

# ARCHAEOLOGICAL MONITORING REPORT

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## Chapelside, 9 Chapel Green, Long Melford LMD 179

A REPORT ON THE ARCHAEOLOGICAL MONITORING, 2008  
(Planning app. no. B/06/00227)

Mo Muldowney  
Field Team

Suffolk C.C. Archaeological Service

© August 2008

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SCCAS Report No. 2008/210



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## List of Contributors

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

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Cathy Tester	Finds Officer
Gemma Adams	Project Assistant



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## Acknowledgements

This project was funded by Mr and Mrs Spencer and the archaeological work specified by Dr. Jess Tipper (Suffolk County Council Archaeological Service, Conservation Team).

The fieldwork was carried out by Mo Muldowney from Suffolk County Council Archaeological Service, Field Team. The project was managed by Jo Caruth who also provided advice during the production of the report.

Finds processing was carried out by Gemma Adams and Valery Turp and the specialist finds report was produced by Cathy Tester, with Richenda Goffin. Other specialist identification and advice, including Historic Environment Record data, was provided by Dr Colin Pendleton, SCCAS Conservation Team.

## Summary

Monitoring of footings at the rear of Chapelside, 9 Chapel Green, Long Melford, revealed a Roman pit of first to second century date and a small area of modern activity, almost certainly relating to the construction of an extension.

## HER information

Planning application no.	B/06/00227
Date of fieldwork:	11th August 2008
Grid Reference:	TL862 449
Funding body:	Mr and Mrs Spencer
Oasis reference.	suffolkc1_48337



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## Introduction and Background

Archaeological monitoring was undertaken at the rear of Chapelside, 9 Chapel Green, Long Melford on the 11th August 2008 at the request of Mr and Mrs Spencer during the excavation of footings ahead of the construction of an extension. The work was carried out in accordance with a Specification and Brief prepared by Dr. Jess Tipper (SCCAS, Conservation Team (Appendix 1)) in order to fulfil the requirements of the planning application (B/06/00227).

The archaeological monitoring condition was placed upon the work as the property is situated at the southern end of the historic village of Long Melford, within an area of known Roman remains (LMD 172), for example, a Roman road (LMD 031) is thought to run directly beneath the property. In addition, there is a Roman villa at Liston Lane (LMD 017), a burial at St Catherine's Road/Liston Lane (LMD 018), a round bronze hand mirror and iron knife (LMD 020) to the south-west, various finds from the site of the fire station (LMD 046). Several ditches containing 1st century AD pottery and possibly forming three rectilinear enclosures (LMD 082), were found to the south during excavations in 1994 (Caruth 1997).

There are also remains of medieval date nearby, for example, the 16th century chapel of St James (LMD 006) lay immediately to the west of the site and a flint-built wall containing medieval pottery and tile (LMD 151) was identified during monitoring in 2003. It is also worth noting that Chapelside itself is a Grade II Listed building, of 18th century origin.

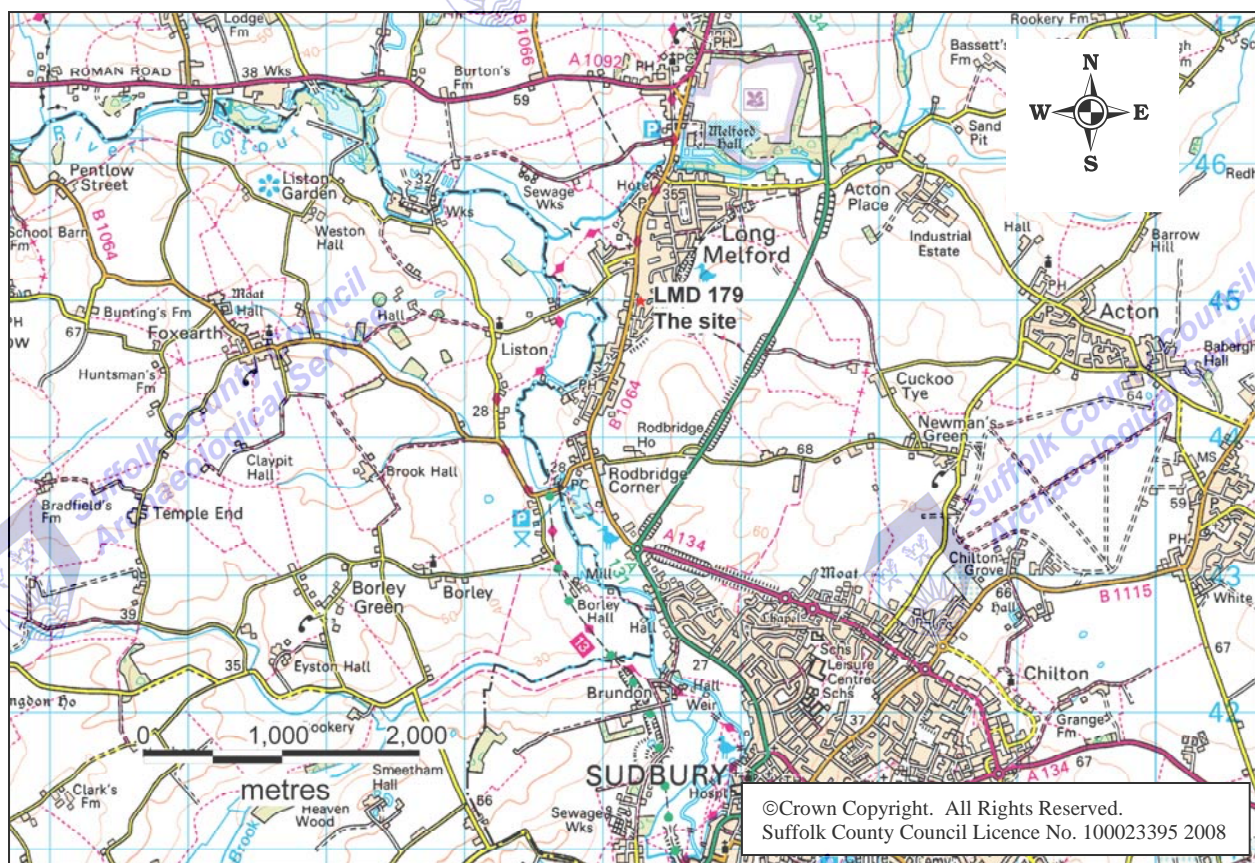


Figure 1. Site location

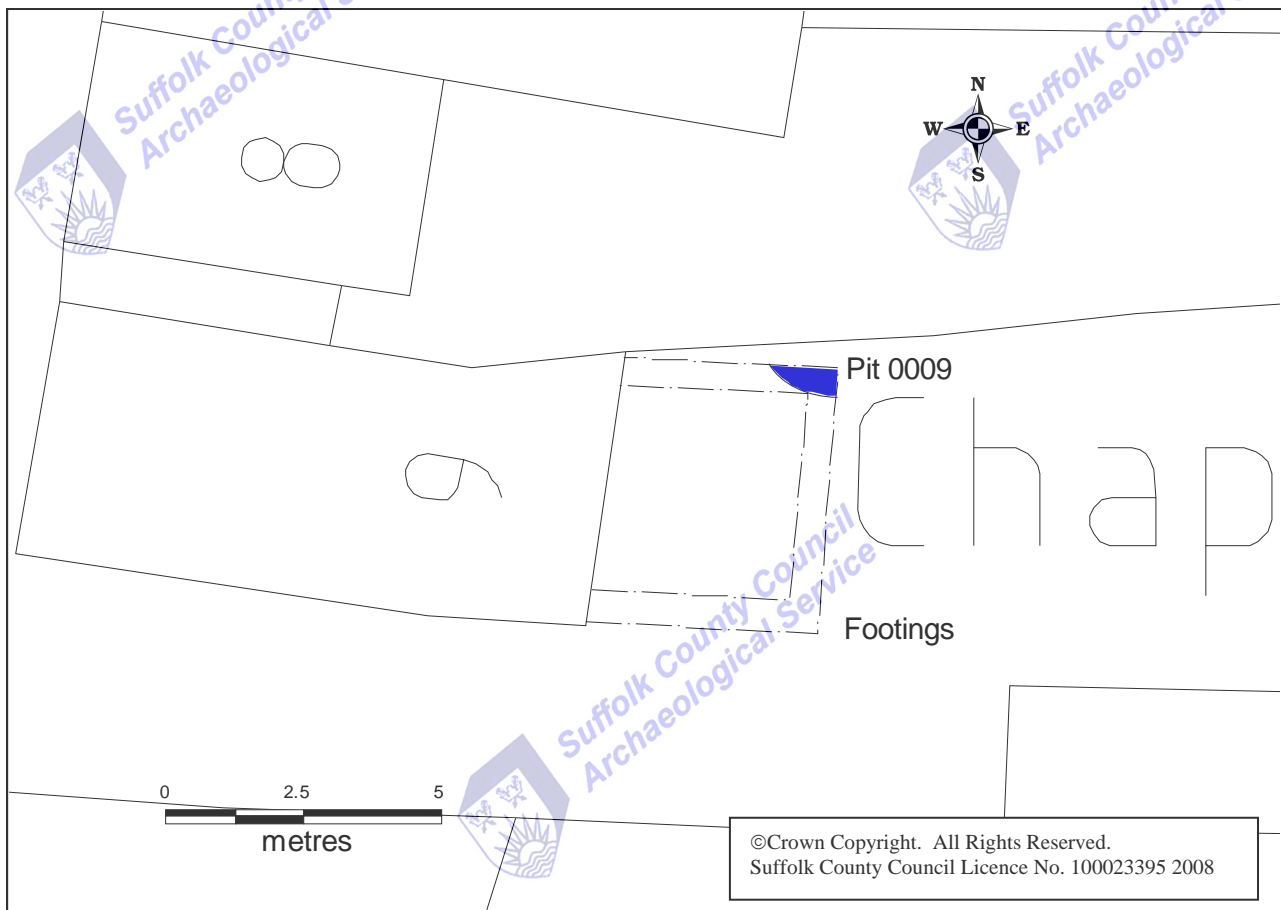


Figure 2. Trench plan, showing location of pit 0009

## Methodology

The area under development was first stripped of modern external surfaces and topsoil by a Kyboto mechanical excavator fitted with a 1.8m wide toothless ditching bucket, after which the footings were excavated using a 0.5m toothed bucket. Both stages were constantly monitored by an experienced archaeologist.

Due to the narrow and deep nature of the footings trenches, any features identified were carefully mechanically excavated and each separate bucket-load was examined thoroughly by hand for the retrieval of finds. Where the base of the feature was lower than the final depth of the footings, excavation was carried out by hand, with due consideration given to any health and safety risks that arose.

A colour photographic record of archaeological deposits was taken, using a high resolution (5.1 megapixels) digital camera, supplemented by a hand-drawn plan and section at 1:50 and 1:20 respectively. Written descriptions of all deposits were recorded on SCCAS *pro forma* sheets.

The site archive is kept in the main store of SCCAS at Bury St Edmunds under HER No. LMD 179.

## Results

One archaeological feature was identified within the limits of the footings, as was a layer of recent disturbance.

The natural (0011) here comprised fine orange sands and gravels and was encountered at a depth of approximately 0.7m below ground level.

Pit 0009 truncated 0011 and was located in the north-east corner of the footings. The full extent was not visible in plan, but it survived to a depth of 1.04m and had a wide, probably slightly stepped, u-shaped profile. In total, six fills were identified. The earliest fill was 0008, mid orange brown silty clay up to 0.1m thick, from which a flint flake was recovered. Overlying this was 0007, mid greenish brown silty sand with a high cress content up to 0.12m thick. This was overlain by 0006, dark greyish brown silty sand with a high charcoal content. It was up to 0.16m thick and contained mussel and oyster shells. Overlying this was 0005, 0.18m thick mid yellowish brown silty sand, which also contained oyster shells, but in very small quantities. This was overlain by 0004, dark greyish brown silty sand, which was 0.22m thick. The upper and final fill of pit 0009 was 0003, very dark grey silty clay with a high sand content. In contrast to the lower fills, except 0006, this deposit contained a high proportion of charcoal, ash and very small pieces of mussel and oyster shell, suggesting the material was well-mixed prior to being deposited into the pit.

On examination of the section, it was evident that pottery, animal bone, glass and CBM were present in fills 0003 to 0006, but due to the method by which the pit was excavated, it was not possible to ascertain which particular fill they came from. As a result all finds (except where mentioned above) have been assigned to fill 0003.

Overlying the pit was a mixture of 0.7m thick mid orange brown silty sand subsoil (0010) and a recent deposit of mixed material (0002) of approximately the same thickness. The subsoil extended across the area bounded by the footings, except in the north-west corner where it merged with 0002. No finds were recovered from either of these deposits.

All deposits above these layers were modern and consisted of a small 'pit' containing building rubble (see Figure 3), a layer of concrete and a small area of topsoil and turf.

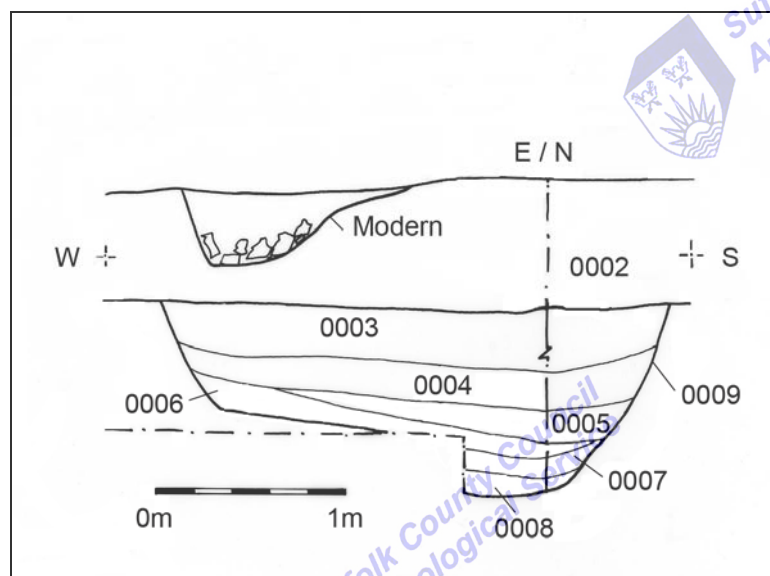


Figure 3. Section 1, pit 0009

## The Finds

Cathy Tester

### Introduction

Table 1 shows the quantities of finds collected during the monitoring. All were from the upper fills of pit 0009 (0003-0006) but were assigned to the uppermost fill (0003) because their exact provenance could not be certain due to the method of excavation. Only one of the flints was certainly assigned to the lowest fill (0008).

Find type	No.	Wt/g
Pottery	138	1923
CBM	6	1737
Fired clay	1	96
Glass	1	<1
Worked flint	2	6
Slag	1	15
Animal bone	34	233

Table 1. Finds quantities

### Pottery

A total of 138 sherds of Roman, medieval and post-medieval pottery was recovered from the fill of pit 0009 (0003). The quantities and fabrics by period are summarised in Table 2 and the full catalogue is in the appendix.

Fabric name	Fabric	No	% No	Wt/g	% Wt	Eve	% Eve
Black-surfaced wares	BSW	50	36.2	531	27.6	50	20.7
Miscellaneous buffware mortaria	BUFM	2	1.4	242	12.6		
Grey micaceous wares black-surfaced	GMB	7	5.1	47	2.4	25	10.3
Grey micaceous wares grey-surfaced	GMG	10	7.2	137	7.1	27	11.2
Miscellaneous sandy grey wares	GX	42	30.4	479	24.9	17	7.0
Miscellaneous red coarse wares	RX	1	0.7	13	0.7		
Central Gaulish samian (Les Martres)	SAMV	2	1.4	40	2.1	7	2.9
Storage jar fabrics	STOR	2	1.4	54	2.8		
Miscellaneous white wares	WX	17	12.3	282	14.7	96	39.7
<i>Total Roman wares</i>		<i>133</i>	<i>96.4</i>	<i>1825</i>	<i>94.9</i>	<i>222</i>	<i>91.7</i>
Hedingham finewares	HFW	2	1.4	48	2.5	20	8.3
Unprovenanced glazed wares	UPG	1	0.7	3	0.2		
<i>Total medieval wares</i>		<i>3</i>	<i>2.2</i>	<i>51</i>	<i>2.7</i>	<i>20</i>	<i>8.3</i>
English stoneware Nottingham type	ESWN	1	0.7	22	1.1		
Glazed red earthenware	GRE	1	0.7	25	1.3		
<i>Total post-medieval wares</i>		<i>2</i>	<i>1.4</i>	<i>47</i>	<i>2.4</i>	<i>0</i>	<i>0.0</i>
<b>Total pottery</b>		<b>138</b>	<b>100.0</b>	<b>1923</b>	<b>100.0</b>	<b>242</b>	<b>100.0</b>

Table 2. Pottery quantities by fabric and period

### Methodology

The pottery was quantified by count, weight and estimated vessel equivalent. Roman wares were classified using the 'Pakenham' type series (unpublished) which is standard for all SCCAS excavations but is supplemented when necessary by Hawkes and Hull's (1946) *Camulodunum* typology and Goings's (1987) typology for Chelmsford. Post-Roman pottery fabric codes were assigned from the Suffolk Post-Roman fabric series. Details of rim and base forms, decoration or surface treatment and other diagnostic features were noted. Forms were noted as they occurred and each 'sherd family' was given a separate entry on the database table and an individual spotdate when possible. A x10 microscope was used to identify the fabrics. SCCAS pottery recording forms were used and the results were inputted onto an Access 2003 database.



## *Roman pottery*

The monitoring produced a total of 133 sherds of wheel-made Roman pottery weighing 1825g with an estimated vessel equivalent (Eve) of 2.42 based on 13 measurable rims. All of the pottery was found in pit 0009 (0003) and the most diagnostic pieces range in date from the mid or late 1st century to the early 2nd century. Nine fabrics or fabric groups were identified which include imported, local and regional wares.

### **Imports**

Imported finewares are represented by two Central Gaulish samian vessels from Les Martres-de-Veyre (SAMV) which are Trajanic in date (100-120AD). The first is a Dr 33 cup with a slightly convex wall which characterizes early examples of the form. The other is a panel-decorated Dr 37 bowl. It is interesting to note the careless manner in which the rim was drawn up over the mould when finishing the bowl. This is a typical feature of Les Martres products. Nevertheless, the surface is smooth and the moulded work is clean and well defined.

### **Local and regional wares**

Local and regional wares which make up the bulk of the Roman pottery assemblage are dominated by the broad greyware groups (BSW and GX) which are from a variety of unknown but presumed local or regional sources.

Black-surfaced wares (BSW) account for 36.2% of the count, 27.6% of the weight and 20.7% of the assemblage Eves. Forms identified were a number of uncertain jars but amongst the body sherds were cordoned /carinated jars which are probably mid or late 1st century. Some of the sherds have 'romanising' fabrics that contain black grog and burnt material.

Miscellaneous sandy grey wares (GX) amount to 30.4% of the sherd count, 24.9% of the weight but only 7% of the assemblage Eves which is reflected in the lack of closely identified forms. Those identified were a plain globular beaker and body sherds from two other beakers, one, a possible 'poppy beaker' decorated with barbotine dot panels and another very fine piece, possibly a girth beaker decorated with rouletted rows of diagonal lines. The only other forms identified were uncertain jars including one decorated with a row of stabs at the top of its shoulder. Although GX is usually regarded as a 'fully-romanised' fabric some of these sherds have 'romanising fabrics' and oxidised cores.

Micaceous wares include both the black (GMB) and grey-surfaced (GMG) variants. GMB is represented by a *Cam* 68 carinated bowl which is regarded as a variant of Dr 29/30. It has a flattened bead rim, constricted side walls and two decorated zones featuring incised multi-waved lines divided by a bead cordon. Other GMB sherds were less diagnostic body sherds but appear to come from fineware vessels including another possible Dr 29 type. GMG includes a carinated/cordoned jar, a Going type B10 shallow dish with out-turned rim and two non-diagnostic open forms. One sherd, a platter base, has five ring-and-dot stamps arranged as a maker's mark in the centre of the interior (visible) surface and is probably Flavian or Trajanic LC1-EC2.

All of the GM fabrics contain abundant fine mica and are similar to the GM wares from kilns in the Wattisfield area that dominate pottery assemblages in the north of the country. Here they are less common (12.5% sherds, 9.5% weight, 21.5% Eves) and appear to include more of the finer element of this product range.

Miscellaneous storage jar fabrics (STOR) are non-diagnostic and consist of thick body sherds from two separate vessels.

The rest of the wares are oxidised white, buff and redwares.

Miscellaneous white wares (WX) include two ring-necked flagons. The first has well-marked mouldings, an upright neck that is slightly flared and is of late 1st or early 2nd century date. The other has a cupped rim, less well-marked mouldings and is probably early 2nd century. Less diagnostic sherds from a maximum of four other flagons were also found.

Two joining base sherds of a Buffware mortarium (BUFM) were identified. The interior is much worn through use and has a thickness of only 4 or 5mm in the centre so none of the trituration grits survive. The fabric is dense and fine with occasional larger grains of quartz and is probably an East Anglian product.

Miscellaneous red coarsewares (RX) are represented by a single undiagnostic orange body sherd, possibly from a flagon.

*Post-Roman pottery* (identified by Richenda Goffin)

A Hedingham fineware (HFW) jug rim with probable 'Rouen style' slipped decoration belongs to the 13th century. A small Unprovenanced glazed ware (UPG) body sherd is also medieval.

Post-medieval wares include single sherds of Glazed red earthenware (GRE), which is 16 -18th century and Nottingham-type English stoneware (ESWN), which belongs to the 18th century.

## **Building materials**

*Ceramic building material (CBM)*

Six fragments (1737g) of CBM were collected. Roman tile includes a fragment of *imbrex* (16mm thick) and a box flue tile (18mm thick) with a circular vent hole. Two other pieces could not be identified to type but both had measureable thicknesses of 35mm and were probably pieces of floor or wall brick. All were made in fine or medium sandy clay fabrics with fine clay pellets or ferrous inclusions. Two post-medieval roof tile fragments were identified. Both were made in medium to coarse sandy fabrics with ferrous inclusions. One was burnt.

*Fired clay*

A single fragment (96g) of chalk tempered fired clay has one smooth face and was probably used as daub.

## **Miscellaneous**

*Flint* (identified by Dr. Colin Pendleton)

An unpatinated snapped long flake with slight possible edge use-wear was found in the lower fill of pit 0009 (0008) and is probably of Neolithic or early Bronze Age date. A small flake or spall (0003) of later prehistoric date was also found.

*Glass*

A curved and folded fragment of blue-green glass was difficult to identify but is possibly the footing base of a post-medieval vessel.

*Slag*

A small fragment (15g) of slag was collected and the piece is undiagnostic but iron-rich,

indicating that it may derive from iron-working in the vicinity.

### **Animal bone**

Thirty-four fragments of animal bone (233g) include large mammal rib and long bones, sheep humeri and teeth and other medium mammal long bone fragments. These probably represent the remains of food waste and some pieces show evidence of butchery in the form of cut and chop marks.

### **Discussion**

The monitoring produced a modest range of finds and the earliest are flints which belong to the Neolithic or early Bronze Age and later prehistoric period. Found with later dated finds, they represent low level activity over centuries and are typical of the background scatter of prehistoric material that is often present in site collections.

The majority of the finds recovered are Roman and the most datable is the pottery which includes diagnostic material ranging in date from the mid or late 1st to early or mid 2nd century. None of the forms or fabrics that are exclusive to the mid 2nd century and later are present in this collection although it must be said that this could be due to its small size and limited provenance. Nonetheless, the pottery shows typical characteristics of a 'small town' assemblage. Particularly notable is the presence of imported samian, white and buff tablewares and mortaria and a significant fineware element in all of the greyware fabric groups which indicates that the population had access to markets where these products were available.

Other sites within 200 or 300 metres of this site have produced similar and larger groups of finds in recent years. Most notable are the former Gardeners Garage site (LMD 115), Almacks (LMD 137 and 157), Bramertons (LMD 131) and New Road (LMD 165). The need for a synthetic publication of these findings has been highlighted in the Almacks report (Tester 2008) and as quantified data on all classes of finds continues to accumulate, even small groups like this will contribute information to a wider study of the small town and surrounding settlements' economy, industry and trading connections and to establishing the character of the activities carried out there.

The presence of post-Roman pottery and tile in the upper fill of pit 0009 probably indicates contamination from topsoil layers related to the more recent and current use of the premises (which has 18th century origins).

## Summary and Conclusion

Archaeological monitoring identified a single, large Roman pit of 1st to 2nd century date in the north-east corner of the footings. The type and quantity of finds recovered, including pottery, animal bone and mussel and oyster shells suggest strongly that this was part of a domestic assemblage, which had been deposited into a waste or rubbish pit. The fine wares in the assemblage suggest that the dwelling from which it originated may have been of high status, or that high status goods were readily available locally. This is consistent with other finds of high status items, such as a round bronze mirror and iron knife (LMD 020) found close to the development area, towards the south-west, and a brooch and coin found in 1922, on the site of St James' Chapel (LMD 006) and also with the results of other archaeological interventions at the 'Roman end' of Long Melford (for example, LMD137 and 157).

No evidence for the Roman road was identified within the footings trench, suggesting that the route determined by the excavations at Long Melford in the early 1970's (Avent and Howlett 1980, 230) is probably correct.

Mo Muldowney  
August 2008

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# Appendix 1 – Brief and Specification

## Brief and Specification for Archaeological Monitoring

CHAPELSIDE, 9 CHAPEL GREEN, LITTLE ST MARYS, LONG MELFORD, SUFFOLK

*Although this document is fundamental to the work of the specialist archaeological contractor the developer should be aware that certain of its requirements are likely to impinge upon the working practices of a general building contractor and may have financial implications*

### 1. Background

- 1.1 Planning permission for the erection of a rear extension at Chapelside, 9 Chapel Green, Little St Marys, Long Melford, Sudbury, CO10 9HX (TL 862 449), has been granted by Babergh District Council conditional upon an acceptable programme of archaeological work being carried out (B/06/00227).
- 1.2 Assessment of the available archaeological evidence indicates that the area affected by development can be adequately recorded by archaeological monitoring (**Please contact the developer for an accurate plan of the development**).
- 1.3 This application lies in an area of archaeological importance, recorded in the County Historic Environment Record, within the historic settlement core and close to the known location of a medieval chapel (LMD 006). There is high potential for medieval occupation deposits at this location. The proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.
- 1.4 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 establish whether the requirements of the planning condition will be adequately met.
- 1.5 Before commencing work the project manager must carry out a risk assessment and liaise with the site owner, client and the Conservation Team of SCCAS (SCCAS/CT) in ensuring that all potential risks are minimised.
- 1.6 All arrangements for the excavation 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 by the archaeological contractor with the commissioning body.

- 1.7 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.
- 1.8 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 The Institute of Field Archaeologists' *Standard and Guidance for an archaeological watching brief* (revised 2001) should be used for additional guidance in the execution of the project and in drawing up the report.

## **2. Brief for Archaeological Monitoring**

- 2.1 To provide a record of archaeological deposits which are damaged or removed by any development [including services and landscaping] permitted by the current planning consent.
- 2.2 The significant archaeologically damaging activity in this proposal is the ground works (principally foundation and service trenches, and any ground reduction) associated with the new extension, which measures c. 5.00 x 4.00m in area. Any ground works, and also the upcast soil, are to be closely monitored during and after stripping by the building contractor. Adequate time is to be allowed for archaeological recording of archaeological deposits during excavation, and of soil sections following excavation.

## **3. Arrangements for Monitoring**

- 3.1 To carry out the monitoring work the developer will appoint an archaeologist (the archaeological contractor) who must be approved by SCCAS/CT.
- 3.2 The developer or his contracted archaeologist will give SCCAS/CT 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. The method and form of development will also be monitored to ensure that it conforms to previously agreed locations and techniques upon which this brief is based.
- 3.3 Allowance must be made to cover archaeological costs incurred in monitoring the development works by the contract archaeologist. The size of the contingency should be estimated by the approved archaeological contractor, based upon the outline works in this Brief and Specification and the building contractor's programme of works and time-table.
- 3.4 If unexpected remains are encountered SCCAS/CT must be informed immediately. Amendments to this specification may be made to ensure adequate provision for archaeological recording.

## **4. Specification**

- 4.1 The developer shall afford access at all reasonable times to SCCAS/CT and the contracted archaeologist to allow archaeological monitoring of building and engineering operations which disturb the ground.

- 4.2 Opportunity must be given to the contracted archaeologist to hand excavate any discrete archaeological features which appear during earth moving operations, retrieve finds and make measured records as necessary. Where it is necessary to see archaeological detail one of the soil faces is to be trowelled clean.
- 4.3 All archaeological features exposed must be planned at a scale of 1:20 or 1:50 on a plan showing the proposed layout of the development, 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.
- 4.4 A photographic record of the work is to be made of any archaeological features, consisting of both monochrome photographs and colour transparencies/high resolution digital images.
- 4.5 All contexts must be numbered and finds recorded by context. All levels should relate to Ordnance Datum.
- 4.6 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. 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.
- 4.7 All finds will be collected and processed (unless variations in this principle are agreed with SCCAS/CT during the course of the monitoring).
- 4.8 The data recording methods and conventions used must be consistent with, and approved by, the County Historic Environment Record.

## 5. Report Requirements

- 5.1 An archive of all records and finds is to be prepared consistent with the principles of *Management of Archaeological Projects (MAP2)*, particularly Appendix 3. This must be deposited with the County Historic Environment Record within three months of the completion of work. It will then become publicly accessible.
- 5.2 The project manager must consult the County Historic Environment Record Officer to obtain an event number for the work. This number will be unique for each project or site and must be clearly marked on any documentation relating to the work.
- 5.3 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*.
- 5.4 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.
- 5.5 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 proper deposition (<http://ads.ahds.ac.uk/project/policy.html>).
- 5.6 The finds, as an indissoluble part of the site archive, should be deposited with the County Historic Environment Record 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.
- 5.7 A report on the fieldwork and archive, consistent with the principles of *MAP2*, particularly Appendix 4, must be provided. The report must summarise the methodology employed, the stratigraphic sequence, and give a period by period description of the contexts recorded, and an inventory of finds. The objective account of the archaeological evidence must be clearly distinguished from its interpretation. The Report must include a discussion and an assessment of the archaeological evidence, including palaeoenvironmental remains recovered from palaeosols

and cut features. Its conclusions must include a clear statement of the archaeological value of the results, and their significance in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).

- 5.8 An unbound copy of the assessment 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.
- 5.9 Following acceptance, two copies of the assessment report should be submitted to SCCAS/CT. A single hard copy should be presented to the County Historic Environment Record as well as a digital copy of the approved report.
- 5.10 A summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute of Archaeology*, must be prepared and included in the project report.
- 5.11 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 Historic Environment Record. 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.
- 5.12 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.
- 5.13 All parts of the OASIS online form must be completed for submission to County Historic Environment Record. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

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Date: 4 August 2008

Reference: /Chapelside-LongMelford2008

**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.**



## Appendix 2 – Context Summary

Context No	Cut No	Description	Depth (m)	Cuts	Cut by	Date
0001	-	Unstratified finds. Not used	-	-	-	-
0002	-	Very dark brown grey silty sand. Recent deposit associated with construction of previous extension	0.3	-	-	Modern
0003	0009	Very dark grey silty clay with sand. Upper fill. All finds assigned to this context	0.34	-	-	Early Roman
0004	0009	Dark greyish brown silty sand. Mid fill	0.22	-	-	Early Roman
0005	0009	Mid yellowish brown silty sand. Mid fill	0.18	-	-	Early Roman
0006	0009	Dark greyish brown silty sand. 80% charcoal. Mid fill	0.16	-	-	Early Roman
0007	0009	Mid greenish brown silty sand - high cress content. Mid fill	0.12	-	-	Early Roman
0008	0009	Mid orange brown silty clay. Lower fill	0.1	-	-	Early Roman
0009	0009	Large pit for domestic waste material. Wide, possibly slightly uneven u-shape	1.04	0011	-	Early Roman
0010	-	Mid orange brown silty sand, subsoil	0.7	-	-	Modern
0011	-	Bright mid orange sands and gravels. Natural	-	-	0009	-

Table 3. Context summary