Cotswold Archaeology

The Old Guildhall
Hitcham
Suffolk

Archaeological Evaluation

for:
Mr. O. Sloane

CA Project: SU0213
CA Report: SU0213_1
OASIS ID: cotswold2-411679
HER Ref: HTC 107

February 2021

The Old Guildhall
Hitcham
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LIST OF ILLUSTRATIONS

SUMMARY

Project name:	The Old Guildhall, Church Lane
Location:	Hitcham, Suffolk
NGR:	598480 250980
Type:	Evaluation
Date:	27th January 2021
Planning reference:	DC/20/05075/FUL
OASIS ID:	cotswold 2-411679
Location of Archive:	To be deposited with SCCAS and ADS
Site Code:	HTC 107

In January 2021, Cotswold Archaeology carried out an archaeological evaluation at The Old Guildhall, Hitcham, Suffolk. A single 20m trench was excavated within the footprint of a proposed swimming pool and associated buildings.

The trench was excavated through a sequence of topsoil and a thick, homogenous, silty layer assumed to be a colluvial hillwash deposit. Two similarly proportioned and aligned ditches were excavated in the base of the trench probably represent elements of a field system or property boundaries. A third feature formed a T- junction with the western ditch. No relationship was observed between these two cuts, either in plan or in the excavated section and their similarity of form and fill suggested they were likely to be contemporary parts of the same feature. Although the finds assemblage was sparse, pottery, struck flint and heat-altered flint were all consistent with a prehistoric date.

1. INTRODUCTION

1.1. In January 2021, Cotswold Archaeology carried out an archaeological evaluation at The Old Guildhall, Hitcham, Suffolk (centred at NGR: 598480 250980; Figure 1) on behalf of the owner, Mr. O. Sloane

1.2. Planning permission for residential development of the site (ref: DC/18/2621) required the implementation of a programme of archaeological work in accordance with an approved Written Scheme of Investigation (WSI).

1.3. The scope of this evaluation was defined by Matthew Baker of Suffolk County Council Archaeological Service (SCCAS), the archaeological advisor to the Local Planning Authority (LPA), in a Brief dated 11th November 2020. The evaluation was carried out in accordance with a WSI prepared by CA (2021) and approved by Matthew Baker.

1.4. The evaluation also complied with Suffolk County Council Requirements for Trenched Archaeological Evaluation (SCCAS 2019), *Standard and guidance for archaeological field evaluation* (CIfA 2014, revised 2020), *Management of Research Projects in the Historic Environment (MoRPHE) PPN 3: Archaeological Excavation* (Historic England 2015) and *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015).

The site

1.5. The overall *c.*1,018m^2 site lies at approximately 50m AOD on the eastern side of a shallow valley overlooking a small stream in its base and within the grounds associated with the Old Guildhouse. The Old Guildhouse and its grounds are bounded by the B1115 road to the west, Fen Lane to the south, Church Lane to the east and the access to Hitcham Hall to the north.

1.6. The underlying bedrock geology of the site is mapped as Red Crag Formation – Sand, a Sedimentary rock formed approximately two to four million years ago in the Quaternary and Neogene Periods in a local environment previously dominated by shallow seas. They are shallow-marine in origin, detrital, ranging from coarse- to fine-grained (locally with some carbonate content) forming interbedded sequences. This is overlain by superficial deposits of Lowestoft Formation - Diamicton formed up to two million years ago in the Quaternary Period in a local environment previously dominated by ice age conditions. These sedimentary deposits are glacigenic in

origin, detrital, created by the action of ice and meltwater. They can form a wide range of deposits and geomorphologies associated with glacial and inter- glacial periods during the Quaternary (BGS 2021).

2. ARCHAEOLOGICAL BACKGROUND

2.1. The site lies to the rear of The Old Guildhall, a 16th century timber framed building with later additions. The Guildhall itself is immediately south of the gates to the medieval church of All Saints (HTC 016). An undated linear earthwork to the south west of the site (HTC 037) is in direct line of the proposed development area.

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 (CIfA 2014, revised 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* (MHCLG 2019).

3.2. Aims specific to the SCCAS Brief 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. Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

3.3. 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).

4. METHODOLOGY

4.1. The evaluation fieldwork comprised the excavation of a single 20m x 1.6m trench, the location of which is shown on Figure 2. This represents an adjustment to the original trench plan to avoid an existing structure and established hedge and was agreed by Matt Baker.

4.2. The trench was 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, which was the level at which archaeological features were first encountered. The base of the trench and all upcast spoil was scanned for artefactual evidence and subject to a metal detector survey.

4.3. Archaeological features/deposits were investigated, planned and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. Records were maintained in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*.

4.4. Deposits were assessed for their palaeoenvironmental potential and samples were taken in accordance with *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.

4.5. Artefacts were processed in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation*.

4.6. CA will make arrangements with Suffolk County Council Archaeological Service for the deposition of the project archive and, subject to agreement with the legal landowner(s), the artefact collection. A digital archive will also be prepared and deposited with the Archaeology Data Service (ADS).The archives will be prepared and deposited in accordance with *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA 2014; updated October 2020).

4.7. A summary of information from this project, as set out in Appendix B, 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. A full context list is provided in Appendix A, with information relating to the finds and environmental evidence recovered from the site given in Sections 6 and 7.

Trench 1 (Fig. 3)

5.2. The trench was excavated through the following soil sequence:

- 101 *Topsoil* Dark brown humic sandy clay topsoil. Modern finds noted but not retained. 0.3m thick
- 102 *Subsoil* Thick layer of homogenous and relatively stoneless mid brown silty sandy subsoil, probably a colluvial/hillwash deposit. 0.5m thick. A single sherd of prehistoric pottery was recovered from this deposit

5.3. The subsoil sealed a mid orangey brown gravelly clay natural subsoil into which three ditches were cut.

5.4. Ditch 103 was a shallow, northwest to southeast orientated ditch cutting through the northern end of the trench and measuring 0.75m 0.12m. Its western side sloped at approximately 50°, with the eastern side slightly steeper, both breaking gently to a flattish base. Its single fill was a friable-compact mid greyish brown silty clay, similar in composition to layer 102 but more grey in colour. Towards the southern end of this feature, ditch 107 intersected with 103, forming a T-junction. No relationship could be determined in the excavated section and given that its dimensions, form and fill were very similar to 103, the two features are likely to be contemporary. No finds were recovered from either fill. An environmental sample from ditch 103 contained a small number of abraded, puffed cereal grain fragments.

5.5. Ditch 105 was a narrow, shallow, northwest to southeast orientated ditch measuring 0.47m wide and 0.13m deep and running approximately parallel with 103. Similar to 103, its western side sloped at *c*.50°, with the eastern side slightly steeper, but here the sides broke gradually to a rounded base. It was also filled by the same friable-compact mid greyish brown silty clay as that recorded on 103 and 107. A corroded iron nail fragment was the only find recovered from this ditch but there is a possibility that this fell from the trench section and is therefore intrusive. An environmental sample produced a very small number of charcoal fragments and a small, abraded sherd of likely prehistoric pottery.

6. THE FINDS

6.1. The bulk finds from the site consist of a few small sherds of prehistoric pottery, worked flints and heat altered stones (flints). There is also a small piece of iron that is almost certainly part of a broken nail shaft. These were recovered primarily from ditch fill and come both from hand excavation and the later processing of bulk soil samples. The finds are described and discussed by material and find type below.

Pottery

6.2. Just two small sherds of pottery (combined weight 8g) were recovered, both hand-made and of prehistoric date. One comes from ditch fill, feature 0105, context (0106) the other comes from the subsoil, context (0102). They are individually described below.

Context (0102), small hand-made sherd (4g), some abrasion to edges, c. 6mm thick, fabric tempered with small-medium size flint and occasional larger pieces, not well embedded and partly standing proud of the surfaces, oxidised (orange) exterior and reduced (grey) interior. Dated as Bronze Age-Early Iron Age.

Context (0106) (Sample 2) small, abraded, hand-made sherd (4g), *c.*5mm thick, sandy, slightly vesicular fabric, some flint fragments may be natural sand inclusions, oxidised orange surfaces, grey fabric core; possibly a damaged rim or base edge sherd but not clear, the vesicular nature of the fabric may be due to burnt out organic or leached out calcareous inclusions, but might also be small gas bubbles from over firing. Dated as Prehistoric, possibly Iron Age.

6.3. The small sherds are not diagnostic other than the fabric which is a broad and sometimes probably rather unreliable guide to close dating within the prehistoric period. The sherd from the subsoil (0102) contains flint-temper. This suggests a date probably not later than the Early Iron Age, while the nature of the flint and the oxidised surface point toward a date in the Bronze Age or Early Iron Age, most probably in the later Bronze Age period of the late 2nd - early 3rd millennium BC. The other sherd, from context (0106) is sand-tempered which would suggest a date in the later Iron Age period *c.*mid 1st millennium BC - early 1st millennium AD. However, the nature of the sherd makes this rather uncertain and an earlier date, or even a later date in the post-Roman Saxon period, might also be possible. The association with a few small worked flints would suggest a prehistoric date is probably more likely.

Struck flint

6.4. Three small struck flints (combined weight 4g) were recovered during processing a bulk soil sample (Sample 2) from the fil of ditch 0105, context (0106). They are individually described below.

Small, broad, tertiary flake (2g), broad percussion bulb with bulb scar, previous flake removal scars on dorsal surface.

Small secondary flake (1g) with diffuse percussion bulb, but no lipping along struck edge, angled plunge fracture at distal end forming an incidental step or 'notch' long the lower part of one edge with some moderately heavy chipping on the corner of the 'notch' and just above it probably either from modification or use wear.

Small secondary flake (<1g), initially appeared to have been snapped and representing the distal end only, but there is a lipped edge to the proximal end with a scar that appears to be a percussion scar, also removal scar on dorsal face appears to have been struck from this platform.

6.5. The flints all appear probably to be prehistoric in origin, rather than natural or later accidental strikes. Close dating is, however, difficult as they are a few small, relatively undiagnostic pieces. They were associated in this context (0106) with a sherd of prehistoric pottery of uncertain date, but which is possibly Iron Age; although this is abraded and seems likely to have been of some age when it entered the ditch. The nature of the flint working appears relatively crude suggesting a later prehistoric date, possibly later Bronze Age or even Iron Age which fits with the two pottery sherds recovered. However, what appears to be rather diffuse percussion noted on one or two pieces could possibly indicate an earlier date.

Heat altered stones

6.6. Three pieces of heat-altered stone, combined weight 81g, all shattered, crazed and whitened flints, were recovered from two bulk soil samples (Samples 1 and 2) taken from fills of two ditches: ditch 0103, context (0104) and ditch 0105, context (0106) respectively.

Context (0104) (Sample 1), small piece of heat altered flint (7g), cracked and crazed with some whitening of the flint.

Context (0106) (Sample 2), one medium size and smaller piece of heat altered flint (74g), cracked, crazed and whitened.

6.7. The heat altered flints are not datable of themselves and could have been exposed to significant heating at any point in the past. Also, being just a few pieces makes them difficult to meaningfully discuss or comment on. However, given the degree of heating, indicated by the whitening of the stone and the extensive crazing of the stone fabric, together with the presence of a few other finds of prehistoric date (pottery and worked flints) it would seem possible that these may also date to the prehistoric period. The practice of heating stones to indirectly transfer heat to water is typical of prehistoric technologies and heat altered (burnt) stones are common finds on many sites dating to the prehistoric period.

Other finds

6.8. A single small, elongated piece of corroded iron (1g) from the fill of ditch 0107, context (0108) is not closely identified but appears almost certainly to be part of a broken nail shaft (length 22mm).

7. THE BIOLOGICAL EVIDENCE

Plant macrofossils

7.1. Two 40 litre bulk samples were taken during the evaluation, one each from two ditches, 0103 and 0105. Both samples were processed in full in order to assess the quality of preservation of any surviving plant remains and their potential to provide useful data as part of any further archaeological investigations.

7.2. The samples were processed using manual water flotation/washover and the flots were collected in a 300µm mesh sieve. The dried flots were scanned using a binocular microscope at x10 magnification and the presence of any plant remains or artefacts were noted (see Table 1, below). The identification of plant remains is with reference to New Flora of the British Isles, (Stace 1997).

7.3. The non-floating residues were collected in a 1mm mesh and sorted when dry. All artefacts/ecofacts were retained for inclusion with the bulk finds.

7.4. For the purposes of this initial assessment items such as seeds, cereal grains and small animal bones have been scanned and recorded quantitatively according to the following categories # = 1-10, ## = 11-50, ### = 51+ specimens. Items that cannot be easily quantified such as charcoal, magnetic residues and fragmented bone have been scored for abundance + = rare, ++ = moderate, +++ = abundant

Results

7.5. The results obtained from the processed flots from the samples are presented in Table 1.

SS no	Context no	Feature/ cut no	Feature type	Approx date of deposit	Flot contents
1	0104	0103	ditch	UNKN	cereal grain frags # charcoal # rootlets +
2	0106	0105	ditch	UNKN	charcoal # rootlets +

Table 1. Plant macrofossils by context

7.6. The flots produced by both samples were extremely small at less than 5ml each. Fibrous rootlet fragments were present in both samples and made up the majority of this volume. These are considered to be modern contaminants and as much as practicable were removed prior to scanning of the flots.

7.7. Wood charcoal fragments were sparse within both samples with less than ten fragments being present in each. These are considered too small to be suitable for species identification or radiocarbon dating.

7.8. A small number of cereal grain fragments were recovered from ditch 0103, context (0104) (Sample 1). These were puffed, fragmented and abraded but were most likely a free-threshing wheat (Triticum sp.). The size of the fragments recovered means that they could easily have been subject to movement through the soil matrix, by the actions of water or bioturbation, and may be intrusive within the backfill of the archaeological feature. No other charred plant remains were recovered from either of the two samples.

Discussion

7.9. The samples were very poor in terms of identifiable material, neither sample produced material suitable for quantification. It is possible the cereal grain and wood charcoal recovered from ditch 0103 may represent domestic activity in the vicinity. However, the sparse and abraded nature of the material recovered means it may have been subject to movement through the soil matrix, resulting from the actions of water, borrowing animals and/or soil fauna, before becoming incorporated within the contexts sampled.

8. DISCUSSION

8.1. The evaluation revealed two similarly proportioned parallel ditches separated by a gap of approximately 5m. Their similarity, alignment and virtually identical fills suggests they are elements of a single field system. A third ditch, perpendicular and intersecting with the western feature, is also likely to be contemporary.

8.2. The three excavated sections showed the features to be very shallow. Where the ditches continued beyond the limit of excavation, the trench sections were hand-cleaned to check for any indication of the features cutting the subsoil layer, despite the ditch cuts not being visible in plan at a higher level during machining. Although no cut was obvious, the fact that the subsoil and ditch fills are so similar allows for the possibility that the ditches could cut through the subsoil at a higher level.

8.3. The small finds assemblage was not closely datable but apart from a nail believed to be intrusive, the struck flints, pottery and heat-altered flint were consistent with a prehistoric date for these features.

9. CA PROJECT TEAM

9.1. Fieldwork was undertaken by Linzi Everett, assisted by Cameron Bate. This report was written by Linzi Everett. The finds and biological evidence reports were written by Stephen Benfield and Anna West respectively. The report illustrations were prepared by Ryan Wilson. The project archive has been prepared for deposition by Clare Wootton. The project was managed for CA by Stuart Boulter.

10. REFERENCES

British Geological Survey 2020 *Geology of Britain Viewer* https://www.bgs.ac.uk/map-viewers/geology-of-britain-viewer/ Accessed 28th January 2021

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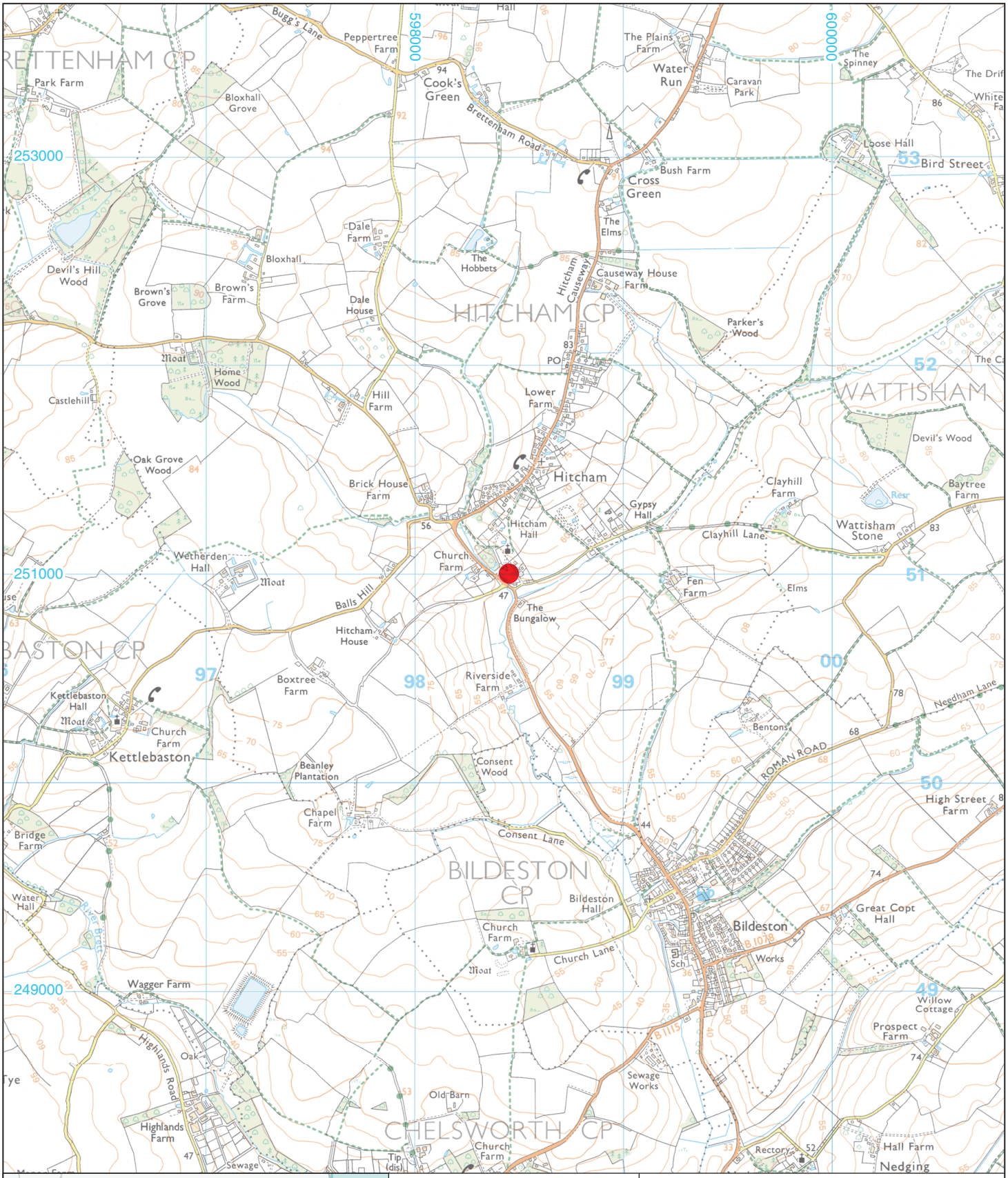
Stace, C.1997, *New Flora of the British Isles*. Second edition. Cambridge University Press.



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PROJECT TITLE

The Old Guildhouse, Hitcham, Suffolk

FIGURE TITLE

Site location plan

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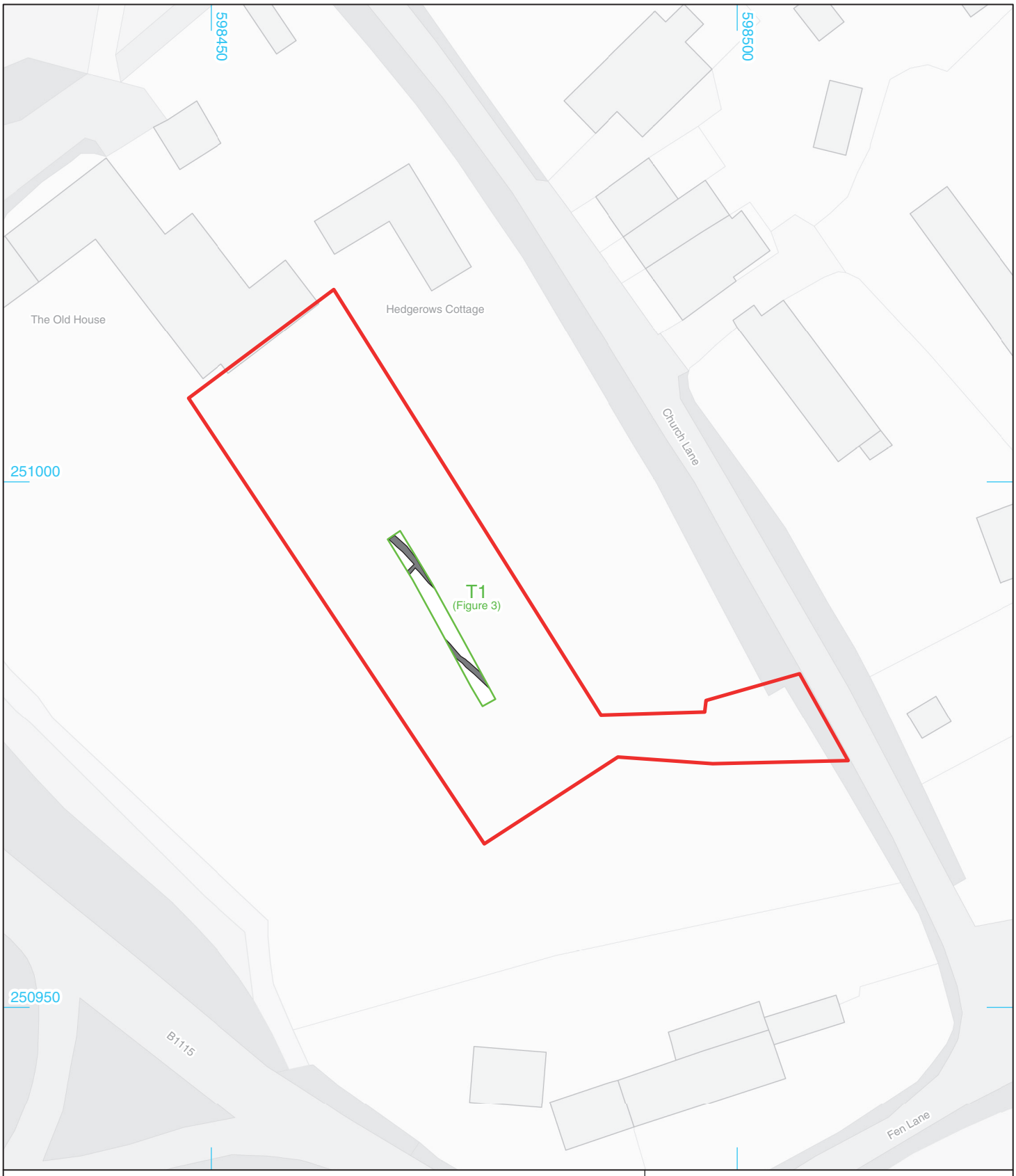

Site boundary
Evaluation trench
Archaeological feature

N

0 1:500 25m

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PROJECT TITLE
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FIGURE TITLE
Trench location

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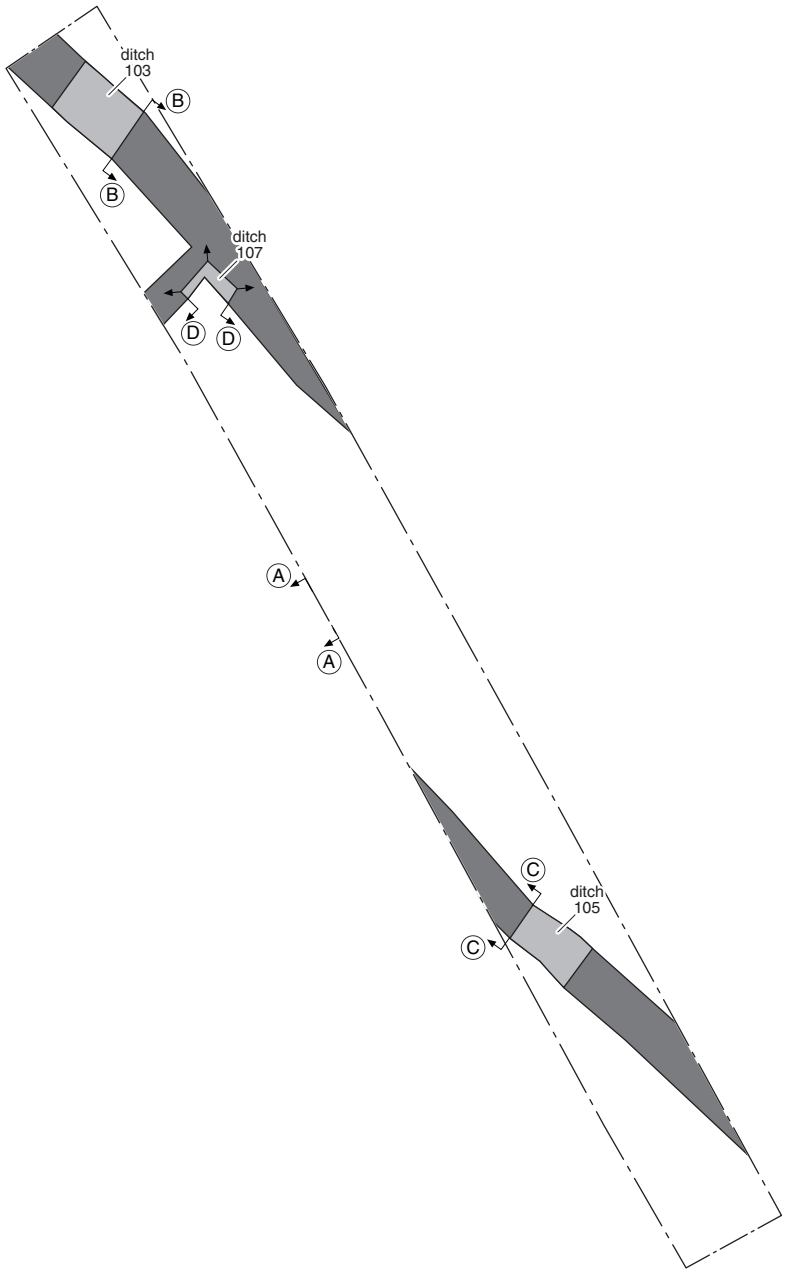

Evaluation trench

Archaeological feature

A A Section line

N

0 1:200 10m

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FIGURE TITLE

Trench 1: plan

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Trench 1, looking south-east (1m scale)

Trench 1, looking north-west (1m scale)

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FIGURE TITLE

Trench 1: photographs

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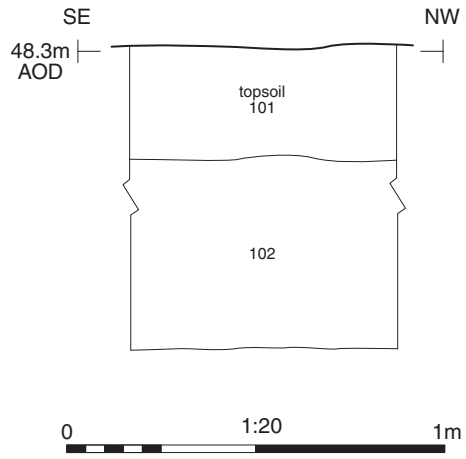
FIGURE NO.

4

Section AA



Trench 1 soil profile, looking south-west (1m scale)

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FIGURE TITLE

Trench 1 soil profile: section and photograph

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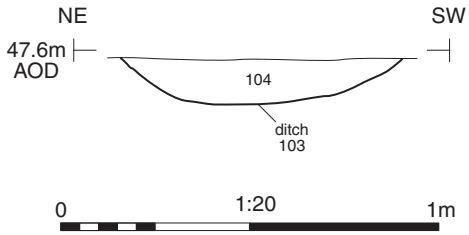
Section BB



Ditch 103, looking south-east (0.4m scale)

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FIGURE TITLE

Trench 1 feature: section and photograph

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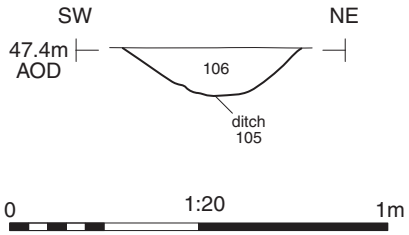
Section CC



Ditch 105, looking north-west (0.4m scale)

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PROJECT TITLE

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FIGURE TITLE

Trench 1 feature: section and photograph

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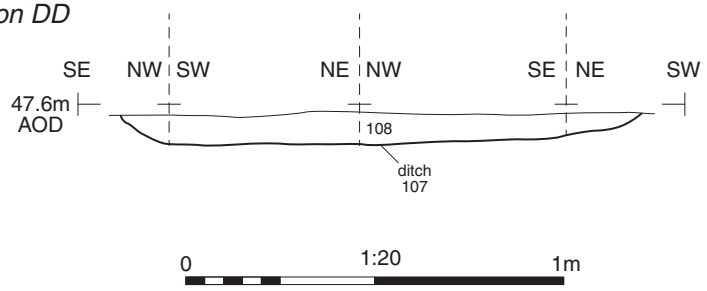
Section DD



Ditch 107, looking north-west (0.4m scale)

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PROJECT TITLE

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FIGURE TITLE

Trench 1 feature: section and photograph

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APPENDIX A: CONTEXT DESCRIPTIONS

Context no.	Trench	Feature Type	Category	Description	Width	Depth
101	1	Topsoil	Deposit	Dark brown humic sandy clay topsoil. CBM fragments, animal bone and glazed white china noted but not retained.		0.3
102	1	Subsoil	Deposit	Thick layer of homogenous and relatively stoneless mid brown silty sandy subsoil, probably a colluvial/hillwash deposit.		0.5
103	1	Ditch	Cut	Shallow, NW-SE orientated ditch in the N end of the trench with a T-junction towards its southern end (107). 50 degree W side, E side slightly steeper, both breaking gently to a flattish base. Same orientation as 105, likely contemporary and related	0.75	0.12
104	1	Ditch	Fill	Single fill of ditch. Mid greyish brown silty clay, friable-compact, worm action noted. Similar to layer 102 but a slightly more grey hue. Sections cleaned to look for any indication of the ditch cutting the subsoil but not cut was obvious		
105	1	Ditch	Cut	Narrow, shallow, NW-SE orientated ditch in the S end of the trench, 50 degree sloping W side, E side slightly steeper, both breaking gradually to a rounded base Same orientation as 103, likely contemporary and related	0.47	0.13
106	1	Ditch	Fill	Single fill of ditch. Mid greyish brown silty clay, friable-compact, worm action noted. Similar to layer 102 but a slightly more grey hue. Sections cleaned to look for any indication of the ditch cutting the subsoil but not cut was obvious		
107	1	Ditch	Cut	Relationship slot excavated through a T-junction in ditch 103. Both elements had the same depth, profile and fill and were felt to be contemporaneous.		0.8
108	1	Ditch	Fill	Single fill of ditch. Mid greyish brown silty clay, friable-compact, worm action noted. Similar to layer 102 but a slightly more grey hue.		

APPENDIX B: OASIS REPORT FORM

OASIS ID: cotswold2-411679

Project details

Project name	HTC 107 The Old Guildhall, Hitcham, Suffolk
Short description of the project	Trenched evaluation
Project dates	Start: 26-01-2021 End: 09-02-2021
Previous/future work	No / Not known
Any associated project reference codes	HTC 107 - Sitecode
Any associated project reference codes	DC/20/05075/FUL - Planning Application No.
Type of project	Field evaluation
Site status	None
Current Land use	Other 5 - Garden
Monument type	DITCH Uncertain
Significant Finds	CERAMIC Late Prehistoric
Methods & techniques	"'Sample Trenches'"
Development type	Small-scale extensions (e.g. garages, porches, etc.)
Prompt	Direction from Local Planning Authority - PPS
Position in the planning process	After full determination (eg. As a condition)

Project location

Country	England
Site location	SUFFOLK BABERGH HITCHAM HTC 107 The Old Guildhall, Church Lane
Postcode	IP7 7NN
Study area	1000 Square metres
Site coordinates	TL 9848 5098 52.120948181293 0.89957348312 52 07 15 N 000 53 58 E Point
Height OD / Depth	Min: 50m Max: 51m

Project creators

Name of Organisation	Cotswold Archaeology
Project brief originator	Suffolk County Council Archaeological Services
Project design originator	Matthew Baker
Project director/manager	Stuart Boulter
Project supervisor	Linzi Everett
Type of sponsor/funding body	Landowner
Name of sponsor/funding body	Mr. O. Sloane

Project archives

Physical Archive recipient	Suffolk County Council Archaeological Services
Physical Archive ID	HTC 107
Physical Contents	"Ceramics","Metal","other"
Digital Archive recipient	ADS
Digital Archive ID	HTC 107
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk County Council Archaeological Archive
Paper Archive ID	HTC 107
Paper Contents	"other"
Paper Media available	"Context sheet","Photograph","Unpublished Text"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	HTC 107 The Old Guildhall, Hitcham
Author(s)/Editor(s)	Everett, L.
Other bibliographic details	SU0213_1
Date	2021
Issuer or publisher	Cotswold Archaeology
Place of issue or publication	Needham Market

Cotswold Archaeology

The Old Guildhall, Church Lane, Hitcham, Suffolk

Written Scheme of Investigation for an Archaeological Evaluation

For
Mr O. Sloane

OASIS ID: cotswold2-411679
HER Ref: HTC 107

January 2021

Andover Cirencester Exeter Milton Keynes Suffolk

The Old Guildhall, Church Lane, Hitcham, Suffolk

Written Scheme of Investigation for an Archaeological Evaluation

CA Project: SU0213
OASIS ID: cotswold2-411679
HER reference: HTC 107

Document Control Grid						
Revision	Date	Author	Checked by	Status	Reasons for revision	Approved by
A	05/01/2021	S. Boulter	M. Baker	Draft	Curatorial Scrutiny	

CONTENTS

Summary Project Details

Location	Site Name	The Old Guildhouse	
	Parish/County	Hitcham/Suffolk	
	Grid Reference	598480 250980	
Site details	Project type	Trenched evaluation	
	Size of Area	*c.*1,018m^2	
	Access	From Church Lane	
	Planning proposal	Swimming pool with associated structures & landscaping	
Staffing	No. of personnel (CA)	Estimated as 1 x PO + 1 archaeologist/surveyor/metal detectorist as required	
	No. of subcontractor personnel	Excavator driver	
Project dates	Start date	Spring 2021	
	Fieldwork duration	Projected as 1 – day (with contingencies)	
Reference codes	Site Code	HTC 107	
	OASIS No.	Cotswold2-411679	
	Planning Application No.	DC/20/05075/FUL	
	HER Search Invoice Number	-	
	CA Jobcode	SU0213	
Key persons	Project Manager	Stuart Boulter	
	Project Officer	Linzi Everett	
	Metal Detectorist	Steve Hunt, Mike Green or Matt Stevens	
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	Stuart Boulter (fieldwork)	01449 900122
		Rhiannon Gardner (fieldwork)	01449 900125
		Joanna Caruth (post-excavation)	01449 900121
	Finds Dept.	Richenda Goffin	01449 900129
	H&S	Rhiannon Gardner	01449 900125
	EMS	Jezz Meredith	01449 900124
Client	Client	Mr O. Sloane	-
	Client Contact	Megan Clarke (Wincer Kievenaar)	01473 827992
	Landowner/Tenant	-	-
Archaeological	Curatorial Officer	Matthew Baker (SCCAS)	01284 741329
	EH Regional Science Advisor	Dr Zoe Outram	01223 582707

1. INTRODUCTION

1.1 This document sets out details of a *Written Scheme of Investigation* (WSI) prepared by Cotswold Archaeology (CA) covering an archaeological trenched evaluation of the site of a proposed swimming pool with associated buildings at The Old Guildhouse, Hitcham, Suffolk (centred at NGR: 59848 25098) (Fig. 1).

1.2 Planning Application DC/20/05075/FUL attracted a planning condition 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 Matthew Baker in a document dated 11th December 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* (CIfA 2014; updated 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 overall *c.*1,018m^2 site lies at approximately 50m AOD on the eastern side of a shallow valley overlooking a small stream in its base and within the grounds associated with the Old Guildhouse. The Old Guildhouse and its grounds are bounded by the B1115 road to the west, Fen Lane to the south, Church Lane to the east and the access to Hitcham Hall to the north.

1.5 Geologically, the site is likely to have superficial deposits of Lowestoft Formation - Diamicton formed up to two million years ago in the Quaternary Period in a local environment previously dominated by ice age conditions. These sedimentary deposits are glacigenic in origin, detrital, created by the action of ice and meltwater. They can form a wide range of deposits and geomorphologies associated with glacial and inter-

glacial periods during the Quaternary. The underlying bedrock comprises Red Crag Formation – Sand, a Sedimentary rock formed approximately two to four million years ago in the Quaternary and Neogene Periods in a local environment previously dominated by shallow seas. They are shallow-marine in origin, detrital, ranging from coarse- to fine-grained (locally with some carbonate content) forming interbedded sequences (BGS 2021).

2. ARCHAEOLOGICAL BACKGROUND

2.1 The evaluation Brief states that the proposed development lies in an area of high archaeological potential 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 unless otherwise agreed with SCCAS.**

2.2 The Brief also summarises the most significant HER records noted in the vicinity of the proposed development site; specifically its location in close proximity to the medieval church of All Saints (HER Ref. No. HTC 016) and in the direct line of an undated linear earthwork to the south-west (HTC 037). 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* (CIfA 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 (4.2) 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.
- Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

3.3 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 (Stuart Boulter) to the following specifications and methodologies will be communicated directly to SCCAS for their approval.

4. METHODOLOGY

Excavation and recording

4.1 The Brief (4.3) states that 20m of 1.8m wide trench is required; it is proposed that this is split between two 10m long trenches (Fig. 2). In addition, provision will be made for localised trench extensions may be required on site should deposit testing be needed. 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 the 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.

4.2 The trench 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. No formal reinstatement of the trenches will be undertaken with the spoil simply replaced and levelled.

4.3 Following machining, all archaeological features revealed will be planned and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. Each context will be recorded on a pro-forma context sheet by written and measured description; principal deposits will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using Leica GPS or Total Station (TST) as appropriate) and drawn sections (scale 1:10 or 1:20 as appropriate). Where detailed feature planning is undertaken using GPS/TST this will be carried out in accordance with *CA Technical Manual 4: Survey Manual*. Photographs (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*.

4.4 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.

4.5 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.

4.6 Metal detector searches (non-discriminating against iron), undertaken by an experienced metal-detectorist (CA staff Steve Hunt, Matt Stevens or Michael Green), 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.

4.7 All 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.

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

4.9 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

4.10 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

4.11 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.

4.12 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.

4.13 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.

4.14 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.

4.15 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*.

4.16 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 Stuart Boulter 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 two staff: a Project Officer (acting as Project Leader) and an Archaeologist (surveyor/metal-detectorist) as required.

5.4 It is envisaged that the project will require one day of fieldwork although, depending on what is uncovered, a second day may be required to complete investigations and backfill the trench. In addition, SCCAS may require further deposit testing as a result of the site monitoring visit. Analysis of the results and subsequent reporting will take up to a further 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) Sue Anderson (freelance)
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 collection policy of the relevant archive depositary, 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 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 is normally 50% of the market value. If the landowner wishes to claim an inquest will be held and, once officially declared as Treasure and valued, the item will if not acquired by a museum, be returned to CA and the project archive. Employees of CA, or volunteers etc. present on site, will not be eligible for any share of a treasure reward.

Academic dissemination

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

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

Public dissemination

6.9 In addition to being uploaded to the Archaeology Data Service (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 (http://reports.cotswoldarchaeology.co.uk/), generally within twelve months of completion of the project

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. In addition, the digital archive will be deposited with ADS.

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 periodically reduced and sometimes ceased to undertake site visits and have issued guidelines regarding remote monitoring. Should remote monitoring be needed for this projects, the requirements would be 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, revised 2019) and the *Standard and Guidance for Commissioning Work or Providing Consultancy Advice on Archaeology and the Historic Environment* (CIfA 2014, updated 2020). 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 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.*

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APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS

Ceramics

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

Other Finds

Small Finds	Ed McSloy BA MCIFA (CA) Ruth Beveredge (CA)
Metal Artefacts	Katie Marsden BSc (CA) Ruth Beveridge (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance)
Lithics	Ed McSloy BA MCIFA (CA) 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	Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Soil micromorphology	Dr Richard Macphail BSc MSc PhD (University College London)
Scientific Dating	
Dendrochronology	Robert Howard BA (NTRDL Nottingham)
Radiocarbon dating	SUERC (East Kilbride, Scotland) Beta Analytic (Florida, USA)
Archaeomagnetic dating	Dr Cathy Batt BSc PhD (University of Bradford)
TL/OSL Dating	Dr Phil Toms BSc PhD (University of Gloucestershire)
Conservation	Karen Barker BSc (freelance) Pieta Greaves BSc MSc ACR (Drakon Heritage and Conservation)

APPENDIX B: ARCHAEOLOGICAL STANDARDS AND GUIDELINES

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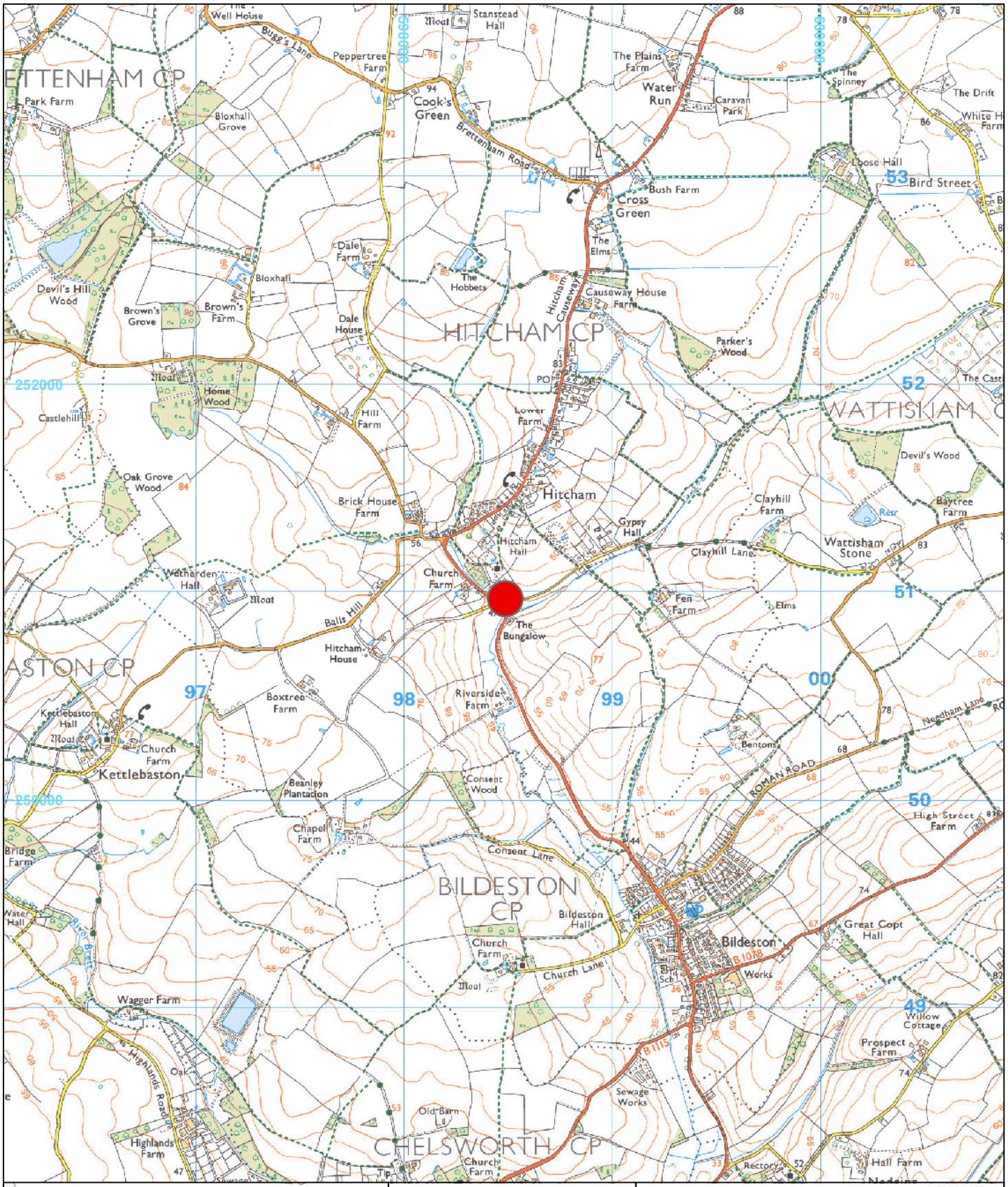

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PROJECT TITLE
The Guildhall
Hitcham, Suffolk

FIGURE TITLE
Site location plan

DRAWN BY	KW	PROJECT NO.	SU0213	FIGURE NO.
CHECKED BY	SB	DATE	05/01/2021	1
APPROVED BY	SB	SCALE @ A4	1:25,000	

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Legend

- Site boundary
- Proposed evaluation trench

0 20m

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PROJECT TITLE

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Hitcham, Suffolk

FIGURE TITLE

Trench location plan

DRAWN BY	**KW**	*PROJECT NO*	**SU0213**	*FIGURE NO.*
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