

The Firs, Burstall Lane, Sproughton, Suffolk

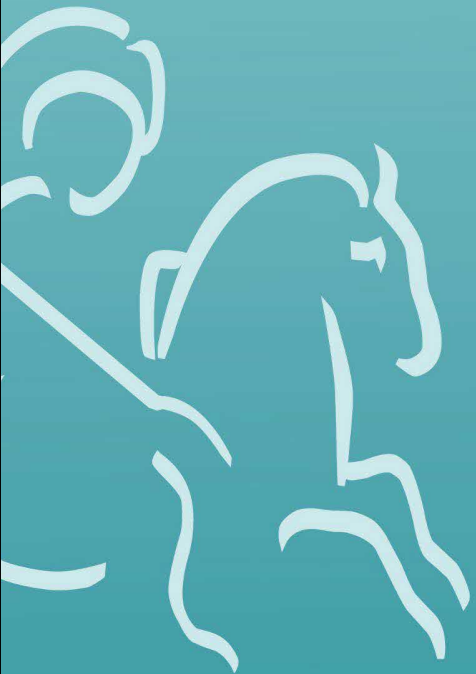
*Written Scheme of Investigation for
an Archaeological Evaluation*



for:
Mick Carter

CA Project: SU0554
OASIS ID: cotswold2-516403
HER Ref: SPT 112

June 2023



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Fig. 1 Site Location (1:25,000 @ A4)

Fig. 2 Proposed Evaluation Trench (1:700 @ A4)

Summary Project Details

Location	Site Name	The Firs
	Parish/County	Burstall Lane, Sproughton, Suffolk
	Grid Reference	611595 244851
Site details	Project type	Trenched evaluation
	Size of Area	c.0.1 hectares
	Access	From Burstall Lane
	Planning proposal	New Stables
Staffing	No. of personnel (CA)	Estimated as Project Officer + 1 archaeologist/surveyor/metal detectorist)
	No. of subcontractor personnel	Plant operator
Project dates	Start date	TBA
	Fieldwork duration	Projected 1 day (with contingencies)
Reference codes	Site Code	SPT 112
	OASIS No.	Cotswold2-516403
	Planning Application No.	DC/20/04221
	CA Jobcode	SU0554
	HER Search Invoice No.	TBC
Key persons	Project Manager	Stuart Boulter
	Project Officer	TBA
	Metal Detectorist	Duncan Andrews, Michael Green, Steve Hunt, Andrew Pegg or Matthew Stevens
Hire details	Plant	Holmes Plant
	Welfare	Karzees
	Tool-hire	NA

Personnel and contact numbers

Cotswold Archaeology; Suffolk Office	Principal Fieldwork Manager	Stuart Boulter (fieldwork)
	Project Managers	Rhiannon Gardner (fieldwork) Joanna Caruth (post-excavation)
	Finds Dept. H&S and EMS	Grace Jones Luke Brannlund
Client	Client	Mick Carter
	Client Contact	-
	Consultant/Agent	Stan Beanland (Beanarchitect)
	Landowner/Tenant	Mick Carter
Archaeological	Curatorial Officer	Matthew Baker (SCCAS)
	EH Regional Science Advisor	Dr Zoe Outram

1. INTRODUCTION

- 1.1. This document is a Written Scheme of Investigation (WSI) by Cotswold Archaeology (CA) covering the archaeological evaluation of land at The Firs, Burstall Lane, Sproughton, Suffolk (centred at NGR: 611595 244851). The WSI was commissioned by Stan Beanland (Beanland Associates Architects Ltd) on behalf of their client, Mick Carter.
- 1.2. Planning permission on application DC/22/04266/FUL, was part conditional on the completion of a programme of archaeological mitigation, the scope of which will be defined by Suffolk County Council Archaeological Service (SCCAS), the Archaeological Advisors (AA) to the Local Planning Authority (LPA).
- 1.3. A Brief dated 4th April 2023 was prepared by SCCAS archaeologist, Matthew Baker in which the details of the initial works were defined; essentially a trenched evaluation with a single c.15m long x 1.8m wide trench located within the footprint of the proposed building (Fig. 2).
- 1.4. In essence, the evaluation is required to enable the archaeological resource, both in quality and extent, to be accurately quantified.
- 1.5. This Written Scheme of Investigation (WSI) covers the initial trenching work only. Any further stages of archaeological work that might be required as a consequence of the results of the evaluation would be subject to new documentation.
- 1.6. This WSI has been guided in its composition by *Standard and guidance: Archaeological field evaluation* (ClfA 2020a), the SCC Requirements for Trenched Archaeological Evaluation (SCCAS 2023), the *EAA Standards for Field Archaeology in the East of England* (Gurney 2003), the *Management of Research Projects in the Historic Environment (MORPHE): Project Planning Note 3* (Historic England 2015a), the *Management of Research Projects in the Historic Environment (MORPHE): Project Manager's Guide* (Heritage England 2015b) and any other relevant standards or guidance contained within Appendix B.

The site

- 1.7. The development site sits within a plot of land immediately to the west of The Firs. It is bounded by Burstall Lane to the south, the garden of The Firs to the east and an arable field to the west and north. The plot lies on a gentle east facing slope at a

height of c.40m AOD on the crest of the west side of the valley of the River Gipping; the river itself flows in a south-easterly direction c.950m to the east of the site.

- 1.8. The bedrock geology is mapped as Thames Group - Clay, silt and sand, a sedimentary rock formed between 56 and 33.9 million years ago during the Palaeogene period while the overlying superficial deposits are Lowestoft Formation - Sand and Gravel, sedimentary deposits formed between 480 and 423 thousand years ago during the Quaternary period. <https://geologyviewer.bgs.ac.uk/>

2. ARCHAEOLOGICAL BACKGROUND

- 2.1. The SCCAS Brief states that *'This site lies in an area of archaeological potential recorded on the County Historic Environment Record (HER), in close proximity to a Bronze Age burial mound (HER no. SPT 041). Recent archaeological evaluations adjacent this site (STP 065) have identified archaeological features as well as the presence of a buried soil in the trenches closest to the site'*. **NB: the need for a formal HER search will be determined by SCCAS (Matthew Baker) once the fieldwork has been completed.**

3. AIMS AND OBJECTIVES

- 3.1. The general objective of the evaluation is to provide further information on the likely archaeological resource within the site, including its presence/absence, character, extent, date and state of preservation. This information will enable SCCAS to identify and assess the particular significance of any archaeological heritage assets within the site, consider the impact of any future development upon that significance and, if appropriate, develop strategies to avoid or minimise conflict between heritage asset conservation and the development proposal, in line with the *National Planning Policy Framework* (MHCLG 2021). A further objective of the project is to compile a stable, ordered, accessible project archive (see Section 7).

- 3.2. The specific aims for the trenched evaluation as set out in the SCCAS Brief are as follows:

Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation.

Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.

Establish the potential for the survival of environmental evidence.

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

- 3.3. In addition, any archaeological remains that are identified will be put into their local and regional context with reference to the East Anglian Regional Research Agenda (Medlycott 2011) and the more recent updated version, <https://researchframeworks.org/eoe/>.

4. METHODOLOGY

- 4.1. SCCAS will be informed in writing at least ten days in advance of the proposed start date of the fieldwork. Subsequently, during the course of the project (both fieldwork and post-excavation), SCCAS will be regularly updated regarding progress and any developments. Any changes proposed by the CA Project Manager (Stuart Boulter) to the following specifications and methodologies will also be communicated directly to SCCAS (Matthew Baker) for approval.
- 4.2. The Brief states that the evaluation will involve the mechanical excavation of a single 15m long, 1.8m wide trench within the footprint of the new building (Fig. 2).
- 4.3. The trench will be set out on OS National Grid (NGR) co-ordinates using Leica GPS, and scanned for live services by trained CA staff using CAT and Genny equipment in accordance with the CA *Safe System of Work for avoiding underground services*. The location of the trench may need to be adjusted on site to account for currently unidentified services and other constraints, but only with the approval of the archaeological advisor to the LPA (SCCAS). The final 'as dug' trench plan will be recorded using Leica GPS.
- 4.4. The trench will be excavated by a mechanical excavator equipped with a toothless ditching bucket. Topsoil and subsoil will be stored separately adjacent to the trenches. Machining will be conducted under constant archaeological supervision and will cease when the first significant archaeological horizon or natural substrate is revealed (whichever is encountered first) or at a depth where health and safety considerations make further excavation without trench support problematic. Should

the depth of the archaeological deposits be such that unsupported excavation cannot continue, beyond that which can be provided by stepping the trench edges, there will be discussions with SCCAS regarding the need to proceed; if deeper excavation is deemed necessary by SCCAS then other methods such as formal shoring may be employed and will represent an additional expense to the client. Where deep excavations need to be left open overnight, security fencing will be erected.

- 4.5. No formal reinstatement of the trench will be undertaken with the spoil simply replaced and levelled using the mechanical excavator (if required by the client).
- 4.6. Following machining, all archaeological features revealed will be planned and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. Each context will be recorded by written and measured description. Records will be entered directly into the CA Digital Recording System (DRS) and/or onto pro-forma site recording sheets. Principal deposits will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using Leica GPS or Total Station (TST) as appropriate) and drawn sections (scale 1:10 or 1:20 as appropriate). Where detailed feature planning is undertaken using GPS/TST this will be carried out in accordance with *CA Technical Manual 4: Survey Manual*. Photographs (high resolution digital images; unprocessed Raw files of at least 10 megapixels with a APS-C sensor or larger) will be taken as appropriate.
- 4.7. Unless agreed with SCCAS, all archaeological deposits and features will be sampled by hand excavation in order to satisfy the project aims and also comply with the accepted guidance documents (see Section 1.6). Where complex or unexpected deposits are encountered or those that are suitable for mechanical excavation, they will be discussed with SCCAS to agree an excavation strategy.
- 4.8. Sample excavation of archaeological deposits will, wherever possible, be limited and minimally intrusive, sufficient to achieve the aims and objectives identified above. Wherever possible excavation will not compromise the integrity of the archaeological record and will be undertaken in such a way as to allow for the subsequent protection of remains, either for conservation or to allow more detailed investigations to be conducted under better conditions at a later date. However, the general assumption is that a minimum of 1m wide slots will be manually excavated across the width of linear features, while for discrete features, such as pits, 50% of their fills should be sampled, although in some instances 100% may be requested by SCCAS. Stratified

deposits will be cleaned manually and then sampled by sondage unless it is agreed with SCCAS that at the evaluation stage of the project the deposit should remain intact. Where complex stratigraphy is encountered, provision will be made to record long trench-sections. It is assumed that unless agreed with SCCAS that all features will be sampled.

- 4.9. Metal detector searches (non-discriminating against iron), will be undertaken by an experienced metal-detectorist (CA staff Duncan Andrews, Michael Green, Steve Hunt, Andrew Pegg or Matthew Stevens) and will take place throughout the project. This will include prior to the trench being dug, during the machine excavation and the subsequent hand-excavation phase as well as scanning the upcast spoil. Metal finds recovered which are not from hand-excavated features will have their location recorded by GPS.
- 4.10. Should circumstances on site require additional security measures, for example fencing, then the client will be informed and the additional measures put in place.

Artefacts

- 4.11. Artefacts will be recovered and retained for processing and analysis in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation*. Artefacts will be collected and bagged by context. Artefacts from topsoil, subsoil and unstratified contexts will normally be noted but not retained unless they are of intrinsic interest. All artefacts from stratified excavated contexts will be collected, except for large assemblages of post-medieval or modern material. Subject to SCCAS approval, such material may be noted and not retained or, if appropriate, a representative sample may be collected and retained.
- 4.12. All finds will be brought back to the CA Suffolk premises for processing, preliminary assessment, conservation and packing. Where possible, finds analysis work will be undertaken in house, but in some circumstances, it may be necessary to send some categories of finds to external specialists (see below).

Environmental remains

- 4.13. Due care will be taken to identify deposits which may have environmental potential, and where appropriate, a programme of environmental sampling will be initiated. This will follow the Historic England environmental sampling guidelines outlined in *Environmental Archaeology, A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011), and CA

Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites. The sampling strategy will be adapted for the specific circumstances of this site, in close consultation with the CA Environmental Officer and, if necessary, the Heritage England Science Advisor (currently Zoe Outram), but will follow the general selection parameters set out in the following paragraphs.

- 4.14. Secure, phased deposits, especially those related to settlement activity and/or structures, will be considered for sampling for the recovery of charred plant remains, charcoal and mineralised remains. Any cremation-related deposits (where excavated; see *Human remains*, below) will be sampled appropriately for the recovery of cremated human bone and charred remains. If any evidence of *in situ* metal working is found, suitable samples will be taken for the recovery of slag and hammerscale. Sample sizes will be a minimum of 40 litres, or 100% of the context where deemed more suitable.
- 4.15. Where sealed waterlogged deposits are encountered, samples will be considered for the recovery of waterlogged remains (including insects, molluscs and pollen) and any charred remains. The taking of sequences of samples for the recovery of molluscs and/or waterlogged remains will be considered through any suitable deposits, such as deep enclosure ditches, barrow ditches, palaeochannels, or buried soils. Monolith samples may also be taken from suitable deposits as appropriate to allow soil and sediment description/interpretation, as well as sub-sampling for pollen and other micro/macrofossils such as diatoms, foraminifera and ostracods.
- 4.16. The need for more specialist samples (such as OSL, archaeomagnetic dating and dendrochronology) will be evaluated on site. If required, any such samples will be taken in consultation with the relevant specialists.
- 4.17. The processing of samples will be undertaken in conjunction with the relevant specialist following the *Environmental Archaeology, A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011). Flotation or wet sieve samples will be processed to 0.25mm. Other more specialist samples such as those for pollen will be prepared by the relevant specialist. Further details of the general sampling policy and the methods of taking and processing specific sample types are contained within *CA Technical Manual 2:*

The Taking and Processing of Environmental and Other Samples from Archaeological Sites.

Treasure

- 4.18. Should items considered to be Treasure as detailed in the Treasure Act 1996 and the Code of Practice referred to therein, be identified the following guidelines will be followed.

Upon discovery of treasure, CA will notify client (and landowner if different) and the SCCAS Curator immediately. CA will comply fully with the provisions of the Treasure Act 1996 and the Code of Practice referred to therein. Findings will be reported to the Coroner within fourteen days.

Treasure objects will immediately be moved to secure storage at CA and appropriate security measures will be taken on site if required.

Human remains

- 4.19. Should human skeletal remains be encountered on site during the evaluation, either cremations or inhumations, a Ministry of Justice licence will be applied before any further investigation is undertaken. Any human remains encountered will, at all times, be treated with due decency and respect. SCCAS will be informed immediately upon their discovery. For each situation, the following actions are to be undertaken:

The general principle will be that human burials should not be disturbed without good reason. However, investigation of human remains should be undertaken to an extent sufficient for adequate evaluation. Therefore, a suspected burial feature (inhumation or cremated bone deposit) will be investigated by small slots hand-excavated across any suspected burial features (inhumations or cremated bone deposits) in order to confirm the presence and condition of any human bone. Once confirmed as human, the buried remains will not normally be disturbed through any further investigation at the evaluation stage, and will be left *in situ* where possible unless further disturbance is absolutely unavoidable and required by SCCAS.

Where further disturbance is unavoidable, or full exhumation of the remains is deemed necessary by SCCAS, this will be conducted following the

provisions of the Coroners Unit in the Ministry of Justice. All excavation and post-excavation processes will be in accordance with the standards set out in *ClfA Technical Paper No 7 Guidelines to the Standards for recording Human Remains* (ClfA 2017) with reference to *IFA Technical Paper No. 13, Excavation and Post-excavation Treatment of Cremated and Inhumed Human Remains* (McKinley and Roberts 1993), *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (Historic England 2018) and *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (Advisory Panel on the Archaeology of Burials in England 2017).

5. PROGRAMME

- 5.1. It is anticipated that the initial project fieldwork will require one day on site with two CA archaeologists. Analysis of the results and subsequent reporting will take between four and eight weeks depending on the complexity of any archaeology present and the quantity of artefacts recovered. However, it may be possible to provide interim information, plans etc., that the client may require for ongoing planning deliberations.

6. PROJECT STAFF

- 6.1. This project will be under the management of Stuart Boulter MCIfA, Principal Fieldwork Manager, CA Suffolk. The Project Manager will direct the overall conduct of the evaluation during the period of fieldwork. Day-to-day responsibility will, however, rest with the Project Leader (TBA), who will be on-site throughout the project.
- 6.2. The field team is projected to consist of two CA staff (a Project Officer and one Archaeologist/metal detectorist/surveyor).
- 6.3. Specialists who may be invited to advise and report on specific aspects of the project as necessary are as follows:

Ceramics: Ed McSloy BA (Hons) MCIfA (CA), Grace Jones BA MA Phd MCIfA (CA), Alejandra Gutierrez BA (Hons) Phd MCIfA (CA), Stephen Benfield BA (CA), Jacky Sommerville BSc MA PCIfA (CA), Peter Banks LLB LLM PCIfA (CA) and Alistair Barclay BSc PhD FSA MCIfA (CA)

Metalwork: Ed McSloy MCIfA (CA), Philippa Walton MA PhD (CA), Alex Bliss (CA)

Flint: Jacky Sommerville PCIfA (CA) and Pippa Bradley BA MPhil Dip Post-Ex MCIfA (CA)

Animal bone: Andy Clarke BA ACIfA (Hons) MA (CA) and Matilda Holmes PhD BSc MSc ACIfA (freelance)

Human bone: Sharon Clough MCIfA (CA)

Environmental remains: Sarah Wyles MCIfA (CA)

Registered artefacts: Philippa Walton MA PhD (CA), Alex Bliss (CA)

Conservation: Pieta Greeves BSc MSc ACR (Drakon Heritage and Conservation)

Geoarchaeology: Dr Keith Wilkinson (ARCA), Agata Kowalska BA, MA MSc PCIfA (CA)

Building recording: Peter Davenport MCIfA FSA (freelance)

- 6.4. Depending on the nature of the deposits and artefacts encountered, it may be necessary to consult other specialists not listed here. A full list of specialists currently used by CA is given as Appendix A.

7. POST-EXCAVATION, REPORTING AND ARCHIVING

Reporting

- 7.1. Following completion of fieldwork, all artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA Technical Manuals and other appropriate guidelines. A recommendation will be made regarding material deemed suitable for disposal/dispersal in line with the collection policy of the relevant archive depository which, in this case, will be the SCCAS store.
- 7.2. An illustrated typescript report will be compiled on the evaluation results. This report will include:

an abstract preceding the main body of the report, containing the essential elements of the results;

a summary of the project's background;

a description and illustration of the site location;

a methodology of the works undertaken;

integration of, or cross-reference to, appropriate cartographic and documentary evidence and the results of other research undertaken, where relevant to the interpretation of the evaluation results;

a description of the evaluation results;

an interpretation of the evaluation results, including a consideration of the results within their wider local/regional context;

a site location plan at an appropriate scale on an Ordnance Survey (or equivalent) base-map;

a plan showing the locations of the trenches in relation to the site boundaries;

plans of each trench, or part of trench, in which archaeological features were recorded. These plans will be at an appropriate scale to allow the nature of the features to be shown and understood. Plans will show the orientation of trenches in relation to north. Section drawing locations will also be shown on these plans. Archaeologically sterile areas will not normally be illustrated;

appropriate section drawings of trenches and archaeological features. These drawings will include OD heights and will be at scales appropriate to the stratigraphic detail being represented. Drawings will show orientation in relation to north/south/east/west;

photographs showing significant archaeological features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the photograph captions;

summary tables of the recorded contexts and recovered artefacts;

a summary of the contents of the project archive and details of its location;

specialist assessment or analysis reports (where undertaken). Specialist artefact and palaeoenvironmental assessments will take into account the wider local/regional contexts and will include:

- specialist aims and objectives;
- processing methodologies (where relevant);
- any known biases in recovery, or problems of contamination/residuality;
- quantities of material; types of material present; distribution of material;
- for environmental material, a statement on abundance, diversity and preservation;

-
- a summary and discussion of the results, to include significance in a local and regional context.
- 7.3. The draft evaluation report will be distributed to the client, their consultant and the project curators (SCCAS) for review prior to finalisation. All copies of the report (draft and final) will be issued in pdf format both digitally and, if requested, as hard copy.
- 7.4. A digital vector trench plan compatible with QGIS software, which also shows the location of the recorded archaeological features and excavated sections, will be submitted to the Suffolk HER with the final report.

Academic and public dissemination

- 7.5. Given the limited nature of this project, it is anticipated that the need for academic publication will also be limited. However, where positive results are drawn from the project, a summary report will be prepared for inclusion in the *Proceedings of the Suffolk Institute of Archaeology and History*. It will also be included in the project report and submitted to SCCAS by the end of the calendar year in which the work takes (whichever is sooner).
- 7.6. Subject to any contractual constraints, a summary of information from the project will be entered onto the OASIS online database of archaeological projects in Britain (cotswold2-516403). This will include a digital (pdf) copy of the final report, which will also appear on the Archaeology Data Service (ADS) website once the OASIS record has been verified. A summary of the OASIS record will be included as an appendix in the report.
- 7.7. A digital (pdf) copy of the final report will also be made available for public viewing via CA's *Archaeological Reports Online* web page (<http://reports.cotswoldarchaeology.co.uk>).

Archive deposition

- 7.8. All artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA technical manuals and SCCAS guidelines.
- 7.9. An ordered, indexed, and internally consistent site archive will be prepared in accordance with the *ClfA Toolkit for Selecting Archaeological Archives* (ClfA n.d.), the *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020b), *Archaeological Archives in Suffolk, Guidelines for Preparation and Deposition* (SCCAS 2022), *Archaeological Archives: A Guide to*

Best Practice in Creation, Compilation, Transfer and Curation (Archaeological Archives Forum 2007) and *Standard and Guide to Best Practice for Archaeological Archiving in Europe: EAC Guidelines 1* (Europae Archaeologia Consilium 2019).

- 7.10. Depending on the nature and scope of any subsequent programme of archaeological mitigation works at the site, the evaluation archive may be combined with that for any subsequent works and deposited as a single entity. Confirmation of this will be included in any forthcoming WSI or updated Project Design (UPD).
- 7.11. CA will make arrangements with SCCAS for the deposition of the site archive and, subject to agreement with the legal landowner(s), the artefact collection.

Selection strategy

- 7.12. As noted in paragraph 4.11, artefacts from topsoil, subsoil and unstratified contexts will normally be noted but not retained unless they are of intrinsic interest. All artefacts from stratified excavated contexts will be collected, except for large assemblages of post-medieval or modern material. Such material may be noted and not retained or, if appropriate, a representative sample may be collected and retained.
- 7.13. The site-selected material archive returned to the CA offices will be reviewed following analysis. Stakeholders will make selection decisions based on CA Finds Manager/Officer reports and selection recommendations. The selection will take place during archive compilation. After discussion with the relevant museum Curator and the CA Finds Managers/Officers, it is possible that no material postdating AD 1800 will be retained for inclusion in the preserved archive.

Digital archive

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

Data management

- 7.15. A draft Data Management Plan has been appended to this WSI (Appendix C).
- 7.16. All born-digital and digitally-transferred project data created during fieldwork and post-excavation (other than duplicated files) will be stored by CA. Upon project completion and deposition, the data will be transferred to a secure external server.

Data will be selected for inclusion in the final digital archive, as detailed below. It is proposed that data selection will occur following completion of post-excavation work.

- 7.17. Selected digital files will be transferred to SCCAS with the documentary and material archive and to the ADS, in line with the relevant guidance and standards for both organisations. In adherence to CA's *Guidelines for essential archive tasks and the preparation of archives* (2017), it is proposed that the selected files will include final versions only. Digital photographs will be selected for inclusion in the archive in line with CA's *Guidelines for essential archive tasks and the preparation of archives* (2017) and *Digital Image Capture and File Storage: Guidelines for Best Practice* (Historic England 2015c). Data produced by external specialists or sub-contractors will be granted under license to CA to allow inclusion in the digital archive as required.

8. HEALTH, SAFETY AND ENVIRONMENT

- 8.1. CA will conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent health and safety legislation, as well as the CA Health and Safety and Environmental policies and the CA Safety, Health and Environmental Management System (SHE). Any client/developer/Principal Contractor policies and/or procedures will also be followed. A site-specific Construction Phase Plan (form SHE 017) will be formulated prior to commencement of fieldwork.

9. INSURANCES

- 9.1. CA holds Public Liability Insurance to a limit of £15,000,000 and Professional Indemnity Insurance to a limit of £10,000,000.

10. MONITORING

- 10.1. SCCAS officers are responsible for monitoring all archaeological work within Suffolk (including fieldwork, post-excavation and archiving) and will be notified of the start of site works and will be given the opportunity to visit the evaluation and check on the quality and progress of the site works during an appropriately timed pre-arranged visit. No trenches will be backfilled before being signed off by SCCAS.
- 10.2. However, during the recent Covid-19 pandemic, SCCAS periodically reduced and sometimes ceased to undertake site visits and have issued guidelines regarding remote monitoring. Should remote monitoring be needed for this project, the requirements would be as follows:

All features present, including presumed natural and geological features are to be investigated as per the WSI

GPS plans showing what is present, with context numbers included and which features have had environmental samples taken

Running phase plans

Written text stating what finds were found (if any) in each context, with provisional date

Photographs of features (Please note all photographs should be taken at appropriate times of day and not in bad lighting conditions and once trenches, sections, features have been cleaned)

Overall site shots from an elevated point or pole cam if possible

Provision for SCCAS to review the remote monitoring documents and for any queries to be addressed.

11. QUALITY ASSURANCE

11.1. CA is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, CA endorses the Code of Conduct (CIfA 2019) and the *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment* (CIfA 2020c). All CA Project Managers hold Member status within the CIfA.

CA operates an internal quality assurance system as follows: projects are overseen by a Project Manager, who is responsible for the quality of the project. The Project Manager reports to the Chief Executive, who bears ultimate responsibility for the conduct of all CA operations. Matters of policy and corporate strategy are determined by the Board of Directors and, in cases of dispute, recourse may be made to the Chairman of the Board.

12. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

12.1. It is not anticipated that this evaluation will afford opportunities for public engagement or participation during the course of the fieldwork. However, the evaluation results will be made publicly available on the ADS and CA websites, as set out in Section 7.

13. STAFF TRAINING AND CPD

- 13.1. CA has a fully documented mandatory performance management system for all staff. This system reviews personal performance, identifies areas for improvement, sets targets and ensures the provision of appropriate training within CA's adopted training policy. In addition, CA has developed an award-winning career development programme for its staff. This ensures a consistent and high-quality approach to the development of appropriate skills.
- 13.2. As part of CA's requirement for continuing professional development, all members of staff are required to maintain a personal development plan and an associated log; these are reviewed within the performance management system.

14. REFERENCES

Advisory Panel on the Archaeology of Burials in England 2017, *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England*

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APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS

Ceramics

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

Other finds

Small finds	Ed McSloy BA MCIFA (CA) Richenda Goffin, (non-metalwork) BA MCIFA (CA) Steve Benfield CA Dr I Riddler (freelance) Dr Alison Sheridan, National Museum of Scotland
Metal artefacts	Ed McSloy BA MCIFA (CA) Grace Jones BA MA Phd MCIfA (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance) Dr I Riddler (freelance)
Lithics (Palaeolithic)	Ed McSloy BA MCIFA (CA) Jacky Sommerville BSc MA PCIFA (CA) Pippa Bradley BA MPhil Dip Post-Ex MCIfA (CA) Michael Green (CA) Sarah Bates BA (freelance) Dr Francis Wenban-Smith BA MA PhD (University of Southampton)
Worked stone	Dr Ruth Shaffrey BA PhD MCIFA (freelance) Dr Kevin Hayward FSA BSc MSc PhD PCIFA (freelance)
Inscriptions	Dr Roger Tomlin MA DPhil, FSA (Oxford)
Glass	Ed McSloy MCIFA (CA) Dr Hilary Cool BA PhD FSA (freelance) Dr David Dungworth BA PhD (freelance; English Heritage) Dr Sarah Paynter (Historic England) Dr Rachel Tyson (freelance) Dr Hugh Wilmott (University of Sheffield)
Coins	Ed McSloy BA MCIFA (CA) Dr Ruth Beveridge (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance) Jude Plouviez (freelance) Dr Andrew Brown (British Museum) Dr Richard Kelleher (Fitzwilliam Museum) Dr Philip de Jersey (Ashmolean Museum)
Leather	Quita Mould MA FSA (freelance)
Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance) Dr Sue Harrington (freelance)
Iron slag/metal technology	Dr Tim Young MA PhD (Cardiff University) Dr David Starley BSc PhD Lynne Keys (freelance)
Worked wood	Michael Bamforth BSc MCIFA (freelance)
Biological remains	
Animal bone	Dr Matilda Holmes BSc MSc ACIFA (freelance) Julie Curl (freelance) Lorrain Higbee (Wessex Archaeology)
Human bone	Sharon Clough BA MSc MCIFA (CA) Sue Anderson M Phil, MCIFA, FSA (freelance)

Environmental sampling	Sarah Wyles BA MCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Val Fryer (freelance)
Pollen	Dr Michael Grant BSc MSc PhD (University of Southampton) Dr Rob Batchelor BSc MSc PhD MCIFA (QUEST, University of Reading)
Diatoms	Dr Tom Hill BSc PhD CPLHE (Natural History Museum) Dr Nigel Cameron BSc MSc PhD (University College London)
Charred plant remains	Sarah Wyles BA MCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Anna West BSc (CA) Emma Aitken BSc MSc ACIFA (CA) Charlotte L. Molloy BA Hons MSt (CA)
Wood/charcoal	Sarah Cobain BSc MSc ACIFA(CA) Dana Challinor MA (freelance) Dr Esther Cameron (freelance)
Insects	Enid Allison BSc D.Phil (Canterbury Archaeological Trust) Dr David Smith MA PhD (University of Birmingham)
Mollusca	Sarah Wyles BA MCIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Dr Mike Allen (Allen Environmental Archaeology)
Ostracods and Foraminifera	Dr John Whittaker BSc PhD (freelance)
Geoarchaeology	Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Agata Kowalska BA MA MSc PCIFA (CA)
Soil micromorphology	Dr Richard Macphail BSc MSc PhD (University College London) Dr Mike Allen (Allen Environmental Archaeology)
Scientific dating	
Dendrochronology	Robert Howard BA (NTRDL Nottingham)
Radiocarbon dating	Alistair Barclay BSc PhD FSA MCIFA (CA) SUERC (East Kilbride, Scotland) Beta Analytic (Florida, USA)
Bayesian chronological modelling	Dr Derek Hamilton (SUERC) Professor John Hines (Cardiff University)
Archaeomagnetic dating	Dr Cathy Batt BSc PhD (University of Bradford)
TL/OSL Dating	Dr Phil Toms BSc PhD (University of Gloucestershire)
Conservation	Karen Barker BSc (freelance) Pieta Greaves BSc MSc ACR (Drakon Heritage and Conservation) Julia Park-Newman (Conservation Services, freelance)

APPENDIX B: ARCHAEOLOGICAL STANDARDS AND GUIDELINES

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- CIfA 2020, *Standard and Guidance for Archaeological Desk-based Assessment.* Chartered Institute for Archaeologists (Reading)
- CIfA 2020, *Standard and Guidance for Archaeological Watching Brief.* Chartered Institute for Archaeologists (Reading)
- CIfA 2020, *Standard and Guidance for Archaeological Excavation.* Chartered Institute for Archaeologists (Reading)
- CIfA 2020, *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures.* Chartered Institute for Archaeologists (Reading)
- CIfA 2020, *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.* Chartered Institute for Archaeologists (Reading)
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APPENDIX C: DATA MANAGEMENT PLAN

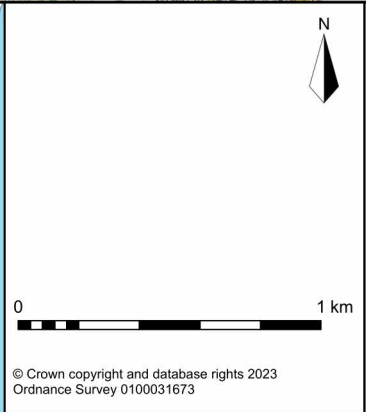
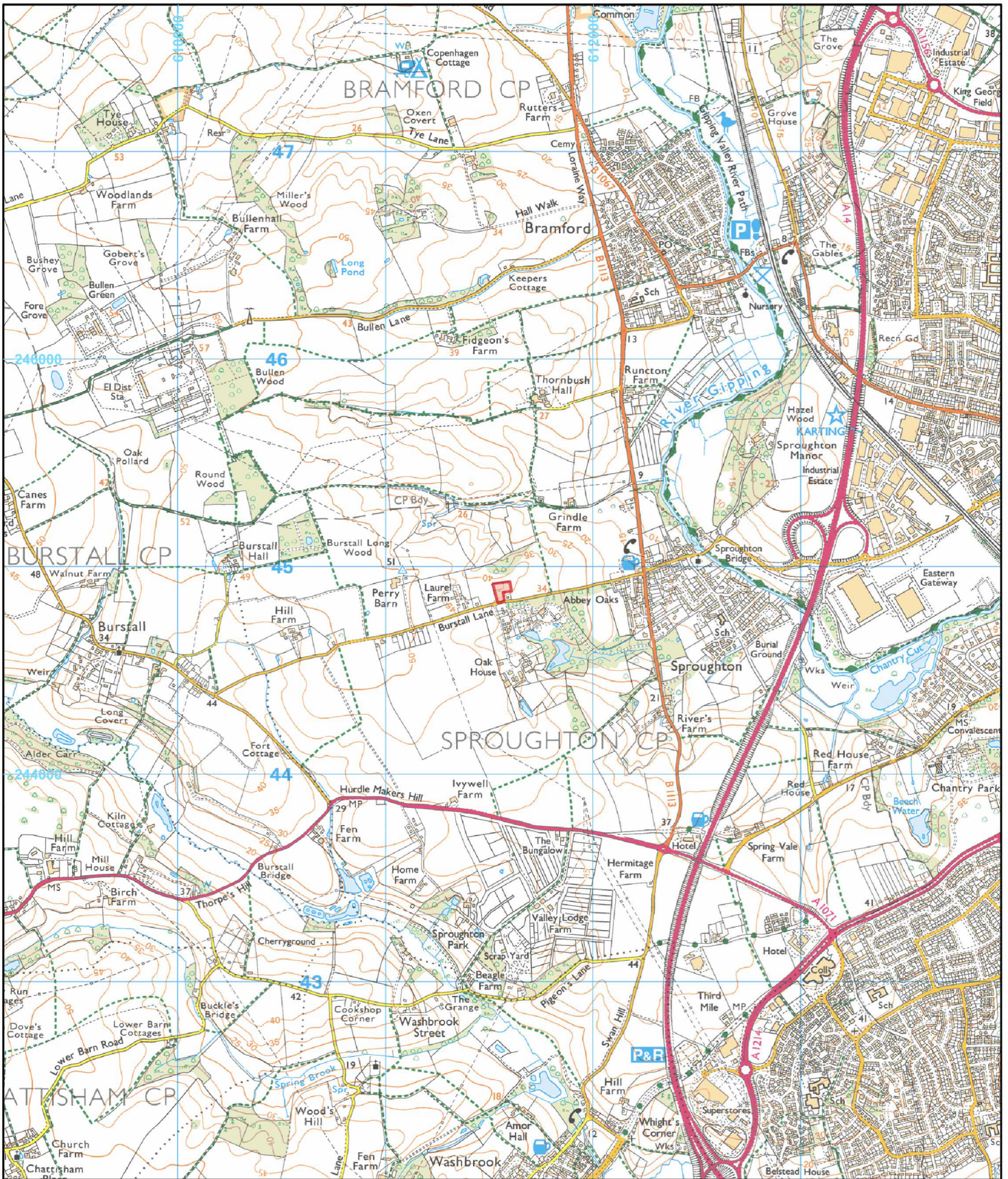
This document is meant to help plan and resource the management of the data generated during a project and is a working document. The plan has been initiated by the project manager during project planning stages and will be updated throughout the life of the project.

This DMP is based on the DCC data management plan. See here for more detail: <http://www.dcc.ac.uk/news/new-checklist-data-managemnet-plan>.

Administrative Data	
Project Number	SU0544
Project Name	The Firs, Burstall Lane, Sproughton, Suffolk
Project Manager	Stuart Boulter
Author	Stuart Boulter
Date Plan Created	12/06/2023
Version	1
Issue Date	14/06/2023
Revision Author(s)	Stuart Boulter
Related Policies	Cotswold Archaeology 2017 Fieldwork Recording Manual Cotswold Archaeology 2017 Survey Manual Cotswold Archaeology 2018 Employee Privacy Notice Cotswold Archaeology 2019 Data Sharing Agreement Cotswold Archaeology 2020 Digital Data Guidance Cotswold Archaeology 2021 – SU0258 Written Scheme of Investigation ADS Guides to Good Practice [01/04/2010] ADS Guidelines for Depositors [01/04/2019] SCCAS, 2022, <i>Archaeological Archives in Suffolk, Guidelines for Preparation and Deposition</i>
Data Collection/Creation	
Data to be collected/created	Data will be collected/created in accordance with file formats set out in CAs Digital Data Guidance.
	The digital archive is expected to comprise the following data types (formats): <ul style="list-style-type: none"> Grey literature report (.pdfa) (estimate 1 file) Digital photographic images (raw files (DNG) or uncompressed TIFF images) (20 - 50 files estimated) GIS data (.shp), (.geotiff) (1 file estimated) Site database and specialist spreadsheets (.mdb and .xlsx) (5 - 10 files estimated) Specialist repots (.doc or .pdfa) (5 - 10 files estimated) Paper record scans (.pdf) (10 - 100 files estimated)
Data collection/creation method	Primary data will be created during fieldwork in accordance with CA fieldwork recording manual, CA survey manual and CA digital data guidance.

	<p>Site survey data will be captured using Leica survey equipment and imported into ArcGIS via FTP transfer. Final versions of site plans will be produced in ArcGIS, Adobe Illustrator and Webmap.</p> <p>Section drawings will be created by hand on permatrace drawing paper and context records will be created by hand on standard CA pro forma recording forms combined with online digital site registers created in the field (DRS).</p> <p>Selected data will be transferred to digital format in line with CAs digital data guidance. Digital photographic images will be taken in accordance with CA digital data guidance.</p>
Documentation and Metadata	
Documentation	CA internal and regionally or nationally recognised code lists will form part of the data set or accompanying documentation where relevant.
Metadata	Metadata will be created to the standard set out in the ADS Guidelines for Depositors (2019)
Ethics and Legal Compliance	
Data Security	Personal data (including digital images) collected, will be with the consent of any individuals involved and will be stored on CAs secure servers in line with CAs GDPR procedures.
Intellectual Property Rights	<p>Third Party data such as Ordnance Survey mapping will only be reproduced under license.</p> <p>Data produced by external specialists or sub-contractors will be granted under license to CA to allow inclusion in the final report and the digital archive as required.</p>
Data Storage	
Storage and Backup	<p>Data will be stored on CA's secured server infrastructure backed up twice daily with a weekly full tape backup stored off site which can be restored from when required. CA commit to 30 days of backup for restoration with older data available to be restored from bi-annually backed up data stored on tape on a backup server.</p> <p>In the event of an incident, business continuity plans are in place to facilitate data recovery, including full replication of CA's network infrastructure and lost data.</p>
Access and Security	<p>Data will be accessible to CA employees via the secure CA server. Sensitive or confidential data will be stored in restricted access folder locations. Personal data will be stored in line with CA's GDPR procedures.</p> <p>Copies of data will be provided to any external specialists. Only CA employees will be able to access the secure server.</p> <p>GIS data collected during fieldwork will be returned to CA offices at the end of each day via a secure FTP connection in line with guidance in CA's survey manual.</p>

Selection and Preservation	
Data to be Preserved	All project data other than duplicated files will be stored by CA whilst the project is ongoing. Upon project completion selected data will be transferred to the relevant repositories detailed below.
Data Preservation Plan	<p>The paper and physical archive will be transferred to SCCAS in line with their guidance and standards. A copy of the final report will be deposited with OASIS. The digital archive will be deposited with the Archaeology Data Service, the repository is CoreTrustSeal (CTS) approved.</p> <p>The costs of depositing the digital data with the relevant CoreTrustSeal (CTS) approved repositories will be developer funded.</p>
Data Sharing	
Data Sharing Plan	<p>The digital data from this project will be made accessible to the public via the ADS. In addition a copy of the final report will be published on CA's reports online webpage. https://reports.cotswoldarchaeology.co.uk/ . A short fieldwork summary will be published in a relevant archaeological journal as appropriate.</p>
Data Sharing Restrictions	There are no known restrictions on the use of the data after project completion. Any references to CA intellectual property must be credited.
Responsibilities and Resources	
Responsibility for Data Management	The Archives Officer and Project Manager are responsible for ensuring the Data Management Plan is implemented and reviewed. The Archives Officer is responsible for ensuring that the Data Management Plan is followed during the archiving and deposition of the digital data. CA will have no ongoing responsibilities for data management once the data has been deposited with the relevant repositories.
Resources	The resources required to deliver this plan are detailed in the Project Design and Written Scheme of Investigation and CAs digital data guidance.



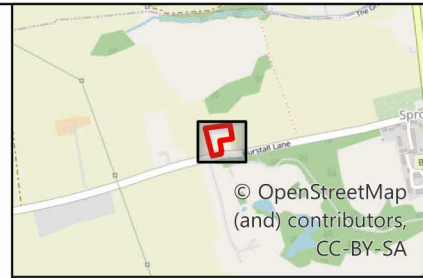
Cotswold Archaeology

PROJECT TITLE
New Stables, The Firs, Sproughton, Suffolk

FIGURE TITLE
Site location

DRAWN BY	CB	PROJECT NO.	SU0554	FIGURE NO.
CHECKED BY	SB	DATE	12/06/2023	1
APPROVED BY	SB	SCALE @ A4	1:25,000	

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Ordnance Survey 0100031673



Legend

- Site Boundary
- Proposed evaluation trench

0 28m

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Ordnance Survey 0100031673



PROJECT TITLE
New Stables, The Firs,
Sproughton, Suffolk

FIGURE TITLE
Proposed Evaluation Trench

DRAWN BY CB PROJECT NO. SU0554 FIGURE NO.
 CHECKED BY SB DATE 12/06/2023 2
 APPROVED BY SB SCALE @ A4 1:700

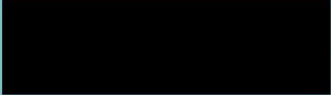
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