Colchester Archaeological Trust

**CAT Report 2042
issued April 2024**

Archaeological monitoring at the former British Telecom Local Communications Services site, on land between Handford Road and Bibb Way, Ipswich, Suffolk, IP1 2EQ: May-August 2023

**CAT project ref.: 2023/05h
SCC Parish Code: IPS 2171**

Archaeological monitoring at the former British Telecom Local Communications Services site, on land between Handford Road and Bibb Way, Ipswich, Suffolk, IP1 2EQ: May-August 2023

NGR: TM 1537 4449 (centre)

Planning district.: Ipswich
Planning ref.: IP/21/00456/FUL

CAT project ref.: 2023/05h
CAT Report 2042

SCC Parish Code: IPS 2171
OASIS id: colchest3-516112

report prepared by Bronagh Rae-Quinn

fieldwork by Robin Mathieson and
Bronagh Rae-Quinn

Commissioned by Richard Beadle, Ipserve Ltd

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Reviewed by:	Laura Pooley	Post Excavation Manager
Reviewed and approved by:	Howard Brooks	Interim Director of Archaeology
Issued:	10/04/2024	

Contents

List of photographs and figures
Cover: Former British Telecom building

1   Summary
Archaeological monitoring was carried out at the former British Telecom Local Communications Services site, on land between Handford Road and Bibb Way, Ipswich, Suffolk during the excavation of service trenches prior to residential development. An archaeological condition was placed on the development after fragments of disarticulated human bone were found during groundworks. Monitoring revealed three more fragments of disarticulated human bone, but no archaeological features were uncovered as groundworks only impacted modern topsoil.

2   Introduction (Fig 1)
This is the report for archaeological monitoring at the former British Telecom Local Communications Services site, on land between Handford Road and Bibb Way, Ipswich, Suffolk which was carried out between May and August 2023. The work was commissioned by Richard Beadle on behalf of Ipserve Ltd and was carried out by Colchester Archaeological Trust (CAT) during groundworks for the excavation of service trenches prior to the alterations of existing buildings and construction of 72 residential dwellings.

As human bone was found during the demolition of existing buildings, Suffolk County Council Archaeological Service Advisor (SCCASA) Hannah Cutler, in agreement with Ipswich Borough Council and Ipserve, recommended that archaeological monitoring was to be undertaken secured under condition 9 to record what archaeology remains and to obtain the appropriate licences from the Ministry of Justice for dealing with human remains under the burial act of 1857[1]. The recommended archaeological condition was based on the guidance given in the National Planning Policy Framework (MHCLG 2023).

All archaeological work was carried out in accordance with a *Brief for continuous Archaeological Monitoring and Recording at British Telecom Local Communications Services, Bibb Way, Ipswich, Suffolk IP1 2EQ*, written by Hannah Cutler and detailing the required archaeological work (SCCAS 2023), and a written scheme of investigation (WSI) prepared by CAT in response to the brief and agreed with SCC (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/
- 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). After discussion with SCCAS Hannah Cutler, it was agreed that a full HER search was not necessary.

Geology
The British Geological Survey geology viewer (1:50,000 scale[2]) shows the bedrock geology of the site is comprised of Newhaven chalk formation (composed of soft to medium hard, smooth white chalks with numerous marl seams and flint bands). Superficial deposits comprise of river terrace deposits (sand and gravel with local lenses of silt, clay or peat).

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[1]   Burial licence number 23-0113 was obtained on 31st May 2023
[2]   British Geological Survey – https://geologyviewer.bgs.ac.uk/

Historic landscape
The development site is located within an area defined as *urban* in the Suffolk Landscape Character Assessment[3].

Within the Suffolk Historic Landscape Characterisation Map[4] it is defined as Landscape type 10.2, built up area – town. Large settlement with urban functions. Historically, this sub-type includes the places that had functioning markets.

Archaeology[5] (this includes extracts taken from the project brief (SCCASA 2023).

"As one of only four international ports in the Middle Saxon (650-849 AD) period, *Gippeswic* was a place of intensive production and cultural contact. The modern town centre lies on the site of it's Middle Saxon predecessor. Excavations carried out at 34 different sites between 1974 and 1990 uncovered evidence of a thriving town, with many of Ipswich's streets having been continuously occupied since the 7th century" (https://heritage.suffolk.gov.uk/ipswich).

This large site is located within the centre of Ipswich and therefore has very high archaeological potential. This application lies largely in Archaeological Character Zone 1d identified in the Ipswich SPD, and partly in the Handford Road area.

The SHER records that a scatter of Roman pottery, 27 Roman coins and medieval metalwork was recovered from the north-eastern area of the site in 1985 (IPS 183, ESF24517).

A desk-based assessment and archaeological evaluation were carried out on the site out in 2021 and 2022 (SCCASA 2023). SCCAS recommended discharge of the first condition to allow construction to start. This was due to heavy disturbance in some areas resulting in no archaeological features/finds and heavy contamination by hydrocarbons in areas with archaeological features, making further work impossible.

Although there was no indication of burials on site, since building works have started bones have been found by workers. After initial reporting to Norfolk and Suffolk Police these have been identified as definitely human and ancient by a specialist (SCCASA 2023).

Within the immediate vicinity of the site are archaeological remains relating to multiple phases of occupation. In particular, an evaluation followed by area excavation of the adjacent (to the immediate west and north-west) ex-Firmin's site on Handford Road by the Suffolk County Council Archaeological Service revealed evidence of Late Iron Age to Roman pits, post-holes and enclosures, early Saxon sunken feature buildings, medieval pits and buildings and post-medieval buildings with related infrastructure and a well (IPS 280).

To the immediate east of the site an evaluation by Wessex Archaeology followed by an excavation by Oxford Archaeology East revealed a number of ditches, pits and a possible trackway of Roman date. A good assemblage of Roman pottery was recorded along with neonate skeletal remains. A sunken featured building was found but not definitively dated as Anglo-Saxon (IPS 655).

To the immediate north of the site an evaluation and excavation was carried out at the former Three Jolly Sailors Public House by the Suffolk County Council Archaeological Service. It revealed pits and possible post-holes, thought to be part of a large building containing Roman material dated to the mid-2nd to mid-3rd century. On a similar alignment was a smaller square four-post structure. This contained no datable material but was thought to be either contemporary with the Roman building or perhaps dating to the Iron Age (IPS 716).

To the west of the application area is the River Orwell and the River Gipping.

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3   http://www.suffolklandscape.org.uk/
4   The Suffolk Historic Landscape Characterisation Map, version 3, 2012, Suffolk County Council
5   This is based on records held at the Suffolk County Historic Environment Record (SCHER)

This site has not been the subject of systematic archaeological investigation and there is high potential for previously unidentified archaeological remains to be present. Further towards the marsh, deposits may have potential for organic and palaeo-environmental remains.

4 Aims

The aim of the archaeological monitoring was to identify, excavate and record any archaeological contexts revealed during groundworks, and to identify and record any further human remains.

5 Results (Figs 2-3)

A full context list can be found in Appendix 1.

The site as a whole was reduced *c* 0.5-1.3m prior to archaeological monitoring taking place.

Approximately 316m of service trench was machine-excavated under the supervision of a CAT archaeologist. The trenches were *c* 0.60m wide (excluding an area *c* 1.8m wide in the south-eastern corner of the site), *c* 0.69-0.92m deep, and was cut through modern made ground (L1, dry, grey silty-sand with ceramic building material and stones throughout). No natural geology was identified across the site.
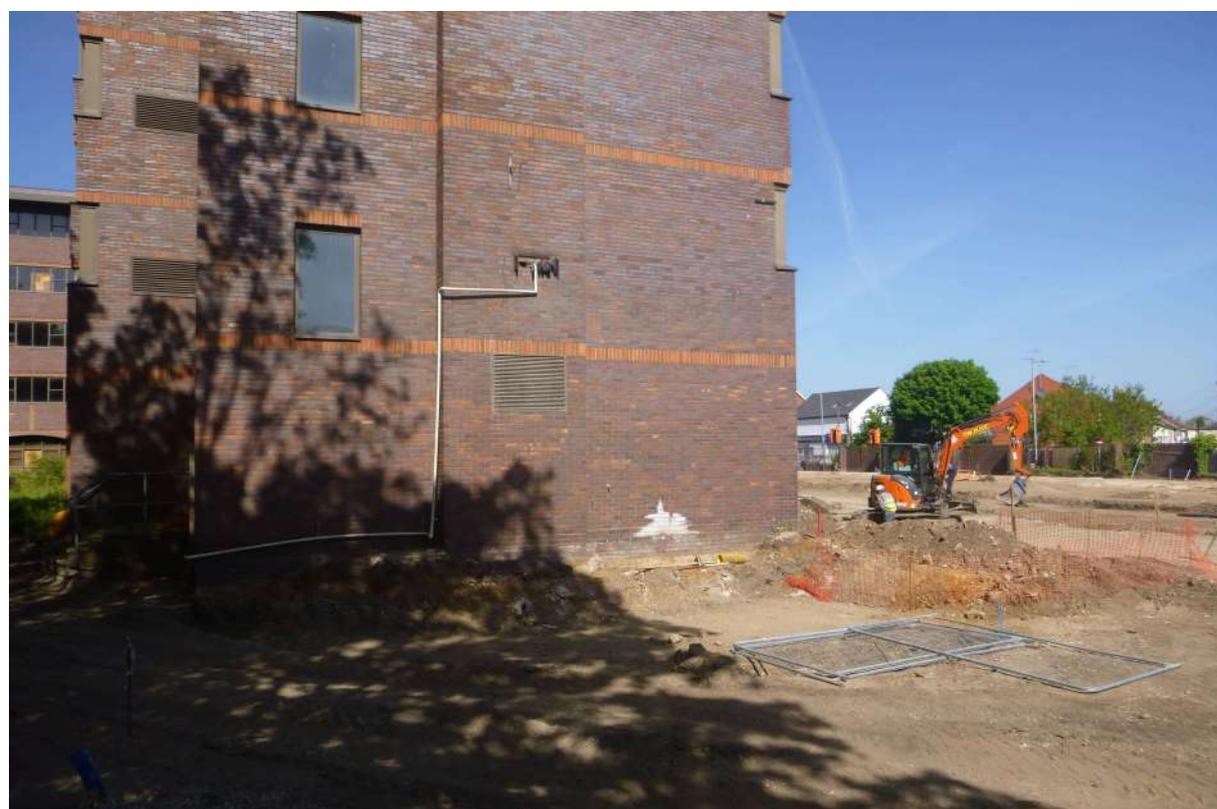
No archaeological features were identified during the monitoring, however, some surface human bone was found close to where the bone had originally been found by groundworkers.

Photograph 1 Service trenches, looking east.

Photograph 2 Service trenches, looking south.

Photograph 3 Area where disarticulated human bone was found on surface, looking north-west.

6 Human bone
by Megan Beale

Archaeological monitoring revealed three fragments (16g) of unstratified and disarticulated human bone. A right third metatarsal, a ?right ulna partial shaft and a 40mm long sternal rib end were identified. They represent a minimum number of individuals (MNI) of at least one individual. There was at least one adult present. Sex could not be estimated. No pathologies were noted. The bone will be reburied in a burial plot in Colchester Cemetery.

7 Conclusion
Despite being located in an area of archaeological potential, no archaeological remains were uncovered during monitoring as groundworks only impacted modern topsoil. In addition to the disarticulated human remains identified before this project began, an additional three fragments of human bone were uncovered during monitoring. It has not been possible to identify where these remains came from.

8 Acknowledgements
CAT thanks Richard Beadle and Ipserve Ltd for commissioning and funding the work. The project was managed by C Lister, L Pooley and A Wightman, fieldwork was carried out by R Mathieson and B Rae-Quinn. Figures are by B Rae-Quinn and S Veasey. The project was monitored for SCC by Hannah Cutler.

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

Brown, D	2011 2nd ed	*Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation*
Brown, N & Glazebrook, J	2000	*Research and Archaeology: A Framework for the Eastern Counties 2. Research agenda and strategy.* East Anglian Archaeology Occasional Paper **8** (EAA **8**)
CAT	2023a	*Written Scheme of Investigation for continuous archaeological monitoring and recording at the former British Telecom Local Communications Servies site, on land between Handford Road and Bibb Way, Ipswich, Suffolk, IP1 2EQ*
CAT	2023b	*Health & Safety Policy*
CIfA	2020a	*Standard and guidance for the collection, documentation, conservation and research of archaeological materials.* Published 2014; revised October 2020
CIfA	2020b	*Standard and guidance for the collection, documentation, conservation and research of archaeological materials.* CIfA Chartered Institute for Archaeologists; published 2014, revised 2020
CIfA	2022	*Code of Conduct.* Published 2014; revised October 2022
CIfA	2023a	*Standard for archaeological monitoring.* CIfA Chartered Institute for Archaeologists
CIfA	2023b	*Universal guidance for archaeological monitoring.* CIfA Chartered Institute for Archaeologists
Gurney, D	2003	*Standards for field archaeology in the East of England.* East Anglian Archaeology Occasional Papers **14** (EAA **14**)
Historic England	2015	*Management of Research Projects in the Historic Environment (MoRPHE)*
Medlycott, M	2011	*Research and archaeology revisited: A revised framework for the East of England*. East Anglian Archaeology Occasional Papers **24** (EAA **24**)
MHCLG	2023	*National Planning Policy Framework.* Ministry of Housing, Communities and Local Government.
SCC	2012	*The Suffolk Historic Landscape Characterisation Map*, version 3
SCCAS	2022	*Archaeological Archives in Suffolk: Guidelines for Preparation and Deposition*
SCCAS	2023	*Brief for Continuous Archaeological Monitoring and Recording at British Telecom Local Communications Services, Bibb Way, Ipswich, Suffolk, IP1 2EQ,* by H Cutler

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
LPA	Local Planning Authority
modern	period from *c* AD 1800 to the present
natural	geological deposit undisturbed by human activity
NGR	National Grid Reference
OASIS	**O**nline **A**cces**S** to the **I**ndex of Archaeological Investigation**S**, http://oasis.ac.uk/pages/wiki/Main
SCC	Suffolk County Council
SCCAS	Suffolk County Council Archaeological Service
SCCASA	Suffolk County Council Archaeological Service Advisor
section	(abbreviation sx or Sx) vertical slice through feature/s or layer/s
SHER	Suffolk Historic Environment Record
wsi	written scheme of investigation

11 Contents of archive

Finds: All human bone will be reburied in a burial plot in Colchester Cemetery
Digital record
CAT Report 2042
SCC brief, CAT written scheme of investigation
Digital photographs
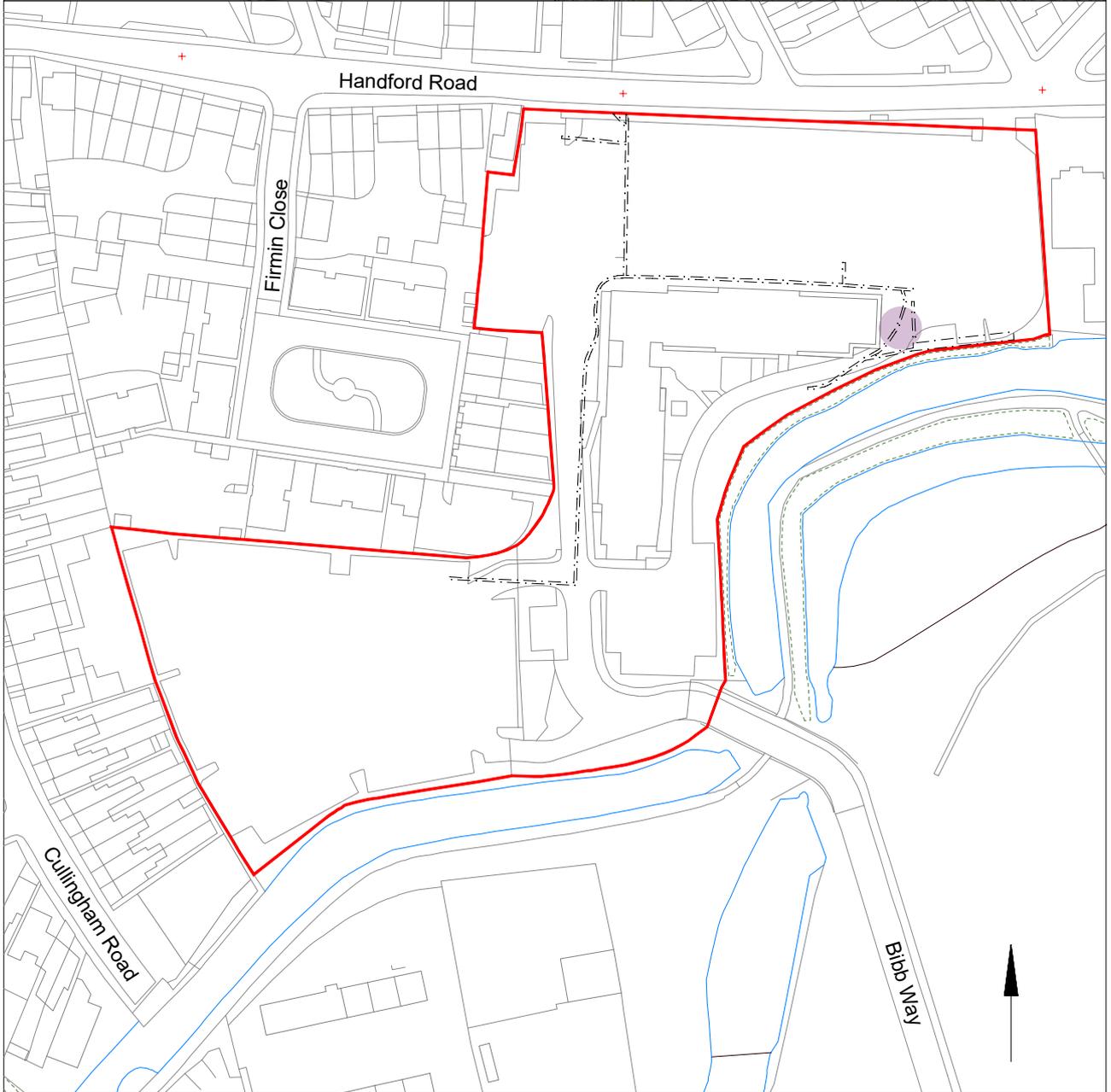Site data
Survey data

12 Archive deposition

The digital 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 Archaeology Data Services.

Distribution list:
Ipserve Ltd.
Hannah Cutler, Suffolk County Council Archaeological Services
Suffolk Historic Environment Record
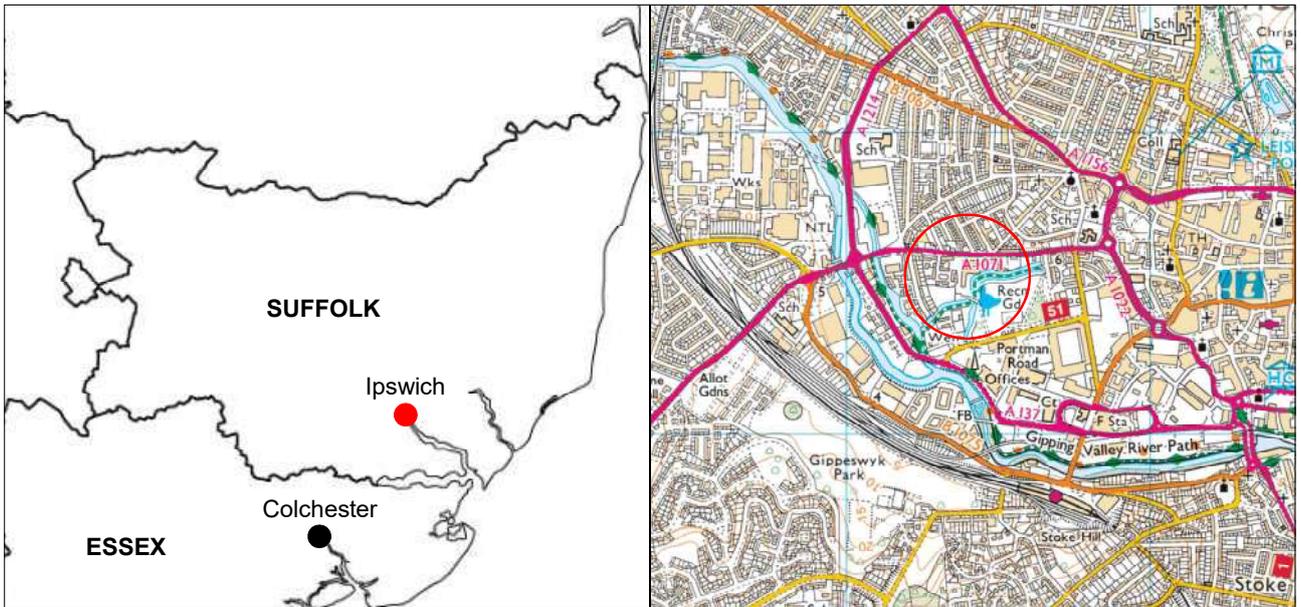
SUFFOLK

Ipswich

Colchester

ESSEX

Handford Road

Firmin Close

Cullingham Road

Bibb Way

Fig 1 Site location.

0   100 m

Handford Road

Firmin Close

Sx 1

E 615437
N 244556

Sx 2

E 615345
N 244482

0   50 m
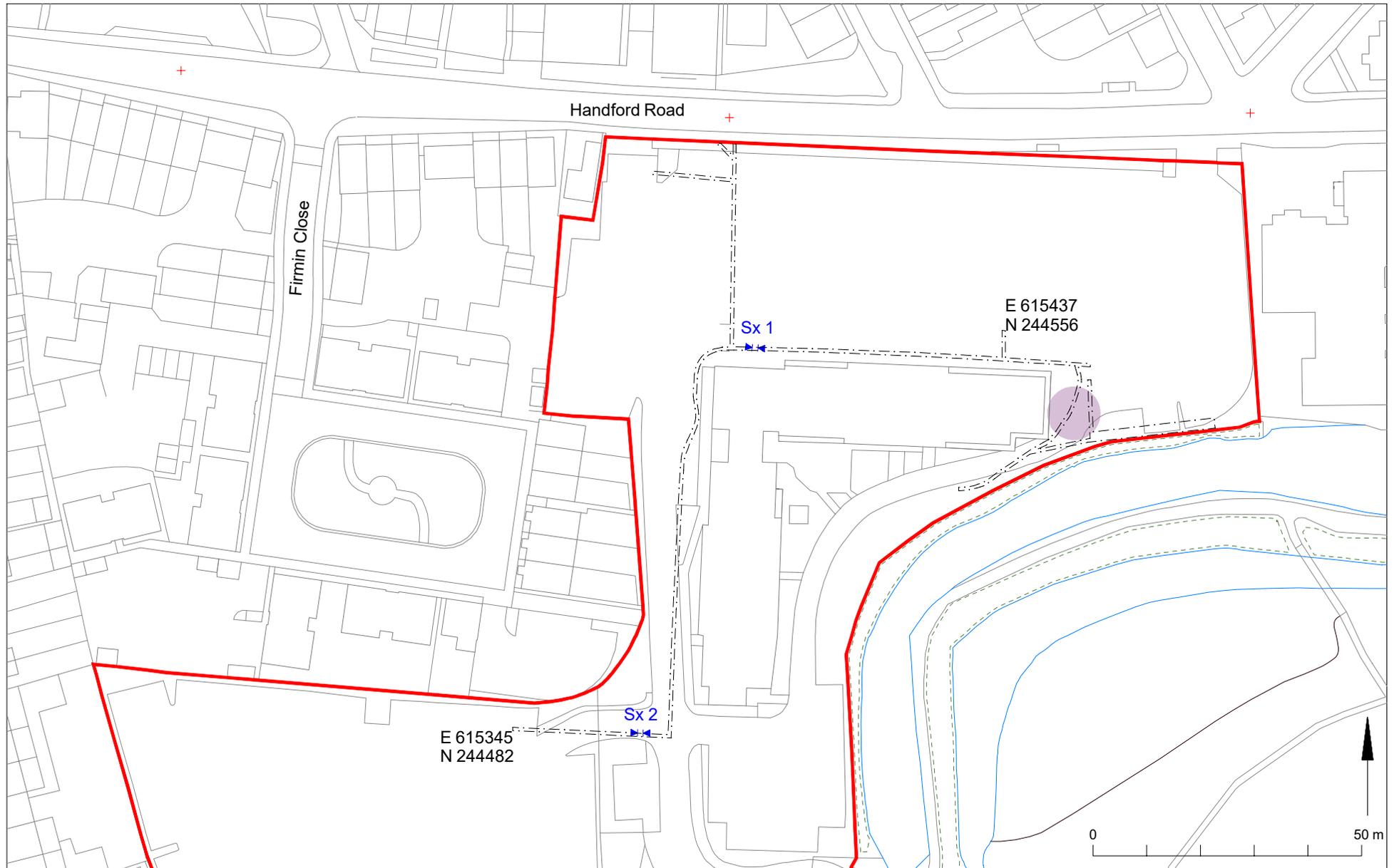
Fig 2 Results. Area where human bone was recovered in pink.

Sx1

Sx2

E   W

E   W

L1

L1

concrete
post-Roman CBM
roots
sand
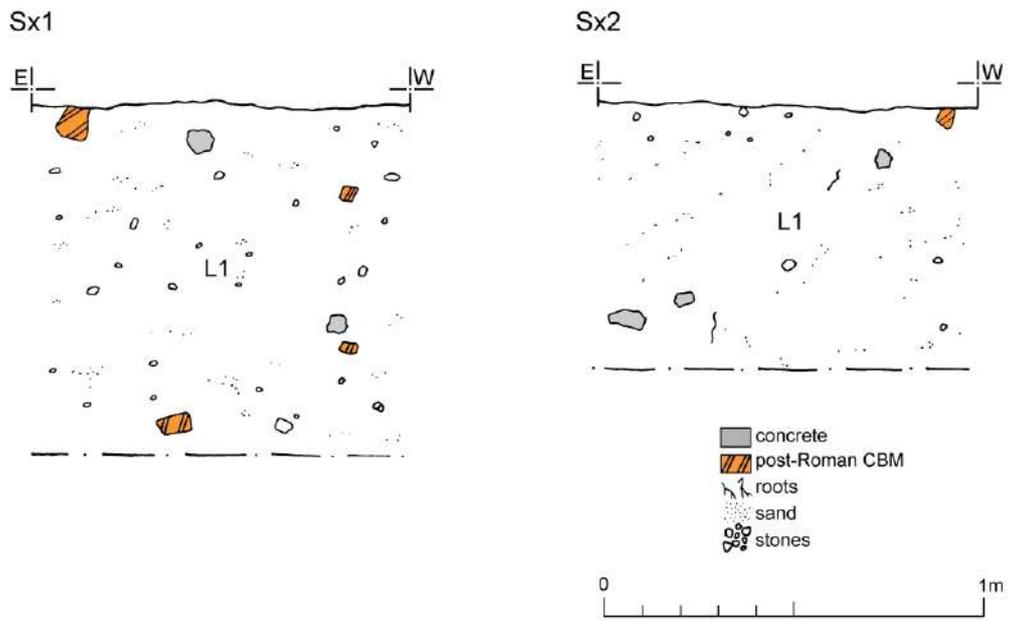stones

0   1m

Fig 3   Representative sections.

Colchester Archaeological Trust

**Written scheme of investigation
for continuous archaeological monitoring and
recording at the former British Telecom Local
Communications Services site, on land between
Handford Road and Bibb Way, Ipswich, Suffolk,
IP1 2EQ**

May 2023

Written scheme of investigation for continuous archaeological monitoring and recording at the former British Telecom Local Communications Services site, on land between Handford Road and Bibb Way, Ipswich, Suffolk, IP1 2EQ.

May 2023

NGR: TM 1537 4449

Planning district.: Ipswich
Planning ref.: IP/21/00456/FUL

CAT project ref.: 2023/05h

Curating museum: Suffolk County Council Archaeological Service
SCC Parish code: IPS 2171

SCCAS monitor: Dr Hannah Cutler
OASIS id: colchest3-516112

WSI prepared by: Emma Holloway
Figure by: Chris Lister

Commissioned by: Richard Beadle (Ipserve)
Client: Ipserve Ltd

Prepared by:	Emma Holloway	Junior Project Officer
Reviewed and approved by:	Chris Lister	Contracts Manager
Issued:	31/05/2023	

Site location and description

The site is located in the centre of historic Ipswich on land between Handford Road and Bibb Way, Ipswich, Suffolk (Fig 1). The site is centred on National Grid Reference (NGR) TM 1537 4449.

The site is situated in the floodplain of the River Gipping at a height of primarily 4-5m above ordnance datum. The Alderman canal runs east-west on the southern boundary of the site. The river itself runs in a channel approximately 110m to the west. The channel of the River Orwell lies a further 250m west of the Gipping, which at this point is tidal.

Proposed work

The development will comprise of the demolition of existing buildings, alterations to external elevations of an office building and the erection of 72 residential dwellings with associated groundworks, including access roads, parking facilities, landscaping.

Archaeological background

The following archaeological background draws on information from the Suffolk Historic Environment Record (archaeology.her@suffolk.gov.uk). As an emergency WSI for a construction site already underway the SCCAS agreed that at this time a full HER search was not necessary at this time.

Geology

The British Geological Survey geology viewer (1:50,000 scale[1]) shows the bedrock geology of the site is comprised of Newhaven chalk formation (composed of soft to medium hard, smooth white chalks with numerous marl seams and flint bands). Superficial deposits comprise of river terrace deposits (sand and gravel with local lenses of silt, clay or peat).

Historic landscape

The development site is located within an area defined as *urban* in the Suffolk Landscape Character Assessment[2].

Within the Suffolk Historic Landscape Characterisation Map[3] it is defined as Landscape type 10.2, built up area – town. Large settlement with urban functions. Historically, this sub-type includes the places that had functioning markets.

Archaeology[4] (this includes extracts of the SCCAS recommendation to the LPA (Minter, 2021) and the brief (SCCASA 2023)).

"As one of only four international ports in the Middle Saxon (650-849 AD) period, *Gippeswic* was a place of intensive production and cultural contact. The modern town centre lies on the site of it's Middle Saxon predecessor. Excavations carried out at 34 different sites between 1974 and 1990 uncovered evidence of a thriving town, with many of Ipswich's streets having been continuously occupied since the 7th century" (https://heritage.suffolk.gov.uk/ipswich).

As this large site is located within the centre of Ipswich therefore has very high archaeological potential. This application lies largely in Archaeological Character Zone 1d identified in the Ipswich SPD, and partly in the Handford Road area.

The SHER records a scatter of Roman pottery, twenty seven Roman coins and medieval metalwork were recovered from the north-eastern area of the site in 1985 (IPS 183, ESF24517).

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[1]   British Geological Survey – https://geologyviewer.bgs.ac.uk/
[2]   http://www.suffolklandscape.org.uk/
[3]   The Suffolk Historic Landscape Characterisation Map, version 3, 2012, Suffolk County Council
[4]   This is based on records held at the Suffolk County Historic Environment Record (SCHER)

A desk-based assessment and archaeological evaluation was carried out on the site out in 2021 and 2022 (Britannia Archaeology, ESF28468 & ESF28550, forthcoming), SCCAS recommended discharge of the first condition to allow construction to start. This was due to heavy disturbance in some areas resulting in no archaeological features/finds and heavy contamination by hydrocarbons in areas with archaeological features, making further work impossible.

Although there was no indication of burials on site, since building works have started bones have been found by workers. After initial reporting to Norfolk and Suffolk Police these have been identified as definitely human and ancient by a specialist (Anderson 2023).

Within the immediate vicinity of the site are archaeological sites with remains relating to multiple phases of occupation. In particular, an evaluation, followed by area excavation of the adjacent (to the immediate west and north-west) ex-Firmin's site on Handford Road, by the Suffolk County Council Archaeological Service, revealed evidence of Late Iron Age to Roman pits, post-holes and enclosures, early Saxon sunken feature buildings, medieval pits and buildings and post-medieval buildings with related infrastructure and a well (IPS 280).

To the immediate east of the site an evaluation by Wessex Archaeology followed by an excavation by Oxford Archaeology East revealed a number of ditches, pits and a possible trackway of Roman date. A good assemblage of Roman pottery was recorded along with a neonate skeletal remains. A sunken featured building was found but not definitively dated as Anglo-Saxon in date (IPS 655).

To the immediate north of the site at an evaluation and excavation was carried out at the former Three Jolly Sailors Public House, by the Suffolk County Council Archaeological Service, revealed a number of pits and possible post-holes, thought to be part of a large building containing Roman material dated to the mid 2nd to mid 3rd century. On a similar alignment was a smaller square four-post structure. This contained no datable material but was thought to be either contemporary with the Roman building or perhaps dating to the Iron Age (IPS 716).

To the west of the application area is the River Orwell and the River Gipping. This site has not been the subject of systematic archaeological investigation and there is high potential for previously unidentified archaeological remains to be present. Further towards the marsh, deposits may have potential for organic and palaeo-environmental remains.

Planning background

A planning application (IP/21/00456/FUL) was submitted to Ipswich Borough Council in April 2021 for the *demolition of existing buildings, alterations to external elevations of office building and erection of 72 residential dwellings comprising 41 flats and 31 houses, with associated access roads and new public footpath along the Alderman Canal, new pedestrian access to Handford Road, car parking and cycle storage facilitates, refuse/recycling storage facilities, open space, landscaping and ancillary works and infrastructure*.

After human bone was found during construction work consultation with Hannah Cutler, Suffolk County Council Archaeological Service Advisor (SCCASA), and in agreement with Ipswich Borough Council and Ipserv, SCCAS has recommended that archaeological monitoring is to be undertaken secured under condition 9 to record what archaeology remains and to obtain the appropriate licences from the ministry of Justice for dealing with human remains under the burial act of 1857. The recommended archaeological condition is based on the condition based on the guidance given in the National Planning Policy Framework (MHCLG 2021).

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 British Telecom Local Communications Services, Bibb Way, Ipswich, Suffolk, IP1 2EQ– SCCAS 2023).

Specifically: The monitoring is being undertaken to identify and record any surviving archaeological deposits that may exist on site. Particular focus will be paid to the area around the location human bone was uncovered by the construction team at NGR TM 15452 44550.

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 2014a-c)
- 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 2022)
- the Project Brief issued by SCC Historic Environment Advisor (SCCAS 2023a)
- The project digital management plan

CAT is covered by Aviva Insurance Ltd, 006288/04/22, 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.

All topsoil removal and ground reduction will be done by the contractors either mechanically with a toothless bucket or by hand. This will be carried out under the supervision of the CAT archaeologist.

If archaeological features or deposits are uncovered, time will be allowed for these to be planned and recorded.

If any features or deposits uncovered are to be destroyed by the proposed development, time will be allowed for these features to be excavated by hand. This includes a 50% sample of discrete features (pits, etc), 10% of linear features (ditches, etc) and 100% of all complex features and burials (see Human Remains policy below).

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 examine spoil heaps, and the finds recovered.

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.

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 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 by the development are to be expected.

As human bone have already been uncovered on the site by the construction team CAT has applied to the Department of Justice for a license to remove any further human remains which may be encountered. Conditions laid down by the license 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.

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 megapixal 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 Philip Crummy (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 (EAA**8**, EAA**14,** EAA**24** and https://researchframeworks.org/eoe/).
- All specialist reports or assessments
- A concise non-technical summary of the project results
- Appendices to include a copy of the completed OASIS summary sheet and the approved WSI

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

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

Archive deposition

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

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

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

The archive will be deposited with the SCCAS within 3 months of the completion of the final publication report, with a summary of the contents of the archive supplied to SCCAS. Prior to deposition the project digital management plan (attached) and CAT data management plan

(based on the official guidelines from the Digital Curation Centre [DCC 2013]) will ensure the integrity of the digital archive.

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

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

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

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

The SCCASA will be notified when the fieldwork is complete.

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

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

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

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

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

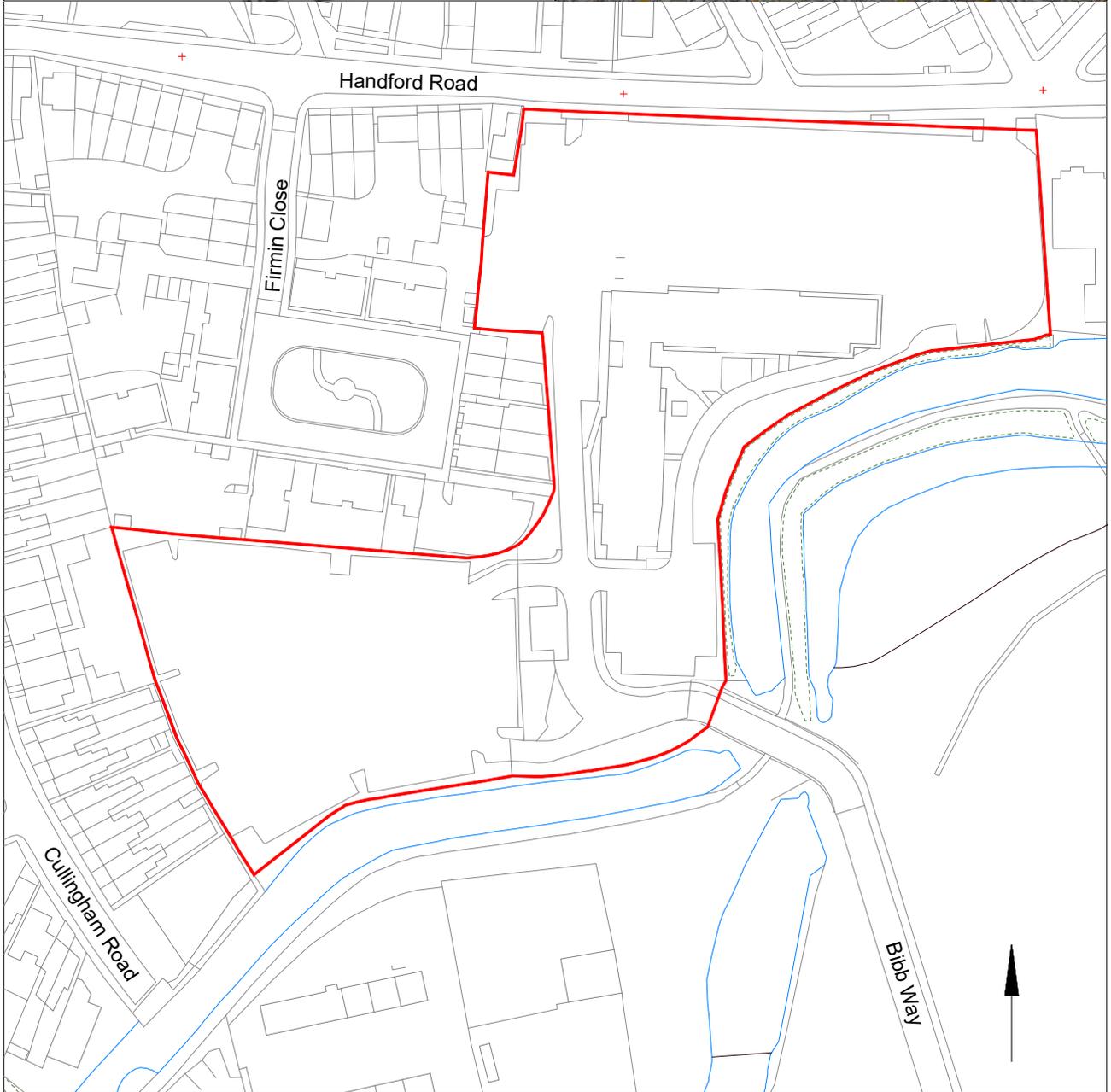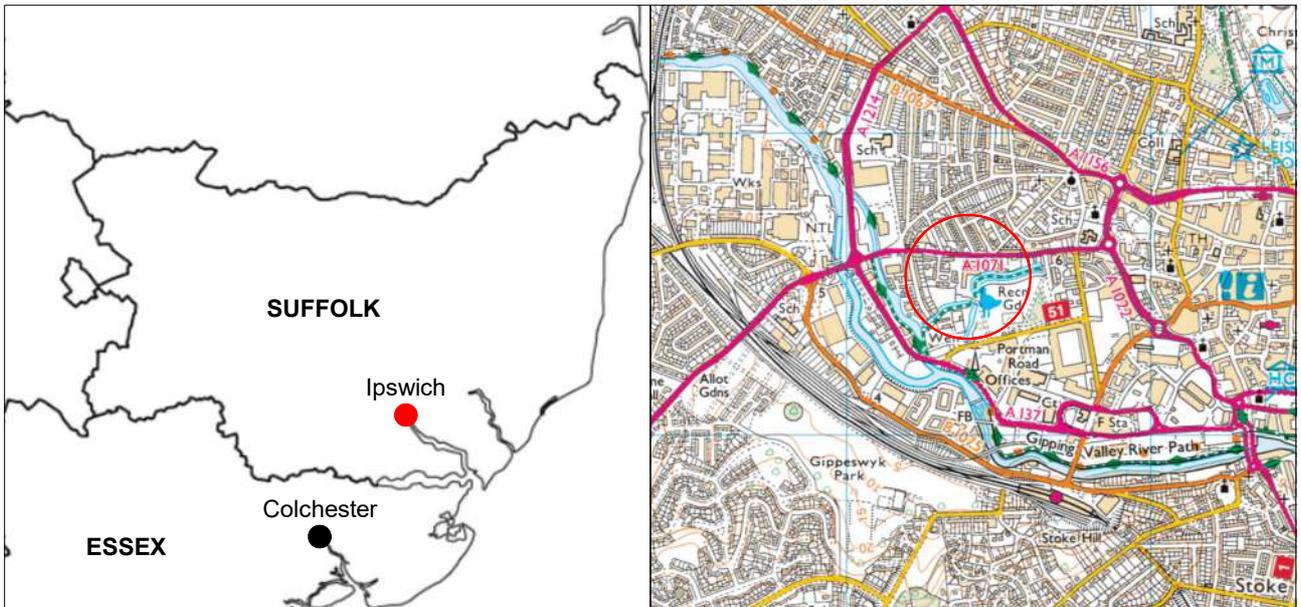## Events, activities and social media
In addition, the CAT website (https://catuk.org/) and social media sites are updated regularly with information on our events and activities, with copies of our archaeological reports freely available at http://cat.essex.ac.uk/. Staff regularly give talks/lectures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

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

| Brown, D | 2011 2nd ed | *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* |
| Brown, N & | 2000 | *Research and Archaeology: A Framework for the Eastern* |

Glazebrook, J		*Counties 2. Research agenda and strategy.* East Anglian Archaeology Occasional Paper 8 (EAA **8**)
CAT	2022	*Health & Safety Policy*
CIfA	2014a	*Standard and Guidance for an archaeological watching brief.* Revised October 2020
CIfA	2014b	*Standard and guidance for the collection, documentation, conservation and research of archaeological materials.* Revised October 2020
CIfA	2014c	*Code of Conduct.* Revised October 2022
Digital Curation Centre (DCC)	2013	*Checklist for Data Management Plan v. 4.0*
Gurney, D	2003	*Standards for field archaeology in the East of England.* East Anglian Archaeology Occasional Papers 14 (EAA **14**).
Historic England	2011	*A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition).* By G Campbell, L Moffett and V Straker
Historic England	2015a	*Digital image capture and file storage: Guidelines for best practice.* By S Cole & P Backhouse
Historic England	2015b	*Management of Research Projects in the Historic Environment (MoRPHE)*
Historic England	2018	*The Role of the Human Osteologist in an Archaeological Fieldwork Project.* By S Mays, M Brickley & J Sidell
Medlycott, M	2011	*Research and archaeology revisited: A revised framework for the East of England.* East Anglian Archaeology Occasional Papers 24 (EAA **24**)
MHCLG	2021	*National Planning Policy Framework.* Ministry of Housing, Communities and Local Government.
SCC	2012	*The Suffolk Historic Landscape Characterisation Map*, version 3
SCCAS	2022	*Archaeological Archives in Suffolk: Guidelines for Preparation and Deposition*
SCCAS	2023	*Brief for Continuous Archaeological Monitoring and Recording at British Telecom Local Communications Services, Bibb Way, Ipswich, Suffolk, IP1 2EQ,* by H Cutler

SUFFOLK

Ipswich

Colchester

ESSEX

Handford Road

Firmin Close

Cullingham Road

Bibb Way

Fig 1 Site location.

0   100 m

Colchester Archaeological Trust
Roman Circus House, Roman Circus Walk, Colchester, Essex, CO2 7GZ
Tel.: 01206 501785   *Email.:* services@catuk.org   or   lp@catuk.org

Digital Management Plan

Section 1: Project Administration

Project ID / OASIS ID
CAT Project Code: 2023/05h Suffolk HER Parish Number: IPS 2171 OASIS ID: colchest3-516112
Project Name
The former British Telecom Local Communications Services site, on land between Handford Road and Bibb Way, Ipswich, Suffolk, IP1 2EQ
Project Description
Continuous archaeological monitoring and recording during groundworks for the construction of 72 residential dwellings.
Project Funder / Grant reference
Ipserve Ltd
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
31/05/2023
Date DMP last updated
Version
V1
Related data management policies
Data Management Policy, Colchester Archaeological Trust (in preparation) CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2014) ADS Guides to Good Practice (https://guides.archaeologydataservice.ac.uk/g2gp/Main)

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) PDF (.pdf) or (.pdfa)	20 objects (size <100MB) (Project brief, WSI, report, figures, context data)
Spreadsheets	Excel (.xlsx)	Specialist data tables (x1) 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 CIfA 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.

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 colchest3-516112

OASIS ID (UID)	colchest3-516112
Project Name	Watching Brief at The former British Telecom Local Communications Services site, on land between Handford Road and Bibb Way, Ipswich, Suffolk, IP1 2EQ
Sitename	The former British Telecom Local Communications Services site, on land between Handford Road and Bibb Way, Ipswich, Suffolk, IP1 2EQ
Sitecode	IPS 2171
Project Identifier(s)	2023/05h
Activity type	Watching Brief
Planning Id	IP/21/00456/FUL
Reason For Investigation	Planning: Post determination
Organisation Responsible for work	Colchester Archaeological Trust
Project Dates	03-Apr-2023 - 31-Aug-2023
Location	The former British Telecom Local Communications Services site, on land between Handford Road and Bibb Way, Ipswich, Suffolk, IP1 2EQ NGR : TM 15370 44490 LL : 52.05691304558026, 1.140055217331279 12 Fig : 615370,244490
Administrative Areas	Country : England County/Local Authority : Suffolk Local Authority District : Ipswich Parish : Ipswich, unparished area
Project Methodology	The works were undertaken in accordance with the Brief and the Written Scheme of Investigation (WSI).
Project Results	Archaeological monitoring was carried out at the former British Telecom Local Communications Services site, on land between Handford Road and Bibb Way, Ipswich, Suffolk during the excavation of service trenches prior to residential development. An archaeological condition was placed on the development after fragments of disarticulated human bone were found during groundworks. Monitoring revealed three more fragments of disarticulated human bone, but no archaeological features were uncovered as groundworks only impacted modern topsoil.
Keywords	Human Remains - UNCERTAIN - FISH Thesaurus of Monument Types
Funder	Private or public corporation Ipserve Ltd.
HER	Suffolk HER - unRev - STANDARD
Person Responsible for work	L Pooley, C Lister, A Wightman
HER Identifiers	HER Event No - IPS 2171
Archives	