Cotswold Archaeology

30-50 Grimwade Street
Ipswich
Suffolk

Archaeological Evaluation

for
Concertus

HER ref: IPS 2064
CA Project: IPSGRI002
CA Report: IPSGRI002_1

March 2020

Andover Cirencester Exeter Milton Keynes Suffolk

30-50 Grimwade Street
Ipswich
Suffolk

Archaeological Evaluation

CA Project: IPSGRI002
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OASIS ID: cotswold2- 375840

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1	05.03.2020	L.Everett	S.Boulter	Final	Copy editing	R.Gardner

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LIST OF ILLUSTRATIONS

SUMMARY

Project Name:	30-50 Grimwade Street
Location:	Ipswich, Suffolk
NGR:	616914 244342
Type:	Evaluation
Date of fieldwork:	10th-11th February 2020
Planning Reference:	SCC/0051/19MS
Location of Archive:	To be deposited with Suffolk County Council
Site Code:	IPS 2064
OASIS Reference:	377040
Curatorial Officer:	Abby Antrobus
Client:	Concertus

Digital report submitted to Archaeological Data Service:
http://ads.ahds.ac.uk/catalogue/library/greylit

Summary

An archaeological trial trench evaluation was undertaken by Cotswold Archaeology in February 2020 at 30-50 Grimwade Street, Ipswich, Suffolk. Two trenches were excavated in advance of a proposed residential development.

Modern disturbance relating to the Victorian and later houses and outbuildings known to previously occupy the site was observed in the upper deposits, including a brick-built well or soakaway. Two ditches in the base of Trench 1 are likely to relate to field boundaries depicted on historic maps from as early as the 17th century. A subsoil layer at the base of the deposit sequence in Trench 2 may be of prehistoric date.

1. INTRODUCTION

1.1 In February 2020 Cotswold Archaeology (CA) carried out an archaeological evaluation for Concertus, at 30-50 Grimwade Street, Suffolk (centred at NGR: 616914 244342; Fig. 1), referred to hereafter as 'the site'. The evaluation was undertaken ahead of submission of a planning application for residential development.

1.2 At the request of the client, CA produced a *Written Scheme of Investigation* (WSI; included as Appendix D), approved by Abby Antrobus of Suffolk County Council Archaeological Services (SCCAS), which detailed how the evaluation work would be carried out. The fieldwork also followed *Standard and guidance: Archaeological field evaluation* (CIfA 2014).

The site

1.3 The proposed development area consists of approximately 0.11ha, located behind a row of now redundant commercial properties with associated residential accommodation (Figs. 1 and 2). The site is bounded by Grimwade Street to the east, by an industrial property to the south and by housing to the north and west. Trenches were excavated within the former gardens of the redundant roadside properties, which comprised a generally level area *c.*8m above Ordnance Datum (m AOD).

1.4 The British Geological Survey website identifies the surface geology as sands and gravels of the Lowestoft Formation which lies along the lower, gentle slopes of the valley and is likely to represent an ancient floodplain alongside the river. This overlies clay, silt and sand of the Thames Group and the Thanet Formation/Lambeth Group, sedimentary bedrocks that run in a broad band along the Orwell Valley (BGS 2020).

2. ARCHAEOLOGICAL BACKGROUND

2.1 A desk-based assessment prepared in October 2018 (Sommers 2018) highlighted the archaeological potential of the site. Although evidence from all periods is recorded in the area, prehistoric and Roman activity occurs only sporadically along the north bank of the River Orwell, and only as residual finds in later features. The site is located within 200m of the eastern line of the town's Anglo-Saxon defences and on the fringes of the medieval town. Post-medieval maps of Ipswich suggest that the area was not developed until the 19th century when it became densely covered in terraced housing.

3. AIMS AND OBJECTIVES

3.1 The general objectives of the evaluation are to provide information about the archaeological resource within the site, including its presence/absence, character, extent, date, integrity, state of preservation and quality, in accordance *Standard and guidance: Archaeological field evaluation* (CIfA 2014), in a manner designed to be minimally intrusive and minimally destructive to archaeological remains. This information will enable the SCCAS to identify and assess the particular significance of any heritage asset, consider the impact of the proposed development upon it, and to avoid or minimise conflict between the heritage asset's conservation and any aspect of the development proposal, in line with the *National Planning Policy Framework* (DCLG 2019).

3.2 The aims of the evaluation, as set out in the Brief and WSI, are to:

- Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation.
- Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- Establish the potential for the survival of environmental evidence.
- Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

4. METHODOLOGY

4.1 The fieldwork comprised the excavation of two trenches, in locations agreed by SCCAS. The site had been cleared of all boundaries, vegetation, hardstanding and outbuildings prior to commencement of the fieldwork.

4.2 Both trenches were scanned for live services by trained Cotswold Archaeology staff using CAT and Genny equipment in accordance with the Cotswold Archaeology *Safe System of Work for avoiding underground services*. A metal detecting survey was conducted along the lengths of the trenches prior to excavation, with further metal detecting conducted across spoil heaps and trench bases.

4.3 Excavation of the trenches was conducted by mechanical excavator using a 1.8m wide toothless ditching bucket, under direct archaeological supervision. Trenches were excavated to the top of the first archaeological horizon, which also equated to the top level of the surface geology.

4.4 Archaeological features were hand-excavated in order to obtain the profile and date of the features. The sections were photographed using a hi-resolution digital camera and were drawn at 1:20 scale on *pro forma* gridded permatrace. Photographs and drawn sections at 1:20 were also made to record the soil profile in each trench. Final trench locations, levels and features were recorded with a Leica GPS following CA Technical Manual 4 *Survey Manual*.

4.5 Trenches were recorded using pro forma trench register forms and context recording forms. Individual contexts were assigned which were prefixed with the relevant trench number. Finds were bagged and labelled with the context number from which they were retrieved. All finds were brought back to CA's Suffolk premises in Needham Market, for processing and analysis.

4.6 The archive and artefacts from the evaluation are currently held by CA at their Suffolk office in Needham market. Subject to the agreement of the legal landowner, all finds will be deposited with SCCAS along with the site archive. A summary of information from this project, presented in Appendix C, will be entered onto the OASIS online database of archaeological projects in Britain. The OASIS reference for this site is 377040.

5. RESULTS

5.1 A total of sixteen contexts were recorded in the two trenches, in the range 100 - 110 and 200 - 204 (a summary of which is included as Appendix A). All features were dated as post-medieval. Metal detecting recovered a small number of obviously modern metallic finds from the topsoil, which were not retained.

Trench 1

5.2 Trench 1 was orientated E-W and measured 16.5m long. The height of the top of the trench was 7.90m AOD. The overburden sequence consisted of a 0.30m thick dark brown silty sandy loam topsoil (100), over a thin layer of CBM and mortar rubble (102) likely to be associated with clearance of the Victorian housing and construction of the

existing parade of shops. This sealed 101, a 0.38m thick deposit of friable mid grey brown silty sand subsoil.

5.3 In the eastern end of the trench, a circular brick-built well or soakaway, 110, was encountered directly below the topsoil against the northern edge of the trench. This was constructed from soft red bricks bonded by a pale creamy white sandy lime mortar and had a domed cap which was slightly broken by the machine. This showed that the feature had not been backfilled and close to its top, a horizontal terracotta pipe was visible feeding into the feature. For safety, a large sheet of plywood was placed over the open feature. A second modern feature, pit 108, was observed in the southern side of the trench, comprising a steep sided pit containing remnants of a probable N-S red brick footing and loose brick rubble.

5.4 At 4.8m from the eastern end of the trench, subsoil 101 appeared to change to a dark grey brown friable sandy silt, assigned context number 107. This extended to a depth of 1.3m from the existing ground level, at which point an orangey brown sandy gravel natural subsoil was encountered. This was cut by what initially looked like a single ditch forming an approximate right angle, but which excavation suggested was two discrete intercutting features. Due to the depth that the features occurred within the trench, an area on the northern side was reduced so that sample excavation could take place safely. 105 was a narrow, shallow, NW-SE aligned ditch or gully which measured *c.*0.38m wide and *c.*0.12m deep with a rounded profile. It was filled by 106, a friable pale-mid grey brown gravelly silty sand from which a fragment of peg tile and lump of charcoal were recovered. This was cut by the terminal end of 103, a NE-SW aligned ditch measuring *c.*0.88m wide and *c.*0.32m deep. It had a fairly steep southern side and a more gently sloping northern side, both breaking to a generally flat base. It was filled by 104, a mid grey brown friable sandy silt from which CBM and fragments of animal bone were recovered.

Trench 2

5.6 Trench 2, measuring 17m in length and 1.8m wide, was orientated NNE-SSW. Excavation was interrupted in three places due to the presence of services and a remnant of a soft red brick and lime mortar footing was observed below the topsoil which is likely to relate to a building on the former Woodhouse Street shown on historic Ordnance Survey maps, or a more recent outbuilding behind the Grimwade Street dwellings.

No archaeological features were observed within this trench but the following soil sequence was recorded:

200: Topsoil- dark brown silty sandy loam, 0.3m thick. Same as 100
201: Demolition/construction debris- intermittently present, thin layer of CBM and mortar rubble, average 0.1m thick. Same as 102
202: Subsoil- friable mid grey brown silty sand, 0.38m thick. Same as 101
203: Subsoil- pale-mid orangey brown silty sandy clay with flecks of dark, mineralised, orange sand. Friable-compact, 0.4m thick
204: Subsoil: mid grey brown friable sandy clay silt. 0.4m thick

Below 204, a mixed, loose orange and grey gravelly sand was observed. The subsoil layers appeared uniform and sterile throughout the trench, with no finds observed in situ or within the upcast spoil. An environmental sample was taken from 204 in order to recover evidence which might suggest a date or origin for this deposit.

6. THE FINDS

Report by Stephen Benfield, *and* Anna West*: Plant macrofossils.*

Introduction

6.1 Very few finds were recovered from the evaluation. The finds from Trench 1 are dominated by pieces of ceramic building material and animal bone. The ceramic building material consists of pieces of peg tile of late medieval or post-medieval date and a single, small piece from a brick dated as post-medieval. The finds from Trench 2 consist of a few pieces of struck flint of flint shatter pieces and small fragments of heat-altered flints that might indicate some activity in the prehistoric period, but this is not clear and this material is of uncertain nature and date. A small amount of plant macrofossil material was also recovered from this context indicative of settlement detritus. All of the bulk finds are listed by context in Table 1 (Appendix B).

Struck flint

6.2 A small group of irregular struck flint flakes (4 pieces, weight 24g) was recovered from a bioturbated layer (204) in Trench 2. The status of these pieces, as to whether they result from crude working or are essentially incidental impact shatter pieces, is not entirely clear. The flints are individually listed and described in Table 2 (Appendix B).

All of the flints have been created by impact (strike). They have large, broad striking platforms and prominent percussion bulbs or scars. Their nature, being thick flakes, of which two are primary flakes and the other two secondary flakes, with large areas of dorsal surface cortex and the presence of plunge fractures at the distal end of two pieces, would tend to suggest that these are shatter pieces or core trimming flakes from heavy impact removals. They are not clear evidence of structured flint working, although this would not prevent them having been produced during crude trimming for building work.

However, it is noted that while there is a lack of clear evidence for secondary working and limited edge damage, there is a notch area on the side of one secondary flake and the distal end of one primary flake is chipped and could possibly have seen some use as a tool of convenience. Also, the presence of several small pieces of heat-altered flint from this same context could result from the use of thermo-lithic technology, commonly practiced on many prehistoric sites and might indicate some prehistoric activity here, possibly providing a context in which some of the struck flint could result from crude flint working.

Heat-altered flint

6.3 Several small pieces of heat-altered flint were recovered from bioturbated layer (204) in Trench 2. In total there are five pieces, together weighing 10g.

Three pieces (8g) have been subjected to heat sufficient to whiten and craze the flint. One piece clearly comes from a rounded stone or small cobble. The remaining two pieces (2g) have been reddened by exposure to heat. That the colour is due to heating can be seen from the flint fabric which is clearly beginning to crack; although this probably indicates a lesser degree, or less direct exposure to heat than the whitened and crazed pieces.

Ceramic building material (CBM)

6.4 A very few pieces of CBM were recovered from three contexts. In total these amount to just four pieces together weighing 213g. These come from ditch 103 (104), ditch 105 (106) and from a layer than may be a feature fill, context (107), all located in Trench 1. All of the CBM is listed and described by type for each context in Table 3 (Appendix B).

Three of the pieces can either be identified as peg tile (PT) or are pieces of thin, flat

tile that are almost without doubt from peg tiles and all of these come from the two ditch contexts. In terms of dating, peg tiles begin to appear from the late 12th century in London (Egan 1998, 28) but are probably not in general or relatively common use until the 14th century, at least in Essex (Ryan and Andrews 1993, 97). They remain in use as a common roofing type through the post-medieval period and into the early modern era. The pieces here are not closely dated other than as broadly late medieval-post-medieval.

A single small piece from the corner edge of a brick came from context (107); a layer which was not able to be clearly identified as a either a soil layer or part of a feature fill. The brick is in an orange-red sandy fabric and some slight traces of white lime based mortar are present on the surviving surface. No measurable dimensions survive, but the relatively sharp moulding suggests a post-medieval date.

Other bulk finds

6.5 The only other bulk find from the site is a small piece of wood charcoal (1g) which came from the fill (106) of ditch 105.

7. THE BIOLOGICAL EVIDENCE

The environmental material from the site consists of a small quantity of animal bone and charred plant remains (plant macrofossils).

Animal Bone

7.1 A small quantity of animal bone was recovered from two contexts in Trench 1. In total there are twenty-four pieces, together weighing 293g. The animal bone is listed and described by context in Table 4 (Appendix B).

A number of pieces of broken large mammal bone, probably cattle, including part of a pelvis, a vertebra and a radius (the latter possibly split to extract marrow) were recovered from layer (107). A tibia from a medium size mammal, either sheep or dog came from the same context. In total these amount to nine pieces weighing 281g. Also, a section from a long bone from a medium size mammal and a number of bone fragments (15 pieces weighing 21g), the latter probably part of the same bone, came from the fill (104) of ditch 103. There is a clear, knife-made butchery cut mark across the bone piece.

Plant macrofossils

Introduction and methods

7.2 A single 40 litre bulk sample was taken from a bioturbated subsoil layer, layer (204). The sample was processed in order to assess the quality of preservation of any plant remains present and their potential to provide useful data as part of the archaeological investigations.

The sample was processed using manual water flotation/washover and the flot was collected in a 300 micron mesh sieve. The dried flot was scanned using a binocular microscope at x10 magnification. The non-floating residue was collected in a 1mm mesh and sorted when dry. Any artefacts recovered were retained for inclusion in the bulk finds total.

Results

The flot recovered was relatively small at 20ml. Fibrous rootlets made up nearly the entire volume and this material has been disregarded as modern and intrusive within the archaeological context.

Charcoal fragments were present but rare within the sample, those observed were mostly too small to be suitable for radiocarbon dating or species identification; although a single possible hawthorn (Crataegus sp.) endocarp fragment was present within the wood charcoal fragments.

Rare charred cereal grains were also present. A single grain, possible barley (Hordeum sp.), was observed along with a low number of fragments that were too small and broken up to identify as to whether they were grass or cereal species (Poaceae).

Conclusion

This mixed material most likely represents dispersed settlement detritus.

8. DISCUSSION

8.1 Archaeological features were only identified in Trench 1 and consisted of ditches likely to be associated with field boundaries shown on historic maps. The earliest depiction is on Ogilvy's map of Ipswich, dated 1674 (Plate 2), where the northeast corner of a field labelled 'Pasture' is likely to be that revealed in the trench. An earlier map by Speede, dated, 1610 (Plate 1), does not show any subdivisions of the land in this area and although this map is rather more figurative, it does suggest that the field boundaries were established between the creation of these two maps. When the area was developed for housing prior to White's map of 1867 (Plate 3), many of the established boundaries shown on earlier maps may have been 'fossilised' within the street plan. Given the likely inaccuracies of the early maps and that the positioning of the proposed development area on them can only be approximate, it is not certain exactly which of the boundaries is likely to be represented.

8.2 Deposit 107 was indistinguishable from the fill of ditch 103 and both contexts contained fragments from what was believed to be the same animal long bone. It is possible that where 107 was first visible high in the trench (section DD, Figure 2) was the cut of ditch 103 and whilst the cut was only defined in the base of the trench, it was actually a much wider, deeper feature, the sides of which lay beyond the limits of the trench.

8.3 Subsoil layer 204 at the base of Trench 2 may be a buried soil of prehistoric date. No features were observed, but an environmental sample contained a low level of plant macrofossils suggestive of dispersed settlement detritus, in addition to heat-altered and struck flints.

8.4 The small assemblage of finds from Trench 1 was made up of animal bone and CBM. The peg tile fragments were not closely datable and could conceivably be medieval in date, they are more likely to be post-medieval. The historic map evidence appears to support this.

8.5 The evaluation took place in good weather conditions. Full co-operation was received from the client and a high degree of confidence is attached to the results of the evaluation.

9. CA PROJECT TEAM

9.1 Fieldwork was undertaken by Linzi Everett and Alex Capon and the report was written by Linzi Everett. The finds report was written by Stephen Benfield and Anna West. The illustrations were prepared by Amy Wright. The archive has been prepared for deposition by Ruth Beveridge. The project was managed for CA by Rhodri Gardner and Stuart Boulter edited the overall report.

10. REFERENCES

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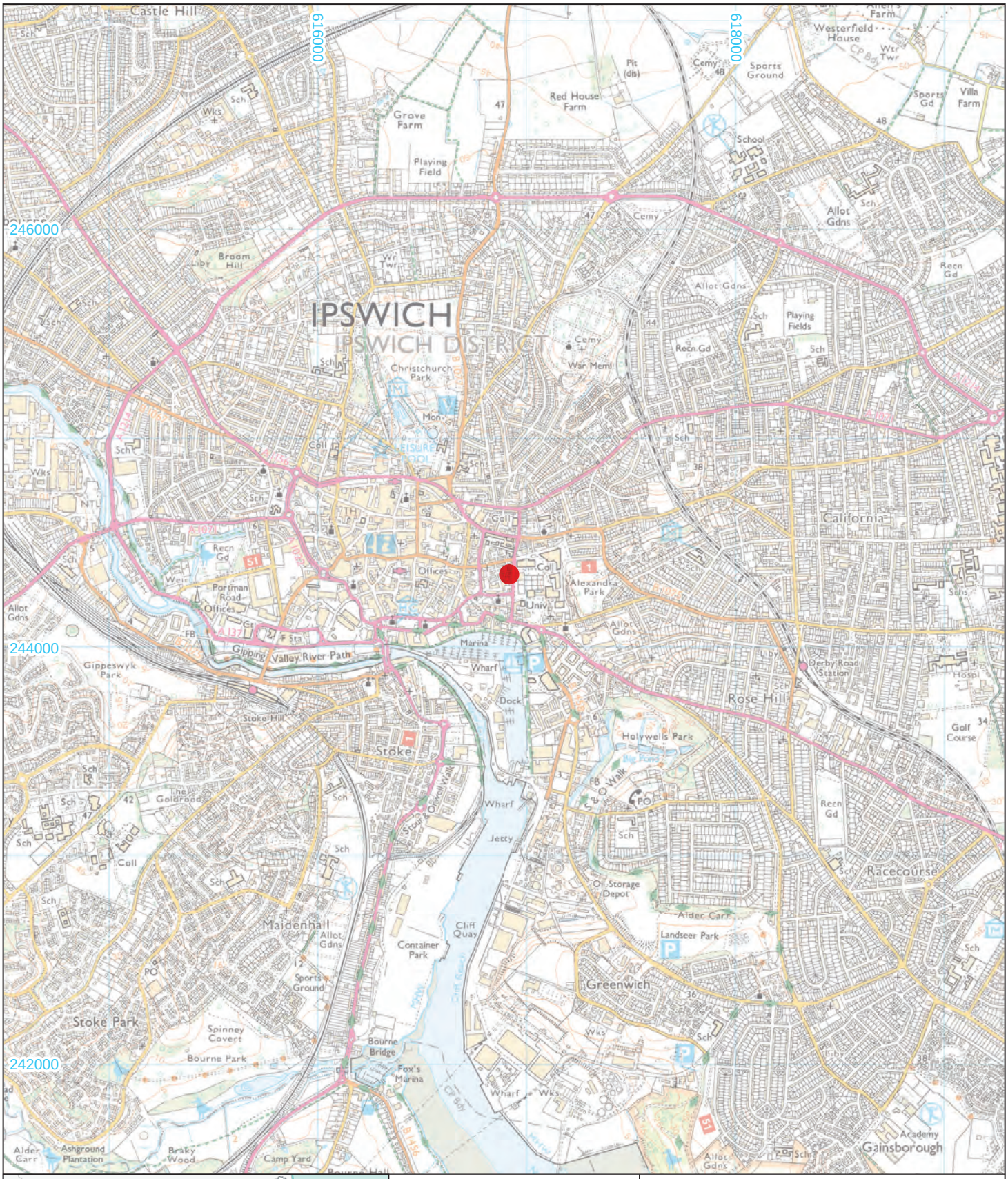

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PROJECT TITLE

30-50 Grimwade Street, Ipswich, Suffolk

FIGURE TITLE

Site location plan

DRAWN BY	**AW**	*PROJECT NO.*	**IPSGRI002**	*FIGURE NO.*
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616900

616920

616940

244360

244340

244320

Grimwade Street

T2

E

E

T1

ditch 103

ditch 105

modern well 110

rubble-filled pit 108

N

Site boundary

Evaluation trench

Stepping in evaluation trench

Unexcavated area due to services/footing

Archaeological feature (excavated/unexcavated)

Structure

Section location

0 1:200 10m

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FIGURE TITLE

Trench plan

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Trench 1, including modern well 110, looking west (1m scales)

Trench 1, looking east (1m scales)

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FIGURE TITLE
Trench 1 photographs

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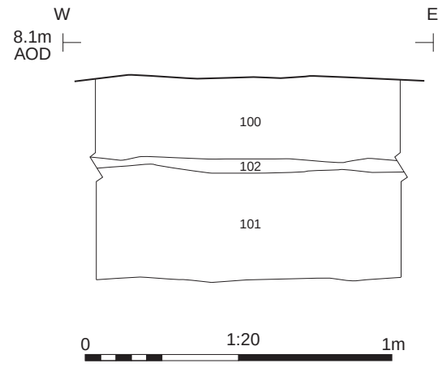
Representative section of Trench 1, looking north (1m scale)

Ditch 103, looking south-west (0.2m scale)

Section AA



Section BB

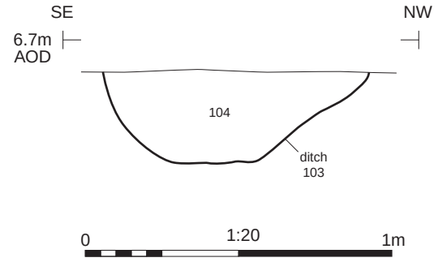


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FIGURE TITLE

Trench 1 photographs and sections

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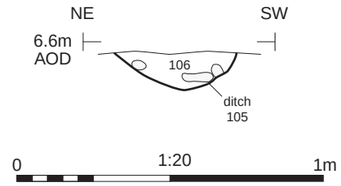
Ditch 105, looking south-east (0.2m scale)

Rubble-filled pit 108 and deposit 107, looking south (1m scale)

Section CC



Section DD

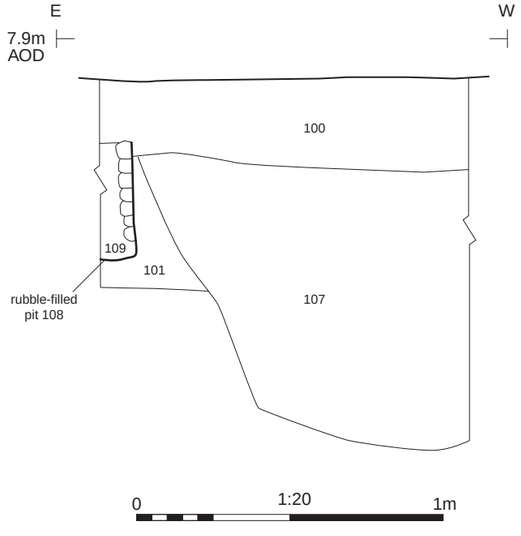


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FIGURE TITLE

Trench 1 photographs and sections

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Trench 2, looking north (1m scale)

Trench 2, looking south (1m scales)

Trench 2, machine-excavated slot, looking east (1m scale)

Section EE

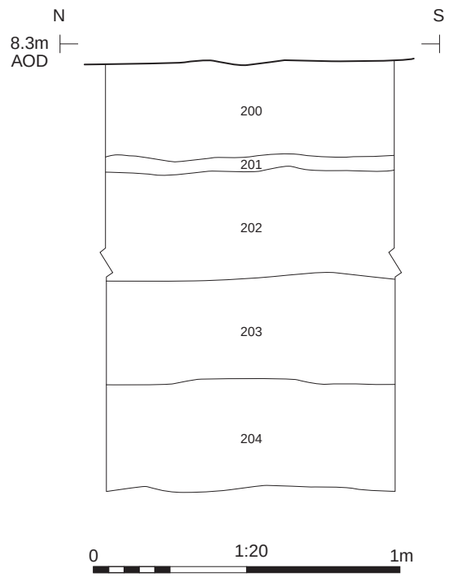

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FIGURE TITLE
Trench 2 section and photographs

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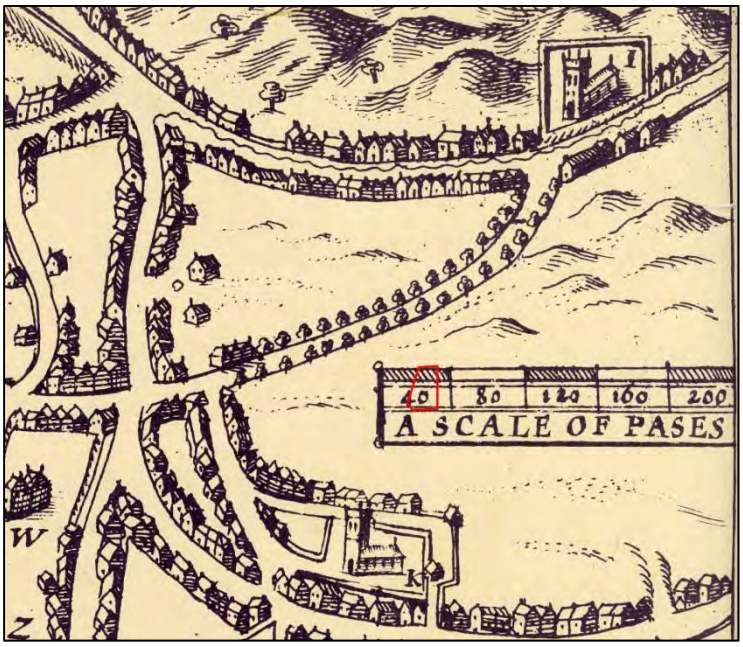

Plate 1. Speede's map of Ipswich, 1610, showing approximate location of proposed development area

Plate 2. Ogilby's map of Ipswich, 1674, showing approximate location of proposed development area

Plate 3. White's 1867 map, showing approximate location of proposed development area

APPENDIX A: CONTEXT DESCRIPTIONS

Context Number	Trench	Feature Type	Category	Feature Number	Description	Length	Width	Depth	Interpretation
100	1	Bioturbation	Layer		dark brown silty sandy loam topsoil			0.3	
101	1	Bioturbation	Layer		friable mid grey brown silty sand subsoil			0.38	
102	1		Layer		intermittently present, thin layer of CBM and mortar rubble			0.1	Demolition/construction debris
103	1	Ditch	Cut	103	NE-SW aligned ditch, fairly steep southern side and a more gently sloping northern side, both breaking to a generally flat base		0.88	0.32	
104	1	Ditch	Fill	103	mid grey brown friable sandy silt				
105	1	Ditch	Cut	105	narrow, shallow, NW-SE aligned ditch or gully with a rounded profile		0.38	0.12	
106	1	Ditch	Fill	105	friable pale-mid grey brown gravelly silty sand				
107	1				dark grey brown friable sandy silt present from 4.8m from the eastern end of the trench for the remaining length. Homogenous, fairly sterile. Could be the upper fill of 103- may cut subsoil 101 but no other edges visible within the confines of the trench so suggest whether it is part of a wide ditch or whether it is a different feature distinct from 103 and 105				
108	1	Pit	Cut	108	Small pit, steep sides, flat base, partially expose in the S section of the trench				Modern
109	1	Pit	Fill	108	Remnants of a red brick footing and loose brick rubble				
110	1	Structure		110	Red brick built circular well or soakaway with a domed cap immediately below topsoil 100				
200	2	Bioturbation	Layer		dark brown silty sandy loam topsoil			0.3	

Context Number	Trench	Feature Type	Category	Feature Number	Description	Length	Width	Depth	Interpretation
201	2		Layer		intermittently present, thin layer of CBM and mortar rubble			0.1	
202	2	Bioturbation	Layer		friable mid grey brown silty sand subsoil			0.38	
203	2	Bioturbation	Layer		pale-mid orangey brown silty sandy clay with flecks of dark, mineralised, orange sand. Friable-compact			0.4	Same as material interpreted as natural subsoil in the eastern end of Tr 1
204	2	Bioturbation	Layer		mid grey brown friable sandy clay silt. Bulk sample taken			0.4	

APPENDIX B: THE FINDS

Table 1. Bulk finds: quantity by context (initial processing)

Context	Struck flint		Heat-altered flint		CBM		Animal Bone		Charcoal		Spotdate
	No	Wt/g	No	Wt/g	No	Wt/g	No	Wt/g	No	Wt/g	
104					2	51	15	12			(CBM: med-p-med)
106					1	73			1	1	(CBM: med-p-med)
107					1	89	9	281			(CBM: p-med-mod)
204	4	24	5	10							Not closely dated (?Prehistoric)
Total	*4*	*24*	*5*	*10*	*4*	*213*	*24*	*293*	*1*	*1*	

Table 2. Struck flint

Context	Tr.	Feature/ layer	Feature/ layer type	Material	No.	Wt/g	Description/ comments
204	2	layer	bioturbation	flint	1	12	Irregular, moderately thick flake; secondary flake with most of dorsal face all cortex, broad striking area; plunge fracture at base. Shatter piece?
204	2	layer	bioturbation	flint	1	7	Small, thick flake; primary flake, with dorsal face all cortex (thin blue patina-type cortex), curvature indicates this comes from a small cobble, large striking platform; chipped at end which could suggest use. Shatter piece?
204	2	layer	Bioturbation	flint	1	3	Small irregular, thick flake; secondary flake with half of dorsal face all cortex, large striking platform, plunge fracture at base, some edge damage and notch area on one edge. Shatter piece?
204	2	layer	bioturbation	flint	1	2	Small irregular, thick triangular flake; primary flake with dorsal face all cortex, large striking platform. Shatter piece.

Table 3. Ceramic building material (CBM) catalogue

Area and Ctxt no.	Tr. no.	Area and Feature/ layer no.	F/L type	Find type	Fabric	Type (if known)	Thickness mm	No.	Wt/g	Abr/ Brt	Colour	Description/ comments	Date or associated dating	Noted poss to illustrate?
104	1	103	ditch	CBM	mscp	PT	8	1	27	(A)	o	Orange, slightly abraded thin flat tile – presumed peg-tile, some red sandy clay inclusions	Med-p-med (prob c. 13/14C+)	
104	1	103	ditch	CBM	mscp	PT	7	1	24	(A)	o-r	Orange-red, slightly abraded thin flat tile – presumed peg-tile, some red sandy clay inclusions	Med-p-med (prob c. 13/14C+)	
106	1	105	ditch	CBM	ms	PT	10	1	73		o	Orange, medium sand fabric, corner with part of round fixing hole	Med-p-med (prob c. 13/14C+)	
107	1			CBM	ms	BR		1	89		o	Corner piece from a brick, no complete measurement possible, some slight traces of white lime based mortar, relatively sharp moulding – post-medieval	Post-med or modern	

Table 4. Animal bone

Ctxt	Type	No.	Wt(g)	Condition	Marks on bone (butchery/gnawing)	Description	Comments
104	Ditch 103	15	21	moderate	Cut mark	Medium size mammal: part of a long bone and shatter fragments, clear butchery cut mark across the bone piece	
107	layer	9	281	Good	(marrow extraction?)	Large size mammal probably **cattle bone**: part of a pelvis, radius and part of a vertebra. Medium size mammal, **sheep or dog:** tibia bone.	Radius split, possibly to extract marrow

APPENDIX C: OASIS REPORT FORM

OASIS ID: cotswold2-377040

Project details

Project name	IPS 2064 30-50, Grimwade Street, Ipswich, Suffolk
Short description of the project	Trenched evaluation in advance of a proposed housing development
Project dates	Start: 10-02-2020 End: 05-03-2020
Previous/future work	No / Not known
Any associated project reference codes	IPS 2064 - Sitecode
Any associated project reference codes	SCC/0051/19MS - Planning Application No.
Type of project	Field evaluation
Site status	None
Current Land use	Other 5 - Garden
Monument type	DITCH Post Medieval
Monument type	WELL Modern
Significant Finds	CERAMIC Post Medieval
Significant Finds	ANIMAL BONE Post Medieval
Methods & techniques	"Sample Trenches"
Development type	Urban residential (e.g. flats, houses, etc.)
Prompt	Direction from Local Planning Authority - PPS
Position in the planning process	Between deposition of an application and determination

Project location

Country	England
Site location	SUFFOLK IPSWICH IPSWICH IPS 2064 30-50, Grimwade Street
Study area	1140 Square metres
Site coordinates	TM 1691 4434 52.054376750149 1.164166157288 52 03 15 N 001 09 51 E Point
Height OD / Depth	Min: 8m Max: 9m

Project creators

Name of Organisation	Cotswold Archaeology
Project brief originator	Suffolk County Council Archaeological Services
Project design originator	Cotswold Archaeology (Suffolk)
Project director/manager	Rhodri Gardner
Project supervisor	Linzi Everett
Name of sponsor/funding body	Concertus

Project archives

Physical Archive recipient	Suffolk County Council Archaeological Services
Physical Archive ID	IPS 2064
Physical Contents	''Animal Bones'',''Ceramics''
Digital Archive recipient	ADS
Digital Archive ID	IPS 2064
Digital Contents	''other''
Digital Media available	''Images raster / digital photography'',''Text''
Paper Archive recipient	Suffolk County Council Archaeological Services
Paper Archive ID	IPS 2064
Paper Contents	''other''
Paper Media available	''Context sheet'',''Correspondence'',''Photograph'',''Unpublished Text''

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	IPS 2064 30-50 Grimwade Street, Ipswich
Author(s)/Editor(s)	Everett, L.
Other bibliographic details	IPSGRI002_1
Date	2020
Issuer or publisher	Cotswold Archaeology
Place of issue or publication	Needham Market

Cotswold Archaeology

30 – 50 Grimwade Street
Ipswich, Suffolk

Written Scheme of Investigation for an Archaeological Evaluation

for
Concertus

OASIS ID: cotswold2-377040
HER Ref: IPS 2064

December 2019

Andover Cirencester Exeter Milton Keynes Suffolk

30 – 50, Grimwade Street
Ipswich, Suffolk

Written Scheme of Investigation for an Archaeological Evaluation

CA Project: IPSGRI002
OASIS ID: cotswold2-377040
HER reference: IPS 2064

DOCUMENT CONTROL GRID						
REVISION	DATE	AUTHOR	CHECKED BY	STATUS	REASONS FOR REVISION	APPROVED BY
A		M. SOMMERS	R. GARDINER	DRAFT		
B		M. SOMMERS			CURATORIAL COMMENTS	

CONTENTS

Summary Project Details

Location	Site Name	30 – 50, Grimwade Street	
	Parish/County	Ipswich/Suffolk	
	Grid Reference	616914 244342	
Site details	Project type	Trenched evaluation	
	Size of Area	0.114 hectares	
	Access	From Grimwade Street and Rope Walk	
	Planning proposal	Residential	
Staffing	No. of personnel (CA)	Estimated as 1 x Project Officer + 2 Archaeologists, surveyor and metal detectorist as required	
	No. of subcontractor personnel	1 Plant operator	
Project dates	Start date	TBC	
	Fieldwork duration	Projected as up to 3 days	
Reference codes	Site Code	IPS 2064	
	OASIS No.	Cotswold2-375840	
	Planning Application No.	SCC/0051/19MS	
	HER Search Invoice Number	TBC (n/a?)	
	CA Jobcode	IPSGRI002	
Key persons	Project Manager	Rhodri Gardner	
	Project Officer	TBC	
	Metal Detectorist	Steve Hunt or Mike Green	
Hire details	Plant	Holmes	01473 980766
	Welfare	Kazees	0800 4320048
	Tool-hire	NA	

Personnel and contact numbers

Cotswold Archaeology; Suffolk Office	Office Head	Dr Rhodri Gardner	01449 900120
	Project Managers	John Craven, Joanna Caruth	01449 900121
		Stuart Boulter	01449 900122
	Finds Dept	Richenda Goffin	01449 900129
	H&S	John Craven	01449 900121
	EMS	Jezz Meredith	01449 900124
Client	Client	Ipswich Brough Council	-
	Client Contact	TBC	-
	Landowner/Tenant	Ipswich Brough Council	-
Archaeological	Curatorial Officer	DR Abby Antrobus (SCCAS)	01284 741329
	EH Regional Science Advisor	Dr Zoe Outram	01223 582707

1. INTRODUCTION

1.1 This document sets out details of a *Written Scheme of Investigation* (WSI) by Cotswold Archaeology (CA) for an archaeological trenched evaluation at 30 – 50, Grimwade Street, Ipswich, Suffolk (centred at NGR: 616914 244342) (Fig. 1). This work has been requested by Ipswich Borough Council, the site owners.

1.2 The potential for a residential development on the site is being explored and a planning application has not been made. The client are aware that any consent would be conditional on a programme of archaeological work, the first stage of which would be field evaluation (although this has not been confirmed by Abby Antrobus of Suffolk County Council Archaeological Service, the archaeological advisors to the LPA). This Written Scheme of Investigation (WSI) covers the trenched evaluation only. Any further stages of archaeological work that might be required as a consequence of the evaluation's results would be subject to new documentation.

1.3 This WSI has been guided in its composition by *Standard and guidance: Archaeological field evaluation* (CIfA 2014), the SCC 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) and any other relevant standards or guidance contained within Appendix B.

The site

1.4 The proposed development covers an area of *c*.0.114 hectares and comprises the footprint of numbers 30 – 50 (evens), Grimwade Street, a row of redundant commercial properties with attached residential accommodation. The site lies at approximately 8m AOD on a gentle south facing slope on the northern side of the Orwell Valley. The River Orwell originally ran in a channel some 300m to the south but this has been enclosed to form a dock and a new channel, further to the south and west now carries the river. This part of the river is just over 18km from the North Sea and is tidal. In the vicinity of the site the north bank of the river has been reclaimed through the deposition of material upon the former tidal mudflats, a process that was probably started in the Saxon period.

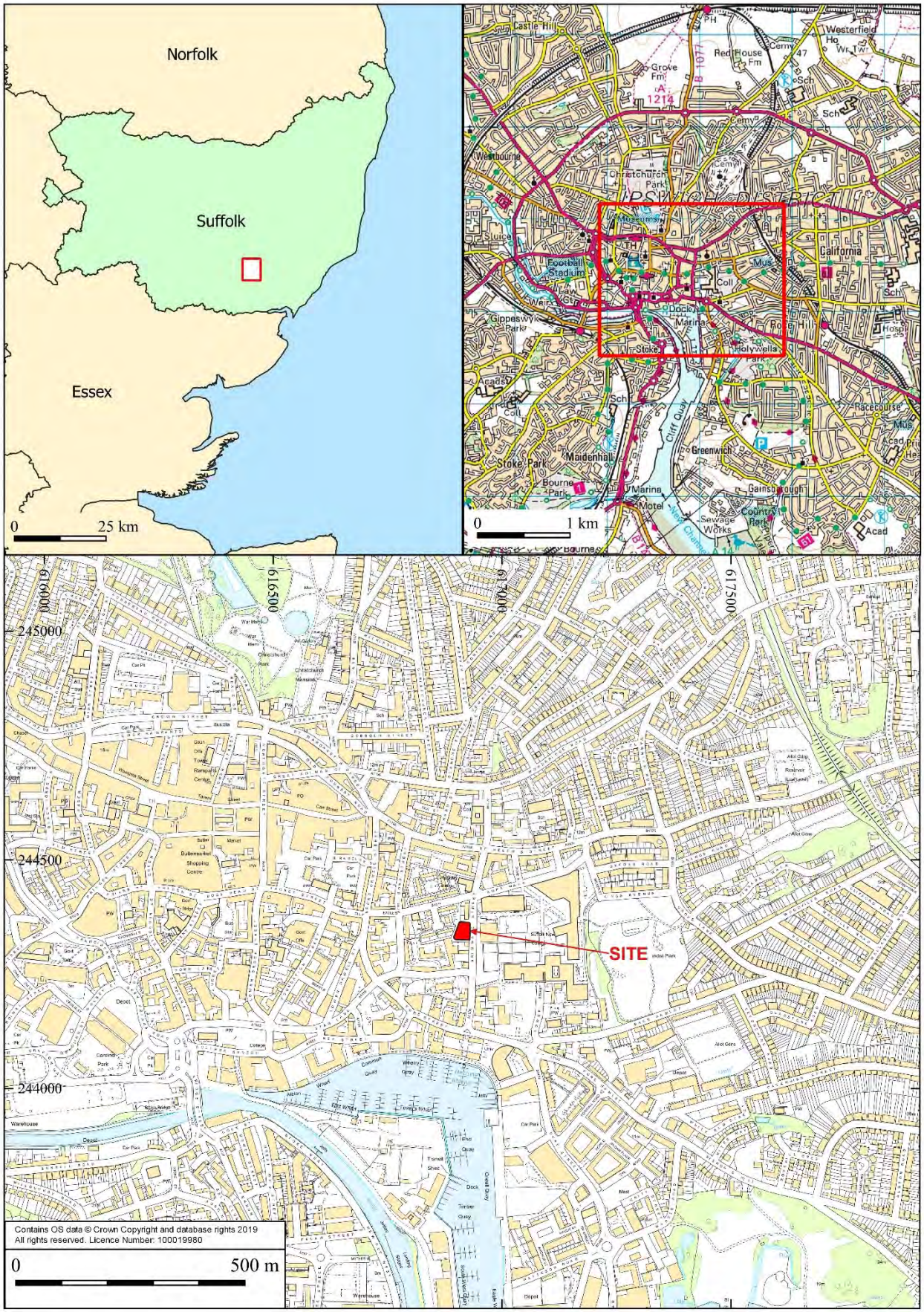

Figure 1. Site location plan

1.5 The underlying bedrock geology of the site is mapped by the British Geological Survey (BGS) as clay, silt and sand of the Thames Group and the Thanet Formation/Lambeth Group, sedimentary bedrocks that run in a broad band along the Orwell Valley. Superficial geological deposits recorded within the area of the site comprise sands and gravels of the Lowestoft Formation which lies along the lower, gentle slopes of the valley and is likely to represent an ancient floodplain alongside the river.

2. ARCHAEOLOGICAL BACKGROUND

2.1 A Desk-Based Assessment (DBA) for this site was carried out in October 2018 (Sommers 2018), the results of which noted sporadic evidence for prehistoric and Roman activity had been recorded along the north bank of the river, but this was always as residual finds in later features. The site lies c.200m to the east of the line of defences that formerly encircled the Saxon settlement of Ipswich, but other than an occasional stray find no Saxon features have been recorded in the immediate vicinity. Documentary evidence suggests the town expanded to the east during the medieval period, but this seems to have been focussed on St. Helen's Street to the north and the area of St. Clement's Church and Fore Street to the south. There is no positive evidence for any post-medieval development in the area until the 19th century when a network of streets, including Grimwade Street, was created. The entire neighbourhood was covered terraced housing and quickly became regarded as one of the worst slum areas of the town leading to its wholesale clearance in the 1930s. Shortly after this the parade of shops was built.

3. AIMS AND OBJECTIVES

3.1 The objectives of the evaluation are to provide information about the archaeological resource within the site, including its presence/absence, character, extent, date, integrity, state of preservation and quality. In accordance with *Standard and guidance: Archaeological field evaluation* (CIfA 2014), the evaluation has been designed to be minimally intrusive and minimally destructive to archaeological remains, but sufficient to meet the archaeological aims of the project. The information gathered will enable the Suffolk County Council Archaeology Service Conservation Team to identify and assess the particular significance of any heritage asset, consider the impact of the proposed development upon it, and to avoid or minimise conflict between the heritage

asset's conservation and any aspect of the development proposal, in line with the *National Planning Policy Framework* (DCLG 2012).

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

- Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation.
- Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- Establish the potential for the survival of environmental evidence.
- Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

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

4. METHODOLOGY

Excavation and recording

4.1 The evaluation comprises the excavation of two (2) trenches in the locations shown in Fig 2. The trenches will be 16m long and 1.8m wide and will be set out on OS National Grid (NGR) co-ordinates using Leica GPS, and scanned for live services by trained Cotswold Archaeology staff using CAT and Genny equipment in accordance with the Cotswold Archaeology *Safe System of Work for avoiding underground services*. The position of the trenches may be adjusted on site to account for services and other constraints, with the approval of the archaeological advisor to the LPA. The final 'as dug' trench plan will be recorded with GPS.

4.2 The trenches will be excavated by a mechanical excavator equipped with a toothless ditching bucket. All machining will be conducted under archaeological supervision and will cease when the first significant archaeological horizon or natural substrate is revealed (whichever is encountered first). Topsoil and subsoil will be stored separately adjacent to each trench.

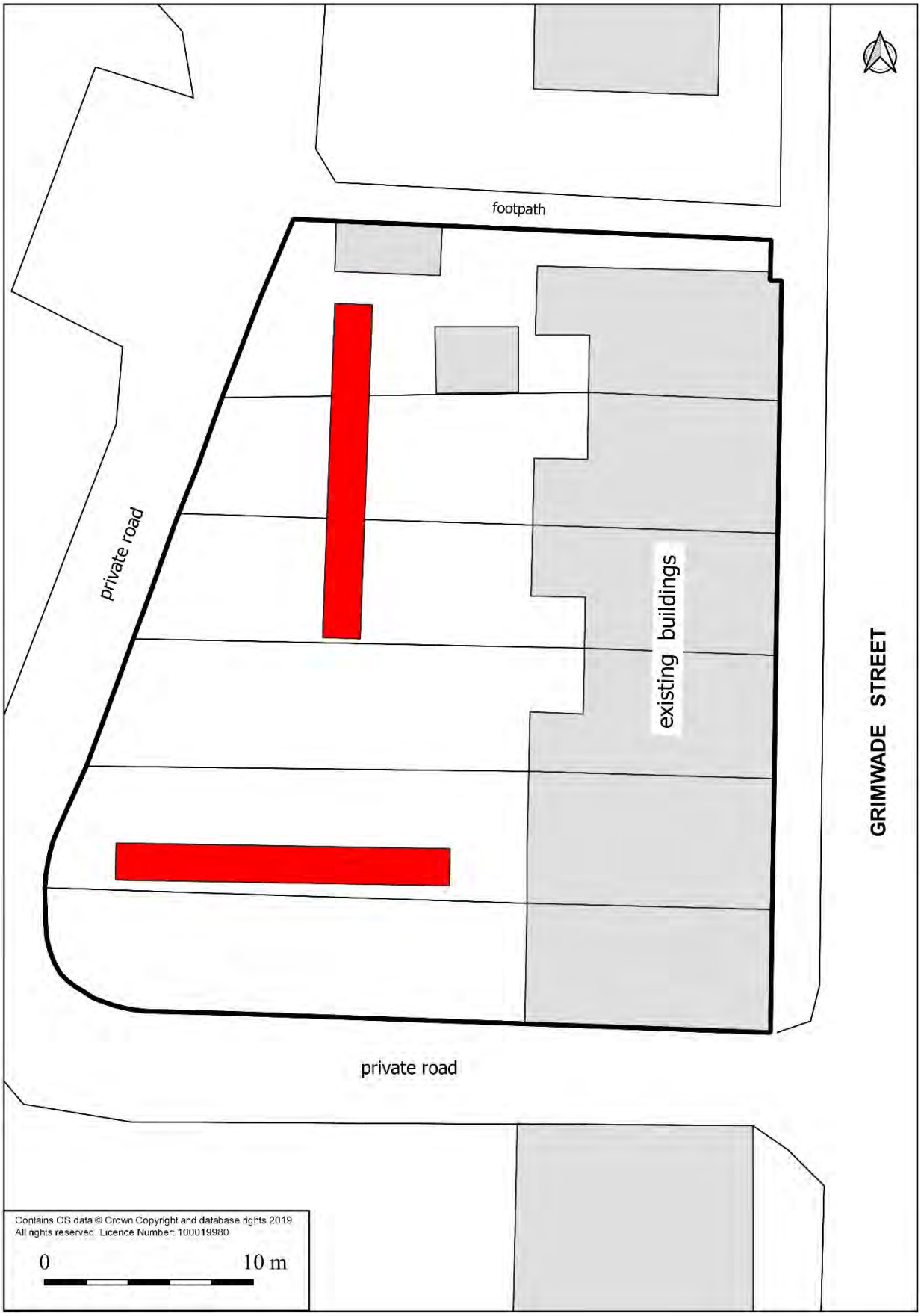

Figure 2. Proposed trench plan

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

4.4 Archaeological deposits and features will be sampled by hand excavation in order to satisfy the project aims and also comply with the SCCAS Requirements for Archaeological Evaluation (2017) and Excavation (2017). Where types of deposit are encountered that are suitable for mechanical excavation, this will only be undertaken following agreement with SCCAS.

4.5 Sample excavation of archaeological deposits will, wherever possible, be limited and minimally intrusive, sufficient to achieve the aims and objectives identified above. Samples will be in accordance with SCCAS guidance and sampling percentages (i.e. 50% of pits, generally, and 1m sections within linear features. Wherever possible excavation will not compromise the integrity of the archaeological record and will be undertaken in such a way as to allow for the subsequent protection of remains either for conservation or to allow more detailed investigations to be conducted under better conditions at a later date.

4.6 Metal detector searches (non-discriminating against iron), undertaken by experienced metal-detectorists, will take place throughout the project. This will mean before trenches are dug, during the machine excavation and the subsequent hand-excavation phase as well as of spoil heaps. Any metal finds recovered which are not from hand-excavated features will have their location recorded by GPS. The principal detectorist in this case will be Steve Hunt.

4.7 All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed.

4.8 All finds will be brought back to the CA Suffolk premises for processing, preliminary assessment, conservation and packing. Most finds analysis work will be done in house, but in some circumstances, it may be necessary to send some categories of finds to external specialists (see below).

Human remains

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

- In line with the recommendations *Guidance for best practice for the treatment of Human remains excavated from Christian Burial Grounds in England* (APABE 2017) human burials should not be disturbed without good reason. However, investigation of human remains should be undertaken to an extent sufficient for adequate evaluation. Therefore, a suspected burial feature (inhumation or cremated bone deposit) will be investigated to confirm the presence and condition of human bone. Once confirmed as human, the buried remains will not be disturbed further and will instead be left *in situ* - unless further disturbance is absolutely unavoidable and required by SCCAS Conservation Team.

- Where further disturbance is unavoidable, or full exhumation of the remains is deemed necessary, this will be conducted following the provisions of the Coroners Unit in the Ministry of Justice. All excavation and post-excavation processes will be in accordance with the standards set out in *CIfA Technical Paper No 7 Guidelines to the Standards for recording Human Remains* (CIfA 2004).

Environmental remains

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

4.11 Secure and phased deposits, especially those related to settlement activity and/or structures will be considered for sampling for the recovery of charred plant remains, charcoal and mineralised remains. Any cremation-related deposits will be sampled appropriately for the recovery of cremated human bone and charred remains. If any evidence of *in situ* metal working is found, suitable samples for the recovery of slag and hammer scale will be taken. Sample sizes will be a minimum of 40 litres, or 100% of the context where deemed more suitable.

4.12 Where sealed waterlogged deposits are encountered, samples for the recovery of waterlogged remains, insects, molluscs and pollen, as well as any charred remains, will be considered. The taking of sequences of samples for the recovery of molluscs and/or waterlogged remains will be considered through any suitable deposits such as deep enclosure ditches, barrow ditches, palaeo-channels, or buried soils. Monolith samples may also be taken from this kind of deposit as appropriate to allow soil and sediment description/interpretation as well as sub-sampling for pollen and other micro/macrofossils such as diatoms, foraminifera and ostracods.

4.13 The need for any more specialist samples, such as OSL, archaeomagnetic dating and dendrochronology will be evaluated and will be taken in consultation with the relevant specialist.

4.14 The processing of the samples will be done in conjunction with the relevant specialist following the Historic England general environmental processing guidelines (English Heritage 2011). Flotation or wet sieve samples will be processed to 0.25mm. Other more specialist samples such as those for pollen will be prepared by the relevant specialist. Further details of the general sampling policy and the methods of taking and processing specific sample types are contained within *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.

4.15 Upon completion of the evaluation the backfilling will not be undertaken without the consent of SCCAS. Once this is acquired all trenches will be backfilled by mechanical excavator. Spoil will be pushed back into trenches in the correct sequence and tracked over by the attending machine in order to ensure the ground surfaces are flat safe and level. More formal reinstatement is not offered.

5. STAFF AND TIMETABLE

5.1 This project will be managed by Rhodri Gardner, head of CA's Suffolk Office.

5.2 The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the evaluation as required during the period of fieldwork. Day to day responsibility however will rest with the CA Project Leader (TBC) who will be on-site throughout the project.

5.3 The field team will consist of a maximum of 3 staff: a Project Officer (acting as Project Leader) and 2 Archaeologists.

5.4 It is envisaged that the project will require up to 3 days of fieldwork. Analysis of the results and subsequent reporting will take up to a further 4 - 6 weeks.

5.5 Specialists who will be invited to advise and report on specific aspects of the project as necessary are:

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

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

(xiv) a consideration of evidence within its wider local/regional context;

(xv) a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;

(xvi) specialist assessment or analysis reports where undertaken;

(xvii) an evaluation of the methodology employed and the results obtained (i.e. a confidence rating).

6.3 Specialist artefact and palaeoenvironmental assessment will take into account the wider local/regional context of the archaeology and will include:

(i) specialist aims and objectives
(ii) processing methodologies (where relevant)
(iii) any known biases in recovery, or problems of contamination/residuality
(iv) quantity of material; types of material present; distribution of material
(v) for environmental material, a statement on abundance, diversity and preservation
(vi) summary and discussion of the results to include significance in a local and regional context

6.4 Copies of the draft report will be distributed to the client, or their representative, and to the LPA's Archaeological Advisor (SCCAS) thereafter, for verification and approval. Subsequently, copies of the approved report will be issued to the client, LPA's Archaeological Advisor (SCCAS) 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 (both physical and digital) will be prepared and deposited in accordance with *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (Archaeological Archives Forum 2007) and the *Archaeological Archives in Suffolk* guidelines (SCCAS 2019). The client is aware of the costs of archiving and provision will be made to cover these costs in our agreement with them. The archive will be deposited with the County Archaeology Store unless another suitable repository is agreed with SCCAS.

6.6 If the client does not agree to transfer ownership to SCCAS they will be required to nominate another suitable repository approved by SCCAS or provide funding for

additional recording and analysis of the finds archive (such as, but not limited to, additional photography or illustration of objects). In the rare event that artefacts of significant monetary value are discovered, separate ownership arrangements may be negotiated, provided they are not subject to Treasure Act legislation.

6.7 Should items considered to be Treasure as detailed in the Treasure Act 1996 and the Code of Practice referred to therein, be identified the following guidelines will be followed.

- The client (and landowner if different) and curator 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. ECCPS, 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 normally 50% of the market value. 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. Employees of CA, or volunteers etc. present on site, will not be eligible for any share of a treasure reward.

Academic dissemination

6.8 As the limited scope of this work is likely to restrict its publication value, it is anticipated that only a short publication note will be produced, suitable for inclusion within the PSIAH. The archaeological advisory and planning role of the SCCAS Historic Environment Team will be acknowledged in any report or publication generated by this project. Subject to any contractual constraints, a summary of information from the project will also be entered onto the OASIS online database of archaeological

projects in Britain, including the upload of a digital (PDF) copy of the final report, which will appear on the Archaeology Data Service (ADS) website once the OASIS record has been verified.

Public dissemination

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

Archive deposition

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

7. HEALTH, SAFETY AND ENVIRONMENT

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

8. INSURANCES

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

9. MONITORING

9.1 Notification of the start of site works will be made to the archaeological advisor to the LPA (SCCAS) at least ten working days before commencement of the trenching in order that a site visit can be booked in to check on the quality and progress of the work. Post-excavation and archiving progress will also be subject to review by SCCAS.

10. QUALITY ASSURANCE

10.1 CA is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, CA endorses the *Code of Conduct* (CIfA 2014) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (CIfA 2014). All CA Project Managers and Project Officers hold either full Member or Associate status within the CIfA.

10.2 CA operates an internal quality assurance system in the following manner. Projects are overseen by a Project Manager who is responsible for the quality of the project. The Project Manager reports to the Chief Executive who bears ultimate responsibility for the conduct of all CA operations. Matters of policy and corporate strategy are determined by the Board of Directors, and in cases of dispute recourse may be made to the Chairman of the Board.

11. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

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

12. STAFF TRAINING AND CPD

12.1 CA has a fully documented mandatory Performance Management system for all staff which reviews personal performance, identifies areas for improvement, sets targets and ensures the provision of appropriate training within CA's adopted training policy. In addition, CA has developed an award-winning Career Development Programme for its staff, which ensures a consistent and high quality approach to the development of appropriate skills.

12.2 As part of the company's requirement for Continuing Professional Development, all members of staff are also required to maintain a Personal Development Plan and an associated log which is reviewed within the Performance Management system. All staff are subject to probationary periods on appointment, with monthly review; for site-based staff additional monthly Employee Performance Evaluations measure and record skills and identify training needs.

13. REFERENCES

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APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS

Ceramics

Neolithic/Bronze Age	Ed McSloy BA MCIFA (CA) Steve Benfield (CA) Emily Edwards (freelance) Dr Elaine Morris BA PhD FSA MCIFA (University of Southampton)
Iron Age/Roman	Ed McSloy BA MCIFA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Steve Benfield (CA)
(Samian)	Gwladys Montell MA PhD (freelance)
(Amphorae stamps)	Dr David Williams PhD FSA (freelance)
Anglo-Saxon	Paul Blinkhorn BTech (freelance) Sue Anderson (freelance) Dr Jane Timby BA PhD FSA MCIFA (freelance)
Medieval/post-medieval	Ed McSloy BA MCIFA (CA) Richenda Goffin (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Stephanie Ratkai BA (freelance) Paul Blinkhorn BTech (freelance) John Allan BA MPhil FSA (freelance)
South West	Henrietta Quinnell BA FSA MCIFA (University of Exeter)
East of England	Steve Benfield (CA) Richenda Goffin (CA)
Clay tobacco pipe	Reg Jackson MLitt MCIFA (freelance) Marek Lewcun (freelance)
Ceramic Building Material	Ed McSloy MCIFA (CA) Dr Peter Warry PhD (freelance)

Other Finds

Small Finds	Ed McSloy BA MCIFA (CA) Ruth Beveredge (CA)
Metal Artefacts	Katie Marsden BSc (CA) Ruth Beveridge (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance)
Lithics	Ed McSloy BA MCIFA (CA) Jacky Sommerville BSc MA PCIFA (CA)
(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)
Coins	Ed McSloy BA MCIFA (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance)
Leather	Quita Mould MA FSA (freelance)
Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance)

Iron slag/metal technology	Dr Tim Young MA PhD (Cardiff University) Dr David Starley BSc PhD
Worked wood	Michael Bamforth BSc MCIFA (freelance)
Biological Remains	
Animal bone	Dr Philip Armitage MSc PhD MCIFA (freelance) Dr Matilda Holmes BSc MSc ACIFA (freelance) Julie Curl (freelance)
Human Bone	Sharon Clough BA MSc MCIFA (CA)
Environmental sampling	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Anna West (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Pollen	Dr Michael Grant BSc MSc PhD (University of Southampton) Dr Rob Batchelor BSc MSc PhD MCIFA (QUEST, University of Reading)
Diatoms	Dr Tom Hill BSc PhD CPLHE (Natural History Museum) Dr Nigel Cameron BSc MSc PhD (University College London)
Charred Plant Remains	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA)
Wood/Charcoal	Sarah Cobain BSc MSc ACIFA(CA) Dana Challinor MA (freelance)
Insects	Enid Allison BSc D.Phil (Canterbury Archaeological Trust) Dr David Smith MA PhD (University of Birmingham)
Mollusca	Sarah Wyles BA PCIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Ostracods and Foraminifera	Dr John Whittaker BSc PhD (freelance)
Fish bones	Dr Philip Armitage MSc PhD MCIFA (freelance)
Geoarchaeology	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

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