

Manson House, Bury St Edmunds
BSE 381

Archaeological Evaluation Report

SCCAS Report No. 2011/188

Client: Royal Agricultural Benevolent Institute

Author: Andrew Tester

November 2011

Manson House, Bury St Edmunds

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HER Information

Report Number: 2011/188
Site Name: Manson House
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Curatorial Officer: Abby Antrobus
Project Officer: Andrew Tester
Oasis Reference: Suffolkc1-112785
Site Code: BSE 381

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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: November 2011

Approved By: Dr Abby Antrobus

Position: Conservation Officer

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Summary












Evaluation trenching in the grounds of Manson House has revealed archaeological deposits in two areas both fronting onto Cotton Lane with one at its junction with Pump Lane. An east-west ditch was identified along Cotton Lane that contained animal bone but was otherwise undated; the lack of ceramic finds could be an indication that the area was not settled and therefore the ditch could be early medieval in date although this is speculation. The trench at the junction of Pump Lane and Cotton Lane included a spread of occupation debris that is dated to the 12th to 13th century, which was sealed by layers of gravel and post-medieval deposits.

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

An archaeological evaluation was undertaken in the grounds of Manson House, Northgate Street, Bury St Edmunds. The work was carried out to a Brief and Specification issued by Abby Antrobus (of the Suffolk County Council Archaeological Conservation Team - Appendix 1). The work was funded by the Royal Agricultural Benevolent Society in order to fulfil the first part of a planning condition on application SE/11/0454; this required that trial trenching should be carried out to establish the potential of the site for heritage assets and provide sufficient information to construct a strategy to preserve or record any archaeological evidence prior to, or during development. The work was carried out between the 31st October and the 2nd of November 2011. The site is located between Northgate Street, Cotton Lane and Pump Lane at TL 856 645 within the historic street pattern of the town.

2. Geology and topography

The site is located on sloping ground above the floodplain of the River Lark, which lies to the east of the site. On site the superficial subsoil was Lowestoft Formation Sand and Gravel that overlies Chalk (British Geological Survey).

3. Archaeology and historical background

The site lies within the core of the medieval town which was developed after the Norman Conquest by Abbott Baldwin along with the expansion of the Abbey in the 11th century. The fortunes of the medieval town were directly linked to the cult of the Anglo-Saxon saint St Edmund who was promoted by the Normans, as he had been under the Viking King Canute, as a figure of reconciliation between the successful invaders and the Anglo-Saxon population. The Abbey was one of the wealthiest in England until the dissolution of the monasteries in the 15th century.

Northgate Street was one of the main routes into the town and dates from before the expansion of the Abbey after the conquest; Cotton Lane is more obscure but it appears on Thomas Warren's map, which was first published in 1747 and it appears in medieval records under a former name - Scurf Lane. The Warren map suggests that the area of the evaluation was connected to the houses on Northgate Street the grounds of

which extended as far as Cotton lane. There is speculation that this Street may have been Anglo-Saxon in origin leading as it does towards the centre of the Abbey along the floodplain. Cotton Lane undergoes an unusual dogleg close to the site and speculation centres on the possibility that the line of this road was changed at Eastgate Street in order to facilitate the supply of gravel and sand that was quarried from the floodplain for the massive programme of building works including the Monastic church that towered over the town.

The County HER includes many listings for this part of the town such as Bury Abbey (BSE 010) which lies immediately south of Northgate Street. Further Middle and Late Saxon find spots nearby include Saxon pottery to the north of the site (BSE 208) and a Late Saxon pit to the west (BSE 324). A medieval gold ring with a garnet was found in a drain (BSE 027) close to the site.

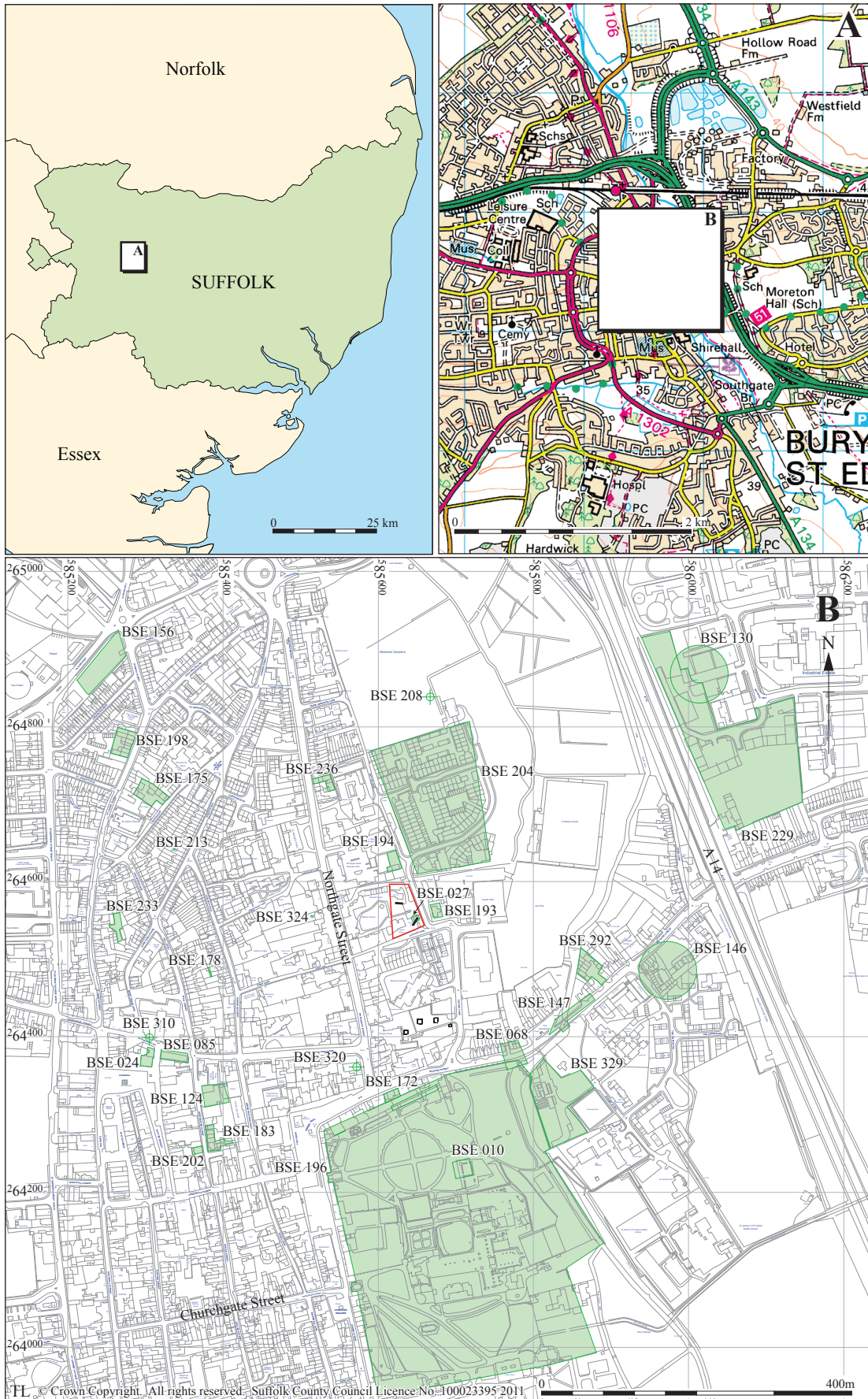


Figure 1. Location of site (red) showing trench locations and HER sites

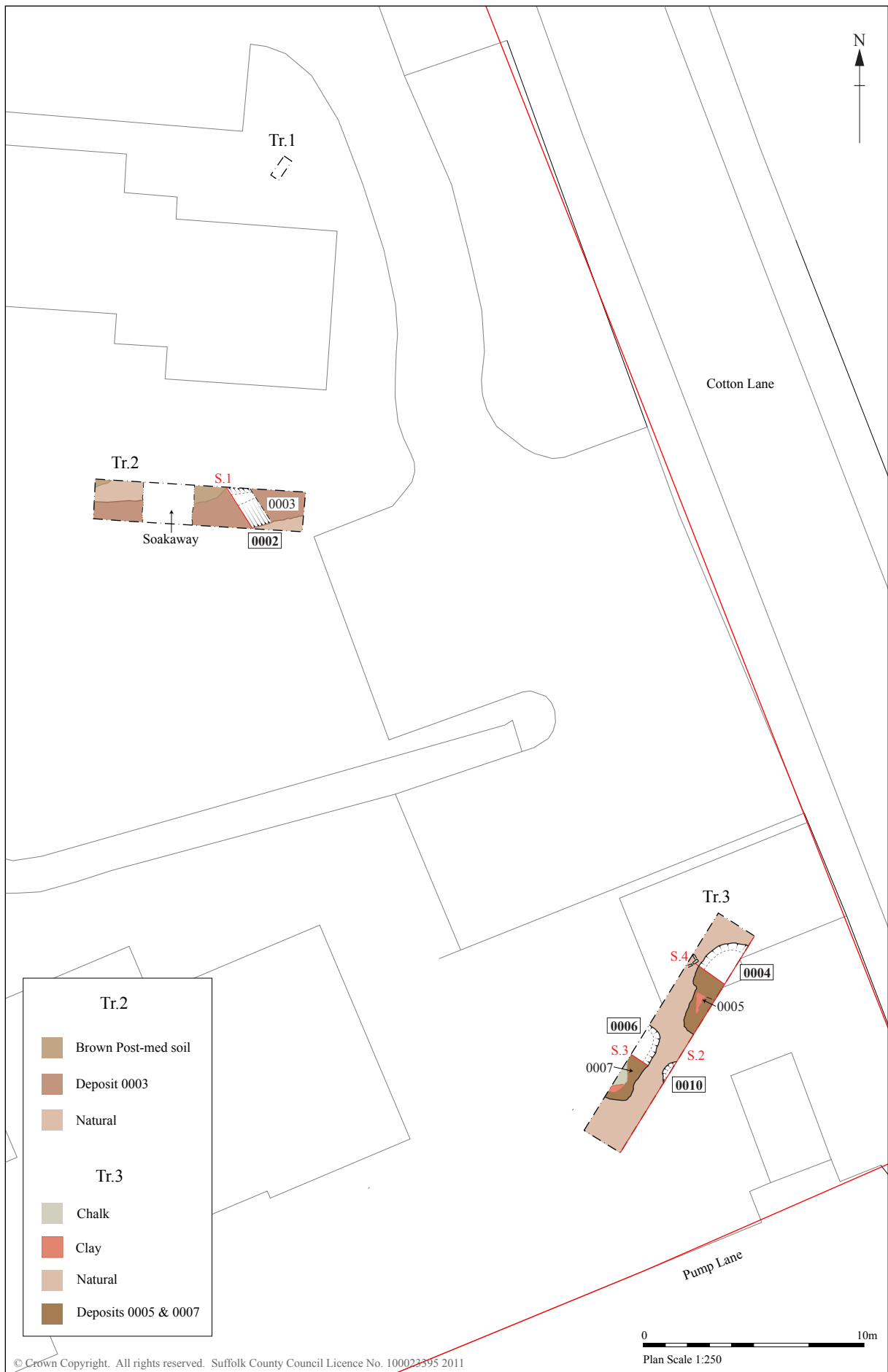


Figure 2. Trench plan

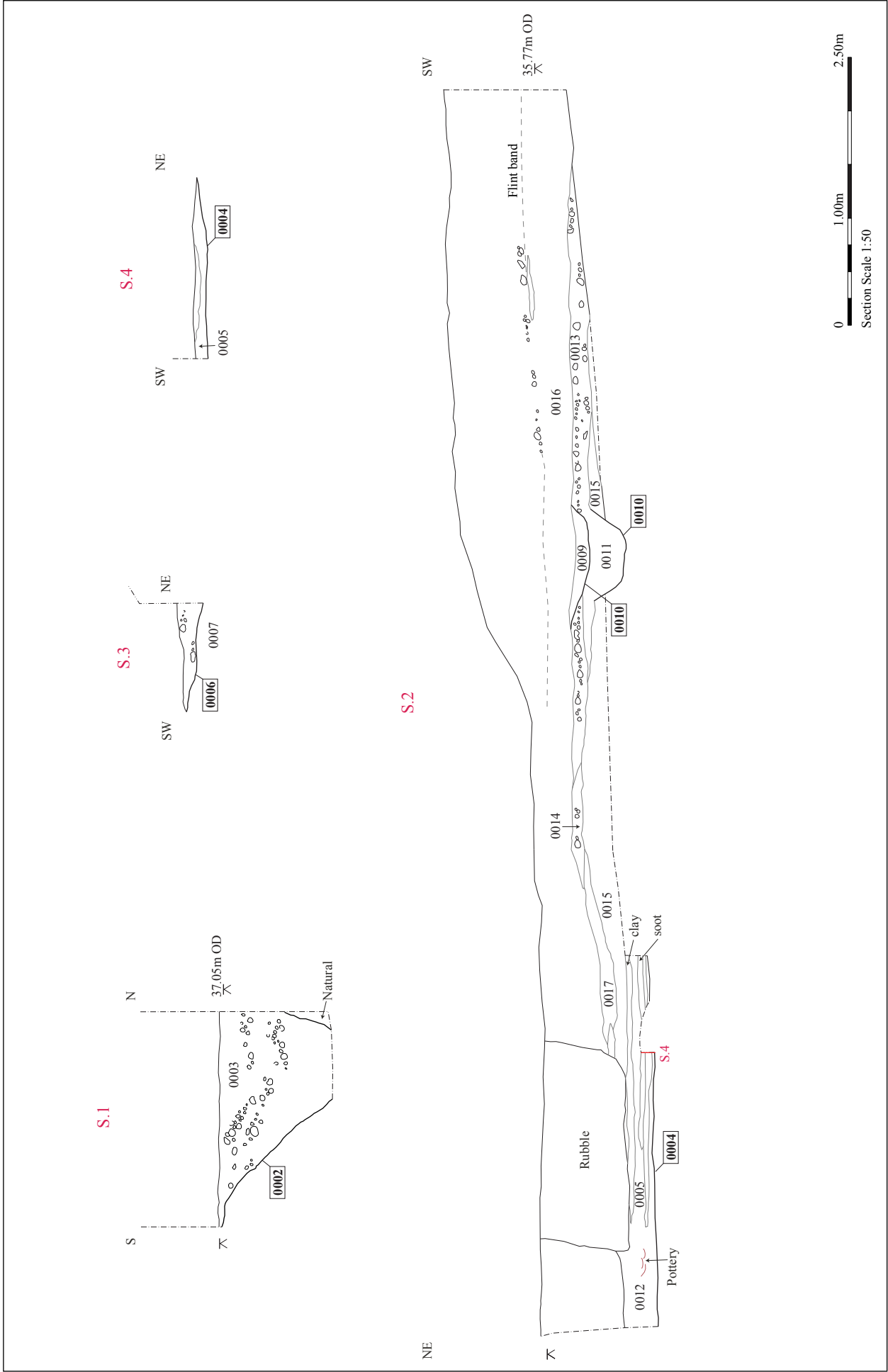


Figure 3. Sections

4. Methodology

The trial trenches that were excavated during the course of the works included two within the main grounds: Trenches 1 and 2 were on the site of the main building alongside standing properties, whilst the third and largest trench was on the site of a demolished building at the south east corner of the plot and the closest to Cotton Lane (Figs. 1-2). The trenches were opened by mechanical excavator using a flat bladed bucket followed by hand excavation of exposed features. Plans were drawn at a scale of 1:50 and sections at a scale of 1:20. High resolution digital photography was used to record the trenches. Selected soil samples were taken from the main trenches although the results of the analysis of this material will not be produced in time for inclusion in this report. A continuous numbering system was used for all features and the site was recorded under the HER No. BSE 381.

5. Results

5.1 Introduction

The results will be presented by trench with a general discussion at the end

5.2 Trench results

Trench 1

Trench 1 was a small test hole dug under a footpath alongside an occupied building; a surface water drain restricted the extent of the pipe. The exposed base of the hole measured c. 1m x 0.5m at a depth of 0.9m and natural subsoil of orange silt and gravel was exposed. There were no cut features below the modern disturbances in this trench. The section has not been illustrated.

Trench 2

Trench 2 was machined in two phases. The primary phase exposed green/brown silt between areas of gravel. The gravel appeared to be natural, however, when cleaned it was shown to be redeposited. The upper gravel was removed by machine; the top of the natural subsoil of orange silt and gravel was exposed in places with layers of green

brown silt with patches of clay and chalk in-between; the trench was hand cleaned and excavated from this level.

Trench 2 was 9.5m in length and 1.8m wide. At the west end of the trench the natural subsoil of orange silt and gravel was at a depth of 0.5m from the modern ground surface (c.37.28m OD). At the east end of the trench the natural was at 37.05m OD. The trench was cut by a modern soakaway, which was not excavated, and a recent (c.19th century) cut in the middle of the trench. Running the length of the trench down the slope was ditch 0002. No complete profile existed within the trench but it was c. 1.5m to the middle of the ditch (Sec.1) and was at least 1.1m deep. It had fairly steep sides and was filled with a homogenous layer of red/brown silt and gravel with tip lines, all under context 0003. The only finds were of fragmented animal bone.

Trench 3

Trench 3 was 13.5m long and 1.8m wide. There was a substantial overburden on the southwest side that was 1.2m deep (c.35.54m OD) at the southwest end dropping to c.35.17m OD at the northeast end. The northwest facing section was drawn (Sec. 2) which is described here from southwest to northeast. There was a substantial build-up of dark brown silt throughout the trench. At the base of the soil there was a small post-medieval ditch 0008 that ran diagonally across the trench; it was 0.12m deep and contained fragments of brick and charcoal. It was cut through a layer of brown silt and flint, 0013, which extended for 6m from the southwest end of the trench and was up to 0.2m at its thickest. Gravel continued in the trench under contexts 0014, which was redeposited natural orange silt and gravel and 0017. Below gravel 0013 was a probable small pit 0010 that extended beyond the section; it was filled with brown silt, 0011, and was cut through a layer of green/brown silt, 0015 that extended over the north-eastern half of the trench. This layer was sealed by the various gravel deposits over most of the trench. It was disturbed towards the north-eastern end of the trench by modern features but was similar in appearance to layer 0012 beyond the disturbance and was probably related. It was also similar to some of the layers included within context 0005; this refers to a series of interleaved layers comprising clay, grey ash, soot and green brown silt. Layer 0005 also made up the fill of feature 0004 that extended into the trench (Sec. 4). It is likely that layer 0015 and those below it represent a single phase or sequence in the use of the site.

Feature 0004 excavated at the base of the trench was c.5m in length, 0.1m deep and c.1.35m at its widest. The fill of this feature 0005 continued into the section and it seems likely that 0004 was the base of a wider feature. Given the nature of the deposit, which appears to have been cess mixed with other rubbish, this may be evidence of an open drain that had eroded ground towards the base of the slope and creating a slight hollow, 0004.

Feature 0006 which projected into the south-eastern side of the trench was 3.5m long and at least 1m wide although the dimensions were probably determined by the depth at which the machining stopped rather than revealing a shape with clear edges. In this respect feature 0006 was similar to feature 0004 in having shallow sloping sides that may have been the result of the truncation of the natural ground. The fill of 0006, context 0007, contained a band of crushed chalk but the main fill was of brown silt mixed with flint. This deposit was above natural orange silt and gravel.

6. Finds and environmental evidence

Andy Fawcett

6.1 Introduction

Table 1 shows the quantities of finds collected from the evaluation. Finds were retrieved from five contexts, four linear fills and one layer. Also present is a single small find which has been recorded separately.

Context	Pottery		CBM		Animal bone		Miscellaneous	Spotdate
	No	Wt/g	No	Wt/g	No	Wt/g		
0003					10	79		undated M12th- M13th C 5th-9th C Late medieval 12th-14th C
0005	11	172			7	243	Mortar 4 @ 43g, Lava quern stone 1 @ 159g	
0007	1	5			6	114		
0009			5	325			Worked flint 1 @ 1g, Shell 1 @ 4g	
0012	6	279	2	44				
Total	18	456	7	369	23	436		

Table 1. Finds quantities

6.2 The Pottery

Richenda Goffin

Introduction

Eighteen fragments of pottery were recovered from the evaluation in total, weighing 456g. The assemblage is almost entirely medieval in date.

Methodology

The ceramics were quantified using the recording methods recommended in the MPRG Occasional Paper No 2, Minimum standards for the processing, recording, analysis and publication of Post-Roman ceramics (Slowikowski et al 2001). The number of sherds present in each context by fabric, the estimated number of vessels represented and the weight of each fabric was noted. Other characteristics such as form, decoration and condition were recorded, and an overall date range for the pottery in each context was established. The full catalogue is shown in Appendix 3

The codes used are based mainly on broad fabric and form types identified in Eighteen centuries of pottery from Norwich (Jennings 1981), and additional fabric types established by the Suffolk Unit (S Anderson, unpublished fabric list).

The pottery by period

A single fragment of a hand-made sherd made in a fine fabric with moderate rounded and sub-angular quartz inclusions and occasional organic voids was recovered from the fill 0007 of a layer of mixed silt which overlay the natural silt and gravel in Trench 3. The sherd is moderately abraded and could date from the Early to Middle Saxon period.

The remainder of the assemblage was excavated from two fills which are closely associated with each other. Fill 0005 of a scoop (0004) in Trench 3 includes several Bury coarseware vessels, and three medieval glazed wares. A sherd of a Hedingham fineware jug dating from the mid 12th- mid 13th century was identified with other wares of a similar date range.

Six large fragments of a Bury Sandy fineware bowl dating from the late 12th to 14th century were present in layer 0012, which was interleaved with fill 0005. The sooted

bowl is large with a diameter of 48cm. There is mortar on the outside suggestive of redeposition.

Discussion

The ceramic assemblage includes a single hand-made sandy ware which was recovered from the deposit 0006 on the edge of the flood plain. The sherd, which is slightly abraded, may date to the Early to Middle Saxon period.

The remainder of the pottery is typical of assemblages from within the medieval core of Bury St Edmunds, and includes both regional coarsewares and glazed wares.

6.3 Ceramic building materials (CBM)

CBM fragments were recorded in two contexts, linear fill 0009 and layer 0012 (7 fragments @ 369g). A full contextual breakdown of the CBM can be seen in Appendix 4.

The assemblage in 0009 is made up of three medium sandy roof tiles, one with ferrous inclusions (msfe), chalk (msch) and flint (msf). These are all dated to the late medieval/post-medieval period and an estuarine tile (est) piece is dated from the 13th to 15th century. A fragment of Early Brick (EB) is also present in the context. This is oxidised and in a coarse sandy fabric with sparse large flint (csf). Context 0012 contains a medium sandy roof tile (ms), which is oxidised with a grey core and displays mortar traces on one surface. A second oxidised roof tile fragment has a pink core and is in a similar fabric. This also has mortar traces and is probably dated to the late medieval period/post-medieval period. Pottery dated from the 12th to 14th century is also present within the context.

6.4 Mortar/plaster

All of the pieces were recorded in linear fill 0005 (4 fragments @ 43g). Two are mortar fragments which are slightly abraded (25g). They are in an ill-sorted medium sandy fabric with common chalk and crushed irregular ceramic fragments. The remaining two pieces are abraded lime plaster fragments (18g), one of which has a small area of flat surface. Pottery dating from the mid 12th to mid 13th century is also present within the context.

6.5 Worked flint

Justine Biddle

One piece of struck flint (1g) was recovered from linear fill 0009. It is recorded by type and other descriptive comments about appearance, condition and technology are noted and a date has been suggested. A description is included in the Table 2.

Context	Type	No	Patinated	Notes/description	Date
0009	Flake	1	No	A small, thin, sub-oval flake with no evidence of use-wear or retouch.	Unknown

Table 2. Worked flint

The assemblage consists of only one flint which is not definitively diagnostic of any period and therefore an 'unknown' date has been assigned.

6.6 Lava quern stone

One fragment of lava quern stone (159g) was recorded in linear fill 0005. Only one partial face area remains and a small number of very worn striations can be observed on it, which form part of the grinding surface. The fragment is probably Rhenish, a type of stone imported to East Anglia in the Roman period, and then from the Middle Saxon through to the post-medieval periods. Pottery dated from the mid 12th to mid 13th century is also present within the fill.

6.7 Small finds

Identified by Ruth Beveridge

A single irregular shaped stone small find was recorded in linear fill 0005 (SF1001). It is a shelly lime stone not dissimilar to Purbeck marble. It was possibly originally an architectural piece which appears to have been reused as a whetstone. One face has a deep regular 'u' shaped groove worn into the centre. Pottery dated from the mid 12th to mid 13th century is also present in the same context.

6.8 Faunal remains

Mike Feider

Introduction

In total twenty-three fragments of animal bone (436g) from three linear features were retrieved.

Methodology

The remains from each context were scanned with each element identified to species where possible or as unidentified. The number of fragments and any associated butchery, ageing, and taphonomic information were also recorded.

Preservation

The remains are in a mixed state of preservation. Those from fill 0003 of linear feature 0002 are in fairly good condition, but the rest of the bone showed a high degree of surface weathering.

Summary

The assemblage contained twenty-three fragments, seven of which are identifiable to species.

Fill 0003 of linear feature 0002 contains a cow first phalange, a sheep/goat pelvis and ulna, four unidentified ribs, two medium-sized mammal lumbar vertebrae, and an unidentifiable fragment.

Fill 0005 of linear feature 0004 contains a cow metatarsal, a sheep/goat metacarpal, two skull fragments, a rib, a large-sized mammal lumbar vertebra, and three unidentifiable fragments.

Fill 0007 of linear feature 0006 contains a cow calcaneus, a horse lateral metapodial, a skull fragment, and a rib.

Butchery marks are present on two fragments, both in fill 0003 of linear feature 0002. A large mammal rib has a longitudinal chop into the surface of the bone, and one of the lumbar vertebrae has been axially split. The other displays no marks, but appeared to have been also split.

Conclusion

Few conclusions can be reached about this small assemblage. No unusual species were identified and no other noteworthy features are apparent. The less well preserved remains from contexts 0005 and 0007 came from shallow features, which may explain

their apparent exposure. They may also represent redeposited remains left exposed elsewhere.

6.9 Shell

Linear fill 0009 contains a single worn fragment of oyster shell (4g). CBM dated to the late medieval/post-medieval period is also present within the context.

6.10 Discussion of material evidence

This is a small group of often fragmentary finds, dominated by pottery and CBM. However both of these find groups consistently demonstrate medieval activity within the immediate area. It is interesting to note that no obvious post-medieval artefacts have been recorded in the assemblage.

7. Discussion

The evidence from Trenches 1 and 2 has established that in the areas adjoining the standing building the natural subsoil is at between 0.5m (Trench 2) and 0.9m (Trench1). Natural subsoil was encountered in Trench 1 but only a small area was exposed; it is reasonable to suggest from the lack of finds and features that any archaeology is unlikely to be complicated but an insufficiently large area was examined to establish the presence or absence of archaeology. A single ditch ran almost the length of Trench 2; the fill was of light brown silt and gravel and only occasional animal bones; from this we can suggest that occupation in the area when the ditch was open was not intense. The infilling appears to have come from both sides which further suggests that there was no pronounced bank because this would probably be indicated by the direction of the infill.

In Trench 3 there is a period in which mixed deposits of occupation waste, including pottery, bone and probably cess with waste clay from structural features, such as buildings or ovens, were deposited and this activity is dated from the mid 12th to 13th centuries. This appears to have been in layers and spread across the trench, possibly as a wet deposit. It is unclear from the evaluation whether this was in a wide channel or simply an unrestrained spread of waste in an open drain? This phase of activity was followed by a single small pit 0010 which cut the waste deposits before the area was sealed by a spread of gravel. Activity after the gravel was restricted to a minor ditch or gully 0008 which was c. late medieval/early post medieval.

8. Conclusions and recommendations for further work

The evidence from Trenches 1 and 2 suggests that important archaeological deposits would be affected by any building works that extend beyond the standing building. It is suggested that these areas should be recorded by excavation or close monitoring depending on the extent of the destruction. In Area 3 the evaluation has uncovered rubbish deposits indicating dumping close by, however, there were no structural remains to indicate buildings on this site. It may be considered sufficient to only record those deposits that will be destroyed by the works such as footing trenches.

9. Archive deposition

Paper and photographic archive: SCCAS Bury St Edmunds. Finds and environmental archive: SCCAS Bury St Edmunds. Store Location: Parish box. Digital archive: R:\Environmental Protection\Conservation\Archaeology\Current Recording Projects\Bury St Edmunds\BSE 381 Manson House.

10. Acknowledgements

The fieldwork was carried out by Andrew Tester and Phil Camps. The project was directed and managed by Andrew Tester. Illustrations were produced by Crane Begg and Gemma Adams; Jonathan Van Jennians processed the finds and the report was prepared by Andy Fawcett and edited by Richenda Goffin who also identified the pottery.

11. Bibliography

Jennings, S., 1981, Eighteen Centuries of pottery from Norwich. EAA 13, Norwich Survey/NMS.

Slowikowski, A., Nenk, B., and Pearce, J., 2001, Minimum standards for the processing, recording, analysis and publication of post-Roman ceramics, MPRG Occasional Paper No 2.



Plate 1. Trench 1 looking east



Plate 2. Trench 2 looking west (bar scales at 0.5m)



Plate 3. Trench 3 looking southwest (bar scales are 0.5m)



Plate 4. Trench 3 looking southwest (Feature 0004, bar scales at 0.5m)

Appendix 1. Brief and specification

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

Brief and Specification for Archaeological Evaluation (phase 1 of archaeological works)

**MANSON HOUSE, 111 NORTHGATE STREET, BURY ST EDMUNDS
(SE/11/0454)**

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 District Council (SE/11/0454) for the erection of 14 flats, a two storey linked bedroom wing, and a single storey extension to Manson House, following the demolition of 12 existing flats and a house (TL 855 645). **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, 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 between the eastern side of Northgate Street and Cotton Lane, and slopes down towards the valley of the River Lark between c38 and c35m OD. The underlying geology of the site comprises loam over chalky drift and chalk.
- 1.4 The proposal affects a site of archaeological potential and interest, in the historic core of medieval and Anglo-Saxon Bury St Edmunds (County Historic Environment Record BSE 241). Medieval features and finds have been made in the immediate vicinity (BSE 127, 193 and 194). Some of the development is on the footprint of buildings which are to be demolished, and some of the development involves new areas of foundation. There has been past terracing and landscaping of the site, but there is potential for archaeological deposits and remains to survive. Groundwork associated with the development therefore has the potential to damage or destroy any archaeological deposit that exists.
- 1.5 The development will be achieved through a phased process of demolition and construction. It has been agreed that demolition will be undertaken to ground level only. In order to inform the archaeological strategy, the following first stage of work will be required:
 - A linear trenched evaluation is required of two parts of the development area: i) in the area of a new building in the southeastern corner of the site, after the demolition to ground level of a former dwelling house and garden and ii) prior to demolition of Manson Flats, in the areas of new footprint associated with the building that is to replace it.
- 1.6 The results of this evaluation will enable the archaeological resource, both in quality and extent, to be accurately quantified. Decisions on the further 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 Trial trenching is required in two locations:

A 10m x 1.8m trench is required in the SE corner of the site, located to target the area of the new building and to ensure sampling of deposits in the area that was previously garden to the west.

Two 5m x 1.8m trenches are required on either side of Manson Flats, to cover the area of the footprint of the new building that extends beyond the current building.

- 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: 11 August 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 List

Context No	Feature No	Feature Type	Description/Interpretation	Finds	Overall Date	Env. Sample	Trench
0001			Unstartified finds	<input type="checkbox"/>		<input type="checkbox"/>	1
0002				<input type="checkbox"/>		<input type="checkbox"/>	1
0003	0002	Linear Fill	Fill of 0002. brown silt, very gravelly homogenous fill suggest gradual infilling in area away from main settlement activity no pottery or tile but plenty of animal fragments	<input checked="" type="checkbox"/>		<input type="checkbox"/>	2
0004	0004	Linear Cut	Shallow scoop. The base of a wider feature running the over much of the trench. Possibly worn away rather than specifically cut feature.	<input type="checkbox"/>		<input type="checkbox"/>	3
0005	0004	Linear Fill	Fill of scoop 0004. brownsilt with a lense of clay. accumulated eposits in worn depression. Includes general domestic rubbish and clay debris rom building.	<input checked="" type="checkbox"/>	M12th-M13th	<input type="checkbox"/>	3
0006	0006	Linear	Scoop worn into the silt and gravel? Contains rubish fill. Similar to 0004, a deeper truncation of the surface.	<input type="checkbox"/>		<input type="checkbox"/>	3
0007	0006	Linear Fill	layer of mixed of green/brown siltt linear deposits of cess. Clay and general rubbish accumulating in a worn hollow.	<input checked="" type="checkbox"/>	5th-9th C	<input type="checkbox"/>	3
0008	0008	Linear	Linear feature cut diagonally acrosss the trench. Was removed during machining contained post-medieval tile.	<input type="checkbox"/>		<input type="checkbox"/>	3
0009	0008	Linear Fill	fill of shallow gully including charcoal mortar walling, burnt sand and PM tile.	<input checked="" type="checkbox"/>	Late med/post	<input type="checkbox"/>	3
0010	0010	Linear Cut	S	<input type="checkbox"/>		<input type="checkbox"/>	3

Context No	Feature No	Feature Type	Description/Interpretation	Finds	Overall Date	Env. Sample	Trench
0011	0010	Linear Fill	brown silt fill, homogenous	<input type="checkbox"/>		<input type="checkbox"/>	3
0012		layer Layer	Layer of green/brown friable silt that interleaves with layer 0005 Possible silty layer	<input checked="" type="checkbox"/>	12th-14th C	<input type="checkbox"/>	3
0013				<input type="checkbox"/>		<input type="checkbox"/>	3
0014				<input type="checkbox"/>		<input type="checkbox"/>	3
0015				<input type="checkbox"/>		<input type="checkbox"/>	3
0016				<input type="checkbox"/>		<input type="checkbox"/>	3
0017		Layer	Layer of gravel in brown silt fill	<input type="checkbox"/>		<input type="checkbox"/>	3

Appendix 3. Pottery catalogue

Context N	Ceramic Peri	Fabric	Form	Sherd	Weight (g)	State	Comments	Fabric date range	Context date
0007	E/MS?	ESO2	BODY	1	5	A	Hand made body sherd, quartz and organic ?Early to Mid Saxon	5th-9th C	5th-9th C
0005	MED	BSFW	BOWL	3	16	S	3 joining	12th-14th C	
0005	MED	BMCWG	BODY	1	24	A		12th-14th C	
0005	MED	BMCW	BODY	4	108		Includes base	12th-14th C	
0005	MED	YARG?	BODY	1	6			13th-15th C	
0005	MED	HFW1	JUG	1	11		White stripe	Mid 12th-Mid 1	M12th-M13th C
0005	MED	HFW1?	JUG?	1	7		Inturned rim, poss another form?	Mid 12th-Mid 1	
0012	MED	BSFW	BOWL	6	279	B	Large sooted bowl, diameter 48cm, burnt, mortar on outside	12th-14th C	12th-14th C

Appendix 4. CBM catalogue

Context	Fabric	Form	No	Weight	Height	Abr	Mortar	Notes	Date
0009	Msfe	RT	1	48	18	Sli		Coarse fabric	?Late med/post-med
0009	Msch	RT	1	18	12	Abr		?Deliberately reduced surface	Late med/post-med
0009	Msf	RT	1	32	12	Abr		Oxidised	Late med/post-med
0009	Est	RT?	1	21	22	Sli		Pink/red with a buff surface	Medieval
0009	Csf	EB	1	204	60	Sli		Oxidised with sparse large flint	Medieval
0012	Ms	RT	1	28	13	Sli	On one surface	Oxidised with a grey core	Medieval
0012	Ms	RT	1	16	8	Abr	On two surface	Oxidised with a pink core	?Medieval

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