

The Harris Middle School and
St. Margaret's Primary School,
Lowestoft,
Suffolk.
LWT 182

Archaeological Evaluation Report

SCCAS Report No. 2012/114

Client: Suffolk County Council County Grounds Dept.

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August 2012

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HER Information

Report Number: 2012/114

Site Name: The Harris Middle School and St Margaret's Primary School

Planning Application No: n/a (pre-determination)

Date of Fieldwork: 23rd-24th July 2012

Grid Reference: TM 5455 9411

Commissioned by: Suffolk County Council County Grounds Dept.

Curatorial Officer: Jess Tipper

Project Officer: Linzi Everett

Oasis Reference: suffolkc1- 132730

Site Code: LWT 182

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: Linzi Everett
Date: August 2012

Approved By: Stuart Boulter
Position: Senior Project Officer
Date:
Signed:

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Summary

Three trenches were excavated at The Harris Middle School, Lowestoft, prior to submitting a planning application to redevelop the site. Modern disturbance was evident throughout in varying degrees but a single north-south aligned ditch containing late medieval or post-medieval finds was recorded. In the south of the site, a shallow peaty layer was observed, finds from which dated to the 18th-20th century.

1. Introduction

A trial trench evaluation was carried within the grounds of The Harris Middle School and St Margaret's Primary School, Lowestoft (LWT 182; TM 5455 9411). The proposed development area (hereafter referred to as 'the site') consisted of an area of c.1.6 hectares.

The evaluation was carried out prior to submission of a planning application for development, according to a Brief and Specification issued by Jess Tipper (Appendix II), which outlined the manner of the fieldwork, and a Written Scheme of Investigation (WSI) detailing the archaeological methodology and risk assessment (Boulter 2012).

The trial trenching was conducted by the Field Team of the Suffolk County Council Archaeological Service (SCCAS) on the 23rd-24th July 2012.

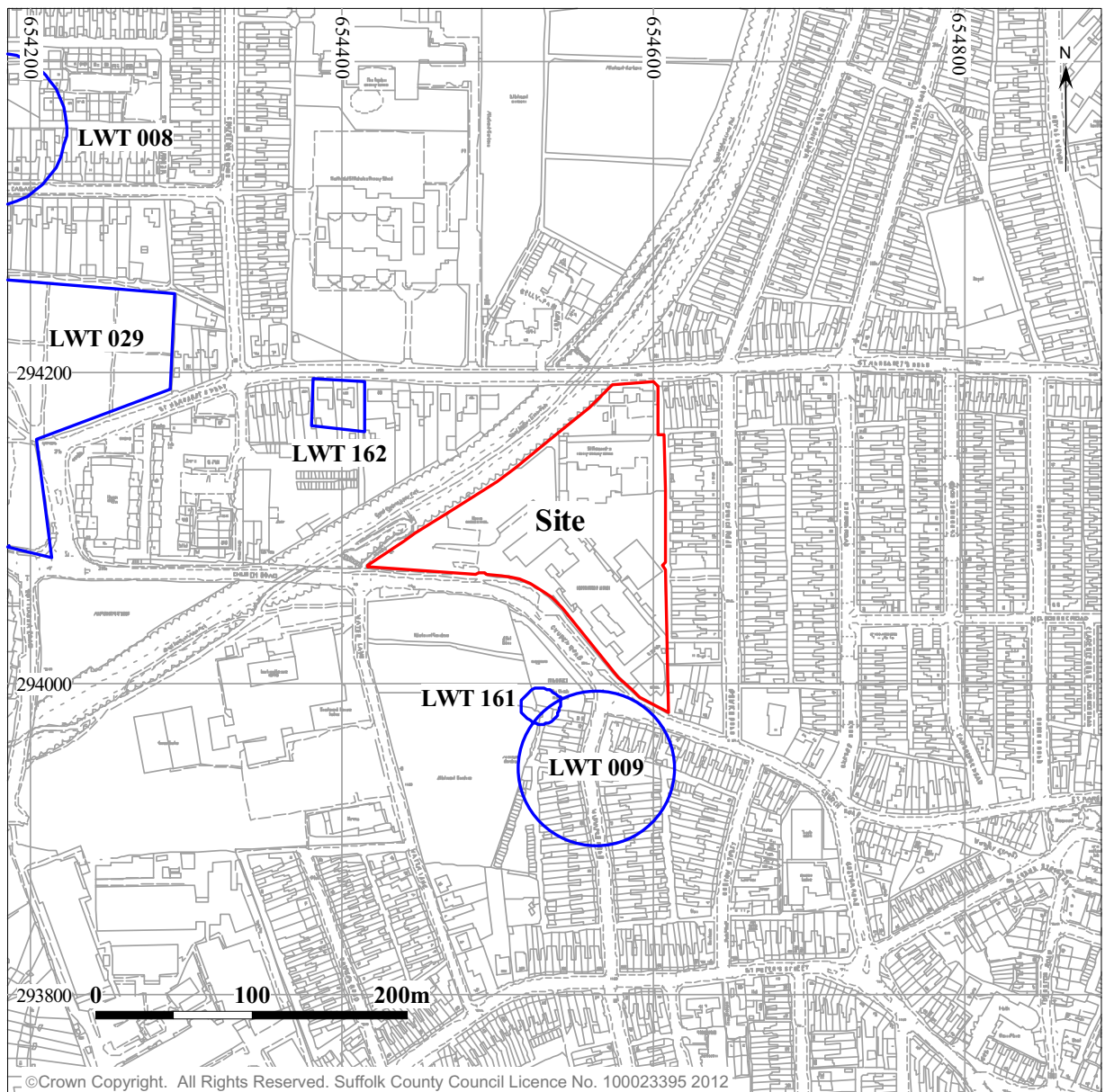
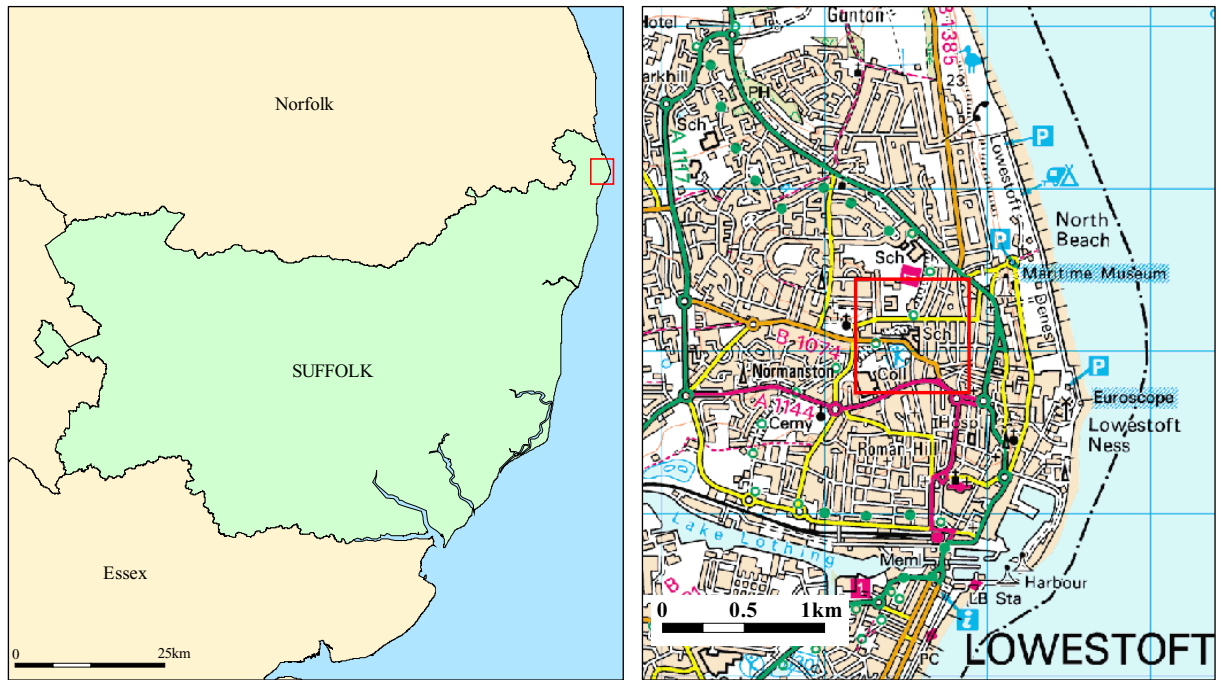
The site has been recorded with the County Historic Environment Record (HER) code LWT 182.

2. Geology and topography

The site is located on chalky clay tills and sandy drift deposits at a height of 20m-25m where the land slopes down to the south west. The school grounds have been heavily terraced in places and are bounded to the east by housing, the south by Church Road and to the west by the former Norfolk & Suffolk Joint Railway line.

3. Archaeology and historical background

The sites potential was based on its location within an area of archaeological interest recorded in the Suffolk HER. It lies close to find spots of Neolithic and Bronze Age date (LWT 009).



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Figure 1. Site location, showing Historic Environment Record entries



Figure 2. Location of trenches

4. Methodology

Trenching was conducted using a mechanical digger equipped with a 1.5m wide toothless ditching bucket. All machining was observed by an archaeologist standing adjacent to the trench. Tarmac and overburden layers were removed by machine to reveal undisturbed natural subsoil and/or archaeological deposits.

The base of each trench was examined for features or finds of archaeological interest. The upcast soil was examined visually for any archaeological finds. Records were made of the position and length of trenches and the depths of deposit encountered.

The site has been given the Suffolk HER code LWT 182. All elements of the site archive are identified with this code. An OASIS record (for the Archaeological Data Service) has been initiated and the reference code suffolkc1- 132730 has been used for this project.

5. Results

Three trenches were excavated across the site (Fig. 2), the dimensions of which are recorded in Table 1. A total area of 75 square metres was excavated, cutting through c.0.25m of tarmac and associated sub-base in each trench.

Trench	Length	Area	Depth	Features	m OD
1	15m	22.5m ²	0.9m-0.8m (W-E)	0003	24.35
2	20m	30m ²	1.4m	-	23.01
3	15m	22.5m ²	0.8m	0005; 0006	20.95

Table 1. Trench dimensions

The natural subsoil exposed in the base of Trench 1 comprised coarse orange clay sand mottled with pale brown silty sand and in Trenches 2 and 3, it was a pale grey brown silty sand.

In Trench 1, c.0.65m of dark brown silty loamy sand subsoil was present throughout (0002). In the western end, a north to south aligned ditch, 0003, was observed, sealed by subsoil layer 0002. It had an uneven profile, possibly suggestive of a re-cut, but there was no indication of such in the fill which comprised a single homogenous fill, 0004. This was a mid grey brown silty sand with a slight clay content and occasional small-medium pebbles, which had been disturbed by large tree roots. Pot and tile recovered from this fill were of late medieval or post-medieval date.

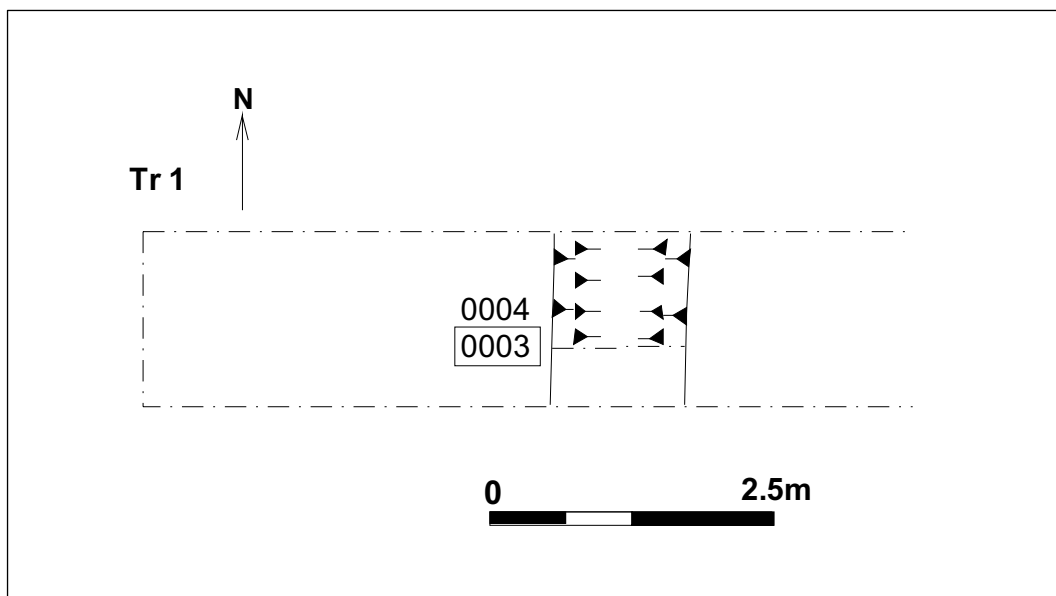


Figure 3. Plan of ditch 0003, Trench 1

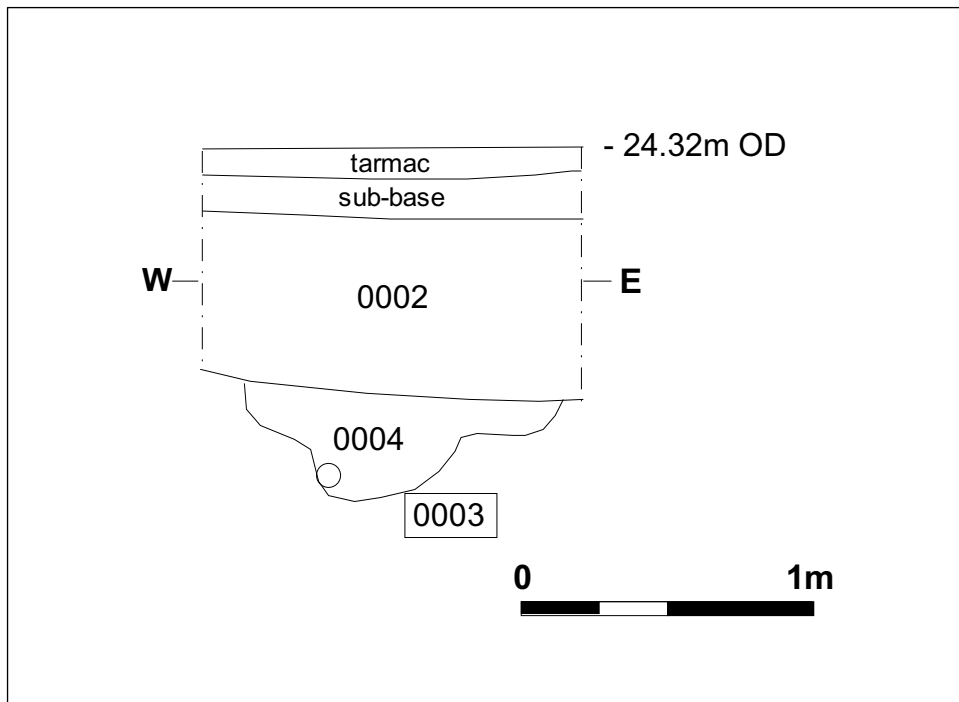


Figure 4. Section of ditch 0003, and trench soil profile

Trench 2 contained made up ground and services to its full depth.

Trench 3 was also disturbed by modern services below the tarmac but two layers of subsoil were noted. 0.25m of sand and gravel sub-base below the tarmac sealed 0005, 0.4m of homogenous black silty sand material with a high organic content. Below this was 0006, a 0.2m thick dark brown peaty organic layer with regular rhizomes, from which 18th-20th century finds were recovered.



Plate 1. Trench 1, looking west



Plate 2. Trench 2, looking north west



Plate 3. Trench 1, soil profile and ditch 0003



Plate 4. Trench 3, looking south west



Plate 5. Trench 3, soil profile

6. Finds and environmental evidence

Andy Fawcett

Introduction

Three contexts contained finds, two of which are located in Trench 1 (subsoil 0002 and ditch fill 0004), and the other in Trench 3 (peaty layer 0006). The finds from the peaty layer 0006 were retrieved as part of the sampling strategy. This report contains a brief summary of the finds recovered from those contexts.

The Pottery

A slightly abraded Glazed red earthenware (GRE) handle fragment (55g) was retrieved from subsoil context 0002 in Trench 1. The upper part of the handle has a clear orange glaze and is either from a jug, jar or chamber pot. It is dated from the 16th-18th century.

Three small sherds of considerably abraded pottery were noted in ditch fill 0004. One is a Glazed red earthenware rim fragment (GRE), probably from a bowl or a dish. The other two are body sherds of post-medieval red ware (PMRW). All of the sherds are dated from the 16th to 18th century.

Two sherds of very abraded pottery were recorded in context 0006 (<0.5g). They consist of a Transfer printed ware (TPE) and a Refined white earthenware, both dated from the 18th to 20th century.

Ceramic building material (CBM)

An abraded fragment of post-medieval floor tile (FT) was recorded in ditch fill 0004 (279g). It is full oxidised in a medium sandy fabric with ferrous inclusions (msfe). A thin and fairly fine layer of mortar can be seen on one side and the lower surface, whereas the upper surface displays traces of a light green/yellow glaze. Although the fabric is more likely dated to the post-medieval period, a late medieval date for the fragment cannot be ruled out entirely.

A single roof tile fragment (along with some unidentifiable pieces) was retrieved from context 0006 in Trench 3 (59g). It is fully oxidised and the fabric contains fine ferrous inclusions as well as sparse large flint (msfe). It is dated from the late medieval to post medieval period.

Other finds

Context 0006 contained a small quantity of very small and abraded finds which include slate, burnt stone, non-metallic fuel ash and fired clay/CBM fragments.

Plant macrofossils and other remains

Anna West

Introduction and methodology

A single sample taken from a sealed deposit was processed in order to assess the quality of preservation of plant remains and the potential for radiocarbon dating of the features.

The sample was processed using manual water flotation/washover and the flots were collected in a 300 micron mesh sieve. The dried flots were scanned using a binocular microscope at x16 magnification and the presence of any plant remains or artefacts are noted in Table 2. The identification of plant remains is with reference to the New Flora of the British Isles (Stace 1995).

The non-floating residues were collected in a 1mm mesh and sorted when dry. All artefacts/ecofacts were retained for inclusion in the finds total.

Quantification

For the purpose of this initial assessment, items such as seeds, cereal grains and small animal bones have been scanned and recorded qualitatively according to the following categories;

= 1-10, ## = 11-50, ### = 51+ specimens

Items that cannot be easily quantified such as charcoal, magnetic residues and fragmented bone have been scored for abundance;

+ = rare, ++ = moderate, +++ = abundant

Results

Context No	Feature type	Approx date of deposit	Flot vol (ml)	% Flot scanned	Flot Contents
0006	Deposit	18 th -20 th Century	400	25	Un-charred seeds ###, Charcoal 0-5mm +, Arthropod remains ++

Table 2. Flotation results

The preservation of the majority of the weed seeds is through anoxic conditions or mineralisation and is generally fair to good. None of the seeds that were observed appear to have been subject to charring.

The preservation of arthropod remains is indicative of anoxic acidic conditions and was fair to good within this sample.

Discussion

Charcoal fragments were extremely rare within this sample, the majority of the flot material being made up of peat like material and small un-charred ligneous fragments. The un-charred seeds observed within the samples consisted of a mix of plants that may represent wet or waterlogged conditions and those that represent rough or waste ground.

Chenopodiaceae species, such as the present *Polygonum sp.*, *Persicaria sp.* and *Rumex sp.* achenes along with a single *Sambucus sp.* seed, could all represent the wetter conditions expected during the creation of a peat-like deposit. Where as the seeds of *Euphorbia*, *Rubus*, *Brassicaceae sp.* and *Caryophyllaceae sp.* observed within the scanned sample, are more indicative of open, cultivated or waste ground and may be intrusive or represent wind blown material.

No charred or un-charred cereal grains or processing waste were recovered from this sample and none of the observed weed seeds were provided evidence of utilisation by man, other than the *Brassicaceae sp.* which at 62 specimens was the most common species represented in the scanned sample. These seeds could represent a crop species but due to the small size of the specimens, at <1mm diameter, it is considered at this stage that they are more likely to represent a common native wayside weed species.

The anoxic conditions provided by this peaty deposit appear to have been conducive to the preservation of macroscopic invertebrates and arthropod remains in the form of exoskeleton fragments, and in particular, elytra were fairly common within the sample scanned.

Conclusions and recommendations for further work

In general the sample was fair to good in terms of identifiable material. Charcoal was rare but arthropod remains were common. The un-charred seeds recovered from the flots seem to represent wayside/wasteland plants indicative of damp or rough ground. There is an absence of cereal or chaff remains which are both clear indicators of the utilization of the environment.

Although arthropods were observed, the associated finds assemblage from this deposit indicates an 18th to 20th century date and, as a result, it is suggested that further analysis of these, or the plant remains, would be of little archaeological benefit.

7. Discussion

Trenching revealed a significant depth of made-up ground in Trenches 1 and 2 in the north of the site and peaty, organic deposits in Trench 3. It was not clear what, if any, impact landscaping associated with the construction of both the school and the adjacent railway line had had on the stratigraphy of this trench. Peaty layer 0006 appeared to be a consolidated, in situ deposit but there was no obvious topographical explanation for the presence of peat. However, there are known to be springs in the vicinity, including Basket Wells which are shown directly south of the site on the 3rd edition Ordnance Survey map (Figure 5) and anecdotal evidence suggests that allotments in the area are damp and muddy. A single north-south ditch was identified in Trench 1.

A small and considerably abraded group of finds was recovered during the evaluation, the only exception being the pottery handle retrieved from the sub-soil context 0002. All three of the contexts with finds are dated to the post-medieval period, with those from peaty layer 0006 being dated as late as the 18th-20th century.

While the archaeological potential of the site must be considered to be generally low, a limited monitoring of the area around the ditch in Trench 1 could provide some useful

information. In addition, it may also be worth undertaking further observation of the organic deposits exposed in Trench 3 by monitoring the groundworks in that part of the site.

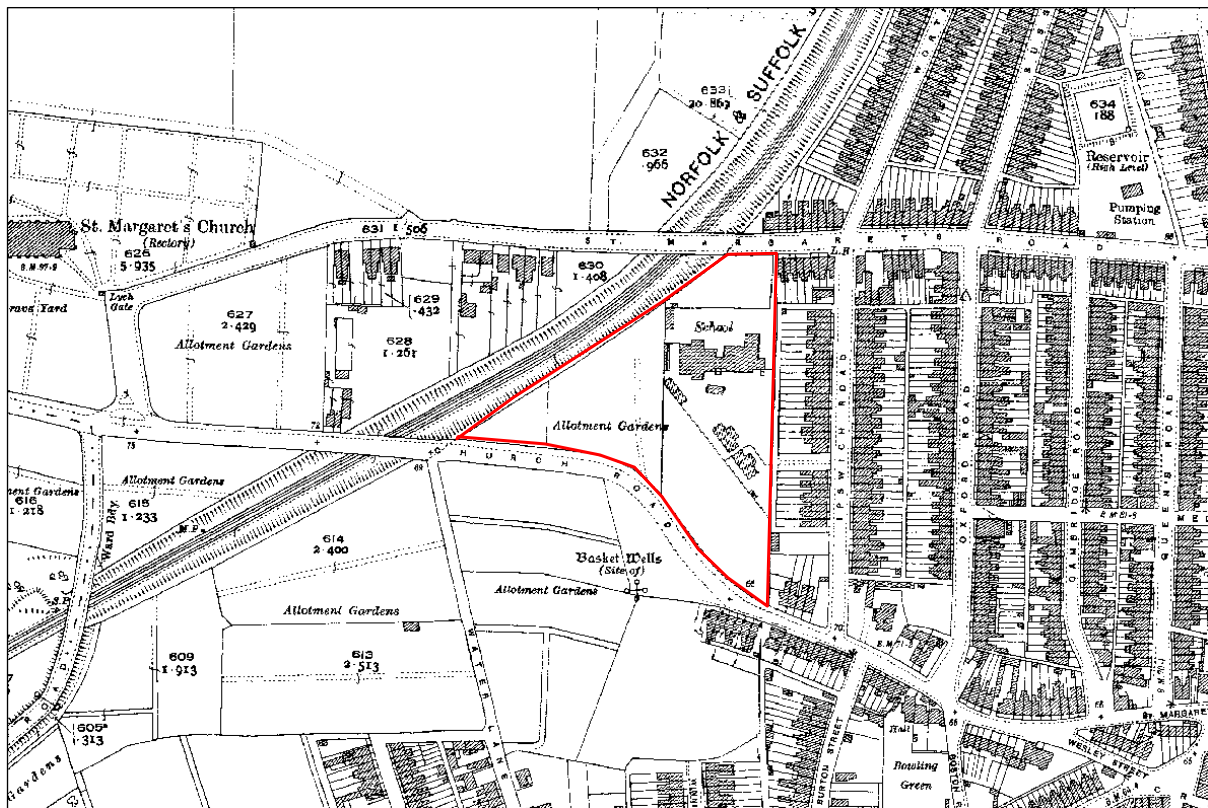


Figure 5. Extract from the 3rd edition Ordnance Survey Map, c.1924 showing the Basket Wells south of the site

8. Archive deposition

The archive is lodged with the SCCAS at its Bury office under the HER reference LWT 182. A summary of this project has also been entered onto OASIS, the online archaeological database, under the reference suffolkc1-132730.

Digital archive: R:\Environmental Protection\Conservation\Archaeology\Archive\Lowestoft\LWT 182 Harris Middle School

Bibliography

Stace, C., 1995, *New Flora of the British Isles*

R.T.J Cappers, R.M Bekker and J.E.A Jans., 2006, *Digital Seed Atlas of the Netherlands*, Groningen Archaeological Studies 4, Barkhuis Publishing, Eelde, The Netherlands www.seedatlas.nl

T. O'Connor and J. G. Evans., 2005, *Environmental Archaeology: Theories and Methods*, The History Press Ltd.

Appendix I

Context No	Feature	Feature	Description/Interpretation	Finds	Env. Sample
0001			Unstratified	No	No
0002	0002	Layer	Layer of subsoil identified in Trench 1. 0.65m of dark brown silty loamy sand	Yes	No
0003	0003	Ditch Cut	North to south aligned ditch with an uneven profile, possibly suggestive of a re-cut but none seen in section		No
0004	0003	Ditch Fill	Homogenous mid grey brown silty sand with a slight clay content and occasional small-medium pebbles. Disturbed by large tree roots	Yes	No
0005	0005	Layer	0.4m of homogenous black silty sand material with a high organic content	No	No
0006	0006	Layer	0.2m thick dark brown peaty organic layer with regular rhizomes	Yes	Yes

9-10 The Churchyard, Shire Hall
Bury St Edmunds
Suffolk
IP33 1RX

Brief and Specification for Archaeological Evaluation

THE HARRIS MIDDLE SCHOOL, CHURCH ROAD, LOWESTOFT, SUFFOLK

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

1. The nature of the development and archaeological requirements

- 1.1 Planning permission is to be sought for major redevelopment at The Harris Middle School, School Road, Lowestoft, NR32 4JF (TM 545 940). **Please contact the applicant for an accurate plan of the site.**
- 1.2 The Planning Authority (SCC) will be 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 the heritage asset before it is damaged or destroyed.
- 1.3 The proposed development area is located on the north side of Church Road, on glaciofluvial and aeolian drift till (deep loam) at c.20–25.00m OD.
- 1.4 This application lies within the area of archaeological interest, defined in the County Historic Environment, to the north of Neolithic and Bronze Age find spots (HER: LWT 009). There is high potential for heritage assets of archaeological significance to be disturbed by this development. Aspects of the proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.
- 1.5 In order to inform the archaeological strategy, the following work will be required:
 - A linear trenched evaluation is required 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 further measures, should there be any archaeological finds of significance, will be based upon the results of the evaluation and will be the subject of an additional specification.
- 1.7 All arrangements for the field evaluation of the site, the timing of the work, access to the site, the definition of the precise area of landholding and area for proposed development are to be defined and negotiated with the commissioning body.
- 1.8 Detailed standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003.
- 1.9 In accordance with the standards and guidance produced by the Institute for Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Written Scheme of Investigation (WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (9-10 The Churchyard, Shire Hall, Bury St Edmunds IP33 1RX) 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 the LPA that the condition has been adequately fulfilled and can be discharged.
- 1.11 Before any archaeological site work can commence it is the responsibility of the developer to provide the archaeological contractor with either the contaminated land report for the site or a written statement that there is no contamination. The developer should be aware that investigative sampling to test for contamination is likely to have an impact on any archaeological deposit which exists; proposals for sampling should be discussed with the Conservation Team of the Archaeological Service of SCC (SCCAS/CT) before execution.
- 1.12 The responsibility for identifying any constraints on field-work, e.g. Scheduled Monument status, Listed Building status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites &c., ecological considerations rests with the commissioning body and its archaeological contractor. The existence and content of the archaeological brief does not over-ride such constraints or imply that the target area is freely available.
- 1.13 Any changes to the specifications that the project archaeologist may wish to make after approval by this office should be communicated directly to SCCAS/CT and the client for approval.

2. Brief for the Archaeological Evaluation

- 2.1 Establish whether any archaeological deposit exists in the area, with particular regard to any which are of sufficient importance to merit preservation *in situ*.
- 2.2 Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.
- 2.3 Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- 2.4 Establish the potential for the survival of environmental evidence.
- 2.5 Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.
- 2.6 This project will be carried through in a manner broadly consistent with English Heritage's *Management of Archaeological Projects*, 1991 (*MAP2*), all stages will follow a process of assessment and justification before proceeding to the next phase of the project. Field evaluation is to be followed by the preparation of a full archive, and an assessment of potential. Any further excavation required as mitigation is to be followed by the preparation of a full archive, and an assessment of potential, analysis and final report preparation may follow. Each stage will be the subject of a further brief and updated project design; this document covers only the evaluation stage.
- 2.7 The developer or his archaeologist will give SCCAS/CT (address as above) five working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored.

2.8 If the approved evaluation design is not carried through in its entirety (particularly in the instance of trenching being incomplete) the evaluation report may be rejected. Alternatively the presence of an archaeological deposit may be presumed, and untested areas included on this basis when defining the final mitigation strategy.

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

3. Specification: Trenched Evaluation

3.1 Two (min., depending on access) linear trial trenches, 25.00m in total length x 1.80m wide, are to be excavated within the area of new development.

3.2 If excavation is mechanised a toothless 'ditching bucket' 1.50m 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 will be sought from Helen Chappell, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy, P.L. and Wiltshire, P.E.J., 1994, *A guide to sampling archaeological deposits for environmental analysis*) is available for viewing from SCCAS.

- 3.8 Any natural subsoil surface revealed should be hand cleaned and examined for archaeological deposits and artefacts. Sample excavation of any archaeological features revealed may be necessary in order to gauge their date and character.
- 3.9 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
- 3.10 All finds will be collected and processed (unless variations in this principle are agreed SCCAS/CT during the course of the evaluation).
- 3.11 Human remains must be left *in situ* except in those cases where damage or desecration are to be expected, or in the event that analysis of the remains is shown to be a requirement of satisfactory evaluation of the site. However, the excavator should be aware of, and comply with, the provisions of Section 25 of the Burial Act 1857.
- 3.12 Plans of any archaeological features on the site are to be drawn at 1:20 or 1:50, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded. All levels should relate to Ordnance Datum. Any variations from this must be agreed with SCCAS/CT.
- 3.13 A photographic record of the work is to be made, consisting of high resolution digital images.
- 3.14 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.
- 3.15 Trenches should not be backfilled without the approval of SCCAS/CT. Suitable arrangements should be made with the client to ensure trenches are appropriately backfilled, compacted and consolidated in order to prevent subsequent subsidence.

4. General Management

- 4.1 A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by SCCAS/CT. The archaeological contractor will give not less than five days written notice of the commencement of the work so that arrangements for monitoring the project can be made.
- 4.2 The composition of the archaeology contractor staff must be detailed and agreed by this office, including any subcontractors/specialists. For the site director and other staff likely to have a major responsibility for the post-excavation processing of this evaluation there must also be a statement of their responsibilities or a CV for post-excavation work on other archaeological sites and publication record. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.
- 4.3 It is the archaeological contractor's responsibility to ensure that adequate resources are available to fulfill the Brief.
- 4.4 A detailed risk assessment must be provided for this particular site.
- 4.5 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 4.6 The Institute for Archaeologists' *Standard and Guidance for archaeological field evaluation* (revised 2001) should be used for additional guidance in the execution of the project and in drawing up the report.
- 4.7 Provision should be included in the WSI for outreach activities, for example (and where appropriate), in the form of open days/guided tours for the general public, local schools, local

councillors, local archaeological and historical societies and for local public lectures and/or activities within local schools. Provision should be included for local press releases (newspapers/radio/TV). Where appropriate, information boards should be also provided during the fieldwork stage of investigation. Archaeological Contractors should ascertain whether their clients will seek to impose restrictions on public access to the site and for what reasons and these should be detailed in the WSI.

5. Report Requirements

- 5.1 An archive of all records and finds must be prepared consistent with the principles of English Heritage's *Management of Archaeological Projects*, 1991 (particularly Appendix 3.1 and Appendix 4.1).
- 5.2 The report should reflect the aims of the WSI.
- 5.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.
- 5.4 An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established.
- 5.5 Reports on specific areas of specialist study must include sufficient detail to permit assessment of potential for analysis, including tabulation of data by context, and must include non-technical summaries.
- 5.6 The Report must include a discussion and an assessment of the archaeological evidence, including an assessment of palaeoenvironmental remains recovered from palaeosols and cut features. Its conclusions must include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).
- 5.7 The results of the surveys should be related to the relevant known archaeological information held in the County Historic Environment Record (HER).
- 5.8 A copy of the Specification should be included as an appendix to the report.
- 5.9 The project manager must consult the County HER Officer (Dr Colin Pendleton) to obtain a HER number for the work. This number will be unique for each project or site and must be clearly marked on any documentation relating to the work.
- 5.10 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*.
- 5.11 Every effort must be made to get the agreement of the landowner/developer to the deposition of the full site archive, and transfer of title, with the intended archive depository before the fieldwork commences. If this is not achievable for all or parts of the finds archive then provision must be made for additional recording (e.g. photography, illustration, scientific analysis) as appropriate.
- 5.12 If the County Store is not the intended depository, the project manager should ensure that a duplicate copy of the written archive is deposited with the County HER.
- 5.13 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation, and regarding any specific cost implications of deposition. The intended depository should be stated in the WSI, for approval. The intended depository must be prepared to accept the

entire archive resulting from the project (both finds and written archive) in order to create a complete record of the project.

- 5.14 If the County Store is the intended location of the archive, the project manager should consult the SCCAS Archive Guidelines 2010 and also the County Historic Environment Record Officer regarding the requirements for the deposition of the archive (conservation, ordering, organisation, labelling, marking and storage) of excavated material and the archive. A clear statement of the form, intended content, and standards of the archive is to be submitted for approval as an essential requirement of the WSI.
- 5.15 The WSI should state proposals for the deposition of the digital archive relating to this project with the Archaeology Data Service (ADS), and allowance should be made for costs incurred to ensure the proper deposition (<http://ads.ahds.ac.uk/project/policy.html>) with ADS or another appropriate archive depository.
- 5.16 Where positive conclusions are drawn from a project (whether it be evaluation or excavation) a summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute for Archaeology*, must be prepared. It should be included in the project report, or submitted to SCCAS/CT, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.
- 5.17 An unbound hardcopy of the evaluation report, clearly marked DRAFT, must be presented to SCCAS/CT for approval within six months of the completion of fieldwork unless other arrangements are negotiated with the project sponsor and SCCAS/CT.

Following acceptance, a single hard copy 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 When the project is completed, all parts of the OASIS online form must be completed and a copy must be included in the final report. A .pdf version of the entire report should be uploaded where positive results have been obtained. A paper copy should also be included with the report and also with the site archive.

Specification by: Dr Jess Tipper

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This brief and specification remains valid for six months from the above date. If work is not carried out in full within that time this document will lapse; the authority should be notified and a revised brief and specification may be issued.

If the work defined by this brief forms a part of a programme of archaeological work required by a Planning Condition, the results must be considered by the Conservation Team of the Archaeological Service of Suffolk County Council, who have the responsibility for advising the appropriate Planning Authority.