

ARCHAEOLOGICAL  
EVALUATION  
AT  
ROMAN ROAD, STRETTON  
SUGWAS, HEREFORDSHIRE,  
(PHASE 2)

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Illustrated by Carolyn Hunt and Laura Templeton

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## **Archaeological Evaluation at Roman Road, Stretton Sugwas, Herefordshire (Phase 2)**

**Chris Patrick, Anna Deeks and Laura Griffin**

### **Part 1 Project summary**

An archaeological evaluation was undertaken on land adjacent to Roman Road, Stretton Sugwas, Herefordshire (NGR SO 465 424). It was undertaken on behalf of Halcrow Group Ltd who are acting on behalf of Herefordshire Council who propose road improvements comprising the widening of the existing A4103 Roman Road between Stretton Sugwas (SO 465 424) and the junction of Tillington Road (SO 488 423). The site will be the location of a new roundabout just to the east of Stretton Sugwas where the A4103 will join the A480.

The present A4103 is thought to overlie a stretch of the original Roman road that once linked the Roman towns of Stretton Grandison and Kenchester, 17km to the east and 2km to the west of Stretton Sugwas respectively. The road is thought to have been built in the Conquest period of the 1<sup>st</sup> century AD but is thought to have been in decline by the 3<sup>rd</sup> century AD (Wilmott 1980). An earlier archaeological evaluation (Phase 1, HSM 32103, HSM 32104) was carried out in the summer of 2002 and identified archaeological remains to the north of the present site and along the length of the road.

The results of this evaluation reflect the findings of previous work (Patrick 2002; HSM 32103, HSM 32104) and clearly indicate a relatively dense level of Romano-British activity on the site. A total of five evaluation trenches were excavated revealing a range of features including a well preserved metalled 'track', several associated ditches, field boundaries and lesser cut features (such as post holes). In addition a small assemblage of Romano-British pottery was recovered from both stratified and unstratified contexts across the site, the paucity of the assemblage indicates that there is no associated domestic activity within the immediate vicinity of the site.

## **Part 2 Detailed report**

### **1. Background**

#### **1.1 Reasons for the project**

An archaeological evaluation was undertaken on land adjacent to Roman Road, Stretton Sugwas, Herefordshire (NGR SO 465 424 Fig. 1), on behalf of Halcrow Group Ltd who are acting on behalf of Herefordshire Council. The site will be affected by the route of the proposed A4103 Roman Road improvements, these proposed road improvements will consist of the widening of the existing A4103 Roman Road between Stretton Sugwas (SO 465 424) and the junction of Tillington Road (SO 488 423). The site will be the location of a new roundabout just to the east of Stretton Sugwas where the A4103 will join the A480.

The present A4103 is thought to overlie a stretch of the original Roman road that once linked the Roman towns of Stretton Grandison and Kenchester, 17km to the east and 2km to the west of Stretton Sugwas respectively. The road is thought to have been built in the Conquest period of the 1<sup>st</sup> century AD but is thought to have been in decline by the 3<sup>rd</sup> century AD (Wilmott 1980). An earlier archaeological evaluation (Patrick 2002; HSM 32103, HSM 32104) was carried out in the summer of 2002 and identified archaeological remains to the north of the present site and along the length of the road. The Archaeological Advisor for Herefordshire Council considers that the present site may be of archaeological interest.

#### **1.2 Project parameters**

The project conforms to the *Standard and guidance for archaeological field evaluation* (IFA 1999).

Herefordshire Archaeology prepared a brief for the project (HC 2003), for which a project proposal (including detailed specification) was produced by Worcestershire County Council Archaeological Service (HEAS 2003).

#### **1.3 Aims**

The aims of the evaluation were to assess the archaeological potential of the site affected by the proposed road improvements. The project was to locate and record any previously unknown archaeological remains that were discovered and to assess their extent, state of preservation, date, type and vulnerability. The purpose of this was to establish their significance, since this would make it possible to recommend an appropriate treatment, which may then be integrated with the proposed development programme.

### **2. Methods**

### **3. Topographical and archaeological context**

#### **3.1 Location**

The site is an area of pasture land located on the edge of the village of Stretton Sugwas. The site is bounded to the north by Roman Road, to the west by the Travellers Rest public house and to the south and east by arable fields. Roman Road is the street name for a stretch of the A4103 and runs to the north of Hereford from Lugg Bridge in the east to Stretton Sugwas in the west. The proposed improvements concern the western stretch of approximately 2km from Tillington Road to Stretton Sugwas (Fig 1).

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## 3.2 Previous work

The archaeological background to the project has been fully described in the Environmental Statement prepared by Halcrow Ltd (Halcrow 2002).

The road is of interest as the section between Stretton Sugwas and Tillington Road has potentially remained as an active highway from the 1st AD until the present day. In places the road appears to run on a slight causeway, approximately 1m higher than the adjacent fields and this suggests that Roman road surfaces and associated features might be present directly underneath the modern road. The road linked the Roman towns of Stretton Grandison and Kenchester, 17km to the east and 2km to the west of Stretton Sugwas respectively. The road is thought to have been established in the Conquest period but traffic is thought to have decreased in the 3<sup>rd</sup> century AD due to the decline of Kenchester (Wilmott 1980). The road is not known to have been excavated at any point along its course, except within the town of Kenchester itself. Here excavations in 1912-13 recorded a well-constructed road about 8-9m wide with a central surface drain. The road surface was of fine gravel that was founded on coarse gravel 0.45m deep, with flanking drains and pavements (Jack 1912-13).

Not a great deal is known about roadside settlement along the route between Tillington Road and Stretton Sugwas. Excavations ahead of gravel extraction to the west of Stretton Sugwas in 1977-79 identified substantial settlement running east for about 500m alongside the road from Kenchester's gate (Wilmott and Rahtz 1985). Whether this settlement spread any further east is unknown. Roman metal work, including a coin hoard (HSM 6298) has been found in the area around Priory Lane, Stretton Sugwas, which is approximately 400m north of the Roman road. This area is also the location of the medieval village of Stretton Sugwas.

An evaluation carried out in 2002 (Patrick 2002) set out to test for the survival of the original Roman road beneath the present road surface and to test the adjoining fields for roadside settlements and features of the earlier prehistoric landscape.

The combination of evidence from the use of ground probing radar on the road and the trenching in the adjoining fields suggested that the original Roman road and its associated features survived in a good state of preservation beneath the present A4103. The radar survey identified an earlier road structure, part of which is thought to be the Roman road, buried 0.25-0.5m beneath the present road in 11 of the 12 locations tested along the route. This earlier road was approximately 5m wide and 0.75m thick with ditches on either side. Roman activity was also present at Stretton Sugwas where a trench located the site of iron working. Also present was pottery that suggested that domestic activity was close by and that the deposits probably represented part of a Roman rural settlement set a few hundred metres back from the road. A large pit containing Roman pottery was also discovered close to the road at Stretton Sugwas, which may have been related to the construction of the road. A mound under the road to the west of the Yazor Brook that was suggested as being of possible interest was also investigated. Sample trenches identified two linear features but no dating evidence was recovered.

## 3.3 Fieldwork

### 3.3.1 Fieldwork strategy

A detailed specification has been prepared by the Service (HEAS 2003).

Fieldwork was undertaken between 6<sup>th</sup> January and 15<sup>th</sup> January 2004.

Five trenches, amounting to just over 227m<sup>2</sup> in area, were excavated over the site area of approximately 4178m<sup>2</sup>, representing a sample of 5.4%. The location of the trenches is indicated in Figure 6. Trench 1 was later extended to investigate the extent of features identified in the original trench (this has been included in the overall area of trenches as

stated above). Identification of the features proved somewhat problematic due to the paucity of finds and the composition of the backfill, which was only marginally discernable from the natural ground.

Deposits considered not to be significant were removed using a 360° tracked/wheeled excavator, employing a toothless bucket and under archaeological supervision. Subsequent excavation was undertaken by hand. Clean surfaces were inspected and selected deposits were excavated to retrieve artefactual material and environmental samples, as well as to determine their nature. Deposits were recorded according to standard Service practice (CAS 1995). On completion of excavation, the trenches were reinstated by replacing the excavated material.

### 3.3.2 **Structural analysis**

All fieldwork records were checked and cross-referenced. Analysis was effected through a combination of structural and artefactual evidence, allied to the information derived from other sources.

## 3.4 **Artefacts**

### 3.4.1 **Artefact recovery policy**

All artefacts from the area of evaluation were retrieved by hand and retained in accordance with the service manual (CAS 1995 as amended).

### 3.4.2 **Method of analysis**

All hand retrieved finds were examined. A primary record was made of all finds on a Microsoft Access 2000 database. Artefacts were identified, quantified and dated.

Pottery was examined under x20 magnification and recorded by fabric type and form according to the fabric reference series maintained by the service (Hurst and Rees 1992).

## 3.5 **The methods in retrospect**

The methods adopted allow a high degree of confidence that the aims of the project have been achieved

## 4. **Description**

The results of the structural analysis are presented in Appendix 1, with Tables 1 and 2 summarising the artefacts recovered. The trenches and features recorded are shown in Figures 2-6.

### 4.1 **Phase 1 Natural deposits**

Natural deposits were encountered in all five trenches at depths of between 0.4-0.6m and comprised mid brown/red hard sandy clay with frequent unsorted sub-rounded cobbles, pebbles and rare small boulders.

### 4.2 **Phase 2 Romano-British deposits**

A number of features in Trenches 1, 2 and 5 have been assigned to the Romano-British phase of activity, largely on the basis on their orientation and proximity to the documented Roman road. The recovery of a small Romano-British assemblage also indicates that there is activity



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on the site during this period, however it would not appear to be domestic in nature. (see section 5).

#### *Trench 1 (Figures 2 and 3)*

Trench 1 contained a narrow cobbled 'track' measuring approximately 2.00m in width (context 113) running north-west to south-east, composed of medium sized sub-rounded pebbles within a shallow cut (context 114). The track was well preserved and had been sealed by a layer of dark green/brown soft plastic moderate fine clay (112). In profile the surface of the feature was slightly convex with two shallow gullies apparent at either edge. The gullies appear to have been formed through prolonged use by small carts with wheels set approximately 1.90m apart.

The 'track' was truncated by a large sub-oval pit (cut 111) measuring 4m in length, 3m in width, the full depth was not established due to the depth from the top of the trench edge, and the limit of excavation was at a depth of 0.65m. The feature was filled by three fills (108, 109 and 110), but did not produce any dating evidence. To the north of this two inter-cutting ditches were revealed (cuts 105 and 107), both aligned east to west. The latest of these ditches (105) was 1.20m in width with a wide 'V' shaped profile falling to a base at 0.40m and clearly truncated edge of the shallow feature (107), measuring only 0.20m in depth, immediately to the south. The alignment of these two ditches is parallel to the Roman road and as such may represent an associated roadside drainage ditch. At the southern end of Trench 1 a further east-west aligned ditch (116) was revealed measuring 0.80m in width with a 'U' shaped profile falling to a curved base at 0.30m.

Extensions of Trench 1 revealed the continuation of the cobbled 'track' (124), its form and orientation was identical to that observed in the main trench and was also contained within a shallow cut (125) and sealed somewhat shallower layer measuring only 0.04-0.06m (123). Immediately to the north of this a single posthole (127) was identified, possibly representing the remains of some form of roadside structure. In addition several features were also identified at the western end of the extension, consisting of two north to south aligned ditches (cuts 117 and 119) and a small sub-rounded pit (121). A single sherd of Romano-British pottery was recovered from the fill (118) of ditch 117 (see Section 5). The orientation of these ditches is perpendicular to the Roman road and may represent field boundaries of adjacent agricultural activity.

#### *Trench 2 (Figure 4)*

The northern end of Trench 2 contained an east to west aligned ditch (205), the orientation and position of this feature indicates that it is almost certainly a continuation of the northernmost ditch observed in Trench 1 (105). Further to the south the western extent of a small sub-rounded pit (203) was observed, measuring 0.85m in width and 0.26m in depth. To the south of this was a terminus of an east-west aligned ditch (201), measuring 1m in width and 0.20m in depth. A sherd of Romano-British pottery was recovered from the fill (202) of this feature as well as a fragment of modern roof tile (see Section 5) which although suggestive of a modern *terminus post quem* is likely to be intrusive. The profile, location and orientation of this feature indicate that it may be associated with the east-west aligned ditch (116) in Trench 1, forming two segments of an enclosure or boundary ditch.

#### *Trench 5 (Figure 5)*

Trench 5 contained three further ditches, two of these (503 and 506) were both orientated north to south. The westernmost ditch (506) measured 0.50m in width with a relatively shallow 'U' shaped profile, 0.30m in depth. To the east of this the second north to south aligned ditch (503) measured 1.40m in width but was very shallow, only 0.22m in depth, which may indicate that a certain level of truncation has occurred. The ditch contained a single fill (504) but did not produce any artefactual evidence. The ditch truncated the southern extent of a further ditch (501) running north-east to south-west. This earlier ditch

measured 0.40m in width and had a 'V' shaped profile falling to a pointed base at 0.25m. No artefactual evidence was recovered from the fill (502) of this feature (502).

#### 4.3 **Phase 3 Post-medieval/modern deposits**

The evaluation did not reveal any post-medieval features, however a small assemblage of post-medieval pottery and ceramic building material (CBM) was recovered from unstratified contexts in Trenches 2, 3 and 4. This material is consistent with waste material incorporated into agricultural manuring which is likely to have occurred across the site. Modern deposits consisted of a single ceramic land drain (Fig 2) identified at the southern end of Trench 1. In addition a small amount of modern artefacts were recovered from unstratified contexts (see Section 5).

#### 4.4 **Phase 4 Undated deposits**

A shallow north-west to south-east linear feature (cut 402) was identified in Trench 4. The fill (403) was entirely sterile with no indication of an anthropogenic origin (charcoal flecks, bone or pot for example).

### 5. **Finds**

#### 5.1 **Artefactual analysis**

A summary of the artefacts recovered can be seen in Table 1. The assemblage retrieved from the excavated area came from three stratified and five unstratified contexts (recovered during machining, contexts 100, 200, 300, 400 and 500). The group ranged from the Roman to modern periods, with the earliest material dating to the mid 1<sup>st</sup> – 4<sup>th</sup> century. The level of preservation was generally good with only the Roman pottery exhibiting some degree of abrasion.

Pottery formed 58.8% of the assemblage. Sherds were identified and grouped by fabric (see Table 2). The majority of sherds were undiagnostic but could be dated to between the mid 1<sup>st</sup> – 18<sup>th</sup> centuries on the basis of fabric type. The earliest pottery consisted of seven sherds of Severn Valley ware (fabric 12; contexts 113, 118, 202, 300 and 500).

Ceramic building material accounted for 29.4% of the assemblage dating from the Roman to the modern period. Other finds consisted of a decorative horse bridal rosette (context 500) and a small piece of unworked flint (context 100)

#### 5.2 **Discussion of the Artefacts**

The discussion below is a summary of the finds and associated location or contexts by period. Where possible, *terminus post quem* dates have been allocated based on the evidence recorded and the importance of individual finds commented upon as necessary.

##### *Roman*

Seven sherds of Roman pottery were recovered during the evaluation with single finds from contexts 113, 118, 202, 500 and three sherds from context 300. All were small in size and undiagnostic but identified as Severn Valley ware (fabric 12), dateable to between the 1<sup>st</sup> and 4<sup>th</sup> centuries. Some of the material contained frequent inclusions of mica, which is typical of Severn Valley ware produced within Hereford. A small undiagnostic fragment of ceramic building material was also identified as Roman (context 500)

### Post medieval

Three sherds of post-medieval pottery were recovered on site. This consisted of individual sherds of red sandy ware (fabric 78.1; context 400), oxidized glazed Malvernian ware (fabric 69; context 300) and tin glazed ware (fabric 82; context 200). Only the tin glazed ware was diagnostic and identified as originating from a small lidded domestic jar. Context 500 also produced a single piece of roof tile and a fragment of brick both dating from the post-medieval period.

### Modern

The modern assemblage consisted of two fragment of roof tile (contexts 202 and 300) and a decorative horse bridal rosette made from a lead alloy. The bridal rosette consists of a plain disc 55 mm in diameter with the partial remains of an applied edge of stylised rope pattern.

## 5.3 Significance of artefacts

A significant portion of the total assemblage (76.5%) was recovered within surface finds contexts (100, 200, 300, 400 and 500). All Roman pottery recovered within this group can therefore be attributed as residual surface material. Three stratified contexts (113, 118 and 202) contained sherds of Roman pottery. Context 202 also contained modern tile suggesting a *terminus post quem* of modern date. While context 202 also contained modern tile suggesting a *terminus post quem* of modern date, contexts 113 and 118 contained only one sherd of Roman pottery each. It is therefore possible to attribute a *terminus post quem* of Roman date to both of these contexts.

The high percentage of Roman material recovered within the assemblage does suggest some Roman activity on site. The small number of sherds within the evaluation assemblage does not indicate significant cultural activity such as a settlement.

| Material              | Total | Weight (g) |
|-----------------------|-------|------------|
| Post-medieval brick   | 1     | 31         |
| Roman brick/tile      | 1     | 6          |
| Lead alloy horse tack | 1     | 41         |
| Post-medieval pottery | 3     | 25         |
| Roman pottery         | 7     | 8          |
| Flint                 | 1     | 1          |
| Modern tile           | 1     | 1          |
| Modern roof tile      | 2     | 47         |

**Table 1: Quantification of the assemblage**

| Fabric Name                     | Fabric | Context | Total | Weight (g) | Period            |
|---------------------------------|--------|---------|-------|------------|-------------------|
| Severn Valley ware              | 12     | 113     | 1     | 1          | Roman             |
| Severn Valley ware              | 12     | 118     | 1     | 1          | Roman             |
| Tin Glazed ware                 | 82     | 200     | 1     | 19         | Post-medieval     |
| Severn Valley ware              | 12     | 202     | 1     | 2          | Roman             |
| Severn Valley ware              | 12     | 300     | 3     | 3          | Roman             |
| Oxidized glazed Malvernian ware | 69     | 300     | 1     | 5          | Med/post-medieval |
| Red sandy ware                  | 78.1   | 400     | 1     | 1          | Post-medieval     |
| Severn Valley ware              | 12     | 500     | 1     | 1          | Roman             |

**Table 2: Quantification of pottery fabrics by context**

## 6. Discussion

### 6.1 Romano-British

The evaluation trenches clearly demonstrate the presence of Romano-British activity across the site (Figure 6), much of which can be identified as activity associated with the Roman road, which runs along at the northern boundary of the site. The location and dimensions of the cobbled 'track' (113, 124) identified in Trench 1 indicate that it most likely formed ancillary route to the main Roman road. However the alignment of the track does not conform to the rigid straightness generally applied to the layout of Roman roads (Margery 1973) and as such may indicate the re-use of a pre-existing route. In addition to the 'track', ditches (105, 107) running east to west, identified in Trench 1 have been interpreted as roadside ditches on the basis of their proximity to the road and their orientation.

Several further ditches were identified in Trenches 1, 2 and 5, representing the remains of probable enclosure ditches or field boundaries. The shallow depth of many of these features may be indicative of a certain level of truncation. However this does not appear to have been the case with the 'track', which was sealed and as such appears well preserved. Furthermore the preservation of the structure is encouraging and suggests that a high level of survival can be anticipated for any further roadside features or associated structures.

The evaluation has identified that relatively dense Romano-British activity is present in both the north and west extents of the site, whereas in the south-east corner any remains appear to be confined to stray unstratified finds with no evidence for cut features or structural remains (Figure 6).

### 6.2 Post-medieval/modern

Post-medieval activity was confined to unstratified finds, which are consistent with the material deposited during manuring. Modern activity comprised a ceramic land drain and several unstratified finds. Both reflect an extensive period of agricultural land use on the site.

### 6.3 Undated deposits

The linear identified in Trench 4 (402) shows no indication of anthropogenic formation and appears to be the result of some form of periglacial activity such as an ice wedge.

## 7. Publication summary

The Service has a professional obligation to publish the results of archaeological projects within a reasonable period of time. To this end, the Service intends to use this summary as the basis for publication through local or regional journals. The client is requested to consider the content of this section as being acceptable for such publication.

*An archaeological evaluation was undertaken on land adjacent to Roman Road, Stretton Sugwas, Herefordshire (NGR SO 465 424). It was undertaken on behalf of Halcrow Group Ltd who are acting on behalf of Herefordshire Council who propose road improvements comprising the widening of the existing A4103 Roman Road between Stretton Sugwas (SO 465 424) and the junction of Tillington Road (SO 488 423). The site will be the location of a new roundabout just to the east of Stretton Sugwas where the A4103 will join the A480.*

*The present A4103 is thought to overlie a stretch of the original Roman road that once linked the Roman towns of Stretton Grandison and Kenchester, 17km to the east and 2km to the west of Stretton Sugwas respectively. The road is thought to have been built in the Conquest period of the 1<sup>st</sup> century AD but is thought to have been in decline by the 3<sup>rd</sup> century AD. An earlier archaeological evaluation (HSM 32103, HSM 32104), was carried out in the summer*

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*of 2002 and identified archaeological remains to the north of the present site and along the length of the road. The Archaeological Advisor for Herefordshire Council considers that the present site may be of archaeological interest.*

*The results of this evaluation reflect the findings of previous work (HSM 32103, HSM 32104) and clearly indicate a relatively dense level of Romano-British activity on the site. A total of five evaluation trenches were excavated revealing a range of features including a well preserved metalled 'track', several associated ditches, field boundaries and lesser cut features (such as post holes). In addition a small assemblage of Romano-British pottery was recovered from both stratified and unstratified contexts across the site, the paucity of the assemblage indicates that there is no associated domestic activity within the immediate vicinity of the site.*

## 8. **The archive**

The archive consists of:

|    |                                  |
|----|----------------------------------|
| 3  | Fieldwork progress records AS2   |
| 1  | Levels Record AS19               |
| 5  | Trench record sheets AS41        |
| 1  | Context number catalogue AS5     |
| 1  | Photographic records AS3         |
| 26 | Abbreviated context records AS40 |
| 4  | Scale drawings                   |
| 1  | Box of finds                     |

The project archive is intended to be placed at:

Herefordshire Museum and Art Gallery  
Broad Street  
Hereford  
HR4 9AU

## 9. **Acknowledgements**

The Service would like to thank the following for their kind assistance in the successful conclusion of this project, Liz Bancroft, Steven Dorrell, Rachel Inglefield, Dave King and Sheri Medill of Halcrow, Mairead Lane, Alison Hext and Julian Cotton of Herefordshire Council and Miss Yvonne Price of The Travellers Rest.

## 10. **Personnel**

The fieldwork and report preparation was led by Chris Patrick. The project manager responsible for the quality of the project was Simon Woodiwiss. Fieldwork was undertaken by Chris Patrick, Alvaro Mora-Ottomano and Andrew Brown, with reporting by Chris Patrick and Anna Deeks, finds analysis by Angus Crawford, and illustration by Carolyn Hunt and Laura Templeton.

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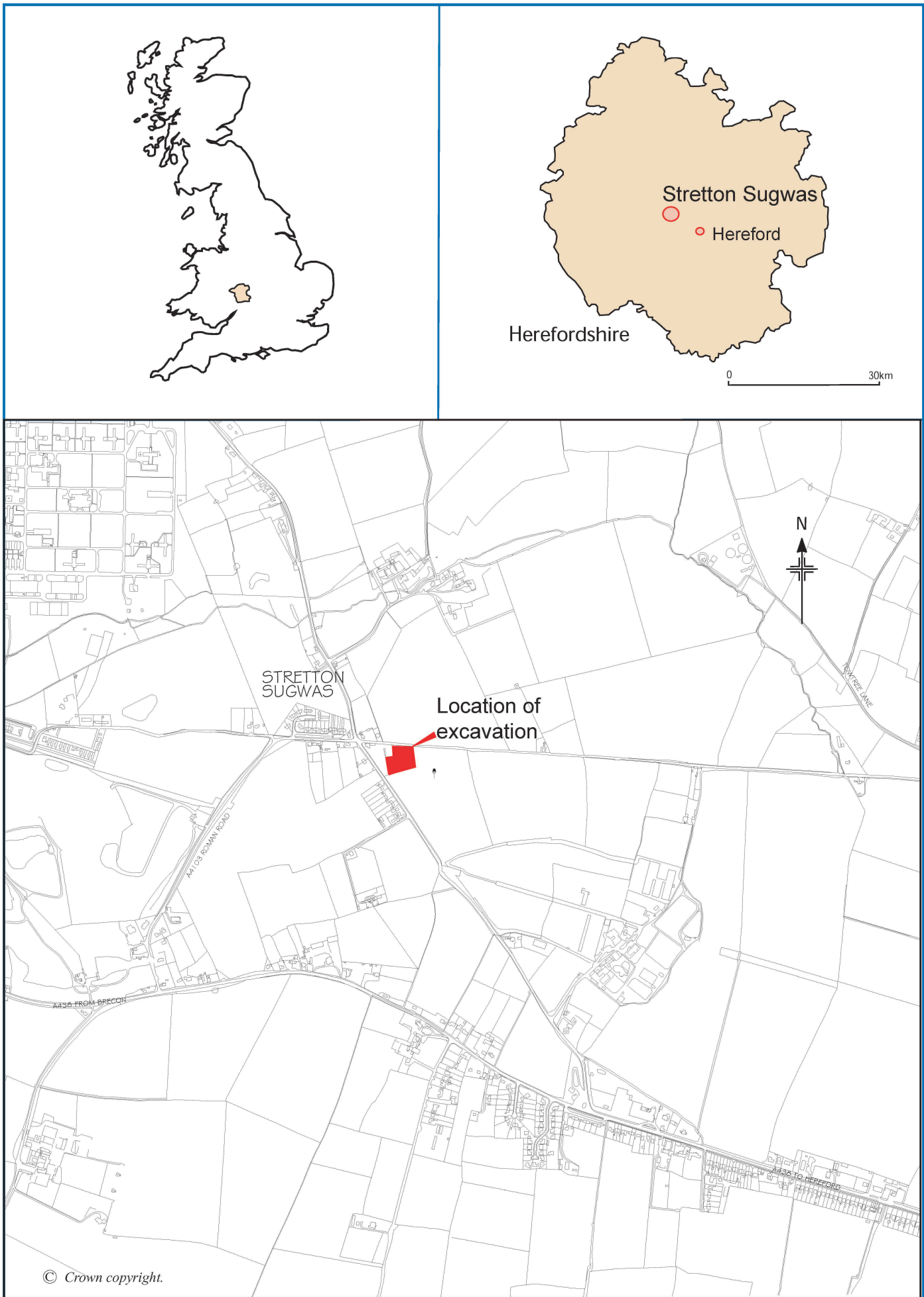
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## 12. Abbreviations

WSM Numbers prefixed with 'WSM' are the primary reference numbers used by the Worcestershire County Sites and Monuments Record

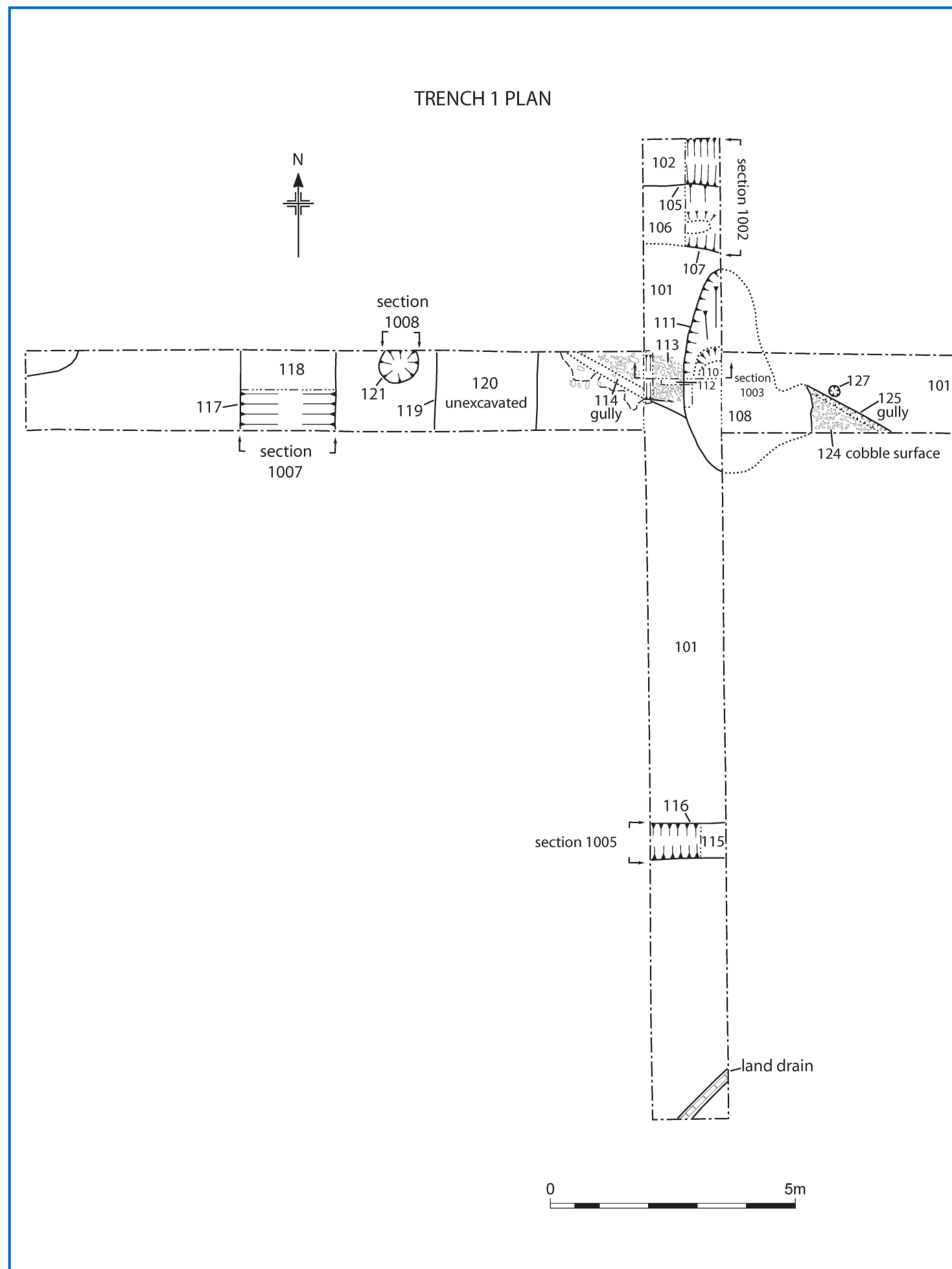
SMR Sites and Monuments Record.



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Location of the site.

Figure 1

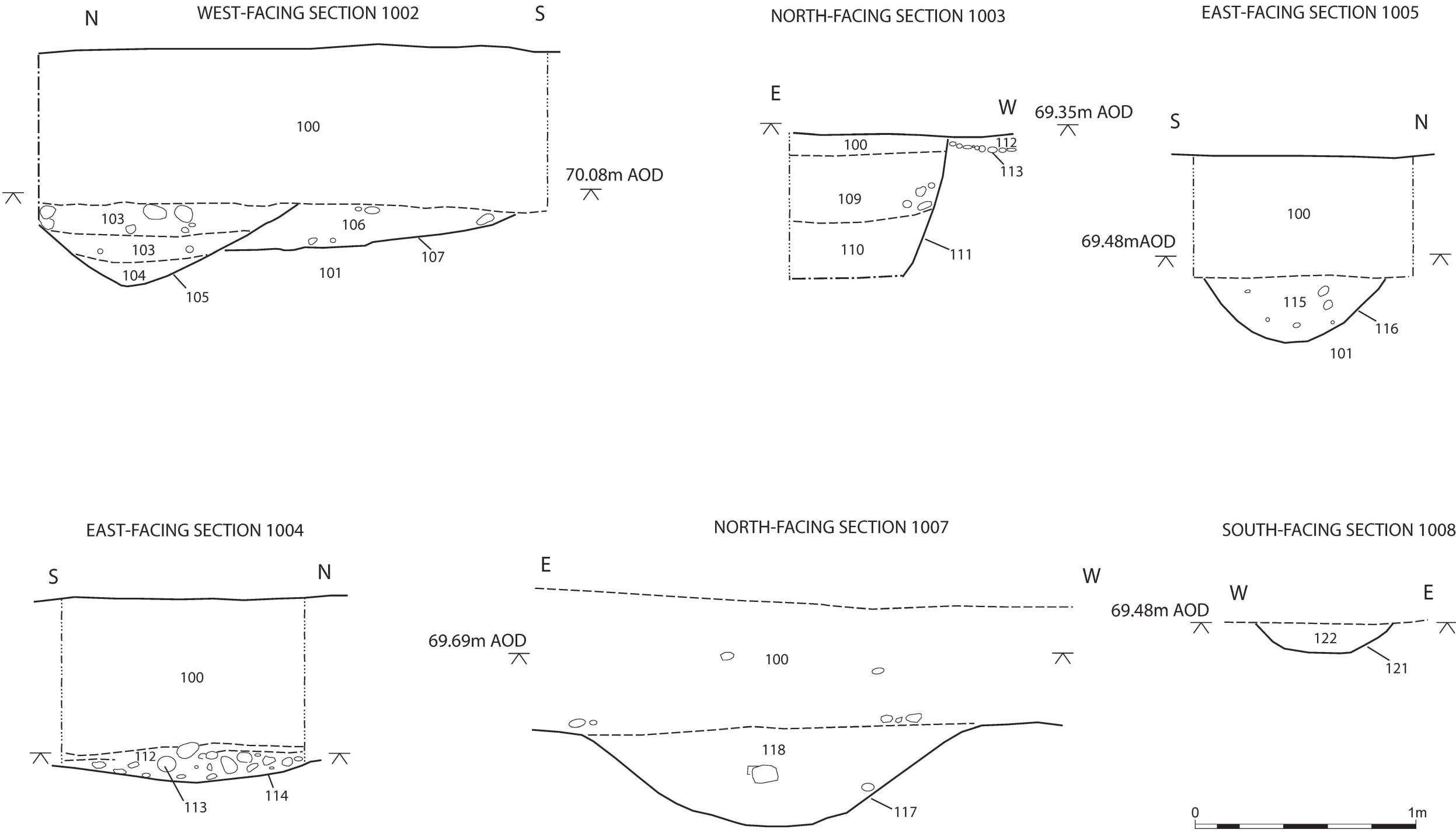


Trench 1 plan.

Figure 2



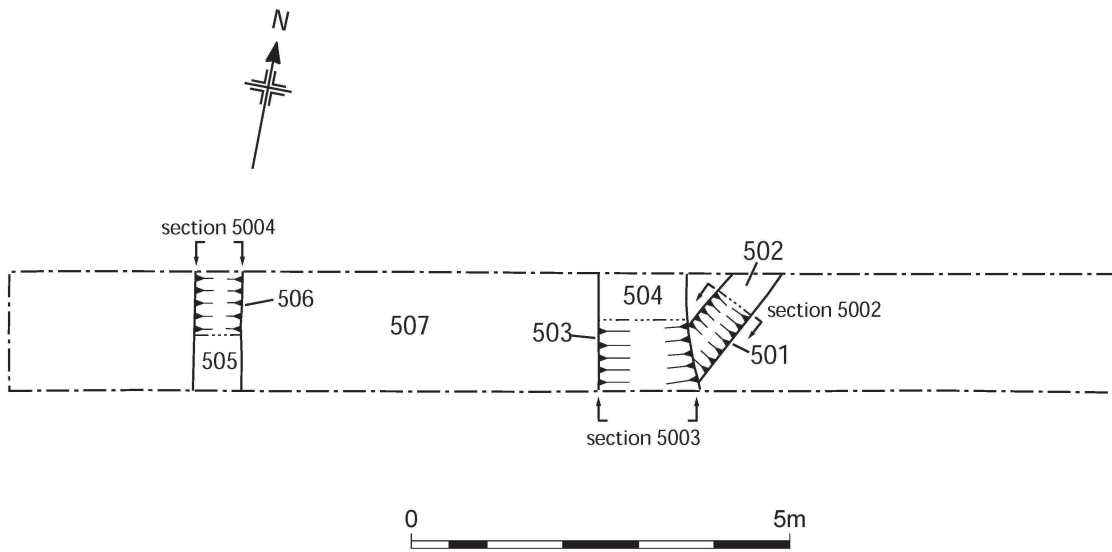
# TRENCH 1 SECTIONS



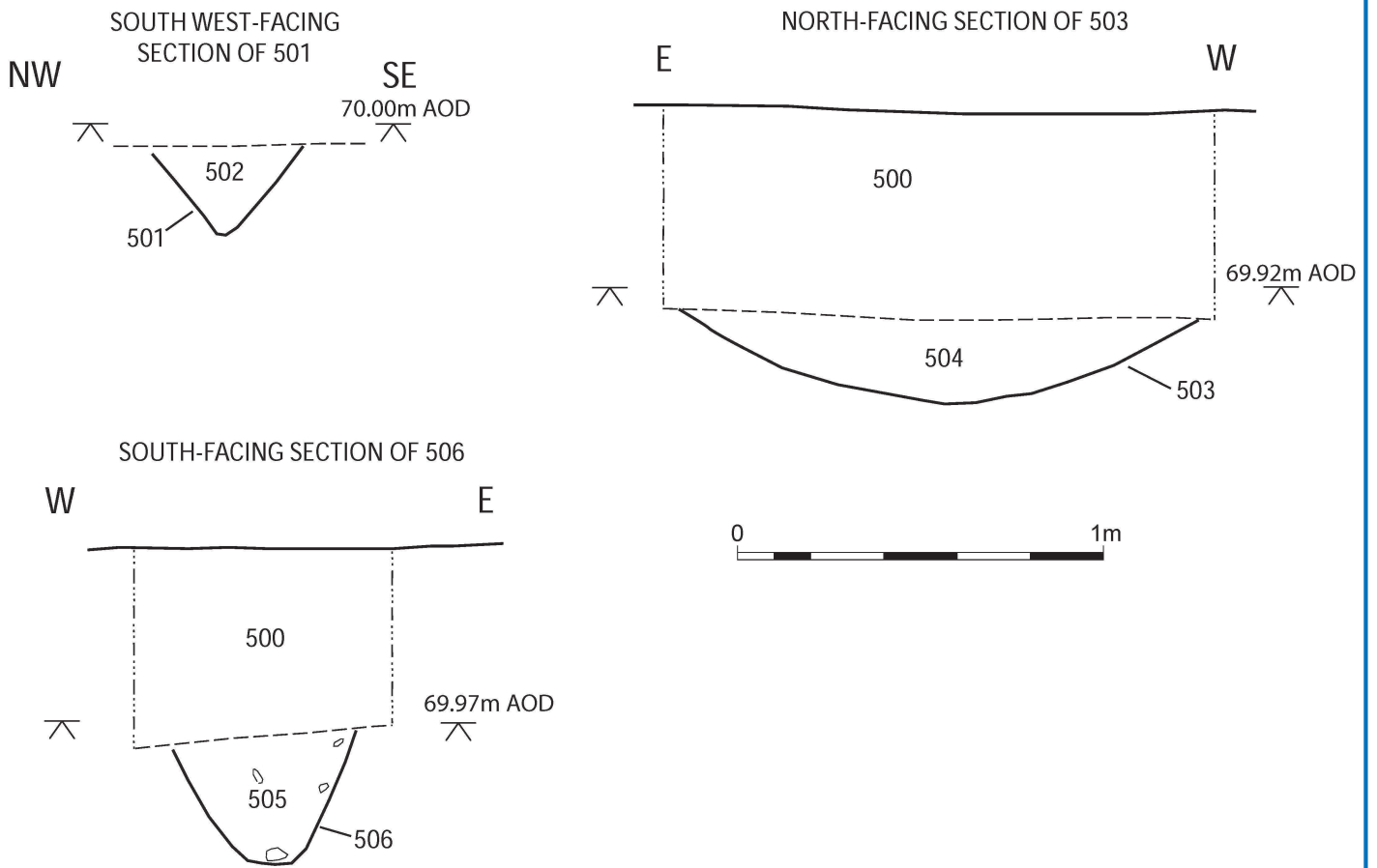
Trench 1 sections.

Figure 3

### TRENCH 5 PLAN



### TRENCH 5 SECTIONS



Trench 5 plan and sections.

Figure 5

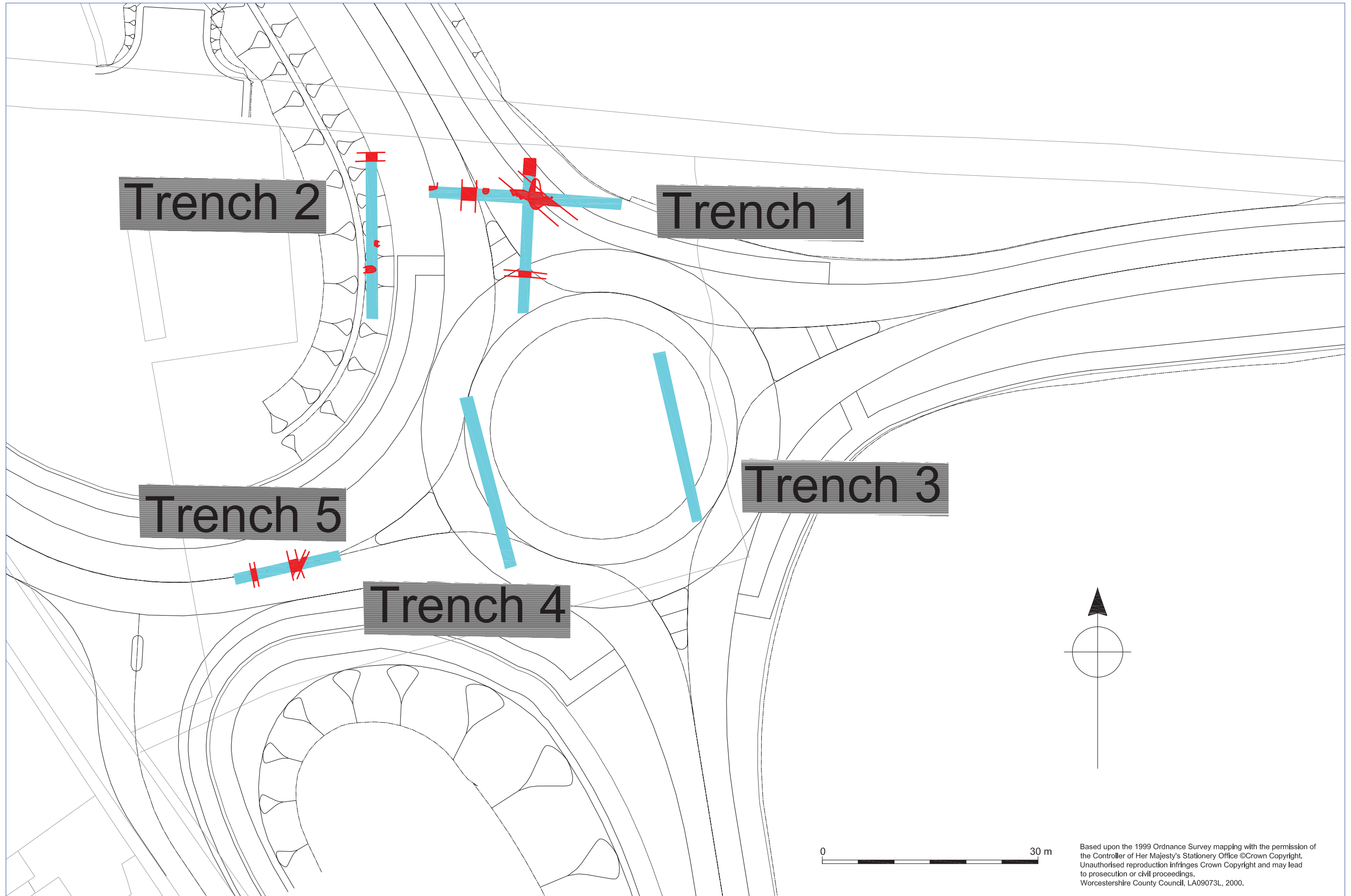


Figure 6: Trench location and general layout of archaeological features

## **Appendix 1      Trench descriptions**

**Trench 1**

Maximum dimensions: Length: 20m N-S, 26m E-W Width: 1.6m Depth: 0.55-0.75m

Orientation: North-South &amp; East-West extension.

## Main deposit description

| Context | Classification | Description  | Depth below ground surface (b.g.s) – top and bottom of deposits |
|---------|----------------|--|---|
| 100     | Topsoil        | Dark greyish brown firm plastic silty clay layer with frequent fairly sorted small sub-round pebbles and medium sub-round cobbles; and frequent small roots mainly concentrated at the top.  | 0-0.75m   |
| 101     | Natural        | Mid brownish red hard sandy clay undisturbed sub-stratum with frequent unsorted sub-round cobbles and pebbles, and few small boulders.   | 0.75m+  |
| 102     | Fill           | Dark greyish brown firm coarse blocky clayey silt with occasional unsorted small white molluscs, small fairly sorted roots on top, and moderate unsorted large sub-round cobbles.            | 0.70-0.84m  |
| 103     | Fill           | Dark reddish brown hard coarse clayey silt.  | 0.70-0.95m  |
| 104     | Fill           | Mid reddish brown hard coarse clayey silt.   | 0.70-105m   |
| 105     | Cut            | Linear ditch filled by 104, 103 and 102.   | 0.70-105m   |
| 106     | Fill           | Mid greyish brown very hard sandy silt with occasional small round pebbles.  | 0.70-0.90m  |
| 107     | Cut            | Linear filled by 106.  | 0.70-0.90m  |
| 108     | Fill           | Dark greyish brown firm moderate coarse sandy clay.  | 0.70-0.80m  |
| 109     | Fill           | Mid yellowish brown coarse very hard silty sand with few small round cobbles situated near the edges of the pit and few unsorted small sub-round boulders, and few unsorted charcoal flecks. | 0.80-110m   |
| 110     | Fill           | Dark reddish brown hard silty sand with very few unsorted charcoal flecks (partially excavated).   | 110-135m  |

**Trench 1 (Continued)**

| Context | Classification | Description   | Depth below ground surface (b.g.s) – top and bottom of deposits |
|---------|----------------|---|---|
| 111     | Cut            | Oval pit filled by 110, 109 and 108 (not fully excavated).  | 0.70-135m   |
| 112     | Fill           | Dark greenish brown soft plastic moderate fine clay   | 0.70-0.75m  |
| 113     | Structure      | Linear cobbled track-way/road.  | 0.75-0.85m  |
| 114     | Cut            | Linear trench of 113, filled by 112.  | 0.70-0.85m  |
| 115     | Fill           | Dark greenish grey soft sandy silt with moderate medium sub-round cobbles.  | 0.55-0.85m  |
| 116     | Cut            | Ditch filled by 115.  | 0.55-0.85m  |
| 117     | Cut            | Ditch filled by 118.  | 0.60-0.95m  |
| 118     | Fill           | Reddish brown silty clay with concentration of medium to small stones towards the bottom of the deposit. Find of pottery. | 0.60-0.0.95m  |
| 119     | Cut            | Linear ditch filled by 120 (unexcavated).   | Top: 0.60m  |
| 120     | Fill           | Reddish brown silty clay with stones (unexcavated).   | Top: 0.60m  |
| 121     | Cut            | Circular pit filled by 122.   | 0.60-0.75m  |
| 122     | Fill           | Reddish brown silty clay with stones and charcoal.  | 0.60-0.75m  |
| 123     | Fill           | Dark greenish brown soft plastic moderate fine clay   | 0.70-0.75m  |
| 124     | Structure      | Linear cobbled track-way/road.  | 0.75-0.85m  |
| 125     | Cut            | Linear trench of 124, filled by 123.  | 0.70-0.85m  |
| 126     | Fill           | Mid yellowish brown hard sandy silt.  | 0.70-0.80m  |
| 127     | Cut            | Round post hole filled by 126.  | 0.70-0.80m  |

**Trench 2**

Maximum dimensions: Length: 25m Width: 1.6m Depth:0.48-0.66m

Orientation: North-South.

## Main deposit description

| Context | Classification | Description   | Depth below ground surface (b.g.s) – top and bottom of deposits |
|---------|----------------|---|---|
| 200     | Topsoil        | Dark greyish brown firm plastic silty clay layer with frequent fairly sorted small sub-round pebbles and medium sub-round cobbles; and frequent small roots mainly concentrated at the top. | 0-0.60m   |
| 201     | Cut            | Linear ditch terminal filled by 202.  | 0.60-0.80m  |
| 202     | Fill           | Light reddish brown silty clay with small stones. Find of pottery.  | 0.60-0.80m  |
| 203     | Cut            | Pit filled by 204.  | 0.60-0.85m  |
| 204     | Fill           | Light brown silty clay with small stones.   | 0.60-0.85m  |
| 205     | Cut            | Linear ditch filled by 206.   | 0.60-1m   |
| 206     | Fill           | Light brown silty clay with snail shells very hard and compacted.   | 0.60-1m   |
| 207     | Natural        | Mid brownish red hard sandy clay undisturbed sub-stratum with frequent unsorted sub-round cobbles and pebbles, and few small boulders.  | 0.60m+  |

**Trench 3**

Maximum dimensions: Length: 25m Width: 1.6m Depth: 0.52-0.56m

Orientation: North-South.

## Main deposit description

| Context | Classification | Description   | Depth below ground surface (b.g.s) – top and bottom of deposits |
|---------|----------------|---|---|
| 300     | Topsoil        | Dark greyish brown firm plastic silty clay layer with frequent fairly sorted small sub-round pebbles and medium sub-round cobbles; and frequent small roots mainly concentrated at the top. | 0-0.55m   |
| 301     | Natural        | Mid brownish red hard sandy clay undisturbed sub-stratum with frequent unsorted sub-round cobbles and pebbles, and few small boulders.  | 0.55m+  |



**Trench 4**

Maximum dimensions: Length: 25m Width: 1.6m Depth: 0.50m

Orientation: North-South.

Main deposit description

| Context | Classification | Description   | Depth below ground surface (b.g.s) – top and bottom of deposits |
|---------|----------------|---|---|
| 400     | Topsoil        | Dark greyish brown firm plastic silty clay layer with frequent fairly sorted small sub-round pebbles and medium sub-round cobbles; and frequent small roots mainly concentrated at the top. | 0-0.50m   |
| 401     | Natural        | Mid brownish red hard sandy clay undisturbed sub-stratum with frequent unsorted sub-round cobbles and pebbles, and few small boulders.  | 0.50m+  |
| 402     | Cut            | Linear ditch filled by 403.   | 0.50-0.65m  |
| 403     | Fill           | Soft mid greyish brown silty clay with few small stones.  | 0.50-0.65m  |

**Trench 5**

Maximum dimensions: Length: 15m Width: 1.6m Depth: 0.58-0.60m

Orientation: East-West.

## Main deposit description

| Context | Classification | Description   | Depth below ground surface (b.g.s) – top and bottom of deposits |
|---------|----------------|---|---|
| 500     | Topsoil        | Dark greyish brown firm plastic silty clay layer with frequent fairly sorted small sub-round pebbles and medium sub-round cobbles; and frequent small roots mainly concentrated at the top. | 0-0.60m   |
| 501     | Cut            | Linear ditch filled by 502.   | 0.60-0.85m  |
| 502     | Fill           | Mid greyish brown firm silty clay.  | 0.60-0.85m  |
| 503     | Cut            | Linear ditch filled by 504.   | 0.60-0.80m  |
| 504     | Fill           | Dark greenish brown hard sandy silt with occasional medium sub-round pebbles.   | 0.60-0.80m  |
| 505     | Fill           | Dark greenish brown firm sandy clay with few medium sub-round pebbles.  | 0.55-0.85m  |
| 506     | Cut            | Linear ditch filled by 505.   | 0.55-0.85m  |
| 507     | Natural        | Mid brownish red hard sandy clay undisturbed sub-stratum with frequent unsorted sub-round cobbles and pebbles, and few small boulders.  | 0.60m+  |

## **Appendix 2 Contractors Report Form**

|  |  |                         |
|--|--|-------------------------|
| <b>Report Name and Title</b>             | Archaeological Evaluation at Roman Road, Stretton Sugwas, Herefordshire  |                         |
| <b>Contractors Name and Address</b>      | Worcestershire Historic Environment and Archaeology Service<br>Woodbury Hall<br>University College Worcester<br>Worcester, WR2 6AJ   |                         |
| <b>Site Name</b>                         | Roman Road   |                         |
|  | <b>Planning Application<br/>Number: CW 2002/3558/F</b>   |                         |
| <b>SMR number/s of site</b>              | HSM 36655  |                         |
| <b>Date of Field Work</b>                | 6 <sup>th</sup> – 15 <sup>th</sup> January 2004  |                         |
| <b>Date of Report</b>                    | January 2004   |                         |
|  | <b>NUMBER AND TYPE OF FINDS</b>  |                         |
| <b>Pottery</b>                           | <b>Period</b>  | <b>Number of sherds</b> |
|  | Romano-British   | 7                       |
|  | Med/Post-medieval  | 5                       |
|  | Post-medieval  | 20                      |
| <b>Other</b>                             | <b>Period</b>  | <b>Quantity</b>         |
|  | Flint  | 1                       |
|  | Romano-British brick/tile  | 1                       |
|  | Post-medieval brick  | 1                       |
|  | Modern tile  | 1                       |
|  | Modern roof tile   | 1                       |
|  | Lead alloy horse tack  | 1                       |
|  | <b>NUMBER AND TYPE OF SAMPLES COLLECTED</b>  |                         |
| <b>Sieving for charred plant remains</b> | No of Features sampled: None<br>No of buckets  |                         |
| <b>C14/scientific dates</b>              | No and Type: None<br>Result  |                         |
| <b>Pollen</b>                            | No of Columns/spot samples: None<br>Name of pollen specialist  |                         |
| <b>Bone</b>                              | Number of buckets sieved for bone : None<br><i>Quantity Recovered</i> <i>Period</i>  |                         |
| <b>Insect</b>                            | No of Columns/spot samples: None<br>Name of pollen specialist  |                         |
| <b>Other</b>                             | Type and specialist: None  |                         |
| <b>Summary of the report</b>             | The results of this evaluation reflect the findings of previous work (Phase 1, HSM 32103, HSM 32104) and clearly indicate a relatively dense level of Romano-British activity on the site. A total of five evaluation trenches were excavated revealing a range of features including a well preserved metal 'track', several associated ditches, field boundaries and lesser cut features (such as post holes). In addition a small assemblage of Romano-British pottery was recovered from both stratified and unstratified contexts across the site, the paucity of the assemblage indicates that there is no associated domestic activity within the immediate vicinity of the site. |                         |

**Appendix 3      Brief**



## **BRIEF FOR A PROGRAMME OF ARCHAEOLOGICAL WORK:**

### **A4103 ROMAN ROAD IMPROVEMENTS, STRETTON SUGWAS TO TILLINGTON TURN, HEREFORD**

**Ref: CW2002/3558/F**

**Date of issue: 17/10/2003**

*The County of Herefordshire District Council ("The Council") considers that the above proposal, involving a lengthy construction contract to upgrade a section of the former Roman road north of Hereford, will have especially significant archaeological implications. Accordingly, The Council has attached an archaeological condition to the grant of planning permission. The archaeological condition requires the developer (in this case The Council itself) to secure a programme of archaeological work (hereinafter referred to as "The project") in order to record the archaeological interest of the site.*

*The project will in summary comprise the following **fieldwork** operations: photographic recording of structures of historic interest prior to the construction contract ("The Contract"); further evaluation (and if necessary prior excavation) of parts of the site prior to The Contract; specific excavations during The Contract (but prior to all construction work in these specific localities); observation and recording of all other ground-disturbing activities during The Contract. The project will also, as is normal for a major project, comprise the following **post fieldwork** operations: a complete post excavation programme of interim reporting, assessment, analysis, archival deposition, and full publication in accordance with English Heritage standards.*

*The project must follow accepted archaeological best practice, as defined by English Heritage and the Institute of Field Archaeologists, and be in accordance with the general framework provided by this brief. The project must also be undertaken to the specified terms of a written scheme of investigation (project design) prepared by a professional archaeological contractor and formally approved by Herefordshire Council.*

**It is emphasised that this summary brief relates to a project of substantial importance, and that The Council will require a very high standard of design and execution in relation to it.**

Herefordshire Archaeology  
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## **1 THE DEVELOPMENT SITE**

The development site is located to the north west of Hereford, some 3 - 5 kilometres from the city centre. The proposed area of works encompasses a narrow corridor some 3 kilometres in extent. The above definition is for broad identification for the purposes of this brief only. Full details of the proposed development are held by the applicant's agent.

## **2 THE DEVELOPMENT BACKGROUND**

A planning application (ref: CW2002/3558/F) was made by Halcrow Group Ltd., on behalf of the Environment Directorate of Herefordshire Council on 06/12/02. This planning application proposed substantial improvements to the A4103 Roman Road between the C1095 Tillington road junction and the junction with the A480 at Stretton Sugwas. It was also proposed to realign the existing A480 at the location of the disused 'skew railway bridge'.

Herefordshire Archaeology advised that the development proposal had very significant archaeological implications (see below). Accordingly, an archaeological 'site investigation' condition was attached to planning permission when granted. This condition follows national government guidance (PPG 16), and is in accordance with local government (Herefordshire) plans.

## **3 THE ARCHAEOLOGICAL BACKGROUND**

The site is of very significant archaeological interest, comprising to a large degree a well-preserved section of Roman road, on a west to east alignment from the Roman settlement at Kenchester, further to the west. Recent survey and evaluation work conducted by Worcestershire Archaeological Service (Tel 01905 855499) has confirmed the likely good survival of road features and deposits from antiquity, as well as a number of adjacent archaeological sites which would be partly impacted on by the proposed development. There is a possibility that undiscovered archaeological sites are present in the line of works.

*This section (3) is intended as a concise summary of what currently appear to be the main archaeological themes, and does not constitute an anticipation of what might be found on the site.*

## **4 THE AIMS OF THE PROJECT**

The broad aims of the project are to record, prior to and during development, all archaeological materials present on the site. The primary intention will be to make a satisfactory detailed record of those archaeological materials to be destroyed or damagingly affected by development. There is a secondary intention, however, to make concise records of other relevant features of the site, in order to put the work in context. The work will also aim to result in the deposition of a satisfactory archaeological archive and production of a satisfactory publication. The archaeological project will not be regarded as complete until satisfactory deposition and publication has been achieved.

## 5 THE SCOPE OF THE PROJECT

The project will consist of the below items. Archaeological contractors, and others with an interest in the archaeological project, must also consult the contract documents, which will contain further information, and specific details of the whole scheme of works.

**As a general principle, although time will be allocated within the construction contract to undertake some of the items during development, if an item can be undertaken *before* the construction contract, it *should be*. It is strongly advised that item B1, and B2 in particular, be undertaken at the earliest possible opportunity before The Contract, irrespective of any time allocation appearing to be available within the contract period. Project Designs that enable early work are likely to be preferred to those that do not.**

### FIELDWORK

#### **A Photographic recording of structures of historic interest.**

- A(1) There is a requirement to undertake, as soon as possible, photographic recording of the sluice and bridge at 'The Bolts' (approx central NGR 4777 4238), and also to plot the associated water- courses, as manifested by earthworks, crop-marks etc..
- A(2) There is a requirement to undertake, as soon as possible, The photographic recording of 'Skew Bridge' railway bridge (approx. NGR 4667 4215).

#### **B Further [field] evaluation and possible excavation of parts of the site, prior to the construction contract.**

- B(1) There is a requirement to undertake, as soon as possible, the archaeological field evaluation of the field to the west of Pinstone House. This evaluation will be confined to the area of land take for the road scheme, between NGR 4754 4242 and 4775 4240 approximately. The evaluation will consist of the excavation of trial trenches on approximately 2-5% of the available area. If it is not possible to undertake this item before the construction contract, or if substantial archaeological interest is indicated following trenching that cannot immediately be dealt with (ie by follow-on excavation), it may be necessary to use part or all of the specifically allocated time within the contract.
- B(2) There is a requirement to undertake, as soon as possible, the archaeological field evaluation of the area of the proposed roundabout for the new road (i.e. an area of approximately a hectare, centred at NGR 4658 4242). The evaluation will consist of the excavation of trial trenches on approximately 2-5% of the available area. If it is not possible to undertake this item before the construction contract, or if substantial archaeological interest is indicated following trenching that cannot immediately be dealt with (i.e. by follow-on excavation), it may be necessary to use part or all of the specifically allocated time within the contract.



*For the avoidance of doubt*, it should be emphasised that the evaluation of this area [B(2)] may well indicate the presence of archaeological remains that would potentially be a major obstacle to the successful (within schedule) completion of the construction works. Project designs must contain clear proposals and contingency plans outlining how (preferably immediately after the trial trenching) any such remains are to be dealt with. It is very likely that an appreciable element of follow-on excavation will be necessary here.

-----

**C Specific works during the construction contract.**

Items B (1 and 2) above, **if**, despite our best advice, it has not been possible to complete these before The Contract.

PLUS

- C(1) There is a requirement to undertake archaeological excavations *during* the contract (but before the ground is disturbed in any way by or on behalf of the main [construction] contractor) on the area to the north west of the proposed roundabout. This area (between approx. north section Chainages 90 and 250) is known to contain evidence of Roman settlement, and is indicated on the contract documents.
- C(2) There is a requirement to undertake archaeological excavations *during* the contract (but before the ground is disturbed in any way by or on behalf of the main [construction] contractor) on the area to the north of the existing road opposite Veldifer Cottages. This area (between approx. main section Chainages 1400 and 1550) clearly contains a potentially significant mound, and is indicated on the contract documents.
- C(3) There is a requirement to undertake archaeological excavations *during* the contract (but before the ground is disturbed in any way by or on behalf of the main [construction] contractor) on the following stretches of the existing Roman road. (Approx. main section chainages) 160-170, 500-520, 880-930, and 1760-1790 respectively. The principal purpose of these excavations is to assess in detail the nature and survival of the Roman Road, and any associated or prior features.

**D Observation and recording of all other ground disturbing activities.**

- D(1) There is a further requirement to undertake archaeological observation and recording on all other ground disturbing operations that occur during The Contract. It would normally be the case that such observation would be continuous, and such observation should not cease to be continuous without the specific prior agreement of Herefordshire Archaeology. Adequate contingency must be made for rapid rescue intervention in the event of unexpected discoveries during the course of this observation and recording.

## **POST FIELDWORK**

### **E Programme of interim reporting, assessment, analysis, archival deposition, and publication.**

E(1) There is also a normal requirement to undertake the standard full post fieldwork procedures leading to full publication. This programme should be in accordance with in accordance with *Management of Archaeological Projects* (English Heritage, 1991, as amended).

## **6 THE PROJECT METHODS**

The project will be undertaken to a high standard to the relevant standards of the Institute of Field Archaeologists (IFA) with regard to field evaluation, building recording, excavation, and watching briefs. Submitted project designs must indicate *in substantial detail* the methods to be followed. If these methods are unacceptable to The Council for whatever reason, the relevant project designs will be rejected.

## **7 PARTICULAR ISSUES**

- There will be a need to ensure very good levels of communication between the archaeological contractors and all other bodies involved in the project. Submitted project designs must contain clear proposals in relation to this.
- There will be a need for adequate resourcing and staffing at all times. Submitted project designs must contain clear proposals in relation to this.

## **8 DISCLAIMER**

This brief has been prepared on the basis of the information currently available to Herefordshire Archaeology, but despite our best efforts should not be assumed to be complete, consistent or completely accurate. If anybody involved in the project, has supplementary or contrary information that may be relevant to the site or the archaeological project, they should contact the archaeological advisor (see below) as soon as possible. Herefordshire Archaeology has advised that the project described by this brief should take place, and will monitor archaeological standards during the full course of the work, but is not *responsible* for the project, particularly as regards site hazards and health and safety matters.

## 9 FURTHER INFORMATION

Further information can be obtained from **Herefordshire Archaeology, Planning Services, Herefordshire Council, PO Box 144, Hereford HR1 2YH Fax 01432 383354**

Correspondence would normally be through **Mr Julian Cotton**, the **Archaeological Advisor** (at the above address, on telephone number **01432 383350**)

Email **[jcotton2@herefordshire.gov.uk](mailto:jcotton2@herefordshire.gov.uk)**

### OTHER USEFUL NUMBERS

|   |              |
|---|--------------|
| Dr Keith Ray, County Archaeologist              | 01432 383351 |
| R Roseff / M Seddon, Sites and Monuments Record | 01432 260130 |
| The Institute of Field Archaeologists           | 0118 9316446 |
| Herefordshire County Records Office             | 01432 260750 |

-----

**Appendix 4      Proposal**

Ms S Medill  
Halcrow UK  
Red Hill House  
227 London Road  
Worcester  
WR5 2JG

22 October 2003

Our ref: P2456  
Your ref:

Dear Sheri

**Roman Road, Herefordshire: archaeological evaluation phase 2**

I have now received Julian Cotton's brief and further to the meeting of 8 October 2003 I enclose a proposal for the second phase of evaluation works. I have copied it directly to Julian, seeking approval or adjustments before being submitted to Mairaed. I have also copied it directly to Alison as she may find the dates and location of the trenches useful, though I have made clear that Mairaed still has to agree the project.

The costs are well within the budget estimates I produced earlier (£5.0k-£5.7k as opposed to £5.5-£7k), and this reflects being able to combine the two elements. At present we could start as soon as the project is agreed, we can get plant and access is arranged. If Alison needs a date to work to with the landowners, can I suggest a start on 3 November 2003 as being realistic.

If the proposal is acceptable I would be grateful for written confirmation, and an order (Herefordshire Council produced an order for the original works).

If you have any questions please do not hesitate to contact me.

Yours sincerely

**Simon Woodiwiss**  
Principal Field Archaeologist

Historic Environment and  
Archaeology Service  
Worcestershire County Council  
Woodbury  
University College Worcester  
Henwick Grove  
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WR2 6AJ

Tel 01905 855499  
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**SIMON WOODIWISS**

Principal Field Archaeologist

Cc Julian Cotton, Herefordshire Council

Alison Hext, Herefordshire Council

PROPOSAL FOR AN  
ARCHAEOLOGICAL  
EVALUATION AT ROMAN ROAD,  
HEREFORDSHIRE (PHASE 2)

© Historic Environment and Archaeology Service  
Worcestershire County Council

22 October 2003

Field Section,  
Historic Environment and Archaeology Service,  
Worcestershire County Council,  
Woodbury,  
University College Worcester,  
Henwick Grove,  
Worcester WR2 6AJ



Project reference P2456

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As a Registered Archaeological Organisation of the Institute of Field Archaeologists we deliver a quality service to our clients, users and partners. We have a commitment to providing clients with projects to a high standard and which are on time and within budget. Through information and education we provide the present and future communities of Worcestershire with a well managed archaeological heritage. To the Service's partners we will initiate ideas and seek their implementation in areas such as research.

# Proposal for an archaeological evaluation at Roman Road, Herefordshire (Phase 2)

## 1. Project specific design

### 1.1 Background

The Field Section of the Historic Environment and Archaeology Service (the Service) has been requested to prepare a proposal for an evaluation on an archaeological site.

The proposal has been requested by Herefordshire Council (the Client) in response to a brief (the Brief) prepared by Herefordshire Archaeology of Herefordshire Council (the Curator) and dated 17 October 2003. The Brief results from the submission of a planning application to Herefordshire Council (CW2002/3558/F). This proposes improvements to the A4103 Roman Road between the C1095 Tillington Road junction and the junction with the A480 at Stretton Sugwas (and includes the Skew Bridge at Stretton Sugwas) and is considered by the Curator to have the potential to affect archaeological sites.

The archaeological background to the site is given in the Brief (Section 3) and in an Environmental Assessment prepared by Halcrow UK submitted with the planning application. The Environmental Assessment included both desk-based assessment, fieldwalking, geophysical survey, radar survey and field evaluation. The Client should be aware that buried archaeological evidence can be very variable, and that neither the Brief, nor this proposal, can always accurately specify what may exist on this particular site. This proposal is based on an existing state of knowledge as summarised in the Brief.

This proposal relates only to the further field evaluation of two sites (field west of Pinston House and area of proposed roundabout) as described in the Brief (items B(1) and B(2) in Section 5). It has been assumed that a single project will be undertaken for both sites and that, for instance, access for both sites will be able at the same time.

### 1.2 Aims and objectives

The aims and scope of the project are given in the Brief (Sections 4 and 5).

The Brief indicates that significant deposits may be defined as those likely to be of Roman date.

In particular the project will have the following aims:

- To determine if any archaeological site(s) exist within the two evaluation areas, and, if present, determine their nature, date, extent and significance.



## 1.3 Methods

The project will conform to the Brief and to the *Management of archaeological projects* (English Heritage).

Prior to fieldwork commencing existing information on the site will be collected. Relevant sources will consist of the Environmental Assessment and relevant appendices.

### *Stage 1 Fieldwork*

Locations of trenches will be approximately as shown on the attached drawing. For the site at Pinston House three trenches (each 20x1.6m but two with a section that will approach as close as possible to the field boundary, aiming to locate any roadside ditch). The trenches will also be spaced approximately 50m apart to conform with the earlier field evaluation method) will be excavated in the approximate positions shown on the enclosed plan. These will cover an area of 100m<sup>2</sup> (representing c 5% of the development site area of c 2000m<sup>2</sup>). For the site at the roundabout five trenches (each 25x1.6m) will be excavated in the approximate positions shown on the enclosed plan. These will cover an area of 200m<sup>2</sup> (representing c 5% of the development site area of c 4000m<sup>2</sup>).

Professional standards and Service methodologies are detailed in Section 2.

### *Stage 2 Report*

Following completion of fieldwork, a report will be prepared for submission to the Client and Curator as specified in Section 2.

### *Contingency*

A contingency has been allowed to be applied to either fieldwork or report stages where necessary. The contingency is to allow for the appropriate treatment of the archaeological resource where this cannot be accommodated within the original costs. The contingency will be implemented in one or more of the following circumstances.

- The further recording and analysis of archaeological remains of a date and nature as indicated in the Brief.
- Additional plant hire.
- Where possible to cover or offset the additional costs for circumstances excluded from the cost given in Section 3.

## 1.4 Personnel

The Project Manager will be the first point of contact in all matters relating to the project.

- The Project Manager for this project will be Simon Woodiwiss (a profile is appended).
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- The Project Leader for this project will be notified to the client on acceptance of this proposal.

All staff will be appropriately qualified and with an established record of expertise. Profiles of key members of the team will be made available to the Client and Curator on request. The team will comprise the following, as required.

- Project Manager Responsible for the project.
- Project Leader Direct fieldwork and prepare report.
- Field Archaeologists Undertake fieldwork and associated tasks.
- Specialist coordination and support Finds and environmental assessment and illustration.

In-house specialist support may be provided in a number of broad areas common to this type of project.

- Artefacts - Victoria Bryant, Derek Hurst or Laura Griffin (ceramics of all periods).
- Plant macrofossils - Elizabeth Pearson.

In-house specialist support is also available in further more specialised areas (details will be supplied on request).

The Service has worked previously with a range of specialists in other fields (details will be supplied on request).

## 1.5 Programme

The project will commence on a date to be mutually agreed in writing. The Service would prefer a period of four weeks to complete the project. The Service will meet externally imposed deadlines wherever possible (for instance dates of planning committee meetings). Please inform the Service of specific commencement dates and date requirements for submission of the report.

The level of resources indicated below is for the purposes of demonstrating that an adequate level of resources have been committed to the project and variation may occur due to staff availability and the nature of the archaeological site. Any such variation will not compromise the quality or standard of the project.

Periods for report production and the contingency are dependent on the quantity and complexity of information retrieved and cannot be quantified at present. Provision equivalent to 80% of fieldwork (Stage 1) costs has been allowed for report production (Stage 2), and 25% of estimated fieldwork costs for contingencies. By way of illustration the resources identified for the report

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would allow for 13.5 person days (including specialist contributions). The resources identified for the contingency would allow for 2 person days in the field and a further 1.25 person days for the report, together with 1 day's further plant hire.

| Programme            | Stage name<br>Stage number | Fieldwork<br>Pinston Hse | Fieldwork<br>Roundabout |
|----------------------|----------------------------|--------------------------|-------------------------|
| staff                |                            |                          |                         |
| Project Manager      | person days                |                          |                         |
| Project Leader       | person days                | 2                        | 5                       |
| Field Archaeologists | person days                | 2                        | 5                       |
| Specialists          | person days                |                          |                         |

## 2. Standard project design

### 2.1 Quality

The Service is part of Worcestershire County Council and is subject to the Council's policies, safeguards, practices and audit procedures.

The Service is registered as an archaeological organisation with the Institute of Field Archaeologists, and as such is bound to the IFA's *Code of Conduct* and bylaws.

The following are relevant to this project:

- *Code of approved practice for the regulation of contractual arrangements in field archaeology (1997)*;
- *Standard and guidance for archaeological field evaluations (1999)*; and
- *Guidelines for finds work*.

The project and any recommendations will conform to the government advice contained in *Planning Policy Guidance: archaeology and planning* (DoE, PPG 16 1990).

### 2.2 Standard methods

The project will follow the procedures of the *Manual of Service Practice: fieldwork recording manual*, 1995 as amended, County Archaeological Service internal report, 399. Of particular importance here are the *Guidelines on evaluation*, *Finds recovery policy*, and *Guidelines for environmental sampling*. Copies of the guidelines will be supplied to the Client and Curator on request.

#### *Stage 1 Fieldwork*

The County Sites and Monuments Record (SMR) will be consulted before fieldwork starts, with the aim of refining the project strategy as presented in this proposal.

After the trenches have been opened by machine (using a toothless bucket and under archaeological supervision), excavation will be by hand. Please note that the precise location and size of trenches will vary according to health and safety and archaeological requirements and the proximity of standing or buried structures. The Client may wish to be consulted by the Service on the location of trenches before they are excavated.

- Clean surfaces will be inspected.
- Selected deposits will be fully or partially excavated to determine their nature and retrieve artefactual material and environmental samples.

- Deposits will be selected for excavation on the basis of the minimum required to meet the aims of the Brief.
- Where possible less significant deposits will be excavated in order to define the nature and extent of those, which are likely to be of greater significance.
- Recognisable human remains, structured deposits, and areas of complex stratigraphy likely to be a significant part of the site will not be removed as part of the evaluation.
- Selection for excavation will be on the judgement of the Project Leader.
- The Service welcomes the assistance of the Curator in selection of deposits for excavation.
- The Service's specialist staff in artefacts and environmental evidence will be available for on-site advice.
- Unless otherwise specified reinstatement shall consist of simple replacement of the excavated material.
- The Brief requires that the Curator is invited to monitor fieldwork, and the Service will normally arrange visits. Any requirements of the Curator must be notified to the Service before fieldwork commences.

### *Stage 2 Reporting*

The results of all fieldwork will be presented as a report in the Service's internal report series.

The report will contain:

- a non-technical summary;
- background;
- aims;
- methods;
- location and size of archive;
- discuss results; and
- assessment of the significance of deposits.

Assessment will usually employ the criteria for the scheduling of ancient monuments used by the Department for Culture Media and Sport as a guide (DoE, PPG 16 1990, Annex 4). Where the Curator has provided other criteria (such as those prepared by English Heritage for the Monuments Protection Programme or contained in structure or local plans) these may also be used.

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In assessing the state of deposit preservation, physical, artefactual and environmental aspects will all be considered. An assessment of the quantity and range of artefactual and environmental material will be presented. Appropriate specialists will be consulted or contracted where appropriate.

The Service will normally supply three copies of the report to the Client (or agent if they are coordinating the project on the Client's behalf). One of these copies may be forwarded to the Curator. A reasonable number of extra reports will be supplied to the Client on request. Where requested the Service will forward a copy directly to the Curator (in the interests of speed).

The Service has a professional obligation to make archaeological information available within a reasonable period (outside of any period of confidentiality reasonably required by the Client). The report will be submitted to the SMR with a short summary to be published in one or more regional journals (eg West Midlands Archaeology, Transactions of the Worcestershire Archaeological Society) where appropriate. The report will be submitted to the SMR within three months of completion of the fieldwork, unless the Service is notified to the contrary.

All artefacts, except articles defined as treasure under the Treasure Act 1996 (or other legal requirements), discovered in the course of the archaeological project shall be the property of the Client (or landowner if not the Client). The Service will encourage the Client to donate any artefacts to an appropriate museum where they may be curated and made available for research and education. The Service will approach the Client after completion of the project with regard to the deposition of artefacts.

The record archive will be offered to an appropriate museum (usually the same as that for the deposition of artefacts) and security copies kept by the Service (or other appropriate arrangement).

## 2.3 Health and safety

The Service is covered by the conditions and requirements of the County Council's health and safety policies and procedures (as amended).

- *Health and Safety, corporate health and safety policy* 1998.
- *Corporate Services safety policy (Cultural Services)* 2000.

The County Council also produces supplementary guidance (for example).

- *Guide to general risk assessment*, no date.
- *Display screen equipment, information for users*, 1992.
- *Manual handling in libraries*, no date

The Service has issued *Manual of Service practice: safe working practice* (1996 as amended, County Archaeological Service internal report, **461**) which are guidelines drawn from its risk assessments of common situations. The

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following guidelines are relevant to this project, and all staff will be aware of them.

- *Working out of doors and working with soils.*
- *Travelling.*
- *Processing finds and environmental samples.*
- *Working with tools and small equipment.*
- *Working with large plant.*
- *Lone working.*

In addition provision has been made within the guidelines for assessing further risks which may be encountered during the project (*The specific circumstances of the site*).

All these documents may be viewed at the Service's offices, and may be copied to the Client and Curator on request.

The Client must notify the Service of any hazards within the archaeological site before the project commences. These include the location of existing services, contaminated ground, any agricultural chemicals.

The project is for the purposes of survey (partly to establish site conditions) and is considered to fall outside of the *Construction (Design and Management) Regulations* 1994. Should the Service be asked to participate in any development programme it will fulfil its responsibilities both as a archaeological designer and contractor, where requested.

- Protective clothing will consist of hard hat, protective boots, and high visibility jacket.
- All staff will be appropriately certified in the use of any equipment used during the project. Any equipment or plant (including scaffolding) provided by the Client will be inspected before use by Service staff.

## **2.4 Conditions**

The project is undertaken under the provisions of one or more of the following:

- *Local Government Act, 1972, section 111,*
  - *Local Authorities (Goods and Services) Act, 1970,*
  - *Ancient Monuments and Archaeological Areas Act, 1979,*
  - any other relevant legislation.
-

In undertaking an archaeological project Worcestershire County Council's support (or otherwise) cannot be assumed or expected for any development proposal unless specifically indicated.

Worcestershire County Council will not have, or obtain any tenancy, or other estate, or interest in the archaeological site other than the access granted for the purposes of the archaeological project.

The Client will be responsible for obtaining all necessary permissions for undertaking the project. Of particular importance may be any consents for sites scheduled (or areas of archaeological importance) under the *Ancient Monuments and Archaeological Areas Act 1979*, or listed buildings legislation.

Access to the site is the responsibility of the Client. Permissions for access must be arranged by the Client, with the landowner and tenant, as appropriate.

The project will only be undertaken when supported by a written agreement between Worcestershire County Council, the Client and/or the landowner (as appropriate). Forms of agreement or a draft agreement are enclosed with this proposal.

The Service is covered by employer's liability insurance (with a limit of £25 million), public liability insurance (with a limit of £25 million), and professional indemnity insurance (with a limit of £1 million). Insurance is with the American Reinsurance Company Ltd (Policy Number 98ARM110069, expires 28 September 2003).

The Service will retain full copyright of the report under the *Copyrights, Designs and Patents Act 1988* with all rights reserved; excepting that it shall provide an exclusive licence to the Client in all matters directly relating to the project as described in this proposal. This licence will only become effective on payment of any agreed costs to Worcestershire County Council.



### 3. Financial details (Confidential)

#### 3.1 Terms

The Service offers to undertake the project on the basis of the above specification and its best estimate (time and expenses ceiling) of the actual project costs.

#### Exclusions

Buried archaeological evidence cannot always be accurately quantified prior to fieldwork, and the Service consider that the following circumstances cannot be reasonably predicted and are excluded from the cost given below. Where the project cost or programme may be exceeded due to the following circumstances the Service will seek a variation (in writing) in order to complete the project and conform to the Brief. Wherever possible the Service will seek to avoid additional cost or exceeding the programme, in negotiation with the Curator, by revision of the project design. Where a contingency has been identified this may be used to cover or offset additional costs. The rates at which any additional costs may be applied are indicated below.

The following circumstances are unlikely to occur, but the Service would be happy to discuss the risk of the exclusions being relevant to this particular project with the Client.

- Further works or alterations not specified in the Brief or the proposal but required by the Client or Curator.
- Deposits of date and nature, which are significantly different to that indicated in the Brief. Unexpected discoveries can be made which have an impact on the amount of work required to record and analyse them. For instance complex or waterlogged deposits may not be expected, but can exist in certain circumstances.
- Unexpectedly inaccessible deposits (for instance very deep deposits requiring the use of shoring).
- Exceptional specialist recording, analyses and processing, unless specified in the Brief (for instance conservation of fragile objects, radiocarbon dating).
- Requirements resulting from legal obligations, unless specified in the Brief, or may reasonably have been foreseen. The Service will comply with all laws applicable to its activities, but some may only become applicable as new information about the site emerges.
- Exceptionally poor weather, delays in correspondence with third parties, breakdowns, vandalism and other damage to equipment or the archaeological site, which may impede the programme.
- Working outside of standard hours (indicated below).

- Reinstatement to a specification other than simple replacement of excavated material.
- Claims for agricultural or commercial compensation caused by loss of business due to the project. These claims must be resolved by the Client and landowner and/or tenant as appropriate.
- Whereas the Service will undertake all necessary precautions to protect staff, it cannot accept claims for damage to services within or outside of the site; unless the Client supplies sufficient information to allow the Service to locate these services.

### 3.2 Project costs

A breakdown of costs is provided below. A detailed breakdown will be appended to the invoice. Please note that the actual costs for stages other than those for which a programme has been declared (see Programme section above) will be calculated on a percentage basis up to the maximum estimated for fieldwork, not as a percentage of the actual fieldwork costs. Periods declared on the invoice are drawn from attendance records completed by staff and are recorded in quarter-day units.

Staff costs are inclusive of employer's National Insurance and Superannuation contributions. Non-staff costs include all subsistence, travel, stationery, tools, archiving, and report copying. In addition itemised costs for SMR fees, plant, external specialist and other specific costs have been identified. Overheads are calculated as a percentage of project costs.

The Service's basic working week (Monday to Friday) is of 37 hours duration. Usual fieldwork hours are between 8:30am and 4:30pm and include travelling.

Fieldwork may include finds processing, loading and unloading of equipment, SMR searches etc where staff will not be present on site.

The proposal is current until 31 March 2004. Should the project exceed this date by not more than three months then the sum requested will be adjusted on a *pro rata* basis. The basis of increase or decrease will be that used by English Heritage, itself based on Treasury forecasts. Beyond this period a new proposal or variation in costs may be necessary.

The Service and its agents enter the archaeological site at its and their sole risk, exclusive any negligence on the part of the Client and/or his contractor or sub-contractor.

Payment will be made on the receipt of an invoice, which will be issued following submission of the report.

### Contingency

Archaeological sites are unpredictable and a contingency has been allowed to cover the circumstances described in Section 1 above. Implementation of the contingency will be at the discretion of the Service with the aim of completing the project as efficiently as possible. Should the Client wish to be consulted

before implementing the contingency the Service must be informed of this before the project starts.

### Stage 1 Fieldwork

|                 |                  |          |
|-----------------|------------------|----------|
| Staff costs     |                  | £1490.93 |
| Non-staff costs |                  | £312.89  |
| Itemised costs  | plant            | £432.00  |
|                 | <i>sub-total</i> | £2235.82 |
| Overheads       |                  | £558.96  |

*Fieldwork total* £2794.78

### Stage 2 Report

80% of Fieldwork total £2235.84

### Contingency

25% of Fieldwork total £698.69

**Overall total** up to £5030.62 if the contingency is not used or up to **£5729.31** if the **contingency** is implemented (see Section 3.1). Excluding VAT at 17.5%.

### Rates

The following rates have been used in the above breakdown. Where the Service encounter circumstances under which the exclusions operate the Service would be happy to provide cover at an additional cost based on the following schedule of rates.

|   |                        |
|---|------------------------|
| Principal Field Archaeologist/Project Manager | £182.62 per day        |
| Project Officer, in-house specialist          | £143.80 per day        |
| Field Officer, Illustrator, Finds Officer     | £118.51 per day        |
| Field Supervisor                              | £105.31 per day        |
| Archaeologist                                 | £94.48 per day         |
| Archaeologist                                 | £77.22 per day         |
| Non-staff travel                              | £0.45 per mile         |
| Non-staff consumables and equipment           | 10% of staff sub-total |
| Itemised costs                                | at cost                |
| Overheads                                     | 25% of project costs   |