

Land at Reydon Business Park, Reydon REY 100

Archaeological Evaluation Report

SCCAS Report No. 2014/096

Client: Mr Mark Aldred

Duncan and Son Building Contractors

Author: John Sims

September 2014

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Archaeological Evaluation Report

SCCAS Report No. 2014/096

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Report Date: September 2014

HER Information

Site Code: REY 100
Site Name: Business Park, Reydon
Report Number 2014/096
Planning Application No: DC/14/1298/FUL
Date of Fieldwork: 23-24/07/2014
Grid Reference: TL 503 778
Oasis Reference: suffolkc1-185033
Curatorial Officer: Dr Matthew Brudenell
Project Supervisor: John Sims
Client/Funding Body: Mr Mark Aldred
Duncan and Son Building Contractors

Client Reference:

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. Geology and topography	1
3. Archaeology and historical background	2
4. Methodology	3
5. Results	5
6. Discussion	8
7. Conclusions and recommendations for further work	8
8. Archive deposition	8
9. Acknowledgements	8

List of Figures

Figure 1. Location map	4
Figure 2. Trench 03 plan and section	6
Figure 3. Trench 05 plan and section	7

List of Appendices

Appendix 1.	Trench list
Appendix 2.	Context list
Appendix 3.	Plates
Appendix 4.	OASIS summary
Appendix 5.	Written Scheme of Investigation











Summary

A trenched evaluation consisting of five trenches measuring a total length of 120m were excavated in Reydon Business Park on the 23rd and 24th of July 2014. The evaluation was carried out as a condition for planning consent on planning application no. DC/14/1298/FUL.




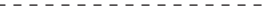







The evaluation identified two small pits that were observed cutting from immediately beneath the top soil, one of which contained fragments of coke. No definitive dating evidence was recovered but it is thought that due to the recent agricultural use of the land, the coke and the features stratigraphic position that they are at the earliest post-medieval in date.

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

Planning permission has been granted for the development of a large storage unit with parking spaces and hard standing on a site at Reydon Business Park, Suffolk. As a condition of planning consent the development was subject to a planned programme of archaeological works. The first of which was an archaeological evaluation by trial trenching.

The project was carried out according to a Brief supplied by Dr Matthew Brudenell of Suffolk County Council Archaeology Service Conservation Team (SCCAS/CT) and followed the subsequent Written Scheme of Investigation produced by Suffolk County Council Archaeology Field Team (SCCAS/FT, Appendix 5).

The site, an area of c.0.41ha, lies to the north of Cox Lane in Reydon Business Park. At the time of evaluation it consisted of unused scrub grassland.

The trial trenching took place on the 23rd and 24th of July by members of SCCAS/FT on behalf of the developer, Mr Mark Aldred of Duncan and Son Building Contractors.

2. Geology and topography

The geology of the site is recorded as Crag Group – Sand with sedimentary bedrock (BGS online). The natural geology was observed at a depth of between 0.28m and 0.59m within the trial trenches and consisted of sands with patches of flint gravels.

The site is situated at a height of c.10m above the Ordnance Datum. There is a slight slope from west to east and from south to north; the latter is the result of modern man made landscaping.

3. Archaeology and historical background

The development area lies within an area of archaeological potential as defined in the County Historic Environment Record (CHER).

To the north of the site cropmarks have been identified which appear to show linear marks and a ring ditch suggesting prehistoric occupation (REY 056). Other prehistoric and Roman finds have been identified within the immediate vicinity of the site (REY 010 and REY misc.) There are also a number of WWII defensive remains in the area such as the barbed wire entanglements recorded at REY 040.

4. Methodology

Approximately 120m of trenching were excavated according to a plan that had been approved by SCCAS/CT (Fig. 1). The trenches were to be marked out using the GPS however this was not working on the day so the trenches were positioned using tapes and the original trench plan. Trench 2 had to be moved to the east as there was a large spoil heap in the centre of the site.

The trenches were excavated using a tracked 360° machine using a 1.8m wide toothless ditching bucket under the direction of a SCCAS/FT archaeologist. Excavation continued until undisturbed natural deposits were discovered, the exposed surface of which was then examined for cut features. Where the form and function of the features could not be established the trenches were extended to allow for a more complete interpretation.

All archaeological features were excavated by hand and were assigned numbers for each cut and depositional event. The numbers were assigned from a unique and continuous system and recorded on SCCAS pro forma sheets according to guidelines laid out by Gurney (2003). Plans and section of all the features were drawn by hand at a scale of 1:20 and deposits and general descriptions were recorded on trench sheets. Trenches and features were recorded with a digital photograph containing a scale and a number board. Selected digital photographs are provided in Appendix 3.

Site data has been entered onto an MS Access database. An OASIS form (Appendix 4) has been completed for the project (reference no. suffolkc1-185033) 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 store of Suffolk County Council Archaeological Service at Bury St Edmunds under Suffolk HER No. REY 100.

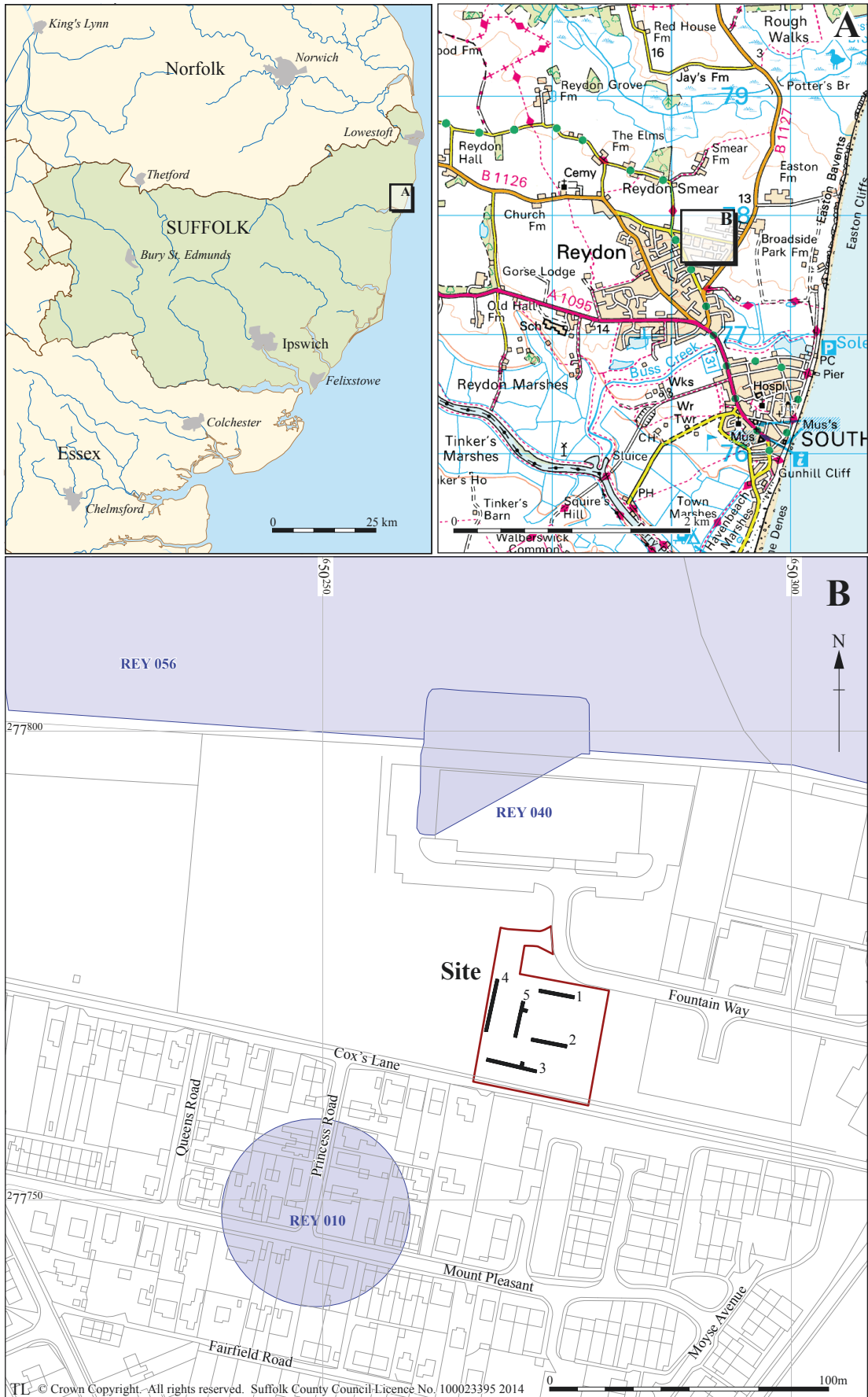


Figure 1. Location map

5. Results

Five trenches were excavated with a total length of approximately 120m. Trenches 1, 2 and 5 measured c.20m x 1.8m. Trenches 1 and 2 were aligned east to west and Trench 5 aligned north to south. Trenches 3 and 4 measured c.30m x 1.8m and were aligned east to west and north to south respectively. Full trench descriptions are provided in Appendix 1.

One pit was observed within each of the Trenches 3 and 5. The soil profile of all the trenches comprised of topsoil (0010) and all, with the exception of Trench 4, contained some subsoil/ploughsoil (0011). Full context descriptions are provided in Appendix 2.

Pit 0003

Pit 0003 was observed 7.75m from the eastern end of Trench 3 (Fig. 2) and measured 1.1m x 0.75m with a depth of 0.54m. The pit was a sub-oval in plan and aligned north to south. It contained four fills 0004, 0005, 0006 and 0007. These appeared to be layered silty sands and silty gravels and could possibly be from a single event. The upper fill of this (0007) contained fragments of coke. The cut of pit 0003 was visible directly under the topsoil in section.

Pit 0009

Pit 0009 was observed 4m from the northern edge of Trench 5 (Fig. 3) and was sub-oval in plan, measuring 1.35m x 0.85m. The shape of this feature in plan was very similar to that of pit 0003 but this was aligned east to west. This pit contained a single mid orange brown silty sand fill that reached a depth of 0.32m (0008). It appears that this feature is again sealed by the topsoil and cuts the subsoil (0011).

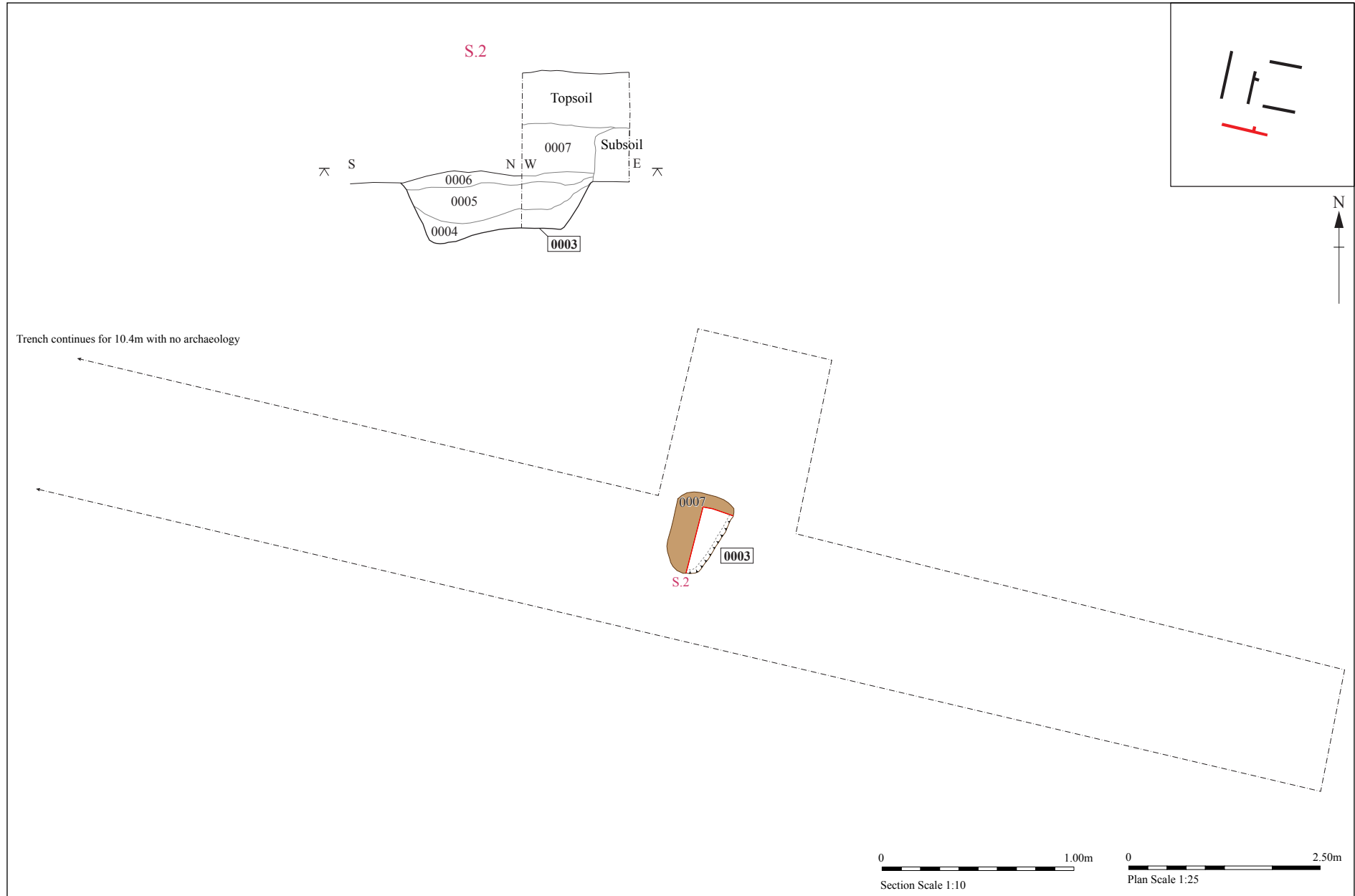


Figure 2. Trench 3 plan and section

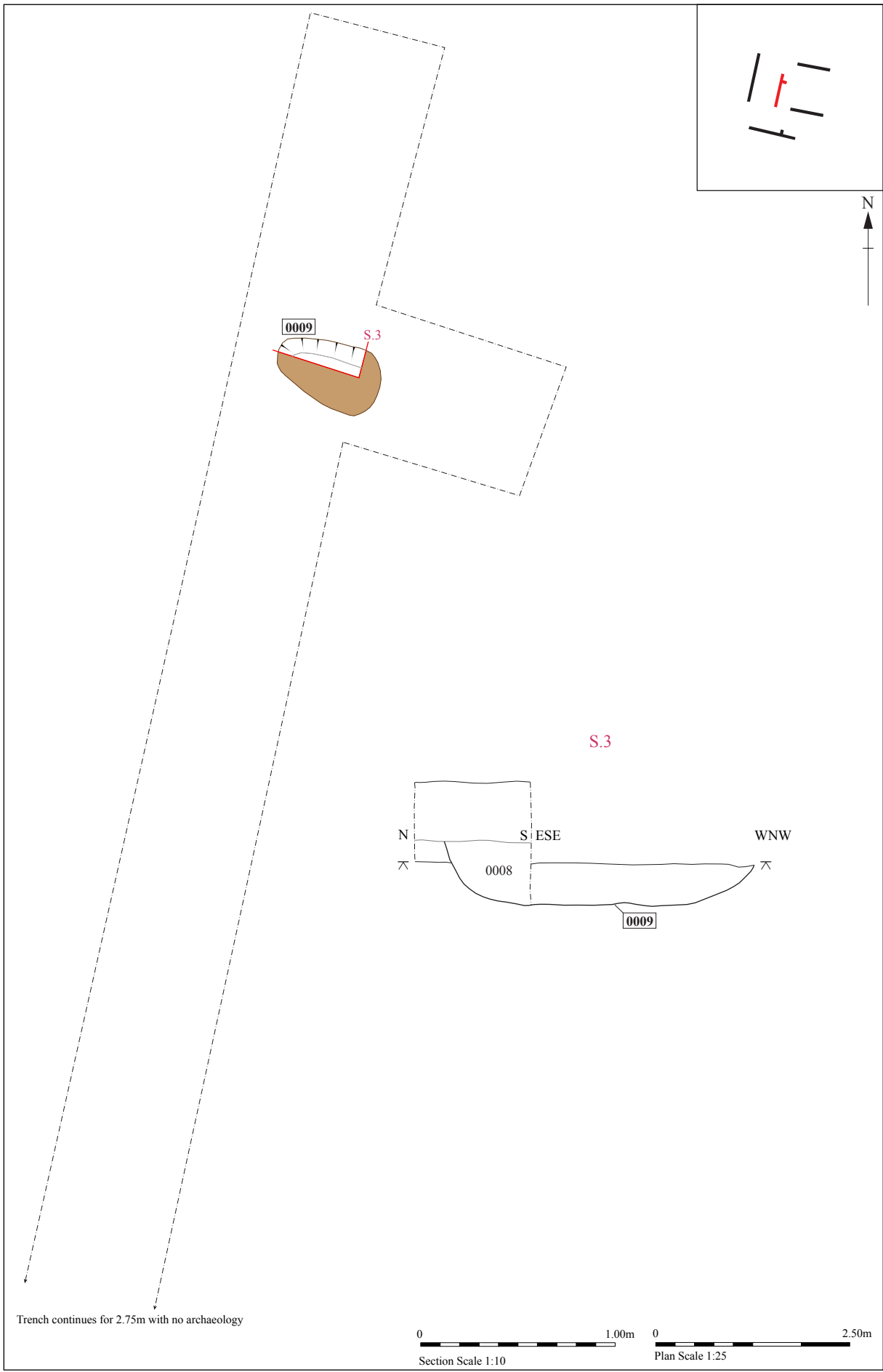


Figure 3. Trench 5 plan and section

6. Discussion

Although no definitive dating evidence was recovered from either of the features both pits 0003 and 0009 were sealed by the topsoil (0010) and cut the subsoil/plough soil (0011). The fact that the features have not been truncated by the agricultural activity that took place on the site until relatively recently suggests that these pits were not dug in antiquity but could be modern in date. Pit 0003 also contained fragments of coke within its upper fill which, although this could be intrusive, is typical of features which date to the post-medieval or modern periods.

7. Conclusions and recommendations for further work

The evaluation has identified two undated pits. Although the evidence is not conclusive the stratigraphic position of the pits and recovery of coke from one of the features seems to suggest that they are at the earliest post-medieval in date. Development of the site therefore is unlikely to have an impact upon archaeological deposits and no further archaeological work is thought necessary.

8. Archive deposition

Paper and photographic archive: SCCAS Bury St Edmunds

Digital archive: SCCAS

R:\EnvironmentalProtection\Conservation\Archaeology\Archive\Reydon\REY100

Digital photographic archive: SCCAS

R:\Environmental Protection\Conservation\Archaeology\Catalogues\Photos\HXF5 - HXF15

9. Acknowledgements

The fieldwork was carried out by Rebecca Smart and Tim Carter and directed by John Sims. Project management was undertaken by Andrew Tester who also provided advice during the production of the report.

The report was produced by John Sims. The report illustrations were created by Beata Wieczorek-Olesky and the report was edited by Richenda Goffin.

Appendix 1. Trench list

Trench No	Length	Orientation	Geology	Topsoil Depth to		Description	Summary of contexts
				Depth	Natural		
1	20	E-W	Sand with frequent silt patches, frequent flint	0.39m	0.59m	Topsoil - slightly sandy silt, friable, mid to dark greyish brown, frequent small to medium pebbles, clear horizon. Subsoil - slightly silty sand, friable, mid yellowy brown, moderate amount of medium to large pebbles. Clear horizon. 0.2m	None.
2	20	E-W	Same as trench 1	0.28m	0.43m	Same as trench 1.	None.
3	28.8	E-W	Very gravelly sand to west end, slightly gravelly	0.4m	0.6m	Topsoil - same as trench 1, except more frequent med-large pebbles to west. Subsoil - Same as trench 1, except very frequent medium to large pebbles to west end, slightly less to east.	Pit 0003 towards east end, the trench was extended towards the north to establish full extent. 0001 excavated as thought could be a possible feature but appears natural.
4	30	N-S	Sand with patches of black (peaty?) sand.	0.28m	0.28m	Trench along western extent of site excavated through topsoil - no subsoil in this trench.	None.
5	20	N-S	Yellow silty sand, mod rounded flints.	0.2m	0.42m	Trench excavated through topsoil and subsoil. Feature uncovered 4m from north end, trench excavated to the east to determine extent/orientation.	Pit 0009 - undated - cuts subsoil.

Appendix 2. Context list

Context Number	Feature Number	Feature Type	Category	Trench	Description	Length	Width	Depth	Over	Under	Interpretation
0001	0001	Natural	Cut	3	Appeared linear in plan but when excavated had no real form.					0002	Natural gravel patch.
0002	0001	Natural	Fill	3	Dark greyish brown sandy gravel. Gravel is small to medium rounded pebbles.				0001		Originally thought to be fill of ditch but on further investigation appeared natural.
0003	0003	Pit	Cut	3	Sub oval in plan, aligned north to south. Profile has a sharp break of slope, steep concave sides and a near flat base. Cut through subsoil/ploughsoil. Filled by 0004, 0005 and 0006.	1.1m	0.75m	0.54m		0004	Cut of pit. Cut from just under topsoil. Modern???
0004	0003	Pit	Fill	3	Light to mid brown, friable, very gravelly sand. Good horizon. Basal fill.			0.12m	0003	0005	Basal fill of pit.
0005	0003	Pit	Fill	3	Mid to dark greyish brown, friable, very silty sand. Rare small rounded pebbles. Good horizon. No finds.			0.2m	0004	0006	Fill of pit.
0006	0003	Pit	Fill	3	Light to mid brown, friable, very gravelly sand. Good horizon.			0.08m	0005	0007	Fill of pit.
0007	0003	Pit	Fill	3	Mid to dark greyish brown, friable, very silty sand. Good horizon.			0.24m	0006		Fill of pit.
0008	0009	Pit	Fill	5	Mid orange brown silty sand. Firm. Occasional small rounded flint. Horizon clear.			0.32m	0009		Fill of pit.
0009	0009	Pit	Cut	5	Sub oval in plan, aligned east to west. Profile has a sharp break of slope, concave sides and broad slightly concave base. Filled by 0008. Cut through subsoil.	1.35m	0.85m	0.32m		0008	Cut of pit visible directly under topsoil. Modern????

Appendix 3. Plates



Plate 1. Pit 0003 looking north, 1m scale



Plate 2. Pit 0009 looking south, 1m scale



Plate 3. Pit 0009 looking east, 1m scale



Plate 4. Soil profile Trench 1 looking north, 1m scale

Appendix 4. OASIS summary

OASIS ID: suffolkc1-185033

Project details

Project name	Trenched evaluation at Reydon Business park
Short description of the project	A trenched evaluation consisting of five trenches measuring a total length of 120m were excavated in Reydon Business Park on the 23rd and 24th of July 2014. The evaluation was carried out as a condition for planning consent on planning application no. DC/14/1298/FUL. The evaluation identified two small pits that were observed cutting from immediately beneath the top soil, one of which contained fragments of coke. No definitive dating evidence was recovered but it is thought that due to the recent agricultural use of the land, the coke and the features stratigraphic position that they are at the earliest post-medieval in date.
Project dates	Start: 24-07-2014 End: 24-07-2014
Previous/future work	No / Not known
Any associated project reference codes	REY 100 - HER event no.
Type of project	Field evaluation
Site status	Area of Archaeological Importance (AAI)
Current Land use	Cultivated Land 1 - Minimal cultivation
Monument type	PIT Uncertain
Significant Finds	NONE None
Methods & techniques	"Sample Trenches"
Development type	Rural commercial
Prompt	Direction from Local Planning Authority - PPG16
Position in the planning process	Not known / Not recorded

Project location

Country	England
Site location	SUFFOLK WAVENEY REYDON Reydon business park
Study area	0.40 Hectares
Site coordinates	TM 503 778 52.3404449426 1.67495060918 52 20 25 N 001 40 29 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	Matthew Brudenell
Project director/manager	Andrew Tester
Project supervisor	John Sims

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk County Council Archaeological Service
Digital Archive ID	REY 100
Digital Contents	"Stratigraphic","Survey"
Digital Media available	"Database","GIS","Images raster / digital photography","Spreadsheets","Survey","Text"
Paper Archive recipient	Suffolk County Council Archaeological Service
Paper Archive ID	REY 100
Paper Contents	"Stratigraphic","Survey"
Paper Media available	"Context sheet","Drawing","Plan","Report","Section"

Project Bibliography

Publication type	Grey literature (unpublished document/manuscript)
Title	Land at Reydon Business Park, Reydon, REY 100
Author(s)/Editor(s)	Sims, J.
Other bibliographic details	2014/096
Date	2014
Issuer or publisher	SCCAS/FT
Place of issue or publication	Bury St Edmunds, Suffolk
Description	SCCAS evaluation report

Appendix 5. Written Scheme of Investigation

Land at Reydon Business Park, REY 100

Written Scheme of Investigation and Risk Assessment Archaeological Evaluation

**Client: Mr Mark Aldred
Duncan & Son Building Contractors**

Suffolk County Council Archaeological Service Field Team

Author: Andrew Tester

July 2014

Contents

1. Introduction	1
2. Project Objectives	4
3. Archaeological method statement	5
4. Project Staffing	14

List of Figures

Figure 1. Location map and selected nearby HER entries	2
Figure 2. Proposed trench plan	3

Project details

Planning Application No:	DC/14/1298/FUL
Curatorial Officer:	Dr Matthew Brudenell
Grid Reference:	TL 503 778
Area:	0.4ha
HER Event No/Site Code:	REY 100
Oasis Reference:	1-185033
Project Start date	23/07/2014
Project Duration:	1-2 days
Client/Funding Body:	Mr Mark Aldred Duncan & Son Building Contractors
SCCAS/FT Project Manager	Rhodri Gardener
SCCAS/FT Site supervisor:	John Simms
SCCAS/FT Job Code:	REYDBP001

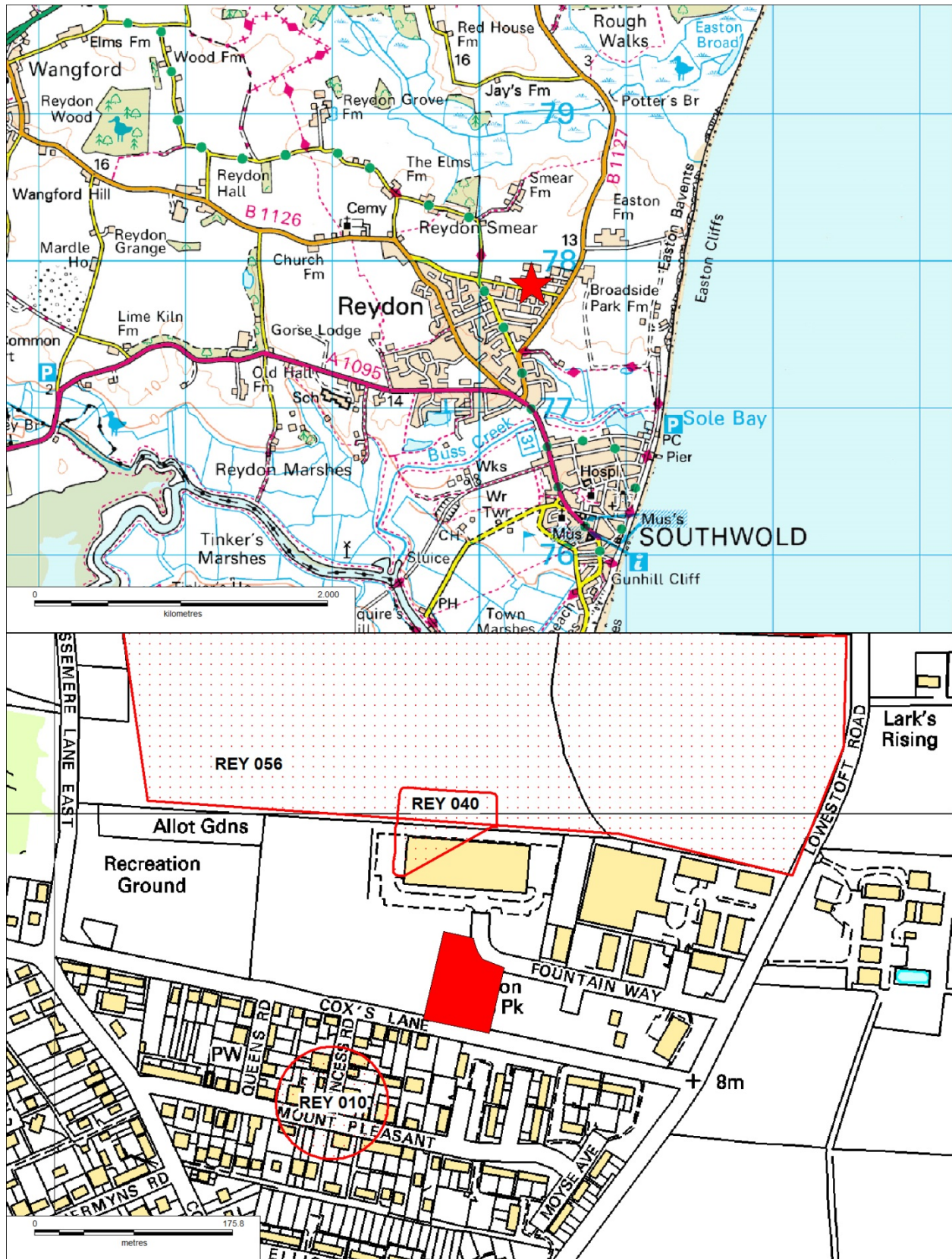
1. Introduction

- A program of archaeological evaluation is required, by a condition on planning application DC/14/1298/FUL for offices, a workshop and stores on land adjacent to Reydon Business Park (Fig. 1), to assess the site for heritage assets in accordance with paragraph 141 of the National Planning Policy Framework.
- The work required is detailed in a Brief and Specification (dated 11/06/2014), produced by the archaeological adviser to the Local Planning Authority (LPA), Dr Mathew Brudenell of Suffolk County Council Archaeological Service Conservation Team (SCCAS/CT).
- Suffolk County Council Archaeological Service Field Team (SCCAS/FT) has been contracted to carry out the project. This document details how the requirements of the Brief and general SCCAS/CT guidelines (SCCAS/CT 2011) will be met, and has been submitted to SCCAS/CT for approval on behalf of the LPA. It provides the basis for measurable standards and will be adhered to in full, unless otherwise agreed with SCCAS/CT.

The Site

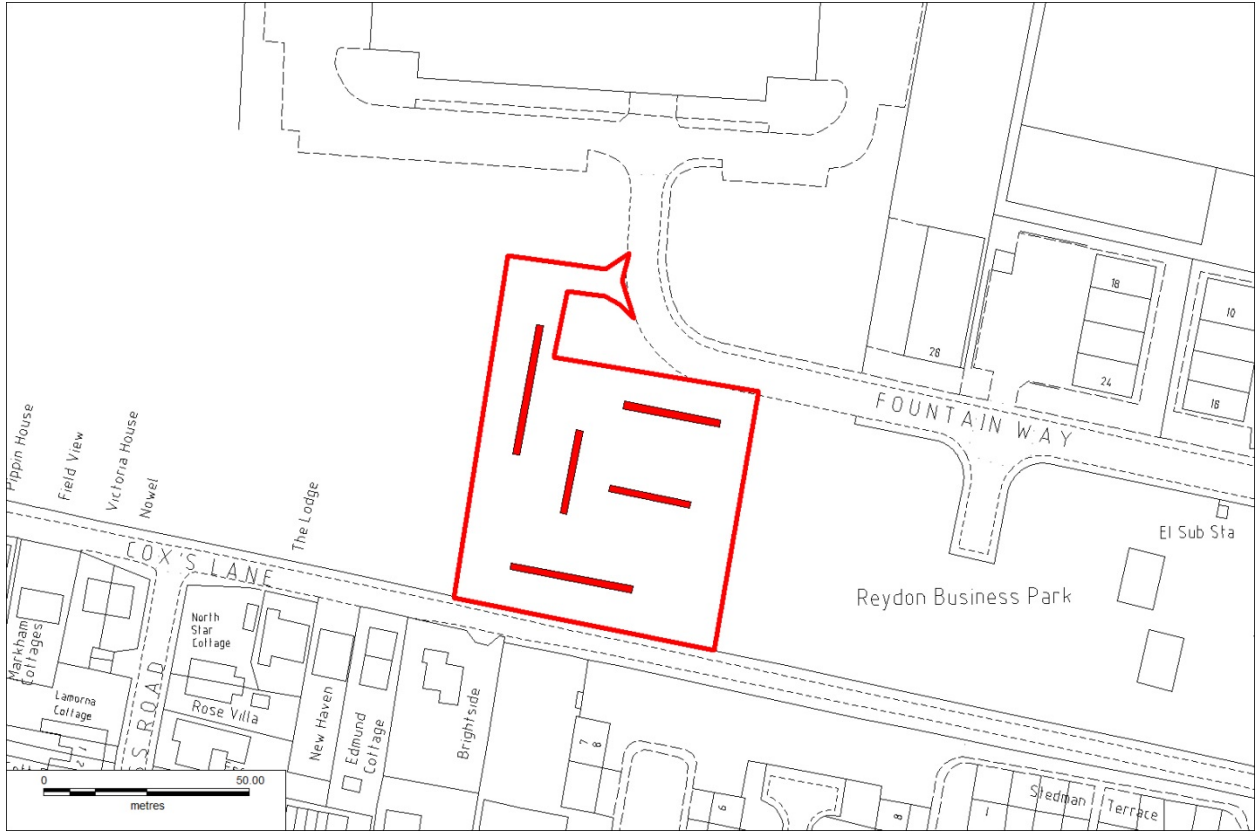
- The site, an area of c.0.4ha currently consists of open grass lawn to the north of Cox Lane (HER No. REY 100)
- The site is situated at a height of c.10m above Ordnance Datum, on an east facing slope. The site geology is recorded as Crag Group – Sand with Sedimentary Bedrock (BGS).
- The proposed development consists of a large commercial unit with parking spaces and hard standing for storage.
- The condition has been placed on the site due to the size of the development and archaeological interest in the area (Fig.1).
- REY 056 Cropmarks to the north of the Business Park have highlighted various linear marks and circles suggestive of prehistoric occupation.
- REY 040 Barbed wire entanglements are just one of several WW11 defensive remain in the area.

- REY 010 A 3rd century Roman coin was located by metal detecting.



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Figure 1. Location map and selected nearby HER entries



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Figure 2. Proposed trench plan

2. Project Objectives

- The aim of the evaluation is to accurately quantify the quality and extent of the sites archaeological resource so that an assessment of the developments impact upon heritage assets can be made.
- The evaluation will:
 - Establish whether any archaeological deposits exist in the application area, with particular regard to any which are of sufficient importance to merit preservation *in situ*.
 - Identify the date, approximate form and function of any archaeological deposits within the application area.
 - Establish the extent, depth and quality of preservation of any archaeological deposits within the application area.
 - Evaluate the likely impact of past land uses and whether masking alluvial or colluvial deposits are present.
 - Establish the potential for the survival of environmental evidence.
 - Assess the potential of the site to address research aims defined in the Regional Research Framework for the Eastern Counties (Brown and Glazebrook 2000, Medlycott 2011).
 - Provide sufficient information for SCCAS/CT to construct an archaeological conservation strategy dealing with preservation or the further recording of archaeological deposits.
 - Provide sufficient information for the client to establish time and cost implications for the development regarding the application areas heritage assets.

3. Archaeological method statement

Management

- The project will be managed by SCCAS/FT Project Officer John Craven in accordance with the principles of *Management of Research in the Historic Environment* (MoRPHE, English Heritage 2006).
- SCCAS/CT will be given five days notice of the commencement of the fieldwork and arrangements made for SCCAS/CT visits to enable the works to be monitored effectively.
- Full details of project staff, including sub-contractors and specialists are given in section 6 below.

Project preparation

- A desk-based assessment consisting of consultation of the Suffolk Historic Environment Record (HER).
- An event number has been obtained from the Suffolk HER Officer (REY 100) and will be included on all future project documentation.
- An OASIS online record has been initiated and key fields in details, location and creator forms have been completed.
- A pre-site inspection and Risk Assessment for the project has been completed.

Fieldwork

- Fieldwork standards will be guided by 'Standards for Field Archaeology in the East of England', EAA Occasional Papers 14, and the Institute For Archaeology's (IFA) paper 'Standard and Guidance for archaeological field evaluation', revised 2008.
- The archaeological fieldwork will be carried out by members of SCCAS/FT led by John Simms. The fieldwork team will be drawn from a pool of suitable staff at SCCAS/FT and will include an experienced metal detectorist/excavator.

- The project Brief requires the application area to be evaluated by the excavation of c. minimum of 110m of trench 1.8m wide across the areas of proposed development. A proposed trench plan is included below (Fig. 2). If necessary minor modifications to the trench plan may be made onsite to respect any previously unknown buried services, areas of disturbance/contamination or other obstacles.
- The trench locations will be marked out byGPS
- The trenches will be excavated using a machine equipped with a back-acting arm and toothless ditching bucket (measuring at least 1.6m wide), under the supervision of an archaeologist. This will involve the removal of an estimated 0.4m-0.7m of topsoil and modern deposits until the first visible archaeological surface or subsoil surface is reached.
- Spoilheaps will be created adjacent to each trench and topsoil and subsoil will be kept separate if required. Spoilheaps will be examined and metal-detected for archaeological material.
- The trench sides, base and archaeological surfaces will be cleaned by hand as necessary to identify archaeological deposits and artefacts and allow decisions to be made on the method of further investigation by the Project Officer. Further use of the machine, i.e. to investigate thick sequences of deposits by excavation of test pits etc, may be undertaken as necessary after consultation with SCCAS/CT.
- There will be a presumption that a minimum of disturbance will be caused whilst achieving adequate evaluation of the site, i.e. establishing the period, depth and nature of archaeological deposits. Typically 50% of discrete features such as pits and 1m slots across linear features will be sampled by hand excavation, although in some instances 100% may be removed, with the aim of establishing date and function. All identified features will be investigated by excavation unless otherwise agreed with SCCAS/CT. Significant archaeological features such as solid or bonded structural remains, building slots or postholes will be preserved intact if possible.
- Any fabricated surface (floors, yards etc) will be fully exposed and cleaned.
- The depth and nature of colluvial or other masking deposits across the site will be recorded.

- Metal detector searches of trenches and archaeological deposits will take place throughout the evaluation by an experienced SCCAS/FT metal-detectorist.
- An overall site plan showing trench locations, feature positions, sections and levels will be made using an RTK GPS or Total Station Theodolite. Individual detailed trench or feature plans etc will be recorded by hand at 1:10, 1:20 or 1:50 as appropriate to complexity. All excavated sections will be recorded at a scale of 1:10 or 1:20, also as appropriate to complexity. All such drawings will be in pencil on A3 pro forma gridded permatrace sheets. All levels will refer to Ordnance Datum. Section and plan drawing registers will be maintained.
- All trenches, archaeological features and deposits will be recorded using standard pro forma SCCAS/FT registers and recording sheets and numbering systems. Record keeping will be consistent with the requirements of the Suffolk HER and will be compatible with its archive.
- A photographic record, consisting of high resolution digital images, will be made throughout the evaluation.
- All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed. Finds on site will be treated following appropriate guidelines (Watkinson & Neal 2001) and a conservator will be available for on-site consultation as required.
- All finds will be brought back to the SCCAS/FT finds department at the end of each day for processing, quantifying, packing and, where necessary, preliminary conservation. Finds will be processed and receive an initial assessment during the fieldwork phase and this information will be fed back to site to inform the on-site evaluation methodology.
- Environmental sampling of archaeological contexts will, where possible, be carried out to assess the site for palaeoenvironmental remains and will follow appropriate guidance (English Heritage 2011). In order to obtain palaeoenvironmental evidence, bulk soil samples (of at least 40 litres each, or 100% of the context) will be taken using a combination of judgement and systematic sampling from selected archaeological features or natural environmental deposits, particularly those which are both datable and interpretable. All samples will be retained until an appropriate specialist has assessed their potential for palaeoenvironmental remains.

Decisions will be made on the need for further analysis following these assessments.

- If necessary, for example if waterlogged peat deposits are encountered, then advice will be sought from the English Heritage Regional Advisor for Archaeological Science (East of England) on the need for specialist environmental techniques such as coring or column sampling.
- If human remains are encountered guidelines from the Ministry of Justice will be followed. Human remains will be treated at all stages with care and respect, and will be dealt with in accordance with the law and the provisions of Section 25 of the Burial Act 1857. The evaluation will attempt to establish the extent, depth and date of burials whilst leaving remains *in situ*. If human remains are to be lifted, for instance if analysis is required to fully evaluate the site, then a Ministry of Justice license for their removal will be obtained in advance. In such cases appropriate guidance (McKinley & Roberts 1993, Brickley & McKinley 2004) will be followed and, on completion of full recording and analysis, the remains, where appropriate, will be reburied or kept as part of the project archive.
- In the event of unexpected or significant deposits being encountered on site, the client and SCCAS/CT will be informed. Such circumstances may necessitate changes to the Brief and hence evaluation methodology, in which case a new archaeological quotation will have to be agreed with the client, to allow for the recording of said unexpected deposits. If an evaluation is aborted, i.e. because unexpected deposits have made development unviable, then all exposed archaeological features will be recorded as usual prior to backfilling and a report produced.
- Trenches will not be backfilled without the prior approval of SCCAS/CT. Trenches will be backfilled, subsoil first then topsoil, and compacted to ground-level, unless otherwise specified by the client. Original ground surfaces will not be reinstated but will be left as neat as practicable.

Post-excavation

- The post-excavation finds work will be managed by the SCCAS/FT Finds Team Manager, Richenda Goffin, with the overall post-excavation managed by John

Craven. Specialist finds staff, whether internal SCCAS/FT personnel or external specialists, are experienced in local and regional types and periods for their field.

- All finds will be processed and marked (HER site code and context number) following Institute for Conservation (ICON) guidelines and the requirements of the Suffolk HER. For the duration of the project all finds will be stored according to their material requirements in the SCCAS Archaeological Stores at Bury St. Edmunds or Ipswich. Metal finds will be stored in accordance with ICON) guidelines, *initially recorded and 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 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.
- All on-site derived site data will be entered onto a digital (Microsoft Access) SCCAS/FT database compatible with the Suffolk HER.
- Bulk finds will be fully quantified and the subsequent data will be added to the digital site database. Finds quantification will fully cover weights and numbers of finds by context and will include a clear statement for specialists on the degree of apparent residuality observed.
- Assessment reports for all categories of collected bulk finds will be prepared in-house or commissioned as necessary and will meet appropriate regional or national standards. Specialist reports will include sufficient detail and tabulation by context of data to allow assessment of potential for analysis and will include non-technical summaries.
- Representative portions of bulk soil samples will be processed by wet sieving and flotation in-house in order to recover any environmental material which will be assessed by external specialists. The assessment will include a clear statement of potential for further analysis either on the remaining sample material or in future fieldwork.
- All hand drawn site plans and sections will be scanned.
- All raw data from GPS or TST surveys will be uploaded to the project folder, suitably labelled and kept as part of the project archive.

- Selected plan drawings will then be digitised as appropriate for combination with the results of digital site survey to produce a full site plan, compatible with MapInfo GIS software.
- All hand-drawn sections will be digitised using autocad software.
- Digital photographs will be allocated and renumbered with a code from the Suffolk HER photographic index.

Report

- A full written report on the fieldwork will be produced, consistent with the principles of MoRPHE (English Heritage 2006), to a scale commensurate with the archaeological results. The report will contain a description of the project background, location plans, evaluation methodology, a period by period description of results, finds assessments and a full inventory of finds and contexts. The report will also include scale plans, sections drawings, illustrations and photographic plates as required.
- The objective account of the archaeological evidence will be clearly separated from an interpretation of the results, which will include a discussion of the results in relation to relevant known sites in the region that are recorded in the Suffolk HER and other readily available documentary or cartographic sources.
- The report will include a statement as to the value, significance and potential of the site and its significance in the context of the Regional Research Framework for the East of England (Brown and Glazebrook, 2000, Medlycott 2011). This will include an assessment of potential research aims that could be addressed by the site evidence.
- The report will contain sufficient information to stand as an archive report should further work not be required.
- The report may include SCCAS/FT's opinion as to the necessity for further archaeological work to mitigate the impact of the sites development. The final decision as to whether any recommendations for further work will be made however lies solely with SCCAS/CT and the LPA.

- The report will include a summary in the established format for inclusion in the annual '*Archaeology in Suffolk*' section of the Proceedings of the Suffolk Institute of Archaeology and History.
- The report will include a copy of the completed project OASIS form as an appendix.
- An unbound draft copy of the report will be submitted to SCCAS/CT for approval within 4 weeks of completion of fieldwork.

Project archive

- On approval of the report a printed and bound copy will be lodged with the Suffolk HER. A digital .pdf file will also be supplied, together with a digital and fully georeferenced vector plan showing the application area and trench locations, compatible with MapInfo software.
- The online OASIS form for the project will be completed and a .pdf version of the report uploaded to the OASIS website for online publication by the Archaeological Data Service. A paper copy of the form will be included in the project archive.
- A second bound copy of the report will be included with the project archive (see below).
- Two printed and bound copies of the approved report will be supplied to the client, together with our final invoice for outstanding fees. A digital .pdf copy will be supplied on request.
- The project archive, consisting of the complete artefactual assemblage, and all paper and digital records, will be deposited in the SCCAS Archaeological Store at Bury St Edmunds within 6 months of completion of fieldwork. The project archive will be consistent with MoRPHE (English Heritage 2006) and ICON guidelines. The project archive will also meet the requirements of SCCAS (SCCAS/CT 2010).
- All physical site records and paperwork will be labelled and filed appropriately. Digital files will be stored in the relevant SCCAS archive parish folder on the SCC network site.

- The project costing includes a sum to meet SCCAS archive charges. A form transferring ownership of the archive to SCCAS will be completed and included in the project archive.
- If the client, on completion of the project, does not agree to deposit the archive with, and transfer to, SCCAS, they will be expected to either nominate another suitable depository approved by SCCAS/CT or provide as necessary for additional recording of the finds archive (such as photography and illustration) and analysis. A duplicate copy of the written archive in such circumstances would be deposited with the Suffolk HER.
- Exceptions from the deposition of the archive described above include:
 - Objects that qualify as Treasure, as detailed by the Treasure Act 1996. The client will be informed as soon as possible of any such objects are discovered/identified and the find will be reported to SCCAS/CT and the Suffolk Finds Liaison Officer and hence the Coroner within 14 days of discovery or identification. Treasure objects will immediately be moved to secure storage at SCCAS and appropriate security measures will be taken on site if required. Any material which is eventually declared as Treasure by a Coroners Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of SCCAS, or volunteers etc present on site, will not eligible for any share of a treasure reward.
 - Other items of monetary value in which the landowner or client has expressed an interest. In these circumstances individual arrangements as to the curation and ownership of specific items will be negotiated.
 - Human skeletal remains. The client/landowner by law will have no claim to ownership of human remains and any such will be stored by SCCAS, in accordance with a Ministry of Justice licence, until a decision is reached upon their long term future, i.e. reburial or permanent storage.

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4. Project Staffing

Management

SCCAS/FT Service manager	Dr Rhodri Gardner
SCCAS/FT Project Manager	Andrew Tester
SCCAS/FT Supervisor	John Simms
SCCAS/FT Graphics Dept	Beata Wieczorek-Olesky

Fieldwork

The fieldwork team will be derived from the following pool of SCCAS/FT staff.

Name	Job Title	First Aid	Other skills/qualifications
Andrew Beverton	Project Officer	Yes	Surveyor
John Sims	Supervisor	Yes	
Tim Carter	Project Assistant		Metal detectorist
Rebecca ?	Project Assistant		

Post-excavation and report production

The production of the site report and submission of the project archive will be carried out by Andrew Beverton. The post-excavation finds analysis will be managed by Richenda Goffin. The following SCCAS/FT specialist staff will contribute to the report as required.

Graphics	Beata Wieczorek-Olesky
Illustration	Donna Wreathall
Post Roman pottery and CBM	Richenda Goffin
Roman Pottery	Cathy Tester,
Environmental sample processing	Anna West
Finds Processing	Jonathan Van Jennians

SCCAS also uses a range of external consultants for post-excavation analysis who will be sub-contracted as required. The most commonly used of these are listed below.

Sue Anderson	Human skeletal remains/medieval pottery	Freelance
Sarah Bates	Lithics	Freelance
Julie Curl	Animal bone	Freelance
Anna Doherty	Prehistoric pottery	Archaeology South-East
Val Fryer	Plant macrofossils	Freelance
SUERC	Radiocarbon dating	Scottish Universities Environmental Research Centre

Economy, Skills and Environment
9–10 The Churchyard, Shire Hall
Bury St Edmunds
Suffolk
IP33 1RX

Brief for a Trenched Archaeological Evaluation

AT

LAND AT REYDON BUSINESS PARK, FOUNTAIN WAY REYDON, SUFFOLK

PLANNING AUTHORITY: Wavney District Council

PLANNING APPLICATION NUMBER: DC/14/1298/FUL

HER NO. FOR THIS PROJECT: To be arranged with the Suffolk HER Officer (james.rolfe@suffolk.gov.uk)

GRID REFERENCE: TM 503 778

DEVELOPMENT PROPOSAL: Commercial

AREA: c. 0.4ha

CURRENT LAND USE: Greenfield

THIS BRIEF ISSUED BY: Dr Matthew Brudenell
Senior Archaeological Officer
Conservation Team
Tel. : 01284 741227
E-mail: matthew.brudenell@suffolk.gov.uk

Date: 11 June 2014

Summary

1.1 Planning permission has been granted with the following conditions (Condition 3 and 4) relating to archaeological investigation:

(3) No development shall take place within the area indicated [the whole site] until the implementation of a programme of archaeological work has been secured, in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the Local Planning Authority.

The scheme of investigation shall include an assessment of significance and research questions; and:

a. The programme and methodology of site investigation and recording

- b. The programme for post investigation assessment
- c. Provision to be made for analysis of the site investigation and recording
- d. Provision to be made for publication and dissemination of the analysis and records of the site investigation
- e. Provision to be made for archive deposition of the analysis and records of the site investigation
- f. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.
- g. The site investigation shall be completed prior to development, or in such other phased arrangement, as agreed and approved in writing by the Local Planning Authority.

(4) No building shall be occupied until the site investigation and post investigation assessment has been completed, submitted to and approved in writing by the Local Planning Authority, in accordance with the programme set out in the Written Scheme of Investigation approved under Condition 3 and the provision made for analysis, publication and dissemination of results and archive deposition.

- 1.2 This brief stipulates the minimum requirements for the archaeological investigation, and should be used in conjunction with the Suffolk County Council Archaeology Service Conservation Team's (SCCAS/CT) Requirements for Archaeological Evaluation 2012 Ver 1.1. These should be used to form the basis of the Written Scheme of Investigation (WSI).
- 1.3 The archaeological contractor, commissioned by the applicant, must submit a copy of their WSI to SCCAS/CT for scrutiny, before seeking approval from the local planning authority (LPA).
- 1.4 Following acceptance by SCCAS/CT, it is the commissioning body's responsibility to submit the WSI to the LPA for formal approval. No fieldwork should be undertaken on site without the written approval of the LPA. The WSI, however, is not a sufficient basis for the discharge of a planning condition relating to archaeological investigation. Only the full implementation of the scheme, both completion of fieldwork and reporting (including the need for any further work following this evaluation), will enable SCCAS/CT to advise the LPA that a condition has been adequately fulfilled and can be discharged.
- 1.5 The WSI should be approved before costs are agreed with the commissioning client, in line with Institute for Archaeologists' guidance. Failure to do so could result in additional and unanticipated costs.
- 1.6 The WSI will provide the basis for measurable standards and will be used to establish whether the requirements of the brief will be adequately met. If the approved WSI is not carried through in its entirety (unless a variation is agreed by SCCAS/CT), the evaluation report may be rejected.
- 1.7 Decisions on the need for any further archaeological investigation (e.g. excavation) will be made by SCCAS/CT, in a further brief, based on the results presented in the evaluation report. Any further investigation must be the subject of a further WSI, submitted to SCCAS/CT for scrutiny and formally approved by the LPA.

Archaeological Background

- 2.1 The proposed development affects an area of archaeological potential, as defined by information held by the County Historic Environment Record (HER). The site lies to the south of a cropmark complex recorded as including a ring ditch and a boundary system (HER no. REY 056). These features are likely to be of Prehistoric date, and are indicative of settlement in the vicinity. Prehistoric and Roman finds are also recorded within 100m of the site (REY 010 & REY misc). The proposed works would cause significant ground disturbance with the potential to damage any archaeological deposits that exist.

Fieldwork Requirements for Archaeological Investigation

- 3.1 A linear trenched evaluation is required of the development area to enable the archaeological resource, both in quality and extent, to be accurately quantified.
- 3.2 Trial Trenching is required to:
- Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation.
 - Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
 - Establish the potential for the survival of environmental evidence.
 - Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.
- 3.3 Trial trenches are to be excavated to cover 5% by area, which is c. 200m². Linear trenches are thought to be the most appropriate sampling method, using, where possible, a systematic grid array. Trenches are to be a minimum of 1.80m wide unless special circumstances can be demonstrated; this will result in c. 110m of trenching at 1.80m in width.
- 3.4 Further evaluation could be required if unusual deposits or other archaeological finds of significance are recovered; if so, this would be the subject of an additional brief.
- 3.5 A scale plan showing the proposed location of the trial trenches should be included in the WSI and the detailed trench design must be approved by SCCAS/CT before fieldwork begins.

Arrangements for Archaeological Investigation

- 4.1 The composition of the archaeological contractor's staff must be detailed and agreed by SCCAS/CT, including any subcontractors/specialists. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.
- 4.2 All arrangements for the evaluation of the site, the timing of the work and access to the site, are to be defined and negotiated by the archaeological contractor with the commissioning body.
- 4.3 The project manager must also carry out a risk assessment and ensure that all potential risks are minimised, before commencing the fieldwork. The

responsibility for identifying any constraints on fieldwork (e.g. designated status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites and other ecological considerations rests with the commissioning body and its archaeological contractor.

- 4.4 The archaeological contractor will give SCCAS/CT ten working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored, signed off as satisfactory and in accordance with the WSI.

Reporting and Archival Requirements

- 5.1 The project manager must consult the Suffolk HER Officer to obtain an event number for the work. This number will be unique for each project or site and must be clearly marked on all documentation relating to the work.
- 5.2 An archive of all records and finds is to be prepared, consistent with the principles of *MoRPHE*. It must be adequate to perform the function of a final archive for deposition in the Archaeological Store of SCCAS/CT or in a suitable museum in Suffolk (see *Archaeological Archives Forum: a guide to best practice 2007*).
- 5.3 Finds must be appropriately conserved and stored in accordance with guidelines from *The Institute of Conservation (ICON)*.
- 5.4 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 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. 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.
- 5.5 For deposition in the SCCAS/CT's Archaeological Store, the archive should comply with SCCAS Archive Guidelines 2010. If this is not the intended depository, the project manager should ensure that a duplicate copy of the written archive is deposited with the Suffolk HER.
- 5.6 A report on the fieldwork and archive must be provided. Its conclusions must include a clear statement of the archaeological value of the results, and their significance. The results should be related to the relevant known archaeological information held in the Suffolk HER, and an HER search should be commissioned.
- 5.7 An opinion as to the necessity for further evaluation and its scope may be given, although the final decision lies with SCCAS/CT. No further site work should be embarked upon until the evaluation results are assessed and the need for further work is established.
- 5.8 An unbound hardcopy of the report clearly marked DRAFT, must be presented to SCCAS/CT for comment and approval. Where a report fails to meet the required standards, a revised draft report should be submitted to SCCAS/CT. Following approval of the report by SCCAS/CT, a single hard copy of the report

as well as a digital .pdf version of the report should be sent to the archaeological officer, who will deposit both with the HER.

- 5.9 SCCAS/CT supports the OASIS project, to provide an online index to archaeological reports. 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. When the project is completed, all parts of the OASIS online form must be completed and a copy must be also included in the final report and also with the site archive.
- 5.10 Where positive results are drawn from a project, a summary report must be sent to the archaeological officer, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute of Archaeology and History*. This summary should be included in the project report, or submitted to SCCAS/CT by the end of the calendar year in which the work takes place, whichever is the sooner.

Standards and Guidance

Further detailed requirements are to be found in our Requirements for Trenched Archaeological Evaluation 2011 Ver 1.3. This can be downloaded from: <http://www.suffolk.gov.uk/libraries-and-culture/culture-and-heritage/archaeology/planning-and-countryside-advice/>

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. This can be downloaded from: <http://www.eaareports.org.uk/Regional%20Standards.pdf>

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. This can be downloaded from: <http://www.archaeologists.net/codes/ifa>

Notes

There are a number of archaeological contractors that regularly undertake work in the County and SCCAS will provide advice on request. SCCAS/CT does not give advice on the costs of archaeological projects. The Institute for Archaeologists maintains a list of registered archaeological contractors (<http://www.archaeologists.net> or 0118 378 6446).

This brief remains valid for one year. If work is not carried out in full within that time this document will lapse; the brief may need to be revised and re-issued to take account of new discoveries, changes in policy and techniques.

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
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