

**Land East of Sun Court, Ann Beaumont Way,  
Hadleigh, Suffolk**

**Planning application: B/11/0004**

**HER Ref: HAD 122**

**Archaeological Desk-based Assessment & Evaluation  
Report**

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(June 2011)

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**Site details for HER**

Name: Land East of Sun Court, Ann Beaumont Way, Hadleigh, Suffolk, IP7 6SA

Client: Orchid Properties Construction Ltd

Local planning authority: Babergh DC

Planning application ref: B/11/0004

Development: Erection of two detached dwellings

Date of fieldwork: 20 May, 2011

HER Ref: HAD 122

OASIS ref: johnnewm1-102510

Grid ref: TM 0235 4300

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*Summary: Hadleigh, land east of Sun Court, Ann Beaumont Way (HAD 122, TM 0235 4300) the results of the desk-based assessment suggested that this site was on the edge of the historic core and subsequent evaluation trenching confirmed this conclusion as the only feature revealed was a large pit containing small fragments of Post medieval peg tile which is best interpreted as a Post medieval quarry pit (John Newman Archaeological Services for Orchid Properties Construction Ltd).*

## 1. Introduction & background

1.1 Orchid Properties Construction Ltd commissioned John Newman Archaeological Services (JNAS) to undertake the archaeological desk-based assessment and site evaluation works on the site where planning permission has been gained for the erection of two detached residential dwellings on land to the east of Sun Court, Ann Beaumont Way, Hadleigh (see Fig. 1) under application B/11/0004. The desk-based assessment and evaluation requirements were set out in a Brief and Specification (see Appendix II) set by Mr K Wade of the Suffolk CC Archaeological Service.

1.2 Hadleigh is a small market town in south Suffolk to the west of Ipswich that had been established by the late Saxon period at least and flourished through the medieval period. The town is focused on the area around the parish church and the two main historic street lines to the south of the River Brett with a smaller medieval/Post medieval suburb to the north of the along Bridge Street which is to the west of Ann Beaumont Way. However the exact extent of the historic core, with its related suburbs, is uncertain as opportunities to investigate below ground deposits has been limited in modern times. The site of the proposed development falls within this historic town area being some 80m north of the crossing point of the river by Bridge Street over Hadleigh Bridge, c530m north of the parish church and immediately to the east of Sun Court, a listed structure of 16<sup>th</sup> century date. At the time of the evaluation the site was soft, level ground at c20m OD on an area which test pits had already confirmed as river terrace sand and gravel deposits. The site forms an approximately rectangular shape, with a small area close to its north eastern corner occupied by an electricity sub-station, some 40m east of Bridge Street with the modern Ann Beaumont Way curving rounds its eastern and southern boundaries (see Fig. 2).

1.3 As specified the study of the proposed development site within its local setting commenced with the desk-based assessment coupled with a site visit with the results summarised in section 2 below. This desk-based assessment covered a review of the county Historic Environment Record (HER) and the index of Listed Buildings held by English Heritage to gain information on known archaeological sites and finds and historic structures located within 100m of the proposed development site (see Fig. 2). A search for relevant cartographic and historic document sources for the area at the County Record Office by a recognised historic document historian, A M Breen, was also undertaken in order to produce a summary report (see Appendix I). Finally the geotechnical report for the site was examined in order to gain further background information. The desk-based assessment was then followed by the specified evaluation trenching (see Fig. 6) as described in section 3 below with the results following in sections 4 and 5.

## 2. Desk-based assessment

2.1 The results from the search of the County HER are summarised in the table below (see also Fig. 2):

HER/LBS ref.	Name	Description & period
HAD 046	Area of the medieval town	Market established by 1245/6, urban by mid 13 <sup>th</sup> century, important centre for the medieval cloth industry
HAD 049/277609	Hadleigh Bridge	Bridge shown on Hodkinson's map of 1783, listed grade II- 'probably 18 <sup>th</sup> century'
277618	Sun Court, 12-16 Bridge St	Grade II- 'once a good 16 <sup>th</sup> century building, later divided'
277642	River View, Bridge St	Grade II- 'late 18/19 <sup>th</sup> century building'
277613	21 Bridge St	Grade II- 'probably 17 <sup>th</sup> century building'
277614	23 Bridge St	Grade II- 'late 18/19 <sup>th</sup> century building'
277619	28-34 Bridge St	Grade II- 'probably 17 <sup>th</sup> century group'
277620	38 & 40 Bridge St	Grade II- 'probably 16/17 <sup>th</sup> century buildings'
277643	The Cottage, Corks Lane	Grade II- 'mid 18 <sup>th</sup> century building'

As the table above indicates no other formal archaeological work has been carried out within the historic suburb to the north of the River Brett in Hadleigh. However the listed building information clearly indicates that this suburb existed by the 16/17<sup>th</sup> century period with Bridge Street forming the clear focus, as also indicated on Hodkinson's map of Suffolk of 1783 (see Appendix I), and it seems likely that this bridging point of the river would also have attracted settlement related activity in the medieval period.

2.2 As indicated above the full report, with map extracts, for the County Record Office search for cartographic and historic document sources relevant to this assessment of the area around the proposed development area by A M Breen can be found in Appendix I with the conclusion reproduced below:

'This site was part of the meadow lands that were acquired by the Hadleigh Grand Feoffment through the will of Ann Beaumont in 1701. Earlier records relating to this site, if any, are likely to be held at the Hadleigh Archives together with records relating to the tenancy of this property.' (Land at Ann Beaumont Way- A M Breen, May 2011).

In summary the earliest map at a large enough scale to show useful detail relevant to the proposed development area is the tithe map of 1839 where it is depicted as plot 706 and described as a meadow and the property of the Trustees of Hadleigh Grand Feoffment. Historic Ordnance Survey map cover also indicates continued use as meadow with the 1927 edition noting of the area '*liable to flooding*.' The County Record Office search did not produce any useful information for the period before c1700.

2.3 Examination of the Ground Investigation Report (by Richard Jackson Consulting Engineers, job no. 30753, October, 2009) indicated that the site has 300/400mm of

top and subsoil over river terrace deposits with occasional evidence for deeper made ground (based on 5 trial pits).

### 3. Evaluation methodology

3.1 The proposed development site was trenched to a previously agreed plan with a slight modification to the alignment of Trench 3 in the north eastern corner of the site as a vehicle was parked over part of this area. All of the trenches were, by prior agreement, located just outside the proposed house footprints to avoid the creation of 'soft spots' within the planned foundations.

3.2 In all 34m of trench at a width of 1.8m (see Fig. 2) were mechanically excavated under close archaeological supervision to the top of the underlying naturally occurring orange sand with flints river terrace deposit using a 1400mm wide, toothless, ditching bucket giving a sample of 61.2m<sup>2</sup>, or c6% of the overall proposed development area. The exposed sand with flints surface was closely examined for archaeological features and any indistinct areas were hand cleaned. As the eastern third of Trench 1 appeared to have a greater depth of subsoil this was investigated mechanically at first and then by hand sondage as it became clear that a large feature extended over the complete width of the trench. The upcast spoil from the trenches was closely examined for archaeological finds and the spoil and exposed trench surfaces were systematically searched with a metal detector. While a few finds of recent date were noted as indicated below they were not retained, the few metal finds consisted of a few iron nails and undateable iron scraps of uncertain origin. Site visibility for features and finds is considered to have been good throughout the evaluation on a sunny, dry day. The trenches were recorded in relation to existing mapped details and the level for the section taken from the site development plans. A full photographic record in digital and monochrome film formats was taken of the trenching works (see Appendix III).

### 4. Results

(see Figs. 2 & 3)

4.1 Trench 1 was 20m long and aligned on a south-west/north-east orientation and 3.5m south of the rear foundation line for the proposed dwellings. The trench proved to have a uniform cover of 400mm of dark brown sandy topsoil above 100mm of a sandy mid-brown subsoil. The only feature (0002) identified in the evaluation extended over the eastern third of this trench (see Fig. 3) and, as outlined in section 3.2 above, the upper part of this feature was removed mechanically as it appeared similar to the subsoil with small peg tiles fragments of relatively recent date before hand investigation was undertaken. The combined mechanical excavation and hand sondage went to an overall depth of 2m from the modern ground surface and even at this point it was unclear whether the base of the feature had been reached (see Fig. 3- section). The various deposits identified within the large pit (0002) are described below:

Context	Type	Part of	F	Description	Spot date
0001	U/S	0001		Unstratified material	
0002	Pit	0002		Large pit covering the eastern third of Trench 1.	

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0003	Fill	0002	F	Upper fill of pit 0002, mid brown sandy subsoil with small flints and small peg tile fragments	17/18 <sup>th</sup> C+
0004	Fill	0002		Orange/brown sand with some mid brown sandy pockets and small flints	
0005	Fill	0002		Loose, dirty orange sand with very small stones and occasional small peg tile fragments	17/18 <sup>th</sup> C+

(F = finds noted, not retained)

4.2 Trench 2 was 7m long and aligned on a north-west/south-east orientation in the north-western corner of the proposed development area on the drive area for the eastern house plot. Again some 400mm of dark brown sandy topsoil was identified, in this case over 200mm of a sandy mid brown subsoil over the naturally occurring orange sand with flints. No features were identified in this trench with the only stray finds being two blue and white glazed pottery sherds of later 19<sup>th</sup> or early 20<sup>th</sup> century date and occasional small peg tile fragments.

4.3 Trench 3 was also 7m long and was aligned on a north-west/south-east orientation over the drive area for the western house plot in the north-eastern corner of the proposed development area. The soil profile revealed was similar to Trench 2 with 400mm of dark brown sandy topsoil over 200mm of mid brown sandy subsoil. No features were identified and the only stray were a small fragment of clay tobacco pipe stem, a small sherd of 19/20<sup>th</sup> white glazed pottery and the ubiquitous small peg tile fragments common to the site as a whole.

## 5. Conclusion

7.1 The desk-based assessment while confirming that the proposed development area is on the north-eastern edge of the medieval town of Hadleigh being close to listed buildings of early Post medieval date with likely earlier predecessors also indicated that historically recorded use of the plot has been as a meadow. The results from the evaluation trenching supports this conclusion regarding use of the site over the last 200/300 years as the only feature identified was a large pit (0002) with a loose, dirty orange sand lower fill (0005) which can be best interpreted as the residue left after river terrace type deposits are quarried and sieved to separate the useful stone for road or construction purposes from the less useful sandy matrix. This probable quarry pit containing small peg tile fragments indicative of a date that is unlikely to be earlier than the 17/18<sup>th</sup> century period and general use of this plot of land as being peripheral to any nearby areas of more intense past activity. The lack of stray finds pre-dating the 18/19<sup>th</sup> century period within the trench spoil is also indicative of the proposed development area being peripheral to medieval activity associated with the town of Hadleigh.

7.2 In conclusion the overall results of the desk-based assessment and evaluation trenching indicates that the proposed development site at Ann Beaumont Way has a low archaeological potential and it is unlikely that further investigations will add any information of value.

**Archive-** to be deposited with the Suffolk CC Archaeological Service under the HER ref. HAD 122.

**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 Anthony M Breen for his research and report on the historic background to the site, Sue Holden for producing Fig.3, James Armes for the metal detector search and to the Roger Sturgeon and his staff for their assistance on site).

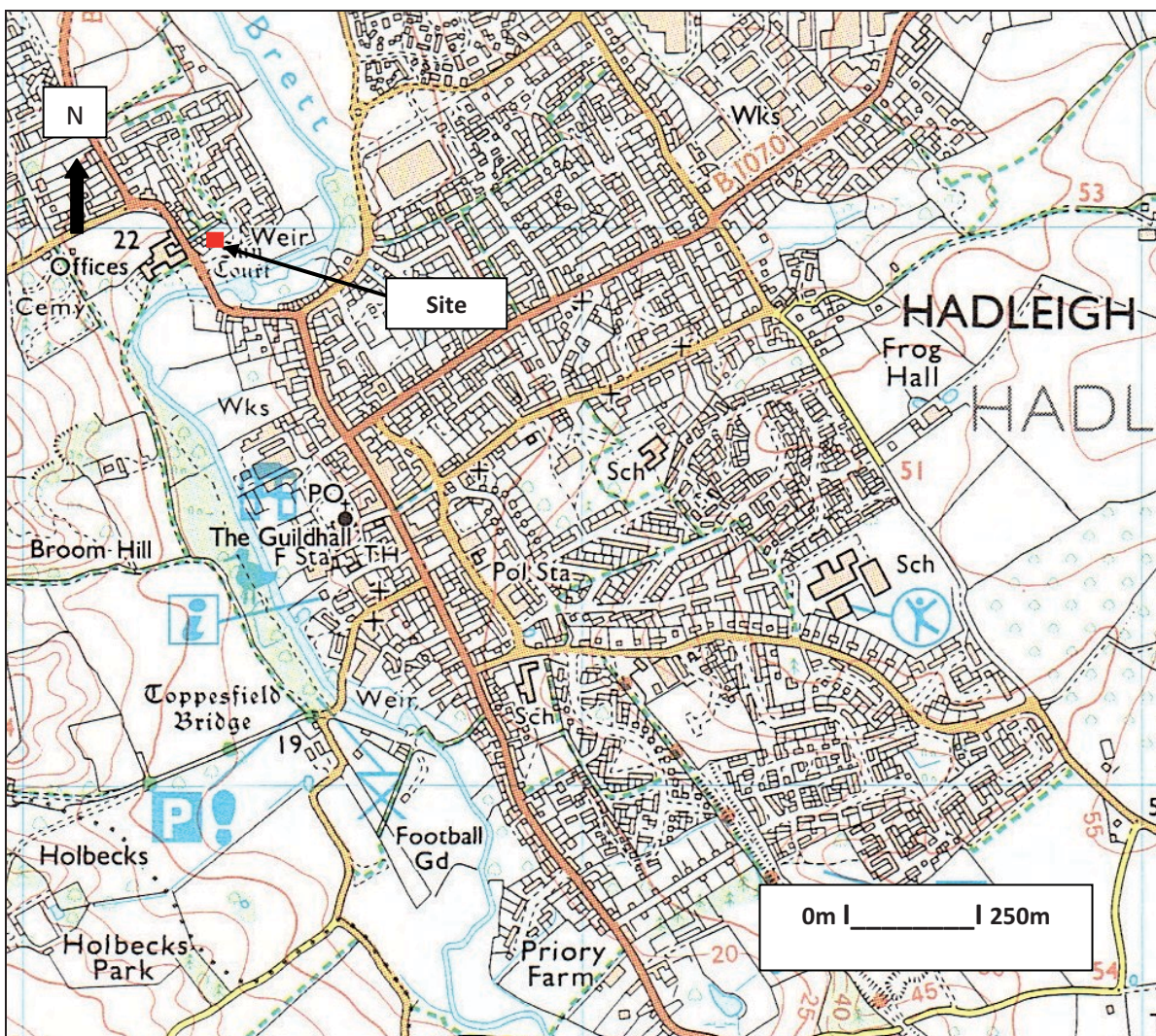


Fig.1: Site location (Ordnance Survey © Crown copyright 2006  
All rights reserved Licence No. 100049722)



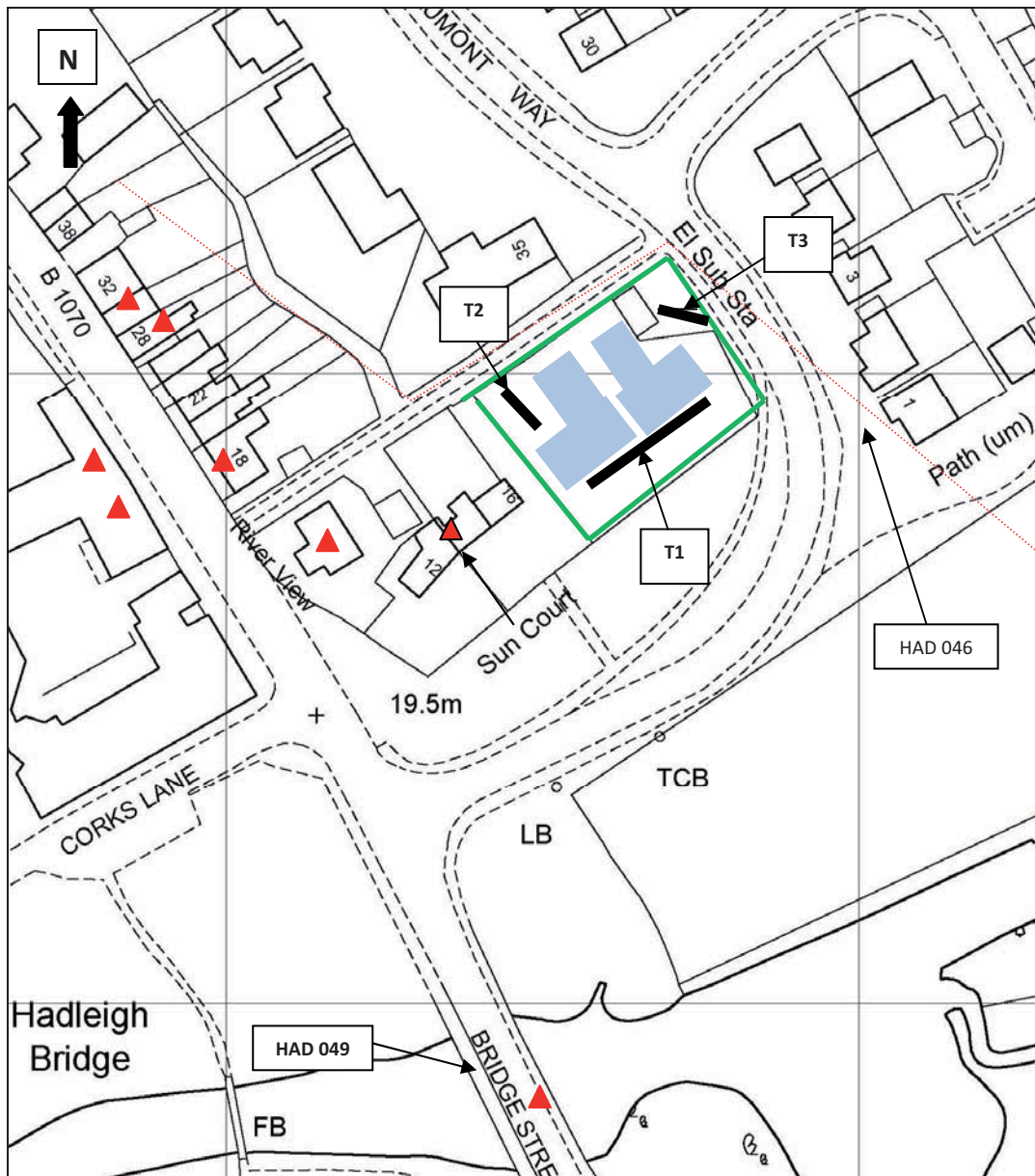


Fig. 2: Site- trench plan & location of nearby archaeological sites & listed structures  
 (red triangle= listed building/structure, pale blue= proposed house plots)  
 (Ordnance survey © Crown copyright 2011 All rights reserved Licence No 100049722)

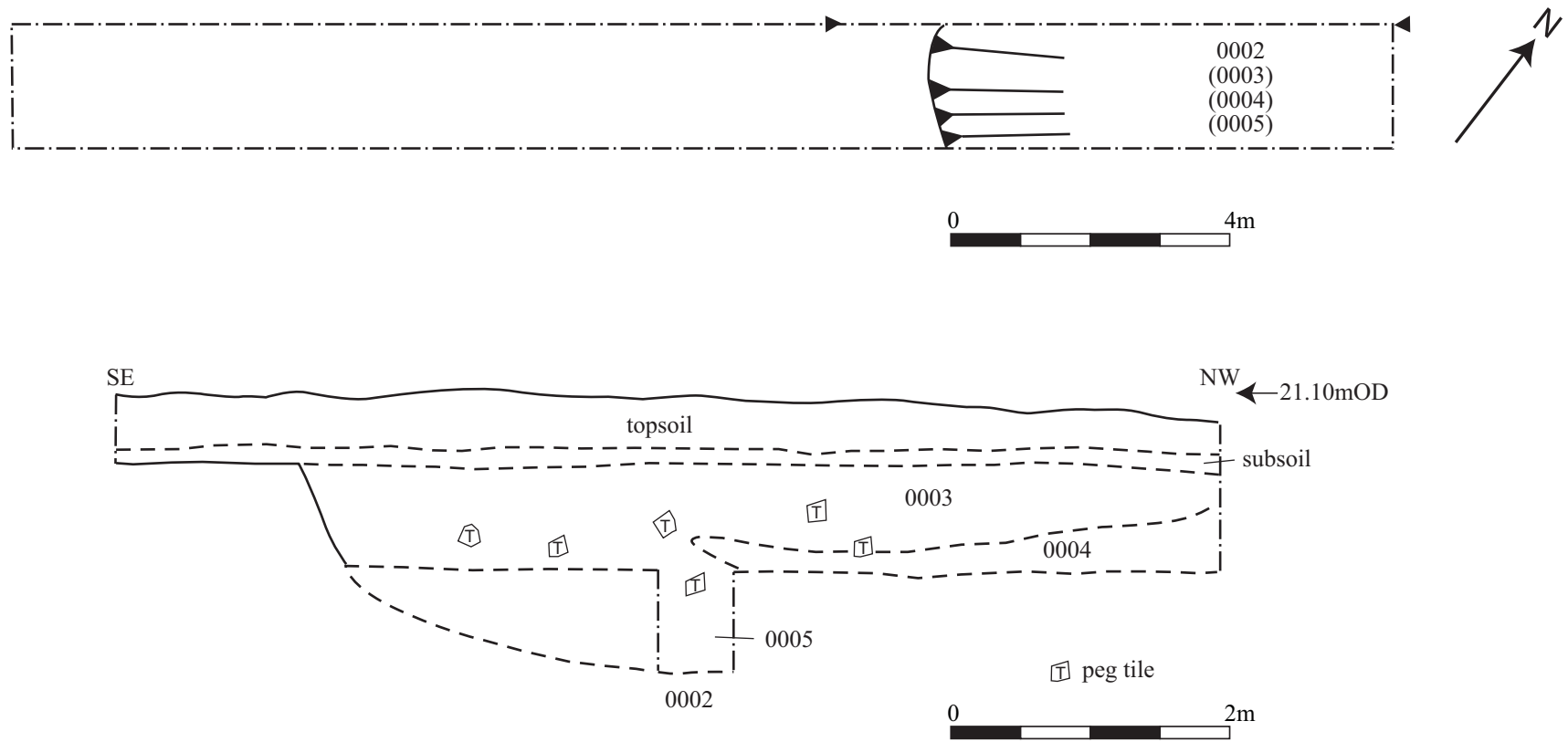


Fig. 3. Trench 1 - plan and section.

## Appendix I

### Land at Anne Beaumont Way, Hadleigh, Suffolk

#### Introduction

The research for this report was carried out at the Suffolk Record Office in Bury St Edmunds. Further records relating to this site are likely to be in the possession of the Hadleigh Archives and access to these records, if any, is by appointment only.

#### Maps

This site is shown as plot 180 measured at 3.404 acres on the 1:2500 Ordnance Survey maps sheet number LXXIV.13. Only the western side of the plot is shown on this sheet and the eastern end is shown on sheet LXXIV.14. The record office holds copies of the first three editions of the map published in 1885, 1904 and 1927. On the edition published in 1927 the area is marked as 'liable to flooding' and the acreage for the plot is divided between the areas shown on the respective sheets. There are no buildings within the plot. The area to the west and fronting the present Bridge Street is marked in Gothic script as 'Sun Court'. The same area is shown on the 1:10560 map sheet number LXXIV S.W. with the entire plot shown. The eastern boundary of this field adjoined the river Brett.

The same area is shown on the 1839 tithe map of the parish (ref. T127A/2) as the field numbered 706 on the map. This field is further described in the separate apportionment (ref. T127A/1) as the property of the Trustees of Hadleigh Grand Feoffment. The field 706 is described as meadow and was then measured at 3 acres 3 roods and 34 perches. The field to the north 709 was described as 'meadow and garden' and measured as 3 acres and 20 perches. These pieces are grouped together with other plots numbered 707 & 708, the sites of houses and gardens, 710 the site of a barn and yard, 720 the site of another house, yard and gardens, 777 'Allotments in Pudding Row Field' and 779 'Pear Tree Meadow'. The total acreage of these plots was 26 acres 2 roods and 27 perches. Though all these pieces are grouped together in the apportionment they were occupied by different tenants with John Hudson as tenant to the meadow numbered 706 and Thomas Gray as the tenant of the meadow and garden 709 together with the site of the barn and yard 710. He also occupied the Pear Tree Meadow. Apart from these two individuals a further six tenants are named under this single holding. In the summary at the end of the apportionment the occupiers are named simply as 'Tampin, John and others'.

The Trustees also owned other parcels of land in Hadleigh listed as nine separate landholdings in the summary of the apportionment. The largest of these nine holdings was a farm in the occupation of Henry Sallows and measured at 61 acres 2 roods and 12 perches. Most of the properties were quite small with the smallest measured at less than half an acre. The total acreage was 109 acres and 13

perches. The trust was one of three charitable groups of Feoffees who were listed in the apportionment. The others were the Hadleigh Feoffees who were the trustees for the churchwardens and overseers of the parish and the trustees of Hadleigh Market Feoffment.

Hadleigh is unique amongst the former historic boroughs of Suffolk in that the guildhall has retained their own records under the care of a part-time archivist. There are however a number of published sources that mention this charity.

### **The Grand Feoffment**

In 'An Account of the Endowed Charities in West Suffolk prepared for the County Council' and published in 1895, the total acreage of the Feoffment's endowments in houses and lands is given as 725 acres. This was mainly accumulated through various bequests dating from as early as 1497. Further endowments are mentioned under separate headings including amongst others that of John Fiske who bequeathed money from his estate in Wetheringsett in 1716, John Whiteing who in 1614 bequeathed rents payable 'out of certain tenements in Hadleigh', Mary Clark who by her will of 1743 endowed a bequest with 22 acres 2 roods and 35 perches and Ann Beaumont whose bequest in 1701 had been invested in lands then valued at £44 10s per annum. It is not clear from these descriptions whether or not the original endowment had been in the form of land, or money to purchase land or if it had been the decision of the trustees to invest money in land.

Fuller details are given in the further report of the Charity Commissioners appointed under 'An Act for appointing Commissioners to continue the Inquiries concerning Charities in England and Wales' appointed under an Act of Parliament passed in 1826. The further report was published in 1840 by Hansard. The land described as 'a messuage near Hadleigh Bridge and certain lands thereto belonging in the parish of Hadleigh' that had been 'granted to the rectors of Hadleigh, of Hintlesham and of Layham, and their successors'. In 1840 the land was described as 'The charity-estate comprises a cottage, a barn erected 11 or 12 years ago, and 18 a 2 r 17 p of land, and is let to Mr Thomas Gray, on lease for 14 years from Michaelmas 1826, at the yearly rent of £42'. 'The sum of £160 was advanced by Mr Gray, and laid out in building, the barn'. The main beneficiaries of this bequest were 'six poor boys' whose education for 'three years at school' was paid for through this endowment.

### **Other Maps**

The record office has photographic copies of two earlier maps of Hadleigh. An enlarged copy of part of a map of the Holbeke estate dated 1668 (ref. 2112) shows the church and houses the High Street and Angel Street but those houses shown beyond Hadleigh Bridge are shown on a separate copy of another part of the map and this has been reproduced at a much smaller scale. The properties boundaries of the houses are not shown in detail. Another map dated 1830 shows the positions of the houses in the High Street and beyond Hadleigh Bridge and names of then

owners or occupiers of each property. Again the property boundaries are not shown in detail and the photograph is on too small a scale (ref. 2116). The original maps are held at the Hadleigh Archives.

### **Hadleigh Archives**

The Hadleigh Archives are held at the Guildhall, Hadleigh,, IP7 5DT and can be consulted by prior appointment with the Honorary Archivist Ms Sue Andrews. There is no online catalogue available that details the records in this collection and the staff at the record office in Bury were unaware of any 'Out of Custody' listing prepared by the National Register of Archives or Historic Manuscript Commission. The work of both bodies is now the responsibility of the National Archives, Kew and their own website was examined for a link to the Hadleigh Archives and for further details of their collections.

### **Conclusion**

This site was part of the meadow lands that were acquired by the Hadleigh Grand Feoffment through the will of Ann Beaumont in 1701. Earlier records relating to this site, if any, are likely to be held at the Hadleigh Archives together with records relating to the tenancy of this property.

**Anthony M Breen May 2011**

### **References**

#### Maps

1:2500 Ordnance Survey Maps sheet number LXXIV.13 first edition 1885

1:2500 Ordnance Survey Maps sheet number LXXIV.13 second edition 1904

1:2500 Ordnance Survey Maps sheet number LXXIV.13 third edition 1927

T 127A/2 Tithe Map Hadleigh 1839

T 127A/1 Tithe Apportionment Hadleigh 1839

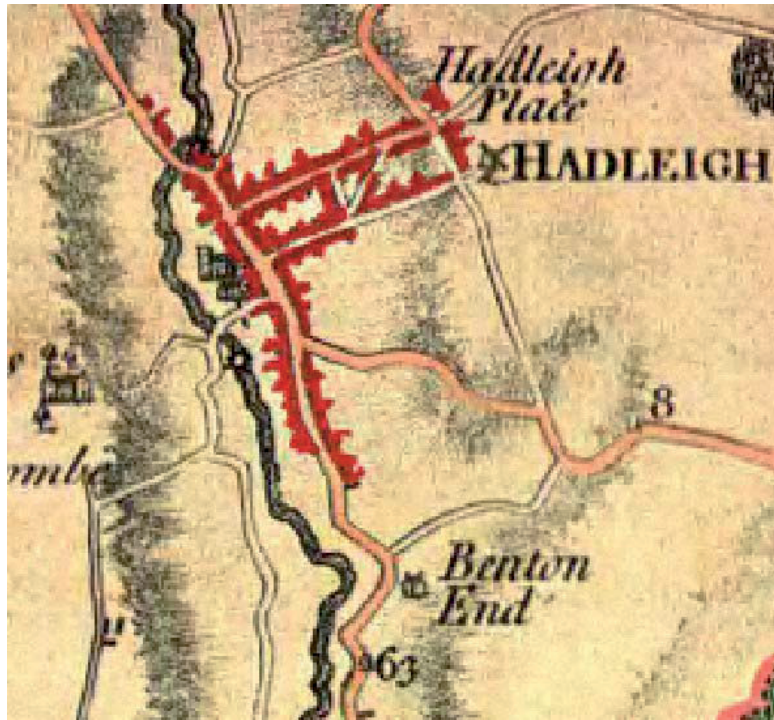
2112 Photographic Copy Map of the Town of Hadleigh 1830 (from Hadleigh Archives)

2116 Photographic Copy of Map of Holbeke Estate 1668 (from Hadleigh Archives)

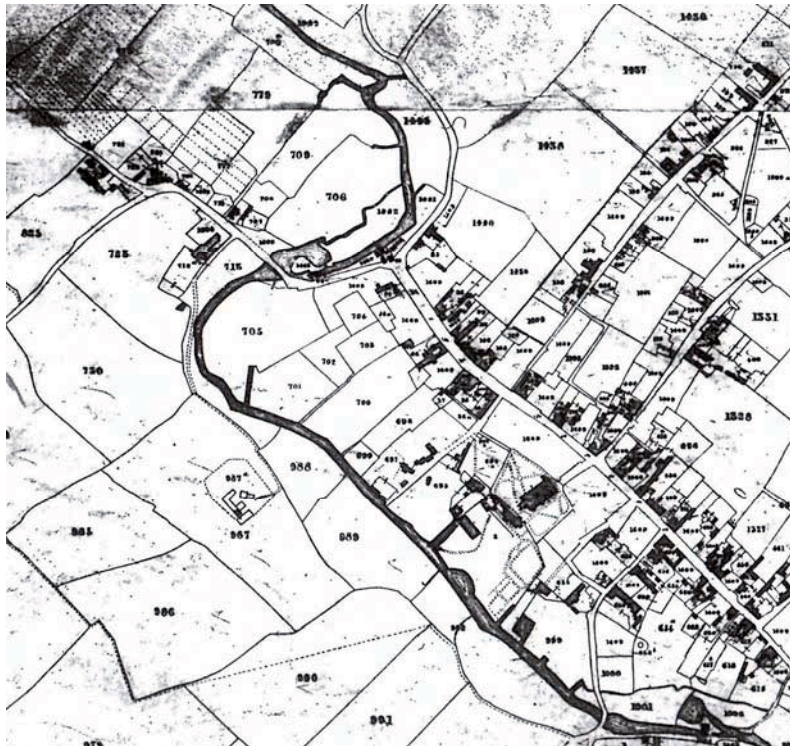
#### Published Sources

Charity Commissioners 'A Further Report of the Charity Commissioners': Suffolk Charities', London 1840

West Suffolk County Council 'An Account of the Endowed Charities in West Suffolk prepared by the County Council' pub Ipswich 1895



Extract from Hodkinson's map of Suffolk of 1783



Extract from Hadleigh tithe map of 1839



Extract from OS 1<sup>st</sup> edition of 1885

**SUFFOLK COUNTY COUNCIL  
ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM**

***Brief and Specification for an Archaeological Evaluation***

**Evaluation by Trial Trench**

**LAND EAST OF SUN COURT, ANN BEAUMONT WAY, HADLEIGH**

***The commissioning body should be aware that it may have Health & Safety and other responsibilities, see paragraphs 1.7 & 1.8.***

**1. Background**

- 1.1 Planning consent has been granted for the erection of two detached dwellings on land east of Sun Court, Ann Beaumont Way, Hadleigh (B/11/0004).
- 1.2 The planning consent contains a condition requiring the implementation of a programme of archaeological work before development begins (condition 55 in Circular 11/95). In order to establish the full archaeological implications of the proposed development, an archaeological evaluation is required of the site. **The evaluation is the first part of the programme of archaeological work and decisions on the need for, and scope of, any further work will be based upon the results of the evaluation and will be the subject of additional briefs..**
- 1.3 The development area lies within the area of archaeological importance defined for Hadleigh medieval town in the Babergh Local Plan. There is a high probability that the development will damage or destroy archaeological deposits.
- 1.4 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.
- 1.5 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.
- 1.6 In accordance with the standards and guidance produced by the Institute of Field Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Project Design or Written Scheme of Investigation (PD/WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the PD/WSI as satisfactory. The PD/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.



- 1.7 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 this office before execution.
- 1.8 The responsibility for identifying any restraints on field-work (e.g. Scheduled Monument status, Listed Building status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites &c.) rests with the commissioning body and its archaeological contractor. The existence and content of the archaeological brief does not over-ride such restraints or imply that the target area is freely available.

## 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* [at the discretion of the developer].
- 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 natural soil processes. Define the potential for existing damage to archaeological deposits. Define the potential for colluvial/alluvial deposits, their impact and potential to mask any archaeological deposit. Define the potential for artificial soil deposits and their impact on any archaeological deposit.
- 2.4 Establish the potential for waterlogged organic deposits in the proposal area. Define the location and level of such deposits and their vulnerability to damage by development where this is defined.
- 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 Evaluation is to proceed sequentially: the desk-based evaluation will normally precede the field evaluation unless agreed otherwise. The results of the desk-based work is to be used to inform the trenching design. This sequence will only be varied if benefit to the evaluation can be demonstrated.
- 2.7 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.

- 2.8 The developer or his archaeologist will give the Conservation Team of the Archaeological Service of Suffolk County Council (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.
- 2.9 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.
- 2.10 An outline specification, which defines certain minimum criteria, is set out below.

### **3. Specification A: Desk-Based Assessment**

- 3.1 Consult the County Historic Environment Record (HER), both the computerised record and any backup files.
- 3.2 Examine all the readily available cartographic sources (e.g. those available in the County Record Office). Record any evidence for historic or archaeological sites (e.g. buildings, settlements, field names) and history of previous land uses. Where permitted by the Record Office make either digital photographs, photocopies or traced copies of the document for inclusion in the report.
- 3.3 Assess the potential for documentary research that would contribute to the archaeological investigation of the site.

### **4 Specification B: Field Evaluation**

- 4.1 Trial trenches are to be excavated to cover a minimum 5% by area of the development area and shall be positioned to sample all parts of the site. Trenches are to be a minimum of 1.8m wide unless special circumstances can be demonstrated. If excavation is mechanised a toothless 'ditching bucket' must be used. The trench design must be approved by the Conservation Team of the Archaeological Service before field work begins.
- 4.2 The topsoil may be mechanically removed using an appropriate machine fitted with toothless bucket and other equipment. All machine excavation is to be under the direct control and supervision of an archaeologist. The topsoil should be examined for archaeological material.
- 4.3 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 further excavation will be made by the senior project archaeologist with regard to the nature of the deposit.
- 4.4 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.

- 4.5 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.
- 4.6 The contractor shall 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 the English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy and Wiltshire 1994) is available.
- 4.7 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.
- 4.8 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
- 4.9 All finds will be collected and processed (unless variations in this principle are agreed with the Conservation Team of SCC Archaeological Service during the course of the evaluation).
- 4.10 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.  
*"Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England"* English Heritage and the Church of England 2005 provides advice and defines a level of practice which should be followed whatever the likely belief of the buried individuals.
- 4.11 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. Any variations from this must be agreed with the Conservation Team.
- 4.12 Where appropriate, a digital vector plan showing all the areas observed should be included with the report. This must be compatible with MapInfo GIS software, for integration into 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.
- 4.13 A photographic record of the work is to be made, consisting of both monochrome and colour photographs.
- 4.14 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.

## 5. **General Management**

- 5.1 A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by the Conservation Team of SCC Archaeological Service.
- 5.2 The composition of the project staff must be detailed and agreed (this is to include any subcontractors).
- 5.3 A general Health and Safety Policy must be provided, with detailed risk assessment and management strategy for this particular site.
- 5.4 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 5.5 The Institute of Field Archaeologists' *Standard and Guidance for Archaeological Desk-based Assessments* and for *Field Evaluations* should be used for additional guidance in the execution of the project and in drawing up the report.

## 6. **Report Requirements**

- 6.1 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).
- 6.2 The data recording methods and conventions used must be consistent with, and approved by, the County Historic Environment Record.
- 6.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.
- 6.4 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.
- 6.5 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.
- 6.6 The Report must include a discussion and an assessment of the archaeological evidence. 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).
- 6.7 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*. The finds, as an indissoluble part of the site archive, should be deposited with the County HER if the landowner can be persuaded to agree to this. If this is not possible for all or any part of the finds archive, then provision must be made for additional recording (e.g. photography, illustration, analysis) as appropriate.

- 6.8 The site archive is to be deposited with the County HER within three months of the completion of fieldwork. It will then become publicly accessible.
- 6.9 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 the Conservation Team, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.
- 6.10 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.
- 6.11 All parts of the OASIS online form must be completed for submission to the HER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

Specification by: Keith Wade

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Tel: 01284 352440

Date: 20<sup>th</sup> April 2011

Reference: East of Sun Court, Hadleigh

**This brief and specification remains valid for 12 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.**

### Appendix III- Images



General view- site from south east, Sun Court in background



Trench 1 from west



Quarry pit 0002 in Trench 1 from south showing section with pole in sondage



Trench 2 from south



Trench 3 from east