

ARCHAEOLOGICAL SOLUTIONS LTD

**PROPOSED EXTENSION, LOWER FARM,
LOWER FARM ROAD, BRETtenham,
SUFFOLK IP7 7BS**

**CONTINUOUS ARCHAEOLOGICAL
MONITORING AND RECORDING**

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NGR: TL 965 551	Report No: 5972	
District: Babergh	Site Code: BTT042	
Approved: Claire Halpin MCIfA	Project No: 6016	
	Date: 30 December 2019	

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APPENDIX 1 SPECIFICATION

PROJECT SUMMARY SHEET

Project details			
Project name	<i>Proposed Extension, Lower Farm, Lower Farm Road, Brettenham, Suffolk IP7 7BS</i>		
<p><i>In October 2019, Archaeological Solutions Ltd (AS) carried out a programme of continuous archaeological monitoring and recording at Lower Farm, Lower Farm Road, Brettenham, Suffolk IP7 7BS (NGR TL 965 551). The monitoring was required to comply with a planning condition of attached to planning approval for a two-storey front and side extension (Babergh District Council Ref. DC/19/01313). It was required based on the advice of Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT).</i></p> <p><i>The site lies on the south-western side of Lower Farm Road, on the edge of Brettenham parish. It comprises the existing dwelling of Lower Farm, which is within a farm complex, partially enclosed by the remains of a water-filled moat (HER BTT 003). The farmhouse is described as being timer-framed and plastered, dating to the 16th-17th century.</i></p> <p><i>The monitoring revealed an undated pit. No finds were present.</i></p>			
Project dates (fieldwork)	<i>1 & 3 October 2019</i>		
Previous work (Y/N/?)	<i>Y</i>	Future work	<i>N</i>
P. number	<i>6016</i>	Site code	<i>BTT042</i>
Type of project	<i>Archaeological Monitoring and Recording</i>		
Site status	<i>Listed Building</i>		
Current land use	<i>House and grounds</i>		
Planned development	<i>Front and side 2-storey extensions</i>		
Main features (+dates)	<i>Undated pit</i>		
Significant finds (+dates)	<i>None</i>		
<i>Project location</i>			
County/ District/ Parish	<i>Suffolk</i>	<i>Babergh</i>	<i>Brettenham</i>
HER/ SMR for area	<i>Suffolk Historic Environment Record</i>		
Post code (if known)	<i>IP7 7BS</i>		
Area of site	<i>c.100m²</i>		
NGR	<i>TL 965 551</i>		
Height AOD (min/max)	<i>c. 87m AOD</i>		
<i>Project creators</i>			
Brief issued by	<i>Suffolk County Council Archaeological Service Conservation Team</i>		
Project supervisor/s (PO)	<i>Archaeological Solutions Ltd</i>		
Funded by	<i>Mrs Rachel Buckmaster</i>		
Full title	<i>Proposed Extension, Lower Farm, Lower Farm Road, Brettenham, Suffolk. Continuous Archaeological Monitoring and Recording</i>		
Authors	<i>Barlow, G. & Bingham, K.</i>		
Report no.	<i>5972</i>		
Date (of report)	<i>December 2019</i>		

PROPOSED EXTENSION, LOWER FARM, LOWER FARM ROAD, BRETtenham, SUFFOLK IP7 7BS

CONTINUOUS ARCHAEOLOGICAL MONITORING AND RECORDING

SUMMARY

In October 2019 Archaeological Solutions Ltd (AS) carried out a programme of continuous archaeological monitoring and recording at Lower Farm, Lower Farm Road, Brettenham, Suffolk IP7 7BS (NGR TL 965 551). The monitoring was required to comply with a planning condition of attached to planning approval for a two-storey front and side extension (Babergh District Council Ref. DC/19/01313). It was required based on the advice of Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT).

The site lies on the south-western side of Lower Farm Road, on the edge of Brettenham parish. It comprises the existing dwelling of Lower Farm, which is within a farm complex, partially enclosed by the remains of a water-filled moat (HER BTT 003). The farmhouse is described as being timber-framed and plastered, dating to the 16th-17th century.

The monitoring revealed an undated pit. No finds were present.

1 INTRODUCTION

1.1 In October 2019 Archaeological Solutions Ltd (AS) carried out a programme of continuous archaeological monitoring and recording at Lower Farm, Lower Farm Road, Brettenham, Suffolk IP7 7BS (NGR TL 965 551). The monitoring was required to comply with a planning condition of attached to planning approval for a two-storey front and side extension (Babergh District Council Ref. DC/19/01313). It was required based on the advice of Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT).

1.2 The archaeological monitoring was carried out in accordance with a brief prepared by SCC AS-CT (James Rolfe; dated 12 September 2018) and a specification compiled by AS (dated 5 July 2019) and approved by SCC AS-CT. The monitoring conformed to the Institute for Archaeologists' (2013) *Standard and Guidance for an Archaeological Watching Brief*, and Gurney's (2003) *Standards for Field Archaeology in the East of England*.

1.3 The objectives of the monitoring were to:

- ensure the archaeological monitoring of all aspects of the development programme likely to affect buried archaeological remains;

- secure the adequate recording of any archaeological remains revealed by the development programme;
- secure the full analysis and interpretation of the site archive and the appropriate publication of the project results, if required; and
- secure the analysis, long-term conservation and storage of the project archive

Planning Policy Context

1.4 The National Planning Policy Framework (NPPF 2019) states that those parts of the historic environment that have significance because of their historic, archaeological, architectural or artistic interest are heritage assets. The NPPF aims to deliver sustainable development by ensuring that policies and decisions that concern the historic environment recognise that heritage assets are a non-renewable resource, take account of the wider social, cultural, economic and environmental benefits of heritage conservation, and recognise that intelligently managed change may sometimes be necessary if heritage assets are to be maintained for the long term. The NPPF requires applications to describe the significance of any heritage asset, including its setting that may be affected in proportion to the asset's importance and the potential impact of the proposal.

1.5 The NPPF aims to conserve England's heritage assets in a manner appropriate to their significance, with substantial harm to designated heritage assets (i.e. listed buildings, scheduled monuments) only permitted in exceptional circumstances when the public benefit of a proposal outweighs the conservation of the asset. The effect of proposals on non-designated heritage assets must be balanced against the scale of loss and significance of the asset, but non-designated heritage assets of demonstrably equivalent significance may be considered subject to the same policies as those that are designated. The NPPF states that opportunities to capture evidence from the historic environment, to record and advance the understanding of heritage assets and to make this publicly available is a requirement of development management. This opportunity should be taken in a manner proportionate to the significance of a heritage asset and to impact of the proposal, particularly where a heritage asset is to be lost.

2 DESCRIPTION OF THE SITE

2.1 The site is located within Lower Farm, on the south-western side of Lower Farm Road c.1km to the north of the centre of the village of Brettenham. The latter is 11km south-west of Stowmarket and 14km

south-east of Bury St. Edmunds. The site comprises an L-shaped, farmhouse dwelling with a barn and a complex of farm out-buildings to the south-east. The water-filled moat is up to 5m wide and partially encloses the farmhouse to the north-west and north-east. The farmhouse is a listed building (HER DSF5374) described as timber-framed and plastered, with a pan-tiled roof, casement windows, two dormers and a ridge chimney stack. The building dates to the 16th-17th centuries but has been considerably altered and renovated.

3 TOPOGRAPHY, GEOLOGY AND SOILS

3.1 The site is located at c.87m AOD on the northern edge of the plateau on which the village of Brettenham is situated, with a shallow slope descending to the north towards the villages of Hightown Green and Rattlesden.

3.2 The site is situated on drift geology of Anglian glacial and fluvial sands, silts and clay. Superficial deposits of alluvial sands and gravel s may be found to the north-west of the site, close to the River Brett.

4 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

4.1 The nucleus of the Brettenham village is located around the 14th century church of St. Mary's (HER BTT006/DSF1882). An archaeological investigation to the west at the Old Rectory School suggests the presence of medieval house platforms in the vicinity (HER BTT018). Ryece Hall c.1km to the south-west may also have been a high status component of the medieval landscape, comprising a 15th century hall (HER BTT020). Surrounding the village are farms, many with moated enclosures that suggest medieval origins, but containing farmhouses built in the 16th-17th centuries. The latter potentially incorporate or supersede earlier structures. The site of Lower Farm is an example of this, with the partial remains of a moat (HER BTT003) containing a 16th-17th century timber-framed and plastered farmhouse (HER DSF804). An infilled trapezoid moat was present at Water Hill, some 170m north of the site (HER BRR001); and other moats are present to the south at Spain's Plantation (HER BTT011), to the east at Fenn Farm and Fengate Farm (HER RAT029 & RAT030), and to the north-east in Moat Field (HER RAT028). In addition to the moats, the local landscape also preserves remnants of ancient woodland, thought to have been present since at least the medieval period, including Rattlesden Wood (HER RAT022) and Ram's Wood (HER BTT016)

4.2 The continuity and relative prosperity of the agricultural landscape established in the medieval period continued into the post-medieval and early modern periods, and is highlighted by the other farmhouses built or re-built in the 16th to 18th centuries. These include

Lower Farm (HER DSF804), Fengate and Fen Farmhouses to the east (HER DSF5374 and DSF4038), Charlie's and Cock Farms to the south (HER DSF1377, DSF806 & DSF1936); and Walnut Tree Cottage to the east also belongs to this period (HER DSF3055). Some diversification of post-medieval landscape exploitation is suggested by the name of 'Brick Field' to the south-east, but no evidence for brick works or clay pits has been recorded or depicted on historic maps (HER BTT Misc).

4.3 In 1942 RAF Rattlesden (USAF Station 126) was constructed as a Class A bomber airfield on the north-eastern side of Lower Farm Road (HER RAT039), on land adjacent to that of Lower Farm. Living and mess sites were located on the eastern side of the air base, adjacent to the village of Hightown Green. The airfield was deemed inactive in 1945 when the combat units left, and was used as a Ministry of Food depot in 1946, before being returned to the RAF in 1947 and commissioned as a Bloodhound Missile station until the airfield was sold off in 1967/8. Subsequent clearance work removed most of the concrete and hard-standing, though one operational runway and control tower remain used by the Rattlesden Gliding Group.

Previous Archaeological Investigation

4.4 In May 2015 Archaeological Solutions Ltd (AS) carried out a programme of archaeological monitoring and recording at Lower Farm, Brettenham, Suffolk IP7 7BS (NGR TL 965 551) (Walker 2015). In summary:

The monitoring was undertaken during groundworks for a two-storey front extension and new rear single-storey extension. The monitoring was commissioned to comply with a planning / listed building condition attached to approval for the development (Babergh District Council Ref. B/14/00678/LBC/TH), based on the advice of Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT).

The monitoring encountered only modern made ground layers and two modern pits.

5 METHODOLOGY

5.1 The programme of archaeological monitoring and recording encompassed the excavation of 0.60m wide foundation trenches, and the excavation was undertaken using a small mechanical excavator fitted with a toothless ditching bucket (Figs. 2 – 3). Overburden was removed in a controlled manner and under the observation of an experienced archaeologist.

5.2 Exposed sections were cleaned by hand and examined for archaeological features. Deposits were recorded using *pro forma* recording sheets, drawn to scale and photographed as appropriate. Excavated spoil was searched for finds.

6 DESCRIPTION OF RESULTS Fig. 3 - 4

6.1 Sample sections of the encountered stratigraphy were recorded:

<i>Sample Section 1</i> <i>0.00 = 87.12m AOD</i>		
0.00 – 0.48m	L2000	Topsoil. Firm, mid grey brown sandy silt with occasional medium sub-angular flint, small chalk flecks and frequent root disturbance.
0.48 – 1.21m	L2004	Fill of Pit F2003
1.21m+	L2002	Natural deposits. Variable: firm, pale brown yellow sandy clay silt; and firm, pale yellow brown clay with occasional to moderate medium sub-rounded chalk and medium to large angular and sub-angular flint.

<i>Sample Section 2</i> <i>0.00 = 87.24m AOD</i>		
0.00 – 0.02m	L2005	Footpath. Friable, pale brown yellow coarse sand.
0.00 – 0.53m	L2000	Topsoil, as above.
0.28 – 1.35m	L2006	Concrete.
0.53 – 1.50m+	L2002	Natural deposits, as above.

<i>Sample Section 3</i> <i>0.00 = 87.31m AOD</i>		
0.00 – 0.55m	L2000	Topsoil, as above.
0.55 – 1.40m+	L2002	Natural deposits, as above.

<i>Sample Section 4</i> <i>0.00 = 87.10m AOD</i>		
0.00 – 0.62m	L2000	Topsoil, as above.
0.62 – 1.70m+	L2002	Natural deposits, as above.

<i>Sample Section 5</i> <i>0.00 = 87.13m AOD</i>		
0.00 – 0.45m	L2000	Topsoil, as above.
0.45 – 1.30m+	L2002	Natural deposits, as above.

<i>Sample Section 6</i> <i>0.00 = 87.10m AOD</i>		
0.00 – 0.50m	L2000	Topsoil, as above.
0.50 – 1.30m+	L2002	Natural deposits, as above.

Description: The monitoring revealed undated Pit F2003, and the brick wall, M2007, of the farmhouse was revealed in Sample Section 2. No residual finds were present.

Pit F2003 was sub-circular in plan (? X 0.80 x 0.74m). It had steep sides and a shallow concave base. Its fill, L2004, was a firm, mid grey brown clayey silt. It contained no finds.

Brick Wall M2007, was constructed using mid orange coloured bricks (220 x 110 x 70mm), laid in stretcher bond. It was bonded with a pale grey cement mortar and overlay concrete, 2006.

7 CONFIDENCE RATING

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

8 DEPOSIT MODEL

8.1 Uppermost was Topsoil L2000, a firm, mid grey brown sandy silt with occasional medium sub-angular flint, small chalk flecks and frequent root disturbance. L2000 overlaid Natural Deposits L2002, which varied from a firm, pale brown yellow sandy clay silt to a firm, pale yellow brown clay with occasional to moderate medium sub-rounded chalk and medium to large angular and sub-angular flint.

9 DISCUSSION

9.1 The 16th/17th century farmhouse at Lower Farm is partially enclosed by a water-filled medieval moat. Groundworks at the property therefore had the potential to reveal archaeological features and finds relating to medieval and post-medieval occupation of the site and associated activities.

9.2 The monitoring revealed undated Pit F2003, and the brick wall, M2007, of the farmhouse was revealed in Sample Section 2. No residual finds were present.

10 DEPOSITION OF THE ARCHIVE

10.1 The requirements for archive storage will be agreed with the Suffolk County Store, and the archive deposited there within six months of the conclusion of 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).

ACKNOWLEDGEMENTS

Archaeological Solutions Ltd (AS) would like to thank Mrs Rachel Buckmaster for commissioning and funding the investigation.

AS would also like to acknowledge the input and advice of the Suffolk County Council Archaeological Service Conservation Team, in particular Mr James Rolfe

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APPENDIX 1 SPECIFICATION

**PROPOSED EXTENSION, LOWER FARM, LOWER FARM ROAD, BRETtenham,
SUFFOLK IP7 7BS**

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

5th July 2019

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

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**PROPOSED EXTENSION, LOWER FARM, LOWER FARM ROAD,
BRETtenham, SUFFOLK IP7 7BS
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, James Rolfe, dated 12th September 2018), and subsequent advice received from SCC AS-CT stating that the brief can be used for the current amended planning approval. It provides for continuous archaeological monitoring/recording during groundworks associated with the erection of a new front and side 2 storey extension to Lower Farm, Lower Farm Road, Brettenham, Suffolk IP7 7BS (NGR TL 965 551). The works are required to comply with a condition of planning approval (Babergh Council Approval Ref. DC/19/01313), based on advice from SCC AS-CT, and this WSI has been prepared for their approval. This WSI alone will not discharge the archaeological condition.

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 south western side of Lower Farm Road, on the edge of Brettenham parish. It comprises the existing dwelling of Lower Farm, which lies within a farm complex which is partially enclosed by the remains of a moat. It is proposed to extend the dwelling to the front and side. The farmhouse is described as being timber-framed and plastered, dating to the 16th-17th century.

3.2 The Suffolk Historic Environment Record (HER) notes the archaeological importance of the site. It lies within a medieval moated site, recorded as HER BTT 003. The moat is partial, and is up to 5m wide, partially water-filled.

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). 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.

4.2 Research Design

4.2.1 The general research priorities for the region are set out in Glazebrook (1997) and Brown & Glazebrook (2000) and updated by Medlycott and Brown (2008) and Medlycott (2011). Wade (in Brown & Glazebrook 2000, 23-26) identifies research topics for the rural landscape in the Saxon and medieval periods. These include examination of population during this period (distribution and density, as well as physical structure), settlement (characterisation of form and function, creation and testing of settlement diversity models), specialisation and surplus agricultural production, assessment of craft production, detailed study of changes in land use and the impact of colonists (such as Saxons, Danes and Normans) as well as the impact of the major institutions such as the Church.

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

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

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

4.2.5 As set out above, the principal research objectives will be to identify any evidence of medieval occupation associated with the moated site, and any post-medieval activity, which may be revealed during the groundworks for the current proposals.

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 surviving evidence of early activity. The principal groundworks to be monitored will be the ground reduction/foundations for the proposed new build along with any other proposed groundworks (eg new service trenching etc).

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

5.3 The programme of work will overall include the following stages:

- Initial clearance of site/previous foundations/slabs and 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 new service and foundation trenches and subsequent recording of any exposed archaeological deposits;
- Metal detecting throughout the groundworks programme
- 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 If exceptional deposits or features are discovered, or the scope of work changes, 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 BSc MCIfA

Qualifications: Member of the CfA

Experience: Tom has over 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 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 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

SENIOR PROJECTS MANAGER

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)). This background has provided Vincent with a 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. Since joining Archaeological Solutions Ltd, Vincent has managed various large and complex excavation projects including a number of sites associated with the onshore element of the East Anglia One project (ScottishPower Renewables). His duties include overall project management (fieldwork), the management of staff and timescales, and professional liaison with clients, local authority representatives and other organisations as necessary. Vincent also assists in the dissemination of project outcomes through contributions to 'grey' and published literature, and through the organisation and delivery of site open days. He is CSCS qualified (expires June 2020) and has successfully completed the Emergency First Aid at Work course (January 2018).

SENIOR PROJECT OFFICER

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. Since joining Archaeological Solutions Ltd, Kerrie has gained enhanced experience of commercial

archaeological practice, and has managed the fieldwork elements of various large projects, including the excavation of Chilton Leys, Stowmarket. Kerrie's other responsibilities include the training and management of field staff, and professional liaison with clients and local authority representatives. Kerrie has contributed towards the dissemination of project outcomes through the production of 'grey' literature and published works. She is CSCS qualified (expires February 2019).

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).

SUPERVISOR

Keeley-jade Diggons

Qualifications: University of Southampton, BA Archaeology and Geography (2014-2017)

Experience: Keeley's higher education at the University of Southampton provided her with a good, working understanding of archaeological fieldwork method and theory through the completion of modules including *Archaeological Survey*, *Geophysics* and *Advanced GIS*. She also gained valuable excavation and finds administration experience through participation on British and overseas field projects. Since joining Archaeological Solutions Ltd, Keeley has participated on a number of fieldwork projects, including elements of the East Anglia One infrastructure project (ScottishPower Renewables), and has coordinated geophysical survey projects, including cart-based surveys. Keeley has also contributed to the production of archaeological reports through the collation and assessment of site data and she holds a qualification in Remote Outdoor First Aid.

SUPERVISOR

Samuel Thomelius BA MA

Qualifications: Bachelor Programme in Archaeology and Ancient History, Archaeology (Uppsala University 2012–15)
Master Programme in the Humanities, Archaeology (Uppsala University 2015–17)

Experience: Samuel's higher education has provided him with a good, practical understanding of the archaeology of northern Europe and a firm grounding in various vocational skills. Samuel's practical experience encompasses archaeological excavation duties and post-excavation curation, including a lead role in digital documentation at Uppsala University (2016). His principle research interests are landscape archaeology and digital methods in archaeology. Since joining Archaeological Solutions Ltd, Samuel has worked on a variety of commercial fieldwork projects, developing his practical skills and gaining a good understanding of various archaeological periods across the East of England. Samuel is CSCS certified.

SUPERVISOR

Joseph Locke BA MSt

Qualifications: BA (Hons) Classical and Archaeological Studies (University of Kent 2009–12)
MSt Classical Archaeology (University of Oxford 2014–15)

Experience: Joseph has been working in field archaeology across southern Britain for the last five years for a variety of contracting units, and developing an extensive repertoire of excavation, surveying and supervisory skills. Significant projects during this period have included the large-scale excavation of a complex Roman farmstead in eastern Milton Keynes, late Iron Age and Roman field systems and settlement, and Roman inhumation burials also around Milton Keynes. Other projects have included Anglo-Saxon cremations and the medieval Greyfriars Friary in Oxfordshire, Bronze Age cremations, Iron Age field systems and Saxon sunken-featured building across East Anglia, as well as overseeing watching briefs. In addition to British archaeology, Joseph's academic background has also supported research interests in Minoan Archaeology, in particular burial practices. Joseph is CSCS certified.

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 (1999-2003)
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)

Lindsay Lloyd-Smith BSc MPhil PhD

Qualifications: Institute of Archaeology, UoL, BSc (Hons) Archaeology (1989-1992)
University of Cambridge, MPhil Archaeological Research (2004-2005)
University of Cambridge, PhD Archaeology (2005-2008)

Experience: Lindsay has over 25 years' experience in archaeology working on a wide variety of contract and research projects. As well as working in East Anglia for the Norfolk Archaeological Unit (1992), the Cambridge Archaeology Unit (repeatedly between 1995 and 2010), and most recently for Pre-Construct Archaeology (2016-2018), Lindsay's work and research has taken him to Belize (1992), the Netherlands (1992-1995), Sweden (1997-2004), India (1996-2005), Egypt (2002-2004), Malaysia (2000-2017), the Philippines (2006), Vietnam (2009), and South Korea (2011-2015). He was a member of the Niah Caves Project, Borneo (University of Cambridge, 2000-2004), which led on to his post-graduate research (MPhil, PhD) into later prehistorical mortuary practice in Island Southeast Asia. Following this, he was a Post-Doctoral Research Associate on the Cultured Rainforest Project, University of Cambridge (2007-2011), responsible for archaeological fieldwork investigating the prehistory of the central highlands of Borneo. He spent four years (2011-2015) working as an Assistant Professor at the Institute for East Asian Studies, Sogang University, Seoul, South Korea, where he taught Area Studies and Southeast Asian Archaeology and directed the Early Central Borneo Project (2013-2016). During this time he also was lead editor for the newly launched journal *TRANS: Trans –Regional and –National Studies of Southeast Asia* published by Cambridge University Press. Returning to the UK in 2015, Lindsay worked at Leicester University as an Associate Tutor in the School of Archaeology and Ancient History where he designed and wrote a Distance Learning Masters Module in Archaeology and Education. Lindsay joined AS in June 2018 and is responsible for the post-excavation management of large excavation projects, from the assessment, interpretation and synthesis of site data to the production of archaeological reports from assessment to publication level.

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.

ENVIRONMENTAL ARCHAEOLOGIST & MAGNETIC GRADIOMETER SURVEYS

Dr John Summers PhD

Qualifications: 2006-2010: PhD "The Architecture of Food: Consumption and Society in Iron Age Atlantic Scotland, with Special Reference to the Site of Old Scatness, Shetland" (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. He has undertaken archaeobotanical analyses for numerous excavations, mainly in the Eastern region, including assemblages from a number of large Romano-British, medieval and multi-phased sites. In addition to work on AS projects, John undertakes archaeobotanical assessment and analysis for a number of other archaeological units. He also maintains a connection with research projects in Scotland, including recent work with the University of Bradford's Covesea Caves Project. In addition to archaeobotanical investigations, John is responsible for co-ordinating field survey with GPS and total station, as well as in house magnetic gradiometer surveys. With AS, he has co-ordinated and written up a number of gradiometer surveys, including large areas (up to 140ha) and cart-based surveys, in conjunction with our external consultant Dr David Bescoby.

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

Danielle Hall

Qualifications: University of Edinburgh, Archaeology MA (Hons) (2014 - 2018)

Experience: Since joining the Graphics Department at AS, Danielle has been involved multiple tasks including digitising site records, compiling geo-physics surveys, and creating visual figures for desk-based assessments. Danielle has participated in various field excavations from Romania to Cyprus and has worked alongside the University of Edinburgh and Archaeology Scotland. She has also worked in conjunction with Historic Environment Scotland, the University of Glasgow, and the Society of Antiquaries Scotland using her designs to promote archaeology to local communities.

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.

ARCHIVES CO-ORDINATOR

Luke Harris

Qualifications: Northampton College, A-Level History, English Literature and Language and AS-Level Government and Politics (2006)

Experience: Since completing his advanced education, Luke has held a number of professional administrative roles with companies and institutions including Nationwide Building Society (2007–2011) and Civica (2013–2014). His duties and responsibilities in these posts included the supervision and coordination of co-workers, the handling of customer enquiries and the categorisation, collation and digitalisation of paper records. Luke has also gained valuable clerical experience through voluntary roles and work experience. Since joining Archaeological Solutions Ltd, Luke has received training in finds recognition, finds and environmental processing/ storage, archiving and the deposition of archaeological archives.

ARCHAEOLOGICAL SOLUTIONS: PRINCIPAL SPECIALISTS

GEOPHYSICAL SURVEYS	David Bescoby Dr John Summers Air Photo Services
AIR PHOTOGRAPHIC ASSESSMENTS	
PHOTOGRAPHIC SURVEYS	K Henry
PREHISTORIC POTTERY	A Peachey MCIfA
ROMAN POTTERY	A Peachey MCIfA
SAXON & MEDIEVAL POTTERY	P Thompson
POST-MEDIEVAL POTTERY	P Thompson
FLINT	A Peachey MCIfA
GLASS	H Cool
COINS	British Museum, Dept of Coins & Medals
SMALL FINDS	R Sellwood
SLAG	A Newton
ANIMAL BONE	Dr J Cussans
HUMAN BONE:	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 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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OASIS ID: archaeol7-378999

Project details

Project name	Proposed Extension, Lower Farm, Lower Farm Road, Brettenham, Suffolk IP7 7BS WB
Short description of the project	In October 2019, Archaeological Solutions Ltd (AS) carried out a programme of continuous archaeological monitoring and recording at Lower Farm, Lower Farm Road, Brettenham, Suffolk IP7 7BS (NGR TL 965 551). The monitoring was required to comply with a planning condition of attached to planning approval for a two-storey front and side extension (Babergh District Council Ref. DC/19/01313). It was required based on the advice of Suffolk County Council Archaeological Service Conservation Team (SCC AS-CT). The site lies on the south-western side of Lower Farm Road, on the edge of Brettenham parish. It comprises the existing dwelling of Lower Farm, which is within a farm complex, partially enclosed by the remains of a water-filled moat (HER BTT 003). The farmhouse is described as being timer-framed and plastered, dating to the 16th-17th century. The monitoring revealed an undated pit. No finds were present.
Project dates	Start: 01-10-2019 End: 03-10-2019
Previous/future work	Yes / No
Any associated project reference codes	P6016 - Contracting Unit No.
Any associated project reference codes	BTT042 - Sitecode
Type of project	Recording project
Site status	None
Current Land use	Other 15 - Other
Monument type	PIT Uncertain
Significant Finds	NONE None
Investigation type	""Watching Brief""
Prompt	Planning condition

Project location

Country	England
Site location	SUFFOLK BABERGH BRETTEHAM Proposed Extension, Lower Farm, Lower Farm Road, Brettenham, Suffolk IP7 7BS
Postcode	IP7 7BS
Study area	100 Square metres
Site coordinates	TL 965 551 52.158657037453 0.873068983383 52 09 31 N 000 52 23 E Point
Height OD / Depth	Min: 87m Max: 87m

Project creators

Name of Organisation Archaeological Solutions Ltd

Project brief originator SCC

Project design originator Jon Murray

Project director/manager Jon Murray

Project supervisor Archaeological Solutions Ltd

Project archives

Physical Archive Exists? No

Digital Archive recipient SCCAS

Digital Contents "none"

Digital Media available "Database","Images raster / digital photography","Spreadsheets","Text"

Paper Archive recipient SCCAS

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 Proposed Extension, Lower Farm, Lower Farm Road, Brettenham, Suffolk. Continuous Archaeological Monitoring and Recording

Author(s)/Editor(s) Barlow, G

Author(s)/Editor(s) Bingham, K

Other bibliographic details 5972

Date 2019

Issuer or publisher Archaeological Solutions

Place of issue or publication Bury St Edmunds

Entered by Hollie Wesson (info@ascontracts.co.uk)

Entered on 8 January 2020

OASIS:

PHOTOGRAPHIC INDEX (P6016)



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General site overview looking north-west



2
Extension footings looking south



3
Extension footings looking south-west



4
Extension footings looking north



5
Pit F2003 in Sample section 1 looking north-west



6
Sample section 2 looking south-east



7
Sample section 3 looking south-west



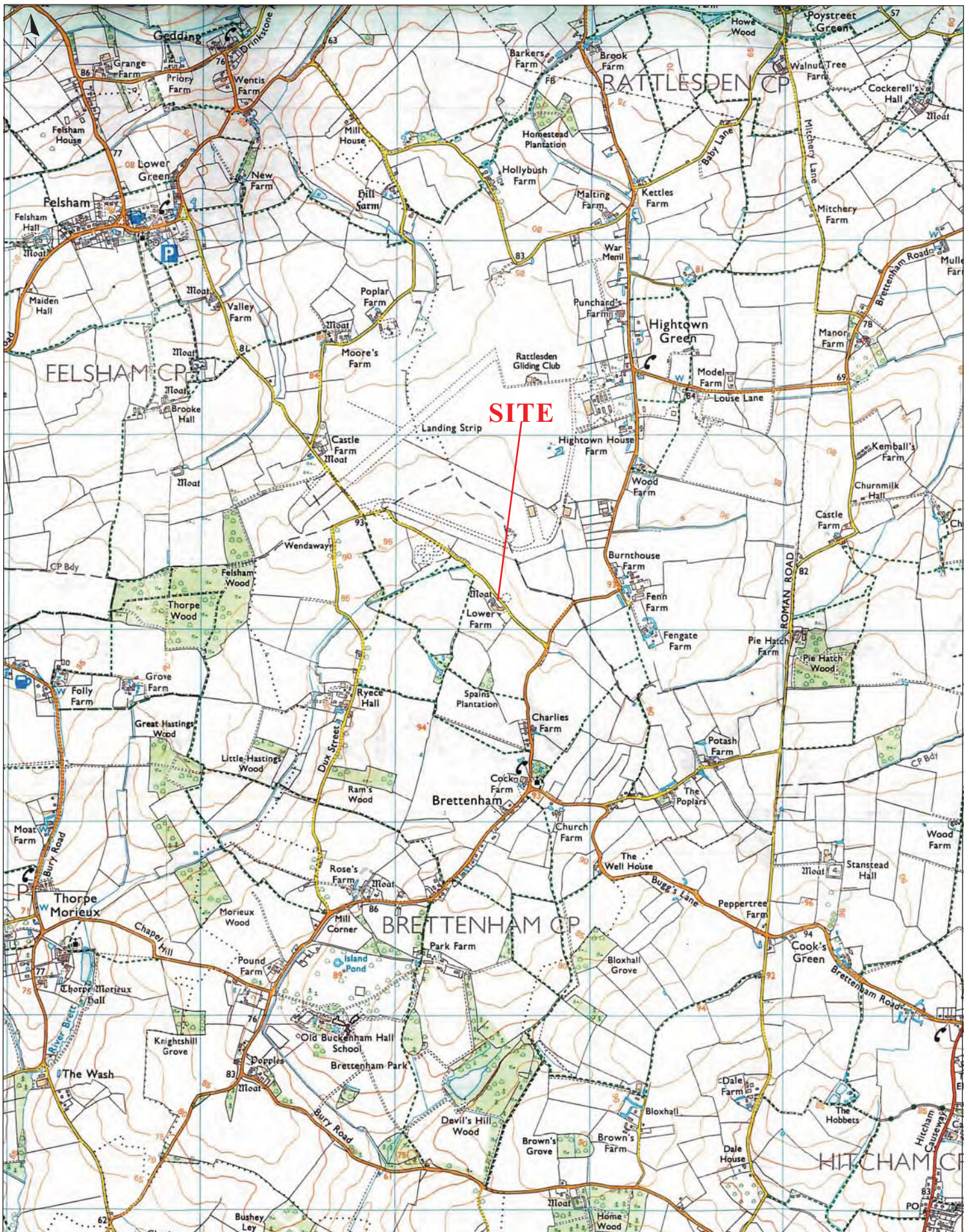
8
Sample section 4 looking north-east



9
Sample section 5 looking south-east

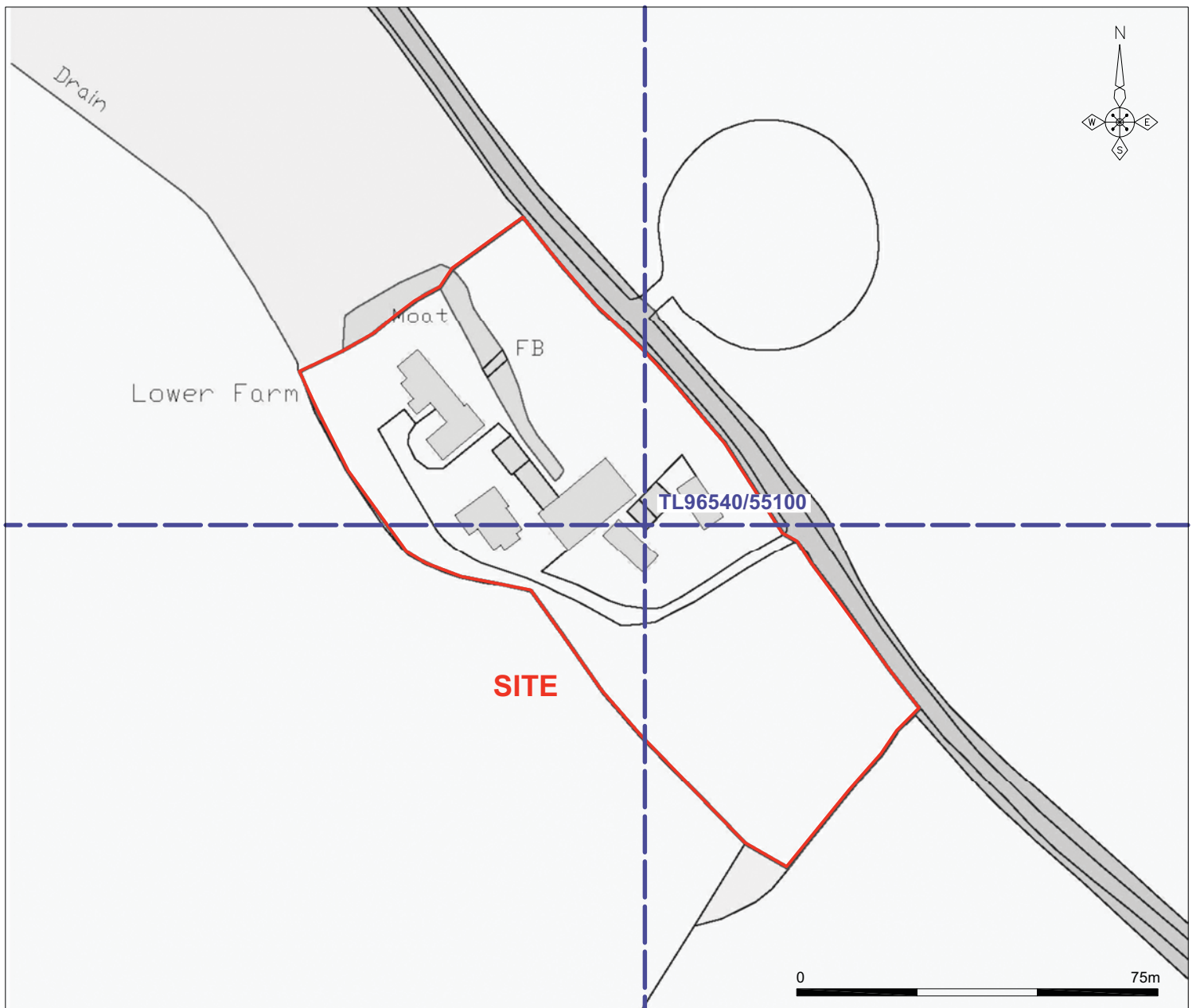


10
Sample section 6 looking north-east



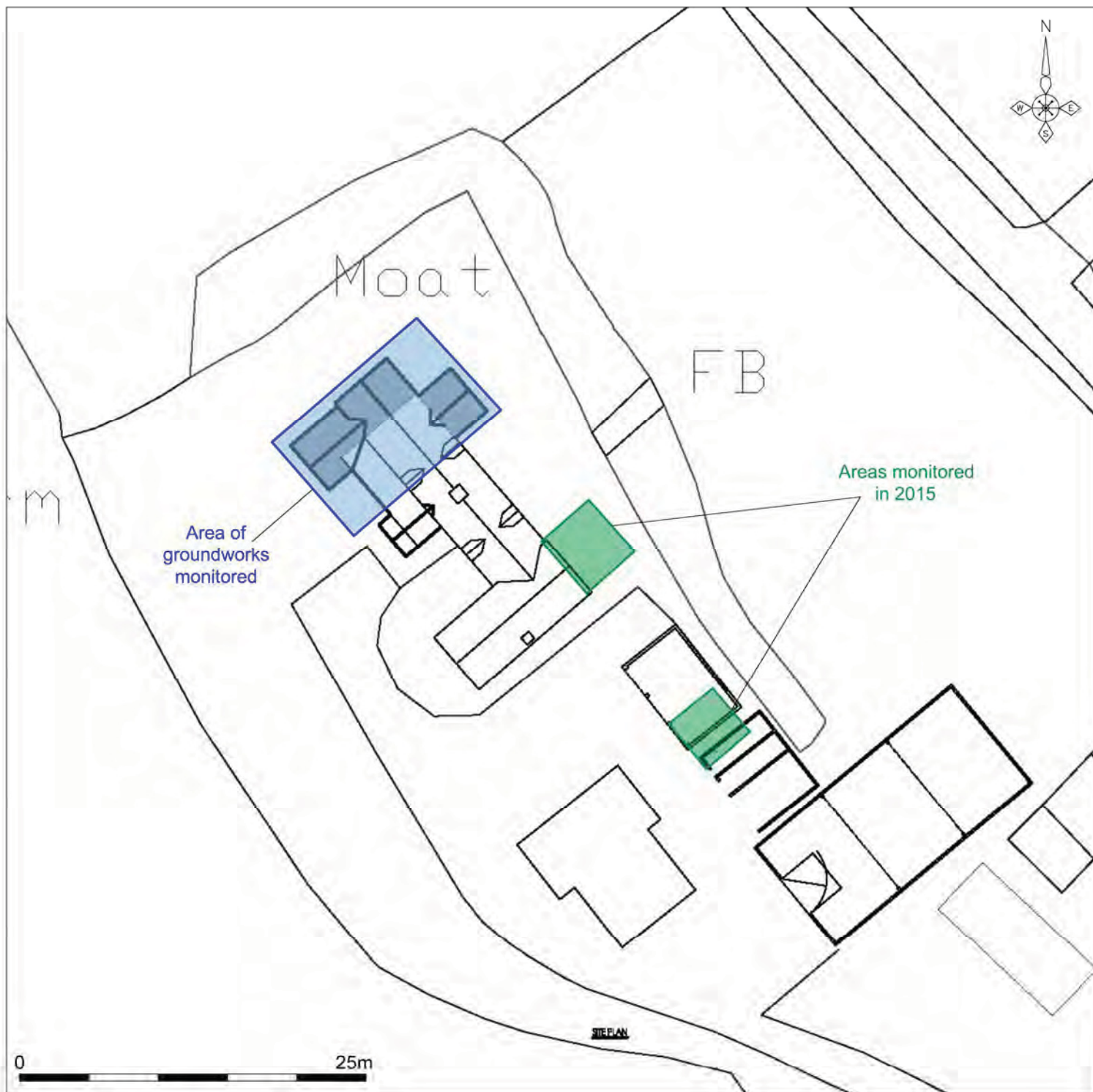
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Fig. 1 Site location plan
 Scale 1:25,000 at A4
 Lower Farm, Dux Street, Brettenham (P6016)



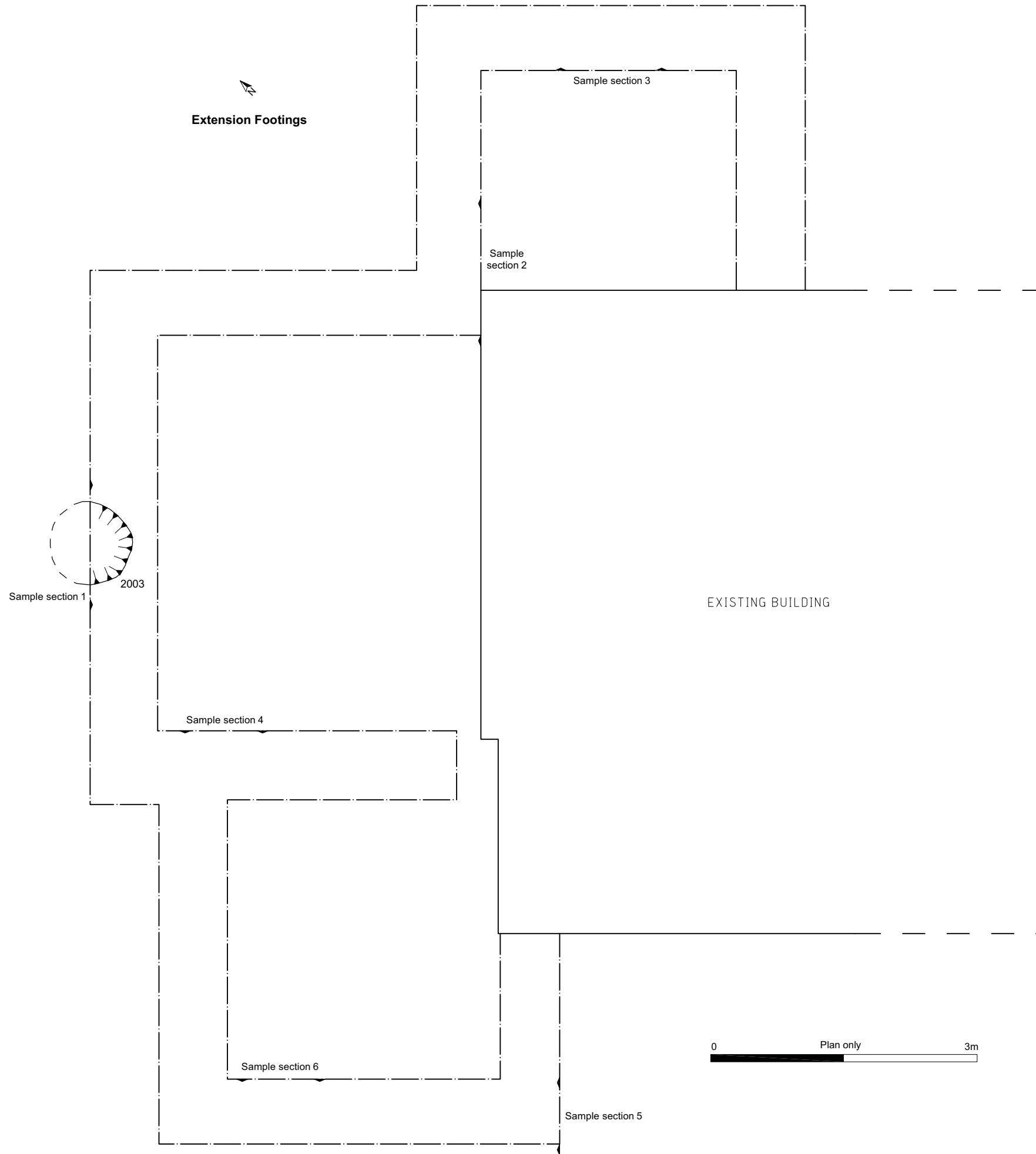
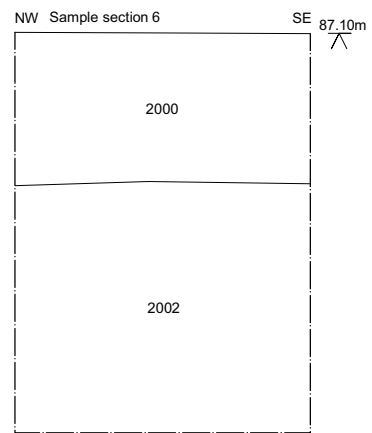
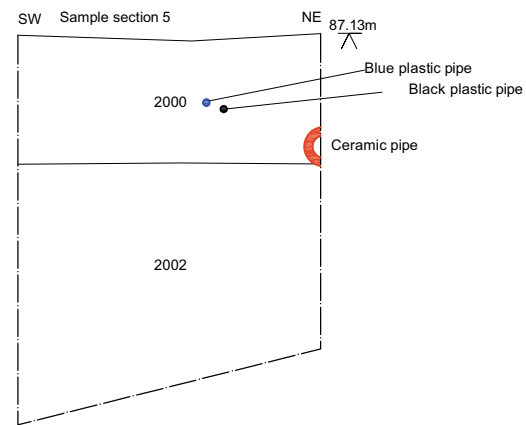
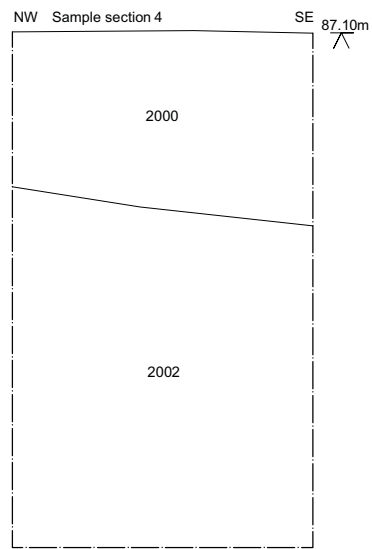
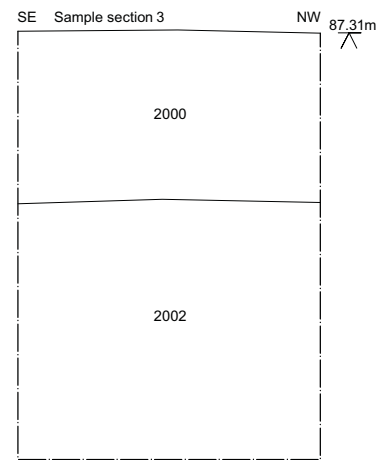
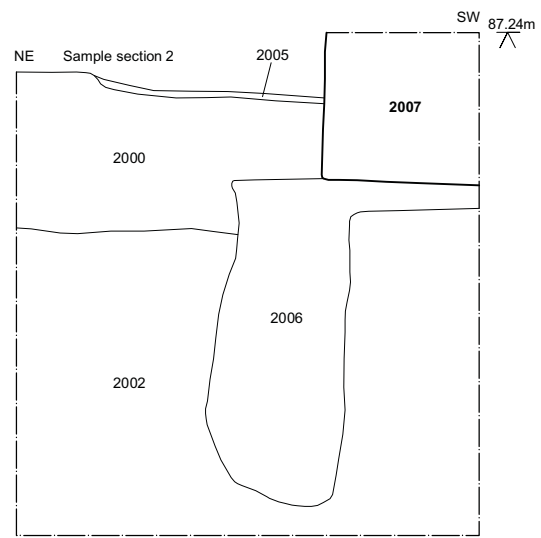
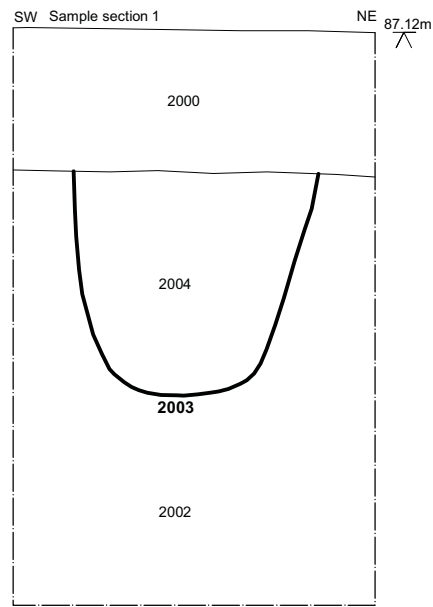
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Fig. 2 Detailed site location plan
Scale 1:1250 at A4
Little Farm, Dux Street, Brettenham (P6016)



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Fig. 3 Groundworks monitored
Scale 1:400 at A4
Little Farm, Dux Street, Brettenham (P6016)



0 Sections only 2m

0 Plan only 3m

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Fig. 4 Plan and sections
 Scale - Plan 1:50; sections 1:25 at A3
 Little Farm, Dux Street, Brettenham (P6016)