ARCHAEOLOGICAL EXCAVATION REPORT

SCCAS REPORT No. 2007/244

Antrim House, Haughley
HGH 033

HER Information

Planning Application No:	**1458/07**
Date of Fieldwork:	**September-October 2007**
Grid Reference:	**TM 0259 6225**
Funding Body:	**Mr. K. Palmer**
Curatorial Officer:	**Jess Tipper**
Project Officer:	**Linzi Everett**
OASIS Ref:	**suffolkc1- 86313**

Summary

A small excavation in advance of the construction of a swimming pool at Antrim House, Haughley, revealed a series of features, most of which were undated. Two ditches in the central part of the site may be contemporary features of prehistoric date, with some possible Iron Age pottery recovered from a context associated with the ditches.

1. Introduction

Planning permission for the construction of a swimming pool at Antrim House, Haughley, required a programme of archaeological works as a condition of the consent. The site lies at TM 0259 6225 (Fig. 1), at a height of approximately 55m OD. Archaeological interest in this site is due to its location within the outer bailey of the medieval Haughley Castle, believed to be one of the earliest castles in Suffolk. The motte may be of Saxon origin and the location of an 11th century fortified hall, however the castle was destroyed by the Earl of Leicester in 1173. Previous work to the north at The Old Mill (HGH 032) and to the south west at The Folly (HGH 030) produced evidence of medieval and earlier occupation which is likely to be replicated here, subject to the level of preservation. Evidence of Iron Age activity has also been found to the north of the site during excavations at Haughley Primary School (HGH 031).

Excavation of the site were carried out by the Suffolk County Council Archaeological Service Field Team based on the relevant 'Brief and Specification' by Jess Tipper (Appendix I). The fieldwork took place during September and October 2007 and was funded by Mr. K. Palmer.

2. Methodology

The development area comprised approximately 25 square metres stripped of overburden to the depth of the first archaeological level. This was carried out by a mechanical excavator equipped with a toothless ditching bucket, under the supervision of an archaeologist. Where features were revealed, they were cleaned manually for definition and each allocated context numbers within a unique continuous numbering system under the HER (Historic Environment Record) code HGH 033 (Appendix II). Features were then partially excavated in order to recover dating evidence as well as to observe their form and possibly determine any function. Both the excavated topsoil and the stripped surface were examined visually for artefactual evidence and subject to a metal detector search. The excavation area was planned at a scale of 1:50 and features digitally photographed on site to form a part of the site archive. The evaluation archive will be deposited in the County HER at Shire Hall, Bury St Edmunds.

All finds were washed and marked before being quantified, identified and dated by the finds team of the Suffolk County Council Archaeological Service.

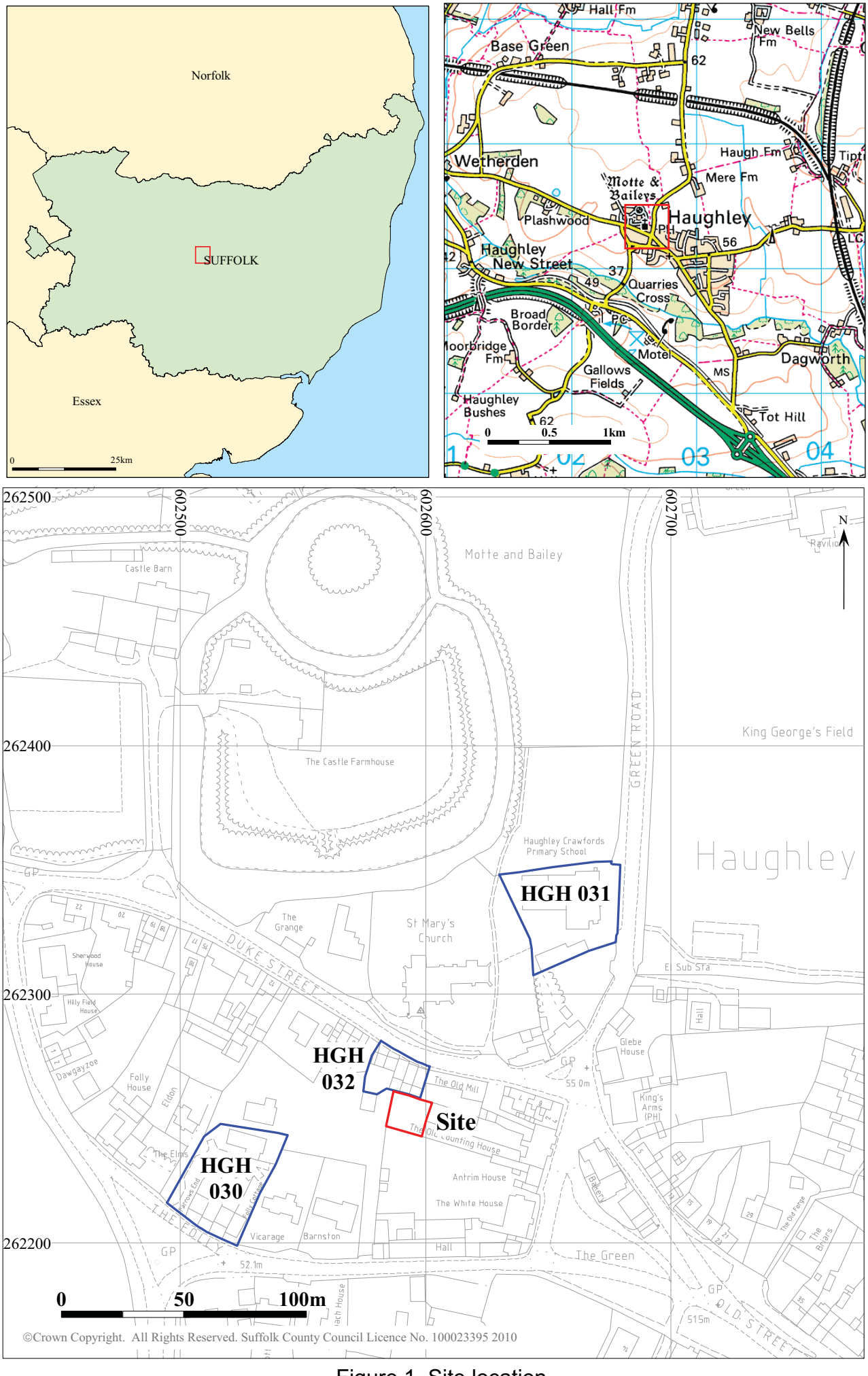

Figure 1. Site location

3. Results

The site was stripped of a dark brown clay loam topsoil, uniformly *c.*0.4m thick, which contained frequent modern finds such as CBM, glass and glazed china. This sealed a thin layer of subsoil (0022), a mid greyish brown loamy clay with occasional CBM and moderate stone inclusions, which measured between 0.1m and 0.3m thick. Service trenches and other modern disturbance were present around the edges of the site but the centre of the stripped area was undisturbed. Eight features were identified within this area, the full descriptions of which can be found in the context list attached as Appendix II.

Figure 2. Location of excavated area. Archaeological features are shown in green, areas of modern disturbance in grey.

Running east to west through the centre of the excavation was an irregular area which was hand cleaned to expose a series of intercutting features, the relationships between which were not always clear.

0002 was an east-west aligned ditch, running south of 0012 before the two ditches merged. Its north side was vertically sided while the south side was steeply sloping,

meeting in V-shaped base. It was filled by a mid brown loamy clay with some sand and occasional small flints. No finds were recovered.

0012 was an east to west aligned ditch north of 0002 before merging with it. Its northern edge sloped gently, whilst its southern edge was more vertically sided, meeting in a V-shaped base. This profile was almost a mirror image of that observed in 0002. It was filled by a mid brown loamy clay with occasional small flints at the east end, changing to a pale-mid brown loamy clay with patches of darker brown sand and more frequent stone to the west. One small sherd of prehistoric pot was recovered from this fill and no relationship between 0002 and 0012 could be established.

0019 was a dense patch of flint pebbles in a mid brown loamy clay observed on the stripped surface over ditches 0002 and 0012. A section through the merged ditches also cut through 0019 in order to see if it represented a clear fill or discrete feature. Whilst they appeared distinct on the surface, in section, the flints seemed to be nothing more than a slightly denser occurrence of the flints distributed within the fill at this point. Four sherds of prehistoric pottery were recovered from within the flints.

0010 was a small, narrow north to south linear feature on the northern edge of ditch 0012 but with which the relationship was unclear. It had an open U-shaped profile and was filled by a mid-pale greyish-brown silty sand with moderate flint pebbles.

0017 was a shallow feature on the northern edge of ditch 0012, but the relationship between the two features was unclear. It sides were rounded, and fairly steep, breaking gradually to a generally flat base. It was filled by 0018, a pale-mid brown loamy clay with some sand and occasional small pebbles. No finds were recovered.

0004 was a shallow north to south aligned ditch which cut ditch 0012 and continued beyond the west edge of site, meaning its form and dimensions were not fully determined. Its eastern side was rounded, sloping gently into a flattish base and it was cut by a modern service trench to the north. It was filled by 0005, a slightly disturbed mid brown sandy clay with chalk and charcoal flecks, flint stones and pebbles. Animal bone, fired clay and oyster shell were recovered from this fill and whilst none of these were closely datable, a medieval date for this feature would not be unreasonable.

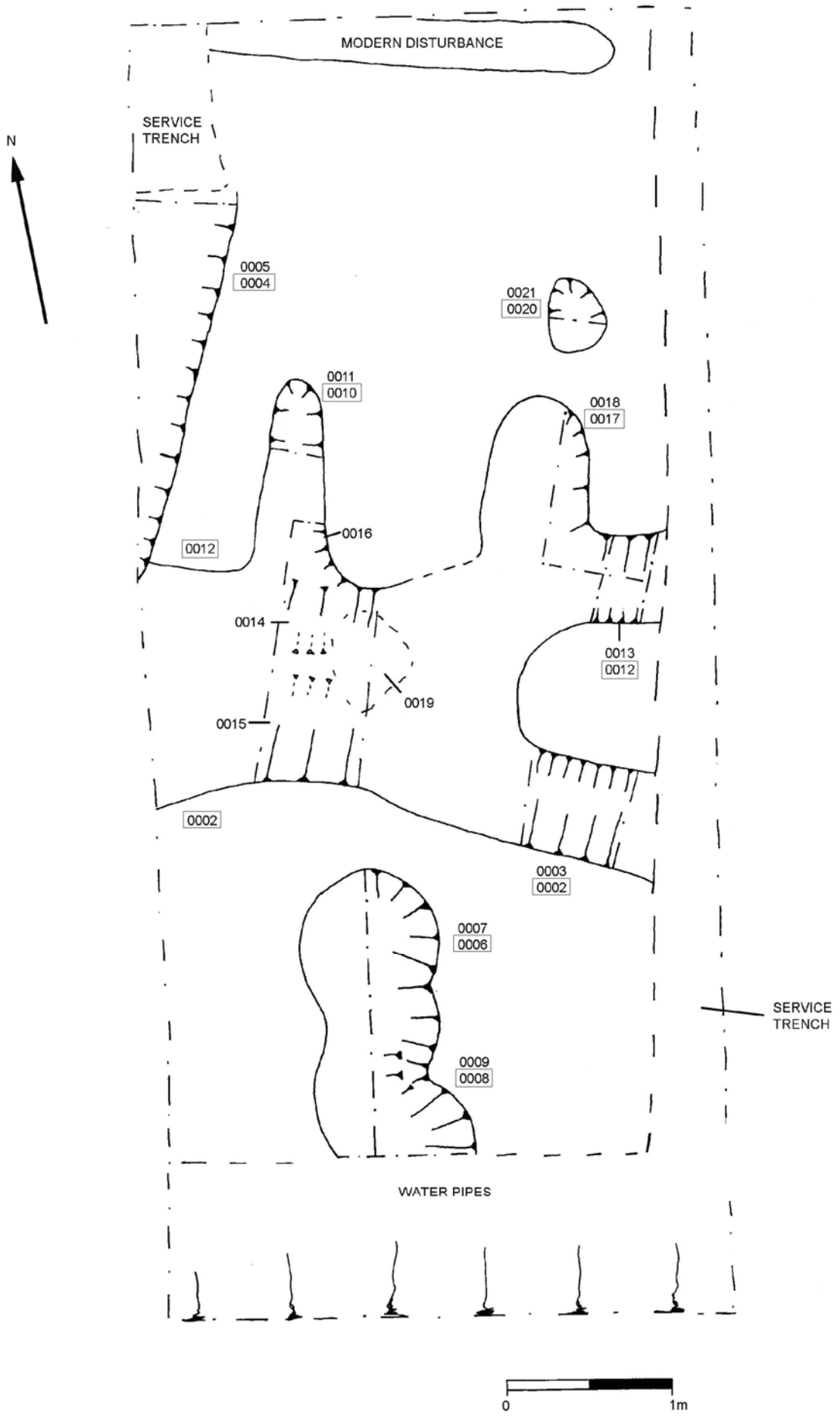

Figure 3. Detailed plan of excavated area

0006 was a sub-circular pit with sloping sides and an uneven concave base, which cut pit 0008. Its fill, 0007, was a mid brown sandy-clay, slightly paler towards the base and containing a moderate quantity of flint pebbles and gravel and occasional chalk and charcoal flecks.

0008 was a large pit, somewhat irregular in plan and profile, cut by 0006 and a modern service trench to the south. It is possible that it was composed of two pits but no cut or stratigraphic relationship could be identified in plan or in section. Its fill, 0009, was a pale mid yellowish-brown sandy clay which was quite loose and contained a moderate quantity of flint pebbles.

0020 was a small, sub oval pit fairly with steep sides, gradually breaking to a rounded base. Its fill, 0021, was a pale-mid brown loamy clay with sandy patches and moderate pebble inclusions from which no finds were recovered.

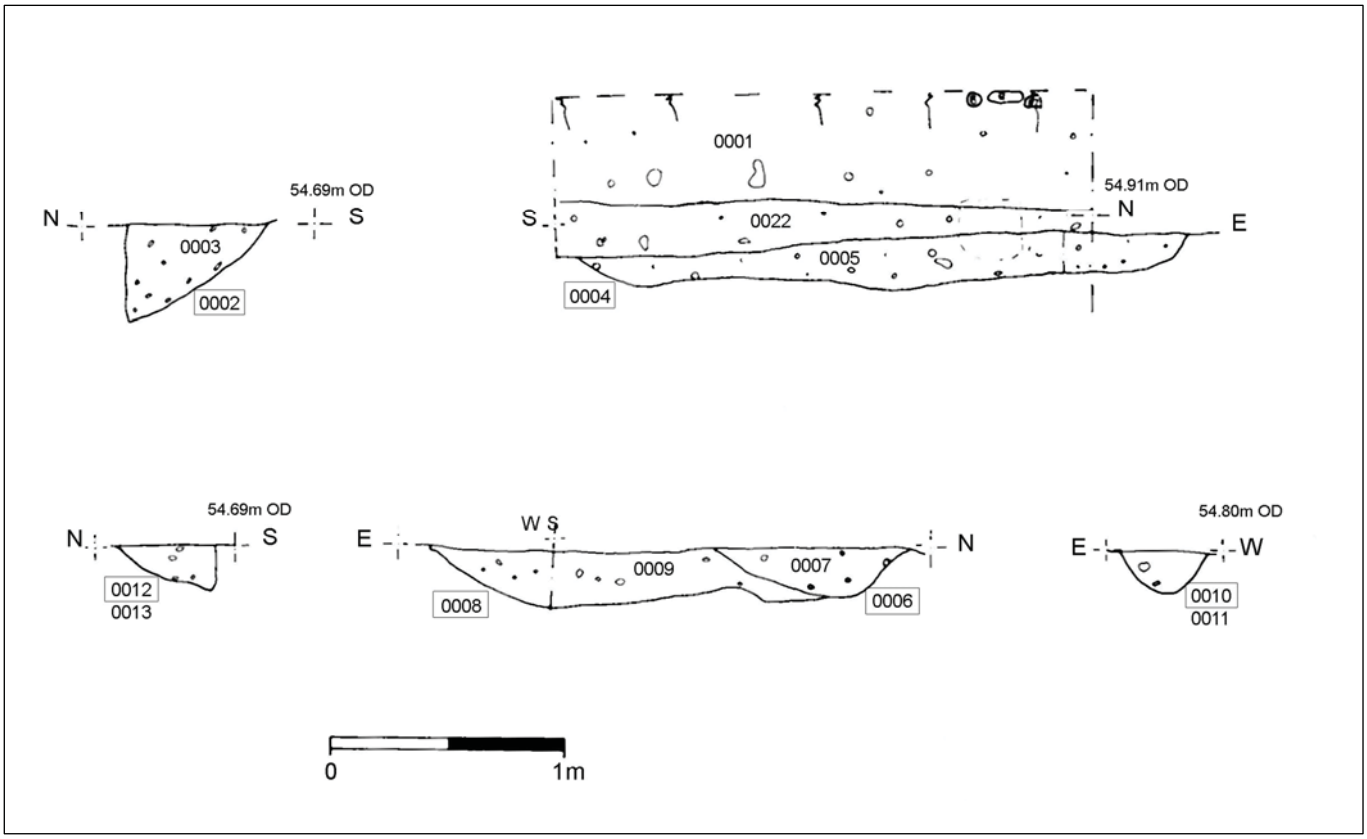

Figure 4. Sections

4. Finds evidence (Richenda Goffin)

Introduction

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

Context	Pottery		Fired clay		Animal bone		Oyster shell		Miscellaneous	Spotdate
	No.	Wt/g	No.	Wt/g	No.	Wt/g	No.	Wt/g		
0001	2	11							1 copper alloy <1g	L13th-14thC
0005			3	2	1	4	2	4		Undated
0014	1	4								Prehistoric
0019	4	18	1	4						Prehistoric
Total	7	33	4	6	1	4	2	4		

Table 1. Finds quantities

Pottery

A total of seven fragments of pottery was collected (33g). The assemblage consists mostly of small and abraded sherds which are mainly prehistoric in date.

A single body sherd of a thickwalled vessel with oxidised external margins was present in ditchfill 0014. The main inclusions are flint and white angular quartz, but there are also burnt-out voids suggesting the original presence of some organic material. Four additional sherds from ditchfill 0019 are also prehistoric. The largest fragment is abraded with a worn oxidised external surface. The medium sandy fabric contains moderate angular flint inclusions up to 5mm. It also has occasional circular voids indicative of the presence of organic material. The outer surface shows some signs of surface treatment, which may be scratching/scoring, a feature associated with Iron Age pottery (Cathy Tester, pers. comm). Three other sherds from a second thickwalled vessel made in a coarser sandier fabric with sparse burnt flint are probably burnt. A further sherd of flint-tempered pottery was recovered as an unstratified find.

A single fragment of medieval pottery was also unstratified. The sherd is a medieval coarseware of Hollesley-type ware (Late 13th-14th century). It is slightly sooted and probably comes from the upper part of a jar.

Fired Clay

Four small fragments of fired clay were present in two of the ditchfills (6g). Three very small pieces made in a fine fabric with chalk inclusions were recovered from ditchfill 0005, and a larger fragment made in a pale orange fabric with large (up to 8mm) circular voids was found in ditchfill 0019.

Small finds

A small fragment of featureless copper alloy was recovered as an unstratified find (SF1001)

Animal bone

A single fragment of animal bone, the tibia of a small mammal, was present in ditchfill 0005.

Oyster shell

A single fragment of oyster shell from ditchfill 0005 was discarded.

5. Environmental evidence (Val Fryer)

Introduction and method statement

The excavations recorded a small number of features which, although un-dated, were within an area of known medieval activity. Samples for the retrieval of the plant macrofossil assemblages were taken from fills within pit 0006 (Sample 1) and ditch 0002 (Sample 2), and two were submitted for assessment.

The samples were processed by manual water flotation/washover and the flots were collected in a 300 micron mesh sieve. The dried flots were scanned under a binocular microscope at magnifications up to x 16 and the plant macrofossils and other remains noted are listed below in Table 1. Nomenclature within the table follows Stace (1997). All plant remains were charred.

The non-floating residues were collected in a 1mm mesh sieve and sorted when dry. Artefacts/ecofacts were retained for further specialist analysis.

Results

Both assemblages were small and very limited in composition, being largely composed of small pieces of coal and fragments of black porous and tarry material, most of which were probable derivatives of the combustion of the coal. However, a small number of reasonably well preserved plant macrofossils were also noted. Oat (Avena sp.) and barley (Hordeum sp.) grains were present within both assemblages along with small legume (Fabaceae) cotyledon fragments. A single, small fragment of possible hazel

(Corylus avellana) nutshell was recorded within the assemblage from sample 1. Charcoal/charred wood fragments were present in both assemblages along with vitreous globules and small pieces of burnt or fired clay.

Conclusions and recommendations for further work

In summary, the two assemblages are very similar, and it would appear most likely that both are derived from a common source. As fragments of coal and pieces of black porous and tarry concretions are predominant, it would appear most likely that both are principally derived from hearth waste, which had undergone very intense burning.

As plant remains are so scarce within these assemblages, no further quantification or analysis is recommended.

Sample No.	*1*	*2*
Context No.	**0007**	**0003**
Feature No.	**0006**	**0002**
Feature type	**Pit**	**Ditch**
Plant macrofossils		
Avena sp. (grains)	x	x
Hordeum sp. (grains)	x	x
Cereal indet. (grains)	x	xcf
Fabaceae indet.	x	x
Corylus avellana L.	xcf	
Charcoal <2mm	xxx	xxx
Charcoal >2mm		x
Other remains		
Black porous 'cokey' material	xxxx	xx
Black tarry material	x	xx
Bone	x	x
Burnt/fired clay	x	x
Fish bone	x	
Mortar/plaster	x	
Small coal frags.	xxxx	xxxx
Small mammal/amphibian bone	x	x
Vitreous globules	x	xx
Sample volume (litres)	**15**	**15**
Volume of flot (litres)	**0.1**	**0.1**
% flot sorted	**100%**	**100%**

Table 2**.** Charred plant macrofossils and other remains

Key to Table
x = 1 – 10 specimens xx = 11 – 50 specimens xxx = 51 – 100 specimens xxxx = 100+ specimens
cf = compare

Table 2. Charred plant macrofossils and other remains

7. Discussion

Although several features were identified within a relatively small area, the limited size of the excavation and low number of stratified, datable finds made their interpretation more difficult. The complex of features in the centre of the excavated area contained some flint-tempered pottery of possible Iron Age date, but whilst this could be residual, the sterile and leached fills were quite characteristic of prehistoric features. Larger amounts of Iron Age pottery were recorded from the excavations at Haughley Primary School approximately 100m to the north of Antrim House. Whilst ditches 0002 and 0012 merged, no stratigraphic relationship could be proven between the two. However, as their profiles were almost identical albeit in a mirror image of each other, it is plausible to suggest that they may be contemporary.

In spite of the proximity of the site at Duke St, Haughley (HGH 032), where relatively large quantities of medieval pottery were identified, only a single fragment of this date was recovered from Antrim House, and this was from an unstratified context.

Bibliography

Stace, C., 1997 *New Flora of the British Isles*. Second edition. Cambridge University Press

Appendix I

SUFFOLK COUNTY COUNCIL

ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM

Brief and Specification for Archaeological Monitoring of Development

ANTRIM HOUSE, OLD STREET, HAUGHLEY, SUFFOLK, IP14 3NR

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

1. **Background**

1.1 Planning consent (application 1458/07) has been granted by Mid Suffolk District Council for the construction of a swimming pool at Antrim House, Old Street, Haughley, Suffolk (TM 0259 6225), with a PPG 16, paragraph 30 condition requiring an acceptable programme of archaeological work being carried out. Assessment of the available archaeological evidence indicates that the area affected by development can be adequately recorded by continuous archaeological monitoring.

1.2 The site lies in an area of archaeological importance, recorded in the County Sites and Monuments Record, within the area of the medieval castle (HGH 001) and to the south of the medieval church (HGH 008). There is high potential for encountering medieval occupation deposits at this location. The proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.

1.3 In accordance with the standards and guidance produced by the Institute of Field Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Written Scheme of Investigation (WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (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 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.

1.4 Before commencing work the project manager must carry out a risk assessment and liase with the site owner, client and the Conservation Team of SCCAS (SCCAS/CT) in ensuring that all potential risks are minimised.

1.5 All arrangements for the excavation of the site, the timing of the work, access to the site, the definition of the precise area of landholding and area for proposed development are to be defined and negotiated by the archaeological contractor with the commissioning body.

2. **Brief for Archaeological Monitoring**

2.1 To provide a record of archaeological deposits which are damaged or removed by any development [including services and landscaping] permitted by the current planning consent.

2.2 The main academic objective will centre upon the potential of this development to produce evidence for medieval occupation remains on the site.

2.3 The significant archaeologically damaging activity in this proposal is the excavation of the swimming pool, which measures 9.14 x 4.57m in area and 0.80m in depth (max.). This, and the upcast soil, are to be closely monitored during and after they have been excavated by the building contractor. Adequate time is to be allowed for archaeological recording of archaeological deposits during excavation, and of soil sections following excavation.

2.4 The new pool is to be constructed on the site an earlier swimming pool. Therefore, the potential for undisturbed archaeological deposits will be limited to those areas outside, and possibly below, the earlier pool. It will be important to establish the exact extent, and location, of the earlier pool as part of this work.

3. Arrangements for Monitoring

3.1 To carry out the monitoring work the developer will appoint an archaeologist (the archaeological contractor) who must be approved by SCCAS/CT - see 1.3 above.

3.2 The developer or his archaeologist will give SCCAS/CT five working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored. The method and form of development will also be monitored to ensure that it conforms to previously agreed locations and techniques upon which this brief is based.

3.3 Allowance must be made to cover archaeological costs incurred in monitoring the development works by the contract archaeologist. The size of the contingency should be estimated by the approved archaeological contractor, based upon the outline works in paragraph 2.3 of the Brief and Specification and the building contractor's programme of works and time-table.

3.4 If unexpected remains are encountered SCCAS/CT must be informed immediately. Amendments to this specification may be made to ensure adequate provision for archaeological recording.

4. Specification

4.1 The developer shall afford access at all reasonable times to both the County Council Conservation Team archaeologist and the contracted archaeologist to allow archaeological monitoring of building and engineering operations which disturb the ground.

4.2 Opportunity must be given to the contracted archaeologist to hand excavate any discrete archaeological features which appear during earth moving operations, retrieve finds and make measured records as necessary. Where it is necessary to see archaeological detail one of the soil faces is to be trowelled clean.

4.3 All archaeological features exposed must be planned at a scale of 1:20 of 1:50 on a plan showing the proposed layout of the development, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded.

4.4 A photographic record of the work is to be made of any archaeological features, consisting of both monochrome photographs and colour transparencies/high resolution digital images.

4.5 All contexts must be numbered and finds recorded by context. All levels should relate to Ordnance Datum.

4.6 Archaeological contexts should, where possible, be sampled for palaeoenvironmental remains. Best practice should allow for sampling of interpretable and datable archaeological deposits and provision should be made for this. Advice on the appropriateness of the proposed strategies will be sought from J. Heathcote, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy, P.L. and Wiltshire, P.E.J., 1994, *A guide to sampling archaeological deposits for environmental analysis*) is available for viewing from SCCAS.

4.7 All finds will be collected and processed (unless variations in this principle are agreed with SCCAS/CT during the course of the monitoring).

4.8 The data recording methods and conventions used must be consistent with, and approved by, the County Sites and Monuments Record.

5. Report Requirements

5.1 An archive of all records and finds is to be prepared consistent with the principles of *Management of Archaeological Projects* (*MAP2*), particularly Appendix 3.This must be deposited with the

County Sites and Monuments Record within three months of the completion of work. It will then become publicly accessible.

5.2 The project manager must consult the SMR Officer to obtain an event number for the work. This number will be unique for each project or site and must be clearly marked on any documentation relating to the work.

5.3 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*. The finds, as an indissoluble part of the site archive, should be deposited with the County SMR if the landowner can be persuaded to agree to this. If this is not possible for all or any part of the finds archive, then provision must be made for additional recording (e.g. photography, illustration, analysis) as appropriate. Account must be taken of any requirements the County SMR may have regarding the conservation, ordering, organisation, labelling, marking and storage of excavated material and the archive.

5.4 A report on the fieldwork and archive, consistent with the principles of *MAP2*, particularly Appendix 4, must be provided. The report must summarise the methodology employed, the stratigraphic sequence, and give a period by period description of the contexts recorded, and an inventory of finds. The objective account of the archaeological evidence must be clearly distinguished from its interpretation. The Report must include a discussion and an assessment of the archaeological evidence, including palaeoenvironmental remains recovered from palaeosols and cut features. Its conclusions must include a clear statement of the archaeological value of the results, and their significance in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).

5.5 An unbound copy of the assessment 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.

5.6 Following acceptance, two copies of the assessment report should be submitted to SCCAS/CT. A single hard copy should be presented to the county SMR as well as a digital copy of the approved report.

5.7 A summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute of Archaeology*, must be prepared and included in the project report.

5.8 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 Sites and Monuments Record. AutoCAD files should be also exported and saved into a format that can be can be imported into MapInfo (for example, as a Drawing Interchange File or .dxf) or already transferred to .TAB files.

5.9 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.

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

Specification by: Dr Jess Tipper

Suffolk County Council
Archaeological Service Conservation Team
Environment and Transport Department
Shire Hall
Bury St Edmunds
Suffolk IP33 2AR Tel. : 01284 352197

Date: 7 September 2007 Reference: /AntrimHouse-Haughley2007

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.

S U F F O L K C O U N T Y C O U N C I L
A R C H A E O L O G I C A L S E R V I C E - C O N S E R V A T I O N T E A M

Brief and Specification for an Archaeological Excavation

ANTRIM HOUSE, OLD STREET, HAUGHLEY, SUFFOLK, IP14 3NR

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

1. The nature of the development and archaeological requirements

1.1 Planning consent (application 1458/07) has been granted by Mid Suffolk District Council for the construction of a swimming pool at Antrim House, Old Street, Haughley, Suffolk (TM 0259 6225), with a PPG 16, paragraph 30 condition requiring an acceptable programme of archaeological work being carried out.

1.2 The site lies in an area of archaeological importance, recorded in the County Sites and Monuments Record, within the area of the medieval castle (HGH 001) and to the south of the medieval church (HGH 008). There is high potential for encountering medieval occupation deposits at this location. The proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.

1.3 Information previously supplied to the Conservation Team of the Archaeological Service of Suffolk County Council (SCCAS/CT) regarding this application suggested the new pool was on the site of an earlier swimming pool, and thus the archaeological potential of the site was thought to be limited. However, the removal of the overburden has defined a high density of archaeological features cutting the subsoil, with no evidence to show the area has been previously destroyed.

1.4 In order to comply with the planning condition, SCCAS/CT has been requested to provide a brief and specification for the archaeological recording of archaeological deposits that will be affected by development. An outline specification, which defines certain minimum criteria, is set out below.

1.5 This document replaces an earlier brief and specification for archaeological monitoring (issued 7 September 2007), because of the unexpected remains encountered during removal of the overburden, to ensure adequate provision for archaeological recording.

2. Brief for Archaeological Investigation

2.1 An archaeological excavation, as specified in Section 3, is to be carried out prior to construction of the swimming pool, which measures 9.14 x 4.57m in area and 0.80m in depth (max.).

2.2 The excavation objective will be to provide a record of all archaeological deposits which would otherwise be damaged or removed by development, including services and landscaping

permitted by the consent. Adequate time is to be allowed for archaeological recording of archaeological deposits during excavation.

2.3 The academic objective will centre upon the potential for this site to produce, in particular, evidence for prehistoric occupation, in the form of finds and features.

2.4 This project will be carried through in a manner broadly consistent with English Heritage's *Management of Archaeological Projects,* 1991 (*MAP2*). Excavation is to be followed by the preparation of a full archive, and an assessment of potential for analysis and publication. Analysis and final report preparation will follow assessment and will be the subject of a further brief and updated project design.

2.5 In accordance with the standards and guidance produced by the Institute of Field Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Written Scheme of Investigation (WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to SCCAS/CT (Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the WSI as satisfactory. The WSI will *provide the basis for measurable standards* and will be used to establish whether the requirements of the planning condition will be adequately met; an important aspect of the WSI will be an assessment of the project in relation to the Regional Research Framework (*East Anglian Archaeology* Occasional Papers 3, 1997, 'Research and Archaeology: A Framework for the Eastern Counties, 1. resource assessment', and 8, 2000, 'Research and Archaeology: A Framework for the Eastern Counties, 2. research agenda and strategy').

2.6 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 SCCAS/CT before execution.

2.7 The responsibility for identifying any restraints on archaeological 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.

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

2.9 The developer or his archaeologist will give SCCAS/CT ten working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored. The method and form of development will also be monitored to ensure that it conforms to previously agreed locations and techniques upon which this brief is based.

3. Specification for the Archaeological Excavation ***(See also Section 4)***

The excavation methodology is to be agreed in detail before the project commences, certain minimum criteria will be required:

3.1 Topsoil and subsoil deposits must be removed to the top of the first archaeological level by an appropriate machine with a back-acting arm fitted with a toothless bucket. All machine excavation is to be under the direct control and supervision of an archaeologist.

3.3 If the machine stripping is to be undertaken by the main contractor, all machinery must keep off the stripped areas until they have been fully excavated and recorded, in accordance with this specification. Full construction work must not begin until excavation has been completed and formally confirmed by SCCAS/CT.

3.4 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 further excavation will be made by the senior project archaeologist with regard to the nature of the deposit.

3.5 All features which are, or could be interpreted as, structural must be fully excavated. Post-holes and pits must be examined in section and then fully excavated. Fabricated surfaces within the excavation area (e.g. yards and floors) must be fully exposed and cleaned. Any variation from this process can only be made by agreement with SCCAS/CT, and must be confirmed in writing.

3.6 All other features must be sufficiently examined to establish, where possible, their date and function. For guidance:

a) A minimum of 50% of the fills of the general features is be excavated.

b) Between 10% and 20% of the fills of substantial linear features (ditches, etc) are to be excavated, the samples must be representative of the available length of the feature and must take into account any variations in the shape or fill of the feature and any concentrations of artefacts.

3.7 Any variation from this process can only be made by agreement [if necessary on site] with a member of SCCAS/CT, and must be confirmed in writing.

3.8 Collect and prepare environmental bulk samples (for flotation and analysis by an environmental specialist). The fills of all archaeological features should be bulk sampled for palaeoenvironmental remains and assessed by an appropriate specialist. The Project Design must provide details of a comprehensive sampling strategy for retrieving and processing biological remains (for palaeoenvironmental and palaeoeconomic investigations and also for absolute dating), and samples of sediments and/or soils (for micromorphological and other pedological/sedimentological analyses. All samples should be retained until their potential has been assessed. Advice on the appropriateness of the proposed strategies will be sought from J. Heathcote, English Heritage Regional Adviser in Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy, P.L. and Wiltshire, P.E.J., 1994, *A guide to sampling archaeological deposits for environmental analysis*) is available for viewing from SCCAS.

3.9 A finds recovery policy is to be agreed before the project commences. It should be addressed by the WSI. Sieving of occupation levels and building fills will be expected.

3.10 Use of a metal detector will form an essential part of finds recovery. Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.

3.11 All finds will be collected and processed. No discard policy will be considered until the whole body of finds has been evaluated.

3.12 All ceramic, bone and stone artefacts to be cleaned and processed concurrently with the excavation to allow immediate evaluation and input into decision making.

3.13 Metal artefacts must be stored and managed on site in accordance with *UK Institute of Conservators Guidelines* and evaluated for significant dating and cultural implications before despatch to a conservation laboratory within four weeks of excavation.

3.14 Human remains are to be treated at all stages with care and respect, and are to be dealt with in accordance with the law. They must be recorded *in situ* and subsequently lifted, packed and marked to standards compatible with those described in the Institute of Field Archaeologists' *Technical Paper 13: Excavation and post-excavation treatment of Cremated and Inhumed Human Remains*, by McKinley & Roberts. Proposals for the final disposition of remains following study and analysis will be required in the WSI.

3.15 Plans of the archaeological features on the site should normally be drawn at 1:20 or 1:50, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded. All levels should relate to Ordnance Datum. Any variations from this must be agreed with SCCAS/CT.

3.16 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies/high resolution digital images, and documented in a photographic archive.

3.17 Excavation record keeping is to be consistent with the requirements Suffolk County Council's Sites and Monuments Record (SMR) and compatible with its archive. Methods must be agreed with SCCAS/CT.

4. General Management

4.1 A timetable for all stages of the project must be agreed before the first stage of work commences.

4.2 Monitoring of the archaeological work will be undertaken by SCCAS/CT. A decision on the monitoring required will be made by SCCAS/CT on submission of the accepted WSI.

4.3 The composition of the project staff must be detailed and agreed (this is to include any subcontractors). For the site director and other staff likely to have a major responsibility for the post-excavation processing of this site there must be a statement of their responsibilities for post-excavation work on other archaeological sites.

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

4.5 A detailed risk assessment and management strategy must be presented for this particular site.

4.6 The WSI must include proposed security measures to protect the site and both excavated and unexcavated finds from vandalism and theft.

4.7 Provision for the reinstatement of the ground and filling of dangerous holes must be detailed in the WSI. However, trenches should not be backfilled without the approval of SCCAS/CT.

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

4.9 Detailed standards, information and advice to supplement this specification are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003. The Institute of Field Archaeologists' *Standard and Guidance for Archaeological Excavation* (revised 2001) should be used for additional guidance in the execution of the project and in drawing up the report.

5. Archive Requirements

5.1 Within four weeks of the end of field-work a written timetable for post-excavation work must be produced, which must be approved by SCCAS/CT. Following this a written statement of progress on post-excavation work whether archive, assessment, analysis or final report writing will be required at three monthly intervals.

5.2 An archive of all records and finds is to be prepared consistent with the principle of English Heritage's *Management of Archaeological Projects*, 1991 (*MAP2*), particularly Appendix 3. However, the detail of the archive is to be fuller than that implied in *MAP2* Appendix 3.2.1. The archive is to be sufficiently detailed to allow comprehension and further interpretation of the site should the project not proceed to detailed analysis and final report preparation. It must be adequate to perform the function of a final archive for lodgement in the County SMR or museum.

5.3 The project manager must consult the SMR Officer (Dr Colin Pendleton) to obtain an event number for the work. This number will be unique for the site and must be clearly marked on any documentation relating to the work.

5.4 The project manager should consult the County SMR officer regarding the requirements for the deposition of the archive (conservation, ordering, organisation, labelling, marking and storage) of excavated material and the archive.

5.5 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. Detailed standards, information and advice to supplement this specification are to be found in *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation*, Archaeological Archives Forum 2007.

5.6 The site archive quoted at *MAP2* Appendix 3, must satisfy the standard set by the "Guideline for the preparation of site archives and assessments of all finds other than fired clay vessels" of the Roman Finds Group and the Finds Research Group AD700-1700 (1993).

5.7 Pottery should be recorded and archived to a standard comparable with 6.3 above, i.e. *The Study of Later Prehistoric Pottery: General Policies and Guidelines for Analysis and Publication,* Prehistoric Ceramics Research Group Occ Paper 1 (1991, rev 1997), the *Guidelines for the archiving of Roman Pottery*, Study Group Roman Pottery (ed M G Darling 1994) and the *Guidelines of the Medieval Pottery Group* (in draft).

5.8 All coins must be identified and listed as a minimum archive requirement.

5.9 The data recording methods and conventions used must be consistent with, and approved by, the County SMR. All record drawings of excavated evidence are to be presented in drawn up form, with overall site plans. All records must be on an archivally stable and suitable base.

5.10 A complete copy of the site record archive must be deposited with the County SMR within 12 months of the completion of fieldwork. It will then become publicly accessible.

5.11 Finds must be appropriately conserved and stored in accordance with UK Institute Conservators Guidelines.

5.12 Every effort must be made to get the agreement of the landowner/developer to the deposition of the finds with the County SMR or a museum in Suffolk which satisfies Museum and Galleries Commission requirements, as an indissoluble part of the full site archive. If this is not achievable for all or parts of the finds archive then provision must be made for additional recording (e.g. photography, illustration, analysis) as appropriate. If the County SMR is the repository for finds there will be a charge made for storage, and it is presumed that this will also be true for storage of the archive in a museum.

5.13 Where positive conclusions are drawn from a project, 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 journal, must be prepared and included in the project report, or submitted to SCCAS/CT by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.

5.14 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 Sites and Monuments Record. AutoCAD files should be also exported and saved into a format that can be can be imported into MapInfo (for example, as a Drawing Interchange File or .dxf) or already transferred to .TAB files.

5.15 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.

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

6. Report Requirements

6.1 An assessment report on the fieldwork and archive must be provided consistent with the principle of *MAP2*, particularly Appendix 4. The report must be integrated with the archive.

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

6.3 An important element of the report will be a description of the methodology.

6.4 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.

6.5 Provision should be made to assess the potential of scientific dating techniques for establishing the date range of significant artefact or ecofact assemblages, features or structures.

6.6 The results should be related to the relevant known archaeological information held in the County SMR.

6.7 The report will give an opinion as to the potential and necessity for further analysis of the excavation data beyond the archive stage, and the suggested requirement for publication; it will refer to the Regional Research Framework (see above, 2.5). Further analysis will not be embarked upon until the primary fieldwork results are assessed and the need for further work is established. Analysis and publication can be neither developed in detail or costed in detail until this brief and specification is satisfied. However, the developer should be aware that there may be a responsibility to provide a publication of the results of the programme of work.

6.8 The assessment report must be presented within six months of the completion of fieldwork unless other arrangements are negotiated with the project sponsor and SCCAS/CT.

6.9 The involvement of SCCAS/CT should be acknowledged in any report or publication generated by this project.

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Date: 18 September 2007 Reference: / AntrimHouse-Haughley2007

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.

Appendix II

CONTEXT	FEATURE	IDENTIFIER	DESCRIPTION	CUTS	OVER	CUTBY	UNDER	FINDSYN
0001	0001	Topsoil	Dark brown clay loam with frequent modern CBM, glass, glazed pottery etc.		0022			Y
0002	0002	Ditch cut	E-W running ditch. N side straight sided, S side steeply sloping, meeting in V-shaped base. Deeper to eastern end. Width 60cm N-S, depth c. 38cm			0012?		-
0003	0002	Ditch fill	Mid brown loamy clay with occasional irregular flint of small size (4-10mm) and rare large flint (100-300mm). Medium compaction. No finds.					N
0004	0004	Ditch cut	Shallow N-S running ditch cut by the west edge of site. Gently sloping sides into a flattish base.	0012				-
0005	0004	Ditch fill	Mid brown sandy clay with moderate chalk and charcoal flecks, flint stones and pebbles. Disturbed.				0022	Y
0006	0006	Pit cut	Sub-circular pit with sloping sides and slightly uneven concave base.	0008				-
0007	0006	Pit fill	Mid brown sandy-clay, paler towards the base. Moderate flint pebbles and gravel. Occasional chalk and charcoal flecks.					N
0008	0008	Pit cut	Shallow pit at south end of site- continues beyond edge of site. Rounded base. Possibly 2 pits but no relationship in fill.			0006		-
0009	0008	Pit fill	Pale mid yellowish-brown sandy clay, quite loose. Moderate flint pebbles, worm action visible.					N
0010	0010	Linear feature cut	Narrow linear feature running N-S with an open U-shaped profile	0012?				-
0011	0010	Linear feature fill	Mid-pale greyish-brown silty sand with moderate flint pebbles and worm action- butt end fill					N
0012	0012	Ditch cut	E-W running ditch-parallel to [0002]. Northern edge gently sloping, southern edge straight sided meeting in a V-shaped base. Mirror image of [0002]. Width 40cm, depth 18cm.	0002? 0004		0010?		-
0013	0012	Ditch fill	Mid brown loamy clay with occasional irregular flint of small-medium size (20-30mm) with moderate-loose compaction. No finds.					N
0014	0012	Ditch fill	Pale-mid brown loamy clay with patches of darker brown sandy fill. Very frequent stone of small-medium size (20-50mm) with occasional larger stone (+100mm). 1 Piece of iron age pot fragment.					Y
0015	0002	Ditch fill	Mid brown loamy clay with sand. Very frequent irregular flints of small to medium size (5-50mm). Moderate-loose compaction.					N

Appendix II

CONTEXT	FEATURE	IDENTIFIER	DESCRIPTION	CUTS	OVER	CUTBY	UNDER	FINDSYN
0016	0010	Linear feature fill	Pale-mid brown sand with some clay. Moderate-loose compaction with occasional small pebble. Fill leads into ditch [0012] but relationship unclear.					N
0017	0017	Pit cut	Oval pit, unknown relationship with ditch [0012] at southern edge. Northern edge steeply curving, flat, slightly undulating base. Width 74cm, depth 20cm					-
0018	0017	Pit fill	Pale-mid brown loamy clay with some sand and occasional small pebble. Moderate-loose compaction. No finds.					N
0019	0002	Ditch fill	Mid brown loamy clay with very frequent stones of small-medium size (5-50mm)					Y
0020	0020	Pit cut	Small, sub-oval pit, fairly steep sides, rounded base					-
0021	0020	Pit fill	Pale-mid brown loamy clay with sandy patches, moderate pebble inclusions					N
0022	0022	Subsoil	Mid greyish brown loamy clay with occasional CBM and moderate stone inclusions				0001	N