

Church Knoll, Upper Street,  
Baylham  
BAY 044

**Archaeological Evaluation Report**

SCCAS Report No. 2012/161

**Commissioned by: Linsworth Ltd**

Author: Jez Meredith

October 2012

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Editor: Mark Sommers

Report Date: October 2012



## HER Information

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**Site Code:** BAY 044

**Site Name:** Church Knoll, Upper Street

**Report Number** 2012/161

**Planning Application No:** 0598/06/OUT plus details 2223/10, 0881/11

**Date of Fieldwork:** 4th October 2012

**Grid Reference:** TM 1033 5146

**Oasis Reference:** suffolkc1-136327

**Curatorial Officer:** Jude Plouviez

**Project Officer:** Jezz Meredith

**Client/Funding Body:** Linsworth Ltd

**Client Reference:** N/A

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: Jezz Meredith

Date: October 2012

Approved By: Rhodri Gardner

Position: Head of Archaeology Contracting

Date:

Signed:



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## Summary

*Baylham*, Church Knoll, Upper Street  
(TM 1033/5146; BAY 044).

A trenched evaluation was conducted across the 0.37ha garden of the bungalow at Church Knoll, Upper Street, Baylham. The garden was on a fairly steep south-east facing slope. Geological sand deposits were found at both the top and bottom of the slope, with chalky clay encountered between. A thick accumulation of hillwash and other deposits had built up to over 1.5m depth at the bottom of the slope.

A single pit was revealed c.20m from the road frontage. No dating evidence was retrieved from this feature. No other features were observed in the trenches and no archaeological finds were recovered from the site.

Remains of Roman, Saxon and medieval date have been located across the hilltop above the site and the adjacent road is likely to be of medieval or earlier date. Archaeological remains would most likely be encountered adjacent to the road as the sloping garden was probably too steep for any significant past activity.

Trenching could not be carried out close to the road because of trees and other obstacles and the area adjacent to the bungalow had been severely truncated by the construction of a landscaped terrace for the building.

The accumulation of hillwash across the bottom of the site might have been due to clearance of the slope and/or ploughing during the medieval or earlier periods.

(Jezz Meredith, S.C.C.A.S., for Linsworth Ltd; report no. 2012/161)



# 1. Introduction

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A trial trench evaluation was carried out on land to the south and south-east of Church Knoll, Upper Street, Baylham (Fig. 1; grid reference TM 1033 5146). The proposed development area (hereafter referred to as 'the site') consists of a garden of c.0.37ha. It was specified by Jude Plouviez, the curatorial officer, that a 5% sample by trial trenching be undertaken of the site (Appendix 1). This would represent c.115m of linear trench. The site is situated on a fairly steep south-east facing slope with the trenches laid out as shown in Figure 2.

The evaluation was carried out as a planning condition for the proposed development of four new dwellings (0598/06/OUT plus details 2223/10, 0881/11). A Brief and Specification issued by the Conservation Team of the Suffolk County Council Archaeological Service (Appendix 1) outlined the archaeological requirements that had to be satisfied prior to the development of the site.

The trial trenching was conducted by the Field Team of the Suffolk County Council Archaeological Service (SCCAS) on Thursday the 4th of October 2012.

The site has been given the Baylham reference BAY 044 within the Suffolk Historic Environment Record (HER).

## 2. Geology and topography

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According to the British Geological Survey (2006), the site is located on Lowestoft Till consisting of sandy clay rich in chalk and flint pebbles. Subsequent excavation showed however that sand and clay sand was encountered at the higher north-west end and the lower south-east end of the site.

The area under consideration slopes southwards to a dry valley, probably of periglacial origin. This valley leads eastwards towards the River Gipping, which is c.1.4km away.

The site is within an area of Rolling Valley Farmlands, according to Suffolk County Council's *Suffolk Landscape Character Assessment* ([www.suffolklandscape.org.uk](http://www.suffolklandscape.org.uk)) and consists of:

- Gentle valley sides with some complex and steep slopes
- Deep well drained loamy soils
- Organic pattern of fields smaller than on the plateaux
- Distinct areas of regular field patterns
- A scattering of landscape parks
- Small ancient woodlands on the valley fringes
- Sunken lanes
- Towns and villages with distinctive mediaeval cores and late medieval churches
- Industrial activity and manufacture, continuing in the Gipping valley

The sloping area of the site is at c.45mOD at the road edge at the top to the north-west, and falls to c.35mOD towards the dry valley to the south-east. The bungalow on the site (Church Knoll) appeared to have been terraced into the hill edge below the level of the road. The site had been highly overgrown in the past but has recently been cleared of trees and bushes by the contractors.

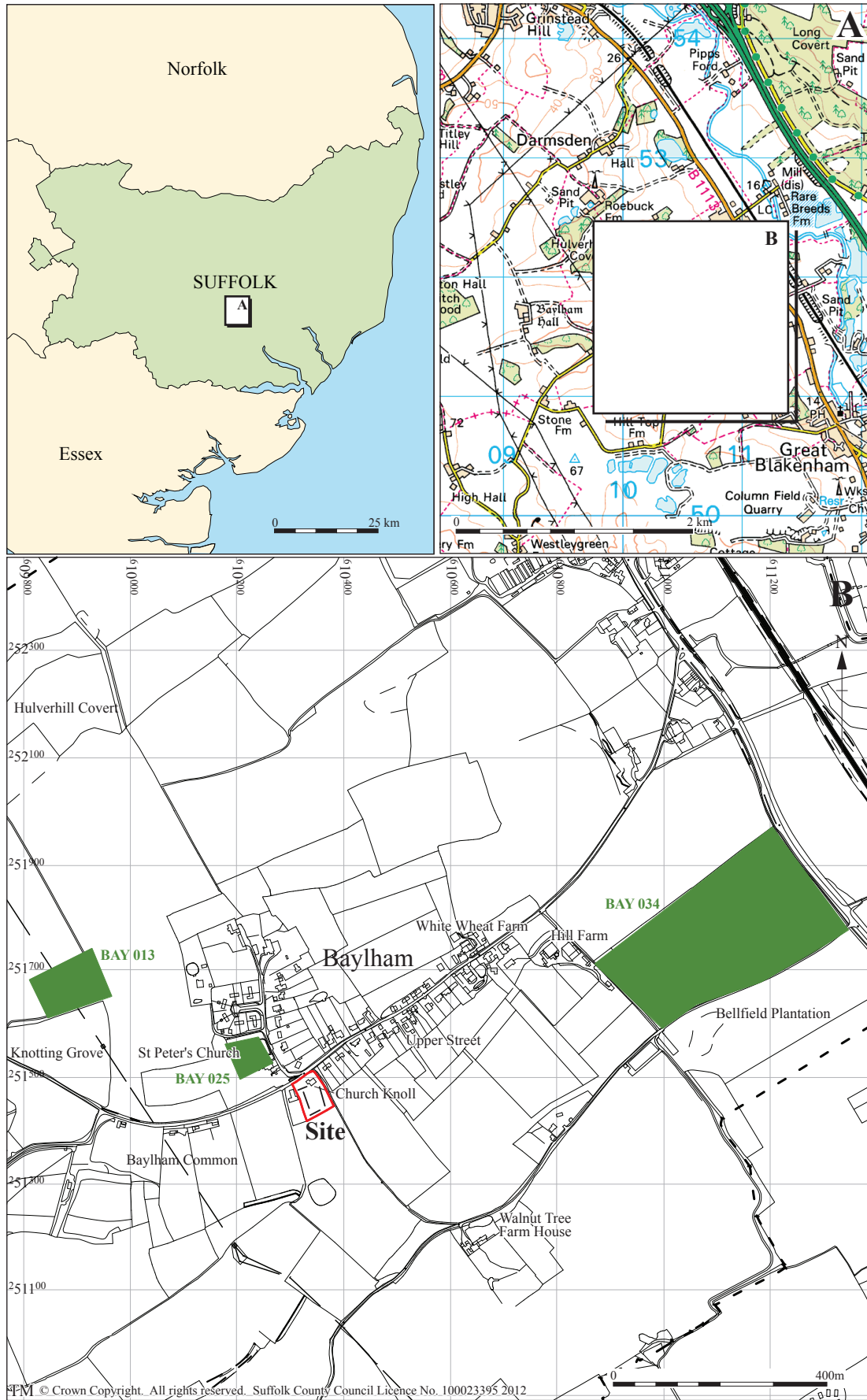


Figure 1. Location plan and HER entries in the vicinity

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

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Several nearby sites of archaeological interest have been recorded within the Suffolk Historic Environment Record (HER). All sites within the parish of Baylham have been given a BAY site number. The three sites in the vicinity are the Church of St Peter (BAY 025), metal-detector and field-walking finds of various periods (BAY 013) and cropmarks recognised through aerial photography (BAY 034). The locations of these nearby sites are shown in Figure 1.

The medieval church of St Peter is situated c.100 to the north-west of the site. A church is recorded in the Domesday book so a Saxon origin for the village is possible. The site could therefore be within the Saxon and medieval core of the village and is on the road frontage which is also likely to be ancient.

Site BAY 013, located c.400m to the north-west, revealed surface finds of Roman, Late Saxon and medieval date. A scatter of Roman metalwork, Late Saxon pottery of Thetford ware-type, a medieval hammered silver coin and medieval pottery sherds, suggest multi-period use.

At c.650m to the east, site BAY 034, revealed complex cropmark evidence for a ring-ditch (the remains of a probable prehistoric burial mound), field boundaries and a trackway. As these features have been interpreted from aerial photographs they are undated and could belong to a variety of periods.

At present the site is occupied by a dilapidated post-war bungalow. An examination of the first to third editions of the Ordnance Survey (c.1880, 1890 and 1920) show that no previous structures and features were recorded within the site boundary. The pronounced terrace on which the bungalow sits is therefore probably also of post-war origin.

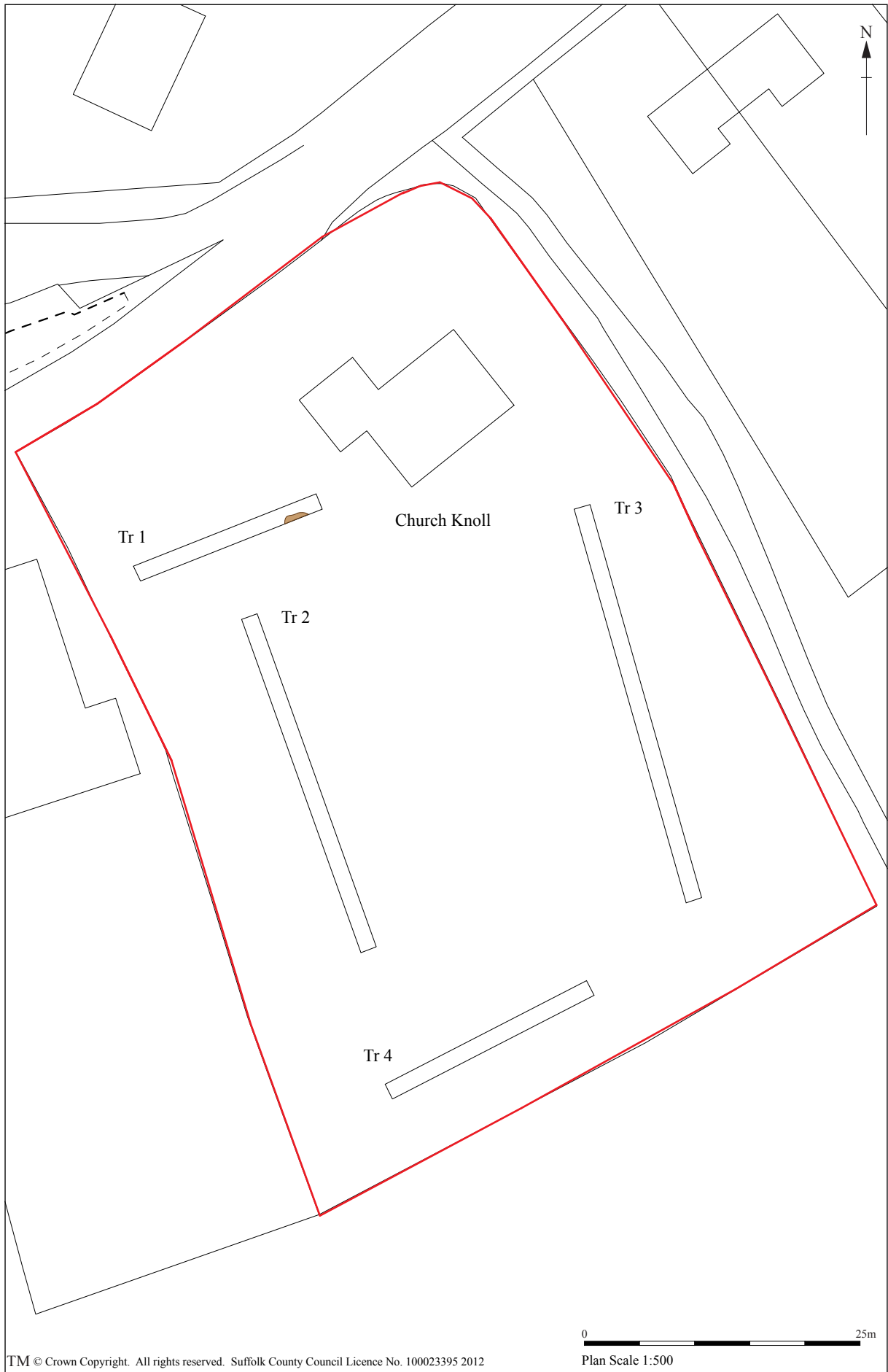


Figure 2. Trench plan

## 4. Methodology

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Trenching was conducted using a rubber tracked 360° mechanical digger equipped with a 1.5m wide toothless ditching bucket. The site had been largely cleared of vegetation allowing three of the four trenches to be laid out as planned. Unfortunately the trench intended to be positioned along the road frontage at the north-western end of the site had to be moved further away from the road to avoid the cabins and building materials stored here. The location of the trenches is shown in Figure 2.

All machining was observed by an archaeologist standing adjacent to or within the trench. Topsoil and other overburdens were removed by machine to reveal undisturbed natural clay or sand or archaeological features. The base of each trench was examined for features or finds of archaeological interest. The upcast soil was examined visually for any archaeological finds. Records were made of the position and length of trenches and the depths of deposit encountered.

Archaeological deposits, topsoil and the natural stratum (hereafter referred to as 'the natural') were recorded using a unique sequence of context numbers in the range 0001–0007 (Table 1). Specimen sections from both ends of each trench were drawn at a scale of 1:20 on sheets of gridded drawing film. A feature that was encountered was sectioned, photographed and recorded. The feature was drawn in section at a scale of 1:20 and in plan at 1:50. A digital photographic record was made of each trench (a view from each end) and of the sections at each end of the trench. Digital photographs consisted of high-resolution .jpg images.

The site has been given the Suffolk Historic Environment Record (HER) code BAY 044. All elements of the site archive are identified with this code. An OASIS record (for the Archaeological Data Service) has been initiated and the reference code suffolkc1-136327 has been used for this project.



## 5. Results

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### 5.1 Introduction

Four trenches were positioned across the site to examine the different characteristics of the site (Fig. 2). The context numbers issued are summarised in table 1 below:

Context	Feature number	Trench	Description
0001	-	-	Unstratified finds (none collected)
0002	-	1 - 4	Turf & topsoil
0003	-	1 - 4	Subsoil
0004	-	4	Hillwash (colluvium)
0005	-	1 - 4	Natural
0006	0006	1	Pit cut
0007	0006	1	Pit fill

Table 1. List of context numbers used, with brief descriptions (see below for detail)

### 5.2 Trench results

#### Trench 1

Trench 1 was positioned towards the north-west corner of the site, was 16.7m in length and was orientated east-north-east to west-south-west (Fig. 2). This trench could not be placed any closer to the road because of trees, cabins and building materials stacked in this corner of the site.

Topsoil 0002 was of 0.35m thickness and consisted of mid to dark orange brown sandy clay loam. This was over subsoil 0003, which was of up to 0.35m thickness and consisted of pale to mid brown clay sand. This deposit sealed the fill of pit 0006. The natural was pale to mid orange brown clay sand with frequent yellow or silver grey sandy patches.

There was sharp contact between topsoil, the pale subsoil (which could have been redeposited natural) and the natural suggesting truncation and possibly landscaping in this area.

### **Pit 0006**

Partly revealed at the north-east end of the trench (Fig. 3), this shallow pit was at least 2.3m long and 0.2m deep. Fill 0007 was firm light grey brown clay silt with charcoal and chalk flecks and had a fairly sharp contact with the underlying natural deposits. No finds were recovered from this feature.

### **Trench 2**

Trench 2 was positioned along the western edge of the site, was 32m long and was orientated north-north-east to south-south-west (Fig.2). The topsoil 0002 was mid to dark brown sandy clay loam of 0.2m thickness. Subsoil 0003 was pale to mid orange brown clay sand of up to 0.35m depth but was only present at the northern end of the trench for about 10m before disappearing. Natural was variable being fine gravel and sand at the northern end becoming very stiff brown grey chalky clay for the rest of the trench. No features or finds of were observed in this trench.

### **Trench 3**

Trench 3 was located along the eastern boundary of the site, was 37m in length and was orientated north-north-east to south-south-west (Fig.2). Topsoil 0002 was mid to dark brown clay loam of up to 0.2m thickness which was directly over natural 0005. The natural was extremely stiff pale to mid yellow chalky clay becoming mid grey at the northern end. No features or finds of were observed in this trench.

### **Trench 4**

This deep trench was located within the south-west corner of the site, was of 20m length and was orientated east-north-east to west-south-west. The topsoil 0002 was of 0.3m depth and was over the thick subsoil 0003 which was between 0.5m (west) to 0.8m (east) depth. At the western end the subsoil was over a deep hillwash (colluvium) deposit 0004 of up to 0.7m depth, which consisted of mid to dark brown silty clay sand with occasional small angular flints. The natural 0005 was mottled pale to mid yellow sand with chalky clay patches. This trench was not entered due to its depth. No features or finds of were observed.

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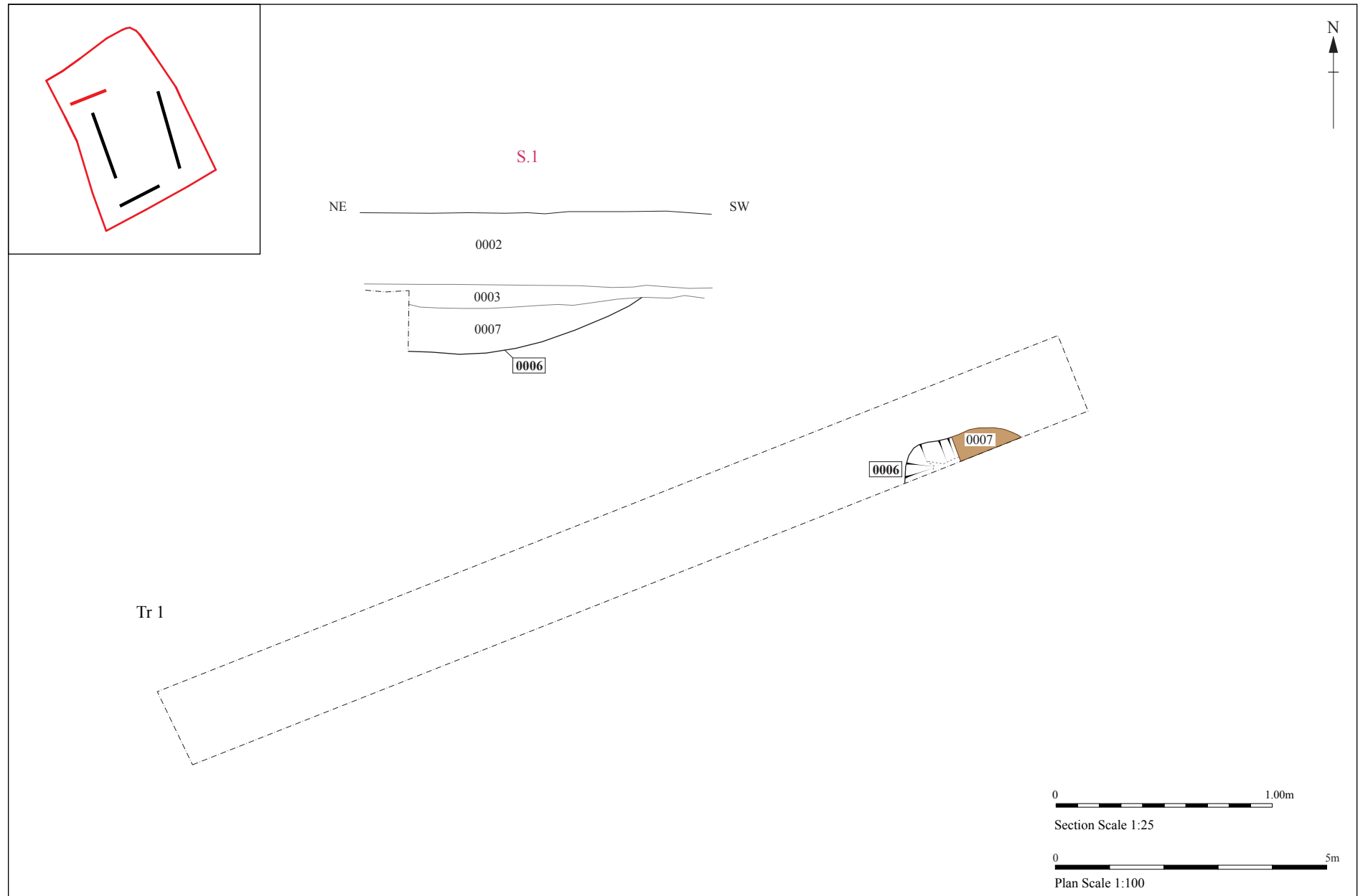


Figure 3. Pit 0006 plan and section

## **6. Conclusions and recommendations for further work**

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Archaeological evidence from the site was marginal with only one shallow undated feature being revealed and no finds being recovered from the 106m of trenching cut. It was anticipated that the most promising area to encounter archaeological remains would be adjacent to the road, which is possibly of medieval or earlier origin.

Unfortunately Trench 1 could not be positioned as close to the road as planned because of trees, cabins and other obstacles. The area of the site adjacent to the road frontage to the north-east would have been severely truncated by the terraced platform on which the Church Knoll bungalow was built. The remainder of the site was located on a fairly steep slope and might therefore have been unsuitable for settlement or activity in the past.

Pit 0006 was a fairly large but shallow feature. No finds or datable inclusions could be recognised. The fairly sharp contact and distinct boundary between the fill of the pit and the natural sand beneath might suggest that this was of fairly recent origin. Although it was sealed by the subsoil 0003, truncation and recent landscaping is suspected in the area of Trench 1.

Despite the close proximity of the trenches to one another, it was of interest to observe the remarkable variation in the geological deposits encountered between one trench and the next. Trench 1 revealed natural sand deposits, but by Trench 2 (7m to the south) the natural had become fine gravel which, after 10m, was replaced by stiff grey clay at only 0.2m depth below the turf. Trench 4, only 12m to the south of Trench 2, was considerably deeper with deposits with a maximum of 1.6m thickness towards the eastern end of the trench. Given the steep slope of the site, it was likely that the southern end would have accumulated hillwash deposits but it was intriguing that such a depth (from 0.2m in Trench 2 to 1.6m in Trench 4) could build up over such a short distance. Unfortunately no finds were recovered from the hillwash layer 0004 and the trench was too deep to enter with safety and was not examined closely. Such colluvial deposits could be the result of clearance and/or ploughing in earlier periods and, given that there is evidence for Roman, Saxon and medieval activity on the hilltop above, is likely therefore to be of medieval or earlier origin.

## Recommendations

The potential for finding archaeological remains is limited. A single pit has been recorded in Trench 1 at the top end of the site, but this is undated and is possibly of no great antiquity. The rest of the site is likely to be on too steep a gradient to sustain earlier occupation or activity, although the commanding views to the south and east might have made it attractive during some periods in the past. It is possibly that there are areas along the road frontage that have not been adequately trenched. The destructive landscaping in the vicinity of the standing bungalow and the steep fall of slope from the road along the rest of the frontage suggests that finding significant archaeological deposits is unlikely. It might be beneficial to archaeologically monitor any deep interventions (drain runs, footing trenches, roads) proposed within a 20m distance from the road.

## **7. Archive deposition**

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Paper and photographic archive: SCCAS Ipswich

Digital archive: SCCAS R:\Environmental Protection\Conservation\Archaeology\  
Archive\Baylham\BAY 044 Church Knoll

Digital photographic archive: SCCAS R:\Environmental Protection\Conservation\  
Archaeology\Catalogues\Photos\HQA-HQZ\HQN 39-55

## **8. Acknowledgements**

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The fieldwork was carried out by Jezz Meredith and Tony Fisher. Project management was undertaken by Rhodri Gardner who also provided advice during the production of the report. The report illustrations were created by Beata Wieczorek-Olesky and the report was edited by Mark Sommers.

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

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

#### **Church Knoll, Upper St, Baylham**

*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 on appeal (0598/06/OUT plus details 2223/10, 0881/11) for the erection of four new dwellings and access at Church Knoll, Upper Street, Baylham following demolition of Church Knoll (TM 103 514). **Please contact the applicant for an accurate plan of the site.**
- 1.2 The permission includes a condition, no.5, requiring the implementation of a programme of archaeological work. This specification is for the **first stage only** of that programme
- 1.3 The site is c.0.37ha in extent and lies between 35 and 45m OD, facing south on a minor tributary valley of the Gipping. The soils are shown as deep loams of the Ludford series (571x) overlying glaciofluvial drift, though an old chalk pit to the south suggests that the solid geology is close to the surface in this vicinity.
- 1.4 This application is situated 90m south-east of the medieval church (BAY 025) and is thus potentially within the Anglo-Saxon and early medieval settlement. The application area includes a 44m length of frontage onto Upper Street which appears to be a medieval or earlier route. The topographic position would be favourable (depending on the degree of slope) for settlement at an earlier period.  
There is high potential for occupation deposits of medieval date to be disturbed by development and moderate potential for deposits of an earlier date. The proposed works will cause significant ground disturbance that has potential to damage any archaeological deposit that exists.
- 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 Linear trenches comprising at least 5% of the site area are to be excavated to sample all areas of the site, particularly the proposed building footprints.

3.2 If excavation is mechanised a toothless 'ditching bucket' at least 1.80m 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 the 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 either monochrome photographs and colour transparencies 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 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: Judith Plouviez

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Date: 1 Sept 2011

Reference: SCCAS\_ArchSpecEval\_ChurchKnoll\_JP\_Sept2011.doc

**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. OASIS summary

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**OASIS ID: suffolkc1-136327**

### Project details

Project name	BAY 044 Church Knoll, Upper St, Baylham
Short description of the project	<p>A trenched evaluation was conducted across the 0.37ha garden of the bungalow at Church Knoll, Upper Street, Baylham. The garden was on a fairly steep south-east facing slope. Geological sand deposits were found at both the top and bottom of the slope, with chalky clay encountered between. A thick accumulation of hillwash and other deposits had built up to over 1.5m depth at the bottom of the slope. A single pit was revealed at c.20m distance from the road frontage. No dating evidence was retrieved from this feature, although the sharp contact witnessed between its fill and the underlying natural sand might suggest that it was of fairly recent origin. No other features were observed or archaeological finds recovered across the rest of the site. Remains of Roman, Saxon and medieval date have been located across the hilltop above the site and the adjacent road is likely to be of medieval or earlier date. Archaeological remains would most likely be encountered adjacent to the road as the sloping garden was probably too steep for occupation or significant past activity. Trenching could not be carried out close to the road because of trees and other obstacles and the area adjacent to the bungalow had been severely truncated by the construction of a landscaped terrace for the building. The accumulation of hillwash across the bottom of the site might have been due to clearance of the slope and/or ploughing during the medieval or earlier periods</p>
Project dates	Start: 04-10-2012 End: 04-10-2012
Previous/future work	No / Not known
Any associated project reference codes	BAY 044 - HER event no.
Any associated project reference codes	0598/06/OUT - Planning Application No.
Type of project	Field evaluation
Site status	None
Current Land use	Other 5 - Garden
Monument type	PIT Uncertain
Significant Finds	N/A None
Methods & techniques	"Sample Trenches"
Development type	Small-scale (e.g. single house, etc.)
Prompt	Direction from Local Planning Authority - Direction 4
Position in the planning process	After full determination (eg. As a condition)

### Project location

Country	England
Site location	SUFFOLK MID SUFFOLK BAYLHAM BAY 044 Churcg Knoll, Upper St
Study area	0.37 Hectares
Site coordinates	TM 1033 5146 52 1 52 07 15 N 001 04 21 E Point
Height OD / Depth	Min: 35.00m Max: 45.00m

### Project creators

Name of Organisation	Suffolk County Council Archaeological Service
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Jude Plouviez
Project director/manager	Rhodri Gardner
Project supervisor	Jezz Meredith
Type of sponsor/funding body	Developer
Name of sponsor/funding body	Linsworth Ltd

### Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk County SMR
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk County SMR
Paper Contents	"Stratigraphic"
Paper Media available	"Correspondence","Plan","Report","Section"

### Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Evaluation Report: Church Knoll, Upper St, Baylham BAY 044
Author(s)/Editor(s)	Meredith, J.
Other bibliographic details	SCCAS rpt no 2012/161
Date	2012
Issuer or publisher	SCCAS
Place of issue or publication	Ipswich
Description	Short report with 3 figs and 2 appendices. No finds or other specialist reports

Entered by	Jezz Meredith (jezz.meredith@suffolk.gov.uk)
Entered on	26 October 2012







# Archaeological services Field Projects Team

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**[www.suffolk.gov.uk/Environment/Archaeology/](http://www.suffolk.gov.uk/Environment/Archaeology/)**