

# St Mary's Church, Flowton, Suffolk

## *Archaeological Watching Brief*



for  
KLH Architects

on behalf of  
Flowton PCC

CA Project: SU0081  
CA Report: SU0081\_1  
HER Ref: FLW 001

December 2019



# St Mary's Church, Flowton, Suffolk

## Archaeological Watching Brief

CA Project: SU0081  
CA Report: SU0081\_1



Document Control Grid						
Revision	Date	Author	Checked by	Status	Reasons for revision	Approved by
A	04/12/19	Michael Green		Internal review		

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- Appendix B: Oasis report form
- Appendix C: WSI



## SUMMARY

**Project Name:** St Mary's Church, Flowton, Suffolk  
**Location:** Flowton, Suffolk  
**NGR:** 608189 246861  
**Type:** Watching Brief  
**Date:** 15-25 November 2019  
**Planning Reference:** DC/19/01070  
**Location of Archive:** To be deposited with county store  
**Site Code:** FLW 001

An archaeological watching brief was undertaken by Cotswold Archaeology during groundworks associated with the development of a small extension for a kitchen and toilet facility on the north side of Flowton church. This work was conducted following a previous evaluation phase (CA 2018) which discovered deep deposits of made ground and rubble.

The monitoring of the groundworks revealed that the deep deposit of made ground containing post-medieval and modern rubble, thought to be deposited during later works on the church, was present throughout the development area. The north wall foundations were also observed and recorded during the monitoring visits. No articulated or disarticulated human remains were encountered during the works within the current northern area of the graveyard.

## 1. INTRODUCTION

1.1 In November 2019 Cotswold Archaeology (CA) carried out an archaeological watching brief for KLH Architects on behalf of Flowton PCC at Flowton Church (centred at NGR: 608189 246861; Fig. 1) following a previous evaluation phase (CA 2018). The watching brief was undertaken to fulfil a condition attached to a planning consent for a small extension to the church including a kitchen and a single toilet (Planning ref: DC/19/01070).

1.2 The watching brief was carried out in accordance with the formal recommendation for the condition made by the archaeological adviser to the local planning authority, Abby Antrobus of Suffolk County Council Archaeological Service (SCCAS). Similar advice on the Faculty application was provided by Diocesan Archaeological Advisor, Bob Carr. A subsequent detailed *Written Scheme of Investigation* (WSI) produced by CA (2019) and approved by the LPA acting on the advice of Abby Antrobus. The fieldwork also followed *Standard and guidance: Archaeological watching brief* (ClfA 2014) the county standards and 'Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England, Second Edition' (APABE 2017).

### ***The site***

1.3 The site is located on the north side of the parish of Flowton (Fig.1) at a height of approximately 50m above Ordnance Datum.

1.4 The small extension footprint covers an area of 0.07 hectares adjacent to the north wall of the Church. The land is currently part of the northern extent of the current graveyard.

1.5 The site geology is recorded by the British Geological Survey (<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>) as Thanet Formation and Lambeth Group (undifferentiated) - Clay, Silt and Sand. Sedimentary Bedrock formed approximately 48 to 66 million years ago in the Palaeogene Period, overlain by superficial deposits of Lowestoft Formation - Diamicton. Superficial Deposits formed up to 2 million years ago in the Quaternary Period.

## 2. ARCHAEOLOGICAL BACKGROUND

2.1 The structure of St. Mary's church mostly dates to the early c.14th century, with alterations dating to the later 14th century. Of particular note is the tower, which has a moulded south doorway and quatrefoil ringed chamber windows on all four faces. Flanking the tower's main c.14th century west window are two late 14th or 15th century image niches, which still contain the pedestal stools (BLB, 2018). The church underwent a number of alterations in the 18th century, including the demolition of the tower top (c.1747) and the construction of a pyramidal roof behind a brick parapet in its place. The roof of the nave has also been lowered. The proposed extension will utilise the north door, which is currently boarded up, and will enclose an exterior wall buttress, which features a piece of graffiti. This consists of a date, '1778' carved onto one of the bricks of the buttress.

The previous evaluation phase consisted of two hand excavated test pits measuring 1m square within the development area. The test pits revealed deposits of made ground and rubble measuring over 1m in depth which contained post-medieval and modern material.

## 3. AIMS AND OBJECTIVES

3.1 The objectives of the archaeological works 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;
- to identify the depth of any burials which maybe present within the development area and exhume and record these if they are too shallow to preserve *in-situ*.
- 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 fieldwork followed the methodology set out within the WSI (CA 2019, Appendix C). An archaeologist was present during intrusive groundworks including the excavation of a new water pipe, excavations of footings and pads and reduction and levelling of the development area (Fig. 2).
- 4.2 Where archaeological deposits were encountered written, graphic and photographic records were compiled in accordance with CA Technical Manual 1: *Fieldwork Recording Manual*.
- 4.3 The archive from the works are currently held by CA at their offices in Needham Market, Suffolk. Subject to the agreement of the legal landowner the site archive will be deposited with Suffolk County Council under the site code FLW 001. A summary of information from this project, set out within Appendix B, will be entered onto the OASIS online database of archaeological projects in Britain.

## 5. RESULTS (FIGS 2-4)

- 5.1 Four monitoring visits were conducted on the 15th, 18th 21st and 25th of November 2019. The visits observed all ground impacting work including the two-stage excavation of a new pipe trench, the levelling on the development area and foundation trenching. The natural geological substrate consisting of compact grey and orange chalk-flecked clay was revealed at an average depth of 1m below present ground level. This was overlain by a made ground deposit 0011 averaging 0.7m in thickness, which was in turn sealed by 0.2-0.3m of mid brown topsoil 0010.

### Pipe Trench (Fig. 2)

- 5.2 The excavation of a new pipe trench was monitored on two separate visits on the 15th and 25th of November 2019. Approximately 20m of trench was excavated measuring 1m in width and 0.9m in depth. The trenching was aligned north to south running parallel with the tower at the west end of the church, before turning to an east to west alignment joining to the new development area. A depth of 0.3m of topsoil (0010) was observed overlying a maximum depth of 0.65m of made ground (0011) which lay directly above the natural geology. Made ground 0011 was a mixed light pale-yellow brown firm clay with occasional chalk flecks, the layer in this location contained very

occasional post-medieval tile and post-medieval to modern glass pieces. No archaeological features or human remains were encountered.

### **Levelling (Fig. 2)**

- 5.3 The development area was levelled on the 18th of November. This involved 0.6m of material being removed from the northern edge and 0.2m from the southern edge next to the church wall. Most of the material removed was topsoil 0010 but on the northerly most edge c.0.3m of made ground 0011 was also removed. The made ground in the development area contained a much higher proportion of rubble, tile and brick than was observed within the pipe trench. This was also seen within the evaluation phase.

### **Footing trenches (Fig. 2-3)**

- 5.4 Footing trenches and pads were excavated on the 18th and 21st of November 2019. All footings were excavated to a depth of 1.2m from the levelled surface. Footing pads were excavated either side of the retained buttress which contained a piece of graffiti which consists of a date, '1778' carved onto one of the bricks (CA 2018). Two L shaped foundations were also excavated from the existing church wall. No archaeological feature of human remains were encountered during these works.

Made ground 0011 was observed throughout the development area. It measured a maximum depth of 0.8m below the current topsoil and lay directly above the geological natural. As identified within the evaluation phase the made ground in this area contained a large amount of rubble, tile and brick within the same pale-yellow brown firm clay matrix seen within the pipe trench.

Where the foundation trenches were excavated to join the existing church the foundations for the northern wall were revealed. A clear foundation trench cut was not seen as the upper 0.8m was disturbed and possibly truncated by the later activity associated with made ground 0011. However, the basal 0.3m of the 1.1m deep foundation cut was visible, which was linear in plan with steep concave sides and a flat base. The fill (0012) within the foundation trench was layered with twelve separate layers of consecutive orange sand and gravel and pale grey compact clay. A mixed layer (0014) was seen below the mortared wall and foundation layers and consisted of loose large flint and mortar pieces.



## 6. THE FINDS

- 6.1 Seven large pieces of medieval brown glazed peg tile were recovered as a sample of the demolition material present within made ground layer 0011. The tile had a fully reduced core and dated to the 13th to 15th century. This was recovered alongside numerous pieces unglazed post-medieval peg tile and brick which was not retained. Post-medieval glass was also recovered from this layer along with additional glazed tile within the evaluation phase, which has been retained. Therefore, the tile recovered during the monitoring phase has been discarded.

## 7. DISCUSSION

- 7.1 Due to the location of the development area within the existing church yard it was expected that articulated or disarticulated human remains could be encountered. This was not the case and the entire development area including the pipe trench was seen to be disturbed with a made ground layer present above the likely truncated natural geological level. Due to the rubble, tile and brick present within the made ground layer this disturbance likely occurred in the 18th to 19th century and maybe connected with Church refurbishments and the additions of the later buttresses. This has already previously been reported upon within the evaluation report (CA 2018).

The only finding of note was the disturbed layered foundation for the northern wall of the church. These types of layered foundations are typical of Medieval constructions, the depth of 1.1m is also typical for supporting a wall of the height of the church.

## 8. CA PROJECT TEAM

Fieldwork was undertaken by Michael Green and Linzi Everett. The report was written by Michael Green. The illustrations were prepared by Ryan Wilson. The archive has been compiled by Michael Green, and prepared for deposition by Ruth Beveridge. The project was managed for CA by Stuart Boulter.

## 9. REFERENCES

CA (Cotswold Archaeology) 2019 *St Mary's Church, Flowton, Suffolk: Written Scheme of Investigation for an Archaeological Watching Brief*

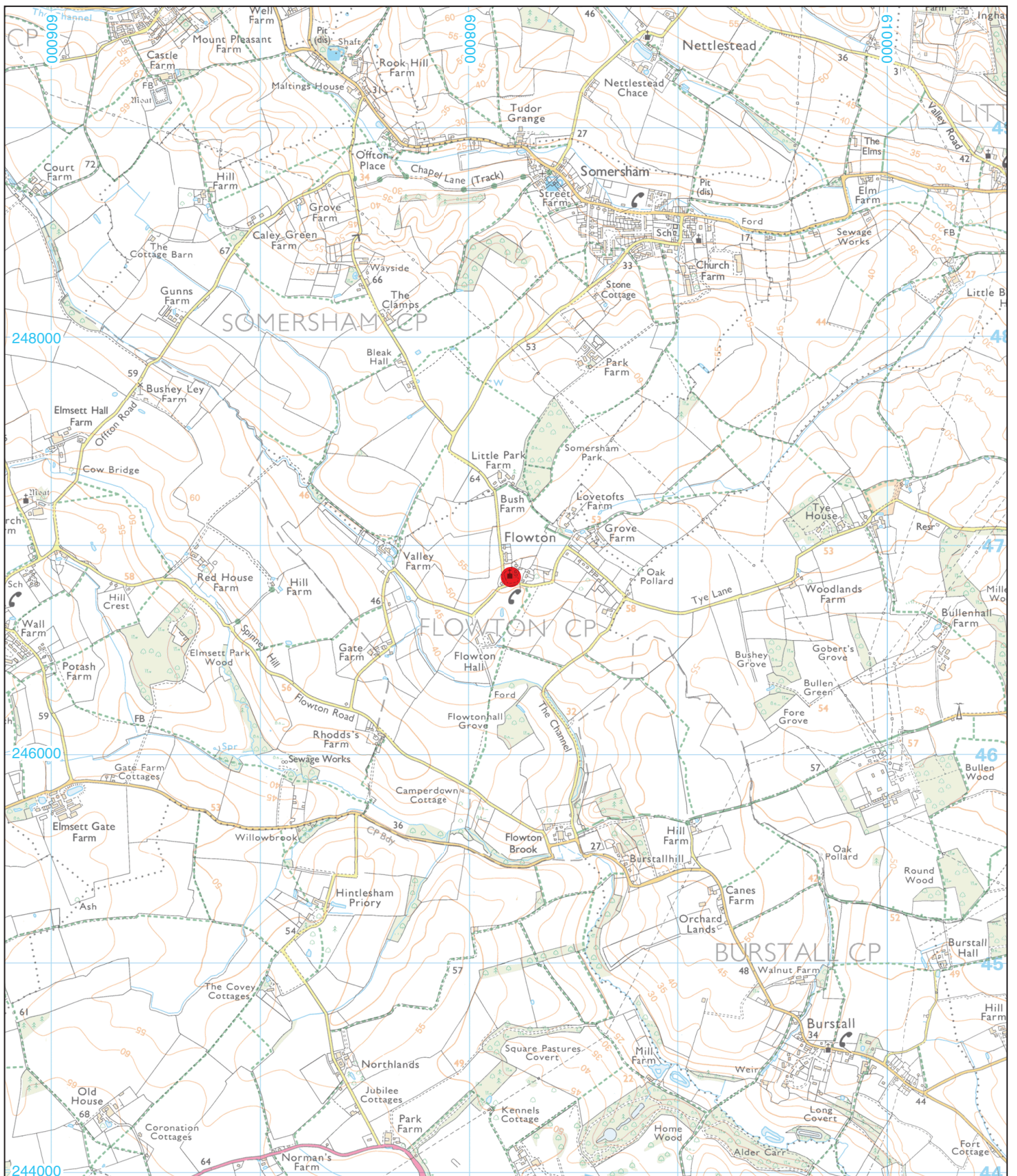
CA (Cotswold Archaeology, as Suffolk Archaeology) 2018 *St Mary's Church, Flowton, Suffolk: Archaeological Evaluation Report, SA Report No. 2018/079*

BGS (British Geological Survey) 2015 *Geology of Britain Viewer*  
<http://mapapps.bgs.ac.uk/geologyofbritain/home.html> Accessed 4 December 2019

Brickley, M. and McKinley, J., 2004 *Guidelines to the Standards for Recording Human Remains*, Reading, IFA / BABAO

DRAFT





Andover 01264 347630  
 Cirencester 01285 771022  
 Exeter 01392 573970  
 Milton Keynes 01908 564660  
 Suffolk 01449 900120  
[www.cotswoldarchaeology.co.uk](http://www.cotswoldarchaeology.co.uk)  
[enquiries@cotswoldarchaeology.co.uk](mailto:enquiries@cotswoldarchaeology.co.uk)

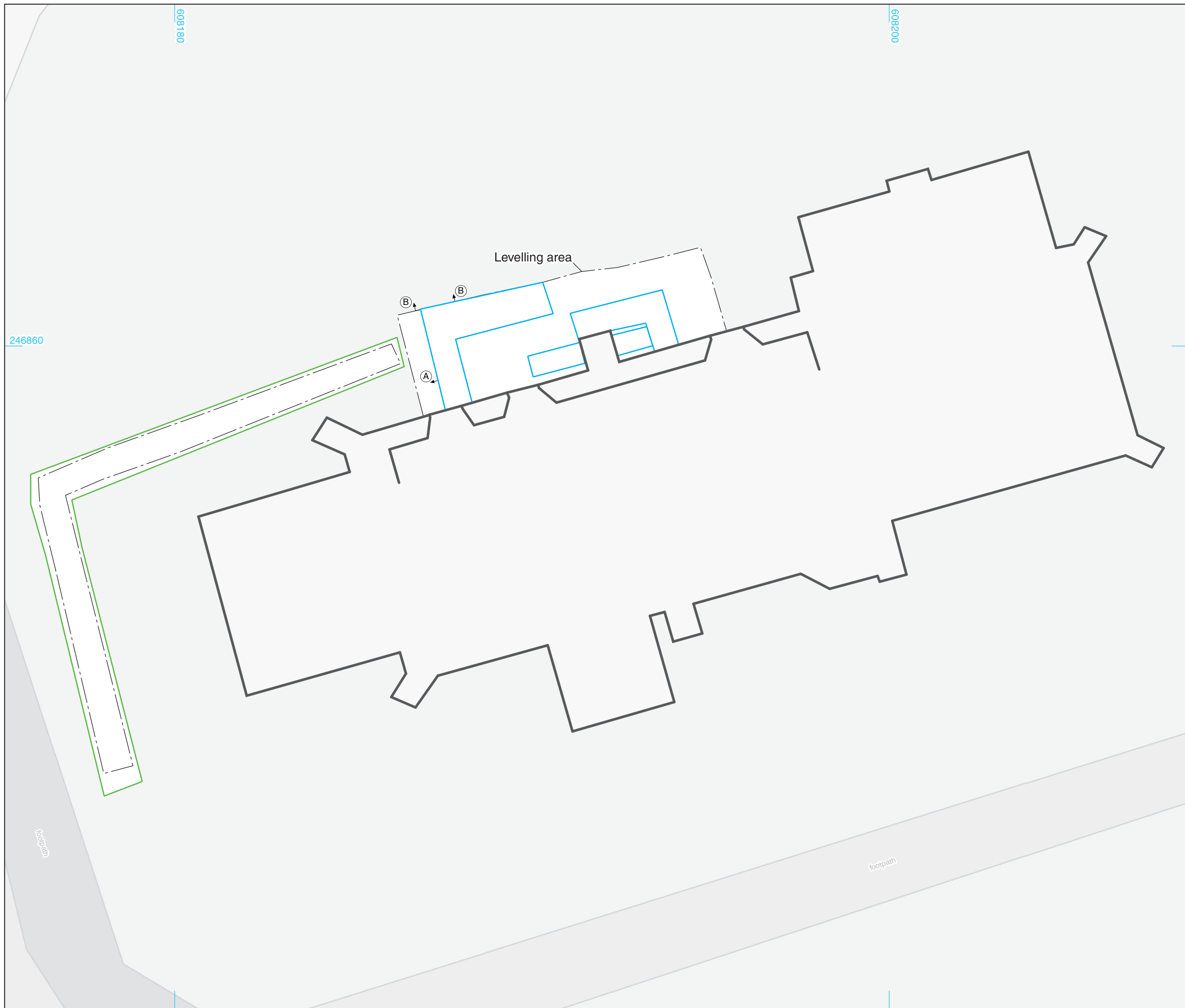
**PROJECT TITLE**  
St Mary's Church, Flowton, Suffolk






**FIGURE TITLE**  
Site location plan



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Ordnance Survey 0100031673

<b>DRAWN BY</b> RW	<b>PROJECT NO.</b> SU0081	<b>FIGURE NO.</b>
<b>CHECKED BY</b> DJB	<b>DATE</b> 05/12/2019	<b>1</b>
<b>APPROVED BY</b> MS	<b>SCALE@A4</b> 1:25,000	



-  Church exterior
-  Pipe trench
-  Foundation trench
-  Excavation limit (bottom)
-  Section line



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 Cotswold Archaeology

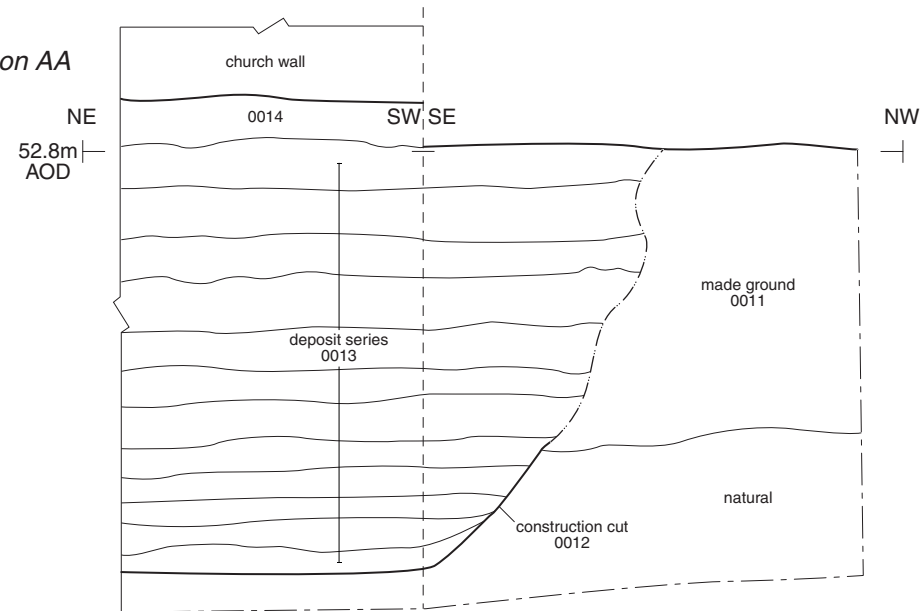
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 Exeter 01392 573970  
 Milton Keynes 01908 564660  
 Suffolk 01449 900120  
 www.cotswoldarchaeology.co.uk  
 enquiries@cotswoldarchaeology.co.uk

**PROJECT TITLE**  
 St Mary's Church, Flowton, Suffolk

**FIGURE TITLE**  
 Site plan with monitoring area

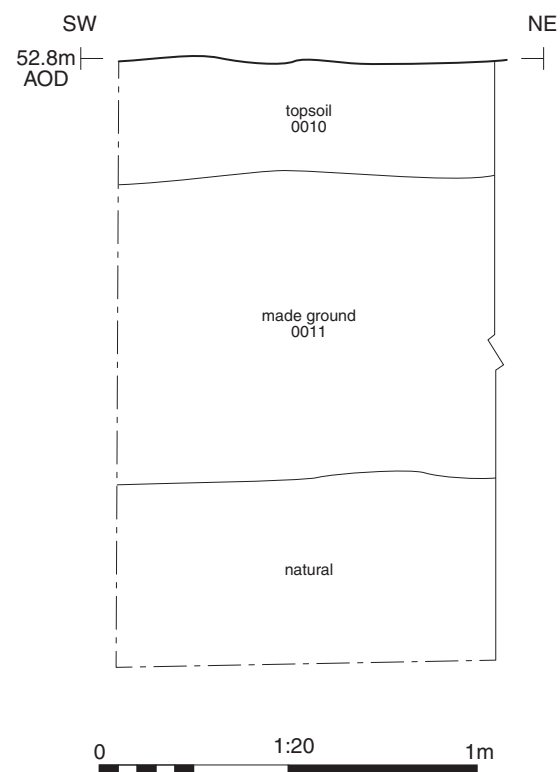
DRAWN BY	RW	PROJECT NO.	SU0081	FIGURE NO.
CHECKED BY	DJB	DATE	05/12/2019	2
APPROVED BY	MS	SCALE@A3	1:100	

Section AA



Construction cut 0012, looking south-west (1m scale)

Section BB



Foundation trench representative section, looking north-west (1m scale)

**Cotswold Archaeology**  
 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  
 St Mary's Church, Flowton, Suffolk

FIGURE TITLE  
 Foundation trench: sections and photographs

DRAWN BY RW PROJECT NO. SU0081 FIGURE NO.  
 CHECKED BY DJB DATE 05/12/2019  
 APPROVED BY MS SCALE@A3 1:20 3



Pipe trench, looking north-east (1m scale)



Levelling area, looking south-west (1m scale)



Foundation trench excavations, looking north-east (1m scale)

[Andover 01264 347630](tel:01264347630)  
[Cirencester 01285 771022](tel:01285771022)  
[Exeter 01392 573970](tel:01392573970)  
[Milton Keynes 01908 564660](tel:01908564660)  
[Suffolk 01449 900120](tel:01449900120)  
[www.cotswoldarchaeology.co.uk](http://www.cotswoldarchaeology.co.uk)  
[enquiries@cotswoldarchaeology.co.uk](mailto:enquiries@cotswoldarchaeology.co.uk)

PROJECT TITLE  
 St Mary's Church, Flowton, Suffolk

FIGURE TITLE  
 Photographs

DRAWN BY	RW	PROJECT NO.	SU0081	FIGURE NO.
CHECKED BY	DJB	DATE	05/12/2019	
APPROVED BY	MS	SCALE@A3	NA	<b>4</b>

## APPENDIX A: CONTEXT DESCRIPTIONS

Context No.	Type	Fill of	Context interpretation	Description	L (m)	W (m)	Depth /thickness (m)	Spot-date
0010	Layer		Topsoil	Mid brown sandy loam, as 0005 in evaluation	-	-	0.3	Mod
0011	Layer		Made ground	Pale yellow brown firm clay with occasional chalk fleck and varying amounts of CBM and demolition material.	-	-	0.65	P-med
0012	Cut		Foundation trench	Linear in plan, aligned east-west with steep concave sides and a flat base	-	-	1.1	Med
0013	Fill	0012	Layered foundation	6 layers of firm pale grey chalk flecked clay and 6 layers of orange sand and gravel	-	-	1.1	Med
0014	Layer		Foundation layer	Loose large flint nodules and mortar	-	-	0.1	Med

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**APPENDIX B: OASIS REPORT FORM**

OASIS ID: cotswold2-372249

**Project details**

Project name	FLW 001 St Mary's Church, Flowton
Short description of the project	Monitoring of groundworks associated with an extension to the north elevation of St Mary's Church
Project dates	Start: 15-11-2019 End: 25-11-2019
Previous/future work	Yes / No
Any associated project reference codes	FLW 001 - HER event no.
Any associated project reference codes	DC/19/01070 - Planning Application No.
Type of project	Recording project
Site status	Listed Building
Current Land use	Other 4 - Churchyard
Monument type	MADE GROUND Post Medieval
Significant Finds	TILE Post Medieval
Investigation type	"Watching Brief"
Prompt	National Planning Policy Framework - NPPF

**Project location**

Country	England
Site location	SUFFOLK MID SUFFOLK FLOWTON FLW 001 St Mary's Church
Postcode	IP8 4LL
Study area	750 Square metres
Site coordinates	TM 0819 4686 52.080366450401 1.038697620862 52 04 49 N 001 02 19 E Point
Height OD / Depth	Min: 50m Max: 51m

**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	Diocese
Name of sponsor/funding body	KLH Architects

**Project archives**



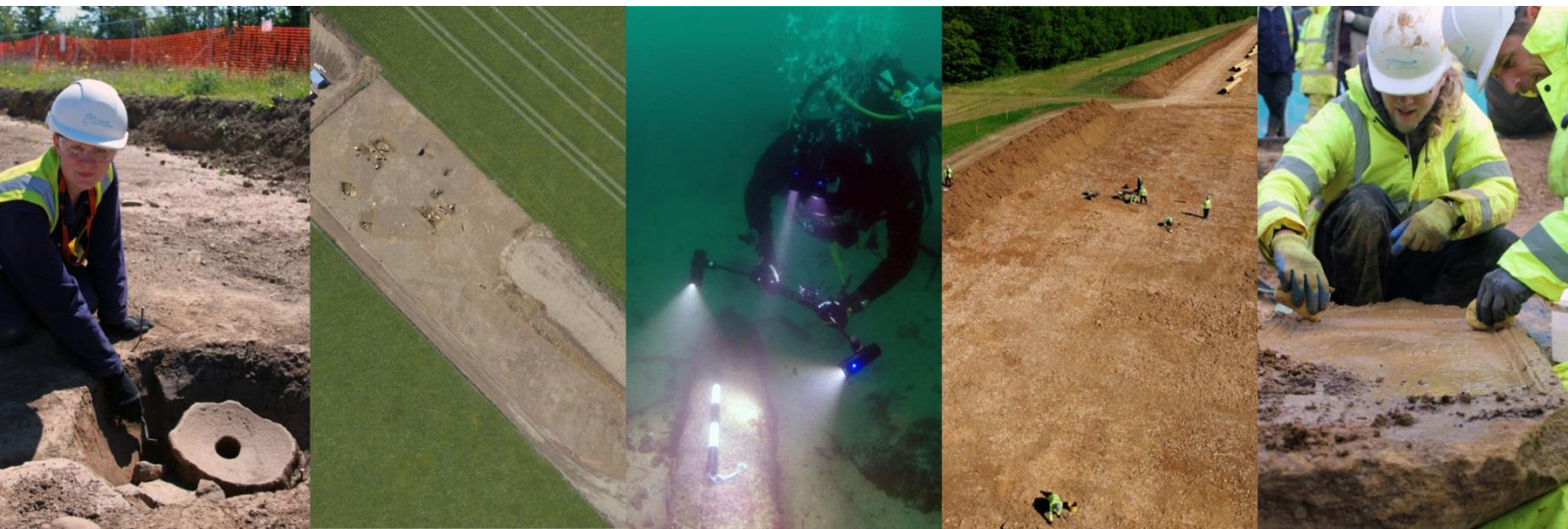
Physical Archive Exists?	No
Digital Archive recipient	Suffolk County Council Archaeological Services
Digital Contents	"other"
Digital Media available	"GIS","Images raster / digital photography","Survey","Text"
Paper Archive recipient	Suffolk County Council Archaeological Archive
Paper Contents	"other"
Paper Media available	"Drawing","Section","Unpublished Text"

### Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	St Mary's Church, Flowton, Suffolk, Archaeological Watching Brief
Author(s)/Editor(s)	Green, M
Other bibliographic details	CA Report:SU0081-1
Date	2019
Issuer or publisher	Cotswold Archaeology
Place of issue or publication	Grey lit
Description	Grey lit watching brief report
Entered by	Michael Green (Michael.Green@cotswoldarchaeology.co.uk)
Entered on	4 December 2019

# St Mary's Church, Flowton, Suffolk

*Written Scheme of Investigation for Archaeological Monitoring*



for  
KLH Architects  
on behalf of Flowton PCC

CA Project: SU0081  
OASIS ID: 372249  
HER Ref: FLW 001

November 2019



# St Mary's Church, Flowton, Suffolk

## Written Scheme of Investigation for Archaeological Monitoring

CA Project: SU0081  
OASIS ID: 372249  
HER reference: FLW 001



Document Control Grid						
Revision	Date	Author	Checked by	Status	Reasons for revision	Approved by

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## Summary Project Details

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<b>Site Name</b>	St Mary's Church
<b>Site Location/Parish</b>	Flowton
<b>Grid Reference</b>	TM 0819 4686
<b>Access</b>	Off Flowton Road
<b>Planning Application No</b>	DC/19/01070
<b>HER code</b>	FLW 001
<b>OASIS ref.</b>	cotswold2-372249
<b>Type</b>	Monitoring of works for an extension to the north elevation
<b>Area</b>	0.07ha
<b>Project start date</b>	TBA
<b>Fieldwork duration</b>	Unknown
<b>Number of personnel on site</b>	Projected as 1 CA staff

## Personnel and contact numbers

---

<b>CA Project Manager</b>	Stuart Boulter	Office: 01449 900122 Mobile: 07885 223524
<b>Project Officer (first point of on-site contact)</b>	Linzi Everett	Office: 01449 900124 Mobile: 07753 788606

## Emergency contacts

---

<b>Local Police</b>	10 Museum St, Ipswich, IP1 1HT	01473 613500 101 or emergency 999
<b>Site First Aider</b>	Linzi Everett	Mobile: 07753 788606
<b>Location of nearest A&amp;E</b>	Ipswich Hospital, Heath Rd, Ipswich, IP4 5PD	01473 712233

## Hire details

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<b>Plant:</b>	N/A	N/A
<b>Welfare</b>	On site provision by main contractor	N/A
<b>Tool hire:</b>	N/A	N/A

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## **Contents**

1. Background
2. Fieldwork
3. Post-excavation
4. Health and safety
5. Insurances
6. Quality assurance
7. Public engagement, participation and benefit
8. Staffing
9. Bibliography

## **Figures**

1. Site location
2. Architects plan showing location of proposed extension in relation to known graves and existing building

## **Appendices**

Cotswold Archaeology specialists

# 1. Background

1.1 Cotswold Archaeology (CA) has been contracted by KLH Architects to carry out monitoring of groundworks associated with the construction of an extension to the north elevation of St Mary's Church, Flowton, Suffolk (centred at NGR: 60819 24686; Figure 1), in accordance with conditions on planning application DC/19/01070. The first element of this work involves the preparation of a Written Scheme of Investigation (this document).

1.2 The formal recommendation for the condition was made by the archaeological adviser to the local planning authority, Abby Antrobus of Suffolk County Council Archaeological Service (SCCAS). Similar advice on the Faculty application was provided by Diocesan Archaeological Advisor, Bob Carr.

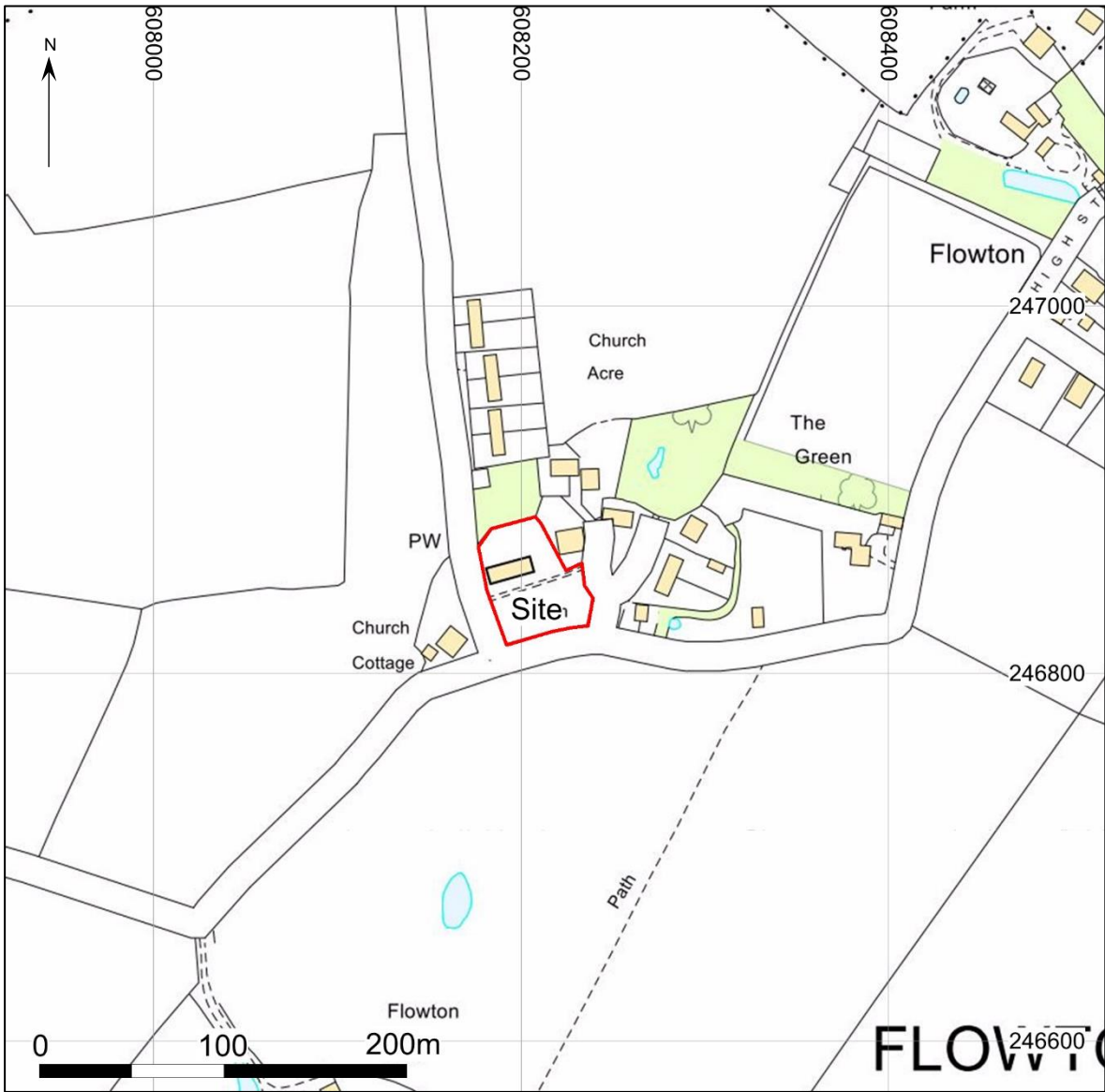
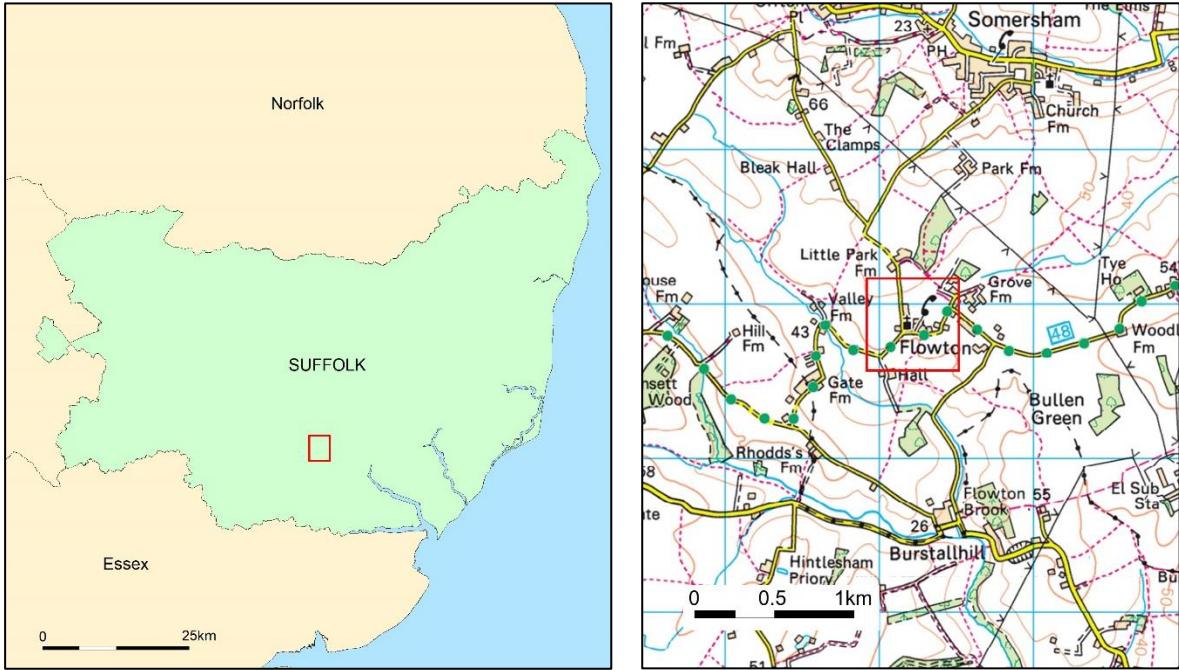
1.3 The contents of the WSI comply with all relevant national legislation, standards and guidance, as well as the following national and regional guidance:

- *National Planning Policy Framework (NPPF) Department of Communities and Local Government (DCLG) (March 2012);*
- *Code of Conduct (Chartered Institute for Archaeologists 2014);*
- *Standard and Guidance Archaeological Excavation (Chartered Institute for Archaeologists, 2014);*
- *Management of Research Projects in the Historic Environment: The Morphe Project Managers' Guide (Historic England, 2015);*

1.4 The main aim of the project is to produce a record of features which will be lost in mitigation or partial or whole-sale excavation.

1.5 The site is located on the north side of the parish of Flowton (Fig.1) at a height of approximately 50m above Ordnance Datum.

1.6 The site geology is recorded by the British Geological Survey (<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>) as Thanet Formation and Lambeth Group (undifferentiated) - Clay, Silt and Sand. Sedimentary Bedrock formed approximately 48 to 66 million years ago in the Palaeogene Period, overlain by superficial deposits of Lowestoft Formation - Diamicton. Superficial Deposits formed up to 2 million years ago in the Quaternary Period.



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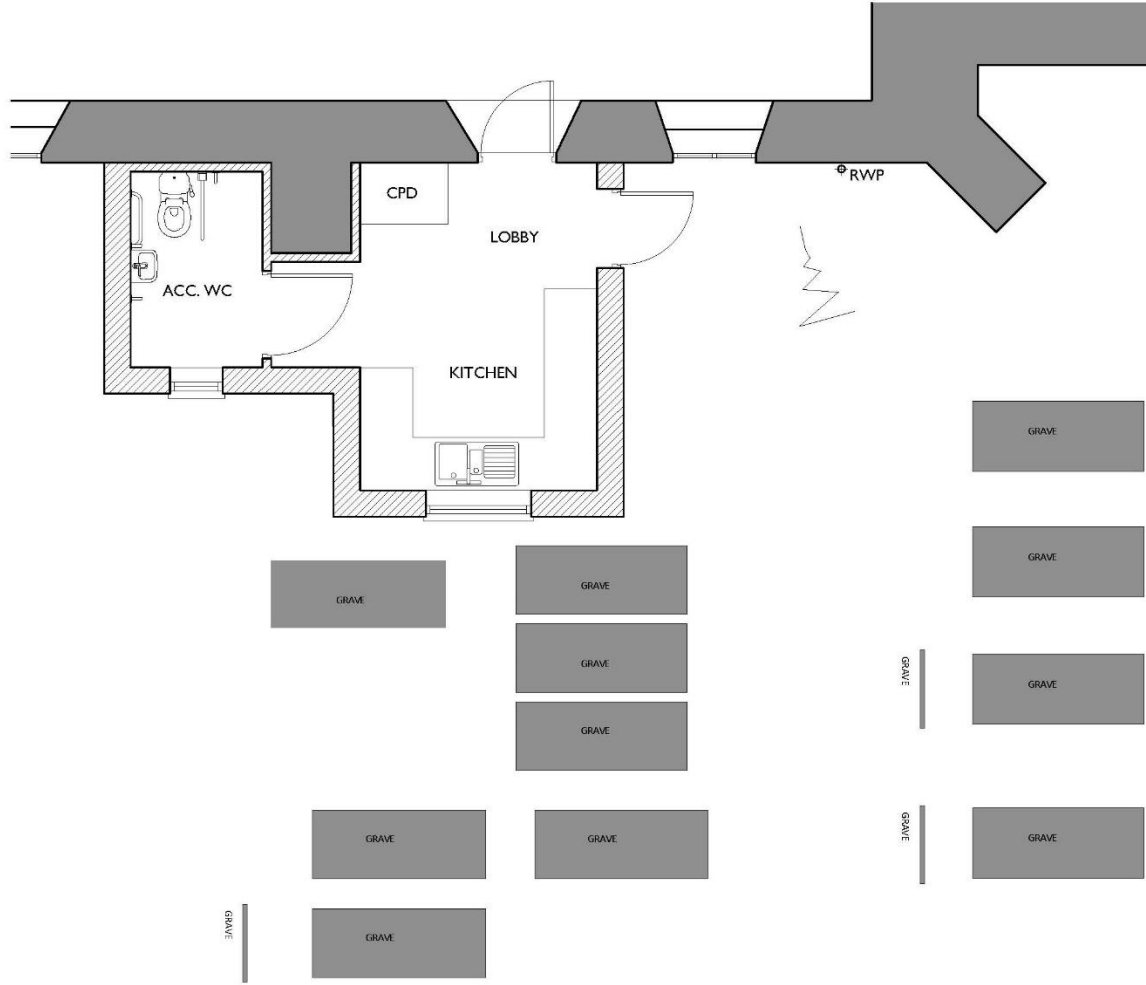
Figure 1. Site location



NO DIMENSIONS TO BE SCALED FROM THIS DRAWING

**CDM - RESIDUAL RISKS**  
 Any residual risks which could not be fully mitigated or removed through design have been indicated within the drawing. Please refer to the Design Risk Assessments for further possible control measures which may help to mitigate these and other identified risks further during the construction / maintenance process.

Rev	Date	Reference	Drawn / Chk'd
P01	2017/12/22	ISSUED FOR COMMENTS	SE RK
P02	2018/03/13	ISSUED FOR COMMENTS	SE RK
P03	2018/04/30	ISSUED FOR PLANNING	SE RK



Client  
 Mr R. Skinner

Project  
 St Mary's Church  
 Flowton, Suffolk

Title  
 Floor Plans As Proposed

Drawing Ref. 3474-0301 Revision P03

Scale - unless otherwise stated 1:50 @ A3 Status S0 Issued For Planning

**KLH architects**  
 The Old Steelyard, Poplar Lane  
 Sproughton, Ipswich, IP8 3HL  
 T.01473 689532  
 klh@klharchitects.com  
 www.klharchitects.com

Figure 2. Architects plan showing location of proposed extension in relation to known graves and existing building

## 2. Fieldwork

- 2.1 The archaeological monitoring and recording will be carried out by full-time professional employees of CA. The project team will be led in the field by an experienced member of staff of Senior Project Officer or Project Officer grade/experience.
- 2.2 The Brief requires provision to be made for monitoring, where appropriate, all areas of below-ground disturbance associated with the construction of the extension to the church building, including soil stripping, foundations and drainage works. These ground works will be monitored as they progress by a CA Project Officer, in close liaison with the developer/contractor.
- 2.3 Adequate allowance has been made within the quote cost to cover the recording of exposed archaeological deposits. It is assumed that no excavation will need to be undertaken beyond the desired formation levels except in exceptional circumstances (e.g. articulated human remains).
- 2.4 Fieldwork standards will be guided by 'Standards for Field Archaeology in the East of England' (Gurney 2003), 'Standard and Guidance for an Archaeological Watching Brief' (Chartered Institute for Archaeologists 2014) and 'Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England, Second Edition' (APABE 2017).
- 2.5 All features will be examined in enough detail to try and establish their date and function.
- 2.6 Fieldwork standards will be guided by '*Standard and Guidance for an Archaeological Watching Brief*' (Chartered Institute for Archaeologists 2014) and '*Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England, Second Edition*' (APABE 2017).
- 2.7 **Burials:** It is presumed that burials identified within the investigation area will remain *in situ* provided they are demonstrably deep enough to be protected from direct construction impacts and there is a buffer to isolate them from compaction etc. (this would have been established through small exploratory excavations). If

shallow burials are identified either fully or partly above the project formation level then exhumation would need to be undertaken; this scenario is covered in Section 2.15.

- 2.8 **Non-burial features:** After sectioning, features that are, or could be, interpreted as structural will be fully excavated or, in the case of bonded structures etc., exposed and cleaned to facilitate their recording. Any fabricated surface (floors etc.) will be fully exposed and cleaned.
- 2.9 An overall features plan and levels AOD will be recorded using suitable surveying equipment, depending on the specific requirements of the project. Feature sections and plans will be recorded at a scale of 1:10, 1:20 or 1:50 as appropriate. All recording conventions used will be compatible with the County HER.
- 2.10 The site will be recorded under a unique HER number and archaeological contexts will be recorded a '*unique continuous numbering sequence*', continuing the sequence started during the evaluation, on pro forma Context Recording sheets and entered into an associated database.
- 2.11 A digital photographic record will be made throughout the monitoring and recording.
- 2.12 All pre-modern finds (with the exception of unstratified animal bone and disarticulated human bone) will be kept and no discard policy will be considered until all the finds have been processed and assessed. The disarticulated human bone will be collected and handed over to the client to facilitate reburial on site when the opportunity arises.
- 2.13 All finds will be brought back to the CA premises for processing, preliminary assessment, conservation and packing. Most finds analysis work will be done in house, but in some circumstances, it may be necessary to send some categories of finds to external specialists.
- 2.14 In the unlikely situation where bulk environmental soil samples are required, these will be a maximum of 40 litres each and will only be taken from suitable

features and retained until an appropriate specialist has assessed their potential for palaeoenvironmental remains. Decisions can then be made on the need for further analysis following this assessment. A suitable feature will be deemed one that is sealed and stratigraphically secure, datable and exhibits potential for the survival of palaeoenvironmental material; usually at least two of these criteria will need to be met in order for it to be worth taking a sample. If necessary advice will be sought from Historic England's (formerly English Heritage's) Regional Advisor in Archaeological Science on the need for specialist environmental sampling. Environmental samples from graves will allow for the retrieval of small bones and other biological evidence.

2.15 It is assumed that the consent for the overall project will have included provision for the exhumation of human remains if it is found to be unavoidable. Human remains will be treated at all stages with care and respect and will be dealt with in accordance with the law. They will be recorded in-situ and subsequently lifted, packed and marked to standards compatible with those described in the IFA's Technical Paper 13 Excavation and post-excavation treatment of Cremated and Inhumed Human Remains, by McKinley and Roberts. Unless specific requirements are subsequently requested by the Archaeological Advisor, it is assumed that exhumed human remains will not leave the site and will be reburied at the earliest opportunity.

2.16 Records will be made of any features of the standing building affected by the proposed works, i.e. significant elements of the church fabric which will be lost or covered by the new extension. This should consist of digital photographs and drawn plans or elevations as appropriate.

### **3. Post-excavation**

3.1. The unique project HER number will be clearly marked on all documentation and material relating to the project.

3.2. The post-excavation finds work will be managed by CA's Post-excavation and Finds Manager, Richenda Goffin. Specialist finds staff whether in-house personnel or external specialists are experienced in local and regional types of

material in their field.

- 3.3. Artefacts and ecofacts will be held by CA until analysis of the material is complete.
- 3.4. Site data will be entered on a computerised database compatible with the County HER. Site plans and sections will be digitised and will form part of the site archive. Ordnance Datum levels will be written on the section sheets. The photographic archive will be fully catalogued.
- 3.5. Finds will be processed, marked and bagged/boxed to County HER requirements. Where appropriate finds will be marked with a site code and a context number.
- 3.6. Bulk finds will be fully quantified on a computerised database compatible with the County HER. Quantification will fully cover weights and numbers of finds by context with a clear statement on the degree of apparent residuality observed.
- 3.7. While it is assumed that no human remains, articulated or otherwise, will be removed from the site, in the unlikely scenario where it did become necessary for remains to be studied by an osteoarchaeologist (Sue Anderson), for example in the case of exceptional pathologies, unusual alignments or other features of high archaeological interest, they would first be processed (washed and marked) and then sent for examination. The examination would adhere to the detailed method statement below:

*Recording will follow the standards for UK assemblages as described in Brickley and McKinley (2004). Measurements will be taken using the methods described by Brothwell (1981), together with a few from Bass (1971) and Krogman (1978). Sexing and ageing techniques will follow Brothwell (1981), the Workshop of European Anthropologists (WEA 1980) and Buikstra and Ubelaker (1994), with the exception of adult tooth wear scoring which will follow Bouts and Pot (1989). Stature will be estimated according to the regression formulae of Trotter and Gleser (Trotter 1970). All systematically scored non-metric traits are listed in Brothwell (1981), and grades of cribra orbitalia and osteoarthritis can also be found there. Pathological conditions*

*will be identified with the aid of Ortner and Putschar (1981) and Cotta (1978).  
Disarticulated bone will be re-united with the individual to which it belonged as far as possible, but recorded in a different colour on the skeleton sheet.*

- 3.8. Metal finds on site will be stored in accordance with ICON guidelines, initially recorded assessed for significance before dispatch to a conservation laboratory within four weeks of the end of the excavation. All pre-modern silver, copper alloy and ferrous metal artefacts will be x-rayed and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to ICON standards. All coins will be identified to a standard acceptable to normal numismatic research.
- 3.9. Pottery will be recorded and archived to a standard consistent with the Draft Guidelines of the Medieval Pottery Research Group and Guidelines for the archiving of Roman Pottery, SGRP (ed. M.G. Darling, 1994) and to The Study of Later Prehistoric Pottery: General Policies and Guidelines for analysis and Publications, Occasional Papers No.1 and No. 2, 3rd Edition (Revised 2010, Prehistoric Ceramic Research Group).
- 3.10. Environmental samples will be processed and assessed to standards set by the Historic England (formerly English Heritage) Regional Scientific Advisor with a clear statement of potential for further analysis and significance.
- 3.11. Animal and human bone will be quantified and assessed to a standard acceptable to national and regional Historic England specialists.
- 3.12. An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).
- 3.13. Once the fieldwork phase of the project is completed a post-excavation assessment report (hereafter PXA) will be prepared which will contain a stand-alone summary and a description of the excavation methodology. It will also contain a clear separation of the objective account of the archaeological evidence from its archaeological interpretation and recommendations to assist the Archaeological Advisor regarding the need for and scope of any subsequent analysis, publication and reporting. In some instances, a full PXA report is not

required and this will be discussed and formally agreed with the Archaeological Advisor within four weeks of the end of the fieldwork.

- 3.14. The Suffolk County HER is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. CA will complete a suitable project-specific OASIS form at <http://ads.ahds.ac.uk/project/oasis>. The completed form will be reproduced as an appendix to the final report.
- 3.15. A draft of the interim report will be submitted to the Archaeological Advisor for approval.
- 3.16. Upon completion of reporting works ownership of all archaeological finds will be given over to the relevant authority. There is a presumption that this will be SCCAS, who will hold the material in suitable storage to facilitate future study and ensure its proper preservation. 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).
- 3.17. The project archive shall be compiled in accordance with the guidelines issued by the SCCAS. The client is aware of the costs of archiving and provision will be made to cover these costs in our agreement with them. The archive will be deposited with the County Archaeology Store unless another suitable repository is agreed with SCCAS.
- 3.18. Any human remains that were removed from the site for study will be stored by CA until such time that they can be reburied in the churchyard at St Mary's Church, Flowton.
- 3.19. 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.
- 3.20. Exceptions from the deposition of the archive described above include objects that qualify as Treasure, as detailed by the Treasure Act 1996:

- The client (and landowner if different) will be informed as soon as any such objects are discovered/identified and the find will be reported to the Coroner within fourteen days of discovery or identification. The British Museum and the local Portable Antiquities Scheme (PAS) Finds Liaison Officer will subsequently be informed of the find.
- Treasure objects will immediately be moved to secure storage at CA and appropriate security measures will be taken on site if required.
- Upon discovery of potential treasure, the landowner will be asked if they wish to waive or claim their right to a treasure reward, which is 50% of the market value. Employees of CA present on site, will not be eligible for any share of a treasure reward.
- If the landowner waives their share, the British Museum and Coroner will be informed, and the object returned to the project archive for deposition in an appropriate repository. If the landowner wishes to claim an inquest will be held and, once officially declared as Treasure and valued, the item will if not acquired by a museum, be returned to CA and the project archive.

#### **4. Health and Safety**

- 4.1 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.

#### **5. Insurances**

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

#### **6. Quality assurance**



- 6.1 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* (ClfA 2014) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (ClfA 2014). All CA Project Managers and most Project Officers hold either full Member or Associate status within the ClfA.
- 6.2 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.

## **7. Public engagement, participation and benefit**

- 7.1 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, as set out in Section 3 above, in due course.

## **8. Staffing**

- 8.1 The following staff will comprise the Project Team:

- 1 x Project Manager (supervisory only, not based on site full-time)
- 1 x Project Officer (full time)
- 1 x Site Surveyor (as required)
- 1 x Finds/Post-excavation manager (part time, as required)
- 1 x Finds Specialist (part time, as required)
- 1 x Environmental Supervisor (as required)
- 1 x Finds Assistant or Supervisor (part time, as required)
- 1 x Senior Graphics Assistant (part time, as required)

- 8.2 Project Management will be undertaken by Stuart Boulter and the Senior Project Officer in charge on site will be Linzi Everett. Site Assistants and other

staff will be drawn from CA's qualified and experienced staff. CA will not employ volunteer, amateur or student staff, whether paid or unpaid, to undertake any of the roles outlined in 8.1.

## 9. Bibliography

- Bouts, W. and Pot, Tj., 1989 'Computerized recording and analysis of excavated human dental remains', in Roberts, C.A., Lee, F. and Bintliff, J. (eds), *Burial Archaeology: current research, methods and developments*, BAR Brit. Ser. 211
- Brickley, M. and McKinley, J., 2004 *Guidelines to the Standards for Recording Human Remains*, Reading, IFA / BABAO
- Brothwell, D. 1981 *Digging up Bones*. London, BM(NH)/OUP
- Buikstra, J. and Ubelaker, D. (eds), 1994 *Standards for Data Collection from Human Skeletal Remains*, Arkansas Archaeol. Survey Res. Ser. No. 44, Fayetteville
- Cotta, H., 1978 *Orthopaedics, a brief textbook*, Stuttgart, Georg Thiem Verlag
- Krogman, W., 1978 *The Human Skeleton in Forensic Medicine*. Illinois, C. C. Thomas
- Ortner, D. and Putschar, W., 1981 *Identification of Pathological Conditions in Human Skeletal Remains*, Washington, Smithsonian Institute
- Trotter, M., 1970 'Estimation of stature from intact long limb bones', in Stewart, T.D. (ed.), *Personal Identification in Mass Disasters*, Washington, Smithsonian Institute
- WEA., 1980 'Recommendations for age and sex diagnoses of skeletons', *J. Human Evolution* 9, 517 – 49

### 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)  
Anna Doherty MA (Archaeology South-east)

	Sarah Percival MA MCIFA (freelance) Steve Benfield BA (CA)
Iron Age/Roman	Ed McSloy BA MCIFA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Steve Benfield BA (CA)
(Samian)	Gwladys Montell MA PhD (freelance) Steve Benfield BA (CA)
(Amphorae stamps)	Dr David Williams PhD FSA (freelance)
Anglo-Saxon	Paul Blinkhorn BTEch (freelance) Dr Jane Timby BA PhD FSA MCIFA (freelance) Sue Anderson, M Phil, MCIFA, FSA (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) Richenda Goffin BA MCIFA (CA) Sue Anderson M Phil, MCIFA, FSA (freelance)
South West	Henrietta Quinnell BA FSA MCIFA (University of Exeter)
Clay tobacco pipe	Reg Jackson MLitt MCIFA (freelance) Marek Lewcun (freelance) Kieron Heard (freelance) Richenda Goffin BA MCIFA (CA)
Ceramic Building Material	Ed McSloy MCIFA (CA) Dr Peter Warry PhD (freelance) Sue Anderson M Phil, MCIFA, FSA (freelance) Richenda Goffin Roman painted wall plaster, CBM, BA MCIFA (CA) Steve Benfield BA (CA)
<b>Other Finds</b>	
Small Finds	Ed McSloy BA MCIFA (CA) Richenda Goffin, (non-metalwork) BA MCIFA (CA) Steve Benfield CA Dr I Riddler (freelance) Dr Alison Sheridan, National Museum of Scotland
Metal Artefacts	Katie Marsden BSc (CA) Dr Ruth Beveridge (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance) Dr I Riddler (freelance)
Lithics	Ed McSloy BA MCIFA (CA) Jacky Sommerville BSc MA PCIFA (CA) Michael Green (CA) Sarah Bates BA (freelance)
(Palaeolithic)	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) Dr Sarah Paynter (Historic England) Dr Rachel Tyson (freelance) Dr Hugh Wilmott (University of Sheffield)

Coins	Ed McSloy BA MCIFA (CA) Dr Ruth Beveridge (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance) Jude Plouviez (freelance) Dr Andrew Brown (British Museum) Dr Richard Kelleher (Fitzwilliam Museum) Dr Philip de Jersey (Ashmolean Museum)
Leather	Quita Mould MA FSA (freelance)
Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance) Sue Harrington (freelance)
Iron slag/metal technology	Dr Tim Young MA PhD (Cardiff University) Dr David Starley BSc PhD Lynne Keys (freelance)
Worked wood	Michael Bamforth BSc MCIFA (freelance)
<b>Biological Remains</b>	
Animal bone	Dr Philip Armitage MSc PhD MCIFA (freelance) Dr Matilda Holmes BSc MSc ACIFA (freelance) Julie Curl (freelance) Lorrain Higbee (Wessex Archaeology)
Human Bone	Sharon Clough BA MSc MCIFA (CA) Sue Anderson M Phil, MCIFA, FSA (freelance)
Environmental sampling	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Anna West BSc (CA) Val Fryer (freelance)
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) Dr Esther Cameron (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)
<b>Geoarchaeology</b>	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)

Julia Park-Newman (Conservation Services, freelance)

#### **Andover Office**

Stanley House  
Walworth Road  
Andover  
Hampshire  
SP10 5LH

t: 01264 347630

#### **Cirencester Office**

Building 11  
Kemble Enterprise Park  
Cirencester  
Gloucestershire  
GL7 6BQ

t: 01285 771022

#### **Exeter Office**

Unit 1, Clyst Units  
Cofton Road  
Marsh Barton  
Exeter  
EX2 8QW

t: 01392 573970

#### **Milton Keynes Office**

Unit 8 - The IO Centre  
Fingle Drive, Stonebridge  
Milton Keynes  
Buckinghamshire  
MK13 0AT

t: 01908 564660

#### **Suffolk Office**

Unit 5, Plot 11, Maitland Road  
Lion Barn Industrial Estate  
Needham Market  
Suffolk  
IP6 8NZ

t: 01449 900120

e: [enquiries@cotswoldarchaeology.co.uk](mailto:enquiries@cotswoldarchaeology.co.uk)

