

ARCHAEOLOGICAL SOLUTIONS LTD

84-86 HIGH STREET, SOUTHWOLD, SUFFOLK

ARCHAEOLOGICAL MONITORING AND RECORDING

Authors: Mark Blagg-Newsome (Fieldwork and report) Peter Thompson (archaeological background)	
NGR: TM 507 762	Report No: 5303
District: Waveney	Site Code: SWD 076
Approved: Claire Halpin MCIfA	Project No: P6937
	19th January 2017

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OASIS SUMMARY SHEET

Project details			
Project name	84-86 High Street, Southwold, Suffolk		
<p><i>In January 2017 Archaeological Solutions Ltd (AS) carried out an archaeological monitoring and recording at 84-86 High Street, Southwold, Suffolk (NGR TM 507 762). The monitoring was undertaken during the groundworks associated with the construction of a rear extension to the property. It was required to comply with a condition of planning approval (Suffolk Coastal Council Ref. DC/15/4589/FUL), based on advice from the Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT).</i></p> <p><i>The house has late 16th – early 17th century origins. The site has a high potential for archaeological remains dating from the medieval development of the town from its earliest days.</i></p> <p><i>The monitoring revealed that abutting the house to the north was a buried modern (mid 19th - early 20th century) cold water store M1008. Associated with this cold water store were six made ground layers used to back fill it. One modern pit feature was observed in the north-east of the site cutting L1004. No features of archaeological interest were observed.</i></p>			
Project dates (fieldwork)	9th-10th January 2017		
Previous work (Y/N/?)	N	Future work	TBC
P. number	6937	Site code	SWD 076
Type of project	Archaeological Monitoring and Recording		
Site status	-		
Current land use	Residential house and associated land plot		
Planned development	Extension to residential house		
Main features (+dates)	Modern cold water store and associated layers		
Significant finds (+dates)	None		
Project location			
County/ District/ Parish	Suffolk	Waveney	Southwold
HER/ SMR for area	Suffolk HER		
Post code (if known)	IP18 6DP		
Area of site	Approx. 220m ²		
NGR	TM 507 762		
Height AOD (min/max)	Approx. 10m AOD		
Project creators			
Brief issued by	Suffolk County Council Archaeological Service Conservation Team		
Project supervisor/s (PO)	Archaeological Solutions Ltd		
Funded by	Ms Julie Church and Ms Jo Taylor		
Full title	84-86 High Street, Southwold, Suffolk. Archaeological Monitoring and Recording		
Authors	Mark Blagg-Newsome		
Report no.	5303		
Date (of report)	19th January 2017		

84-86 HIGH STREET, SOUTHWOLD, SUFFOLK

ARCHAEOLOGICAL MONITORING AND RECORDING

SUMMARY

In January 2017 Archaeological Solutions Ltd (AS) carried out an archaeological monitoring and recording at 84-86 High Street, Southwold, Suffolk (NGR TM 507 762). The monitoring was undertaken during the groundworks associated with the construction of a rear extension to the property. It was required to comply with a condition of planning approval (Suffolk Coastal Council Ref. DC/15/4589/FUL), based on advice from the Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT).

The proposed development site lies in the historic medieval and post-medieval core of Southwold (SWD 051). Records include 1222 when there was grant of a medieval market to the Abbot of Bury St Edmunds. And four years later granting of a fair, with further markets and fairs added in the 15th and early 16th centuries. Silkman's Hill centred on 380m south of the site is the putative site where in 1260 Richard de Clare obtained licence to convert his house at Southwold into a strong castle' (SWD 009). Archaeological monitoring at Victoria Street some 110m north of the site identified a medieval ditch containing 13th-14th century pottery sherds (SWD 049). Archaeological monitoring 150m to the north of the site recorded no features or finds (SWD 046).

The house has late 16th – early 17th century origins. The site has a high potential for archaeological remains dating from the medieval development of the town from its earliest days.

Archaeological monitoring of the site revealed that abutting the house to the north was a buried modern (mid 19th - early 20th century) cold water store M1008. Associated with this cold water store were six made ground layers used to back fill it. One modern pit feature was observed in the north-east of the site cutting L1004. No features of archaeological interest were observed.

1 INTRODUCTION

1.1 In January 2017 Archaeological Solutions Ltd (AS) carried out an archaeological monitoring and recording at 84-86 High Street, Southwold, Suffolk (NGR TM 507 762; Figs.1 - 2). The monitoring was undertaken during the groundworks associated with the construction of a rear extension to the property. It was required to comply with a condition of planning approval (Suffolk Coastal Council Ref.

DC/15/4589/FUL), based on advice from the Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT).

1.2 The monitoring was carried out in accordance with a brief issued by the SCC AS-CT (Abby Antrobus, dated 10th August 2016), and a specification compiled by AS (dated 18th October 2016) and approved by SCC AS-CT. It adhered to the ClfA *Standard and Guidance for Archaeological Field Evaluation* (2014) and the *Standards for Field Archaeology in the East of England* (Gurney 2003).

1.3 The brief required 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, were closely monitored during and after stripping in order to ensure no damage occurs to any heritage assets. Adequate time was allowed for archaeological recording of archaeological deposits during excavation, and of soil sections following excavation.

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 Southwold is a coastal town located 14km south of Lowestoft. The site lies on the eastern side of the High Street in the historic core of Southwold, and comprises the existing late 16th/early 17th century property of 84-86 High Street. It includes the land plot/rear garden to the north which contains a building or ancillary structure.

3 TOPOGRAPHY, GEOLOGY & SOILS

3.1 The site is on low lying ground at approximately 10m AOD and some 250m from the sea. To the north of the town is the Buss Creek approximately 750m from the site, which flows into the sea. To the south is lower lying land drained by ditches. The local soils are deep well drained sandy soils which overlie glaciofluvial drift. These in turn overlie solid geology of Crag Group Gravel.

4 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

4.1 There is little in the way of prehistoric or Romano-British finds from the proximity of the proposed development site. The closest find is a Roman sestertius coin of Faustina II which was found approximately 100m to the south (SWD 001). At Domesday the manor of Southwold was small with a population of nine heads of household. The neighbouring village of Blythburgh was much larger with 42 heads of household, and may have been an important royal centre in Middle Saxon times as King Anna of the East Angles is recorded being killed nearby in battle with the Mercians, and initially buried at Blythburgh. The nearby village of Reydon also had a very large population (60 heads of household) at Domesday including two churches, and it is suggested that the church at Southwold is one of these. The current parish church of St Edmund to the north of the site was entirely re-built c.1430 but may be on the site of the Saxon one (SWD 007).

4.2 The proposed development site lies in the historic medieval and post-medieval core of Southwold (SWD 051). Records include 1222 when there was grant of a medieval market to the Abbot of Bury St Edmunds. And four years later granting of a fair, with further markets and fairs added in the 15th and early 16th centuries. Silkman's Hill centred on 380m south of the site is the putative site where in 1260 Richard de Clare obtained licence to convert his house at Southwold into a strong castle' (SWD 009). Archaeological monitoring at Victoria Street some 110m north of the site identified a medieval ditch containing 13th-14th century pottery sherds (SWD 049). Archaeological

monitoring 150m to the north of the site recorded no features or finds (SWD 046).

4.3 A brick lined post-medieval well was identified during archaeological monitoring approximately 100m south of the site (SWD 001). There is a large area to the south and east of the site, including the beach front, where features relating to World War II activity including slit trenches, tank cubes and other military features were located (SWD 020, SWD 024, SWD 025, SWD 032).

5 METHODOLOGY

5.1 The principal elements monitored were the mechanically-excavated foundation trenches for the new rear house extension (Fig. 2).

5.2 The archaeological monitoring comprised the observation of all groundworks, the inspection of the subsoil and natural 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 and the excavated area was scanned by metal detector.

6 DESCRIPTION OF RESULTS

6.1 Deposits located within the area of the new house extension were recorded in sample sections presented below:

<i>Sample section 1 (showing depth of oversight)</i> <i>West of site, facing south-east</i> <i>0.00 = 12.10m AOD</i>		
0.00 – 0.25m	L1000	Topsoil. Dark greyish brown, firm, silty clay.
0.25 – 0.35m	L1001	Made Ground. Mid yellowish brown, firm, silty clay
0.35m+	L1002	Made Ground. Light orangish yellow, loose, sand

<i>Sample section 2 (footing trench)</i> <i>Eastern footing trench, facing north-west</i> <i>0.00 = 12.21m AOD</i>		
0.00 – 0.16m	L1003	Concrete yard surface.
0.16 – 0.46m	L1000	Topsoil. As above.
0.46 – 0.64m	L1001	Made Ground. As above.
0.64 – 0.72m	L1002	Made Ground. As above.
0.72 – 0.92m	L1004	Made Ground. Mid greenish grey, loose, sandy clay. 19th - early 20th century date.
0.92 – 1.07m	L1005	Made Ground. Light orangish yellow, loose, sand.
1.07 – 1.31m	L1006	Made Ground. Dark blackish grey, loose, silty sand. Mid 19th - early 20th century date.

1.31 – 1.50m	L1007	Made Ground. Dark reddish brown, loose, sand.
1.50m+	L1009	Natural. Mid orangeish yellow, firm, sand

Description: Abutting the house to the north was a buried modern (mid 19th - early 20th century) cold water store, M1008. Associated with the cold water store were six made ground layers (back fill). A modern pit was observed in the north-eastern sector of the site cutting. No features of archaeological interest were observed.

7 CONFIDENCE RATING

7.1 It is not felt that any factors inhibited the recognition of archaeological features or finds during the programme of archaeological monitoring and recording.

8 DEPOSIT MODEL

8.1 The majority of the site was overlain by Topsoil L1000, a dark greyish brown, firm, silty clay (0.25 – 0.30m thick). In the eastern part of the site, a concrete yard surface, L1003, overlay the topsoil (0.16m thick). Below the topsoil and above the natural were made ground deposits (L1001, L1002, L1004 - L1007) which were 1.03m thick.

8.2 The natural geology was present at 1.50m below existing the ground level and comprised L1009, a mid orangeish yellow, firm, sand.

9 DISCUSSION

9.1 The proposed development site lies in the historic medieval and post-medieval core of Southwold (SWD 051). Records include 1222 when there was grant of a medieval market to the Abbot of Bury St Edmunds. And four years later granting of a fair, with further markets and fairs added in the 15th and early 16th centuries. Silkman's Hill centred on 380m south of the site is the putative site where in 1260 Richard de Clare obtained licence to convert his house at Southwold into a strong castle' (SWD 009). Archaeological monitoring at Victoria Street some 110m north of the site identified a medieval ditch containing 13th-14th century pottery sherds (SWD 049). Archaeological monitoring 150m to the north of the site recorded no features or finds (SWD 046).

9.2 The house has late 16th – early 17th century origins. The site had a high potential for archaeological remains dating from the medieval development of the town from its earliest days.

9.3 Abutting the house to the north was a buried modern (mid 19th - early 20th century) cold water store, M1008. Associated with this cold

water store were made ground layers (back fill). A modern pit feature was observed in the north-eastern sector of the site. No earlier residual archaeological finds were found.

10 ACKNOWLEDGEMENTS

Archaeological Solutions Limited would like to thank the client, Ms Julie Church and Ms Jo Taylor for funding the project, and Mr John Bennett, Architect for assistance.

AS is also pleased to acknowledge the advice and input of Dr Abby Antrobus of Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT).

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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

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				4073	796			
	1004			Made Ground	19 th -early 20 th C	1	26	6418	21	Glass Fe.Frag	1 1	23 393
	1006			Made Ground	Mid 19 th -early 20 th C	4	447		22	Clay Pipe	1	5
1008				Cold Water Store				2955				

APPENDIX 2 SPECIALIST REPORTS

The Pottery

Peter Thompson

The archaeological monitoring recovered 5 sherds of pottery weighing 476g from made ground. The pottery is Victorian or slightly later pottery and includes a complete ink bottle.

Methodology

The sherds were examined in keeping with the Medieval Pottery Research Group Guidelines (Slowikowski et al 2001; Table 1). The pottery fabric codes in brackets are those used in the Suffolk type series.

Key:

ENGs (8.30): English stoneware 18th+

LGRE (8.50): Late Glazed Red Earthenware 18th-19th

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

Feature	Context	Quantity	Date	Comment
Made Ground	1004	1x27g ENPO	19 th -early 20 th	
Made Ground	1006	2x218g GRE 1x14g RWE 1x217g ENGs	Mid 19 th - early 20 th	ENGs: complete ink bottle

Table 1: Quantification of sherds 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 archaeological monitoring recovered five fragments (13446g) of CBM, entirely comprised of modern brick, of which four were complete.

Two red bricks (c.3209g each) recovered from Made Ground L1004 and one from Topsoil L1000 (3143g) had dimensions of 225x110x65mm with a smooth base, and could potentially have been

produced throughout the 19th century, though the relatively highly finished (regular, sharp) and highly-fired character of the bricks suggests they were produced in the late 19th century. A further complete brick contained in Cold Water Store L1008 (2955g) with comparable dimensions but a broad shallow frog is likely to be contemporary, possibly extending into the early 20th century.

A single partial fragment (930g) of machine-made red brick with partial dimensions of 95x65mm was also recovered from Topsoil L1000. It bears the partial stamp of the London Brick Company, and the brick type Phorpres, which was produced on a vast industrial scale between the 1920s-60s.

APPENDIX 3 WSI

84-86 HIGH STREET, SOUTHWOLD, SUFFOLK IP18 6DP

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

18th October 2016

Archaeological Solutions is an independent archaeological contractor providing the services which satisfy all archaeological requirements of planning applications, including:

Desk-based assessments and environmental impact assessments
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84-86 HIGH STREET, SOUTHWOLD, SUFFOLK IP18 6DP 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 10th August 2016). It provides for continuous archaeological monitoring/recording during groundworks associated with the construction of a new rear extension to 84-86 High Street, Southwold, Suffolk IP18 6DP (NGR TM 507 762). The works are required to comply with a condition of planning approval (Suffolk Coastal Council Ref. DC/15/4589/FUL), 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 eastern side of the High Street in the historic core of Southwold, and comprises the existing property of 84-86 High Street. It is proposed to construct a new rear extension to the property.

3.2 The site lies within an area of archaeological potential recorded on the Suffolk Historic Environment Record. The building dates to the later 16th or early 17th century, with later elements, and the site lies within the historic medieval and later town core (HER SWD 051). The site thus has a potential for buried remains of the medieval and later town.

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 more detail. For demography, issues include assessment of population structures, density and mobility, urban sustainability, immigration and rural colonisation and housing/provisioning. For social organisation, issues include assessment of the impact of royal vills, major institutions and the Church on urban settlement, territorial boundaries in proto-urban and urban settlements, the effect of national political developments, ranking and status in settlements, spatial analysis, wealth distribution, specialism, acquisition of raw materials, building form and function, markets and commercial/corporate activity. Economic issues of the above also need to be considered, particularly with regard to industrial zoning. The impact of culture and religion could include issues such as identifying characteristics of urban culture, its growth, complexity and values. The Church and its influence on the burgeoning towns must also be addressed. As Murphy notes in Brown and Glazebrook (2000, 31), urban environmental archaeology should be approached by analysis of environmental 'events', processes and study of relationships with producing sites in the rural hinterland.

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

and religion; the effect of the Danish occupation; and artefact studies (Medlycott 2011, 57-59).

4.2.3 The issues identified by Ayers (in Brown & Glazebrook, 2000) and Wade (in Brown & Glazebrook, 2000) remain valid research subjects (Medlycott 2011, 70) for the medieval period. The study of landscapes is dominated by issues such as water management and land reclamation for large parts of the region, the economic development of the landscape and the region's potential to reveal information regarding field systems, enclosures, roads and trackways. Linked to the study of the landscape are research issues such as the built environment and infrastructure; the main communication routes through the region need to be identified and synthesis needs to be carried out regarding the significance, economic and social importance of historic buildings in the region (Medlycott 2011, 70-71). Also considered to be important research subjects for the medieval period are rural settlements, towns, industry and the production and processing of food and demographic studies (Medlycott 2011, 70-71).

4.2.4 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 routes. Landscapes, and the effect of social changes, such as the Dissolution and the enclosure of greens and commons, on them are considered to be an area of research. The region's military sites and their impact on the development of eastern England, on its landscapes and on its appearance are also considered to be of importance. Towns, their development and their impact on the landscape, require further study. Issues such as economic and social influences of towns on their hinterlands and neighbours are identified as being of importance, as are the development of specific urban forms.

4.2.5 As set out above, the principal research objectives will be to identify any evidence of early development of the site in the medieval and post-medieval periods, particularly for remains (including human remains) associated with the Augustinian Priory, and for evidence of the development of the Chapel building, which may be revealed during the groundworks for the proposed underfloor heating.

References

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5 ARCHAEOLOGICAL MONITORING

5.1 The brief requires the recovery of a record of archaeological deposits that may be damaged or removed by any development. A Method Statement is provided (Appendix 2). The main objective surrounds the potential for the groundworks for the development to produce evidence of the medieval and post-medieval development of Southwold area. The principal groundworks to be monitored will be ground reduction and foundation/service excavations.

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 MoRPHE (2015).

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 Historic England (*Environmental Archaeology; A guide to the theory and practice of methods, from sampling and recovery to post-excavation*, rev 2016).

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 (2015)

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 SCCAS-CT will monitor the project on behalf of the local planning authority.

12.2 **Notification** Archaeological Solutions will give SCCAS-CT notification prior to the commencement of the project on site

12.3 **Monitoring** SCCAS-CT will be responsible for monitoring progress and standards throughout the project, both on site and during the post-survey/report stages, to ensure compliance with the planning requirement, the approved WSI and any subsequent Brief and approved WSI for further fieldwork, analyses and publication.

12.4 Any variations to the WSI will be agreed in advance with SCCAS-CT prior to them being carried out.

13 OASIS PROJECT REPORTING

13.1 The results of the project will be reported to the OASIS Project.

APPENDIX 1

ARCHAEOLOGICAL SOLUTIONS LIMITED: PROFILES OF STAFF & SPECIALISTS

DIRECTOR

Claire Halpin BA MCIfA

Qualifications: Archaeology & History BA Hons (1974-77). Oxford University Dept for External Studies In-Service Course (1979-1980). Member of Institute of Archaeologists since 1985: IFA Council member (1989-1993)

Experience: Claire has 25 years' experience in field archaeology, working with the Oxford Archaeological Unit and English Heritage's Central Excavation Unit (now the Centre for Archaeology). She has directed several major excavations (e.g. Barrow Hills, Oxfordshire, and Irthlingborough Barrow Cemetery, Northants), and is the author of many excavation reports e.g. St Ebbe's, Oxford: *Oxoniensia* 49 (1984) and 54 (1989). Claire moved into the senior management of field archaeological projects with Hertfordshire Archaeological Trust (HAT) in 1990, and she was appointed Manager of HAT in 1996. From the mid 90s HAT has enlarged its staff complement and extended its range of skills. In July 2003 HAT was wound up and Archaeological Solutions was formed. The latter maintains the same staff complement and services as before. AS undertakes the full range of archaeological services nationwide.

DIRECTOR

Tom McDonald MCIfA

Qualifications: Member of the ClfA

Experience: Tom has twenty years' experience in field archaeology, working for the North-Eastern Archaeological Unit (1984-1985), Buckinghamshire County Museum (1985), English Heritage (Stanwick Roman villa (1985-87) and Irthlingborough barrow excavations, Northamptonshire (1987)), and the Museum of London on the Royal Mint excavations (1986-7)., and as a Senior Archaeologist with the latter (1987-Dec 1990). Tom joined HAT at the start of 1991, directing several major multi-period excavations, including excavations in advance of the A41 Kings Langley and Berkhamsted bypasses, the A414 Cole Green bypass, and a substantial residential development at Thorley, Bishop's Stortford. He is the author of many excavation reports, exhibitions etc. Tom is AS's Health and Safety Officer and is responsible for site management, IT and CAD. He specialises in prehistoric and urban archaeology, and is a Lithics Specialist.

OFFICE MANAGER

Rose Flowers

Experience: Rose has a very wide range of book-keeping skills developed over many years of employment with a range of companies, principally Rosier Distribution Ltd, Harlow (now part of Securicor) where she managed eight accounts staff. She has a good working knowledge of both accounting software and Microsoft Office.

OFFICE ADMINISTRATOR
Sarah Powell

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

OFFICE ADMINISTRATOR
Jennifer O'Toole

Experience: Jennifer's professional career has included a variety of roles such as Operations Director with The Logistics Network Ltd, Tutor/Trainer & Deputy Manager with Avanta TNG and Training and Assessment Consultant with PDM Training and Consultancy Ltd. Jennifer's career history emphasises her organisational and interpersonal skills, especially her ability to efficiently liaise with and manage individuals on various levels, and provide a range of supportive/ administrative services. Jennifer holds professional qualifications in a number of subjects including recruitment practice, customer service, workplace competence and health and safety. In her role with Archaeological Solutions Ltd, Jennifer has assisted in the delivery of the company's services on a variety of projects as well as co-ordinating recruitment and providing a range of complex administrative support.

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).

PROJECT OFFICER
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).

PROJECT OFFICER
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 Chartered Institute for Archaeologists (PCIfA 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.

PROJECT OFFICER
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.

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 Chartered 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
Mark Blagg-Newsome

Qualifications: University of Reading (2007-2010) BSc Archaeology

University of Reading (2010-2011) MA Res Archaeology

Experience: Mark has an excellent academic record in archaeology having received an award for best undergraduate dissertation (Department of Archaeology, University of Reading; 2010) and the prize for the best Roman archaeology dissertation (2014) from the Society for the Promotion of Roman

Studies. Mark also chaired and presented in sessions at the 2014 Roman Archaeology Conference and is a contributor on forthcoming archaeozoological publications. Before becoming a supervisor with Archaeological Solutions Ltd, Mark held the position of Site Assistant and has worked on numerous commercial projects. He has also undertaken geophysical and GPS survey.

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 Føroy's 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 Coxford, Norfolk, an early Bronze Age domestic site at Shropham, Norfolk, late Bronze Age material from Panshanger, Hertfordshire, middle Iron Age pit clusters at Ingham, Suffolk and an Iron Age and early Roman riverside site at Dernford, Cambridgeshire. Andrew has worked on important Roman kiln assemblages, including a Nar Valley ware production site at East Winch Norfolk, a face-pot producing kiln at Hadham, Hertfordshire and is currently researching early Roman Horningsea ware kilns at Waterbeach, Cambridgeshire. Andrew is an enthusiastic member of the Study Group for Roman Pottery, and also

undertakes pottery and lithics analysis as an 'external' specialist for a range of archaeological units and local societies in the south of England.

POTTERY RESEARCHER

Peter Thompson MA

Qualifications: University of Bristol BA (Hons), Archaeology (1995-1998)

University of Bristol MA; Landscape Archaeology (1998-1999)

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

PROJECT OFFICER (OSTEOARCHAEOLOGY)

Dr Julia Cussans

Qualifications: University of Bradford, PhD (2002-2010)

University of Bradford, BSc (Hons) Bioarchaeology (1997-2001)

University of Bradford, Dip. Professional Archaeological Studies (2001)

Experience: Julia has over 14 years of archaeozoological experience. Whilst undertaking her part time PhD she also worked as a specialist on a variety of projects in northern Britain including Old Scatness (Shetland), Broxmouth Iron Age Hillfort and Binchester Roman Fort. Additionally Julia has extensive field experience and has held lead roles in excavations in Shetland and the Faroe Islands including, Old Scatness, a large multi-period settlement centred on an Iron Age Broch; the Viking Unst Project, an examination of Viking and Norse houses on Britain's most northerly isle; the Laggan Tormore Pipeline (Firths Voe), a Neolithic house site in Shetland; the Heart of the Atlantic Project, an examination of Viking settlement in the Faroes and Við Kirkjugarð, an early Viking site on Sanday, Faroe Islands. Early on in her career Julia also excavated at Sedgeford, Norfolk as part of SHARP and in Pompeii, Italy as part of the Anglo-American Project in Pompeii. Since joining AS in October 2011 Julia has worked on animal bone assemblages from Beck Row, a Roman agricultural site at Mildenhall, Suffolk and Sawtry, an Iron Age, fen edge site in Cambridgeshire. Julia is a full and active member of the International Council for Archaeozoology, the Professional Zooarchaeology Group and the Association for Environmental Archaeology.

ENVIRONMENTAL ARCHAEOLOGIST

Dr John Summers

Qualifications: 2006-2010: PhD "The Architecture of Food" (University of Bradford)

2005-2006: MSc Biological Archaeology (University of Bradford)

2001-2005: BSc Hons. Bioarchaeology (University of Bradford)

Experience: John is an archaeobotanist with a primary specialism in the analysis of carbonised plant macrofossils and charcoal. Prior to joining Archaeological Solutions, John worked primarily in Atlantic Scotland. His research interests involve using archaeobotanical data in combination with other archaeological and palaeoeconomic information to address cultural and economic research questions. John has made contributions to a number of large research projects in Atlantic Scotland, including the Old Scatness and Jarlshof Environs Project (University of Bradford), the Viking Unst Project (University of Bradford) and publication work for Bornais Mound 1 and Mound 2 (Cardiff University). He has also worked with plant remains from Thruxton Roman Villa, Hampshire, as part of the Danebury Roman Environs Project (Oxford University/ English Heritage). John's role at AS is to analyse and report on assemblages of plant macro-remains from environmental samples and provide support and advice regarding environmental sampling regimes and sample processing. John is a member of the Association for Environmental Archaeology.

SENIOR GRAPHICS OFFICER

Kathren Henry

Experience: Kathren has over twenty-five years' experience in archaeology, working as a planning supervisor on sites from prehistoric to late medieval date, including urban sites in London and rural sites in France/ Italy, working for the Greater Manchester Archaeological Unit, Passmore Edwards Museum, DGLA and Central Excavation Unit of English Heritage (at Stanwick and Irthlingborough, Northamptonshire). She has worked with AS (formerly HAT) since 1992, becoming Senior Graphics Officer. Kathren is AS's principal photographer, specializing in historic building survey, and she manages AS's photographic equipment and dark room. She is in charge of AS's Graphics Department, managing computerised artwork and report production. Kathren is also the principal historic building surveyor/illustrator, producing on-site and off-site plans, elevations and sections.

GRAPHICS OFFICER

Thomas Light

Qualifications: University of Kent (2009-2012) BA Classical and Archaeological Studies

University of Kent (2012-2013) MA Roman History and Archaeology

Experience: Since completing his higher education, Thomas has gained good practical experience in the archaeological and heritage sector, working in a voluntary capacity for Guilford Institute Library and Archive, and Surrey County Archaeological Unit. Before becoming a graphics officer, Thomas held the position of Site Assistant and has excavated on a variety of commercial projects. In his current capacity Thomas has produced extensive illustrative material, including figures and plates for nationally and internationally distributed journal publications.

HISTORIC BUILDING RECORDING

Tansy Collins BSc

Qualifications: University of Sheffield, Archaeological Sciences BSc (Hons) (1999-2002)

Experience: Tansy's archaeological experience has been gained on diverse sites throughout England, Ireland, Scotland and Wales. Tansy joined AS in 2004 where she developed skills in graphics, backed by her grasp of archaeological interpretation and on-site experience, to produce hand drawn illustrations of pottery, and digital illustrations using a variety of packages such as AutoCAD, Corel Draw and Adobe Illustrator. She joined the historic buildings team in 2005 in order to carry out both drawn and photographic surveys of historic buildings before combining these skills with authoring historic building reports in 2006. Since then Tansy has authored numerous such reports for a wide range of building types; from vernacular to domestic architecture, both timber-framed and brick built with date ranges varying from the medieval period to the 20th century. These projects include a number of regionally and nationally significant buildings, for example a previously unrecognised medieval aisled barn belonging to a small group of nationally important agricultural buildings, one of the earliest surviving domestic timber framed houses in Hertfordshire, and a Cambridgeshire house retaining formerly hidden 17th century decorative paint schemes. Larger projects include The King Edward VII Sanatorium in Sussex, RAF Bentley Priory in London as well as the Grade I Listed Balls Park mansion in Hertfordshire.

HISTORIC BUILDING RECORDING

Lauren Wilson

Qualifications: University of Chester (2010-2013) BA (Hons) Archaeology
University of York (2013-2014) MA Archaeology of

Buildings

Experience: Throughout her higher education, Lauren has gained extensive practical archaeological experience, including small finds processing and cataloguing at Norton Priory, Runcorn and assisting in the excavation of a Roman villa as part of the *Santa Marta Project*, Tuscany. Lauren also participated in a training excavation at Grovesnor Park, Chester, centred on a Roman road and 16th century chapel. As part of her Masters dissertation, Lauren worked with the Historic Property Manager of Middleham Castle, North Yorkshire, gaining a good practical knowledge of public outreach and events planning. Since joining Archaeological Solutions Ltd, Lauren has contributed to complex historic buildings recording projects at Landens Farm, Horley (Surrey) and the Ostrich Inn, Colnbrook (Berkshire). She also conducts background research and contributes to archaeological report writing.

ARCHIVES ADMINISTRATOR

Claire Wootton

Experience: Throughout her professional career, Claire has gained extensive administrative experience. Her past roles include Administrative Officer with the Court Service (Royal Courts of Justice; 1988-1997) and Discovery Centre Administrator at St Edmundsbury Cathedral (2012-2015). Claire's Advanced Level qualifications include History, English and Law. Since joining Archaeological Solutions Ltd, Claire has gained a thorough experience of archives administration through a programme of work-based training on numerous projects.

ARCHIVES ADMINISTRATOR

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	Mr A Newton
ANIMAL BONE	Dr J Cussans
HUMAN BONE:	Ms S Anderson
ENVIRONMENTAL CO-ORDINATOR	Dr J Summers
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 Historic England (rev 2016) 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 (rev 2016).

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 SUMMARY SHEET

OASIS DATA COLLECTION FORM: England

[List of Projects](#) | [Manage Projects](#) | [Search Projects](#) | [New project](#) | [Change your details](#) | [HER coverage](#) | [Change country](#) | [Log out](#)

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OASIS ID: archaeol7-272652

Project details

Project name	84-86 High Street, Southwold, Suffolk (WB)
Short description of the project	In January 2017 Archaeological Solutions Ltd (AS) carried out an archaeological monitoring and recording at 84-86 High Street, Southwold, Suffolk (NGR TM 507 762). The monitoring was undertaken during the groundworks associated with the construction of a rear extension to the property. It was required to comply with a condition of planning approval (Suffolk Coastal Council Ref. DC/15/4589/FUL), based on advice from the Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT). The house has late 16th - early 17th century origins. The site has a high potential for archaeological remains dating from the medieval development of the town from its earliest days. The monitoring revealed that abutting the house to the north was a buried modern (mid 19th - early 20th century) cold water store M1008. Associated with this cold water store were six made ground layers used to back fill it. One modern pit feature was observed in the north-east of the site cutting L1004. No features of archaeological interest were observed.
Project dates	Start: 09-01-2017 End: 10-01-2017
Previous/future work	No / Not known
Any associated project reference codes	P6937 - Contracting Unit No.
Any associated project reference codes	SWD076 - Sitecode
Type of project	Recording project
Site status	None
Current Land use	Other 3 - Built over
Monument type	COLD WATER STORE Modern
Significant Finds	NONE None
Investigation type	""Watching Brief""
Prompt	Planning condition

Project location

Country	England
Site location	SUFFOLK SUFFOLK COASTAL BLYTHBURGH 84-86 High Street, Southwold, Suffolk, IP18 6DP
Postcode	IP18 6DP

Study area 220 Square metres

Site coordinates TM 507 762 52.325904952841 1.679617168148 52 19 33 N 001 40 46 E Point

Height OD / Depth Min: 10m Max: 10m

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 Archaeological Solutions Ltd

Project archives

Physical Archive Exists? No

Digital Archive recipient Suffolk County Archaeological Store

Digital Contents "Survey"

Digital Media available "Images raster / digital photography","Survey","Text"

Paper Archive recipient Suffolk County Archaeological Store

Paper Contents "Survey"

Paper Media available "Drawing","Photograph","Plan","Report","Survey "

Project bibliography 1

Publication type Grey literature (unpublished document/manuscript)

Title 84-86 High Street, Southwold, Suffolk

Author(s)/Editor(s) Blagg-Newsome, M

Other bibliographic details Archaeological Solutions Report No. 5303

Date 2017

Issuer or publisher Archaeological Solutions Ltd

Place of issue or publication Bury St Edmunds

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PHOTOGRAPHIC INDEX



1
General view of site looking south



2
M1008 looking north-east



3
Sample Section 1 looking north-west

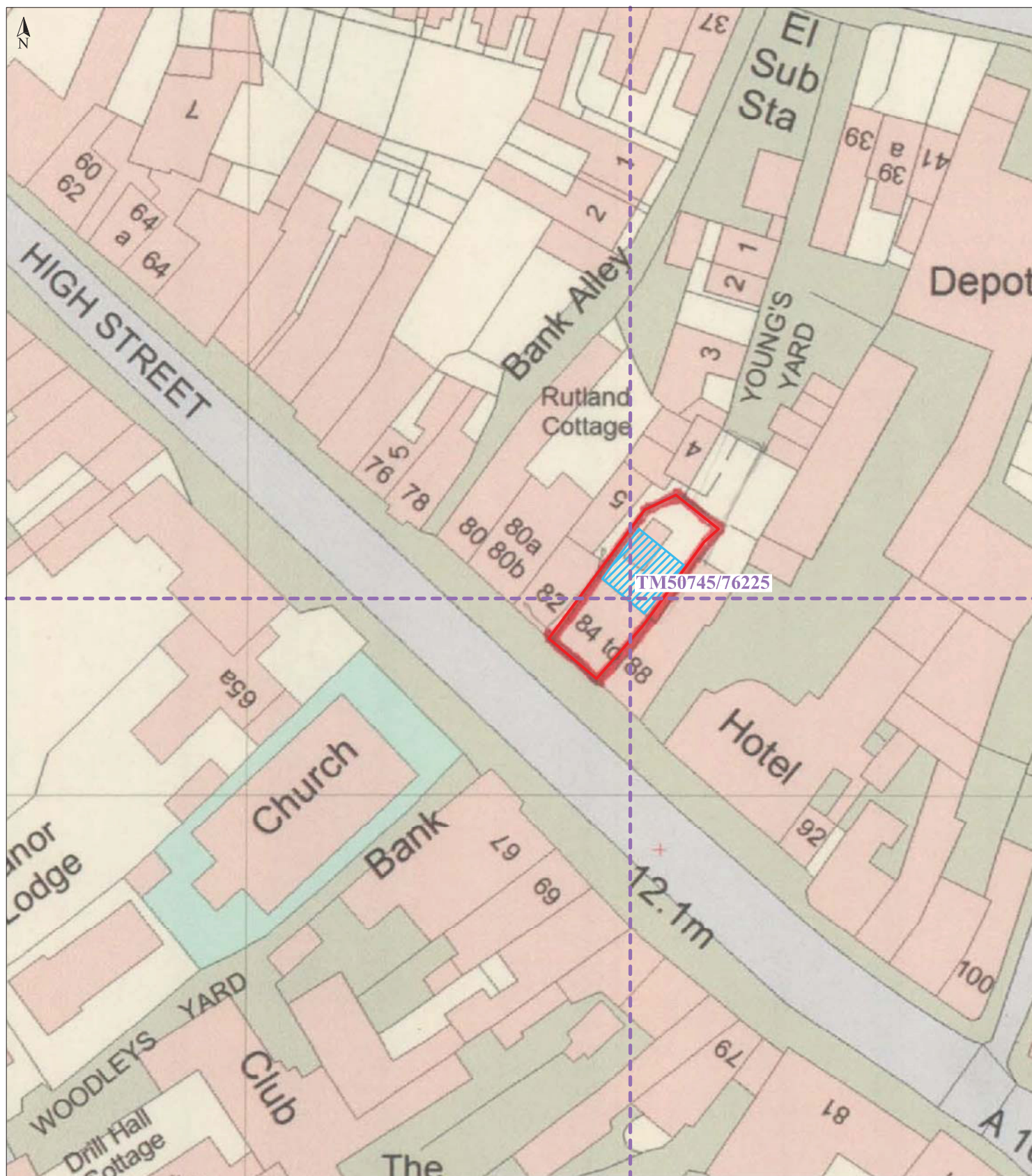


4
Sample Section 2 looking south-east




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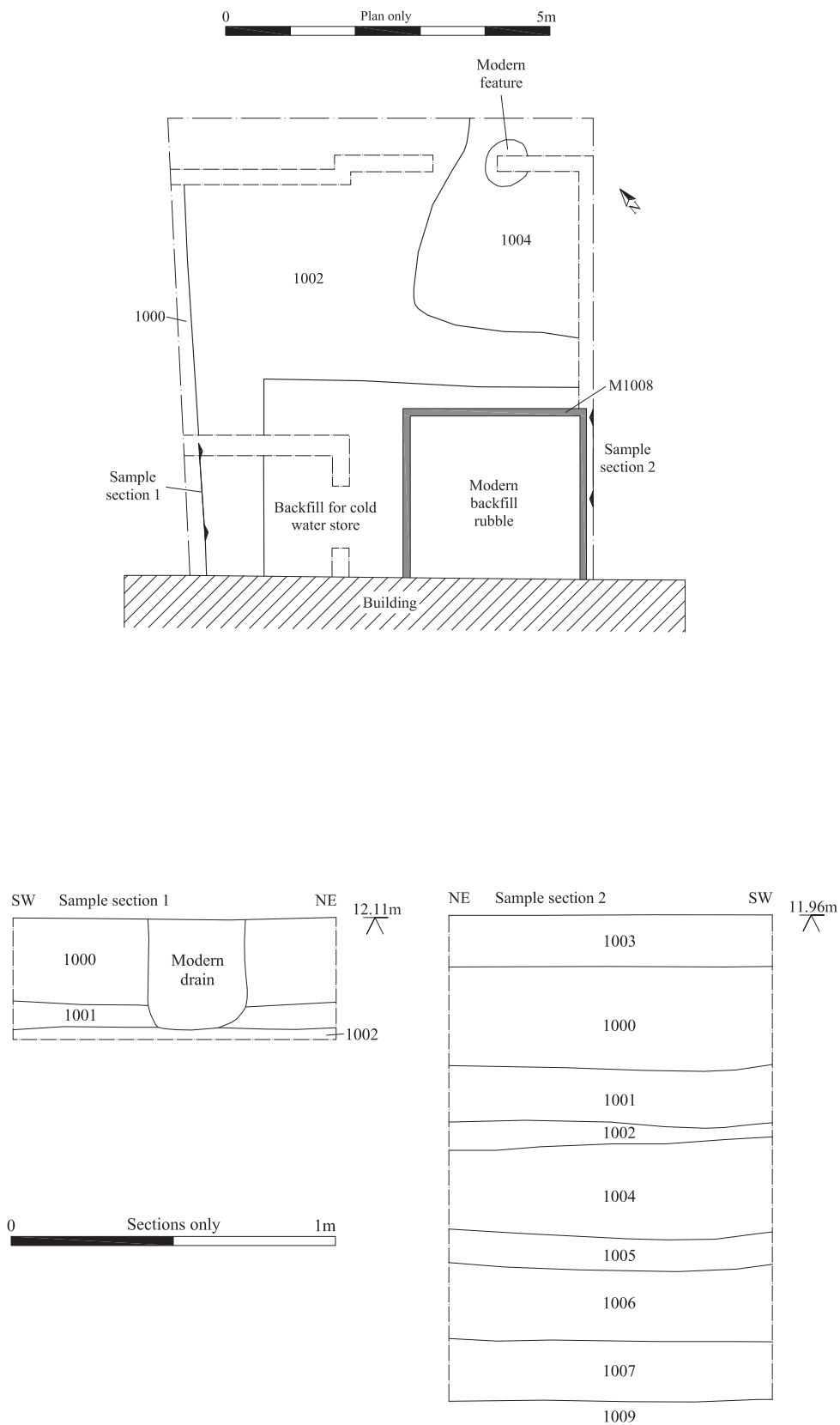
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Fig. 1 Site location plan
 Scale 1:25,000 at A4
 High Street, Southwold, Suffolk (P6937)



0 50m

 Area monitored

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Fig. 2 Detailed site location plan
Scale 1:600 at A4
High Street, Southwold, Suffolk (P6937)



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Fig. 3 Site plan and sections

Scale 1:100 and 1:20 at A4

High Street, Southwold, Suffolk (P6937)