

ARCHAEOLOGICAL EVALUATION REPORT

SCCAS REPORT No. 2009/232

Bury Magistrates Court Car Park, Bury St Edmunds BSE 335

A. Tester
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HER Information

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Summary

An archaeological evaluation trench was excavated in the Magistrate's Court car park, Honey Hill, Bury St Edmunds. The trench exposed part of the south precinct wall of the Abbey and a mortar surface inside the wall which was overlain by destruction debris that may date from the dissolution. Cobbles on the outside of the wall are probably a pavement of similar date. At the north end of the trench was a mortar foundation for a sill beam structure, which was probably 17th century and various post-medieval deposits. The trench was not fully excavated in order to avoid destabilising standing remains and to preserve the archaeology. Natural subsoil was not identified.

1. Introduction

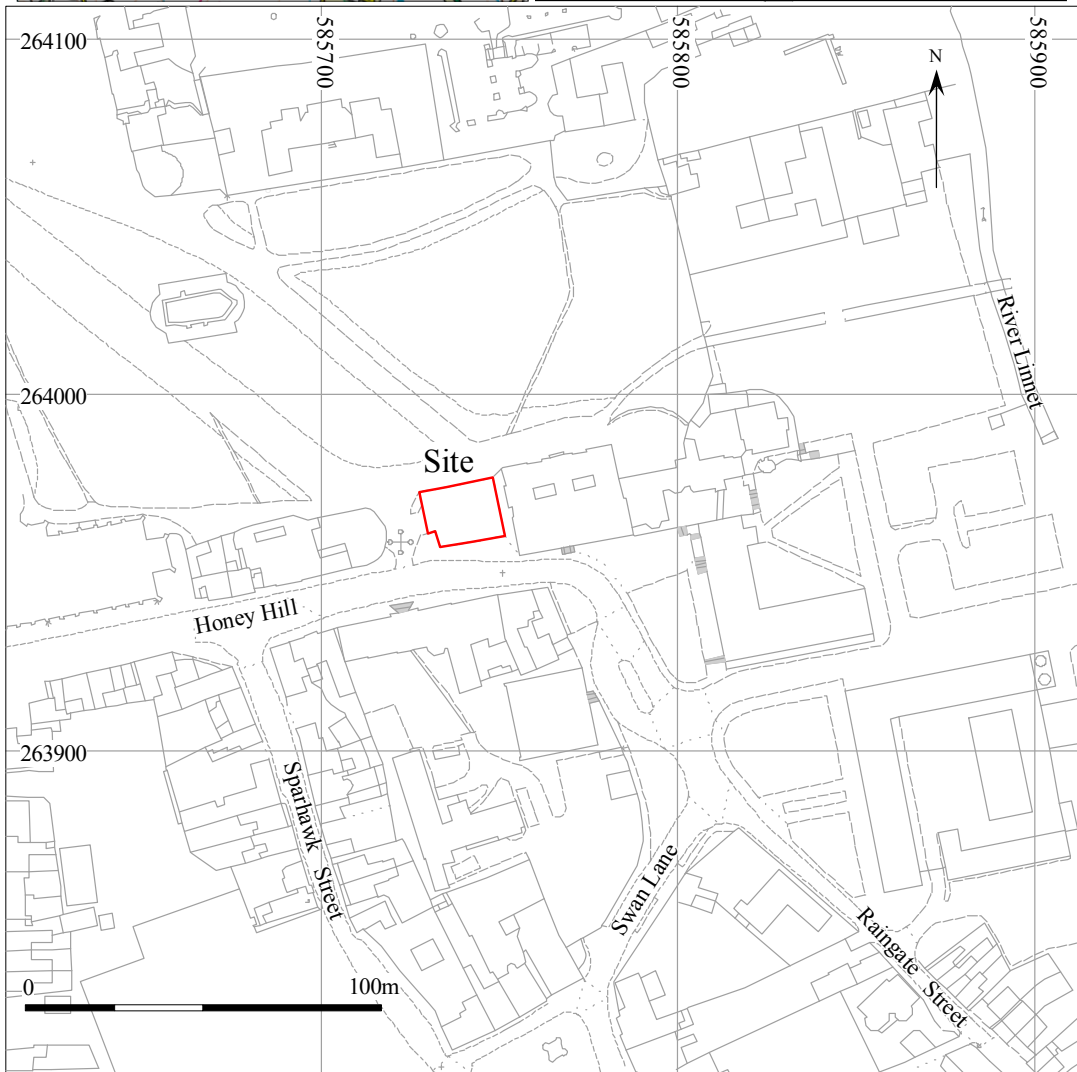
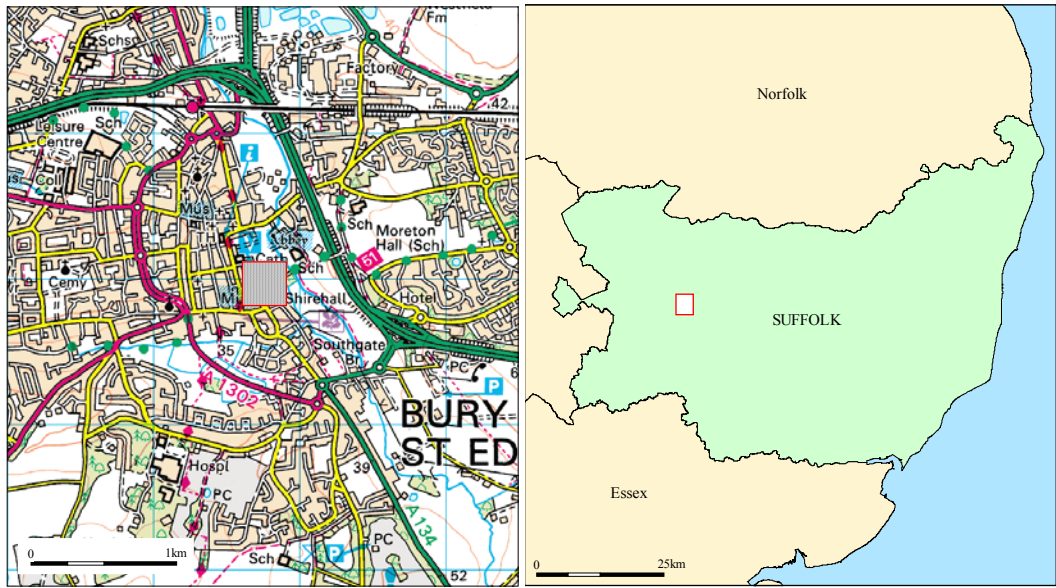
Archaeological trial trenching was carried out in the Magistrates Court car park, Honey Hill, Bury St Edmunds, at grid reference TL8573 6396, as part of a pre-planning condition set out in a Brief and Specification by Jess Tipper of the Conservation Team at Suffolk County Council Archaeological Service (Appendix 3). The Brief was to establish the impact on archaeological remains of a scheme to excavate and resurface the car park. The work was commissioned by EC Harris on behalf of Her Majesty's Court Service.

2. Geology and topography

The site is an existing car park adjoining the Magistrate's Court on the west side. It lies on slightly rising ground above the floodplain of the Lark valley at a height of c.36m AOD. Natural subsoil was not exposed but the underlying geology is of chalk.

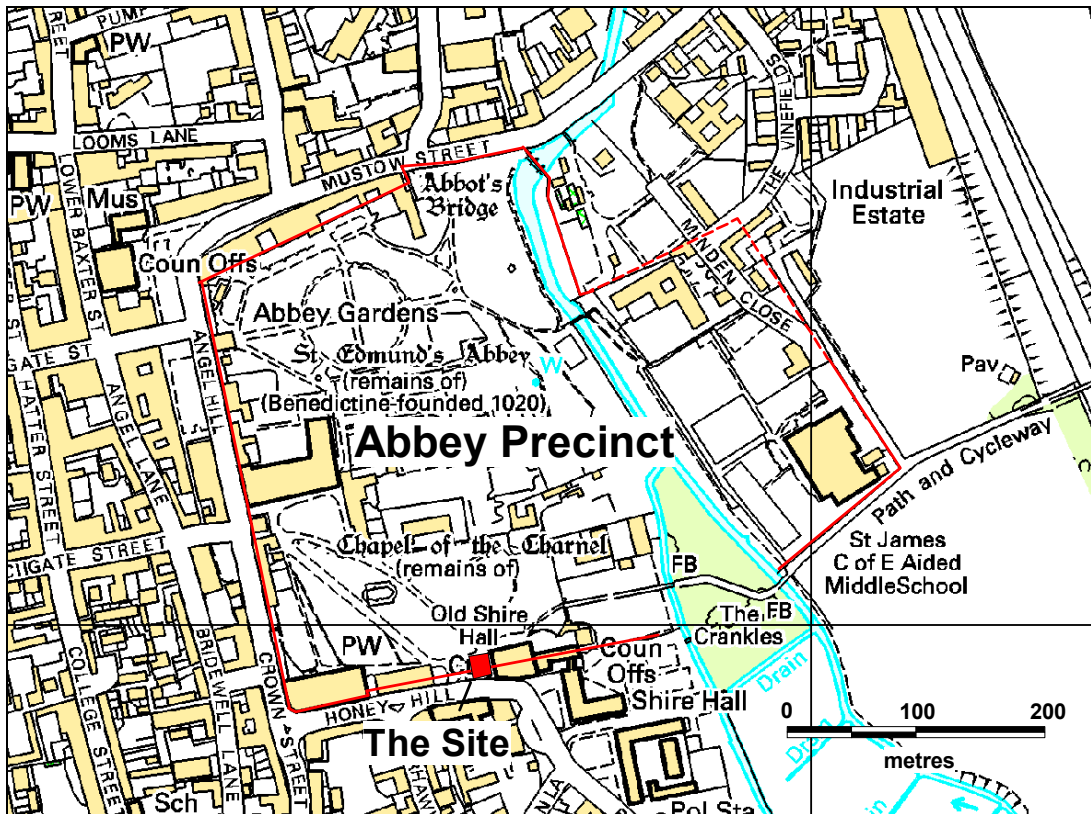
3. Archaeological and historical background

This summary of the history of the site has been drawn from the documentary and map search carried out by Anthony Breen, which is included in full as Appendix 2. The site is located over the line of the southern precinct wall of the Benedictine abbey of Bury St Edmunds (Fig. 2), which was one of the wealthiest Abbeys in England until it was appropriated by the Crown in 1539 as part of the dissolution of the monasteries under Henry VIII. Several buildings including St Margaret's Chapel are known to have stood to the east of the site and St Margaret's Gate that led into the Abbey from the south was probably located beneath the present access into the churchyard that lies immediately to the west of the car park. The documentary has uncovered evidence for a legal dispute over a will concerning St Margaret's Gate in 1711, which includes a passage that refers to its rebuilding and that the original gate had a solar or chamber above, and was clearly more substantial than previously thought. The rebuilt St Margaret's Gate was demolished in 1760.



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Figure 1. Site location plan.



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Figure 2. The Abbey precinct

The significance of the larger, earlier, gate structure is in providing a possible context for interpreting the buildings that may have stood alongside the gate, particularly the Magpie Inn which was recorded in 1712 standing to the east of the gate.. A photograph of the Inn was taken not long before its demolition (Fig. 9). The Magpie Inn stood largely to the north of the Magistrates Court car park but was one of a range of buildings; these are recorded in the deed list of a will of 1832 and include ' stables, brew houses, outbuildings, yards and other appurtenances belonging to the same' between the churchyard and Honey Hill.

The owner of the Manor House, that overlooked the site, also owned the Magpie Inn and had it demolished soon after 1871, along with adjoining buildings. The area was landscaped to his requirement so that there should be an uninterrupted view of the churchyard. He had built an underground passageway that ran beneath the entrance to the churchyard from Honey Hill (the access to the passageway is still visible in No.3 Honey Hill) with sunken gardens on either side. These features are shown in Figure 6 where the passageway emerges on the east side and steps are shown leading north and south; the former appear to rise to the surface as the path turns eastward but on

the south side they continue almost to Shire Hall passing the access to a vault. No details of the vault are known.

4. Methodology

A north-south trench measuring c.14m long x 1.9m wide was excavated using a tracked excavator across the car park (Fig. 2). The car park surface and construction, and disturbed deposits were removed and exposed surfaces were cleaned and planned at scale of 1:20. The trenches were located using a Total Station Theodolite. Excavation was limited to selected features to clarify the exposed features as this was felt sufficient to characterise the archaeology and inform any archaeological mitigation strategy. A single sequence continuous numbering system was used for site recording. Both digital and Black and White photographs were taken of the site and are included in the site archive. All finds from stratified deposits were retained and are held in Archive in Shire Hall, Bury St Edmunds.



Figure 3. The precinct wall (0002) looking north

5. Results

5.1 Introduction

(Figs. 3-8)

The car park construction comprised three layers: a surface cover of stone, stone and cement and a layer of orange sand and silt; at the north end there was a further deposit of large pebbles beneath the sand. The upper layers were quite substantial requiring the use of a breaker to gain purchase.

5.2 Late post-medieval

A large ditch (0018) was exposed at the south end of the trench immediately below the recent car park construction layers. It had a uniform fill of black silt and included 20th century bricks and bedsprings (the bedsprings were not retained). In the central fill of the trench was a layer of black silt with occasional brick (0029), which was removed during machining and only shows in section 1. It was bounded on the south side by the upstanding precinct wall and merged with other modern layers close to mortar foundation 0004. A possible posthole, 0021, was cut into the top of the precinct wall (section 3).

5.3 Post-medieval

At the south end of the trench was a robbing trench, 0022, which appears in Section 1 (Fig. 7), which was cut by 0018 and cut through a series of fine silt layers against the south face of the precinct wall where all but one block of the limestone facing stone had been removed.

At the north end of the trench the latest feature was a large pit (?) 0015 It was steep sided and contained large flints with occasional brick (fill 0016). 0015 was cut into a firm layer of hard grey/brown silt with occasional fragments of tile and chalk (0014). This layer was not investigated but was exposed to a depth of 0.2m in Section 3 (Fig. 8). Layer 0014 was also cut by gully 0005 that aligned east-west. It was 0.8m to 1m wide and was bounded on the south side by mortar layer (0004). Features 0004, 0005 and 0014 were all cut into or overlay layer 0007.



Figure 4. Mortar foundation (0004) from the north

5.4 Earlier Post-medieval?

There were several layers of fine silt with occasional mortar against the south face of the precinct wall of which two were given context numbers, 0008 and 0009. They were partially excavated close to the west baulk of the trench (Fig. 7). These layers included fragments of mortar, and a piece of window glass was recovered from layer 0008. The glass is dated to the Late-medieval, Early post-medieval periods. These layers had accumulated above a stone and flint surface 0011.

Layer 0007 abutted the north face of the precinct wall, it was up to 0.4m deep and extended beneath the modern disturbances in the centre of the trench and was exposed in Figure 8, Section 2. Within the fill there were considerable quantities of peg tile of which samples were retained. A clay pipe bowl from, dated 1600-1640 was well stratified within this layer.

5.5 Medieval

The precinct wall, 0002 was c.1.4m wide and survived to a height of 0.6m. The outer south face had been largely robbed of dressed limestone blocks with just a single stone remaining. The internal, north face was made of flint laid in horizontal coursing. Beneath layer 0007 was an intermittent layer of flat stones, possibly limestone. A small section

was excavated c.0.85m north of the precinct wall that exposed a solid mortar layer with limestone fragments set into it, 0027. A second small test hole was dug further north exposing green/brown silt 0028 below the depth of 0027. This suggests that the mortar surface to the south was discontinued but the depth and extent of 0028 was not established. A single sherd of pottery was dated late 12th-14th century. To the South of the precinct wall, beneath silts 0008 and 0009, was a laid surface, of smooth stones c.0.05cm - 0.1cm across beneath layer 0009, perhaps a pavement. At the base of the wall the edge of a probable foundation trench filled with flint was uncovered, 0024.



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Figure 5. Trench location plan

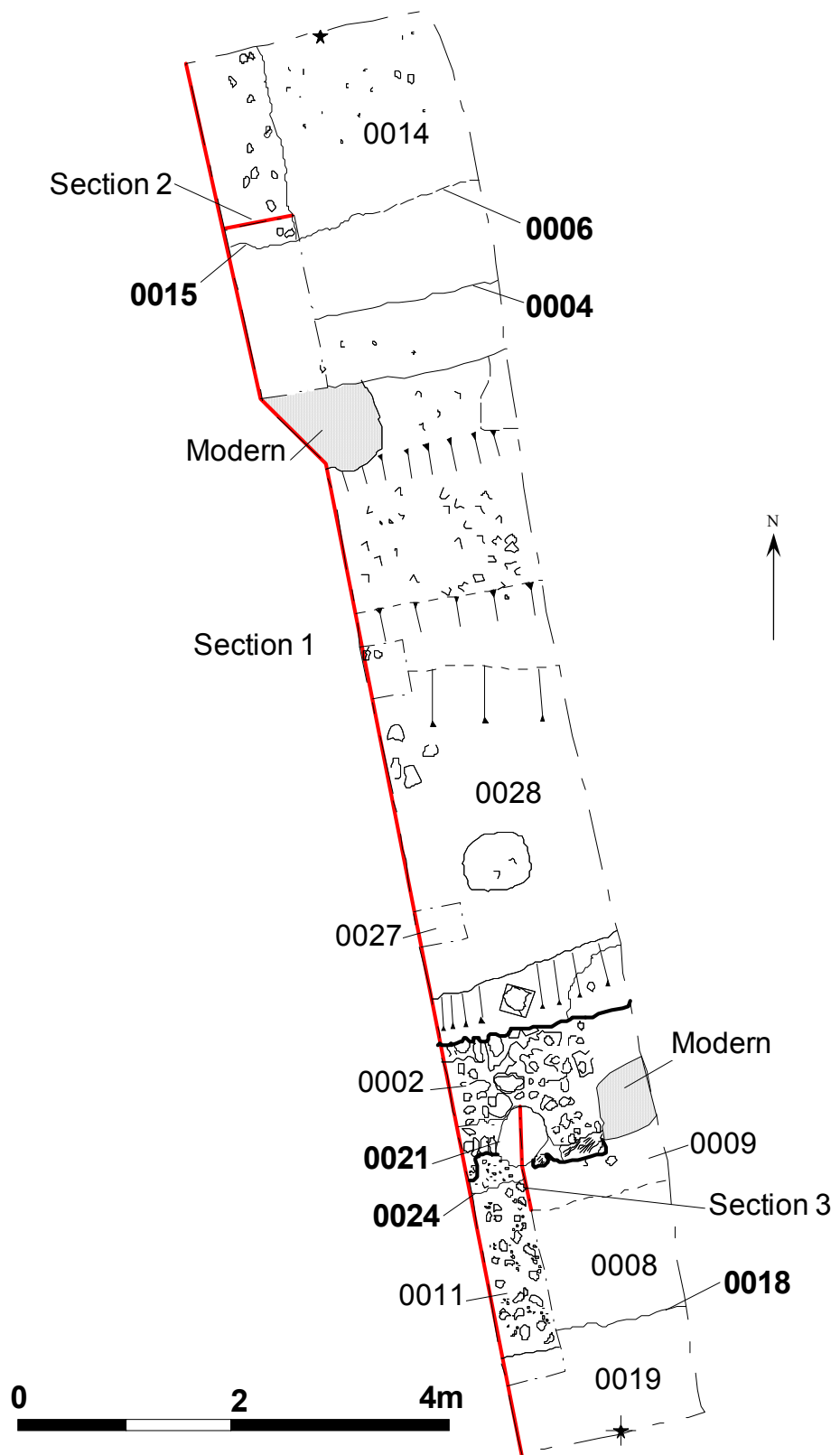


Figure 6. Trench plan

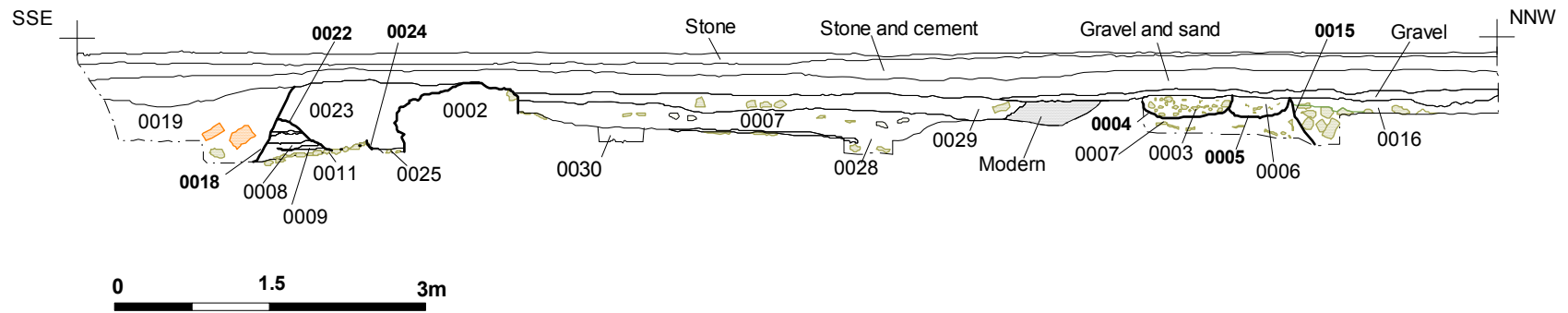


Figure 7. Section 1

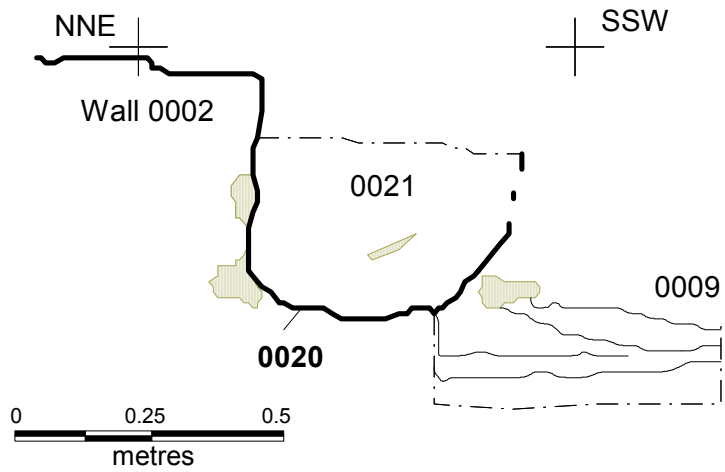
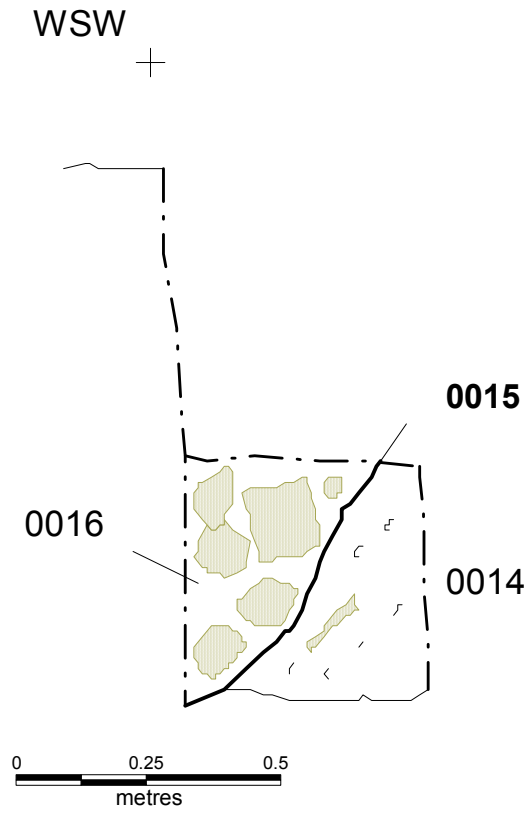


Figure 8. Sections 2 and 3

6. Finds

Richenda Goffin

Introduction

Finds were collected from 7 contexts, as shown in the table below.

Context	Pottery		CBM		Animal bone		Clay tobacco pipe		Miscellaneous	Spotdate
	No.	Wt/g	No.	Wt/g	No.	Wt/g	No.	Wt/g		
0003									1 marble frag @ 29g	P-med
0006			17	582	4	40				Late/post-med
0007	2	32	55	2074	2	14	1	7	1 frag burnt limestone @ 90g	1600-1640
0008					36	118			4 Oyster shell @ window glass @ 1g	Undated
0016	2	23	5	2240			1	4		L17th C-18th C
0021			2	400	1	19			3 oyster shell @ 12g, 1 iron nail @ 10g, 1 post-med	17th – 18th C
0028	1	4								L12th-14th C
Total	5	55	87	5572	41	191	2	11		

Table 1. Finds quantities

Pottery

A total of five fragments of pottery was recovered from the evaluation (0.055kg).

A sooted and slightly abraded body sherd of Bury Medieval Coarseware was identified in 0028 (L12th-14th C). This is one of the earliest features and likely to be contemporary with the Abbey.

Two sherds of medieval ware were present in the fill 0007 of a possible destruction layer at the north end of the trench. One is a hard-fired wheelthrown fabric with small spots of external glaze, whilst the second sherd is abraded and sandy with a reduced core and the remains of a dark honey-coloured internal glaze. Both sherds are burnt and hard to identify precisely, although their date range is L13th-15th century. One of the sherds is a late medieval redware, but both sherds are likely to be residual as they were found with a clay pipe bowl dating to the first half of the seventeenth century.

A fragment of residual Bury Medieval Coarseware was found in feature 0016, with a single cylindrically-shaped sherd of a post-medieval ware resembling a fragment of tin-

glazed earthenware, made in a hard-fired fine pink fabric with occasional red clay pellet inclusions.

Ceramic building material

Eighty-seven fragments of ceramic building were collected in total from 5 contexts (5.572kg). The assemblage has been fully catalogued. A total of 13 fragments of medieval roof tile was identified, characterised by estuarine or coarse sandy fabrics or by the presence of a glazed surface. Such tiles date from the 13th-15th century. In addition 7 fragments of roof tile had reduced cores indicative of a medieval or late medieval date. The majority however were fully oxidised red-fired roof tiles made in fabrics which date to the late or post-medieval periods. Some of the tile had clearly been re-used, as there was mortar over a number of the broken edges of the tiles.

Medieval and late med/post-medieval roofing tiles were found in the fill 0006 of the gully, but larger quantities were recovered from the destruction layer 0007. This deposit also contained a fragment of a large plain floor tile, made in a sandy fabric and a dark lead glaze which dates to the late medieval/early post-medieval period.

Fragments of roof-tile and (?) laminated brick were present in layer 0009 south of the wall. Part of a possible brick made in a fine fabric with poorly mixed clays and clay pellets with straw impressions on the outer surface was recovered, dating to the late or post-medieval periods.

The remains of two bricks with mortar remnants were recovered from pitfill 0016. Both of these are similar in thickness (59mm and 60mm), and are likely to date from the Late 17th C-18th C. A fragment of a curved tile, perhaps a pantile is made from a hard-fired fabric of mixed clays may also date to the 17th century (Drury 168).

Two fragments of ceramic building material were found in possible post-hole fill 0021. One of these is a fully oxidised roof tile which has been reused (late-post-medieval). A re-used brick fragment (height 60mm) is likely to date to the later part of the 17th century or later.

Clay tobacco pipe

Two fragments of clay tobacco pipe were recovered (0.011kg). A complete bowl dating to c1600-1640 was present in the possible destruction layer 0007, and a stem fragment was found in feature 0016.

Stone

A single fragment of marble veneer was recovered from a deposit containing flints with loose mortar fragments. The marble is dark maroon in colour with lighter red inclusions and is likely to date to the post-medieval period.

Metalwork

An iron nail was recovered from posthole 0021.

Shell

Oyster shell fragments were collected from layer 0008 and posthole fill 0021.

Window glass

A single fragment of late medieval/early post-medieval window glass was identified from layer 0008.

Animal bone

41 fragments of animal bone were collected from four contexts (0.191kg). The overall condition of the bone is reasonable, but many of the fragments are very small or only splinters.

A fragment from the mandible of a sheep was identified in gully fill 0006, and the remains of a medium-sized humerus was found in posthole fill 0021. Many small bone fragments in layer 0008 include a sheep's molar, and radius.

Discussion

The majority of the finds recovered from the evaluation date to the early post-medieval period, but a small quantity of medieval pottery and roofing tile reflect the location of the site close to the abbey and other medieval buildings in the vicinity.

7. General Discussion

From the 19th century the site of the car park was turned into a sunken garden which has been recorded in the historical search and appears on the modified Ordnance Survey plan of 1884 (Fig. 9), which has the trench plan, including the most significant features, superimposed. It also shows Shire Hall before the building on the north side was demolished and replaced (this structure can be seen in Figure 12 on the far side of the Magpie before that building was demolished in 1871). The sunken path on the south side of the garden can be equated with ditch 0018 as it crossed the evaluation trench. It is possible that the late posthole that cut the top of the precinct wall was an unsuccessful attempt to plant a tree as there appears to be a gap in the sequence on figure. The wall was also damaged on the eastern side and this may well have been caused by tree roots.

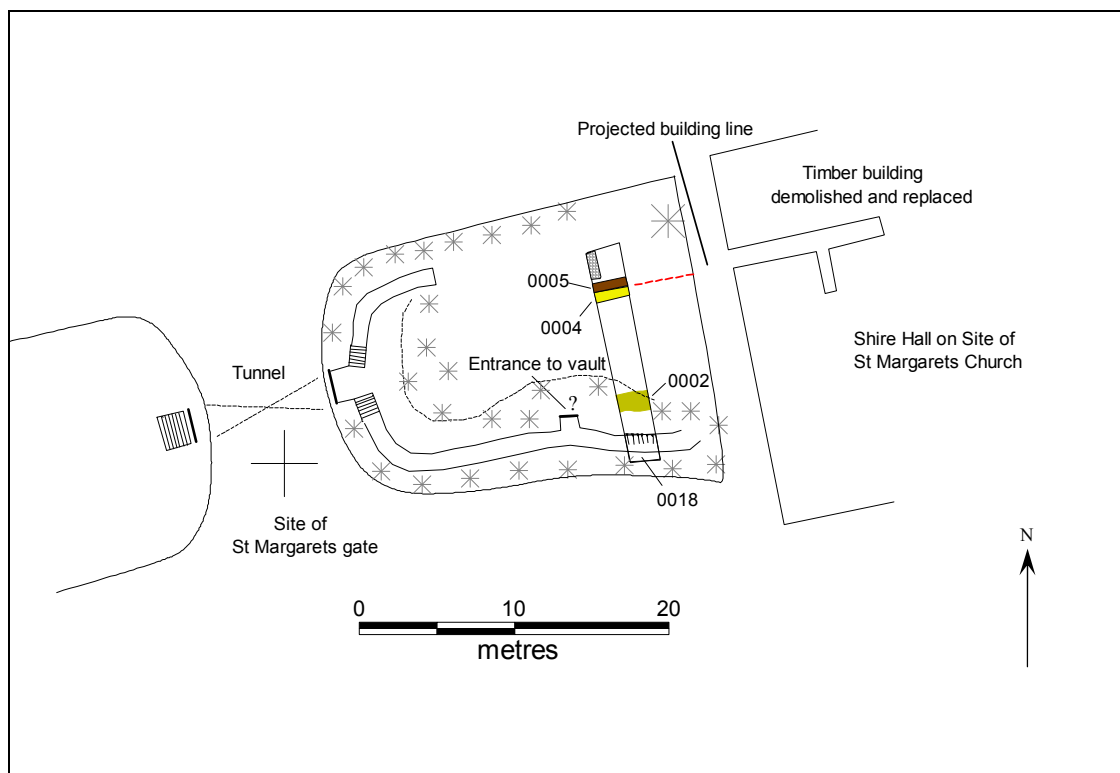


Figure 9. Evaluation trench superimposed on a drawing of the OS map of 1884 (the crosses indicate the position of trees).

Towards the north end of the trench, mortar layer 0004 is interpreted as a shallow foundation for a timber sill beam with the remains of a worn gully on the north side, 0005. It is suggested that foundation 0004 continues the building line of the end wall of the old Shire Hall. The rear of the building may have stood on the precinct wall giving a

total width for the building of 7.5m. This building post-dated layer 0007 that contained large quantities of medieval tile but also a clay pipe bowl dated to the first half of the 17th century, which therefore provides the earliest date for that structure. The rear of the Magpie Inn presumably overlaid layer 0014 but it is likely that pit 0015 either post-dated the pub, or was a structural feature associated with it, that was backfilled when it was demolished.

Layer 0007 is suggested to be the remains of the last phase of an Abbey building. These layers were only glimpsed at but the hard mortar surface identified close to the wall suggests that a high status building once occupied the site. The precinct wall was built in the first part of the 12th century and Abbey buildings on the inside, and later the outside of the wall, would have been added piecemeal under various Abbots. Silt layers had accumulated against the outer face of the precinct wall before it was robbed for building stone. The cobbled surface, 0011, was immediately above the foundation trench for the wall and is therefore likely to have been contemporary with the Abbey wall.

8. Conclusions and Recommendations

Because of the limited size of the trench and the need to cause the minimum of damage to well preserved archaeological features and layers the site was not totally excavated. There is sufficient evidence, however, to demonstrate that complex and well preserved archaeology survives on this site. This includes the remains of Abbey wall that, where exposed elsewhere in the town, is a Scheduled Ancient Monument. This survives at a depth of only 0.3m below the existing car park. Under the circumstances it is recommended that no work involving damage to the precinct wall should be undertaken and that if works to lower the level of the car park, or trenches excavated to improve drainage are excavated these should be either closely monitored or the subject of full excavation, the condition depending on details of the scheme.

9. Archive deposition

Paper and photographic archive: SCCAS Archive Store Bury St Edmunds

Digital archive on SCC server svr-etd077\Arc\Archive Field Proj\BSE\BSE335

Finds and environmental archive: SCCAS Finds Store Bury St Edmunds.

10. List of contributors and acknowledgements

The evaluation was carried out by Andrew Tester, John Sims and Mike Feider, the site was surveyed by David Gill. Jonathan Van Jennians processed the finds and Liz Muldowney and Gemma Adams produced the drawings; Richenda Goffin prepared the finds report and Anthony M. Breen wrote the documentary report.

11. Bibliography

Drury, P., 1993, 'Ceramic Building Materials', in Margeson, S., *Norwich Households*. East Anglian Archaeology 58, Norwich Survey.

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

BSE 335 Context List

opno	identifier	description	cuts	cutby	over	under	spotdate
0001		Unstratified finds					
0002	Structure	Wall 1.4m wide. Facing stone fragments to South, running east-west. North end. Precinct wall.		0022	0025		
0003	Fill	Unbonded flint in loose mortar and silt. Yellow. North end			0004		
0004	Cut	0.1-0.2m deep, C. 0.6m wide. Wall foundation? Either for ground beam or mortar.	0007			0003	
0005	Gully	C. 0.8m wide, but variable . North end. Gully	0007				
0006	Gully fill	Dark gray fine silt. Compacted with core rubble, peg tile and flints.					
0007	Layer	Layer of mid-brown silt. North end of trench. Loose containing pegtile . North end. Thick deposit, medieval destruction layer?				0003	
0008	Layer	Fine mid-brown silt. South of precinct wall. Cut by robber trench 0022. Window glass well sealed within 0008.		0022	0009		
0009	Layer	Yellow silt with mortar and stone frags and tile frags and bits of chalk and clay patches. South of wall.			0010	0008	
0010	Layer	Similar to 0008, fine silt mid-brown. Formed over top of 0011			0011	0009	
0011	Surface	Flint surface closely packed, still hard. Gravel between flint. Hard surface, yard or street?				0010	
0012	Posthole	Circular posthole in south face of 0002. Relationship 0022 (robber trench) uncertain but looks later from fill.	0002				
0013	Posthole fill	Mid-brown silt. Contains flint and odd bits of white brick? Or tiles?					
0014	Deposit	Dark, almost black silt with lots of chalk. Very hard.		0015			
0015	Pit cut	Pit cut at north end of trench. Steep sided just cut into 0014	0014				
0016	Pit fill	Mortar and flint some in large lumps, also bricks. Very little soil.				0015	
0017	Surface	Flat surface on top of wall 0002. Suggest re-use of surface with post-medieval cement?			0002		
0018	Linear feature	South of wall.	0008				

opno	identifier	description	cuts	cutby	over	under	spotdate
0019	Linear feature	Black silty fill. Homogeneous contains bed springs? And other recent stuff.					
0020	Posthole cut		0002				
0021	Posthole fill	Brown silt with occasional white bricks? Fragments and flint	0002				
0022	Linear feature	Robber trench	0002,0008,				
0023	Fill	Green brown silt with some flint. (showed up well in section). Some finds (very few) will be mixed with 0008	0002,0008				
0024	Linear feature	Foundation trench beneath 0002				0002	
0025	Fill of 0024	Green brown silt with tile fragments and some small stones					
0026	layer	yellow silt with occasional limestone slabs. Natural level for the machine to stop.			0027 00	0007	
0027	surface	Solid surface of mortar with occasional flints and lots of small pieces of limestone (probably offcuts from building work).				0007	
0028	layer	green brown silt quite loose between many large flint nodules. Only identified, not fully investigated.				0007, 00	
0029	layer	Black silt with odd bricks and tile, quite compact. Suggest relatively recent (19th century?)			0007		
0030	layer	layer of fine brown silt. Possibly the same as 0007			0027	0007	

Magistrates Court Car Park, Bury St Edmunds: Documentary Report**Anthony Breen***Introduction*

The research for this report has been carried out at the Suffolk Record Office in Bury St Edmunds. Additional records in the form of deeds relating to this site currently in the care of Records Management are held at the Suffolk Record Office in Ipswich. These files were examined in January 2007 as part of the research for the Shire Hall Complex Bury St Edmunds report (Carr & Gill), and have been re-examined for this report with the exception of the file containing the details of the purchase of the car park site in 1955, this file has been temporarily returned to Legal Services. Though the plans attached to the deeds of 1955 and an earlier deed of 1872 were copied for the earlier report, it has not been possible to search the file for earlier deeds relating to the Magpie Inn that formerly stood on this site until circa 1871. In the deed dated 11 January 1872 this plot of land is described in detail. The owner was Edward Charles Thomas, the then owner of the Manor House. The deed states that Thomas ‘with a view to making a public improvement pulled down the Magpie Inn which formerly stood on the said piece of Ground of which he is seized ... has enclosed two separate portions of the said two pieces of ground ... and connected such two separate portions by an archway under the roadway’. He also made an agreement with the Borough’s Paving Commissioners for a piece of ground to be ‘laid out and permanently dedicated to the Public Use’. These documents are in the file currently with Legal Services (ref. SCCA A1/3/5/2/3667).

The history of the Shire Hall was described in the previous report. The lands were acquired by the former West Suffolk County Council at various dates, however, ‘neither the sites of the Law Courts nor the Police Station are now part of the council’s offices the properties having been made over to successor authorities under the Police and Magistrates’ Court Act 1994 and Courts Act 2003’. The law courts were redesigned in 1842 and an additional extension added at the northwestern corner building in 1906.

The street to the south is now known as Honey Hill, in earlier records it was known as School Hall Street.

County Council Files

The documents in main file relating to the site of the present law court, the former Shire Hall are not relevant to this report apart the extract of the 1:1250 Ordnance Survey map sheet number XLIV.7.22 attached to a redemption of Land-Tax certificate dated 1 May 1906. This plan shows the then Shire Hall before the construction of the new extension in same year. The plan also shows the car park site. From the entrance to the tunnel there are two sets of five steps leading to two pathways. The southern sunken pathway continues to the eastern end of the site passing over the entrance to a vault. The northern pathway beyond the steps appears to be embanked only in the northern side. Most of the garden area was then hidden behind trees and other shrubs with only the northeastern corner open for view.

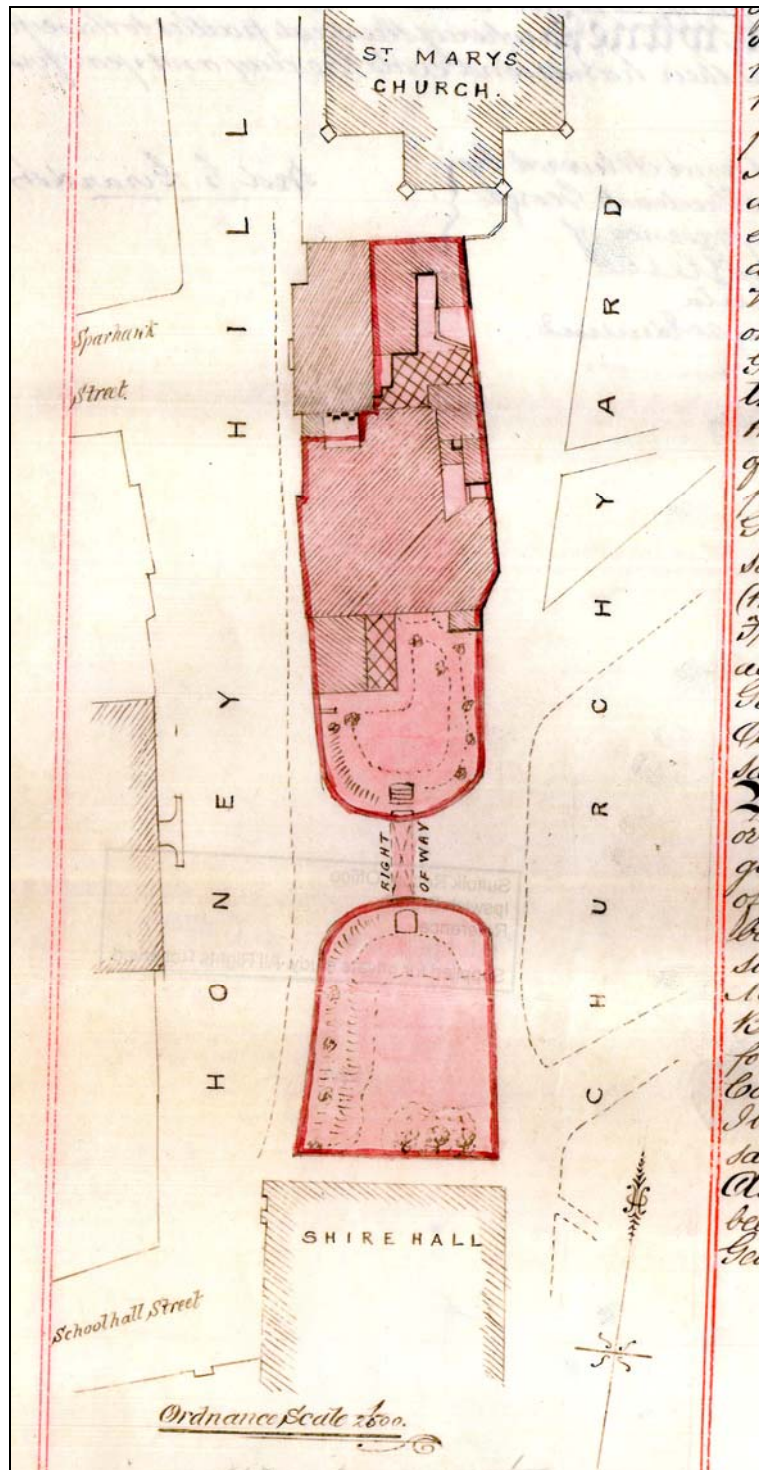


Figure 10 OS map attached to Land Tax Certificate, 1906

In March 1991 Suffolk County Council sold 3 Honey Hill the property to the west of the car park and entrance to the churchyard. The deeds for this property (ref. SCCA A1/3/5/2/3668) describe the site as ‘a freehold messuage and hereditaments known as St Margarets Gate’. The ground plan of the property attached to a deed dated 2 May 1904 shows that the properties boundaries extended from the boundary at the chancel end of St Mary’s to the eastern side of the car park. The same plan was also included in the deeds for the previous sale of the property on 20 September 1900. This deed describes the property as ‘All that messuage tenement or mansion house with the gardens right of way under the road and ground thereto belonging and used and enjoyed therewith situate and known as St Margaret’s Gate, Honey Hill ... formerly in the occupation of Robert Burrell late in the occupation of Colonel Henry Levett Boscawen Ibbetson

deceased and now unoccupied as all ... are now particularly delineated and described in the map or plan'. Colonel Ibbetson had sold this property in August 1876 and the schedule of earlier deeds only extends the title back to one other deed dated 26 August 1863. These earlier documents are not in this bundle. Both deeds mention 'an arrangement made between William Edmund Image and the Town Council of Bury St Edmunds' made on the 1 July 1863. This document is not in this file. The land mentioned in the 1863 agreement was shown on another deed dated 18 February 1874 though again this document is not in this file.

The only earlier deed in this file is dated 1 May 1852. It is a 'conveyance of Magpie Inn & Premises at Bury St Edmunds (Subject to Mortgage) between Mr Alexander H McLeroth and Mrs Hannah McLeroth. The recital clause in this deed mentions another deed of 1845 without giving the full date. The property is described as 'All that messuage or tenement and common Inn called the Magpie with the stables brewhouse outbuildings yards and other appurtenances to the same belonging situate in Bury St Edmunds aforesaid between the ground of the Churchyard there on the north part and the street called School Hall Street on the south part the west head abuts upon a small piece of ground formerly belonging to John Ranby esquire and next herein after described in part and the gate called Saint Margaret Gate leading into the said churchyard and the east head thereof upon the way leading out of the said churchyard into the said street called the School Hall Street by the Shirehouse there as the same were formerly in the occupation (blank) Elsgood since of Martin Burroughs late of John Lofts and now of William Footer his undertenants and assigns And also all that piece of ground formerly belonging to John Ranby on the west part and bounded by the churchyard on the part of the north being in length about forty feet and in breadth about fourteen feet as the same is now walled in and was formerly in the occupation of John Ranby late of the said John Lofts and now of the said William Footer with erections thereon'.

McLeroth Deeds

These deeds are held at the Suffolk Record Office in Bury St Edmunds and begin with a deed dated 22 February 1832 between Hugh Mc Leroth of Bury St Edmunds and Sarah Maria his wife and Alexander Hope Mc Leroth of Bury St Edmunds (ref. E4/22). In the recital clause the earliest document mentioned relates to 'Thomas Steele late of Bury St Edmunds ... deceased' who at the time of writing his will was 'seized of or otherwise entitled ... in fee simple of the messuages or tenements lands ... hereinafter described'. Thomas Steele died in March 1826 leaving the payment of an annuity to Sarah Maria in the hands of his executors. The executors neglected their role in relation to the payment of the annuity.

The 1832 deed lists various properties beginning with

'All that messuage or tenement or common inn called or known by the name or sign of the Magpie with the stables brewhouses outbuildings yards and other appurtenances to the same belonging situate in Bury St Edmunds aforesaid between the ground of the church yard there on the north part and the street called the School Hall Street on the South Part the west head abuts upon a small piece of ground formerly belonging to John Ranby esquire in part and the Gate Called St Margaret's Gate leading into the said Church Yard and the east thereof upon the way leading out of the said churchyard into the street called School Hall Street by the shire house there as the same were formerly in the occupation of (blank) Elsgood since of (blank) Martin and now of John Lofts his undertenants or assigns'.

The remaining properties are other inns in Bury.

The will of Thomas Moore McLeroth is dated 6 May 1841 and he asked for his properties to be sold. The Magpie Inn is not especially mentioned in this will.

The 1852 'Conveyance (Subject to mortgage)' is not in this bundle though there is another mortgage deed dated 11 April 1866. The property descriptions in both deeds is the same though the 1866 then describes the remaining parts of the property 'Sexton's or Little Sexton's Meadow' and another inn called the Three Horse Shoes in Northgate Street. Sarah Maria Mc Leroth had granted these properties to the use of Elizabeth Dingle in a deed dated 13 March 1845 this exact date is missing from the 1852 mortgage document.

These deeds carry the title of the site of the former Magpie Inn only back to 1832. The record office holds a photocopy of the Egerton Manuscripts EGER 2374. This is List of the Public Houses at Bury in 1707. The document is more precisely dated 'May 20 1707' and is divided between the two parishes of St James and St Mary with the 'Magpy' listed under St Mary's and was then in the occupation of 'Wid: Outlaw'. (ref. P755/42).

There appear to be no earlier deeds for the site of the Magpie Inn amongst the county council records or the McLeroth deeds and this maybe the result various disputes relating to the payment of annuity.

The deeds named the earliest owner of the property simply as 'Elsegood'. The earliest surviving vestry minute book for the parish of St Mary's Bury St Edmunds includes the collection or brief dated 1 June 1689 (ref. FL545/1/1). The list lacks any subdivision, amongst the contributors there is the name of John Elsigood who paid 2s 6d. In another brief dated 13 October 1689 he is again mentioned as Mr John Elsigood. Another John Elsigood of Bury St Edmunds died in 1687 and his letters of administration are listed in the published index (Serjeant) along with the reference to the letters of administration for a Daniel Elsigood who died in 1591. The John Elsigood who died in 1687 is probably the same as John Elsegood who is listed in the 1674 Hearth Tax returns for Bury St Mary who paid for one hearth (Hervey). There is another reference to an Elizabeth Elsegood who was one of the witnesses to the will of Agatha Borrowdale in 1613 (Tymms). Agatha left money to the poor of the parish of St Mary.

St Margaret's Gate

Some references to the history of St Margaret's Gate were noted in the report on Shire Hall. In 1542 John Skotte paid a rent of 10 shillings for the property. In the 'First Ministers' Account' 1539-1540, there is the reference to 'decrease of rent of a tenement near the gate of St Margaret 7s 10d' (Redstone).

There is a deed of conveyance for property in School Hall Street, dated 28 March 1709 (ref.1011/3/3). The parties to the deed were Mrs Ann Burton widow relict of John Burton of Great Yarmouth and Mrs Frances Monk of Bury St Edmunds, widow. The property is described as

'All those two messuages or tenements heretofore & now one entire messuage or tenement sometime of Nicholas Baker afterwards of Thomas Sellars & Katherine his wife and after that of Abraham Wright & Charles Wright now or late of the said Anne Burton and all and singular the houses edifices buildings yards gardens and waies lights water courses ... as the same are situate lying & being in Bury St Edmunds aforesaid ... in a street there called the School Hall Street or by whatsoever other name the street be known or called between the messuage sometimes of Frances Mondeford gent afterwards of James Skinner heretofore on the tenure or occupation of Robert Watts & now or late of George Andrews on the east part and the tenement sometime

belonging to the Guild of the Translation of St Nicholas the bishop now dissolved on the west part abutting towards north upon the Churchyard in Bury St Edmunds aforesaid called the Great Churchyard and south upon the aforesaid street called the School Hall Street ... And also all that piece or parcel of ground lying & being next adjoining to the aforesaid messuages or tenements extending & comprehending in length twenty six yards from the brick wall or stone wall belonging to the tenement now or late called the Black Lyon from east to west & in breadth eight foot from the messuages aforesaid from north to south And also all that piece or parcel of ground part of the churchyard of Bury St Edmunds aforesaid lying next to the garden belonging or appertaining to the messuages aforesaid extending in length thirteen yards from the said garden to the chancel's end of the Church of St Mary's in Bury St Edmunds aforesaid from East to West & in breadth towards the said Garden five yards & an half & at the end towards the chancel three yards & half a foot from North to south which last two mentioned pieces or parcels of ground were purchased by the said Abraham Wright late owner of the premises of Samuel Roberts of Bury St Edmunds aforesaid deceased by deed & indenture of Feoffment thereof ... and also all those several pieces and parcels of ground spongs or small pieces of ground lying near & adjoining to the aforesaid messuages & premises now used as foot paths gravel walks gardens wood yards or otherwise purchased by the aforesaid Abraham Wright of Isaac Newson of Bury ... by a certain indenture of Feoffment bearing the date the third day of March in the sixth year of the Reign of William & Mary' (1695).

There are no other deeds for this property, however Mrs Monke was involved in a dispute over the repairs of St Margaret's Gate in 1711 (ref. E2/41/1).

'Mrs Monke's Case concerning a gateway or gate called Saint Margaret's Gate on the South Side of the Churchyard in Bury St Edmunds

In the year 1711 the messuage called the Black Lyon & one gate called St Margaret's Gate with the solar thereupon built and all other appurtenances were conveyed & assured to Hamon Le Estrange esq and Frances his wife & their heirs as joint tenants. The said Francis was the survivor under whom the said Mrs Monke claims the premises as her heir at law to her the said Frances the surviving joint tenant.

But the matter in question being who shall repair the said gate called St Margaret's Gate, in the said gateway which gate way from Schoolhall Street there through the said St Margaret's Gate and through the churchyard to and through St James's Steeple into Churchgate Street is a common causeway or road and properly the waste ground belonging to the town of Bury St Edmunds aforesaid.

Mr Bircham the owner of the said churchyard would endeavour to put the repairing of the said St Margaret's Gate upon Mrs Monke under the colour that at the time of the said Mr Lestrangle's purchasing the said Black Lyon and solar over the date its pretended by the said Bircham that Mr Lestrangle took down the old Gate & set up a new one instead of the old one & promised to maintain the same & took upon himself so to do for time to come and that he during his life time & the said Mrs Frances Lestrangle his widow have all along repaired & kept the same at their own charge

Whereas the facts relating to the matter aforesaid as to the purchases Mrs Lestrangle & his wife stand thus and will readily be proved vizt that when Mr Lestrangle (soon after his purchase) was pulling down the said solar or chamber over Saint Margaret's Gate five or six gentlemen feoffees or lords of the waste ground of Bury aforesaid came to him & insisted on the said Gate to belong

to them and that he ought not to meddle with any of the materials thereof whereupon Mr Lestrangle asked leave of them to take away the Old Gate (which was then very ruinous & ready to fall of itself) accordingly they consented he should take way the same provided he put up a good new gate in lieu thereof for that time but nothing more said or agreed between them of repairing or keeping up the same for the time to come Although Mr Bircham has often applied to Mrs Lestrangle to do the same but refused and still is & has been refused by Mrs Monke and very lately Mrs Monke being from home Mr Bircham's tenant to the said churchyard applied to Mr Chaplin to have the said new lease amended on Mrs Monke's account answer being given it did not belong to Mrs Monke to repair it. Mr Bircham's tenant has done it & brings in a bill of about 16s & demands of Mrs Monke payment thereof on peril of action at law against them for the same notwithstanding Mr Bircham's tenant to the churchyard has for many years past taken a yearly sum of money of gentlemen that live on the south side for letting them come into the churchyard at the said St Margaret's Gate with their coaches to save the trouble of going round to the other gate which shews Mr Bircham's claim of right to the said St Margaret's Gate

As Mr Lestrangle did not take the said old down falling gate to belong properly to him but did take down the same and set up a new one for that time by the consent of those gentlemen who than claimed it as belonging to them and as such agreement was only parole & for that time & purpose only whether it could any way effect the surviving joint tenant Mrs Lestrangle widow and Mrs Monke claim the premises under her so as to oblige a future repairing & keeping up the said gate by the owners of the said messuage called the Black Lyon under the purchase thereof as aforesaid whether they are liable to an action for not doing thereof from Mr Bircham who is only the owner of the churchyard or what defence can Mrs Monke make to such an action (if brought) or what is most advisable for them in this case to prevent the same.

As to the agreement made by Mr Lestrangle in respect whereof Mr Bircham would charge Mrs Monke with repairing the gate in question, I am of opinion there is no colour for so doing: and think it will be extremely difficult to form any proceedings whereby the ladies will be obliged to the repairs insisted on the best advice therefore that can be at this time be given is to continue to pay the bill brought in

Bury March 28th 1730 Wm Lee'

The details have been quoted in full as the well-known engraving of St Margaret's Gate included below shows the gate without any solar or chamber over it. The gate as shown in the engraving was finally demolished in 1760.

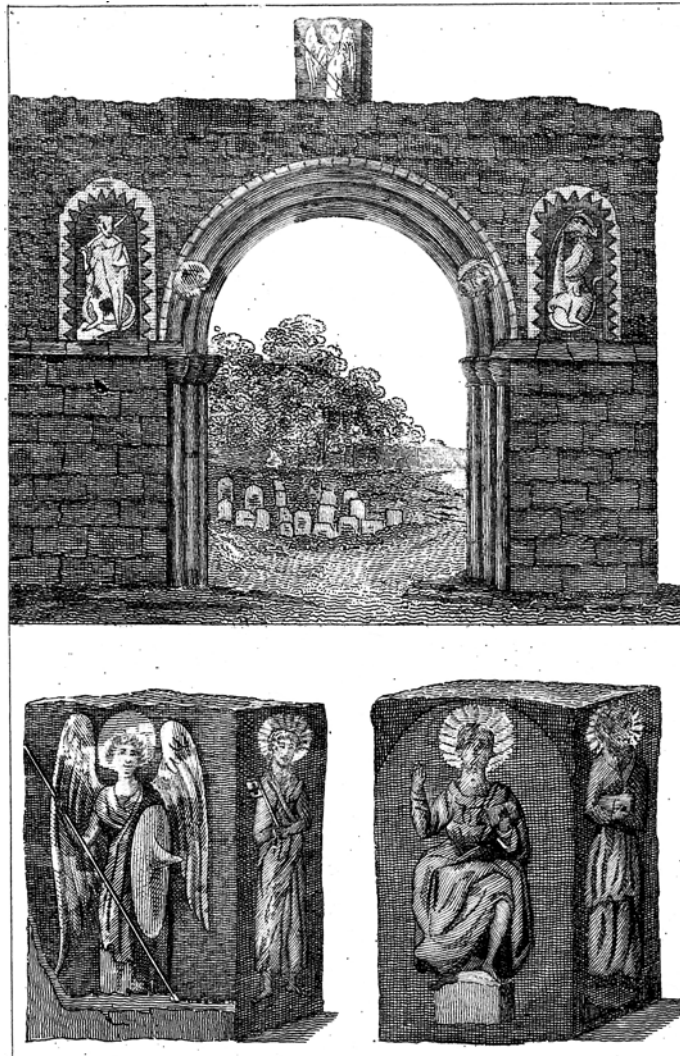


Figure 11 The rebuilt St Margaret's Gate

Photographs and Illustrations

There are four copies of a photograph showing the Magpie Inn taken in 1868 shortly before the building was demolished. Two of these photographs (ref. K511/300 & K505/669) are labelled with the name of the then proprietor G.W. Baldry.

The building shown is the same as shown in the 1851 print of the churchyard though without the name board above the door or the bow window the part of the building to the right. The trees shown in the photographs would have been plant in the period between 1851 and 1868. The building may possibly predate the seventeenth century.



Figure 12 The magpie Inn in 1868 shortly before it was demolished

Conclusion

The Ordnance Survey plan attached to the Land Tax redemption certificate shows that apart from the tunnel under the roadway and steps leading into the garden, only the southern pathway was below the ground surface. Before 1871 the garden was the site of the Magpie Inn as shown in the 1868 photograph and in the 1851 engraving. The deeds for this property are incomplete however the names of the previous owners included Elsigood a family name found in this parish in the late sixteenth and seventeenth centuries. The inn is named in a list of the town's public houses dated 1707. The building may be earlier and possibly that mentioned in the first ministers' accounts of 1539-1540.

The site is partly within the former abbey precinct wall and to the south of St Margaret's Gate. The gate was finally demolished in 1760 however the engraving of the gate probably shows a remodelled structure as it would have appeared after 1711. Before that date there was a solar or chamber built over the gate. If the site of the Magpie Inn predates the dissolution of the abbey in 1539 it may have been part of a larger structure connected with the gate. This possible range of buildings has not been described in previous studies.

Anthony M Breen October 2009

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Manuscripts

1011/3/3 Deed House in School Hall Street 28 March 1709

E4/22 Mc Leroth Deeds 22 February 1832

E2/41/1 Legal Opinions 1730

FL545/1/1 Vestry Minute Book St Mary's Bury St Edmunds 1689-1721

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

Brief and Specification for Archaeological Evaluation

MAGISTRATES COURT CAR PARK, BURY ST EDMUNDS

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 enquiry has been made for excavation and re-surfacing of the Magistrates Court Carp Park, Honey Hill, Bury St Edmunds, Suffolk (TL 8573 6396).
 - 1.2 The Planning Authority (St Edmundsbury Borough Council) will be advised by Suffolk County Council Archaeology Service that this proposal lies in an area of high archaeological importance. In order to establish the archaeological implications of this application, the applicant should be required, prior to consideration of the application, to provide an archaeological impact assessment of the proposed site as suggested in DoE Planning Policy Guidance 16 (November 1990), para 21.
 - 1.3 The area of new development measures c. 20.00 x 16.00m in size, on the west side of the Magistrates Court. The site is located at c. 37.00m AOD. The underlying geology of the site comprises chalk drift and chalk (loam over chalk).
 - 1.4 The location of the car park is within an area of high archaeological importance, defined in the Replacement St Edmundsbury Borough Local Plan 2016 (Appendix B) and recorded in the County Historic Environment Record (HER no. BSE 241). It is on the line of the precinct wall of the Abbey and on the site of a gateway into the Abbey precinct (St Margarets Gate).
 - 1.5 The following archaeological evaluation work is required of the area that will require resurfacing/ground reduction, measuring c. 90.00 x 70.00m in area):
 - Collation and assessment of historic documentation, including all cartographic sources, relevant to the site to identify historic landuse and the siting of old boundaries and which would contribute to the archaeological investigation of the site. Where possible copies should be included in the report.
 - 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 (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: Assessment of Historic Documentation

- 3.1 Collation and assessment of all cartographic sources relevant to the site to identify historic landuse, the siting of old boundaries and any earlier buildings. Where possible copies should be included in the report.
- 3.2 Collation and assessment of historic documentation relevant to the site that would contribute to the archaeological investigation of the site.

4. Specification: Trenched Evaluation

- 4.1 A single linear trial trench is to be excavated across the width of the car park (aligned N to S), measuring 15.00m in length x 1.80m in width, and also a single square trial trench measuring 2.00 x 2.00m in size in the north-west corner of the car park.
- 4.2 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.
- 4.3 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.
- 4.4 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.
- 4.5 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).
- 4.6 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.

- 4.7 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.
- 4.8 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.
- 4.9 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
- 4.10 All finds will be collected and processed (unless variations in this principle are agreed SCCAS/CT during the course of the evaluation).
- 4.11 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.
- 4.12 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.
- 4.13 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies and/or high resolution digital images.
- 4.14 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.
- 4.15 Trenches should not be backfilled without the approval of SCCAS/CT.

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 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.
- 5.2 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.
- 5.3 It is the archaeological contractor's responsibility to ensure that adequate resources are available to fulfill the Brief.

- 5.4 A detailed risk assessment must be provided for this particular site.
- 5.5 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 5.6 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.

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 report should reflect the aims of the WSI.
- 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, 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).
- 6.7 The results of the surveys should be related to the relevant known archaeological information held in the County Historic Environment Record (HER).
- 6.8 A copy of the Specification should be included as an appendix to the report.
- 6.9 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.
- 6.10 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*.
- 6.11 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.
- 6.12 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>).
- 6.13 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.

- 6.14 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.
- 6.15 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.
- 6.16 County HER sheets must be completed, as per the County HER manual, for all sites where archaeological finds and/or features are located.
- 6.17 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.

- 6.18 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.
- 6.19 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.
- 6.20 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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Archaeological Service Conservation Team
Environment and Transport Service Delivery
9-10 The Churchyard, Shire Hall
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Date: 7 September 2009

Reference: / MagistratesCourtCarpark-BuryStEdmunds2009

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.