

SUFFOLK
ARCHAEOLOGY

• A HISTORY OF EXPERTISE •

**Land between Caxton Cottage and
Walnut Cottage,**
Thorney Green Road, Stowupland, Suffolk

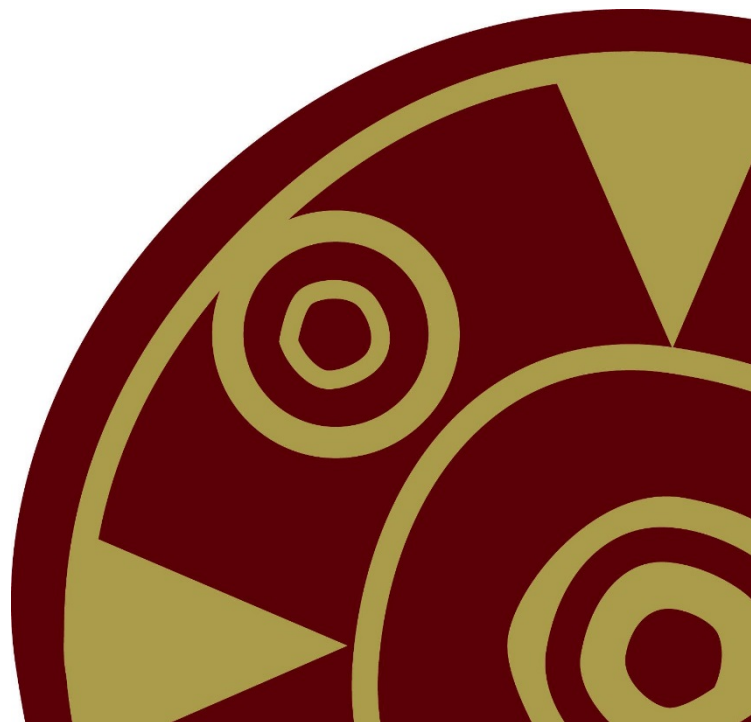
Client:

Tending and Coastal New Homes Ltd

Date:

September 2016

SUP 034 / ESF23324
Archaeological Evaluation Report
SACIC Report No. 2016/070
Author: J. A. Craven
© SACIC



HER Information

Site Code:	SUP 034
HER Event Number:	ESF23324
Site Name:	Land between Caxton Cottage and Walnut Cottage,Thorney Green Road
Report Number	2016/070
Planning Application No:	1952/15
Date of Fieldwork:	07/09/2016
Grid Reference:	TM 0660 6005
Oasis Reference:	233529
HER Search Reference:	9176227
Curatorial Officer:	Rachael Abraham (Suffolk CC Archaeological Service)
Project Officer:	John Craven
Client/Funding Body:	Tendring and Coastal New Homes Ltd

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 evaluation to assess the archaeological potential of land between Caxton Cottage and Walnut Cottage, Thorney Green Road, Stowupland, Suffolk was carried out to assess the impact of a proposed residential development on heritage assets.

The evaluation trenching showed that the potential archaeological horizon/intact geological surface lay at a depth of 0.4m, directly below a heavily disturbed 20th century topsoil, and so has potentially been truncated to an unknown degree. However as the modern ground-level of the plot is consistent with that of the adjacent Thorney Green, it would appear that any such truncation will have been slight.












No archaeological deposits were identified, apart from a still extant ditch known to date to at least the late 19th century when it marked the rear boundary of post-medieval settlement along the eastern edge of Thorney Green. This suggest the plot may have historically been an open space within the Green edge frontage.

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

An evaluation to assess the archaeological potential of land between Caxton Cottage and Walnut Cottage, Thorney Green Road, Stowupland, Suffolk (Fig. 1) was carried out to meet a condition on planning application 1952/15, in accordance with paragraph 128 of the National Planning Policy Framework.

The evaluation was requested by the archaeological advisor to the local planning authority, Rachael Abraham of Suffolk County Council Archaeological Service (SCCAS), with the project requirements being outlined in a SCCAS Brief (dated 29/10/2015). The project was subsequently carried out following a Suffolk Archaeology Written Scheme of Investigation (Appendix 3) which had been approved by SCCAS. The project was commissioned by Mr A Wicken of Tendring and Coastal New Homes Ltd.

The site, an area of 0.083ha, consists of a vacant plot of scrub ground between Caxton and Walnut Cottages, bordering the eastern side of Thorney Green. Enclosed by hedging and fencing the site was crossed from north-east to south-west by a substantial disused ditch, which had been backfilled in the neighbouring gardens (Pl. 3). Prior to the evaluation the site was cleared of vegetation by the client, with the ditch largely being infilled with hardcore in preparation for the development of a single residential unit and garage.

2. Geology and topography

The site lies at a height of c.60m above Ordnance Datum. Thorney Green itself is situated atop a level high plateau, c.1.7km east of the River Gipping.

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

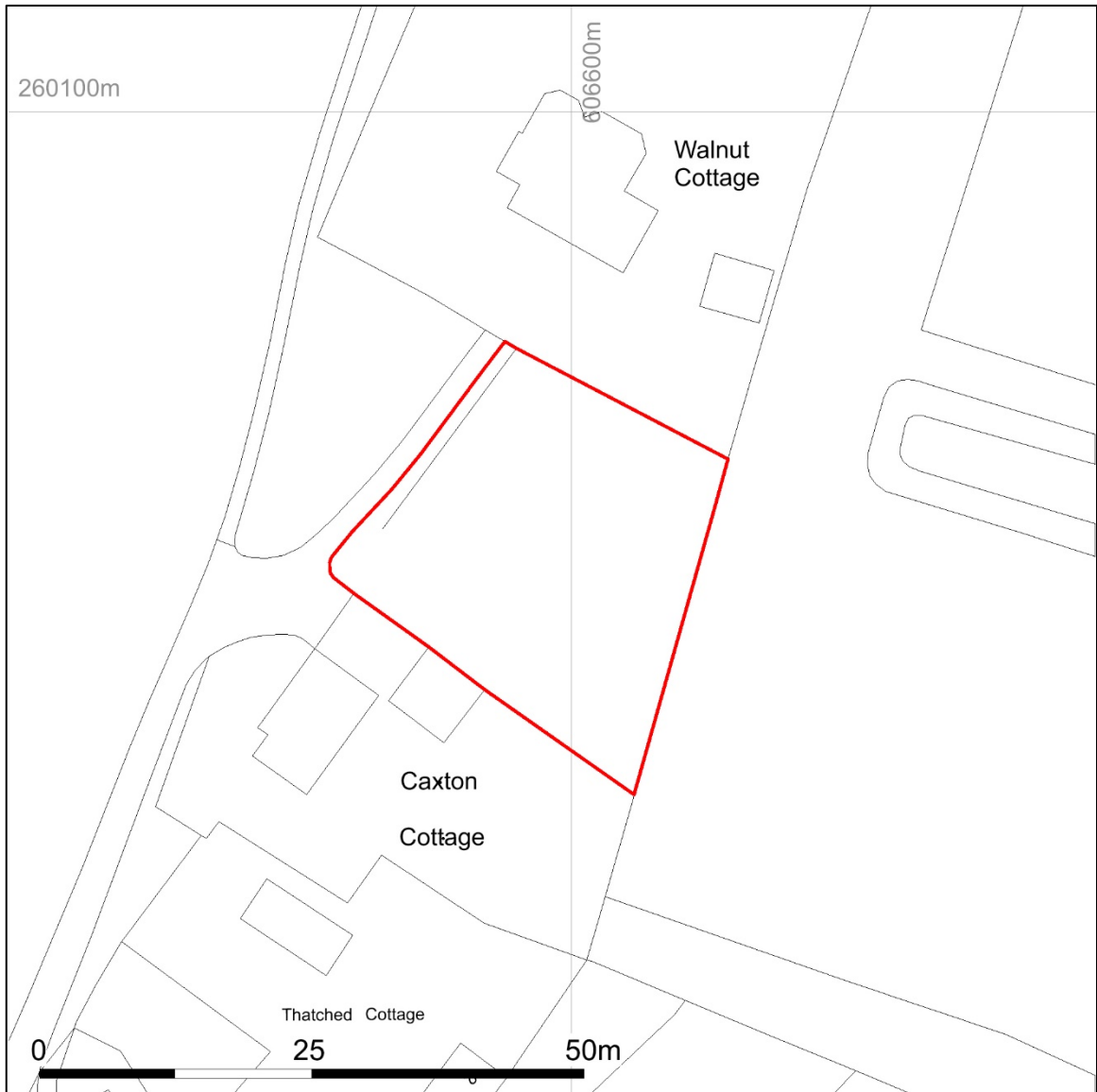
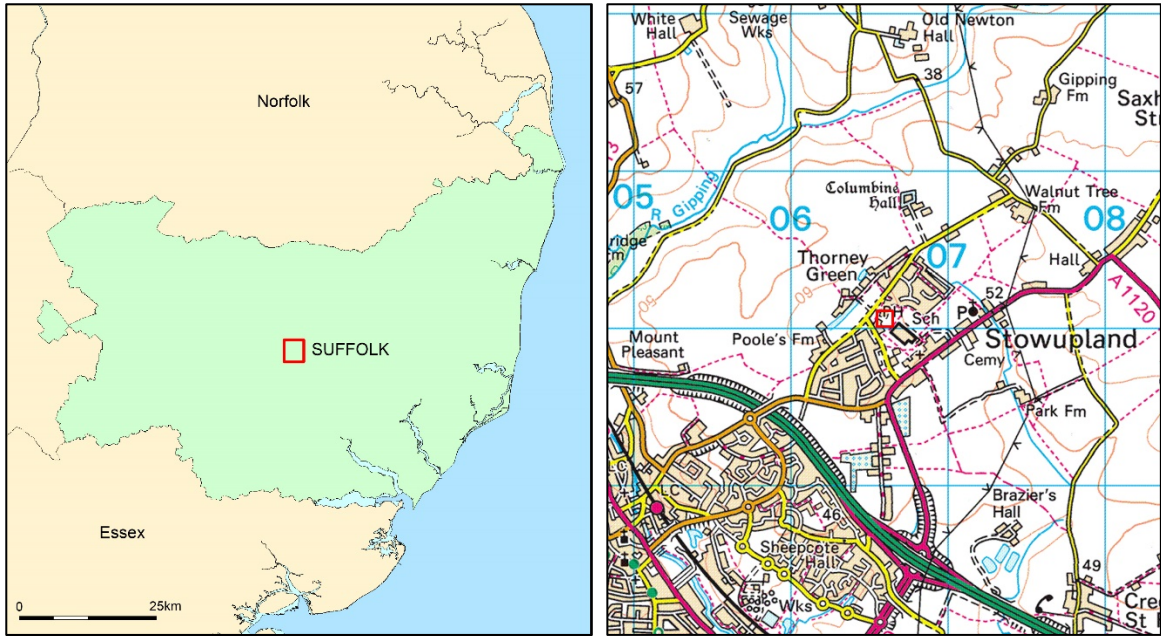


Figure 1. Location map
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3. Archaeology and historical background

The Brief stated that the condition was been placed as the site

'lies within an area of archaeological potential indicated by the County Historic Environment Record, situated on the edge of a medieval green (SUP 022) which is surrounded by a number of listed medieval and post-medieval buildings. As a result there is high potential for medieval and post-medieval occupation deposits to be disturbed by development.'

A search of the Suffolk HER, for a 500m radius centred on the site, was subsequently commissioned as part of the project (Ref No. 9190156). The full results of the search are held in the digital project archive.

The search identified five 'monuments', listed in Table 1 below and mapped in Appendix 1, all relating to the medieval and post-medieval history of Thorney Green.

Site Code	Name	Description	Period
SUP 002	Crown Farm	Moat. Two sides square with spur.	Medieval
SUP 004	The Croft (demolished)	Findspot of 13th century pottery.	Medieval
SUP 022	Thorney Green	Thorney Green, as existing, with additional areas where likely post-medieval encroachment within areas of original green edge ditch.	Medieval
SUP 024	Farm buildings at Green Farm	17th century barn and cartlodge.	17th C
SUP 026	Poole's Farmhouse	16th century farmhouse.	16th – 17th C

Table 1. Nearby HER entries

The search also identified ten Listed Buildings, dating from the 15th – 17th centuries, of which seven lay around the perimeter of Thorney Green (Appendix 1). The nearest of the listed buildings, Thatched Cottage (National Heritage List for England Ref No. 1032666), lies to the south and is described as a pair of cottages, originally dating to the mid-16th century, with 17th/18th century extensions and subject to a major remodelling in the 20th century. The property was a Public House known as The Retreat until the mid-20th century (the name now applies to a separate modern building to the east).

Historic Ordnance Survey mapping from the late 19th/early 20th century shows the site as consisting of a small open plot on the edge of Thorney Green and including part of a large open field to the east (Fig. 2). The original edge of Thorney Green may actually be a short distance to the west of the site, separated by a triangular area of open ground.

This triangle still exists, effectively now an extension to the main body of the Green, and is marked on its western side by a ditch, largely backfilled, that may be the original Green edge.

At some stage during the 20th century, likely related to the development of the adjacent High School, the boundary to the rear of the various properties such as Caxton and Walnut Cottages, was shifted eastwards, encroaching onto the open field. The partially extant ditch still on the site is a surviving element of this original boundary, which appears to have demarcated the rear of the post-medieval settlement along the green edge.

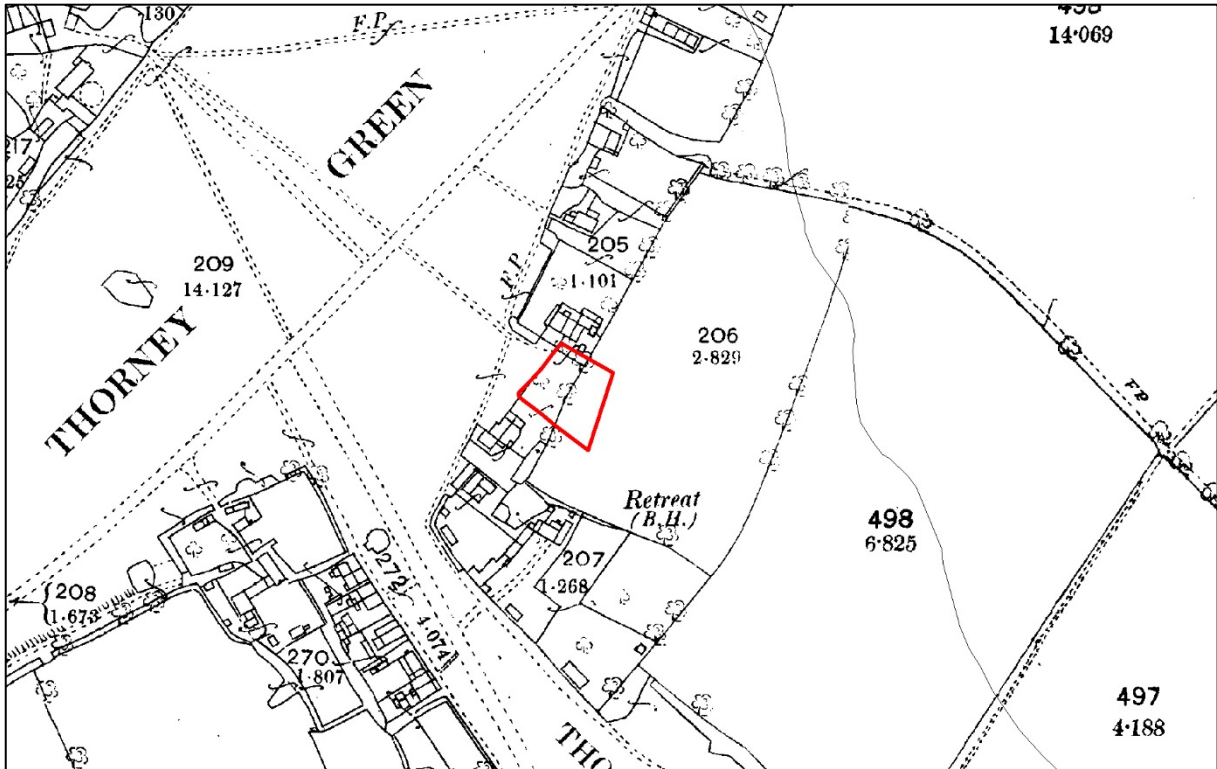


Figure 2. Site as shown on First Edition Ordnance Survey, 1886

4. Methodology

Two trenches, measuring 17m in total length and 1.8m wide, were excavated across the site by a mechanical excavator equipped with a toothless ditching bucket, under the supervision of an archaeologist (Fig. 3). Trench 01 was placed lengthways through the centred of the proposed house, with Trench 02 across the footprint of the proposed garage and driveway. Trench 02 was shortened slightly to avoid an area of hardcore forming the site access

The trenches were excavated to the top of the undisturbed natural subsoil or archaeological levels. Where required the trenches were cleaned, and potential features investigated, by hand. Trench and spoilheaps were scanned for artefactual material but, due to the heavy levels of modern contamination and material observed in the stripped soils, were not metal-detected.

A single continuous numbering system was used to record all layers, features and other deposits on SACIC *pro forma* sheets. Trench data was entered onto separate SACIC *pro-forma* sheets and photographic, drawing and soil sample registers were maintained. Trench positions, excavated sections and all levels were recorded by RTK GPS. Hand drawn plans at a scale of 1:50 were recorded on A3 *pro-forma* pre-gridded permatrace sheets. Digital colour photographs were taken of all stages of the fieldwork, and are included in the site archive. All site drawings have been scanned and are included in the digital archive.

An OASIS form (Appendix 2) has been completed for the project (reference no. suffolkc1-233529) 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>).

5. Results

5.1. Trench 01

(Pl. 1)

Trench 01 measured 10m long and 1.8m wide, and was placed on a south-west to north-east alignment, parallel to the western site boundary. The removal of 0.4m to 0.5m of modern topsoil (0001) directly exposed the natural geological surface of heavy boulder clay. Occasional small irregular pockets in the clay, and one linear cut at the north end of the trench, were infilled with 0001. This topsoil contained frequent 20th century rubbish, including metalwork and plastic, and large amounts of rubble, brick and charcoal. No archaeological deposits were identified.

5.2. Trench 02

(Pl. 2)

Trench 02 measured 7m long and 1.8m wide, and was placed on a south-east to north-west alignment, perpendicular to Trench 01. The south-east end showed a similar soil profile to Trench 01, with 0.4m of modern topsoil directly overlying the natural silty clay geology but the bulk of the trench was occupied by the extant ditch 0002.

The ditch, which had moderate sloping sides, measured c.5m wide and was cleaned by machine to a depth of 0.85m below the natural clay surface, until the water table was reached, meaning the true base of the ditch cut was not observed. The lowest observed fill, 0005, was a dark grey silty/clay loam, with occasional fragments of post-medieval/modern brick. Above this, slumping in from the western side, was a 0.2m thick modern (?) layer of crushed chalk mixed with soil (0004) which extended beyond the ditch to the west. The upper fill of the ditch, 0003, was a modern topsoil with heavy tree root disturbance.



Plate 1. Trench 01, facing southwest



Plate 2. Trench 02 and ditch 0002, facing west



Plate 3. 0002 boundary ditch, prior to hardcore infilling, facing north

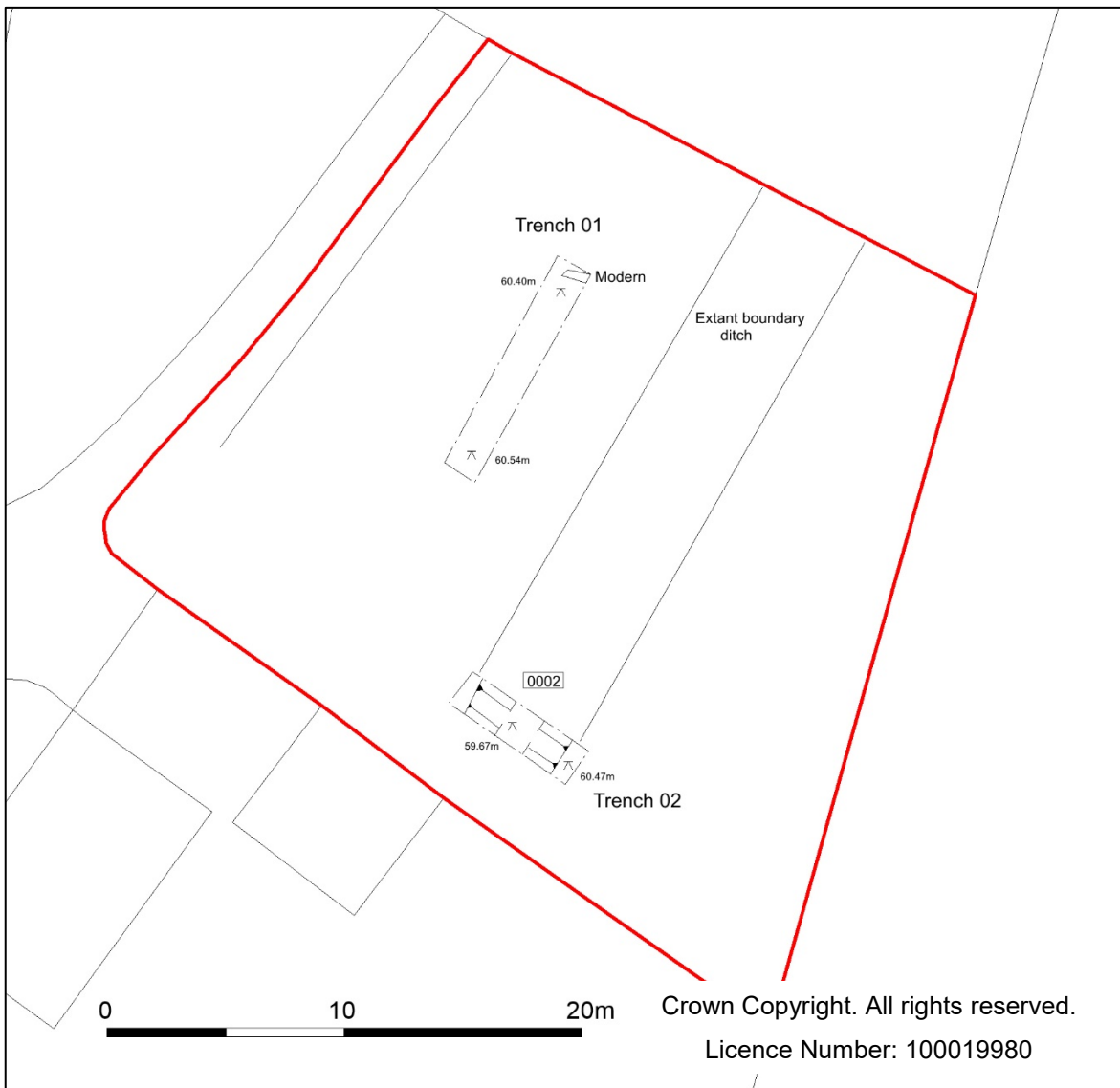


Figure 3. Trench plan

6. Discussion

The evaluation trenching shows that the potential archaeological horizon/intact geological surface lies at a depth of 0.4m, directly below a heavily disturbed 20th century topsoil, and so has potentially been truncated to an unknown degree. However as the modern ground-level of the plot is consistent with that of the adjacent Thorney Green, it would appear that any such truncation will have been slight.

No archaeological deposits were identified, apart from the extant ditch 0002, and no evidence was seen for any activity pre-dating the post-medieval/modern period.

The ditched boundary is known to date to at least the late 19th century, when it marked the rear boundary of post-medieval settlement along the eastern edge of Thorney Green. It is quite possible that this boundary originated in the earlier post-medieval or medieval periods but the surviving cut and observed infilling deposits all appeared to be 20th century in date, indicating that past maintenance such as dredging/recutting has removed any earlier evidence of its form.

The apparent low truncation to the site as a whole suggests that the absence of archaeological deposits is due to a genuine lack of past activity and it would seem that the majority of the plot may have historically been an open space within the Green edge frontage, as depicted in 1886. Although the proposed development will cause significant ground disturbance the potential for this to affect archaeological deposits is therefore thought to be low.

7. Archive deposition

The complete physical and digital archive is held by Suffolk Archaeology at their office and stores in Needham Market, Suffolk, pending deposition with SCCAS.

8. Acknowledgements

The project management was managed, directed and carried out in full by John Craven. Suffolk Archaeology would like to thank the client Mr A Wicken for his co-operation in supplying and operating plant.

9. Bibliography

Websites

British Geological Survey

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

Appendix 1. Suffolk HER search maps

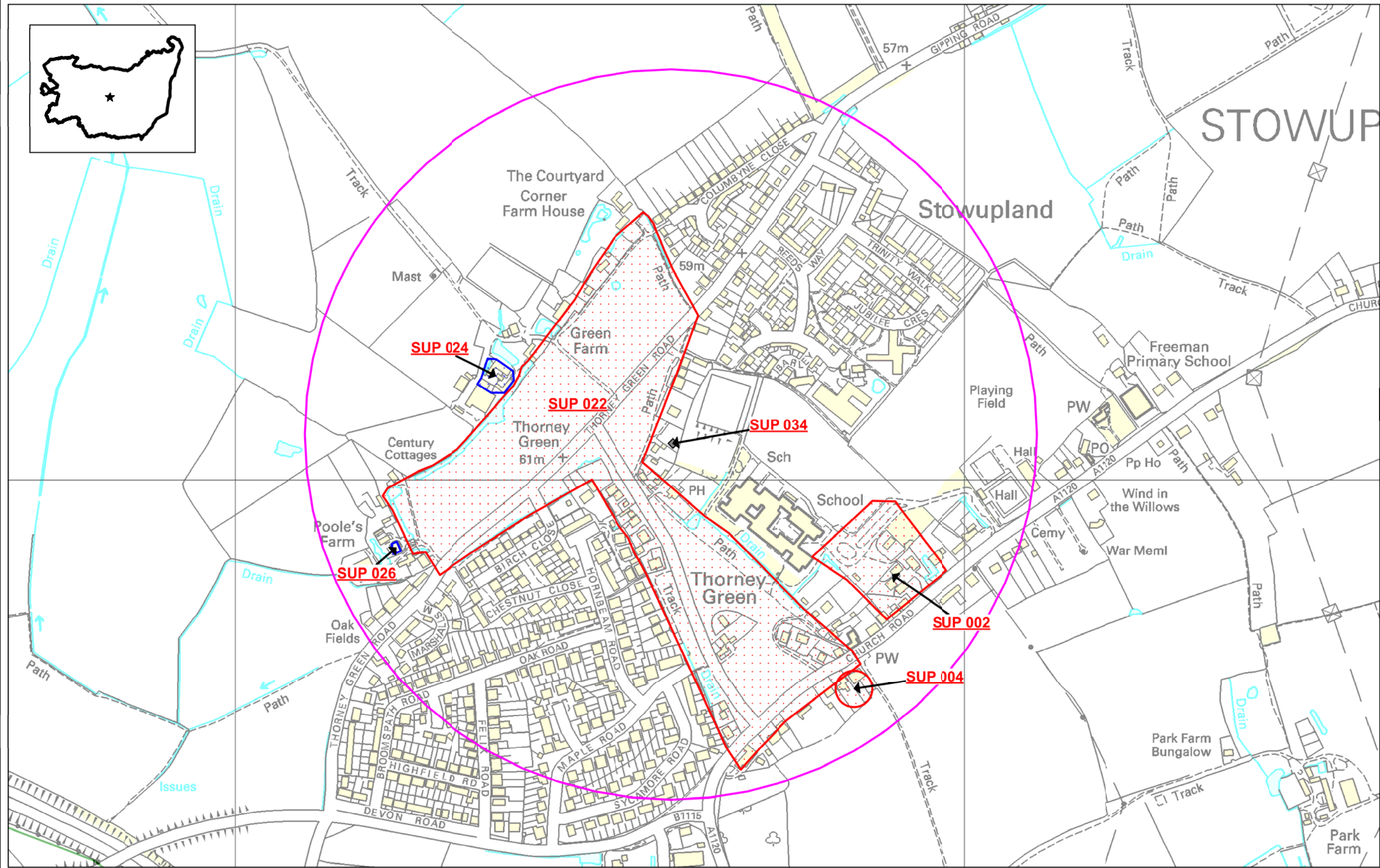
HER monuments

Thorney Green, Stowupland

Compiled by on 18 December 2015

Suffolk Historic Environment Record
Suffolk County Council Archaeological Service
9/10 The Churchyard, Shire Hall, Bury St Edmunds, IP33 1RX
01284 741237 / archaeology.her@suffolk.gov.uk

Scale 1:5169



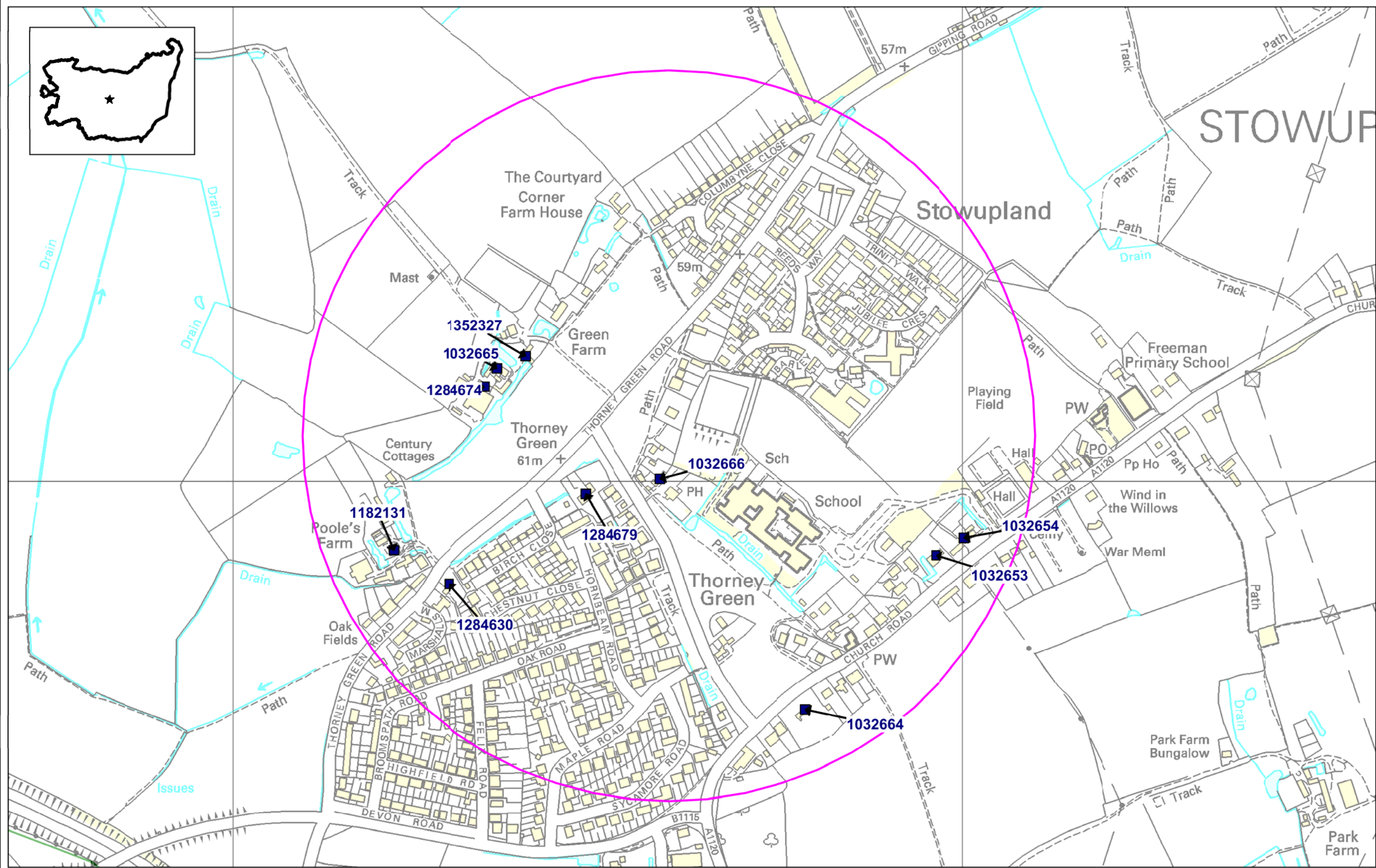
Listed Buildings

Thorney Green, Stowupland

Compiled by on 18 December 2015

Suffolk Historic Environment Record
Suffolk County Council Archaeological Service
9/10 The Churchyard, Shire Hall, Bury St Edmunds, IP33 1RX
01284 741237 / archaeology.her@suffolk.gov.uk

Scale 1:5151



Appendix 2. OASIS form

OASIS ID: suffolka1-233529

Project details

Project name	SUP 034 Land between Caxton Cottage and Walnut Cottage, Thorney Green Road, Stowupland,
Short description of the project	An evaluation to assess the archaeological potential of land between Caxton Cottage and Walnut Cottage, Thorney Green Road, Stowupland, Suffolk was carried out to assess the impact of a proposed residential development on heritage assets. The evaluation trenching showed that the potential archaeological horizon/intact geological surface lay at a depth of 0.4m, directly below a heavily disturbed 20th century topsoil, and so has potentially been truncated to an unknown degree. However as the modern ground-level of the plot is consistent with that of the adjacent Thorney Green, it would appear that any such truncation will have been slight. No archaeological deposits were identified, apart from a still extant ditch known to date to at least the late 19th century when it marked the rear boundary of post-medieval settlement along the eastern edge of Thorney Green. This suggest the plot may have historically been an open space within the Green edge frontage.
Project dates	Start: 07-09-2016 End: 07-09-2016
Previous/future work	No / Not known
Any associated project reference codes	ESF23324 - HER event no.
Any associated project reference codes	SUP 034 - Sitecode
Any associated project reference codes	1952/15 - Planning Application No.
Type of project	Field evaluation
Current Land use	Vacant Land 2 - Vacant land not previously developed
Monument type	DITCH Modern
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)

Project location

Country	England
Site location	SUFFOLK MID SUFFOLK STOWUPLAND SUP 034 Land between Caxton Cottage and Walnut Cottage, Thorney Green Road, Stowupland,
Study area	0.08 Hectares
Site coordinates	TM 0660 6005 52.199397282833 1.02354163206 52 11 57 N 001 01 24 E Point
Height OD / Depth	Min: 60m Max: 61m

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	Tendring and Coastal New Homes Ltd

Project archives	
Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Contents	"other"
Digital Media available	"GIS","Images raster / digital photography","Text"
Paper Archive recipient	Suffolk HER
Paper Contents	"other"
Paper Media available	"Context sheet","Report","Section"
Project bibliography 1	
Publication type	Grey literature (unpublished document/manuscript)
Title	Land between Caxton Cottage and Walnut Cottage, Thorney Green Road, Stowupland, Suffolk
Author(s)/Editor(s)	Craven, J. A.
Other bibliographic details	SACIC Report No. 2016/070
Date	2016
Issuer or publisher	Suffolk Archaeology CIC
Place of issue or publication	Needham Market, Suffolk
Description	SACIC bound evaluation report

Appendix 3. Written Scheme of Investigation



Land between Caxton Cottage and Walnut Cottage, Thorney Green Road, Stowupland, Suffolk

Client:

Tending and Coastal New Homes Ltd

Date:

December 2015

SUP 034

Written Scheme of Investigation and Risk Assessment –
Archaeological Evaluation

Author: John Craven

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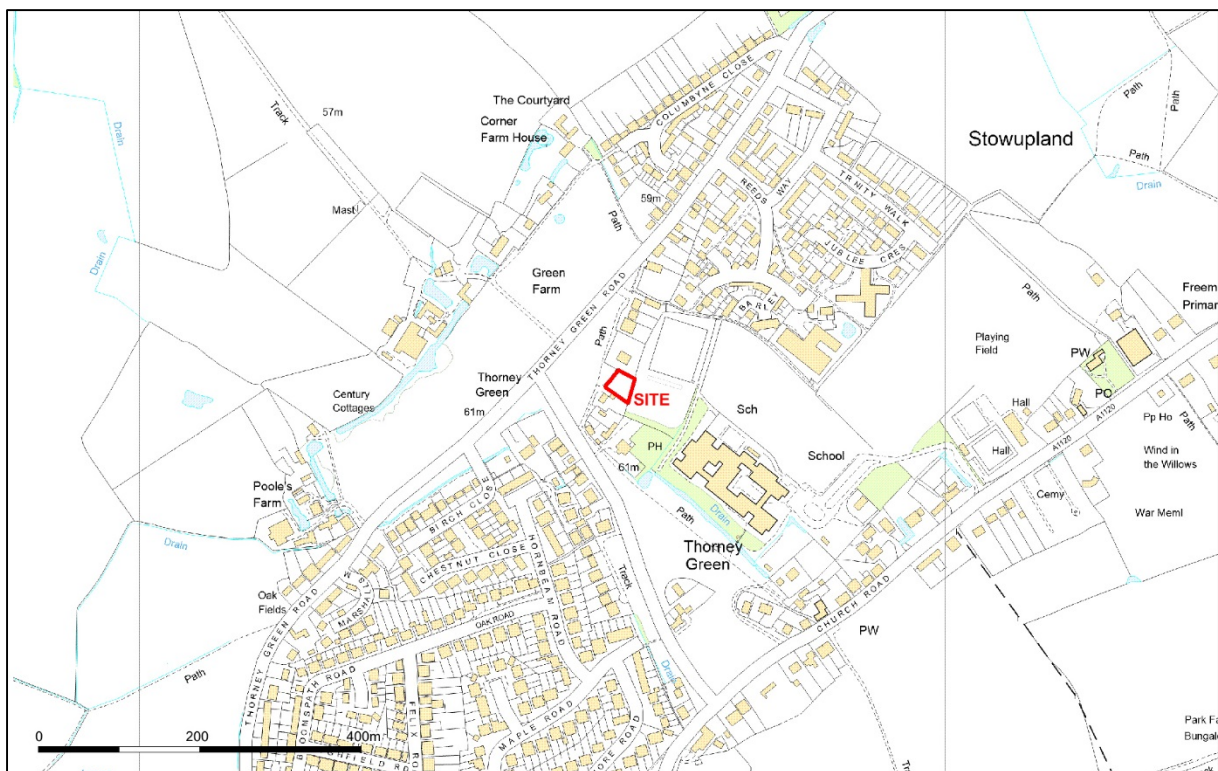
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Project details

Planning Application No:	1952/15
Curatorial Officer:	Rachael Abraham
Grid Reference:	TM 0660 6005
Area:	c.830sqm
HER Event No/Site Code:	ESF 23324 / SUP 034
Oasis Reference:	233529
Project Start date	TBC
Project Duration:	c. 1day
Client/Funding Body:	Tendring and Coastal New Homes Ltd
SACIC Project Manager	John Craven
SACIC Project Officer:	TBC
SACIC Job Code:	SUPGRY001

1. Introduction

- A program of archaeological evaluation is required to assess the site of residential development on land between Caxton Cottage and Walnut Cottage, Thorney Green Road, Stowupland, Suffolk (Fig. 1) for heritage assets, by a condition on planning application 1952/15, in accordance with paragraph 141 of the National Planning Policy Framework.
- The work required is detailed in a Brief (dated 29/10/2015), 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.



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Figure 1. Location map

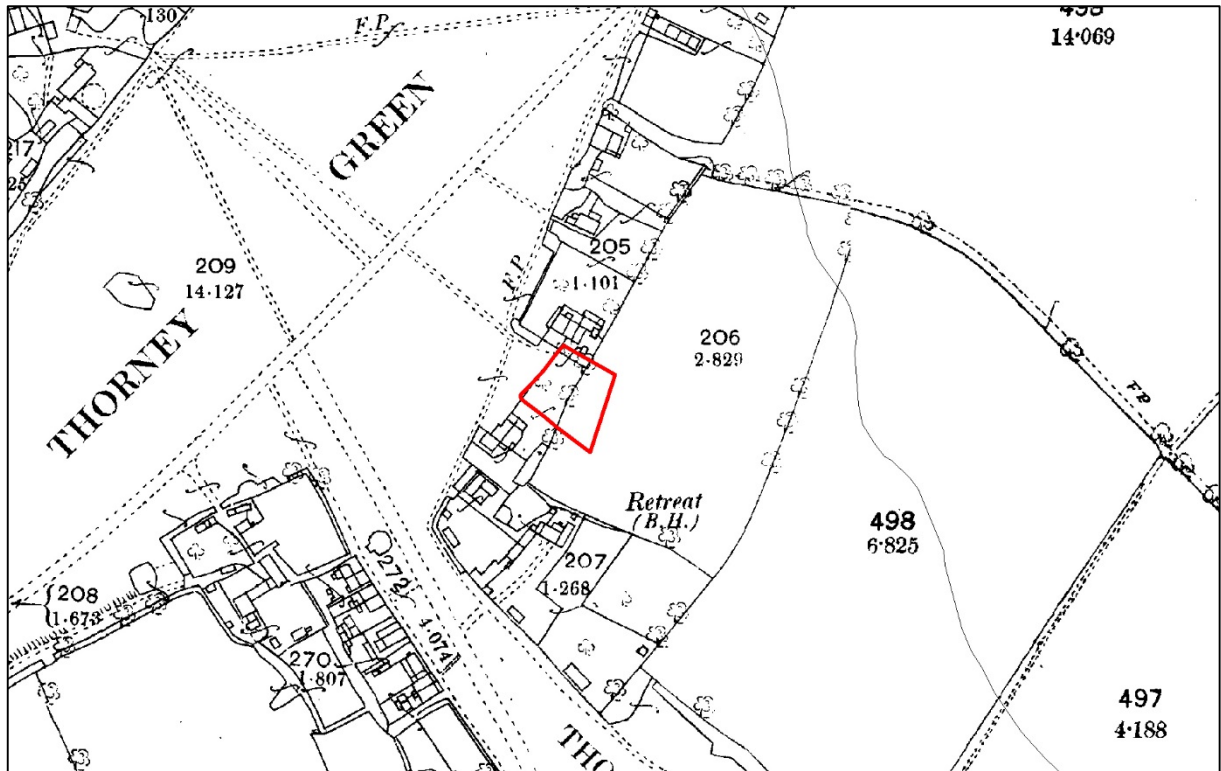
2. The Site

- The site consists of a small open plot of scrub ground, enclosed by hedging and fencing, between Caxton and Walnut Cottages. A ditch runs along the western boundary and a second short length of surviving ditch, which is to be infilled, is shown on development plans as crossing the eastern part of the site from NE-SW. The proposed development of a house and garage lies largely across the centre of the site.
- The site lies at a height of c.60m above Ordnance datum. Thorney Green itself is situated atop a level high plateau.
- The site geology consists of superficial deposits of glacial tills of the Lowestoft Formation overlying sedimentary bedrock of Crag Group Sand (British Geological Survey website).

3. Archaeological and historical background

- The Brief states that the condition has been placed as the site
‘lies within an area of archaeological potential indicated by the County Historic Environment Record, situated on the edge of a medieval green (SUP 022) which is surrounded by a number of listed medieval and postmedieval buildings. As a result there is high potential for medieval and postmedieval occupation deposits to be disturbed by development.’
- The nearest of the listed buildings, Thatched Cottage, lies to the south. Its entry in the National Heritage List for England (NHLE Ref No. 1032666) states that this building is a pair of cottages, originally dating to the mid-16th century as a 2-cell end-chimney house with 17th/18th century extensions and subject to a major remodelling in the 20th century. Formerly a Public House known as The Retreat until the mid-20th century (the name now applies to a separate modern building to the east).
- Historic Ordnance Survey mapping from the late 19th/early 20th century shows the site as consisting of a small open plot on the edge of Thorney Green and extending east into a large open field (Fig. 2). At some stage during the 20th

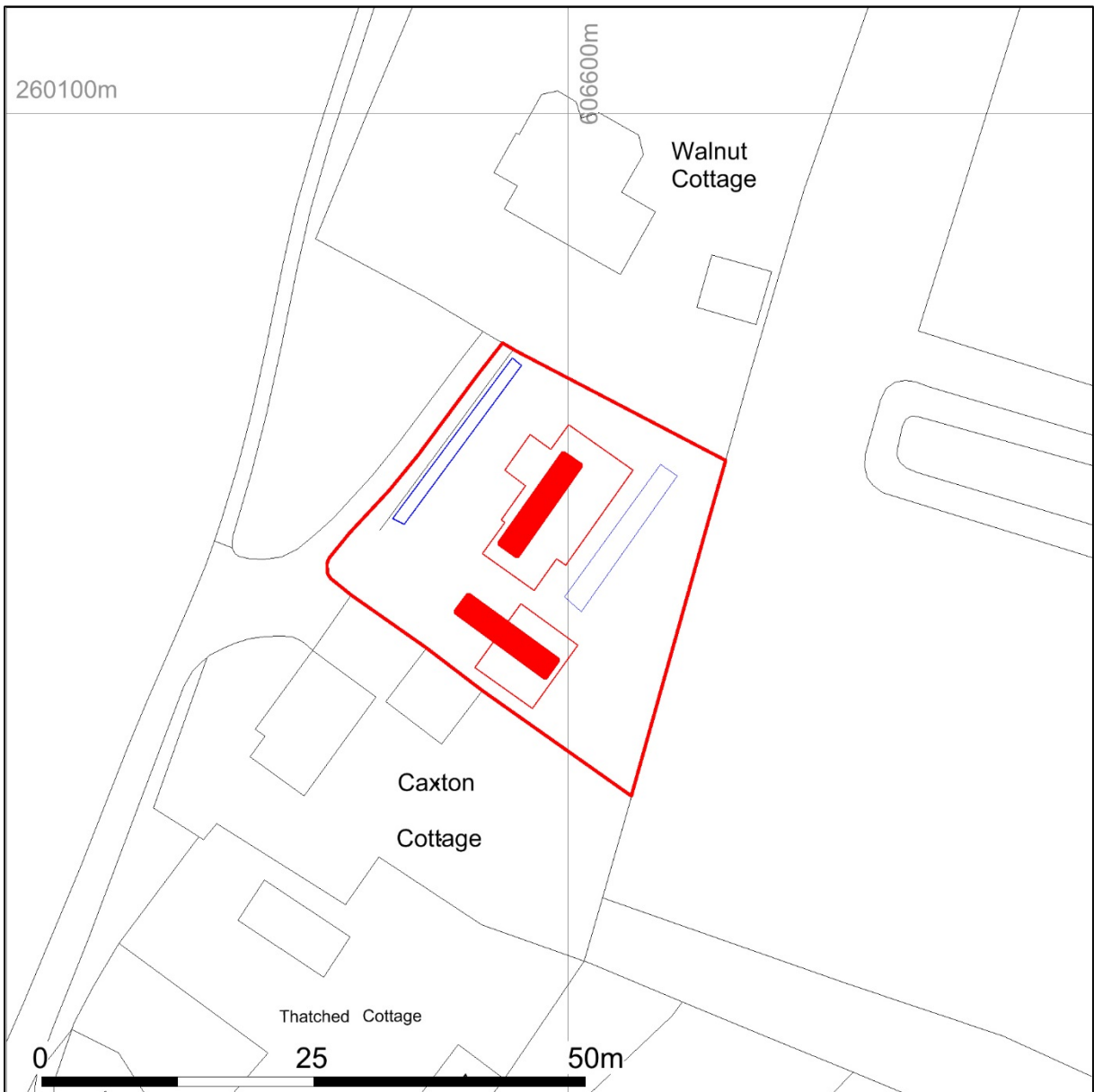
century, likely related to the development of the adjacent High School, the boundary to the rear of the various properties such as Caxton and Walnut Cottages, shifted eastwards, encroaching on the open field. The partially extant ditch still on the site likely marks the former boundary line.



Site as shown on First Edition Ordnance Survey, 1886

4. Project Objectives

- 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 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.



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Figure 3. Proposed trench plan

Proposed development and trenching (red), extant ditches (blue)

5. Archaeological method statement

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, Historic England 2015). The project will also follow *Requirements for Trenched Archaeological Evaluation 2011, ver 1.2* (SCCAS 2011).
- 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

- An event number (ESF 23324) and site code (SUP 034) have been obtained from the Suffolk HER Officer and will be included on all future project documentation.
- A Suffolk HER search has been commissioned and results will be used to inform the final report.
- 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 Chartered Institute for Archaeology's (CIFA) paper 'Standard and Guidance for archaeological field evaluation', 2014.
- The archaeological fieldwork will be carried out by members of SACIC led by a 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 placement of 20m of 1.8m wide trenching across the footprints of the proposed house and garage, and a proposed trench plan is included above (Fig. 3). 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 (Campbell *et al* 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 Historic England Science Advisor for the 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 and the Coroner informed. 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 SACIC store at Needham Market, Suffolk. 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.
- 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 (Historic England 2015), 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 SACIC'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 (Historic England 2015) 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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Websites

British Geological Survey

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

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