

# ARCHAEOLOGICAL EVALUATION REPORT

# Plum Pudding Hill, Upper Road, Baylham

## **BAY 040**

## A REPORT ON THE ARCHAEOLOGICAL EVALUATION, 2009



Simon Cass Field Team Suffolk C.C. Archaeological Service

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Lucy Robinson, County Director of Environment and Transport St Edmund House, County Hall, Ipswich, IP4 1LZ.

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### List of Contributors

All Suffolk County Council Archaeological Service (SCCAS hereafter) unless otherwise stated.

Simon Cass Project Officer

### Acknowledgements

This project was funded by Gipping Valley Property Co Ltd., and was monitored by Dr Jess Tipper of the SCCAS Conservation Team.

Thanks are also due to Mr Peter Blemmings of GVPC Ltd for his help and clear communication throughout.

The project was managed by Rhodri Gardner and carried out by Simon Cass.

### Summary

**Baylham**, Plum Pudding Hill, Upper Street (TM109 521; BAY 040) A trial trench evaluation was carried out at the above site in advance of a proposal to erect an extension to the existing property, construct new access and change of the use of the land to a care home garden. The site appeared to have seen some terracing on its western edge, possibly due to the construction of a tennis court some time prior to the current works. However, hill wash deposits downslope and further to the east indicate the possibility for surviving archaeology that has been well protected from field cultivation. Two features were encountered, one a dubious linear feature and the other an undated ditch. No further work was recommended.

### (Simon Cass, SCCAS for Gipping Valley Property Co Ltd., report no: 2009/038)

## **HER** information

Planning application no. Date of fieldwork: Grid Reference: Funding body: 3262/08 15th to 16th January 2009 TM 1098 5215 Gipping Valley Property Co Ltd

## 1 Introduction

A Planning Application was made seeking consent for the erection of an extension, construction of a new access to Upper Street and the change of use to care home gardens at the site of Plum Pudding Hill, Upper Street, Baylham. The site is centred on approximately NGR TM 1098 5215 and comprises approximately 0.54 hectares ( $c. 5400m^2$ ).

It lies on land that slopes quite substantially from c 25m AOD in the eastern corner to c 35m AOD in the western corner. The site is bounded to the north by fields currently in use as grazing; to the east by Upper Street and a mature hedgerow/tree line; to the south by residential properties and to the west by the hill leading to Baylham.



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The site lies in an area of Archaeological Importance, as defined in the County Historic Environment Record. It was thought (see Brief and Specification, Appendix 1) that there was high potential for the preservation of archaeological deposits within the site. The proposed works would cause significant ground disturbance with the potential to destroy these deposits, were they present. As such, there was an initial requirement for an archaeological evaluation by trial trench, as outlined in a Brief and Specification produced by Dr Jess Tipper of the SCCAS Conservation Team (dated 10/12/08). The SCCAS Field Team was subsequently commissioned to carry out the work by Mr Peter Blemmings, of Gipping Valley Property Co Ltd.

## 2 Methodology

Trial trenching was carried out on the 15th of January 2009. The trenches were excavated using a JCB-type mechanical excavator fitted with a 1.6m wide flat-bladed ditching bucket. All mechanical excavation was carried out under close archaeological supervision until the top of the first undisturbed archaeological deposit or natural subsoil was revealed. Hand cleaning of the upstanding sections and base of the trench was carried out where necessary in order to clarify the nature of the deposits and identify incised features. The trenches were located using a Leica GPS system.

The site covers approximately  $5400m^2$  and the Specification required that some 5% of the area be evaluated by trenching ( $270m^2$ ). In practice, the total area of trenching was  $273.6m^2$ .



Figure 2. Site detail, trial trench and recorded section locations. © Crown Copyright, all rights reserved, Suffolk County Council Licence No. 100023395 2009

The site was allocated the HER number BAY 040. All observed deposits were allocated unique context numbers and recorded on *pro forma* recording sheets. All drawn recording was carried out in a series of 1:50 or 1:20 scale

plans and 1:20 or 1:10 scale section drawings. The findings were of such a low magnitude in this case that illustrations of individual trenches were rendered simply using MapInfo mapping software, based on records from the GPS data. A digital photographic record of the trenches was made which, coupled with the written records and the survey data, is archived with SCCAS Bury St Edmunds.

## Results

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Trench dimensions:

	Length (m)	Area (m <sup>2</sup> )
Trench 1	28.0	44.8
Trench 2	29.0	46.4
Trench 3	31.5	49.6
Trench 4	31.0	50.4
Trench 5	21.5	34.4
Trench 6	30.0	48.0
Totals	271m	273.6m <sup>2</sup>

Table 1. Trench dimensions

### 3.1 Trench 1

Trench 1 was located to investigate the area affected by the footings of the largest part of the extension to the existing building, running along the edge of the believed area of terracing activity where the tennis court was. The trench was 28m long, 1.6m wide and between c. 0.4-0.6m deep. A single archaeological feature was identified in the trench –ditch 0100 c. 0.8m wide, 0.35m deep and orientated approximately northeast-southwest, filled with a loose orangey/mid brown silty sand deposit with a moderate amount of small to medium sized stone inclusions. A sample was taken from this feature to increase the potential recovery of artefacts or ecofacts, although the nature of the deposit suggests that sample would be unlikely to provide either. In addition to this linear feature, a large natural channel was visible in the middle of the trench, believed to be a hillwash/water run-off deposit eroded through the chalk outcropping here. Figure 3 shows the principal features in Trenches 1 and 2.



Figure 3. Trenches 1 and 2 detail © Crown Copyright, all rights reserved, Suffolk County Council Licence No. 100023395 2009

It is believed that this ditch is not present further to the west (due to the previously mentioned terracing). It may extend further into the site but was not identified in other trenches.

The general stratigraphy encountered in this trench consisted of (observed in the western section):

Context	Depth	Description
0001	0 - 0.5m	Loose topsoil. Soft dark reddish brown sandy loam with frequent
		tree root inclusions.
0002	0.5 – 0.6m+	Natural Geology - Chalk. Solid chalk deposits, with sandy clay
	li	pockets, water eroded channel and root disturbance.

No other finds or features were recorded.

### 3.2 Trench 2

This was 29m long and situated to assess the nature of the deposits in the area affected by the footings along the north-western edge of the development.

The western end of the trench was substantially similar to Trench 1, although with some plough-scarring across the chalk. A deposit interpreted as hillwash 0003 was observed along this trench. Towards the eastern end of the trench, however, the natural geology changed to a soft mottled sand 0004 with

moderate small to medium stone inclusions and patches. It was within this geology that the second feature, 0102, was found. This feature was recorded as a dubious linear feature, possibly a ditch, c. 0.55m wide by 0.3m deep, orientated approximately northeast-southwest (Fig. 3). In this case the following profile was recorded at its deepest point:

Context	Depth	Description
0001	0 – 0.35m	Loose topsoil. Soft dark reddish brown sandy loam with frequent
(O' _ O'		tree root inclusions.
0003	0.35 – 0.5m	Hillwash. Mid reddish brown sandy silt with occasional small to
(V.		medium stone inclusions.
0004	0.5 - 0.60m+	Natural Geology – Soft Sand. Mid slightly orangey yellow stony
		sand.

No other finds or features were recorded.

### 3.3 Trench 3

This had a total length of 31.5m and was orientated similarly to Trench 2, aiming to investigate the central footings of the new extension. No archaeologically relevant deposits were observed, and it appears that the trench lies almost entirely within the area of the water channel seen in Trench 1 as it runs downhill. The stratigraphy recorded at the section (Fig. 2) was as follows:

Context	Depth	Description
0001	0 – 0.30m	Loose topsoil. Soft dark reddish brown sandy loam with frequent
		tree root inclusions.
0003	0.30 – 0.60m	Hillwash. Mid reddish brown sandy silt with occasional small to
		medium stone inclusions.
0004	0.60m+	Natural Geology – Soft Sand. Mid slightly orangey yellow stony
		sand.

No other finds or features were recorded.

### 3.4 Trench 4

This was 31m long and was positioned, similarly to Trenches 2 and 3, to examine part of the area of the new extension footings, on the south-eastern side of the site. This trench contained a thicker deposit of hillwash, approximately 0.4m, and no archaeological features were observed. The sequence of deposits recorded at the south-western end (Fig. 2) was as follows:

Context	Depth	Description
0001	0 – 0.30m	<b>Loose topsoil</b> . Soft dark reddish brown sandy loam with frequent tree root inclusions.
0003	0.30 – 0.70m	<b>Hillwash</b> . Mid reddish brown sandy silt with occasional small to medium stone inclusions.
0004	0.70m+	Natural Geology – Soft Sand. Mid slightly orangey yellow stony sand.

## 3.5 Trench 5

This trench was originally intended to investigate the boundary alongside Upper Street for any roadside development. However, the decision was taken to reposition the trench due to the presence of a mains gas pipe along the boundary, and to avoid cutting off the site access. The trench was repositioned to examine the area between Trenches 4 and 6. This trench was 21.5m long and encountered a thicker layer of hillwash deposit than the previous trenches, and slightly more stone inclusions in the natural sands underneath. The natural sands in this trench also appeared to be paler than those previously observed. The stratigraphy observed at the western end (Fig. 2) was as follows:

Context	Depth	Description
0001	0 – 0.35m	Loose topsoil. Soft dark reddish brown sandy loam with frequent
		tree root inclusions.
0003	0.35 – 0.80m	Hillwash. Mid reddish brown sandy silt with occasional small to
		medium stone inclusions.
0004	0.80m+	Natural Geology – Soft Sand. Pale cream/yellow stony sand.

## 3.6 Trench 6

This trench was 31m long, and located to examine the approximate area affected by the construction of the new access along the north-eastern edge of the site. Again this trench was empty. The stratigraphy observed in the eastern end (Fig. 2) of the trench consisted of:

Context	Depth	Description
0001	0 – 0.30m	Loose topsoil. Soft dark reddish brown sandy loam with frequent
		tree root inclusions.
0003	0.30 – 0.60m	Hillwash. Mid reddish brown sandy silt with occasional small to
		medium stone inclusions.
0004	0.60m+	Natural Geology – Soft Sand. Pale cream/yellow stony sand.

## 4 Discussion and Conclusions

Two features of archaeological interest were noted during this evaluation, a single ditch in Trench 1 and a more dubious linear feature in Trench 2. After recording, both features were completely excavated in order to maximise any potential dating evidence, although in the event none was located. The lack of any continuation of the feature from Trench 2 into Trench 3 makes it more likely that this is not a real feature, and is most likely of natural origin.

The presence of a significant thickness of hillwash deposits on the eastern portion of the site allows the possibility that any archaeological features present would be in relatively good condition, although at the present time there is no evidence to indicate the presence of such features. The absence of significant amounts of hillwash on the western part of the site is potentially a result of the terracing noted for the tennis court and prior construction near the site, and has allowed plough scarring of the natural geology to occur (as noted in Trench 2), both of which increase the chance that any unidentified archaeological features will have been damaged or removed already.

The paucity of features located, coupled with the lack of any stray finds, would suggest that there is little potential across this site for further archaeological features, despite its promising location in the vicinity of both Roman and prehistoric finds and/or features, therefore no further work is recommended.

Report No. **2009/038** OASIS ID No. suffolkc1-54168 Simon Cass, for SCCAS, February 2009

#### 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.



Environment and Transport Service Delivery Shire Hall Bury St Edmunds Suffolk IP33 2AR

## Brief and Specification for Trenched Evaluation

### PLUM PUDDING HILL, UPPER STREET, BAYLHAM, 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 an extension, construction of new access and change of use of land to care home garden at Plum Pudding Hill, Upper Street, Baylham (TM 109 521), has been granted by Mid Suffolk District Council conditional upon an acceptable programme of archaeological work being carried out (application 3262/08).
- 1.2 The proposed development area is located on the west side of the River Gipping, on glaciofluvial drift (deep loam) at *c*. 25 - 35.00m AOD. The area affected by new development measures *c*. 0.54 ha. in extent.
- 1.3 This application lies in an area of archaeological importance, recorded in the County Historic Environment Record, adjacent to the remains of probable prehistoric barrow burial (BAY 010) and close to several Roman find spots (BAY 016 and BAY 020) that are indicative of further occupation deposits. The landscape setting, overlooking the River Gipping, is also a favourable topographic situation for early occupation. There is high potential for archaeological deposits to be disturbed by this development. The proposed works would cause significant ground disturbance that has potential to damage any archaeological deposit that exists.
- 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 of the new development, which is 270.00m<sup>2</sup>. 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 150.00m 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 (<u>http://ads.ahds.ac.uk/project/policy.html</u>).
- 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 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 <u>http://ads.ahds.ac.uk/project/oasis/</u> 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: 10 December 2008

Reference: / PlumPuddingHill-Baylham008

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.