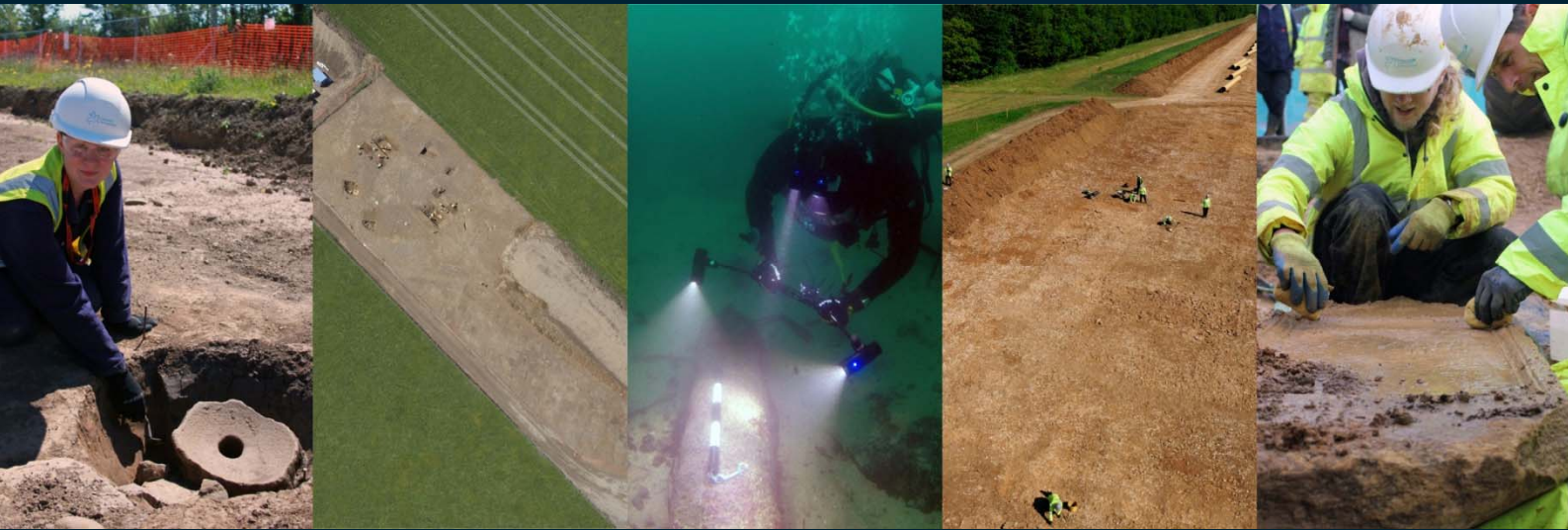


**1a-1c, Coltsfoot Road
Ipswich
Suffolk**
Archaeological Evaluation



for
Ipswich Borough Council

CA Report: IPSCOL001_1
HER ref: IPS 2063

July 2019



1a-1c, Coltsfoot Road
Ipswich
Suffolk

Archaeological Evaluation

HER ref. IPS 2063
CA Report: IPSCL001_1



Document Control Grid						
Revision	Date	Author	Checked by	Status	Reasons for revision	Approved by
A	31/07/2019	MS	JC	Final		JC

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CONTENTS

SUMMARY

1.	INTRODUCTION	1
2.	ARCHAEOLOGICAL BACKGROUND	2
3.	AIMS AND OBJECTIVES	2
4.	METHODOLOGY	3
5.	RESULTS (FIGS 2 TO 4).....	4
6.	THE FINDS	5
7.	THE BIOLOGICAL EVIDENCE.....	5
8.	DISCUSSION.....	5
9.	CA PROJECT TEAM	6
10.	REFERENCES	6
	APPENDIX A: CONTEXT DESCRIPTIONS.....	7
	APPENDIX B: LEVELS OF PRINCIPAL DEPOSITS	9
	APPENDIX C: OASIS REPORT FORM	11
	APPENDIX D: WRITTEN SCHEME OF INVESTIGATION	13

LIST OF ILLUSTRATIONS

- Fig. 1 Site location plan
Fig. 2 Site plan
Fig. 3 Trench 1: sections and photographs
Fig. 4 Trench 2: section and photograph





SUMMARY

Project Name:	1a-1c, Coltsfoot Road
Location:	Ipswich
NGR:	614550 243820
Type:	Evaluation
Date:	23 rd July 2019
Planning Reference:	pre-application
Location of Archive:	To be deposited with SCCAS
Site Code:	IPS 2063
HER Search:	n/a

An archaeological evaluation was undertaken by Cotswold Archaeology in July 2019 on a parcel of land at 1a-1c, Coltsfoot Road, Ipswich, Suffolk, in advance of a proposed development. Two trenches, totalling 30m in length, were excavated revealing a single feature interpreted as a large ditch or pond that was aligned roughly east-west. It was in excess of 5.6m wide and over 2.3m deep. Its full dimensions could not be ascertained, due to the unstable nature of the ground, and no dating evidence was recovered. This feature has been previously recorded on the site immediately to the west and is coincidental with a linear pond that encloses a rectangular 'island', as marked on early OS maps. Its appearance is superficially similar to a medieval moat but no positive evidence for this interpretation has been discovered in the fieldwork undertaken to date. Documentary research has also failed to uncover any reference to a medieval moat in this area. No other features or artefacts were identified. It was noted in both trenches that the surface of the natural subsoil had been truncated, presumably in relation to earlier development. (Mark Sommers for Ipswich Borough Council).





1. INTRODUCTION

- 1.1 In July 2019 Cotswold Archaeology (CA) carried out an archaeological evaluation for Ipswich Borough Council on a parcel of land at 1a-1c, Coltsfoot Road, Ipswich, Suffolk (centred at NGR: 614550 243820; Fig. 1). The evaluation was commissioned following advice from the Suffolk County Council Archaeological Service (SCCAS) to the Local Planning Authority (LPA) that, in accordance with the National Planning Policy Framework, an archaeological investigation at this early, pre-application, stage of the project would provide information regarding the nature of any below ground heritage assets that may be present. This information could then be used to inform any future preservation or mitigation strategies that can then be planned in advance of a formal planning application being submitted.
- 1.2 The evaluation followed the undertaking of a Desk-Based Assessment (DBA) (Sommers 2018) and was carried out in accordance with an agreement with Dr Abby Antrobus of the SCCAS, the archaeological advisors to the LPA (Ipswich Borough Council). A detailed *Written Scheme of Investigation* (WSI) outlining the methods to be employed to undertake the evaluation was produced by CA (2019) and subsequently approved by Dr Antrobus. The fieldwork also followed *Standard and guidance: Archaeological field evaluation* (CIfA 2014).

The site

- 1.3 The proposed development area was 0.087ha and comprised a plot of brownfield land lying to the south of Coltsfoot Road, close to its junction with Wallers Grove. It was bounded by existing properties to the southeast, southwest and northwest, from which it was separated by fencing of wooden panels or wire mesh. At the time of the evaluation the site was roughly level, but with a slight slope down to the north, at a height of c.17m AOD. Approximately half the site was under a tarmac surface while the remainder, which comprised the footprints of two structures that formerly stood on this site, was heavily overgrown. Access to the site was via a gated entrance opening onto Coltsfoot Road.
- 1.4 The underlying bedrock geology of the site is mapped by the British Geological Survey (BGS) as clay, silt and sand of the Thames Group, a sedimentary bedrock that runs a broad band along the valley. No superficial geological deposits are recorded within the area of the site.

2. ARCHAEOLOGICAL BACKGROUND

2.1 A Desk-Based Assessment (DBA) for this site, which included a search of the County Historic Environment Record (HER), was carried out in September 2018 (Sommers 2018). The results of this work noted that although the site is situated within the urban area of Ipswich it is well outside the historic core of the Saxon and medieval town, in an area of housing that was developed in early 1950s on what was formerly open farmland. Low level prehistoric activity and possible Roman occupation is suggested by finds of pottery and other artefacts that have been recorded within 500m of the site. Evidence for Saxon activity is very limited although a small number of stray artefacts have been recorded in the local area.

2.2 No positively identified medieval sites are known although a substantial, but undated, feature was recorded on the adjacent site (IPS 712). This feature is coincidental with a linear feature that encloses a rectangular 'island' that is marked on maps from the early 19th century through to the mid 20th century, a number of which indicate it was a water-filled feature. It has been interpreted as a possible medieval moat although this is purely speculative and a documentary search, undertaken by a freelance historian (Breen 2013), found no references to a medieval moat in this area. It has been hypothesised that the feature is in fact a post-medieval landscape feature, that is possibly related to the rearing of game birds and hunting or water management. The results of the fieldwork on the adjacent site, and extrapolation of map evidence, strongly suggests that this feature will run across part of the site. This feature was probably still open up until the late 1940s and was probably filled in during the construction of the Chantry estate in 1950s. It does not appear on the 1951 Ordnance Survey, 1:1250 scale map although part of the outline of the former island can be traced.

3. AIMS AND OBJECTIVES

3.1 The objectives of the evaluation were to provide information about the archaeological resource within the site, including its presence/absence, character, extent, date, integrity, state of preservation and quality, in accordance *Standard and guidance: Archaeological field evaluation* (ClfA 2014). This information will enable SCCAS, as

advisors to the LPA, to identify and assess the particular significance of any heritage asset, consider the impact of the proposed development upon it, and to avoid or minimise conflict between the heritage asset's conservation and any aspect of the development proposal, in line with the *National Planning Policy Framework* (DCLG 2018).

4. METHODOLOGY

- 4.1 The fieldwork comprised the excavation of two trenches in the locations shown in Figure 2. The trenches were located to sample the expected ditch feature and were located to cut across two of its perpendicular arms. The proposed trench plan was approved by the curator. The trenches were set out on OS National Grid (NGR) co-ordinates using a Leica GPS. Following the excavation, the trenches were resurveyed in order to record any alterations to the approved trench plan and to obtain accurate height data.
- 4.2 The trenches were excavated by mechanical excavator equipped with a toothless ditching bucket. All machine excavation was carried out under constant archaeological supervision to the top of the first significant archaeological horizon or the natural substrate, whichever was encountered first. Where archaeological deposits or features were encountered, they were excavated by hand in accordance with CA Technical Manual 1: *Fieldwork Recording Manual*, although, in this case, it was agreed with the curatorial officer that the expected large ditch feature could be excavated by machine in order to maximise the chance of reaching the feature's base and obtaining meaningful dating evidence.
- 4.3 Deposits were assessed for their palaeoenvironmental potential in accordance with CA Technical Manual 2: *The Taking and Processing of Environmental and Other Samples from Archaeological Sites* but in the event no samples were taken. Had any artefacts been recovered they would have been processed in accordance with Technical Manual 3 *Treatment of Finds Immediately after Excavation*.
- 4.4 The site archive from the evaluation is currently held by CA at their offices in Suffolk but will ultimately be deposited in the SCCAS Archaeological Store. A summary of

information from this project, set out within Appendix C, will be entered onto the OASIS online database of archaeological projects in Britain.

5. RESULTS (FIGS 2 TO 4)

- 5.1 This section provides an overview of the evaluation results including detailed summaries of the recorded contexts (see Appendix A). Details of the relative heights of the natural subsoil encountered in the trenches, expressed as metres Above Ordnance Datum (m AOD), appear in Appendix B.
- 5.2 Two trenches were excavated (numbered 1 and 2) across the site (Fig. 2), both were just over 30m in length. A description of each of the trenches and any features identified follows below.

Trench 1 (Figs 2 and 3)

- 5.3 A thin topsoil (0001) laid over sheets of a geotextile material was present along the length of the trench. Below sheets of geotextile a layer of clean yellow sand (0002), which directly overlay the natural subsoil, was also present throughout the length of the trench. This was undoubtedly an imported material used to make up ground levels after the demolition of a structure that formerly stood on this site. The interface between this material and the underlying subsoil was abrupt suggesting the natural surface had been previously truncated.
- 5.4 The trench was aligned roughly north-south and designed to cut across the width of the projected ditch feature. This feature was duly encountered (Ditch 0007) but at a location slightly further to the north than expected and consequently only its southern edge was present within the trench. The feature was excavated by machine down to a depth of 2.3m, at which point a number of collapses occurred due to the waterlogged nature of the fills and further excavation was not attempted. The deepest fill encountered, reached at a depth of around 1.5m, comprised a 'peaty' grey silt (0006), interpreted as a deposit that probably built up whilst the feature was open and suggested it was water filled. The excavated material was placed on the spoil heap and rapidly scanned, visually and with a metal detector, but no artefacts of any date were recovered. This layer was sealed by a thick deposit of sand (0005) which is likely to be have been tipped into the feature as part of a deliberate backfilling event. It was

overlain by two layers of dense silty clay (0004 and 0003), one of which produced a clearly modern, machine made brick. These were also interpreted as deposits associated with the deliberate infilling of the ditch.

Trench 2 (Figs. 2 and 4)

- 5.5 This trench was aligned northwest-southeast and located to cross the eastern arm of the projected ditch feature. It was located in an area of tarmac surface. The natural subsoil was encountered at a depth of c.0.35m below the present ground surface. The covering deposits comprised a layer tarmac over a concrete slab, which in turn lay on a subbase of brick rubble comprising broken soft red bricks with occasional mortar. This basal layer directly on the natural subsoil which had clearly been previously truncated.
- 5.6 The expected ditch feature was not present within this trench. Given the proximity of the two trenches it can only be assumed that it lies further to the east.

6. THE FINDS

- 6.1 No finds were recovered from either trench or the fills from within Ditch 0007.

7. THE BIOLOGICAL EVIDENCE

- 7.1 No biological evidence was recovered and no bulk samples were taken.

8. DISCUSSION

- 8.1 The evaluation has confirmed that the ditch feature recorded on the adjacent site continues into the present evaluation area (Ditch 0007) as its presence was confirmed in the northern end of Trench 1. The fills within the ditch were as recorded on the adjacent site. Unfortunately, again, the base of the ditch could not be examined due to waterlogging of the lower fills, particularly the sand deposit (0005), causing the trenches edges to collapse. The spoil that originated from the lowest deposit encountered (0006) was examined but no artefacts were recovered.

- 8.2 The ditch was not seen in Trench 2, where a north-south arm was expected and, given the location of the two trenches, it must be assumed that it lies further to the east. This mislocation is likely due to the different projections used in early maps. Comparison with the 1951 Ordnance Survey, 1:1250 scale, map suggests the 'island' edge was indeed further to the east.
- 8.3 No other features were located in either trench. In both trenches the natural subsoil was found to have been truncated by an unknown degree, which could have destroyed shallow features but is unlikely to have entirely erased all evidence of earlier occupation had it been present.
- 8.4 It has not been possible to date the large ditch feature or to shed any light onto its purpose. On the other hand, no evidence was recovered to support the theory that it is a medieval moat. This absence of medieval evidence could be seen to confirm the interpretation of the ditch as a post-medieval landscape feature.

9. CA PROJECT TEAM

Fieldwork was undertaken by Mark Sommers who also wrote the report. The illustrations were prepared by Ellie Cox. The archive has been compiled by Mark Sommers and prepared for deposition by Ruth Beveridge. The project was managed for CA by Rhodri Gardner, who also edited the final report.

10. REFERENCES

Breen, A., 2013., Documentary Evidence in *Archaeological Monitoring Report: Coltsfoot Rd, Ipswich IPS 712*, by Breen and Meredith, J., 2013, unpublished report

Sommers, M., 2018 *Desk-Based Assessment: 1a - 1c, Coltsfoot Road, Ipswich, Suffolk*, unpublished SCCAS Report No. 2018/082



APPENDIX A: CONTEXT DESCRIPTIONS

Context Number	Feature Number	Trench	Feature Category	Description <i>Interpretation</i>	Depth (m)	Over	Under
0001			Layer	Topsoil. Present over Trench 1 and the western end of Trench 2. Fairly thin and separated from the underlying sand deposit by a sheet of geotextile. <i>Topsoil. ?imported, laid over a layer of geotextile</i>	0.15	0002	
0002			Layer	Layer of clean yellow sand. <i>Clean sand, probably an imported fill. Underlies the topsoil but separated by a sheet of geotextile material. Overlies the natural subsoil and seals the fills of Ditch 0007.</i>	0.25		0001
0003	0007	1	Ditch Fill	Upper fill in cut 0007. Comprises a dense silty clay, dark grey in colour. <i>Deliberate backfill within ditch feature, part of the final levelling up of the ground surface prior to development of Chantry Estate.</i>	0.5	0004	
0004	0007	1	Ditch Fill	Fill in cut 0007. Comprises a dense silty clay, dark grey in colour (slightly paler than 0003). <i>Deliberate backfill within ditch feature prior to development of Chantry Estate. Modern brick noted in fill (not retained - visible in section photograph).</i>	0.3	0005	0003
0005	0007	1	Ditch Fill	Ditch fill, consists of a mass of pale yellow/grey sand <i>Deliberate backfill within ditch feature prior to development of Chantry Estate</i>	0.8	0006	0004
0006	0007	1	Ditch Fill	Dark grey 'peaty' silt <i>Fill within ditch 0007. Probably a naturally accumulated fill that built up in the water filled ditch/pond</i>	0.6+		0005
0007	0007	1	Ditch Cut	Large feature cut. Only the south side, aligned roughly E-W, present within trench. Gently slopes down before abruptly become very steep. Bottom of cut not seen due to collapsing of water bearing fills 0005 and 0006. <i>Large linear ditch enclosing a rectangular 'island', as marked on early OS maps. Medieval moat has been speculated but no positive evidence for this interpretation has been discovered in any excavation section or through documentary research.</i>	2.3+		
0008		2	Layer	Tarmac <i>Modern surface</i>	0.08	0009	
0009		2	Layer	Concrete <i>Concrete slab - previous surface/now subbase for tarmac surface 0008</i>	0.14	0010	0008
0010		2	Layer	Brick rubble - mostly near whole soft red bricks with mortar <i>subbase for concrete slab 0009</i>	0.14		0009

APPENDIX B: LEVELS OF PRINCIPAL DEPOSITS

Levels are expressed as metres Above Ordnance Datum (AOD), as recorded by the GPS survey equipment.

	Trench 1	Trench 2
Current ground level	N end 16.65m S end 16.79m	NW end 16.76m SE end 17.40m
Top of the natural subsoil <i>[Upper figures are depth below modern ground level; lower figures in parentheses are AOD.]</i>	N end 0.42m (16.23m) S end 0.44m (16.35m)	NW end 0.32m (16.44m) SE end 0.28m (17.12m)

APPENDIX C: OASIS REPORT FORM

OASIS DATA COLLECTION FORM: England

OASIS ID: cotswold2-354509

Project details

Project name	1a-1c, Coltsfoot Road, Ipswich
Short description of the project	Trenched evaluation revealed a large ditch feature but did not produce any dating evidence. This ditch has been recorded on the adjacent and corresponds with a possible 'moat', as marked on 18th/19th/20th century mapping. The interpretation as a medieval moat is doubtful as no medieval artifacts have been recovered in the vicinity and no documentary evidence for a medieval moat has been identified. A post-medieval landscape feature possibly associated with water control is more likely.
Project dates	Start: 23-07-2019 End: 31-07-2019
Previous/future work	No / Not known
Any associated project reference codes	IPS2063 - Sitecode
Any associated project reference codes	IPS712 - Related HER No.
Type of project	Field evaluation
Current Land use	Vacant Land 1 - Vacant land previously developed
Monument type	DITCH Uncertain
Significant Finds	NONE None
Development type	Urban residential (e.g. flats, houses, etc.)
Prompt	National Planning Policy Framework - NPPF
Position in the planning process	Pre-application

Project location

Country	England
Site location	SUFFOLK IPSWICH IPSWICH 1a - 1c, Coltsfoot Road
Study area	0.09 Hectares
Site coordinates	TM 1455 4382 52.05063198659 1.129469032939 52 03 02 N 001 07 46 E Point
Height OD / Depth	Min: 16.23m Max: 17.12m

Project creators

Name of Organisation	Cotswold Archaeology
Project brief	Suffolk County Council Archaeological Services

originator	
Project design originator	Cotswold Archaeology (Suffolk)
Project director/manager	Rhodri Gardner
Project supervisor	Mark Sommers
Type of sponsor/funding body	Landowner

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Archive ID	IPS 2063
Digital Contents	"other"
Digital Media available	"Images raster / digital photography", "Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	IPS 2063
Paper Contents	"other"
Paper Media available	"Report", "Section"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	1a-1c, Coltsfoot Road, Ipswich, Suffolk: Archaeological Monitoring Report
Author(s)/Editor(s)	Sommers, M.
Other bibliographic details	CA Report No. IPSCOL001_1
Date	2019
Issuer or publisher	CA (Suffolk)
Place of issue or publication	Needham Market
Description	printed sheets of A4 paper with card covers and a wire binding
Entered by	Mark Sommers (mark.sommers@cotswoldarchaeology.co.uk)
Entered on	29 July 2019

OASIS:

Land at Coltsfoot Road Ipswich Suffolk

Written Scheme of Investigation for an Archaeological Evaluation



for
Ipswich Borough Council

OASIS ID: cotswold2-354509
HER Ref: IPS 2063

June 2019



Land at Coltsfoot Road Ipswich Suffolk

Written Scheme of Investigation for an Archaeological Evaluation

CA Project: IPSCOL001
OASIS ID: cotswold2-354509
HER reference: IPS 2063



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REVISION	DATE	AUTHOR	CHECKED BY	STATUS	REASONS FOR REVISION	APPROVED BY
A	07/06/19	M SOMMERS		DRAFT		

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CONTENTS

1.	INTRODUCTION	1
2.	ARCHAEOLOGICAL BACKGROUND	3
3.	AIMS AND OBJECTIVES	3
4.	METHODOLOGY	4
5.	STAFF AND TIMETABLE	9
6.	POST-EXCAVATION, ARCHIVING AND REPORTING	9
7.	HEALTH, SAFETY AND ENVIRONMENT	13
8.	INSURANCES	13
9.	MONITORING	13
10.	QUALITY ASSURANCE	13
11.	PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT	14
12.	STAFF TRAINING AND CPD	14
13.	REFERENCES	14
	APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS.....	15
	APPENDIX B: ARCHAEOLOGICAL STANDARDS AND GUIDELINES.....	17

1. INTRODUCTION

- 1.1 This document sets out details of a *Written Scheme of Investigation* (WSI) by Cotswold Archaeology (CA) for an archaeological evaluation of land at 1a-1c, Coltsfoot Road, Ipswich, Suffolk (centred at NGR: 614550 243820). This work has been requested by Ipswich Borough Council, the site owners. This Written Scheme of Investigation (WSI) covers this trenched evaluation only. Any further stages of archaeological work that might be required as a consequence of the evaluation's results would be subject to new documentation.
- 1.2 The potential for a residential development on the site is being explored and a planning application has not been made. The client are aware that any consent would be conditional on a programme of archaeological work, the first stage of which would be field evaluation, and this has been confirmed by Abby Antrobus of Suffolk County Council Archaeological Service, the archaeological advisors to the LPA.
- 1.3 This WSI has been guided in its composition by *Standard and guidance: Archaeological field evaluation* (ClfA 2014), the SCC Requirements for Trenched Archaeological Evaluation (SCC, 2017), the *Management of Research Projects in the Historic Environment (MORPHE): Project Planning Note 3* (English Heritage 2008), the *Management of Research Projects in the Historic Environment (MORPHE): Project Manager's Guide* (EH 2006) and any other relevant standards or guidance contained within Appendix B.

The site

- 1.4 The proposed development area is c.0.087ha and lies at a height of approximately 18m AOD on a north facing slope on the southern side of the Orwell/Gipping Valley. The valley slope continues to rise to form a wide ridge at a height of 40m to 45m some 500m to the southwest. The valley is drained by the River Orwell, which runs in a channel c.700m to the northeast.
- 1.5 The underlying bedrock geology of the site is mapped by the British Geological Survey (BGS) as clay, silt and sand of the Thames Group, a sedimentary bedrock that runs a broad band along the valley. No superficial geological deposits are recorded within the area of the site.

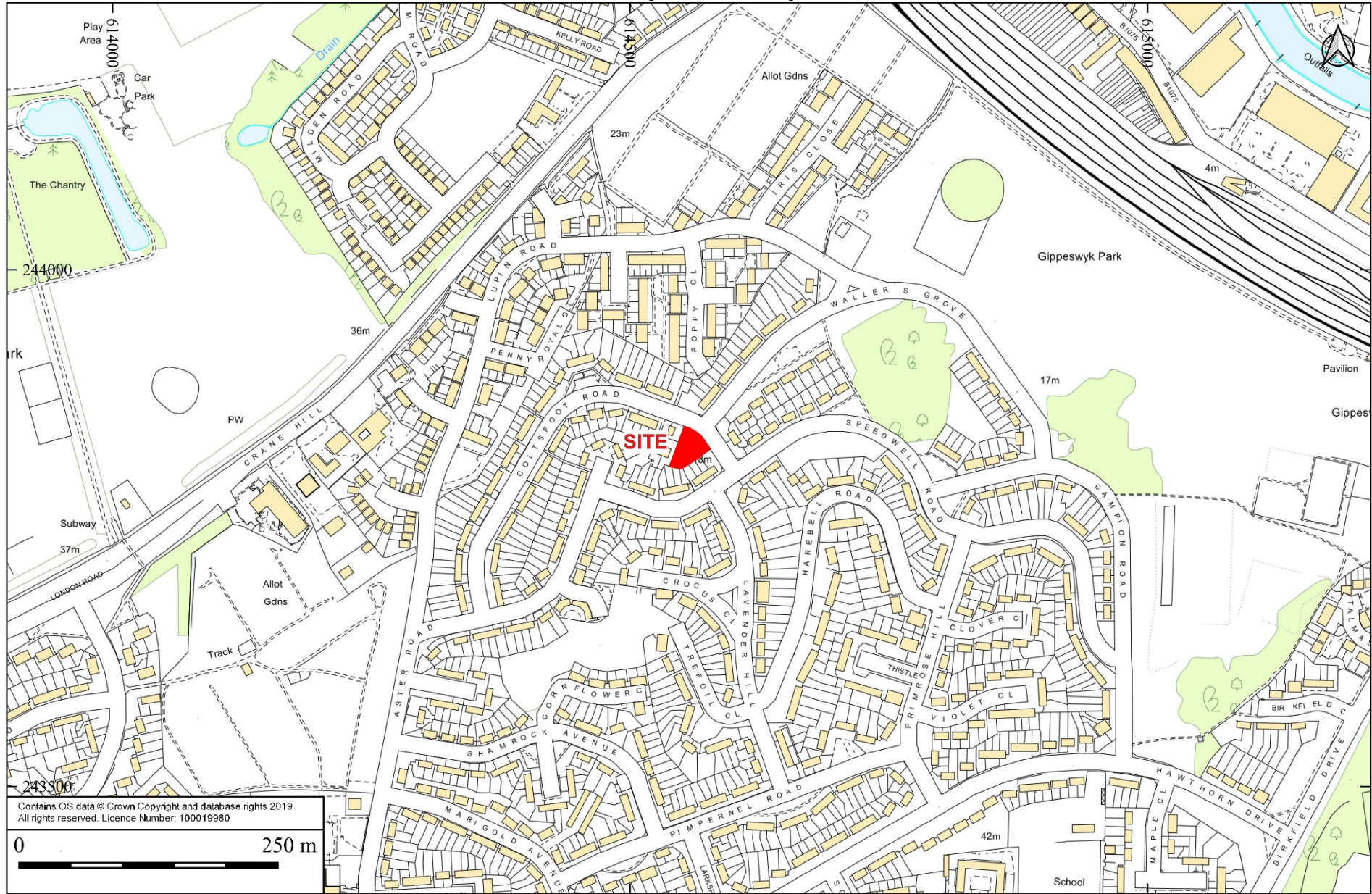


Figure 1. Location plan

2. ARCHAEOLOGICAL BACKGROUND

2.1 A Desk-Based Assessment (DBA) for this site was carried out in September 2018 (Sommers 2018), the results of which noted that although the site is situated within the urban area of Ipswich it is well outside the historic core of the Saxon and medieval town. It is situated within an area of housing developed in early 1950s on what was formerly open farmland. Low level prehistoric activity and possible Roman occupation is suggested by finds of pottery and other artefacts that have been recorded within 500m of the site. Evidence for Saxon activity is very limited although a small number of stray artefacts have been recorded in the local area. No positively identified medieval sites are known although a substantial, but undated, feature recorded on the adjacent site has been interpreted as a possible medieval moat. This is purely speculative as no documentary references to a medieval moat have been identified and it has been hypothesised that it is in fact a later landscape feature related to the rearing of game birds and hunting. Map evidence indicates that this feature will run across part of the site.

3. AIMS AND OBJECTIVES

3.1 The objectives of the evaluation are to provide information about the archaeological resource within the site, including its presence/absence, character, extent, date, integrity, state of preservation and quality. In accordance with *Standard and guidance: Archaeological field evaluation* (ClfA 2014), the evaluation has been designed to be minimally intrusive and minimally destructive to archaeological remains. The information gathered will enable the Suffolk County Council Archaeology Service Conservation Team to identify and assess the particular significance of any heritage asset, consider the impact of the proposed development upon it, and to avoid or minimise conflict between the heritage asset's conservation and any aspect of the development proposal, in line with the *National Planning Policy Framework* (DCLG 2012).

3.2 Aims specific to the SCC Conservation Team are outlined below:

- Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation.
- Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- Establish the potential for the survival of environmental evidence.

- Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

3.3 If significant archaeological remains are identified, reference will be made to the East Anglian Regional Research Agenda (Medleycott, 2011) so that the remains can, if possible, be placed within their local and regional context.

4. METHODOLOGY

Excavation and recording

- 4.1 The evaluation comprises the excavation of two (2) trenches in the locations shown in Fig 2. The trenches will be 15m long and 1.8m wide and will be set out on OS National Grid (NGR) co-ordinates using Leica GPS, and scanned for live services by trained Cotswold Archaeology staff using CAT and Genny equipment in accordance with the Cotswold Archaeology *Safe System of Work for avoiding underground services*. The position of the trenches may be adjusted on site to account for services and other constraints, with the approval of the archaeological advisor to the LPA. The final 'as dug' trench plan will be recorded with GPS.
- 4.2 The trenches will be excavated by a mechanical excavator equipped with a toothless ditching bucket. All machining will be conducted under archaeological supervision and will cease when the first significant archaeological horizon or natural substrate is revealed (whichever is encountered first). Topsoil and subsoil will be stored separately adjacent to each trench.
- 4.3 The possible moat is likely to be filled with late material, given it is marked as an open feature on maps up to at least 1938. Consequently, it is proposed to mechanically excavate a slot across the cut with the aim of obtaining more meaningful dating evidence from the base or the flanks of the feature. There is a potential for water inundation which could potentially make this approach increasingly problematic as the depth of excavation increases. In this event alternative methods will be discussed with the curatorial team.
- 4.4 Following machining, all archaeological features revealed will be planned and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. Each context will be recorded on a pro-forma context sheet by written and measured

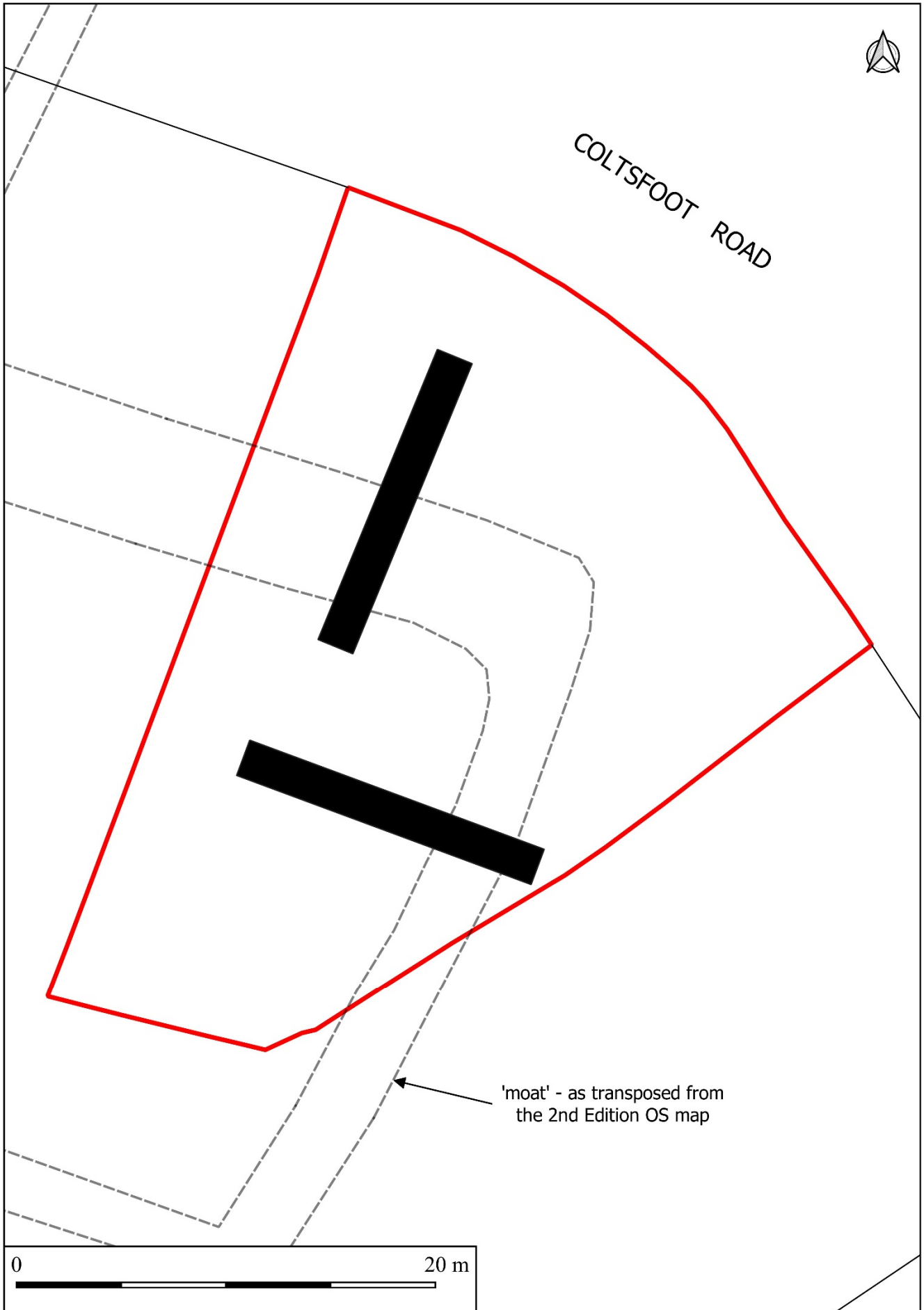


Figure 2. Proposed trench plan

description; principal deposits will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using Leica GPS or Total Station (TST) as appropriate) and drawn sections (scale 1:10 or 1:20 as appropriate). Where detailed feature planning is undertaken using GPS/TST this will be carried out in accordance with *CA Technical Manual 4: Survey Manual*. Photographs (digital colour) will be taken as appropriate. All finds and samples will be bagged separately and related to the context record. All artefacts will be recovered and retained for processing and analysis in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation*.

- 4.5 Archaeological deposits and features will be sampled by hand excavation in order to satisfy the project aims and also comply with the SCCAS Requirements for Archaeological Evaluation (2017) and Excavation (2017). Where types of deposit are encountered that are suitable for mechanical excavation, this will only be undertaken following agreement with SCCAS.
- 4.6 Sample excavation of archaeological deposits will, wherever possible, be limited and minimally intrusive, sufficient to achieve the aims and objectives identified above. Wherever possible excavation will not compromise the integrity of the archaeological record and will be undertaken in such a way as to allow for the subsequent protection of remains either for conservation or to allow more detailed investigations to be conducted under better conditions at a later date.
- 4.7 Metal detector searches (non-discriminating against iron), undertaken by experienced metal-detectorists, will take place throughout the project. This will mean before trenches are dug, during the machine excavation and the subsequent hand-excavation phase as well as of spoil heaps. Any metal finds recovered which are not from hand-excavated features will have their location recorded by GPS. The principal detectorist in this case will be Steve Clarkson.
- 4.8 All pre-modern finds (with the exception of unstratified animal bone) will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 4.9 All finds will be brought back to the CA Suffolk premises for processing, preliminary assessment, conservation and packing. Most finds analysis work will be done in house, but in some circumstances, it may be necessary to send some categories of finds to external specialists (see below).

Human remains

4.10 In the case of the discovery of human remains (skeletal or cremated), at all times they should be treated with due decency and respect. For each situation, the following actions are to be undertaken:

- In line with the recommendations *Guidance for best practice for the treatment of Human remains excavated from Christian Burial Grounds in England* (APABE 2017) human burials should not be disturbed without good reason. However, investigation of human remains should be undertaken to an extent sufficient for adequate evaluation. Therefore, a suspected burial feature (inhumation or cremated bone deposit) will be investigated to confirm the presence and condition of human bone. Once confirmed as human, the buried remains will not be disturbed further and will instead be left *in situ* - unless further disturbance is absolutely unavoidable and required by SCCAS Conservation Team.
- Where further disturbance is unavoidable, or full exhumation of the remains is deemed necessary, this will be conducted following the provisions of the Coroners Unit in the Ministry of Justice. All excavation and post-excavation processes will be in accordance with the standards set out in *CIfA Technical Paper No 7 Guidelines to the Standards for recording Human Remains* (CIfA 2004).

Environmental remains

4.11 Due care will be taken to identify deposits which may have environmental potential, and where appropriate, a programme of environmental sampling will be initiated. This will follow the Historic England environmental sampling guidelines outlined in *Environmental Archaeology, A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011), and *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*. The sampling strategy will be adapted for the specific circumstances of this site, in close consultation with the CA Environmental Officer, but will follow the general selection parameters set out in the following paragraphs.

4.12 Secure and phased deposits, especially those related to settlement activity and/or structures will be considered for sampling for the recovery of charred plant remains, charcoal and mineralised remains. Any cremation-related deposits will be sampled

appropriately for the recovery of cremated human bone and charred remains. If any evidence of *in situ* metal working is found, suitable samples for the recovery of slag and hammer scale will be taken. Sample sizes will be a minimum of 40 litres, or 100% of the context where deemed more suitable.

- 4.13 Where sealed waterlogged deposits are encountered, samples for the recovery of waterlogged remains, insects, molluscs and pollen, as well as any charred remains, will be considered. The taking of sequences of samples for the recovery of molluscs and/or waterlogged remains will be considered through any suitable deposits such as deep enclosure ditches, barrow ditches, palaeo-channels, or buried soils. Monolith samples may also be taken from this kind of deposit as appropriate to allow soil and sediment description/interpretation as well as sub-sampling for pollen and other micro/macrofossils such as diatoms, foraminifera and ostracods.
- 4.14 The need for any more specialist samples, such as OSL, archaeomagnetic dating and dendrochronology will be evaluated and will be taken in consultation with the relevant specialist.
- 4.15 The processing of the samples will be done in conjunction with the relevant specialist following the Historic England general environmental processing guidelines (English Heritage 2011). Flotation or wet sieve samples will be processed to 0.25mm. Other more specialist samples such as those for pollen will be prepared by the relevant specialist. Further details of the general sampling policy and the methods of taking and processing specific sample types are contained within *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.
- 4.16 Upon completion of the evaluation the backfilling will not be undertaken without the consent of SCCAS. Once this is acquired all trenches will be backfilled by mechanical excavator. Spoil will be pushed back into trenches in the correct sequence and tracked over by the attending machine in order to ensure the ground surfaces are flat safe and level. More formal reinstatement is not offered.

5. STAFF AND TIMETABLE

- 5.1 This project will be under the management of Rhodri Gardner MCIfA, Head of Suffolk Office, CA.
- 5.2 The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the evaluation as required during the period of fieldwork. Day to day responsibility however will rest with the Project Leader who will be on-site throughout the project.
- 5.3 The field team will consist of a maximum of 3 staff: a Project Officer (acting as Project Leader) and 2 Archaeologists.
- 5.4 It is envisaged that the project will require approximately 2 days of fieldwork. Analysis of the results and subsequent reporting will take up to a further 3-5 weeks.
- 5.5 Specialists who will be invited to advise and report on specific aspects of the project as necessary are:

Ceramics	Ed McSloy, Steve Benfield (CA)
Metalwork	Ed McSloy, Ruth Beveridge (CA)
Flint	Jacky Sommerville, Michael Green (CA)
Animal Bone	Julie Curl (freelance)
Human Bone	Sharon Clough (CA)
Environmental Remains	Sarah Wyles, Anna West (CA)
Conservation	Pieta Greeves (freelance)
Geoarchaeology	Dr Keith Wilkinson (ARCA)

- 5.6 Depending upon the nature of the deposits and artefacts encountered it may be necessary to consult other specialists not listed here. A full list of specialists currently used by Cotswold Archaeology is contained within Appendix A.

6. POST-EXCAVATION, ARCHIVING AND REPORTING

- 6.1 Following completion of fieldwork, all artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA Technical Manuals and Suffolk County Council guidelines. A recommendation will be made

regarding material deemed suitable for disposal/dispersal in line with the relevant recipient Museums' collection policy.

6.2 An illustrated report will be compiled on the results of the fieldwork and assessment of the artefacts, palaeoenvironmental samples etc. The report will include:

- (i) an abstract containing the essential elements of the results preceding the main body of the report;
- (ii) a summary of the project's background;
- (iii) description and illustration of the site location;
- (iv) a methodology of the works undertaken;
- (v) integration of, or cross-reference to, appropriate cartographic and documentary evidence and the results of other research undertaken, where relevant to the interpretation of the evaluation results;
- (vi) a description of the project's results;
- (vii) an interpretation of the results in the appropriate context;
- (viii) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
- (ix) a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map;
- (x) a plan showing the location of the trenches and exposed archaeological features and deposits in relation to the site boundaries;
- (xi) plans of each trench, or part of trench, in which archaeological features are recognised. These will be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans will show the orientation of trenches in relation to north. Section drawing locations will be shown on these plans. Archaeologically sterile areas will not be illustrated unless this can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- (xii) appropriate section drawings of trenches and features will be included, with OD heights and at scales appropriate to the stratigraphic detail being represented. These will show the orientation of the drawing in relation to north/south/east/west. Archaeologically sterile trenches will not be illustrated unless they provide significant information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;

- (xiii) photographs showing significant features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the illustration's caption;
 - (xiv) a consideration of evidence within its wider local/regional context;
 - (xv) a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;
 - (xvi) specialist assessment or analysis reports where undertaken;
 - (xvii) an evaluation of the methodology employed and the results obtained (i.e. a confidence rating).
- 6.3 Specialist artefact and palaeoenvironmental assessment will take into account the wider local/regional context of the archaeology and will include:
- (i) specialist aims and objectives
 - (ii) processing methodologies (where relevant)
 - (iii) any known biases in recovery, or problems of contamination/residuality
 - (iv) quantity of material; types of material present; distribution of material
 - (v) for environmental material, a statement on abundance, diversity and preservation
 - (vi) summary and discussion of the results to include significance in a local and regional context
- 6.4 Copies of the draft report will be distributed to the Client or their Representative and to the LPA's Archaeological Advisor thereafter for verification and approval. Thereafter, copies of the approved report will be issued to the Client, LPA's Archaeological Advisor and the local Historic Environment Record (HER). Reports will be issued in digital format (PDF/PDFA as appropriate) except where hard copies have been specifically requested, and will be supplied to the HER along with shapefiles containing location data for the areas investigated, if required.
- 6.5 Should no further work be required, an ordered, indexed, and internally consistent site archive will be prepared and deposited in accordance with *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (Archaeological Archives Forum 2007) and the *Archaeological Archives in Suffolk* guidelines (SCCAS, 2017). The client is aware of the costs of archiving and provision will be made to cover these costs in our agreement with them. The archive will be deposited with the County Archaeology Store unless another suitable repository is agreed with SCCAS.

- 6.6 If the client does not agree to transfer ownership to SCCAS they will be required to nominate another suitable repository approved by SCCAS or provide funding for additional recording and analysis of the finds archive (such as, but not limited to, additional photography or illustration of objects). In the rare event that artefacts of significant monetary value are discovered, separate ownership arrangements may be negotiated, provided they are not subject to Treasure Act legislation.
- 6.7 If an object qualifies as Treasure, under the Treasure Act 1996, the find(s) will be reported to the Suffolk Finds Liaison Officer (who then reports to the Coroner) within 14 days of the object's discovery and identification, the client will further be informed. Treasure objects will immediately be removed to secure storage, with appropriate on-site security measures taken if required. Any material eventually declared as Treasure by a Coroner's Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of Suffolk Archaeology, their subcontractors, or any volunteers under their control will not be eligible for any share of a treasure reward.

Academic dissemination

- 6.8 As the limited scope of this work is likely to restrict its publication value, it is anticipated that a short publication note only will be produced, suitable for inclusion within the PSIAH. Subject to any contractual constraints, a summary of information from the project will also be entered onto the OASIS online database of archaeological projects in Britain, including the upload of a digital (PDF) copy of the final report, which will appear on the Archaeology Data Service (ADS) website once the OASIS record has been verified.

Public dissemination

- 6.9 In addition to the ADS website, a digital (PDF) copy of the final report will also be made available for public viewing via Cotswold Archaeology's *Archaeological Reports Online* web page, generally within 12 months of completion of the project (<http://reports.cotswoldarchaeology.co.uk/>).

Archive deposition

- 6.10 CA will make arrangements with SCCAS for the deposition of the site archive and, subject to agreement with the legal landowner(s), the artefact collection.

7. HEALTH, SAFETY AND ENVIRONMENT

- 7.1 CA will conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, CA Health and Safety and Environmental policies and the CA Safety, Health and Environmental Management System (SHE). A site-specific Construction Phase Plan (form SHE 017) will be formulated prior to commencement of fieldwork.

8. INSURANCES

- 8.1 CA holds Public Liability Insurance to a limit of £10,000,000 and Professional Indemnity Insurance to a limit of £10,000,000.

9. MONITORING

- 9.1 Notification of the start of site works will be made to the archaeological advisor to the LPA five working days before commencement so that there will be opportunities to visit the evaluation and check on the quality and progress of the work.

10. QUALITY ASSURANCE

- 10.1 CA is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, CA endorses the *Code of Conduct* (CIfA 2014) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (CIfA 2014). All CA Project Managers and Project Officers hold either full Member or Associate status within the CIfA.
- 10.2 CA operates an internal quality assurance system in the following manner. Projects are overseen by a Project Manager who is responsible for the quality of the project. The Project Manager reports to the Chief Executive who bears ultimate responsibility for the conduct of all CA operations. Matters of policy and corporate strategy are determined by the Board of Directors, and in cases of dispute recourse may be made to the Chairman of the Board.

11. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

- 11.1 This project will not afford opportunities for public engagement or participation during the course of the fieldwork. However, the results will be made publicly available on the ADS and Cotswold Archaeology websites, as set out in Section 6 above.

12. STAFF TRAINING AND CPD

- 12.1 CA has a fully documented mandatory Performance Management system for all staff which reviews personal performance, identifies areas for improvement, sets targets and ensures the provision of appropriate training within CA's adopted training policy. In addition, CA has developed an award-winning Career Development Programme for its staff, which ensures a consistent and high quality approach to the development of appropriate skills.
- 12.2 As part of the company's requirement for Continuing Professional Development, all members of staff are also required to maintain a Personal Development Plan and an associated log which is reviewed within the Performance Management system. All staff are subject to probationary periods on appointment, with monthly review; for site-based staff additional monthly Employee Performance Evaluations measure and record skills and identify training needs.

13. REFERENCES

APABE (Advisory Panel on the Archaeology of Burials in England) 2017 *Guidance for best practice for the treatment of Human remains excavated from Christian Burial Grounds in England, 2nd Edition*.

BGS (British Geological Survey) 2016 *Geology of Britain Viewer* <http://mapapps.bgs.ac.uk/geologyofbritain/home.html> Accessed 9 February 2016

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Sommers, M., 2018 *Desk-Based assessment: 1a-1c, Coltsfoot Road, Ipswich, Suffolk*. SACIC Report No. 2018/082

APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS***Ceramics***

Neolithic/Bronze Age	Ed McSloy BA MCIFA (CA) Steve Benfield (CA) Emily Edwards (freelance) Dr Elaine Morris BA PhD FSA MCIFA (University of Southampton)
Iron Age/Roman	Ed McSloy BA MCIFA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Steve Benfield (CA)
(Samian) (Amphorae stamps)	Gwladys Montell MA PhD (freelance) Dr David Williams PhD FSA (freelance)
Anglo-Saxon	Paul Blinkhorn BTEch (freelance) Sue Anderson (freelance) Dr Jane Timby BA PhD FSA MCIFA (freelance)
Medieval/post-medieval	Ed McSloy BA MCIFA (CA) Richenda Goffin (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Stephanie Ratkai BA (freelance) Paul Blinkhorn BTEch (freelance) John Allan BA MPhil FSA (freelance)
South West	Henrietta Quinnell BA FSA MCIFA (University of Exeter)
East of England	Steve Benfield (CA) Richenda Goffin (CA)
Clay tobacco pipe	Reg Jackson MLitt MCIFA (freelance) Marek Lewcun (freelance)
Ceramic Building Material	Ed McSloy MCIFA (CA) Dr Peter Warry PhD (freelance)
<i>Other Finds</i>	
Small Finds	Ed McSloy BA MCIFA (CA) Ruth Beveredge (CA)
Metal Artefacts	Katie Marsden BSc (CA) Ruth Beveredge (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance)
Lithics (Palaeolithic)	Ed McSloy BA MCIFA (CA) Jacky Sommerville BSc MA PCIFA (CA) Dr Francis Wenban-Smith BA MA PhD (University of Southampton)
Worked Stone	Dr Ruth Shaffrey BA PhD MCIFA (freelance) Dr Kevin Hayward FSA BSc MSc PhD PCIFA (freelance)
Inscriptions	Dr Roger Tomlin MA DPhil, FSA (Oxford)
Glass	Ed McSloy MCIFA (CA) Dr Hilary Cool BA PhD FSA (freelance) Dr David Dungworth BA PhD (freelance; English Heritage)
Coins	Ed McSloy BA MCIFA (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance)
Leather	Quita Mould MA FSA (freelance)

Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance)
Iron slag/metal technology	Dr Tim Young MA PhD (Cardiff University) Dr David Starley BSc PhD
Worked wood	Michael Bamforth BSc MCIFA (freelance)
Biological Remains	
Animal bone	Dr Philip Armitage MSc PhD MCIFA (freelance) Dr Matilda Holmes BSc MSc ACIFA (freelance) Julie Curl (freelance)
Human Bone	Sharon Clough BA MSc MCIFA (CA)
Environmental sampling	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Anna West (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Pollen	Dr Michael Grant BSc MSc PhD (University of Southampton) Dr Rob Batchelor BSc MSc PhD MCIFA (QUEST, University of Reading)
Diatoms	Dr Tom Hill BSc PhD CPLHE (Natural History Museum) Dr Nigel Cameron BSc MSc PhD (University College London)
Charred Plant Remains	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA)
Wood/Charcoal	Sarah Cobain BSc MSc ACIFA(CA) Dana Challinor MA (freelance)
Insects	Enid Allison BSc D.Phil (Canterbury Archaeological Trust) Dr David Smith MA PhD (University of Birmingham)
Mollusca	Sarah Wyles BA PCIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Ostracods and Foraminifera	Dr John Whittaker BSc PhD (freelance)
Fish bones	Dr Philip Armitage MSc PhD MCIFA (freelance)
Geoarchaeology	
Soil micromorphology	Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Dr Richard Macphail BSc MSc PhD (University College London)
Scientific Dating	
Dendrochronology	Robert Howard BA (NTRDL Nottingham)
Radiocarbon dating	SUERC (East Kilbride, Scotland) Beta Analytic (Florida, USA)
Archaeomagnetic dating	Dr Cathy Batt BSc PhD (University of Bradford)
TL/OSL Dating	Dr Phil Toms BSc PhD (University of Gloucestershire)
Conservation	
	Karen Barker BSc (freelance) Pieta Greaves BSc MSc ACR (Drakon Heritage and Conservation)

APPENDIX B: ARCHAEOLOGICAL STANDARDS AND GUIDELINES

- AAF 2007 *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation*. Archaeological Archives Forum
- AAI&S 1988 *The Illustration of Lithic Artifacts: A guide to drawing stone tools for specialist reports*. Association of Archaeological Illustrators and Surveyors Paper 9
- AAI&S 1994 *The Illustration of Wooden Artifacts: An Introduction and Guide to the Depiction of Wooden Objects*. Association of Archaeological Illustrators and Surveyors Paper 11
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- Brown, N & Glazebrook, J., 2000, *Research and Archaeology: a framework for the Eastern Counties 2. Research agenda and strategy*, East Anglian Archaeology Occasional Paper 8
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- CIfA, 2014, *Standard and Guidance for Archaeological Watching Brief*. Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Excavation*. Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures*. Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*. Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*. Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Field Evaluation*. Chartered Institute for Archaeologists (Reading)
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- EH 2004b *Human Bones from Archaeological Sites: Guidelines for producing assessment documents and analytical report*. English Heritage Centre for Archaeology Guidelines
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- EH 2007a *Understanding the Archaeology of Landscapes. A guide to good recording practice*. English Heritage (Swindon)
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- EH 2008b *Geophysical Survey in Archaeological Field Evaluation. English Heritage Research and Professional Services Guidelines No 1 (second edition)*. English Heritage (Swindon)
- EH 2008c *Research and Conservation Framework for the British Palaeolithic*. English Heritage/Prehistoric Society (Swindon)
- EH 2008d *Investigative Conservation. Guidelines on how the detailed examination of artefacts from archaeological sites can shed light on their manufacture and use*. English Heritage (Swindon)
- EH 2010 *Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of archaeological wood*. English Heritage (London)
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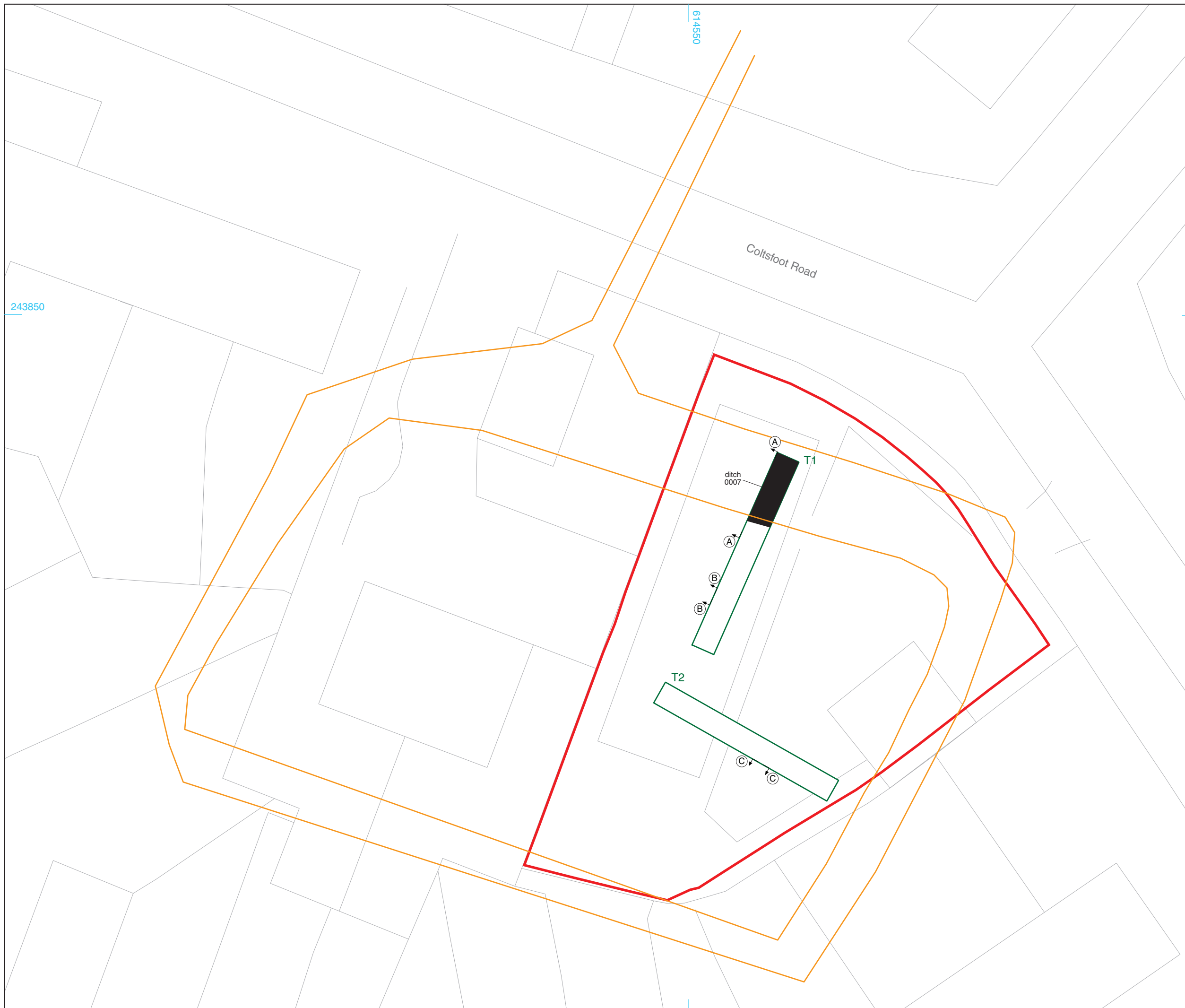
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PROJECT TITLE
 Land at Coltsfoot Road, Ipswich, Suffolk

FIGURE TITLE
 Site location plan

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- Site boundary
- Evaluation trench
- Archaeological feature
- Projected moat line



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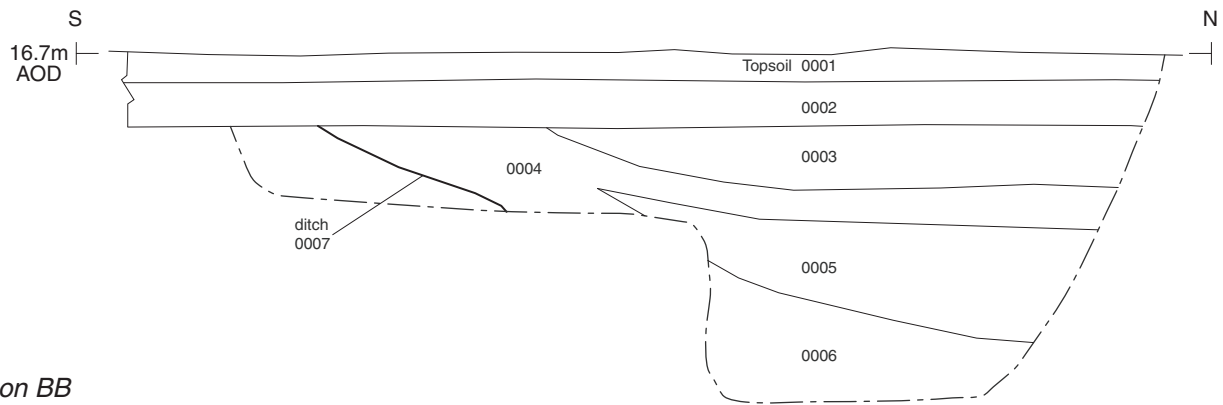
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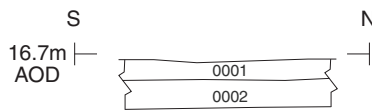
FIGURE TITLE
 Trench location plan

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Section AA



Section BB



Ditch 0007, looking south-west (1m scales)



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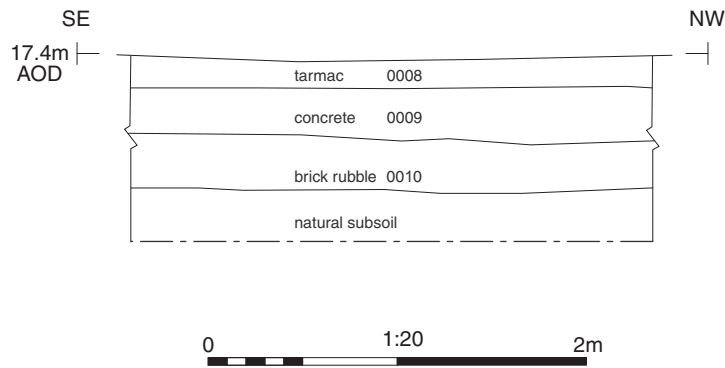
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FIGURE TITLE

Trench 1, sections and photograph

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Section CC



Trench 2 representative section, looking south-west (1m scales)



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FIGURE TITLE

Trench 2, section and photograph

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