

**Specification for Historical Building Recording and
Archaeological Evaluation at
The Five Bells Inn Hissett
Bury St Edmunds
Suffolk**

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Site References

Site Code:	HTT 039	NGR	TL 936 618
Planning Ref	DC/17/06024	OASIS	316164

Historic Building Recording (Level 2)

Non-Technical Summary

This is a written scheme of investigation for a Historical Building Survey (English Heritage, level 2) for a redundant Inn, The Five Bells Hissett Bury St Edmunds Suffolk, prior to its conversion to a new domestic dwelling.

This written scheme of investigation has been produced based upon a brief written by Dr Hanah Cutler of the Suffolk County Council Archaeological Service, Conservation Team.

1. Site Location, Description and Geology

Grid Ref: TL 936 618



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Figure 1. Hessett and Site Location

1.1 Hessett is a village and civil parish in the Mid Suffolk district of Suffolk in eastern England. The village is located around four miles south east of Bury St Edmunds along Manor Road. The surrounding topography consists of high quality arable land.

1.2 The superficial geology at the location of Hessett is Lowestoft formation - Diamicton, sands and gravels with clay (BGS Online Resource, 2017).

2. Planning Background

2.1 The Local Planning Authority (LPA) has granted planning consent conditional upon an agreed programme of historic building recording work taking place in accordance with this Written Scheme of Investigation

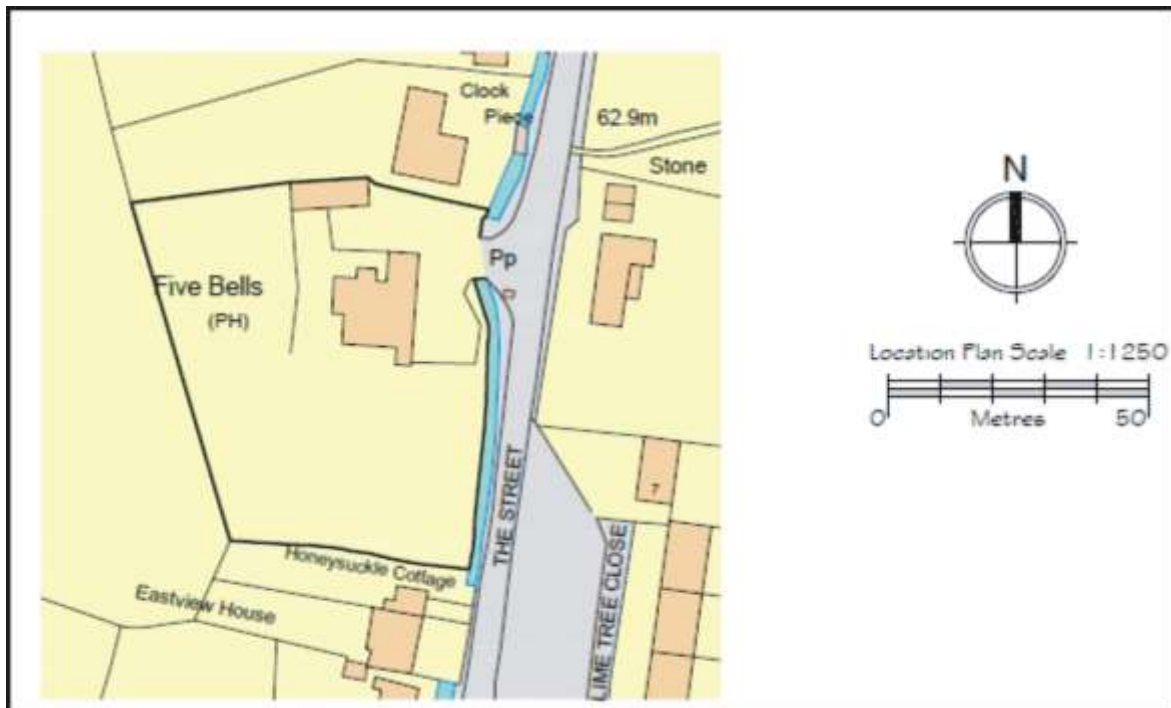
2.2 The planning application, DC/17/06024/FUL was granted by Babergh District Council, for the conversion of a redundant Inn known as the Five Bells to form a new dwelling, to erect a new garage and workshop. In order to ensure that satisfactory arrangements are made for the investigation, and recording of the site, its buildings and setting, and to comply with Policy of the Council's Local Plan, the following was agreed by the LPA: The Local Planning Authority (LPA) has granted planning consent conditional upon an agreed programme of **Historic Building Recording** and analysis taking place before development in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the LPA. under conditions 3 & 4 of the planning grant, which state:

(3). ACTION REQUIRED PRIOR TO THE COMMENCEMENT OF DEVELOPMENT - ARCHAEOLOGICAL WORKS No development or works shall be carried out with respect of the new dwelling, garage or workshop, hereby approved, until the implementation of a programme of archaeological work has been secured, in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the Local Planning Authority. The scheme of investigation shall include an assessment of significance and research questions; and: a. The programme and methodology of site investigation and recording. b. The programme for post investigation assessment. c. Provision to be made for analysis of the site investigation and recording. d. Provision to be made for publication and dissemination of the analysis and records of the site investigation. e. Provision to be made for archive deposition of the analysis and records of the site investigation. f. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation. g. Timetable for the site investigation to be completed prior to development, or in such other phased arrangement, as agreed and approved in writing by the Local Planning Authority. Reason - To safeguard archaeological assets within the approved development boundary from impacts relating to any groundworks associated with the development scheme and to ensure the proper and timely investigation, recording, reporting and presentation of archaeological assets affected by this development. This condition is required to be agreed prior to the commencement of any development to ensure matters of archaeological importance are preserved and secured early to ensure avoidance of damage or lost due to the development and/or its construction.

If agreement was sought at any later stage there is an unacceptable risk of loss and damage to archaeological and historic assets.

(4). ACTION REQUIRED PRIOR TO THE FIRST OCCUPATION OF DEVELOPMENT - ARCHAEOLOGICAL WORKS *No building shall be occupied until the site investigation and post investigation assessment has been completed, submitted to and approved, in writing, by the Local Planning Authority, in accordance with the programme set out in the Written Scheme of Investigation as may be agreed by the Local Planning Authority. Provision shall be made for analysis, publication and dissemination of results and archive deposition. Reason - To safeguard archaeological assets within the approved development boundary from impacts relating to any groundworks associated with the development scheme and to ensure the proper and timely investigation, recording, reporting and presentation of archaeological assets affected by this development. 1.2 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 and submitted to the Conservation Team of Suffolk County Council's Archaeological Service (SCCAS) for scrutiny. SCCAS is the advisory body to the LPA on archaeological issues. 1*

Reason - To safeguard archaeological assets within the approved development boundary from impacts relating to any groundworks associated with the development scheme and to ensure the proper and timely investigation, recording, reporting and presentation of archaeological assets affected by this development. This condition is required to be agreed prior to the commencement of any development to ensure matters of archaeological importance are preserved and secured early to ensure avoidance of damage or lost due to the development and/or its construction. If agreement was sought at any later stage there is an unacceptable risk of lost and damage to archaeological and historic assets.



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Figure 2. Block plan of site showing the Five Bells Inn to be converted

3. Brief for Historical Building Recording

3.1 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> will be initiated and key fields completed on Details, Location and Creators forms.

3.2 To compile an English Heritage (2006) Level 2 descriptive record combined with a photographic survey of the buildings before the conversion takes place.

3.3 The academic objective will be to provide an understanding of the nature and development of the mill, house and outbuildings.

3.4 To provide a record of the buildings, and an interpretation of its development including any associated outbuildings.

3.5 This investigation will take into consideration the historical context of the buildings within their setting and on a local and regional level.

3.6 Detailed standards, information and guidance to supplement this brief are to be found in *Understanding Historic Buildings*; A guide to good recording practice (English Heritage 2006; this defines the different levels of recording recommended by English Heritage, see: www.helm.org.uk/server/show/category.19612) and Standard and Guidance for the archaeological investigation and recording of

standing buildings or structures (Chartered Institute for Archaeologists 2001). Technical standards, applicable to detailed survey, are covered in 3.7 Measured and Drawn: Techniques and Practice for the Metric Survey of Historic Buildings (English Heritage 2006).

4. Archaeological and Historical Background

4.1 Archaeological Background

The SCCA/CT brief states: *‘This application concerns the restoration and alteration of a grade 2 listed pub and construction of a new dwelling, garage, and workshop. The site lies in an area of archaeological potential recorded on the County Historic Environment Record, near the medieval church of St Margaret (WHA 009). Medieval occupation remains have been detected during two recent archaeological investigations in the village (WHA 015 and 018). Roman and Saxon remains have also been located within the vicinity of the proposed development site (WHA 014). Thus, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area, and groundworks associated with the development have the potential to damage or destroy any archaeological remains which exist..’* (SCCA/CT Brief, Dr. Hannah Cutler).

4.2 Historical Background

4.21 The small village of Hesselth has been present in this area for over 1000 years with the earliest mention in AD 1005 when Ulfketel gave the village (alongside others) to the Abbey of Bury, St. Edmund's (B.S. E. Records, ref: K 959; Thorpe, pp. 579-81) .

4.22 The origins of the name are Anglo Saxon: *bege saete*; - *Settlers at the boundary*; *hedeseta* (Danish), *Heggeset* (13th c.) meaning probably *‘At the boundary’*, and may refer to *Bradfield forest edge*.

4.23 The Domesday entry for Hesselth is as follows:

In Hesselth, 6 free men under the patronage of St Etheldreda's and in the jurisdiction of St Edmund's; 1 carucate of land. 1 smallholder. Then and later 3 ploughs, now 1. Meadow, 1 acre. value then 60s; now 20[s]. (Morris, J., (ed), 1986)

4.24 William White's Directory and Gazetteer states: *‘formerly (Hesselth) belonging to the Abbot of Bury, by gift of Earl Ulfketel. It was granted in the 32nd [year] of Henry VIII to Thomas Bacon and was afterwards the seat and manor of the Le Heup family.’* (White, W., 1844).

5. Map Information



Figure 3. Hodkinson's map of Hessett, 1783



Figure 4. The 1880's Six inch series Ordnance Survey map of Hessett



Figure 5. O. S. map of Hessett in 1945

(please note that a full map regression, including the Tithe, etc, will be included within the report.)

6. Methodology for Historic Building Recording

6.1 English Heritage Level 2 recording will cover both the interior and exterior of the building and its settings. Both the exterior and interior will be viewed, described and photographed using high resolution digital images (min. 10 million pixels). A plan of the site (with component numbering for reference in the report) will be presented to locate the building within its group of buildings (if applicable), and other drawings as deemed necessary will be made based on either an architect's drawing or the Ordnance Survey.

6.2 A historical document and cartographic survey/research will be undertaken to situate the building within the immediate local context. The record will present conclusions regarding the location, form, date, development and use.

6.3 The developer shall afford access at all reasonable times to both SCCAS/CT and Archaeoserv, the contracted 'observing archaeologist', to allow observation and inspection of the building and any associated buildings.

6.4 The data recording methods and conventions used will be consistent with, and approved by the County HER.

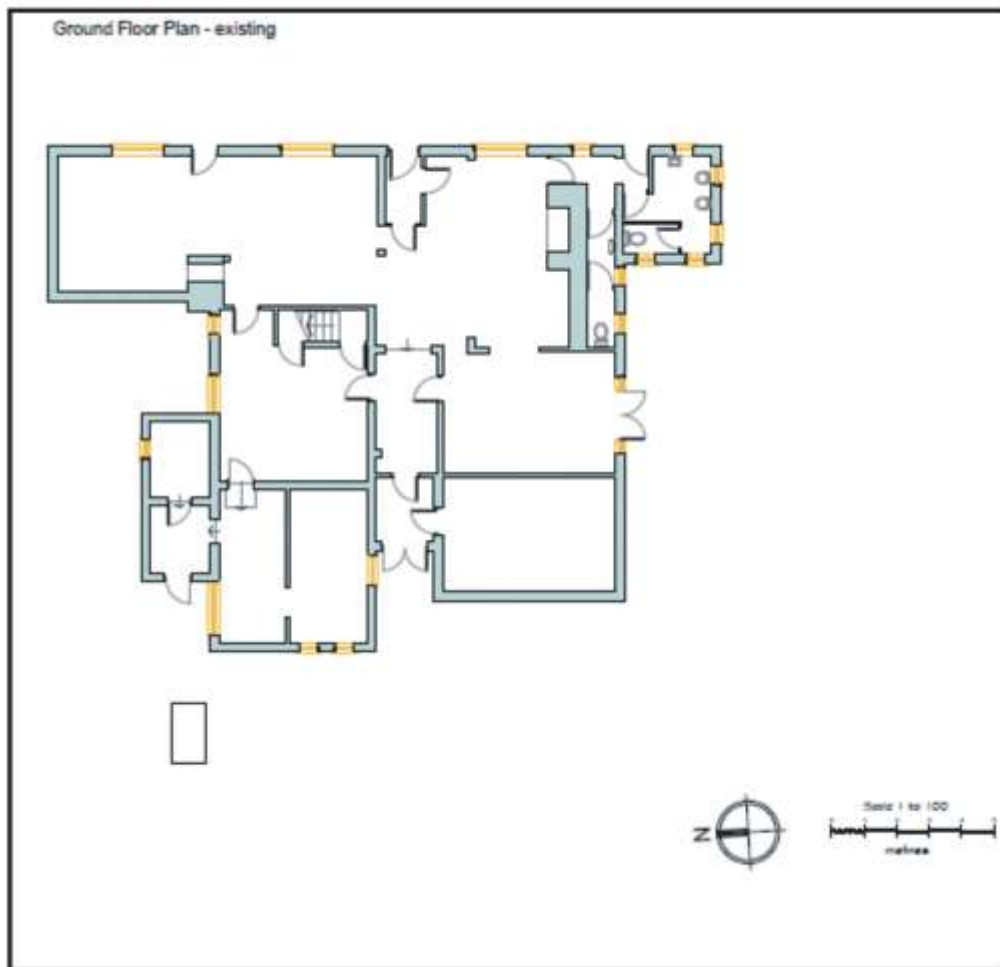


Figure 6. Existing plan of the Five Bells Inn to be converted

6.5 All work will be undertaken to comply with recent policy statements on historic buildings by English Heritage entitled: *Understanding Historic Buildings: Policy and Guidance for Local Planning Authorities*, (English Heritage, 2008),

7. Aims and Objectives of the Project

7.1 To obtain information about the historical resources within the development site in order to allow the local planning authority to make an assessment of its merit in the appropriate context

7.2 To compile a descriptive record of the buildings at English Heritage Level 2 before conversion into domestic dwellings.

7.3 To record and assess the wider context of the Inn within its environments and in juxtaposition to other buildings that may relate to it and within the curtilage of the property.

7.4 To interpret that evidence within the framework of archaeological data and evidence from sources available to further build and improve the understanding of the local and regional archaeological resource as a whole, in accordance with Medlycott, M., 2011 Medlycott, M (ed.) 2011 *Research and Archaeology Revisited: a revised framework for the East of England*, East Anglian Archaeology Occasional Paper 24.

7.5 To allow the preservation by record of the extant structure of the building.

7.6 To determine the development, condition, nature, character, quality and possible date of any historical and architectural features encountered.

7.7 To assess the importance and historical significance of the building within its setting, and within its local and regional context.

8. Health, Safety and Environment

8.1 A Risk Assessment will be prepared for the site.

8.2 All work will be carried out in accordance with health and safety legislation.

8.3 Every care will be taken to minimise the environmental impact.

9. Post-Fieldwork Methodology

9.1 The fieldwork and post-excavation work will be undertaken by Dennis Payne. Additional personnel may be appointed if required.

9.2 Following completion of the survey an archive of the report and any associated material, including a full digital archive of the photographs, will be deposited with the SCCAS Historic Environment and Records office.

10. Archive Preparation and Deposition

The archive will be presented to the Suffolk County Council Archaeology Department, Hollow Road Bury St Edmunds, to the standards as laid out in their specification/brief.

11. Reporting Procedures

11.1 The report will be completed within six months after the finalisation of the fieldwork. Any delays will be related to the relevant authorities. A summary report will be produced with the final report.

11.2 One copy will be sent to the client.

11.3 One copy will be sent to Suffolk County Council, Archaeology Conservation team.

11.4 One copy will be sent to the Mid Suffolk District Council Conservation officer.

11.5 In addition an online report will be submitted into the OASIS project.

12. Publication and Dissemination

The deposition of the site archive will be in accordance with guidelines outlined in the specification written by Dr Hanah Cutler, Suffolk County Council, Archaeological Service Conservation Team.

13. Other Factors (including contingency)

13.1 Contingency will be made for operational delays including weather.

13.2 Contingency will be expected of the client for any specialist report that the relevant authority deems appropriate that cannot satisfactorily be produced by Dennis Payne or his agents.

13.3 Contingency will be required if unexpected structural elements are revealed that will require a more detailed inspection than anticipated.

14. Resources

This historic building record/survey will be undertaken by Dennis Payne using standard archaeological field techniques as specified by the ClfA.

15. Insurance Statement

Public indemnity and liability of £1,000,000 is in place with Towergate Insurance

16. Copyright

Copyright will remain that of the author. Licence will be given to the client to present any reports, copyright of the author, to the planning authority in good faith of satisfactory settlement of account.

Bibliography

Birch, M., 2003, *Origins of Suffolk Place Names*; Castell Publishing

Eckwell, 1960 Eckwell, E. (1960) *The Concise Oxford Dictionary of English Place-Names*. Oxford: Clarendon. Fordham, M. (2000a) *Halesworth Archaeology* 3

Glazebrook, J., & Brown, N., 1997, *Research and Archaeology: a Framework for the Eastern Counties, 2. research agenda and strategy* edited by Nigel Brown and Jenny Glazebrook

Medlycott, M., 2011 Medlycott, M (ed.) 2011 *Research and Archaeology Revisited: a revised framework for the East of England*, East Anglian Archaeology Occasional Paper 24

Morris, J., 1986, (ed.) *The Domesday Book Of Suffolk*, Philimore Publishers

White, W., 1844, *History Gazeteer and Directory of Suffolk* (re-published 1970 by David and Charles Reprints)

Sources:

Bury St Edmunds Record Office

Archive, ref: K 959; Thorpe, pp. 579-81) on *Ulfkettel*.

Internet resources

PastScapes <http://www.pastscape.org/homepage/index.htm>

BGS Online maps of Great Britain: <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

Specification for Archaeological Evaluation

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Appendix 1: Consultant specialists	Error! Bookmark not defined.

Non-technical summary

This is a written scheme of investigation for archaeological evaluation by way of trial trenching in advance of the erection of a single new dwelling with a detached garage and workshop on land to the rear of the Five Bells Inn Hesselbury St Edmunds Suffolk. It has been written in response to an archaeological brief written by Hannah Cutler of the Suffolk County Council Archaeological Services Conservation Team, dated 4th of April 2018.

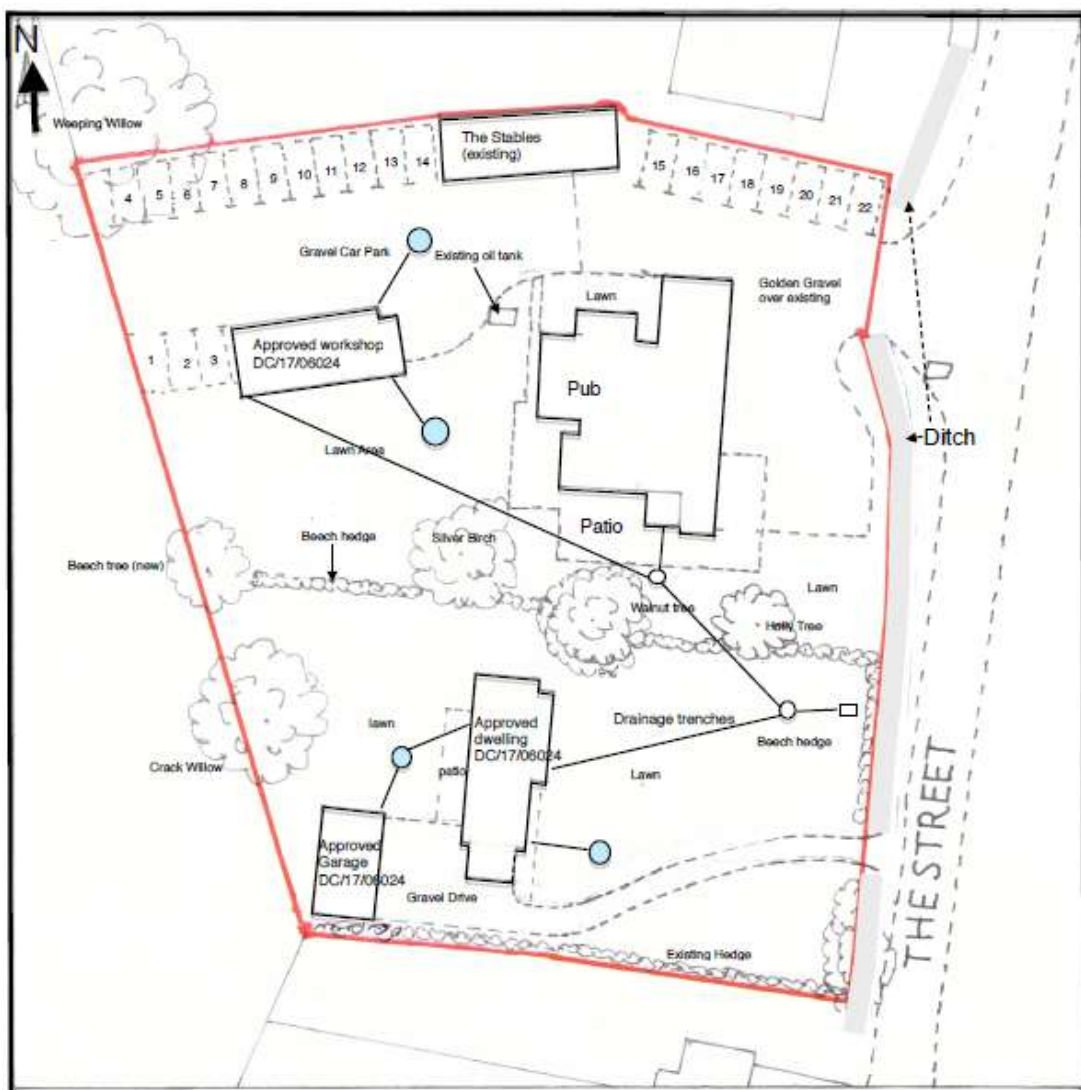
This WSI complies with the SCCAS/CT standard Requirements for a Trenched Archaeological Evaluation (2012, Ver 1.1), as well as the following national and regional guidance and 'Standards for. Archaeological Excavation' (IFA, 1995, revised 2001) '*Field Archaeology in the East of England,*' (East Anglian Occasional papers 14, 2003). In addition, this brief has been compiled respecting the following standards: 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; and Medlycott, M., 2011.

1. Site Geology Location and Description

Please refer to (1. 0 of the HBR written scheme of Investigation

2. Planning Background

2.1 The planning application No. DC/17/06024 was granted by Babergh District Council, for the erection of 1 new dwelling with a detached garage and detached workshop on land to the rear of the Five Bells Inn Hesselst Bury St Edmunds Suffolk.



Scale 1: 500

Figure 1. Plan showing the new development of house, workshop and garage

2.2 In order to ensure that satisfactory arrangements are made for the investigation, retrieval and recording of any possible archaeological remains on the site and to comply with Policy of the Council's Local Plan, the conditions 3 & 4 states *“No development shall take place within the application site until the implementation of a programme of archaeological work has been secured, in accordance with a written scheme of investigation which has been submitted to and approved, in writing, by the Local Planning Authority.*

Reason: To safeguard archaeological assets within the approved development boundary from impacts relating to any groundworks associated with the development scheme and to ensure the proper and timely investigation, recording, reporting and presentation of archaeological assets affected by this development. This condition is required to be agreed prior to the commencement of any development to ensure matters of archaeological importance are preserved and secured early to ensure avoidance of damage or loss due to the development and/or its construction. If agreement was sought at any later stage there is an unacceptable risk of loss and damage to archaeological and historic assets.

(BABERGH DISTRICT COUNCIL grant of permission ref: (DC/17/02781).

This condition is in accordance with the National Planning and Policy Framework (NPPF, DCLD 2012) which replaces Planning Policy Statement 5: Planning for the Historic Environment (PPS5, DCLG 2010).

3. Archaeological and Historical Background

3.1 Archaeological Background

The SCCA/CT Brief for this application states: *This application concerns the restoration and alteration of a grade 2 listed pub and construction of a new dwelling, garage, and workshop. The site lies in an area of archaeological potential recorded on the County Historic Environment Record, near the medieval church of St Margaret (WHA 009). Medieval occupation remains have been detected during two recent archaeological investigations in the village (WHA 015 and 018). Roman and Saxon remains have also been located within the vicinity of the proposed development site (WHA 014). Thus, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area, and groundworks associated with the development have the potential to damage or destroy any archaeological remains which exist. (SCCA/CT Brief 2018).*

3.2 Historical Background

(Please refer to the HBR written scheme of Investigation within this document, section (3).

4.0 cartographic Information

(Please refer to the HBR written scheme of Investigation within this document, section (4).

5. Methodology of Evaluation

5.1 This specification has been prepared in response to the above SCCA/CT brief, incorporating information of the available sources from the Suffolk Records Office and the Historic Environment Record.

5.2 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> will be initiated and key fields completed on Details, Location and Creators forms.

5.3 A risk assessment will be carried out in consultation with the owners of the site, to ensure that all potential risks are minimised.

5.4 In order to inform the archaeological mitigation strategy, the following work will be carried out: to provide a record of archaeological deposits which are damaged or removed by any development (including services and landscaping) permitted by the current planning consent. 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 find of significance, will be made by the SCCA/CT and based upon the result of the evaluation, this will be then subject to an additional specification.

5.5 This evaluation will 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. Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits. Also, to establish the potential of the survival of environmental evidence. Sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of costs.

5.6 This project will be carried through in a manner broadly consistent with English Heritage's *Management of Archaeological Projects*, 1991 (MAP 2). Field evaluation is to be followed by the preparation of a full archive and report with an assessment of any potential archaeological or environmental evidence. Any further excavation required as mitigation will be the responsibility of SCCAS/CT to advise. Each stage will be subject of a brief and updated project design; this document covers only the evaluation stage. The developer or ARCHAEOSERV will give SCCAS/CT (address as above) five working days notice of the commencement of ground works on the site, to enable the archaeological work to be monitored.

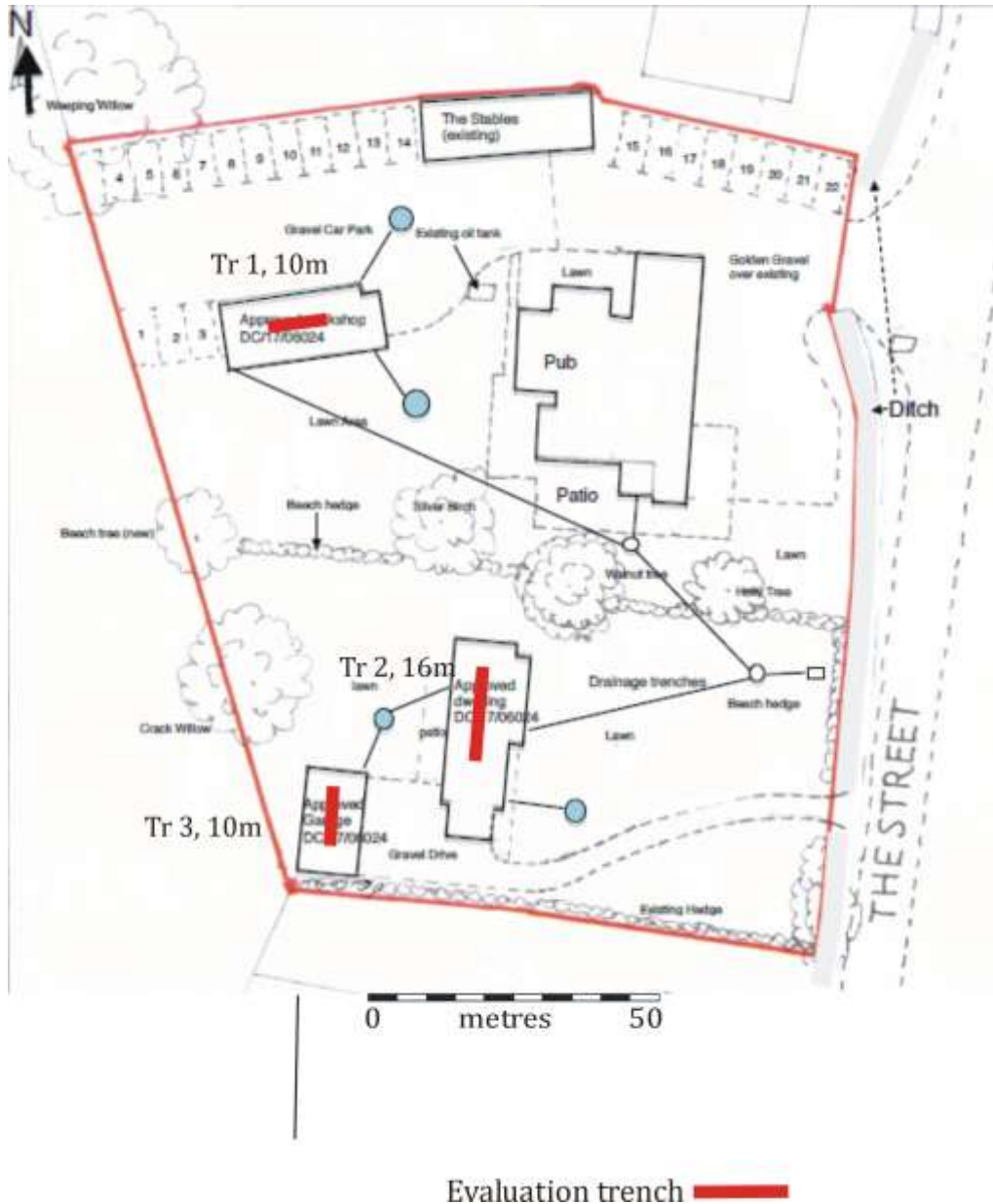


Figure 5. Trench plan

The Evaluation Trenches

5.7 One 16m by 1.80m linear trench will be excavated to cover the area of the new dwelling, one, 10m by 1.80m linear trench will be positioned over the new workshop and one 10m by 1.80m linear trench to cover the footprint of the new garage, as per the trench design, (fig.5) and will allow for spoiling and access by staff and visitors

5.8 The Excavation will be by mechanised using a toothless 'ditching bucket'.

A scale plan showing the proposed location of the trial trenching shown above and the detailed trench design must be approved by SCCAS/CT before field work begins.

The top soil will be mechanically removed using an appropriate machine with a back-acting arm down to the interface layer between topsoil and subsoil or other visible archaeological surface.

5.9 All machine excavation is to be under the direct control and supervision of an archaeologist. The topsoil will be examined for any archaeological material.

5.10 The top of the first archaeological deposit will, if necessary, be initiated by machine, but further cleaning will be done by hand. The excavation of any archaeological deposits will be continued by hand unless it can be shown that there will be no loss of evidence by using a machine.

5.11 As in all evaluation excavation work there is the need to cause the minimum of disturbance to the site so 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.

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

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

5.14 Sufficient excavation will be made to give clear evidence for the period, depth and nature of any archaeological deposit. The depth and nature of colluvial or other masking deposits will be established. All archaeological features exposed will be planned at a minimum scale of 1:50 or 1:20 on a plan. Any stratigraphic sequences encountered will be recorded in section at a scale of 1:10 or 1:20. Any structures, for example, hearths, kilns and other significant finds will be excavated and recorded in plan and by single context recording where required. In the event that no stratigraphic sequences are encountered, sections and features in plan will be hand cleaned and will be drawn to either 1:10 or 1:20 scale depending on the size, and details of any features and deposits will be fully recorded.

5.15 All contexts will be numbered and finds recorded by context.

5.16 All levels will relate to Ordnance Datum.

5.17 All contexts will be recorded using numbered context sheets containing descriptions and sketches of the deposits and finds that might be encountered.

5.18 Best practice will be employed to allow for the sampling of archaeological deposits. All archaeological contexts will, where possible, be sampled for the potential of the site, taking, at a minimum, 40 litre bulk samples (using sealable containers designed for the purpose) or 100% of smaller features. These containers, before leaving site, will be clearly marked by the site team showing from which context they were taken. Environmental samples will be sent to the relevant

specialist for flotation and analysis resulting in the specialists report for inclusion into the final report. Where waterlogged `organic` features are encountered, advice will be sought from a geoarchaeologist or environmental specialist, and if necessary, will be invited to the site to consider all options available. This should include the extraction of monolith samples, whether by the site team or the specialist. If rich or unusual features are encountered, further advice will be sought from the RSA before any attempt to remove them is made.

5.19 Should it be deemed necessary, the guide to sampling Archaeological deposits (Murphy, P.L & Wiltshire., P.E.J., 1994). A guide to Sampling Archaeological deposits for environmental analysis) will be consulted. A copy is held for viewing by SCCAS/CT.

Advice will also be sought from Zoe Outram, English Heritage Regional adviser for Archaeological science (East of England), should the need arise.

5.20 All trench areas will be scanned by metal detector before excavation begins and any spoil from the excavation also..

5.21 Any natural subsoil surface revealed will 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

5.22 All finds will be collected and processed (unless variations in this principle are agreed with SCCAS/CT during the course of the evaluation). Any finds deemed treasure will be reported to the FLO who will refer it to the coroner within 14 days.

5.23 The data recording methods and conventions used will be consistent with, and approved by, the County HER

5.24 Any human remains discovered during the course of the evaluation will be left in situ unless it can be shown that removal is necessary. In the event that human remains have to be removed, then proper respect will be accorded any remains encountered. Possible human remains will be cleaned to allow positive identification and fully recorded upon skeleton context sheets. Any remains observed will be related to the relevant authorities before removal takes place.. The client will make contingency for a Licence to disturb the remains, and DPAS will also inform SCCA/CT before any removal takes place. The Ministry Of Justice states the following guidelines for encountering human remains:

'In the event of discovery of any human remains the archaeological contractor should inform the client, the County Archaeological Service, the Coroner, the Police and the Ministry of Justice via the submission of an application form for the 'Archaeological/Accidental/Site Investigation Licence regarding the disturbance of human remains'. The Human remains should be left in-situ, covered and protected.

Where a licence for their excavation is issued by the Ministry of Justice, the requirements of that licence should be followed.

Where the Ministry of Justice is unable to issue a licence and it is reasonably determined that the remains are likely to be subject to further unavoidable disturbance or deterioration the archaeological contractor should inform the client and Ministry of Justice of their intention to excavate the remains with due decency and in accordance with the general 5 conditions formerly attached to licences issued for excavation of human remains under similar circumstances. ' (MOJ)

5.25 All work will be undertaken to Institute for Archaeologists (ClfA) and Museum of London Archaeology Service (Mola) standards.

5.26 The project will be managed and undertaken by Dennis Payne BA (Hons) ACIfA with extensive experience in undertaking archaeological evaluations. One further site assistant, with the relevant experience, will be appointed as deemed necessary.

5.27 The Post excavation work will be carried out in part by Dennis Payne along with the appropriate specialists that may be appointed for this project.

5.28 A photographic record will be compiled, comprising an overview of the site prior to work starting, as well as after completion of the work using black and white photographs, colour transparencies and high resolution digital images, and will be included with any excavated features, sections and other relevant details that aid interpretation.

5.29 Finds will be conserved where required.

5.30 All relevant finds will be ordered into an archive.

6. Aims and objectives of the project

6.1 To provide as much information about the archaeological resources within the proposed development site.

6.2 To comply with SCCAS/CT request for an archaeological evaluation as part of the planning process for the new development.

6.3 To obtain information about the archaeological resources within the development site, with particular regard to any which are of sufficient importance to merit preservation in situ.

6.4 To identify and establish the approximate form and purpose of any archaeological deposit within the application area together with its likely extent localised depth and quality of preservation.

6.5 To evaluate the likely impact of land uses in the past and the possible presence of colluvial/alluvial deposits.

6.6 Assess the condition, nature, character, quality and date of any archaeological remains encountered.

6.7 To preserve by recording, any evidence of the potential for survival of any environmental deposits of the area.

6.8 Research questions allied to this project will focus upon the potential for locating Prehistoric, Roman and early medieval archaeological finds and successive period evidence relating to the origins and development of Hessest.

6.9 Site specific research agendas will focus upon the Roman and Saxon remains identified within the village and in addition to further knowledge and understanding of the medieval occupation remains found within Hessest during recent archaeological interventions (*WHA 015 and 018*).

6.10 An objective account and interpretation of any potential finds will be made in conjunction with the known data to allow for a more informed interpretation of the overall evidence. Questions arising from information gained will seek to highlight research questions within the scope of the East Anglian Research Agenda: *Research and Archaeology Revisited: a revised framework for the East of England*; East Anglian Archaeology Occasional Paper 24. (Medlycott. 2011).

7. Environment and Health & Safety

7.1 A risk assessment strategy covering all activities will be carried out during the lifetime of the project, a copy of the risk assessment will be given to and signed by the developer or site owner.

7.2 All work will be carried out in accordance with current health and safety legislation.

7.3 Every care will be taken to minimise the environmental impact.

8. Back Filling & Reinstatement

Backfilling of all trenches will only be carried out when approval to do so by the SCCA/CT has been confirmed.

Backfilling of trenches is included in the cost unless otherwise agreed with the client.

9. Ownership of Finds, Storage and Curation of Archive

All artefactual material recovered will be held in long term storage by the archaeological service Suffolk County Council (SCCAS/CT) and ownership of all such archaeological finds will be given over to SCC to facilitate future study and ensure proper preservation of all such artefacts. In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to the Treasure Act (1996), separate ownership arrangements may be negotiated.

10. Monitoring arrangements

10.1 Curatorial responsibility lies with Suffolk County Council Archaeology (Conservation Team). They are to be notified of each stage of work. They will be notified in advance of the date of works on the site (minimum of five days).

10.2 Access is required to the site at all reasonable times to allow for monitoring by SCCA/CT or their agents and ARCHAEOSERV -DPAS.

10.3 Internal monitoring will be the responsibility of Archaeoserv.

11. Archive preparation and deposition

The archive will be presented to the Suffolk County Council Archaeology Department, Hollow Road, Bury St Edmunds, to the standards as laid out in their specification/brief. This will respect the SCCAS Conservation Team Archive guidelines, (Archaeological Archives in Suffolk, revised: August, 2017) with the county store being the intended depository.

12. Reporting Procedures

12.1 The report will be completed within three months after the finalisation of the fieldwork. Any delays will be related to the relevant authorities. A summary report will be produced with the final report. A draft of the report with a WSI appended will be submitted to Dr Hannah Cutler (SCCAS/CT) for approval.

12.2 The report will reflect the aims of the WSI by giving an objective account of the archaeological evidence, clearly distinguished from its interpretation.

12.2A A discussion and interpretation of the archaeological evidence including environmental and palaeoenvironmental recovered from palaeosoils and cut features and its conclusions will include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Framework (East Anglian Archaeology, Occasional Papers 3&8, 1997 and 2000) and (Medlycott, M., 2011).

12.3 An opinion may be given within the report for further evaluation or excavation work based upon the findings but the final decision for any further work rests with the SCCA/CT. A mitigation strategy will be written to how best preserve any archaeological deposits or finds encountered.

12.4 Reports on specific areas, for example, ceramic or bone evidence will be included within the report to allow for a fully informed interpretation of any archaeology encountered. Sufficient detail will be placed upon the specialists findings to permit a detailed of assessment of the finds, including tabulation of data by context, including non-technical summaries.

12.5 One copy of the report with the WSI appended will be sent to the client.

One draft copy will be sent to Suffolk County Council, Archaeology Conservation team for comment - approval. Upon approval, a final hard copy version will be issued to the SCCA/CT

In addition an online version of the report will be submitted into the OASIS project.

A CD Rom will be submitted of the report including word and pdf format versions along with the digital image archive.

12.6 If positive results are yielded a summary will be produced for the PSIAH annual round up.

13. Publication and Dissemination

The deposition of the site archive will be in accordance with guidelines outlined in the specification written by Hannah Cutler of the Suffolk County Council, Archaeological Service Conservation Team.

14. Other factors (including contingency)

14.1 Contingency costs will be made for operational delays including weather.

14.2 Contingency costs will be expected of the client for significant archaeology discovered as a result of the evaluation.

14.3 Contingency costs will be expected of the client for any specialist report that the relevant authority deems appropriate that cannot satisfactorily be produced by Archaeoserv or their agents.

14.4 Contingency costs will be expected of the client in the event that human remains are discovered in the course of the trench excavations.

15. Resources

15.1 The evaluation will be undertaken by Dennis Payne BA (Hons) ACIfA and additional staff as necessary using standard archaeological field techniques.

15.2 Recognised specialists will be sought in the event that other data are retrieved in the course of the trench excavations.

16. Insurance Statement

	Employers Liability Insurance	Public Liability	Professional Indemnity
Insurer	Towergate Insurance	Towergate Insurance	Towergate Insurance
Extent of Cover	£2,000,000	£2,000,000	£2,000,000
Policy Number	UN/010052	UN/010052	HUPI9129989/1372

17. Copyright

Copyright will remain that of the author. Licence will be given to the client to present any reports, copyright of the author, to the planning authority in good faith of satisfactory settlement of account.

18. Ownership

18.1 It will be asked of the client, at the outset, that the ownership of any portable objects discovered in the course of the brief be donated with the archive.

18.2 All material deemed Treasure Trove will be subject to the `Treasure Act 1996` and investigations of the Coroner in accordance within that act.

Bibliography

Birch, M, 2003, *Origins of Suffolk Place Names*, Castell Publishing, Mendlesham

British Geological Society (online resouces)

DCLG, 2012. *National Planning Policy Framework*.

DCLG, DCMS and English Heritage, 2010. *PPS5 Planning for the Historic Environment: Historic Environment Practice Guide*.

Morris, J., ed., 1986 *Domesday Book (Suffolk)*, publisher :Phillimore

English Heritage, 1991. *Management of Archaeological Projects*.

Medlycott, M., (ed.) 2011, *Research and Archaeology Revisited: A Revised Framework for The East of England*, East Anglian Archaeology Occasional Paper 24

Appendix 1: Consultant Specialists

Post-excavation analysis will be undertaken by Archaeoserv-DPAS and where required, specialist analysis and advice from:-

Barnett, Dr. Sarah	Luminescence Dating
Biddle, Justine	Animal Bones
Bishop, Barry	Lithics
Boreham, Steve	Geoarchaeologist
Cowgill, Jane	Slag /metal working residues
Curl, July	Human bone and animal bone
Crummy, Nina	Roman Metalwork
Doig, T history	Drainpipes, underground structures, social
Duhig Corrinne	Human bones
Fawcett Andrew	Regional ceramics from the prehistoric, Roman and Medieval periods
Anna West	Environmental
French, Dr. C.A.I	Soil micromorphology
Goffin, Richenda	Post Roman Pottery
Outram, Z.	Environmental advice
Percival, Sarah	Prehistoric pottery
Precious, B	Roman Ceramics
Atkins, Robert	Medieval-post-medieval bricks

