

New FE Building, West Suffolk College,
Bury St Edmunds
BSE 370

Archaeological Evaluation Report

SCCAS Report No. 2011/110

Client: RG Carter Builders (on behalf of West Suffolk College)

Author: Rob Brooks

July/2011

New FE Building, West Suffolk College,
Bury St Edmunds
BSE 370

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SCCAS Report No. 2011/110

Author and illustrator: Rob Brooks

Editor: Richenda Goffin

Report Date: July/2011

HER Information

Report Number: 2011/110
Site Name: New FE Building, West Suffolk College
Planning Application No: SE/11/0332
Date of Fieldwork: 05-06/07/2011
Grid Reference: TL 842 645
Client/Funding Body: RG Carter Builders (on behalf of West Suffolk College)
Curatorial Officer: Dr Abby Antrobus
Project Officer: Rob Brooks
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Site Code: BSE 370

Digital report submitted to Archaeological Data Service:
<http://ads.ahds.ac.uk/catalogue/library/greylit>

Disclaimer

Any opinions expressed in this report about the need for further archaeological work are those of the Field Projects Team alone. Ultimately the need for further work will be determined by the Local Planning Authority and its Archaeological Advisors when a planning application is registered. Suffolk County Council's archaeological contracting services cannot accept responsibility for inconvenience caused to the clients should the Planning Authority take a different view to that expressed in the report.

Prepared By: Rob Brooks
Date: 25th July, 2011

Approved By: Dr Abby Antrobus
Position:
Date: 25th July, 2011
Signed:

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Summary

Two archaeological evaluation trenches were dug to the south and west of Burma House, West Suffolk College, Bury St Edmunds, Suffolk. The groundworks revealed possibly undisturbed buried topsoil and subsoil in one trench, although this was not dated. This trench also produced one unstratified medieval/late medieval buckle. The second trench was heavily disturbed as a result of the car park construction. No features were recorded.

1. Introduction

An archaeological evaluation was carried out prior to the demolition of Burma House and the construction of a new Further Education building at West Suffolk College, Bury St Edmunds, Suffolk. The work was carried out to a Brief and Specification issued by Dr Abby Antrobus, (Suffolk County Council Archaeological Service, Conservation Team – Appendix 1) to fulfil a condition on planning application SE/11/0332. RG Carter Builders funded the work that was carried out on 5th and 6th July, 2011.

The site is located west of the town centre and on the northern side of the A1302/Out Risbygate Street at grid reference TL 842 645 (Fig. 1).

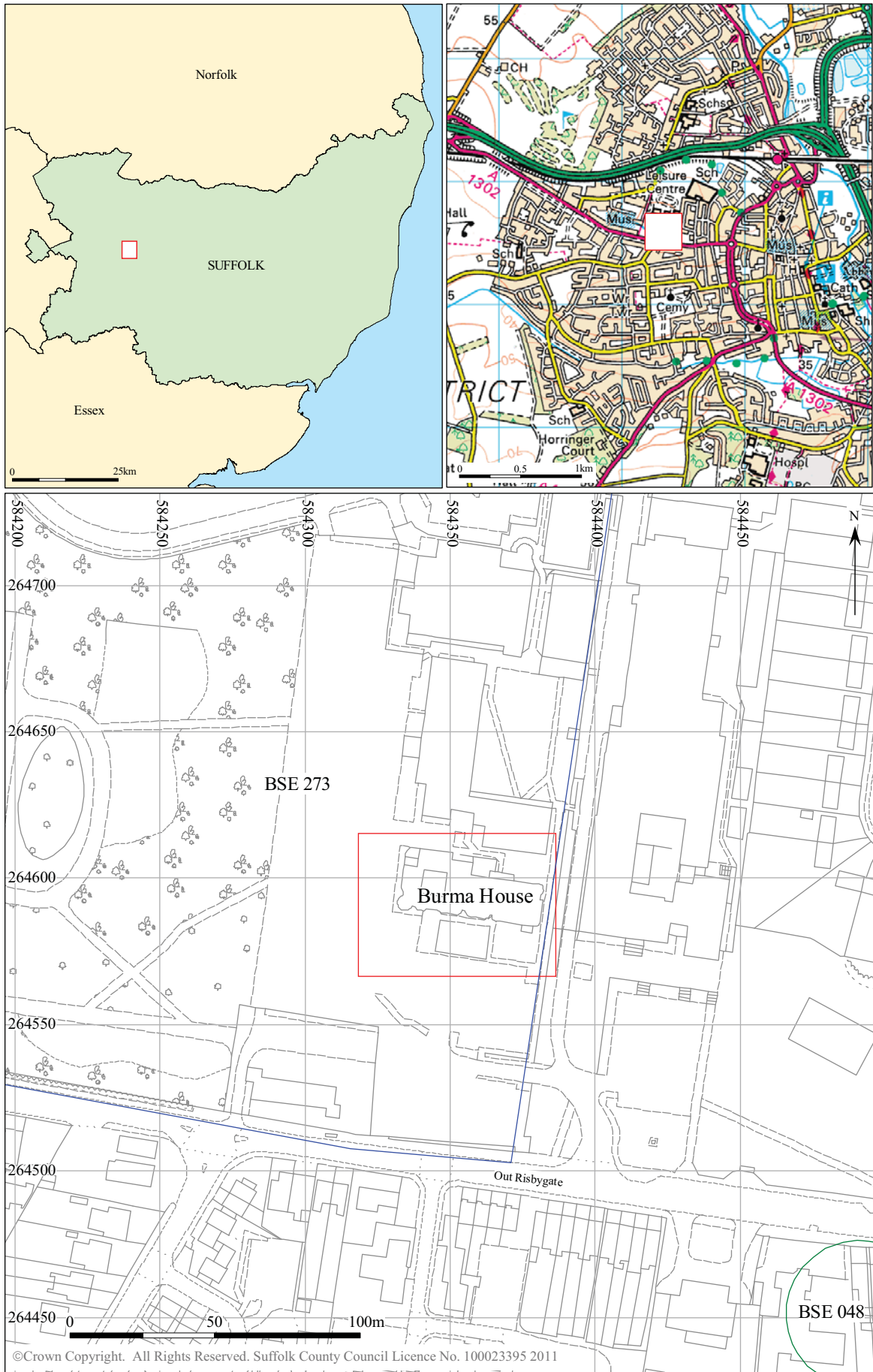


Figure 1. Location map, with development area (red) and HER entries

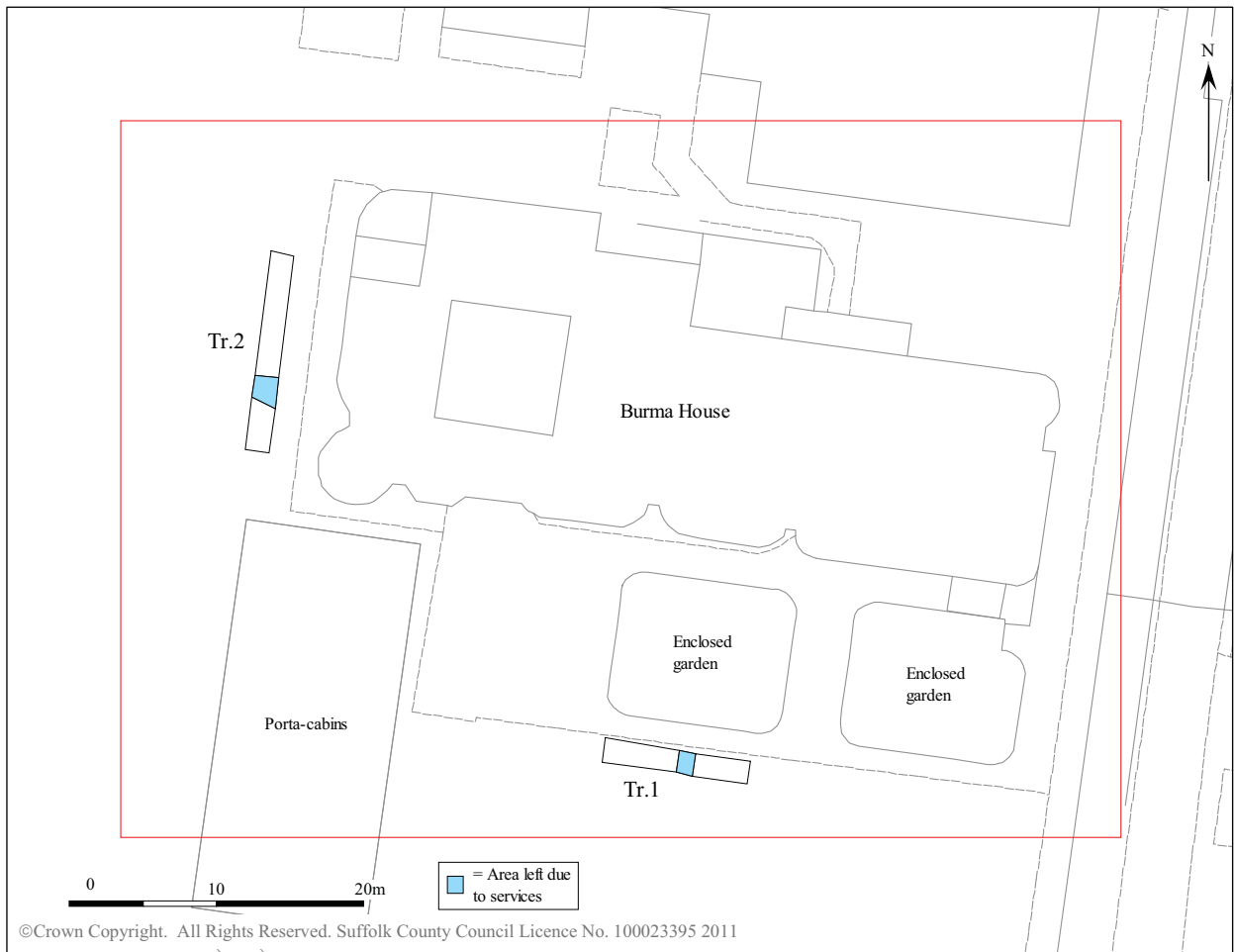


Figure 2. Trench plan, showing approximate development area (red)

2. Geology and topography

The geology of the area consists of patchy superficial deposits of Lowestoft Formation chalky till, overlying bedrock formations of Lewes and Seaford nodular chalk (BGS, 2011). On site, the geology presented itself mainly as pure chalk, with occasional pale yellowish-brown silt patches and large flints.

The site sloped down to the east-south-east being located between the 55m and 50m OD contours. The top of Trench 1 was recorded at 52.98m above the Ordnance Datum, whilst the top of Trench 2 was recorded at 53.64m.

3. Archaeology and historical background

The site lies close to areas recorded on the Historic Environment Record (HER), with a Bronze Age pit and Roman cremations found to the south-west. Risbygate Street was also one of the main medieval streets leading into the town centre, and twelve graves from this period, as well as the footings of a building, and the hospital of St Peter's have been found close to the development area (BSE 048, Fig. 1). The medieval manorial site of Sexton's Hall is located to the south-west (BSE 280). The majority of the West Suffolk College and Sport Centre grounds were originally the location of the 19th century Gibraltar Barracks, of which one building still survives (Listed Building 467056, BSE 273, Fig. 1).

4. Methodology

The trenches were excavated using a JCB equipped with a 1.8m wide toothless bucket, as well as a pecking tool to remove the top layers of tarmac and sub-base. The excavation was constantly monitored by an experienced archaeologist, with the tarmac being removed, followed by the other overburden to expose the natural geological layer. All upcast spoil was constantly monitored for finds and it was also metal-detected. The total area of the development was c.2405sqm and within this two trenches were excavated, covering a total area of 43.2sqm. Trench 1 was 10m long, whilst Trench 2 was 14m long (Fig. 2). The second trench was shorter than that requested in the Brief

and Specification as its original position had to be moved to avoid a high voltage cable, leaving less space available in the compound to dig the full length. The trenches were positioned to sample the areas of the construction footprint that were available for excavation prior to the demolition of Burma House.

When the trench excavations were finished, soil profiles were cleaned where possible and then recorded on SCCAS *pro forma* record sheets, including descriptions and measurements. Colour digital (314 by 314 dpi resolution) and monochrome film photographs were taken, both of soil profiles and the trenches. Plans of the site were made using a Real Time Kinematics Leica 1200 Smart Rover GPS. This was also used to obtain initial levelling information, with further readings taken using an automatic dumpy level. The survey was processed using LisCAD S.E.E. and MapInfo.

Site data has been input onto the MS Access database and recorded using the County Historic Environment Record (HER) code BSE 370. An OASIS form has been completed for the project (reference no. suffolkc1-103456) and a digital copy of the report submitted for inclusion on the Archaeology Data Service at <http://ads.ahds.ac.uk/catalogue/library/greylit>. The site archive is kept in the main store of Suffolk County Council Archaeological Service at Bury St Edmunds under HER code BSE 370.

5. Results

5.1 Trench 1

Trench 1 was excavated to 1.7m below the ground level of 52.98m OD. It was positioned immediately south of the existing garden area of Burma House and aligned east-west. The soil profiles remained largely consistent throughout, although an electric cable ran north-south through part of the trench (Table 1). No features were recorded in this trench, although one medieval/late medieval buckle was recovered during metal detection of the spoil. The layers of buried topsoil/subsoil that survived under the car park and levelling chalk were hard to interpret as it was not possible to enter the trench. Both layers may have been undisturbed and contained CBM, but it was not possible to recover any of this material.

5.2 Trench 2

The second trench was aligned north-south along the western edge of Burma House and the top of the trench was recorded at 53.72m OD. In places it was excavated to 1.1m below ground level and a considerable area was disturbed by water pipes running on an east-west alignment. No features or finds were recovered from this trench.

Trench 1

Layer	Depth	Description
Car park	0.37m	Tarmac car park surface and rubble sub-base.
Levelling layer	0.43m	Redeposited chalk and modern CBM fragments. Occasional pockets of disturbed silty subsoil.
Buried topsoil	0.6m	Mid-dark greyish-brown silty-clayey topsoil(?) with common small chalk lumps and occasional CBM fragments. Overlying a further 0.3m of similar material that may be subsoil, or just a continuation of this layer, which is slightly less leached-out due to its depth.
Subsoil	0.3m	Mid slightly greenish-brown silty-clay with CBM. Frequent small chalk flecks. Very similar to the layer above, though colouration slightly different- possibly just less leached than the material above.
Geology/ natural	n/a	Chalk geology. Hard compaction. Occasional areas of subsoil surviving in hollows within chalk.

Trench 2

Layer	Depth	Description
Car park	0.2m	Tarmac car park surface and rubble sub-base.
Levelling layer?	0.2m	Slightly grey/off-white chalk rubble and powder. Relatively soft and friable for chalk. The presence of the levelling chalk in Trench 1 and this layer's soft compaction was thought to indicate that it may have been a levelling layer, or that it had been disturbed. The horizon with the natural below was almost imperceptible.
Geology/ natural	Up to 0.7m	Natural chalk. Pale yellow/white solid chalk. Unusually soft, but the surrounding area has been heavily disturbed by several water and electric service trenches, possibly causing the looser compaction.

Table 1. Trench descriptions

6. Finds and environmental evidence

Ruth Beveridge

A single unstratified small find was the only artefact recovered from the evaluation. SF 1001 is an oval-framed copper alloy buckle fragment with composite rigid plate. The frame of the buckle is flat and D shaped in cross-section. The pin survives and is looped round the bar. The buckle is probably mid 14th to early 15th century, (Egan and Pritchard, 1991).

7. Conclusions and recommendations for further work

The trenches revealed no archaeological features and only one medieval/late medieval buckle was recovered, unstratified, from Trench 1. This trench may have had undisturbed layers at its base, which contained CBM that was not recovered. Trench 2 was heavily disturbed from immediately below the tarmac and sub-base. Any surviving deposits had been removed in order to level this area prior to the construction of the car park.

Based on the material recovered during the evaluation, it is recommended that no further archaeological works are required or that monitoring of the contractor's groundworks be carried out in the less disturbed area surrounding Trench 1. This may provide further evidence as to the nature of the topsoil and subsoil deposits in this trench and any features that might survive below them.

8. Archive deposition

Paper and photographic archive: SCCAS Bury St Edmunds

Finds and environmental archive: SCCAS Bury St Edmunds. Small store: SS/11/4

9. Acknowledgements

The evaluation was carried out by Rob Brooks, John Sims and Adam Yates from Suffolk County Council Archaeological Service, Field Team.

The project was directed by Rob Brooks and managed by Andrew Tester, who also provided advice during the production of the report. The report was written and the graphics produced by Rob Brooks. The specialist finds report was written by Ruth Beveridge.

The report was checked by Andrew Tester and Richenda Goffin.

10. Bibliography

BGS, 2011 Information obtained from http://www.bgs.ac.uk/products/digital_maps/data_625k.html and reproduced with the permission of the British Geological Survey ©NERC. All rights Reserved

Egan, G., and Pritchard, F., 1991, Medieval finds from excavations in London: 3 Dress Accessories c1150-c1450, The Stationery Office, London

Appendix 1. Brief and specification



The Archaeological Service

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

Brief and Specification for Archaeological Evaluation

WEST SUFFOLK COLLEGE, RISBYGATE STREET, BURY ST
EDMUNDS, SUFFOLK
(ref: Pre Suffolk College 2011)

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 St Edmundsbury District Council for the construction of a new Further Education building at West Suffolk College, Risbygate Street, Bury St Edmunds (TL 842 645). It will occupy the site of Burma House (to be demolished), extending beyond the former footprint into the car park to the south and west. There will also be landscaping work undertaken to reconfigure the car park and pedestrian access. **Please contact the applicant for an accurate plan of the site.**
 - 1.2 The Planning Authority will be advised that any consent should be conditional upon an agreed programme of work taking place, before development begins, to record and advance understanding of the significance of any heritage assets before they are damaged or destroyed. This is in accordance with PPS 5 *Planning for the Historic Environment* (Policy HE12.3). The applicant, prior to submission of the application, has requested a specification for evaluation so that informed decisions can be made.
 - 1.3 The site is located on Out Risbygate, one of the main streets into medieval Bury. It is situated on a slight promontory of land, at c 50-55m OD, with land rising slightly to the south and dropping away to the north and east. The soil is categorised as loam over chalky drift and chalk, although archaeological excavations nearby have shown that there is overlying sand and orange silt to a depth of at least 1m in some areas.
 - 1.4 The entire West Suffolk College site was subject to an archaeological desk based assessment (SCCAS report 2006/48 by Jo Caruth, County Historic Environment Record BSE 273). The site was previously occupied by the Gibraltar Barracks, built in 1878, of which one building remains (listed building 467056). The DBA demonstrated that the site was probably used as open fields from the 15th century. However, it highlighted the potential for pre-medieval deposits to exist in the least developed parts of the site (e.g. Roman and Bronze Age cremations have been found on this side of town, BSE 001). This is particularly true in the central and western portions of the overall site under the carpark. The proposed building is largely on the footprint of the existing Burma House. However, enough of it outside the footprint to warrant evaluation of the archaeological potential of the area. Any groundworks associated with development have the potential to damage or destroy any archaeological deposits which may exist (particularly but not exclusively dating to the pre-medieval period and Barracks).

- 1.5 In order to inform the archaeological mitigation strategy, two linear trenches are required to evaluate the site. It is considered that two trenches within the footprint of the proposed building should be sufficient to assess the impact of the proposal as a whole.
- 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 Mid Suffolk 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 2 trenches 1.8m wide are required to assess the area of the proposed new building where it extends beyond the footprint of Burma House, with a 15m trench running NS on the western side of the building, and a 10m trench running E-W on the southern side.
- 3.2 If excavation is mechanised a toothless 'ditching bucket' 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 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 deposits are 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 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 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 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.
- 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>) with ADS or another appropriate archive depository.

- 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.
- 5.16 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 copies of the report should be submitted to SCCAS/CT together with a digital .pdf version.
- 5.17 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.
- 5.18 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.
- 5.19 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 (see para. 5.16). 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
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Date: 17 February 2011

Reference: Bury St Edmunds/2011_Pre Suffolk College

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.

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