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CHURCH BUNGALOW, BURY ROAD,  
KENTFORD, CB8 7PT

WRITTEN SCHEME OF INVESTIGATION

ARCHAEOLOGICAL MONITORING & RECORDING



Project Number: 1452

FEBRUARY 2024

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**CHURCH BINGALOW, BURY ROAD, KENTFORD, CB8 7PT**

**WRITTEN SCHEME OF INVESTIGATION  
ARCHAEOLOGICAL MONITORING & RECORDING**

Prepared on behalf of:

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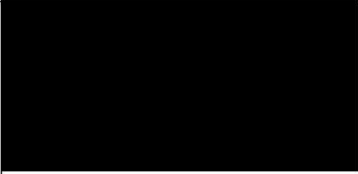
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<b>Project No.</b>	P1452	<b>HER Invoice Number</b>	Pending
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Figure 1	General Location Plan
Figure 2	HER Data – Monuments, Events & Listed Buildings
Figure 3	Monitoring Area



## 1.0 INTRODUCTION

This Written Scheme of Investigation (WSI) has been prepared by Britannia Archaeology Ltd (BA) on behalf of Tony Gillam for Continuous Archaeological Monitoring & Recording ahead of the construction of a new vehicular access, parking provision and single storey rear extension at Church Bungalow, Bury Road, Kentford, CB8 7PT (TL 7062 6678) (Fig.1).

This WSI has been prepared in response to the Brief (Monahan, V. 2024) issued by Suffolk County Council Archaeology Service (SCCAS) which requires the proposed works to be continuously monitored under archaeological supervision and control, including all intrusive works under the associated planning application which will take place on the site (Fig. 3).

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



## 2.0 SITE DESCRIPTION (Fig. 1)

The site is located directly north of Bury Road (B1506) in Kentford, Suffolk. The investigation area is bound by a field/play area to the north, residential properties to the west and the Church of St Mary to the east.

### 2.0 Site Geology

The underlying geological bedrock is described as Holywell Nodular Chalk Formation and New Pit Chalk Formation - Chalk. This sedimentary bedrock formed between 100.5 and 89.8 million years ago during the Cretaceous period (BGS, 2024).

No superficial deposits are recorded in this area at the time of writing.



### 3.0 PLANNING POLICIES

The archaeological investigation is to be carried out on the recommendation of the local planning authority, following guidance laid down by the National Planning and Policy Framework (NPPF, 2023).

#### 3.1 National Planning Policy Framework (NPPF, 2023)

The NPPF recognises that 'heritage assets' are an irreplaceable resource and planning authorities should conserve them in a manner appropriate to their significance when considering development. It requires developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible. The key areas for consideration are:

- The desirability of sustaining and enhancing the significance of heritage assets, and putting them to viable uses consistent with their conservation;
- The wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;
- The desirability of new development making a positive contribution to local character and distinctiveness; and
- Opportunities to draw on the contribution made by the historic environment to the character of a place.

The NPPF asks that in determining planning applications the local planning authorities should take account of:

- The desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation.
- The positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and
- The desirability of new development making a positive contribution to local character and distinctiveness.



#### 4.0 ARCHAEOLOGICAL BACKGROUND (Fig. 2)

The following archaeological background draws on the Suffolk Historic Environment Record (SHER) (1km search centred on the site), English Heritage PastScape ([www.pastscape.org.uk](http://www.pastscape.org.uk)), and the Archaeological Data Service ([www.ads.ahds.ac.uk](http://www.ads.ahds.ac.uk)) (ADS) (Fig. 2).

##### 4.1 Summary of Site Heritage Status

Four listed buildings were returned the SHER search. The most significant of these records relate to Grade II\* listed Church of St Mary (DSF3376), which lies directly to the east of site.

##### 4.2 Prehistoric

Nine records of prehistoric date were returned the SHER search. These largely relate to cropmarks and findspots. The cropmark remains of four Bronze Age ring ditches (KTD001, KTD002, KTD003 and KTD004) have been recorded c.730m east of the site, close in proximity to KTD006, a major Palaeolithic site, where worked flint, tools and the remains of varied animal fauna were recovered (ESF27558). Records of prehistoric findspots include a neolithic polished flint axe (KTD008), an artefact scatter of Neolithic and Bronze Age pottery and flint (KTD018/ESF25801/ESF25846), a Neolithic sectioned stone axe (KTD024) and a late prehistoric flint implement (MUN034).

##### 4.3 Saxon

A single Saxon record (KTD019) was returned by the SHER search which relates to an Anglo-Saxon Settlement c.160m north of the site. Evaluation and excavation (ESF25541/ESF25542/ESF7009) identified twenty-one sunken feature buildings, two posthole halls, a "post in trench" building, numerous pits, postholes and spreads, and over 129 small finds.





#### 4.4 Medieval

The site lies within the medieval village core (KTD 017) and directly adjacent to the Church of St Mary (KTD011), which is situated at the western edge of the village. Medieval in origin, the church has seen many later alterations and additions. Other examples of medieval records returned by the SHER include cropmarks of medieval house plots and gardens (KTD007) c.200m to the west, extant structures "The Old Roman Bridge" (KTD012) c.270m to the west and Farmstead: Stud Farm (MUN064) c.560m to the southwest and Kentford Heath, a medieval area of common land c.1km to the east of site.

#### 4.5 Post-medieval/modern

Six records of post-medieval/modern date were returned by the SHER search and primarily relate to extant structures. These include Farmsteads Moorland Stud (KTD034) and Chain Farm (KTD035), Kennet Station (KTD014) and the Bury St Edmunds to Newmarket railway line (SUF071). To the south, a number of post-medieval features (KTD020) were revealed during evaluation works (ESF22109/ESF25588/ESF26593) likely relating to former farm buildings on the site and general farm activity.

#### 4.6 Unknown

A linear earthwork of unknown date (KTD010) has been recorded c.230m southwest of the site. Approximately two – three meters wide with raised bankettes on either side, the purpose of the earthwork may be drainage as the land abuts the river and could further be associated with the nearby "Old Roman Bridge" (KTD012). A number of undated archaeological features, including ditches and postholes, were uncovered during evaluation works c.680m southwest of the site (ESF20444).

#### 4.7 Archaeological Potential

Given the above records the site has a moderate to high potential for features and finds relating to the Saxon and medieval periods, particularly those associated with the Church of St Mary and its burial ground. The potential for features and finds from all other periods is low.



## 5.0 PROJECT AIMS

The Monitoring & Recording will aim to determine, the location, extent, date, character, condition, significance and quality of any surviving archaeological remains liable to be threatened by the proposed ground works. An adequate representative sample of all areas where archaeological remains are potentially threatened will be studied with specific aims to:

Monitor all upcast soil, during and after excavation, (and subject to metal-detector survey) in order to ensure no damage occurs to any heritage assets.

Provide a record of archaeological deposits which are damaged or removed by any development.

Both the WSI, fieldwork and resulting report/archiving will be undertaken in accordance with transferable methodology to monitoring and recording practice within Requirements for Archaeological Excavation 2023 (SCCAS), universal Guidance for an Archaeological Watching Brief. 2023 and Standards for Field Archaeology in the East of England 2003.



## 6.0 PROJECT OBJECTIVES

Project objectives will cover the following:

To enable any remains of archaeological significance to be investigated and recorded.

The archaeological investigation should provide a record of archaeological deposits which are damaged or removed by any development (including services and landscaping) permitted by the current planning consent.

Research objectives for the project are in line with those laid out in Research and Archaeology Revisited: a revised framework for the East of England, East Anglian Archaeology Occasional Paper 24 (Medlycott, 2011).

Particular study of the following should occur

presence/absence of palaeosols and old land surface soils/deposits,  
the character of deposits and their contents within negative features  
palaeochannels  
site formation processes generally.

An assessment of the environmental potential of the site through examination of suitable deposits must also be arranged with a suitably qualified specialist. Attention should be paid:

to the retrieval of charred plant macrofossils and land molluscs from former dry-land palaeosols and cut features, and to soil pollen analysis;  
to the retrieval of plant macrofossils, insect, molluscs and pollen from waterlogged deposits located.  
provision for the absolute dating of critical contacts should be made: eg the basal contacts of peats over former dryland surfaces; distinct landuse or landmark change in urban contexts

The monitoring should also carefully consider the retrieval, characterisation and dating (including absolute dating) of artefact, burial or economic evidence to assist in the characterisation of the site's evidence and in the development of future mitigation strategies.



## 7.0 FIELDWORK METHODOLOGY

SCCAS require continuous archaeological recording of all excavations associated with ground works contained in planning application DC/22/0349/HH (Fig. 3).

The monitoring will be undertaken in accordance with Universal Guidance for Archaeological Watching Briefs, 2023 and Standards for Field Archaeology in the East of England, 2003.

The excavation of any intrusive ground works will be undertaken by a mechanical excavator/by hand guided by the archaeologist and then further investigated by hand as necessary. This will be structured by soil stratigraphy, with the topsoil being removed first, inspecting the exposed sub-soil for archaeological features which will be investigated and recorded. The sub-soil will then be stripped, and the natural sub-soil inspected for archaeological features which will be investigated and recorded.

Any other below ground site work will need to respect the archaeological interest and will also require archaeological monitoring. In the event that important archaeological remains are identified, a site meeting will be held with the client and SCCAS to discuss the significance of the remains and decide on the scope of any further excavation and recording. The client is aware of the need for contingency funding to cover additional works if necessary.

### 7.1 Site Plans

A site location plan based on the current Ordnance Survey 1:25000 map and indicating site north will be prepared. This will be supplemented by a site plan showing the area of investigation in relation to the proposed development.

A pre-excavation base plan accurately plotting all features will be produced using a Total Station (TS) or Real Time Kinetic Global Positioning System (RTK). The final post-excavation plan will be based on this. All drawings will be tied into the Ordnance Survey National Grid.



## 7.2 Mechanical Excavation

The location of electricity, gas, water, sewage and telephone services will be identified from information supplied by the client or relevant authorities prior to machining. Care will be taken when operating machinery in the vicinity of overhead services. All staff are trained in the use of CAT scanners that will be employed before the bucket breaks the ground.

Topsoil and any sterile subsoil layers shall be removed by mechanical excavator using a toothless ditching bucket under the supervision of a professional archaeologist. The exposed archaeological horizon will be cleaned by hand and any archaeological deposits or negative features planned.

No excavators or dumpers will be driven over the excavated surface. Topsoil and subsoil will be stored separately to aid the reinstatement of agricultural land.

The machine operator will have the relevant experience and appropriate documentation; will maintain the appropriate inspection register, Form F91 Part 1, Section C, either on the machine or at the depot. The operator must produce a clean, flat surface at precisely the correct level.

## 7.3 Hand Excavation

All archaeological features will be excavated by hand, in the appropriate way detailed below, where it is safe to do so.

## 7.4 Metal Detector

A professional metal detectorist (see Appendix 1) will be used to scan all surfaces prior to ground works, spoil heaps, exposed surfaces and any features. The finds will be recovered and recorded in the proper way. The machined spoil heaps will be scanned, however demonstrably modern finds will not be retained. The metal detector will not be set to discriminate against iron.



#### 7.5 Excavation of Stratified Sequences

All archaeological remains will be excavated by phase, from the most recent to the earliest, excluding those of obvious later 20th century origin. The phasing of the features will be distinguished by their stratigraphic relationships, fills and finds.

#### 7.6 Excavation of Buildings

Following assessment of any structural remains encountered, a strategy for recording these will be implemented, and it may be that further mitigation will be required to allow the full recording of these remains. It may also be the case that any remains may best be left in situ. Any excavated building structures and associated features (e.g. stakeholes, postholes, sill-beams, gullies, masonry walls and possible floors) will be excavated in stratigraphic sequence.

#### 7.7 Ditches

Ditch segments will be positioned to provide a total coverage of 25% and to ascertain relationship information and will be a minimum of 1.00m in length (dependant on the total length of ditch visible).

#### 7.8 Discrete Features

All discrete features will be half-sectioned or excavated in quadrants providing for a minimum 50% sample.

#### 7.9 Full Excavation

Industrial remains and intrinsically interesting features e.g. hearths, kilns etc. may merit full excavation in agreement with SCCAS.



#### 7.10 Burials

Due to the high probability of encountering human remains if any are encountered then SCCAS will be immediately informed, and a full burial licence will be obtained prior to any excavation. Should articulated human remains extend beyond the limit of excavation then SCCAS will be notified and a strategy for the full excavation and recording will be agreed.

Any removal of human remains will be carried out as stated under a licence issued by the Ministry of Justice under section 25 of the Burials Act 1857 and in accordance with Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England' (English Heritage & the Church of England 2005).

SCCAS will also be consulted regarding the excavation, assessment and analysis of Mineral Preserved Organics (MPOs) associated with furnished inhumations as set out in "Excavating Inhumations for Mineral Preserved Organics Guidance 2023" (SCCAS, 2023).

#### 7.11 Written Record

All archaeological deposits and artefacts encountered will be fully recorded on pro forma context, finds and sample forms, using a single context recording system.

#### 7.12 Photographic Record

All features will be photographed as appropriate. This record will comprise high quality digital photographs saved in RAW/CR2 format and taken on an 11 Mega Pixel, Canon 750, DSLR. The RAW/CR2 files will be converted and stored in uncompressed .tiff at 8 bit. If for any reason acceptable digital photography cannot be undertaken, the primary record will be on 35mm black and white film. All photographs will be listed, indexed and archived.

#### 7.13 Drawn Record

All drawings will be tied into the Ordnance Survey National Grid, plans will be initially hand drawn at a scale of 1:20 and the sections at 1:10 on drafting film (permatrace). The height AOD of all features and principal strata will be written on the appropriate plans and sections.



#### 7.14 Finds and Environmental Remains

All finds recovered from sealed contexts will be retained. A sample of those found in the topsoil and subsoil will be taken to characterise the assemblage. Finds will be identified, by a unique site code and context number.

All finds will be processed according to BA standards and to the ClfA Standard and Guidance for the collection, documentation, conservation and research of archaeological materials, 2014. Important, rare or unusual finds will also be assigned a small finds number and sent away for specialist analysis.

Bulk samples will also be taken for retrieving artefacts and biological remains (for palaeoenvironmental and palaeoeconomic investigations) to be processed and analysed by the LP Archaeology. These samples will be taken from well-stratified datable deposits and specifically targeted areas of interest (e.g. undated sealed primary ditch fills) and will be a minimum of 40 litres where appropriate. The suitability of deposits for analysis will be discussed with Dr Zoe Outram of Historic England and Matthew Law where appropriate.

Preserved wood will be sampled for potential dating via dendrochronology and Carbon 14 methods and will be assessed by Dr Roderick Bale (University of Wales Trinity St David). Prior to recovering timbers, suitability for dating will be assessed in conjunction with Zoe Outram of Historic England, Dr Mike Bamforth and Dr Mark Ruddy where appropriate.

Each deposit retained will be identified by context and a unique sample or timber number. For a full list of specialists see Appendix 2.

#### 7.15 Artefact Recovery

A programme of bucket sampling will be conducted, whereby 90 litres of spoil will hand sorted for each soil horizon encountered. Bucket sampling points will occur at each end of trench/investigation area. Unstratified artefacts will be sought and recovered from trench spoil heaps.





#### 7.16 Finds classed as Treasure

It is the responsibility of the project manager for the site, after consultation with the relevant finds specialist, to submit any items falling under the provisions of the Act to the local coroner via the treasure co-ordinator (currently the Portable Antiquities Officer at the British Museum). See below for details of the act:

##### The Treasure Act

The Treasure Act of 1996 defines objects that qualify as Treasure and includes any metallic object other than coin that is made up of more than 10% gold or silver and is over 300 years old, any group of two or more metallic objects of prehistoric date that come from the same find, coin hoards that have been deliberately hidden, smaller groups of coins, votive or ritual deposits, any object from the same place as Treasure. Objects that are less than 300 years old made mainly of gold or silver, which have been deliberately hidden with the intention of recovery, and whose owners or heirs are unknown would also be classed as Treasure.

Treasure will be immediately reported to the Suffolk Finds Liaison Officer who will in turn inform the coroner within 14 days.



## 8.0 PRESENTATION OF RESULTS

A report will be prepared on the conclusion of the monitoring and will be completed 6 weeks after the field work ends (no further work required) or a maximum of 6 months from the end of fieldwork (if further fieldwork is required). Resourcing of the post-excavation phase is dependent on findings. Where further publication is required a detailed publication programme will be provided within 4 weeks of completion of fieldwork, and a publication report will be programmed for completion within an acceptable timeframe.

The prepared client/archive report will be commensurate with the results of the fieldwork, and will be consistent with the principles of Management of Research Projects in the Historic Environment (MoRPHE) (Historic England 2015) and Standard and Guidance for an Archaeological Watching Brief (CiFA. 2014) and contain the following:

Summary. A concise summary of the work undertaken and the results;

Introduction. Introduction to the project including the reasons for work, funding, planning background;

Background. The history, layout and development of the site;

Aims and Objectives;

Methodology. Strategy and technique for site excavation;

Results. Detailed description of findings outlining the nature, location, extent, date of any archaeological material;

Deposit Model. Description of events behind the archaeological stratigraphy and geological deposition;

Specialist Reports. Description of the artefactual and ecofactual remains recovered;

Discussion and Conclusions. A synopsis interpreting the archaeological deposits and artefacts, including details of preservation, impact assessment, wider



survival, condition and relative importance of the site and its component parts in local, regional and national context;

Bibliography;

Appendices. Context Descriptions, Finds Concordance, Project Archive Contents and Archive Deposition, HER/OASIS Summary Sheet;

Illustrative material including maps, plans, drawings and photographs.

One digital copy of the report, clearly marked DRAFT, will be prepared and presented to SCCAS within four weeks of the completion of site works unless there are reasonable grounds for more time.

Digital copies of the finalised report will be supplied to the client and to SCCAS (via OASIS). An OASIS entry will be completed, and a summary included with the report. A .pdf file of the report will be uploaded to the ADS. A digital vector plan will be included with the report, which will be compatible with ESRI or MapInfo GIS software which will also be made available on request subsequent to the report being issued.

It is understood that, if substantial archaeological remains are recorded during the project, it will be necessary to undertake a full programme of analysis and publication in accordance with the guidelines of MoRPHE. The project report will contain recommendations as to whether this will be appropriate. The archaeological advisory and planning role of SCCAS will be acknowledged in any report or publication generated by this project.

Provision has been made for a summary in the annual PSIAH roundup if positive results are drawn from the monitoring and recording.



## 9.0 PROJECT ARCHIVE AND DEPOSITION

A full archive will be prepared for all work undertaken in accordance with guidance from the Selection, Retention and Dispersion of Archaeological Collections, Archaeological Society for Museum Archaeologists, 1993 and Archaeological Archives in Suffolk: Guidelines for Preparation and Deposition, SCCAS, 2022.

The final archive will be deposited with the Suffolk County Council Archaeology Service (SCCAS) on completion of the monitoring programme or following any publication of the monitoring results and subject to agreement with the legal landowner where finds are concerned. An appropriate accession number will be used. The digital archive will be stored with the Archaeological Data Service (ADS).

The archive will be quantified, ordered, indexed, cross-referenced and checked for internal consistency. The material will be catalogued, labelled and packaged for transfer and storage in accordance with the guidelines set out in the United Kingdom Institute for Conservation's Conservation Guidelines No.2 and the Archaeological Archives Forum's Archaeological Archives, A guide to best practice, compilation, transfer and curation (Brown, 2007).

Arrangements for the long-term storage and deposition of all artefacts will be agreed with the landowner and SCCAS during the reporting stage. Transfer of title and the transfer of the ownership of the archive to the County Archive Facility will be arranged at this time, and the arrangements indicated in the monitoring report.

Where the project comprises multiple stages, the entire archive will be collated and deposited as a whole.



## 10.0 HEALTH AND SAFETY

Contractors will be required to operate a comprehensive Health and Safety Policy in accordance with the Health and Safety Executive. It is preferable that contractors operate a Health and Safety system in line with the Federation of Archaeological Managers and Employers (FAME) Health and Safety Field Manual, which is regularly updated by supplements.

A site visit will be undertaken, and an assessment of the potential risks be highlighted including the potential for toxins and contaminants. It will be the responsibility of the client to undertake a full assessment of any toxins present and provide Britannia Archaeology Ltd with a report detailing the results prior to the commencement of any fieldwork. A full site risk assessment will be produced using this information and suitable tools and PPE will be provided and used based on the results of any pre-project investigation.

The contractor will liaise with the contractor or client on arrival and will follow any additional Health and Safety instructions given. A qualified First Aider will be present on every site.

All contractors will hold appropriate levels of employer's liability, public liability and professional indemnity insurance.

### 10.1 Code of Practice, Risk Assessment and Site Induction

BA's Code of Practice covers all aspects of excavation work and ensures all risks are adequately controlled. A site visit will be undertaken and an assessment of the potential risks be highlighted including the potential for toxins and contaminants. It will be the responsibility of the client/agent to undertake a full assessment of any toxins present and services present and provide Britannia Archaeology Ltd with a report detailing the results, prior to the commencement of any fieldwork. A full site risk assessment will be produced using this information and suitable tools and PPE will be provided and used based on the results of any pre-project investigation.

The assessment of risk is an on-going process and this document can be updated if any change in risk occurs on site. A copy of the Risk Assessment is kept on site, read and countersigned by all staff and visitors during the BA site induction.



## 10.2 COVID-19

Due to the current COVID-19 epidemic a robust SOP is in place included within the sites RA. Britannia will closely monitor and adhere to the Standard Operational Procedure (SOP) outlined by the Construction Leadership Council and Prospect.



## 11.0 RESOURCES

The archaeological works will be undertaken by a team of professional archaeologists, qualified to undertake this type of work (Appendix 1). Full CV's are available on request.

All site work will be undertaken by a Projects Officer (with a field team if required) in close communication with a Project Manager. This project officer will also be responsible for post-excavation and publication in liaison with the relevant specialists (Appendix 2).

Other specialists may be consulted and will be made known to SCCAS for approval prior to their engagement. Any changes to the specialists documented in Appendix 2 will be made known to SCCAS immediately.



## 12.0 TIMETABLE AND PROGRAMME OF WORK

The archaeological monitoring fieldwork is likely to begin in March 2024, pending approval of this Written Scheme of Investigation by SCCAS. One member of staff will be on site to undertake the Monitoring & Recording. Provision has been made for additional contingency days should any unexpected remains be encountered.

The total length of the project will depend entirely on the ground workers' schedule. One member of staff will be on site to undertake the archaeological monitoring of all groundworks. Provision has initially been made for 2 to 3 days of archaeological monitoring, and provision has also been made for additional contingency days should any unexpected remains be encountered.

The client is aware of the working methods and provision has been made to allow access to undertake trenching as required by the design brief.

SCCAS will be responsible for monitoring progress and standards throughout the project. SCCAS will be kept regularly updated with developments both on site and in the post excavation process. If required a monitoring visit can be arranged with SCCAS.

Any variations to the WSI will be agreed with SCCAS prior to work being carried out. The monitoring officer will be kept informed of progress throughout the project. SCCAS will be given a minimum of 10 days' written notice of the commencement of work.





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English Heritage PastScape [www.pastscape.org.uk](http://www.pastscape.org.uk)

Archaeological Data Service (ADS) [www.ads.ahds.ac.uk](http://www.ads.ahds.ac.uk)

English Heritage National List for England

[www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england](http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england)

DEFRA Magic <http://magic.defra.gov.uk/website/magic>



## APPENDIX 1 STAFF

The following members of staff have the skills and experience necessary to undertake the supervision of archaeological work as required in the brief. All have a wide range of experience on a variety of site types.

Project Officer Alice Schute BSc (Hons)

Qualifications: University of Exeter, Archaeology with Forensic Science  
(2015-2018)

Alice joined Britannia Archaeology in early 2019 as a Trainee Site Assistant moving to a Supervisor position and in 2022 took on a new role as Trainee Project Officer. As an undergraduate she was involved in the Ipplepen Project in Devon and participated in the excavation of a Prehistoric Indian Site in South Dakota. Since 2016, Alice has been involved in a community archaeological dig, the Aylsham Roman Project, first as a volunteer and recently as a member of staff with Britannia Archaeology who supervise the project. Since joining Britannia Archaeology, Alice has worked on and supervised numerous excavations and evaluations across East Anglia, developing her excavation skills and commercial archaeological experience.

Specialist Andy Fawcett MA, BA (Joint Hons)

Qualifications: University of Leicester, MA Post-Excavation (1996-1997)  
University of Leicester, BA (Joint Hons) Archaeology and Ancient  
History (1993-1996)

Experience: Andy joined Britannia Archaeology in 2017 as a Specialist and has twenty years commercial archaeological experience. Since 1997 Andy has worked for three commercial units and extensively as a free-lance specialist in the field of late Iron Age/Roman ceramics and ceramic building materials. In this time he has produced a large number of evaluation, assessment and publication reports (principally from around the midlands and south-east areas of England) as well undertaking several outreach and teaching roles. Andy's particular area of research within the overall study of ceramics concerns late Iron Age and Roman cremation issues.



Director                      Dan McConnell BSc (Hons) MCI fA

Qualifications:            University of Bournemouth, BSc (Hons) Archaeology (1995-1998)

Experience: Dan is a Director at Britannia Archaeology and has 22 years commercial archaeological experience. He took part in several archaeological projects in the north of England from the late 1980s onwards, including the Wharram Percy Research Project and Mount Grace Priory excavations. Within commercial archaeology he has been involved with many small to large scale archaeological projects in the United Kingdom and Ireland including major infrastructure schemes. Since relocating to East Anglia in 2004 he has carried out and managed several small to large scale excavations across the south and east of England. In 2008 Dan became a County Archaeologist for the Cambridgeshire County Council Historic Environment Team before joining Britannia in 2014. His main research interests focus on the early pre-historic period (in particular the Neolithic) of the British-Isles and late post-medieval archaeology.

Director                      Martin Brook BA (Hons) MCI fA

Qualifications:            University of Leicester, BA (Hons) Archaeology (2003 – 2006)

Experience: Martin is a Director at Britannia Archaeology and has 14 years commercial archaeological experience. He specialises in logistical project management, archiving and fieldwork. He has carried out numerous excavations and evaluations throughout East Anglia and the Midlands, and works closely with local and national museums when archiving sites. His research interests are focused on the British Iron age specifically funerary traditions in the south of England and in East Yorkshire. Martin specialises in metalwork finds from the period, specifically those associated with grave goods and personal adornment.



## APPENDIX 2 SPECIALISTS

Prehistoric Pottery:	Andrew Fawcett (BA)
Roman Pottery:	Andrew Fawcett (BA)
Saxon and Medieval Pottery:	Sue Anderson (Independent) Andrew Fawcett (BA)
Post Medieval Pottery:	Sue Anderson (Independent) Andrew Fawcett (BA)
Flint:	Dan McConnell (BA)
Animal Bone:	Julie Curl (Sylvanus Archaeology)
Human Bone:	Julie Curl (Sylvanus Archaeology) Dr Malin Holst (York Osteoarchaeology Ltd)
Environmental:	Oxford Archaeology East Val Fryer (Independent)
Pollen and Seeds:	Quest (Reading University)
Charcoal and Wood:	Dr Roderick Bale (University of Trinity St David) Mike Bamforth (Independent) Steve Allen (YAT)
Soil Micromorphology:	Earthslides (University of Newcastle) Quest (Reading University)
Carbon-14 Dating:	Beta Analytic Inc
Conservation:	University of Leicester Archaeological Services (ULAS)
Metalwork:	Rebecca Sillwood (Headland)
Leather:	Quita Mould (Independent)
Glass:	Cecily Cropper (Independent)
Small Finds:	Nick Cooper (ULAS) Rebecca Sillwood (Independent)



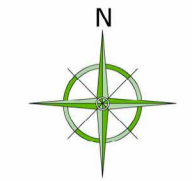
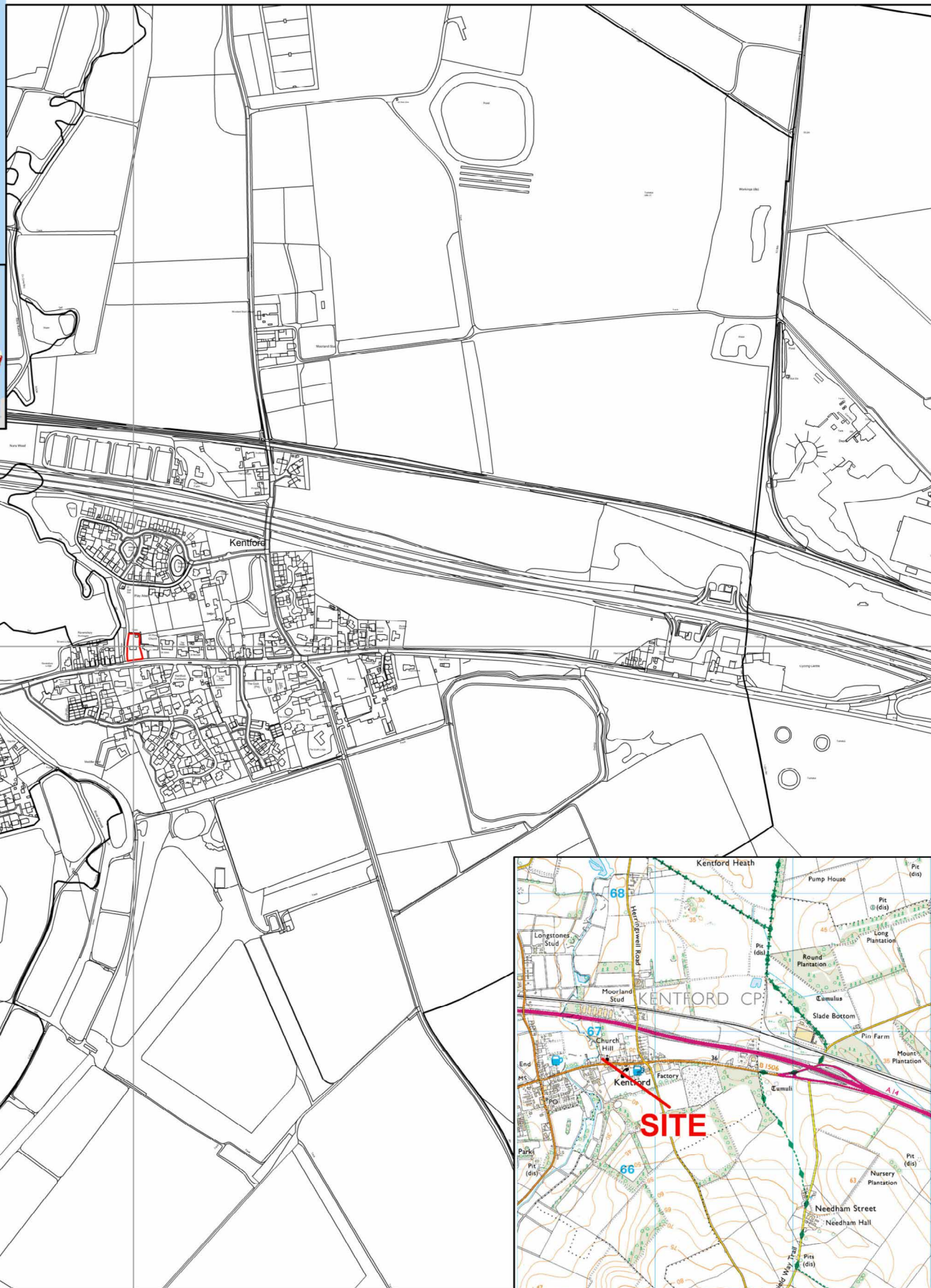
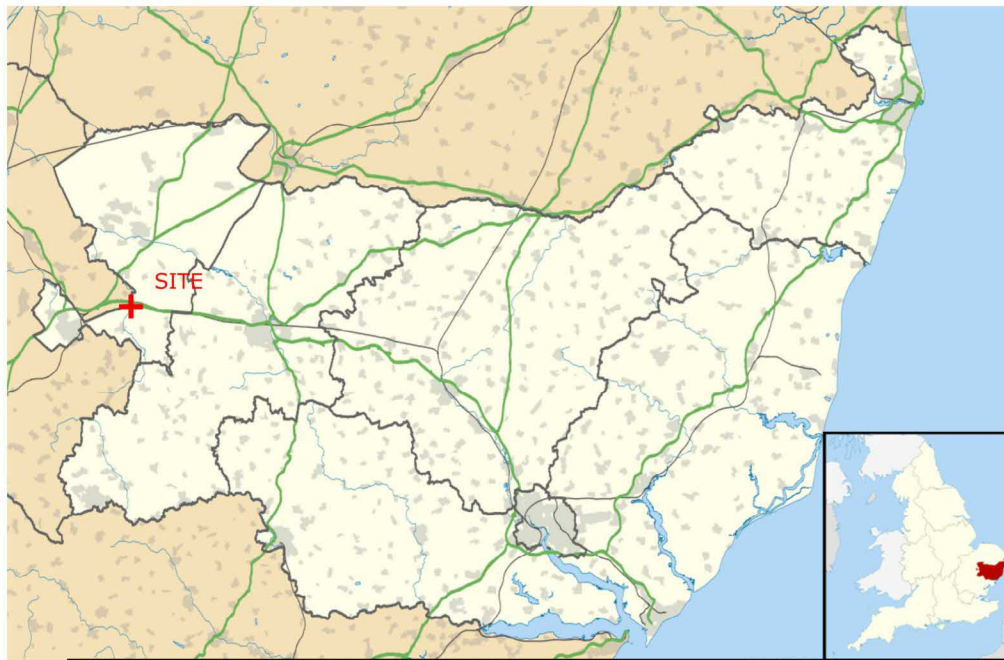
Church Bungalow, Bury Road, Kentford, CB8 7PT  
Written Scheme of Investigation  
Archaeological Monitoring & Recording

Illustration:	Dave Watt (Independent)
Slag:	Jane Cowgill (Independent) Rebecca Sillwood (independent)
Geophysical Consultant:	Dr Dave Bescoby
Air Photographic Assessments:	Alison Deegan (BSc)
Topographic Survey:	Dan McConnell (BA)
CAD:	Dan McConnell (BA)
Metal Detecting:	Steve Clarkson PCIfA
Coins & Medals:	Dr Adrian Marsden (Norwich Castle Museum)



APPENDIX 3 – INSURANCE DETAILS

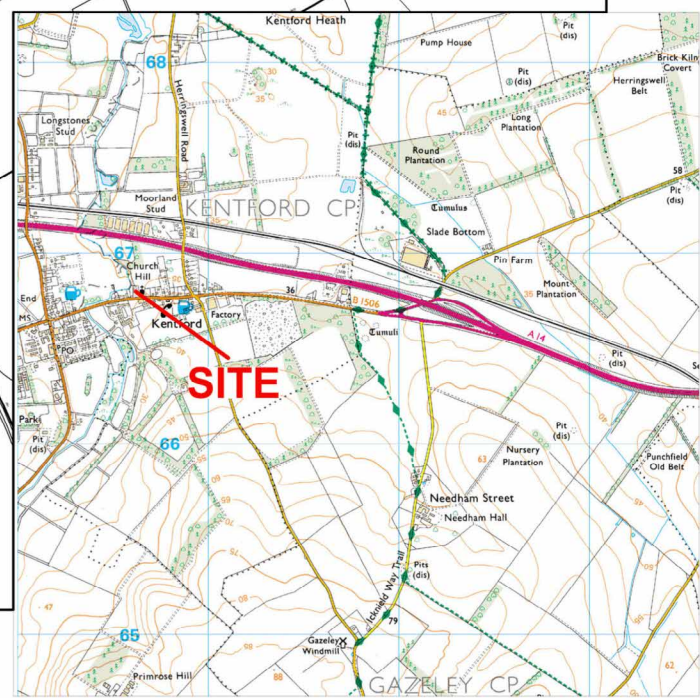
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Insurer	Towergate Insurance	Towergate Insurance	Towergate Insurance
Extent of Cover	£10,000,000	£5,000,000	£5,000,000
Policy Number	24765101 CHC/UN/000012	1338672212	RG BDX 7059494/TG0129



Site Boundary

266795

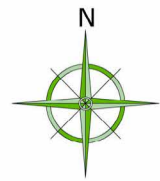
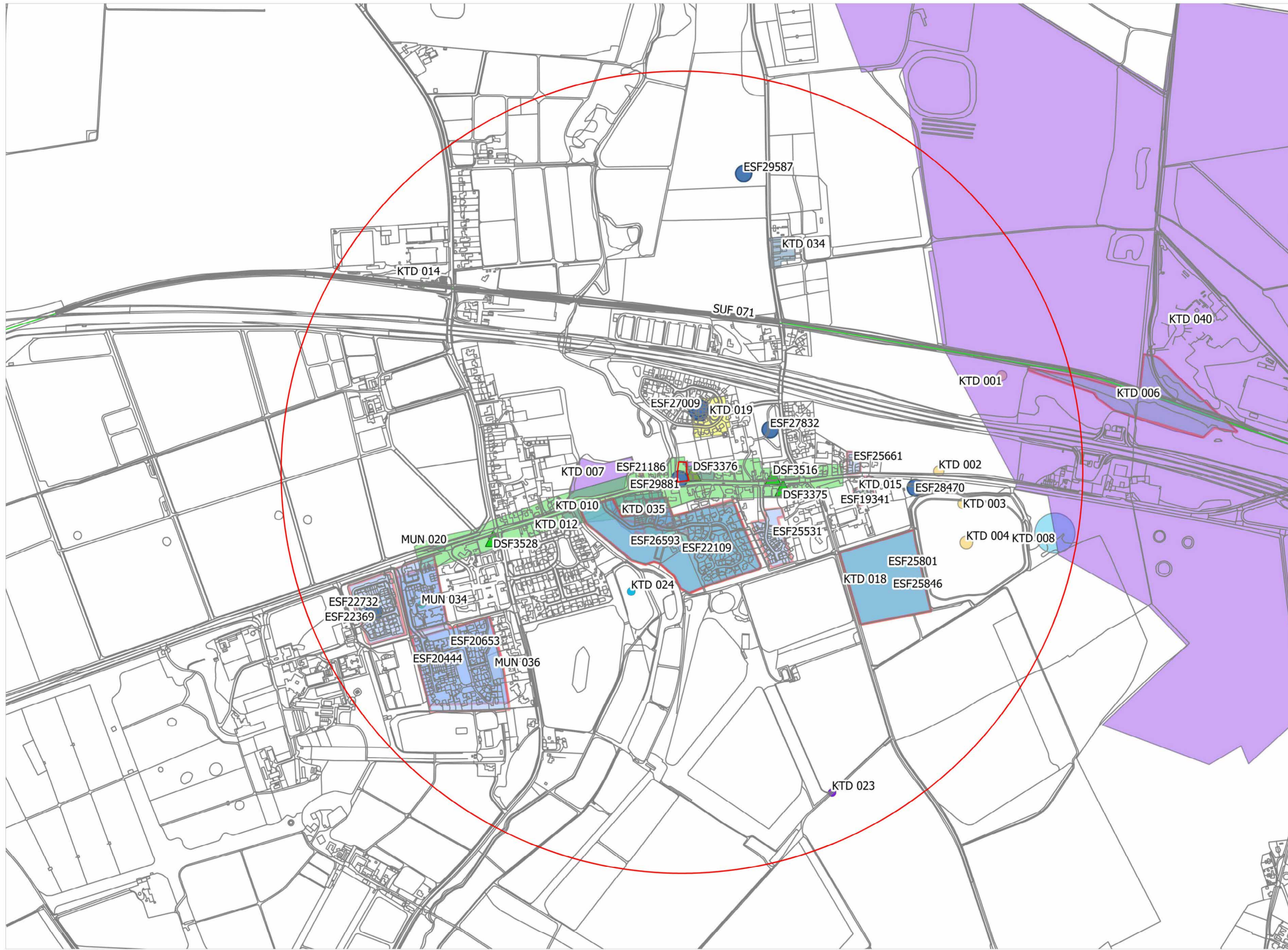
570627



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NGR:	570627 266795	REF:	P1452
PROJECT:	CHURCH BUNGALOW, BURY ROAD, KENTFORD		
DESCRIPTION:	GENERAL LOCATION PLAN		
CLIENT:	TONY GILLAM		
<b>BRITANNIA ARCHAEOLOGY LTD</b>			
 UNIT 2 THE OLD WOOL WAREHOUSE ST ANDREWS STREET SOUTH BURY ST EDMUNDS SUFFOLK IP33 3PH T: 01284 630057 E: info@brit-arch.com W: www.britannia-archaeology.com © Copyright Britannia Archaeology Ltd 2024			
DATE:	FEB 2024	PLOT:	A3
VERSION:	1		
AUTHOR:	DPM		
APPROVED:	MB		
FIGURE:	1		





- HER Search Area
- Site Boundary
- Undated Record
- Multiperiod Record
- Modern Record
- Post-medieval Record
- Medieval Record
- Anglo Saxon Record
- Roman Record
- Iron Age Record
- Bronze Age Record
- Neolithic Record
- Mesolithic Record
- Palaeolithic Record
- Archaeological Event
- Scheduled Monument
- Conservation Area
- Registered Parks & Gardens

- Listed Buildings
- Grade I
  - Grade II\*
  - Grade II

NGR: 570627 266795 REF: P1452

PROJECT: CHURCH BUNGALOW, BURY ROAD, KENTFORD

DESCRIPTION: HER DATA - MONUMENTS, EVENTS & LISTED BUILDINGS

CLIENT: TONY GILLAM

**BRITANNIA ARCHAEOLOGY LTD**

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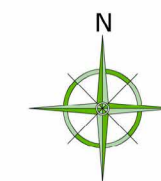
DATE: FEB 2024 PLOT: A3 VERSION: 1

AUTHOR: DPM  
APPROVED: MB

FIGURE:  
**2**



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-  Site Boundary
-  Monitoring Areas

# St Mary's Church

# The Cottage



0 1:250 10m

WGR: 570627 266795 REF: P1452

PROJECT: CHURCH BUNGALOW, BURY ROAD, KENTFORD

DESCRIPTION: MONITORING AREAS

CLIENT: TONY GILLAM

**BRITANNIA ARCHAEOLOGY LTD**

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DATE: FEB 2024 PLOT: A3 VERSION: 1

AUTHOR: DPM  
APPROVED: MB

FIGURE: 3