

Report 2281



nau archaeology

**An Archaeological Evaluation at  
The Eyrie, Hunters Lane, Mendham,  
Suffolk**

MDM 126



**Prepared for:**

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December 2009



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Location: The Eyrie, Hunters Lane, Mendham, Suffolk  
District: Mid Suffolk  
Grid Ref: TM 273 805  
SHER No: MDM 126  
Date of fieldwork: 1 December 2009

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## **Summary**

*Two trenches were excavated prior to the demolition of the bungalow 'The Eyrie' and associated buildings, and the erection of a new dwelling and garage. The trenches encountered no archaeological evidence, the only disturbance encountered in the trenches being modern bottle and metalwork dumps in both. Both trenches encountered similar topsoil, subsoil and natural deposits, and were excavated down to a similar depth.*

## **1.0 INTRODUCTION**

The site of the proposed development was The Eyrie, a bungalow on the western side of Hunters Lane in Mendham, Suffolk. The existing bungalow is to be demolished and replaced with a new dwelling and garage.

This archaeological programme was undertaken to fulfil a planning condition set by Mid Suffolk District Council (Planning Application: 1789/09). The requirement for the Programme of Archaeological Work was set out in the Brief and Specification for Archaeological Evaluation issued by Suffolk County Council Archaeological Service Conservation Team (Jess Tipper 12 October 2009) and was carried out in accordance with a Project Design prepared by NAU Archaeology (Ref: NAU/DW/BAU2281). The brief stipulated the excavation of two trenches measuring 7m x 1.8m. One trench was to be located within the footprint of the new dwelling, and the other within the footprint of the new garage.

The work was designed to assist in defining the character and extent of any archaeological remains within the proposed redevelopment area, following the guidelines set out in *Planning and Policy Guidance 16 — Archaeology and Planning* (Department of the Environment 1990). The results will enable decisions to be made by the Local Planning Authority with regard to the treatment of any archaeological remains found.

The excavation was commissioned and funded by Mr Colin Mackinnon.

The site archive is currently held by NAU Archaeology and on completion of the project will be deposited with Suffolk County Council, following the relevant policy on archiving standards.

## **2.0 GEOLOGY AND TOPOGRAPHY**

The topsoil in the two trenches excavated consisted of mid grey-brown silty-clay, with a thickness of 0.25m – 0.3m.

The subsoil in both trenches consisted of mid brown-orange silty-clay, with a thickness of 0.2m.

The bedrock geology in the area of Mendham is Norwich crag formation sand, with a surface geology of Boulder Clay or Till (Wymer, 1999, 18). This showed within

the trenches as mottled silvery sand with rusty orange patches, also interspersed with patches of bright yellow clay. The natural appeared rather undulating, and the silvery sand with rusty patches could be due to water action.

The site was located on a hill overlooking the Mendham marshes, on the western side of Hunters Lane. The drainage was good, although conditions during the evaluation were damp and overcast.

### **3.0 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND**

The village centre of Mendham lies at some distance to the north of the evaluation area, and is therefore not discussed here. The site lies closer to the southern boundary of Mendham parish. A search of the locality with the Suffolk Historic Environment Record revealed human activity in the area of the evaluation from the Neolithic period up to modern times. The results of this search are set out below by period.

#### **Prehistoric**

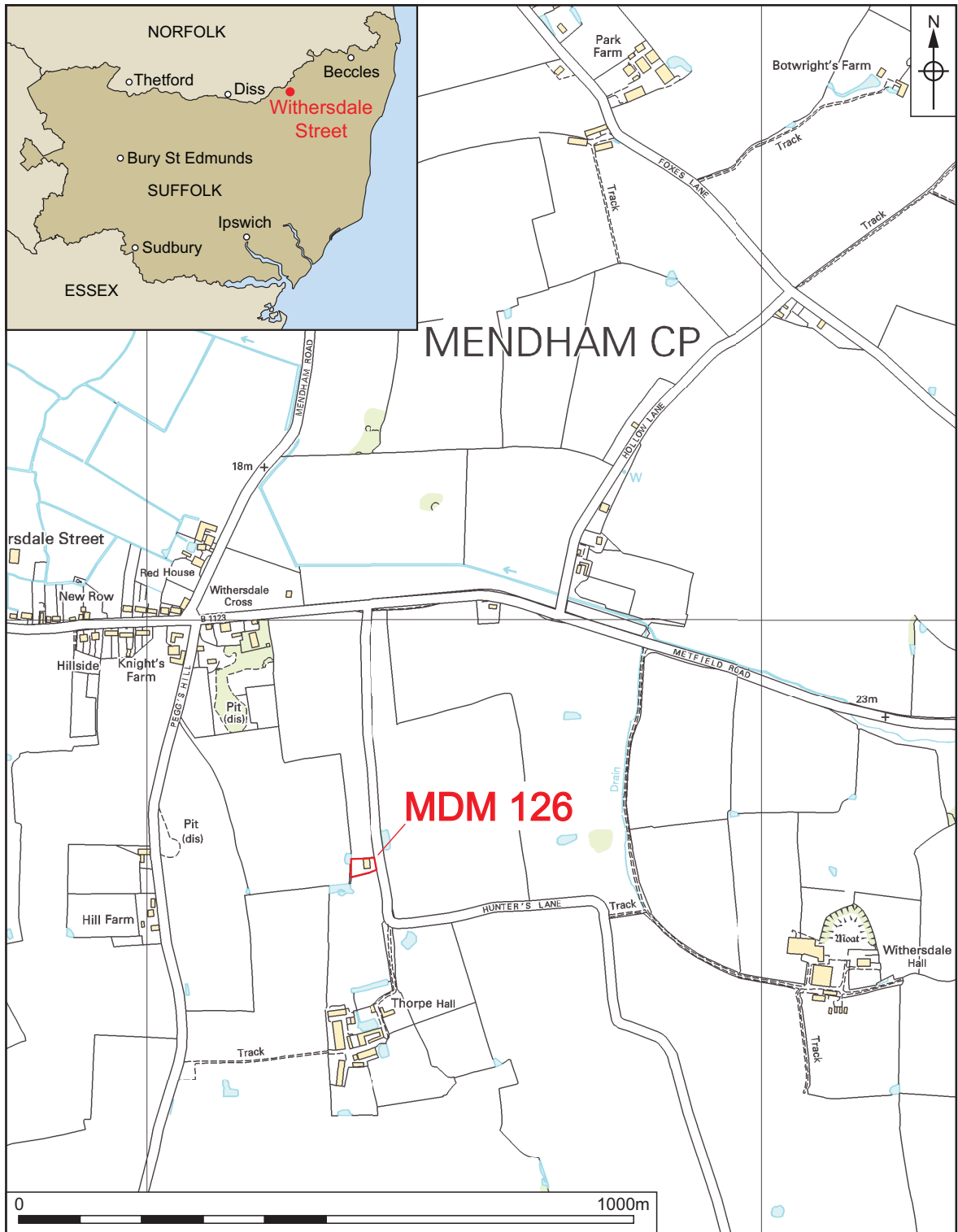
Prehistoric evidence in close vicinity of the site consists of three scatters of burnt flint (MDM 048, MDM 072 and MDM 092), although these are recorded as undated in the Suffolk Historic Environment Record, they are likely to be of prehistoric date. Two of these scatters are located to the south-east of the current site, with MDM 048 on the east side of Hunters Lane, and MDM 072 on the west. The final scatter (MDM 092) is to be found to the south-west of The Eyrie, near to Thorpe Hall. Within the field opposite The Eyrie a Bronze Age awl was recovered by metal detector (MDM 075).

Slightly further afield more burnt flint scatters have been recorded (including MDM 033, MDM 036, MDM 057, MDM 058). To the west of the evaluation area a small concentration of worked flint, dated to the Neolithic was found (MDM 054). This assemblage comprised a single scraper and debitage, and was found during fieldwalking. To the north-east, two sherds of Iron Age pottery were found, along with a single piece of Roman pottery (MDM 035).

#### **Roman**

Roman evidence has been noted in the evaluation area, although generally at some distance from the immediate vicinity of the development site. The nearest finds of Roman date include a bronze denarius dated to 75AD (MDM MISC-MSF22598), located within the field adjacent to the site to the north. In the field immediately to the east of The Eyrie one rim and two body sherds of Roman grey ware have been collected (MDM 075). Further to the north (MDM 085) one rim and one body sherd of grey ware were found whilst fieldwalking. To the south-west of the site a small scatter of grey ware pottery has been recovered (MDM 040).

Throughout the remainder of Mendham parish Roman evidence mostly consists of stray finds of pottery. One exception is to be found to the north-east of the site, where it has been reported that ten large silver Roman coins were found, although the precise location of these coins is not known (MDM 037).



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Figure 1. Site location. Scale 1:10,000

## **Saxon**

The recovery of six brooches and part of a girdle hanger from the field opposite The Eyrie (MDM 075), and the foot of a cruciform brooch from the field adjacent to the site to the north (MDM 105) may indicate the presence of an Early Saxon cemetery.

The only other Saxon find from the area is located to the south-east of the site, and consists of a bronze buckle, found whilst metal detecting and of a Late Saxon date (MDM 104).

## **Medieval**

The medieval period is very well represented in the area of study. Nearest to the area of The Eyrie earthworks are to be seen on 1940's aerial photographs and have been identified as a probable moated site (MDM 109). These earthworks are located immediately to the west of Thorpe Hall (a post-medieval building). Near to these earthworks (MDM 096) a scatter of 14th–15th century pottery and oyster shell were found whilst fieldwalking. Earthworks of a moated site are also to be found to the east of the development area (MDM 002) although only the western arm of the moat survives, the northern arm can be seen on a 1940's aerial photograph. The area is now marked by a scatter of pottery of 14th–15th century date. This feature adjoins the former medieval green, now known as 'Cockers Green' (MDM 071). Also adjacent to Cockers Green, a scatter of medieval finds have been located whilst fieldwalking (MDM 078) and includes pottery of 14th–15th century date and lava quern stone fragments.

Further afield, to the north-west of Mendham village centre, the cropmarks and earthworks of the Cluniac priory of St. Mary are to be found (MDM 005). The priory was founded in the middle of the 12th century by William de Huntingfield, who presented gifts to the Cluniacs at Castle Acre in Norfolk, on the understanding that they would build a stone church at Mendham with an attached convent to house eight monks. After the Dissolution the priory passed to Charles Brandon, Duke of Suffolk, husband of Henry VIII's sister, Mary. The priory was passed on several times, and used as a privated residence, before finally becoming disused and ruined.

In the Domesday Book two and a half churches are attributed to Mendham, which has had a Christian community since at least the mid 10th century. Mendham is mentioned in the will of Theodred, Bishop of London, made around 942 – 951AD, where 'the minster and the community at Mendham church' are named. Mendham now has two churches, All Saints', and the smaller St. Mary Magdalene. It is likely to be All Saints' that has Anglo-Saxon and Norman antecedents, nothing remains of Saxon date, and little of Norman.

## **Post-Medieval**

In the Post-Medieval period the part of Mendham nearest to the development site appears to have been utilised as brickworks, with associated kilns and waste. The area of Kiln House (MDM 074), to the north of The Eyrie, was once the centre of this industry, and is marked as 'Works' on the 1:10560 map, it is also in operation at the time of the 1840 Tithe Map with R. Chaston as the owner and George Cobbold as the occupier. This George Cobbold is listed in the 1844 White's

Directory as, 'Geo. Cobbold, farmer and brick and tile maker'. Later, in 1891-1892, White's Directory lists C. W. Chaston, brick and tile maker' as the occupier. Ovens and kilns survive in the grounds of Kiln House, but are overgrown, and to the south the former yard and pit are present, with a cliff demarcating the southern boundary. Just to the east of the brickworks a 'crescent shaped concave bank' to the rear of a disused cottage, which contains a large amount of brick rubble is probably the site of a kiln (MDM 073). Ladies Meadow, which is the field opposite The Eyrie, whilst containing several Saxon finds, is also listed as being covered in brickmaking debris (MDM 075). The entry in the Historic Environment Record also states that it is 'unknown if this represents kilns or the dumping of waste from the kilns at the foot of the hill (MDM 073 and MDM 074)'. Fragments of kiln furniture and brick and tile were also recovered from a field named 'Brick Kiln Piece' (MDM 042) to the west of The Eyrie.

Thorpe Hall is the only listed building close to the study area, and dates from the 16th– early 17th century, this is located further along Hunters Lane to the south. The sites of two post-medieval cottages are also known in the area, at MDM 070, to the south-east and at MDM 093 to the south-west. To the west of The Eyrie a field boundary of 'probable' post-medieval date has been seen on aerial photographs (MDM 110). And just to the north of that is a possible sand extraction site, visible as earthworks on aerial photographs (MDM111).

## **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 Project Design required that two trenches measuring 7m x 1.8m were excavated. One of the trenches was to be located within the footprint of the new dwelling, and one was to be placed within the footprint of the new garage.

Machine excavation was carried out with a mini digger using a toothless ditching bucket under constant archaeological supervision.

Spoil, exposed surfaces and features were scanned with a metal detector. All metal-detected and hand-collected finds, other than those which were obviously modern, were retained for inspection.

All archaeological features and deposits were recorded using NAU Archaeology *pro forma* sheets. Trench locations, plans and sections were recorded at appropriate scales and colour and monochrome photographs were taken of all relevant features and deposits.

Due to the lack of suitable deposits, no environmental samples were taken.

## **5.0 RESULTS**

### **Trench 1 (new garage footprint)**

The trench measured 7m in length by 1.8m in width, with a depth of c.0.6m to 0.7m. The natural consisted of mottled silvery-white sand with rusty orange patches, and with patches of bright yellow clay. Above this was subsoil, measuring



0.2m in thickness, which was mid brownish-orange silty-clay (2). Above this was a mid greyish-brown silty-clay topsoil (1).

In the eastern end of the trench a pit [3] containing a modern dump of bottles and tin cans was observed (4). Due to obviously modern character of the fill this feature was not excavated.



**Plate 1. Trench 1, looking east**

### **Trench 2 (new dwelling footprint)**

This trench also measured 7m by 1.8m, and had a depth of c.0.5 to 0.6m. The natural within this trench was also very mottled, and was brown-orange-yellow clay with patches of brown-orange sand. Above this was a brownish-orange silty-clay subsoil, measuring 0.2m in thickness (6) overlain by a c.0.3m thick mid greyish-brown silty-clay topsoil (5).

Three metres from the southern end of the trench another modern dump of material, including glass bottles, jars, broken flowerpot and tin cans (8) was noted contained within a pit [7]. This pit measured c.1m by 0.75m and was not excavated due to the modern character of the dumped rubbish it contained.

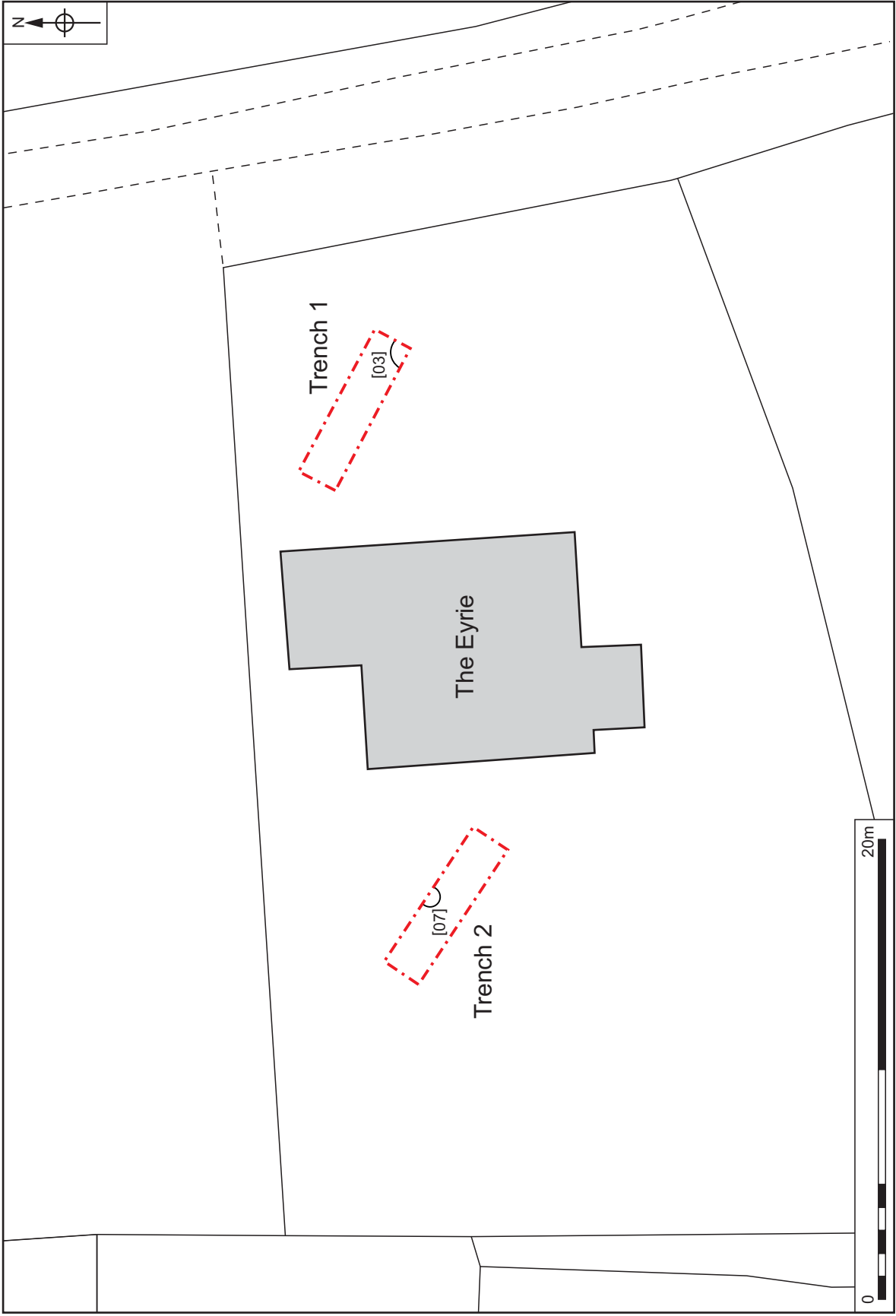


Figure 2. Trench location. Scale 1:250



**Plate 2. Trench 2, looking west**

## **6.0 CONCLUSIONS**

The site was located within an area of high archaeological sensitivity and potential, with surrounding fields having produced metal-detected finds of Anglo-Saxon date suggestive of the presence of an Early Saxon cemetery in the vicinity. No evidence for the cemetery was uncovered during the evaluation. It is likely that the excavation of a small pond (c.5m in diameter) to the rear of the existing bungalow, probably carried out in the last 15-20 years would have produced evidence for the cemetery if it were present.

The local topography might indicate that the cemetery could be located to the north and north-east, towards the crest of the hill overlooking Mendham Marshes as the development area is set back approximately 150m south of the crest.

### ***Acknowledgements***

The author would like to acknowledge Colin Mackinnon, who funded the project. The NAU Archaeology staff who undertook the fieldwork were Nigel Page and the author. Suzie Westall helped create the trench location plan, with David Dobson undertaking the rest of the graphics and produced the report. The report was edited by David Whitmore.



## ***Bibliography***

- |                           |      |   |
|---------------------------|------|---|
| Wymer, J.                 | 1999 | <i>'Solid Geology' and 'Surface Geology' in An Historical Atlas of Suffolk.</i> Suffolk County Council  |
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| Mendham and Witherdale    | 2009 | <a href="http://www.mendham.org.uk/index.php?view=article&amp;catid=1%3Aall-saints-mendham&amp;id=33%3Aoverview-of-all-saints&amp;option=com_content&amp;Itemid=5">http://www.mendham.org.uk/index.php?view=article&amp;catid=1%3Aall-saints-mendham&amp;id=33%3Aoverview-of-all-saints&amp;option=com_content&amp;Itemid=5</a> |

### **Appendix 1a: Context Summary**

| <b>Context</b> | <b>Category</b> | <b>Type</b> | <b>Fill Of</b> | <b>Description</b>  | <b>Period</b> |
|----------------|-----------------|-------------|----------------|---------------------|---------------|
| 1              | Deposit         |             |                | Topsoil Trench 1    | Unknown       |
| 2              | Deposit         |             |                | Subsoil Trench 1    | Unknown       |
| 3              | Cut             | Pit         |                | Pit within Trench 1 | Modern        |
| 4              | Deposit         |             | 3              | Fill of Pit [3]     | modern        |
| 5              | Deposit         |             |                | Topsoil Trench 2    | Unknown       |
| 6              | Deposit         |             |                | Subsoil Trench 2    | Unknown       |
| 7              | Cut             | Pit         |                | Pit within Trench 2 | Modern        |
| 8              | Deposit         |             | 3              | Fill of Pit [7]     | modern        |

### **Appendix 1b: OASIS Feature Summary**

| <b>Period</b> | <b>Type</b> | <b>Total</b> |
|---------------|-------------|--------------|
| Modern        | Pit         | 2            |

## ***Appendix 2: Archaeological Brief***

Environment and Transport Service Delivery  
9-10 The Churchyard, Shire Hall  
Bury St Edmunds  
Suffolk  
IP33 2AR

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

### **THE EYRIE, HUNTERS LANE, MENDHAM (1789/09)**

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

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

- 1.1 Planning permission has been granted by Mid Suffolk District Council (1789/09) for the erection of a new dwelling and garage (following demolition of existing) at The Eyrie, Hunters Lane, Mendham (TM 273 805). **Please contact the applicant for an accurate plan of the site.**
- 1.2 The Planning Authority has been advised that any consent should be conditional upon an agreed programme of work taking place before development begins (PPG 16, paragraph 30 condition).
- 1.3 The site is located on the west side of Hunters Lane, at c. 40.00m AOD, overlooking Mendham Marshes. The soils are deep clay of the Hanslope series, derived from the underlying chalky till.
- 1.4 The proposal lies in an area of archaeological importance defined in the County Historic Environment Record. The site lies adjacent to an area where metal detecting has identified a probable Anglo-Saxon cemetery (HER no. MDM 075). The evidence of probable burials within the immediate area demonstrates the high potential for archaeological deposits of a similar nature to be disturbed by this development. Aspects of the proposed works would cause significant ground disturbance with the potential to damage any archaeological deposits that are present.
- 1.5 In order to inform the archaeological mitigation 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 need for and scope of any mitigation measures, should there be any archaeological finds of significance, will be based upon the results of the 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 of Field 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 (Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) 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 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 the Conservation Team of the Archaeological Service of SCC (SCCAS/CT) before execution.
- 1.11 The responsibility for identifying any constraints on field-work, e.g. Scheduled Monument status, Listed Building 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.
- 1.12 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 as mitigation 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 Two linear trial trenches are to be excavated across the location of the new dwelling and garage, each measuring 7.00m x 1.80m in width (to the front and rear of the current dwelling).

3.2 If excavation is mechanised a toothless 'ditching bucket' at least 1.50m wide must be used. A scale plan showing the proposed locations of the trial trenches 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 Rachel Ballantyne, 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 both monochrome photographs and colour transparencies and/or 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.

#### **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 of Field 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 an 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 The project manager should consult the SCC Archive Guidelines 2008 and also the County HER Officer regarding the requirements for the deposition of the archive (conservation, ordering, organisation, labelling, marking and storage) of excavated material and the archive.
- 5.12 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>).
- 5.13 Every effort must be made to get the agreement of the landowner/developer to the deposition of the finds with the County HER or a museum in Suffolk which satisfies Museum and Galleries Commission requirements, as an indissoluble part of the full site archive. 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, analysis) as appropriate. If the County HER is the repository for finds there will be a charge made for storage, and it is presumed that this will also be true for storage of the archive in a museum.
- 5.14 The site archive is to be deposited with the County HER within three months of the completion of fieldwork. It will then become publicly accessible.
- 5.15 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.
- 5.16 County HER sheets must be completed, as per the County HER manual, for all sites where archaeological finds and/or features are located.



- 5.17 An unbound copy 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 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 All parts of the OASIS online form must be completed for submission to the County HER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

Specification by: Dr Jess Tipper

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Date: 12 October 2009

Reference: / TheEyrie-Mendham2009

**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.**