

Archaeological trial-trenching evaluation, 'Highfields', Ixworth Road, Norton, Suffolk

April 2015



**report prepared by Ben Holloway
on behalf of Mr Roger Allum**

Planning reference: 2462/14

CAT project ref.: 15/3k

SCCAS code: (pending)

NGR: TL 956 661 (centre)



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CAT Report 823
April 2015

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1 Summary

Evaluation east of 'Highfields' on the site of a proposed new dwelling revealed a post-hole which was part of a fence recently removed by the owner.

No archaeological strata or features were exposed which are worthy of preservation in situ, and no further archaeological works have been requested by SCCAS.

The depth and nature of the soils sealing the archaeological features is consistent with soil generated by normal agricultural activities.

2 Introduction (Fig 1)

This is the report on the archaeological trial-trenching evaluation at Highfields, Ixworth Road, Norton, Suffolk, carried out on behalf of Mr Roger Allum by the Colchester Archaeological Trust on 1st April 2015.

The site is in the parish of Norton, on the A1088 between Ixworth and Woolpit, to the east of Bury St Edmunds, Suffolk. Site centre is TL 956 661.

Proposed development comprises the construction of a new dwelling and associated access on land which is currently used as a garden.

The Local Planning Authority was advised by Suffolk County Council Archaeology Service that this proposal lies in an area of high archaeological importance, and that, in order to establish the archaeological implications of this application, the applicant should be required to commission a scheme of archaeological investigation in accordance with paragraphs 128, 129 and 132 of the National Planning Policy Framework (DCLG 2012)

All archaeological work was carried out in accordance with a Brief and Specification detailing the required archaeological work (evaluation trenching) written by Rachel Abraham (SCCAS 2015), and a Written Scheme of Investigation (WSI) prepared by CAT in response to the SCCAS brief and agreed with SCCAS (CAT 2015).

In addition to the Brief and WSI, all fieldwork and reporting was done in accordance with the Colchester Archaeological Trust's Policies and procedures (CAT 2012), with *Management of Research Projects in the Historic Environment* (EH 2006), and with *Standards for field archaeology in the East of England* (EAA 14 and 24). This report mirrors standards and practices contained in the Chartered Institute for Archaeologists' *Standard and guidance for archaeological field evaluation* (CIfA 2014a) and *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (CIfA 2014b).

3 Archaeological background

This section is based on records held at the Suffolk County Historic Environment Record (SCHER).

The site lies in an area of archaeological importance on the edge of a medieval green. The site is also adjacent to the line of a Roman Road (HER NRN 008). Approximately 400m to the east of the site artefact scatters on agricultural land, including Roman pottery and building materials, indicate the site of a possible Roman villa (HER NRN 009). Medieval finds from the same artefact scatter suggest the site may have been occupied into the medieval period. 650m south-west of the site is an undated ring ditch and trackway (HER NRN 015). Isolated findspots within the vicinity of the site include part of a polished Neolithic axe-head (HER NRN 019), a fragment of a bronze spear head (HER NRN 006) believed to be Bronze Age in origin, an Iron Age harness mount and an Anglo-Saxon onion-shaped glass pin head (both HER NRN (misc)).

The site has not been the subject of previous systematic investigation, and there is high potential for previously unknown archaeological remains to be present in view of its topographic location, and the potential of surrounding sites.

4 Aims

The aims of the evaluation were to:

- Establish whether any archaeological deposit exists in the area, with particular regard to any which are of sufficient importance to merit preservation in situ.
- Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.
- Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- Establish the potential for the survival of environmental evidence.
- Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

5 Results (Figs 2-3)

This section gives an archaeological summary of the trenching, with a tabulation of context and finds dating information.

Trench 1: Summary

The N-S aligned evaluation trench (1.8m wide and 15m long) was positioned in the footprint of the proposed new dwelling. The trench was cut through ploughsoil horizon L1 (350mm thick), and silty clay horizon L2 (200mm thick). L2 sealed natural sandy-clay matrix containing occasional gravel patches (L3).

The only archaeological context was a modern post-hole at the southern end of the trench. The post is without question to be associated with a now-removed fence line that once separated the old vegetable garden from the orchard (owner *pers comm*). In addition to the posthole there was some limited evidence of minor plough scarring, probably due to agricultural activity prior to the construction of 'Highfields' in the mid/late 1960s.

Trench 3: Archaeology

Feature no	Type	Dated finds	Phase
F1	post-hole	--	undated (modern)

6 Finds

There were no finds.

7 Conclusions (Fig 2)

Despite being in an archaeologically rich area, evaluation has revealed no significant archaeological remains on the Highfields plot.

8 Acknowledgements

CAT is grateful to Mr Roger Allum for commissioning and funding the project. Site work was managed by B Holloway, and undertaken by BH and S Carter. The project was monitored by Rachael Abraham for Suffolk County Council Archaeological Services.

9 References

Note: all CAT reports, except for DBAs, are available online in .pdf format at <http://cat.essex.ac.uk>

CAT	2012	<i>Policies and procedures</i>
CAT	2015	<i>Written Scheme of Investigation for an archaeological evaluation by trial trenching at Highfields, Ixworth Road, Norton, Suffolk.</i> by C Lister
CIfA	2014a	<i>Standard and guidance for archaeological field evaluation</i>
CIfA	2014b	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i>
DCLG	2012	<i>National Planning Policy Framework.</i> Dept for Communities and Local Government
EAA 14	2003	<i>Standards for field archaeology in the East of England,</i> East Anglian Archaeology, Occasional Papers, 14 , ed by D Gurney
EAA 24	2011	<i>Research and Archaeology Revised: A Revised Framework for the East of England,</i> East Anglian Archaeology Occasional papers 24 , by Maria Medlycott
EH	2006	<i>Management of Research Projects in the Historic Environment</i> (English Heritage)
SCCAS	2010	<i>Archive Guidelines</i>
SCCAS	2011	<i>Requirements for a Trenched Archaeological Evaluation v1.3</i>
SCCAS	2015	<i>Brief and Specification for Archaeological Evaluation. Highfields, Ixworth Road, Norton, Suffolk.</i> by Rachael Abraham

10 Abbreviations and glossary

AOD	above Ordnance Datum
Bronze Age	period from c 2500 - 700 BC
CAT	Colchester Archaeological Trust
CBM	ceramic building material, ie brick and tile
CIfA	Chartered Institute for Archaeologists
context	specific location of finds on an archaeological site
feature (F)	an identifiable thing like a pit, a wall, a drain, a floor; can contain 'contexts'
<i>in situ</i>	in its original position
Iron Age	period from 700 BC to Roman invasion AD 43
layer (L)	distinct or distinguishable deposit of soil
medieval	period from AD 1066 to Henry VIII
modern	period from c AD 1800 to the present
natural	geological deposit undisturbed by human activity
post-medieval	after Henry VIII to around the late 18th century
prehistoric	pre-Roman
Roman	the period from AD 43 to c AD410
SCCAS	Suffolk County Council Archaeological Services
SCHER	Suffolk County Historic Environment Record
WSI	Written Scheme of Investigation

11 Contents of archive

Finds

1 museum box containing all finds.

Paper and digital record : one A4 document wallet containing:

The report (CAT Report 823)

SCCAS Evaluation Brief and Specification

CAT Written Scheme of Investigation

Original site record (Feature and layer sheets, Finds record, Trench record sheet)

Site digital photographic log

Site photographic record on CD

Sundry papers: Attendance register, Benchmark data, Risk assessment

12 Archive deposition

The paper archive and finds are currently held by CAT at Roman Circus House, Circular Road North, Colchester, Essex, but will be permanently deposited with SCCAS under project code (pending).

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Distribution list:

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Rachael Abraham, SCCAS
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date: 15.04.15



Fig 1 Site location.

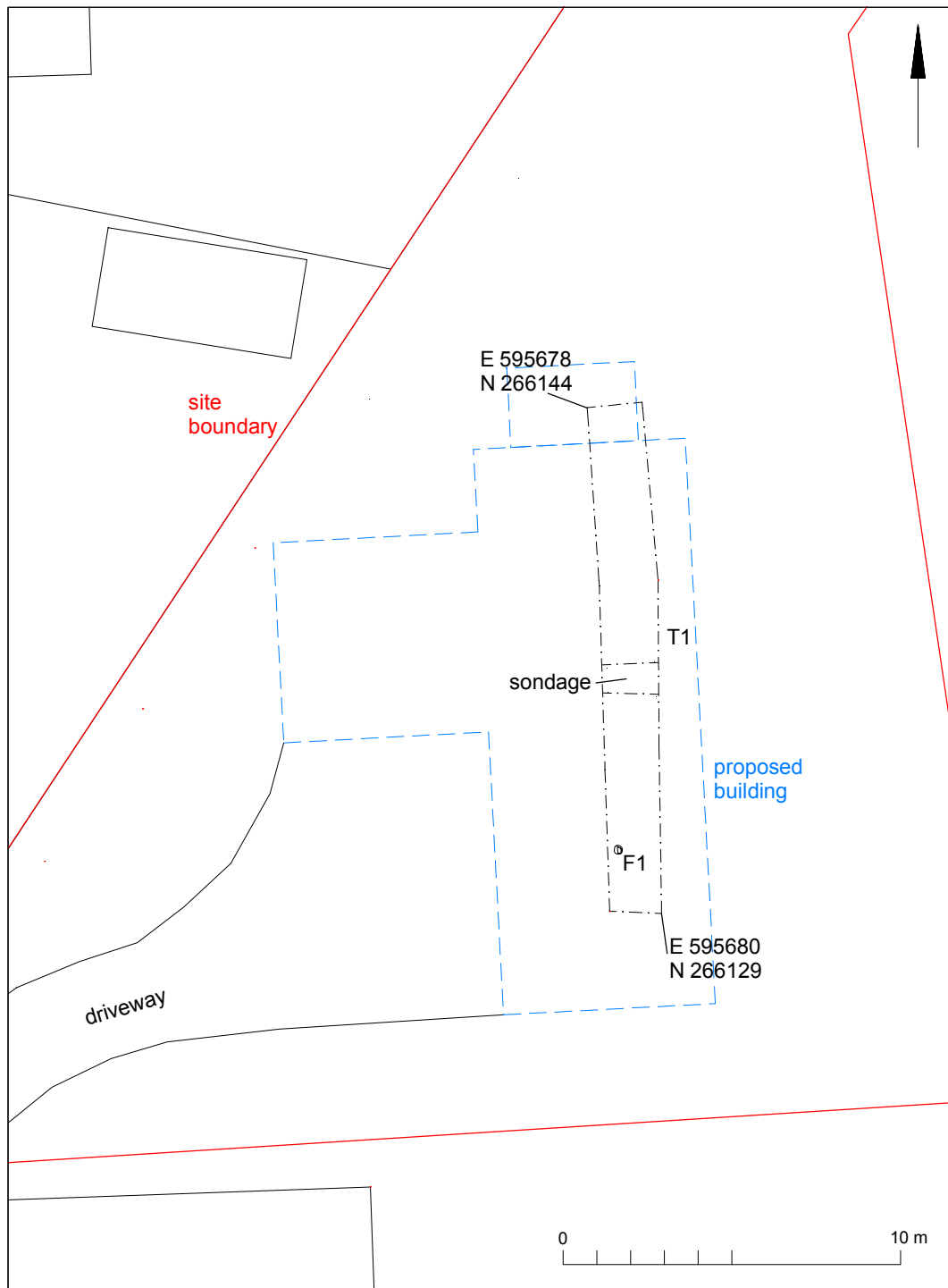


Fig 2 Evaluation results.

Appendices

(following pages)

SCCAS Brief

CAT WSI

Economy, Skills and Environment
9–10 The Churchyard, Shire Hall
Bury St Edmunds
Suffolk
IP33 1RX

Brief for a Trenched Archaeological Evaluation

AT

Highfields, Ixworth Road,
Norton

PLANNING AUTHORITY: Mid Suffolk District Council

PLANNING APPLICATION NUMBER: 2462/14

HER NO. FOR THIS PROJECT: To be arranged

GRID REFERENCE: TL 956 661

DEVELOPMENT PROPOSAL: 1 dwelling

CURRENT LAND USE: Garden

THIS BRIEF ISSUED BY: Rachael Abraham
Archaeological Officer
Conservation Team
Tel. : 01284 741232
E-mail: rachael.abraham@suffolk.gov.uk

Date: 9 March 2015

Summary

1.1 Planning permission has been granted with the following conditions relating to archaeological investigation:

14. No development shall take place within the area indicated [the whole site] until the implementation of a programme of archaeological work has been secured, in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the Local Planning Authority.

The scheme of investigation shall include an assessment of significance and research questions; and:

- a. The programme and methodology of site investigation and recording
- b. The programme for post investigation assessment
- c. Provision to be made for analysis of the site investigation and recording
- d. Provision to be made for publication and dissemination of the analysis and records of the site investigation

- e. Provision to be made for archive deposition of the analysis and records of the site investigation
- f. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.
- g. The site investigation shall be completed prior to development, or in such other phased arrangement, as agreed and approved in writing by the Local Planning Authority.

15. No building shall be occupied until the site investigation and post investigation assessment has been completed, submitted to and approved in writing by the Local Planning Authority, in accordance with the programme set out in the Written Scheme of Investigation approved under part 1 and the provision made for analysis, publication and dissemination of results and archive deposition.

- 1.2 The archaeological contractor must send a copy of their Written Scheme of Investigation (WSI) or Method Statement, based upon this brief of minimum requirements (and in conjunction with our standard Requirements for a Trenched Evaluation 2011 Ver. 1.3), to the Conservation Team of Suffolk County Council's Archaeological Service (SCCAS/CT) for scrutiny; SCCAS/CT is the advisory body to the LPA on archaeological issues.
- 1.3 The WSI should be approved before costs are agreed with the commissioning client, in line with Institute for Archaeologists' guidance. Failure to do so could result in additional and unanticipated costs.
- 1.4 Following acceptance, the applicant should submit the WSI to the LPA for formal approval; failure to do so could result in enforcement action by the LPA.
- 1.5 The WSI will *provide the basis for measurable standards* and will be used to establish whether the requirements of the planning condition will be adequately met. If the approved WSI is not carried through in its entirety (particularly in the instance of trenching being incomplete) the evaluation report may be rejected.

Archaeological Background

- 2.1 This application lies in an area of archaeological importance, recorded in the County Historic Environment Record, on the edge of a medieval green. The proposed development site is also situated adjacent to the line of a Roman road (NRN 008). As a result, there is high potential for encountering early occupation deposits at this location.

Planning Background

- 3.1 There is potential for archaeological deposits to be disturbed by this development. The proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.
- 3.2 The Planning Authority has been advised that any consent should be conditional upon an agreed programme of work taking place before development begins in accordance with the *National Planning Policy Framework* (Paragraph 141), to record and advance understanding of the significance of any heritage assets (that might be present at this location) before they are damaged or destroyed.

Fieldwork Requirements for Archaeological Investigation

- 4.1 A linear trenched evaluation is required of the development area to enable the archaeological resource, both in quality and extent, to be accurately quantified.
- 4.2 Trial Trenching is required to:
- Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation.
 - Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
 - Establish the potential for the survival of environmental evidence.
 - Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.
- 4.3 Further evaluation could be required if unusual deposits or other archaeological finds of significance are recovered; if so, this would be the subject of an additional brief.
- 4.4 15m of trial trenching covering the footprint of the proposed new dwelling is to be excavated. The trench should be 1.8m wide.
- 4.5 A scale plan showing the proposed location of the trial trench should be included in the WSI and the detailed trench design must be approved by SCCAS/CT before fieldwork begins.

Arrangements for Archaeological Investigation

- 5.1 The composition of the archaeological contractor's staff must be detailed and agreed by SCCAS/CT, including any subcontractors/specialists. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.
- 5.2 All arrangements for the evaluation of the site, the timing of the work and access to the site, are to be defined and negotiated by the archaeological contractor with the commissioning body.
- 5.3 The project manager must also carry out a risk assessment and ensure that all potential risks are minimised, before commencing the fieldwork. The responsibility for identifying any constraints on fieldwork (e.g. designated status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites and other ecological considerations rests with the commissioning body and its archaeological contractor.

Reporting and Archival Requirements

- 6.1 The project manager must consult the Suffolk HER Officer to obtain an event number for the work. This number will be unique for each project or site and must be clearly marked on all documentation relating to the work.
- 6.2 An archive of all records and finds is to be prepared and must be adequate to perform the function of a final archive for deposition in the Archaeological Service's Store or in a suitable museum in Suffolk.

- 6.3 It is expected that the landowner will deposit the full site archive, and transfer title to, the Archaeological Service or the designated Suffolk museum, and this should be agreed before the fieldwork commences. The intended depository should be stated in the WSI, for approval.
- 6.4 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation (including the digital archive), and regarding any specific cost implications of deposition.
- 6.5 A report on the fieldwork and archive must be provided. Its conclusions must include a clear statement of the archaeological value of the results, and their significance. The results should be related to the relevant known archaeological information held in the Suffolk HER.
- 6.6 An opinion as to the necessity for further evaluation and its scope may be given, although the final decision lies with SCCAS/CT. No further site work should be embarked upon until the evaluation results are assessed and the need for further work is established.
- 6.7 Following approval of the report by SCCAS/CT, a single copy of the report should be presented to the Suffolk HER as well as a digital copy of the approved report.
- 6.8 All parts of the OASIS online form <http://ads.ahds.ac.uk/project/oasis/> must be completed and a copy must be included in the final report and also with the site archive. A digital copy of the report should be uploaded to the OASIS website.
- 6.9 Where positive results are drawn from a project, a summary report must be prepared for the *Proceedings of the Suffolk Institute of Archaeology and History*.
- 6.10 This brief remains valid for 12 months. If work is not carried out in full within that time this document will lapse; the brief may need to be revised and re-issued to take account of new discoveries, changes in policy and techniques.

Standards and Guidance

Further detailed requirements are to be found in our Requirements for Trenched Archaeological Evaluation 2011 Ver 1.2.

Standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003.

The Institute for Archaeologists' *Standard and Guidance for archaeological field evaluation* (revised 2001) should be used for additional guidance in the execution of the project and in drawing up the report.

Notes

The Institute for Archaeologists maintains a list of registered archaeological contractors (www.archaeologists.net or 0118 378 6446). There are a number of archaeological contractors that regularly undertake work in the County and SCCAS will provide advice on request. SCCAS/CT does not give advice on the costs of archaeological projects.

Written Scheme of Investigation for Archaeological trial-trenching at Highfields, Ixworth Road, Norton, Suffolk

**Commissioned by Mr Roger Allum
Planning applications: 2462/14
NGR: TL 956 661**

**March 2015
Revision 2**



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1 Introduction

- 1.1 This is a Written Scheme of Investigation (WSI) for archaeological trial-trenching at Highfields, Ixworth Road, Norton, Suffolk. The work is to be carried out on behalf of Mr Roger Allum by the Colchester Archaeological Trust.
- 1.2 The proposed development comprises the construction of a new dwelling and associated access on land which is currently used as a garden.
- 1.3 The site is located in the parish of Norton which is situated on the A1088 between Ixworth and Woolpit, to the east of Bury St Edmunds in Suffolk. The development area lies to the east of the A1088 in gardens behind existing dwellings (Fig 1). The site is centred at TL 956 661.
- 1.4 The proposed development lies in an area of archaeological importance and the Local Planning Authority (LPA) has been advised that any planning consent should be conditional upon an agreed programme of archaeological investigation work taking place before development begins.
- 1.5 This work will be undertaken in accordance with this Written Scheme of Investigation (WSI) which is based upon a brief issued by the Conservation Team of Suffolk County Council's Archaeological Service (SCCAS/CT) which is the advisory body to the LPA on archaeological issues.
- 1.6 This WSI sets out proposals for a linear trench evaluation which will lead to post-excavation work and the production of archive and (if necessary) publication texts.
- 1.7 Any variations to this WSI will be agreed beforehand with the Suffolk County Council Archaeology Service (SCCAS).

2 Archaeological background

The site lies in an area of archaeological importance defined in the Historic Environment Record, on the edge of a medieval green. The development site is adjacent to the line of a Roman Road (HER no. NRN 008). Approximately 400m to the east of the site artefact scatters on agricultural land, including Roman pottery and building materials, indicate the site of a possible Roman villa (HER no. NRN 009). Medieval finds from the same artefact scatter suggest the site may have been occupied into the medieval period. 650m south-west of the development site is an undated ring ditch and trackway (HER no. NRN 015). Isolated findspots within the vicinity of the development site include part of a polished Neolithic axe-head (HER no. NRN 019), a fragment of a bronze spear head (HER no. NRN 006) believed to be Bronze Age in origin, an Iron Age harness mount and an Anglo-Saxon onion-shaped glass pin head (both HER no. NRN (misc)).

3 Aims

A linear trenched evaluation is required to enable the archaeological resource, both in quality and extent, to be accurately quantified, informing both development methodologies and mitigation measures.

The trial-trenching will:

- Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation.
- Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- Establish the potential for the survival of environmental evidence.
- Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

4 Trial-trenching methodology (Fig 1)

- 4.1 The archaeological work will consist of one linear trial-trench, 15.00m long x 1.80m wide. This trench has been located within the footprint of the new dwelling.
- 4.2 All features and finds uncovered will be planned and excavation will be undertaken to achieve the aims set out in section 3 (see above). A report will then be prepared to inform any subsequent decision-making. Should significant or unusual archaeological deposits be revealed further evaluation or open area excavation could be required. Any further work would be the subject of an additional brief issued by SCCAS.

- 4.3 Where appropriate, modern overburden and any topsoil stripping/leveling will be performed using a mechanical excavator equipped with a toothless ditching bucket under the supervision and to the satisfaction of a professional archaeologist. If no archaeologically significant deposits are exposed, machine excavation will continue until natural subsoil is reached.
- 4.4 Where necessary, areas will be cleaned by hand to ensure the visibility of archaeological deposits.
- 4.5 There will be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. For linear features 1m wide sections will be excavated across their width to a total of 10% of the overall length. Discrete features, such as pits, will have 50% of their fills excavated, although certain features may be fully excavated. The depth and nature of colluvial or other masking deposits will be established across the site.
- 4.6 Complex archaeological structures such as walls, kilns, or ovens will be sufficiently defined for recording, but will not be removed.
- 4.7 Fast excavation techniques involving (for instance) picks, forks and mattocks will not be used on complex stratigraphy.
- 4.8 Individual records of excavated contexts, layers, features or deposits will be entered on pro-forma record sheets. Registers will be compiled of finds, small finds and soil samples.
- 4.9 All features and layers or other significant deposits will be planned, and their profiles or sections recorded. The normal scale will be site plans at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be appropriate.
- 4.10 The photographic record will consist of general site shots, and shots of all archaeological features and deposits. A photographic scale (including north arrow) shall be included in the case of detailed photographs. Standard "record" shots of contexts will be taken on a digital camera. A photographic register will accompany the photographic record. This will detail as a minimum feature number, location, and direction of shot.
- 4.11 A metal detector will be used to check spoil heaps and any suitable strata, and the finds recovered. This will not normally be done on demonstrably modern strata.
- 4.12 The site boundary and features and site levels will be tied into Ordnance Datum.

5 General methodology

- 5.1 The relevant documents of the Chartered Institute for Archaeologists (CIfA) will be also followed, i.e. *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2008a) and *Standard and Guidance for archaeological field evaluations* (2008b). Other guidelines followed are the SCCAS *Requirements for a Trenched Archaeological Evaluation v1.3* (2011) and those published in EAA **3**, EAA **8** and EAA **24**.
- 5.2 All work will be undertaken by professional archaeologists employed by CAT. The field officer(s) will have a level of experience appropriate to the work.
- 5.3 Prior to site work, CAT will seek information about existing service locations and contaminated ground.
- 5.4 For the purposes of deposition of the archive, an event number will be obtained from the County HER Officer. This number will be clearly marked on any documentation relating to the work and in any reports arising from the work.
- 5.5 At the start of the work an OASiS online record will be initiated and key fields completed on Details, Location and Creators forms.
- 5.6 CAT will give SCCAS five days notice of the commencement of the various phases of this evaluation, in order that the work of the archaeological contractor may be monitored.
- 5.7 All the latest Health and Safety guidelines will be followed on site. CAT has a standard health and safety policy, which will be adhered to (CAT 1999 updated 2014).

6 Finds

- 6.1 Should human remains be discovered the coroner will be informed and a licence from the Home Office sought immediately; both the client and the monitoring officer will also be informed. Human remains will be left *in situ* except in those cases where

damage or desecration are anticipated, or where analysis of the remains is considered to be a necessary requirement for satisfactory evaluation of the site.

- 6.2 All finds of archaeological relevance will be retained. Policies for later disposal of any finds will be agreed with the monitoring officer and the site owner.
- 6.3 All finds, where appropriate, will be washed.
- 6.4 A policy of marking for pottery and other finds will be agreed with SCCAS. Marking will include the site code and context number.
- 6.5 All finds of potential treasure will be removed to a safe place, and the coroner informed immediately, in accordance with the rules of the Treasure Act 1996. The definition of treasure is given in pages 3-5 of the Code of Practice of the above act. This refers primarily to gold or silver objects.
- 6.6 Finds work will be to accepted professional standards as presented in *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA 2008a).
- 6.7 A list of specialists available for consultation is given at the end of this WSI.

7 Environmental sampling strategies

- 7.1 The number and range of samples collected will be adequate to determine the potential of the site, with particular focus on palaeoenvironmental remains including both biological remains (e.g. plants, small vertebrates) and small sized artefacts (e.g. smithing debris), and to provide information for sampling strategies on any future excavation. Samples will be collected for potential micromorphical and other pedological sedimentological analysis. Environmental bulk samples will be 40 litres in size.
- 7.2 Sampling strategies will address questions of:
 - the range of preservation types (charred, mineral-replaced, waterlogged), and their quality
 - concentrations of macro-remains
 - and differences in remains from undated and dated features
 - variation between different feature types and areas of site
- 7.3 CAT has an arrangement with Val Fryer at the University of East Anglia whereby any potentially rich environmental layers or features will be appropriately sampled as a matter of course. Val Fryer will do any processing and reporting.
- 7.4 Should any complex, or otherwise outstanding deposits be encountered, VF will be asked onto site to advise. Waterlogged 'organic' features will always be sampled. In all cases, the advice of VF and/or the English Heritage Regional Advisor in Archaeological Science (East of England) on sampling strategies for complex or waterlogged deposits will be followed, including the taking of monolith samples.

8 Results

- 8.1 Notification will be given to SCCAS officer when each stage of the fieldwork has been completed.
- 8.2 An unbound hardcopy of the report, clearly marked DRAFT, will be presented to SCCAS/CT for their approval within six months of the completion of the fieldwork. Following acceptance of the report one hard copy, a PDF, and a photo disk will be supplied to the Suffolk HER. The report will contain the results of the archaeological evaluation and more specifically;
 - The aims and methods adopted in the course of the investigation.
 - Labelled re-productions of a representative sample of the photographs.
 - Location plan of excavated areas and/or other fieldwork in relation to the proposed development. At least two corners of each trench will be given 10 figure grid references.
 - A section/s drawing showing depth of deposits including present ground level with Ordnance Datum, vertical and horizontal scale.
 - The discussion and conclusions will be made (where appropriate) with reference to the objectives outlined in *Research and Archaeology: A Framework for the Eastern Counties* (Brown, N. and Glazebrook, J. (eds.) 2000).
 - Specialist reports
 - A concise non-technical summary of the project results.

- 8.3 An HER summary sheet will be completed within four weeks (copy attached with brief) and supplied to the SCCAS officer. This will be completed in digital form (copy can be emailed). This will include a plan showing the area of monitoring and excavation and the converted structures.
- 8.4 A copy of the WSI will be included as an appendix to the final report.
- 8.5 A copy of the OASiS form will be included as an appendix to the final report.
- 8.6 If, after discussion with SCCAS, the results are considered worthy of publication, a report (at least at a summary level) will be submitted to the *Proceedings of the Suffolk Institute of Archaeology and History*. An OASiS online form will be completed for submission to the HER, which will include an uploaded .pdf version of the report.
- 8.7 Every effort will be made to get the agreement of the landowner/developer to the deposition of the finds and full site archive with the County HER. If this is not achievable for all or parts of the finds archive then provision must be made for additional recording (e.g. photography, illustration, analysis) as appropriate.

9 Monitoring

- 9.1 SCCAS will be responsible for monitoring progress and standards throughout the project, and will be kept regularly informed during fieldwork, post-excavation and publication stages.
- 9.2 Notification of the start of work will be given to SCCAS officer in advance of its commencement.
- 9.3 Any variations of the WSI shall be agreed with SCCAS officer in writing prior to them being carried out.
- 9.4 All excavated trenches must be inspected by the SCCAS officer prior to their backfilling.
- 9.5 The involvement of SCCAS shall be acknowledged in any report or publication generated by this project.

10 Archive deposition

- 10.1 An appropriate archive will be prepared to minimum acceptable standards outlined in *Management of Research Projects in the Historic Environment* (MoRPHE English Heritage 2006) and SCC Archive Guidelines (2010). The SCCAS Officer will be consulted regarding the requirements for the deposition of the archive (conservation, ordering, organisation, labelling, marking and storage) of excavated material and the archive.
- 10.2 The site archive will be deposited with the County HER within six months of the completion of fieldwork. It will then become publicly accessible.
- 10.3 HER sheets will be completed, as per the County HER manual (if finds and/or features are located).
- 10.4 A Drawing Interchange File (.dxf) will be supplied to for integration in the County HER. AutoCAD files will also exported and saved into a format that can be imported into MapInfo.

11 References

- | | | |
|---------------------------------|-------|---|
| Brown, N and Glazenbrook, J | 2000 | <i>Research and Archaeology: a frame work for the Eastern Counties 2 Research agenda and strategy</i> , East Anglian Archaeological occasional papers 8 (EEA8) |
| ClfA | 2008a | <i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i> |
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SCCAS	2011	<i>Requirements for a Trenched Archaeological Evaluation v1.3</i>
SCCAS	2015	<i>Brief for a Trenched Archaeological Evaluation at Highfields, Ixworth Road, Norton, Suffolk</i> : SCCAS brief by Rachael Abraham, 9th March 2015

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Appendix - team structure and details

List of team members

Site supervision and Recording

Adam Wightman

Assistants

TBC

Finds consultants

Stephen Benfield (CAT): Prehistoric and Roman pottery

Joanna Bird (Guildford): Samian ware

Ernest Black (Colchester): Roman brick/tile

Howard Brooks (CAT): Medieval and Post-Medieval pottery

Dr Hilary Cool (Nottingham): Roman glass

Nina Crummy (Colchester): Small finds

Julie Curl: Human bone and large Animal bone assemblages

John Davis (Norwich Museum): Roman coins

Val Fryer (UEA/Loddon): Environmental remains

Hazel Martingell (Braintree): Lithics

Valerie Rigby (British Museum): LIA ceramics

Dr Paul Sealey (Colchester Museums): Roman Amphoras

Patricia Ryan (Chelmsford): Medieval and later brick and tile

Adam Wightman (CAT): small animal bone and lithic assemblages

Graphics

Adam Wightman & Chris Lister

Report writing

Adam Wightman & Howard Brooks

Senior Site Staff

Adam Wightman BSc, MA

After graduating from the University of Sheffield in 2004 with a BSc Hons in Archaeology and Prehistory, Adam worked for CAT during the Roman Circus excavations at Colchester Garrison in 2004/5. He then went on to work for Cambridge Archaeological Unit before completing a Masters in the Archaeology of Human Origins at the University of Southampton where he focused on lithic and animal bone analysis. Since returning to CAT in 2006 Adam has carried out evaluations and excavations throughout Essex, Suffolk and Hertfordshire. Most recently Adam oversaw the excavations in advance of the Williams & Griffins department store in the centre of the former Roman town of Colchester, made nationally famous by the discovery of the Fenwick treasure. Adam is the senior Project Officer for CAT and also completes assessments and full reports on small assemblages of animal bone and lithics for the Trust.

Finds Specialists

Stephen Benfield BA, Cert Archaeol (Oxon) (CAT) Prehistoric and Roman pottery

Steve's first involvement with Colchester archaeology was in 1985, working on a Manpower Services Commission sponsored project to assist in processing the enormous collection of Roman pottery from excavations in the town. He graduated from Reading University with a degree in archaeology and subsequently studied for his post-graduate Certificate in Archaeology at Oxford. Returning to CAT, he has since worked on many CAT projects at various supervisory and directorial positions, including the major projects at Stanway Iron Age burial site and Gosbecks Roman temple/theatre complex. Stephen has also, through much hands-on experience, built up a considerable working knowledge of LIA and Roman ceramics. He now completes ceramic assessments and full reports for CAT, drawing on the unrivalled catalogues provided by the standard Colchester works *Camulodunum* (Hawkes & Hull 1947), *Roman Colchester* (Hull 1958) and now *CAR 10*, and by examining the fabric series held at CAT headquarters. Since 2009 Steve has worked part time as the Finds Officer for Suffolk County Council.

Joanna Bird FSA (Guildford) Samian

Joanna is one of the country's top samian specialists. Among her large corpus of work is a contribution to the publication *Colchester Archaeological Report 10: Roman pottery from excavations in Colchester 1971-1986*.

Ernest Black (Colchester) Roman brick/tile

Ernest is a Colchester schoolteacher with a wide interest in archaeology and the classical world. In this sense, he is following in the footsteps of A.F. Hall, and Mike Corbishley who were also local schoolmasters. He has developed his specialism by large scale hands-on experience with Roman brick and tile, and has contributed to the *Arch J*, *CAR 6: Excavations at Culver Street, the Gilbert School, and other sites in Colchester 1971-1985*.

Howard Brooks BA, MIFA (CAT) Medieval and Post-Medieval pottery

Howard's involvement in Essex archaeology goes back to 1970 when he dug at Sheepen, Colchester with Rosalind Dunnett (now Niblett). He studied archaeology at the University of Wales, and graduated in 1975. He worked for Colchester Archaeological Trust between 1976 and 1981, and again in 1985, where he was involved at various levels of responsibility (up to Co-Director) in the excavation of deeply stratified urban remains in Roman Colchester and suburbs (Colchester Archaeological Report 3 [1994]). Between 1992 and 1995 he worked for Essex County Archaeology Section, first in directing the fieldwalking and excavation project at Stansted Airport (East Anglian Archaeology 107, 2004), and then in Development Control. Howard then left ECC to set up and run HBAS, the county's smallest contracting team, in which capacity he carried out over twenty field projects and wrote a dozen consultancy reports. He rejoined CAT in 1997. He regularly contributes to Essex Archaeology & History, and teaches University evening classes on archaeology.

Dr Hilary Cool FSA MIFA (Nottingham) Roman glass

Yet another graduate of the University of Wales, Hilary is now a freelance glass and finds specialist, and has written many reports on glass from Colchester sites, including contributions to *Colchester Archaeological Report 6: Excavations at Culver Street, the Gilbert School, and other sites in Colchester 1971-85*, and *Colchester Archaeological Report 9: Excavations on Roman and later cemeteries, churches and monastic sites in Colchester 1971-88 (1993)*. Among her major works is the internationally selling *Colchester Archaeological Report 8: Roman vessel glass from excavations in Colchester 1971-85*.

Nina Crummy (Colchester) Small finds

Nina first worked in the early 1970s as finds assistant on the major urban excavations in Colchester for the Colchester Excavation Committee (later the Trust). Over the next twenty years she built up an unrivalled working knowledge of small finds of all types. She has collaborated in most of the *Colchester Archaeological Reports*, and was principal author of the best-selling *Colchester Archaeological Reports 2 (Roman small finds)*, *4 (The coins from excavations in Colchester 1971-9)* and *5 (The post-Roman small finds from excavations in Colchester 1971-85)*. She recently worked for the Museum of London, and was instrumental in the recent transfer of and the massive improvement in accessibility to archaeological archives in London. She now works freelance on small finds reports for CAT, HBAS, and other bodies including Winchester Excavation Committee.

Julie Curl (Norfolk) Animal Bone

Julie has over 16 years of experience in archaeology and in particular finds for the Norfolk Archaeological Unit and Norfolk Museums Service. After many years working as both a bone specialist and in graphics for the NAU Julie has recently established her own freelance company Sylvanus in which she specialises in Archaeological and Natural History illustrations as well as being a freelance animal and human bone specialist. She has been producing faunal remains reports for many years and produces assessments and analysis reports for clients across the East Anglian region. She has her own extensive bone reference collection built up over many years. Her particular interests in faunal remains are animal husbandry and pathologies. She has also worked as a conservator, particularly on Pleistocene vertebrates and a wide variety of archaeology and natural history projects at the Norwich Castle Museum. Julie is also an extra-mural lecturer with the University of East Anglia, teaching Animal bones in Archaeology.

Dr John A Davies (Norwich Museum) Roman coins

John has, for some years, written reports on Roman coins from Colchester excavations. He specializes in barbarous radiates, and has contributed to *British Numismatic Journal* on that topic. Among his other publications is a contribution to *Colchester Archaeological Report 4: The coins from excavations in Colchester 1971-9*, and *CAR 9: Excavations on Roman and later cemeteries, churches and monastic sites in Colchester 1971-88 (1993)*.

Val Fryer (Norfolk) Environmental Archaeologist BA, MIFA

Val has fifteen years experience in environmental archaeology, working for English Heritage, County Units and independent archaeological bodies across the United Kingdom and Southern Ireland. She has published reports in East Anglian Archaeology (including occasional papers), Proceedings of the Prehistoric Society, Medieval Archaeology and Norfolk Archaeology. Specialist work for various police authorities across England and Northern Ireland. Val is a Member of the Institute of Field Archaeologists with special accreditation for environmental archaeology and she is also a Member of the Association of Environmental Archaeologists.

Hazel Martingell BA, FAAIS (Braintree): Lithics

Hazel has for many years worked as a lithics illustrator and specialist, undertaking work for The British Museum, ECC Field Archaeology Unit and for London and Cambridge Universities, to name but a few. Since 1987 she has been self-employed and has excavated at a Middle Stone Age site at Gorham's Cave, Gibraltar as well as writing and illustrating worked flint reports for CAT, ECC FAU, and the British Museum. Her impressive publication record includes reports on sites from around the globe. Closer to home she has published work in *Essex History and Archaeology*, The *East Anglian Archaeology* Monograph series, *Antiquity* and *British Museum Occasional Papers*. Hazel is a fellow of the Association of Archaeological Illustrators and Surveyors and a founder member of the Lithics Study Group, London.

Valerie Rigby (Hertfordshire) LIA ceramics

Formerly working for the British Museum, Val is one of the country's leading authorities on later prehistoric ceramics in general, and traded wares in particular. She has published widely. Her major work include *Baldock : the excavation of a Roman and pre-Roman settlement, 1968-72 (Britannia Monograph Series 7, with Ian Stead)*. On a more local level, she has contributed to the magisterial *Colchester Archaeological Report 10: Roman pottery from excavations in Colchester 1971-88*, and to Ros Niblett's *Sheepen: an early Roman industrial site at Camulodunum (CBA Research Report 57, 1985)*.

Patricia Ryan (Chelmsford) Medieval and later brick and tile

Pat has for many years been examining excavated collections of brick and tile from Essex sites, and contributing reports which are usually consigned to the gloomier parts of archive reports, or as footnotes in published texts. Her regular contributions to *Essex Archaeology & History*, therefore, under-represent the devoted study which Pat has put in over the years. Nobody knows more about local brick and tile, except for David Andrews, with whom she collaborated on significant sections of *Cressing Temple: A Templar and Hospitaller Manor in Essex (1993)*.

Dr Paul Sealey Amphoras

Paul has worked at Colchester Museum since the late 1970s. His PhD specialism was Roman amphoras, a topic on which he writes specialist reports. His main areas of interest are prehistory and the Roman period, and he has developed a familiarity with those periods and their ceramics. He has published widely. His major works include *Amphoras from the 1970 excavations at Colchester Sheepen (BAR 142, 1985)*, contributions to Ros Niblett's *Sheepen: an early Roman industrial site at Camulodunum (CBA Res Rep 57, 1985)*. He regularly contributes to *Essex Archaeology & History*.

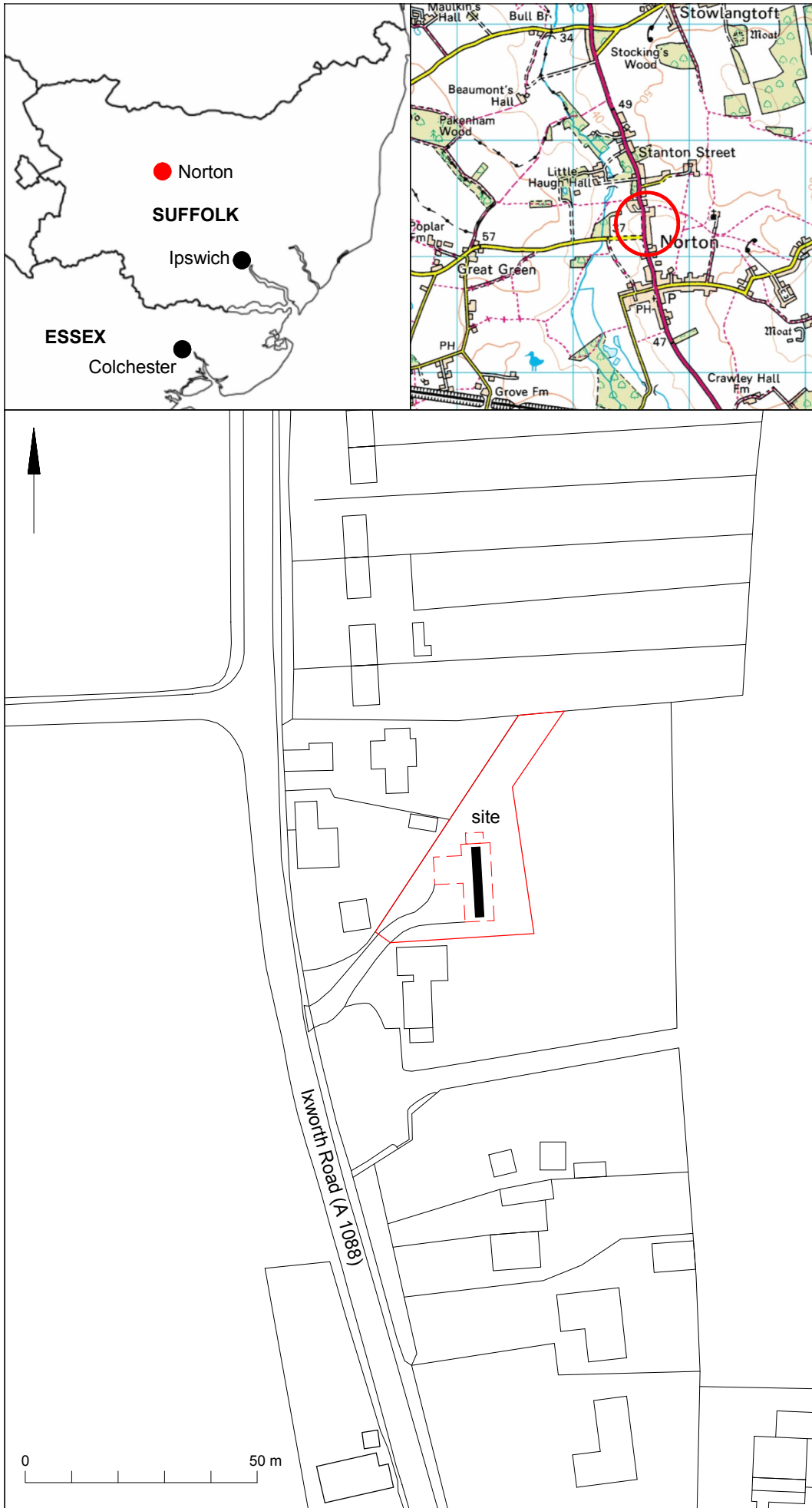


Fig 1 Site location.