

Plot 2, Land Adjacent Brackenbury House, Golf Road, Felixstowe, Suffolk

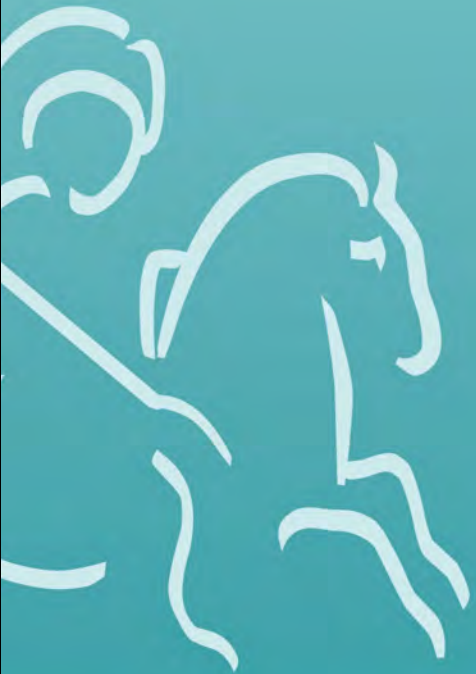
Archaeological Evaluation



for:
T. and M. Ayre

CA Project: SU0250
CA Report: SU0250_1
OASIS ID: cotswold2-417119
HER Ref: FEX 450

April 2021



Plot 2, Land Adjacent Brackenbury House, Golf Road, Felixstowe, Suffolk

Archaeological Evaluation

CA Project: SU0250
CA Report: SU0250_1
OASIS ID: cotswold2-417119
HER Ref: FEX 450

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SUMMARY

Project name:	Plot 2, Land Adjacent Brackenbury House, Golf Road
Location:	Felixstowe, Suffolk
NGR:	631678 235338
Type:	Evaluation
Date:	8 March 2021
Planning reference:	DC/20/4735/FUL
OASIS ID:	Cotswold2-417119
Location of Archive:	To be deposited with the Suffolk County Council Archaeological Archive and the Archaeology Data Service (ADS)
Site Code:	FEX 450
HER Invoice No.	N/a

In April 2021, Cotswold Archaeology carried out an archaeological evaluation at Plot 2, Land Adjacent Brackenbury House, Golf Road, Felixstowe, Suffolk. A total of two trenches were excavated across the development area targeting the footprint of the proposed house and garage. The site lies within a known Roman settlement area and had the potential to reveal below-ground heritage assets of archaeological importance, but no archaeological finds or features were observed within the two trenches.

1. INTRODUCTION

- 1.1. In April 2021, Cotswold Archaeology (CA) carried out an archaeological evaluation at Plot 2, land adjacent Brackenbury House, Golf Road, Felixstowe, Suffolk (centred at NGR: 631678 235338; Fig. 1). This evaluation was undertaken for T. and M. Ayre.
- 1.2. The evaluation was required under the terms of the National Planning Policy Framework (MHCLG 2019), as a condition of planning permission for the development of the site. The relevant planning application reference is DC/20/4735/FUL. The proposed development consists of the construction of a single house and garage.
- 1.3. The evaluation was carried out according to a Brief (dated 22/02/2021) produced by the Archaeological Advisor (AA) to the Local Planning Authority (LPA), Matthew Baker of Suffolk County Council Archaeological Service (SCCAS) and then addressed by a Written Scheme of Investigation, prepared by CA (Everitt 2021) and approved by SCCAS.
- 1.4. The fieldwork also followed Standard and guidance: Archaeological field evaluation (ClfA 2014, updated October 2020), the Standards for Field Archaeology in the East of England (Gurney 2003), the SCC Requirements for Trenched Archaeological Evaluation (SCCAS 2021), 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). A monitoring visit did not take place due to the negative evaluation results, however a telephone conversation with Matthew Baker of SCCAS took place prior to backfilling.

The site

- 1.5. The site is located in the Suffolk Coastal district of Suffolk, in the civil parish of Felixstowe (Fig. 1) The overall c.0.05 hectare site lies at approximately 17m AOD, approximately 175m northwest of the coast. The site is bounded by Golf Road to the south and housing/gardens on its other sides (Fig. 2).
- 1.6. Geologically, the site is likely to be located on an underlying bedrock of Red Crag Formation - Sand. Sedimentary Bedrock formed approximately 2 to 4 million years ago in the Quaternary and Neogene Periods. Local environment previously dominated by shallow seas. No superficial deposits are recorded (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). A full HER search was not required following discussions 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 within the known Roman settlement area, an area of intensive Roman activity (FEX 093), and close to coin and pottery finds (FEX 019, FEX 060 and FEX 068). As a result, there was a high potential for the discovery of below-ground heritage assets of archaeological importance within the 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* (ClfA 2014, updated 2020), the evaluation was designed to be minimally intrusive and minimally destructive to archaeological remains. The information gathered would 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, revised 2019).
- 3.2 The SCCAS Brief states that the trial-trenching was 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.

4. METHODOLOGY

- 4.1. The evaluation fieldwork comprised the excavation of two trenches (Fig. 2):
- 1no c.10m x 1.8m trenches and
 - 1no c.5m x 1.8 trenches
- 4.2. The trenches were located to target the proposed location of the house and garage footprints. With the approval of curator Trench 2 was moved 3m east of its intended location due to the presence of a live electric cable.
- 4.3. Trenches were set out on OS National Grid co-ordinates using Leica GPS. Overburden was stripped using a mechanical excavator fitted with a toothless grading 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. Site data has been added onto a database and recorded using the County HER code FEX 450. An OASIS form has been completed for the project (Ref: Cotswold2-417119; Appendix C) and a digital copy of the report submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>).
- 4.7. The archive from the evaluation is currently held by CA at their office in Suffolk. Subject to the agreement of the legal landowner the site archive will be deposited with the SCC Archaeological Archive. The archive will be prepared and deposited in accordance with *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2014; updated October 2020) and the *Archaeological Archives in Suffolk* guidelines (SCCAS 2019).

5. RESULTS

- 5.1. This section provides an overview of the evaluation results. Full descriptions of the trenches are provided in Appendix A and detailed summaries of the recorded contexts are given in Appendix B.
- 5.2. Two trenches were excavated across the development site. The trenches were opened using a mechanical excavator fitted with a 1.8m wide toothless ditching bucket, working under archaeological supervision. Following excavation each trench was cleaned sufficiently to determine if archaeological remains were present. Basic trench information was recorded on pro-forma sheets and a photographic record was compiled. The trench and spoil heaps were scanned with a metal detector looking for the presence of archaeological artefacts, but none were recovered.

Trenches 1 and 2 (Figs 2-4)

- 5.3. Within the two trenches a topsoil of dark brown soft silty sand (c.0.3m thick) directly overlay a subsoil deposit of mid orange, brown soft silty sand that contained frequent roots (c.0.50-0.55m thick), that in turn overlay the natural geological substrate of orange and yellow silty sand with occasional gravel patches. No archaeological finds or features were observed within the trenches.

6. DISCUSSION

- 6.1. No archaeological finds or features were observed in the trenches. While the existence of individual isolated archaeological features away from the trenches cannot be specifically excluded, it is unlikely that large numbers of archaeological features were present on the site. It is unlikely that the proposed development will have a significant impact on archaeological remains.

Confidence Rating

- 6.2. The conditions for the evaluation were good and the work took place in dry and sunny weather conditions. Full co-operation was received from all parties and a high degree of confidence is attached to the results of the evaluation.

7. CA PROJECT TEAM

- 7.1. The fieldwork and the report element of the project were undertaken by Martin Cuthbert BA (Hons) ACIfA. 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 Stuart Boulter BA (Hons) MCIfA.

8. REFERENCES

<http://ads.ahds.ac.uk/catalogue/library/greylit>

British Geological Survey 2021 *Geology of Britain Viewer*

<https://www.bgs.ac.uk/map-viewers/geology-of-britain-viewer/>

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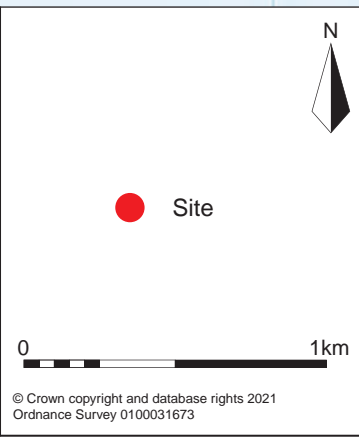
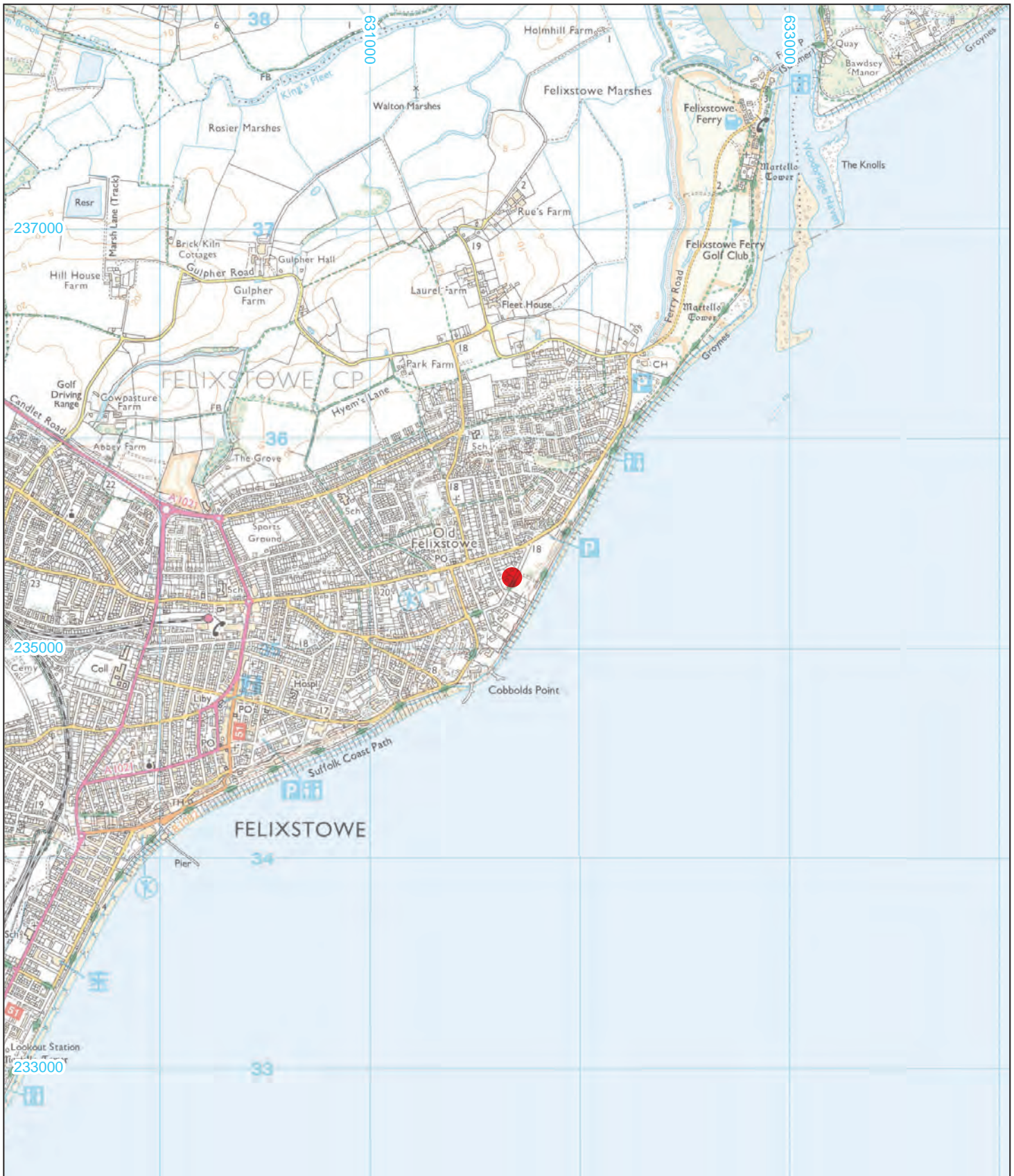
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SCCAS, 2021, *Requirements for Trenched Archaeological Evaluation*

SCCAS, 2019, *Archaeological Archives in Suffolk, Guidelines for Preparation and Deposition*



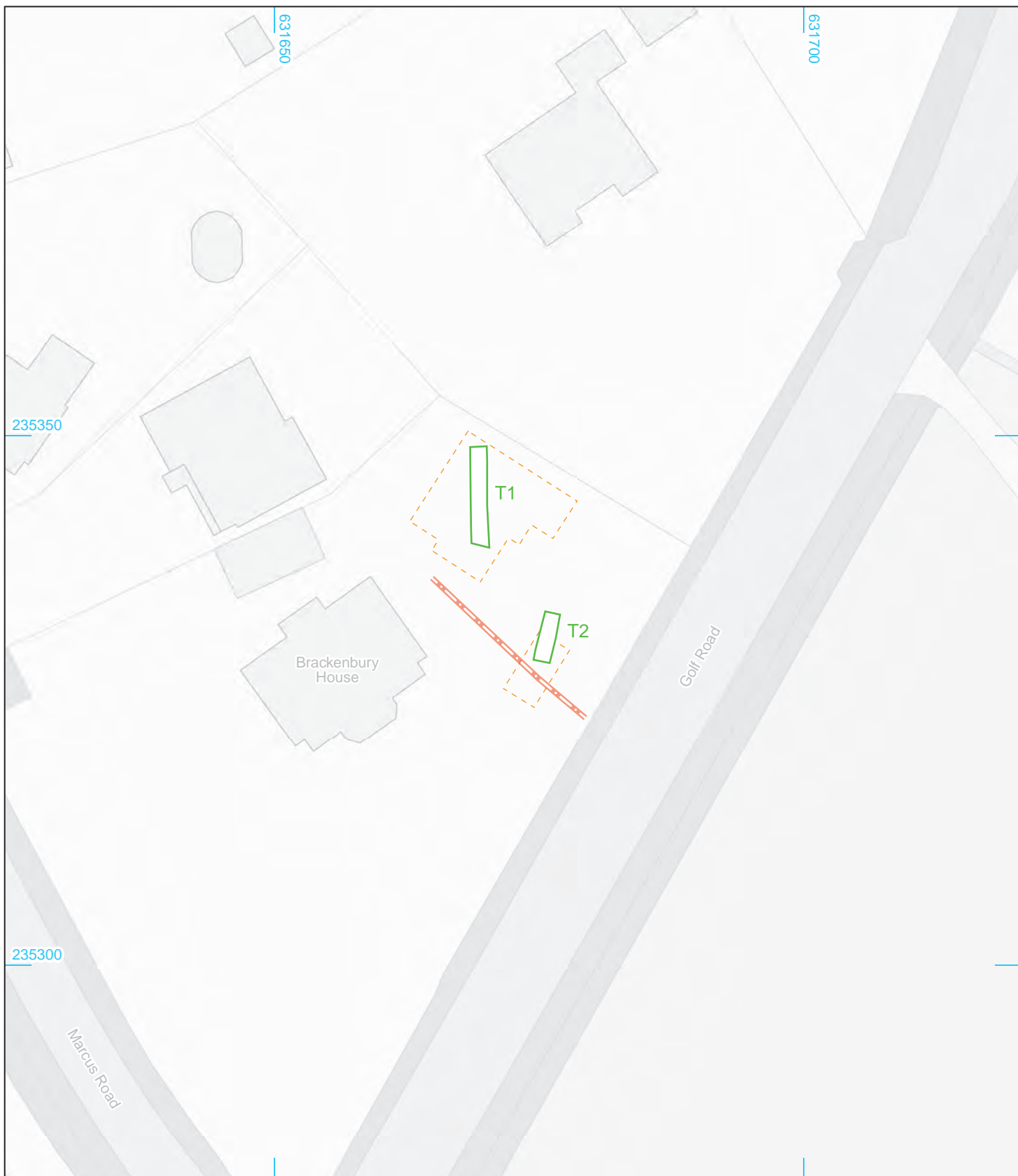





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PROJECT TITLE
 Plot 2, Land Adjacent Brackenbury House,
 Golf Road, Felixstowe, Suffolk

FIGURE TITLE
 Site location plan

DRAWN BY	RW	PROJECT NO.	SU0250	FIGURE NO.
CHECKED BY	DJB	DATE	14/04/2021	1
APPROVED BY	MC	SCALE@A4	1:25,000	



-  Evaluation trench
-  Proposed building location
-  Electricity cable



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PROJECT TITLE
 Plot 2, Land Adjacent Brackenbury House,
 Golf Road, Felixstowe, Suffolk

FIGURE TITLE
Trench location plan

0 1:500 25m



Trench 1, looking north (1m scales)



Trench 1 stratigraphy, looking east (1m scales)



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PROJECT TITLE

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FIGURE TITLE

Trench 1: photographs

DRAWN BY RW PROJECT NO. SU0250
 CHECKED BY DJB DATE 14/04/2021
 APPROVED BY MC SCALE@A4 NA

FIGURE NO.

3



Trench 2, looking north-east (1m scales)



Trench 2 stratigraphy, looking north-west (1m scale)



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PROJECT TITLE

Plot 2, Land Adjacent Brackenbury House,
 Golf Road, Felixstowe, Suffolk

FIGURE TITLE

Trench 2: photographs

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CHECKED BY	DJB	DATE	14/04/2021
APPROVED BY	MC	SCALE@A4	NA

FIGURE NO.

4

APPENDIX A: TRENCH DESCRIPTIONS

Trench Number	Length	Orientation	Geology	Depth Natural to	Description	Comments	Summary	Associated Contexts
1	9.76	N-S	orange and yellow silty sand occ. Gravel	0.80	Topsoil and subsoil over natural		No archaeology	101, 102, 103
2	4.82	NNE-SSW	orange and yellow silty sand occ. Gravel	0.85	Topsoil and subsoil over natural		No archaeology	201, 202, 203

APPENDIX B: CONTEXT DESCRIPTIONS

Context Number	Trench	Category	Description	Interpretation	Depth	Over	Under
101	1	Layer	Dark brown soft silty sand, containing modern detritus	Topsoil	0.30	102	
102	1	Layer	Orange, brown soft silty sand with frequent roots	Subsoil	0.50	103	101
103	1	Layer	Orange and yellow silty sand occ. Gravel	Natural			102
201	2	Layer	Dark brown soft silty sand, containing modern detritus	Topsoil	0.30	202	
202	2	Layer	Orange, brown soft silty sand with frequent roots	Subsoil	0.55	203	201
203	2	Layer	Orange and yellow silty sand occ. Gravel	Natural			202

APPENDIX C: OASIS REPORT FORM

OASIS DATA COLLECTION FORM: England

[List of Projects](#) | [Manage Projects](#) | [Search Projects](#) | [New project](#) | [Change your details](#) | [HER coverage](#) | [Change country](#) | [Log out](#)

OASIS ID: cotswold2-417119

Project details

Project name	Plot 2, land adjacent Brackenbury House, Golf Road, Felixstowe
Short description of the project	In April 2021, Cotswold Archaeology carried out an archaeological evaluation at Plot 2, Land Adjacent Brackenbury House, Golf Road, Felixstowe, Suffolk. A total of two trenches were excavated across the development area targeting the footprint of the proposed house and garage. The site lies within a known Roman settlement area and had the potential to reveal below-ground heritage assets of archaeological importance, but no archaeological finds or features were observed within the two trenches.
Project dates	Start: 08-04-2021 End: 08-04-2021
Previous/future work	No / No
Any associated project reference codes	FEX450 - HER event no.
Any associated project reference codes	SU0250 - Contracting Unit No.
Any associated project reference codes	DC/20/4735/FUL - Planning Application No.
Type of project	Field evaluation
Site status	None
Current Land use	Other 5 - Garden
Methods & techniques	"Targeted Trenches"
Development type	Urban residential (e.g. flats, houses, 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 SUFFOLK COASTAL FELIXSTOWE Plot 2, land adjacent
Brackenbury House, Golf Road

Postcode IP117NF
Study area 0.05 Hectares
Site coordinates TM 31678 35338 51.967562676173 1.373114203591 51 58 03 N 001 22 23 E
Point
Height OD / Depth Min: 17m Max: 17m

Project creators

Name of Organisation Cotswold Archaeology
Project brief originator Suffolk County Council Archaeological Services
Project design originator Cotswold Archaeology (Suffolk)
Project director/manager Stuart Boulter
Project supervisor Martin Cuthbert
Type of sponsor/funding body Landowner
Name of sponsor/funding body T. and M. Ayre

Project archives

Physical Archive Exists? No
Digital Archive recipient Suffolk County Council Archaeological Archive
Digital Archive ID FEX 450
Digital Contents "none"
Digital Media available "Database","GIS","Images raster / digital photography"
Paper Archive recipient Suffolk County Council Archaeological Archive
Paper Archive ID FEX 450
Paper Contents "none"
Paper Media available "Context sheet","Photograph","Plan","Report"

Project bibliography 1

Publication type Grey literature (unpublished document/manuscript)
Title Plot 2, land adjacent Brackenbury House, Golf Road, Felixstowe, Suffolk-
Archaeological Evaluation
Author(s)/Editor(s) Cuthbert, M.
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Plot 2, Land Adjacent Brackenbury House, Golf Road, Felixstowe, Suffolk

*Written Scheme of Investigation for
an Archaeological Evaluation*



for:
T. and M. Ayre

CA Project: SU0250
OASIS ID: cotswold2-417119
HER Ref: FEX 450

March 2021



PLOT 2, LAND ADJACENT BRACKENBURY HOUSE, GOLF ROAD, FELIXSTOWE, SUFFOLK

Written Scheme of Investigation for an Archaeological Evaluation

CA Project: SU0250
OASIS ID: cotswold2-417119
HER reference: FEX 450



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A	11/03/2021	L. Everett	S. Boulter	Draft	Internal Edits	S. Boulter
B	12/03/21	L. Everett	M. Baker	Draft	Curatorial Scrutiny	

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Figure 1 Location of proposed evaluation trenches

Summary Project Details

Location	Site Name	Plot 2, land adjacent Brackenbury House, Golf Road	
	Parish/County	Felixstowe, Suffolk	
	Grid Reference	631678 235338	
Site details	Project type	Trenched evaluation	
	Size of Area	0.05ha	
	Access	From Golf Road	
	Planning proposal	New dwelling	
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	FEX 450	
	OASIS No.	Cotswold2-417119	
	Planning Application No.	DC/20/4735/FUL	
	HER Search Invoice Number	TBC	
	CA Jobcode	SU0250	
Key persons	Project Manager	Stuart Boulter	
	Project Officer	TBC	
	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

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	Project Managers	Stuart Boulter (fieldwork)	01449 900122
		Rhiannon Gardner (fieldwork)	01449 900125
		Joanna Caruth (post-excavation)	01449 900121
		Richenda Goffin	01449 900129
	Finds Dept.	Rhiannon Gardner	01449 900125
	H&S	Jezz Meredith	01449 900124
EMS			
Client	Client	T. and M. Ayre	-
	Client Contact	-	-
	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 dwelling on Plot 2, land adjacent Brackenbury House, Golf Road, Felixstowe, Suffolk (centred at NGR: 631678 235338).
- 1.2 Planning Application DC/20/4735/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 22nd February 2021. 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 2020), the SCC Requirements for Trenched Archaeological Evaluation (SCCAS 2021), 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.0.05 hectare site lies at approximately 17m AOD, approximately 175m northwest of the coast. The site is bounded by Golf Road to the south and housing/gardens on its other sides.
- 1.5 Geologically, the site is likely to be located on an underlying bedrock of Red Crag Formation - Sand. Sedimentary Bedrock formed approximately 2 to 4 million years ago in the Quaternary and Neogene Periods. Local environment previously dominated by shallow seas. No superficial deposits are recorded (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 within the known Roman settlement area, an area of intensive Roman activity (FEX 093), and close to coin and pottery finds (FEX 019, FEX 060 and FEX 068). As a result, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area.

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* (MHCLG, 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 15m of 1.8m wide trench is required; it is proposed that this is focused on the dwelling and garage footprints (Fig. 1). In addition, provision will be made for localised trench extensions may be required on site if unclear archaeological remains or geomorphological features present difficulties of interpretation, or to assist with the formulation of a mitigation strategy. 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 location 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 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. 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 (2021). 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:
- The general principle will be that 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 by small slots hand-excavated across any suspected burial features (inhumations or cremated bone deposits) in order to confirm the presence and condition of any human bone. Once confirmed as human, the buried remains will not normally be disturbed through any further investigation at the evaluation stage, and will be left in situ where possible 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 *ClfA Technical Paper No 7 Guidelines to the Standards for recording Human Remains* (ClfA 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 (TBC) 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 MCIIfA 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 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 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

British Geological Survey 2020 *Geology of Britain Viewer*

<https://www.bgs.ac.uk/map-viewers/geology-of-britain-viewer/>

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CIfA 2014 (updated 2020), *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment*

CIfA 2014 (updated 2020), *Standard and Guidance for Archaeological Field Evaluation* (Reading)

CIfA 2017, *Updated Guidelines to the Standards for recording Human Remains* (Reading)

CIfA 2020, *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (Reading)

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- Heritage England, forthcoming, *Curating the Palaeolithic* (consultation document)
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- SCCAS, 2021, *Requirements for Trenched Archaeological Evaluation*
- SCCAS, 2019, *Archaeological Archives in Suffolk, Guidelines for Preparation and Deposition*

14. APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS

Ceramics

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

Other Finds

Small Finds	Ed McSloy BA MCIFA (CA) Ruth Beveridge (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 (Palaeolithic)	Ed McSloy BA MCIFA (CA) Mike Green (CA) Jacky Sommerville BSc MA PCIFA (CA) Dr Francis Wenban-Smith BA MA PhD (University of Southampton)
Worked Stone	Dr Ruth Shaffrey BA PhD MCIFA (freelance) Dr Kevin Hayward FSA BSc MSc PhD PCIFA (freelance)
Inscriptions	Dr Roger Tomlin MA DPhil, FSA (Oxford)
Glass	Ed McSloy MCIFA (CA) Dr Hilary Cool BA PhD FSA (freelance) Dr David Dungworth BA PhD (freelance; English Heritage)
Coins	Ed McSloy BA MCIFA (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance)
Leather	Quita Mould MA FSA (freelance)

Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance)
Iron slag/metal technology	Dr Tim Young MA PhD (Cardiff University) Dr David Starley BSc PhD
Worked wood	Michael Bamforth BSc MCIFA (freelance)
Biological Remains	
Animal bone	Dr Philip Armitage MSc PhD MCIFA (freelance) Dr Matilda Holmes BSc MSc ACIFA (freelance) Julie Curl (freelance)
Human Bone	Sharon Clough BA MSc MCIFA (CA) 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)

15. 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
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- CIfA, 2014 (updated 2020), *Standard and Guidance for Archaeological Excavation.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014 (updated 2020), *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014 (updated 2020), *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014 (updated 2020), *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.* Chartered Institute for Archaeologists (Reading)
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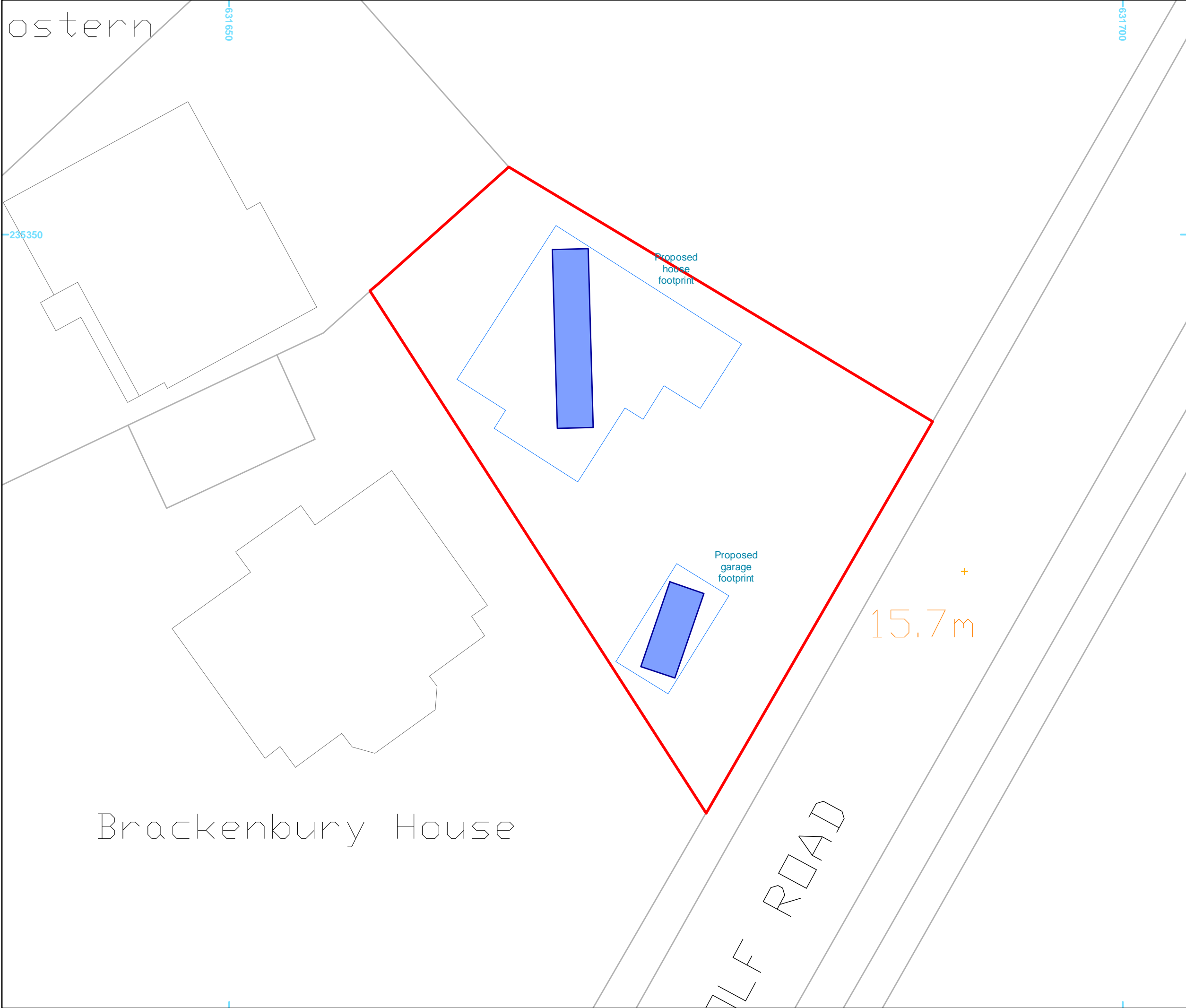
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Legend

- Site boundary
- Proposed evaluation trench



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PROJECT TITLE
Brackenbury House, Felixstowe

FIGURE TITLE
Proposed trench location showing proposed building footprints

DRAWN BY	TW	PROJECT NO	SU0250	FIGURE NO.	
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