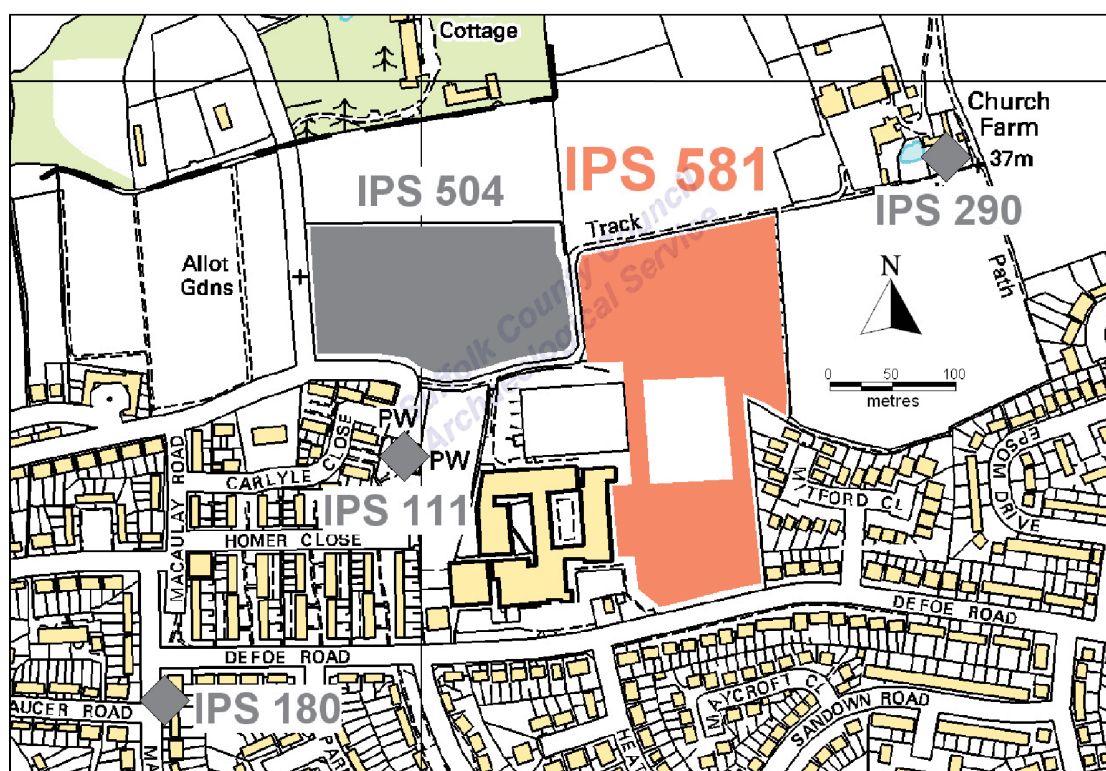


ARCHAEOLOGICAL EVALUATION REPORT

Old Playing Fields, Thurleston High School, Defoe Road, Whitton, Ipswich IPS 581

OASIS ID: suffolkc1-42875

A REPORT ON THE ARCHAEOLOGICAL EVALUATION AND
MONITORING, 2007



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Figure 1: Location of site IPS 581 with surrounding areas of archaeological interest as recorded by the Suffolk Historic Environment Record

Jezz Meredith

Field Team

Suffolk C.C. Archaeological Service

© September 2008

Lucy Robinson, County Director of Environment and Transport
Endeavour House, 8 Russell Road, Ipswich IP1 2BX

Summary

An evaluation of the old playing fields to the east of Thurleston High School and the monitoring of footing trenches through an adjacent demolished wing of the school revealed varying degrees of disturbance and truncation.

Despite this, three ditches were recognised. Two of these ditches were parallel and were of comparative recent date. They have been matched to boundary ditches recorded on the 1st edition Ordnance Survey map of 1881.

A third ditch was of considerable size, of up to 6m width and 1m depth, and was on a slightly different alignment to the other two ditches. Tip lines within the fills suggest a bank along the ditch's western edge. Finds from the upper fills suggest a medieval date for this feature, although it also contained Iron Age pottery and an earlier date is possible.

Unstratified finds of prehistoric and later 17th century date were recovered from the topsoil.

SMR information

Planning application no.	not available
Date of fieldwork:	13 th – 21 st June and 17 th July 2007
Grid Reference:	TM 1517 4762
Funding body:	Suffolk County Council Property Division

Contributors

All Suffolk County Council Archaeological Service unless otherwise stated.

Jezz Meredith	Project Officer
John Newman	Project Manager
Richenda Goffin	Finds Manager
Colin Pendelton	Struck Flint - advisor
Gemma Adams	Finds Assistant
Val Fryer	Freelance Environmental Specialist, Church Farm, Sisland, Loddon, Norfolk, NR14 6EF

1. Introduction

The Planning Authority (Mid Suffolk District Council) was advised by the Conservation Team of Suffolk County Council Archaeological Service that an archaeological evaluation be conducted as a condition of planning consent for the extension of Thurleston High School to provide new accommodation for Thomas Wolsey Special School. An evaluation was therefore proposed to determine the archaeological potential of the area and a 5% sample by trial trenching was required in the Brief and Specification issued by Jess Tipper of the Conservation Team (see Appendix 1). Although c.928m of trenching was specified in this document, only 682.5m was opened. The reason for this discrepancy will be discussed below in section 2 on Method. This stage of the fieldwork was carried out between the 13th and 21st of June 2007. A monitoring visit was made on the 17th July to observe footing trenches that had been excavated through a demolished school building to the west of the evaluation area.

The site consists of a series of playing fields located on a slight hilltop, just above the 40m contour. Towards the north of the evaluation area the ground begins to slope down to a small tributary of the River Gipping. This northern area shows obvious signs of terracing where the slope has been cut to create the playing field. A large, grown-over spoil heap within the north-west corner of the school grounds might belong to this phase of previous landscaping. The field to the south of the evaluation also shows signs of being levelled and has previously been used as a cricket pitch. The natural drift geology of the site is stiff chalky clay.

The site is close to several sites of archaeological interest as recorded by the Suffolk Historic Environment Record (figure 1). These include the discovery of a Bronze Age blade fragment c.150m to the north-east (IPS 290). A Roman coin of Severus Alexander (AD 226-229) was discovered c.380m to the south-west (IPS 190). The medieval church of St Mary's, Whitton, is located c.120m to the west (IPS 111). A large Iron Age enclosure and other medieval features (IPS 504) were revealed during the creation of new playing fields to the immediate north-west of Thurleston school (figure 6).

2. Method

Trenching was conducted using a 360° mechanical digger equipped with a 1.8m wide toothless ditching bucket. All trenches were excavated with a ramp at each end to allow great crested newts and other wildlife to escape. In total 26 trenches were proposed in the original trench plan (figure 2) but only 14 were dug. This was because of the following:

- The northern area had been severely truncated, with the slope of the hill terraced to make a playing field. Rather than the proposed nine trenches across this area, only three were dug to check that truncation occurred uniformly across the field.
- The seven proposed trenches across the central zone were not dug as this was an area of low impact development (footpaths only). Trenching was also highly likely to disturb the habitat and the movement of great crested newts.
- The southern area was investigated with 11 trenches. Although this area had been levelled and truncated to some degree, occasional deeper archaeological features survived.



Figure 2: Proposed trench plan.

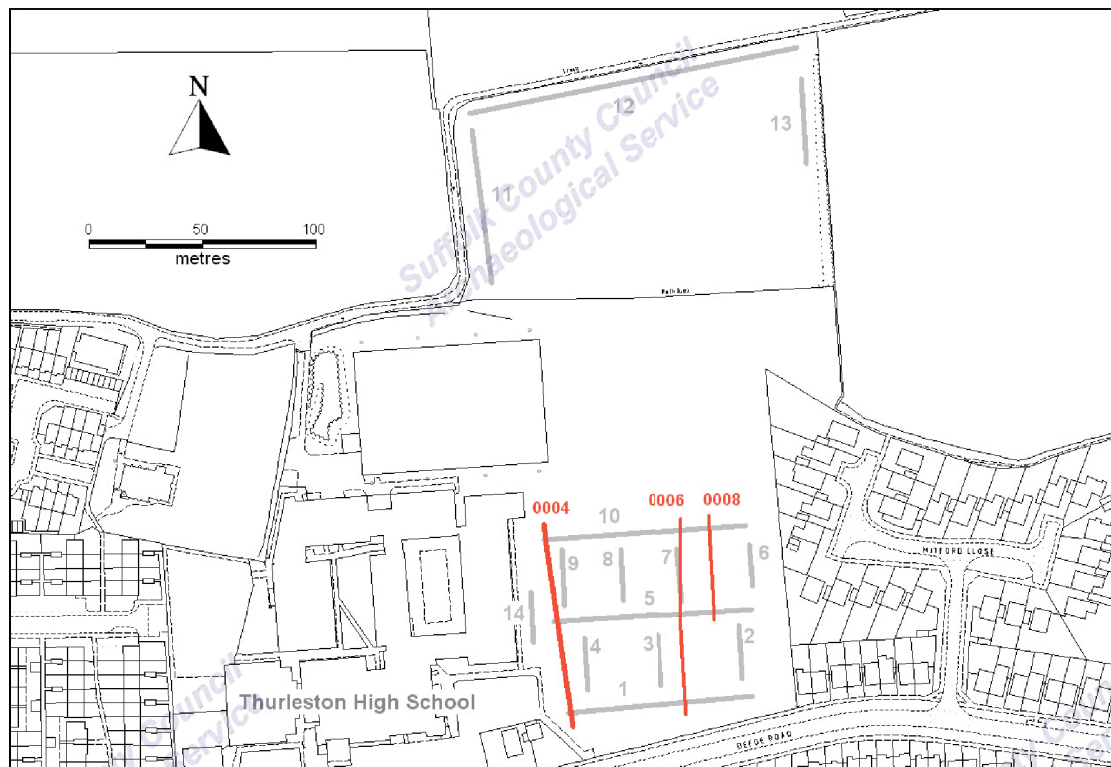
During the evaluation, all machining was observed by an archaeologist standing adjacent to or within the trench. The upcast soil was checked visually for any archaeological finds. Features of archaeological significance observed in the base of the trench were planned at 1:50, their deposits described and sampled for finds and drawn in section at a scale of 1:20.

Records were made of the position, length and depth of trenches. Observations were made of the depth of overlying deposits encountered. A digital photographic record was made of features and trenches in JPG format (figure 7).

Samples were taken from significant feature fills and were processed by flotation by Val Fryer. Finds were collected by context and analysed by SCCAS finds staff under the direction of Richenda Goffin (see section 4).

After the evaluation phase of fieldwork a monitoring visit was made to check footing trenches dug across an area occupied by a demolished school building. Footing trenches were not entered (as the edges were unstable) but the sides and base of trenches were observed for archaeological features and deposits. The spoil was checked for finds.

The site archive will be deposited with the Suffolk County Council Archaeological Service in Ipswich. The site code IPS 581 will be used to identify all elements of the archive associated with this project.



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Figure 3: Trench plan, showing the position of observed ditches.

3. Results

3.1 Evaluation

Descriptions of trenches are summarised in Table 1 and context information is given in Table 2. The position of Trenches and archaeological features encountered is shown in Figure 3.

Particularly severe truncation was apparent across the north of the evaluation area but much of the site revealed sharp contact between topsoil 0002 and the natural, indicating varying degrees of truncation and levelling to create the present sports fields. Only in a small number of cases was subsoil 0003 observed (seen across the top fills of ditch [0004], where it had, presumably, settled into the dip caused by the earlier ditch).

Despite evidence for landscaping and truncation three linear features – ditches [0004], [0006] and [0008] – were identified.

Trench no.	length	topsoil depth	total depth	notes
1	81 m	300 mm	400 mm	ditches [0004] & [0006]
2	23.5 m	300 mm	450 mm	
3	22.5 m	300 mm	450 mm	
4	23 m	500 mm	500 mm	deep topsoil
5	87 m	200 mm	300 mm	ditches [0004], [0006] & [0008]
6	17.5 m	200 mm	350 mm	
7	20 m	300 mm	300 mm	ditch [0006]
8	22 m	250 mm	250 mm	
9	23 m	250 mm	350 mm	
10	89 m	300 mm	300 mm	ditches [0004], [0006] & [0008]
11	67 m	300 mm	300 mm	topsoil directly over truncated natural
12	147 m	300 mm	300 mm	topsoil directly over truncated natural
13	38 m	300 mm	300 mm	topsoil directly over truncated natural
14	22 m	200 mm	500 mm	topsoil over 300mm of compacted clay and hardcore

Table 1: Summary of trench descriptions

Ditch [0004]

A large, approximately north to south running ditch, with an asymmetric, open V-shaped profile, much steeper on the western edge than on the gradually sloping eastern side. This feature varied in width between 4m (Trench 5), 5.5m (Trench 1) and 6m (Trench 10) and between c.750mm and 1m in depth. The mottled, sandy clay fills indicated tip lines filling the ditch from the west, suggesting a bank along this edge. Section drawings of this ditch are shown in figure 4.

Finds recovered from the upper and middle fills (0010, 0011 and 0013) indicate a mix of prehistoric (Iron Age?) and late 12th to 14th century artefacts, suggesting a medieval date for this feature. Land drain intrusive features might however have introduced medieval material into an older ditch, or the upper fills represent later fill after settling. It is unlikely that the Iron Age

pottery would have survived much movement so a later prehistoric date for this feature is possible.

Ditch [0006]

A north to south running ditch of c.1m width and containing a dark loam fill with brick and tile fragments encountered in Trenches 1, 5, 7 and 10. This ditch corresponds to a boundary feature observed on the 1st edition Ordnance Survey map (see figure 4) and is probably of post-medieval or early modern date. This feature was not excavated or sampled, nor were finds (of obvious 19th century or later date) kept.

Ditch [0008]

Seen in Trenches 5 and 10 and of c.2m width, this feature was also observed on the Ordnance Survey map of 1881 and is probably contemporary with ditch [0006]. This feature was not excavated and finds were not retained.

Context No.	Description
0001	Unstratified finds recovered from topsoil (Trenches 1 and 2 only)
0002	Topsoil, dark brown humic clay loam. Mainly 200mm to 300mm in thickness except for Trench 4 where 500mm deep. Sharp contact with underlying natural clay across much of site suggesting truncation / landscaping.
0003	Mid orange brown sandy clay with moderate stones, under topsoil 0002. Only present in few places across site, mainly along W edge of S area and over upper fills of ditch [0004]. Of probable recent / landscaping origin as appears to seal land drains on likely C19 th date (see figure 3).
0004	Large approximately N-S running ditch of up to 6m width and 1m depth. With asymmetric V-shaped profile, steeper along W edge.
0005	Fill of [0004] within Trench 1. Machine excavated to depth of 900mm
0006	N-S running ditch of c.1m width in Trenches 1, 5, 7 and 10. Of likely late PMed or Modern date.
0007	Fill of [0006] dark brown humic loam (topsoil-like) with brick and tile fragments (finds not retained).
0008	N-S running ditch of c.2m width in Trenches 5 and 10. Of likely late PMed or Modern date.
0009	Fill of [0008] dark brown humic loam (topsoil-like) with brick and tile fragments (finds not retained).
0010	Upper fill of ditch [0004] in Trench 10. Mottled mid orange brown and mid grey sandy clay with moderate stones and occasional small charcoal flecks. Finds: 2 prehistoric pot sherds, 1 small sherd medieval pot (Hollesley-type coarseware)
0011	Middle fill of ditch [0004] in Trench 10. More grey flecked and slightly more clay than 0010. Finds: flint flake (LBA / IA)
0012	Lower fill of ditch [0004] in Trench 10. Slightly more grey and clay than 0011.
0013	Upper fill of ditch [0004] in Trench 5. Similar to 0010. Finds: 1 sherd of sooted medieval pot
0014	Middle fill of ditch [0004] in Trench 5. Similar to 0013 but slightly paler
0015	Lower fill of ditch [0004] in Trench 5. Similar to 0014 but slightly more clay, paler with frequent chalk flecks

Table 2: Context numbers and descriptions of layers, cuts and fills

No other features or deposits of archaeological significance were observed. Unstratified finds from the topsoil include a struck flake of probable Late Bronze Age or Iron Age date from Trench 1 and from Trench 2 a clay pipe bowl of middle to late 17th century date.

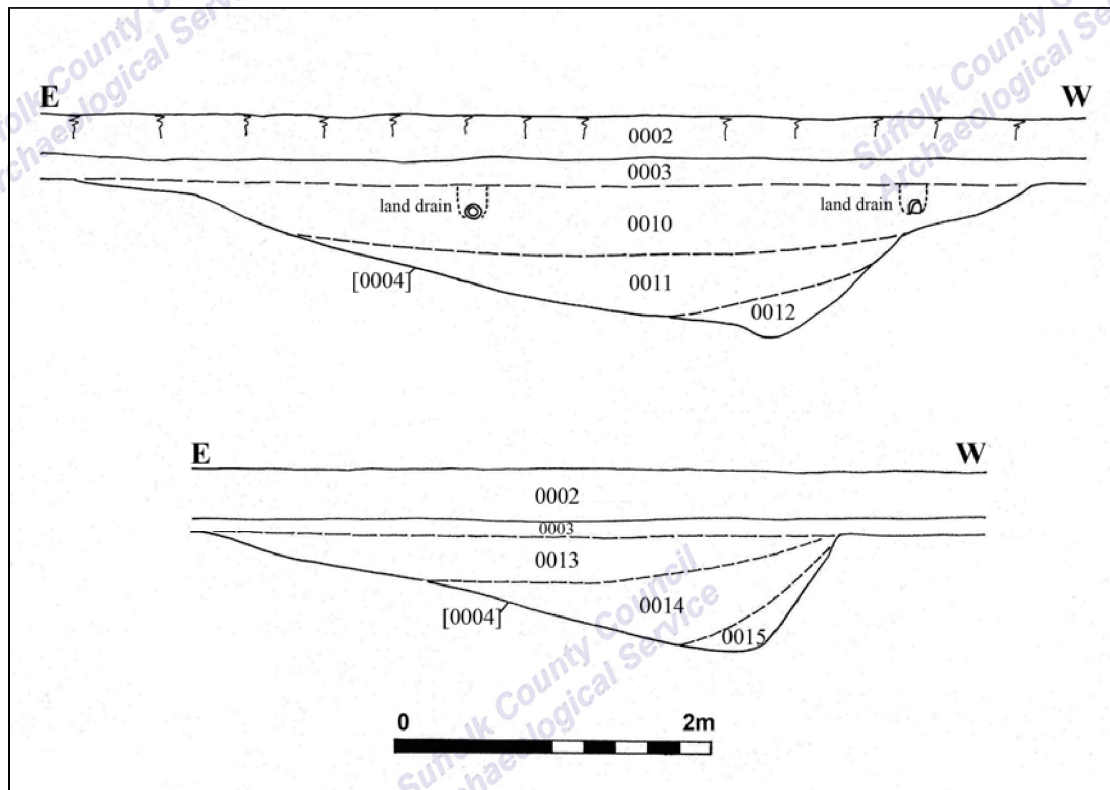


Figure 4: Section of Ditch [0004] in Trenches 5 (bottom) and 10 (top)

3.2 Monitoring

Subsequent monitoring of new footings dug after the demolition of the school buildings to the west of Trench 14 indicated that the ground here was highly disturbed and exhibited the same kind of severe truncation seen across other areas of the site. As footings were dug eastwards the large ditch [0004] was revealed close to where it had been observed in Trench 10. Definition of this feature was poor in the sides and base of the footings trench (compared to when seen in Trench 10), particularly as a toothed digging bucket had been used. No further finds from this feature were recovered. No other archaeological features, deposits or finds were recognised during monitoring.

4. Finds

by Richenda Goffin

4.1 Introduction

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

OP	Pottery		Flint		Clay pipe		Spotdate
	No.	Wt/g	No.	Wt/g	No.	Wt/g	
0001			1	12	1	16	Unstratified, IA and P/Med L13th-14th C Iron Age? L12th-14th C
0010	3	15					
0011			1	71			
0013	1	8					
Total	4	23	2	83	1	16	

Table 3: Finds quantities

4.2 Pottery

Four fragments of pottery were recovered from the evaluation weighing 0.023kg. Two prehistoric sherds were present in 0010. One of these is an abraded sandy fragment with moderate angular flint inclusions up to 2mm, which is probably Iron Age. A second thicker body sherd with moderate flint inclusions is also likely to be of this date.

A small sherd of medieval coarseware was present in 0010 with the prehistoric pottery. It is made from Hollesley-type coarseware in a fine grey fabric with grey/buff internal core (L13th-14th C). A larger, sooted fragment of an unspecified medieval coarseware was also recovered from 0013 (L12th-14th C).

4.3 Clay pipe

A single fragment of a clay tobacco pipe was collected as an unstratified find from Trench 2. It has a complete bowl with slight groove round the rim with a flat heel, dating to the middle to late seventeenth century (Oswald Fig 3 Nos 5-6).

4.4 Flint (Colin Pendleton)

Two fragments of flint were recovered from the evaluation (0.083kg). An unstratified flake with hinge fracture and limited edge retouch, with 50% of cortex on the dorsal face dates to the later Prehistoric period (Late Bronze Age or Iron Age). Another flint was found in the lower fill 0011 of the ditch 0004 in Trench 10. It is a thick irregular flake possibly utilised as a core for small flakes, or it has been crudely retouched. This fragment also dates to the Late Prehistoric period, (Late Bronze Age or Iron Age).

4.5 Charred plant macrofossils and other remains (Val Fryer)

Introduction and method statement

Evaluation excavations at Thurleston High, undertaken by the Suffolk County Council Archaeological Service, recorded a small number of features of, as yet, uncertain date. Samples for the evaluation of the preservation and

content of the plant macrofossil assemblages were taken from fills within a large ditch (feature [0004]), and three were submitted for assessment.

The samples were processed by manual water flotation/washover and the flots were collected in a 300 micron mesh sieve. The dried flots were scanned under a binocular microscope at magnifications up to x 16 and the plant macrofossils and other remains noted are listed on Table 1. All plant remains were charred. Modern contaminants, including fibrous roots and seeds, were present in all three assemblages.

Results

Small charcoal/charred wood fragments and pieces of charred root/stem were present at a very low density in all three samples. The only other plant macrofossil noted was a single very poorly preserved cereal grain within the assemblage from sample 3. This was severely puffed and distorted, probably as a result of combustion at an extremely high temperature. Small pieces of coal and fragments of black porous and tarry residue were also recorded, with the latter two being derived from either the combustion of organic remains at very high temperatures or the burning of coal.

Key to Table
x = 1 – 10 specimens xx = 11 – 50 specimens

Sample No.	1	2	3
Context No.	0013	0014	0011
Plant macrofossils			
Cereal indet. (grain)			x
Charcoal <2mm	xx	x	x
Charcoal >2mm	x		
Charred root/stem	x		x
Other remains			
Black porous 'cokey' material	x	x	x
Black tarry material		x	x
Burnt/fired clay		x	
Small coal frags.	x	x	x
Sample volume (litres)	8	8	15
Volume of flot (litres)	<0.1	<0.1	<0.1
% flot sorted	100%	100%	100%

Table 4: Results of sample flotation

Conclusions

All three assemblages are extremely small, with even charcoal/charred wood fragments occurring infrequently. It would appear most likely that all are derived from scattered or wind-blown refuse of unknown origin, much of which was probably accidentally incorporated within the fills of ditch [0004].

Recommendations for further work

Although plant macrofossils are scarce within the current assemblages, further samples should ideally be taken during any additional phases of work at the Thurleston High School site. However, it is strongly recommended that samples are only taken from well-sealed and dated features, as analysis of un-dated contexts rarely produces worthwhile results.

4.6 Discussion of finds evidence

The small quantity of finds recovered from the evaluation includes residual material which is probably Iron Age in date, with a small number of fragments of medieval pottery.

5. Conclusions

The areas of the old sports fields to the east and north-east of Thurleston High School have been landscaped to varying degrees with severe truncation towards the north of the evaluation area. Despite this degree of disturbance several archaeological features were recognised, although two of these – ditches [0006] and [0008] – contained finds of fairly recent date and are recorded on the Ordnance Survey map of 1881 (figure 5). The cottage shown on the 1st edition map was just to the north of Trench 10 and thus beyond the evaluation area. This dwelling is not thought to be of any significant antiquity however as it is not shown on the tithe map of c.1840.

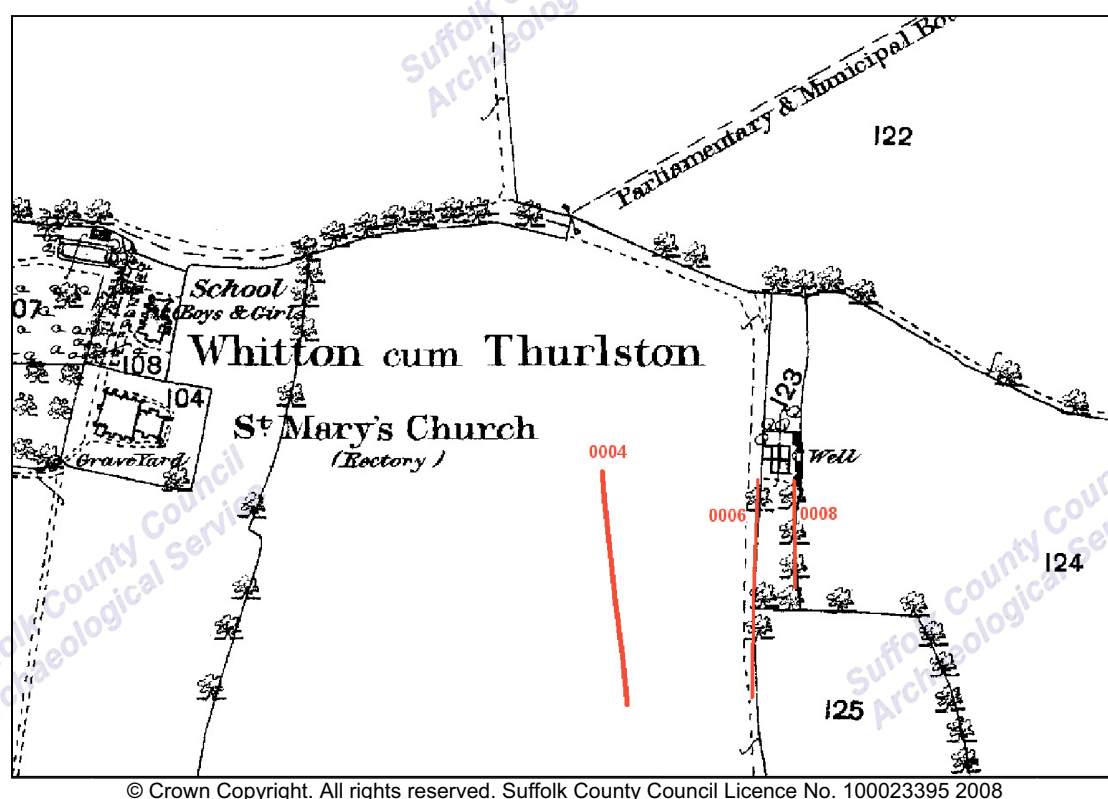


Figure 5: Plan of observed ditches superimposed over the 1st edition Ordnance Survey map of 1881

Ditch [0004] was a feature of considerable proportions, varying from 4m to 6m in width and up to 1m deep in its partially truncated form. Tip lines within the fills indicate that a bank probably ran along the western edge of the ditch. Two sherds of pottery and a flint artefact, both of likely Iron Age date, were recovered from its fills. Also from the same contexts however were two medieval sherds of late 12th to the 14th century date and these are likely to date the ditch. It is possible though that the medieval pottery was intrusive, pushed into the upper fills by the digging of later field drains, plough action or animal burrows. The prehistoric pottery is not robust enough to have travelled far, so an Iron Age date is possible.

This large ditch does not correspond to anything seen in the excavation of IPS 504 to the north-west, where a prehistoric curvilinear enclosure and a medieval field system with a possible structure were recorded (figure 6). Ditch [0004] is on a similar alignment to and could be parallel with a field boundary to the north, seen clearly on the 1st edition Ordnance Survey map and still surviving today (figures 5 and 6). It is possible that ditch [0004] could be an early parish boundary between Thurleston (a lost parish) and Whitton.

Unstratified finds across the site indicate a low-level presence during the prehistoric period and the later part of the 17th century, although the original topsoil layer has clearly been truncated in recent times.

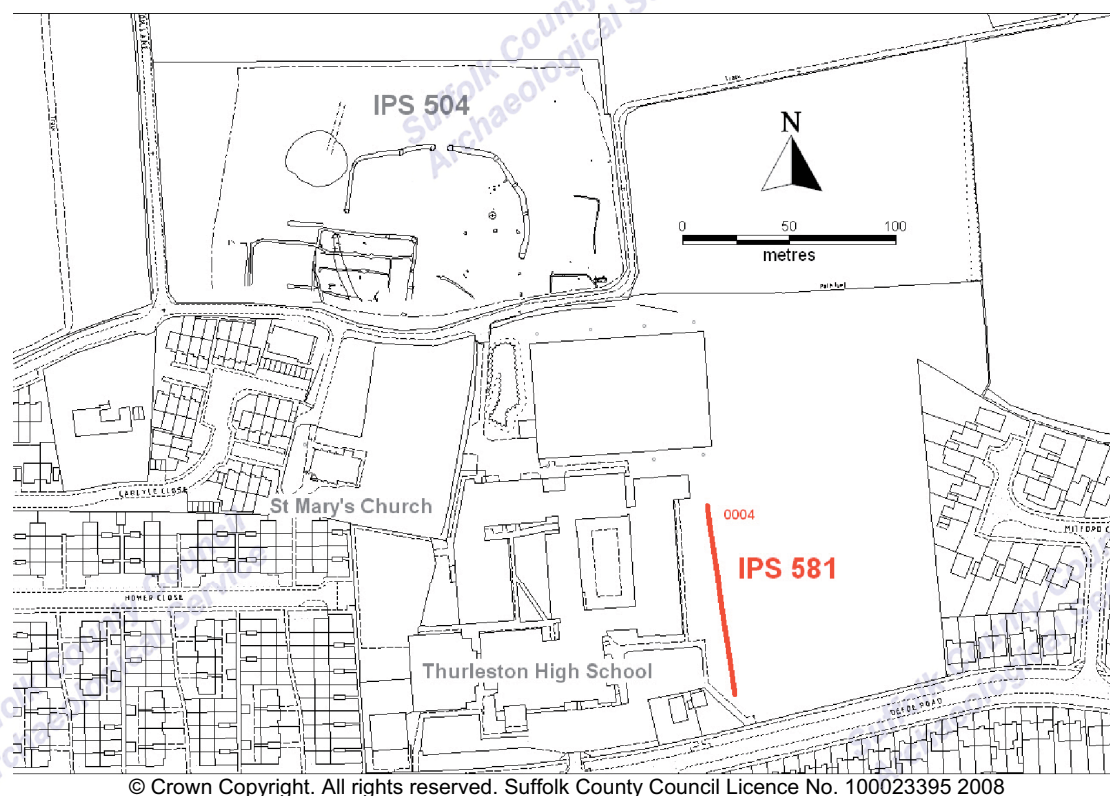


Figure 6: Plan of ditch [0004], with principal features from site IPS 504 to the north-west

6. References

Oswald, A., 1975, Clay Pipes for the Archaeologist, British Archaeological Reports 14, Oxford



Figure 7: Photograph of ditch [0004] within Trench 10 (scale = 1m)

APPENDIX 1

SUFFOLK COUNTY COUNCIL ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM

Brief and Specification for an Archaeological Evaluation

THURLESTON HIGH SCHOOL, DEFOE ROAD, WHITTON

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

1. Background

- 1.1 An application has been made for major development at Thurleston High School, Defoe Road, Whitton (TM 152 477).
- 1.2 Suffolk County Council (Property Division) has been advised that any consent should be conditional upon an agreed programme of work taking place before development begins (PPG 16, paragraph 30 condition). An archaeological evaluation of the application area will be required as the first part of such a programme of archaeological work; decisions on the need for, and scope of, any further work will be based upon the evaluation.
- 1.3 This proposal lies in an area of archaeological importance, recorded in the County Sites and Monuments Record. This site is located immediately to the east of a medieval church and churchyard recorded in the County Sites and Monuments Record (IPS 111). In addition, there is a find spot of a Bronze Age rapier to the north-east (IPS 290). These strongly indicate the high potential for archaeological deposits to be archaeological deposits to be disturbed by this development. The proposed works will cause significant ground disturbance that has potential to damage any archaeological deposit that exists.
- 1.4 All arrangements for the field evaluation of the site, the timing of the work, access to the site, the definition of the precise area of landholding and area for proposed development are to be defined and negotiated with the commissioning body.
- 1.5 Detailed standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003.
- 1.6 In accordance with the standards and guidance produced by the Institute of Field Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Project Design or Written Scheme of Investigation (PD/WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the PD/WSI as satisfactory. The PD/WSI will *provide the basis for measurable standards* and will be used to establish whether the requirements of the planning condition will be adequately met.
- 1.7 Before any archaeological site work can commence it is the responsibility of the developer to provide the archaeological contractor with either the contaminated land

report for the site or a written statement that there is no contamination. The developer should be aware that investigative sampling to test for contamination is likely to have an impact on any archaeological deposit which exists; proposals for sampling should be discussed with the Conservation Team of the Archaeological Service of SCC (SCCAS/CT) before execution.

- 1.8 The responsibility for identifying any restraints on field-work (e.g. Scheduled Monument status, Listed Building status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites &c.) rests with the commissioning body and its archaeological contractor. The existence and content of the archaeological brief does not over-ride such restraints or imply that the target area is freely available.
- 1.9 Any changes to the specifications that the project manager may wish to make after approval by this office should be communicated directly to SCCAS/CT for approval.

2. Brief for the Archaeological Evaluation

- 2.1 Establish whether any archaeological deposit exists in the area, with particular regard to any which are of sufficient importance to merit preservation *in situ* [at the discretion of the developer].
- 2.2 Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.
- 2.3 Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- 2.4 Establish the potential for the survival of environmental evidence.
- 2.5 Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.
- 2.6 This project will be carried through in a manner broadly consistent with English Heritage's *Management of Archaeological Projects*, 1991 (MAP2), all stages will follow a process of assessment and justification before proceeding to the next phase of the project. Field evaluation is to be followed by the preparation of a full archive, and an assessment of potential. Any further excavation required as mitigation is to be followed by the preparation of a full archive, and an assessment of potential, analysis and final report preparation may follow. Each stage will be the subject of a further brief and updated project design; this document covers only the evaluation stage.
- 2.7 The developer or his archaeologist will give SCCAS/CT (address as above) five working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored.
- 2.8 If the approved evaluation design is not carried through in its entirety (particularly in the instance of trenching being incomplete) the evaluation report may be rejected. Alternatively the presence of an archaeological deposit may be presumed, and untested areas included on this basis when defining the final mitigation strategy.
- 2.9 An outline specification, which defines certain minimum criteria, is set out below.

3. **Specification: Field Evaluation**

- 3.1 A non-ferrous metal-detecting survey is to be undertaken prior to development. This should allow for total coverage of the impact area.
- 3.2 Trial trenches are to be excavated to cover a minimum 5% by area, which is 1,670m² of the total area of ground disturbance (c. 3.34ha.). 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. 928m of trenching at 1.8m in width. If excavation is mechanised a toothless 'ditching bucket' at least 1.2m wide must be used. A scale plan showing the proposed locations of the trial trenches should be included in the Project Design and the detailed trench design must be approved by SCCAS/CT before field work begins.
- 3.3 The topsoil may be mechanically removed using an appropriate machine with a back-acting arm and fitted with a toothless bucket. All machine excavation is to be under the direct control and supervision of an archaeologist. The topsoil should be examined for archaeological material.
- 3.4 The top of the first archaeological deposit may be cleared by machine, but must then be cleaned off by hand. There is a presumption that excavation of all archaeological deposits will be done by hand unless it can be shown there will not be a loss of evidence by using a machine. The decision as to the proper method of further excavation will be made by the senior project archaeologist with regard to the nature of the deposit.
- 3.5 In all evaluation excavation there is a presumption of the need to cause the minimum disturbance to the site consistent with adequate evaluation; that significant archaeological features, e.g. solid or bonded structural remains, building slots or post-holes, should be preserved intact even if fills are sampled.
- 3.6 There must be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. The depth and nature of colluvial or other masking deposits must be established across the site.
- 3.7 Archaeological contexts should, where possible, be sampled for palaeoenvironmental remains. Best practice should allow for sampling of interpretable and datable archaeological deposits and provision should be made for this. The contractor shall show what provision has been made for environmental assessment of the site and must provide details of the sampling strategies for retrieving artefacts, biological remains (for palaeoenvironmental and palaeoeconomic investigations), and samples of sediments and/or soils (for micromorphological and other pedological/sedimentological analyses. Advice on the appropriateness of the proposed strategies will be sought from J. Heathcote, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy, P.L. and Wiltshire, P.E.J., 1994, *A guide to sampling archaeological deposits for environmental analysis*) is available for viewing from SCCAS.
- 3.8 Any natural subsoil surface revealed should be hand cleaned and examined for archaeological deposits and artefacts. Sample excavation of any archaeological features revealed may be necessary in order to gauge their date and character.
- 3.9 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
- 3.10 All finds will be collected and processed (unless variations in this principle are agreed SCCAS/CT during the course of the evaluation).

- 3.11 Human remains must be left *in situ* except in those cases where damage or desecration are to be expected, or in the event that analysis of the remains is shown to be a requirement of satisfactory evaluation of the site. However, the excavator should be aware of, and comply with, the provisions of Section 25 of the Burial Act 1857.
- 3.12 Plans of any archaeological features on the site are to be drawn at 1:20 or 1:50, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded. All levels should relate to Ordnance Datum. Any variations from this must be agreed with the Conservation Team.
- 3.13 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies and/or high resolution digital images.
- 3.14 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.

4. **General Management**

- 4.1 A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by SCCAS/CT. The archaeological contractor will give not less than ten days written notice of the commencement of the work so that arrangements for monitoring the project can be made.
- 4.2 The composition of the project staff must be detailed and agreed by this office, including any subcontractors/specialists. For the site director and other staff likely to have a major responsibility for the post-excavation processing of this evaluation there must also be a statement of their responsibilities or a CV for post-excavation work on other archaeological sites and publication record.
- 4.3 It is the archaeological contractor's responsibility to ensure that adequate resources are available to fulfill the Brief.
- 4.4 A general Health and Safety Policy must be provided, with detailed risk assessment and management strategy for this particular site.
- 4.5 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 4.6 The Institute of Field Archaeologists' *Standard and Guidance for Archaeological Desk-based Assessments* and for *Field Evaluations* should be used for additional guidance in the execution of the project and in drawing up the report.

5. **Report Requirements**

- 5.1 An archive of all records and finds must be prepared consistent with the principles of English Heritage's *Management of Archaeological Projects*, 1991 (particularly Appendix 3.1 and Appendix 4.1).
- 5.2 The report should reflect the aims of the Project Design.
- 5.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.
- 5.4 An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established

- 5.5 Reports on specific areas of specialist study must include sufficient detail to permit assessment of potential for analysis, including tabulation of data by context, and must include non-technical summaries.
- 5.6 The Report must include a discussion and an assessment of the archaeological evidence, including an assessment of palaeoenvironmental remains recovered from palaeosols and cut features. Its conclusions must include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).
- 5.7 The results of the surveys should be related to the relevant known archaeological information held in the county SMR.
- 5.8 The project manager must consult the SMR Officer to obtain an event number for the work. This number will be unique for each project or site and must be clearly marked on any documentation relating to the work.
- 5.9 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*. The finds, as an indissoluble part of the site archive, should be deposited with the County SMR if the landowner can be persuaded to agree to this. If this is not possible for all or any part of the finds archive, then provision must be made for additional recording (e.g. photography, illustration, analysis) as appropriate.
- 5.10 The project manager should consult the County SMR officer regarding the requirements for the deposition of the archive (conservation, ordering, organisation, labelling, marking and storage) of excavated material and the archive.
- 5.11 The site archive is to be deposited with the County SMR within three months of the completion of fieldwork. It will then become publicly accessible.
- 5.12 Where positive conclusions are drawn from a project (whether it be evaluation or excavation) a summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute for Archaeology*, must be prepared. It should be included in the project report, or submitted to the Conservation Team, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.
- 5.13 County SMR sheets must be completed, as per the county SMR manual, for all sites where archaeological finds and/or features are located.
- 5.14 Where appropriate, a digital vector trench plan should be included with the report, which must be compatible with MapInfo GIS software, for integration in the County Sites and Monuments Record. AutoCAD files should be also exported and saved into a format that can be imported into MapInfo (for example, as a Drawing Interchange File or .dxf) or already transferred to .TAB files.
- 5.15 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms.
- 5.16 All parts of the OASIS online form must be completed for submission to the SMR. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

Specification by: Dr Jess Tipper

Suffolk County Council
Archaeological Service Conservation Team
Environment and Transport Department
Shire Hall
Bury St Edmunds
Suffolk IP33 2AR
Email: jess.tipper@et.suffolkcc.gov.uk

Tel: 01284 352197

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Whitton2007

Reference: / ThurlestonHighSchool-

This brief and specification remains valid for six months from the above date. If work is not carried out in full within that time this document will lapse; the authority should be notified and a revised brief and specification may be issued.

Archaeological contractors are strongly advised to forward a detailed Project Design or Written Scheme of Investigation to the Conservation Team of the Archaeological Service of Suffolk County Council for approval before any proposals are submitted to potential clients.

If the work defined by this brief forms a part of a programme of archaeological work required by a Planning Condition, the results must be considered by the Conservation Team of the Archaeological Service of Suffolk County Council, who have the responsibility for advising the appropriate Planning Authority.

