

Deben View, Mill Road, Waldringfield, Suffolk

Archaeological Watching Brief

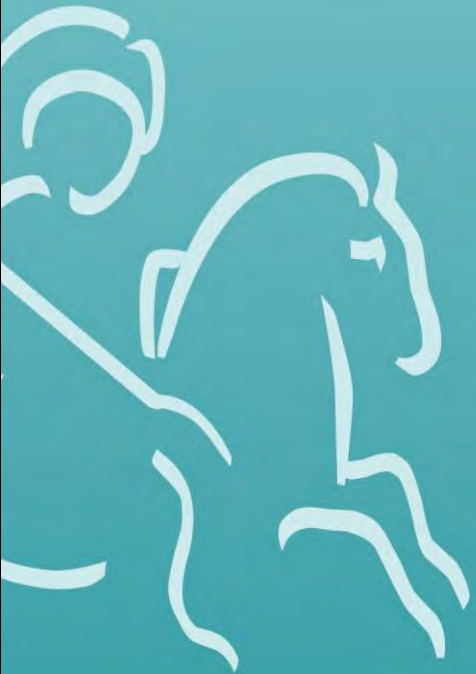


for:
John Denny Associates Ltd

on behalf of:
Mr G Vinyard

CA Project: SU0041
CA Report: SU0041_1
OASIS ID: 361607
HER Ref: WLD101

January 2021



Deben View, Mill Road Waldringfield Suffolk

Archaeological Watching Brief

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A	12/01/2021	Michael Green	Stuart Boulter	Internal review	–	Stuart Boulter
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SUMMARY

Project name:	Deben View, Mill Road
Location:	Waldringfield, Suffolk
NGR:	62825 24428
Type:	Watching brief
Date:	27/08/2019-11/01/2021
Planning reference:	DC/19/2123/FUL
OASIS ID:	361607
Location of Archive:	To be deposited in the SCCAS Archaeology Store
Site Code:	WLD 101

During 2019 to 2021, Cotswold Archaeology carried out six visits for an archaeological watching brief coinciding with groundworks associated with construction of a single new house at Deben View, Mill Road, Waldringfield, Suffolk.

The new structure was constructed upon the existing building footprint which was demolished during the project. The works associated with the development were observed during six monitoring visits carried out on the 27/08/2019 (trial hole excavation), 19/12/2019, 17/01/2020 and 20/01/2020 (demolished building grubbing out and excavation of underground garage), 23/01/2020 (compound, access and remaining building footprint strip) and 11/01/2021 (two soakaway excavations).

No features or deposits of archaeological interest were observed during the visits and no artefactual material pre-dating the modern period was recovered. Modern truncation was observed in areas of the site to a depth of up to 1.5m.

1. INTRODUCTION

- 1.1. Between August 2019 and January 2021, Cotswold Archaeology (CA) carried out an archaeological watching brief at Deben View, Mill Road, Waldringfield, Suffolk. (centred at NGR: 62825 24428; Fig. 1). This watching brief was undertaken for John Denny Associates Ltd on behalf of Mr G. Vinyard.
- 1.2. Planning permission for demolition of the existing property and its replacement with a new building on a similar footprint was granted by the local planning authority (LPA) East Suffolk Council (ref: DC/19/2123/FUL), conditional on a programme of archaeological work. The requirement for an archaeological watching brief was subsequently specified in a Brief (Appendix C), prepared by Hannah Cutler of Suffolk County Council Archaeological Service (SCCAS), the archaeological advisors to the LPA.
- 1.3. The watching brief was carried out in accordance with a Written Scheme of Investigation (WSI) prepared by CA (2019) and approved by Hannah Cutler.
- 1.4. The watching brief was conducted in adherence to *Standard and guidance for an archaeological watching brief* (ClfA 2014; updated October 2020), *Management of Research Projects in the Historic Environment (MoRPHE) PPN 3: Archaeological Excavation* (Historic England 2015) and *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015).

The site

- 1.5. The development site is approximately 0.2ha in extent. The demolished property dated to the early 1980s and the plot lies c.40m to the northeast of the Church of All Saints, Waldringfield. The new structure is situated within the eastern part of the plot, mostly over the footprint of the former house and is set c.75m to the east of Mill Road. The site lies at approximately 20m above Ordnance Datum, toward the top of a natural, east facing slope which descends down towards the River Deben c.400m to the east.
- 1.6. The underlying bedrock geology of the area is mapped as sand of the Red Crag Formation overlain by superficial deposits of sand and gravel from the Kesgrave Catchment Subgroup (BGS 2021).

2. ARCHAEOLOGICAL BACKGROUND

2.1. The Brief states that the site 'lies in an area of archaeological potential recorded on the County Historic Environment Record. The site is directly adjacent to All Saints Churchyard where Iron Age, Roman, and Saxon artefacts have been found (WLD 001). The site is also in an area of dense mapped multi-period archaeological records (WLD 033, 017, 053, 012, 076, 091 and 068) and is favourable for habitation due to the proximity to the river Deben. Thus, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area, and groundworks associated with the development have the potential to damage or destroy any archaeological remains which exist.

3. AIMS AND OBJECTIVES

- 3.1. The general objectives of the watching brief were:
- to monitor groundworks, and to identify, investigate and record all significant buried archaeological deposits revealed on the site during the course of the development groundworks;
 - at the conclusion of the project, to produce an integrated archive for the project work and a report setting out the results of the project and the archaeological conclusions that can be drawn from the recorded data.

4. METHODOLOGY

- 4.1. The watching brief comprised the observation by a competent archaeologist of all intrusive groundworks associated with the proposed development. These works included the machine excavation of a reduced level floor and garage, house foundations, access routes and soakaways (Fig. 2).
- 4.2. Records were maintained in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. A photographic record was maintained for all monitored works and overburden deposits were recorded.
- 4.3. No deposits were identified that required sampling.
- 4.4. CA will make arrangements with SCCAS for the deposition of the project archive. The archive will be prepared and deposited in accordance with *Standard and guidance for the creation, compilation, transfer and deposition of archaeological*

archives (CIfA 2014; updated October 2020) and Archaeological Archives in Suffolk guidelines (SCCAS 2017).

- 4.5. A summary of information from this project, as set out in Appendix A, will be entered onto the OASIS online database of archaeological projects in Britain.

5. RESULTS

- 5.1. This section provides an overview of the watching brief results.
- 5.2. The natural geological substrate comprised coarse yellow sand and gravel which was revealed at a depth of 0.4m-0.8m below present ground level (bpgl) and was overlain by mixed mid brown sandy silt topsoil, modern made ground and upcast mixed geological substrate, averaging 0.6m in thickness.
- 5.3. Six site visits were made. Three test pits were monitored on the 17th of August 2019 as the first stage of monitoring works. The standing building was demolished, and three visits were conducted on the 19th of December 2019 and 17th and 20th of January 2020 to monitor the excavation and removal of the old footing and the deep excavation area for a garage. The remaining new house footprint was stripped and monitored on the 23rd of January 2020 and two soakaways were excavated on the 11th of January 2021.
- 5.4. No features or deposits of archaeological interest were observed and no artefactual material pre-dating the modern period was recovered.

Test pits (Fig. 2)

- 5.5. The site was visited on the 28th August 2019 to monitor three machine-excavated test pits opened to assess ground conditions and the nature of the underlying geology for the benefit of the structural engineer.
- 5.6. Each pit was c.0.6m wide by 3m long and excavated to a depth of around 3.5m, all revealing a mid-brown sandy silt topsoil, up to 0.4m thick, over a natural subsoil of yellow/orange sand and gravel. No features were noted and no artefacts were recovered.



Plate 1: Test pit 3, looking north-west, 1x1m scale

Garage excavation and footings removal (Fig. 2)

- 5.7. Three visits were conducted on the 19th December 2019, and 17th and 20th of January 2020 to monitor the works including removal of the old building foundations and excavation of a large construction hole for a partly subterranean garage.
- 5.8. The construction hole measured 20m in length, 12m in width and up to 2m in depth and was elongated north-east to south-west, located within the northern edge of the previous building.
- 5.9. The area was heavily disturbed from the previous building and 0.6 - 0.8m of mixed modern overburden was observed laying directly above the geological substrate. No features were noted, and no artefacts were recovered.



Plate 2: Garage construction hole, looking north-east, 1x2m scale



Plate 3: Garage construction hole, looking south-west

House footprint and access strip (Fig. 2)

- 5.10. A single visit was conducted on the 23rd of January 2020 to monitor stripping of the remaining house footprint and access.
- 5.11. The strip involved the removal of 0.8m of mixed modern material and topsoil to the patchy mixed geological substrate; some modern concrete was noted at 0.8m depth in some areas. No features were noted, and no artefacts were recovered.



Plate 4: Remaining footprint strip, looking west, 1x1m scale



Plate 5: Sample section, looking south-east, 1x1m scale

Soakaways (Fig. 2)

- 5.12. A single visit was conducted on the 11th of January 2021 to monitor the excavation of two soakaways.
- 5.13. The soakaways, which measured 2m in length, 1m in width and had a maximum depth of 1.5m, were located at the north-east (Soakaway 1) and south-east (Soakaway 2) corners of the development area.
- 5.14. Soakaway 1 was excavated to 1.5m in depth. Modern material (concrete and steel sheets) were present within a dark brown-grey sandy silt matrix beyond the excavated depth and no archaeological finds or features were present.



Plate 6: Soakaway 1, looking north-east, 1x1m scale

- 5.15. Soakaway 2 was excavated to 1.3m in depth and reached the geological substrate. The topsoil was 0.8m in thickness with modern mixing present within the top 0.2m, no archaeological finds or features were present.



Plate 7: Soakaway 2, looking south-west, 1x1m scale

6. DISCUSSION

- 6.1. Despite the archaeological potential of the application area and the desirable location (see *Archaeological background* above), the watching brief identified no archaeological remains within the area of observed groundworks. The absence of archaeological deposits may indicate that if features were present, they have been truncated and destroyed by previous activity on the site. The lack of finds recovered from the site may indicate that the recorded heritage assets and finds on the HER at the neighbouring church and within the near vicinity do not continue into this area.

7. CA PROJECT TEAM

- 7.1. Fieldwork was undertaken by Linzi Everett, Michael Green, Simon Picard and Mark Sommers. The report was written by Michael Green and the illustrations were prepared by Amy Wright. The project archive has been compiled by Michael Green, and prepared for deposition by Clare Wooton. The project was managed for CA by John Craven and Stuart Boulter.

8. REFERENCES

CIfA 2014 (revised 2020), Standard and Guidance for an Archaeological Watching Brief. Chartered Institute for Archaeologists.

Historic England 2015, Management of Research Projects in the Historic Environment (MoRPHE) PPN 3: Archaeological Excavation

Historic England 2015, Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide

SCCAS 2017, Archaeological Archives in Suffolk.

Websites

BGS (British Geological Survey) 2019 Geology of Britain Viewer

<http://mapapps.bgs.ac.uk/geologyofbritain/home>. Accessed 11 January 2021.

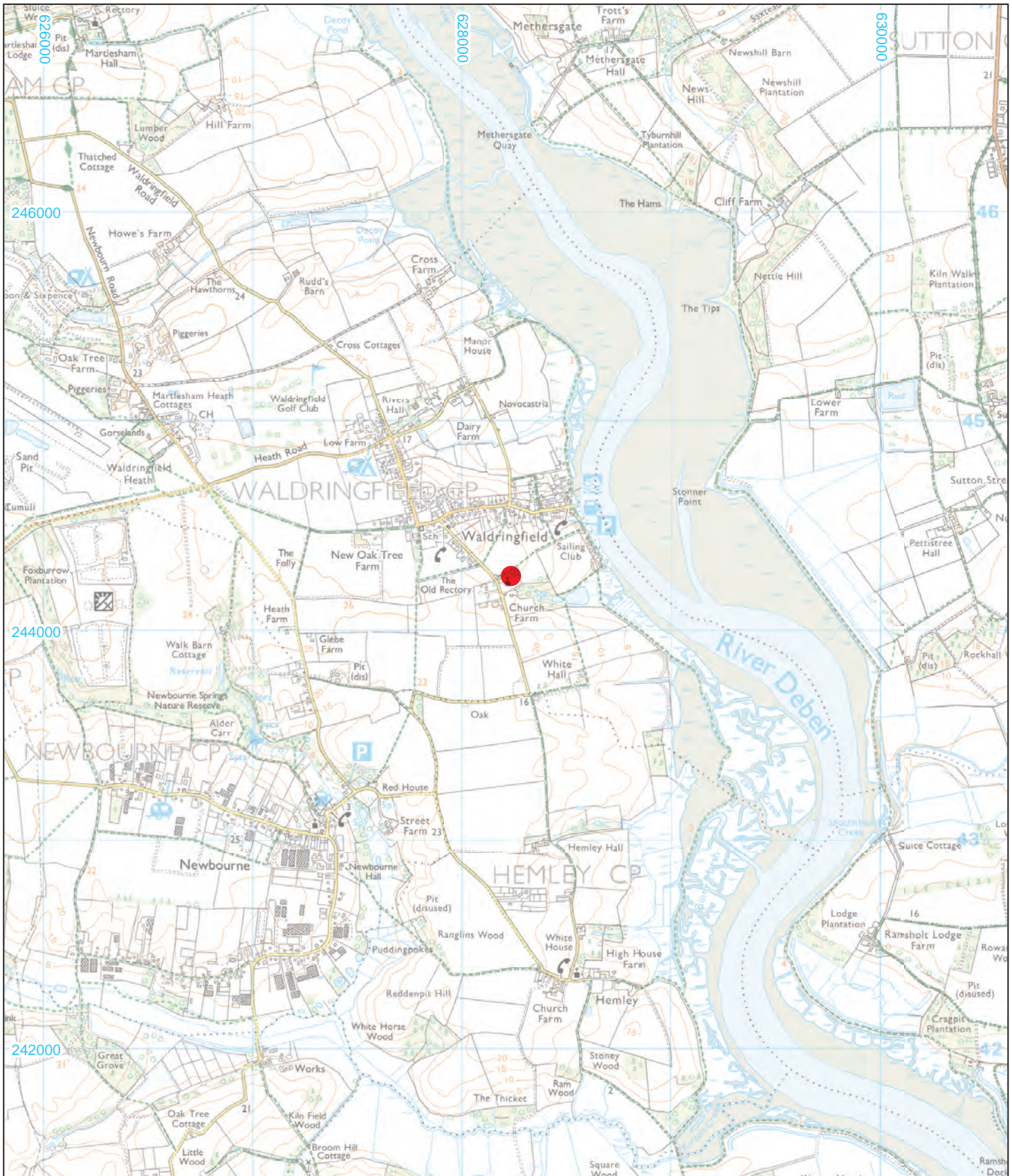
APPENDIX A: OASIS REPORT FORM

OASIS ID: cotswold2-361607

Project details	
Project name	Deben View, Mill Road, Waldringfield, Suffolk
Short description of the project	During 2019 to 2021, Cotswold Archaeology carried out six visits for and archaeological watching brief during ground penetrating groundworks associated with construction of a single new house at Deben View, Mill Road, Waldringfield, Suffolk. The new structure was constructed upon the existing structures footprint which was demolished during the project. No features or deposits of archaeological interest were observed during the visits and no artefactual material pre-dating the modern period was recovered. Modern truncation was observed in areas of the site at a depth of up to 1.5m.
Project dates	Start: 28-08-2019 End: 11-01-2021
Previous/future work	No / Not known
Any associated project reference codes	SU0041 - Contracting Unit No.
Any associated project reference codes	WLD101 - HER event no.
Type of project	Recording project
Site status	None
Current Land use	Other 2 - In use as a building
Monument type	NONE None
Significant Finds	NONE None
Investigation type	"Watching Brief"
Prompt	National Planning Policy Framework - NPPF
Project location	
Country	England
Site location	SUFFOLK SUFFOLK COASTAL WALDRINGFIELD Deben View, Mill Road
Study area	0.2 Hectares
Site coordinates	TM 62807 24347 51.855013752486 1.816931005442 51 51 18 N 001 49 00 E Point
Height OD / Depth	Min: 17m Max: 20m

Project creators	
Name of Organisation	Cotswold Archaeology
Project brief originator	Suffolk County Council Archaeological Services
Project design originator	Hannah Cutler
Project director/manager	Stuart Boulter
Project supervisor	Michael Green
Type of sponsor/funding body	Consultant
Name of sponsor/funding body	John Denny Associates Ltd on behalf of Mr G Vinyard
Project archives	
Physical Archive Exists?	No
Digital Archive recipient	Suffolk County Council Archaeological Services
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk County Council Archaeological Archive
Paper Contents	"other"
Paper Media available	"Drawing","Report","Unpublished Text"
Project bibliography 1	
Publication type	Grey literature (unpublished document/manuscript)
Title	Deben View, Mill Road, Waldringfield, Suffolk
Author(s)/Editor(s)	Green, M
Other bibliographic details	CA Report: SU0041_1
Date	2021
Issuer or publisher	CA

Place of issue or publication	ADS
Description	Grey literature blank monitoring report
Entered by	Michael Green (Michael.Green@Cotswoldarchaeology.co.uk)
Entered on	12 January 2021



● Site location



Andover 01264 347630
 Cirencester 01285 771022
 Exeter 01392 573970
 Milton Keynes 01908 564660
 Suffolk 01449 900120
 www.cotswoldarchaeology.co.uk
 enquiries@cotswoldarchaeology.co.uk

PROJECT TITLE
 Deben View, Mill Road, Waldringfield,
 Suffolk

FIGURE TITLE
 Site location plan

DRAWN BY	AW	PROJECT NO.	SU0041	FIGURE NO.
CHECKED BY	DJB	DATE	13.01.21	1
APPROVED BY	MG	SCALE@A4	1:25,000	

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- Site boundary
- Underground garage
- House footprint and access strip
- Footprint of new building
- Soakaway
- Test pit



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PROJECT TITLE
Deben View, Mill Road, Waldringfield, Suffolk

FIGURE TITLE
Site plan

DRAWN BY AW CHECKED BY DJB APPROVED BY MG	PROJECT NO. SU0041 DATE 13.01.21 SCALE@A3 1:400	FIGURE NO. 2
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Deben View, Mill Road Waldringfield Suffolk

Written Scheme of Investigation for an Archaeological Watching Brief



for
Agent/Client

on behalf of
Mr G Vinyard

CA Project: SU0041
OASIS ID: 361607
HER Ref: WLD101

August 2019



Deben View, Mill Road Waldringfield Suffolk

Written Scheme of Investigation for an Archaeological Watching Brief

CA Project: SU0041
OASIS ID: 361607
HER reference: WLD101



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A	01/08/2019	JOHN CRAVEN		INTERNAL REVIEW		JOHN CRAVEN

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1. INTRODUCTION

- 1.1 This document sets out details of a *Written Scheme of Investigation* (WSI) by Cotswold Archaeology (CA) for an archaeological watching brief or ‘continuous archaeological recording’ at Deben View, Mill Road, Waldringfield, Suffolk (centred at NGR: 62825 24428) at the request of John Denny Associates Ltd on behalf of the commissioning client, Mr G Vinyard.
- 1.2 Planning permission for demolition of the existing property and its replacement with a new building on a similar footprint has been granted by the local planning authority (LPA) East Suffolk Council (ref: DC/19/2123/FUL), conditional on a programme of archaeological work. The requirement for an archaeological watching brief has been described in a Brief (Appendix C), prepared by Hannah Cutler of Suffolk County Council Archaeological Service (SCCAS), the archaeological advisor to the LPA.
- 1.3 This WSI has been guided in its composition by *Standard and guidance: Archaeological watching brief* (ClfA 2014), and any other relevant standards or guidance contained within Appendix B.

The site

- 1.4 The current property dates to the early 1980s and lies c.40m to the northeast of the Church of All Saints. Situated within the eastern part of its plot, the current house is set some c.75m to the east of Mill Road. After demolition the new development is to be situated in broadly the same position, with a slight shift to the north.
- 1.5 The site lies at approximately 20m above Ordnance Datum, toward the top of a natural east facing slope which descends towards the River Deben, c.400m to the east.
- 1.5 The underlying bedrock geology of the area is mapped as sand of the Red Crag Formation overlain by superficial deposits of sand and gravel from the Kesgrave Catchment Subgroup (BGS 2019).

2. ARCHAEOLOGICAL BACKGROUND

- 2.1 The Brief states that the site *'lies in an area of archaeological potential recorded on the County Historic Environment Record. The site is directly adjacent to All Saints Churchyard where Iron Age, Roman, and Saxon artefacts have been found, (WLD 001). The site is also in an area of dense mapped archaeological records, (WLD 033, 017, 053, 012, 076, 091 068). Thus, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area, and groundworks associated with the development have the potential to damage or destroy any archaeological remains which exist'*.
- 2.2 Historic Ordnance Survey mapping dating to the late 19th and early 20th century shows Deben view and its garden as part of an open field along the north and east sides of the churchyard (<https://maps.nls.uk>).

3. AIMS AND OBJECTIVES

- 3.1 The objectives of the archaeological works are:
- to monitor groundworks, and to identify, investigate and record all significant buried archaeological deposits revealed on the site during the course of the development groundworks;
 - at the conclusion of the project, to produce an integrated archive for the project work and a report setting out the results of the project and the archaeological conclusions that can be drawn from the recorded data.
- 3.2 If significant archaeological remains are identified, reference will be made to the Regional Research Framework for East Anglia (Medlycott 2011) so that the remains can, if possible, be placed within their local and regional context.

4. METHODOLOGY

Excavation and recording

- 4.1 The watching brief comprises the observation by a competent archaeologist of all intrusive groundworks, including the excavation of foundations and service trenches. Non-archaeologically significant deposits will be removed by the contractors under archaeological supervision. Where mechanical excavators are used, these will be

equipped with a toothless bucket. The monitoring will include metal-detecting of trenches and upcast spoil.

4.2 If archaeological deposits are encountered they will be planned and recorded in accordance with Technical Manual 1 *Fieldwork Recording Manual*. Each context will be recorded on a pro-forma context sheet by written and measured description; principal deposits will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using Leica GPS as appropriate) and drawn sections (scale 1:10 or 1:20 as appropriate). Should detailed feature planning be undertaken using GPS this will be carried out in accordance with 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 Technical Manual 3 *Treatment of Finds Immediately after Excavation*.

4.3 In the event of archaeological deposits being found for which the resources allocated are not sufficient to support treatment to a satisfactory and proper standard or which are of sufficient significance to merit an alternative approach such as contingency excavation or physical preservation, the client and SCCAS will be contacted immediately. Destructive work in that area will cease until agreement has been reached on an appropriate archaeological response.

Artefact retention and discard

4.4 Artefacts from topsoil and subsoil and un-stratified contexts will normally be noted but not retained unless they are of intrinsic interest (e.g. worked flint or flint debitage, featured pottery sherds, and other potential 'registered artefacts'). All artefacts will be collected from stratified excavated contexts except for large assemblages of post-medieval or modern material. Such material may be noted and not retained, or, if appropriate, a representative sample may be collected and retained.

Human remains

4.5 In the case of the discovery of human remains (skeletal or cremated), at all times they should be treated with due decency and respect. Where human remains are encountered, these will not be excavated unless their disturbance by the development is unavoidable. In cases where exhumation of human remains is deemed unavoidable/necessary by SCCAS, 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

- 4.6 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 the site, in close consultation with the CA Environmental Officer.
- 4.7 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*.

Treasure

- 4.8 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.

5. STAFF AND TIMETABLE

- 5.1 This project will be under the management of John Craven MCIfA, Project Manager, CA.

- 5.2 The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the watching brief as required during the period of fieldwork. Day to day responsibility however will rest with the Project Officer who will be on-site throughout the project.
- 5.3 The field team will consist of a Project Officer, supplemented by additional Archaeologists as required).
- 5.4 The duration of the fieldwork will be dependent upon the contractor's programme.
- 5.5 Specialists who will be invited to advise and report on specific aspects of the project as necessary are:

Ceramics	Sue Anderson M Phil, MCIFA, FSA (freelance) Steve Benfield BA (CA) Richenda Goffin BA MCIfA (CA) Sarah Percival MA MCIFA (freelance)
Metalwork	Dr Ruth Beveridge (CA)
Flint	Michael Green (CA) Sarah Bates BA (freelance)
Animal Bone	Julie Curl (freelance))
Human Bone	Sue Anderson M Phil, MCIFA, FSA (freelance)
Environmental Remains	Anna West BSc (CA)

- 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. 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, and a summary of the project's background;
- (ii) description and illustration of the site location;
- (iii) a methodology of the works undertaken;
- (iv) 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 watching brief results. A full Suffolk Historic Environment Record (HER) search will be completed if deemed necessary by SCCAS following completion of fieldwork and initial assessment of results. The HER search reference number will be included in the report.
- (v) a description of the project's results;
- (vi) an interpretation of the results in the appropriate context;
- (vii) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
- (viii) a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map;
- (ix) a plan showing the location of the areas observed and exposed archaeological features and deposits in relation to the site boundaries;
- (x) plans of each area 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 features recorded 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;
- (xi) section drawings of areas/trenches and features will be included where appropriate, 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) a copy of the completed project OASIS form as an appendix;

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.

Academic dissemination

6.6 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 annual 'Archaeology in Suffolk' section of the Proceedings of the Suffolk Institute of Archaeology and History. 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 [ref. 361607) 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

- 6.7 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

- 6.8 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).
- 6.9 The archive will be deposited with the SCCAS Archaeology Store unless another suitable repository is agreed with SCCAS. The project costing includes the fee charged by SCCAS for this service. A form transferring ownership of the archive to SCCAS will be completed and included in the project archive.
- 6.10 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.

7. HEALTH AND SAFETY

- 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), as well as any Principal Contractor's policies or procedures. 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 Ten working days notice of the start of site works will be made to SCCAS so that there will be opportunities to visit the site 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, in due course.

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

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Websites

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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 (Samian) (Amphorae stamps)	Ed McSloy BA MCIFA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Steve Benfield (CA) 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)

Other Finds

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
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- 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)
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APPENDIX C: SCCAS BRIEF

Resource Management
Bury Resource Centre
Hollow Road
Bury St Edmunds
Suffolk
IP32 7AY

**Brief for Continuous Archaeological Recording
AT
Deben View, Mill Road, Waldringfield**

PLANNING AUTHORITY: East Suffolk Council

PLANNING APPLICATION NUMBER: DC/19/2123/FUL

HER NO. FOR THIS PROJECT: To be arranged

GRID REFERENCE: TM282442

DEVELOPMENT PROPOSAL: House

THIS BRIEF ISSUED BY: Hannah Cutler
Archaeological Officer
Tel: 01284 741229
E-mail: hannah.cutler@suffolk.gov.uk

Date: 15/07/19

Summary

1.1 Planning permission has been granted with the following condition relating to archaeological investigation:

4. No development shall take place within the area indicated [the whole site] until the implementation of a programme of archaeological work has been secured, in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the Local Planning Authority.

The scheme of investigation shall include an assessment of significance and research questions; and:

a. The programme and methodology of site investigation and recording b. The programme for post investigation assessment c. Provision to be made for analysis of the site investigation and recording d. Provision to be made for publication and dissemination of the analysis and records of the site investigation The Archaeological Service Growth, Highways and Infrastructure Bury Resource Centre Hollow Road Bury St Edmunds Suffolk IP32 7AY

e. Provision to be made for archive deposition of the analysis and records of the site investigation f. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation. g. The site investigation shall be completed prior to development, or in such other phased arrangement, as agreed and approved in writing by the Local Planning Authority.

No building shall be occupied until the site investigation and post investigation assessment has been completed, submitted to and

approved in writing by the Local Planning Authority, in accordance with the programme set out in the Written Scheme of Investigation approved under Condition 1 and the provision made for analysis, publication and dissemination of results and archive deposition.

REASON: To safeguard archaeological assets within the approved development boundary from impacts relating to any groundworks associated with the development scheme and to ensure the proper and timely investigation, recording, reporting and presentation of archaeological assets affected by this development, in accordance with Strategic Policies SP1 and SP 15 of Suffolk Coastal District Council Core Strategy Development Plan Document (2013) and the National Planning Policy Framework (2019).

- 1.2 The archaeological contractor must submit a copy of their Written Scheme of Investigation (WSI) or Method Statement, based upon this brief of minimum requirements, to Suffolk County Council's Archaeological Service (SCCAS) for review, before seeking approval from the Local Planning Authority (LPA).
- 1.3 Following acceptance by SCCAS, it is the commissioning body's responsibility to submit the WSI to the LPA for formal approval. No fieldwork should be undertaken on site without the written approval of the LPA. The WSI, however, is not a sufficient basis for the discharge of a planning condition relating to archaeological investigation. Only the full implementation of the scheme, both completion of fieldwork and reporting will enable SCCAS to advise the LPA that a condition has been adequately fulfilled and can be discharged.
- 1.5 The WSI should be approved before costs are agreed with the commissioning client, in line with the Chartered Institute for Archaeologists' guidance. Failure to do so could result in additional and unanticipated costs.
- 1.6 The WSI will *provide the basis for measurable standards* and will be used to establish whether the requirements of the brief will be adequately met. If the approved WSI is not carried through in its entirety (unless a variation is agreed by SCCAS, the monitoring report may be rejected).

Archaeological Background

- 2.1 This site lies in an area of archaeological potential recorded on the County Historic Environment Record. The site is directly adjacent to All Saints Churchyard where Iron Age, Roman, and Saxon artefacts have been found, (WLD 001). The site is also in an area of dense mapped archaeological records, (WLD 033, 017, 053, 012, 076, 091 068). Thus, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area, and groundworks associated with the development have the potential to damage or destroy any archaeological remains which exist.

Planning Background

- 3.1 The below-ground works will cause ground disturbance that has potential to damage any archaeological deposit that exists.
- 3.2 The Planning Authority were advised that any consent should be conditional upon an agreed programme of work taking place before development begins in accordance with paragraph 199 of the National Planning Policy Framework, to

record and advance understanding of the significance of any heritage assets (that might be present at this location) before they are damaged or destroyed.

Requirement for Archaeological Investigation

- 4.1 Assessment of the available archaeological evidence indicates that the area affected by the development can be adequately recorded by continuous archaeological monitoring and recording during all groundworks.
- 4.2 Any ground works (including engineering test pits), and also the upcast soil, are to be closely monitored during and after excavation by the archaeological contractor (and subject to metal-detecting survey) in order to ensure no damage occurs any heritage assets. Adequate time is to be allowed for cleaning of the archaeological horizon (where encountered), archaeological recording of archaeological deposits during excavation, and of soil sections following excavation.
- 4.3 The archaeological investigation should provide a record of archaeological deposits which are damaged or removed by any development [including services and landscaping] permitted by the current planning consent. Opportunity must be given to the archaeological contractor to hand excavate and record any archaeological features which appear during earth moving operations.
- 4.4 All archaeological features exposed must be planned at a scale of 1:20 or 1:50 on a plan showing the proposed layout of the development, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded.
- 4.5 A photographic record of the work is to be made of any archaeological features, consisting of both monochrome photographs and colour transparencies/high resolution digital images.
- 4.6 All contexts must be numbered and finds recorded by context. All levels should relate to Ordnance Datum.
- 4.7 Archaeological contexts should, where possible, be sampled for palaeo-environmental remains. Best practice should allow for sampling of interpretable and datable archaeological deposits and provision should be made for this.
- 4.8 All finds will be collected and processed (unless variations in this principle are agreed with SCCAS/CT during the course of the monitoring).
- 4.9 The data recording methods and conventions used must be consistent with, and approved by, the County Historic Environment Record.
- 4.10 The method and form of development should be also monitored to ensure that it conforms to previously agreed locations and techniques upon which this brief is based. In the case of inclement weather conditions during groundworks, causing deep rutting which could lead to damage of underlying archaeological remains (otherwise protected and preserved *in situ*) the archaeological strategy may need to be reviewed and revised to full excavation. In this case, SCCAS/CT must be informed immediately.

- 4.11 If unexpected remains are encountered SCCAS/CT must be informed immediately. Amendments to this brief may be required to ensure adequate provision for archaeological recording.

Arrangements for Archaeological Investigation

- 5.1 The composition of the archaeological contractor's staff must be detailed and agreed by SCCAS/CT, including any subcontractors/specialists. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.
- 5.2 All arrangements for the monitoring of the site, the timing of the work and access to the site, are to be defined and negotiated by the archaeological contractor with the commissioning body.
- 5.3 The project manager must also carry out a risk assessment and ensure that all potential risks are minimised, before commencing the fieldwork. The responsibility for identifying any constraints on fieldwork (e.g. designated status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites and other ecological considerations rests with the commissioning body and its archaeological contractor.
- 5.4 The archaeological contractor will give SCCAS ten working days notice of the commencement of ground works on the site. The contractor should update SCCAS on the nature of archaeological remains during the site works, particularly to arrange any visits by SCCAS that may be necessary. The method and form of development will also be monitored to ensure that it conforms to agreed locations and techniques in the WSI.

Reporting and Archival Requirements

- 6.1 The project manager must consult the Suffolk HER Officer to obtain a parish code for the work. This number will be unique for each project and must be used on site and for all documentation and archives relating to the project.
- 6.2 An archive of all records and finds is to be prepared and must be adequate to perform the function of a final archive for deposition in the Archaeological Service's Store or in a suitable museum in Suffolk.
- 6.3 It is expected that the landowner will deposit the full site archive, and transfer title to, the Archaeological Service or the designated Suffolk museum, and this should be agreed before the fieldwork commences. The intended depository should be stated in the WSI, for approval.
- 6.4 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation (including the digital archive), and regarding any specific cost implications of deposition.
- 6.5 A report on the fieldwork and archive must be provided. Its conclusions must include a clear statement of the archaeological value of the results, and their significance. The results should be related to the relevant known archaeological information held in the Suffolk HER, and an HER search should be commissioned. In any instances where it is felt that an HER search is unnecessary, this must be discussed and agreed with the relevant Case Officer.

- 6.6 An opinion as to the necessity for further work and its scope may be given, although the final decision lies with SCCAS/CT.
- 6.7 Following approval of the report by SCCAS/CT, a single copy of the report should be presented to the Suffolk HER as well as a digital copy of the approved report.
- 6.8 All parts of the OASIS online form <http://ads.ahds.ac.uk/project/oasis/> must be completed and a copy must be included in the final report and also with the site archive. A digital copy of the report should be uploaded to the OASIS website.
- 6.9 Where positive results are drawn from a project, a summary report must be prepared for the *Proceedings of the Suffolk Institute of Archaeology and History*.
- 6.10 This brief remains valid for 12 months. If work is not carried out in full within that time this document will lapse; the brief may need to be revised and re-issued to take account of new discoveries, changes in policy and techniques.

Standards and Guidance

Detailed standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003.

The Chartered Institute for Archaeologists' *Standard and Guidance for an archaeological watching brief* (revised 2014) should be used for additional guidance in the execution of the project and in drawing up the report.

Notes

The Chartered Institute for Archaeologists maintains a list of registered archaeological contractors (www.archaeologists.net or 0118 378 6446). There are a number of archaeological contractors that regularly undertake work in the County and SCCAS will provide advice on request. SCCAS/CT does not give advice on the costs of archaeological projects.

The Historic Environment Records Data available on the Heritage Gateway and Suffolk Heritage Explorer is **NOT** suitable to be used for planning purposes and will not be accepted in lieu of a full HER search.

Any reference to HER records in any WSI's or reports should be made using the Parish Code (XXX 000) and **NOT** the MSF0000 number.

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