# LAND AT OLD STOWMARKET ROAD, WOOLPIT, SUFFOLK

# WRITTEN SCHEME OF INVESTIGATION FOR A PROGRAMME OF ARCHAEOLOGICAL EXCAVATION

**LOCAL PLANNING AUTHORITY: MID SUFFOLK DISTRICT COUNCIL**

**PLANNING APPLICATION NUMBER: 1636/16**

**SITE CODE: WPT 054**

**JUNE 2020 (REV 2)**

PRE-CONSTRUCT ARCHAEOLOGY

**Written Scheme of Investigation for a Programme of Archaeological Excavation at Land at Old Stowmarket Road, Woolpit, Suffolk**

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| **Local Planning Authority:** | **Mid Suffolk District Council** |
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# 1 INTRODUCTION

## 1.1 General Background

1.1.1 Pre-Construct Archaeology (PCA) has been commissioned by RPS Consulting to undertake a programme of archaeological excavation at the proposed development at Land at Old Stowmarket Road, Woolpit, Suffolk (NGR TL 9805 6227) in response to an archaeological brief issued by Gemma Stewart (2020) of the Conservation Team of Suffolk County Council's Archaeological Service (SCCAS).

1.1.2 The 6.5 hectares proposed development is for the erection of up to 120 dwellings, construction of a car park associated with Woolpit Health Centre, access to the site and individual accesses to five self-build plots and associated open space (Planning Application No. 1636/16). A condition for planning consent requiring archaeological work has been placed on the site due to the high archaeological potential of the proposed development. This is in line with the National Planning Policy Framework 2019 paragraphs 189 and 190.

1.1.3 This document comprises a Written Scheme of Investigation (WSI) for the archaeological excavation only and conforms to the SCCAS Requirements for Archaeological Excavation (updated March 2017). This document alone will not result in the discharge of the archaeological condition. Following initial stripping of non-archaeological overburden from the excavation areas, the exposed surfaces will be cleaned to define any archaeological features or deposits, and these will be surveyed. At this stage, following initial stripping but before any significant excavation of archaeological features has taken place, a review meeting will be held between SCCAS and the RPS consultant; a base plan of the features will be available at this meeting.

1.1.4 Upon the receipt of a signed Transfer of Title from the landowner, the site archive will be deposited within SCCAS Archaeological Store.

## 1.2 Archaeological Background

1.2.1 The following archaeological background is taken from the Archaeology

Assessment for the site produced by Archaeological Risk Management (Tindall 2015) and the evaluation report (Heard 2019)

### 1.3 Prehistoric

1.3.1 Sporadic finds of prehistoric material have been made in the surrounding landscape, but only two sites have provided evidence for prehistoric activity within 500m of the site. Some apparently Palaeolithic faunal remains were found at the New Kiln Brickworks to the north of the site (WPT 023), and a small blade fragment from a Late Bronze Age socketed axe (WPT 017) was found by metal detecting to the northwest of the site.

### 1.4 Roman

1.4.1 Roman finds have been made to the southwest of the site. These include a Sestertius of Hadrian (AD 117–138) found in a garden in Steeles Road (WPT 001) and scatters of 1st- to 2nd-century greyware pottery sherds (WPT 009 and WPT 010) found during field walking in the same area. Coins of Carausius (AD 286–293) and Constantine II (AD 337–340) have also been found to the west of the site, in the churchyard of St Mary (WPT 007).

### 1.5 Anglo-Saxon and Medieval

1.5.1 In the early medieval period, Woolpit formed part of Thedwastre Hundred, within the Liberty of St Edmund. The name is first recorded in 1013 as Wlpit, in the Domesday Book of 1086 as Wlfpeta, and in 1095 as Uulfpet, and probably derives from the Old English wulfpytt, meaning ‘pit for trapping wolves’ (Ekwall 1960, 533). At the time of the Norman Conquest, the manor was held as an outlier by the Abbey of St Edmund (Morris 1986, 14.55).

1.5.2 There were fifteen acres in alms belonging to the church, presumably a predecessor of the Parish Church of St Mary. The present parish church (WPT 007) [LB 280888] is a Grade I Listed Building, with surviving late 13th-century fabric and notable for its mid-15th century south porch and clerestory with double hammerbeam roof.

1.5.3 To the northeast of the church is the ‘Lady's Well’ (WPT 002), a holy well or spring first recorded in 1574 and possibly marking the site of a chapel. It is

surrounded by an apparently unoccupied, partially water-filled moat and is a Scheduled Monument (SF 201 / SM 1005992).

1.5.4 Woolpit does not appear to have been a wealthy settlement until the late medieval period, and it was not granted a market until 1481 (Dymond and Martin 1999, 79). The nucleus of the late medieval settlement lay around the parish church and village green. The settlement core is defined by a cluster of late medieval Listed Buildings, mainly of 15th- to 17th-century date. The only Listed Building in close proximity to the site is the Grade II Southlands [LB 280881], dating from the 16th century. It is on the north side of Old Stowmarket Road, approximately 180m east of the site.

1.5.5 Finds of the medieval period are concentrated west of the site, near to the historic core of the settlement. They include the following:

WPT 010: scatter of 11th- to 13th-century pottery, a St Nicholas Token and two possibly French jettons

WPT 046: lead seal matrix found in a garden on Green Road

WPT 017: lead scallop-shaped ampulla

WPT 044: medieval pottery

WPT 045: three late medieval/early post-medieval coins from the area northwest of Old Stowmarket Road.

### 1.6 Post-Medieval and Modern

1.6.1 Hodskinson's Map of Suffolk (1783) shows the historic settlement of Woolpit clustered around the parish church, with the old Bury to Stowmarket Road, turnpiked in 1711, heading eastwards towards 'Hawleigh Park'. The area of the current site, to the south of that road, was then part of Woolpit Heath.

1.6.2 Although much of the surrounding land was presumably agricultural, there is evidence for gravel and clay extraction, and brickmaking, in Woolpit from the

16th century. Notably, there was 'a great gravel pit made by the Lord's tenants of Woolpit' near the site (Scarfe 2002, 155), while a Manorial Extent of 1574 mentions clay pits and 'le bryckell' at Woolpit. An estate map of 1761 shows a 'Kiln Close' on the north side of Old Stowmarket Road.

1.6.3 The tithe map of 1846 indicates that the site, then part of Heath Field, was under arable cultivation and multiple occupancy, suggesting piecemeal enclosure from the former heath. On the north side of Old Stowmarket Road, the tithe map showed the 'House, Kiln and Premises' of William Caldecott, presumably known previously as Kiln Close, and including the Listed Building Southlands. Caldecott owned or occupied much of Heath Field, including two large fields east of the current site (Town Field and House Field), which later became the site of the Woolpit Brick and Tile Works.

1.6.4 The Woolpit Brick Company was formed in 1844, and by the late 19th century was a major concern, manufacturing and exporting Suffolk White bricks on an industrial scale. The First Edition 25-inch Ordnance Survey map of 1884 shows the 'Woolpit Works (Brick and Tile)' to the east of the current site and associated large clay pits extending southwards almost to Heath Road. A track was used to transport the excavated material from the quarry to the nearby kilns. An isolated and relatively small clay pit is shown to the west of the brickworks and close to Old Stowmarket Road, east of the current site.

1.6.5 The 1884 map shows two other major brickworks to the north of Old Stowmarket Road, with extensive clay pits, some of which were labelled as 'old'. The only feature shown on this map within the area of the current site was a small gravel pit in its west, at the end of a trackway running northwards to Old Stowmarket Road.

1.6.6 The Second Edition 25-inch Ordnance Survey map of 1904 shows a more fully developed brickworks and indicates that new pits had been dug to its west, ultimately becoming the fishing lake now located immediately east of the current site. A notable feature of this map is the network of tramways that ran down into the quarries, by which the excavated material was transported.

Within the site area, the gravel pit shown on the preceding map had apparently been backfilled and the trackway extended to access a larger pit located just outside the southern boundary of the site; this pit remains partially extant.

1.6.7 Subsequent maps show no obvious changes in land use on the site, with the trackway leading the gravel pit in existence until at least the 1950s. Map evidence suggests that the Woolpit Brickworks were disused by the late 1930s, and an account on the village website states that they went out of business at the beginning of the Second World War (www.woolpit.org/history). An attempt to re-open the quarry after the War (by the London Brick Company) apparently failed when the workings became flooded.

1.6.8 Although Ordnance Survey maps show no features within the site area (apart from the aforementioned small western gravel pit and trackway), a geological survey of the site carried out in 1978 (Bristow and Gregory 1978) recorded an arc of five disused quarry pits, defining the known western extent of the Woolpit Beds. Three of those pits were located within the current site boundary, while the fourth is the extant gravel pit immediately south of the site boundary. The same survey also shows the steep slope defining the western edge of the extensive former quarries, immediately east of the current site.

1.6.9 It is clear from the above that relatively small-scale quarrying of brickearth took place within the site boundary, and that some of those pits were still open in the late 1970s. From the map evidence, it is unclear if quarrying within the site area was associated with the adjacent Woolpit Brickworks, although this seems likely.

1.6.10 It is assumed that the clay pits had been backfilled and the site returned to agricultural use by the 1980s. Google Earth images demonstrate that the site remained in cultivation until at least 2015.

### 1.7 Previous archaeological work on the site

1.7.1 Prior to the first phase of trial-trench evaluation, the only archaeological work on the site was a geophysical survey (Schofield 2016). This revealed a series of positive linear trends indicative of post-medieval field boundaries, linear

areas of magnetic enhancement associated with modern quarrying, negative linear anomalies deriving from modern agricultural practices, a curvilinear anomaly of geological or archaeological derivation and discrete anomalies identified as potential rubbish pits (ibid. 9).

1.7.2 The first phase of archaeological evaluation, conducted by Suffolk Archaeology (Cuthbert 2016) revealed and further trenching conducted by ASE (Heard 2019), revealed a small area of Neolithic and Early/Middle Iron Age occupation, in the form of pits and ditches in the extreme southern part of the site. Both phases revealed extensive post-medieval brickearth quarrying activity at the site.

# 2 GEOLOGY AND TOPOGRAPHY

## 2.1 Geology

2.1.1 The underlying solid geology of the site is Crag Group – Sand. Overlying superficial deposits comprise Lowestoft Formation – Diamicton in the western part of the site, and Woolpit Beds – Clay and Silt in the eastern part of the site. A localised outcrop of Croxton Sand and Gravel Member – Sand and Gravel is recorded above the Woolpit Beds, just to the north of the site (BGS 2019).

2.1.2 The Lowestoft Formation is an extensive sheet of chalky till (boulder clay), together with outwash sands and gravels, silts and clays, that forms the plateau area of much of East Anglia.

## 2.2 Topography

2.2.1 The site is located on a NE-facing slope, overlooking a shallow tributary valley of the Black Bourn. The site falls in height from c. 63m OD in the southwest corner to c. 58m OD in the northeast, with a distinct change in level (particularly noticeable in Trenches 12, 34 and 35), occurring in the centre of the site. Notably, the ground level in the northeast corner of the site was approximately 1.5m below the level of the adjacent road surface, suggesting widespread truncation in that part of the site.

2.2.2 Ground level falls sharply at the eastern boundary, where the disused brickearth pits of the former Woolpit Brick and Tile Works are screened by mature, mixed woodland and hedgerows, and where a large fishing lake has been created from a former quarry pit, to the east of the site. The ground level also falls away, though less sharply, at the southern boundary, where a disused gravel pit shown on historic maps is still visible.

# 3 AIMS AND OBJECTIVES

## 3.1 Broad Aims

3.2 The purpose of the archaeological investigation will be to seek to contribute to an understanding of the character, condition, date and extent of any archaeological remains within the proposed development area.

3.3 The excavation will include a comprehensive appraisal of the context in which the archaeological evidence rests and should aim to highlight any research priorities relevant to any further investigation of the site (see 3.5).

3.4 The excavation will provide a model of the archaeological remains present on the site and include an appraisal of their significance. The archaeological remains will be examined in their local and wider regional context in order to fully contextualize the results. Particular attention will be given to tying in the results of excavation with related remains that have been previously excavated on adjacent sites. In 2016 and 2019 archaeological trial trench evaluations conducted within the application area identified evidence of Neolithic and Early/Middle Iron Age occupation, in the form of pits and gullies on the sandy soils at the south end of the site. These contained flint-working débitage, pottery, animal bone (some with butchery marks), charred cereals and other plant macrofossils, suggesting habitation in the immediate area (Heard 2019).

3.5 The excavation will aim to put the results in a local, regional and 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)

3.6 In particular, it is anticipated that the excavation will have the following aims, although others may become apparent as the project develops:

-To better-define the date and character of the Early Neolithic activity represented by the pits and associated finds in trenches in the south of the site (Trenches 21 and 24, but also residually in Trenches 44 and 47).

-To recover, where possible, samples of material for absolute dating, e.g. charcoal or charred grain/ seeds. Suitable material is certainly present/ survives in some features, for example, evaluation Pit 24/0020.

-To recover sufficient finds assemblages to characterise the nature of the activities being carried out at the site during the Early Neolithic, including probable flint-working, butchery, cooking and consumption of food, as well as the evidence for crop-cultivation, resource-gathering, and possible animal husbandry. This will involve extensive bulk-sampling of suitable deposits, as well as possible on-site coarse-sieving of any suitable deposits for recovery of flint micro-debitage, as has recently been carried out to good effect with the Early Neolithic pits at nearby Fishponds Way, Haughley (Mlynarska and Woolhouse 2020).

-To attempt to establish the extent, scale and temporal nature of the Early Neolithic occupation(s), for example, was this site a temporary encampment or a more permanent settlement site? If the former, do the remains indicate a one-off visit or could the site have been repeatedly visited, by either the same or different groups of people?

-To better-define the date and character of the Early to Middle Iron Age activity represented by the pits revealed in Trench 45. Does the evidence indicate an

earlier Iron Age settlement in this part of the site?

3.7 For the Neolithic period, current regional research themes and questions are discussed by Medlycott (2011, 13–14). In relation to this site, the following questions and areas of research are likely to be most relevant:

-The examination of the Mesolithic/Neolithic transition through radiocarbon dating of characteristic sites and artefacts needs further work, in particular the apparent ‘late start’ to the Neolithic in the region needs further study.

-Understanding of the chronological development of pottery could be improved by the application of traditional methodologies of stratigraphic succession and typological comparison, supported by radiocarbon and/or thermoluminescence dating.

-The continuing debate over 'non-permanent' settlement in the Neolithic. We cannot presume nomadism, especially where non- or poor survival is a real issue, and evidence for houses should still be sought. The transition from a shifting, semi-permanent, settlement to a more settled landscape of fields and farms remains an area of interest. Neolithic ‘stability’ is suspiciously late, as far as we know.

-The domestication of plants is unclear. Arable farming is thought to have been a late development, but we do not understand what it looked like in Neolithic East Anglia.

3.8 For the earlier Iron Age, current research themes and questions are discussed by Medlycott (2011, 29–32). In relation to this site, the following questions and areas of research are likely to be most relevant:

-The need for better dating, utilising radiocarbon dates and Bayesian modelling where appropriate. The chronology of Early Iron Age pottery is poorly understood and the date when Middle Iron Age-tradition pottery appeared needs finalising. Radiocarbon dating of deposits with good Middle

Iron Age pottery assemblages is particularly important to refine this understanding, as is targeted scientific dating of contexts with (rare) Early to Middle Iron Age metalwork.

-The Bronze Age/ Iron Age transition: there appears to be a marked change, with the abandonment of many later Bronze Age field systems and population/ settlement contraction. The scale, rate and nature of these changes is poorly understood.

- There is clear evidence in some parts of the region for complex 'off-site' activities, including isolated pits and waterholes, pit alignments, deposits in barrow ditches, isolated four posters etc. Understanding more about these settlement patterns and use of the landscape is a key question.

- Further work needs to be done on developing regional pottery sequences and establishing a chronology for pottery assemblages. In particular, Early Iron Age pottery chronologies are poorly understood. This is because of a lack of radiocarbon dates and associations with datable metalwork, but also because Early Iron Age pottery may not fit straightforward chronological sequences. Large, closed assemblages of Early Iron Age pottery are always in need of dating.

- The nature of the agrarian economy needs further study. Is a real understanding of continuity and change emerging? What are the relative proportions of cereals and livestock and is there a changing dynamic throughout the period?

3.9 The excavation report will aim to use the full spectrum of environmental techniques appropriate for this aspect of investigation to attempt to model the past landscape of the area and how it was transformed throughout various phases of land use but also through natural processes.

3.10 The excavation assessment report will include a comprehensive appraisal of the geological, topographical, historical and archaeological context of the

excavated evidence and will highlight any research priorities relevant to further post-excavation research.

# 4 METHODOLOGY

4.1 All aspects of the investigation shall be conducted in accordance with the Chartered Institute for Archaeologists' Code of Conduct, the Standard and Guidance for Archaeological Excavation (CIfA 2014), the Suffolk County Council Requirements of Archaeological Excavation (SCCAS 2017) and Standards for Field Archaeology in the East of England (EAA Occasional Paper 14, 2003).

## 4.2 Machining and Site Planning

4.2.1 The scheme will comprise three open area excavations (Figure 2). Where extensive deposits of made ground are present a phased approach to machining may be required in localised areas.

4.2.2 Should significant archaeological remains be encountered, there is provision to extend each or all of the excavation areas in order to fully expose the remains, until a 10m archaeology-free buffer zone has been achieved.

## 4.3 Excavation

4.3.1 The Brief for the works has requested the following excavation programme:

- Initial site clearance of topsoil under archaeological supervision

- Where applicable, phased vertical stripping will be undertaken in order to reveal and allow for full investigation of surviving archaeological stratigraphy

- All excavation areas will be subjected to a metal detector survey

- Base planning of archaeological features

- Review with SCCAS and RPS Consulting

- Full excavation of archaeological features

- Post excavation assessment and Updated Project Design of the research potential for the resulting site archive

- Programme of relevant post-excavation analysis, production of a full

archive report and publication of the project results

4.3.2 Within the excavation area the topsoil, subsoil or man-made made ground deposits will be machine stripped by a mechanical excavator with toothless ditching bucket down to the archaeological horizon or geological horizon, whichever comes first. Upon encountering any archaeological features the procedure followed is detailed below.

4.3.3 Exposed archaeological features and deposits will be cleaned as necessary to define them using hand tools.

4.3.4 Metal-detecting will be carried out of any stripped deposits throughout the excavation process and all archaeological features and spoil heaps will be surveyed by metal-detector as they are encountered. The metal detector will not be set to discriminate against iron.

4.3.5 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 Global positioning System (GPS) rover unit with RTK differential correction, giving three-dimensional accuracy of 20mm or better.

### 4.4 Recording and Sampling

4.4.1 Field excavation techniques and recording methods are detailed in the PCA Fieldwork Induction Manual (Operations Manual I) by Joanna Taylor and Gary Brown (2009).

4.4.2 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.

4.4.3 Drawn records will be in the form of survey plans, drawn plans and section drawings of all archaeological features at an appropriate scale (1:10, 1:20, 1:50) while all individual deposits and cuts will be recorded as written records on PCA pro-forma context sheets.

4.4.4 In order to avoid duplication of numbering from the evaluation stage of fieldwork, which used the same identifier/ site code (WPT 054), context numbering for the excavation will start at '100'. The first stage of site evaluation recorded context numbers 1–50; numbering in the second phase of evaluation was organised by trench number, with the identifier for each feature or deposit within the trench beginning with the trench number and then having a sequential number beginning at '001'; for example, the ploughsoil in Trench 25 was numbered '25/001'.

4.4.5 Linear features will be investigated by means of slots excavated across their width and measuring at least 1m in length, positioned to avoid areas of intercutting/ disturbance in order to provide uncontaminated finds assemblages. If stratigraphic relationships between features are not visible in plan, slots will also be positioned at feature intersections to determine relationships in section with the aim to assist with phasing the site as required in consultation with the project manager and site supervisor.

4.4.6 Discrete features such as pits and postholes will be at least 50% excavated and when considered appropriate 100% excavated. Postholes associated with buildings will be initially 50% excavated, sampled for sieving and 100% excavated if appropriate.

4.4.7 Significant features such as structural remains (e.g. eaves drip gullies, sunken feature buildings and beam slots), industrial features (kilns, ovens, domestic hearths, metalworking furnaces) and burials (cremations and inhumations) will be recorded and excavated in plan and suitable cross-sections will be recorded (except for inhumations). These features will then be 100% hand excavated. Appropriate sampling (including bulk sampling and sieving) will be implemented for all significant features.

4.4.8 High-resolution digital photographs (at least 16.5 megapixels) will be taken at all stages of the excavation process. Digital photographs will be taken of all archaeological features and deposits and black and white film photographs will be taken when considered appropriate by the excavator and supervisor.

4.4.9 Artefacts and ecofacts will be collected by hand and retained, receiving appropriate care prior to removal from site (CIfA 2014; Walker 1990; Watkinson 1981).

4.4.10 A metal detector will be used during excavation in order to enhance finds recovery. The metal detector will not be set to discriminate against iron. Initial metal-detecting will be carried out by either David Curry or Tom Lucking, both PCA Supervisors with extensive professional and hobbyist experience of metal-detecting in Suffolk and the wider region.

4.4.11 Bulk samples, 40 litres in volume, will be taken by the excavator and in consultation with the project's environmental specialist where practicable, in order to recover micro- and macro-botanical environmental remains. The broad aim of such sampling is 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 influence.

4.4.12 Buried soils and associated deposits will be inspected on site by the PCA project manager in consultation with the PCA geoarchaeologist 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.

4.4.13 Some of the questions that will be addressed, in terms of plant remains are:

- the nature of biological remains;

- a broad indication of habitats represented;

- indications of origin of material;

- range of preservation types (charred, mineral-replaced, waterlogged), and their quality

- concentrations of macro-remains

- are there differences in remains from undated and dated features (thus the

degree of likely association/disassociation)

- variation between different feature types and areas of site

-research questions that should be formulated if full analysis of any material is recommended;

-Waterlogged organic materials will be dealt with following guidelines set out in the English Heritage documents Guidelines for the care of waterlogged archaeological leather (1995) and Waterlogged Wood. Guidelines on the recording, sampling, conservation and curation of waterlogged wood 3rd edition (2010). Subsamples of waterlogged remains will be retained and considered for absolute dating where appropriate.

4.4.14 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 (second 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), pg. 24-26;

- Murphy, P.L. and Wiltshire, P.E.J., 1994, A guide to sampling archaeological deposits for environmental analysis.

4.4.15 On site sampling will largely comprise bulk environmental sampling of 40 litres

(where the feature allows for this volume) to be hand collected and retained for analysis in suitable sealed containers (10L buckets). Additional sampling on site may include pollen and soil micromorphological tins (ranging from 10cm to 50cm in length) which will be either sterile plastic or metal containers which will be taken form appropriate features and deposits and sealed on site to prevent modern contamination. Radiocarbon samples will be hand collected on site or in the office during processing of finds and environmental samples and will be selected, noted and contained in a sealed foil packet to be sent to the relevant specialist. The need for any other forms of sampling (and any associated costs involved with this) will be discussed on site with a suitable specialist, SCCAS and the client.

### 4.5 Monitoring

4.5.1 The first monitoring meeting will be held after the initial stripping of non-archaeological overburden from the excavation areas, and manual cleaning of the exposed surfaces to define any archaeological features or deposits, but prior to any significant hand-excavation of the features. A base plan will be available at this meeting. Subsequent monitoring meetings will be held and arranged during the course of the project.

4.5.2 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 review the progress of reports and/or archive preparation.

4.5.3 SCCAS will be given 10 working days' notice of the commencement of ground works on the site and a monitoring visit will be booked with SCCAS prior to works commencing. The method and form of development will also be monitored to ensure that it conforms to agreed locations and techniques in the WSI.

4.5.4 Any changes to this WSI that the RPS Consultant or Project Manager may wish to make after approval will first be communicated directly to SCCAS for approval.

4.5.5 If exceptional, complex or unexpected features or deposits are uncovered,

SCCAS will be informed and their advice sought so that an investigation strategy can be agreed.

4.5.6 SCCAS will be kept regularly informed about developments both during the site works and subsequent post-excavation work.

4.5.7 If unexpected remains are encountered, SCCAS will be informed immediately. Amendments to this WSI may be required to ensure adequate provision for archaeological recording.

### 4.6 Treasure

4.6.1 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). 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, so that it is properly reported to the appropriate Coroner within 14 days of discovery in line with the Treasure Act.

### 4.7 Human Remains

4.7.1 If human remains are encountered, SCCAS and RPS Consulting will be informed. Excavation will be carried out in accordance with all appropriate Environmental Health regulations and only with a Ministry of Justice license in place. 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 specification.

## 5 ACCESS AND SAFETY

5.1.1 Access to the site will be arranged by the client. The client will secure safe access to the site for archaeological personnel and provide suitable welfare provision. The client will also ensure that all deep excavations are adequately shored, 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.

5.1.2 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.

5.1.3 Overhead Electricity Cables are running east south east - west north west through the middle of Area 3. The height of these overheads (9m) has been measured by ASE Surveyors. Only a machine fitted with a restricting device will be used for the stripping of this Area.

5.1.4 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 & Safety Risk Assessment for the site will be produced and made available to all staff.

5.1.5 There is a duty of care for the client to provide all information reasonably obtainable on contamination and the location of live services before site works commence.

# 6 TIMETABLE AND STAFFING

## 6.1 Timetable

6.1.1 Working days are based on a 5-day working week, Monday to Friday. The fieldwork program is estimated to last up to 2-3 weeks providing there are no major inhibiting factors to site work (including but not exclusively access-related issues, dangerous contamination of the ground and site flooding).

## 6.2 Staffing and Support

6.2.1 The project will be managed and led by Mark Hinman, Project Manager of PCA Central who will ensure all staff are familiarised with the site, the archaeological background of the area and the ground conditions to maximise the effectiveness of the monitoring programme.

6.2.2 Key team members will include Mark Hinman, Project Manager of PCA Central and a PCA Supervisor. Additional Site Assistants will be drawn from a pool of qualified and experienced staff if required.

6.2.3 The following staff will form the project team:

1x Project Manager
1x Supervisor
3x Site Assistant
1x Survey Supervisor
1x Finds Supervisor
1x Finds Assistant
1x Illustrator for post-excavation work.

6.2.4 Specialists will be employed for consultation and analysis during post-excavation work as necessary. Specialists will be approached to carry out analysis as required from the list in Appendix 1.

## 7 REPORTING

7.1 The site will use the Event Number/Site Code WPT 054. This reference will be used to identify the archive.

7.2 All stages of reporting on the excavation will include incorporation of the relevant results from the two stages of trial trench evaluation on the site. The relevant parts of the evaluation archive (for example, the prehistoric finds from Trenches 21, 24 and 45) will be sought from Suffolk Archaeology and Archaeology South-East in order that they can form part of the assessment, analysis and publication.

7.3 Within four weeks of the end of fieldwork a written timetable for post-excavation assessment, updated project design and/or reporting will be produced for approval by SCCAS. The need for a full Post-Excavation Assessment (PXA) report will be agreed with SCCAS at this stage. In certain circumstances, for example, where the level or significance of the archaeological remains is low or the site's research potential is clear from the outset, it may be appropriate to progress directly to an Archive Report. Any such decision would require SCCAS' prior approval.

7.4 A DRAFT Post-Excavation Assessment report (PXA) will be produced within 6 months of the end of fieldwork. Specialists will be employed for consultation and analysis as necessary. The PXA will present a clear and concise assessment of the archaeological value and significance of the results, and identify their research potential in the context of the Regional Research Framework (East Anglian Archaeology, Occasional Papers 3, 8 and 24, 1997, 2000 and 2011). The PXA will include an Updated Project Design with a timetable for analysis, dissemination of results and archive deposition. The PXA will provide the basis for measurable standards for SCCAS to monitor this post-excavation work.

7.5 Following approval of the DRADT version by SCCAS, PCA will provide the client with a copy or copies of the PXA report. A final digital copy of the report will be presented to SCCAS. After PXA stage, a written statement of progress

on further post-excavation analysis, publication and archiving will be issued to SCCAS at 6-monthly intervals.

7.6 Publication plans as outlined in the UPD will be completed in accordance with the guidelines contained in Historic England's Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide (Historic England 2015). The final consultation with SCCAS will occur on presentation of the DRAFT Archive Report and Publication Report. This will take place within 2 years of completion of the fieldwork. Upon approval of these documents, SCCAS will be able to recommend discharge of the archaeological planning condition.

7.7 Further to its acceptance the contractor will supply an additional copy for inclusion into the Suffolk Historic Environment Record (SHER). Contingency will be made for the publication of results. The minimum requirement will be for an appropriate note to be made available in the Archaeology in Suffolk section of the Proceedings of the Suffolk Institute of Archaeology and History. This summary should be included in the project report, or submitted to SCCAS by the end of the calendar year in which the work takes place, whichever is the sooner.

### 7.8 Outreach

7.9 Due to the current COVID-19 pandemic and government guidance on social distancing to minimise and prevent the spread of infection, it is not appropriate to hold a site open day/ tours. Therefore, public engagement with the project and the site's archaeology will be by means of a short article for the parish magazine and, if/ when restrictions have eased, a talk in a parish/ community hall.

## 8 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE

8.1 To assist with the creation and curation of the project's archive, the Project Manager will contact the SHER office to obtain an Event Number at the outset of the project. SHER use this number as a unique identifier linking all physical and digital components of the archive. The unique event number will be clearly indicated on this specification once received for this project. It will be shown on all paperwork created on site (context forms and plans etc), on relevant ensuing reports and on the OASIS data collection form. The Event Number will also be used as the unique Site Code for the site.

8.2 During production of the PXA, PCA will seek the transfer title of ownership of the complete project archive to the Suffolk County Council depository or store by issuing a "Deeds of Transfer Agreement" form.

8.3 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 must 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 County Archive Facility or another local registered depository will be finalised during the completion of the PXA and indicated in the UPD.

8.4 PCA will recommend that ownership of all such archaeological finds 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 following full analysis and assessment of the objects by the appropriate specialist.

8.5 The project archive shall be compiled in accordance with SCCAS guidelines (SCCAS Conservation Team 2019 Archaeological Archives in Suffolk. Guidelines for preparation and deposition) and the advice contained in Guidelines for the Preparation of Excavation Archives for Long Term Storage (UKIC 1990), and Standards in the Museum Care of Archaeological

Collections (Museum and Galleries Commission 1992).

8.6 A copy of the report will accompany the archive when it is deposited with the SCCAS archaeological stores.

8.7 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 English Heritage and the Archaeology Data Service.

# 9 FURTHER CONSIDERATIONS

## 9.1 Insurance

9.1.1 Pre-Construct Archaeology Ltd is covered by Public and Employer's Liability Insurance: Public & Products Liability £10,000,000 (Aviva Insurance Ltd & AIG Europe Ltd), Policy nos: 24765101CHC/000133 & 25035008, Employers Liability £10,000,000 (Aviva Insurance Ltd) Policy no: 24765101CHC/000133; Professional Indemnity £5,000,000 RSA (Hiscox Insurance Company Ltd) Policy no: 9446188, Hired in Plant and Equipment £250,000 (Aviva Insurance Ltd) Policy no: 24765101CHC/000133.

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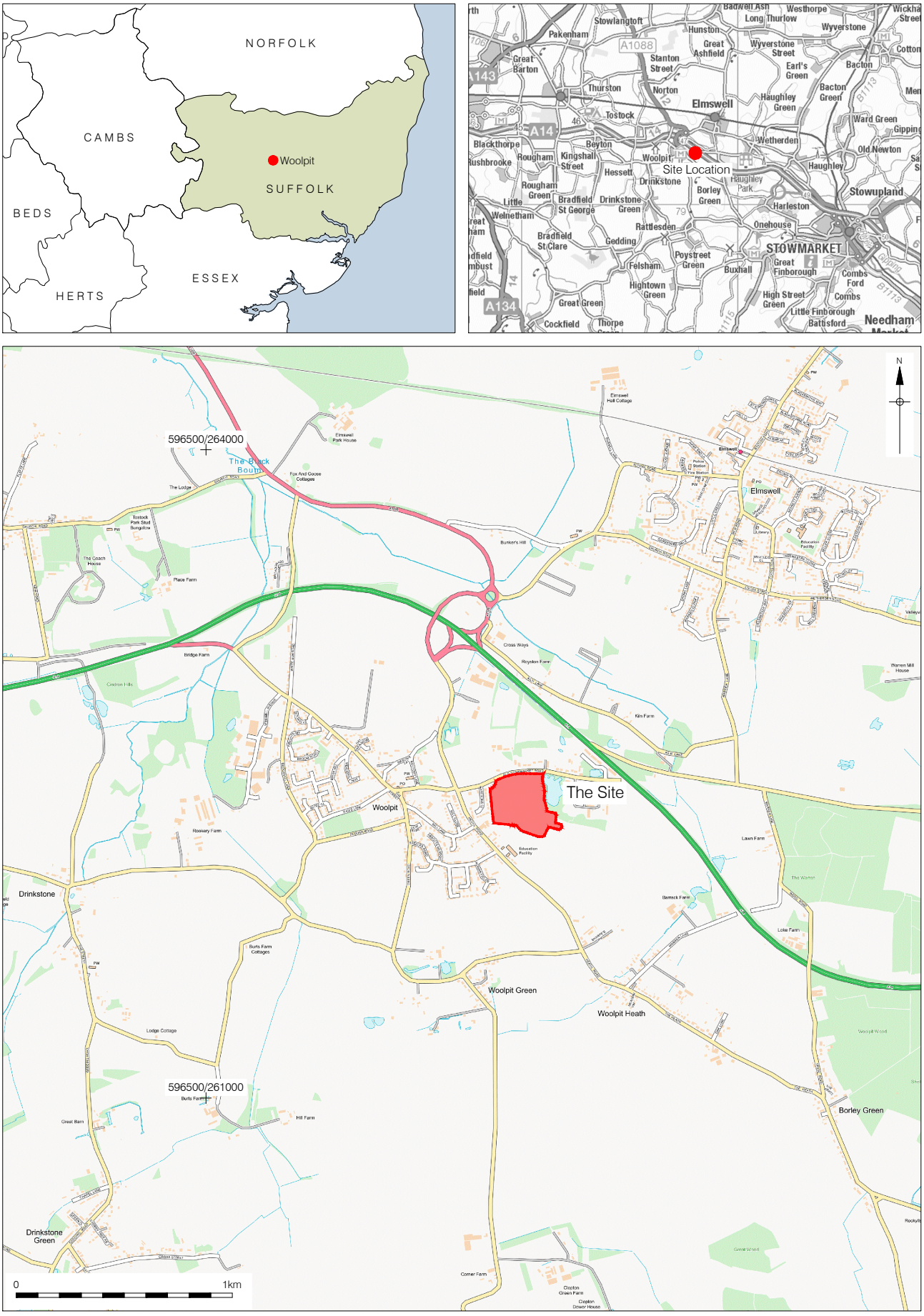
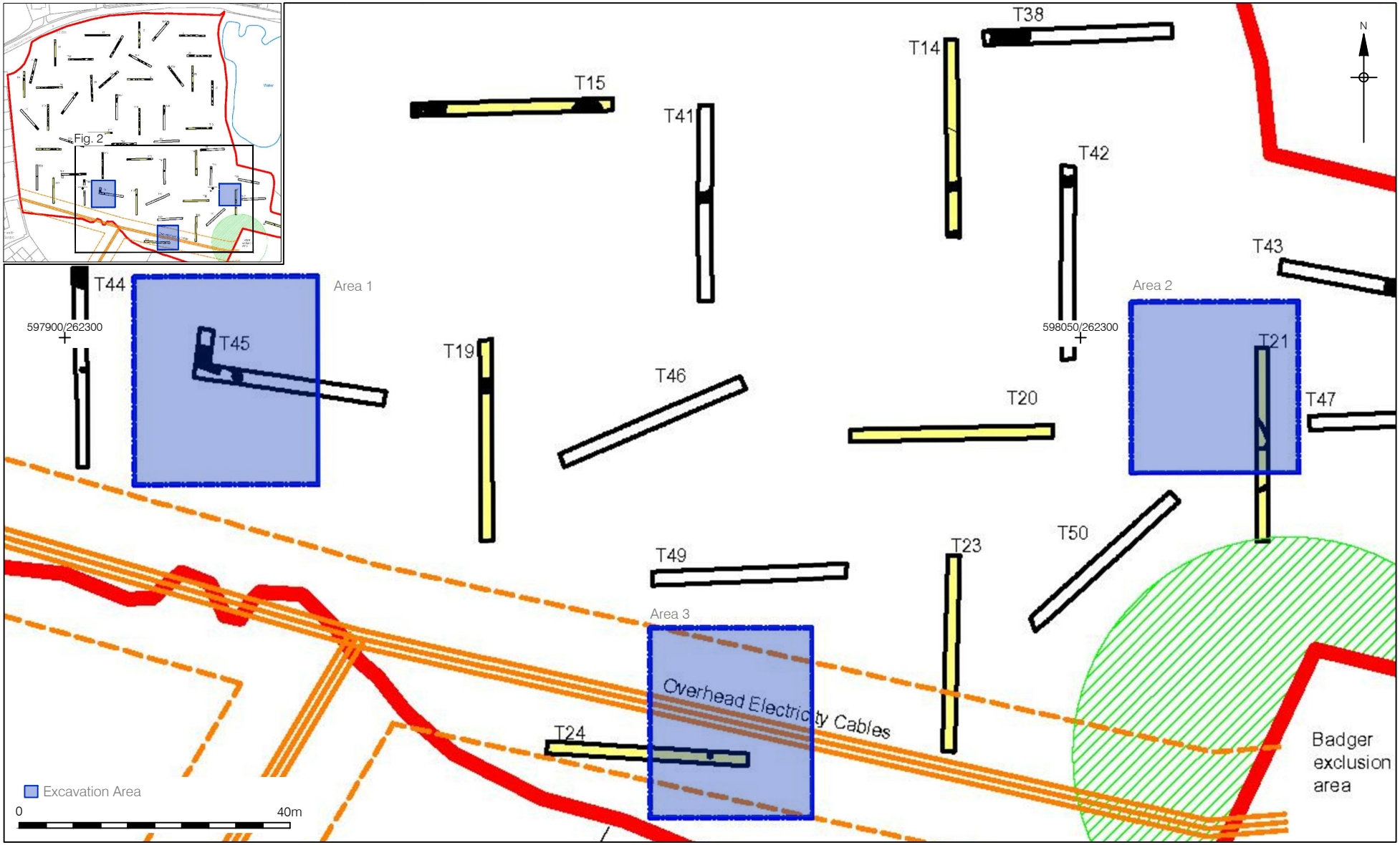




18/03/2020 RS

Figure 1
Site Location
1:2,000,000, 1:250,000, 1:25,000 at A4





18/03/2020 RS

Figure 2
Excavation Areas
Inset 1:6250, Plan 1:800 at A4

## APPENDIX 1: FINDS, ENVIROMENTAL AND OTHER SPECIALIST SERVICES

Prehistoric Pottery: Matt Brudenell, Sarah Percival, Lawrence Morgan-Shelbourne
Roman Pottery: Katie Anderson (in house), Eniko Hudak (in house), Kayt Hawkins, Jo Mills (samian), Gwladys Monteil (samian), Joanna Bird (decorated samian), David Williams (amphora)
Post-Roman Pottery: Chris Jarrett (in house), Berni Seddon (in house), Sue Anderson
Clay Tobacco Pipe: Chris Jarrett (in house)
CBM: Berni Seddon (in house), Kevin Hayward (in house), Amparo Valcarcel (in house)
Stone & Petrological Analysis: Kevin Hayward (in house), Mark Samuel (moulded stone)
Glass: Chris Jarrett (in house), John Shepherd (in house), Ruth Beveridge, Hilary Cool, Rachel Tyson
Coins: James Gerrard (in house), Ruth Beveridge
Inscriptions & Graffiti: Roger Tomlin
Animal Bone: Kevin Rielly (in house), Karen Deighton (in house), Philip Armitage, Robin Bendrey, Ryan Desrosiers
Lithics (inc Palaeolithic): Barry Bishop (in house)
Osteology: James Langthorne (in house), Petra Ivanova (in house)
Timber: Damian Goodburn, Nigel Nayling (Wales), Mike Bamforth
Leather: Quita Mould
Small Finds: Marit Gaimster (in house), James Gerrard (in house), Hilary Major, Ian Riddler (esp worked bone), Ruth Beveridge
Metal slag: Gary Taylor (in house), Lynne Keys
Textiles: Sue Harrington, Penelope Walton Rogers
Conservation: Drakon Heritage, Karen Barker, Stefanie White (Colchester Museums), Emma Hogarth (Colchester Museums)
Dendrochronology: Ian Tyers
Archaeomagnetic dating: Mark Noel
Environmental: Kate Turner (in house), Tegan Abel (in house), Kath Hunter, 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: Gary Taylor (in house), David Cranstone

Finds Illustration: Cate Davies (in house), Roz Hall (in house), Rita Goncalves-Pedro (in house), Mark Roughley (in house)

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