Water Cottage, East Love Hill, Rougham, Suffolk.

Feature	Context	Segment	Trench	Description	Spot Date (Pot Only)	Pot Qty	Pottery (g)	CBM (g)	A.Bone (g)	Other Material	Other Qty	Other (g)
	1000			Topsoil	Early 19th-early 20th C	6	13	62		Glass Fe.Frag Clay Pipe	2 1 1	4 17 1
	1001			Modern Brick Footing and Drain				3843				
	1002			Modern Brick Wall				2893				
	1003			Subsoil	Early 19th-early 20th C	6	48	859		Fe.Frag Glass	1 3	27 49
1005	1006			Fill of Pit F1005	Roman	4	65	563	5	Shell	1	47
	1007							746	16			

APPENDIX 2 SPECIALIST REPORTS

The Roman Pottery

Andrew Peachey MCIfA

The monitoring recovered four sherds (65g) of Roman pottery in a slightly abraded condition, contained entirely in Pit F1005 (L1006). The sherds were entirely comprised of the distinctly micaceous Wattisfield/Waveney Valley-region reduced ware (Tomber & Dore 1998, 184: WAT RE), which was a Roman grey coarse ware produced in large quantities by a pottery industry that spanned the period, with kilns situated in the parishes of Wattisfield, Hepworth, Hinderclay, Rickingham, Market Weston and Botesdale c.15km to the north-east. The pottery included everted bead rims from two jars, but the rims were of insufficient extent to be more chronologically diagnostic; neither did they exhibit any evidence of use or wear.

Bibliography

Tomber, R. & Dore, J. 1998 *The National Roman Fabric Reference Collection*. Museum of London, London

The Modern Pottery

Peter Thompson

The archaeological monitoring recovered 12 sherds early modern to modern sherds of weighing 65g from the topsoil and asubsoil.

Methodology

The pottery was examined in keeping with the Medieval Pottery Research Group Guidelines (Slowikowski et al 2001 & MPRG 1998).

Key:

LGRE: Late glazed red earthenware 18th+

ENPO: English porcelain mid 18th+

RRE: Refined red earthenware late 18th+

RWE: Refined white earthenware late 18th+

TPW: Transfer Printed Ware late 18th+

MOCH: Mocha type ware late 18th+

Feature	Context	Quantity	Date	Comment
Topsoil	1000	1x3g RRE 1x4g MOCH 1x2g RWE 3x8g TPW	Early 19 th -early 20 th	TPW: x3 willow pattern plates
Subsoil	1003	1x10g LGRE 3x30g RWE 1x3g TPW 1x5g YELL	Early 19 th -early 20 th	LGRE: manganese speckle glaze RWE: x2 vessels including jar TPW: willow pattern

Table 1: quantification of pottery by context

Bibliography

Slowikowski, A., Nenck, 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*.

The Ceramic Building Materials

Andrew Peachey MCIfA

The monitoring recovered a total of 10 fragments (8966g) of CBM including Roman tile from Pit F1005, 19th-20th century bricks samples from extant walls, as well as field drains (Table 2). The CBM was quantified by fragment count and weight, with all extant dimensions characterised/measured and described below.

CBM type	Fragment Count	Weight (g)
Roman tegula roof tile	6	1232
Roman box flue tile	1	158
19 th century Suffolk white brick	1	2893
20 th century red stock brick	1	3843
Victorian-modern filed drain	1	840
<i>Total</i>	<i>10</i>	<i>8966</i>

Pit F1005 (L1006 and L1007) contained a total of 5 fragments (1306g) of Roman tile in a moderately fragmented, but only slightly fragmented condition, with the remaining Roman CBM distributed as small fragments in Topsoil L1000 and Subsoil L1003. The Roman CBM was entirely manufactured in a fabric that was orange-red throughout, with inclusions of common medium sand (0.1-0.5mm), sparse red iron-rich grains (<1.5mm) and occasional flint (<5mm); typical for the area. The tile in Pit F1005 was predominantly comprised of 20mm thick tegula roof tile, including a single flanged fragment. A single fragment of slightly thinner box flue tile was also present, exhibiting a key/comb mark 25mm wide (3 teeth), which would have aided the adhesion of plaster over a hypocaust heating system. Although limited in quantity,

potentially due to a single Roman feature being revealed, the nature of this CBM would suggest it is derived from a significant structure in the vicinity, potentially a large farmstead, villa or bathhouse; rather than representing re-distributed material.

A single complete Suffolk white brick (2893g) was sampled from Wall M1002, with a smooth base and dimensions of 230x110x60mm indicating it was manufactured in the 19th century, though it may subsequently have been re-used. In contrast, a complete red brick (3843g) with dimensions of 240x115x70mm samples from Brick Footing M1001 is a distinctly 20th century product, though it is not extruded therefore probably belongs in the earlier half of that century. A complete tubular field drain was also recovered from natural Clay L1004, and probably represents attempts to improve the heavy clay soils/fields in the 19th-20th centuries.

APPENDIX 3 THE SPECIFICATION

**PROPOSED EXTENSION, WATER COTTAGE, EASTLOWE HILL, ROUGHAM,
SUFFOLK IP30 9JT**

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

**23rd March 2016
Rev 1st April 2016**

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**PROPOSED EXTENSION, WATER COTTAGE, EASTLOWE HILL,
ROUGHAM, SUFFOLK IP30 9JT
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, Faye Minter/Rachael Abraham, dated 16th March 2016). It provides for continuous archaeological monitoring/recording of groundworks associated with the construction of a new extension to the residential property of Water Cottage, Eastlowe Hill, Rougham, Suffolk IP30 9JT (NGR TL 90030 61349). The works are required to comply with a condition of planning approval (St Edmundsbury Council Ref. DC/15/2077/HH), 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 in a rural location of Eastlowe Hill at Rougham. It comprises the existing detached residential property of water cottage. It is proposed to erect a single storey extension.

3.2 The site lies within an area of archaeological potential recorded on the Suffolk Historic Environment Record. This relates to the presence of a Romano-British villa complex recorded close by (some 45m away). This is Scheduled as an Ancient Monument and recorded on the HER (RGH 009). The HER also records a dense scatter of Roman artefacts adjacent (RGH 010). Prehistoric activity is also known from the area.

3.3 The detailed project background will be presented in the project report, with reference to the Suffolk Historic Environment Record which will be consulted as part of the project.

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). Medlycott (2011, 47) identifies regional variation and tribal distinctions as underlying themes for research in the Roman period. Research topics for the Roman period previously set out by Going & Plouviez (in Brown & Glazebrook 2000, 19-22) include analysis of early and late Roman military developments, further analysis of large and small towns, evidence of food consumption and production, further research into agricultural production, landscape research (in particular further evidence for potential woodland succession/regression and issues of relict landscapes, as well as further research into the road network and bridging points), further research into rural settlements and coastal issues. Medlycott (2011, 47-48) states that these research areas remain valid and presents updated consideration of them. To these themes Medlycott & Brown (2008) and Medlycott (2011, 47-48) add rural settlements and landscapes, the process of Romanisation in the region, the evidence for the Imperial Fen Estate, and the Roman/Saxon transition.

4.2.2 As set out above, the principal research objectives will be to identify any further evidence of Romano-British activity associated with the known adjacent villa complex.

References

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

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

Medlycott, M & Brown, N, 2008, *Revised East Anglian Archaeological Research Frameworks*, www.eaareports/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 of Romano-British occupation. The principal groundworks to be monitored will be ground reduction/foundation excavation associated with the new extension/s and any new services etc.

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

5.3 The programme of work will include the following stages:

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

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

Stage Details

5.5 **Site clearance:** under archaeological observation

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

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

5.7 **Archaeological Observation and Recording** of all groundworks

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

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

5.9 The resultant project report will follow the principles of MoRPHE (2006)

5.10 *Staffing*

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

5.11 *Method Statement*

The investigation will adhere to the 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 Archaeological Archives.

11.2 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 *Archaeological Archives in Suffolk; Guidelines for Preparation and Deposition*, (SCC AS Conservation Team, 2015). A unique event number and monument number will be obtained from the County HER Officer.

11.3 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 Suffolk Archaeological Archives; 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 Suffolk Archaeological Archives. 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.

11.4 Archive records, with inventory, are to be deposited, as well as any donated finds from the site, at the Suffolk Archaeological Archives 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. A unique event number for the report and monument number for any finds will be obtained from the HER.

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 CfA

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

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 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 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 Cxford, 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.

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:	Historic England Ancient Monuments Laboratory (for advice).
CONSERVATION	University of Leicester

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, as will other discrete features as necessary.

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 (now Historic England'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. Digital images will also be taken (Nikon Coolpix L29 16.1 megapixel cameras). 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 before and after the topsoil stripping, and thereafter during the course of the excavation. The spoil tips will also be surveyed by the Project Officer. AS own metal detectors (C-Scope CS1220XD) and staff are trained in their use. 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.

In the event of items considered as being defined as treasure being found, then the requirements of the Treasure Act 1996 (with subsequent amendments) will be followed. Any such finds encountered during the investigation will be reported immediately to the Suffolk Portable Antiquities Scheme Finds Liaison Officer who will in turn inform the Coroner within 14 days

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 with the HER Monument Number (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: archaeol7-248209

Project details

Project name	Proposed Extension, Water Cottage, Eastlowe Hill, Rougham, IP30 9JT - Watching Brief
Short description of the project	In April 2016 Archaeological Solutions Ltd (AS) carried out a programme of continuous archaeological monitoring and recording at Water Cottage, Eastlowe Hill, Rougham, Suffolk IP30 9JT (NGR TL 90030 61349). The monitoring was undertaken in compliance with a planning condition attached to planning permission for the construction of an extension (St Edmundsbury Council Ref. DC/15/2077/HH), based on advice from Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT) The monitoring recorded modern features (wall footings, drain fragments and services). It also recorded Pit F1005 which contained Roman pottery and Roman CBM. The Roman pottery was not sufficiently diagnostic to be closely dated. The CBM comprises predominantly tegula but also includes a fragment of box flue tile. Fragments of Roman CBM were also found in the topsoil (L1000) and subsoil (L1003). Although limited in quantity the nature of the CBM suggests that it is derived from a significant structure in the vicinity of the site, potentially a large farmstead, villa or bathhouse. This is suggestive of an association with the Romano-British villa complex recorded close by.
Project dates	Start: 14-04-2016 End: 31-05-2016
Previous/future work	No / No
Any associated project reference codes	P6565 - Contracting Unit No.
Any associated project reference codes	RGH091 - Sitecode
Type of project	Recording project
Current Land use	Residential 1 - General Residential
Monument type	PIT Roman
Significant Finds	POTTERY Roman
Significant Finds	CBM Roman
Investigation type	"Watching Brief"
Prompt	Planning condition

Project location

Country England

Site location	SUFFOLK ST EDMUNDSBURY RUSHBROOKE WITH ROUGHAM Proposed Extension, Water Cottage, Eastlowe Hill, Rougham, Suffolk, IP30 9JT
Postcode	IP30 9JT
Study area	0 Square metres
Site coordinates	TL 900 613 52.216623599651 0.781629415741 52 12 59 N 000 46 53 E Point

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	Antony Mustchin

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 Extension, Water Cottage, Eastlowe Hill, Rougham, Suffolk IP30 9JT
Author(s)/Editor(s)	Mustchin, A
Other bibliographic details	Archaeological Solutions Report no. 5104
Date	2016
Issuer or publisher	Archaeological Solutions Ltd
Place of issue or publication	Bury St Edmunds
Entered by	Sarah Powell (info@ascontracts.co.uk)
Entered on	29 September 2016

OASIS:

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
General view of site looking north-west



2
M1001 looking north-east



3
M1002 looking south-west



4
F1005 looking south-west

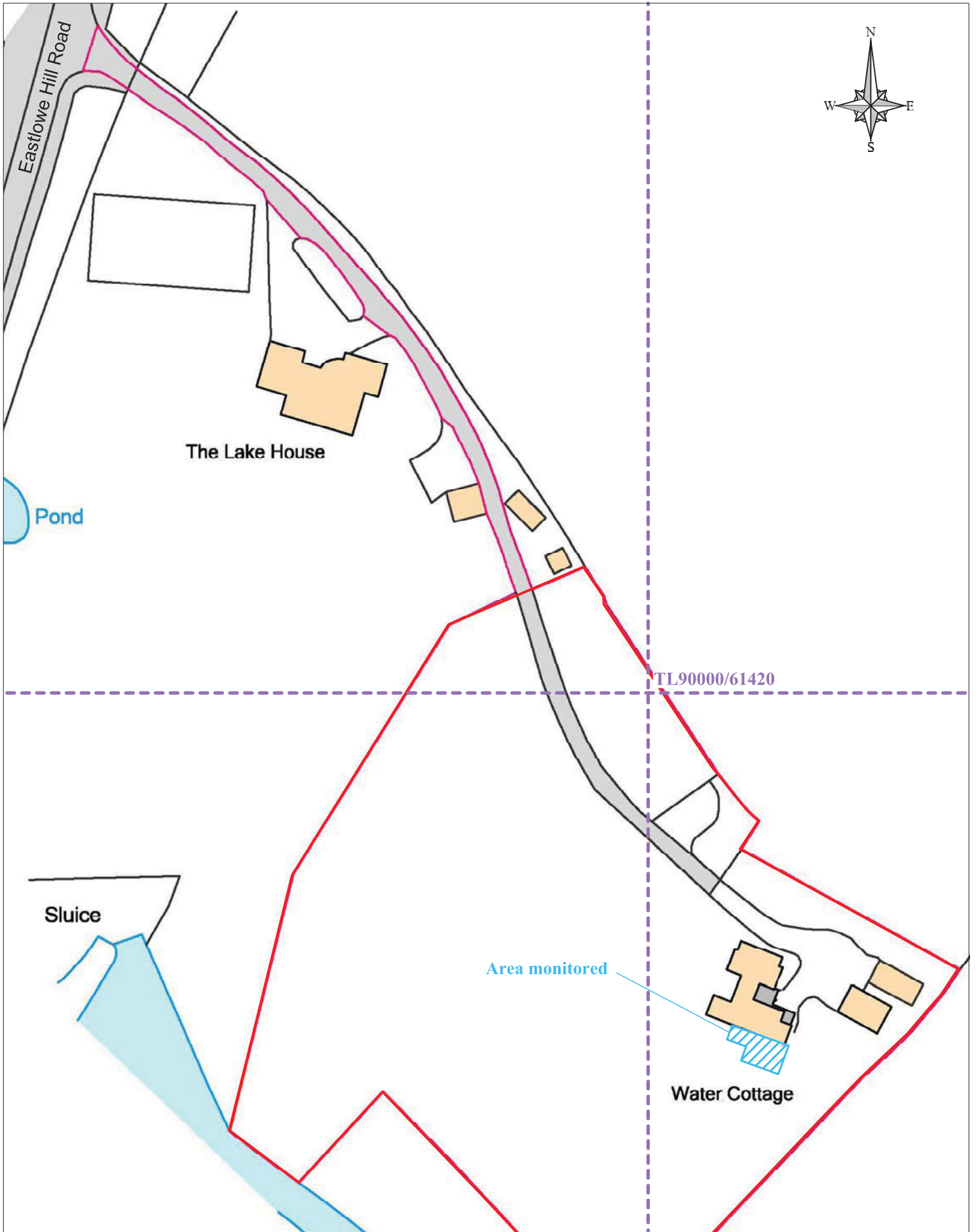


5
Sample Section 1 looking south-east



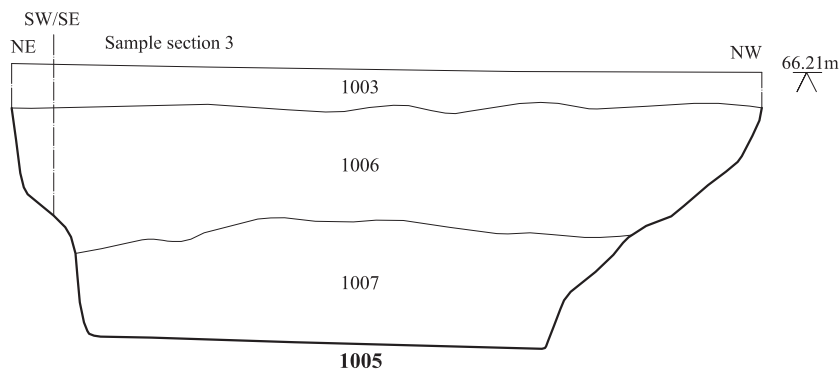
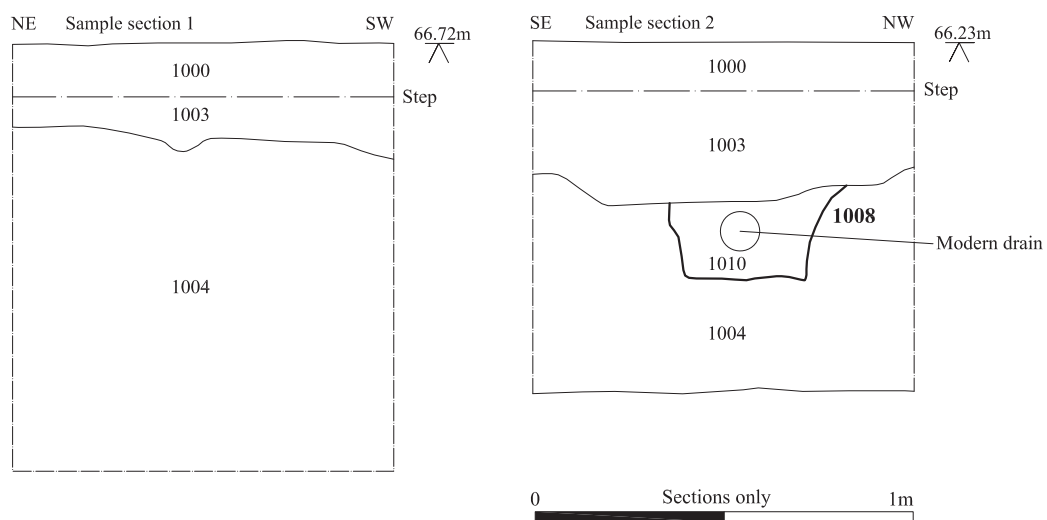
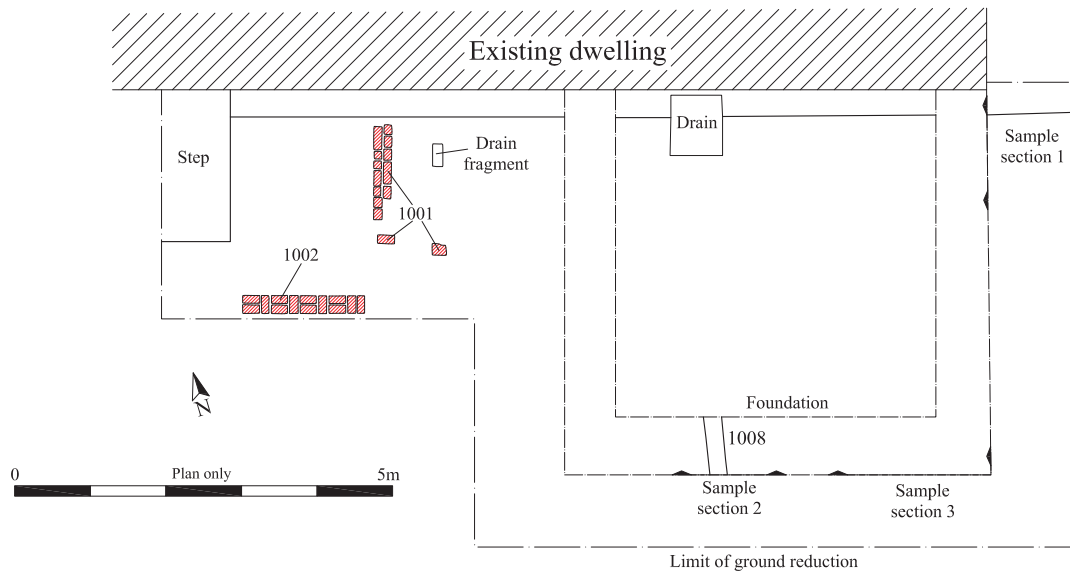
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Fig. 1 Site location plan
 Scale 1:25,000 at A4
 Water Cottage, Rougham, Suffolk (P6565)



0 75m

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Fig. 2 Detailed site location plan
Scale 1:1000 at A4
Water Cottage, Rougham (P6565)



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Fig. 3 Site plan and sections

Scale 1:100 and 1:20 at A4

Water Cottage, Rougham (P6565)