# ARCHAEOLOGICAL EVALUATION REPORT



# Land at Culford School, Culford
# CUL 045



A REPORT ON THE ARCHAEOLOGICAL EVALUATION, 2007
(Planning app. no. SE/06/2300)



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SCCAS Report No. 2007/49

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## Acknowledgements

This project was funded by Culford School and was monitored by Jess Tipper (Suffolk County Council Archaeological Service, Conservation Division).

The excavation was carried out by Robert Atfield and John Newman from Suffolk County Council Archaeological Service, Field Team.

The project was directed by Robert Atfield and managed by John Newman who also provided advice during the production of the report.

Finds processing was carried out by Gemma Adams. Other specialist identification and advice was provided by Richenda Goffin, Cathy Tester, Colin Pendleton and Val Fryer.



## Summary

The evaluation of this site fulfils an initial requirement of a programme of archaeological mitigation, which is a condition of planning consent. The evaluation examined around 5% of the site area for a proposed tennis hall situated within the walled gardens of Culford School, formerly Culford Hall. The site lies within 50m of the original medieval settlement of Culford (CUL 033) and c.80m east of the site of the medieval church. It is thought that the site may also contain evidence of prehistoric settlement, which is known to exist along the Lark river valley. A series of five trenches were dug across the 0.35ha. development area in order to assess the archaeological potential of the site. A number of archaeological features were partially revealed within the trenches, including three ditches, two possible pits and a number of less well defined features. One of the pits produced large quantities of Iron Age pottery, while other finds material suggested that some post-medieval activity took place within the area. A large feature at the northern end of the site may represent a quarry pit from this period.
Due to the relatively high number of archaeological features, which were revealed as a result of this evaluation, it is recommended that the footprint of the proposed structure be subjected to a full archaeological excavation.



## SMR information

Planning application no. SE/06/2300

Date of fieldwork: 23.02. 2007

Grid Reference: TL 8351 7036

Funding body: Culford School
OASIS REF: Suffolkc1-25638

# Introduction

The planning authority (St Edmundsbury Borough Council) has been advised by the Conservation Team of Suffolk County Council Archaeological Service that an archaeological evaluation be conducted as a condition of planning consent for the Culford School Tennis Air Hall. The Brief and Specification for the evaluation was produced by Jess Tipper (Appendix 1). The area has archaeological importance especially in relation to the medieval village of Culford, but also has potential for prehistoric occupation evidence and post-medieval activity, particularly in respect to the development of the hall grounds and gardens (Fig. 1).

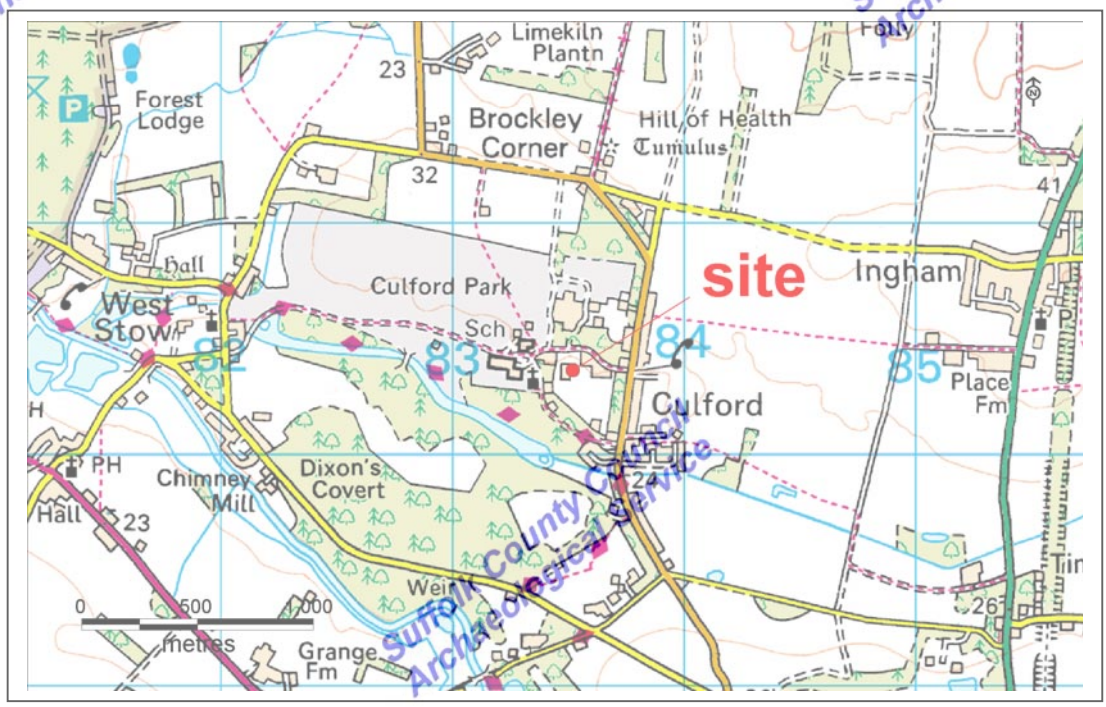


Figure 1: Site location plan



The original hall was built by Nathaniel Bacon during the late sixteenth century, but the house was subsequently rebuilt for the first Marquess Cornwallis in around 1800. During this period the grounds were also re-modelled by Humphry Repton. The house was greatly enlarged for Earl Cadogan in the late nineteenth century along with further major alterations within the grounds (English Heritage 2007). The present church of St Mary's was rebuilt on the site of the original medieval structure during the 1850s and has long been closely associated with the hall. The remains of the medieval village are thought to have been cleared during the 1820s to make way for extensions to the hall grounds. An estate map of 1793 and a highways diversion order of 1804 indicate that only the church, and possibly Home Farm at the south-east limit of the old settlement were left upstanding (Birch 2004, 98-9) (see Figure 2).

The site covers an area of 0.35ha, at a height of c.30m A.O.D. sloping steadily downwards towards the south. The area is surrounded by a formal high garden wall, which forms part of an extensive range of similar enclosed garden areas and outbuildings.

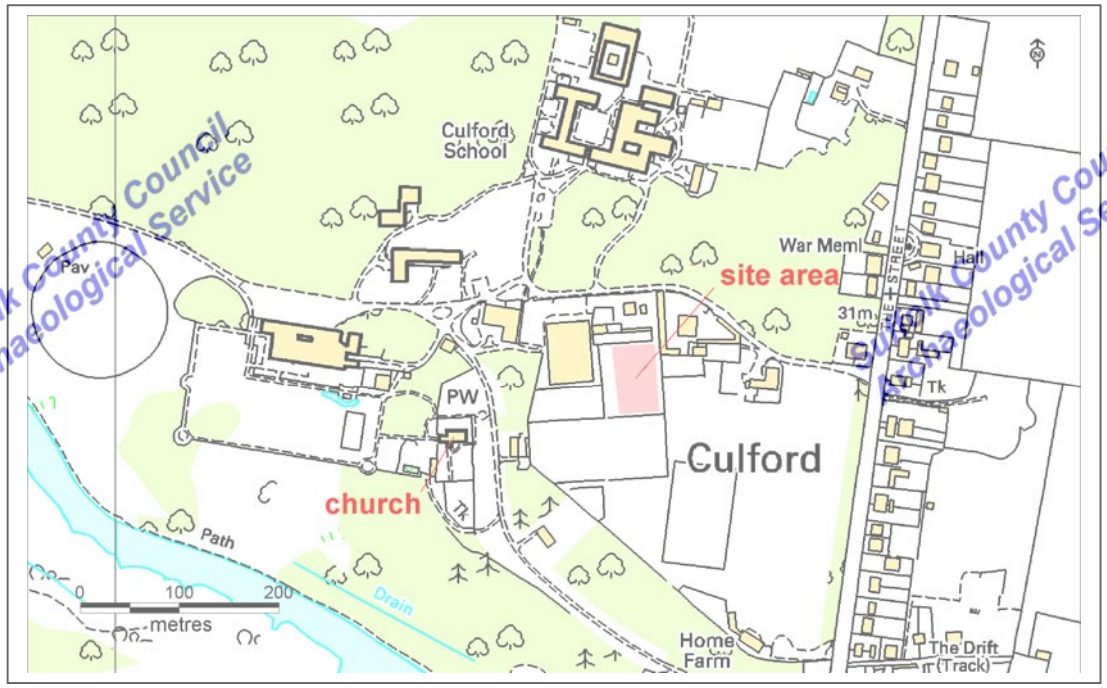


Figure 2. Location of the site in relation to the hall and church



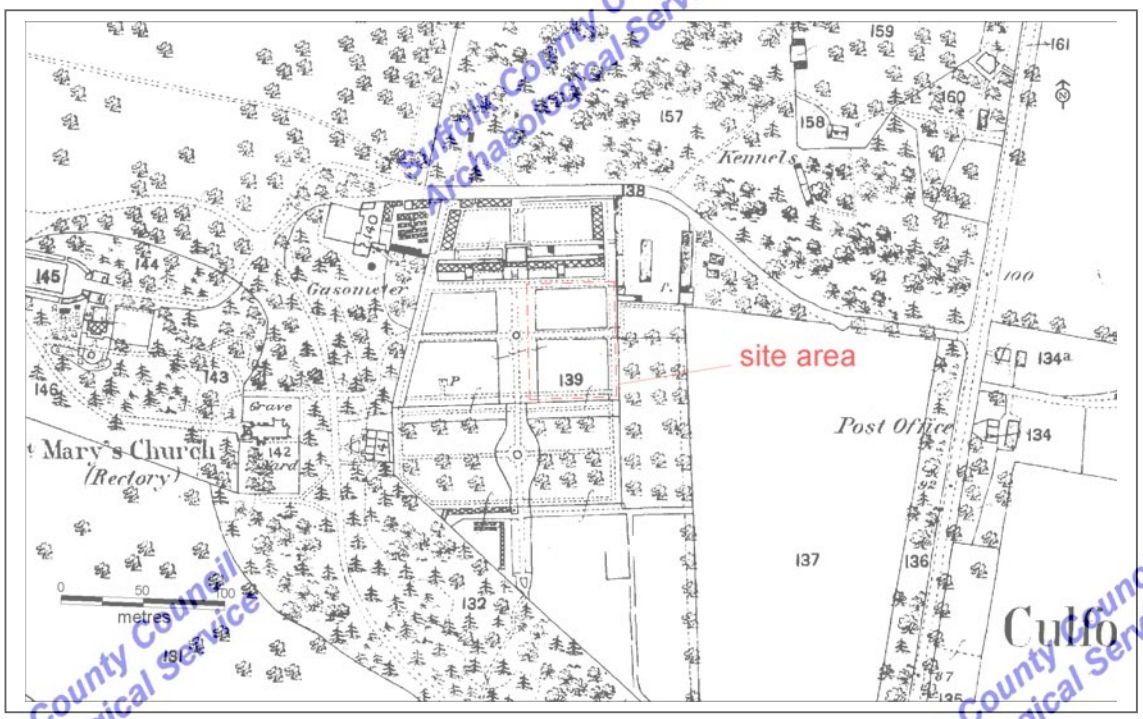


Figure 3. First Edition Ordnance Survey Map c.1880

## Methodology

A series of five evaluation trenches were excavated, these were concentrated over the northern end of the site. This end of the site is likely to suffer the most damage, in terms of archaeological levels, when the ground surface is reduced in order to level the development area. Additionally, a public sewer runs east-west across the southern area, which clearly needed to be avoided. The trenches were excavated down to the archaeological levels using a 180° wheeled back-acting mechanical digger fitted with a toothless 1.50m ditching bucket. A number of other service pipes were encountered during the excavation, including a water pipe at the north end of Trench 5; as a result, this trench was moved over further to the west in order to avoid this obstruction (see Figure 4.). The trenches had an average width of 1.80m and had a combined total of 97.60m in length; this represents a total of 175.68m² or 5% of the site area.

The mechanical soil stripping was constantly monitored by an archaeologist in order to cease ground reduction at the optimum archaeological level. The spoil was also searched for any unstratified finds and also metal detected. All archaeological features were cleaned and excavated by hand, drawn in plan and section and photographed using a digital camera. Details were recorded on context sheets, which run from numbers 0001 to 0017. Service pipes and modern trenches were also recorded in terms of location and depth along with soil profiles within each trench. Soil samples were taken from two of the features.


Figure 4. General view of the Eastern area of the site after back-filling of the Evaluation Trenches (looking south-east).

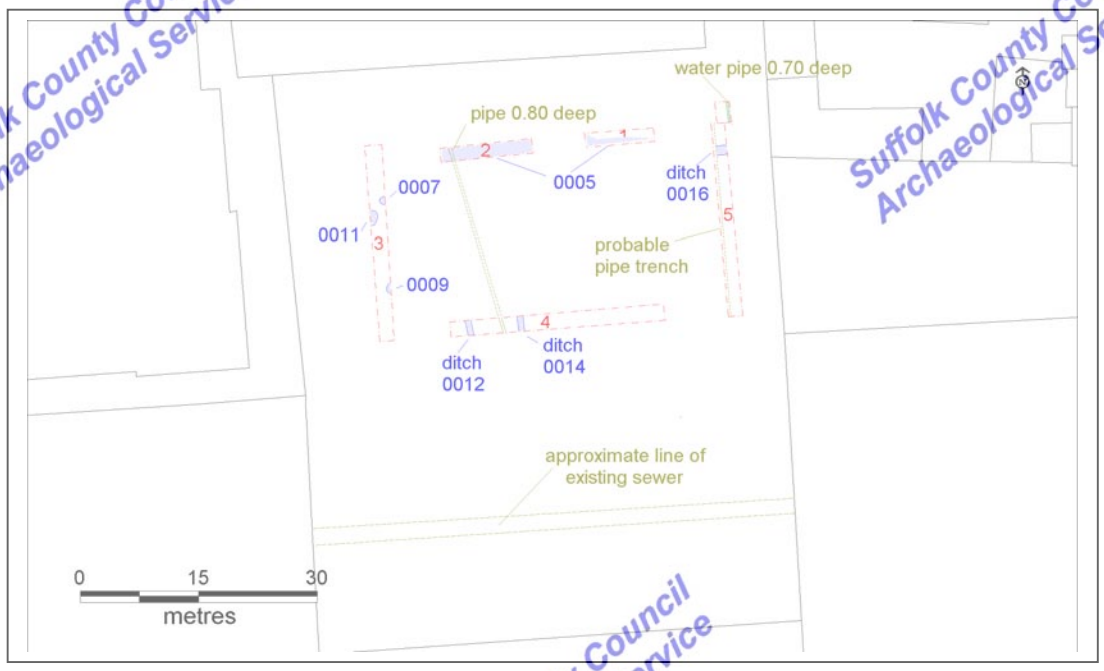


Figure 5. Location of Evaluation Trenches (1-5) (red)
Archaeological Features (blue)
Existing Service Pipes (green)

## Results

Five trenches were excavated down to the optimum levels for defining archaeological features within the natural deposits. The average sub-surface depth of the natural deposits was 0.74m. The character of the natural deposits varied considerably across the site from orange-yellow gravel rich sands to almost pure pockets of pale yellow sand; areas of pale brown chalky clay were also revealed. Natural deposits were not seen in Trench 2 where a large feature extended across the entire trenched area; this feature is also thought to extend over much of the area of Trench 1. The trenches had an average width of 1.80m and had a combined total of 97.60m in length; this represents a total of 175.68m², or 5% of the site area.

**Trench 1.**
This trench was excavated in an east to west direction for a length of 8.60m. The east end of the trench was excavated to a depth of 0.50m and the west end the depth reached 0.70m. Around half of the area of the trench was taken up by a large feature which may represent a back-filled quarry pit. Natural sand and gravel deposits, varying in colour from pale yellow to orange, were seen across the remaining areas of the trench.
Feature 0005 This large feature appears to extend across the entire width of the north end of the site, accounting for half the area of Trench 1 and all of Trench 2. Several small test slots were dug along the feature, all of which indicated deep re-deposited reddish brown sand and gravel and a generally steep but variable edge to the feature. Given the size and irregularity of outline, this feature is thought most likely to represent a back-filled former quarry pit.

**Trench 2.**

Excavated from the east to the west, this trench was a total of 11.60m in length, 0.80m deep at the east end and 0.90m deep at the western limit. No natural deposits were reached as the entire trenched area was occupied by the continuation of feature 0005.

**Trench 3.**

Trench 3 was excavated from north to south for a total of 25.50m. The depth down to the natural deposits was consistently 0.90m along the length of the trench. These deposits consisted of pale brown chalky clay at the north end and orange sandy gravel to the south. Three features were located within the trench, although all were only partially exposed.

Feature 0007 A semicircular area was excavated against the east face of Trench 3 which may represent the western extent of a larger pit. The feature was 1.40m wide at the trench face and 0.80m was exposed from east to west. The feature had a dished profile towards the base, with gently convex sides and a depth of 0.45m. The fill (0008), was dominated by heat-altered sands, flint and gravel and almost devoid of any non-heated deposits. The reddened deposits also contained large proportions of charcoal. The gently dished base of the feature displayed a crust of especially reddened sand, which strongly suggests that high temperatures developed within the actual feature. Samples of the fill of this feature have proved inconclusive at this stage (Fryer in this report), but indicate that the feature contained unabraded heated material perhaps supporting the indications that the feature was a site of *in-situ* burning. The lack of any occupation or industrial waste within the fill of this feature is perhaps most typical of Bronze Age deposits which display evidence of burning. Similar deposits were found within prehistoric features just over the River Lark at Flempton in 2002 (FMP 021)(Craven 2002, 3-4).

Feature 0009 Further along the east face of Trench 3 was another probable pit, which again was only partially revealed. A semi-circular area of this feature was exposed and excavation revealed a bowl shaped profile around 0.30m deep. The fill (0010), was of mixed pale yellow-mid brown coloured silty sands containing large quantities of Iron Age pottery, animal bone and charcoal. This feature is most likely an Iron Age domestic rubbish pit.

Feature 0011 This shallow and poorly defined feature was partially exposed on the western side of Trench 3. The feature takes the form of an irregular 2m² spread of grey silty sand with a maximum depth of 0.10m. This feature is particularly difficult to interpret with the limited view afforded by the evaluation trench and it may even be that the spread simply represents an area of animal burrowing disturbance.

**Trench 4.**

Trench 4 was excavated from west to east and had a total length of 27m. The west end was excavated to a depth of 0.80m and reduced to around 0.70m at the east end. The natural deposits were particularly mixed along the length of this trench with mixed gravel, sand and also pockets of clay occurring.

Ditch 0012 This ditch was located around two metres from the west end of Trench 4, running from north to south. The ditch was shallow at around 0.12m, but is likely to have suffered considerable vertical truncation. It measured 0.80m in width with gently sloping sides and a slightly dished base. The fill (0013) was of mid brown silty sand, however, dating remains uncertain due to a lack of finds.

Ditch 0014 A very similar ditch, on a similar orientation crossed the trench a further six metres to the east. This ditch was slightly wider at 1.30m and was preserved to a depth of around 0.14m. The edges were less well defined than 0012 and although very similar in terms of profile, 0014 was more irregular. The fill (0015), was of reddish mid brown silty sand with a higher proportion of stones than (0013); again, the absence of finds prevents any ideas of dating at present.

**Trench 5.**

Trench 5 was originally started at the north end of the site at around 4.5m west of the east garden wall, but the location of a water pipe, which also runs north to south, led to the trench continuing from a point around a metre further west. The trench was excavated north to south for a total of

24.90m. The edge of another modern trench appeared along the west edge of the evaluation trench also running north to south. Trench 5 reached a depth of 0.70m at the north end and 0.50m at the south; the natural deposits were of mixed pale yellow-brown gravel and silty sand. In spite of considerable modern disturbance, Trench 5 did produce one further ditch.

Ditch 0016 This ditch was more substantial than those seen in Trench 4 with a depth of around 0.45m and a width of 1.80m. It was orientated east to west and had moderately steep sides of approximately 45°, while the base was near flat or very slightly dished. The fill (0017), was mid reddish brown silty sand and gravel but produced no finds.



| O.P No. | Tr. No. | Feature | Component | Identifier | Description |
|---|---|---|---|---|---|
| 0001 | All | - | - | Unstratified finds | Unstratified finds (all trenches) |
| 0002 | All | - | 0002 | Topsoil | Topsoil (all trenches) mid-dark brown loamy silty sand |
| 0003 | All | - | 0003 | Subsoil | Subsoil (all trenches) brown silty sand with variable clay and gravel content |
| 0004 | All | - | 0004 | Underlying natural deposits | Natural orange-yellow gravel and sands with variable chalk and clay pockets |
| 0005 | 1&2 | 0005 | 0005 | Cut of possible quarry pit | Cut of large partially revealed feature with steep irregular edges (Tr. 1&2) |
| 0006 | 1&2 | 0005 | 0005 | Fill of possible quarry pit 0005 | Fill of possible quarry pit: redeposited reddish brown sandy gravel |
| 0007 | 3 | 0007 | 0007 | Cut of possible pit | Cut of possible pit with partially revealed in Trench 3. with extensive evidence of burning |
| 0008 | 3 | 0007 | 0007 | Fill of possible pit 0007 | Fill of possible pit: heat altered sand/stone, charcoal |
| 0009 | 3 | 0009 | 0009 | Cut of possible pit | Cut of possible pit partially revealed in Trench 3. |
| 0010 | 3 | 0009 | 0009 | Fill of possible pit 0009 | Fill of possible pit: mixed pale yellow/mid-brown silty sand |
| 0011 | 3 | 0011 | 0011 | Possible spread | Shallow spread of grey silty sand |
| 0012 | 4 | 0012 | 0012 | Cut of ditch | Cut of shallow ditch running N-S |
| 0013 | 4 | 0012 | 0012 | Fill of ditch 0012 | Fill of ditch 0012: mid-brown silty sand |
| 0014 | 4 | 0014 | 0014 | Cut of ditch | Cut of shallow ditch running N-S |
| 0015 | 5 | 0014 | 0014 | Fill of ditch 0014 | Fill of ditch 0014: reddish mid-brown silty sand/gravel with occas.charcoal |
| 0016 | 5 | 0016 | 0016 | Cut of ditch | Cut of ditch running E-W |
| 0017 | 5 | 0016 | 0016 | Fill of ditch 0016 | Fill of ditch 0016: mid brown reddish silty sand/gravel |

Table 1. Summary of contexts

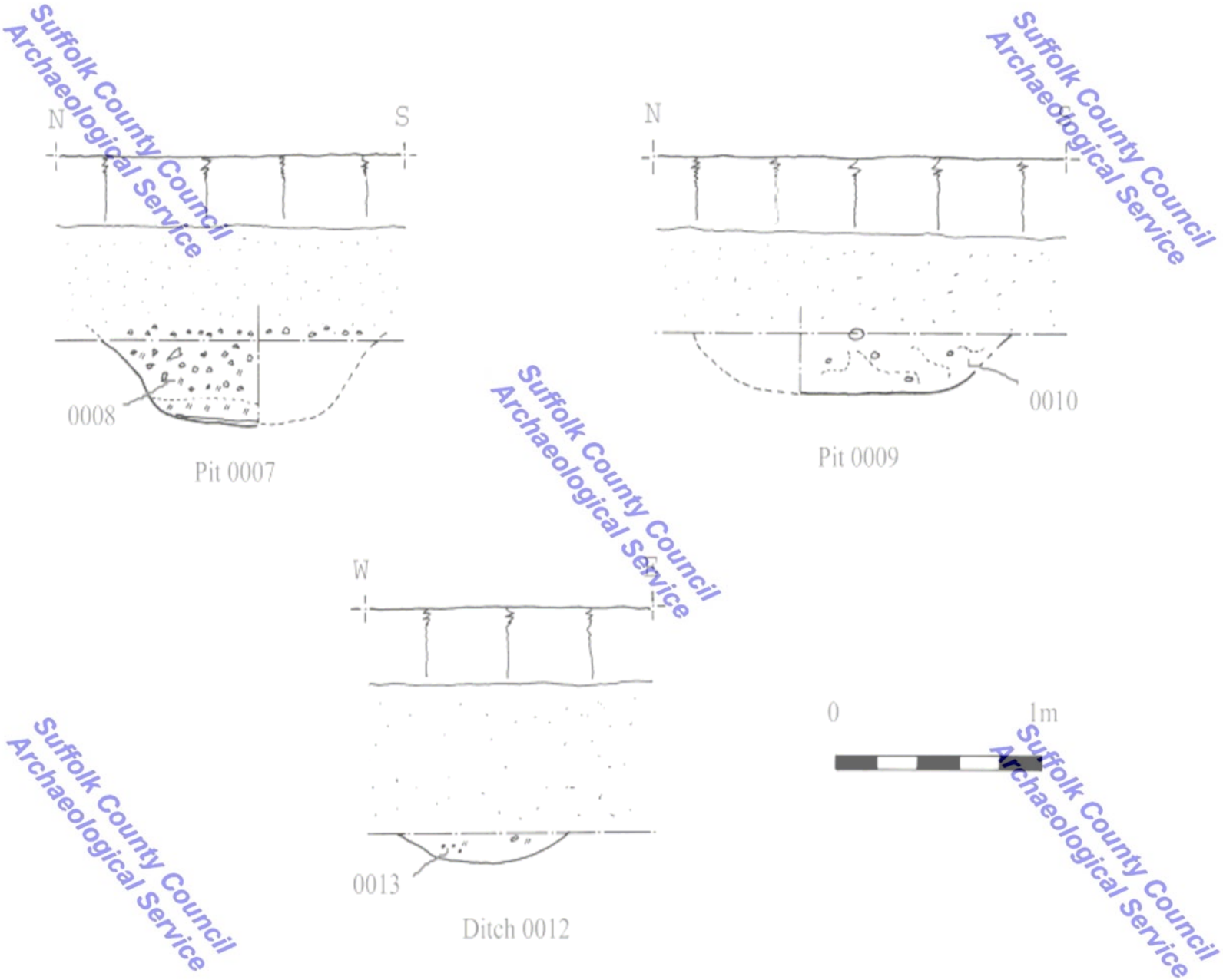


Figure 6. Trench and feature sections

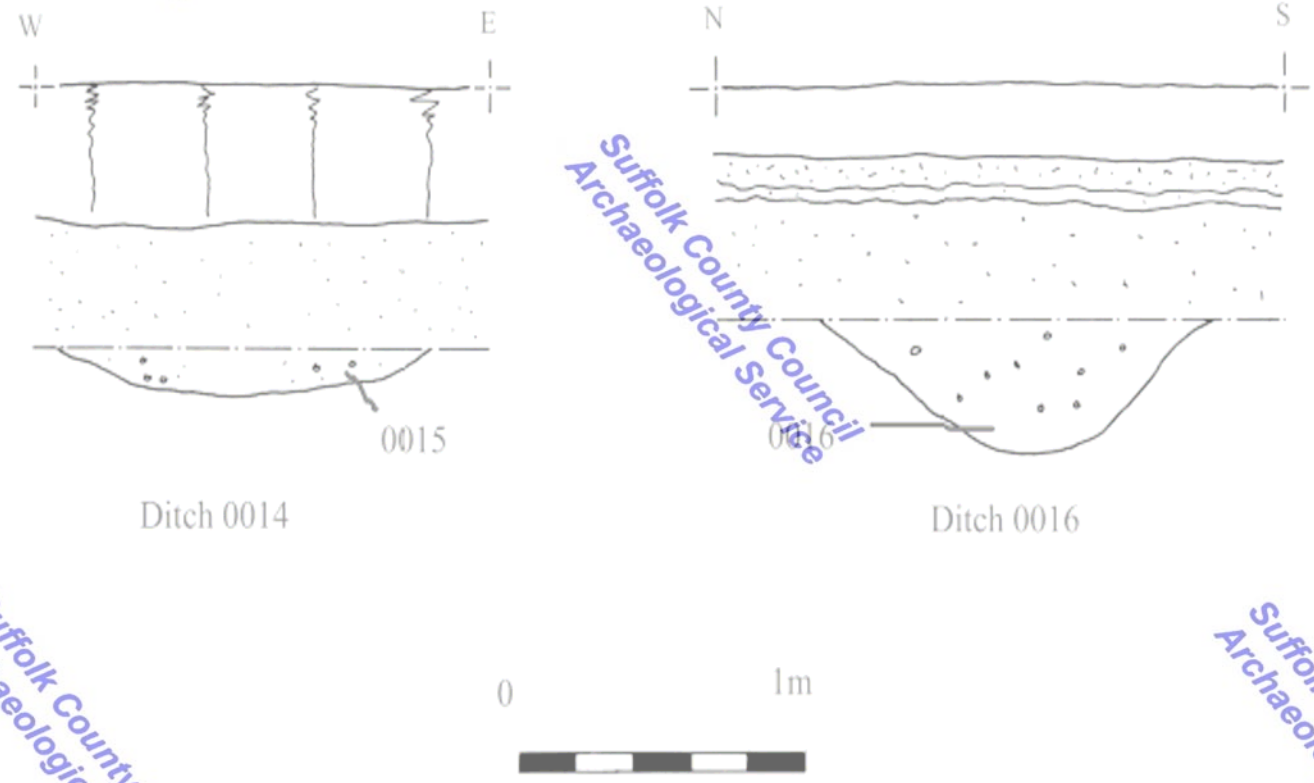


Figure 7. Trench and feature sections

# Finds and environmental evidence

Richenda Goffin

**Introduction**
Finds were collected from three contexts, as shown in the table below.

| OP | Pottery | | CBM | | Flint | | Burnt flint | | Miscellaneous | Spotdate |
|---|---|---|---|---|---|---|---|---|---|---|
| | No. | Wt/g | No. | Wt/g | No. | Wt/g | No. | Wt/g | | |
| 0001 | 9 | 144 | 1 | 77 | 1 | 7 | | | | Unstratified (16th-19thC) |
| 0008 | | | | | | | 10 | 583 | | Prehistoric |
| 0010 | 10 | 163 | | | 1 | 29 | | | Animal bone 9 frags @ 144g | Iron Age |
| Total | 19 | 307 | 1 | 77 | 2 | 36 | 10 | 583 | | |

Table 2. Finds Quantification

**Pottery (Richenda Goffin and Cathy Tester)**
A total of nineteen fragments of pottery were recovered from the evaluation. Nine of these were unstratified sherds collected from topsoil, subsoil and spoil deposits. All this material is dated to the post-medieval period. Two fragments of late post-medieval earthenware plant pots were present, and two Ironstone china vessels dating to the 19th century. A single very abraded fragment of creamware dates to the second half of the eighteenth into the nineteenth century. Three very abraded Glazed red earthenware fragments are 16th-18th century in date.

Ten sherds of hand-made prehistoric pottery representing a minimum of three vessels were recovered from pitfill 0010. All of the sherds are flint and medium to coarse sand-tempered with common opaque white quartz inclusions. The sherds are not particularly diagnostic as only body and base sherds are present, but surface treatment and decorative style suggest that they belong to the mid or late Iron Age.

The first vessel is represented by the pedestal base of a thin-walled jar or bowl which is burnished on the external surface and burnished or smoothed on the interior. Three other sherds have similar surface treatment but are much thicker and may be from a coarser vessel. The second vessel is a jar with a rounded shoulder and the beginning of an upright neck. Surface treatment consists of scratched or scored decoration on the neck and shoulder. The third vessel is a jar represented by a plain base with untreated surfaces.

**Ceramic building material**
A single piece of post-medieval rooftile was present amongst the unstratified finds.

**Flint (Colin Pendleton)**
Two fragments of worked flint were recovered (36g). A thick secondary flake of Late Bronze Age or Iron Age was an unstratified find, and a second flint flake which has limited edge retouch found in pitfill 0010 is likely to be of a similar date.

**Burnt Flint**
Ten fragments of burnt flint were found in the fill 0008 of a possible Bronze Age pit in Trench 3, with charcoal and evidence of burning.

**Animal bone**
Nine fragments of animal bone were recovered from pitfill 0010. The best preserved are four large cattle molars.

**Environmental evidence (Val Fryer)**

**Introduction and method statement**

Two subsamples were submitted for evaluation of the content and preservation of plant macrofossils from 0008, a possible Bronze Age pitfill, and from 0010, another pitfill containing Iron Age pottery.

The samples were processed by manual water flotation/washover, and the flots were collected in a 500 micron mesh sieve. The dried flots were scanned under a binocular microscope at magnifications up to x 16 and the plant macrofossils and other remains noted are listed below on Table 1. All plant remains were charred.

**Results**

Both assemblages are extremely small subsamples (considerably <0.1 litres in volume) and are from features which were only partly exposed during excavation. It should, therefore, be noted that the material recovered may not truly reflect the nature or composition of the original assemblages.

Charcoal/charred wood fragments, which, with the exception of a single small piece of charred root/stem, are the only plant macrofossils recorded, are present at a moderate density in both assemblages. The material is particularly well preserved and, although fragmented, shows little sign of post-depositional abrasion. Bone fragments are moderately common in Sample 2, and small pieces of coal, which are almost certainly modern contaminants, are present in both assemblages.

**Conclusions and recommendations for further work**

Although plant remains are scarce within the current assemblages, the condition of the recovered material does indicate that well-preserved macrofossils may be present within the archaeological horizon. It is, therefore, recommended that, if additional work is undertaken within this area, further samples are taken from all well sealed and dated contexts which may be excavated.

| *Sample No.* | *1* | *2* |
|---|---|---|
| **Context No.** | **0008** | **0010** |
| **Feature No.** | **0007** | **0009** |
| Charcoal <2mm | xx | xx |
| Charcoal >2mm | x | |
| Charred root/stem | | x |
| Bone | | xx |
| Small coal frags. | x | x |
| **Sample volume (litres)** | **1** | **1** |
| **Volume of flot (litres)** | **<0.1** | **<0.1** |
| **% flot sorted** | **100%** | **100%** |

Table 3. Charred plant macrofossils and other remains

**Key**:
x = 1 – 10 specimens  xx = 10 – 50 specimens

**Discussion**

The presence of relatively unabraded sherds of Iron Age pottery in pitfill 0010 together with fragments of animal bone may suggest the proximity of a larger Iron Age presence in the vicinity. The pit 0007 which showed extensive evidence of *in-situ* burning, and the associated burnt flints also indicates that probable earlier prehistoric activity was taking place. The small quantity of flint of Late Bronze Age or Iron Age date is consistent with the other finds.

**General Discussion**

The excavated features were found to be generally well preserved below an average trench depth of 0.74m. None of the trenches exceeded a depth of 0.90m and in some cases archaeological deposits were encountered at around 0.60m. The upper 0.50m of overburden is likely to have been heavily disturbed as a result of agricultural activity and more recently garden cultivation. Although deposits below this level are largely undisturbed and there are well preserved macrofossils there is little other indication of any exceptional environmental preservation.

In terms of archaeological interpretation, few firm conclusions can be drawn from the limited exploration carried out during this evaluation. However, the key objective was to determine the existence of archaeological deposits within the site area and also gain some indications of the extent of these deposits. All of the five evaluation trenches produced archaeological features and a large proportion of these were of linear form such as the three ditches 0012, 0014 and 0016. Taking account of the orientation and site location of these and accompanying features it is therefore likely that most of the proposed site area will contain reasonably concentrated levels of archaeological deposits. Equally, the diversity and character of the known features suggests that the site probably formed part of a settlement complex in antiquity. At this stage the only datable evidence relates to the Iron Age, although it can be tentatively suggested that earlier prehistoric features also exist. Strong indirect evidence also continues to indicate that the site may contain extensive medieval archaeology. The site demonstrates considerable potential to represent a small but significant archaeologically multi-period location. However, the form and date of the majority of the features remains unresolved and any further understanding can only be gained through further excavation and analysis.

**Recommendations for Future Work**

The archaeology of the site can only be sufficiently understood with further excavation and analysis. It is therefore recommended that the entire footprint of the proposed structure be stripped to the optimum archaeological levels in order to allow a full programme of archaeological excavation to be carried out. There is little justification in recommending that the archaeological deposits be preserved *in-situ* provided that a suitable excavation is carried out in order to allow a full record to be produced. It is likely that some damage may be done to the archaeological deposits towards the northern end of the site where a substantial amount of ground reduction is likely during the construction of the facility. It may be possible to a degree, to combine the mechanical stripping of the upper deposits required for the archaeological work with those of the groundworks required for the development.

Robert Atfield March 2007
*Suffolk County Council Archaeological Service, Field Projects Team*

**References**

Birch, M., 2004 *Suffolk's Ancient Sites and Historic Places*, Castell, Mendlesham, Suffolk.

Craven, J., 2002 'Archaeological Monitoring Report: Hall Farm Reservoir, Flempton (FMP 021), SCCAS Report No. 2002/86. SCCAS, Ipswich.

English Heritage, 2007 'Culford Hall and Park: LBS No. 284211' Listed Buildings Online, http://lbonline.english–heritage.org.uk/BuildingDetailsForm

**SUFFOLK COUNTY COUNCIL**

**ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM**

***Brief and Specification for a Trenched Evaluation***

# ERECTION OF TENNIS AIR HALL, CULFORD SCHOOL, CULFORD



*The commissioning body should be aware that it may have Health & Safety responsibilities, see paragraph 1.7.*

## 1. Background

1.1 Planning consent (application SE/06/2300) has been granted for the erection of a Tennis Air Hall on land at Culford School, Culford (TL 8351 7036).

1.2 The Planning Authority (St Edmundsbury Borough Council) has been advised that any consent should be conditional upon an agreed programme of work taking place before development begins (PPG 16, paragraph 30 condition). A trenched evaluation of the application area will be required as the first part of a programme of archaeological mitigation; decisions on the need for, and scope of, any further work will be based upon this stage of the work.

1.3 This application lies in an area of archaeological importance recorded in the County Sites and Monuments Record. The proposal lies *c*. 50m east of the site of the original medieval settlement of Culford (CUL 033) and *c*. 80m east of the medieval church (CUL 024), recorded in the County Sites and Monuments Records. In addition, it lies within the area of the formal gardens of Culford Hall. This proposal will cause significant ground disturbance that has potential to damage any archaeological deposit that exists.

1.4 All arrangements for the field evaluation of the site, the timing of the work, access to the site, the definition of the precise area of landholding and area for proposed development are to be defined and negotiated with the commissioning body.

1.5 Detailed standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003.

1.6 In accordance with the standards and guidance produced by the Institute of Field Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Project Design or Written Scheme of Investigation (PD/WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the PD/WSI as satisfactory. The PD/WSI will provide the

basis for measurable standards and will be used to establish whether the requirements of the planning condition will be adequately met.

1.7 Before any archaeological site work can commence it is the responsibility of the developer to provide the archaeological contractor with either the contaminated land report for the site or a written statement that there is no contamination.



## 2. Brief for the Archaeological Evaluation

2.1 Establish whether any archaeological deposit exists in the area, with particular regard to any which are of sufficient importance to merit preservation *in situ* [at the discretion of the developer].

2.2 Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.

2.3 Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.

*2.4* Establish the potential for the survival of environmental evidence.

2.5 Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

2.6 This project will be carried through in a manner broadly consistent with English Heritage's *Management of Archaeological Projects,* 1991 (*MAP2*), all stages will follow a process of assessment and justification before proceeding to the next phase of the project. Field evaluation is to be followed by the preparation of a full archive, and an assessment of potential. Any further excavation required as mitigation is to be followed by the preparation of a full archive, and an assessment of potential, analysis and final report preparation may follow. Each stage will be the subject of a further brief and updated project design; this document covers only the evaluation stage.

2.7 The developer or his archaeologist will give the Conservation Team of the Archaeological Service of Suffolk County Council (address as above) five working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored.

2.8 If the approved evaluation design is not carried through in its entirety (particularly in the instance of trenching being incomplete) the evaluation report may be rejected. Alternatively the presence of an archaeological deposit may be presumed, and untested areas included on this basis when defining the final mitigation strategy.

2.9 An outline specification, which defines certain minimum criteria, is set out below.

## 3. Specification: Field Evaluation

3.1 Trial trenches are to be excavated to cover a minimum 5% by area, which is *c*. 175m$^2$ of the total outline application area that measures 0.35ha. (see accompanying plan). These shall be positioned to sample all parts of the site. Linear trenches are thought to be the most appropriate sampling method. Trenches are to be a minimum of 1.8m wide unless special circumstances can be demonstrated; this will result in a minimum of *c*. 97m of trenching at 1.8m in width. If excavation is mechanised a toothless 'ditching bucket' at least 1.2m wide must be used. A scale plan showing the proposed locations of the trial trenches should be included in the Project Design and the detailed trench design must be approved by the Conservation Team of the Archaeological Service before field work begins.

3.2 The topsoil may be mechanically removed using an appropriate machine with a back-acting arm and fitted with a toothless bucket. All machine excavation is to be under the direct control and supervision of an archaeologist. The topsoil should be examined for archaeological material.

3.3 The top of the first archaeological deposit may be cleared by machine, but must then be cleaned off by hand. There is a presumption that excavation of all archaeological deposits will be done by hand unless it can be shown there will not be a loss of evidence by using a machine. The decision as to the proper method of further excavation will be made by the senior project archaeologist with regard to the nature of the deposit.

3.4 In all evaluation excavation there is a presumption of the need to cause the minimum disturbance to the site consistent with adequate evaluation; that significant archaeological features, e.g. solid or bonded structural remains, building slots or post-holes, should be preserved intact even if fills are sampled.

3.5 There must be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. The depth and nature of colluvial or other masking deposits must be established across the site.

3.6 Archaeological contexts should, where possible, be sampled for palaeoenvironmental remains. Best practice should allow for sampling of interpretable and datable archaeological deposits and provision should be made for this. The contractor shall show what provision has been made for environmental assessment of the site and must provide details of the sampling strategies for retrieving artefacts, biological remains (for palaeoenvironmental and palaeoeconomic investigations), and samples of sediments and/or soils (for micromorphological and other pedological/sedimentological analyses. Advice on the appropriateness of the proposed strategies will be sought from J. Heathcote, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy, P.L. and Wiltshire, P.E.J., 1994, *A guide to sampling archaeological deposits for environmental analysis*) is available for viewing from SCCAS.

3.7 Any natural subsoil surface revealed should be hand cleaned and examined for archaeological deposits and artefacts. Sample excavation of any archaeological features revealed may be necessary in order to gauge their date and character.

3.8 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.

3.9 All finds will be collected and processed (unless variations in this principle are agreed with the Conservation Team of SCC Archaeological Service during the course of the evaluation).

3.10 Human remains must be left *in situ* except in those cases where damage or desecration are to be expected, or in the event that analysis of the remains is shown to be a requirement of satisfactory evaluation of the site. However, the excavator should be aware of, and comply with, the provisions of Section 25 of the Burial Act 1857.

3.11 Plans of any archaeological features on the site are to be drawn at 1:20 or 1:50, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded. All levels should relate to Ordnance Datum. Any variations from this must be agreed with the Conservation Team.

3.12 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies.

3.13 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.

## 4. General Management

4.1 A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by the Conservation Team of SCC Archaeological Service. The archaeological contractor will give not less than ten days written notice of the commencement of the work so that arrangements for monitoring the project can be made.

4.2 The composition of the project staff must be detailed and agreed by this office, including any subcontractors/specialists. For the site director and other staff likely to have a major responsibility for the post-excavation processing of this evaluation there must also be a statement of their responsibilities or a CV for post-excavation work on other archaeological sites and publication record.

4.3 It is the archaeological contractor's responsibility to ensure that adequate resources are available to fulfill the Brief.

4.3 A general Health and Safety Policy must be provided, with detailed risk assessment and management strategy for this particular site.

4.4 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.

4.5 The Institute of Field Archaeologists' *Standard and Guidance for Archaeological Desk-based Assessments* and for *Field Evaluations* should be used for additional guidance in the execution of the project and in drawing up the report.

5. **Report Requirements**

5.1 An archive of all records and finds must be prepared consistent with the principles of English Heritage's *Management of Archaeological Projects*, 1991 (particularly Appendix 3.1 and Appendix 4.1).

5.2 The data recording methods and conventions used must be consistent with, and approved by, the County Sites and Monuments Record.

5.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.

6.4 An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established

*5.5* Reports on specific areas of specialist study must include sufficient detail to permit assessment of potential for analysis, including tabulation of data by context, and must include non-technical summaries.

5.6 The Report must include a discussion and an assessment of the archaeological evidence, including an assessment of palaeoenvironmental remains recovered from palaeosols and cut features. Its conclusions must include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).

5.7 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*. The finds, as an indissoluble part of the site archive, should be deposited with the County SMR if the landowner can be persuaded to agree to this. If this is not possible for all or any part of the finds archive, then provision must be made for additional recording (e.g. photography, illustration, analysis) as appropriate. Account must be taken of any requirements the County SMR may have regarding the conservation, ordering, organisation, labelling, marking and storage of excavated material and the archive.

5.8 The site archive is to be deposited with the County SMR within three months of the completion of fieldwork. It will then become publicly accessible.

5. 9 Where positive conclusions are drawn from a project (whether it be evaluation or excavation) a summary report, in the established format, suitable for inclusion in

the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute for Archaeology*, must be prepared. It should be included in the project report, or submitted to the Conservation Team, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.

5.10 County SMR sheets must be completed, as per the county SMR manual, for all sites where archaeological finds and/or features are located.

5.11 At the start of work (immediately before fieldwork commences) an OASIS online record http://ads.ahds.ac.uk/project/oasis/ must be initiated and key fields completed on Details, Location and Creators forms.

5.12 All parts of the OASIS online form must be completed for submission to the SMR. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

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**This brief and specification remains valid for six months from the above date. If work is not carried out in full within that time this document will lapse; the authority should be notified and a revised brief and specification may be issued.**

*Archaeological contractors are strongly advised to forward a detailed Project Design or Written Scheme of Investigation to the Conservation Team of the Archaeological Service of Suffolk County Council for approval before any proposals are submitted to potential clients.*

**If the work defined by this brief forms a part of a programme of archaeological work required by a Planning Condition, the results must be considered by the Conservation Team of the Archaeological Service of Suffolk County Council, who have the responsibility for advising the appropriate Planning Authority.**

## Disclaimer

Any opinions expressed in this report about the need for further archaeological work are those of the Field Projects Division alone. 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 service cannot accept responsibility for inconvenience caused to clients should the Planning Authority take a different view to that expressed in the report.