

**210-216A High Street
Wickham Market, Suffolk
WKM 033**

Archaeological Evaluation Report

SCCAS Report No. 2012/004

Client: Fastracker Developments

Author: M. Sommers

January 2012

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Author: M. Sommers

Contributions By: n/a

Illustrator: M. Sommers

Editor: S. Boulter

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HER Information

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Curatorial Officer: Edward Martin
Project Officer: M. Sommers
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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: M. Sommers
Date: 17th January 2012

Approved By: Stuart Boulter
Position: Senior Project Officer
Date: 17th January 2012
Signed:

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Summary

An archaeological evaluation was carried out on a plot of land behind 210 - 216A High Street, Wickham Market, in advance of the redevelopment of the site. A total of seven trenches were excavated which exposed a natural subsoil of sand and gravel at depths of between 0.4m to 1m. A number of modern features were exposed but no significant archaeological features or deposits were identified and no artefacts were recovered. (Suffolk County Council Archaeological Service for Fastracker Developments).

1. Introduction

A residential development has been proposed for an area of land to the rear of 210 to 216A, High Street, Wickham Market. Planning consent has been granted (C/11/0097), but with an attached condition requiring an agreed programme of archaeological work to be undertaken in advance of the development.

A Heritage Asset Assessment has been carried out on a timber-framed barn within the development site by Barefoot and Gilles (October 2010). A former gospel hall that fronted onto the High Street was demolished to create an access road; this was also assessed by Barefoot and Gilles in a separate heritage statement (2011).

Further archaeological work was specified in a Brief and Specification produced by Edward Martin of the Suffolk County Council Conservation Team (Appendix 1). It entailed 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 archaeological evaluation was undertaken by Suffolk County Council Archaeological Service's Field Team who were commissioned and funded by the developer, Fastracker Developments. The National Grid Reference for the approximate centre of the site is TM 3044 5644. Figure 1 shows a location plan of the site.

2. Geology and topography

The site consists of an area of roughly level land situated on a very gentle north facing slope within the urban area of the large village of Wickham Market. It is bounded by the rear gardens of other properties on three sides and a ploughed field to the north. It is accessed by a via a narrow roadway off the High Street although a wider access had been created through the demolition of a Gospel Hall that formerly fronted the High Street. The development site lies at a height of c. 15m OD and is c. 170m west of the River Deben.

The local landscape consists of a gently rolling to flat plateau formed from a mixture of glacial deposits with silty and sandy drift deposits.

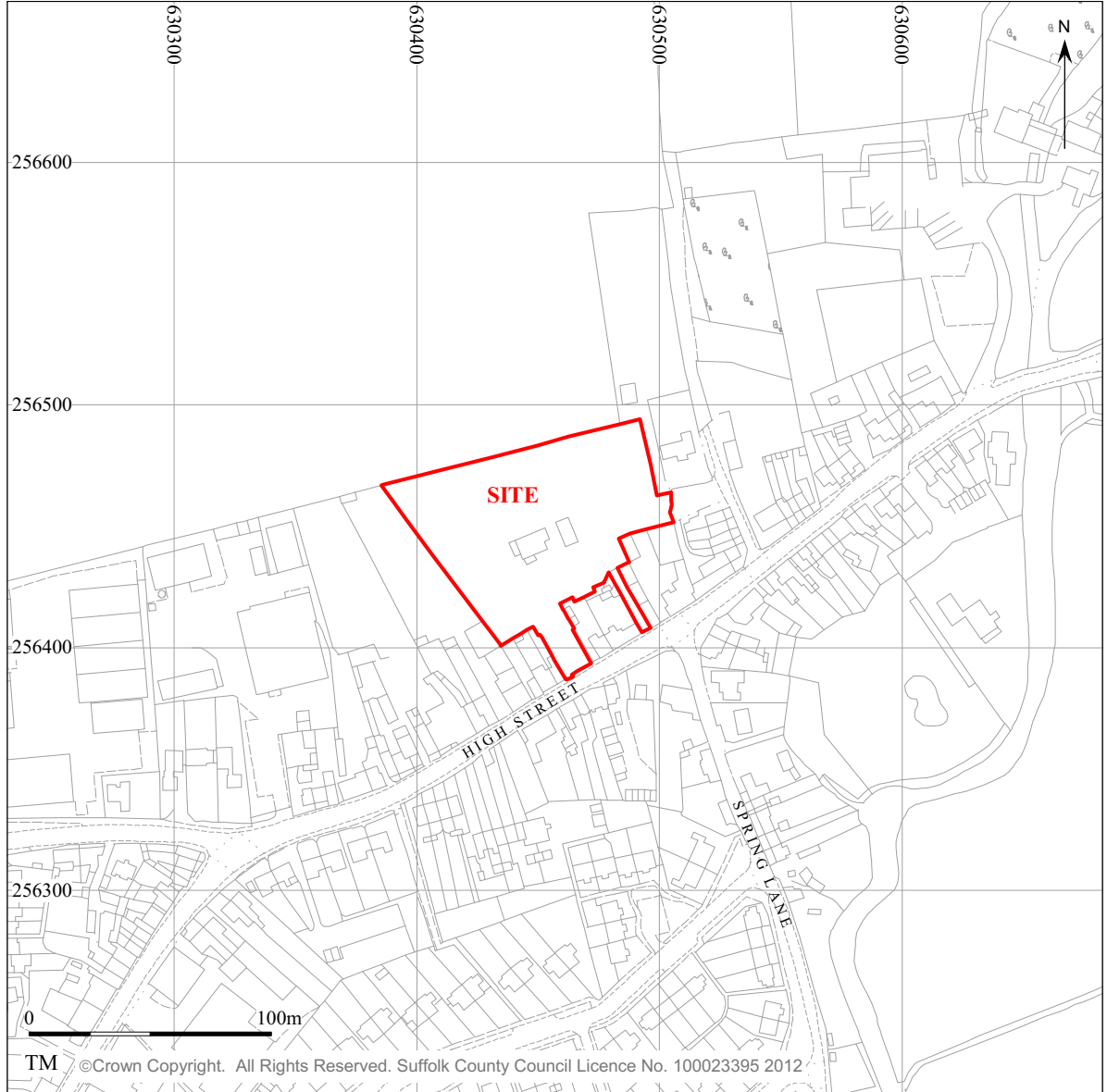
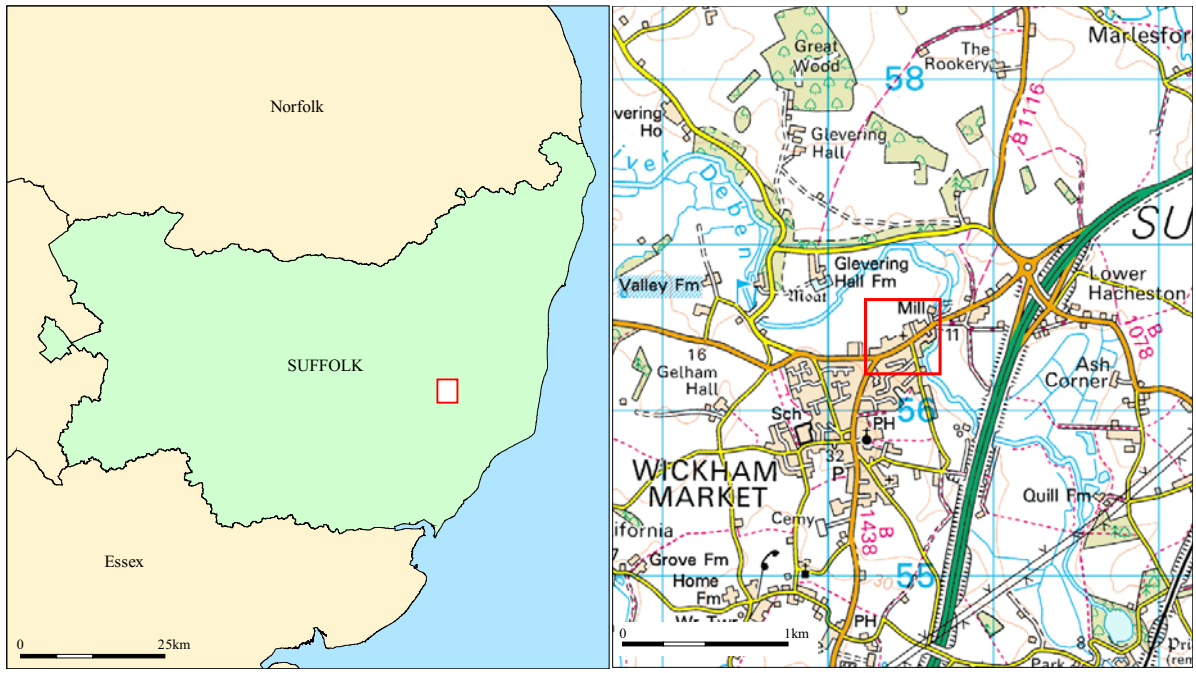


Figure 1. Location map

3. Archaeology and historical background

The site lies within the predicted extent of the medieval settlement of Wickham Market, as recorded in the County Historic Environment Record (HER), ref. WKM 026. It is also in the vicinity of an area of possible Roman activity (a 3rd century coin hoard was discovered on a site c. 320m to the north-west; HER ref. WKM 004).

The area immediately to the west of the development site was once the site of a substantial engineering works which for a time was occupied by millwrights, Whitmore and Binyon (HER ref. WKM 029). Most of the works have been demolished but offices, etc., still front the High Street.

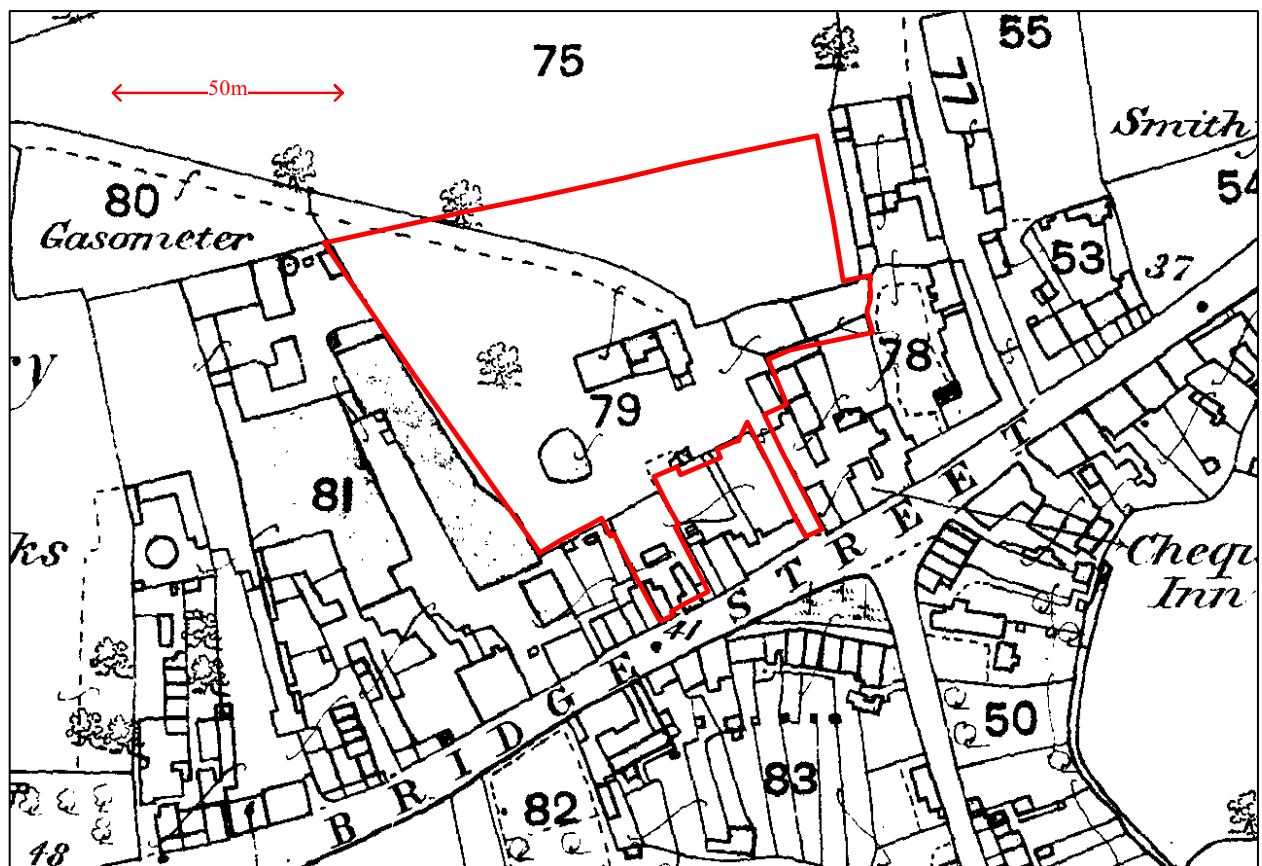


Figure 2. 1st edition Ordnance Survey map of 1883 (rescaled extract)

The 1st edition of the Ordnance Survey, 1:2500 scale sheet (published 1883) shows the development site as an area of relatively open land surrounding a small group of buildings, two of which, a barn (HER ref. WKM 030) and a timbered shed, are still extant and are to be retained within the proposed development (Plate 1). A northwest to southeast boundary with a possible trackway alongside runs towards the eastern end of

the buildings. A roughly circular pond is shown to the southwest of the group of buildings but this does not appear on the 2nd edition map of 1904. A roughly rectangular pond in the southern corner of the site is marked on both the 1st and 2nd edition maps.

Apart from the barn, no archaeological sites or findspots are recorded on the HER within the development area itself but the proximity of known sites suggests a relatively high potential for buried features or deposits to be present.

4. Methodology

The trial trenches were machine excavated down to the level of the natural subsoil using a tracked machine fitted with a toothless ditching bucket. The location of the trenches was in accordance with a plan approved by the County Archaeological Service Conservation Team where possible. However, due to the presence of a known sewer pipe, the location of one trench was slightly compromised and a further trench was reduced in length in order to avoid damage to the roots of a tree that was to be retained.

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 undisturbed natural deposits were encountered, the exposed surface of which was then examined for cut features. Any features or significant deposits identified would have then 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 and the depths noted. A photographic record of the work undertaken was also compiled using a 10 megapixel digital camera.

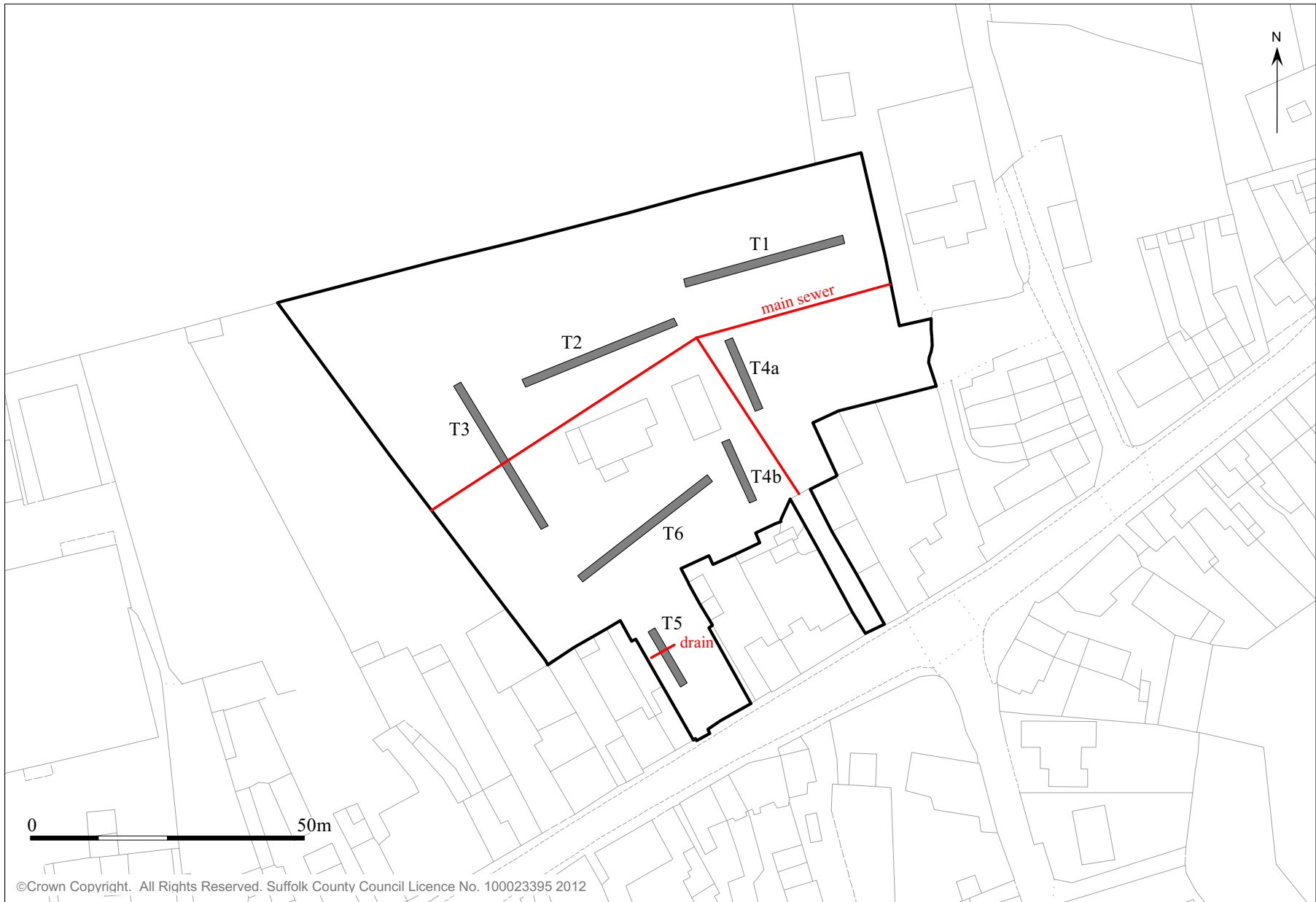


Fig 3. Trench location plan

5. Results

5.1 Introduction

A total of six evaluation trenches were excavated; numbered T1 to T6 (fig. 3). All were excavated broadly in accordance to the approved trench plan, except Trench 4 which was split and staggered in order to avoid a known sewer pipe. All were 30m in length except for Trench 5. It was intended that Trench 5 would be 30m in length but due to the presence of a large, deep disturbance and to avoid damage to the root system of a mature tree that was to be retained in the new development, it was reduced in length to 11m.

The natural subsoil, which was exposed in all trenches, consisted of a yellow sand with frequent gravel, occasional large flint nodules and occasional patches of grey silt with dark orange iron panning.

5.2 Trench results

No significant archaeological features were recorded in any of the excavated evaluation trenches and no artefacts, other than 20th century debris, were recovered.

A summary of the results for each trench follows below:

Trench no.	Depth of subsoil	Revealed soil profile and other notes
T1	0.4m to 0.8m	Natural subsoil generally lay at a depth of 0.4m for the western 20m of the trench but stepped down to 0.8m for eastern 10m of the trench's length. A group of three large pits (at least 1.5m by 3m) were present in the deeper section. The overburden comprised a dark topsoil with no obvious layering (Plate 2). This topsoil also formed the fill of the large pits along with frequent modern debris (windows glass, tin mugs and dishes etc.).
T2	0.6m	The undisturbed natural subsoil lay at a depth of 0.6m throughout this trench. The overburden was in two layers, the upper layer consisted of the dark rich topsoil over a pale brown sandy loam. Between the two layers an occasional thin spread of black gravel, hardcore and small fragments of brick/tile, probably a poorly formed trackway or yard surface, were present (Plate 3).

T3	0.8m	The overburden consisted 0.4m of the dark rich topsoil over 0.4m of a slightly paler, sandy loam (Plate 4). Towards the southern end of the trench the subsoil became greyer with less gravel.
T4a	0.4m	The overburden comprised 0.4m of topsoil with obvious layering (Plate 5). A large modern disturbance was present for the southern 3m of trench. This was excavated to a depth of c. 0.8m but was not bottomed. <i>Initially intended to be excavated as a single 30m trench but this was compromised by the presence of the sewer resulting in the trench being split and staggered (see T4b)</i>
T4b	0.9m	Natural subsoil was exposed at a depth of 0.9m. The exposed profile comprised 0.4m of grey brown silty loam beneath various layers of made ground (Plate 6).
T5	>1.4m	Excavation of this trench reached a depth of just over 1.4m but was still within made ground (Plate 7). Due to its location close to existing houses, a mature tree and the presence of a live foul water drain, the trench was abandoned after a length of c. 11m had been excavated.
T6	0.45m to 1m	Natural subsoil exposed at a depth of 0.45m at the eastern end beneath an overburden of topsoil, yellow sandy loam, and a brown sandy loam. Depth increased 1m towards the western end beneath a thicker layer of dark topsoil, with frequent 20th century debris, over brown silty loam (Plate 8). At the western end of the trench a deep disturbance was present. This was not bottomed but was clearly modern due to the presence of late 19th/20th century debris.

6. Finds and environmental evidence

No artefacts of any period were recovered during the evaluation and no soil samples were taken.

7. Discussion

The results of the evaluation did not identify any significant archaeological evidence within the excavated trenches and no stray artefacts (excepting modern debris) were identified.

In the majority of the trenches the natural subsoil was located beneath a relatively thick layer of topsoil with no evidence for any significant truncation. The exception to this being the area of pitting noted in the eastern end of Trench 1 and the entire area of Trench 5.

The disturbances noted in Trench 4a and the western end of Trench 6 were probably associated with the pond features marked on the early Ordnance Survey map.

8. Conclusions and recommendations for further work

No archaeological evidence of any period was identified in any of the excavated trenches suggesting that there are no significant archaeological sites or deposits under threat from the redevelopment of this site. The trenches were cleanly cut and had any significant archaeological features or deposits been present it is highly likely they would have been identified.

Given the absence of any significant archaeological evidence on this site, no further archaeological work is recommended.

9. Archive deposition

Historic Environment Record reference under which the archive is held: WKM 033.

The digital archive will be stored on the SCC secure servers at the location:

*R:\Environmental Protection\Conservation\Archaeology\Current Recording Projects\
Wickham Market\WKM 033 Evaluation (210-216a High Street)*

Digital photographs are held under the references: HLO20 - HLO39

A summary of this project has been entered into OASIS, the online database, under the reference: suffolkc1-117585

10. Acknowledgements

The evaluation was carried out by Mark Sommers from Suffolk County Council Archaeological Service, Field Team.

The project was directed by Mark Sommers and managed by Stuart Boulter, who also provided advice during the production of the report.

11. Plates

(featured scale is 1m or 2m in length with 0.5m divisions)



Plate 1. timbered shed and barn, camera facing southwest (ref. HLO21)



Plate 2. Trench 1, soil profile (ref. HLO25)



Plate 3. Trench 2, soil profile (ref. HLO27)



Plate 4. Trench 3, soil profile (ref. HLO29)



Plate 5. Trench 4a, soil profile (ref. HLO30)



Plate 6. Trench 4b, soil profile (ref. HLO33)



Plate 7. Trench 5, soil profile (ref. HLO35)



Plate 8. Trench 6, soil profile (ref. HLO38)

Appendix 1. Brief and specification

Brief and Specification for an Archaeological Evaluation

210-216A HIGH STREET, WICKHAM MARKET

(C/11/0097)

The commissioning body should be aware that it may have Health & Safety responsibilities.

1. The nature of the development and the archaeological requirements

1.1 Planning permission (C/11/0097) has been granted by Suffolk Coastal District Council for a residential development covering approximately 0.7ha at 210, 212, 216A and land surrounding, High Street, Wickham Market (TM304 563). This consent includes the conversion of a barn and the demolition of a Gospel Hall. **Please contact the developer for an accurate plan of the site.**

1.2 **The planning consent is conditional upon the prior implementation of a programme of archaeological work** in accordance with a Written Scheme of Investigation (WSI) which has been submitted by the developer and approved in writing by the Local Planning Authority (**condition 11**). The WSI shall include an assessment of significance and research questions; and:

1. The programme and methodology of site investigation and recording
2. The programme for post investigation assessment
3. Provision to be made for analysis of the site investigation and recording
4. Provision to be made for publication and dissemination of the analysis and records of the site investigation
5. Provision to be made for archive deposition of the analysis and records of the site investigation
6. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.

Furthermore, no building shall be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the WSI approved under condition 11 and the provision made for analysis, publication and dissemination of results and archive deposition has been secured (**condition 12**).

1.3 The site is located on the north side of the High Street. A Heritage Asset Assessment has already been carried out on the timber-framed barn to the rear of 210 High Street by Barefoot and Gilles (October 2010). The Gospel Hall, a plain pre-fabricated building dating from just before 1900, has been assessed in a heritage statement by Barefoot and Gilles (2011).

1.4 The development site lies within an area of archaeological potential for below-ground Roman and medieval settlement remains, being on the north-west edge of the medieval town of Wickham Market (Suffolk Historic Environment Record no. WKM 026) and lying to the west of the large Roman settlement on the other side of the River Deben in Hacheston parish (SHER no. HCH 001). The ground-works associated with the development have the potential to cause significant damage or destruction to any underlying heritage assets.

1.5 In order to inform the archaeological mitigation strategy, the following work will be required:

- **A linear trenched evaluation of the development area.**

- 1.6 The results of this evaluation will enable the archaeological resource, both in quality and extent, to be accurately quantified. Decisions on the need for and scope of any mitigation measures, should there be any archaeological finds of significance, will be based upon the results of the evaluation and will be the subject of an additional specification.
- 1.7 All arrangements for the field evaluation of the site, the timing of the work, access to the site, the definition of the precise area of landholding and area for proposed development are to be defined and negotiated with the commissioning body.
- 1.8 Detailed standards, information and advice to supplement this brief are to be found in Standards for Field Archaeology in the East of England, East Anglian Archaeology Occasional Papers 14, 2003.
- 1.9 In accordance with the standards and guidance produced by the Institute for Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Written Scheme of Investigation 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) 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 Suffolk Coastal 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 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 cover 5% by area of the new development.** These shall be positioned to sample all parts of the site. Linear trenches in a systematic grid array are thought to be the most appropriate sampling method. 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 minimum must be used. A scale plan showing the proposed location of the trial trench 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 can be sought from the 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 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 fulfil 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 Paper 3, 1997, 'Research and Archaeology: A Framework for the Eastern Counties, 1. resource assessment'; and Occasional Paper 8, 2000, 'Research and Archaeology: A Framework for the Eastern Counties, 2. research agenda and strategy'; and the *Revised Research Framework for the Eastern Region*, 2008, available online at <http://www.eaareports.org.uk/>).
- 5.7 The results of the work should be related to the relevant known archaeological information held in the Suffolk Historic Environment Record (SHER).
- 5.8 A copy of the Specification should be included as an appendix to the report.
- 5.9 The project manager must consult the Suffolk HER Officer (Dr Colin Pendleton) to obtain a SHER 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 Suffolk 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 Suffolk HER 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 Suffolk 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: Edward Martin

Suffolk County Council
Archaeological Service Conservation Team
9–10 The Churchyard, Shire Hall
Bury St Edmunds
Suffolk IP33 2AR
Tel: 01284 741229
Email: edward.martin@suffolk.gov.uk

Date: 24 August 2011

Appendix 2. OASIS data collection form

OASIS ID: suffolkc1-117585

Project details

Project name	WKM033 - 210-216A, High Street, Wickham Market
Short description of the project	trenched evaluation undertaken in advance of residential development did not identify any significant archaeological evidence.
Project dates	Start: 12-01-2012 End: 17-01-2012
Previous/future work	Not known / Not known
Any associated project reference codes	WKM033 - HER event no.
Any associated project reference codes	C/11/0097 - Planning Application No.
Type of project	Field evaluation
Current Land use	Other 14 - Recreational usage
Monument type	NONE None
Significant Finds	NONE None
Methods & techniques	'Sample Trenches'
Development type	Urban residential (e.g. flats, houses, etc.)
Prompt	Direction from Local Planning Authority - PPS
Position in the planning process	After full determination (eg. As a condition)

Project location

Country	England
Site location	SUFFOLK SUFFOLK COASTAL WICKHAM MARKET WKM033 - 210-216A, High Street
Study area	0.70 Hectares
Site coordinates	TM 3044 5644 52.1574921234 1.3693624925 52 09 26 N 001 22 09 E Point

Project creators

Name of Organisation	Suffolk County Council Archaeological Service
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Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Suffolk County Council Archaeological Service, Field Team
Project director/manager	Stuart Boulter
Project supervisor	Mark Sommers
Type of sponsor/funding body	Developer

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk County Council Archaeological Service
Digital Archive ID	WKM033
Digital Contents	'other'
Digital Media available	'Images raster / digital photography','Text'
Paper Archive recipient	Suffolk County Council Archaeological Service
Paper Archive ID	WKM033
Paper Contents	'other'
Paper Media available	'Correspondence','Notebook - Excavation',' Research',' General Notes','Plan','Report'

Project bibliography 1

	Grey literature (unpublished document/manuscript)
Publication type	
Title	Archaeological Evaluation Report: 210-216A High Street, Wickham Market
Author(s)/Editor(s)	Sommers, M.
Other bibliographic details	SCCAS 2012/004
Date	2012
Issuer or publisher	SCCAS
Place of issue or publication	Ipswich
Description	printed sheets of A4 paper with card covers and a plastic comb binding
Entered by	ms (mark.sommers@suffolk.gov.uk)
Entered on	17 January 2012

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Contact:

Rhodri Gardner

Tel: 01473 581743 Fax: 01473 288221

rhodri.gardner@suffolk.gov.uk

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