

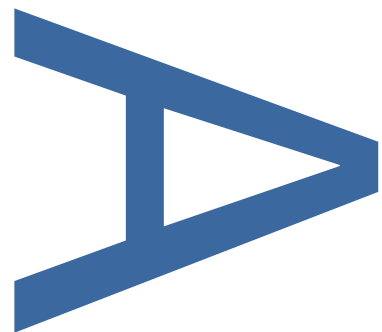
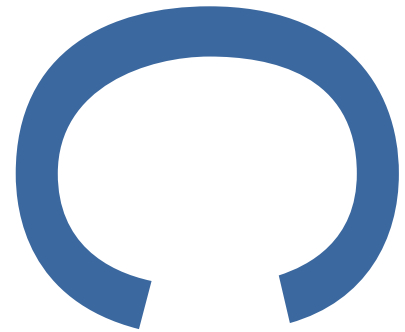
**LAND TO THE REAR OF 52 HIGH
STREET, BILDESTON, SUFFOLK:**

**WRITTEN SCHEME OF
INVESTIGATION FOR A
PROGRAMME OF TRENCHED
ARCHAEOLOGICAL EVALUATION**

**LOCAL PLANNING AUTHORITY:
BABERGH DISTRICT COUNCIL
PLANNING APPLICATION NUMBER:
DC/20/03176**

SITE CODE: BIL 057

JANUARY 2021



PRE-CONSTRUCT ARCHAEOLOGY

Written Scheme of Investigation for a Programme of Trenched Archaeological Evaluation to the Rear of 52 High Street, Bildeston, Suffolk

Local Planning Authority: Babergh District Council

Planning Reference: DC/20/03176

Central National Grid Reference: NGR TL 9936 4924

Site Code: BIL 057

Oasis reference no: preconst1-411882

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1 INTRODUCTION

- 1.1 Pre-Construct Archaeology (PCA) has been commissioned by Matt Higgins to undertake a programme of trenched archaeological evaluation on land to the rear of 52 High Street, Bildeston, Suffolk, IP7 7EA (Ordnance Survey National Grid Reference (NGR) TL 9936 4924; Figure 1), in response to an archaeological Brief written by Gemma Stewart of Suffolk County Council Archaeological Service (SCCAS; Stewart 2020).
- 1.2 The development for which planning permission has been granted is the erection of 2no. workshop/storage shed buildings (Use Class B1, B8) and erection of a boundary fence and gate, following demolition of the existing building (Babergh District Council Planning Ref. DC/20/03176).
- 1.3 Due to the high archaeological potential of the site and surrounding area, and in accordance with the National Planning Policy Framework 2019 (MHCLG 2019, Section 16: 'Conserving and enhancing the historic environment', paras 189 and 190), SCCAS recommended that conditions (8 and 9) be placed on DC/20/03176 requiring that a programme of archaeological investigation and reporting be undertaken at the site. The first phase of this work is a programme of trenched archaeological evaluation to assess the nature and archaeological potential of the site.
- 1.4 Depending on the results of the evaluation, the local planning authority, in consultation with SCCAS, may require further stages of archaeological investigation and/ or mitigation prior to development. Any such work would be the subject of a separate Brief and Written Scheme of Investigation, and a separate set of costs.
- 1.5 This document comprises the Written Scheme of Investigation (WSI) for the trenched archaeological evaluation. This WSI is not a sufficient basis for the discharge of the planning conditions relating to archaeological investigation. Only the full implementation of the scheme, both completion of fieldwork and reporting (including the need for any further work following this evaluation), will enable SCCAS to advise the Local Planning Authority that a condition has

been adequately fulfilled and can be discharged.

- 1.6 Once approved by SCCAS, all work relating to the project will be carried out in accordance with this WSI, as well as the SCCAS (2020) *Requirements for a Trenched Archaeological Evaluation*, the *Standards for Field Archaeology in the East of England* (Gurney 2003) and the Chartered Institute for Archaeologists' *Code of Conduct* (ClfA 2014a (revised 2019)) and *Standard and Guidance for Archaeological Field Evaluation* (ClfA 2014b (revised 2020)). The project will be managed in accordance with the Historic England (formerly English Heritage) procedural document *Management of Research Projects in the Historic Environment (MoRPHE): Project Manager's Guide* (HE 2015).
- 1.7 Pre-Construct Archaeology has been commissioned by Matt Higgins to prepare this Written Scheme of Investigation (WSI) for Land to the Rear of 52 High Street, Bildeston, Suffolk, referred to hereafter as 'the site'. This WSI has been prepared for the benefit of Matt Higgins and the contents should not be relied upon by others without the express written authority of PCA. If any unauthorised third party makes use of this report they do so at their own risk and PCA owes them no duty of care or skill.

2 SITE LOCATION, GEOLOGY AND TOPOGRAPHY

2.1 Site Location (Figure 1)

2.1.1 Bildeston is a village in south Suffolk, 15km west of Ipswich and 10km south-west of Stowmarket. The modern settlement is compact and broadly linear in overall form, extending north-west to south-east along the line of the High Street, with modern housing development also extending north-eastwards along Wattisham Road.

2.1.2 No. 52 is on the east side of the High Street, opposite the Red Lion public house and Bildeston Health Centre. The site is currently a scrub/ yard area to the rear of the buildings along the street frontage, occupied by a single-storey outbuilding used for storage (to be demolished) and accessed via a carriage entrance. The site area, including access from the High Street, is 396m².

2.2 Geology

2.2.1 The site is located on Newhaven Chalk formation bedrock geology with Lowestoft formation superficial deposits, consisting of glacio-fluvial silts, sands, clays and gravels (BGS 2020). A short distance to the west is a narrow band of alluvial deposits associated with the course of the river Brett and its tributaries.

2.3 Topography

2.3.1 The site is at an elevation of approximately 37.2m above Ordnance Datum (OD) and is relatively level.

2.3.2 The main settlement at Bildeston is located on the floor of the valley of a tributary of the river Brett, which flows southwards to join the main river 1.5km away between Nedging and Chelsworth. The land rises fairly steeply on all sides of the village, to c. 60–80m OD. The earlier medieval settlement at Bildeston was focused around the now-isolated parish church of St Mary Magdelene, on a hilltop half a mile west of the High Street, where there are also surviving medieval earthworks.

3 ARCHAEOLOGICAL BACKGROUND

3.1 General

3.1.1 The site is located within the presumed extent of the medieval town of Bildeston, defined from historic maps (particularly Hodskinson's map of 1783) and the locations of listed buildings (Suffolk Historic Environment Record (SHER) BIL 022). Notably, the rear boundary of the site corresponds with a boundary shown on the mid-19th-century Bildeston tithe map, which forms the rear boundary of a number of properties on the east side of the High Street, and which corresponds with the projected south-eastern limit of the medieval settlement. This boundary could potentially be associated with a medieval planned layout of properties along the southern part of the High Street.

3.2 Prehistoric (c. 800,000 BC–AD 42)

3.2.1 A possible Acheulean (c. 531,000–298,000 BC) pointed handaxe was recovered from the surface of a ploughed field on Church Farm, 800m west of the site (SHER BIL 040).

3.2.2 A Mesolithic (c. 9000–4000 BC) flint scatter, including a tranchet axe, microburin, microlith and several blades, is recorded 370m south-west of the site, close to the river, near the junction of the High Street and Bildeston Road (SHER BIL 002). A further Mesolithic tranchet axe has been found in a garden at 106 High Street, 150m north of the site (SHER BIL 012).

3.2.3 Recent archaeological evaluation of land 150m east of the present site found postholes and a pit of Middle to Late Iron Age date, in addition to a heavily-truncated cremation of possible later prehistoric date. A series of ditches dating to the Romano-British period might indicate some agricultural use of the area around the 2nd century AD. Large quantities of ceramic building materials recovered from these ditches indicate a well-built Roman building in the vicinity (SHER BIL 046; White and Hodges 2019).

3.3 Roman (c. AD 43–410)

3.3.1 A scatter of (predominantly late) Roman pottery and ceramic building material was recorded in the 1970s, 250m west of the site, in the field on the opposite

bank of the river Brett. There may also be soil-marks of field boundaries extending downslope to the river here (SHER BIL 004; Google Maps 2020). First- and second-century Roman coins (of Titus and Septimus Severus) have been found during building work on Chapel Street, 250m north-west of the site (SHER BIL 003). A sherd from a Late Iron Age 'Belgic' jar is recorded from the back garden of no. 17 Duke Street, slightly further to the north (SHER BIL 033). A Roman road (Margary 34a; 1973, 265) is likely to have extended past Bildeston, to the north of the modern village, although its suggested alignment is mainly based on extrapolation from better-known stretches of the route (SHER BIL 008, HTC 019). However, one stretch, to the north-east of the village and heading towards the Roman 'small town' at Coddendam, is preserved in the course of Needham Lane and the parish boundary with Wattisham (SHER BIL 009).

3.4 Anglo-Saxon and Medieval (c. AD 411–1540)

- 3.4.1 Before the Norman Conquest, an estate of six carucates in Bildeston was held by Queen Edith, wife of Edward the Confessor. The estate had passed to Walter the Deacon by 1086. Domesday Book records twenty households, with three plough-teams belonging to the villagers; three to the lord and another to the priest.
- 3.4.2 The parish church of St Mary Magdelene (SHER BIL 007) stands in an isolated position on high ground half a mile west of the modern village. To the west of the church, a circular moat 75m in diameter marked the site of the medieval manor of Bildeston Hall (SHER BIL 014) until it was bulldozed and partly built over in 1974 (SHER BIL 001). A sub-rectangular marshy depression to the south may have been a fishpond, while linear depressions to the south and east are the possible hollow-ways and building platforms of a deserted medieval village, all now heavily ploughed and levelled. Thirteenth-century pottery has been ploughed up in this field. When the 14th-century church tower partially collapsed in 1975, numerous fragments of limestone with oblique Norman tooling-marks were found amongst the rubble, suggesting reuse from a 12th-century church on the site (Sue Andrews 2020).

- 3.4.3 The Loveyn/Lovaine family were lords in the 13th and first half of the 14th centuries. Matthew de Loveyne, then lord of the manor, was granted a charter for a market on the Stowmarket to Hadleigh Road in 1264. This may have precipitated the relocation of the settlement at Bildeston from the hilltop to a new site ('Nubury') in the valley bottom, although the move may have been a gradual one and connected more with easy access to the water which helped to fuel Bildeston's flourishing broadcloth industry in the 15th and 16th centuries. When the Revett family took over the manor in 1603, only the manor house and the church remained on the comparatively bleak hill, although houses on the road to the church are still shown on early-19th-century maps (Andrews 2020).
- 3.4.4 Bildeston became famous for blue broadcloth, and buildings housing dyers, weavers, shearmen, spinners and clothiers were erected to form Chapel Street and Duke Street during the 15th and 16th centuries. Also constructed was a wool hall where the commerce of the wool trade was conducted; this survives but is now split into two private residences on the corner of High Street and Ipswich Road. Early enclosure of agricultural land had created a landless population for enterprising landlords to profit by (Andrews 2020).
- 3.4.5 There are records of a c. 14th-/15th-century chapel dedicated to St Leonard (SHER BIL 005) at Chapel Street, 250m north-west of the site. A watching brief during building work between Chapel Street and Duke Street recorded post-medieval pits and one pit containing some medieval pottery (SHER BIL 041). Other archaeological watching briefs during groundworks at properties on Duke Street have recorded a layer containing 14th- to 16th-century pottery (SHER BIL 019), and a possible medieval pit containing oyster shell (SHER BIL 026). Three medieval and post-medieval silver coins, including a Long Cross penny of Edward I, have been found close to the Bildeston Road, 500m south-west of the site (SHER BIL 031).

3.5 Post-Medieval (AD 1540–Present)

- 3.5.1 By the reign of Queen Mary (1553–58) scarcity and high prices lead to reports 'whereby this town of Bilstone hath decayed'. Changes in fashion and foreign

policy that interrupted trade meant that the main employment became the supplying of yarn to Norwich instead of quality cloth to London. By 1674 two thirds of households were living in poverty and many were taken into the village workhouse. The Crown Inn became a centre for the casual hiring of farm labourers and domestic servants.

- 3.5.2 The weekly Wednesday market failed in 1764 and traveller John Kirby described Bildeston as 'a town in a bottom, meanly built and the streets are dirty'. The manor house was demolished, following the death of Bartholomew Beale, the last lord of the manor, 40 years before. The Cooke family of Polstead ostensibly took over the rents and the profits of the fair but took little interest in the village. The last fair was held in 1872, with just one stall.
- 3.5.3 Evaluation trenching at Redwick House, a short distance south of the site, in 2016, recorded distinct layers containing medieval and post-medieval finds, suggesting occupation and/ or other activity in the near vicinity during these periods (SHER BIL 034).
- 3.5.4 At the corner of Duke Street, 300m north-west of the present site, the timber-framed Bildeston Hall dates to the 16th–17th centuries (SHER BIL 020); it probably replaced the medieval manorial curia adjacent to the church (SHER BIL 001, BIL 014).
- 3.5.5 'Tudor Cottage', no. 44 High Street, just south of the present site, is a well-preserved medieval open hall dating to the first half of the 15th century, with later additions (SHER BIL 043). No. 78–80 High Street, 100m north-west of the site, is a Grade II listed early-19th-century brick building with an earlier-16th- to 17th-century timber-framed detached outbuilding (SHER BIL 035).

4 AIMS AND OBJECTIVES

4.1 Broad Aims

4.1.1 The broad aims of the evaluation are to characterise the location, extent, date, character and state of preservation of any archaeological remains on the site which are likely to be threatened by the proposed development, and to identify their significance in a local, regional or national context, as appropriate, with reference to the East Anglian Regional Research Agendas:

-Research and Archaeology: A Framework for the Eastern Counties: 1. Resource Assessment (Glazebrook 1997);

-Research and Archaeology: A Framework for the Eastern Counties: 2. Research Agenda and Strategy (Brown and Glazebrook 2000);

-Regional Research Framework for the Eastern Region (Medlycott and Brown 2008);

-Research and Archaeology Revisited: A Revised Framework for the East of England (Medlycott 2011).

4.1.2 The evaluation will aim to provide sufficient information to enable the formulation of a suitable management/ investigation strategy for the site's heritage assets, in light of the current development proposals.

4.1.3 The evaluation will provide a predictive model of any archaeological remains likely to be present on the site and will characterise and include an appraisal of the remains' significance.

4.1.4 Particular attention will be paid to establishing the palaeo-environmental potential of the site, including identifying the presence/ absence of palaeo-sols or former land surfaces, the character of deposits and their contents within 'cut'/ negative features, the presence and environmental potential of any palaeo-channels, and to understanding site formation processes in general. Results of any palaeo-environmental investigations, industrial residue

assessments/ analyses and scientific analyses will be included in the evaluation report and sent to the Historic England Regional Science Advisor.

- 4.1.5 The trial trench evaluation will provide an adequate representative sample of the proposed development area in order to fully understand and characterise the site's archaeology and the potential impact of development on it.

4.2 Specific Objectives

- 4.2.1 In view of the site's location in an area with known high archaeological potential, particularly for the later prehistoric, Roman, medieval and post-medieval periods, the principal objectives of the evaluation will be to identify:

-any evidence of prehistoric activity on the lower slopes of the Brett valley, perhaps associated with the Middle to Late Iron Age settlement and funerary remains identified a short distance to the east of the site (SHER BIL 046; White and Hodges 2019).

-any evidence of Roman occupation, agriculture or other activity. Roman field boundary ditches and materials deriving from a large masonry building were found in recent trial-trenching 150m east of the site (SHER BIL 046; White and Hodges 2019).

-any evidence of medieval occupation to the rear of the High Street frontage, in particular any evidence for a planned layout following the relocation of the settlement at Bildeston to its present position from the later 13th century.

-any evidence of post-medieval occupation, industry or other 'backyard' activity, perhaps associated with Bildeston's role in textile manufacture.

5 METHODOLOGY

5.1 General

- 5.1.1 All aspects of the investigation will be conducted in accordance with the Chartered Institute for Archaeologists' (ClfA) *Code of Conduct*, the *Standard and Guidance for Archaeological Field Evaluation* (ClfA 2014a and b (revised 2019 and 2020, respectively)), and the *Standards for Field Archaeology in the East of England* (East Anglian Archaeology Occasional Paper 14; Gurney 2003).
- 5.1.2 Any changes to this WSI that the Project Manager may wish to make after approval will first be communicated directly to SCCAS for approval.

5.2 Trenched Archaeological Evaluation

- 5.2.1 The evaluation will comprise 24m of linear trenches, 1.8m in width, providing an 11% sample of the 396m² site. Two 12m-long trenches will be positioned to sample each of the two proposed new building footprints (Figure 2).
- 5.2.2 There will be contingency for small-scale extension of trenches to fully reveal features or deposits partially revealed within the trenches, or to help characterise features where additional exposure would enhance understanding of them.

5.3 Excavation and Site Planning

- 5.3.1 Within the trenches, topsoil, undifferentiated subsoil and/ or recent made ground deposits will be machine-stripped, under close archaeological supervision, using a mechanical excavator fitted with a toothless ditching bucket, down to the first archaeological horizon or the geological horizon, whichever is encountered first. Machining will be in even, shallow spits of no more than 100mm at a time. Upon encountering any archaeological features or deposits the procedure followed is detailed below.
- 5.3.2 Exposed archaeological features and deposits will be cleaned as necessary to define them using hand tools (hoes, trowels, mattocks, shovels).
- 5.3.3 Metal-detecting will be carried out of any stripped deposits and all

archaeological features and spoil heaps will be surveyed by metal-detector as they are encountered/ produced. Metal-detecting will also be carried out during machining. The metal-detector will not be set to discriminate against iron. The metal-detectorist for the project will be David Curry or Tom Lucking, both experienced users with years of professional and hobbyist metal-detecting experience in Suffolk and across East Anglia.

- 5.3.4 Limits of excavation of all trenches, pre-excavation and post-excavation plans of archaeological features and heights above Ordnance Datum (m OD) will be recorded using a Leica 1200 or equivalent Global Positioning System (GPS) rover unit with RTK differential correction, giving three-dimensional accuracy of 20mm or better.

5.4 Recording and Sampling

- 5.4.1 Field excavation techniques and recording methods are detailed in the PCA *Fieldwork Induction Manual (Operations Manual I)* by Joanna Taylor and Gary Brown (2009).
- 5.4.2 All features will be investigated and recorded in order to properly understand the date and nature of the archaeological remains on the site and to recover sufficient finds assemblages to assess the chronological development and socio-economic character of the site over time.
- 5.4.3 Drawn records will be in the form of survey plans, drawn plans and section drawings of archaeological features at an appropriate scale (1:10, 1:20, 1:50), while deposits and cuts will be recorded as written records on PCA pro-forma context sheets.
- 5.4.4 Linear features will be investigated by means of slots excavated across their widths and measuring at least 1m in length, ideally positioned to avoid areas of intercutting/ disturbance in order to provide uncontaminated finds assemblages. Slots will also be positioned to determine inter-feature stratigraphic relationships; all relationships between features or deposits will be investigated and recorded.

- 5.4.5 Discrete features, such as pits and postholes, will be at least 50% excavated and, when considered appropriate, 100% excavated.
- 5.4.6 Significant features, such as structural remains (e.g. eaves-drip gullies, sunken-featured buildings and beam slots), industrial features (kilns, ovens, domestic hearths, metalworking furnaces) and burials (cremations and inhumations) will be planned and photographed, then ideally left *in-situ* pending further mitigation. Some limited sample excavation may be necessary to characterise and date such features. Any complex/ unexpected deposits will be discussed with SCCAS to agree an excavation strategy.
- 5.4.7 Subject to prior approval from SCCAS, it may be appropriate/ necessary to sample particularly large or deep features by machine excavation, operating under close archaeological supervision.
- 5.4.8 Digital photographs will be taken at all stages of the evaluation, and of all archaeological features and deposits. The photographic record will consist of high-quality digital uninterpolated images of at least 16.5 megapixels taken using a camera with an APS-C or larger sensor. Digital photographs intended for archive purposes will comply with best practice available at the current time *i.e.* high-quality non-proprietary raw files (DNG) or TIFF images.
- 5.4.9 Artefacts and ecofacts will be collected by hand and retained, receiving appropriate care prior to removal from site (ClfA 2014c; Walker 1990; Watkinson 1981).
- 5.4.10 A metal-detector will be used during the evaluation in order to enhance finds recovery and will not be set to discriminate against iron.
- 5.4.11 Bulk samples, 40 litres in volume where possible, will be taken by the excavator and in consultation with the project's environmental specialist where appropriate, in order to recover micro- and macro-botanical environmental remains. The broad aim of such sampling will be to recover evidence relating to the past environment and agricultural economy of the site, and how these changed over time under both natural and anthropogenic influences.

5.4.12 Buried soils and associated deposits (e.g. buried former land surfaces, peat layers, marine deposits, palaeo-channels) will be inspected on site by the PCA Project Manager, in consultation with the PCA geoarchaeologist or Historic England Regional Science Advisor, as appropriate, whose advice will be sought as to whether soil micromorphology or other analytical techniques will enhance understanding of depositional processes and transformations at the site.

5.4.13 Should waterlogged deposits and/ or artefacts be encountered, the guidance contained in the following documents will be adhered to in order to ensure that all available evidence relating to those deposits is recovered and that delicate organic artefacts are conserved for analysis and long-term storage:

-Historic England 2012. Waterlogged Organic Artefacts: Guidelines on Their Recovery, Analysis and Conservation;

-Historic England 2010. Waterlogged Wood: Guidelines on the Recovery, Sampling, Conservation and Curation of Waterlogged Wood;

-Historic England 2008. Investigative Conservation: Guidance on How the Detailed Examination of Artefacts from Archaeological Sites Can Shed Light on Their Manufacture and Use.

5.4.14 Environmental sampling will make reference to the following guideline documents:

-English Heritage 2011. Environmental Archaeology: A Guide to the Theory and Practice of Methods from Sampling and Recovery to Post-Excavation. 2nd Edition;

-Association for Environmental Archaeology 1995. Environmental Archaeology and Archaeological Evaluations. Recommendations Concerning the Environmental Archaeology Component of Archaeological Evaluations in England. Working Papers of the Association for Environmental Archaeology 2, 8 ff. York: Association for Environmental Archaeology;

-Dobney, K., Hall, A., Kenward, H. and Milles, A. 1992. 'A working classification of sample types for environmental archaeology', *Circaea* 9.1 (1992 for 1991), 24–26;

-Murphy, P.L. and Wiltshire, P.E.J. 1994. A Guide to Sampling Archaeological Deposits for Environmental Analysis.

5.5 Monitoring

5.5.1 SCCAS officers are responsible for monitoring all archaeological work within Suffolk and will need to inspect site works at an appropriate time during the fieldwork and will review the progress of excavation reports and/or archive preparation. A monitoring visit must be booked with SCCAS prior to works commencing on site.

5.5.2 PCA will notify SCCAS of the proposed start date for the trial trenching at least 10 working days in advance, allowing sufficient notice to arrange a monitoring meeting.

5.5.3 SCCAS and the client will be kept regularly informed about developments and any significant discoveries during both the fieldwork and subsequent post-excavation phase.

5.5.4 Further trenching or deposit testing may be a requirement of the site monitoring visit if unclear archaeological remains or geomorphological features present difficulties of interpretation, or to assist with the formulation of a mitigation strategy. Appropriate provision will be made by PCA and the client for this eventuality.

5.5.5 The trenches will not be backfilled without the approval of SCCAS.

5.5.6 Due to Suffolk County Council's safe working guidelines in response to the COVID-19 pandemic, it may be necessary for the SCCAS archaeologist to monitor the fieldwork remotely. PCA will endeavour to provide whatever assistance is necessary to enable this to take place, including, for example, providing high-resolution digital photos and full and accurate digital plans of

archaeological remains by email to assist with curatorial decision-making.

5.6 Treasure

5.6.1 All finds defined as Treasure will be removed to a safe place and reported to the local coroner according to the procedures outlined in the Treasure Act 1996 (as amended by the Treasure Designation Order 2002 No. 2666). SCCAS and the client will also immediately be notified. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft. Any finds that could be considered Treasure under the terms of the Act, made during the process of fieldwork, will be immediately reported to the Finds Liaison Officer and to the Coroner, within 14 days of discovery, in line with the Treasure Act.

5.7 Human Remains

5.7.1 Human remains must be left *in-situ* except in those cases where damage or desecration are to be expected, or in the event that analysis of the remains is shown to be a requirement of satisfactory evaluation of the site. Any excavation will comply with the provisions of Section 25 of the Burial Act 1857.

5.7.2 If human remains are encountered, SCCAS and the client will be informed. No excavation will take place without a Ministry of Justice Licence and will only be carried out in accordance with all appropriate Environmental Health regulations. Human remains will be preserved *in-situ* and only excavated if absolutely necessary. Due to the wide range of variables, costs of excavation, removal and analysis of human remains are not included in any statement of costs accompanying or associated with this WSI.

6 ACCESS AND SAFETY

- 6.1 Access to the site will be arranged by the client. The client will secure safe access to all areas of the site for archaeological personnel. The client will also ensure that all deep excavations are adequately shored, where necessary, conforming to current health and safety regulations, and that the archaeological investigations are enabled through the provision and operation of adequate water extraction/ pumping equipment should these be required by the ground conditions.
- 6.2 Any costs incurred to secure access, or incurred as a result of withholding of access, will not be PCA's responsibility. The costs of any delays as a result of withheld access will be passed on to the client in addition to the project costs already specified.
- 6.3 All relevant health and safety legislation, regulations and codes of practice will be respected. The Health and Safety policies will be those of Pre-Construct Archaeology Ltd. and in accordance with all statutory regulations. A Health and Safety Risk Assessment and Method Statement (RAMS) for the site will be produced and made available to all staff.
- 6.4 There is a duty of care for the client to provide all information reasonably obtainable on ground contamination, environmental constraints (e.g. Tree Protection Orders, controlled invasive species, nesting birds), the locations of live services, and potential unexploded ordnance (UXO) before site works commence.

7 TIMETABLE AND STAFFING

7.1 Timetable

7.1.1 It is anticipated that the duration of the trenched evaluation will be approximately 2–3 days on site.

7.1.2 Reporting on the trenched evaluation will take up to 4 weeks.

7.1.3 Working days are based on a 5-day working week, Monday to Friday.

7.2 Staffing and Support

7.2.1 The project will be managed and led by Tom Woolhouse, Project Manager with PCA Central, who will ensure that all staff are familiarised with the site, the archaeological background of the area and the ground conditions to maximise the effectiveness of the evaluation.

7.2.2 Key team members will include Tom Woolhouse, Mark Hinman, Regional Director of PCA Central, and a PCA Supervisor. Additional Site Assistants will be drawn from a pool of qualified and experienced staff as required.

7.2.3 The following staff will form the project team for the trial-trenching:

1x Project Manager

1x Supervisor

1–2x Site Assistant(s), as required

1x Survey Supervisor

1x Finds Supervisor (office-based)

1x Finds Assistant (office-based)

1x Illustrator for post-excavation work (office-based)

7.2.4 Specialists will be employed for consultation and analysis as necessary. It is anticipated that the site may produce prehistoric pottery, which will be analysed by Sarah Percival or Lawrence Morgan-Shelbourne, and Roman pottery, which will be analysed by Katie Anderson. Anglo-Saxon, medieval or post-medieval ceramics will be analysed by Berni Sudds, Sue Anderson or Chris Jarrett. Any ceramic building materials, daub or worked stone will be examined by Dr Kevin Hayward or Amparo Valcarcel. Struck and burnt flint will be analysed by Dr Barry Bishop. Small Finds will be examined by Dr Ruth Beveridge. Human remains will be analysed by James Langthorne or Petra Ivanova and faunal remains by Kevin Rielly or Karen Deighton. Plant macrofossils will be analysed by Kath Hunter. Conservation will be undertaken by Drakon Heritage and Conservation. Other specialists will be approached to carry out analysis as required from the list at Appendix 1.

8 REPORTING

- 8.1 The site will use the unique SHER Site Code/ Parish Code BIL 057. This reference will be used to identify the relevant components of the project archive.
- 8.2 Post-excavation tasks and report writing will take approximately 4 weeks following the end of fieldwork. Specialists will be employed for consultation and analysis as necessary.
- 8.3 The evaluation report will conform to the format contained within the ClfA 2014 (revised 2020) *Standard and Guidance for Archaeological Field Evaluation* Annex 2. Any changes to this specification that the Project Manager may wish to make after approval will first be communicated directly to SCCAS for approval.
- 8.4 The report will contextualise the results of the fieldwork in relation to the known archaeology and history of the area, including data in the Suffolk Historic Environment Record, and available historic maps. The report conclusions will include a clear statement of the archaeological value of the results, and their significance in the context of the regional research framework (Glazebrook 1997; Brown and Glazebrook 2000; Medlycott 2011).
- 8.5 A copy of the report, clearly marked 'DRAFT', will be sent to SCCAS and the client for comment and, following approval, final digital copies of the report will be submitted to SHER and uploaded to the Archaeology Data Service website via the Online Access to Index of Archaeological Investigations (OASIS) project (see Section 9.8).
- 8.6 If substantial remains are recorded during the project, it may be necessary to undertake a full programme of analysis and publication in accordance with the guidelines contained in Historic England's *Management of Research Projects in the Historic Environment (MoRPHE): Project Managers' Guide* (HE 2015). The archaeological advisory and planning role of Suffolk County Council Archaeological Service will be acknowledged in any report or publication

generated by the project.

- 8.7 A hard copy of the approved final report will form part of the project archive; a hard copy will also be supplied to SHER upon request. Contingency will be made for publication of the project results. The minimum requirement will be for an appropriate note to be made available in the local archaeological journal, *Proceedings of the Suffolk Institute of Archaeology and History*.

9 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE

- 9.1 To assist with the creation and curation of the project's archive, the Project Manager has contacted the SHER office to obtain a unique Site Code/ Parish Code (BIL 057) prior to commencement of the project. SHER use these numbers as unique identifiers linking all physical and digital components of the archive. The Site Code is clearly indicated on this WSI and will also be shown on all other paperwork created on site (context sheets and plans etc.) and during post-excavation analysis, and on relevant ensuing reports and the OASIS Data Collection Form.
- 9.2 Prior to the start of the investigations, PCA will seek to transfer title of ownership of the complete project archive to the Suffolk County Council Archaeological Service County Store by issuing a 'Deeds of Transfer Agreement' form.
- 9.3 During post-excavation analysis, all artefactual material recovered will be held in storage by PCA Central. Arrangements for the long-term storage and deposition of all artefacts will be agreed with the landowner and SCCAS before or during the reporting stage. Transfer of title and the transfer of the ownership of the archive to the Suffolk County Store will be arranged at this time, and the arrangements indicated in the evaluation report.
- 9.4 PCA will recommend that ownership of all archaeological finds from the site will be given over to the relevant authority to facilitate future study and ensure proper preservation of all artefacts. In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to Treasure Act legislation, separate ownership arrangements may be negotiated.
- 9.5 The project archive will be compiled in accordance with the guidelines contained in *Guidelines for the Preparation of Excavation Archives for Long-Term Storage* (Walker 1990), *Standards and Guidance in the Care of Archaeological Collections* (Boyle and Rawden 2020) and *Archaeological Archives in Suffolk: Guidelines for Preparation and Deposition* (Minter and

Kennard 2019).

- 9.6 The project's digital archive will be deposited with the Archaeology Data Service or another publicly accessible CoreTrustSeal certified repository on completion of the archaeological programme.
- 9.7 A copy of the evaluation report will accompany the project archive when it is deposited with the Suffolk County Store.
- 9.8 The Suffolk Historic Environment Record is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. PCA will provide appropriate details relating to this project by completing the OASIS form at <http://ads.ahds.ac.uk/project/oasis>, in accordance with the guidelines provided by Historic England and the Archaeology Data Service. The OASIS ID and completed Data Collection Form will be included in the evaluation report. Following approval of the reports, final copies will be uploaded to the OASIS database. The OASIS reference for the project is: preconst1-411882.

10 FURTHER CONSIDERATIONS

10.1 Insurance

10.1.1 Pre-Construct Archaeology Ltd. is covered by Public, Products and Employer's Liability Insurance and Professional Indemnity Insurance. Professional Indemnity: £5,000,000 (Hiscox Underwriting Limited), PL-PSC10002112906/00; Public & Products Liability: £5,000,000 (Aviva Insurance Limited and Zurich Insurance Plc.), 24765101CHC/000133 and PC007887; Employer's Liability: £10,000,000 (Aviva Insurance Limited), 24765101CHC/000133.

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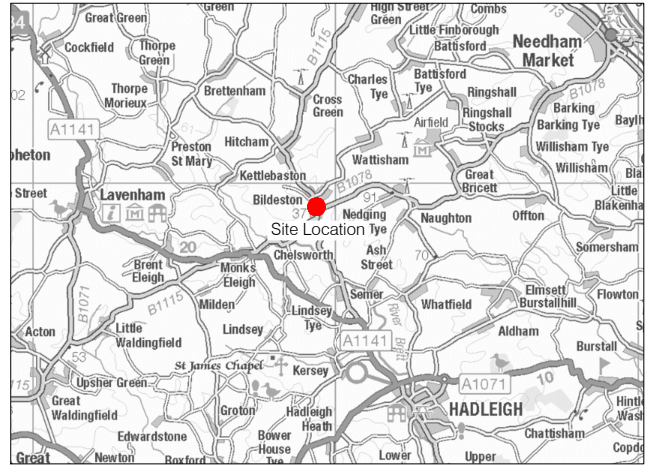




Figure 2
Proposed Trench Location
1:250 at A4

APPENDIX 1: FINDS, ENVIRONMENTAL AND OTHER SPECIALIST SERVICES

Prehistoric Pottery: Matt Brudenell, Sarah Percival, Adam Tinsley, Louise Rayner, Jon Cotton, Mike Seager Thomas, Lawrence Morgan-Shelbourne (in-house)

Roman Pottery: Katie Anderson, Jo Mills (samian), Gwladys Monteil (samian), Joanna Bird (decorated samian), Margaret Darling (North), Brenda Dickinson (samian stamps), Kay Hartley (mortaria), Kayt Marta-Brown, David Williams (amphora)

Post-Roman Pottery: Chris Jarrett (in-house), Berni Sudds (in-house), Sue Anderson, Luke Barber (Sussex)

Clay Tobacco Pipe: Chris Jarrett (in-house)

CBM: Berni Sudds (in-house), Kevin Hayward (in-house), Su Pringle, Ian Betts

Stone & Petrological Analysis: Kevin Hayward (in-house), Mark Samuel (moulded stone)

Glass: John Shepherd (medieval and post-medieval glass), Hugh Wilmott (medieval window glass), Jill Channer

Coins: James Gerrard, Murray Andrews (in-house), Nina Crummy, Mike Hammerson

Inscriptions & Graffiti: Roger Tomlin

Animal Bone: Kevin Rielly (in-house), Philip Armitage, Robin Bendrey

Lithics (incl. Palaeolithic): Barry Bishop, Ella Egberts

Osteology: James Langthorne (in-house)

Timber: Damian Goodburn, Mike Bamforth, Nigel Nayling (Wales),

Leather: Quita Mould

Small Finds: Ruth Beveridge, Nina Crummy (prehistoric – post-Roman) Marit Gaimster (post-Roman; in-house), James Gerrard (Roman), Hilary Major (Roman), Ian Riddler (esp. worked bone)

Metal slag: Lynne Keys, David Starley

Textiles: Penelope Walton Rogers, Sue Hamilton

Conservation: Karen Barker, Drakon Heritage and Conservation

Dendrochronology: Ian Tyers

Archaeomagnetic dating: Mark Noel

Environmental: Kate Turner (in-house), Kath Hunter-Dowse, Val Fryer, QUEST,

University of Reading

Documentary Research: Guy Thompson (in-house), Chris Phillpotts, Frederick Hamond (NI), Gillian Draper, Jeremy Haslam, Roger Leech

Industrial Archaeology: David Cranstone

Finds Illustration: Cate Davies (in-house), Helen Davies (in-house), Mark Roughley (in-house), Vicki Herring

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