

Lidgate Castle topographic survey LDG 018

Archaeological Evaluation Report

SCCAS Report No. 2015/002 Client: UK Power Networks Author: David Gill January 2015 © Suffolk County Council Archaeological Service

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HER Information

Site Code:	LDG 018
Cite Nome	Lideote Coetle quiter beileu/been court
Site Name:	Lidgate Castle outer bailey/base court
Report Number	2015/002
Planning Application No:	N/A
Date of Fieldwork:	August 2015
Grid Reference:	TL 7208 5811
Oasis Reference:	c1 201772
Curatorial Officer:	Dr Matthew Brudenell
Project Officer:	David Gill
Client/Funding Body:	UK Power Network
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.

Prepared By: Date:	David Gill January 2015
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Position:	Post-ex manager
Date:	******
Signed:	*****

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Summary

A topographic survey covering an area of 1.4ha was completed sloping hillside just below the site of the mid-12th century Lidgate Castle. The surveyed area is enclosed by a large defensive ditch and contains a complicated series of terraces and earthworks suggestive of possible house platforms. The ditch is thought to be part of the works associated with the later manorial site and not part of the original castle design although from casual observation it would appear to be a continuation of the castle's outer bailey.

The survey work was prompted by the laying of a cable trench through the earthworks. The trench had been excavated and backfilled without an archaeologist in attendance but had clearly disturbed archaeological deposits as finds and pottery of high and late medieval date were collected from the backfill. Determining the date of the earthwork and its relationship to the castle or the manorial site is an important research question and it is recommended by the author, that the trench is re-opened for archaeological recording.

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	0008	
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	0008
Deposit Number	0007
Ordnance Datum	18.45m OD

1. Introduction

Plans were drafted by UK Power Networks to replace overhead power lines with buried cables through the village of Lidgate. The proposed route crossed what could be an outer court associated with the early medieval castle, (HER ref LDG 010) which is a designated Scheduled Ancient Monument (SF 125) and as such is protected by statute. The cable route ran outside the scheduled area as defined in the current listing but cut through an associated enclosure; a site which should be regarded as having equal significance.

The proposals were submitted to Suffolk County Council Archaeological Service Conservation Team (SCCAS CT) who, in consultation with English Heritage, advised UK Power Networks that an archaeological evaluation would be required in accordance with National Planning Policy Framework guidelines (paragraphs 128 and 129). A staged investigation was advised comprising a desk-based assessment, earthwork and geophysical survey and possibly trial excavation (a 5% sample of the development area) and a brief and specification for the non- invasive surveys was prepared by Sarah Poppy (SCCAS CT) dated 22/05/2012. The aim of the evaluation was to inform the planning of the cable route to minimise the impact of the cable trenching on the monument.

In the event, a misunderstanding meant that the undergrounding of the cable was undertaken through the castle bailey without the archaeological work having been undertaken. UK Power Network alerted the Archaeological Service of the oversight and during an onsite meeting between Dr Matthew Brudenell (SCCAS CT) and Paul Hurst (UK Power Networks) it was agreed that the non- invasive survey work should be completed. The results of the survey would be used to identify the areas within the bailey with the highest potential for surviving deposits and to advise on the targeted reopening of the backfilled trench. Limited re-opening of the trench would enable the recording of any archaeological deposits and the creation of a permanent archive as mitigation for any damage caused to the site by the cabling works.

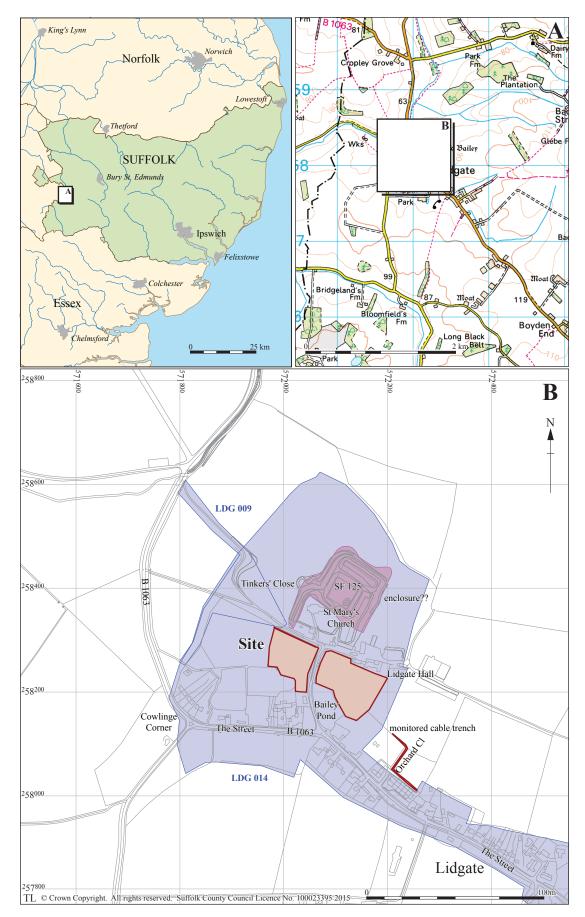


Figure 1. Location of the survey area and Historic Environment Record entries mentioned in the text

2. The site

Lidgate Castle lies, along with its accompanying village, at TL 7208 5811. The castles and settlement nestle together amongst open farmland on the road (B1063) that joins the significant early settlements of Exning and Clare, at the mid-point between the two. The castle is a variation on a mound and bailey-type created by the expediency of fortifying a natural hill, the site of the keep being raised up on a promontory above the 85m contour that overlooks the valley of the River Kennet. Here the river's course approximates to the modern county boundary with Cambridgeshire and lies less than 1km to the east. The village is now a ribbon settlement which extends for about 1.2km along the road; the medieval settlement however is thought to have spread further to the north occupying the survey area and the fields immediately to the west of castle. The settlement's suggested extent is listed on the county's HER (LDG 014) and shown in Fig. 1.

During its hey-day, the castle would have comprised two unequal-sized courts enclosed by linked ditches. The area defined as the scheduled monument in English Heritage's listing encompasses the smaller rectangular ditched enclosure that once contained the castle keep together with a short ditch spur to the west of the church which is all that remains of the outer bailey's defences - the area of the bailey is largely taken up with the parish's graveyard and is not included in the scheduling. The area of the keep enclosure is 0.5Ha and is divided in two by an E-W trench; the surrounding ditches are 15m wide and 6m deep. When the castle was described in the Victoria County History in 1911 the enclosure had been recently cleared for tree-planting and it is now completely obscured by woodland. The entrance to the inner court is indicated by a break in the ditch on its south side; the current approach road from the village aligns with this and lies along the castle's central axis suggesting that, as a route, the approach road may have its origins in the original castle and or settlement layout. A sunken lane (LDG 009) on the east side of the castle implies a second approach from this side and probably defines the south side of the outer bailey.

The church of St Mary's is located within the area of the outer bailey (Figs. 1-4) and shares this space with the farm buildings and cottages associated with the 16th century Lidgate Hall. The position of the church within the fortification may imply an

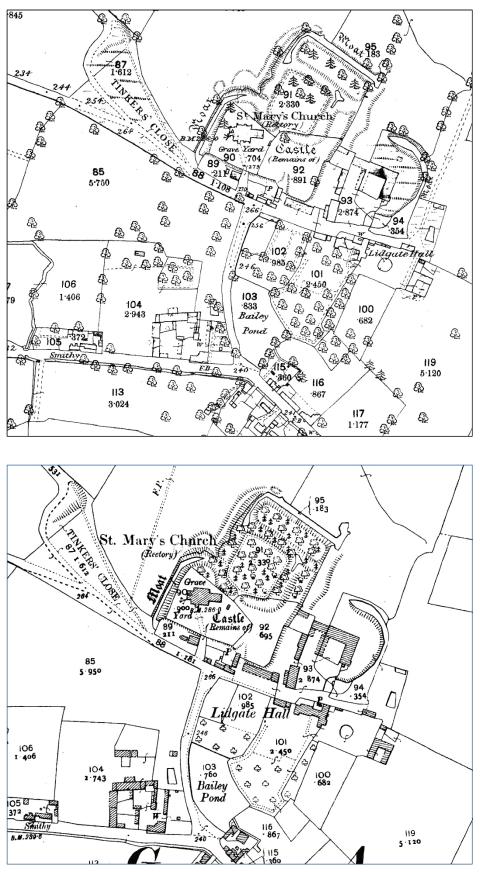


Figure 2. First (top) and second edition OS maps which do not record the enclosure ditch south of the church. The gardens south of Lidgate Hall show a path which approximates to the line of the bank and the gardens are depicted as less wooded on the later map. The maps show earthen banks on the outside of the castle ditch to the west whilst the outlying curving earthwork to the east of the Lidgate Hall is considered to be part of the later manorial works.

early (?Late Anglo Saxon) foundation for the site. The church we see today dates mainly to the 14th/15th centuries but includes some 13th century fabric, however re-used fragments of a decorated stone baluster shaft dating to the 10th century have been found incorporated into two of the later buildings on the site (LDG 003 and 004).

The area of the current surveylay to the south of these buildings and sloped down towards the south and the 'Bailey Pond'. The area is enclosed on its western side by the remains of a large ditch which continues on the line of the outer bailey ditch seen west of the church. This ditch is thought to be part of the manorial site and not part of the original castle design; the area of the survey was *c*.1.4ha whilst the area of the complete castle/manorial complex is *c*.4.5ha. The area was divided into two land parcels by the approach road: the eastern parcel was neatly managed as the garden of the hall whilst the western one was rough pasture. Both areas both contained pronounced earthworks; the eastern half included terraces which have the potential to be (?)house platforms.

3. Archaeology and historical background

The manor of Lidgate was gifted to Bury Abbey in the mid -11th century by a comrade of William the Conqueror, Reginald Scanceler who lost his nose in battle but gained the sobriquet 'Denasez'. From then on the manor was held by the service of the 'Steward of the Liberty of St Edmund' (VCH 1911) until the Reformation.

The castle does not conform to the circular motte design of the immediate post-Conquest period such as those at Eye, Haughley and Clare and probably dates to the second spate of castle building prompted by the civil war during the reign of King Stephen (AD 1136-53) and it is suggested that Lidgate was built around 1143 (Renn 1968).

The settlement is considered to be a failed fledging town; its importance and population were swelled by the castle and those garrisoned within it and the settlement was granted a weekly market (probably located at Tinkers Close) that was known to be in use by 1279 (Scarfe1999). The castle was still a defensive stronghold in 1266 when it was seized from Henry de Hastings by Gilbert de Clare on behalf of the king after the second baronial rebellion, but it is thought to have declined following this and is not mentioned in a rental survey of 1391 (Bailey 1996).

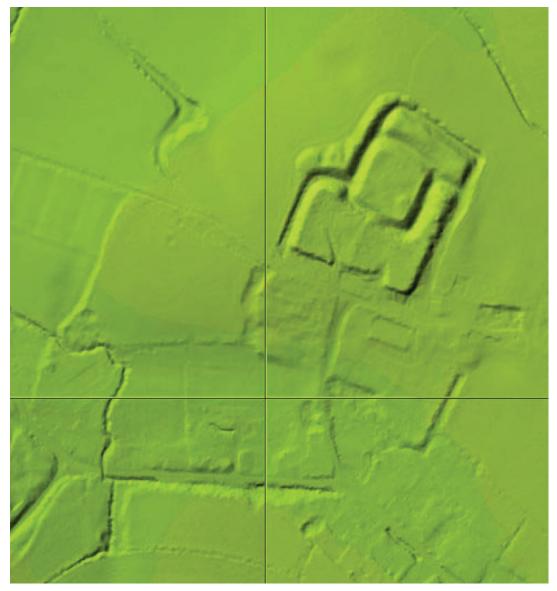


Figure 3. The LIDAR© image illustrating the site topography. The deeper ditches of the castle are readily apparent, the area of the survey is to the south of the castle where the earthworks are less pronounced. The sunken lane can be seen in the NNW corner.

The site was remodelled as a fortified manor and it has been suggested that the outer bailey ditch and the crescent-shaped earthwork to the north of Lidgate hall (see first edition OS) were part of these later manorial works (The Gatehouse-gazetteer).

The county's Historic Environment Record highlights the various historic landscape and map features that are indicative of the early town layout but no excavation work has taken place within the castle complex.

4. Methodology

The topographic survey data was gathered using a Leica TS06 total station theodolite with electronic distance measuring. The survey stations were set using a Leica 1200 GPS to tie the survey to Ordnance Survey (OS) grid and datum. The survey data was processed using LisCAD V10 and converted into MapInfo tables to create the survey drawings; the raw data is retained in the SCCAS digital archives. The topographic survey was supported by a photographic record and the line of the cable trench where still visible was walked to scan the backfilled soil for finds.

The cable route to the east of the castle was monitored in the conventional manner as an open trench where it circumvented the edge of the playing field and rejoined the road (Fig. 1).

As part of the project, a transect following the line of the cable trench was surveyed by Magnetometer and Earth Resistance Meter by Britannia Archaeology Ltd the results of this work are reported separately (Britannia report no 1066).

5. Results

5.1 Introduction

The survey covered 1.5ha and recorded the top and bottom of slope to create the topographical site plan presented in Fig. 1. At the time of the survey the grass within the area of pasture to the east of the approach road was moderately long but this did not impede the view of the landscape features. The west side of the site was lawn with a wooded copse along the line of the eastern boundary ditch and in the area immediately north east of the 'Bailey Pond'.

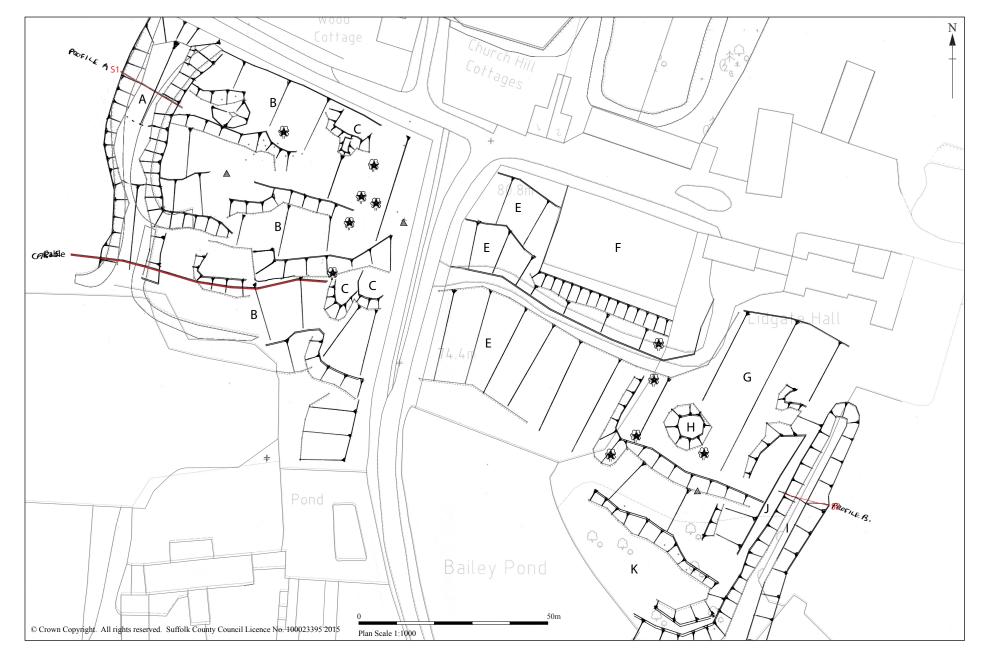


Figure 4. Topographic plan generated from the survey result.

ω

The enclosure ditches were recorded in cross-section in two places (Figs. 5, S1 and S2) and the line of the backfilled cable trench was plotted where still visible (the west area).

5.2 Survey results

The western survey area: the sheep pasture

The defensive ditch (Fig. 4, labelled A) which defined the west side of the lower or manorial court still exists as a substantial linear depression and remains a striking visual expression of the site's boundary. Inside the court, to the east of the ditch, there is a complex of undulations and flatter platforms; these are readily observable and contrast with the more straight-forward topography outside the ditch in which the meadow simply falls away down to the road to the west.

The highest point was at 80.60m at the north-west corner of the court, alongside the ditch, which dropped to a low of 71.10m at the southern end of the survey area. The change in level is made up of a sequence of shallow-sloping plateaux (B) (Pl. 1) separated by short steeper sections giving an overall impression of an eroded terrace of three broad steps each 8-10m across. Amongst these are smaller flat platforms of *c*.45-50sqm (C). The field entrance is located in the north east corner and a vehicle trackway from the gate swings westward across the bottom of the field picking out the line of the lowest terrace.

The bailey ditch (A) (PI. 2) measured 17m across, it was 1.5m deep at the north end and became shallower and less well defined as it progressed downslope. The ditch bottom was wide (7m) and flat suggesting that it had lost most of its depth through silting up (or deliberate backfilling), its original profile has been imagined in the section drawing in Fig. 3 suggesting a true depth nearer 4m; there is no indication of an accompanying bank alongside the ditch. At the north end the ditch is crossed by a trackway, the continuation of the ancient sunken lane that meanders toward the castle via 'Tinkers Close' to the west. Viewed from the surveyed area it appeared that the ditch had been filled in to create the crossing point and a dip in the ground over the line of the ditch is traced out by the contours of the modern fence (PI. 3). The sunken lane, however, suggests that this approach to the castle is early and a crossing here is likely to have been part of the castle's original design. The current track enables farm vehicle access and the apparent infilling may be a widening of a pedestrian causeway.

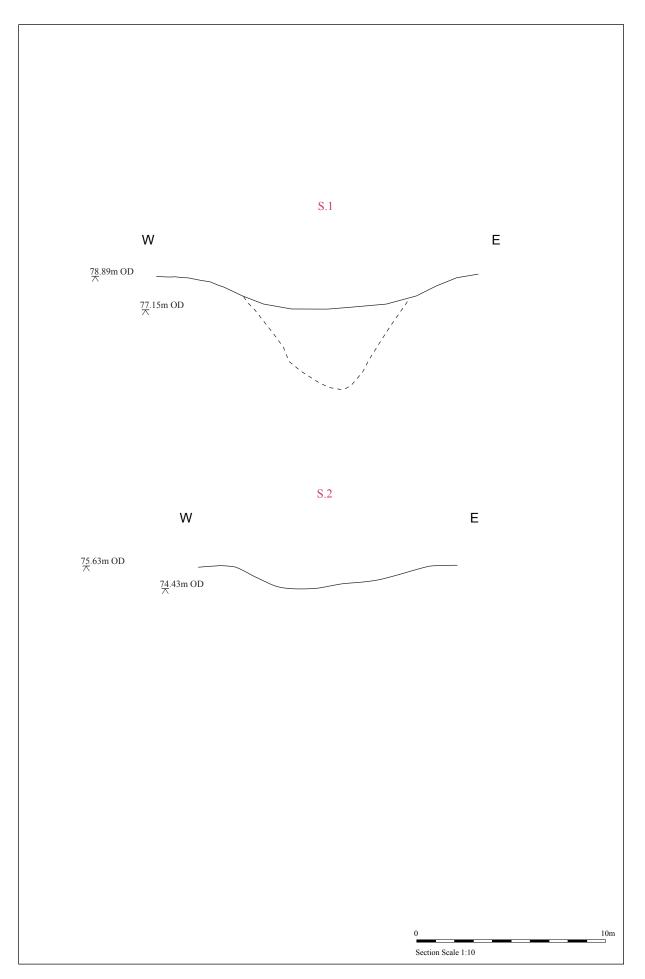


Figure 5. Ditch sections

At its south end the ditch has eroded out to an open funnel shape (PI. 4) which is difficult to interpret but which may be the corner of the enclosure; the southernmost extent of the ditch also aligns with the edge of the 'Bailey Pond' in the area to the east. The garden of the neighbouring property to the south has been landscaped to create a level lawn and is considerably lower than the surveyed area. The change in level is by means of a steeply excavated escarpment; this may be the result of a remodelling of the southern arm of the bailey ditch but any evidence of the original layout has been severely compromised. Interestingly there is no indication of the south ditch or defences on this line alongside the approach road at the southernmost end of the survey although at this point the road is slightly raised above the surveyed area, perhaps hinting at a causeway. The survey area was screened from the approach road by a hedge but the height values of the road surface taken from the OS data indicate that the road height generally is the same as its surroundings.

The cable trench had been excavated across the southern end of the bailey (Fig. 4) and backfilled; it cut through the ditch and in effect followed a contour at the edge of one of the 'steps'. The line of the cable was walked and pottery, tile and animal bone were collected which are summarised in para 5.2; the distribution of the material was concentrated within a 15-20m length. Amongst the pottery there were three sherds from a single vessel which suggests that the material is from a disturbed archaeological deposit; the findspot coincides with a large area of disturbance recorded during the magnetometer survey. The pottery dates from the end of the medieval period suggesting that this material is associated with the manorial site rather than the castle's occupation. No finds were observed in the trench outside (west of) the line of the enclosure ditch.

The eastern survey area: the garden of Lidgate Hall

The eastern survey area is maintained as a garden largely laid down to a rough, utilitarian 'lawn' which sloped down to the 'Bailey Pond'. The complex undulating topography observed in the west pasture did not occur here, although three changes of incline (E) were recorded that approximated to the 'terraces' within the other survey area. At the top of this area is a small walled paddock or allotment (F) attached to a barn.

A larger expanse of flat lawn (G) on a shallower incline has been created by landscaping the eastern half of the area. There is an appreciable step off at the south end of the lawn where high resistance was recorded during the geophysics scan; a circular mound (H) at its SW corner is thought to be a garden feature. The first edition OS map (1886) shows most of the eastern survey area covered in trees, whereas the 2nd edition (1904) shows it cleared; the trees illustrated on the survey are indicative and just a map convention.

The area is bounded on its east side by a large ditch (I), whilst the north end terminated in a butt end and the south turned through a corner to exit into the Bailey Pond. The ditch is overgrown with mature trees, which are depicted on the early OS maps, and itserves as part of the drainage of the neighbouring field. The ditch is 10m wide and 1.2m deep but it is certain that its dimensions have been reduced by accumulated silts and leaf mould. The east wing of Lidgate Hall stands over the northward projected line of the ditch; the hall and cross-wing layout would be consistent with buildings of a 19th century date, but its external appearance has been much altered and from the outside only it is difficult to ascertain if the wing is a later addition.

On the inside of the ditch is a low bank (J) 3m wide and *c*.0.4m high; the bank could be seen on the edge of the landscaped garden area and continues into the wooded copse at the south eastern corner of the survey area, here the bank cornered and joined with the edge of the Bailey Pond. The appearance of the bank is at its most pronounced at the south east corner although this may be enhanced by a linear depression which follows the banks south arm. The bank also registered as having a high magnetic disturbance further supporting the bank's manmade origins. A path shown on the second edition OS map seems to follow the line of the bank.

5.3 The finds

All of the finds summarised below were collected from the top of the infilled cable trench, from the area west of the approach road but enclosed by the bailey ditch. The finds were gathered from and within a 15-20m length of the excavations.

Pottery

Six fragments of medieval pottery weighing 37g were recovered. Three sherds of unglazed LMT (Late medieval and transitional ware) were present (26g), from a single

vessel, probably dating to the 15th century. The remaining three smaller sherds are medieval coarsewares (L12th-14th century).

CBM

Six fragments of fully oxidised roofing tile were collected weighing 144g. The fabrics are medium sandy with flint (msf) or ferrous inclusions (msfe). They are late medieval to post-medieval in date. An additional very worn and abraded fragment in a finer fabric with red clay pellets and sparse chalk may be the remains of a Roman tegula or other type of ceramic building material dating to this period.

Animal bone

A fragment from the distal end of a sheep's humerus was recovered.

Cable trench monitoring in the eastern field.

A length of open trench totalling *c*.100m was monitored and no archaeological features were observed.

6. Discussion

It is clear from the OS plan, LIDAR image and topographic survey data that the extent of the castle and the manorial site is greater than that highlighted by the English Heritage scheduling. The earthwork in the western area creates a striking visual impression and minimal encroachment by modern development means that the archaeological site is likely to be very well preserved and the enclosed court is easily appreciable as a historic entity. It is difficult to be certain about what the complicated, terraced topography within the enclosure mean. They exist only within the enclosure and are therefore not thought to be a geographical phenomenon and it is highly probable that they relate to the occupation of the enclosure; possibly as platforms for buildings. From the end of the 13th century the castle was no longer regarded as a military stronghold but continued to exist as a fortified manor; it is suggested that the lower court may relate to this subsequent development, and may explain the absence of a rampart, but this does not diminish the earthwork's value or importance; the ditch and enclosure needs to be dated.

Lidgate as a castle form is intriguing and makes for an interesting study as it is atypical; all of the Norman castles within the Liberty of Edmunds that were in existence before, or as a consequence of, the mid-12th century war of Stephen and Matilda are conventional motte and bailey types (conical-shaped earthen mounds raised from the spoil of excavated from a circular moat or ditch which surrounds the base). Lidgate's plan is rectangular and the mound low and perhaps more closely resembles the plan of Kirtling which lies 4km to the west in Cambridgeshire; Kirtling was treated as a royal manor in 1168 and a castle was in existence before 1219 although its appearance today probably owes much to its rebuilding as a fortified manor in the 14th century and later as a Tudor house.

Whilst documentary evidence indicates that Lidgate was constructed in response to the civil war it is suggested in the scheduling record that the presence of the church within the fortification at Lidgate may be indicative that the castle was a development of an existing administrative or strategic site. The Conquest castle at Clare encompassed an earlier colligate church founded *c*.1044-65 and churches exist alongside the early castles at Haughley and Eye; at Kirtling the parish church which stands next to the enclosure ditch includes 11th century fabric and is said to follow a late Saxon plan form.

7. Conclusions and recommendations for further work

The site is an important historic monument. The cable trench cut across the line of the infilled western ditch and through the lower court and will have disturbed *in-situ* archaeological deposits. The location of deposits are suggested by the high magnetic disturbance and resistance pick up during the geophysical survey and this is confirmed by the localised presence of finds within the backfill of the trench. The excavation and backfilling of the trenches without an archaeologist in attendance has denied the opportunity to make a record of any archaeological deposits in contradiction of the planning advice. There is some uncertainty as to the date of this part of the site, its relationship to the early medieval castle or the high-medieval manorial site and the excavation of a trench across the site presented an opportunity to address this issue. It is therefore recommended that the trench is reopened in the eastern area to correct this oversight.

The castle earthworks, particularly on the western half of the site are a remarkable relic of the Lidgate Castle past and suggest that the area of the bailey or manorial court has been largely untouched by the destructive influence of recent development or modern intensive agriculture. The enclosed court is an intrinsic part of the castle/manorial site and its development and, in the opinion of the author, should be accorded the same status and protection as the inner moated enclosure; I would therefore suggest that it should be recommended to English Heritage that the scheduling should be extended to include the currently surveyed area.

8. Plates



Plate 1. Western half of the survey area looking downslope from the north west, showing the natural incline broken into a series of stepped terraces.



Plate 2. The large enclosure ditch on the western edge of the survey area viewed from the south. The trees line the trackway that approaches Lidgate Hall from the west, the castle church is located in the woods just beyond brick gables (right).



Plate 3. The north terminal of the western enclosure ditch where it is crossed by the trackway. The slumping seen on the line of the fence posts in the distance may suggest the some infilling may have occurred. The inset picture shows the backfilled cable trench at the south end of the ditch.



Plate 4. South end of the ditch where it opened out in a funnel shape, this possibly marks the SW corner of the enclosure.

9. Acknowledgements

The fieldwork was carried out by Andy Beverton and project management was undertaken by Jo Caruth.

Post-excavation management was provided by Richenda Goffin who also provided finds identification. The illustrations were created by Beata Wieczorek-Oleksy and the report was edited by Richenda Goffin.

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Appendix 1. Brief and specification





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

Brief for Non-Intrusive Archaeological Evaluation

(topographic and geophysical survey)

AT

PROPOSED UNDERGROUND CABLE ROUTE, LAND NORTH OF THE STREET, LIDGATE SUFFOLK

PLANNING AUTHORITY:	N/A
PLANNING APPLICATION NUMBER:	N/A
HER NO. FOR THIS PROJECT:	To be arranged
GRID REFERENCE:	TL 720 580
DEVELOPMENT PROPOSAL:	Underground cabling
AREA:	600m trench at max 1.1m depth and 0.3m width
CURRENT LAND USE:	Permanent pasture
THIS BRIEF ISSUED BY:	Sarah Poppy Archaeological Officer Conservation Team Tel. : 01284 741226 E-mail: sarah.poppy@suffolk.gov.uk
Date:	22 May 2012

Date:

Summary

- Proposals have been made for the undergrounding of electricity cables at 1.1 Lidgate. UK Power Networks have been advised that the proposals have the potential to impact on nationally important archaeological remains, and that this development will require a scheme of archaeological work to assess the site. The route of the proposal must be informed by this work, to ensure that the impact of the scheme avoids, or at least causes minimal damage to, important archaeological remains.
- 1.2 To implement this work the developer will have to appoint a competent person or organisation to undertake the works. The appointed contractor will then, in accordance with guidance produced by the Institute for Archaeologists (IfA), produce a Written Scheme of Investigation. This WSI must be submitted to the

Conservation Team of Suffolk County Council's Archaeological Service (SCCAS/CT) for scrutiny.

- 1.3 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.
- 1.4 The WSI will *provide the basis for measurable standards* and will be used to establish whether the requirements of the archaeological works will be adequately met.

Archaeological Background

2.1 The route of proposed undergrounding is located in an area of high archaeological importance as defined in the Suffolk Historic Environment Record. The proposed route crosses the outer bailey of Lidgate Castle, the remains of which include a wide ditch and earthworks of probable house platforms (HER ref LDG 010). Lidgate Castle is designated as a nationally important scheduled monument (SF 125) and the outer bailey should be regarded as having equal significance. In addition to the earthwork remains, there is high potential for encountering important and well preserved archaeological remains along the route.

Planning Background

- 3.1 There is high potential for archaeological deposits to be disturbed by this development. The proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.
- 3.2 UK Power Networks have been advised that the work will require an agreed programme of work taking place, in line with National Planning Policy Framework (paragraphs 128 and 129), to assess the suitability of the proposed cabling route.

Requirements for Archaeological Investigation

- 4.1 In order to establish the full archaeological implications of the area, an assessment of the archaeological earthworks is to be undertaken along the route of proposed underground cabling.
- 4.2 A topographic survey is required across the area marked on the accompanying plan (1.8 ha).

Requirement for Archaeological Geophysical Survey

- 5.1 Magnetometer and resistivity surveys are to be undertaken along the route of the proposed underground cabling to inform the suitability of the route.
- 5.2 The magnetometer survey should cover a corridor of 20m in diameter along the route of the proposed cabling, from land N of Street Farm to the point at which the route enters the playing field.

5.3. A scale plan showing the proposed location of the survey transects should be included in the WSI and must be approved by SCCAS/CT before fieldwork begins.

Arrangements for Archaeological Investigation

- 6.1 The composition of the archaeological contractor's staff must be detailed and agreed by SCCAS/CT, including any subcontractors/specialists.
- 6.2 All arrangements for the excavation 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.
- 6.3. 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 ecological considerations rests with the commissioning body and its archaeological contractor.

Reporting and Archival Requirements

- 7.1 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.
- 7.2 An archive of all records and finds is to be prepared and must be adequate to perform the function of a final archive for deposition in the Archaeological Service's Store or in a suitable museum in Suffolk.
- 7.3 It is expected that the landowner will deposit the full site archive, and transfer title to, the Archaeological Service or the designated Suffolk museum, and this should be agreed before the fieldwork commences. The intended depository should be stated in the WSI, for approval.
- 7.4 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation (including the digital archive), and regarding any specific cost implications of deposition.
- 7.5 The WSI should state proposals for the deposition of the digital archive relating to this project with the Archaeology Data Service, or similar digital archive repository, and allowance should be made for costs incurred to ensure proper deposition (http://ads/ahds.ac.uk/project/policy.html).
- 7.6 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.
- 7.7 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.

- 7.8 Following approval of the report by SCCAS/CT, a single copy of the report should be presented to the Suffolk HER as well as a digital copy of the approved report.
- 7.9 All parts of the OASIS online form <u>http://ads.ahds.ac.uk/project/oasis/</u> must be completed and a copy must be included in the final report and also with the site archive. A digital copy of the report should be uploaded to the OASIS website.
- 7.10 Where positive results are drawn from a project, a summary report must be prepared for the *Proceedings of the Suffolk Institute of Archaeology and History*.
- 7.11 This brief remains valid for 12 months. If work is not carried out in full within that time this document will lapse; the brief may need to be revised and reissued to take account of new discoveries, changes in policy and techniques.

Standards and Guidance

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.

The geophysical survey must be undertaken in accordance with *The Use of Geophysical Techniques in Archaeological Evaluation* (Gaffney, Gater and Ovenden 2002) *and Geophysical survey in Archaeological Field Evaluation* (David 1995) and *also Geophysical Data in Archaeology: A Guide to Good Practice* (Schmidt 2001) for best practice in the creation and use of digital geophysical data.

Notes

The Institute of Archaeologists maintains a list of registered archaeological contractors (<u>www.archaeologists.net</u> or 0118 378 6446). 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.



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