Suffolk County Council

ARCHAEOLOGICAL EVALUATION REPORT

SCCAS REPORT No. 2011/112

Land South of Church Street, Saxmundham
SXM 024

M. Sommers

www.suffolk.gov.uk/environment/archaeology

Lucy Robinson, **County Director of Economy, Skills and Environment**
Endeavour House, Russell Road, Ipswich, IP1 2BX

HER Information

Planning Application No:	**C/08/2276**
Date of Fieldwork:	**4th July 2011 - 7th July 2011**
Grid Reference:	**TM 3870 6294**
Funding Body:	**Blackburns (Harleston) Limited**
Curatorial Officer:	**Keith Wade**
Project Officer:	**Mark Sommers**
Oasis Reference:	**suffolkc1-105197**
	Digital report submitted to Archaeological Data Service: http://ads.ahds.ac.uk/catalogue/library/greylit

Contents

List of Figures

List of Plates

List of Appendices

Summary

An archaeological evaluation was carried out on land to the south of Church Street, Saxmundham, in advance of proposed development. Nine trenches were excavated across the proposed site but no archaeological features were identified and no artefacts recovered. Over the greater majority of the site the natural subsoil, which consisted of pale yellow/grey sand, was situated at depths of between 1.5m to 1.8m, rising to a depth of 1.1m towards the south-western edge of the site. It lay beneath an overburden that generally comprising layers of peaty material and grey alluvial silt. This was sealed by a layer of modern debris (brick rubble, etc.) which had probably been spread to create a firm area of hard standing on what would have been an area of relatively soft and boggy ground. In two trenches, situated in the north-east corner of the site, one of which was immediately adjacent the street frontage, no peaty or alluvial deposits were present and the natural subsoil lay at a depth of 0.9m below an overburden of garden soil and pale brown loamy silt. (Suffolk County Council Archaeological Service for Blackburns (Harleston) Limited).

1. Introduction

It has been proposed to construct a relatively large-scale commercial development on land south of Church Street, Saxmundham. Planning consent for the development has been granted but with an attached condition requiring an agreed programme of archaeological work be in place prior to the commencement of the development.

The first stage of the programme of work, as specified in the Brief and Specification produced by Keith Wade of the Suffolk County Council Conservation Team (Appendix 1), was the undertaking of a trenched evaluation in order to ascertain what levels of archaeological evidence may be present within the development area and to inform any mitigation strategies that may then be deemed necessary.

The National Grid Reference for the approximate centre of the site is TM 3870 6294. Figure 1 shows a location plan of the site.

The archaeological evaluation was undertaken by Suffolk County Council Archaeological Service's Field Team who were commissioned and funded by Blackburns (Harleston) Limited, the main contractors, on behalf of a client.

2. Geology and topography

The site consists of a redundant series of light industrial and commercial units and associated storage areas. Also included is the site of a 20th century, brick built, house, which is to be demolished, and its garden. It is bounded by Church Street to the north, a small former factory and an area of woodland to the east, a narrow strip of woodland containing the approach road to Hurts Hall to the south and west, and a group of residential properties to the west.

The site consists of an area of level ground dotted with derelict buildings and areas of overgrown vegetation. It is situated within the floodplain of the River Fromus, which runs in a channel lying 34m from the eastern boundary of the site, and lies at a height of approximately 10m OD.

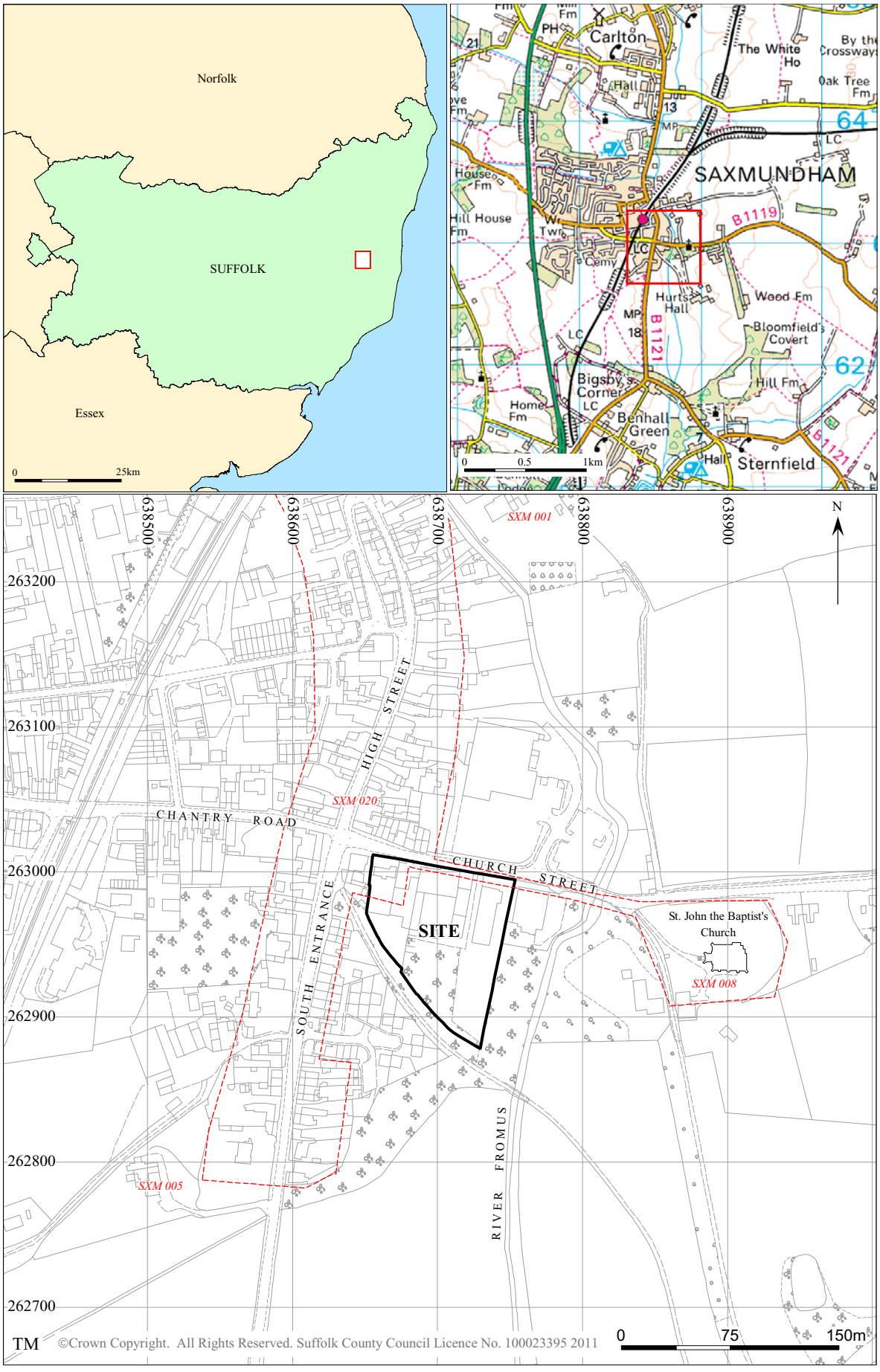

Figure 1. Site location plan
(site outline in black, HER info. in red)

The underlying geology consists of free-draining, sandy soils of the Newport series overlying thin glacial deposits on top of Crag sands. Within the valley floodplains the surface geology comprises seasonally wet clays overlying alluvial deposits and peat.

3. Archaeological and historical background

There are no known archaeological sites recorded on the County Historic Environment Record (HER) within the proposed development area but a small number of significant sites are recorded in the locality (See Fig. 1), these include:

HER ref.	Description
SXM 001:	Findspot of a Roman lamp in red ware.
SXM 005:	Iron Age and Roman pottery discovered in the garden of Park House.
SXM 008:	Church of St. John the Baptist. Recorded in the Doomsday Survey of 1086. Possibly Anglo-Saxon in origin but majority of present structure dates from the 15th and 16th centuries, although some early work survives at the base of the tower. Heavily restored in the 19th century leading to the loss of many of the original features. The church is situated on an area of high ground (*c.* 16.5m OD)
SXM 020:	Indicative area of the medieval town (denoted by the red dashed line in Fig. 1).

The church, which is located on the eastern side of the river, is believed to be the site of a Late Saxon settlement. By AD 1271 (the granting of a market charter) the focus of the settlement had moved to the present High Street. Given the proposed development sites lies between these two locations there is a high potential for evidence relating to the Anglo-Saxon and medieval periods to be present. Additionally, the site's location on the edge of the river floodplain is topographically favourable for prehistoric activity. Iron Age and Roman finds are also recorded in the vicinity.

4. Methodology

The trial trenches were machine excavated down to the level of the natural subsoil using a 5 tonne tracked excavator fitted with a 1.6m wide toothless ditching bucket. The location of the trenches was in accordance with a plan approved by the County Archaeological Service Conservation Team and was designed to sample all areas of the proposed development site.

Large parts of the site are designated for car-parking and will result in relatively minimal ground disturbance. In such areas, and assuming no significant deposits had been encountered, the evaluation trenches were reduced in length if the natural subsoil lay at depths exceeding 1.5m. Excavation below this depth also proved problematic due to waterlogging of the lower layers resulting in undermining and collapsing of the trench edges.

The machining of the trenches was closely observed throughout in order to identify any archaeological features and deposits and to recover any artefacts that might be revealed. Excavation continued until the undisturbed natural subsoil was encountered, the exposed surface of which was then examined for cut features or deposits. Had any features/deposits been noted they would have been sampled through hand excavation in order to determine their depth and shape and to recover datable artefacts.

Following excavation of the trenches, the nature of the overburden was recorded, the trench locations plotted (if they varied from the approved plan) and the depths noted.

A detailed photographic record of the work undertaken was also compiled using a 10 megapixel digital camera.

Japanese knotweed and giant hogweed were present on site. These are invasive species requiring controlled removal. This work was underway at the time of the evaluation resulting in a minor access problem in the area of Trench 7.

Demolition contractors removing the derelict buildings were also present on site although this had little effect on the trial trenching.

5. Results

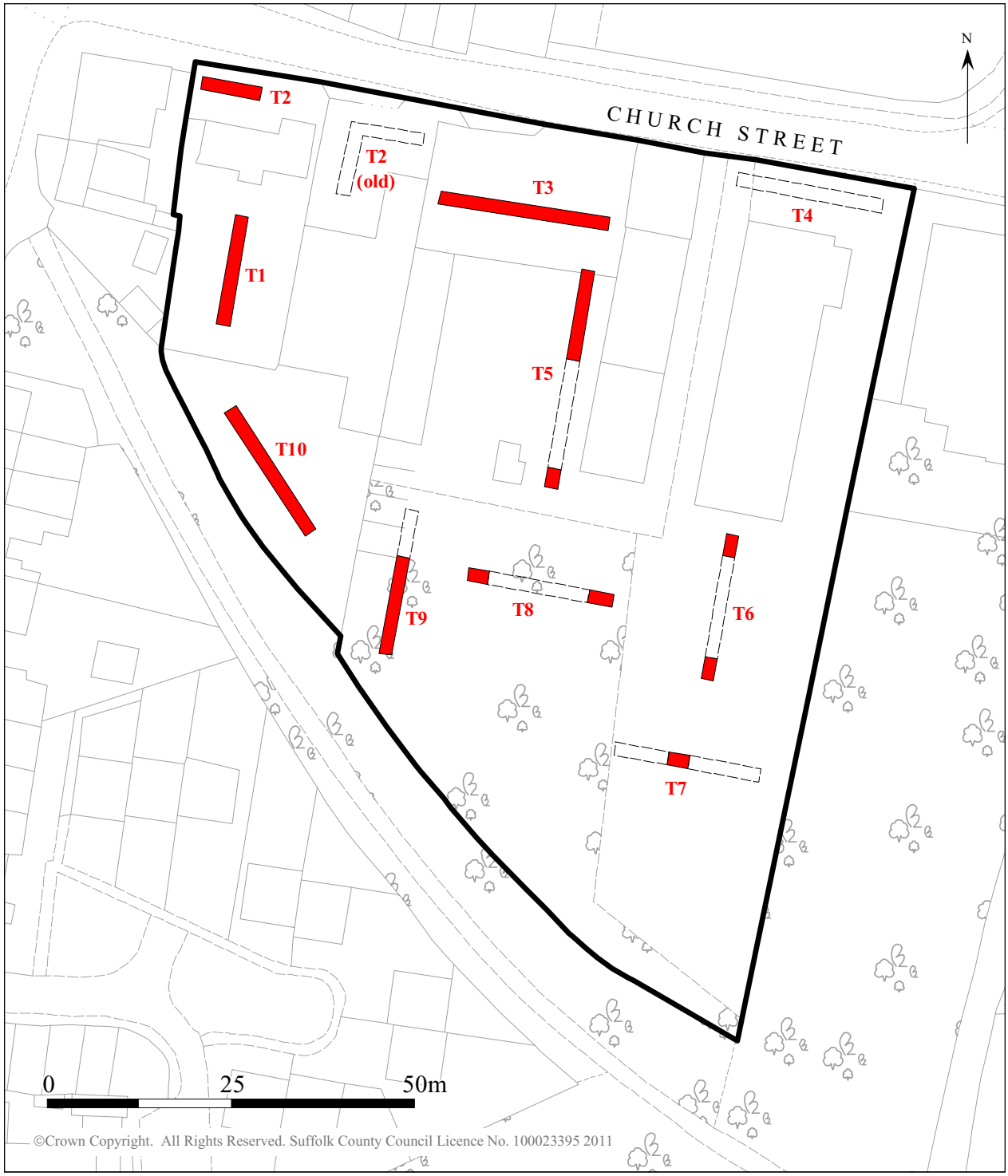

Figure 2. Trench location plan

Figure 2 indicates the locations of the excavated trial trenches. The areas blocked in red denote where the natural subsoil was exposed and the black dashed lines mark the lengths of trench that were not attempted.

A plan proposing ten trenches was approved for the evaluation. Unfortunately, the proposed site for Trench 4 lay under the main contractor's accommodation huts and could not be accessed at the time of the evaluation. The original site of Trench 2 was compromised by the presence of known services and was not attempted but to mitigate the loss of this trench an additional trench was excavated in the front garden of the house, an area that was not available when the trench plan was developed.

In summary, no significant archaeological features or deposits were located and no finds were recovered.

A description of each trench follows:

Trench 1 - ran approximately north to south across the rear garden of the house in the north-west corner of the site and measured 15m in length. The natural subsoil, which comprised a pale orange silty sand, lay at a depth of 0.9m (Plate 1), rising slightly to 0.8m at the southern end. The overburden consisted of a brown silty garden soil with very occasional fragments of 20th century brick. No features were noted cutting the natural subsoil but a number of small pits were cut into the overburden; all contained mid to late 20th century glass and general household debris.

Trench 2 - It was originally intended to excavate an 'L' shaped trench in the forecourt of a former garage but this was abandoned due to the presence of numerous live services. To mitigate the loss of this trench an additional trench was excavated in the front garden of the house, an area slightly closer to the street frontage and Saxmundham High Street. In this trench the natural subsoil, which comprised a pale yellow sand, was located at a depth of 0.8m (Plate 2). It lay beneath an overburden of 0.3m of dark rich topsoil, over 0.4m of compact grey silt and sand with occasional fragment of 20th century brick, which in turn overlay a thin spread of dark grey/brown silt. The interface between the natural subsoil and the overburden was relatively sharp suggesting previous truncation.

Trench 3 - was excavated parallel with Church Street, approximately 11m back from the road edge. The natural subsoil consisted of a pale grey/yellow, waterlogged sand at a depth of 1.8m below the present ground surface. The revealed stratigraphy comprised: 0.5m of concrete slab and a sub-base of brick rubble and crushed chalk; over 0.6m of

dense grey alluvial silt; 0.4m of dark peaty material; and 0.3m of grey sandy silt (Plate 3). Other than a known sewer, no archaeological features were encountered.

Trench 4 - the area of this trench was not available at the time of the evaluation.

Trench 5 - was excavated perpendicular to Church Street, starting approximately 19m back from the road edge. At the northern end the natural subsoil consisted of a pale grey/yellow, waterlogged sand at a depth of 1.5m below the present ground surface (this does not represent a rise in the natural subsoil as the ground surface was *c.* 0.25m lower than the area of Trench 3). The revealed stratigraphy comprised: 0.4m of brick rubble; 0.4m of brown silty clay; 0.4m of dark peaty material; and 0.3m of grey sandy silt (Plate 4). The natural subsoil dipped down gently towards the south reaching a depth of 1.7m (because of a thicker deposit of the 20th century rubble). This occurred 12m from the northern end of the trench at which point excavation of the trench was abandoned. To confirm there was no great change in the stratigraphic layers a test hole was machine excavated at the southern end of the proposed trench (Plate 5). This revealed that the natural subsoil had dipped to a depth of 1.9m below the present ground surface. The lower silt and peaty layers remained unchanged but an additional layer of material was present between the rubble and the brown silty clay consisting of grey brown clay containing crushed chalk and a substantial amount of modern debris.

Trench 6 - This was intended to be a north-south trench measuring 20m in length. Excavation started at the northern end and revealed a stratigraphic sequence comprising: 1m of modern concrete, hardcore and brick rubble; 0.8m of dense grey alluvial silt; and 0.2m of peaty material over a natural subsoil of pale grey sand at a depth of 2m below the present ground surface (Plate 6). Due to the extreme depth this trench further excavation was abandoned in favour of a test pit at the southern end of the proposed trench. This revealed a similar stratigraphic profile but with a thicker peaty deposit and a corresponding thinner layer of alluvial silt (Plate 7).

Trench 7 - Reduced to a single test pit due to extreme depth and the presence of Japanese knotweed in the locality. Excavation revealed a stratigraphic sequence comprising: 0.9m of grey silty clay with modern debris overlying a layer of broken glass which in turn overlay 0.8m of peaty material with occasional lenses of grey silt (Plate 8).

Trench 8 - This was intended to be an east-west trench measuring 20m in length but was reduced to two test pits. Both revealed a similar stratigraphic sequence consisting of 1m of modern debris (rubble, concrete etc.), over 0.5m of dense grey alluvial silt and 0.3m of peaty material over a natural subsoil of pale grey sand at a depth of 1.8m below the present ground surface (Plate 9).

Trench 9 - A north-south trench which revealed a stratigraphy comprising 0.6m of modern overburden (rubble etc.) over 0.5m of dark peaty material over 0.1m of grey silt which in turn overlay a natural subsoil of mottled pale grey and yellow sand (Plate 10). This trench was intended to be 20m in length but was abandoned after 13m due to the presence of a substantial concrete ?footing cutting into the surface of the natural subsoil.

Trench 10 - A north-west to south-east trench. At the south-east end the revealed stratigraphy consisted of 0.7m of modern overburden (rubble etc.) over 0.6m of dark peaty material which in turn overlay a natural subsoil of pale grey sand (Plate 11). The natural subsoil sloped up gently towards the north-west end where it lay at a depth of 1m below an overburden of 0.4m of topsoil over 0.5m of dense grey silt over a 0.1m thick layer of dark peaty material (Plate 12).

6. Finds and environmental evidence

No artefactual evidence was recovered during the evaluation.

7. Discussion

The results of evaluation failed to identify any significant archaeological features or deposits. Over a large part of the proposed development site deposits of alluvial silt and peaty material were noted. These deposits were buried below a substantial spread of 20th century debris that increased in thickness from north to south. This would suggest that this area was once relatively boggy land alongside the river that would have been liable to flooding. The thick spread of later material has been brought onto the site in

order to raise levels to create an area of firm usable ground. Judging from the nature of this material, this has been occurring intermittently throughout the 20th century.

Of interest is the fact that in Trench 3, which ran close to Church Street, the natural subsoil lay at a depth of 1.8m beneath layers of peaty material and alluvial silt with no indication that the level of the subsoil would rise significantly. This would suggest that Church Street lies on an artificially raised causeway linking the site of the church to medieval Saxmundham. This is likely to consist of a substantial earthwork but may have originally comprised a raised wooden trackway.

In Trench 2, close to the street frontage and relatively close to the High Street and an area with the greatest potential for archaeological evidence to be present, the natural subsoil appeared to have been truncated which has removed any early evidence. This truncation is probably related to the demolition of 19th century buildings and the construction of the present house.

8. Conclusions and recommendations for further work

Although it was not possible to excavate Trench 4 at the time of the evaluation, based on the results of other trenches, it is likely that similar deposits would be revealed.

The evaluation did not identify any significant archaeological deposits or features that could be under threat from the proposed development. Consequently, no further work is recommended.

9. Archive deposition

Historic Environment Record reference under which the archive is held: SXM 024.
Digital archive:

R:\Environmental Protection\Conservation\Archaeology\Archive\Saxmundham\SXM024 Evaluation

Digital photographs are held under the references HLE01 to HLE20
A summary has also been entered into OASIS, the online database, ref. suffolkc1-105197

10. List of contributors and acknowledgements

The evaluation was carried out by Steve Manthorpe, Simon Picard and M. Sommers from Suffolk County Council Archaeological Service, Field Team.

The project was directed by M. Sommers, and managed by Rhodri Gardner, who also provided advice during the production of the report.

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.

Plates (scales are divided into 0.5m sections)

Plate 1. Trench 1, camera facing east (photo ref. HLE01)

Plate 2. Trench 2, camera facing north (photo ref. HLE03)

Plate 3. Trench 3, camera facing north (photo ref. HLE05)

Plate 4. Trench 5, camera facing west (photo ref. HLE08)

Plate 5. Trench 5 (southern test pit), camera facing east (photo ref. HLE10)

Plate 6. Trench 6 (northern test pit), camera facing east (photo ref. HLE11)

Plate 7. Trench 6 (southern test pit), camera facing east (photo ref. HLE12)

Plate 8. Trench 7 (test pit), camera facing south (photo ref.HLE13)

Plate 9. Trench 8 (western test pit), camera facing north (photo ref. HLE14)

Plate 10. Trench 9, camera facing west (photo ref. HLE15)

Plate 11. Trench 10 (south-east end), camera facing south-west (photo ref. HLE17)

Plate 12. Trench 10 (north-west end), camera facing south-west (photo ref. HLE18)

Appendix 1

SUFFOLK COUNTY COUNCIL
ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM

Brief and Specification for an Archaeological Evaluation

Evaluation by Trial Trench

SOUTH OF CHURCH STREET, SAXMUNDHAM

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 Planning consent has been granted for the erection of a new retail unit and the extension of an existing building to form retail units at land south of Church Street, Saxmundham (C08/2276).

1.2 1.2 The planning consent contains a condition requiring the implementation of a programme of archaeological work before development begins (Planning Policy Guidance 16, paragraph 30 condition). In order to establish the full archaeological implications of the proposed development, an archaeological evaluation is required of the site. **The evaluation is the first part of the programme of archaeological work and 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 within the area of archaeological interest defined for the medieval small town of Saxmundham in the County Historic Environment Record. It lies close to Saxmundham's parish church, undoubtedly the site of the Late Saxon settlement, prior to the granting of a market charter in 1271/2 and the subsequent movement of the settlement to what is know the High Street. In addition, the site is located on the edge of the floodplain of the River Fromus with a high potential for prehistoric settlement and waterlogged deposits with organic preservation.There is, therefore, a high probability that the development will damage or destroy archaeological deposits.

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 Evaluation is to proceed sequentially: the desk-based evaluation will normally precede the field evaluation unless agreed otherwise. The results of the desk-based study are to be used to inform the trenching design. This sequence will only be varied if benefit to the evaluation can be demonstrated.

2.7 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.

2.8 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.

2.9 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.

2.10 An outline specification, which defines certain minimum criteria, is set out below.

3. **Specification A: Desk-Based Assessment**

3.1 Consult the County Historic Environment Record (HER), both the computerised record and any backup files.

3.2 Examine all the readily available cartographic sources (e.g. those available in the County Record Office). Record any evidence for historic or archaeological sites (e.g. buildings, settlements, field names) and history of previous land uses. Where permitted by the Record Office make either digital photographs, photocopies or traced copies of the document for inclusion in the report.

3.3 Assess the potential for documentary research that would contribute to the archaeological investigation of the site.

4 **Specification B: Field Evaluation**

4.1 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. 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.

4.2 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.

4.3 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.

4.4 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.

4.5 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.

4.6 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 J Heathcote, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy and Wiltshire 1994) is available.

4.7 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.

4.8 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.

4.9 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).

4.10.1 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.

4.11 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.

4.12 A photographic record of the work is to be made, consisting of both monochrome and colour photographs.

4.13 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.

5. **General Management**

5.1 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.

5.2 The composition of the project staff must be detailed and agreed (this is to include any subcontractors).

5.3 A general Health and Safety Policy must be provided, with detailed risk assessment and management strategy for this particular site.

5.4 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.

5.5 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.

6. **Report Requirements**

6.1 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).

6.2 The data recording methods and conventions used must be consistent with, and approved by, the County Historic Environment Record.

6.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.

6.4 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

6.5 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.

6.6 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).

6.7 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.

6.8 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.

6. 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.

6.10 County HER sheets must be completed, as per the county HER manual, for all sites where archaeological finds and/or features are located.

6.11 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.

6.12 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: Keith Wade

Suffolk County Council
Archaeological Service Conservation Team
Environment and Transport Department
Shire Hall
Bury St Edmunds
Suffolk IP33 2AR Tel: 01284 35244

Date:22nd June 2009 Reference: South of Church Street, Saxmundham

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.