

The Old School, Stratford St Mary, Suffolk

Planning application: B/09/00316/FUL/BEL

HER Ref: SSM 030

Archaeological Evaluation Report

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(November 2010)

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Site details for HER

Name: The Old School, Stratford St Mary, Suffolk, CO7 6LZ

Client: Access UK Ltd

Local planning authority: Babergh DC

Planning application ref: B/09/00316/FUL/BEL

Development: Erection of staff recreation, research & development centre, associated landscaping & construction of extension to the car park.

Date of fieldwork: 11 & 12 October 2010

HER Ref: SSM 030

OASIS ref: johnnewm1_84704

Grid ref: TM 047 346

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Summary: Stratford St Mary, The Old School (SSM 030, TM 047 346) evaluation trenching for two proposed new buildings and an extension to the existing car park revealed relatively little of archaeological interest. The car park extension area proved to contain Post medieval quarry pits and was called 'Pit Field' at the time of the tithe survey in 1839. The two proposed new build areas to the south east of The Old School revealed evidence for scattered Post medieval activity and two undated features. Again examination of the tithe map proved useful as four small pits lay within an area called 'Plantation' in 1839 and could be interpreted as tree planting pits. The only finds of any antiquity were two unstratified sherds of Roman period pottery and a stray later Tudor coin (John Newman Archaeological Services for Access UK Ltd).

1. Introduction & background

1.1 Wincer Kievenaar on behalf of their client, Access UK Ltd, commissioned John Newman Archaeological Services (JNAS) to undertake the archaeological evaluation works as required under condition 8 for a programme of archaeological works of the planning decision notice for application B/09/00316/FUL/BEL. The evaluation requirements were set out in a Brief and Specification (see Appendix II) set by Dr J Tipper of the Suffolk CC Archaeological Service to satisfy this condition. This development concerns the erection of a staff recreation facility, a research and development centre, associated landscaping and the extension of the existing car park at the company headquarters at The Old School, Stratford St Mary, Suffolk.

1.2 Stratford St Mary lies to the south of Ipswich and is now a large village having seen extensive development since the middle of the 20th century around what was originally a settlement strung out along a main street with a somewhat isolated church to the north east and other, scattered cottages and farms in the parish. What was the main Roman road from London to East Anglia cuts across the eastern part of the parish and is now largely under the modern A 12 and is some 250m to the east of The Old School (see Fig.1). Evidence of major pre-historic activity is known from just to the north of the site where the local topography rises gently giving a southerly aspect to the area (see section 1.4 below). The site is close to the 10m OD contour overlooking the northern edge of the floodplain along the River Stour and is therefore in a zone where multi-period evidence for past ritual and settlement activity might be anticipated on what are generally sand and gravel derived drift deposits giving rise to light, well drained soils.

1.3 The Old School is on the northern side of School Lane on the northern edge of the modern village and is a typical board type school structure dating from the Victorian education reforms of the 1870s now altered and extended to fulfil its current role as a company headquarters. A relatively large car park currently exists on the western side of The Old School site in addition to covering the former school yard on the southern part of the site. A detached c1960s property known as 'The Rectory' lies directly to the south east and is within the same ownership as The Old School site (see Fig. 2) and it is proposed that the planned Staff and Recreation Centre will be constructed within the now heavily overgrown western part of the garden for this house. It is noteworthy that the ground drops considerably between the southern edge of The Old School site, which is around 9.40mOD, to between c8.30/8.50mOD in the western part of The Rectory's garden suggesting that some artificial terracing has occurred in the past. The other proposed new structure, the Research and Development Centre, is planned to be sited in the south eastern part of The Old School site following the demolition of a smaller c1980s building known as 'The Cottage' which is currently bordered by grassed areas on its southern and eastern sides. The proposed car park extension is planned to cover an area previously under arable cultivation and directly to the west of the existing car park (see proposed layout as attached to the end of Appendix II).

1.4 To quote from the relevant specification- 'This application is located in an area of high archaeological interest recorded in the County Historic Environment Record, to the north of a Neolithic cursus monument (HER no. SSM 003) and also a probable Bronze Age barrow (SSM 005). The site has good potential for the discovery of

important hitherto unknown archaeological sites and features in view of its proximity to known remains and also given the landscape setting, above the floodplain of and overlooking the River Stour, which is topographically favourable for early occupation. The proposed works would cause significant ground disturbance with the potential to damage any archaeological deposits that might exist.' The specification then continued to outline the requirement to sample the Research and Development building area with a 15m long trial trench, the Staff and Recreation Centre with a 20m long trench and the car park extension area with a 5% sample amounting to 42m of trench, all of which were to be at least 1.8m wide. The aim of the evaluation was therefore to examine the specified sample of the proposed development areas under controlled conditions so, if archaeological deposits are revealed, a strategy can be formulated for the possible preservation in situ or, failing that, systematic recording and sampling of deposits, working practices, timetables and orders of cost before any other ground works commence following the issuing of an additional specification. The main goal of the evaluation is therefore to investigate the proposed development areas for archaeological evidence in an area with a high potential for multi-period activity.

2. Evaluation methodology

2.1 As noted above the proposed development areas at The Old School site was trenched to a previously specified plan for the two proposed new build areas and to an agreed trenching plan for the car park extension where the only constraint was an overhead power line which is on a north west/south east alignment (see Fig. 2). On site once the initial trenching had commenced, and following consultation with Dr Tipper, trench 1 in the southern part of the car park extension was changed from a 15m long continuous sample to three test pits as excessively deep and uniform deposits were encountered. The remaining trenches in the car park extension area therefore came to a total length of 32m (trench 2- 13m, trench 3- 19m). A slight modification also had to be made as trench 4 in The Rectory garden was being excavated due to the presence of a major service trench running on a north east/south west alignment and cutting across the line of the trial trench on a somewhat oblique angle close to the mid-point of the latter. However it was still possible to open two 8m lengths of trench over the footprint of the Staff Recreation Centre (see Fig. 2). All of the trial trenches at the site were 1.8m wide and were mechanically excavated under close archaeological supervision to the top of the underlying natural sand and gravel deposits using a wide, toothless, ditching bucket. The trial pits in the area of trench 1 were also excavated using a wide toothless bucket and were at least 1.8m long by 1.2m wide. The exposed sand and gravel surface was closely examined for archaeological features and any indistinct areas were hand cleaned. The upcast spoil from the trenches was examined visually for finds and an experienced metal detector user carried out a systematic search over the upcast spoil and exposed trench surfaces. Site visibility for features and finds is considered to have been good throughout the evaluation though trench 4 did have more ground disturbance from root action and therefore required additional hand cleaning to elucidate indistinct areas. The trenches were recorded in relation to existing mapped details. A full photographic record in digital format was taken of the trenching works (see Appendix I).

3. Results

3.1 The basic trench details are as follows (see Appendix III for context list):

Trench	Orientation	Length (m)	Area (m ²)	Depth(mm) (topsoil/subsoil)	Features/Period
1	E-W	test pits	NA	300/1500+	Pmed quarry?
2	N-S	13	23.40	300/170	None
3	NW-SE	20	36	300/250	Pmed quarry
4	NW-SE	16	28.80	400/300	Pits, Pmed & ?
5	N-S&E-W	14	25.2	300/450	Gully ?Pmed
Total		63	113.40		

3.2 Trenches 1 – 3 were located in the proposed car park extension (see Fig. 2):

Trench 1- as outlined above in section 2.1 above this east-west trench at the southern end of the car park extension was modified from the planned 20m length to 3 test pits following the discovery of previously disturbed deep deposits under 300mm of a sandy topsoil running to at least 1.8m below the modern ground level and consisting of a uniform and relatively unconsolidated mid brown sandy gravel layer at each end of the trench alignment. The third test pit was opened at the mid-point of the trench line to check that the deposits under the topsoil were consistent across this area at the southern, down slope, part of the car park extension and this was found to be the case. The naturally occurring drift sand and gravel deposits underlying the site were not revealed in any of the test pits so must be at a depth of 1.80m+ below the modern ground level. Finds were scarce in the upcast spoil though the metal detector search did recover two small lead musket balls of Post medieval date.

Trench 2- this trench was 13m long and aligned on a north-south orientation in the central part of the car park extension. At the northern end of this trench removal of 300mm of sandy topsoil came straight down onto the naturally occurring sand and gravel drift deposits underlying the site while towards the southern end a shallow mid brown sandy subsoil which was up to 170mm thick was also removed in order to reach the natural deposits. This trench did not contain any archaeological features and the only finds from the upcast spoil were occasional small fragments of Post medieval tile or brick and a very worn silver..... of later 16th century date.

Trench 3- this trench was 20m long and aligned on a north west-south east orientation in the northern, up slope, part of the car park extension. Again the sandy topsoil was 300mm deep and this lay over 250mm of mid brown sandy subsoil along the length of the trench. In the western half of the trench removal of the subsoil revealed a very pale brown brickearth type deposit which had accumulated in a naturally occurring depression in the underlying sand and gravel drift deposits. The upper 150mm of this brickearth deposit was mechanically removed to check for archaeological features but it proved to be an undisturbed, natural deposit. At the eastern end of this trench removal of the subsoil revealed a mid brown

unconsolidated sandy deposit and hand cleaning rapidly confirmed that this represents the upper part of a recent feature as a bottle neck of early/mid 20th century date was found in it and therefore it seems likely that the deposit indicates the presence of a quarry pit of later Post medieval date.

3.3 Trench 4 was located on an east-west orientation over the site of the proposed Staff Recreation Centre in the western part of the garden of The Rectory (see Fig. 2). As noted above while this trench was planned to be 20m in length a major service trench was encountered running on a north east/south west alignment cutting across the mid-point of trench 4 (see Fig. 3). The trench was therefore excavated in two 8m parts and slightly staggered to avoid the service trench. This part of The Rectory garden was heavily overgrown at the time of the evaluation and had clearly been garden for some time as root disturbance was extensive with evidence for various trees having existed in the area until fairly recently. Along trench 4 the loose and humic sandy topsoil was 400mm deep with 200mm of subsoil giving a total trench depth of 600mm at the eastern end and 300mm of subsoil giving a slightly greater depth of 700mm at the western end. Two Roman period pottery sherds were recovered from the upcast spoil of this trench, however the metal detector search only recovered items of recent date.

Removal of the subsoil revealed a naturally occurring brickearth deposit and various features were identified cutting this deposit and investigation of these features indicated that the brickearth was 150/200mm deep and lay over sands and gravels. The 6 features revealed in trench 4 can be put into three groups:

Small pits 0004 and 0006 were some 600mm in diameter and 200/250mm deep with gently rounded bases (see Fig. 3). No finds were recovered from either pit and, as outlined in section 5 below, environmental evidence was also sparse. Both pits were fully excavated.

Small pits 0002 and 0010 were very similar in size, form and fill to pits 0004 and 0006 but did produce some dating material with both 0002 and 0010 containing Post medieval peg tile fragments (2 fragments in 0002 and 1 in 0010, in addition 0010 contained a coal fragment).

Large pits 0008 and 0009 were clearly of recent date and were not investigated, the former contained large fragments of modern concrete and brick while the latter was probably slightly older as it contained portions of iron fencing of a type often seen around later Victorian and Edwardian gardens. The pit 0009 may well have been designed as a soak away as the iron fencing fragments appeared to have been laid over a cavity containing 19/20th brick and tile rubble.

3.4 Trench 5 was located over the site of the proposed Research and Development Centre with the L shape running over soft ground along the southern and eastern sides of a small building called The Cottage (see Figs. 2 & 3). Under 300mm of topsoil the subsoil lying over the underlying sand and gravel drift deposits varied between 200mm and 300mm in depth giving a total depth of 500-600mm. The north-south aligned part of the trench revealed a drain run of recent date and no other features. Much of the western part of the east-west arm of the trench proved to contain various major services including a gas pipe and power and telephone lines. However the eastern half of this arm did reveal one feature, a shallow north west-south east aligned gully (0012) which was 800mm wide but only 150mm deep, this

feature produced two fragments of Post medieval peg tile. No finds were recovered from the upcast spoil from this trench.

4. The finds (Roman pottery by S Benfield)

4.1 Metalwork

The only non-ferrous metal finds of any age recovered from the evaluation were a very worn silver penny (0020) of Elizabeth I from the upcast spoil of trench 2 and two small (diam. 10mm) lead musket balls (0021 & 0022) recovered from the upcast spoil of the test pits designed to test the area covered by trench 1.

4.2 Roman Pottery

The evaluation produced two sherds of Roman pottery with a combined weight of 22g. Both are unstratified (0001) from the upcast spoil of trench 4. The sherds are plain body sherds with no other distinguishing features. They are in good condition and not noticeably abraded.

The sherds are clearly from two grey ware pots, probably jars. Their fabric is quite coarse and sandy, with dark-grey surfaces and a red-brown core. They can be classed as Black surface wares (SCCAS Fabric BSW), although one sherd is quite micaceous and can be classified as a micaceous Black surface ware (SCCAS Fabric GMB). This sherd also contains some fragments of burnt black organic matter and sparse, fine grog-temper which suggests a Romanising fabric of mid 1st-early 2nd century date. The other sherd can only be dated as Roman.

4.3 Ceramic building material

In trench 4 fill 0003 of small pit 0002 and fill 0011 of small pit 0010 produced 2 fragments (wt. 15g) and 1 fragment (wt. 10g) of peg tile respectively while fill 0013 of gully 0012 in trench 5 produced a further two fragments (20g) of peg tile. All of the peg tile from the evaluation was in a medium sandy fabric and is of a probable Post medieval date and not dissimilar to tiles on the roof of The Old School. Fill 0011 of pit 0010 also produced one small coal fragment (wt. 15g).

4.4 Conclusion

The small number and generally recent date of the finds recovered from the evaluation indicate that the area of The Old School was peripheral to the main areas of past activity at Stratford St Mary. While of some interest the two unstratified Roman pottery sherds could have been deposited via an off-site activity such as spreading domestic debris as manure on arable land during that period.

5. The environmental evidence (V Fryer)

5.1 Introduction and method statement

Evaluation excavations at Stratford St. Mary were undertaken by John Newman. The work, which was conducted within an area of known prehistoric activity, recorded two small pits, both of which were un-dated. Samples for the evaluation of the content and preservation of the plant macrofossil assemblages were taken from the pit fills, and two were submitted for assessment.

The samples were processed by manual water flotation/washover and the flots were collected in a 300 micron mesh sieve. The dried flots were scanned under a binocular microscope at magnifications up to x 16 and the plant macrofossils and other remains noted are listed below in Table 1. All plant remains were charred. Modern seeds and fibrous and woody roots were present within both assemblages.

The non-floating residues were collected in a 1mm mesh sieve and will be sorted when dry. Any artefacts/ecofacts will be retained for further specialist analysis.

5.2 Results

The assemblages were small and extremely limited in composition, with both being largely composed of modern roots. Charcoal/charred wood fragments and pieces of charred root/stem were present at low to moderate densities, but other plant macrofossils were entirely absent. Other remains included black porous and tarry residues and fragments of coal.

5.3 Conclusions and recommendations for further work

In summary, the limited nature of the assemblages precludes any further interpretation of the features from which the samples were taken. If the pits are assumed to be of prehistoric date, it is quite likely that the coal fragments and black porous and tarry residues are intrusive within the fills. However, this need not necessarily be the case if the features post-date the prehistoric period. Either way, the intended function of the pits cannot be ascertained.

Although these current assemblages are of very limited import, the overall area from which they were taken is of archaeological interest and this should be reflected in any future sampling strategy. Therefore, if further interventions are planned, it is strongly recommended that additional plant macrofossil samples of approximately 40 – 60 litres in volume be taken from all dated and well-sealed contexts recorded during excavation.

<u>Context No.</u>	<u>0005</u>	<u>0007</u>
<u>Feature No.</u>	<u>0004</u>	<u>0006</u>
Charcoal<2mm	xx	xx
Charcoal >2mm	x	x
Charred root/stem	x	x
Black porous and tarry residues	x	x
Bone	x	
Small coal frags.	x	x
Sample volume (litres)	40	40
Volume of flot (litres)	<0.1	<0.1
% flot sorted	100%	100%

Table 1: Charred plant and other remains (x=1/10 specimens, xx=11/20 specimens)

6. Conclusion

6.1 While the overall area around The Old School has archaeological potential, as evidenced by the nearby cursus and barrow sites, the areas evaluated in relation to the proposed developments produced little of great interest with regard to past settlement and land use. The proposed car park extension area produced evidence of having been in use for quarrying to an unknown extent and no other features with the lack of top and subsoil finds also pointing to peripheral uses for this area in the past. The proposed areas of new build at The Old School did reveal some features indicative of past activity though only at a rather low density and again, apart from two unstratified Roman pottery sherds, no finds of any antiquity were recovered. While trench 4 over the site of the proposed Staff Recreation Centre did reveal two undated features in addition to ones of Post Medieval it is worthy of note that the two undated pits (0004 & 0006) were very similar in character to a pair of pits (0002 & 0010) which contained Post medieval tile fragments. This area has also seen recent disturbance through the excavation of a large service trench. The remaining proposed development area, for the Research and Development Centre, revealed evidence for a shallow gully of Post medieval date and clearly also has been extensively disturbed by modern services and by the foundations for The Cottage.

6.2 Following the fieldwork for the evaluation a rapid search was made of historic map sources at the Suffolk Record Office to help interpret the results with some interesting results. The tithe map apportionment for Stratford St Mary of 1839 (P461/243 & FDA/243/A1/1a) names plot 337, the field now containing The Old School and proposed car park extension as '*Pit Field*' supporting the interpretation of the findings in the area of trenches 1 and 3 as recent quarry pits. The name for the area of the proposed Staff Recreation Centre may also be informative as this plot, no. 347a, is called '*Plantation*' within plot 347, called '*Paddock*' and the tithe map clearly depicts tree in the '*Plantation*' area. This is of interest as the four small pits recorded in trench 4 (0002, 0004, 0006 & 0010) could be interpreted as tree planting holes as they are of the correct size and type. If so a Post medieval date for all four small pits is likely and would fit with the discovery of, albeit, small fragments of coal in the flotation residues as outlined in sections 5.2 and 5.3 above.

4.3 Based on the evaluation results it can be concluded that the proposed development areas at The Old School have a low overall archaeological potential.

Archive- to be deposited with the Suffolk CC Archaeological Service under the HER ref. SSM 030.

Disclaimer- any opinions regarding the need for further archaeological work in relation to this proposed development are those of the author's alone. Formal comment regarding the need for further work must be sought from the official Archaeological Advisors to the relevant Planning Authority.

(Acknowledgements: JNAS is grateful to Pascale Genevois and the staff of Access UK Ltd for their help and cooperation, to Patrick Tatam of WKP Architects for the development detail, to Greg Hills for his skilled machine operation and help on site, to James Armes for the metal detector search and to Val and Robert Fryer, Sue Holden, Howard Brooks and Stephen Benfield for their respective specialist input).

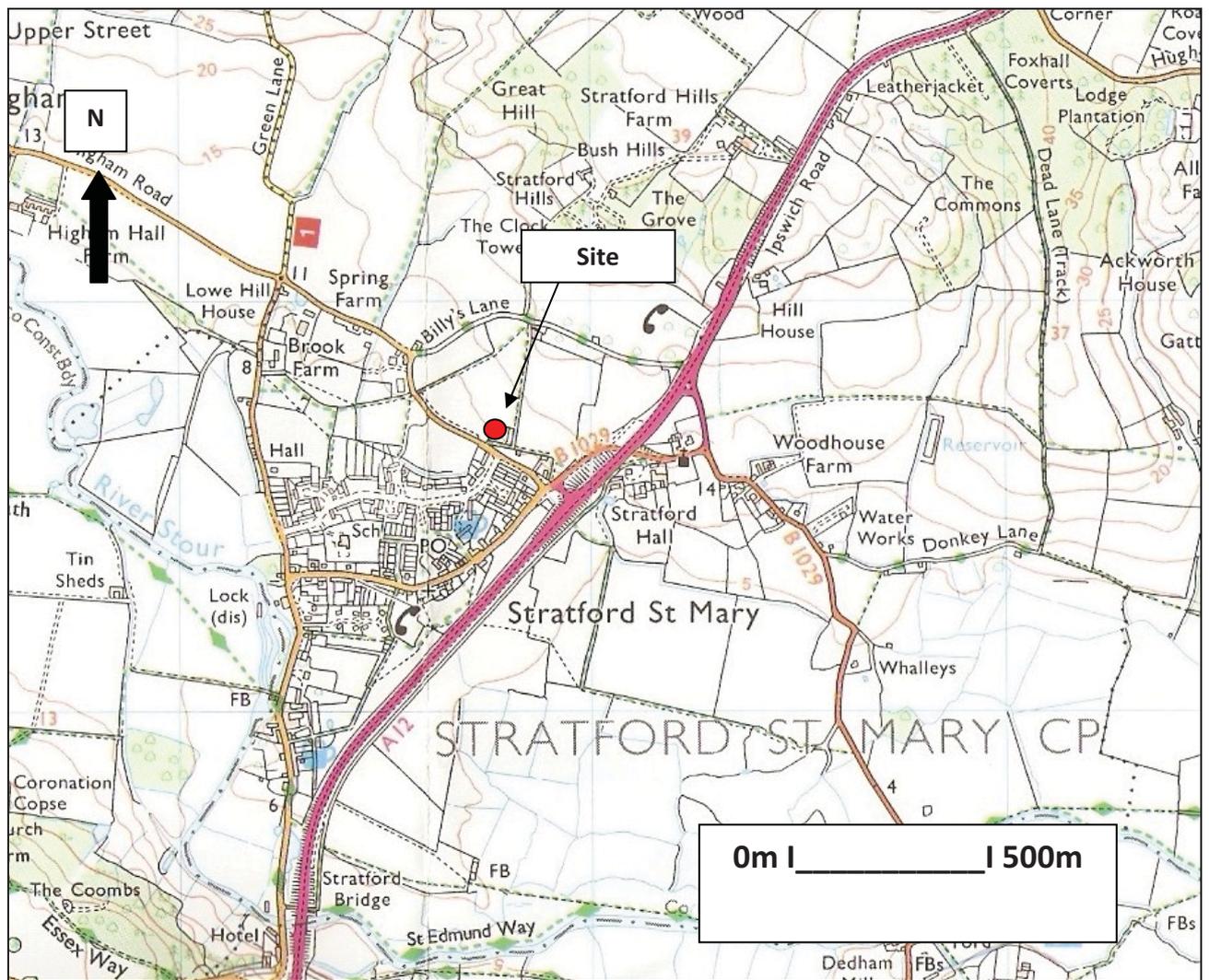


Fig. 1: Site location (Ordnance Survey © Crown copyright 2006
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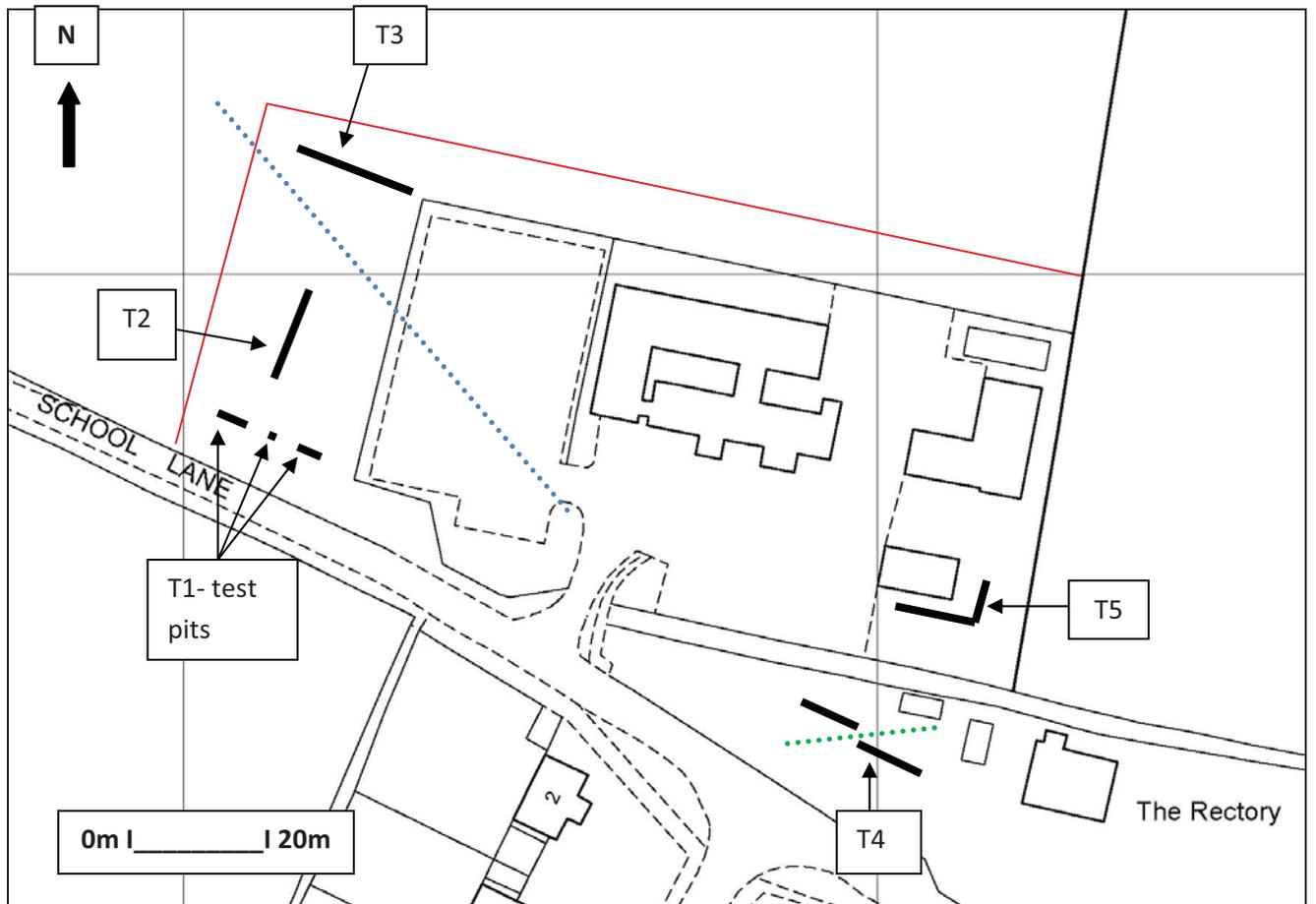


Fig. 2: Trench location (blue dashed line- overhead power, green dashed line- drainage pipe trench)
 Ordnance Survey © Crown copyright 2010 All rights reserved Licence No. 100049722

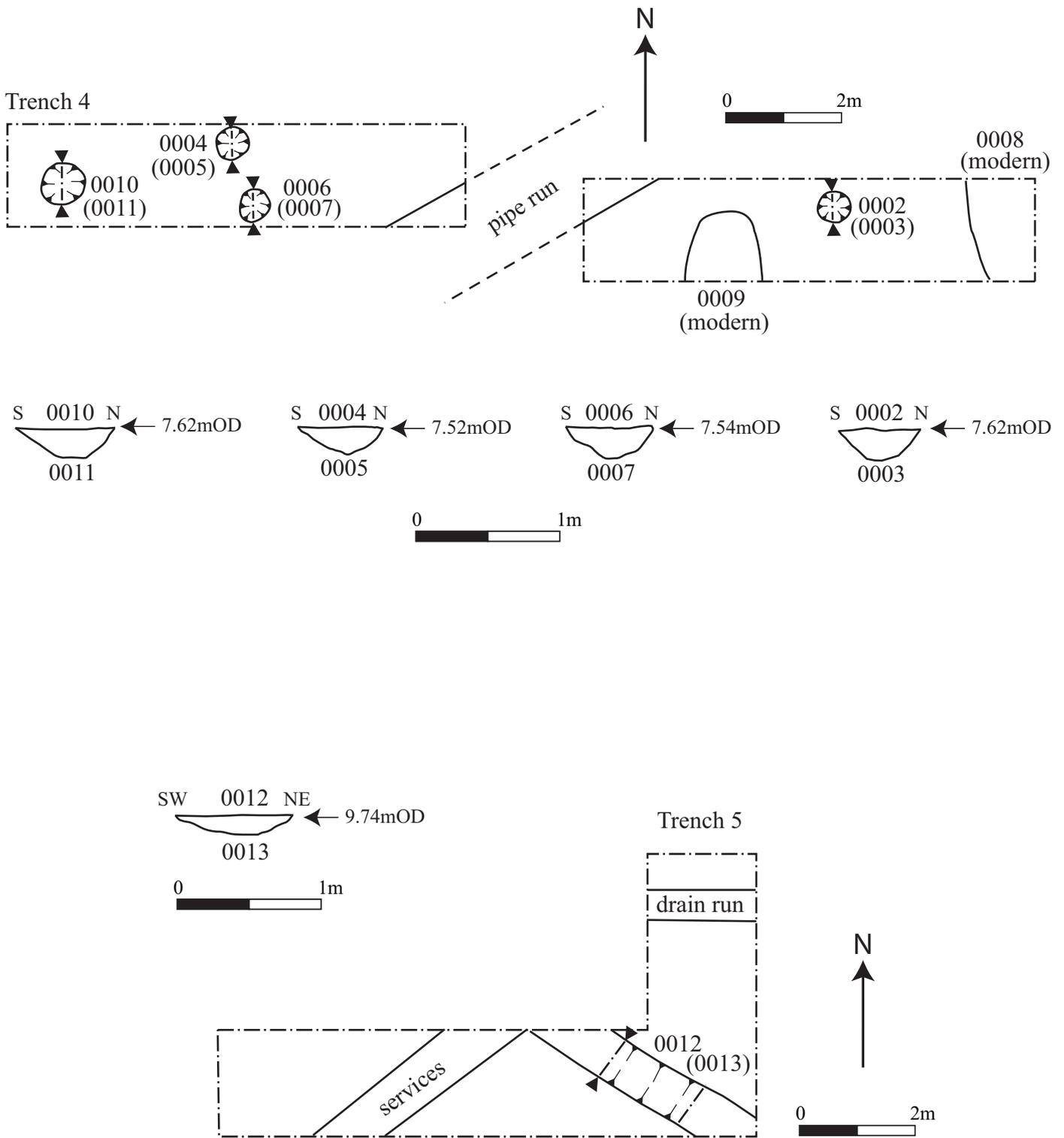


Fig 3: Trenches 4 & 5 - Phase sections.

Appendix I- Images



Test pit at western end of trench 1 area



Trench 3 from east with recent quarry pit in foreground



General view of car park extension area from north east



Trench 4 from east



Small pit 0002 in T4 from east



Small pits 0004 & 0006 in T4 from east



Trench 5 from west- modern services

9-10 The Churchyard, Shire Hall
Bury St Edmunds
Suffolk
IP33 2AR

Brief and Specification for Archaeological Evaluation

THE OLD SCHOOL, SCHOOL LANE, STRATFORD ST MARY, SUFFOLK (B/09/00316)

The commissioning body should be aware that it may have Health & Safety responsibilities.

1. The nature of the development and archaeological requirements

- 1.1 Planning permission has been granted by Babergh District Council (B/09/00316) for the erection of staff recreation, research and development centre, associated landscaping works, and construction of extension to car park at The Old School, School Lane, Stratford St Mary, Colchester CO7 6LZ (TM 047 346). **Please contact the applicant for an accurate plan of the site.**
- 1.2 The Planning Authority has been advised that any consent should be conditional upon an agreed programme of work taking place before development begins (PPG 16, paragraph 30 condition).
- 1.3 The site is located on the north side of the valley of the River Stour at c.10.00m AOD. The soils are described as glaciofluvial deep loam.
- 1.4 This application is located in an area of high archaeological interest recorded in the County Historic Environment Record, to the north of a Neolithic cursus monument (HER no. SSM 003) and also a probable Bronze Age barrow (SSM 005). The site has good potential for the discovery of important hitherto unknown archaeological sites and features in view of its proximity to known remains and also given the landscape setting, above the floodplain of and overlooking the River Stour, which is topographically favourable for early occupation. The proposed works would cause significant ground disturbance with the potential to damage any archaeological deposit that exists.
- 1.5 In order to inform the archaeological mitigation strategy, the following work will be required:
 - A linear trenched evaluation is required of the development area.
- 1.6 The results of this evaluation will enable the archaeological resource, both in quality and extent, to be accurately quantified. Decisions on the need for and scope of any mitigation measures, should there be any archaeological finds of significance, will be based upon the results of the evaluation and will be the subject of an additional specification.
- 1.7 All arrangements for the field evaluation of the site, the timing of the work, access to the site, the definition of the precise area of landholding and area for proposed development are to be defined and negotiated with the commissioning body.
- 1.8 Detailed standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003.

- 1.9 In accordance with the condition on the planning consent, and following the standards and guidance produced by the Institute for Archaeologists (IfA), a Written Scheme of Investigation (WSI) based upon this brief and specification must be produced by the developers, their agents or archaeological contractors. This must be submitted for scrutiny by the Conservation Team of the Archaeological Service of Suffolk County Council (SCCAS/CT) at 9-10 The Churchyard, Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443. The WSI will provide the basis for measurable standards and will be used to establish whether the requirements of the planning condition will be adequately met. The WSI should be compiled with a knowledge of the Regional Research Framework (East Anglian Archaeology Occasional Paper 3, 1997, 'Research and Archaeology: A Framework for the Eastern Counties, 1. resource assessment'; Occasional Paper 8, 2000, 'Research and Archaeology: A Framework for the Eastern Counties, 2. research agenda and strategy'; and Revised Research Framework for the Eastern Region, 2008, available online at <http://www.eaareports.org.uk/>).
- 1.10 Following receipt of the WSI, SCCAS/CT will advise the Local Planning Authority (LPA) if it is an acceptable scheme of work. Work must not commence until the LPA has approved the WSI. Neither this specification nor the WSI is, however, a sufficient basis for the discharge of the planning condition relating to the archaeological works. Only the full implementation of the approved scheme – that is the completion of the fieldwork, a post-excavation assessment and final reporting – will enable SCCAS/CT to advise the LPA that the condition has been adequately fulfilled and can be discharged.
- 1.11 Before any archaeological site work can commence it is the responsibility of the developer to provide the archaeological contractor with either the contaminated land report for the site or a written statement that there is no contamination. The developer should be aware that investigative sampling to test for contamination is likely to have an impact on any archaeological deposit which exists; proposals for sampling should be discussed with the Conservation Team of the Archaeological Service of SCC (SCCAS/CT) before execution.
- 1.12 The responsibility for identifying any constraints on field-work, e.g. Scheduled Monument status, Listed Building status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites &c., ecological considerations rests with the commissioning body and its archaeological contractor. The existence and content of the archaeological brief does not over-ride such constraints or imply that the target area is freely available.
- 1.13 Any changes to the specifications that the project archaeologist may wish to make after approval by this office should be communicated directly to SCCAS/CT and the client for approval.

2. Brief for the Archaeological Evaluation

- 2.1 Establish whether any archaeological deposit exists in the area, with particular regard to any which are of sufficient importance to merit preservation *in situ*.
- 2.2 Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.
- 2.3 Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- 2.4 Establish the potential for the survival of environmental evidence.
- 2.5 Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

- 2.6 This project will be carried through in a manner broadly consistent with English Heritage's *Management of Archaeological Projects*, 1991 (MAP2), all stages will follow a process of assessment and justification before proceeding to the next phase of the project. Field evaluation is to be followed by the preparation of a full archive, and an assessment of potential. Any further excavation required as mitigation is to be followed by the preparation of a full archive, and an assessment of potential, analysis and final report preparation may follow. Each stage will be the subject of a further brief and updated project design; this document covers only the evaluation stage.
- 2.7 The developer or his archaeologist will give SCCAS/CT (address as above) five working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored.
- 2.8 If the approved evaluation design is not carried through in its entirety (particularly in the instance of trenching being incomplete) the evaluation report may be rejected. Alternatively the presence of an archaeological deposit may be presumed, and untested areas included on this basis when defining the final mitigation strategy.
- 2.9 An outline specification, which defines certain minimum criteria, is set out below.

3. Specification: Trenched Evaluation

- 3.1 The following trenched evaluation is required:
- A single linear trial trench, 15.00m long x 1.80m wide, is to be excavated to cover the area of the proposed research and development building.
 - A single linear trial trench, 20.00m long x 1.80m wide, is to be excavated to cover the area of the proposed staff and recreation centre.
 - Trial trenches are to be excavated to cover 5% by area of the car park extension, which is c.75.00m². These shall be positioned to sample all parts of the site where significant ground disturbance is proposed). Trenches are to be a minimum of 1.80m wide unless special circumstances can be demonstrated; this will result in c.42.00m of trenching at 1.80m in width. A systematic grid array is considered the most effective trench arrangement.
- 3.2 If excavation is mechanised a toothless 'ditching bucket' 1.80m wide must be used. A scale plan showing the proposed locations of the trial trenches should be included in the WSI and the detailed trench design must be approved by SCCAS/CT before field work begins.
- 3.3 The topsoil may be mechanically removed using an appropriate machine with a back-acting arm and fitted with a toothless bucket, down to the interface layer between topsoil and subsoil or other visible archaeological surface. All machine excavation is to be under the direct control and supervision of an archaeologist. The topsoil should be examined for archaeological material.
- 3.4 The top of the first archaeological deposit may be cleared by machine, but must then be cleaned off by hand. There is a presumption that excavation of all archaeological deposits will be done by hand unless it can be shown there will not be a loss of evidence by using a machine. The decision as to the proper method of excavation will be made by the senior project archaeologist with regard to the nature of the deposit.
- 3.5 In all evaluation excavation there is a presumption of the need to cause the minimum disturbance to the site consistent with adequate evaluation; that significant archaeological features, e.g. solid or bonded structural remains, building slots or post-holes, should be preserved intact even if fills are sampled. For guidance:

For linear features, 1.00m wide slots (min.) should be excavated across their width;

For discrete features, such as pits, 50% of their fills should be sampled (in some instances 100% may be requested).

- 3.6 There must be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. The depth and nature of colluvial or other masking deposits must be established across the site.
- 3.7 Archaeological contexts should, where possible, be sampled for palaeoenvironmental remains. Best practice should allow for sampling of interpretable and datable archaeological deposits and provision should be made for this. The contractor shall show what provision has been made for environmental assessment of the site and must provide details of the sampling strategies for retrieving artefacts, biological remains (for palaeoenvironmental and palaeoeconomic investigations), and samples of sediments and/or soils (for micromorphological and other pedological/sedimentological analyses. Advice on the appropriateness of the proposed strategies will be sought from Dr Helen Chappell, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy, P.L. and Wiltshire, P.E.J., 1994, *A guide to sampling archaeological deposits for environmental analysis*) is available for viewing from SCCAS.
- 3.8 Any natural subsoil surface revealed should be hand cleaned and examined for archaeological deposits and artefacts. Sample excavation of any archaeological features revealed may be necessary in order to gauge their date and character.
- 3.9 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
- 3.10 All finds will be collected and processed (unless variations in this principle are agreed SCCAS/CT during the course of the evaluation).
- 3.11 Human remains must be left *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. However, the excavator should be aware of, and comply with, the provisions of Section 25 of the Burial Act 1857.
- 3.12 Plans of any archaeological features on the site are to be drawn at 1:20 or 1:50, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded. All levels should relate to Ordnance Datum. Any variations from this must be agreed with SCCAS/CT.
- 3.13 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies and/or high resolution digital images.
- 3.14 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.
- 3.15 Trenches should not be backfilled without the approval of SCCAS/CT.

4. General Management

- 4.1 A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by SCCAS/CT. The archaeological contractor will give not less than five days written notice of the commencement of the work so that arrangements for monitoring the project can be made.
- 4.2 The composition of the archaeology contractor staff must be detailed and agreed by this office, including any subcontractors/specialists. For the site director and other staff likely to have a major responsibility for the post-excavation processing of this evaluation there must

also be a statement of their responsibilities or a CV for post-excavation work on other archaeological sites and publication record. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.

- 4.3 It is the archaeological contractor's responsibility to ensure that adequate resources are available to fulfill the Brief.
- 4.4 A detailed risk assessment must be provided for this particular site.
- 4.5 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 4.6 The Institute of Field Archaeologists' *Standard and Guidance for archaeological field evaluation* (revised 2001) should be used for additional guidance in the execution of the project and in drawing up the report.

5. Report Requirements

- 5.1 An archive of all records and finds must be prepared consistent with the principles of English Heritage's *Management of Archaeological Projects*, 1991 (particularly Appendix 3.1 and Appendix 4.1).
- 5.2 The report should reflect the aims of the WSI.
- 5.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.
- 5.4 An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established.
- 5.5 Reports on specific areas of specialist study must include sufficient detail to permit assessment of potential for analysis, including tabulation of data by context, and must include non-technical summaries.
- 5.6 The Report must include a discussion and an assessment of the archaeological evidence, including an assessment of palaeoenvironmental remains recovered from palaeosols and cut features. Its conclusions must include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).
- 5.7 The results of the surveys should be related to the relevant known archaeological information held in the County Historic Environment Record (HER).
- 5.8 A copy of the Specification should be included as an appendix to the report.
- 5.9 The project manager must consult the County HER Officer (Dr Colin Pendleton) to obtain an HER number for the work. This number will be unique for each project or site and must be clearly marked on any documentation relating to the work.
- 5.10 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*.
- 5.11 Every effort must be made to get the agreement of the landowner/developer to the deposition of the full site archive, and transfer of title, with the intended archive repository before the fieldwork commences. If this is not achievable for all or parts of the finds archive then

provision must be made for additional recording (e.g. photography, illustration, scientific analysis) as appropriate.

- 5.12 The project manager should consult the intended archive repository before the archive is prepared regarding the specific requirements for the archive deposition and curation, and regarding any specific cost implications of deposition.
- 5.13 If the County Store is the intended location of the archive, the project manager should consult the SCCAS Archive Guidelines 2010 and also the County Historic Environment Record Officer regarding the requirements for the deposition of the archive (conservation, ordering, organisation, labelling, marking and storage) of excavated material and the archive. A clear statement of the form, intended content, and standards of the archive is to be submitted for approval as an essential requirement of the WSI.
- 5.14 The WSI should state proposals for the deposition of the digital archive relating to this project with the Archaeology Data Service (ADS), and allowance should be made for costs incurred to ensure the proper deposition (<http://ads.ahds.ac.uk/project/policy.html>).
- 5.15 Where positive conclusions are drawn from a project (whether it be evaluation or excavation) a summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute for Archaeology*, must be prepared. It should be included in the project report, or submitted to SCCAS/CT, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.
- 5.17 County HER sheets must be completed, as per the County HER manual, for all sites where archaeological finds and/or features are located.
- 5.18 An unbound copy of the evaluation report, clearly marked DRAFT, must be presented to SCCAS/CT for approval within six months of the completion of fieldwork unless other arrangements are negotiated with the project sponsor and SCCAS/CT.

Following acceptance, two copies of the report should be submitted to SCCAS/CT together with a digital .pdf version.
- 5.19 Where appropriate, a digital vector trench plan should be included with the report, which must be compatible with MapInfo GIS software, for integration in the County HER. AutoCAD files should be also exported and saved into a format that can be imported into MapInfo (for example, as a Drawing Interchange File or .dxf) or already transferred to .TAB files.
- 5.20 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms.
- 5.21 All parts of the OASIS online form must be completed for submission to the County HER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

Specification by: Dr Jess Tipper

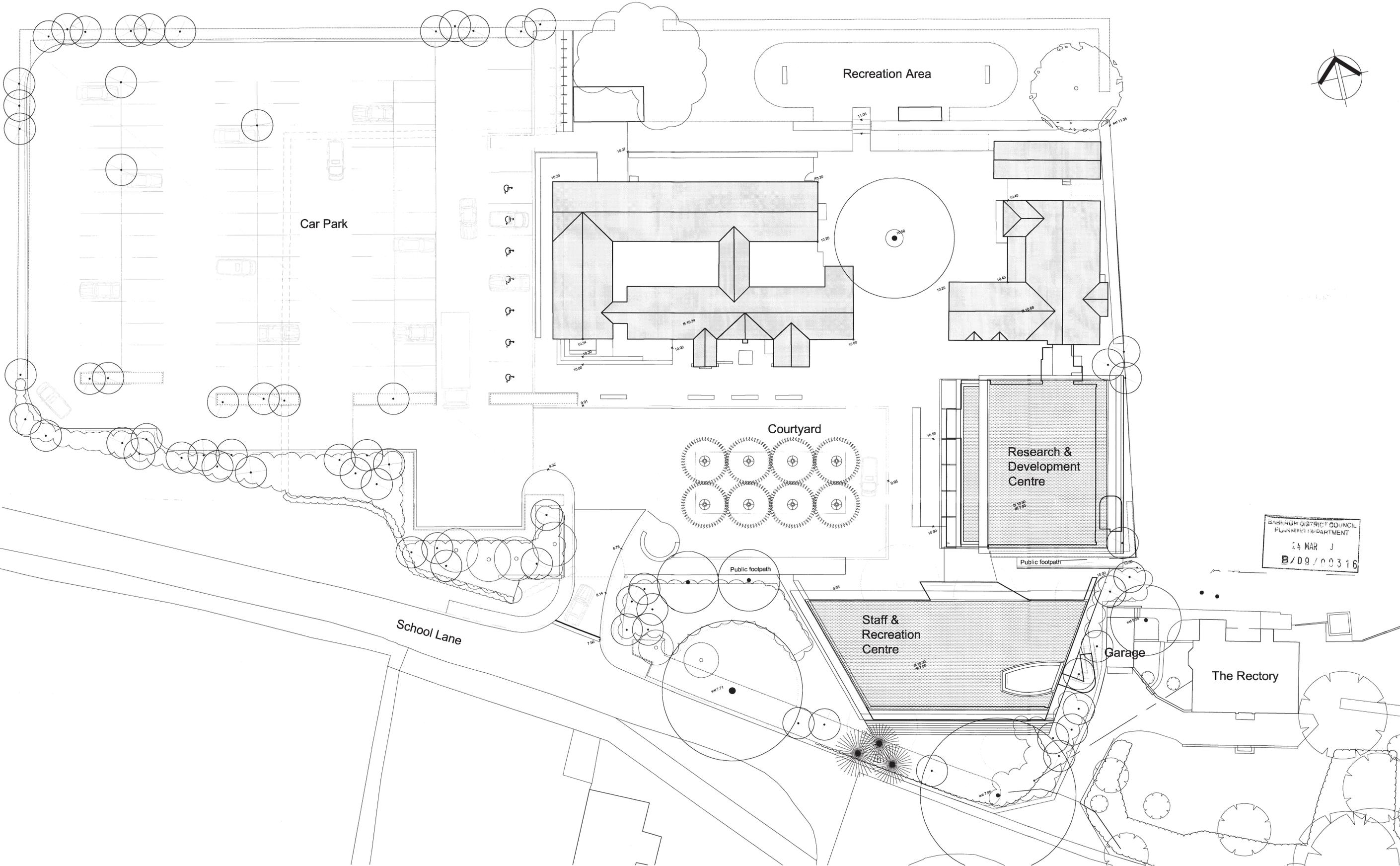
Suffolk County Council
Archaeological Service Conservation Team
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Suffolk IP33 2AR
Tel: 01284 352197
Email: jess.tipper@suffolk.gov.uk

Date: 10 June 2010

Reference: / TheOldSchool-StratfordStMary2010

This brief and specification remains valid for six months from the above date. If work is not carried out in full within that time this document will lapse; the authority should be notified and a revised brief and specification may be issued.

If the work defined by this brief forms a part of a programme of archaeological work required by a Planning Condition, the results must be considered by the Conservation Team of the Archaeological Service of Suffolk County Council, who have the responsibility for advising the appropriate Planning Authority.



BARENTHAM DISTRICT COUNCIL
 PLANNING DEPARTMENT
 24 MAR J
 B/09/00316



Notes:

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All dimensions are to be checked on site and the Architect notified of any discrepancies.

Do not scale from this drawing for Constructional purposes

A	JH	09.12.08	Revised to suit amended GA Plans and landscaping
B	SB	28.01.09	Issue for Client Approval
C	SB	06.02.09	Amended as per revised landscaping design : 061C

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Client	Access Accounting Ltd		
Project	Access Accounting		
Drawing Title	Proposed Site Plan		
Scale	1:200 @ A1	Date	25.09.08
Drawing No	2675 102	Drawn By	JH
		Rev	C

Appendix III

Context list- SSM 030

S= sample taken for assessment

F = finds recovered

Context	Trench	Type	Part of	Description
0001	T4	U/S	NA	U/S finds from spoil
0002	T4	pit	0002	small pit
0003	T4	fill	0002 F	mid-brown silty sand
0004	T4	pit	0004	small pit
0005	T4	fill	0004 S	mid brown silty sand
0006	T4	pit	0006	small pit
0007	T4	fill	0006 S	mid brown silty sand
0008	T4	pit	0008	modern pit, not exc
0009	T4	pit	0009	modern ?soak away
0010	T4	pit	0010	small pit
0011	T4	fill	0010 F	mid brown silty sand
0012	T5	gully	0012	NW/SE aligned gully
0013	T5	fill	0012 F	mid brown gravelly sand
0020	T2	SF	0020	Ag coin from spoil
0021	T1	SF	0021	Pb musket ball from spoil
0022	T1	SF	0022	Pb musket ball from spoil