Land at 1-2 Beulah Cottages, Ashe Road, Suffolk

Planning application: C/08/0634 (proposed house) & Pre-application (proposed garage)

HER Ref: HCH 034

Archaeological Evaluation Report

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

(August 2011)

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Site details for HER

Name: Land at 1-2 Beulah Cottages, Ashe Road, Hacheston, Suffolk, IP13 0AA

Client: Bridge & Ivy Farms Ltd

Local planning authority: Suffolk Coastal DC

Planning application ref: C/08/0634 (house site) & pre-application (garage site)

Development: Erection of detached dwelling and detached garage

Date of fieldwork: 5 July 2011

HER Ref: HCH 034

OASIS ref: johnnewm1-106567

Grid ref: TM 3107 5649

Contents

Summary: Hacheston, land at 1-2 Beulah Cottages, Ashe Road (HCH 034, TM 3107 5649) evaluation trenching did not reveal any features though a very worn Roman coin and a small number of Roman, medieval and Post medieval pottery sherds were recovered from the subsoil and from the surface of a roughly cultivated former ménage site (John Newman Archaeological Services for Bridge & Ivy Farms Ltd).

1. Introduction & background

1.1 Abbotts Countrywide on behalf of Bridge & Ivy Farms Ltd commissioned John Newman Archaeological Services (JNAS) to undertake the archaeological evaluation works on land at 1-2 Beulah Cottages, Ashe Road, Hacheston (see Fig. 1) which is to be developed as required under a condition for a programme of archaeological works of the planning decision notice for application C/08/0634. The evaluation requirements were set out in a Brief and Specification (see Appendix II) set by Ms J Plouviez of the Suffolk CC Archaeological Service to satisfy this condition. This development concerns the erection of a detached residential dwelling following the recent demolition to ground level of 1-2 Beulah Cottages. In addition the site for a planned detached garage at the site to the rear of the proposed dwelling was evaluated at a pre-application stage.

1.2 Hacheston is a relatively large parish to the north-east of Wickham Market and it is separated from this small town by the River Deben which forms the respective parish boundary. The main part of Hacheston is strung out along the village street with the parish church located towards its southern end. However Lower Hacheston is a separate hamlet located in the southern part of the parish, some 2km south of the parish church and close to the bridge over the River Deben carrying the road out of Wickham Market, through Lower Hacheston, and towards the nearby Fiveways junction. Beulah Cottages are on the northern side of Ashe Road (see Fig. 1), formerly the route from Wickham Market to Campsea Ashe but now a cul-de-sac since the construction of the nearby bypass, on level ground between 10m and 15m OD and c500m north of the River Deben. The drift geology in the area is predominantly composed of glaciofluvially derived sands and gravels giving rise to light, well drained soils. At the time of the evaluation the proposed development area was largely open, soft, ground having recently been the site of Beulah Cottages and adjoining gardens with these structures now demolished to floor slab level. The cottages appear to have been of 19th century date with shallow foundations. Part of the rear part of the overall plot has been used as a horse ménage in recent years and at the time of the evaluation was roughly cultivated and partially overgrown.

1.3 The proposed development site lies towards the south-western edge of a large later Iron Age and Roman settlement (HER- HCH 001) part of which was investigated in 1973-4 (Blagg et al 2004) during the construction of the Wickham Market bypass. The limits to this large settlement are unclear with a Roman period pottery kiln (HER- HCH 023) recorded some 120m to the north-west of the Beulah Cottages and numerous metal detectors finds having been recovered from the field adjacent and it is likely that the organic, informal growth of the small Roman town in this area covered an extensive area on the northern side of the River Deben.

2. Evaluation methodology

2.1 The proposed development site at 1-2 Beulah Cottages was trenched to a previously agreed plan with three trenches across the house footprint area and a single trench along the east-west axis of the planned garage (see Fig. 2) using a small 360 machine equipped with a wide, toothless bucket, under constant archaeological supervision. The evaluation trenches came to a total length of 24m long and were 2m wide which, with an area of 48m^2, gave a substantial sample of at least c25% of the proposed dwelling and garage footprints. The exposed drift geological deposit at the site as anticipated proved to be free draining yellow sand with flints and this was closely examined for archaeological features and any indistinct areas were hand cleaned. The upcast spoil from the trench was visually examined and searched with a metal detector for any finds as work progressed. Site visibility for features and finds is considered to have been good throughout the evaluation which was undertaken on a dry, sunny day. The trenches were then recorded in relation to existing mapped details and in relation to the planned footprint areas as marked out by the architect and a full photographic record in digital format (see Appendix I) and monochrome film was taken of the trenching works. Finally the roughly cultivated area of the former ménage (see Fig. 2) to the rear of the site was examined for surface finds.

3. Results

3.1 The trenching results can most easily be summarised in a tabular format (see also Fig. 2):

Trench	Orientation	Length (m)	Topsoil depth (mm)	Subsoil depth (mm)	Details of archaeological features & finds
1	East-west	6	300	400	No features, few unstratified finds (0001) from mid brown sandy subsoil
2	North-south	6	300	400	Only feature a 20th C drain along western side running to a brick & concrete ?septic tank in NW corner, one worn Roman coin (0004) from mid brown sandy subsoil
3	East-west	6	400	450	No features or finds
4	East-west	6	400	700	No features, greater depth of mid brown sandy subsoil, few sherds (0002) recovered from this lower deposit
-					Former ménage area examined and surface finds (0003) recovered

Table 1: Trench details

3.2 As the table above indicates the trenching did not reveal any archaeological features. On what is an almost flat site it was notable that the depth of overburden increased from a combined top and subsoil deposit 700mm deep in trenches 1 and 2 towards the southern edge to 850mm in trench 3 and 1,100mm in trench 4 to the north. In addition more pottery finds were recovered from the subsoil in trench 4 (0002) though, as discussed in section 4 below, the overall quantity of material found was relatively small.

4. The Finds (Stephen Benfield)

4.1 The finds types recovered are listed in Table 2. In addition there are three metal objects, including one coin.

Finds type	no.	wt (g)
Pottery	34	254
Clay pipe	1	3

Table 2: Type and quantities of finds

4.2 In total thirty-four pottery sherds were recovered. These have a combined weight of 254g. The pottery can be dated to the Roman, late medieval-post medieval, post-medieval and modern periods. All of the pottery was recovered from subsoil (0001, 0002) and from surface collection (0003).

The pottery fabrics recorded are listed in Table 3 and the pottery is listed by context in Table 4. Where possible the pottery was recorded using the Suffolk Roman (Pakenham) and post-Roman pottery fabric type series (unpublished). The post-Roman pottery fabrics were supplemented by the Colchester fabric series (Cotter 2000). Roman vessel forms refer to the Suffolk (Pakenham) type series The Roman and post-Roman pottery is discussed separately below.

Fabric name	Code	No	Wt(g)	date
Roman fabrics:				
Black surface wares	BSW	3	21	Roman
Grog-tempered wares	GTW	1	4	Late Iron Age-early Roman
Miscellaneous sandy grey wares	GX	23	170	Roman
Total		*27*	*195*	
Post-Roman fabrics:				
Glazed red earthenware	GRE	3	32	16/17-18C
Raren/Achen stoneware	GSW3	2	18	L15-16/17C
Hedingham coarse wares (fine variant)	HCWF	1	4	L13-14C
Flowerpot	51B	1	5	19-20C
Total		*7*	*59*	

Table 3: Pottery fabric quantities

Context	Fabric Code	No	Wt(g)	Form	Notes	Spot date
0001	GX	1	11	4.5	rounded undercut rim from a jar?	M-L Rom
0001	GX	1	17			Rom
0001	GSW3	1	12		base, plain cordon, slightly inclined vertical body sides	L15-16/17C
0002	BSW	1	4	jar/bowl	rim	Rom
0002	GTW	1	4			LIA
0002	GX	3	8		small abraded sherds	Rom
0002	GX	1	1	3.11	burnished acute lattice, probably a BB type jar	M2-M3C
0002	GX	1	51		base	Rom
0002	GSW3	1	6			L15-16/17C
0002	51B (flowerpot)	1	5		rim	mod
0003	BSW	2	17			Rom
0003	GX	12	41		small abraded sherds	Rom
0003	GX	1	6	6.19	grooved dish/bowl rim	M2-4C
0003	GX	1	14	4.6	jar rim	M2-4C
0003	GX	1	7	4.6	jar rim	M2-4C
0003	GX	1	14		jar/bowl rim	Rom
0003	HCWF	1	4		rim	L13-14C
0003	GRE	3	32			16/17-18C

Table 4: Pottery by context

4.3 Roman pottery- in total there are twenty-seven sherds of Roman pottery with a combined weight of 195 g (Table 3). The average sherd weight is 7.2g. All of the Roman pottery is residual as all the contexts contained post-Roman finds. Some of the sherds from surface collection (0003) are noticeably abraded and overall have a lower average weight (5.5g) than the sherds recovered from the subsoil (0001, 0002), probably reflecting greater disturbance and/or exposure to weathering.

The pottery consists entirely of coarse wares, dominated by Fabric GX (miscellaneous sandy greywares), and most of the sherds cannot be closely dated other than as Roman (Table 4). One sherd is grog-tempered (Fabric GTW) and is of late Iron Age or early Roman (pre-Flavian) date. A few other sherds can also be more closely dated where the vessel form can be identified from a rim, or from decoration of the body. Although the precise vessel form is not always clear, the rim sherds are from slack shouldered jars or deep bowls and a dish/bowl. The jar rims are probably of forms 4.5 and 4.6, although one rim might be from the deep bowl form 5.4, and there is one rim sherd from a dish/bowl with a groove below the rim of form 6.19. All of these form types can be dated to the mid 2nd or later. Also, there is a body sherd from a jar has acute lattice decoration. This is almost certainly from form copying a Black-burnished ware type (form 3.11) and can be dated to the mid 2nd-mid 3rd century.

While the assemblage is too small to allow firm comment, the pottery suggests activity from the late Iron Age/early Roman period extending into the mid Roman period of the 2nd-3rd century and possibly later. However, the closely dated early pottery consists of just one sherd of grog-tempered ware while the other closely dated sherds are of mid 2nd century date or later. This suggests that the main settlement phase dates to the mid-late Roman period, although none of the pottery need date later than the mid-late 3rd century. While some sherds are small and abraded, especially those from surface collection (0003), the quantity of pottery indicates settlement on or close to the site rather than a manure scatter more distant from the centre of occupation. The pottery consists of coarse wares that are predominantly jar forms and does not indicate any significant status.

4.4 Post Roman pottery- there are seven sherds of post-Roman date and which together weigh 59g (Table 3 & Table 4). The average sherd weight is 8.4g. All of the contexts contain post-Roman pottery.

The earliest in date is an abraded rim sherd of medieval Hedingham ware (Fabric HCWF) which can be dated to the late 13th-14th century. There are also two sherds of imported German stone ware from Raren/Achen (0001,0002), the date range of which spans the late medieval-post-medieval period; being current from the mid-late 15th to 16th/17th century. Three sherds of Glazed red earthenware, dating to the late 16th/17th-18th century were recovered from surface collection (0003) two of which are abraded. There is also one rim sherd from a modern flowerpot (Cotter 2000, Fabric 51a) (0002).

Apart from the single sherd of medieval Hedingham ware, it seems probable that the German stoneware and Glazed red earthenware might represent a period of post-medieval occupation close to the site dating to the 16th/17th-18th century; although the small quantities do not necessarily indicate occupation on the immediate site area.

4.5 Clay pipe (0003) 1 weighing 3g, stem with part of bowl base, small foot broken off, bore 2mm, probably of 18th-19th century date.

4.6 Metal finds:

(0004) Copper alloy. Coin. Weight 7g, diameter 25mm. Metal detector find from spoil. Very worn (smooth) and illegible. The size suggests a Roman as or sestertius coin dating to the period of the 1st-mid 3rd century AD. The condition of the coin is such that cleaning would probably not allow closer identification and dating.

(0002) Copper alloy. Round RAF button, 23mm diameter. Complete with attachment loop, face - relief crown above eagle flying to right, back - impressed GAUN(T).LONDO(N). The name stamp type indicates date after *c* 1950.

(0002) Copper alloy. Piece from one end of unidentified small, trough-like object/fitting, broken at one end. The rounded surviving end has a possible small vertical bar piece or attachment in it. One of the sides is folded in. Length 14 mm, height 4 mm, width 5 mm, weight 1.5g.

5. Conclusion

4.1 The lack of any archaeological features from what represents a substantial sample of the proposed development footprints indicates that this site, though within the general area of the small Roman town at Lower Hacheston, are peripheral to earlier activity of any intensity. Given the quantity of Roman pottery that would be expected from such a substantial settlement the assemblage from this evaluation is more likely to be the product of rubbish disposal and manuring in relatively close proximity to more intensively used areas.

4.2 The evidence for medieval activity at the site is very sparse with just one sherd though the 5 sherds of 15th/16th to 17th/18th century date perhaps indicate activity of this date nearby as outlined in section 4.4 above. However any such early Post medieval activity is unlikely to relate directly to the now demolished Beulah Cottages as examination of the foundations indicates an early to mid 19th century for these structures, presumably as farm cottages.

4.3 Based on the evaluation results from Trenches 1 to 3 it is recommended that no further archaeological investigations need to be carried out on the proposed site for the new dwelling at 1-2 Beulah Cottages. Similarly it is recommended that no further archaeological investigations need to be carried out at the site of the planned garage in Trench 4 which was examined as a pre-application exercise.

Archive- to be deposited with the Suffolk CC Archaeological Service under the HER ref. HCH 034.

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 Mark Haslam of Abbotts, Bridge & Ivy Farms Ltd and their machine operator for **help on site, James Armes for the metal detector search, Esther Newman for processing the finds and Stephen Benfield of the CAT for his specialist finds report).**

Refs:

Blagg, T., Plouviez, J., & Tester, A., 2004, *Excavations at a large Romano-British settlement at Hacheston, Suffolk, 1973-74*, East Anglian Archaeology 106

Cotter, J., 2000, Post-Roman pottery from excavations in Colchester, 1971-85, Colchester Archaeological Report 7.

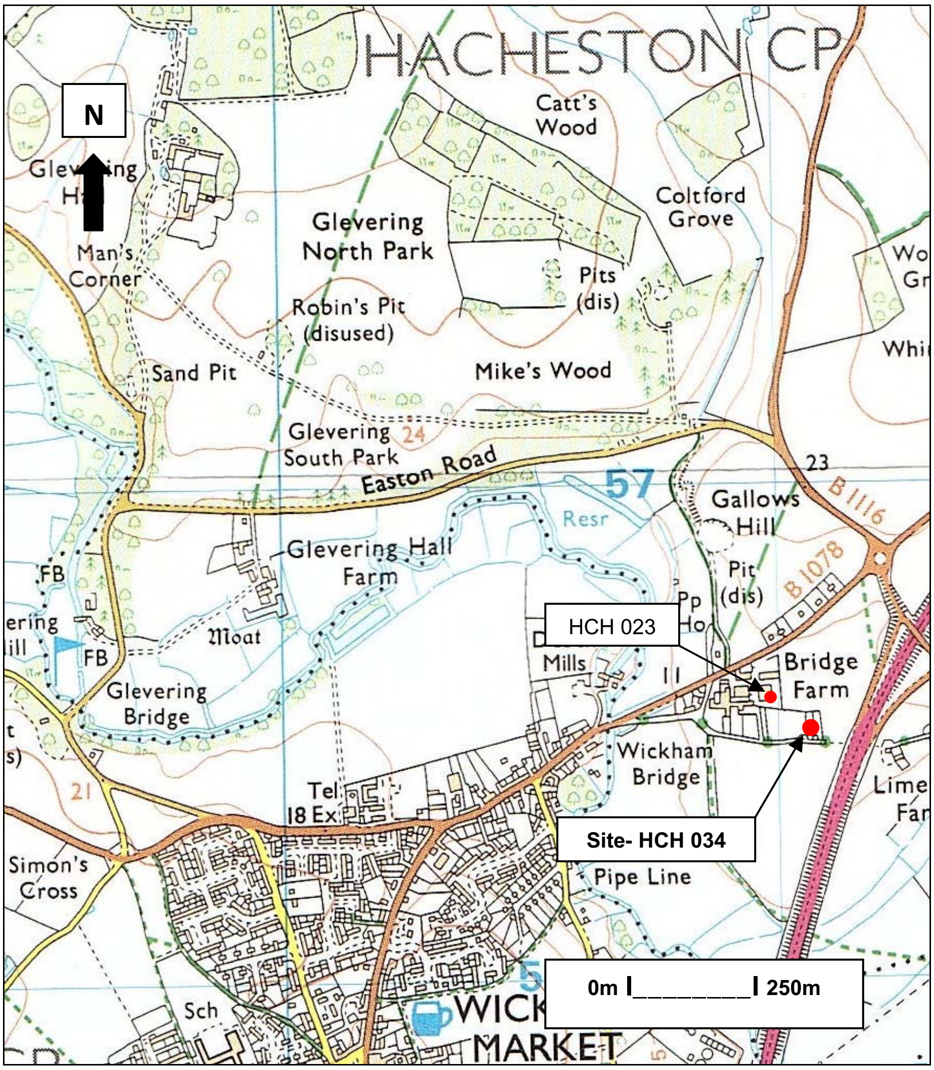

Fig. 1: Site location (Ordnance Survey © Crown copyright 2006

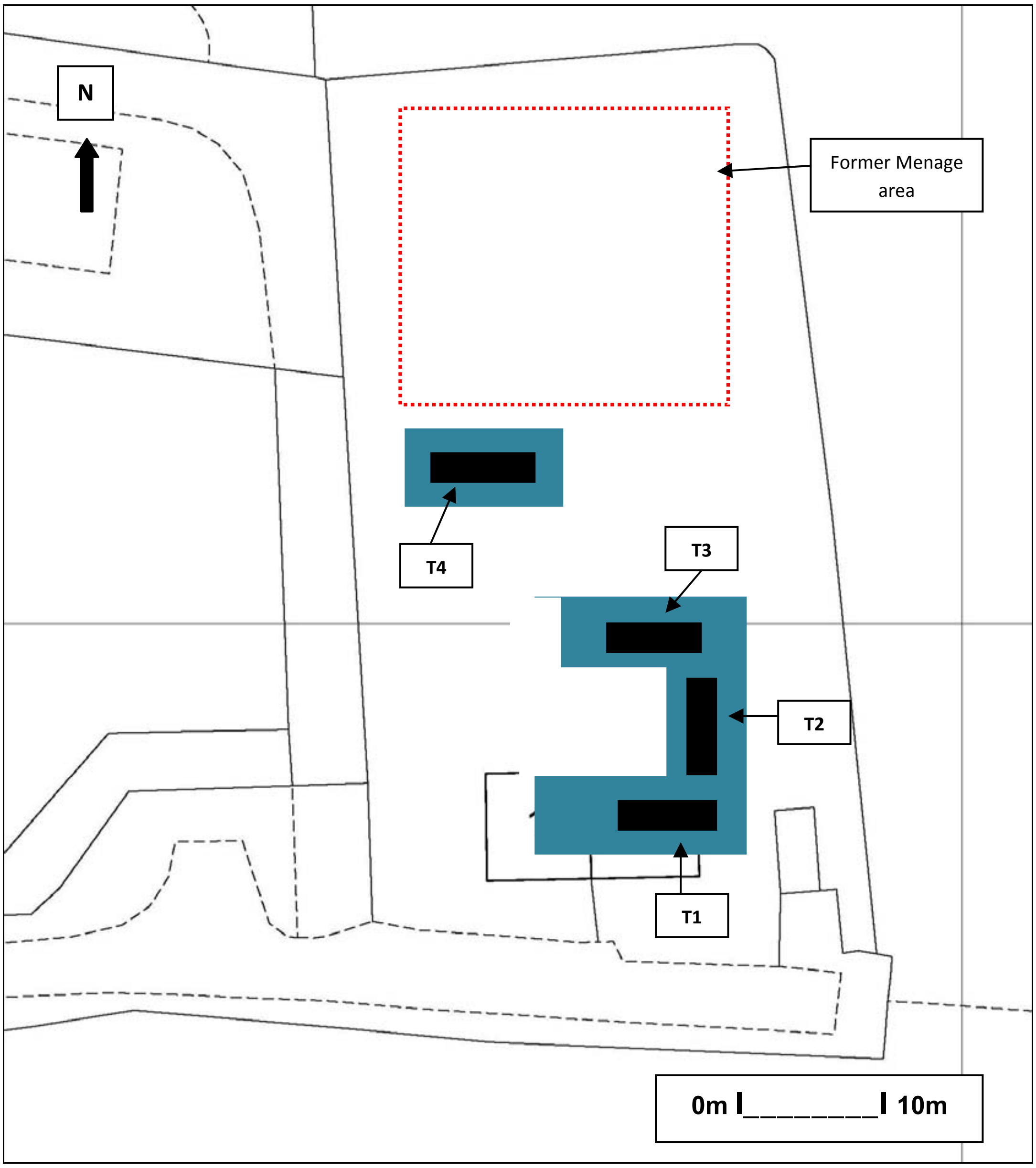

Fig. 2: Location of evaluation trenches (proposed footprints in blue- T1-3 & planned garage footprint T4)

Appendix I- Images

Site from south-west, car in background on Area I from 1970s exc

Trench 1 from east

Trench 2 from south

Trench 3 from east

Trench 4 from east

SUFFOLK COUNTY COUNCIL
ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM

Brief and Specification for an Archaeological Evaluation

Evaluation by Trial Trench

1-2 Beulah Cottages, Ashe Road, Hacheston

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

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.

1. Background

1.1 An application [C/08/0634] has been made to construct a house and new access at Ashe Road, Hacheston. The current properties will be demolished to ground level only prior to evaluation.

1.2 In order to establish the full archaeological implications of this application the planning authority has been advised that an archaeological evaluation of the application area should be required of the applicant .

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). **An archaeological evaluation of the application area will be 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 lies at TM 3107 5649, between 10 and 15m OD on the north-east side of the Deben valley. It falls within a very large late iron Age and Roman settlement (HCH 001), centred on TM 311 567, a large area of which was examined prior to the construction of the A12 Wickham Market by-pass in 1973-74 (published In East Anglian Archaeology vol 106, 2004). A Roman ditch system was identified in the area to the east of the current application. Other Roman material in the immediate vicinity includes a pottery kiln seen during the construction of a barn to the north-west (HCH 023) and metal detecting has produced numerous late Iron Age and Roman items from the adjacent field. There is also evidence of early Anglo-Saxon settlement at this end of the 1973/4 excavation, which may be dispersed throughout this part of the valley around the Roman small town (eg also to north at HCH 013).

There is therefore a high probability that the development will affect archaeological deposits, particularly of Roman period date.

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 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 the 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.

"Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England" English Heritage and the Church of England 2005 provides advice and defines a level of practice which should be followed whatever the likely belief of the buried individuals.

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 or high resolution digital images in appropriate format.

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 Historic Environment 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 archaeological work 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 HER 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 HER 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 HER sheets must be completed, as per the county HER 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 HER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

Specification by: Judith Plouviez

Suffolk County Council
Archaeological Service Conservation Team
Environment and Transport Department
Shire Hall
Bury St Edmunds
Suffolk IP33 2AR Tel: 01284 352448
Email: *jude.plouviez@et.suffolkcc.gov.uk*

Date:*10 March 2011* Reference:*Spec Eval JP Dec 2008_updatedMarch2011.doc*

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.