

Land adjacent to 207 Bures Road,  
Great Cornard, Suffolk  
COG 037

**Archaeological Evaluation Report**

SCCAS Report No. 2012/112

**Client: Persimmon Homes Ltd – Anglia Region**

Author: Kieron Heard

August 2012

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COG 037

Archaeological Evaluation Report

SCCAS Report No. 2012/112

Author: Kieron Heard

Illustrator: Beata Wieczorek-Oleksy

Report Date: August 2012



## HER Information

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**Site Code:** COG 037

**Site Name:** Land adjacent to 207 Bures Road, Great Cornard

**Report Number** 2012/112

**Planning Application No:** B/11/01433/FUL

**Date of Fieldwork:** 19 July 2012

**Grid Reference:** TL 8854 3951

**Oasis Reference:** suffolkc1-130478

**Curatorial Officer:** Abby Antrobus

**Project Officer:** Kieron Heard

**Client/Funding Body:** Persimmon Homes Ltd – Anglia Region

**Client Reference:** n/a

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: Kieron Heard  
Date: August 2012

Approved By: Joanna Caruth  
Position: Acting Contracts Manager  
Date: August 2012  
Signed:



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## Summary

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COG 037, Land adjacent to 207 Bures Road, Great Cornard: An evaluation by trial trenching was carried out in advance of a housing development. Three trenches (total area 57 m<sup>2</sup>) were excavated, representing approximately 3.4% of the evaluation area. The area available for sampling was reduced by the presence of live services and contaminated ground.











Subsoil/ploughsoil deposits were present, over a natural stratum of glaciofluvial sand and gravel. An undated cut feature is suspected to have been the result of recent tree removal.

In the light of these limited results a recommendation is made that no further archaeological fieldwork is required in relation to the proposed development. This evaluation report will be disseminated *via* the OASIS online archaeological database and a summary of the results will be published in the Proceedings of the Suffolk Institute of Archaeology and History.




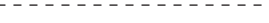









# Drawing Conventions

## Plans

- Limit of Excavation 
- Features 
- Break of Slope 
- Features - Conjectured 
- Natural Features 
- Sondages/Machine Strip 
- Intrusion/Truncation 
- Illustrated Section 
- Cut Number 
- Archaeological Features 

## Sections

- Limit of Excavation 
- Cut 
- Modern Cut 
- Cut - Conjectured 
- Deposit Horizon 
- Deposit Horizon - Conjectured 
- Intrusion/Truncation 
- Top of Natural 
- Top Surface 
- Break in Section 
- Cut Number 
- Deposit Number 0007
- Ordnance Datum  $\frac{18.45\text{m OD}}{\times}$



## **1. Introduction**

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An evaluation by trial trenching was carried out in accordance with an archaeological condition attached to a planning application for a housing development on land adjacent to 207 Bures Road, Great Cornard (B/11/01433/FUL). James Nicholls commissioned the archaeological project on behalf of Persimmon Homes Ltd – Anglia Region. Suffolk County Council Archaeological Service (SCCAS), Field Team, conducted the fieldwork.

The development site had an area of approximately 0.64 ha. It was bounded to the west by Bures Road, to the south by Grantham Avenue, to the north by 207 Bures Road and an Anglian Water pumping station and to the east by the Stourcroft housing development. The area of archaeological evaluation was located in the western half of the development site, the eastern half having been extensively quarried in relatively recent times. The evaluation site was centred at National Grid Reference TL 8854 3951 and encompassed an area of approximately 0.34 ha (Fig. 1).

## **2. Geology and topography**

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Chalk bedrock is overlaid by superficial deposits of glaciofluvial sand and gravel. These support deep loam soils of the Ludford Series. The site is on the eastern slope of the River Stour valley, at a height of approximately 24 m OD.

The site is in an area of Rolling Valley Farmlands as defined in the Suffolk Landscape Character Assessment ([www.suffolklandscape.org.uk](http://www.suffolklandscape.org.uk)). Some key characteristics of this landscape type are:

- Gentle valley sides with some complex and steep slopes
- Deep, well drained loamy soils
- Organic pattern of fields smaller than on the plateaux
- Distinct areas of regular field patterns
- A scattering of landscape parks
- Small ancient woodlands on the valley fringes
- Sunken lanes

### 3. Archaeological and historical background

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The archaeological background to the site was summarised in the Brief and Specification (Antrobus, 2012), as follows:

*This proposal for a housing development lies in an area of archaeological importance characterised by Neolithic/Bronze Age funerary barrows and ring ditches that lie to the north and the east of the site (COG 025, and COG 004 and COG 005 that were excavated as sites COG 028 and COG 030). A crop mark of a further prehistoric monument is recorded to the northeast (COG 006). These monuments represent a prehistoric funerary landscape overlooking the Stour Valley, and one of the monuments, COG 004, was also re-used in the Anglo-Saxon period, giving evidence of activity of that date in the area. At present, the extent down to the river of funerary monuments recorded on the higher ground is not known. Whilst evaluation on the opposite side of Bures Road revealed deep deposits but no earlier features (COG 036), there is high potential for archaeological deposits to be encountered in the development area.*

*The eastern portion of the site falls into the defined extent of large scale quarrying, now-built upon, which was recorded in a non-invasive assessment of the site (SCCAS Report 2000/50; COG 004 and COG 005). This is the area of the site that falls east of the line of the eastern property boundary of properties on the east side of Bures Road.*

Historic Environment Record entries mentioned above are shown on Figure 1.

The evidence of 19th- and early 20th-century maps suggests that the site was in agricultural use until the Second World War, when it became a military supply depot for the United States Air Force. After the war it was developed as an industrial site and latterly was used as a plant hire depot. Maps from the 1960s onwards show buildings in the northern half of the evaluation area.

The plant hire depot closed in 1988 and the site was acquired subsequently by Persimmon Homes Ltd; it was used by them as a storage compound during the construction of the adjoining Stourcroft housing development.

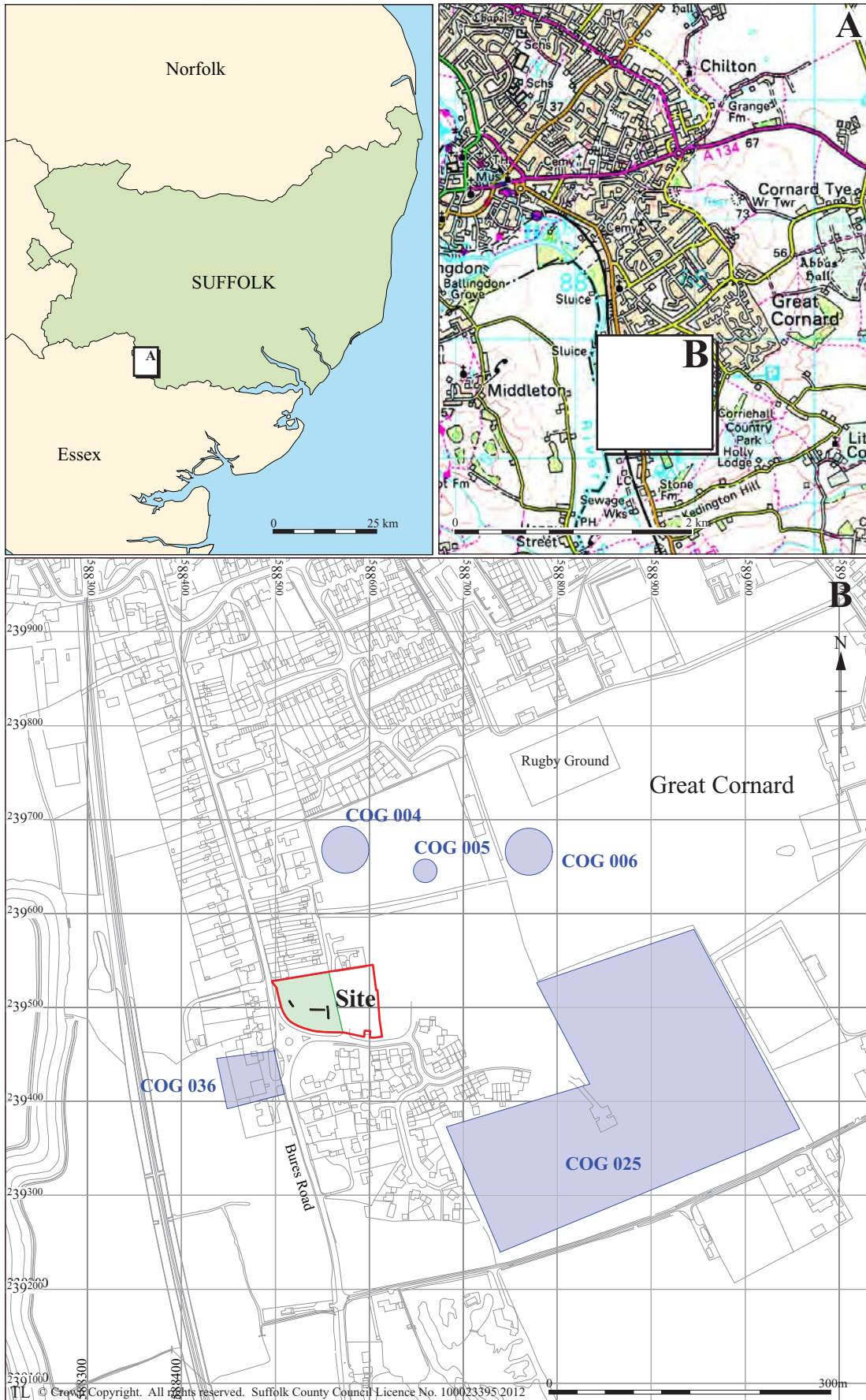


Figure 1. Site location showing the development area (red), the evaluation area (green), the trial trenches (black) and HER entries in the immediate area (blue)

## 4. Methodology

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The evaluation took place on 19 July 2012 and was conducted (where possible) in accordance with a Brief and Specification issued by Abby Antrobus of SCCAS, Conservation Team (Antrobus, 2012; Appendix 1) and a Written Scheme of Investigation (WSI) by Kieron Heard of SCCAS, Field Team (Heard, 2012).

Several factors reduced the area of the site that was available for trial trenching and made it impossible to sample 5% of the evaluation area, as specified in the Brief and Specification:

- A live electricity cable and several sewers ran approximately east–west across the northern part of the evaluation area and a main sewer ran north–south through the central part of the evaluation area. All of these services were confirmed by visual inspection or the use of an electronic Cable Avoiding Tool. An east–west gas pipe shown on a drawing supplied by the client in the southern part of the evaluation area was, in the absence of further information, assumed to be connected. The approximate areas containing live services are shown on Figure 2.
- An area of ground in the northern half of the site (see Fig. 2) was found to be contaminated with hydrocarbons and therefore could not be excavated.
- There were two large trees in the central part of the evaluation area. These were all that remained of an east–west row of trees that previously bisected the development site, as shown in a Landscape and Arboricultural Assessment ([http://planning.babergh.gov.uk/doldp/79370\\_4.pdf](http://planning.babergh.gov.uk/doldp/79370_4.pdf)).
- Standing water made the southern end of the evaluation area unavailable for trenching.
- The recent grubbing out of extensive concrete strip foundations and stanchion bases in the northern half of the evaluation area had effectively destroyed any archaeological evidence that might have existed in that part of the site.



Within these limitations, three trial trenches of between 8 m and 15.7 m in length were excavated in the southern half of the evaluation area (Fig. 2). The trenches were excavated under direct archaeological supervision using a wheeled, back-acting mechanical excavator. They had a combined area of approximately 57 m<sup>2</sup>, represented 3.4% of the area available for evaluation.

The trenches varied in depth from 0.40 m (Trench 3) to 1.2 m (Trench 1). Generally mechanical excavation continued to just below the surface of the natural stratum. A limited area of hand excavation below that depth was carried out in Trench 1.

Archaeological deposits were recorded using a unique sequence of context numbers in the range 0001–0017 under the HER code COG 037. Representative sections were drawn (at a scale of 1:20) for each trench and an archaeological feature in Trench 1 was planned at the same scale. All drawings were made on two 290 mm x 320 mm sheets of gridded drawing film, and deposit descriptions were written on the same sheets. A photographic record was made, consisting of high-resolution digital images (archived as HPP 004–013).

No artefacts were recovered and no environmental samples were taken.

The trench locations were recorded initially using a total station theodolite and were confirmed subsequently using a Leica RTK global positioning system (GPS). Levels were recorded by reference to a temporary benchmark of 24.00 m OD established by GPS on the ground surface just inside the site entrance.

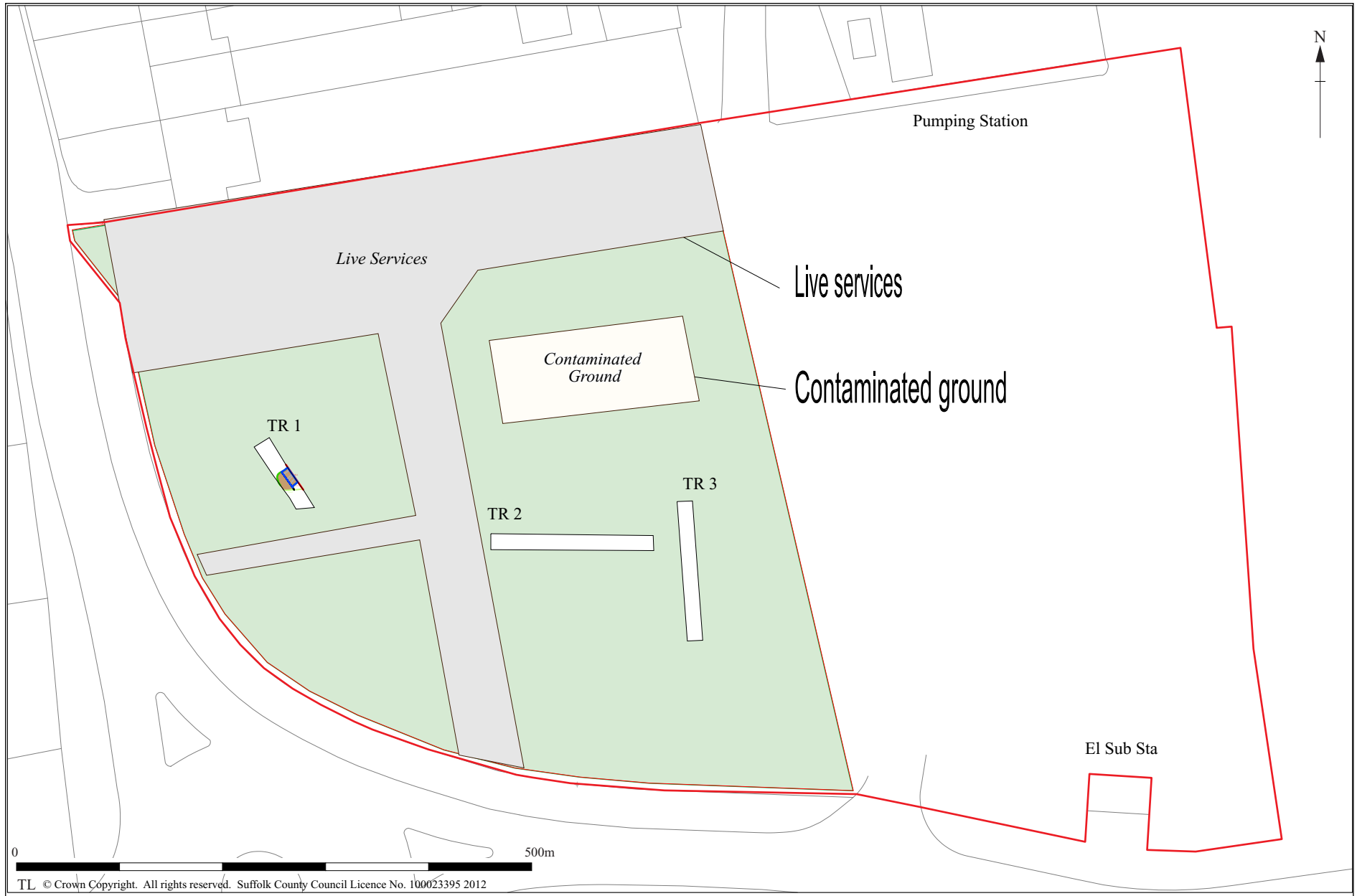


Figure 2. Trench locations, areas containing live services and approximate area of contaminated ground.

## 5. Results

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### 5.1 Introduction

Generally the evaluation revealed a straightforward sequence of horizontal deposits comprising natural sand and gravel, layers of subsoil/ploughsoil and modern road and yard surfaces. In Trench 1 a large and irregular intrusive feature and a modern drain and foundation were identified. In the following section the results from each trench are described in detail.

### 5.2 Trench descriptions

#### Trench 1

*Dimensions: 8.10 m NW–SE x 1.70 m NE–SW x up to 1.20 m deep*

*Ground level: 24.01 m OD (north end), 24.05 m OD (south end)*

Context	Feature/deposit type	Depth below ground level	Location
0017	Natural sand and gravel	0.95 m	Centre and north end of trench
0016	Weathered natural	0.73 m	Centre and north end of trench
0015/0018	Unspecified cut feature and its fill	0.75 m – 1.65 m	Centre of trench
0014	Subsoil/ploughsoil	0.45 m	Centre and north end of trench
0010	Modern dumping	0.30 – 0.35 m	Centre and north end of trench
0009	Modern dumping	0.20 m	Centre and north end of trench
0008	Modern drain	0.20 – 0.55 m	Centre of trench
0006	Modern foundation	0.00 – >1.20 m	Southern limit of excavation
0011/0012/0013	Construction cut & fills for 0006	0.00 – 1.20 m	South end of trench
0007	Current ground surface	0.00 m	Trench-wide

Table 1. Depth of deposits in Trench 1

#### ***Deposit descriptions***

The natural stratum **0017** was loose, yellowish brown or reddish brown sand and gravel at a height of 23.06 m OD. It was sealed by a layer of mixed greyish brown and orangey brown sandy silt **0016**, up to 0.22 m thick, which is interpreted as a zone of weathering/disturbance at the surface of the natural stratum.

Near the centre of the trench a large and irregular cut feature **0018** was dug into the natural strata. It measured >2.1 m north–south x >1.6 m east–west x at least 0.9 m deep and had moderately steep sides breaking gradually into an irregular (stepped) base. 0018 was filled with a homogeneous deposit of friable, mid greyish brown sandy silt with frequent small, sub angular and rounded pebbles **0015**. Two or three fragments of oyster shell were recovered from this fill, but no cultural material was found. Fill 0015

had a very indistinct interface with overlying deposit 0014 and it is possible that feature 0018 was cut from a higher level than shown on section S.1 (Fig. 3). The function of this feature was not immediately apparent, and is discussed later in this report.

Weathered natural 0016, and possibly cut feature 0018, were sealed by a 0.40 m thick layer of greyish brown sandy silt **0014** containing occasional to moderate pebbles but no obvious cultural material. It is interpreted as a former ploughsoil.

The former ploughsoil 0014 was sealed by dumped deposits of firm, dark grey sandy silt with pebbles **0010** and mixed greyish brown sandy silt and gravel **0009** – both of these deposits contained occasional brick and concrete fragments and were obviously modern. They were cut by a trench containing ceramic drain **0008**.

The south end of Trench 1 was defined by the northern edge of a concrete foundation **0006** – it was not exposed fully and might have been a strip footing or a stanchion base. Its construction cut **0013** was filled with soil **0012** and topped off with a layer of lean mix concrete **0011**.

The current ground surface **0007** was a layer of compacted hard core, approximately 0.20 m thick.

## Trench 2

*Dimensions: 15.80 m E–W x 1.50 m N–S x up to 1.00 m deep*

*Ground level: 23.63 m OD (west end), 23.69 m OD (east end)*

Context	Deposit type	Depth below ground level	Location
0005	Natural sand and gravel	0.90 m (W end), 0.58 m (E end)	Trench wide
0004	Weathered natural	0.80 m (W end), 0.45 m (E end)	Trench wide
0003	Subsoil/ploughsoil	0.33 m (W end), 0.23 m (E end)	Trench wide
0002	Modern disturbance	0.24 m (W end), 0.16 m (E end)	Trench wide
0001	Current ground surface	0.00 m	Trench wide

Table 2. Depth of deposits in Trench 2

### ***Deposit descriptions***

The natural stratum **0005** was a heterogeneous deposit of sand and gravel with distinct pockets and lenses varying from fine, light yellowish brown coarse sand with pea grit to mid reddish brown sand combined with fine to medium-sized, sub angular to rounded

pebbles. The surface of the deposit sloped gradually downwards from 23.13 m OD at the east end to 22.73 m OD at the west end of the trench.

Natural sand and gravel 0005 was sealed by a layer of soft, mottled yellowish brown / greyish brown / mid grey silty sand with occasional pebbles **0004**. This was approximately 0.10 m thick and had indistinct interfaces with over- and underlying deposits. It is interpreted as a zone of weathering/disturbance at the surface of the natural stratum.

Weathered natural 0004 was sealed by a homogeneous layer of soft, light greyish brown silty sand **0003** with moderate pebbles but no obvious cultural material. This deposit is assumed to have been a naturally developed soil horizon that was amended by agricultural activity. At the west end of the trench deposit 0003 was up to 0.50 m thick; it became progressively thinner to the east, presumably due to recent truncation.

Subsoil/ploughsoil 0003 was sealed by a thin (c. 0.10 m) layer of compact, mid grey sandy silt with some small fragments of brick and concrete **0002**, clearly representing modern disturbance/dumping. Above this was a layer of geotextile membrane, sealed by a deposit of compacted, finely crushed brick and concrete approximately 0.20 m thick and forming the current ground surface **0001**.

### Trench 3

*Dimensions: 13.60 m N–S x 1.50 m E–W x up to 0.50 m deep*

*Ground level: 23.70 m OD (north end), 23.74 m OD (south end)*

Context	Deposit type	Depth below ground level	Location
0005	Natural sand and gravel	0.26 m (S end), 0.30 m (N end)	Trench wide
0002	Modern disturbance	0.10 m (S end), 0.20 m (N end)	Trench wide
0001	Current ground surface	0.00 m	Trench wide

Table 3. Depth of deposits in Trench 3

### **Deposit descriptions**

Natural stratum 0005 (see Trench 2 for description) extended trench-wide at an average height of 23.44 m OD and was sealed by modern deposits 0002 and 0001, as recorded in Trench 2. Weathered natural 0004 and subsoil/ploughsoil 0003 were absent from Trench 3, presumably having been removed by modern truncation.

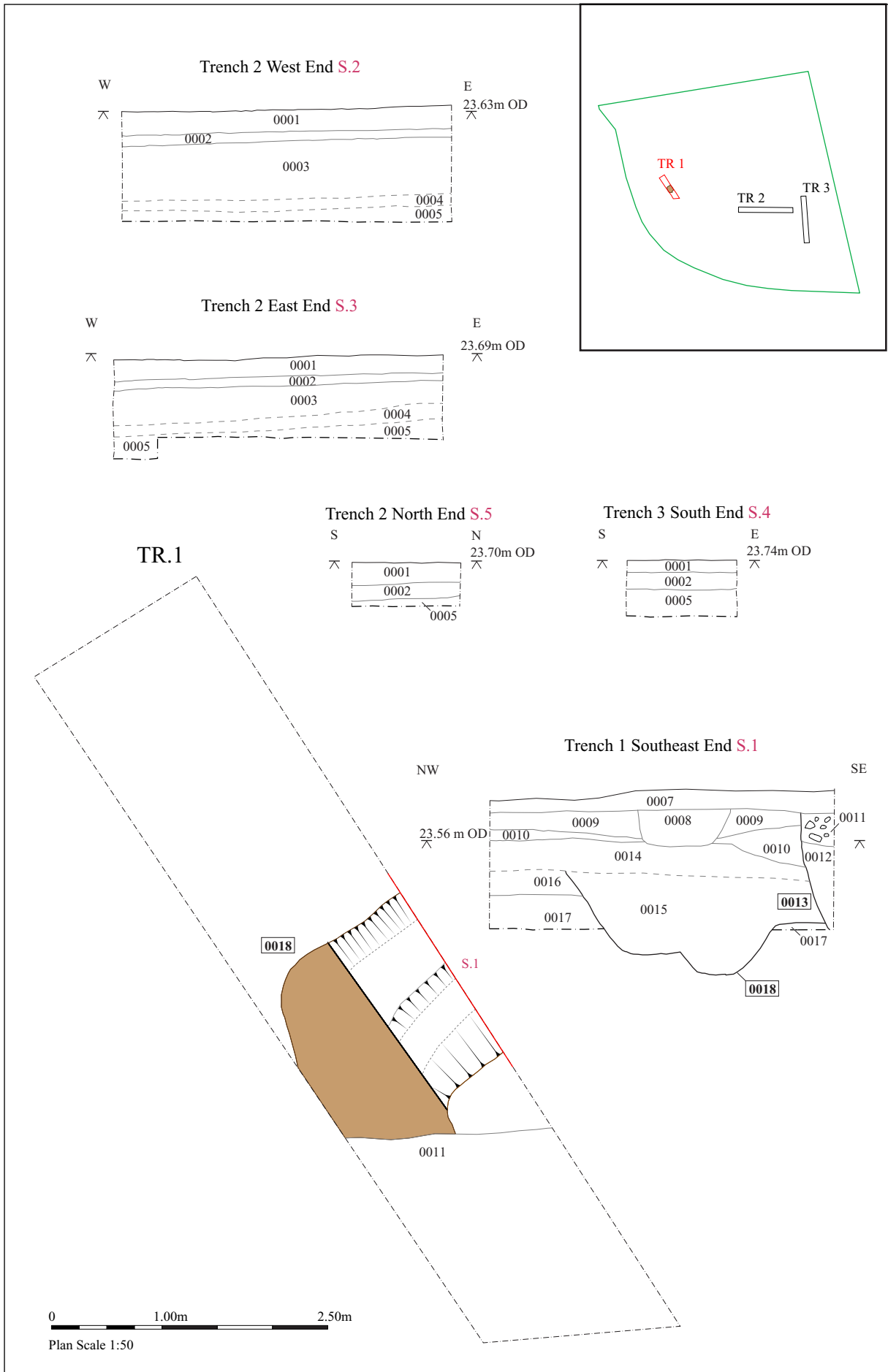


Figure 3. Detailed plan and sections



Plate 1. General view of Trench 1, looking north (1 m scale)



Plate 2. West-facing section in Trench 1, showing cut feature 0018 (1 m scale)



Plate 3. South-facing section at the west end of Trench 2 (0.5 m scale)



Plate 4. General view of Trench 3, showing modern deposits over natural sand and gravel



## 6. Discussion

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The evaluation revealed a natural stratum of glaciofluvial sand and gravel (0005/0017) with a weathered upper horizon (0004/0016). These deposits sloped downwards gradually from east to west (towards the River Stour), from a maximum recorded height of 23.48 m OD at the south end of Trench 3 to 23.06 m OD in Trench 1.

In Trench 1 and Trench 2 the natural strata were overlaid by subsoil/ploughsoil deposits (0003/0014). Deposit 0003 was up to 0.50 m thick at the west end of Trench 2 but became progressively thinner towards the east and was absent entirely from Trench 3, having presumably been removed during the terracing of the site. This terracing might have occurred when the area was used as a military supply depot during the Second World War, or during its subsequent development as an industrial site.

A large and irregular cut feature 0018 in Trench 1 was of unknown date and function – it did not produce any datable material and its stratigraphic relationships with other features were unclear. The feature was on the line of a row of trees that previously bisected the development site, suggesting that it might have been produced by the grubbing out of one of those trees.

The concrete foundation at the south end of Trench 1 might have dated from the use of the site as a supply depot during the Second World War or from its subsequent use as a factory and plant hire depot. Apart from some post-war maps, no records of the buildings that previously occupied the development site have been seen. However, the dimensions of the concrete strip foundations and stanchion bases observed in the northern half of the area of evaluation (some of which were over 2 m deep) indicate that they must have been substantial structures.

## **7. Conclusions and recommendations for further work**

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No significant archaeological deposits or features were found and no artefacts were recovered. An undated cut feature in Trench 1 was probably of recent date.

Only the southern half of the evaluation area could be sampled. However, it is clear that the recent grubbing out of modern foundations will have effectively destroyed any archaeological evidence that might have existed in the northern half of the evaluation area.

In the light of these limited results it is recommended that no further archaeological fieldwork should be undertaken in relation to the proposed development of this site.

This evaluation report should be disseminated *via* the OASIS online archaeological database and a summary of the results should be published in the Proceedings of the Suffolk Institute of Archaeology and History.

## **8. Archive deposition**

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Paper archive: SCCAS office, Ford House, Bury St Edmunds

Digital archive: R:\Environmental Protection\Conservation\Archaeology\Archive\Cornard Great\COG 037 Land adjacent 207 Bures Road

Digital photographic archive: R:\Environmental Protection\Conservation\Archaeology\Catalogues\Photos\HPP 004–013

## **9. Acknowledgements**

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James Nicholls commissioned the archaeological project on behalf of Persimmon Homes Ltd – Anglia Region.

Abby Antrobus (SCCAS, Conservation Team) produced the Brief and Specification and monitored the archaeological project.

Joanna Caruth managed the project and Kieron Heard carried out the fieldwork with the assistance of John Sims. Surveying was by Jonathan van Jennians and Andy Beverton (all SCCAS, Field Team). Graphics are by Beata Wiczorek-Oleksy (SCCAS, Graphics Team).

## **11. Bibliography**

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Antrobus, A., 2012, *Brief for a trenched archaeological evaluation at Land east of 207 Bures Road, Great Cornard, Suffolk*, SCCAS (unpubl)

Heard, K., 2012, *Written scheme of investigation for an archaeological evaluation: 207 Bures Road, Great Cornard, Suffolk*, SCCAS (unpubl)



## **Appendix 1. Brief and specification**

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### Brief for a Trenched Archaeological Evaluation

#### **LAND EAST OF 207 BURES ROAD, GREAT CORNARD, SUFFOLK**

<b>PLANNING AUTHORITY:</b>	Babergh District Council
<b>PLANNING APPLICATION NUMBER:</b>	B/11/01433/FUL
<b>HER NO. FOR THIS PROJECT:</b>	To be arranged
<b>GRID REFERENCE:</b>	TL 885 395
<b>DEVELOPMENT PROPOSAL:</b>	Housing
<b>AREA:</b>	0.64 ha
<b>CURRENT LAND USE:</b>	Brownfield (previously depot/compound)
<b>THIS BRIEF ISSUED BY:</b>	Abby Antrobus Assistant Archaeological Officer Conservation Team Tel. : 01284 741231 E-mail: abby.antrobus@suffolk.gov.uk
<b>Date:</b>	20 October 2011

#### **Summary**

- 1.1 Planning permission has been granted with the following condition (Condition \*\*) relating to archaeological investigation:  
  
'No development shall take place until a programme of archaeological work has been secured, in accordance with a Written Scheme of Investigation which has been submitted to and approved in writing by the Local Planning Authority.'
- 1.2 The archaeological contractor must submit a copy of their Written Scheme of Investigation (WSI) or Method Statement, based upon this brief of minimum requirements (and in conjunction with our standard Requirements for Trenched Archaeological Evaluation 2011 Ver 1.1), to the Conservation Team of Suffolk County Council's Archaeological Service (SCCAS/CT) for scrutiny; SCCAS/CT is the advisory body to the Local Planning Authority (LPA) on archaeological issues.
- 1.3 The WSI should be approved before costs are agreed with the commissioning client, in line with Institute for Archaeologists' guidance. Failure to do so could result in additional and unanticipated costs.

- 1.4 Following acceptance, SCCAS/CT will advise the LPA that an appropriate scheme of work is in place. The WSI, however, is not 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 (including the need for any further work following this evaluation), will enable SCCAS/CT to advise the LPA that the condition has been adequately fulfilled and can be discharged.
- 1.5 The 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. If the approved WSI is not carried through in its entirety (particularly in the instance of trenching being incomplete) the evaluation report may be rejected.

### **Archaeological Background**

- 2.1 This proposal for a housing development lies in an area of archaeological importance, characterised by Neolithic/Bronze Age funerary barrows and ring ditches which lie to the north and the east of the site (COG 025, and COG 004 and COG 005 that were excavated as sites COG 028 and COG 030). A cropmark of a further prehistoric monument is recorded to the northeast (COG 006). These monuments represent a prehistoric funerary landscape overlooking the Stour Valley, and one of the monuments, COG 004, was also re-used in the Anglo-Saxon period, giving evidence of activity of that date in the area. At present, the extent down to the river of funerary monuments recorded on the higher ground is not known. Whilst evaluation on the opposite side of Bures road revealed deep deposits but no earlier features (COG 036), there is high potential for archaeological deposits to be encountered in the development area.
- 2.2 The eastern portion of the site falls into the defined extent of large scale quarrying, now-built upon, that was recorded in a non-invasive assessment of the site (Suffolk County Council Archaeological Report 2000/50, COG 004 and COG 005). This is the area of the site that falls east of the line of the eastern property boundary of properties on the east side of Bures Road. The site has also been used as a depot/compound. Evaluation is required to assess the survival of deposits and archaeological features on the western portion of the site, beneath and around any modern disturbance.

### **Planning Background**

- 3.1 There is high potential for archaeological deposits to be disturbed by this development. The proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.
- 3.2 The Planning Authority was advised that any consent should be conditional upon an agreed programme of work taking place before development begins in accordance with PPS 5 *Planning for the Historic Environment* (Policy HE 12.3) to record and advance understanding of the significance of any heritage assets (that might be present at this location) before they are damaged or destroyed.

### **Fieldwork Requirements for Archaeological Investigation**

- 4.1 A linear trenched evaluation is required of the development area to enable the archaeological resource, both in quality and extent, to be accurately quantified.
- 4.2 Trial Trenching is required to:

Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation.

Evaluate the likely impact of past land uses, and the possible presence of masking

colluvial/alluvial deposits.

Establish the potential for the survival of environmental evidence.

Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

- 4.3 Further evaluation could be required if unusual deposits or other archaeological finds of significance are recovered; if so, this would be the subject of an additional brief.
- 4.4 Trial trenches are to be excavated to cover 5% by area of the western part of the site (c 0.35ha). These shall be positioned to sample all parts of that portion of the site. 15m long linear trenches are thought to be the most appropriate sampling method, in a systematic grid array. Trenches are to be a minimum of 1.8m wide unless special circumstances can be demonstrated; 5% survey will result in c.95m of trenching at 1.8m in width.
- 4.5 A scale plan showing the proposed location of the trial trenches should be included in the WSI and the detailed trench design must be approved by SCCAS/CT before fieldwork begins.

### **Arrangements for Archaeological Investigation**

- 5.1 The composition of the archaeological contractor's staff must be detailed and agreed by SCCAS/CT, including any subcontractors/specialists. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.
- 5.2 All arrangements for the evaluation of the site, the timing of the work and access to the site, are to be defined and negotiated by the archaeological contractor with the commissioning body.
- 5.3 The project manager must also carry out a risk assessment and ensure that all potential risks are minimised, before commencing the fieldwork. The responsibility for identifying any constraints on fieldwork (e.g. designated status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites and other ecological considerations rests with the commissioning body and its archaeological contractor.

### **Reporting and Archival Requirements**

- 6.1 The project manager must consult the Suffolk HER Officer to obtain an event number for the work. This number will be unique for each project or site and must be clearly marked on all documentation relating to the work.
- 6.2 An archive of all records and finds is to be prepared and must be adequate to perform the function of a final archive for deposition in the Archaeological Service's Store or in a suitable museum in Suffolk.
- 6.3 It is expected that the landowner will deposit the full site archive, and transfer title to, the Archaeological Service or the designated Suffolk museum, and this should be agreed before the fieldwork commences. The intended depository should be stated in the WSI, for approval.
- 6.4 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation (including the digital archive), and regarding any specific cost implications of deposition.

- 6.5 A report on the fieldwork and archive must be provided. Its conclusions must include a clear statement of the archaeological value of the results, and their significance. The results should be related to the relevant known archaeological information held in the Suffolk HER.
- 6.6 An opinion as to the necessity for further evaluation and its scope may be given, although the final decision lies with SCCAS/CT. No further site work should be embarked upon until the evaluation results are assessed and the need for further work is established.
- 6.7 Following approval of the report by SCCAS/CT, a single copy of the report should be presented to the Suffolk HER as well as a digital copy of the approved report.
- 6.8 All parts of the OASIS online form <http://ads.ahds.ac.uk/project/oasis/> must be completed and a copy must be included in the final report and also with the site archive. A digital copy of the report should be uploaded to the OASIS website.
- 6.9 Where positive results are drawn from a project, a summary report must be prepared for the *Proceedings of the Suffolk Institute of Archaeology and History*.
- 6.10 This brief remains valid for 12 months. If work is not carried out in full within that time this document will lapse; the brief may need to be revised and re-issued to take account of new discoveries, changes in policy and techniques.

### **Standards and Guidance**

Further detailed requirements are to be found in our Requirements for Trenched Archaeological Evaluation 2011 Ver 1.1.

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.

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.

### **Notes**

The Institute for Archaeologists maintains a list of registered archaeological contractors ([www.archaeologists.net](http://www.archaeologists.net) or 0118 378 6446). There are a number of archaeological contractors that regularly undertake work in the County and SCCAS will provide advice on request. SCCAS/CT does not give advice on the costs of archaeological projects.