

# SUFFOLK ARCHAEOLOGY

• A HISTORY OF EXPERTISE •

## Farm Cottage Heckfield Green, Hoxne

**Client:**

Mr D Welch

**Date:**

December 2015

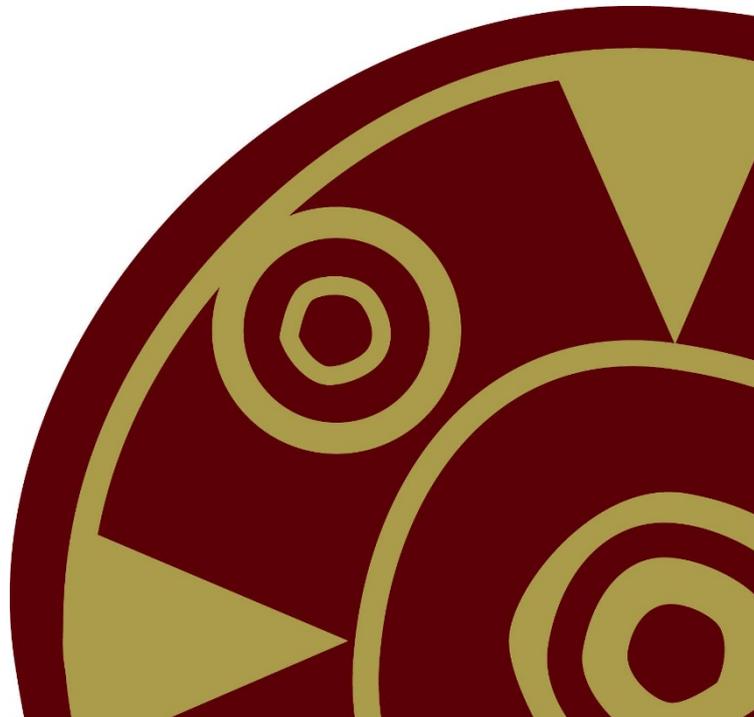
HXN 079

Archaeological Evaluation Report

SACIC Report No. 2015/089

Author: J. A. Craven

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# Farm Cottage, Hoxne HXN 079

Archaeological Evaluation Report

SACIC Report No. 2015/089

Author: J. A. Craven

Illustrator: Beata Wieczorek-Oleksy

Report Date: December 2015



## HER Information

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**Site Code:** HXN 079

**Site Name:** Farm Cottage, Heckfield Green

**Report Number** 2015/089

**Planning Application No:** 3319/13

**Date of Fieldwork:** 03/12/2015

**Grid Reference:** TM 1899 7588

**Oasis Reference:** 205608

**Curatorial Officer:** Rachael Abraham

**Project Officer:** John Craven

**Client/Funding Body:** Mr D Welch

Digital report submitted to Archaeological Data Service:  
<http://ads.ahds.ac.uk/catalogue/library/greylit>

### **Disclaimer**

Any opinions expressed in this report about the need for further archaeological work are those of Suffolk Archaeology CIC. Ultimately the need for further work will be determined by the Local Planning Authority and its Archaeological Advisors when a planning application is registered. Suffolk Archaeology CIC cannot accept responsibility for inconvenience caused to the clients should the Planning Authority take a different view to that expressed in the report.



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## **Summary**

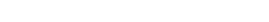
An archaeological evaluation was carried out in the gardens of Farm Cottage, Heckfield Green, Hoxne, Suffolk, in advance of a planning application for a residential property. A single ditch of probable medieval or post-medieval date was identified in the 15m trench but overall the site appears to lie just outside of any area of medieval settlement which would have bordered Heckfield Green.

# Drawing Conventions

## Plans

- Limit of Excavation 
- Features 
- Break of Slope 
- Features - Conjectured 
- Natural Features 
- Sondages/Machine Strip 
- Intrusion/Truncation 
- Illustrated Section  S.14
- Cut Number 
- Archaeological Features 

## Sections

- Limit of Excavation 
- Cut 
- Modern Cut 
- Cut - Conjectured 
- Deposit Horizon 
- Deposit Horizon - Conjectured 
- Intrusion/Truncation 
- Top of Natural 
- Top Surface 
- Break in Section 
- Cut Number 
- Deposit Number 0007
- Ordnance Datum  $\frac{18.45\text{m OD}}{\times}$

## **1. Introduction**

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An evaluation to assess the archaeological potential of land to the rear of Farm Cottage, Suffolk (Fig. 1) was carried out to meet a condition on planning application 3319/13 in accordance with paragraph 141 of the National Planning Policy Framework.

The evaluation was required by the archaeological advisor to the local planning authority, Rachael Abraham of Suffolk County Council Archaeological Service (SCCAS), and detailed in a Brief (dated 06/03/2015). The project was commissioned by Durrants on behalf of the property owner/client Mr D Welch.

The proposed development for a single residential property (the outline of which is shown in Figure 1) and associated access lies to the rear of the gardens of Farm Cottage, in an area of flat open lawn, c.80m from the road frontage and adjacent to open farmland to the east. It appeared to be situated on the outer periphery of medieval settlement bordering Heckfield Green (see section 3 below) and was therefore thought to have high potential for medieval and post-medieval occupation deposits, upon which any development associated ground disturbance could have a detrimental impact.

## **2. Geology and topography**

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The site is located on an area of high ground, at c.44m above Ordnance Datum, which overlooks the Goldbrook, c.550m to the south-west and a second watercourse, c.450m to the east. To the north Heckfield Green also lies atop the plateau before the modern settlement descends a natural slope with settlement foci at Cross Street and Low Street.

The site geology consists of superficial deposits of the Lowestoft Formation overlying bedrock of Crag Group sands (British Geological Survey website).

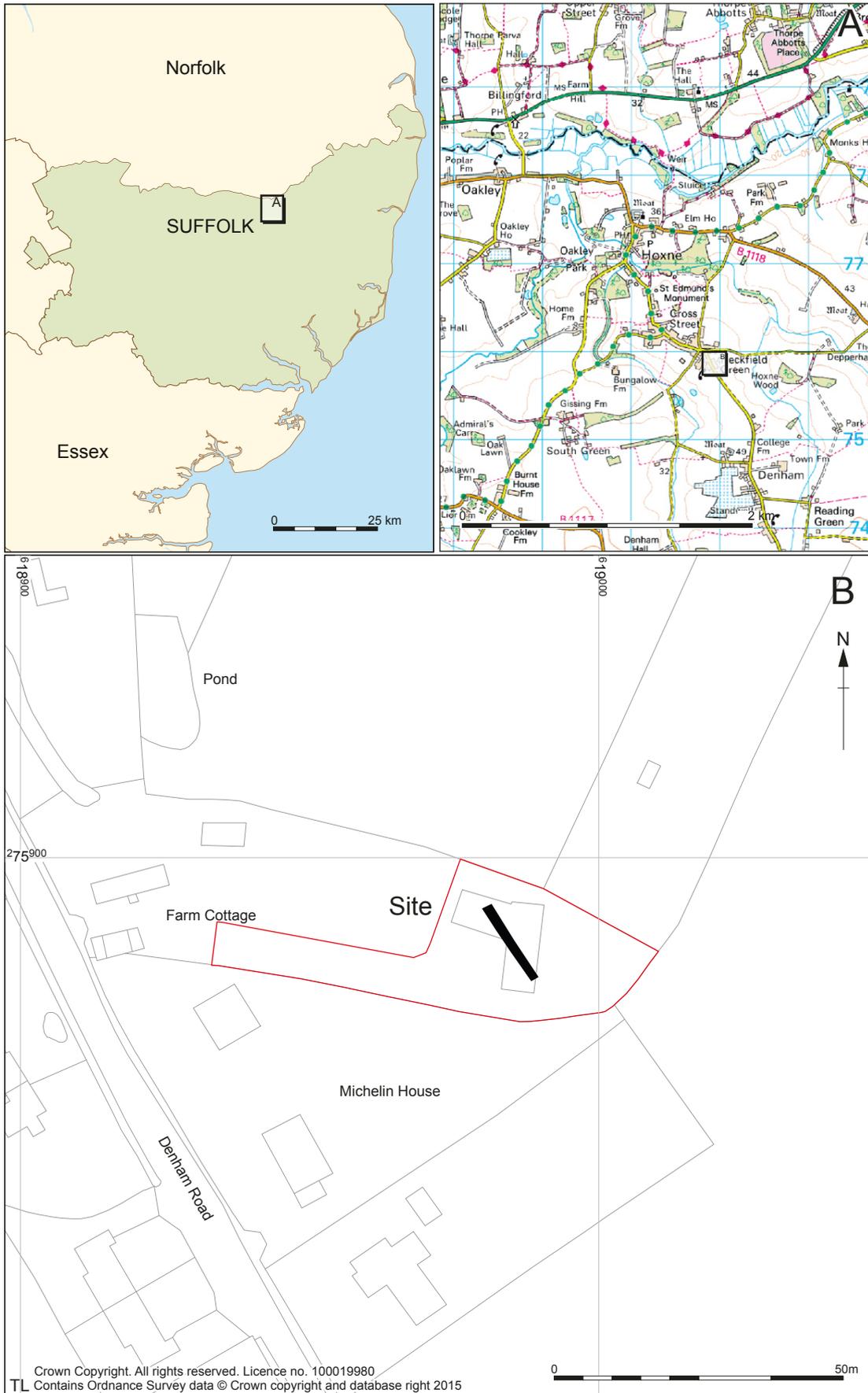
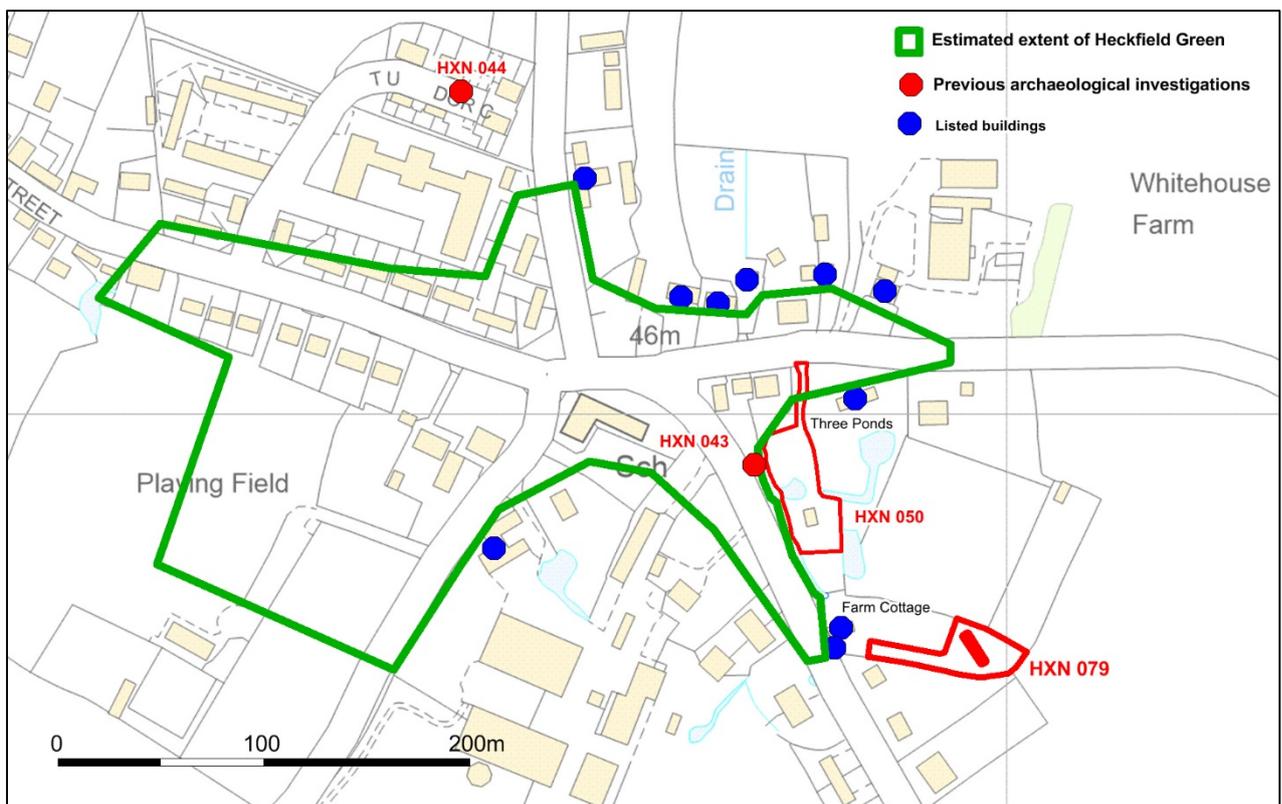


Figure 1. Site Location

### 3. Archaeology and historical background

The condition was placed as the site lies within an area of archaeological potential as indicated by the Suffolk Historic Environment Record and historic mapping, lying to the rear of a property fronting onto the probable original edge of the medieval Heckfield Green.

An archaeological desk-based assessment by the author for the adjacent property 'Three Ponds' has previously attempted to calculate the original extent of the Green from historic mapping, the position of a series of listed buildings and previous results of archaeological investigations (Craven 2010a). The Green lies at a 5-way road junction and extended along either side of each converging road, including Denham Road apparently as far as Farm Cottage (Fig. 2).



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Figure 2. Estimated extent of Heckfield Green in relation to listed buildings and previous archaeological investigations

The Green was gradually encroached upon during the 18th and 19th centuries in a piecemeal fashion, with the gardens of a series of properties to the north on Chickering Road for instance apparently being extended to the road edge. Previous evaluation (HXN 043, Sommers 2008) on the modern road frontage to the north of Farm Cottage

did not identify any archaeological deposits, which is thought to indicate that this site lay within the Green as it extended along the road, with the ditch to the east marking the former Greens eastern boundary.

Subsequent evaluation and monitoring at Three Ponds (HXN 050, Craven 2010b, Beverton 2012a & b) has identified evidence of early medieval and medieval occupation on the edge of the medieval green, within an area of surviving ditches and ponds that possibly mark the positions of former medieval tenements. Extensive evidence for medieval occupation has also previously been seen in an excavation to the north of Heckfield Green at Tudor Court (HXN 044, Crawley 2010).

Farm Cottage itself is a Grade II listed timber framed, thatched, farmhouse (NHLE Ref No. 281039) dating to the first half of the 17th century. The building immediately to the south is also listed at Grade II (NHLE No. 281040) and is a small barn or stable dating to the late 17th century. On a map by Thomas Skynner dating to 1757 (Fig. 3, Suffolk Record Office ref. HA 68 484/752) the property appears to be within an area marked as 'Mr Clubbs Land'. The property is clearly marked on the tithe map of 1843 (Fig. 4), with its garden as a separate 'L' shaped plot to its rear. The apportionment names the house as 'Cottage and Garden' and the field as 'Pightle', both owned by James Clubbe. A narrow plot extending north along the road-edge from Farm Cottage likely represents the enclosed former Green. The general layout then remains the same into the early 20th century (Fig. 5) and present day.



Figure 3. Extract from 1757 Map of the estate of Lord Maynard in Hoxne, Chickering, Denham, Eye and Wetheringsett by Thomas Skynner.

North orientated to lower left.



Figure 4. Extract of the 1843 Tithe map showing Heckfield Green  
North orientated to top left

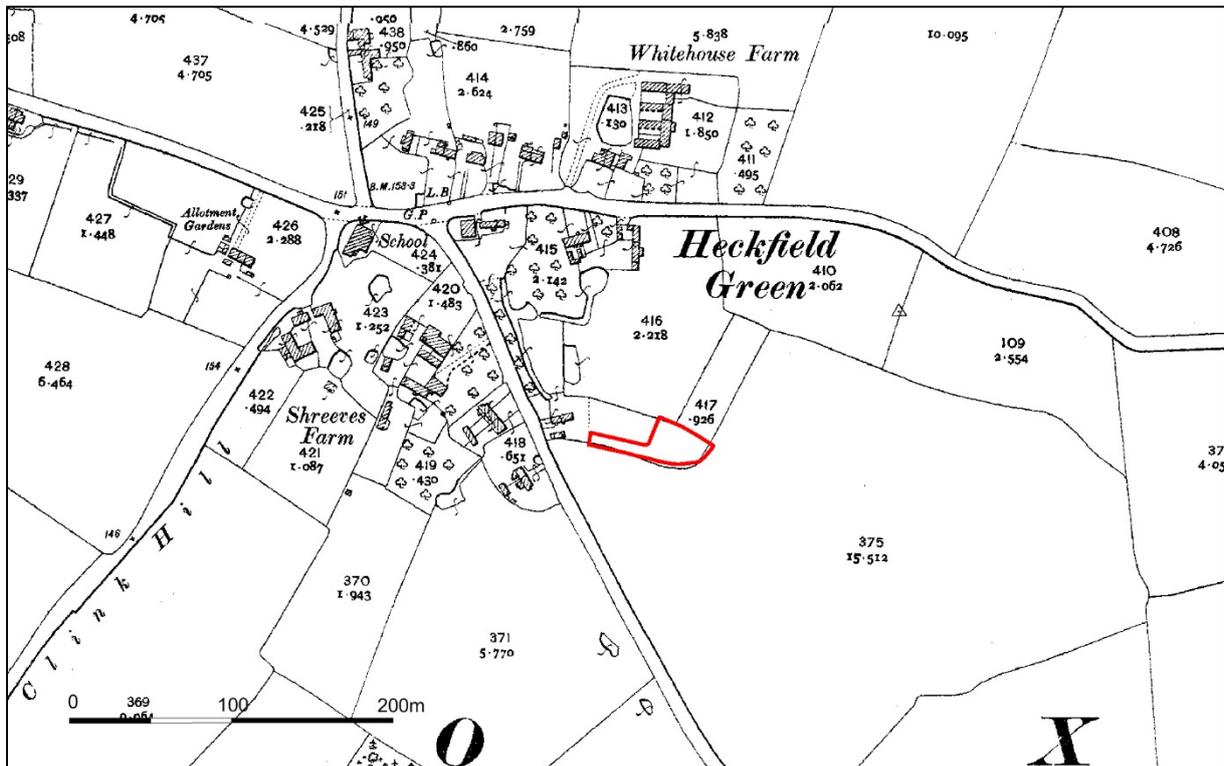


Figure 5. Site as shown on the 2nd Edition Ordnance Survey, 1904

## 4. Methodology

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A single trench, measuring 15m in total length and 1.8m wide, was excavated across the proposed development site by a mechanical excavator equipped with a toothless ditching bucket, under the supervision of an archaeologist (Fig. 6). The trench was excavated to the top of the undisturbed natural geology which involved the removal of a modern garden topsoil and two underlying subsoil deposits.

Where required the trench was cleaned, and potential features investigated, by hand. This comprised of 50% of the excavation of a single 1m ditch section. Trench and spoilheaps were scanned and metal-detected for artefactual material.

A single continuous numbering system was used for to record all layers, features and other deposits on SCCAS/FT pro forma sheets. Trench data was entered onto separate SCCAS pro-forma sheets and photographic, drawing, small finds and soil samples were maintained. Site data has been input onto an MS Access database, labelled with the HER site code.

The trench position, excavated sections and all levels were recorded by RTK GPS. Hand drawn plans at a scale of 1:50, and feature or trench sections at 1:20, were recorded on A3 *pro-forma* pregridded permatrace sheets. Digital colour photographs were taken of all stages of the fieldwork, and are included in the digital archive. All site drawings have been scanned and are included in the digital archive.

An OASIS form (Appendix 1) has been completed for the project (reference no. suffolkc1-205608) and a digital copy of the report has been submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>).

The site archive is kept in the main store of Suffolk County Council Archaeological Service at Bury St Edmunds under Suffolk HER No. HXN 079.

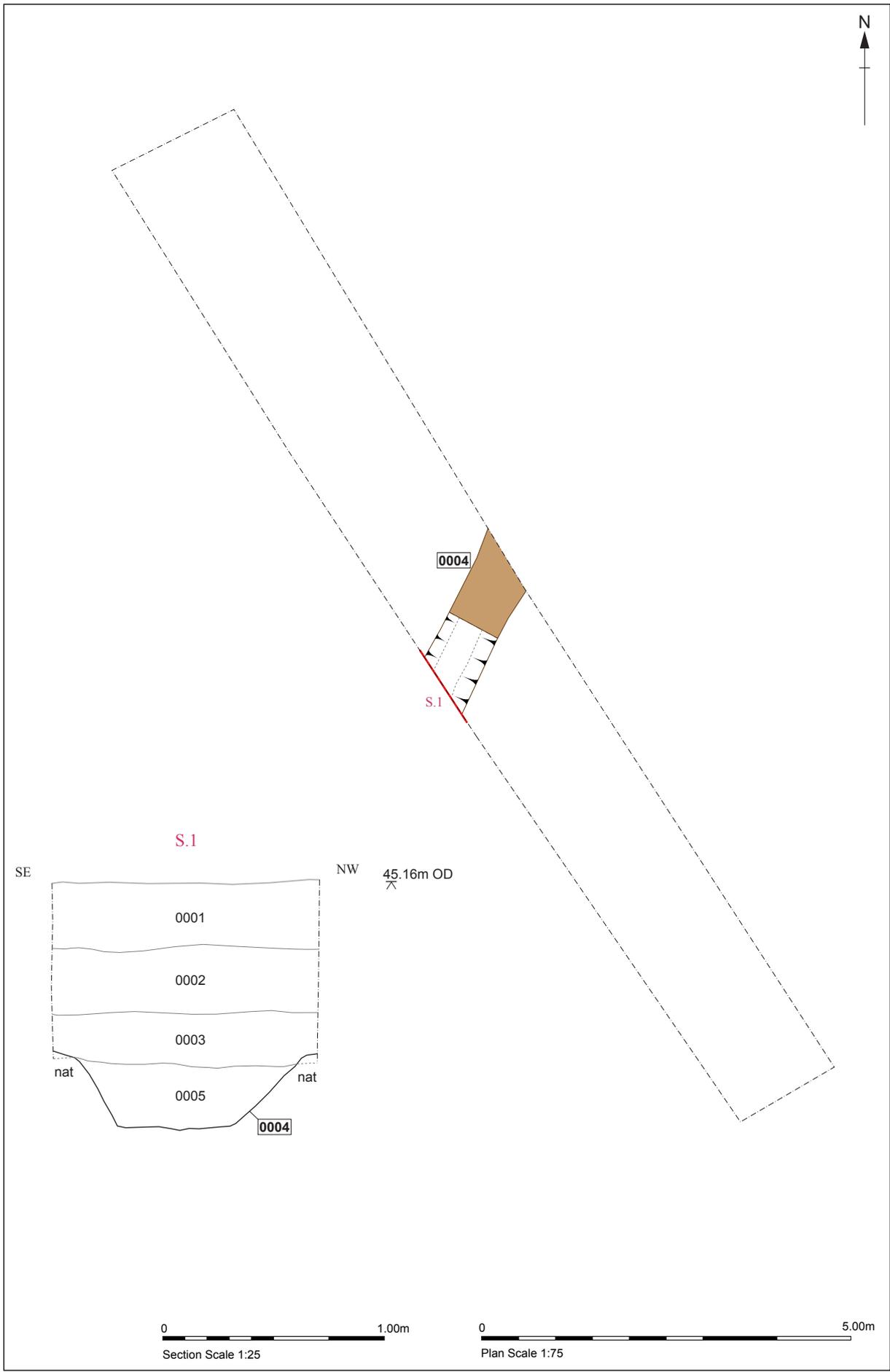


Figure 5. Trench plan and section

## 5. Results

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The trench measured a uniform 0.8m deep throughout its length, revealing the level natural surface of heavy mid orange/yellow clay which was broadly in line with the natural watertable.

The trench profile was consistent throughout and showed a series of three layers. A 0.3m thick garden topsoil, 0001, overlaid a 0.3m thick subsoil, 0002, of dark grey/brown clay/silt with scattered charcoal and traces of post-medieval brick. This in turn sealed a 0.2m thick subsoil layer, 0003, of clean and homogenous dark grey fine clay/silt with dark brown mottling which lay atop the natural geology.

A single feature, ditch 0004, was identified crossing the centre of the trench from SW to NE of the trench, after the removal of layer 0003. Its cut was well-defined and measured 0.8m wide and 0.3m deep with moderate sloping sides and a flat base. Its fill, 0005, was a clean mid yellow/brown clay and the overlying subsoil 0003 slumped slightly into the top of the ditch cut. The feature was undated and no finds were collected.



Plate 1. Trench 01 facing south



Plate 2. Section 01 of ditch 0004 facing west

## 6. Discussion

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A general observation of the garden showed that the ground-level was visibly higher than that of the adjacent arable field to the east. This suggests that, while agricultural activity has truncated/reduced levels in the field, the gardens of Farm Cottage have long been undisturbed, implying that the 'L' shaped field known as Pightle in the 19th century was in domestic use or pasture. The stratigraphy of the trench, with a garden topsoil overlying an apparent buried post-medieval soil horizon, 0002, and underlying subsoil 0003 further supports this.

Ditch 0004, although undated, is likely of medieval or early post-medieval date, being sealed beneath 0003 and 0002 and apparently pre-dating the 1843 tithe map. The feature is directly in line with the NE-SW aligned extant ditch that marks the boundary between the 'Pightle' field and the 19th century field to the north that contained the 'Three Ponds' medieval complex. This suggests that it forms part of a formerly more extensive network of boundaries, with 'Pightle' originally being two or more separate plots.

## 7. Conclusion

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The historic mapping and the trial trench results, with a general absence of archaeological features and artefacts, and a clean basal subsoil, suggest that the proposed development site lies just outside of any area of medieval settlement which would have bordered Heckfield Green. It seems likely that the site, and 'Pightle' as a whole consisted of small open plots lying between settlement and the broader arable landscape of larger fields.

The proposed development is unlikely therefore to have a significant impact upon any archaeological deposits. The depth of the potential archaeological horizon, at c.0.8m, means that it should be preserved *in situ* below any shallow groundworks such as a site strip for the driveway access and will only be directly affected by house footings. The

footprint of the house itself is unlikely to affect any archaeological features other than ditch 0004, which has already been investigated

## **8. Archive deposition**

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The complete physical and digital archive is currently held by Suffolk Archaeology at their office and stores in Needham Market, Suffolk and will be deposited with Suffolk County Council Archaeological Service.

## **9. Acknowledgements**

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The project was managed and carried out by John Craven. The report illustrations were created by Beata Wieczorek-Oleksy.

## **10. Bibliography**

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- Beverton, A. V., 2012a, *Three ponds (Stage 2), Hoxne, Appendix to SCCAS report 2010/163, HXN 050*, SCCAS Archaeological Evaluation Report 2012/163.
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- Craven, J. A., 2010b. *Three ponds, Chickering Road, Hoxne HXN 050*, SCCAS Archaeological Evaluation Report No. 2010/163.
- Crawley, P., 2010, *An archaeological excavation at Cross Street, Hoxne, Suffolk*. NAU Archaeology Report No. 2110a.
- Sommers, M., 2008, *Land To The Rear Of Larch House, Heckfield Green, Hoxne*. SCCAS Report No. 2008/235.



## Appendix 1. OASIS form

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**OASIS ID: suffolka1-205608**

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### Project details

Project name	HXN 079 Land at Farm Cottage, Heckfield Green, Hoxne
Short description of the project	An archaeological evaluation was carried out in the gardens of Farm Cottage, Heckfield Green, Hoxne, Suffolk, in advance of a planning application for a residential property. A single ditch of probable medieval or post-medieval date was identified in the 15m trench but overall the site appears to lie just outside of any area of medieval settlement which would have bordered Heckfield Green.
Project dates	Start: 03-12-2015 End: 03-12-2015
Previous/future work	No / No
Any associated project reference codes	HXN 079 - Sitecode
Any associated project reference codes	3319/13 - Planning Application No.
Type of project	Field evaluation
Site status	None
Current Land use	Other 5 - Garden
Monument type	DITCH Uncertain
Significant Finds	N/A None
Methods & techniques	"Sample Trenches"
Development type	Small-scale (e.g. single house, etc.)
Prompt	National Planning Policy Framework - NPPF
Position in the planning process	After full determination (eg. As a condition)

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### Project location

Country	England
Site location	SUFFOLK MID SUFFOLK HOXNE HXN 079, Land at Farm Cottage, Heckfield Green, Hoxne
Study area	100 Square metres
Site coordinates	TM 1899 7588 52.336696352572 1.214840603082 52 20 12 N 001 12 53 E Point
Height OD / Depth	Min: 43m Max: 44m

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### Project creators

Name of Organisation	Suffolk Archaeology CIC
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Suffolk Archaeology CIC
Project director/manager	John Craven
Project supervisor	John Craven
Type of sponsor/funding body	Developer
Name of sponsor/funding body	Mr D Welch

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### Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER

Digital Contents	"none"
Digital Media available	"Database","GIS","Images raster / digital photography","Text"
Paper Archive recipient	Suffolk HER
Paper Contents	"none"
Paper Media available	"Context sheet","Plan","Report","Section"

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**Project bibliography 1**

Publication type	Grey literature (unpublished document/manuscript)
Title	Farm Cottage Heckfield Green, Hoxne
Author(s)/Editor(s)	Craven, J. A.
Other bibliographic details	Suffolk Archaeology CIC Report No. 2015/089
Date	2015
Issuer or publisher	Suffolk Archaeology CIC
Place of issue or publication	Needham Market, Suffolk
Description	SACIC Evaluation report

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Entered by	John Craven (john.craven@suffolkarchaeology.co.uk)
Entered on	15 December 2015

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## Appendix 2. Written Scheme of Investigation



### **Farm Cottage** Heckfield Green, Hoxne

**Client:**  
Durrants Chartered Surveyors

**Date:**  
March 2015

HXN 079  
Written Scheme of Investigation and Risk Assessment –  
Archaeological Evaluation  
Author: John Craven  
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## Project details

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Planning Application No:	3319/13
Curatorial Officer:	Rachael Abraham
Grid Reference:	TM 189 759
Area:	
HER Event No/Site Code:	ESF22962 / HXN 079
Oasis Reference:	205608
Project Start date	TBA
Project Duration:	1 day

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Client/Funding Body:	Durrants Chartered Surveyors
SACIC Project Manager	John Craven
SACIC Project Officer:	TBA
SACIC Job Code:	HXNFMC001

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## 1. Introduction

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- A program of archaeological evaluation is required to assess the site of proposed residential development at Farm Cottage, Heckfield Green, Hoxne (Fig. 1) for heritage assets, by a condition on planning application 3319/13, in accordance with paragraph 141 of the National Planning Policy Framework.
- The work required is detailed in a Brief (dated 06/03/2015), produced by the archaeological adviser to the Local Planning Authority (LPA), Rachael Abraham of Suffolk County Council Archaeological Service (SCCAS).
- Suffolk Archaeology (SACIC) has been contracted to carry out the project. This document details how the requirements of the Brief and general SCCAS guidelines (SCCAS 2011) will be met, and has been submitted to SCCAS for approval on behalf of the LPA. It provides the basis for measurable standards and will be adhered to in full, unless otherwise agreed with SCCAS.

## 2. The Site

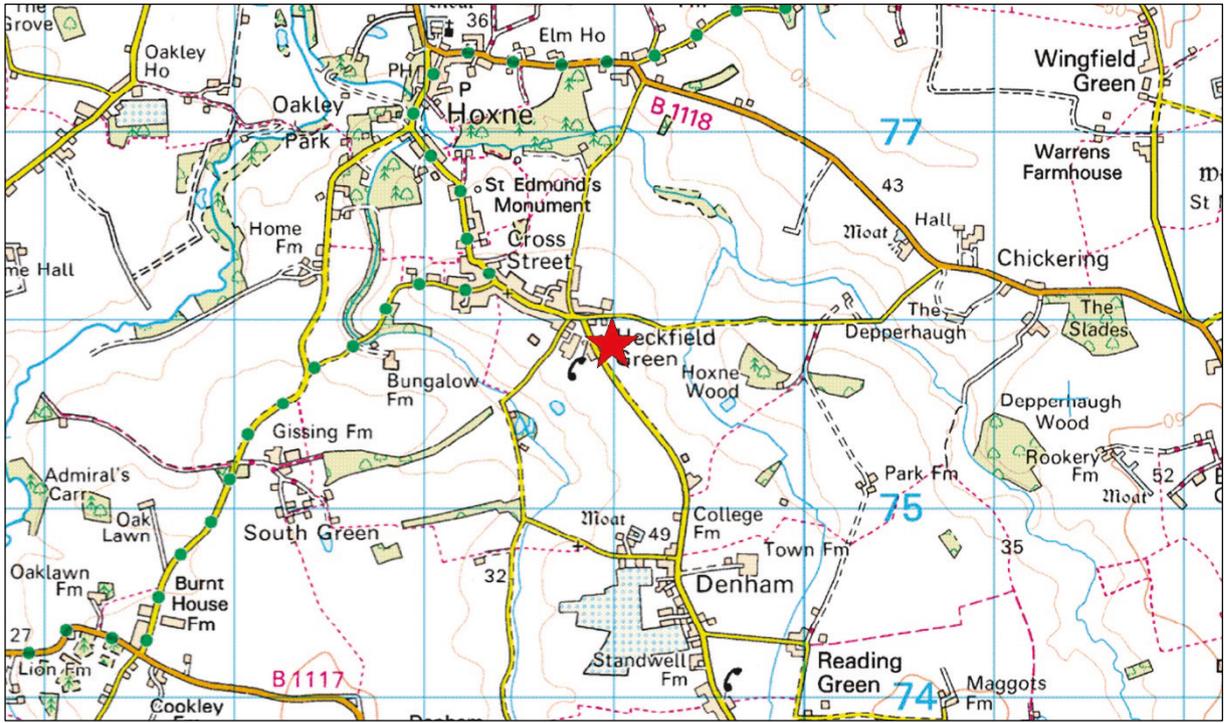
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- The development site occupies part of the large lawn/field to the rear of Farm Cottage, c.80m from the road frontage. The planning proposal is for a single residential property and associated access.
- The site is located on an area of high ground, at c.44m above Ordnance Datum, which overlooks the Goldbrook, c.550m to the south-west and a second watercourse, c.450m to the east. To the north Heckfield Green also lies atop the plateau before the modern settlement descends a natural slope with settlement foci at Cross Street and Low Street.
- The site geology consists of superficial deposits of the Lowestoft Formation overlying bedrock of Crag Group sands (British Geological Survey website).

### **3. Archaeological and historical background**

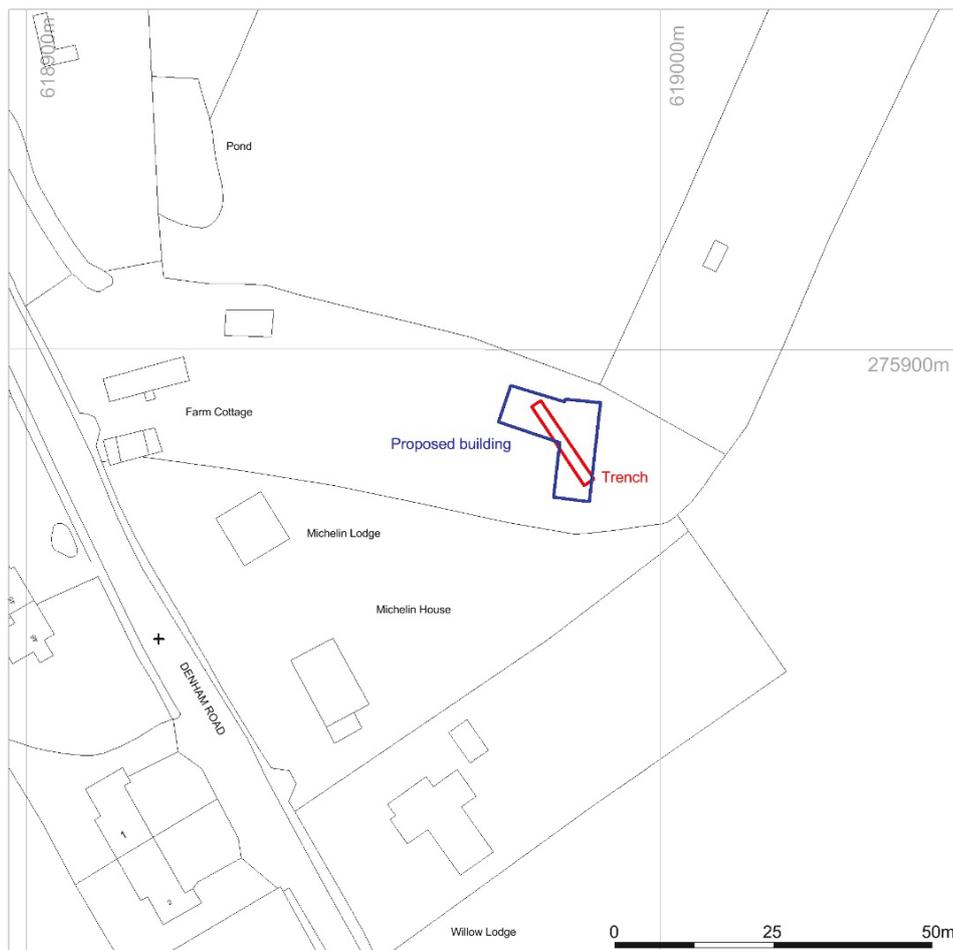
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- The condition has been placed as the site lies within an area of archaeological potential as indicated by the Suffolk Historic Environment Record.
- Farm Cottage is a Grade II listed farmhouse (LBS No. 281039) dating to the first half of the 17th century. The building immediately to the south is also listed at Grade II (LBS No. 281040) and is a small barn or stable dating to the late 17th century. Both buildings lie on Denham Road, on the edge of the medieval Heckfield Green which an estate map of 1757 (Craven 2010a), and Hodkinson's map of 1783, show as extending along either side of the roads that converge in the area, including Denham Road. Previous evaluation at HXN 043 (Sommers 2008) on the road frontage to the north did not identify any archaeological deposits, which is thought to indicate that the site lay within the probable location within the Green with the ditch to the east marking the former Green boundary.
- Previous evaluation and monitoring to the north of Farm Cottage at Three Ponds (Craven 2010b, Beverton 2012a & b) has identified evidence of early medieval and medieval occupation on the edge of the medieval green, within an area of surviving ditches and ponds possibly marking the positions of former medieval tenements. Medieval occupation has also been seen in excavations to the north of the green at HXN 044 (Crawley 2010).
- As a result the site is thought to have high potential for medieval and post-medieval occupation deposits upon which the ground disturbance for the proposed residential development could have a detrimental impact.



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Figure 1. Location map



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Figure 2. Site plan and trench location

## 4. Project Objectives

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- The aim of the evaluation is to accurately quantify the quality and extent of the sites archaeological resource so that an assessment of the developments impact upon heritage assets can be made.
- The evaluation will:
  - Establish whether any archaeological deposits exist in the application area, with particular regard to any which are of sufficient importance to merit preservation *in situ*.
  - Identify the date, approximate form and function of any archaeological deposits within the application area.
  - Establish the extent, depth and quality of preservation of any archaeological deposits within the application area.
  - Evaluate the likely impact of past land uses and whether masking alluvial or colluvial deposits are present.
  - Establish the potential for the survival of environmental evidence.
  - Assess the potential of the site to address research aims defined in the Regional Research Framework for the Eastern Counties (Brown and Glazebrook 2000, Medlycott 2011).
  - Provide sufficient information for SCCAS/CT to construct an archaeological conservation strategy dealing with preservation or the further recording of archaeological deposits.
  - Provide sufficient information for the client to establish time and cost implications for the development regarding the application areas heritage assets.

## 5. Archaeological method statement

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### 5.1. Management

- The project will be managed by SACIC Project Officer John Craven in accordance with the principles of *Management of Research in the Historic Environment* (MoRPHE, English Heritage 2006).
- SCCAS will be given five days notice of the commencement of the fieldwork and arrangements made for SCCAS visits to enable the works to be monitored effectively.
- Full details of project staff, including sub-contractors and specialists are given in section 6 below.

### 5.2. Project preparation

- A desk-based assessment consisting of consultation of the Suffolk Historic Environment Record (HER) and study of readily available historic maps and aerial photographs held by SCCAS will be carried out prior to the start of fieldwork.
- A site code and event number has been obtained from the Suffolk HER Officer (HXN 079/ESF22962) and will be included on all future project documentation.
- An OASIS online record has been initiated and key fields in details, location and creator forms have been completed.
- A pre-site inspection and Risk Assessment for the project has been completed.

### 5.3. Fieldwork

- Fieldwork standards will be guided by 'Standards for Field Archaeology in the East of England', EAA Occasional Papers 14, and the Institute For Archaeology's (IFA) paper 'Standard and Guidance for archaeological field evaluation', revised 2008.
- The archaeological fieldwork will be carried out by members of SACIC led by a Project Officer or Assistant Project Officer. The fieldwork team will be drawn from a pool of suitable staff at SACIC and will include an experienced metal detectorist/excavator.

- The project Brief requires the application area to be evaluated by the excavation of a 15m trench across the development footprint and a proposed trench plan is included above (Fig. 2). If necessary minor modifications to the trench plan may be made onsite to respect any previously unknown buried services, areas of disturbance/contamination or other obstacles.
- The trench locations will be marked out using an RTK GPS system.
- The trenches will be excavated using a machine equipped with a back-acting arm and toothless ditching bucket (measuring at least 1.6m wide), under the supervision of an archaeologist. This will involve the removal of an estimated 0.3m-0.5m of ploughsoil until the first visible archaeological surface or subsoil surface is reached.
- Spoilheaps will be created adjacent to each trench and topsoil and subsoil will be kept separate if required. Spoilheaps will be examined and metal-detected for archaeological material.
- The trench sides, base and archaeological surfaces will be cleaned by hand as necessary to identify archaeological deposits and artefacts and allow decisions to be made on the method of further investigation by the Project Officer. Further use of the machine, i.e. to investigate thick sequences of deposits by excavation of test pits etc, may be undertaken as necessary after consultation with SCCAS.
- There will be a presumption that a minimum of disturbance will be caused whilst achieving adequate evaluation of the site, i.e. establishing the period, depth and nature of archaeological deposits. Typically 50% of discrete features such as pits and 1m slots across linear features will be sampled by hand excavation, although in some instances 100% may be removed, with the aim of establishing date and function. All identified features will be investigated by excavation unless otherwise agreed with SCCAS. Significant archaeological features such as solid or bonded structural remains, building slots or postholes will be preserved intact if possible.
- Sieving of deposits using a 10mm mesh will be undertaken if they clearly appear to be occupation deposits or structurally related. Other deposits may be sieved at the judgement of the excavation team or if directed by SCCAS.
- Any fabricated surface (floors, yards etc) will be fully exposed and cleaned.
- Metal detector searches will take place throughout the excavation by an

experienced SACIC metal-detectorist.

- The depth and nature of colluvial or other masking deposits across the site will be recorded.
- An overall site plan showing trench locations, feature positions, sections and levels will be made using an RTK GPS or Total Station Theodolite. Individual detailed trench or feature plans etc will be recorded by hand at 1:10, 1:20 or 1:50 as appropriate to complexity. All excavated sections will be recorded at a scale of 1:10 or 1:20, also as appropriate to complexity. All such drawings will be in pencil on A3 pro forma gridded permatrace sheets. All levels will refer to Ordnance Datum. Section and plan drawing registers will be maintained.
- All trenches, archaeological features and deposits will be recorded using standard pro forma SACIC registers and recording sheets and numbering systems. Record keeping will be consistent with the requirements of the Suffolk HER and will be compatible with its archive.
- A photographic record, consisting of high resolution digital images, will be made throughout the evaluation. A number board displaying site code and, if appropriate, context number and a metric scale will be clearly visible in all photographs. A photographic register will be maintained.
- All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed. Finds on site will be treated following appropriate guidelines (Watkinson & Neal 2001) and a conservator will be available for on-site consultation as required.
- All finds will be brought back to the SACIC finds department at the end of each day for processing, quantifying, packing and, where necessary, preliminary conservation. Finds will be processed and receive an initial assessment during the fieldwork phase and this information will be fed back to site to inform the on-site evaluation methodology.
- Environmental sampling of archaeological contexts will, where possible, be carried out to assess the site for palaeoenvironmental remains and will follow appropriate guidance (English Heritage 2011). In order to obtain palaeoenvironmental evidence, bulk soil samples (of at least 40 litres each, or 100% of the context) will be taken using a combination of judgement and systematic sampling from selected

archaeological features or natural environmental deposits, particularly those which are both datable and interpretable. All environmental samples will be retained until an appropriate specialist has assessed their potential for palaeoenvironmental remains. Decisions will be made on the need for further analysis following these assessments.

- If necessary, for example if waterlogged peat deposits are encountered, then advice will be sought from the English Heritage Regional Advisor for Archaeological Science (East of England) on the need for specialist environmental techniques such as coring or column sampling.
- If human remains are encountered guidelines from the Ministry of Justice will be followed. Human remains will be treated at all stages with care and respect, and will be dealt with in accordance with the law and the provisions of Section 25 of the Burial Act 1857. The evaluation will attempt to establish the extent, depth and date of burials whilst leaving remains *in situ*. If human remains are to be lifted, for instance if analysis is required to fully evaluate the site, then a Ministry of Justice license for their removal will be obtained in advance. In such cases appropriate guidance (McKinley & Roberts 1993, Brickley & McKinley 2004) will be followed and, on completion of full recording and analysis, the remains, where appropriate, will be reburied or kept as part of the project archive.
- In the event of unexpected or significant deposits being encountered on site, the client and SCCAS will be informed. Such circumstances may necessitate changes to the Brief and hence evaluation methodology, in which case a new archaeological quotation will have to be agreed with the client, to allow for the recording of said unexpected deposits. If an evaluation is aborted, i.e. because unexpected deposits have made development unviable, then all exposed archaeological features will be recorded as usual prior to backfilling and a report produced.
- Trenches will not be backfilled without the prior approval of SCCAS. Trenches will be backfilled, subsoil first then topsoil, and compacted to ground-level, unless otherwise specified by the client. Original ground surfaces will not be reinstated but will be left as neat as practicable.

## 5.4. Post-excavation

- The post-excavation finds work will be managed by the SACIC Finds Team Manager, Richenda Goffin, with the overall post-excavation managed by John Craven. Specialist finds staff, whether internal SACIC personnel or external specialists, are experienced in local and regional types and periods for their field.
- All finds will be processed and marked (HER site code and context number) following ICON guidelines and the requirements of the Suffolk HER. For the duration of the project all finds will be stored according to their material requirements in the SCCAS Archaeological Stores at Bury St. Edmunds or Ipswich. Metal finds will be stored in accordance with ICON guidelines, *initially recorded and assessed for significance* before dispatch to a conservation laboratory within 4 weeks of the end of the evaluation. All pre-modern silver, copper alloy and ferrous metal artefacts and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to ICON standards. All coins will be identified to a standard acceptable to normal numismatic research.
- All on-site derived site data will be entered onto a digital (Microsoft Access) SACIC database compatible with the Suffolk HER.
- Bulk finds will be fully quantified and the subsequent data will be added to the digital site database. Finds quantification will fully cover weights and numbers of finds by context and will include a clear statement for specialists on the degree of apparent residuality observed.
- Assessment reports for all categories of collected bulk finds will be prepared in-house or commissioned as necessary and will meet appropriate regional or national standards. Specialist reports will include sufficient detail and tabulation by context of data to allow assessment of potential for analysis and will include non-technical summaries.
- Representative portions of bulk soil samples from archaeological features will be processed by wet sieving and flotation in-house in order to recover any environmental material which will be assessed by external specialists. The assessment will include a clear statement of potential for further analysis either on the remaining sample material or in future fieldwork.

- All hand drawn site plans and sections will be scanned.
- All raw data from GPS or TST surveys will be uploaded to the project folder, suitably labelled and kept as part of the project archive.
- Selected plan drawings will then be digitised as appropriate for combination with the results of digital site survey to produce a full site plan, compatible with MapInfo GIS software.
- All hand-drawn sections will be digitised using autocad software.

## **5.5. Report**

- A full written report on the fieldwork will be produced, consistent with the principles of MoRPHE (English Heritage 2006), to a scale commensurate with the archaeological results. The report will contain a description of the project background, location plans, evaluation methodology, a period by period description of results, finds assessments and a full inventory of finds and contexts. The report will also include scale plans, sections drawings, illustrations and photographic plates as required.
- The objective account of the archaeological evidence will be clearly separated from an interpretation of the results, which will include a discussion of the results in relation to relevant known sites in the region that are recorded in the Suffolk HER and other readily available documentary or cartographic sources.
- The report will include a statement as to the value, significance and potential of the site and its significance in the context of the Regional Research Framework for the East of England (Brown and Glazebrook, 2000, Medlycott 2011). This will include an assessment of potential research aims that could be addressed by the site evidence.
- The report will contain sufficient information to stand as an archive report should further work not be required.
- The report may include SCCAS/FT's opinion as to the necessity for further archaeological work to mitigate the impact of the sites development. The final decision as to whether any recommendations for further work will be made however lies solely with SCCAS and the LPA.

- The report will include a summary in the established format for inclusion in the annual '*Archaeology in Suffolk*' section of the Proceedings of the Suffolk Institute of Archaeology and History.
- A copy of this Written Scheme of investigation will be included as an appendix in the report.
- The report will include a copy of the completed project OASIS form as an appendix.
- An unbound draft copy of the report will be submitted to SCCAS for approval within 4 weeks of completion of fieldwork.

## **5.6. Project archive**

- On approval of the report a printed and bound copy will be lodged with the Suffolk HER. A digital .pdf file will also be supplied, together with a digital and fully georeferenced vector plan showing the application area and trench locations, compatible with MapInfo software.
- The online OASIS form for the project will be completed and a .pdf version of the report uploaded to the OASIS website for online publication by the Archaeological Data Service. A paper copy of the form will be included in the project archive.
- A second bound copy of the report will be included with the project archive.
- A digital .pdf copy of the approved report will be supplied to the client, together with our final invoice for outstanding fees. Printed and bound copies will be supplied to the client on request.
- The project archive, consisting of the complete artefactual assemblage, and all paper and digital records, will be deposited in the SCCAS Archaeological Store at Bury St Edmunds within 6 months of completion of fieldwork. The project archive will be consistent with MoRPHE (English Heritage 2006) and ICON guidelines. The project archive will also meet the requirements of SCCAS (SCCAS 2010).
- The project costing includes a sum to meet SCCAS archive charges. A form transferring ownership of the archive to SCCAS will be completed and included in the project archive.

- If the client, on completion of the project, does not agree to deposit the archive with, and transfer to, SCCAS, they will be expected to either nominate another suitable depository approved by SCCAS or provide as necessary for additional recording of the finds archive (such as photography and illustration) and analysis. A duplicate copy of the written archive in such circumstances would be deposited with the Suffolk HER.
- Exceptions from the deposition of the archive described above include:
  - Objects that qualify as Treasure, as detailed by the Treasure Act 1996. The client will be informed as soon as possible of any such objects are discovered/identified and the find will be reported to SCCAS and the Suffolk Finds Liaison Officer and hence the Coroner within 14 days of discovery or identification. Treasure objects will immediately be moved to secure storage at SCCAS and appropriate security measures will be taken on site if required. Any material which is eventually declared as Treasure by a Coroners Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of SCCAS, or volunteers etc present on site, will not eligible for any share of a treasure reward.
  - Other items of monetary value in which the landowner or client has expressed an interest. In these circumstances individual arrangements as to the curation and ownership of specific items will be negotiated.
  - Human skeletal remains. The client/landowner by law will have no claim to ownership of human remains and any such will be stored by SCCAS, in accordance with a Ministry of Justice licence, until a decision is reached upon their long term future, i.e. reburial or permanent storage.

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- Watkinson, D. and Neal, V., 2001, *First Aid for Finds*. Third Edition, revised. Rescue/UKIC Archaeology Section, London.

## Websites

British Geological Survey

<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

## 6. Project Staffing

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### 6.1. Management

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SACIC Manager	Dr Rhodri Gardner
SACIC Project Manager	John Craven
SACIC Finds Dept	Richenda Goffin

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### 6.2. Fieldwork

The fieldwork team will be derived from the following pool of SACIC staff.

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Name	Job Title	First Aid	Other skills/qualifications
Robert Brooks	Project Officer	Yes	Surveyor
Simon Cass	Project Officer	Yes	Surveyor
John Craven	Project Officer		
Michael Green	Project Officer	Yes	Surveyor
Simon Picard	Assistant Project Officer		Surveyor
Preston Boyle	Project Assistant	Yes	
Tim Carter	Project Assistant	Yes	Metal detectorist
Hannah Cutler	Project Assistant		
Rebecca Smart	Project Assistant		
Robert Templar	Project Assistant		Surveyor

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### 6.3. Post-excavation and report production

The production of the site report and submission of the project archive will be carried out by the fieldwork Project Officer. The post-excavation finds analysis will be managed by Richenda Goffin. The following SACIC specialist staff will contribute to the report as required.

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Graphics and illustration	Ellie Cox, Gemma Bowen, Beata Wieczorek-Oleksy
Post Roman pottery and CBM	Richenda Goffin
Roman Pottery	Stephen Benfield
Environmental sample processing/assessment	Anna West
Finds quantification/assessment	Ruth Beveridge
Finds Processing	Jonathan Van Jennians

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SACIC also uses a range of external consultants for post-excavation analysis who will be sub-contracted as required. The most commonly used of these are listed below.

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Sue Anderson	Human skeletal remains	Freelance
Sarah Bates	Lithics	Freelance
Julie Curl	Animal bone	Freelance
Anna Doherty	Prehistoric pottery	Archaeology South-East
Val Fryer	Plant macrofossils	Freelance
SUERC	Radiocarbon dating	Scottish Universities Environmental Research Centre
Cathy Tester	Roman pottery and general finds	Freelance
Donna Wreathall	Illustration	SCCAS

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