

# **Proposed Ménage at Lodge Farm, Kiln Lane, Rede, Suffolk**

**Planning application: Pre-application**

**HER Ref: RDE 015**

## **Archaeological Evaluation Report**

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

(December 2010)

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## **Site details for HER**

Name: Lodge Farm, Kiln Lane, Rede, Suffolk, IP29 4BQ

Client: H C G Wreathall & Sons

Local planning authority: St Edmundsbury BC

Planning application ref: Pre-application

Development: Proposed horse ménage

Date of fieldwork: 6 & 7 December, 2010

HER Ref: RDE 015

OASIS ref: johnnewm1\_89668

Grid ref: TL 8050 5676

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*Summary: Rede, Lodge Farm, Kiln Lane (RDE 015, TL 8050 5676) evaluation trenching on part of the site of a proposed ménage over a circular structure shown on the 1<sup>st</sup> edition large scale OS map of 1880 close to a now demolished range of farm buildings revealed traces of a chalk surface but few structural features save those relating to the buildings removed in 1960. It therefore seems likely that the circular structure was a small, covered, livestock pen of later Post medieval date (John Newman Archaeological Services for H C G Wreathall & Sons).*

## 1. Introduction & background

1.1 H C G Wreathall & Sons commissioned John Newman Archaeological Services (JNAS) to undertake the archaeological evaluation works at the pre-application stage for a proposed horse ménage at Lodge Farm, Rede (see Fig. 1). The evaluation requirements were set out in a Brief and Specification set by Dr A Antrobus of the Suffolk CC Archaeological Service designed specifically to examine that part of the proposed ménage area which would impinge on a circular structure as depicted on the 1<sup>st</sup> edition OS map of 1880 which could be a tile or brick kiln. In the later 19<sup>th</sup> century Lodge Farm was known as Kiln Farm and historic sources confirm brick and tile production in the Kiln Lane area at Rede from the later 17<sup>th</sup> or 18<sup>th</sup> century and the Hodkinson map of Suffolk of 1783 names Lodge Farm as 'Reed Kiln' (see Appendix II for the Brief and Specification and related figure showing the specific area to be evaluated and proposed trenching plan within the overall area of the proposed ménage on the 1<sup>st</sup> edition OS base). Names recorded in the earlier 19<sup>th</sup> century for fields just to the south of the area for the proposed ménage also include a 'Kiln' element (Dr Antrobus pers. comm.).

1.2 Rede parish lies to the south of Bury St Edmunds on the high boulder clay plateaux which extends over much of central south Suffolk. Lodge Farm, which as indicated above was until relatively recently known as Kiln Farm, is located some 750m north of the parish church and small village of Rede, just below the 120m OD contour and in an area of dispersed rural settlement away from village foci that is typical of much of East Anglia. Land use has varied between largely arable and a more mixed economy over the years and notwithstanding the pressures to plough a series of paddocks north west of Lodge Farm have remained in pasture on heavy land with some degree of local drainage problems. The paddock in question is within this group fronting onto Kiln Lane (see Fig. 2) not having been ploughed in living memory. A small group of farm buildings in the north eastern quarter of the paddock were demolished in 1960; however the circular structure had already gone by this date. At the time of the evaluation a small platform could be discerned some 150mm higher than the surrounding area in the area of the circular structure shown on the late 19<sup>th</sup> century map with a similar slightly raised area over the site of the farm buildings demolished in 1960. Through the centre of the paddock a linear depression was also visible running on a north-west/south-east alignment and this is known to contain a drain of recent date. The southern side of the paddock running away from the proposed ménage site also exhibits some irregularities in level but none appear to show any coherent pattern. The construction of the proposed ménage would entail ground works to a general depth of 400/600mm across the entire site plus the excavation of six or seven 80mm wide drainage pipe trenches to a further depth of 500mm.

## 2. Evaluation methodology

2.1 As noted above the evaluation trenching was targeted on the circular structure and the immediately adjacent buildings as shown on the 1<sup>st</sup> edition large scale OS map of the area. The specification required 25m of trial trench at a minimum width of 1.8m and this was split between a main arm 19m long on an east-west alignment across the full diameter of the site of the circular structure and into the area of the farm buildings with a shorter, subsidiary, arm of 6m length aligned north-west/south-east to test for the northern edge of the structure (see Fig. 2). In addition a short

trench, just under 7m in length, was opened to the north-east of the site of the circular structure to examine more of the area of the farm buildings demolished in 1960. The trenches were excavated using a 180<sup>0</sup> machine equipped with a 1.6m wide toothless bucket on its back arm to the specified 1.8m width with the trench locations being set out using locally mapped features and cross checked against other mapped features for accuracy. The mechanical excavation of the trial trenches was under constant supervision by an experienced archaeologist with overburden being removed in shallow spits down to the underlying naturally occurring clay with chalk and flints Till deposit with top and subsoil being kept separate. Where necessary hand cleaning, and hand excavation for the solitary cut feature, of exposed deposits or features was employed to add clarity and clearly identify what could be structural evidence from stray building debris within the subsoil. The upcast spoil was closely examined for archaeological finds. Site visibility for features and finds is considered to have been good throughout the evaluation with a foggy day giving an even light suitable for the recognition of soil colour differences. A full photographic record in digital format was taken of the trenching works and the setting within the paddock (see Appendix I).

### 3. Results

Context list  
(see Fig. 3 for plans & sections & Appendix I for images)

Context	Type	Part of	Description
0001	US		Number allocated for unstratified finds
0002	Small pit	0002	Small pit in N extension to main trench
0003	Fill	0002	Mid brown clay with small chalk fragments
0004	Foundation	0004	Wall foundation- loose flints & brick fragments on NE/SW alignment, main trench
0005	Foundation	0005	Wall foundation- loose flints & brick fragments on NE/SW alignment, main trench
0006	Foundation	0006	Wall foundation- loose flints & bricks on NE/SW alignment, subsidiary trench
0007	Layer	0007	Mid brown clay subsoil with small chalk fragments, 80mm thick layer below the topsoil in the main trench
0008	Layer	0008	Mid brown clay subsoil

3.1 The 32m of trenching revealed a depth of between 200mm and 300mm of dark brown clayey topsoil across the site with the underlying mid brown clay subsoil varying in depth between a further 50mm and 200mm. By area of trench the results can be summarised as outlined below.



3.2 Across the slightly raised area indicating the site of the circular structure in the western half of the main trench the removal of the topsoil revealed a relatively thin layer (0007) some 80mm thick and comprising mid brown clay subsoil containing a moderate density of small chalk fragments. It was also noted that immediately below the topsoil the characteristic parallel linear scars left by sub-soiling were present in the top of this layer. This mixed subsoil with chalk fragments extended from the area of the junction of the main trench with the subsidiary arm running north for a distance of some 7m to the east though definite edges to the layer were difficult to identify as it appeared to have been broken up. Below the subsoil and chalk layer (0007) a further depth of 200mm lay above the naturally occurring clay with flints below. Towards the eastern end of the main trench two parallel wall foundations (0004 & 0005) on north-east/south-west alignments and 4.5m apart were revealed. These wall foundations were made up of loosely packed large flints and re-used brick fragments placed in shallow trenches some 100mm deep cut into the underlying Till deposit. These wall foundations were left in situ. The brick fragments were all of typical 19<sup>th</sup> century type with a thickness of 2.5 inches. The only finds noted in the upcast spoil were occasional late Post medieval fragments of brick and tile fragments, two small 19<sup>th</sup> century transfer printed pottery sherds and fragments of various iron agricultural implements and fencing of recent date.

3.3 The subsidiary arm running north for 6m from the western half of the main trench revealed the same subsoil layer with small chalk fragments for the southern 3m of its length and it was noteworthy that this layer faded away as the trench ran out of the slightly raised platform in this area. The only cut feature excavated during the evaluation was a small pit (0002) whose western half lay within the trench. This pit lay in that part of the subsidiary trench arm on the platform and therefore below the subsoil and chalk layer (0007), however as this layer has been broken up by the sub-soiling noted above it was unclear whether it sealed the feature. A definite northern edge to the subsoil with chalk fragments layer (0007) was also unclear due to the sub-soiling. The only find from the fill (0003) within this pit (0002) was a late Post medieval iron horse shoe; no finds were noted in the upcast spoil.

3.4 The short trench opened some 5m to the north east of the main trench was 7m long and below 200mm of topsoil revealed a wall foundation (0006) at its eastern end similarly made up of large flints and re-used bricks (9in x 4.25 in x 2.5in) loosely packed into a shallow trench. This wall foundation was also left in situ and though wider than the western wall foundation (0004) in the main trench to the south, both are on the same alignment and presumably represent the western wall line of the mapped farm buildings. Under the topsoil in the western half of this trench a number of medium sized loose flints were present which may represent the area of a yard surface to the west of the Post medieval farm buildings that were demolished in 1960. No finds were recovered from the upcast spoil from this trench.

## 4. Conclusion

4.1 From the results of the evaluation trenching it is clear that the circular structure shown on the 1<sup>st</sup> edition large scale OS map of 1880 is not a kiln. It is also clear from the trenching that the circular structure in question left no clear evidence in the ground in the form of foundations of any sort. The main clue as to the nature of this structure comes from the layer (0007) under the topsoil on the relevant platform in the paddock which was made up of a mixture of small chalk fragments within the

subsoil. In the Post medieval period chalk was often laid down in cattle yards as a soft and absorbent surface and, given the close proximity of the circular structure to other farm buildings and the farm house, it can be suggested that the structure in question was some form of small and probably covered livestock pen. With this possibility in mind it is also of interest to consider the 3<sup>rd</sup> edition large scale map of c1930 where the circular structure is still present but is shown in a cross hatched form, perhaps indicative of a small roofless or open yard. From discussion on site with Dr Antrobus of the Suffolk CC Archaeological Service one possibility that was mutually agreed as possible is that this structure could have served a purpose such as a milking yard. That the only real evidence left for the structure is a broken up soft surface indicates that the above ground components gained their integral strength from some form of framing with no brick or flint based foundations and possibly without even any postholes. The one cut feature investigated being a small pit (0002). At the eastern end of the main trench and in the small additional trench to the north two probable wall lines were identified (0004/0006 & 0005) which can be identified as the western wall line of the farm buildings demolished in 1960 and an internal wall line. The nature of these wall foundations points to at earliest a late 18<sup>th</sup> century date for these structures and it is notable while the finds seen in the upcast spoil were sparse in number they were all of later Post medieval date.

### 4.2

4.3 Based on the evaluation results it would appear that further archaeological investigations on any scale in the area of the proposed ménage would add little to what has been revealed already when this is studied in relation to the historic maps of the farm area. However it may be prudent to carry out some monitoring of the main ground works for the proposed ménage as the evaluation only examined some 30% of the planned site.

***Archive- to be deposited with the Suffolk CC Archaeological Service under the HER ref. RDE 015 (no finds were retained as all were of recent date).***

***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 the landowner, Mr G Wreathall, and his contractor for their close cooperation and to Dr A Antrobus for supplying information relating to the historical background to the site).***

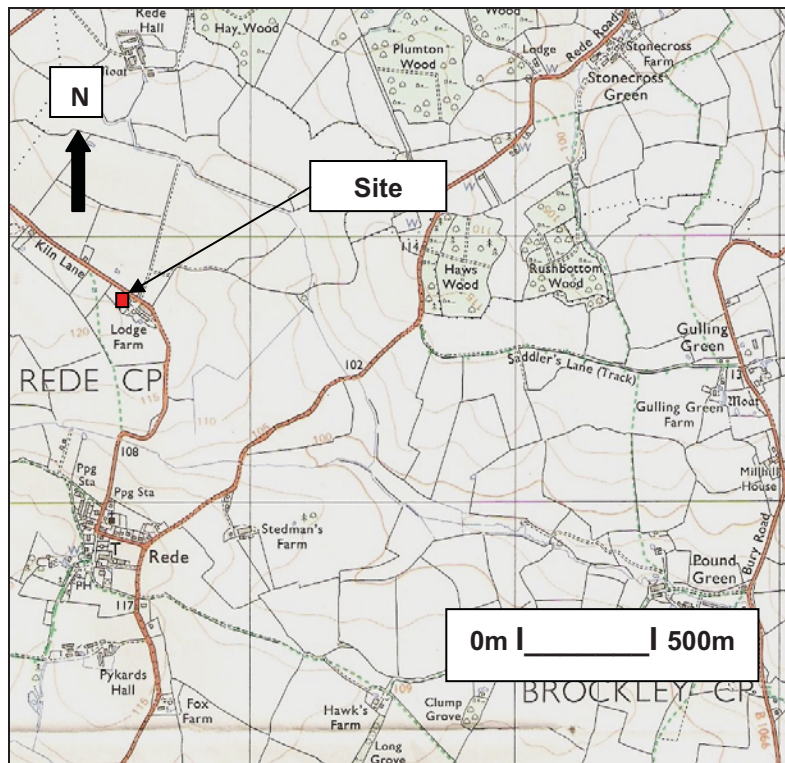


Fig. 1: Site location (Ordnance Survey © Crown copyright 2008  
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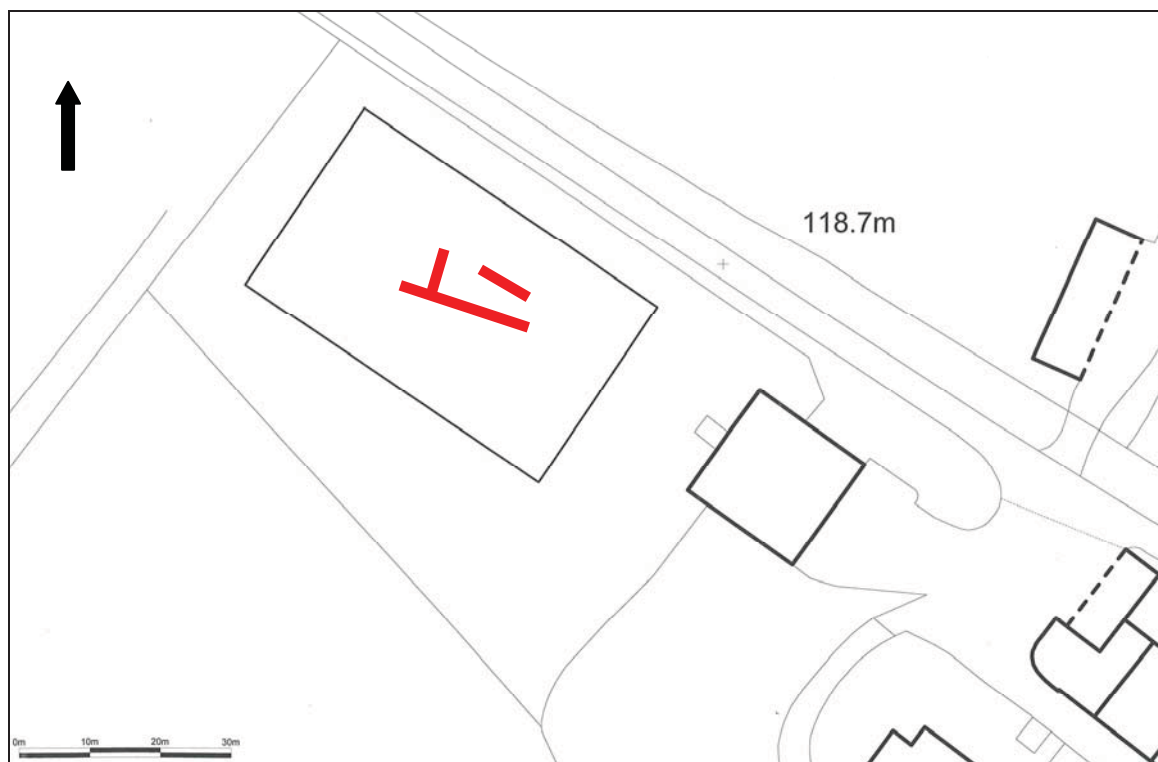


Fig. 2: Trench location (Ordnance Survey © Crown copyright 2010  
All rights reserved Licence No: 100049722)

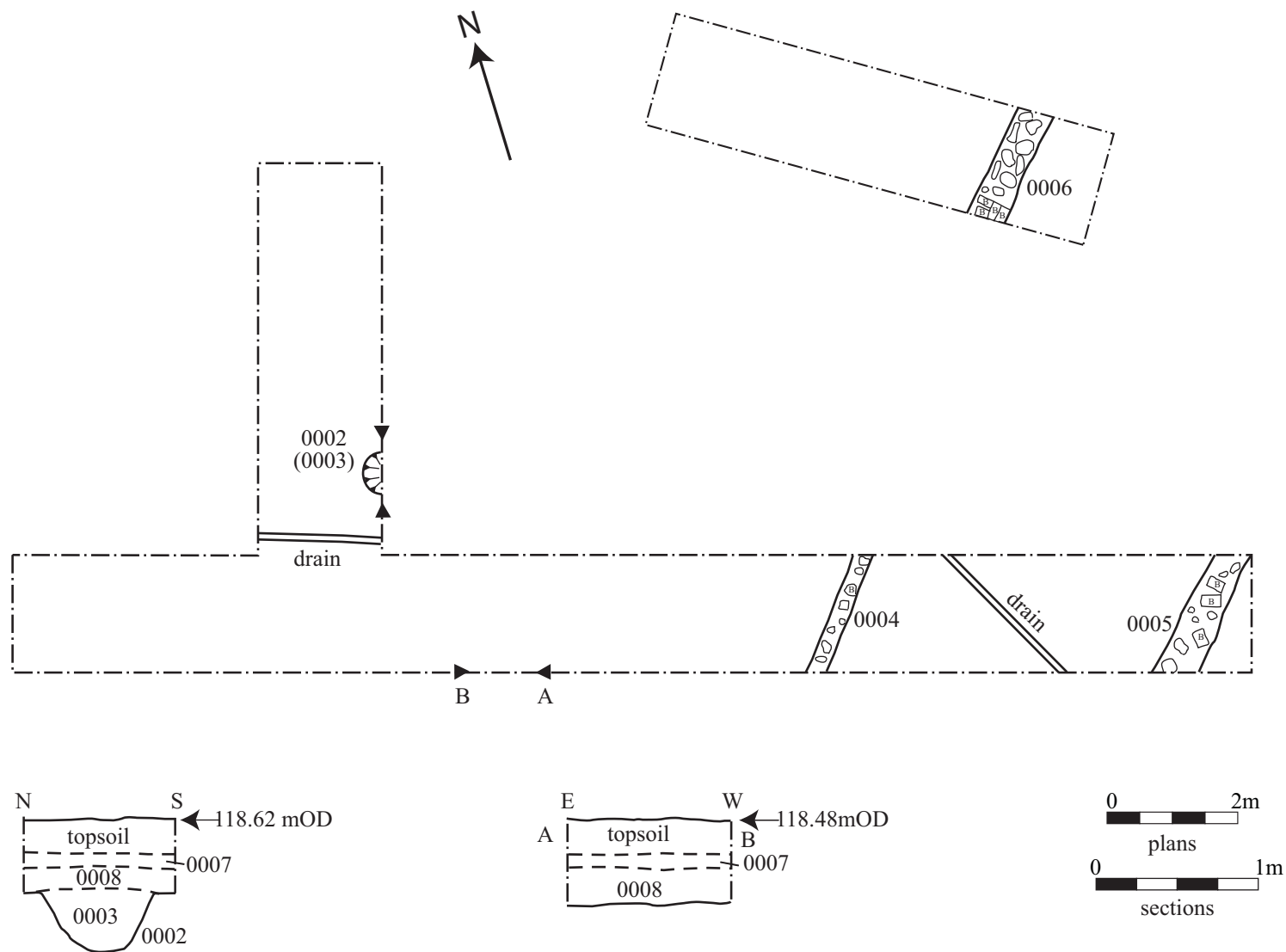


Fig. 3. Plans and sections.



## Appendix I- Images



Image 1: site from south west



Image 2: site from north east



Image 3: main trench from west



Image 4: southern side of main trench showing ?remnant of chalk surface 0007 in section





Image 5: small pit 0002 in subsidiary arm to main trench with remnant of ?chalk surface 0007 above



Image 6: wall foundation 0005 from east



Image 7: wall foundation 0006 from east

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

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

### **LODGE FARM, REDE, SUFFOLK (Pre Lodge Farm 2010)**

***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 is to be sought from Forest Heath District Council (F/2010/0709/FUL) for the construction of a ménage at Lodge Farm, Rede (TL 804 567). **Please contact the applicant for an accurate plan of the site.**
- 1.2 The Planning Authority will be advised that a Heritage Statement assessing the impact on any assets should accompany the planning application, in accordance with PPS 5 *Planning for the Historic Environment* (Policy HE 6).
- 1.3 The site (c30 by 50m) is located on the south side of Kiln Lane at c.120m AOD. The soil is deep clay over chalky till.
- 1.4 This application for a ménage involves the digging of drainage trenches and so aspects of the proposed works will cause ground disturbance that has potential to damage any remains that exist. The proposed site is over the location of a kiln shown on the first edition OS map (1885). The kiln is likely to be post-medieval, and is recorded on the County Historic Environment Record (RDE 010). It was reportedly a tile kiln. An evaluation is required to assess the significance of any remains that might exist, in particular to establish whether anything remains of the kiln, its date, whether it is of significance in industrial archaeology, how deep remains might be, and general levels of preservation. .
- 1.5 In order to inform the archaeological mitigation strategy, the following work will be required:
  - A linear trenched evaluation of the development area, covering the area of the kiln as identified on the historic OS maps.
- 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 Forest Heath 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 investigate the area of the ménage, in particular the area of the kiln. Trench plans are invited which use 45m<sup>2</sup> of trenching (25m x 1.8m if a linear plan is adopted). Linear 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' 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 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 Abby Antrobus

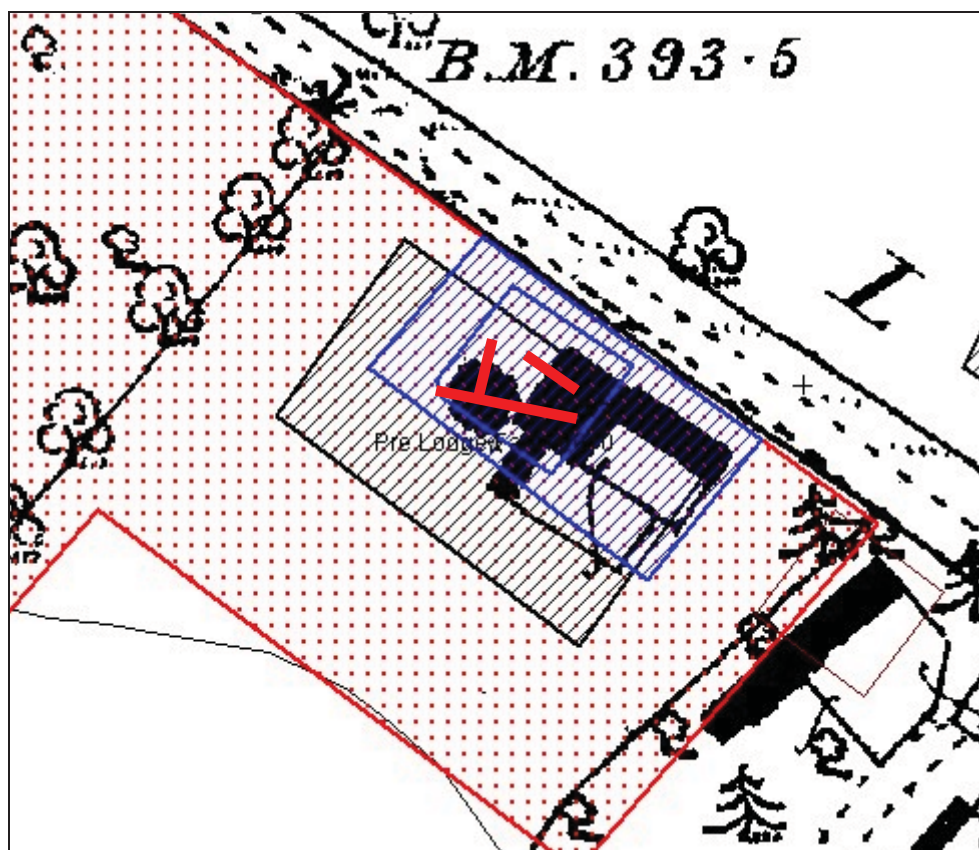
Suffolk County Council  
Archaeological Service Conservation Team  
9-10 The Churchyard, Shire Hall  
Bury St Edmunds  
Suffolk IP33 2AR  
Tel: 01284 352444  
Email: [abby.antrobus@suffolk.gov.uk](mailto:abby.antrobus@suffolk.gov.uk)

Date: 11 November 2010

Reference: 2010/Pre Lodge Farm

**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.**



Proposed trial trenching on 1<sup>st</sup> ed. OS map with black square as proposed ménage and inner blue square the specified evaluation area