

# ARCHAEOLOGICAL EVALUATION REPORT

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## **Land south of Apple Acre Road, Hanchet End, Haverhill HVH 060**

A REPORT ON THE ARCHAEOLOGICAL EVALUATION, 2006  
(Planning app. no. SE/06/2349)

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## List of Contributors

All Suffolk C.C. Archaeological Service unless otherwise stated.

John Craven Project Officer

## Acknowledgements

This project was funded by H.C. Moss (Builders Ltd) and was monitored by Jess Tipper (Suffolk County Council Archaeological Service, Conservation Team).

The excavation was carried out by a number of archaeological staff, (John Craven, Alan Smith, Nick Taylor and Jonathan Van Jennians) all from Suffolk County Council Archaeological Service, Field Team.

The project was directed by John Craven, and managed by David Gill, who also provided advice during the production of the report. The production of digital site plans was carried out by John Duffy and section drawings by Gemma Adams.

## Summary

An archaeological evaluation of land south of Apple Acre Road, Hanchet End, Haverhill, identified two undated ditches. One of these is a field boundary marked on late 19th century OS maps and was removed during the 20th century.

## SMR information

|                          |                                  |
|--------------------------|----------------------------------|
| Planning application no. | SE/06/2349                       |
| Date of fieldwork:       | 30th October - 3rd November 2006 |
| Grid Reference:          | TL 653 460                       |
| Funding body:            | H.C. Moss (Builders) Ltd         |
| Oasis reference          | Suffolkc1-19689                  |

# 1. Introduction

An archaeological evaluation was carried out in advance of residential development on land to the south of Apple Acre Road, Hanchet End, Haverhill. The work was carried out to a Brief and Specification issued by Jess Tipper (Suffolk County Council Archaeological Service, Conservation Team – Appendix 1) to fulfil a planning condition on application SE/06/02349. The work was funded by the developer, H.C.Moss (Builders) Ltd.

The site, which measured c.2.41ha, consisted of an area of open ground, bounded by modern housing estates, at TL 653 460 (Fig. 1). Situated on a west facing slope, from 93m to 100m OD, on a calcareous clay subsoil, the site and the surrounding area has been subject to a high level of modern landscaping. Up to 2m of modern debris and redeposited subsoil had been dumped across the majority of the site during construction of the surrounding estates in the 1980's and 1990's. The roads bordering the north and western sides of the site had been heavily cut into the natural slope. Only in the south-east part of the site, at the top of the natural slope, was the original groundlevel intact.

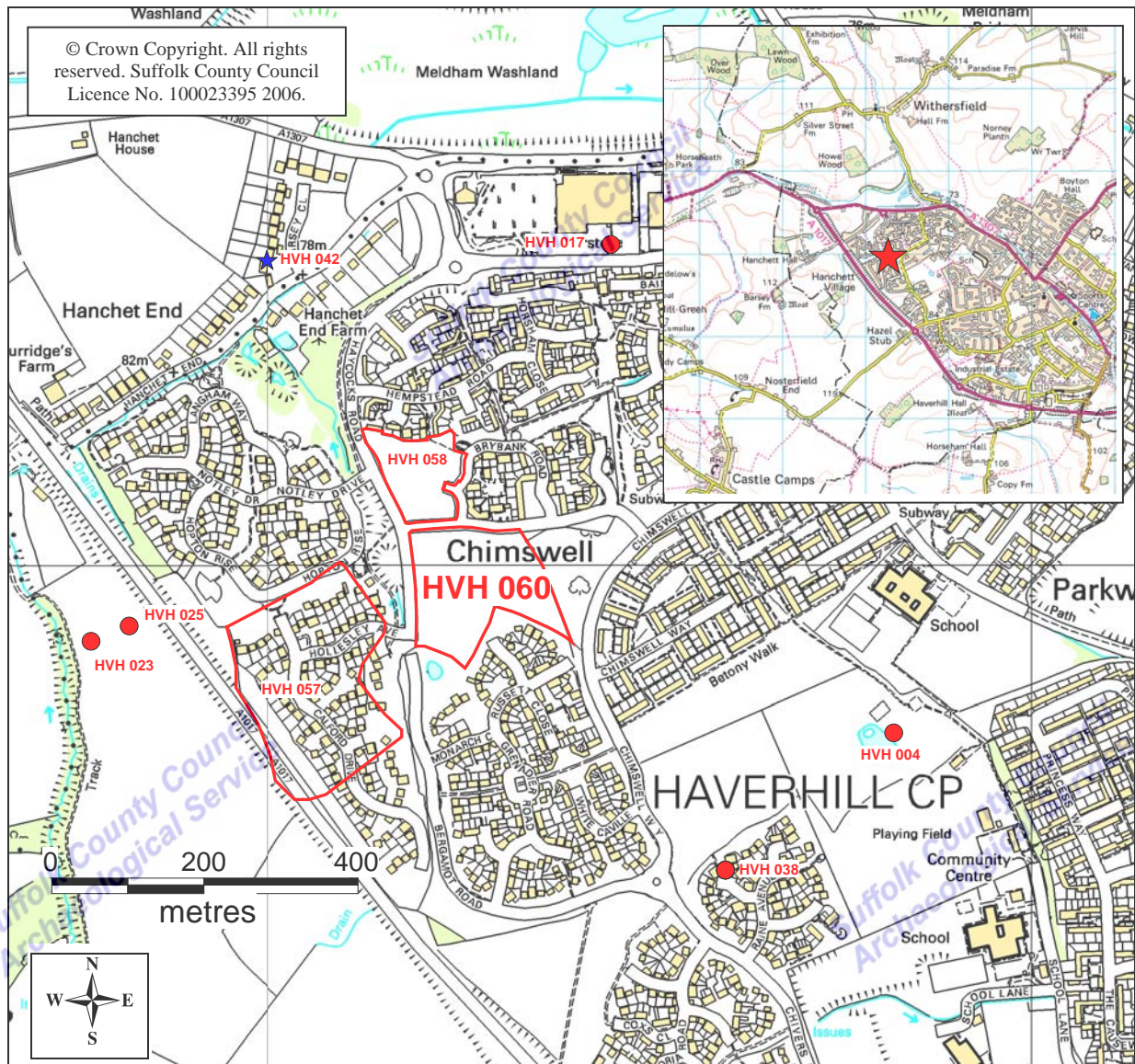


Figure 1. Site location plan

Hanchet End, until the recent development and expansion of Haverhill, consisted of two farms set within open fields, as seen on the First Edition Ordnance Survey of c.1880 (Fig. 2). The site

itself lay midway between these farms and a third, Castle Farm, to the south-east and occupied parts of two separate fields. The majority of the site lay in the same field as a previous evaluation, HVH 058.

The site was of interest due to its location within an area of archaeological importance, as defined in the County Sites and Monuments Record. Several archaeological sites, dated to the prehistoric, Roman and medieval periods, are located nearby (Fig. 1). Undated cropmarks, HVH 017, lie 400m to the north-east while finds scatters of Bronze Age, Roman and medieval date, HVH 038, lie 400m to the south-east, and of Roman and medieval date at HVH 042, 400m to the north-west. 450m to the south-east lies a medieval moated site, HVH 004, which later became Castle Farm. Archaeological evaluations have identified Iron Age pottery and features, HVH 025, and medieval pottery and features, HVH 023, c.400m to the west and medieval banks and ditches, HVH 057, 100m to the west. Finally a recent evaluation to the north of Apple Acre road, HVH 058, identified a single ditch containing pottery sherds of 2nd-3rd century Roman date.

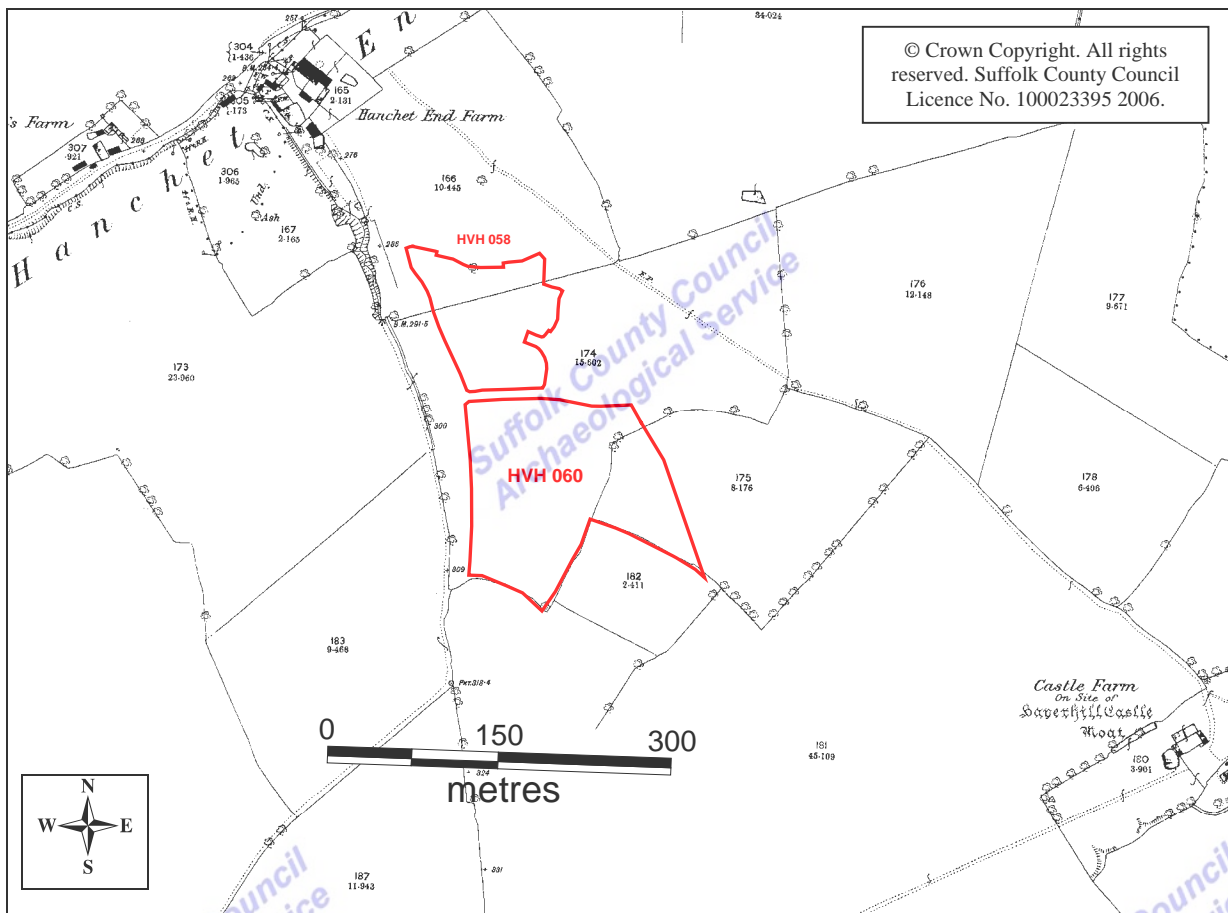


Figure 2. Site on the First Edition OS

The construction of the housing estates in the wider area largely occurred without any archaeological mitigation, except for the evaluations at HVH 067 to the west and HVH 068 to the east. The site therefore was an opportunity for a final programme of large-scale archaeological investigation in the area and an evaluation was required to assess the potential of the site and to establish any archaeological implications for its development.

## 2. Methodology

Seventeen trenches, measuring 1.8m wide and 670m length in total, were excavated by a mechanical excavator with a ditching bucket under the supervision of an archaeologist. This meant that a total of 1206 sqm was evaluated, or c.5% of the total area. The placement of trenches was designed to cover the entire area whilst avoiding, where possible, the areas with the thickest modern overburden.

The trenches were excavated to the top of the natural subsoil surface, a thick mid brown/yellow/grey clay with occasional flints or broken chalk. This involved the removal of 0.3m of topsoil, which was generally sealed beneath a layer of modern deposits. Archaeological features, consisting of two ditches, were then clearly visible in four trenches and sections were subsequently excavated by hand.

Feature sections and soil profiles were drawn at a scale of 1:20 and digital photographs are included in the digital archive. The trenches were planned, and site levels were taken using a Total Station Theodolite. Levels were transferred by dumpy level from an OS benchmark at TL 6512 4623. Trenches 01-09 were metal-detected by an experienced detectorist.

An OASIS form has been completed for the project (reference no. suffolkc1-19689) and a digital copy of the report submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>).

The site archive is kept in the main store of Suffolk County Council Archaeological Service at Bury St Edmunds under SMR No. HVH 060.

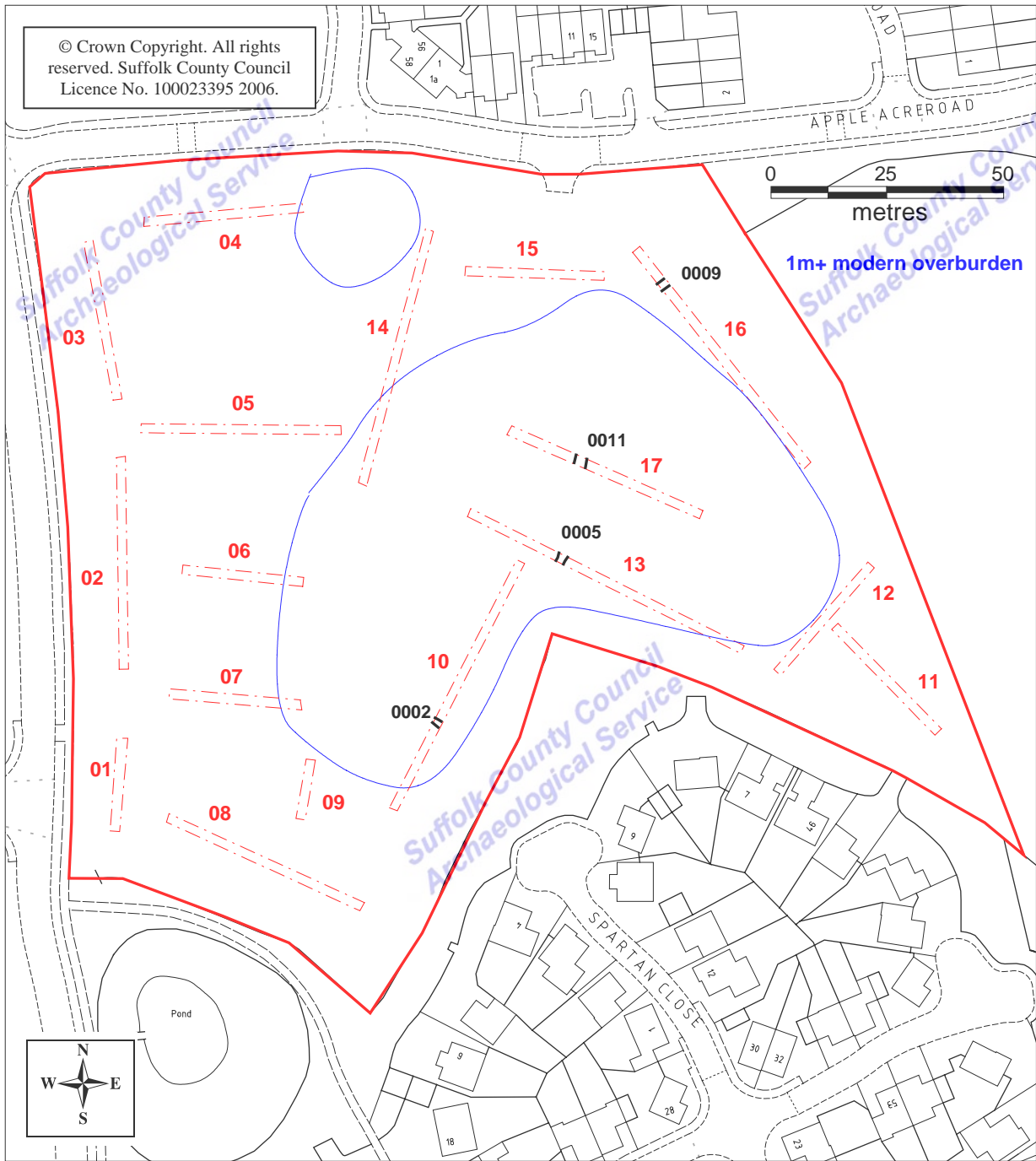


Figure 3. Site plan

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### 3. Results

(Figs. 3-4)

The majority of the trenches did not contain any archaeological features and showed a general profile of the natural subsoil lying immediately under the topsoil, which in turn was generally covered by modern deposits. Basic trench descriptions are listed in the table below.

| Trench | Length | Description  | Subsoil levels                          | Features |
|--------|--------|--|---|----------|
| 01     | 21m    | 1m at S end, increasing to 1.2m at N end, of modern redeposits overlying 0.3m of topsoil. Level, mid brown clay subsoil with scattered flints and chalk.   | S: 94.13m<br>N: 94.21m                  |          |
| 02     | 45m    | 1.4m at S end, decreasing to 1m at N end, of modern redeposits overlying 0.3m of topsoil. Level, mid brown clay subsoil with scattered flints and chalk.   | S: 93.03m<br>Mid: 92.88m<br>N: 92.74m   |          |
| 03     | 35m    | 0.9m at S end, decreasing to 0.6m at N end, of modern redeposits overlying 0.3m of topsoil. Level, yellow/grey clay/chalk subsoil with scattered flints.   | S: 92.6m<br>N: 92.37m                   |          |
| 04     | 34m    | 0.2m of modern redeposits overlying 0.3m of topsoil. Mid brown clay subsoil with scattered flints and chalk, rising up natural slope to east.  | W: 93.3m<br>Mid: 94.03m<br>E: 94.94m    |          |
| 05     | 43m    | 0.7m at E end, decreasing to 0.6m at W end, of modern redeposits overlying 0.3m of topsoil. Mid brown clay subsoil with scattered flints and chalk, rising up natural slope to east.                                     | W: 93.1m<br>Mid: 94.24m<br>E: 95.54m    |          |
| 06     | 26m    | 1m at E end, decreasing to 0.7m at W end, of modern redeposits overlying 0.3m of topsoil. Yellow/grey clay/chalk subsoil with scattered flints, rising up natural slope to east.   | W: 93.92m<br>Mid: 94.42m<br>E: 95.21m   |          |
| 07     | 28m    | 1.7m at E end, decreasing to 1m at W end, of modern redeposits overlying 0.3m of topsoil. Yellow/grey clay/chalk subsoil with scattered flints, rising up natural slope to east.   | W: 94.17m<br>E: 95.6m                   |          |
| 08     | 46m    | 0.8m at SE end, increasing to 1m at NW end, of modern redeposits overlying 0.3m of topsoil. Mid brown clay subsoil with scattered flints and chalk, rising up natural slope to east.                                     | W: 93.79m<br>Mid: 94.33m<br>E: 95.78m   |          |
| 09     | 13m    | 1.1m at N end, decreasing to 1m at S end, of modern redeposits overlying 0.3m of topsoil. Mid brown clay subsoil with scattered flints and chalk, rising up natural slope to north.                                      | S: 95.25m<br>N: 95.65m                  |          |
| 10     | 60m    | 0.9m at N end, increasing to 1.7m in the centre and back to 1.4m at the S end, of modern redeposits overlying 0.3m of topsoil. Mid brown clay subsoil with scattered flints and chalk, rising up natural slope to north. | S: 96.12m<br>Mid: 96.6m<br>N: 97.45m    | 0002     |
| 11     | 32m    | 0.3m of modern redeposits overlying 0.3m of topsoil. Level, mid brown clay subsoil with scattered flints and chalk.  | SE: 99.82m<br>Mid: 99.66m<br>NW: 99.27m |          |
| 12     | 30m    | 0.3m of modern redeposits overlying 0.3m of  | W: 99.09m                               |          |

| Trench | Length | Description  | Subsoil levels                        | Features      |
|--------|--------|--|---------------------------------------|---------------|
|        |        | topsoil. Level, mid brown clay subsoil with scattered flints and chalk.  | Mid: 99.08m<br>E: 99.18m              |               |
| 13     | 65m    | 0.3m at SE end, increasing to 1.6m at NW end, of modern redeposits overlying 0.3m of topsoil. In south-east part of trench the subsoil, a mid brown clay with scattered flints and chalk was level before beginning to slope down to the west. | SE: 98.68m<br>Mid: 98.3m<br>NW: 97m   | 0004,<br>0005 |
| 14     | 56m    | 0.2m at N end, increasing to 1.3m at S end, of modern redeposits overlying 0.3m of topsoil. Level, mid yellow/brown clay subsoil with scattered flints and chalk.  | S: 95.93m<br>Mid: 95.96m<br>N: 96.04m |               |
| 15     | 30m    | 0.3m at W end, increasing to 0.9m at E end, of modern redeposits overlying 0.3m of topsoil. Level, mid yellow/brown clay subsoil with scattered flints and chalk.  | W: 96.39m<br>Mid: 96.82m<br>E: 97.2m  |               |
| 16     | 60m    | 0.1m at NW end, increasing to 0.4m at SE end, of modern redeposits overlying 0.3m of topsoil. Level, mid yellow/brown clay subsoil with scattered flints and chalk.  | N: 97.33m<br>Mid: 97.7m<br>S: 98.55m  | 0004,<br>0009 |
| 17     | 46m    | 1m-1.1m of modern redeposits overlying 0.3m of topsoil. Level, mid yellow/brown clay subsoil with scattered flints and chalk.  | E: 98.28m<br>W: 97.22m                | 0004,<br>0011 |

Table 1. Trench list

Context 0001 was reserved for unstratified finds, however none were seen or recovered during the course of the evaluation.

0002, thought to be a ditch, was identified in Trench 10, but could not be fully investigated as it lay at a depth of c.2m below the current ground level. Aligned east to west it measured c.2m wide and had a fill, 0003, of dark grey/brown clay/silt. A 0.3m wide slot was excavated, to a depth of 0.2m, and was sufficient to establish that the feature had a defined cut with moderate sloping sides.

Ditch 0004 corresponded to the field boundary shown crossing the site on the First Edition OS. Identified in trenches 13, 16 and 17 it was excavated in sections 0005, 0009 and 0011 and in each case was sealed by the original topsoil.

In section 0005 the ditch was 2m wide and 1m deep with moderate sloping sides at the top which grew steeper towards the base which was flat. The basal fill of the ditch, 0006, was a pale grey/brown clay with scattered chalk, above this was 0007, a dark grey/blue clay with rare chalk flecks. The final fill was 0008, a mid/dark brown clay with frequent dark red flecks caused by iron panning.

In section 0009 the ditch was narrower, being 1.6m wide and contained a single fill, 0010, of dark brown clay with charcoal flecks, surrounding a 20th century ceramic pipe.

In section 0011 the ditch profile was similar to that seen in section 0005, being 2m wide with a steep sided central trench. The basal fill, 0012, was a dark brown/grey/blue clay with chalk flecks, similar to 0007. The upper fill, 0013, was a mid brown clay with frequent dark red flecks caused by iron panning, similar to 0008.

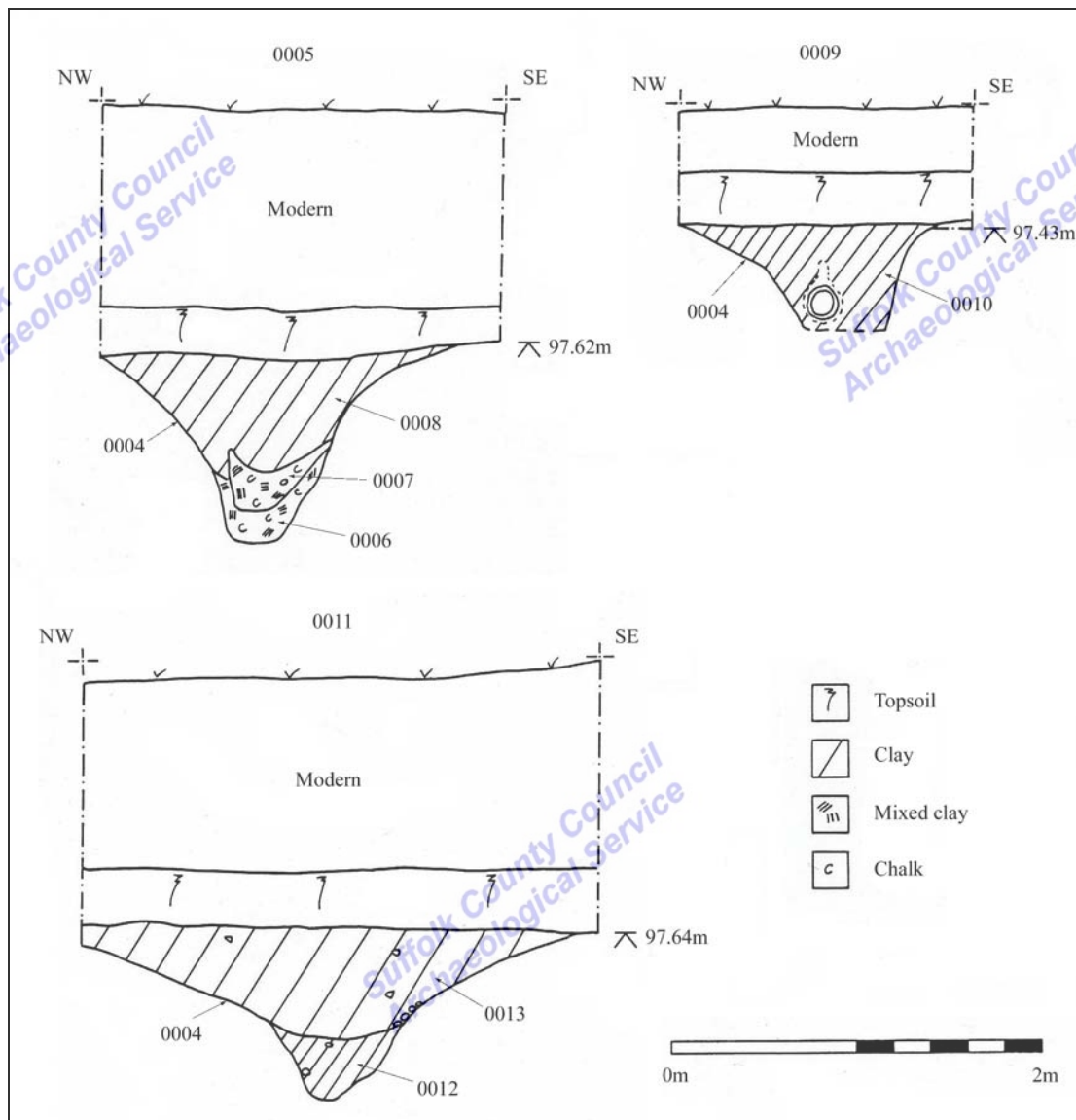


Figure 4. Sections

## 4. Discussion

The preservation of the original topsoil beneath the modern redeposits demonstrates that the landscaping of the site in the past few years has had little affect upon the subsoil and potential archaeological levels. Therefore the general lack of archaeological deposits seen in the evaluation trenches is indicative of a genuine absence of past activity.

Ditch 0004, encountered in three trenches, was an expected feature as it is clearly shown as a field boundary on the First Edition OS. No finds were recovered from the excavated sections and so while it was clearly in use in the post-medieval period it is not known if it has earlier origins.

The only other feature, 0002, appeared to be a substantial ditch although it was not seen elsewhere within the trenches. As it is not marked on the First Edition OS it may be of an earlier date than 0004 but is still most likely a post-medieval field boundary, as it was similar in size and fill.

There was no sign of the Roman ditch seen in HVH 058, which, if it continued on its north-south alignment, should have been seen in Trench 04.

## 5. Conclusion and Recommendations

The evaluation has identified the preserved natural subsoil surface lying at a variable depth beneath a topsoil layer and thick modern deposits which were dumped during construction of adjacent housing estates in the 1980's and 1990's and heavily remodelled the topography of the site. Two ditches, both likely to be post-medieval field boundaries were identified. No other archaeological deposits were seen, indicating that in the past the site has only been used for open farmland.

As the groundworks of the residential development are mainly to occur within the modern overburden there will be a reduced impact upon the subsoil surface. This, together with the paucity of archaeological deposits identified in the evaluation, suggests that no further archaeological fieldwork is required either prior to, or during the development.

John Craven  
Project Officer  
Field Team, Suffolk County Council Archaeological Service  
November 2006

### **Disclaimer**

Any opinions expressed in this report about the need for further archaeological work are those of the Field Projects Division alone. 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 service cannot accept responsibility for inconvenience caused to clients should the Planning Authority take a different view to that expressed in the report.

# Appendix 1

## SUFFOLK COUNTY COUNCIL ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM

### *Brief and Specification for an Trenched Evaluation*

#### LAND TO SOUTH OF APPLE ACRE ROAD, HANCHET END, HAVERHILL

*The commissioning body should be aware that it may have Health & Safety responsibilities, see paragraph 1.8.*

#### 1. Background

- 1.1 A planning application has been made (application SE/06/2349) has been granted for the erection 111 residential units with associated landscaping, vehicular access, service roads and car parking on land to the south of Apple Acre Road, Hanchet End, Haverhill (TL 6526 4600).
- 1.2 The Planning Authority (St Edmundsbury) has been advised that any consent should be conditional upon an agreed programme of work taking place before development begins (PPG 16, paragraph 30 condition). A trenched evaluation of the application area will be required as the first part of a programme of archaeological mitigation; decisions on the need for, and scope of, any further work will be based upon this stage of the work.
- 1.3 The application lies in an area of archaeological importance, defined in the County Sites and Monuments Record. Archaeological sites dated to the prehistoric, Roman and medieval periods are recorded to the north (HVH 058), north-east (HVH 017), south-east (HVH 004), south (HVH 038) and also to the west (HVH 023, HVH 025 and HVH 057). These strongly indicate the high potential for archaeological deposits to be archaeological deposits to be disturbed by this development.
- 1.4 Large quantities of spoil have been deposited over the area during the construction of adjacent housing developments, and ground investigations show that the depth of overburden is up to c. 2.00m in depth, although there is considerable variation across even small areas of the development site.
- 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 Project Design or Written Scheme of Investigation (PD/WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the PD/WSI as satisfactory. The PD/WSI will *provide the basis for measurable standards* and will be used to establish whether the requirements of the planning condition will be adequately met.

1.8 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.

## 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 the Conservation Team of the Archaeological Service of Suffolk County Council (address as above) five working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored.

2.8 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 a minimum 5% by area (c. 2.41ha; Figure 1). Trenches are to be a minimum of 1.8m wide unless special circumstances can be demonstrated; this will result in a minimum of c. 669m of trenching at 1.8m in width. A toothless 'ditching bucket' at least 1.2m wide must be used. Linear trenches are thought to be the most appropriate sampling method. Trenches should focus on shallower areas of the site (as defined by the geotechnical investigations), thus minimising trenching in those areas with the deepest overburden; however, coverage will be required across the entire site. A scale plan showing the proposed location of the trial trenches should be included in the Project Design, which must be approved by the Conservation Team of the Archaeological Service before field work begins.

3.2 The topsoil may be mechanically removed using an appropriate machine with a back-acting arm and fitted with a toothless bucket. All machine excavation is to be under the direct

control and supervision of an archaeologist. The topsoil should be examined for archaeological material.

- 3.3 The top of the first archaeological deposit may be cleared by machine, but must then be cleaned off by hand. There is a presumption that excavation of all archaeological deposits will be done by hand unless it can be shown there will not be a loss of evidence by using a machine. The decision as to the proper method of further excavation will be made by the senior project archaeologist with regard to the nature of the deposit.
- 3.4 In all evaluation excavation there is a presumption of the need to cause the minimum disturbance to the site consistent with adequate evaluation; that significant archaeological features, e.g. solid or bonded structural remains, building slots or post-holes, should be preserved intact even if fills are sampled.
- 3.5 There must be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. The depth and nature of colluvial or other masking deposits must be established across the site.
- 3.6 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.
- 3.7 Any natural subsoil surface revealed should be hand cleaned and examined for archaeological deposits and artefacts. Sample excavation of any archaeological features revealed may be necessary in order to gauge their date and character.
- 3.8 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
- 3.9 All finds will be collected and processed (unless variations in this principle are agreed with the Conservation Team of SCC Archaeological Service during the course of the evaluation).
- 3.10 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.
- 3.11 Plans of any archaeological features on the site are to be drawn at 1:20 or 1:50, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded. All levels should relate to Ordnance Datum. Any variations from this must be agreed with the Conservation Team.
- 3.12 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies.
- 3.13 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.

#### 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 the Conservation Team of SCC Archaeological Service. The archaeological contractor will give not less than ten 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 project 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.
- 4.3 It is the archaeological contractor's responsibility to ensure that adequate resources are available to fulfill the Brief.
- 4.3 A general Health and Safety Policy must be provided, with detailed risk assessment and management strategy for this particular site.
- 4.4 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 4.5 The Institute of Field Archaeologists' *Standard and Guidance for Archaeological Desk-based Assessments* and for *Field Evaluations* should be used for additional guidance in the execution of the project and in drawing up the report.

## 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 data recording methods and conventions used must be consistent with, and approved by, the County Sites and Monuments Record.
- 5.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.
- 6.4 An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established
- 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 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*. The finds, as an indissoluble part of the site archive, should be deposited with the County SMR if the landowner can be persuaded to agree to this. If this is not possible for all or any part of the finds archive, then provision must be made for additional recording (e.g. photography, illustration, analysis) as appropriate. Account must be taken of any requirements the County SMR may have regarding the conservation, ordering, organisation, labelling, marking and storage of excavated material and the archive.



- 5.8 The site archive is to be deposited with the County SMR within three months of the completion of fieldwork. It will then become publicly accessible.
- 5.9 Where positive conclusions are drawn from a project (whether it be evaluation or excavation) a summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute for Archaeology*, must be prepared. It should be included in the project report, or submitted to the Conservation Team, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.
- 5.10 County SMR sheets must be completed, as per the county SMR manual, for all sites where archaeological finds and/or features are located.
- 5.11 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms.
- 5.12 All parts of the OASIS online form must be completed for submission to the SMR. 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  
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Date: 3 October 2006

Reference: / SiteAHanchetEnd-Havehill2006

**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.**

**Archaeological contractors are strongly advised to forward a detailed Project Design or Written Scheme of Investigation to the Conservation Team of the Archaeological Service of Suffolk County Council for approval before any proposals are submitted to potential clients.**

**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.**

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