

St. Stephen's Church, Ipswich, Suffolk

Archaeological Monitoring and Recording



for:
Mixbrow Construction

CA Project: SU0515
CA Report: SU0515_1
OASIS ID: cotswold2-512341
HER Ref: IPS 277

April 2023



St. Stephen's Church, Ipswich, Suffolk

Archaeological Monitoring and Recording

CA Project: SU0515
CA Report: SU0515_1
OASIS ID: cotswold2-512341
HER reference: IPS 277

Document Control Grid						
Revision	Date	Author	Checked by	Status	Reasons for revision	Approved by
A	April 2023	P. Boyles	S. Boulter	Internal review	Internal review	S. Boulter
B	April 2023	P. Boyles	S. Boulter	Final version	Curatorial review	H. Cutler

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

Cirencester Building 11 Cotswold Business Park Cirencester Gloucestershire GL7 6BQ t. 01285 771 022	Milton Keynes Unit 8, The IO Centre Fingle Drive, Stonebridge Milton Keynes Buckinghamshire MK13 0AT t. 01908 564 660	Andover Stanley House Walworth Road Andover Hampshire SP10 5LH t. 01264 347 630	Suffolk Unit 5, Plot 11 Maitland Road Lion Barn Industrial Estate Needham Market Suffolk IP6 8NZ t. 01449 900 120
e. enquiries@cotswoldarchaeology.co.uk			

CONTENTS

SUMMARY	2
1. INTRODUCTION.....	3
2. ARCHAEOLOGICAL BACKGROUND.....	4
3. AIMS AND OBJECTIVES.....	5
4. METHODOLOGY.....	5
5. RESULTS.....	6
6. DISCUSSION.....	11
7. CA PROJECT TEAM.....	14
8. REFERENCES.....	14

APPENDIX A: WRITTEN SCHEME OF INVESTIGATION

APPENDIX B: OASIS SUMMARY FORM

APPENDIX C: MISCELLANEOUS - ANCIENT GRAFFITI

LIST OF ILLUSTRATIONS

- Fig. 1 Site location (1:25,000 @A4)
- Fig. 2 Monitored areas (1:175 @A4)
- Fig. 3 Monitored area, south side (1:80 @A4)
- Fig. 4 Monitored area, north side (1:25 @A4)
- Fig. 5 Exterior drain trench: photographs
- Fig. 6 Drain trench, excavation through foundation: photographs
- Fig. 7 Interior drain trench: photographs
- Fig. 8 Carved stone head in wall: photographs
- Fig. 9 Wall segment removal: photographs
- Fig. 10 Medieval carved stone head from wall: photographs
- Fig. 11 Vault uncovered beneath new access ramp: photographs

SUMMARY

Project name:	St. Stephen's Church
Location:	Ipswich, Suffolk
NGR:	616398 244491
Type:	Archaeological Monitoring and Recording
Date:	16th January – 14th March 2023
Planning reference:	IP/22/00683/FP13
OASIS ID:	cotswold2-512341
Location of Archive:	To be deposited with Suffolk County Council Archaeological Services (SCCAS) and the Archaeology Data Service (ADS)
Site Code:	IPS 277

Between January and March 2023, Cotswold Archaeology carried out an archaeological monitoring at St. Stephen's Church, Ipswich, Suffolk, during groundworks associated with the conversion of the former church into a music venue. The excavation by contractors of a trench for new drainpipes along the southern side of the church revealed cemetery soil underneath the current footpath and also allowed for the examination of the foundations of the 15th century Rush Chapel. The foundations were found to be composed of flint and mortar, but with occasional nodules of septaria, perhaps spolia from earlier church fabric, and a large nodule of gneiss, possibly imported as a glacial erratic or ship ballast. No early floors were seen to survive under the modern concrete flooring of the Rush Chapel, although earlier cemetery soil was encountered beneath it. On the north side of the church, a 19th century stone wall, partially constructed of reused medieval and later material, was removed. A 14th or 15th century carved stone head, originally part of an interior corbel or label stop, was among the early stonework that had been incorporated into the wall. Beneath the wall, the top of a brick vaulted structure, perhaps a domed cap over a well or burial vault, was uncovered. An 18th or 19th century brick burial vault with a whitewashed interior was also encountered just north of the church. Although outside the scope of the present work, previously unrecorded historical graffiti was identified by chance discovery in the stairwell of the west tower.

1. INTRODUCTION

- 1.1. Between January and March 2023, Cotswold Archaeology (CA) carried out a programme of archaeological monitoring and recording at St. Stephen's Church, Ipswich, Suffolk (centred at NGR: 616398 244491; Fig. 1). This work was undertaken for Mixbrow Construction.
- 1.2. Planning permission has been granted by Ipswich Borough Council (IBC), the Local Planning Authority (LPA), for the conversion of St. Stephen's Church to a music venue (planning ref: IP/22/00683/FP13). These works are to involve internal alterations to the church building and new drainage through the churchyard. A requirement for a programme of 'Continuous Archaeological Monitoring and Recording' was specified in a Brief, dated 11th July 2022, prepared by Hannah Cutler of Suffolk County Council Archaeological Services (SCCAS), the archaeological advisors to the LPA.
- 1.3. The archaeological monitoring was conducted in accordance with a Written Scheme of Investigation (WSI), produced by CA (CA 2023) and approved by SCCAS, alongside *Standard and guidance for an archaeological watching brief* (ClfA 2020a), *Management of Research Projects in the Historic Environment (MoRPHE) PPN 3: Archaeological Excavation* (Historic England 2015a) and *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015b).

The site

- 1.4. St. Stephen's Church is located within the historic core of Ipswich (Fig. 1). The area immediately outside the church building consists of paved surfaces, which separate it from the remains of the graveyard on the southern, eastern and north-western sides of the church. The ground level outside the church is around 7m above Ordnance Datum (m AOD).
- 1.5. The British Geological Survey maps the surface geology of the site as Lowestoft Formation sand and gravel, a sedimentary deposit formed between 480 and 423 thousand years ago during the Quaternary period (BGS 2023). This overlies a sedimentary bedrock of Culver Chalk Formation chalk, formed between 83.6 and 72.1 million years ago during the Cretaceous period (*ibid.*).

2. ARCHAEOLOGICAL BACKGROUND

- 2.1. St. Stephen's Church (IPS 277, IPS 1394, IAS 3203) is located in St. Stephen's parish (IPS 1740), within Ipswich's historic core (IPS 43). The church, which is recorded in the Domesday Survey, lies close to an area known to have been used for burials in the Anglo-Saxon period (IPS 808). Evidence obtained during archaeological investigations conducted within the nave of the church in 1982 suggested that the original building may have lain slightly further south than its current position (MacCulloch and Blatchly 1986, SCCAS 2023). The fabric of the current church is largely of 14th to 16th century date, representing Perpendicular Gothic and Tudor style architecture (Ipswich Historic Churches Trust 2023). A feature pertinent to the current archaeological works, is the remains of the Rush chapel, dating to the early 16th century (MacCulloch and Blatchly 1986) located on the southern side of the chancel, which was entered through a now-blocked external door located within one of the buttresses on the south side of the church (*ibid.*).
- 2.2. The church was restored several times in the 19th century, with major restorations taking place in 1866 and 1881 (SCCAS 2023). The church was redundant in 1978, becoming a Tourist Information office in 1994. Conversion for this role took place in the 1980's, and in 1982 two archaeological trial trenches were excavated either side of the nave, which revealed late medieval floor surfaces and post-medieval graves and tombs (*ibid.*). In March 1994, a doorway at the east end of one of the aisles was unblocked (*ibid.*).
- 2.3. John Speed's map of 1610 depicts St. Stephen's Church, with a footpath running past its southern wall between St. Stephen's Lane, to the west, and 'Broke Street' (Brook Street) to the east. This footpath is depicted on Ogilby's map of 1674, although with less detail, and on later Ordnance Survey (O.S.) maps, including the 1892 edition. The footpath is extant, and much of the current archaeological work was undertaken through it. The path is thought to predate Speed's 1610 map (MacCulloch and Blatchly 1986).

3. AIMS AND OBJECTIVES

3.1. The WSI (CA 2023) states that the general objectives of the monitoring are:

- to monitor the development groundworks, and to identify, investigate and record any significant buried archaeological deposits/features thus revealed;
- to monitor any significant structural alterations associated with the project;
- at the conclusion of the project, to produce a report setting out the watching brief results and the archaeological conclusions that can be drawn from the recorded data;
- at the conclusion of the project, to compile a stable, ordered, accessible project archive.
- If significant archaeological remains are identified, reference will be made to the Regional Research Framework for East Anglia (Medlycott 2011 and the updated digital version at <https://researchframeworks.org/eoe/>) so that the remains can, if possible, be placed within their local and regional context.

4. METHODOLOGY

4.1. The archaeological monitoring comprised the observation of all intrusive groundworks and significant structural alterations relating to the conversion of the church by trained archaeologists. Specifically, these works involved the excavation of a trench for new drainage pipes outside and through the south wall of the church, the removal of a segment of 19th century wall on the north side of the church to create a new doorway, and the creation of a new access ramp through the same doorway (Fig. 2).

4.2. Photographs were taken with a digital SLR camera at all stages, with appropriate scales. Notes, descriptions and measurements were taken of all archaeological remains encountered during the works.

4.3. A GPS could not be used to survey the position of the works due to the amount of overhanging cover, and so measurements and hand-drawn plans were made on site, which were then transferred to a final digital plan.

-
- 4.4. Disarticulated human skeletal remains, pieces of animal bone and fragments of oyster shell were encountered in some deposits. These were recorded and photographed on site, and then immediately reinterred.
 - 4.5. Stonework from the removal of the 19th century wall was checked for diagnostic pieces on site. A carved stone head was recovered and recorded off-site, before being returned for resetting in a new position in St. Stephen's.
 - 4.6. CA will make arrangements with SCCAS and the ADS for the deposition of the archive. This will be prepared and deposited in accordance with *Standards and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020b).
 - 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. The OASIS ID for this project is cotswold2-512341.

5. RESULTS

- 5.1. Three areas of the development were subject to archaeological monitoring: the excavation of a trench for a new drain, the removal of a segment of 19th century wall, and the installation of a new access ramp (Fig. 2).

Drain trench (Figs. 2, 3, 5 – 7)

- 5.2. Contractors hand-excavated a trench for new drain pipes, connecting an existing manhole located outside the church with the intended location of new toilet facilities in the interior of the building (Figs. 2 and 3). This work also involved cutting a hole through the foundation of the church wall.

Exterior segment of drain trench

- 5.3. The exterior section of the trench was excavated through the pavement of a footpath, which runs past the southern wall of the church between St. Stephen's Lane and Brook Street (Figs. 3 and 5; see also paragraph 2.3, above). The western end of the trench began at an existing manhole, located around 2.50m south of the church's south porch. From the manhole, the trench ran east-northeast, parallel and c.2.00m south of the church wall. The first 2.70m of the trench east of the manhole measured 0.50m wide, narrowing to 0.30m beyond that. After a distance of 11m from the manhole, contractors excavated a 1.00 x 1.00m square for a new manhole. From the

new manhole, the trench ran north-east to the church wall. At the point where the trench met the church wall, contractors excavated a c.2.00m long by 1.50m wide rectangular area against the building. The eastern limit of this excavated area was a buttress on the church's south wall.

- 5.4. The concrete paving slabs of the pathway had been lifted prior to the commencement of the monitoring. The depth of the contractors' excavation varied between 0.50 and 0.60m below the ground level under the paving slabs. The upper c.0.30m of the trench was excavated through the bedding layers of the paving slabs, formed of yellow sand, concrete rubble and hardcore. Beneath this, there was a layer of dark greyish brown, silty sand, probably representing cemetery soil (Fig. 5). This was cut through by numerous modern services, several of which were deeper than the limit of the contractors' formation level. As a result, in much of the trench the cemetery soil was probably reworked as backfill in intercutting modern service trenches. Thirteen pieces of disarticulated human bone, mostly fragments of tibia, fibula, radius and ulna, but also a vertebra, were found in the cemetery soil, alongside two large pieces of animal bone joints, one of which was cattle, several small pieces of oyster shell and one sherd of yellow and brown glazed 18th or 19th century pot.

Excavation of drain trench through wall foundation

- 5.5. The trench was then tunnelled through the foundation of the southern wall of the former Rush Chapel (Fig. 3 and 6), starting from its exterior face at a point 0.20m west of the easternmost buttress in the church's south wall. The top of the tunnel was located around 0.28m below the original ground level of the path outside the church and 0.45m below the top of the wooden decking forming the current floor surface of the church interior. The height of the excavation was 0.40m, and the initial width was c.0.80m. After a distance of c.0.50m from the exterior face of the church, the excavation through the foundation narrowed to a width of 0.40m.
- 5.6. The exterior of the foundation was faced with brickwork. This consisted of red, unfrogged bricks, measuring 22cm long, 11cm wide and 7cm high, set as stretchers in a hard, white-grey chalky mortar. The thickness of the brick facing was around 0.14m. It appeared to support the stone panels that form a skirt around the base of the wall's exterior (Fig. 6), which are a 19th century addition, and is probably contemporary.

5.7. The stone foundation of the 15th century chapel wall was encountered behind the brickwork. This foundation was just over 0.80m in width, only marginally wider than the wall it supported. The extent of the trench excavation did not locate the top or base of the foundation. The foundation mainly consisted of blue-grey flint nodules, resembling those used in the superstructure, set in a yellow, chalky lime mortar. Apart from flints, there were also rare nodules of quartzite and septaria, alongside a large, 0.30 – 0.40m sized nodule of gneiss. Small, broken fragments of red brick could also be seen in the foundation. These were similar in appearance to the bricks seen in the flint walls of the Rush Chapel.

Interior segment of drain trench

5.8. From where it was tunnelled through the wall foundation, the trench continued into the interior of the church for a distance of around 2.30m on a north-northwest alignment (Figs. 3 and 7). The trench was 0.50m wide and 0.75m deep. The top of the trench was excavated through the wooden decking of the church floor, which was 0.20m thick, and 0.25m of underlying, reinforced concrete. Beneath the concrete was a layer of dark greyish-brown, silty sand, excavated to a depth of around 0.20m, without reaching the base of the deposit. This layer resembled the cemetery soil encountered in the trench outside the church, although it was not as dark and contained more stones. Two pieces of human bone, consisting of a near-complete ulna and a fragment of limb bone, were recovered from it.

Removal of wall segment

5.9. A c.1.40m segment of 19th century wall on the north side of the church was taken down by contractors to create a passage for a new doorway (Figs. 2, 4, 8 – 10). The segment was part of the exterior wall of a Victorian extension attached to the chancel.

Interior face of wall

5.10. The wooden panels lining the interior face of the wall were removed to reveal the underlying stonework (Figs. 8, 9 and 11). The panelling was attached to the stonework by three horizontal wooden battens. The exposed stonework consisted primarily of flint rubble, with occasional fragments of moulded limestone (Fig. 9) and reused red brick, set in a white, chalky lime mortar. The stonework appeared to be reused medieval and Tudor church fabric, whilst the rough finish of the wall's interior face and its lack of regular courses perhaps suggests that it had always intended to be covered by panelling.

5.11. A notable piece of moulded stonework in the wall fabric was a small, carved limestone head, measuring 11cm high by 8cm wide (Figs. 8 and 10). This was set c.1.10m above the floor level in the centre of the wall, facing the church interior. It appeared to be the remains of a decorative corbel or label stop, c.14 – 15th century in date, representing a hooded female figure, wearing a caul or wimple. The good condition and lack of weathering seemed to indicate that it had been an interior feature.

5.12. There were two separate horizontal courses of red bricks running across the interior face of the wall, one 0.45m above the floor level and the second 1.60m above the floor level. The bricks, which were set as stretchers, were of various sizes, some being whole and others fragmentary, the largest measuring c.20m long by 5cm high. There were also six possible putlog holes visible in the interior wall face, arranged in two rows, with three to each row. The lowest row of holes was located 0.90m above the floor surface, and the upper 1.70m above the floor. The lower set of holes were almost square in shape, measuring 0.14m high and 0.18m wide, whilst those of the upper row were about half the size in height but of similar width. The holes were lined with red bricks. All the bricks visible in the interior face of the wall appeared to be reused, and based on size and appearance were probably Tudor or early-Modern in date.

Exterior face of wall

5.13. The exterior face of the wall consisted of neatly laid, rounded flint cobbles, set in regular horizontal courses (Fig. 8). The lower part of the wall projected out slightly from the wall face, and was capped with a string course of dressed limestone.

Trench through wall foundation

5.14. After the removal of the wall, contractors excavated a 1.40m long, c.0.60m wide and c.0.50m deep trench beneath where the demolished wall had been located, to accommodate a foundation for the threshold of a new doorway (Fig. 4, where its location is depicted with a pale blue outline, and Fig. 9). The trench was cut through the flint and mortar foundation of the wall. The remains of an earlier brick vaulted structure were uncovered during this work, located 0.30m in from the eastern end of the trench and around 0.30 – 0.40m below the floor level. The visible extent of the structure in the trench is indicated on Figure 4 with a dashed line.

5.15. It appeared to be the top of a vaulted chamber formed of red bricks, measuring 0.80m wide east to west, and crossing the full width of the trench. The arrangement of the

structure suggested it had a north to south alignment. The brickwork consisted of two, or perhaps three, courses of red bricks, around 10cm long by 10cm wide, bonded as headers, forming a gently arced dome or vault. They were set in a hard white-yellow, chalky lime mortar. The wall foundation had been built over and around this brick structure. A void was partially exposed underneath the brick vaulting, which was filled with brick rubble and dark soil. A measurement was taken, which suggested the void could be at least 1.20m deep. The structure was initially interpreted as a well due to the depth of the void below and its apparent north to south alignment, although it could have been part of a vaulted burial chamber.

- 5.16. Contractors consolidated the void inside the brick structure prior to the construction of the new doorway, capping it with concrete blinding.

Access ramp

- 5.17. Contractors removed the concrete paving outside the church north and north-west of the demolished section of wall to prepare for the construction of a new access ramp (Figs. 2 and 4). The pavement and bedding layers were 0.30m thick in total, below which was a layer of dark greyish-brown silty sand, resembling the cemetery soil seen in the drain trench to the south of the church. Two small fragments of human bone were found in this layer. Whilst the contractors' excavation did not extend into this soil, the work did expose the top of a brick-lined 18th or 19th century burial vault, located about 0.50m north of the removed wall (Fig. 11).
- 5.18. The vault was aligned roughly east to west. The top of the structure was exposed on the surface for a distance measuring 1.60m long, on its east to west axis, and 0.50m wide, on its north to south axis. Measurements taken inside the vault suggested it was around 2.10 or 2.20m long and 0.90 to 1.20m wide. Figure 4 depicts the extent of the structure exposed on the surface within the contractors' excavation footprint in green and the projected extent of the structure, based on the interior measurements, with dashed lines. The structure was formed of red bricks with no frogging, measuring 23cm long by 12cm wide and 6cm thick, set in a pale white lime mortar. The bricks were laid as stretchers, and arced to form a barrel vaulted ceiling over the chamber. The top of the eastern end of the chamber vault had evidently collapsed or been removed at some point in the past, as the brickwork was missing at that end.
- 5.19. The interior of the chamber was largely filled with dark soil and rubble, and it could not be ascertained if it still contained burials. The interior face of the burial vault walls

had been whitewashed. There appeared to be a dark coloured painting or image on the face of the western interior wall. Unfortunately, the vault contained too much rubble and debris to confirm this; it is just visible behind the collapsed brickwork and soil in the photo of the vault interior in Figure 11.

- 5.20. Contractors consolidated the void inside the vault, and covered the structure with a layer of concrete blinding prior to constructing the new access ramp over it.

Miscellanea

- 5.21. Historic graffiti was identified inside the stairwell of the church's west tower. It consists of incised lines cut into the stonework of the central axial column of the stair. The majority of visible graffiti is located near the base of the stairwell. Much of it could not be deciphered at the time of discovery, although one piece appeared to consist of six scratched lines forming a vertical cross flanked by two smaller diagonal crosses, perhaps representing Calvary (Appendix C). The worn nature of the graffiti, like the stonework it is cut into, suggests that it is of some antiquity. The graffiti is located in an area not subject to the present redevelopment of the church, and so lies beyond the scope of the current archaeological monitoring. The existence of the graffiti is noted here, as it does not appear to have been recorded in any previous surveys of the church and may be of future interest.

6. DISCUSSION

Cemetery soil to south of church

- 6.1. The presence of cemetery soil and disarticulated human bone below the footpath between St. Stephen's Lane and Brook Street might be evidence that the route of the pathway, attested in its present form since 1610 (see Chapter 2, above), was not established until after the ground had been used for burials; however, the bone discovered in the trench may have been completely reworked by the modern service trenches that crossed that area, and does not necessarily point to *in situ* burials directly below the path. It has been suggested that the unusual, door-like exterior stone panels below the elaborate east window of the Rush Chapel might have been part of an external monument to Thomas Rush, intended to be viewed by passers-by using the footpath between St. Stephen's Lane and Brook Street (MacCulloch and Blatchly 1986); if so, the present route of the pathway might have been established by at least the late 15th century, and thus the cemetery soil below it earlier.

6.2. There was no indication of any earlier structures in the drain trenches. Previous archaeological investigations uncovered a wall inside the nave of the church, the location of which has led to the suggestion that the position of the earlier Norman building was south of its current location, with the extant south porch perhaps being on the site of the original west tower (*ibid.*). Although no early walls were encountered in the present work to support this, given the narrow window afforded by the drain trenches and the amount of intercutting modern services, this cannot be taken as conclusive evidence against the theory.

Rush Chapel

6.3. Whilst the composition of the Rush Chapel's foundation suggests it was largely built using the same flint as in the walls of the superstructure, the rare nodules of septaria might be spolia from the earlier fabric of the church. The large nodule of gneiss in the foundation must have been imported into Ipswich. It might be a glacial erratic from the clay till of the local region, although it is possible that it arrived as ship ballast (S. Boulter, *pers. comm.*).

6.4. The floor under the Rush Chapel was found to be a concrete slab sitting directly onto the underlying remains of cemetery soil, and any earlier floor surfaces have gone. The cemetery soil and disarticulated human bone uncovered beneath the floor suggests that the chapel is built over what had been part of the burial ground prior its late 15th century construction, and therefore *in situ* burials could be located below it.

The north wall and vaults

6.5. The removed segment of wall belonging to the 19th century extension on the north side of the chancel was partially constructed from pieces of masonry taken from the fabric of the medieval and Tudor church, such as moulded limestone and bricks; some of the material may have been sourced from the original north wall of the chancel itself, which would have been demolished to allow for the extension. The carved stone head reset in the 19th century wall must have been part of an interior feature due to its good condition; comparable examples survive either side of the arch over the southern door to the nave.

6.6. The vaulted brickwork discovered underneath the 19th century extension could be the top of a burial vault, similar to the one found just north-west of it during the groundworks associated with the new access ramp, although its apparent north to south orientation makes this interpretation problematic; instead, it could be the dome

cap or part of the puteal of a drinking well, or perhaps a soakaway. Despite being built over by the wall and partially incorporated into the foundation, the condition of the vaulted brickwork suggests that no attempt was made to remove the structure or consolidate its interior during the wall's construction, and the rubble and soil inside it appeared to be the result of incidental collapse. Prior to the 19th century extension, it would have been located outside the church in the cemetery.

- 6.7. The 18th or 19th century brick burial vault found north of the church during the construction of the access ramp had been damaged at some point in the past, with the top of the eastern end of the vault missing. The cause of the damage, whether by collapse and/or deliberate removal, could not be ascertained, although the size of the hole left behind was probably too small to be used to remove a coffin or body, suggesting it was not the result of clearance. The size of the vault chamber was similar to the extant table tombs located around the outside of the church.

Historic graffiti

- 6.8. The incidental discovery of historic graffiti inside the stairwell of the west tower may be of interest to future research, particularly as it was carved in an area which would have had restricted access, unlike the more public of the church such as the nave or porch. The graffiti does not appear to have been surveyed or recorded previously.

7. CA PROJECT TEAM

- 7.1. Fieldwork was undertaken by Preston Boyles, Simon Cass and Linzi Everett. This report was written by Preston Boyles and edited by Stuart Boulter. The report illustrations were prepared by Dan Bashford and Bethan Morgan. The project archive has been compiled and prepared for deposition by Zoe Emery. The project was managed for CA by Stuart Boulter.

8. REFERENCES

British Geological Survey, 2022, *BGS Geology Viewer* <https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/> (accessed 8th March 2023)

Cotswold Archaeology, 2023, *St. Stephen's Church, Ipswich, Suffolk: Written Scheme of Investigation for Continuous Archaeological Monitoring and Recording*

CIfA, 2020a, *Standard and guidance for an archaeological watching brief*

CIfA 2020b, *Standards and guidance for the creation, compilation, transfer and deposition of archaeological archives*

Historic England, 2015a, *Management of Research Projects in the Historic Environment (MoRPHE) PPN 3: Archaeological Excavation*

Historic England, 2015b, *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*

Ipswich Historic Churches Trust, 2023, *St. Stephen's Church* <https://www.ipswichhistoricchurchestrust.org.uk/st-stephens-church/> (accessed 8th March 2023)

MacCulloch, D. & Blatchly, J., 1986, *Recent Discoveries at St Stephen's Church, Ipswich: The Wimbill and the Rush-Alvard Chapel*

Suffolk County Council Archaeological Services, 2023, *Suffolk Heritage Explorer: Monument record IPS 277 - St. Stephen's Church, Ipswich, (IAS 3203).* <https://heritage.suffolk.gov.uk/Monument/MSF16929> (accessed 8th March 2023)

St. Stephen's Church, Ipswich, Suffolk

*Written Scheme of Investigation for
Continuous Archaeological Monitoring and Recording*



for:
Mixbrow Construction

CA Project: SU0515
OASIS ID: Cotswold2-512341
HER Ref: IPS 277

January 2023



St. Stephen's Church, Ipswich, Suffolk

Written Scheme of Investigation for Continuous Archaeological Monitoring and Recording

CA Project: SU0515
OASIS ID: Cotswold2-512341
HER reference: IPS 277

Document Control Grid						
Revision	Date	Author	Checked by	Status	Reasons for revision	Approved by
A	17 Jan 2023	S. Cass	CA	Internal review	Quality Control	Stuart Boulter
B	18 Jan 2023	S. Cass	CA	Approved	Curatorial comment	Stuart Boulter

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

<p>Cirencester Building 11 Kemble Enterprise Park Cirencester Gloucestershire GL7 6BQ t. 01285 771 022</p>	<p>Milton Keynes Unit 8, The IO Centre Fingle Drive, Stonebridge Milton Keynes Buckinghamshire MK13 0AT t. 01908 564 660</p>	<p>Andover Stanley House Walworth Road Andover Hampshire SP10 5LH t. 01264 347 630</p>	<p>Suffolk Unit 5, Plot 11 Maitland Road Lion Barn Industrial Estate Needham Market Suffolk IP6 8NZ t. 01449 900 120</p>
e. enquiries@cotswoldarchaeology.co.uk			

APPENDIX A: WRITTEN SCHEME OF INVESTIGATION

SUMMARY OF PROJECT DETAILS

Location	Site Name	St. Stephens Church
	Parish/County	Ipswich, Suffolk
	National Grid Reference	616398 244491
Site details	Project type	Continuous Archaeological Monitoring and Recording
	Size of Area	New service/drainage runs through churchyard and any additional works as required.
	Access	St. Stephens Lane
	Planning proposal	Conversion of St. Stephen's Church to Music Venue
Staffing	No. of personnel (CA)	1 x PO
	No. of subcontractor personnel	None (all works undertaken by main building contractor)
Project dates	Start date	Jan 2023
	Fieldwork duration	TBC with building contractor
Reference codes	Site Code	IPS 277
	OASIS No.	cotswold2-512341
	Planning Application No.	IP/22/00683/FP13
	HER Search Invoice Number	NA
	CA Jobcode	SU0515
Key persons	Project Manager	Stuart Boulter
	Project Officer	Linzi Everett
	Metal Detectorist	TBA
Hire details	Plant	NA
	Welfare	NA
	Tool-hire	NA

Personnel and contact numbers

Cotswold Archaeology; Suffolk Office	Principal Fieldwork Manager	Stuart Boulter	01449 900122
	Principal Post-ex Manager	Joanna Caruth	01449 900121
	Project Managers (fieldwork)	Rhiannon Gardiner	01449 900127
		Martin Cuthbert	01449 900125
		Simon Cass	01449 900125
	Finds Dept	Richenda Goffin	01449 900129
	H&S	Luke Brannlund	01285 772648
EMS	Jezz Meredith	01449 900124	
Client	Client's Agent	-	-
	Client Contact	Alex Darlington (Mixbrow)	07874 877441
	Landowner/Tenant	-	-
Archaeological	Curatorial Officer	Hannah Cutler (SCCAS)	07860 832329
	EH Regional Science Advisor	Dr Zoe Outram	01223 582707

CONTENTS

SUMMARY OF PROJECT DETAILS	3
1. INTRODUCTION.....	2
2. ARCHAEOLOGICAL BACKGROUND.....	2
3. AIMS AND OBJECTIVES.....	3
4. METHODOLOGY.....	3
5. PROJECT STAFF	7
6. POST-EXCAVATION, REPORTING AND ARCHIVING	8
<i>Reporting</i>	8
<i>Archive deposition</i>	10
7. HEALTH, SAFETY AND ENVIRONMENT.....	11
8. INSURANCES.....	11
9. MONITORING.....	11
10. QUALITY ASSURANCE.....	12
11. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT	12
12. STAFF TRAINING AND CPD	12
13. REFERENCES.....	12
APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS	14

Figure 1 Site Location

Figure 2 Archaeological Monitoring Area's over Planned Works

1. INTRODUCTION

- 1.1. This document is a Written Scheme of Investigation (WSI) by Cotswold Archaeology (CA) for a programme of 'Continuous Archaeological Monitoring and Recording' to be undertaken at St. Stephen's Church, Ipswich, Suffolk (centred at NGR: 616398 244491). This WSI was commissioned by Alex Darlington of Mixbrow Construction.
- 1.2. Planning permission has been granted by Ipswich Borough Council (IBC), the Local Planning Authority (LPA) for the conversion of St. Stephen's Church to a music venue. The works include internal alterations and new drainage through the churchyard. A condition of the planning consent requires a programme of archaeological mitigation to be undertaken.
- 1.3. The requirement, a programme of 'Continuous Archaeological Monitoring and Recording', is detailed in a Brief (dated 11th July 2022) prepared by Hannah Cutler of Suffolk County Council Archaeological Service (SCCAS 2022), the archaeological advisors to the LPA. This WSI will be submitted to Hannah Cutler (SCCAS) for review.
- 1.4. This WSI has been guided in its composition by, *Standard and guidance for an archaeological watching brief* (ClfA 2020), *Management of Research Projects in the Historic Environment (MoRPHE) PPN 3: Archaeological Excavation* (Historic England 2015a) and *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015b).

The site

- 1.5. St. Stephen's Church is located within the historic core of Ipswich (Fig. 1). The ground external to the church is paved at surface level and lies at approximately 7m AOD.
- 1.6. The British Geological Survey defines the geology of the site as superficial deposits of Lowestoft Formation (Sand and Gravel) formed between 480 and 423 thousand years ago, during the Quaternary Period. The bedrock comprises Culver Chalk Formation (Chalk), a sedimentary bedrock formed between 83.6 and 72.1 million years ago during the Cretaceous period (BGS 2023). www.geologyviewer.bgs.ac.uk.

2. ARCHAEOLOGICAL BACKGROUND

- 2.1. Clearly, the location of the site within the historic core of the town (IPS 413) and adjacent to the medieval church of St. Stephen (IPS 277, IPS 1394) mean that it has high potential for the presence of medieval deposits associated with the church itself,

including burials, along with earlier occupation deposits. It also lies within an area believed to have been used for burials during the Anglo-Saxon period (IPS 808).

2.2. Various recording and small investigation projects have been undertaken on the Church since its conversion to a Tourist Information office in the early 1980's, examination of these records may prove useful for interpretation of the results of the current proposed works.

3. AIMS AND OBJECTIVES

3.1. The general objectives of the watching brief are:

- to monitor the development groundworks, and to identify, investigate and record any significant buried archaeological deposits/features thus revealed;
- monitor any significant structural alterations associated with the project;
- at the conclusion of the project, to produce a report setting out the watching brief results and the archaeological conclusions that can be drawn from the recorded data;
- at the conclusion of the project, to compile a stable, ordered, accessible project archive (see Section 6).

3.2. If significant archaeological remains are identified, reference will be made to the Regional Research Framework for East Anglia (Medlycott 2011 and the updated digital version at <https://researchframeworks.org/eoe/>) so that the remains can, if possible, be placed within their local and regional context.

4. METHODOLOGY

4.1. The monitoring will comprise the observation by a competent archaeologist of all intrusive groundworks and significant structural alterations associated with the proposed development. In this instance, these works will involve an archaeological presence during the excavation of various service trenches and structural recording associated with the conversion. Any significant/unexpected discoveries will be discussed with the client and SCCAS to confirm a suitable recording methodology, should the need arise.

4.2. Non-archaeologically significant deposits will be removed by the groundworks contractors under archaeological supervision. Where practical, mechanical excavators will be fitted with toothless grading buckets, although toothed buckets and

breakers may be used if necessary to remove difficult deposits. Upcast spoil will be examined visually for the presence of artefactual evidence and also subject to metal-detector survey.

- 4.3. If archaeological features/deposits are exposed, then construction groundworks in the affected area(s) will be temporarily halted so that the monitoring archaeologist is given sufficient time to investigate and record those features to an appropriate standard.
- 4.4. Any archaeological features present will be investigated, 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. Hand-drawn sections of excavated archaeological features will be prepared (scale 1:10 or 1:20, as appropriate). Features/deposits will be recorded in plan using Leica GPS or Total Station (as appropriate), in accordance with *CA Technical Manual 4: Survey Manual*. Photographs (digital colour) will be taken as appropriate.
- 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 1m wide slots (or as wide as is practical) 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 the deposit should remain intact at this time. Where complex stratigraphy is encountered, provision will be made to record long trench-sections. It is assumed that, unless agreed with SCCAS, all disturbed features will be sampled.
- 4.6. In the event of archaeological deposits being found for which the resources allocated are not sufficient to support excavation and recording to a proportionate standard, or which are of sufficient significance to merit an alternative approach (such as contingency excavation), the client and SCCAS will be contacted immediately.

Destructive work in the affected area(s) will cease until agreement has been reached on an appropriate archaeological response.

Artefacts

- 4.7. Artefacts will be recovered and retained for processing and analysis in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation*. Artefacts will be collected and bagged by context. Artefacts from topsoil, subsoil and unstratified contexts will normally be noted but not retained unless they are of intrinsic interest. All artefacts from stratified excavated contexts will be collected, except for large assemblages of post-medieval or modern material. Such material may be noted and not retained or, if appropriate, a representative sample may be collected and retained.

Environmental remains

- 4.8. The selection, collection and processing of environmental samples will follow the guidelines outlined in *Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011) and *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.
- 4.9. Due care will be taken to identify deposits which may have environmental potential and, where appropriate, a programme of environmental sampling will be initiated. The sampling strategy will be adapted for the specific circumstances of the site, in close consultation with the CA Environmental Officer and SCCAS, but will follow the general selection parameters set out in the following paragraphs.
- 4.10. Secure, 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 (where excavated; see *Human remains*, below) will be sampled appropriately for the recovery of cremated human bone and charred remains. If any evidence of *in situ* metal working is found, suitable samples will be taken for the recovery of slag and hammerscale.
- 4.11. Where sealed waterlogged deposits are encountered, samples will be considered for the recovery of waterlogged remains (including insects, molluscs and pollen) and any charred remains. 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, palaeochannels, or buried soils. Monolith samples may also be taken from suitable deposits 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.

- 4.12. The need for more specialist samples (such as OSL, archaeomagnetic dating and dendrochronology) will be evaluated on site. If required, any such samples will be taken in consultation with the relevant specialists.
- 4.13. Sample processing will be carried out in conjunction with the relevant specialists. Flotation or wet sieve samples will be processed to 0.25mm. More specialist samples, such as those for pollen, will be prepared by the relevant specialists.

Treasure

- 4.14. Should an item or items be identified that are considered to be 'Treasure' as detailed in the Treasure Act 1996 and the Code of Practice referred to therein, the following guidelines will be followed.
- The client (and landowner if different) and curator will be informed as soon as any such objects are discovered/identified and the find will be reported to the Coroner within fourteen days of discovery or identification. SCCAS, the British Museum and the local Portable Antiquities Scheme (PAS) Finds Liaison Officer will subsequently be informed of the find.
 - Treasure objects will immediately be moved to secure storage at CA and appropriate security measures will be taken on site if required.
 - Upon discovery of potential treasure, the landowner will be asked if they wish to waive or claim their right to a treasure reward which, in this instance, would be 100% of the market value. If the landowner wishes to claim an inquest will be held and, once officially declared as Treasure and valued, the item will if not acquired by a museum, be returned to CA and the project archive. Employees of CA, or volunteers etc. present on site, will not be eligible for any share of a treasure reward.

Human remains

- 4.15. Any human remains (skeletal or cremated) will be treated with due decency and respect at all times. Where human remains are encountered, these will not be excavated unless their disturbance by the development is unavoidable. In cases where disturbance is unavoidable, or where full exhumation of the remains is deemed necessary, exhumation will be conducted following the provisions of the Coroner's Unit in the Ministry of Justice. All excavation of human remains and associated post-excavation processes will be in accordance with the standards set out in *Updated Guidelines to the Standards for Recording Human Remains* (CIfA 2017).

5. PROJECT STAFF

- 5.1. This project will be under the management of Stuart Boulter MCIfA, Project Manager, CA. The Project Manager will direct the overall conduct of the watching brief during the period of fieldwork. Day-to-day responsibility will, however, rest with the Project Leader, who will be on-site throughout the project.
- 5.2. The field team will consist of a Project Leader (Linzi Everett), supplemented by additional Archaeologists as necessary.
- 5.3. Specialists who may be invited to advise and report on specific aspects of the project as necessary are:
- **Ceramics:** Ed McSloy MCIfA (CA), Alejandra Gutierrez MCIfA (CA) and Peter Banks LLB LLM PCIfA (CA)
 - **Metalwork:** Ed McSloy MCIfA (CA) and Philippa Walton MA PhD (CA)
 - **Flint:** Jacky Sommerville PCIfA (CA)
 - **Animal bone:** Andy Clarke BA (Hons) MA (CA) and Matty Holmes BSc MSc ACIfA (freelance)
 - **Human bone:** Sharon Clough MCIfA (CA)
 - **Environmental remains:** Sarah Wyles MCIfA (CA)
 - **Registered artefacts:** Philippa Walton MA PhD (CA)
 - **Conservation:** Pieta Greeves BSc MSc ACR (Drakon Heritage and Conservation)
 - **Geoarchaeology:** Dr Keith Wilkinson (ARCA)
 - **Building recording:** Peter Davenport MCIfA FSA (freelance)

- 5.4. Depending on 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 CA is given as Appendix A.

6. POST-EXCAVATION, REPORTING AND ARCHIVING

Reporting

- 6.1. An illustrated typescript report will be compiled on the watching brief results. This report will include:
- an abstract preceding the main body of the report, containing the essential elements of the results;
 - a summary of the project background;
 - a description and illustration of the site location;
 - a methodology of the works undertaken;
 - integration of, or cross-reference to, appropriate cartographic and documentary evidence and the results of other research undertaken, where relevant to the interpretation of the watching brief results;
 - a description of the watching brief results;
 - an interpretation of the watching brief results, including a consideration of the results within their wider local/regional context;
 - a site location plan at an appropriate scale on an Ordnance Survey (or equivalent) base-map;
 - a plan showing the locations of the monitored areas in relation to the site boundaries;
 - plans of each monitored area, or part of monitored area, in which archaeological features were recorded. These plans will be at an appropriate scale to allow the nature of the features to be shown and understood. Plans will show orientation in relation to north. Section drawing locations will also be shown on these plans. Archaeologically sterile areas will not normally be illustrated;
 - appropriate section drawings of archaeological features. These drawings will include OD heights and will be at scales appropriate to the stratigraphic detail being represented. Drawings will show orientation in relation to north/south/east/west;

- photographs showing significant archaeological 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 photograph captions;
- summary tables of the recorded contexts and recovered artefacts;
- a summary of the contents of the project archive and details of its location
- specialist assessment or analysis reports (where undertaken). Specialist artefact and palaeoenvironmental assessments will take into account the wider local/regional contexts and will include:
 - specialist aims and objectives;
 - processing methodologies (where relevant);
 - any known biases in recovery, or problems of contamination/residuality;
 - quantities of material; types of material present; distribution of material;
 - for environmental material, a statement on abundance, diversity and preservation;
 - a summary and discussion of the results, to include significance in a local and regional context.

6.2. The draft watching brief report will be distributed to the and SCCAS for review prior to finalisation. All copies of the report (draft and final) will be issued in pdf format with hard copies available on request.

Academic and public dissemination

6.3. It is anticipated that a short note on the watching brief results will be produced for inclusion within an appropriate local archaeological journal, in this instance the Proceedings of the Suffolk Institute of Archaeology and History.

6.4. Subject to any contractual constraints, a summary of information from the project will be entered onto the OASIS online database of archaeological projects in Britain (entry No. Cotswold2-512341). This will include a digital (pdf) copy of the final report, which will also appear on the Archaeology Data Service (ADS) website once the OASIS record has been verified.

6.5. A digital (pdf) copy of the final report will also be made available for public viewing via CA's *Archaeological Reports Online* web page (<http://reports.cotswoldarchaeology.co.uk>).

Archive deposition

- 6.6. All artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA technical manuals and the Archaeological Archives in Suffolk Guidelines (SCCAS 2022).
- 6.7. An ordered, indexed, and internally consistent site archive will be prepared in accordance with *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020), *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (Archaeological Archives Forum 2007) and *Standard and Guide to Best Practice for Archaeological Archiving in Europe: EAC Guidelines 1* (Europae Archaeologia Consilium 2019), as well as the relevant SCCAS guidelines. A recommendation will be made regarding material deemed suitable for disposal/dispersal in line with the SCCAS collection policy.
- 6.8. Depending on the nature and scope of any subsequent programme of archaeological mitigation works at the site, the watching brief archive may be combined with that for any subsequent works and deposited as a single archive. Confirmation of this will be included in any forthcoming WSI.
- 6.9. 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.

Selection strategy

- 6.10. As noted in para. 4.6, artefacts from topsoil, subsoil and unstratified contexts will normally be noted but not retained unless they are of intrinsic interest. All artefacts from stratified excavated contexts will be collected, except for large assemblages of post-medieval or modern material. Such material may be noted and not retained or, if appropriate, a representative sample may be collected and retained.
- 6.11. The site-selected material archive returned to the CA offices will be reviewed following analysis. Stakeholders will make selection decisions based on CA Finds Manager/Officer reports and selection recommendations. The selection will take place during archive compilation. After discussion with the relevant museum Curator and the CA Finds Managers/Officers, it is possible that no material postdating AD 1800 will be retained for inclusion in the preserved archive.

Digital archive

- 6.12. A digital archive will be deposited with the Archaeology Data Service (ADS). This archive will be compiled in accordance with the *ADS Guidelines for Depositors*.

Data management

- 6.13. All born-digital and digitally-transferred project data created during fieldwork and post-excavation (other than duplicated files) will be stored by CA. Upon project completion and deposition, the data will be transferred to a secure external server. Data will be selected for inclusion in the final digital archive, as detailed below. It is proposed that data selection will occur following completion of post-excavation work.
- 6.14. Selected digital files will be transferred to SCCAS with the documentary and material archive and to the ADS, in line with the relevant guidance and standards for both organisations. In adherence to CA's *Guidelines for essential archive tasks and the preparation of archives* (2017), it is proposed that the selected files will include final versions only. Digital photographs will be selected for inclusion in the archive in line with CA's *Guidelines for essential archive tasks and the preparation of archives* (2017) and *Digital Image Capture and File Storage: Guidelines for Best Practice* (Historic England 2015). Data produced by external specialists or sub-contractors will be granted under license to CA to allow inclusion in the digital archive as required.

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, as well as the CA Health and Safety and Environmental policies and the CA Safety, Health and Environmental Management System (SHE). Any client/developer/Principal Contractor policies and/or procedures will also be followed. 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 £15,000,000 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 SCCAS so that there will be opportunities to visit the site and check on the quality and progress of the work.

10. QUALITY ASSURANCE

- 10.1. CA is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, CA endorses the Code of Conduct (CIfA 2021) and the *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment* (CIfA 2020). All CA Project Managers hold Member status within the CIfA.
- 10.2. CA operates an internal quality assurance system as follows: 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. It is not anticipated that this monitoring will afford opportunities for public engagement or participation during the course of the fieldwork. However, the monitoring results will be made publicly available on the ADS and CA websites, as set out in Section 6.

12. STAFF TRAINING AND CPD

- 12.1. CA has a fully documented mandatory performance management system for all staff. This system 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. This ensures a consistent and high-quality approach to the development of appropriate skills.
- 12.2. As part of CA's requirement for continuing professional development, all members of staff are required to maintain a personal development plan and an associated log; these are reviewed within the performance management system.

13. REFERENCES

British Geological Survey 2023 *Geology Viewer* <https://geologyviewer.bgs.ac.uk/>
Accessed 16th January 2023

CIfA 2017, *Technical Paper No 7. Guidelines to the Standards for recording Human Remains*. Chartered Institute for Archaeologists.

CIfA 2020, *Standard and Guidance for an Archaeological Watching Brief*. Chartered Institute for Archaeologists.

CIfA 2020, *Standard and Guidance for Commissioning Work or Providing Consultancy Advice on Archaeology and the Historic Environment*

CIfA 2021, Code of Conduct; professional ethics in archaeology

East Anglian Archaeology, Regional Research Framework

<https://researchframeworks.org/eoe/>

EH 2011, *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation*. English Heritage Centre for Archaeology Guidelines (London).

Historic England 2015a, *Management of Research Projects in the Historic Environment (MoRPHE) PPN 3: Archaeological Excavation*

Historic England 2015b, *Management of Research Projects in the Historic Environment (MoRPHE) Project Managers' Guide*

Medlycott, M., (Ed), 2011, *Research and Archaeology Revisited: A revised framework for the East of England*. EAA Occasional Paper 24.

Ministry of Housing, Communities & Local Government 2021 *National Planning Policy Framework*

SCCAS 2022, *Archaeological Archives in Suffolk*.

SCCAS 2022, *Brief for Continuous Archaeological Monitoring and Recording at St. Stephen's Church, Ipswich*.

APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS

Ceramics

Neolithic/Bronze Age	Ed McSloy BA MCIFA (CA) Emily Edwards (freelance) Dr Elaine Morris BA PhD FSA MCIFA (University of Southampton) Anna Doherty MA (Archaeology South-East) Sarah Percival MA MCIFA (freelance) Steve Benfield BA (CA)
Iron Age/Roman	Ed McSloy BA MCIFA (CA) Peter Banks LLB LLM PCIfA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Steve Benfield BA (CA)
(Samian)	Gwladys Montell MA PhD (freelance) Steve Benfield BA (CA)
(Amphorae stamps)	Dr David Williams PhD FSA (freelance)
Anglo-Saxon	Alejandra Gutierrez (CA) Paul Blinkhorn BTech (freelance) Dr Jane Timby BA PhD FSA MCIFA (freelance) Sue Anderson, M Phil, MCIFA, FSA (freelance)
Medieval/post-medieval	Alejandra Gutierrez (CA) Ed McSloy BA MCIFA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Stephanie Ratkai BA (freelance) Paul Blinkhorn BTech (freelance) John Allan BA MPhil FSA (freelance) Richenda Goffin BA MCIFA (CA) Sue Anderson M Phil, MCIFA, FSA (freelance)
South-West	Henrietta Quinnell BA FSA MCIFA (University of Exeter)
Clay tobacco pipe	Reg Jackson MLitt MCIFA (freelance) Marek Lewcun (freelance) Kieron Heard (freelance) Richenda Goffin BA MCIFA (CA)
Ceramic building material	Ed McSloy MCIFA (CA) Peter Banks LLB LLM PCIfA (CA) Richenda Goffin (Roman painted wall plaster) CBM, BA MCIFA (CA) Steve Benfield BA (CA) Dr Peter Warry PhD (freelance) Sue Anderson M Phil, MCIFA, FSA (freelance)

Other finds

Small finds	Ed McSloy BA MCIFA (CA) Dr Philippa Walton MA PhD (CA) Richenda Goffin, (non-metalwork) BA MCIFA (CA) Steve Benfield CA Dr I Riddler (freelance) Dr Alison Sheridan, National Museum of Scotland
Metal artefacts	Ed McSloy BA MCIFA (CA) Dr Philippa Walton MA PhD (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance) Dr I Riddler (freelance)

Lithics	Ed McSloy BA MCIFA (CA) Jacky Sommerville BSc MA PCIFA (CA) Michael Green (CA) Sarah Bates BA (freelance)
(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) Dr Sarah Paynter (Historic England) Dr Rachel Tyson (freelance) Dr Hugh Wilmott (University of Sheffield)
Coins	Ed McSloy BA MCIFA (CA) Dr Ruth Beveridge (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance) Jude Plouviez (freelance) Dr Andrew Brown (British Museum) Dr Richard Kelleher (Fitzwilliam Museum) Dr Philip de Jersey (Ashmolean Museum)
Leather	Quita Mould MA FSA (freelance)
Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance) Dr Sue Harrington (freelance)
Iron slag/metal technology	Dr Tim Young MA PhD (Cardiff University) Dr David Starley BSc PhD Lynne Keys (freelance)
Worked wood	Michael Bamforth BSc MCIFA (freelance)
<i>Biological remains</i>	
Animal bone	Dr Philip Armitage MSc PhD MCIFA (freelance) Dr Matilda Holmes BSc MSc ACIFA (freelance) Julie Curl (freelance) Lorrain Higbee (Wessex Archaeology)
Human bone	Sharon Clough BA MSc MCIFA (CA) Sue Anderson M Phil, MCIFA, FSA (freelance)
Environmental sampling	Sarah Wyles BA MCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Anna West BSc (CA) Val Fryer (freelance)
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 MCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA)

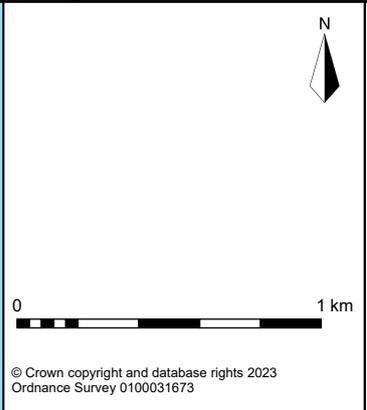
APPENDIX A: WRITTEN SCHEME OF INVESTIGATION

Wood/charcoal	Sarah Cobain BSc MSc ACIFA(CA) Dana Challinor MA (freelance) Dr Esther Cameron (freelance)
Insects	Enid Allison BSc D.Phil (Canterbury Archaeological Trust) Dr David Smith MA PhD (University of Birmingham)
Mollusca	Sarah Wyles BA MCIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Dr Mike Allen (Allen Environmental Archaeology)
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) Dr Mike Allen (Allen Environmental Archaeology)
Scientific dating	
Dendrochronology	Robert Howard BA (NTRDL Nottingham)
Radiocarbon dating	SUERC (East Kilbride, Scotland) Beta Analytic (Florida, USA)
Bayesian chronological modelling	Dr Derek Hamilton (SUERC) Professor John Hines (Cardiff University)
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) Julia Park-Newman (Conservation Services, freelance)

APPENDIX A - WRITTEN SCHEME OF INVESTIGATION



Document Path: P:\SU0515 St. Stephens Church\GIS\ArcGIS Pro\SU0515 survey master.aprx



Cotswold Archaeology

Andover 01264 347630
Cirencester 01285 771022
Milton Keynes 01908 564660
Suffolk 01449 900120

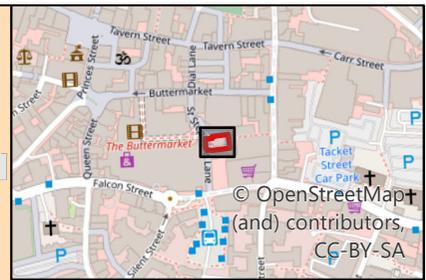
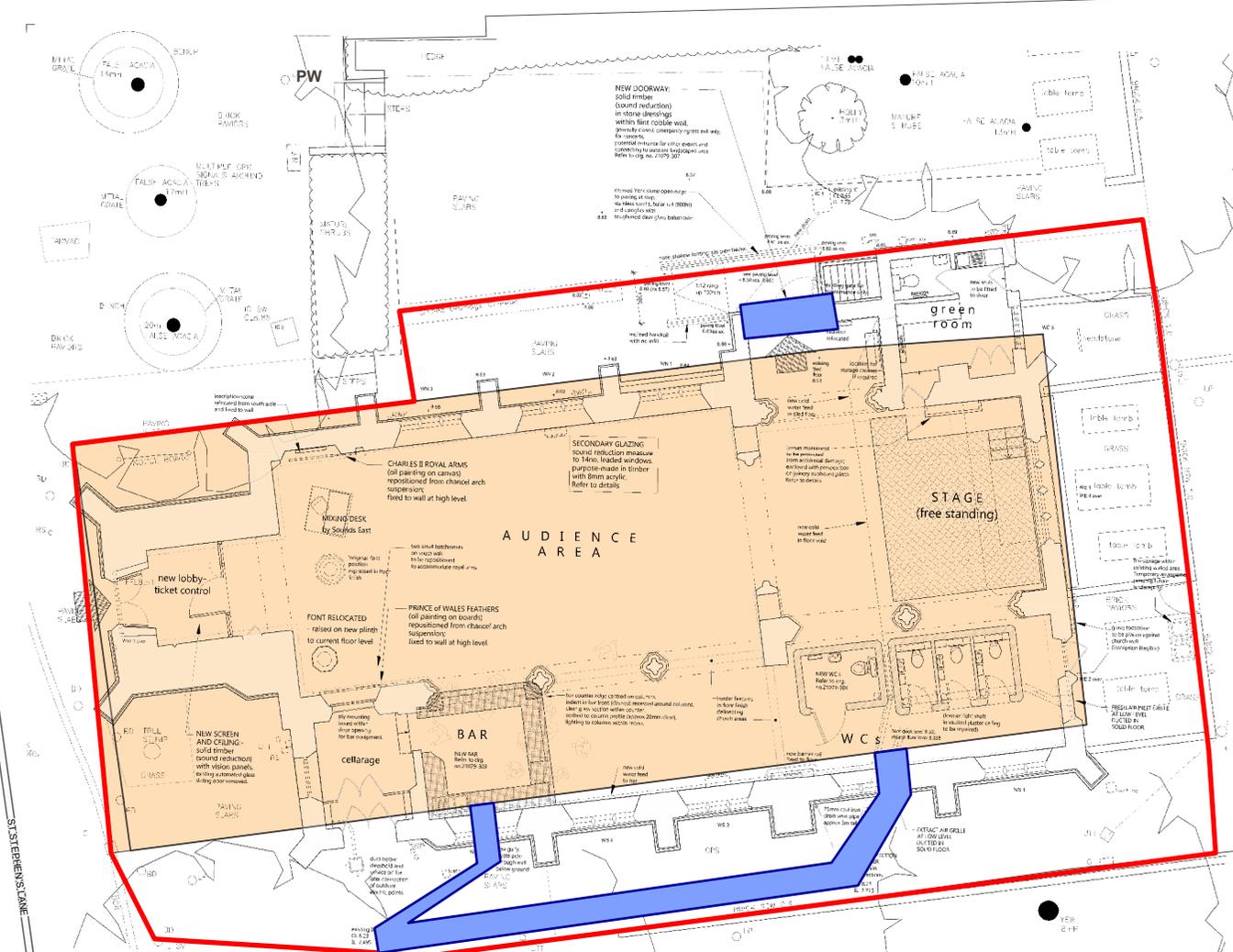
PROJECT TITLE
 St. Stephens Church, Ipswich

FIGURE TITLE
 Site location

DRAWN BY	CB	PROJECT NO.	SU0515	FIGURE NO.
CHECKED BY	SC	DATE	16/01/2023	1
APPROVED BY	SB	SCALE @ A4	1:25,000	

© Crown copyright and database rights 2023
 Ordnance Survey 0100031673

APPENDIX A: WRITTEN SCHEME OF INVESTIGATION



© OpenStreetMap (and) contributors. CC-BY-SA

Legend

- Site Boundary
- Archaeological Monitoring Areas

0 7.5m

© Crown copyright and database rights 2023
Ordnance Survey 0100031673

TENDER

Architectural Services Limited

Project No: 21079 | Quoted Price: 104 | Date: 16/01/2023

Cotswold Archaeology

Andover 01264 347630
Cirencester 01285 771022
Milton Keynes 01908 564660
Suffolk 01449 900120

www.cotswoldarchaeology.co.uk
enquiries@cotswoldarchaeology.co.uk

PROJECT TITLE
St. Stephens Church, Ipswich

FIGURE TITLE
Archaeological Monitoring Area's over Planned works

DRAWN BY CB PROJECT NO. SU0515 FIGURE NO. 2
CHECKED BY SC DATE 16/01/2023
APPROVED BY SB SCALE @ A4 1:200

Document Path: P:\SU0515 St. Stephens Church\GIS\ArcGIS Pro\SU0515_survey_master.aprx

APPENDIX B: OASIS SUMMARY FORM

OASIS ID (UID)	cotswold2-512341
Project Name	Watching Brief at SU0515 St. Stephen's Church, Ipswich, Suffolk
Sitename	SU0515 St Stephens Church, Ipswich
Activity type	Watching Brief
Project Identifier(s)	SU0515 St Stephens Church, Ipswich
Planning Id	
Reason For Investigation	Planning: Post determination
Organisation Responsible for work	Cotswold Archaeology
Project Dates	16-Jan-2023 - 14-Mar-2023
Location	SU0515 St Stephens Church, Ipswich NGR : TM 16398 44491 LL : 52.0565218632181, 1.1550260733377 12 Fig : 616398,244491
Administrative Areas	Country : England County : Suffolk District : Ipswich Parish : Ipswich, unparished area
Project Methodology	Observation and recording of groundworks associated with the conversion of the former St. Stephen's Church into a new music venue. Observations made of the excavation of a trench for a new drain, the removal of a 19th century wall and the creation of a new access ramp.
Project Results	Between January and March 2023, Cotswold Archaeology carried out an archaeological watching brief at St. Stephen's Church, Ipswich, Suffolk, during groundworks associated with the conversion of the former church into a music venue. The excavation by contractors of a trench for new drainpipes along the southern side of the church revealed cemetery soil underneath the current footpath and also allowed for the examination of the foundations of the 15th century Rush Chapel. The foundations were found to be composed of flint and mortar, but with occasional nodules of septaria, perhaps spolia from earlier church fabric, and a large nodule of gneiss, possibly imported as a glacial erratic or ship ballast. No early floors were seen to survive under the modern concrete flooring of the Rush Chapel, although earlier cemetery soil was encountered beneath it. On the north side of the church, a 19th century stone wall, partially constructed of reused medieval and later material, was removed. A 14th or 15th century carved stone head, originally part of an interior corbel or label stop, was among the early stonework that had been incorporated into the wall. Beneath the wall, the top of a brick vaulted structure, perhaps a domed cap over a well or burial vault, was uncovered. An 18th or 19th century brick burial vault with a whitewashed interior was also encountered just north of the church. Although outside the scope of the present watching brief, previously unrecorded historical graffiti was identified by chance discovery in the stairwell of the west tower.

APPENDIX B: OASIS SUMMARY FORM

Keywords	Cemetery - MEDIEVAL - FISH Thesaurus of Monument Types Building - MEDIEVAL - FISH Thesaurus of Monument Types Animal Remains - UNCERTAIN - FISH Archaeological Objects Thesaurus Human Remains - MEDIEVAL - FISH Archaeological Objects Thesaurus Dressed Stone - MEDIEVAL - FISH Archaeological Objects Thesaurus Church - MEDIEVAL - FISH Thesaurus of Monument Types Burial Vault - POST MEDIEVAL - FISH Thesaurus of Monument Types Graffiti - MEDIEVAL - FISH Thesaurus of Monument Types
Funder	
HER	Suffolk HER - unRev - STANDARD
Person Responsible for work	Preston, Boyles
HER Identifiers	
Archives	

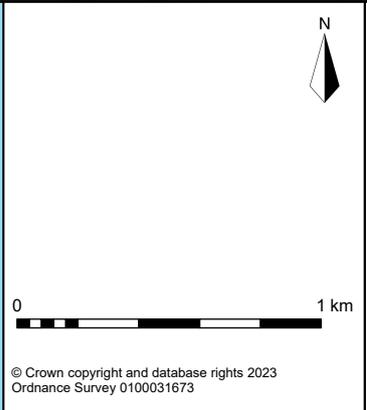
APPENDIX C: MISCELLANEOUS - HISTORICAL GRAFFITI



Example of historical graffiti identified in the stairwell of the west tower.



Document Path: P:\SU0515 St. Stephens Church\GIS\ArcGIS Pro\SU0515 survey master.aprx





**Cotswold
Archaeology**

Andover 01264 347630
Cirencester 01285 771022
Milton Keynes 01908 564660
Suffolk 01449 900120

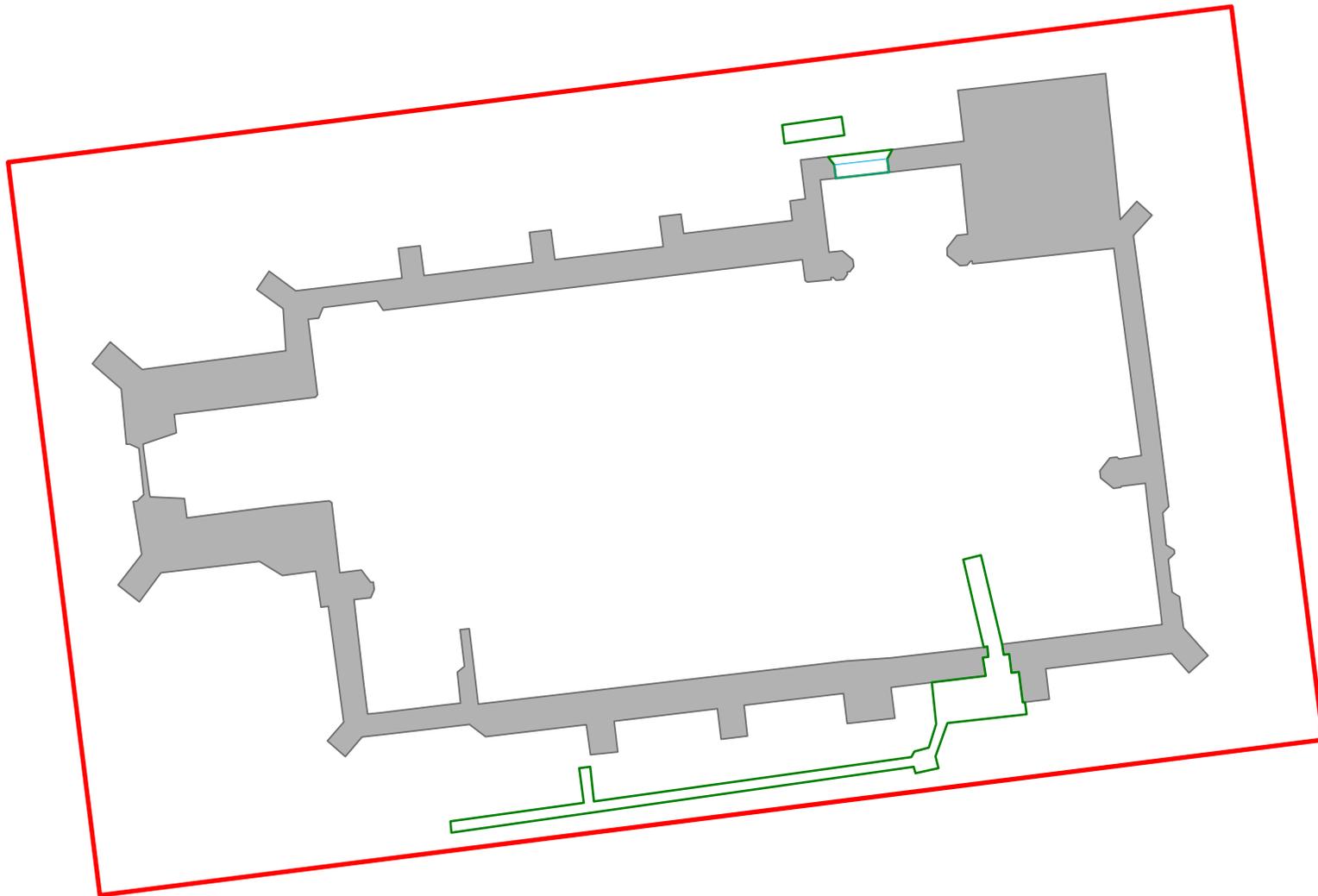
W www.cotswoldarchaeology.co.uk
E enquiries@cotswoldarchaeology.co.uk

PROJECT TITLE
St. Stephens Church, Ipswich

FIGURE TITLE
Site location

DRAWN BY	CB	PROJECT NO.	SU0515	FIGURE NO.
CHECKED BY	SC	DATE	16/01/2023	1
APPROVED BY	SB	SCALE @ A4	1:25,000	

© Crown copyright and database rights 2023
 Ordnance Survey 0100031673



Legend

- Site Boundary
- Monitored area



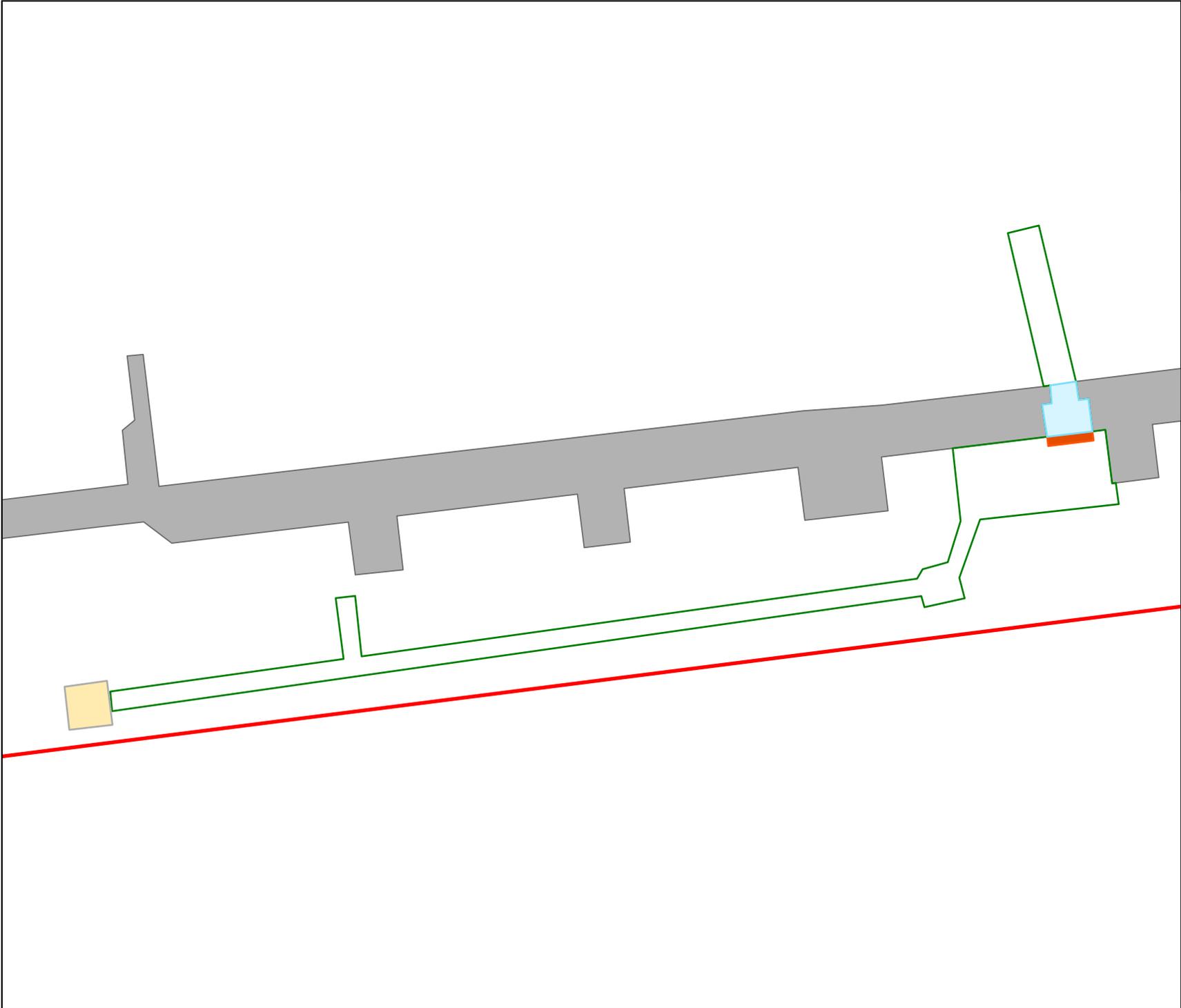
© Crown copyright and database rights 2023
Ordnance Survey 0100031673

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

PROJECT TITLE
St. Stephens Church, Ipswich

FIGURE TITLE
Monitored Areas

DRAWN BY	CB	PROJECT NO.	SU0515	FIGURE NO.	
CHECKED BY	SC	DATE	16/03/2023		2
APPROVED BY	SB	SCALE @ A4	1:175		



Legend

-  Site Boundary
-  Existing manhole
-  Stone foundation
-  Brickwork
-  Monitored area



© Crown copyright and database rights 2023
Ordnance Survey 0100031673



Cotswold Archaeology

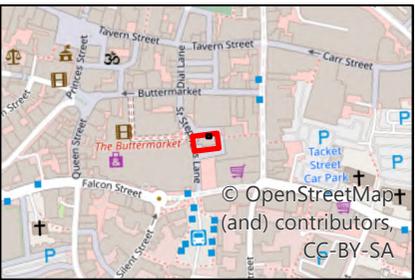
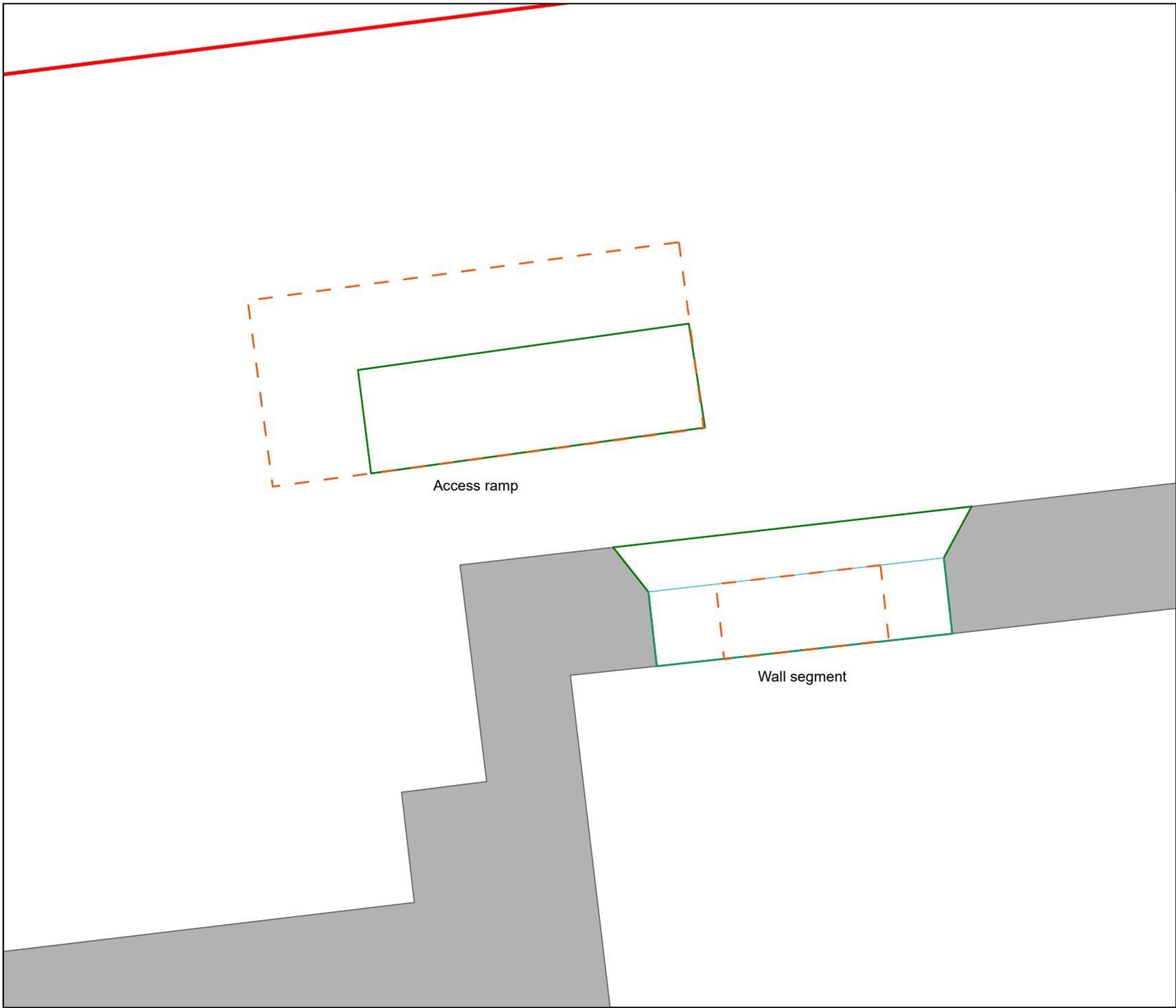
Andover	01264 347630
Cirencester	01285 771022
Milton Keynes	01908 564660
Suffolk	01449 900120

www.cotswoldarchaeology.co.uk
enquiries@cotswoldarchaeology.co.uk

PROJECT TITLE
St. Stephens Church, Ipswich

FIGURE TITLE
Monitored Area, south side

DRAWN BY	CB	PROJECT NO.	SU0515	FIGURE NO.	
CHECKED BY	SC	DATE	16/03/2023		3
APPROVED BY	SB	SCALE @ A4	1:80		



Legend

- Site Boundary
- Brick vaulting
- Foundation trench
- Monitored area



© Crown copyright and database rights 2023
Ordnance Survey 0100031673

Andover	01264 347630
Cirencester	01285 771022
Milton Keynes	01908 564660
Suffolk	01449 900120

www.cotswoldarchaeology.co.uk
enquiries@cotswoldarchaeology.co.uk

PROJECT TITLE
St. Stephens Church, Ipswich

FIGURE TITLE
Monitored Area, north side

DRAWN BY	CB	PROJECT NO.	SU0515	FIGURE NO.
CHECKED BY	SC	DATE	16/03/2023	4
APPROVED BY	SB	SCALE @ A4	1:25	



Drain trench, looking west (1m scale)



Drain trench, looking east (1m scale)



Cemetery soil in drain trench, looking south (1m scale)



Drain trench excavation through foundation, looking north (1m scale)



Drain trench excavation; foundation detail, looking north-east



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

PROJECT TITLE

St. Stephen's Church, Ipswich

FIGURE TITLE

Drain trench, excavation through foundation: photographs

DRAWN BY **DJB** PROJECT NO. **SU0515**
 CHECKED BY **LS** DATE **17/03/2023**
 APPROVED BY **PB** SCALE@A4 **NA**

FIGURE NO.

6



Drain trench, looking south (1m scale)



Drain trench, looking east (1m scale)



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

PROJECT TITLE

St. Stephen's Church, Ipswich

FIGURE TITLE

Interior drain trench: photographs

DRAWN BY DJB PROJECT NO. SU0515
 CHECKED BY LS DATE 17/03/2023
 APPROVED BY PB SCALE@A4 NA

FIGURE NO.

7



Interior face of wall prior to removal, looking north (0.3m and 0.1m scales)



Exterior face of wall prior to removal, looking south-east



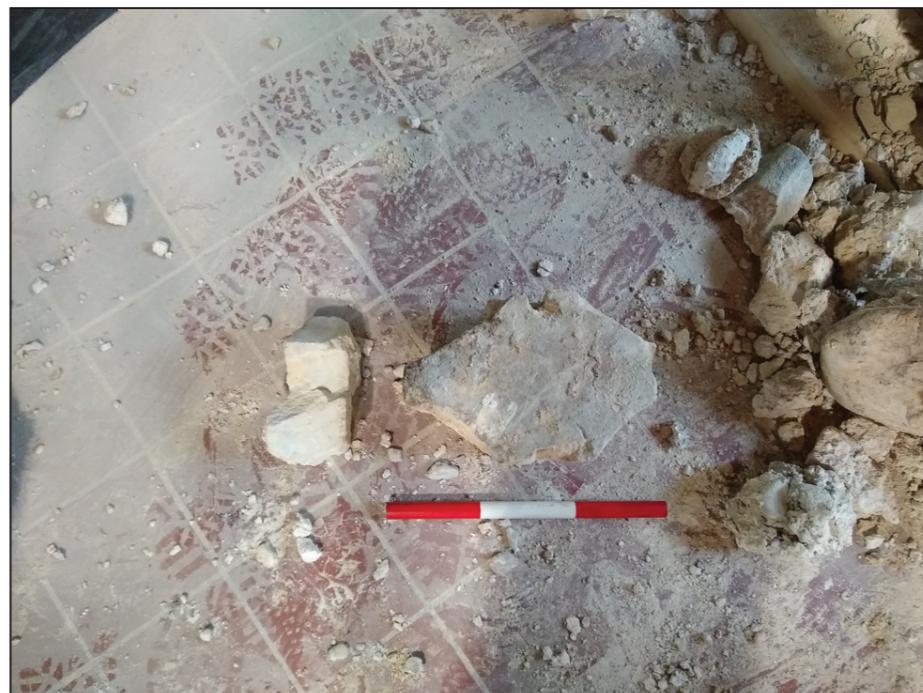
Medieval carved stone head in situ; location. Looking north (0.3m and 0.1m scales)



Medieval carved stone head in situ; detail. Looking north (0.1m scale)



Removal of wall underway, looking north-west



Moulded limestone from wall (0.3m scale)



Vaulted brickwork beneath wall, looking north



0 1:1 50mm

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

PROJECT TITLE
St. Stephen's Church, Ipswich

FIGURE TITLE
Medieval carved stone head from wall:
photographs

DRAWN BY DJB PROJECT NO. SU0515 FIGURE NO.
CHECKED BY LS DATE 17/03/2023
APPROVED BY PB SCALE@A3 1:1 10



Exposed burial vault, looking west



Interior of burial vault, with whitewash, looking west



**Cotswold
Archaeology**

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

PROJECT TITLE

St. Stephen's Church, Ipswich

FIGURE TITLE

Vault uncovered beneath new access ramp: photographs

DRAWN BY **DJB** PROJECT NO. **SU0515**
CHECKED BY **LS** DATE **17/03/2023**
APPROVED BY **PB** SCALE@A4 **NA**

FIGURE NO.

11

Andover Office

Stanley House
Walworth Road
Andover
Hampshire
SP10 5LH

t: 01264 347630

Cirencester Office

Building 11
Cotswold Business Park
Cirencester
Gloucestershire
GL7 6BQ

t: 01285 771022

Milton Keynes Office

Unit 8 - The IO Centre
Fingle Drive, Stonebridge
Milton Keynes
Buckinghamshire
MK13 0AT

t: 01908 564660

Suffolk Office

Unit 5, Plot 11, Maitland Road
Lion Barn Industrial Estate
Needham Market
Suffolk
IP6 8NZ

t: 01449 900120

e: enquiries@cotswoldarchaeology.co.uk

