

# ARCHAEOLOGICAL EVALUATION REPORT

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## The Kingsfield Centre, Stowmarket SKT 052

A REPORT ON THE ARCHAEOLOGICAL EVALUATION, 2009



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Field Team  
Suffolk C.C. Archaeological Service

© February 2009

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## List of Contributors

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

Roy Damant, Richenda Goffin, Duncan Stirk.

## Acknowledgements

This project was funded by Suffolk CC and was monitored by Jess Tipper of the SCCAS Conservation Team.

The project was managed by Stuart Boulter and carried out by Duncan Stirk.

## Summary

**Stowmarket**, The Kingsfield Centre, Chilton Way (TM 034 590; SKT 052)

A trial trench evaluation was carried out at the above site in advance of a proposal to redevelop the site. The redevelopment involves the construction of a new building and associated parking. No features of archaeological significance were encountered within the trial trenches, and it was clear that the site underwent extensive landscaping when the Kingsfield Centre was originally built. The landscaping probably included the removal of topsoil, after which heavy machinery moved over on the exposed subsoil. Parts of the site were then built up, while others were further reduced. Together, these processes are likely to have removed all but the deepest archaeological deposits, if any, that were originally on the site.

(Duncan Stirk, SCCAS for Suffolk CC report no: 2009/067)

## HER information

**Planning application no.** N/A

**Date of fieldwork:** 11<sup>th</sup> to 12<sup>th</sup> February 2009

**Grid Reference:** TM 034 590

**Funding body:** Suffolk CC



# 1 Introduction

A planning application was made for the construction of a new building and associated car park at The Kingsfield Centre, Stowmarket, Suffolk. The site is centred on approximately NGR TM 034 590 and comprises approximately a total of 0.21 hectares over two plots.

One plot of land is located in an area of lawn beside Onehouse Road. It is bounded to the south by that road, to the north by Kingsfield Centre buildings, to the east by an access road, and to the west is a continuation of the lawn area. The second plot of land is located in a playground to the northeast of the Kingsfield Centre. It is bounded to the west by Kingsfield Centre buildings, to the east by a pond, to the north by playing fields, and to the south by an access road.

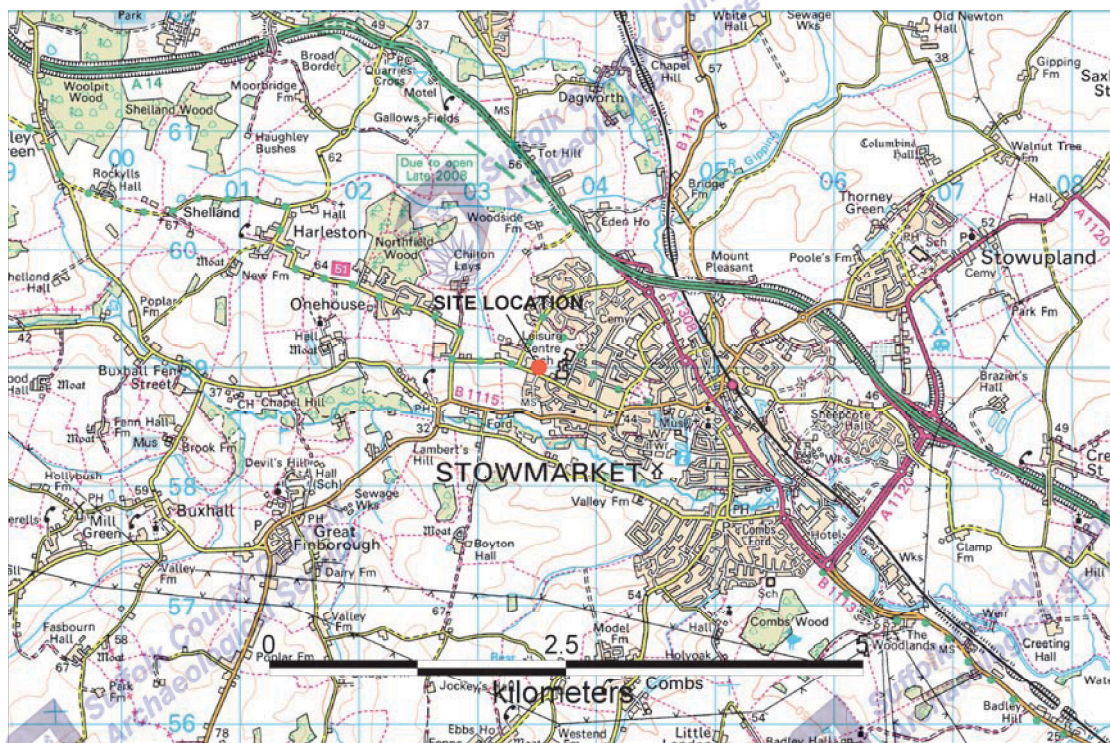


Figure 1. Site location

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The site lies in an area of Archaeological Importance, as defined in the County Historic Environment Record. It is thought (see Brief and Specification, Appendix 1) that evidence for occupation related to the medieval moated enclosure (HER no SKT 009) to the north-east may be present on the site. It is also close to a Roman find spot (HER no SKT 009). 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 (Appendix 1). The SCCAS Field Team was subsequently commissioned to carry out the work by the client, Suffolk CC.

## 2 Methodology

Trial trenching was carried out on the 11th February and subsequent recording also took place on the 12<sup>th</sup> February 2009. The trenches were excavated using a 360° 5-tonne tracked mechanical excavator fitted with a 1.2m 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 exposed surfaces was carried out where necessary in order to clarify the nature of the deposits and identify cut features. The trenches were positioned to avoid various obstructions such as known services, orchids, and playground equipment, and were located using triangulation from identifiable map features. Excavated spoil was examined for finds and also subjected to a metal detector search.

The site covers approximately 2133 sq metres, of which 104.4 sq metres was within the trial trenches, resulting in a sample of 4.9%.



Figure 2. Site detail and trial trench locations.

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The site was allocated the HER number SKT 052. 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, as appropriate. A photographic record of representative sections and trenches was made which, along with the written records, forms the archive, stored with SCCAS Bury St Edmunds. The illustrations of individual trenches were rendered using MapInfo mapping software.

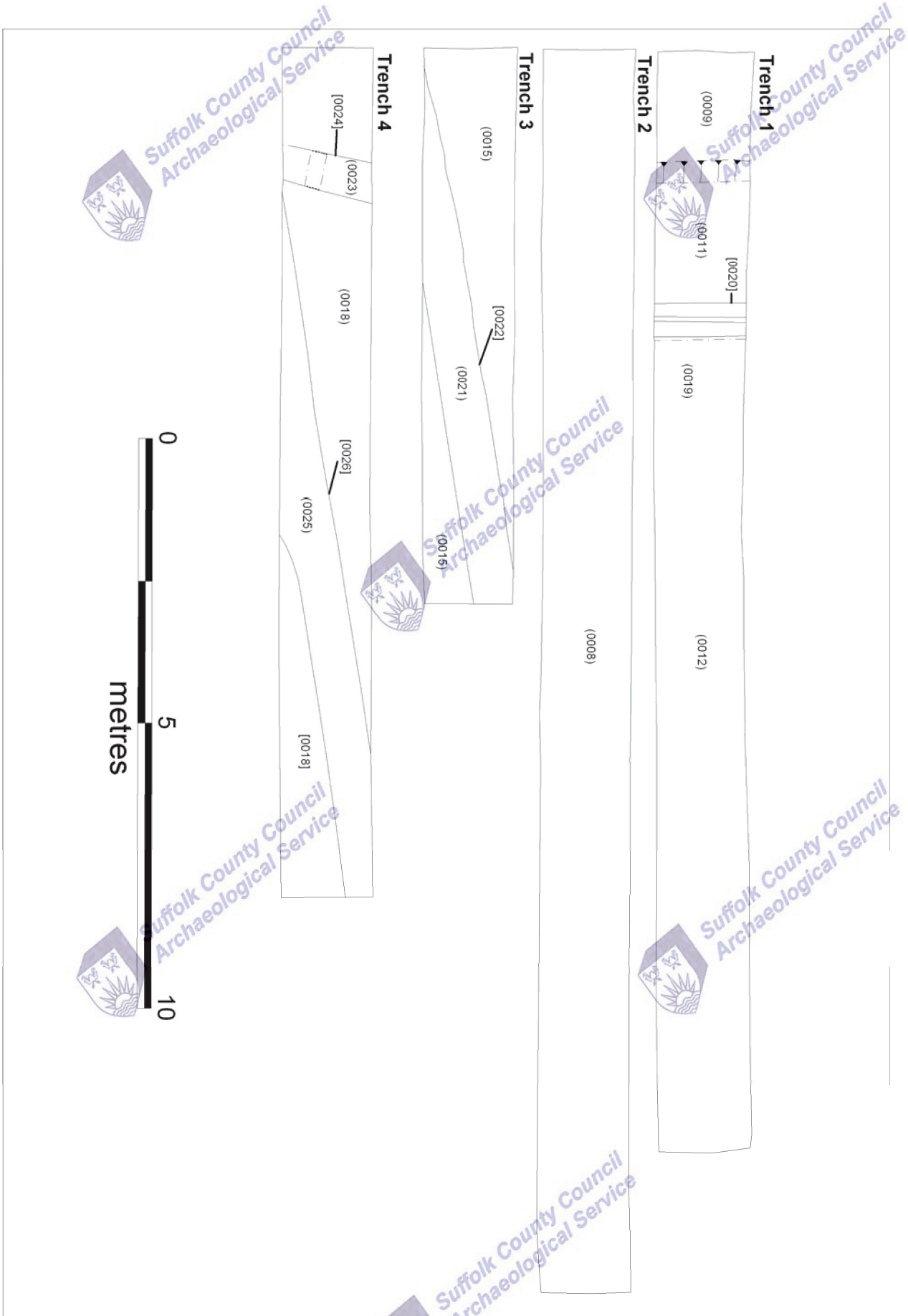


Figure 3. Trenches

### 3 Results

The basic trench dimensions were as follows:

	Length (m)	Area sq. m
Trench 1	19.2	30.72
Trench 2	21.5	34.4
Trench 3	9.65	15.44
Trench 4	14.9	23.84
Totals	65.25	104.4 sq. m

Table 1. Trench dimensions

#### 3.1 Trench 1

Trench 1 was located along the eastern boundary of the larger development plot. A uniform sequence of deposits was encountered with a possible plough-soil or colluvial deposit (0010) overlying the natural geology (0012) and (0011). A small assemblage of CBM was recovered from this deposit. This was sealed by a thick modern make-up deposit (0009) and topsoil (0005). Towards the southern end of the trench a modern ceramic land drain was recorded running perpendicular to the trench, draining into the adjacent pond. The cut [0020] was north-west to south-east aligned, and was 0.25m wide. It held a mid brown gravel fill (0019) around the ceramic drain. The sequence of deposits through the trench as recorded at its deepest point was as follows:

Context	Depth	Description
0005	0 - 0.23m	Dark brownish grey sandy silt turf & topsoil.
0009	0.23 - 0.54m	Mid brown clay sand silt make-up.
0010	0.54m - 0.66m	Lt brown to orange brown clay sand hillwash or plough-soil.
0011	0.66m - 0.90m	Lt orange brown sandy clay natural?
0012	0.90m +	Lt yellow brown sandy clay natural.

Table 2. Trench 1 Sequence



Plate 1. Trench 1 Sample Section



### 3.2 Trench 2

Trench 2 was positioned in the central portion of the larger development plot, at right angles to Trench 1. A uniform sequence of deposits was seen along its length. Over the geological natural (0008) was a very mixed deposit (0007) that may have been a remnant of the original topsoil that was churned by the movement of machines. Vehicle wheel ruts were evident at the base of this deposit. This was sealed by a thick make-up deposit (0006) and topsoil (0005).

The following profile was recorded along the trench:

Context	Depth	Description
0005	0 - 0.17m	Dark brownish grey sand silt turf & topsoil.
0006	0.17m – 0.56m	Mixed light brown clay sand make-up.
0007	0.56m – 0.68m	Dark brown grey sandy silt working horizon.
0008	0.68m +	Light yellow brown clay sand natural.

Table 3. Trench 2 Sequence



Plate 2. Trench 2 Sample Section

### 3.3 Trench 3

This was positioned in the southern portion of the larger development plot. A uniform sequence of deposits was recorded along its length. Over the natural (0015) was a possible buried plough-soil (0014). This was overlain by modern make-up (0013) which contained tarmac and plastic so was clearly modern. Running diagonally across the trench was a modern service trench [0022], that was 0.30m wide and aligned south-west to north-east. It held modern material like tarmac in its fill (0021), so no attempt was made to excavate it. It is likely that this is another drain leading towards the pond.

The following sequence was recorded in the centre of the trench:

Context	Depth	Description
0005	0 – 0.18m	Dark brownish grey sandy silt turf & topsoil.
0013	0.18m – 0.52m	Mid –dk grey clay sand mottled with orange sand make-up.
0014	0.52m – 0.76m	Mottled lt grey brown clay sand possible plough-soil.
0015	0.76m – 0.82m+	Lt yellow brown clay sand natural.

Table 4. Trench 3 Sequence



Plate 3. Trench 3 Sample Section

### 3.4 Trench 4

This trench was positioned parallel to the road in the smaller development plot. Except for two service trenches the sequence of deposits was uniform along the length of the trench. Over the natural (0018) was a very mixed modern make-up deposit (0017) that, along the northern side of the trench, was overlain by orange sandy gravel deposit (0016). This had a large quantity of tarmac rubble within it, and was clearly modern. This was sealed by the current topsoil and turf (0005). At the western end of the trench a north-east to south-west aligned service trench [0024] that was 0.26m wide was recorded. A slot was put through this, but the pipe itself was not reached. The trench cut from a level that made it clear that it was modern. It held a mixed light yellow brown and grey brown clay silt sand fill (0023). A second service [0026] was aligned east to west along the trench. This was 0.40m wide and held a fill (0025 that was identical to (0023). This feature was left unexcavated as it was aligned between two modern man-holes.

The following sequence was recorded in the centre of the trench:

Context	Depth	Description
0005	0 – 0.18m	Dk brownish grey sandy silt turf & topsoil.
0016	0.18m – 0.36m	Dk orange brown sandy gravel with freq tarmac modern make-up.
0017	0.36m – 0.58m	Very mixed lt-mid grey clay sand with freq pebbles modern make-up.
0018	0.58m – 0.64m+	Lt orange brown sandy clay natural.

Table 5. Trench 4 Sequence



Plate 4. Trench 4 Sample Section

## 4 Finds Report (Richenda Goffin)

RG, February 2009

### Introduction

Finds were collected from a single context, as shown in the table below.

OP	Pottery		CBM		Spotdate
	No.	Wt/g	No.	Wt/g	
0010	2	2	6	108	15th-19th C
Total	2	2	6	108	

### Pottery

Two fragments of abraded pottery were recovered from deposit (0010) in Trench 1. They are made in a medium sandy orange fabric containing sparse red and white clay pellets and iron oxide inclusions. Both sherds have the faint remains of a lead glaze on their outer surface. The fabric resembles a Hedingham ware coarse variant (Mid 12th-Mid 13th century), a fabric type which is found elsewhere on sites in Suffolk and also North Essex (Cotter 2000, 76).

### Ceramic building material

Six fragments of ceramic building material were collected from (0010). Three of these are fragments of roof tile, but the remaining fragments are undiagnostic in their form as they are abraded. All fragments are made in red-firing fabrics which are fully oxidised. The fabrics can be described as medium sandy with moderate flint and quartz inclusions. One fragment also contains red clay pellets. All the fragments are late/post-medieval in date.

### Discussion

The small quantity of finds recovered from Trench 1 may represent finds deposited as part of the manuring of ploughsoil deposits. The presence of medieval sherds could reflect the proximity of the site to the moated enclosure site to the south-west (SKT004), or be evidence of medieval activity elsewhere in the vicinity. Pottery of a similar type and date was found in greater quantities from the excavations of the moated site at Cedars Field to the south-east (Anderson 2004).

## 5 Discussion and Conclusions

The aerial photograph and map evidence for the site suggests that the two development plots, like most of the surrounding fields, were in agricultural use prior to the construction of the Kingsfield centre. (The only evidence for a building from these sources appears to have been beside the site entrance to the east of Trench 4.) Despite this, only in trenches 1 and 3 were there remnants of a soil profile typical for agricultural land. In these, deposits interpreted as the lower portions of a plough-soil or colluvium survived the modern landscaping, and a small assemblage of brick and tile was recovered, dating to the late medieval or post medieval period. It may be concluded therefore, that during the construction of the Kingsfield centre there was considerable ground disturbance. In some trenches wheel ruts were evident in the top of the natural subsoil, as was modern rubbish that had been pressed into that deposit. It appears that the former topsoil was removed, perhaps to be re-laid following the landscaping for the playground. No pre-modern features were encountered within the trial trenches, and relatively little can be said about past land use on the development site. The presence of medieval pot sherds and roof tile in a surviving plough-soil deposit may indicate proximity to a site of that period, but equally it may be evidence for manuring on the fields.

From the evidence of this evaluation, it is clear that archaeological features or deposits once present on the development site, if any, would have been damaged by the landscaping work done for the Kingsfield Centre. Potentially, the deeper portions of cut features may have survived this truncation, but none were seen during the evaluation work. It is therefore suggested that further archaeological work on the site is not likely to be informative.

Report No. **2009/067**  
 OASIS ID No. suffolkc1 -55446  
 Duncan Stirk, 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.

## 6 Bibliography

Anderson, S., 2004, A medieval moated site at Cedars Field, Stowmarket, Suffolk, EAA Occasional Papers 15

Cotter, J., 2000, Post-Roman pottery from excavations in Colchester, 1971-85, English Heritage



## APPENDIX 1

### Brief and Specification for Trenched Evaluation

#### THE KINGSFIELD CENTRE, CHILTON WAY, STOWMARKET, 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 a new building and construction of new car parking at The Kingsfield Centre, Chilton Way, Stowmarket, Suffolk, IP14 1SZ (TM 034 590) has been granted by Suffolk County council conditional upon an acceptable programme of archaeological work being carried out (see attached plan).
- 1.2 The Planning Authority has been advised that any consent should be conditional upon an agreed programme of work taking place before development begins (PPG 16, paragraph 30 condition).
- 1.3 The proposed development area is located on the north side of the Rattlesden River, on chalky till (deep loam to clay) at c. 58.00m AOD. The area of the new (front) car park, measures c. 700.00m<sup>2</sup> while the area of the new workshop, associated parking and car compound measures c. 1,300 m<sup>2</sup>.
- 1.4 This site lies in an area of archaeological importance, recorded in the County Historic Environment Record. It is situated to the north of a Roman find spot (HER no. SKT 009) and to south-west of a medieval moated enclosure (HER no. SKT 004) that are indicative of further occupation within this area. 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 topographic location overlooking Rattlesden River. 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.
- 1.5 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.

- 1.6 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.
- 1.7 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.
- 1.8 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.
- 1.9 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.
- 1.10 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.
- 1.11 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: c. 35.00 m<sup>2</sup> for the new (front) car park and c. 65.00m<sup>2</sup> for the new workshop, associated parking and car compound. 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 56.00m of trenching in total 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 fulfil the Brief.

- 4.4 A detailed risk assessment must be provided for this particular site.
- 4.5 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 4.6 The Institute of Field Archaeologists' Standard and Guidance for archaeological field evaluation (revised 2001) should be used for additional guidance in the execution of the project and in drawing up the report.

## 5. Report Requirements

- 5.1 An archive of all records and finds must be prepared consistent with the principles of English Heritage's *Management of Archaeological Projects*, 1991 (particularly Appendix 3.1 and Appendix 4.1).
- 5.2 The report should reflect the aims of the WSI.
- 5.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.
- 5.4 An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established.
- 5.5 Reports on specific areas of specialist study must include sufficient detail to permit assessment of potential for analysis, including tabulation of data by context, and must include non-technical summaries.
- 5.6 The Report must include a discussion and an assessment of the archaeological evidence, including an assessment of palaeoenvironmental remains recovered from palaeosols and cut features. Its conclusions must include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Research Framework (East Anglian Archaeology, Occasional Papers 3 & 8, 1997 and 2000).
- 5.7 The results of the surveys should be related to the relevant known archaeological information held in the County Historic Environment Record (HER).
- 5.8 A copy of the Specification should be included as an appendix to the report.
- 5.9 The project manager must consult the County HER Officer (Dr Colin Pendleton) to obtain an HER number for the work. This number will be unique for each project or site and must be clearly marked on any documentation relating to the work.

- 5.10 Finds must be appropriately conserved and stored in accordance with UK Institute of Conservators Guidelines.
- 5.11 The project manager should consult the SCC Archive Guidelines 2008 and also the County HER Officer regarding the requirements for the deposition of the archive (conservation, ordering, organisation, labelling, marking and storage) of excavated material and the archive.
- 5.12 The WSI should state proposals for the deposition of the digital archive relating to this project with the Archaeology Data Service (ADS), and allowance should be made for costs incurred to ensure the proper deposition (<http://ads.ahds.ac.uk/project/policy.html>).
- 5.13 Every effort must be made to get the agreement of the landowner/developer to the deposition of the finds with the County HER or a museum in Suffolk which satisfies Museum and Galleries Commission requirements, as an indissoluble part of the full site archive. If this is not achievable for all or parts of the finds archive then provision must be made for additional recording (e.g. photography, illustration, analysis) as appropriate. If the County HER is the repository for finds there will be a charge made for storage, and it is presumed that this will also be true for storage of the archive in a museum.
- 5.14 The site archive is to be deposited with the County HER within three months of the completion of fieldwork. It will then become publicly accessible.
- 5.15 Where positive conclusions are drawn from a project (whether it be evaluation or excavation) a summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the Proceedings of the Suffolk Institute for Archaeology, must be prepared. It should be included in the project report, or submitted to SCCAS/CT, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.
- 5.16 County HER sheets must be completed, as per the County HER manual, for all sites where archaeological finds and/or features are located.
- 5.17 Where appropriate, a digital vector trench plan should be included with the report, which must be compatible with MapInfo GIS software, for integration in the County HER. AutoCAD files should be also exported and saved into a format that can be imported into MapInfo (for example, as a Drawing Interchange File or .dxf) or already transferred to .TAB files.
- 5.18 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms.

5.19 All parts of the OASIS online form must be completed for submission to the County HER. This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

Specification by: Dr Jess Tipper

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

Tel: 01284 352197

Date: 13 January 2009 Reference: / KingsfieldCentre-Stowmarket2009

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.

