

AEOLOGICAL EVALUATION REPORT

Paridae, Cranfield Park, Burstall **BUS 006**

A REPORT ON THE ARCHAEOLOGICAL EVALUATION, 2009

Suffolk County Council
Suffolk County a Service
Archaeological Service

Suffolk County Council
Suffolk County Service
Archaeological Service © March 2009

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

SCCAS Report No. 2009/040 OASIS ID No.: suffolkc1-54177 Suffolk County Council
Suffolk County Council
Archaeological Service

Suffolk County Council

Archaeological Service

Suffolk County Council

Archaeological Service

Suffolk County Council
Suffolk County Council
Archaeological Service

Contents

Contonto	
List of Figures	i
List of Tables	i
List of Contributors	icil
Acknowledgements	Mic
Summary Co All	ein,
Acknowledgements Summary SMR information 1. Introduction 2. Methodology 3. Results 4. Discussion and conclusions	Ш
"K Condigue	
1. Introduction	1
2 Methodology	2 3 7
Results 4. Discussion and conclusions	ა 7
4. Discussion and conclusions	1
Appendix 1: Brief and Specification	10
The state of the s	
List of Figures	
1. Site location	1
2. Site detail and trench locations	2
3. Trenches 1: features and sample section	2 3 8
4. General site shot, facing north showing depth of truncation	8
courrice	
List of Tables	
 4. General site shot, facing north showing depth of truncation List of Tables 1. Trench dimensions 2. Context dimensions 	3
2. Context dimensions	4

List of Contributors

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

Simon Cass Project Officer

Acknowledgements

This project was funded by Mr S. Spencer, and was monitored by Dr Jess Tipper of the SCCAS Conservation Team.

Thanks are also due to Mr Spencer for his help and clear communication throughout.

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

Summary

Burstall, Paridae, Cranfield Road, (TM 0959 4461; BUS 006)

A trial trench evaluation was carried out at the above site after the granting of a planning consent for the demolition of the existing property and construction of two new houses on the site, along with associated access and services. This phase of work was carried out after work had begun on the foundations for the western property, including significant ground reduction/terracing in some areas. In undisturbed areas up to 0.4m of topsoil was present, directly over natural geology. Seven postholes were recorded in a rough line, one providing a single sherd of greyware pottery likely to date to either the Roman or medieval period (late 12th to 14th centuries). Further work on the eastern half of the site is expected to be carried out in due course.

(Simon Cass, SCCAS for Mr Stephen Spencer., report no: 2009/040)

SMR information

Planning application no. B/08/00160

Date of fieldwork: 20th of January 2009

Grid Reference: TM 0959 4461

Funding body: Mr S. Spencer

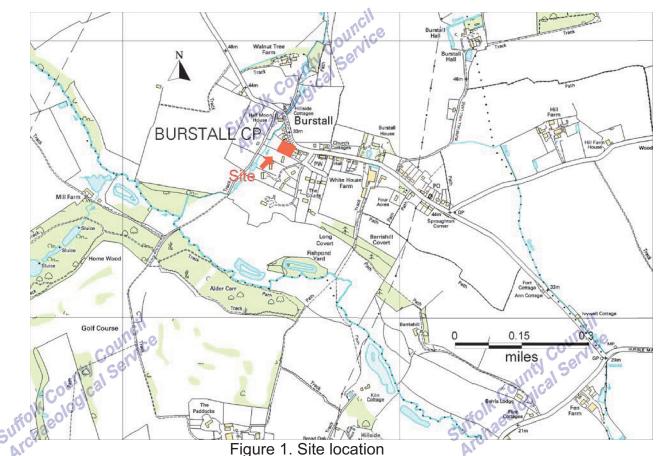
Suffolk County Council
Suffolk County as Envice

Suffolk County Council
Suffolk County Council
Archaeological
Archaeological

1 Introduction

A Planning Application (B/08/00160) was granted by Babergh District Council for the demolition of the existing property and erection of two new dwellings, garages and associated access at the site of Paridae, Cranfield Park, Burstall. The site is centred on approximately NGR TM 0959 4461 and comprises approximately 0.47 hectares (*c.* 4700m²).

It lies on the crest of a plateau between 35-40m AOD, with the land rising from the south and west towards the church. The site is bounded to the north and east by small residential properties along Church Hill road, and to the south by further properties along Cranfield Park. To the west lies a small ditch and then open fields.



© Crown Copyright, all rights reserved, Suffolk County Council Licence No. 100023395 2009

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

medieval occupation deposits within the site due to its likely location within the medieval settlement core c. 130m to the west of the church and churchyard (BUS 001) although the area has not been the subject of prior systematic archaeological investigation. The proposed works have the potential to cause significant ground disturbance with the potential to damage any archaeological deposits 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 12/01/2009). The SCCAS Field Team was subsequently commissioned to carry out the work by the client, Mr S. Spencer.

2 Methodology

Trial trenching was carried out on the 20th of January 2009. The trenches were excavated using a small 360° mechanical excavator fitted with a 1.5m 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 4700m² although only the eastern part of the development is dealt with in this report, and the Specification required that some 5% of the area be evaluated by trenching (100m²). In practice, the total area of trenching was 79.6m², due to space limitations caused by the new footings already in place and tree preservation orders along the south-western edge of the site.

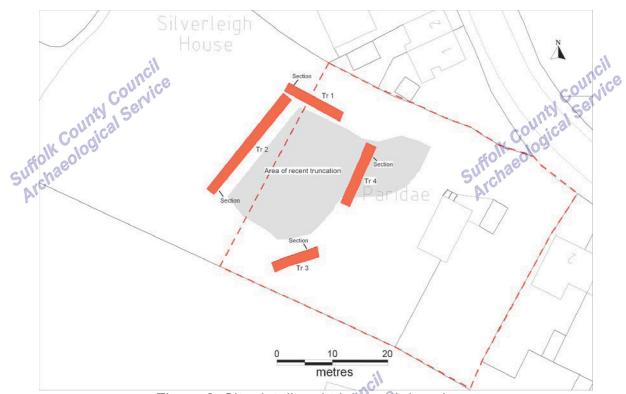


Figure 2. Site detail and trial trench locations.

© Crown Copyright, all rights reserved, Suffolk County Council Licence No. 100023395 2009

The site was allocated the HER number BUS 006. 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 low magnitude in this case that illustrations of individual trenches were rendered simply using MapInfo mapping software.

3 Results

The basic trench dimensions were as follows:

	Length (m)	Area (m ²)
Trench 1	10.3	15.9
Trench 2	20.7	32.1
Trench 3	8.4	13
Trench 4	12	18.6
Totals	213m	79.6m ²

Table 1. Trench dimensions

3.1 Trench 1

Trench 1 was located to try to examine the area to the north of the new development and the property boundary. The trench had to be moved a short distance to the west and away from the boundary to avoid an extant outbuilding and garden features. This trench was the only one which produced archaeological features, consisting of seven small to medium sized postholes. The general stratigraphy in this trench was as described below. The postholes were, with a single exception, devoid of dating material although possibly arranged in a rough (possibly curving) line. They were of varying dimensions, between 0.29 - 0.69m diameter and 0.06 - 0.14m deep, filled with mid brownish orange silty clay with occasional small pebbles/stones and chalk flecking. Contexts 0007 and 0017 both also contained very intermittent small charcoal flecks, likely to be too small to identify further. Samples were taken from features 0006, 0012 and 0016 for processing alongside any from the second phase of work on the site.

Context	Diameter (m)	Depth (m)	Filled with
0004	0.36	Sun 0.06	0005
0006	0.37	A 0.1	0007
8000	0.29	0.15	0009
0010	0.29	0.07	0011
0012	0.36	0.1	0013
0014	0.33	0.09	0015
0016	0.69	0.14	0017

Table 2. Context dimensions

The larger posthole [0016] produced a single piece of undiagnostic greyware pottery and three pieces of brick/CBM which are believed to be intrusive from the excavation of the trench. While the pottery could date from either the Roman or medieval period, due to its position close to the historic core of a known medieval settlement, it seems more reasonable to assign a date between the late 12th to 14th centuries. Figure 3 shows the principal features and location of the sample section described below in trench one.

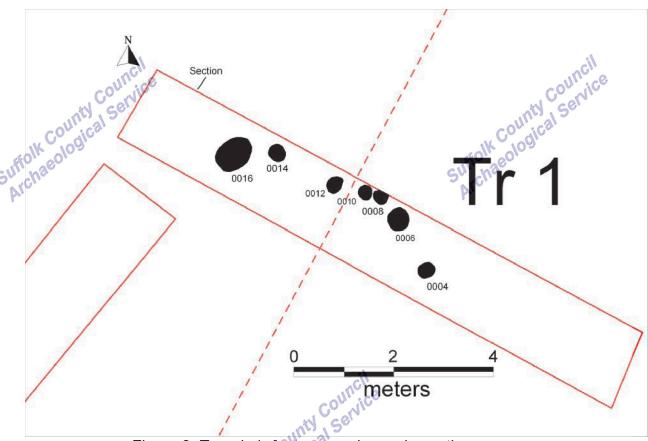


Figure 3. Trench 1: features and sample section © Crown Copyright, all rights reserved, Suffolk County Council Licence No. 100023395 2009

Context	Depth	Description
0002	0 - 0.27m	Top/garden soil. Soft dark greyish brown silty sandy clay with
		frequent small roots.
0003	0.27 – 0.55m	Subsoil. Firm mid orangey brown silty sandy clay with moderate
		medium stones and occasional chalk flecking.
0018	0.55m+	Natural geology. Pale yellow boulder clay with very frequent
		chalk nodules.

No other finds or features were recorded.

3.2 Trench 2

This was 20.7m long and situated to investigate the area forming the western boundary of the immediate days. 3.2 Trench 2 boundary of the immediate development area. This trench was moved slightly to avoid the area already terraced for the construction of the new footings, and shortened at its southern end so as to not breach a tree preservation order at the south-western boundary of the site. While there was a change in

the natural geology in this trench, nothing of further note was seen. It is not believed that the preceding groundworks would have had an adverse affect Service on the preservation of any archaeological remains in this area.

Suffolk Archaeolog The following profile was recorded at the deepest point of this trench (Figure

Context	Depth	Description	
0002	0 - 0.4m	Top/garden soil. Mid brown silty clay with chalk flecks and	
		occasional small stones.	
0003	0.4 – 0.85m	Subsoil. Firm mid orangey brown silty sandy clay with moderate	
		medium stones and occasional chalk flecking.	
0018	0.85m+	Natural geology. Pale yellow boulder clay with very frequent	
		chalk nodules at the north eastern end for c. 4m, mid orangey	
		brown silty clay with occasional chalk flecks along rest of trench.	
No other finds or features were recorded service 3.3 Trench 3 Suffolk cological Service			
solk clogic			
3.3 Trench 3 Sufficience			
This had a total length of 8.4m and was repositioned from immediately			

3.3 Trench 3

This had a total length of 8.4m and was repositioned from immediately between the southern end of the new property and the boundary due to a tree preservation order covering this area. Unfortunately, due to the need for sound access around the new footings for machinery, the trench had to be shortened form its intended length of 10m. Although this area had not been terraced prior to the evaluation taking place, two areas of modern disturbance were noted, an active soakaway and what is believed to have been a. geological test-pit. Due to the active soakaway, 3.2m of this trench was not 'IK COI

excavated down to natural geology at the south western end.

In the remainder of the trench, no archaeological finds or deposits were observed, the only feature being the believed geotechnical pit (dated by the presence of still green vegetation within its fill). The stratigraphy recorded at the section (Figure 2) was as follows:

Context	Depth	Description
0002	0 - 0.15m	Top/garden soil. Soft dark greyish brown silty sandy clay with
	ncil	frequent small roots.
0003	0.15 – 0.45m	Subsoil. Firm mid brown silty sandy clay with moderate medium
in.	y ser	stones and occasional chalk flecking.
0018	0.45-5m+	Natural geology. Pale yellow boulder clay with very frequent
Holk colos	,	chalk nodules.

3.4 Trench 4

This was 12m long and was positioned to examine the area between the new house and its associated garage. Unfortunately, this area had been previously terraced prior to the evaluation taking place resulting in the removal of an unknown depth of natural geology (potentially between c. 0.05-0.3m). Due to this it is difficult to determine whether any archaeology was present in this area prior to the current development. Due to the lack of any overburden, this trench was simply scraped clean of accumulated trample to a depth of c. 0.1m in order to check for surviving deep deposits and/or redeposited natural masking surviving features. In the event, nothing was found. The sequence of deposits recorded at the northern end (Figure 2) was as follows:

Context	Depth	Description
0018	0.1m+	Natural geology. Pale yellow boulder clay with very frequent
		chalk nodules.

4 Discussion and Conclusions

Seven postholes were located, in a rough alignment along the area covered by trench one. Posthole [0016] produced a single sherd of undiagnostic greyware pottery, which is believed to most likely date to the medieval period, due to the sites location close to the historic core of the village. It is uncertain if these posts represent a medieval land division, or maybe an internal subdivision of a property (such as a fenced enclosure).

Unfortunately a significant area occupying the space between the trenches had already been heavily truncated, in order for the laying of the new foundations, prior to the arrival of the archaeological team. This truncation had reached or passed the level of natural geology and as a consequence will have removed any archaeological remains that may have been present.



Figure 4. General site shot, facing north showing depth of truncation

Although archaeological features were present, the lack of features elsewhere in this half of the site would suggest that the activity was relatively localised and apparently did not extend into any undisturbed areas of the site. This, coupled with the extensive terracing and tree preservation orders, further limiting the available area to examine means that no further work is recommended on this half of the site. It is noted however, that further archaeological works will be required in advance of development of the eastern half of the site.

Report No. 2009/040

OASIS ID No. suffolkc1-54177

Simon Cass, for SCCAS, March 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.

Suffork County Council
Suffork County Service
Archaeological Service

Suffolk County Council Suffolk County as Envice Archaeological Service Suffork County Council

Suffork County Service

Archaeological Service



The Archaeological Service

Environment and Transport Service Delivery Shire Hall **Bury St Edmunds** Suffolk

Countile Countile Brief and Specification for Trenched Evaluation unity is service PARIDAE, CRANFIELD BASS

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 two dwellings, garageas and associated access (following demolition of the existing dwelling) at Paridae, Cranfield Park, Burstall, Ipswich, IP8 3DU (TM 0959 4461) has been granted by Babergh District Council conditional upon an acceptable programme of archaeological work being carried out (B/08/00160) (see attached plan).
- The Planning Authority has been advised that any consent should be conditional upon an 1.2 agreed programme of work taking place before development begins (PPG 16, paragraph 30 condition).
- The groundworks associated with one of the new dwellings (Plot 1) have been already 1.3 undertaken without a programme of archaeological investigation, in non compliance with the planning permission.
- The proposed development area is located on the north side of the Belstead Brook, on 1.4 glaciofluvial drift deposits (deep loam) at c. 35.00m AOD. The area affected by development measures c. 0.47 ha. in extent, although only the eastern half of this area is affected by the development.
- This site lies in an area of archaeological importance, recorded in the County Historic 1.5 Environment Record. It is situated within the medieval settlement core, to the west of the church and churchyard (HER no.: BUS 001). However, the area has not been the subject of systematic archaeological investigation. The site has good potential for the discovery of important hitherto unknown archaeological sites and features in view of its location within a historic settlement core. 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.
- A linear trenched evaluation is required of the development area, before any groundworks 1.6 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.
- 1.7 All arrangements for the field evaluation of the site, the timing of the work, access to the site, the definition of the precise area of landholding and area for proposed development are to be defined and negotiated with the commissioning body.

- 1.8 Detailed standards, information and advice to supplement this brief are to be found in Standards for Field Archaeology in the East of England, East Anglian Archaeology Occasional Papers 14, 2003.
- 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.
- 1.10 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.
- 1.11 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.
- 1.12 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 the construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.
- 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 *c*. 100.00m². 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 55.00m 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).
- 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 palaeoeconomic investigations), and samples of sediments and/or 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.

- 3.100 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.
- Plans of any archaeological features on the site are to be drawn at 1:20 or 1:50, depending on 3.14 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 relevant experience from this region, including knowledge of local ceramic sequences.

 4,3 It is the archaeological sequences. 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
- 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.
- No initial survey to detect public utility or other services has taken place. The responsibility for 4.5 this rests with the archaeological contractor.

of the country service principle 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.

ser Report Requirements 5.

- 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.
- The Report must include a discussion and an assessment of the archaeological evidence, 5.6 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).
- The results of the surveys should be related to the relevant known archaeological information 5.7 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.
- The WSI should state proposals for the deposition of the digital archive relating to this project with the Archaeology Data Service (ADS), and allowance should be made for costs incurred to ensure the proper deposition (http://ads.ahds.ac.uk/project/policy.html).
- 5.13 Every effort must be made to get the agreement of the landowner/developer to the deposition of the finds with the County HER or a museum in Suffolk which satisfies Museum and Galleries Commission requirements, as an indissoluble part of the full site archive. If this is not achievable for all or parts of the finds archive then provision must be made for additional recording (e.g. photography, illustration, analysis) as appropriate. If the County HER is the repository for finds there will be a charge made for storage, and it is presumed that this will also be true for storage of the archive in a museum.

- 5.14 The site archive is to be deposited with the County HER within three months of the completion of fieldwork. It will then become publicly accessible.
- 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 http://ads.ahds.ac.uk/project/oasis/ must be initiated and key fields completed on Details, Location and Creators forms.
- 5.19 All parts of the OASIS online form must be completed for submission to the County HER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).



Specification by: Dr Jess Tipper

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

Date: 12 January 2009 Reference: / Paridae-Burstall2009

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.

Suffolk County Council
Suffolk County Council
Archaeological Service