

Phase 4-5, Steeles Road, Woolpit
WPT 039

Archaeological Evaluation Report

SCCAS Report No. 2013/097

Client: Persimmon Homes

Author: Simon Cass

December 2013

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Phase 4-5, Steeles Road, Woolpit

WPT 039

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Report Date: December 2013

HER Information

Site Code: WPT 039
Site Name: Phase 4-5, Steeles Road, Woolpit
Report Number 2013/097
Planning Application No: 2515/07
Date of Fieldwork: 10/07/2013 and 27/11/2013
Grid Reference: TL 9746 6219
Oasis Reference: suffolkc1-154611
Curatorial Officer: Jess Tipper
Project Officer: Simon Cass
Client/Funding Body: Persimmon Homes
Client Reference: -

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: Simon Cass

Date: 04/12/2013

Approved By: Andrew Tester

Position: Senior Project Officer

Date:

Signed:

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


Appendix 1. Brief and specification

Summary












Two trenches were excavated in the northern part of Phase 5 of the Persimmon Homes development on Steeles Road, Woolpit on the 10th July 2013, while two more trenches were excavated adjacent to Green Road on the 27th November 2013. The two trenches inside the development area proved to have been already excavated down to and through natural deposits prior to the archaeological evaluation, while the third and fourth trenches (at the front of the new properties) encountered intact subsoil layers but no archaeological features.

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 
- Cremation 

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 $\overline{\overline{18.45\text{m OD}}}$

1. Introduction

An archaeological evaluation was carried out at Steeles Road, Woolpit on the 10th July and the 25th November 2013. The work was carried out in accordance with a Brief and Specification issued by Jess Tipper of Suffolk County Council Archaeological Service Conservation Team dated 4th July 2008 (Appendix 1). The work was undertaken after demolition of the previous properties and the erection of new dwellings had started. Previous phases of archaeological investigation (Muldowney 2009 and 2010, Picard 2011) on the site had failed to locate any pre-modern features or artefacts. Funding for the work was provided by Persimmon Homes Ltd.

2. Geology and topography

The site lies at TL 9751 6213 within the village of Woolpit (Fig. 1), within a housing estate at the southern limit of the village. The evaluated area was part of a larger phased sequence of demolition and redevelopment of the housing estate on Steeles Road (Fig. 2). Phases 4 and 5 encompassed an irregular-shaped area measuring 0.286ha at the northern corner of the site, north of the Phase 1 and 2 areas (WPT 034 and WPT 035) and northwest of the Phase 3 area (WPT 036). Prior to this development the site contained two staggered terraces (nos. 1-6 Green Road and 55-65 Steeles Road). All were single storey structures of mid 20th century date. The development area was generally flat at approximately 67m OD. The geological horizon comprised stiff orange yellow clay with frequent chalk nodules, which forms part of the glaciofluvial drift and chalky till, part of the Newport 3 series of soils (BGS, 2011).

3. Archaeology and historical background

The site lies in an area of archaeological interest on the edge of the medieval village of Woolpit and close to finds of Roman and early medieval date. A Romano-British coin (WPT 001) was found 160m to the east in a garden on Steeles Road, Romano-British pottery was recovered during field walking 280m to the south-east (WPT 009) and further Romano-British pottery, metalwork and a coin associated with early medieval

pottery were found during field walking and metal detecting 300m to the south-east of the development area (WPT 010). The 14th century church of St Mary (WPT 007) is situated 240m to the north of the northern part of the development area (Phase 5) and the presence of Norman masonry below the church tower indicates an earlier structure was present on this site. A brief summary of the Historic Environment Records (HER) in the vicinity of the development area, identified on Figure 1, is included in Table 1 below. The fifth phase of the development area has a frontage onto Green Road, a medieval road through the village. The 1st edition OS map (1880's) shows that the development area was within fields behind cottages fronting onto Green Road in the late 19th century and investigation of later Ordnance Survey maps indicates that the previous bungalows on the site were built in the mid 1970's.

The evaluations that took place in 2009 (WPT 034), 2010 (WPT 035) and 2011 (WPT 036) within Phases 1, 2 and 3 of the redevelopment identified no pre-modern use of the area (Muldowney 2009, Muldowney 2010, Picard 2011).

Reference	Type	Form	Date	Description
WPT 001	Findspot	Metalwork	Romano-British	Hadrianic coin (117-138 AD) found in garden on Steeles Road
WPT 007	Building	Church	Medieval	St Mary's Church, 14th century building with later modifications. Presence of Norman masonry below the tower indicates an earlier structure on same site
WPT 009	Findspot	Pottery	Romano-British	1st to 2nd century AD pottery recovered from field walking
WPT 010	Findspot	Varied	Romano-British, Medieval	2nd century AD pottery, copper alloy fittings, 3rd century AD coin. 11th to 13th century pottery (St Neots ware and Thetford ware) from field walking and metal detecting
WPT 017	Findspot	Metalwork	Bronze Age, Medieval	Fragment of Late Bronze Age socketed axe. Medieval lead ampulla and lead ulnage seal all recovered during metal detecting
WPT 018	Reference	Windmill	Post-medieval	17th century post mill recorded as being demolished in 1924 recorded on early OS mapping south of Mill Lane
WPT 037	Building	Garage	Modern	19th C garage, which was originally constructed as a cartshed, but was also used as a dwelling at some point
WPT 038	Building	Church	Modern	19th C methodist chapel

Table 1. Selected HER references

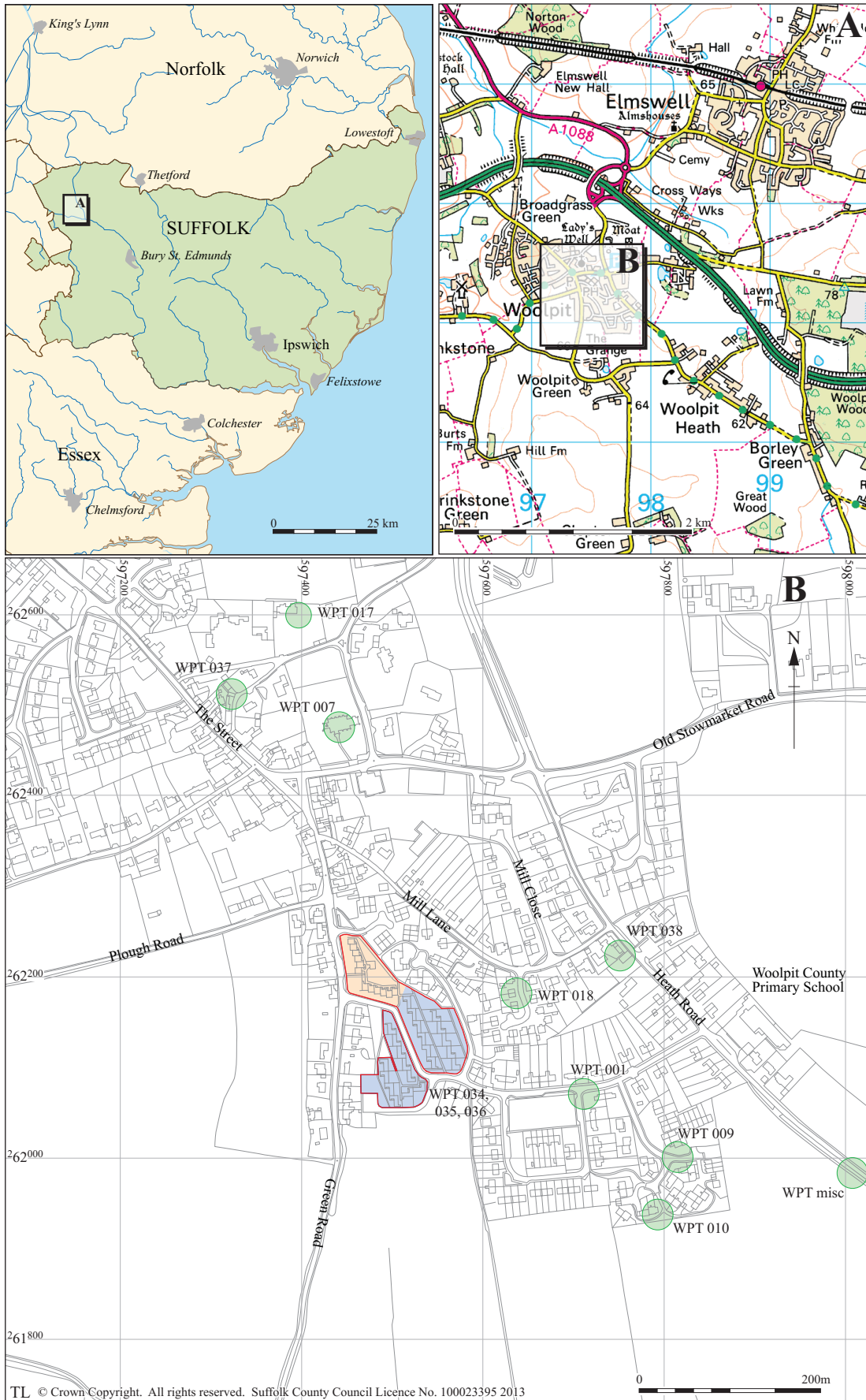


Figure 1. Location plan, showing development area (red), Phase 4/5 investigations (orange), previous phases of investigation (blue) and selected HER entries (green)

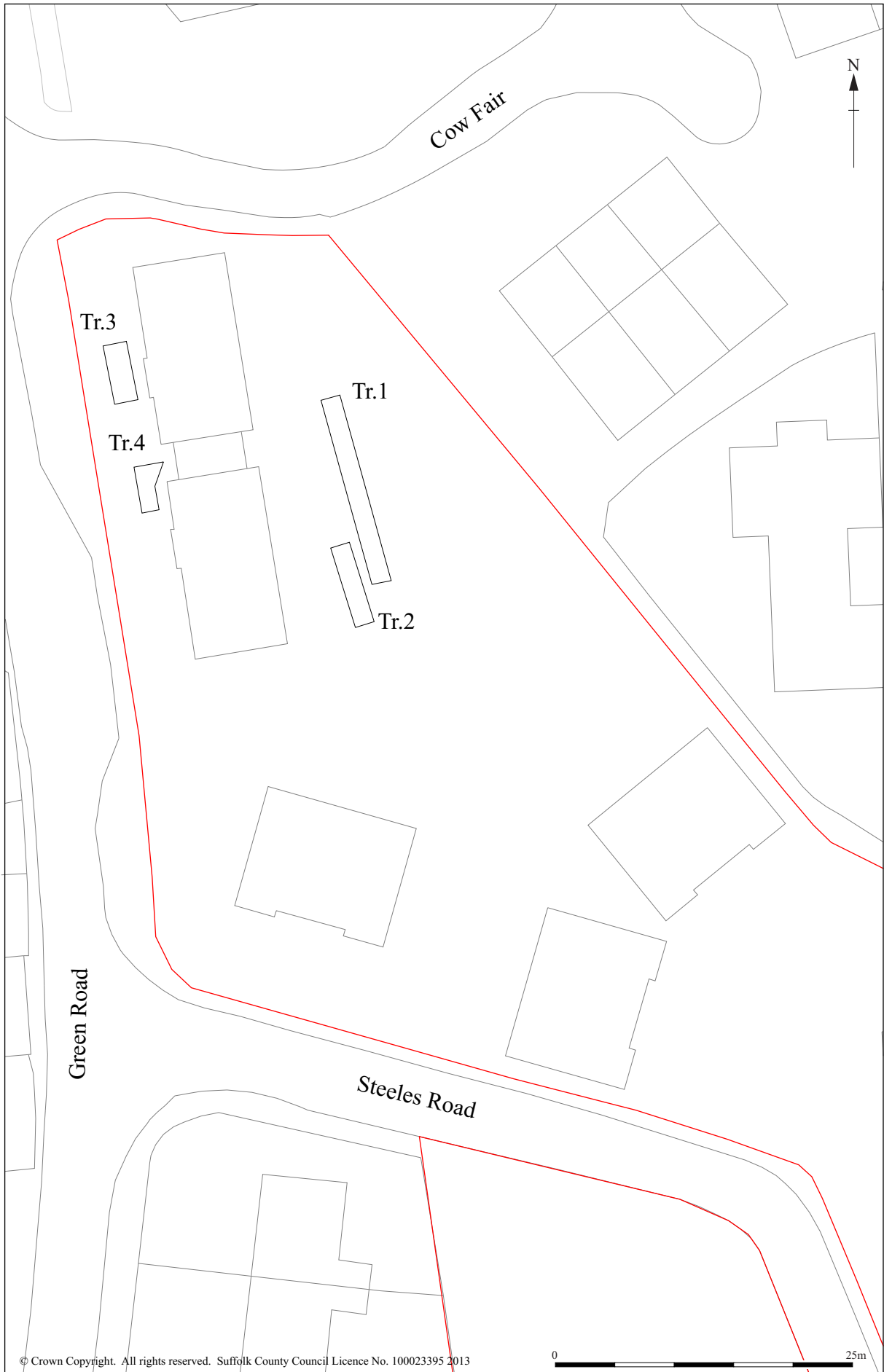


Figure 2. Trench plan within the new development

4. Methodology

Four trenches, measuring 32m in total length and between 1.6m and 2.0m wide, were excavated in front and behind plots 1-8 in the northern corner of the site by an 8-tonne mechanical excavator equipped with a ditching bucket, under the supervision of an experienced archaeologist. The trenches were excavated to the top of the undisturbed natural subsoil or archaeological levels (Fig. 2) in areas where access was possible. Trenches were set out by hand and then their position was tied in to the new buildings using hand tapes.

Where required the trenches were hand-cleaned and any potential features investigated by hand. Trenches and spoil heaps were not metal-detected due to the ongoing building works and imported hardcore being likely to cause significant modern metallic contamination. No pre-modern artefacts were located by visual inspection in this instance on spoil heaps.

Hand drawn plans at a scale of 1:50 and sections at 1:20 were recorded on A3 *pro forma* pre-gridded permatrace sheets where necessary. High resolution digital colour photographs were taken of all stages of the fieldwork, and are included in the digital archive.

An OASIS form has been completed for this stage of the project (reference no. suffolkc1-154611) and a digital copy of this report has been submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>).

The site archive documentation is kept in the main store of Suffolk County Council Archaeological Service at Bury St Edmunds under Suffolk HER No. WPT 039.

5. Results

5.1 Trench results

Trench 1

This trench was 1.6m wide, 16.2m long and up to 0.45m deep, orientated approximately north-south (Pl. 1). The majority of this trench was excavated through an area of

hardcore surface laid down by the ground work contractor some months prior to the evaluation, with an approximate depth of truncation of c. 0.6-0.7m below previous ground level (as estimated from areas of surviving soil at the edge of the site). The stratigraphy consisted of up to 0.35m of rubble hardcore above a geotextile matting layer which lay directly on top of natural boulder clays. This natural geology had several modern intrusive features including the remains of a ceramic foul water drain, wheel ruts (with grass still present suggesting a recent origin), brick rubble and impressed features across much of the trench floor. A new soakaway was encountered at the northern end of the trench, occupying 1.5m at the end of the trench, excavated to an unknown depth.

No evidence of archaeological activity was visible, nor were any archaeologically relevant artefacts identified.



Plate 1. Trench 1 facing north (no scale)

Trench 2

This trench was 7m long, 1.6m wide and up to 0.2m deep, and was also orientated approximately north-south (Pl. 2). The stratigraphy encountered consisted of disturbed natural to a depth of 0.2m at which point most of the disturbance ended. There were no other deposits present other than the modern disturbance.



Plate 2. Trench 2 facing north (no scale)

Trench 3

This trench was 5m long, 2m wide and up to 0.2m deep. It was orientated approximately north-south and was situated between Green Road and Plots 1-8. While much of the overlying topsoil had been previously removed, intact subsoil was present covering the archaeological horizon and limited recent disturbance was observed. The stratigraphy

observed in the trench edge where topsoil remained consisted of 0.35m of mid/dark brown silty clay overlying 0.25m of mid brown silty clay (the subsoil deposit) with no cultural inclusions apart from those directly related to the current development. Below this, at a total depth of 0.6m from the original surface level, was the natural clay geology. Two small modern drains were noted crossing the trench, both of which were found to contain narrow coated metal pipes. These were considered to have belonged to the now-demolished bungalows that had occupied the site.



Plate 3. Trench 3 facing west and showing modern services and stepped section of trench (0.3m scale)

Trench 4

This trench was excavated in a small gap to the south of Trench 3 between the new houses and Green Road. The trench was constricted by services and trees on all sides. It was 4m long and between 1.5 and 2.0m wide. The stratigraphy encountered consisted of 0.3m of topsoil over 0.2m of subsoil over natural clays although again, the topsoil had already been removed. No features were observed in this trench.

6. Discussion

The lack of stratigraphy encountered in Trenches 1 and 2 is due to ground clearance and stripping by the ground work contractors prior to the archaeological evaluation. The whole site was stripped of topsoil/overburden down to the approximate level of the natural geology, with areas due to become access roads and parking stripped further and hardcore/building rubble then laid for the contractor's machinery to travel on (the natural clay being unsafe and prone to rutting when wet). The only features identified in either of Trenches 1 or 2 appear related to machine/vehicle movements within the site in the recent past (wheel ruts with grass still present, demolition rubble pressed into natural clay, etc). The area of Trenches 3 and 4 appears to have suffered slightly less recent disturbance, with an intact layer of subsoil up to 0.25m thick above the natural horizon in places. However, the results are similarly blank with Trench 3 uncovering two small modern service trenches, still containing metal pipework and Trench 4 containing no features.

7. Conclusions and recommendations for further work

Although the background research highlighted a moderate potential for encountering Romano-British, Anglo-Saxon and medieval archaeology within the development at Steeles Road, Woolpit, no evidence for pre-modern land use within the Phase 5 area was identified. This follows the pattern established by the Phases 1, 2 and 3 evaluations, which also encountered solely modern deposits (Muldowney 2009 and 2010, Picard 2011). No further work is recommended as being necessary for the discharge of the condition placed on this development regarding archaeology (the final decision however remains with SCCAS Conservation Team).

8. Archive deposition

Paper and photographic archive: SCCAS Bury St Edmunds

Digital archive: SCCAS R:\Environmental Protection\Conservation\Archaeology\Archive\Woolpit\WPT 039 Evaluation

Digital photographic archive: SCCAS R:\Environmental Protection\Conservation\Archaeology\Catalogues\Photos\HVA-HVZ\HVQ 72-93

Finds and environmental archive: None

Store Location: None

9. Acknowledgements

Thanks are due to Barwise and Persimmon Homes for their assistance during the fieldwork, which was carried out by Simon Cass. Project management was undertaken by Andrew Tester who also provided advice during the production of the report.

Post-excavation management was provided by Simon Cass. The report illustrations were created by Crane Begg and the report was edited by Richenda Goffin.

10. Bibliography

Muldowney, L., 2009, *Phase 1 Steeles Road, Woolpit WPT 034*, SCCAS Report No. 2009/141 Unpublished client report.

Muldowney, M., 2010, *Phase 2 Steeles Road, Woolpit WPT 034*, SCCAS Report No. 2010/152 Unpublished client report.

British Geological Survey, 2011, *Soils of England and Wales: Soil survey of England and Wales, sheet 4 Eastern England 1:250,000*. Harpenden

Picard, S., 2011, *Phase 3 Steeles Road, Woolpit WPT 036*, SCCAS Report No. 2011/089, Unpublished client report

Appendix 1 Brief and specification

Brief and Specification for Trenched Evaluation

LAND FRONTING GREEN ROAD, STEELES ROAD, ABBOTTS MEADOW, WOOLPIT, 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 for the erection of 46 affordable residential units and 5 free market residential units, a community room and on site provision of open space, and also associated car parking and landscaping (following demolition of 34 existing dwellings) on Land fronting Green Road, Steeles Road, Abbots Meadow, Woolpit, Suffolk (TL 9751 6213), has been granted by Mid Suffolk District Council conditional upon an acceptable programme of archaeological work being carried out (application 2515/07).
- 1.2 The proposed application area measures c. 1.39 ha., on the southern side of Woolpit (see accompanying plan). It is situated on glaciofluvial drift and chalky till (deep well-drained sandy and coarse loamy soils) at c. 64 - 67.00m AOD.
- 1.3 This application lies in an area of archaeological importance, recorded in the County Historic Environment Record, close to several Roman finds scatters that are indicative of further occupation deposits (WPT 001, WPT 009 and WPT 010). The site also has frontage on a historic routeway (Green Road). There is a strong possibility that Roman and medieval occupation deposits will be encountered at this location. The proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.
- 1.4 A linear trenched evaluation is required of the development area, before any groundworks take place. The results of this evaluation will enable the archaeological resource, both in quality and extent, to be accurately quantified, informing both development methodologies and mitigation measures. Decisions on the need for, and scope of, any further work 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 brief.
- 1.5 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.
- 1.6 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.
- 1.7 In accordance with the standards and guidance produced by the Institute of Field Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A 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 (Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the WSI as satisfactory. The WSI will provide the basis for measurable standards and will be used to satisfy the requirements of the planning condition.

- 1.8 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.
- 1.9 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.
- 1.10 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* [at the discretion of the developer].
- 2.2 Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.
- 2.3 Evaluate the likely impact of past land uses, and 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: Field Evaluation

- 3.1 Trial trenches are to be excavated to cover 5% by area, which is 695m². These shall be positioned to sample all parts of the site. Linear trenches 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; this will result in a minimum of 386.00m of trenching at 1.80m in width. The

- exact area and extent of the access road is undefined and this area will also need to be evaluated.
- 3.2 If excavation is mechanised a toothless 'ditching bucket' at least 1.20m wide must be used. A scale plan showing the proposed locations of the trial trenches should be included in the WSI and the detailed trench design must be approved by SCCAS/CT before field work begins.
 - 3.3 The topsoil may be mechanically removed using an appropriate machine with a back-acting arm and fitted with a toothless bucket, down to the interface layer between topsoil and subsoil or other visible archaeological surface. All machine excavation is to be under the direct control and supervision of an archaeologist. The topsoil should be examined for archaeological material.
 - 3.4 The top of the first archaeological deposit may be cleared by machine, but must then be cleaned off by hand. There is a presumption that excavation of all archaeological deposits will be done by hand unless it can be shown there will not be a loss of evidence by using a machine. The decision as to the proper method of excavation will be made by the senior project archaeologist with regard to the nature of the deposit.
 - 3.5 In all evaluation excavation there is a presumption of the need to cause the minimum disturbance to the site consistent with adequate evaluation; that significant archaeological features, e.g. solid or bonded structural remains, building slots or post-holes, should be preserved intact even if fills are sampled. For guidance:

For linear features, 1.00m wide slots (min.) should be excavated across their width;

For discrete features, such as pits, 50% of their fills should be sampled (in some instances 100% may be requested).
 - 3.8 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.
 - 3.9 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 J. Heathcote, 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.
 - 3.10 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.
 - 3.11 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
 - 3.12 All finds will be collected and processed (unless variations in this principle are agreed SCCAS/CT during the course of the evaluation).
 - 3.13 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.

- 3.14 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.
- 3.15 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies and/or high resolution digital images.
- 3.16 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.
- 3.17 Trenches should not be backfilled without the approval of SCCAS/CT.

4. General Management

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

5. Report Requirements

- 5.1 An archive of all records and finds must be prepared consistent with the principles of English Heritage's *Management of Archaeological Projects*, 1991 (particularly Appendix 3.1 and Appendix 4.1).
- 5.2 The report should reflect the aims of the WSI.
- 5.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.
- 5.4 An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established.
- 5.5 Reports on specific areas of specialist study must include sufficient detail to permit assessment of potential for analysis, including tabulation of data by context, and must include non-technical summaries.
- 5.6 The Report must include a discussion and an assessment of the archaeological evidence, including an assessment of palaeoenvironmental remains recovered from palaeosols and cut features. Its conclusions must include a clear statement of the archaeological potential of the site,

and the significance of that potential in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).

- 5.7 The results of the surveys should be related to the relevant known archaeological information held in the County Historic Environment Record (HER).
- 5.8 A copy of the Specification should be included as an appendix to the report.
- 5.9 The project manager must consult the County HER Officer (Dr Colin Pendleton) to obtain an 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 The project manager should consult the SCC Archive Guidelines 2008 and also the County HER Officer regarding the requirements for the deposition of the archive (conservation, ordering, organisation, labelling, marking and storage) of excavated material and the archive.
- 5.12 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>).
- 5.13 Every effort must be made to get the agreement of the landowner/developer to the deposition of the finds with the County HER or a museum in Suffolk which satisfies Museum and Galleries Commission requirements, as an indissoluble part of the full site archive. 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, analysis) as appropriate. If the County HER is the repository for finds there will be a charge made for storage, and it is presumed that this will also be true for storage of the archive in a museum.
- 5.14 The site archive is to be deposited with the County HER within three months of the completion of fieldwork. It will then become publicly accessible.
- 5.15 Where positive conclusions are drawn from a project (whether it be evaluation or excavation) a summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute for Archaeology*, must be prepared. It should be included in the project report, or submitted to SCCAS/CT, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.
- 5.16 County HER sheets must be completed, as per the County HER manual, for all sites where archaeological finds and/or features are located.
- 5.17 Where appropriate, a digital vector trench plan should be included with the report, which must be compatible with MapInfo GIS software, for integration in the County HER. AutoCAD files should be also exported and saved into a format that can be imported into MapInfo (for example, as a Drawing Interchange File or .dxf) or already transferred to .TAB files.
- 5.18 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms.
- 5.19 All parts of the OASIS online form must be completed for submission to the County HER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

Specification by: Dr Jess Tipper

Suffolk County Council
Archaeological Service Conservation Team
Environment and Transport Department
Shire Hall
Bury St Edmunds
Suffolk IP33 2AR
Email: jess.tipper@et.suffolkcc.gov.uk

Tel: 01284 352197

Date: 4 July 2008

Reference: / LandadjacentSteelesRoad-Woolpit2008

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.

Archaeological services Field Projects Team

Delivering a full range of archaeological services

- Desk-based assessments and advice
- Site investigation
- Outreach and educational resources
- Historic Building Recording
- Environmental processing
- Finds analysis and photography
- Graphics design and illustration

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