



31, High Street
Southwold, Suffolk

Client:
GB Chadd (Holdings) Ltd

Date:
February 2018

SWD 078
Archaeological Excavation Report
SACIC Report No. 2018/001
Author: M. Sommers
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**31, High Street
Southwold, Suffolk**

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SACIC Report No. 2018/001

Author: Mark Sommers

Editor: John Craven

Report Date: February 2018

HER Information

Site Code: SWD 078

Site Name: 31, High Street, Southwold, Suffolk

Report Number 2018/001

Planning Application No: DC/16/0305/FUL

Date of Fieldwork: 15th and 16th January 2018

Grid Reference: TM 5057 7634

OASIS Reference: suffolka1-305329

HER Search Reference 9209134

Curatorial Officer: Dr Abby Antrobus (SCC Archaeological Service)

Project Officer: Mark Sommers

Client/Funding Body: GB Chadd (Holdings) Ltd

HER Search invoice no. n/a

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.

Prepared By: Mark Sommers

Date: 02/02/2018

Approved By: John Craven

Position: Project Manager

Date: 08/02/2018

Contents

Summary

1. Introduction	1
2. Geology and topography	3
3. Archaeology and historical background	3
4. Methodology	7
5. Results	7
6. Finds and environmental evidence	8
7. Discussion	8
8. Conclusions	8
9. Archive deposition	9
10. Acknowledgements	9

List of Figures

Figure 1. Location map	2
Figure 2. Location of excavation area and recorded features	6
Figure 3. 1st Edition Ordnance Survey map, 1:2500 scale sheet, published 1884	8

List of Plates

Plate 1. General view of excavated area (camera facing south)	10
Plate 2. General view of site showing excavated area and the retained façade	10
Plate 3. Sample view of the overburden removed (camera facing southwest)	11
Plate 4. Pit 0004 (foreground) with Well 0003 (middle right; camera facing northeast)	11
Plate 5. Well 0003 (camera facing southeast)	12
Plate 6. Curved bricks used in the construction of Well 0003	12

List of Appendices

Appendix 1. Written Scheme of Investigation	
Appendix 2. OASIS data collection form	

Summary

An archaeological excavation was carried out within a plot of land at 31, High Street, Southwold, Suffolk, in advance of a retail development. An area just over 100m² was mechanically stripped down to the level of the natural subsoil which revealed a brick built well dating to the 19th century and a roughly rectangular pit of a similar date. No earlier features or artefacts were noted. There was no evidence of any significant truncation or disturbance of the natural subsoil and the absence of earlier evidence in an area of probable medieval and post-medieval activity suggests that the site formerly lay within an open area land, either a market space or a small green (the area to the north is known as Barnaby Green), until it was encroached on by development in the mid-18th century. (Mark Sommers, Suffolk Archaeology Community Interest Company, for GB Chadd (Holdings) Ltd).

1. Introduction

Planning permission has been granted for the redevelopment of 31, High Street, Southwold, Suffolk (application number DC/16/0305/FUL). One of the conditions attached to the planning consent called for an agreed programme of archaeological work to be put in place prior to the development, in accordance with the National Planning Policy Framework (para 141).

The property comprises a 19th century structure with a 1960s addition that housed a retail unit. The proposed redevelopment entailed the demolition of all structures. Part of the 19th century façade was to be retained and incorporated into a newly constructed complex of retail units and residential apartments. A basement is also to be constructed to provide storage for the proposed retail units.

The archaeological excavation, as specified in a Brief by Dr Abby Antrobus of the Suffolk County Council Archaeological Service, was to comprise the footprint of the proposed basement as its construction would entail the complete destruction of any heritage assets that may exist within this area. Based on this Brief a Written Scheme of Investigation (WSI) was produced by SACIC and subsequently approved by Dr Antrobus on behalf of the Local Planning Authority (Appendix 1).

The National Grid Reference for the approximate centre of the site is TM 5057 7634. Figure 1 shows a location plan of the site.

The excavation was carried out on the 15th and 16th January 2018 by Suffolk Archaeology Community Interest Company (SACIC) who were commissioned by Richard Utting Associates LLP, on the behalf of their client, GB Chadd (Holdings) Ltd.

Due to the negative results of the archaeological excavation fieldwork the monitoring of other groundworks has been omitted. This report is presented as a full and final archive of the project and further analysis/publication is not required.

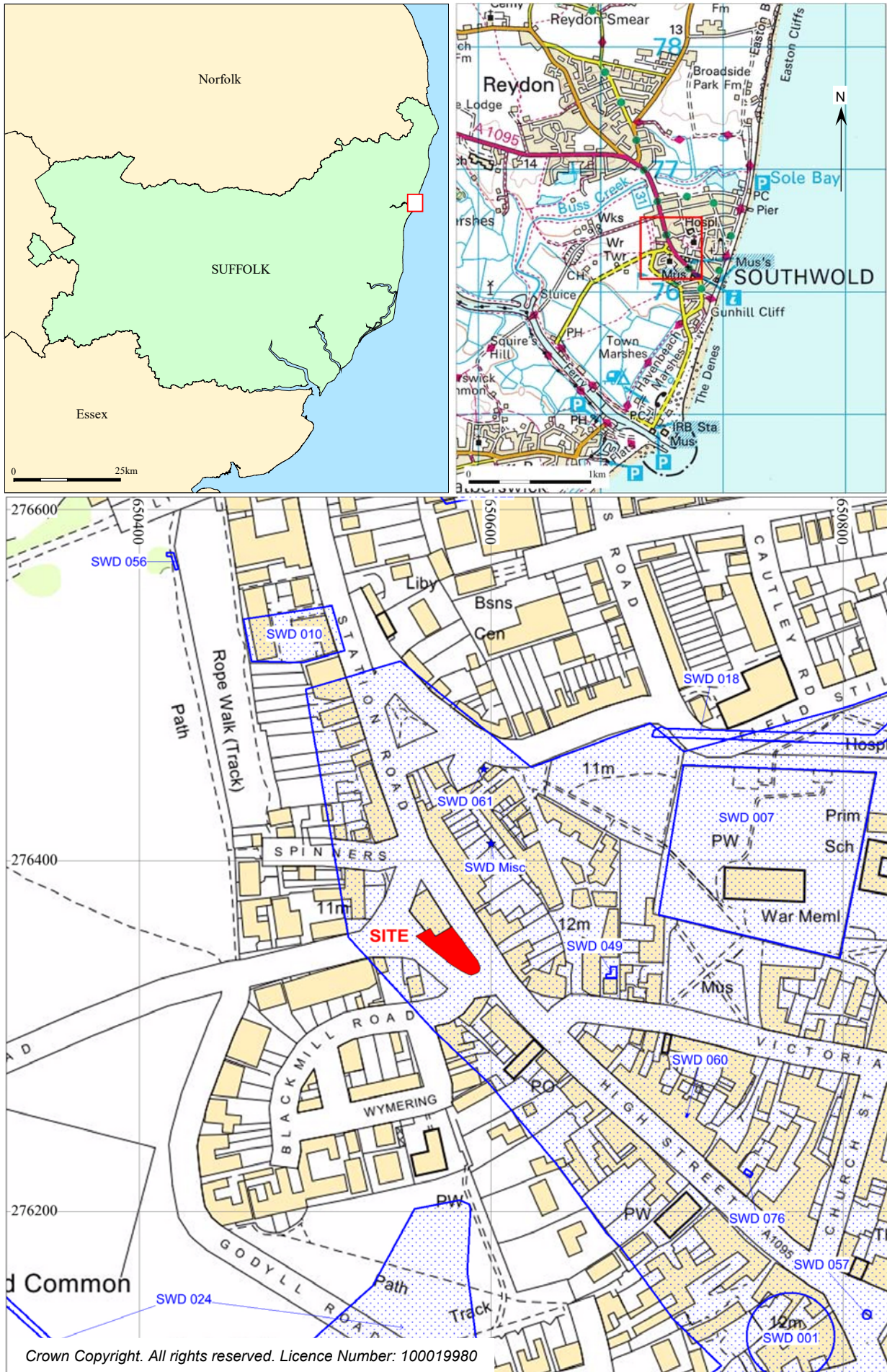


Figure 1. Location map

2. Geology and topography

The site geology consists of sedimentary bedrock of Crag Group sand (British Geological Survey website; 1:50,000 scale map). No overlying superficial deposits are recorded.

The site lies at a height of c.11m above Ordnance Datum, on a level plateau. Southwold is a coastal town and the North Sea lies approximately 500m to the southeast. The site is roughly triangular in shape. It is bounded by High Street to the northeast, York Road to the southwest and existing properties that front High Street to the northwest.

3. Archaeology and historical background

The site lies within the historic core of Southwold, as recorded in the County Historic Environment Record (HER, ref. SWD 051) where it is described as the 'indicative area of the medieval town of Southwold'. Southwold is mentioned in the Domesday Book of 1086 as a fishing port. Due to a northward shift of the River Blyth it became a trading port in the 14th and 15th centuries although the port had declined by the post-medieval period due to further coastal changes. A major fire in 1659 caused considerable damage to many of the town buildings and the medieval parish church of St Edmund's, which stands c.150m to the east of the development site. The town is surrounded by marshland that has restricted its growth and today it is a popular genteel seaside resort.

The Design and Access statement for the project, by Louis de Soissons Architects, states that the main structure within the site was originally built in the 19th century as a detached house called 'Anchor Villa' but that it had been in retail use from the 1940s. The extension was added in the 1960s along the High Street frontage.

The site comprises part of an 'island' of buildings surrounded by modern highways (High Street, York Road, and Barnaby Green to the north) that together form a roughly triangular area. Two of the buildings within this group are listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for their special architectural or historic interest. They comprise the former *Kings Head Hotel/Public House* (entry number: 1384362, listed Grade II) described as a former house dating from the mid-18th century (with later additions), that was converted to a public house in

1836, and 25, *High Street* (entry number: 1384363, Grade II), recorded as a house with shop dating from the early 19th century but with later alterations.

A search of the Historic Environment Record search (HER Search Ref. 9209134), for the local area was undertaken. The site locations are marked in Figure 1 and a summary of the entries is as follows:

HER No.	Date	Nature of Evidence
SWD 001	Rom & Pmed	Sestertius of Faustina II, reverse indecipherable. Also a post-medieval well. Both found during alterations to existing building.
SWD 007	Med	Church of St Edmund. Entirely rebuilt circa 1430. Possibly the second of the two churches recorded as Domesday churches for the parish of Reydon.
SWD 010	Pmed	Southwold town gas works (site of)
SWD 018	WW2	A pair of slit trenches and a gun emplacement are visible as earthworks on Tibby's Green and St Edmund's Green, Southwold, on 1941 aerial photographs.
SWD 024	WW2	Aerial photographs from 1941 (S1) show a trench c 30m long with an associated pillbox surrounded by barbed wire on Southwold Common. Approx 300m north-west a further feature, which appears to be a sunken square structure surrounded by a bank, can be seen. Also, around 20 nissen huts can be seen close to the water tower on the common on a 1945 image with what appears to be the beginnings of an anti-aircraft battery. A section of zig-zag trench and a barbed wire enclosure can be seen, close to a small gun emplacement and c 100m north of a rectangular barbed wire enclosure.
SWD 049	Med	Monitoring of ground works for an extension to Crossways, Victoria Street, revealed a single ditch in the eastern footing which contained pottery of late 13th-14th century.
SWD 056	Med & Pmed	Four pits and features were identified during a watching brief. Three contained Post Medieval pottery and ceramic building materials. One piece of early medieval pottery and one late medieval sherd were recovered from the marshland on the north side of Buss Creek and a layer of oyster shells of possible late medieval to early post-medieval origin was discovered on the south side of the creek.
SWD 057	Pmed	Cast iron water pump of 1873 in Market Place by George Child, who owned a foundry nearby.
SWD 060	Pmed	Archaeological monitoring revealed a capped well and a brick structure. The arched red brick structure was on a west-north west to east-north east alignment and appeared to continue east beyond the area of excavation. The function of this structure is not clear and it does not appear to relate to any buildings or features visible on the early edition Ordnance Survey maps.

SWD 061	Med & Pmed	A series of late post medieval and modern pits and post holes were identified along with two sherds of medieval pottery.
SWD 076	Pmed	Monitoring revealed that abutting the house to the north was a buried mid-19th – early-20th century cold water store. Associated with this cold water store were six made ground layers, with finds including glass, iron fragment and clay pipe.
SWD Misc1	Pmed	Glass bottle, C17, height 9 7/8 inches (25 cm). Round, flattened body, with long narrow neck. Golden-brown glass. The contents were discarded but a urine test was positive, so may have been used as a witch bottle. Found by donor mortared into the wall of his garden. Given by R L Adams, Barnaby Cottage, High Street, Southwold.

Table 1. Summary of HER entries

The nearby HER entries include references to WW2 defences and the town gas works but there are relatively few relating to the pre-19th century settlement, which is in part probably due to limited archaeological fieldwork within the urban areas.

The site lies 170m to the west of the medieval Church of St Edmund (SWD 007) and nearby monitoring by SACIC 100m to the east at Crossways, Victoria Street (SWD 049) a medieval ditch with late 13th -14th century pottery was identified. Other fieldwork just outside the immediately local area, such as monitoring at 22 High Street (SWD Misc2), 1 Church Street (SWD 052), 68-70 High Street (SWD 054) and an evaluation of land at Victoria Street/Field Stile Road (SWD 046) all failed to encounter archaeological deposits of any note, although the latter lay outside of the historic settlement area.

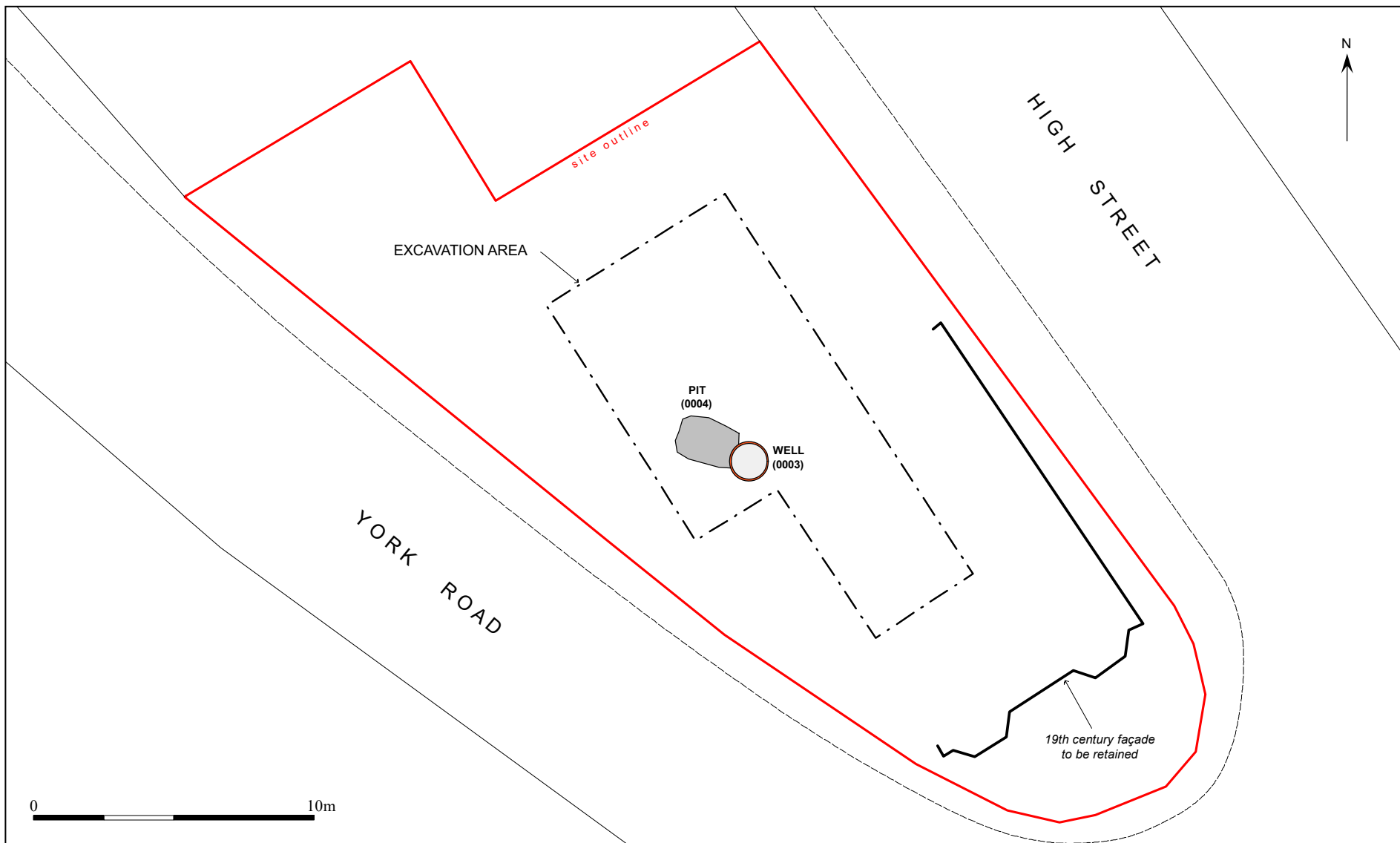


Figure 2. Location of excavation area and recorded features

4. Methodology

The excavation area was mechanically stripped of topsoil down to the surface of the natural subsoil using a tracked excavator fitted with a toothless ditching bucket. The resultant spoil was immediately off-sited by lorry.

The machining was closely observed throughout in order to recover any artefacts or deposits that may be revealed. Once exposed the surface of the natural subsoil was examined for any cut features that could potentially be of archaeological significance.

In the event no significant interventions or deposits were encountered although two 19th century features were encountered. These were roughly cleaned by hand and photographed using a 12 megapixel digital camera with appropriate scales in place. A measured sketch plan of these features were then constructed, which was to be used to produce surface plan of the site, and the depth of the overburden was recorded. Unique context numbers were allocated to the recorded deposits and features.

5. Results

A single area, measuring approximately 16m by 7.5m and with an area of just over 100m² was excavated (Fig. 2; Plates 1 and 2). The overburden removed generally comprised c.0.25 to 0.3m layer of grey brown silty sand with occasional fragments of soft red brick and tile (0001), which directly overlay the natural subsoil. In some areas of the site, particularly towards the western corner this material was buried beneath a layer of silty grey sand (0002) mixed with frequent brick rubble (Plate 3). The natural subsoil consisted of a orange to dark yellow sand with podzolised areas of dark brown to black hard pan.

Other than a clearly modern drainage manhole and associated pipework, only two interventions into the natural subsoil were present. These comprised a circular brick lined shaft (0003) and a roughly rectangular pit (0004) filled with a grey sandy silt that contained occasional fragments of post medieval brick and tile (Plate 4). This feature was immediately adjacent to, and was possibly cut by, the brick lined shaft.

The brick-lined shaft (0003) had an external diameter of c.1.4m and was constructed of

soft red bricks cemented with a white to pale yellow lime mortar (Plate 5). Only the top two courses of brickwork could be seen. The brick themselves were frogless and measured approximately 0.22m by 0.11m by 0.7m. They were also had a curved shape to aid the formation of the circular shaft (Plate 6).

6. Finds and environmental evidence

No artefacts were recovered and no environmental samples were taken.

7. Discussion

No significant archaeological features or deposits were noted within the excavation area. The brick lined shaft is undoubtedly a well and is roughly coincidental with a pump marked on the 1st Edition Ordnance Survey map, 1:2500 scale sheet, published in 1884 (Fig.3; the presence of a pump is indicated by the letter 'P' with the adjacent dot marking its position). This map also shows that the pump and the site of pit 0004 is within an open yard to the rear of the 19th century structure. It is likely the pit is related to the 19th century structure, either having been dug during its construction or possibly in relation to the construction of the well.

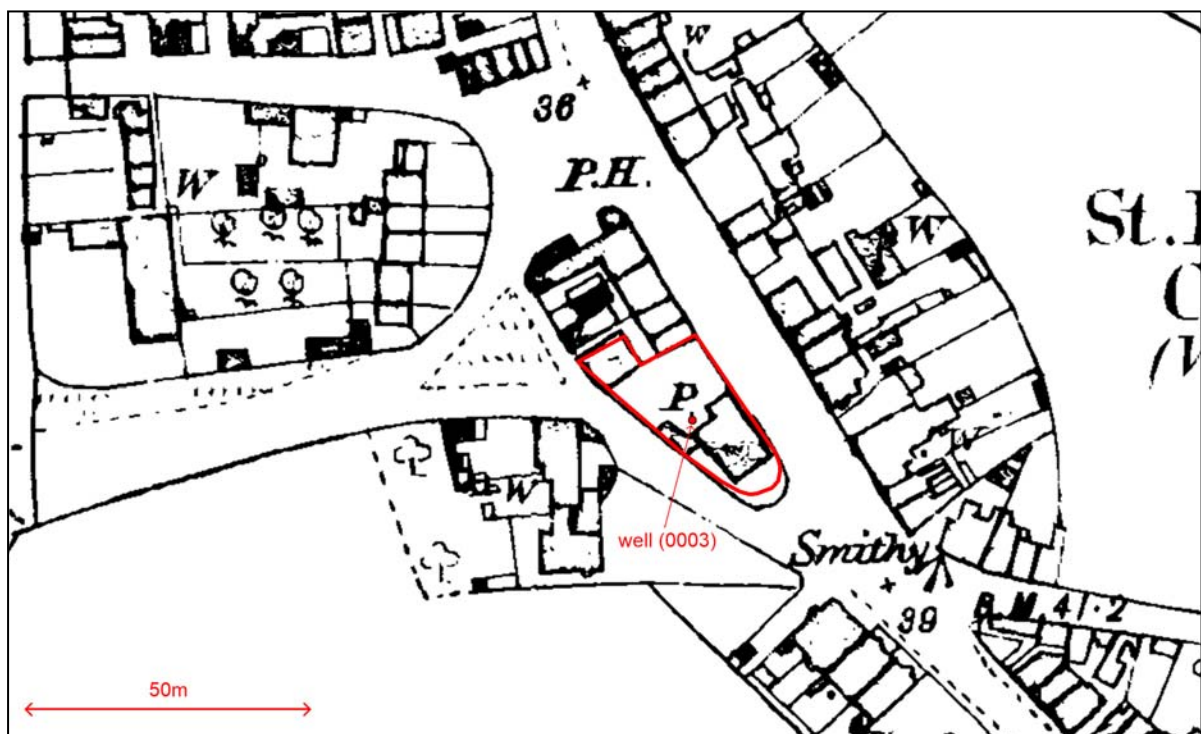


Figure 3. 1st Edition Ordnance Survey map, 1:2500 scale sheet, published 1884 (rescaled extract). Development site is outlined in red

There was no indication that the upper surface of the natural subsoil had suffered from any significant truncation and the presence of a podzolised staining and hard pan could be seen as further evidence for this. The staining and hard pan is similar to deposits that are recorded in open heathlands suggesting that this area was once open heathland.

The complete absence of any archaeological deposits or features that positively predate the 19th century is not the result of destruction by later activity but is an indication that this site was previously open ground. The layout of the surrounding roads suggests the existence of a former open space, such as a market or a green, with the latter being more likely given that the road to the north is named Barnaby Green, which was later encroached on. This encroachment appears to have started during the mid-18th century with the construction of the former Kings Head to the north, and continued into the 19th century with the building of Anchor House.

8. Conclusions

The results of the excavation indicate that no significant heritage assets are under threat by this development. The recorded evidence suggests this was an open area, probably part of Barnaby Green, before encroachment during the 18th and 19th centuries.

9. Archive deposition

Paper, digital and photographic archive will be sent to the County HER, ref. SWD 078. The project has also been entered onto OASIS, the online archaeological database, ref. suffolka1-305329. For a copy of the entry see Appendix 2.

10. Acknowledgements

The fieldwork was carried out by Mark Sommers. Project management was undertaken by John Craven who also provided advice during the production of the report and undertook the final editing. Suffolk Archaeology CIC would like to thank the client's building contractor, Duncan & Son (Southwold) Ltd, for supplying the plant and operator.

Plates

Note: scales (where used) are divided into 0.1m alternately coloured segments



Plate 1. General view of excavated area (camera facing south)



Plate 2. General view of site showing excavated area and the retained façade (camera facing southeast)



Plate 3. Sample view of the overburden removed (camera facing southwest)



Plate 4. Pit 0004 (foreground) with Well 0003 (middle right; camera facing northeast)



Plate 5. Well 0003 (camera facing southeast)



Plate 6. Curved bricks used in the construction of Well 0003

Appendix 1. Written Scheme of Investigation



31 High Street Southwold, Suffolk

Client:
Richard Utting Associates LLP

Date:
December 2017

Written Scheme of Investigation and Risk Assessment
Archaeological Excavation
Author: John Craven
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Contents

1. Introduction	i
2. The Site	i
3. Archaeological and historical background	iii
4. Project Objectives	iv
5. Archaeological method statement	iv
6. Bibliography	xii

List of Figures

Figure 1. Location map	ii
Figure 2. Site as shown on First Edition Ordnance Survey of 1884	iii
Figure 3. Excavation area plan, as shown on architect proposals (Dec 2017)	v

List of Appendices

Appendix 1. Brief	
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Project details

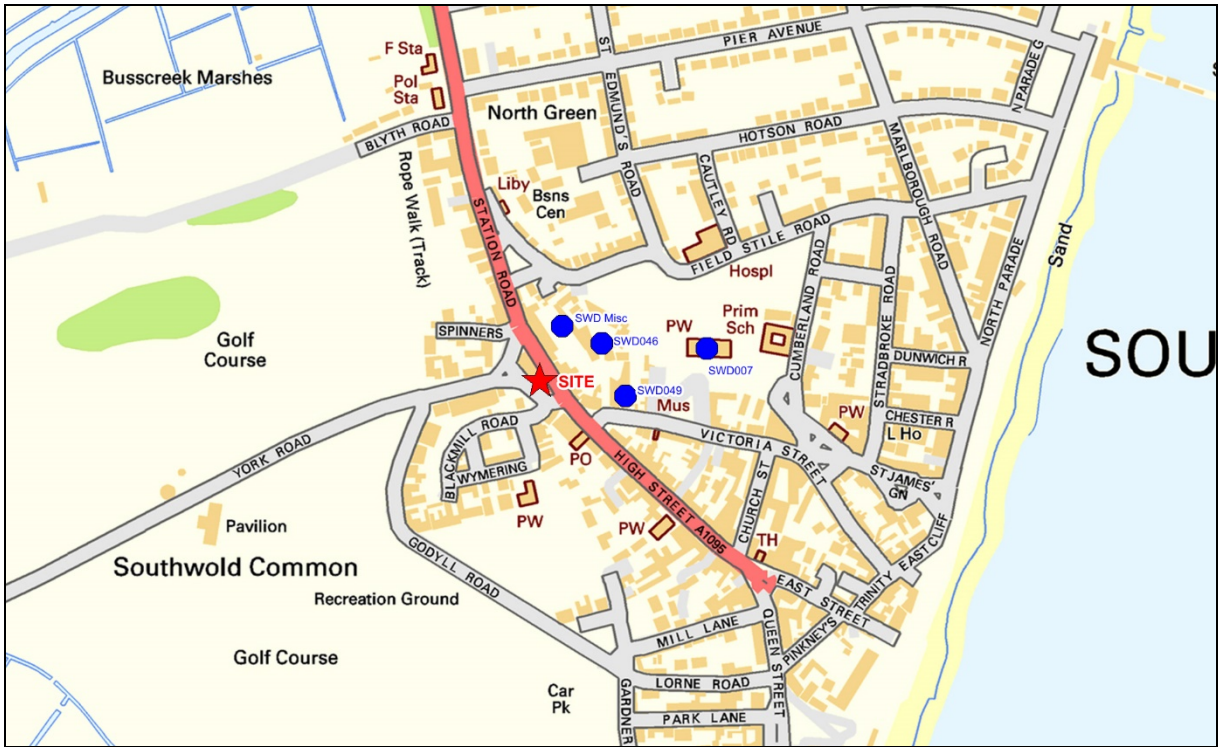
Planning Application No:	DC/16/0305/FUL
Curatorial Officer:	Dr Abby Antrobus (Suffolk CC Archaeological Service)
Grid Reference:	TM 5058 7635
Area:	c.93sqm
HER Event No/Site Code:	TBC
Oasis Reference:	TBC
Project Start date	TBC
Project Duration:	c.2 weeks
Client Agent:	Richard Utting Associates LLP
SACIC Project Manager	John Craven
SACIC Project Officer:	TBC
SACIC Job Code:	SWDHIG002

1. Introduction

- A program of archaeological excavation is required to record any archaeological deposits on the proposed site of retail development at 31 High Street, Southwold, Suffolk (Fig. 1), in accordance with paragraph 141 of the National Planning Policy Framework.
- The work is required by two conditions on planning application DC/16/0305/FUL, and is detailed in a Brief (dated 12/07/2016), produced by the archaeological adviser to the Local Planning Authority (LPA), Dr Abby Antrobus of Suffolk County Council Archaeological Service (SCCAS). The Brief (Appendix 2) specifies the excavation of an area of c.93sqm (Area 1 – location of a proposed basement) and potential monitoring of development groundworks in other parts of the site (Area 2).
- Suffolk Archaeology CIC (SACIC) has been contacted by the client's agent, with a view to carrying out the project. This document details how, if SACIC is commissioned, the requirements of the Brief and general SCCAS guidelines for excavation (SCCAS 2012) will be met, and is to be 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.
- It should be noted that, following the excavation fieldwork, the assessment report will establish the further analysis required to publish the site in an updated project design (UPD). If approved by SCCAS the work outlined in the UPD will need to be completed to allow final discharge of planning conditions. The client is advised to consult with SCCAS as to their obligations following receipt of the excavation assessment report.

2. The Site

- No. 31 High Street, states the projects Design and Access statement by Louis de Soissons Architects, was '*originally built in the Victorian period as a detached house, called Anchor Villa...and has been used as a retail unit since the 1940's. In the 1960's an unattractive single storey flat roofed rear extension was built on the High Street frontage...*' It sits at the southern end of a triangular island formed between the High Street, York Road and Barnaby Green, towards the north-west end of the late 19th/early 20th century town.
- The proposed development will see the demolition of the 1960's extension to the north of No. 31 and the removal of much of No 31 itself, leaving only the façade, and the construction of new retail units and flats. These works will include a new c.93sqm basement extending under both the footprint of No.31 and the 1960's extension. The development groundworks will cause significant ground disturbance and this will likely disturb or destroy any archaeological deposits present.
- The site lies at a height of c.10m above Ordnance Datum within the town, which is situated on what is essentially an island bordered to the east by the sea, to north and west by Buss Creek and to the south and west by the River Blyth.
- The site geology consists of sedimentary bedrock of Crag Group sand (British Geological Survey website). No overlying superficial deposits are recorded.



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Figure 1. Location map

3. Archaeological and historical background

- The site is deemed by SCCAS to be of archaeological interest and potential as it lies *'within the historic core of Southwold (SWD 051). There is therefore high potential for archaeological deposits, features and finds to be present on the site, relating to the medieval development of the town in particular. Traces of buildings, pits and ovens may be anticipated. The proposed works would cause significant ground disturbance with the potential to damage any archaeological deposits that exist.'*
- A full Historic Environment Record search for the surrounding area will be commissioned, prior to groundworks, if SACIC is appointed to the project but an initial examination has been made of the available records on the Suffolk Heritage Explorer website and the SACIC company archives. Nearby records include entries relating to WW2 defences and the town gas works but there are relatively few relating to the pre-19th century settlement, which is in part probably due to limited archaeological fieldwork within the urban areas.
- The site lies 170m to the west of the medieval Church of St Edmund (SWD007) and nearby monitoring by SACIC 100m to the east at Crossways, Victoria Street (SWD049), in its former role as the SCCAS Field Team, identified a medieval ditch with late 13th -14th century pottery (Everett 2009). Other fieldwork by SCCAS/FT however, such as monitoring at 22 High Street (SWD Misc), 1 Church Street (SWD052), 68-70 High Street (SWD054) and an evaluation of land at Victoria Street/Field Stile Road (SWD046) all failed to encounter archaeological deposits of any note, although the latter lay outside of the historic settlement area. A 17th century 'witch' bottle is recorded as being found mortared into a wall 70m to the north (SWD Misc).

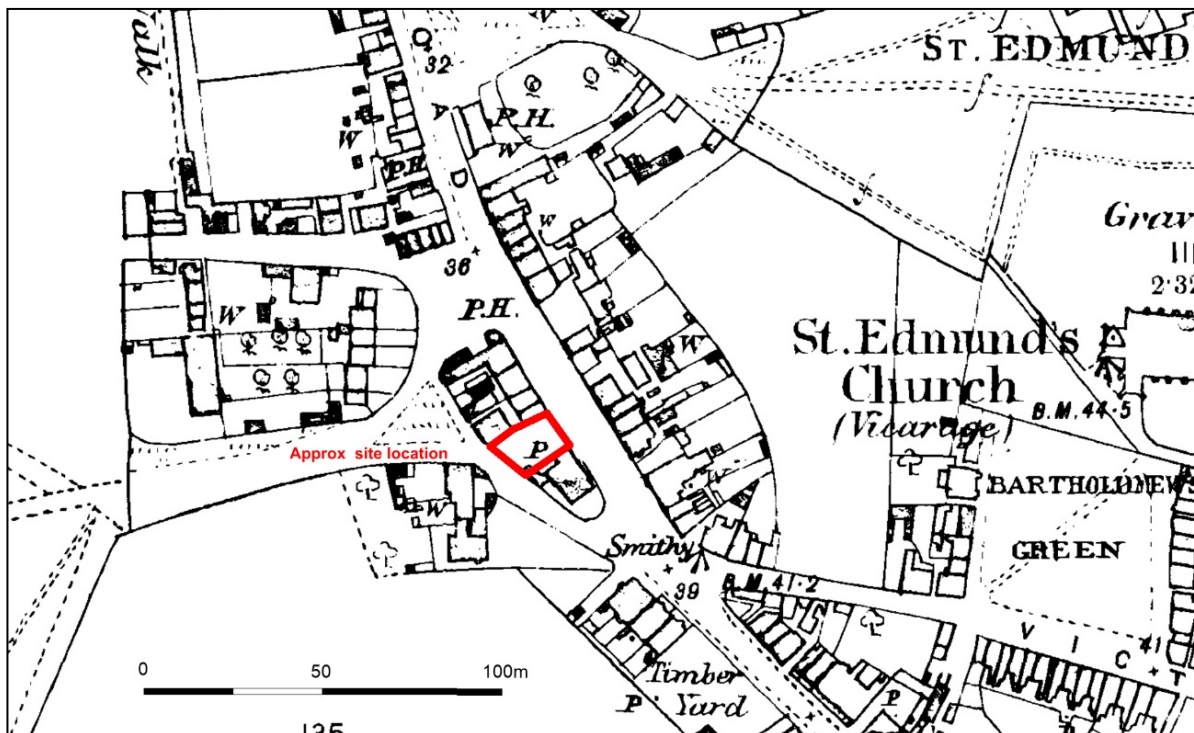


Figure 2. Site as shown on First Edition Ordnance Survey of 1884

- The First (Fig. 2), Second and Third Edition Ordnance Survey maps of the late 19th/early 20th century all show the development area as an open plot to the north of No.31, which was therefore infilled by the existing buildings that are to be demolished during the 20th century.

4. Project Objectives

- The aim of the project is to 'preserve by record' all archaeological deposits within the defined excavation area, prior to its development, via the creation of a full site archive and accompanying archive report and publication text.
- The project will:
 - Excavate and record all archaeological deposits present on the site.
 - Produce a full site archive.
 - Produce a post-excavation assessment report that presents the results of excavation fieldwork and assesses its research potential (see below).
 - Provide an updated project design, timetable and costing, for completing further analysis of the site archive and preparing an archive report and publication text.
 - Produce a final site archive report.
 - Publish the site, if appropriate, in a recognised archaeological journal or monograph.
 - Deposit the project archive in a suitable store.
- At present, with no previous investigation having occurred, the nature, extent and preservation of any archaeological deposits on the site is unknown. Its location however suggests the project will likely have potential to address research aims concerning medieval and post-medieval occupation and industry as defined in the Regional Research Framework for the Eastern Counties (Brown and Glazebrook 2000, Medlycott 2011).

5. Archaeological method statement

5.1. Management

- The project will be managed by SACIC Project Officer Manager in accordance with the following local, regional and national standards and guidance:
 - *Management of Research in the Historic Environment* (MoRPHE, Historic England 2015).
 - *Standards for Field Archaeology in the East of England* (EAA Occasional Papers 14).
 - *Standard and Guidance for archaeological field excavation* (Chartered Institute for Archaeologists, 2014).
 - *Requirements for Trenched Archaeological Evaluation* (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.

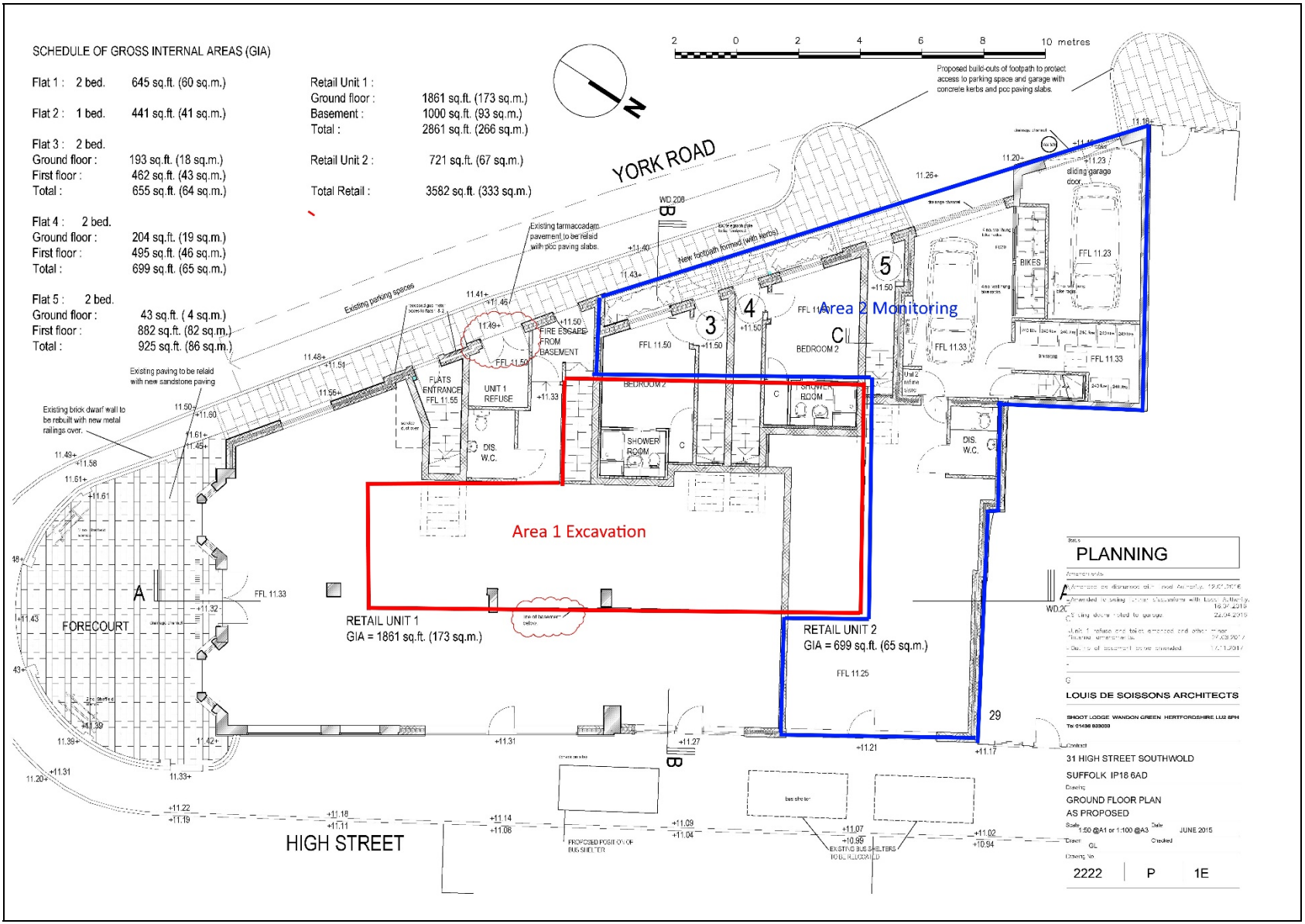


Figure 3. Excavation area plan, as shown on architect proposals (Dec 2017)

5.2. Project preparation

- An event number and site code will be obtained from the SCCAS HER Officer prior to the project start and will be included on all future project documentation.
- An OASIS online record will be initiated prior to the project start and key fields in details, location and creator forms completed.
- An HER search will be requested from the Suffolk HER Officer prior to the project start and will be used to inform fieldwork and the subsequent report. The reference number will be included in the report.
- A pre-site inspection and Risk Assessment for the project has been completed.

5.3. Fieldwork

Excavation

- 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 excavation of the proposed basement footprint, with associated monitoring of the remaining development footprint if the excavation has positive results. Since the production of the Brief the project design has been altered twice, with the basement position being redesigned. Figure 3 shows a revised proposal for excavation area and monitoring based upon the latest development plan (supplied December 2017).
- The excavation location will be marked out using an RTK GPS system. If necessary minor modifications to the excavation plan may be made onsite to respect any previously unknown buried services, areas of disturbance/contamination or other obstacles.
- The site will be excavated using a machine equipped with a back-acting arm and toothless ditching bucket (measuring at least 1.8m wide), under the supervision of an archaeologist. This will involve the removal of modern deposits and subsoils until the first visible archaeological surface or natural surface is reached.
- Metal detector searches (non-discriminating against iron) will take place throughout the machine excavation, and subsequent hand-excavation phase, by an experienced SACIC metal-detectorist.
- Spoil will either be dumped adjacent to the site or removed by the contractor. If onsite the topsoil and subsoil will be kept separate if required. Spoilheaps will be examined and metal-detected for archaeological material.
- The excavation of all archaeological deposits will be by hand, including stratified layers, unless it can be demonstrated to the satisfaction of SCCAS that no information will be lost by using a

machine. All features will be excavated by hand unless otherwise agreed with SCCAS. Typically 50% of discrete features such as pits and a minimum of 10% of linear features (in 1m slots) will be sampled by hand excavation, but this will be increased if needed to allow informed interpretation of their date and function. Significant archaeological features such as solid or bonded structural remains, ovens and hearths, building slots or postholes will be examined in section then 100% excavated. Occupation levels and building fills will be sieved using a 10mm mesh.

- 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.

Monitoring

- The Brief requires observation of the ground works in Area 2, if the excavation has positive results. These ground works will be monitored as they progress by an SACIC Project Officer or Supervisor, in close liaison with the developer/contractor. A provisional fee estimate to cover the recording of exposed archaeological deposits has been provided to the client.
- 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 exposed surface from the soil strip/trenching will be examined for archaeological features and finds and limited 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.

Sampling

- The proposed excavation sampling strategy will aim to recover environmental evidence to help meet the overall project research aims and to model the landscape and its transformation brought about by such occupation or natural events.
- If necessary, for example if waterlogged 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.
- Sampling will be carried out of sealed and dated archaeological contexts, including any defined occupation layers, 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. Larger contexts will be scatter sampled to best obtain a representative sample.

- All samples will be processed in full using manual water flotation/washover, with flots being collected in a 300 micron mesh sieve and dried. Non-floating residues will be collected in a 1mm mesh and sorted when dry.
- Flots will be assessed by an appropriate specialist. Decisions will be made on the need for further analysis following these assessments.

Site recording

- An overall site plan showing 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.
- The site, and all 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 excavation. 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 excavation methodology.
- 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 excavation 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 the excavation is aborted, i.e. because unexpected deposits have made the development unviable or led to other mitigation measures such as project redesign, then all exposed archaeological features will be recorded as usual prior to completion of fieldwork and a PXA report produced.

- Fieldwork will not end without the prior approval of SCCAS. On completion the site will be handed over to the client, to either backfill or begin development.

Outreach

- Due to the small size and likely short duration of the project outreach activities such as an open day or tours for the general public, local schools, councillors, societies etc, are unlikely to be viable. If warranted, and the site is not deemed too archaeologically sensitive, a press release will be issued to local media and information boards will be placed on the site perimeter alongside the High Street during the fieldwork stage of investigation.
- Updates as to the progress of the project both during excavation and post-excavation stages will be made publically available on Suffolk Archaeology's website. This may include short statements as to the nature of any archaeological discoveries accompanied by photographs or videos. Suffolk Archaeology also has a Facebook page and Twitter feed on which both excavation and post-excavation updates can be issued.
- SACIC staff are also available for talks and lectures to local groups and societies on request, and the project results could be incorporated into such presentations at a later date.
- SACIC also has a dedicated Outreach Officer who can provide activities for KS 2 and 3 classes, or other classes/ages upon request.

5.4. Post-excavation assessment

- 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 stores 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 excavation. 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.
- 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.
- Selected hand-drawn sections will be digitised using autocad software.

PXA Report

- A full post-excavation assessment report (PXA) will be produced, consistent with the principles of Management of Research in the Historic Environment (MoRPHE, Historic England 2015). If the fieldwork results do not warrant such an assessment and publication SCCAS will be asked to approve the production of a full grey literature archive report.
- The PXA report will include a suitable level of documentary research to set the results in their geographical, topographical, archaeological and historical context.
- The PXA report will contain a description of the project background, location plans, excavation 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 PXA will present a clear and concise assessment of the archaeological value and significance of the results, and identify the site's research potential 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 PXA will include an Updated Project Design, with a timetable, for completing further analysis, the production of a full archive report and publication text, and the final deposition of the site archive.
- 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.
- 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 6 months of completion of fieldwork.

5.5. Final analysis, archive report and publication

- The PXA report will establish the work required to complete a full archive report and the nature and scope of a suitable publication text, and will state the most appropriate journal for its submission. The small nature of the site suggests that the most likely outcome, if significant deposits are encountered, will be the submission of an illustrated article for publication in the Proceedings of the Suffolk Institute of Archaeology and History. However depending on results other options may be available.

5.6. Project archive

- On completion and approval of each stage (the PXA report, archive report and publication text) a printed hard copy will be lodged with the Suffolk HER.
- PXA and archive reports will be uploaded to the OASIS website for online publication by the Archaeological Data Service. A digital and fully georeferenced vector plan showing the excavation area, compatible with MapInfo software, will also be uploaded.
- A second bound copy of the report will be included with the project archive.
- A digital .pdf copy of each approved report will be supplied to the client. 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 2017).
- 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 be 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 discussed with the client and SCCAS. The client is aware that additional requirements may be made by SCCAS, such as for additional detailed recording and analysis, for items not submitted to the archive.
 - Human skeletal remains. The client/landowner by law will have no claim to ownership of human remains and any such will be stored by SACIC, in accordance with a Ministry of Justice licence, until a decision is reached upon their long term future, i.e. reburial or permanent storage.

6. Bibliography

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- Medlycott, M. (Ed), 2011, *Research and Archaeology Revisited: A revised framework for the East of England*. EAA Occasional Paper 24.
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- SCCAS, 2012, *Requirements for Archaeological Excavation 2012*.
- 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>

Appendix 2. OASIS data collection form

OASIS ID: suffolka1-305329

Project details

Project name	31 High Street, Southwold
Short description of the project	An archaeological excavation was carried out within a plot of land at 31, High Street, Southwold, Suffolk, in advance of a retail development. An area just over 100m ² was mechanically stripped down to the level of the natural subsoil which revealed a brick built well dating to the 19th century and a roughly rectangular pit of a similar date. No earlier features or artefacts were noted. There was no evidence of any significant truncation or disturbance of the natural subsoil and the absence of earlier evidence in an area of probable medieval and post-medieval activity could suggest that the site formerly lay within an open area land, either a market space or a small green (the area to the north is known as Barnaby Green), until it was encroached on by development in the mid-18th century.
Project dates	Start: 15-01-2018 End: 02-02-2018
Previous/future work	No / No
Any associated project reference codes	SWD 078 – Sitecode DC/16/0305/FUL - Planning Application No.
Type of project	Recording project
Current Land use	Vacant Land 1 - Vacant land previously developed
Monument type	WELL Post Medieval
Monument type	PIT Post Medieval
Significant Finds	NONE None
Investigation type	"Salvage Excavation"
Prompt	National Planning Policy Framework - NPPF
Project location	
Country	England
Site location	SUFFOLK WAVENEY SOUTHWOLD 31 High Street
Study area	100 Square metres
Site coordinates	TM 5057 7634 52.327220922331 1.677817680658 52 19 38 N 001 40 40 E Point

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	Mark Sommers
Type of sponsor/funding body	Developer

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Archive ID	SWD078
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	SWD078
Paper Contents	"other"
Paper Media available	"Correspondence","Report"

Project bibliography

Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Excavation Report: 31 High Street, Southwold, Suffolk
Author(s)/Editor(s)	Sommers, M.
Other bibliographic details	SACIC Report No. 2018_001
Date	2018
Issuer or publisher	SACIC
Place of issue or publication	Needham Market
Description	printed sheets of A4 paper with card covers and wire binding
Entered by	ms (mark.sommers@suffolkarchaeology.co.uk)
Entered on	2 February 2018

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