

# ARCHAEOLOGICAL EVALUATION REPORT

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## Land Adjoining Notcutts Garden Centre, Warren Hill Road, Woodbridge (WBG 067)

A REPORT ON THE ARCHAEOLOGICAL EVALUATION, 2007  
(Planning app. no. C/06/1748)

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© July 2007

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# Contents

List of Figures  
List of Tables  
List of Contributors  
Acknowledgements  
Summary  
SMR information

1. Introduction
2. Methodology
3. Results
4. Finds Evidence
5. Conclusion

Appendix 1: Brief and specification  
Appendix 2: List of Contexts

Figure 1: Site Location

Figure 2: Location of trenches in relation to archaeological evaluation trenches from 2006, and undergrowth, which restricted the positioning of trenches

Figure 3: Location of features and modern disturbance

Figure 4: Approximate level of the natural subsoil in each trench

Figure 5: Trench 2. Section of feature (1:20) and plan of trench (1:50)

Figure 6: Trench 3. Sections of features (1:20) and plan of trench (1:50)

Figure 7: Trench 6. Sections of features (1:20) and plan of trench (1:50)

Table 1: Summary of bulk finds

## List of Contributors

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## Acknowledgements

This project was commissioned and funded by CgMs Consulting on behalf of their clients McCarthy & Stone, and was monitored by Jess Tipper (Suffolk County Council Archaeological Service, Conservation Team (SCCASCT)).

Assistant Project Officer Rob Atfield and Project Officer Clare Good, both from Suffolk County Council Archaeological Service, Field Team, carried out the excavation.

Clare Good directed the project which was managed by John Newman, who also provided advice during the production of the report.

Rob Bourn of CgMs Consulting undertook a desktop study prior to the evaluation.

Finds processing was carried out by Gemma Adams, and Richenda Goffin undertook the specialist finds report.

## Summary

*Woodbridge.* Land adjoining Notcutts Garden Centre, Warren Hill, Woodbridge. (TM 2663 4869, WBG 067)

An archaeological evaluation was undertaken in advance of the construction of a residential development at Land adjoining Notcutts Garden Centre, Warren Hill Road, Woodbridge, in order to characterise the nature of any surviving archaeological deposits. The site lies in a favourable topographical position some 650m from the River Deben, on the valley side. Ten trenches were excavated over the plot and were stripped to the level of the natural subsoil. An early medieval ditch and pit were revealed through the centre and north of the plot, but the remainder of the trenches had no features.

(C. Good, for SCCAS and CgMs Consulting Ltd. 2007/153)

## SMR information

Planning application no. C/06/1748  
Date of fieldwork: July 2007  
Grid Reference: TM 2663 4869  
Funding body: CgMs Consulting

# 1. Introduction

An application has been made to construct a residential development on land adjoining Notcutts Garden Centre, Warren Hill Road, Woodbridge. Planning consent was conditional on an archaeological evaluation being undertaken. The plot is centred on TM 2663 4869 (Fig. 1), and is currently overgrown grassland.

The development covers an area of c. 7000 square metres and lies between 14m and 21m OD. The plot slopes fairly steeply down to the east and has an underlying drift geology of sand and gravel, with a small area of boulder clay to the south. It is surrounded by roads to the west and south, ongoing development to the east, and a small area of woodland to the north with a post medieval cemetery to the north west.

A desktop study has been prepared by CgMs Consulting (R. Bourn, 2004) in advance of the evaluation. This identified a find spot of an Iron Age coin immediately to the west of the development (WBG 013) recorded on the County Sites and Monuments Record (SMR), and potential for further archaeological sites as the development area had not been subject to previous systematic archaeological survey.

Three large buildings are to be constructed, with associated parking, access and tree planting. The plot lies some 650m from the River Deben, on the edge of the valley, and this favourable topographical position suggests there is some potential for the preservation of archaeological deposits, especially prehistoric sites. An archaeological evaluation was undertaken on the adjacent plot in April 2006 (WBG 061, SCCAS report number 2006/056). Five trenches were excavated in advance of the construction of a new medical centre and access road. No archaeological finds or features were observed.

The development proposal will include significant ground disturbance so considering the location of the site, it was deemed necessary to evaluate this plot in the first instance. A Brief and Specification for the archaeological work (Appendix 1) was produced by Jess Tipper of Suffolk County Council Archaeology Service (SCCAS) Conservation Team and the work was carried out by Clare Good and Rob Atfield of the SCCAS Field Team. It was commissioned and funded by CgMs Consulting on behalf of their clients, McCarthy & Stone.

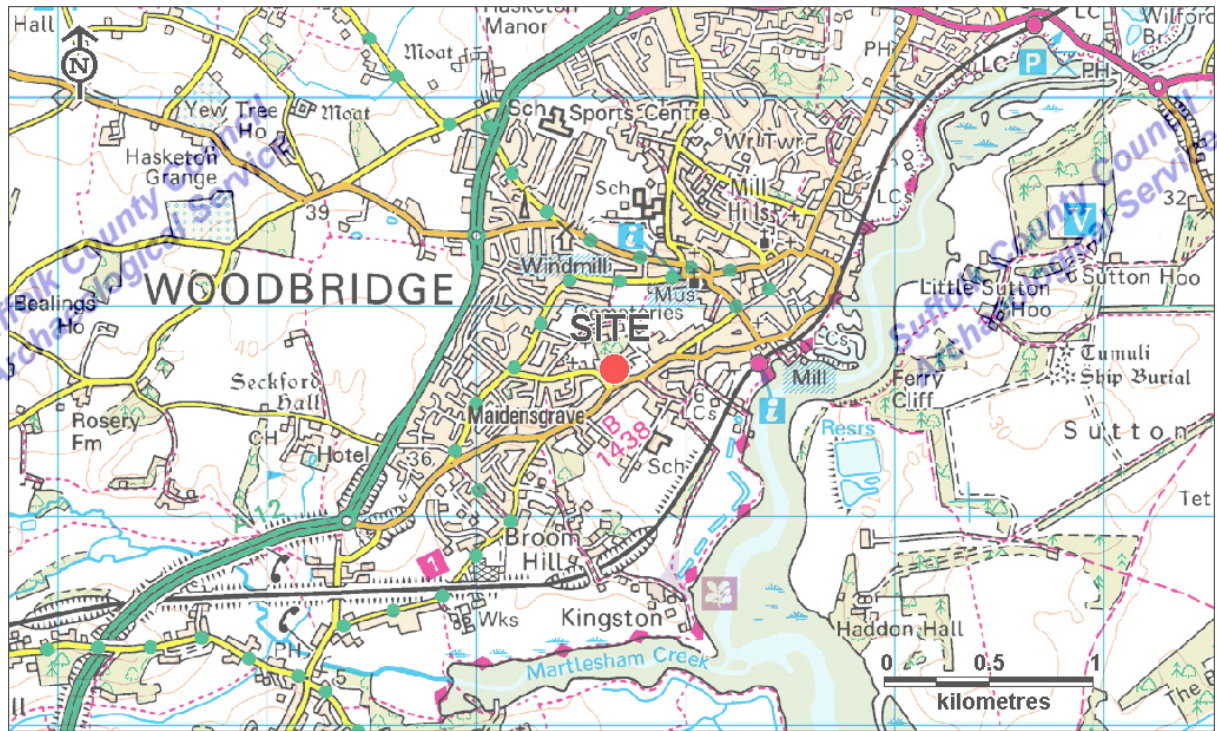
## 2. Methodology

Ten trenches were excavated to the level of the natural subsoil in July 2007 using a wheeled JCB machine fitted with a 1.5m wide toothless ditching bucket. These were located across the development area in an attempt to sample as much of the plot as possible, in locations agreed by SCCAS Conservation Team (Fig. 2). 180.3m of trench were excavated representing roughly 4% of the total area, under constant supervision from the observing archaeologist.

Both the excavated topsoil and the exposed surface of the trenches were examined visually for finds and features. Where features were revealed, they were cleaned manually for definition and each allocated 'observed phenomena' (OP) numbers within a unique continuous numbering system under the SMR code WBG 067, then partially excavated in order to recover dating evidence as well as to observe their form and possibly determine any function. Features were drawn on site at a scale of 1:20, and recorded photographically using a digital and black and white camera. Trenches were planned at a scale of 1:50 and their locations within the development area determined using a handheld GPS system. The site archive will be deposited in the County SMR at Shire Hall, Bury St Edmunds.

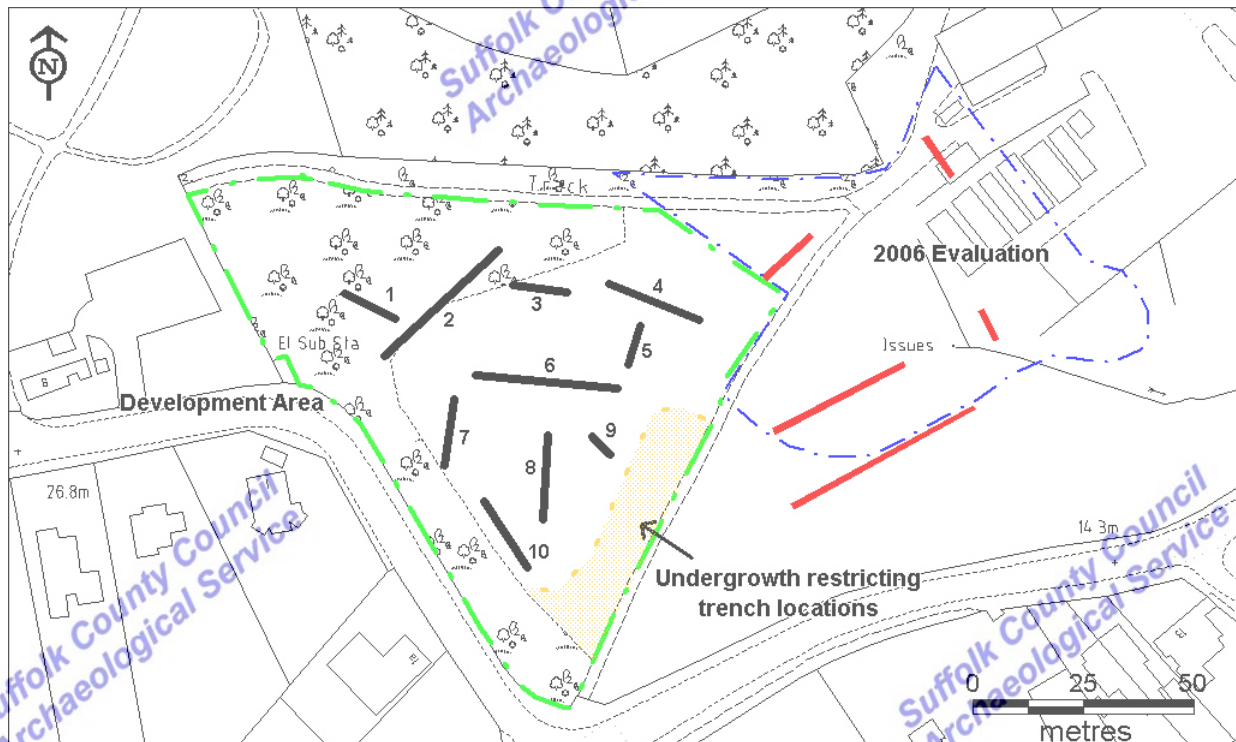
The site and subsequent results are recorded on OASIS, the online archaeological database, under the code Suffolkc1-29184.





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Figure 1: Site Location



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Figure 2: Location of trenches in relation to archaeological evaluation trenches from 2006, and undergrowth, which restricted the positioning of trenches

### 3. Results

The trenches were located across the development area in an attempt to sample as much of the plot as possible. The extensive undergrowth to the south of the plot restricted the placement of these but a fair representation was still attainable.

Visibility in most trenches was reasonably good, apart from trenches 4 and 5 to the north east of the site, which were completely disturbed and natural subsoil was not reached.

0001 was allocated to unstratified finds but none were recovered.

Topsoil 0002 was similar over the whole site and comprised a clean mid grey/brown loamy sand. It was between 0.2m and 0.3m deep.

Subsoil 0003 varied considerably over the site. It consisted of a mid orange brown sand with occasional stones. In trenches 1, 2, and 3 it was only visible in parts, and in the remaining trenches varied in depth between 0.3m and 0.6 m. The difference in the level of the natural subsoil was very noticeable although there was no obvious evidence of disturbance. Both the top and subsoils were very clean, suggesting they had remained intact for some time. This implies that this variation in subsoil was a natural phenomenon perhaps related to glacial activity.

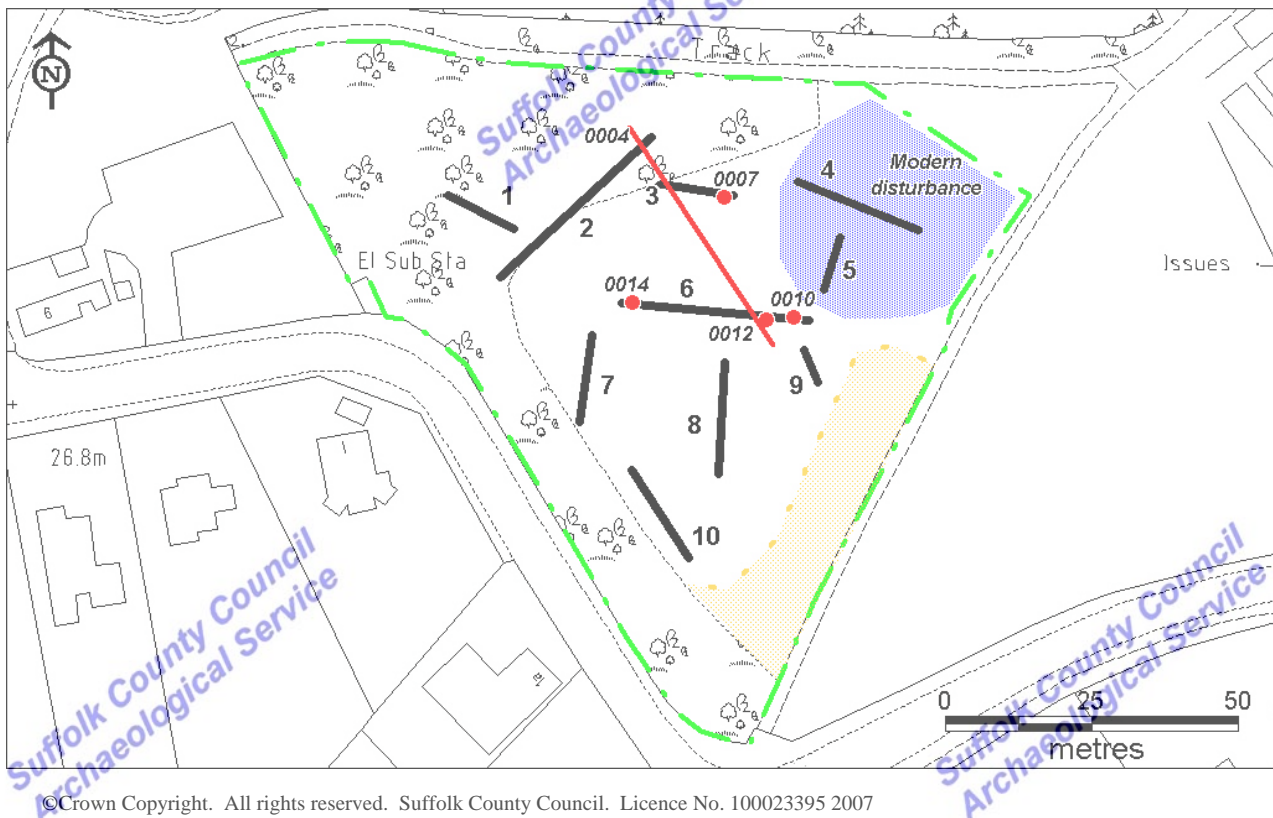
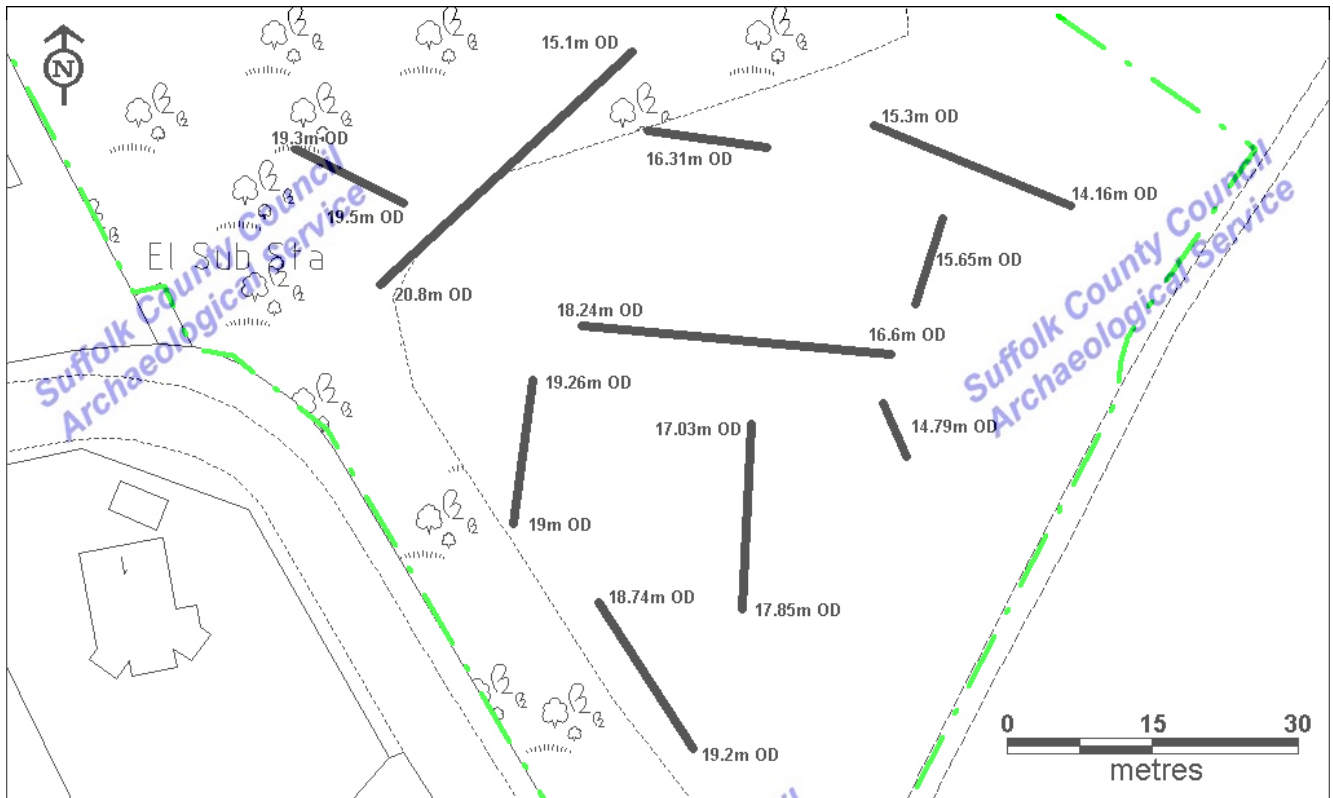


Figure 3: Location of features and modern disturbance



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Figure 4: Approximate level of the natural subsoil in each trench

### Trench 1

Trench 1 was aligned roughly NW-SE and was 12.6m long. It was 0.7m deep at the NW end and 0.3m deep at the SE. Subsoil 0016 was evident at the NW end only, and was 0.4m thick. It consisted of a hard compacted layer of mid grey brown sand with occasional stones and brick fragments. This was probably some form of modern disturbance. The natural subsoil consisted of a mix of a bright yellow/orange soft sand and a mid orange brown sand and occurred at roughly 19.3m OD at the NW end, and 19.5m OD at the SE.

No finds or features were seen in this trench.

### Trench 2

Trench 2 was aligned roughly NE-SW and was 35.3m long. It was 0.2m deep at the SW end and 0.9m deep at the NE. There was no subsoil evident at the top of the slope (SW end) but from roughly 10m to the NE end, the thickness of the subsoil (0003) increased to 0.6m. This increase is to be expected as is likely to be hillwash build up from the higher ground. The natural subsoil consisted of a mix of a bright yellow/orange soft sand and a mid orange brown sand and occurred at roughly 20.8m OD at the SW end, and 15.1m OD at the NE.

Ditch 0004 was seen at the NE end of this trench. It was aligned NW-SE and was also visible in trenches 3 and 6. It could be seen in the trench sides (although was not evident whilst machining) and was 1.6m wide by 0.7m deep in total. The excavated section in the trench was 0.4m wide by 0.4m deep. It was almost V shaped and was filled by 0005, a pale/mid brown sand with regular small stones and some animal disturbance. No finds were recovered from the section.



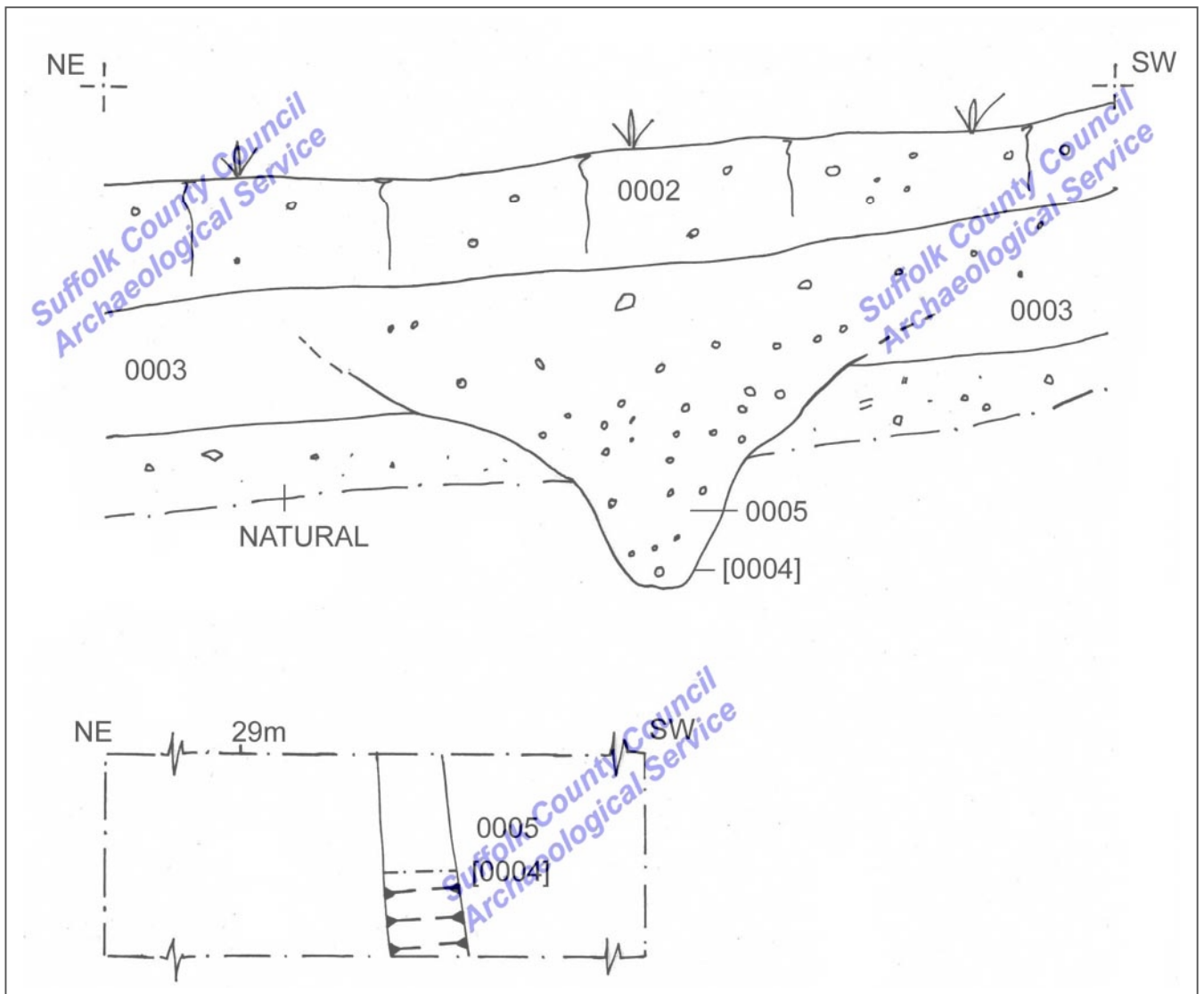


Figure 5: Trench 2. Section of feature (1:20) and plan of trench (1:50)

### Trench 3

Trench 3 was aligned almost E-W and was 12.4m long. It was 0.3m deep throughout, and was excavated through topsoil (0001) only. The natural subsoil consisted of a mix of a bright yellow/orange soft sand and a mid orange brown sand and occurred at roughly 16.31m OD.

Ditch 0004 was seen at the W end of this trench also. Again it could be seen in the trench sides although was not visible whilst machining. It was slightly shallower in this trench, being 0.6m deep in total. The excavated section in the trench was 0.8m wide by 0.3m deep. It was filled by 0006, a pale/mid brown sand with regular small stones and a firm compaction. 12 fragments of lava quern stone were recovered from this fill. The pieces were small and abraded and as such, no diagnostic features were present to provide further information.

Small pit 0007 was seen at the E end of trench 3. It was an elongated oval shape and had steeply sloping sides. It was 0.6m wide by 0.2m deep and was filled by 0008, a mid brown soft sand with occasional stones. No finds were recovered from this feature.



#### **Trench 4**

Trench 4 was aligned WNW-ESE and was 22m long. It was excavated to between 0.3 and 0.9m deep, through a very dark brown/black modern strong smelling sand with frequent stones. Natural was not reached as the whole trench was disturbed by modern interventions and rubbish. The trench was abandoned.

No finds or features were seen in this trench.

#### **Trench 5**

Trench 5 was aligned NNE-SSW and was 9m long. This trench was also disturbed and was only excavated to a depth of 0.25m before it was also abandoned.

No finds or features were seen in this trench.

#### **Trench 6**

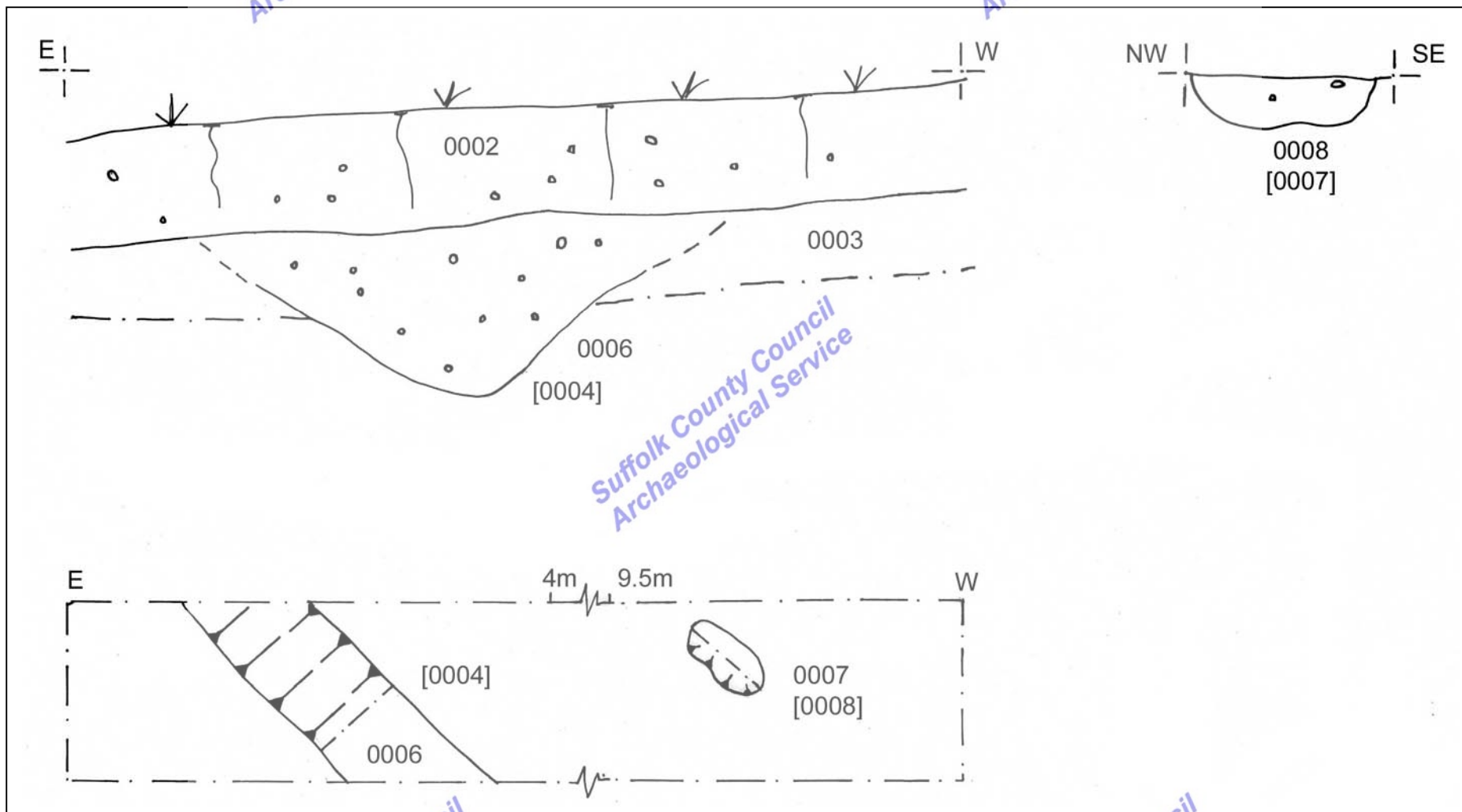
Trench 6 was aligned E-W and was 32m long. It was excavated through topsoil 0002 (0.3m) and subsoil 0003 (0.1m) to a depth of 0.4m at the E end, and through 0.2m through topsoil 0001 only at the W end. The natural subsoil was a variable bright yellow/orange soft sand with almost no stones, to a light/mid orange brown sand with occasional stones and occurred at roughly 18.24m OD at the W end, and 16.6m OD at the E.

Pit 0010 was seen at the E end of this trench. This was a small circular pit in the centre of the trench and was 0.4m wide by 0.2m deep. It had steeply sloping sides and an even base, and a U shape section. It was filled by 0011, a mid brown soft sand with occasional stones. No finds were recovered from the fill.

Pit 0012 was seen immediately adjacent to ditch 0004. It was partially in the southern section of the trench, but was probably oval in shape. It had steep sides and a flat base and was at least 0.75m wide by 0.3m deep. It was filled by 0013, a dark grey brown soft sand with moderate lumps of pale yellow grey chalky clay throughout and moderate stone inclusion. This was the only evidence of clay within this trench, and so was unusual. Two sherds of early medieval pottery were recovered from the fill, along with a flint flake of unknown date and an oyster shell.

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Figure 6: Trench 3. Sections of features (1:20) and plan of trench (1:50)

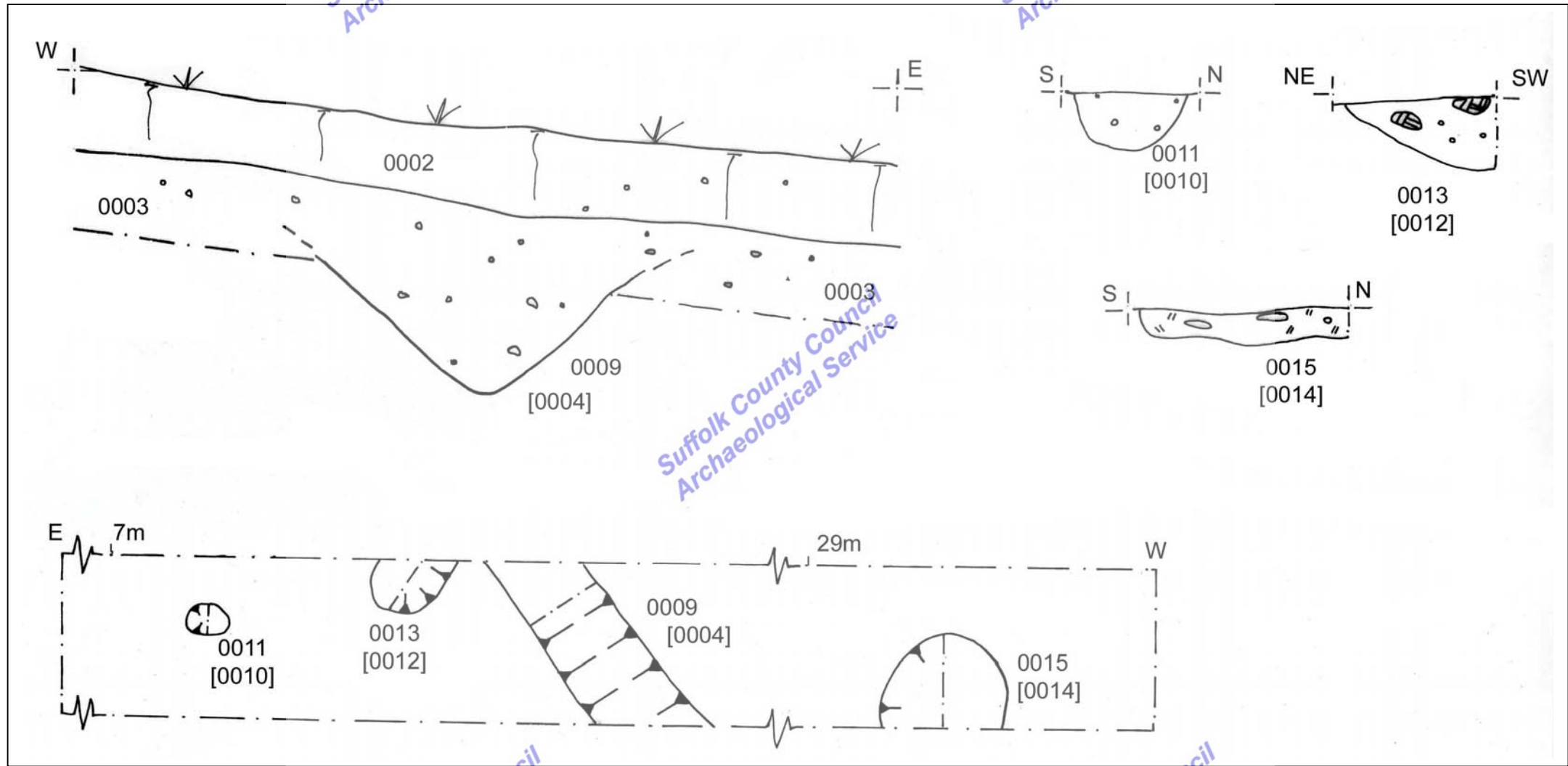


Figure 7: Trench 6. Sections of features (1:20) and plan of trench (1:50)

Ditch 0004 was also seen in this trench. It was 1.4m wide by 0.6m deep in total with the excavated section 1.1m wide by 0.44m deep. It was filled by 0009, a pale brown silty sand with regular small stones and a firm compaction. Five sherds of pottery were recovered from this fill. Four were early medieval, with a small slightly abraded sherd of Roman also found.

Pit 0014 was revealed at the W end of this trench. It was partially in section but probably circular. It was shallow with gently sloping sides and a flat base. It was at least 1m wide by 0.1m deep. It was filled by 0015, a blackish brown grey sand with frequent stones and charcoal flecks throughout. There was evidence of in situ burning with heat altered (red) very compressed natural sand beneath. There was no finds evidence from this feature but it 'felt' modern. It was only 0.2m below the surface and the brightly coloured 'fresh' looking fill suggested it had not been there for long.

### **Trench 7**

Trench 7 was aligned N-S and was 15m long. It was excavated through topsoil 0002 (0.3m) and subsoil 0003 (0.1m) at the S end, and through topsoil 0002 (0.3m) and subsoil 0003 (0.7m) at the N end. The natural subsoil varied from bright orange sand at the N end, to bright orange sandy clay at the S and occurred at roughly 19.26m OD at the N end, and 19m OD at the S.

No finds or features were seen in this trench.

### **Trench 8**

Trench 8 was aligned N-S and was 18m long. It was excavated through topsoil 0002 (0.3m) and subsoil 0003 (0.3m) at the S end, and through topsoil 0002 (0.3m), subsoil 0003 (0.2m) and subsoil 0017 (0.5m) at the N end. The natural subsoil varied from bright orange sand at the N end, to bright orange sandy clay at the S and occurred at roughly 17.85m OD at the S end, and 17.03m OD at the S.

The angle of the sunlight meant visibility in this trench was not good. However, no finds or features were noted.

### **Trench 9**

Trench 9 was aligned NNW-SSE and was only 6m long. It was excavated through topsoil 0002 (0.3m), subsoil 0003 (0.2m) and subsoil 0017 (1m) to a total depth of 1.5m. The natural subsoil was a fine pale yellow soft sand and occurred at roughly 14.79m OD.

This trench was unstable due to the depth, soft sand and inclement weather, and so was immediately backfilled due to the collapsing sides. However, no finds or features were noted.

### **Trench 10**

Trench 10 was aligned NW-SE and was 18m in length. It was excavated through topsoil 0002 (0.3m), subsoil 0003 (0.2m) and subsoil 0017 (0.7m) at the N end to a total depth of 1.2m, and through topsoil 0002 (0.3m) and subsoil 0003 (0.4m) at the S end to a total depth of 0.7m. The horizons between the subsoil layers were very clean. The natural subsoil was a bright orange clay at the S end, and a mid orange sand with patches of yellow chalky clay at the N end and occurred at roughly 19.2m OD to the SE end, and 18.74m to the NW.

Again this trench was relatively unstable due to the depth but no finds or features were noted.



## 4. Finds Evidence

Richenda Goffin, July 2007.

### Introduction

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

OP	Pottery		Flint		Shell		Miscellaneous	Spotdate
	No.	Wt/g	No.	Wt/g	No.	Wt/g		
0006							12 frags of lavaquern @ 55g	
0009	5	20						Medieval
0013	2	30	1	7	1	11		Medieval
Total	7	50	1	7	1	11		

Table 1: Summary of bulk finds

### Pottery

A total of seven fragments of pottery was collected from the evaluation, weighing 0.050kg. A small and slightly abraded miscellaneous sandy greyware of Roman date (GS) was found in ditchfill 0009 in Trench 6 (Cathy Tester, pers. comm), with four sherds of medieval pottery. Two very sandy reddish-brown wares (one of which is part of a sagging base), are medieval and probably 11th-12th century in date. Another harder-fired, abraded sherd made in a finer fabric with frequent quartz inclusions with a laminated internal surface is also medieval. The thickened and everted rim of a fourth vessel, which has a grey inner surface with oxidised external margins, containing frequent coarse quartz inclusions, dates to the 11th-13th century.

Two further medieval sherds were present in pitfill 0013. One of these is a large, hand-made body fragment made in a coarse sandy fabric. The second sherd is also sandy but has some plate-like voids on the surface where some calcareous material has leached out. Both sherds are likely to date to the 11th-12th century, rather than later.

### Miscellaneous

Twelve fragments of lavastone, probably Rhenish, were recovered from the ditchfill 0006 in Trench 3. The pieces are very small and abraded, and some of them have internal cracking. As they are in such poor condition no diagnostic features were present to provide further information on the type of grinding stone that was present. Rhenish lavastone was used in the Roman, Middle Saxon and Late Saxon periods and later, for domestic hand querns, but it was also used for millstones.

### Flint

A snapped secondary flake of unknown date was present in pitfill 0013 (Colin Pendleton, pers. comm).

### Shell

A small fragment of oyster shell present in pitfill 0013 was later discarded.

### Discussion

Only a small quantity of finds was recovered from the evaluation. The lavastone fragments found in ditchfill 0006 are very fragmentary but this find is naturally fragile so this is not indicative of redeposition. The Roman and medieval sherds found in ditchfill 0009 in Trench 6 were also abraded and could be redeposited. The pottery in pitfill 0013 is in slightly better condition,

although one of the sherds is very small. As the site is not far from the centre of Woodbridge, the presence of this medieval material is unsurprising.

## 5. Conclusion

In spite of the favourable settlement position of this site on the valley side above the River Deben, little archaeological evidence was revealed during the evaluation. The top and subsoils appeared very clean suggesting the ground is relatively undisturbed. The change in the level of the natural is unusual over a small area but is roughly consistent with the natural slope of the plot (Fig. 4).

Ditch 0004 and pit 0012 were the only features to contain dating evidence. These were dated to the early medieval period, which considering the location of the site in relation to Woodbridge, a town at least medieval in origin, is unsurprising. Their purpose is unclear but the ditch may form some kind of boundary feature.

An evaluation, by its nature, only offers a small sample of a development area. Intermittent monitoring of the area surrounding Trenches 2, 3 and 6 to the north of the plot is recommended on the basis of the results, in order to further characterise the features revealed.

## 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.

# Appendix 1

## SUFFOLK COUNTY COUNCIL ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM

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

#### LAND ADJOINING NOTCUTTS GARDEN CENTRE, CUMBERLAND STREET, WOODBIDGE

The commissioning body should be aware that it may have Health & Safety responsibilities.

#### 1. Background

- 1.1 Planning permission for residential development on Land adjoining Notcutts Garden Centre, Cumberland Street, Woodbridge (TM 2663 4869) has been granted by Suffolk Coastal District Council conditional upon an acceptable programme of archaeological work being carried out (C/06/1748/RES).
- 1.2 The Planning Authority (Suffolk Coastal) 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). An archaeological evaluation of the application area will be required as the first part of such a programme of archaeological work; decisions on the need for, and scope of, any further work will be based upon the evaluation.
- 1.3 This location has not been subject to systematic archaeological survey although there is a findspot of an Iron Age coin immediately to the east of this development, recorded in the County Sites and Monuments Record (WBG 013). However, the landscape setting of the site, above the River Deben, has high archaeological potential, especially for prehistoric sites.
- 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. The developer should be aware that investigative sampling to test for contamination is likely to have an impact on any archaeological deposit which exists; proposals for sampling should be discussed with the Conservation Team of the Archaeological Service of SCC (SCCAS/CT) before execution.
- 1.8 The responsibility for identifying any restraints on field-work (e.g. Scheduled Monument status, Listed Building status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites &c.) rests with the commissioning body and its archaeological contractor. The existence and content of the archaeological brief does not over-ride such restraints or imply that the target area is freely available.

1.9 Any changes to the specifications that the project manager may wish to make after approval by this office should be communicated directly to SCCAS/CT for approval.

## 2. Brief for the Archaeological Evaluation

2.1 Establish whether any archaeological deposit exists in the area, with particular regard to any which are of sufficient importance to merit preservation *in situ* [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 SCCAS/CT (address as above) five working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored.

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

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

## 3. Specification: Field Evaluation

3.1 Trial trenches are to be excavated to cover a minimum 5% by area, which is 430m<sup>2</sup> of the total area of ground disturbance (c. 0.86ha.; 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. 240m 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 SCCAS/CT before field work begins. **(Please contact the applicant for an accurate map of the final application area).**

3.3 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.

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



- 3.5 In all evaluation excavation there is a presumption of the need to cause the minimum disturbance to the site consistent with adequate evaluation; that significant archaeological features, e.g. solid or bonded structural remains, building slots or post-holes, should be preserved intact even if fills are sampled.
- 3.6 There must be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. The depth and nature of colluvial or other masking deposits must be established across the site.
- 3.7 Archaeological contexts should, where possible, be sampled for palaeoenvironmental remains. Best practice should allow for sampling of interpretable and datable archaeological deposits and provision should be made for this. The contractor shall show what provision has been made for environmental assessment of the site and must provide details of the sampling strategies for retrieving artefacts, biological remains (for palaeoenvironmental and palaeoeconomic investigations), and samples of sediments and/or soils (for micromorphological and other pedological/sedimentological analyses. Advice on the appropriateness of the proposed strategies will be sought from 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.
- 3.8 Any natural subsoil surface revealed should be hand cleaned and examined for archaeological deposits and artefacts. Sample excavation of any archaeological features revealed may be necessary in order to gauge their date and character.
- 3.9 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
- 3.10 All finds will be collected and processed (unless variations in this principle are agreed SCCAS/CT during the course of the evaluation).
- 3.11 Human remains must be left *in situ* except in those cases where damage or desecration are to be expected, or in the event that analysis of the remains is shown to be a requirement of satisfactory evaluation of the site. However, the excavator should be aware of, and comply with, the provisions of Section 25 of the Burial Act 1857.
- 3.12 Plans of any archaeological features on the site are to be drawn at 1:20 or 1:50, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded. All levels should relate to Ordnance Datum. Any variations from this must be agreed with the Conservation Team.
- 3.13 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies and/or high resolution digital images.
- 3.14 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 SCCAS/CT. 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.
- 4.4 A general Health and Safety Policy must be provided, with detailed risk assessment and management strategy for this particular site.
- 4.5 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 4.6 The Institute of Field Archaeologists' *Standard and Guidance for Archaeological 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 report should reflect the aims of the Project Design.
- 5.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.
- 5.4 An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established.
- 5.5 Reports on specific areas of specialist study must include sufficient detail to permit assessment of potential for analysis, including tabulation of data by context, and must include non-technical summaries.
- 5.6 The Report must include a discussion and an assessment of the archaeological evidence, including an assessment of palaeoenvironmental remains recovered from palaeosols and cut features. Its conclusions must include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).
- 5.7 The results of the surveys should be related to the relevant known archaeological information held in the county SMR.
- 5.8 The project manager must consult the SMR 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 any documentation relating to the work.
- 5.9 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.
- 5.10 The project manager should consult the County SMR officer regarding the requirements for the deposition of the archive (conservation, ordering, organisation, labelling, marking and storage) of excavated material and the archive.
- 5.11 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.
- 5.12 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.

- 5.13 County SMR sheets must be completed, as per the county SMR manual, for all sites where archaeological finds and/or features are located.
- 5.14 Where appropriate, a digital vector trench plan should be included with the report, which must be compatible with MapInfo GIS software, for integration in the County Sites and Monuments Record. AutoCAD files should be also exported and saved into a format that can be imported into MapInfo (for example, as a Drawing Interchange File or .dxf) or already transferred to .TAB files.
- 5.15 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.
- 5.16 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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Date: 25 June 2007

Reference: / LandAdjoiningNotcutts-Woodbridge2007

**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.**

## Appendix 2: List of Contexts

<i>OPNO</i>	<i>FEATURE</i>	<i>LOCATION</i>	<i>IDENTIFIER</i>	<i>DESCRIPT</i>	<i>FINDS</i>
0001			Unstratified finds	Unstratified finds	No
0002			Topsoil	Topsoil over whole site - mid-dark grey loamy sand with regular pebbles and CBM, charcoal. Firm compaction. Moderate root disturbance from surface reeds	No
0003			Subsoil	Variable deposit	No
0004	0004	Tr 2, 3, 6	Ditch Cut	Linear ditch running NW-SE across site. Near V shaped. Crosses trenches 2, 3 and 6. Finds from section in trench 6.	
0005	0004	Tr 2	Ditch Fill	Fill of ditch 0004 in trench 2. Mid/pale brown sand with regular small pebbles and a firm compaction. Some animal disturbance.	No
0006	0004	Tr 3	Ditch Fill	Fill of ditch 0004 in trench 3. Mid/pale brown silty sand with regular small pebbles and a firm compaction.	Yes
0007	0007	Tr 3	Pit Cut	Small pit at E end of trench 3. Elongated oval shape with steeply sloping sides.	
0008	0007	Tr 3	Pit Fill	Fill of pit 0007 in trench 3. Mid brown soft sand with occasional stones.	No
0009	0004	Tr 6	Ditch Fill	Fill of ditch 0004 in trench 6. Pale brown silty sand with regular small pebbles and a firm compaction.	Yes
0010	0010	Tr 6	Pit Cut	Small circular pit cut in centre of trench. Steeply sloping sides and an even base. U shape section.	
0011	0010	Tr 6	Pit Fill	Fill of pit 0010 in trench 6. Mid brown soft sand with occasional stones.	No
0012	0012	Tr 6	Pit Cut	Pit partially in section in trench 6. Probably oval in shape. Steep sided with a flat base. Adjacent to ditch 004.	
0013	0012	Tr 6	Pit Fill	Fill of pit 0012 in trench 6. Dark grey brown soft sand with moderate lumps of pale yellow grey chalky clay throughout and moderate stones. This is the only clay within this trench - unusual.	Yes
0014	0014	Tr 6	Pit Cut	Circular pit at the W end of trench 6. Partially in section but probably circular. Shallow with gently sloping sides and an uneven base. No finds evidence from it but it 'feels' modern - only 0.2m deep and under only 0.2m of topsoil. Brightly coloured fresh looking fill.	
0015	0014	Tr 6	Pit Fill	Fill of pit 0014 in trench 6. Blackish brown grey sand with frequent stones (flints). Evidence of burning with charcoal flecks throughout. Burning appeared in situ - natural hard and compressed beneath and bright orange, as	No



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