SUFFOLK ARCHAEOLOGY

• A HISTORY OF EXPERTISE •

5, The Glebes,
Snape, Suffolk

Client
Mr M. Witham

Date
March 2019

SNP 116
Archaeological Evaluation Report
SACIC Report No.: 2019/029
Author: Preston Boyles

5, The Glebes, Snape

Archaeological Evaluation Report

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Author: Preston Boyles

Illustrator: Ellie Cox

Editor: John Craven

Report Date: March 2019

HER Information

Site Code:	**SNP 116**
Site Name:	**5, The Glebes**
Report No.:	**2019/029**
Planning Application No.:	**DC/18/0506/FUL**
Date of Fieldwork:	**27/03/2019**
Grid Reference:	**TM 3955 5846**
Oasis Reference:	**suffolka1-345339**
HER Search Reference:	**9224260**
Curatorial Officer:	**Hannah Cutler**
Project Officer:	**Preston Boyles**
Client/Funding Body:	**Mr M. Witham**

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

Prepared by: Preston Boyles
Date: 29/03/2019
Approved By: John Craven
Position: Project Manager
Date: 29/03/2019

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Summary

Two trial trenches were excavated at 5, The Glebes, Snape, Suffolk, ahead of a small residential development. Two modern pits, containing 20th or 21st century rubbish, were found in Trench 2. No pre-modern activity was detected. The overburden consisted of a layer of topsoil, 0.30m – 0.40m thick, with no subsoil deposit.

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 **0008**

Archaeological Feature

Sections

Limit of Excavation

Cut

Modern Cut

Cut - Uncertain

Deposit Horizon

Deposit Horizon - Uncertain

Intrusion/Truncation

Break in Section

Cut Number **0088**

Deposit Number 0089

Ordnance Datum S N 55.27

1. Introduction

Suffolk Archaeology CIC (SACIC) conducted an archaeological trial trench evaluation at 5, The Glebes, within the Suffolk parish of Snape (referred to hereafter as 'the site'), to assess the likely impact of a proposed residential development on heritage assets. The project was commissioned by the landowner, Mr M. Witham.

The site consists of a *c.*0.07ha plot of land, located in the central core of Snape, behind and to the east of existing housing along Church Road (the B1069) and to the north of a road called The Glebes (Fig. 1).

The project was required by a condition on planning application DC/18/0506/FUL, which had been requested by Hannah Cutler of Suffolk County Council Archaeological Service (SCCAS), the advisor to the Local Planning Authority (LPA). The requirements of this investigation were set out in a SCCAS Brief (dated 06/03/2019), which specified a single 10m x 1.80m trench to be excavated across the footprint of the proposed residential development.

A Written Scheme of Investigation (WSI) was subsequently produced by SACIC (Appendix 1) and approved by Hannah Cutler. This outlined the project objectives and the methodologies to be employed to achieve them. The WSI stated that the specific objectives of the trial trenching were to:

- *'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.*

- *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.'*

The evaluation was conducted by SACIC on the 27th March 2019.

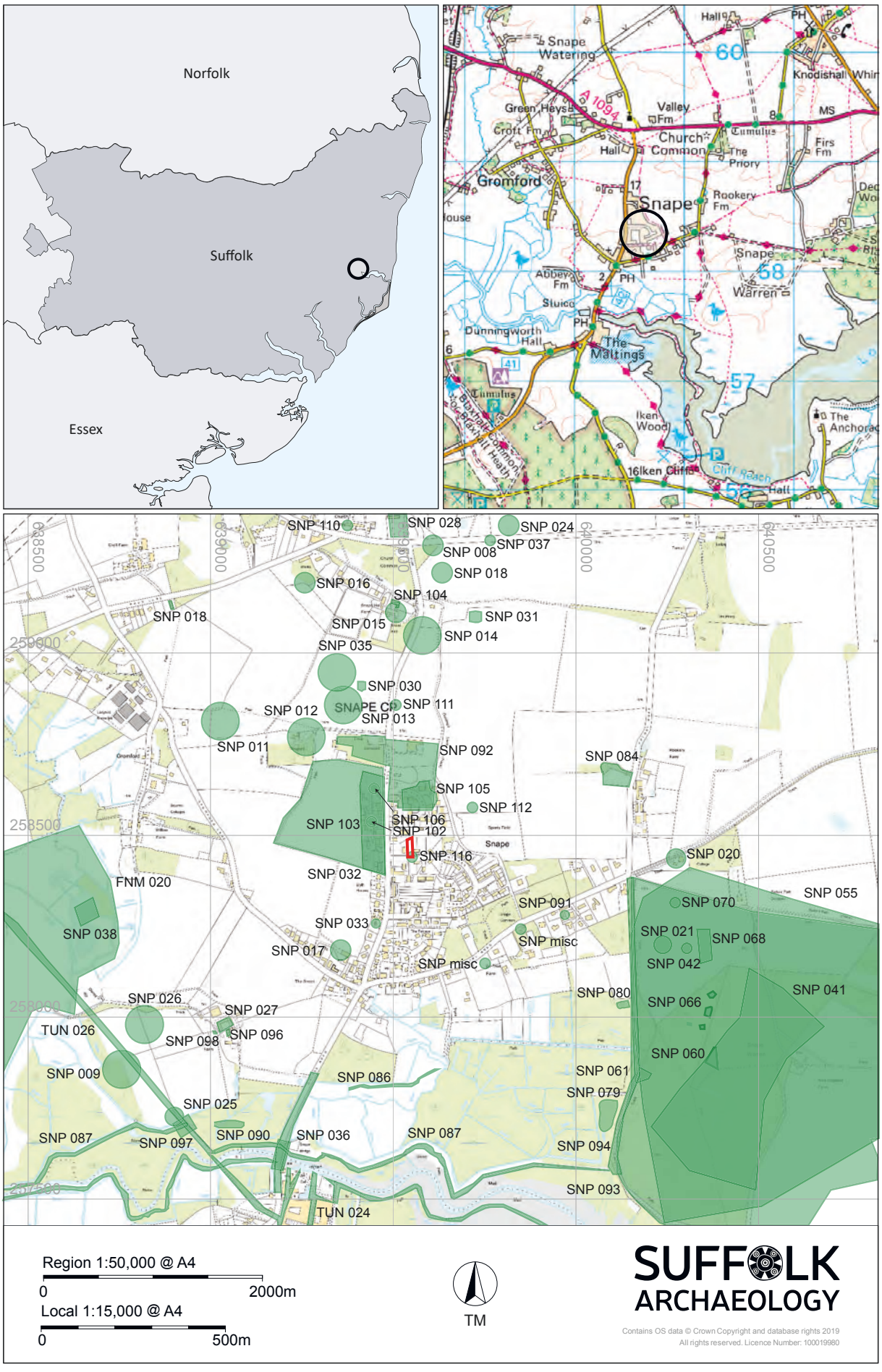

Figure 1. Site location (red) and HER entries (green)

2. Geology and topology

The site occupies a *c.*0.07ha rectangular strip of lawn, orientated north to south (Pl. 1), bounded by The Glebes road to the south, and by gardens and houses on the other three sides (Fig. 1). The site is generally flat, and sits around 14m above Ordnance Datum, although the surrounding land begins to drop away to the south, as it approaches the edge of the River Alde valley, located *c.*900m from the site.

The surface geology consists of dark yellow, coarse, gravel-bearing sand (Pl. 2), which the British Geological Survey ('BGS') records as part of the glacial Lowestoft Formation, formed up to 2 million years ago during the Quaternary Period (BGS 2019). This overlies a sedimentary bedrock of sand, belonging to the Chillesford Church Sands formation, laid down 2 – 2.2 million years ago, also during the Quaternary Period (*ibid*).

Plate 1. The site prior to the excavation of the two trial trenches

3. Archaeology and historical background

An up-to-date County Historic Environment Record (HER) search was undertaken for monuments previously identified within a 1km radius of the site (HER search invoice number 9224260) and are depicted in Figure 1.

Prehistoric monuments include a possible Bronze Age round barrow (SNP 008), identified as a cropmark on the church green, *c.*850m north of the site, and a Bronze Age tanged and barbed arrowhead (SNP 035), discovered *c.*530m northwest of the site, at a location where flint debitage had been found on previous occasions.

A series of cropmarks, including what appear to be enclosures (SNP 032), were identified in aerial photographs *c.*100m west of the site, in an area where excavations later uncovered evidence for Iron Age, Roman and Anglo-Saxon settlement, including Sunken Feature Buildings (SNP 0102). A scatter of Roman pottery and tile (SNP 024) was also discovered *c.*900m north of the site.

The medieval remains are concentrated in two areas. That to the north is centred around Snape Hall and the medieval church of St John the Baptist (SNP 028). The medieval remains excavated in this area consist mainly of pits, hearths, ovens and pottery scatters (SNP 011, SNP 013, SNP 014, SNP 015, SNP 016 and SNP 031), including a scatter of Late Anglo-Saxon Thetford Ware pottery (SNP 012).

The medieval remains to the southwest of the site are concentrated around the former Benedictine Snape Priory (sometimes erroneously referred to as an abbey), founded in the mid-12th century as a cell of Colchester's St John's Abbey, with which it was in frequent conflict over its level of independence (VCH 1975). The Priory stood where the current Abbey Farm is now located, consisting largely of 19th century farm buildings (SNP 096), but also including the 'Abbey Barn' (SNP 027), an original feature of the Priory dating to the 14th century. Stone work fragments relating to the Priory have been identified in a monitoring at the Abbey Farm (SNP 98) and further south at the former railway cutting (SNP 097), whilst architectural fragments, including a part of a stone window and a carved stone male head, are located at a 17th century cottage just northeast of the Priory (SNP 017). The Priory's mill (SNP 009) stood on the River Fromus, 1km southwest of the site, whilst a rabbit warren belonging to the Priory called Conyngure Hill (SNP 026) formerly stood *c.*900m southwest of the site. The Priory was

located just northwest of Snape Bridge (SNP 036), of medieval origin. A series of bomb craters (SNP 090) just west of the bridge relate to a WWII air raid targeting the bridge.

Post-medieval remains include the 19th century brickworks (SNP 092 and SNP 105), which were located 150m north of the site. A group of 19th century cottages (SNP 108) lie *c.*1km northwest of the site, whilst a series of post mills (SNP 033, SNP 091, SNP 020) lie south of the site, the latter of which was supposedly built on a prehistoric burial mound. Post-medieval quarry pits (SNP 079 and SNP 080) were in use to the southeast of the site, whilst a third, undated quarry pit, identified as an earthwork in aerial photographs (SNP 084) lay 600m east of the site. Two post-medieval trackways have been identified by the HER (SNP 086 and SNP 094), both located to the south of the site. A series of cropmarks (SNP 038) *c.*900m west of the site may relate to further post-medieval trackways and enclosures.

Around 800m southeast of the site, there was a WWII air defence battery and searchlights, which survive as a series of cropmarks (SNP 042, SNP 043, SNP 066, SNP 068 and SNP 070).

The First Edition Ordnance Survey (OS) map, produced in 1882, reveals that the site lay within a large field *c.*300m north of the historic settlement core and south of the brickworks (see Fig. 2 in Appendix 1). Between the production of the 1905 and 1927 OS maps, the road known as The Glebes had been built in across the centre of the field, which was expanded in the 1950's. The site lies within a garden of one of these properties.

4. Methodology

The WSI specified that a single 10m long trench would be placed on a north-south alignment through the centre of the proposed residential plot. Due to the presence of an underground service (marked as such on Fig. 2) this was modified on site, in consultation with Hannah Cutler, to comprise of two smaller trenches, Trench 1 and Trench 2 (Fig. 2). Prior to excavation, a metal detecting survey was carried out along the length of each trench. Excavation of the trenches was conducted using a tracked digger with a 1.60m wide toothless bucket, under direct archaeological observation, with the overburden removed to the level at which archaeology or surface geology was exposed. The base of each trench was examined for features and deposits of archaeological interest. The up-cast spoil from the machining was checked visually for any archaeological finds and was also searched with a metal detector. A metal detecting survey was also conducted across the base of each trench.

Both trenches were photographed with a digital camera and trench information, including section drawings and written descriptions, were recorded on SACIC *pro forma* trench recording sheets. The trench outlines were recorded using an RTK GPS. Modern pits were recorded in plan with a GPS and with a photograph.

A single context number, 0001, was assigned to the topsoil deposit in both trenches. Sections of the trench edges were photographed using a digital camera with a scale bar and north-arrow included. Levels, referencing height in metres above Ordnance Datum, were taken using an RTK GPS.

The site has been given the parish code SNP 116 within the HER register for Suffolk, and this code will be used to identify all material and reports pertaining to the site. The national OASIS record for the site is suffolka1-345339, a summary of which is included as Appendix 2.

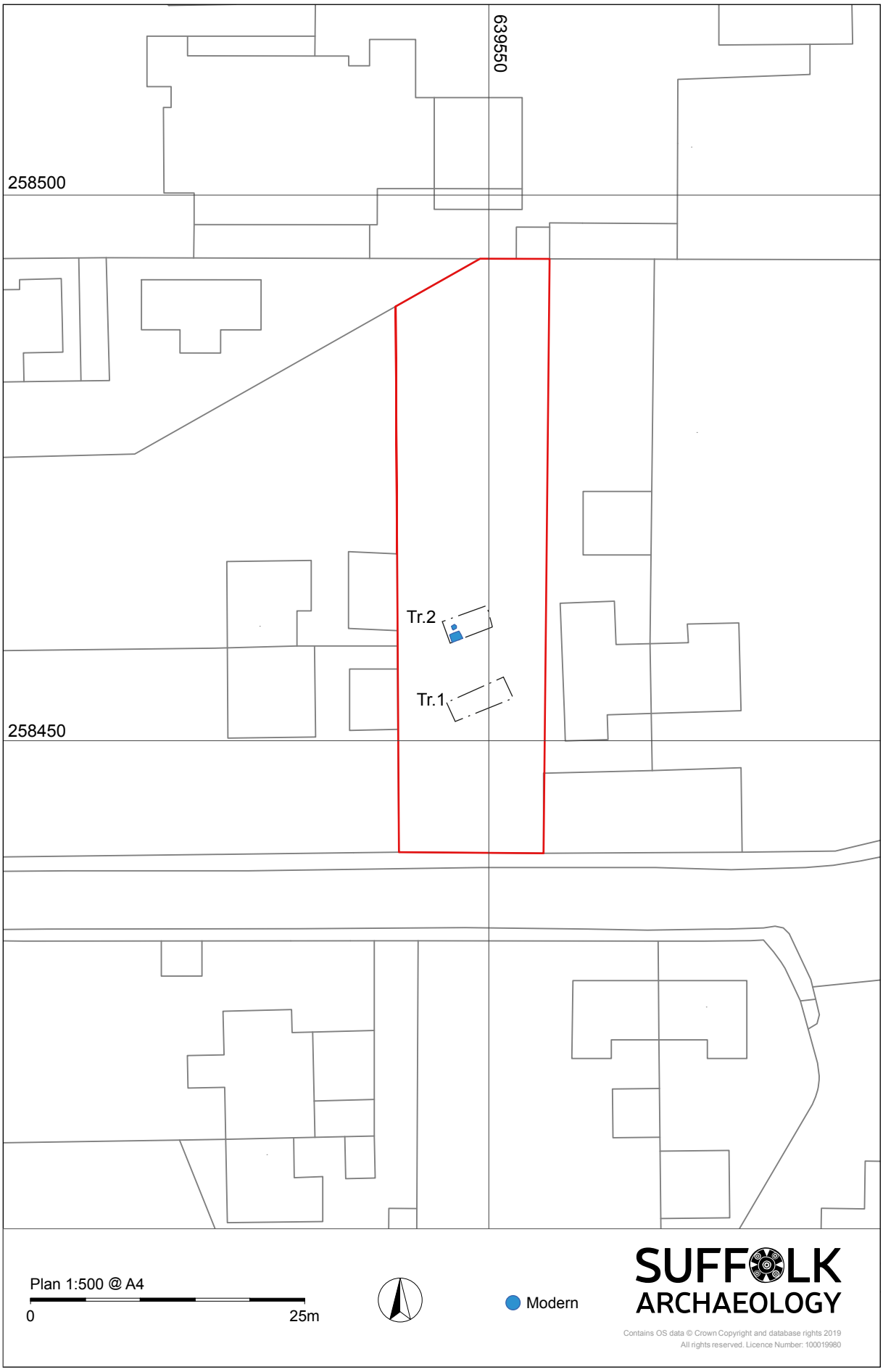

Figure 2. Trench plan

5. Results

Two trenches, Trench 1 and Trench 2, were excavated across the footprint of the proposed development (Fig. 2). The overburden in both trenches consisted solely of topsoil 0001, a dark greyish brown, loose/soft sandy silt, containing moderate small to medium stones, brick and tile fragments and modern detritus. No pre-modern features were identified, although two 20th or 21st century pits were found in Trench 2. Thin, shallow plough-scars, orientated north to south, were occasionally seen cutting through the interface between the topsoil and the surface geology.

The metal detecting survey revealed a large amount of clearly modern metallic material within the topsoil. No pre-modern finds were encountered during the trial trenching.

Plate 2. Trench 1, showing typical site geology

Trench 1

Trench 1 was aligned northeast to southwest, and measured 5.67m long and 1.89m wide (Pl. 2), whilst the topsoil measured 0.30m thick. No archaeological features were uncovered in the trench.

Trench 2

Trench 2 was also orientated northeast to southwest, and measured 4.30m long and 2.09m wide, whilst the topsoil was 0.40m thick (Pl. 3). Two pits were uncovered in the trench, both containing plastic, glass, tile, bricks and corrugated iron sheeting (depicted as ‘modern’ on Fig. 2; see also Pl. 4).

Plate 3. Overburden in Trench 2

6. Discussion and conclusions

No pre-modern archaeological features were uncovered during the evaluation, and no residual pre-modern artefacts were recovered from the topsoil. This may indicate that the Iron Age, Roman and Anglo-Saxon settlement identified just 100m west of the site (SNP 0105) did not extend as far east as the evaluation area. The plough scars seen in the base of the trenches probably relate to when the site was part of an agricultural field prior to the construction of The Glebes in the early 20th century. The modern pits in Trench 2 contained plastic material (Pl. 4), and so are likely to be even later in date. The topsoil, which is likely to be the remains of the pre-20th century agricultural ploughsoil, also contained a large quantity of 20th and 21st century rubbish.

The trenches covered a large proportion of the proposed development's building footprint. The evidence from the evaluation appears to suggest that the proposed building will have no impact on local archaeological deposits.

Plate 4. Modern pit in Trench 2

7. Acknowledgements

The fieldwork was carried out by Preston Boyles. Project management was undertaken by John Craven, who also provided advice during the production of the report.

The report illustrations were created by Ellie Cox, and the report was edited by John Craven.

8. Bibliography

Victoria County History (VCH), 1975*, A History of the County of Suffolk: Volume 2*, London

Websites

British Geological Survey ('BGS'), accessed 25/03/2019
http://mapapps.bgs.ac.uk/geologyofbritain/home.html

Appendix 1. WSI

SUFFOLK ARCHAEOLOGY

• A HISTORY OF EXPERTISE •

5, The Glebes

Snape, Suffolk

Client
Mr M Witham

Date:
March 2019

SNP 116
Written Scheme of Investigation
Archaeological Evaluation
Author: John Craven

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Project details

Location	Site Name	5 The Glebes
	Parish, County	Snape, Suffolk
	Grid Reference	TM39555846
Site details	Project type	Evaluation
	Size of Area	0.07ha
Staffing	No. of personnel (SACIC)	2
	No. of subcontractor personnel	1
Project dates	Start date	TBC – March 2019
	Fieldwork duration	1 day
Reference codes	HER Event No. / Site Code	SNP 116
	OASIS No.	345339
	Planning Application No.	DC/18/0506/FUL
	SACIC Jobcode	SNPGLE001
Key persons	Project Manager	John Craven
	Project Officer	TBC

Project Contacts

SACIC	Managing Director	Dr Rhodri Gardner	01449 900120
	SACIC Project Manager	John Craven	01449 900121
	SACIC Finds Dept	Richenda Goffin	01449 900129
	SACIC H&S	John Craven	01449 900121
	SACIC EMS	Jezz Meredith	01449 900124
	SACIC Outreach Officer	Alex Fisher	01449 900126
Client	Client	Mr M Witham	
	Client Agent	Jim Loxley (Planning Direct)	
	Landowner/Tenant		
Archaeological	Curatorial Officer	Dr Hannah Cutler (SCCAS)	01284 741229
	Consultant		
	EH Regional Science Advisor	Dr Zoe Outram	01223 582707
Sub-contractors	Plant hire	Holmes Plant Ltd	01473 890766

1. Introduction

- A program of archaeological evaluation to assess the site of residential development at 5, The Glebes, Snape, Suffolk (Fig. 1) for heritage assets is required by a condition on planning application DC/18/0506/FUL, in accordance with paragraph 189/199 of the National Planning Policy Framework. The work required is detailed in a Brief (dated 06/03/2019, Appendix 1), produced by the archaeological adviser to the Local Planning Authority (LPA), Dr Hannah Cutler 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 2017) will be met, and has been submitted to SCCAS for approval prior to submission to 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 the evaluation is only a first stage in a potential program of works and that this Written Scheme of Investigation (WSI) covers this trenched evaluation only. Any further stages of archaeological work that are required in relation to the proposed development will be specified by SCCAS, will require new documentation (Brief and WSI) and estimate of costs. Such works could have considerable time and cost implications for the development and the client is advised to consult with SCCAS as to their obligations following receipt of the evaluation report.
- This archaeological WSI is accompanied by a separate Risk Assessment and Method Statement (RAMS) document which details how the fieldwork project will be carried out and addresses health and safety issues.

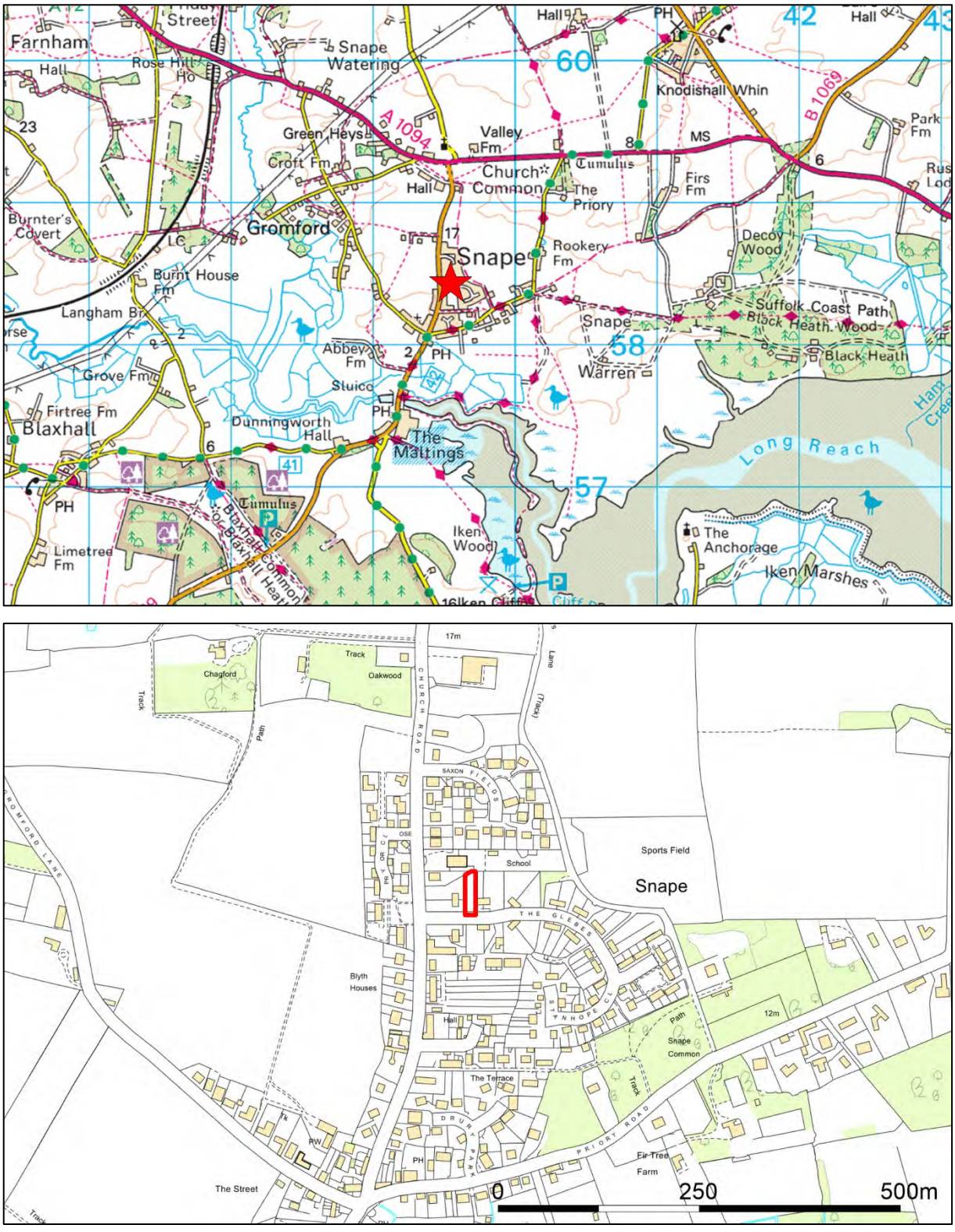

Figure 1. Site location plan

2. The site

- The proposed development consists of a single new property within the gardens of 5, The Glebes, an area of open lawn measuring c.0.07ha.
- The site is broadly flat and lies at a height of *c.*15m above Ordnance Datum, towards the top of a south-facing slope which descends to the valley of the River Alde, which lies c.900m to the south.
- The site geology consists of superficial deposits of the Lowestoft Formation, overlying bedrock of Chillesford Church Sand (British Geological Survey website, 2019).

3. Archaeological and historical background

- The Brief states that the condition has been placed as the site *'lies in an area of archaeological potential recorded on the County Historic Environment Record, within 100m or Iron, Age, Roman and Saxon settlement remains (SNP 103). Thus, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area, and groundworks associated with the development have the potential to damage or destroy any archaeological remains which exist.'*
- A search of the Suffolk Historic Environment Record has been commissioned but initial examination of the version available online (https://heritage.suffolk.gov.uk) shows the SNP 103 entry to the west, together with cropmarks (including a rectangular enclosure) in Mallets Field (SNP 032). A 19th century brickworks lies to the north (SNP 092) and a watching brief in this area has previously identified a low density scatter of medieval pottery (SNP 105).
- Initial examination of historic Ordnance Survey mapping held by SACIC shows that the site lay within the centre of a large field in the late 19th century (Fig. 2), *c.*300m north of the historic settlement core and to the south of the aforementioned brickworks. By 1927 the road and dispersed properties of The Glebes had been constructed in the central part of this field and, while this immediate area has since largely remained unchanged, there has been significant expansion of development in the wider area during the remainder of the 20th century and 21st centuries.

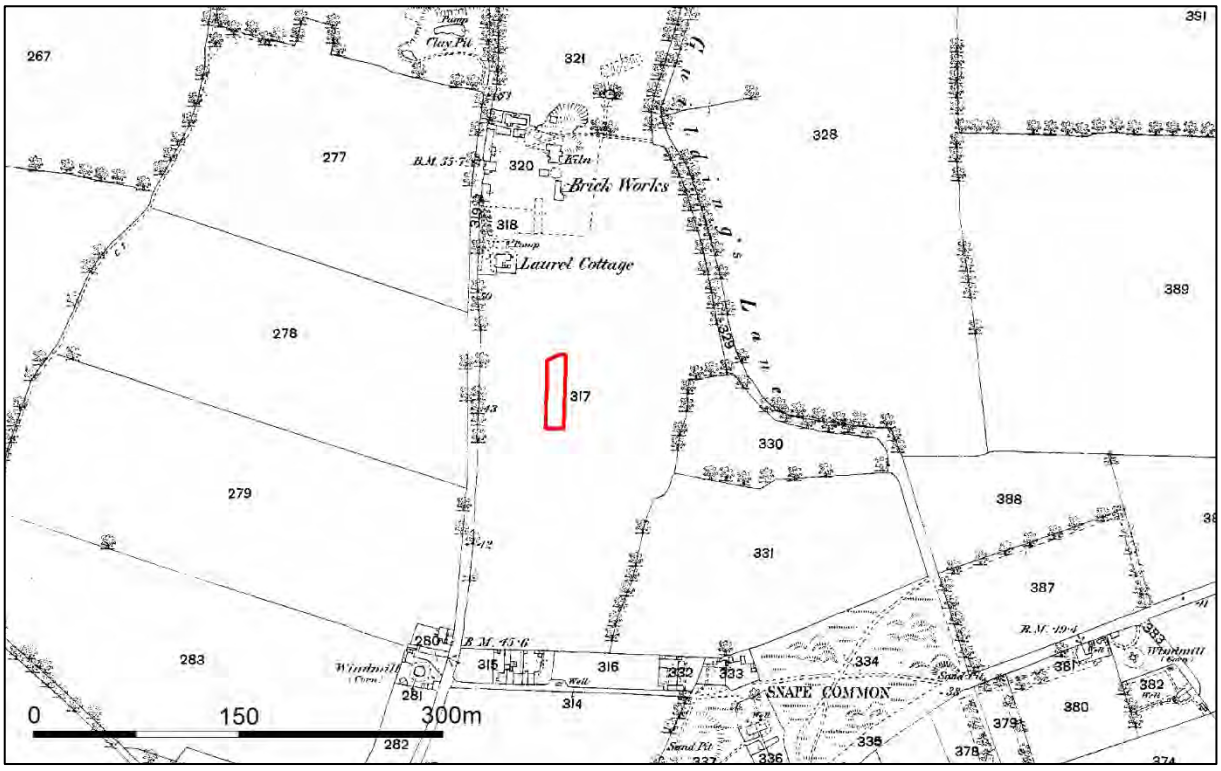

Figure 2. Site as shown on First Edition Ordnance Survey, 1882

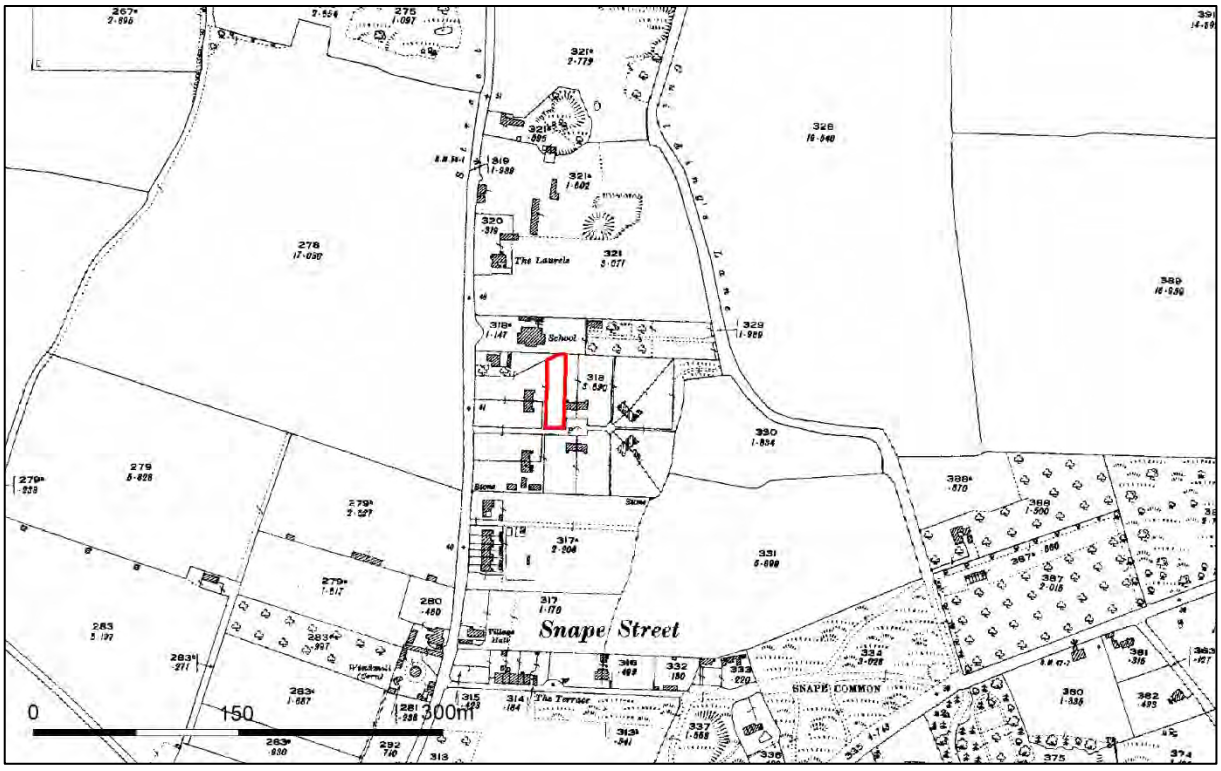

Figure 3. Site as shown on Third Edition Ordnance Survey, 1927

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.

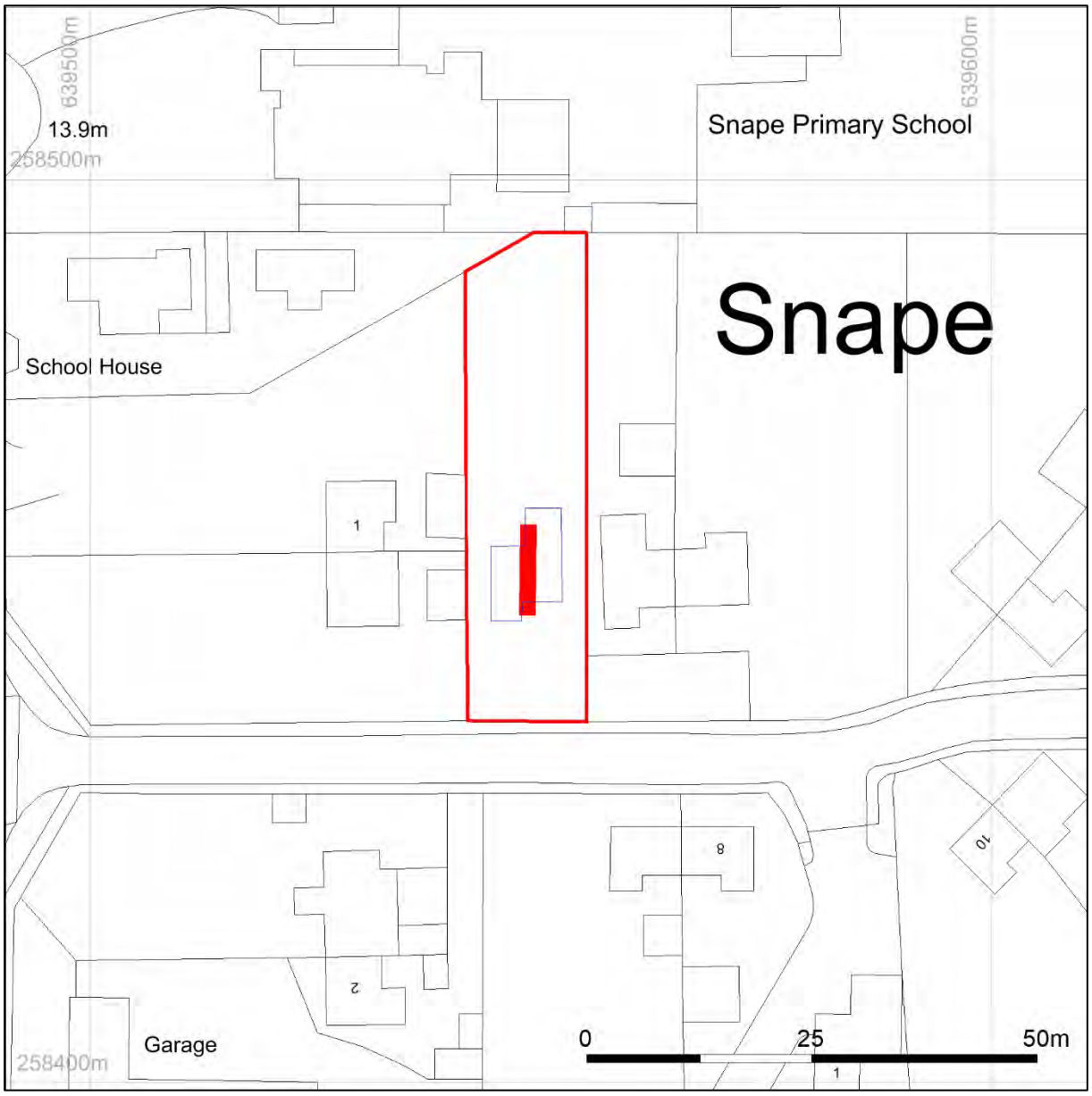

Figure 4. Proposed trench plan overlaid onto proposed development (blue)

5. Archaeological method statement

5.1. Management

- The project will be managed by SACIC Project Manager John Craven 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 evaluation* (Chartered Institute for Archaeologists, 2014).
    - *Requirements for Trenched Archaeological Evaluation* (SCCAS, 2017a).
- SCCAS will be given ten days notice of the commencement of the fieldwork and arrangements made for SCCAS visits to enable the works to be monitored effectively.
- Details of project staff, including sub-contractors and specialists are given in section 6 below.

5.2. Project preparation

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

5.3. Fieldwork

- The archaeological fieldwork will be carried out by members of SACIC led by a Project Officer (TBC). The fieldwork team will be drawn from a pool of suitable full-time professional staff at SACIC and will include an experienced metal detectorist/excavator.
- The project Brief requires application area to be evaluated by the placement of a 10m x 1.8m trench across the footprint of the proposed building. A proposed trench plan is included above (Fig. 4). 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 location will be marked out using an RTK GPS system.
- The trench will be excavated using a machine equipped with a back-acting arm and toothless ditching bucket (measuring at least 1.5m wide), under the supervision of an archaeologist. All overburden (topsoil and subsoil) will be removed stratigraphically until either the first archaeological horizon or natural deposits are encountered. The trench is likely to range from 0.4m to 1m deep.
- If a trench requires access by staff for hand excavation and recording, it will not exceed a depth of 1.2m. If the trench depth is not sufficient to meet the archaeological requirements of the Brief it will be brought to the attention of SCCAS so that further requirements can be established. Deeper excavation can be undertaken, where practicable, provided the trench sides are stepped or battered and/or suitable trench support is used. However, such a variation will incur further costs to the client and time must be allowed for this to be established and agreed.
- 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 (non-discriminating against iron) will take place throughout the project, both prior to and during machine excavation, and the subsequent hand-excavation phase, 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 and SCCAS 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 provisons of Section 25 of the Burial Act 1857. SCCAS will be consulted to determine the subsequent work required but it is expected that the evaluation will attempt to establish the extent, depth and date of burials whilst leaving remains *in situ.* During the evaluation any exposed human remains will be securely covered and hidden from the public view at all times when they are not attended by staff.
- 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, such as McKinley & Roberts 1993, Brickley & McKinley 2004 etc. will be consulted. On completion of full recording and analysis, the remains, where appropriate, will be reburied or kept as part of the project archive. At the conclusion of the work backfilling will be carried out in a manner sensitive to the preservation of such remains.

- 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. Any further stage of works will require new documentation and are not covered by this WSI.
- 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.
- On approval of the report a printed and bound hard copy, and a digital .pdf file, will be lodged with SCCAS for submission to the Suffolk HER, together with a digital

and fully georeferenced vector plan showing the application area and trench locations, compatible with MapInfo software.

- 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.
- A digital .pdf copy of the approved report will be supplied to the Historic England Science Advisor if it contains the results of palaeoenvironmental investigation, industrial residue assessments or other scientific analyses.

5.6. Project archive

- 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.
- An unbound copy of the report will be included with the project archive.
- The project archive, consisting of the complete artefactual assemblage, and all paper and digital records, will be held in the SACIC Archaeological Store at Needham Market, Suffolk, until deposition, within 6 months of completion of fieldwork, with the SCCAS Archaeological Store within 6 months of completion of fieldwork. If SACIC is engaged to carry out any subsequent stages of fieldwork then deposition of the evaluation archive may be delayed until the full archive is completed. 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 2017b).
- The project costing includes a sum to meet SCCAS archive charges. A form transferring ownership of the finds archive to SCCAS will be completed on the client/landowners behalf by SACIC and will be included in the project archive.
- The client and/or landowner will have the opportunity to request retention of part/all of the material finds archive prior to deposition. In such circumstances 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.

- 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 local PAS Finds Liaison Officer and hence the Coroner within 14 days of discovery or identification. Treasure objects will immediately be moved to secure storage at SACIC 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 SACIC and the project archive. Employees of SACIC, or volunteers etc present on site, will not be eligible for any share of a treasure reward.
  - 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.
- SACIC will retain copyright of all documentation and records but a form granting SCCAS a perpetual, royalty free, licence will be included in the archive.

6. Project Staffing

6.1. In-house staff

A summary of key SACIC staff is presented below. Short CV's of key staff are available on request. The project will be managed by John Craven. The fieldwork team will be led by one of the listed Project Officers who will also produce the subsequent site report. The post-excavation finds analysis will be managed by Richenda Goffin and members of the SACIC post-excavation team will contribute to finds analysis, report production and archive preparation, and supervise junior staff as required.

Department	Role	Name	CIfA level
Management	Dr Rhodri Gardner	Managing Director	MCIfA
	John Craven	Project Manager	MCIfA
	Richenda Goffin	Finds Manager	MCIfA
Fieldwork	Preston Boyles	Project Officer	PCIfA
	Rob Brooks	Project Officer	MCIfA
	Rhiannon Gardiner	Project Officer	PCIfA
	Michael Green	Project Officer	ACIfA
	Jezz Meredith	Project Officer	MCIfA
	Tim Schofield	Project Officer	MCIfA
	Mark Sommers	Project Officer	
Post-excavation	Ryan Wilson	Graphics Officer	
	Steve Benfield	Finds Officer	
	Dr Ruth Beveridge	Finds Officer	
	Anna West	Environmental Officer	

6.2. External specialists

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

Sue Anderson	Human skeletal remains	Freelance
Sarah Bates	Lithics	Freelance
Julie Curl	Animal bone	Freelance
Anna Doherty	Prehistoric pottery	Archaeology South-East
Kristina Krawiec	Palaeoenvironmental analysis and dating	Archaeology South-East
SUERC	Radiocarbon dating	Scottish Universities Environmental Research Centre
Donna Wreathall	Illustration	SCCAS

Submission of the report will be managed by John Craven. The project archive will be submitted by Ruth Beveridge.

7. Bibliography

Brickley, M., and McKinley, J. I., 2004, *Guidelines to the Standards for Recording Human Remains*. IFA Professional Practice Paper No 7.

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.

Chartered Institute for Archaeologists, 2014, *Standard and Guidance for archaeological field evaluation.*

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.

McKinley, J., I and Roberts, C., 1993, *Excavation and post-excavation treatment of cremated and inhumed human remains.* IFA Technical Paper No 13.

Medlycott, M. (Ed), 2011, *Research and Archaeology Revisited: A revised framework for the East of England.* EAA Occasional Paper 24.

SCCAS, 2017a, *Requirements for Trenched Archaeological Evaluation (updated March 2017).*

SCCAS, 2017b, *Archaeological Archives in Suffolk. Guidelines for Preparation and Deposition.*

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 summary

OASIS ID: suffolka1-345339

Project details

Project name	5, The Glebes, Snape, Suffolk
Short description of the project	Evaluation trench excavated at 5, The Glebes, Snape, Suffolk. No pre-modern archaeological features uncovered.
Project dates	Start: 27-03-2019 End: 27-03-2019
Previous/future work	No / Not known
Any associated project reference codes	SNP 116 - Sitecode
Any associated project reference codes	DC/18/0506/FUL - Planning Application No.
Any associated project reference codes	suffolka1-345339 - OASIS form ID
Type of project	Field evaluation
Current Land use	Other 5 - Garden
Monument type	PIT Modern
Significant Finds	NONE None
Methods & techniques	"Metal Detectors","Photographic Survey","Sample Trenches"
Development type	Rural residential
Prompt	Planning condition
Position in the planning process	Not known / Not recorded

Project location

Country	England
Site location	SUFFOLK SUFFOLK COASTAL SNAPE 5, The Glebes
Study area	0.07 Hectares
Site coordinates	TM 3955 5846 52.171717821681 1.503724837662 52 10 18 N 001 30 13 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	Hannah Cutler
Project director/manager	John Craven
Project supervisor	Preston Boyles
Type of sponsor/funding body	developer

Name of sponsor/funding body	Mr M. Witham

Project archives

Physical Archive recipient	Suffolk HER
Physical Contents	"other"
Digital Archive recipient	Suffolk HER
Digital Contents	"Survey"
Digital Media available	"Database","Images raster / digital photography","Survey","Text"
Paper Archive recipient	Suffolk HER
Paper Contents	"Survey"
Paper Media available	"Context sheet","Photograph","Plan","Report","Survey "

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	5, The Glebes, Snape, Suffolk
Author(s)/Editor(s)	Boyles, P.
Other bibliographic details	SACIC report number 201/029
Date	2019
Issuer or publisher	Suffolk Archaeology CIC
Place of issue or publication	Needham Market, Suffolk
Description	A4 paper report

Entered by	Preston Boyles (preston.boyles@suffolkarchaeology.co.uk)
Entered on	28 March 2019

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