

ARCHAEOLOGICAL EVALUATION REPORT

Elmside Farm, Finningham Road, Walsham Le Willows WLW 095

A REPORT ON THE ARCHAEOLOGICAL EVALUATION, 2007
(Planning app. no. Pre planning)

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Field Team
Suffolk C.C. Archaeological Service

© August 2007

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List of Contributors

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

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Acknowledgements

This project was funded by Hopkins Homes Ltd and was monitored by Jess Tipper (Suffolk County Council Archaeological Service, Conservation Team).

The excavation was carried out by John Craven and Andrew Beverton from Suffolk County Council Archaeological Service, Field Team.

The project was directed by John Craven, and managed by Andrew Tester, who also provided advice during the production of the report.

The post-excavation was managed by Richenda Goffin. Finds processing and the producing of site plans and sections was carried out by Gemma Adams, and the specialist finds report by Cathy Tester.

Summary

An archaeological evaluation in advance of housing development at Elmside Farm, Walsham Le Willows identified unstratified evidence of a phase of activity in the Roman period with possible associated truncated features. A medieval phase of activity, consisting of unstratified material and a pair of parallel ditches in broad alignment with the adjacent Townhouse Road, was also identified. The site therefore has high potential for development groundworks to disturb further evidence of Roman and medieval occupation and so further stages of archaeological work were recommended.

SMR information

Planning application no. Pre-planning
Date of fieldwork: 14th August 2007
Grid Reference: TM 00727123
Funding body: Hopkins Homes Ltd
Oasis reference Suffolkc1-30083

1. Introduction

An archaeological evaluation was carried out in advance of development at Elmside Farm, Walsham Le Willows. The work was carried out to a Brief and Specification issued by Jess Tipper (Suffolk County Council Archaeological Service, Conservation Team – Appendix 1) in order to meet the condition which would be placed on any future planning application. The work was funded by the developer, Hopkins Homes Ltd.

The site lies at TM 00727123, and consists of Elmside Farm, a modern property and its garden, lying adjacent to the junction of Finningham Road and Townhouse Road (Fig. 1). The proposed planning application will involve the demolition of Elmside Farmhouse and the incorporation of the site into the adjacent housing development which occupies the area of the former farmyard and buildings.

This larger development area has already been subject to a programme of archaeological trial trenching and targeted excavation, WLW 093 (Fig. 2). A first phase of trenching prior to demolition of the farm buildings (Tester 2006) identified a 13th century medieval building fronting onto Finningham Road, a possible former pond to the west and fragmentary evidence of prehistoric and Roman settlement to the south of the farmhouse.

Following the clearance of the site, a second phase of evaluation trenches identified a further medieval ditch whilst metal detecting recovered a small scatter of Roman coins to the south of the farmhouse. A small excavation was simultaneously carried out on the medieval building (SCCAS Report in prep). Roman deposits have also been identified at WLW 010, 30m to the east.

The site of the farmhouse, essentially part of the same post-medieval farm complex as investigated in WLW 093, therefore had potential for further medieval or Roman deposits. A programme of archaeological evaluation was required to assess the archaeological potential of the site and to establish any archaeological implications for its development.

2. Methodology

The trench formed an 'L' shape, c.27m in total length or c.54sqm in area. This was less than the amount specified by Jess Tipper as areas occupied by the farmhouse, driveway and tree canopies were unavailable for trenching. The trench was excavated by a machine equipped with a 2m ditching bucket to the top of the natural subsoil surface or the archaeological levels, the subsoil being a mix of yellow/ brown silt/clay and gravels. This generally involved the removal of c.0.4m topsoil and a layer, c.0.3m-0.4m thick of homogenous mid-dark brown silt/clay loam and gravel. This layer directly overlaid the subsoil surface and sealed the archaeological features. Unstratified material was recovered from the trench and upcast spoil during machining and numbered as 0001 and 0004. Further unstratified finds were collected during the trench backfilling as 0023.

Archaeological features were then cleaned and excavated by hand with features being recorded using a single context continuous numbering system. The trench was planned by hand at a scale of 1:100 and tied in by hand to the footprint of the house. Sections were drawn at a scale of 1:20. Digital colour photographs were taken of all stages of the fieldwork, and are included in the archive.

Site data has been input onto an MS Access database and recorded using the County Sites and Monuments code WLW 095. Bulk finds were washed, marked and quantified, and the resultant data was also entered onto a database. Inked copies of section and drawings have also been made.

An OASIS form has been completed for the project (reference no. suffolkc1-30083) and a digital copy of the report submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>).

The site archive is kept in the main store of Suffolk County Council Archaeological Service at Bury St Edmunds under SMR No. WLW 095.

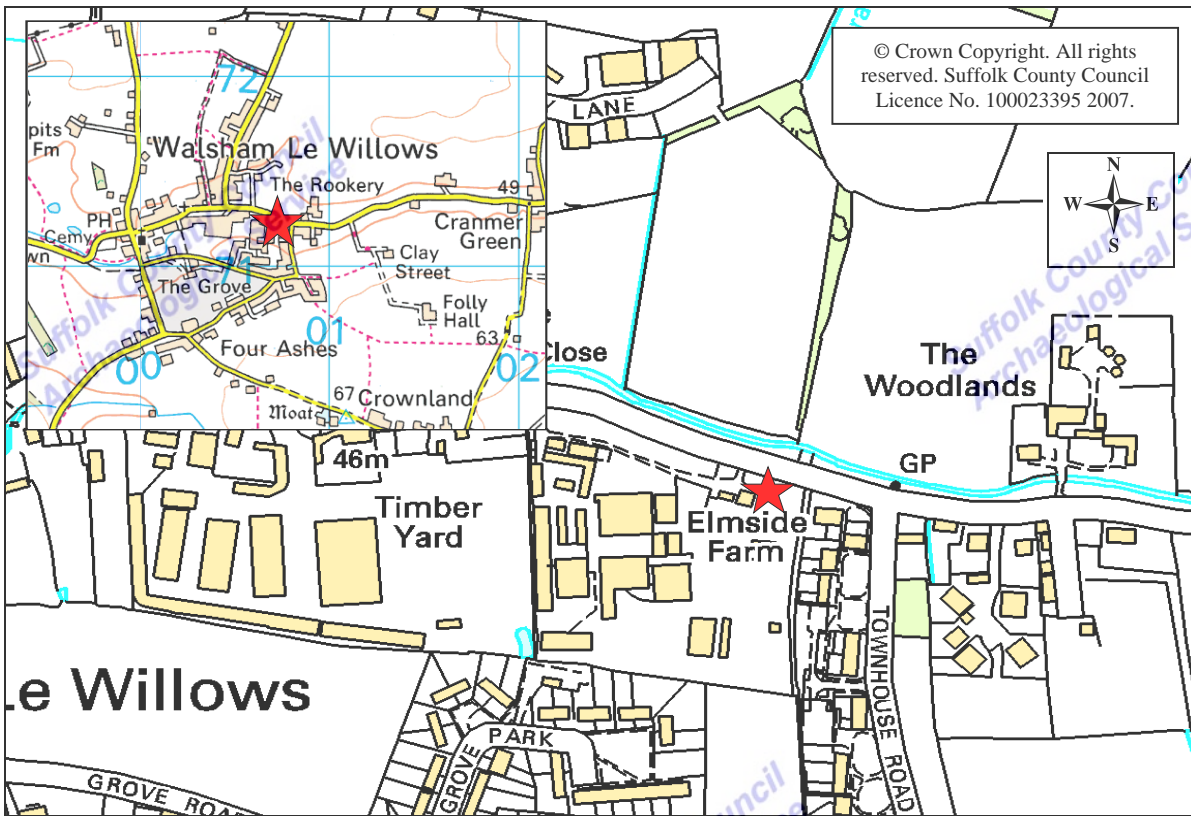


Figure 1. Site location plan

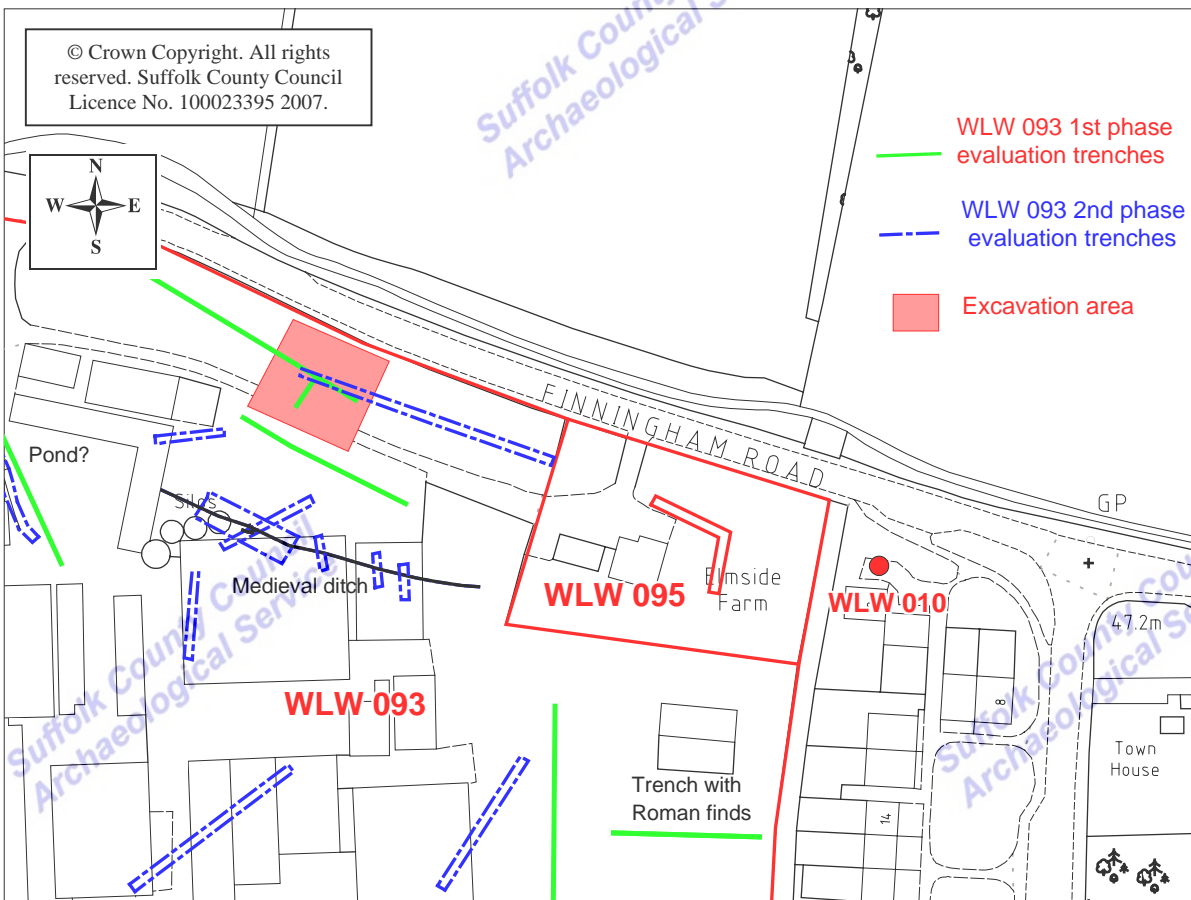


Figure 2. Site in relation to WLW 093

3. Results

With the removal of the layer of homogenous mid-dark brown silt/clay loam and gravel, several archaeological features were visible cutting the natural subsoil. Slight truncation to the features by the machine was apparent and the unstratified finds, 0001, 0004 and 0023, may have come from either the overlying deposit or the features themselves. This unstratified material consisted of 35 sherds of pottery, of mixed Roman and medieval date.

0002 was a ditch, aligned north to south, measuring 1.1m wide and 0.3m deep. Partially cut by a modern service trench it had moderate sloping sides and a flat base with a shallow ledge on the eastern side. Its fill, 0003, was a mid/dark grey/brown clay/loam with gravel.

0005 was a linear ditch, aligned north to south, which was seen running along the length of the trench. As it headed southwards it narrowed slightly, becoming slightly irregular in plan. Three sections were excavated along its length, 0006, 0008 and 0021.

In section 0006 it measured 0.9m wide and 0.18m deep with moderate sloping sides and a flat base. Its fill, 0007, was a mid grey/brown clay/silt loam with gravel from which four sherds of Roman pottery and a single medieval sherd were recovered.

In section 0008 it measured 0.6m wide and 0.3m deep with moderate sloping sides and a concave base. Eight sherds of Roman pottery and two of medieval date were recovered from its fill, 0009, of mid/dark brown clay/loam with gravel.

In section 0021 it measured 0.6m wide and 0.14m deep with moderate sloping sides and a flat base and had a fill, 0022, of mid/dark brown silt/clay loam with gravel from which five sherds of Roman pottery were recovered.

0010 was a possible oval posthole or slot. Situated in line with 0016, which lay to the south, it may be a possible truncated continuation of that feature. Irregular in plan it was undefined after excavation but broadly measured 0.8m by 0.3m and was 0.06m deep. Its fill, 0011, was a light-mid grey/brown silt/clay from which six sherds of Roman pottery were recovered.

0012 was an east to west aligned ditch or gully, visible between the trench edge and 0005 which cut it. Measuring 0.45m wide and 0.3m deep, with steep sides and a concave base, it had been partially truncated by the machining. Its fill, 0013, was a mid brown clay/loam with occasional gravel.

0014 was a circular posthole, measuring 0.25m in diameter and 0.2m deep, with steep sides and an irregular base. Its fill, 0015, was a mid-dark brown silt/clay with a collection of densely packed flints at its base, possibly forming the packing around, or a pad under, a post. A single sherd of Roman pottery was recovered.

0016 was a possible gully, aligned north to south, which had been partially truncated by machine and so only the base survived. Totalling 2.5m in length it faded away to north and south. Three sections, 0017, 0018 and 0019, were excavated which showed it to be 0.2m wide and only 0.05m deep with a single fill, 0020, of mid brown clay loam.

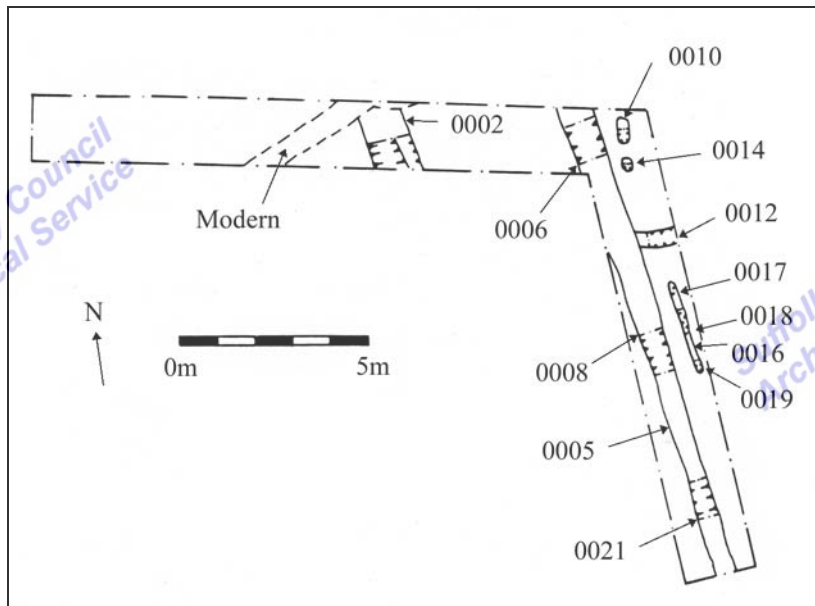


Figure 3. Trench plan

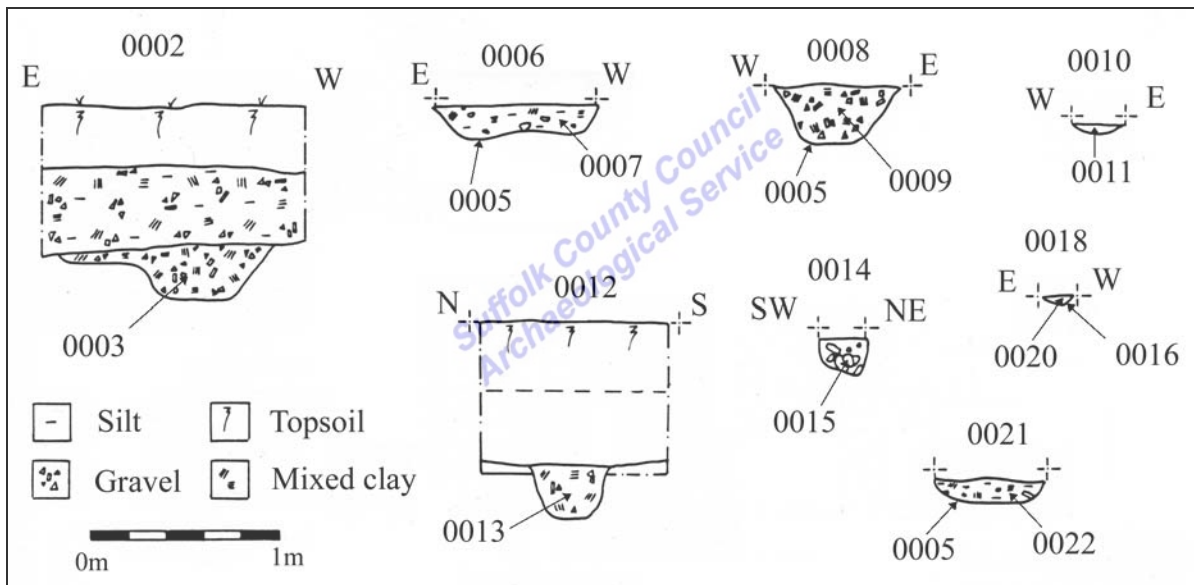


Figure 4. Sections

4. The Finds

Cathy Tester

4.1. Introduction

Finds were collected from eight contexts and the quantities by context are shown in the table below.

OP	Pottery		Animal bone		Spotdate
	No.	Wt/g	No.	Wt/g	
0001	15	216			12-14th c
0004	14	197			12-14th c
0007	5	55			Med
0009	10	79			Med
0011	6	86			Rom C2+
0015	1	30			Rom
0022	5	80	3	30	Rom C2+
0023	6	142			Med 12-14th c
Total	62	885	3	30	

Table 1. Finds quantities.

4.2. Pottery

Eight evaluation contexts from three features and three unstratified collections produced a total of 62 sherds of Roman and medieval pottery weighing 885g. The quantities by fabric and period are summarised in the table below and a detailed catalogue by context is in Appendix 03.

Fabric	Code	No	% No	Wt/g	% Wt	Eve	% Eve
Micaceous grey wares (black surfaced)	GMB	14	22.6	230	26.0	19	15.1
Micaceous grey wares (grey surfaced)	GMG	31	50.0	368	41.6	57	45.2
Miscellaneous sandy grey wares	GX	7	11.3	70	7.9	26	20.6
Horningsea grey wares	HOG	2	3.2	48	5.4	8	6.3
<i>Total Roman wares</i>		<i>54</i>	<i>87.1</i>	<i>716</i>	<i>80.9</i>	<i>110</i>	<i>87.3</i>
Medieval coarsewares	MCW	7	11.3	161	18.2	16	12.7
Unprovenanced glazed wares	UPG	1	1.6	8	0.9	0	0.0
<i>Total medieval wares</i>		<i>8</i>	<i>12.9</i>	<i>169</i>	<i>19.1</i>	<i>16</i>	<i>12.7</i>
Total pottery		62	100.0	885	100.0	126	100.0

Table 2. Pottery fabric quantities

4.2.1. Methodology

The pottery was quantified by count, weight and estimated vessel equivalent (EVE). Roman wares were classified using the 'Pakenham' type series (unpublished) which is standard for all SCCAS excavations but is supplemented by Evans' (1991) notes on Horningsea pottery. Post-Roman fabric codes were assigned from the Suffolk post-Roman fabric series. Each sherd family was given a separate entry in the database table and an individual spotdate when possible. A x10 binocular microscope was used to identify the fabrics. Table 2 provides a key to the fabrics present in this assemblage, listing them by common name followed by the codes used for this report. SCCAS pottery recording forms were used and the records were input onto an ACCESS 97 database table.

4.2.2. Roman pottery

A total of 54 sherds of Roman pottery were collected and four local or regional coarseware fabric groups were identified. No fineware or imported pottery is present in this collection.

Micaceous wares in the black and grey-surfaced variants (GMB and GMG) are most common and together account for more than two-thirds of the pottery assemblage (72% count, 67%

weight, 60% EVE's). All of the sherds are in the standard GM fabric with a fine uniform sandy texture and few other inclusions apart from very abundant mica throughout. A source at nearby Wattisfield is probable. The datable pieces are 2nd century or later and no early Roman material is apparent. GMB is represented by straight-sided dishes with plain and grooved rims (type 6.19.1 and 6.19.3) and an uncertain jar form. GMG is represented by a straight-sided bead-rimmed dish, a rounded jar with reverse-S profile and a mid-body groove (type 5.4) and other uncertain jars with diameters ranging from 140-340mm. One sherd has limescale on its interior surface indicating its use as a 'kettle.'

Other wares are minor elements of the collection. Miscellaneous sandy greywares (GX) are represented by non diagnostic jar sherds and Horningsea grey wares (HOG) are represented by rims from two large Evans type 9-10 storage jars which are mid 2nd century or later.

4.2.3. Medieval pottery

Eight fragments of medieval coarseware pottery which account for 19% of the assemblage weight and 12% of the count and EVE's were found in ditch 0005 and amongst the three unstratified collections (0001, 0004, 0023). The pieces, which are probably of 12th to 14th century date, are mainly non-diagnostic bodysherds with medium to coarse sandy fabrics and dark grey-black surfaces. Two have oxidised surfaces and one of them is an intumed jar rim with a lid seating. One piece in a pale buff-orange fabric has splashes of clear glaze on its exterior.

4.3. Animal bone

Three fragments of animal bone (30g) were collected from ditch 0005 section 0021 (0022) and were identified as a sheep scapula and long bone, both in poor condition.

4.4. Discussion

Eight evaluation contexts, from a ditch, two postholes and three unstratified collections produced finds consisting almost entirely of pottery, the majority of which is Roman and found in every context. Although the majority of the pottery is Roman, the excavated segments of ditch 0005 are dated by the presence of a few sherds of medieval coarseware pottery. The unstratified collections (0001, 0004 and 0023) also contained medieval coarsewares. Post-holes 0010 and 0014 are the only features with Roman-dated groups but the possibility that they are also later cannot be ruled out.

The Roman pottery assemblage is typical of rural sites in this part of the county and consists entirely of local and regional coarsewares, dominated by micaceous wares which most likely come from the kilns at nearby Wattisfield. The most datable pieces are 2nd century or later and the relatively large amount collected suggests that it has been redeposited from Roman features close by. This is supported by Roman finds located just to the south of this site during the earlier evaluation, WLW 093.

5. Discussion

The evaluation trench identified deposits relating to two phases of activity upon the site in the Roman and medieval periods. Archaeological features were sealed below the topsoil and a thick deposit of homogenous mid-dark brown silt/clay loam and gravel. The unstratified Roman and medieval pottery that was collected during machining is likely to have come from this layer and indicates that evidence of a phase of Roman occupation has previously been disturbed and mixed with later medieval activity.

Despite the presence of widespread Roman pottery there was little firm evidence of intact Roman deposits or features. Only the two small pits or postholes, 0010 and 0014, contained solely Roman material and, together with the possible gully or slot 0016, with which they are aligned, have probably been truncated. The function of these features is unclear but they could be part of an undefined structure. Other Roman pottery sherds which were found in ditch 0005 are thought to be residual deposits within the later medieval feature.

These possible features and associated material recovered during the evaluation is further evidence of rural Roman occupation in the area, in addition to that previously identified in the WLW 093 evaluation, 50m to the south and at WLW 010, 30m to the east.

The main features within the trench, ditches 0002 and 0005, run parallel to each other some 4m apart, and are therefore likely to be contemporary. 0002 was undated and although 0005 contained Roman material it is thought they are both of a medieval date due to the presence of sherds of medieval pottery in the excavated sections of 0005. 0005 also cut an earlier, undated ditch, 0012.

The alignment of these two ditches further suggests a medieval date as they run broadly parallel to Townhouse Road, which lies 70m to the east. They may, therefore, be marking previous boundaries behind any medieval occupation that once fronted onto that road or be marking the course of an earlier trackway.

6. Conclusion and Recommendations

The evaluation trench identified evidence of two phases of activity in the Roman and medieval periods. Roman material was located throughout the trench and is clearly part of a wider area of Roman occupation previously seen at WLW 010 and WLW 093. Although the presence of intact deposits was uncertain there is high potential for development groundworks to disturb further evidence of this Roman occupation.

The medieval deposits identified are further evidence of the medieval occupation that once fronted onto Finningham Road and, potentially, Townhouse Road. This also means that development groundworks will have high potential to disturb further evidence of medieval occupation.

It is recommended therefore that further archaeological work will be needed to record any archaeological deposits affected by development on this site.

J.A.Craven
Project Officer
Field Team, Suffolk County Council Archaeological Service
September 2007

References

Tester, A., 2006, *Elmside Farm, Walsham Le Willows, WLW 093*. SCCAS Report No. 2006/90.

Evans, J., 1991, 'Some notes on the Horningsea Roman pottery' *Journal of Roman Pottery Studies*, 4 33-43.

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.

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Appendix 1

SUFFOLK COUNTY COUNCIL ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM

Brief and Specification for an Archaeological Evaluation

ELMSIDE FARM, FINNINGHAM ROAD, WALSHAM-LE-WILLOWS

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

1. Background

- 1.1 A planning application is to be made to develop land at Elmside Farm, Finningham Road, Walsham-le-Willows (TM 0072 7123) (see accompanying plan).
- 1.2 The Planning Authority (Mid Suffolk) will be 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 proposal lies in an area of archaeological importance, recorded in the County Sites and Monuments Record. The development plot lies on a medieval, and possibly earlier, routeway. Recent excavations by Suffolk County Council Archaeological Service Contracts Team defined the remains of a medieval building immediately to the west of this site. In addition, there is a Roman finds scatter immediately to the east of the site (WLW 010). These strongly indicate the high potential for archaeological deposits to be archaeological deposits to be disturbed by this development.
- 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 105m² of the total area of ground disturbance (c. 0.21ha.; 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. 60m 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.

- 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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Reference: / ElmsideFarm-Walsham-le-Willows-2007

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.

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Appendix 2. WLW 095 context list

opno	feature	section	identifier	description	cuts	cutby	spotdate
0001			Finds	Unstratified finds from E-W arm of trench - mainly in eastern half.			
0002	0002		Ditch cut	Ditch, aligned N-S, partially cut by modern service trench. 1.1m wide and 0.3m deep with moderate sloping sides and a flat base. Shallow ledge on eastern side.			
0003	0002		Ditch fill	Mid/dark grey/brown clay/loam with gravel.			
0004			Finds	Unstratified finds from N-S arm of trench.			
0005	0005		Ditch cut	Linear ditch, aligned N-S. Narrows slightly to south where it was more irregular in plan. See sections 0006, 0008 and 0021. Probably overmachined in places and some of the unstratified material may have come from this ditch.	0012		
0006	0005	0006	Section	Section of ditch 0005. 0.9m wide and 0.18m deep with moderate sloping sides and a flat base.			
0007	0005	0006	Ditch fill	Mid grey/brown clay/silt loam with gravel.			
0008	0005	0008	Section	Section of ditch 0005. 0.6m wide and 0.3m deep with moderate sloping sides and a concave base.			
0009	0005	0008	Ditch fill	Mid/dark brown clay/loam with gravel.			
0010	0010		Posthole cut	Possible oval posthole or slot, irregular in plan and indistinct once excavated. Is in line with 0016 to the south - possible truncated continuation? 0.8m by 0.3m and 0.06m deep.			
0011	0010		Posthole fill	Light-mid grey/brown silt/clay.			
0012	0012		Ditch cut	E-W aligned ditch or gully, partially truncated by machine and cut by ditch 0005. 0.45m wide and 0.3m deep with steep sides and a concave base.			0005
0013	0012		Ditch fill	Mid brown clay/loam and occasional gravel.			
0014	0014		Posthole cut	Circular posthole, 0.25m diameter and 0.2m deep with steep sides and an irregular base.			
0015	0014		Posthole fill	Mid-dark brown silt/clay with dense flints at base - possible post packing or pad.			

opno	feature	section	identifier	description	cuts	cutby	spotdate
0016	0016		Gully cut	Possible N-S gully, in line with 0010. Ephemeral, probably machine truncated, fades away to north and south. 2.5m in length. See sections 0017, 0018 and 0019.			
0017	0016	0017	Section	Section of 0016. 0.2m wide, 0.05m deep.			
0018	0016	0018	Section	Section of 0016. 0.2m wide, 0.05m deep. Recorded.			
0019	0016	0019	Section	Section of 0016. 0.2m wide, 0.05m deep.			
0020	0016	0017 0018 0019	Gully fill	Fill of all sections of 0016. Mid brown clay loam.			
0021	0005	0021	Section	Section of ditch 0005. 0.6m wide and 0.14m deep with moderate sloping sides and a flat base.			
0022	0005	0021	Ditch fill	Mid/dark brown silt/clay loam with gravel.			
0023			Finds	Unstratified finds recovered during backfilling of trench			

Appendix 03: Pottery catalogue

OP	Fabric	Sherd	No	Wt/g	Form	Rim	Rim dia	Eve	Notes	Spotdate	
0001	MCW	b	1	36					Gritty fabric, orange-buff surface, red-orange core & interior	12-14th c	
	MCW	b	1	29					MCW? dark brown black surf, sandy	Med?	
	GMB	r	1	17	jar	7	240	6	Abraded	Rom	
	GMB	b	1	22	6 dish				Dish wall	C2+	
	GMB	r	1	8	6.19.3			200	7	2 grooves	MC2+
	GMG	r	1	23	jar			240	5		Rom
	GMG	r	1	14	4 Jar	7	140	10	Abraded	Rom	
	GMG	b	6	39					Misc. bodysherds, abr.	Rom	
	GMG	b	1	18					Thick, dec w sgl wavy line	Rom	
GX	r	1	10	jar	13	180	8	Abraded.	Rom		
0004	MCW	b	1	9					Abr. b/s l grey surf light orange core gritty	Med	
	MCW	b	1	33					Grey w soot/residue on exterior	Med	
	UPG	b	1	8					Buff-orange fabric w splashes of clear glaze	12-14th c	
	GMB	b	1	16	6 dish				Dish wall	C2+	
	GMB	b	2	39						Rom	
	GMG	r	1	6	6.18		180	6	Abraded.	MC2-MC3	
	GMG	b	4	41					Misc. bodysherds, abr	Rom	
	GX	r	1	24	4 Jar		140	18	Warped rim	Rom	
	GX	ba	1	17	jar				Abraded	Rom	
0007	MCW	b	1	5					Black coarse sand	Med	
	GMG	b	3	14					Abraded.	Rom	
	GMG	r	1	36	jar	8	280	11	Abraded.	Rom	
	0009	MCW	b	1	6					Dark gritty	med
		GMB	b	1	6						Rom
		GMG	b	3	13					Abraded	Rom
		GMG	r	1	13	jar	50	200	7		Rom
GX	b	3	15					Misc. bodysherds,	Rom		
HOG	r	1	26	4 Evans 9		300	4	White washed	MC2+		
0011	GMB	b	1	12						Rom	
	GMB	ba	1	22					Base type 3	Rom	
	GMG	ba	1	6						Rom	
	GMG	b	2	16					Abraded	Rom	
	GMG	r	1	30	jar	9	340	9		C2+	
0015	GMG	b	1	30						Rom	
0022	GMB	r	2	14	6.19.1		180	6		MC2+	
	GMB	b	1	35						Rom	
	GMG	b	1	9					Lime scaled int.	Rom	
	HOG	r	1	22	4 Evans 10-11		320	4	Evans 10-11	MC2+	
0023	MCW	r	1	43	jar		200	16	Oxidised surfs. dark grey core. lid seating rim	12-14th c	
	GMB	b	2	39					Abraded	Rom	
	GMG	b	1	32	5.4				V abr	C2	
	GMG	ba	1	13	jar				Base type 2. V abr	Rom	
	GMG	r	1	15	jar		180	9	V abr.	Rom	

Key: b = bodysherd; ba = base sherd; r = rimsherd.