Suffolk County Council

ARCHAEOLOGICAL EVALUATION REPORT

SCCAS REPORT No. 2010/225

Bramfield CEVCP School, Bridge Street Bramfield BMF 019

M. Sommers

www.suffolk.gov.uk/environment/archaeology

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HER Information

Planning Application No:	**C/10/2028**
Date of Fieldwork:	**25th - 26th November 2010**
Grid Reference:	**TM 4014 7375**
Funding Body:	**SCC Resource Management Property**
Curatorial Officer:	**Dr. Jess Tipper**
Project Officer:	**Mark Sommers**
Oasis Reference:	**suffolkc1-89826**
	Digital report submitted to Archaeological Data Service: http://ads.ahds.ac.uk/catalogue/library/greylit

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Summary

An archaeological evaluation was carried out on part of the playing field adjacent Bramfield CEVCP School, Bramfield, in advance of the construction of an extension to the existing school building. A single, ‘L’ shaped trench with a total length of 13m was excavated across the site of the proposed extension. A ditch was revealed from which a single sherd of pottery, which has been dated to the Iron Age period, was recovered. No other significant archaeological remains were identified. (Suffolk County Council Archaeological Service for SCC Resource Management Property).

1. Introduction

A large extension to the existing Bramfield CEVCP School, Bridge Street, Bramfield, has been proposed. Planning permission has been granted (C/10/2028) but with a condition calling for the implementation of an agreed programme of archaeological work (condition 55 in Circular 11/95). One of the initial stages of the programme of work, as specified in the Brief and Specification produced by Dr Jess Tipper of the Suffolk County Council Conservation Team (Appendix 1), was the undertaking of a trenched evaluation in order to ascertain what levels of archaeological evidence may be present within the development area, and to inform any mitigation strategies that may be deemed necessary.

The National Grid Reference for the approximate centre of the site is TM 4014 7375. Figure 1 shows a location plan of the site.

The archaeological evaluation was undertaken by Suffolk County Council Archaeological Service's Field Team who were commissioned by SCC Resource Management Property.

2. Geology and topography

The site of the proposed extension is situated on the north-west facing slope of a shallow valley, at a height of 15m OD. The valley is drained by a small stream which runs in a channel *c.* 90m to the north-east.

In these small valleys, the underlying geology consists of sands and gravels, although the adjacent high ground is generally boulder clay. Water draining from the relatively impermeable boulder clay can cut significant channels across the sands. A former sand and gravel pit exists immediately to the east of the site. It is no longer worked and now houses the village hall and its car-park.

The site is relatively level but with a gentle slope down to the west. It presently consists of a grassed playing field. The school playground, located immediately to the west of the site, is on a terrace which is *c.* 0.8m lower, with a steep slope of brickwork acting as a revetment between the two.

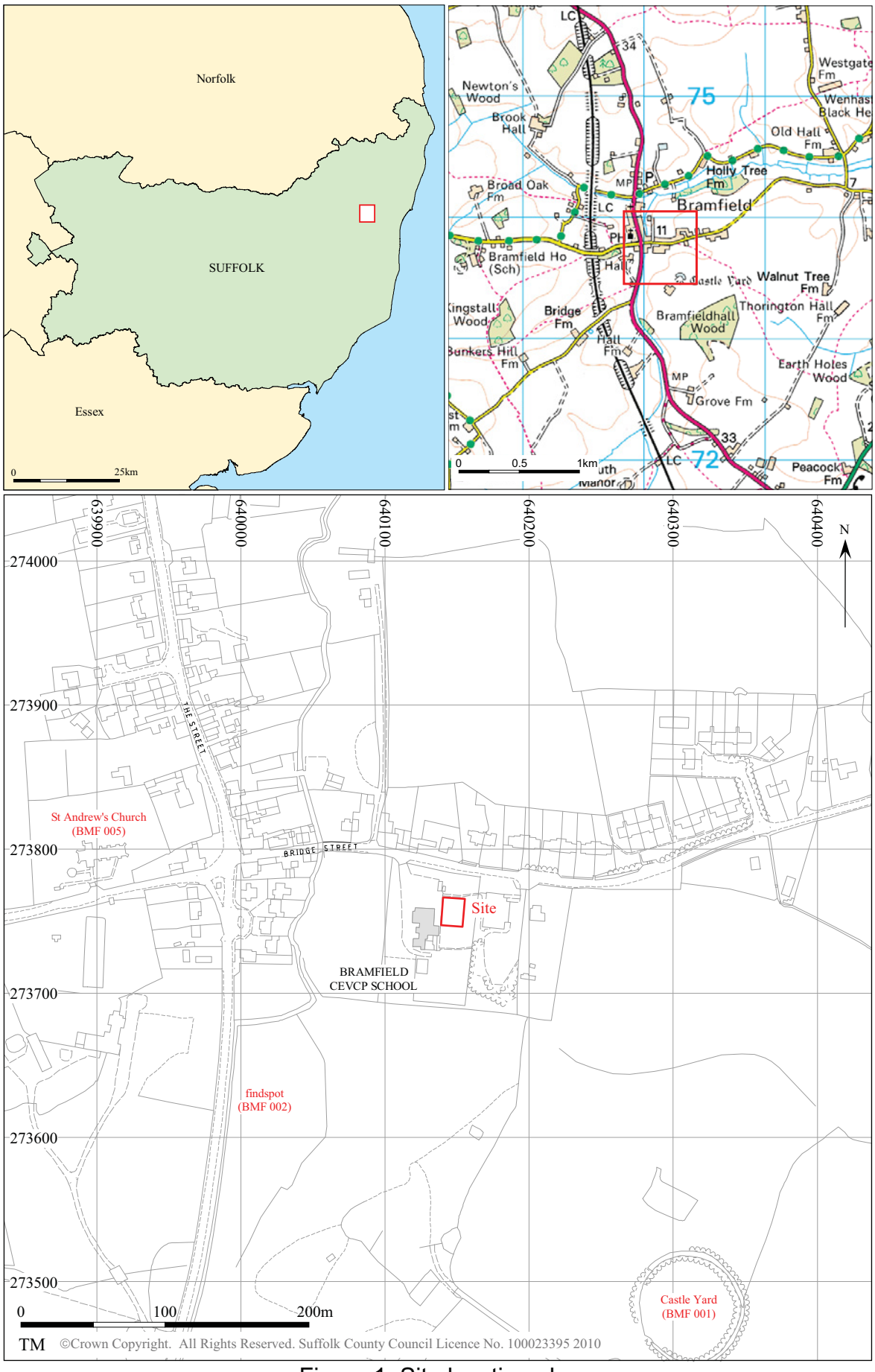

Figure 1. Site location plan

3. Archaeological and historical background

There are no known sites recorded on the County Historic Environment Record (HER) within the proposed site, but it is located within the historic village core of Bramfield. The site is also situated in a river valley close to a source of water, a location which is topographically favourable to earlier settlement.

The site is also relatively close to three sites recorded on the County Historic Environmental Record (HER), these comprise:

- BMF 001 – A ring-work, known as 'Castle Yard', which lies about 300m to the south-east. It is believed to be medieval or possibly Anglo-Saxon in date. It is also a Scheduled Monument (No. 30525).

- BMF 002 – a small group of medieval pottery and animal bone was recovered during the clearing of a ditch in 1972 in an area 180m to the south-west of the site. Additionally, the adjacent field is named as 'Kiln Meadow' on a map of 1745, suggesting a kiln of some form had once been located in this area.

- BMF 005 – the medieval parish church of St. Andrew and its churchyard. The church building is 14th century in date whilst the round tower, which is detached from the main building, dates from the 13th century.

There was also the possibility that a Second World War air-raid shelter may exist within the footprint of the proposed extension. A plan dated December 1939 (Figure 2) shows the proposed positions of three air-raid shelters to be built within the school grounds. 'Shelter 1', the northern of the three shelters lies within the proposed building footprint. Unfortunately the plan shows only the proposed locations and does not clearly indicate what form they should take. The only extra information is that their entrances should be at playground level.

The site is therefore considered to have a very high potential for archaeological deposits to be present. Construction of the extension will entail significant disturbance to the existing land surface which could result in damage and/or destruction of any archaeological remains that may be present.

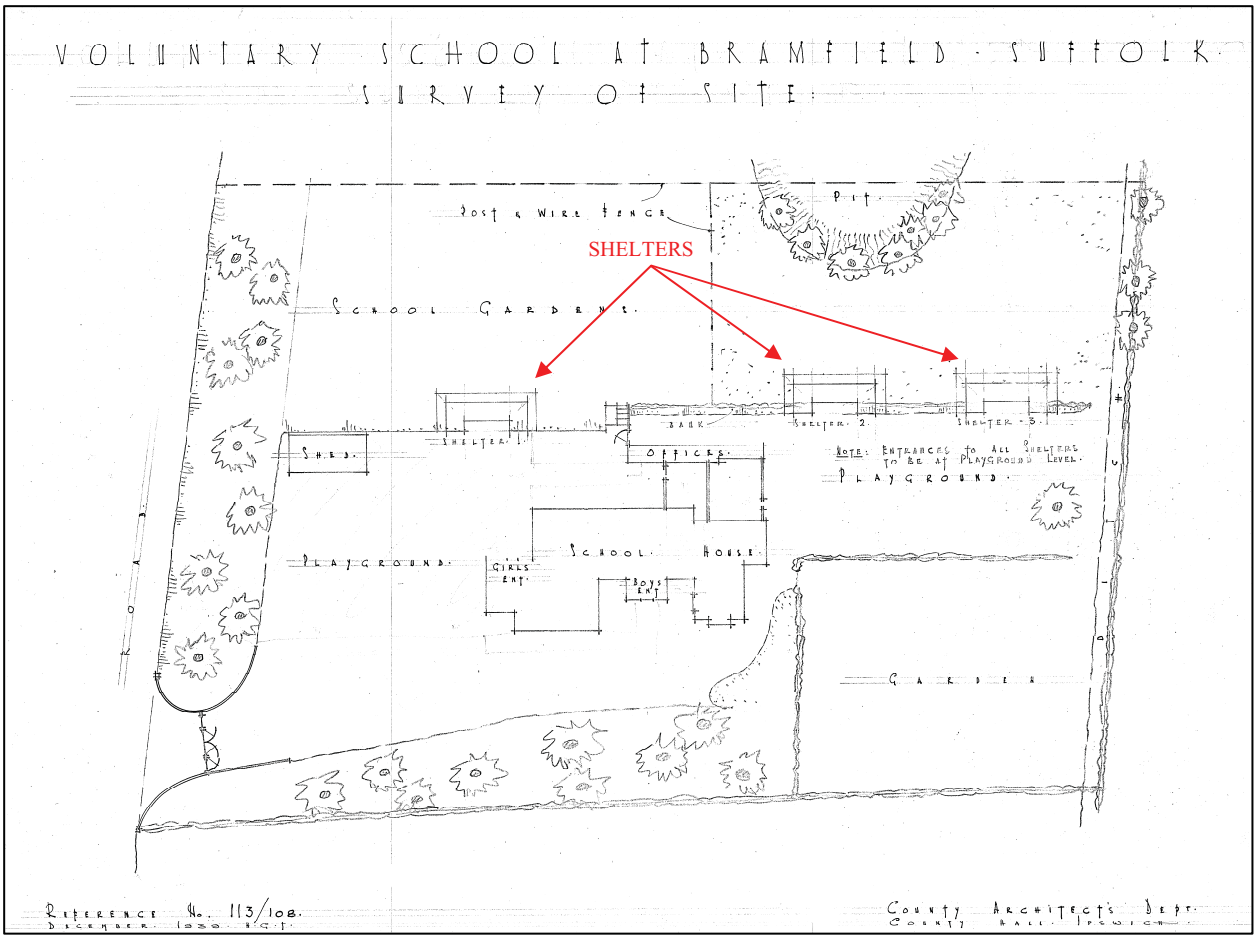

Figure 2. Plan of proposed air-raid shelters

4. Methodology

A trial trench was machine excavated down to the level of the natural subsoil using a small tracked excavator fitted with a toothless ditching bucket. The trench was positioned to cut across the proposed location of 'Shelter 1', as marked on the 1939 plan.

The machining of the trench was closely observed throughout in order to identify archaeological features and deposits and to recover any artefacts that might be revealed. Excavation continued until the undisturbed natural subsoil was encountered, the exposed surface of which was then examined for cut features or deposits. Any features/deposits identified were sampled through hand excavation in order to determine their depth and shape and to recover datable artefacts. All features excavated were planned at a scale of 1:50 and their excavated sections drawn at a

scale of 1:20. A sample of the fill was taken from the excavated feature to enable further analysis if deemed to be useful.

Following excavation the nature and depth of the overburden was recorded and the trench location was plotted. A photographic record of the work undertaken was also compiled using a 10 megapixel digital camera.

5. Results

A single 'L' shaped trench with a total length of 13m was excavated (Plate I) within which a single ditch type feature (0002) was recorded (see Figure 3). The exposed stratigraphy consisted of topsoil over a layer of pale brown sand and gravel which in turn overlay a deposit of yellow sand and gravel (see Figure 4 and Plate II). Both the deposits of sand and gravel have been interpreted as natural subsoils with the pale brown layer being a weathered surface.

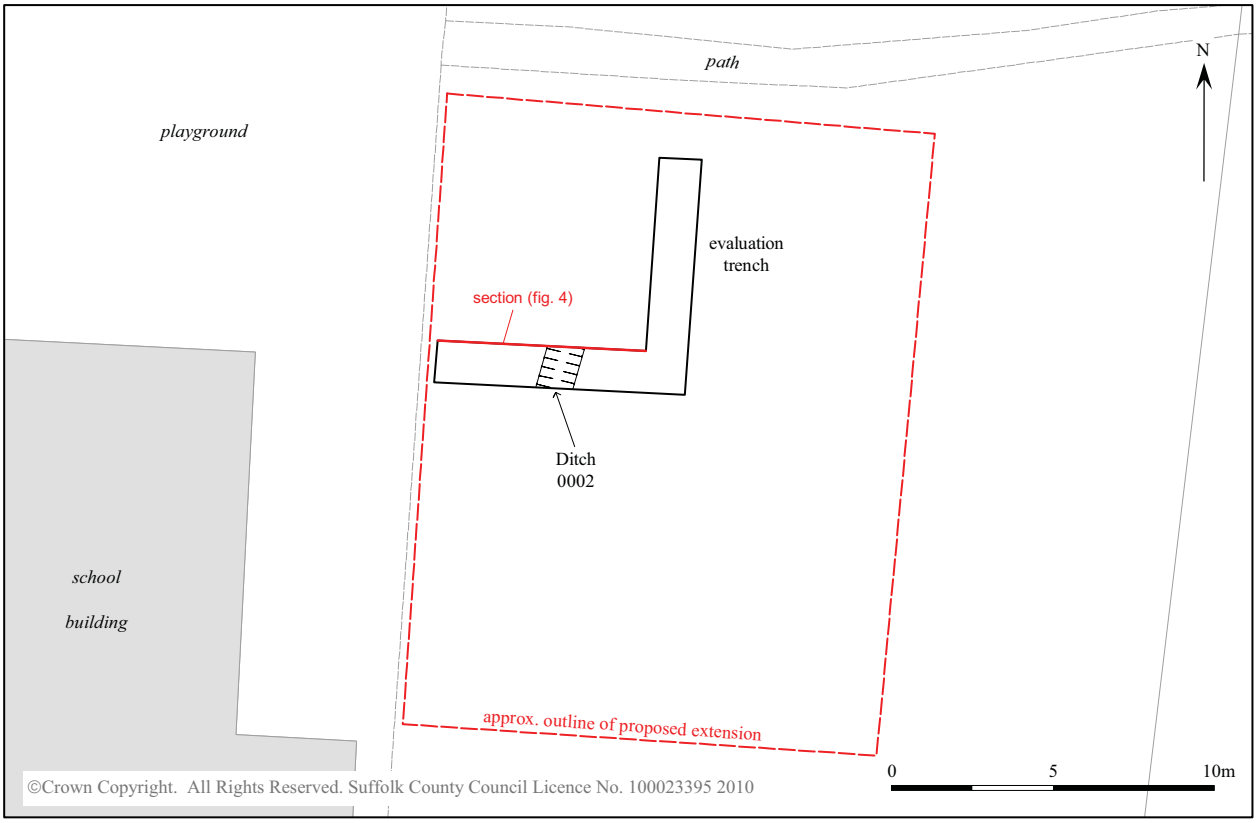

Figure 2. Trench location plan

Ditch 0002 was located in the base of the trench although in section it can be seen to have been cut from immediately beneath the topsoil, through the pale brown sand and gravel and into the yellow sand and gravel. It measured 1.9m in width and was 0.8m deep (Plate III). The fill (0003) consisted of brown sand and gravel with occasional rounded and angular flints which became more predominant towards the base. A single sherd of pottery, that has been dated to the Iron Age period, was recovered along with two struck flints and an amount of burnt flint (see Section 6. The Finds, below). A sample of the fill was also retained for environmental analysis (see Section 6).

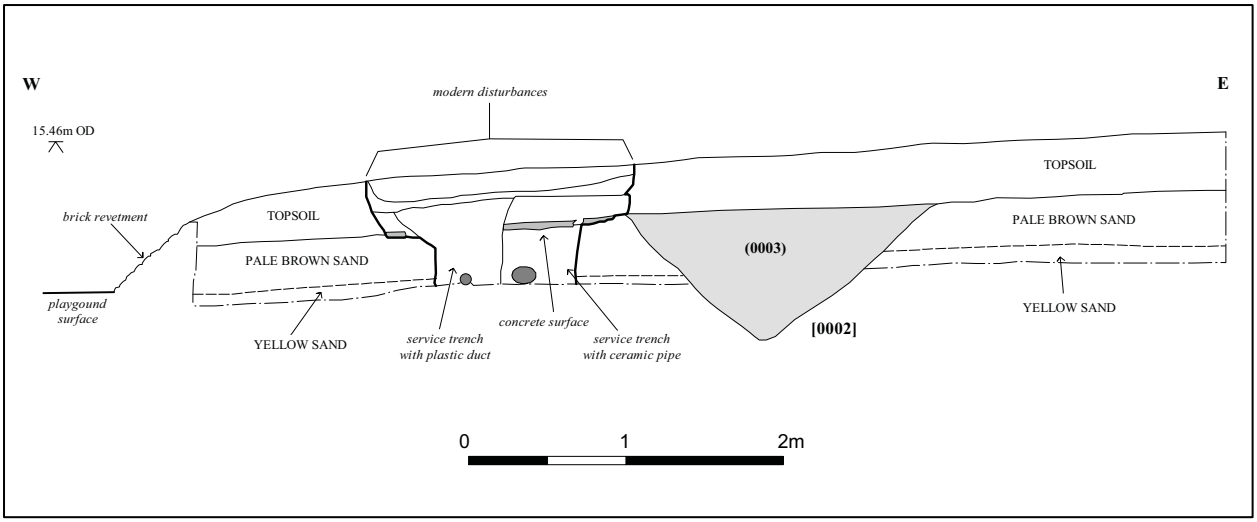

Figure 4. Section: north face of east-west arm of the trench

A number of modern disturbances were noted to the west of ditch 0002 (Plate IV). These comprised; a modern service trench containing a blue plastic duct within which was believed to be a water pipe; a modern service trench containing a ceramic pipe which had been cut by the trench with the plastic duct; and a thin spread of concrete. This overlay the ceramic drainage pipe was cut by the plastic duct trench. This concrete surface was thought to be the remains of a pathway which, along with the ceramic drainage pipe, was likely to be associated with a temporary classroom that once stood in this area.

No evidence for an air-raid shelter was noted at this location. A grandfather of one of the children at the school, who attended this school during the Second World War, stated that there were indeed air-raid shelters but that they were located in the area of Shelters 2 and 3 as marked on the 1939 plan. He did not recall a shelter in the location of Shelter 1 but clearly remembers that area being the location of a school vegetable

garden in which he occasionally worked. He stated that the shelters were partially buried but were generally above ground structures and that the entrances were at the level of the playground with internal floors at the same height (no steps up or down). They comprised of a corridor with benches along each side with an exit at each end, accessed after a 90 degree turn.

In the area towards the rear of the school, where the shelters were known to exist, there was no evidence of them visible on the surface. The area has been partially landscaped and levelled since the Second World War and as they were described as partially above ground it must be assumed that they have been cleared to at least ground level and backfilled. If they were not deliberately removed, the lower portions of the walls and the floors should still be present.

6. Finds and environmental evidence Cathy Tester

Introduction

Finds were recovered from the fill of a single feature, ditch 0002 (fill 0003) within the evaluation trial trench. The quantities are shown in Table 1.

Find type	No	Wt/g
Pottery	1	10
Flint	2	45
Burnt Flint	31	73

Table 1. Finds quantities

Pottery

A single bodysherd of hand-made flint-tempered pottery was identified, and although the sherd is non-diagnostic, its fabric suggests an earlier Iron Age date.

Flint

(Identified by Colin Pendleton.)

Two later prehistoric struck flint flakes were collected. Both are unpatinated and snapped. The first, a very large flake with a small area of steep retouch and pronounced rippling, is probably Neolithic. The second, a quite thin flake with parallel flake scars on the dorsal face and a cortical distal end, is probably Neolithic or Early Bronze Age.

Burnt flint

Thirty-one small fragments of burnt flint were recovered. The flint is blue-grey to white and fire-crackled and (much of it) is identified as pot-boiler debris. It is not datable in itself, but is an indication of prehistoric occupation. All but one of the fragments were found within the non-floating residues from the environmental sample.

Plant macrofossils

Rachel Fosberry

Introduction and methods

A bulk sample for the retrieval of plant macrofossils was taken from ditch 0002 (fill 0003) and submitted for assessment. The purpose of assessment was to evaluate the quality of preservation and the potential of plant remains for providing useful data as part of further archaeological investigation.

The sample was processed by SCCAS staff and the flot was obtained by manual flotation of the bulk sample using a 300 micron mesh sieve. The dried flot was scanned using a binocular microscope at x16 magnification. Identification of plant remains is with reference to the Digital Seed Atlas of the Netherlands (Cappers et al, 2006) and the authors' own reference collection

Results and discussion

Sample 1 from context 0003 in ditch 0002 produced a 30ml flot that contains a moderate amount of charcoal, some of which appears to have been vitrified as a result of high temperature and/or repeated burning. This is consistent with the finds of burnt flint and may suggest that the charcoal is the remains of the fuel used in a fire for pot-boiling.

There are a few remains of what may have been cereal grains that are only identifiable as such by the characteristic honeycomb appearance of the internal structure of the grain. These grains have lost their outer surface and are fragmented.

Conclusions and recommendations for further work

This particular sample has not produced a quantifiable assemblage and no further work is required. If further excavations are planned for this area, it is recommended that a

schedule for environmental sampling should be appended to the updated project design.

Discussion of the finds evidence

A small assemblage of pottery, struck flint, burnt flint and palaeo-environmental remains recovered from the fill of a single feature, ditch 0002 (fill 0003) within the evaluation trial trench, suggests prehistoric occupation on this site. Assessment of the plant macrofossils indicates that although the bulk sample did not produce a quantifiable assemblage, it does demonstrate the presence of charred plant remains within the archaeological horizon.

7. Discussion

The evaluation revealed only a single ditch from a single sherd of pottery, dated to the Iron Age period along with two struck flints of probable Neolithic date. As such the dating evidence is very slim as it is possible that a single sherd could be just a residual artefact, having found its way into what may be a later ditch by chance. The presence of a reasonably amount of burnt flint suggesting prehistoric activity (most of which was recovered from the environmental sample indicating that larger amounts were likely to be present) along with the complete absence of any later finds could be seen to give further weight to the possible Iron Age date although this is still not conclusive. Although of little help in dating the feature, the presence of a sherd of pottery does suggest actual Iron Age occupation in the vicinity.

The location of this ditch is not coincidental with any features marked on the early Ordnance Survey maps of the area although the earliest map examined (1st edition of *c.* 1880) was surveyed after the school was established on this site.

The ditch is likely to have acted as a property or field boundary rather than purely for drainage as the soils are naturally free draining.

The complete lack of evidence for the an air-raid shelter located in the trench combined with the oral history provided by a former pupil indicates that Shelter 1, as marked on the 1939 plan, was not built although the oral evidence does suggest that Shelters 2

and 3 were constructed. It may have been deemed that two shelters were enough and that the school garden was too important to disturb.

The sloping brick wall revetment between the playground and the higher playing field was constructed of soft red-bricks with very worn surfaces, no doubt the result of many years of being clambered over, and is likely to be roughly contemporary with the school building (opened 1872 – Bramfield History website).

8. Conclusions and recommendations for further work

The evaluation has found evidence for a low level of prehistoric activity within the footprint of the proposed extension. This is unlikely to warrant any significant further works although it may be prudent to undertake archaeological monitoring of groundwork associated with the proposed development in order to provide a record of any other remains that may be uncovered and to recover further dating evidence from the ditch.

9. Archive deposition

Paper archive: T:\ENV\ARC\MSWORKS3\PARISH\Bramfield\BMF019 primary school
Evaluation finds are located In one bag in the Parish box in the Bury Store H / 79 / 4
Historic Environment Record reference under which archive is held: BMF 019
A summary has also been entered into OASIS, the online database, ref. suffolkc1-89826

10. List of contributors and acknowledgements

The evaluation was carried out by Duncan Allan and Mark Sommers from Suffolk County Council Archaeological Service, Field Team. The machine and operator was provided by Holmes Plant Limited.

The project was directed by Mark Sommers, and managed by Stuart Boulter, who also provided advice during the production of the report.

The find report was produced by Cathy Tester. The soil sample was processed by Anna West and the finds were processed by Jonathon Van Jennians. Further specialist advice and identification by C Pendleton.

The Environmenatl Assessment was by Rachael Fosberry (Environmental Supervisor at OA East ,15 Trafalgar Way, Bar Hill, Cambs, CB23 8SQ)

11. References

R.T.J. Cappers, R.M. Bekker and J.E.A. Jans, 2006, Digital Seed Atlas of the Netherlands Groningen Archaeological Studies 4, Barkhuis Publishing, Eelde, The Netherlands. www.seedatlas.nl

Plates (Scales = 1m length divided onto 0.5m sections)

Plate I. General view of the trench, camera facing north-west

Plate II. Stratigraphy as seen in the west face of the north-south arm of the trench

Plate III. Ditch 0002, camera facing north

Plate IV. Modern disturbances, camera facing north

Appendix 1

Brief and Specification for Archaeological Evaluation

BRAMFIELD CEVCP SCHOOL, BRIDGE STREET, BRAMFIELD, 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 is to be sought from Suffolk County Council for the erection of two new classrooms and toilets at Bramfield CEVCP School, Bridge Street, Bramfield (TM 401 737). **Please contact the applicant for an accurate plan of the site.**

1.2 The Planning Authority will be advised that any consent should be conditional upon an agreed programme of work taking place before development begins in accordance with PPS 5 *Planning for the Historic Environment* (Policy HE 12.3) (which replaced PPG 16 in March 2010) to record and advance understanding of the significance of the heritage asset before it is damaged or destroyed.

1.3 The site is located on the south side of Bridge Street at *c*.15.00m OD. The soil is deep sand from the underlying glaciofluvial drift and chalky till.

1.4 The school is located in an area of archaeological interest within the historic village core. An assemblage of medieval pottery and bone has been found to the south of the site (County Historic Environment Record No. BMF 002). The school is also sited in a river valley overlooking a watercourse, a location which is topographically favourable for early occupation. Although systematic archaeological work has not been carried out on the site, the close proximity of known remains, and the landscape setting, means that there is high potential for the site to be of interest. The location offers potential for the discovery of hitherto unknown sites and features. Any groundworks associated with the proposed development has the potential to cause significant damage or destruction to any underlying heritage assets.

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 for 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 Neither this specification nor the WSI, however, is a sufficient basis for the discharge of the planning condition relating to archaeological investigation. Only the full implementation of the scheme, both completion of fieldwork and reporting based on the approved WSI, will enable SCCAS/CT to advise the Planning Authority 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 A single trial trench 10.00m long x 1.80m wide is to be excavated to cover the area of the new development.

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 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. Suitable arrangements should be made with the client to ensure trenches are appropriately backfilled, compacted and consolidated in order to prevent subsequent subsidence.

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 for 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 a 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 depository 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 depository before the archive is prepared regarding the specific requirements for the archive deposition and curation, and regarding any specific cost implications of deposition. The intended depository should be stated in the WSI, for approval. The intended depository must be prepared to accept the entire archive resulting from the project (both finds and written archive) in order to create a complete record of the project.

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) with ADS or another appropriate archive depository.

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 An unbound hardcopy 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 hard copies of the report should be submitted to SCCAS/CT together with a digital .pdf version.

5.17 Where appropriate, a digital vector trench plan should be included with the report, which must be compatible with MapInfo GIS software, for integration in the County HER. AutoCAD files should be also exported and saved into a format that can be can be imported into MapInfo (for example, as a Drawing Interchange File or .dxf) or already transferred to .TAB files.

5.18 At the start of work (immediately before fieldwork commences) an OASIS online record http://ads.ahds.ac.uk/project/oasis/ must be initiated and key fields completed on Details, Location and Creators forms.

5.19 All parts of the OASIS online form must be completed for submission to the County HER, and a copy should be included with the draft report for approval (see para. 5.16). 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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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.