

Report 2455



## NPS archaeology

### Archaeological Evaluation at St John's Close, Mildenhall, Suffolk

MNL673

**Prepared for**  
Orbit Homes  
c/o Oxbury and Company  
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March 2012



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BAU 2455

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Location:	St John's Close, Mildenhall, Suffolk
District:	Forest Heath
Planning Ref.:	06/11/0208/O
Grid Ref.:	TL 715 755
HER No.:	MNL673
OASIS Ref.:	20326
Client:	Orbit Homes via Oxbury and Company
Dates of Fieldwork:	05-06 January 2012

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## **Summary**

*This report presents the findings of an archaeological evaluation conducted by NPS Archaeology ahead of proposed development at the St John's Close Mildenhall, Suffolk. The work was commissioned by Oxbury and Company on behalf of Orbit Housing.*

*The evaluation consisted of four trenches all c.2m wide. Trenches 2 and 4 were c.31m long, the length of Trench 1 was reduced to c.25m due to the presence of a tree and Trench 3 was extended correspondingly to c.36m. The Trenches were positioned within the area of the proposed development.*

*No archaeological evidence was present in Trenches 1-3. Trench 4 contained a modern wall and a possible chalk surface or dump.*

## **1.0 INTRODUCTION**

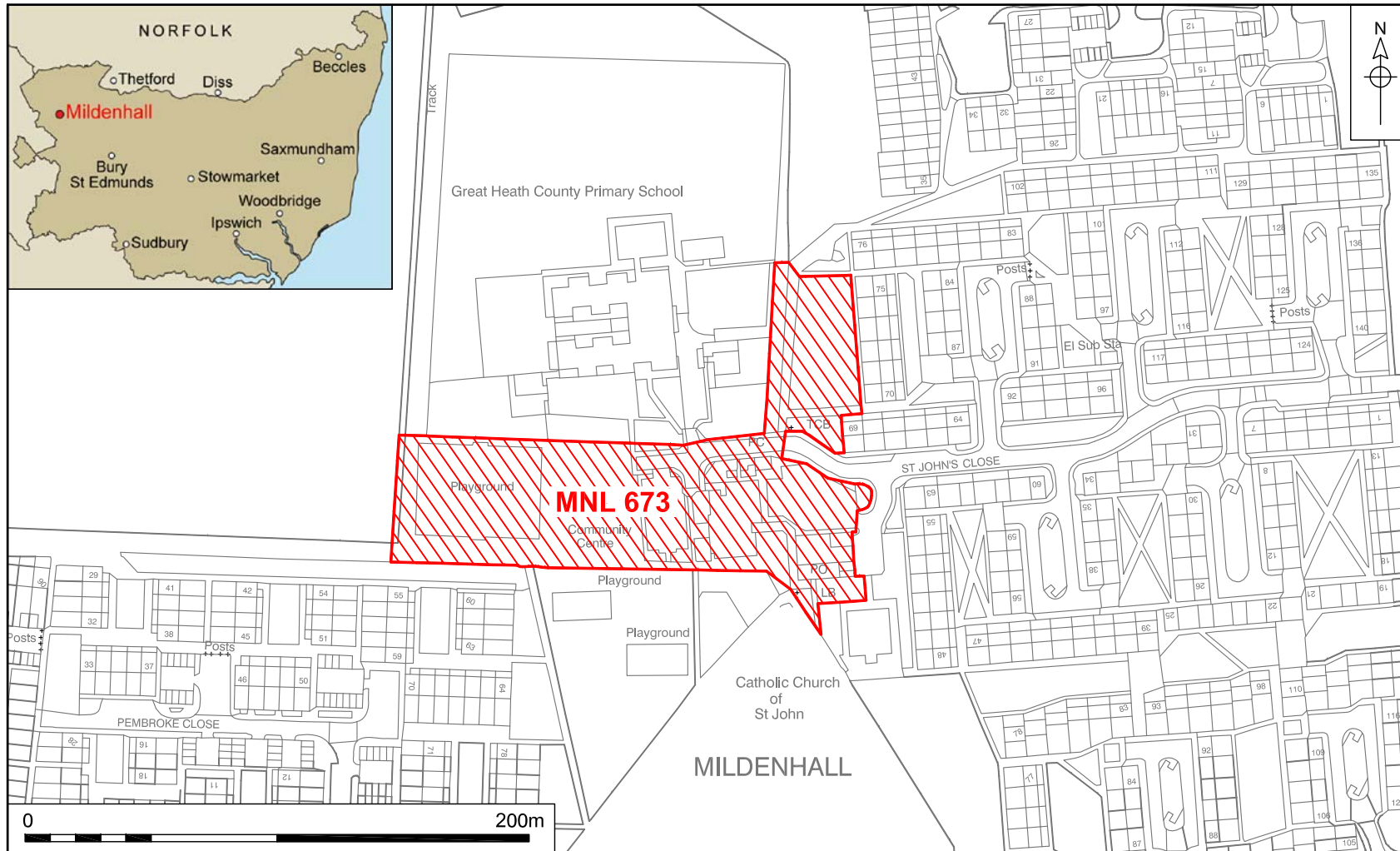
Archaeological evaluation of a 1.2ha site at St John's Close, Mildenhall, Suffolk (Fig. 1) was undertaken to fulfil a planning condition set by Forest Heath District Council (Planning Application: Ref. REF 06/11/0208/O) and a Brief issued by Suffolk County Council Archaeological Service Conservation Team (SCCAS/CT) (Jess Tipper 4 May 2010).

The work was conducted in accordance with a Project Design and Method Statement prepared by NPS Archaeology (Ref. REF NAU/BAU2455/NP). The project was commissioned by Oxbury and Company and funded by Orbit Homes.

The programme of archaeological evaluation at the site was conducted in response to proposed development of new housing, a community centre and attendant services, roadways and landscaping at the site at St John's Close. The brief required an archaeological evaluation to assess the potential effects of the proposals on the archaeological resource in accordance with the principles set out in *Planning Policy Statement 5: Planning for the Historic Environment* (2010).

The results will enable decisions to be made by the Local Planning Authority about the treatment of any archaeological remains found.

The site archive is currently held by NPS Archaeology and on completion of the project will be deposited with Suffolk County Council Archaeological Service Conservation Team, following the relevant policies on archiving standards.



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Figure 1. Site location. Scale 1:2500

## **2.0 GEOLOGY AND TOPOGRAPHY**

The bedrock or solid geology of the site is Zig Zag chalk formation which consists of mostly firm, pale grey to off-white blocky chalk with a lower part characterised by rhythmic alternations of marls and marly chalks with firm white chalk. Thin gritty, silty chalk beds act as markers in the sequence.

The superficial or drift geology is river terrace deposits which consist of sand and gravel, locally with lenses of silt, clay or peat. (<http://www.maps.bgs.ac.uk>). The site specific natural deposit identified across the site in the open trenches tended to consist of yellow sand with occasional pieces of flint.

Much of the site has been used as an informal BMX cycle track and several lumps and bumps had been created. There were two trees within the site boundary, one of which was in close proximity to Trench 1 causing it to be shortened.

## **3.0 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND**

The main resource for archaeological and historical information in the county is the Suffolk Historic Environment Record (SHER). A search of the SHER in a 1km radius of the site produced c.40 sites and findspots. Those entries that are the closest and most relevant are reproduced below.

The proposed development site lies c.100m to the north of a tessellated Roman floor surface (MNL 487) discovered in a householder's garden.

A 16th-century clay and chalk lump building and an undated enclosure ditch along with a contemporary post-built structure (MNL 503) were recorded during archaeological evaluation in 1999 approximately 300m to the north-east of the proposed development site. Subsequent excavation (MNL 556) revealed the foundations of 16th-century semi-detached cottages and timber framed outbuildings along with a Neolithic/Early Bronze Age soil horizon.

The proposed development site lies just over 250m north-west of 19th-century brickworks and a brick kiln (MNL 331).

It is clear from this data that there is potential for archaeological evidence from a range of periods to be present at the site.

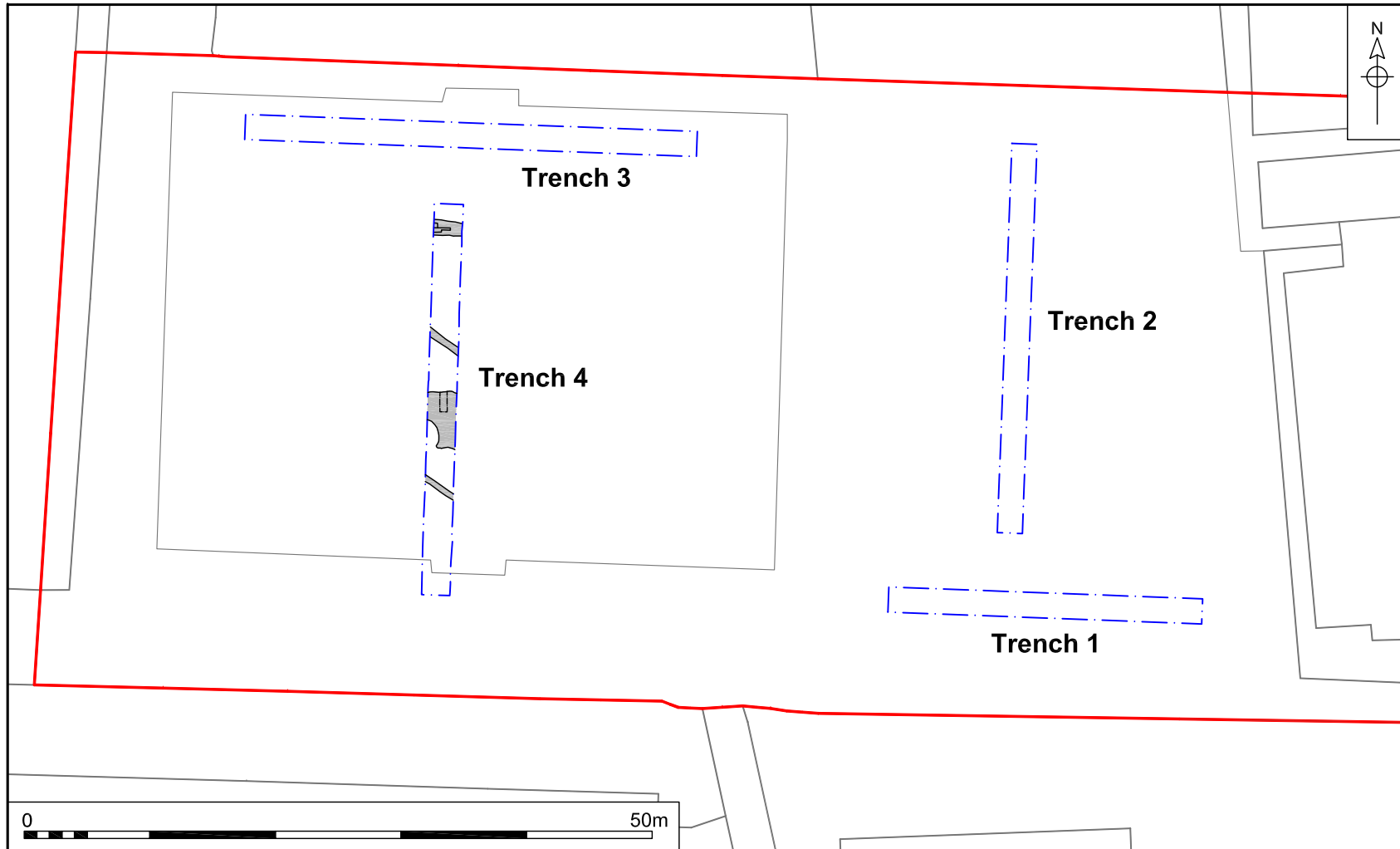
## **4.0 METHODOLOGY**

The objective of this evaluation was to determine as far as reasonably possible the presence or absence, location, nature, extent, date, quality, condition and significance of any surviving archaeological deposits within the development area.

The Brief required that four trenches be excavated at the site (Fig. 2) to characterise the full archaeological sequence down to the natural deposits.

Machine excavation was carried out with a wheeled hydraulic excavator using a toothless ditching bucket under constant archaeological supervision.

All archaeological features and deposits were recorded using NPS Archaeology pro forma. Trench locations, plans and sections were recorded at appropriate scales. Monochrome and digital photographs were taken of all relevant features and deposits where appropriate.



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Figure 2. Location of trenches 1 - 4. Scale 1:500



Overall during the project the site conditions were good. The work took place in very strong wind and rain on the first day and clearer sky and cold conditions on the second.

## 5.0 RESULTS

### 5.1 Trench 1

Trench 1 was located in the south-east of the development site and orientated east-west (Fig. 2, Plate 1). It measured c.25m by c.2m and was excavated to a depth of c.0.55m. The trench contained no features or deposits of archaeological interest. A sondage was excavated by machine to a depth of c.0.64m at the east end of Trench 1 to confirm that natural deposits had been reached.



Plate 1. Trench 1, view from west end

Three lateral deposits were visible in Trench 1 (Plate 2). The uppermost deposit was a thin layer of topsoil and turf c.0.04m deep consisting of soft mid-dark brown sandy silt with occasional stones. Below this was a sandy make-up layer c.0.31m deep consisting of a soft loose pale grey yellow sand with occasional–moderate amounts of flint and modern red brick. Below this layer was a subsoil consisting of a soft pale grey mid brown sandy silt c.0.24m deep containing occasional–moderate amounts of flint and stones along with small chalk lumps.

The natural deposits in Trench 1 consisted of a pale yellow sand with occasional pieces of flint and occasional patches coloured slightly grey yellow.

No features or deposits of archaeological interest were present within Trench 1.



Plate 2. Trench 1, north-facing sample section

## 5.2 Trench 2

Trench 2 was orientated north-south and located towards the north-east of the site (Fig. 2, Plate 3). It measured c.31m by c.2m and was excavated to a depth of c.0.52m–c.0.65m.



Plate 3. Trench 2, view from north end

Three layers overlying the natural pale yellow sand were visible within Trench 2 (Plate 4). The uppermost deposit was a turf layer of mid-dark brown sandy silt c.0.10m deep. This sealed a soft very pale brown silty sand topsoil c.0.16m deep.

Subsoil consisted of soft pale brown silty sand with a grey hue c.0.28m deep and containing occasional–moderate amounts of small stones.

A north-west to south-east aligned cable was exposed at the north end of Trench 2 and was severed. It was buried c.0.30m below the surface however it did not register when the area was CAT scanned prior to excavation nor was there any warning tape or change of material around it. It was suggested by operators on site that it may have been a redundant cable servicing the community centre and a TV mast. The position of the cable was recorded and it was then reburied with a layer of plastic bags above it to indicate its position to anyone doing subsequent work in the area. As a result of the presence of the cable, the first c.1.80m of Trench 2 was not excavated deeper than the depth of the cable.

No features or deposits of archaeological interest were present within Trench 2.



Plate 4. Trench 2, east-facing Sample section

### 5.3 Trench 3

Trench 3 was orientated east-west and located in the north-west part of the site (Fig. 2, Plate 5). The trench measured c.36m by c.2m and was excavated to a depth of c.0.60m.

No features or deposits of archaeological interest were present within this trench however modern drains filled with large pieces of gravel were encountered. One of these drains was at the west end of the trench and buried only c.0.25m deep. As a result excavation stopped at this higher level for a length of c.2.40m at Trench 3's western end.

Four layers were visible within Trench 3 (Plate 6) above natural. At the surface was a topsoil and turf layer c.0.06m deep, consisting of soft mid-dark brown sandy silt and turf with occasional stones. Below this was a dumped layer of soft black sand and gravel c.0.17m deep. Below this layer was another dumped layer of soft dirty orange sand c.0.09m deep with frequent numbers of chalk flecks. The original

subsoil layer lay beneath this and consisted of a soft pale brown slightly silty sand c.0.28m deep with occasional–moderate flint/stones and small chalk flecks.

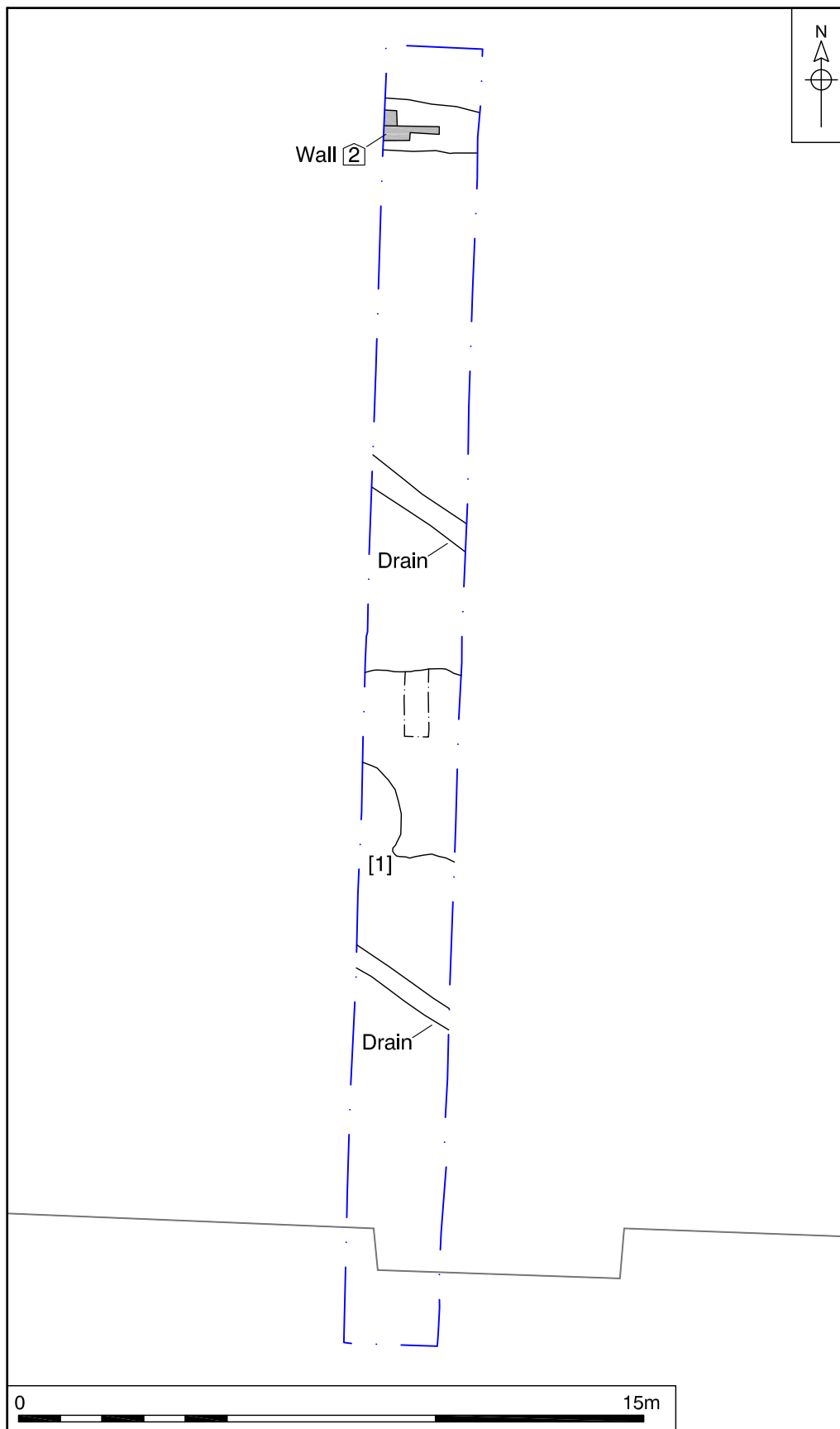
The natural in Trench 3 consisted of an orange-yellow soft sand.



Plate 5. Trench 3, view from east end



Plate 6. Trench 3, south-facing sample section



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Figure 3. Plan of Trench 4. Scale 1:150

## 5.4 Trench 4

Trench 4 was orientated north-south and located in the south-west of the site (Fig. 2, Plate 7). The trench measured c.31m by c.2m and was excavated to a depth of c.0.30–0.45m.



Plate 7. Trench 4, view from south end

Four layers were visible within the trench along with the natural deposit (Plate 8). A topsoil and turf layer comprising loose dark-mid brown sandy silt c.0.04m deep was at the surface. Below this was a layer of loose black sand and gravel c.0.12m deep similar to that encountered in Trench 3. Below this was a layer of soft orange brown sand c.0.10m deep with chalk flecks. Below the black sand and gravel was a c.0.22m deep soft pale brown sand with rare occurrences of small stones.

A thin layer of compacted chalk [1] was located c.11m from the north end of Trench 4 at the base of the trench (Fig. 3). Chalk [1] was found c.0.35m below the ground surface and was c.4.40m long and c.0.03m thick (Plate 9). There were no artefacts to aid interpretation and it is unclear whether this is a floor surface or a compacted modern dump of material (like other deposits on the site).

At the southern end of Trench 4 a modern east–west aligned red brick wall [2] was recorded (Fig. 3). It survived to a height of c.0.40m.

Two gravel-filled modern drains were also observed in Trench 4. The natural in Trench 4 consisted of an orange-yellow soft sand.



Plate 8. Trench 4, east-facing sample section



Plate 9. Trench 4, possible chalk surface [1]

## **6.0 CONCLUSIONS**

Evaluation at St John's Close, Mildenhall has demonstrated the presence of several layers of modern make-up/dumping across the area of the proposed development. It has been suggested that this material was deposited recently, when the housing estate to the south of the site was constructed (local residents pers. comm.).

The only features were apparent in Trench 4 in the form of a chalk deposit and a wall.

The compacted chalk patch [1] was possibly a surface of some kind, but alternatively could have been a make-up or dumped layer – other dumped layers were identified at the site albeit of a different form.

There is no archaeological evidence of settlement or activity on the site relating to earlier periods, although this could be a reflection of the amount of modern disturbance that has occurred in this location.

Recommendations for future work based upon this report will be made by Suffolk County Council Archaeological Service Conservation Team.



## **Acknowledgements**

The Archaeological evaluation at St John's Close Mildenhall was funded by Orbit Homes and commissioned by Oxbury and Company.

The fieldwork was undertaken by, Stuart Calow, and the author. Site machining was undertaken by Mark Gladden of GB Digger Hire. The project was monitored on behalf of SCCAS/CT by Jess Tipper. The project was managed for NPS Archaeology by Nigel Page.

The report was illustrated by David Dobson and edited by Jayne Bown

## **Bibliography and Sources**

Department for Communities and Local Government      2010      *Planning Policy Statement 5: Planning for the Historic Environment (2010)*

<http://maps.bgs.ac.uk> Accessed 14.02.12

### Appendix 1a: Context Summary

Context	Category	Cut Type	Fill Of	Description
1	Deposit			Chalk ?floor or make-up deposit
2	Masonry			Brick wall

### Appendix 1b: OASIS Context Summary

Period	Feature type	Total
Modern	Brick Wall	1

## **Appendix 2: OASIS Summary**

# OASIS DATA COLLECTION FORM: England

[List of Projects](#) | [Manage Projects](#) | [Search Projects](#) | [New project](#) | [Change your details](#) | [HER coverage](#) | [Change country](#) | [Log out](#)

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**OASIS ID: norfolka1-120326**

## Project details

Project name	St John's Mildenhall
Short description of the project	This report presents the findings of an archaeological evaluation conducted by NPS Archaeology ahead of the proposed development at the St John's Close Mildenhall, Suffolk. The work was commissioned by Oxbury and Company for Orbit Housing. The evaluation consisted of four trenches all c.2m wide. Trenches 2 and 4 were c.31m long, the length of Trench 1 was reduced to c.25m due to the presence of a tree and Trench 3 was extended correspondingly to c.36m. The Trenches were positioned within the area of the proposed development. No archaeological evidence was present in Trenches 1-3. Trench 4 contained a modern wall and a possible chalk surface or dump.
Project dates	Start: 05-01-2012 End: 06-01-2012
Previous/future work	No / Not known
Any associated project reference codes	MNL673 - HER event no.
Any associated project reference codes	BAU2455 - Contracting Unit No.
Any associated project reference codes	06/11/0208/O - Planning Application No.
Type of project	Field evaluation
Site status	None
Current Land use	Other 13 - Waste ground
Monument type	WALL Modern
Significant Finds	NONE None
Methods & techniques	'Sample Trenches'
Development type	Rural residential
Prompt	Direction from Local Planning Authority - PPS
Position in the planning process	Between deposition of an application and determination

## Project location

Country	England
Site location	SUFFOLK FOREST HEATH MILDENHALL St John's Close
Study area	1.20 Hectares
Site coordinates	TL 715 755 52.3502708835 0.518309642631 52 21 00 N 000 31 05 E Point

### Project creators

Name of Organisation	NPS Archaeology
Project brief originator	Suffolk County Council Archaeological Services
Project design originator	NPS Archaeology
Project director/manager	Nigel Page
Project supervisor	Lilly Hodges
Type of sponsor/funding body	Housing Association
Name of sponsor/funding body	Orbit Homes

### Project archives

Physical Archive Exists?	No
Digital Archive recipient	NPS Archaeology
Digital Contents	'other'
Digital Media available	'Images raster / digital photography','Images vector','Text'
Paper Archive recipient	Suffolk County Council
Paper Contents	'other'
Paper Media available	'Context sheet','Plan','Report'

### Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Evaluation at St John's Close, Mildenhall, Suffolk
Author(s)/Editor(s)	Hodges, L.
Other bibliographic details	Report 2455
Date	2012
Issuer or publisher	NPS Archaeology
Place of issue or publication	Norwich
Description	A4 portrait, paper, double-sided, colour-printed, spiral-bound; PDF

Entered by Jayne Bown (jayne.bown@nps.co.uk)  
Entered on 1 March 2012

## OASIS:

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## **Appendix 3: Archaeological Specification**

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## **Brief and Specification for Archaeological Evaluation**

### **ST JOHN'S CLOSE, MILDENHALL, SUFFOLK**

***The commissioning body should be aware that it may have Health & Safety responsibilities.***

#### **1. The nature of the development and archaeological requirements**

- 1.1 A planning enquiry has been made for residential development at St John's Close, Mildenhall, Suffolk (TL 715 755). **Please contact the applicant for an accurate plan of the site.**
- 1.2 The Planning Authority (Forest Heath District Council) will be advised by Suffolk County Council Archaeology Service that the location of the proposed campsite and lake could affect important heritage assets with archaeological interest. The applicant should be required to undertake an archaeological field evaluation prior to consideration of the proposal, in accordance with PPS5 Planning for the Historic Environment (Policy HE6). This information should be incorporated in the design and access statement, in accordance with policies HE6.1, HE6.2, HE6.3 and HE7.1 of PPS5, in order for the Local Planning Authority to be able to take into account the particular nature and the significance of any below-ground heritage assets at this location.
- 1.3 The proposed development area measures c.0.58ha. in size. It is situated on chalky drift deposits (deep sandy soils) at c.7.00m OD.
- 1.4 The site lies in an area of archaeological potential, located less than 100m to the north of the find spot of a Roman floor surface that is recorded in the Historic Environment Record (HER no. MNL 487). However, the location of this proposed development has not been subject to systematic archaeological survey.
- 1.5 In order to inform the archaeological strategy, the following work will be required:
  - A linear trenched evaluation is required of the development area.
- 1.6 The results of this evaluation will enable the archaeological resource, both in quality and extent, to be accurately quantified. Decisions on the suitability of the area for development will be based on the results of this work. The evaluation will also provide information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost. The need for any further evaluation, should unusual deposits or other archaeological finds of significance be recovered, will be based upon the results of this evaluation and will be the subject of an additional specification.
- 1.7 All arrangements for the field evaluation of the site, the timing of the work, access to the site, the definition of the precise area of landholding and area for proposed development are to be defined and negotiated with the commissioning body.
- 1.8 Detailed standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003.



- 1.9 In accordance with the standards and guidance produced by the Institute for Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Written Scheme of Investigation (WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (SCCAS/CT) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the WSI as satisfactory. The WSI will provide the basis for measurable standards and will be used to satisfy the requirements of the planning condition.
- 1.10 Only the full implementation of the scheme, both completion of fieldwork and reporting based on the approved WSI, will enable SCCAS/CT to advise the LPA that the specification has been adequately fulfilled.
- 1.11 Before any archaeological site work can commence it is the responsibility of the developer to provide the archaeological contractor with either the contaminated land report for the site or a written statement that there is no contamination. The developer should be aware that investigative sampling to test for contamination is likely to have an impact on any archaeological deposit which exists; proposals for sampling should be discussed with SCCAS/CT before execution.
- 1.12 The responsibility for identifying any constraints on fieldwork, e.g. designated status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites &c., ecological considerations rests with the commissioning body and its archaeological contractor. The existence and content of the archaeological brief does not over-ride such constraints or imply that the target area is freely available.
- 1.13 Any changes to the specifications that the project archaeologist may wish to make after approval by this office should be communicated directly to SCCAS/CT and the client for approval.

## **2. Brief for the Archaeological Evaluation**

- 2.1 Establish whether any archaeological deposit exists in the area, with particular regard to any which are of sufficient importance to merit preservation *in situ*.
- 2.2 Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.
- 2.3 Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- 2.4 Establish the potential for the survival of environmental evidence.
- 2.5 Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.
- 2.6 This project will be carried through in a manner broadly consistent with English Heritage's *Management of Archaeological Projects*, 1991 (MAP2), all stages will follow a process of assessment and justification before proceeding to the next phase of the project. Field evaluation is to be followed by the preparation of a full archive, and an assessment of potential. Any further excavation required is to be followed by the preparation of a full archive, and an assessment of potential, analysis and final report preparation may follow. Each stage will be the subject of a further brief and updated project design; this document covers only the evaluation stage.

- 2.7 The developer or his archaeologist will give SCCAS/CT (address as above) five working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored.
- 2.8 If the approved evaluation design is not carried through in its entirety (particularly in the instance of trenching being incomplete) the evaluation report may be rejected. Alternatively the presence of an archaeological deposit may be presumed, and untested areas included on this basis when defining the final mitigation strategy.
- 2.9 An outline specification, which defines certain minimum criteria, is set out below.

### **3. Specification: Trenched Evaluation**

- 3.1 Trial trenches are to be excavated to cover 5% by area, which is c.290.00m<sup>2</sup>. These shall be positioned to sample all parts of the site; it will be acceptable, however, to reduce the percentage of trenching slightly in built-up areas, to fit around existing buildings. Linear trenches are thought to be the most appropriate sampling method, in a systematic grid array. Trenches are to be a minimum of 1.80m wide unless special circumstances can be demonstrated; this will result in c.161.00m of trenching at 1.80m in width. Trenches may need to be extended to ensure that any deep deposits are adequately investigated.
- 3.2 If excavation is mechanised a toothless 'ditching bucket' 1.50m wide minimum must be used. A scale plan showing the proposed location of the trial trench should be included in the WSI and the detailed trench design must be approved by SCCAS/CT before field work begins.
- 3.3 The topsoil may be mechanically removed using an appropriate machine with a back-acting arm and fitted with a toothless bucket, down to the interface layer between topsoil and subsoil or other visible archaeological surface. All machine excavation is to be under the direct control and supervision of an archaeologist. The topsoil should be examined for archaeological material.
- 3.4 The top of the first archaeological deposit may be cleared by machine, but must then be cleaned off by hand. There is a presumption that excavation of all archaeological deposits will be done by hand unless it can be shown there will not be a loss of evidence by using a machine. The decision as to the proper method of excavation will be made by the senior project archaeologist with regard to the nature of the deposit.
- 3.5 In all evaluation excavation there is a presumption of the need to cause the minimum disturbance to the site consistent with adequate evaluation; that significant archaeological features, e.g. solid or bonded structural remains, building slots or post-holes, should be preserved intact even if fills are sampled. For guidance:
- For linear features, 1.00m wide slots (min.) should be excavated across their width;
- For discrete features, such as pits, 50% of their fills should be sampled (in some instances 100% may be requested).
- 3.6 There must be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. The depth and nature of colluvial or other masking deposits must be established across the site.
- 3.7 Archaeological contexts should, where possible, be sampled for palaeoenvironmental remains. Best practice should allow for sampling of interpretable and datable archaeological deposits and provision should be made for this. The contractor shall show what provision has been made for environmental assessment of the site and must provide details of the sampling strategies for retrieving artefacts, biological remains (for palaeoenvironmental and palaeoeconomic investigations), and samples of sediments and/or soils (for

micromorphological and other pedological/sedimentological analyses. Advice on the appropriateness of the proposed strategies will be sought from Helen Chappell, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy, P.L. and Wiltshire, P.E.J., 1994, *A guide to sampling archaeological deposits for environmental analysis*) is available for viewing from SCCAS.

- 3.8 Any natural subsoil surface revealed should be hand cleaned and examined for archaeological deposits and artefacts. Sample excavation of any archaeological features revealed may be necessary in order to gauge their date and character.
- 3.9 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
- 3.10 All finds will be collected and processed (unless variations in this principle are agreed SCCAS/CT during the course of the evaluation).
- 3.11 Human remains must be left *in situ* except in those cases where damage or desecration are to be expected, or in the event that analysis of the remains is shown to be a requirement of satisfactory evaluation of the site. However, the excavator should be aware of, and comply with, the provisions of Section 25 of the Burial Act 1857.
- 3.12 Plans of any archaeological features on the site are to be drawn at 1:20 or 1:50, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded. All levels should relate to Ordnance Datum. Any variations from this must be agreed with SCCAS/CT.
- 3.13 A photographic record of the work is to be made, consisting of high resolution digital images.
- 3.14 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.
- 3.15 Trenches should not be backfilled without the approval of SCCAS/CT. Suitable arrangements should be made with the client to ensure trenches are appropriately backfilled, compacted and consolidated in order to prevent subsequent subsidence.

#### **4. General Management**

- 4.1 A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by SCCAS/CT. The archaeological contractor will give not less than five days written notice of the commencement of the work so that arrangements for monitoring the project can be made.
- 4.2 The composition of the archaeology contractor staff must be detailed and agreed by this office, including any subcontractors/specialists. For the site director and other staff likely to have a major responsibility for the post-excavation processing of this evaluation there must also be a statement of their responsibilities or a CV for post-excavation work on other archaeological sites and publication record. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.
- 4.3 It is the archaeological contractor's responsibility to ensure that adequate resources are available to fulfill the Brief.
- 4.4 A detailed risk assessment must be provided for this particular site.
- 4.5 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.

- 4.6 The Institute for Archaeologists' *Standard and Guidance for archaeological field evaluation* (revised 2001) should be used for additional guidance in the execution of the project and in drawing up the report.

## 5. Report Requirements

- 5.1 An archive of all records and finds must be prepared consistent with the principles of English Heritage's *Management of Archaeological Projects*, 1991 (particularly Appendix 3.1 and Appendix 4.1).
- 5.2 The report should reflect the aims of the WSI.
- 5.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.
- 5.4 An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established.
- 5.5 Reports on specific areas of specialist study must include sufficient detail to permit assessment of potential for analysis, including tabulation of data by context, and must include non-technical summaries.
- 5.6 The Report must include a discussion and an assessment of the archaeological evidence, including an assessment of palaeoenvironmental remains recovered from palaeosols and cut features. Its conclusions must include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).
- 5.7 The results of the surveys should be related to the relevant known archaeological information held in the County Historic Environment Record (HER).
- 5.8 A copy of the Specification should be included as an appendix to the report.
- 5.9 The project manager must consult the County HER Officer (Dr Colin Pendleton) to obtain a HER number for the work. This number will be unique for each project or site and must be clearly marked on any documentation relating to the work.
- 5.10 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*.
- 5.11 Every effort must be made to get the agreement of the landowner/developer to the deposition of the full site archive, and transfer of title, with the intended archive depository before the fieldwork commences. If this is not achievable for all or parts of the finds archive then provision must be made for additional recording (e.g. photography, illustration, scientific analysis) as appropriate.
- 5.12 If the County Store is not the intended depository, the project manager should ensure that a duplicate copy of the written archive is deposited with the County HER.
- 5.13 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation, and regarding any specific cost implications of deposition. The intended depository should be stated in the WSI, for approval. The intended depository must be prepared to accept the entire archive resulting from the project (both finds and written archive) in order to create a complete record of the project.

- 5.14 If the County Store is the intended location of the archive, the project manager should consult the SCCAS Archive Guidelines 2010 and also the County Historic Environment Record Officer regarding the requirements for the deposition of the archive (conservation, ordering, organisation, labelling, marking and storage) of excavated material and the archive. A clear statement of the form, intended content, and standards of the archive is to be submitted for approval as an essential requirement of the WSI.
- 5.15 The WSI should state proposals for the deposition of the digital archive relating to this project with the Archaeology Data Service (ADS), and allowance should be made for costs incurred to ensure the proper deposition (<http://ads.ahds.ac.uk/project/policy.html>) with ADS or another appropriate archive depository.
- 5.16 Where positive conclusions are drawn from a project (whether it be evaluation or excavation) a summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute for Archaeology*, must be prepared. It should be included in the project report, or submitted to SCCAS/CT, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.
- 5.17 An unbound hardcopy of the evaluation report, clearly marked DRAFT, must be presented to SCCAS/CT for approval within six months of the completion of fieldwork unless other arrangements are negotiated with the project sponsor and SCCAS/CT.
- Following acceptance, two hard copies of the report should be submitted to SCCAS/CT together with a digital .pdf version.
- 5.18 Where appropriate, a digital vector trench plan should be included with the report, which must be compatible with MapInfo GIS software, for integration in the County HER. AutoCAD files should be also exported and saved into a format that can be imported into MapInfo (for example, as a Drawing Interchange File or .dxf) or already transferred to .TAB files.
- 5.19 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms.
- 5.20 When the project is completed, all parts of the OASIS online form must be completed and a copy must be included in the final report. A .pdf version of the entire report should be uploaded where positive results have been obtained. A paper copy should also be included with the report and also with the site archive.

Specification by: Dr Jess Tipper

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Date: 7 October 2011

**This brief and specification remains valid for six months from the above date. If work is not carried out in full within that time this document will lapse; the authority should be notified and a revised brief and specification may be issued.**

**If the work defined by this brief forms a part of a programme of archaeological work required by a Planning Condition, the results must be considered by the Conservation Team of the Archaeological Service of Suffolk County Council, who have the responsibility for advising the appropriate Planning Authority.**