

Land South East of Chapel Road Old Newton Suffolk

Archaeological Watching Brief



for
Mr J. Luxford

CA Project: SU0048
CA Report: SU0048_1
OASIS ID: 362096
HER Ref: ONW 036

May 2020



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SUMMARY

Project name:	Land South East of Chapel Road
Location:	Old Newton, Suffolk
NGR:	606240 262640
Type:	Watching brief
Date:	August 2019 and May 2020
Planning reference:	DC/19/02613
OASIS ID:	362096
Location of Archive:	To be deposited with Suffolk County Council stores and the Archaeology Data Service (ADS)
Site Code:	ONW 036

In August 2019 and May 2020, Cotswold Archaeology carried out two visits as part of an archaeological watching brief during the groundworks associated with a single house plot (DC/19/02613) at Chapel Road, Old Newton, Suffolk.

The first visit in August 2019 monitored the cutting of two service trenches close to the edge of Chapel Road, near to the site entrance. No finds or features were discovered during these works. The second visit was undertaken in May 2020 where the footing trenches of the dwelling were monitored. A single, probably post-medieval possibly even modern ditch was recorded aligned north-east to south-west running parallel with Chapel Road. No finds were recovered from any deposits during this visit, but the ditch was seen cutting the subsoil layer and contained a field drain that was almost certainly contemporary with the feature.

1. INTRODUCTION

- 1.1. In the August of 2019 and May 2020, Cotswold Archaeology (CA) carried out an archaeological watching brief at Chapel Road, Old Newton, Suffolk. (centred at NGR: 606240 262640; Fig. 1). This watching brief was commissioned by Mr J. Luxford.
- 1.2. Mid Suffolk Borough Council has granted planning permission for residential development of the site (ref: DC/19/02613). A condition on this planning permission required the implementation of a programme of archaeological work in accordance with an approved WSI (Appendix C).
- 1.3. The scope of this watching brief was defined by a Brief (dated 02/08/2019) produced by the archaeological adviser to the Local Planning Authority (LPA), Hannah Cutler of Suffolk County Council Archaeological Service (SCCAS). The watching brief was carried out in accordance with a Written Scheme of Investigation (WSI) prepared by CA (2020) and approved by the Curator team at SCCAS.
- 1.4. The watching brief was also in line with Standard and guidance: Archaeological watching brief (ClfA 2014), the SCCAS Requirements for Trenched Archaeological Evaluation (SCCAS 2019), 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).

The site

- 1.5. The development area is approximately 0.28ha, and comprises a pasture/scrub field, enclosed by mature trees/hedging, on the eastern side of Chapel Road and on the northern edge of the smaller of two settlement cores that form the village, based around the parish church and Nether Hall. The single plot monitored was located at the north end of the development area. The site is broadly flat, at a height of c.53m above Ordnance Datum, but lies on a broad west facing slope which overlooks a tributary drain located 300m to the west which discharges southwards into the River Gipping which lies 1.2km to the south. The site geology consists of superficial deposits of Lowestoft Formation diamicton overlying bedrock of Crag Group sand (BGS 2019).

2. ARCHAEOLOGICAL BACKGROUND

2.1. The Brief states that:

This site lies in an area of archaeological potential recorded on the County Historic Environment Record, near the medieval church of St Mary (ONW 009 and the site of the medieval Nether Hall moated enclosure (ONW 006). 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. An archaeological evaluation was undertaken on land off Chapel Road, Old Newton in June 2018 (ONW 036). Archaeological remains relating to medieval (13th century) occupation were encountered, consisting of a single pit, a small gully terminus and a large possible linear feature, relating to a spread of material across much of Trench 1 (possibly a manured/dumped deposit extending into a field boundary) (Cass 2018).

2.3. The site is depicted on the First Edition Ordnance Survey of 1885 (Old Maps 2019) as being in open farmland, occupying the south-western corner of a single large field which extends east to Sandford Road. At this time the site lay opposite a small isolated row of cottages but is otherwise separated from the historic settlement core between the parish church of St. Mary (270m to the southwest) and Nether Hall (170m west of the site).

2.4. A search of the Suffolk Historic Environment Record was commissioned (Search Ref. 9213900) for an area extending 1.5km from the centre of the site as part of the earlier archaeological evaluation (Cass 2018).

2.5. Occasional findspots of material of prehistoric, Roman, Anglo-Saxon and medieval date are recorded, but the bulk of the entries are related to areas defined as Ancient Woodland and to a range of medieval or post-medieval structures and moated enclosures. An undated penannular ring ditch (ONW 015) lies 650m to the south-west and there is a record of undated human remains (ONW 007) being found 1.2km to the south.

2.6. The search demonstrated that little archaeological work had been undertaken within the parish prior to the aforementioned evaluation (Cass 2018), limited to an

archaeological monitoring undertaken at the school to the south in 2014 and an evaluation undertaken in 2005 at Cross Green off Church Road to the west of the site. Neither produced significant archaeological remains.

3. AIMS AND OBJECTIVES

3.1. The objectives of the archaeological works defined within the WSI 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.

3.2. If significant archaeological remains had been identified, reference would have been made to the Regional Research Framework for the Eastern Counties (Brown and Glazebrook 2000, Medlycott 2011), so that the remains could, if possible, be placed within their local and regional context.

4. METHODOLOGY

4.1. The watching brief entailed the observation by a competent archaeologist of all intrusive groundworks associated with the proposed development. These works included the machine excavation of foundation and service trenches (Fig. 2).

4.2. Archaeological features/deposits were investigated, planned and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. Records were maintained in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. All registers used a continuous numbering system, continuing from the previous evaluation numbers.

4.3. No deposits were identified that required sampling.

4.4. CA will make arrangements with the recipient museum (the SCC store) for the deposition of the project archive. A digital archive will also be prepared and deposited with the Archaeology Data Service (ADS).

-
- 4.5. A summary of information from this project, as set out in Appendix B, has been 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. Detailed summaries of the recorded contexts are given in Appendix A including the evaluation contexts. Details of the relative heights of the principal deposits and features expressed as metres Above Ordnance Datum (m AOD) are shown on the section figures.
- 5.2. The natural geological substrate comprised two deposits. The top deposit was a weathered firm orange grey clay with occasional chalk flecks and recorded at an average depth of 0.6m below present ground level (bpgl). A basal layer comprised a mid-grey compact clay with frequent chalk flecks and lumps and occasional large flint inclusions and was revealed at an average depth of 1.2m below present ground level (bpgl). The top geological substrate was overlain by a thin mid orange brown firm silty clay subsoil with occasional chalk flecks (0021), averaging 0.14m in thickness, which was sealed in turn by 0.5 - 0.7m of a mid-grey brown firm clayey silt topsoil with occasional small flint inclusions and chalk flecks (0020).
- 5.3. The previous evaluation stage (Cass 2018) identified a single ditch aligned north-west to south-east, a possible gully terminus aligned north-east to south-west and a pit, all located within Trench 1, which was excavated over the original northern house plot location. The features contained finds dating to the medieval period (11th - 14th Century).
- 5.4. Two separate visits were conducted for the watching brief stage. The first in August 2019 which monitored the excavation of service trenches and a service box located near the site access. The second visit monitored the excavation of the footing trenches for the property.

Services trenches and box (Fig. 2)

- 5.5. Three service trenches and a small excavated box were monitored during excavations located on the western edge of the site, close to the proposed access route. The service trenches measured 11m, 9m and 5m in length and 0.5m in width

and the excavated box was 1.5m square. The depth of excavations reached a maximum of 0.7m below the current ground surface.

- 5.6. The geological substrate was only partially seen within the southern service trench, the remaining areas were excavated within the topsoil levels.
- 5.7. No archaeological features or finds were recovered during the visit, mostly due to the majority of the services not impacting below the deep topsoil deposits on site.

House footings (Fig. 2)

- 5.8. The original position of the proposed dwelling was changed and approved during the project through the planning process. The location of the house footprint was moved north and no longer overlapped Trench 1 from the earlier evaluation (Fig. 2).
- 5.9. The observed footings were excavated to variable depths from 1.5m to 2.1m and were 0.8m in width. Due to the depth of the footing trenches they were not accessed and were recorded from the surface. Figure 2 shows the footing trenches which were monitored and, after agreement with Matthew Baker (SCCAS), the eastern footing which was not seen.
- 5.10. One feature, a north-north-east to south-south-west orientated ditch (0022) was observed in three separate footing runs (Fig. 2). It measured 1.6m in width, 0.54m in depth and contained a single fill, a mid-grey brown firm silty clay with occasional small flint inclusions and chalk flecks (Fig.3). No finds were recovered. The ditch was seen cutting subsoil 0021 and contained a ceramic field drain at its base. The field drain was not seen cutting ditch fill 0023 and is likely to have been broadly contemporary with the infilling of the feature.

6. DISCUSSION

- 6.1. The monitoring visits revealed a single additional ditch within the house footing trenches which was not identified during the evaluation. Although no dating evidence was recovered from the feature it is likely to be post-medieval in date. The evidence for this primarily the fact that it clearly cut the subsoil deposit and also contained a field drain at the base. The features identified within the evaluation (Cass 2018) revealed limited medieval activity within one of the two trenches. It is likely that the medieval ditch recorded during the evaluation was part of a larger

field system which continued out of the development area to the east but did not return within the monitored or evaluated areas.

7. CA PROJECT TEAM

7.1. Fieldwork was undertaken by Mark Sommers and Michael Green. This report was written by Michael Green. The report illustrations were prepared by Ryan Wilson. The project archive has been compiled by Michael Green, and prepared for deposition by Ruth Beveridge. The project was managed for CA by Stuart Boulter who also edited the report.

8. REFERENCES

British Geological Survey (BGS) 2019 *Geology of Britain Viewer*

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Brown, N and Glazebrook, J. (Eds), 2000, *Research and Archaeology: a Framework for the Eastern Counties, 2. Research Agenda and Strategy*. East Anglian Archaeology Occasional Paper No. 8

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Old Maps: <https://www.old-maps.co.uk> Accessed 02/08/2019

APPENDIX A: CONTEXT DESCRIPTIONS

Context Number	Feature Number	Feature Type	Trench	Category	Description	Interpretation	Length	Width	Depth	Period
0001	0001		1	Deposit	Trench 1 topsoil, mid greyish brown firm (sun-baked and not ploughed for some time (20+years) clayey silt with occasional flints and chalk flecks. Top 0.1m is biologically active, remaining depth has not been disturbed by ploughing for some time and possibly also includes redeposited topsoil from elsewhere as the site appears to have been levelled up along the western side of the plot.	Topsoil deposit in Trench 1.			0.6m	
0002	0002		1	Deposit	Trench 1 subsoil deposit in trench 1, mid orangey brown firm silty clay with occasional small/medium flint inclusions.	Subsoil deposit seen at south-western end of trench 1.			0.30m	Medieval
0003	0003	Ditch	1	Cut	Large ditch (or possible pit feature) situated towards the southern end of Trench 1., aligned approximately NW-SE. the excavated side was a convex, moderately steep slope and the base of the feature was not reached at a depth of 1.5m below surface level. The feature was approximately 2.8m wide.	This feature is probably a large ditch, with several large sloped deposits extending into the cut feature appearing to enter from the north-eastern side, with undisturbed clean subsoil deposits seen to the southwestern side of the ditch. This may reflect an old field boundary with different land-use on either side of the ditch.	1.7	2.8m	1.5m	
0004	0003	Ditch	1	Fill	Dark brownish grey firm silty clay with frequent charcoal flecks, intermittent burnt clay/CBM flecking and fragments and moderate small angular flints with clear horizons with both deposits above and below. It was not fully excavated.	Deliberate backfill/dumping deposit extending out of the cut feature towards the north (visible in the side of the trench as a thinning layer along the entire length of the trench). Charcoal flecking and fired clay/CBM suggest this material may have originated in domestic hearth debris or possibly kiln waste.	>1.7m	>1.2m	0.55	Medieval
0005	0005		2	Deposit	Topsoil deposit in trench 2. Mid greyish brown firm clayey silt with occasional small/medium flints and chalk flecking.	Topsoil deposit in Trench 2.			0.3	
0006	0006		2	Deposit	Subsoil deposit in Trench 2. Mid orangey brown firm/plastic silty clay with moderate small/medium flints and chalk flecks/fragments.	Subsoil deposit within Trench 2.			0.3	
0007	0007	Pit	1	Cut	Irregular ovoid pit in the centre of Trench 1, orientated approximately NE-SW with very steep sloped sides to a concave base. No intercutting features. Pit not visibly cut through any overlying deposits.	Isolated pit, containing a charcoal-flecked fill and thus potentially a hearth debris/domestic waste pit, though fired clay could indicate a different origin for the burnt material.	0.7	0.55	0.38	Medieval

Context Number	Feature Number	Feature Type	Trench	Category	Description	Interpretation	Length	Width	Depth	Period
0008	0007	Pit	1	Fill	Dark grey firm (but flaky) clayey silt with frequent chalk and charcoal flecks and fragments, with some lumps of apparent redeposited natural clays, occasional medium-small sub angular flints, CBM and/or heat-altered clay fragments. Single fill of Pit 0007.	Intentional backfill deposit within pit 0007. possible domestic hearth waste or local kiln-debris (environmental sampling may resolve this).	0.7	0.55	0.38	Medieval
0009	0009	Gully	1	Cut	Linear gully terminus, extending out of the north-eastern end of the trench. Feature survives at 0.46m wide and 0.14m deep, extending into the trench 0.35m with steep sloped concave sides to a shallow flattish base with a slight step to the north-western side at the section.	Small gully terminus of uncertain purpose.	0.35	0.46	0.14	Medieval
0010	0009	Gully	1	Fill	Dark grey silty clay with mid orangey brown silty clay flecks, frequent small charcoal fragments and flecks, occasional small chalk and CBM/heat-altered clay flecks.	Fill of Gully 0009. Probable intentional backfilling deposit at end of life of the gully.	0.35	0.46	0.14	Medieval
0011	0003	Ditch	1	Fill	Firm light greyish brown silty clay with no inclusions, this deposit is the apparent basal/primary fill within the exposed feature and appears to be a result of natural silting.	The apparent basal/primary fill of ditch 0003, probably the result of natural silting.	>1.0m	0.25	0.18	Medieval
0012	0003	Ditch	1	Deposit	Firm brownish grey silty clay with moderate charcoal flecks and fragments and small angular flints/stones. It has a clear horizon and is interpreted as the upper fill of ditch 0003.	Probable natural hollow infilling of slight depression caused by the presence of softer layers within ditch 0003 or could be intentional deposition of stiffer ground over the depression to consolidate or level up the area.	>1.0	>1.4	0.4	Medieval
0013	0003	Ditch	1	Fill	Firm light greyish brown silty clay with frequent small angular flints and stones with a clear horizon.	This deposit appears to be a natural silting event, suggesting that a slight depression formed by the softer fills of ditch 0003 settling, was left open for some time or then partially backfilled ditch was still utilised as a boundary during this period.	>1.0	>1.25	0.15	Medieval
0020		Topsoil		Layer	Topsoil in monitored area. Mid grey brown firm silty clay with occasional chalk flecks and occasional small flint inclusions.	Topsoil. No finds			0.5-0.7m	
0021		Subsoil		Layer	Subsoil in monitored area. Mid orange brown firm silty clay with occasional chalk flecks.	Subsoil. No finds			0.16	

Context Number	Feature Number	Feature Type	Trench	Category	Description	Interpretation	Length	Width	Depth	Period
0022	0022	Ditch		Cut	Linear in plan aligned NE-SW with moderately sloping concave sides and a concave base. Cuts subsoil 0021.	Ditch cut seen cutting subsoil 0021 in monitoring area of the house footings. Field drain seen at base of ditch with no visible cut in the fill. Contains single fill 0023.		1.6m	0.54m	
0023	0022	Ditch		Fill	Mid grey brown firm silty clay with occasional chalk fleck and small flint inclusion. Single fill of ditch.	Single fill of ditch. No finds. Field drain at base of fill with no visible cut.		1.6m	0.54m	

APPENDIX B: OASIS REPORT

OASIS ID: cotswold2-362096	
Project details	
Project name	Land South East of Chapel Road, Old Newton, Suffolk
Short description of the project	In August 2019 and May 2020, Cotswold Archaeology carried out two visits as part of an archaeological watching brief during the groundworks associated with a single house plot (DC/19/02613) at Chapel Road, Old Newton, Suffolk. The first visit in August 2019 monitored the cutting of two service trenches close to the edge of Chapel Road, near to the site entrance. No finds or features were discovered during these works. The second visit was undertaken in May 2020 where the footing trenches of the dwelling were monitored. A single likely post-medieval to modern ditch was discovered aligned north-east to south-west running parallel with Chapel Road. No finds were recovered from any deposits during this visit, but the ditch was seen cutting the subsoil deposits and contained a field drain that was contemporary with the feature.
Project dates	Start: 10-08-2019 End: 21-05-2020
Previous/future work	Yes / No
Any associated project reference codes	ONW 036 - HER event no.
Type of project	Recording project
Site status	None
Current Land use	Other 13 - Waste ground
Monument type	DITCH Post Medieval
Investigation type	"Watching Brief"
Prompt	Direction from Local Planning Authority - PPG16
Project location	
Country	England
Site location	SUFFOLK MID SUFFOLK OLD NEWTON WITH DAGWORTH Land South East of Chapel Road
Postcode	WA5 2NG
Study area	0.28 Hectares
Site coordinates	TM 062 626 52.222443842386 1.019249735741 52 13 20 N 001 01 09 E Point
Height OD / Depth	Min: 51m Max: 53m
Project creators	
Name of Organisation	Cotswold Archaeology
Project brief originator	Suffolk County Council Archaeological Services
Project design originator	Cotswold Archaeology (Suffolk)

Project director/manager	Stuart Boulter
Project supervisor	Michael Green
Type of sponsor/funding body	Landowner
Name of sponsor/funding body	Mr J Luxford
Project archives	
Physical Archive Exists?	No
Physical Archive recipient	Suffolk County Council Archaeological Services
Digital Archive recipient	Suffolk County Council Archaeological Services
Digital Contents	"other"
Digital Media available	"Database","GIS","Images raster / digital photography","Survey","Text"
Paper Archive recipient	Suffolk County Council Archaeological Services
Paper Contents	"other"
Paper Media available	"Context sheet","Drawing","Report","Section"
Project bibliography 1	
Publication type	Grey literature (unpublished document/manuscript)
Title	Land South East of Chapel Road Old Newton Suffolk
Author(s)/Editor(s)	Green, M
Other bibliographic details	CA Report:SU0048_1
Date	2020
Issuer or publisher	Cotswold Archaeology
Place of issue or publication	Grey lit
Description	Grey lit monitoring report
Entered by	Michael Green (Michael.Green@cotswoldarchaeology.co.uk)
Entered on	27 May 2020

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Land South East of Chapel Road Old Newton Suffolk

Written Scheme of Investigation for an Archaeological Watching Brief



for
Mr J Luxford

CA Project: SU0048
OASIS ID: 362096
HER Ref: ONW 036

August 2019



Land South East of Chapel Road Old Newton Suffolk

Written Scheme of Investigation for an Archaeological Watching Brief

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A	02/08/2019	R. Gardiner	S. Boulter	Draft	internal review	S. Boulter
B	07/08/2019	J Craven		Final	Curator Review	J 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 at Land South East of Chapel Road, Old Newton, Suffolk (centred at NGR: 606240 262640) at the request of Mr J Luxford.
- 1.2 Planning permission for residential development was granted by Mid Suffolk Borough Council (ref: DC/19/02613), conditional on a programme of archaeological work detailed in a Brief (dated 02/08/2019) produced by the archaeological adviser to the Local Planning Authority (LPA), Hannah Cutler of Suffolk County Council Archaeological Service (SCCAS).
- 1.3 This WSI has been guided in its composition by *Standard and guidance: Archaeological watching brief* (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 approximately 0.28ha, and comprises a pasture/scrub field, enclosed by mature trees/hedging, on the eastern side of Chapel Road and on the northern edge of the smaller of two settlement cores that form the village, based around the parish church and Nether Hall.
- 1.5 The site is broadly flat, at a height of c.53m above Ordnance Datum, but lies on a broad west facing slope which overlooks a tributary drain, 300m to the west, of the River Gipping which lies 1.2km to the south. The site geology consists of superficial deposits of Lowestoft Formation diamicton overlying bedrock of Crag Group sand (BGS 2019).

2. ARCHAEOLOGICAL BACKGROUND

2.1 The Brief states that:

'This site lies in an area of archaeological potential recorded on the County Historic Environment Record, near the medieval church of St Mary (ONW 009 and the site of the medieval Nether Hall moated enclosure (ONW 006). 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.

An archaeological evaluation was undertaken on land off Chapel Road, Old Newton in June 2018 (ONW 036). Archaeological remains relating to medieval (13th century) occupation were encountered, consisting of a single pit, a small gully terminus and a large possible linear feature, relating to a spread of material across much of trench 1 (possibly a manured/dumped deposit extending into a field boundary).'

- 2.2 The site is depicted on the First Edition Ordnance Survey of 1885 (Old Maps 2019) as being in open farmland, occupying the south-western corner of a single large field which extends east to Sandford Road. At this time the site lay opposite a small isolated row of cottages but is otherwise separated from the historic settlement core between the parish church of St Mary (270m to the southwest) and Nether Hall (170m west of the site).
- 2.3 A search of the Suffolk Historic Environment Record was commissioned (Search Ref. 9213900) for an area extending 1.5km from the site centre following an archaeological evaluation which took place in June 2018 (ONW 036).
- 2.4 Occasional findspots of material of prehistoric, Roman, Anglo-Saxon and medieval date are recorded, but the bulk of the entries are related to areas defined as Ancient Woodland and to a range of medieval or post-medieval structures and moated enclosures. An undated penannular ring ditch (ONW 015) lies 650m to the south-west and there is a record of undated human remains (ONW 007) being found 1.2km to the south.
- 2.5 The search demonstrated that little archaeological work had been undertaken within the parish prior to the aforementioned evaluation (ONW 036; Cass 2018), with work previously being limited to monitoring work undertaken at the school to the south in 2014 and an evaluation undertaken in 2005 at Cross Green off Church Road to the west of the site. Neither produced significant archaeological remains.

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 the Eastern Counties (Brown and Glazebrook 2000, 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.

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 Hannah Cutler 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 Upon discovery of Treasure CA will notify the client and the curator immediately. CA will comply fully with the provisions of the Treasure Act 1996 and the Code of Practice referred to therein. Findings will be reported to the coroner within 14 days.

5. STAFF AND TIMETABLE

- 5.1 This project will be under the management of Stuart Boulter, 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 Leader who will be on-site throughout the project.
- 5.3 The field team will consist of a Project Leader, 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	Ed McSloy MCIfA (CA)
Metalwork	Ed McSloy MCIfA (CA)
Flint	Jacky Sommerville PCIfA (CA)
Animal Bone	Andy Clarke (CA)/ Matty Holmes BSc MSc ACIfA (freelance)

Human Bone	Sharon Clough MCIfA (CA)
Environmental Remains	Sarah Wyles PCIfA (CA)
Conservation	Pieta Greeves BSc MSc ACR (Drakon Heritage and Conservation)
Geoarchaeology	Dr Keith Wilkinson (ARCA)
Building Recording	Peter Davenport MCIfA, FSA (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 and SCCAS 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, 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;
 - (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;

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 relevant museum guidelines.

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 an appropriate local archaeological journal. 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

- 6.7 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 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. SCCAS will be consulted at this stage concerning their requirements and notified in advance of the expected time limits for deposition of the archive.

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 Notification of the start of site works will be made to Hannah Cutler (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.

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Websites

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Old Maps: <https://www.old-maps.co.uk> Accessed 02/08/2019

APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS**Ceramics**

Neolithic/Bronze Age	Ed McSloy BA MCIFA (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) Gwladys Montell MA PhD (freelance) Dr David Williams PhD FSA (freelance)
Anglo-Saxon	Paul Blinkhorn BTEch (freelance) Dr Jane Timby BA PhD FSA MCIFA (freelance)
Medieval/post-medieval	Ed McSloy BA MCIFA (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)
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)
Metal Artefacts	Katie Marsden BSc (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)
Human Bone	Sharon Clough BA MSc MCIFA (CA)
Environmental sampling	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (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	Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Soil micromorphology	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
- AAI&S 1997. *Aspects of Illustration: Prehistoric pottery.* Association of Archaeological Illustrators and Surveyors Paper 13
- AAI&S nd *Introduction to Drawing Archaeological Pottery.* Association of Archaeological Illustrators and Surveyors, Graphic Archaeology Occasional Papers 1
- ACBMG 2004 *Draft Minimum Standards for the Recovery, Analysis and Publication of Ceramic Building Material. (third edition)* Archaeological Ceramic Building Materials Group
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- CIfA, 2014, *Standard and Guidance for Archaeological Desk-based Assessment.* Chartered Institute for Archaeologists (Reading)
- 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 2006b *Archaeomagnetic Dating*. English Heritage (Swindon)
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- EH 2008c *Research and Conservation Framework for the British Palaeolithic*. English Heritage/Prehistoric Society (Swindon)
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Resource Management
Bury Resource Centre
Hollow Road
Bury St Edmunds
Suffolk
IP32 7AY

**Brief for Continuous Archaeological Recording
AT
Land South East of Chapel Road**

PLANNING AUTHORITY: Mid Suffolk Borough Council

PLANNING APPLICATION NUMBER: DC/19/02613

HER NO. FOR THIS PROJECT: To be arranged

GRID REFERENCE: TM062626

DEVELOPMENT PROPOSAL: Housing

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

Date: 02/08/2019

Summary

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

4. ACTION REQUIRED PRIOR TO THE COMMENCEMENT OF DEVELOPMENT - ARCHAEOLOGICAL WORKS

No development shall take place on 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. 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. Timetable for the site investigation to be completed prior to development, or in such other phased arrangement, as agreed and approved in writing by the Local Planning Authority.

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. This condition is required to be agreed prior to the commencement of any development to ensure matters of archaeological importance are preserved and secured early to ensure avoidance of damage or lost due to the development and/or its construction. If agreement was sought at any later stage there is an unacceptable risk of lost and damage to archaeological and historic assets.

5. ACTION REQUIRED PRIOR TO THE FIRST OCCUPATION OF DEVELOPMENT - ARCHAEOLOGICAL WORKS

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 as may be agreed by the Local Planning Authority. Provision shall be 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.

- 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, near the medieval church of St Mary (ONW 009 and the site of the medieval Nether Hall moated enclosure (ONW 006). 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.

An archaeological evaluation was undertaken on land off Chapel Road, Old Newton in June 2018. Archaeological remains relating to medieval (13th century) occupation were encountered, consisting of a single pit, a small gully terminus and a large possible linear feature, relating to a spread of material across much of trench 1 (possibly a manured/dumped deposit extending into a field boundary).

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, 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.

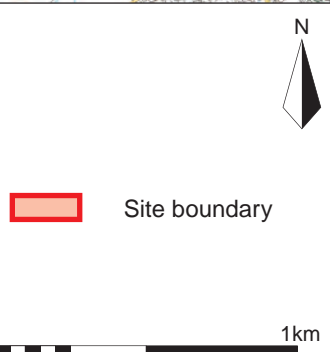
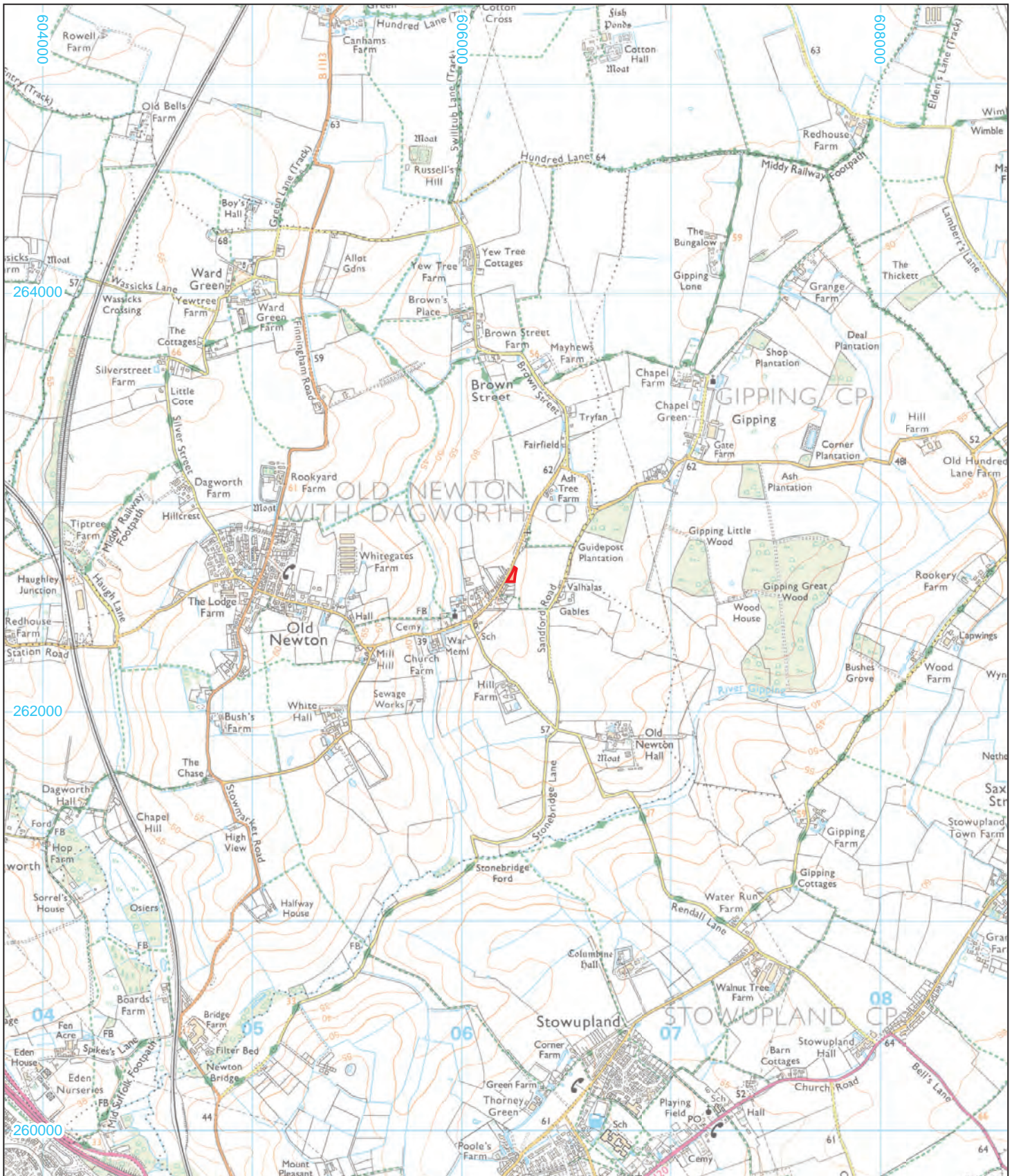
The Chartered Institute for Archaeologists' *Standard and Guidance for an archaeological watching brief* (revised 2014) should be used for additional guidance in the execution of the project and in drawing up the report.

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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PROJECT TITLE
Land South East of Chapel Road, Old Newton, Suffolk

FIGURE TITLE
Site location plan

DRAWN BY RW	PROJECT NO. SU0048	FIGURE NO.
CHECKED BY DJB	DATE 26/05/2020	
APPROVED BY MG	SCALE @A4 1:25,000	1



- Site boundary
- Watching brief area (monitored)
- Watching brief area (not monitored)
- Archaeological feature
- Section location

- Evaluation trench (SACIC 2018)
- Archaeological feature (SACIC 2018)



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PROJECT TITLE

Land South East of Chapel Road, Old Newton, Suffolk

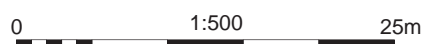
FIGURE TITLE

Plan showing the two phases of monitoring (services and footings) with previous evaluation trenches and features

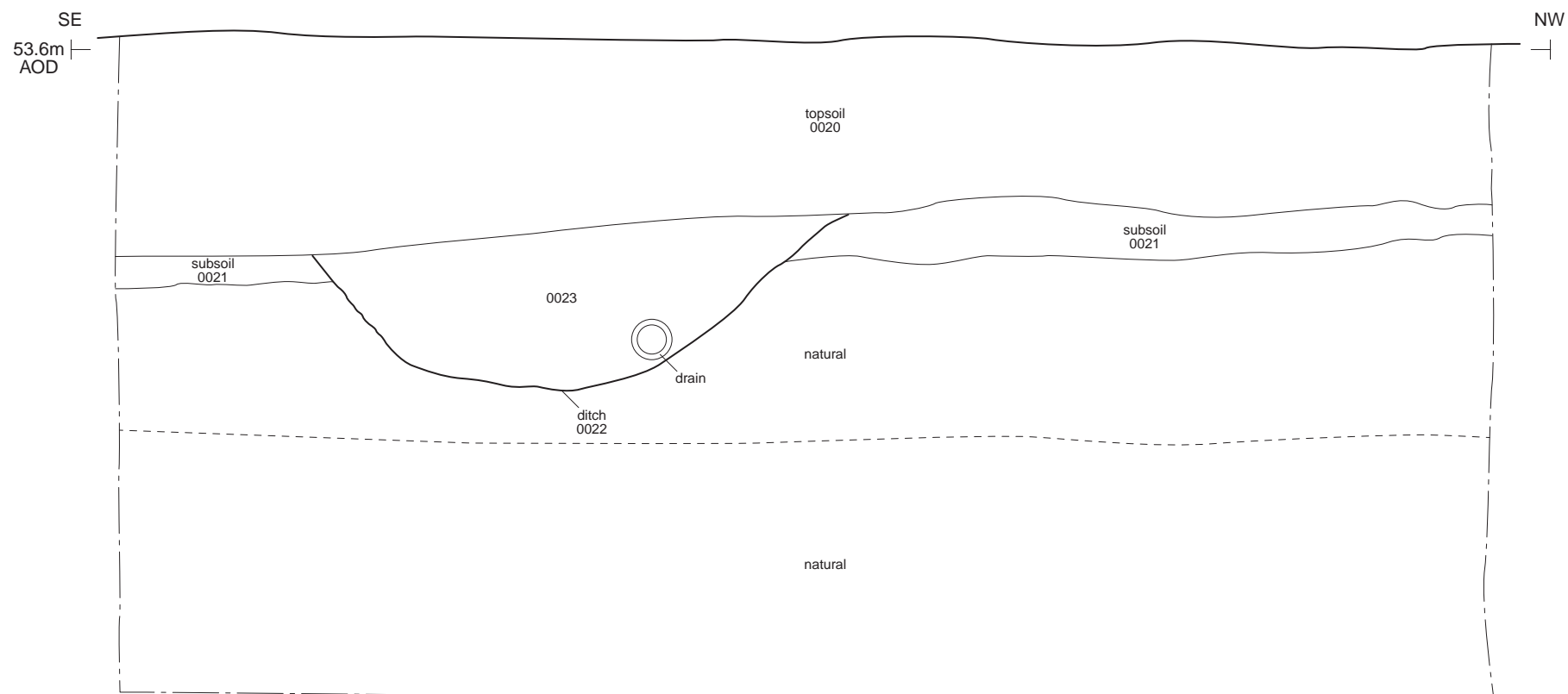
DRAWN BY RW PROJECT NO. SU0048
 CHECKED BY DJB DATE 26/05/2020
 APPROVED BY MG SCALE@A4 1:500, 1:250

FIGURE NO.

2



Section AA



Ditch 0022 showing field drain, looking south (1m scale)

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PROJECT TITLE
 Land South East of Chapel Road, Old
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FIGURE TITLE
 Footing trench: section and
 photograph

DRAWN BY	RW	PROJECT NO.	SU0048	FIGURE NO.
CHECKED BY	DJB	DATE	26/05/2020	3
APPROVED BY	MG	SCALE@A3	1:20	



Service trench (north-east portion), looking north-west (2m scale)



All monitored footing trenches, looking south-east (1m scale)



Service trenches being excavated, looking west


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PROJECT TITLE
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FIGURE TITLE
 Site photographs

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