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PROPOSED NEW HOUSE, 37 OAK CRESCENT, EYE, SUFFOLK, IP23 7BY

ARCHAEOLOGICAL MONITORING & RECORDING

Authors: Thomas Muir (Fieldwork & report) Lauren Wilson (Background Research)	
NGR: TM 144 742	Report No: 5139
District: Mid Suffolk	Site Code: EYE 133
Approved: Claire Halpin MIfA	Project No: 6625
Signed:	Date: 31 May 2016

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Project name	*Proposed new house, 37 Oak Crescent, Eye, Suffolk, IP23 7BY*		
In May 2016 Archaeological Solutions Ltd (AS) carried out an archaeological monitoring & recording at 37 Oak Crescent, Eye, Suffolk (NGR TM 144 742). The work was required to comply with a condition of planning approval (Mid Suffolk District Council Ref. 0248/13), based on advice from SCC AS-CT, which requires a programme of archaeological work. *The site lies immediately adjacent to the historic medieval town of Eye (HER EYE 091). Eye was recorded at Domesday with a market and two mills, being the third or fourth most heavily populated town in Suffolk at this time. It also lies on a low promontory above the floodplains of the River Dove, the site thus had a potential for remains of early occupation of the area.* *The monitoring recorded a modern ceramic land drain. No archaeological features or finds were present*			
Project dates (fieldwork)	23 and 26 May 2016		
Previous work (Y/N/?)	*N*	Future work	*N*
P. number	*6625*	Site code	*EYE133*
Type of project	*Archaeological monitoring & recording*		
Site status	-		
Current land use	*Garden*		
Planned development	*New dwelling*		
Main features (+dates)	-		
Significant finds (+dates)	-		
Project location			
County/ District/ Parish	*Suffolk*	*Mid Suffolk*	*Eye*
HER/ SMR for area	*Suffolk County Council Historic Environment Record*		
Post code (if known)	*IP23 7BY*		
Area of site	*c.210m^2*		
NGR	*TM 144 742*		
Height AOD (min/max)	*35-40m AOD*		
Project creators			
Brief issued by	*Abby Antrobus, Archaeological Officer, Suffolk County Council*		
Project supervisor/s (PO)	*Thomas Muir*		
Funded by	*Mr & Mrs Flack*		
Full title	*Proposed new house, 37 Oak Crescent, Eye, Suffolk, IP23 7BY. Archaeological Monitoring & Recording*		
Authors	*Muir, T., & Wilson, L.*		
Report no.	*5139*		
Date (of report)	*May 2016*		

PROPOSED NEW HOUSE, 27 OAK CRESCENT, EYE, SUFFOLK, IP23 7BY

ARCHAEOLOGICAL MONITORING & RECORDING

SUMMARY

In May 2016 Archaeological Solutions Ltd (AS) carried out an archaeological monitoring & recording at 37 Oak Crescent, Eye, Suffolk (NGR TM 144 742). The evaluation is required to comply with a condition of planning approval (Mid Suffolk District Council Ref. 0248/13), based on advice from SCC AS-CT, which requires a programme of archaeological work.

The site lies immediately adjacent to the historic medieval town of Eye (HER EYE 091). Eye was recorded at Domesday with a market and two mills, being the third or fourth most heavily populated town in Suffolk at this time. It also lies on a low promontory above the floodplains of the River Dove, the site thus had a potential for remains of early occupation of the area.

The monitoring recorded a modern ceramic land drain. No archaeological features or finds were present

1 INTRODUCTION

1.1 In May 2016 Archaeological Solutions Ltd (AS) carried out an archaeological monitoring & recording at 37 Oak Crescent, Eye, Suffolk (NGR TM 144 742; Figs.1 - 2). The monitoring was required to comply with a condition attached to planning approval for the construction of a house and garage (Mid Suffolk District Council Ref. 0248/13), based on advice from Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT).

1.2 The monitoring was carried out in accordance with a brief issued by Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT),(Abby Antrobus, dated 11th February 2016), and a specification compiled by AS (dated 8th March 2016) and approved by SCC AS-CT. It followed the procedures outlined in the Chartered Institute for Archaeologists' *Code of Conduct, Standard and Guidance for Archaeological Watching Brief* (2014). It also adhered to the relevant sections of *Standards for Field Archaeology in the East of England* (Gurney 2003).

1.3 The principal objectives of the monitoring were:

- to ensure the archaeological monitoring of all aspects of the development programme likely to affect buried archaeological remains;
- to secure the adequate recording of any archaeological remains revealed by the development programme;

- to ensure a level of reporting commensurate with the findings of the investigation

- to 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 town of Eye is *c*.5km to the south-east of Diss. The settlement is largely centred on the medieval motte and bailey castle. However modern development has extended northwards the smaller settlement of Langton Green and the site is within this modern estate.

2.2 The site lies on the western side of Oak Crescent. It is a garden to the rear of the No.37 Oak Crescent, and it is proposed to erect a dwelling and garage.

3 TOPOGRAPHY, GEOLOGY AND SOILS

3.1 The site lies in a semi-urban setting with the land rising slightly to the north.

3.2 The underlying geological formation is the Crag group, sedimentary sand 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 A Palaeolithic handaxe found *c.*400m to the south of the site (SHER EYE001). Other finds include a Mesolithic flint point *c.*1km to the east (SHER EYE002) and peat deposits which start in the Mesolithic and continue until the late Anglo-Saxon period located on the other side of the town (SHER EYE121).

4.2 The Neolithic is represented by flint scrapers, arrowheads and rough flakes from the surrounding fields (SHER EYE 004 & EYE026). Post holes and fields systems which could be Neolithic or Bronze Age date are located *c.*850m to the west (SHER EYE123). A site of Bronze Age date on the west side of the town revealed cremations, inhumations and roundhouses, containing large assemblages of pottery (SHER EYE083).

4.3 There is no definite Iron Age settlement recorded in the surrounding landscape, however a trackway has been identified, *c.*850m to the west of the site. There is also the possibility of pits of Iron Age date having been recorded in this area (SHER EYE123).

Romano-British

4.4 A postulated Roman villa site lies *c.*260m to the south-east. Remains of a hypocaust were excavated in 1857 but subsequent investigations have not revealed anything substantial (SHER EYE024). A Roman quern and pottery has been found (SHER EYE001).

4.5 Excavations at Hartismere High School *c.*720m to the west of the site revealed a sequence of occupation beginning in the 3rd century. The field systems began as small but open fields divided by parallel ditches respecting two natural hollows. This system was replaced by amalgamating these fields into a single large enclosure. The presence of hearth pits and a clay-built oven may represent grain processing or parching (SHER EYE094). There is no evidence for continued occupation beyond the 5th century and very little is understood about its relationship with the Anglo-Saxon settlement to the south.

Medieval

4.6 Spatially separate from the Roman occupation site, but in fields directly to the south of the school, is a known Saxon settlement (SHER EYE083). Excavations here revealed nineteen sunken buildings with evidence of trade, metal, antler, bone and textile industries. Further test pits revealed this settlement could have extended to the north towards the school buildings (SHER EYE084) and a cemetery discovered 500m to the north could also be linked. Three definite graves were identified, with four more possible; all aligned east-west and contained early Anglo-Saxon grave goods (SHER EYE123).

4.7 By Domesday Eye was already the third most heavily populated town in Suffolk, with a market and two mills by 1086. Presumably the town's arrangement was drastically changed by the building of a castle, but only mid to late Saxon finds have been uncovered within the medieval core (SHER EYE091). The castle was built in the motte & bailey style after the Conquest and is now a Scheduled Ancient Monument (SAM1019669; SHER EYE031 & EYE023). Excavations within the motte found imported soil dating from 1066-71 (SHER EYE018). A church is mentioned in Domesday but the Church of St Peter and St Paul but there is little evidence to suggest the current building predates the 15th century (SHER EYE045).The towns prominence was severely reduced following two attacks on the castle during the rebellion against Henry II and the Second Barons War. Most of the buildings were dismantled in the 14th century but partially kept in use as a prison.

Post-medieval

4.8 During the 16th century the town was still focused on the castle and market *c.*480m to the south of the site, during this period a windmill was built atop the motte by the Cornwallis family (SHER EYE016). In the 19th century this was replaced by a folly (SHER EYE031). A workhouse was also constructed in the outer bailey in the 18th century but converted for use as a school by the 1920s and completely demolished in the 1970s (SHER EYE018). The town benefitted from the brewer trade from the 1700s onwards (SHER EYE088) and the introduction of the railway in 1867 (SHER EYE067). The site still lay outside of the towns boundaries until the early 18th century when development started to appear along Lambseth Street to the north of the town.

Modern

4.9 Residential development starts to appear to the east of Lambseth Street in the mid-20th century with the housing development the site is on being built in the 1950s (www.old-maps.co.uk).

5 METHODOLOGY

5.1 Archaeological monitoring and recording of the groundworks associated with the construction of a house and garage 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:

Sample Section 1 *West facing* *0.00 = 32.19 AOD*		
0.00 – 0.30m	L1000	Topsoil. Friable, mid brown clay silt with moderate small sub-angular flint and chalk inclusions.
0.30 – 0.85m	L1001	Natural deposits. Compact, mid yellow brown silt clay with occasional small rounded chalk pebbles.
0.85m +	L1002	Natural deposits. Compact, mid brown grey clay with frequent medium sized sub-rounded and sub-angular flint and chalk inclusions.

Sample Section 2 *South facing* *0.00 = 32.06m AOD*		
0.00 – 0.30m	L1000	Topsoil. As above.
0.30 – 0.64m	L1001	Natural deposits. As above.
0.64m +	L1002	Natural deposits. As above.

Sample Section 3 *North facing* *0.00 = 32.21m AOD*		
0.00 – 0.27m	L1000	Topsoil. As above.
0.27m+	L1001	Natural deposits. As above.

Sample Section 4 *West facing* *0.00 = 32.25m AOD*		
0.00 – 0.38m	L1000	Topsoil. As above.
0.38 – 0.76m	L1001	Natural deposits. As above.
0.76m +	L1002	Natural deposits. As above.

Description: Modern ceramic land drain F1003 was present at the interface between L1001 and L1002.

Land Drain F1003 was linear in plan (2.38+ x 0.65 x 0.65m) orientated north/ south and contained a modern terracotta land drain.

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 friable, mid brown clay silt with moderate small sub-angular flint and chalk (0.27 - 0.38m thick). Below L1000 was Natural deposit L1001, a compact, mid yellow brown silt clay with occasional small rounded chalk pebbles (0.34 - 0.55m thick). At the base of the sequence was a natural deposit, L1002, a compact, mid brown grey clay with frequent medium sized sub-rounded and sub-angular flint and chalk (0.64 - 0.85m below the present day ground surface).

9 DISCUSSION

9.1 The site lies immediately adjacent to the historic medieval town of Eye (HER EYE 091). Eye was recorded at Domesday with a market and two mills, being the 3rd or 4th most heavily populated towns in Suffolk at this time. It also lies on a low promontory above the floodplains of the River Dove, the site thus had a potential for remains of early occupation of the area.

9.2 The monitoring recorded a modern ceramic land drain. No archaeological features or finds were present

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 Mr & Mrs Flack for funding the monitoring and for their assistance.

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

References

British Geological Survey 1991 *East Anglia Sheet 52°N-00° 1:250,000 Series Quaternary Geology.* Ordnance Survey, Southampton

Chartered Institute for Archaeologists 2014 *Standard and Guidance for Archaeological Evaluation,* Reading, CIfA

Gurney, D. 2003 *Standards for Field Archaeology in the East of England.* East Anglian Archaeology Occasional Paper no. 14

SSEW 1983 *Soil Survey of England and Wales: Soils of South East England (sheet 4).* Harpenden, Rothamsted Experimental Station/Lawes Agricultural Trust

SSEW 1983 *Soil Survey of England and Wales: Legend for the 1:250,000 Soil Map of England and Wales* Harpenden, Rothamsted Experimental Station/Lawes Agricultural Trust

Web resources

www.old-maps.co.uk

APPENDIX 1 CONCORDANCE OF FINDS

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	Mid 18th C +	1	17	8				
1003				Modern Land Drain				86				

APPENDIX 2 SPECIALIST REPORTS

The Pottery
Peter Thompson

The archaeological monitoring recovered one sherd (16g) comprising the pedestal base of a modern egg cup (ENPO mid 18th+) from the topsoil L000.

The Ceramic Building Materials
Andrew Peachey MCIfA

A single fragment (86g) of Victorian to modern land drain was recovered from Land Drain F1003, with a further small fragment (8g) from a comparable tubular pipe recovered from Topsoil L1000, likely disturbed from this or a similar feature.

APPENDIX 3 SPECIFICATION

PROPOSED NEW HOUSE, 37 OAK CRESCENT, EYE, SUFFOLK IP23 7BY

WRITTEN SCHEME OF INVESTIGATION FOR CONTINUOUS ARCHAEOLOGICAL MONITORING/RECORDING

8th March 2016

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PROPOSED NEW HOUSE, 37 OAK CRESCENT, EYE, SUFFOLK IP23 7BY 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 11th February 2016). It provides for continuous archaeological monitoring/recording of groundworks associated with the construction of a new house and garage on land at 37 Oak Crescent, Eye, Suffolk IP23 7BY (NGR TM 144 742). The works are required to comply with a condition of planning approval (Mid Suffolk District Council Ref. 0248/13), 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 western/northern side of Oak Crescent in the north western part of Eye. It comprises garden land to the rear of the existing 37 Oak Crescent dwelling to the east. It is proposed to erect a new dwelling and garage on the site.

3.2 The site lies immediately adjacent to an area of archaeological importance recorded on the Suffolk Historic Environment Record, which designates the historic medieval town of Eye (HER EYE 091). Eye was recorded at Domesday with a market and 2 mills, being the 3rd or 4th most heavily populated towns in Suffolk at this time. It lies on a low promontory above the floodplains of the River Dove. The site thus has a potential for remains of early occupation of 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). Wade (in Brown & Glazebrook 2000, 23-26) identifies research topics for the rural landscape in the Saxon and medieval periods. These include examination of population during this period (distribution and density, as well as physical structure), settlement (characterisation of form and function, creation and testing of settlement diversity models), specialisation and surplus agricultural production, assessment of craft production, detailed study of changes in land use and the impact of colonists (such as Saxons, Danes and Normans) as well as the impact of the major institutions such as the Church. Ayers (in Brown & Glazebrook, 2000) discusses these research topics in a more urban detail. For demography, issues include assessment of population structures, density and mobility, urban sustainability, immigration and rural colonisation and housing/provisioning. For social organisation, issues include assessment of the impact of royal vills, major institutions and the Church on urban settlement, territorial boundaries in proto-urban and urban settlements, the effect of national political developments, ranking and status in settlements, spatial analysis, wealth distribution, specialism, acquisition of raw materials, building form and function, markets and commercial/corporate activity. Economic issues of the above also need to be considered, particularly with regard to industrial zoning. The impact of culture and religion could include issues such as identifying characteristics of urban culture, its growth, complexity and values. The Church and its influence on the burgeoning towns must also be addressed. As Murphy notes in Brown and Glazebrook (2000, 31), urban environmental archaeology should be approached by analysis of environmental 'events', processes and study of relationships with producing sites in the rural hinterland.

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

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

4.2.5 As set out above, the principal research objectives will be to identify any evidence of the medieval and later settlement at Eye and evidence of earlier settlement of this part of the Dove valley.

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 of medieval/post-medieval or earlier activity. The principal groundworks to be monitored will be ground reduction/foundation excavation associated with the new dwelling and any new services etc. It is understood that the proposed new garage is to be built on a concrete base with a no-dig methodology due to root protection requirements.

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

5.4 All of the above stages and operations will be carried out in accordance with MAP2 (EH 1991) 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 CIfA'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 CIfA
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 a 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 EnvironmentalImpact 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 Fornminnissavn, Faroe Islands (2006-2008) and City University New York/ National Museum of Denmark/ Greenland National Museum and Archives, Greenland (2006 & 2010). Shortly before Joining Archaeological Solutions in November 2011, Antony spent three years working for the Independent Commission for the Location of Victims Remains, assisting in the search for and forensic recovery of 'the remains of victims of paramilitary violence ("The Disappeared") who were murdered and buried in secret arising from the conflict in Northern Ireland'. Antony has a broad experience of fieldwork and post-excavation practice including specialist (archaeofauna), teaching, supervisory and directing-level posts.

POTTERY, LITHICS AND CBM RESEARCHER
Andrew Peachey BA 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, Cambridgshire. Andrew has worked on important Roman kiln assemblages, including a Nar Valley ware production site at East Winch Norfolk, a face-pot producing kiln at Hadham, Hertfordshire and is currently researching early Roman Horningsea ware kilns

at Waterbeach, Cambridgeshire. Andrew is an enthusiastic member of the Study Group for Roman Pottery, and also undertakes pottery and lithics analysis as an 'external' specialist for a range of archaeological units and local societies in the south of England.

POTTERY RESEARCHER
Peter Thompson MA

Qualifications: University of Bristol BA (Hons), Archaeology (1995-1998)
University of Bristol MA; Landscape Archaeology (1998-1999)
Experience: As a student, Peter participated in a number of projects, including the excavation of a Cistercian monastery cemetery in Gascony and surveying an Iron Age promontory hillfort in Somerset. Peter has two years excavation experience with the Bath Archaeological Trust and Bristol and Region Archaeological Services which includes working on a medieval manor house and a post-medieval glass furnace site of national importance. Peter joined HAT (now AS) in 2002 to specialise in Iron Age, Saxon and medieval pottery research and has also produced desk-based assessments. Pottery reports include an early Iron pit assemblage and three complete Early Anglo-Saxon accessory vessels from a cemetery in Dartford, Kent.

PROJECT OFFICER (OSTEOARCHAEOLOGY)
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 PHOTOGRAPHIC ASSESSMENTS	Air Photo Services
PHOTOGRAPHIC SURVEYS	Ms K Henry
PREHISTORIC POTTERY	Mr A Peachey
ROMAN POTTERY	Mr A Peachey
SAXON & MEDIEVAL POTTERY	Mr P Thompson
POST-MEDIEVAL POTTERY	Mr P Thompson
FLINT	Mr A Peachey
GLASS	H Cool
COINS	British Museum, Dept of Coins & Medals
METALWORK & LEATHER	Ms Q Mould, Ms N Crummy
SLAG	Ms J Cowgill
ANIMAL BONE	Dr J Cussans
HUMAN BONE:	Ms 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.

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. 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.

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 whoo 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 (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

Printable version

OASIS ID: archaeol7-252247

Project details

Project name	PROPOSED NEW HOUSE, 37 OAK CRESCENT, EYE, SUFFOLK IP23 7BY
Short description of the project	In May 2016 Archaeological Solutions Ltd (AS) carried out an archaeological monitoring and recording at 37 Oak Crescent, Eye, Suffolk (NGR TM 144 742). The work was required to comply with a condition of planning approval (Mid Suffolk District Council Ref. 0248/13), based on advice from SCC AS-CT, which requires a programme of archaeological work. The site lies immediately adjacent to the historic medieval town of Eye (HER EYE 091). Eye was recorded at Domesday with a market and two mills, being the third or fourth most heavily populated town in Suffolk at this time. It also lies on a low promontory above the floodplains of the River Dove, the site thus had a potential for remains of early occupation of the area. The monitoring recorded a modern ceramic land drain. No archaeological features or finds were present
Project dates	Start: 23-05-2016 End: 26-05-2016
Previous/future work	No / No
Any associated project reference codes	P6625 - Contracting Unit No.
Any associated project reference codes	EYE133 - Sitecode
Type of project	Recording project
Site status	National Nature Reserve
Current Land use	Other 5 - Garden
Monument type	NONE None
Significant Finds	NONE None
Investigation type	'"Watching Brief"'

Project location

Country	England
Site location	SUFFOLK MID SUFFOLK EYE PROPOSED NEW HOUSE, 37 OAK CRESCENT, EYE, SUFFOLK IP23 7BY
Postcode	IP23 7BY
Study area	210 Square metres
Site coordinates	TM 144 742 52.323437611407 1.146497912821 52 19 24 N 001 08 47 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	Thomas Muir

Project archives

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

Project bibliography 1

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OASIS:

Please e-mail Historic England for OASIS help and advice

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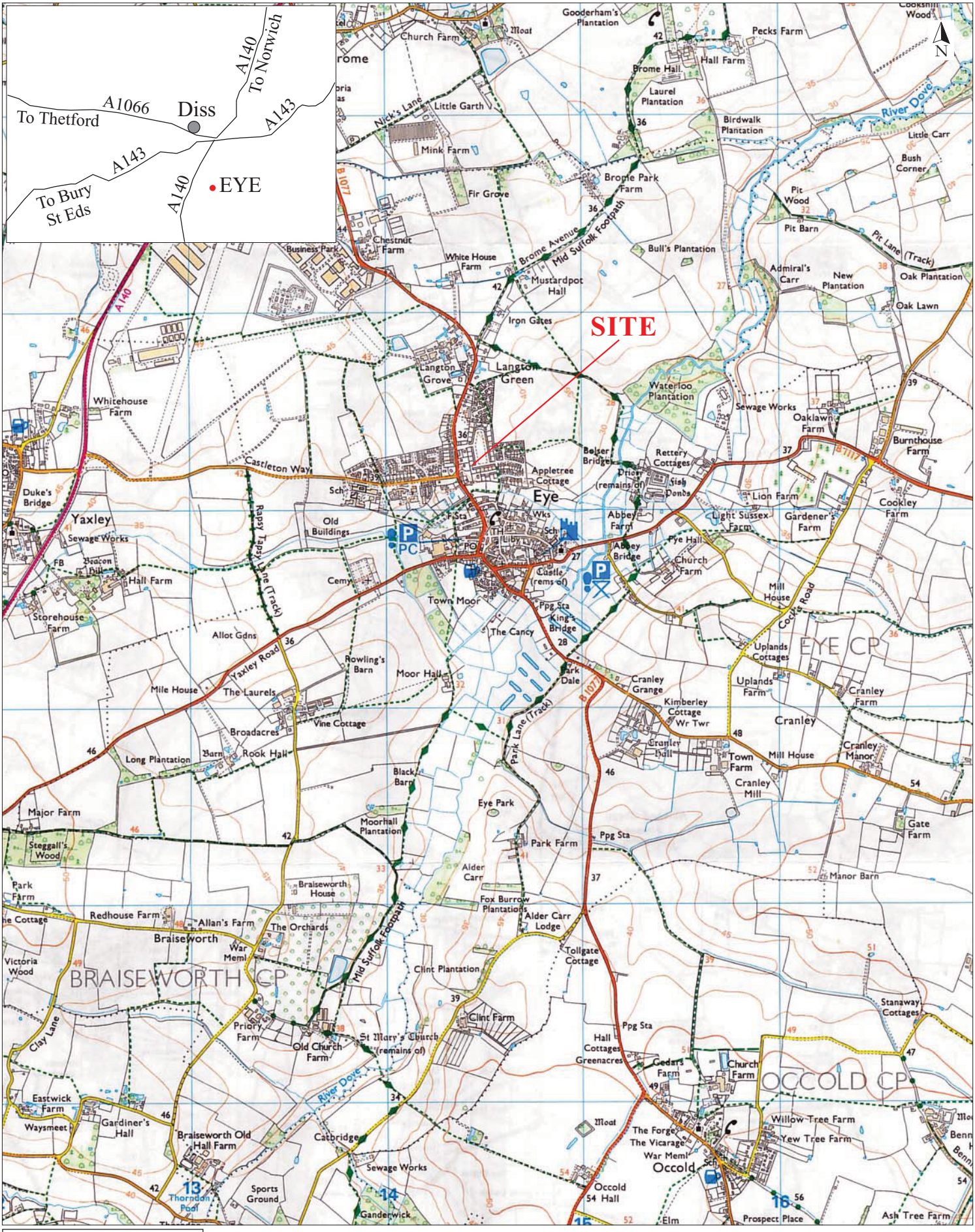

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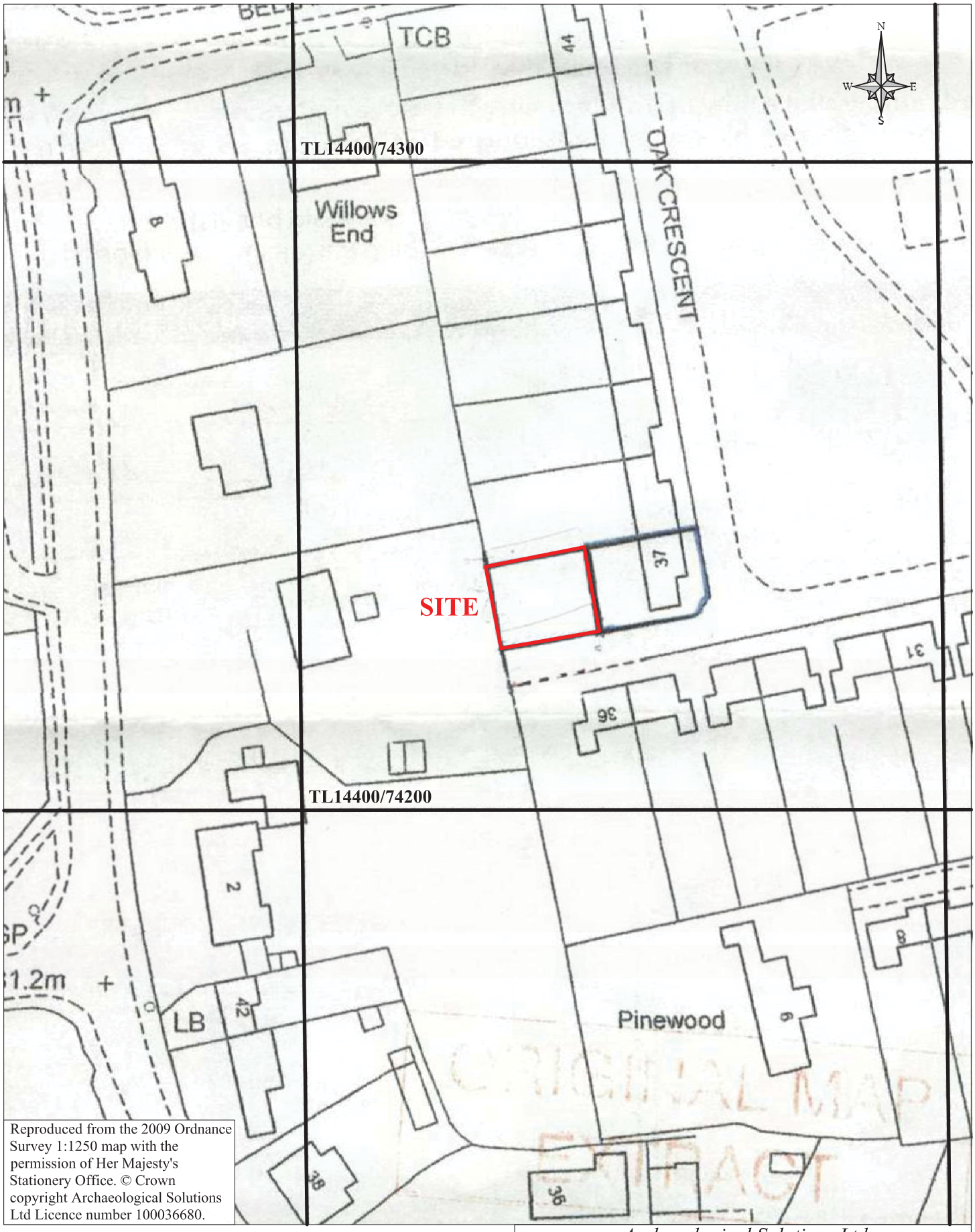
Fig. 1 Site location plan

Scale 1:25,000 at A4

37 Oak Crescent, Eye, Suffolk (P6625)



0 50m

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Fig. 2 Detailed site location plan

Scale 1:750 at A4

37 Oak Crescent, Eye, Suffolk (P6625)

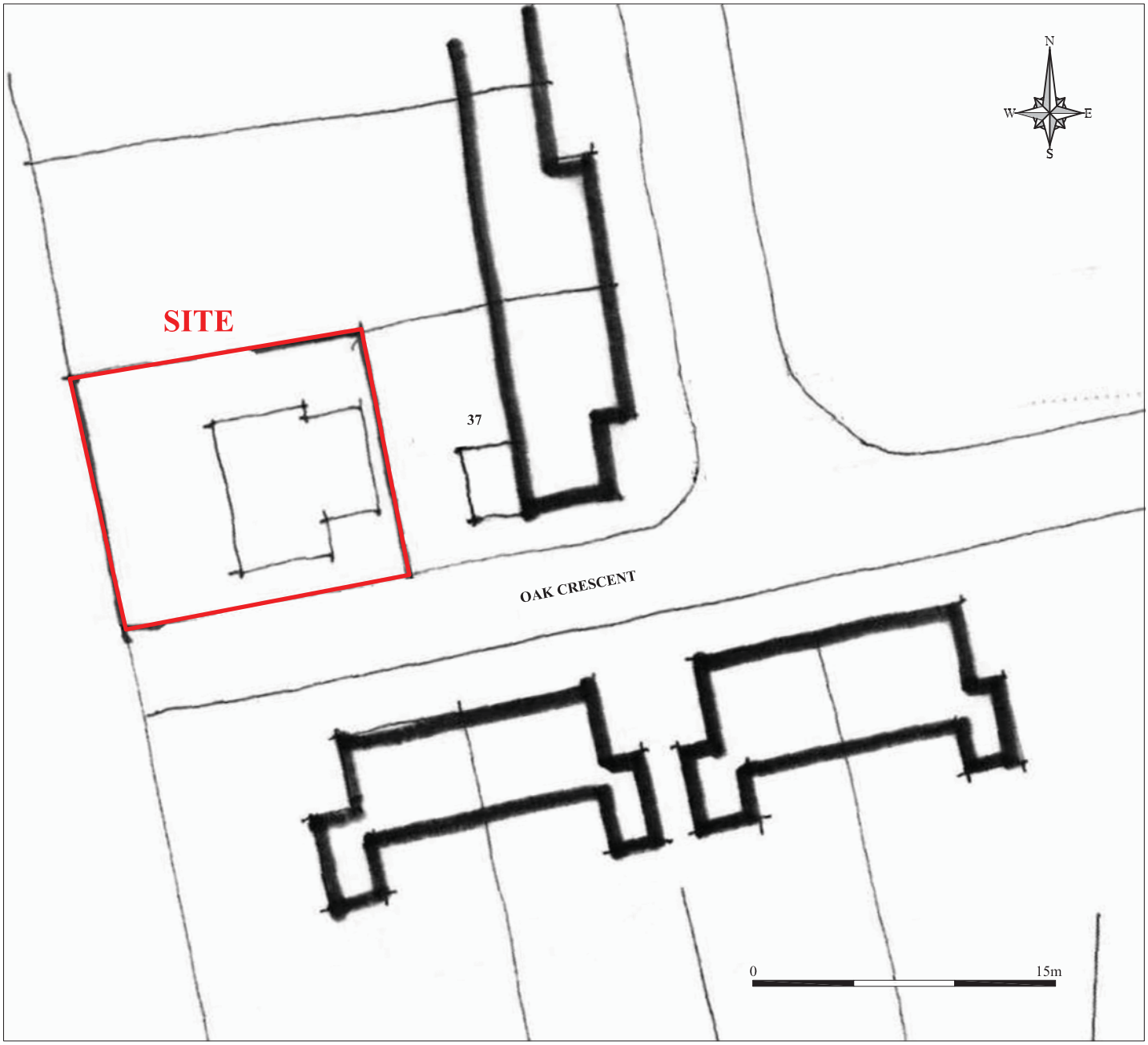

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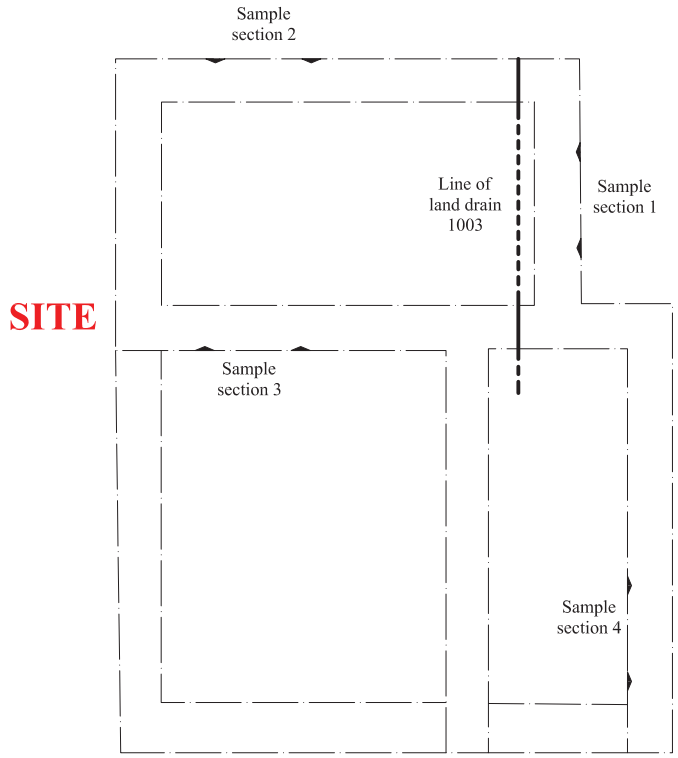
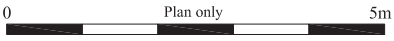
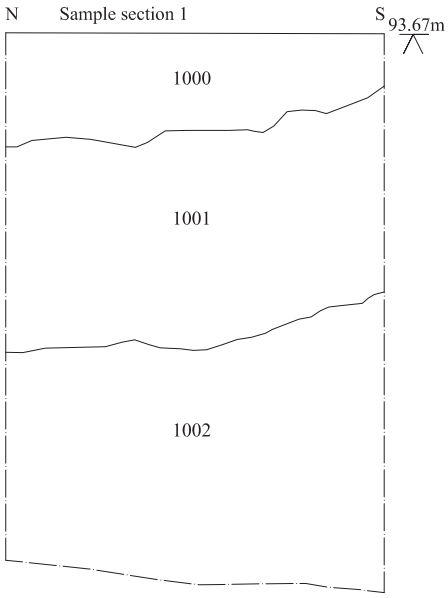
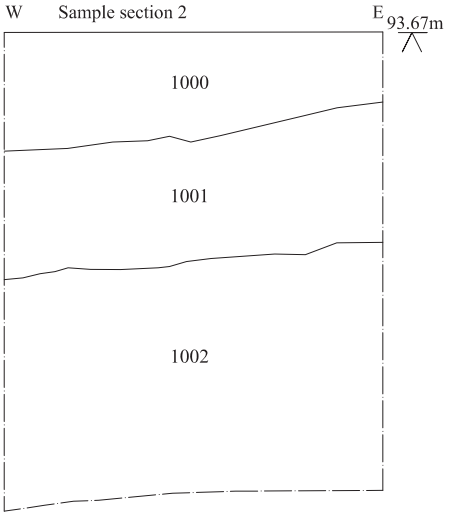
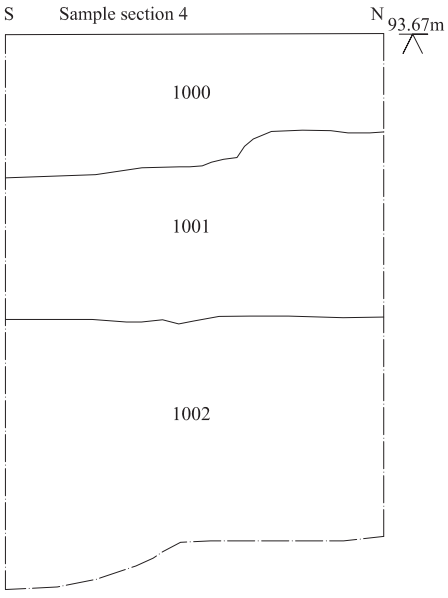
Fig. 3 Proposed development
Scale 1:300 at A4
37 Oak Crescent, Eye, Suffolk (P6625)











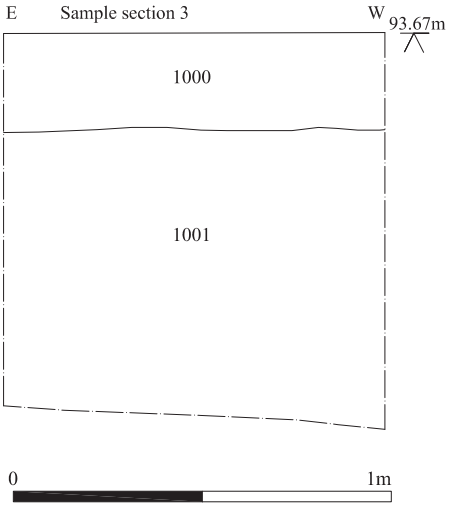


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Fig. 4 Section location plan

Scale 1:100 and 1:20 at A4

37 Oak Crescent, Eye, Suffolk (P6625)