
ARCHAEOLOGICAL SOLUTIONS LTD

58-60 WOODBRIDGE ROAD, IPSWICH, SUFFOLK

**CONTINUOUS ARCHAEOLOGICAL
MONITORING AND RECORDING**

Authors: Thomas Muir (Fieldwork & report) Peter Thompson (background)	
NGR: TM 168 446	Report No: 5613
District: Ipswich	Site Code: IPS2025
Approved: Claire Halpin MCIfA	Project No: 7317
	Date: 1 October 2018

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Archaeological excavations
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CONTENTS

PROJECT SUMMARY SHEET

SUMMARY

- 1 INTRODUCTION**
 - 2 DESCRIPTION OF THE SITE**
 - 3 TOPOGRAPHY, GEOLOGY AND SOILS**
 - 4 ARCHAEOLOGICAL & HISTORICAL BACKGROUND**
 - 5 METHODOLOGY**
 - 6 DESCRIPTION OF RESULTS**
 - 7 CONFIDENCE RATING**
 - 8 DISCUSSION**
- DEPOSITION OF THE ARCHIVE**
ACKNOWLEDGEMENTS
BIBLIOGRAPHY

APPENDIX 1 THE SPECIFICATION

PROJECT SUMMARY SHEET

Project details			
Project name	58 – 60 Woodbridge Road, Ipswich, Suffolk		
<p><i>In February and March 2018 Archaeological Solutions Ltd carried out archaeological monitoring and recording on land to the rear of 58-60 Woodbridge Road (Orchard Road), Ipswich, Suffolk IP4 2EG (NGR TM 168 446; Figs. 1 - 2). The monitoring was undertaken in compliance with a planning condition attached to planning approval for the construction of two new dwellings (Ipswich Borough Council Ref. IP/15/01098), and based on advice from Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT).</i></p> <p><i>The site fronts the western side of Orchard Road and lies to the south of 58-60 Woodbridge Road, Ipswich, on the north eastern edge of the historic centre of the town.</i></p> <p><i>The monitoring revealed the footings (M1004) of the former buildings on the site. The stratigraphy comprised made ground and levelling deposits underneath a bituminous surface. The ground was much disturbed and in addition to the wall footings concrete piles were present.</i></p>			
Project dates (fieldwork)	26 th February & 8 th March 2018		
Previous work (Y/N/?)	N	Future work	N
P. number	7317	Site code	IPS2025
Type of project	Archaeological Monitoring and Recording		
Site status	-		
Current land use	Garden		
Planned development	Residential		
Main features (+dates)	Brick wall footings. Modern made ground.		
Significant finds (+dates)	None		
Project location			
County/ District/ Parish	Suffolk	Ipswich	St Helen
HER/ SMR for area	Suffolk HER		
Post code (if known)	IP4 2EG		
Area of site	150m ²		
NGR	TM 168 446		
Height AOD (min/max)	c. 10-15m AOD		
Project creators			
Brief issued by	Suffolk County Council Archaeological Service		
Project supervisor/s	Archaeological Solutions Ltd		
Funded by	Orchard Street Developments		
Full title	58 – 60 Woodbridge Road, Ipswich, Suffolk. Continuous Archaeological Monitoring and Recording		
Authors	Muir, T. & Thompson P.		
Report no.	5613		
Date (of report)	October 2018		

58-60 WOODBRIDGE ROAD, IPSWICH, SUFFOLK

CONTINUOUS ARCHAEOLOGICAL

MONITORING AND RECORDING

SUMMARY

In February and March 2018 Archaeological Solutions Ltd carried out archaeological monitoring and recording on land to the rear of 58-60 Woodbridge Road (Orchard Road), Ipswich, Suffolk IP4 2EG (NGR TM 168 446; Figs. 1 - 2). The monitoring was undertaken in compliance with a planning condition attached to planning approval for the construction of two new dwellings (Ipswich Borough Council Ref. IP/15/01098), and based on advice from Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT).

The site fronts the western side of Orchard Road and lies to the south of 58-60 Woodbridge Road, Ipswich, on the north eastern edge of the historic centre of the town.

The monitoring revealed the footings (M1004) of the former buildings on the site. The stratigraphy comprised made ground and levelling deposits underneath a bituminous surface. The ground was much disturbed and in addition to the wall footings, concrete piles were present.

1 INTRODUCTION

1.1 In February and March 2018 Archaeological Solutions Ltd carried out archaeological monitoring and recording on land to the rear of 58-60 Woodbridge Road (Orchard Road), Ipswich, Suffolk IP4 2EG (NGR TM 168 446; Figs. 1 - 2). The monitoring was undertaken in compliance with a planning condition attached to planning approval for the construction of two new dwellings (Ipswich Borough Council Ref. IP/15/01098), based on advice from Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT).

1.2 The monitoring was undertaken in accordance with a brief issued by SCC AS-CT (Abby Antrobus, dated 4th August 2017), and a specification prepared by AS (dated 16th August 2017), and approved by SCC AS-CT.

1.3 The principal objectives of the archaeological monitoring & recording scheme were:

- The detailed archaeological monitoring of all groundworks associated with the scheme, with the recording of any significant

archaeology thereby revealed, and analysis of the results with provision for report and/or publication of the results, and the production of an 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 small site fronts the western side of Orchard Road and lies to the south of 58-60 Woodbridge Road in Ipswich, on the north-eastern edge of the historic centre of the town.

3 TOPOGRAPHY, GEOLOGY AND SOILS

3.1 The site is located at approximately 15m AOD on low but rising ground, essentially the valley side, above the River Gipping which is some 550m to the south.

3.2 The local soils are unsurveyed due to the urban setting, the closest soils that have been surveyed are characterised as deep well-drained fine loamy over clayey and fine loamy soils, some with calcareous clayey sub-soils. The superficial geology is Lacustrine deposits of sand and silt, but the site is very close to Lowestoft Formation sand and gravel. The solid geology is Thames Group clay, silt and sand, although the site is very close to similar Thanet Formation and Lambeth Group deposits.

4 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

4.1 The proposed development site is located just outside the limit of medieval Ipswich town, as defined as an Area of Archaeological Importance in the Local Plan, whose northern limit runs along the line of St Helen's and St Margaret's Streets (IPS 413). A Late Saxon Thetford ware kiln and wasters were found during excavations along St Helen's Street some 140m to the south-west of the site (IPS 329).

4.2 In 2003 an extensive archaeological evaluation took place on the land abutting the south and south-west of the site, which includes the area to the north, west and south of Silk Street (IPS 466). The area evaluated appears to have remained as woodland, orchard and/or pastureland for many years, with construction inside the site boundaries only occurring when Orchard Street developed in the mid-19th century. The site has been in commercial and industrial use throughout the 20th century, with factory and warehouse buildings present.

4.2.3 Previous archaeological work at neighbouring sites on the St Helen's Street frontage has revealed extensive evidence of Saxon and medieval activity, particularly to the south-west of the site (including IPS 329). The Silk Street evaluation also revealed small-scale remains of medieval date, suggesting that the remains extended north into this area, albeit at a low level. The remains comprised a boundary ditch, and a square cut pit, similar to those found on the adjacent site to the south-west. The evaluation also revealed sparse evidence suggesting that the western part of the site was relatively damp, possibly close to a pond, watercourse or flooded area in the early post-medieval period. Penningtons Map of 1778 shows that there was a pond in this area (IPS 1845). Documentary sources indicate that much of the Silk Street site was used as an orchard at this time, and a possible boundary/drainage feature was identified in the centre of the site. A post-medieval square-cornered, vertical-sided pit was excavated, possibly similar to other earlier examples noted in the area, perhaps related to some small-scale industrial process rather than domestic activity. A re-cut ditch approximately 90m south of the site and just off St Helen's Street was thought to be medieval in date (IPS 1553).

4.2.4 A three storied, crenellated, tower is shown on John Ogilby's map of Ipswich in 1674/1698 located some 45m south-east of the site, which still existed when Joseph Pennington surveyed the town in 1778 (IPS 437). Another pond is shown on Pennington's map, just across Orchard Street from the site (IPS 1844). The 19th century Tithe map shows a brick factory across Woodbridge Road from the site, and to the east of Blanche Street (IPS 1884).

4.2.5 Construction of the Odeon Complex at Major's Corner reaching to within 155m west of the site revealed that this site was heavily piled, meaning 40-50% of archaeological deposits were destroyed. Thetford Ware and medieval coursewares were evident in deposits which survived (IPS 561). The proposed development site thus has a potential for surviving remains of later Saxon and medieval date to be revealed during monitoring of the groundworks.

5 METHODOLOGY

5.1 The monitoring encompassed the ground reduction of the building footprints (Figs. 3 - 4).

5.2 The overburden was removed under close archaeological supervision and control using a mechanical excavator fitted with a toothless ditching bucket. All subsequent investigation was undertaken by hand.

5.3 Exposed sections were cleaned and examined for archaeological features. Deposits were recorded using *pro forma* recording sheets, drawn to scale and photographed as appropriate. Open trenches and excavated spoil were manually/ visually searched and scanned by metal detector to enhance the recovery of archaeological finds.

6 DESCRIPTION OF RESULTS Figs. 3 - 4

Sample sections were drawn and are presented below:

Sample Section 1

0.00m = 14.75m AOD		
0.00 - 0.11m	L1000	Modern bituminous surface. Compact black bitumen over a thin layer of friable mid brown pea gravel.
0.11 – 0.21m	L1001	Levelling deposit. Compact dark yellow brown sand.
0.21- 0.34m+	L1002	Demolition deposit. Loose mid-dark yellow brown sandy clay with frequent small to medium sub-angular to rounded stone, small to large CBM fragments and occasional charcoal flecks.

Sample Section 2

0.00m = 14.68m AOD		
0.00 - 0.25	L1002	Demolition deposit. As above.
0.25m+	L1003	Made ground layer. Friable dark grey silty clay with moderate small to medium sub-angular and rounded stone and frequent charcoal.

Description: The reduced area contained brick wall footings (M1004) but no other archaeological features or finds. The ground was much disturbed.

M1004 comprised wall footings associated with former buildings. The footings varied in dimensions as long as 4.2m and as wide as 1m. They consisted of high fired unfrogged red brick (105 x 68 x 800+ mm) set in a light grey sandy mortar. The bonds were mostly unclear, due to the ground disturbance and demolition debris, but may have included stretchers in places.

7 CONFIDENCE RATING

7.1 The area of ground reduction was partly obscured by brick footings and demolition debris.

8 DISCUSSION

8.1 The site fronts the western side of Orchard Road and lies to the south of 58-60 Woodbridge Road in Ipswich, on the north eastern edge of the historic centre of the town.

8.2 The monitoring revealed the brick footings (M1004) of the former buildings on the site. The stratigraphy comprised made ground and levelling deposits underneath a bituminous surface. The ground was much disturbed and in addition to the wall footings concrete piles were present.

DEPOSITION OF THE ARCHIVE

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

ACKNOWLEDGEMENTS

Archaeological Solutions Ltd (AS) would like to thank Orchard Street Developments for funding the works (in particular Ms Lynne McCallum for all her assistance).

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

BIBLIOGRAPHY

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

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APPENDIX 1 THE SPECIFICATION

50-60 WOODBRIDGE ROAD, IPSWICH, SUFFOLK

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

16th August 2017

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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Geophysical surveys
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50-60 WOODBRIDGE ROAD, IPSWICH, SUFFOLK ARCHAEOLOGICAL MONITORING & RECORDING

1 INTRODUCTION

1.1 This specification (written scheme of investigation) has been prepared in response to a brief issued by Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT, Abby Antrobus, dated 4th August 2017). It provides for continuous archaeological monitoring/recording during groundworks associated with the construction of two new dwellings on land to the rear of 58-60 Woodbridge Road (Orchard Road), Ipswich, Suffolk IP4 2EG (NGR TM 168 446). The works are required to comply with a condition of planning approval (Ipswich Borough Council Ref. IP/15/01098), 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 fronts the western side of Orchard Road and lies to the south of 58-60 Woodbridge Road in Ipswich, on the north eastern edge of the historic centre of the town. It is proposed to build two semi-detached dwellings on the site.

3.2 The site lies within an area of archaeological potential recorded on the Suffolk Historic Environment Record, on the north eastern edge of the historic core of Ipswich where evidence of late Saxon and medieval activity may be anticipated. Archaeological remains of this date, in the form of pottery kilns and other pits etc, have been recorded nearby along St Helen's Street (HER IPS 329). Investigations at Silk Street (HER IPS 466) revealed residual late Saxon and medieval pottery within later features on the site associated with the former silk factory. The site thus has a potential for surviving remains of later Saxon and medieval date to be revealed during monitoring of the groundworks.

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 further evidence of occupation of the edge of the historic core of Ipswich in the late Saxon/medieval/post-medieval periods which may be revealed by the groundworks for the current proposals.

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

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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 further evidence of features associated with occupation of the edge of the historic late Saxon/medieval/post-medieval core of Ipswich. The principal groundworks to be monitored will be any ground reduction required across the footprint and subsequent 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 overall 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 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 (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, 2017). 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 (ACCOUNTS)

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 MANAGER (LOGISTICS)

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 projectmanages) 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
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
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 Lydinge 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

Katie Lee-Smith BA MA

Qualifications: Durham University (2010 - 2013) BA Archaeology
Leiden University (2014 - 2015) MA Archaeology and Museum Studies

Experience: Katie has a good academic record, including a sound background in British archaeology, and from 2008 has engaged in a number of work experience roles, including fieldwork with the *Ambel Project* (Spain), outreach work with Suffolk Archaeology and an internship at the British Museum. She also has a practical understanding of geographical information systems, CAD and photographic and other software. Prior to joining Archaeological Solutions Ltd, Katie held the role of Assistant Supervisor with Oxford Archaeology, a company she originally joined as a graduate trainee following her undergraduate degree. In this role she gained a broad experience of professional fieldwork, including detailed recording/interpretation, finds and environmental processing, and project supervisory roles. In 2016, Katie also spent a short period as a research assistant at Leiden University. Katie holds a CSCS accreditation.

SUPERVISOR

Freya Townley BA (Hons) MSc

Qualifications: University of Warwick (2012 - 2015) BA Ancient History and Classical Archaeology
University of the Highlands and Islands (2015 - 2016) MSc Archaeological Practice

Experience: Freya has an excellent academic record, culminating in a Masters in Archaeological Practice at the University of the Highlands and Islands. This course provided a good grounding in fieldwork techniques including geophysical prospection and excavation. In addition to her academic achievements, Freya has gained practical experience as a volunteer with various projects/ organisations including Skylarks Experimental Archaeology (Nottinghamshire) and Tankerness House Museum (Orkney). In 2016, Freya worked as an intern at the Highland Council Historic Environment Record (HER) and before joining Archaeological Solutions Ltd, worked in a voluntary capacity at South Yorkshire HER. She has also completed the CfA training course *Professionalism in Archaeology* and holds a CSCS accreditation.

SUPERVISOR

Niomi Edwards BSc (Hons) MSc

Qualifications: Bridgend College (2010 - 2012) BTEC National Diploma in Applied Science (Forensics)
Bournemouth University (2012 - 2015) BSc Archaeology, Anthropology and Forensic Science
Bournemouth University (2015 - 2016) MSc Forensic Anthropology

Experience: Niomi's higher education has provided her with a solid foundation in archaeological theory and practice. With Bournemouth University she undertook 16 weeks of archaeological fieldwork training as part of the Professional Archaeological Studies and Training Project, and also participated in the simulated excavation of a mass grave. Professionally, Niomi has worked as a trainee with Cotswold Archaeology, where she

furthered her practical knowledge of fieldwork skills on a number of commercial projects. Niomi holds a CSCS accreditation.

PROJECT OFFICER (DESK-BASED ASSESSMENTS)

Kate Higgs MA (Oxon)

Qualifications: University of Oxford, St Hilda's College Archaeology & Anthropology MA (Oxon) (2001-2004)

Experience: Kate has archaeological experience dating from 1999, having taken part in clearance, surveying and recording of stone circles in the Penwith area of Cornwall. During the same period, she also assisted in compiling a database of archaeological and anthropological artefacts from Papua New Guinea, which were held in Scottish museums. Kate has varied archaeological experience from her years at Oxford University, including participating in excavations at a Roman amphitheatre and an early church at Marcham/ Frilford in Oxfordshire, with the Bamburgh Castle Research Project in Northumberland, which also entailed the excavation of human remains at a Saxon cemetery, and also excavating, recording and drawing a Neolithic chambered tomb at Prissé, France. Kate has also worked in the environmental laboratory at the Museum of Natural History in Oxford, and as a finds processor for Oxford's Institute of Archaeology. Since joining AS in November 2004, Kate has researched and authored a variety of reports, concentrating on desk-based assessments in advance of archaeological work and historic building recording.

ASSISTANT PROJECTS MANAGER (POST-EXCAVATION)

Andrew Newton MPhil PCIFA

Qualifications: University of Bradford, MPhil (2002-04)

University of Bradford, BSc (Hons) Archaeology (1998-2002)

University of Bradford, Dip Professional Archaeological Studies (2002)

Experience: Andrew has carried out geophysical surveys for GeoQuest Associates on sites throughout the UK and has worked as a site assistant with BUFAU. During 2001 he worked as a researcher for the Yorkshire Dales Hunter-Gatherer Research Project, a University of Bradford and Michigan State University joint research programme, and has carried out voluntary work with the curatorial staff at Beamish Museum in County Durham. Andrew is a member of the Society of Antiquaries of Newcastle-upon-Tyne and a Practitioner Member of the Institute for Archaeologists. Since joining AS in early Summer 2005, as a Project Officer writing desk-based assessments, Andrew has gained considerable experience in post-excavation work. His principal role with AS is conducting post-excavation research and authoring site reports for publication. Significant post-excavation projects Andrew has been responsible for include the Ingham Quarry Extension, Fornham St. Genevieve, Suffolk – a site with large Iron Age pit clusters arranged around a possible wetland area; the late Bronze Age to early Iron Age enclosure and early Saxon cremation cemetery at the Chalet Site, Heybridge, Essex; and, Church Street, St Neots, Cambridgeshire, an excavation which identified the continuation of the Saxon settlement previously investigated by Peter Addyman in the 1960s. Andrew also writes and co-ordinates Environmental Impact Assessments and has worked on a variety of such projects across southern and eastern England. In addition to his research responsibilities Andrew undertakes outreach and publicity work and carries out some fieldwork.

PROJECT OFFICER (POST-EXCAVATION)

Antony Mustchin BSc MSc DipPAS

Qualifications: University of Bradford BSc (Hons) Bioarchaeology (1999-2003)

University of Bradford MSc Biological Archaeology (2004-2005)

University of Bradford Diploma in Professional Archaeological Studies (2003)

Experience: Antony has over 14 years' experience in field archaeology, gained during his higher education and in the professional sector. Commercially in the UK, Antony has worked for Archaeology South East (2003), York Archaeological Trust (2004) and Special Archaeological Services (2003). He has also undertaken a six-month professional placement as Assistant SMR Officer/ Development Control Officer with Kent County Council (2001-2002). Antony's academic interests have led to his gaining considerable research excavation experience across the North Atlantic region. He has worked for projects and organisations including the Old Scatness & Jarlshof Environs Project, Shetland (2000-2003), the Viking Unst Project, Shetland (2006-2007), the Heart of the Atlantic Project Føroys Fornminnisavn, Faroe Islands (2006-2008) and City University New York/ National Museum of Denmark/ Greenland National Museum and Archives, Greenland (2006 & 2010). Shortly before joining Archaeological Solutions in November 2011, Antony spent three years working for the Independent Commission for the Location of Victims Remains, assisting in the search for and forensic recovery of 'the remains of victims of paramilitary violence ("The Disappeared") who were murdered and buried in secret arising from the conflict in Northern Ireland'. Antony has a broad experience of fieldwork and post-excavation practice including specialist (archaeofauna), teaching, supervisory and directing-level posts.

POTTERY, LITHICS AND CBM RESEARCHER

Andrew Peachey BA MCifA

Qualifications: University of Reading BA Hons, Archaeology and History (1998-2001)

Experience: Andrew joined AS (formerly HAT) in 2002 as a pottery researcher, and rapidly expanded into researching CBM and lithics. Andrew specialises in prehistoric and Roman pottery and has worked on numerous substantial assemblages, principally from across East Anglia but also from southern England. Recent projects have included a Neolithic site at Coxford, Norfolk, an early Bronze Age domestic site at Shropham, Norfolk, late Bronze Age material from Panshanger, Hertfordshire, middle Iron Age pit clusters at Ingham, Suffolk and an Iron Age and early Roman riverside site at Dernford, Cambridgeshire. Andrew has worked on important Roman kiln assemblages, including a Nar Valley ware production site at East Winch Norfolk, a face-pot producing kiln at Hadham, Hertfordshire and is currently researching early Roman Horningsea ware kilns at Waterbeach, Cambridgeshire. Andrew is an enthusiastic member of the Study Group for Roman Pottery, and also undertakes pottery and lithics analysis as an 'external' specialist for a range of archaeological units and local societies in the south of England.

POTTERY RESEARCHER

Peter Thompson MA

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

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

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

PROJECT OFFICER (OSTEOARCHAEOLOGY)

Dr Julia Cussans

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

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

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

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

ENVIRONMENTAL ARCHAEOLOGIST

Dr John Summers

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

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

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

Experience: John is an archaeobotanist with a primary specialism in the analysis of carbonised plant macrofossils and charcoal. Prior to joining Archaeological Solutions, John worked primarily in Atlantic Scotland. His

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

SENIOR GRAPHICS OFFICER

Kathren Henry

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

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.

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 CS1220XDs) 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 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 (rev 2011).

FINDS PROCESSING

The project director will have overall responsibility for the finds and will liaise with AS's own finds personnel and the relevant specialists. A person with particular responsibility for finds on site will be appointed for the excavation. The person will ensure that the finds are properly labelled and packaged on site for transportation to AS's field base. The finds processing will take place in tandem with the excavations and will be under the supervision of AS's Finds Officer.

The finds processing will entail first aid conservation, cleaning (if appropriate), marking with the HER Monument Number (if appropriate), categorising, bagging, labelling, boxing and basic cataloguing (the compilation of a Small Finds Catalogue and quantification of bulk finds) i.e. such that the finds are ready to be made available to the specialists. The Finds Officer, having been advised by the Project Officer and relevant specialists, will select material for conservation. AS's Finds Officer, in conjunction with the Project Officer, will arrange for the specialists to view the finds for the purpose of report writing.

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Project details

Project name	50-60 Woodbridge Road, Ipswich (WB)
Short description of the project	In February and March 2018 Archaeological Solutions Ltd carried out archaeological monitoring and recording on land to the rear of 58-60 Woodbridge Road (Orchard Road), Ipswich, Suffolk IP4 2EG (NGR TM 168 446; Figs. 1 - 2). The monitoring was undertaken in compliance with a planning condition attached to planning approval for the construction of two new dwellings (Ipswich Borough Council Ref. IP/15/01098), and based on advice from Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT). The site fronts the western side of Orchard Road and lies to the south of 58- 60 Woodbridge Road, Ipswich, on the north eastern edge of the historic centre of the town. The monitoring revealed the footings (M1004) of the former buildings on the site. The stratigraphy comprised made ground and levelling deposits underneath a bituminous surface. The ground was much disturbed and in addition to the wall footings concrete piles were present.
Project dates	Start: 26-02-2018 End: 08-03-2018
Previous/future work	No / No
Any associated project reference codes	P7317 - Contracting Unit No.
Any associated project reference codes	IPS2025 - Sitecode
Type of project	Recording project
Site status	Area of Archaeological Importance (AAI)
Current Land use	Other 5 - Garden
Monument type	BRICK WALL FOOTING Modern
Significant Finds	NONE None
Investigation type	"Watching Brief"
Prompt	Planning condition

Project location

Country	England
Site location	SUFFOLK IPSWICH IPSWICH 50-60 Woodbridge Road, Ipswich
Postcode	IP4 2EG
Study area	150 Square metres
Site coordinates	TM 168 446 52.056754273605 1.162729177633 52 03 24 N 001 09 45 E Point
Height OD / Depth	Min: 10m Max: 15m

Project creators

Name of Organisation	Archaeological Solutions Ltd
Project brief originator	Suffolk County Council Archaeology Service
Project design originator	Jon Murray
Project director/manager	Jon Murray
Project supervisor	Archaeological Solutions
Type of sponsor/funding body	Orchard Street Developments
Name of sponsor/funding body	Orchard Street Developments

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk County Museum
Digital Contents	"none"
Digital Media available	"Database","Images raster / digital photography","Spreadsheets","Text"
Paper Archive recipient	Suffolk County Museum
Paper Contents	"none"
Paper Media available	"Context sheet","Drawing","Map","Photograph","Plan","Report","Section","Survey "

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	58 - 60 Woodbridge Road, Ipswich, Suffolk. Continuous Archaeological Monitoring and Recording
Author(s)/Editor(s)	Thompson, P
Author(s)/Editor(s)	Muir, T
Other bibliographic details	5613
Date	2018
Issuer or publisher	Archaeological Solutions Ltd
Place of issue or publication	Bury St Edmunds
Entered by	Hollie Wesson (admin@ascontract.co.uk)
Entered on	30 October 2018

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PHOTOGRAPHIC INDEX



1
General view of site looking north



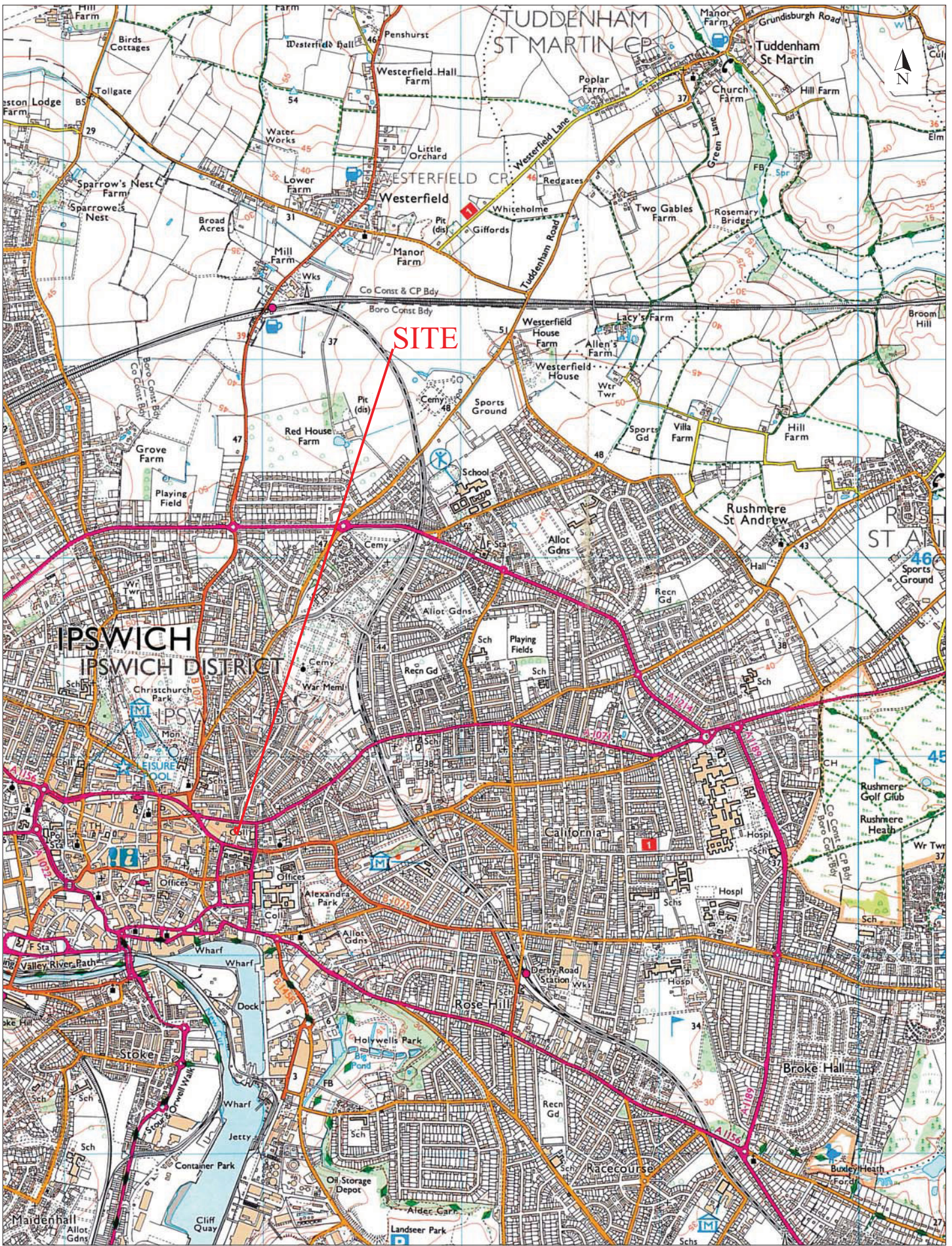
2
General view of site looking south



3
Sample section 1 looking south

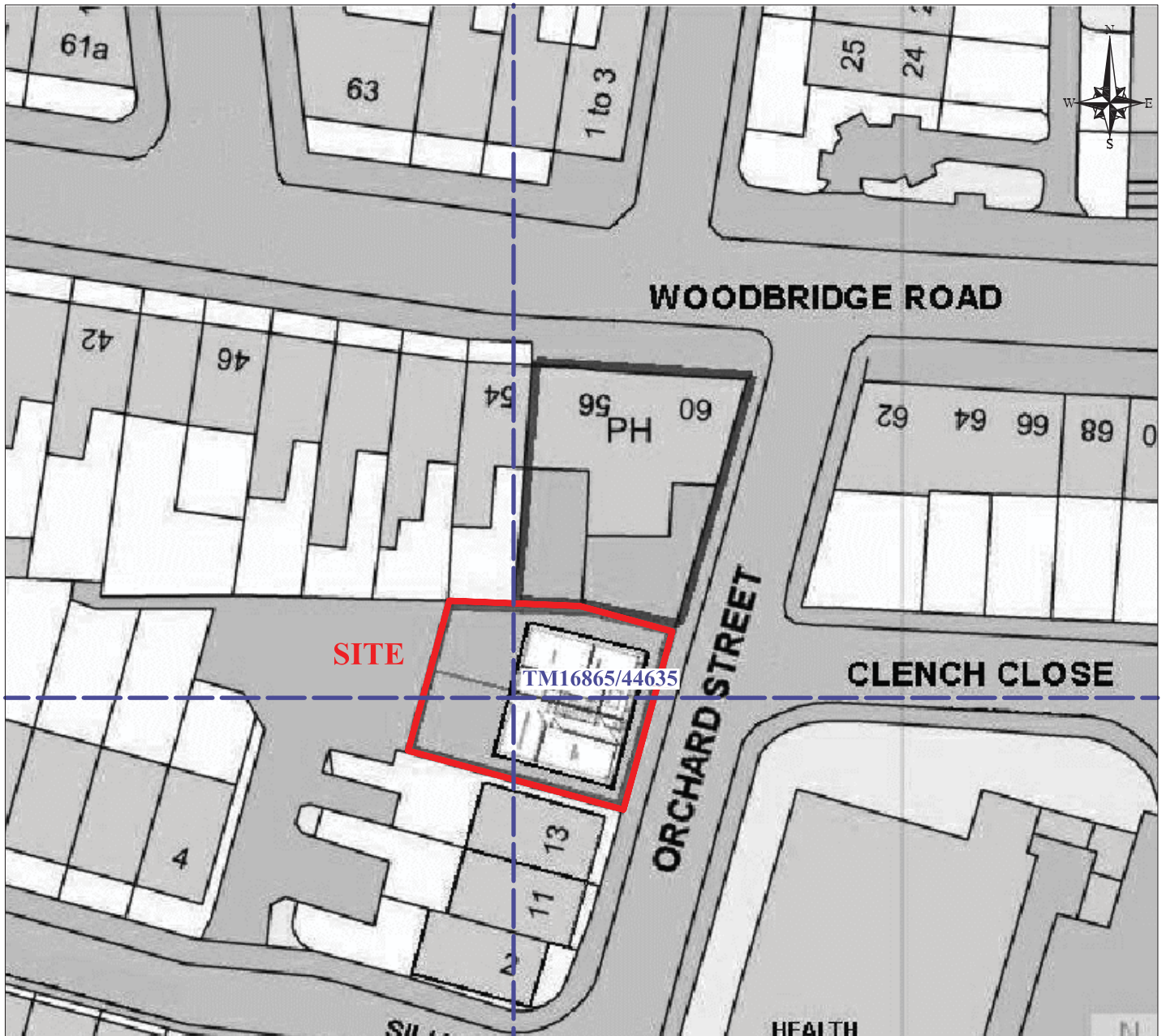


4
Sample section 2 looking west



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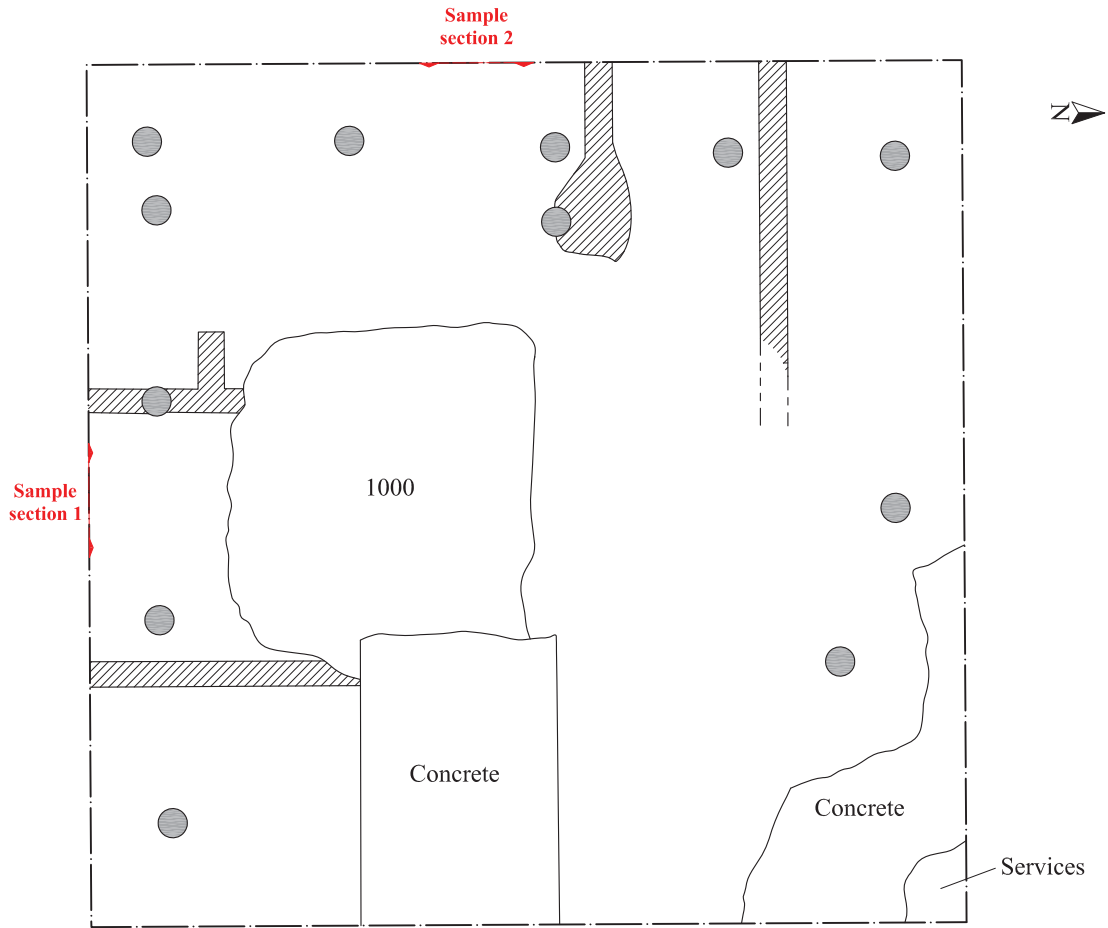
Archaeological Solutions Ltd
Fig. 1 Site location plan
 Scale 1:25,000 at A4
 50-60 Woodbridge Rd., Ipswich (P7317)



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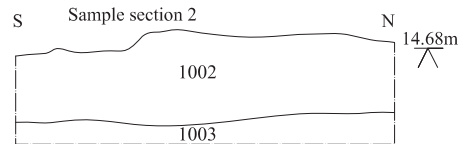
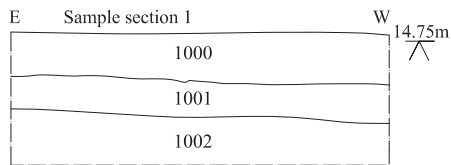


Archaeological Solutions Ltd
Fig. 2 Detailed site location plan
 Scale 1:500 at A4
 50-60 Woodbridge Rd., Ipswich (P7317)

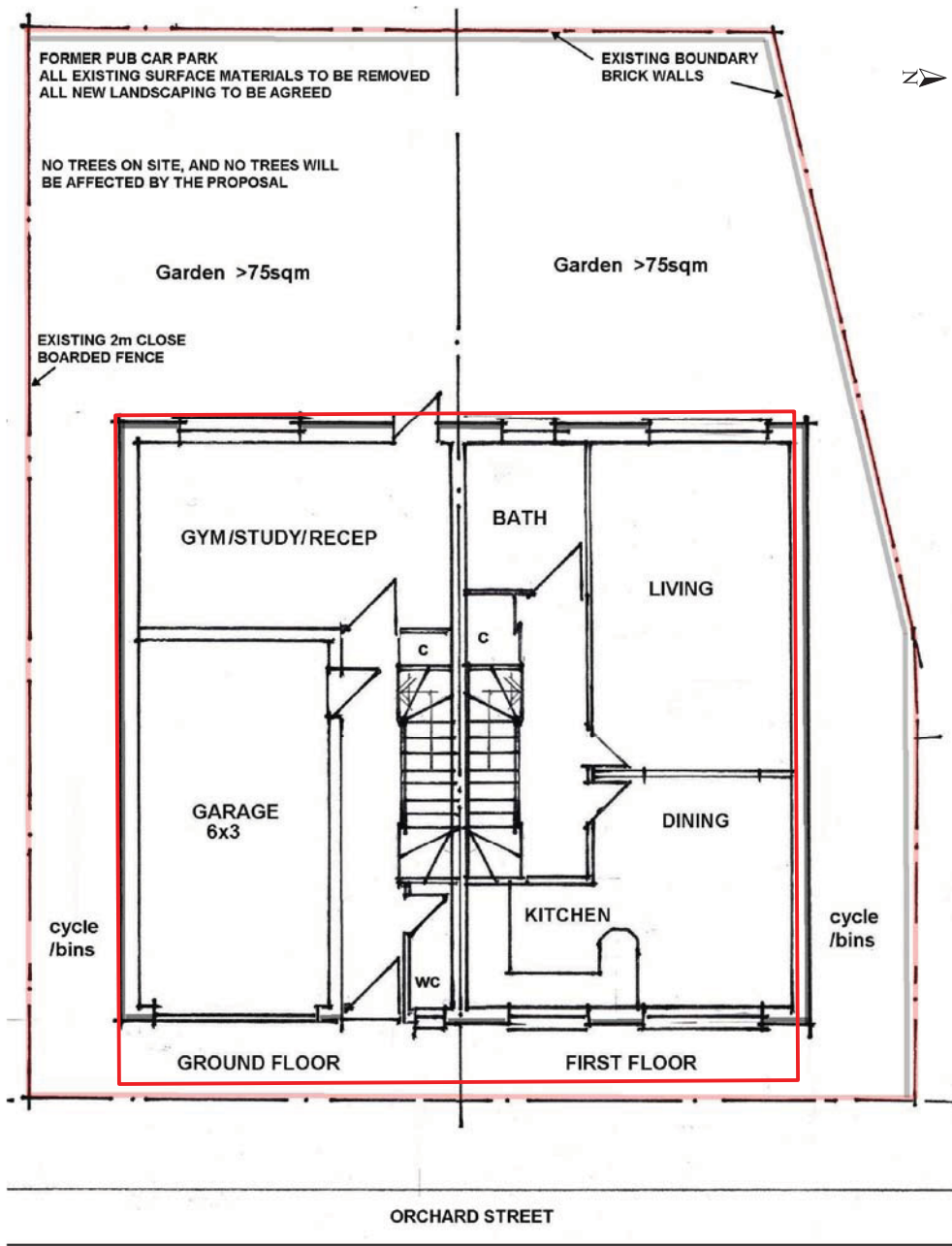


▨ Brick wall footings 1004

● Concrete pile



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Fig. 3 Plan and sections
 Scale Plan 1:100, sections 1:20 at A4
 50-60 Woodbridge Rd., Ipswich (P7317)



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Fig. 4 Proposed development plan
Scale 1:125 at A4
50-60 Woodbridge Rd., Ipswich (P7317)