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## ARCHAEOLOGICAL EVALUATION REPORT

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SCCAS REPORT No. 2009/095

# Land adjacent to The Cottage, Bicker's Hill Road, Laxfield

## LXD 055

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Kieron Heard  
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## HER Information

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Planning Application No: 0171/09

Date of Fieldwork: 15 April 2009

Grid Reference: TM 29732 72512

Funding Body: D.C. Homes Limited

Curatorial Officer: Keith Wade

Project Officer: Kieron Heard

Oasis Reference: suffolkc1-58070

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

## Contents

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### Summary

1. Introduction	1
2. Location, geology and topography	1
3. Archaeological and historical background	3
3.1 Introduction	
3.2 Archaeological background	
3.3 Historical background	
4. Methodology	8
5. Results	9
5.1 Introduction	
5.2 Site topography	
5.3 Geological strata and soil profiles	
5.4 The ditch	
6. Discussion	13
7. Conclusions and recommendations for further work	13
8. Archive deposition	14
9. List of contributors and acknowledgements	14
10. Bibliography	14
Disclaimer	14

## List of Figures

1. Location map (general) showing the site in red	1
2. Location map (detail) showing the site boundary (red) and the evaluation trench (blue)	2
3. Historic Environment Record entries within 200m of the site	3
4. Extract from Hodskinson's map of 1783, showing the approximate location of the site (red)	5
5. Extract from the parish tithe map of 1841, showing the approximate site boundary (red)	6
6. Extract from the 1st edition Ordnance Survey map of <i>circa</i> 1880, showing the site boundary (red)	7
7. Northeast facing section at the northwest end of the evaluation trench, showing natural strata and overlying soil horizons	10
8. Northeast facing section through ditch 0007	12
9. Section drawing showing ditch 0007, its fills 0004–0006 and subsequent re-cut 0003	12

## List of Tables

1. Tithe apportionments in the area of the site	6
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## List of Appendices

1. Brief and specification	15
2. Context list	22
3. Contents of the stratigraphic archive	22

## Summary

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LXD 055, Land adjacent to The Cottage, Bicker's Hill Road, Laxfield: A trial trench evaluation was carried out at the above site in advance of the construction of a detached house. One evaluation trench was excavated, covering approximately 5.5% of the area of the proposed development.

The site is located within 100m of the medieval parish church and close to the historic core of the village, which is defined in the County Historic Environment Record as a site of regional importance.

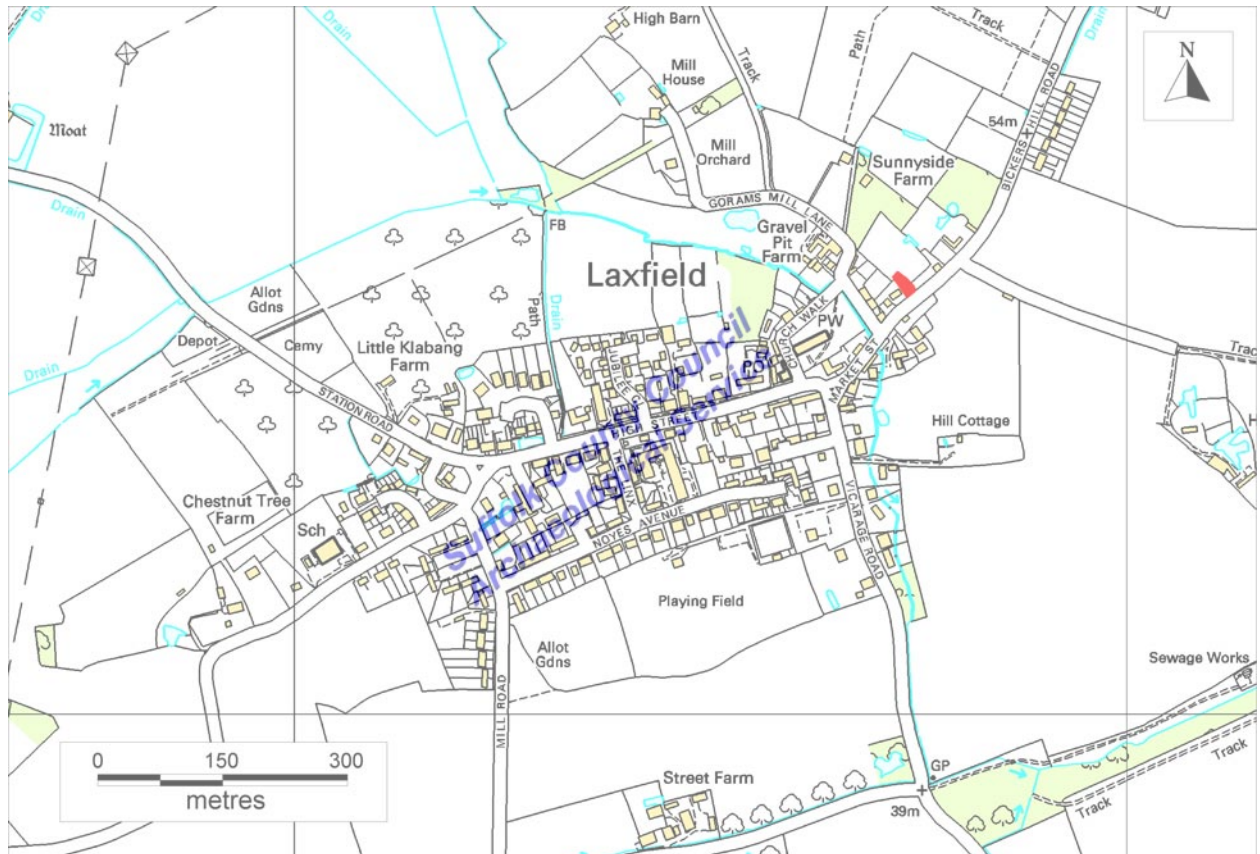
The evaluation revealed glacial till deposits at a depth of approximately 0.60m below ground level. These are sealed by layers of subsoil and modern topsoil/garden soil.

One archaeological feature was identified – a 19th-century boundary ditch that is shown on the parish tithe map of 1841 and subsequent Ordnance Survey maps until at least 1902.

In view of these limited results a recommendation is made that no further fieldwork or post-excavation analysis is required and that this document should be disseminated as a 'grey literature' report *via* the OASIS online archaeological database.

# 1. Introduction

An archaeological trenched evaluation was carried out on land adjacent to The Cottage, Bicker's Hill Road, Laxfield (Fig. 1) in accordance with an archaeological condition relating to planning permission for the construction of a detached house (planning application number: 0171/09). D. C. Homes Limited commissioned and funded the evaluation.



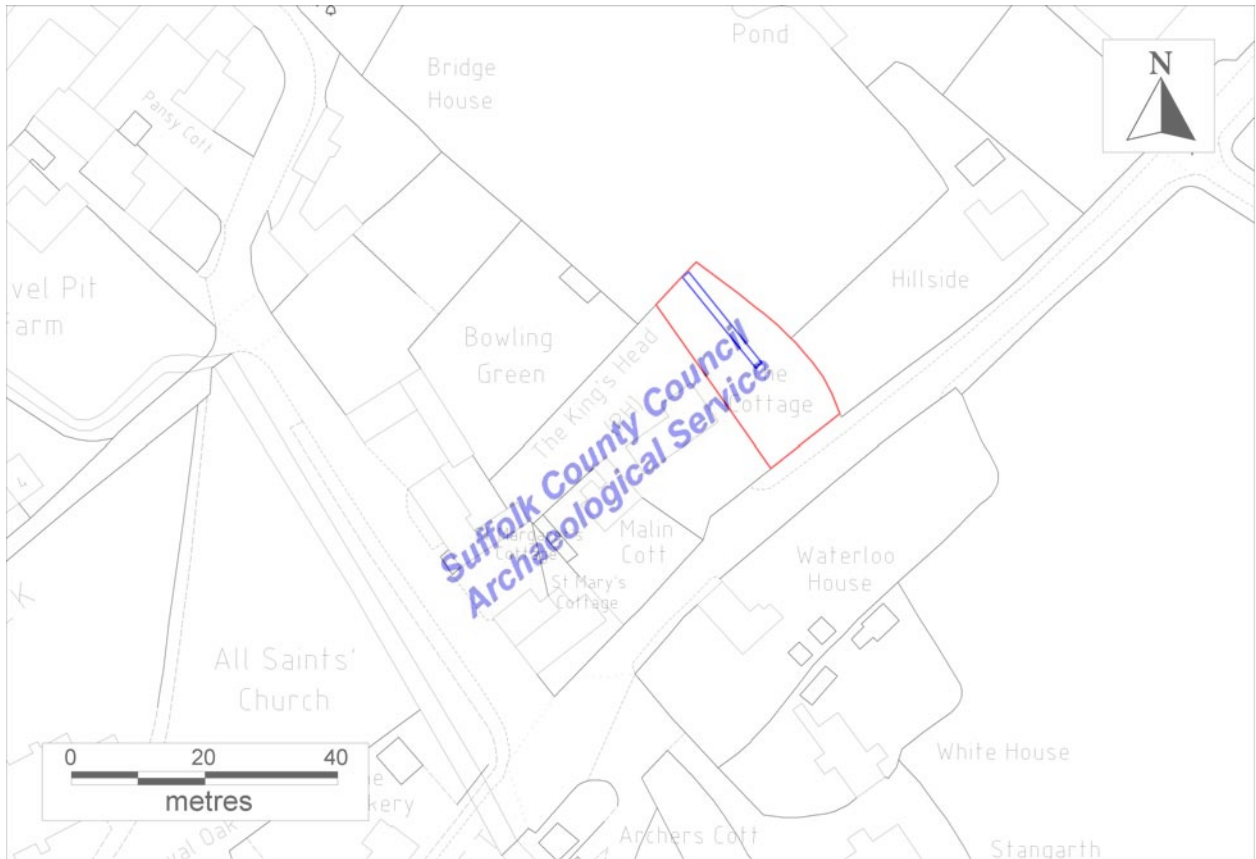
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Figure 1. Location map (general) showing the site in red

## 2. Location, geology and topography

The development site is centred at National Grid Reference TM 29732 72512 and encompasses an area of approximately 384m<sup>2</sup>. Until recently it formed part of the garden of a neighbouring property called The Cottage. The site is bounded to the north by a wildflower meadow, to the west by The Cottage, to the east by a garden and to the south by Bicker's Hill Road (Fig. 2).

The site is on the southwest face of a gently-sloping hill at an average height of approximately 45.5m OD. Generally the land slopes down to the southwest towards the River Blythe, which rises just to the west of Laxfield. The published surface geology in the area of the site is chalky till, which is overlaid by calcareous clayey soils. The site is located in an area of Rolling Valley Claylands, as defined in Suffolk County Council's *Suffolk Landscape Character Assessment*.



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Figure 2. Location map (detail) showing the site boundary (red) and the evaluation trench (blue)



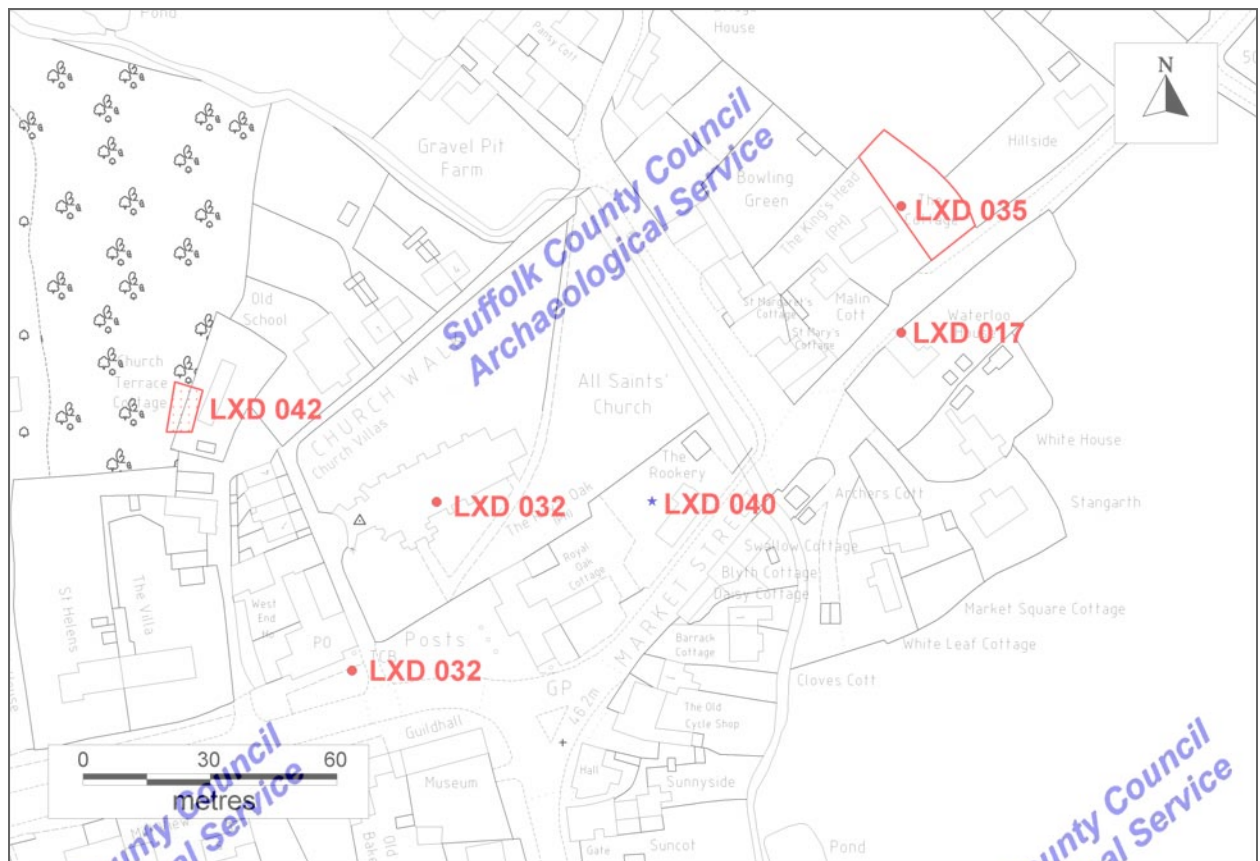
### 3. Archaeological and historical background

#### 3.1 Introduction

The Brief and Specification (Wade, 2009) required a desk-based assessment of the site, by reference to readily available computer databases and cartographic sources. The results of that assessment are presented below.

#### 3.2 Archaeological background

The County Historic Environment Record lists six archaeological sites or find-spots within a 200m radius of the site (Fig. 3).



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Figure 3. Historic Environment Record entries within 200m of the site

LXD 017: A scatter of 16th-century green glazed pottery and 17th-century brown-glazed wares was found in 'Miss Taylor's garden' (Waterloo House).

LXD 032: 'In 1819 a silver ring, ornamented with amulets was found in Laxfield churchyard with several coins of the East Anglian stamp'.

LXD 032: Medieval Church of All Saints, Laxfield

LXD 035: A scatter of 'medieval pottery' is delineated on a map within the garden of 'Miss Felgate's cottage', identified as The Cottage adjacent to the site.

LXD 040: Land to the rear of the Royal Oak Public House. An archaeological evaluation revealed late medieval pits and post-medieval pits, postholes and building foundations (Boulter, 2001).

LXD 042: Church Terrace cottage. One large ditch of unknown date but with post-medieval finds in the fill was observed during an archaeological monitoring visit (Everett, 2002).

### **3.3 Historical background**

The village of Laxfield is likely to have Saxon origins – a church is recorded there in the Domesday Book of 1086 (Goult, 1990). A previous desk-based assessment by Anthony Breen (Boulter, 2001) concludes that the church might have been a Saxon minster site, based on the survival into the 19th century of the payment of 'hearth silver' by the inhabitants of the parish. The present nave dates from the 14th century, while the porch and tower were built in the 15th century.

The earliest cartographic evidence for the use of the site is Hodskinson's map of 1783 (Fig. 4). Although this map does not show the site in detail it is clear that it was then on the edge of the village, much as it is today.

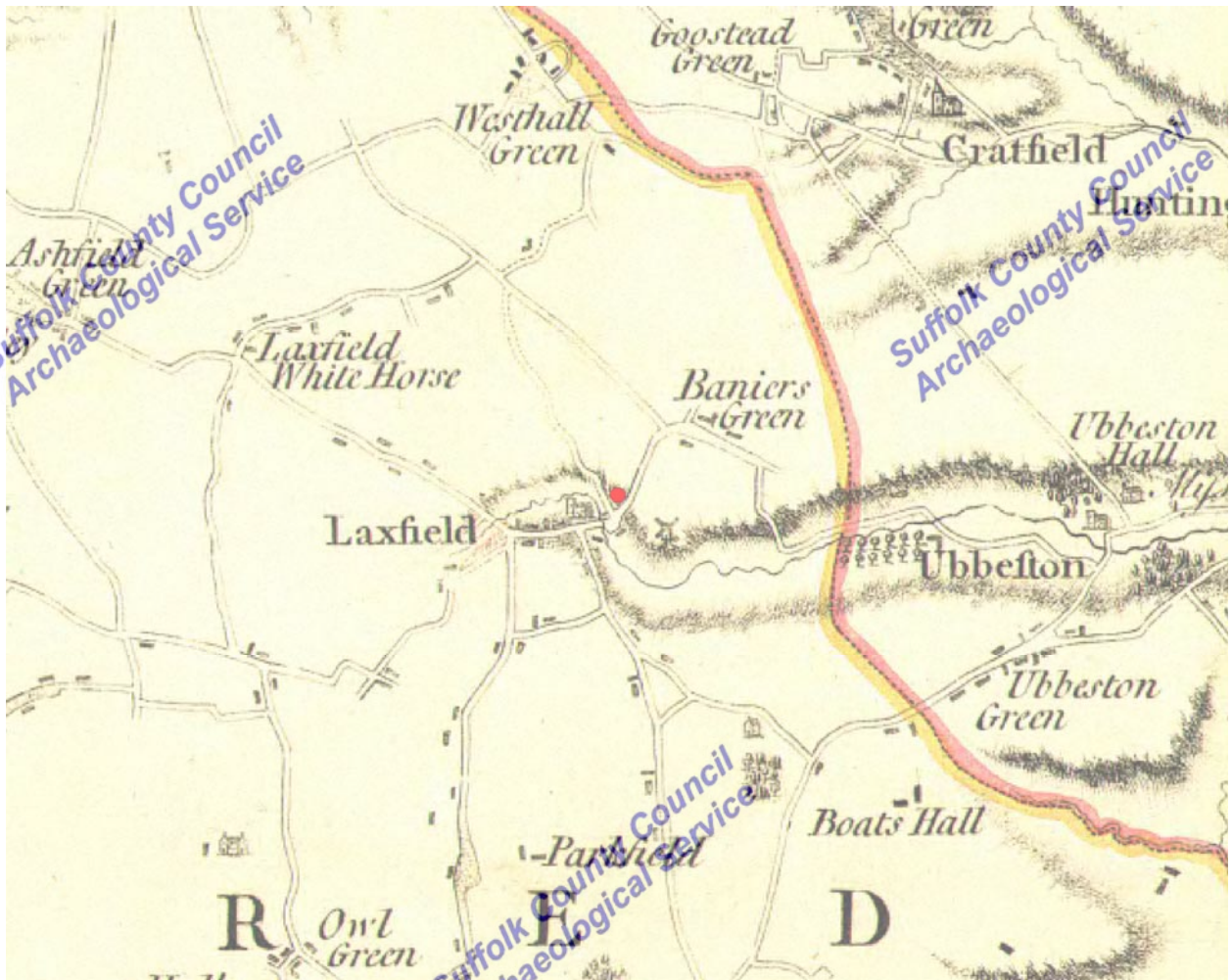


Figure 4. Extract from Hodskinson's map of 1783, showing the approximate location of the site (red)

The tithe map of 1841 (Fig. 5) shows the site and its immediate surroundings in much greater detail. The southeast part of the site fell within tithe plot 685 – one of four adjoining small plots numbered 685–688 that were all described as 'cottage and garden'. They were owned by Thomas Hines, the publican of the King's Head, and had various occupiers. These four cottages were subsequently amalgamated and are known today as The Cottage, located immediately to the west of the site.

The northwest part of the site fell within tithe plot 684, a large paddock belonging to the King's Head public house. The boundary between tithe plots 684 and 685 extended across the site and continues behind the row of cottages.

The tithe apportionments for properties in the vicinity of the site are shown in Table 1. Note that a William Bicker owned and occupied the cottage to the east of the site; this explains the name of the road (Bicker's Hill Road) on which the site is located.

Plot	Owner	Occupier	Name	Use
683	Thomas Hines	Thomas Hines	House and Yard (King's Head)	Pasture
684	Thomas Hines	Thomas Hines	Paddock	Pasture
685	Thomas Hines	John Pearse	Cottage and garden	
686	Thomas Hines	Daniel Melton	Cottage and garden	
687	Thomas Hines	Samuel Bicker	Cottage and garden	
688	Thomas Hines	William Baldwin	Cottage and garden	
698	William Bicker	William Bicker	Cottage and garden	

Table 1. Tithe apportionments in the area of the site



Figure 5. Extract from the parish tithe map of 1841, showing the approximate site boundary (red). Note that north is to the upper right on this map.

The 1st edition Ordnance Survey map of circa 1880 (Fig. 6) indicates some boundary alterations in the vicinity of the site. By then the garden to the east of the cottages (part of tithe plot 685) had been extended to the northwest into the former paddock (tithe plot 684, or land parcel 478 on the Ordnance Survey map) to create a larger, L-shaped plot that enclosed the northeast end of the cottages. However, the former boundary between tithe plots 684 and 685 was still extant and sub-divided the new, L-shaped plot; the elongated S-shaped symbol crossing the boundary is a field tie, used to indicate that the land on either side of the boundary was part of the same Ordnance Survey field parcel. The only other significant evidence on the 1880 map is the presence of two small

outbuildings or structures (privies?) adjacent to the cottages, at least one of which lay entirely within the area of the site.

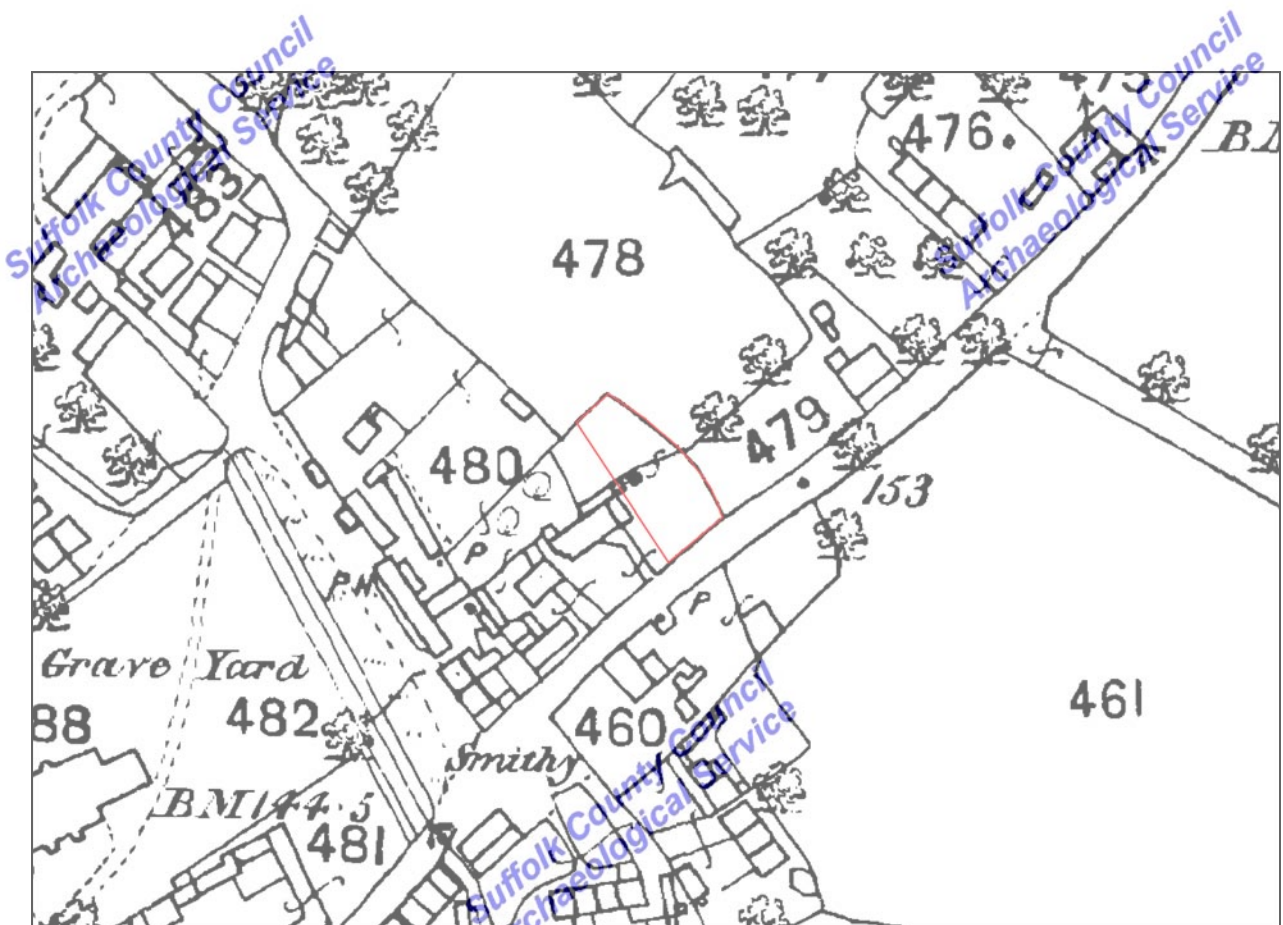


Figure 6. Extract from the 1st edition Ordnance Survey map of circa 1880, showing the site boundary (red)

The 2nd edition Ordnance Survey map of 1902 (not reproduced here) shows a similar pattern of land use. An aerial photograph of 1945 in the Suffolk County Council database shows the boundary that bisected the site, apparently as a hedgerow. It is understood that the northern part of the site remained in the ownership of the King's Head public house until it was purchased by the present owner of The Cottage.

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## 4. Methodology

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The archaeological evaluation took place on 15 April 2009 and was conducted in accordance with a Brief and Specification written by Keith Wade of SCCAS Conservation team (Wade, 2009; Appendix 1).

An evaluation trench (shown on Figure 2) was excavated under direct archaeological supervision using a small, tracked 360° mechanical excavator fitted with a ditching bucket. The trench measured 17.60m long and 1.20m wide and was excavated to depths of between 0.80m and 1.50m below ground level.

Generally, mechanical excavation continued to just below the surface of the geological strata. The fills of a relatively modern ditch were also excavated by machine and the resulting spoil sorted by hand for the retrieval of artefactual evidence. Only late 19th- or 20th-century finds were recovered and these were not retained.

Archaeological deposits, soil horizons and natural strata were recorded using a unique sequence of context numbers in the range 0001–0011. They were drawn in section (at a scale of 1:20) on 290 x 320mm sheets of gridded drawing film. Written records (soil descriptions, etc) were made on the same sheets. A digital photographic record was made, consisting of high resolution .jpg images.

A metal-detecting survey was carried out on mechanically- and hand-excavated soils and on surrounding areas of unexcavated garden soil. Several modern artefacts were found, but these were not retained.

The trench was surveyed by measured offsets from points on the site boundary and neighbouring buildings. Heights were recorded by reference to an Ordnance Survey spot height of 46.2m OD on the crown of the road at the junction between Market Street and Vicarage Road.

The evaluation trench covered an area of 21m<sup>2</sup>, representing 5.5% of the total area of the proposed development.

## 5. Results

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### 5.1 Introduction

Generally the evaluation revealed a simple horizontal sequence of geological strata, naturally-occurring subsoil and recent topsoil/garden soil. A ditch was identified at the southeast end of the trench, cutting the subsoil and sealed by the topsoil. This seems to relate to a localised topographic feature, as described below.

### 5.2 Site topography

In accordance with the Brief and Specification (Wade, 2009) the site was examined for earthworks prior to the excavation of the evaluation trench. The only significant feature noted was that the ground at the southeast end of the site, bordering on Bicker's Hill Road, is at a slightly higher level (up to 0.50m) than the rest of the site and significantly higher (by about 0.80m) than the adjacent road surface or the garden of the adjoining property (The Cottage) to the west. A shallow slope running parallel to and about 14m northwest of the road marks the edge of this raised area of the site.

### 5.3 Geological strata and soil profiles

The earliest geological stratum is a deposit of firm, light yellowish grey clay/silt with frequent flecks and small fragments of crushed chalk (context 0011). This was recorded at a maximum height of 44.89m OD at the southeast end of the evaluation trench (see Figure 8). It slopes down to the northwest to a minimum recorded height of 44.33m OD at 7m from the northwest end of the trench, at which point it drops below the level of the base of the trench. This deposit, which is at least 0.80m thick, is interpreted as the 'chalky till' that is recorded as the published surface geology in the area of the site.

At the northwest end of the evaluation trench chalky till 0011 is overlaid by a deposit of compact, light yellowish brown sandy clay containing small to large flint nodules (context 0010; Fig. 7). The thickness of this deposit is unknown. It is sealed by a layer of soft, light yellowish brown silty sand with occasional small to medium flint pebbles, up to 0.20m thick (context 0009, Fig. 7). Contexts 0009 and 0010 are interpreted as superficial deposits of boulder clay at the top of the geological sequence.

The geological strata are overlaid by a deposit of compact, mid greyish brown clayey silt containing occasional pebbles (context 0008; Fig. 7). It has a maximum recorded height

of 45.25m OD at the southeast end of the evaluation trench, where it is 0.40m thick. It slopes down gently to the northwest, having a minimum recorded height of 45.05m OD at the northwest end of the evaluation trench; at this point it is only 0.20m thick. Context 0009 is interpreted as naturally-occurring subsoil that is consistent with the clayey soils typical in areas of glacial till. Flecks of brick and coal were identified within the deposit but it is assumed that these were introduced by root action.

The subsoil is sealed by a layer of topsoil/garden soil (context 0001; Fig. 7) that extends site-wide and is approximately 0.40m thick. It is friable, mid brownish grey sandy loam containing occasional pebbles, small fragments of pottery (white and transfer-printed china), bottle glass, brick, tile, clay tobacco pipe stems, coal and animal bone and some metal artefacts. The finds (ceramic and metal) were of late 19th- or 20th-century date and were not retained. The topsoil/garden soil forms the current ground surface.

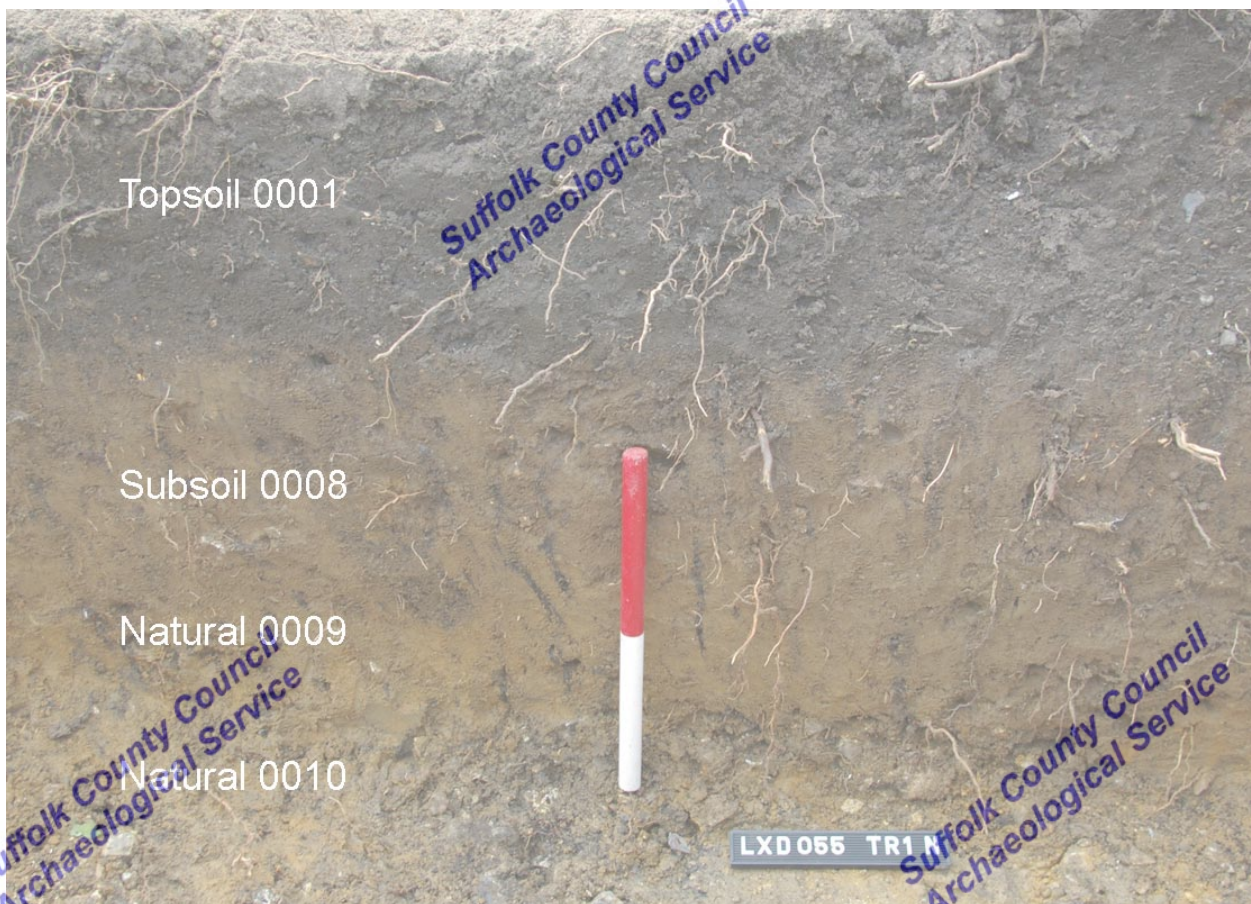


Figure 7. Northeast facing section at the northwest end of the evaluation trench, showing natural strata and overlying soil horizons (scale 0.50m)



#### 5.4 The ditch

Ditch 0007 is located 2m from the southeast end of the evaluation trench and is oriented approximately northeast–southwest. It is 2.20m wide and 0.90m deep, with steep sides and a rounded base (Fig. 8). The ditch cuts subsoil deposit 0008 and is sealed by garden soil 0001. It has apparently been truncated horizontally and there is no evidence for the associated bank. However, it is located at the base of the slope that defines the edge of the elevated ground at the southeast end of the site. The ditch contains a sequence of three fills:

Primary fill 0006 is soft, mid grey slightly fibrous silt containing occasional pebbles and flecks of chalk but no cultural material. This is assumed to represent the gradual accumulation of silt and decayed vegetation in the base and against the sides of the ditch.

Overlying fill 0005 is re-deposited 'chalky till' and contained a fragment of 19th-century stoneware pottery (part of an ink pot) and a large piece of ceramic drain pipe. This deposit is interpreted as deliberate backfilling of the ditch.

Upper fill 0004 is compact, mid brownish grey clayey silt containing occasional pebbles, small fragments of pottery (white china), coal, animal bone and brick/tile.

After it was backfilled the ditch was apparently re-excavated along its south-eastern edge. Re-cut ditch 0003 is only 0.90m wide and 0.40m deep, with steep sides and a rounded base. It contains a single fill 0002, described as compact, mid grey clayey silt containing occasional pebbles, small fragments of pottery (white china), coal and brick.

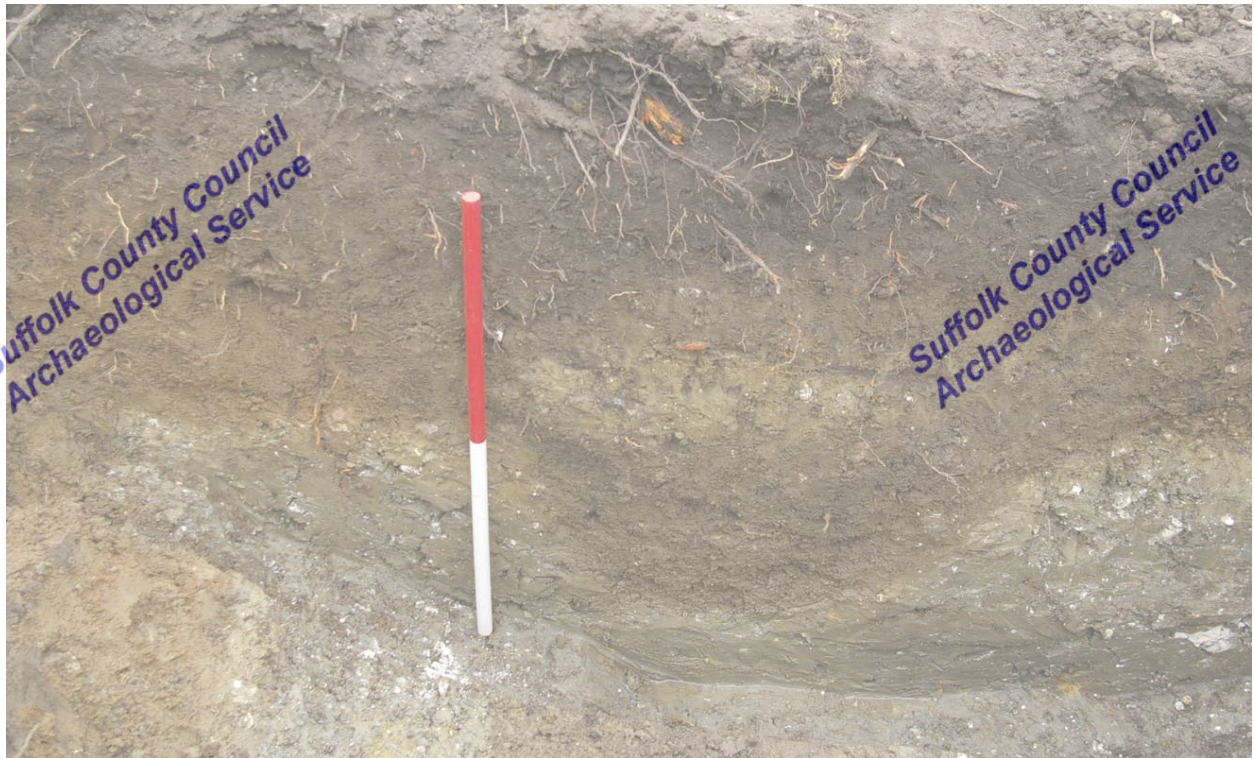


Figure 8. Northeast facing section through ditch 0007 (scale 1m)

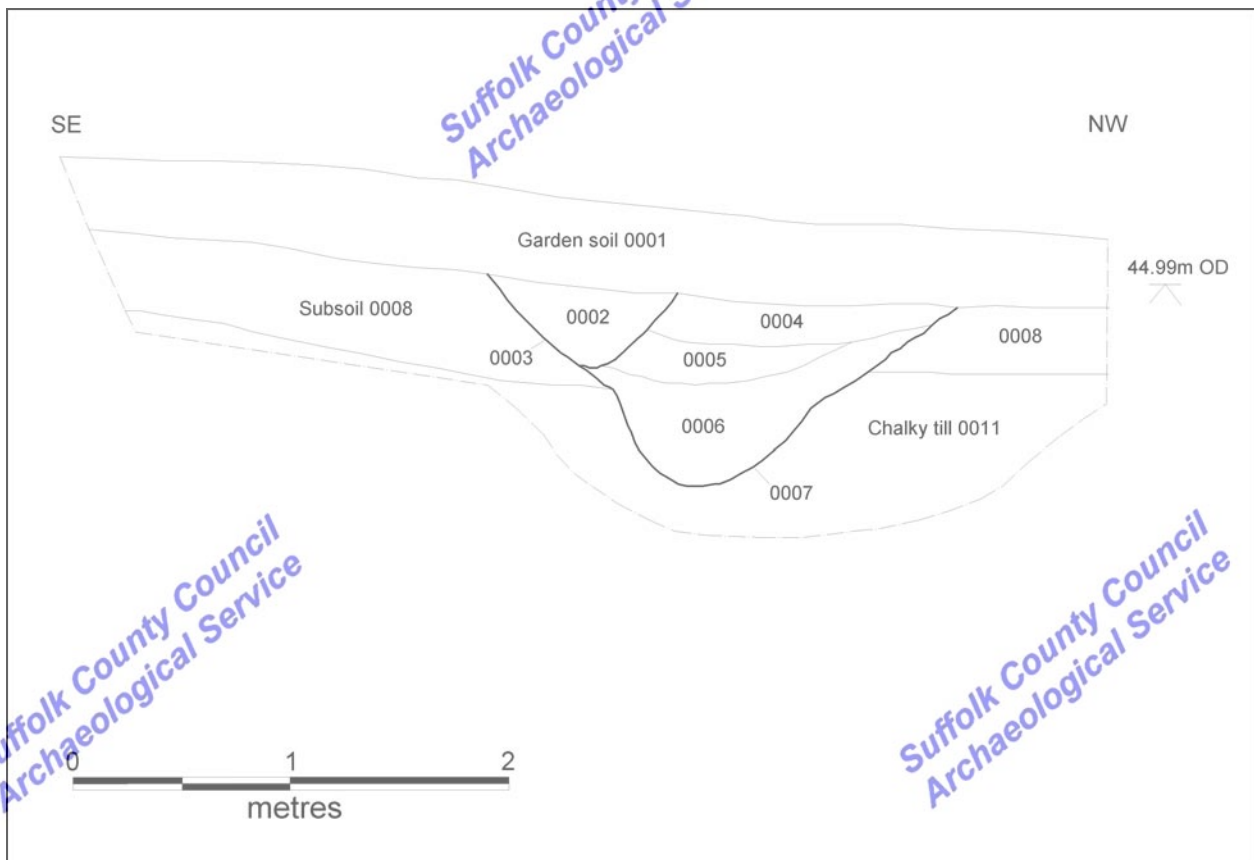


Figure 9. Section drawing showing ditch 0007, its fills 0004–0006 and subsequent re-cut 0003.

## 6. Discussion

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It is clear that ditch 0007 at the southeast end of the evaluation trench is associated with the boundary shown on the 1841 tithe map (between plots 684 and 685) and on the 1st- and 2nd edition Ordnance Survey maps of 1880 and 1902. The same boundary was marked by a hedgerow until at least 1945, as shown by aerial photographic evidence, although the ditch might have been backfilled by then.

The natural ground level rises to the south of the ditch (as shown on Figure 9), which accounts for the higher ground surface at the southeast end of the site. This change of level might explain why the ditch was retained after tithe plot 685 was extended northwards, since it would have been required for drainage.

## 7. Conclusions and recommendations for further work

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The evaluation has revealed a post-medieval boundary ditch and a horizontal sequence of geological strata and soil deposits.

In view of these limited results it is recommended that no further fieldwork or post-excavation analysis is required and that this document should be disseminated as a 'grey literature' report *via* the OASIS online archaeological database.

## 8. Archive deposition

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Paper and photographic archive: SCCAS Ipswich

Digital archive: SCCAS Ipswich

## 9. List of contributors and acknowledgements

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The project was commissioned and funded by D. C. Homes Limited. The writer wishes to thank David Ellis and Greg Collett of D. C. Homes for their assistance during the fieldwork.

The project was monitored by Keith Wade (SCCAS, Conservation team) and managed by Stuart Boulter (SCCAS Field team). Kieron Heard and Steve Manthorpe conducted the fieldwork and John Newman assisted with the documentary research.

## 10. Bibliography

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Boulter, S, 2001, *Land to the rear of the Royal Oak Public House, Laxfield (LXD 040). Record of an archaeological evaluation*, SCCAS Report 2001/13 (unpubl)

Everett, L, 2002, *Church Terrace cottage, Laxfield (LXD 042). Archaeological monitoring report*, SCCAS Report 2002/48 (unpubl)

Goult, W, 1990, *A Survey of Suffolk Parish History. East Suffolk volume 2 (I-Y)*, Suffolk County Council

Wade, K, 2009, *Brief and Specification for an archaeological evaluation: Land adjacent to The Cottage, Bickers Hill Road, Laxfield*, SCCAS (unpubl)

### Disclaimer

Any opinions expressed in this report about the need for further archaeological work are those of SCCAS Field Projects Team alone. Ultimately the Local Planning Authority and its Archaeological Advisors will determine the need for further work 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

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### SUFFOLK COUNTY COUNCIL ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM

#### *Brief and Specification for an Archaeological Evaluation*

#### Evaluation by Trial Trench Land adjacent to The Cottage, Bickers Hill Road, Laxfield

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

*This is the brief for the first part of a programme of archaeological work. There may be a requirement for additional work, which will be the subject of another brief.*

#### 1.      Background

- 1.1      Planning Consent has been granted for the erection of a detached dwelling on land adjacent to The Cottage, Bickers Hill Road, Laxfield.
- 1.2      The planning consent contains a condition (no.9) requiring the implementation of a programme of archaeological work before development begins (Planning Policy Guidance 16, paragraph 30 condition). **An archaeological evaluation of the application area is required as the first part of such a programme of archaeological work; decisions on the need for, and scope of, any further work will be based upon the results of the evaluation and will be the subject of additional briefs..**
- 1.3      The development area lies within 100 metres of the medieval church in the area of medieval Laxfield, defined in the County Historic Environment Record as an archaeological site of regional importance, and will involve significant ground disturbance. There is therefore a high probability that the development will affect archaeological deposits.
- 1.4      All arrangements for the field evaluation of the site, the timing of the work, access to the site, the definition of the precise area of landholding and area for proposed development are to be defined and negotiated with the commissioning body.
- 1.5      Detailed standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003.
- 1.6      In accordance with the standards and guidance produced by the Institute of Field Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Project Design or Written Scheme of Investigation (PD/WSI) based upon this brief and the accompanying outline specification of

minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the PD/WSI as satisfactory. The PD/WSI will provide the basis for measurable standards and will be used to establish whether the requirements of the planning condition will be adequately met.

1.7 Before any archaeological site work can commence it is the responsibility of the developer to provide the archaeological contractor with either the contaminated land report for the site or a written statement that there is no contamination. The developer should be aware that investigative sampling to test for contamination is likely to have an impact on any archaeological deposit which exists; proposals for sampling should be discussed with this office before execution.

1.8 The responsibility for identifying any restraints on field-work (e.g. Scheduled Monument status, Listed Building status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites &c.) rests with the commissioning body and its archaeological contractor. The existence and content of the archaeological brief does not over-ride such restraints or imply that the target area is freely available.

## **2. Brief for the Archaeological Evaluation**

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

2.2 Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.

2.3 Evaluate the likely impact of past land uses and natural soil processes. Define the potential for existing damage to archaeological deposits. Define the potential for colluvial/alluvial deposits, their impact and potential to mask any archaeological deposit. Define the potential for artificial soil deposits and their impact on any archaeological deposit.

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

2.5 Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

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

2.7 This project will be carried through in a manner broadly consistent with English Heritage's *Management of Archaeological Projects*, 1991 (MAP2), all stages will follow a process of assessment and justification before proceeding to the next phase of the project. Field evaluation is to be followed by the preparation of a full archive, and an assessment of potential. Any further excavation required as mitigation is to be followed by the preparation of a full archive, and an assessment of potential, analysis and final report preparation may follow. Each stage will be the subject of a further brief and updated project design, this document covers only the evaluation stage.

2.8 The developer or his archaeologist will give the Conservation Team of the Archaeological Service of Suffolk County Council (address as above) five working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored.

2.9 If the approved evaluation design is not carried through in its entirety (particularly in the instance of trenching being incomplete) the evaluation report may be rejected. Alternatively the presence of an archaeological deposit may be presumed, and untested areas included on this basis when defining the final mitigation strategy.

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

### **3. Specification A: Desk-Based Assessment**

3.1 Consult the County Historic Environment Record (HER), both the computerised record and any backup files.

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

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

### **4. Specification B: Field Evaluation**

4.1 Examine the area for earthworks, e.g. banks, ponds, ditches. If present these are to be recorded in plan at 1:2500, with appropriate sections. A record should be made of the topographic setting of the site (e.g. slope, plateau, etc). The Conservation Team of SCC Archaeological Service must be consulted if earthworks are present and before proceeding to the excavation of any trial trenches.

4.2 Assess the non-ferrous metal artefacts content of the topsoil by systematic metal detector survey. All artefacts (excluding aluminium) will be collected using a recording system that will allow the locations and extents of concentrations to be accurately defined. Allowance should be made for 10% of the total area to be detected.

- 4.3 Trial trenches are to be excavated to cover a minimum 5% by area of the site and shall be positioned to sample all parts of the site, except the rear 6 metres. A single linear trench from Bickers Hill back through the site is thought to be the most appropriate sampling method. Trenches are to be a minimum of 1.8m wide unless special circumstances can be demonstrated. If excavation is mechanised a toothless 'ditching bucket' must be used. The trench design must be approved by the Conservation Team of the Archaeological Service before field work begins.
- 4.4 The topsoil may be mechanically removed using an appropriate machine fitted with toothless bucket and other equipment. All machine excavation is to be under the direct control and supervision of an archaeologist. The topsoil should be examined for archaeological material.
- 4.5 The top of the first archaeological deposit may be cleared by machine, but must then be cleaned off by hand. There is a presumption that excavation of all archaeological deposits will be done by hand unless it can be shown there will not be a loss of evidence by using a machine. The decision as to the proper method of further excavation will be made by the senior project archaeologist with regard to the nature of the deposit.
- 4.6 In all evaluation excavation there is a presumption of the need to cause the minimum disturbance to the site consistent with adequate evaluation; that significant archaeological features, e.g. solid or bonded structural remains, building slots or post-holes, should be preserved intact even if fills are sampled.
- 4.7 There must be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. The depth and nature of colluvial or other masking deposits must be established across the site.
- 4.8 The contractor shall provide details of the sampling strategies for retrieving artefacts, biological remains (for palaeoenvironmental investigations), and samples of sediments and/or soils (for micromorphological and other pedological and/or sedimentological analyses. Advice on the appropriateness of the proposed strategies will be sought from J Heathcote, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy and Wiltshire 1994) is available.
- 4.9 Any natural subsoil surface revealed should be hand cleaned and examined for archaeological deposits and artefacts. Sample excavation of any archaeological features revealed may be necessary in order to gauge their date and character.
- 4.10 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
- 4.11 All finds will be collected and processed (unless variations in this principle are agreed with the Conservation Team of SCC Archaeological Service during the course of the evaluation).
- 4.12 Human remains must be left *in situ* except in those cases where damage or desecration are to be expected, or in the event that analysis of the remains is shown to be a requirement of satisfactory evaluation of the site. However, the



excavator should be aware of, and comply with, the provisions of Section 25 of the Burial Act 1857.

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

- 4.13 Plans of any archaeological features on the site are to be drawn at 1:20 or 1:50, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded. Any variations from this must be agreed with the Conservation Team.
- 4.14 A photographic record of the work is to be made, consisting of both monochrome and colour photographs.
- 4.15 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.

## **5. General Management**

- 5.1 A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by the Conservation Team of SCC Archaeological Service.
- 5.2 The composition of the project staff must be detailed and agreed (this is to include any subcontractors).
- 5.3 A general Health and Safety Policy must be provided, with detailed risk assessment and management strategy for this particular site.
- 5.4 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 5.5 The Institute of Field Archaeologists’ *Standard and Guidance for Archaeological Desk-based Assessments* and for *Field Evaluations* should be used for additional guidance in the execution of the project and in drawing up the report.

## **6. Report Requirements**

- 6.1 An archive of all records and finds must be prepared consistent with the principles of English Heritage’s *Management of Archaeological Projects*, 1991 (particularly Appendix 3.1 and Appendix 4.1).
- 6.2 The data recording methods and conventions used must be consistent with, and approved by, the County Historic Environment Record.
- 6.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.
- 6.4 An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established

- 6.5 Reports on specific areas of specialist study must include sufficient detail to permit assessment of potential for analysis, including tabulation of data by context, and must include non-technical summaries.
- 6.6 The Report must include a discussion and an assessment of the archaeological evidence. Its conclusions must include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).
- 6.7 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*. The finds, as an indissoluble part of the site archive, should be deposited with the County HER if the landowner can be persuaded to agree to this. If this is not possible for all or any part of the finds archive, then provision must be made for additional recording (e.g. photography, illustration, analysis) as appropriate.
- 6.8 The site archive is to be deposited with the County HER within three months of the completion of fieldwork. It will then become publicly accessible.
- 6.9 Where positive conclusions are drawn from a project (whether it be evaluation or excavation) a summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute for Archaeology*, must be prepared. It should be included in the project report, or submitted to the Conservation Team, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.
- 6.10 County HER sheets must be completed, as per the county HER manual, for all sites where archaeological finds and/or features are located.
- 6.11 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms.
- 6.12 All parts of the OASIS online form must be completed for submission to the 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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Reference: Adjacent The Cottage Bickers Hill, Laxfield

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## Appendix 2 Context list

Context	Type	Interpretation	Sheet	Digital Images
0001	deposit	topsoil / garden soil	1 & 2	001-007
0002	fill	single fill of ditch 0003	1	004-007
0003	cut	re-cut of ditch 0007	1	004-007
0004	fill	upper fill of ditch 0007	1	004-007
0005	fill	middle fill of ditch 0007	1	004-007
0006	fill	basal fill of ditch 0007	1	004-007
0007	cut	boundary ditch = 0004	4	037-040
0008	deposit	subsoil	1 & 2	001-007
0009	deposit	natural stratum	2	001-002
0010	deposit	natural stratum	2	001
0011	deposit	natural stratum	1 & 2	003-007

## Appendix 3 Contents of the stratigraphic archive

Type	Quantity	Format
Plan/section drawing sheets	2	290 x 320mm film
Digital images	7	3008 x 2000 pixel .jpg
Digital image register sheets	1	A4 paper
This evaluation report (2009/095)	1	A4 ring-bound

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