

ARCHAEOLOGICAL EVALUATION REPORT

12 STOW ROAD, IXWORTH, IXW 063

A REPORT ON THE ARCHAEOLOGICAL EVALUATION, 2007
(Planning app. no. SE/07/1162)

David Gill
Field Team
Suffolk C.C. Archaeological Service

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

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Summary

An archaeological evaluation was carried out at a vacant lot of land on Stow Road, Ixworth between Nos. 12 and 'The Blooms', a former open hall building that has stood on the site since at least the 15th century. Two phases of archaeology were found; one consisting of horizons of building rubble associated with the major remodelling of a timber-framed house that occurred between the 16th-18th centuries and earlier rubbish pits that predated the building. Finds dated the pits to between the mid 12th - mid 13th century and included sherds of glazed Hedingham Fineware and medieval coarsewares.

SMR information

Planning application no.	F/2007/0511/FUL
Date of fieldwork:	6th November 2007
Grid Reference:	TL 932 702
Funding body:	Hardwick Developments
OASIS REF	suffolk c1 36487

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Introduction

An archaeological evaluation was carried out at on land between Nos. 12 and 'The Blooms', Stow Road, Ixworth. The evaluation was a condition of the consent on planning application SE/07/1162 to build two dwellings with garages and followed a Brief and Specification (Appendix 3) set by Jude Plouviez of Suffolk County Council Archaeological Service (SCCAS) Conservation Team. The work was undertaken by members of SCCAS Field Team on 6th November 2007 and funded by the developer Hardwick Developments UK Ltd.

The site lies at TL 932 702 between 30 and 35m OD on the south facing side of The Black Bourn river valley (Fig.1). The site is currently the garden of No 12 and at the time of the evaluation overgrown rough grass. The surface geology is sand and gravel with patches of chalk with flint. There are several timber-framed houses fronting Stow Road including 'The Blooms', which stands adjacent to the site. This building is Grade II listed (LBS no. 283635) and the listing describes it as being 15th century and having some smoked blacked roof trusses, indicative of an open hall. The listing dates from 1983 and the present owner has since had the building re-examined (by Sylvia Coleman) and was told it was earlier, possibly 13th century, and claims it to be the oldest house in Ixworth. This was told in conversation with the owner but not confirmed by observation.

The first edition Ordnance Survey map c.1880, (Fig 4) shows the development area divided with the part nearest the road a small yard or garden, and the rear of the site part of a large field, now occupied by Lock Rise and the playing fields to the rear of the property (Fig.1).

The county Historic Environment Record (HER) lists several sites nearby. An early Anglo-Saxon cemetery, possibly mixed inhumations and cremations (HER No. IXW 005) lies 70m to the south-east and Roman material has also been found in various locations on Stow Road (Fig.1). This material is associated with the activity of the small Roman town, which evolved from the 1st century fort that was sited opposite the development area on the south side of the river. The valley location of the site also has general potential for prehistoric activity.

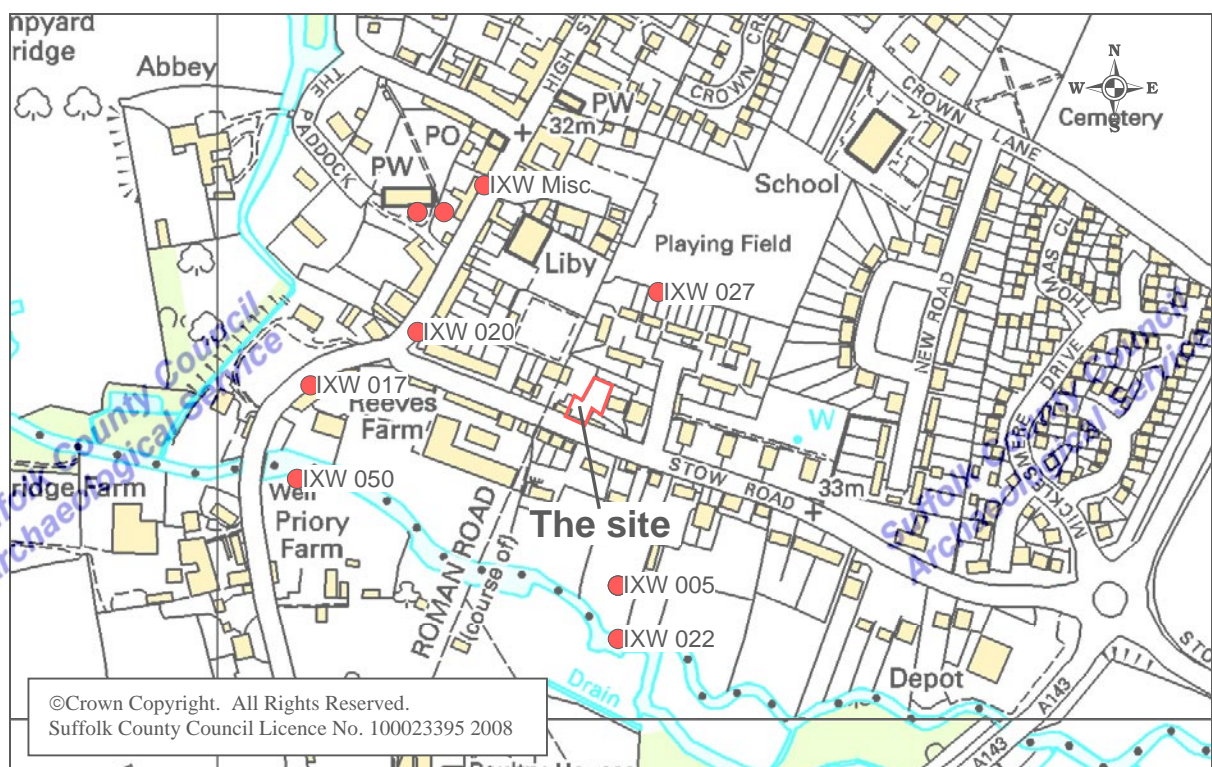


Figure 1. Site location plan

The aim of the evaluation was to determine if any archaeological deposits existed on the site and to assess its character and extent in order to mitigate for its protection in the face of the proposed development.

Methodology

Three linear trenches were excavated by a mini-digger fitted with a 1.6m toothless bucket and under the constant supervision of an archaeologist. 34sq metres were excavated, 5.8% of the application area and followed a trench plan designed to sample all available areas of the site.

The machine removed the topsoil to expose the surface of the subsoil. All possible archaeological features were sampled by hand excavation to at least the minimum requirements of the specification (Appendix 2). Plans and sections were recorded at 1:20 and the positions of the trenches and features were plotted against the national grid. Digital and film photographs were routinely taken.

All pre-modern finds were retained for analysis and the site data has been input onto an MS Access database. The finds and site records have been archived in the small and main stores of Suffolk County Council Archaeological Service at Bury St Edmunds and with the County Historic Environment Record under the parish code IXW 063. A copy of the report has also been lodged with the OASIS on-line database (ref suffolkc1 36487).

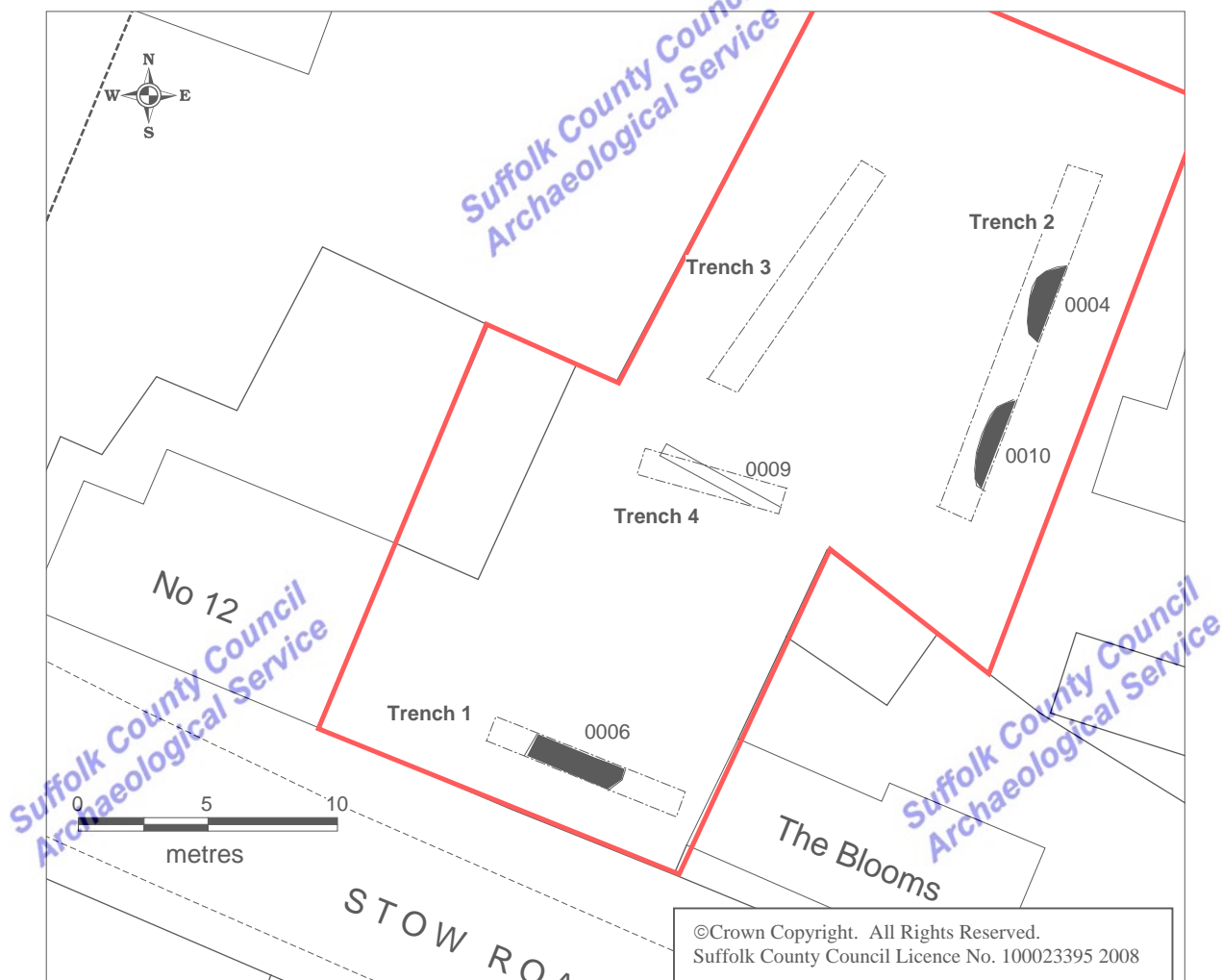


Figure 2. The site and trench plan

Results

Four trenches were excavated across the site; the positions of these are shown on the plan in Figure 2 and are described below.

Trench 1 (Figs. 2 and 3)

Trench 1 was excavated along the street frontage and was 8m long. The depth of soil to the geological surface was 0.35m and made up of two distinct soil horizons, a fine topsoil over an occupation or demolition layer 0008. Layer 0008 was composed of grey silt/loam and contained frequent post medieval brick and tile fragments, medieval window glass and animal bone. It extended across the entire length of the trench in uniformly a 0.1m thick layer. It produced two sherds of pottery suggesting a deposition date of the 16th century or later.

In the centre of the trench and sealed by layer 0008 was feature 0006. This was filled with a single homogenous layer of dark fine textured silt which was loosely compacted suggestive of a rubbish deposit with a high level of decayed organic material. The feature was 3m across and 0.9m deep from subsoil level, it extended beyond the limits of the trench, but had vertical sides and a flat base, this profile suggested that the feature was a pit rather than a ditch. The feature was excavated with a narrow slot excavated against the trench side which produced 2 sherds of glazed Hedingham fineware pottery and 2 sherds of coarse greyware dated late 12th to the mid 13th century. To confirm that 0006 was not a boundary ditch a second trench (Trench 4) was excavated, on what would have been its projected line, and there was no evidence that the feature continued.

Trench 2 (Figs. 2 and 3)

Trench 2 ran NE-SW close to the east boundary of the site and was 12.7m long. Below the topsoil the trench section showed a deep soil profile of dark silt-sands, with the top of the subsoil encountered 0.70m below the current ground surface. The dark silt-sand layer was divided by a horizon of chalk rubble (0003) which ran almost the entire length of the trench from the south end. The chalk was interpreted as a spread of building rubble; it lay in a flat horizon suggesting that this level was likely to have been a former ground surface; the silt below it 0011 being a buried topsoil. The dark silt above the chalk was numbered 0002 and produced debris material including fragments of post medieval brick (C17th-18th) and window glass. A farthing (Charles I 1625-49) and a small fragment of a copper alloy vessel were also found. Nothing amongst the finds assemblage suggested that this layer had been deposited any later than the 17th or 18th century.

Two shallow pits, 0004 and 0010, were recorded cutting the subsoil at the base of the trench, both pits were sealed and pre-dated the chalk rubble 0003 and dark silt layer 0011. 0010 was very shallow and ill defined, and may have been an undulation in the surface of the subsoil although the fill was noticeably stonier than the layer 0011 that sealed it. 0010 was completely excavated against the trench edge but produced no finds. Pit 0004 was a deeper and more definite cut, it was filled with a single fill of grey silt and large nodules of chalk. The pit was sectioned against the side of the trench and was sealed by layers 0011 and 0003. The pit produced a single sherd of medieval coarseware pottery dating to late 12th-14th century.

Trench 3 (Figs. 2 and 3)

Trench 3 was 9m long and sampled the west side of the site. The machine removed a single homogenous layer of worked topsoil; this lay directly over the surface geology which was encountered 0.3m below the present ground surface. The topsoil contained chalk and post medieval (but pre Victorian) brick; the surface geology was a mix of chalk and silty sand.

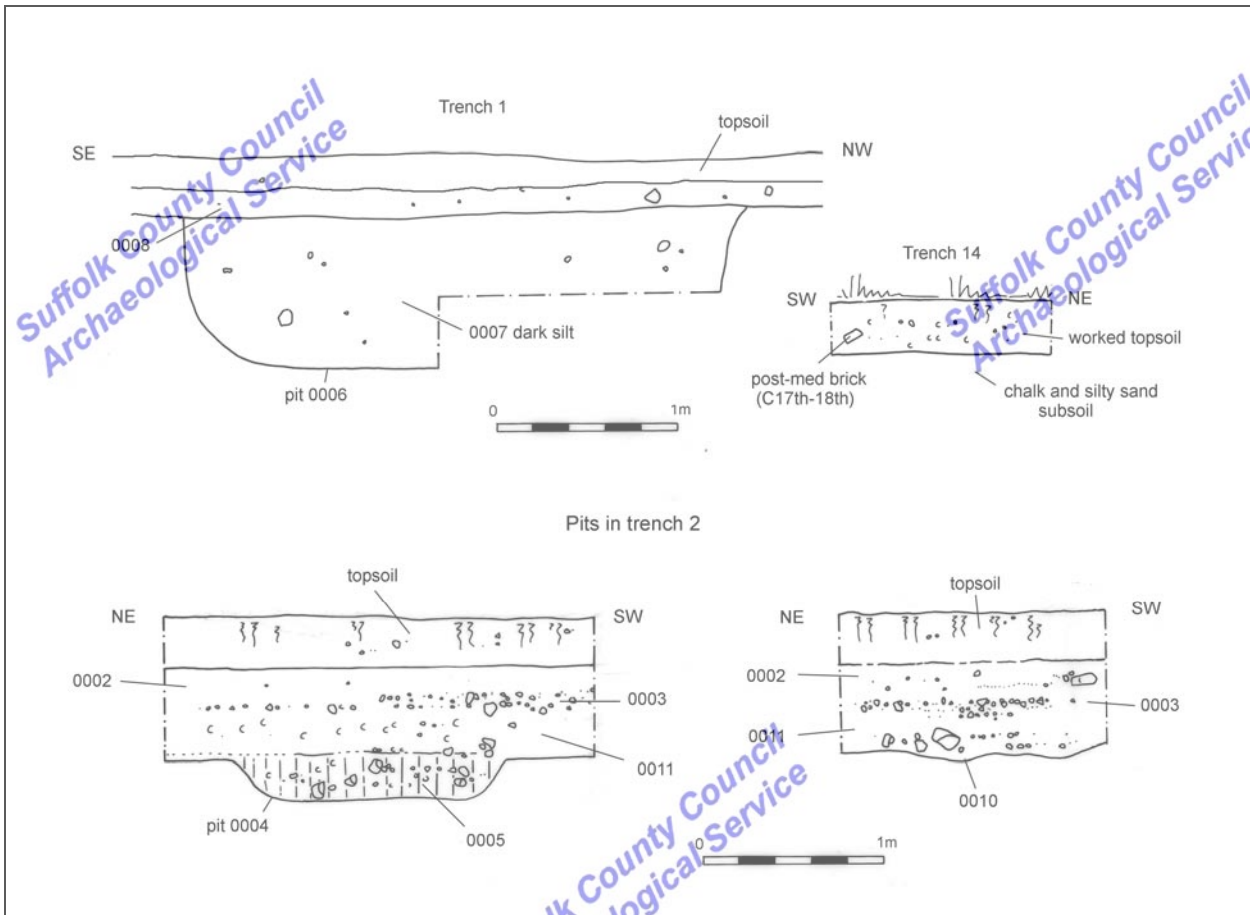


Figure 3. Sections

Trench 4 (Figs. 2)

Trench 4 was excavated to determine if the feature excavated in Trench 1 was a ditch and continued across the site. No evidence of the earlier feature was found but the stub of a bonded flint wall, a continuation of the rear boundary wall of 'The Blooms' was recorded. The end of the wall was finished with a quoin of coursed brick which indicated the position of an entrance to the rear of the plot. The bricks were made of sandy textured well-mixed and well-fired clay the bricks measured 9"x 4¼"x 2½" suggesting a mid 18th century date for the construction of the wall.

The finds by Richenda Goffin

Introduction

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

OP	Pottery		CBM		Animal bone		Miscellaneous	Spotdate
	No.	Wt/g	No.	Wt/g	No.	Wt/g		
0002							Copper alloy coin, copper alloy vessel frag	1625-49 +
0005	1	4						L12th-14th C
0007	4	30						Mid 12th-Mid 13th
0008	2	13	3	342	1	124	Med window glass, stone hone	16th-17th C
Total	7	47	3	342	1	124		

Table 1. Finds by context

Pottery

A total of 7 fragments of pottery were recovered from the evaluation (0.047kg). Two sherds of a decorated Hedingham Fineware jug were present in pitfill 0007 in Trench 1. The vessel is made in a pale orange slightly micaceous fabric, covered with a mottled copper green glaze, and is decorated with applied vertical strips. It dates from the mid 12th to the mid 13th century. The jug is accompanied by two medieval coarseware sherds which are similar to Hollesley-type ware. Two further sherds of a later date were recovered from layer 0008 in Trench 1, which sealed pit 0006. The rim of a small mug or cup made in Iron Glazed Blackware was identified (16th-18th C), with a sherd of Late Medieval and Transitional ware (15th-16th C), suggesting a date of the 16th century or later for the deposition of the pottery.

A single sooted sherd of a medieval coarseware, similar in fabric to Bury Medieval Coarseware was identified in pitfill 0005 in Trench 2 (Late 12th-14th century).

Ceramic building material

Three large fragments of ceramic roof tile were collected from layer 0008 in Trench 1. They are made from red-firing clays, with sandy fabrics and occasional flint inclusions, and are likely to be late medieval to post-medieval in date. The largest fragment has a circular peg hole and the remains of a creamy mortar spread covering most of the main surface.

Animal bone

A fragment of a bovine scapula was present in layer 0008 in Trench 1.

Small Finds

Four small finds were recovered from the evaluation. A small and very degraded fragment of medieval window glass 1003 was present in layer 0008 in Trench 1. A fragment of a possible honestone 1004 was recovered from the same context. It is made in a sandy micaceous fabric and shows signs of wear on the surface.

A Charles 1 farthing 1001 (1625-1649), and a fragment of a copper alloy vessel rim 1002 were found in dark silt layer 0002 in Trench 2 (rim diameter 240mm). The underside is sooted, and it is likely to have been part of a cauldron or another kind of similar vessel which had been suspended over a fire (Egan 1998, 163).

Discussion of the Finds Evidence

In spite of the evidence for earlier archaeological activity in the vicinity, only medieval and post-medieval finds were recovered from the evaluation. The small quantity of medieval finds including pottery dating to the thirteenth century recovered from pitfill 0007 (Trench 1) is likely to be related to a nearby building which fronted onto Stow Road during this period. The timber-framed hall of 'The Blooms' immediately to the east dates to at least the fifteenth century, so the pit may be associated with an earlier phase of this building. Finds recovered from the possible demolition layer 0008 sealing the pit include late medieval/early post-medieval rooftiles, a small fragment of medieval window glass, and two sherds of pottery, one of which dates to the 16th century or later. A single fragment of additional medieval pottery from a pitfill in Trench 2 is further evidence of pitting which is likely to be related to medieval buildings constructed along the street frontage.

General Discussion and Conclusion

The evaluation has identified evidence of medieval and post medieval occupation including pottery, building debris and pits but there was no indication of the Roman or Anglo Saxon occupation that is known to have occurred close by, extending into the development area.

There are two phases of sealed archaeology on the site, one representing the early medieval occupation that predates the construction of the timber-framed building 'The Blooms' and one associated with the subsequent remodelling of the house and plot. This occurred between the 16th-18th centuries and can be dated by the architectural details of the building and this corresponds with the dates of the horizons of building debris recorded in Trenches 1 and 2.

'The Blooms' was originally an open hall, well constructed (the finds suggest glazed) and therefore of relatively high status. Its current plot, is very small and it is likely that at least part, if not all, of the development area was originally once part of its land. The gable wall of 'The Blooms' lies directly on the boundary at the front of the site. This might indicate that the boundary is medieval and that 'The Blooms' was part of a continuous row of timber-framed buildings fronting Stow Road, as occurs on Ixworth High Street. However there was no indication of a neighbouring building and it is likely that the Blooms plot has been divided up. The changes of the plot rear boundaries occurred prior to the drawing of the OS map in 1880 (Fig. 4) which seems to show that the field mark 251 was enlarged as it breaks across the line of the rear of the properties fronting Stow Road. The boundary wall at the rear of 'The Blooms' extended into and enclosed part of the development area. It was sampled in the evaluation and its date suggests that the enlargement of field 251 occurred during the 18th century.

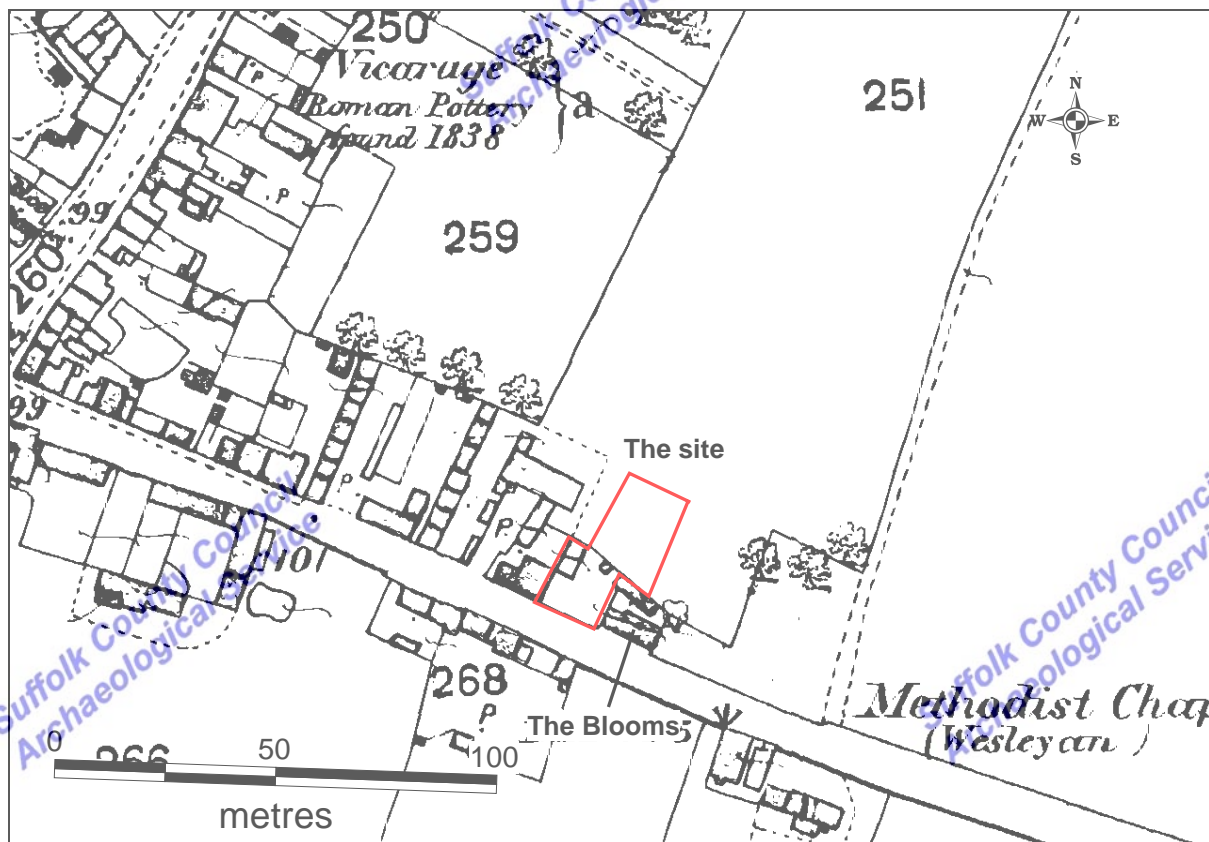


Figure 4. 1st Edition Ordnance Survey map 1880

Finds from the pits at the front and rear of the plot date them to the late 12th to the mid 13th century. This suggests (if the present owner is correct) that they were associated with the

occupation of the site at the start of or immediately prior to the construction of 'The Blooms' and confirms that Stow Road as a street dates to at least the 12th century. The location of the pit in Trench 1 is unusual, as pits dug primarily for the disposal of household rubbish would be expected to be sited in the backyards and not on the street front. The proximity to the front of the property suggests that access to the road was important and that it may have been initially excavated to extract sand and gravel which was loaded directly into carts parked on the street, and its use for rubbish disposal may have been secondary.

Recommendations

There is doubt about how the present site relates to the medieval plot boundaries and whether a later medieval building may have occupied the frontage of the site. No evidence of this was found in the trenching but monitoring of the footings here may provide conclusive evidence. It is therefore recommended that the footing trenches of the proposed house at the front of the development area be monitored during excavation.

David Gill
January 2008

References

Egan, G., 1998, *The Medieval Household Daily Living c1150-c1450, Medieval Finds from Excavations* in London: 6, HMSO

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 I IAW 063 context list

context	feature	trench	identifier	description	finds	over	under	spotdate	SMF
0001			Unstratified F	No finds					
0002		2	Layer	Soil horizon below topsoil in trench 2. Fine, mid grey silt, flecked with charcoal and chalk contained fragments of Post Med brick. Late 18th century window glass. SMF 1001 = James of Charles I farthing. SMF 1002 = Fragment of bronze bowl.	Y	0003		AD 1625-49+	1001, 1002
0003		2	Layer	Thin horizon of loose crushed chalk runs in a flat horizon for 7m from the South end of the trench. More concentrated at South end up to 0.15m wide.		0011	0002		
1001	0002	2	Find	James or Charles I farthing.	Y				
1002	0002	2	Find	SMF 1002 = Fragment of bronze bowl.	Y				
0004		2	Cut of Pit	Circular pit in the middle of trench 2. Shallow sloping sides, flat bottomed cut from below. And sealed by layer 0003. Only seen at subsoil level 0.20 deep from here. Width 1.50m, Depth 0.20m.			0005		
0005	0004	2	Fill of Pit	Fill of 0004. Single sherd of grey brown silt with common chalk flecks and large flint nodules. Single sherd of mud greyware. Sealed beneath soil horizon 0003.	Y		0011	L12th-14th C	
0006	0006	1	Cut of Pit	Large Medieval pit - full extent unknown. Almost vertical sides of 85 degrees to a flat - concave base.	Y				
0007	0006	1	Fill of Pit	Mid - dark grey silty sand, loose. Finds of Medieval glazed pottery. Occasional flint stone inclusions. Sub-rounded and angular 3cms - 8cm. Width 0.50m, Length 3.2m, Depth 1.10. Method of excavation: Trowel/Shovel.	Y		0008	Mid 12th - mid13thC	
0008		1	Layer	Soil horizon, occupation demolition debris grey silt clay with common chalk and building debris, tiles, animal bone, glass extends across the whole trench and seals pit 0006.		0007		16th-17thC	
0009		4	wall	Wall stub within trench 4. Bonded flint wall running NW-SE continuation of boundary wall to the rear of The Blooms. Brick quoin at NW end part of (?)entrance bricks plain 9"x4.25"x2.5"				17th-18thC	
0010	0010	2	pit	possible pit at S end of trench 2. Very shallow possible undulation with the subsoil sealed by 0011	N		0011		
0011		2	layer	Soil horizon with trench 2 below 0003. Dark silt sand possibly buried topsoil directly overlies natural subsoil		0010 0004	0003		

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ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM**

Brief and Specification for an Archaeological Evaluation

Evaluation by Trial Trench

Land adjacent 12 Stow Road, Ixworth

The commissioning body should be aware that it may have Health & Safety and other responsibilities, see paragraphs 1.7 & 1.8.

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 [SE/07/1162] has been given for the erection of two dwellings on land adjacent to 12 Stow Rd, Ixworth.

1.2 In order to establish the full archaeological implications of this application the planning authority has been advised that an archaeological evaluation of the application area should be required of the applicant.

The planning consent contains a condition (no. 3) 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 development area lies at TL 932 702 between 30 and 35m OD on the south facing side of the Black Bourne river valley. An early Anglo-Saxon cemetery, possibly mixed inhumations and cremations (IXW 005) lies 70m to the south-east; at present the location of any associated settlement is unknown. Roman material has also been found in various locations on Stow Road, presumably subsidiary activity relating to the small town on the south side of the river. The location also has general potential, being in a valley location, for prehistoric activity and includes a frontage onto a route leading out of Ixworth which might have medieval settlement. There is therefore a high probability that the development will affect archaeological deposits.

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 this office 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.

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 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 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.
- 2.8 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 of the entire site and shall be positioned to sample all parts of the site affected by the development. 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.
- 3.2. The topsoil may be mechanically removed using an appropriate machine fitted with toothless bucket and other equipment. All machine excavation is to be under the direct control and supervision of an archaeologist. The topsoil should be examined for archaeological material.
- 3.3. The top of the first archaeological deposit may be cleared by machine, but must then be cleaned off by hand. There is a presumption that excavation of all archaeological deposits will be done by hand unless it can be shown there will not be a loss of evidence by using a machine. The decision as to the proper method of further excavation will be made by the senior project archaeologist with regard to the nature of the deposit.
- 3.4. In all evaluation excavation there is a presumption of the need to cause the minimum disturbance to the site consistent with adequate evaluation; that significant archaeological features, e.g. solid or bonded structural remains, building slots or post-holes, should be preserved intact even if fills are sampled.
- 3.5. There must be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. The depth and nature of colluvial or other masking deposits must be established across the site.

- 3.6. The contractor shall provide details of the sampling strategies for retrieving artefacts, biological remains (for palaeoenvironmental and palaeoeconomic investigations), and samples of sediments and/or soils (for micromorphological and other pedological/sedimentological analyses. Advice on the appropriateness of the proposed strategies will be sought from J Heathcote, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy and Wiltshire 1994) is available.
- 3.7. Any natural subsoil surface revealed should be hand cleaned and examined for archaeological deposits and artefacts. Sample excavation of any archaeological features revealed may be necessary in order to gauge their date and character.
- 3.8. Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
- 3.9. 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).
- 3.10. 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.
- 3.11. 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.
- 3.12. A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies.
- 3.13. Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.

4. General Management

- 4.1. A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by the Conservation Team of SCC Archaeological Service.
- 4.2. The composition of the project staff must be detailed and agreed (this is to include any subcontractors).
- 4.3. A general Health and Safety Policy must be provided, with detailed risk assessment and management strategy for this particular site.

- 4.4. No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 4.5. The Institute of Field Archaeologists' *Standard and Guidance for Archaeological Desk-based Assessments* and for *Field Evaluations* should be used for additional guidance in the execution of the project and in drawing up the report.

5. Report Requirements

- 5.1. An archive of all records and finds must be prepared consistent with the principles of English Heritage's *Management of Archaeological Projects*, 1991 (particularly Appendix 3.1 and Appendix 4.1).
- 5.2. The data recording methods and conventions used must be consistent with, and approved by, the County Sites and Monuments Record.
- 5.3. The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.
- 5.4. An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established.
- 5.5. Reports on specific areas of specialist study must include sufficient detail to permit assessment of potential for analysis, including tabulation of data by context, and must include non-technical summaries.
- 5.6. The Report must include a discussion and an assessment of the archaeological evidence. Its conclusions must include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).
- 5.7. Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*. The finds, as an indissoluble part of the site archive, should be deposited with the County SMR if the landowner can be persuaded to agree to this. If this is not possible for all or any part of the finds archive, then provision must be made for additional recording (e.g. photography, illustration, analysis) as appropriate.
- 5.8. The site archive is to be deposited with the County SMR within three months of the completion of fieldwork. It will then become publicly accessible.
- 5.9. Where positive conclusions are drawn from a project (whether it be evaluation or excavation) a summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute for Archaeology*, must be prepared. It should be included in the project report, or submitted to the Conservation Team, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.
- 5.10. County SMR sheets must be completed, as per the county SMR manual, for all sites where archaeological finds and/or features are located.

- 5.11. 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.
- 5.12. 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: Judith Plouviez

Suffolk County Council
Archaeological Service Conservation Team
Environment and Transport Department
Shire Hall
Bury St Edmunds
Suffolk IP33 2AR

Tel: 01284 35244

Date: 29th October 2007

Reference: *Spec fw eval (JP) 12 Stow Rd.doc*

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.