

ARCHAEOLOGICAL EVALUATION REPORT

SCCAS REPORT No. 2009/077

Police Investigation Centre (PIC), Martlesham MRM 141 and 142

S. Cass
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HER Information

Planning Application No: C/08/0834

Date of Fieldwork: 23rd – 25th February 2009

Grid Reference: TM 2422 4605 and 2435 4600

Funding Body: Kier Eastern

Curatorial Officer: William Fletcher

Project Officer: Simon Cass

Oasis Reference: Suffolkcc-55710

Digital report submitted to Archaeological Data Service:
<http://ads.ahds.ac.uk/catalogue/library/greylit>

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Summary

An archaeological evaluation was carried out on land at Suffolk Constabulary Headquarters, Martlesham Heath in advance of a proposal to construct a new police investigation centre and new parking facilities. The two areas evaluated were an area of lawn in front of the main building and a tarmac parking area to the rear of the complex, with a single trench between garages and offices towards the middle of the site. The site had seen some development in the recent past, involving construction of car-parking, garages and some light landscaping relating to the current usage. The evaluation found extensive services in the north-western area, and significant disturbance in the area under tarmac to the south-east. Although this disturbance does not appear to consist of total destruction of the archaeological horizon, it is likely that should any relevant deposits still exist they will be fragmentary and severely damaged in nature, and thus of limited use. Further work is not recommended for this site.

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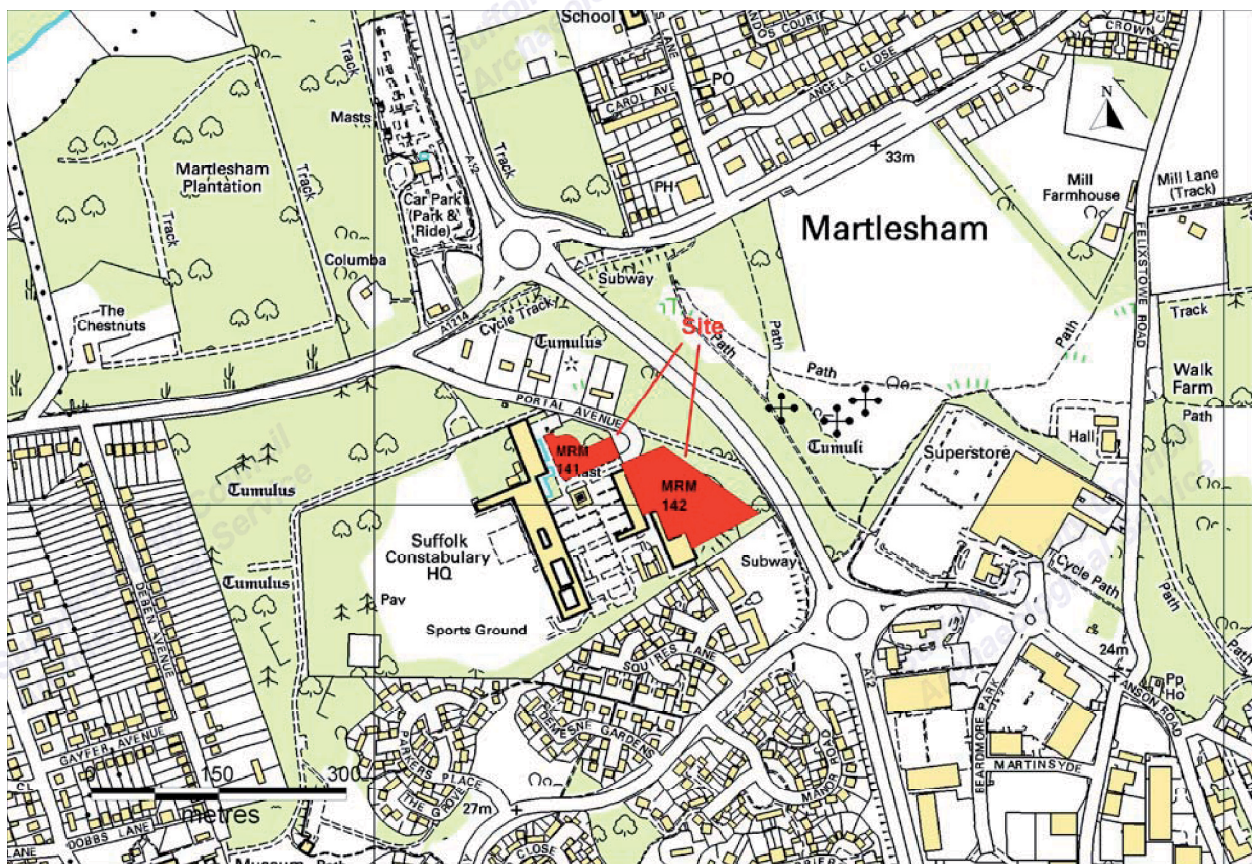
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1. Introduction

A planning application (C/08/0834) was made for the construction of a new Police Investigation Centre (PIC) and improved parking facilities on two areas of land at the Suffolk Constabulary Headquarters at Martlesham Heath (TM 2422 4606 and 2435 4600). The combined sites occupy an area of approximately 12500m² although in the second, larger, area only the location of the new building was to be included for the purposes of ascertaining trench percentages.

2. Geology and topography

The site is generally flat, at a height of approximately 27m AOD, and bounded by the A12 and Portal Avenue to the east and north with further Police property to the west and southwest and residential development to the south. The underlying natural geology is deep sandy soils (Newport Series). The land to be evaluated is currently used for parking and as a grassed lawn area.



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Figure 1. Site location

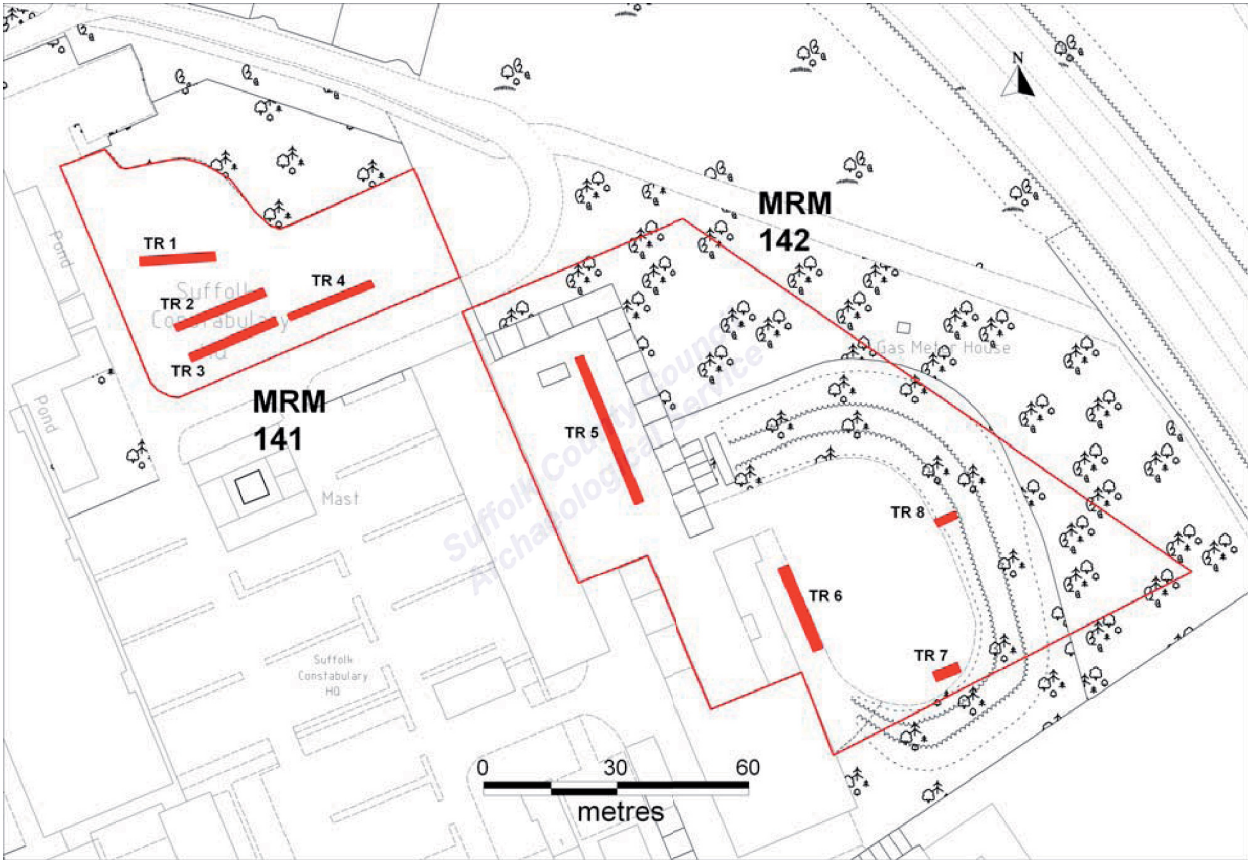
3. Archaeological and historical background

The application lies in the vicinity of several known archaeological sites, within an area of archaeological importance recorded in the county Historic Environment Record. Several prehistoric barrows are known in the immediate vicinity, some of which are still intact and upstanding. A group of three, now flattened, barrows are located c 70m to the east, with a well barrow (HER No. 21259) c. 150m north. Further barrows are known to the west, between 250 and 500m away. The site was also once part of the WWI and II airfield. It was believed that there was a high potential for prehistoric remains to be encountered within this site. The proposed works would cause significant ground disturbance with the potential to destroy these remains. As such, there was an initial requirement for an archaeological evaluation by trial trench, as outlined in a Brief and Specification produced by William Fletcher of the SCCAS Conservation Team (dated 24/11/08). The SCCAS Field Team was subsequently commissioned to carry out the work by Kier Eastern.

4. Methodology

Trial trenching was carried out between the 23rd and the 25th of February 2009. The trenches were excavated using a JCB-type mechanical excavator fitted with a 1.5m wide flat-bladed ditching bucket. All mechanical excavation was carried out under close archaeological supervision, until the top of the first undisturbed archaeological deposit or natural geology was observed. When services were identified, the trench was stepped over them, both for safety and to minimise any potential disruption as their current usage status was unknown. Hand cleaning of upstanding sections and the base of the trench was carried out where necessary in order to clarify the nature of the deposits and identify incised features. The trenches were located using a Leica GPS surveyor. All observed deposits were allocated unique context numbers and recorded on *pro forma* recording sheets. All drawn recording was carried out in a series of 1:50 or 1:20 scale plans and 1:20 or 1:10 scale section drawings. A digital photographic record was made of the trenches, showing any points of interest.

The site covers some 1.25ha in total, although the total area to be investigated was only c. 0.59 ha. This figure is larger than originally thought due to a design change, extending the amount of new parking in the north-western area. A 5% sample for evaluation would have necessitated some 295m² of trenching. In practice, due to trenches being shortened because of services and the presence of significant disturbance, some 211m² was excavated.



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Figure 2. Location of trenches

5. Results

5.1 Introduction

The basic trench dimensions were as follows:

	Length (m)	Area (m ²)
Trench 1	15.5	23.25
Trench 2	20.2	30.3
Trench 3	20	30
Trench 4	20	30
Trench 5	35	52.5
Trench 6	20	30
Trench 7	5	7.5
Trench 8	5	7.5
Totals	140.7m	211.05m ²

Table 1. Trench dimensions

5.2 Trench 1

This trench was 15.5m long, 1.6m wide and encountered natural geology at a depth of c. 0.64m, orientated east-west. Unfortunately, only approximately 2.2m of this trench was excavatable down to the natural horizon due to the presence of services running along much of the length of the trench. Where it was possible to dig, the general stratigraphy encountered consisted of c. 0.35m of dark grey/brown sandy loam (0001) above a light brown slightly silty sand subsoil (0002) between 0.2 and 0.24m thick. At the western end a thin layer (c. 0.12m) of disturbed ground (0006) consisting of a mix of topsoil, subsoil and occasional friable concrete fragments lay between these two deposits. Below the subsoil lay natural mid brownish yellow sand deposits (0003).

Context	Depth	Description
0001	0 - 0.35m	Topsoil. Soft dark greyish brown sandy loam.
0006	0.35 – 0.47m	Made ground. Topsoil/subsoil mix with occasional CBM and modern detritus.
0002	0.35 – 0.55m	Subsoil. Light brown slightly silty sand subsoil
0003	0.55 – 0.6m	Natural silty sand deposits. Mid brownish yellow silty sand deposits. Some patches of cleaner sand.

5.3 Trench 2

This trench was 20.0m long, 1.6m wide and 0.7m deep, orientated east-west. Natural geology was exposed for 8.1m along this trench, with three services crossing within the subsoil deposit. The undisturbed stratigraphy encountered consisted of c. 0.33m of dark grey/brown sandy loam topsoil (0001) above a light brown slightly silty sand subsoil (0002) 0.2m thick. Below this lay natural mid brownish yellow sand deposits (0003). Again, at the western end there was a deposit (0006) between the top- and subsoil, approximately 0.25m thick, consisting of mixed top- and subsoil, with occasional building waste (modern brick).

Context	Depth	Description
0001	0 - 0.33m	Topsoil. Soft dark greyish brown sandy loam.
0006	0.33 – 0.58m	Made ground. Topsoil/subsoil mix with occasional CBM and modern detritus.
0002	0.33 – 0.53m	Subsoil. Light brown slightly silty sand subsoil
0003	0.53 – 0.62m	Natural silty sand deposits. Mid brownish yellow silty sand deposits. Some patches of cleaner sand.

5.4 Trench 3

This trench was 20.2m long, 1.6m wide and up to 0.63m deep, orientated approximately east-west. The trench was excavated down to natural layers for 18.6m, with shallow service cabling preventing excavation at its eastern end. The general stratigraphy encountered consisted of c. 0.35m of dark grey/brown sandy loam (0001) above a light brown slightly silty sand subsoil (0002) 0.35m thick. Below this lay natural mid brownish yellow sand deposits (0003). A small sondage was excavated at the western end (c. 1.0m in length) to check the natural was not redeposited down to a depth of 1.1m. A single large modern truncation was visible crossing the trench between 6.1 and 7.6m, but extended below the top of the natural and was not investigated further.

Context	Depth	Description
0001	0 - 0.35m	Topsoil. Soft dark greyish brown sandy loam.
0002	0.35 – 0.7m	Subsoil. Light brown slightly silty sand subsoil
0003	0.7 – 0.78m	Natural silty sand deposits. Mid brownish yellow silty sand deposits. Some patches of cleaner sand.



Plate 1. Trench 3, facing east

5.5 Trench 4

This trench was 20.0m long, 1.6m wide and up to 0.65m deep, orientated east-west. Some 15.9m of natural geology was exposed in this trench due to services visible at the eastern end of the trench. The general stratigraphy encountered consisted of c. 0.32m of dark grey/brown sandy loam (0001) above a light brown slightly silty sand subsoil (0002) 0.30m thick. Below this lay natural mid brownish yellow sand deposits (0003).

Context	Depth	Description
0001	0 - 0.32m	Topsoil. Soft dark greyish brown sandy loam.
0002	0.32 – 0.62m	Subsoil. Light brown slightly silty sand subsoil
0003	0.62 – 0.7m	Natural silty sand deposits. Mid brownish yellow silty sand deposits. Some patches of cleaner sand.

5.6 Trench 5

This trench was 35m long, 1.6m wide and up to 0.85m deep, orientated northwest-southeast. No services were encountered in this trench. The general stratigraphy consisted of 0.05m of tarmac (0004) above 0.24m of lightly concreted hogging/type 1 hardcore (0005). This in turn sealed 0.3m of mixed soil deposits, with occasional CBM and wooden posts (0006). Below this was 0.22m of light brown silty sand undisturbed subsoil (0002) which lay above natural mid brownish yellow sand deposits (0003). A small sondage was excavated to a depth of 1m at the north western end to confirm that the natural sands were not redeposited. Some modern truncation of the natural deposits was observed, possibly old tyre ruts and/or dumping pits, in addition to apparent animal action towards the north western end of the trench.

Context	Depth	Description
0004	0 - 0.5m	Tarmac. Black tarmac.
0005	0.5 – 0.29m	Hogging. Lightly concreted Type 1 crushed stone/hardcore.
0006	0.29 – 59m	Disturbed/ Made ground. Mixed top-, sub- and natural soils, with some modern CBM inclusions.
0002	0.59 – 0.81m	Undisturbed subsoil. Light brown silty sand subsoil deposit. Occasional modern truncations visible.
0003	0.81-1.0m	Natural silty sand deposits. Mid brownish yellow patchy silty sand deposits.



Plate 2. Trench 5, facing southeast

5.7 Trench 6

This trench was 20.0m long, 1.6m wide and up to 1.27m deep on its western side, orientated northeast-southwest. It was excavated through a low earth bank surrounding the pre-existing tarmac surface. The general stratigraphy encountered here consisted of 0.11m of dark brown sandy loam topsoil (0001) above 0.87m of mixed top-, sub- and natural soils (0007) interpreted as material removed from the area under tarmac. Below this was a layer of dark brown/black sandy loam buried topsoil 0.14m deep above light brown silty sand subsoil (0002) 0.15m thick. This directly sealed natural mid brownish yellow sand deposits (0003). The top of this section is approximately 0.5m above the height of the adjacent tarmac surface.

Context	Depth	Description
0001	0 – 0.11m	Topsoil. Soft dark greyish brown sandy loam.
0007	0.11 – 0.98m	Redeposited soils. Mixed top-, sub- and natural soils.
0001	0.98 – 1.12m	Buried topsoil. Soft dark brown/black sandy loam buried topsoil.
0002	1.12 – 1.27m	Subsoil. Light brown slightly silty sand subsoil
0003	1.27 – 1.3m	Natural silty sand deposits. Mid brownish yellow silty sand deposits. Some patches of cleaner sand.

5.8 Trench 7

This trench was 5.0m long, 1.6m wide and orientated approximately east-west. The general stratigraphy encountered consisted of 0.16m of tarmac (0004) above 0.15m of hogging/type 1 hardcore (0005). This sealed 0.7m of disturbed and mixed soil deposits (0006) with occasional small CBM remains which lay directly above natural geology (0003). The depth of the extant natural layers, coupled with the lack of any undisturbed subsoil above them suggests that in this area the ground has been heavily truncated and it is likely that most, if not all, possible archaeology would have been removed.

Context	Depth	Description
0004	0 – 0.16m	Tarmac. Black tarmac.
0005	0.16 – 0.31m	Hogging. Type 1 crushed stone/hardcore.
0006	0.31 – 1.01m	Disturbed/ Made ground. Mixed top-, sub- and natural soils, with some modern CBM inclusions.
0003	1.01 – 1.1m	Natural silty sand deposits. Mid brownish yellow patchy silty sand deposits.

5.9 Trench 8

This trench was intended to be a T-shape, but due to the presence of a live electric cable, numerous impounded vehicles and the evidence of Trench 7 suggesting that the tarmaced area had already been heavily truncated, it was shortened to just the 5m which extended outside of this area. A live electricity cable at the end of the trench meant that only 3.1m was fully excavated. The general stratigraphy encountered here consisted of 0.20m of Type 1 hogging and crushed concrete above a sheet of Teram wrap (0005). This lay above 0.32m of mixed/disturbed soil (0006), a dark brown sandy loam and light brown silty sand with patches of brownish yellow sand. Below this was a layer of dark brown sandy loam buried topsoil (0001) 0.19m deep which sealed 0.29m of undisturbed light brown silty sand subsoil (0002). Natural mid brownish yellow sands (0003) occurred at 1.0m deep.

Context	Depth	Description
0005	0 - 0.2m	Hogging. Type 1 crushed stone/hardcore on a sheet of teram.
0006	0.2 – 0.52m	Disturbed/ Made ground. Mixed top-, sub- and natural soils.
0001	0.52 – 0.71m	Buried topsoil. Soft dark brown sandy loam buried topsoil.
0002	0.71 – 1.0m	Subsoil. Light brown slightly silty sand subsoil
0003	1.0m+	Natural silty sand deposits. Mid brownish yellow patchy silty sand deposits.

6. Finds and environmental evidence

No finds or environmental evidence of archaeological interest were noted during this evaluation. Items of modern provenance (CBM and building waste, plastics, and wood found in service cuts or modern truncations) were not retained.

7. Discussion

Trenches 1 – 4 in the north western area revealed the presence of far more subsurface truncation than was previously thought to be present. However, the presence of undisturbed subsoil deposits across much of the area investigated suggests that away from the main building there is still the possibility of undisturbed archaeological deposits.

The disturbed layer noted in Trenches 1 and 2 is almost certainly related to the construction of the present Police Headquarters as the brick fragments were similar to those used. The presence of previously unknown services may not have had much effect on preservation as the majority of the cabling was relatively shallow, on or near the topsoil/subsoil horizon, but their presence unfortunately prevented further excavation down to full depth in all four trenches. The deeper truncations noted in Trenches 2 and 3 are of unknown function, but may represent a previous soakaway or drainage as they are of entirely different character to the narrow, shallow modern cable and service runs.

Trenches 5 – 8 confirmed the presence of significant truncation in the more built-up area to the south east of the site, although Trenches 5 and 6 both indicate that again, areas of undisturbed soil do still exist. The area under tarmac currently used as parking was minimally investigated after Trenches 6, 7 and 8 had confirmed the presence of significant truncation down to, and likely into, the natural sand deposits.

8. Conclusions and recommendations for further work

Much of the north western area under investigation appears to have been more heavily truncated than was previously known, and it has been confirmed that a majority of the area to the south east has also been heavily truncated. While there is the possibility for archaeological remains to survive in the south east, it is likely to be only fragmentary in nature, with isolated areas, or as disturbed deposits and residual finds. The slightly better preserved area to the north-west is scheduled to become parking so any intrusion here is likely to be shallow and thus have little effect the archaeological horizon.

It is the opinion of the author that no further work is recommended for this site.

9. Archive deposition

Paper and photographic archive: SCCAS Ipswich T:\ENV\ARC\PARISH\Martlesham\
MRM 141-142

Finds and environmental archive: None.

10. List of contributors and acknowledgements

The evaluation was carried out by Simon Cass and Roy Damant from Suffolk County Council Archaeological Service, Field Team.

The project was managed by Rhodri Gardner who also provided advice during the production of the report.

Disclaimer

Any opinions expressed in this report about the need for further archaeological work are those of the Field Projects Team alone. Ultimately 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 services cannot accept responsibility for inconvenience caused to the clients should the Planning Authority take a different view to that expressed in the report.

Appendix 1 Brief and specification



Environment and Transport Service Delivery
Shire Hall
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Brief and Specification for Trenched Evaluation

LAND TO EAST OF SUFFOLK CONSTABULARY HEADQUARTERS, PORTAL AVENUE, MARTLESHAM SUFFOLK

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

1. **The nature of the development and archaeological requirements**
 - 1.1 Planning permission for the erection of a new Police Investigation Centre on land to the east of the existing Suffolk Constabulary Headquarters (TM 2441 4600), has been approved by Suffolk Coastal District Council conditional upon an acceptable programme of archaeological work being carried out (C/08/0834). **Please contact the developer for an accurate plan of the development.**
 - 1.2 The total site area measures c. 0.49 ha. And is situated on the eastern side of the existing HQ building. It is situated at c. 30.00m AOD, in an area of former heath, on deep sandy soils of the Newport series.
 - 1.3 This application lies in an area of archaeological importance, recorded in the County Historic Environment Record. The site is surrounded by the location of known prehistoric barrows a number of which are still upstanding. The remains of a group of three barrows are location 70 m to the east (now flattened) and a well barrow (Scheduled Ancient Monument No. 21259) is situated 150 m to the north. To the west a further group of barrows is known within 250 m and 500 m of the site. This area was also within the boundary of the former WW I and II airfield. There is therefore a high potential for encountering prehistoric deposits at this location. The proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.
 - 1.4 A linear trenched evaluation is required of the development area before any groundwork takes place. The results of this evaluation will enable the archaeological resource, both in quality and extent, to be accurately quantified, informing both development methodologies and mitigation measures. Decisions on the need for, and scope of, any further work should there be any

archaeological finds of significance will be based upon the results of the evaluation and will be the subject of an additional brief.

- 1.5 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.
- 1.6 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.
- 1.7 In accordance with the standards and guidance produced by the Institute of Field Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Written Scheme of Investigation (WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the WSI as satisfactory. The WSI will provide the basis for measurable standards and will be used to satisfy the requirements of the planning condition.
- 1.8 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.
- 1.9 The responsibility for identifying any constraints on field-work, e.g. Scheduled Monument status, Listed Building status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites &c., ecological considerations rests with the commissioning body and its archaeological contractor. The existence and content of the archaeological brief does not over-ride such constraints or imply that the target area is freely available.
- 1.10 Any changes to the specifications that the project archaeologist may wish to make after approval by this office should be communicated directly to SCCAS/CT and the client for approval.

2. Brief for the Archaeological Evaluation

- 2.1 Establish whether any archaeological deposit exists in the area, with particular regard to any which are of sufficient importance to merit preservation *in situ* [at the discretion of the developer].

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

3. Specification: Field Evaluation

- 3.1 Trial trenches are to be excavated to cover 5% by area, which is approximately 245 m². 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 1.80m wide unless special circumstances can be demonstrated; this will result in a minimum of 136 m of trenching at 1.80m in width.
- 3.2 If excavation is mechanised a toothless 'ditching bucket' at least 1.20m wide must be used. A scale plan showing the proposed locations of the trial trenches should be included in the WSI and the detailed trench design must be approved by SCCAS/CT before field work begins.
- 3.3 The topsoil may be mechanically removed using an appropriate machine with a back-acting arm and fitted with a toothless bucket, down to the interface layer

between topsoil and subsoil or other visible archaeological surface. All machine excavation is to be under the direct control and supervision of an archaeologist. The topsoil should be examined for archaeological material.

3.4 The top of the first archaeological deposit may be cleared by machine, but must then be cleaned off by hand. There is a presumption that excavation of all archaeological deposits will be done by hand unless it can be shown there will not be a loss of evidence by using a machine. The decision as to the proper method of excavation will be made by the senior project archaeologist with regard to the nature of the deposit.

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

For linear features, 1.00m wide slots (min.) should be excavated across their width;

For discrete features, such as pits, 50% of their fills should be sampled (in some instances 100% may be requested).

3.8 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.

3.9 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.

3.10 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.

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

3.12 All finds will be collected and processed (unless variations in this principle are agreed SCCAS/CT during the course of the evaluation).

- 3.13 Human remains must be left *in situ* except in those cases where damage or desecration is 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.
- 3.14 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 SCCAS/CT.
- 3.15 A photographic record of the work is to be made, consisting of monochrome photographs and colour transparencies and/or high resolution digital images.
- 3.16 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.
- 3.17 Trenches should not be backfilled without the approval of SCCAS/CT.

4. General Management

- 4.1 A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by SCCAS/CT. The archaeological contractor will give not less than five days written notice of the commencement of the work so that arrangements for monitoring the project can be made.
- 4.2 The composition of the archaeology contractor staff must be detailed and agreed by this office, including any subcontractors/specialists. For the site director and other staff likely to have a major responsibility for the post-excavation processing of this evaluation there must also be a statement of their responsibilities or a CV for post-excavation work on other archaeological sites and publication record. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.
- 4.3 It is the archaeological contractor's responsibility to ensure that adequate resources are available to fulfil the Brief.
- 4.4 A detailed risk assessment must be provided for this particular site.
- 4.5 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 4.6 The Institute of Field Archaeologists' *Standard and Guidance for archaeological field evaluation* (revised 2001) 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 WSI.
- 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 Historic Environment Record (HER).
- 5.8 A copy of the Specification should be included as an appendix to the report.
- 5.9 The project manager must consult the County HER Officer (Dr Colin Pendleton) to obtain an HER 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.
- 5.10 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*.
- 5.11 The project manager should consult the SCC Archive Guidelines 2008 and also the County HER Officer regarding the requirements for the deposition of the archive (conservation, ordering, organisation, labelling, marking and storage) of excavated material and the archive.
- 5.12 The WSI should state proposals for the deposition of the digital archive relating to this project with the Archaeology Data Service (ADS), and allowance should be made for costs incurred to ensure the proper deposition (<http://ads.ahds.ac.uk/project/policy.html>).
- 5.13 Every effort must be made to get the agreement of the landowner/developer to the deposition of the finds with the County HER or a museum in Suffolk which satisfies Museum and Galleries Commission requirements, as an indissoluble part of the full site archive. If this is not achievable for all or parts of the finds archive then provision must be made for additional recording (e.g. photography,

illustration, analysis) as appropriate. If the County HER is the repository for finds there will be a charge made for storage, and it is presumed that this will also be true for storage of the archive in a museum.

- 5.14 The site archive is to be deposited with the County HER within three months of the completion of fieldwork. It will then become publicly accessible.
- 5.15 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 SCCAS/CT, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.
- 5.16 County HER sheets must be completed, as per the County HER manual, for all sites where archaeological finds and/or features are located.
- 5.17 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 HER. 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.
- 5.18 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.
- 5.19 All parts of the OASIS online form must be completed for submission to the County HER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

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Date: 24th November 2008

Reference: / SuffolkConstabularyHQ2008

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.

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

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Appendix 2 Context list

OPNO	GRID SQ	IDENTIFIER	DESCRIPTION	UNDER	PERIOD/PHASE
1	Entire site	Topsoil	Dark grey/brown sandy loam. Present across site although removed for tarmaced surface in places. MOE - machined 100%. DIM - depth varies between 0.11 - 0.35m.	6, 7	
2	Entire Site	Subsoil	Light brown slightly silty sand deposit. Entire Site area. Animal action in places across the site. MOE - machined 100%. DIM - depth c 0.15 - 0.35m. Shallower depths likely to be a result of modern partial truncation.	1, 5, 6	
3	Entire Site	Natural Drift Deposits/Layer	Natural mid brownish yellow silty sands with very occasional stone inclusions.	2, 6	
4	Trenches 5 and 7	Tarmac surface	Black tarmacadam. MOE - machined 100%. Dim - between 0.05 and 0.16m thick		Modern
5	Trenches 5, 7 and 8	Hogging	Type 1 hardcore/hogging layer. Very occasionally includes crushed hardcore but mostly crushed stone. Upper layer in Trench 8, below tarmac (0004) in Trenches 5 and 7. MOE: machined 100%. DIM - 0.15 - 0.25m thick.	4	Modern
6	Trenches 1, 2, 7 and 8	Disturbed/Made ground	Mixed topsoil, subsoil and natural sand deposit, with occasional to moderate CBM/ modern detritus inclusions. MOE: Machined 100%. DIM - depth c. 0.12 - 0.70m.	1, 5	Modern
7	Trench 6	Redeposited soils	Mixed topsoil, subsoil and natural sands. No modern inclusions, but seals a buried topsoil layer - likely to be modern landscaping/ upcast from construction of buildings and excavation to create tarmac surface to east of site. MOE: machined 100%. DIM 0.87m deep	1	Modern