

# ARCHAEOLOGICAL EVALUATION REPORT

---

**64 Southgate Street, Bury St Edmunds  
BSE 248**

A REPORT ON THE ARCHAEOLOGICAL EVALUATION, 2005  
(Planning app. no. SE/05/1250/P)

Andrew Tester  
Field Team

Suffolk C.C. Archaeological Service

© July 2005

Lucy Robinson, County Director of Environment and Transport  
Endeavour House, Russel Road, Ipswich, IP1 2BX

Suffolk County Council  
Archaeological Service

Suffolk County Council  
Archaeological Service

Suffolk County Council  
Archaeological Service

Suffolk County Council  
Archaeological Service

Suffolk County Council  
Archaeological Service

# Contents

List of Figures  
List of Tables  
List of Contributors  
Acknowledgements  
Summary  
SMR information

Introduction  
Methodology  
Results

Trench 1  
Trench 2  
Trench 3  
Trench 4

## The Finds

Introduction  
Pottery  
Ceramic building material and fired clay  
Clay tobacco pipe  
Animal bone  
Shell  
Worked flint  
Miscellaneous  
Discussion of the finds evidence

Discussion  
Recommendations

References

Appendix 1: Brief and specification

## List of Figures

1. Site location plan
2. Trench location plan
3. Plan of trenches 1 and 3
4. Sections Trench 1
5. Sections and plan of Trench 2
6. Sections, trenches 3 & 4

## List of Tables

1. Context list
2. Finds list

## List of Contributors

All Suffolk C.C. Archaeological Service unless otherwise stated.

Andrew Tester	Senior Project Officer
Richenda Goffin	Finds Manager
Anna West	Project Assistant
Gemma Adams	Post-Excavation Assistant

## Acknowledgements

This project was funded by Richard Balham and monitored by R.D.Carr (Suffolk County Council Archaeological Service, Conservation Division). Andrew Tester and James Rolfe from Suffolk County Council Archaeological Service, Field Team, carried out the Fieldwork. Andrew Tester directed the project.

Finds processing was carried out by Anna West and Gemma Adams, who also produced the drawings. Richenda Goffin wrote the finds report.

## Summary

Evaluation trenching carried out prior to the construction of two houses at land to the rear of 64 Southgate Street revealed evidence for widespread disturbance of the ground in the medieval period thought to be associated with stone quarrying for building construction. The disturbance was cut by shallow pits dating from the 12th to 14th centuries. There was no evidence for settlement to the east of the site (that fronted onto the footpath alongside the Rugby Club). A medieval cesspit is thought to relate to buildings which faced Southgate Street.

## SMR information

Planning application no.	SE/05/1250/P
Date of fieldwork:	July 2005
Grid Reference:	TL 8613 6339
Funding body:	Richard Balham
Oasis No.	Suffolkc1-9595

## Introduction

An archaeological evaluation was carried out at 64 Southgate Street, Bury St Edmunds (Fig.1) prior to residential development. The work was carried out to a Brief and Specification, issued by R.D. Carr (Suffolk County Council Archaeological Service, Conservation Team, Appendix 1. To meet an archaeological condition on the planning application SE/05/1250/P. the work was commissioned by the present owner Mr Richard Balham.

The site lies at TL 8613 6339 at a height of c. 37m OD and is on the edge of the floodplain above the river Lark with a substantial drop to Bury Rugby club beyond the wall, which marks the eastern edge of the plot. This drop is artificial with the land to the east having undergone substantial re-modelling and landscaping probably dating from the medieval period.

Interest in the site is generated by its position on the edge of the floodplain within the area of the medieval town and close to the Abbey. The aims of the evaluation were to assess the archaeological potential of the development area, and to establish any possible archaeological implications for the site's development.

## Methodology

A series of four trenches were excavated using a wheeled excavator with a flat bladed bucket. Digital photographs were taken at various stages of the work. Sections were drawn at a scale of 1:20 with plans drawn at 1:50. All bulk find were washed and marked with the site code. An OASIS form has been completed for the project. Suffolkc1-9595. The site archive is at present held at the Suffolk County Council Archaeological Service at Bury St Edmunds under SMR No. BSE 248.

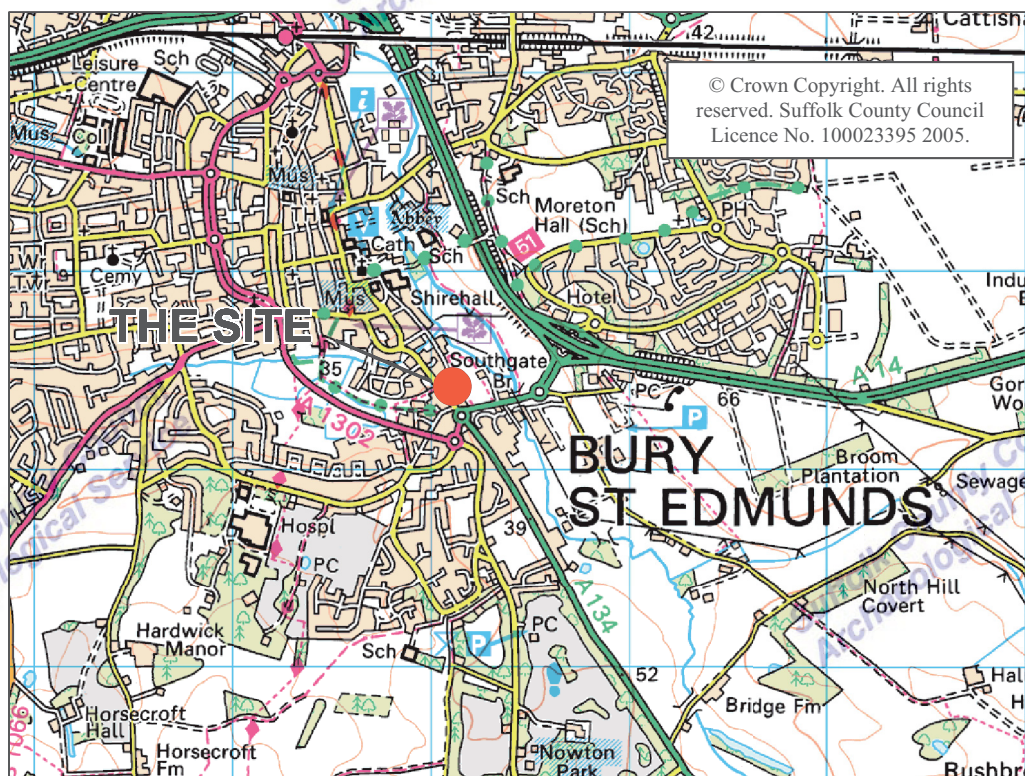


Figure 1 Site location plan

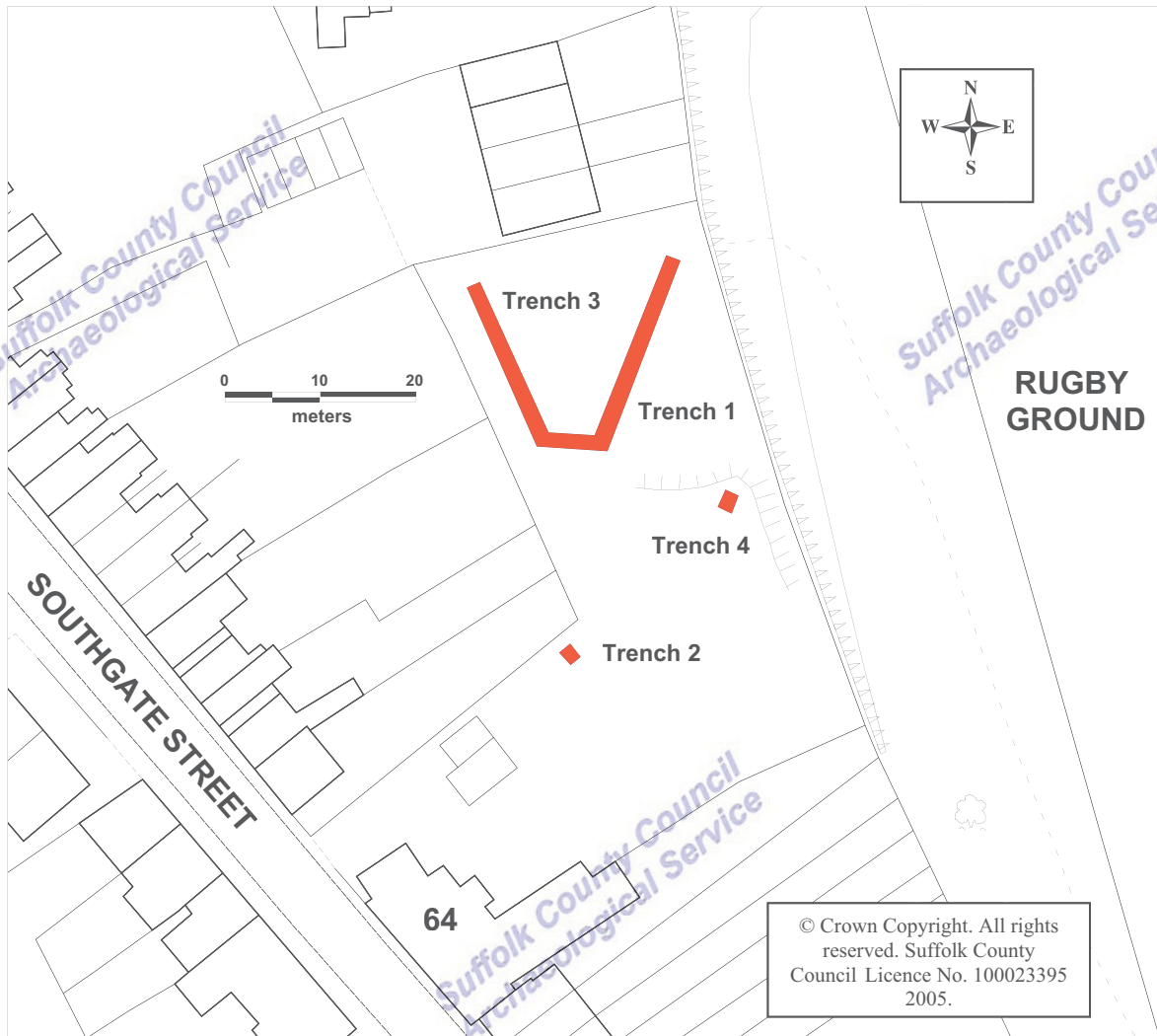


Figure 2 Trench location plan

## Results

Context	Location	Description
0001		Unstratified finds
0002	Trench 1	Pit cut. Shallow sides with flat base, circular, most beneath site baulk. cuts 0019
0003	Trench 1	Fill of 0002, mid red brown loose fill small gravel. Similar to fill of 0004.
0004	Trench 1	Pit cut. Small shallow, circular, regular sides flat base, cuts 0019
0005	Trench 1	Fill of 0004. Mid, red-brown loose sand very little gravel.
0006	Trench 1	Small oval pit 80-90 degree slope with flat base.
0007	Trench 1	Fill of 0006 green brown friable sand fill. Small amount of chalk flecks and gravel.
0008	Trench 1	Pit cut, similar to 0006. Circular, steep sided with a flat bottom.
0009	Trench 1	Fill of 0008. Dark grey brown friable sand.
0010	Trench 2	Pit cut beneath access drive. C. 1.4m from surface (looked like cesspit).
0011	Trench 2	Fill of 0010, very distinct green/brown fill possibly with coprolites.
0012	Trench 3	Rectangular pit.
0013	Trench 3	Fill of 0012. Dark sandy loam.
0014	Trench 1	Chalk and clay surface. Under topsoil over subsoil. Also over 0006 and 0008.
0015	Trench 3	Shallow north south ditch cut into natural.
0016	Trench 3	Fill of 0015 pale brown loam.
0017	Trench 2	Same as 0010.
0018	Trench 2	Same as 0011.
0019	Trench 1	Fill of 0020. Stoneless loose sand, pale grey in colour.
0020	Trench 1	Large amorphous cut feature, or features with indistinct edges which extended beyond the north end of Trench 1.
0021	Test pit	Machine dug hole through the base of Trench 1.

0022	Test pit	Unused
0023	Test pit	Machine dug hole through the base of Trench 1.
0024	Trench 3	Baulk section.
0025	Trench 3	Baulk section.
0026	Trench 3	Baulk section.
0027	Trench 1	Brown sandy subsoil, cut by 0006 and 0008, over 0002 and 0004.
0028	Trench 3	Baulk section.
0029	Trench 1	Finds collected from surface of 0019, therefore from depth machined to, rather than distinct interface. Finds will include some from contexts 0019 and 0029.

Table 1 Context list

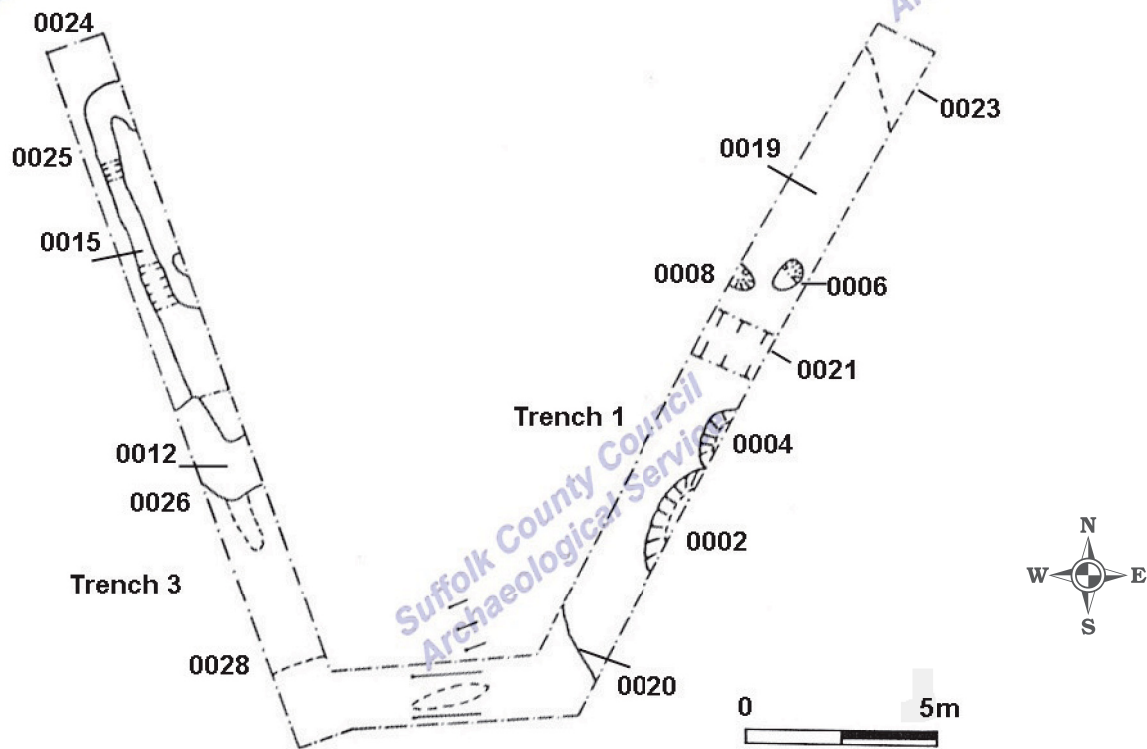
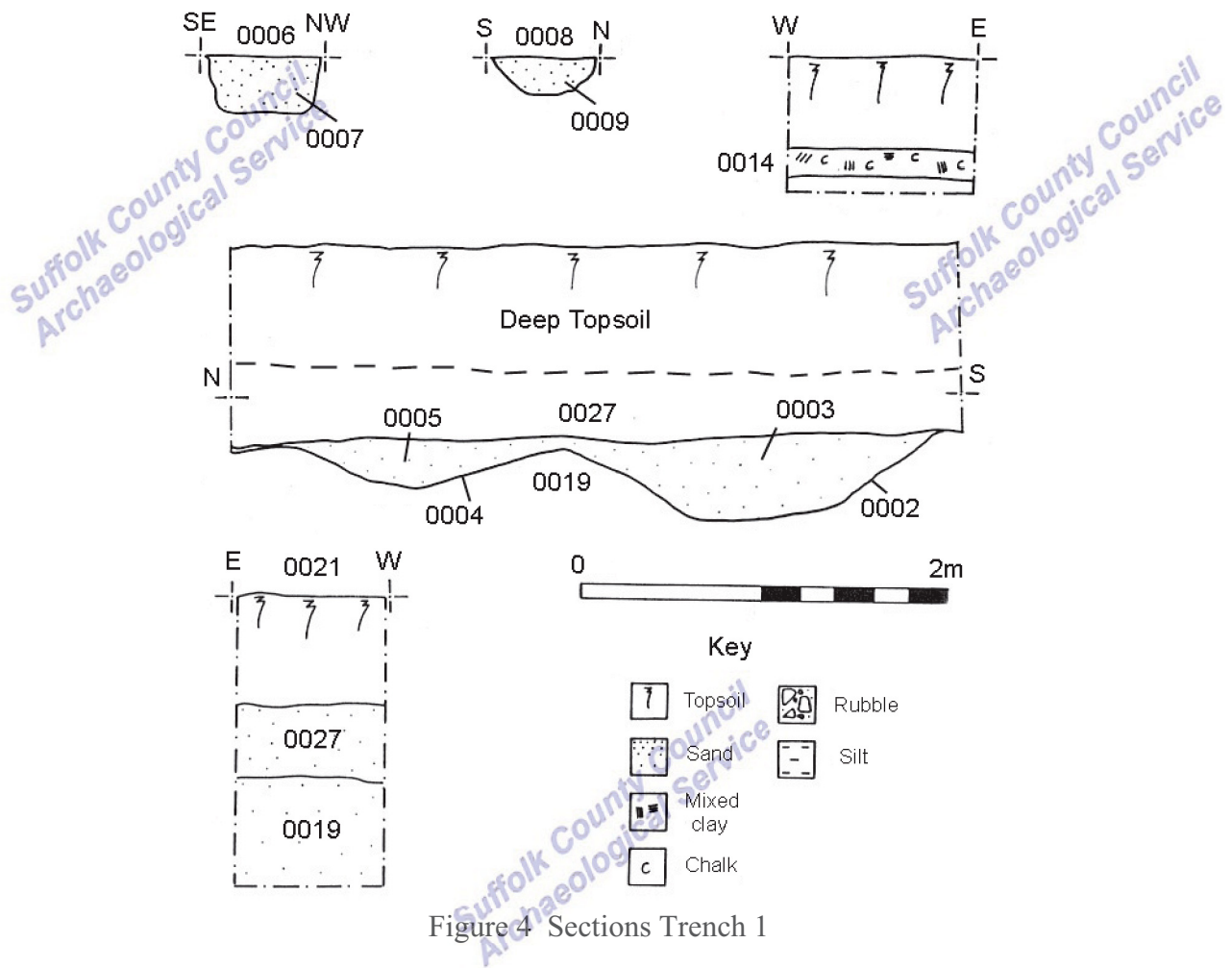


Figure 3 Plan of Trenches 1 and 3

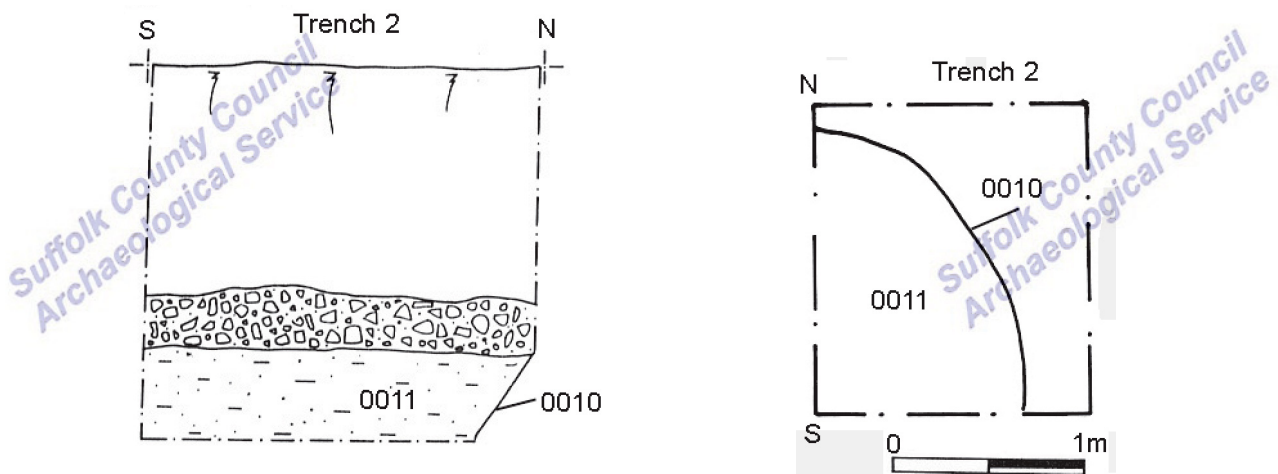
### Trench 1

This trench was c.20m long and ran diagonally across the site from north-east to south-west. It was machined to a depth of c. 1m, the removed soil consisting of a deep, dark brown topsoil, which became lighter towards the base; at approximately 0.6m a layer of clay and chalk (0014) was machined from the trench and illustrated in Section 4; beneath this was a pale grey sand with few flints, 0019. Four pits were exposed: 0006 (fill 0007) and 0008 (fill 0009) which were both small and circular in plan, and 0004 (fill 0005) and 0002 (fill 0003). These were larger with shallower sides and continued beneath the south baulk. All of these features were dug into layer 0019, which ran almost the entire length of the trench before terminating in orange sand and gravel at a depth of c.0.6m. General finds collected from the irregular surface of 0019 were labelled 0029 which representS a mixed layer. Following the recording of this trench two machine excavated holes were dug through 0019 (see Fig.3), these revealed a brighter orange sand with gravel in patches at c.1.5m from the surface in holes 0021 and 1.8m in hole 0023. Fragments of animal bone were observed in 0019 with a fragment of animal skull recovered from the base of 0023. The base of this feature was uneven and it is suggested it represents a large irregular cut feature 0020.



### Trench 2

This trench was dug across the access drive leading to the main site; due to the depth and position only a single pull of the machine was used, which was to a depth of 2m. The trench consisted of 1.2m of disturbed topsoil over 0.35m of brick rubble. Beneath this a quarter section of a (?) circular pit, **0010**, was identified. This had a green brown fill, **0011**, and a crunchy texture which would be consistent with the fill of a cesspit.





### Trench 3

This trench was 19 m long and was aligned north-south. The machining depth varied between 0.35m to 0.75m (Fig.6 sections **0024**, **0025**, **0026** and **0028**). Of this the upper 0.35m comprised dark brown loam topsoil. Three features were identified. A north south ditch or gully, **0015**, ran for c.11m along the length of the trench. It was c.0.1m deep (section not drawn) and filled with a lighter silty loam. A small patch of chalk overlay the natural against the eastern baulk, which was found to be only c.0.02m thick. A pit, which was cut from midway up the section, appeared in the centre of the trench **0012**. It was generally rectangular in plan although seemed to extend a little to the east under the baulk. Finds were collected from the surface.

At the south end of this trench it was machined through to connect with Trench 1. The depth of the natural subsoil increased towards Trench 1. This trench cut across a topographical anomaly where the garden dropped c. 0.3m in a north-south alignment; this was confined within the topsoil and therefore a superficial feature.

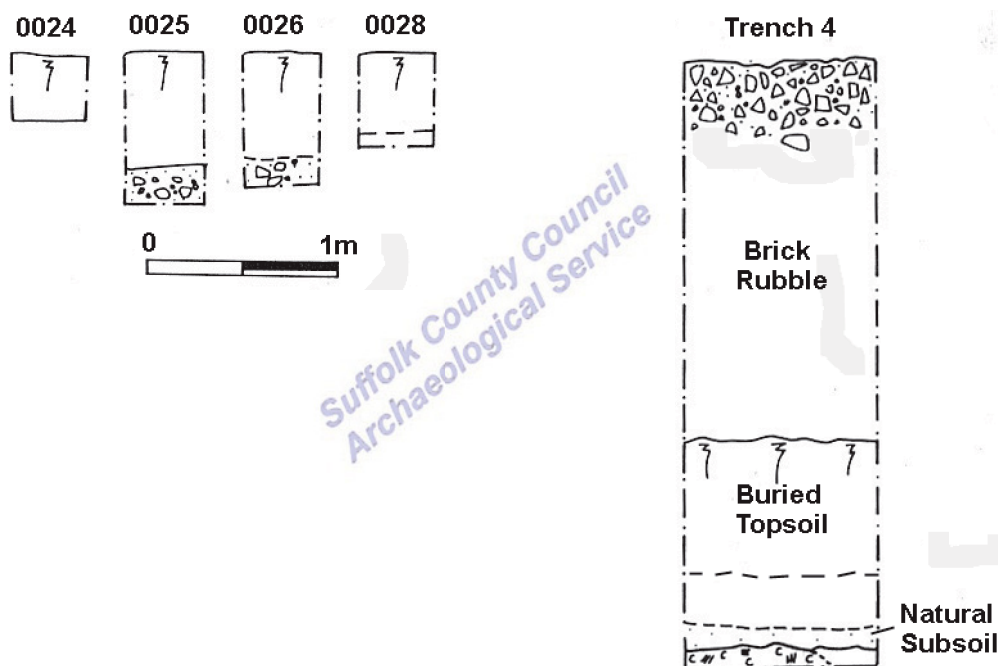


Figure 6 Sections, trenches 3 & 4

### Trench 4

This trench measured c.1.5m x 2.5m and was c. 3.2m deep. The topography in the area of the trench was virtually level with Southgate Street, but with a steep slope at the back of the property leading to the wall overlooking the rugby ground. The trench fill comprised c.2m of brick rubble beneath a thin layer of topsoil, which overlay c.1m of buried soil which came down onto natural sand, silt and gravel.

## The Finds, by Richenda goffin

### Introduction

Finds were collected from 9 contexts, as shown in the table below.

OP	Pottery		Animal Bone		CBM		Clay Pipe		Miscellaneous	Spotdate
	No.	Wt/g	No.	Wt/g	No.	Wt/g	No.	Wt/g		
0001	2	48	5	376	1	109			Oyster Shell 1@ 10g	Unstratified
0003	8	96	16	83					Oyster Shell 2@ 12g	L12th-14th C
0007	3	18	4	56	2	25				18th-20th C
0009	3	19			2	21	1	5	F Clay 1@ 8g, Slag 1@ <1g	18th-20th C
0011	1	5	3	39						13th-14th C
0013	5	345			2	973			Slag 1@ 75g	19th C
0016							2	3	Slag 1@ 1g, Charcoal 1@ <1g	17th-19th C
0019			3	5						Undated
0029	4	37	5	25					Oyster Shell 1@ 21g, Snail 1@ 2g, Worked Flint 2 @ 30g	L12th-14th C
Total	26	568	36	548	7	1128	3	8		

Table 2. Finds quantities

### Pottery

Twenty-six fragments of pottery were recovered from the evaluation, weighing 0.568kg. The assemblage is medieval and post-medieval, with one earlier fragment of indeterminate date.

A small, abraded and burnt hand-made body sherd was found as a residual element in the fill of the steep-sided pit 0008 in Trench 1. It has a fine sandy fabric and a large flint inclusion measuring c 4mm in length. It is likely to be prehistoric in date, although it shares some characteristics with Early Saxon ceramics.

Sixteen fragments of medieval pottery were identified, including two unstratified sherds. The majority are Bury coarseware variants, but a number of medieval glazed wares were also present. A sherd of probable Bury Glazed ware is an unstratified find, but a decorated sherd of Grimston-type ware was found in pitfill 0011 in Trench 2, and a possible fragment of Hedingham fineware from deposit 0029 in Trench 1. Much of the pottery came from the fills of several pits cutting context 0019 at different levels. In some cases, such as pitfill 0007, the medieval wares were associated with sherds which are later in date. Only the pitfill 0003 contained medieval pottery with no other later finds. The two sherds collected from the deposit 0029 are also medieval, although stratigraphically later than the pits, the context was not well sealed and some of the finds are likely to be intrusive.

The remaining nine fragments of pottery date to the post-medieval period. Five sherds present in pitfill 0013 include three fragments of a pearlware dish dated c1770-1850, and a large sherd from the base of an English stoneware vessel, probably a blacking bottle, which is likely to date to the 19th century. A highly abraded fragment of Staffordshire combed slipware was also present, dating to the mid 17th-18th century. Fragments of a post-medieval unglazed redware, similar to the red earthenware from which plant pots are made, were present in 0009 and 0007.

### Ceramic building material and fired clay

A single fragment of a re-used pegged roof tile was present as an unstratified find in 0001. Further roof tiles were recovered from pitfills 0007 and 0009. They are made from brick-red hard sandy fabrics. These are uniformly fired, and are late medieval or post-medieval in date. Two late post-

medieval bricks were present in 0013. One of these is made from a hard white-firing clay of 18th-19th century date, whilst the second brick is made from an orange fabric and has a frogged upper surface.

A small piece of fired clay was found in pitfill 0009. It is made from a fine sandy fabric and contains moderate chalk inclusions of variable size, up to 5mm in length. It contains small voids from the burning out of organic material. The fragment has one flat surface and may be a piece of daub, although it has no wattle or other structural impressions.

### **Clay tobacco pipe**

Three pieces of clay tobacco pipe were recovered, all of which are plain stem fragments. A single stem was found in pitfill 0009, with two further fragments present in ditchfill 0016 in Trench 3.

### **Animal bone**

A total of 36 fragments of animal bone was recorded, weighing 0.548kg. Fragments from the mandibles of a bovine and a sheep were present amongst the unstratified bone. The fragmentary remains of a sheep's tooth and the limb bones of small mammals were present in pitfill 0003. Three fragments recovered from pitfill 0011 in Trench 2 include two limb bones and a large molar from an ox or cow. Three fragments of a small cranium were found in fill 0019, although there are insufficient surviving features to be able to identify it further.

### **Shell**

Oyster shell fragments were recovered from three contexts. A land mollusc shell was also present in 0029.

### **Worked flint (Identifications by Colin Pendleton)**

Two fragments of worked flint were identified from the site, both from 0029, the surface of deposit 0019. One of these is a long flake with large retouched notch, which is Late Prehistoric in date. The other fragment is a secondary flake with two bulbs of percussion, which is also Late Prehistoric, and probably Bronze Age/Iron Age in date.

### **Miscellaneous**

A large fragment of slag was recovered from pitfill 0013. It has a mixed appearance since it resembles tapslag but also contains small clinker-like fragments. Two additional very small fragments of possible fuel-ash slag were identified in pitfill 0009 and 0016. A piece of charcoal was found in 0016.

### **Discussion of the finds evidence**

The finds recovered from the shallow pits in Trench 1 are mixed in their date range, and include medieval and post-medieval pottery. The pits appear to have been infilled during the post-medieval period, and contain pottery, clay pipe and post-medieval building materials, as well as some earlier material. A very abraded early, hand-made sandy ware in one of the pitfills may have been finally deposited from hillwash from elsewhere. The small amount of pottery recovered from 0029 which overlay the pit group in Trench 1 is medieval in date and therefore must be redeposited. A single glazed ware dating to the thirteenth and fourteenth century was recovered from the cesspit fill 0011 in Trench 2, which may be associated with one of the properties fronting onto the street.

The finds recovered from the evaluation show some evidence of medieval activity, although there was considerable redeposition of material. There is no indication of earlier land-use, as the

prehistoric finds were redeposited.

## Discussion

The excavation of Trench 1 revealed a substantial depth of disturbed or made up ground that contained very few flint nodules, which was in contrast to the natural subsoil below and to the west. This feature seems to have had a fairly uneven base with no clear shape. It also produced few finds. The earliest features that cut this layer were pits 0002 and 0004; the former of these is spot dated to the 12th to 14th centuries, two small pits or postholes, 0006 and 0008, are likely to have been later. Trench 3 was very shallow in comparison, with a clearly distinguished horizon of natural orange silt and gravel. Feature 0015 was shallow and contained clay pipes and is suggested to be the base of a garden feature, possibly a trench caused by double digging from when the plot was a garden which is shown on Thomas Warren's map of Bury St Edmunds from 1747.

The ground sloped east and south from these trenches but rose to be level with Southgate Street where trenches 2 and 4 were dug. The ground in both trenches had been raised by the deposition of building rubble by Greene King Plc when this land was the car park for the 'Sword in Hand' pub, now 64 Southgate Street. Both holes were too deep to access safely but a study of the fill from pit 0010 in Trench 2 suggests this was a cess pit and a single sherd of decorated Grimston-type ware pottery is dated to the 13th to 14th centuries. Trench 4 was similar to Trench 1 albeit lower and buried beneath 2m of brick rubble.

The evidence for massively disturbed ground in trenches 1 and 4 is consistent with the findings made along Cotton Lane (Tester 2003) at a similar position in relation to the floodplain to the north of the Abbey; here, it was argued, large areas of ground had been cleared in order to extract flint and possibly sand for the construction of the Abbey. On this site it must have occurred before the digging of pits 0002 and 0004 which was stratigraphically later than the quarrying debris.

There was no evidence to suggest that there had been earlier building plots backing onto those on Southgate street but facing east. Pit 0010 in Trench 2 falls within the existing plot for 64 Southgate Street; it also falls west of a line projected from the boundary wall to the rear of the properties north of No.64, this would place the suggested cesspit within a land division which backs onto Southgate Street.

## Recommendations

The evidence from the evaluation suggests that the proposed new buildings fall within land which was used for quarrying during the early medieval period. If footing trenches are excavated for construction it would be appropriate to monitor these, which may shed further light on quarrying activities and the subsequent use of the site. If the site were to be piled resulting in only limited disturbance monitoring would appear to be of little value and add nothing further to the archaeological record.

Andrew Tester August 2005

## References

Ryder, M., 1968, Animal bones in Archaeology

Tester, A., 2002, *Land off Cotton Lane, Bury St. Edmunds BSE 204*, S.C.C.A.S. Report No. 2002/92.

## **Disclaimer**

Any opinions expressed in this report about the need for further archaeological work are those of the Field Projects Division alone. 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 service cannot accept responsibility for inconvenience caused to clients should the Planning Authority take a different view to that expressed in the report.

Suffolk County Council  
Archaeological Service

Suffolk County Council  
Archaeological Service

Suffolk County Council  
Archaeological Service

# Appendix 1

## SUFFOLK COUNTY COUNCIL ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM

### *Brief and Specification for an Archaeological Evaluation*

#### GARDEN 64, SOUTHGATE HOUSE, BURY ST EDMUNDS

This is the brief for the first part of a programme of archaeological work. There is likely to be a requirement for additional work, this will be the subject of another brief.

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

#### 1. Background

- 1.1 Planning consent has been granted for the erection of two dwellings and garages served by an existing access (SE/05/1250/P).
- 1.2 The planning consent contains a condition (no. 3) requiring the implementation of a programme of archaeological work before development begins (Planning Policy Guidance 16, paragraph 30 condition). **An archaeological evaluation of the application area is required as the first part of such a programme of archaeological work; decisions on the need for, and scope of, any further work will be based upon the results of the evaluation and will be the subject of additional briefs..**
- 1.3 The development area is within the Area of Archaeological Importance defined in the Local Plan. It is within the medieval urban area and there is in addition potential for it to be within the Late Saxon settlement. There is potential for both early buildings and ancillary occupation evidence.
- 1.4 All arrangements for the field evaluation of the site, the timing of the work, access to the site, the definition of the precise area of landholding and area for proposed development are to be defined and negotiated with the commissioning body.
- 1.5 Detailed standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003.

- 1.6 In accordance with the standards and guidance produced by the Institute of Field Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Project Design or Written Scheme of Investigation (PD/WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the PD/WSI as satisfactory. The PD/WSI will *provide the basis for measurable standards* and will be used to establish whether the requirements of the planning condition will be adequately met.
- 1.7 Before any archaeological site work can commence it is the responsibility of the developer to provide the archaeological contractor with either the contaminated land report for the site or a written statement that there is no contamination. The developer should be aware that investigative sampling to test for contamination is likely to have an impact on any archaeological deposit which exists; proposals for sampling should be discussed with this office before execution.
- 1.8 The responsibility for identifying any restraints on field-work (e.g. Scheduled Monument status, Listed Building status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites &c.) rests with the commissioning body and its archaeological contractor. The existence and content of the archaeological brief does not over-ride such restraints or imply that the target area is freely available.

## 2. **Brief for the Archaeological Evaluation**

- 2.1 Establish whether any archaeological deposit exists in the area, with particular regard to any which are of sufficient importance to merit preservation *in situ* [at the discretion of the developer].
- 2.2 Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.
- 2.3 Evaluate the likely impact of past land uses and natural soil processes. Define the potential for existing damage to archaeological deposits. Define the potential for colluvial/alluvial deposits, their impact and potential to mask any archaeological deposit. Define the potential for artificial soil deposits and their impact on any archaeological deposit.
- 2.4 Establish the potential for waterlogged organic deposits in the proposal area. Define the location and level of such deposits and their vulnerability to damage by development where this is defined.
- 2.5 Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.
- 2.6 This project will be carried through in a manner broadly consistent with English Heritage's *Management of Archaeological Projects*, 1991 (MAP2), all stages will follow

a process of assessment and justification before proceeding to the next phase of the project. Field evaluation is to be followed by the preparation of a full archive, and an assessment of potential. Any further excavation required as mitigation is to be followed by the preparation of a full archive, and an assessment of potential, analysis and final report preparation may follow. Each stage will be the subject of a further brief and updated project design, this document covers only the evaluation stage.

- 2.7 The developer or his archaeologist will give the Conservation Team of the Archaeological Service of Suffolk County Council (address as above) five working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored.
- 2.8 If the approved evaluation design is not carried through in its entirety (particularly in the instance of trenching being incomplete) the evaluation report may be rejected. Alternatively the presence of an archaeological deposit may be presumed, and untested areas included on this basis when defining the final mitigation strategy.
- 2.9 An outline specification, which defines certain minimum criteria, is set out below.

### 3. **Specification: Field Evaluation**

- 3.1 Trial trenches are to be excavated to cover a minimum 5% by area of the entire **development area** and shall be positioned to sample all parts of the site. Linear trenches are thought to be the most appropriate sampling method. Trenches are to be a minimum of 1.8m wide unless special circumstances can be demonstrated. If excavation is mechanised a toothless 'ditching bucket' must be used. The trench design must be approved by the Conservation Team of the Archaeological Service before field work begins.
- 3.2 The topsoil may be mechanically removed using an appropriate machine fitted with toothless bucket and other equipment. All machine excavation is to be under the direct control and supervision of an archaeologist. The topsoil should be examined for archaeological material.
- 3.3 The top of the first archaeological deposit may be cleared by machine, but must then be cleaned off by hand. There is a presumption that excavation of all archaeological deposits will be done by hand unless it can be shown there will not be a loss of evidence by using a machine. The decision as to the proper method of further excavation will be made by the senior project archaeologist with regard to the nature of the deposit.
- 3.4 In all evaluation excavation there is a presumption of the need to cause the minimum disturbance to the site consistent with adequate evaluation; that significant archaeological features, e.g. solid or bonded structural remains, building slots or post-holes, should be preserved intact even if fills are sampled.
- 3.5 There must be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. The depth and nature of colluvial or other masking deposits must be established across the site.
- 3.6 The contractor shall provide details of the sampling strategies for retrieving artefacts, biological remains (for palaeoenvironmental and palaeoeconomic investigations), and samples of sediments and/or soils (for micromorphological and other



pedological/sedimentological analyses. Advice on the appropriateness of the proposed strategies will be sought from P Murphy, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy and Wiltshire 1994) is available.

- 3.7 Any natural subsoil surface revealed should be hand cleaned and examined for archaeological deposits and artefacts. Sample excavation of any archaeological features revealed may be necessary in order to gauge their date and character.
- 3.8 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
- 3.9 All finds will be collected and processed (unless variations in this principle are agreed with the Conservation Team of SCC Archaeological Service during the course of the evaluation).
- 3.10 Human remains must be left *in situ* except in those cases where damage or desecration are to be expected, or in the event that analysis of the remains is shown to be a requirement of satisfactory evaluation of the site. However, the excavator should be aware of, and comply with, the provisions of Section 25 of the Burial Act 1857.
- 3.11 Plans of any archaeological features on the site are to be drawn at 1:20 or 1:50, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded. Any variations from this must be agreed with the Conservation Team.
- 3.12 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies.
- 3.13 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.

#### 4. **General Management**

- 4.1 A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by the Conservation Team of SCC Archaeological Service.
- 4.2 The composition of the project staff must be detailed and agreed (this is to include any subcontractors).
- 4.3 A general Health and Safety Policy must be provided, with detailed risk assessment and management strategy for this particular site.
- 4.4 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 4.5 The Institute of Field Archaeologists' *Standard and Guidance for Archaeological Desk-based Assessments* and for *Field Evaluations* should be used for additional guidance in the execution of the project and in drawing up the report.

#### 5. **Report Requirements**

- 5.1 An archive of all records and finds must be prepared consistent with the principles of English Heritage's *Management of Archaeological Projects*, 1991 (particularly Appendix 3.1 and Appendix 4.1).
- 5.2 The data recording methods and conventions used must be consistent with, and approved by, the County Sites and Monuments Record.
- 5.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.
- 5.4 An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established.
- 5.5 Reports on specific areas of specialist study must include sufficient detail to permit assessment of potential for analysis, including tabulation of data by context, and must include non-technical summaries.
- 5.6 The Report must include a discussion and an assessment of the archaeological evidence. Its conclusions must include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).
- 5.7 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*. The finds, as an indissoluble part of the site archive, should be deposited with the County 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.
- 5.8 The site archive is to be deposited with the County SMR within three months of the completion of fieldwork. It will then become publicly accessible.

- 5.9 Where positive conclusions are drawn from a project (whether it be evaluation or excavation) a summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute for Archaeology*, must be prepared. It should be included in the project report, or submitted to the Conservation Team, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.
- 5.10 County SMR sheets must be completed, as per the county SMR manual, for all sites where archaeological finds and/or features are located.
- 5.11 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms.
- 5.12 All parts of the OASIS online form must be completed for submission to the SMR. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

Specification by: R D Carr

Suffolk County Council  
Archaeological Service Conservation Team  
Environment and Transport Department  
Shire Hall  
Bury St Edmunds  
Suffolk IP33 2AR

Tel: 01284 352441

Date: 14 July 2005

Reference: /BSE-SouthgateHouse07

**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.**