

**ARCHAEOLOGICAL EVALUATION REPORT**

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**SCCAS REPORT No. 2009/020**

**West Row Primary School, Rear  
Extension  
MNL 613**

**M. Muldowney**

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## HER Information

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**Planning Application No:** F/2009/0051/CR3

**Date of Fieldwork:** 13th March and 20th and 22nd April 2009

**Grid Reference:** TL 6726 7641

**Funding Body:** Suffolk County Council

**Curatorial Officer:** Dr. Jess Tipper

**Project Officer:** Mo Muldowney

**Oasis Reference:** suffolkc1\_57607

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## Summary

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An archaeological evaluation was carried out on land behind West Row Primary School and identified a single ditch of Roman (3rd to 4th century) date. Although only a very short length of the ditch was revealed, its orientation and the character of the fills therein, strongly suggest that it was the eastward continuation of a ditch identified during a previous excavation (Muldowney, forthcoming) to the west (MNL 612). Two very small sherds of hand-made sand-tempered pottery recovered from the fill of the ditch suggest the possibility that Iron Age or Saxon remains may also be present in the vicinity.

A second stage of works implemented after the results of the evaluation were known involved monitoring the footings of the proposed extension and identified an undated shallow pit in the south-east corner and a small additional length of the ditch.

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## 1. Introduction

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An evaluation was carried out on the 13th March 2009 by Suffolk County Council Archaeological Service (SCCAS) at the rear of West Row Primary School, West Row, ahead of an extension to the existing school buildings. It was followed, on 20th and 22nd April, by monitoring of the footings for the same extension. The work was commissioned by Pick Everard and funded by Suffolk County Council. Both stages of archaeological work were undertaken in accordance with a Brief and Specification (Appendix 1) produced by Dr. Jess Tipper (SCCAS/Conservation Team).

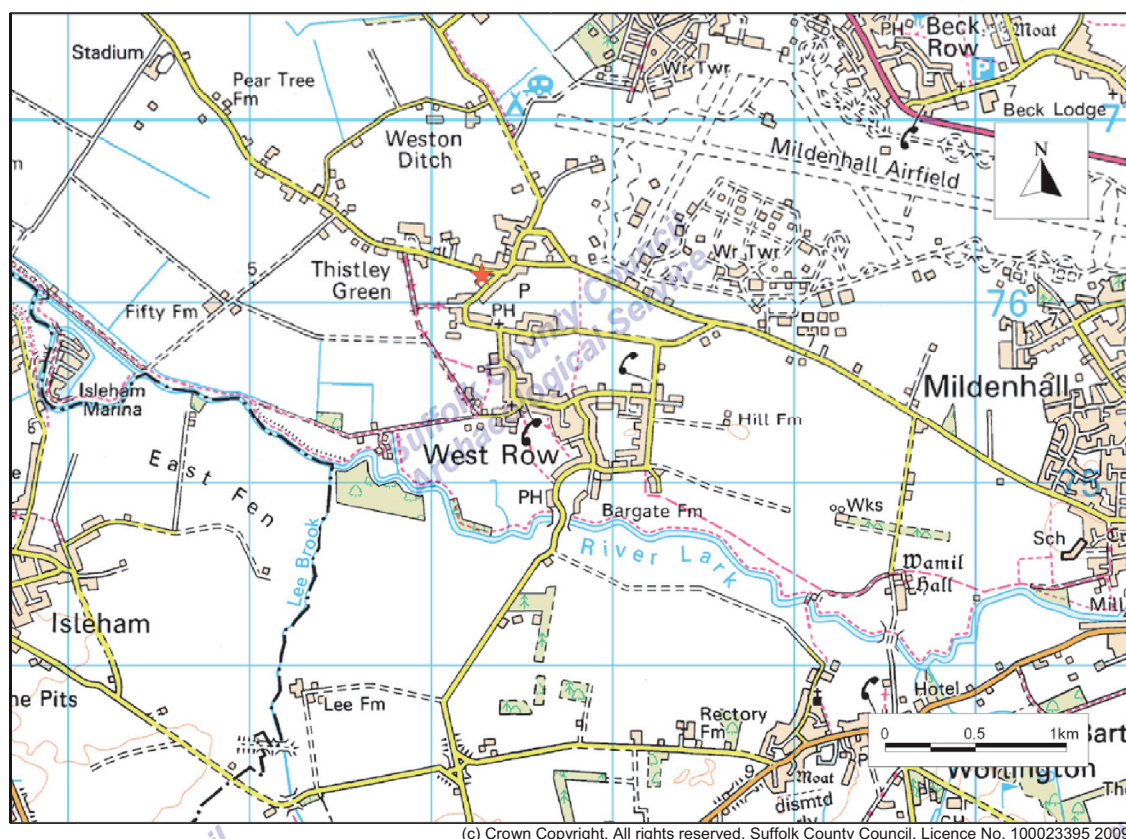


Figure 1. Site location (marked with red star)

West Row Primary School lies at the north end of the village, at the corner of Beeches Road and The Green (Fig. 1) and the extension lies at the rear of the existing building.

## 2. Geology and topography

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The development area overlies chalky drift and chalk (loam over chalk) and lies at a height of just under 6m OD on the Fen edge. The land itself is flat and predominantly

grassy, with a path of asphalt-overlying-gravel in the south-east corner. The south half of the development area was not accessible because it was in use as a play area for the school children and was therefore not subject to trial trenching.

### **3. Archaeological and historical background**

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Prehistoric finds are scarce at the north end of West Row and comprise a rolled, slightly ovate Acheulean hand-axe (MNL 202) found just over 300m to the north-east of the school and a flint knife and thin white flint axehead of Neolithic date (MNL 312) that was found on land to the north of Chapel Road, approximately 270m to the south-east. The small number of prehistoric finds in this area suggest little regular activity was occurring here in that period.

Later finds are all from the Roman period and although not numerous, dominate the archaeological record here. The most significant (if not controversial) of these finds was the Mildenhall Treasure (MNL 231) - alleged to have been recovered from the field on the north side of The Green, comprising 34 silver objects dating to the late 4th century. The same area is also thought to contain the remains of a villa (MNL 064). Other Roman remains include a finds scatter (MNL 146) to the north, pottery and coins to the north west (MNL 176), a pottery tile and shell scatter to the south-west (MNL 193) and a dense area of ditches and gullies, truncated by large pits with a large assemblage of late Roman pottery (MNL 514) located less than 100m to the south.

No Saxon or medieval artefacts or features are recorded in the Historic Environment Record (HER) in close proximity to the primary school, but there are a small number of properties in the village itself which are of medieval origin and Listed Buildings, for example 21 Beeches Road, which is late 16th century and Listed Grade II.

Post-medieval finds are also few in number and comprise a quantity of platform gunflint production waste located 140m to the north-east and four Listed buildings.

### **4. Methodology**

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The area subject to evaluation (and monitoring) measured 12m by 7.5m and was trenched along the north side only, due to restricted access to the entire footprint of the

proposed building. Stripping of the overburden was carried out using a tracked mechanical JCB excavator fitted with a toothless ditching bucket and was constantly supervised by an experienced archaeologist. Spoil was stored close to the trench in order to facilitate backfilling. The location of the trench was determined and approved on site by Dayle Bayliss (Pick Everard).

Due to the presence of various service pipes, drains and a well, the evaluation trench was machined in three sections, measuring 1.7m wide by a total of 7.23m long. In two instances it was not possible to excavate to the top of the underlying natural chalk because of the pipes.

The footings trenches were excavated prior to the arrival of the archaeologist by a Kuboto-type mechanical excavator. Each footing was examined visually and any exposed deposits recorded.

A high-resolution digital colour photographic record was taken of the trench and footings and all exposed deposits within, supplemented by hand-drawn sections at 1:10 or 1:20 as appropriate. Written descriptions were recorded on SCCAS *pro forma* sheets. A plan of the trench, footings and surrounding buildings was created using a Leica GPS. Spot heights were also recorded in this manner.

Spoil and exposed deposits were examined for finds and the ditch was hand-excavated in order to establish its form, function, character and date and to determine the quality of the surviving deposits. One environmental sample was taken.

The site archive is stored in the SCCAS main store at Bury St Edmunds under HER no. MNL 613 and a digital copy of the report has been submitted to the Archaeological Data Service at: <http://ads.ahds.ac.uk/catalogue/library/greylit>

## **5. Results**

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### **5.1 Evaluation**

The evaluation identified a single ditch and a small number of post-medieval layers, as well as a number of modern intrusions in the form of service pipes, test pits and a well. A brief summary of the contexts identified is presented in Appendix 2.

Underlying or truncated by all features was the natural chalk (0008). It was encountered at a depth of approximately 0.8m below the ground surface.

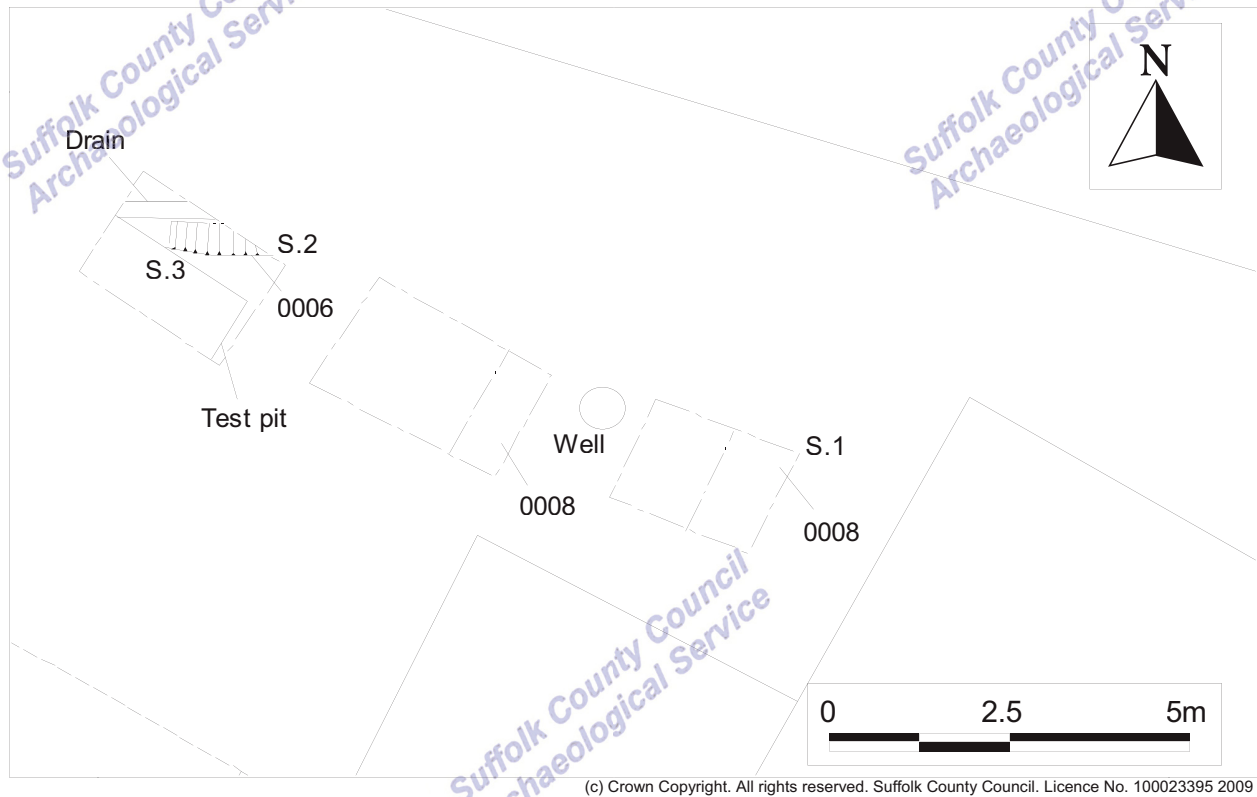


Figure 2. Evaluation trench plan

East to west oriented ditch 0006 truncated the chalk natural and was located at the north-west end of the trench. Only a very small part of the ditch was visible due to its location within the trench and truncation by a service pipe and a test pit (Fig. 2). Despite this it was possible to excavate a small segment through the ditch, which demonstrated that it was at least 0.57m wide by +0.33m deep and contained two fills. The lower fill (0007) was light whiteish grey silty clay at least 0.17m thick and the upper fill (0005) was mid whiteish grey silty clay up to 0.2m thick (Fig. 3, S.2 and S.3). Although the full profile could not be seen, the south edge of the ditch had a gradual and slightly uneven slope. The base was not encountered. Finds including animal bone and pottery were present only in the upper fill.

A 0.44m subsoil layer (0003) overlay the ditch and comprised mid greyish brown silty clay. No finds were recovered.

Layer 0002 was located at the south-east end of the trench and was 0.4m thick. It comprised dark greyish brown silty clay with a high proportion of charcoal/coal and contained fragments of 'willow pattern' pottery, slate and animal bone. A thin (0.04m) lens of redeposited chalk was observed at the base of this layer (Fig. 3, S.1).

Topsoil 0004 was 0.33m thick and overlay the subsoil. It was the unmodified equivalent of layer 0002.

## 5.2 Monitoring

Monitoring identified both a continuation of ditch 0006 (to the north of the evaluation trench) and a small pit (0010) in the south-east corner of the footings trench (Fig. 3).

It was not possible to establish an accurate width of the ditch as the evaluation trench had been backfilled at the time of the monitoring, but it is estimated that it could be up to 3m wide (the same ditch excavated at MNL 612 became wider towards the east, varying from 2m to 2.6m along its length). Pit 0010 was seen in section only and had a

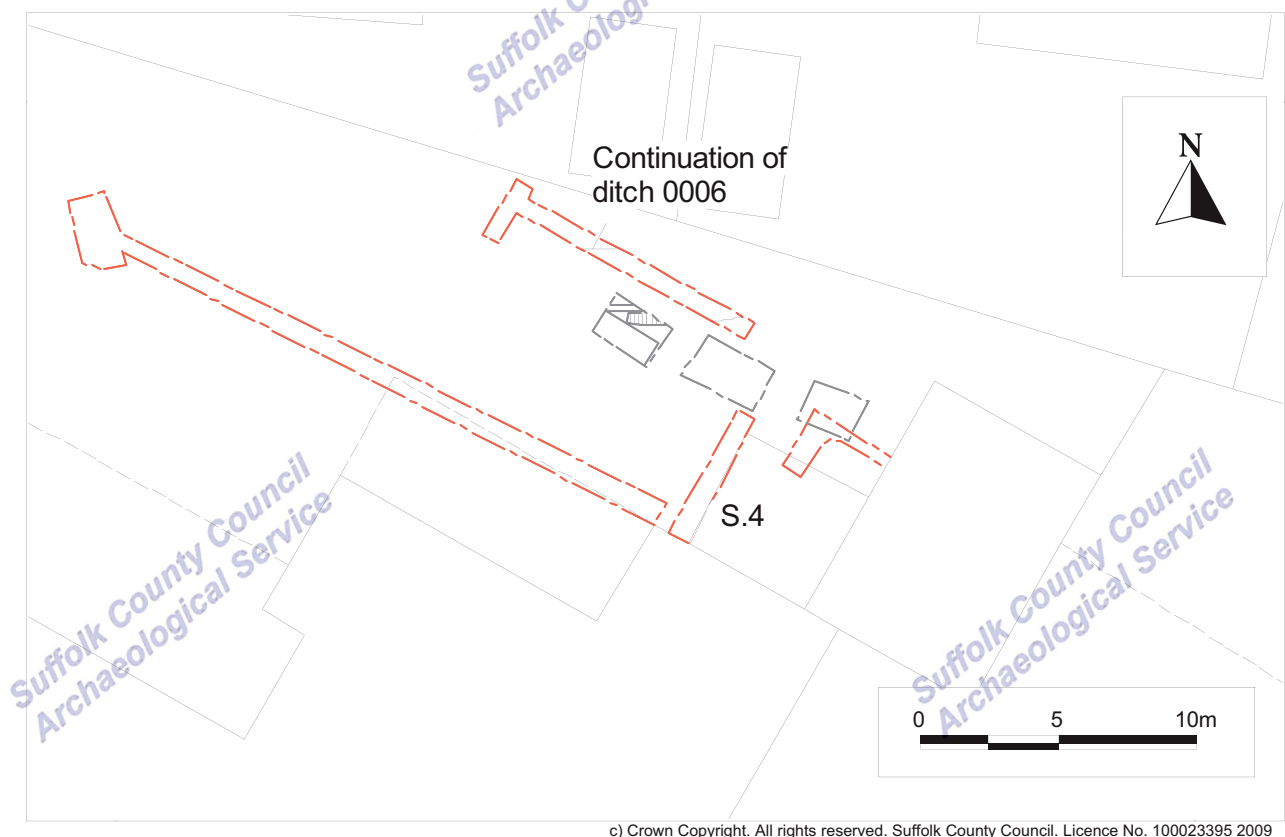


Figure 3. Footings trench plan showing evaluation trench (grey)



shallow-sided, u-shaped profile (Fig. 3, S.4). It was 0.24m deep and contained single fill 0009, light whiteish grey mixed clay chalk from which no finds were recovered. The full profile was not seen due to its location partially beneath existing buildings and because it extended beyond the limits of the footing trench.

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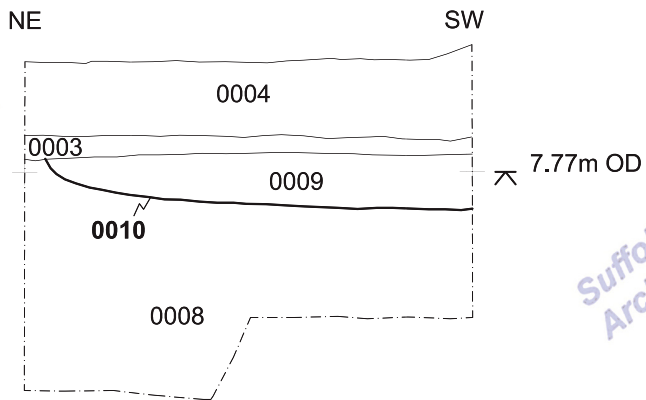
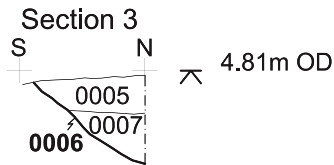
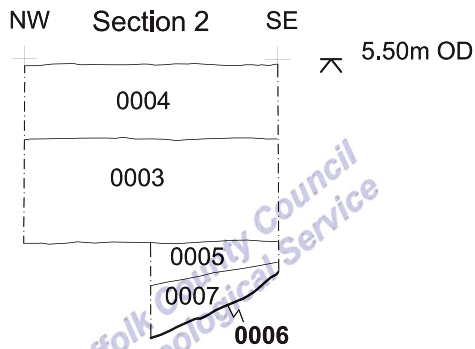
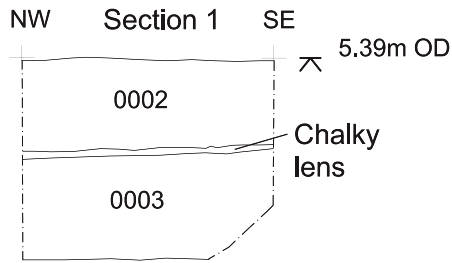
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Figure 4. Sections, scale 1:30 on A4

## 6. Finds and environmental evidence

Richenda Goffin and Cathy Tester

### 6.1 Introduction

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

Context	Pottery		Animal bone		Miscellaneous	Spotdate
	No.	Wt/g	No.	Wt/g		
0002	12	220	1	2	Iron SF 1001 (27g)	19th C
0003			1	53		Undated
0005	16	45	86	161	2 Burnt flint (1g)	LC3/4
Total	28	265	88	216		

Table 1. Finds quantities

### 6.2 Pottery

Twenty-eight sherds of pottery (265g) were recovered during the evaluation. They were fully catalogued by fabric and form and the data was entered into an Access database (Appendix 3).

A total of 14 sherds of Roman pottery weighing 43g are from the upper fill of ditch 0006 (0005). This includes five sherds in the bulk finds and nine which were recovered from Environmental Sample 1. Four local or regional coarsewares and two late specialist wares were identified. Local and regional coarsewares include Horningsea wares in the black-surfaced (HOGB) and grey (HOG) fabric variants which date from the mid 2nd century onwards, miscellaneous sandy grey wares (GX) and a single sherd of red coarseware (RX) which may or may not be Roman. The two late specialist wares which both belong to the late 3rd or 4th century include a tiny (<1g) sherd of Nene Valley colour-coated ware (NVC) beaker and two sherds from a Late shell-tempered ware (LSH) jar.

Two very small sherds (2g) of hand-made pottery were also recovered in the non-floating residues from the environmental sample (ditch 0006, fill 0005). Both are sand tempered, one with fine quartz sand (QS1) and the other with coarse quartz sand (QS2). They probably represent two separate vessels but it is not possible to say with certainty whether these sherds are prehistoric or hand-made early Anglo-Saxon wares.

Twelve sherds of mixed post-medieval date were collected from layer 0002 at the south end of the trench. Earlier wares are represented by two sherds of Glazed red



earthenware (GRE) including a large fragment of a large bowl or panchion with a hooked rim (16th-18th C). Later wares were also identified and consisted mostly of fragments of blue and white transfer printed ironstone wares (IRST) with Willow Pattern type decoration dating to the 19th century, and a fragment of porcelain (PORC) with applied blue sprig decoration.

### **6.3 Small Finds**

A loop-headed spike, 74mm long and made of iron was collected from layer 0002 (SF 1001). The loop has an overall diameter of 22mm and is round in section (c. 5mm diameter). The 'spike' is c. 4mm thick and tapers from c. 14mm wide down to c. 5mm at the tip which may be broken off but probably very close to the end. The fragment is not closely datable but was found with post-medieval dated pottery.

### **6.4 Animal Bone**

Animal bone (86 fragments weighing 216g) was collected from all three contexts. The majority of the bone and best preserved fragments were found in ditch 0006 (0005) and include a large bovine vertebra and a fragment of a bovine maxilla with worn molars as well as numerous very small fragments which were retrieved from Sample 1 (0005).

### **6.5 Plant Macrofossils and Other Remains**

Val Fryer

#### **Introduction and method statement**

A sample for the evaluation of the content and preservation of the plant macrofossil assemblage was taken from the basal fill 0005 of a ditch considered to be of probable Roman date.

The sample was bulk floated by SCCAS staff and the flot was collected in a 300 micron mesh sieve. The dried flot was scanned under a binocular microscope at magnifications up to x 16 and the plant macrofossils and other remains noted are listed below on Table 2. Nomenclature within the table follows Stace (1997). All plant remains were charred.

#### **Results**

Severely puffed and distorted cereal grains, including a single specimen of wheat (*Triticum* sp.), were noted. It is assumed their poor state of preservation was a result of

<b>Sample No.</b>	<b>1</b>
<b>Context No.</b>	0005
<i>Triticum</i> sp. (grain)	x
Cereal indet. (grains)	x
Charcoal <2mm	xx
Charcoal >2mm	xx
Black porous 'cokey' material	xxx
Black tarry material	xx
Bone	x
Ferrous material	x
Small coal frags.	xx
Vitrified globules	xxx
<b>Sample volume (litres)</b>	
<b>Volume of flot (litres)</b>	<b>0.2</b>
<b>% flot sorted</b>	<b>100%</b>

Table 2. Charred plant macrofossils and other remains

(Key: x = 1–10 specimens, xx = 11– 50 specimens, xxx = 51–100 specimens)

combustion at an extremely high temperature. Charcoal/charred wood fragments were also noted, but the flot was largely composed of black porous and tarry fragments, vitreous globules and small pieces of coal. The black porous fragments were extremely hard and brittle and most had a 'metallic' sheen and ferrous residues were also detected. Shells of open country and catholic species of terrestrial mollusc were also recorded, but it was unclear whether they were contemporary with the context from which the sample was taken, or later contaminants.

## Conclusions

In summary, the material within this flot has, at some time, been subjected to extremely high temperatures of combustion, and it is considered most likely to be derived from a small deposit of industrial or craft waste, which was dumped in the base of the ditch. If further interventions are planned within the immediate vicinity, it is suggested that additional samples, both for plant macrofossil analysis and the study of any industrial residues, are taken from all dated features recorded during excavation.

### 6.6 Discussion of the material evidence

A small assemblage of finds with a limited range of types was recovered from three evaluation contexts, topsoil, subsoil and a ditch. No finds were collected during the monitoring.

Two very small sherds of hand-made sand-tempered pottery present in the environmental sample residue could not be certainly identified as Iron Age or early

Anglo-Saxon, but were also not Roman. Although the pieces are small enough to be intrusive from the layers above and do not date the feature, their presence does indicate that earlier or later (than Roman) remains may be located nearby.

Roman pottery consisting of local and regional coarsewares and late specialist wares which range in date from the mid 2nd to late 3rd or 4th century was recovered from one feature, a ditch. A rapid scan of the pottery from the evaluation/monitoring at adjacent site MNL 612 shows the same range of dates and fabrics to be present on a larger scale. This in turn is similar to the Roman pottery assemblage from the land adjacent to the old Police House on Beeches Road (Gill 2001).

The environmental sample from Roman ditch 0006 contained material which had been subjected to very high combustion temperatures and most likely derives from a small deposit of industrial or craft waste dumped in the base of the ditch.

Later finds include post-medieval pottery of 16th -18th and 19th century date, but these were found in a redeposited topsoil layer and add little to the interpretation of the site.

## **7. Discussion**

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The results of the evaluation demonstrated the presence of a single ditch (0006) that was similar in character (as far as could be observed given the limited nature of the intervention) to a ditch (0073) previously seen to the west during an excavation nearby (Muldowney, forthcoming). The comparison is based on the same east to west alignment and the fills, which despite being much lighter in colour at this point were of similar composition and finds (pottery) covering the same date range (mid 2nd to late 3rd or 4th century). In addition, comparison of the exposed profiles also suggests a consistency in overall shape along its length.

Monitoring of the footings revealed the continuation westwards of ditch 0006 and also a single pit 0010. No finds were recovered from the pit, but its stratification below the subsoil (0003) and close location to other known remains, suggest it may also be Roman in date.

## **8. Conclusions**

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The evaluation and monitoring have confirmed the presence of a Roman ditch that was the continuation of a boundary ditch first observed during an excavation approximately 50m to the west (MNL 612; Muldowney, forthcoming) and a small undated, but possibly also Roman, pit. Both features add to existing knowledge of Roman activity in this part of West Row and can be seen as an additional element of the landscape already identified in previous archaeological interventions in and around the school itself, and also on the north side of The Green (see 3 Archaeological and historical background, above).

The results of environmental analysis noted the presence of material that had been subjected to very high combustion temperatures, which indicates that an activity such as smithing may have been located nearby, although no other evidence for this, such as hammerscale, has yet been identified. It is perhaps more likely that it was brought down into the sampled deposit from 0002 or 0004 by roots and worm movement, for example.

## **9. Archive deposition**

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Paper and photographic archive: SCCAS Bury St Edmunds T:\Arc\ALL\_site\Mildenhall, West Row\MNL 613 West Row Prim Sch - rear ext

Finds and environmental archive: SCCAS Bury St Edmunds.

## **10. List of contributors and acknowledgements**

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The evaluation was carried out by Mo Muldowney, with technical assistance (GPS) from Andy Beverton, both from Suffolk County Council Archaeological Service, Field Team.

The project was directed by Mo Muldowney and managed by Jo Caruth. Finds processing was carried out by Rebekah Pressler, environmental processing was done by Anna West and the specialist finds report was produced by Cathy Tester and Richenda Goffin, who also edited the report. Additional thanks go to Liz Muldowney and Gemma Adams for their assistance with post-excavation.

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- Stace, C., 1997 *New Flora of the British Isles*. Second edition. Cambridge University Press

### 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.

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## **Brief and Specification for Trenched Evaluation**

### **WEST ROW PRIMARY SCHOOL, BEECHES ROAD, MILDENHALL, 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 rear extension and front entrance porch at West Row Primary School, Beeches Road, West Row, Mildenhall (TL 6726 7641) has been granted by Suffolk County Council conditional upon an acceptable programme of archaeological work (F/2009/0051/CR3) (**see applicant for an accurate location plan**)
- 1.2 The Planning Authority 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).
- 1.3 The proposed development area is located on the south side of Beeches Road on the Fen margin, on chalky drift and chalk (loam over chalk) at c. 6.00m AOD. The area affected by development (rear extension) measures 12.00 x 7.50m in area.
- 1.4 This site lies in an area of archaeological importance, recorded in the County Historic Environment Record. It is situated within a known Roman settlement and within the immediate vicinity of Roman features and find spots (MNL 193). These are indicative of further Roman occupation deposits within this area. There is, therefore, high potential for archaeological deposits to be disturbed by this development. The proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.
- 1.5 A linear trenched evaluation is required of the development area, before any groundworks take 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.
- 1.7 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.
- 1.8 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.
- 1.9 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.

- 1.10 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.
- 1.11 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.
- 1.12 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 A single trial trench is to be excavated to cover the site of the rear extension, amounting to 10.00m in length:

- A single trench 10.00m in length x 1.80m in width across the area of the new extension.

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 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.
- 3.14 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 both 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 fulfill the Brief.
- 4.4 A detailed risk assessment must be provided for this particular site.
- 4.5 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 4.6 The Institute of Field Archaeologists' *Standard and Guidance for archaeological 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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Tel: 01284 352197

Date: 4 March 2009

Reference: / WestRowSchool-Mildenhall2009

**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.**

## Appendix 2 Context list

Context	Cut	Type	Description	Depth (m)	Date
0001			Unstratified finds number		
0002		Layer	Redeposited topsoil	0.40	Post-medieval
0003		Layer	Subsoil	0.44	
0004		Layer	Topsoil	0.33	Modern
0005	0006	Fill	Upper fill	0.20	Mid 2nd to late 3rd or 4thC
0006	0006	Cut	Ditch	0.33+	
0007	0006	Fill	Lower fill	0.17+	
0008		Layer	Chalk natural		
0009	0010	Fill	Single fill	0.24	Undated
0010	0010	Cut	Pit	0.24	

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## Appendix 3 Pottery

Context	Ceramic Period	Fabric	Form	No	Wt/g	Comments	Spotdate
0002	PMED	GRE	BOWL	1	79	Large bowl or panchion w hooked rim, iron flecked gl, ?Essex type	16th-18th C
	PMED	GRE	BODY	1	55		16th-18th C
	PMED	CRW	BODY	1	2	Blue glaze externally	L18th-19th C
	PMED	IRST	DISH	8	75	Transfer printed ware, willow pattern type, several vessels	19th C
	PMED	PORC	BODY	1	10	Applied blue sprig dec.	17th-19th C
0005	ROM	NVC	beaker	1	1	Bodysherd (<1g) (from flot residue)	LC3/4
	ROM	LSH	jar	2	7	Bodysherds (from flot residue)	LC3/4
	ROM	GX		5	6	Bodysherds (from flot residue)	Rom
	ROM	RX		1	2	Bodysherd (from flot residue)	Rom?
	UNK	QS1		1	1	Bodysherd fine quartz sand (from flot residue)	IA or ESax
	UNK	QS2		1	1	Bodysherd coarse quartz sand (from flot residue)	IA or ESax
	ROM	HOGB		1	9	Bodysherd Black-surface grey core.	MC2+
	ROM	HOG		1	8	Bodysherd grey fabric.	MC2+
	ROM	GX		3	10	Miscellaneous bodysherds	Rom