
ARCHAEOLOGICAL EVALUATION REPORT

**ILKETSHALL HALL FARM,
ILKETSHALL ST ANDREW**

ISA 008

L. Everett
Field Team
Suffolk County Council Archaeological Service

© October 2007
SCCAS REPORT No. 2007/184
OASIS ID No. 33632

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Ilketshall Hall Farm, Ilketshall St. Andrew
ISA 008
Planning Application no. DC06/1399/FUL
Archaeological Evaluation Report no. 2007/184
OASIS ID no. 33632

Summary

Ilketshall St. Andrew, Ilketshall Hall Farm (TM376858; ISA 008) Evaluation on land at Ilketshall Hall Farm was required to investigate the archaeological potential of the site. Three ditches identified within the trenches may be associated with an early co-axial field system but all finds recovered from their fills were of post-medieval date. Three smaller linear features in Trench 2 appear to be associated with each other and pre-date at least one of the larger ditches, these contained a small quantity of early medieval pottery. No features contained sufficient evidence to suggest the presence of concentrated occupation in the direct vicinity. A single Neolithic or Bronze Age flint fragment raises the possibility of prehistoric activity in the area. (Linzi Everett for Suffolk County Council Archaeological Service and Mr. D. Parker; report no. 2007/184)

1. Introduction

Planning consent for the construction of a dwelling and new poultry barns on land at Ilketshall Hall Farm, Ilketshall St. Andrew, required a programme of archaeological work. The site lies at TM 376 858 (Fig. 1), at a height of approximately 45m OD within a flat field used as paddocks. Archaeological interest in this site is due to its close proximity to the known findspot of a Bronze Age palstave (ISL 003) and to a small medieval moat (ISA 002). The site also lies within a co-axial field system, a planned landscape which may date back to the Romano-British period.

Evaluation of the site was carried out by the Suffolk County Council Archaeological Service Field Team on 17th-19th September 2007 and was funded by Mr. D. Parker.

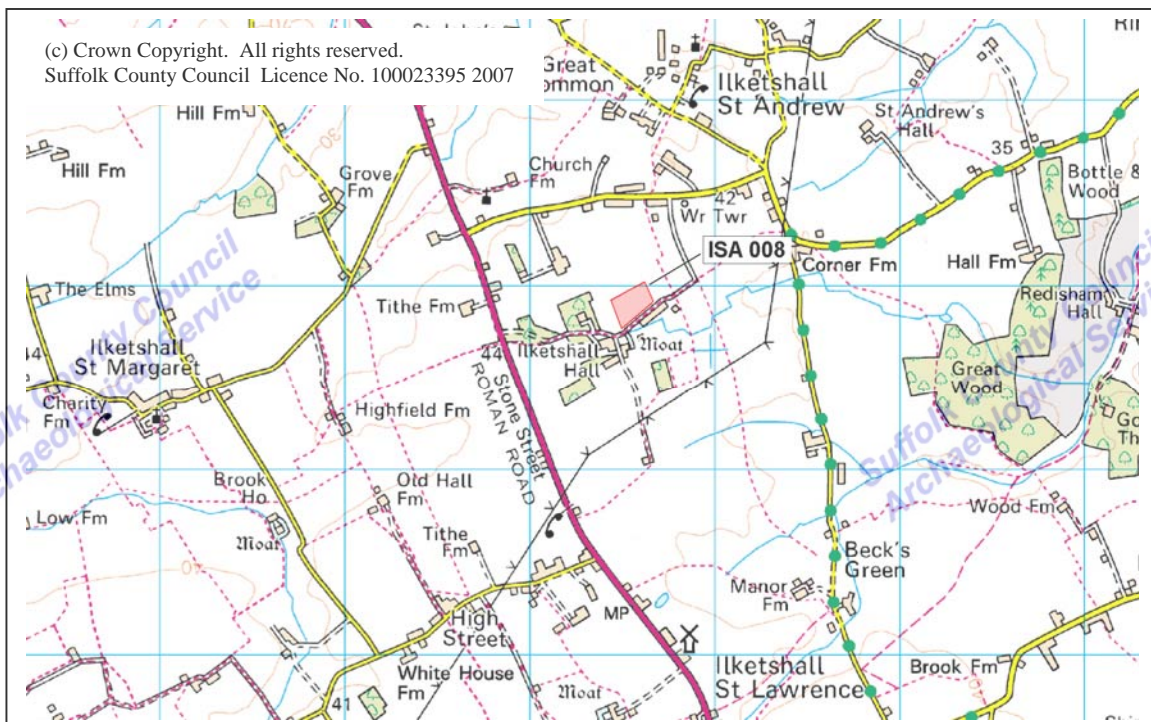


Figure 1: Site location

2. Methodology

The development area comprises approximately 23,100 square metres within which five trial-trenches were opened in locations agreed by the Conservation Team of Suffolk County Council’s Archaeological Service (Fig. 2). Trenches were excavated by a 360° mechanical excavator equipped with a 2 metre wide ditching bucket, under the supervision of an archaeologist. Overburden was removed from the trenches to the depth of the naturally occurring subsoil. In all, 590 metres of trench were opened over the evaluation area, representing a sample of approximately 2.6% of the site, in linear terms, and 5.1% by area. Both the excavated topsoil and the exposed surfaces of trenches were examined visually for artefactual evidence and subjected to a metal detector survey. Where features were revealed, they were cleaned manually for definition and each allocated ‘observed phenomena’ numbers within a unique continuous numbering system under the SMR code ISA 008 (Appendix I). Features were then partially excavated in order to recover dating evidence as well as to observe their form and possibly determine any function. Trenches were planned and features digitally photographed on site to form a part of the site archive. A Brief and Specification for the archaeological work was produced by Jess Tipper of the SCCAS Conservation Team (Appendix II). The evaluation archive will be deposited in the County SMR at Shire Hall, Bury St Edmunds.

All finds were washed and marked before being quantified, identified and dated by the finds management staff of the Suffolk County Council Archaeological Service.

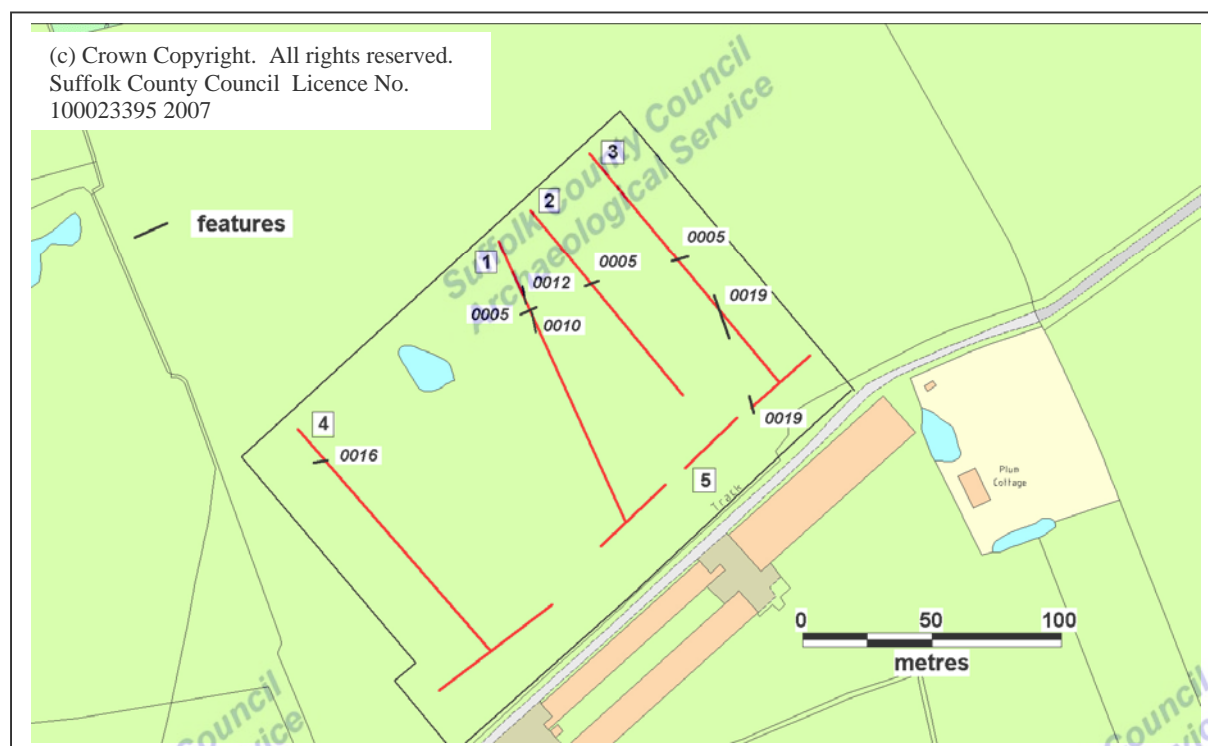


Figure 2: Trench locations within evaluation area, showing location of predominant features. Detailed trench plans are included as figures 3-7

3. Results

Descriptions of the five trenches excavated are detailed in the table below:

Trench	Description and soil profile	Length and orientation	Features
1	300mm mid brown clay loam topsoil; 130mm pale yellowish brown silty clay subsoil.	118m NNW-SSE 35m SW-NE	Y 0005
2	300mm mid brown clay loam topsoil; 130mm pale yellowish brown silty clay subsoil.	93m NW-SE	Y 0005; 0008; 0010; 0012

Trench	Description and soil profile	Length and orientation	Features
3	300mm mid brown clay loam topsoil; 130mm pale yellowish brown silty clay subsoil.	116m NW-SE 31m SW-NE	Y 0005
4	300mm mid brown clay loam topsoil; 130mm pale yellowish brown silty clay subsoil.	114m NW-SE 55m SW-NE	Y 0016
5	300mm mid brown clay loam topsoil; 130mm pale yellowish brown silty clay subsoil.	28m SW-NE	N

0005 was a SW-NE aligned ditch visible in Trenches 1, 2 and 3 (Figs. 4, 5 & 7). It measured an average of 1.2m wide and 900mm deep with a 'V' shaped profile, flattish at its base. It was filled by 0006, a mid reddish brown friable silty clay with few stone inclusions and occasional fragments of CBM. A small burnt flint was also recovered. In the section excavated in Trench 1, a lower fill, 0007, was present, comprising a pale brown firm silty clay which was quite sterile but for very occasional small stones and chalk flecks. A 19th century heel iron was recovered from the base of this fill. Bricks of post-medieval date were recovered from fill 0018 in Trench 3 (Fig. 7).

0008 was a N-S aligned ditch in Trench 2 (Fig. 5). It measured 1.25m wide and 700mm deep with quite steep concave sides, with a gradual break of slope to a flat base. Its fill, 0009, was a pale to mid grey brown firm silty clay with occasional large and medium flints and flecks of heat altered clay. Very occasional charcoal flecks were also present. Three small adjoining sherds of an Early medieval ware jar or cooking vessel of 11th-12th century date was recovered from this fill.

0010 was a roughly N-S aligned linear feature or ditch fully contained within the area of Trench 2 (Fig. 5). It was somewhat irregular in plan and measured 4.6m in length and 1.2m wide and 430mm deep at the excavated section. It was filled by 0011, a pale grey brown firm clay silt with occasional large flints and moderate medium flint inclusions, as well as occasional chalk and charcoal flecks. No finds were recovered from this fill.

0012 was a roughly N-S aligned linear feature or ditch in Trench 2 (Fig. 5). It was irregular in plan and profile, with steeply sloping sides and a flattish base at the drawn section but more gently sloping sides and rounded base elsewhere. Three distinct fills were identified in the excavated section. 0013 was a mid greyish brown sandy clay with occasional flint pebbles and charcoal flecks from which two small, abraded body sherds of a vessel similar to that found in 0009 were recovered. 0014 was a mid-pale yellowish grey clay band against the east side of ditch and probably represents natural slump. 0015 was a mid-pale orange sand mottled with grey sandy clay, rather like natural subsoil, with occasional flint pebble inclusions. This deposit may be the result of natural subsoil eroding into the base of the feature soon after it was cut. No finds were recovered from either of the lower fills.

0016 was an E-W aligned ditch in the north end of Trench 4 measuring 670mm wide and 340mm deep (Fig. 3). It was steep sided with an open 'V' shaped profile with slightly rounded base. It was filled by 0017, a mid greyish brown sandy clay with moderate flint pebble inclusions and occasional charcoal flecks. Towards the base of the fill there were signs of mixing of the natural subsoil with the fill. No finds were recovered.

0019 was a shallow and irregularly shaped linear feature aligned NNW-SSE in Trench 3 (Fig. 6). It measured c.5m wide and up to 220mm deep with a shallow, dished profile. The edges were uneven and showed no clean contact with the natural subsoil. Its fill, 0020, was a very loose, mixed, deposit, comprising patches of pale greyish brown chalky clay, mid brown silty clay and frequent charcoal lumps and flecks. It was recent in appearance, and no finds were recovered. A small section of ditch 0020 was present in the west end of the NE-SW arm of Trench 3.

Environmental samples taken from contexts 0009, 0011 and 0017 will be reported on during the next stage of work when more dating evidence may have been collected.

4. Ilketshall Hall Farm, Ilketshall St Lawrence (ISA 008): the finds

Richenda Goffin, October 2007

Introduction

Finds were collected from 6 contexts, as shown in the table below.

OP	Pottery		CBM		Flint		Fired Clay		Miscellaneous	Spotdate
	No.	Wt/g	No.	Wt/g	No.	Wt/g	No.	Wt/g		
0001	5	27			2	40				Unstrat but 18th-20th C
0006			2	3					Burnt flint 1 @ 1g	Post-med?
0007									Iron 1 @ 18g	Postmed
0009	3	5					1	2		11th-12th C
0013	2	1								11th-12th C
0018			2	3445						Post-med
Total	10	33	4	3448	2	40	1	2		

Pottery

A total of 10 fragments of pottery was recovered from the evaluation (0.011kg). The earliest sherds were present in ditch fills 0009 and 0013 in Trench 2. Three small joining fragments of the everted rim of an Early medieval ware jar or cooking vessel date to the 11th – 12th centuries. The vessel is sandy and patchily oxidised. Two small, abraded similar body sherds from 0013 are also of this date.

Five fragments of unstratified pottery were collected. Two of these are body sherds from post-medieval red earthenware flowerpots dating to the 18th-20th centuries. A small sherd of a fine sandy medieval coarseware is a Hollesley-type ware dating to the Late 13th-14th century. Two joining abraded sherds of a micaceous redware with worn lead glaze are also post-medieval (16th-18th century).

Ceramic building material

A small quantity of ceramic building material was collected (4 fragments @ 3.448kg). Two very small pieces of sandy red-firing post-medieval brick were identified in ditch fill 0006 in Trench 1. Part of another post-medieval brick was present in ditch fill 0018 (Trench 3), the dimensions of which indicate that it dates to the late 17th-18th centuries. A mis-shapen and over-fired brick was also collected from this feature. It is purple in colour with buff surfaces, and contains occasional large flint inclusions up to 20mm in length. The sides of the brick are irregular, as they are not flat but convex and concave, so it was not suitable for actual use. It may have been made at a brick production site nearby, although there is no documentary evidence for brick manufacturing in the vicinity.

Flint (identifications by Colin Pendleton)

Two unstratified flints were recovered from the evaluation (0.040kg). One is a natural flint with limited edge retouch, which may also be natural. The second is a squat hinge fractured flake with limited edge retouch, which has been burnt. It is Neolithic or Early Bronze Age in date.

Burnt flint

A tiny fragment of burnt flint was found in the ditch fill 0006 in Trench 1.

Metalwork

A fragment of a small curvilinear iron artefact was recovered from ditch fill 0007 in Trench 1. It is probably the remains of a heel iron dating to the 19th century (Margeson 1993 63 no 395).

Miscellaneous

Fired clay

A small abraded and featureless fragment of fired clay was found in ditch fill 0009 with the sherds of early medieval pottery.

Discussion

The possibility of prehistoric activity in the vicinity is suggested by the Neolithic or Bronze Age flint fragment. The small quantity of pottery recovered from the ditch in Trench 2 which dates to the early medieval period provides some indication of possible settlement nearby during the 11th to 12th centuries.

The presence of the overfired post-medieval brick is worthy of note, although no brickmakers have been recorded in this parish from documentary evidence so far (Colin Pendleton, pers. comm).

5. Discussion

The alignment of ditches 0005, 0016 and 0019 suggest they form part of a planned field system which may have been in place as early as the Romano-British period, however, no finds from before the post-medieval period were recovered. Whilst the dating from ditch 0005 can only be used as evidence of when the feature was backfilled, either deliberately or by gradual silting, it does suggest that this ditch may not have its origins in the early field system.

0019 follows the line of a field boundary shown on the 1st-3rd edition Ordnance Survey maps and was still extant on 1945 aerial photographs (Plate 1). No evidence as to its origins was present, however, its appearance as a wide, shallow and extremely uneven feature with a loose, mixed fill, was not suggestive of a formally cut feature, nor one of any great antiquity.

0008, 0010 and 0012 appear to be associated features in terms of their spatial arrangement and similar fills. These fills were neither rich in finds or organic material which suggests little, if any, occupation in the direct vicinity. The few finds recovered were from domestic vessels of early medieval date but were abraded and may have been moved around in the soil for some time, and over some distance, before they were deposited in these ditch fills.

The natural subsoil occurred at an average depth of 400mm and no plough scores associated with deep ploughing were present. As such, modern agricultural activity is unlikely to have destroyed archaeological features once present before the site became paddocks and grazing. Furthermore, only two pre-modern artefacts were recovered from the topsoil, namely a Neolithic or Bronze Age flint flake and one sherd of high medieval pottery. Such a low density of finds suggests no disturbance of shallow archaeological deposits, so it is likely that whilst prehistoric and medieval settlement may have been nearby, this area was not subject to intensive activity in antiquity.

6. Recommendations

Although the density of archaeology was relatively low, monitoring of any soil stripping would be advisable in order to define the extent of the field system, and to record any other scattered features which could exist in the area.

Linzi Everett

Field Team

Suffolk County Council Archaeological Service

October 2007

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.

References

Margeson, S., 1993, Norwich Households Medieval and Post-medieval finds from Norwich Survey Excavations 1971-78 East Anglian Archaeology 58

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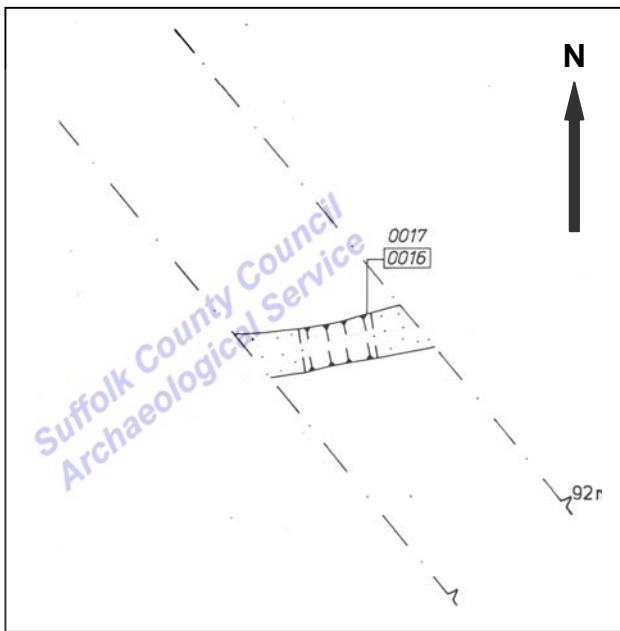


Figure 3: Ditch 0016, Trench 4,
scale 1:100

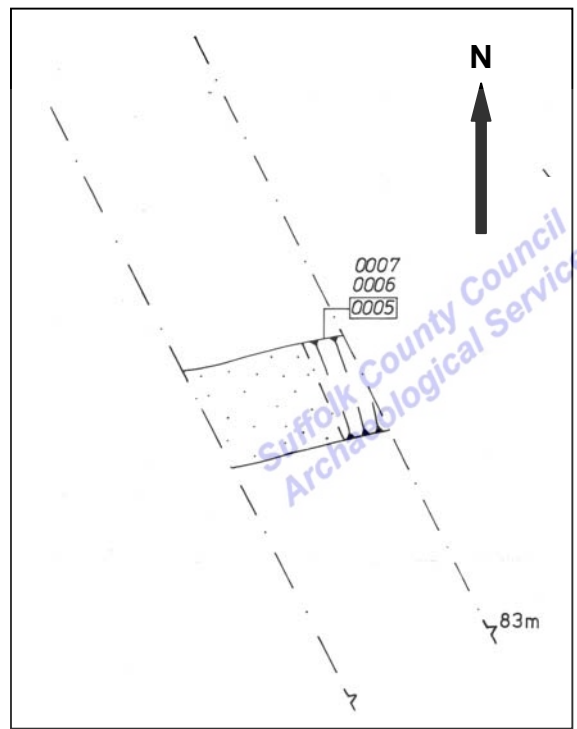


Figure 4: Ditch 0005, Trench 1,
scale 1:100

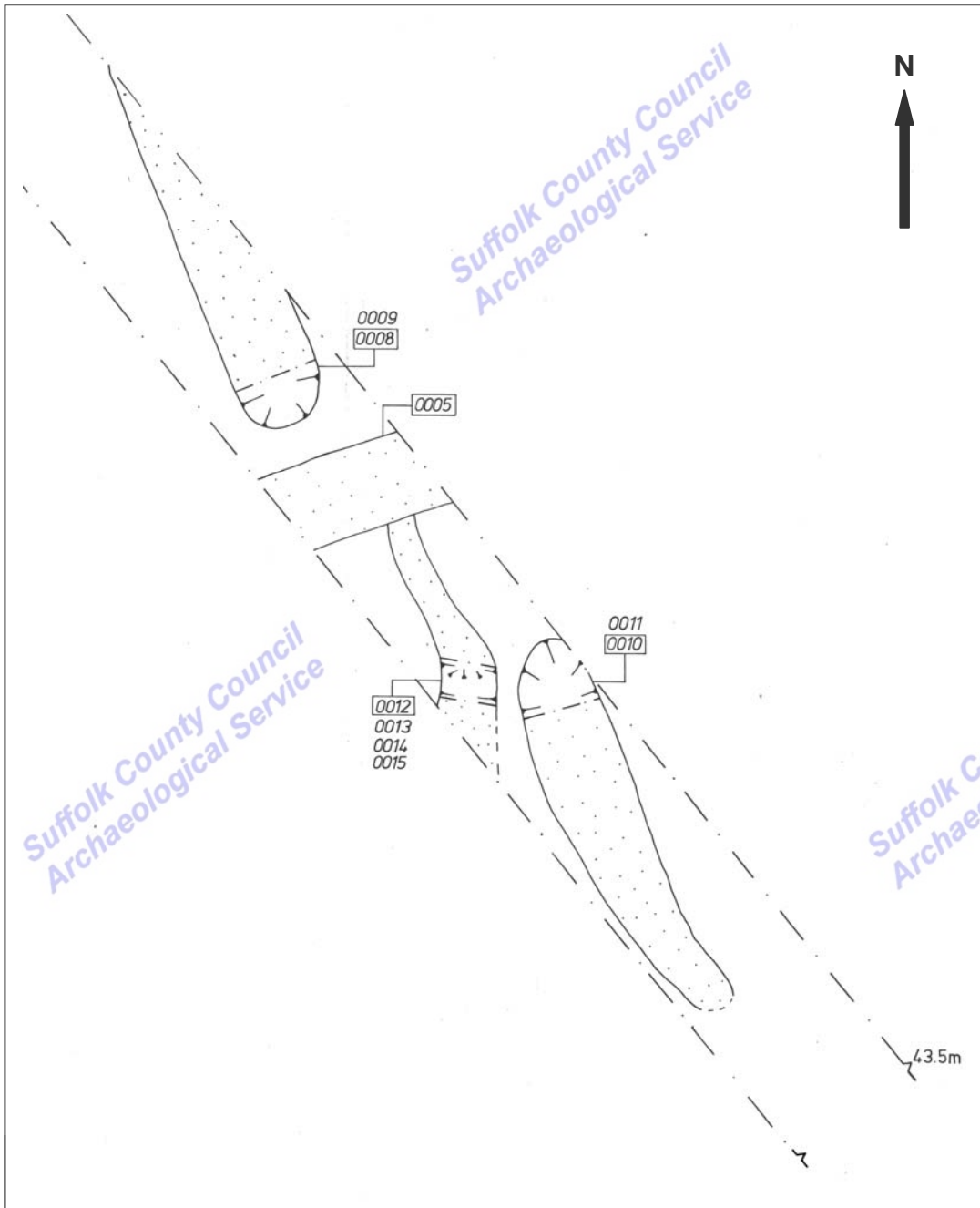


Figure 5: Features within
Trench 2,
scale 1:100

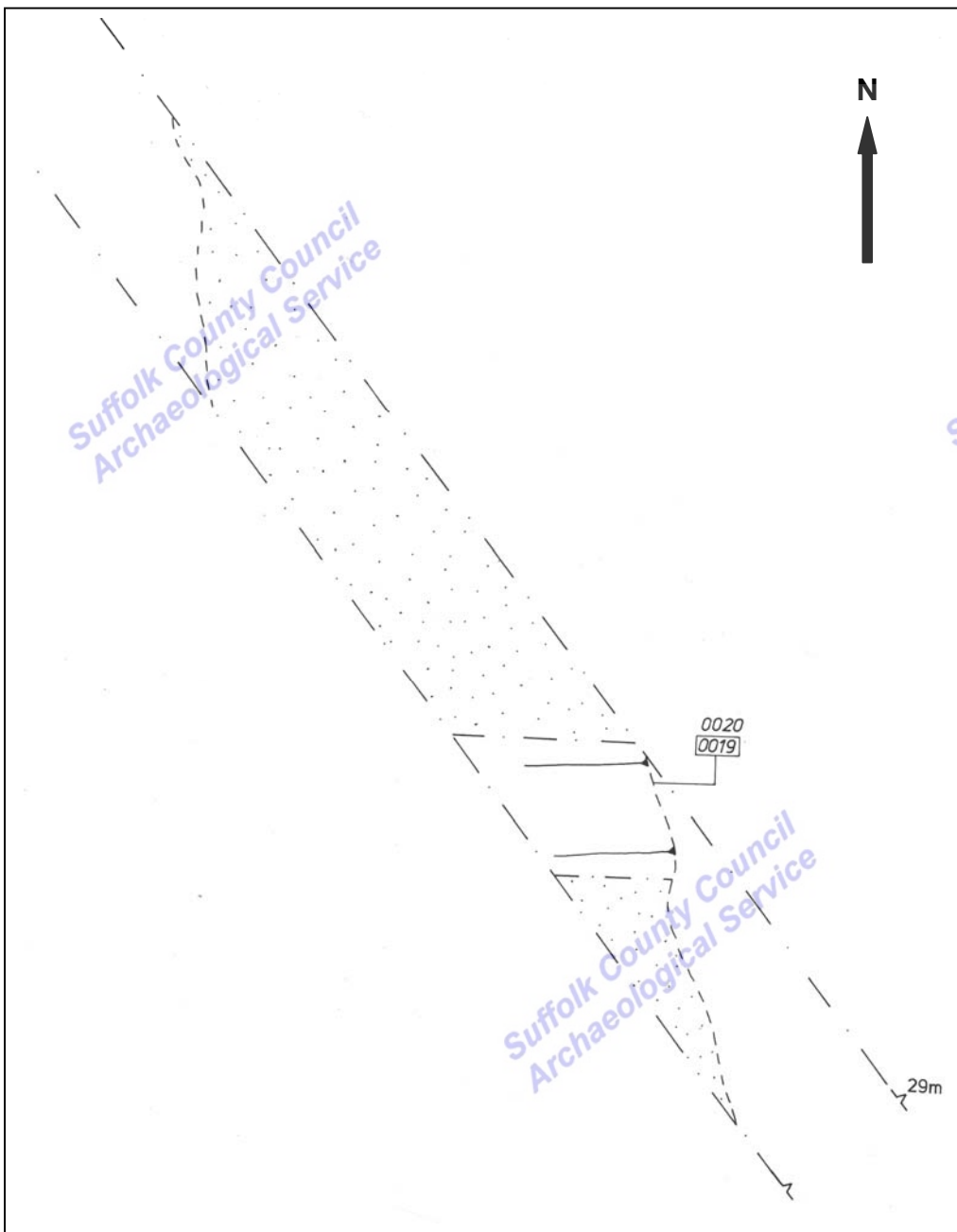


Figure 6: Feature 0019 in Trench 3, scale 1:100

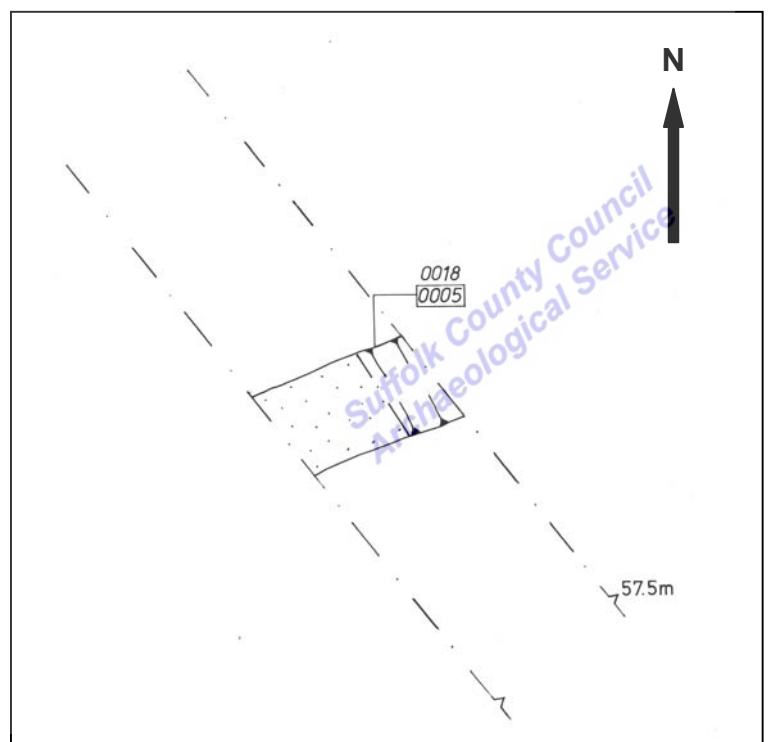


Figure 7: Ditch 0005 in Trench 3, scale 1:100

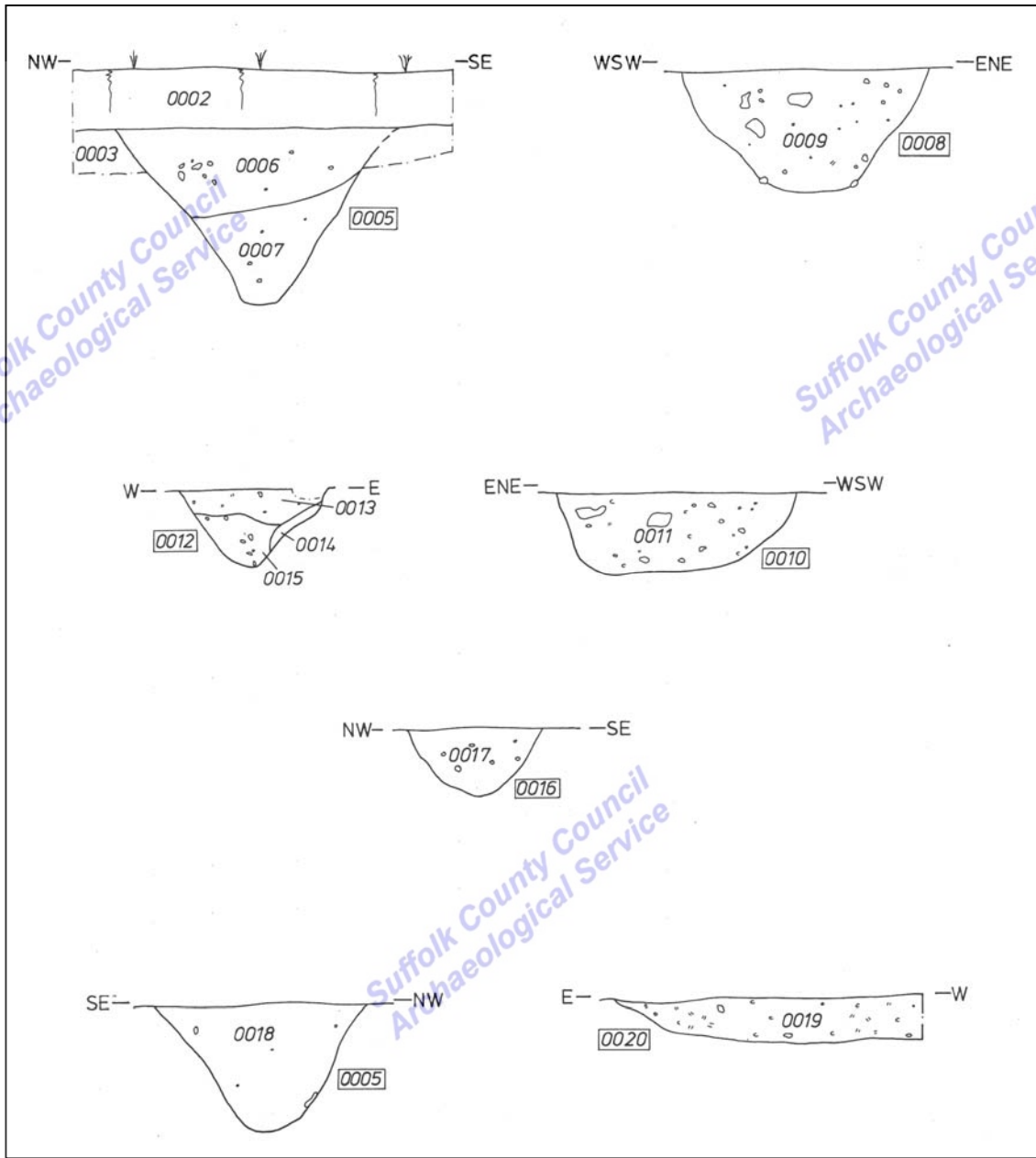


Figure 8: Sections, scale 1:40

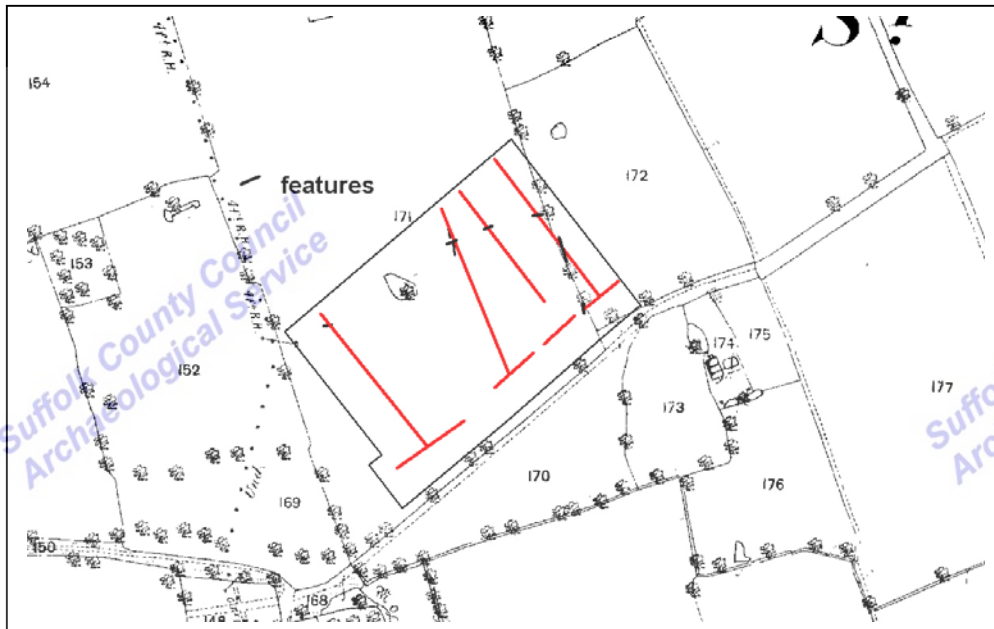


Figure 9: 1st edition OS map showing study area, location of trenches and main features

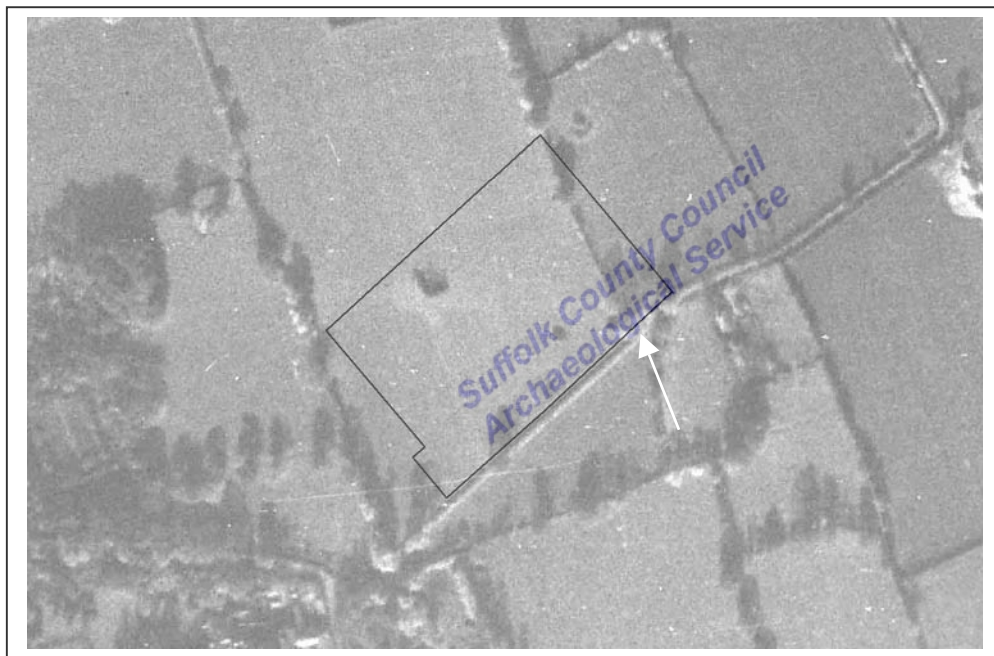


Plate 1: 1945 aerial photograph showing location of the study area and the white arrow showing the extant field boundary 0019



Plate 2: 1991 aerial photograph showing location of the study area and the white arrow showing the cropmark of former field boundary 0019

Appendix I: Context list

OPNO	CONTEXT	TREN	IDENTIFIER	DESCRIPTION	CUTS	OVER	CUTBY	UNDER	FINDSYN	SMFYN
0001	0001		Unstratified	Unstratified finds from entire site						
0002	0002		Deposit	Topsoil- mid to dark brown clay loam, averaging 300mm thick. Regular small-med pebbles and flints, firm/compacted		0003				
0003	0003		Deposit	Subsoil- pale yellowish brown silty clay, 100-150mm thick. Regular small-med flints/pebbles, occasional large flints. Firm. Plough marks noted at a depth of c.350mm		0004		0002		
0004	0004		Deposit	Natural subsoil- natural drift geology comprising mixed clays with variable silt/stone content. Pale brown to orange, some pale grey clay bands deeper levels				0003		
0005	0005	Tr. 1	Ditch cut	Cut of SW-NE ditch. 'V' shaped profile with slightly dished base and steep sides	0003; 0004				-	-
0006	0005	Tr. 1	Ditch fill	Mid-pale reddish brown silty clay. Variable firm to loose compaction, occasional small stones. Brick fragments present		0007		0002	Y	N
0007	0005	Tr. 1	Ditch fill	Mid-pale brown silty clay. Firm compaction. Virtually stoneless, very occasional chalk flecks/small stones		0004		0006	Y	N
0008	0008	Tr. 2	Ditch cut	Cut of N-S aligned ditch. 'U' shaped profile with flat base	0004				-	-
0009	0008	Tr. 2	Ditch fill	Pale grey silty clay with occasional large and med flints. Occasional flecks of heat altered clay. Very occasional charcoal flecks. Firm/sticky consistency. Streaks of pale yellow clay within fill, possibly natural subsoil		0004			Y	N
0010	0010	Tr. 2	Ditch cut	Cut of N-S ditch, irregular width and profile but generally 'U' shaped profile with flat base. Concave, steep sides	0004				-	-
0011	0010	Tr. 2	Ditch fill	Pale grey brown clay silt. occasional large flints, regular med flints. Very occasional chalk and charcoal flecks. Firm compaction		0004		0003	N	N
0012	0012	Tr. 2	Ditch cut	Cut of N-S ditch, somewhat irregular in plan and profile. Steeply sloping sides, sharp break of slope to flattish base at the drawn section, more gentle slope to sides and concave base elsewhere	0004		0005		-	-
0013	0012	Tr. 2	Ditch fill	Mid greyish brown sandy clay with occasional flint pebbles and charcoal flecks		0014; 0015		0002	Y	N
0014	0012	Tr. 2	Ditch fill	Mid-pale yellowish grey clay band against E side of ditch. Probable slump				0013	N	N
0015	0012	Tr. 2	Ditch fill	Mid-pale orange sand mottled with grey sandy clay. Occasional flint pebbles. Quite clean, natural subsoil appearance				0013	N	N
0016	0016	Tr. 4	Ditch cut	Cut of E-W ditch in north end of Tr 4. Steep sided, open 'V' shaped profile with slightly rounded base	0004			0030	-	-
0017	0016	Tr. 4	Ditch fill	Mid greyish brown sandy clay with moderate flint pebble inclusions and occasional charcoal flecks. Mottled with orange sand towards base, probably the result of leaching/mixing with natural subsoil					N	N
0018	0005	Tr. 3	Ditch fill	Mid-pale reddish brown silty clay. Variable firm to loose compaction, occasional small stones. Brick fragments and whole bricks present					Y	N
0019	0019	Tr. 3	Ditch cut	Cut of wide NNW-SSE ditch, on the line of a field boundary in existence on 1st-3rd ed OS maps and visible as a cropmark on AP's. Edges show no clean contact with natural subsoil, shallow, dished profile, up to only 220mm deep	0004				-	-
0020	0019	Tr. 3	Ditch fill	Mixed fill, comprising pale greyish brown chalky clay, mid brown silty clay and frequent charcoal lumps and flecks. No formalised tips, just loose, mixed deposit, recent in appearance				0003	N	N

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Appendix II

SUFFOLK COUNTY COUNCIL ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM

Brief and Specification for a Archaeological Trenched Evaluation

ILKETSHALL HALL, HALESWORTH ROAD, ILKETSHALL ST LAWRENCE

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

1. The nature of the development and archaeological requirements

- 1.1 Planning consent (application DC/06/1399/FUL) has been granted by Waveney District Council for replacement of poultry barns and admin office, restoration of walled garden and erection of conference facility at Ilketshall Hall, Halesworth Road, Ilketshall St Lawrence (TM 375 858), with a PPG 16, paragraph 30 condition requiring an acceptable programme of archaeological work being carried out. **(Please contact the applicant for an accurate map of the final application area).**
- 1.3 The Planning Authority has been advised that any consent should be conditional upon securing the implementation of a programme of archaeological works before development begins (PPG 16, paragraph 30 condition). An archaeological evaluation of the application area is required as the first part of a programme of archaeological mitigation; decisions on the need for, and scope of, any further work should there be any archaeological finds of significance will be based upon the results of the evaluation and will be the subject of an additional brief.
- 1.4 This application lies in an area of archaeological interest recorded in the County Sites and Monuments Record. The site of this major development is located adjacent to a medieval moated enclosure recorded in the County Sites and Monuments Record (ISL 002) and a Bronze Age find spot (ISL 003). The track that defines the southern edge of the area is almost certainly a historic routeway, with the moated enclosure fronting it. There is a strong possibility that archaeological deposits will be encountered given the location and size of the development site and proximity to known archaeological remains. The proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.
- 1.5 The site is located on a deep loam to clay plateau at c. 45.00m AOD.
- 1.6 There is high potential for further important archaeological features to be located in this area. Aspects of the proposed works will cause significant ground disturbance with the potential to damage any archaeological deposit that exists.
- 1.7 A trenched evaluation is required as the first part of the archaeological mitigation strategy for this development.
- 1.8 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.
- 1.9 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.
- 1.10 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 Written Scheme of Investigation (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 WSI as satisfactory. The WSI will *provide the basis for measurable standards* and will be used to satisfy the requirements of the planning condition.
- 1.11 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.

- 1.12 The responsibility for identifying any constraints on field-work (e.g. Scheduled Monument status, Listed Building status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites &c., ecological considerations rests with the commissioning body and its archaeological contractor. The existence and content of the archaeological brief does not over-ride such constraints or imply that the target area is freely available.
- 1.13 Any changes to the specifications that the project archaeologist may wish to make after approval by this office should be communicated directly to SCCAS/CT and the client 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 5% by area, which is 1,225m² of the total area of disturbance for the poultry barns (c. 2.45 ha). 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. 680m 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 Written Scheme of Investigation 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, down to the interface layer between topsoil and subsoil or other visible archaeological surface. 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 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.
- 3.15 Trenches should not be backfilled without the approval of SCCAS/CT.

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 five 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 archaeology contractor 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 detailed risk assessment must be provided 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 Written Scheme of Investigation.
- 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).

Specification by: Jess Tipper

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Date: 4 September 2007

Reference: / IlketshallHallIlketshallStLawrence2007

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.

The Developer shall discuss and agree the content of the detailed Written Scheme of Investigation prepared by the archaeological contractor with SCCAS prior to submission to Suffolk Coastal District Council .

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.