

ARCHAEOLOGICAL EVALUATION REPORT

SCCAS REPORT No. 2010/014

Stonham Aspal CEVC Primary School
SAL 030

HER Information

Date of Fieldwork:	26th January 2010
Grid Reference:	TM 1342 5956
Funding Body:	Stonham Aspal Pre-School
Curatorial Officer:	Jess Tipper
Project Officer:	Linzi Everett
OASIS ID:	suffolkc1-72209

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Summary

An archaeological evaluation was carried out on land at Stonham Aspal Primary School, (TM 1342 5956; SAL 030) in advance of a proposal to build a new pre-school and hard playing area. Finds dating from the post-medieval period were recovered from a subsoil layer and unstratified contexts. A single ditch tentatively dated to the medieval period suggests that some earlier activity occurred on the site, reflecting its likely location within the historic settlement core.

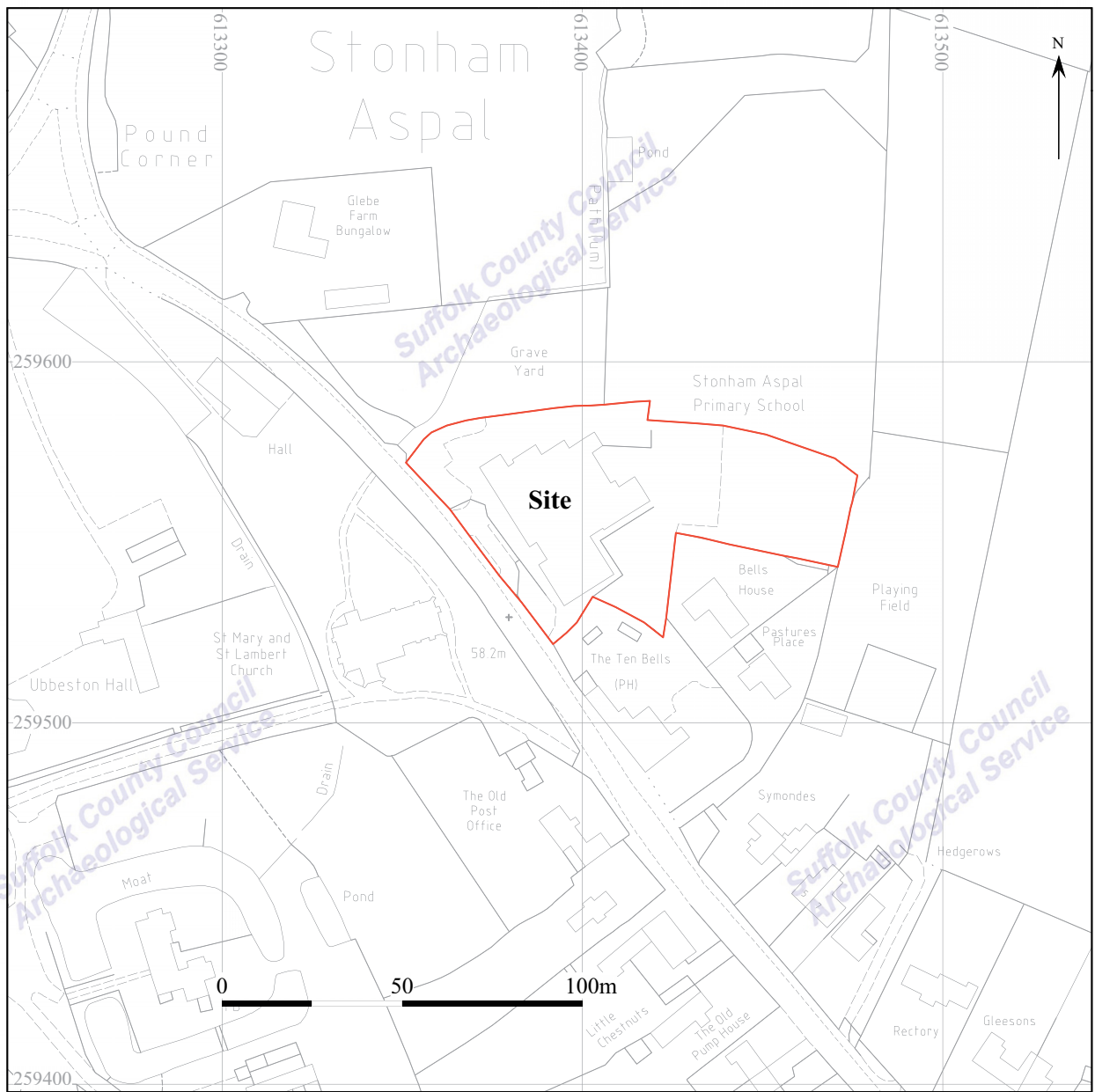
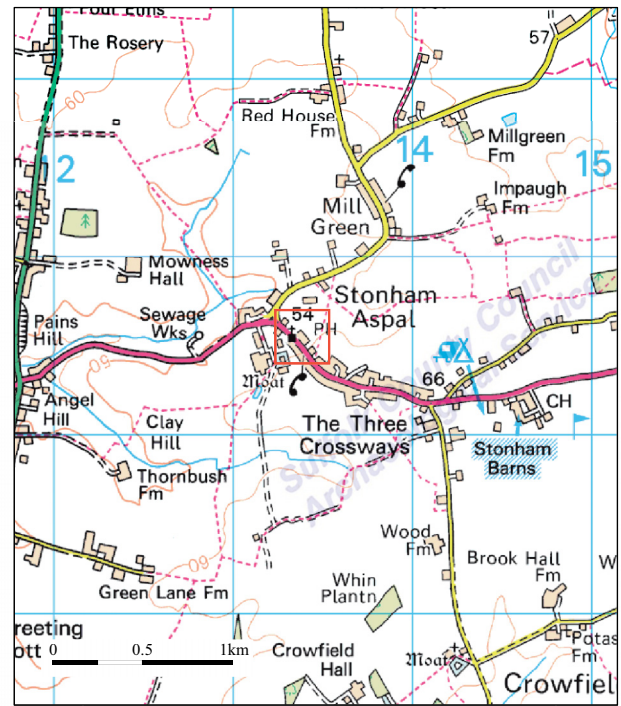
1. Introduction

A planning application was made for a new building at Stonham Aspal CEVCP School, Stonham Aspal. The site is centred on approximately TM 1342 5956 and comprises a total of approximately 250 square metres within the school playground and 650 square metres in the adjacent field where a new tarmac playground area is planned.

The site is in an area recognised as being of high archaeological importance as recorded in the County Historic Environment Record (HER). It was felt therefore that the development work would cause ground disturbance with the potential to destroy archaeological 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 Jess Tipper of the Suffolk County Council Archaeological Service (SCCAS) Conservation Team (Appendix II). The SCCAS Field Team was subsequently commissioned to carry out the work which was funded by Stonham Aspal Pre-School.

2. Geology and topography

The site lies at approximately 59m OD, within a gently undulating landscape. The drift geology underlying the site is deep clay and chalky till.



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Figure 1. Site location

3. Archaeological and historical background

The high archaeological potential for the site was based predominantly on its location within the historic settlement core of Stonham Aspal, less than 100m north east of the church of St. Mary and St. Lambert (SAL 018). It was felt that the location had good potential for evidence of medieval or earlier activity to be present.

4. Methodology

Trial trenching was carried out on 26th January 2010. The trenches were excavated under the supervision of an archaeologist, using a JCB mechanical excavator fitted with a 1.5m wide toothless ditching bucket, removing overburden 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. Both the exposed trench surfaces and upcast spoil were examined visually for artefactual evidence, and both were subject to a metal detector survey.

Identified contexts were allocated numbers within a unique continuous numbering system under the HER code SAL 030 (Appendix I). Context information was recorded on SCCAS 'pro-forma' recording sheets.

A photographic record, both monochrome prints and digital shots, was made throughout. The evaluation archive will be deposited in the County HER at Shire Hall, Bury St Edmunds.

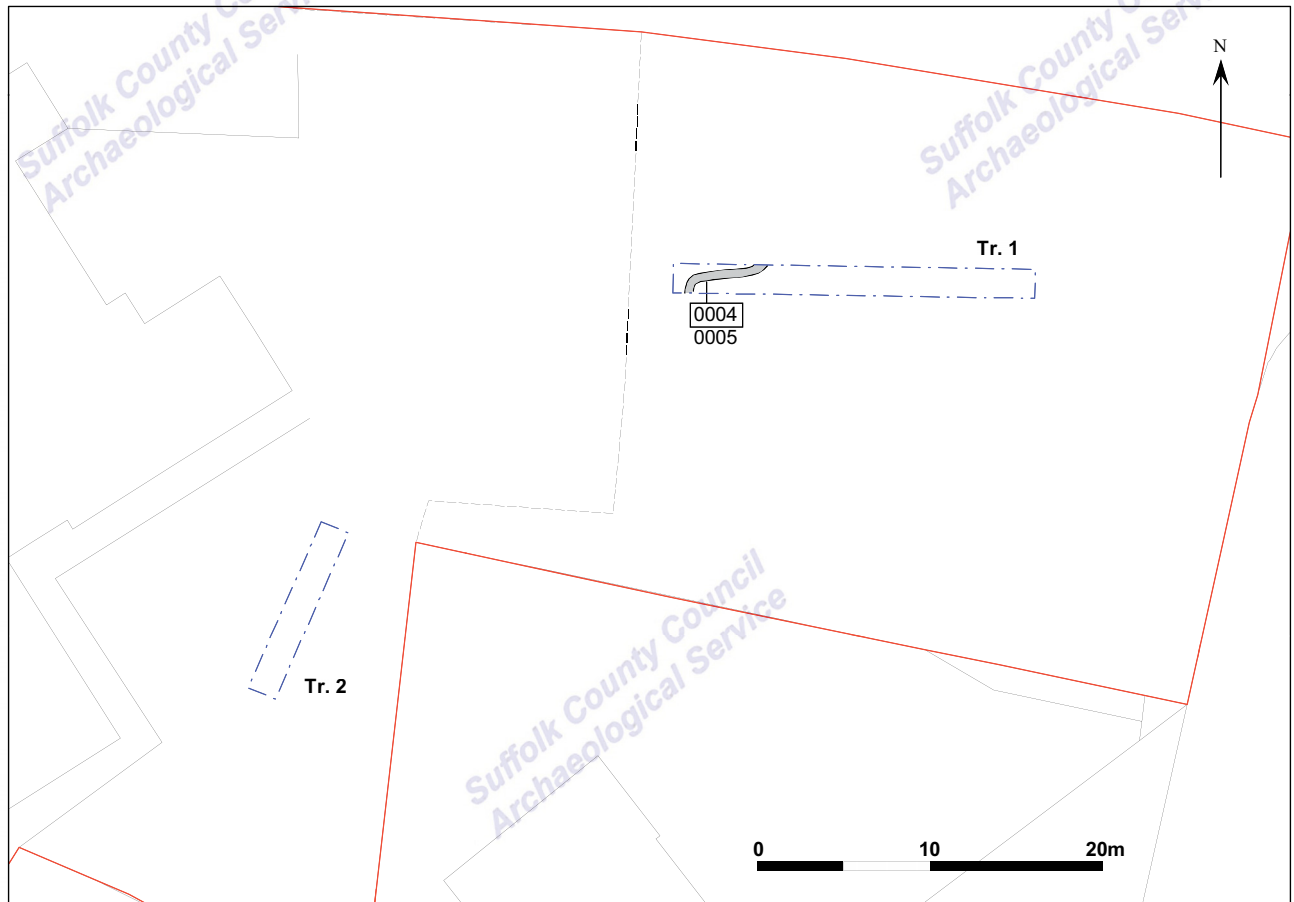
5. Results

Two trenches were opened within the development area, the dimensions of which were as follows.

	Length (m)	Area sq. m	Width (m)	Depth
Trench 1	21	33.6	1.6	0.8m
Trench 2	10	16	1.6	0.54m

Table 1. Trench dimensions

Figure 2 shows the location of the excavated trenches within the development area. A more detailed plan of the feature within Trench 1 and drawn sections are shown in Figure 3.



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Figure 2. Trial trench locations with archaeological features shaded grey

Trench 1

The trench was excavated to an average depth of 0.54m through the following soil sequence:

- *Topsoil* 0001 Dark brown friable loam with regular chalk flecks. 0.26m thick.
- *Subsoil* 0002 Mid brown friable loamy clay with chalk lumps, fragments of ceramic building material and regular oyster shells, particularly in the western end of the trench. 0.12m thick.
- *Subsoil* 0003 Pale yellowish brown compact clay with occasional chalk flecks and flint pebbles. 0.16m thick.

The natural subsoil revealed was a pale yellowish brown chalky boulder clay.

One feature was observed in the west end of Trench 1. 0004 was a narrow ditch measuring c.0.44m wide and c.0.28m deep, with steeply sloping sides breaking sharply to a flat base. It was aligned approximately east to west but curved away beyond the limits of the trench to the north east at one end and to the south at the other. The ditch was filled by 0005, a pale greyish brown friable clay mottled with streaks of dark orange clay. It included regular charcoal lumps and flecks, chalk flecks and occasional flint pebbles. One small sherd of pottery was recovered from this fill. Ditch 0004 cut the natural subsoil and was sealed by subsoil layer 0003.

Post-medieval finds were recovered from subsoil layer 0002 whilst a thimble, a button and an iron object were metal detector finds from the upcast spoil.

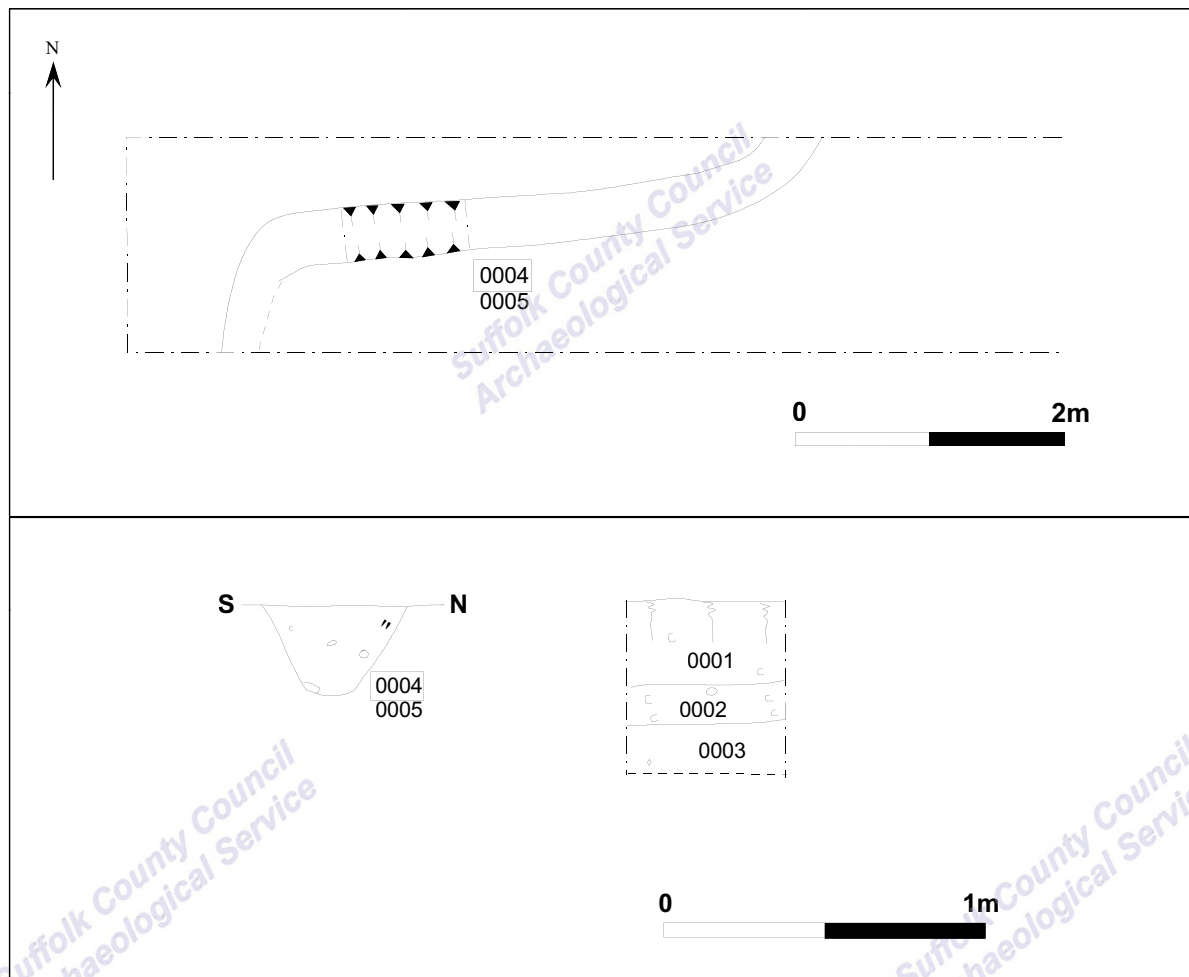


Figure 3. Plan of Trench 1, section through ditch 0004 and Trench 1 soil profile

Trench 2

A tarmac and hardcore sub-base 0.22m thick sealed natural chalky clay subsoil which had been stained blue. The reason behind this discolouration was not clear but may be the result of leaching through the asphalt hardcore layer which sealed it. The lack of

topsoil or subsoil present in this trench suggests the area has been previously stripped of overburden, perhaps during the construction of the tarmac playground. No archaeological features were present within this trench.



Plate 1. View of Trench 1, looking east showing ditch 0004 pre-excitation.



Plate 2. Soil profile in Trench 2.

6. Finds evidence (Andy Fawcett)

Introduction

Finds were collected from three contexts 0001 (topsoil), 0002 (subsoil) and 0005 (ditch fill).

Context	Pottery		CBM		Shell		Miscellaneous	Spotdate
	No.	Wt/g	No.	Wt/g	No.	Wt/g		
0001							3 metal objects	Post-med
0002	3	86	1	41	5	55		L17th- 18th C
0005	1	1						L12th- 14th C?
Total	4	87						

Table 2. Finds quantities

Pottery

Only four pieces of pottery weighing 87g were recovered from the evaluation, and with the exception of one sherd (1g), all were recorded in the subsoil.

The earliest fragment of pottery (16g) from context 0002, is a body sherd of Late medieval/transitional pottery (LMT). Although this example is considerably abraded, partial patches of glaze are visible (including a bright olive green element). The fabric is dated from the 15th to late 16th century.

A second sherd (50g) belongs to an abraded dish form in fabric GRE (Glazed red earthenware), and is dated from the 16th to 18th century.

The third and final piece of pottery from the subsoil is a Speckle-glazed ware (late 17th to 18th century). This is a body shed weighing 20g which is considerably abraded.

The ditch fill contained one body sherd (1g), of medieval coarseware (MCW). The sherd is likely to have been locally produced and is dated from the late 12th to 14th century.

CBM

The single abraded fragment (41g), noted in the subsoil, belongs to a post-medieval roof tile. It is in a medium sandy fabric (ms) and has faint traces of mortar attached to it.

Shell

All of the shell has been identified as oyster and is only present in the subsoil (5 fragments @ 55g). The pieces are in fairly good condition, with each shell half being reasonably whole.

Metalwork

All of the metalwork has been recovered from the topsoil. Due to the late date of this material, the individual artefacts have not been allocated small find numbers but are described below.

The first piece (106g) is a corroded fragment of tapered ironwork with two well spaced rivet holes along its length. Its general style indicates that it is a broken strap from a door hinge, dating to the post-medieval period. Similar examples can be seen in the Norwich Households volume (Margeson 1993, 150 Fig 110, No 1164).

The second metal artefact is a copper alloy thimble (5g) dated to around the 18th century, demonstrated by its waffle-shaped crown.

The final metal find in this context, is a very worn (copper-alloy) post-medieval button with a weight of 4g.

7. Environmental Evidence (Val Fryer)

Introduction and method statement

A single sample for the evaluation of the content and preservation of the plant macrofossil assemblage was taken from fill 0005 within a ditch or slot.

The 10 litre sample was bulk floated by SCCAS and the flot was collected in a 300 micron mesh sieve. The dried flot was scanned under a binocular microscope at magnifications up to x 16 and the plant macrofossils and other remains noted are listed below in Table 2. All plant macrofossils were charred. Modern fibrous roots were abundant within the assemblage.

Results

The assemblage was extremely small (considerably less than 0.1 litres in volume) and was almost entirely composed of charcoal/charred wood fragments. The only other remains recorded were minute fragments of coal (possibly intrusive) and pieces of black porous material, possibly derived from the combustion of organic remains at very high temperatures.

Conclusions and recommendations for further work

In summary, the limited size and composition of this assemblage may indicate that it is primarily derived from scattered refuse, much of which was probably accidentally incorporated within the ditch/slot fill.

Recommendations for further work, based on the results of one small and rather unproductive sample, are difficult. However, despite the paucity of the assemblage, charred plant remains are present within the archaeological horizon at Stonham Aspal and it is, therefore, recommended that if further interventions are planned within this

area, additional plant macrofossil samples of approximately 20 – 40 litres in volume are taken from all features which are both well sealed and intrinsically dated.

Sample No.	1
Context No.	0005

Charcoal <2mm	xxx
Charcoal >2mm	xx
Black porous material	x
Small coal frags.	x

Key:

x = 1 - 10 specimens

xx = 11 - 50

xxx = 51 - 100 specimens

Volume of flot (litres)	<0.1
% flot sorted	100%

Table 3. Charred plant macrofossils and other remains

8. Discussion and recommendations for further work

The small collection of finds was retrieved mainly from the top and subsoil. Nonetheless, they are consistent in the fact that they present a post-medieval date (no later than the 18th century), and significantly no modern material has been noted alongside it. The exception to this is a single fragment of medieval pottery which was recovered from ditchfill 0005. As it is only a single sherd, the ditch cannot be firmly dated, although its presence is noteworthy.

Overall, the evaluation suggests that in the case of the Trench 1, archaeological levels were reached but exist at a depth unlikely to be disturbed by the construction of the new hard play area. Trench 2 shows that the extension is located in an area which appears to have been previously landscaped. As such, there seems no need for further work.

Bibliography

Margeson, S., 1993, Norwich Households: The medieval and post-medieval finds from Norwich survey excavations 1971-1978, *East Anglian Archaeology Report No 58*

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 I

OPNO	FEATURE	TRENCH	IDENTIFIER	DESCRIPTION	OVER	UNDER
0001	0001	1	Deposit	Topsoil. Dark brown friable loam with regular chalk flecks. Uniform 260mm thick throughout trench.	0002	
0002	0002	1 & 2	Deposit	Subsoil. Mid brown friable loamy clay with chalk lumps, CBM frags and reg oyster shells at W end. Up to 120mm thick.	0003	0001
0003	0003	1	Deposit	Subsoil. Pale yellowish brown clay subsoil, compact, with occ chalk flecks. Redeposited natural? 160mm thick	0005	0002
0004	0004	1	Ditch cut	W-E aligned ditch, turning NE and S at either end beyond trench edges. Shallow, narrow, flat base.		
0005	0004	1	Ditch fill	Friable pale greyish brown clay mottled with dark orange clay streaks. Reg. charcoal lumps. 1 pot sherd. Sampled.		0003

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Brief and Specification for Archaeological Evaluation

STONHAM ASPAL PRIMARY SCHOOL, THE STREET, STONHAM ASPAL, 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 construction of a new building and replacement of hard play area at Stonham Aspal Primary School, The Street, Stonham Aspal, Suffolk (TM 134 595) has been granted by Suffolk County Council. Please contact the applicant for an accurate plan of the development.
- 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 new building measures 12.00 x 12.00m in size, on the south-east side of the main school building (the area is currently used for hard play). The area of the new hard play, which measures 80.00 x 20.00m in size, is located on the east side of the school (currently part of the sports pitch). The underlying geology of the site comprises chalky till (deep clay of the Hanslope series), at c. 55 - 60.00m AOD.
- 1.4 This application lies within an area of archaeological importance recorded in the County Historic Environment Record, to the east of the medieval church (HER no. SAL 013) and within the historic settlement core. The location has good potential for the discovery of important hitherto unknown archaeological sites and features in view of its proximity to known remains. Any works causing significant ground disturbance have the 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 (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.

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 The following trenched evaluation is required:

- A single linear trial trench is to be excavated across the location of the proposed new building, measuring 10.00m x 1.80m.
- Trial trenches are to be excavated to cover 5% by area of the new hard play, which is c. 80.00m². 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 44.00m of trenching at 1.80m in width.

3.2 If excavation is mechanised a toothless 'ditching bucket' at least 1.80m 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 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 Dr Helen Chappell, 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.

- 3.8 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. 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 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).

Specification by: Dr Jess Tipper

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Suffolk County Council
Archaeological Service

Date: 23 December 2009

Reference: / StonhamAspalSchool2009

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.

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