

ARCHAEOLOGICAL EVALUATION REPORT

Snell's Garage, Ballingdon Hill, Sudbury BCB 023

A REPORT ON THE ARCHAEOLOGICAL EVALUATION, 2005
(Planning app. no. B/03/02022/OUT)

John Craven
Field Team

Suffolk C.C. Archaeological Service

© February 2005

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Acknowledgements

This project was funded by Mr and Mrs J Parsons and was monitored by Keith Wade (Suffolk County Council Archaeological Service, Conservation Team).

The excavation was carried out by a number of archaeological staff, (John Craven, James Haygreen and Jonathan Van Jennians) all from Suffolk County Council Archaeological Service, Field Team.

The project was directed by David Gill, and managed by John Newman, who also provided advice during the production of the report.

The post-excavation was managed by Richenda Goffin. Finds processing and the producing of section drawings was carried out Gemma Adams, and the specialist finds and documentary reports by Richenda Goffin and Barry Wall.

Summary

A limited archaeological evaluation at Snell's Garage, Ballingdon Hill, Sudbury, prior to redevelopment, did not locate any evidence of the medieval Chapel of Ballingdon, that is believed to lie in the vicinity. A documentary search indicated that the Chapel was not, as previously believed, dedicated to St Thomas the Martyr.

SMR information

Planning application no.	B/03/02022/OUT
Date of fieldwork:	23 rd February 2005
Grid Reference:	TL 8633 4066
Funding body:	Mr and Mrs J Parsons
Oasis reference	Suffolkc1-6749

1. Introduction

An archaeological evaluation was carried out in advance of housing development at Snells Garage, Ballingdon Hill, Sudbury, Suffolk. The work was carried out to a Brief and Specification issued by Keith Wade (Suffolk County Council Archaeological Service, Conservation Team – Appendix 1) to fulfil a planning condition on application F/2003/02022/OUT. This was in order to assess the archaeological potential of the development area, and to establish any possible archaeological implications for the sites development. The work was funded by the developer, Mr and Mrs J Parsons.

The site, centered on TL 8633 4066, lies on the north-west facing slope of Ballingdon Hill, the southern side of the Stour valley, at a height of c.30m OD (Fig. 1), within the former parish of Ballingdon cum Brundon. The entire site was relatively flat, despite being midway up the slope, implying that a degree of previous levelling work had occurred upon the hillside, which was possibly evident along the north edge of the plot where the ground-level dropped to a terrace some 1.5m-2m below.

The site covered an area of c.0.37ha and consisted of a house and gardens lying to the rear of a commercial garage and forecourt, associated outbuildings and concrete yards. A small area of waste ground lay in the south-west corner of the site.

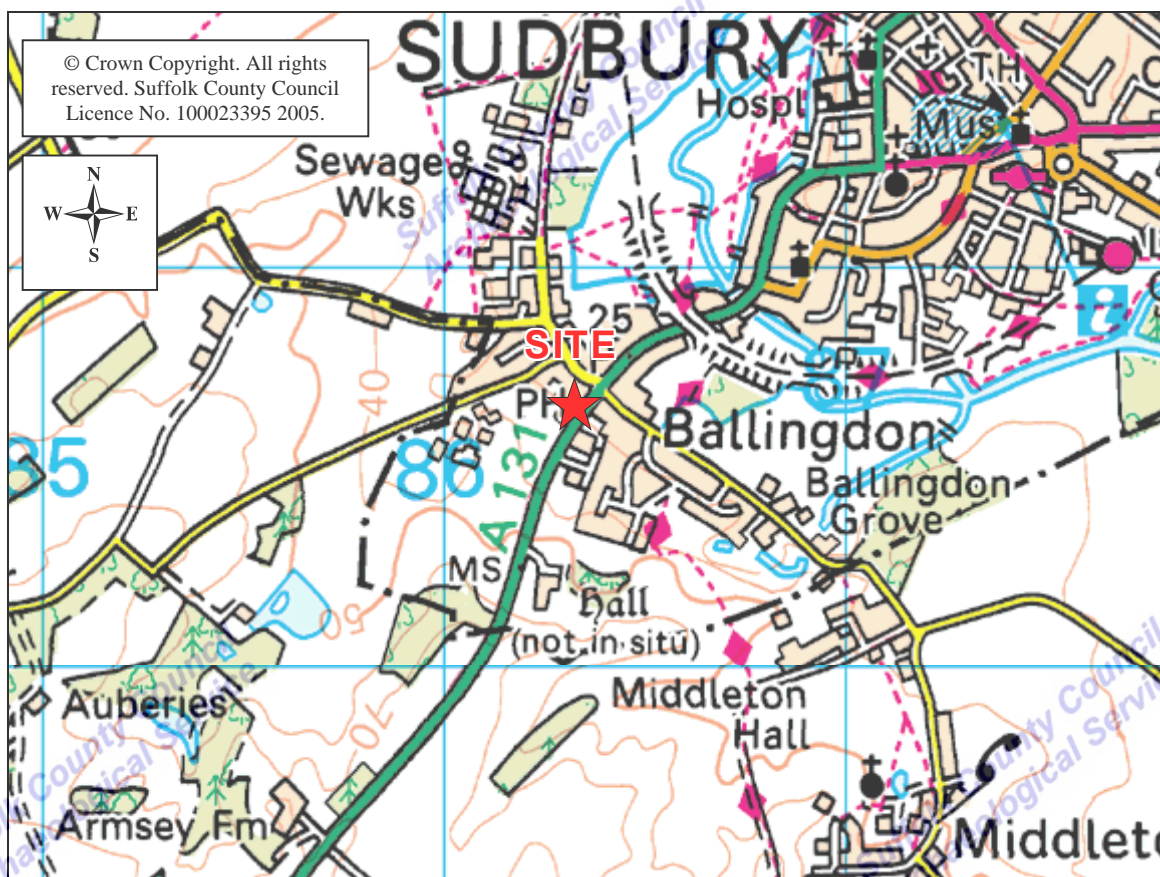


Figure 1. Site location plan

The principal aim of the evaluation was to establish whether Ballingdon Chapel lay within the development area. The exact location of the Chapel of Brothers of St. Thomas the Martyr, recorded in the County Sites and Monuments record as BCB 017 (Appendix 2) and an archaeological site of regional importance, is not known. It is referred to in the 12th and 13th centuries and is marked on Saxton's map of 1575 but little other evidence of its existence

survives. It appears to have been used as a prison as late as 1675, before its final abandonment or demolition.

The site lies to the rear of the King’s Head public house and until the mid 20th century was open farmland (Fig. 2). The field in which the site was situated at the north-east corner, is listed as Chapel Field on the tithe map of 1847 (Figs. 3 and 4). A documentary search (see below) suggests that the chapel would have lain in the north-east corner of this field, i.e. within the area of the site, to the rear of the pub and buildings along Bulmer Road. The possibility existed therefore that development would affect any surviving remains of this chapel and so an archaeological evaluation was required in advance to establish whether the chapel lay within the site.

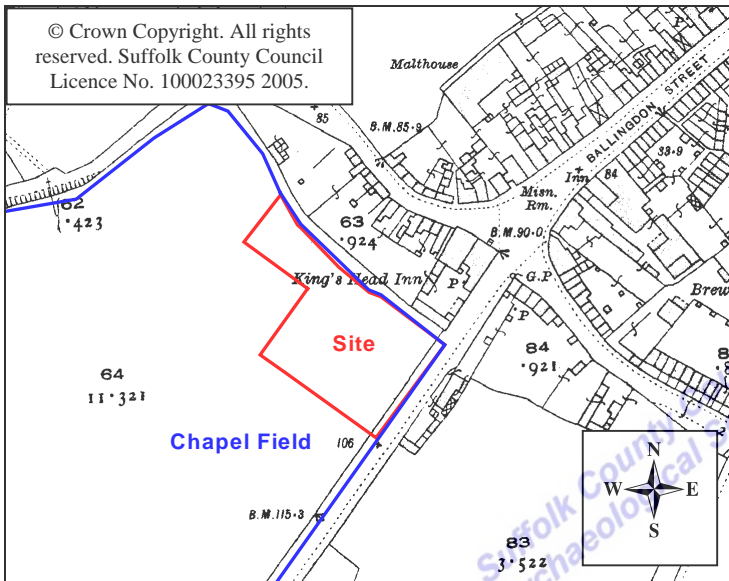


Figure 2. Site on the c.1920 OS

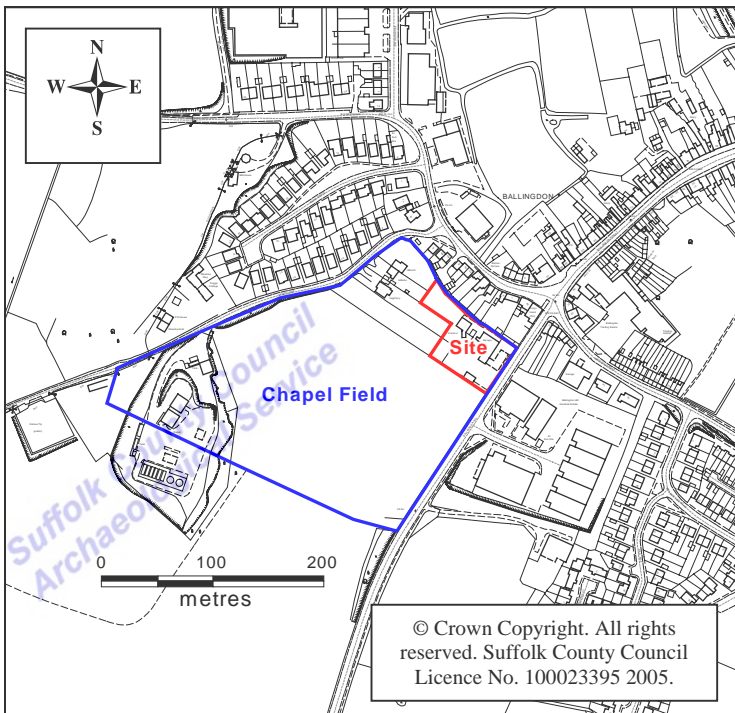


Figure 3. Site location within Chapel Field

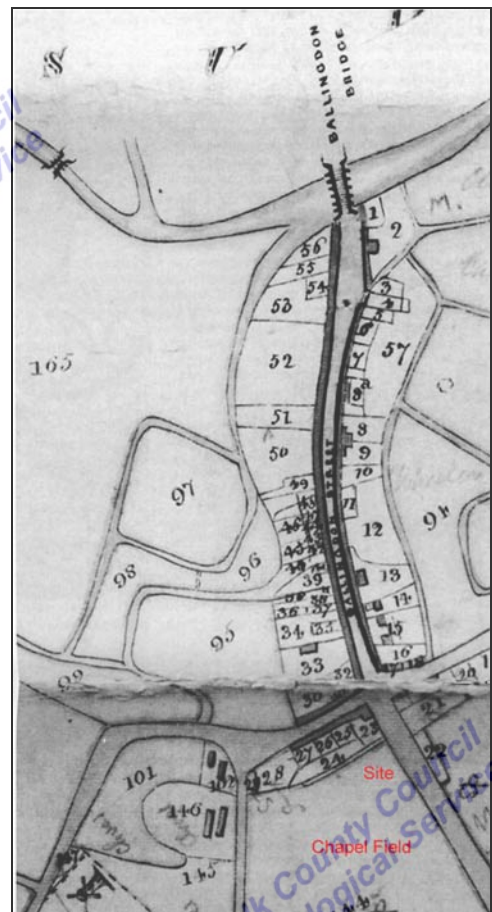


Figure 4. 1847 tithe map

2. Historical Background

Barry Wall, February 2005

2.1. Ballingdon Chapel, Sudbury, and Chapel Field

The evidence that a chapel existed in Ballingdon appears in an undated document issued during the reign of Henry II (1154-1189). This charter confirms the purchase of the Church of All Saints of Sudbury with the **Chapel of Belidune** by the Abbey of St Albans thus:

*“Know ye that I have granted and by this present charter have confirmed to the Abbey of St. Alban, and the Monks there serving God, all the acquisitions which Adam the Monk, Cellarer of the same Abbey, obtained for the same Abbey by the gift of Eli de Sumer, the Church of All Saints of Sudbury with the **Chapel of Belidune** and all the land of Middleton which is of the fee of the Earl of Gloucester with all other appurtenances etc....”*

Charles Badham suggests a date of c.1150 for the purchase but it could have been at any time until the 1180's.

The Popes grant of Privilege confirming the Church of All Saints and the **Chapel of Berindune** as belonging to the Kitchen of the monks of St. Albans is dated 1218. This is particularly interesting because for many years Chapel Field was part of Kitchens Farm in Bulmer. It was a common practice for land to be specifically allocated towards the cost of maintaining the Kitchens of the great monastic houses because of the part they played in feeding the poor and pilgrims etc, apart from the Brothers.

Both Kitchen Field and Chapel Field adjoining are named on a mid 15th century tithe list.

Apart from the two documents mentioned above there are no other references to the chapel but Badham quotes from Taylor's Index Monasticus, page 116, that *“A Society called the Brothers of St. Thomas the Martyr existed near a place called Sidolves Mere. The ruins of their chapel were to be seen half a century ago, upon a hill called Chapel Hill, on the right hand side of the London Road. No trace of it now remains.”*

Sperling, in Hodson's History of Sudbury, 1896, presumes this to be another chapel p.41 and I quote: *“In the outskirts of the Borough within the hamlets of Ballingdon and Brundon (which have now been included within the municipal bounds) were three chapels or churchcs, one for Ballingdon, one for Brundon, and a third at a place called Sidolvesmere in Ballingdon maintained by “the brethren of St. Thomas of Canterbury”, this last is supposed to have been a wayside chapel for the use of pilgrims journeying to the shrine of St. Edmund at Bury...”*

Sidolvesmere has proved to be untraceable in Sudbury or Ballingdon and I feel certain Taylor's *Index Monasticum* is to blame. For Sidolvesmere read Sicklesmere, a hamlet shared by Great and Little Whelnetham on the London Road south of Bury. The Parish Church of Great Whelnetham is dedicated to St. Thomas A'Becket, even more important to us are the remains of a small Priory on the roadside dedicated to St. Thomas the Martyr run by the Crutched Friars who no doubt accommodated pilgrims approaching the nearby shrine of St. Edmund. I feel certain that we can regard the Sidolvesmere Brethren and their chapel as a Red Herring in which case we have only the Henry II charter which is undated and the Popes confirmation of 1218 as evidence that the chapel of Ballingdon actually existed. Chapel Field and Kitchen Field by their very names do suggest a site.

The original hamlet of Ballingdon was grouped around a green at the foot of Ballingdon Hill on the road which followed the river from Bures to Borley on the Essex side. Until Ballingdon Bridge was built and the raised causeway made there was only marshland between the hamlet and Sudbury. There was also no road to Bulmer Tye, access to Sudbury from Essex was via Bulmer, Smeetham Hall Lane and thence to the river at Brunton which was fordable. We can well understand why the people of the hamlet of Ballingdon needed a chapel of their own.

The parish of All Saints was formed outside the ditch when the Bridge was built by William of Gloucester after Stephen's death in 1154 and before Gloucester's death in 1183. The necessary drainage associated with the construction of the causeway enabled the hamlet to expand towards Sudbury. In 1217 William of Gloucester's daughter Amicia founded her hospital beside the Bridge and the bridge tolls formed part of its endowment. The following year was the date of the Pope's confirmation of the transfer of Ballingdon Chapel to St. Albans Abbey with the newly built church of All Saints. Nothing more is heard of the chapel simply because it was now obsolete.

2.2. Site of the Chapel of Ballingdon

It is important to remember that the contours of Ballingdon Hill were considerably altered by Macadam in the early 19th century. Before then the first of two inclines began at least 100 yards or so to the south, behind The King's Head. This can clearly be seen in Harley's painting of c.1815-1820 (Fig. 5). The second and much steeper hill is shown in the foreground of the same picture and it was Macadam's job to make these two hills into one long even gradient. Today the ascent begins in Ballingdon Street several yards in front of the re-built King's Head.

Bearing in mind that the road to Bulmer Tye did not exist when the chapel was built it is far more likely to have been sited a short distance behind the houses in Bulmer Road and close to the hamlet. Harley's painting shows a triangle of waste ground behind the old King's Head and also depicts the early 18th century Maltings of John Johnson nearby. If we are to accept Chapel Field as the location of the site then this area would be the most likely spot.

Even if we were to consider the upper slopes of Chapel field as a probable site, however unlikely, the excavations for the roadworks would have obliterated any remains. The same must be said of the extensive chalk pit on the west side of the same field. It would have been a very small chapel and it is quite possible that the site is under the road between the King's Head and the cottages in Middleton Road.



Figure 5. Painting by Harley, c.1815-1820

3. Methodology

The evaluation trenches were placed wherever possible within the development area. The amount of trenching possible was severely restricted by the existing house, garage, outbuildings, concrete yards, known buried services and problems with limited accessibility, which meant that only a total of 50sqm of trench could be excavated. This amounted to 1.33% of the total development area of c.3670sqm, significantly less than the 5% required in the original Brief and Specification but the limited trenching was accepted by Keith Wade prior to excavation.

The trenches were excavated by a mechanical excavator with a 1m ditching bucket, under the supervision of an archaeologist, to a depth of 0.5-0.7m until the natural subsoil of a firm orange/brown silt/clay was exposed. Unstratified finds were recovered during machining and recorded as 0001. The trenches were planned by hand and soil profiles recorded at a scale of 1:20. Site levels were recorded with a dumpy level, relative to a datum point on the pavement opposite the garage by a water hydrant marker. The precise height of this datum point is unknown but, for the purpose of calculating site levels, has been given an approximate figure of 30m OD.

Bulk finds were washed, marked and quantified, and inked copies of trench profiles have been made.

An OASIS form has been completed for the project (reference no. suffolkc1-6749).

The site archive is kept in the small and main stores of Suffolk County Council Archaeological Service at Bury St Edmunds under SMR No. BCB 023.

4. Results

Five trenches were excavated (Fig. 6) and recorded and the results are listed in the table below. Soil profiles were recorded of each trench (Fig. 7).

Trench No	Length	Description	Ground levels
01	8m	NE-SW aligned, 0.6m deep, in area of waste ground that was, until c.1970, part of the field to the south. This showed a clean topsoil, 0.4m thick, overlying the natural subsoil. Soil profile 0002 recorded in centre of trench.	NE: 30.28m SW: 30.42m
02	8m	NW-SE aligned, 0.7m deep, in area of waste ground that was, until c.1970, part of the field to the south. This showed a clean topsoil, 0.4m thick, overlying the natural subsoil. Soil profile 0003 recorded in centre of trench.	NW:30.12m SE: 30:11m
03	17m	NW-SE aligned, 0.5m deep, in back garden of the house. This showed a clean topsoil, 0.25m thick, overlying the natural subsoil. Soil profile 0004 recorded in centre of trench.	W: 28.99m E: 29.21m
04	2m	NE-SW aligned, 0.4m deep, placed in back garden of the house as close as possible to the edge of the terrace in the slope to the south. This showed a clean topsoil, 0.35m thick, overlying the natural subsoil. No section recorded	Centre: 29.12m
05	14m	NW-SE aligned trench, up to 0.7m deep, placed in gravel yard within the garage forecourt. Split into three sections to avoid known services, with a total excavated length of 14m. This showed 0.2-0.4m of modern hardcore overlying up to 0.2m of topsoil. The natural subsoil was at a depth of 0.5-0.6m. Soil profiles 0005 and 0006 recorded at east and west ends of the trench respectively.	NE: 29.38m SW: 29.31m

Table 1. Trench list

Several unstratified finds were recovered from the trenches, these were all within the very top of the subsoil, and were recorded as 0001.

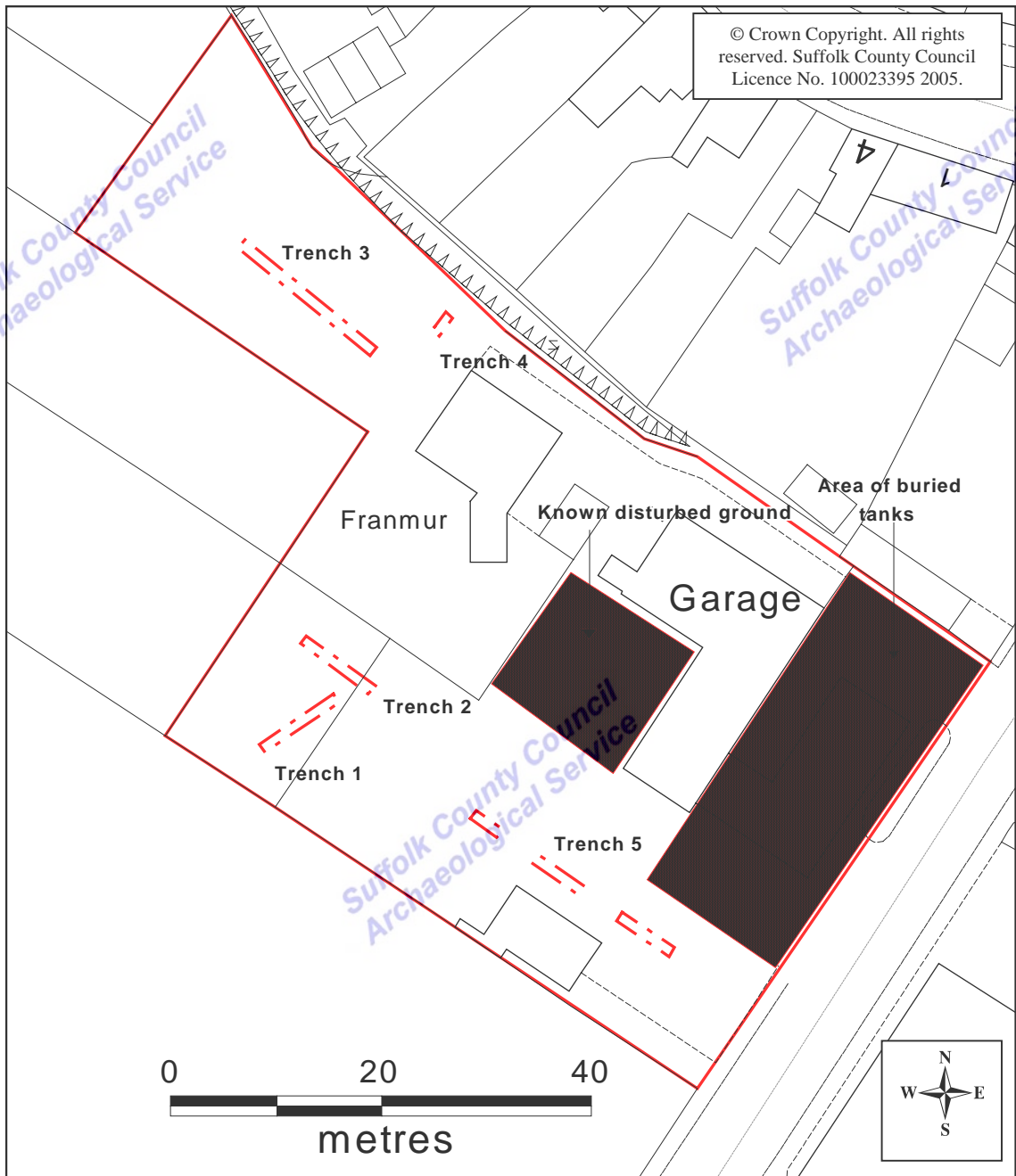


Figure 6. Trench plan

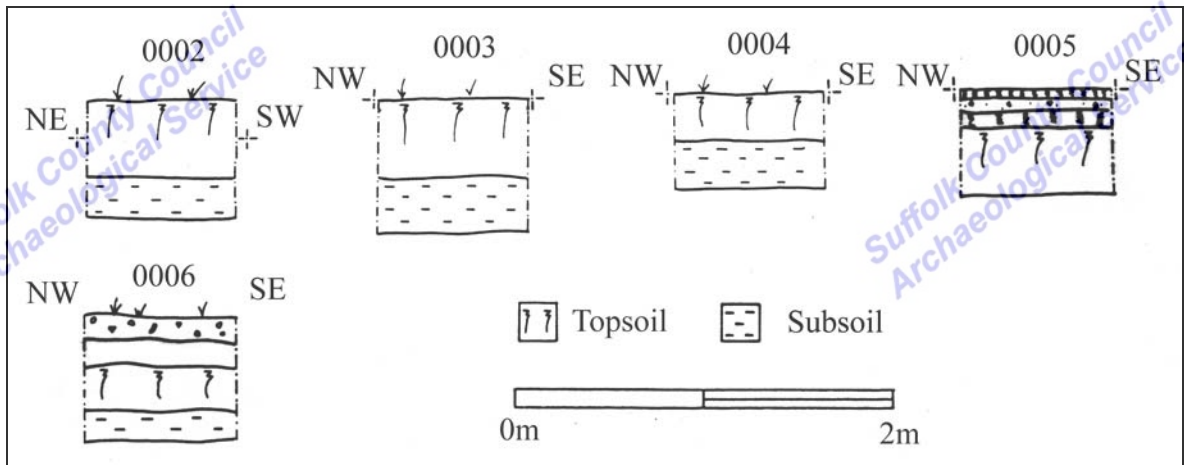


Figure 7. Trench profiles

5. The Finds

Richenda Goffin, February 2005

5.1. Introduction

Finds were collected from a single context, as shown in table 2 below.

Context	Ceramic Building material		Spotdate
	No.	Wt/g	
0001	5	117g	15th-18th C

Table 2. Finds list

5.2. Ceramic building material

A total of five fragments of flat roof tile was recovered from 0001, a number allocated to the base of the topsoil which was mixed into the subsoil.

All the fragments are fired a uniform orange, with no reduced cores. At least two fabrics are represented. The three most abraded fragments are coarse, with inclusions of sparse flint, quartz and ferrous material. Two other tile pieces are made from a harder fabric with few visible inclusions and medium moulding sand on the reverse. A single fragment has a squared hole c11mm in width for the securement of the peg. The dating of such roof tiles is wide-ranging, but the fabric and firing of these fragments suggests that they are post-medieval in date.

6. Discussion

No evidence relating to the Chapel of Ballingdon, or of any other type of activity was seen during the evaluation. The limited amount of trenches excavated were uniformly blank, showing a thick topsoil originating from the sites relatively recent agricultural use, directly overlying an undisturbed natural subsoil. The few unstratified finds recovered from the top of the subsoil have probably been deposited via ploughing and manuring practices in the post-medieval period.

Trench 4 was placed near to the terraced step that runs for approximately 450m along the line of the slope. This trench identified the natural subsoil, meaning that ground-levels in the site had not been raised. This indicates that the natural slope of the southern part of Ballingdon Hill is relatively gentle but must then have become steeper to the north from this point, with the terrace being an artificial cut into the beginning of this steep slope. A likely date for this terrace is the early 19th century, possibly created during the works by Macadam.

Chapel Field as a whole is approximately 5ha in size and theoretically the Chapel could be situated anywhere within it, although the documentary search indicates that it is most likely to be in the north-east corner near to the original settlement. The site itself occupies only a small area within Chapel Field, and the trenches simply indicate an even smaller area where the chapel is definitively absent. The possibility remains that it may lie beneath the garage or house but equally it may lie further to the east under the modern road, or to the south, closer to the buildings on Bulmer Road. If so it may have been lost to the landscaping that has occurred on the hill slope.

7. Conclusion and Recommendations

The current usage of the site meant that the amount of trenching possible was significantly limited, with only 1.33%, instead of the specified amount of 5%, of the total area being investigated. However these trenches conclusively showed that the chapel is not sited in the undisturbed areas of the site. If it is located in the remaining area, beneath the house or garage, then it will probably be significantly disturbed. A programme of archaeological monitoring therefore, during initial ground-works on the site such as the demolition of buildings and removal of footings, concrete yards and particularly the garages buried fuel tanks, ought to be sufficient to check for the presence of the chapel in these areas. A further phase of monitoring may be required during excavation of ground-works for the new development to ensure that the whole site has been observed.

The documentary search has also cast doubt on the Chapels dedication, previously recorded in the SMR as being the Chapel of the Brothers of St Thomas the Martyr. The Ballingdon Chapel appears to have been confused with a chapel of St Thomas at Sicklesmere, Bury St Edmunds and there is no firm evidence of its dedication, only of its general existence in two documents of the 12th and 13th centuries.

Disclaimer

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

Appendix 1:

SUFFOLK COUNTY COUNCIL ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM

Brief and Specification for an Archaeological Evaluation

SNELL'S GARAGE, BALLINGDON HILL, SUDBURY

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

1. Background

- 1.1 Planning consent [B/03/02022/OUT] has been granted for the residential development of Snell's Garage, Ballingdon Hill, Sudbury.
- 1.2 The planning consent contains a condition requiring the implementation of a programme of archaeological work before development begins (Planning Policy Guidance 16, paragraph 30 condition). An archaeological evaluation of the consent area is required as the first part of that programme of archaeological work; decisions on the need for, and scope of, any further work will be based upon the evaluation.
- 1.3 The development lies on the possible site of Ballingdon Chapel, defined in the County Sites and Monuments Record (BCB 017) as an archaeological site of regional importance, and will involve extensive ground disturbance. The Chapel is first mentioned in the 12th century and survived as late as 1675 when it was used as a prison.
- 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. If field-walking is proposed it will precede trenching. The results of the desk-based work and any field-walking 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 Sites and Monuments Record (SMR), 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 Trial trenches are to be excavated to cover a minimum 5% by area of the entire site and shall be positioned to sample all parts of the site. Linear trenches are thought to be the most appropriate sampling method. Trenches are to be a minimum of 1.8m 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.
- 4.2 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.
- 4.3 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.
- 4.4 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.

- 4.5 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.
- 4.6 The contractor shall 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 P Murphy, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy and Wiltshire 1994) is available.
- 4.7 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.
- 4.8 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).
- 4.9 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.
- 4.10 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.
- 4.11 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies.
- 4.12 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 Sites and Monuments 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 SMR 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 SMR 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 SMR sheets must be completed, as per the county SMR 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 SMR. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

Specification by: Keith Wade

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Archaeological Service Conservation Team
Environment and Transport Department
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Tel: 01284 352440

Date: 7 January 2005

Reference: /Sudbury-Snells01

This brief and specification remains valid for 12 months from the above date. If work is not carried out in full within that time this document will lapse; the authority should be notified and a revised brief and specification may be issued.

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

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