

## **ARCHAEOLOGICAL EVALUATION REPORT**

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**SCCAS REPORT No. 2011/085**

# **Land off The Street, Badwell Ash BAA 022**

**J. A. Craven**  
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## HER Information

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**Planning Application No:** 2254/09  
**Date of Fieldwork:** 22nd September 2009  
**Grid Reference:** TL 993 701  
**Funding Body:** Martineau Farms  
**Curatorial Officer:** Dr Jess Tipper  
**Project Officer:** J. A. Craven  
**Oasis Reference:** Suffolkc1-64525

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



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## Summary

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An archaeological evaluation was carried out on off of The Street, Badwell Ash in advance of the creation of a wildlife pond in an area within the floodplain of a tributary of The Black Bourne. No archaeological deposits were identified, the trench instead demonstrating the presence of a sequence of natural environmental deposits which may have future potential for palaeoenvironmental studies.





## **1. Introduction**

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An archaeological evaluation was carried out on land off of The Street, Badwell Ash in advance of the creation of a wildlife pond in an area of former mature woodland on the 22nd September 2009 (Fig. 1). The work was carried out to a Brief and Specification issued by Jess Tipper (Suffolk County Council Archaeological Service, Conservation Team) to fulfil a planning condition on application 2254/09 (Appendix 1). The work was commissioned by Mr Ben Burton of Andersons Midlands on behalf of the developer Martineau Farms who funded the project.

The planning condition had been placed as the site had high potential for important archaeological or paleo-environmental deposits to be disturbed or destroyed by the development (see below). The aim of the evaluation was to assess this potential and to establish whether further archaeological mitigation works would be required to record any affected deposits.

## **2. Geology and topography**

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The site is situated within the floodplain of a tributary of The Black Bourne, lying c.70m to the east of the watercourse at a height of 37m AOD. The site geology consists of alluvial, seasonally waterlogged clays overlying peat (Ordnance Survey 1983). The topographical location of the site indicated that there was high potential for paleo-environmental deposits to exist and that could be affected by the proposed development.

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

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The site lies within an area of high archaeological importance, as recorded in the Suffolk Historic Environment Record (HER). Although no systematic archaeological work has been carried out in the area several findspots are known in the immediate vicinity (Fig. 1). A Roman finds scatter has been recorded (WLW 067) 500m to the north-west on the edge of the floodplain while on the higher ground of the valley slopes an Anglo-Saxon brooch was found 400m to the east (BAA 007), a Bronze Age palstave (LGH 002) 700m

to the south-west and medieval finds scatters 450m-500m to the north-east (WLW 059 and 060). The topographical situation of the site in general is also often favourable for prehistoric occupation and so the development had potential to disturb multi-period archaeological deposits.

## 4. Methodology

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The single trench was placed along the centre of the proposed pond, on a north-west to south-east axis, largely in between a series of large tree stumps from the recently felled woodland of mature poplar trees. Alterations to the trench position were made at the northern end due to the presence of one of these stumps.

The trench, which measured 30m by 1.8m, was excavated by a machine with a toothed bucket, under the observation of an archaeologist. Excavated spoil was examined and metal-detected for archaeological finds material. It was immediately apparent that palaeo-environmental deposits, consisting of a sequence of peat layers, were present at depths of up to 2.5m. The machining was subsequently carried out to a variety of levels so that areas of each deposit were exposed and left *in situ* so that bulk soil samples could be taken for analysis (Fig. 2). The trench was excavated through all the peat deposits until the underlying natural yellow/brown clay subsoil was visible at two points.

The trench was planned by hand at a scale of 1:50 on A3 gridded permatrace in relation to three survey points recorded by an RTK GPS. Site levels AOD were taken using a dumpy level, again relating to the same survey points. Three trench profiles were drawn at a scale of 1:20 on A3 gridded permatrace. However, due to the depth of the trench, and unstable nature of the deposits, it was not possible to hand-clean these sections. Digital colour and black and white photographs were taken at all stages of the fieldwork.

An OASIS form has been completed for the project (reference no. suffolkc1-64525) and a digital copy of the report submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>). The site archive is kept in the main store of Suffolk County Council Archaeological Service at Bury St Edmunds under HER No. BAA 022.

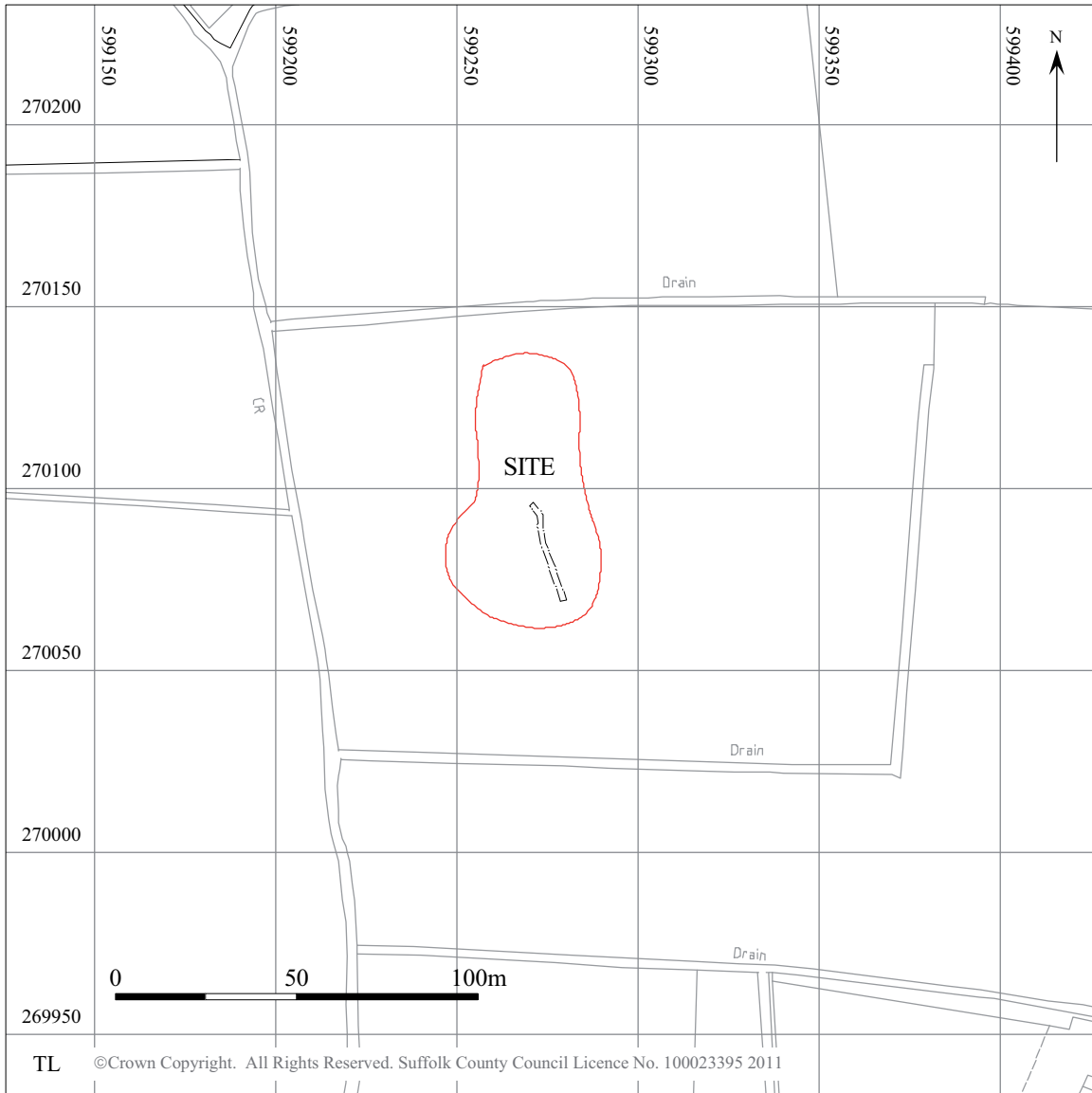
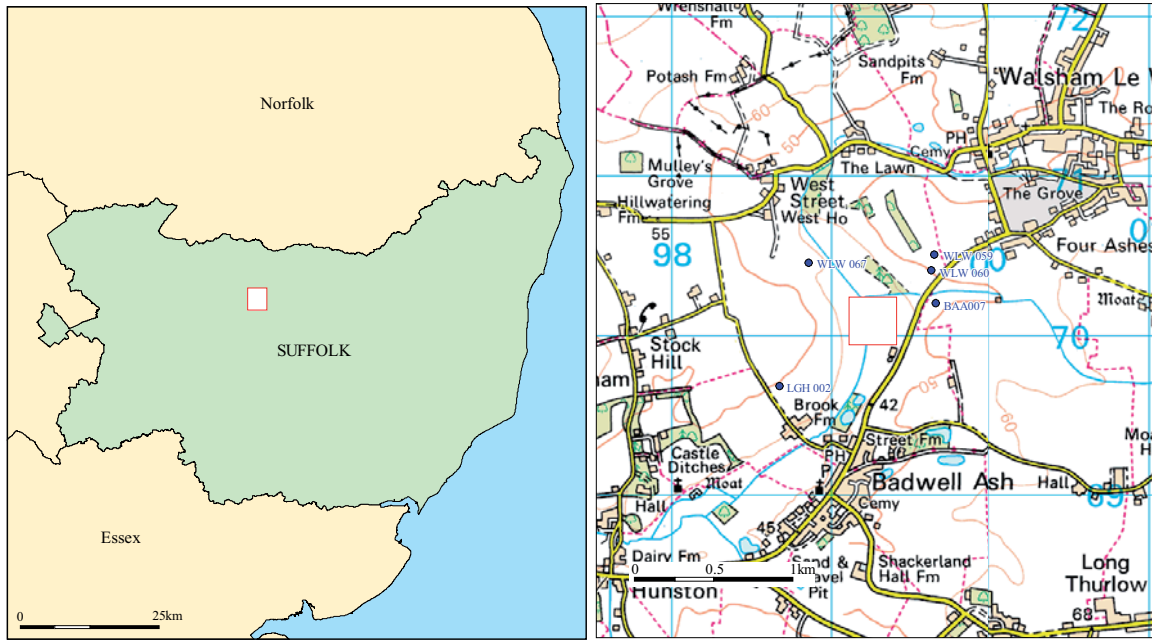


Figure 1. Site location plan

## 5. Results

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The trench showed a uniform sequence of deposits along its length, with thicknesses of the lower deposits gradually increasing as the underlying natural clay subsoil descended slightly towards the north. No archaeological features or finds material were seen at any point.

Three trench profiles were recorded (Fig. 3). Sections 01 and 02 show the complete soil profile at the south and north ends of the trench respectively. Section 03 is a partial soil profile from the centre of the trench.

A thin topsoil, c.0.15m to 0.2m thick overlaid 0002, a 0.3m-0.4m thick layer of homogenous mid yellow/brown clay. Tree root disturbance was generally limited to these two deposits.

0002 sealed a 0.25m-0.3m thick layer of dry dark brown/red peat, 0003. This in turn sealed 0004, a 0.2m thick deposit of moist, mid/dark grey silt/clay which seemed to mark the level of the current watertable.

Under 0004 was 0005, a waterlogged deposit of dark brown/black peat with moderate quantities of small wood fragments. This layer was 0.35m-0.4m thick in Sections 01 and 03 and then increased to c. 0.8m thick in Section 02.

The basal deposit in Section 01, sealing the clay subsoil, was 0006. This waterlogged layer of dark brown/red peat contained substantial quantities of wood and fibrous material and was c.1m thick. In section 03 only the surface of this deposit was exposed.

In Section 02 this basal layer was numbered as 0007, although it is probably the same deposit as 0006, and was a waterlogged layer, 0.5m thick, of dark brown/red peat. The substantial quantities of wood and fibrous material within the deposit included near complete tree branches up to 0.15m in diameter.

A total of seven bulk soil samples were collected from these deposits, as indicated on the trench plan.

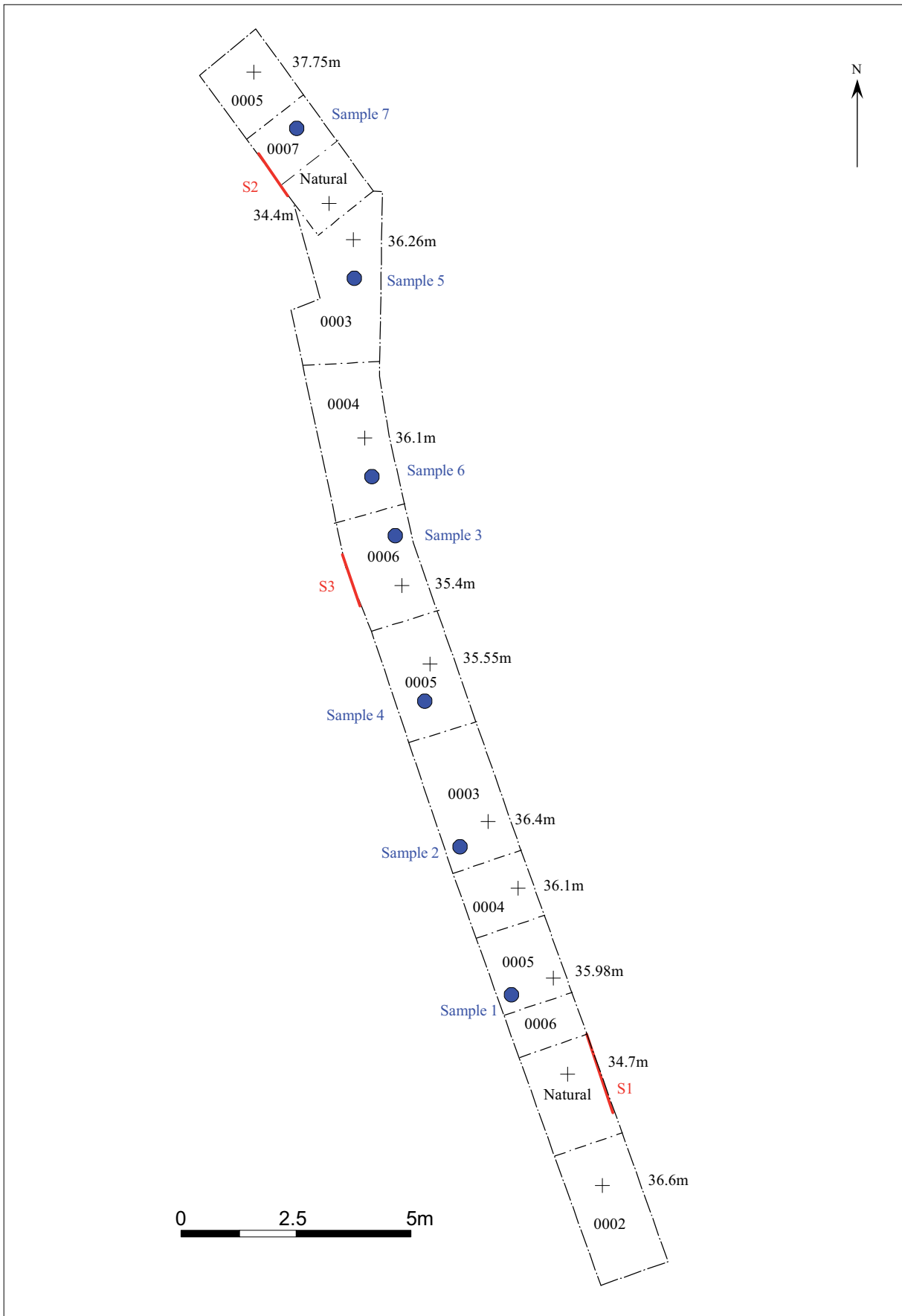


Figure 2. Trench plan

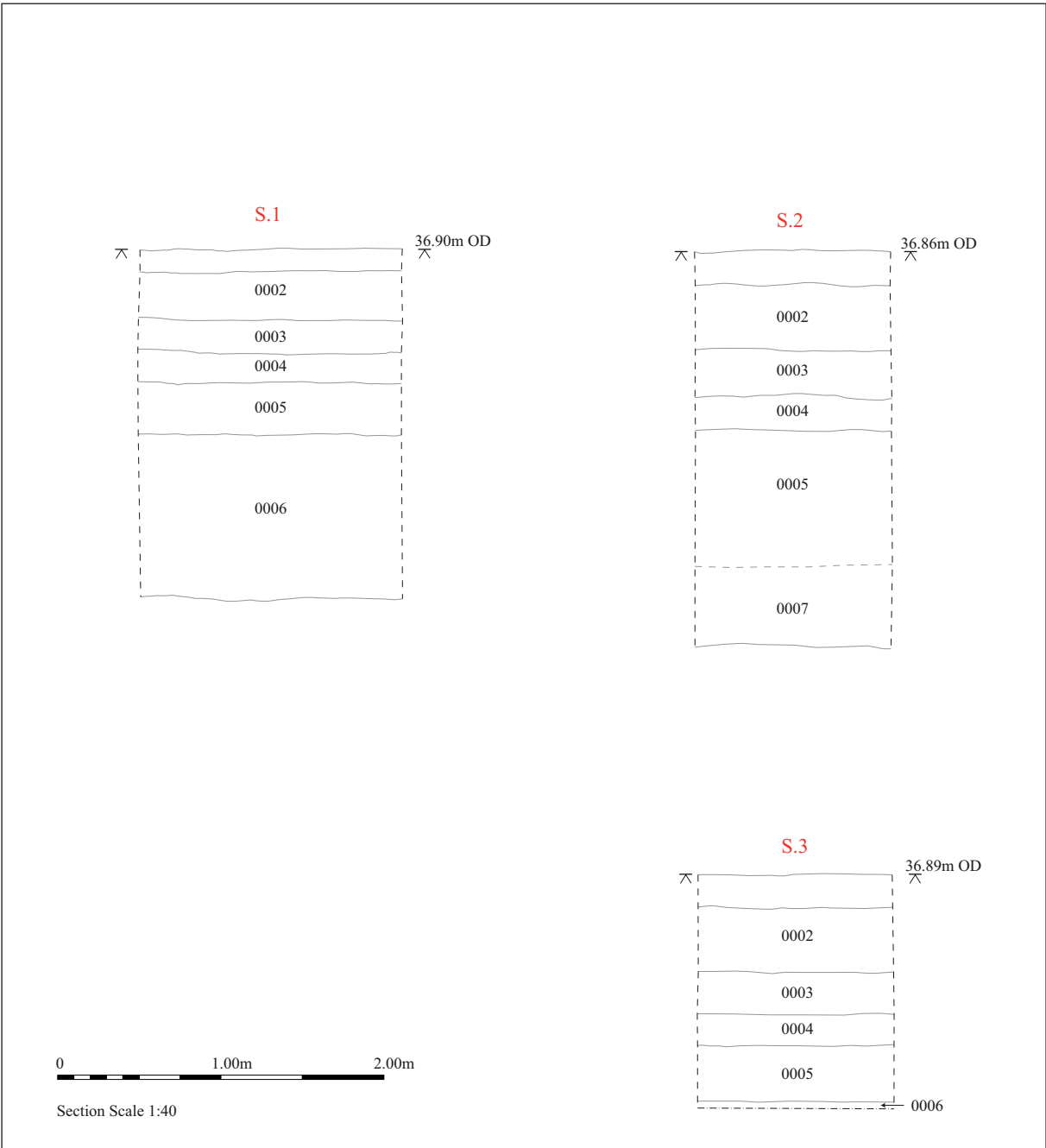


Figure 3. Sections

## 6. Environmental evidence

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### 6.1 Plant macrofossils and other remains

Val Fryer

#### Introduction and method statement

Evaluation excavations at Badwell Ash recorded a sequence of rich, wet/waterlogged organic deposits. Although archaeological features were not recorded and none of the deposits were dated, samples for the evaluation of the content and preservation of the plant macrofossil assemblages were taken, and seven were submitted for assessment from the following contexts:

Context 0003 (Samples 2 and 5) – a ‘clean’ and very densely compacted layer of comminuted plant remains with few other inclusions

Context 0004 (Sample 6) – a sticky, yellow/brown clay with relatively few plant remains

Context 0005 (Samples 1 and 4) – a densely compacted organic mud containing very degraded plant macrofossils with some larger wood fragments

Context 0006 (Sample 3) - a very organic mud. All macrofossils very degraded

Context 0007 (Sample 7) – a compacted, organic mud with a large number of wood fragments. Plant macrofossils very degraded

As the samples were wet/waterlogged, containing a high organic content, 1 litre sub-samples were extracted from each. These sub-samples were processed by manual water flotation/washover, and the flots were collected in a 300 micron mesh sieve and stored in water prior to sorting. The wet retents were scanned under a binocular microscope at magnifications up to x 16 and the plant macrofossils and other remains noted are listed below in Table 1. Nomenclature within the table follows Stace (1997). All plant remains were waterlogged.

#### Results

Seeds of both dry land herbs and wetland/aquatic plants were present at a low to moderate density within all seven assemblages. Preservation was generally very good, although some macrofossils were misshapen, probably as a result of the compaction of the deposits.

The dry land herbs were primarily indicative of a rough grassland habitat, with taxa noted including grasses (*Poaceae*), silver weed (*Potentilla anserina*), meadow/creeping/bulbous buttercup (*Ranunculus acris/repens/bulbosus*), nightshade

Sample No.	1	2	3	4	5	6	7
Context No.	0005	0003	0006	0005	0003	0004	0007
<b>Dry land herbs</b>							
Apiaceae indet.					x		x
<i>Chenopodium ficifolium</i> Sm.				x			
Chenopodiaceae indet.	x						
<i>Cirsium</i> sp.					xcf		
Small Poaceae indet.		x	xcf		xx	xcf	
Polygonaceae indet.	x						
<i>Potentilla</i> sp.	xcf				xcf	xcf	
<i>P. anserina</i> L.		x			xcf		
<i>Ranunculus acris/repens/bulbosus</i>					x		
<i>Solanum</i> sp.	x		x				x
<i>Stellaria graminea</i> L.	x						
<i>Urtica dioica</i> L.	xcf		x	x	x		
<b>Wetland/aquatic plants</b>							
<i>Alisma plantago-aquatica</i> L.		xcf				x	x
<i>Aphanes arvensis</i> L.	xcf						
<i>Apium graveolens</i> L.					xcf		
<i>Bidens tripartita</i> L.		xx					
<i>Carex</i> sp.	x	x	x	xcf	xxx		x
<i>Eleocharis</i> sp.	x	x					
<i>Eupatorium cannabinum</i> L.	x	x	x				
<i>Hydrocotyle vulgaris</i> L.			xcf				
<i>Juncus</i> sp.	xx		x		xx	x	
<i>Lemna</i> sp.			x	x			
<i>Luzula</i> sp.		xcf					
<i>Lycopus europaeus</i> L.					xx		
<i>Mentha</i> sp.	xx				x	x	
<i>Menyanthes trifoliata</i> L.		xx			x		
<i>Oenanthe aquatica</i> (L.)Poiret		x			x		
<i>Ranunculus</i> subg. <i>Batrachium</i> (DC)A.Gray			x	xcffg		x	x
<i>R. flammula</i> L.						x	
<i>Sparganium</i> sp.		x			x		
<b>Tree/shrub macrofossils</b>							
<i>Alnus</i> sp. (fruits)	xcf			x			x
<b>Other plant macrofossils</b>							
Waterlogged root/stem	xxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxx
Indet.bark				x			
Indet.moss		x			x		
Indet.seeds	x	x	x	x	x	x	
Indet.twig frags.			x	x	x		x
Wood frags.<5mm			x	xx			xxx
Wood frags.>5mm				xx			xxx
Wood frags.>10mm				x			xx
<b>Other remains</b>							
Waterlogged arthropod remains	xx	xx	x	x	xxx	xx	x
Caddis larval case		x					
Cladoceran ephippia		xx		x		x	x
<b>Sample volume (litres)</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Volume of flot (litres)</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>	<b>0.2</b>	<b>0.4</b>
<b>% flot sorted</b>	<b>50%</b>	<b>50%</b>	<b>50%</b>	<b>50%</b>	<b>50%</b>	<b>50%</b>	<b>25%</b>

Table 1. Plant macrofossils and other remains

**Key:** x = 1 – 10 specimens xx = 11-50 specimens xxx = 51-100 specimens xxxx = 100+ specimens. cf = compare, fg = fragment



(*Solanum sp.*) and stinging nettle (*Urtica dioica*). Wetland/aquatic plants were predominant, with taxa noted most frequently including bur marigold (*Bidens tripartita*), sedge (*Carex sp.*), hemp-agrimony (*Eupatorium cannabinum*), rush (*Juncus sp.*), gipsy-wort (*Lycopus europaeus*), mint (*Mentha sp.*), bog bean (*Menyanthes trifoliata*), water crowfoot (*Ranunculus subg. Batrachium*) and bur-reed (*Sparganium sp.*). Alder (*Alnus sp.*) fruits were recorded within three assemblages. Plant remains other than comminuted root/stem fragments and pieces of twig/wood were rare, although bark fragments and moss fronds were noted. The only other remains recorded included water flea 'eggs' (*Cladoceran ehippia*), a single fragment of caddis larval case and a number of indeterminate arthropod remains. Evidence for human activity was entirely absent.

### **Conclusions and recommendations for further work**

Although the current assemblages probably have little archaeological significance as such, it would appear that the deposits may be of some ecological importance. Although peat formation is not represented, the assemblages do appear to record a period of possible climatic deterioration, where areas of open woodland or alder carr were inundated and flooded, possibly forming a small fen. The date of this process is currently unknown, but it appears to have been temporary as, prior to excavation, the area was covered by established mature woodland.

Further sampling for archaeological purposes is probably not necessary as anthropogenic material is entirely absent. However, if further disturbance of these deposits reveals any additional strata, then it is recommended that the latter are sampled in order to gain additional data about the depositional sequence at this location.

## **7. Conclusions and recommendations for further work**

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The evaluation trench did not identify any evidence of past human activity, indicating that the creation of the pond will not have any impact upon archaeological deposits and so no further archaeological work is recommended.

The project has established however that a well-preserved stratigraphic sequence of environmental deposits exists on the site, and presumably continues elsewhere along the floodplain of the Black Bourne tributary. These deposits clearly have potential for palaeoenvironmental evidence and so it is recommended that any future development in the vicinity or floodplain should involve further specific sampling, such as taking full column samples of the stratigraphic sequence, and use of absolute dating techniques such as radiocarbon dating, to enable a better understanding of the past environmental history or landuse of the area. Such information will be particularly valuable if identified in association with archaeological evidence.

## 8. Archive deposition

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Paper and photographic archive: SCCAS Bury St Edmunds.

Digital archive: SCCAS Bury St Edmunds T:arc\archive field proj\Badwell Ash\BAA 022

Finds and environmental archive: SCCAS Bury St Edmunds.

## 9. List of contributors and acknowledgements

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The project was managed and directed by John Craven. The evaluation fieldwork was carried out by a number of archaeological staff, (Andrew Beverton, John Craven, Jonathan Van Jennians and Alan Smith) all from Suffolk County Council Archaeological Service, Field Team.

The post-excavation was managed by Richenda Goffin. The production of illustrations was carried out by Crane Begg. The specialist environmental report was produced by Val Fryer (freelance).

## 10. Bibliography

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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.

## **Appendix 1**

### **Brief and Specification**

Environment and Transport Service Delivery  
9-10 The Churchyard, Shire Hall  
Bury St Edmunds  
Suffolk  
IP33 2AR

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

### **LAND OFF THE STREET, BADWELL ASH, SUFFOLK (2254/09)**

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

#### **1. The nature of the development and archaeological requirements**

- 1.1 A planning application (2254/09) has been made for the creation of a new wildlife pond at Land Off The Street, Badwell Ash, Suffolk (TL 993 700). Please contact the developer for an accurate location plan.
- 1.2 The Planning Authority (Mid Suffolk District Council) 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 wild life pond, which measures c. 0.23 ha. in area, is located on the north-east side of Badwell Ash at approximately 35-40.00m AOD. The underlying geology comprises river alluvium over peat. Please contact the developer for an accurate location plan.
- 1.4 The proposed development area lies within an area of high archaeological importance, recorded in the County Historic Environment Record. This proposal involves large scale excavation in the valley floor close to known Anglo-Saxon (HER no. BAA 007), Roman (WLW 067) and prehistoric occupation (LGH 002). There is high potential for important archaeological remains to be defined at this location, given the proximity to known remains and also the landscape setting on a tributary of The Black Bourn, which is a favourable topographic situation for early occupation. However, the area has not been subject to systematic archaeological survey. There is also high potential for encountering preserved palaeo-environmental remains, such as peat deposits, within this area (floodplain of the watercourse). The proposed works will cause significant ground disturbance that has potential to damage any archaeological deposit that exists.
- 1.5 The following archaeological evaluation work is required of the area that will require topsoil stripping:
  - A linear trenched evaluation is required of the development area.
- 1.6 **The results of this evaluation will enable the archaeological resource, both in quality and extent, to be accurately quantified. Decisions on the suitability of the area for development, and also the need for, and scope of, any further work (palaeo-environmental assessment, geophysical survey and full excavation) 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 specification.**
- 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*.
- 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: Trenched Evaluation**

- 3.1 A single trial trench, c. 30.00m in length, is to be excavated across the width of the proposed pond. A linear trench is thought to be the most appropriate sampling method. The trench is to be a minimum of 1.80m wide unless special circumstances can be demonstrated.
- 3.2 If excavation is mechanised a toothless 'ditching bucket' at least 1.80m 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).
- 3.6 There must be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. The depth and nature of colluvial or other masking deposits must be established across the site.
- 3.7 Archaeological contexts should, where possible, be sampled for palaeoenvironmental remains. Best practice should allow for sampling of interpretable and datable archaeological deposits and provision should be made for this. The contractor shall show what provision has been made for environmental assessment of the site and must provide details of the sampling strategies for retrieving artefacts, biological remains (for palaeoenvironmental and palaeoeconomic investigations), and samples of sediments and/or soils (for micromorphological and other pedological/sedimentological analyses. Advice on the appropriateness of the proposed strategies will be sought from Rachel Ballantyne, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling

archaeological deposits (Murphy, P.L. and Wiltshire, P.E.J., 1994, *A guide to sampling archaeological deposits for environmental analysis*) is available for viewing from SCCAS.

- 3.8 Any natural subsoil surface revealed should be hand cleaned and examined for archaeological deposits and artefacts. Sample excavation of any archaeological features revealed may be necessary in order to gauge their date and character.
- 3.9 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
- 3.10 All finds will be collected and processed (unless variations in this principle are agreed SCCAS/CT during the course of the evaluation).
- 3.11 Human remains must be left *in situ* except in those cases where damage or desecration are to be expected, or in the event that analysis of the remains is shown to be a requirement of satisfactory evaluation of the site. However, the excavator should be aware of, and comply with, the provisions of Section 25 of the Burial Act 1857.
- 3.12 Plans of any archaeological features on the site are to be drawn at 1:20 or 1:50, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded. All levels should relate to Ordnance Datum. Any variations from this must be agreed with SCCAS/CT.
- 3.13 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies and/or high resolution digital images.
- 3.14 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.
- 3.15 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 An unbound copy of the evaluation report, clearly marked DRAFT, must be presented to SCCAS/CT for approval within six months of the completion of fieldwork unless other arrangements are negotiated with the project sponsor and SCCAS/CT.
- Following acceptance, two copies of the report should be submitted to SCCAS/CT together with a digital .pdf version.
- 5.18 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.
- 5.19 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.
- 5.20 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).

Specification by: Dr Jess Tipper

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Date: 15 September 2009

Reference: / LandoffTheStreet\_BadwellAsh2009

**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.**