ARCHAEOLOGICAL SERVICE

New Warehouse at Clays Printing Works, Broad Street, Bungay; Record of an Archaeological Evaluation & Monitoring (BUN 087)

SCCAS Report No. 2007/203; Oasis No. suffolkc1-33685

Evaluation Trench

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Summary

Bungay, Clays Printing Works (TM 3328 9011; BUN 087) Historical, documentary and SMR (Sites & monuments Record) evidence suggested that within the footprint for a new building at Clays Printing Works Bungay, there was a high potential for Roman and medieval archaeological deposits to be present. These could include a medieval defensive ditch on the north side of the town. However, the results of a trenching evaluation and subsequent monitoring of groundworks failed to identify any archaeological features. It became clear that major earthmoving and landscaping associated with the 19th century railway and its decommissioning during the 1970's, when a large ?borrow pit was excavated on the site, would have destroyed all but the deepest archaeological features. (Stuart Boulter for Suffolk County Council & Clays Ltd.)

SMR information

Planning application no:	W/8471/20
Site code:	BUN 087
Date of fieldwork:	Evaluation 30/10/2007, Monitoring 17th December 2007, 18th & 24th January 2008
Grid Reference:	TM 3328 9011
Commissioning body:	Clays Ltd.
SCCAS Rpt. No.	2007/203
Oasis No.	suffolkc1-33685

1. Introduction

1.1 Planning Background

The consent for Planning Application W/8471/20 covering the construction of a new warehouse building at Clays, Broad Street, Bungay (Fig. 1) (TM 3328 9011) was conditional on the applicant providing for a programme of archaeological works.

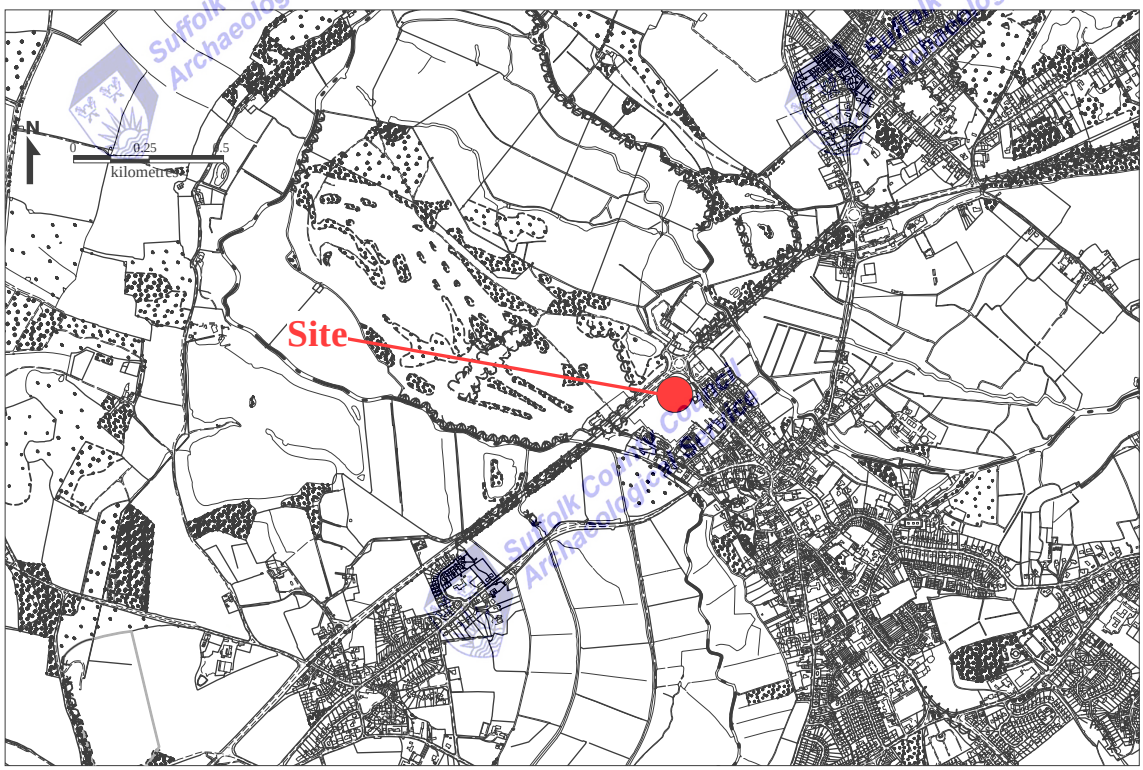

Fig. 1 1:25,000 scale OS map extract showing the location of the site

Keith Wade of Suffolk County Council's Archaeological Service Conservation Team (hereafter SCCASCT) in his role as Archaeological Advisor to the Local Planning Authority wrote a Brief and Specification document detailing the scope of the required archaeological works (Appendix I). In this instance, an initial evaluation consisting of a desktop survey and trial-trenching was deemed to be the most appropriate option. Subsequently, Suffolk County Council's Archaeological Service Field Team were commissioned by Clays to undertake the evaluation, the fieldwork for which was carried out on 30/10/2007.

While the results of the fieldwork failed to identify archaeological features of any great antiquity, they did suggest that naturally occurring subsoil survived within 0.6 metres of the present ground surface. Given also the large size of the site compared with that of the evaluation trench and the extensive groundworks of the development, Keith Wade then specified that an additional programme of archaeological monitoring should be carried out to examine all invasive groundworks. A total of three site visits were made during December 2007 and January 2008 at optimum times when major earth movements were in progress. In the interests of making the work as financially efficient as possible the results of both the evaluation and monitoring phases were combined in a single report, this document.

1.2 Historical & Archaeological Background

Essentially, the site lies on or close to the line of the defensive earthwork of the medieval town and as such is located within the Area of Archaeological importance as designated for the town of Bungay in the Waveney local plan. There are also records of prehistoric and Roman archaeology from the immediate vicinity.

The historical and archaeological backgrounds of the site are presented in more detail in the Desktop Survey section of this report (page 3).

1.3 Topographical Setting & Drift Geology

The site lies within a narrow constriction of land, flanked on both sides by the river Waveney, which then opens out into a lobe-like area (Outney Common) defined by a large loop in the river.

While itself lying at a uniform *c*.7.00 metres OD, this may in part be due to truncation during the 19th century.

The underlying drift geology comprises glaciogenic sands and gravels.

2. Methodologies

2.1 Desktop Survey

Historic maps and aerial photographs held by Suffolk County Council were examined. An additional photograph was provided by Oliver Steed of Clays.

2.2 Fieldwork

The location of the trial-trench was agreed between Oliver Steed of Clays and Keith Wade of SCCASCT. The existing metalled surface of the site was cut along the edges of the proposed trench in order to facilitate a clean, even outline to the excavation that would be easily repairable.

A single trench was opened using a 360° mechanical excavator equipped with a toothless ditching bucket for a good clean cut, although a toothed bucket was initially used to remove the more consolidated modern makeup immediately below the metalled surface. When no features were encountered, the underlying sand and gravel was reduced to a maximum depth of 2 metres (that agreed between Clays & SCCASCT) in order to assess the character of the deposit.

The eastern side of the trench was recorded as a drawn section (1:20 on plastic drafting film) and photographed as monochrome prints and digital shots.

A total of three site visits were made during the excavation of groundworks. A record was made of the local stratigraphy exposed in the sides and base of the excavations.

2.3 Post-Excavation

A site archive was prepared that would subsequently be deposited with the county Sites and Monuments Record (SMR) in Bury St. Edmunds. The information recorded during the project was compiled into a single coherent report (this document).

3. Results

3.1 Desktop Survey

Introduction

The Desktop Survey was undertaken by accessing a number of resources maintained by Suffolk County Council, including aerial photographs (1945, 1986, 1991, 1996 & 1999), early maps (Hodskinson, Tithe Map & various Ordnance Survey) and the county Sites and Monuments Record (SMR). An additional photograph of the site was provided by Oliver Steed of Clays.

Maps

The earliest map examined was the Hodskinson map of 1783 (Fig. 2).

Fig. 2 *c.*1:30,000 scale extract from the Hodskinson map of 1783

Very little detail is shown on this map with the location of the site on the very north-west corner of the town as it was at that time with Bungay Common immediately to the north, the latter enclosed by curving loop of the River Waveney.

The Tithe Map for the Parish of Holy Trinity surveyed in 1852 (held by the Suffolk Record Office, Ipswich as P461/48) (Fig. 3) shows that the site lies immediately north of the parish boundary on the edge of Outney Common. This boundary coincides with the bank-like feature shown on the subsequent OS maps.

The next map examined was the OS First Edition of *c.*1880 (Fig. 4). The edge of the built up area had not changed a great deal, mainly because of the topographic constraints imposed by the river and associated low-lying ground. However, by this time Bungay Railway Station (SMR BUN 053) had been established some 250 metres south-west of the study area, with the railway line running from south-west to north-east. While the railway line itself passed immediately north of the site, a goods yard had been constructed which effectively coincides with the present day car park. Immediately to the south of the railway cutting there were open fields occupying the intervening area between it and the edge of the town itself.

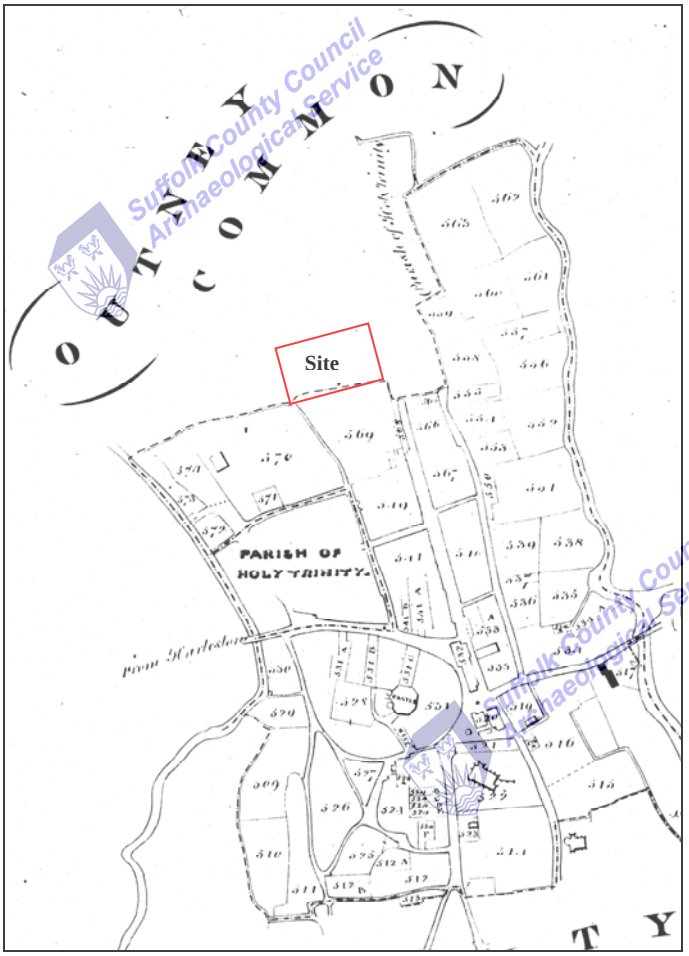

Fig. 3 *c.*1:10,000 scale Extract from the Parish of Holy Trinity Tithe Map of 1852 (P461/48)

The map also shows information regarding certain archaeological finds, these probably made during the construction of the railway cutting. To the west of the study area it states *'Roman Coin Found (1862)'* (later to become SMR No. BUN 002) while immediately south of site is written *'Roman Remains'* parallel to a bank-like feature. The bank-like feature has subsequently been given the SMR No. BUN 007 and tentatively identified as relating to the medieval town's ditched and banked defences. Its location marking the edge of Outney Common (see Fig. 3 Tithe Map) could also be significant and this may also have been one of its historic functions. However, given its location adjacent to the heavily landscaped railway cutting, it is equally possible that it relates to these

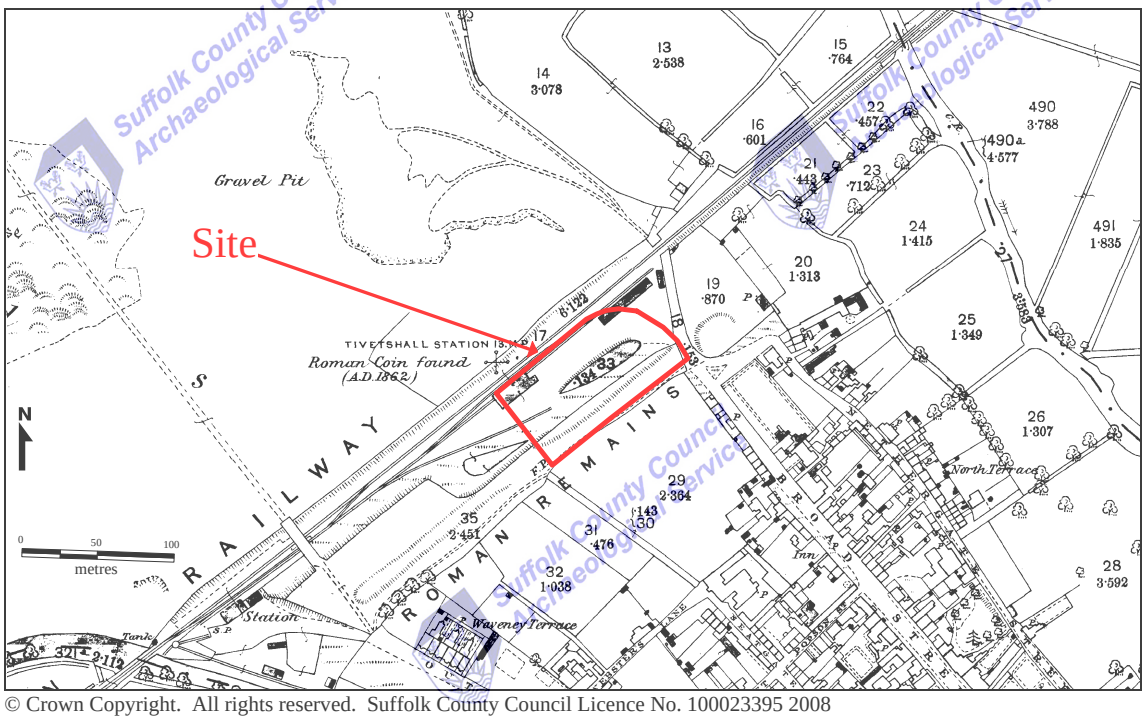

Fig. 4 *c.*1:5,000 scale extract from the 1st Edition OS map of *c.*1880

construction works during the 19th century.

When the 2nd Edition OS was surveyed in *c.*1900, only minor changes appear to have occurred in the intervening twenty or so years (Fig. 5).

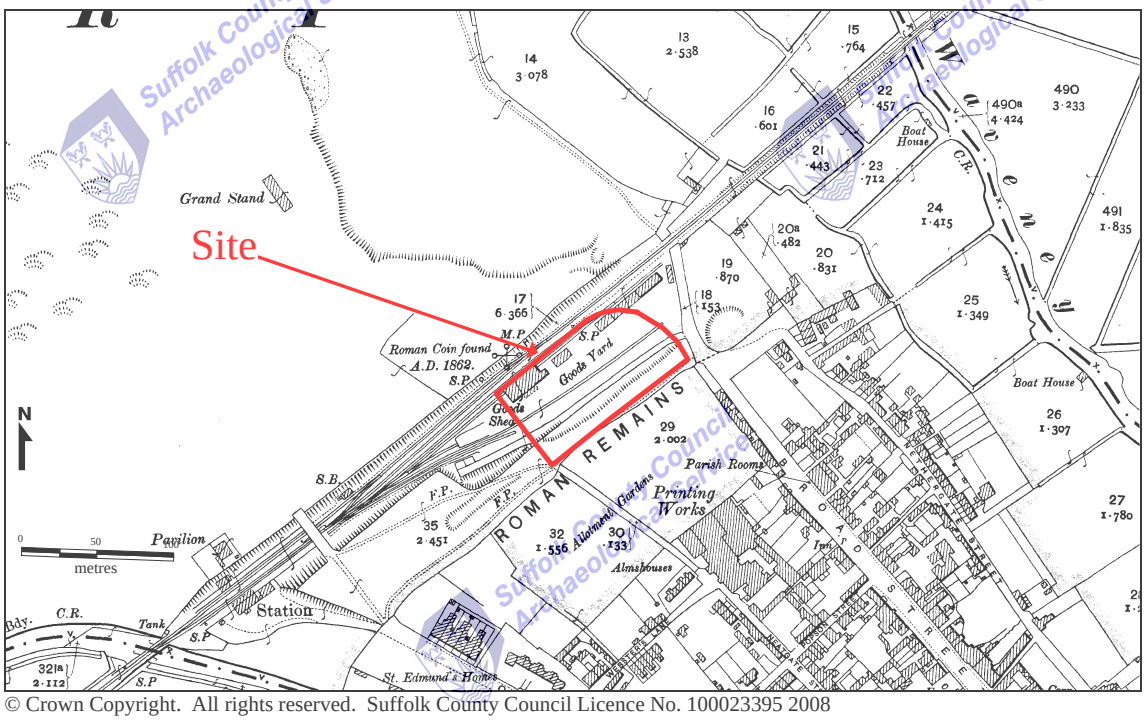

Fig. 5 *c.*1:5,000 scale extract from the 2nd Edition OS map of *c.*1900

The railway goods yard, which approximates to the study area, has been developed with additional structures adjacent to the main track to the north. The bank-like feature (BUN 007) has had its western end truncated and the open fields to the south

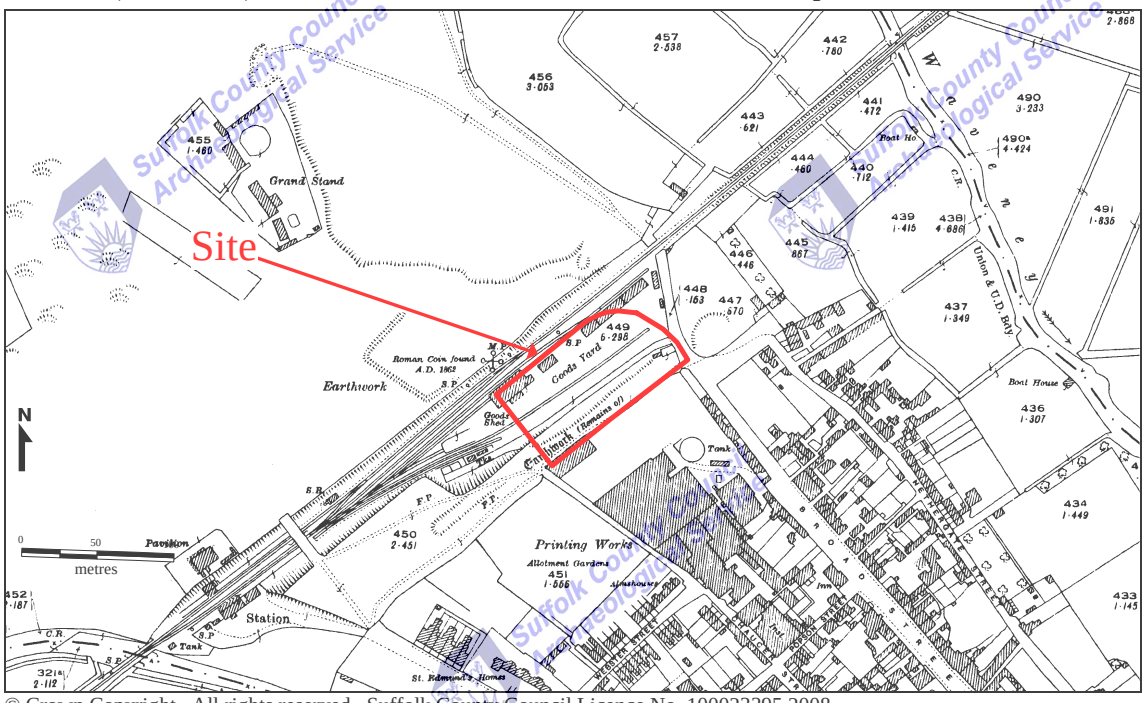

Fig. 6 *c.*1:5,000 scale extract from the 3rd Edition OS map of *c.*1920

are now labelled *'Allotment Gardens'* and have been partially infilled to the south by industrial buildings, the first printing works to occupy the site.

Similarly, the changes made between the 2nd and 3rd Edition OS maps, the latter of *c.*1920 were relatively small (Fig. 6), the most major being the expansion of the printing works towards the north, further reducing the area of allotment gardens. Interestingly, the term *'Roman Remains'* has been replaced by *'Earthwork remains of'* and is clearly associated with the linear feature BUN 007.

Aerial Photographs

Suffolk County Council hold aerial photographs from photographs 1945, 1971, 1986, 1991, 1996 and 1999. All but the 1971 run were available for inclusion in this report.

The earliest aerial photograph examined was taken in 1945 (Fig. 7). While quite grainy, the study area can still clearly be seen as being occupied by the railway goods yard. The industrial buildings (printing works) have expanded considerably over the 30 years since the 3rd Edition OS map, encroaching over the remaining area of allotment gardens between the town and the railway cutting. While there is open ground to the west of the railway goods yard, the bank-like feature (BUN 007) is not in evidence. Extensive gravel workings on the north side of the railway track are also clearly visible having expanded over at least the period between the surveying of the 1st Edition OS map (*c.*1880) and when the photograph was taken.

We then have a series of four similar photos taken over a span of 13 years (Fig. 8, 1986; Fig. 9, 1991; Fig. 10, 1996 & Fig. 11, 1999) which really only show minor differences occurring during that period. By this time, the quarry to the north has been abandoned, becoming part of a golf course. The line of the railway has now become a major road, with a roundabout immediately north of the study area, which has itself become the car-park for the large industrial site (Clays Print Works). An

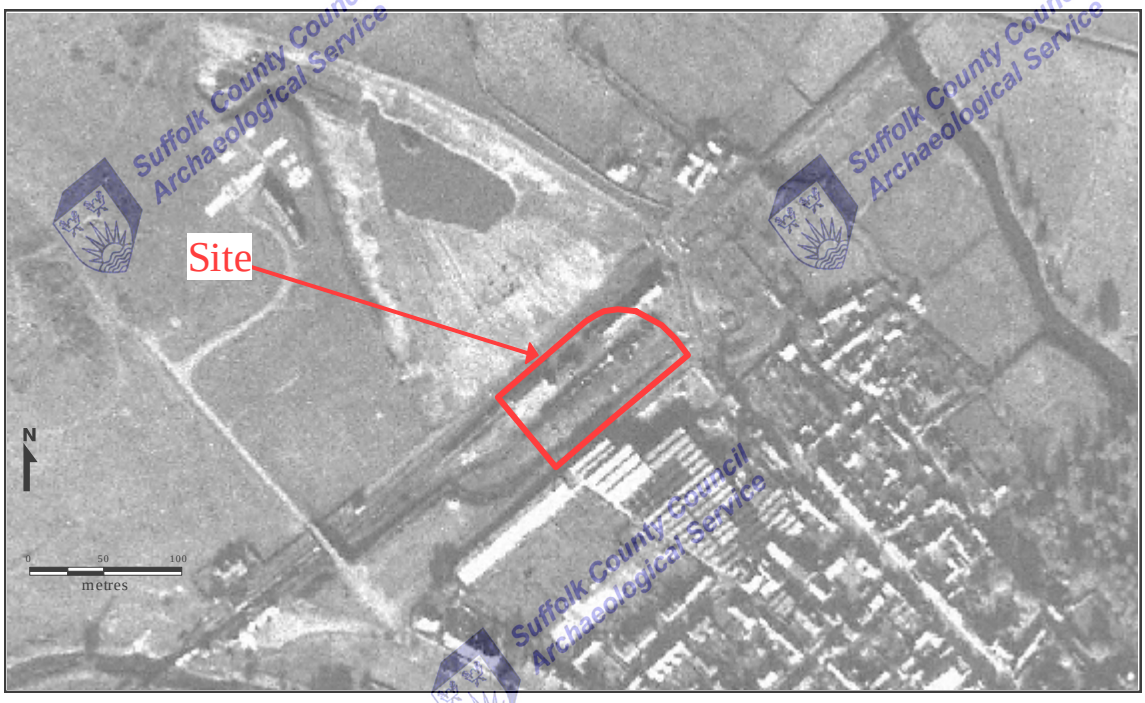

Fig. 7 *c.*1:5,000 scale aerial photograph of 1945

additional photograph provided by Oliver Steed of Clays shows the old railway goods yard after its abandonment, but prior to its formalisation as a car park (Fig. 12).

Fig. 8 *c.*1:12,500 scale aerial photograph of 1986

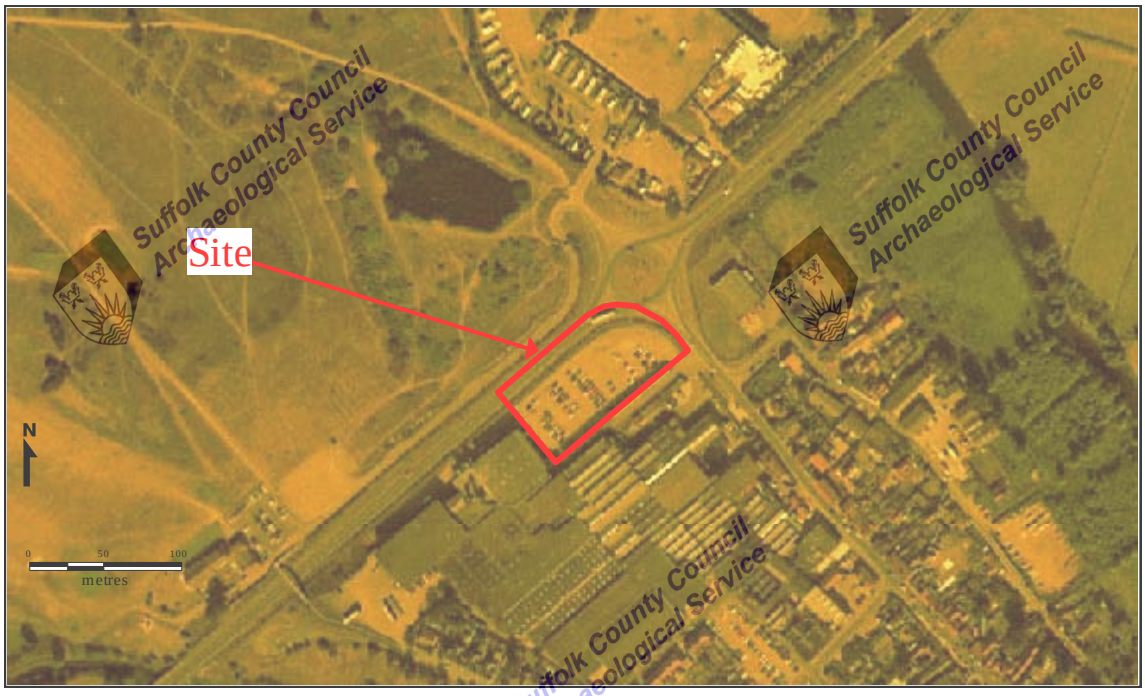

Fig. 9 *c.*1:5,000 scale aerial photograph of 1991

Fig. 10 *c.*1:12,500 scale aerial photograph of 1996

Fig. 11 *c.*1:5,000 scale aerial photograph of 1999

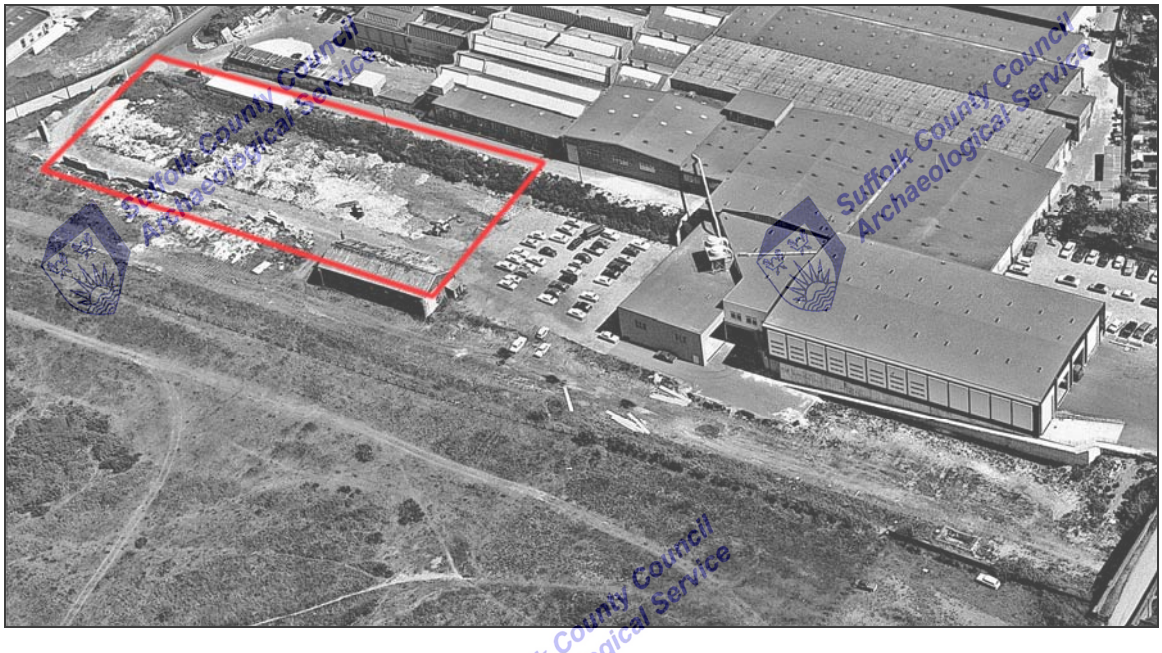

Fig. 12 The Study Area *c.*1970 (photo provided by Oliver Steed)

SMR Search

The county Sites and Monuments record (SMR) was interrogated to provide information regarding previously known archaeological sites in the immediate vicinity of the study area (Fig. 13).

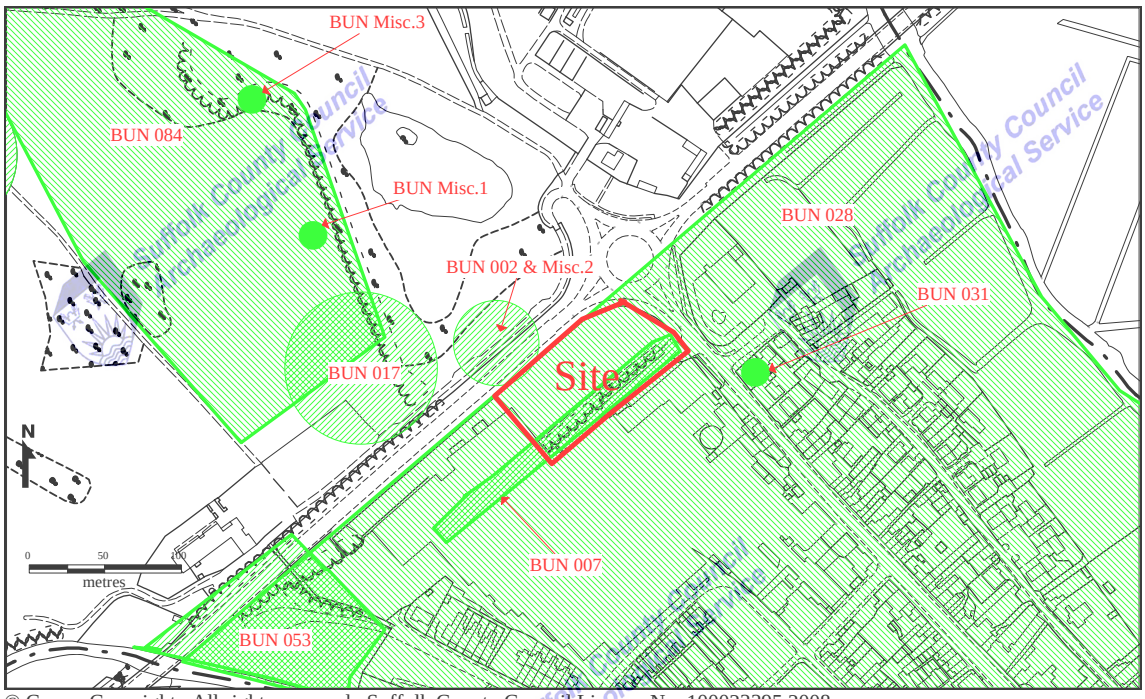

Fig. 13 *c.*1:5,000 scale OS map extract with SMR information

Details of the previously known sites are listed in Table 1.

SMR No.	Period	Site description
BUN 002	Roman	Coin of Nero (AD 54-68) from railway cutting; discovered in 1862.
BUN 007	medieval	Earthwork shown on early OS maps running from TM 3320 9000 to TM 3335 9012. Possibly associated with town defensive ditch.
BUN 017	Unknown	Linear earthworks of unknown date and function. Visible on aerial photographs of the southern entrance to Outney Common.
BUN 028	medieval	Overall area of the medieval town of Bungay between a loop in the River Waveney.
BUN 031	medieval	medieval finds scatter; watching brief 1996
BUN 053	19th century	Site of Bungay Railway Station
BUN Misc.1	prehistoric	Three unretouched flint flakes on edge of cliff near lake (gravel pits).
BUN Misc.2	Roman	Coin of Nero (AD 54-68)
BUN Misc.3	Palaeolithic	Late Palaeolithic hand axe recovered while walking on Outney Common.

Table 1 Details of previously known archaeological sites listed on the SMR

In summary then, the desktop survey suggests that there is potential for archaeological deposits relating to the Roman and medieval periods to occur within the study area. However, the degree of truncation caused by the landscaping associated with the railway line to the north and its subsequent abandonment was clearly relatively severe and may be found to have removed some or all of any archaeological deposits that originally may have been present.

While documentary sources indicate that there was a medieval defensive earthwork at this juncture, it is not possible to say whether the bank-like feature (BUN 007) visible on the early OS maps relates to this, the parish boundary or the much later landscaping associated with the railway cutting and goods yard.

3.2 Fieldwork

Evaluation

An area measuring 4.00 metres by 11.00 metres (44.00 square metres) had been marked out by the contractors with its edges cut to provide a clean tidy outline (Fig. 14). Initially, a series of layers were encountered which where clearly directly associated with the existing car park and access road; the metalled surface itself and underlying bedding layers (Table 2 & Fig. 15; layers 1-5) with a combined thickness of *c*.0.30 metres.

Beneath this was a laterally persistent layer (6), very dark in colour (tarry deposit) and comprising *c*.90% flint pebbles with occasional bricks. This layer deepened by *c*.0.25 metres at a point 3.00 metres from the north end of the trench and had *in-situ* north-south aligned railway sleepers within it.

Below layer 6 there was an abrupt interface with an underlying deposit (7) comprising relatively loosely compacted yellow/orange sand and gravel. The trench was

excavated down to a maximum depth of 2.00 metres as it was initially unclear whether layer 7 was a genuine naturally occurring subsoil or represented made-ground. On balance, however, the presence of a discrete sand layer exhibiting micro laminations was considered to be evidence for the natural derivation of this deposit.

Immediately below the wooden sleepers the natural subsoil was stained grey/brown to a depth beyond the base of the excavated trench.

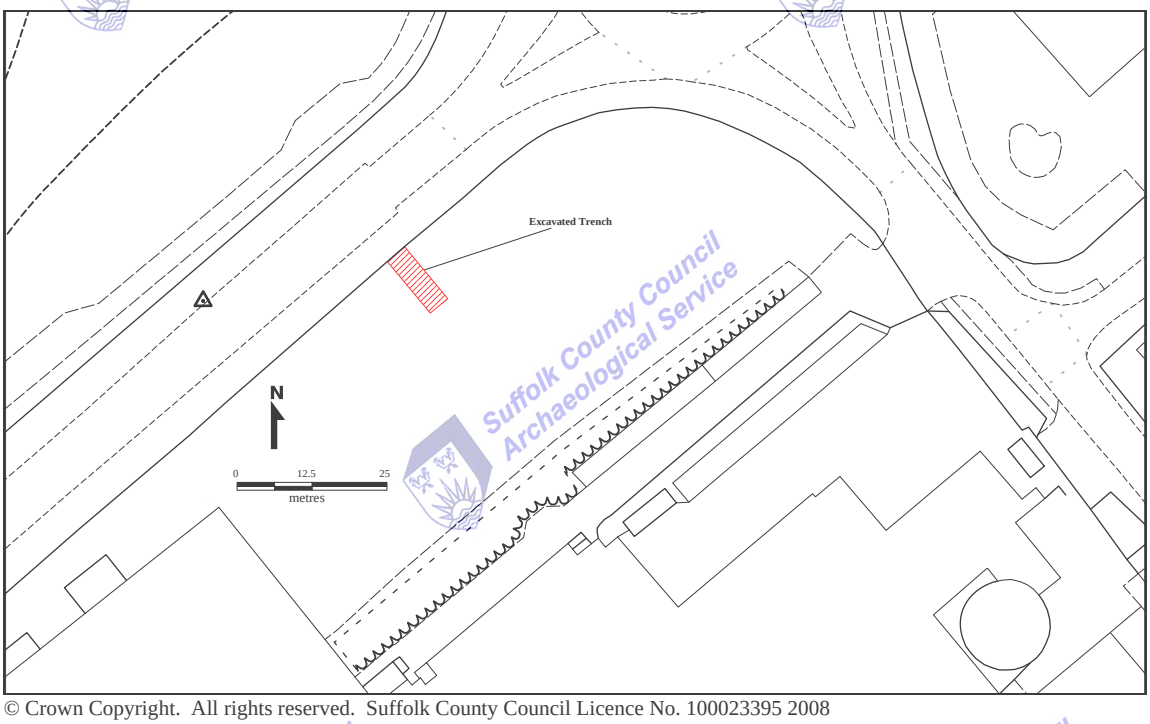

Fig. 14 1:1,250 scale map extract showing the location of the trial-trench

Layer No.	Description	Interpretation
1	Existing metalled surface	Directly associated with existing site use as an access road & car park. Metalled surface and underlying bedding layers. Also includes concrete setting and curbing blocks
2	Bedding layer of aggregate & ?tar	
3	Orange sand 'hoggin'	
4	Very dark coloured aggregate & tar	
5	Brown coloured, very silty sand with occasional pebble-sized stones	
6	Very dark stony layer with occasional bricks, tarry deposit throughout. Included some stratification, humic layer towards N. end, possibly associated with wooden sleepers which were within this layer	Associated with the old railway goods yard, sleepers *in-situ*, but layer may have been spread during demolition process
7	Yellow/orange sand & gravel. Some stratification visible suggests that this was a geological deposit rather than redeposited. Staining at the northern end of the trench was due to leaching down from the railway line above	Naturally occurring subsoil

Table 2 Details of the stratigraphic profile encountered in the trial-trench

Plate 1: The excavated trench, photo of east face

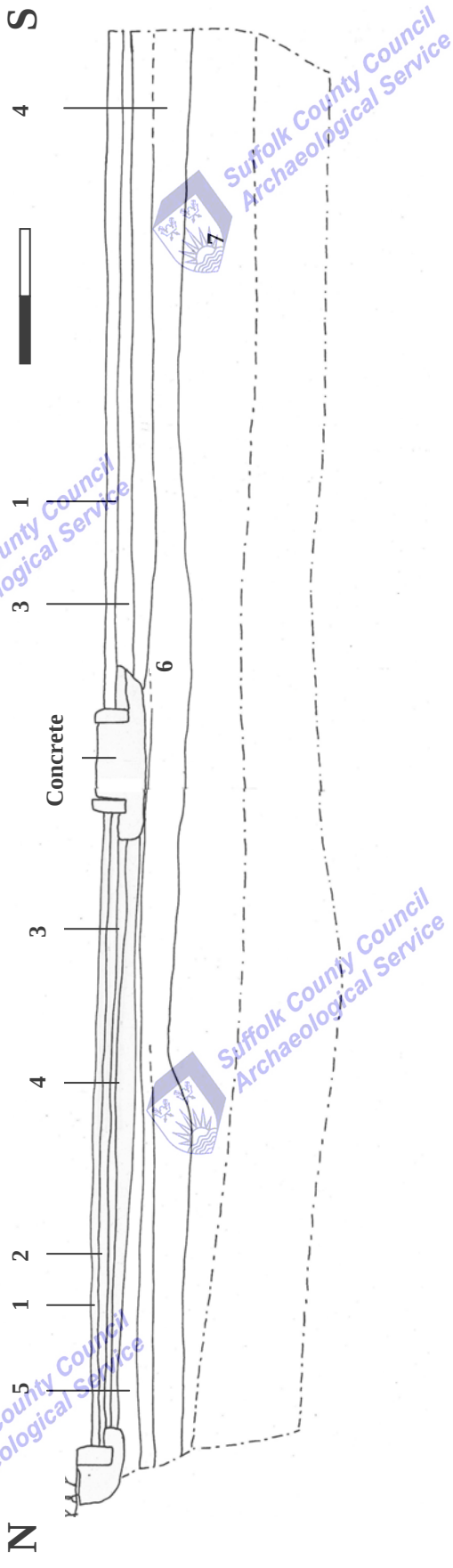

Fig. 15 The excavated trench, east face, 1:50 scale section drawing

Monitoring

Three site visits were made during the initial site strip and subsequent 'soil improvement works'.

17/12/2007: The first site visit was made following the removal of the hard surface associated with car park. No archaeological deposits were seen at that juncture.

18/01/2007: At this stage, the whole of the site had been reduced to a similar level to reveal the deposits immediately underlying the car park surface layers. It was at this stage that the contractors had identified a large rectangular pit-like feature located relatively central to the site. The pit fill included tarry railway deposits along with occasional sleepers and much brick and tile.

Naturally occurring sand and gravel subsoil was seen as a truncated surface in a narrow, *c*.4.00 metres wide band along the southern side of the excavated area. No archaeological features or finds were recorded, either in the narrow strip itself or in the cut face forming the edge of the site.

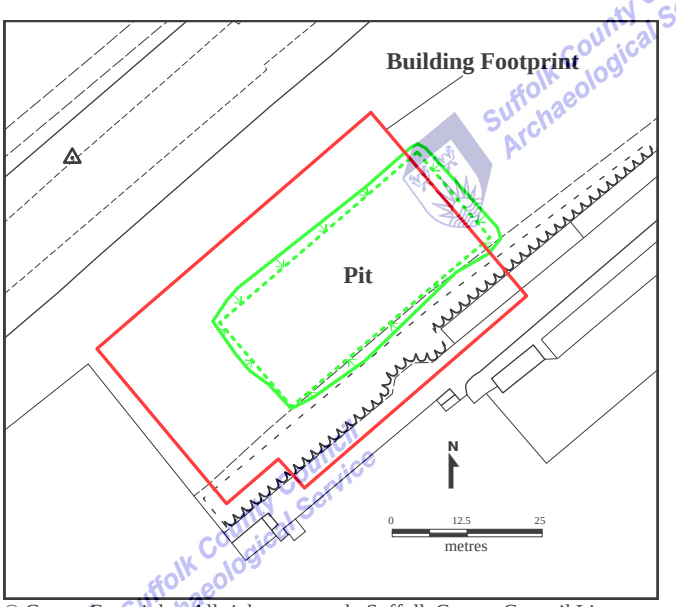

Fig. 16 1:1,250 scale plan of proposed building & large pit

24/01/2008: The third and final visit was made during the excavation of the large rectangular pit, the dimensions of which had now been surveyed, and found to cover an area measuring *c*.50.00 metres by *c*.20.00 metres (*c*.1000 square metres) (Fig. 16). The pit was *c*.2.00 metres deep. To the west of the pit, further modern disturbance was visible, but with poorly defined edges. However, had they been present, all but the very deepest of archaeological deposits would clearly have been completely destroyed.

4. Archaeological Interpretation

The historical, documentary and SMR evidence show that it is likely that there would have been archaeological deposits of Roman and medieval date within the area of the development. There was clearly a medieval defensive earthwork (ditch & bank) somewhere in the vicinity, but whether within the bounds of the development area is still open to question. It is unclear whether a linear earthwork marked on the early OS maps related to this feature, the parish boundary or was actually associated with the landscaping works undertaken during the construction of the railway.

However, any archaeological deposits within the site would have been extensively destroyed; either during landscaping/terracing associated with the construction of the

railway during the 19th century, or its decommissioning during the 1970's. It was during the latter that the large pit was excavated, either as a borrow/quarry pit to provide aggregate, or simply as hole in which to bury debris from the railway. The photograph provided by Oliver Steed (Fig. 12) may actually show the pit being excavated.

5. Conclusions

The archaeological evaluation and subsequent monitoring programme were designed to give the best chance of identifying and recording the presence of surviving archaeological deposits within the development area. However, the fact that none were found does not mean that they were not, at one time, present. The previous use of the site as a railway yard and its later decommissioning clearly involved major ground disturbance that would have totally destroyed any but the deepest archaeological features.

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

Appendix I *Brief and Specification for an Archaeological Evaluation*

CLAYS, BROAD STREET, BUNGAY

The commissioning body should be aware that it may have Health & Safety and other responsibilities, see paragraphs 1.9 & 1.10.

This is the brief for the first part of a programme of archaeological work. There is likely to be a requirement for additional work, this will be the subject of another brief.

1. Background

1.1 Planning consent [W/8471/20] has been given for a new warehouse at Clays, Broad Street, Bungay.

1.2 The planning consent contains a condition requiring the implementation of a programme of archaeological work before development begins (Planning Policy Guidance 16, paragraph 30 condition). **An archaeological evaluation of the application area is 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 results of the evaluation and will be the subject of additional briefs.**.

1.3 The site lies within the Area of Archaeological Importance defined for medieval Bungay in the Waveney Local Plan and will involve extensive ground disturbance. It also borders the line of the medieval town defences (bank and ditch, now levelled) which is thought to have run parallel to and just south of the A143.

1.4 Ground investigation by White Young Green Environmental in June 2006 involved five boreholes and two window samples. This revealed:

a) Made ground between 0.25 and 1.15m thick over the area of the proposed building.

b) A linear band of softer soil between 0.8 and 3.7m below ground level running east-west across the centre of the site (potentially an infilled ditch).

1.5 Although the only Roman finds recorded on the County Sites and Monuments Record is a single coin from immediately north of the site, the desk top study undertaken by White Young Green refers to ‘coins and axes being found during previous excavations at several surrounding sites within a 250m radius of Clays Ltd’ and that ‘Roman ruins have been previously found on the site’ of the proposed new warehouse.

1.6 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.

1.7 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.

1.8 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.

1.9 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 this office before execution.

1.10 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.

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 natural soil processes. Define the potential for existing damage to archaeological deposits. Define the potential for colluvial/alluvial deposits, their impact and potential to mask any archaeological deposit. Define the potential for artificial soil deposits and their impact on any archaeological deposit.

2.4 Establish the potential for waterlogged organic deposits in the proposal area. Define the location and level of such deposits and their vulnerability to damage by development where this is defined.

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 Evaluation is to proceed sequentially: the desk-based evaluation will precede the field evaluation. If field-walking is proposed it will precede trenching. The results of the desk-based work and any field-walking are to be used to inform the trenching design. This sequence will only be varied if benefit to the evaluation can be demonstrated.

2.7 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.

2.8 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.

2.9 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.

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

3. Specification A: Desk-Based Assessment

3.1 Consult the County Sites and Monuments Record (SMR), both the computerised record and any backup files.

3.2 Examine all the readily available cartographic sources (e.g. those available in the County Record Office). Record any evidence for historic or archaeological sites (e.g. buildings, settlements, field names) and history of previous land uses. Where permitted by the Record Office make either digital photographs, photocopies or traced

3.3 Assess the potential for documentary research that would contribute to the archaeological investigation of the site.

4 Specification B: Field Evaluation

4.1 Trial trenches are to be excavated to cover a minimum 5% by area of the development area and 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. If excavation is mechanised a toothless 'ditching bucket' must be used. The trench design must be approved by the Conservation Team of the Archaeological Service before field work begins. Two north-south trenches on the area of the proposed warehouse and one in the area of the loading bay will be required.

4.2 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.

4.3 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.

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

4.5 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.

4.6 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 J Heathcote, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy and Wiltshire 1994) is available.

4.7 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.

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

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

4.10.1 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. *"Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England" English Heritage and the Church of England 2005* provides advice and defines a level of practice which should be followed whatever the likely belief of the buried individuals.

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

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

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

5. General Management

5.1 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.

5.2 The composition of the project staff must be detailed and agreed (this is to include any subcontractors).

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

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

5.5 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.

6. Report Requirements

6.1 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).

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

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

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

6.5 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.

6.6 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).

6.7 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.

6.8 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.

6. 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.

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

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

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

Specification by: Keith Wade

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Date: 6 July 2006

Reference: /Clays, Broad Street

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.