

ARCHAEOLOGICAL EVALUATION REPORT

Chevington Hall CHV 021

A REPORT ON THE ARCHAEOLOGICAL EVALUATION, 2004
(Planning app. no. SE/04/1485/P)



D.Gill
Field Team
Suffolk C.C. Archaeological Service

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Lucy Robinson, County Director of Environment and Transport
Endeavour House, Russel Road, Ipswich, IP1 2BX

SCCAS Report No. 2004/54

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List of Contributors

All Suffolk C.C. Archaeological Service unless otherwise stated.

David Gill Senior Project Officer
Sue Anderson Finds Manager

Acknowledgements

This project was funded by Dr. G. Winter and was monitored by R.D. Carr (Suffolk County Council Archaeological Service, Conservation Team).

The excavation was carried out by David Gill and Robert Brookes from Suffolk County Council Archaeological Service, Field Team.

Summary

Evidence of a medieval building, consisting of a sequence of floors and a probable post setting, was found during evaluation at Chevington Hall. The layered floors suggest that there were at least two phases to the building and pottery evidence indicates that these were occupied during the 13th-14th centuries. The substantial post setting was thought to be an aisle post and therefore supported a building with a very wide roof span, a large hall or barn type building.

The archaeological layer was buried below rubble layers containing debris, deposited during the 19th century, but which are from a building constructed in the high and late medieval period. It could be demonstrated that this was not from an *in situ* collapse and must have been imported from elsewhere on the site. The presence of possibly early medieval roof tiles from within this assemblage, however, is further testament to the presence of high status buildings on the site.

SMR information

| | |
|--------------------------|--------------------------|
| Planning application no. | SE/04/1485/P |
| Date of fieldwork: | 28/05/2004 |
| Grid Reference: | TL 7893 6020 |
| Funding body: | Dr. G. Winter, landowner |

1. Introduction

A series of trenches was excavated as part of the archaeological evaluation at Chevington Hall. The work was a condition of consent on planning application SE/04/1485/P, to extend the house, with the building of a kitchen and conservatory, and lowering of some of the surrounding ground levels. The aims of the evaluation were to establish whether any archaeological deposits existed in the area that would be affected by the proposed development, and to provide information so that any necessary strategy for their preservation could be planned. The evaluation was carried out during May 2004 by members of Suffolk County Council's Archaeological Service in accordance with a brief and specification by Conservation Officer, R.D. Carr (Appendix 1) and funded by the landowner, Dr G. Winter.

The development area lies at TL 7893 6020, to the rear of Chevington Hall farmhouse (Fig. 1) and at the centre of a large moated enclosure, recorded in the County Sites and Monuments Record (site CHV 003). The moat is clearly linked by documentary evidence to the site of a residence for the Abbots of St. Edmund's Abbey, Bury St. Edmunds and the manor of Chevington belonged to the Abbots at the time of Domesday (1086). The potential for significant residence from the 11th to the 16th centuries is high. The present house dates to the 16th century but contains medieval timbers; a survey and inventory of the 16th century indicates that there was a sizeable earlier dwelling but the position of buildings or the layout of the ancillary structures within the confines of the moat island is unknown.

2. Methodology

Three trenches were excavated with a mini-digger fitted with a 1.6m wide toothless ditching bucket. The trenches were positioned, in accordance with the brief and specification, to sample the site of the proposed kitchen and conservatory extension, and the area of ground level reduction. The machine removed an overburden of brick rubble and a re-deposited clay layer, to expose the top of the archaeological levels. This level was cleaned by hand, all possible archaeological features sampled, and recorded in plan and section at 1:20; digital photographs were also taken. A written description of each trench was made, recording the depth to the archaeological horizon, the nature of the subsoil and the overlying soil profile. The positions of the trenches were plotted on to the Ordnance Survey grid. The concrete sill against the rear of the house was used as a temporary datum and levels were taken on the significant archaeological horizons. All finds were collected and retained for analysis by specialists and the finds and site records have been archived at the County Council Archaeological Store at Shire Hall, Bury St. Edmunds, and with the county Sites and Monuments Record, under the site code CHV 021.

In addition to the trenches required of the archaeological condition, a 1.5 m² sondage was machine excavated, at the request of the landowner, to determine the nature of the causeway between the pond and the northern arm of the moat.

3. Results

A total area of 36.5sq.m was opened and in each of the trenches the medieval archaeological horizon was c.60cm below the present ground surface. This depth was made up of a layer of brick rubble overlying a horizon of re-deposited clay.

Trench 1 (Fig. 2)

Trench 1 ran north–south, sampling the area of the proposed kitchen extension. Topsoil and a layer of brick rubble, 0001, was removed to reveal the stub of a narrow wall, 0002. The wall ran north-west–south-east across the trench and was constructed of flint, tile and brick rubble bonded with a lime mortar. The wall was built into a wide footing trench, cut from just below the topsoil and post-dating the deposition of the rubble layer 0001. The footing trench was infilled with a mortar similar to that used in the wall. The wall was laid out on the orientation of the house but not aligned with the edge of the gable, and the rustic style of build suggests that this was

probably a garden wall rather than the remains of a range at the rear of the house. To the south of the wall was a narrow steep-sided ditch, this was also a relatively recent intervention and cut all of the stratified layers within the trench.

The brick rubble layer 0001 lay in a 15-20cm band just below the topsoil and was recorded as a uniform horizon in all of the trenches. The bricks and tiles were all broken into small fragments so no brick measurements were possible, the bricks were probably Tudor but the tiles are thought to originally have come from a building constructed in the high or late medieval period. There was no indication that this was an *in situ* collapse and the material appears to have been imported from elsewhere on the site. Ceramics from within this layer suggest that this deposition occurred in the 19th century.

Below the rubble was a thick band of clean clay up to 30cm deep, this also extended all over the development area and was recorded in each of the trenches. In Trench 1 the surface of the clay, 0007, was cut by a bowl-like feature, 0003. This was burnt across its base and infilled with a pale grey clay; pottery dating to 12th-14th century was collected from the burnt layer at its base although this must be residual as later material was found stratigraphically below it. Alongside the pit was a spread of degraded mortar/chalk and charcoal within a shallow hollow; these features suggested that the level at the top of the clay was once an occupation surface.

The clay overlay evidence of an earlier occupation at the base of the trench, and appeared to be a watershed between these two periods. The earlier occupation was evidenced by a spread of mixed clay, burnt clay and charcoal, the result of the demolition of a structure or occupation debris. This material, 0004, lay in a inclined horizon suggesting that these were tipped or spread from a raised platform or surface to the south. This sloping profile was also reflected in the lie of the overlying clay 0007. At the base of the trench and cutting into the natural clay subsoil was a shallow pit 0005. Layer 0004 and had slumped into the pit and sealed it. The pit was backfilled with muddy clay and mortar, and produced 16th century brick fragments.

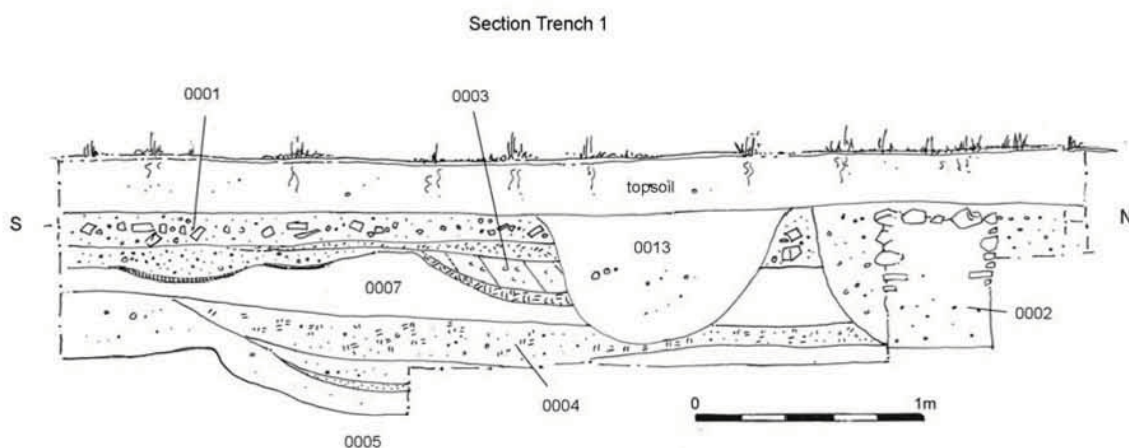


Figure 2. Trench 1 section

Trench 2

Trench 2 was excavated adjacent to the single storey out-shot range, in the area of proposed ground-level reduction. The brick rubble 0001 and the clay 0007 seen in Trench 1 continued into

Trench 2. The clay was clean and archaeologically sterile and came away to reveal thin occupation or destruction layers over a hard fired clay surface, 0008. The fired clay extended over the complete area of the trench and was made up of silty clay with a high chalk content. This appeared to have been worked into a fine even textured material, which was baked hard and to a deep orange, to a depth of about 8-10cm. The surface of 0008, although flat, was uneven and it was unlike a finished face. Below 0008 was a soft, black silt 0012, the colour may have been due to charcoal and the result of burning or the decayed turf line of the buried pre-medieval ground surface.

Surface 0008, was covered with by thin layer of charcoal 0011, degraded mortar and burnt clay 0009 (Figs. 3 and 4). The charcoal, at the base of this sequence, was thought to be associated with the final use or the destruction of the surface 0008 and produced sherds of pottery dated to the 13th-14th century. The degraded mortar was possibly a vestige of the bedding for a tile floor and this and the overlying layer of burnt clay are probably related to a later phase of build.

A broad shallow pit 0010, packed with large flints and topped with grey clay cut the surface, 0008. The flints and the clay within the feature showed no evidence of burning and therefore the feature is not thought to be associated with the events that had formed the hard firing of 0008. The pit is probably a consolidated post-pad, a solid foundation for a large load bearing post, and a strong indication that this area is within the footprint of a well constructed building. The layer of possible bedding mortar 0009, which overlay 0008, surrounded pit 0010, respecting its position and implying that it was laid down once the post was in place. It is therefore likely that the two are associated and are indications of a second phase of build.

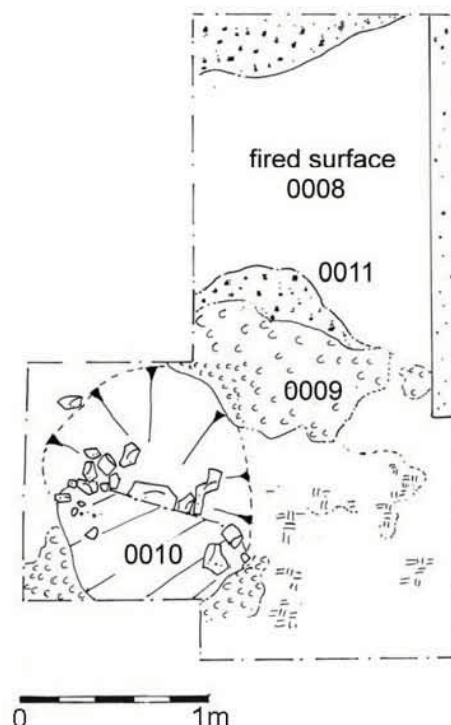


Figure 3. Plan of trench 2

Section Trench 2

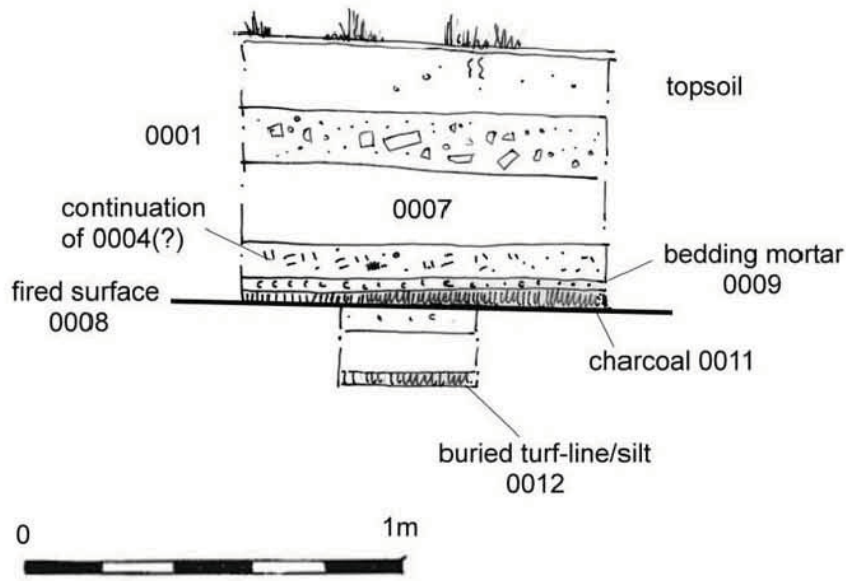


Figure 4. Trench 2 section

Trench 3

Trench 3 was a small sondage, c.1.5m², across the line of the west wall of the proposed conservatory (Fig.5). The soil profile here was similar to that seen in Trench 2 and the hard fired surface, 0008, continued into this area.

Section Trench 3

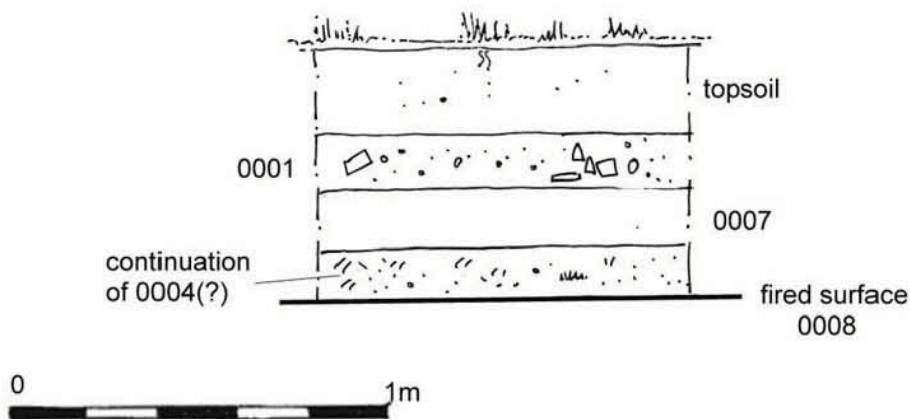


Figure 5. Trench 3 section

Causeway

A test hole was excavated in the 'causeway', which divides the northern arm of the moat from the large pond on the east side of the platform. The ground level across the causeway was sunken, reflecting the contour of the moat ditch, and the testhole was positioned centrally

towards the lowest spot. The soil profile here was made up of a 1.5m deep, single deposit of pale grey brown clay which buried a thin horizon of black and organic silt/mud, suggesting that this was an infilled section of the moat. Removal of the silt/mud at the base of the testhole revealed a layer of closely spaced flint and gravel; this material was a distinct geological change and represented either a constructed lining to the moat or a natural gravel seam through which ground water could rise.

4. Finds and environmental evidence by Sue Anderson

Introduction

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

| OP | Pottery | | CBM | | Glass | | Bone | | Miscellaneous | Spotdate |
|--------------|-----------|------------|-----------|-------------|----------|------------|----------|-----------|---------------|------------|
| | No. | Wt/g | No. | Wt/g | No. | Wt/g | No. | Wt/g | | |
| 0001 | 11 | 169 | 9 | 1480 | 1 | 21 | 3 | 35 | | 19/20th c. |
| 0003 | 2 | 16 | | | | | | | | 12/13th c. |
| 0005 | | | 4 | 112 | | | 4 | 16 | | 15/16th c. |
| 0006 | 4 | 70 | 4 | 1020 | 1 | 227 | 1 | 9 | 1 oyster (5g) | 19th c. |
| 0011 | 4 | 15 | | | | | | | | 13/14th c. |
| Total | 21 | 270 | 17 | 2612 | 2 | 248 | 8 | 60 | | |

Pottery

The majority of pottery from this site was post-medieval and recovered from the upper layers 0001/0006. It included six sherds of iron-glazed blackware, one piece of Westerwald stoneware and four sherds of refined whiteware (0001), and a late medieval and transitional ware bowl rim, a finely painted body sherd from a globular vessel in polychrome tin-glazed earthenware, a rim sherd of an industrial slipware mug, and a hand-painted porcelain footring base (0006).

Medieval coarseware (12th-14th c.) was found in 0003 and 0011, and consisted of Bury-type fabrics. The presence of the fine fabric (BSFW) in 0011 suggested a 13th/14th century date.

Ceramic building material (CBM)

The CBM assemblage consisted of twelve pieces of roof tile and five pieces of brick. Most of it came from layer 0001/0006. The roof tile was in medium to coarse sandy fabrics and included some pieces with reduced cores. This tends to suggest an early date in tile production, although the exact century is difficult to pin down. The brick included three fragments which were 45mm thick (all in different fabrics) and this suggests a probable Tudor date. One piece (0005), in a dark purple fabric with large ferrous inclusions, appeared to have been shaped by rubbing.

Glass

One fragment of modern bottle glass was collected from 0001 and there was a piece of post-medieval 'onion bottle' base from 0006.

Animal bone and shell

Fragments of animal bone included domestic fowl (humerus and tibio-tarsus), large mammal (vertebra, ribs), sheep (radius and humerus). The bones were in good condition and probably post-medieval. One oyster shell was recovered from 0006.

Discussion

Pottery from the overlying layers 0001 and 0006 suggests that these were deposited in the 19th century, although earlier pieces are also present. Fragments of porcelain and polychrome tin

glazed earthenware indicate a degree of status in the 18th century, but all the other pottery is of common utilitarian types.

The ceramic building material, although not closely datable, can be tentatively assigned to the high and late medieval periods and may well have been part of the earlier hall or associated buildings. Several fabrics are present, indicating the use of more than one source. Recent work on documentary sources has shown that a tile kiln had been constructed on the land of Chevington manor by 1419-20 (Breen 2004), but that in 1392-93 1500 tiles were bought for repairs to the solar, bakehouse and stables at the hall, and some of these were brought from Bradfield. It is possible that some of the roof tiles from the site belong to this early period of tile use.

5. Discussion

The results of the evaluation demonstrate evidence of an early medieval building within the sampled area. The ground level here has been raised by the deposition of clay and building rubble, sealing the archaeological deposit, which was consequently well preserved.

The evidence for the medieval building consisted of a series of surfaces and layers representing a possible sequence of floors with layers of occupation debris overlying them, and a probable post setting. The layered floors suggest that there were at least two phases to the building and pottery evidence indicates that these were occupied during the 13th-14th century.

The first phase of the building is represented by the hard fired surface 0008, which was identified in trenches 2 and 3. It is thought that 0008 was part of a floor, it being flat, level and widespread. The clay that made up 0008 had a fine even texture with a high chalk content, and looked as though it had been prepared, either by trampling or puddling. It appeared to be a sub-base rather than the floor itself, it was rough textured, and there were no areas polished smooth by wear, or evidence of a surface finish such as tiles. The burning was extensive and deep but relatively even over the whole of the sampled area, with no sign of the focus or centre of burning to suggest that site of a hearth or oven. There was no evidence of vitrification of the clay, which would be indicative of extreme temperatures, and no material evidence to suggest that the burning was part of an industrial process. The hard firing of 0008 is thought to be the result of the burning down of the first phase of the building, which would have created the necessary heat to bake the clay to the depth exhibited. Any floor surface would have protected the clay from localised burning and may have been cleared in advance of the phase 2 rebuild.

There appeared to be slight drop in level to the archaeological horizon in Trench 1 from trenches 2 and 3, and the layers in Trench 1 most noticeably 0004 and 0007, lie at a slope. This illustrates that the forming of the floor 0008 created a raised platform and the layers within Trench 1 were deposits associated with the occupation or destruction of the building tipping off the platform edge.

Evidence of the second phase building, the post pad and bedding mortar for the later floor, were laid directly over 0008, indicating that the site was cleared, removing any vestige of the floor's (?)fire damaged surface prior to rebuilding.

The substantial post pad and the indication of an associated tile floor, suggested by the layer of bedding mortar around the post position, is an indication of the magnitude and status of the structure. The post appears to be free standing and is sited within the floor area rather than part of a wall against the floor edge. This suggests that it was an aisle post and therefore supported a building with a very wide roof span, a large hall or barn type building.

The deposition of the clay 0007 appears to be a watershed layer, sealing the deposits associated with the medieval building and a closure to its demolition. Brick rubble from pit 0005 below the clay dates the demolition to no earlier than late 15th or early 16th century. The deposit was a clean grey clay and either the result of moat clearance or more likely the groundworks for the building of the present house, and as such an indication that the present house is the immediate successor to the medieval range.

The upper rubble layers were deposited during the 19th century but are from a building constructed in the high and late medieval period. There is a mixture of fabrics suggesting that the CBM come from several sources, either more than one building or one that had undergone repair. As it overlies the clay, thought to be associated with the building of the present house, it is unlikely to have come from an *in situ* collapse and must have been imported from elsewhere on the site. The presence of possibly early medieval roof tiles within this assemblage is further testament to the presence of high status buildings on the site.

The restriction of the building evidence to Trenches 2 and 3 suggests that the northern edge of the building must be between trenches 2 and 1. This falls on a line drawn between the putative entrance on the western side of the moat, suggested by a break in the bank, and the entrance on the eastern side, across the causeway between the ponds. This invites the suggestion that there may have been a pathway across the platform dividing it in two, with this building fronting it. The moated palace at South Elmham (SEC002) follows this layout and may be a model for the Chevington site. This division of the platform may represent a difference between *upper buildings*, the high status accommodation and reception ranges, and the *lower*, service, buildings. This separation by status may be seen as an echo of the separate baileys within an early medieval castle.

6. Recommendations

The evaluation has demonstrated that there is a well preserved stratified archaeological deposit on the site and any intervention into this deposit cannot be undertaken without a programme of extensive archaeological work (see Fig 6 for depths to archaeology). The archaeological layers are however protected beneath an overburden and while these overlying layers are made up of material indicative of the medieval occupation, they are unstratified and therefore of limited archaeological value. It is recommended that, if possible, the groundworks are restricted to this overburden, allowing for a protective buffer, and these works be subject to archaeological monitoring.

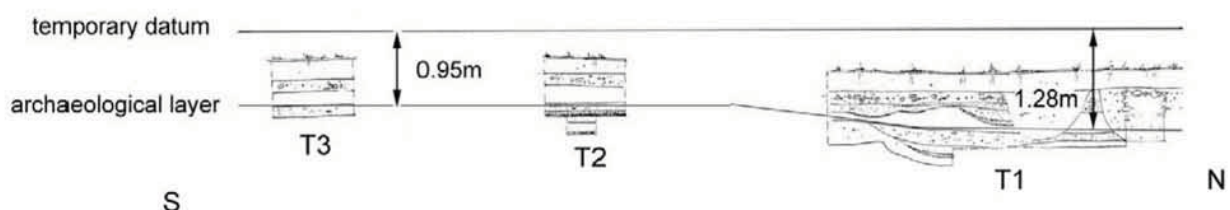


Figure 6. Combined sections showing depths to the top of the medieval archaeology

References

Breen, A., 2004, 'Chevington Tile Kiln Project: draft documentary report'. Archive report.

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.

**SUFFOLK COUNTY COUNCIL
ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM**

Brief and Specification for an Archaeological Evaluation

Chevington Hall

1. Background

- 1.1 An application [SE/04/1485/P] has been made to extend the house to form a kitchen and a conservatory; a further area of ground disturbance will be required to lower the external ground level on the west face of the house beside the kitchen extension.
- 1.2 The Planning Authority **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 The development area falls within the area of the moated enclosure recorded in the County Sites & Monuments Register (CHV003). The moat is clearly linked by documentary evidence to the site of a residence for the Abbots of St Edmunds Abbey, Bury; the manor of Chevington belonged to the Abbots at the time of Domesday Book (1086). A survey and inventory of the 16th century suggest a sizeable dwelling within the moat. The location within the confines of the moat island of any such dwelling, or the expected ancillary structures, is not known. The potential for significant settlement from the 11th to the 16th centuries is adequately demonstrated.
- 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 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.

2. Brief for the Archaeological Evaluation

- 2.1 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.

- 2.2 Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.
- 2.3 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.
- 2.4 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.
- 2.7 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 cut across the line of the proposed kitchen and conservatory extensions, and to sample the area of potential ground lowering for an exterior patio beside the kitchen area. The trenching design is to be agreed with the Archaeological Conservation Team.
- 3.2 The topsoil may be mechanically removed using an appropriate machine fitted with toothless bucket and other equipment. 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. so lid 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 The contractor shall 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 P Murphy, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy and Wiltshire 1994) is available.
- 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 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).
- 3.9 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.
- 3.10 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. Any variations from this must be agreed with the Conservation Team.
- 3.11 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies.
- 3.12 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.
- 4.2 The composition of the project staff must be detailed and agreed (this is to include any subcontractors).
- 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.
- 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. 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.
- 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.

Specification by:

R D Carr Date: 21 May 2004

Reference: /Chevington2004

CONSERVATION TEAM Archaeological Service SUFFOLK COUNTY COUNCIL

Shire Hall Bury St Edmunds IP33 2AR 01284 352443

This brief and specification remains valid for 12 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.

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.

