

Richmond House, 20 Nethergate Street  
Clare  
CLA 071

**Archaeological Evaluation Report**

**SCCAS Report No. 2011/101**

Author: Andrew Tester

July 2011



# Richmond House, Clare

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Report Date: July 2011

## HER Information

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**Report Number:** 2011/101  
**Site Name:** Richmond House, Clare  
**Planning Application No:** SE/11/0099  
**Date of Fieldwork:** June 2011  
**Grid Reference:** TL 768 451  
**Client :** Mr & Mrs Barwise  
**Curatorial Officer:** Jess Tipper  
**Project Officer:** Andrew Tester  
**Oasis Reference:** suffolk1-104738  
**Site Code:** CLA 071

Digital report submitted to Archaeological Data Service:

<http://ads.ahds.ac.uk/catalogue/library/greylit>

### Disclaimer

Any opinions expressed in this report about the need for further archaeological work are those of the Field Projects Team alone. Ultimately the need for further work will be determined by the Local Planning Authority and its Archaeological Advisors when a planning application is registered. Suffolk County Council's archaeological contracting services cannot accept responsibility for inconvenience caused to the clients should the Planning Authority take a different view to that expressed in the report.

Prepared By: Andrew Tester

Date: July 2011

Approved By: \*\*\*\*\*

Position: \*\*\*\*\*

Date: \*\*\*\*\*

Signed: \*\*\*\*\*

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

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## **Summary**












The excavation of an evaluation trench and two test pits at Richmond House Clare uncovered at least seven cut features dating between the 12th to 19th centuries. Finds from the site included 25 sherds of medieval pottery dated from the 12th to 14th centuries although the majority of these were found in later contexts. The evaluation has provided evidence for the occupation of Nethergate Street from the medieval period. .

# Drawing Conventions

## Plans

- Limit of Excavation 
- Features 
- Break of Slope 
- Features - Conjectured 
- Natural Features 
- Sondages/Machine Strip 
- Intrusion/Truncation 
- Illustrated Section  S.14
- Cut Number 
- Archaeological Features 

## Sections

- Limit of Excavation 
- Cut 
- Modern Cut 
- Cut - Conjectured 
- Deposit Horizon 
- Deposit Horizon - Conjectured 
- Intrusion/Truncation 
- Top of Natural 
- Top Surface 
- Break in Section 
- Cut Number 
- Deposit Number 0007
- Ordnance Datum  $\frac{18.45\text{m OD}}{\times}$



## **1. Introduction**

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An archaeological evaluation was carried out in the garden of Richmond House, 20 Nethergate Street, Clare as part of a planning condition on application SE/11/0099. The requirements were set out in a Brief and Specification by Jess Tipper of the Conservation team at Suffolk County Council Archaeological Service dated 27 May 2011 (Appendix 1). The condition required two trial trenches to be dug in order to assess the archaeological potential of the site. The planning application is for the construction of a swimming pool behind the existing range of buildings.

## **2. Geology and topography**

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The site occupies a south-east facing slope which is about 130m from the River Stour. Within the property the land rises from c. 47m to c.50m OD. The natural geology is chalk with superficial deposits of clay silt sand and gravel (British Geological Survey).

## **3. Archaeology and historical background**

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Clare has a rich archaeological heritage with significant earthworks dating from the Iron Age. Richmond House lies within the area defined for the medieval town of Clare in the County Historic Environment Record (CLA058). Clare was a late Saxon Manor with a collegiate church, founded by Earl Aelfric c.1045 (believed to lie within the later castle complex) and by 1066 a market had been established. Clare was acquired by Richard Fitz-Gilbert at the Norman Conquest (his grandson took the name 'de Clare') and he had built the motte and bailey castle by 1090. Richard de Clare founded the Priory for the canons of St Augustine in 1248 and the parish church of Saints Peter and Paul at about the same time (Clare Camp, also known as Erbury, on the north side of the town, was probably an Iron Age fort but was certainly used as a manorial centre during the medieval period. The woollen cloth trade was important from the late 14th to early 16th century and the finest of the town's timber-framed buildings belong to this period. Finds from neighbouring sites include medieval pits from No.22. Nethergate Street (CLA 054) and a Roman ditch and medieval pits when the Boathouse mews was built (CLA 043).

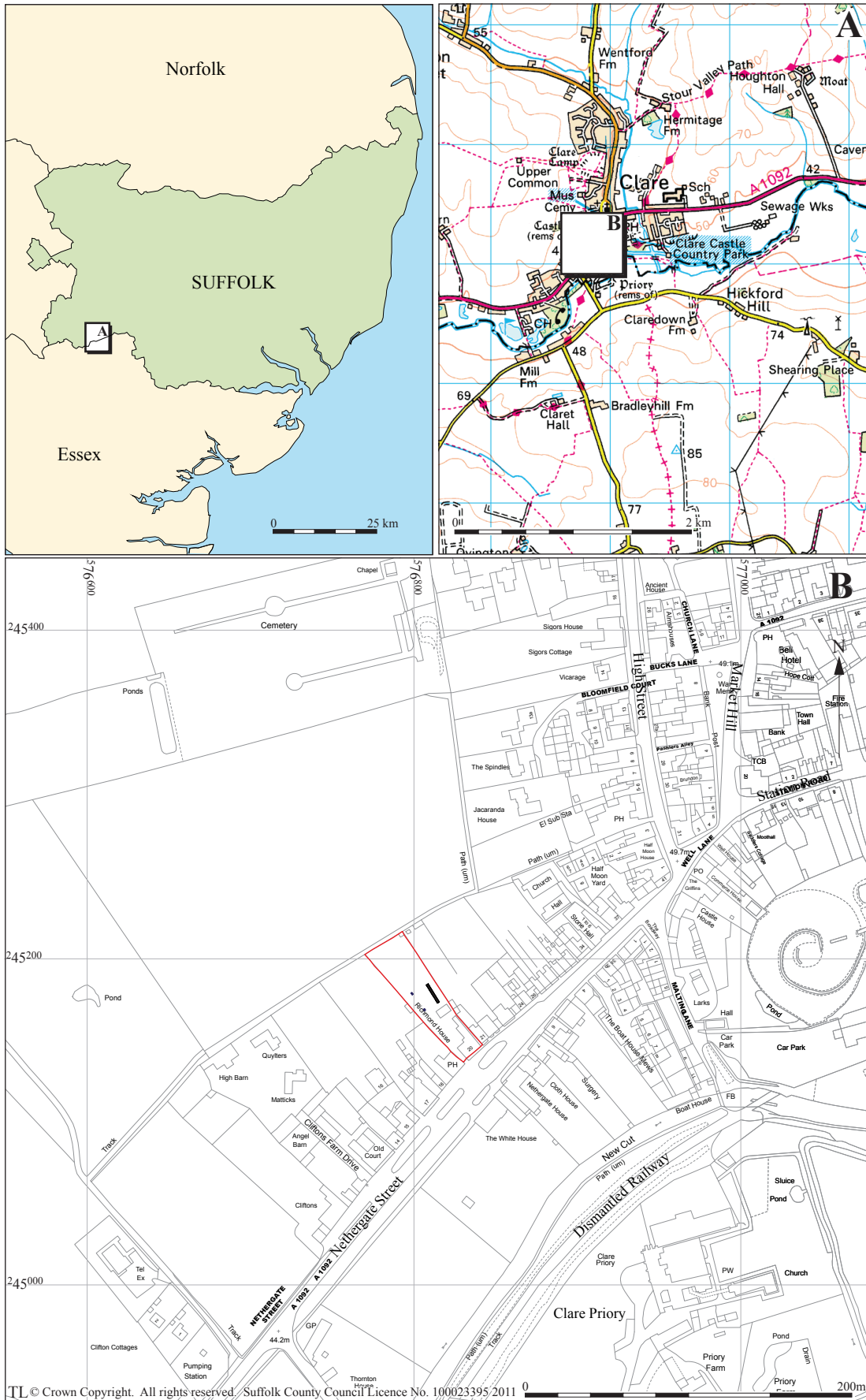


Figure 1. Location plan, showing development area (red), trenches (black) and test pits (navy)



Figure 2. Trench plan

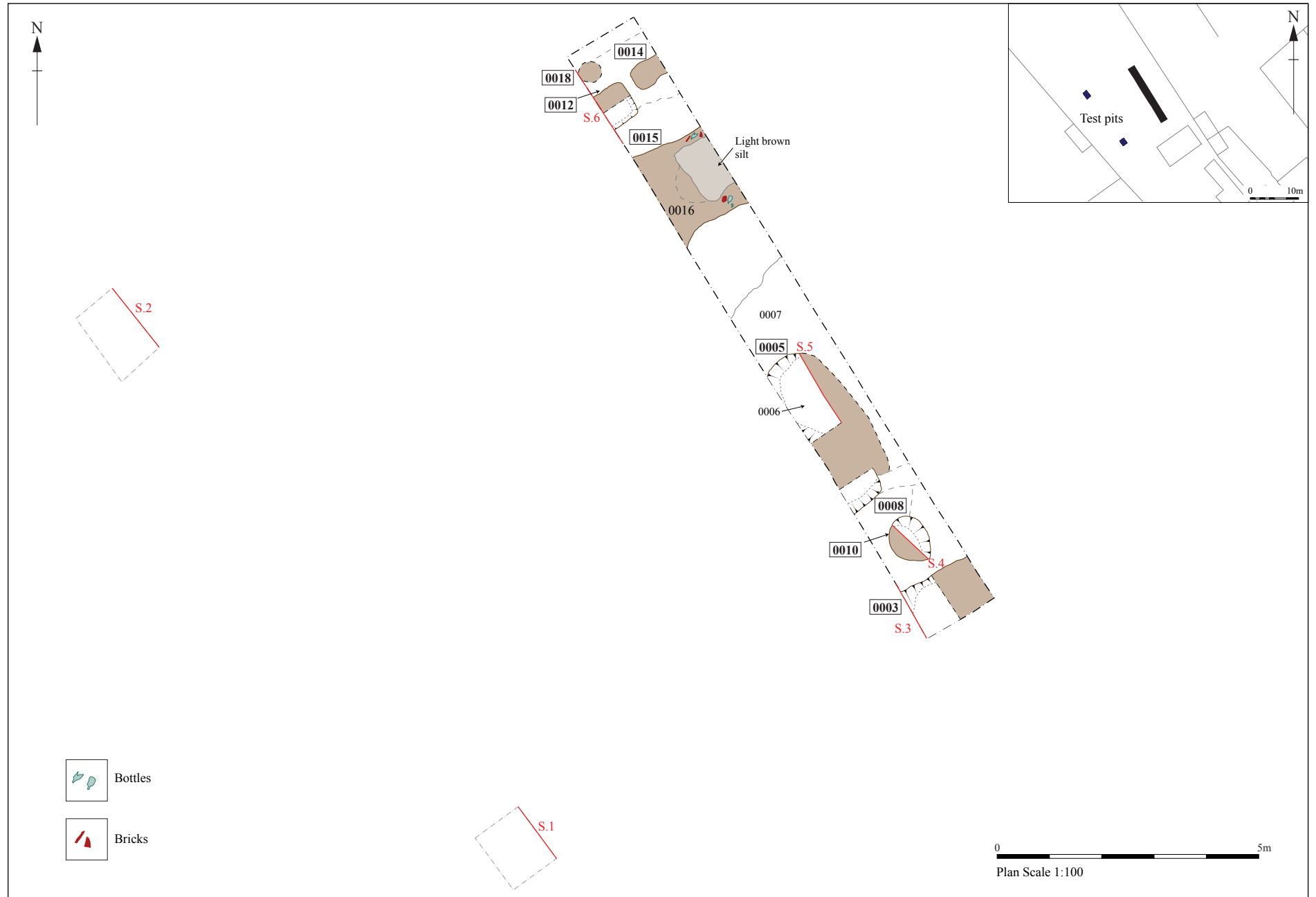


Figure 3. Trench and test pit plans

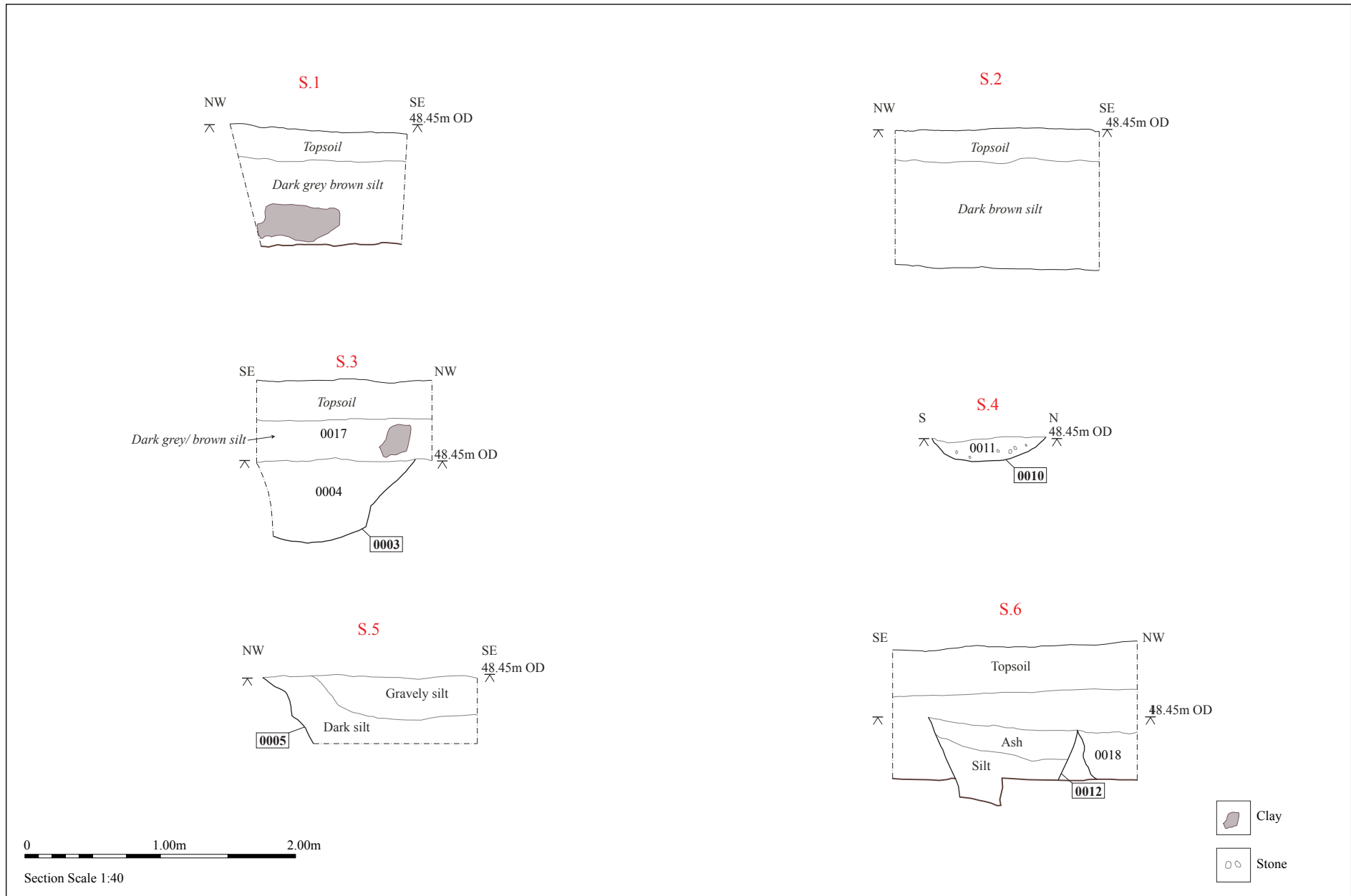


Figure 4. Sections

## **4. Methodology**

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The site of the proposed swimming pool was evaluated by the excavation of a single trial trench using a 7 ton 360° excavator fitted with a 1.6m wide ditching bucket. The surface at the base of the trench was selectively cleaned and sample sections recorded. As it had been established that any archaeological deposits were relatively deep, it was agreed with Jess Tipper that two test pits (confirming the depth of the likely archaeology) would be sufficient to evaluate the site of the rill water feature, which would be unlikely to penetrate deep enough to disturb archaeological deposits. The trench was planned, and sections drawn, at a scale of 1:20. Normal SCCAS conventions were applied in recording including a single sequence continuous numbering system and a high resolution photographic record. All finds are held in archive at Shire Hall, Bury St Edmunds. No environmental samples were taken.

## **5. Results**

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### **5.1 Evaluation Trench**

The trench was excavated by machine to a depth of c.1m at the north-west end and 0.6m at the south-east. The trench profile revealed approximately 0.4m of grey brown topsoil and below this were various layers of brown, and grey brown, silt. The base of the trench was a mixture of gravel and silt. At the north end of the trench there were three pits 0018, 0014 and 0012 that cut into the base of the trench. A section was dug into pit 0012 and the baulk section, which includes part of pit 0018, was drawn (Fig.4. section 6). Pit 0012 was 0.8m wide and at least 0.6m in length where it met the trench baulk. It contained a very dark charcoal rich fill (0013) that included several iron nails. The fill of pit 0014 was very similar and it is suggested that both are 19th century in date or later. Pit 0014 was cut from a similar level to pit 0012 and contained a loose fill that suggests it was also quite recent. C.1m to the south of pit 0012 was a large ditch or pit 0015; this feature was c.1.5m wide and contained bottle glass and bricks that were no earlier than 19th century in date. The appearance of the fill is suggestive of a single backfilling and it is likely that this was a rubbish pit.

Approximately 1m to the south of 0015 was a deposit, 0007; this was a dark brown layer of silt immediately above the gravel and appeared to fill a slight undulation along the floor of the trench, it was not; however, a cut feature. This layer was cut by pit 0005;

which was c.3m long and at least 1m wide; a sample of this feature was excavated from either end (the south end was dug separately under context 0008). The fill consisted of uniform dark grey brown silt. The finds included both medieval pottery and post medieval peg tile.



Plate 1. Evaluation trench looking north-west; the scales are 2m).

To the south of this was pit 0010; It was roughly circular and 0.9m wide and 0.2m deep and was filled with brown silt and gravel. No finds were identified. At the south end of the trench was pit or ditch 0003. Only one side of this feature was visible. It was at least 1.6m wide with a minimum width of 1m and it was 0.6m deep. The cut for this feature was only visible in the base of the trench at 0.6m from the surface. It produced both medieval pottery and post medieval tile fragments.

## 5.2 Test Pits 1 & 2

Test pit 1 measured 1m x 1.25m and was 0.85m deep. No features were identified although there was a deposit of yellow/green clay in the eastern section. The natural



subsoil of gravel and silt was similar to that in the evaluation trench. Eight sherds of medieval pottery were recovered.



Plate 2 Test pit 1. looking east

Test pit 2 measured 1m x 1.5m and was 1.15m deep. The fill consisted of 0.3m of topsoil over an homogenous fill of dark brown silt. The natural subsoil was a slightly silty orange gravel. No finds were recovered.



Plate 3. Test pit 1. facing east, the scale is divided in 0.5m sections)



## 6. Finds and environmental evidence

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Andy Fawcett

### 6.1 Introduction

A total of seventy-one finds with a combined weight of 621g was recovered from the archaeological evaluation at Richmond House. The majority of the pottery was dated to the late 12th to 14th century but much of this can be identified as residual from the accompanying CBM as demonstrated in Table 1. A full contextual breakdown of the finds can be seen in Table 1 and a further detailed catalogue forms part of the site archive.

Context	Pottery		CBM		Animal bone		Miscellaneous	Spot date
	No	Wt/g	No	Wt/g	No	Wt/g		
0002	8	92					Fired clay 1 @ 2g	Late 12th-14th C
0004	3	13	2	3			Worked flint 1 @ 2g	post medieval
0006	4	22	4	195				post medieval
0007	6	50					Worked flint 1 @ 10g	Late 12th-14th C
0009	3	9	8	109	5	25	Mortar 1 @ <1g	
							Burnt flint 1 @ 9g	post medieval
0013	1	4			5	3	Coal 2 @ 11g	
							Iron nails 15 @ 41g	16th-18th C
Total	25	190	14	307	10	28		

Table 1. Finds quantities

### 6.2 The pottery

#### *Introduction*

In total twenty-five sherds with a weight of 190g was recovered from six contexts. The majority of these were pit fills, which range in date from the 12th to 14th centuries to the 18th to 19th centuries. Overall the condition of most of the pottery may be described as slightly abraded; only two shattered rim sherds were recorded. The average sherd weight is fairly low (7.6g) and the pottery is quite evenly spread between contexts. A full contextual breakdown forms part of the site archive and a summary of this information can be seen in Appendix 1.

#### *Methodology*

The pottery was rapidly scanned using a x20 microscope and all of the sherds were assigned to basic fabric groups. The codes for these groups are those used by Suffolk

County Council Archaeological Services. All of the pottery has been recorded by sherd count, weight and estimated vessel equivalent calculations (Eve's).

### ***The assemblage***

The medieval pottery assemblage is almost entirely made up of general medieval coarseware (MCW) body sherds, dated from the late 12th to 14th century. Most of these sherds only display abundant ill-sorted quartz (one sherd each in context 0002 and 0007 exhibits orange/red stained quartz). A single abraded body sherd in test pit fill 0002 is lime-tempered. Finally a very small sherd of unprovenanced glazed ware (UPG) was noted in pit fill 0009 (2g). Apart from the single glazed fragment none of the other sherds are decorated, although several display sooting on their external surfaces.

Two cooking pot bases were noted, one each in layer 0007 and pit fill 0009. The rims of two cooking vessels were present in layer 0007. One of these has a thickened flat top with an internal bead similar to Cotter's type B2a (Cotter, 2000,50).

A single abraded post-medieval redware (PMRW) was noted in pit fill 0013. The sherd is dated from the 16th to 18th century and was accompanied by iron nail fragments, coal and animal bone.

### **6.3 Ceramic building materials (CBM)**

A small quantity of CBM was retrieved (14 fragments @ 307g) from three contexts, fill 0004 and pit fills 0006 and 0009. The pieces are small and their condition is abraded. A full contextual breakdown of the CBM forms part of the site archive.

The entire assemblage is composed of roof tile fragments which are hard-fired and fully oxidised. The majority of fabrics are medium sandy with ferrous inclusions (msfe), however there are two instances of medium sandy fabrics with clay pellets (mscp) and two with flint (msf). The roof tile fragments date from the late medieval to post-medieval period however; the lack of reduced cores suggests that they are more likely of a post-medieval date. In all instances the CBM fragments are accompanied by late 12th to 14th century pottery.

## **6.4 Fired clay**

Fired clay was only recorded in test pit fill 0002 (2g). The fabric is oxidised, medium sandy with sparse organic and common calcitic type voids. This context also contained medieval pottery.

## **6.5 Mortar**

A very small and abraded fragment of medium sandy mortar (<1g) was recorded in pit fill 0009. Medieval pottery, CBM, animal bone and burnt flint were noted in the same context.

## **6.6 Worked flint**

Identified by Colin Pendleton

Only two worked flints were identified, both of which are residual. The first of these was noted in pit/ditch fill 0004. It is an unpatinated small flake with limited crude edge retouch as well as parallel flake scars on the dorsal face. A small amount of cortex is also present and the fragment is probably dated to the Neolithic or Early Bronze Age. This context also contained pottery dated from the late 12th to 14th century as well as late medieval/post-medieval roof tile.

The second flint was recorded in layer 0007. It is an unpatinated flake with limited edge retouch and a natural striking platform. The fragment also has an incipient cone of percussion and although later prehistoric in date, it is likely within this period to be dated to the Bronze Age. Pottery dated from the late 12th to 14th century was also noted in this fill.

## **6.7 Burnt flint**

A single grey coloured fragment of burnt flint was noted in pit fill 0009 (9g). The context also contained late 12th to 14th century pottery, CBM, animal bone, mortar and burnt flint.

## **6.8 Iron objects**

A total of fifteen iron nails were noted in pit fill 0013 (41g). The collection is extremely fragmentary and is accompanied by post-medieval pottery, coal and animal bone.

## **6.9 Faunal remains**

Two contexts contained small quantities of animal bone. In pit fill 0009 only two pieces could be identified, a sheep tooth and a cow toe bone and these were accompanied by late 12th to 14th century pottery. All of the bone pieces in pit fill 0013 were burnt and were noted alongside post-medieval pottery.

## **6.7 Discussion of material evidence**

This is a small and mostly fragmentary finds assemblage which often suffers from high levels of abrasion. The exception to this is the medieval pottery assemblage, which although small in size, is consistent in dating and only displays slight abrasion. However, the pottery is at odds with the CBM collection, which is more abraded and generally of a later date (late medieval/post-medieval). The pottery certainly represents some form of medieval activity on or within close vicinity of the current archaeological investigation. This is of no surprise as the site is effectively within the old medieval town area of Clare; medieval pottery was also retrieved from a monitoring at the adjacent property (see below).

## **7. Discussion**

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The evaluation has identified a range of features and the trench was heavily disturbed but the majority are post-medieval in date. The only feature with exclusively medieval finds was layer 0007. A shallow pit 0010 may have been quite early, but unfortunately contained no finds, and adjoining feature pit or ditch 0003 was cut from a similar level in the trench but produced small fragments of tile alongside medieval pottery.

Despite the later dating for the cut features the preponderance of unabraded medieval pottery gives a clear indication of medieval occupation close by and it seems likely that there is a long history of settlement on Nethergate Street with building on the street frontage preceding the existing buildings. Richmond House is a Grade II listed building and dates from the late 16th century. With medieval buildings on the street frontage we could expect to find evidence for rubbish and cess pits in the backyard areas and possibly outbuildings or industrial features such as ovens. Two medieval pits and pottery were identified during building work on the adjoining property to the north (Caruth 2005). The concentration of archaeology towards the south end of the evaluation trench may be an indication that further structural evidence lies closer to the house (the south end of the evaluation trench lies 37m from the modern pavement which is a long way back from the house in an urban setting).

## **8. Conclusions and recommendations**

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The evidence from the evaluation confirms the presence of medieval occupation although the extent of this is limited. The development will involve the total removal of the archaeological remains and it is therefore recommended that the footprint of the building is excavated and that the excavation of any service trenches, likely to impinge on the archaeology, is monitored.

## **9. Archive deposition**

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Paper and photographic archive: SCCAS Archive Store Bury St Edmunds

Digital archive on SCC server SVR-ETD077\Arc\Archive Field Proj\CLARE\CLA 071.

Finds and Environment archive: SCCAS Finds Store Bury St Edmunds.

## **10. Acknowledgements**

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The evaluation was carried out by Andrew Tester with Adam Yates and Robert Brookes. The graphics were prepared by Crane Begg and Ellie Hillen. Jonathan Van Jennians processed the finds and Andy Fawcett reported on the finds; the report was edited by Richenda Goffin.

## 11. Bibliography

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Cotter, J., 2000, Post-Roman pottery from excavations in Colchester, 1971-85, Colchester Archaeological Report No 7, Colchester Archaeological Trust Ltd.

Caruth J., 2007, Monitoring of excavations during an extension at 22 Nethergate Street, SCCAS Report No.2007/079

British Geological Survey: <http://maps.bgs.ac.uk/geologyviewer>

## **Appendix 1. Brief and specification**

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9-10 The Churchyard, Shire Hall  
Bury St Edmunds  
Suffolk  
IP33 2AR

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

**RICHMOND HOUSE, 20 NETHERGATE STREET, CLARE CO10 8NP  
(SE/11/0099)**

***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 St Edmundsbury Borough Council (SE/11/0099) for the erection of a swimming pool building, link extension and car port at Richmond House, 20 Nethergate Street, Clare (TL 768 451). **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 in accordance with PPS 5 *Planning for the Historic Environment* (Policy HE 12.3) to record and advance understanding of the significance of the heritage asset before it is damaged or destroyed.
- 1.3 The site is located on the north side of Nethergate Street at c.45–50.00m OD. The underlying glaciofluvial drift geology of the site comprises glaciofluvial drift (deep loam).
- 1.4 This application is located in an area of archaeological interest, recorded in the County Historic Environment Record, within the historic settlement core. There is high potential for encountering heritage assets of archaeological interest in this area.
- 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, relating to the construction of the pool and rill. In addition, archaeological monitoring will be required during the groundworks associated with the link extension and car port. This work will be the subject of a further specification, after this evaluation has been undertaken (to incorporate the need for any further archaeological investigation resulting from the evaluation).
- 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 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 (9-10 The Churchyard, Shire Hall, Bury St Edmunds IP33 2AR) 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 Neither this specification nor the WSI, however, is a sufficient basis for the discharge of the planning condition relating to archaeological investigation. Only the full implementation of the scheme, both completion of fieldwork and reporting based on the approved WSI, will enable SCCAS/CT to advise St Edmundsbury Borough Council that the condition has been adequately fulfilled and can be discharged.
- 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 the Conservation Team of the Archaeological Service of SCC (SCCAS/CT) before execution.
- 1.12 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.
- 1.13 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 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, each 15.00m long, are to be excavated to cover the area of the new swimming pool building and the adjacent rill. Trenches are to be a minimum of 1.80m wide unless special circumstances can be demonstrated; this will result in a minimum of 31.00m of trenching at 1.80m in width.
- 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 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. 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 All parts of the OASIS online form must be completed for submission to the County HER, and a copy should be included with the draft report for approval. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

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Date: 27 May 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.**

# Appendix 2: Context Record

Context Number	Feature	Feature Type	Category	Description
0002		test pit	finds	Finds recovered from the bottom of test pit 1.
0003	0003	ditch/pit	Cut	Poss linear in plan (full extent not uncovered in excavation). Runs NE-SW at the SE end of trench. BoS 45 degrees approx then becomes vertical. Concave base.
0004	0003	pit/posthole	Fill	Brown silt with some patches of orange silt. Fill of 0003. Horizon clear.
0005	0005	Pit	Cut	Appears to be large oval in plan (not fully uncovered). No full section (not fully excavated), BoS sharp leading to irregular sides. Base not excavated
0006	0005	Pit	Fill	Dark grey brown silt. Fill of 0005. Horizon clear.
0007	0007	deposit	Layer	Grey brown silt layer. Recorded in plan. Covers large area of the trench.
0008	0008	Pit	Cut	Not fully uncovered in plan due to trench edges and layers. Curved edges section not recorded
0009	0008	Pit	Fill	dark grey brown gravelly silt.
0010	0010	Pit	Cut	Sub circular in plan, narrows slightly towards SE. Broad shallow profile. Gradual break of slope leading to shallow concave sides. Broad slightly concave base.



Context Number	Feature	Feature Type	Category	Description
0011	0010	Pit	Fill	Orange brown silt. Mod small angular and sub angular flint. Single fill. Horizon clear.
0012	0012	Pit	Cut	Rectangular in plan, where visible in trench. Steep straight sides. Base flat but stepped towards SE.
0013	0012	Pit	Fill	Dark brown silt. Contained some coal and nails.
0014	0014	Pit	Cut	sub rectangular in plan. Not excavated. Had same dark brown silt fill as 0013, containing coal and nails.
0015	0015	pit/ditch	Cut	large feature aligned NW-SE at a right angle to the trench. Unexcavated because of the large amount of post medieval material recovered from 0016
0016	0015	pit/ditch	Fill	light brown silt and other silt layers. Glass and tile etc.
0017	0017	deposit	Layer	Dark grey brown silt. Patches of clay. Horizon clear.
0018		?		Circular in plan. At NW end of trench. Recorded in plan.

# Archaeological services Field Projects Team

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