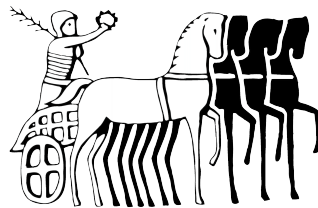


# **Colchester Archaeological Trust**



**Written Scheme of Investigation  
for continuous archaeological monitoring and  
recording at Wingfield College, Church Road,  
Wingfield, Suffolk, IP21 5RA**

**January 2024**

**CAT project ref.: 2024/01e  
SCC parish code: WGD 007**

**Written Scheme of Investigation for continuous  
archaeological monitoring and recording at**

**Wingfield College, Church Road, Wingfield, Suffolk,  
IP21 5RA**

**January 2024**

**NGR: TM 2302 7676**

**Planning district.: Babergh Mid Suffolk  
Planning ref.: DC/23/03250**

**CAT project ref.: 2024/01e**

**Curating museum: Suffolk County Council Archaeological Service  
SCC Parish code: WGD 007**

**SCCAS monitor: Louisa Cunningham  
OASIS id: colchest3-522193**

**WSI prepared by: Sarah Veasey  
Figure by: Chris Lister**

**commissioned by Sophie Gilbert  
(Hoare, Ridge & Morris)  
on behalf of the homeowner**

Prepared by:	Sarah Veasey	Junior Project Officer
Reviewed and approved by:	Chris Lister	Contracts Manager
Issued:	22/01/2024	

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## Site location and description

The site is located at Wingfield College, Church Road, Wingfield, Suffolk (Fig 1) and is centred on National Grid Reference (NGR) TM 2302 7676.

Wingfield College is a Grade II listed building (NHLE No. 1284374) located in the village of Wingfield, Suffolk. The building is a complex structure with origins in the 14th century but extensive work dating to later periods.

## Proposed work

The development will comprise the removal of the current flooring in the 'Great Hall', the 'Back Kitchen' and connecting hallway followed by the installation of underfloor heating and new floor coverings.

## Geology

The British Geological Survey geology viewer (1:50,000 scale<sup>1</sup>) shows the bedrock geology of the site comprises Norwich Crag Formation (sand with localised beds of laminated silty clays and rounded flint gravels), with superficial deposits of Lowestoft Formation (chalky till with outwash sands and gravels, silts and clays).

## Archaeological background

The SCCAS brief states that "*Wingfield College (WGD 007) was founded in the 14th century as a college for priests and the hall, part of which still stands, was erected around 1385. The building also incorporates important post-medieval elements including from the 18th century. The proposed works involve the removal of existing floors and subsequent excavation beneath for the installation of underfloor heating. These works have the potential to disturb archaeological deposits. In addition, the proposed works involve alterations and removal of modern elements of the building which have the potential to reveal historic and previously unrecorded elements of the building.*" A formal HER search for the report has been requested due to the building's listed status.

## Planning background

A planning application (DC/23/03250) was submitted to Babergh District Council in July 2023 comprising "Application for Listed Building Consent - 'Phase B' alterations to Wingfield College as described in the Design and Heritage Statement and shown on the submitted drawings".

The recommended archaeological condition is based on the condition based on the guidance given in the National Planning Policy Framework (MHCLG 2023).

## Requirement for work (Figs 1)

The archaeological work will consist of continuous archaeological monitoring and recording of all groundworks. Details are given in a Project Brief written by the SCCASA (*Brief for Continuous Archaeological Monitoring and Recording at Wingfield College, Church Road, Wingfield, Eye- SCCAS 2023a*).

*Specifically*, following the uplift and removal of the extant pammments and concrete screed in the Back Kitchen, Great Hall and connecting hallway, each layer uncovered/proposed for excavation shall be suitably recorded, including photographs. The record will then be submitted to the Local Planning Authority (LPA) for agreement to both the principle of excavating that layer, as applicable, and the level of recording submitted.

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<sup>1</sup> British Geological Survey – <https://geologyviewer.bgs.ac.uk/>

Each Layer must be excavated or uplifted in stratigraphic sequence, in order to assess and record each subsequent layer sufficiently.

Opportunity for the LPA to make a site inspection following the removal/uplift of each layer, including the pammments and screed, must be made if deemed necessary.

**Additionally**, a Level 2 Historic Building Record will be made of any historic building elements uncovered during the works. This will include detailed photographs and descriptions, as described in *Understanding Historic Buildings: A Guide to Good Recording Practice* (Historic England 2016).

All work will take place within and contribute to the goals of the Regional Research Frameworks. This includes the regional review by Medlycott (2011) and the recently revised period specific frameworks (accessible via <https://researchframeworks.org/eoe/>).

This document represents a Written Scheme of Investigation (WSI) for the archaeological monitoring ONLY; this document alone will NOT result in the discharge of the archaeological condition.

## General methodology

All work carried out by CAT will be in accordance with:

- Professional standards of the Chartered Institute for Archaeologists, including its *Code of Conduct* (CIfA 2020, 2022 & 2023a-b).
- East of England Standards and Frameworks published by East Anglian Archaeology (Gurney 2003, Medlycott 2011) and the recent review updates on <https://researchframeworks.org/eoe/>
- Relevant Health & Safety guidelines and requirements (CAT 2023)
- the Project Brief issued by SCC Historic Environment Advisor (SCCAS 2023a)
- Requirements for Archaeological Excavation (SCCAS 2023b)
- The project digital management plan

CAT is covered by Aviva Insurance Ltd, 006288/04/23, which includes Professional Indemnity £2,000,000, Employer's Liability £10,000,000 and Public Liability £5,000,000.

Professional CAT field archaeologists will undertake all specified archaeological work, for which they will be suitably experienced and qualified.

Notification of the supervisor/project manager's name and the start date for the project will be provided to SCCASA ten days before start of work.

Unless it is the responsibility of other site contractors, CAT will study mains service locations and avoid damage to these.

Prior to the commencement of the site a HER parish code will be sought from the HER team. The HER parish code will be used to identify the finds bags and boxes, and the project archive when it is deposited at the curating museum.

At the start of the project (when the WSI is written) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> will be initiated and key fields completed (Activity type, Location and Reviewers/Admin areas). At the end of the project all parts of the OASIS online form will be completed for submission to the SHER. This will include an uploaded .PDF version of the entire report.

## Staffing

The number of field staff for this project is estimated as follows: One CAT Project Officer for the duration of the groundworks.

## Monitoring methodology

There will be sufficient on-site attendance by CAT staff to maintain a watch on all contractors' ground works to record, excavate or sample (as necessary) any archaeological features or deposits. The investigation will involve monitoring of all groundworks and inspection of upcast soil.

Where appropriate, modern overburden and any topsoil stripping/levelling 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. Machine assistance may also be required for very large/deep features and a contingency has been made within the budget if required, but all features will be hand excavated unless specifically agreed with SCCAS.

If archaeological features or deposits are uncovered, time will be allowed for these to be excavated, planned and recorded. **All** features will be excavated and recorded unless otherwise agreed with SCCAS.

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 at least 10% of the overall length. Discrete features, such as pits, will have 50% of their fills excavated, although certain features may be fully excavated. Complex archaeological structures such as walls, kilns, ovens or burials will be carefully cleaned, planned and fully recorded, but where possible left *in situ*. Only if it can be demonstrated that the complex structure/feature is likely to be destroyed by groundworks, and only then after discussion with the SCCAS, will it be removed.

Any complex/unexpected deposits will be discussed with SCCAS to agree a strategy.

Fast hand-excavation techniques involving (for instance) picks, forks and mattocks will not be used on complex stratigraphy.

A metal detector will be used to scan all trenches and spoil heaps both before and during excavation. This will be carried out by trained CAT staff under the supervision of project manager/supervisors Adam Wightman, Nigel Rayner or Ben Holloway who have over 5 years experience of metal detecting on archaeological sites. Experienced metal detectorist Geoff Lunn will be available for advice and support throughout the project. Geoff has 4 years experience and has worked with CAT to recover finds from recent excavations at the Mercury Theatre and Essex County Hospital sites in Colchester, and who has also worked with the Colchester Archaeological Group, Suffolk Archaeology, Access Cambridge Archaeology, The Citizen Project (MOLA) and others. If considered necessary, Geoff will be employed by CAT for to assist with the metal detecting. All finds will have their location recorded via GPS or with the Total Station. All spoil heaps will also be scanned and finds recovered. Metal detectors will not be set to discriminate against iron.

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.

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.

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.

## Site surveying

The evaluation trenches and any features will be surveyed by Total Station or GPS, unless the particulars of the features indicate that manual planning techniques should be employed. Normal scale for archaeological site plans and sections is 1:20 and 1:10 respectively, unless circumstances indicate that other scales would be more appropriate.

The site grid will be tied into the National Grid. Corners of excavation areas will be located by NGR coordinates.

## Environmental sampling policy

CAT aims to follow guidance set out in the Historic England guide for Environmental Archaeology (Historic England 2011). 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). Samples will be collected for potential micromorphological and other pedological sedimentological analysis. Environmental bulk samples will be at least 40 litres in size (assuming context is large enough).

Sampling strategies will address questions of:

- The range of preservation types (charred, mineral-replaced, waterlogged), and their quality.
- Concentrations of macro-remains.
- Differences in remains from undated and dated features.
- Variation between different feature types and areas of site.

CAT has an arrangement with Val Fryer / Lisa Gray whereby any potentially rich environmental layers or features will be appropriately sampled as a matter of course. Trained CAT staff will process the samples and the flots will be sent to Val Fryer or Lisa Gray for analysis and reporting.

Should any complex, or otherwise outstanding deposits be encountered, VF or LG will be asked onto site to advise. Waterlogged 'organic' features will always be sampled. In all cases, the advice of VF/LG and/or the Historic England 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.

## Human remains

CAT follows the policy of leaving human remains *in situ* except in those cases where damage or desecration are to be expected, or in the event that analysis of the remains is shown to be a requirement of satisfactory evaluation of the site.

The SCCASA will be notified immediately if any human remains are encountered during the investigation.

If circumstances indicated it were prudent or necessary to remove remains from the site during the evaluation, the following criteria would be applied; if it is clear from their position, context, depth, or other factors that the remains are ancient, then normal procedure is to apply to the Department of Justice for a licence to remove them. In that case, conditions laid down by the licence will be followed. If it seems that the remains are not ancient, then the coroner, the client, and the SCCASA will be informed, and any advice and/or instruction from the coroner will be followed.

Following Historic England guidance (Historic England 2018) all archaeological human remains excavated during the course of the evaluation will either be analysed and reported by CAT project osteologist Megan Seehra or will be sent to external specialist Julie Curl.

As per SCC guidelines (SCCCAS 2023b) should any furnished burials contain surviving metal grave goods they may require careful excavation and block lifting to preserve any potential

mineral preserved organics. MPO's may need on site assessment and removal by a conservator to allow in depth recording of micro-stratigraphy to disseminate the layout of organic components within the burial.

### **Photographic record**

The photographic record will consist of general site shots, and shots of all archaeological features and deposits and follow Historic England guidelines (2015a). 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.

Photographs of significant archaeological features and deposits will be taken using a Nikon D3500 DSLR camera with a 24.2 megapixel DX-format sensor.

### **Post-excavation assessment**

If a post-excavation assessment is required by SCCASA, it will be normally be submitted within 2 months of the end of fieldwork, or as quickly as is reasonably practicable and at a time agreed with the SCCASA.

Where archaeological results do not warrant a post-excavation assessment, preparation of the normal site report will begin.

### **Finds**

All significant finds will be retained.

All finds, where appropriate, will be washed and marked with site code and context number.

Most of our finds reports are written internally by CAT staff under the supervision and direction of Howard Brooks (Interim Director) and Laura Pooley (Post-excavation Manager). This includes specialist subjects such as:

ceramic finds (pottery and ceramic building material): Matthew Loughton  
animal bones: Alec Wade (or Adam Wightman/Pip Parmenter - small groups only)  
small finds, metalwork, coins, etc: Laura Pooley  
non-ceramic bulk finds: Laura Pooley  
flint: Adam Wightman  
environmental processing: Bronagh Rae-Quinn  
osteology: (human remains): Megan Beale

or to outside specialists:

animal and human bone: Julie Curl (*Sylvanus*)  
environmental assessment and analysis: Val Fryer / Lisa Gray  
archaeometallurgy: David Dungworth  
radiocarbon dating: SUERC Radiocarbon Dating Laboratory, Glasgow  
conservation/x-ray: Laura Ratcliffe (LR Conservation) / Norfolk Museums Service, Conservation and Design Services

Other specialists whose opinion can be sought on large or complex groups include:

other: EH Regional Adviser in Archaeological Science (East of England).

All finds of potential treasure will be removed to a safe place, and reported immediately to the Suffolk FLO (Finds Liaison Office) who will inform the coroner within 14 days, 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.

Requirements for conservation and storage of finds will be agreed with the Suffolk County Council Archaeological Service and carried out as per their guidelines (SCCAS 2022).

## **Results**

Notification will be given to the SCCASA when the fieldwork has been completed.

An appropriate archive will be prepared to minimum acceptable standards outlined in *Management of Research Projects in the Historic Environment* (Historic England 2015b).

The draft final report will be submitted within 6 months of the end of fieldwork for approval by the SCCASA.

The approved final report will normally be submitted to the SCCASA as both a PDF and a hard copy.

The report will contain:

- The aims and methods adopted in the course of the archaeological project
- Location plan of the area in relation to the proposed development.
- Section/s drawings showing depth of deposits from present ground level with Ordnance Datum, vertical and horizontal scale.
- Archaeological methodology and detailed results including a suitable conclusion and discussion and results referring to Regional Research Frameworks (EAA8, EAA14, EAA24 and <https://researchframeworks.org/eoe/>).
- All specialist reports or assessments
- A concise non-technical summary of the project results
- Appendices to include a copy of the completed OASIS summary sheet and the approved WSI

Results will be published, to at least a summary level, in the PSIAH (Proceedings of the Suffolk Institute of Archaeology and History) annual round up should archaeological remains be encountered during the monitoring. An allowance will be made for this in the project costs for the report.

Final reports are also published on the CAT website and on the OASIS website.

## **Archive deposition**

The archive will be deposited with the Suffolk County Council Archaeological Service as per their archive guidelines (SCCAS 2022).

If the client does not agree to transfer ownership to SCCAS they will be required to nominate another suitable repository approved by SCCAS or provide funding for additional recording and analysis of the finds archive (such as, but not limited to, additional photography or illustration of objects). In the rare event that artefacts of significant monetary value are discovered, separate ownership arrangements may be negotiated, provided they are not subject to Treasure Act legislation.

If the finds are to remain with the landowner or an approved third party, a full copy of the archive will be housed with the SCCAS.

The archive will be deposited with the SCCAS within 3 months of the completion of the final publication report, with a summary of the contents of the archive supplied to SCCAS. Prior to deposition the project digital management plan (attached) and CAT data management plan (based on the official guidelines from the Digital Curation Centre [DCC 2013]) will ensure the integrity of the digital archive.

A digital / vector drawing of the site be given to SCCAS for integration into the HER

## **Monitoring**

The SCCAA will be responsible for monitoring progress and standards throughout the project, and will be kept regularly informed during fieldwork, post-excavation and publication stages.



Notification of the start of work will be given to the SCCASA ten days in advance of its commencement and a monitoring visit will be booked with SCCASA at this time.

Any variations in this WSI will be agreed with the SCCASA prior to them being carried out.

The SCCASA will be notified when the fieldwork is complete.

The involvement of the SCCASA shall be acknowledged in any report or publication generated by this project.

## Public outreach

As part of CAT's public outreach programme, CAT is committed to engaging our local community with their archaeological resource. Among other activities, CAT regularly invites volunteers to engage in finds processing tasks at our office, such as washing, marking, sorting and packing bulk archaeological finds from commercial archaeological projects. Our volunteer programme is not designed to replace the work of paid archaeologists but to complement it, and to provide greater public benefit by means of community engagement and participation.

CAT volunteers are fully trained in all tasks they are engaged in and are fully supervised by a CAT employee at all times. Finds processing volunteers are managed and supervised by a Senior Post-Excavation Assistant, whose role is to ensure that all volunteer processing is carried out to the highest possible standard and within professional guidelines. This is overseen by the Post-Excavation Manager and Director.

CAT will never use volunteers in place of employees when funding is agreed for the latter, or if doing so would disadvantageously affect the timetable of works agreed between CAT and our clients.

CAT's liability insurance policies cover the activities of volunteers and liability towards them. All activities are carried out according to CAT's 'Volunteer and work experience policy' and 'Outreach, public relations and publicity policy'.

## Events, activities and social media

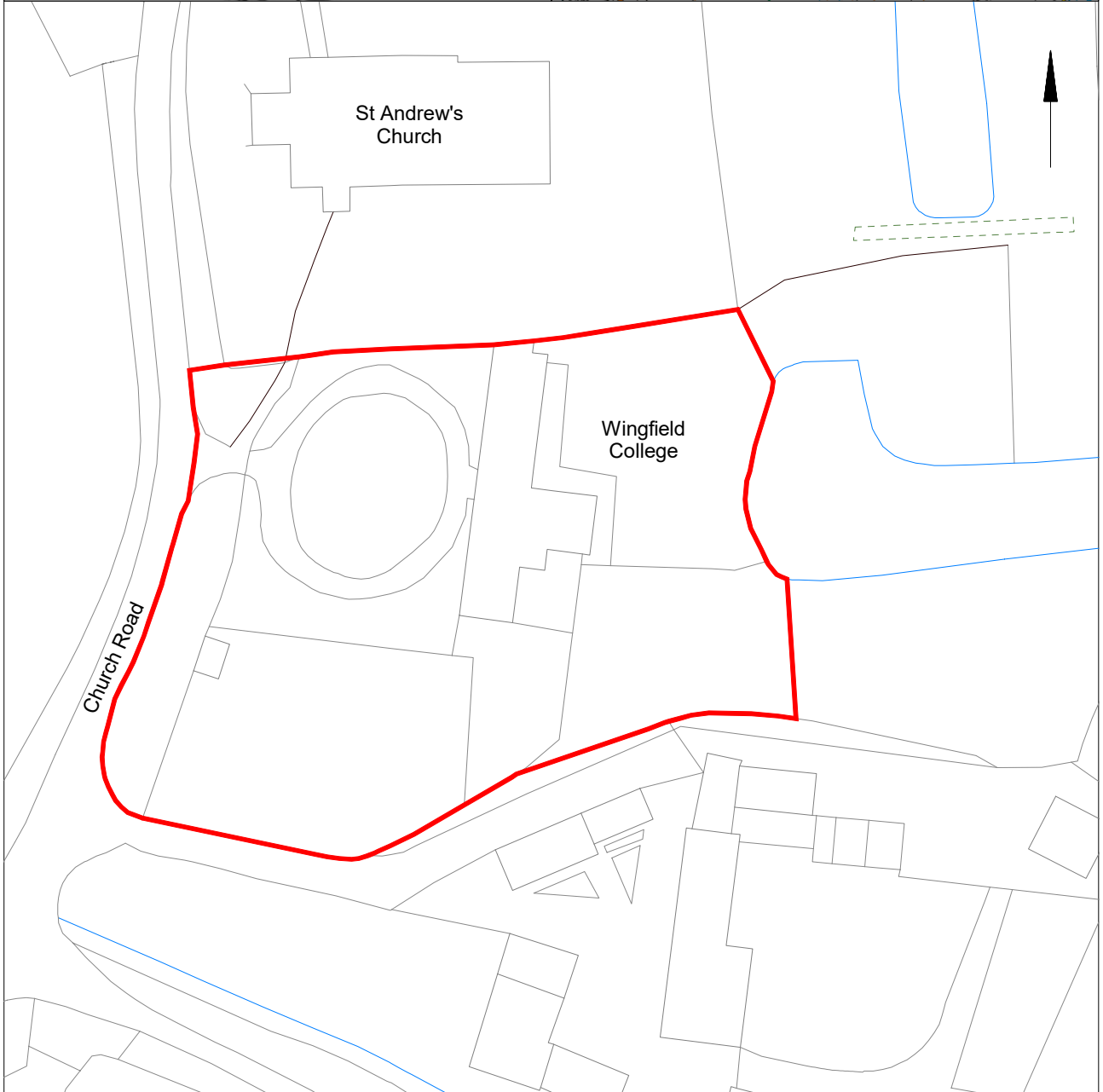
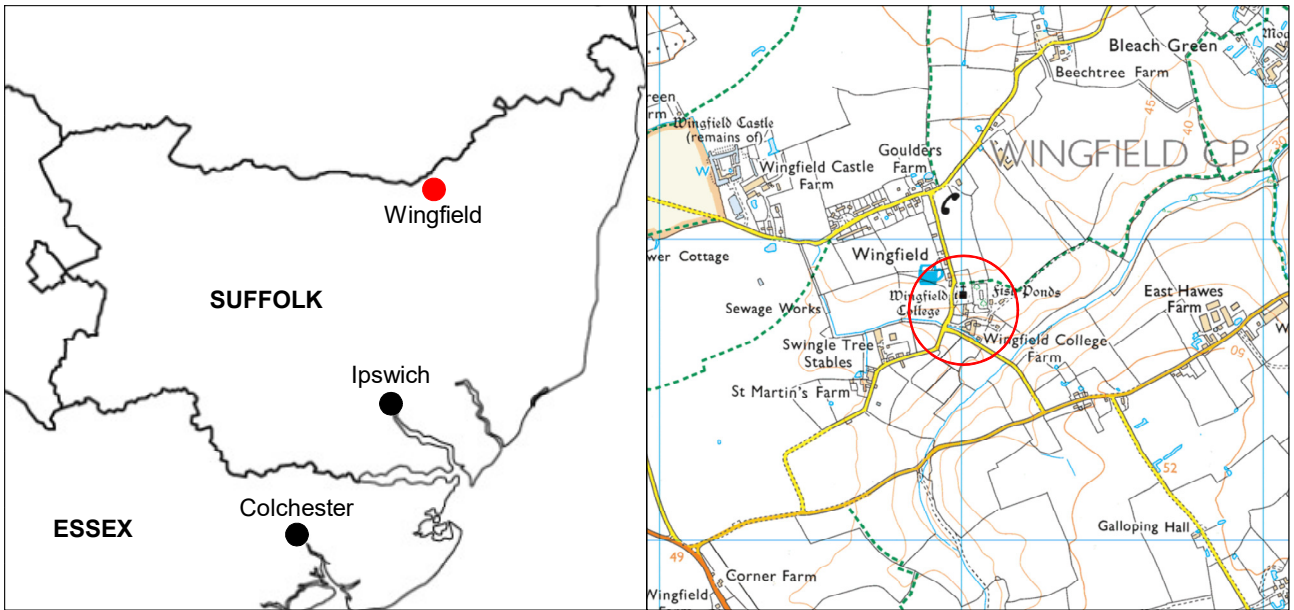
In addition, the CAT website (<https://catuk.org/>) and social media sites are updated regularly with information on our events and activities, with copies of our archaeological reports freely available at <http://cat.essex.ac.uk/>. Staff regularly give talks/lectures to groups, societies and schools, information on which (including any fees) is available by contacting the office on 01206 501785. CAT also works in partnership with both the Colchester Archaeological Group and Young Archaeologists Club providing venues for their meetings, advice and assistance.

## References

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

Brown, D	2011 2nd ed	<i>Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation</i>
Brown, N & Glazebrook, J	2000	<i>Research and Archaeology: A Framework for the Eastern Counties 2. Research agenda and strategy.</i> East Anglian Archaeology Occasional Paper 8 (EAA 8)
CAT	2023	<i>Health &amp; Safety Policy</i>
CIfA	2020	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials.</i> Published 2014, revised October 2020
CIfA	2022	<i>Code of Conduct.</i> Published 2014, revised October 2022
CIfA	2023a	<i>Standard and Guidance for an archaeological monitoring and recording.</i> Published December 2023
CIfA	2023b	<i>Universal guidance for archaeological monitoring and recording.</i> CIfA Chartered Institute for Archaeologists.

Digital Curation Centre (DCC) Gurney, D	2013	<i>Checklist for Data Management Plan v. 4.0</i>
Historic England	2003	<i>Standards for field archaeology in the East of England. East Anglian Archaeology Occasional Papers 14 (EAA 14).</i>
Historic England	1994	<i>Clare Camp, Suffolk – results of geophysical survey. Summary based on letter by A Payne</i>
Historic England	2011	<i>A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition). By G Campbell, L Moffett and V Straker</i>
Historic England	2015a	<i>Digital image capture and file storage: Guidelines for best practice. By S Cole &amp; P Backhouse</i>
Historic England	2015b	<i>Management of Research Projects in the Historic Environment (MoRPHE)</i>
Historic England	2016	<i>Understanding Historic Buildings. A guide to good recording practice</i>
Historic England	2018	<i>The Role of the Human Osteologist in an Archaeological Fieldwork Project. By S Mays, M Brickley &amp; J Sidell</i>
Medlycott, M	2011	<i>Research and archaeology revisited: A revised framework for the East of England. East Anglian Archaeology Occasional Papers 24 (EAA 24)</i>
MHCLG	2023	<i>National Planning Policy Framework. Ministry of Housing, Communities and Local Government.</i>
SCCAS	2022	<i>Archaeological Archives in Suffolk: Guidelines for Preparation and Deposition</i>
SCCAS	2023a	<i>Brief for Continuous Archaeological Monitoring and Recording at Eye College, Church Road, Wingfield, Eye, by L Cunningham</i>
SCCAS	2023b	<i>Requirements for Archaeological Excavation</i>
SCCAS	2023c	<i>Excavating inhumations for mineral preserved organics guidance</i>
SCCAS	2023d	<i>Archaeological Archives in Suffolk: Guidelines for Preparation and Deposition</i>



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Fig 1 Site location.

