

# Colchester Archaeological Trust



**CAT Report 2064  
issued July 2024**

**Archaeological monitoring and recording at  
23 Bridewell Street, Clare, Suffolk,  
CO10 8QD: June 2024**



**CAT project ref.: 2023/11h  
SCC parish code: CLA 155**

**Archaeological monitoring and recording at  
23 Bridewell Street, Clare, Suffolk,  
CO10 8QD: June 2024**

**NGR: TL 77004 45898 (centre)**

**Planning district: West Suffolk  
Planning ref.: DC/22/1288/HH**

**CAT project ref.: 2024/11h  
CAT Report 2064**

**Curating museum: Suffolk County Council  
Archaeological Service  
SCC parish code: CLA 155**

**SCCAS monitor: Dr Hannah Cutler  
OASIS id: colchest3-521044**

**report by Bronagh Rae-Quinn  
with contributions by Dr Matthew Loughton**

**fieldwork by Ziya Eksen**

**commissioned by the homeowner**

|                                  |                   |                                       |
|----------------------------------|-------------------|---------------------------------------|
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| <b>Issued:</b>                   | 12/07/24          |                                       |

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## 1 Summary

Archaeological monitoring was undertaken at 23 Bridewell Street, Clare, Suffolk ahead of the construction of a single-storey rear extension. The site is located in an area of significant archaeological remains, most notably Clare Common, a large camp likely associated with a medieval manor house. A large modern pit was recorded during the monitoring, although medieval pottery and cut peg-tile recovered could be associated with activity at Clare Common.

## 2 Introduction (Fig 1)

This report presents the results of archaeological monitoring and recording undertaken by the Colchester Archaeological Trust (CAT) at 23 Bridewell Street, Clare, Suffolk on 27th June 2024. The work was commissioned by the homeowner and took place during groundworks for a new single-storey rear extension.

In response to consultation with Suffolk County Council Archaeological Service (SCCAS), the Suffolk County Council Archaeological Officer (SCCAO) Dr Hannah Cutler advised that in order to establish the archaeological implications of this application, the applicant should be required to commission a scheme of archaeological investigation in accordance with the *National Planning Policy Framework* (MHCLG 2023).

All archaeological work was carried out in accordance with a *Brief for Continuous Archaeological Monitoring and Recording*, detailing the required archaeological work, written by Dr Hannah Cutler (SCCAS 2023a), and a written scheme of investigation (WSI) prepared by CAT in response to the brief and agreed with SCCAS (CAT 2023a).

In addition to the project Brief and WSI, all fieldwork and reporting was undertaken in accordance with:

- Management of Research Projects in the Historic Environment (MoRPHE) (Historic England 2015),
- Professional standards of the Chartered Institute for Archaeologists, including its Code of Conduct (CIfA 2020a-b, 2022, 2023a-b),
- East of England standards and frameworks published by East Anglian Archaeology (Brown & Glazebrook 2000, Gurney 2003, Medlycott 2011) and the recent review updates on <https://researchframeworks.org/eoe/>
- SCCAS *Requirements for Archaeological Excavation* (SCCAS 2023b) and *Archaeological Archives in Suffolk: Guidelines for Preparation and Deposition* (SCCAS 2023c).
- Relevant health and safety guidelines and requirements (CAT 2023b).

## 3 Archaeological background

The following archaeological background draws on information from the Suffolk Historic Environment Record ([archaeology.her@suffolk.gov.uk](mailto:archaeology.her@suffolk.gov.uk)), SCC invoice number 9538706.

### Geology

The British Geological Survey geology viewer (1:50,000 scale<sup>1</sup>) shows the bedrock geology of the site is comprised of Lewes nodular chalk formation (chalk). Superficial deposits under the house and front garden is Head (poorly sorted and poorly stratified, angular rock debris and/or clayey hillwash and soil creep, mantling a hillslope and deposited by solifluction and gelifluction processes). Under the garden superficial deposits are of Lowestoft formation (extensive sheet of chalky till, together with outwash sands and gravels, silts and clays. The till is characterised by its chalk and flint content).

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

### Historic landscape

The development site is located in an area defined as *rolling valley farmlands* in the Suffolk Landscape Character Assessment<sup>2</sup>. These landscapes occur on the sides of the valleys that cut through the thick layer of chalky till deposited by the retreating ice sheet of the Anglian Glaciation. Topography is mainly formed by the sloping valley sides, usually relatively gentle, but sometimes with surprisingly complex and steep slopes.

Within the Suffolk Historic Landscape Characterisation Map<sup>3</sup> it is defined as Landscape type 10.2 built up area - town. The landscape immediately around the site is characterised as: 1.1 pre-18th century enclosure - random fields (areas with this field pattern are thought to be some of our earliest farming landscapes) and 5.1 meadow or managed wetland - meadow.

### Archaeology<sup>4</sup>

This background is focused on SHER search results within a 500m radius of the site. All measurements are taken from the centre point of the development site to the centre point of the archaeological site. The site is located within the centre of the picturesque small town of Clare, in the West Suffolk Upper Stour Valley, in south-west Suffolk.

The site abuts the eastern edge of Clare Common (formerly known as Erbury). Within the common is a roughly polygonal enclosure 'camp' of 7 or 8 acres, with a double bank and ditch - the outer bank being lower (SF54/CLA 010, NHLE 1006046). The SHER records this as appearing to be later than the present arrangement of streets and lanes, is not prehistoric, nor Roman and generally suggests a large medieval manor house. Possibly an additional dwelling place of the Clares and their successors at the Castle, or perhaps the site of the Saxon castle. A number of finds have been found around the Common, predominantly medieval, except for an incomplete Bronze Age bronze socketed gouge (CLA 014, 510m SW). Magnetometer and resistivity surveys had mixed results. The best results were on the earthworks on the south-east corner of the 'camp' where outlines of two rectangular buildings are clearly detected (Historic England 1994).



**Map 1** 1st OS map of England and Wales, Suffolk sheet LXXI.NE, published 1885, showing the site (in red) in relation to Clare common (labelled as Roman camp).

During archaeological monitoring at 22 Bridewell Street a number of layers were recorded within foundation trenches to the rear of the property. Sealed by a modern deposit (2) was a layer of

2 <http://www.suffolklandscape.org.uk/>

3 The Suffolk Historic Landscape Characterisation Map, version 3, 2008, Suffolk County Council

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

light to mid-yellowish-brown clay c 0.7m thick (3) which contained a sherd of local unglazed medieval and transitional late medieval pottery. This layer was later interpreted as the backfilled outermost ditch and bank for Clare Camp (Westell 2011, CLA 067, 12m S).

Also within the search area:

**Prehistoric:** The only prehistoric features recorded within the search area are a Late Bronze Age/Early Iron Age four-post structure, with associated features including hearth debris, and a small Middle Iron Age curvilinear segmented gully found during an excavation at Clare Primary School (CLA 059, 450m SW).

**Roman:** There is thought to be a possible Roman road running from Great Dunmow to the centre of Clare (CLA 147, 487m S). However, few Roman features have been recorded in the town and most of these are located to the south of the search area.

A few find spots of Roman material have however been recorded to the south-west of the site and a Roman coin to the south-east (CLA 015, 242m SSE).

**Anglo-Saxon-medieval:** Clare was one of the early centres of Suffolk's medieval wool trade and that trade was responsible for the growth of many towns and villages in the Stour valley and its tributaries. Their medieval and Tudor prosperity shows in their exceptionally rich heritage of fine timber-framed houses and magnificent churches – the latter often termed 'wool churches' in recognition of the industry that paid for them. Hadleigh, in the Brett valley, was a royal residence (*villa regia*) in AD 890 when the Viking king, Guthrum, was buried there. It was later given by Ealdorman Brithnoth of Essex to Canterbury Cathedral and the cathedral priory continued to be the lords of Hadleigh through the Middle Ages. Lavenham, in the upper Brett valley, was granted a market in 1257 and was Suffolk's leading wool town in the late 15th and early 16th centuries, and the 15th wealthiest town in England. The centres of all these towns and villages have retained their much of their mediaeval structure, and the majority of expansion and change has occurred on the periphery. The exception to this is Hadleigh where there has been, more change in later periods as the town continued to be more economically active than places such as Lavenham or Bildeston." (<http://www.suffolklandscape.org.uk/>).

It is thought that there may have been a castle or principal residence at Clare during the Saxon period but its location is as yet unknown. The Domesday Book of 1086 shows that a secular college, dedicated to St John the Baptist, was founded "in the castle" at Clare by Earl Alfric, probably c 1045 (CLA 008, 485m SSE). In 1090 it became an alien priory cell for Benedictine Monks until this was moved in 1124 to Stoke-by-Clare.

After the battle of Hastings in 1066, William the Conqueror gave his cousin Richard Fitzgilbert, the Manor of Clare. He then became known as Richard de Clare who started building Clare Castle, a large motte and bailey castle (CLA 008, NHLE 1006044, 485m SSE). The motte has a circumference of c 259m and height of 16m. The castle was substantial enough to have a second bailey and wet ditches. It is suggested that some of the earthworks, notably the entrance between baileys, may pre-date the motte phase but it unknown if this relates to an earlier castle or not (**VCH II**, 1911). The whole site is now a Country Park.

The Church of St Peter and St Paul (CLA 023, 440m SSW) is a dominant structure in the centre of the town, which is surrounded on three sides by roads lined with historic buildings. The lower part of the church dates to the 13th century, the upper part being a later 15th century addition. The church is constructed from flint with ashlar dressings. Of particular note is the heraldic glass in the eastern window. A bulla or lead seal of Pope Innocent VI (1352-1362) was found in the churchyard in 1853 (CLA 017, 408m SSW).

Numerous archaeological investigations within the search area have revealed medieval features and finds. An evaluation prior to the redevelopment of the Old Coal Yard within the area of the town ditch and to the rear of road frontage showed truncation of a subsoil surface in the eastern two thirds of site and possible town ditch/bank deposits surviving at the west. Various features

survived in both truncated and undisturbed areas (CLA 031, 487m SSW). An evaluation at Burlington House, Cavendish Road, revealed large probable quarry pits which contained a large quantity of medieval pottery (CLA 089, 465m SSE). A property boundary and post-hole structure was also revealed but were undated. An evaluation at 13 Callis Street revealed medieval pits and a ditch containing large amounts of refuse material (CLA 124, 240m SSW, CAT Report 1336).

Features and finds have also been recorded at 9 Callis Street (CLA 025, 284m SSW), 19 Callis Street (CLA 126, 174m SE), The Old Bakery (CLA 039, 200m SSW), The Vicarage, Sickles House (CLA 032, 503m SSW), The Old Vicarage (CLA 056, 169m SSW) and The Auction rooms (CLA 072 476m S).

Medieval find spots within the search area include an iron dagger found in a garden in 1978 (CLA 020, 268m SW) and a number of metal objects to the south-west.

**Post-medieval to modern:** Industrialisation of Clare is represented by the arrival of the railway. A large proportion of the Clare Castle inner bailey was flattened during the construction of the railway line and station buildings. The railway station (located to the south of the search area) was built for the Great Eastern Railway, as part of the Stour Valley Line (SUF 075).

Other industrial buildings include the former Clare brickworks (CLA 050, 216m NE). Non-industrial buildings include a former Quaker burial ground, located in a garden adjacent to 3 Cavendish Road (CLA 049, 465m SSE). A post-medieval dovecote is recorded at Church Farm (CLA 052, 468m SW).

Monitoring revealed post-medieval infill of a pond shown on earlier mapping at Maples, Erbury Place (CAL 046, 382m SW) and an undated former boundary ditch with three large post-medieval pits at land to the rear of 18 High Street (CLA 068, 476m SSW).

Although the site was negative for features, a strip map and record at 26 Bridewell Street did reveal a scatter of 19th century and modern bricks (CLA 084, 32m NW).

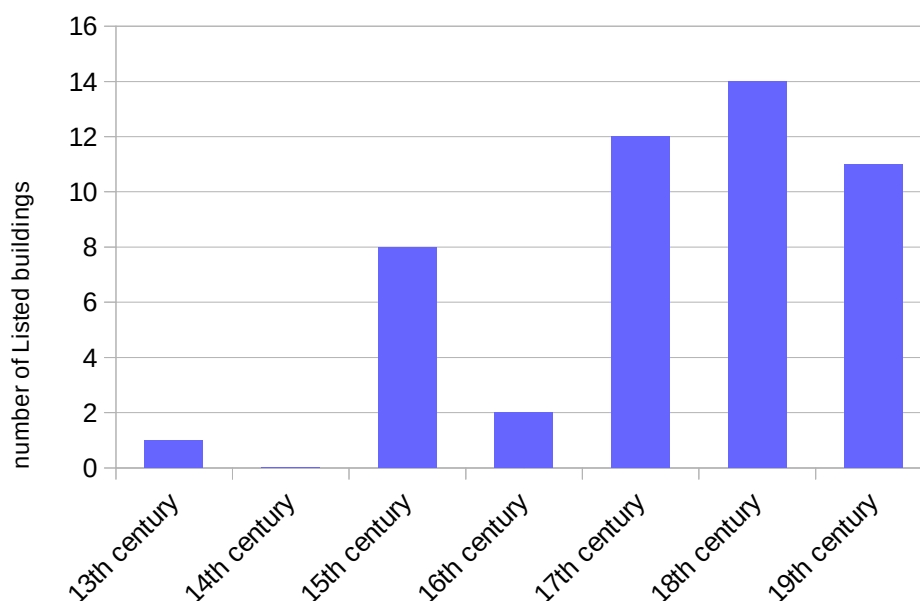
**Negative:** Archaeological monitoring on land adjacent to Clare Police Station (CLA 048, 368m SSW), The Old Manse (CLA 152, 352m SSW), Guildhall Surgery (CLA 077, 445m SSW) and Gothic House and Merton House, Church Street (CLA 060, 373m SSE) revealed no archaeological features or finds.

#### **Listed buildings<sup>5</sup>**

Within the search area there are 48 listed buildings (2 Grade I, 3 Grade II\* and 43 Grade II). Clare was very prosperous in medieval times as it was a centre for the wool and cloth trade, particularly from the 15th century onwards. The number of listed buildings within the small town suggest that even when the wool industry faltered, Clare seems to have grown at a consistent level until the 1900s.

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



**Table 1:** Number of listed buildings based on their approximate earliest construction date.

Key historic buildings not mentioned above include:

- Ancient House, a 15th-century jettied hall-house (CLA 074, 482m SSW).
- 30-34 Bridewell Street, originally a 15th century single timber-framed and plastered house with a 16th century cross-wing (282932, 60m SW).
- The Maltings, 15th century timber-framed building, formerly the Old Guildhall (282944, 252m SSW).
- The Vicarage, a 16th-century timber-framed and plastered building with a cross-wing at the north end. It was originally a hall-house but was later considerably altered (CLA 143, 506m SSW).
- Red Lion Inn, a 17th century timber-framed and plastered house, refronted with brick in the 19th century (282935, 118m SSW).
- Grove House, a 15th century timber-framed house with cross-wings at the north and south ends (282948, 316m S).
- 46 & 47 Bridewell Street, a small 15th century timber-framed and thatched house (282936, 132m SSW).
- 20 & 21 High Street, a range of 16th century timber-framed and plastered houses, with a late 15th century wing at the rear of no 20 (282987, 456m SSW).
- Church Farmhouse, a late 15th century or early 16th century timber-framed and plastered house. The interior has moulded beams, exposed studding and remains of 16th century panelling (282989, 412m SSW).

**Registered parks and gardens<sup>6</sup>**

There are none located within the search area.

**4 Aims**

Archaeological monitoring was undertaken to excavate and record any archaeological deposits which were exposed by the groundworks.

<sup>6</sup> This is based on records held at the Suffolk County Historic Environment Record (SCHER).



## 5 Results (Figs 2-4)

Approximately 9m of foundation trench was machine excavated under the supervision of a CAT archaeologist. The trenches were 0.6m wide and excavated to a depth of 1m through a modern concrete and brick patio (L1, c 0.05m thick) and a modern makeup layer (L2, c 0.1m thick) onto natural geology (L3). Natural geology was encountered at a depth of c 0.35m below current ground level (bcgl).

A modern pit (F1) was identified in the southern half of the foundation trenches. The full extent of the pit is unknown but it is at least 2.9m by 1.9m and 0.85m deep. Finds from the pit were rare but included medieval pottery, a piece of peg-tile and a fragment of modern cladding.



**Photograph 1** General shot of completed trenches, looking south-east.



**Photograph 2** General shot of completed trenches, looking north-east

## 6 Finds

*by Dr Matthew Loughton and Laura Pooley*

Pit F1 (finds no.1) produced one sherd (87g) of medieval/post-medieval peg-tile which has been cut-down into a rough disc-shaped sherd (70mm diameter) and a base (97g) from a cooking pot in medieval sandy greyware (fabric F20)<sup>7</sup>, dating to c 1175-1375/1400 (Cotter 2000). A piece (37g) of modern cladding was also recovered from the pit and has been discarded.

## 7 Conclusion

Despite being located within an area of high archaeological potential, monitoring at 23 Bridewell Street, Clare only revealed part of a modern pit associated with the construction of the property. However, the discovery of residual medieval pottery and cut-down peg-tile is significant as they may be associated with the activity in Clare Camp to the west.

## 8 Acknowledgements

CAT thanks the homeowner for commissioning and funding the work. The project was managed by C Lister, L Pooley and A Wightman, fieldwork was carried out by Z Eksen. Figures were prepared by B Rae-Quinn. The project was monitored for SCCAS by Dr Hannah Cutler.

<sup>7</sup> In Anderson's Suffolk Medieval pottery fabric series (2020) this sherd is possibly of MSSCW (Medieval south Suffolk coarseware) or LMT (Late Medieval and transitional ware).

## 9 References

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

- |                          |       |   |
|--------------------------|-------|---|
| Anderson, S              | 2020  | <i>Suffolk Medieval Pottery fabric series.</i> <a href="https://www.suffolkmedpot.co.uk/">https://www.suffolkmedpot.co.uk/</a>  |
| 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                      | 2023a | <i>Written Scheme of Investigation for continuous archaeological monitoring and recording at 23 Bridewell Street, Clare, Suffolk, CO10 8QD</i> by E Holloway. Colchester Archaeological Trust.    |
| CAT                      | 2023b | <i>Health &amp; Safety Policy.</i> Colchester Archaeological Trust  |
| CAT Report 1336          | 2018  | <i>Archaeological evaluation on land to the rear of 13 Callis Street, Clare, Suffolk,</i> by E Hicks  |
| CIfA                     | 2020a | <i>Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives.</i> CIfA Chartered Institute for Archaeologists; published 2014, revised 2020.        |
| CIfA                     | 2020b | <i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials.</i> CIfA Chartered Institute for Archaeologists; published 2014, revised 2020. |
| CIfA                     | 2022  | <i>Code of Conduct.</i> CIfA Chartered Institute for Archaeologists; published 2014, revised 2022.  |
| CIfA                     | 2023a | <i>Standard for archaeological monitoring and recording.</i> CIfA Chartered Institute for Archaeologists.   |
| CIfA                     | 2023b | <i>Universal guidance for archaeological monitoring and recording.</i> CIfA Chartered Institute for Archaeologists.   |
| Cotter, JP               | 2000  | <i>Colchester Archaeological Report 7: Post-Roman pottery from excavations in Colchester, 1971-85.</i> Colchester: Colchester Archaeological Trust Ltd.   |
| Gurney, D                | 2003  | <i>Standards for field archaeology in the East of England.</i> East Anglian Archaeology Occasional Papers 14 (EAA 14).  |
| Historic England         | 1994  | <i>Clare Camp, Suffolk – results of geophysical survey.</i> Summary based on letter by A Payne  |
| Historic England         | 2015  | <i>Management of Research Projects in the Historic Environment (MoRPHE).</i>  |
| Medlycott, M             | 2011  | <i>Research and archaeology revisited: A revised framework for the East of England.</i> East Anglian Archaeology Occasional Papers 24 (EAA 24).   |
| MHCLG                    | 2023  | <i>National Planning Policy Framework.</i> Ministry of Housing, Communities and Local Government  |
| SCC                      | 2012  | <i>The Suffolk Historic Landscape Characterisation Map, version 3</i>   |
| SCCAS                    | 2023a | <i>Brief for Continuous Archaeological Monitoring and Recording at 23 Bridewell Street, Clare, Suffolk, CO10 8QD,</i> by H Cutler   |
| SCCAS                    | 2023b | <i>Requirements for Archaeological Excavation.</i> Suffolk County Council Archaeology Service.  |
| SCCAS                    | 2023c | <i>Archaeological Archives in Suffolk: Guidelines for Preparation and Deposition</i>  |
| VCH II                   | 1911  | <i>A History of the County of Suffolk: Volume 2,</i> ed. William Page   |
| Westell, S               | 2011  | <i>An Archaeological Watching Brief at 22 Bridewell Street, Clare, Suffolk.</i> NAU Archaeology Report 2461   |

## 10 Abbreviations and glossary

|             |  |
|-------------|--|
| CAT         | Colchester Archaeological Trust  |
| CIfA        | Chartered Institute for Archaeologists   |
| context     | specific location of finds on an archaeological site   |
| feature (F) | an identifiable thing like a pit, a wall, a drain: can contain 'contexts'  |
| layer (L)   | distinct or distinguishable deposit (layer) of material  |
| modern      | period from c AD 1800 to the present   |
| natural     | geological deposit undisturbed by human activity   |
| NGR         | National Grid Reference  |
| OASIS       | <b>O</b> nline <b>A</b> cces <b>S</b> to the <b>I</b> ndex of <b>A</b> rchaeological <b>I</b> nvestigations, <a href="http://oasis.ac.uk/pages/wiki/Main">http://oasis.ac.uk/pages/wiki/Main</a> |
| SCC         | Suffolk County Council   |
| SCCAS       | Suffolk County Council Archaeological Services   |

|         |   |
|---------|---|
| SCCAO   | Suffolk County Council Archaeological Services Archaeological Officer |
| SCHER   | Suffolk County Historic Environment Record                            |
| section | (abbreviation sx or Sx) vertical slice through feature/s or layer/s   |
| wsr     | written scheme of investigation                                       |

## 11 Contents of the archive

**Finds:** Part of one box

### **Digital record**

CAT Report 2064

SCC evaluation brief, CAT written scheme of investigation

Digital photographs

Site data

Survey data

## 12 Archive deposition

The archive is currently held by the Colchester Archaeological Trust at Roman Circus House, Roman Circus Walk, Colchester, Essex CO2 7GZ, but will be permanently deposited with SCCAS (finds) and the Archaeology Data Service (digital).

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### **Distribution list**

The homeowner

Dr Hannah Cutler, SCCAS

Suffolk Historic Environment Record

## Appendix 1 Context list

| Context | Finds no. | Context type                    | Description   | Date         |
|---------|-----------|---------------------------------|---|--------------|
| L1      | -         | Modern concrete and brick patio | -   | Modern       |
| L2      | -         | Makeup/dump                     | -   | Modern       |
| L3      | -         | Natural                         | Firm/hard moist medium yellow silty clay with inclusions of: gravel 2%  | Post-glacial |
|         |           |                                 |   |              |
| F1      | 1         | Pit                             | <b>Fill 1:</b> Firm, moist medium grey/brown silty clay with frequent chalk flecks.<br><b>Fill 2:</b> Firm, moist dark brown silty clay with frequent chalk flecks. | Modern       |

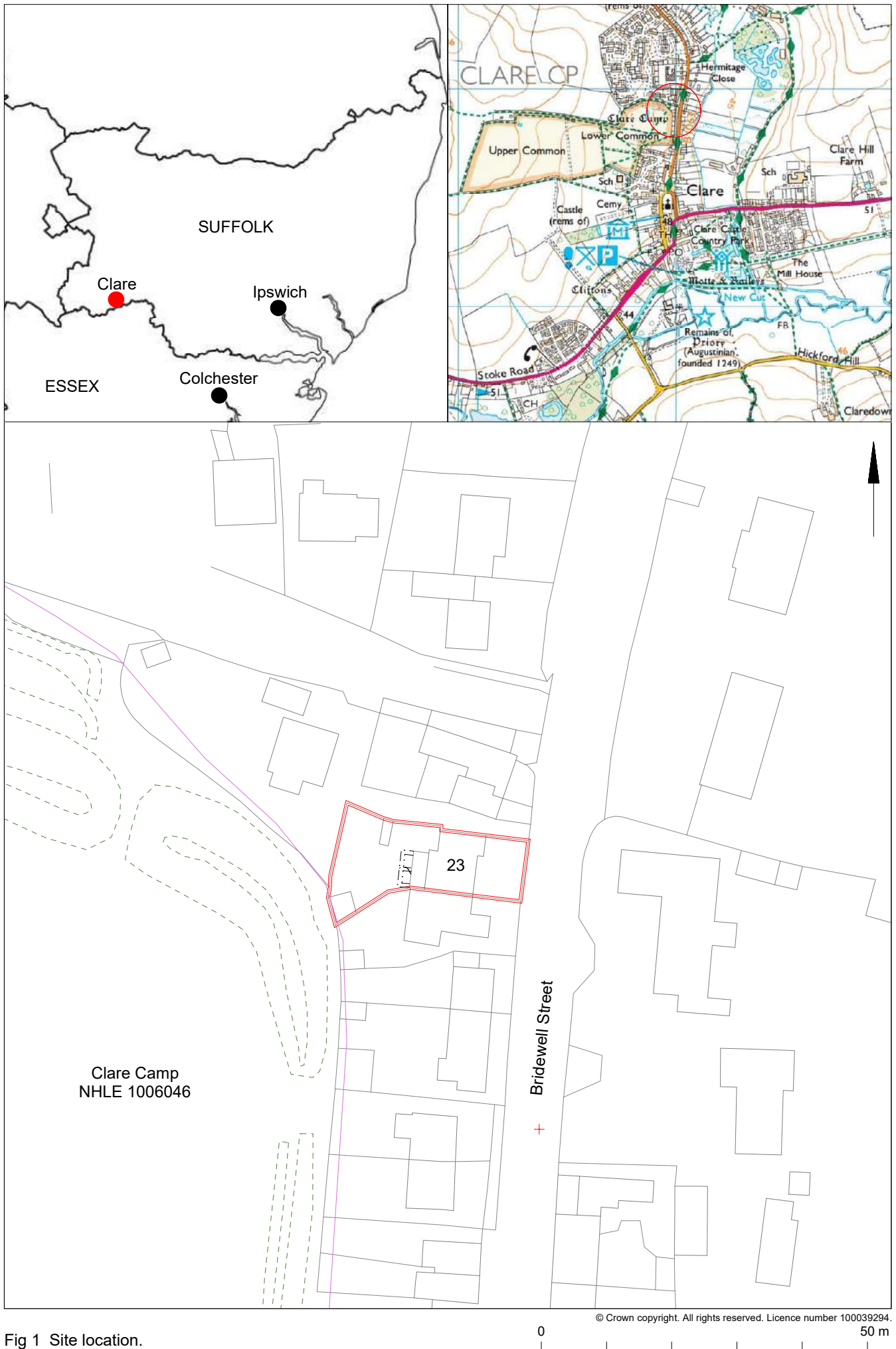


Fig 1 Site location.



Fig 2 Development site (red) in relation to archaeological data recorded on the Suffolk Historic Environment records.

Imagery ©2023 Aircus, Bluesky, CNES / Airbus, Getmapping plc, infoterra Ltd & Maxar Technologies, Map data ©2023 Historic Environment Data ©2023 Suffolk Historic Environment Record

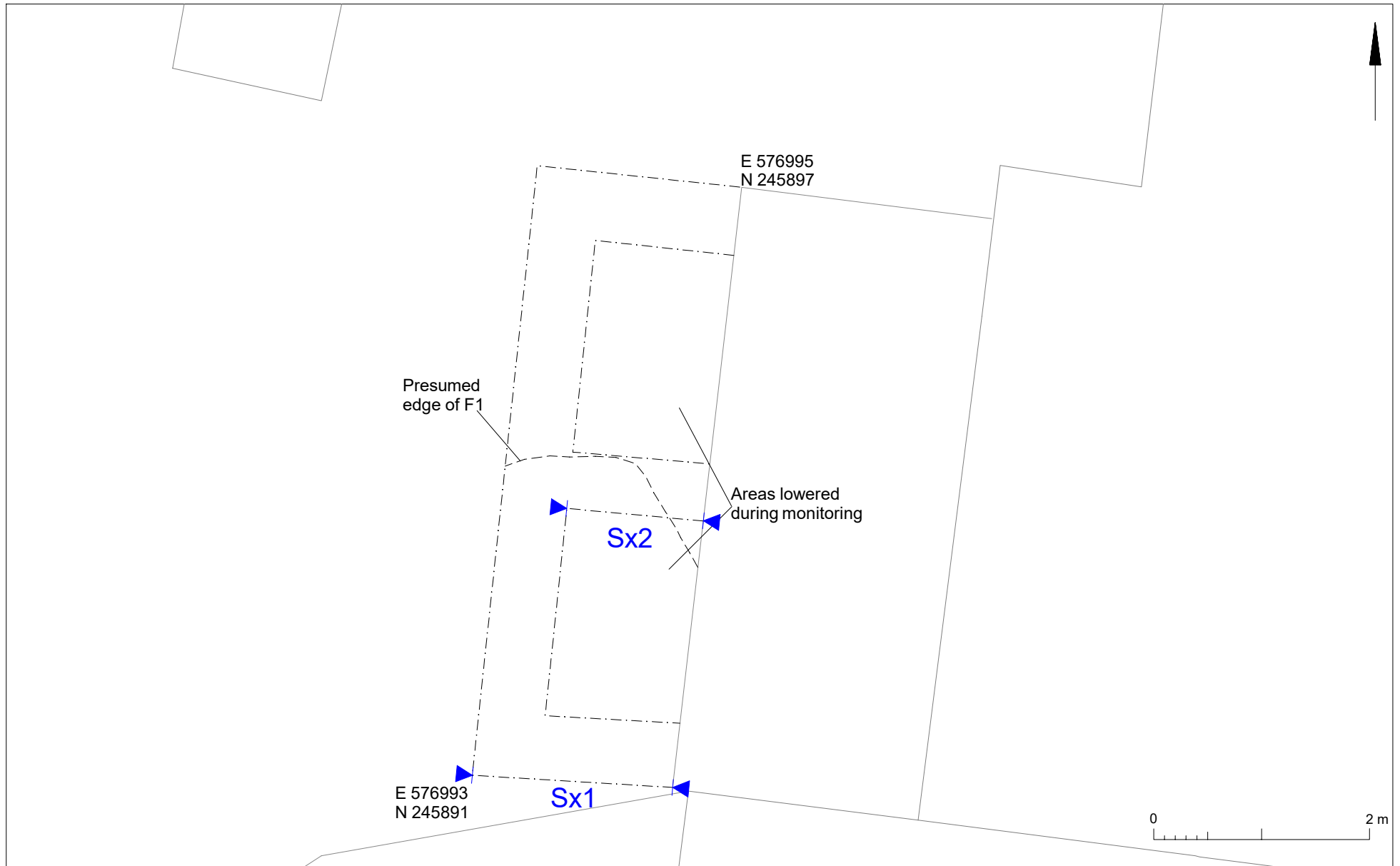


Fig 3 Results.



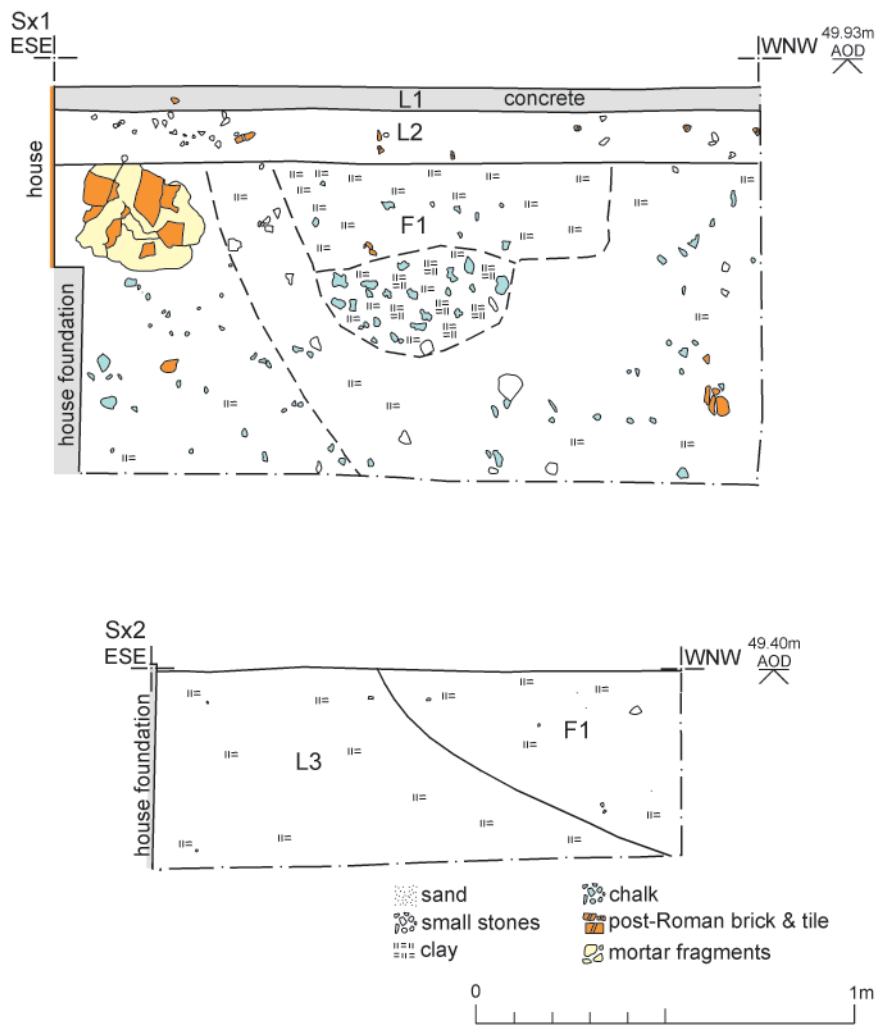


Fig 4 Representative sections.

# **Colchester Archaeological Trust**



**Written Scheme of Investigation  
for continuous archaeological monitoring and  
recording at 23 Bridewell Street, Clare, Suffolk,  
CO10 8QD.**

**December 2023**

**CAT project ref.: 2023/11h  
SCC parish code: CLA 155**

**Written Scheme of Investigation for continuous  
archaeological monitoring and recording at 23  
Bridewell Street, Clare, Suffolk, CO10 8QD.**

**December 2023**

**NGR: TL 77004 45898**

**Planning district.: West Suffolk  
Planning ref.: DC/22/1288/HH**

**CAT project ref.: 2023/11h**

**Curating museum: Suffolk County Council Archaeological Service  
SCC Parish code: CLA 155**

**SCCAS monitor: Dr Hannah Cutler  
OASIS id: colchest3-521044**

**WSI prepared by: Emma Holloway  
Figure by: Chris Lister**

**Client: Homeowner**

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|---------------------------|---------------|------------------------|
| Prepared by:              | Emma Holloway | Junior Project Officer |
| Reviewed and approved by: | Chris Lister  | Contracts Manager      |
| Issued:                   | 13/12/2023    |                        |
| Revised by:               | Emma Holloway | Junior Project Officer |
| Re-issued                 | 19/12/2023    |                        |

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## Site location and description

The site is located within the centre of the picturesque small town of Clare, at 23 Bridewell Street, Clare, Suffolk (Fig 1). The site is centred on National Grid Reference (NGR) TL 77004 45898. The site is situated on the northern edge of the Clare conservation area.

## Proposed work

The development will comprise the replacement of the front porch, enlargement of an existing driveway, first floor rear extension and a single storey rear extension.

## Archaeological background

The following archaeological background draws on information from the Suffolk Historic Environment Record ([archaeology.her@suffolk.gov.uk](mailto:archaeology.her@suffolk.gov.uk)), SCC invoice number 9538706.

### Geology

The British Geological Survey geology viewer (1:50,000 scale<sup>1</sup>) shows the bedrock geology of the site is comprised of Lewes nodular chalk formation (chalk). Superficial deposits under the house and front garden is Head (poorly sorted and poorly stratified, angular rock debris and/or clayey hillwash and soil creep, mantling a hillslope and deposited by solifluction and gelifluction processes). Under the garden superficial deposits are of Lowestoft formation (extensive sheet of chalky till, together with outwash sands and gravels, silts and clays. The till is characterised by its chalk and flint content)

### Historic landscape

The development site is located in an area defined as *rolling valley farmlands* in the Suffolk Landscape Character Assessment<sup>2</sup>. These landscapes occur on the sides of the valleys that cut through the thick layer of chalky till deposited by the retreating ice sheet of the Anglian Glaciation. Topography is mainly formed by the sloping valley sides, usually relatively gentle, but sometimes with surprisingly complex and steep slopes.

Within the Suffolk Historic Landscape Characterisation Map<sup>3</sup> it is defined as Landscape type 10.2 built up area - town. The landscape immediately around the site is characterised as: 1.1 pre-18th century enclosure - random fields (areas with this field pattern are thought to be some of our earliest farming landscapes) and 5.1 meadow or managed wetland - meadow.

### Archaeology<sup>4</sup>

(All measurements are taken from the centre point of the development site to the centre point of the archaeological site).

This background is focused on SHER search results within a 500m radius of the site.

The site is located within the centre of the picturesque small town of Clare is a picturesque small town in the West Suffolk Upper Stour Valley, in south-west Suffolk.

The site is abuts the eastern edge of Clare common (formerly known as Erbury). Within the common is a roughly polygonal enclosure 'camp' of 7 or 8 acres, with a double bank and ditch, the outer bank being lower (SF54/CLA 010, NHLE 1006046). The SHER records this as appearing to be later than the present arrangement of streets and lanes, is not Prehistoric, nor Roman and generally suggests a large medieval manor house, possibly an additional dwelling place of the Clares and their successors at the Castle, or perhaps the site of the Saxon castle. A number of finds have been found around the Common, predominantly medieval, except for an incomplete Bronze Age bronze socketed gouge (CLA 014, 510m SW). Magnetometer and resistivity surveys had mixed results. The best results were on the

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

<sup>2</sup> <http://www.suffolklandscape.org.uk/>

<sup>3</sup> The Suffolk Historic Landscape Characterisation Map, version 3, 2008, Suffolk County Council

<sup>4</sup> This is based on records held at the Suffolk County Historic Environment Record (SCHER)

earthworks on the south-east corner of the 'camp' where outlines of two rectangular buildings are clearly detected (Historic England 1994).

During archaeological monitoring at 22 Bridewell Street a number of layers were recorded within foundation trenches to the rear of the property. Sealed by modern deposit (2) was a layer of light to mid-yellowish-brown clay c 0.7m thick (3) which contained a sherd of local unglazed medieval and transitional late medieval pottery. This layer was later interpreted as the backfilled outermost ditch and bank for Clare Camp (Westell 2011, CLA 067, 12m S).



**Map 1** 1st OS map of England and Wales, Suffolk sheet LXXI.NE, published 1885, showing the site (in red) in relation to Clare common (labelled as Roman camp).

Also within the search area:

**Prehistoric:** The only prehistoric features recorded within the search area are a Late Bronze Age/Early Iron Age four-post structure, with associated features including hearth debris, and a small Middle Iron Age curvilinear segmented gully found during an excavation at Clare Primary School (CLA 059, 450m SW).

**Roman:** There is thought to be a possible Roman road running from Great Dunmow to the centre of Clare (CLA 147, 487m S). However, few Roman features have been recorded in the town and most of these are located to the south of the search area.

A few find spots of Roman material has however been recorded to the south-west of the site and a Roman coin to the south-east (CLA 015, 242m SSE).

**Anglo-Saxon-medieval:** "Clare was one of the early centres of Suffolk's medieval wool trade and that trade was responsible for the growth of many towns and villages in the Stour valley and its tributaries. Their medieval and Tudor prosperity shows in their exceptionally rich heritage of fine timber-framed houses and magnificent churches – the latter often termed 'wool churches' in recognition of the industry that paid for them. Hadleigh, in the Brett valley, was a royal residence (*villa regia*) in AD 890 when the Viking king, Guthrum, was buried there. It was later given by Ealdorman Brithnoth of Essex to Canterbury Cathedral and the cathedral priory continued to be the lords of Hadleigh through the Middle Ages. Lavenham, in the upper Brett valley, was granted a market in 1257 and was Suffolk's leading wool town in the late 15th and early 16th centuries, and the 15th wealthiest town in England. The centres of all these towns and villages have retained their much of their mediaeval structure, and the majority of expansion and change has occurred on the periphery. The exception to this is Hadleigh where there has been, more change in later periods as the town continued to be

more economically active than places such as Lavenham or Bildeston."  
(<http://www.suffolklandscape.org.uk/>).

It is thought that there may have been a castle or principal residence at Clare during Saxon times but its location is as yet unknown. The Domesday book of 1086 shows that a secular college, dedicated to St John the Baptist, was founded "in the castle" at Clare by Earl Alfric, probably c 1045 (CLA 008, 485m SSE). In 1090 it became an alien priory cell for Benedictine Monks until this was moved in 1124 to Stoke-by-Clare.

After the battle of Hastings in 1066, William the Conqueror gave his cousin, Richard Fitzgilbert, the Manor of Clare. He then became known as Richard de Clare who started building Clare Castle, a large motte and bailey castle (CLA 008, NHLE 1006044, 485m SSE). The motte has a circumference of c 259m and height of 16m. The castle was substantial enough to have a second bailey and wet ditches. It is suggested that some of the earthworks, notably the entrance between baileys, may pre-date the motte phase but it is unknown if this relates to an earlier castle or not (**VCH II**, 1911). The whole site is now a Country Park. During the 14th century the Castle was home to one of the wealthiest women in England

The Church of St Peter and St Paul (CLA 023, 440m SSW) is a dominant structure in the centre of the town, which is surrounded on three sides by roads lined with historic buildings. The lower part of the church dates to the 13th century, the upper part 15th century. The church is constructed from flint with ashlar dressings. Of particular note is the heraldic glass in the eastern window. A bulla or lead seal of Pope Innocent VI (1352-1362) was found in the churchyard in 1853 (CLA 017, 408m SSW).

Numerous archaeological investigations within the search area have revealed medieval features and finds. An evaluation prior to the redevelopment of the Old Coal Yard within the area of the town ditch and to rear of road frontage, showed truncation of subsoil surface in eastern two thirds of site and possible town ditch/bank deposits surviving at the west. Various features survived in truncated and undisturbed areas (CLA 031, 487m SSW). An evaluation at Burlington House, Cavendish Road, revealed large pits, probably quarry pits (CLA 089, 465m SSE). They contained a large quantity of medieval pottery. A property boundary and posthole structure was also revealed but were undated. An evaluation at 13 Callis Street revealed medieval pits and a ditch containing large amounts of refuse material (CLA 124, 240m SSW, CAT Report 1336).

Features and finds have also been recorded at 9 Callis Street (CLA 025, 284m SSW), 19 Callis Street (CLA 126, 174m SE), The Old Bakery (CLA 039, 200m SSW) and The Vicarage, Sickles House (CLA 032, 503m SSW), The Old Vicarage (CLA 056, 169m SSW) and The Auction rooms (CLA 072 476m S).

Medieval find spots within the search area include an iron dagger found in a garden in 1978 (CLA 020, 268m SW) and a number of metal objects to the south-west.

**Post-medieval to modern:** Industrialisation of Clare is represented by the arrival of the railway. A large proportion of Clare Castle inner bailey was flattened during the construction of the railway line and station buildings. The railway station (located to the south of the search area) was built for the Great Eastern Railway, as part of the Stour Valley Line (SUF 075).

Other industrial buildings include the former Clare brickworks (CLA 050, 216m NE). Non-industrial buildings include a former Quaker burial ground located in a garden adjacent to 3 Cavendish Road (CLA 049, 465m SSE). A post-medieval dovecote is recorded at Church Farm (CLA 052, 468m SW).

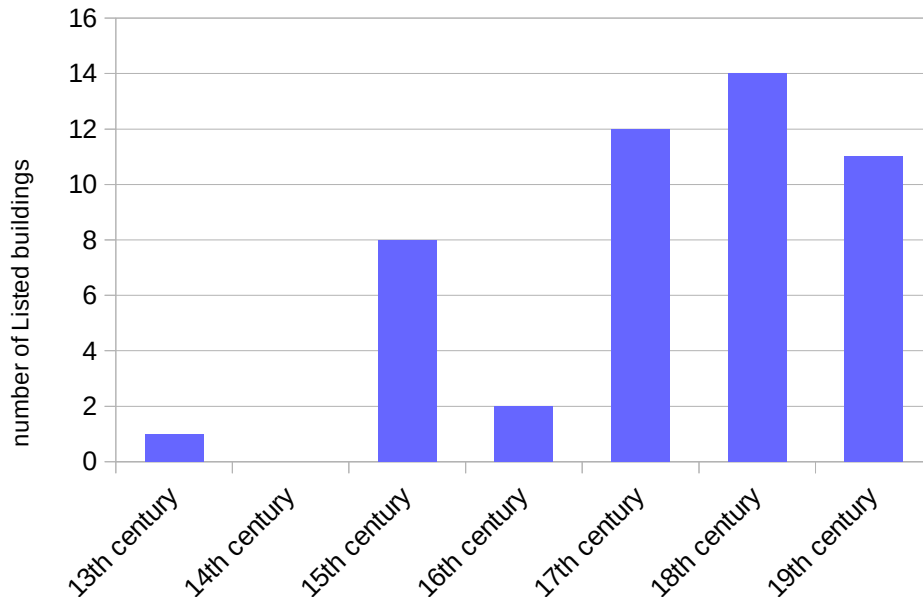
Monitoring revealed post-medieval infill of a pond shown on earlier mapping at Maples, Erbury Place (CAL 046, 382m SW) and an undated former boundary ditch with three large post-medieval pits at land to the rear of 18 High Street (CLA 068, 476m SSW).

Although the site was negative for features, a strip map and record at 26 Bridewell Street did reveal a scatter of 19th century and modern bricks (CLA 084, 32m NW).

**Negative:** Archaeological monitoring on land adjacent to Clare Police Station (CLA 048, 368m SSW), The Old Manse (CLA 152, 352m SSW), Guildhall Surgery (CLA 077, 445m SSW) and Gothic House and Merton House, Church Street (CLA 060, 373m SSE) revealed no archaeological features or finds.

### Listed buildings<sup>5</sup>

Within the search area there are 48 listed buildings (2 Grade I, 3 Grade II\* and 43 Grade 43). Clare was very prosperous in medieval times as it was a centre for the wool and cloth trade, particularly from the 15th century onwards. The number of Listed buildings within the small town suggest that even when the wool industry faltered Clare seems to have grown at a consistent level until the 1900s.



**Table 1:** Number of listed buildings based on their approximate earliest construction date.

Key historic buildings not mentioned above include:

- Ancient House, a 15th-century jettied hall-house (CLA 074, 482m SSW).
- 30-34 Bridewell Street, originally a 15th century single timber-framed and plastered house with a 16th century cross-wing (282932, 60m SW).
- The Maltings, 15th century timber-framed building, formerly the Old Guildhall (282944, 252m SSW).
- The Vicarage, a 16th-century timber-framed and plastered building with a cross-wing at the north end. It was originally a hall-house but was later considerably altered (CLA 143, 506m SSW).
- Red Lion Inn, a 17th century timber-framed and plastered house, refronted with brick in the 19th century (282935, 118m SSW).
- Grove House, a 15th century timber-framed house with cross-wings at the north and south ends (282948, 316m S).
- 46 & 47 Bridewell Street, a small 15th century timber-framed and thatched house (282936, 132m SSW).
- 20 & 21 High Street, a range of 16th century timber-framed and plastered houses, with a late 15th century wing at the rear of no 20 (282987, 456m SSW).
- Church Farmhouse, a late 15th century or early 16th century timber-framed and plastered house. The interior has moulded beams, exposed studding and remains of 16th century paneeling (282989, 412m SSW).

### Registered parks and gardens<sup>6</sup>

There are none located within the search area.

<sup>5</sup> This is based on records held at the Suffolk County Historic Environment Record (SCHER).

<sup>6</sup> This is based on records held at the Suffolk County Historic Environment Record (SCHER).

## Planning background

A planning application (**DC/22/1288/HH**) was submitted to West Suffolk District Council in July 2022 proposing “a. enlargement of existing driveway b. replacement porch c. change of tile to lower roof on front elevation d. first floor rear extension e. single storey rear extension”.

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 of all groundworks. Details are given in a Project Brief written by the SCCASA (*Brief for Continuous Archaeological Monitoring and Recording at 23 Bridewell Street, Clare, Suffolk, CO10 8QD–SCCAS 2023a*).

*Specifically:* The monitoring is being undertaken to identify and record any surviving archaeological deposits that may exist on site.

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 & 2023).
- 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)
- 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. A fragment of human femur was recovered during monitoring at the adjacent site 22 Bridewell Street, this was however a disarticulated fragment found redeposited in a modern later (Westell 2011, CLA 067, 12m S).

The SCCAS 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 Quinn  
osteology: (human remains): Megan Seehra

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 SCCAA.

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.

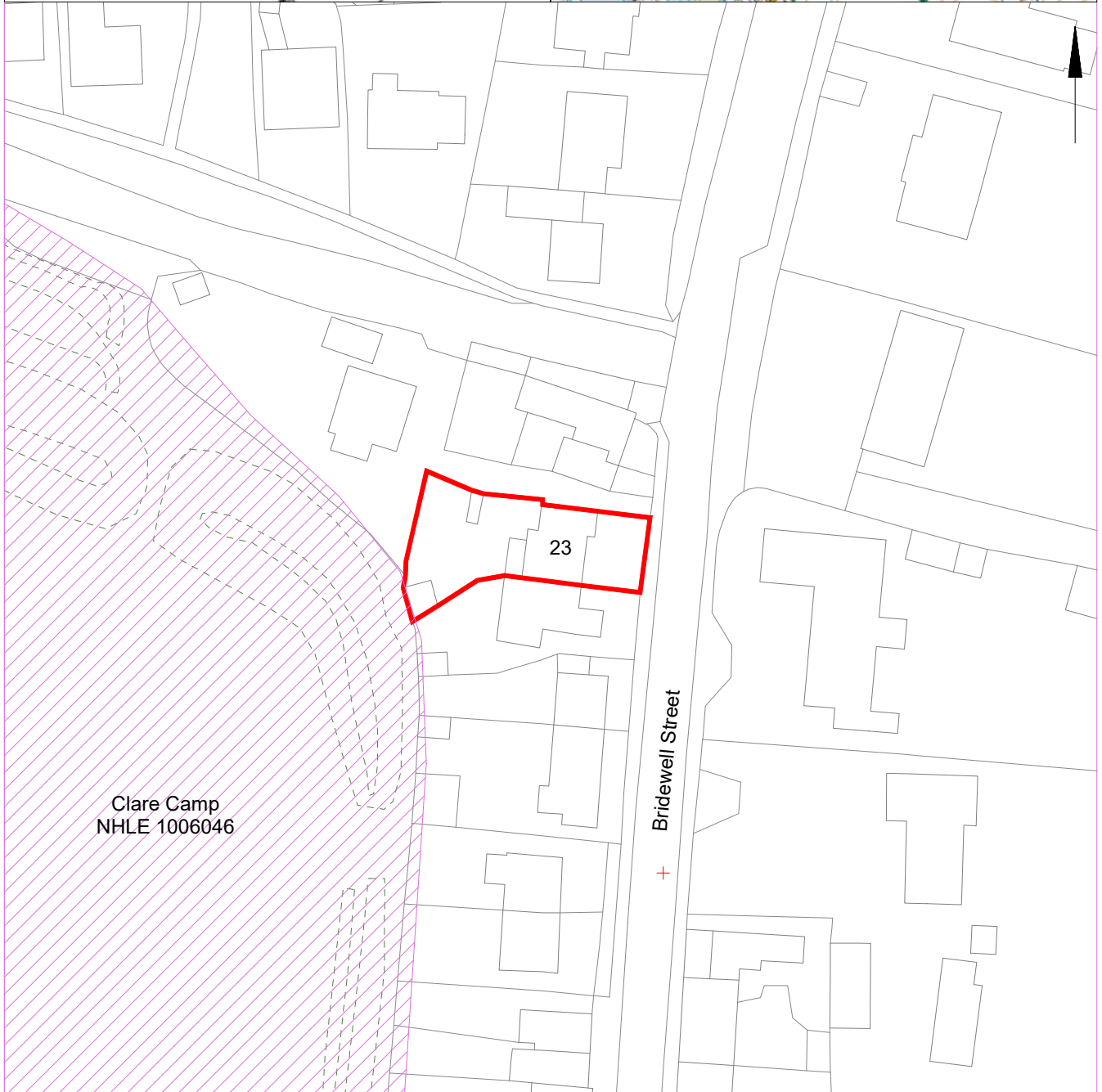
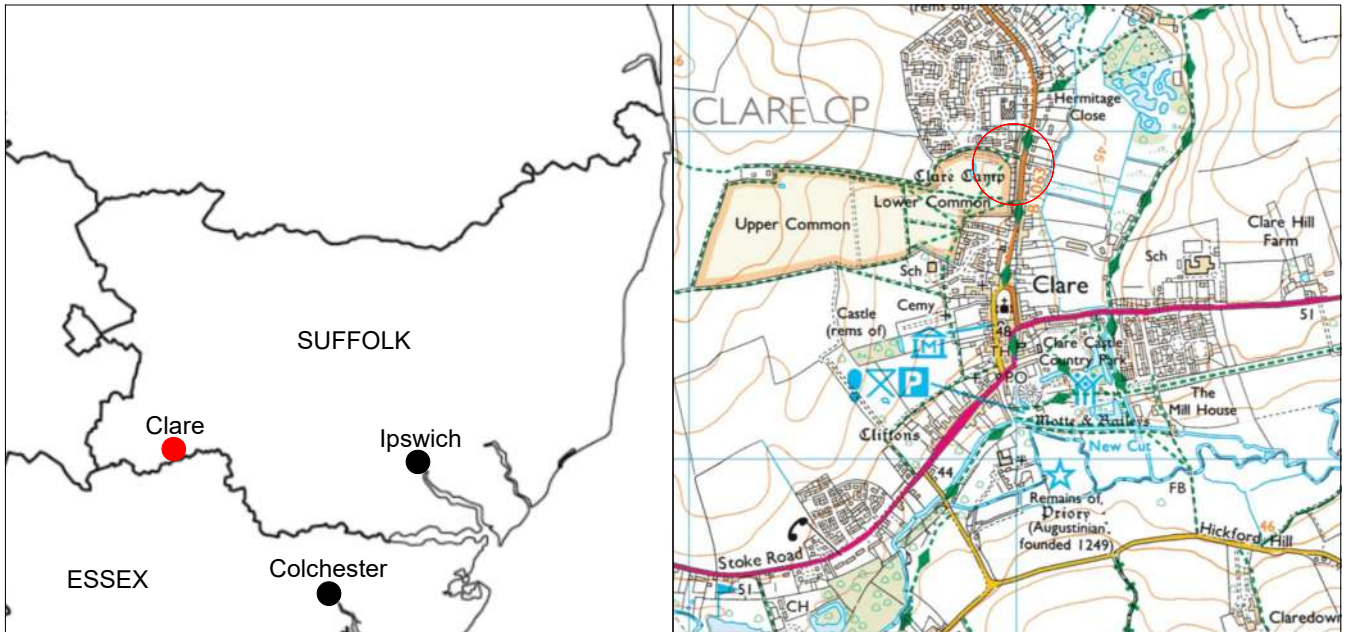
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Note: all CAT reports, except for DBAs, are available online in PDF format at <http://cat.essex.ac.uk>

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| MHCLG                         | 2023  | <i>National Planning Policy Framework.</i> Ministry of Housing, Communities and Local Government.  |
| SCC                           | 2012  | <i>The Suffolk Historic Landscape Characterisation Map</i> , version 3   |
| SCCAS                         | 2022  | <i>Archaeological Archives in Suffolk: Guidelines for Preparation and Deposition</i>   |
| SCCAS                         | 2023a | <i>Brief for Continuous Archaeological Monitoring and Recording at 23 Bridewell Street, Clare, Suffolk, CO10 8QD</i> , by H Cutler                           |
| SCCAS                         | 2023c | <i>Excavating inhumations for mineral preserved organics guidance</i>  |
| VCH II                        | 1911  | <i>A History of the County of Suffolk: Volume 2</i> , ed. William Page   |
| Westell, S                    | 2011  | <i>An Archaeological Watching Brief at 22 Bridewell Street, Clare, Suffolk.</i> NAU Archaeology Report 2461  |

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Fig 1 Site location.



Fig 2 Development site (red) in relation to archaeological data recorded on the Suffolk Historic Environment records.





## Colchester Archaeological Trust

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# Digital Management Plan

## Section 1: Project Administration

|  |
|--|
| Project ID / OASIS ID  |
| CAT Project Code: 2023/11h<br>Suffolk HER Parish Number: CLA 155<br>OASIS ID: colchest3-521044   |
| Project Name   |
| 23 Bridewell Street, Clare, Suffolk, CO10 8QD.   |
| Project Description  |
| Continuous archaeological monitoring and recording during groundworks for the construction of a new porch, extended driveway and rear extensions.  |
| Project Funder / Grant reference   |
| Homeowner  |
| Project Managers   |
| Chris Lister (Contracts Manager), Adam Wightman (Excavation Manager), Laura Pooley (Post-excavation Manager)   |
| Principal Investigator / Researcher  |
| Project Officer (to be determined)   |
| Data Contact Person  |
| Laura Pooley   |
| Date DMP created   |
| 14/12/2023   |
| Date DMP last updated  |
| 19/12/2023   |
| Version  |
| V2   |
| Related data management policies   |
| Data Management Policy, Colchester Archaeological Trust (in preparation)<br>ClfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2014)<br>ADS Guides to Good Practice ( <a href="https://guides.archaeologydataservice.ac.uk/g2gp/Main">https://guides.archaeologydataservice.ac.uk/g2gp/Main</a> ) |

## **Section 2: Data Collection**

### What data will you collect or create?

The table below provides a summary of the data types, formats and estimated archive volume for data collected/created as part of this project. As the project progresses, more detail regarding files will be added to this DMP.

| Type             | Format  | Estimated volume (data archive)   |
|------------------|---|---|
| Text / documents | Word/Open Office document (.doc) or (.odt)<br>PDF (.pdf) or (.pdfa) | 20 objects (size <100MB)<br>(Project brief, WSI, report, figures, context data) |
| Spreadsheets     | Excel (.xlsx)   | Specialist data tables (x1)<br>Metadata tables (x4)                             |
| Images           | Lossy graphic file (.jpg)   | Archive shots <150, av size 7KB   |
| Images           | Lossless graphic file (.tiff)                                       | Report figures (<5)   |
| CAD              | .dxf  | 1 object, 51KB  |

### How will the data be collected or created?

#### **Data standards/methods**

Standard methods of data collection will be applied throughout the project. In general, data acquisition standards are defined against ADS Guides to Good Practice.

Methods of collection are specified within the Colchester Archaeological Trust Data Management Policy (in preparation) and will meet the requirement set out in the Project Brief and relevant ClfA Standards and guidance.

Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.

#### **Data storage/file naming**

The working project archive will be stored in a project specific folder on the internal server. The internal organisation server is backed up daily to maintain an up to date security copy of the organisation wide data.

Project folders are named following established organisational procedures.

Data collected will be downloaded and raw data will be stored in the appropriate folder.

File naming conventions will follow established organisational procedures based on ADS file naming guidance.

All files included as part of this project archive will include the Site ID (-) and file descriptor (eg Brief).

#### **Quality assurance**

All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.

Data collection and management are reviewed regularly. This includes a review of internal project folders to ensure our organisational data management standards are being met.

## **Section 3: Documentation and metadata**

### What documentation and metadata will accompany the data?

The digital data collected will include standard formats which maximise opportunities for use and reuse in the future (see Section 2, above).

A Collection Level Metadata Summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the organisational server in the Project Folder. The Collection Level Metadata Summary brings together the overarching project details and includes a register of data types and number of objects included in the archive, along with all other archive components.

Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.

Data documentation will meet the requirement of the Project Brief, Museum Deposition Guidelines and Digital Repository Guidelines.

An archive catalogue documenting both physical and/or digital archive products will be maintained and submitted with both the Museum and/or Trusted Digital Repository.

#### **Section 4: Ethics and legal compliance**

How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?

CAT has a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is securely stored in password protected files and not retained on the project specific folders.

Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use.

Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.

#### **Section 5: Data Security: Storage and Backup**

How will the data be stored, accessed and backed up during the research?

Digital data will be stored on the organisational server which is backed up daily.

Sufficient data storage space is available via the organisational server and is accessible by staff on and offsite through a secure log-in.

Off-site access to the project files on the organisation's server is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive) or downloaded onto the server at the end of each day.

Project files will be copied and shared with external specialists and contractors as necessary, the originals being kept on the organisation server and replaced with any subsequent versions.

#### **Section 6: Selection and Preservation**

Which data should be retained, shared, and/or preserved?

The DMP will be reviewed and updated if necessary as the project proceeds. Updated documentation will be included in all reporting stages.

Prior to deposition, the DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, ADS).

Selection will be informed by the Colchester Archaeological Trust Data Management Policy, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project

results.

The project will be published as an online technical report (accessible via CAT Online Report Library (<http://cat.essex.ac.uk/>), OASIS and as part of this the archive), with full access to research data.

The project results may provide new research data which can be included in the Historic Environment Record.

The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.

What is the long-term preservation plan for the dataset?

The digital archive will be deposited with the Archaeology Data Service, which is a certified repository with Core Trust Seal.

The archive will be prepared for deposition by the project team and the costs for the time needed for preparation, and the cost of deposition have been included in the project budget.

ADS will be made aware of the need to link the report to the Suffolk landing page.

Have you contacted the data repository?

As per the brief, the SCCAS has confirmed that the digital archive component should be deposited with a trusted digital repository, with a copy also being supplied to SCCAS.

ADS have not yet been contacted as the intended repository for digital data.

Have the costs of archiving been fully considered?

A costing estimate has been produced using the ADS Costing Calculator and sufficient resources to cover these costs, and to allow for the preparation of the archive, have been included in the project budget.

## Section 7: Data Sharing

How will you share the data and make it accessible?

A summary of the project has been included on the OASIS Index of Archaeological Investigation and will be updated as the project progresses.

The investigations are likely to result in a number of documents: Brief, WSI, Final Report

The final report is expected to be completed within 6 months of the completion of fieldwork.

As the project progresses reports will be attached to the project OASIS record.

A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.

The location(s) of the final Archaeological Archive will be added to OASIS when appropriate.

The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

Are any restrictions on data sharing required?

It is not expected that there will be any restrictions on data sharing.

Any data specific requirements, ethical issues or embargoes which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

## Section 8: Responsibilities

### Who will be responsible for implementing the data management plan?

The Excavation Manager (Adam Wightman) and Post-excavation Manager (Laura Pooley) are responsible for implementing the DMP, and ensuring it is reviewed and revised as necessary.

Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Excavation and Post-excavation Managers.

Storage and backup of data in the field is the responsibility of the field team.

Once data is incorporated into the organisations project server, storage and backup is managed by the organisation.

Data archiving is undertaken by the project team under the guidance of the Post-excavation Manager, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.

# OASIS Summary for colchest3-521044

|                                   |  |
|-----------------------------------|--|
| OASIS ID (UID)                    | colchest3-521044   |
| Project Name                      | Watching Brief at 23 Bridewell Street, Clare, Suffolk, CO10 8QD  |
| Sitename                          | 23 Bridewell Street, Clare, Suffolk, CO10 8QD  |
| Sitecode                          | CLA 155  |
| Project Identifier(s)             | 2023/11h   |
| Activity type                     | Watching Brief   |
| Planning Id                       | DC/22/1288/HH  |
| Reason For Investigation          | Planning: Post determination   |
| Organisation Responsible for work | Colchester Archaeological Trust  |
| Project Dates                     | 27-Jun-2024 - 27-Jun-2024  |
| Location                          | 23 Bridewell Street, Clare, Suffolk, CO10 8QD<br>NGR : TL 77004 45898<br>LL : 52.083134460156536, 0.581844851495521<br>12 Fig : 577004,245898  |
| Administrative Areas              | Country : England<br>County/Local Authority : Suffolk<br>Local Authority District : West Suffolk<br>Parish : Clare   |
| Project Methodology               | Archaeological monitoring was undertaken in line with the Brief and WSI  |
| Project Results                   | Archaeological monitoring was undertaken at 23 Bridewell Street, Clare, Suffolk ahead of the construction of a single-storey rear extension. The site is located in an area of significant archaeological remains, most notably Clare Common, a large camp likely associated with a medieval manor house. A large modern pit was recorded during the monitoring, although medieval pottery and cut peg-tile recovered could be associated with activity at Clare Common. |
| Keywords                          | Pit - 20TH CENTURY - FISH Thesaurus of Monument Types  |
| Funder                            | Private individual   |
| HER                               | Suffolk HER - unRev - STANDARD   |
| Person Responsible for work       | C Lister, L Pooley, A Wightman   |
| HER Identifiers                   |  |
| Archives                          | Digital Archive - to be deposited with Archaeology Data Service Archive;   |