

# **The Old School House, The Street, Chelsworth, Suffolk**

**Planning application: B/09/00377**

**HER Ref: CHW 011**

## **Archaeological Evaluation & Monitoring Report**

(© John Newman BA MIFA, 2 Pearson's Place, Henley, Ipswich, IP6 0RA)

(July 2010)

(Tel: 01473 832896 Email: [johnnewman@keme.co.uk](mailto:johnnewman@keme.co.uk))

## **Site details for HER**

Name: The Old School House, The Street, Chelsworth, IP7 7HU

Client: Dr J Wilson

Local planning authority: Babergh DC

Planning application ref: B/09/00377

Development: Garage & store buildings within private curtilage

Date of fieldwork: evaluation- 21 May & monitoring- 23 & 25 June 2010

HER Ref: CHW 011

OASIS ref: johnnewm1\_77459

Grid ref: TL 9799 4811

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*Summary: Chelsworth, The Old School House(CHW 011, TL 9799 4811) evaluation trenching for a proposed garage revealed an unexpected layer of redeposited clay masking the former top soil and therefore the shallow foundations had little impact on the level where archaeological deposits, if present, would have been revealed. At a nearby store site trenching revealed a large, probable quarry, pit containing a few sherds of medieval and early Post medieval date (John Newman Archaeological Services for Dr J Wilson).*

## 1. Introduction & background

1.1 Dr J Wilson commissioned John Newman Archaeological Services (JNAS) to undertake the archaeological evaluation and follow-up monitoring works on those parts of the garden of The Old School House that were to be developed as required under a condition for a programme of archaeological works of the planning decision notice for application B/09/00377. The archaeological requirements were set out in a Brief and Specification (see Appendix I) set by Ms S Poppy of the Suffolk CC Archaeological Service (SCCAS) to satisfy this condition. The development concerns the erection of a garage to the north and a store building to the west of The Old School House, Chelsworth.

1.2 Chelsworth parish is located north east of Sudbury in south Suffolk in an area dominated by the heavier soils formed from the deep clay of the Hanslope series derived from the underlying chalky till. The settlement pattern in this part of East Anglia is made up of village centres, such as Chelsworth, strung out in a linear pattern along main roads with other settlement scattered along more minor lanes and small tyes or greens around each parish. The Old School House is within the main village which stretches along the B1115; a road that runs in a generally east-west direction and approximately parallel to the nearby River Brett, giving a linear pattern to Chelsworth. The site (see Fig. 1) which lies on a gentle south facing slope at c40m OD, is some 200m north of the parish church on a street frontage containing numerous later medieval and early Post medieval listed buildings and is within the village Conservation Area though The Old School itself, which is in origin of later 19<sup>th</sup> century date, is not listed. At the time of the tithe map (Suffolk RO ref. T98/1 & 2) in 1839 the site that was to become the village's National School formed part of Days Field which was down to arable use. At the time of the evaluation the garden was largely laid down to grass with some flower beds. Both proposed development sites lie towards the southern, street end of the garden with the garage being c32m north of the frontage (with a small side track, called Claypit Lane in 1839, to its east that leads to an area historically owned by the Parish of Chelsworth and used as pasture- see Fig. 1) and the store building being c10m from the frontage.

1.3 The proposed development area is in an area recorded on the Suffolk County Historic Environment Record (HER) as being within the historic settlement core of the village, close to the medieval parish church (HER CHW 002) and on a street frontage containing numerous later/early Post medieval listed buildings. In addition the development area is just north of the find spot of middle Saxon Ipswich Ware pottery (CHW 006, 2 sherds, dating- 8<sup>th</sup>/9<sup>th</sup> centuries AD) and it is to be anticipated that late Saxon and earlier medieval settlement activity, as recorded in the Domesday Book of the later 11<sup>th</sup> century, concentrated in Chelsworth around the church and respected historic communication routes.

## 2. Evaluation methodology

2.1 The proposed development areas at The Old School House were trenched to a specified plan with a single, linear trench along the main, north-south, axis of each proposed structure (see Fig. 2). In all 17m of trench (Trench 1- 10m along the length of the garage site and Trench 2- 7m along the length of the store site) at a width of 1.8m were mechanically excavated under close archaeological supervision giving a sample in excess of 25% of each footprint. The exposed clay surface was closely

examined for archaeological features and any indistinct areas were hand cleaned and both machine and hand excavated sondage work was employed to examine exposed deposits in order to determine the depth of the natural Till surface. The upcast spoil from the trench was examined visually and with a metal detector for any finds. Site visibility for features and finds is considered to have been good throughout the evaluation though, as outlined in section 3 below, the true character of the exposed deposits took further trial sondage work to fully clarify. The trenches were recorded in relation to existing mapped details. A full photographic record in digital format was taken of the trenching works (see Appendix II).

### 3. Evaluation Results

3.1 Trench 1 (10m long, aligned north-south, see Fig. 2)- the garage site: initial trenching appeared to reveal the underlying natural Till surface at a very shallow depth of 50mm to 100mm. However irregularities in the exposed and apparently clean yellow clay surface caused doubts so part of the northern end of the trench was mechanically excavated to a greater depth. This sondage within Trench 1 revealed that what had been identified as the natural Till surface was in fact a c300mm thick layer of redeposited 'natural clay' (see Image 1 in Appendix II). Below the c300mm of redeposited yellow clay a c300mm deep layer of dark brown clay loam was revealed which is identified as the original top soil on the site. The real clay Till surface was exposed at an overall depth of some 700mm from the modern ground level. A second mechanically excavated sondage was then made at the southern end of Trench 1 and this gave the same result with an identical sequence of redeposited clay over former top soil. Apart from a few brick or tile fragments of recent date no finds were recovered from this trench. Therefore following discussion with the contractor on site and with SCCAS it was decided that Trench 1 did not have to be taken down to the natural Till surface at an overall depth of some 700mm as the proposed garage structure would be constructed on a shallow foundation well above this level and monitoring of ground works would give sufficient cover should any archaeological finds or features be exposed.

3.2 Trench 2 (7m long, aligned north-south, see Fig. 2))- the store site: the clay loam top soil in this trench proved to be 250mm deep at its down slope, southern end reducing to 150mm at the northern end. In the northern half of Trench 2 the underlying natural Till surface was exposed with no archaeological features present. However the southern half of the trench was more difficult to interpret as the dark brown clay loam top soil gave way to a mid brown clay sub soil which appeared to be grading into a feature covering the whole width of the trench. To investigate this apparently large feature the southern half of Trench 2 was then lowered mechanically to a depth of 600mm from the modern ground level and a hand excavated sondage (see Image 3 in Appendix II) was then taken to an additional depth of some 600mm. At the combined depth of 1200mm the base of the hand excavated sondage did not reach the bottom of the large feature (0002) covering the southern half of Trench 2. While the full character of the large feature (0002) partially exposed in Trench 2 could not be revealed in a small trial trench a tentative interpretation as a quarry pit with access from the road down slope to the south seems plausible and a few pottery sherds and brick/tile fragments were recovered from the mid brown clay loam fill (0003). As with Trench 1, following consultation with the contractor and SCCAS it was agreed that given the restricted nature of the proposed store structure site in the corner of the garden and planned shallow

foundations further investigation by trial trenching was not required and monitoring of ground works would also be sufficient in this case to complete the programme of works.

## 4. The Finds (Sue Anderson)

### 4.1 Pottery

Six sherds of pottery weighing 48g were recovered from the fill (0003) of the sondage (0002) in Trench 2. Three sherds (13g) were medieval coarsewares in medium sandy fabrics, two greywares and an abraded redware. One greyware sherd had a cordon and was probably from the neck of a jug. A body sherd (4g) of unglazed redware was possibly Ipswich medieval coarseware, but was also similar to Essex redwares of late medieval date. Two larger unglazed redware sherds (31g) were typical of Essex late medieval wares similar to, but not as coarse as, Colchester Ware.

### 4.2 Ceramic building material

Four fragments of plain roof tile (95g) in soft orange fabrics with clay pellet and flint inclusions, typical of south Suffolk, were recovered from the fill (0003) in the sondage (0002). A brick fragment (160g) in the same fabric was recovered from the same context, and another brick fragment (33g) in a hard fabric with occasional ferrous inclusions and a reduced surface was also recovered. The CBM is likely to be of late medieval or early post-medieval date.

Table of finds

Context	Find type	Type	No	Wt	Notes	Spotdate
0003	Pot	MCW	3	13	body sherds, one with neck cordon from jug	12th-14th c.
	Pot	MIPS?	1	4	body	13th-14th c.
	Pot	LMTE	2	31	body, sim to COLC but not as coarse	L.14th-16th c.
	CBM	RT	4	95	soft clay pellet & flint fabrics	LMed/EPMed
	CBM	LB	2	193	1 soft, clay pellets; 1 hard Fe, reduced surface	LMed/EPMed

## 5. Monitoring of ground works

5.1 The garage site (Trench 1): the foundations for the garage site required a relatively shallow soil strip with the overall 300/350mm of overburden removed staying within the redeposited clay layer identified in the evaluation trenching (see Image 5 in Appendix II). A shallow trench some 300mm deep was then excavated from this reduced level and this work was observed as it progressed. At the slightly more up-slope, north western, corner of the garage site the trench round the perimeter touched on the underlying natural Till surface. Elsewhere on the garage site this natural Till surface was not exposed so little opportunity was afforded to examine the undisturbed clay surface where archaeological features could, potentially, have been seen if present. As with the evaluation trenching the only finds observed within the upcast spoil were small brick/tile fragments of recent date.

5.2 The store site (Trench 2): the foundations for the store structure were similar in form to the garage with an overall ground reduction of 300mm followed by the excavation of a perimeter trench to a further depth of another 300mm (see Image 6 in Appendix II). The presence of a large, quarry type pit (0002) was confirmed across the southern half of the site with the maximum excavated depth of 600mm staying well within the fill (0003). No further finds were recovered from the spoil.

## 6. Conclusion

6.1 Evaluation trenching for two relatively small structures at The Old School gave evidence for a more complex deposit history than might have been anticipated. The garage site proved to be covered by a redeposited clay layer above a buried former top soil. As the tithe map indicates arable use of this area in the earlier 19<sup>th</sup> century it seems likely that the clay layer was imported after the construction of the school and therefore probably relates to use of the site in the later 19<sup>th</sup> or earlier 20<sup>th</sup> century period. Whether archaeological features are present below the garage site appears unlikely given the lack of any finds but cannot be totally discounted as the light foundations for the new build did not expose much of the original ground surface. At the store site evidence for what appears to be a large pit was recorded and it is notable that the modern ground surface drops away sharply beyond the garden boundary to the south to the level of the nearby road. Therefore it appears safe to infer that a quarry pit was entered from the road into what would have been the southern edge of a field with the recovered finds indicating an earlier Post medieval date for this activity. Again the light design of the foundations for the store caused relatively little disturbance to the large feature that was identified.

6.2 While The Old School site is potentially within an area of archaeological interest where evidence for medieval settlement within the main part of the village core might be expected the evaluation trenching gave only hints of activity of this date with a few medieval pottery sherds; apparently redeposited in an early Post medieval quarry pit. However the two structures forming this development had relatively small footprints and redeposited material is also masking the original ground surface under the garage. Therefore the presence of archaeological deposits of medieval or earlier date nearby cannot be discounted though this development has ultimately caused relatively little ground disturbance.

**Archive- to be deposited with the Suffolk CC Archaeological Service under the HER ref. CHW 011.**

***Disclaimer- any opinions regarding the need for further archaeological 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 Colin Pendleton of SCCAS for providing local HER information, Sarah Poppy of SCCAS for helpful discussion regarding the programme of works, Sue Anderson for reporting on the finds and Lee Taylor of Amartay for his expert machine operation and assistance on site).***

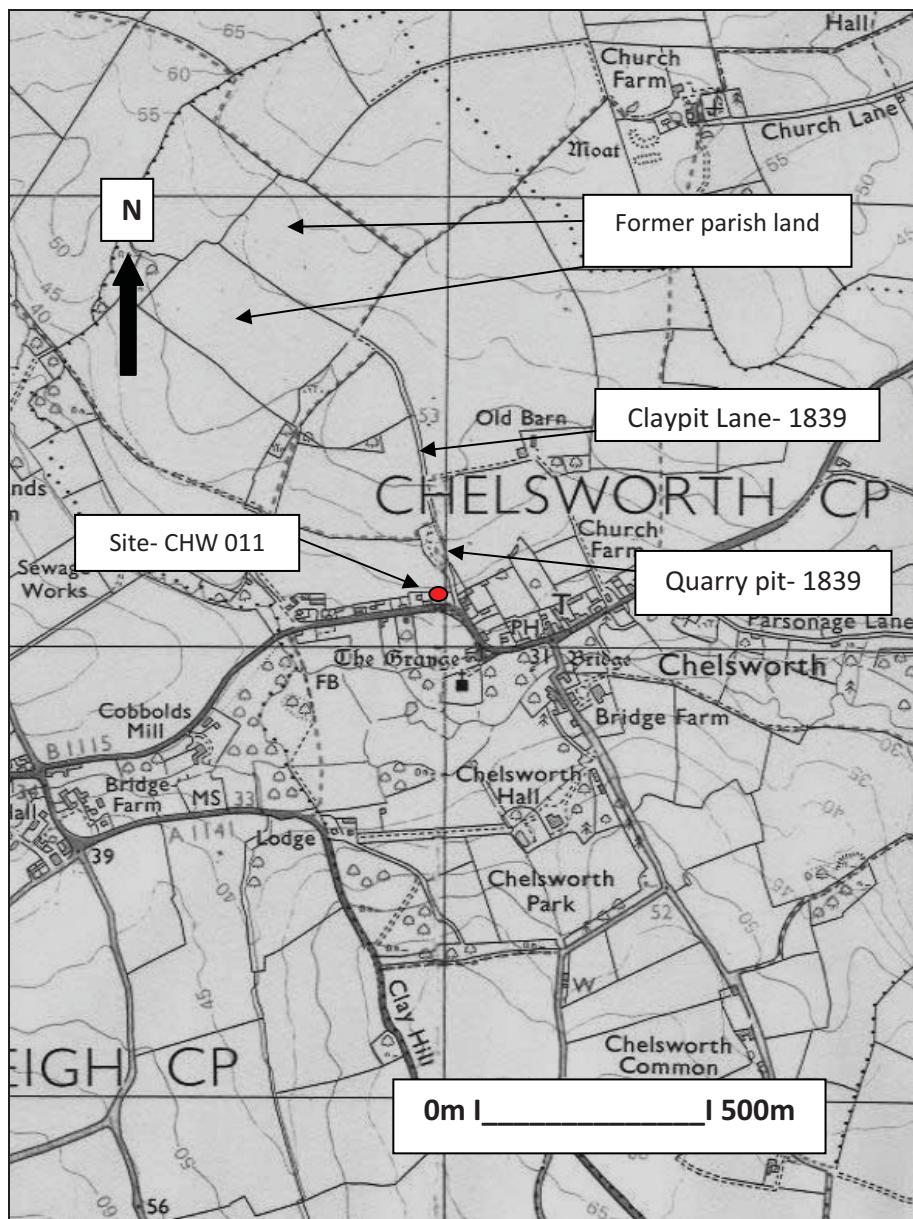


Fig. 1: Site location (Ordnance Survey © Crown copyright 1999. All rights reserved

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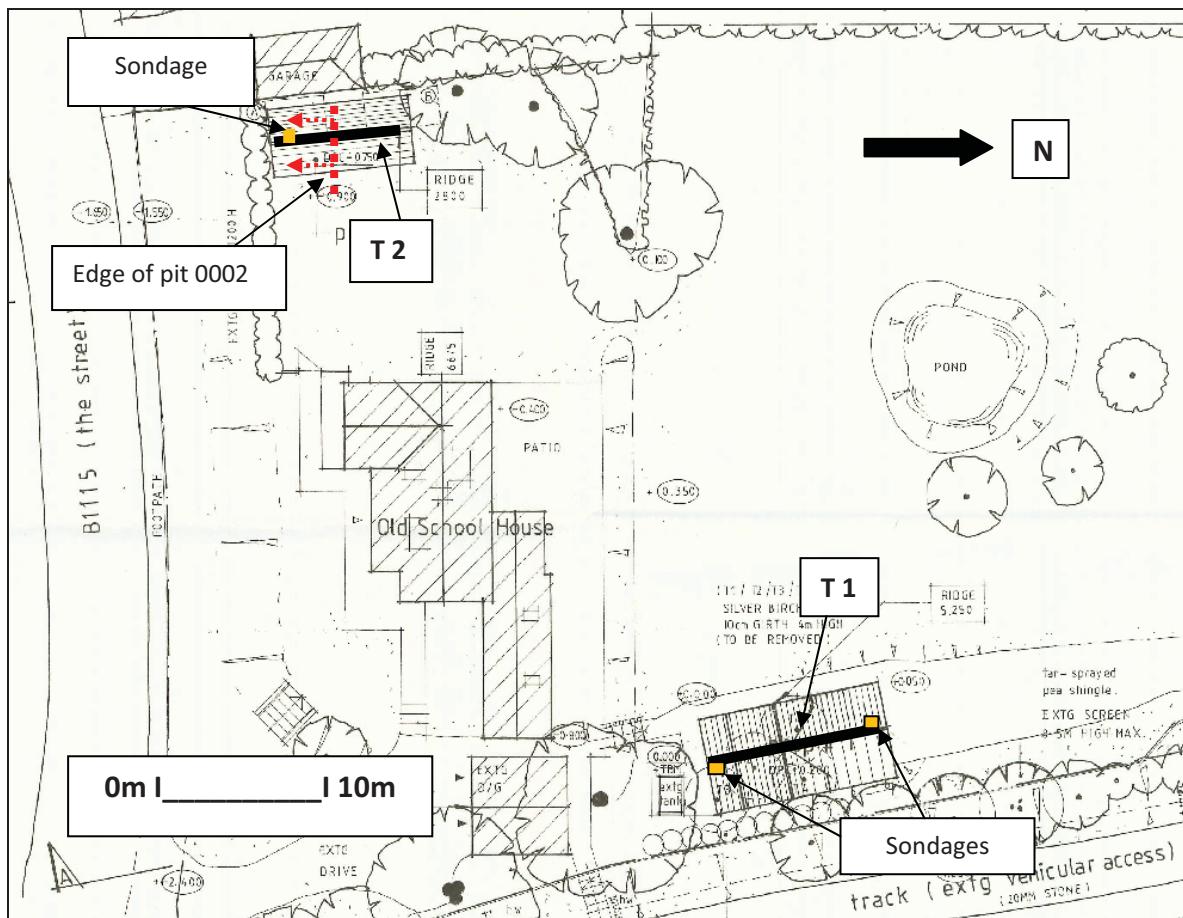


Fig. 2: Trench location with sondages shown and extrapolated northern edge of quarry pit 0002

Environment and Transport Service Delivery  
9-10 The Churchyard, Shire Hall  
Bury St Edmunds  
Suffolk  
IP33 2AR

## Brief and Specification for Archaeological Evaluation

### 2 NEW OUTBUILDINGS AT THE OLD SCHOOL HOUSE, CHELSWORTH (B/09/00377/FHA)

*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/09/00377/FHA) for the erection of a separate garage and outbuilding at The Old School, The Street, Chelworth IP7 7HU (TL 9799 4811). **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 (PPG 16, paragraph 30 condition).
- 1.3 The proposed development is located on the north side of The Street at c. 40m AOD. The soil is deep clay of the Hanslope series derived from the underlying chalky till.
- 1.4 This application is located within the historic settlement core, recorded in the County Historic Environment Record, c. 200m to the north of the medieval church (HER CHW 002) and on a street fronted by listed late medieval buildings. Middle Saxon Ipswich ware has also been recovered from the immediate vicinity of the proposed development area (HER CHW 006). There is high potential for occupation deposits of this period to be disturbed by development. The proposed works will 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.
- 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 of Field Archaeologists this brief should not be considered sufficient to enable the total execution of

the project. A Written Scheme of Investigation (WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the 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 Two linear trial trenches (each 10m in length) are to be excavated to cover the area of ground disturbance associated with the current planning application (one trench across the footprint of each of the two proposed outbuildings). Linear trenches are thought to be the most appropriate sampling method. The trenches are to be a minimum of 1.80m wide unless special circumstances can be demonstrated.
- 3.2 If excavation is mechanised a toothless 'ditching bucket' at least 1.50m 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 Dr 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.

#### **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 of Field 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 an 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 repository 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 repository before the archive is prepared regarding the specific requirements for the archive deposition and curation, and regarding any specific cost implications of deposition.
- 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>).
- 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.
- 5.17 County HER sheets must be completed, as per the County HER manual, for all sites where archaeological finds and/or features are located.
- 5.18 An unbound copy 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 copies of the report should be submitted to SCCAS/CT together with a digital .pdf version.
- 5.19 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.
- 5.20 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.
- 5.21 All parts of the OASIS online form must be completed for submission to the County HER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

Specification by: Sarah Poppy

Suffolk County Council  
Archaeological Service Conservation Team  
Environment and Transport Service Delivery  
9-10 The Churchyard, Shire Hall  
Bury St Edmunds  
Suffolk IP33 2AR  
Tel: 01284 352199  
Email: [sarah.poppy@suffolk.gov.uk](mailto:sarah.poppy@suffolk.gov.uk)

Date: 1 March 2010

Reference: / OldSchoolHouse\_Chelworth 2010

**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 II



Image 1- sondage at the northern end of Trench 1 showing redeposited clay above the original top soil



Image 2- Trench 1 from north



Image 3- sondage into probable quarry pit 0002 at the southern end of Trench 2



Image 4- Trench 2 from north with arrows indicating edge of quarry pit 0002



Image 5- foundations for garage as excavated



Image 6- foundations for store as excavated with edge of pit 0002 indicated