

**ARCHAEOLOGICAL EVALUATION REPORT**

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SCCAS REPORT No. 2009/135

**Thurlow Bradley and District Pre-  
School, Little Thurlow  
TUL 019**

E. Muldowney  
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[www.suffolkcc.gov.uk/e-and-t/archaeology](http://www.suffolkcc.gov.uk/e-and-t/archaeology)

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## HER Information

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**Planning Application No:** Pre Thurlow 2009

**Date of Fieldwork:** 23. 07.2009

**Grid Reference:** TL 677 510

**Funding Body:** Suffolk County Council

**Curatorial Officer:** Jess Tipper

**Project Officer:** Liz Muldowney

**Oasis Reference:** Suffolk c1-61878

Digital report submitted to Archaeological Data Service:  
<http://ads.ahds.ac.uk/catalogue/library/greylit>

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## Summary

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An archaeological evaluation was carried out on land at Little Thurlow Primary School, Little Thurlow on the 23rd July 2009, in advance of the construction of a Pre-School.

The area investigated previously contained a portacabin (with no below ground element), a soft play area and a concrete flagged patio. A single linear trench measuring 10m in length was excavated within the footprint of the proposed structure.

Two east to west aligned ditches were recorded in the trench, both of which had been substantially truncated. One ditch contained a single sherd of medieval pottery, the second ditch contained no artefacts. Both features were sealed below a relatively deep subsoil deposit that may have been imported to level the school playing field.

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## 1. Introduction

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An archaeological evaluation was carried out on land associated with Little Thurlow Primary School, Little Thurlow on the 23rd July 2009. The work was carried out in accordance with a brief and specification issued by Jess Tipper (Suffolk County Council Archaeological Service, Conservation Team). This document is included as Appendix 1. The work was undertaken in advance of the construction of a new pre-School building on the site of the previous portacabin structure, associated with a soft play area and a concrete flagged patio. Funding was provided by Suffolk County Council who manage the school.

## 2. Geology and topography

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The site lies at TL 677 510 on the east side of the B1061, The Street within the grounds of Little Thurlow Primary School (Fig. 1). The development area (Fig. 2) measured 18.4m by 11.2m and represented the footprint of a single building of 206.08m<sup>2</sup> (0.02 hectares). The development area was within the playing field, associated with the primary school, which was generally level at 72 metres OD. Beyond the hedge and fenced boundary of the school grounds to the east the field was under pasture. Unlike the school playing field the pasture sloped gradually down to the east towards the River Stour that formed the eastern field boundary 108m beyond the school hedge. The geological horizon was a mixture of yellowish orange silts, reddish brown silts and bands of sorted gravels varying from peagrit to cobbles, derived from glaciofluvial drift.

## 3. Archaeological and historical background

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The site lies in an area of archaeological interest within the historic medieval settlement core, 160m to the south-west of the medieval church (TUL 009) and its associated graveyard. It is also close to the medieval green edge. Its position above the floodplain of the River Stour would have been an ideal settlement location from the prehistoric period onwards, and there are finds scatters of pottery and metalwork within the vicinity. A summary of the Historic Environment Records (HER) shown on Figure 3 is included in Table 1 below. No previous archaeological interventions have taken place within Little Thurlow.

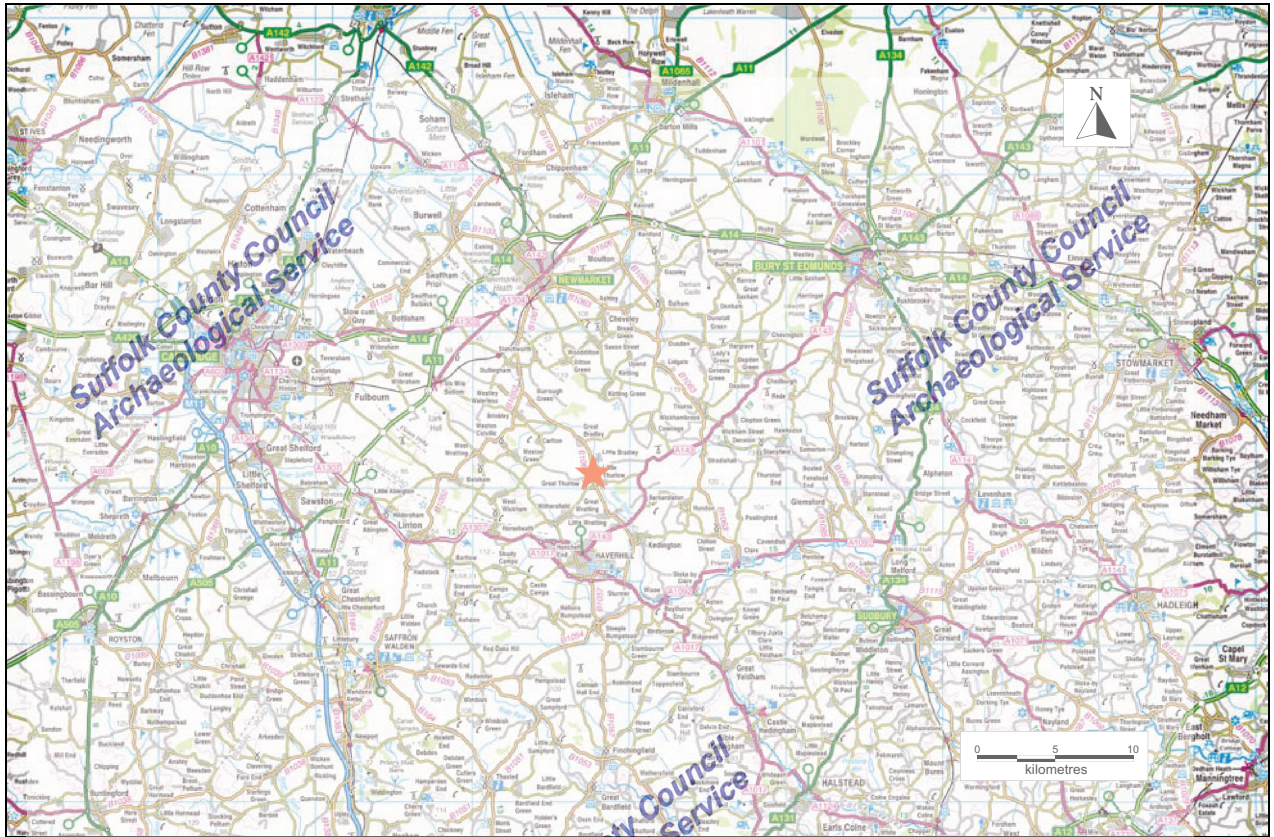


Figure 1. Little Thurlow marked by red star



Figure 2. Development area shaded red

The school and the grounds were constructed in the mid to late 20th century on land that had previously been part of open farm land in the late 19th to early 20th century (Fig. 4).

Reference	Type	Form	Date	Description
TUL 001	Map ref.	Little Thurlow Hall	Post-medieval	Site of 16th century hall burned down in 1809. Present hall rebuilt in late 19th century just to the west. Some fish ponds remain from the older landscape
TUL 003	Find spot	Metalwork	Bronze Age, Romano British	Bronze Age palstave, Romano-British coins, brooches and bracelets. Exact location of finds uncertain
TUL 005	Find spot	Pottery	Medieval	Medieval pot scatter
TUL 006	Earthwork	Mill mound	Post-medieval	Surviving low mound from a smock mill recorded on 1846 enclosure map
TUL 007	Findspot Cropmark	Enclosure Trackway	Prehistoric, Romano-British, Medieval	Worked flint and pottery recovered during field walking on the site of a possible enclosure and associated trackway seen on aerial photographs
TUL 008	Building	Mill tower	Post-medieval	19th century smock mill incorporated into a house in the 20th century
TUL 009	Building	St Peters Church	Medieval	A church was recorded here in the Domesday book, the present church dates from the 14th to 15th century
TUL 012	Find spot	Metalwork	Medieval, post-medieval	Various finds including 14th century harness pendants. Exact location of finds uncertain

Table 1. Selected HER references



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Figure 3. Selected HER references close to the development area

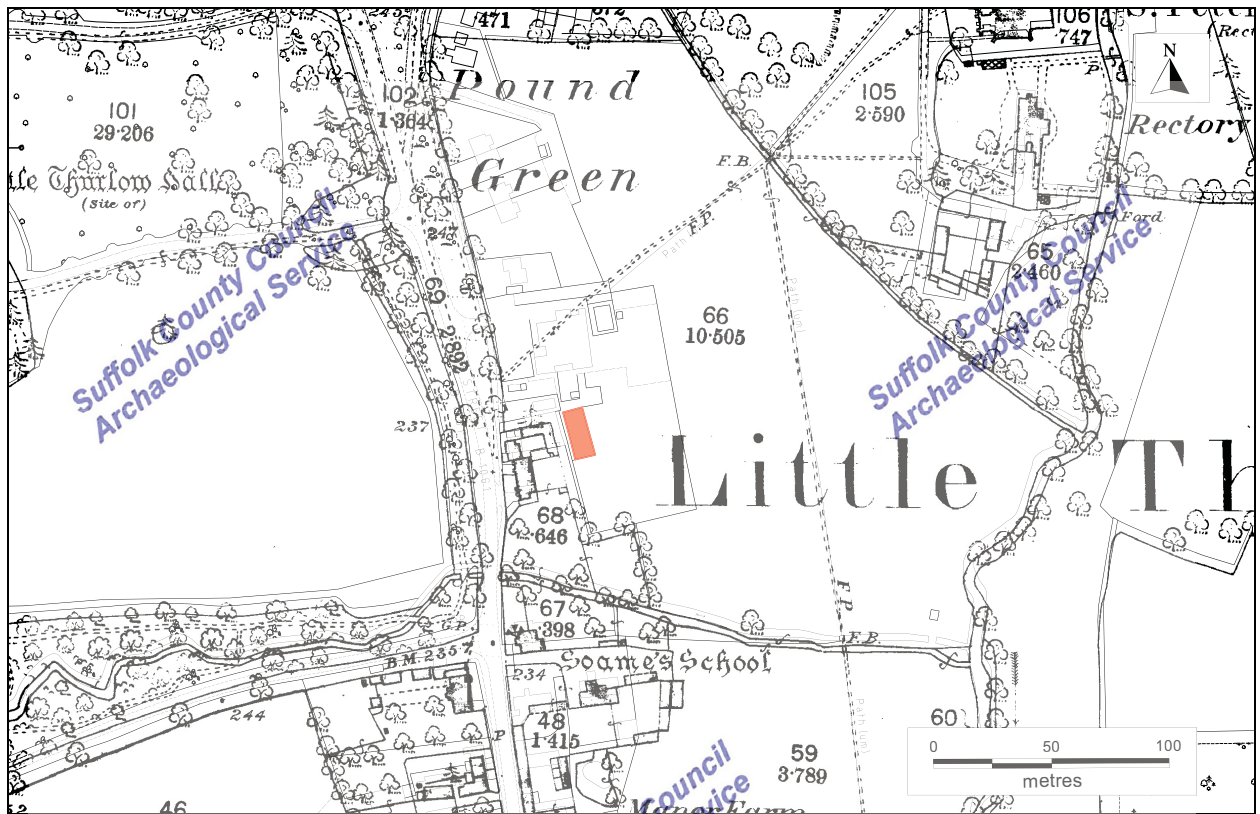


Figure 4. 1st Edition OS Map (1880's) showing the modern school overlaying 19th century field

#### 4. Methodology

A programme of evaluation was carried out in accordance with the brief and specification provided by Jess Tipper. This required the excavation of a single 18m trench within the footprint of the proposed structure. The portacabin had been removed, the electricity supply had been diverted and the water turned off. The excavation was carried out using a wheeled JCB type excavator fitted with a 1.6m wide toothless ditching bucket under constant archaeological supervision.

The excavation and recording was carried out in accordance with SCCAS guidelines, and all records were created using SCCAS proformas. Plans and sections were produced at an appropriate scale and photographs were taken of all relevant features and deposits on 35mm monochrome print film and high resolution (7 megapixel) digital images were also taken. Differential GPS (Leica GPS 1200) was used to locate the trench and establish heights AOD for the features. All finds were retained for inspection and two thirty litre environmental samples were taken.

## 5. Results

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### 5.1 Introduction

One trench was excavated within the development area and two ditches were recorded within it. All features cut the natural geological horizon and were sealed by subsoil 0002. Full context descriptions are included in Appendix 2.

### 5.2 Trench 1 (Fig. 5)

Trench 1 was excavated along the centreline of the proposed new structure, it measured 17.8m by 1.6m and was oriented north-north-west to south-south-east.

Ditch 0003 (Fig. 5, Section 1) was a shallow, truncated linear feature in plan and oriented east to west. The sides sloped gradually to a flattish base. It measured 1m in excavated length, 1.1m in width and 0.2m in depth. One sherd of probable medieval pottery was recovered from the single fill 0004. This was a mid orange brown friable silty clay with common small gravel inclusions. Sample 1 taken from this context contained small quantities of wind blown charred material of indeterminate origin. A tiny fragment of coal recovered from the sample might support a medieval date but a fragment of this size could be intrusive within the context.

Ditch 0005 (Fig. 5, Section 2) was a shallow, truncated linear feature in plan and oriented east to west, located 12.2m to the south of ditch 0003. It had a wide u-shaped profile with gradual sides and an imperceptible break of slope to a concave base. It measured 1m in excavated length, 2.2m in width and 0.31m in depth. Single undated fill 0006 was dark greenish brown firm clay silt with frequent medium sub-angular flint nodules and occasional charcoal flecks. Sample 2 taken from this context produced small quantities of charcoal only, providing no indication of contemporary activities within the vicinity nor of the nature of the wider environment.

Subsoil layer 0002 sealed both ditches 0003 and 0005, it was mid orange brown friable silty clay with frequent small to medium angular and sub-rounded flint fragments measuring approximately 0.38m in depth.

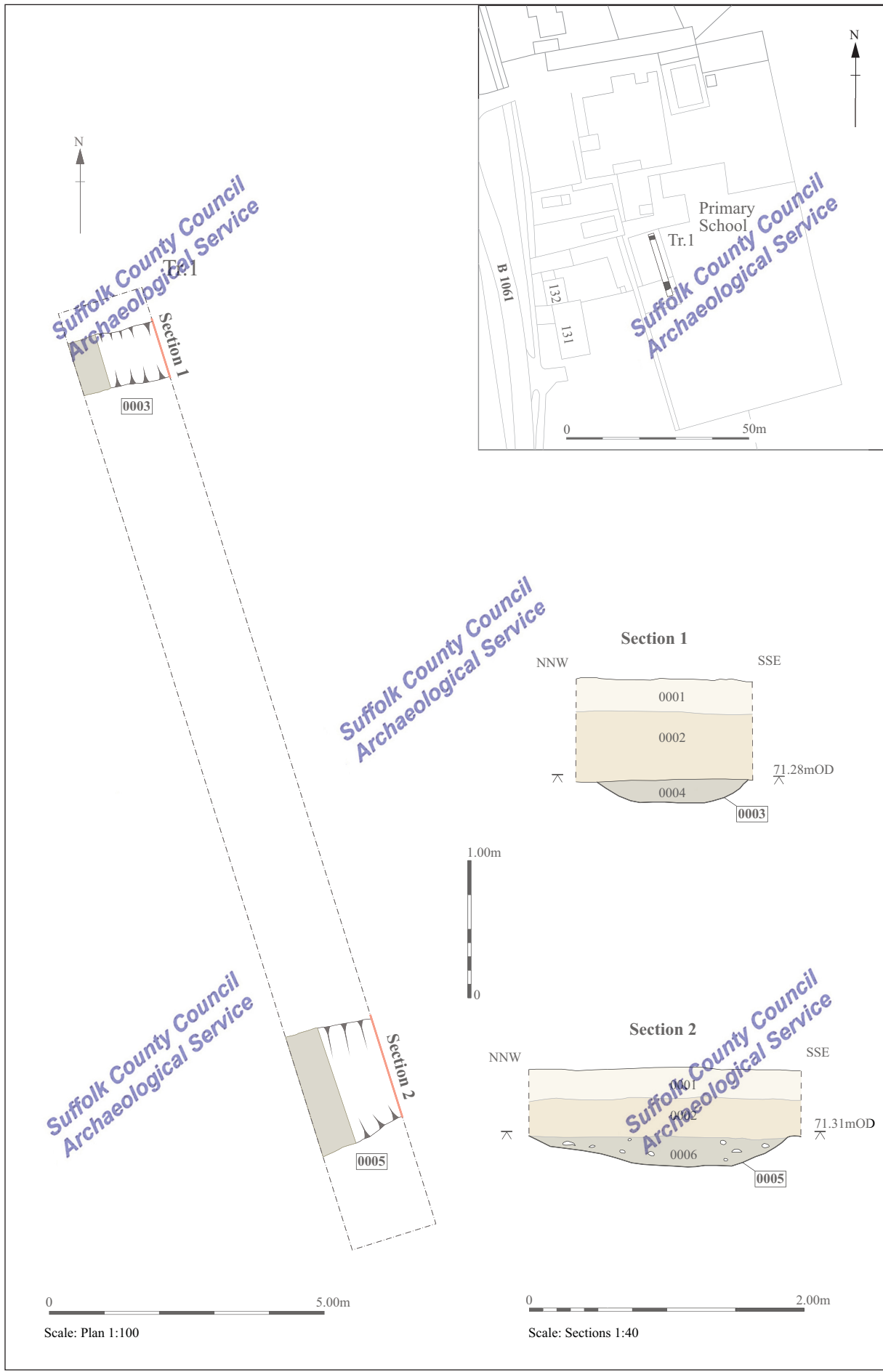


Figure 5. Plan and sections

Topsoil layer 0001 sealed subsoil layer 0002, it was dark brown friable silty clay with common flint inclusions measuring approximately 0.24m in depth.

## 6. Finds and environmental evidence

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### 6.1 Pottery

A single sherd of a wheelthrown greyware weighing 10g was recovered from ditch fill 0004 (ditch 0003). It was probably medieval in date although the possibility that it is Roman cannot be entirely ruled out due to the similarity in fabric and firing techniques used in both periods.

### 6.2 Plant macrofossils and other remains (Val Fryer)

#### *Introduction and method statement*

Samples for the evaluation of the content and preservation of the plant macrofossil assemblages were taken from both ditches and were submitted for assessment.

The samples were processed by manual water flotation/washover and the flots were collected in a 300 micron mesh sieve. The dried flots were scanned under a binocular microscope at magnifications up to x 16 and the plant macrofossils and other remains recorded are listed below in Table 1. All plant remains were charred. The non-floating residues were collected in a 1mm mesh sieve and will be sorted when dry. All artefacts/ecofacts will be retained for further specialist analysis.

#### *Results*

Both assemblages are extremely small (<0.1 litres in volume) and sparse. A small number of charcoal/charred wood fragments are present in both samples, but the only other plant macrofossil recorded is an indeterminate cereal grain fragment from Sample 1 taken from ditch 0003. Pieces of black porous material, which are possible residues of the combustion of organic remains at very high temperatures, are also present in Sample 1 along with a minute fragment of coal.

## Conclusions and recommendations for further work

As such small quantities of material were recorded, it is considered most likely that all remains were derived from scattered or wind-blown detritus, which was accidentally included within the ditch fills.

Using this evaluation as a basis, it is very difficult to make recommendations for any further work. Ditch deposits from any period can be extremely variable, with many, like the current examples, containing only a low density of scattered refuse. However, this does not automatically mean that other deposits from the same site will be equally poor. Therefore, it is recommended that if any further interventions are planned, additional plant macrofossil samples of approximately 20 – 40 litres in volume should be taken from all well-sealed and dated deposits recorded during excavation.

Sample No.	1	2
Context No.	0004	0006
Within Cut.	0003	0005
Cereal indet. (grain frag.)	x	
Charcoal <2mm	x	x
Charcoal >2mm	x	
Black porous 'coke' material	x	
Small coal frag.	x	
Sample volume (litres)	20ss	20ss
Volume of flot (litres)	<0.1	<0.1
% flot sorted	100%	100%

Table 2. Charred plant macrofossils and other remains

### Key to Table

x = 1 – 10 specimens ss = sub-sample

## 7. Discussion

Although both ditches 0003 and 0005 were on the same alignment, it is not clear if they were contemporary features. The single sherd of pottery in ditch 0003 is not sufficient to date the feature with certainty. However, the pottery sherd was unabraded and therefore might have been contemporary with the use of ditch 0003, which would indicate either a medieval or Romano-British date. The fills of the two ditches were not comparable in colour, texture, compaction or inclusions. Neither ditch is recorded on the 1880's OS map (Fig. 4). Both were truncated almost to their bases and sealed by the subsoil.



The fairly deep subsoil layer 0002 which measured 0.38m in depth is of uncertain origin. Although no finds were retrieved from the deposit it may have been deliberately deposited to level the playing field when the school was constructed. The presence of grassed over banks along the southern boundary to the playing field, and a slight slope down to the field to the south-east supports the theory that landscaping has taken place on the site.

## 8. Conclusions and recommendations for further work

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The results of the evaluation indicate that there are archaeological remains within the development area, but that it is not clear if both ditches were contemporary and their date is uncertain. Both features were truncated almost to their base and it is likely that the whole site has been subject to modern landscaping. This is likely to have damaged and or removed other archaeological features that might be present within the development area, beyond the evaluation trench.

Further archaeological mitigation is considered unnecessary because the footprint of the structure is quite small and unlikely to reveal other features than those already exposed. Also although the ditches were not well dated the level of truncation and paucity of artefacts recovered during the evaluation means that further investigation is unlikely to result in clarification.

## 9. Archive deposition

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Paper and photographic archive:

SCCAS Bury St Edmunds T:\Arc\ALL\_site\Little Thurlow\TUL 019 Little Thurlow School

Finds and environmental archive:

SCCAS Bury St Edmunds. Store Location: PARISH BOX H/813

## 10. List of contributors and acknowledgements

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The evaluation was carried out by Liz Muldowney and John Simms, from Suffolk County Council Archaeological Service, Field Team.

The project was directed by Liz Muldowney, and managed by Jo Caruth.

The post-excavation was managed by Richenda Goffin. Finds processing was carried out by Jonathan van Jennians, Richenda Goffin identified the pottery. Other specialist identification and advice was provided by Val Fryer. The report was checked by Richenda Goffin.

### Disclaimer

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

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## Appendix 1 Brief and specification

### Brief and Specification for Archaeological Evaluation

#### THURLOW BRADLEY AND DISTRICT PRE SCHOOL, LITTLE THURLOW

*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 has been granted by Suffolk County Council for the erection of a pre-school building at Thurlow Bradley and District Pre School, Little Thurlow (TL 677 010). Please contact the developer for an accurate location 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 area of the proposed development (which measures c. 167m<sup>2</sup> in area) is located on the east side of The Street, above the floodplain of the River Stour. It is situated on glaciofluvial drift (deep loam) at c. 73.00m AOD.

1.4 This school lies in an area of high archaeological potential, recorded in the County Historic Environment Record, within the historic settlement core and 160.00m to the south-west of the medieval church and churchyard (HER no. TUL 009). It is also situated on a medieval green edge and to the north-east of a medieval finds scatter (TUL 012). In addition, the landscape setting of this school, overlooking the River Stour, is a typical location for early occupation of all periods. There is a strong possibility that medieval, and possibly earlier, occupation deposits will be encountered at this location. Any groundworks causing significant ground disturbance have potential to damage any archaeological deposit that exists.

1.5 In order to inform the archaeological mitigation strategy, the following work will be required:

A linear trenched evaluation is required of the development area.

**1.6 The results of this evaluation will enable the archaeological resource, both in quality and extent, to be accurately quantified. Decisions on the need for and scope of any mitigation measures 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 specification.**

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.

1.9 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 (9 – 10 The Churchyard, 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*.

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. 3

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: Trenched Evaluation**

3.1 A single linear trial trench 18.00m in length is to be excavated to cover the area of the new building. The trench is to be a minimum of 1.80m wide unless special circumstances can be demonstrated.

3.2 If excavation is mechanised a toothless 'ditching bucket' at least 1.50m 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).

3.6 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.

3.7 Archaeological contexts should, where possible, be sampled for palaeo-environmental 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 palaeo-environmental and palaeo-economic 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 Rachel Ballantyne, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy, P.L. and Wiltshire, P.E.J., 1994, *A guide to sampling archaeological deposits for environmental analysis*) is available for viewing from SCCAS. 4

3.8 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.

3.9 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.

3.10 All finds will be collected and processed (unless variations in this principle are agreed SCCAS/CT during the course of the evaluation).

3.11 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.

3.12 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.

3.13 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies and/or high resolution digital images.

3.14 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.

3.15 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

#### **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 3.7 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 6



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 An unbound copy of the evaluation report, clearly marked DRAFT, must be presented to SCCAS/CT for approval within six months of the completion of fieldwork unless other arrangements are negotiated with the project sponsor and SCCAS/CT. Following acceptance, two copies of the report should be submitted to SCCAS/CT together with a digital .pdf version.

5.18 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.

5.19 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.

5.20 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). 7

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Date: 10 July 2009 Reference: / PreSchool-LittleThurlow2009 **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.**

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## Appendix 2 Context Information

Context	Within Cut	Filled by	Category	Type	Description	Interpretation	Length (m)	Width (m)	Depth (m)	
0001			Layer	Topsoil	Friable dark brown silty clay	common flint inclusions			0.24	
0002			Layer	Subsoil	Friable mid orange brown silty clay	frequent small to medium angular and sub-rounded flint fragments			0.38	
0003		0004	Cut	Ditch	Linear	east - west break of slope at top 45 degrees to slightly curved sides, gradual break of slope to flattish base		1.0	1.1	0.2
0004	0003		Fill	Ditch	Friable	mid orange brown silty clay	common gravel			0.2
0005		0006	Cut	Ditch	Linear	east - west wide u-shape, gradual sides, imperceptible break of slope to concave base		1.0	2.2	0.31
0006	0005		Fill	Ditch	Firm	dark greyish brown clay silt	frequent medium flint nodules (sub-angular); occasional charcoal flecks			0.31

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