Suffolk County Council

ARCHAEOLOGICAL EVALUATION REPORT

SCCAS REPORT No. 2010/109

Replacement Village Hall, Sapiston SAP 013

M. Muldowney

www.suffolkcc.gov.uk/e-and-t/archaeology

Lucy Robinson, **County Director of Environment and Transport**
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HER Information

Planning Application No:	Pre-planning
Date of Fieldwork:	2nd June 2010
Grid Reference:	TL 916 750
Funding Body:	Honington and Sapiston Parish Council
Curatorial Officer:	Dr Jess Tipper
Project Officer:	Mo Muldowney
Oasis Reference:	Suffolkc1_78748

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Summary

An archaeological evaluation carried out at Sapiston Village Hall identified a single pit containing two 13th to 14th century pot sherds and three undated, but almost certainly post-medieval, gravel extraction pits.

1. Introduction

An evaluation was carried out at the Village Hall, Sapiston ahead of the proposed demolition of the current building and the construction of a replacement Village Hall (Planning application no: Pre-planning). The work was carried out on 2nd June 2010 and undertaken in accordance with a Brief and Specification produced by Dr Jess Tipper of Suffolk County Council Archaeological Service Conservation Team (SCCAS/CT).

Sapiston is located 9m north-east of Bury St Edmunds, and immediately north-east of the village of Honington. The Village Hall lies at the west end of the village, opposite Hill House (Fig. 1).

2. Geology and topography

The development area bedrock is recorded as Lewes nodular chalk formation, overlain by river terrace sands and gravels and lies at a height of just under 23m OD (BGS). It lies on a slight promontory above the River Black Bourn, which flows140m to the west.

At the time of the evaluation, the Village Hall was still standing and the area surrounding it was predominantly grassed. The north extent of the development area was located in a separate field, which was unploughed, cultivated but unused land. There was no physical northern boundary. A wire and post fence formed the east boundary of the site and a hedge and fence formed the south and west boundaries. A compacted thin asphalt road surface led from the site entrance and along the west side of the Hall.

3. Archaeological and historical background

The Suffolk Historic Environment Record (SHER) suggests that the development site lies in an area of high archaeological potential. A multi-period site, with remains from the Neolithic to Anglo-Saxon period is located approximately 210m to the south-west. Roman ‘black burnished’ pottery sherds (FKM 013) were found in a field 370m to the north-west and there is a second reference to sherds of Late Saxon and early Medieval pottery (HNN 008) to the south of the site. Also nearby is All Saints Church (HNN 005)

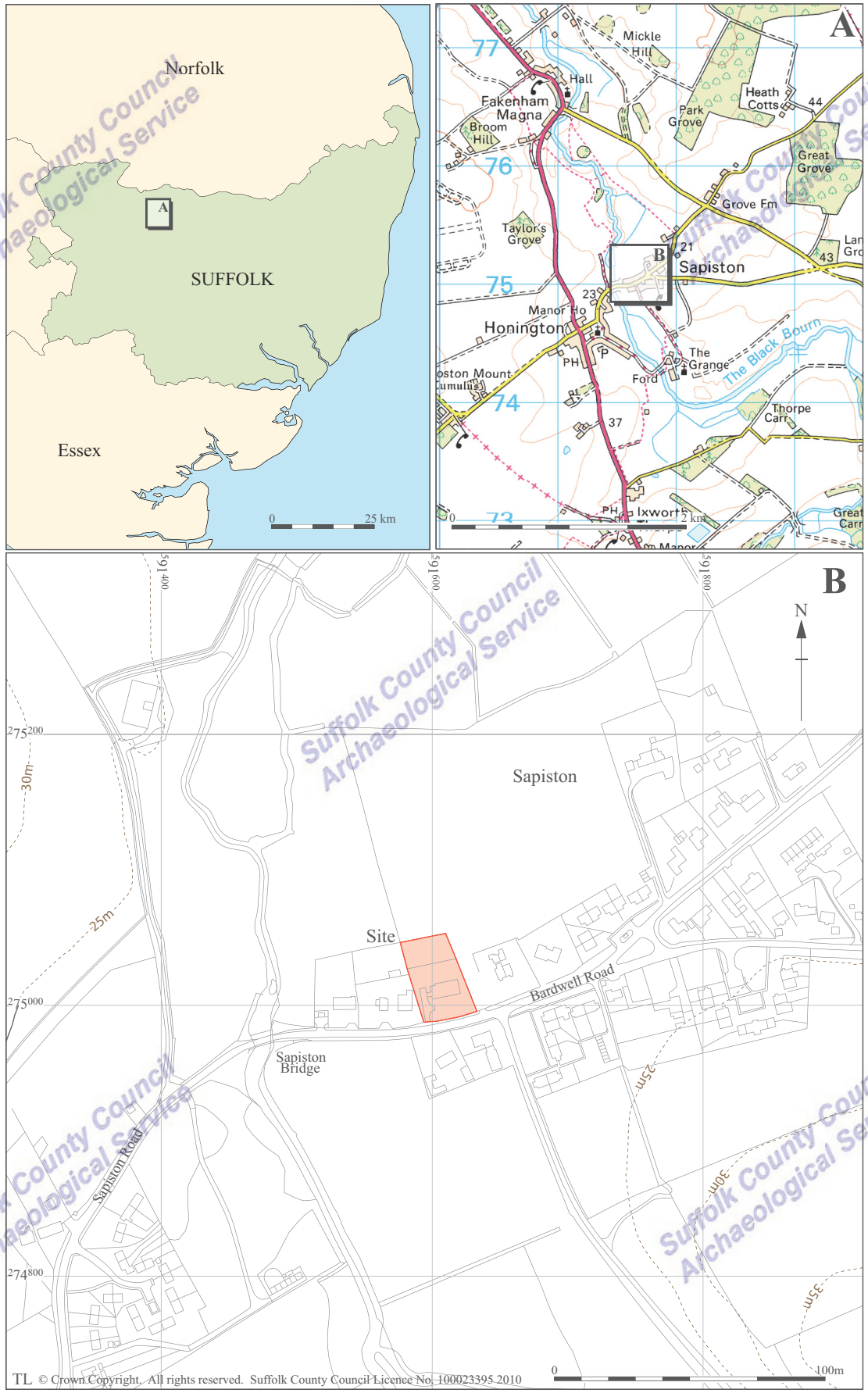

Figure 1. Location of site, showing development area (red)

which has medieval origins. When considered in conjunction with the topographic situation of the development area – in a wide valley-side location and on a promontory - these SHER entries suggest that there is high potential for important archaeological remains to be identified, of early, possible prehistoric date.

4. Methodology

The Brief and Specification (Appendix 1) required that a minimum of 5% of the development area (0.23ha) should be subject to trial trenching. This initially equated to three trenches, each 1.8m wide, with a total length of 55m. A further 9m of trenching was reserved, if necessary, to be located under the footprint of the present Village Hall (after demolition). This was conditional upon whether any archaeological remains were present in the other trenches and also whether they were of sufficient density or extended into the area underneath the Village Hall.

Modification was made to the proposed trench plan on arrival at the site, after it became clear that the north boundary of the proposed development differed from that on the ground. The actual boundary ran across the middle of the proposed development area, so it was decided to split the proposed Trench 1 into two 10m long trenches, and locate one beyond the actual boundary in order to sample a more representative area. This new trench was labelled Trench 4. Further modification was made when it became apparent that there were very few archaeological remains in the development area and that it would not be necessary to evaluate beneath the Village Hall. After consultation with Dr Jess Tipper, it was decided to excavate the remaining 9m of trenching in the available area. In order to achieve this, Trench 3 was reduced in length from 15m to 10m and a fifth trench (Trench 5) 14m in length was excavated (Fig. 2).

The trenches were excavated by a Takeuchi mechanical excavator using a toothless ditching bucket. All machining was constantly supervised by an experienced archaeologist.

All deposits were recorded using SCCAS *pro forma* sheets and plans and sections were hand-drawn at 1:50 and 1:20. A photographic record was kept of all features and deposits on both black and white film and a high resolution digital camera (314 dpi).

Figure 2. Trench plan

Levels were established using a dumpy level and metal-detecting was carried out over the trenches, spoil and unexcavated areas of the development area. Trenches were located using a combination of GPS and triangulation (due to poor and intermittent mobile phone signal). No environmental samples were taken.

A digital copy of the report has been submitted to the Archaeological Data Service: http://ads.ahds.ac.uk/catalogue/library/greylit

5. Results

The evaluation identified a possible ditch Trench 3 and a pit in Trench 4. Three gravel extraction pits were also identified. Full context descriptions are presented in Appendix 2, and details of each trench are presented in Table 1, below.

The natural 0009 consisted of variable light yellow sands and fine flint gravels and was encountered at a height of 22.33m.

5.1 Trench 1

Trench 1 was located at the rear of the Village Hall and was oriented approximately east to west. This trench was shortened by 10m to allow an additional trench (Trench 4) to be excavated in the northern part of the development area (see below). It contained a single modern service trench and an ill-defined area of modern activity. No archaeological features were identified.

5.2 Trench 2

Trench 2 was located at the west side of the Hall and was oriented north to south. It was originally 15m in length, but was shortened (see Table 1) to avoid a cess pipe and to minimise disturbance to the only vehicular access to the Hall.

A modern service trench was identified near the north end. No archaeological features were identified. A 0.75m deep sondage was excavated by machine at the south end of the trench to determine whether the fine peagrit gravels were natural, as they differed from the natural seen in other trenches. The gravels were found to be natural.

5.3 Trench 3

Trench 3 was located at the front of the Village Hall and oriented east to west. A single linear feature (0004) was identified which may have been a ditch and was of recent origin.

Linear feature 0004 was oriented north to south and was more than 1.8m long by 1.1m wide. It was 0.20m deep and the single fill 0003 contained two sherds of Transfer Printed Earthenware. It did not continue into Trench 1.

5.4 Trench 4

Trench 4 was located in the north part of the development area which lay beyond its currently defined boundary. It was oriented east to west and contained a pit (0007) and a large gravel extraction pit (0005) (Fig. 3).

Pit 0007 was oval in plan and located at the south edge of the trench. It was 3m long by more than 0.50m wide and the visible section was fully excavated. It had a shallow profile being no more than 0.24m deep and contained a single fill (0008) from which two sherds of 13th to 14th century pottery and a worked flint were recovered.

A large undated gravel extraction pit 0005 was located at and extended beyond the west end of the trench. It was at least 3.5m wide by more than 1.5m deep and contained a series of at least seven alternating fills; variously mid brownish yellow well-sorted fine gravels and mid reddish brown silty gravels (Plate 1). Four fragments of coal were recovered.

5.5 Trench 5

Trench 5 was located in the north-west corner of the development area and was oriented south-west to north-east. Two gravel extraction pits were identified less than 5m from the south-west end but were not excavated. No archaeological features were identified.

Trench number	Feature number	Length (m)	Total depth (m)	Height top (m OD)	Height base (m OD)
1	-	20.00	0.50	22.63	22.13
2	-	10.00	0.35	22.38	22.09
3	0003	20.00	0.68	22.65	22.08
4	0005; 0007	12.00	0.40	22.72	22.26
5	-	14.70	0.70	22.73	22.14

Table 1. Trench data

Plate 1. Trench 4: early medieval pit 0007, facing south

Plate 2. Trench 4: gravel extraction pit 0005, facing south

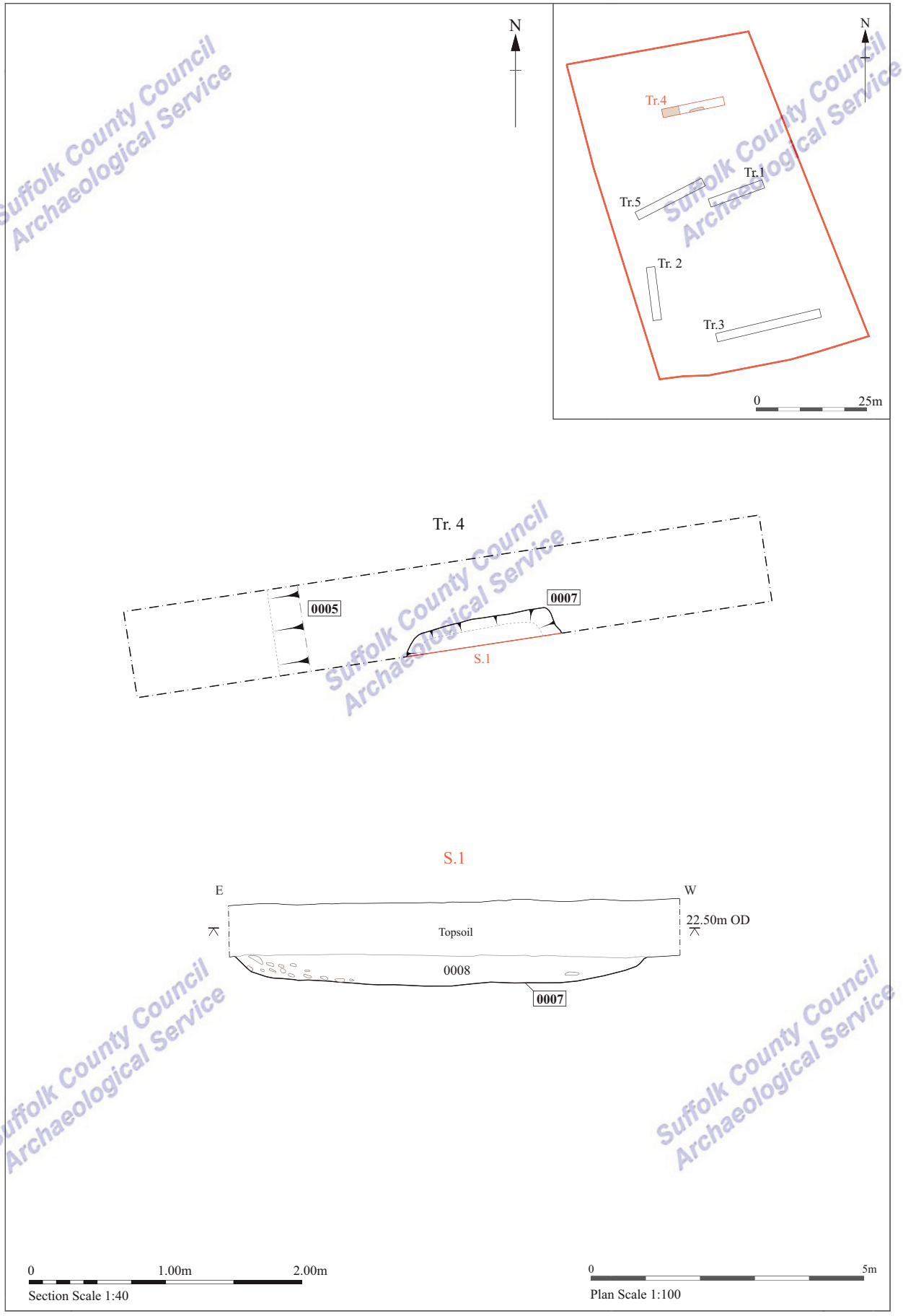

Figure 3. Trench 4, plan and section

6. The Finds Evidence

6.1 Introduction

A total of twelve finds with a combined weight of 108g was collected from four contexts, as shown in Table 2.

Context	Pottery		CBM		Worked flint		Coal		Spotdate
	No.	Wt/g	No.	Wt/g	No.	Wt/g	No.	Wt/g	
0002	2	19							17th to 20th C
0003	2	3	1	20					18th to 20th C
0005							4	50	
0008	2	13			1	3			Late 12th to 14th C
Total	6	35	1	20	1	3	4	50	

Table 2. Finds quantities

6.2 Pottery

Pottery was identified in three fills (6 sherds @ 35g) and in general its condition may be described as being between abraded and slightly abraded. The subsoil context 0002 yielded two sherds (19g), an English stoneware (ESW) and a refined white earthenware (REFW). Ditch fill 0003 contained two body sherds of blue/white transfer printed ware (TPE) and finally two sherds of medieval pottery are present in pit fill 0008. The first of these medieval sherds (6g) is a Grimston-type ware (GRIM), and the second (7g) a general medieval coarseware (MCW). This latter sherd is an abraded rim fragment from a jar dating to the 12th to 13th century.

6.3 Ceramic Building Material

A single very abraded fragment of late brick has been noted in ditch fill 0003. It is dated to the post-medieval period and has a medium sandy fabric (ms).

6.4 Worked flint

(Identified by Colin Pendleton)

A single piece of worked flint was located in fill 0008 (3g). It is an unpatinated snapped flake/blade. The fragment is hammer struck and displays parallel flake/blade scars on the dorsal face, as well as a retouched notch on one edge. This example has a likely date range of Neolithic to early Bronze Age, although it was found alongside medieval pottery.

6.5 Coal

All four of the coal fragments (50g) have been recorded in pit fill 0005. These are variable in size and considerably worn.

6.6 Conclusion

The range of finds recovered from the evaluation are very limited, furthermore individual find types are often quite fragmentary. However medieval pottery was identified in fill 0008. Pottery of this date has not been so far recorded in the SHER for Sapiston, although there are references to medieval pottery being identified in neighbouring parishes such as Faken Magna (FKM 009 & FKM022) and Honington (HNN008).

7. Discussion and conclusion

One archaeological feature was found at the Village Hall, Sapiston and was a shallow pit of unknown function from which two sherds of 13th to 14th century pottery were recovered. Although one of these sherds was abraded, the pit appears to be medieval and stands as an isolated feature of that date within an area of post-medieval activity. This is interesting as it demonstrates that there is a low level of medieval activity occurring at a distance from the settlements of Honington and Sapiston, the latter of which was likely to have been sited at the convergence of Bardwell Road and Coney Weston Road, or nearly 1km to the south, near the location of Sapiston's Church (dedicated to St Andrew) (Fig. 4). Indeed, the 1886 historic OS (Ordnance Survey) map extract of the area (Fig. 5) shows that the development area is situated some distance from the medieval core of the village. The same map extract (Fig. 4) also shows the development area was a field at this time.

Although possible linear feature 0004 (Trench 3) contained two sherds of 18th to 20th century pottery, its poor shape in plan and mixed fill suggest it may be a relict hedgeline rather than a ditch, for instance.

The presence of three post-medieval gravel pits demonstrates that light industrial activity was taking place in the area. The small scale extent of the quarrying may suggest they were exploratory pits, testing the quality of the gravels further from the river to the west. It is not known for what purpose the gravels were extracted.

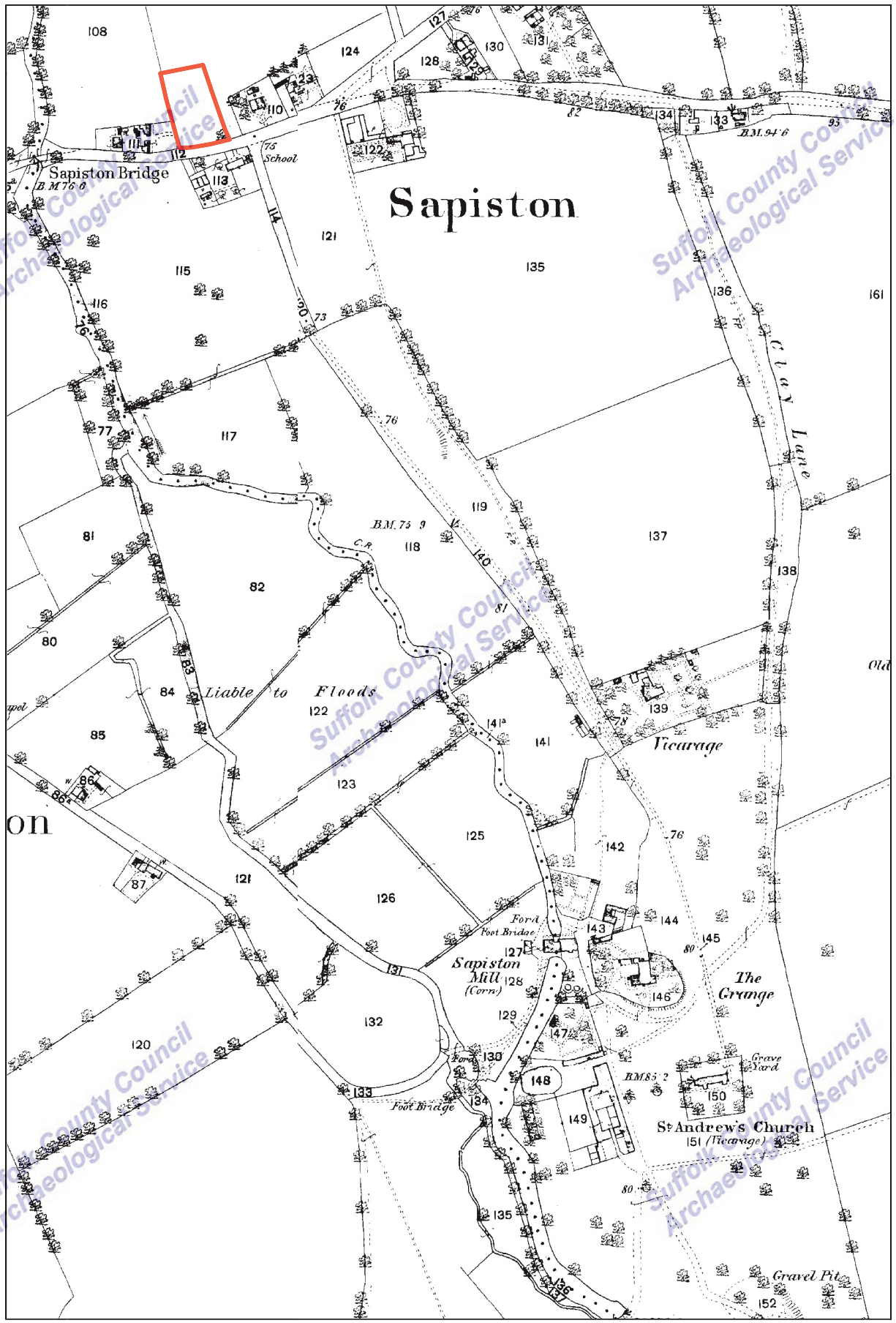

Figure 4. First Edition Ordnance Survey map, c.1886, showing St Andrew's Church in relation to the development area (red)

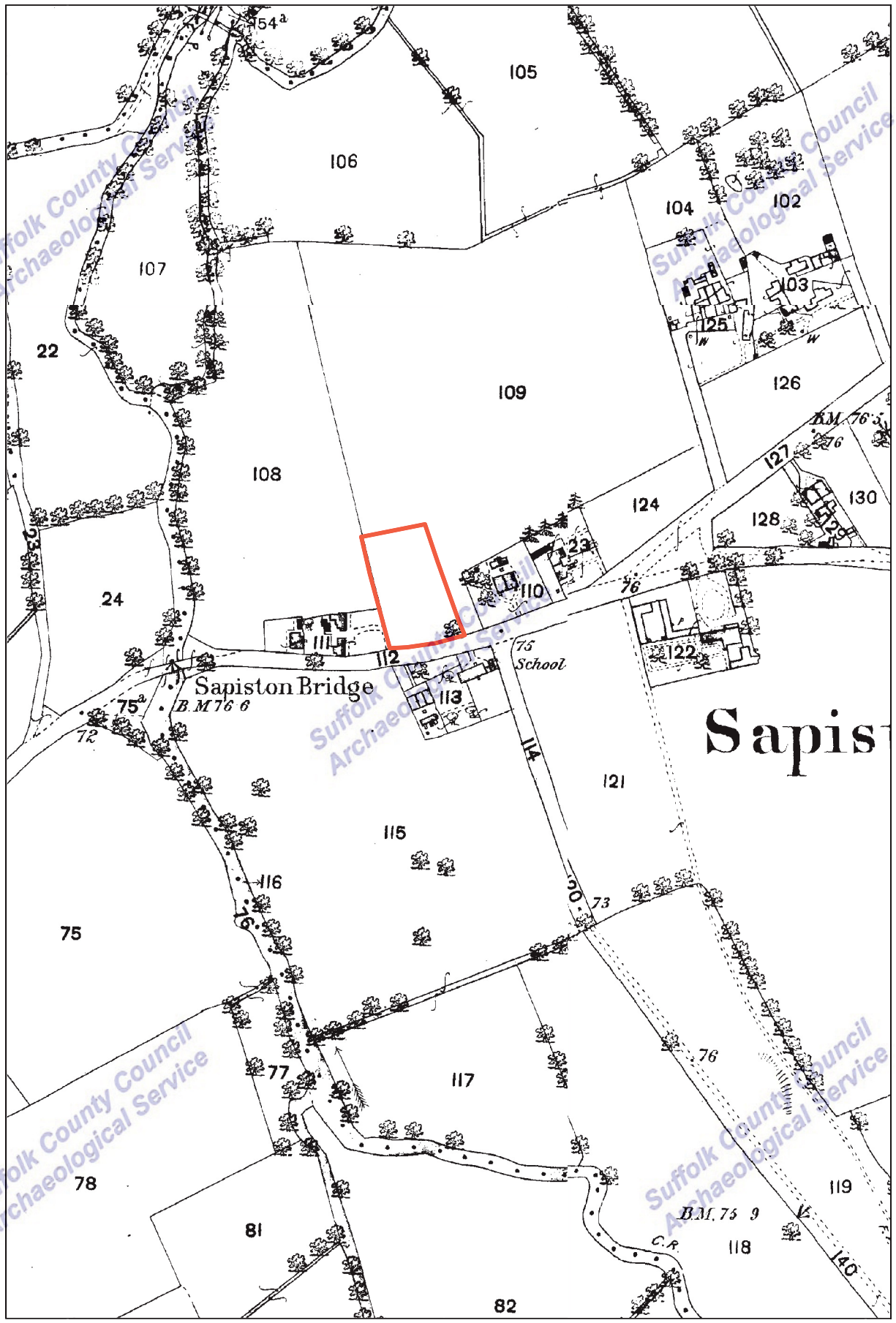

Figure 5. First Edition Ordnance Survey map, c.1886, showing development area (red)

The evaluation has shown that the expected potential of the site to contain archaeological remains did not come to fruition and that very little activity took place in this location until the 20th century with the construction of the Village Hall. Despite standing on a promontory of a west-facing valley side, the anticipated prehistoric remains were not present, suggesting that this was not a favourable site for settlement during that period - unlike the east-facing side of the valley where multi-period occupation has been identified (FKM 013). The presence of late 12th to 14th century pottery sherds in pit 0007 demonstrates that some medieval activity was occurring here, but at a low level.

8. Archive deposition

Paper and photographic archive: SCCAS Bury St Edmunds.
T:\Arc\ALL_site\Sapiston\Sapiston Village Hall

Finds and environmental archive: SCCAS Bury St Edmunds. Store Location: H / 81 / 2.

9. List of contributors and acknowledgements

The evaluation was carried out by Mo Muldowney, Mike Feider and John Sims from Suffolk County Council Archaeological Service, Field Team.

The project was directed by Mo Muldowney and managed by Jo Caruth.

Illustrations and graphics were produced by Gemma Adams. Metal-detecting was carried out by Alan Smith. The specialist finds report was written by Andy Fawcett and Richenda Goffin edited the report.

Appendix 1. Brief and Specification

Brief and Specification for Archaeological Evaluation

REPLACEMENT VILLAGE HALL, BARDWELL ROAD, SAPISTON

The commissioning body should be aware that it may have Health & Safety responsibilities.

1. The nature of the development and archaeological requirements

1.1 A planning enquiry has been made for the erection of a new Village Hall and associated car parking and access (following demolition of the existing village hall) at Bardwell Road, Sapiston (TL 916 750). Please contact the developer for an accurate location plan.

1.2 The Planning Authority (St Edmundsbury Borough Council) will be 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*. 0.23 ha. in area) is located on the north side of Bardwell Road, above the floodplain of The Black Bourn. It is situated on glaciofluvial drift and chalky till (deep sand) at *c*. 22.00m AOD.

1.4 This site lies in an area of high archaeological importance, recorded in the County Historic Environment Record. There is a known multi-period occupation site, with Neolithic, Bronze Age, Roman and Anglo-Saxon remains recorded less than 150.00m from this area (HER: HNN 004). There is high potential for important archaeological remains to be defined at this location, given the proximity to known remains and given the landscape setting (valley-side location), which is a favourable topographic situation for early occupation. 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.

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 Trial trenches are to be excavated to cover 5% by area, which is 115.00m2. These shall be positioned to sample all parts of the site, prior to demolition of existing buildings. 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 64.00m of trenching at 1.80m in width.

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.

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 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 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

Suffolk County Council
Archaeological Service Conservation Team
Environment and Transport Service Delivery
9-10 The Churchyard, Shire Hall
Bury St Edmunds
Suffolk IP33 2AR

Tel: 01284 352197

Email: jess.tipper@suffolk.gov.uk
Date: 16 July 2009 Reference: / VillageHall-Sapiston2009

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.

Appendix 2. Context summary

Context	Fill of	Filled by	Trench	Category	Type	Description				Length (m)	Width (m)	Depth (m)	Interpretation
0001	-	-	-	-	-	Unstratified finds	-	-	-	-	-	-	-
0002	-	-	All	Deposit	Topsoil	Mid orange grey	Silty clay	Friable	-	-	-	0.68	Topsoil
0003	-	0004	3	Cut	Linear	Linear	N-S	Gradual break of slope from surface, short, gently sloping sides. Imperceptible break to base	Flat, but uneven base	-	1.10	0.20	Unlikely ditch – probable hedgeline
0004	0003	-	3	Fill	Linear	Dark grey brown	Sandy silt	Friable	Occasional small sub-rounded flint	-	-	0.20	Single fill of above
0005	-	0006	4	Cut	Quarry pit	Unknown shape in plan	-	Very steep near vertical side on E. W side not seen. Sharp break to base	Flat	-	3.50+	1.15+	Late, probable post-medieval quarry pit
0006	0005		4	Fill	Quarry pit	Mixed dark orange and yellow	Sands and fine gravels	Loose	-	-	-	1.15+	Mixed sorted fills of quarry pit 0005
0007	-	0008	4	Cut	Pit	Oval	-	Sharp break from surface, steep sides breaking gradually to base	Flat	3.00		0.24	Shallow pit
0008	0007	-	4	Fill	Pit	Dark greyish brown	Silty sand	Friable	Common rounded flint gravels and occasional large flint nodules around upper edge			0.24	Single fill of shallow pit
0009	-	-	All	Deposit	Natural	Mid yellowish orange	Sands and gravels	Loose	-	-	-	-	Natural sands and gravels