Suffolk County Council

ARCHAEOLOGICAL EVALUATION REPORT

SCCAS REPORT No. 2010/160

Kennings/Sixt Hire Centre, Duke Street Ipswich, Suffolk IPS 634

S. Cass & M. Sommers

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

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HER Information

Planning Application No:	**Pre-application (IP/10/00629/FUL)**
Date of Fieldwork:	**16th-17th August 2010 & 29th-30th November 2010**
Grid Reference:	**TM 1711 4397**
Funding Body:	**Barnes Construction (for Travelodge)**
Curatorial Officer:	**Keith Wade**
Project Officer:	**Simon Cass**
Oasis Reference:	**suffolkc1-81200**
	Digital report submitted to Archaeological Data Service: http://ads.ahds.ac.uk/catalogue/library/greylit

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Summary

An archaeological evaluation was carried out on land at the site of a proposed Travelodge on land adjacent to Duke Street, Ipswich - previously the Kennings/Sixt Hire Centre. Three trenches were excavated near to the street frontage of the site, and the identified remains located consisted of a brick-lined well and the likely rear wall and possible garden wall of a late 19th century house, surviving to a depth of c. 1.7m below current ground level. The lower terrace of the site appears to have been severely truncated at some point in the recent past, with modern demolition rubble/hardcore sitting directly above natural geology, believed to have been truncated by approximately 0.5m itself. A fourth trench excavated across the upper terrace revealed an undated but probably pre-post-medieval ditch at a depth of *c.* 1.5m. Three separate red-brick walls and service trenches associated with 19th housing and part of a Second World War air-raid shelter were recorded within *c.* 0.4m of the ground surface.

1. Introduction

It has been proposed to construct a Travelodge on land off Duke Street, Ipswich. Planning permission has yet to be sought but the developers have been advised that any consent will be conditional on the implementation of an agreed programme of archaeological work (condition 55 in Circular 11/95).

One of the initial stages of the programme of work, as specified in the Brief and Specification produced by Keith Wade of the Suffolk County Council Conservation Team (Appendix 1), was the undertaking of a trenched evaluation in order to ascertain what levels of archaeological evidence may be present within the development area and to inform any mitigation strategies that may be deemed necessary.

The archaeological evaluation was undertaken by Suffolk County Council Archaeological Service's Field Team who were commissioned by Barnes Construction, the building contractors acting on behalf of Travelodge.

The National Grid Reference for the approximate centre of the site is TM 1711 4397. Figure 1 shows a location plan.

2. Geology and topography

The site is located alongside Duke Street, on the eastern edge of the floodplain, and comprises two level terraces: a lower terrace at approximately the same height as Duke Street to the west (*c.* 3.4m OD), and a higher terrace (at *c.* 6.1m OD). The original channel of the River Orwell (now enclosed within the Wet Dock) lies approximately 110m to the west. The river edges have been built up and revetted, from the post-medieval period onwards. The precise location of the river bank is unknown but it could have been within 50m of the site prior to the reclamation.

The underlying superficial geology consists of a homogenous layer of glaciofluvial sand and gravel deposits. To the north of these deposits the surface geology comprises Boulder Till. This is relatively impermeable and water draining from this area has created some substantial channels through the sands as it flows down to the river.

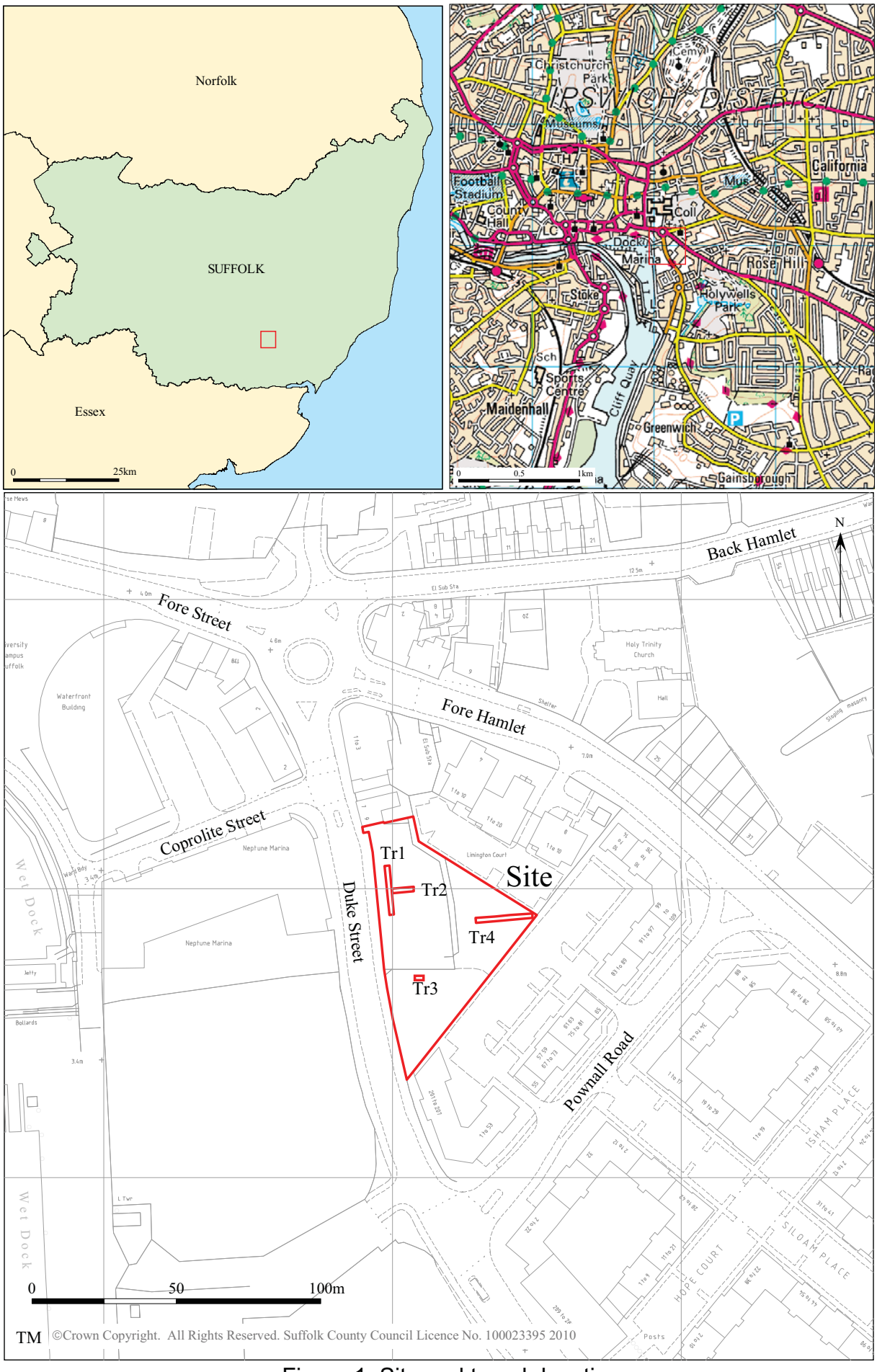

Figure 1. Site and trench location

3. Archaeological and historical background

A desk-based assessment (SCCAS Report no. 2010/114) issued in June 2010 provides an in-depth analysis of the archaeological potential of the site. In brief its findings were that there was a low to moderate potential for prehistoric and/or Anglo-Saxon remains to be identified within this site, but a moderate to high potential for medieval remains and a very high potential for post-medieval remains to survive within the site (Rolfe & Breen, 2010).

Office staff at the vehicle-hire centre that formerly occupied the site claimed that an extensive air-raid shelter, built for use by employees of the former Ransomes factory that once stood adjacent the site, existed within the development area.

4. Methodology

Trenches were opened in three locations; the lower terrace forming most of the current street frontage, the higher terraced area in the southern corner of the site and the higher terraced area to the east. A 5-tonne 360^0 mechanical excavator, fitted with a toothless ditching bucket, was used to strip the overburden under constant archaeological supervision. Due to the depth of Trench 3, only a small part of the trench was excavated, in order to confirm the borehole data nearby and establish the nature of the ground in this higher terraced area. Trench 4 was excavated on the 29th and 30th November 2010. It had been hoped to excavate this trench after a contractor's compound for works at the Duke Street/Fore Street junction had been removed but due to an over-run of that project the trench was excavated within the compound.

The exposed stratigraphy was recorded with measured sections and descriptions, and a 1:50 scale plan of the base of trench 4 was also drawn. A photographic record was made using a 6.2 megapixel digital SLR camera (a 10 megapixel camera was used for Trench 4).

5. Results

5.1 Introduction

Four trenches in total were excavated, on two separate occasions (August and November 2010). Figure 1 shows the trench locations.

5.2 Trench 1

This trench was 17m long, 1.6m wide and orientated approximately north-south (parallel with Duke Street to the west). The exposed stratigraphy consisted of c. 0.25m-0.3m of demolition rubble/hardcore above up to 0.3m of a disturbed mid/dull greyish yellow/brown silty clayey deposit (believed to be disturbed natural geology). Below this was natural mid yellowish/brown silts and sandy clays. The northern end of the trench encountered significant modern hydrocarbon contamination, with visible cuts into the natural geology to a depth of at least 1.4m below current ground level and a small circular brick lined well was noted, extending into the trench from the western side between 8.55 and 9.5m from the southern end (Plate I).

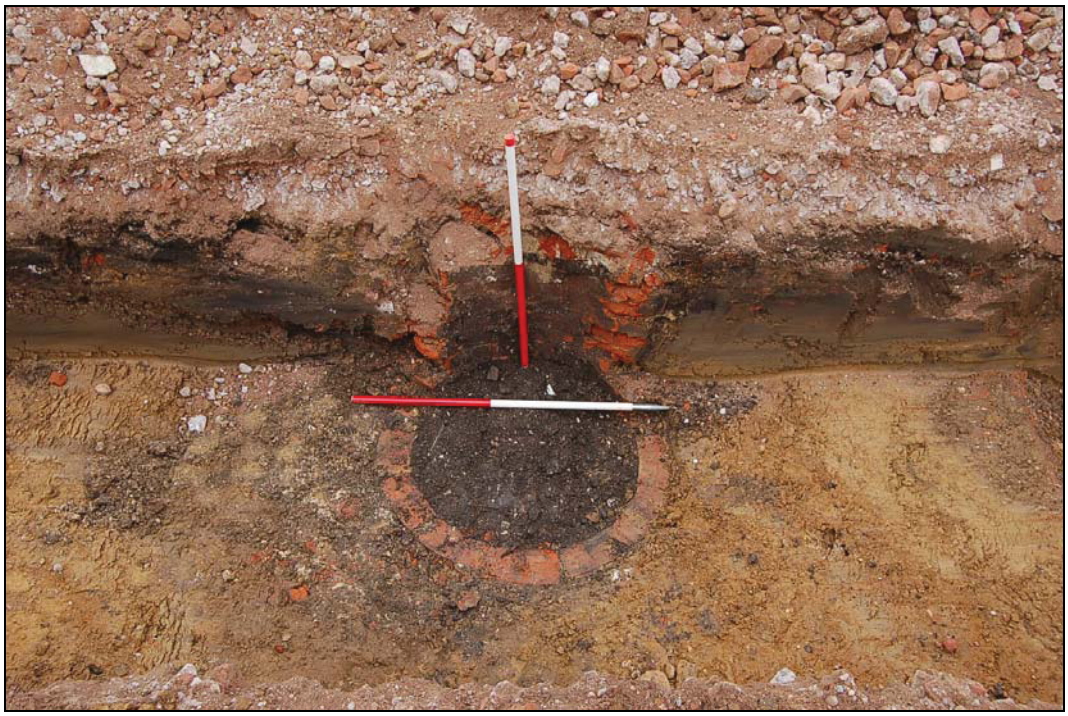

Plate I. Brick-lined well in Trench 1, facing west (2 x 1m scales)

5.3 Trench 2

This trench was 7.6m long, 1.6m wide and 0.35m deep, orientated east-west and abutting Trench 1 to form a 'T' shape. Originally this was to have been 15m long, but

the presence of a large intact concrete slab mean that the trench would have to be shortened to the accessible area. The stratigraphy encountered consisted of 0.35m of demolition rubble/hardcore sitting directly above natural mid yellowish/brown silts and sandy clays. No evidence was found of any surviving subsoil deposit above the natural geology, supporting the suggestion that the area has seen large-scale truncation into the natural geology across a wide area.

5.4 Trench 3

A single test-pit was excavated in the area of Trench 3, to ascertain the nature of the bulk of the higher terraced area towards the southern corner of the site. This was 3m long, 1.6m wide and up to 2.3m deep, orientated east-west. The stratigraphy encountered consisted of 0.3m of mixed dark brown loamy silts (an imported topsoil) filled with modern detritus such as plastic, bottle glass, broken brick and metal fragments. This sealed approximately 1.4m of demolition rubble and early 20th century waste, amongst a mixed grey/brown ashy/silty soil above natural yellow/brown silty clays at a depth of c 1.7m below ground level. Two segments of intact walling were noted, at the western and northern edges of the test pit: a significant thick wall (believed to be a rear wall to a roadside terraced building) along the western edge, and 4 courses of intact brickwork (including the foundation course) possibly relating to a wall alongside the access road to Siloam Place present on the first edition Ordnance Survey map of the site (refer to figure 10 in Rolfe & Breen, 2010).

Plate II. Trench 3, facing north (2 x 1m scales)

5.5 Trench 4

The site was re-visited during late November to excavate the final trench on the upper terrace. The trench measured 20m in length and 1.6m in width. The area was surfaced with tarmac over a 0.2m thick layer of concrete. This was removed using a breaker and the trench then excavated to the depth of the natural subsoil. Beneath the concrete the exposed stratigraphy consisted of a 0.6m thick layer of red brick and lime mortar rubble over a *c.* 0.15m thick layer of dark loam (Plate III). Beneath this a pale brown silty sand was present. This layer continued until a natural subsoil of clean yellow sand and gravel was reached at a depth of 1.5m (approximately 4.6m OD)

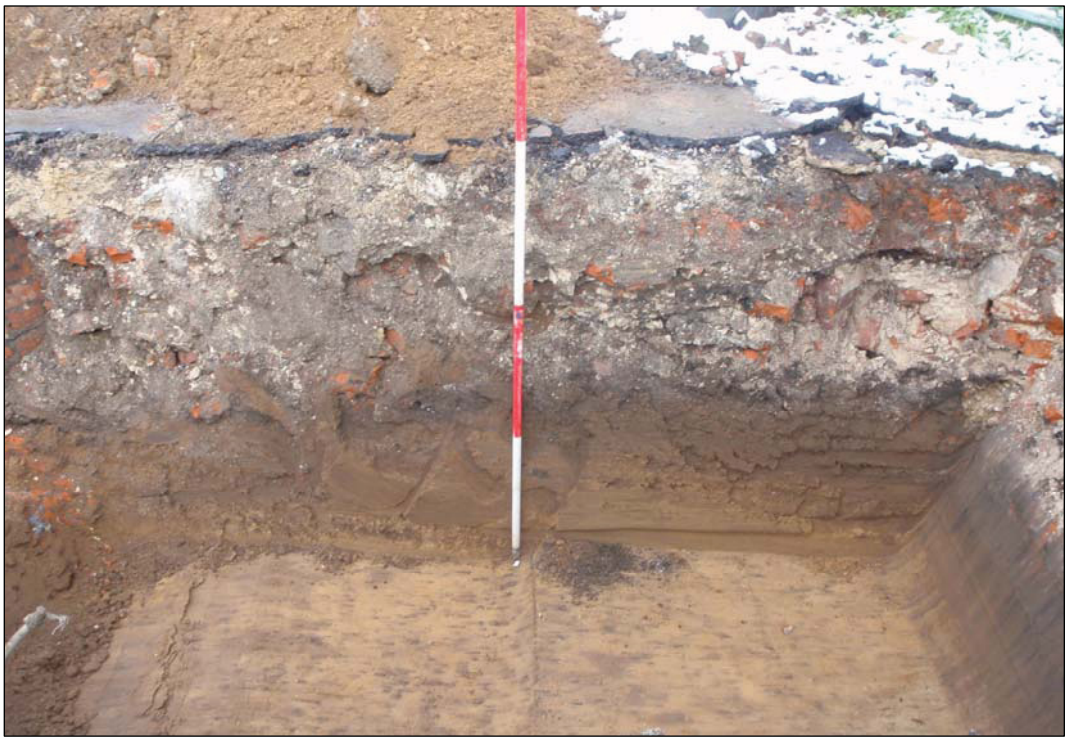

Plate III. Trench 4, east end, camera facing north (scale: 0.5m divisions)

The natural subsoil sloped gently down as the trench progressed to towards the west, reaching a maximum depth of 1.7m below the present ground surface (approx. 4.4m OD) at a point 7m from the western end of the trench (no subsoil was seen beyond the edge of a large disturbance, 0009, in the west end of the trench).

Due to the great depth of the trench and the proximity of the spoil heap it was deemed unsafe to enter the trench to undertake any hand-excavation.

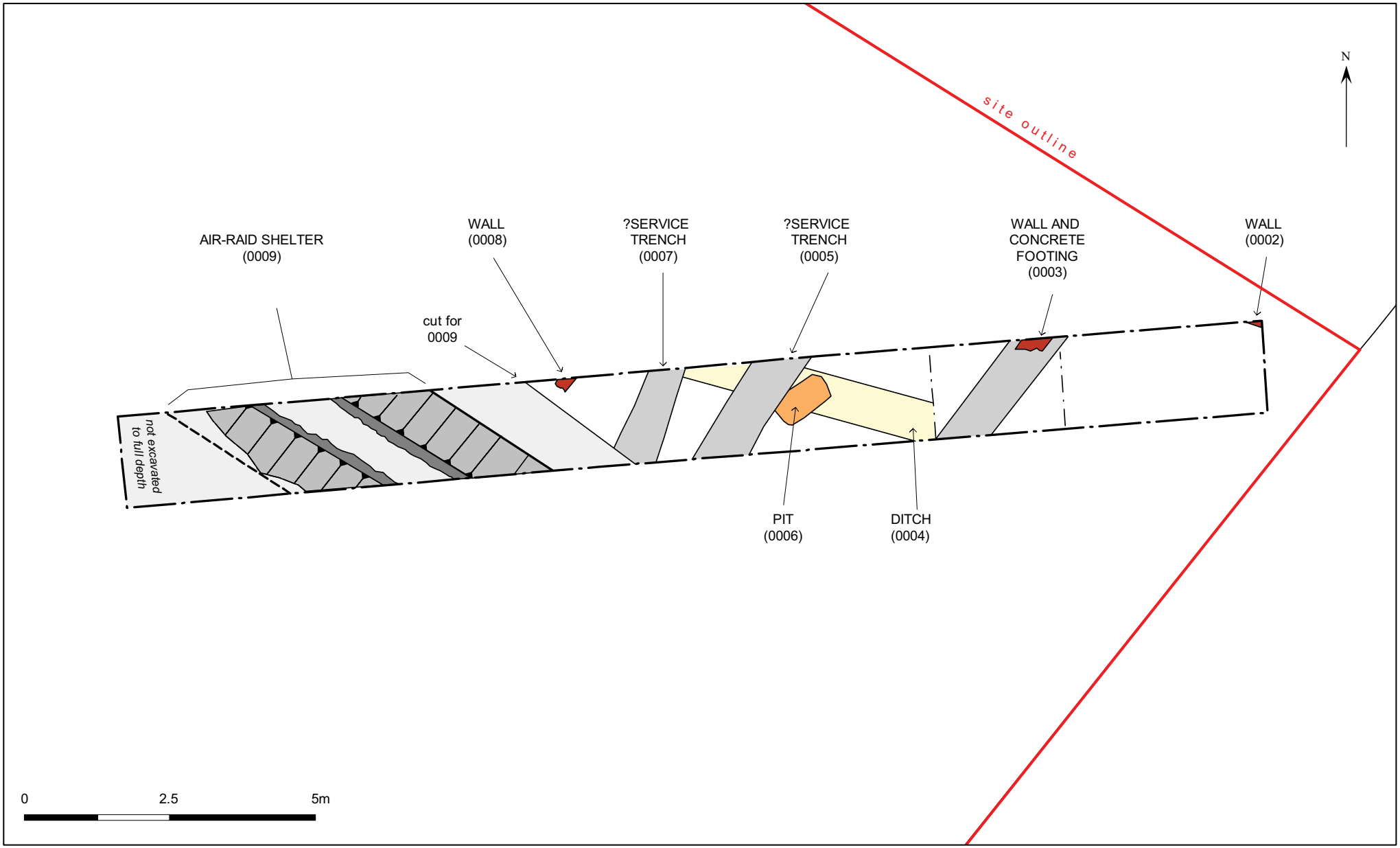

Figure 2. Plan of Trench 4

A number of archaeological features were noted within this trench (see figure 2) to which eight context numbers were allocated (0002 to 0009) Number 0001 was reserved for unstratified finds although in the event no finds worthy of retention were recovered and consequently it was not used. The identified features are described as follows:

0002 and 0003: Two lengths of wall constructed from soft, frog-less, red-bricks and lime mortar.

Wall 0002 consisted of a length of wall partially visible in the north-east corner of the trench and running on a north-west to south-east alignment. Only five courses of brickwork were visible and there was no evidence of a substantial foundation. This wall runs perpendicular to Wall 0003 to the west.

Wall 0003 was the width of three bricks and was built on a foundation of dark grey concrete mixed with red-brick fragments (Plate IV). Eleven courses of brickwork were extant, the upper surface of which was coincidental with the base of the concrete surface. This foundation lay at a depth of just over 1m. This was a substantial footing and was not removed from the trench.

Plate IV. Trench 4, wall and footing 0003, camera facing north (scale: 0.5m divisions)

To the west of Wall 0003, at a depth of *c.* 0.7m, a thin layer of black gravel, hardcore and possible bitumen was present immediately beneath the rubble layer (visible in Plate IV). This is likely to be the remains of a roadway or yard surface.

0004: A linear feature, interpreted as a ditch, was noted on the base of the trench (approx. 4.5m OD). It measured 0.7m in width and was aligned approximately north-west to south-east. The fill consisted of a very pale brown and yellow mottled sand. An area of pale reddy-brown sand was also noted which may be a separate fill within this feature or possibly a separate linear feature on a similar alignment (Plate V). No artefacts were visible on the surface when first identified. A number of shallow spits were then removed by machine in an attempt to recover some artefacts but without success. Cut by later features 0005, 0006 and 0007.

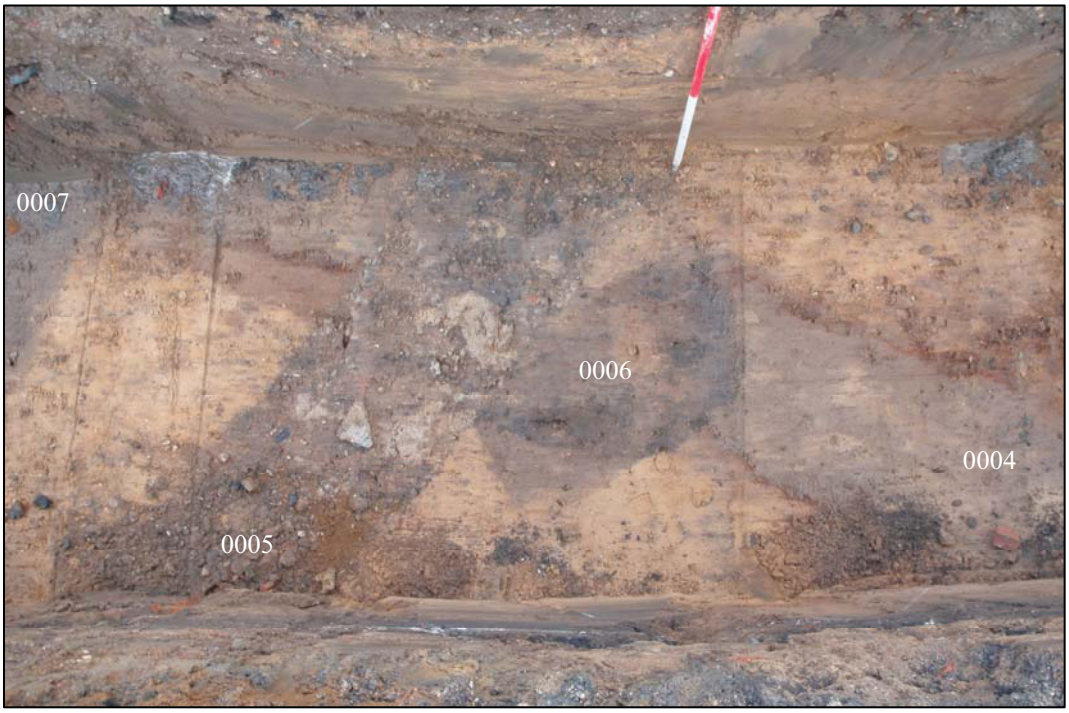

Plate V. Base of Trench 4, camera facing north (feature numbers in white)

0005: A linear feature, 0.7m in width and aligned south-west to north-east. Red-brick and mortar fragments were evident in the fill suggesting a 19th century date. Cuts Ditch 0004 and Pit 0006.

0006: A roughly rectangular pit with rounded corners. Measures approximately 0.5m by 0.8m. The fill consists of brown and yellow mottled sands with areas of dark grey-black

sand and small fragments of red-brick or tile noted on surface. Not hand excavated. Cuts Ditch 0004 and is cut by 0005.

0007: A linear feature, 0.65m wide with a grey sandy fill. A service trench associated with a *c.* 0.3m diameter, red clay drainage pipe which was situated just above the level of the natural (Plate VI). Presumably 19th century in date. Cuts Ditch 0004.

Plate VI. Trench 4, showing Wall 0008 and the pipe in Cut 0007, camera facing north

0008: A wall constructed of soft, frogless, red-brick. The wall consisted of five extant courses of brickwork running on a similar alignment to wall 0003 but with no obvious foundation. It marked the western extent of the layer of black gavel and possible bitumen. A red ceramic pipe ran through this wall close to the base. The pipe, which had originally connected with that in Cut 0007, was mortared into the wall and appeared to be contemporary.

0009: A large concrete structure standing within a significantly larger cut; interpreted as a Second World War air-raid shelter (Plates VII, VIII & IX). The structure, which measured approximately 2.9m in width, was aligned north-west to south-east and ran across the width of the trench. The walls were initially vertical before sloping inwards at an angle of 45 degrees and continuing up to a flat top (see figure 3 for a representation of the probable profile). The whole structure stood within a cut that on the north-eastern

side was 0.9m wider than the structure. The roof of the structure, which lay approximately 0.4m below the ground surface (*c.* 5.7m OD), had been broken out and the internal void filled with soil, some of this was removed by machine in an attempt to assess the structure's depth but pooling water prevented excavation beyond a depth of *c.* 1.5m. Where the roof had been broken through it could be seen that the concrete contained steel reinforcement.

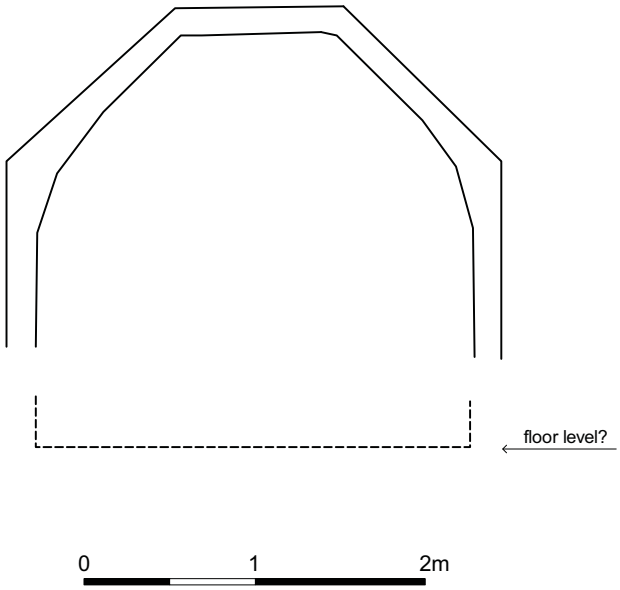

Figure 3. Reconstruction of the likely profile of structure 0009

Plate VII. Trench 4, showing air-raid shelter in foreground, camera facing east

Plate VIII. Trench 4, air-raid shelter and cut, camera facing west

Plate IX. Trench 4, air-raid shelter, camera facing south-east

Due to the limited access between structure 0009 and the end of the trench it was not possible to excavate down to the full depth. It was not possible to extend the trench any further to the west due to the presence of the contractor's cabins.

6. Finds and environmental evidence

No finds or artefacts were recovered during the evaluation.

7. Discussion

The trenches excavated on the lower terrace indicate that this area has been truncated by up to 0.5m and that any earlier remains are likely to have been largely destroyed. Although no features earlier than the brick-lined well, which is probably 19th century in date, were identified the possibility of the deeper portions of earlier features, such as pits or ditches, being present cannot be entirely ruled out.

The trenches on the upper level indicate that this area has been built up by as much as 1m or more. The base of the rubble layer in Trench 4 is likely to be a relatively true reflection of the natural ground level with the layer of pale brown material, which overlies the natural sands and gravels, being a 'hillwash' and/or a leached buried topsoil. Consequently archaeological remains could potentially be encountered at depths of 1m or below (*c.* 5.1m OD). The ditch noted in Trench 4 (0004) although not recognised until the yellow sand and gravels were encountered may have been cut from higher up as its fill was similar to the probable hillwash/buried topsoil. Although his feature is undated it is earlier than the 19th century remains and could conceivably relate to medieval or early post-medieval field divisions on the outskirts of the town.

The other features noted in Trench 4 (0005 to 0008) are all probably 19th century in date. Walls 0002 and 0003 are coincidental with a terrace of housing marked on Ordnance Survey maps of the 1880s (figure 4). The terrace is not on the 2nd Edition Ordnance Survey map of *c.* 1900 suggesting it has been cleared. Although the terrace has been demolished the line of the front wall has become a boundary between the remnants of the residential area and Ransome's Orwell Works.

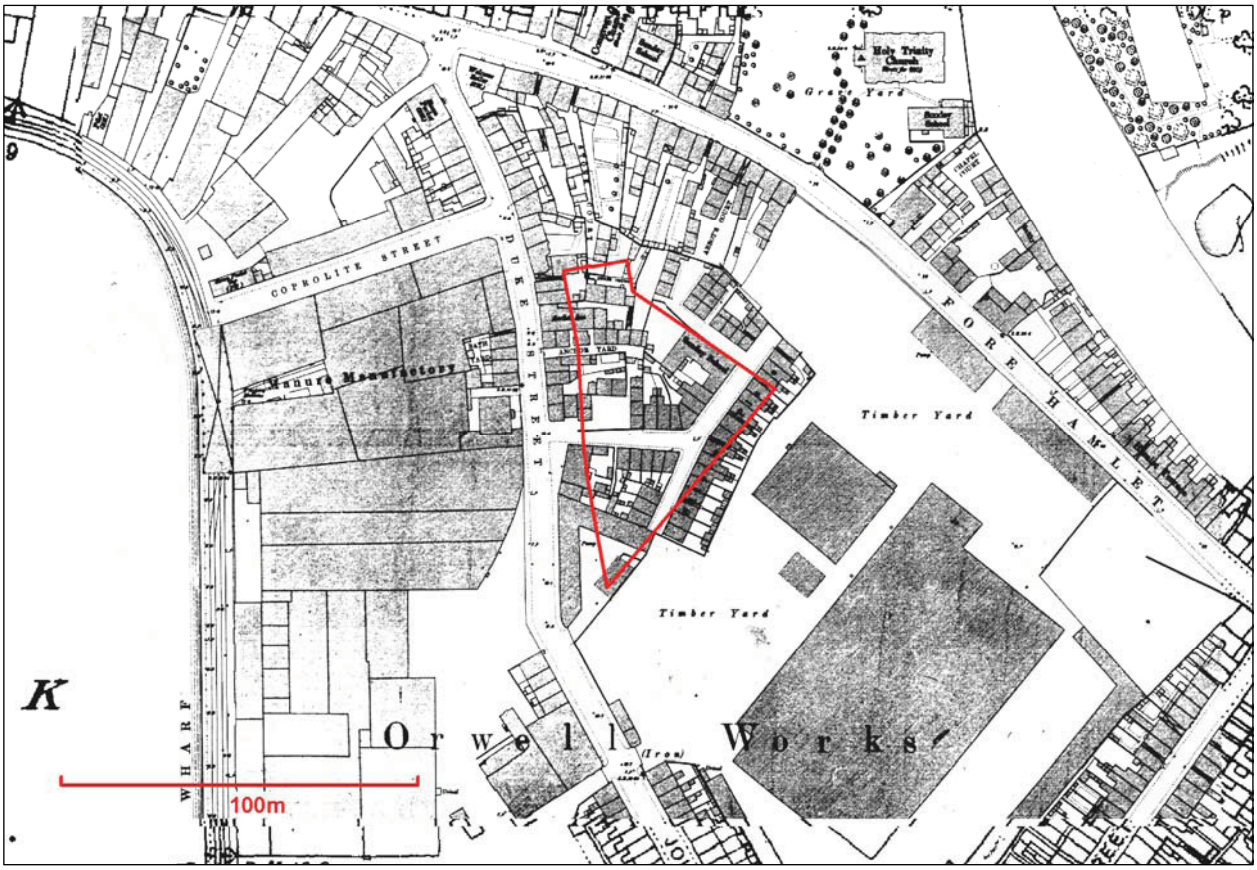

Figure 4. Ordnance Survey (1883) 1:1250 Scale Sheet (rescaled extract)

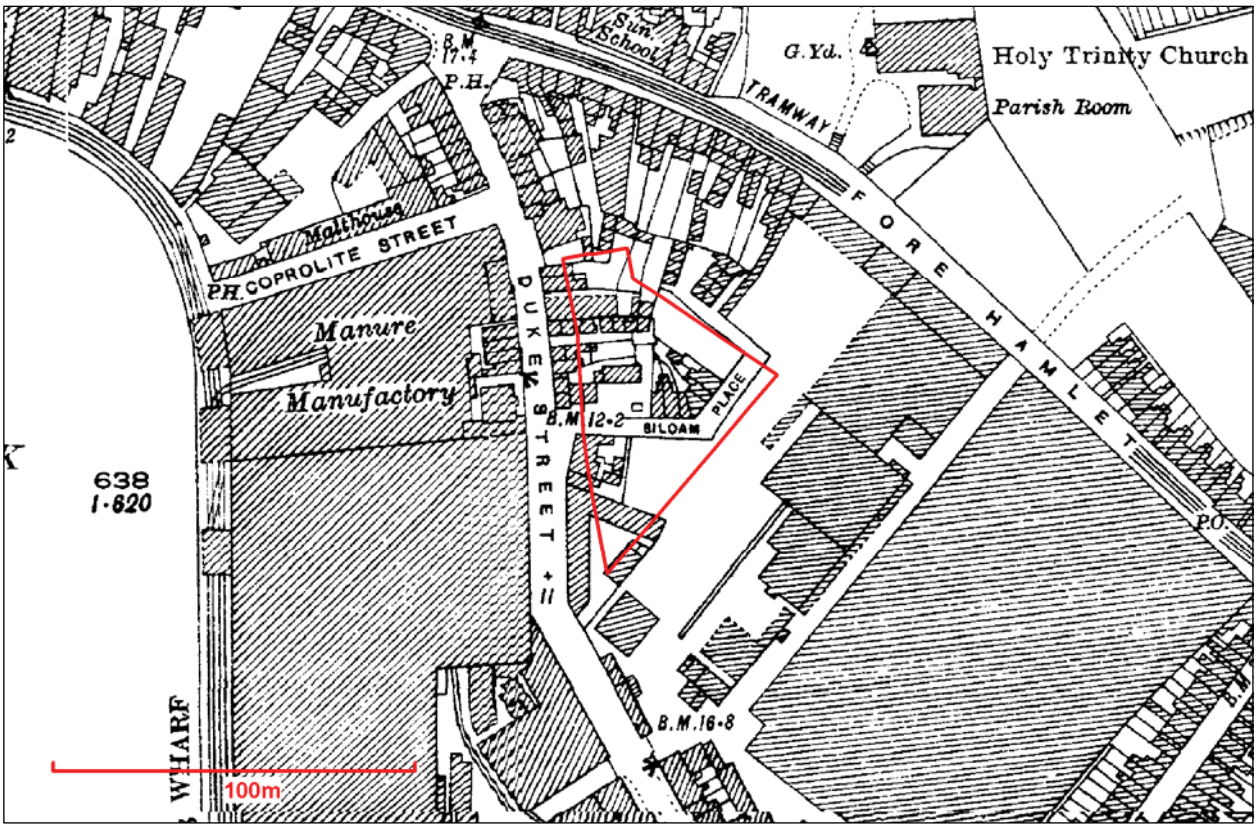

Figure 5. Ordnance Survey 3rd Edition (*c.* 1900) 1:2500 Scale Sheet (rescaled extract)

It is likely that Wall 0003 is in fact a rebuild along the line of the front wall of the terrace to create a substantial boundary wall, hence it's more substantial nature and the substantial footing of concrete with rubble inclusions. Wall 0008 is coincidental with buildings on the opposite side of the street (unnamed until the 3rd Edition where it is marked as 'Siloam Place' - figure 5) and the two cuts, 0005 and 0007, are likely to relate to drainage for these buildings and the former terrace.

The significance of Pit 0006 cannot be determined as no dating evidence was obtained and all that can be deduced is that it is probably earlier than the 19th century.

The concrete structure 0009 is undoubtedly an air-raid shelter that dates from the Second World War. It was probably built for workers of the adjacent Ransome's works, which by the time of the war had expanded over this area. Ransomes was large engineering works adjacent the Wet Dock and would have been a target for bombers. The shelter's full extent is unknown although it was noted that a manhole (Plate X) situated on the edge of the higher terrace (figure 6) was an entrance into an air-raid shelter of similar internal appearance (Plate XI). The manhole is unlikely to be the main entrance but rather an escape hatch with the main entrance located elsewhere.

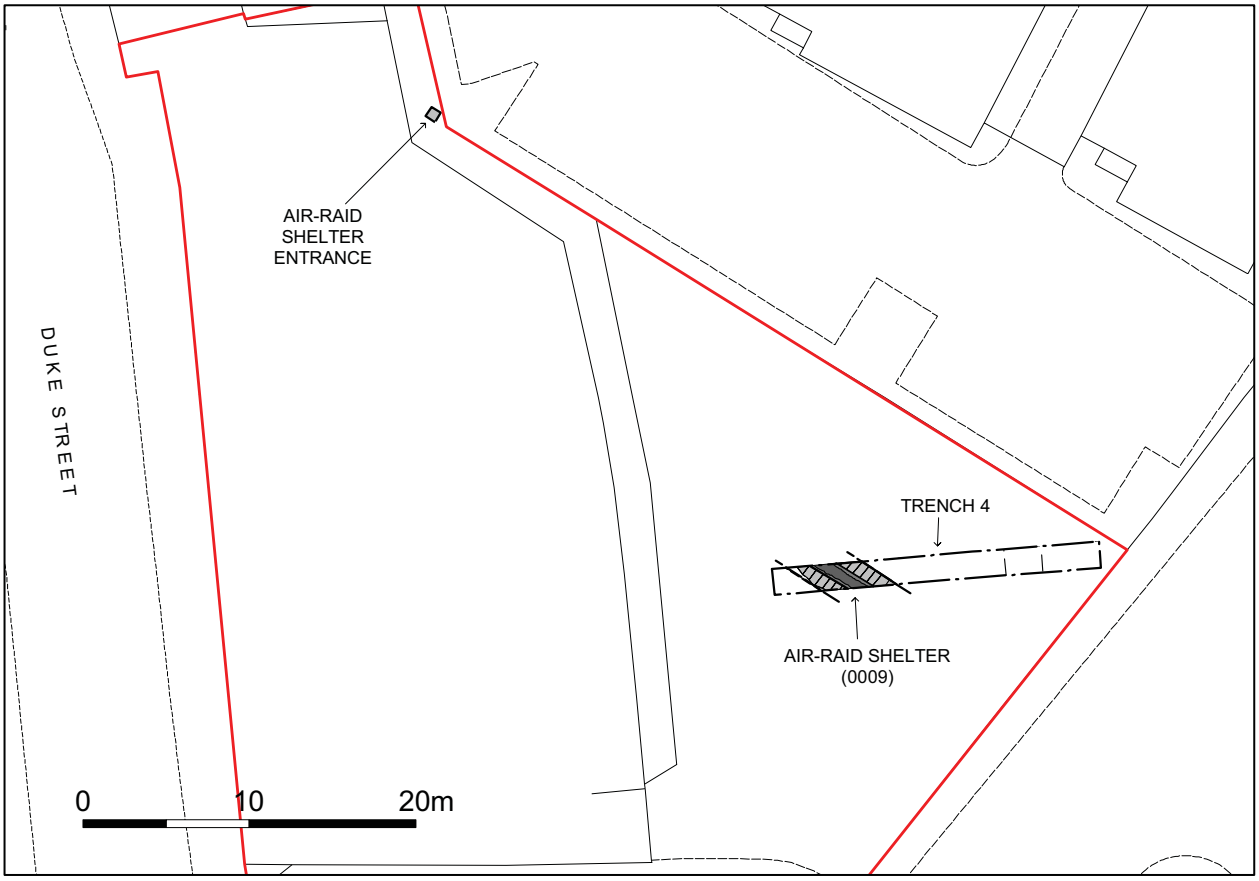

Figure 6. Plan showing location of air-raid shelter and the manhole entrance

It was not possible to determine if the two shelters are connected or are completely separate although the likelihood is that they are associated, either being a single long shelter or possibly part of a series of separate rooms with connecting passageways. It seems probable that the main entrance (or entrances) was located to the south-east of the site, closer to the actual works.

Plate X. View down manhole, camera facing north-west

Plate XI. View from the manhole into the shelter, camera facing south-east

8. Conclusions and recommendations for further work

The roadside frontage where evidence for late medieval house plots might have been expected appears to have been severely truncated and consequently it is unlikely that structural remains will be encountered. There is, however, still the possibility of deeper features to be partially preserved. Consequently it may be deemed prudent to monitor groundwork for the new structure which is to be built in this area.

The construction proposal entails reducing the upper terrace down to a similar level of the lower terrace. This will reach the levels at which archaeological remains, such as the possibly medieval ditch (0004) noted in Trench 4, could be revealed and potentially removed entirely. This work may also reveal an area of relatively undisturbed street frontage. Consequently, archaeological monitoring of this work is recommended.

The air-raid shelter is of local history interest and will be severely damaged if not completely destroyed by the proposed reduction in levels. Although there is no question of it being preserved *in-situ* it should be preserved by record. The proposed method would be to expose the entire structure liable to be affected by the development and make a basic record through measured plans and photography. Once this was complete the concrete of its structure could then be broken up and removed, this work should also be monitored. There is the potential for contemporary graffiti to be present on the internal walls of the shelter, which may be worthy of recording.

These are only recommendations and the precise nature of any further works that may be deemed necessary are the decision of the Suffolk County Council Archaeological Conservation Team.

9. Archive deposition

Paper archive: SCCAS Bury St Edmunds office
Digital archive: T:\ENV\ARC\MSWORKS3\PARISH\Ipswich\IPS 634
Finds and environmental archive: No finds or environmental evidence retained.

10. List of contributors and acknowledgements

The evaluation was carried out by Bill Brooks, Simon Cass and Mark Sommers from Suffolk County Council Archaeological Service, Field Team.

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

The production of site plans and sections was carried out by Simon Cass and Mark Sommers.

11. Bibliography

Rolfe, J. & Breen, A., 2010 — Archaeological Desk-Based Assessment: Kennings/Sixt Hire Centre, Duke Street, Ipswich, Suffolk (SCCAS Report No. 2010/114)

Appendix 1 Brief and specification

SUFFOLK COUNTY COUNCIL
ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM

Brief and Specification for an Archaeological Evaluation

Evaluation by Trial Trench

Ex Kennings/Sixt Hire Centre, Duke Street, Ipswich

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

1. Background

1.1 Planning consent is being sought for the erection of a Travelodge on the ex Kennings/Sixt Hire Centre, Duke Street, Ipswich

1.2 The planning consent will be conditional on the implementation of a programme of archaeological work before development begins (condition 55 in Circular 11/95). In order to establish the full archaeological implications of the proposed development, an archaeological evaluation is required of the site. **The evaluation is the first part of the programme of archaeological work and decisions on the need for, and scope of, any further work will be based upon the results of the evaluation and will be the subject of additional briefs.**.

1.3 The development area lies immediately adjacent to the Area of archaeological importance defined for Anglo-Saxon and medieval Ipswich in the *Ipswich Local Plan.* An Archaeological Desk-based Assessment (Suffolk County Council Archaeological Service Report No. 2010/114, June 2010) indicates that site has a moderate to high potential to contain medieval and late medieval/post medieval occupation evidence. The development will entail extensive ground disturbance, including the lowering of ground surface on the northern half of the site which is highly likely to damage or destroy archaeological deposits.

1.4 All arrangements for the field evaluation of the site, the timing of the work, access to the site, the definition of the precise area of landholding and area for proposed development are to be defined and negotiated with the commissioning body.

1.5 Detailed standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003.

1.6 In accordance with the standards and guidance produced by the Institute of Field Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Project Design or Written Scheme of Investigation (PD/WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the PD/WSI as satisfactory. The PD/WSI will *provide the basis for measurable standards* and will be used to establish whether the requirements of the planning condition will be adequately met.

1.7 Before any archaeological site work can commence it is the responsibility of the developer to provide the archaeological contractor with either the contaminated land report for the site or a written statement that there is no contamination. The developer should be aware that investigative sampling to test for contamination is likely to have an impact on any archaeological deposit which exists; proposals for sampling should be discussed with this office before execution.

1.8 The responsibility for identifying any restraints on field-work (e.g. Scheduled Monument status, Listed Building status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites &c.) rests with the commissioning body and its archaeological contractor. The existence and content of the archaeological brief does not over-ride such restraints or imply that the target area is freely available.

2. **Brief for the Archaeological Evaluation**

2.1 Establish whether any archaeological deposit exists in the area, with particular regard to any which are of sufficient importance to merit preservation *in situ* [at the discretion of the developer].

2.2 Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.

2.3 Evaluate the likely impact of past land uses and natural soil processes. Define the potential for existing damage to archaeological deposits. Define the potential for colluvial/alluvial deposits, their impact and potential to mask any archaeological deposit. Define the potential for artificial soil deposits and their impact on any archaeological deposit.

2.4 Establish the potential for waterlogged organic deposits in the proposal area. Define the location and level of such deposits and their vulnerability to damage by development where this is defined.

2.5 Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

2.6 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 the Conservation Team of the Archaeological Service of Suffolk County Council (address as above) five working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored.

2.8 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 : Field Evaluation**

3.1 Trial trenches are to be excavated to cover a minimum 5% by area of the development area and shall be positioned to sample all parts of the site, as indicated in the suggested layout in SCCAS Report No. 2010/114 .Trenches are to be a minimum of 1.8m wide unless special circumstances can be demonstrated. If excavation is mechanised a toothless 'ditching bucket' must be used. The trench design must be approved by the Conservation Team of the Archaeological Service before field work begins.

3.2 The topsoil may be mechanically removed using an appropriate machine fitted with toothless bucket and other equipment. All machine excavation is to be under the direct control and supervision of an archaeologist. The topsoil should be examined for archaeological material.

3.3 The top of the first archaeological deposit may be cleared by machine, but must then be cleaned off by hand. There is a presumption that excavation of all archaeological deposits will be done by

hand unless it can be shown there will not be a loss of evidence by using a machine. The decision as to the proper method of further excavation will be made by the senior project archaeologist with regard to the nature of the deposit.

3.4 In all evaluation excavation there is a presumption of the need to cause the minimum disturbance to the site consistent with adequate evaluation; that significant archaeological features, e.g. solid or bonded structural remains, building slots or post-holes, should be preserved intact even if fills are sampled.

3.5 There must be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. The depth and nature of colluvial or other masking deposits must be established across the site.

3.6 The contractor shall provide details of the sampling strategies for retrieving artefacts, biological remains (for palaeoenvironmental and palaeoeconomic investigations), and samples of sediments and/or soils (for micromorphological and other pedological/sedimentological analyses. Advice on the appropriateness of the proposed strategies will be sought from the English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy and Wiltshire 1994) is available.

3.7 Any natural subsoil surface revealed should be hand cleaned and examined for archaeological deposits and artefacts. Sample excavation of any archaeological features revealed may be necessary in order to gauge their date and character.

3.8 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.

3.9 All finds will be collected and processed (unless variations in this principle are agreed with the Conservation Team of SCC Archaeological Service during the course of the evaluation).

3.10 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.
"Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England" English Heritage and the Church of England 2005 provides advice and defines a level of practice which should be followed whatever the likely belief of the buried individuals.

3.11 Plans of any archaeological features on the site are to be drawn at 1:20 or 1:50, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded. Any variations from this must be agreed with the Conservation Team.

3.12 A photographic record of the work is to be made, consisting of both monochrome and colour photographs.

3.13 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.

4. General Management

4.1 A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by the Conservation Team of SCC Archaeological Service.

4.2 The composition of the project staff must be detailed and agreed (this is to include any subcontractors).

4.3 A general Health and Safety Policy must be provided, with detailed risk assessment and management strategy for this particular site.

4.4 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.

4.5 The Institute of Field Archaeologists' *Standard and Guidance for Archaeological Desk-based Assessments* and for *Field Evaluations* should be used for additional guidance in the execution of the project and in drawing up the report.

5. Report Requirements

5.1 An archive of all records and finds must be prepared consistent with the principles of English Heritage's *Management of Archaeological Projects*, 1991 (particularly Appendix 3.1 and Appendix 4.1).

5.2 The data recording methods and conventions used must be consistent with, and approved by, the County Historic Environment Record.

5.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.

5.4 An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established

5.5 Reports on specific areas of specialist study must include sufficient detail to permit assessment of potential for analysis, including tabulation of data by context, and must include non-technical summaries.

5.6 The Report must include a discussion and an assessment of the archaeological evidence. Its conclusions must include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).

5.7 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*. The finds, as an indissoluble part of the site archive, should be deposited with the County HER if the landowner can be persuaded to agree to this. If this is not possible for all or any part of the finds archive, then provision must be made for additional recording (e.g. photography, illustration, analysis) as appropriate.

5.8 The site archive is to be deposited with the County HER within three months of the completion of fieldwork. It will then become publicly accessible.

5. 9 Where positive conclusions are drawn from a project (whether it be evaluation or excavation) a summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute for Archaeology*, must be prepared. It should be included in the project report, or submitted to the Conservation Team, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.

5.10 County HER sheets must be completed, as per the county HER manual, for all sites where archaeological finds and/or features are located.

5.11 At the start of work (immediately before fieldwork commences) an OASIS online record http://ads.ahds.ac.uk/project/oasis/ must be initiated and key fields completed on Details, Location and Creators forms.

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

Specification by: Keith Wade
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Environment and Transport Department
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Date: 28th June 2010
Reference: Kennings, Duke Street

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

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