

ARCHAEOLOGICAL EVALUATION AND MONITORING REPORT

SCCAS REPORT No. 2011/049

157 Bures Road, Great Cornard COG 033

R. Brooks
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HER Information

Planning Application No: B/10/00942/FU

Date of Fieldwork: Monitoring 02/11/2010
Evaluation 10/03/2011

Grid Reference: TL 8850 3872

Funding Body: Alison Jackson

Curatorial Officer: Dr Jess Tipper

Project Officer: Rob Brooks

Oasis Reference: suffolkc1-95152

Digital report submitted to Archaeological Data Service:
<http://ads.ahds.ac.uk/catalogue/library/greylit>

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Summary

An archaeological monitoring and an evaluation were carried out at 157 Bures Road, Great Cornard, Suffolk. The monitoring revealed evidence of a large feature. This may have been a quarrying pit, although it was undated. Alternatively it could also have been a naturally formed feature. The evaluation produced no features. Neither stage of fieldwork uncovered any archaeological finds.

The soil stratigraphy seemed largely undisturbed and there is no evidence for archaeological occupation on the site. It is recommended that no further archaeological works be carried out.

1. Introduction

Two footing trenches and one evaluation trench were excavated at 157 Bures Road, Great Cornard to the south-east and rear of the existing building (Fig. 1). An archaeological monitoring was required in order to record any archaeological features and recover any finds that could otherwise be uncovered or destroyed by the machining close to the house. A further evaluation trench was dug to assess the archaeological potential of the area to be disturbed by the building of a new house (Fig. 2). The work was carried out to a Brief and Specification issued by Dr Jess Tipper, (Suffolk County Council Archaeological Service, Conservation Team – Appendix 1). The client, Alison Jackson, funded the work that was carried out on the 02/11/2010 and 10/03/2011.

2. Geology and topography

The geology of the area consists of poorly sorted superficial deposits of yellow and orange sand, gravel and clay, overlying bedrock geology of Lambeth clay, silt and sand (BGS, 2011). The site itself was relatively level. Two ground levels recorded with a GPS on the opposite ends of the evaluation trench measured 25.70m and 25.71m above the Ordnance Datum.

3. Archaeological and historical background

The site lies close to three prehistoric ring ditches recorded in the Suffolk Historic Environment Record (HER) as COG 004, 005 and 006, with the closest – COG 004 – being 50m to the south-east (Fig. 1). COG 004 and 005 were recently excavated and produced evidence of Bronze Age and Saxon activity, including the burial of a Bronze Age woman of high status (Muldowney and Beverton, forthcoming). A further HER entry records that the site is located within an area called Mill Tye, a reference dating to 1783 (COG 018). The First to Third Edition Ordnance Survey maps of the area (1876-1926) show the site as lying within a field and no features within the development area.

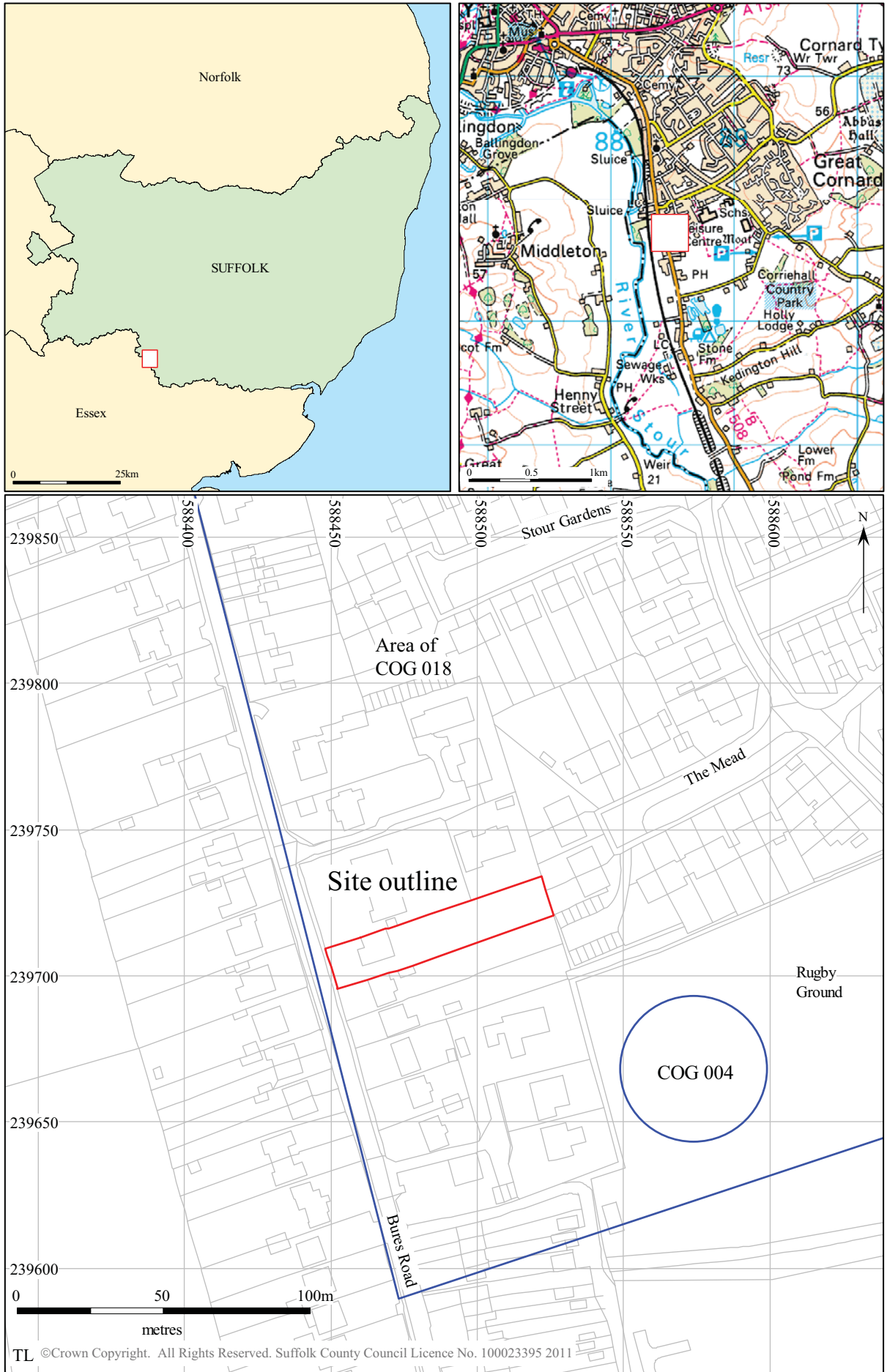


Figure 1. Location map showing development area (red) and HER entries mentioned in the text (blue)

4. Methodology

4.1 Monitoring

The footing trenches measured up to 0.6m wide by up to 2.25m deep. The total area encompassed by these groundworks covered 72sqm (Fig. 2). Groundworks were monitored, the upcast soil was sorted for finds and various measurements were made of the soil profiles, with a 1:50 profile being drawn of the main WSW-ENE section. High resolution colour digital photographs were taken at 300 x 300 dpi of the trenches and the site in general. The trenching was planned from known OS points and depths were recorded from the existing ground level. Archaeological contexts were recorded using a single continuous numbering system starting at 0001.

4.2 Evaluation

A single trench measuring 10m (WSW-ENE) x 2.1m (NNW-SSE) was excavated by a machine equipped with a 1.2m wide toothless bucket. This covered an area of 21sqm and was positioned to sample an area in the middle of the house footprint. The trench was dug under the supervision of an archaeologist to the depth of the natural geological level, truncating the topsoil and subsoil. During this process the upcast spoil was monitored for finds. The trench was planned and heights were measured using a Leica GPS1200 Rover system. This was set to maximum error tolerances of 0.05m and utilises a live mobile internet connection to sign into Leica's RTK (real time kinetics) Network which calibrates the system's position in the field to within said tolerances. Processing of these results was carried out off-site using a combination of LisCAD, MapInfo and AutoCAD 2009. Measurements of the soil profile were again taken and drawn at 1:20. A *pro-forma* trench record sheet was filled in and the soil contexts were recorded as part of the continuous numbering system. High resolution digital photographs were taken at 300 x 300 dpi resolution.

5. Results

5.1 Monitoring

WSW-ENE Trenching

The 4m long western area of the WSW-ENE aligned trenching was dug to a uniform depth of 1.75m and showed slight disturbance at the top of the profile from the former house construction. It also revealed evidence of a large feature, which was shown by

the presence of mid brown silt 0005 that was >1.75m deep and made up the entirety of this area of the section. A band of stones ran along its base. This was interpreted as being evidence of a deep quarrying pit, or of an eroded gravel face that had been naturally infilled. However, the limited extent of the trenching made this uncertain and did not reveal the feature's cut. This feature produced no finds.

The central 3m of trenching contained the footings and upstanding walls of the current house and did not reveal any soil stratigraphy. The eastern 3.5m of trenching was up to 2.3m deep and revealed two natural deposits. Deposit 0003 made up the majority of the section and was made up of natural mixed gravel and orangish-yellow poorly sorted sand. A small patch of irregular orangish-brown silt with coarse gravel was recorded as 0004, coming down from ground level into 0003. This appeared to be a natural occurrence resulting from root disturbance or groundwater movement.

SSE-NNW Trenching

This trenching was up to 2.3m deep and revealed only natural deposit 0003 and irregular deposits similar to 0004. It was also partially disturbed by an E-W pipe trench.

5.2 Evaluation

The evaluation uncovered no archaeological features or finds. A consistent profile of c.0.45m of mid-dark greyish-brown silty-sandy topsoil 0001, overlaid mid orangish-brown sandy-silt subsoil 0002, which was 0.38m deep. The natural geology was then revealed. This was made up of patches of pale creamy-yellow and dark orange patches of coarse sand and gravel, which was recorded as 0003. The topsoil produced the only cultural material, which consisted of modern glass and plastic, and was discarded.

6. Conclusions and recommendations for further work

The monitoring works revealed only one possible feature of uncertain date, which could represent quarrying of the natural gravels or sands. However, this feature may also have formed as a result of natural processes. If it is a quarry pit, it is not marked on 1876-1926 Ordnance Survey maps for the area.

The evaluation produced no features or finds and indicates that the development area has no surviving archaeological deposits within it. As a result of this, no further archaeological works are recommended.



Figure 2. Trench plan

7. Archive deposition

Paper and photographic archive: SCCAS Bury St Edmunds T:\Arc\ARCHIVE FIELD PROJ\Great Cornard\COG 033 157 Bures Road

8. List of contributors and acknowledgements

The monitoring was carried out by Andrew Tester, whilst the evaluation was carried out by Rob Brooks and John Sims (all from Suffolk County Council Archaeological Service, Field Team). The project was directed by Rob Brooks and managed by John Craven.

The production of site plans and sections was carried out by Gemma Adams and Rob Brooks. The report was checked by Jo Caruth and Richenda Goffin.

9. Bibliography

BGS, 2011 Information obtained from http://www.bgs.ac.uk/products/digital_maps/data_625k.html and reproduced with the permission of the British Geological Survey ©NERC. All rights Reserved

Muldowney and Beverton, forthcoming, SCCAS report, Bury St Edmunds

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. Brief and Specification documents



The Archaeological Service

9-10 The Churchyard, Shire Hall
Bury St Edmunds
Suffolk
IP33 2AR

Brief and Specification for Archaeological Evaluation

157 BURES ROAD, GREAT CORNARD, SUFFOLK (B/10/00942/FUL)

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 has been granted by Babergh District Council (B/10/00942/FUL) for the erection of a detached dwelling and garage at 157 Bures Road, Great Cornard, CO10 0JG (TL 884 397). **Please contact the applicant for an accurate plan of the site.**
- 1.2 The Planning Authority has been advised that any consent should be conditional upon an agreed programme of work taking place before development begins in accordance with PPS 5 *Planning for the Historic Environment* (Policy HE 12.3) to record and advance understanding of the significance of the heritage asset before it is damaged or destroyed.
- 1.3 The site is located on the north side of Church Road at c.20–25.00m OD. The soil is deep loam derived from the underlying glaciofluvial drift.
- 1.4 This application concerns the erection of a new dwelling, garage and access, and also new extension to the existing dwelling. The proposal lies in an area of archaeological interest recorded in the County Historic Environment Record, to the north-west of a group of three Bronze Age burial mounds (HER nos. COG 004, COG 005 and COG 006), of which two have been recently excavated. These excavations also defined evidence for early Anglo-Saxon occupation. There is high potential for encountering further heritage assets of archaeological interest at this location. Any groundworks associated with the proposed development has the potential to cause significant damage or destruction to any underlying heritage assets.
- 1.5 In order to inform the archaeological mitigation strategy, the following work will be required:
 - A linear trenched evaluation is required of the development area.
- 1.6 The results of this evaluation will enable the archaeological resource, both in quality and extent, to be accurately quantified. Decisions on the need for and scope of any mitigation measures, should there be any archaeological finds of significance, will be based upon the results of the evaluation and will be the subject of an additional specification.
- 1.7 All arrangements for the field evaluation of the site, the timing of the work, access to the site, the definition of the precise area of landholding and area for proposed development are to be defined and negotiated with the commissioning body.
- 1.8 Detailed standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003.

- 1.9 In accordance with the standards and guidance produced by the Institute for Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Written Scheme of Investigation (WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (9-10 The Churchyard, Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the WSI as satisfactory. The WSI will provide the basis for measurable standards and will be used to satisfy the requirements of the planning condition.
- 1.10 Neither this specification nor the WSI, however, is a sufficient basis for the discharge of the planning condition relating to archaeological investigation. Only the full implementation of the scheme, both completion of fieldwork and reporting based on the approved WSI, will enable SCCAS/CT to advise Babergh District Council that the condition has been adequately fulfilled and can be discharged.
- 1.11 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.
- 1.12 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.
- 1.13 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: Trenched Evaluation

- 3.1 A single trial trench 10.00m long x 1.80m wide is to be excavated to cover the area of the new development.
- 3.2 If excavation is mechanised a toothless 'ditching bucket' 1.80m 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.
- 3.3 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.
- 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 excavation will be made by the senior project archaeologist with regard to the nature of the deposit.
- 3.5 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).

- 3.6 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.
- 3.7 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 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.

- 3.8 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.
- 3.9 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
- 3.10 All finds will be collected and processed (unless variations in this principle are agreed SCCAS/CT during the course of the evaluation).
- 3.11 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.
- 3.12 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.
- 3.13 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies and/or high resolution digital images.
- 3.14 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.
- 3.15 Trenches should not be backfilled without the approval of SCCAS/CT. Suitable arrangements should be made with the client to ensure trenches are appropriately backfilled, compacted and consolidated in order to prevent subsequent subsidence.

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 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.
- 4.2 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.
- 4.3 It is the archaeological contractor's responsibility to ensure that adequate resources are available to fulfill the Brief.
- 4.4 A detailed risk assessment must be provided for this particular site.
- 4.5 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 4.6 The Institute for 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.

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 report should reflect the aims of the WSI.
- 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, 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).
- 5.7 The results of the surveys should be related to the relevant known archaeological information held in the County Historic Environment Record (HER).
- 5.8 A copy of the Specification should be included as an appendix to the report.
- 5.9 The project manager must consult the County HER Officer (Dr Colin Pendleton) to obtain a 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.
- 5.10 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*.
- 5.11 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 depository 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.
- 5.12 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation, and regarding any specific cost implications of deposition. The intended depository should be stated in the WSI, for approval. The intended depository must be prepared to accept the entire archive resulting from the project (both finds and written archive) in order to create a complete record of the project.
- 5.13 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.
- 5.14 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>) with ADS or another appropriate archive depository.

- 5.15 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.
- 5.16 An unbound hardcopy 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 hard copies of the report should be submitted to SCCAS/CT together with a digital .pdf version.
- 5.17 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.
- 5.18 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.
- 5.19 All parts of the OASIS online form must be completed for submission to the County HER, and a copy should be included with the draft report for approval (see para. 5.16). 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

9-10 The Churchyard, Shire Hall
Bury St Edmunds
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Date: 18 October 2010

Reference: /157BuresRd_GtCornard2010

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.

9-10 The Churchyard, Shire Hall
Bury St Edmunds
Suffolk
IP33 2AR

Brief and Specification for Continuous Archaeological Recording

**157 BURES ROAD, GREAT CORNARD, SUFFOLK
(B/10/00942/FUL)**

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 permission has been granted by Babergh District Council (B/10/00942/FUL) for the erection of a detached dwelling and garage at 157 Bures Road, Great Cornard, CO10 0JG (TL 884 397). **Please contact the applicant for an accurate plan of the site.**
- 1.2 The Planning Authority has been advised that any consent should be conditional upon an agreed programme of work taking place before development begins in accordance with PPS 5 *Planning for the Historic Environment* (Policy HE 12.3) to record and advance understanding of the significance of the heritage asset before it is damaged or destroyed.
- 1.3 This application concerns the erection of a new dwelling, garage and access, and also new extension to the existing dwelling. The proposal lies in an area of archaeological interest recorded in the County Historic Environment Record, to the north-west of a group of three Bronze Age burial mounds (HER nos. COG 004, COG 005 and COG 006), of which two have been recently excavated. These excavations also defined evidence for early Anglo-Saxon occupation. There is high potential for encountering further heritage assets of archaeological interest at this location. Any groundworks associated with the proposed development has the potential to cause significant damage or destruction to any underlying heritage assets.
- 1.4 Aspects of the proposed works will cause ground disturbance that has potential to damage any heritage assets of archaeological importance that exists.
- 1.5 Assessment of the available archaeological evidence indicates that the area affected by the demolition of the existing dwelling and erection of the new dwelling on the same site can be adequately recorded by continuous archaeological monitoring and recording during all groundworks (**Please contact the developer for an accurate plan of the development**).
- 1.6 In addition to this work, a trenched evaluation will be required across the area of the proposed new bungalow, garage and access to the rear (north) of the property. A separate specification has been issued for this work.

- 1.7 In accordance with the standards and guidance produced by the Institute of Field Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Written Scheme of Investigation (WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (9-10 The Churchyard, Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the WSI as satisfactory. The WSI will *provide the basis for measurable standards* and will be used to establish whether the requirements of the planning condition will be adequately met.
- 1.8 Following approval of the WSI, our office will advise the Local Planning Authority that an acceptable scheme of work is in place, and therefore we (will) have no objection to the work commencing. Neither this specification nor the WSI, however, is a sufficient basis for the discharge of the planning condition relating to archaeological investigation. Only the full implementation of the scheme, both completion of fieldwork and reporting based on the approved WSI, will enable SCCAS/CT to advise Babergh District Council that the condition has been adequately fulfilled and can be discharged.
- 1.9 Before commencing work the project manager must carry out a risk assessment and liaise with the site owner, client and the Conservation Team of SCCAS (SCCAS/CT) in ensuring that all potential risks are minimised.
- 1.10 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.
- 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 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.
- 1.13 The Institute for Archaeologists' *Standard and Guidance for an archaeological watching brief* (revised 2001) should be used for additional guidance in the execution of the project and in drawing up the report.

2. Brief for Archaeological Recording

- 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 Any ground works, and also the upcast soil, are to be closely monitored during and after stripping in order to ensure no damage occurs to the heritage asset. Adequate time is to be allowed for archaeological recording of archaeological deposits during excavation, and of soil sections following excavation.

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.
- 3.2 The developer or his contracted 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 this 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 SCCAS/CT 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 or 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 palaeo-environmental 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 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.
- 4.7 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 Historic Environment 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 Historic Environment Record within three months of the completion of work. It will then become publicly accessible. It must be adequate to perform the function of a final archive for deposition in the County Historic Environment Record (The County Store) or museum in Suffolk.
- 5.2 The project manager must consult the County Historic Environment Record 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*.
- 5.4 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 depository 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.
- 5.5 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation, and regarding any specific cost implications of deposition. The intended depository should be stated in the WSI, for approval. The intended depository must be prepared to accept the entire archive resulting from the project (both finds and written archive) in order to create a complete record of the project.
- 5.6 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.
- 5.7 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 proper deposition (<http://ads.ahds.ac.uk/project/policy.html>).
- 5.8 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).
- 5.9 An unbound hardcopy of the 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.
- 5.10 Following acceptance, a single copy of the report should be submitted to SCCAS/CT. A single hard copy should be presented to the County Historic Environment Record as well as a digital copy of the approved report.

- 5.11 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.
- 5.12 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 Historic Environment Record. 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.
- 5.13 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.
- 5.14 All parts of the OASIS online form must be completed for submission to County Historic Environment Record. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

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Reference: /157BuresRoad_GtCornard2010

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.

Appendix 2. Context Descriptions

Context	Description
0001	Mid-dark greyish-brown silty-sandy topsoil. Friable compaction. Common modern inclusions – rubble, glass, plastic. Common small stones. 0.46m deep. Clear horizon clarity. Interpretation – topsoil containing a lot of modern material from demolished greenhouses. Above 0002. Only seen in evaluation trench.
0002	Mid orangish-brown sandy-silt. Friable compaction. Common small angular stones. 0.38m deep. Diffuse horizon clarity. Interpretation – subsoil. No finds. Looked uniform and generally undisturbed. Above 0003, below 0001. Only seen in evaluation trench.
0003	Mixed pale creamy-yellow and dark orange patches of a coarse sand and gravel mix. Firm compaction. >2.3m deep. Interpretation – natural/geology. Undisturbed. Below 0002 and 0004. Seen in evaluation and monitoring trenches.
0004	Mid-dark orangish-brown silt. Friable compaction. Common coarse gravel inclusions. Up to 1.9m deep, with irregular shape in section. Interpretation – natural/geological deposit. No finds. Not a cut feature. Only seen in monitoring trenches.
0005	Mid brown silt. Friable compaction. Occasional small stones, with lens of small stones at base of trench. >1.75m deep. Interpretation – fill of a large natural or quarry pit feature. Full extent not exposed. Only seen in monitoring trenches.