

ARCHAEOLOGICAL EVALUATION REPORT

SCCAS REPORT No. 2009/278

**The Barn, South Elmham St. Margaret
SEM 024**

S. Cass

© November 2009

www.suffolkcc.gov.uk/e-and-t/archaeology

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

HER Information

Planning Application No: DC/09/0548/FUL and DC/07/0316/FUL

Date of Fieldwork: 20th - 22nd October 2009

Grid Reference: TM 3224 8365

Funding Body: Mr R. Davis

Curatorial Officer: Jess Tipper

Project Officer: Simon Cass

Oasis Reference: suffolkc1-66573

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

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Contents

Summary

	Page
1. Introduction	1
2. Geology and topography	1
3. Archaeological and historical background	3
4. Methodology	3
5. Results	4
5.1 Introduction	4
5.2 Trench 1	4
5.3 Garage foundations	5
5.4 Service runs	6
6. Finds and environmental evidence	8
7. Discussion	8
8. Conclusions and recommendations for further work	9
9. Archive deposition	10
10. Contributors and acknowledgements	10
11. Disclaimer	10

List of Figures

1. Site location	2
2. Location of trench and monitored groundworks	8

List of Plates

- | | |
|---|---|
| 1. Detail of trench 1 section, facing north-east. | 5 |
| 2. Detail of modern disturbance at southern corner of garage foundations, facing south. | 6 |
| 3. Representative section in service run, facing north | 7 |

List of Appendices

- | | |
|---|----|
| 1. Brief and specification (DC/07/0316/FUL) | 11 |
| 2. Brief and specification (DC/09/0548/FUL) | 19 |

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Summary

An archaeological evaluation and monitoring of ground works was carried out on land at The Barn, South Elmham St. Margaret, between the 20th and 22nd October 2009. No archaeologically relevant finds or features were observed during the excavation of footings for a garage at the rear of the property or the observation of a service run along the northern side of the dwelling. An evaluation trench excavated within the length of the new driveway encountered a metalled surface, thought to be a farm track, believed to be of mid-late 19th century date due to the presence of fire-damaged brick pieces and fragments within it and likely to relate to the destruction of the previous farmhouse some time in the 1870/1880's.

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

1. Introduction

A program of archaeological works was undertaken on land at and to the rear of The Barns, South Elmham St Margaret between the 20th and 22nd October 2009. These works were carried out in relation to the development of an extant barn into a dwelling including ancillary works such as access and services, with a separate application for the construction of a new garage to the rear of the property. The evaluation trench within the new driveway and the monitoring of the service runs were carried out as retrospective actions after development had already commenced.

2. Geology and topography

The site lies to the north of St Margaret's Green, a triangular medieval green, at the southern end of the parish of South Elmham St. Margaret. The land slopes gently up to the south, out of the valley of the River Beck to the north, and the site lies at a height of just over 40m AOD. The underlying natural geology is listed as Beccles Clay, a chalky till encountered in the footings and evaluation trench, and in places along the service runs observed.

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

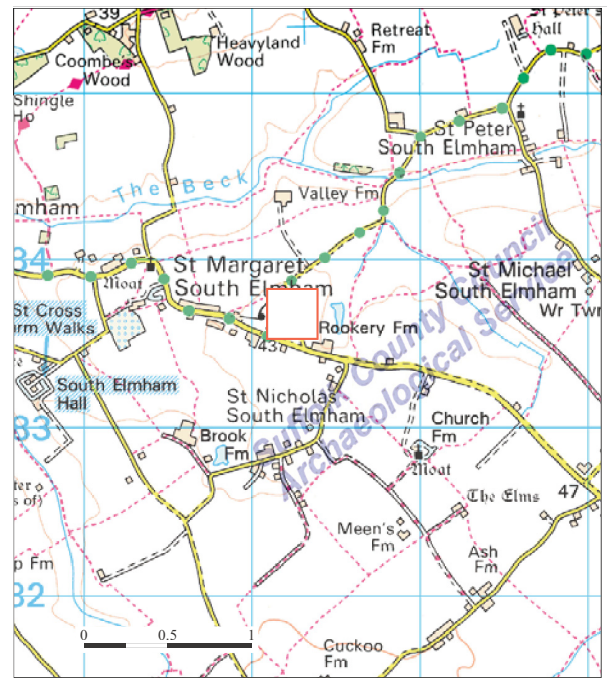


Figure 1. Site location

3. Archaeological and historical background

The archaeological and historical background for this site has been already well-described in an earlier report produced by Suffolk County Council Archaeological Service (Report no. 2006/152), comprising a desktop survey and trial-trenching evaluation that successfully recorded the location of a house that, prior to its burning down in the later 19th century, occupied the south-west end of the moated/ditched enclosure. A brief summary of the main conclusions of the desktop survey will be presented here, though a more detailed background can be found in the earlier report.

A documentary source, listing itemised repairs necessary to the house and believed to have been produced at some time around the 1871 census, provides an approximate *terminus post quem* for the destruction by fire of the previous farmhouse. By the time of the First Edition Ordnance Survey Map (of c.1880) the layout of the extant barns had already been established, although later infilling with additional structures clearly occurred during the early 20th century. These late 19th century barns appear to have entirely replaced the more extensive complex of buildings that were detailed in the earlier document and associated plans and were also shown on the tithe map of 1838 and an earlier estate map of 1705.

4. Methodology

The footings for the garage were excavated under constant archaeological supervision using a small 360° excavator fitted with a 0.45m wide toothed bucket. Scrub covering the area was stripped off first with a toothless 'ditching' bucket to a depth of c. 0.05m to form a working surface. The new driveway leading west from the garage site to the current stoned drive was also stripped to this level, remaining wholly within disturbed topsoil.

The retrospective action to observe the area disturbed by the new services along the north edge of the barn entailed re-excavating the contents of the service trench, down to the level of the lain services. This was done utilising the same mechanical excavator, again using a 0.45m toothed bucket and under archaeological supervision. Due to the shallow depth of pipework in the western half of the trench (less than 0.4m), it was only

practical to re-excavate the eastern half of the trench, excluding the areas containing access/inspection hatches.

The evaluation trench opened through the newly lain driveway surface was excavated using a flat-bladed 'ditching' bucket of 1.5m width, under constant archaeological supervision, down through the modern/recent deposits until the top of the natural clay geology was reached. A small test pit was excavated at one end of the trench by hand to minimise disturbance to the monument but confirm the nature of the deposit encountered.

A digital photographic record of the stratigraphy encountered in all three areas was made, using a 6.2 megapixel camera and written and drawn records/plans produced at appropriate scales (normally 1:20 or 1:50 scale plans and 1:10 or 1:20 scale sections).

5. Results

5.1 Introduction

The archaeological works required as part of the planning process for this site can be broken down into three distinct areas, the evaluation trench through the area of the gravelled driveway, the monitoring of the new garage to the north of the property and the retrospective monitoring of the service runs immediately adjacent to the converted barn.

5.2 Trench 1

This trench was 10m long, 1.5m wide, 0.5m deep and orientated approximately NW-SE. It was positioned to investigate the area between the two moat ends, as well as try to locate the eastern wall of the burnt and demolished building or any further archaeological features.

No archaeologically sensitive finds or deposits were encountered in the trench, the only feature of note being a flint-metalled surface, interpreted as an old farm track, sitting directly above natural clays. This surface contained elements of damaged brickwork which may relate to the fire which destroyed the previous farm building some time prior to the first edition Ordnance Survey mapping of the area.

The stratigraphy encountered within the north-western end of the trench consisted of 0.2m of modern gravelled driveway (0.05m of medium rounded gravels over 0.05m of hogging over demolition rubble hardcore) above 0.35m of a mid greyish brown silty clay with frequent CBM fragments of various sizes, very occasional large ferrous objects and small lengths of red baling twine. Below this was the flint metalled surface, c. 0.1m thick and consisting of medium to large flints with occasional CBM/brick fragments and large pieces, some of which appeared to have been fire-damaged. Below this was a layer of mid grey/yellow chalky natural clay. A small test-pit at the northern end of the trench confirmed that this deposit was at least 0.25m deep, and appeared to be *in situ* rather than redeposited material. In the south-eastern end of the trench, the stratigraphy was much the same, though natural geology was encountered at 0.45m, rather than 0.65m.



Plate 1. Detail of Trench 1 section, facing north-east.

5.3 Garage foundations

The stratigraphy encountered within the footings for the garage consisted of 0.25m of mid/dark greyish brown silty clay topsoil with small to medium sized fragments of CBM, flints and occasional small chalk flecks. This sealed 0.15m of mid/dull yellowish brown silty clay, with very intermittent flints and chalk flecks, interpreted as a subsoil deposit. Natural mid grey/yellow chalky clay was encountered at 0.4m deep, and continued to

the base of the trench at a depth of 1m. Modern truncation was encountered along the south-eastern side of the trench, especially at the southern corner of the footings, where a large truncation was noted – containing broken ferrous objects/fragments, red and blue baling twines and partially rotted organic material.



Plate 2. Detail of modern disturbance at southern corner of garage foundations, facing south.

5.4 Service runs

The 12.5m of service run re-excavated to the rear of the converted barn was opened to a depth of 0.9m, stopping just above the new pipework. The stratigraphy encountered consisted of approximately 0.5m of mid/dark greyish brown silty clay top/garden soil above natural clays. The garden soil had no visible soil horizons within it, even though its depth compared to the depth of topsoil elsewhere suggests that there may be multiple layers within it. No archaeologically relevant finds or deposits were observed within the section of the trench or any of the backfilled material. The soil in the last 3m at the eastern end of the trench seemed to be slightly less well compacted by comparison with the rest of the soil encountered in the trench.



Plate 3. Representative section in service run, facing north.

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

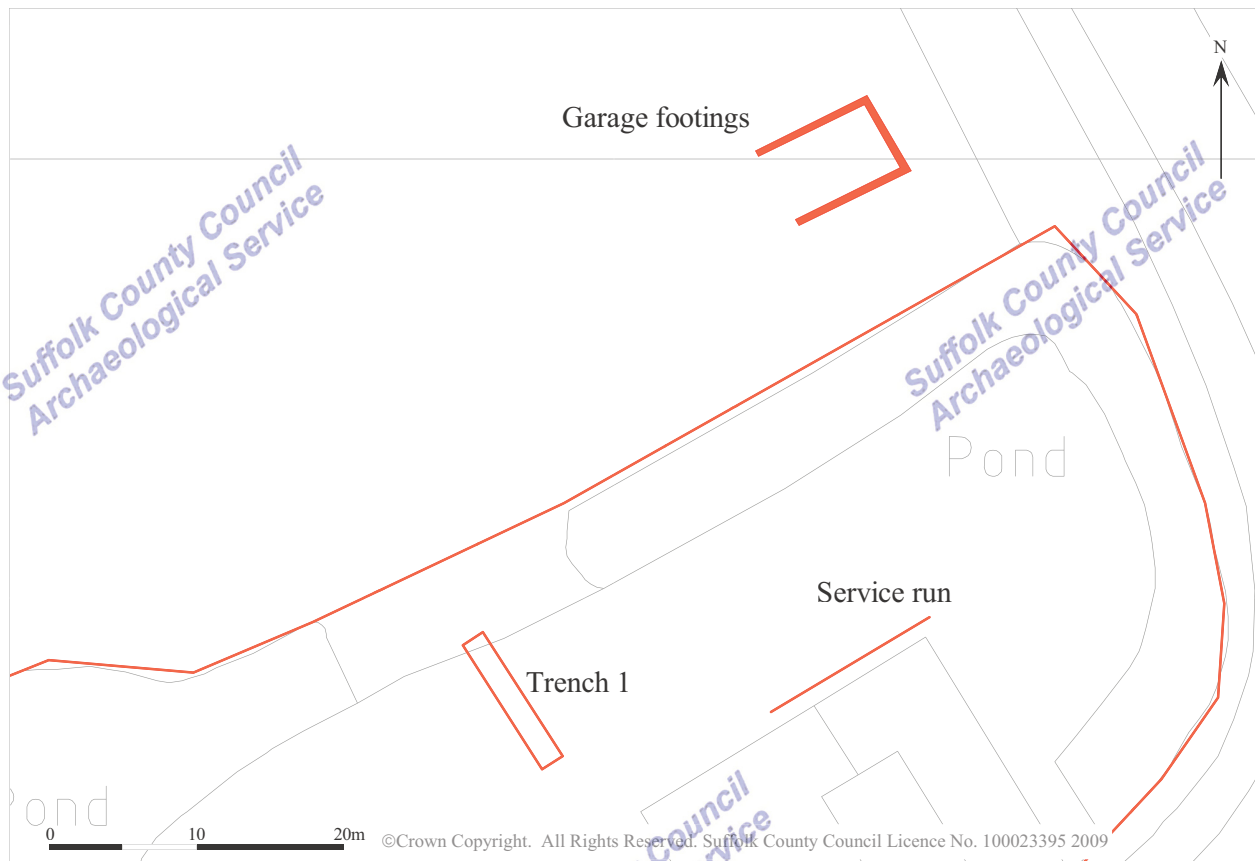


Figure 2. Location of trench and monitored groundworks.

6. Finds and environmental evidence

6.1 Introduction

No finds of archaeological relevance were encountered during the course of these works. The modern artefacts encountered were not retained.

7. Discussion

No finds or features of archaeological significance were located within any of the works carried out in relation to this phase of development on the site and reported here. The most promising feature identified was the metallised surface located by the evaluation trench, interpreted as a consolidated farm track surface of a type to allow heavy carts and farm equipment to move through the site to the fields to the north. This feature/layer would seem to have been still in use at or around the time of the destruction of the previous farm building identified by the trenching in 2006, as suggested by the inclusion of elements of burnt brickwork amongst the flints.

The identification of undisturbed natural geology in the north-western end of the trench has implications for the analysis of the moat site. Due to the location of the trench within the gap between the two ends of the moat at this point, if the moat had been continuous it ought to have passed through this area. A personal comment from the developer that the clay had continued down, seemingly undisturbed, to the base of the service runs in this area (at a depth of over 1m) supports the interpretation that this entrance was an original feature, that the moat was not continuous.

The depth of top/garden soil visible within the service run is perhaps not so surprising, when compared with the depth of the metalled surface in Trench 1. It is between 0.15m lower and 0.05m higher than the road surface seen, and the looser soil at the eastern end may correspond with a small shed visible in the 1870(?) map.

8. Conclusions and recommendations for further work

The negative results of the works carried out as part of this development add little to the archaeological and historical record for this site. The entrance through the moat on the northern side has been confirmed as an original feature, and in the light of this, it is perhaps not surprising that a metalled surface has been found passing between the two entrances to the site, between the farm buildings to the east and the farmhouse to the west. While it is not currently possible to assign a date to the first construction of the surface, and it remains possible that there were multiple phases of consolidation, the presence of heat-affected brick within the flints does suggest that it was still either in use, or only relatively shallowly buried (and thus less-used) at the time of the destruction of the earlier farmhouse.

The lack of any archaeologically relevant finds or features within the garage footings is not too surprising, given their location in what was until recently a well-ploughed field and examination of the service runs on the northern side of the new barn conversion has given an indication of the potential depth of archaeological deposits in this area.

No further works are recommended as there are no further intrusive works planned at this time. Any future works will be subject to further planning and scheduled monument consent and may require additional archaeological mitigation and/or recording actions.

9. Archive deposition

Paper and photographic archive: SCCAS Ipswich T:\ENV\ARC\PARISH\South Elmham St Margaret.

Finds and environmental archive: None.

10. List of contributors and acknowledgements

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

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

The production of site plans and sections was carried out by Simon Cass and the report was checked by Richenda Goffin.

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.

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

Appendix 1. Brief and Specification

Brief and Specification for Archaeological Evaluation

THE BARN, WASH LANE, SOUTH ELMHAM ST MARGARET (DC/07/0316)

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 conversion to dwelling of The Barn, Wash Lane, South Elmham St Margaret, Suffolk (TM 322 836), has been granted by Waveney District Council conditional upon an acceptable programme of archaeological work being carried out (DC/07/0316).
- 1.2 The Planning Authority were 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 area of the proposed development is located on the north side of Wash Lane. The soils are deep loam to clay of the Beccles series, derived from the underlying chalky till at c. 42.00m AOD.
- 1.4 This application concerns a medieval moated enclosure (HER no. SEM 002) that is a site of national importance statutorily protected as a Scheduled Monument (SAM 30548). It is located on the northern edge of St Margaret's Green (SEM 020)

A desk-based study and trenched evaluation within the interior of the moated enclosure was carried out prior to submission of the planning application by SCCAS Contract Team in 2006 (SCCAS report 2006/152). This was followed by geophysical and topographic surveys by ArchaeoPhysica Ltd in 2006 (report dated 14/12/06). These surveys defined important archaeological remains across the site, below a shallow topsoil c. 0.30m in depth.

There is high potential for encountering medieval and early post-medieval occupation deposits at this location. Aspects of the proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.

- 1.5 The groundworks associated with the conversion of the building, which includes piling, excavation of trenches for services and the construction of a new access drive, have been undertaken without a programme of archaeological investigation, in non compliance of the planning permission.
- 1.6 In order to redress the situation, the following work will be required:
 - A linear trenched evaluation is required of the new access, aligned N to S to the north-west of The Barn, c. 10.00m in length x 1.50m wide (min), within the interior of the moated enclosure.
 - Re-excavation of a service trench, aligned E-W along the northern side of The Barn, c. 24.00m in length, combined with cleaning and archaeological recording of the trench sides.

- 1.7 The results of this evaluation will enable the archaeological resource, both in quality and extent, to be accurately quantified. The remedial work will allow a record to be made of any surviving archaeological deposits. It will also enable an assessment to be made of any damage caused by the groundworks.**
- 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 (9 – 10 The Churchyard, 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 linear trial trench 10.00m in length, aligned N to S, is required within the area of the new access drive on the north-west side of The Barn. The trench is to be a minimum of 1.50m wide unless special circumstances can be demonstrated.
- 3.2 If excavation is mechanised a toothless 'ditching bucket' at least 1.50m 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 hardcore laid for the new access 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 service trench along the northern side of The Barn, aligned E to W, is to be re-excavated (new service pipes should remain *in situ*). The trench is believed to be c. 24.00m in length x 0.40m wide. The backfill can be re-excavated using a machine but the sides of the trench should be then cleaned by hand and a detailed descriptive, drawn and photographic record made of the sections.
- 3.5 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 excavation will be made by the senior project archaeologist with regard to the nature of the deposit.
- 3.6 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. 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).

- 3.7 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.
- 3.8 Archaeological contexts should, where possible, be sampled for palaeo-environmental 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 palaeo-environmental and palaeo-economic 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.
- 3.9 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.
- 3.10 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
- 3.11 All finds will be collected and processed (unless variations in this principle are agreed SCCAS/CT during the course of the evaluation).
- 3.12 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.
- 3.13 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. All levels should relate to Ordnance Datum. Any variations from this must be agreed with SCCAS/CT.
- 3.14 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies and/or high resolution digital images.
- 3.15 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.
- 3.16 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 palaeo-environmental 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

Suffolk County Council
Archaeological Service Conservation Team
Environment and Transport Service Delivery
9-10 The Churchyard, Shire Hall
Bury St Edmunds
Suffolk IP33 2AR
Tel: 01284 352197
Email: jess.tipper@suffolk.gov.uk

Suffolk County Council
Archaeological Service

Date: 15 October 2009

Reference: / TheBarnSouthElmhamStMargaret2009

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.

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service

Appendix 2. Brief and Specification

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

**Brief and Specification for Continuous Archaeological
Recording****THE BARN, WASH LANE, SOUTH ELMHAM ST MARGARET
(DC/09/0548/FUL)**

Although this document is fundamental to the work of the specialist archaeological contractor the developer should be aware that certain of its requirements are likely to impinge upon the working practices of a general building contractor and may have financial implications

1. Background

- 1.1 Planning permission for the construction of a garage and associated access at The Barn, Wash Lane, South Elmham St Margaret, Suffolk (TM 322 837), has been granted by Waveney District Council conditional upon an acceptable programme of archaeological work being carried out (DC/09/0548/FUL).
- 1.2 Assessment of the available archaeological evidence indicates that the area affected by development can be adequately recorded by continuous archaeological recording during all groundworks (**Please contact the developer for an accurate plan of the development**).
- 1.3 This application lies in an area of archaeological importance, recorded in the County Historic Environment Record, immediately to the north of a medieval moated enclosure (HER no. SEM 002). This site is of national importance and statutorily protected as a Scheduled Monument (SAM 30548). There is high potential for encountering medieval occupation deposits at this location. Aspects of the proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.
- 1.4 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 (9-10 The Churchyard, 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, and until confirmation has been sought by the applicant from the Local Planning Authority. The 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.
- 1.5 Before commencing work the project manager must carry out a risk assessment and liaise with the site owner, client and the Conservation Team of SCCAS (SCCAS/CT) in ensuring that all potential risks are minimised.

- 1.6 All arrangements for the excavation 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 by the archaeological contractor with the commissioning body.
- 1.7 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.
- 1.8 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 The Institute of Field Archaeologists' *Standard and Guidance for an archaeological watching brief* (revised 2001) should be used for additional guidance in the execution of the project and in drawing up the report.

2. Brief for Archaeological Monitoring

- 2.1 To provide a record of archaeological deposits which are damaged or removed by any development [including services and landscaping] permitted by the current planning consent.
- 2.2 The significant archaeologically damaging activity in this proposal is the ground works associated with the new garage, principally topsoil stripping/ground reduction for the slab and access. Any ground works, and also the upcast soil, are to be closely monitored during and after stripping by the building contractor. Adequate time is to be allowed for archaeological recording of archaeological deposits during excavation, and of soil sections following excavation.

3. Arrangements for Monitoring

- 3.1 To carry out the monitoring work the developer will appoint an archaeologist (the archaeological contractor) who must be approved by SCCAS/CT.
- 3.2 The developer or his contracted archaeologist will give SCCAS/CT 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. The method and form of development will also be monitored to ensure that it conforms to previously agreed locations and techniques upon which this brief is based.
- 3.3 Allowance must be made to cover archaeological costs incurred in monitoring the development works by the contract archaeologist. The size of the contingency should be estimated by the approved archaeological contractor, based upon the outline works in this Brief and Specification and the building contractor's programme of works and time-table.
- 3.4 If unexpected remains are encountered SCCAS/CT must be informed immediately. Amendments to this specification may be made to ensure adequate provision for archaeological recording.

4. Specification

- 4.1 The developer shall afford access at all reasonable times to SCCAS/CT and the contracted archaeologist to allow archaeological monitoring of building and engineering operations which disturb the ground.
- 4.2 Opportunity must be given to the contracted archaeologist to hand excavate any discrete archaeological features which appear during earth moving operations, retrieve finds and make measured records as necessary. Where it is necessary to see archaeological detail one of the soil faces is to be trowelled clean.
- 4.3 All archaeological features exposed must be planned at a scale of 1:20 or 1:50 on a plan showing the proposed layout of the development, 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.
- 4.4 A photographic record of the work is to be made of any archaeological features, consisting of both monochrome photographs and colour transparencies/high resolution digital images.
- 4.5 All contexts must be numbered and finds recorded by context. All levels should relate to Ordnance Datum.
- 4.6 Archaeological contexts should, where possible, be sampled for palaeo-environmental remains. Best practice should allow for sampling of interpretable and datable archaeological deposits and provision should be made for this. 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.
- 4.7 All finds will be collected and processed (unless variations in this principle are agreed with SCCAS/CT during the course of the monitoring).
- 4.8 The data recording methods and conventions used must be consistent with, and approved by, the County Historic Environment Record.

5. Report Requirements

- 5.1 An archive of all records and finds is to be prepared consistent with the principles of *Management of Archaeological Projects (MAP2)*, particularly Appendix 3. This must be deposited with the County Historic Environment Record within three months of the completion of work. It will then become publicly accessible.
- 5.2 The project manager must consult the County Historic Environment Record Officer to obtain an event number for the work. This number will be unique for each project or site and must be clearly marked on any documentation relating to the work.
- 5.3 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*.
- 5.4 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.

- 5.5 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 proper deposition (<http://ads.ahds.ac.uk/project/policy.html>).
- 5.6 The finds, as an indissoluble part of the site archive, should be deposited with the County Historic Environment Record if the landowner can be persuaded to agree to this. If this is not possible for all or any part of the finds archive, then provision must be made for additional recording (e.g. photography, illustration, analysis) as appropriate.
- 5.7 A report on the fieldwork and archive, consistent with the principles of MAP2, particularly Appendix 4, must be provided. The report must summarise the methodology employed, the stratigraphic sequence, and give a period by period description of the contexts recorded, and an inventory of finds. The objective account of the archaeological evidence must be clearly distinguished from its interpretation. The Report must include a discussion and an assessment of the archaeological evidence, including palaeoenvironmental remains recovered from palaeosols and cut features. Its conclusions must include a clear statement of the archaeological value of the results, and their significance in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).
- 5.8 An unbound copy of the assessment report, clearly marked DRAFT, must be presented to both SCCAS/CT for approval within six months of the completion of fieldwork unless other arrangements are negotiated with the project sponsor and SCCAS/CT.
- 5.9 Following acceptance, two copies of the assessment report should be submitted to SCCAS/CT. A single hard copy should be presented to the County Historic Environment Record as well as a digital copy of the approved report.
- 5.10 A summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute of Archaeology*, must be prepared and included in the project report.
- 5.11 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 Historic Environment Record. AutoCAD files should be also exported and saved into a format that can be imported into MapInfo (for example, as a Drawing Interchange File or .dxf) or already transferred to .TAB files.
- 5.12 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.
- 5.13 All parts of the OASIS online form must be completed for submission to County Historic Environment Record. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

Specification by: Dr Jess Tipper

Suffolk County Council
Archaeological Service Conservation Team
Environment and Transport Service Delivery
9-10 The Churchyard, Shire Hall
Bury St Edmunds
Suffolk IP33 2AR
Tel: : 01284 352197
E-mail: jess.tipper@suffolk.gov.uk

Date: 28 September 2009

Reference: /TheBarn-SouthElmhamStMargaret2009

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.

Suffolk County Council
Archaeological Service

Suffolk County Council
Archaeological Service