

Land East of Rag Cottage Harkstead Suffolk

Archaeological Evaluation



for:
Langmead Farms

CA Project: SU0179
CA Report: SU0179_1
OASIS ID: cotswold2-403605
HER Ref: HRK 113

November 2020



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e. enquiries@cotswoldarchaeology.co.uk				

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SUMMARY

Project name:	Land East of Rag Cottage
Location:	Harkstead, Suffolk
NGR:	620293 234973
Type:	Evaluation
Date:	19–20 October 2020
Planning reference:	DC/19/05089
OASIS ID:	cotswold2-403605
Location of Archive:	To be deposited with Suffolk County Council Archaeological Service (SCCAS) and the Archaeology Data Service (ADS)
Site Code:	HRK 113

In October 2020, Cotswold Archaeology carried out an archaeological evaluation on land east of Rag Cottage at Harkstead, Suffolk, ahead of the construction of an agricultural reservoir.

No archaeological deposits were revealed within the fourteen excavated trenches with the single feature recorded being a land drain. Seven metal artefacts were recovered through metal detecting of the upcast topsoil, but no other finds were collected and no environmental samples were taken. Agricultural disturbance associated with the recent potato harvest was evident truncating the natural substrate in all the trenches with wheel ruts and cultivation rows present alongside older plough scars and land drains.



1. INTRODUCTION

- 1.1. In October 2020, Cotswold Archaeology (CA) carried out an archaeological evaluation on land east of Rag Cottage, Harkstead, Suffolk (centred at NGR: 620293 234973; Fig. 1). This evaluation was undertaken for Langmead Farms.
- 1.2. Planning Application DC/19/05089, related to the permitted development of an agricultural reservoir, attracted planning conditions requiring the instigation of a programme of archaeological work.
- 1.3. The scope of the required archaeological works was detailed in a Brief prepared by Suffolk County Council Archaeological Service (SCCAS), the archaeological advisors to the Local Planning Authority (LPA), archaeologist Abby Antrobus. The evaluation was carried out in accordance with a Written Scheme of Investigation (WSI) prepared by CA (2020) and approved by Abby Antrobus.
- 1.4. The evaluation was also in line with, *Standard and guidance: Archaeological field evaluation (ClfA 2014; updated June 2020)*, *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)*.

The site

- 1.5. The proposed reservoir covers approximately 2ha in extent, of which c.1.53ha required archaeological investigation by trial-trenching. The site is on the southern edge of the Shotley Peninsula c.1.5km to the north of the River Stour and approximately the same distance to the east of the centre of the village of Harkstead. Locally, the site lies on a south-west facing slope falling from c.15m AOD in the north-east to c.10m AOD in the south-west, in the corner of an arable field over-looking a small stream and is bounded on all sides by farmland and wooded coverts.
- 1.6. Geologically, the site is recorded as having no superficial deposits with the bedrock geology comprising Thames Group - Clay, Silt And Sand; sedimentary deposits formed approximately thirty-four to fifty-six million years ago in the Palaeogene Period in a local environment previously dominated by deep seas. These are marine in origin, detrital and comprise coarse- to fine-grained slurries of debris from the

continental shelf flowing into a deep-sea environment, forming distinctively graded beds (BGS 2020).

2. ARCHAEOLOGICAL BACKGROUND

2.1. The site lies immediately to the west of cropmarks showing probable later prehistoric or Roman field systems recorded on the Suffolk Historic Environment Record (HER) under site code HRK 001. These cropmarks continue to the east, on the other side of the shallow valley to the site (HRK 066) and include two ring-ditches (HRK 065 and 089) which probably formed part of prehistoric burial monuments and would have once included central barrow mounds. The cropmarks of later post medieval field boundaries are also recorded to the west of the site (HRK 067). Rag Queach, an area of ancient woodland possibly medieval in date, is also recorded adjacent to the north-western corner of the site (HRK 047).

3. AIMS AND OBJECTIVES

3.1. The objectives of the evaluation were 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 (ClfA 2014, updated 2020), the evaluation was been designed to be minimally intrusive and minimally destructive to archaeological remains. The information gathered will enable 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, revised 2019).

3.2. The specific aims of the trial-trenching were 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.
- Establish the suitability of the area for development.

4. METHODOLOGY

- 4.1. The evaluation fieldwork comprised the excavation of fourteen trenches (Fig. 2):
 - 14no 30m x 1.8m trenches.
- 4.2. The trenches were located to provide a representative sample of the site.
- 4.3. Trenches were set out on OS National Grid co-ordinates using Leica GPS. Overburden was stripped from the trenches by a mechanical excavator fitted with a toothless ditching bucket. All machining was conducted under archaeological supervision to the top of the natural substrate.
- 4.4. Records were maintained in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*.
- 4.5. No deposits were identified that required sampling.
- 4.6. Artefacts were processed in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation*.
- 4.7. CA will make arrangements with Suffolk County Council Archaeological Service for the deposition of the project archive. A digital archive will also be prepared and deposited with the Archaeology Data Service (ADS). The archives (museum and digital) will be prepared and deposited in accordance with *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2014; updated June 2020).
- 4.8. A summary of information from this project, as set out in Appendix C, will be entered onto the OASIS online database of archaeological projects in Britain.

5. RESULTS

- 5.1. This section provides an overview of the evaluation results. Detailed summaries of the recorded contexts are given in Appendix A. Details of the artefactual material recovered from the site are given in Section 6 and Appendix B. Section drawings of the trench soil profiles along with selected photographs are shown in Figures 3 to 6.
- 5.2. No archaeological deposits were revealed by the evaluation with the single feature recorded being a land drain. Seven metal artefacts were recovered through metal detecting of the upcast topsoil, but no other finds were collected, and no

environmental samples were taken. Agricultural disturbance associated with the recent potato harvest was evident truncating the natural substrate in all the trenches with wheel ruts and cultivation rows present alongside older plough scars and land drains.

5.3. The results of the evaluation are set out in the table below.

Trench	Orientation	Dimensions (m)	Depth (m)	Topsoil	Subsoil	Natural substrate
1	E-W	30x1.9	0.26	Mid reddish brown silty clay with stones		Mid orangey grey silty sandy clay
2	E-W	30x1.9	0.34	Mid brownish grey silty sandy clay		Mid brownish orange silty sandy clay
3	N-S	30x1.9	0.29	Dark reddish brown silty clay		Mid brownish orange sandy clay with gravel patches and pale grey silty sandy clay
4	E-W	30x1.9	0.44	Mid greyish brown silty clay		Mid orangey grey silty clay
5	N-S	30x1.9	0.34	Mid greyish brown silty clay		Mid orangey grey silty clay
6	E-W	30x1.9	0.38	Mid greyish brown silty clay		Mid orangey grey silty clay
7	N-S	30x1.9	0.32	Mid greyish brown silty clay		Mid reddish brown silty sand with gravel
8	N-S	30x1.9	0.44	Mid greyish brown silty clay		Mid orangey grey silty clay
9	E-W	30x1.9	0.45	Dark brown silty sandy clay	Mid grey to pale to pale brown silty sandy clay	Mid orangey brown silty sandy clay
10	N-S	30x1.9	0.36	Mid greyish brown clayey silt		Mid orangey brown silty clay with frequent gravel
11	E-W	30x1.9	0.26	Dark brownish grey clayey silt with occasional stones		Mid orangey grey silty clay
12	N-S	30x1.9	0.26	Dark greyish brown silty clay		Mid orangey brown silty clay
13	E-W	30x1.9	0.26	Dark greyish brown silty clay		Mid orangey brown silty clay
14	N-S	30x1.9	0.34	Dark greyish brown silty clay		Mid orangey brown silty clay

Table 1. Trench results

Land drain 0903 (Figs. 2 and 5)

- 5.4. This was north-east south-west aligned and, generally, ran with the slope and comprised a segmented red ceramic pipe (0905) in the base of a moderately steeply sloping and straight sided trench which was 1.4m wide and 0,4m deep and was filled with firm mid brown silty sandy clay (0904).

6. THE FINDS

Registered artefacts (RA)

Introduction

- 6.1. A total of seven items weighing 317g were recovered from Trenches 2, 5, 9, 11 and 13 during the evaluation at Harkstead and recorded as registered artefacts. The objects were collected during the metal detecting of the topsoil deposits. They have been fully recorded and catalogued with the assistance of low powered magnification, but without the assistance of radiographs. A complete catalogue listing is provided as Table 3, Appendix B below.

- 6.2. The overall condition of the objects is poor; the objects are worn and exhibit corrosion products. The artefacts are packed in perforated bags and stored in airtight boxes with silica gel where appropriate.

Post-medieval to modern

- 6.3. The objects do not appear to be of any great age and include two copper alloy/lead furniture knob fittings (Ra 3 and Ra 5) that probably date between c.1700 – 1900, comparable to an example from North Lincolnshire (Foreman 2018).
- 6.4. The remaining objects are not intrinsically dateable but most likely to be post-medieval or modern in date. They include a worn, unidentifiable coin (Ra 1), a piece of lead sheet waste (Ra 2), a lead weight (Ra 4), and unidentified lead object (Ra 6) and a copper alloy nail (Ra 7).

Discussion

- 6.5. The small assemblage of registered artefacts is of limited value in assisting with dating or in understanding the function of the site. The objects are solely from the topsoil and reflect later casual losses or discarded debris.
- 6.6. No further work is recommended. It is suggested that the material is discarded and not included within the archive.

7. DISCUSSION

- 7.1. Despite the occurrence of cropmarks to both the east and west suggesting that the site is part of a wider historical landscape, no heritage assets were encountered during the evaluation. The shallow nature of the trenches and lack of any masking colluvial or alluvial deposits as well as the obvious agricultural disturbance displayed suggests that the site has potentially been subject to significant horizontal truncation.

8. CA PROJECT TEAM

- 8.1. Fieldwork was undertaken by Simon Picard, assisted by Sharon Matthews, Tanja Peter, and Matt Stevens. This report was written by Simon Picard and edited by Stuart Boulter. The finds report was written by Ruth Beveridge. The report illustrations were prepared by Ryan Wilson. The project archive has been compiled and prepared for deposition by Clare Wootton. The project was managed for CA by Rhod Gardner.

9. REFERENCES

British Geological Survey 2019 *Geology of Britain Viewer*

<http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html>

[Accessed 29 October 2020](#)

Cotswold Archaeology 2020 *Land East of Rag Cottage, Harkstead, Suffolk: Written Scheme of Investigation for an Archaeological Evaluation*

Foreman, M. 2018 *NLM-7CD145: A POST MEDIEVAL FURNITURE FITTING*

<https://finds.org.uk/database/artefacts/record/id/916044>

Accessed: 27 Oct 2020

APPENDIX A: CONTEXT DESCRIPTIONS

Trench	Context No.	Type	Fill of	Interpretation	Description	Length (m)	Width (m)	Depth/thickness (m)
1	0100	Deposit		Topsoil	Mid reddish brown silty clay with stones			0.26
1	0101	Deposit		Natural	Mid orangey grey silty sandy clay			
2	0200	Deposit		Topsoil	Mid brownish grey silty sandy clay			0.34
2	0201	Deposit		Natural	Mid brownish orange silty sandy clay			
3	0300	Deposit		Topsoil	Dark reddish brown silty clay			0.29
3	0301	Deposit		Natural	Mid brownish orange sandy clay with gravel patches and pale grey silty sandy clay			
4	0400	Deposit		Topsoil	Mid greyish brown silty clay			0.44
4	0401	Deposit		Natural	Mid orangey grey silty clay			
5	0500	Deposit		Topsoil	Mid greyish brown silty clay			0.34
5	0501	Deposit		Natural	Mid orangey grey silty clay			
6	0600	Deposit		Topsoil	Mid greyish brown silty clay			0.38
6	0601	Deposit		Natural	Mid orangey grey silty clay			
7	0700	Deposit		Topsoil	Mid greyish brown silty clay			0.32
7	0701	Deposit		Natural	Mid reddish brown silty sand with gravel			
8	0800	Deposit		Topsoil	Mid greyish brown silty clay			0.44
8	0801	Deposit		Natural	Mid orangey grey silty clay			
9	0900	Deposit		Topsoil	Dark brown silty sandy clay			0.45
9	0901	Deposit		Subsoil	Mid grey to pale to pale brown silty sandy clay			0.05-0.15
9	0902	Deposit		Natural	Mid orangey brown silty sandy clay			
9	0903	Cut		Land drain	North-east south-west aligned land drain with moderately sloping straight to slightly convex sides with a deepening at the base, which was unseen because of the presence of a ceramic land drain.	>2	1.4	0.4
9	0904	Fill	0903	Land drain fill	Mid brown firm silty sandy clay			0.4
9	0905	Fill	0903	Land drain pipe	Red ceramic segmented land drain			0.1
10	1000	Deposit		Topsoil	Mid greyish brown clayey silt			0.36
10	1001	Deposit		Natural	Mid orangey brown silty clay with frequent gravel			
11	1100	Deposit		Topsoil	Dark brownish grey clayey silt with occasional stones			0.26
11	1101	Deposit		Natural	Mid orangey grey silty clay			
12	1200	Deposit		Topsoil	Dark greyish brown silty clay			0.26
12	1201	Deposit		Natural	Mid orangey brown silty clay			
13	1300	Deposit		Topsoil	Dark greyish brown silty clay			0.26
13	1301	Deposit		Natural	Mid orangey brown silty clay			
14	1400	Deposit		Topsoil	Dark greyish brown silty clay			0.34
14	1401	Deposit		Natural	Mid orangey brown silty clay			

Table 2. Context descriptions



APPENDIX B: THE FINDS

Ra no.	Context no.	Object name	Material	Weight (g.)	Description	Period
1	1100	Coin	Copper alloy	5.5	Complete flat, discoidal shaped object - worn on both faces. Probably a coin.	post-medieval
2	1300	Waste	Lead	17.5	Folded piece of cast lead sheet waste; triangular in plan.	
3	0900	Furniture fitting	Composite	15.5	Complete, cast knob handle from an item of furniture, of waisted form with a central circular boss projecting from its centre. The base of the handle is stepped and has a projecting shank, rectangular in cross section.	Post-medieval +
4	0500	Weight	Lead	217.5	Complete cast, conically shaped weight with central vertical perforation. The base has a distinct rim and a series of oblique incisions surrounded the perforation.	
5	0500	Furniture fitting	Composite	17.6	Complete, cast knob handle from an item of furniture, of waisted form with a central circular boss projecting from its centre. The base of the handle is stepped but missing the projecting shank.	post-medieval +
6	0200	Object	Lead	31.9	Cast lead object, cylindrical in form with rounded base and opposite end open. Hollow interior.	
7	0900	Nail	Copper alloy	11.4	Incomplete nail with square, flat head and truncated shank, square in cross section.	Period

Table 3. Registered Artefacts



APPENDIX C: OASIS REPORT FORM

OASIS ID: cotswold2-403605

Project details

Project name	Land East of Rag Cottage, Lower Road, Harkstead
Short description of the project	In October 2020, Cotswold Archaeology carried out an archaeological evaluation on land east of Rag Cottage at Harkstead, Suffolk, ahead of the construction of an agricultural reservoir. No archaeological deposits were revealed within the fourteen excavated trenches with the single feature recorded being a land drain. Seven metal artefacts were recovered through metal detecting of the upcast topsoil, but no other finds were collected and no environmental samples were taken. Agricultural disturbance associated with the recent potato harvest was evident truncating the natural substrate in all the trenches with wheel ruts and cultivation rows present alongside older plough scars and land drains.
Project dates	Start: 19-10-2020 End: 20-10-2020
Previous/future work	No / Not known
Any associated project reference codes	HRK 113 - Sitecode
Type of project	Field evaluation
Site status	None
Current Land use	Cultivated Land 3 - Operations to a depth more than 0.25m
Monument type	NONE None
Significant Finds	NONE None
Methods & techniques	"Sample Trenches"
Development type	Farm infrastructure (e.g. barns, grain stores, equipment stores, etc.)
Prompt	National Planning Policy Framework - NPPF
Position in the planning process	After full determination (eg. As a condition)

Project location

Country	England
Site location	SUFFOLK BABERGH HARKSTEAD Land East of Rag Cottage, Harkstead
Postcode	IP9 1DA
Study area	2 Hectares
Site coordinates	TM 202 349 51.968324354262 1.20600928373 51 58 05 N 001 12 21 E Point
Height OD / Depth	Min: 10m Max: 16m

Project creators

Name of Organisation	Cotswold Archaeology
Project brief originator	Suffolk County Council Archaeological Services
Project design originator	Cotswold Archaeology (Suffolk)
Project director/manager	Rhod Gardner
Project supervisor	Simon Picard
Type of sponsor/funding body	Landowner
Name of sponsor/funding body	Langmead Farms

Project archives

Physical Archive recipient	Suffolk County Council Archaeological Services
Physical Archive ID	HRK 113
Physical Contents	"Metal"
Digital Archive recipient	Suffolk County Council Archaeological Services
Digital Archive ID	HRK 113
Digital Contents	"Stratigraphic", "Survey"
Digital Media available	"Database", "GIS", "Images raster / digital photography", "Spreadsheets", "Survey", "Text"
Paper Archive recipient	Suffolk County Council Archaeological Services
Paper Archive ID	HRK 113
Paper Contents	"Stratigraphic", "Survey"
Paper Media available	"Context sheet", "Correspondence", "Drawing", "Map", "Plan", "Report", "Section"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Land East of Rag Cottage, Harkstead, Suffolk, Archaeological Evaluation
Author(s)/Editor(s)	Picard, S.
Other bibliographic details	SU0179_1
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Land East of Rag Cottage, Lower Road, Harkstead, Suffolk

Written Scheme of Investigation for an Archaeological Evaluation



For
Langmead Farms

OASIS ID: cotswold2-403605
HER Ref: HRK 113

September 2020



Land East of Rag Cottage, Lower Road, Harkstead, Suffolk

Written Scheme of Investigation for an Archaeological Evaluation

CA Project: SU0179
OASIS ID: cotswold2-403605
HER reference: HRK 113



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Figure 1 Site location

Figure 2 Location of proposed evaluation trenches

Summary Project Details

Location	Site Name	Land East of Rag Cottage	
	Parish/County	Harkstead/Suffolk	
	Grid Reference	620293 234973	
Site details	Project type	Trenched evaluation	
	Size of Area	c.2 hectares (cut line of c.18,240m ²)	
	Access	From Lower Houses Road?	
	Planning proposal	Reservoir	
Staffing	No. of personnel (CA)	Estimated as 1 x PO + 2 Project Assistant/surveyor and metal detectorist as required	
	No. of subcontractor personnel	Excavator driver	
Project dates	Start date	Autumn/Winter 2020	
	Fieldwork duration	Projected as 2 - 3 days (with contingency for a second)	
Reference codes	Site Code	HRK 113	
	OASIS No.	Cotswold2-403605	
	Planning Application No.	DC/19/05089	
	HER Search Invoice Number	TBA	
	CA Jobcode	SU0179	
Key persons	Project Manager	Rhodri Gardner	
	Project Officer	TBA	
	Metal Detectorist	Steve Hunt, Mike Green, Matt Stevens or TBA	
Hire details	Plant	Holmes Plant Hire	01473 890766
	Welfare	Karzees	0800 432 0048
	Tool-hire	NA	

Personnel and contact numbers

Cotswold Archaeology; Suffolk Office	Office Head	Dr Rhodri Gardner	01449 900120
	Project Managers	Joanna Caruth	01449 900121
		Stuart Boulter	01449 900122
	Finds Dept	Richenda Goffin	01449 900129
	H&S	Luke Brannlund	07809 195727
	EMS	Jezz Meredith	01449 900124
Client	Client	Langmead Farms	-
	Client Contact	Andrew Hawes (agent)	01728 452535
	Landowner/Tenant	-	-
Archaeological	Curatorial Officer	Abby Antrobus (SCCAS)	01284 741231
	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) prepared by Cotswold Archaeology (CA) covering an archaeological trenched evaluation of the site of proposed farming reservoir on land east of Rag Cottage, Lower Road, Harkstead, Suffolk (centred at NGR: 620293 234973) (Fig. 1).
- 1.2 Planning Application DC/19/05089 attracted planning conditions requiring a programme of archaeological work. The scope of the required archaeological works is detailed in a Brief prepared by Suffolk County Council Archaeological Service (SCCAS), the archaeological advisors to the Local Planning Authority (LPA), archaeologist Abby Antrobus in a document dated 24th February 2020. 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* (ClfA 2014; updated June 2020), 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 reservoir covers an area of approximately two hectares of which c.1.53 hectares requires investigation by trial-trenching. The site lies on a south-west facing slope falling between c.15m AOD to the north-east and c.10m to the south-west where it overlooks a small streams. The site forms the south-west corner of an existing field that is bounded by on all sides by other fields and some wooded plots.
- 1.5 Geologically, the site is recorded as having no superficial deposits with the bedrock geology comprising Thames Group - Clay, Silt And Sand; sedimentary deposits formed approximately thirty-four to fifty-six million years ago in the Palaeogene Period in a local environment previously dominated by deep seas. These are marine in origin, detrital and comprise coarse- to fine-grained slurries of debris from the continental

shelf flowing into a deep-sea environment, forming distinctively graded beds (BGS 2020).

2. ARCHAEOLOGICAL BACKGROUND

2.1 The evaluation Brief states that the proposed housing development lies in an area of high archaeological importance recorded on the County Historic Environment Record (HER). **NB: A full HER search of an area encompassing a c.1km radius of the site will be undertaken as part of the evaluation works and included in the subsequent report.**

2.2 The Brief also summarises the most significant HER records noted in the vicinity of the proposed development site; specifically its location immediately to the west of recorded cropmarks showing probable later prehistoric/Roman field systems (HER HRK 001) which also include the sites of two ring-ditches (HRK 064 and 089) which probably formed part of prehistoric burial monuments that once would have included a central barrow mound. In addition, the site is close to watercourse and in a location where there is potential for evidence of early activity exploiting the water edge and adjacent floodplain, where different soil types are not conducive to showing cropmarks as they do elsewhere in the vicinity. As a result, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area, and ground works associated with the development have the potential to damage or destroy any archaeological remains which exist.

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* (ClfA 2014, updated 2020), the evaluation has been designed to be minimally intrusive and minimally destructive to archaeological remains. The information gathered will enable 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, revised 2019).

- 3.2 The SCCAS Brief (3.2) states that the trial-trenching is required 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.
 - Establish the suitability of the area for development.
- 3.3 Any archaeological remains that are identified will be put into their local and regional context with reference to the East Anglian Regional Research Agenda (Medleycott 2011).
- 3.4 During the course of the project, any changes proposed by the CA Project Manager (Rhodri Gardner) to the following specifications and methodologies will be communicated directly to SCCAS for their approval.

4. METHODOLOGY

Excavation and recording

- 4.1 The Brief (3.3) states that linear trenches are thought to be the most appropriate sampling method with a 5% by area opened and a 0.5% contingency for additional deposit testing if required. While the Brief indicates that the cut area would equate to c.1.8 hectares and require seventeen 1.8m wide, 30m long trenches to meet the 5% sample, subsequent discussion with the SCCAS curatorial officer (Abby Antrobus) established that the actual area was nearer 1.53 hectares with a reduced requirement of fourteen 1.8m wide, 30m long trenches along with a 0.5% contingency of a further 40m trench length being agreed. The proposed location of these trenches is presented in Figure 2.
- 4.2 The trenches 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 locations of individual trenches may need to be adjusted on site to account for currently unidentified services and other constraints,

but only with the approval of the archaeological advisor to the LPA (SCCAS). The final 'as dug' trench plan will be recorded with GPS.

- 4.3 The trenches will be excavated by a mechanical excavator equipped with a toothless ditching bucket with topsoil and subsoil stored separately adjacent to each trench. 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) or at a depth where health and safety considerations make further excavation without trench support problematic. Should the depth of the archaeological deposits be such that unsupported excavation cannot continue, there will be discussions with SCCAS regarding the need to proceed; if deeper excavation is deemed necessary then, in the first instance, stepping/battering of the trench edges will be initiated. However, in extreme circumstances, other methods such as formal shoring may be employed and will represent an additional expense to the client. Where deep excavations need to be left open overnight, security fencing will be erected.
- 4.4 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 (high resolution digital images; unprocessed Raw files of at least 10 megapixels with a APS-C sensor or larger) 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*.
- 4.5 Unless agreed with SCCAS, all 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 (2019). Where complex or unexpected deposits are encountered or deposits that are suitable for mechanical excavation, these will be discussed with SCCAS to agree an excavation strategy.

- 4.6 Sample excavation of archaeological deposits will, wherever possible, be limited and minimally intrusive, sufficient to achieve the aims and objectives identified above. 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. However, the general assumption is that a minimum of 1m wide slots will be manually excavated across the width of linear features, while for discrete features, such as pits, 50% of their fills should be sampled, although in some instances 100% may be requested by SCCAS. Stratified deposits will be cleaned manually and then sampled by sondage unless it is agreed with SCCAS that, at the evaluation stage of the project, the deposit should remain intact. Where complex stratigraphy is encountered, provision will be made to record long trench-sections. It is assumed that unless agreed with SCCAS that all features will be sampled.
- 4.7 Metal detector searches (non-discriminating against iron), undertaken by an experienced metal-detectorist (CA staff Steve Hunt, Michael Green, Matt Stevens or TBA), will take place throughout the project. This will include prior to the trenches being dug, during the machine excavation and the subsequent hand-excavation phase as well as scanning the upcast spoil. Metal finds recovered which are not from hand-excavated features will have their location recorded by GPS.
- 4.8 Pre-modern finds (with the exception of unstratified animal bone) will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 4.9 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).
- 4.10 Should circumstances on site require additional security measures, for example fencing, then the client will be informed and the additional measures put in place.

Human remains

4.11 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.
- Where further disturbance is unavoidable, or full exhumation of the remains is deemed 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

4.12 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), *Additional Requirements for Palaeoenvironmental Assessment* (SCCAS 2017) 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 and, if necessary, the Heritage England Science Advisor (currently Zoe Outram), but will follow the general selection parameters set out in the following paragraphs.

- 4.13 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 (100%) 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.
- 4.14 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.
- 4.15 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.
- 4.16 The processing of samples will be done in conjunction with the relevant specialist following the *Environmental Archaeology, A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (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*.
- 4.17 Upon completion of the evaluation the backfilling will not be undertaken without the consent of SCCAS. Once this is acquired, 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 by CA.

5. STAFF AND TIMETABLE

- 5.1 The project will be managed by CA Project Manager Rhodri Gardner MCIfA.
- 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 (TBA) who will be on-site throughout the project.
- 5.3 It is projected that the CA team in the field will consist of a maximum of three staff: a Project Officer (acting as Project Leader) and two Archaeologists (surveyor/metal-detectorist) as required.
- 5.4 It is envisaged that the project will require two - three days of fieldwork although, depending on what is uncovered, although a fourth day may be required to complete investigations and backfill the trenches should SCCAS require further deposit testing as a result of the site monitoring visit. Analysis of the results and subsequent reporting will take between four - six weeks depending on the complexity of the results.
- 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	Andy Clarke BA (Hons) MA (CA), Matty Holmes BSc MSc ACIfA (freelance), Julie Curl (freelance)
Human Bone	Sharon Clough (CA)
Environmental Remains	Sarah Wyles, Anna West (CA)
Conservation	Pieta Greeves (freelance)
Geoarchaeology	Dr Keith Wilkinson (ARCA)
Building Recording	Peter Davenport MCIfA FSA (freelance)

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

6. POST-EXCAVATION, ARCHIVING AND REPORTING

- 6.1 Following completion of fieldwork, all artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA Technical Manuals and SCCAS guidelines. A recommendation will be made regarding material deemed suitable for disposal/dispersal in line with the relevant recipient Museums' collection policy, in this case almost certainly the county store.
- 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) and a hard copy 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 to be 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. SCCAS, 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 in this instance would be 100% 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 twelve 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 there will be opportunities to visit the site and check on the quality and progress of the work. Where a site visit is possible, it will be booked with SCCAS prior to the works commencing on site.

9.2 However, while the present Covid-19 pandemic is in progress, SCCAS had ceased to undertake site visits and have issued guidelines regarding remote monitoring. While this is currently subject to revision and some visits are now being undertaken, should the situation arise, their remote monitoring requirements are as follows:

- All features present, including presumed natural and geological features are to be investigated as per the WSI
- GPS plans showing what is present, with context numbers included and which features have had environmental samples taken
- Running phase plans
- Written text stating what finds were found (if any) in each context, with provisional date
- Photographs of features (Please note all photographs should be taken at appropriate times of day and not in bad lighting conditions and once trenches, sections, features have been cleaned)
- Overall site shots from an elevated point or pole cam if possible
- Provision for SCCAS to review the remote monitoring documents and for any queries to be addressed.

9.4 Post-excavation and archiving progress will also be subject to review by SCCAS. For their part, CA will keep SCCAS informed regarding the progress of the project through both the fieldwork and post-excavation phases.

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 (ClfA 2014). All CA Project Managers and Project Officers hold either full Member or Associate status within the ClfA.

- 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 CA 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

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.*

BGS (British Geological Survey) 2020 *Geology of Britain Viewer* <http://mapapps.bgs.ac.uk/geologyofbritain/home.html> (accessed 11th September 2020)

DCLG (Department of Communities and Local Government) 2019 *National Planning Policy Framework*

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) (Amphorae stamps)	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 Beveridge (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance)
Lithics	Ed McSloy BA MCIFA (CA) Mike Green (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) Sue Anderson (freelance)
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 Artefacts: A guide to drawing stone tools for specialist reports.* Association of Archaeological Illustrators and Surveyors Paper 9
- AAI&S 1994 *The Illustration of Wooden Artefacts: 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
- 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
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- 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
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- 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)
- Brown, N & Glazebrook, J., 2000, *Research and Archaeology: a framework for the Eastern Counties 2. Research agenda and strategy,* East Anglian Archaeology Occasional Paper 8
- Buikstra, J.E. and Ubelaker D.H. (eds) 1994 *Standards for Data Collection from Human Skeletal Remains.* (Fayetteville, Arkansas)
- ClfA, 2014, *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology.* Chartered Institute for Archaeologists (Reading)
- ClfA, 2014 (updated 2017), *Standard and Guidance for Archaeological Desk-based Assessment.* Chartered Institute for Archaeologists (Reading)
- ClfA, 2014 (updated 2020), *Standard and Guidance for Archaeological Watching Brief.* Chartered Institute for Archaeologists (Reading)
- ClfA, 2014, *Standard and Guidance for Archaeological Excavation.* Chartered Institute for Archaeologists (Reading)
- ClfA, 2014 (updated 2019), *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures.* Chartered Institute for Archaeologists (Reading)
- ClfA, 2014, *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.* Chartered Institute for Archaeologists (Reading)
- ClfA, 2014 (updated 2020), *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.* Chartered Institute for Archaeologists (Reading)
- ClfA, 2014 (updated 2020), *Standard and Guidance for Archaeological Field Evaluation.* Chartered Institute for Archaeologists (Reading)
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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

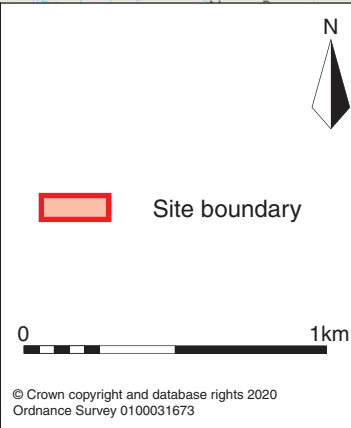
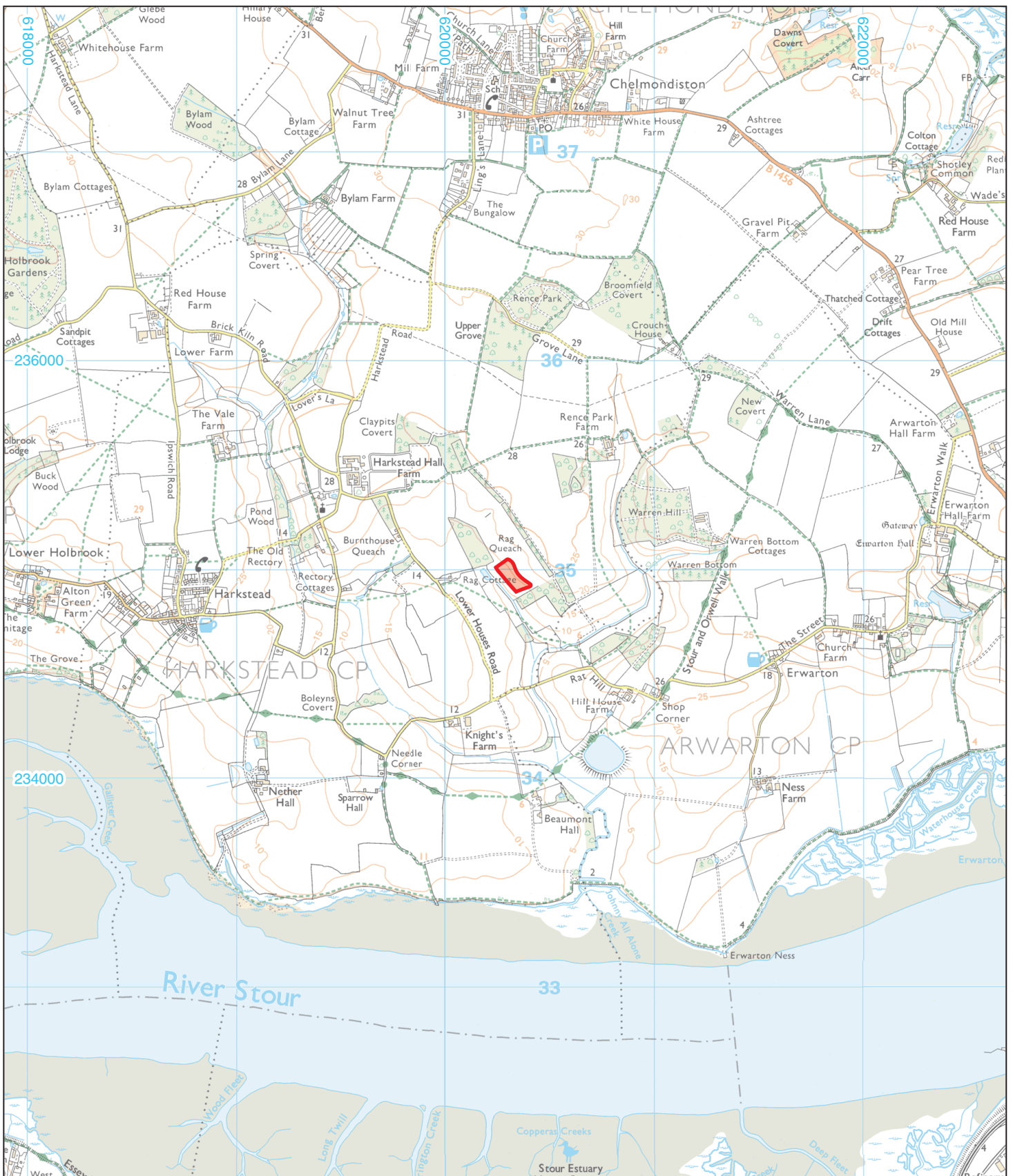
t: 01908 564660

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

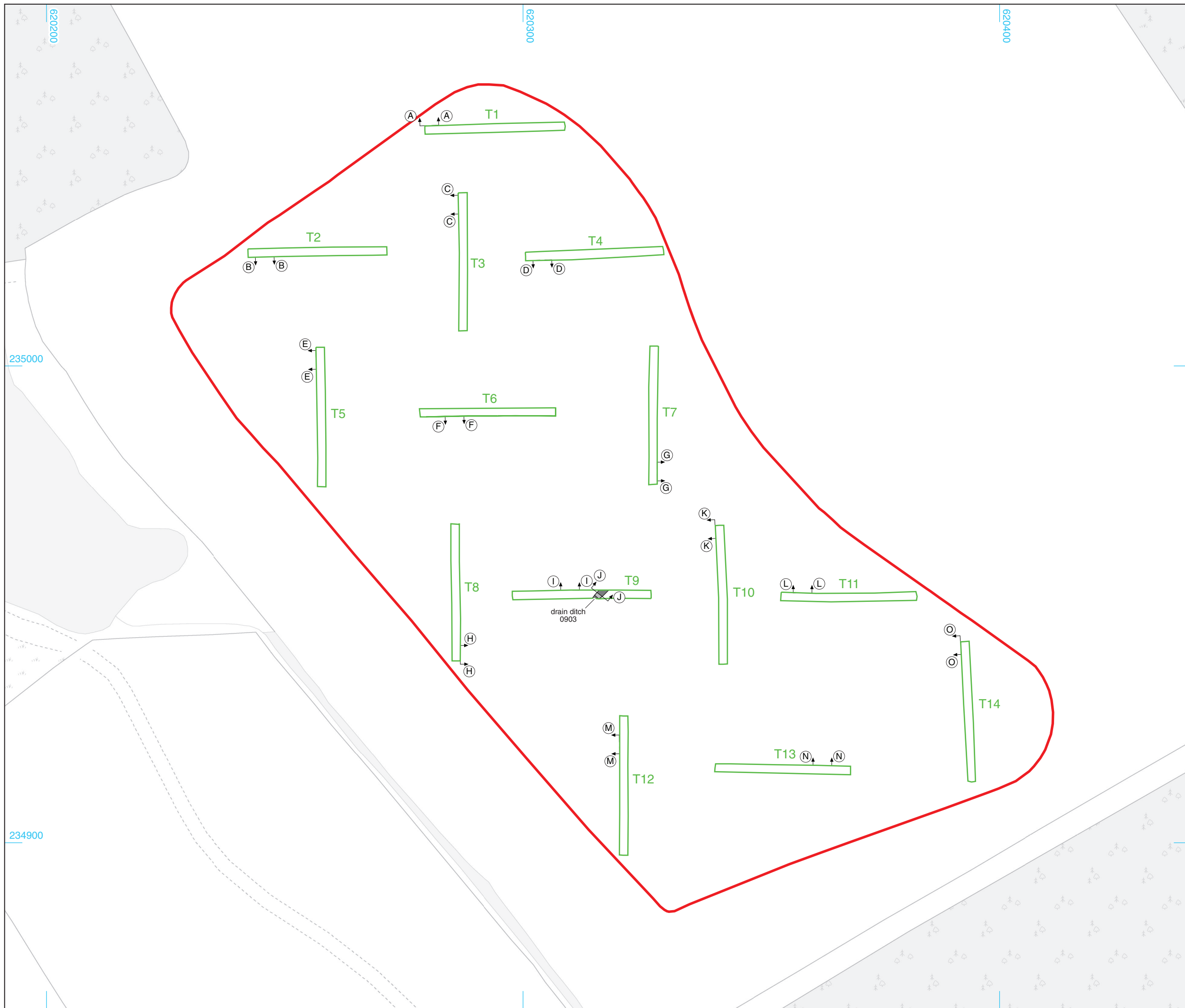



Cotswold Archaeology
 Andover 01264 347630
 Cirencester 01285 771022
 Exeter 01392 573970
 Milton Keynes 01908 564660
 Suffolk 01449 900120
www.cotswoldarchaeology.co.uk
enquiries@cotswoldarchaeology.co.uk

PROJECT TITLE
 Land East of Rag Cottage, Harkstead, Suffolk

FIGURE TITLE
 Site location plan

DRAWN BY	RW	PROJECT NO.	SU0179	FIGURE NO.
CHECKED BY	DJB	DATE	21/10/2020	
APPROVED BY	SP	SCALE@A4	1:25,000	1



- Site boundary
- Evaluation trench
- Archaeological feature (excavated / unexcavated)
- A ↕ A Section location



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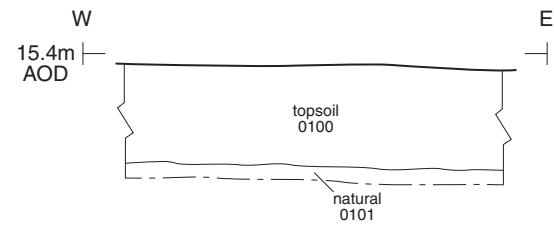
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Exeter 01392 573970
Milton Keynes 01908 564660
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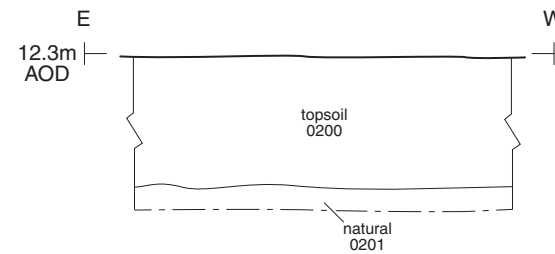
FIGURE TITLE
 Trench location plan

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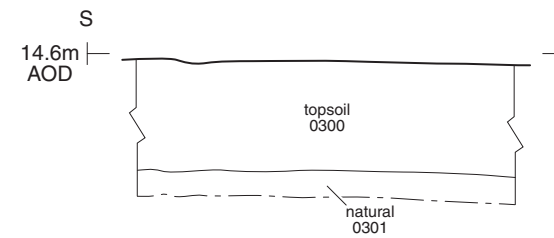
Section AA



Section BB



Section CC



Trench 1, looking east (1m scale)



Trench 1 soil profile, looking north (1m scale)



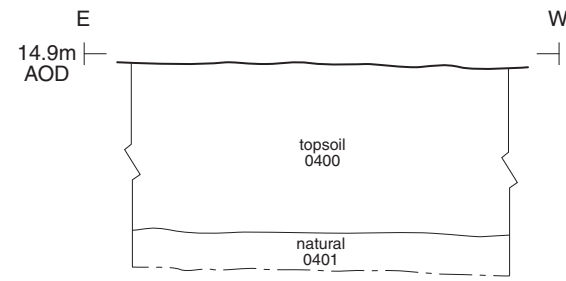
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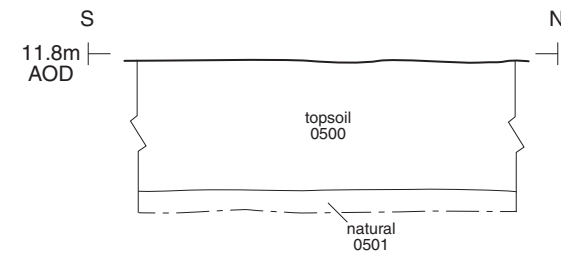
FIGURE TITLE
**Trenches 1-3: sections and
 photographs**

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CHECKED BY	DJB	DATE	21/10/2020	
APPROVED BY	SP	SCALE@A3	1:20	3

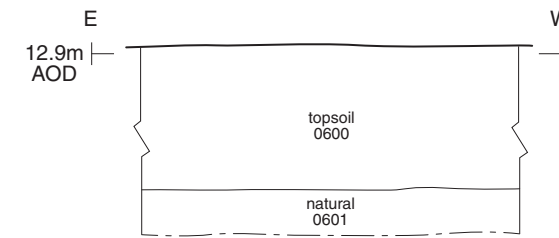
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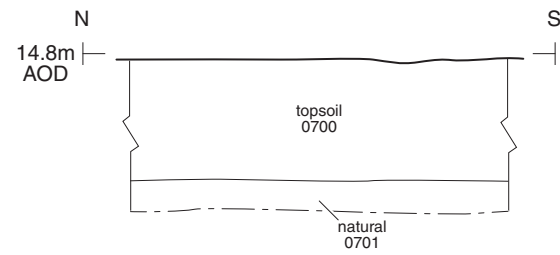
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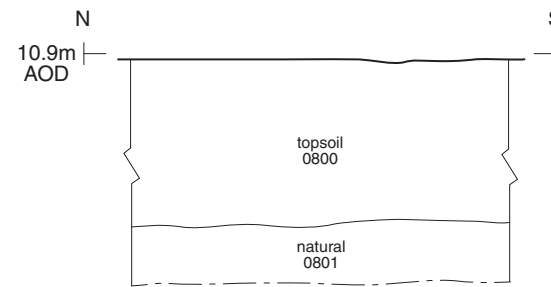
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Section GG



Section HH



Trench 4, looking west (1m scale)



Trench 4 soil profile, looking south (1m scale)

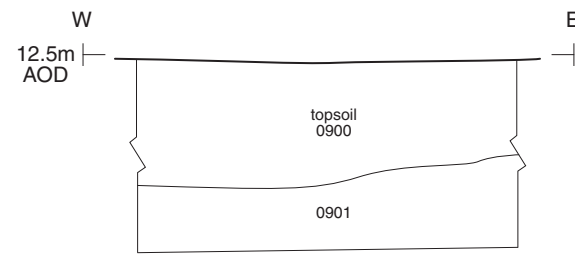
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 Exeter 01392 573970
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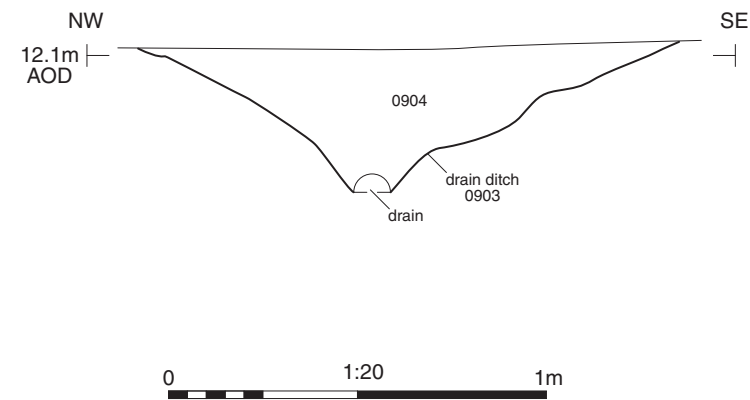
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 photographs**

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APPROVED BY	SP	SCALE@A3	1:20	4

Section II



Section JJ



Trench 9 soil profile, looking north (1m scale)



Trench 9, looking east (1m scale)



Drain ditch 0903, looking north-east (1m scale)

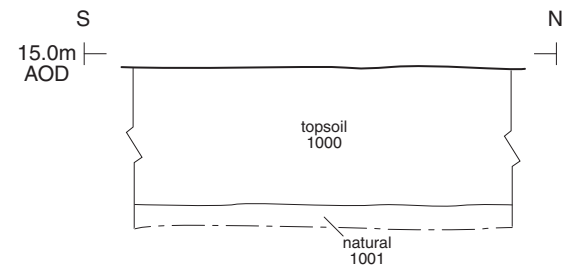

Cotswold Archaeology
 Andover 01264 347630
 Cirencester 01285 771022
 Exeter 01392 573970
 Milton Keynes 01908 564660
 Suffolk 01449 900120
 www.cotswoldarchaeology.co.uk
 enquiries@cotswoldarchaeology.co.uk

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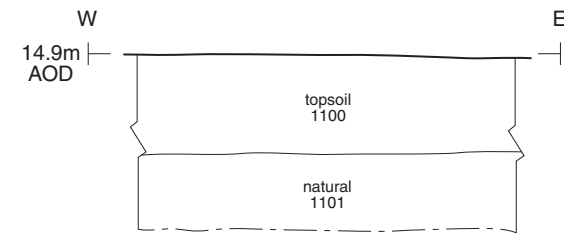
FIGURE TITLE
Trench 9: sections and photographs

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CHECKED BY	DJB	DATE	21/10/2020	5
APPROVED BY	SP	SCALE@A3	1:20	

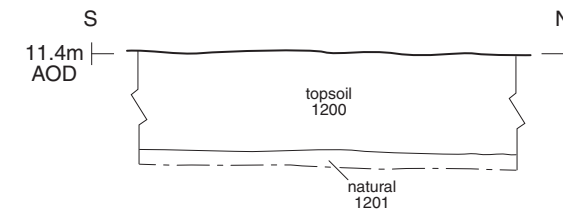
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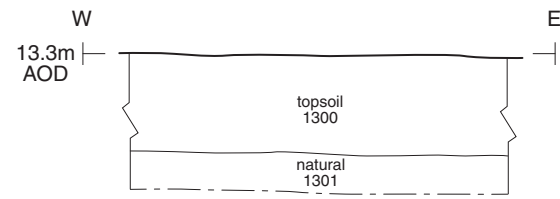
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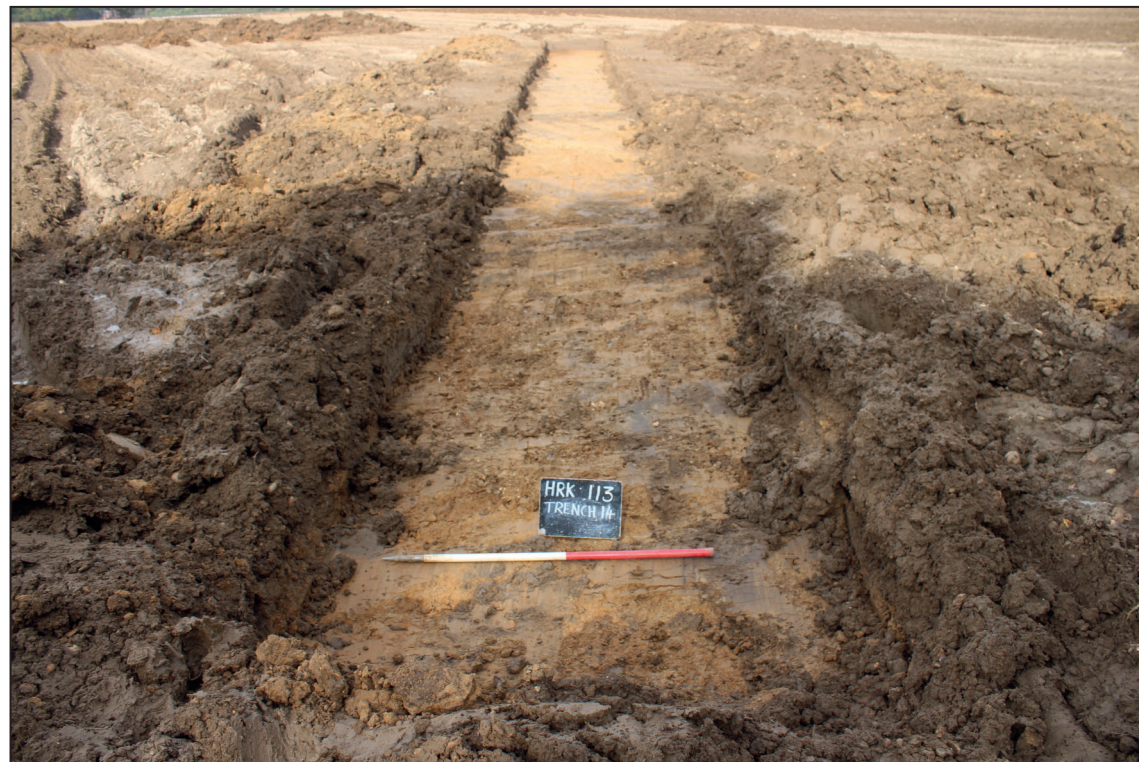
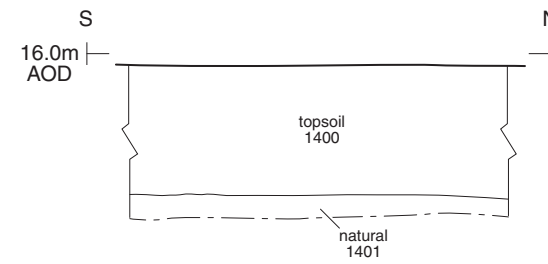
Section MM



Section NN



Section OO



Trench 14, looking north (1m scale)



Trench 14 soil profile, looking west (1m scale)

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

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FIGURE TITLE
**Trenches 10-14: sections and
 photographs**

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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