Land Off Broadlands Way, Bixley Farm, Rushmere St Andrew, Suffolk

Planning application: C/10/1756

HER Ref: RMA 030

Archaeological Evaluation Report

(© John Newman BA MIFA, 2 Pearsons Place, Henley, Ipswich, IP6 0RA)

(July 2011)

(Tel: 01473 832896 Email: johnnewman2@btinternet.com)

Site details for HER

Name: Land off Broadland Way, Bixley Farm, Rushmere St Andrew, Suffolk IP4 5SU

Client: Chater Homes Ltd

Local planning authority: Suffolk Coastal DC

Planning application ref: C/10/1756

Development: Erection of 55 residential unit- 42 retirement homes & 13 dwellings

Date of fieldwork: 13 & 14 June 2011

HER Ref: RMA 030

OASIS ref: johnnewm1-104710

Grid ref: TM 2070 4456

Contents

Summary: Rushmere St Andrew, land off Broadlands Way (RMA 030, TM 2070 4456) evaluation trenching of an area of former heath revealed very little evidence of past activity with the only archaeological feature being a shallow pit containing two sherds of early Neolithic pottery (John Newman Archaeological Services for Chater Homes Ltd).

1. Introduction & background

1.1 Chater Homes commissioned John Newman Archaeological Services (JNAS) to undertake the archaeological evaluation works on a plot of land at Bixley Farm, Rushmere St Andrew (see Fig. 1) that is to be developed as required under a condition for a programme of archaeological works of the planning decision notice for application C/10/1756. The evaluation requirements were set out in a Brief and Specification (see Appendix II) set by Dr J Tipper of the Suffolk CC Archaeological Service to satisfy this condition. This development concerns the erection 55 residential units comprising 42 retirement homes on the main part of the site and 13 dwellings in an extension to this main part on its north western corner. The overall area of the site being 0.914h with the retirement homes planned to be in four long blocks around an open courtyard which will be c45m across and the dwellings to be in a short block of three with the remaining ones forming a flattened C type shape terrace. This development represents one of the few remaining plots of land left in the Bixley Farm area.

1.2 Rushmere St Andrew parish is located on the north-eastern edge of modern Ipswich, some 4.5 km from the historic core of the town and, in recent years, increasingly encroached upon by suburban development. Historically the parish has had a low population located as it is largely on poor, sandy soils which saw extensive heath land develop from the Neolithic/Bronze Age. Hodkinson's map of Suffolk of 1783 indicates a very sparse settlement pattern with a few structures close to the parish church, which is some 2000m north-west of the proposed development area (see Fig. 1), and very little else. The site at Broadlands Way being on or very close to what was Rushmere Heath in the later 18th century and just above the 30m OD contour in an area at some distance from any apparent water sources that might have encouraged intensive land use at any period with the nearest stream being c250m to the east. The site has a very gentle slope down from the highest point towards its north-western corner and a lowest point in the south-eastern corner with an overall drop of c1m/1.5m.

1.3 Archaeological interest in the site was generated by its relatively large size at just under 1h and by the close proximity of recorded archaeological sites with evidence of later prehistoric and medieval activity (HER- RMA 018) c150m to the north and Roman period activity (HER- RMA 007) c180m to the north-east (see Fig. 1).

2. Evaluation methodology

2.1 The proposed development area on the northern side of Broadlands Way and to the east and north of the St Andrew Walk local centre was trenched to a previously agreed plan (see Fig. 2) laid out on a grid basis to sample all parts of the site using a large 360 machine which was under archaeological supervision at all times. The trenches were 1.8m wide and the agreed trenching plan comprised 9 which were to be 15m long and 6 at 20m long to achieve the 5% sample as specified with 255m in total. As one feature of likely prehistoric date was revealed in trench 12 towards the northern, central part of the site which at first appeared to be of an east-west aligned, linear form trench 6 to the east and trench 11 to the west were extended. As these extensions did not reveal any features trench 12 was extended at its northern end and trenches 4 and 5 were extended at their eastern and western ends respectively

to check for any linear features. Finally as the feature in question was not seen in any of these trench extensions a short extension to trench 12 was opened at the relevant point on the western side of the trench and it rapidly became clear that the feature was a shallow pit with a longer east-west axis compared to its width. With these trench extensions (see Fig. 2 shaded portions of trench) the total length of evaluation trench opened was 280m which with a width of 1.8m gives an overall area of 504m^2 or 5.5% of the site.

2.2 The exposed orange sand with flints glaciofluvial deposit exposed in the base of the trenches, which changed to a very pale silty sand naturally occurring deposit towards the south-eastern quarter of the site, was closely examined for archaeological features and any indistinct areas were hand cleaned. The upcast spoil from the trenches was examined visually and by an experienced metal detector user for any finds. Site visibility for features and finds is considered to have been good throughout the evaluation which was undertaken under dry and sunny conditions. The principal corners to the trench grid were marked out by the developer's surveyor with further detail being recorded in relation to existing mapped details. A full photographic record in digital format (see Appendix I) and monochrome film was taken of the trenching works.

3. Results

3.1 In this case the results are best summarised as in the table below as the majority of the trenches were of a uniform length, width and geological background with very few features of any date being revealed in the evaluation.

Trench	Orientation	Length (m)	Topsoil depth (mm)	Subsoil depth (mm)	Drift geology	Archaeological/natural features
1	N-S	15	250	50	Sand with flints	Recent dog burial
2	E-W	20	250	50	Sand with flints	Small animal burrow
3	NW-SE	20	250	50	Sand with flints	Small animal burrow
4	E-W	20+4	250	50	Sand with flints	
5	E-W	20+4	250	50	Sand & gravel, silty at E end	Small tree root hole
6	N-S	15+3	300	150	Silty sand with flints	
7	N-S	15	300	150 to 300 at S end	Silty sand	
8	E-W	20	300	300	Silty sand	
9	E-W	20	300	200	Silty sand E end, sand W end	
10	N-S	15	300	150	Sand with few flints	
11	N-S	15+5	300	100	Sand with flints	Small animal burrow
12	N-S	15+9	300	100	Sand with few flints	Shallow pit 0002, spot date early Neolithic
13	E-W	15	300	100	Sand with few flints	
14	N-S	15	300	100	Sand/silty at S end	
15	E-W	15	300	100	Sand with few flints	
Total/ summary		280		Subsoil- pale to mid brown sand with small & medium flints	Sand with flints in NW quarter to silty sand to SE	One archaeological feature, one modern feature & 4 natural features

Table 1: Trench details (see also Fig. 2)

3.2 As indicated in Table 1 only one archaeological feature was revealed during the evaluation. This was a shallow pit (0002- Fig. 3) in Trench 12 in the north central part of the site (Fig. 2) which contained a pale/mid brown sandy fill (0003) with occasional

small flints. The feature was 240mm deep with a gentle, rounded profile and of an elongated shape being 2.15m on its longer, east-west axis but only 1m wide. By extending Trench 12 to the west the pit (0002) was fully exposed following, as outlined in section 2.1 above, the lengthening of trenches 6 and 11 to search for what at first appeared to be a linear east-west feature such as a ditch. Once the full extent of the feature had been confirmed it was half-sectioned, a sample taken (see section 5 below) and then fully excavated to retrieve any finds (see section 4 below).

3.3 Also as indicated in Table 1 the only other features revealed during the evaluation were a recent dog burial in Trench 1, animal burrows in Trenches 2, 3 and 11 and a tree root hole in Trench 5. The site was also notable for the lack of any unstratified finds within the upcast spoil from the trenching which could be of pre c1900 date with the only items being occasional nails/scraps of iron and small tile or brick fragments. At the base of the topsoil shallow plough marks were noted in the subsoil on a north-west/south-east alignment in Trenches 2, 3, 4 and 11 and it is known that the area was put under arable cultivation in the mid-late 20th century before the development of Bixley Farm as a suburb to Ipswich.

4. The Finds (Sarah Percival)

4.1 Two sherds (one in two fragments) weighing 26g which are hard fired in a flint-tempered fabric containing white, angular flint up to 3mm across were recovered from the fill (0003) of a shallow pit (0002). One sherd is a rim (Fig. 4) which is out-turned, or perhaps rolled, and this along with the flint-tempered fabric suggests an earlier Neolithic date and probably from an undecorated, round based bowl.

5. The Environmental Evidence (Val Fryer)

5.1 Introduction and method statement- evaluation excavations at Broadlands Way, Rushmere St Andrew, undertaken by JNAS, recorded a single pit (feature [0002]) of possible earlier Neolithic date. A sample for the retrieval of the plant macrofossil assemblage was taken from the pit fill (context [0003]).

The sample was processed by manual water flotation/washover and the flot was collected in a 300 micron mesh sieve. The dried flot was 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. All plant remains were charred. Modern fibrous roots and thorns were also recorded.

5.2 Results- the flot is extremely small (<0.1 litres in volume). Charcoal/charred wood fragments and pieces of charred root/stem are present at a very low density, but they are the only plant macrofossils recorded. Other remains include fragments of coal, black porous residues and pieces of vitreous material, all of which are probably modern intrusions with the pit fill.

5.3 Conclusions and recommendations for further work- although plant macrofossils are generally scarce within Neolithic contexts, this assemblage is particularly sparse. It is considered very unlikely that any of the remains are the result of the primary deposition of refuse within the pit fill; rather, they are probably derived from scattered or wind-blown detritus, which was accidentally incorporated within the pit fill.

As plant macrofossils are so scarce, no further analysis of this assemblage is required. If further interventions are planned within this area of Rushmere, additional plant macrofossil samples may be taken at the discretion of the excavator, especially if any features appear to have black or charcoal rich fills.

Context No.	**0003**		
Plant macrofossils			
Charcoal <2mm	x		**Key to Table:**
Charred root/stem	x		x = 1 – 10 specimens
Other remains			
Black porous material	x		
Small coal frags.		x	
Vitreous material		x	
Sample volume (litres)	**40**		
Volume of flot (litres)	**<0.1**		
% flot sorted	**100%**		

Table 2: Charred plant macrofossils and other remains

6. Conclusion

6.1The general absence of evidence for past activity at this site off Broadlands Way, Rushmere St Andrew is perhaps unsurprising as the heath land areas of east Suffolk historically are best known as sheep walks as the lack of water sources has discouraged settlement in the past. However prehistoric activity on the heath lands is evidenced by scattered Bronze Age burial mound sites so other indicators of an occasional and probably sporadic presence can be expected as the early farmers used these areas for grazing livestock in particular. The single archaeological feature (0002) revealed at this site could well be evidence of this low intensity, earlier prehistoric land use with the small amount of pottery recovered and very sparse environmental evidence perhaps pointing to passing activity that may have only lasted for a day or two some 5,000 years ago.

6.2 While the archaeological evidence recovered from this site is sparse it does indicate earlier prehistoric activity at a very low intensity. The regional research agenda and strategy (Brown & Murphy, 2000, 9) outlines how while East Anglia has good evidence for Early Neolithic activity few sites have been examined in any detail. The inter-relationship between settlements and how the land was used is only partially understood so, in this case, some potential exists to investigate earlier prehistoric use of a particular environment, namely dry heath where livestock grazing almost certainly was the main type of land use at a time of shifting settlement. Therefore it would appear prudent to examine an area around the recorded Early Neolithic feature (0002) under controlled archaeological conditions so any other features can be investigated, sampled and recorded. With the light soils at this site such an operation should be a straightforward and simple operation if done under close supervision with a suitably skilled machine driver.

Archive- to be deposited with the Suffolk CC Archaeological Service under the HER ref. RMA 030.

Disclaimer- any opinions regarding the need for further archaeological work in relation to this proposed development are those of the author's alone. Formal comment regarding the need for further work must be sought from the official Archaeological Advisors to the relevant Planning Authority.

(Acknowledgements: JNAS is grateful to Ian Chater and Graham from SEH for their **help on site, to Sarah Percival for reporting on the pottery, to Val & Robert Fryer for their work on the environmental sample, to Sue Holden for preparing figures 2-4 and to James Armes for the metal detector search).**

Refs:

Brown N & Murphy P 2000 *'Neolithic and Bronze Age' in Brown N & Glazebrook J (eds) Research and Archaeology: A Framework for the eastern Counties 2. Research agenda and strategy (EAA Occasional Papers 8)*

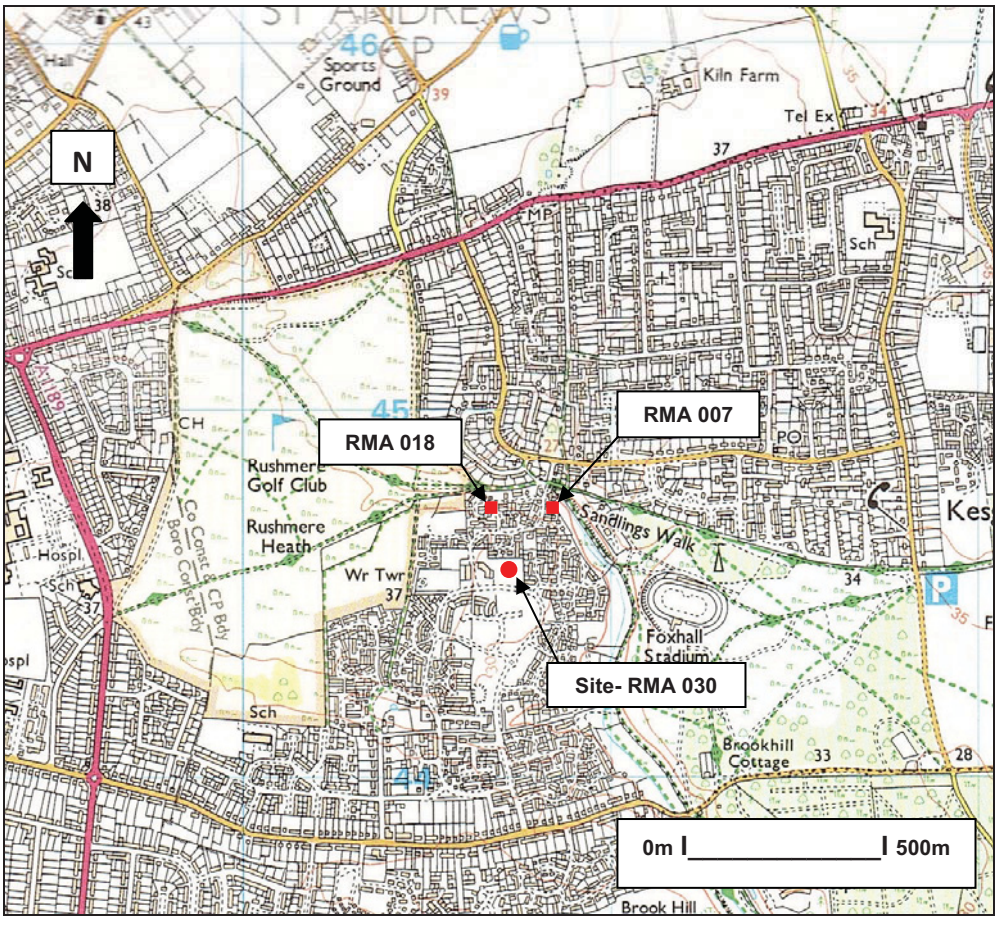

Fig. 1: Site location (Ordnance Survey © Crown copyright 2006 All rights reserved Licence No 100049722)

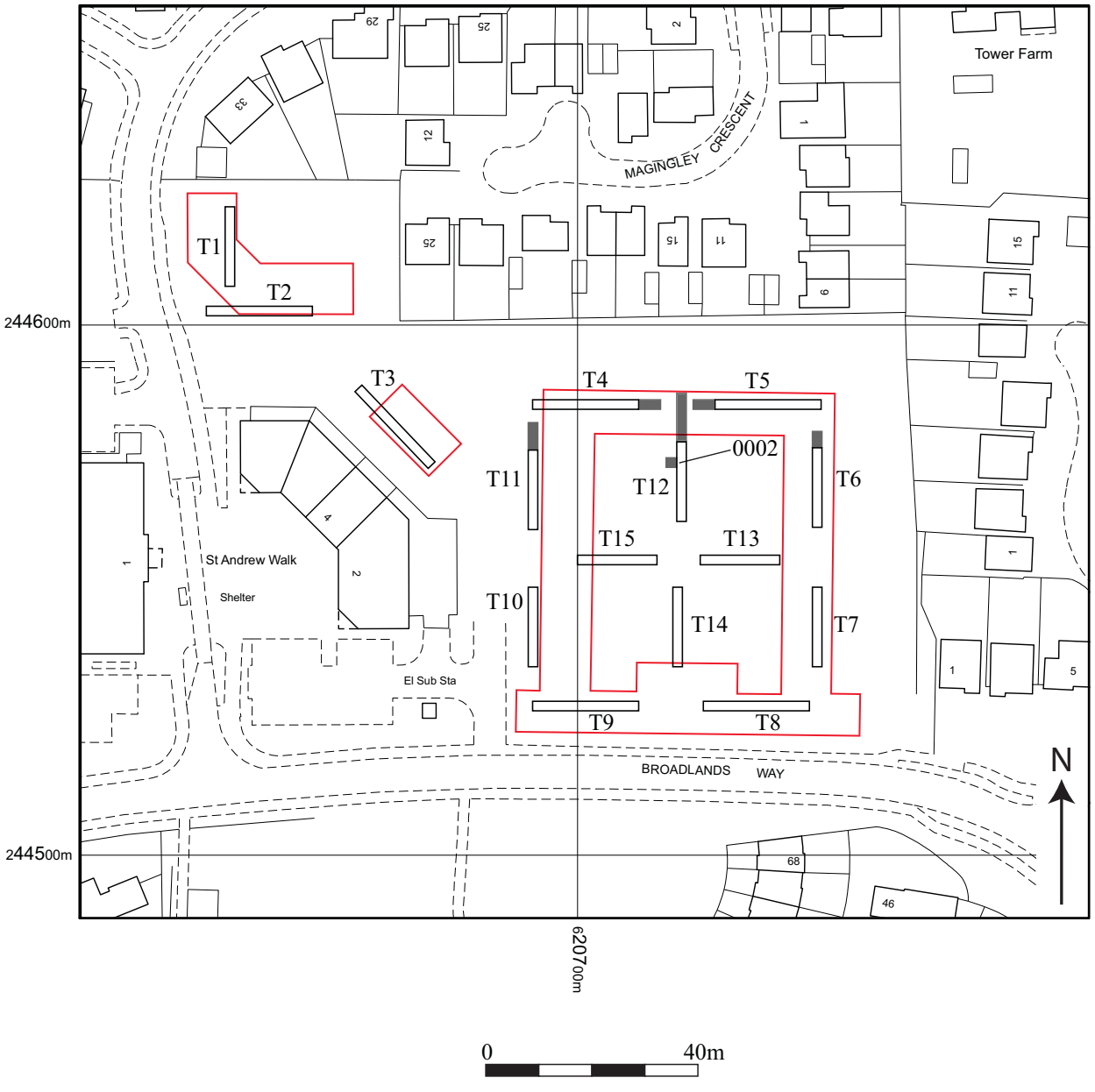

Fig.2: Trench location.
(Ordnance Survey©Crown copyright 2011. All rights reserved. Licence no:100049722)
Proposed building footprints outlined in red.

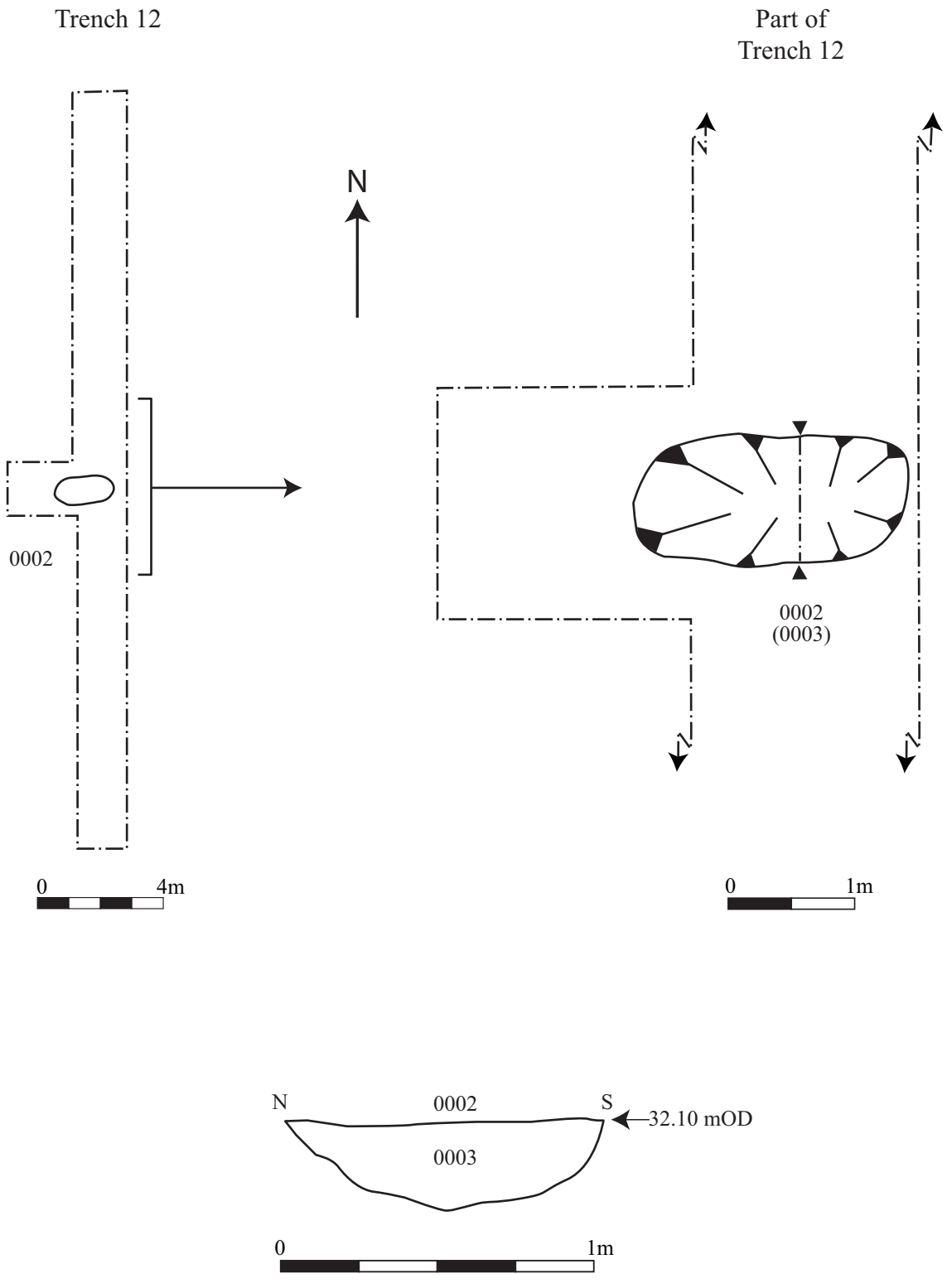

Fig. 3. Plan and section - Trench 12.

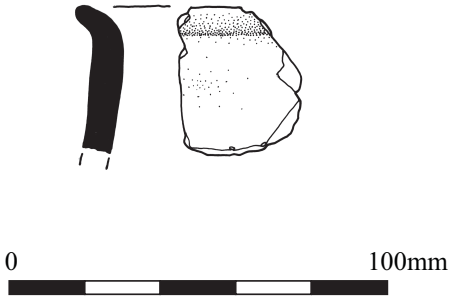

Fig. 4: Pottery from the evaluation (Sue Holden)

Appendix I- Selected images

General view from north west

Trench 1 from south

Trench 4 from east

Trench 7 from north

Trench 12 from south

Pit 0002 in T12 from west

Suffolk County Council

The Archaeological Service

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

Brief and Specification for Archaeological Evaluation

LAND TO EAST OF BIXLEY FARM DISTRICT CENTRE, RUSHMERE ST ANDREW (C/10/1756)

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 Suffolk Coastal District Council (C/10/1756) for the erection of 55 residential units on land adjacent east of Bixley Farm District Centre, Rushmere St Andrew (TM 207 445). **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, which measures 0.914 ha. in size, is located on the north side of Broadlands Way. The soils are deep sand, derived from the underlying glaciofluvial drift at *c.*30–35.00m OD.

1.4 This application lies in an area of archaeological potential, recorded in the County Historic Environment Record, within the historic settlement core. There is high potential for encountering early occupation deposits at this location. Aspects of the proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.

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, prior to any groundworks on the site.

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 Suffolk Coastal District Council that the condition has been adequately fulfilled and can be discharged (assuming planning permission is forthcoming).

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 Trial trenches are to be excavated to cover 5% by area, which is *c.*457.00m^2. These 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 1.80m wide unless special circumstances can be demonstrated; this will result in a minimum of 254.00m of trenching at 1.80m in width.

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 If the County Store is not the intended depository, the project manager should ensure that a duplicate copy of the written archive is deposited with the County HER.

5.13 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.

5.14 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.

5.15 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.

5.16 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.

5.17 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.

5.18 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 can be imported into MapInfo (for example, as a Drawing Interchange File or .dxf) or already transferred to .TAB files.

5.19 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.

5.20 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. 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
Suffolk IP33 2AR
Tel: 01284 352197
Email: jess.tipper@suffolk.gov.uk

Date: 19 April 2011

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.