Suffolk County Council

ARCHAEOLOGICAL EVALUATION REPORT

SCCAS REPORT No. 2010/113

Irvine House, Main Road, Chelmondiston
CHL 056

HER Information

Planning Application:	**B/09/00461/FUL**
Date of Fieldwork:	**11th June 2010**
Grid Reference:	**TM 2074 3716**
Funding Body:	**Last & Tricker Partnership**
Curatorial Officer:	**Sarah Poppy**
Project Officer:	**Linzi Everett**
OASIS ID:	**suffolkc1- 83312**

Contents

List of Figures

List of Plates

List of Tables

List of Appendices

Summary

An archaeological evaluation was carried out on land at Irvine House, Main Road, Chelmondiston (TM 2074 3716; CHL 056) in advance of a proposal to build two new dwellings. Two features were identified during the evaluation, a ditch running almost perpendicular to Main Road contained pottery which could be of Roman date, and a shallow, circular post medieval pit.

1. Introduction

A planning application was made for two new dwellings, associated access and car parking on land at Irvine House, Main Road, Chelmondiston. The site is centred on TM 2074 3716 and comprises a total of approximately 1,400 square metres.

The site lies within an area of archaeological activity, 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 Sarah Poppy 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 Last & Tricker Partnership.

2. Geology and topography

The site lies at approximately 30m OD, on generally flat land. The drift geology underlying the site is glaciofluvial sand.

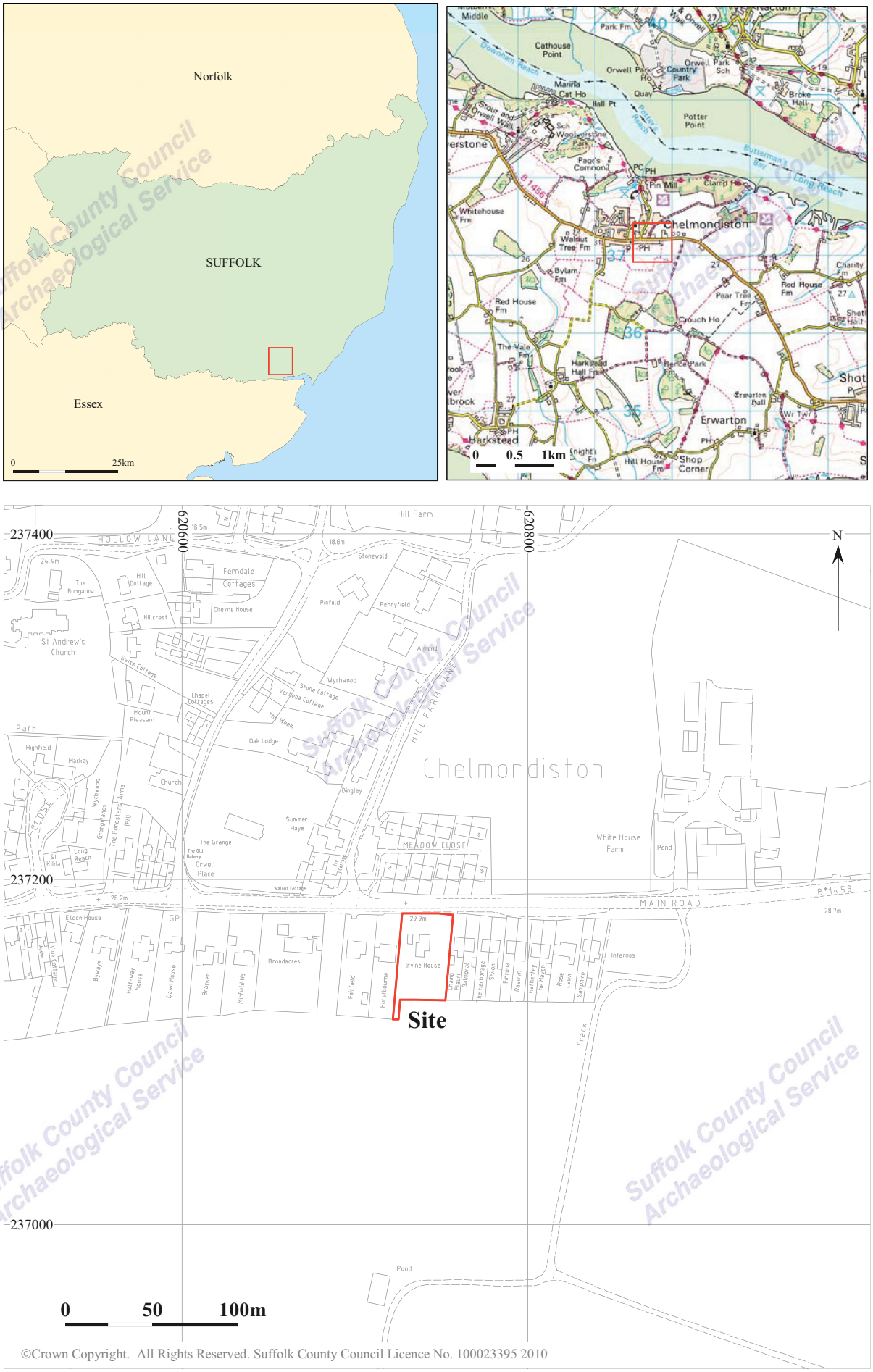

Figure 1. Site location

3. Archaeological and historical background

The high archaeological potential for the site was based predominantly on its location within an area of high archaeological importance recorded in the County HER. Cropmarks of an extensive later prehistoric or Roman settlement (CHL 003) exist in this area and cross the site. Other cropmarks of probable Bronze Age barrows are recorded to the south-west and east of the site (CHL 008, 011, 020 and 021). There was a strong possibility that further archaeological deposits would be encountered at this location.

4. Methodology

Trial trenching was carried out on 11th June 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 CHL 056 (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

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

	Length (m)	Area sq. m	Width (m)	Depth (m)
Trench 1	19	30.4	1.6	0.5(N) - 0.7(S)
Trench 2	18	28.8	1.6	0.5(W) - 0.6(E)
Trench 3	10	16	1.6	0.6

Table 1. Trench dimensions

Figure 2 shows the location of the excavated trenches within the development area. More detailed plans of the features within Trench 1 and 3 and drawn sections are shown in Figures 3 and 4.

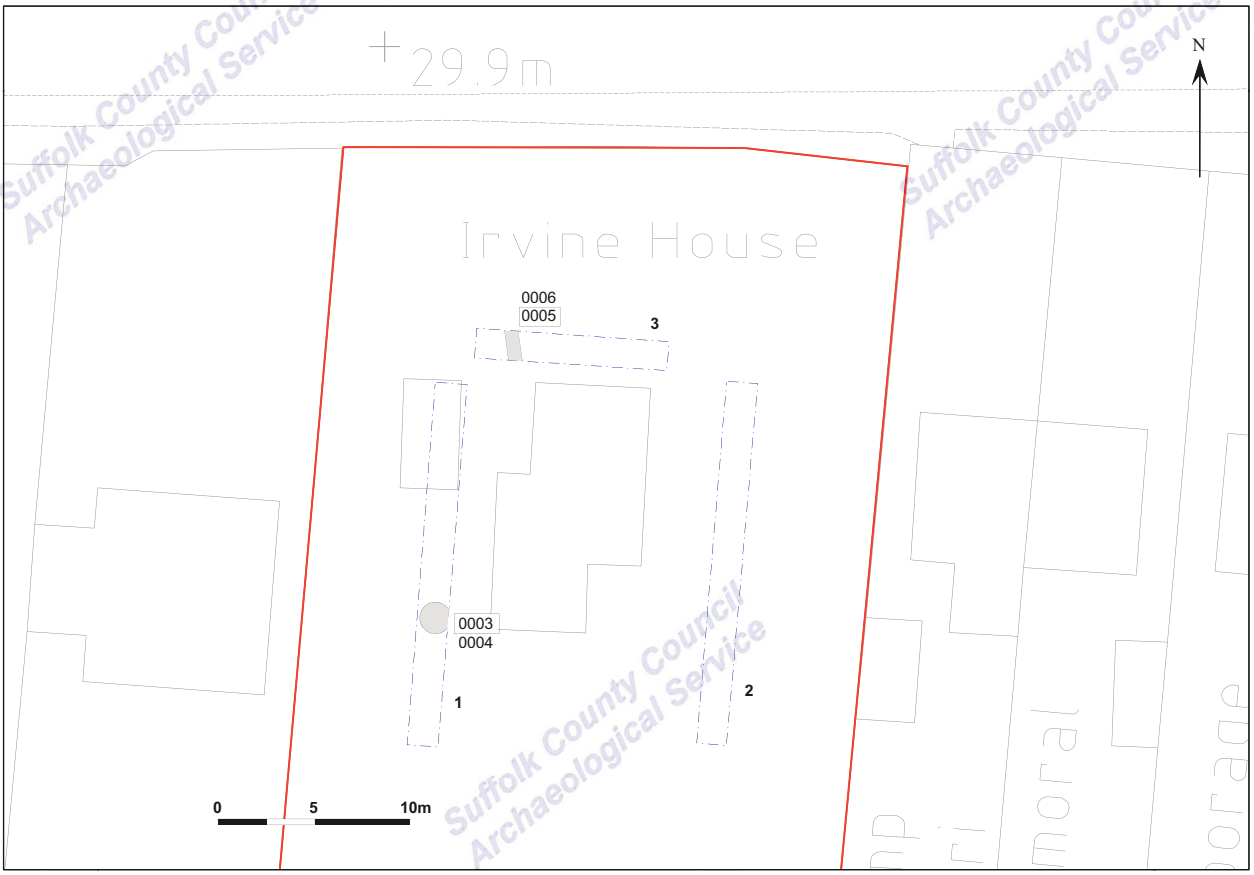

Figure 2. Trial trench locations with archaeological features shaded grey

0003 was a shallow, circular pit with a diameter of *c.*1.45m. It measured up to 0.21m deep with almost vertical sides which broke sharply to a flat base. Its fill, 0004, was a mid orangey brown loose sand with occasional small rounded stones from which several fragments of post-medieval rooftile were recovered.

0005 was a N-S aligned ditch measuring *c.*1m wide and *c.*0.7m deep where it was visible in the northern trench section, but shallower to the south. Its profile was variable, from a shallow, dished profile with rounded base at the south to gradually sloping sides breaking to steep sides and rounded base at the north. The sections from both the north and south end of the ditch are shown in Figure 4. It is possible that the north end of the ditch represents a terminus which was re-cut and extended south, but there was no evidence visible in the section to support this. The ditch was filled by 0006, a mid orangey brown friable silty sand with occasional small flints and regular root and worm

action visible. Two abraded pottery sherds of were recovered which may be of Roman date, but could be medieval. An environmental sample was taken from this fill.

The natural subsoil revealed uniformly throughout the trenches was an orange sand with patches of silty sand and gravelly sand.

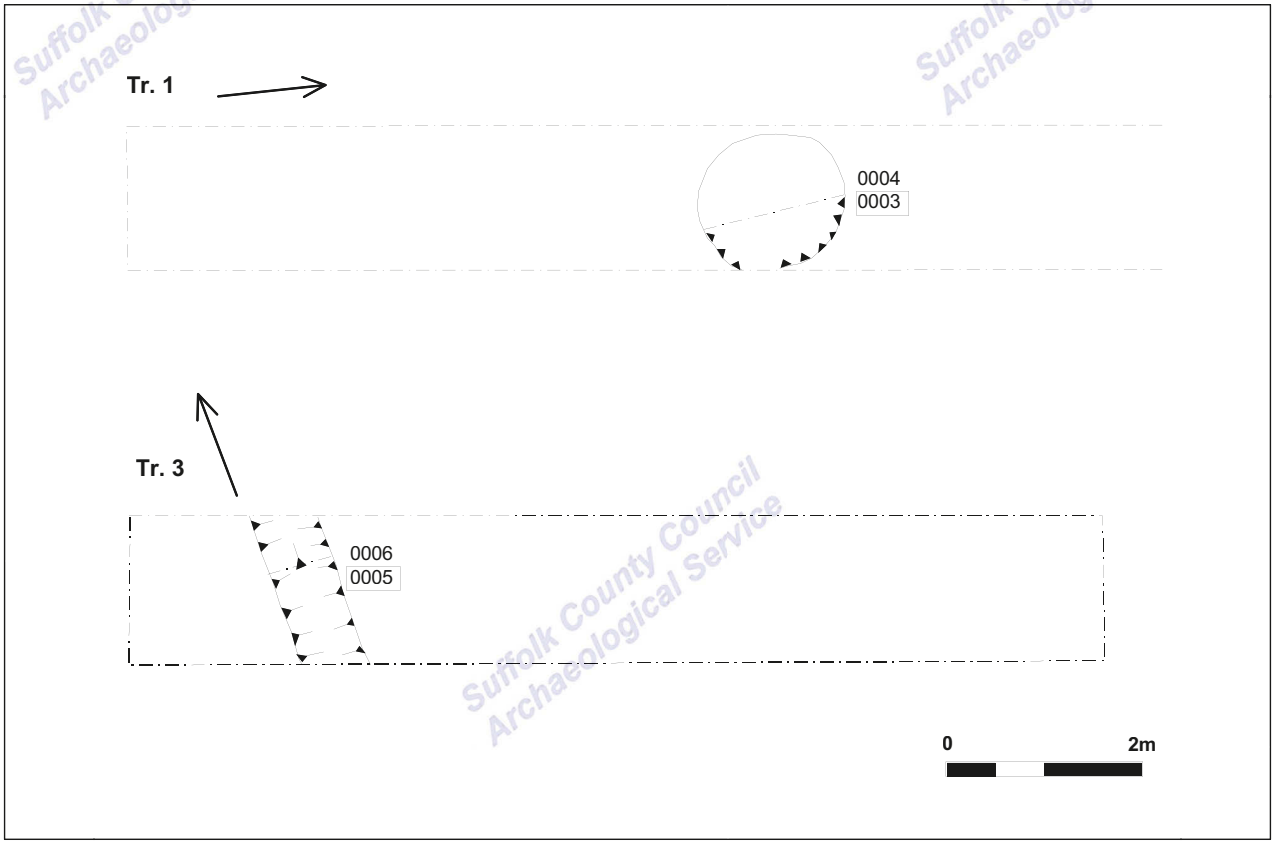

Figure 3. Plan of Trenches 1 and 3

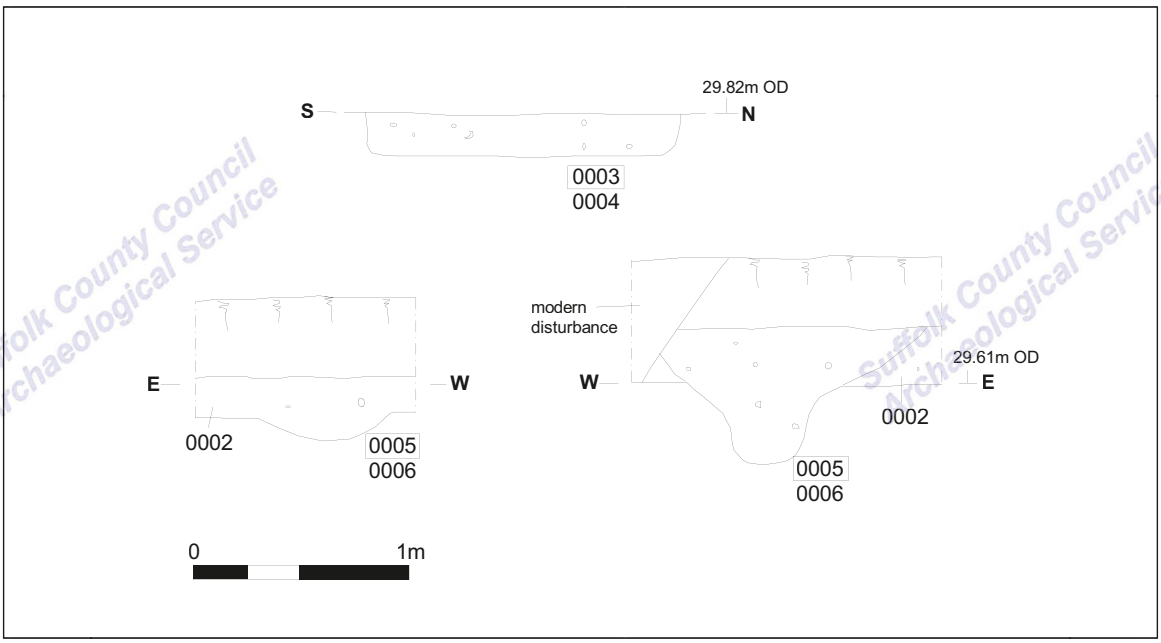

Figure 4. Sections through pit 0003 and ditch 0005

Plate 1. View of Trench 1, looking south.

Plate 2. View of Trench 3, looking west.

Plate 3. W-E section of ditch 0005

6. Finds Evidence (Andy Fawcett)

Introduction

A total of eight finds with a weight of 324g were collected from two contexts, as shown in Table 2.

OP	Pottery		Roof tile		Spotdate
	No.	Wt/g	No.	Wt/g	
0004			6	306	Post-medieval
0006	2	18			?Roman
Total	2	18	6	306	

Table 2. Finds quantities

Pottery

Two sherds of pottery have been noted in ditch fill 0006. Both of these pieces are body sherds which display slight abrasion as well as being over-fired on their internal surfaces. The sherds are reduced and composed of fairly well sorted fine quartz, alongside ill-sorted common black iron ore. It is not possible to be entirely confident as to whether the pottery is dated to the Roman or medieval period, on account of their rather non-descript fabric. However, overall the finer fabric composition suggests that a Roman date could be more likely.

Ceramic building material

All of the roof tile assemblage has been recorded in pit fill 0004 (6 fragments @ 306g). Although broken, the tile displays only slight abrasion and two different tiles are represented by these pieces. The fragments are all fully oxidised and occur in a medium sandy fabric with varying degrees of calcite (msc), and they are dated to the post-medieval period.

7. Environmental Evidence (Val Fryer)

Introduction

A single sample for the evaluation of the content and preservation of the plant macrofossil assemblage was taken from a ditch fill 0006.

The 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 3. Nomenclature within the table follows Stace (1997). All plant remains were charred.

Modern fibrous and woody roots were abundant within the assemblage along with a small number of un-charred seeds.

Results

Charcoal/charred wood fragments were abundant within the assemblage, although most were very small. Other charred macrofossils were scarce, with most being very poorly preserved; small fragments of indeterminate cereal grains, a small legume (Fabaceae) cotyledon and a single raspberry/bramble (Rubus idaeus/ sect. Glandulosus) type 'pip' were recorded. Small pieces of coal were abundant, and other remains included fragments of black porous and tarry material, some of which were probable residues of the combustion of organic remains at very high temperatures, vitreous concretions and ferrous globules.

Context No.	**0005**
Cereal indet. (grains)	x
Fabaceae indet.	x
Rubus sp.	x
Charcoal <2mm	xxxx
Charcoal >2mm	xx
Indet.seed	x
Black porous material	xxx
Black tarry material	x
Burnt/fired clay	x
Ferrous globules	x
Small coal frags.	xxx
Vitreous concretions	x
Sample volume (litres)	**c.16**
Volume of flot (litres)	**<0.1**
% flot sorted	**100%**

Key:
x = 1 - 10 specimens
xx = 11 - 50
xxx = 51 - 100 specimens
xxxx = 100+ specimens

Table 3. Charred plant macrofossils and other remains

Conclusions and recommendations for further work

The assemblage is very small and limited in composition, and is almost certainly primarily derived from materials which were accidentally incorporated within the ditch fill. The remains were probably generated during one or more episodes of very intense burning, as plant remains are scarce, and those recorded are comminuted and generally very poorly preserved. Porous and tarry residues are relatively common, and one large piece of charcoal/charred wood is almost entirely coated in a white vitreous

concretion, possibly a fuel-ash ‘glaze’ or ‘slag’. The presence of ferrous globules may indicate that some smithing waste is also present.

Although the current assemblage is somewhat limited, it does illustrate that plant remains are preserved within the archaeological horizon at Chelmondiston. Therefore, if further interventions are planned, it is recommended that additional plant macrofossil samples of approximately 20 – 40 litres in volume are taken from all dated and sealed features recorded during excavation.

8. Discussion and recommendations for further work

The assemblage of finds is very small and according to the HER, there are no other instances of Roman or medieval pottery within a kilometre of the Irvine House site. However, just over three quarters of a kilometre to the north-east and east of the site, the HER lists numerous Roman and medieval portable antiquity find spots.

The ditch is of note as it runs perpendicular to the road and could be a property boundary, however no evidence relating to possible associated occupation was found. Its profile at each end of the excavated trench is also interesting, suggesting a possible re-cut, but no evidence of this was visible in the uniform fill seen in section. The pottery recovered from this ditch consisted of small, abraded sherds in a fabric which could be Roman or medieval, with a Roman date appearing more likely. However, such a small assemblage cannot be used to reliably date the fill of the ditch and their abraded nature could suggest that they are residual.

Overall, the evaluation suggests that archaeological levels were reached but with just one ditch and a post medieval pit revealed by the trenches, features were not present in any density, nor was there any indication of disturbed archaeological deposits represented by artefacts distributed through the topsoil and subsoil. As such, it seems unlikely that any further work will be recommended by SCCAS Conservation team.

References

Stace, C., 1997, *New Flora of the British Isles*. Second edition. Cambridge University Press

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.

Appendix I

OPNO	FEATURE	TRENCH	IDENTIFIER	DESCRIPTION	CUTS	CUT BY	FINDS?
0001	0001	1, 2 & 3	Deposit	Topsoil. Mid-dark brown sandy loam, heavy modern disturbance			N
0002	0002	1, 2 & 3	Deposit	Subsoil. Mid orangey yellowish brown slightly silty sand. Variable over the site from 0.2m-0.4m thick		0005	N
0003	0003	1	Pit cut	Sub-circular pit, 1.45m diameter, 0.2m deep. Vertical sides breaking to a flat base.			-
0004	0003	1	Pit fill	Mid orangey brown loose sand with occasional small rounded stones and post-med tile.			Y
0005	0005	3	Ditch cut	N-S ditch, rounded base, possibly re-cut with earlier ditch terminus at N end? <1m wide, <0.7m deep.	0002		-
0006	0005	3	Ditch fill	Mid orangey brown silty sand, friable, with occasional small pebbles and worm action. 2 pot sherds. Sampled.			Y

Suffolk County Council

The Archaeological Service

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

Brief and Specification for Archaeological Evaluation

IRVINE HOUSE, MAIN ROAD, CHELMONDISTON, SUFFOLK (B/09/00461/FUL)

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 Babergh District Council (B/09/00461/FUL) for the construction of two new dwellings with associated garages and access at Irvine House, Main Road, Chelmondiston, IP9 1EE (TM 207 371). **Please contact the applicant for an accurate plan of the site.**

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 site (0.15 ha. in area) is located on the south site of Main Road at *c*.30.00m AOD. The soils are deep loam derived from the underlying aeolian and glaciofluvial drift.

1.4 This application lies in an area of high archaeological importance, recorded in the County Historic Environment Record. The development site is crossed by a number of linear cropmarks, which are part of an extensive later prehistoric or Roman settlement in this area (HER no. CHL 003). The cropmark remains of probable Bronze Age barrows have also been recorded to the south-west and east of the site (HER nos. CHL 008, 11, 20 and 21). There is high potential for encountering archaeological deposits at this location given the proximity to known remains. The proposed works will cause significant ground disturbance that has 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 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 condition on the planning consent, and following the standards and guidance produced by the Institute for Archaeologists (IfA), a Written Scheme of Investigation (WSI) based upon this brief and specification must be produced by the developers, their

agents or archaeological contractors. This must be submitted for scrutiny by the Conservation Team of the Archaeological Service of Suffolk County Council (SCCAS/CT) at 9-10 The Churchyard, Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443. The WSI will provide the basis for measurable standards and will be used to establish whether the requirements of the planning condition will be adequately met. The WSI should be compiled with a knowledge the Regional Research Framework (East Anglian Archaeology Occasional Paper 3, 1997, 'Research and Archaeology: A Framework for the Eastern Counties, 1. resource assessment'; Occasional Paper 8, 2000, 'Research and Archaeology: A Framework for the Eastern Counties, 2. research agenda and strategy'; and Revised Research Framework for the Eastern Region, 2008, available online at http://www.eaareports.org.uk/).

1.10 Following receipt of the WSI, SCCAS/CT will advise the Local Planning Authority (LPA) if it is an acceptable scheme of work. Work must not commence until the LPA has approved the WSI. Neither this specification nor the WSI is, however, a sufficient basis for the discharge of the planning condition relating to the archaeological works. Only the full implementation of the approved scheme – that is the completion of the fieldwork, a post-excavation assessment and final reporting – will enable SCCAS/CT to advise the LPA that the condition has been adequately fulfilled and can be discharged.

1.11 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.

1.12 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.

1.13 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 c. 75.00m^2. These shall be positioned to sample all parts of the site where significant ground disturbance is proposed. Trenches are to be a minimum of 1.80m wide unless special circumstances can be demonstrated; this will result in *c.* 42.00m of trenching at 1.80m in width.

3.2 If excavation is mechanised a toothless 'ditching bucket' 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 Every effort must be made to get the agreement of the landowner/developer to the deposition of the full site archive, and transfer of title, with the intended archive repository before the fieldwork commences. 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, scientific analysis) as appropriate.

5.12 The project manager should consult the intended archive repository before the archive is prepared regarding the specific requirements for the archive deposition and curation, and regarding any specific cost implications of deposition.

5.13 If the County Store is the intended location of the archive, the project manager should consult the SCCAS Archive Guidelines 2010 and also the County Historic Environment Record Officer regarding the requirements for the deposition of the archive (conservation, ordering, organisation, labelling, marking and storage) of excavated material and the archive. A clear

statement of the form, intended content, and standards of the archive is to be submitted for approval as an essential requirement of the WSI.

5.14 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).

5.15 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.

5.17 County HER sheets must be completed, as per the County HER manual, for all sites where archaeological finds and/or features are located.

5.18 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.

5.19 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.

5.20 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.

5.21 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: Sarah Poppy

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Date: 19 May 2010 Reference: / IrvineHouseChelmondiston_2010

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.