

Land at Homelands, Rectory Road, Bacton, Suffolk

Archaeological Watching Brief



for
Porch Builders

CA Project: SU0125
CA Report: SU0125_1
Site code: BAC 077
OASIS number: cotswold2-387806

October 2020



Land at Homelands,
Rectory Road, Bacton,
Suffolk

Archaeological Watching Brief

CA Project: SU0125
CA Report: SU0125_1
Site code: BAC 077
OASIS number: cotswold2-387806



Document Control Grid						
Revision	Date	Author	Checked by	Status	Reasons for revision	Approved by
A	16.10.2020	L.Everett	S.Boulter	Internal review		

This report is confidential to the client. Cotswold Archaeology accepts no responsibility or liability to any third party to whom this report, or any part of it, is made known. Any such party relies upon this report entirely at their own risk. No part of this report may be reproduced by any means without permission.

CONTENTS

SUMMARY	2
1. INTRODUCTION	3
2. ARCHAEOLOGICAL BACKGROUND	3
3. AIMS AND OBJECTIVES	5
4. METHODOLOGY	5
5. RESULTS	5
6. THE FINDS	6
7. THE BIOLOGICAL EVIDENCE	6
8. DISCUSSION.....	6
9. CA PROJECT TEAM	6
10. REFERENCES	6

APPENDIX A: OASIS FORM

APPENDIX B: BRIEF

APPENDIX C: WSI

LIST OF ILLUSTRATIONS

- Fig. 1 Site location plan
- Fig. 2 The site, showing location of groundworks
- Fig. 3 Site photographs



SUMMARY

Project Name: Land at Homelands, Rectory Road
Location: Bacton, Suffolk
NGR: 60438 26660
Type: Watching Brief
Date: August 2020
Planning Reference: DC/19/02948
OASIS number: cotswold2-387806
Location of Archive: To be deposited with SCCAS County Store
Site Code: BAC 077

An archaeological watching brief was undertaken by Cotswold Archaeology during groundworks associated with the construction of two new dwellings on land at Homelands, Rectory Road, Bacton. No archaeological features were observed within the excavated footings, nor was any artefactual evidence pre-dating the modern period collected from the upcast spoil.



1. INTRODUCTION

- 1.1 In August 2020, Cotswold Archaeology (CA) carried out an archaeological watching brief for Porch Builders on land at Homelands, Rectory Road, Bacton (centred at NGR: 60438 26660; Fig. 1). The watching brief was undertaken to fulfil a condition attached to a planning consent for the erection of two new dwellings (Planning ref: DC/19/02948).
- 1.2 The watching brief was carried out in accordance with a brief (SCCAS 2019, Appendix 2) prepared by Hannah Cutler Suffolk County Council Archaeology Service (SCCAS), the archaeological advisors to the Local Planning Authority (LPA), and with a subsequent detailed *Written Scheme of Investigation* (WSI) produced by CA and approved by SCCAS. The fieldwork also followed *Standard and guidance: Archaeological watching brief* (ClfA 2014, updated 2020) and the SCC Standard Guidelines and requirements for Archaeological Contractors.

The site

- 1.3 The site lies in the parish of Bacton, broadly central within a ribbon of low density/piecemeal linear occupation that stretches for c.2.2km southwest from the settlement core along The Street/Rectory Road to Bacton Green. Homelands is a late 20th century property, to the northeast of The Limes and the development site lies with a small field to its northeast. The site is bounded by hedging and Rectory Road, with arable farmland lying to the northwest, northeast and south.
- 1.4 The site is broadly flat and lies at approximately 60m above Ordnance Datum within an undulating landscape of relatively high ground 5km north of the River Gipping.
- 1.5 The underlying bedrock geology of the area is mapped as Crag Group Sand overlain by superficial deposits of Lowestoft Formation diamicton (BGS 2020).

2. ARCHAEOLOGICAL BACKGROUND

- 2.1 The Brief states that the site *'lies within an area of archaeological potential indicated by the County Historic Environment Record. The development site is listed on the edge of a medieval green shown on Hodskinsons 1783 map of Suffolk. Findspots of medieval pottery and a Roman coin have also been detected close to the proposed*



development site (HER nos. BAC 011, 001 and 023). As a result, there is high potential for early occupation deposits to be disturbed by development.'

- 2.2 Bacton Green, as shown by Hodskinson, extends northeast from Bacton Hall and eventually reduces to a narrow strip on either side of Rectory Road running as far north as the road junction c.150m north of Homelands. The green then curved westwards along the route of this second road and then back to the southwest (labelled by Hodskinson as Alice Green, now the settlement known as Earls Green). As such a roadside strip of the plots of Homelands and adjacent property The Limes will have lain within the green itself, with the structure of The Limes, a 16th century Listed Building, presumably fronting onto it. In turn this suggests that any boundary to the former green may lie directly under the proposed house footprints as they are set slightly closer to the road.
- 2.3 An initial examination of the Suffolk Historic Environment Record (HER) data available online (SHE 2020) describes the BAC 011 medieval pottery found at The Limes as being in *'fairly fresh condition, found in a feature or features during construction of an ornamental pond... pottery also found beneath the house.'* The medieval and post-medieval pottery recorded as BAC 023 lies at Millhouse Farm, 200m to the south. The findspot of the Roman coin, a sestertius of Trajan (BAC 001) lies c.180m to the east.
- 2.4 Historic Ordnance Survey mapping dating to the late 19th and early 20th century shows very little change in the immediate area. Homelands was constructed sometime in the second half of the 20th century and the rectangular plot in which it and the proposed development lies is clearly shown as a single field lying to the northeast of The Limes from 1884. One other late 20th century property has been constructed to the east of Rectory Road between Armlea and Lodge Farm, and a village hall and playing field have been developed on former farmland c.120m to the southwest. Other changes include minor alterations to pre-existing building complexes and the loss of the occasional field boundary but nothing affecting the development site directly.



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;
- 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 2020). An archaeologist was present at the start of intrusive groundworks to view the excavated footings for two new dwellings (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*. A photographic record was made of the machine excavated footings.

4.3 The archive from the evaluation is currently held by CA at their offices in Needham Market. Subject to the agreement of the legal landowner the archive will be deposited with the SCCAS County Store. A summary of information from this project, set out within Appendix A, will be entered onto the OASIS online database of archaeological projects in Britain.

5. RESULTS

5.1 Having stripped the site of a thin vegetation layer, the footings were excavated through c.0.25m of dark grey brown loamy clay topsoil which sealed approximately 0.15m of mid yellowish brown sandy clay subsoil with regular charcoal flecks. The natural subsoil below this was mixed, ranging from an orangey brown clay sand to pale grey brown chalky boulder clay.



- 5.2 No features or deposits of archaeological interest were observed during groundworks and despite visual scanning of spoil, no artefactual material pre-dating the modern period was recovered. A thin layer of subsoil was noted in the exposed section of the new footings, but no features were observed within it or at the horizon of the natural subsoil.

6. THE FINDS

- 6.1 No finds of pre-modern date were observed during the monitoring visits and of the modern glass and stoneware bottles none were of sufficient interest to recover for further processing or inclusion in the site archive.

7. THE BIOLOGICAL EVIDENCE

- 7.1 No suitable deposits for environmental sampling were observed during the monitoring.

8. DISCUSSION

- 8.1 Despite the archaeological potential of the application area, the watching brief identified no archaeological remains within the area of observed groundworks. Although the edge of the former green, likely to have been represented by a ditch, was believed to cut through the site, this boundary could have been located either side of the building footprints and therefore not exposed during the groundworks.

9. CA PROJECT TEAM

- 9.1 Fieldwork was carried out by Linzi Everett, who also authored this report. The illustrations were prepared by Ryan Wilson. The archive has been prepared for deposition by Clare Wootton. The report was edited by Stuart Boulter who also managed the project for CA.

10. REFERENCES

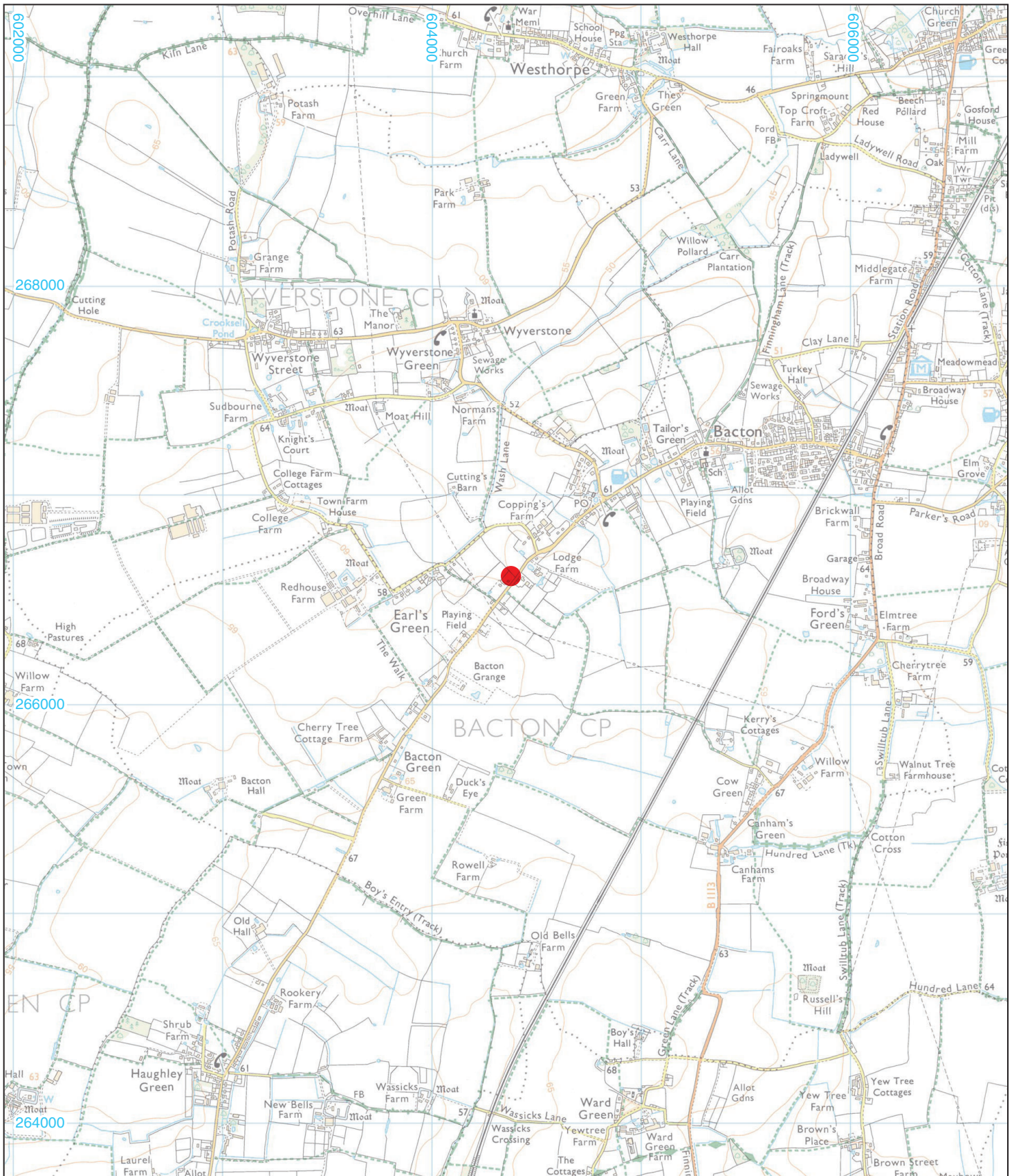
- BGS (British Geological Survey) 2015 *Geology of Britain Viewer*
<http://mapapps.bgs.ac.uk/geologyofbritain/home.html> Accessed 16 October 2020



SCCAS (Suffolk County Council Archaeological Service) 2019 *Brief for Continuous Archaeological Recording at Homelands, Rectory Road, Bacton, Suffolk*

CA (Cotswold Archaeology) 2020 *Land at Homelands, Rectory Road, Bacton, Suffolk, Written Scheme of Investigation for an Archaeological Watching Brief*





● Site

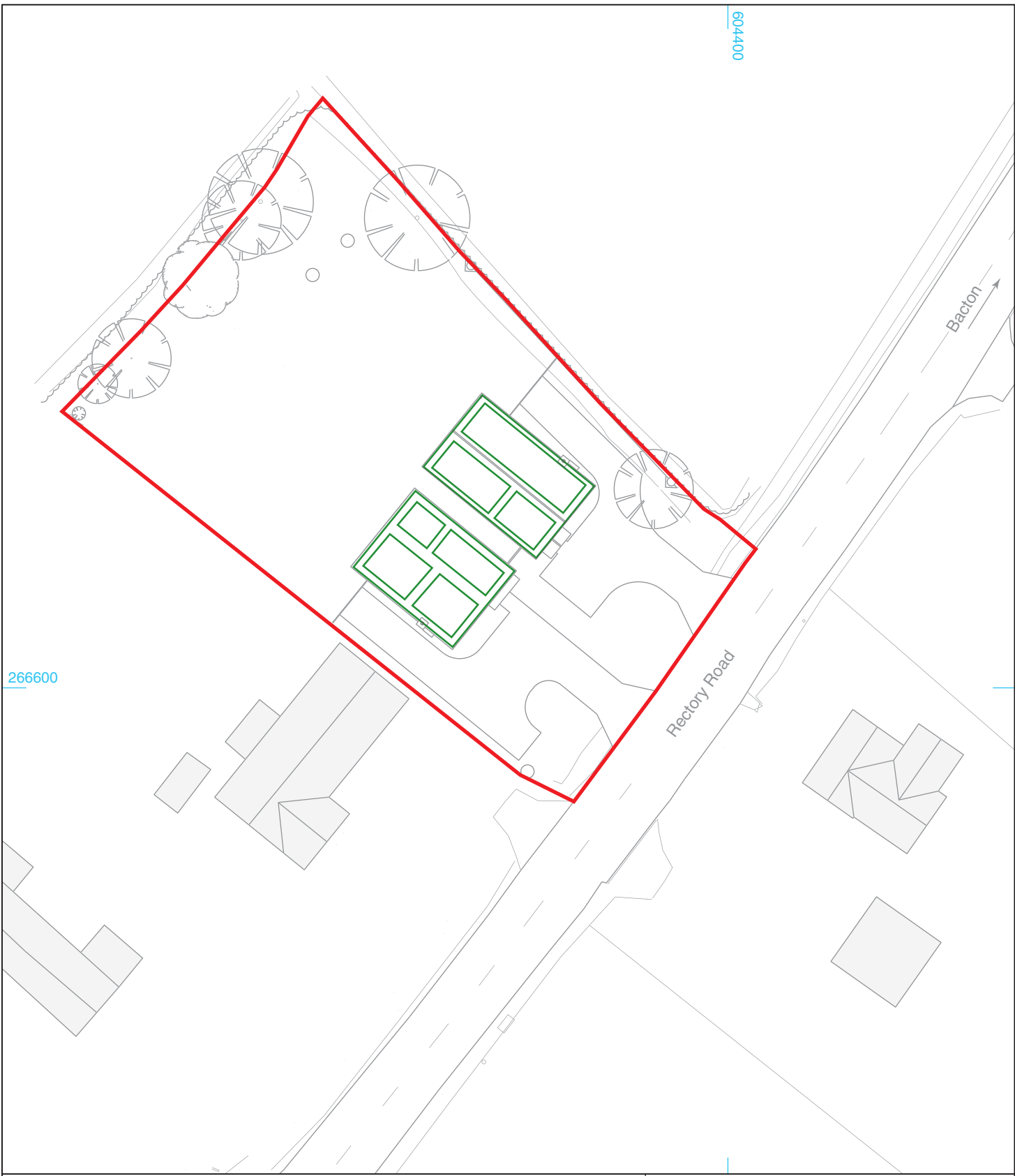


Andover 01264 347630
 Cirencester 01285 771022
 Exeter 01392 573970
 Milton Keynes 01908 564660
 Suffolk 01449 900120
 www.cotswoldarchaeology.co.uk
 enquiries@cotswoldarchaeology.co.uk

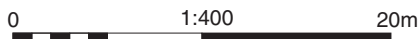
PROJECT TITLE
 Land at Homelands, Rectory Road,
 Bacton, Suffolk

FIGURE TITLE
 Site location plan

DRAWN BY	EE	PROJECT NO.	SU0125	FIGURE NO.
CHECKED BY	DJB	DATE	16/10/2020	1
APPROVED BY	SB	SCALE@A4	1:25,000	



- Site boundary
- Observed groundworks



Baseplan provided by the client



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

Land at Homelands, Rectory Road, Bacton, Suffolk

FIGURE TITLE

Location of groundworks

DRAWN BY	EE	PROJECT NO.	SU0125	FIGURE NO.
CHECKED BY	DJB	DATE	16/10/2020	2
APPROVED BY	SB	SCALE@A4	1:400	



Plot 1, observed groundworks, looking north (1m scale)



Plot 1, observed groundworks, looking north-west (1m scale)



Plot 1, observed groundworks, looking west (1m scale)



Plot 2, observed groundworks, looking 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
**Land at Homelands, Rectory Road,
 Bacton, Suffolk**

FIGURE TITLE
Photographs

DRAWN BY	EE	PROJECT NO.	SU0125	FIGURE NO.
CHECKED BY	DJB	DATE	16/10/2020	3
APPROVED BY	SB	SCALE@A3	NA	

APPENDIX A: OASIS SUMMARY**OASIS ID: cotswold2-387806****Project details**

Project name	BAC 077 Land at Homelands, Rectory Road
Short description of the project	Negative monitoring of groundworks for two new house plots
Project dates	Start: 17-08-2020 End: 15-10-2020
Previous/future work	No / Not known
Any associated project reference codes	BAC 077 - HER event no.
Any associated project reference codes	DC/19/02948 - Planning Application No.
Type of project	Recording project
Site status	None
Monument type	N/A None
Significant Finds	N/A None
Investigation type	"Watching Brief"
Prompt	Direction from Local Planning Authority - PPS

Project location

Country	England
Site location	SUFFOLK MID SUFFOLK BACTON BAC 077 Land at Homelands, Rectory Road
Study area	150 Square metres
Site coordinates	TM 60438 26660 51.876885527277 1.784349313199 51 52 36 N 001 47 03 E Point
Height OD / Depth	Min: 59m Max: 60m

Project creators

Name of Organisation	Cotswold Archaeology
Project brief originator	Suffolk County Council Archaeological Services
Project design originator	Hannah Cutler
Project director/manager	Stuart Boulter
Project supervisor	Linzi Everett
Type of sponsor/funding body	Developer
Name of sponsor/funding body	Porch Builders

Project archives

Physical Archive recipient	Suffolk County Council Archaeological Services
Physical Archive ID	BAC 077
Physical Contents	"other"
Digital Archive recipient	ADS
Digital Archive ID	BAC 077
Digital Contents	"none"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk County Council Archaeological Archive
Paper Archive ID	BAC 077
Paper Contents	"none"
Paper Media available	"Correspondence","Photograph","Unpublished Text"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	BAC 077 Land at Homelands, Bacton, Suffolk
Author(s)/Editor(s)	Everett, L.
Other bibliographic details	SU0125_1
Date	2020
Issuer or publisher	Cotswold Archaeology
Place of issue or publication	Needham Market

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

Brief for Continuous Archaeological Recording
AT
Homelands, Rectory Road, Bacton, Stowmarket

PLANNING AUTHORITY: Mid Suffolk District Council

PLANNING APPLICATION NUMBER: DC/19/02948

HER NO. FOR THIS PROJECT: To be arranged

GRID REFERENCE: TM043666

DEVELOPMENT PROPOSAL: Housing

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

Date: 24/09/2019

Summary

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

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

No development shall take place on site until the implementation of a programme of archaeological work has been secured, in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the Local Planning Authority. The scheme of investigation shall include an assessment of significance and research questions; and: a. The programme and methodology of site investigation and recording. b. The programme for post investigation assessment. c. Provision to be made for analysis of the site investigation and recording. d. Provision to be made for publication and dissemination of the analysis and records of the site investigation. e. Provision to be made for archive deposition of the analysis and records of the site investigation. f. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation. g. Timetable for the site investigation to be completed prior to development, or in such other phased arrangement, as agreed and approved in writing by the Local Planning Authority.

Reason - To safeguard archaeological assets within the approved development boundary from impacts relating to any groundworks associated with the development scheme and to ensure the proper and timely investigation, recording, reporting and presentation of archaeological assets affected by this development. This condition is required to be agreed prior to the commencement of any development to ensure matters of archaeological importance are preserved and secured early to ensure avoidance of damage or lost due to the development and/or its construction. If agreement was sought at any later stage there is an unacceptable risk of lost and damage to archaeological and historic assets.

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

No building shall be occupied until the site investigation and post investigation assessment has been completed, submitted to and approved, in writing, by the Local Planning Authority, in accordance with the programme set out in the Written Scheme of Investigation as may be agreed by the Local Planning Authority. Provision shall be made for analysis, publication and dissemination of results and archive deposition.

Reason - To safeguard archaeological assets within the approved development boundary from impacts relating to any groundworks associated with the development scheme and to ensure the proper and timely investigation, recording, reporting and presentation of archaeological assets affected by this development.

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

Archaeological Background

- 2.1 This application lies within an area of archaeological potential indicated by the County Historic Environment Record. The development site is listed on the edge of a medieval green shown on Hodskinsons 1783 map of Suffolk. Findspots of medieval pottery and a Roman coin have also been detected close

to the proposed development site (HER nos. BAC 011, and 001 and 023). As a result, there is high potential for early occupation deposits to be disturbed by development. Any groundworks associated with the proposed development has the potential to cause significant damage or destruction to any underlying heritage assets.

Planning Background

- 3.1 The below-ground works will cause ground disturbance that has potential to damage any archaeological deposit that exists.
- 3.2 The Planning Authority were advised that any consent should be conditional upon an agreed programme of work taking place before development begins in accordance with paragraph 199 of the National Planning Policy Framework, to record and advance understanding of the significance of any heritage assets (that might be present at this location) before they are damaged or destroyed.

Requirement for Archaeological Investigation

- 4.1 Assessment of the available archaeological evidence indicates that the area affected by the development can be adequately recorded by continuous archaeological monitoring and recording during all groundworks.
- 4.2 Any ground works, and also the upcast soil, are to be closely monitored during and after excavation by the archaeological contractor (and subject to metal-detecting survey) in order to ensure no damage occurs any heritage assets. Adequate time is to be allowed for cleaning of the archaeological horizon (where encountered), archaeological recording of archaeological deposits during excavation, and of soil sections following excavation.
- 4.3 The archaeological investigation should provide a record of archaeological deposits which are damaged or removed by any development [including services and landscaping] permitted by the current planning consent. Opportunity must be given to the archaeological contractor to hand excavate and record any archaeological features which appear during earth moving operations.
- 4.4 All archaeological features exposed must be planned at a scale of 1:20 or 1:50 on a plan showing the proposed layout of the development, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded.
- 4.5 A photographic record of the work is to be made of any archaeological features, consisting of both monochrome photographs and colour transparencies/high resolution digital images.
- 4.6 All contexts must be numbered and finds recorded by context. All levels should relate to Ordnance Datum.
- 4.7 Archaeological contexts should, where possible, be sampled for palaeo-environmental remains. Best practice should allow for sampling of interpretable and datable archaeological deposits and provision should be made for this.
- 4.8 All finds will be collected and processed (unless variations in this principle are agreed with SCCAS/CT during the course of the monitoring).

- 4.9 The data recording methods and conventions used must be consistent with, and approved by, the County Historic Environment Record.
- 4.10 The method and form of development should be also monitored to ensure that it conforms to previously agreed locations and techniques upon which this brief is based. In the case of inclement weather conditions during groundworks, causing deep rutting which could lead to damage of underlying archaeological remains (otherwise protected and preserved *in situ*) the archaeological strategy may need to be reviewed and revised to full excavation. In this case, SCCAS/CT must be informed immediately.
- 4.11 If unexpected remains are encountered SCCAS/CT must be informed immediately. Amendments to this brief may be required to ensure adequate provision for archaeological recording.

Arrangements for Archaeological Investigation

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

Reporting and Archival Requirements

- 6.1 The project manager must consult the Suffolk HER Officer to obtain a parish code for the work. This number will be unique for each project and must be used on site and for all documentation and archives relating to the project.
- 6.2 An archive of all records and finds is to be prepared and must be adequate to perform the function of a final archive for deposition in the Archaeological Service's Store or in a suitable museum in Suffolk.
- 6.3 It is expected that the landowner will deposit the full site archive, and transfer title to, the Archaeological Service or the designated Suffolk museum, and this should be agreed before the fieldwork commences. The intended depository should be stated in the WSI, for approval.

- 6.4 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation (including the digital archive), and regarding any specific cost implications of deposition.
- 6.5 A report on the fieldwork and archive must be provided. Its conclusions must include a clear statement of the archaeological value of the results, and their significance. The results should be related to the relevant known archaeological information held in the Suffolk HER, and an HER search should be commissioned. In any instances where it is felt that an HER search is unnecessary, this must be discussed and agreed with the relevant Case Officer.
- 6.6 An opinion as to the necessity for further work and its scope may be given, although the final decision lies with SCCAS/CT.
- 6.7 Following approval of the report by SCCAS/CT, a single copy of the report should be presented to the Suffolk HER as well as a digital copy of the approved report.
- 6.8 All parts of the OASIS online form <http://ads.ahds.ac.uk/project/oasis/> must be completed and a copy must be included in the final report and also with the site archive. A digital copy of the report should be uploaded to the OASIS website.
- 6.9 Where positive results are drawn from a project, a summary report must be prepared for the *Proceedings of the Suffolk Institute of Archaeology and History*.
- 6.10 This brief remains valid for 12 months. If work is not carried out in full within that time this document will lapse; the brief may need to be revised and re-issued to take account of new discoveries, changes in policy and techniques.

Standards and Guidance

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

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

Notes

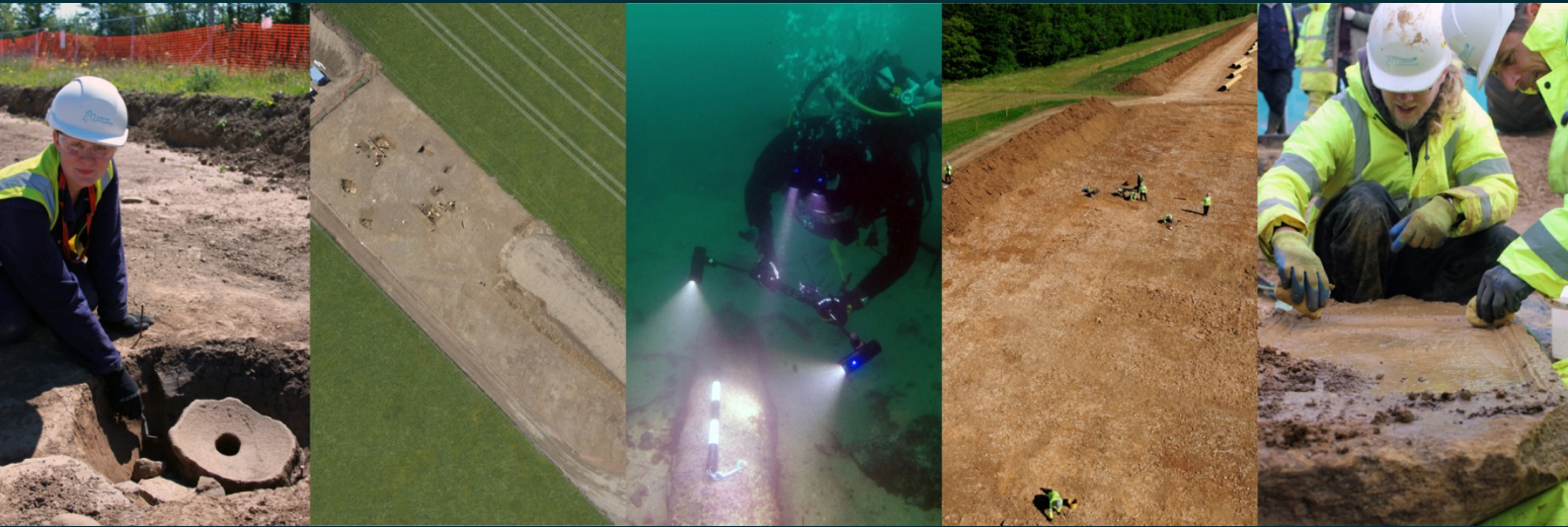
The Chartered Institute for Archaeologists maintains a list of registered archaeological contractors (www.archaeologists.net or 0118 378 6446). There are a number of archaeological contractors that regularly undertake work in the County and SCCAS will provide advice on request. SCCAS/CT does not give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

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

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

Land at Homelands, Rectory Road, Bacton Suffolk

Written Scheme of Investigation for an Archaeological Watching Brief



for
Porch Builders

CA Project: SU0125
OASIS ID: 387806
HER Ref: TBC

March 2020



Land at Homelands, Rectory Road, Bacton Suffolk

Written Scheme of Investigation for an Archaeological Watching Brief

CA Project: SU0125
OASIS ID: 387806
HER reference: TBC



DOCUMENT CONTROL GRID						
REVISION	DATE	AUTHOR	CHECKED BY	STATUS	REASONS FOR REVISION	APPROVED BY
A	05/03/2020	JOHN CRAVEN		INTERNAL REVIEW		JOHN CRAVEN

This report is confidential to the client. Cotswold Archaeology accepts no responsibility or liability to any third party to whom this report, or any part of it, is made known. Any such party relies upon this report entirely at their own risk. No part of this report may be reproduced by any means without permission.

CONTENTS

1.	INTRODUCTION.....	2
2.	ARCHAEOLOGICAL BACKGROUND.....	3
3.	AIMS AND OBJECTIVES.....	4
4.	METHODOLOGY.....	4
5.	STAFF AND TIMETABLE.....	6
6.	POST-EXCAVATION, ARCHIVING AND REPORTING.....	7
7.	HEALTH AND SAFETY.....	10
8.	INSURANCES.....	10
9.	MONITORING.....	10
10.	QUALITY ASSURANCE.....	11
11.	PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT.....	11
12.	STAFF TRAINING AND CPD.....	11
13.	REFERENCES.....	12
	APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS.....	13
	APPENDIX B: ARCHAEOLOGICAL STANDARDS AND GUIDELINES.....	15
	APPENDIX C: SCCAS BRIEF.....	18

1. INTRODUCTION

1.1 This document sets out details of a *Written Scheme of Investigation* (WSI) by Cotswold Archaeology (CA) for an archaeological watching brief or ‘continuous archaeological recording’ at Homelands, Rectory Road, Bacton, Suffolk (centred at NGR: 60438 26660) on behalf of the commissioning client, Porch Builders.

1.2 Planning permission for the construction of two residential properties and associated access on land to the east of Homelands has been granted by the local planning authority (LPA) Mid Suffolk District Council (ref: DC/19/02948), conditional on a programme of archaeological work. The requirement for an archaeological watching brief has been described in a Brief (Appendix C), prepared by Hannah Cutler of Suffolk County Council Archaeological Service (SCCAS), the archaeological advisor to the LPA.

1.3 This WSI has been guided in its composition by *Standard and guidance: Archaeological watching brief* (ClfA 2014), and any other relevant standards or guidance contained within Appendix B.

The site

1.4 The site lies in the parish of Bacton, broadly central within a ribbon of low density/piecemeal linear occupation that stretches for c.2.2km southwest from the settlement core of Bacton along The Street/Rectory Road to Bacton Green. Homelands is a late 20th century property, to the northeast of The Limes and the development site lies with a small field to its northeast. The site is bounded by hedging and Rectory Road, with arable farmland lying to the northwest, northeast and south.

1.5 The site is broadly flat and lies at approximately 60m above Ordnance Datum within an undulating landscape of relatively high ground 5km north of the River Gipping, defined as ‘*gently rolling heavy clay plateaux*’ by the Suffolk Landscape Character Assessment (SLCA 2020).

1.6 The underlying bedrock geology of the area is mapped as Crag Group Sand overlain by superficial deposits of Lowestoft Formation diamicton (BGS 2020).

2. ARCHAEOLOGICAL BACKGROUND

- 2.1 The Brief states that the site *'lies within an area of archaeological potential indicated by the County Historic Environment Record. The development site is listed on the edge of a medieval green shown on Hodskinsons 1783 map of Suffolk. Findspots of medieval pottery and a Roman coin have also been detected close to the proposed development site (HER nos. BAC 011, and 001 and 023). As a result, there is high potential for early occupation deposits to be disturbed by development.'*
- 2.2 Bacton Green, as shown by Hodskinson, extends northeast from Bacton Hall and eventually reduces to a narrow strip on either side of Rectory Road running as far north as the road junction c.150m north of Homelands. The green then curved westwards along the route of this second road and then back to the southwest (labelled by Hodskinson as Alice Green, now the settlement known as Earls Green). As such a roadside strip of the plots of Homelands and adjacent property The Limes will have lain within the green itself, with the structure of The Limes, a 16th century Listed Building, presumably fronting onto it. In turn this suggests that any boundary to the former green may lie directly under the proposed house footprints as they are set slightly closer to the road.
- 2.3 An initial examination of the Suffolk Historic Environment Record (HER) data available online (SHE 2020) describes the BAC 011 medieval pottery found at the Limes as being in *'fairly fresh condition, found in a feature or features during construction of an ornamental pond... pottery also found beneath the house.'* The medieval and post-medieval pottery recorded as BAC 023 lies at Millhouse Farm, 200m to the south. The findspot of the Roman coin, a sestertius of Trajan (BAC 001) lies c.180m to the east.
- 2.4 Historic Ordnance Survey mapping dating to the late 19th and early 20th century shows very little change in the immediate area. Homelands was constructed sometime in the second half of the 20th century and the rectangular plot in which it and the proposed development lies is clearly shown as a single field lying to the northeast of The Limes from 1884. One other late 20th century property has been constructed to the east of Rectory Road between Armlea and Lodge Farm, and a village hall and playing field have been developed on former farmland c.120m to the southwest. Other changes include minor alterations to pre-existing building complexes and the loss of the occasional field boundary but nothing affecting the development site directly (NLS 2020).

3. AIMS AND OBJECTIVES

3.1 The objectives of the archaeological works are:

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

3.2 If significant archaeological remains are identified, reference will be made to the Regional Research Framework for East Anglia (Medlycott 2011) so that the remains can, if possible, be placed within their local and regional context.

4. METHODOLOGY

Excavation and recording

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

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

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

Artefact retention and discard

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

Human remains

- 4.5 In the case of the discovery of human remains (skeletal or cremated), at all times they should be treated with due decency and respect. Where human remains are encountered, these will not be excavated unless their disturbance by the development is unavoidable. In cases where exhumation of human remains is deemed unavoidable/necessary by SCCAS, this will be conducted following the provisions of the Coroners Unit in the Ministry of Justice. All excavation and post-excavation processes will be in accordance with the standards set out in *CIfA Technical Paper No 7 Guidelines to the Standards for recording Human Remains* (CIfA 2004).

Environmental remains

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

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

Treasure

- 4.8 If an object qualifies as Treasure, under the Treasure Act 1996, the find(s) will be reported to the Suffolk Finds Liaison Officer (who then reports to the Coroner) within 14 days of the object's discovery and identification, SCCAS and the client will further be informed. Treasure objects will immediately be removed to secure storage, with appropriate on-site security measures taken if required. Any material eventually declared as Treasure by a Coroner's Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of Cotswold Archaeology, their subcontractors, or any volunteers under their control will not be eligible for any share of a treasure reward.

5. STAFF AND TIMETABLE

- 5.1 This project will be under the management of John Craven MCIfA, Project Manager, CA.
- 5.2 The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the watching brief as required during the period of fieldwork. Day to day responsibility however will rest with the Project Officer who will be on-site throughout the project.
- 5.3 The field team will consist of a Project Officer, supplemented by additional Archaeologists as required).
- 5.4 The duration of the fieldwork will be dependent upon the contractor's programme, expected to begin in late March 2020.

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

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

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

6. POST-EXCAVATION, ARCHIVING AND REPORTING

6.1 Following completion of fieldwork, all artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA Technical Manuals. A recommendation will be made regarding material deemed suitable for disposal/dispersal in line with the relevant recipient Museums' collection policy.

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

- (i) an abstract containing the essential elements of the results preceding the main body of the report, and a summary of the project's background;
- (ii) description and illustration of the site location;
- (iii) a methodology of the works undertaken;
- (iv) integration of, or cross-reference to, appropriate cartographic and documentary evidence and the results of other research undertaken, where relevant to the interpretation of the watching brief results. A full Suffolk Historic Environment Record

(HER) search will be completed if deemed necessary by SCCAS following completion of fieldwork and initial assessment of results. The HER search reference number will be included in the report.

(v) a description of the project's results;

(vi) an interpretation of the results in the appropriate context;

(vii) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);

(viii) a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map;

(ix) a plan showing the location of the areas observed and exposed archaeological features and deposits in relation to the site boundaries;

(x) plans of each area in which archaeological features are recognised. These will be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans will show the orientation of features recorded in relation to north. Section drawing locations will be shown on these plans. Archaeologically sterile areas will not be illustrated unless this can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;

(xi) section drawings of areas/trenches and features will be included where appropriate, with OD heights and at scales appropriate to the stratigraphic detail being represented. These will show the orientation of the drawing in relation to north/south/east/west. Archaeologically sterile trenches will not be illustrated unless they provide significant information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;

(xiii) photographs showing significant features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the illustration's caption;

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

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

(xvi) specialist assessment or analysis reports where undertaken;

(xvii) a copy of the completed project OASIS form as an appendix;

(xviii) a copy of the WSI as an appendix.

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

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

6.4 Copies of the draft report will be distributed to the Client or their Representative and to the LPA's Archaeological Advisor thereafter for verification and approval. Thereafter, copies of the approved report will be issued to the Client, LPA's Archaeological Advisor and the local Historic Environment Record (HER). Reports will be issued in digital format (PDF/PDFA as appropriate) except where hard copies have been specifically requested, and will be supplied to the HER along with shapefiles containing location data for the areas investigated, if required.

Academic dissemination

6.6 As the limited scope of this work is likely to restrict its publication value, it is anticipated that a short publication note only will be produced, suitable for inclusion within the annual 'Archaeology in Suffolk' section of the Proceedings of the Suffolk Institute of Archaeology and History. Subject to any contractual constraints, a summary of information from the project will also be entered onto the OASIS online database of archaeological projects in Britain [ref. 387806) including the upload of a digital (PDF) copy of the final report, which will appear on the Archaeology Data Service (ADS) website once the OASIS record has been verified.

Public dissemination

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

Archive deposition

6.8 Should no further work be required, an ordered, indexed, and internally consistent site archive will be prepared and deposited in accordance with Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation

(Archaeological Archives Forum 2007) and the Archaeological Archives in Suffolk guidelines (SCCAS 2019).

- 6.9 The archive will be deposited with the SCCAS Archaeology Store unless another suitable repository is agreed with SCCAS. The project costing includes the fee charged by SCCAS for this service. A form transferring ownership of the archive to SCCAS will be completed and included in the project archive.
- 6.10 If the client does not agree to transfer ownership to SCCAS they will be required to nominate another suitable repository approved by SCCAS or provide funding for additional recording and analysis of the finds archive (such as, but not limited to, additional photography or illustration of objects). In the rare event that artefacts of significant monetary value are discovered, separate ownership arrangements may be negotiated, provided they are not subject to Treasure Act legislation.

7. HEALTH AND SAFETY

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

8. INSURANCES

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

9. MONITORING

- 9.1 Ten working days notice of the start of site works will be made to SCCAS so that there will be opportunities to visit the site and check on the quality and progress of the work.

10. QUALITY ASSURANCE

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

11. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

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

12. STAFF TRAINING AND CPD

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

based staff additional monthly Employee Performance Evaluations measure and record skills and identify training needs.

13. REFERENCES

- AAF, 2007, *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation*. Archaeological Archives Forum.
- ClfA, 2004, *Technical Paper No 7. Guidelines to the Standards for recording Human Remains*. Chartered Institute for Archaeologists.
- ClfA, 2014, *Standard and Guidance for an Archaeological Watching Brief*. Chartered Institute for Archaeologists.
- EH, 2011, *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation*. English Heritage Centre for Archaeology Guidelines (London).
- Medlycott, M., (Ed), 2011, *Research and Archaeology Revisited: A revised framework for the East of England*. EAA Occasional Paper 24.
- SCCAS, 2019, *Archaeological Archives in Suffolk*.

Websites

- BGS (British Geological Survey) 2020 *Geology of Britain Viewer* <http://mapapps.bgs.ac.uk/geologyofbritain/home> Accessed 05/03/2020
- NLS (National Library of Scotland) 2020 <https://maps.nls.uk> Accessed 05/03/2020
- SHE (Suffolk Heritage Explorer) 2020 <https://heritage.suffolk.gov.uk> Accessed 05/03/2020
- SLCA (Suffolk Landscape Character Assessment) 2020 <http://www.suffolklandscape.org.uk> Accessed 05/03/2020

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

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

Other Finds

Small Finds	Ed McSloy BA MCIFA (CA) Ruth Beveredge (CA)
Metal Artefacts	Katie Marsden BSc (CA) Ruth Beveredge (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance)
Lithics (Palaeolithic)	Ed McSloy BA MCIFA (CA) Jacky Sommerville BSc MA PCIFA (CA) Dr Francis Wenban-Smith BA MA PhD (University of Southampton)
Worked Stone	Dr Ruth Shaffrey BA PhD MCIFA (freelance) Dr Kevin Hayward FSA BSc MSc PhD PCIFA (freelance)
Inscriptions	Dr Roger Tomlin MA DPhil, FSA (Oxford)
Glass	Ed McSloy MCIFA (CA) Dr Hilary Cool BA PhD FSA (freelance) Dr David Dungworth BA PhD (freelance; English Heritage)
Coins	Ed McSloy BA MCIFA (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance)
Leather	Quita Mould MA FSA (freelance)
Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance)

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

APPENDIX B: ARCHAEOLOGICAL STANDARDS AND GUIDELINES

- AAF 2007 *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation.* Archaeological Archives Forum
- AAI&S 1988 *The Illustration of Lithic Artifacts: A guide to drawing stone tools for specialist reports.* Association of Archaeological Illustrators and Surveyors Paper 9
- AAI&S 1994 *The Illustration of Wooden Artifacts: An Introduction and Guide to the Depiction of Wooden Objects.* Association of Archaeological Illustrators and Surveyors Paper 11
- AAI&S 1997. *Aspects of Illustration: Prehistoric pottery.* Association of Archaeological Illustrators and Surveyors Paper 13
- AAI&S nd *Introduction to Drawing Archaeological Pottery.* Association of Archaeological Illustrators and Surveyors, Graphic Archaeology Occasional Papers 1
- ACBMG 2004 *Draft Minimum Standards for the Recovery, Analysis and Publication of Ceramic Building Material. (third edition)* Archaeological Ceramic Building Materials Group
- AEA 1995 *Environmental Archaeology and Archaeological Evaluations. Recommendations concerning the environmental archaeology component of archaeological evaluations in England.* Working Papers of the Association for Environmental Archaeology No. 2
- APABE (Advisory Panel on the Archaeology of Burials in England) 2017 *Guidance for best practice for the treatment of Human remains excavated from Christian Burial Grounds in England, 2nd Edition*
- BABAO and IFA, 2004 *Guidelines to the Standards for Recording Human Remains.* British Association for Biological Anthropology and Osteoarchaeology and Institute of Field Archaeologists. Institute of Field Archaeologists Technical Paper 7 (Reading)
- Barber, B., Carver, J., Hinton, P. and Nixon, T. 2008 *Archaeology and development. A good practice guide to managing risk and maximising benefit.* Construction Industry Research and Information Association Report C672
- Bayley, J. (ed) 1998 *Science in Archaeology. An agenda for the future.* English Heritage (London)
- Bewley, R., Donoghue, D., Gaffney, V., Van Leusen, M., Wise, M., 1998 *Archiving Aerial Photography and Remote Sensing Data: A guide to good practice.* Archaeology Data Service
- Blake, H. and P. Davey (eds) 1983 *Guidelines for the processing and publication of Medieval pottery from excavations, report by a working party of the Medieval Pottery Research Group and the Department of the Environment.* Directorate of Ancient Monuments and Historic Buildings Occasional Paper 5, 23-34, DoE, London
- Brickley, M. and McKinley, J.I., 2004 *Guidelines to the Standards for Recording Human Remains.* IFA Paper No 7, Institute of Field Archaeologists (Reading)
- Brickstock, R.J. 2004 *The Production, Analysis and Standardisation of Romano-British Coin Reports.* English Heritage (Swindon)
- Brown, A. and Perrin, K. 2000 *A Model for the Description of Archaeological Archives.* English Heritage Centre for Archaeology/ Institute of Field Archaeologists (Reading)
- Brown, D.H. 2007 *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation.* IFA Archaeological Archives Forum (Reading)
- Buikstra, J.E. and Ubelaker D.H. (eds) 1994 *Standards for Data Collection from Human Skeletal Remains.* (Fayetteville, Arkansas)
- CIfA, 2014, *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Desk-based Assessment.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Watching Brief.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Excavation.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Field Evaluation.* Chartered Institute for Archaeologists (Reading)
- Clark, J., Darlington, J. and Fairclough, G. 2004 *Using Historic Landscape Characterisation.* English Heritage (London)
- Coles, J.M., 1990 *Waterlogged Wood: guidelines on the recording, sampling, conservation and curation of structural wood.* English Heritage (London)
- Cowton, J., 1997 *Spectrum. The UK Museums Documentation Standard.* Second edition. Museums Documentation Association
- Cox, M., 2002 *Crypt Archaeology: an approach.* Institute of Field Archaeologists Technical Paper 3 (Reading)

- Darvill, T. and Atkins, M., 1991 *Regulating Archaeological Works by Contract*. IFA Technical Paper No 8, Institute of Field Archaeologists (Reading)
- Davey P.J. 1981 *Guidelines for the processing and publication of clay pipes from excavations*. Medieval and Later Pottery in Wales, IV, 65-87
- Eiteljorg, H., Fernie, K., Huggett, J. and Robinson, D. 2002 *CAD: A guide to good practice*. Archaeology Data Service (York)
- EA 2005 *Guidance on Assessing the Risk Posed by Land Contamination and its Remediation on Archaeological Resource Management*. English Heritage/ Environment Agency Science Report P5-077/SR (Bristol)
- EH 1995 *A Strategy for the Care and Investigation of Finds*. English Heritage Ancient Monuments Laboratory (London)
- EH 1998 *Identifying and Protecting Palaeolithic Remains*. Archaeological guidance for planning authorities and developers. English Heritage (London)
- EH 1999 *Guidelines for the Conservation of Textiles*. English Heritage (London)
- EH 2000, *Managing Lithic Scatters*. Archaeological guidance for planning authorities and developers. English Heritage (London)
- EH 2002 *With Alidade and Tape: graphical and plane table survey of archaeological earthworks*. English Heritage (Swindon)
- EH 2003a *Where on Earth Are We? The Global Positioning System (GPS) in archaeological field survey*. English Heritage (London)
- EH 2003b *Twentieth-Century Military Sites. Current approaches to their recording and conservation* English Heritage (Swindon)
- EH 2004a *Dendrochronology. Guidelines on producing and interpreting dendrochronological dates*. English Heritage (Swindon)
- EH 2004b *Human Bones from Archaeological Sites: Guidelines for producing assessment documents and analytical report*. English Heritage Centre for Archaeology Guidelines
- EH 2006a *Guidelines on the X-radiography of Archaeological Metalwork*. English Heritage (Swindon)
- EH 2006b *Archaeomagnetic Dating*. English Heritage (Swindon)
- EH 2006c *Science for Historic Industries: Guidelines for the investigation of 17th- to 19th-century industries*. English Heritage (Swindon)
- EH 2007a *Understanding the Archaeology of Landscapes. A guide to good recording practice*. English Heritage (Swindon)
- EH 2007b *Geoarchaeology. Using earth sciences to understand the archaeological record*. (London)
- EH 2008a *Luminescence Dating. Guidelines on using luminescence dating in archaeology*. English Heritage (Swindon)
- EH 2008b *Geophysical Survey in Archaeological Field Evaluation. English Heritage Research and Professional Services Guidelines No 1* (second edition). English Heritage (Swindon)
- EH 2008c *Research and Conservation Framework for the British Palaeolithic*. English Heritage/Prehistoric Society (Swindon)
- EH 2008d *Investigative Conservation. Guidelines on how the detailed examination of artefacts from archaeological sites can shed light on their manufacture and use*. English Heritage (Swindon)
- EH 2010 *Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of archaeological wood*. English Heritage (London)
- EH 2011 *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation*. English Heritage Centre for Archaeology Guidelines (London)
- EH 2012, *Guidelines for the Care of Waterlogged Organic Artefacts: guidelines on their recovery, analysis and conservation*.
- EH 2014 *Our Portable Past: a statement of English Heritage policy and good practice for portable antiquities/surface collected material in the context of field archaeology and survey programmes (including the use of metal detectors)*. English Heritage (Swindon)
- Ferguson, L. and Murray, D., 1997, *Archaeological Documentary Archives*. IFA Paper 1, Institute of Field Archaeologists (Reading)
- Gaffney, C. and Gater, J., with Ovenden, S., 2002, *The Use of Geophysical Techniques in Archaeological Evaluations*. IFA Technical Paper 9, Institute of Field Archaeologists (Reading)
- Gillings, M. and Wise, A., 1999, *GIS: A guide to good practice*. Archaeology Data Service (York)
- Gurney, D.A., 1985, *Phosphate Analysis of Soils: A Guide for the Field Archaeologist*. IFA Technical Paper 3, Institute of Field Archaeologists (Reading)
- HE 2015a *Archaeometallurgy: Guidelines for Best Practice*. Historic England (Swindon)
- HE 2015b (revised 2008), *Metric Survey Specifications for Cultural Heritage*. Historic England (Swindon)
- HE 2015c *Management of Research Projects in the Historic Environment. The MoRPHE Project Managers' Guide*. Historic England (Swindon)
- Handley, M., 1999, *Microfilming Archaeological Archives*. IFA Technical Paper 2, Institute of Field Archaeologists (Reading)
- Mays, S., 1991, *Recommendations for Processing Human Bone from Archaeological Sites*. Ancient Monuments Lab Report 124/91 (London)
- Mays, S., Brickley, M. and Dodwell, N., 2002, *Human Bones from Archaeological Sites. Guidelines for Producing Assessment Documents and Analytical Reports*. Centre for Archaeology Guidelines, English Heritage (Portsmouth)

- McKinley, J.I. and Roberts, C., 1993, *Excavation and Post-excavation Treatment of Cremated and Inhumed Human Remains*. Institute of Field Archaeologists Technical Paper No. 13 (Reading)
- MGC, 1992, *Standards in the Museum Care of Archaeological Collections*. Museums and Galleries Commission
- Murphy, P.L. and Wiltshire, P.E.J. 1994, *A Guide to Sampling Archaeological Deposits for Environmental Analysis*. English Heritage (London)
- MPRG 2000, *A Guide to the Classification of Medieval Ceramics*. Medieval Pottery Research Group Occasional Papers No. 1.
- MPRG 2001, *Minimum Standards for the Processing, Recording, Analysis and Publication of Post-Roman Ceramics*. Medieval Pottery Research Group
- Owen, J., 1995, *Towards an Accessible Archaeological Archive. The Transfer of archaeological archives to museums: guidelines for use in England, Northern Ireland, Scotland and Wales*. Society of Museum Archaeologists
- PCRG 1997, *The Study of Later Prehistoric Pottery: General policies and guidelines for analysis and publication*. Prehistoric Ceramics Research Group Occasional Paper 12
- Philo, C. and Swann, A., 1992, *Preparation of Artwork for Publication*. Institute of Field Archaeologists Technical Paper No. 10 (Reading)
- RCHME 1999, *Recording Archaeological Field Monuments: A descriptive specification*. RCHME (Swindon)
- RCHME 2007, *MIDAS: A manual and data standard for monuments inventories*. RCHME (Swindon)
- Schofield, A J, (ed) 1998, *Interpreting Artefact Scatters*. Oxbow Monograph 4 (Oxford)
- Richards, J. and Robinson, D. (eds), 2001, *Digital Archives From Excavation and Fieldwork: A guide to good practice*. Archaeology Data Service
- Robinson, W., 1998, *First Aid for Underwater Finds*. Archetype Books (London)
- RFG and FRG, 1993, *Guidelines for the Preparation of Site and Assessments for all Finds other than Fired Clay Vessels*. Roman Finds Group And Finds Research Group
- Schmidt, A., 2001, *Geophysical Data in Archaeology: A guide to good practice*. Archaeology Data Service
- SGRP, 1994, *Guidelines for the Archiving of Roman Pottery*. Study Group for Roman Pottery
- SMA, 1993, *Guidelines on the Selection, Retention and Dispersal of Archaeological Collections*. Society of Museum Archaeologists
- UKIC, 1983, *Packaging and Storage of Freshly Excavated Artefacts from Archaeological Sites*. (United Kingdom Institute for Conservation, Conservation Guidelines No 2)
- UKIC, 1984, *Environmental Standards for Permanent Storage of Excavated material from Archaeological Sites*. (United Kingdom Institute for Conservation, Conservation Guidelines No 3)
- UKIC, 1990, *Guidance for Conservation Practice*. United Kingdom Institute for Conservation
- UKIC, 1990, *Guidelines for the Preparation of Excavation Archives for Long-term Storage*. United Kingdom Institute for Conservation Archaeology Section
- UKIC, 2001, *Excavated Artefacts and Conservation*. (United Kingdom Institute for Conservation, Conservation Guidelines No 1, revised)
- Watkinson, D.E., and Neal, V., 1998, *First Aid for Finds*. (3rd edition) RESCUE/United Kingdom Institute for Conservation, Archaeology Section and Museum of London
- Willis, S., 1997, (ed) *Research Frameworks for the Study of Roman Pottery*. Study Group for Roman Pottery
- World Archaeology Congress 1989, *The Vermillion Accord – Human Remains*. Motion Approved at the First Inter-Congress on the Disposal of the Dead (Vermillion)
- Young C., 1980, *Guidelines for the Processing and Publication of Roman Pottery*. Department of the Environment

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

