

Village Hall Car Park, Norton NRN 030

Archaeological Evaluation Report

SCCAS Report No. 2014/022

Client: Concertus

Author: J. A. Craven

March 2014

© Suffolk County Council Archaeological Service

Village Hall Car Park, Norton

NRN 030

Archaeological Evaluation Report

SCCAS Report No. 2014/022

Author: J. A. Craven

Contributions By: Cathy Tester, Anna West

Illustrator: Ellie Cox

Editor: Richenda Goffin

Report Date: March 2014

HER Information

Site Code:	NRN 030
Site Name:	Norton Village Hall Car Park
Report Number	2014/022
Planning Application No:	Pre-planning
Date of Fieldwork:	13/02/2014
Grid Reference:	TL 957 659
Oasis Reference:	170926
Curatorial Officer:	Dr Jess Tipper
Project Officer:	Rob Brooks
Client/Funding Body:	Concertus Design and Property Consultants

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.

Contents

Summary

Drawing Conventions

1. Introduction	1
2. Location, geology and topography	1
3. Archaeology and historical background	1
4. Methodology	5
5. Results	7
6. Finds and environmental evidence	8
7. Environmental evidence	8
8. Discussion	10
9. Conclusions and recommendations for further work	11
10. Archive deposition	12
11. Acknowledgements	12
12. Bibliography	12

List of Figures

Figure 1. Location plan showing development area and HER sites	2
Figure 2. Site as depicted on Norton Tithe map, 1841	3
Figure 3. Site as depicted on First Edition Ordnance Survey, 1884.	4
Figure 4. Site as depicted on Second Edition Ordnance Survey, 1904.	4
Figure 5. Trench plan and section	6

List of Plates

Plate 1. Ditch 0001	7
---------------------	---

List of Appendices

Appendix 1.	OASIS data collection form
Appendix 2.	Written scheme of investigation











Summary

An archaeological evaluation, carried out in advance of the resurfacing of Norton Village Hall car park identified a post-medieval soil layer below the modern deposits, which in turn sealed a single large ditch. Although undated the ditch appears to pre-date the 1841 tithe map and may be marking the rear of a series of smaller roadside fields or plots of post-medieval or possibly earlier date. The lack of any finds material in the ditch, and the results of environmental sampling, suggest however that the ditch does not lie in immediate proximity to any former settlement.

While preservation of the archaeological horizon is good any deposits are likely to be of minor importance and sealed at depth below the likely extent of the proposed development's groundworks. The development therefore is unlikely to have any further or significant impact upon archaeological heritage assets.

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 carried out in advance of the resurfacing, from loose chippings to asphalt, of the Norton Village Hall car park (Fig. 1). The evaluation was required to assess the archaeological potential of the site and was carried out to a Brief and Specification issued by the archaeological advisor to the local planning authority, Dr Jess Tipper of Suffolk County Council Archaeological Service Conservation Team (SCCAS/CT). The project was commissioned by Concertus Design and Property Consultants.

2. Location, geology and topography

The Village Hall car park, an area of c.1500sqm, lies 200m to the north of the village core, and is part of a ribbon of development along Ixworth Road, at TL 9573 6597.

The site consists of level ground lying at a height of c.42m above Ordnance Datum on a very gentle natural slope overlooking the River Bourne, 500m to the west.

The site geology consists of calcareous clayey soils (Ordnance Survey 1983) over superficial chalky till deposits of the Lowestoft Formation and undifferentiated chalk bedrock of the Lewes Nodular Chalk Formation, Seaford Chalk Formation, Newhaven Chalk Formation And Culver Chalk Formation.

(<http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html>).

3. Archaeology and historical background

The site lies in an area of archaeological potential recorded in the Suffolk Historic Environment Record. The site is located immediately adjacent to a probable Roman road (NRN 008) known as the Margary 330 (Margary 1973), a route which the modern Ixworth Road is believed to follow. The site also lies on the northern edge of the

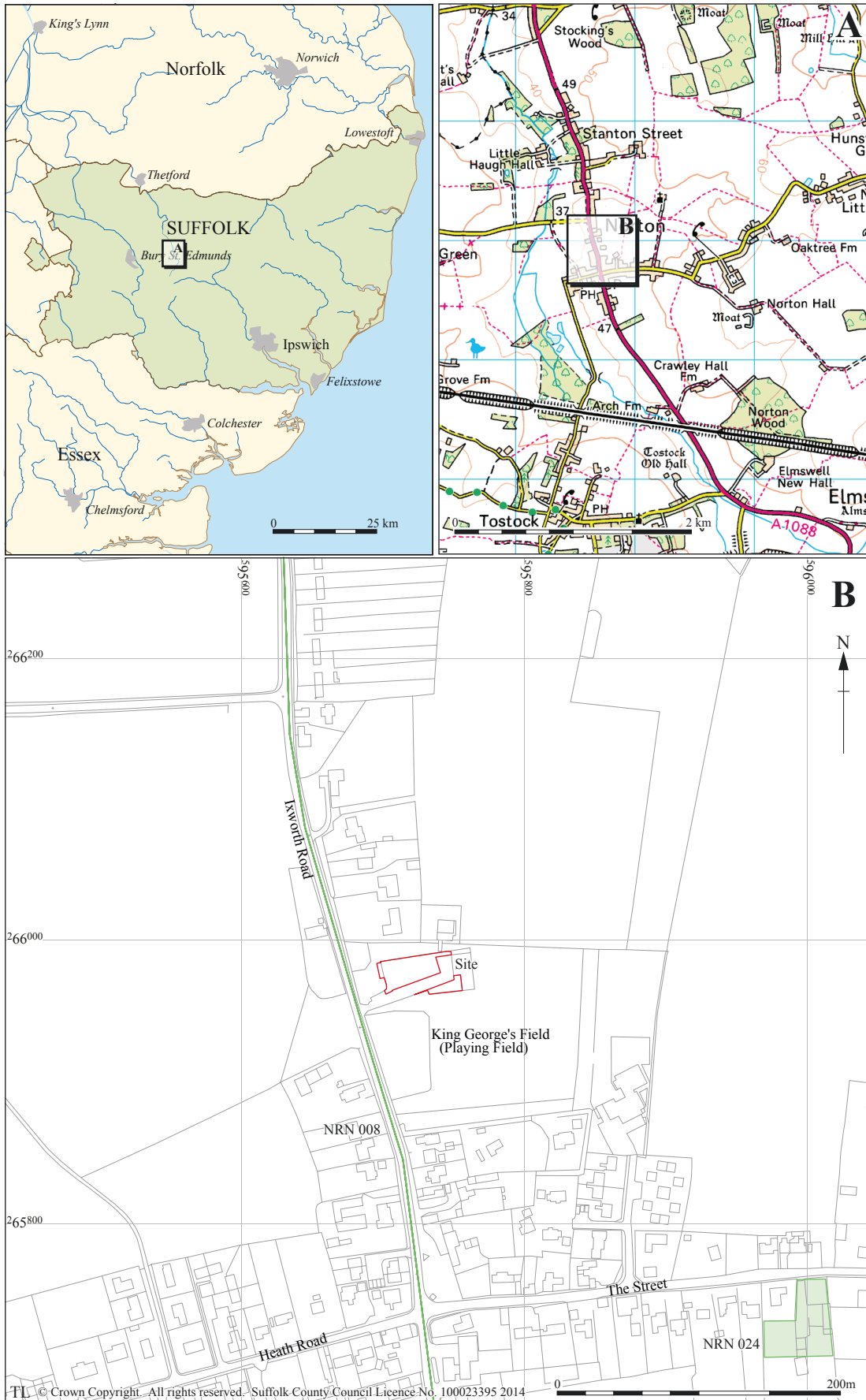


Figure 1. Location plan showing development area (red) and HER sites mentioned in the text (green)

historic settlement core, c.160m north of the Grade II listed Dog Inn, a 16th century public house which lies at the settlements central crossroads. Previous archaeological work in the village at Mill Farm (NRN 024), 400m to the south-east, has identified evidence of medieval and post-medieval settlement.

The Tithe map of 1841 (Fig. 2, Suffolk Record Office Ref. T 65/2) shows the site as lying in the north-west corner of a large field, numbered as 178, which is recorded in the accompanying apportionment (Suffolk Record Office Ref. T 65/1) as being pasture. Its name, 'Dog Meadow', suggests a possible link with the nearby public house. A farmstead lies to the north of the site and there are small groups of buildings at intervals along the western side of Ixworth Road.



Figure 2. Site as depicted on Norton Tithe map, 1841

The field is similarly shown on both the 1st and 2nd Edition Ordnance Surveys of 1884 and 1904 respectively (Figs. 3 & 4), and the complex to the north is named as Watling's Farm. Ixworth Road has subsequently seen a ribbon of low density 20th century development, including the Village Hall, extending north for c.1.5km from the settlement core. Watling's Farm and some of the other buildings on the historic mapping have not survived.

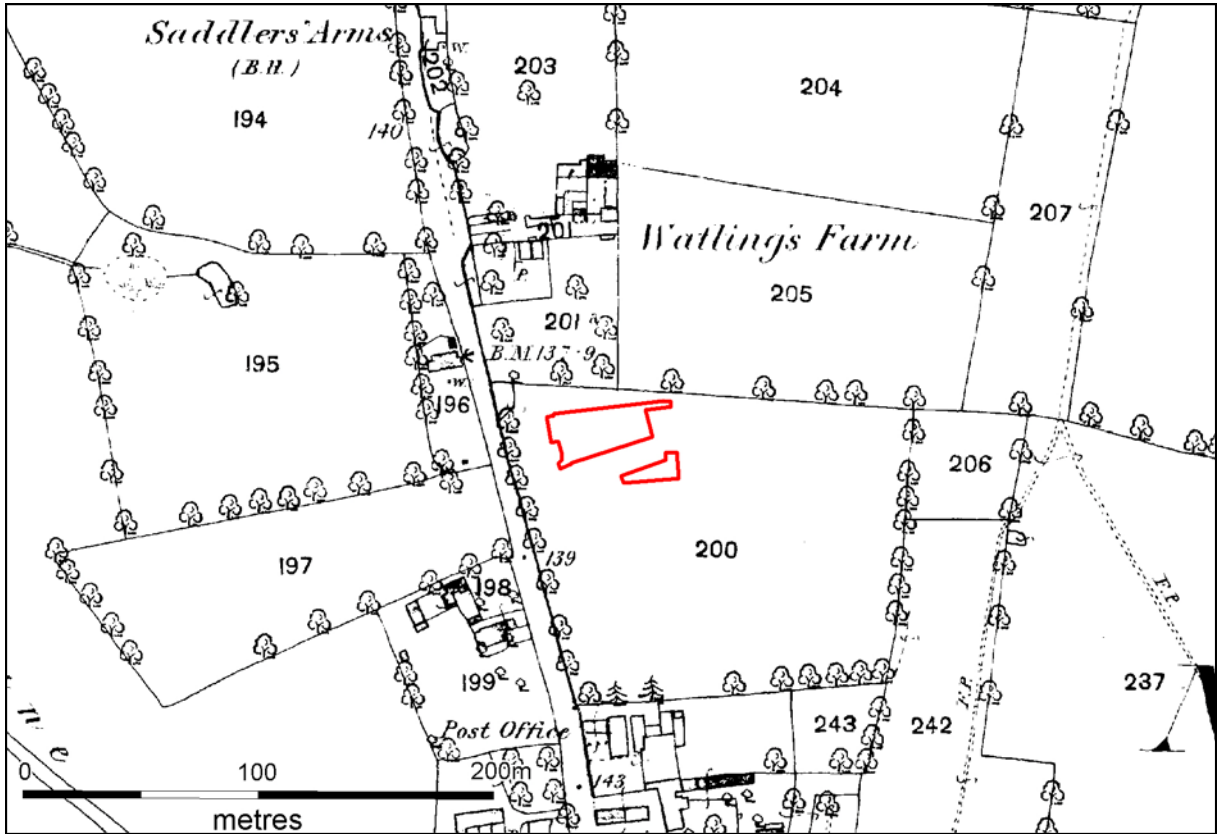


Figure 3. Site as depicted on First Edition Ordnance Survey, 1884.

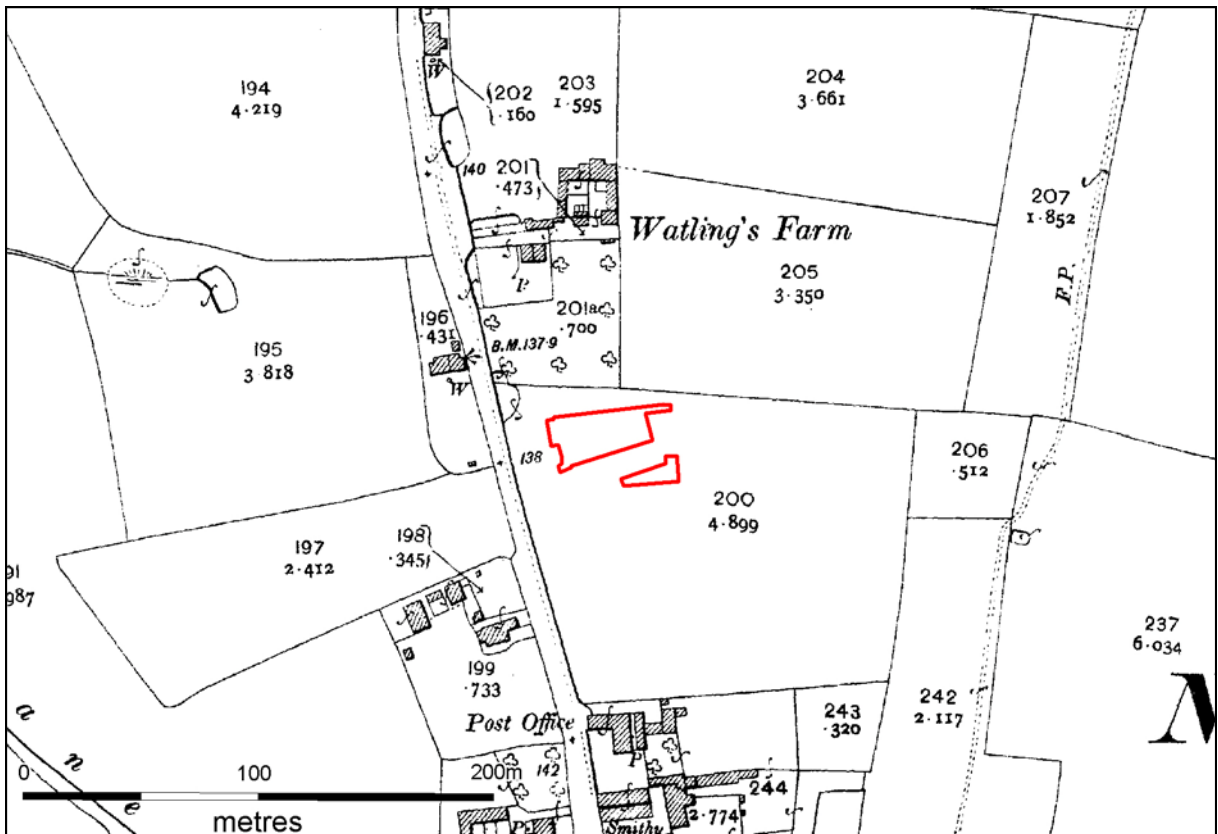


Figure 4. Site as depicted on Second Edition Ordnance Survey, 1904.

4. Methodology

The project was carried out following a Written Scheme of Investigation (Appendix 2) prepared by SCCAS/FT and approved by SCCAS/CT.

A single trench, measuring 20m in total length and 1.8m wide, was excavated across the existing carpark by a mechanical excavator equipped with a ditching bucket, under the supervision of an archaeologist, to the top of the undisturbed natural subsoil or archaeological levels (Fig. 5).

Where required the trench was cleaned, and potential features investigated, by hand. Trench and spoilheaps were scanned for artefactual material. The trench position and site and trench levels were recorded by RTK GPS. Trench and feature plan and sections were recorded on an A3 pro-forma pregridded permatrace sheet at a scale of 1:50 and 1:20. Digital colour photographs were taken of all stages of the fieldwork, and are included in the digital archive.

An OASIS form (Appendix 1) has been completed for the project (reference no. suffolkc1-170926) and a digital copy of the report has been submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>).

The site archive is kept in the main store of Suffolk County Council Archaeological Service at Bury St Edmunds under Suffolk HER No. NRN 030.

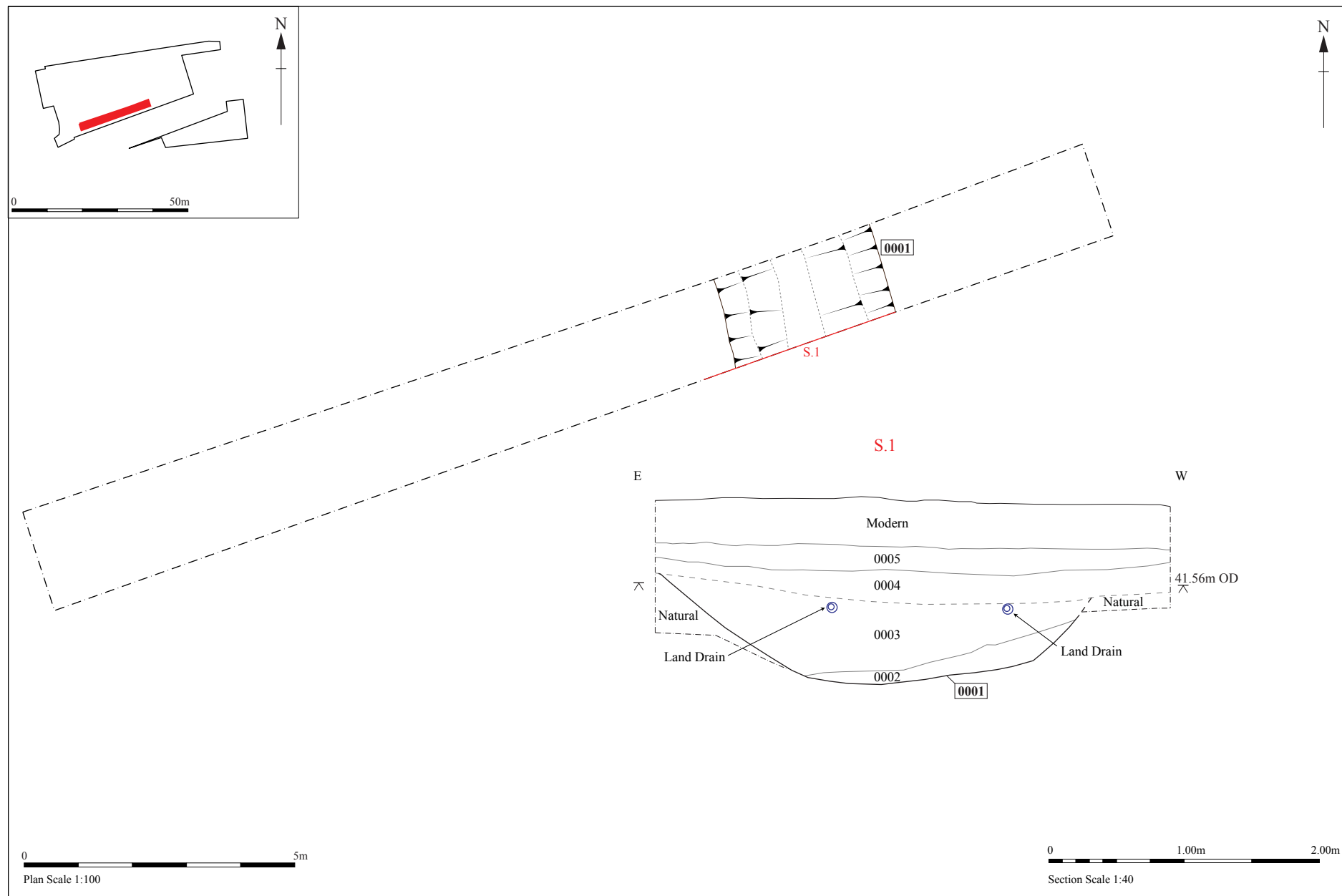


Figure 5. Trench Plan and section

5. Results

The trench showed a consistent soil profile, with 0.3m of modern deposits relating to the car park overlying a 0.15m thick layer of dark brown clay/silt, 0005, which contained small stones and flecks of charcoal and CBM. This in turn overlaid the natural yellow/grey clay with broken chalk subsoil. Two unstratified flint flakes were collected during the machining and recorded as 0006.

A single cut feature was observed near the centre of the trench, a large ditch aligned north to south ((0001). Measuring c. 3.5m wide and 0.7m deep it had moderate sloping sides and a concave base. Its basal fill, which consisted of natural material slumping in from the eastern side, was a thin deposit of pale yellow/grey clayey silt (0002). Above this the bulk of the ditch was infilled with 0003, a mid/dark grey clayey silt with occasional stones and charcoal flecks. Two modern ceramic land drains were observed towards the top of 0003 but could not be seen as lying in any defined cut. At the top of the ditch cut, and extending slightly beyond it on either side, was a 0.2m thick layer of dark grey/green clayey silt (0006) which slumped slightly into the ditch. This was sealed by 0005, which again slumped slightly as it passed above the ditch.



Plate 1. Ditch 0001

Although the ditches full extent within the ditch was excavated by hand no dating evidence was recovered. A bulk environmental sample was however collected from 0003.

6. Finds and environmental evidence

Cathy Tester

Two fragments (108g) of struck flint were collected from context 0006. The first is a large irregular light grey flake with crude retouch on one end. The second is a mottled dark grey flake with a cortical striking platform. It is possibly heat-altered and has retouch on both sides that has been partially obscured by heavy recent damage. Both are dated to the later prehistoric period.

7. Environmental evidence

Anna West

Introduction and method statement

A single 40 litre sample was taken from fill (0003) of ditch 0001. The sample was processed in order to assess the quality of preservation of plant remains and their potential to provide useful data as part of further archaeological investigations.

The sample was processed using manual water flotation/washover and the flot was collected in a 300 micron mesh sieve. The dried flot was scanned using a binocular microscope at x16 magnification and the presence of any plant remains or artefacts were noted. Identification of plant remains is with reference to Stace (1997).

The non-floating residues were collected in a 1mm mesh and sorted when dry.

Results

Only a very small amount of flot material was produced from this sample, less than 10ml. No charred cereal grains, chaff elements or charred weed seeds were present.

A small number of uncharred weed seeds were identified within the flot. A single Bramble (*Rubus* sp.), four Elder (*Sambucus nigra* L.) and a small number of possible Nightshade family (*Solanum* sp.) were identified. These are all wasteland/wayland weeds and shrubs, they are all relatively un-abraded it is possible that they are modern contaminants intrusive within the archaeological deposit. Half a dozen small amphibian bones were also present.

Conclusions and recommendations for further work

It is not recommended that any further work is carried out on the flot material at this stage as it would offer little extra information of value to the results of the evaluation. However if further intervention is planned on this site, it is recommended that further sampling should be carried out from well sealed and dated contexts. Any accompanying weed assemblage within future samples could provide insight into to the utilisation of local plant resources, agricultural activity and economic evidence from this site.

8. Discussion

The evaluation has shown that a former soil horizon, 0005, survives beneath the modern car park deposits. The flecks of CBM within it, coupled with the known past land-use of the site, suggest that this is a buried former topsoil of post-medieval date.

The ditch is undated although its position beneath layer 0005, coupled with the fact that there is no indication of any sub-division of the large field since the 1841 tithe map, indicates that it is likely to be of early 19th century date or earlier.

The position of the ditch is in line with a tithe map boundary to the north which ran past the rear of Watling's Farm, and may also line up to another boundary to the south which demarcated the rear of a property plot fronting the road. This suggests that the tithe map field 'Dog Meadow' may once have consisted of a continuous series of earlier post-medieval or even medieval roadside plots and a larger field to the rear. However the absence of any finds material, coupled with the environmental results, suggests that the ditch is not in immediate proximity to any settlement of this date, and so there may simply have been a series of smaller fields along the road edge as opposed to linear settlement.

Even though the ditch was infilled by the mid 19th century it appears to have remained slightly visible, with the overlying post-medieval topsoil slumping slightly as it passed above its cut, and it is therefore relatively unsurprising that its course has been used for the later insertion of two modern drainage pipes.

9. Conclusions and recommendations for further work

The evaluation has shown that, below the modern deposits, there is a post-medieval soil layer sealing the natural geology and an archaeological horizon at a depth of c.0.6m. However the single ditch observed does not appear to have been in the immediate vicinity of settlement, and may simply be marking a former field boundary.

The depth of the archaeological horizon, together with the site's known recent land-use suggests that any further archaeological deposits are likely to be well preserved across the site. However such deposits are likely to be of minor importance and, as the groundworks for the proposed resurfacing of the carpark will probably be insufficient to affect archaeological levels, there appears to be no need for any further archaeological mitigation works.

10. Archive deposition

Paper and photographic archive: SCCAS Bury St Edmunds

Digital archive: SCCAS R:\Environmental Protection\Conservation\Archaeology\
Archive\Norton\NRN 030 Village Hall Evaluation

Digital photographic archive: R:\Environmental

Protection\Conservation\Archaeology\Catalogues\Photos\HWA-HWZ\HWP\HWP 61-65

Finds and environmental archive: SCCAS Bury St Edmunds.

11. Acknowledgements

The project was managed by Rhodri Gardner, with fieldwork being carried out by Robert Brooks. The report was produced by John Craven, with specialist finds contributions from Cathy Tester and Anna West. The report illustrations were created by Ellie Cox.

12. Bibliography

Margary, I, D., 1973, *Roman Roads in Britain (3rd ed)*, John Baker, London.

Ordnance Survey, 1983, *Soils of England and Wales: Soil survey of England and Wales, sheet 4 Eastern England 1:250,000*. Harpenden.

Stace, C., 1997, *New Flora of the British Isles*. Second edition. Cambridge University Press.

Appendix 1. OASIS data collection form

OASIS ID: suffolkc1-170926

Project details

Project name	NRN 030 Norton Village Hall Evaluation, Norton
Short description of the project	An archaeological evaluation, carried out in advance of the resurfacing of Norton Village Hall car park identified a post-medieval soil layer below the modern deposits, which in turn sealed a single large ditch. Although undated the ditch appears to pre-date the 1841 tithe map and may be marking the rear of a series of smaller roadside fields or plots of post-medieval or possibly earlier date. The lack of any finds material in the ditch, and the results of environmental sampling, suggest however that the ditch does not lie in immediate proximity to any former settlement. While preservation of the archaeological horizon is good any deposits are likely to be of minor importance and sealed at depth below the likely extent of the proposed development's groundworks. The development therefore is unlikely to have any further or significant impact upon archaeological heritage assets.
Project dates	Start: 13-02-2014 End: 24-02-2014
Previous/future work	No / No
Any associated project reference codes	NRN 030 - HER event no.
Any associated project reference codes	NRN 030 - Sitecode
Type of project	Field evaluation
Site status	None
Current Land use	Community Service 1 - Community Buildings
Monument type	DITCH Post Medieval
Significant Finds	N/A None
Methods & techniques	""Sample Trenches""
Development type	Small-scale (e.g. single house, etc.)
Prompt	National Planning Policy Framework - NPPF
Position in the planning process	Between deposition of an application and determination

Project location

Country	England
Site location	SUFFOLK MID SUFFOLK NORTON NRN 030 Norton Village Hall Evaluation
Postcode	IP31 3LE
Study area	1500.00 Square metres
Site coordinates	TL 957 659 52.2559275922 0.867630074627 52 15 21 N 000 52 03 E Point

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	Dr Jess Tipper
Project director/manager	Rhodri Gardner

Project supervisor	Rob Brooks
Type of sponsor/funding body	Architect on behalf of client
Name of sponsor/funding body	Concertus Design and Property Consultants

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk County Council Archaeological Service
Digital Contents	"none"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk County Council Archaeological Service
Paper Contents	"none"
Paper Media available	"Plan","Report","Section"

Project bibliography

Publication type	Grey literature (unpublished document/manuscript)
Title	Village Hall Car Park, Norton NRN 030
Author(s)/Editor(s)	Craven, J. A.
Other bibliographic details	SCCAS Report No. 2014/022
Date	2014
Issuer or publisher	SCCAS
Place of issue or publication	Bury St Edmunds
Description	SCCAS Evaluation report

Entered by	John Craven (john.craven@suffolk.gov.uk)
Entered on	10 March 2014

NRN 030, Village Hall, Norton

Archaeological Evaluation by Trial Trench

**Written Scheme of Investigation
&
Safety Statement and Risk Assessment**

**Prepared by Suffolk County Council Archaeological Service
February 2014**

Document Control

Title: Village Hall Evaluation, Norton
Date: 07/02/2014
Issued by: Suffolk County Council Archaeological Service Field Team
Author: Rob Brooks
Issued to: Dr Jess Tipper (SCCAS Conservation Team)

Contents

1. Background
2. Project Details
3. Archaeological Method Statement
4. Risk Assessment

Figures

1. Site location
2. Trench layout

Appendices

1. SCC Health and Safety Policy
2. Risk Assessments

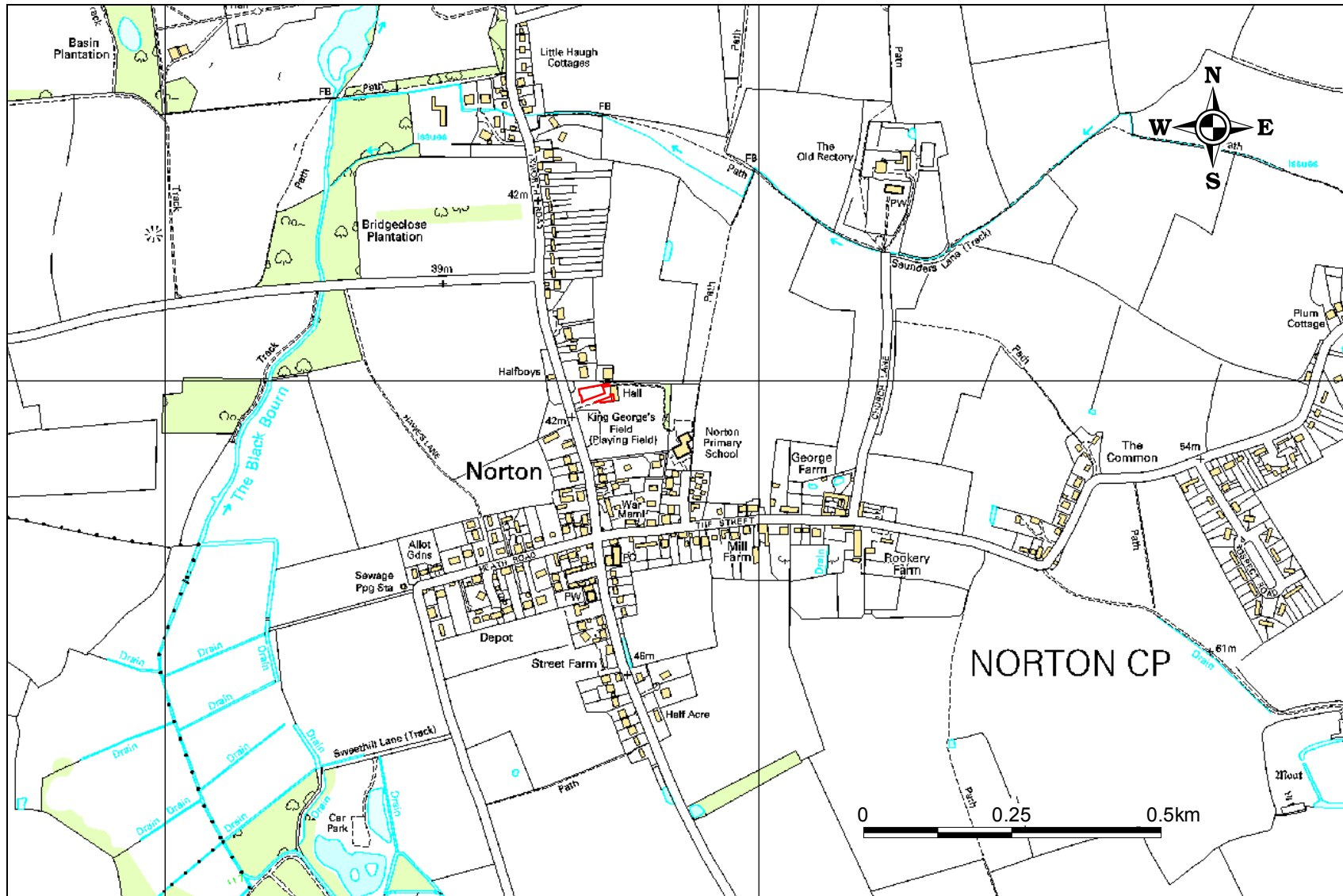
1. Background

- 1.1 The Field Team of the Suffolk County Council Archaeological Service (SCCAS) have been asked by Concertus Design and Property Consultants to prepare documentation for a programme of archaeological evaluation by trial trench at the above site (Fig 1). This Written Scheme of Investigation (WSI) covers the evaluation only. Any further stages of archaeological work that might be required in relation to the proposed development would be subject to new documentation.
- 1.2 The site covers c.955sqm, located at NGR TL 957 659.
- 1.3 The work is to be undertaken because the planning consent is conditional upon an agreed programme of archaeological investigation. The work is at the request of the local planning authority, following guidance set out in the National Planning Policy Framework.
- 1.4 The archaeological investigation will be conducted in accordance with a Brief produced by Dr Jess Tipper of the SCCAS Conservation Team.
- 1.5 The site 'lies in an area of archaeological potential recorded in the Suffolk Historic Environment Record [HER], on the edge of the historic settlement core. There is high potential for locally important heritage assets to be located in this application area, which has not been subject to previous systematic archaeological investigation.' (taken from Tipper, J., 2014 – Brief for a Trenched Archaeological Evaluation). A possible Roman road follows the existing road through the village, recorded on the HER as NRN 008.
- 1.6 The proposed development includes the re-surfacing of parts of the existing car park from loose chippings to asphalt.
- 1.7 The site outline and trench pattern are shown on Figure 2. Deposits in this area will be directly affected by the groundworks associated with the foundation layers required for the asphalt.
- 1.8 This WSI complies with the requirements of SCC's standard Requirements for a Trenched Archaeological Evaluation (2012 Version 1.1), as well as the following national and regional guidance 'Standards and Guidance for Archaeological Excavation' (IFA, 1995, revised 2001) and 'Standards for Field Archaeology in the East of England (EAA Occasional Papers 14, 2003).

1.1 Research aims

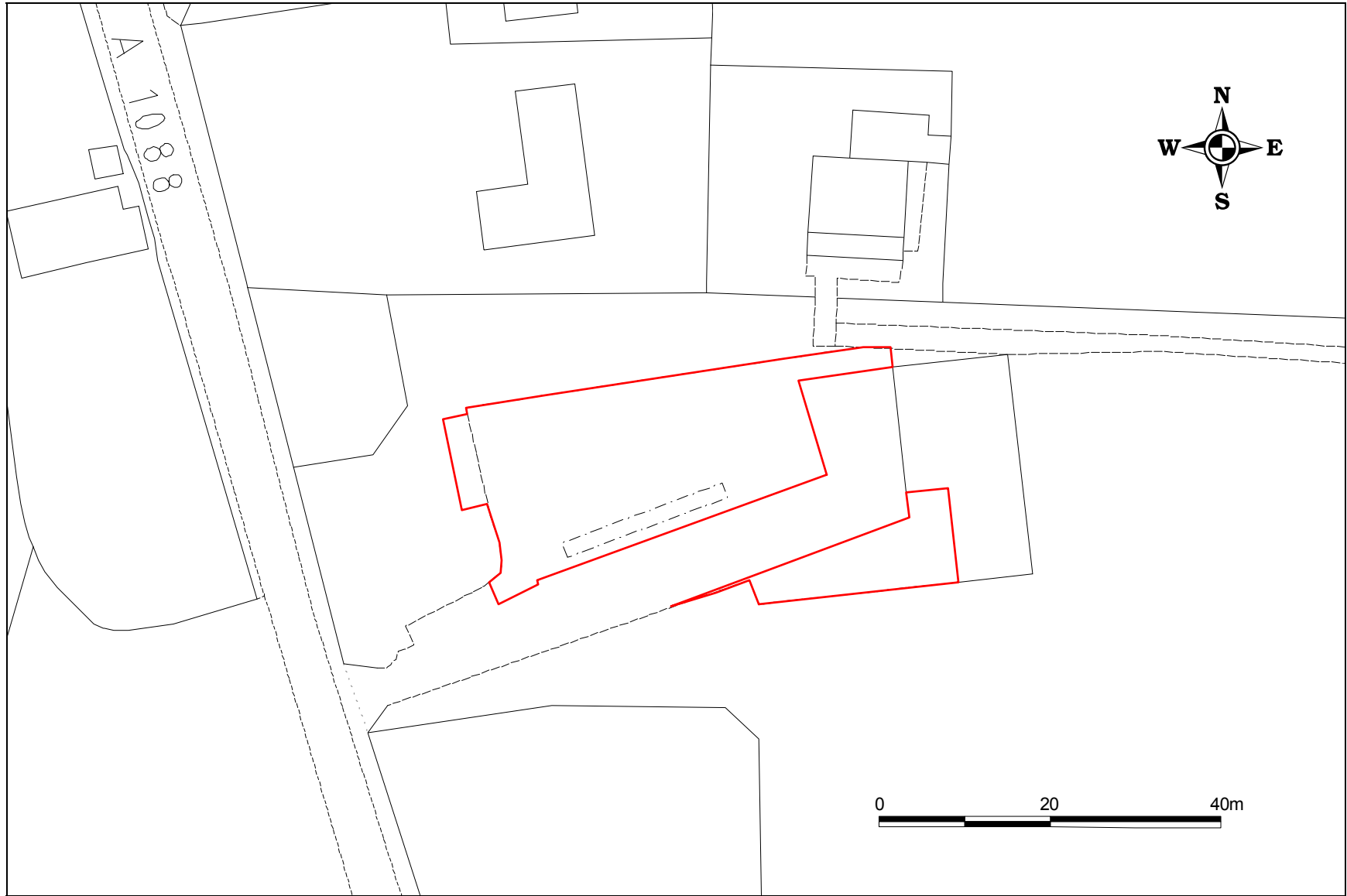
The research aims of this trial trench evaluations are as follows, as typically described by an LPA brief:

- RA1: Establish whether any archaeological deposit exists within the application area, with particular regard to any which are of sufficient importance to merit preservation in situ.*
- RA2: 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.*
- RA3: Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.*
- RA4: Establish the potential for the survival of environmental evidence.*
- RA5: Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.*



Crown Copyright. All Rights Reserved. Suffolk County Council Licence No. 100023395 2014

Figure 1. Site Location (red)



Crown Copyright. All Rights Reserved. Suffolk County Council Licence No. 100023395 2014

Figure 2. Trench layout

2 Project details

Site Name	Village Hall Evaluation
Site Location/Parish	Norton
Grid Reference	TL 957 659
Access	Ixworth Road
Planning No	TBA
HER code	NRN 030
OASIS Ref	suffolkc1-170926
SCCAS Job Code	N/A
Type:	Trial trench evaluation
Area	955sqm
Project start date	13/02/2014
Fieldwork duration	1 day (estimated)
Number of personnel on site	1-2

Personnel and contact numbers

Contracts Manager	Rhodri Gardner	01473 581743
Project Officer (first point of on-site contact)	TBA	-
Finds Dept	Richenda Goffin	01284 352447
Sub-contractors	N/A	
Curatorial Officer	Dr Jess Tipper	01284 741225
Consultant	N/A	
Developer	Concertus Design and Property Consultants	
Site landowner		

Emergency contacts

Local Police	High Street, Ixworth, IP31 2HN	101
Location of nearest A&E	Hardwick Lane, Bury St. Edmunds, Suffolk, IP33 2QZ	01284 713000
Qualified First Aiders	Rob Brooks – Project Officer	07515190439

Hire details

Plant:	Holmes Plant (STC)	01473 890766
Toilet Hire	TBC	
Tool hire:	N/A	

Other Contacts

Suffolk Fleet Maintenance		01359 270777
Suffolk Press Office		01473 264395
SCC EMS (Jezz Meredith)		01473 583288
SCC H&S (Stuart Boulter)		01473 583290

3 Archaeological method statement

3.1 Evaluation by trial trench

- 3.1.1 The archaeological fieldwork will be carried out by members of the SCCAS field team led in the field by an experienced member of staff of Project Officer Grade. The excavation team will comprise up to 2 experienced excavators and surveyors from a pool of suitable staff at SCCAS.
- 3.1.2 Evaluation of the development area will employ one trial trench to sample the proposed development area (PDA).
- 3.1.3 The PDA covers an area of approximately 955sqm (Figs. 1 and 2).
- 3.1.4 The trench will measure 20m long x 1.8m wide (Fig. 2).
- 3.1.5 No information has been provided about the presence or otherwise of services by the developer, but two overhead power lines are known to cross the site and as such the trench has been positioned to avoid this. If further previously unknown services or similar restrictions are encountered during work on site then trench layout will be amended accordingly. The proposed location of the trench will be scanned with a CAT out prior to excavation and if necessary the trench will be moved accordingly.
- 3.1.6 *General trial trench methodology*
- 3.1.7 All trenches will be cut using a tracked mechanical excavator equipped with a toothless ditching bucket, under the constant supervision of an archaeologist. All overburden (topsoil and subsoil) will be removed stratigraphically until either the first archaeological horizon or natural deposits are encountered. Spoil will be stored adjacent to the trench and topsoil, subsoil and concrete/overburden will be kept separate for sequential backfilling if requested by the client prior to excavation.
- 3.1.8 Archaeological deposits and features will be sampled by hand excavation and the trench bases and sections cleaned as necessary in order to satisfy the project aims and in compliance with the SCCAS Requirements for Archaeological Evaluation, 2012.
- 3.1.9 Trenches requiring access by staff for hand excavation and recording will not exceed a depth of 1.2m. Any trench in which this depth is not sufficient to meet the archaeological requirements of the Brief and Specification will be brought to the attention of the client or their agent and the Archaeological Advisor to the LPA so that further requirements can be discussed (and costed).
- 3.1.10 Deeper excavation can be undertaken provided suitable trench support is used or, where practicable, the trench sides are stepped or battered.
- 3.1.11 A site plan, which will show all trench locations, feature positions and levels AOD will be recorded using an RTK GPS or TST, depending on the specific requirements of the project. A minimum of one to two sections per trench will be recorded at 1:20. Feature sections and plans will be recorded at 1:20 and trench

and feature plans at 1:20 or 1:50 as appropriate. Normal Field Team conventions, compatible with the County HER, will be used during the site recording.

- 3.1.12 The site will be recorded under HER site code NRN 030, acquired from the Suffolk HER Office and archaeological contexts will be recorded using standard SCCAS Context Recording sheets and an associated database.
- 3.1.13 A digital photographic record will be made throughout the evaluation.
- 3.1.14 All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 3.1.15 All finds will be brought back to the SCCAS Bury St Edmunds office for processing, preliminary conservation and packing. Much of the archive and assessment preparation work will be done in house, but in some circumstances it may be necessary to send some categories of finds to specialists working in other parts of the country.
- 3.1.16 Bulk environmental soil samples (40 litres each) will be taken from suitable archaeological features and retained until an appropriate specialist has assessed their potential for palaeo-environmental remains. Decisions will be made on the need for further analysis following this assessment. If necessary advice will be sought from English Heritage's Regional Advisor in Archaeological Science on the need for specialist environmental sampling.
- 3.1.17 In the event of human remains being encountered on the site, guidelines from the Ministry of Justice will be followed. The evaluation will attempt to establish the extent, depth and date of burials whilst leaving remains *in situ*. During the evaluation any exposed human remains will be securely covered and hidden from the public view at all times when they are not attended by staff. At the conclusion of the work backfilling will be carried out in a manner sensitive to the preservation of such remains.
- 3.1.18 If circumstances dictate that the lifting of human remains is unavoidable then a Ministry of Justice Licence for their removal will be obtained prior to their removal from site.

3.3 Reporting, archive and OASIS record

- 3.3.1 A unique HER number has been acquired from the Suffolk HER – NRN 030. This will be clearly marked on all documentation relating to the project.
- 3.3.2 All artefactual material recovered will be held by the SCC Contracting Team until their analysis of the material is complete. Ownership of all such archaeological finds will then be given over to the relevant authority. There is a presumption that this will be SCCAS/CT, who will hold the material in suitable storage to facilitate future study and ensure its proper preservation.
- 3.3.3 In the event that artefacts of significant monetary value are discovered separate ownership arrangements may be negotiated, provided they are not subject to Treasure Act legislation.
- 3.3.4 The project archive shall be compiled in accordance with the guidelines issued by the SCCAS/CT (2010). The client is aware of the costs of archiving and provision has been made to cover these costs in our agreement with them. The archive will be deposited with the County Archaeology Store unless another suitable repository is agreed with SCCAS/CT.
- 3.3.5 Specialist finds staff will be used, who are experienced in local and regional types and periods for their field.
- 3.3.6 All site data will be entered on a computerised database compatible with the County HER. All site plans and sections will be copied to form a permanent archive on archivally stable material. Ordnance Datum levels will be on the section sheets. The photographic archive will be fully catalogued within the County HER photographic index.
- 3.3.7 All finds will be processed, marked and bagged/boxed to County HER requirements. Where appropriate finds will be marked with a site code and a context number.
- 3.3.8 Bulk finds will be fully quantified on a computerised database compatible with the County HER. Quantification will fully cover weights and numbers of finds by context with a clear statement for specialists on the degree of apparent residuality observed.
- 3.3.9 Metal finds on site will be stored in accordance with ICON guidelines, initially recorded assessed for significance before dispatch to a conservation laboratory within 4 weeks of the end of the excavation. All pre-modern silver, copper alloy and ferrous metal artefacts will be x-rayed and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to ICON standards. All coins will be identified to a standard acceptable to normal numismatic research.
- 3.3.10 The site archive will meet the standards of SCCAS/CT.
- 3.3.11 The pottery will be recorded and archived to a standard consistent with the Draft Guidelines of the Medieval Pottery Research Group and Guidelines for the archiving of Roman Pottery, SGRP (ed. M.G. Darling, 1994) and to The Study of

Later Prehistoric Pottery: General Policies and Guidelines for analysis and Publications, Occasional Papers No.1 and No. 2, 3rd Edition (Revised 2010, Prehistoric Ceramic Research Group).

- 3.3.12 Environmental samples will be processed and assessed to standards set by the Regional Environmental Archaeologist with a clear statement of potential for further analysis.
- 3.3.13 Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.
- 3.3.14 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).
- 3.3.15 A report on the results of the evaluation will be completed c. 6 weeks after the completion of the field work. A draft of the report will be submitted to SCCAS/CT for approval.
- 3.3.16 On receipt of approval of the report from SCCAS/CT hard and digital copies will be sent to the Suffolk HER.
- 3.3.17 The Suffolk HER is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. The SCCAS Contracting Team will provide appropriate details relating to this project by completing the OASIS form at <http://ads.ahds.ac.uk/project/oasis>. The completed form (reference suffolkc1-170926) will be included as an appendix to the final report.

Archaeological Service Field Projects Team

Delivering a full range of archaeological services

- Desk-based assessments and advice
- Site investigation
- Outreach and educational resources
- Historic Building Recording
- Environmental processing
- Finds analysis and photography
- Graphics design and illustration

Contact:

Rhodri Gardner

Tel: 01473 265879

rhodri.gardner@suffolk.gov.uk

www.suffolk.gov.uk/business/business-services/archaeological-services