

ARCHAEOLOGICAL DESK-BASED ASSESSMENT

SCCAS REPORT No. 2010/149

Three Ponds, Chickering Road, Hoxne HXN 050

J. A. Craven
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Lucy Robinson, County Director of Economy, Skills and Environment
Endeavour House, Russel Road, Ipswich, IP1 2BX.

HER Information

Planning Application No: 0845/09
Grid Reference: TM 1890 7597
Funding Body: Mrs J Coombs
Curatorial Officer: Dr Jess Tipper
Project Officer: John Craven
Oasis Reference: Suffolkc1-80576

Contents

Summary

	Page
1.1 Project background	1
1.2 Site description	1
1.3 Topography and geology	1
1.4 Scope of this report	4
1.5 Aims	4
1.6 Methods	4
1.7 Legislative frameworks	5
2. Results	7
2.1 Suffolk HER Search	7
2.2 All known archaeological sites within 500m of the centre of the PDA	7
2.3 Listed buildings within 500m of the centre of the PDA	9
2.4 Historic map search and documentary study	12
2.5 Site walkover	14
3. Assessment of impacts and effects	17
3.1 The archaeological potential of the PDA	17
3.2 Assessment of the impact of the development on heritage assets	18
4. Mitigation measures	19
5. Conclusions / Recommendations	21
6. List of contributors and acknowledgements	22
7. Bibliography	22
Disclaimer	22

List of Figures

1. Location of the PDA	2
2. PDA plan	3
3. 500m study area from centre of PDA	3
4. Known archaeological sites within the study area	8
5. Listed buildings	11
6. Possible general layout of Heckfield Green derived from 1757 estate maps	13

List of Plates

1. Plot 1 facing north-east	15
2. Plot 2, facing south	15
3. Possible causeway to west of Pond 2, facing south	16
4. Raised area of Plot 2 to south of stables, facing west	16

List of Appendices

1. Documentary Study
2. Brief and Specification

List of abbreviations used in the text

DBA	Desk Based Assessment
HER	Historic Environment Record
PAS	Portable Antiquities Scheme
PDA	Proposed Development Area
PPG 16	Planning Policy Guidance 16
PPS 5	Planning Policy Statement 5: Planning for the Historic Environment
SM	Scheduled Ancient Monument
SCCAS/FT	Suffolk County Council Archaeological Service / Field Team
SCCAS/CT	Suffolk County Council Archaeological Service / Conservation Team
SSSI	Site of Special Scientific Interest

Summary

This Desk Based Assessment (DBA) has set the Proposed Development Area (PDA) within the known archaeological landscape through an examination of the Suffolk Historic Environment Record (HER), documentary and cartographic search, and historic building assessment.

The PDA consists of potential moated enclosures lying on the eastern edge of the medieval Heckfield Green. As such it lies in an area of high potential for evidence of medieval occupation and is a site of local importance.

It is thought that there are generally no grounds to consider refusal of permission in order to achieve preservation *in situ* of any important archaeological deposits within the PDA. However as the archaeological potential of the site is high, with archaeological remains being highly vulnerable to development, a program of archaeological evaluation by trial trenching is required prior to determination of the application, with further works being recommended once permission is granted and the site cleared.

Consultation with the SCCAS/CT is advised following the pre-determination evaluation as further archaeological investigations could have considerable time and cost implications. This consultation will determine the program of any further archaeological works that will need to be carried out.

1. Introduction

1.1 Project background

This archaeological Desk Based Assessment (DBA) has been prepared by J. A. Craven of Suffolk County Council Archaeological Service Field Team (SCCAS/FT) for Mrs J Coombs.

A planning application (0845/09) for the construction of two new residential properties at Three Ponds, Hoxne has been made and is currently under consideration by the local planning authority, Mid Suffolk District Council. The Planning Authority had been advised by Dr Jess Tipper of the Suffolk County Council Archaeological Service Conservation Team (SCCAS/CT) that the application could affect important heritage assets and that, in order to establish the implications of the proposed works, a desk-based assessment and archaeological evaluation should be carried out prior to validation of the application.

This DBA is the first stage of these works and will assess the significance of the site's heritage assets and the potential impact of the development. The results of the DBA will inform the next stage of works, the archaeological evaluation.

1.2 Site description

The subject of this assessment covers an area of approximately 0.16ha, centred at TM 1890 7597, in the parish of Hoxne (Figs. 1 and 2). The Proposed Development Area (PDA) lies at Heckfield Green, one of several settlement foci within the parish.

The site consists of part of the gardens of 'Three Ponds', a large residential property, and is set within the surviving elements of an apparent moated complex. The gardens are largely open lawn with mature trees although a stable block lies partially upon the proposed site for one of the two houses.

1.3 Topography and geology

The PDA is located on an area of high ground, at c.45m AOD, overlooking the Goldbrook, c.500m to the south-west and a second watercourse, c.900m to the north-east. To the north-west the modern settlement descends the natural slope

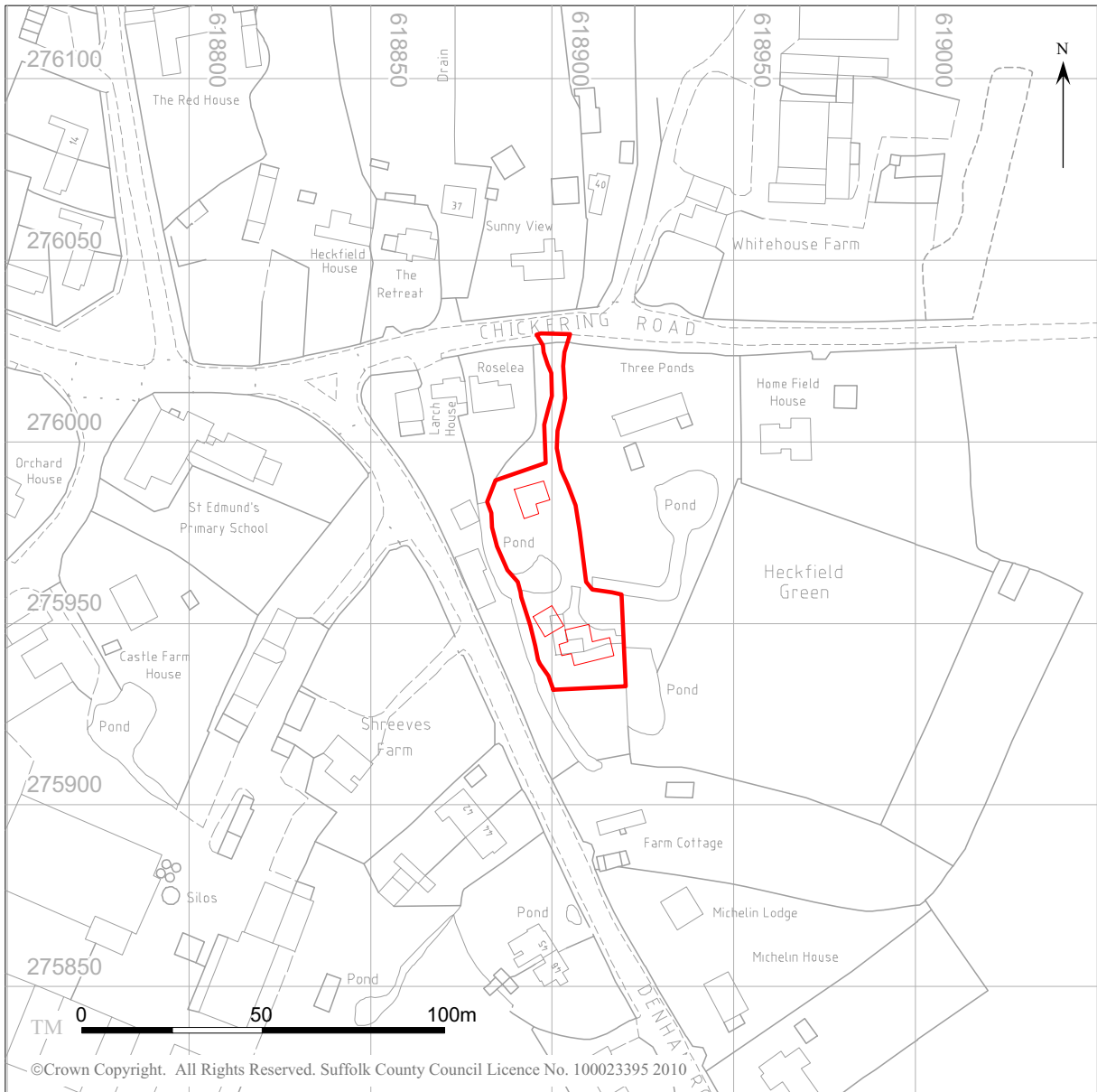
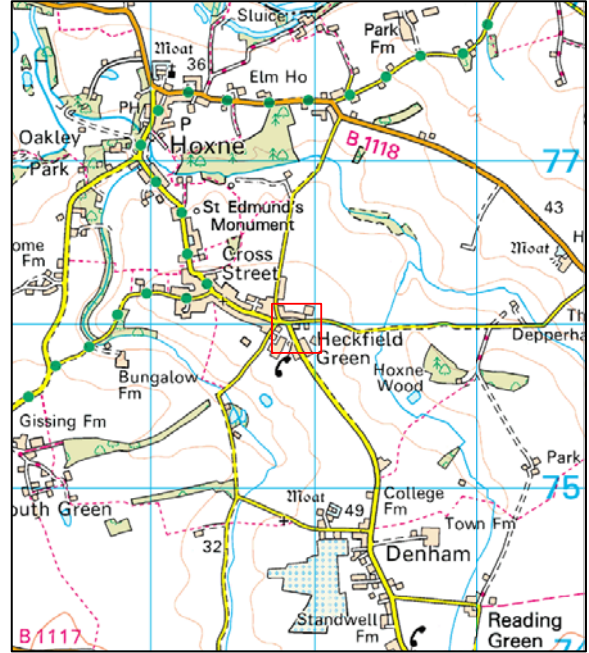
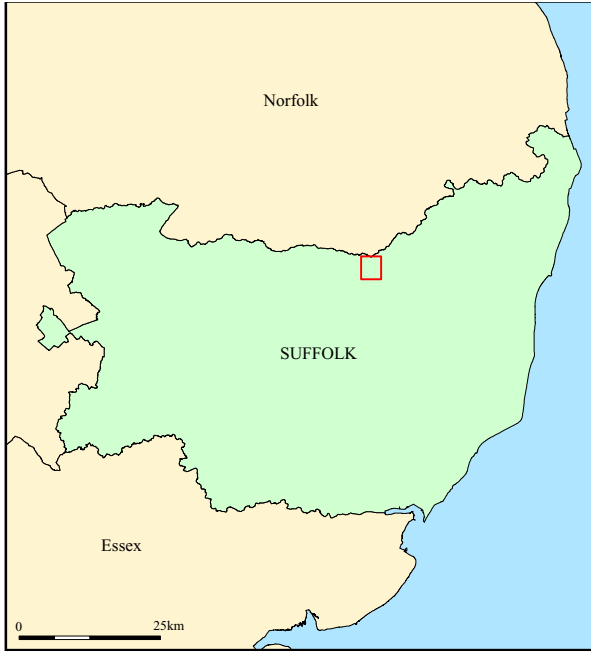


Figure 1. Location of the PDA

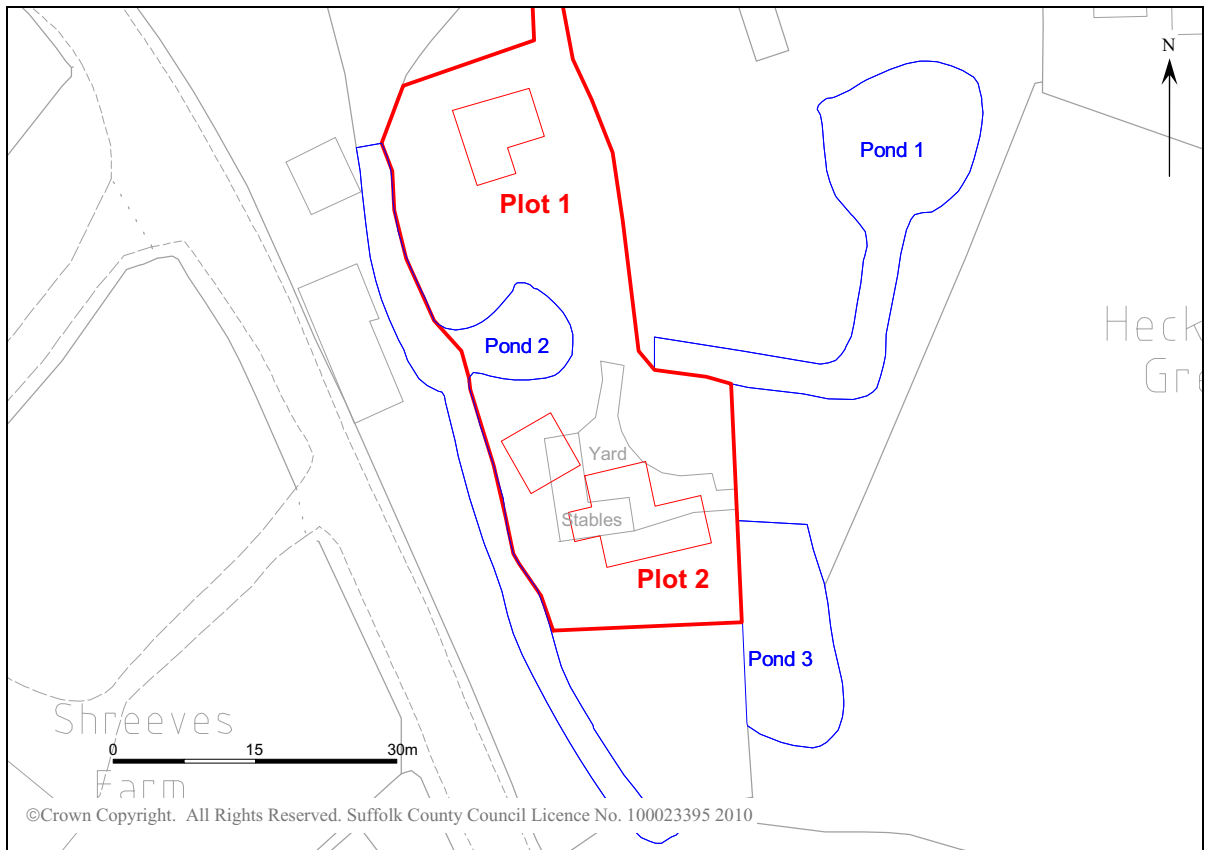


Figure 2. PDA plan

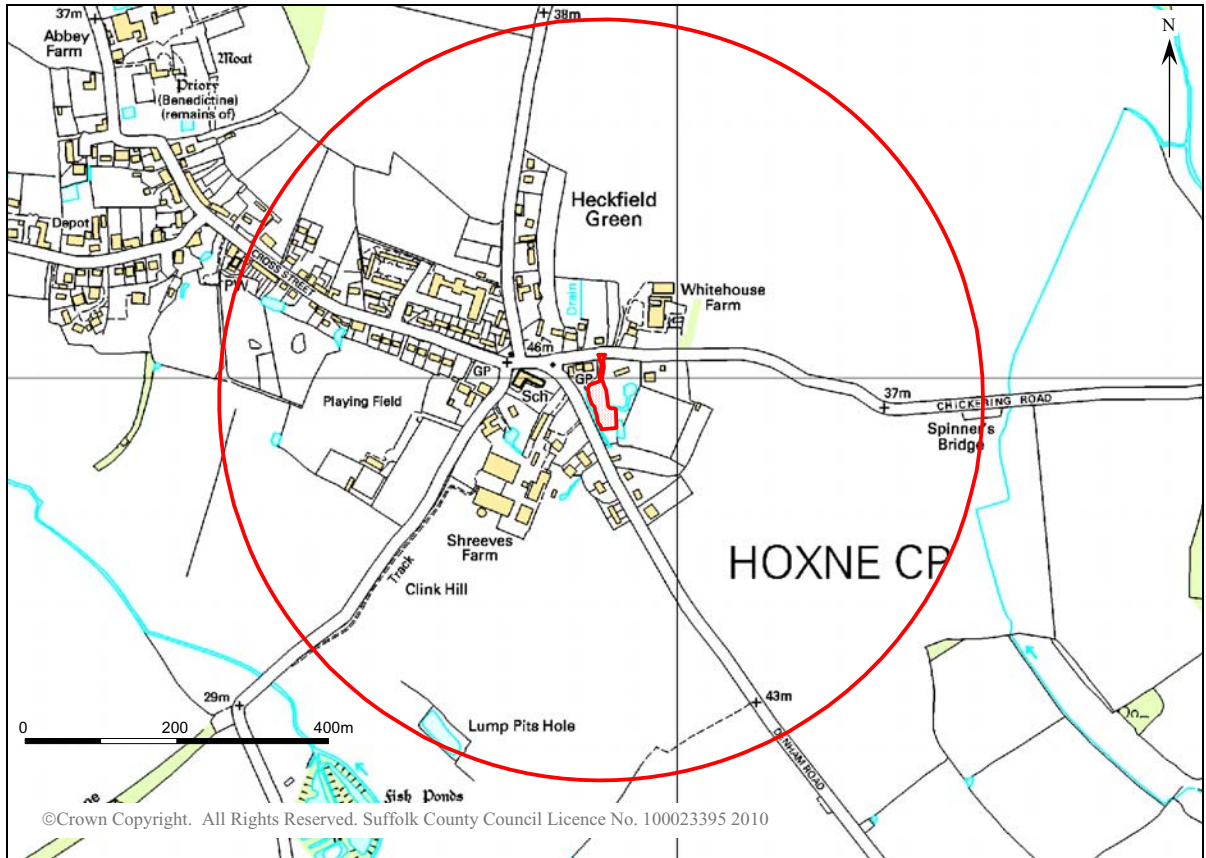


Figure 3. 500m study area from centre of PDA

with settlement foci at Cross Street and Low Street. The PDA is on deep loam/clay soils over chalky till (Ordnance Survey 1983).

1.4 Scope of this report

In order to set the PDA in its archaeological context a study area of a 1km radius from its centre was selected for examination (Fig. 3).

In accordance with PPS 5, the Government's guidance on planning for the historic environment, (www.communities.gov.uk/publications/planningandbuilding/pps5) and a brief and specification provided by SCCAS/CT (Appendix 2), this assessment examines the available archaeological sources. These include the Suffolk Historic Environment Record (HER), reports of any archaeological investigations, all readily available cartographic and documentary sources, an aerial photographic survey and a site walkover.

1.5 Aims

To determine as far as reasonably practicable from the existing records, the previous landuse, the nature of the archaeological resource and the potential resource within the PDA.

1.6 Methods

The methodology involved interrogating the following sources of data to meet the aims of this DBA.

- A search of the Suffolk HER for any records within 500m from the centre of the PDA and an examination of the literature with reference to archaeological excavations within the study area together with an examination of the metal detecting and fieldwalking survey data recorded on the Portable Antiquities Scheme (PAS) database. The results are described and mapped in the main body of the report, Section 2.2.
- A search for listed buildings within 500m of the PDA was carried out. A summary is presented in the main report, Section 2.3.

- A historical documentary search and assessment of all cartographic sources relevant to the PDA, to identify historic landuse, the siting of old boundaries and earlier buildings, was commissioned. The results have been summarised in Section 2.4, with the full report presented in Appendix 1.
- A site walkover was conducted on the 09/08/2010, for which notes and digital photographs were taken.

Initial examination of post-war aerial photography showed that the site had been wooded through the 20th century and that a full aerial photographic survey would be of little benefit. Following discussion with Dr Tipper it was agreed that this element of the Brief and Specification could be discarded.

1.7 Legislative frameworks

PPS 5 (March 2010) provides guidance for planning authorities, developers and others on planning and the historic environment. The planning guidance sets out to protect nationally and locally important monuments and their settings, with a presumption in favour of preservation *in situ* of important remains.

This guidance advises developersto discuss their plans, preferably at a pre-planning stage, with the County Archaeological Planning Officer for any possible archaeological constraints on their development proposal.

Policy HE6.1 of PPS 5 states that ‘where an application site includes, or is considered to have the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where desk-based research is insufficient to properly assess the interest, a field evaluation’.

The Ancient Monuments and Archaeological Areas Act of 1979 statutorily protects Scheduled Monuments (SMs) and their settings as nationally important sites. There are no SMs within 500m of this PDA.

Listed buildings are protected under the Listed Buildings and Conservation Areas Act of 1990. This ensures that listed buildings are given statutory protection against unauthorised demolition, alteration and extension. Buildings are listed because they are of special architectural importance, due to their architectural design, decoration and craftsmanship; also because they are of historical interest. This includes buildings that illustrate important aspects of the nation's social, economic, cultural or military history or have a close association with nationally important persons or events. There are eleven listed buildings within 500m of the PDA (Fig 5).

A Site of Special Scientific Interest (SSSI) is an area that has been notified as being of special interest under the Wildlife and Countryside Act of 1981, due to its flora, fauna or geological or geomorphological features. There are no SSSI's within 500m of this PDA.

2. Results

2.1 Suffolk HER search

The HER only represents the archaeological material that has been reported (Fig. 4), this is the 'known' resource. It is not therefore, a complete reflection of the whole archaeological resource of this area because other sites may remain undiscovered, this is considered as the 'potential' resource.

In particular it should be noted that prior to 1990 and Planning Policy Guidance 16, the predecessor of PPS5, archaeological investigations were not routinely carried out on development projects and if any archaeological remains were encountered during earlier construction projects they may not have been recorded.

2.2 All known archaeological sites within 500m of the centre of the PDA

There are four known sites recorded on the County Historic Environment record within the study area.

HXN 012. Land to rear of Cross Street. Site of an undated square enclosure or possible moat, shown on 1st Edition Ordnance Survey.

HXN 039. Garden of Ashtree Cottage, Wittons Lane. Flint barbed and tanged arrowhead of Bronze Age date found in 2002.

HXN 043. Evaluation of land to the rear of Larch House in 2008 did not identify any archaeological deposits. This was thought to be due to the site's probable location within the area of Heckfield Green (Sommers 2008).

HXN 044. Evaluation and excavation of 0.44ha in advance of housing development in 2009 by NAU Archaeology identified a series of medieval drainage ditches and gullies, parallel or perpendicular to Wittons Lane, together with evidence of cereal processing and domestic burning and a small hoard of 16th century silver coins (Crawley 2010).

A substantial fragment of stone saddle-quern (SF9403), dating between the Neolithic and Iron Age periods has been recorded by the PAS as being found during agricultural work 100m to the east of the PDA.

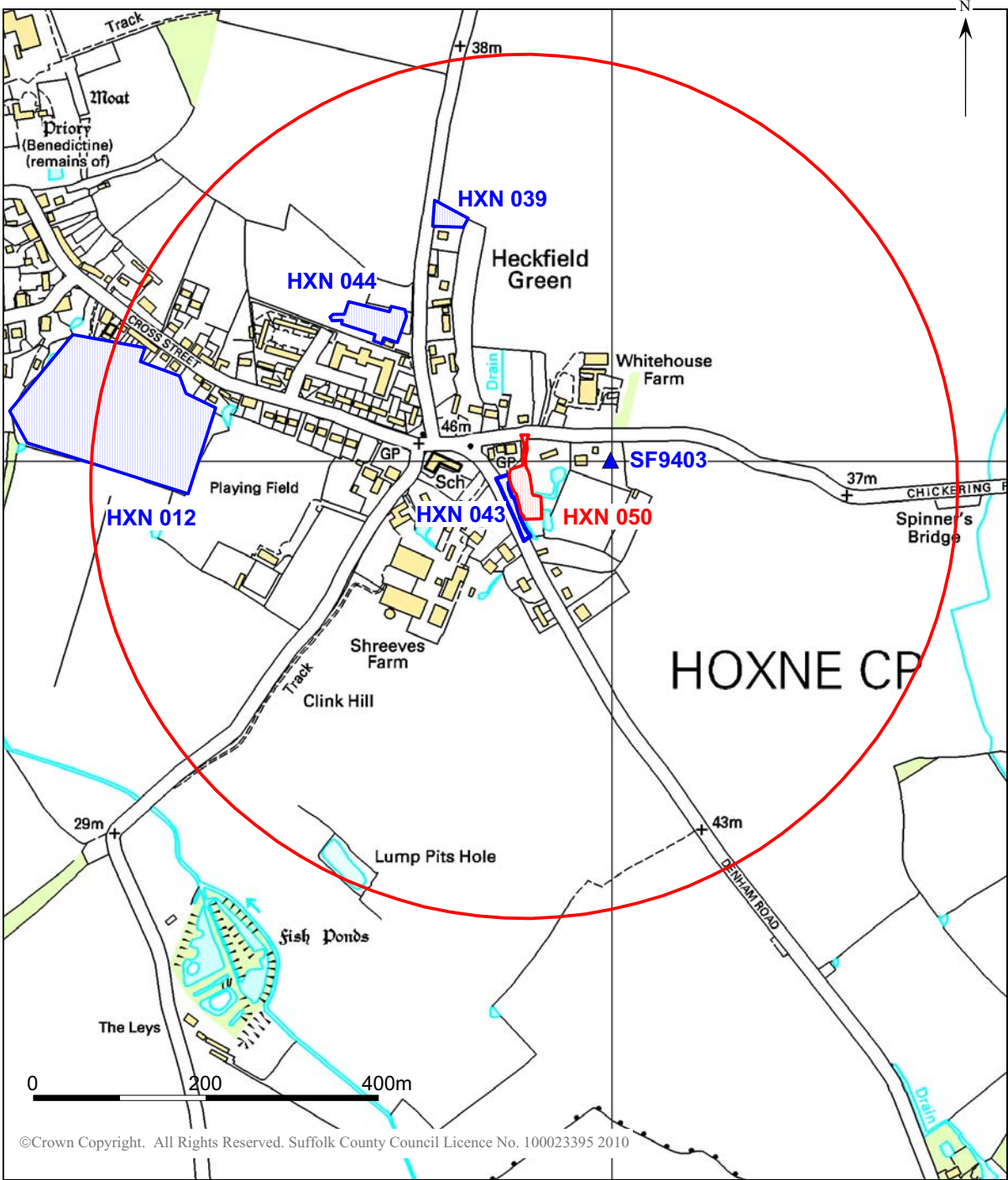


Figure 4. Known archaeological sites within the study area

2.3 Listed buildings within 500m of the centre of the PDA

There are eleven listed buildings within the study area, including Three Ponds itself (Fig. 5).

The following information has been drawn from the English Heritage Listed buildings online database at <http://lbonline.english-heritage.org.uk>.

The Grapes, Cross Street. LBS No. 281015. TM 1847 7618. Grade II. Former Public House. 15th century, enlarged c.1700, with 20th century extensions to rear. Timber framed and plastered with a thatched roof. A former open hall house of 3-cell form.

Barn 90 metres west of Shreeves Farmhouse, Green Street. LBS No. 281032. TM 1875 7593. Grade II. Timber framed barn, c.1600.

House immediately west of The Retreat, Chickering Road. LBS No. 281033. TM 1884 7606. Grade II. A former open hall house, probably of 3-cell form, dating to 15th century, partly rebuilt 16th/17th century. Timber framed with thatched roof.

The Retreat, Chickering Road. LBS No. 281034. TM 1886 7605. Grade II. House, at one time the Royal Oak public house. Probably 17th century. Timber framed with thatched roof.

37, Chickering Road. LBS No. 281035. TM 1887 7607. Grade II. House, formerly a pair of cottages said to have been converted from the stable block serving the adjacent public house, now called The Retreat. 18th century core with mid 19th century facade. Timber framed with thatched roof. Listed for group value.

40, Cosy Cot, Chickering Road. LBS No. 281036. TM 1891 7607. Grade II. House, probably 17th century. Timber framed with a thatched roof.

Whitehouse Farmhouse, Chickering Road. LBS No. 281037. TM 1894 7606. Grade II. 16th century farmhouse. Timber framed and plastered with a roof of modern plaintiles. 18th and 20th century alterations.

Three Ponds, Chickering Road. LBS No. 281038. TM 1893 7601. Grade II. Late 16th century former farmhouse with slightly later addition to right, formerly extending to rear. The earlier part of the house almost certainly had a 3-cell form, the parlour cell to the left now lost. Renovated 1985-1986.

Timber framed and plastered with pantiled roof, hipped to the right. 2 storeys and attic. Small-paned casement windows of 19th and mid 20th century date. Cross-entry doorway with 19th century 4-panel door. Small hoodmoulds over all main openings. To left a heavy gable stack, much of the plain oblong shaft original. A further stack to rear, within later range. Lean-to addition on left gable end.

Interior considerably modernised. Plain studding with reverse-curved braces, the braces at the later end cranked. 2-bay hall with chamfered-joist ceiling, one bay altered to accommodate a mid 20th century stair. Girding beam set into main stack bears the date 1596. Newel stair by stack has been retained. Roof has clasped purlins with cranked wind bracing.

Farm Cottage 110 metres south of Three Ponds, Denham Road. LBS No. 281039. TM 1892 7590. Grade II. Farmhouse, dating to first half of 17th century with 20th century alterations. Timber framed with a thatched roof.

Barn immediately south of Farm Cottage, Denham Road. LBS No. 281040. TM 1892 7589. Grade II. Small barn or stable dating to late 17th century. Timber framed, plastered and tarred with a thatched roof. An attractive building which contributes to the setting of the adjacent house. Included for group value

The Red House, Wittons Lane. LBS No. 281041. TM 1879 7612. Grade II. 16th century former farmhouse with late 19th and 20th century alterations. Timber framed.

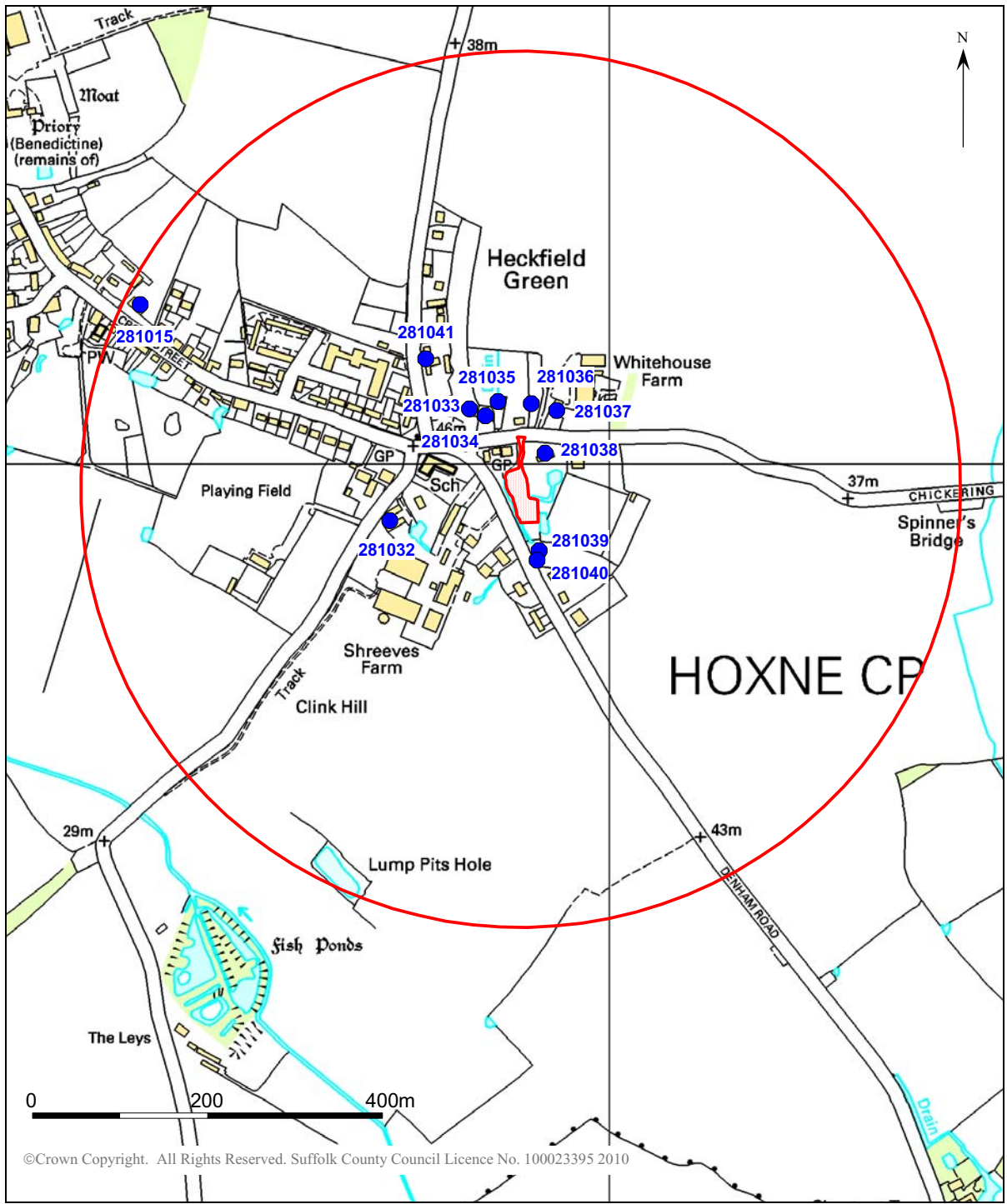


Figure 5. Listed buildings within the study area

2.4 Historic map search and documentary study

An assessment of the available cartographic and documentary sources for the site held in Suffolk has been compiled by Anthony M Breen and is included as Appendix 1.

In summary this has identified the position of the medieval Heckfield Green on an estate map of 1757, and Hodkinson's map of 1783. The Green is shown as extending along either side of the roads that converge in the area, including Denham road and Chickering Road. This confirms the conclusion of the HXN 043 evaluation which suggested that the ditch on the western edge of the PDA, parallel to Denham Road, is actually marking the Green boundary. The remaining parts of the ditch/pond network therefore may be marking the positions of former medieval tenements fronting onto the east of the Green. The position of Three Ponds and the other listed buildings to the north, which are all set back from the Chickering Road, also suggest that originally they were fronting onto the Green.

The Green was gradually encroached upon during the 18th and 19th centuries in a piecemeal fashion, with the land of each property fronting the Green probably being extended to the road edge. The records that would have detailed this process however are absent. A sketch plan of the possible extent of the Green, based on the 1757 century estate maps, is shown below in Figure 6. Of particular note is the fact that if the Green did extend substantially to the west of Clink Hill, over the area of the modern playing field, then the possible moated enclosure, HXN 012 may have bordered its western edge. Likewise the medieval deposits excavated at HXN 044 may also be evidence of occupation along the edge of the Green.

Although manorial records show that there were houses along the northern side of the Green, probably the series of 15th-17th century listed buildings 281033-281037, they do not indicate any earlier houses to the south-east in the area of the PDA, despite 'Three Ponds' being of apparent 16th century date.

Another possible origin for the ponds as clay extraction pits for brick production is suggested as a nearby landowner on the edge of the Green in the 17th century is listed as a bricklayer and a nearby field is listed in the 19th century tithe apportionment as Kiln Close.

While it is noted that the documentary sources offers potential for further research into this part of the parish there does not appear to be any further information directly relating to the specific site of the PDA.

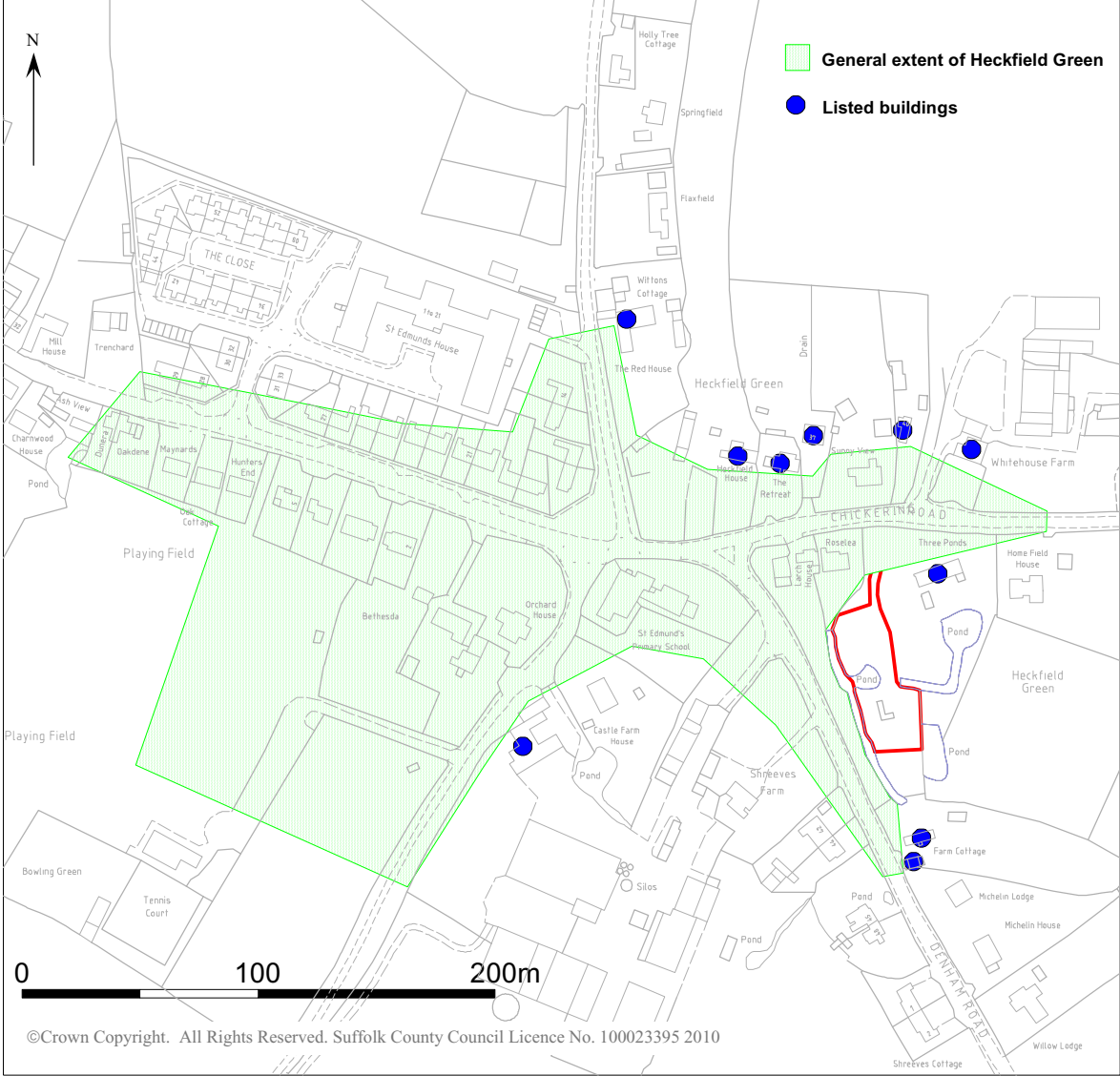


Figure 6. Possible general layout of Heckfield Green School derived from 1757 estate maps

2.5 Site walkover

A visit was made to the site on Monday 9th August 2010 with the aim of establishing whether there were any apparent constraints to the survival of archaeological deposits and the feasibility of carrying out the required archaeological evaluation.

The current property lies within a large well-established garden of open lawns and mature trees interspersed with the series of ponds and ditches that gives the site its name. Due to the weather conditions of 2010 a large proportion of these ponds were dry, with standing water only remaining in the deepest areas. The condition of the ponds, being frequently choked with natural debris and overhung by trees indicates that they have not been cleared or dredged for a significant period.

The network of ponds suggests the presence of two distinct enclosed platforms, each to be occupied by a proposed new property (Plates 1 and 2). The site is accessed by an existing gravel driveway, overhung with trees, running south alongside the existing garage.

Three aspects of the pond network are not clearly shown on the modern Ordnance Survey. Firstly a ditch runs along the eastern edge of the PDA, connecting Pond 3 to the ditch to the north. Secondly the causeway between the two enclosures, through an apparent break in the east-west aligned ditch, is actually a timber bridge over a continuous ditch (foreground of Plate 2). Finally a possible original location for a causeway between the two areas is actually to the west of Pond 2 where ground levels rise substantially, albeit to a level some c.0.5m below the main lawn (Plate 3). Even if water levels were high there would still be a gap between Pond 2 and the western ditch.

Ground levels within the gardens appear relatively undisturbed, being consistent with the existing property. Potential archaeological remains within the northern area of Plot 1 could be well-preserved at a relatively shallow depth, there being no indication of past disturbance or truncation. In the southern area the modern yard and stables may have had a detrimental impact upon potential deposits. However the area to the south-west of the stables has been raised by c.0.3m, perhaps by dumping of material from the stables construction or previous dredging works (Plate 4), and again means that potential archaeological deposits could be undisturbed.



Plate 1. Plot 1 facing north-east



Plate 2. Plot 2, facing south



Plate 3. Possible causeway to west of Pond 2, facing south



Plate 4. Raised area of Plot 2 to south of stables, facing west

3. Assessment of impacts and effects

3.1 The archaeological potential of the PDA

Although they are not protected as Scheduled Monument's, or recorded on the County HER, the network of ponds and ditches are an important local heritage asset relating to the medieval and post-medieval development of the settlement at Heckfield Green. The presence of medieval deposits at HXN 044, 200m to the north-east, also demonstrates the presence of medieval occupation in the area as does the sites position within a cluster of 15th-17th century listed buildings.

The potential for archaeological remains within the PDA is thought to be high, despite the absence of deposits seen at HXN 043 immediately to the west. This is because while HXN 043 is believed to have lain within the open area of Heckfield Green, the PDA clearly lies outside and its ditch/pond network may have enclosed two distinct areas of medieval occupation upon the Green edge. The pond network and any contemporary occupation are likely to pre-date the 16th century property although its position suggests that it could lie in the north-east corner of a large moated platform if a ditch line is extrapolated as heading north, then west to border the Green edge along Chickering Road, before returning south to connect with the extant western ditch.

Plot 1 may also be lying within the south-west corner of this proposed rectangular enclosure and so is of high potential for medieval or post-medieval occupation deposits. Alternatively it could feasibly overlie any ditch extending west from Pond 1 to connect with the western ditch. Ground levels in the area of Plot 1 corresponds to the level of the existing house and do not appear to be reduced from that seen in surrounding properties. The longstanding land use of this area as open lawn means that the amount of modern disturbance is probably limited. As a result potential archaeological remains may be well-preserved at a relatively shallow depth, e.g. c.0.3m beneath modern garden topsoils.

Plot 2 is clearly lying within a sub-rectangular enclosure fronting onto the Green and is therefore also of high potential for medieval or post-medieval occupation deposits,

although there may be some disturbance over c.50% of the plot from the existing yard and stables.

3.2 Assessment of the impact of the development on heritage assets

The development will involve substantial below ground disturbance in the form of footing trenches for the proposed new properties, access driveway and garage. Although these works are limited in extent, occupying only a part of the overall PDA, they are located in areas of high potential for archaeological deposits, within two probable medieval moated enclosures.

The development will impact upon the actual pond/ditch system in one specific location, the creation of the driveway to Plot 2 where it will replace the existing bridge. The development will also impact upon the areas enclosed by the pond/ditch network. Any archaeological remains relating to the medieval or post-medieval occupation of the site are highly vulnerable to development as, with ground levels appearing to be largely unchanged, they are unlikely to be at a depth sufficient to be preserved intact.

The impact of the proposed development on the listed buildings in the surrounding area, specifically 'Three Ponds' itself, will be limited. Neither development will be clearly visible from the adjacent roads, and only 'Three Ponds' will have a direct line of sight to the new buildings. As 20th century development has already occurred within 30m to the east and west of the property these new properties do not greatly encroach any further upon its setting.

Without further intrusive investigation it is not possible to fully determine the quality and preservation of potential archaeological deposits upon the site, or to establish the vulnerability of such deposits to the proposed development.

4. Mitigation measures

While the site is of local and possible regional importance it is not thought to contain archaeological deposits of such significance to warrant preservation *in situ*.

However the development may have a negative impact upon any evidence of medieval or post-medieval occupation that does exist and this impact will require mitigation through a program of archaeological works. The next phase of this program, an archaeological trial trench evaluation to fully assess the site prior to determination of the planning application, has already been specified by Dr Jess Tipper of SCCAS/CT, in accordance with Policy HE6.1 of PPS5.

Until an evaluation is undertaken, it is usually impossible to define the extent of archaeological work that may be required on a site and equally difficult to calculate the likely cost and time implications. Bearing this in mind developers are strongly advised to undertake archaeological evaluations at the earliest opportunity to clarify the likely archaeological work required and its cost.

In this case there are some practical issues with carrying out the specified 5% evaluation, which equates to c.45m of 1.8m wide trench, prior to determination of the application, namely the presence of a series of mature trees around both plots and the presence of a stable block and yard on Plot 2. While there is scope to place two 10m trenches in the vicinity of Plot 1, the first aligned east-west or north-south across the building footprint and the second north-south along the driveway, it is currently difficult to place a trench upon Plot 2. The stable block and yard will not be demolished until planning permission is granted, nor will a mature multi-stem lime tree to the south of the stable block be felled.

The pre-determination evaluation therefore will have to be limited to assessing the potential of Plot 1. A condition should then be applied to the approved application requiring further evaluation of Plot 2 following demolition of the stables to ground-level and removal of trees.

The two evaluations will quantify the quality and importance of the archaeological resource and enable a decision to be made as to the need for further work such as

small-scale archaeological excavation prior to development or monitoring of development works.

Regardless of the evaluation results archaeological mitigation will be required prior to any works to create a driveway across the ditch to Plot 2. It is suggested that this should consist of an archaeologically supervised machined slot across the ditch to establish and record its full profile and obtain possible dating evidence.

As regards the existing property, although being a Grade II listed building of 16th century date, it is not thought to merit further investigation as it will not be directly affected by the proposed development. The archaeological works described above however will help to establish the history of the grounds in which it is set.

The landowner should be aware that, until an evaluation is undertaken, it is usually impossible to define the extent of archaeological work that may be required on a site and equally difficult to calculate the likely cost and time implications. Bearing this in mind developers are strongly advised to undertake archaeological evaluations at the earliest opportunity to clarify the likely archaeological work required and its cost.

5. Conclusions / Recommendations

This Desk Based Assessment has set the Proposed Development Area within the known archaeological landscape through an examination of the Historic Environment Record, a cartographic and documentary search and an assessment of listed buildings.

The PDA consists of potential moated enclosures lying on the eastern edge of the medieval Heckfield Green. As such it lies in an area of high potential for evidence of medieval occupation and is a site of local and regional importance. The site has potential to address topics defined in the Regional Research Agenda for the Eastern Counties (Brown and Glazebrook, 2000) such as the evolution of the medieval house and farmstead.

It is not thought that archaeological deposits of such significance to require preservation *in situ* exist but a program of further archaeological work is recommended to mitigate the effects of the proposals upon the archaeological resource of the site.

The next stage of works prior to determination of the planning application, is to consist of trial trench evaluation of part of the site, which may subsequently lead to further monitoring of ground works or small-scale open area excavation of the development footprint. Further evaluation and an excavation slot across part of the ditch network will be required after determination but prior to development.

The landowner is advised to maintain contact with the Suffolk County Council Archaeological Service/Curatorial Team throughout these works as archaeological investigations can have considerable time and cost implications.

6. List of contributors and acknowledgements

This project was funded and commissioned by Mrs J Coombs.

The desk based assessment was carried out by John Craven, of Suffolk County Council Archaeological Service (SCCAS) and the documentary study by Anthony M. Breen, a freelance local history researcher.

7. Bibliography

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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. Documentary Report

Anthony. M. Breen

The research for this report has been carried out at the Suffolk Record Office in Ipswich. The Suffolk Archaeological Unit have supplied copies of the current Ordnance Survey map, the first edition of the 1:2500 Ordnance Survey map (Fig. 1) and part of Hodskinson's 1783 map of Suffolk showing the area of Heckfield Green (Fig. 2). On the Ordnance Survey maps the boundaries of the individual house plots extend to the road edge. On Hodskinson's map the green is shown as a more extensive area. There is no enclosure map for the parish of Hoxne and the edges of this former green were enclosed in a piecemeal fashion in a process known as encroachment. Many greens were the property of a manor, and the lord of the manor had the right to grant his tenants permission to encroach on a green normally in a line with the frontage of each property, though sometimes land was allotted in the middle of a green for small cottages. In the medieval period, though the lordship held the right of the soil and often used the green for the site of a mill that all the tenants had to use or for the site of a pound for stray animals, the green was not built on and the tenants of the manor shared various communal rights over the green. Sometimes a green was shared between manors. In relation to this site the relationship between the site of the proposed new houses to the medieval green is unclear. The positions of the various ponds may mark the boundaries of the green or the positions of former medieval tenements.

Maps

The green had been enclosed before the 1843 tithe map (Fig. 3). On the map the site of Three Ponds is shown in the plot numbered 748a and the site of the proposed new houses in plot 748. Only two ponds are shown on this map. The elongated pond that runs almost parallel to the Denham Road is omitted. These lands were part of a small holding of some 34 acres 1 rood and 24 perches then the property of Richard Berry and in the occupation of his tenant George Cauler, who is mentioned as 'George Canler' farmer in White's 1844 'Directory of Suffolk'.

The fields or plots are described as:

747 Kiln Close pasture 4a 1r 26p
748 Home Close pasture 2a 1r 30p
748a Homestead pasture 1a 0r 23p
752 3 Cornered Pightle arable 2a 3r 26p
753 Low Meadow pasture 3a 0r 9p
754 Wood piece arable 3a 2r 20p
761 3 Acres 3a 2r 33p
762 Further Hill 5a 1r
763 Middle Hill 3a 1r 31p
764 First Hill 2a 2r 26p
764a Little Hill 1a 3r
Total 34a 1r 24p

The plot numbered 749 was a 'house and yards' in the ownership and occupation of Mrs Cage and measured at just 26 perches. The cottage garden 750 was measured at just 36 perches together with the adjoining Pightle 751 measured at 3 roods and 22 perches formed the property of James Clubb and were in the occupation of Francis Churchyard who also occupied another pightle 731 measured at 1 acre 2 perches. The field to the southeast numbered 304 on the map was part of a farm of 146 acres 1 rood 26 perches then the property of Sir Edward Kerrison and in the occupation of his tenant John Wilson.

There are earlier maps that show Heckfield Green. The green is named as 'Heckford Green' on Thomas Skinner's 1757 map (Fig. 4) of the estates of Charles, Lord Maynard (ref. HB 21/280/2). The map ignores the now standard rules of orientation to accommodate the entire estate on a single sheet of parchment. The map shows in details only those lands that were part of his park and the tenanted farms on his estate. The area of the site of Three Ponds is labelled on this map as 'Mr Clubbs Land' and adjoining area 'Mr Thomas Green's'. There was an area of demesne lands to the south called 'Great Hedges' that included another field called 'Kiln Close'. The individual farms shown on this map were depicted in a separate volume of estate maps (Figs 5 and 6, ref. HA 68 484/752). The two farms are positioned

either side of the road labelled Clink Hill on the Ordnance Survey maps and the boundaries of each farm in relation to the green are shown accurately. The entire area of the green is shown on these maps. This suggests that the elongated pond that is parallel to Denham Road was formerly a boundary of the green.

Manorial Records

The lands shown on the 1757 estate map were in the occupation of Lord Maynard or his tenants. Other parts of Hoxne were part of the manor of Hoxne Hall with the Priory or 'Manors of Hoxne Hall, Hoxne late Priory, and Chickering with Wingfield'. According to the catalogue of the Cornwallis Collection; 'Hoxne Hall was in the lordship of the Bishops of Norwich. It was transferred to the Crown by Act of Parliament in 1535 and granted to Sir Robert Southwell in 1543. It was sold to the Prescott Family in 1621, and passed by marriage to the Maynards. Charles, Viscount Maynard sold the estate in 1818 to Matthias Kerrison. The manor of Hoxne Priory was vested in Norwich Cathedral Priory until the Dissolution, when it was acquired by Sir Richard Gresham, and purchased by Sir Robert Southwell. The manor of Chickering with Wingfield was granted between 1436 and 1440 by William de la Pole, Earl of Suffolk to Wingfield College. It was vested in the Crown in 1534 and subsequently acquired by Sir Robert Southwell'.

The records of this manor or these manors are divided between the Kerrison Bateman Collection HA 68, the Cornwallis Collection HA 411 and a solicitors' collection HB 18. In the solicitors' collection there is a court book for 1830-1889 (ref. HB 18: 51/10/18.7), but the previous court book is dated 1699-1707. In the Kerrison Bateman collection there is a court rolls covering the years 1717-1727 but again there is a gap in the records through to a court book of 1887-1897. The court books and earlier rolls record the transfer of properties together with grants of encroachment. The gap in the records covers the full period during which the green was enclosed.

For the period 1739-1830 there are a series of rentals and though these do not offer a full description of each property, they can be used to trace the earlier owners of these properties listed in the tithe apportionment. There are earlier rentals covering

the years 1631 – 1732, including some separate rentals for the manor of Chickering with Wingfield, in the Cornwallis Collection, even though 'None of the three manors was ever a Cornwallis Family possession'.

The name of Richard Berry appears in the rental for this manor for 1826 onwards. There are three entries listed against his name though the properties are not described in detail. These were 'late Green 8s 8d', 'formerly Tovells 9s 6d' and 'For two Hens' a remnant of a feudal obligation for tenants of a manor to supply hens to the lord of the manor at Christmas or Easter. By 1826 this former service was valued at 1s. Richard Berry's lands appear to have been a single landholding as it was in the occupation of Robert Taylor as his tenant. Instead of 'Mrs Cage' there is a William Cage 'late Powells' who paid 6d rent. James Clubbe held 16 pieces of land and also paid 10d for 'a hen and a peck of Oats', the total of his rents was £3 2s 2d and included amongst these was 2s 4d for 'Heckfield Close' (ref. HB18:51/10/18.12). Richard Berry is again mentioned in 1824 as paying the same rent for 'late Thomas Green esq' and for the other pieces. The other entries are the same. Richard Berry is first mentioned in 1818, in the period 1816-1818 Thomas Green is listed as paying 19s 2d in total with the first entry changed to 'late Whites'. In 1790 Thomas Green paid 8s 8d for 'late White's formerly Wood's' and 9s 6d for 'Late White's formerly Wood's' together with the payment of 1s for two hens. William Cage was listed for the first time in the rental for 1798 paying 6d for a property 'late Powell'.

In the previous rental covering the years 1769-1789 in the first rental Thomas Green is listed as paying rent for 'late White's formerly Woods 8s 8d', 'late Whites formerly Towells 9s 6d' and for two hens 1s. In the same year Bridget Clubb widow is listed 'for Heckfield Close 2s 4d', she held another two pieces and paid a total rent of 5s. Isaac Powell is listed as paying rent of 6d he is listed until 1772 and then William Cage held the property (ref. HB 18: 51/10/18.11).

The earlier rental covers the years 1742 – 1768 (ref. HB 18: 51/10/18.10). Thomas Green is still listed as holding the same property from 1742. James Clubb paid the same rent for 'Heckfield' and a John Powell paid 6d in the same year. Isaac Powell held this small property from 24 January 1757. This rental covers the same period as the estate maps.

In the rental for 1739 the entries are the same for Thomas Green, James Clubb and John Powell (ref. HB 11: 51/10/18.9).

The rentals in the Cornwallis Collection are in the form of parchment rolls. None of these properties are listed in the rental for the manor of Chickering and Wingfield of 1755 (ref. HA411/2/1/25/1/28-33) and all must have belonged to the manor of 'Hoxne Hall, Hoxne late Priory'. In 1732 Thomas Green, gentleman paid 3s 8d 'late Brewsters' 2s 4d for 'Hedge Close late Mrs Tilletts' and 8d for hens, James Clubb is listed as pay 2s 4d rent for Heckfield Close and John Powell 6d for his property (31). In the 1727 rental Thomas Green's rents are the same except the final entry is 8d for 'Morphews', James Clubb paid 2s 4d for 'Hatfull Close' but this is crossed out and 'Heckfeild' inserted, John Powell is not listed. As the rent of various properties is given as 6d it is not possible to trace Powell's property in earlier rentals. In this 1727 rental a hen was valued at 6d.

The rental for 1706 is written on paper. Unlike the later rentals it is not in alphabetical order. Thomas Creame paid 2s 4d 'for part of Mrs Tilletts now John Stannards', this is followed by 'Item Samuel Clubb for lands late Mrs Kitlebys before William Emison 6d' and then the entries for Thomas Greene gentleman for 'late Brusters 3s 8d', 'for Hedge Close late Mrs Tilletts 2s 4d'. This may suggest a geographic sequence to these entries (24).

The previous rental is dated 1697 Thomas Creame is listed as paying 6d for 'lands late Morphews now William Emison Samuel Clubb junior'. Thomas Green gentleman paid 3s 8d for 'land late Brewster', James Clubb paid 2s 4d for 'Heckfeild lands' (23). In rental for 1690 there are Thomas Greene gent for Brusters Lands 3s 8d, Thomas Creme paid 6d for 'Elias Morphew'. At the foot of this rental there are the further entries for Thomas Green 'for Hedge Close 2s 4d' and for Thomas Creame 'for part of Mrs Tillots 2s 4d' (21).

The rentals from 1681-1689 are again written on paper. The rental for 1689 is simply entitled 'Hoxne Maner' (19). In this rental there is an entry for John Lowe 'late Mrs Tilletts 6s 4d', James Clubb paid 9d for another property and John Greene paid 5s in rent for another, though no further details are given There is a separate entry for

'Brusters lands' then the property of Mr Longwood but the rent was 1s 10d. In the two half year rentals of 1682 (15 & 16) there are entries for Richard Greene gentleman who paid 13s for 'Borretts Land', Edony Tyllett widow paid 6s 4d for her lands and James Clubb paid 9d for his lands.

As it appears to be the case that the owners of the lands and possibly their property boundaries changed in the period of the late seventeenth and early eighteenth century it is possible to search the contemporary court rolls for this period for a description of the properties.

In the Kerrison Bateman Collection there are two rolls covering the period 1685-1691 (ref. HA 68: 484/140) and for 1695-1704 (ref. HA 68: 484/148). Though the rolls of this period are written in Latin there are marginal glosses naming the person admitted to the property. James Clubb was admitted to his property at a court held on 30 October 1690 on the surrender of Mary Tilney widow. The land is described as 'one piece of native land containing by estimation one rood more or less lying in Hoxne aforesaid commonly called or known by the name of Heckfield Meadowe and abutts on the lands of James Clubb called Le Windinge Pightle on the part of the west and on the free lands of Marie Tylney on the part of the north and the King's Highway leading from Heckfield Green towards Chickering on the part of the south'. This is not part of the present site but part of the other lands that belonged to Richard Berry in 1843. At another court held on 6 April 1686 James Clubbe was admitted to another part of the property on the northside of the road and in that entry he is described as a 'bricklayer'. John Green was admitted to another property at a court held on 31 October 1688 but the property descriptions suggest that the lands were not at Heckfield Green. Other tenants held land at Heckfield Green but each property appears to have been on the north side of the green.

The earliest court rentals for these manors dated 1631 and 1648 are subdivided with headings entered in the margins. The rentals begin with the out dwellers, those who held lands from the manor but did not live on the manor. In the 1648 rental the next heading is for 'Chickering cum Wingfield', the rents of this manor are listed at the end of 1631 rental. The other headings are the same in both rentals with the properties divided between Market Street, Couldbroke, Southwood, Cross Street, Heckfield (in

1648 only), Readinge and Hoxne Street. In 1648 there are further lists of rent from pecks of oats, capons and hens. In 1648 the tenants of Heckfield Street were Gregory Woodes gentleman, Thomas Hubard, Richard Blossse gentleman, Richard Cooper, William Ridnall, John Woodes, John Eames, John Bruster senior who paid 2s 2d, John Steele, John Manninges, Mathew Cole, Sabine Hassell and Anthony Kente (HA 411/2/1/25/1 & 2).

There is also a full description of the manor in the form of an extent dated c. 1637 (ref. HB 18: 51/10/18.6). The extent is written in Latin and divides the landholdings between free tenants and the native tenants who held their lands by copy of the court rolls. Though there are sums of rent entered against most properties this usage is not consistent throughout. The same divisions as were used in the rentals appear in the left hand margins of the pages and place names within the property descriptions are written in slightly larger letters. The earlier transfer of the property is recorded beneath the descriptions. The extent has a name index listing the tenants but not their lands. Bound within the rear cover there is an index with a title in Latin of 'the ancient and new names of the tenements, fields, furlongs lanes and ways etc in Hoxne, Chickering etc & Priory in Alphabetical Order' but the folio numbers do not correspond to those in this extent. The record office have added page numbers in pencil to the extent. There appears to be a geographic sequence to the entries with 'Heckfield' appearing in the top left hand corner of page 48 and on subsequent pages to page 51. Many of the tenants listed are the same as those named in the rentals.

On page 50 there is the following entry:

'John Kent and Elizabeth his wife held to them and their heirs on the surrender of William Heyward and Anne his wife, Hillary Ferman and William Steele by copy of the court roll dated 26 September' (1612) one cottage formerly John Cockson and since Richard Cockson that native cottage and half an acre of land was built with appurtenances in Hoxne and also half an acre of meadow native abutting on a close of pasture called Great Hedge of the demesne of the manor of Hoxne that the aforesaid William Hayward lately held on the surrender of John Gooch and John Mapes at seperate courts held on namely 4 October (1605) and at the court held on 24 September (1607)'.

Unfortunately the entry does not give the full boundaries of the property nor does it give a clue as to its relationship to the green or Great Hedge, though Great Hedges is shown on the 1757 estate map to the south of this site. The rent for the property was 5 ½ d suggesting a modest property as there is a further suggestion against the entry for the half acre of meadow 'John Kent has this half acre without paying rent'.

It is evident that John Gooch held other property other than the half an acre of meadow. He is mentioned in the property description of Thomas Wegg's property. Until he had surrendered the property on 24 March 1609, Thomas held 'one messuage built with a curtilage and pightle adjoining of the native tenement Harts lying at Heckfield Grene in Hoxne ... and the south head abuts on Heckfield Grene. Thomas Wegg's neighbour was John Eames and John Gooch is again mentioned in that property description.

Most of the other houses described were on the north side of the green. A possible exception was the property of William Rednall whose house with a close of four and a half acres lay 'between the land of Richard Cooper on the west and the tenement formerly Robert Hasell now or late the said Sabina called Brownes on the east and abuts on Heckfield Street towards the north'.

Amongst the manorial freehold properties there was 'Richard Cooper the son and heir of Richard Cooper' who held 'all that messuage or toft lying ocalled Syers tenement now devastated situated and being in Hoxne between the messuage late Richard Gislingham since John Gislingham and late Henry Woodward now the same Richard Cooper the son on the west and the messuage late John Grene since Robert Hasell now William Rednall on the east one head of the same abuts on the green there called Heckfield Grene towards the north and the other head on one rood of land of the said Richard Cooper'. Unfortunately the rood is not described.

Another free tenant was Hillary Firman amongst his properties was 'all that close of land and pasture containing by estimation seven acres called by the name of Whinny Close alias Dungeon Close late in the occupation of James Blomefield lying in Hoxne aforesaid between the land late John Gostlyn since Thomas Bendall now John Thrusson esquire on the east and the close of the aforesaid Hillary called Hall

Close on the west and abuts on the King's Highway leading from Heckfield Grene aforesaid towards Denham Grene towards the north and on the wood of Henry Bedingfield knight called the Dungeon Wood towards the south'.

Hall Close is twice mentioned in the property descriptions of William Rednall's lands and it is possible that he was the then owner of the present 'Three Ponds' though this requires further research.

Conclusion

The records that would have detailed the enclosure of the green through encroachment are absent. Though the rentals can be used in part to trace property owners back to the period of surviving court rolls the rentals do not describe the properties. The property descriptions only exist in the manorial court books and rolls, and in the extent.

The lands depicted on the 1757 maps were tenanted parts of the estate. The manorial records show that there were houses along the northern side of the green that abutted the green to the south. The records indicate a house and cottage in the south eastern corner of the green and the area of this site in general. The evidence is not conclusive as the record source is incomplete.

Though it has been shown that one of the owners of the lands adjoining the green was a bricklayer in a period when many bricklayer produced their own bricks and that amongst the fields listed in the tithe apportionment there is a Kiln Close and another is shown on the 1757 map these pieces of evidence are insufficient of themselves to suggest that the ponds might have been areas of clay extraction.

There is value in a further examination of these documentary sources for other parts of Hoxne, though their full value is not as apparent in relation to this site.

References

Maps

FDA 139/A1/1a & 1b Tithe apportionment and map Hoxne 1843

HB 21/280/2 Map of estate in Hoxne, Chickering, Denham, Eye and Wetheringsett,
belonging to Rt. Hon. Charles Lord Maynard, surveyor Thomas Skinner 1757

HA 68 484/752 Volume of Hoxne Estate Maps Thomas Skinner 1757

Manorial Records

Cornwallis Collection

HA411/2/1/25/1/1-33 Manorial Rentals Manor of Hoxne Hall, Hoxne late Priory and
Chickering with Wingfield 1631-1755

Solicitors Collection Brome Hall Estates and Manors Kerrison Bateman families

HB 18: 51/10/18.9-12 Rentals 1739-1830

HB 18: 51/10/18.6 Extent of the Manor of Hoxne c 1637

Kerrison Bateman Collection

HA 68: 484/140 Manor Court Roll 1685-1691

HA 68: 484/148 Manor Court Roll 1695-1704



Figure 3. Tithe map, 1843



Figure 5. Estate maps, c.1757



Figure 6. Estate maps, c.1757

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

Brief and Specification for Archaeological Evaluation

THREE PONDS, CHICKERING ROAD, HOXNE, SUFFOLK (0845/09)

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

1. The nature of the development and archaeological requirements

- 1.1 Planning permission is to be sought from Mid Suffolk District Council (0845/09) for residential development on land at Three Ponds, Chickering Road, Suffolk (TM 189 759). **Please contact the applicant for an accurate plan of the site.**
- 1.2 The Planning Authority will be advised by Suffolk County Council Archaeology Service that the location of the proposed area could affect important heritage assets. The applicant should be required to undertake an archaeological field evaluation prior to validation of the planning application, in accordance with PPS5 *Planning for the Historic Environment* (policy HE6.3).
- 1.3 The site (which measures c. 0.30ha. in area) is located on the south side of Chickering Road and on the east side of Denham Road at c. 45.00m AOD. The soil is deep clay of the Beccles series derived from the underlying chalky till.
- 1.4 The proposed development is situated close to, and within the curtilage of, a designated heritage asset (Grade II Listed Building). Any development at this location has the potential to affect the setting of the heritage asset.

In addition, there is high potential for heritage assets of archaeological interest to be situated at this location. Any groundworks associated with the proposed development have the potential to cause significant damage or destruction to any underlying heritage assets of archaeological interest.

- 1.5 In order to understand the significance of the heritage assets, and to assess the impact of the proposed development on both the designated heritage asset and on any heritage assets of archaeological interest, the following work will be required:
 - A desk-based assessment;
 - A linear trenched evaluation.
- 1.6 This information should be incorporated in the design and access statement, in accordance with policies HE6.1, HE6.2 and HE7.1 of PPS5, in order for the Local Planning Authority to be able to take into account the particular nature and the significance of the heritage assets at this location.
- 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 condition on the planning consent, and following the standards and guidance produced by the Institute for Archaeologists (IfA), a Written Scheme of Investigation (WSI) based upon this brief and specification must be produced by the developers, their agents or archaeological contractors. This must be submitted for scrutiny, and approval, by the Conservation Team of the Archaeological Service of Suffolk County Council (SCCAS/CT) at 9-10 The Churchyard, Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443. The WSI will provide the basis for measurable standards and will be used to establish whether the requirements of the planning condition will be adequately met. The WSI should be compiled with a knowledge of the Regional Research Framework (East Anglian Archaeology Occasional Paper 3, 1997, 'Research and Archaeology: A Framework for the Eastern Counties, 1. resource assessment'; Occasional Paper 8, 2000, 'Research and Archaeology: A Framework for the Eastern Counties, 2. research agenda and strategy'; and Revised Research Framework for the Eastern Region, 2008, available online at <http://www.eaareports.org.uk/>).
- 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: Desk-Based Assessment

- 3.1 Collation and assessment of the County Historic Environment Record to identify known sites and to assess the potential of the application area.
- 3.2 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.
- 3.3 Collation and assessment of historic documentation relevant to the site that would contribute to the archaeological investigation of the site.
- 3.4 Assess the historical significance of existing buildings on the site.
- 3.5 Re-assessment of aerial photographic evidence and, where relevant, a replotting of archaeological and topographic information by a suitably qualified specialist with relevant experience at a scale of 1:2500. It should be possible to obtain residual errors of less than $\pm 2\text{m}$. Rectification of extant mapped features such as field boundaries and buildings shall be undertaken in order to give additional indication of accuracy of the transcription.
- 3.6 Examination of available geotechnical information to assess the condition and status of buried deposits and to identify local geological conditions. Relevant geotechnical data should be included as appendices to the report.
- 3.7 Ascertain whether there are other constraints on the site (e.g. SSSI, County Wildlife Site, AONB, etc).
- 3.8 A site visit to determine any constraints to archaeological survival.

4. Specification: Trenched Evaluation

- 4.1 Trial trenches are to be excavated to cover the area of new development, which is c. 150.00m^2 . These shall be positioned to sample all parts of the site where significant ground disturbance is proposed). Trenches are to be a minimum of 1.80m wide unless special circumstances can be demonstrated; this will result in c. 83.00m of trenching (maximum) at 1.80m in width.
- 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 palaeoenvironmental remains. Best practice should allow for sampling of interpretable and datable archaeological deposits and provision should be made for this. The contractor shall show what provision has been made for environmental assessment of the site and must provide details of the sampling strategies for retrieving artefacts, biological remains (for palaeoenvironmental and palaeoeconomic investigations), and samples of sediments and/or soils (for micromorphological and other pedological/sedimentological analyses. Advice on the appropriateness of the proposed strategies will be sought from Dr Helen Chappell, 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 Every effort must be made to get the agreement of the landowner/developer to the deposition of the full site archive, and transfer of title, with the intended archive repository before the fieldwork commences. 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, scientific analysis) as appropriate.
- 6.12 The project manager should consult the intended archive repository before the archive is prepared regarding the specific requirements for the archive deposition and curation, and regarding any specific cost implications of deposition.
- 6.13 If the County Store is the intended location of the archive, the project manager should consult the SCCAS Archive Guidelines 2010 and also the County Historic Environment Record Officer regarding the requirements for the deposition of the archive (conservation, ordering, organisation, labelling, marking and storage) of excavated material and the archive. A clear statement of the form, intended content, and standards of the archive is to be submitted for approval as an essential requirement of the WSI.
- 6.14 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>).
- 6.15 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.
- 6.17 County HER sheets must be completed, as per the County HER manual, for all sites where archaeological finds and/or features are located.
- 6.18 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.
- 6.19 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.
- 6.20 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.

- 6.21 All parts of the OASIS online form must be completed for submission to the County HER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

Specification by: Dr Jess Tipper

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

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Reference: / ThreePonds-Hoxne2010

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.