



Ford House, Shire Hall Complex Bury St Edmunds, Suffolk

Client:
Concertus

Date:
February 2016

BSE 489
Archaeological Monitoring Report and Photographic Record v0.1
SACIC Report No. 2015/085
Author: Rob Brooks
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HER Information

Site Code/Event Number: BSE 489/ESF 23228
Parish: Bury St Edmunds
Site Name: Ford House, Shire Hall Complex
Report Number 2015/085
Planning Application No: SMC S00111710
Date of Fieldwork: 3rd November, 2015 – 2nd February, 2016
Grid Reference: TL 8586 6406
Oasis Reference: suffolka1-222348
Curatorial Officer: Dr Abby Antrobus
Project Officer: Rob Brooks
Client/Funding Body: Concertus
Address: Ford House, The Churchyard, Shire Hall Complex, Bury St Edmunds

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 only. Ultimately the need for further work will be determined by the Local Planning Authority, its Archaeological Advisors and Historic England when a planning application is registered. Suffolk Archaeology's contracting services cannot accept responsibility for inconvenience caused to the clients should the Planning Authority and/or Historic England take a different view to that expressed in the report.

Prepared By: Rob Brooks
Date: 03/02/2016
Approved By: Dr Rhodri Gardner
Position: Managing Director
Date: 03/02/2016
Signed:

Introduction

Visits were made to the site to record the stripping of areas of tarmac and the excavation of fence posts and service trenches, as well as to photograph the section of Abbey wall that extends into the courtyard between Ford House and 9/10 The Churchyard. This was as part of the works associated with the conversion of Ford House from an office block into a pre-school. The site encompassed land on the western, southern and eastern sides of the building, in areas that had been previously laid as tarmac car park (with existing services underneath) and a built-up section of riverbank (Fig. 1). However, of greater significance is the site's position 'in an area on the southern edge of the main precinct' of Bury Abbey (Antrobus 2015), which has Scheduled Monument status (SM 35556/SF 10). The Crankles, immediately east of the development area, is the site of the Abbey's medieval fish pond complex (BSE 062), and Ford House falls within the Middle to Late Saxon and medieval urban settlement area (BSE 241). The groundworks therefore had the potential to uncover structural or other deposits associated with the Abbey, including human remains. The construction works were monitored by Rob Brooks (Suffolk Archaeology), under the supervision of Dr Abby Antrobus (Suffolk County Council Archaeological Service Conservation Team) and Nick Carter (Historic England). A written scheme of investigation was written for the project by John Craven (Suffolk Archaeology – Appendix 1). An OASIS form has been completed for this report (reference no. suffolka1-222348 – Appendix 2) and a digital copy submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>).

Groundworks and photographic record

Approximately 323sqm was exposed, including the areas stripped of tarmac for re-surfacing and those areas for the excavation of new services (Fig. 2). The area of the thirty-three fence posts totalled approximately 3sqm. The fence post holes individually measured at most 0.3m x 0.3m at the top. These became narrower and as such it was unfeasible to record the soil profiles within them, beyond the initial depths of topsoil, rubble and modern material (i.e. tarmac or concrete). Instead the material removed from them was monitored for evidence of any archaeological horizons or finds (none were recorded). A photographic record was made of the length of abbey wall that emerges into the courtyard between Ford House and 9/10 The Churchyard (PIs. 2-16 – Appendix 3). Much of the eastern side of the wall could not be photographed due to the presence of a shed (which is to remain *in-situ* and be reused by the Pre-school) and a bike shelter.

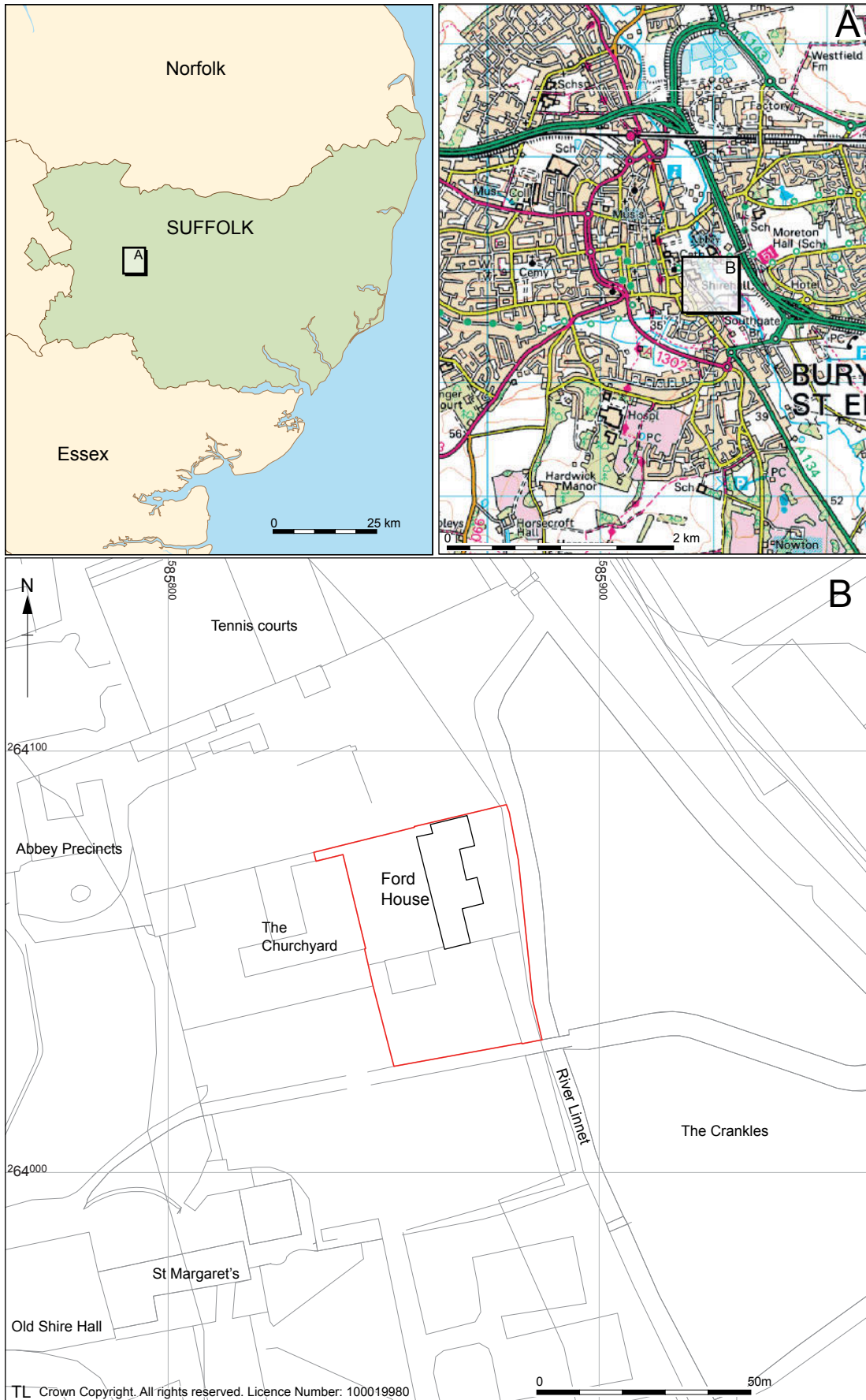


Figure 1. Location of site

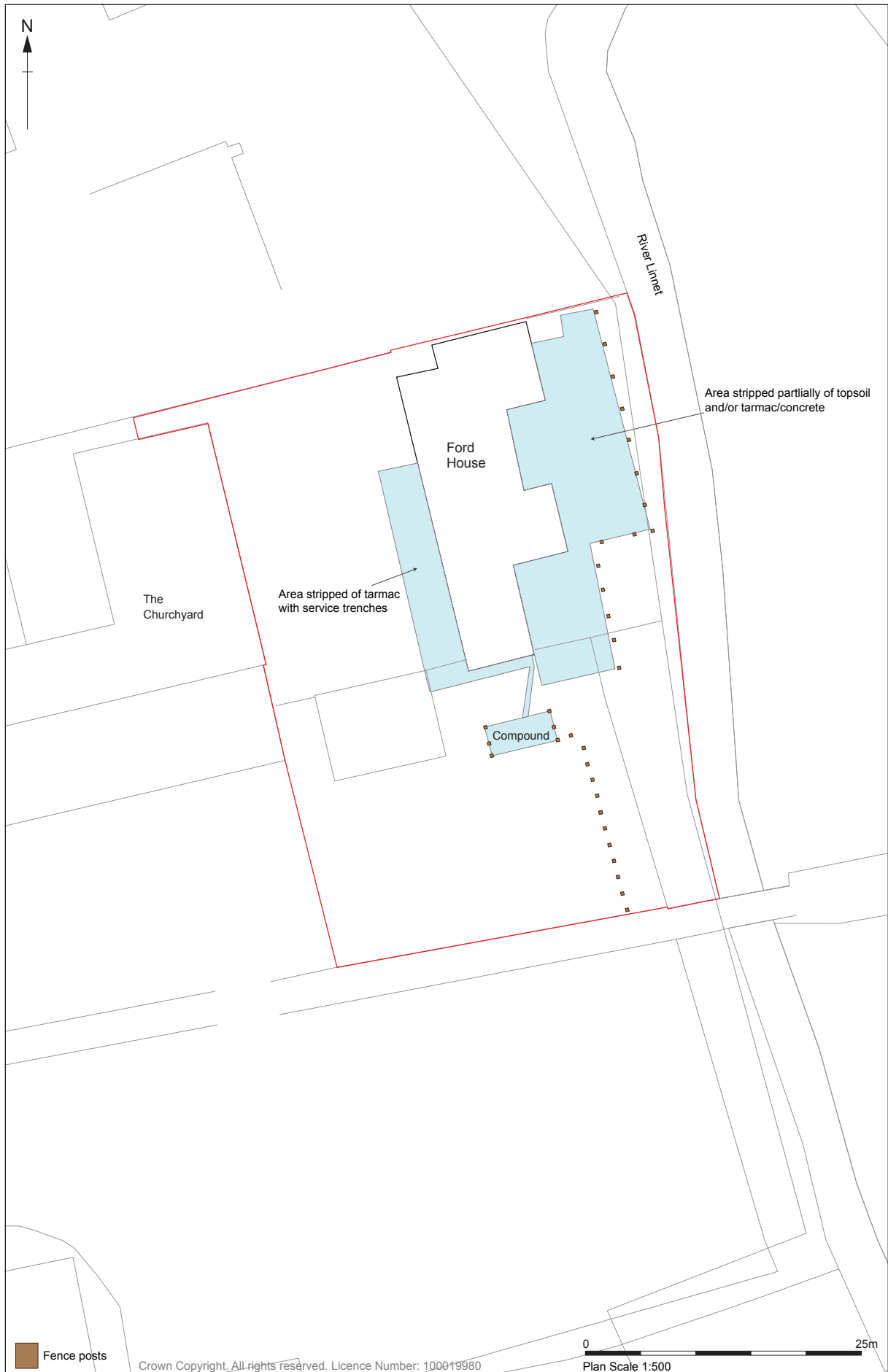


Figure 2. Site plan

Results

No archaeological features or finds were recorded across the site and no further groundworks are to take place. Up to 0.15m of tarmac and sub-base was stripped and various service trenches were excavated on the western side of Ford House. The trenching was up to 0.87m deep and the profiles revealed make-up deposits of modern and late post-medieval brick rubble and aggregate deposits. In one small area of section at the northern end of the trenching a dark grey sandy-silt deposit was recorded. It was not possible to see or investigate the full dimensions of this material. It was in close proximity to the Victorian drain that is known in the area and could be associated. The silt was somewhat reminiscent of a basal pond deposit and similar material was recorded south of the Precinct Wall during evaluation works in 2011 (Gill). However, it produced no finds and no other similar deposits were recorded in these works.

Within the building, several excavations were carried out to alter the existing services. At most these were 0.35m deep and none of them penetrated the layers of modern subbase that had been laid during the building of Ford House. This material was thought to have been imported due to the building's use in the past for vehicle maintenance and in general to level the site.

Stripping was carried out immediately east of the building to lay terram, bark chippings and concrete slabs as a play area next to the River Linnet. This involved the removal of at most 0.2m of material. The works in this area did not penetrate the topsoil (Pl. 1). Thirty-three fence post holes were also excavated to the east and south of the play area. Whilst the small dimensions of these made it impossible to record anything but the uppermost topsoil layers within, the material removed from the holes indicated loose later post-medieval rubble, mixed with modern refuse and imported soil. No finds were retrieved from these excavations and they did not disturb any archaeological deposits. Given that some of these fence posts were immediately adjacent to the river, on an artificially steep built-up bank, they were probably positioned above the original floodplain, suggesting that they were unlikely to encounter any archaeology unless they had been significantly deeper. Also, it was noted that immediately north of the property boundary the ground levels dropped significantly, again suggesting that the levels surrounding Ford House were built-up.

During the works, the length of Abbey wall that emerged into the courtyard was fenced off to avoid damage to the structure. The photographic survey shows that no damage was done to the wall, but it is in a poor state of repair. There are widespread areas requiring clearing of vegetation and repointing.



Plate 1. Soil profile to the east of Ford House (1m scale, facing east)

Written by: Rob Brooks

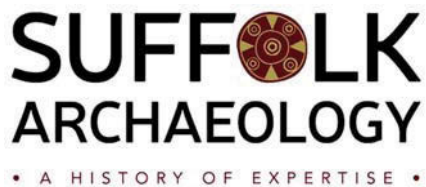
Date: 03/02/2016

Bibliography

Antrobus, A., 2015, *Brief for Continuous Archaeological Recording At Ford House, The Churchyard, Bury St Edmunds, Suffolk*, Bury St Edmunds: Suffolk County Council Archaeological Service

Gill, D., 2011, *Shire Hall Car Park and Weymed Centre, Bury St Edmunds, BSE 375 and 376, Archaeological Evaluation Report*, SCCAS Report No. 2011/171, Bury St Edmunds: Suffolk County Council Archaeological Service Field Team (now Suffolk Archaeology CIC)

Appendix 1. Abridged written scheme of investigation



Ford House, The Churchyard Bury St Edmunds, Suffolk

Client:

Concertus Design & Property Consultants Ltd

Date:

September 2015

Written Scheme of Investigation and Risk Assessment –
Archaeological Monitoring
Author: John Craven
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Project details

Planning Application No:	SMC S00111710
Curatorial Officer:	Nick Carter (Historic England) & Dr Abby Antrobus (Suffolk County Council Archaeological Service)
Grid Reference:	TL 858 640
Area:	c.1000sqm
HER Site Code:	BSE 489
HER Event No	ESF 23228
Oasis Reference:	222348
Project Start date	September 2015
Project Duration:	As required by construction works
Client/Funding Body:	Suffolk County Council
SACIC Project Manager	Dr Rhodri Gardner
SACIC Project Officer:	TBC
SACIC Job Code:	BSEFOR001

1. Introduction

- Suffolk Archaeology CIC (SACIC) has been contracted to monitor groundworks for alterations being made to Ford House, The Churchyard, Shire Hall, Bury St Edmunds in its conversion/refurbishment from offices to a pre-school.
- The archaeological monitoring is required by a condition on the approved application for Scheduled Monument Consent, and the work required is detailed in the consent notification dated 14th July 2015 issued by Nick Carter (Assistant Inspector of Ancient Monuments, Historic England) and a Brief produced by Dr Abby Antrobus of Suffolk County Council Archaeological Service (SCCAS), the Archaeological Advisor to the planning authority, dated 31 July 2015.
- The condition has been placed as the site lies within the extent of the Scheduled Monument of Bury St Edmund's Abbey (National Heritage List for England Ref. 1021450, legacy Scheduled Monument No: SM 35556) in an area on the southern edge of the main precinct. A north-south medieval wall fragment projects in to the courtyard of Ford House.
- The proposed groundworks for the development are to include new drainage and electric cable trenches, internal alterations such as WC facilities and kitchen, foundations for a timber canopy and lean-to structure, installation of fencing and gate along the eastern riverside boundary and fencing to separate the surviving medieval precinct wall from the pre-school.courtyard.
- Although the Scheduled Monument consent requires the depth and extent of any excavations to be agreed in advance and to be carried out by hand (unless use of a mini-digger is agreed) so that ground impact is minimised, such groundworks have the potential to damage or destroy any archaeological deposits that may exist.
- The aim of the monitoring is to record all such deposits which are damaged or removed by the sites development, or to identify important or unexpected features such as bonded masonry or human remains prior to their disturbance so that appropriate changes to the project design to ensure preservation *in situ* can be made. Groundworks within the existing building (internal alterations such as WC facilities) do not require monitoring.

2. Archaeological method statement

- Historic England and SCCAS will be given 4 weeks notice of the commencement of the fieldwork to enable the works to be monitored effectively, unless a shorter period is mutually agreed in writing.
- An OASIS online record has been initiated and key fields in details, location and creator forms have been completed. An event number and site code has been acquired from the Suffolk Historic Environment Record (HER) Officer and will be included on all future project documentation.

2.1. Fieldwork

- Fieldwork standards will be guided by 'Standards for Field Archaeology in the East of England' (Gurney 2003) and 'Standard and Guidance for an Archaeological Watching Brief' (Chartered Institute for Archaeologists 2014).
- The groundworks will be continuously observed by an SACIC Project Officer or Supervisor, in close liaison with the developer/contractor. Adequate allowance has been made within the quote cost to cover the recording of exposed archaeological deposits. Should structural remains, human remains or other significant archaeological remains be encountered, groundworks will be stopped and Historic England and SCCAS consulted. If required an updated WSI and quotation will be provided to allow for the full excavation and recording of such deposits although it is presumed that design scheme changes will be sought to ensure preservation *in situ*.
- A photographic survey, to Historic England Level 1 Historic Building Record standard (English

Heritage 2006), will be made of the stretch of medieval wall which projects into the courtyard, prior to any other works.

- All trenches/pits excavated will be examined for archaeological features and finds and hand cleaning will be undertaken to clarify small areas as necessary and as health and safety considerations allow. Exposed archaeological features will be sectioned by hand with sampling at a normal standard for medieval and earlier deposits (i.e. 100% of structural features or graves/cremations, 50% of contained features e.g. pits, and 10-20% of linear features). Cremations will be 100% bagged and taken as samples. If thought appropriate and of archaeological benefit a metal detector search of exposed surfaces and spoil will be undertaken.
- Normal SACIC conventions, compatible with the County Historic Environment Record (HER), will be used during the site recording. Site records will be made using a continuous numbering system. Site plans will be drawn at 1:20 or 1:50 as appropriate, either by hand or using a RTK GPS. Plans and sections of individual features, soil layers etc will be recorded at 1:10, 1:20 or 1:50 as appropriate. A digital photographic record will be made throughout the monitoring works.
- All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed. All finds will be brought back to the SACIC office at the end of each day for processing. Much of the archive and assessment preparation work will be done inhouse, but in some circumstances it may be necessary to send some categories of finds to specialists working in archaeology and university departments in other parts of the country.
- Bulk environmental (40 litre) soil samples will be taken from selected archaeological features where possible and retained until an appropriate specialist has assessed their potential for palaeo-environmental remains. Decisions will be made on the need for further analysis following this assessment. If necessary advice will be sought from the Historic England Regional Science Advisor (East of England), on the need for specialist environmental sampling.
- In the event of human remains being encountered on the site a Ministry of Justice licence for removal of human remains will be obtained. Any such find would require work in that part of the site to stop until the human remains have been removed.

2.2. Post-excavation stage

- The post-excavation work will be managed by Richenda Goffin. Specialist finds staff will be experienced in local and regional types and periods for their field. Members of the project team will be responsible for taking the project to archive and assessment levels.
- All site data will be entered on a computerised database compatible with the County HER. All site plans and sections will be scanned to form a digital archive. Ordnance Datum levels will be on the section sheets.
- All finds will be processed, marked and bagged/boxed to County HER requirements. Where appropriate finds will be marked with a site code and a context number. Finds will be recorded and archived to minimum standards laid down by relevant groups (e.g. the Prehistoric Ceramics Research Group, the Study Group for Roman Pottery or the Medieval Pottery Research Group). Finds quantification will fully cover weights and numbers of finds by OP and context with a clear statement for specialists on the degree of apparent residuality observed.
- Metal finds will be x-rayed if appropriate 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 Institute for Conservation (ICON) standards. All coins will be identified to a standard acceptable to normal numismatic research.
- Environmental samples will be processed and assessed in accordance with English Heritage guidance (Campbell *et al* 2011).
- A full monitoring report summarising all the findings and containing a full assessment of all finds and samples will be produced, consistent with the principles of MoRPHE (Historic England 2015), to a scale commensurate with the archaeological results. A draft digital copy will be submitted to SCCAS and Historic England for approval within 3 months of completion of fieldwork unless otherwise agreed. The report will contain all appropriate scale plans and sections. The report will include a statement as to the value and significance of the results in the context of the Regional Research Framework for the East of England (Brown and Glazebrook, 2000, Medlycott 2011). The report will form the basis for full discharge of the relevant condition.
- 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.
- On approval a digital .pdf, and a printed and bound copy of the report, will be submitted to the County HER and Historic England. An unbound copy of the report will be included with the project archive. A digital and fully georeferenced vector plan showing the application area and trench locations, compatible with MapInfo software, will also be supplied.
- 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 on request.

- 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 copy of the completed project OASIS form will be included as an appendix.
- The finds from the project will be deposited in the SCCAS archaeological store together with the project archive. The project costing includes the fee charged by SCCAS for this service. A form transferring ownership of the archive to SCCAS will be completed and included in the project archive.
- The project archive will be consistent with *Management of Research in the Historic Environment* (MoRPHE, Historic England 2015). The project archive will also meet the requirements detailed in 'Deposition of Archaeological Archives in Suffolk' (SCCAS 2010).
- Exceptions from the above include material covered by the Treasure Act which will be reported and submitted to the appropriate authorities, and human skeletal remains which will be stored within the archive until a decision is reached upon their long term future, i.e. reburial or permanent storage.
- The client and/or landowner will be made aware that if they choose not to use the SCCAS storage facility they will be expected to make alternative arrangements for the long term storage of the archive that meet the requirements of SCCAS.

Project Staff

Project Manager:	Dr Rhodri Gardner
Site monitoring:	SACIC Project Officer or Supervisor
Finds Manager/Post Roman finds:	Richenda Goffin
Roman Pottery/General finds:	Stephen Benfield, Dr Ruth Beveridge
Prehistoric pottery:	Anna Doherty (Archaeology South-East)
Prehistoric flint:	Sarah Bates (freelance)
Faunal remains:	Julie Curl (freelance)
Human remains:	Sue Anderson (freelance)
Environmental samples:	Val Fryer (freelance)

Bibliography

- Brown, N and Glazebrook, J. (Eds), 2000, *Research and Archaeology: a Framework for the Eastern Counties, 2. Research Agenda and Strategy*. East Anglian Archaeology Occasional Paper No. 8.
- Campbell, G, Moffett, L and Straker V., 2011, *Environmental Archaeology. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition)*. Portsmouth: English Heritage.
- English Heritage, 2006, *Understanding Historic Buildings*. English Heritage
- Historic England, 2015, *Management of Research in the Historic Environment (MoRPHE)*.
- Gurney, D., 2003, *Standards for Field Archaeology in the East of England*. East Anglian Archaeology Occasional Paper No 14.
- Chartered Institute for Archaeologists, 2014, *Standard and Guidance for an Archaeological Watching Brief*.
- Medlycott, M. (Ed), 2011, *Research and Archaeology Revisited: A revised framework for the East of England*. EAA Occasional Paper 24.
- SCCAS, 2010, *Deposition of Archaeological Archives in Suffolk*.

3. Health and safety/ Risk assessment **-REMOVED**

Emergency contacts

Local Police	Raingate Street, Bury St Edmunds, IP33 2AP	101
Local GP	The Guildhall and Barrow Surgery, Lower Baxter Street, Bury St. Edmunds, Suffolk, IP33 1ET	01284 701601
Location of nearest A&E	West Suffolk Hospital Hardwick Lane, Bury St. Edmunds, IP33 2QZ	01284 713000

Other Contacts

EMS (Jezz Meredith)		01449 900124
H&S (Stuart Boulter)		01449 900122

Appendix 2. OASIS form

OASIS DATA COLLECTION FORM: England

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Printable version

OASIS ID: suffolka1-222348

Project details

Project name	BSE 489 Ford House Monitoring, Shire Hall Complex, Bury St Edmunds, Suffolk
Short description of the project	Archaeological monitoring was carried out at Ford House, Shire Hall, in Bury St Edmunds, Suffolk. The site falls within the Scheduled Monument of Bury Abbey and within the Middle and Late Saxon and medieval settlement cores of the town. Subsequently the works had the potential to uncover deposits including human remains. Only limited excavation took place, for service trenches, shallow stripping of various areas, and the insertion of new posts. Apart from an undated dark grey silt sediment recorded in one trench, no archaeological features or finds were present. The site appeared in general to have been significantly built-up in order to level it and bring it above the floodplain of the River Linnet, which is immediately east of the site.
Project dates	Start: 03-11-2015 End: 02-02-2016
Previous/future work	Yes / Not known
Any associated project reference codes	BSE 489 - Sitecode
Any associated project reference codes	SMC S00111710 - Planning Application No.
Any associated project reference codes	ESF 23228 - HER event no.
Type of project	Recording project
Site status	Scheduled Monument (SM)
Current Land use	Other 3 - Built over
Current Land use	Other 2 - In use as a building
Monument type	LAYER Uncertain
Significant Finds	NONE None
Investigation type	"Watching Brief"
Prompt	Scheduled Monument Consent

Project location

Country	England
Site location	SUFFOLK ST EDMUNDSBURY BURY ST EDMUNDS BSE 489 Ford House Monitoring, The Churchyard
Postcode	IP33 1RX
Study area	326 Square metres
Site coordinates	TL 858 640 52.242311432192 0.721700259941 52 14 32 N 000 43 18 E Point

Project creators

Name of Organisation	Suffolk Archaeology CIC
Project brief originator	Local Planning Authority (with/without advice from County/District Archaeologist)
Project design originator	Dr Abby Antrobus
Project director/manager	John Craven
Project supervisor	Rob Brooks
Type of sponsor/funding body	Consultants/architects
Name of sponsor/funding body	Concertus Design and Property Consultants

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Archive ID	BSE 489
Digital Contents	"Survey","other"
Digital Media available	"Images raster / digital photography","Survey","Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	BSE 489
Paper Contents	"other"
Paper Media available	"Context sheet","Report","Survey ","Unpublished Text"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Ford House, Shire Hall Complex, Bury St Edmunds, Suffolk, Archaeological Monitoring and Photographic Record
Author(s)/Editor(s)	Brooks, R.
Other	SACIC Report No. 2015/085

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OASIS:

Please e-mail Historic England for OASIS help and advice

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Cite only: <http://www.oasis.ac.uk/form/print.cfm?id=241410> for this page

Appendix 3. Wall plates

Pre-building works



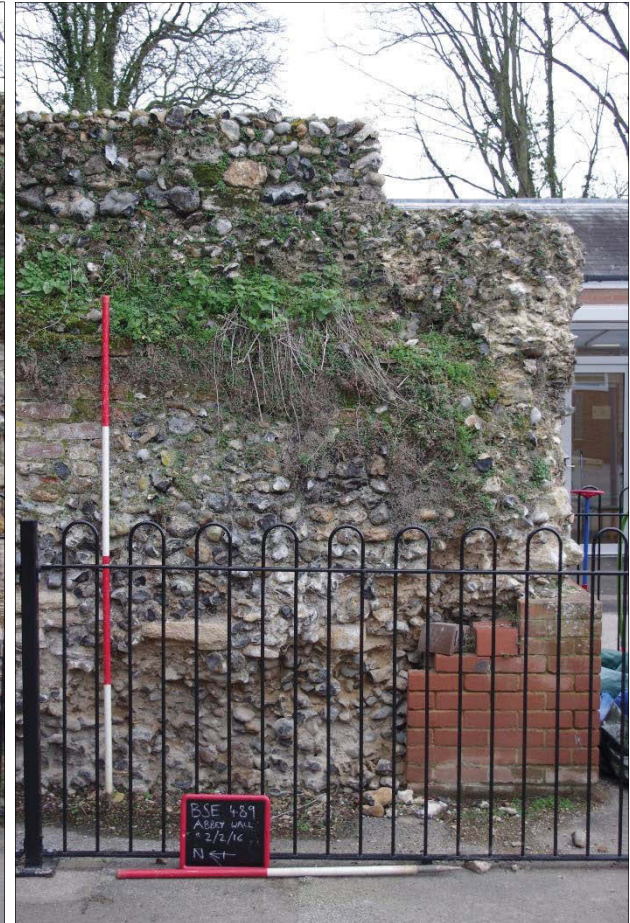
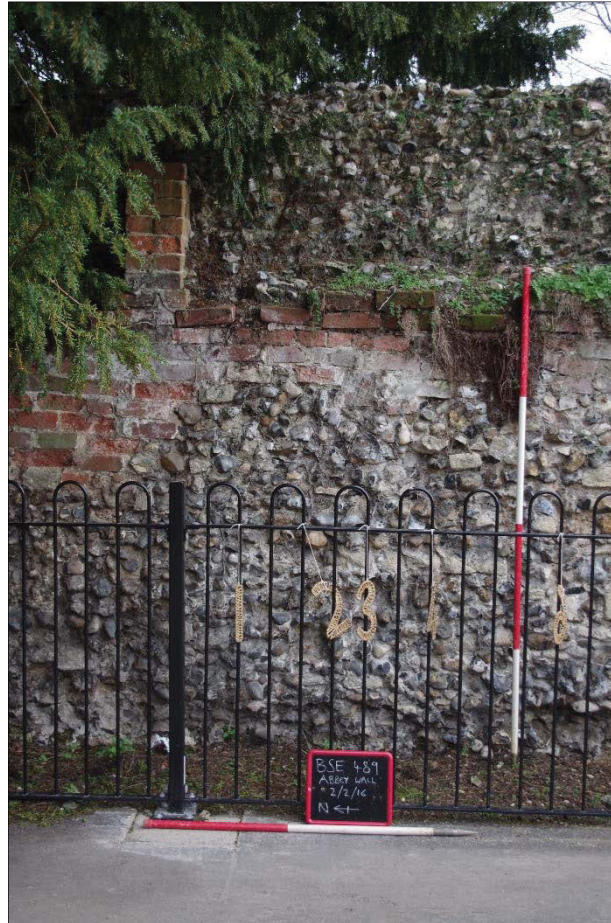
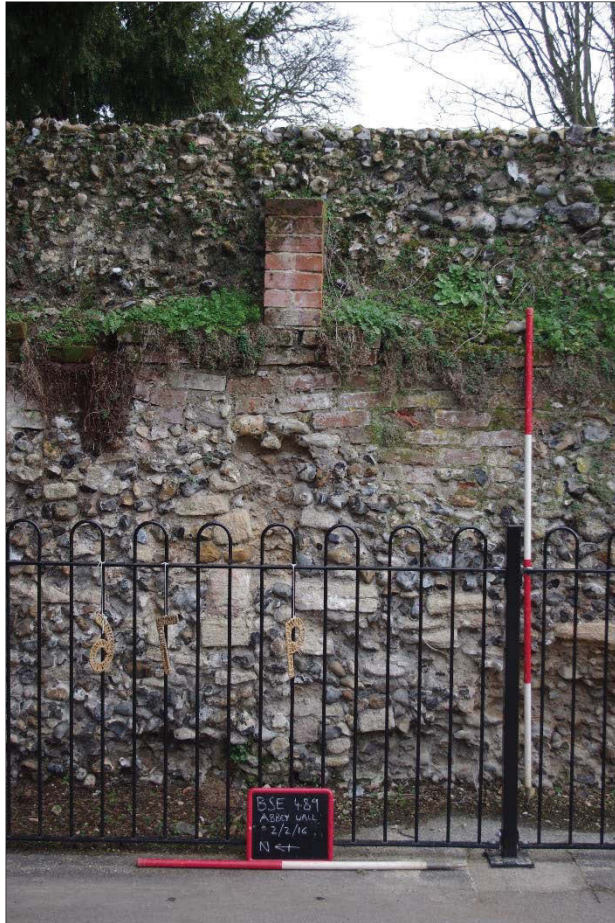
Plates 2-4. Western elevation of wall, from north (left) to south (1m scales, facing east)



Plate 5. Left – southern elevation of wall (0.5m scale, facing north)

Plates 6-7. Centre and right – eastern elevation of wall, from south to north (1m scale, facing west)

Post-building works



Plates 8-11. Western elevation of wall, from north (left) to south (1m and 2m scales, facing east)



Plate 12. Left – far northern end of western elevation (1m and 2m scales, facing east)



Plate 13. Right – southern and eastern elevations (scale in 0.5m increments, facing north-west).



Plates 14-15. Left and centre – eastern elevation, from south (left) to north (scale in 0.5m increments, facing west)

Plate 16. Right – eastern elevation extending to the rear of the shed (scale in 0.5m increments, facing north-west)

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