

ARCHAEOLOGICAL EVALUATION REPORT

SCCAS REPORT No. 2011/016

Land at Warren Farm, Badwell Ash BAA 025

David Gill © January 2011
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Lucy Robinson, County Director of Environment and Transport
Endeavour House, Russell Road, Ipswich, IP1 2BX.

HER Information

Planning Application No: 1578/07

Date of Fieldwork: January 2011

Grid Reference: TM 9916 6925

Funding Body: Laurence Homes (Eastern) Ltd

Curatorial Officer: Jess Tipper

Project Officer: David Gill

Oasis Reference: Suffolkc1-92292

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

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Summary

An archaeological evaluation carried out at Warren Farm, Badwell Ash demonstrated that there has been domestic occupation on the site since at least the 16th century. A hollow from which pottery, animal bone and building material was recovered, was found just behind the frontage and this has been interpreted as a kitchen midden. The midden was a structured feature containing a bed of large flints to allow it to be free draining, but the fine silts of the upper fills suggests that despite this the top of the deposit was muddy. The midden produced a limited range of finds which indicated a degree of consistency in terms of dating and the features can be assigned confidently to belonging to the 16th century.

1. Introduction

An archaeological evaluation was carried out at Warren Farm, Badwell Ash. The evaluation was completed in accordance with a Brief issued by Dr Jess Tipper, (Suffolk County Council Archaeological Service, Conservation Team) in order to fulfil a planning condition on application 1578/07, for the construction of three dwellings with detached garages. The fieldwork was undertaken by members of SCCAS Field Team on 12th January 2011 and was funded by the developers Laurence Homes (Eastern) Ltd.

The aim of the evaluation was to determine whether archaeological deposits exist in this area and to establish their date, extent and quality of preservation in order that the full archaeological implications for the site's development could be ascertained. This report is intended to provide data to inform an appropriate archaeological mitigation strategy for the site's development.

2. Geology, topography and recent land use

The settlement of Badwell Ash lies on the south side of the valley of a tributary of the River Blackbourn just above the 40m contour. The development area is at the north end of the village at TM 9916 6925 and at 42.2m OD, and the surface geology consists of fine loams over sand and gravel.

The site until recently was a domestic garden and laid to grass. A former swimming pool and pool house which had been attached to the north end of Warren Farm Cottage, had truncated any potential archaeological deposits along a large part the street frontage. The sample area was further restricted by foul drains which crossed the site and served the adjacent properties to the south and a hard stand of brick pavers laid over a concrete slab at the north end of the site (Fig. 2).

3. Historical background

Badwell Ash is a large compact village; the original settlement pattern is linear following the line of the Hunston to Walsham-le-Willows road with the oldest buildings, including the C14th century church, fronting onto 'The Street' (Fig. 1). The development area lies towards the north edge of the village within the former garden of a thatched and timber-framed cottage that once lay at the heart of Warren Farm. The building is not listed but from its external appearance is thought to pre-date the 18th century. A possible medieval guildhall lies just to the north of the site and to the south, on the opposite side of the road, is a medieval open hall now converted into three homes (Nos1-3 The Wurlies). A

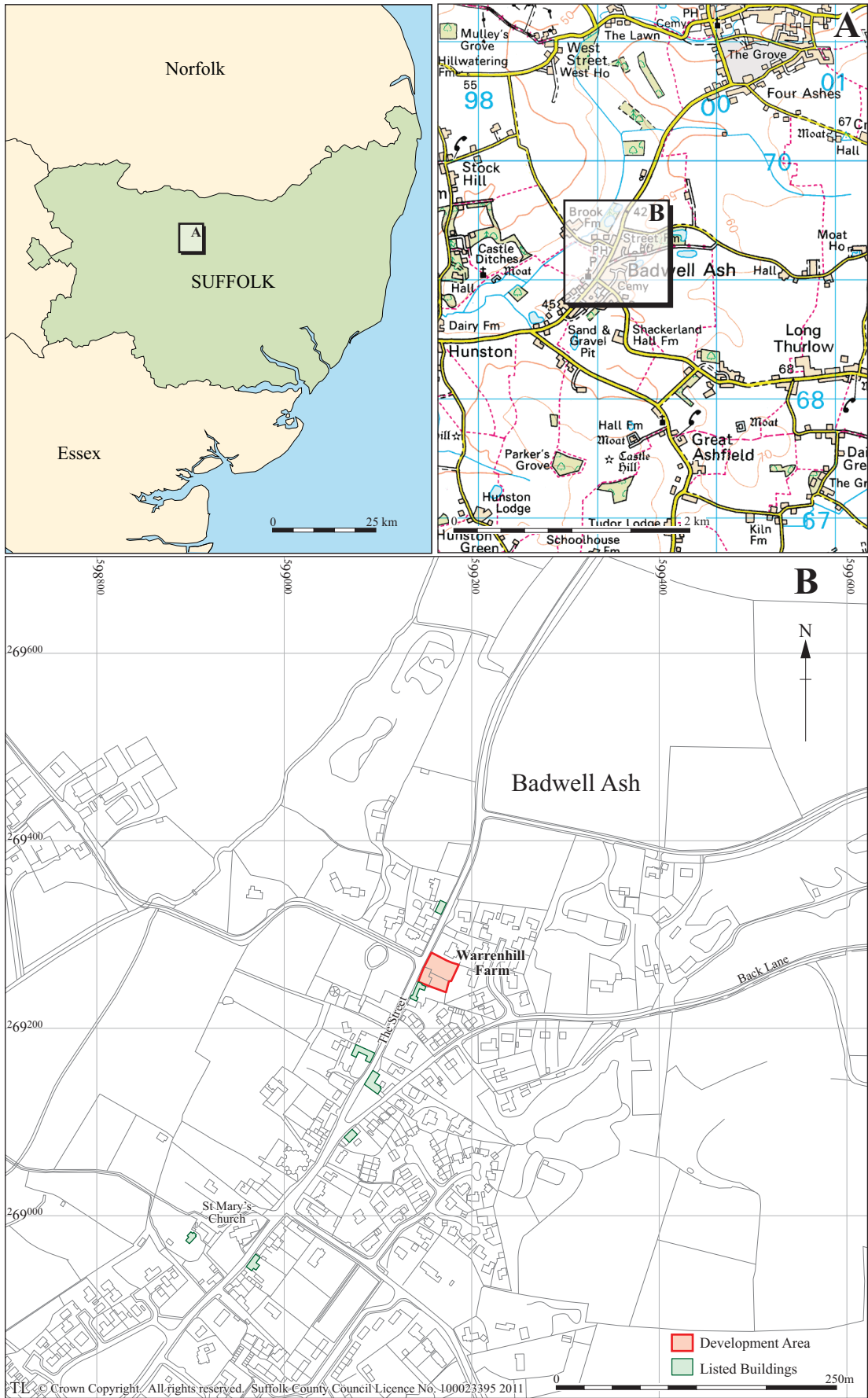


Figure 1. Location map showing nearby listed buildings

catastrophic fire occurred in July 1723, caused by two boys who whilst employed to scare birds accidentally fired a homemade gun into a thatched roof. According to a report in the Suffolk Mercury of July 15th 1723, the fire consumed most of the village and left only ten houses standing. All of the listed buildings which predate the 18th century (including the unlisted Warren Cottage) are shown in green in Figure 1.

4. Methodology

A single trench was excavated under archaeological supervision at the north end of the site by a JCB –type machine fitted with a toothless, ditching bucket. The machine was unable to break through the top of concrete slab but by working from the slab's east edge was able to lift a section; although working in this direction meant the trench could only be excavated to a machine length of the street frontage. Concrete and topsoil were removed to expose the top of the surface geology. The topsoil lay directly over this and there was no evidence of intervening buried soil horizons or archaeological surfaces.

A single archaeological feature was found at the east end of the trench. This was excavated by hand and recorded in plan and section at a scale of 1:20. Finds were collected and retained for analysis and a 20 litre soil sample collected for macrofossil analysis. The trench location was plotted against the Ordnance Survey grid and digital and black and white film photographs were taken and are included in the site archive.

An OASIS form has been completed for the project (reference no. suffolkc1-92292) and a digital copy of the report submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>).

The site archive is kept in the main store of Suffolk County Council Archaeological Service at Bury St Edmunds under the HER site code BAA 025.

5. Results

The soil profile at the west end of the trench was recorded in Section 2. A recently reworked muddy clay silt, 0004, at the base of the soil profile produced modern brick fragments and shows that ground levels along the street frontage had been disturbed and truncated when the hard standing had been laid; removing any potential archaeological horizons within this area. To the east of this was a recent ditch, 0005 filled with black silt in which were buried bricks, twisted metal and other modern building debris.

A large shallow hollow, 0001, was recorded at the south end of the trench 16m back from the street. It was approximately circular in plan and measured 5m wide and 0.6m deep. It

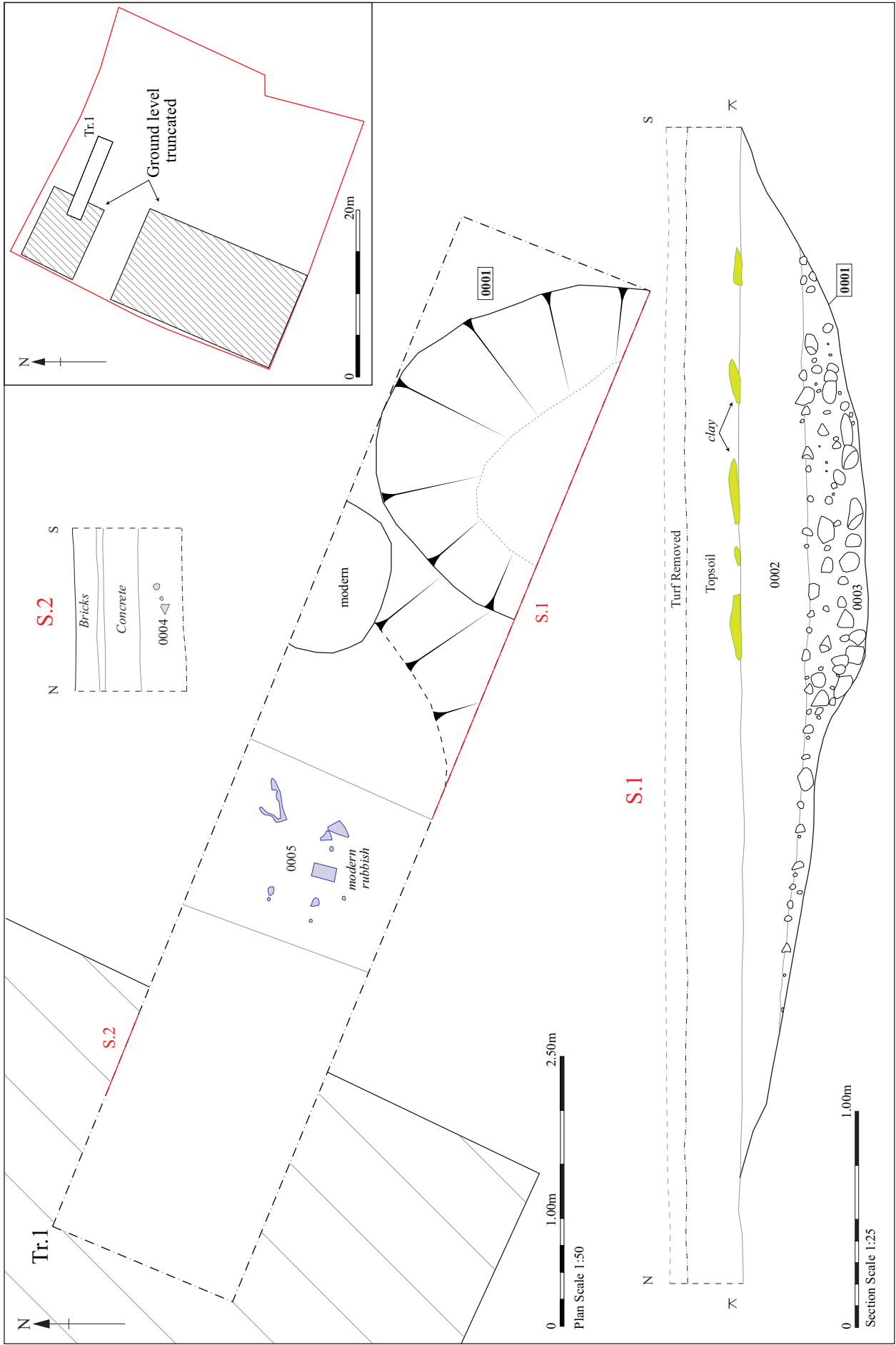


Figure 2. Trench plan and sections

had gently sloping sides, but was thought to be a cut feature rather than a natural depression. The top of the hollow was filled with a dark, fine-textured silt, 0002, which contained no stones and the fine particle size of the silt suggests that it was laid down with water or as part of a muddy solution. Thin patches of unburnt clay were recorded at the interface of the silt layer and the topsoil. The bottom of the hollow was filled with dark silt, 0003, packed with large 'fist-sized' flint cobbles which looked to have been selected by size and a deliberate component of the bottom fill of the feature. This deposit produced a moderately large assemblage of finds which was in contrast with the upper silt fill which produced none. Late medieval/early post-medieval pottery, animal bone and oyster shell from food waste, and a small quantity of brick and tile were collected. The natural subsoil below the hollow, a soft, stoney yellow sand, was unchanged by contact with the feature fill and was clean. A 20 litre soil sample was taken of the fill for macrofossil analysis and is awaiting processing.

6. Finds and environmental evidence

Introduction

In total thirty-five finds with a weight of 824g were recorded from Warren Hill Farm. All of these finds were noted in the midden fill 0003, as demonstrated in Table 1.

Context	1. Pottery		2. CBM		3. Animal bone		4. Shell		Spotdate
	No.	Wt/g	No.	Wt/g	No.	Wt/g	No.	Wt/g	
0003	15	241	7	413	10	138	3	32	16th C
Total	15	241	7	413	10	138	3	32	

Table *. Finds quantities

Pottery

A small assemblage of pottery (15 fragments @ 241g) was present in the midden fill. In general the sherds only display slight abrasion and can be divided into two distinct groups.

The first of these contains three sherds (35g) of Late medieval/transitional pottery (LMT) which is dated from the 15th to late 16th century. Two of the sherds form part of a base that is oxidised (29g) and displays the remains of a dark green glaze on its underside. The fabric contains fine quartz with sparse red iron ore and moderate fine silver mica. This fabric is very similar to the types produced in the Rickinghall and Wattisfield area during this period (Anderson 1996, 7-10). The third sherd (6g) is also oxidised with a buff slip, and on top of this is a light green glaze. The fabric is fine and consists of well sorted quartz. There is nothing distinctive within the fabric to help define a source, however in general appearance, it has some similarities in style to late Hedingham ware (HFW2) which is dated from 14th to 15th century.

The second group (12 fragments @ 206g) is made up of Glazed red earthenwares (GRE) which are dated from the 16th to 18th century and at least one GRE bowl rim is present. Within this collection a number of sherds join to form part of a tripod pipkin. Similar types can be seen in Jennings *corpus* of Norwich pottery (1981, 169).

The combination of LMT and GRE pottery fabrics all suggest a 16th century date for the midden fill.

Ceramic building material

Roof tile

Five small pieces of abraded roof tile were noted in the midden fill (221g). All of the examples are oxidised throughout and are in a medium sandy fabric (ms); their depths range between 11 to 14mm. Their general fabric style and appearance suggests a 16th century date at the earliest.

Brick

Two small and abraded brick fragments have been noted. Due to their fragmentary condition no dimensional measurements could be undertaken. One of the examples equates to Drury's Late Brick 2 (1993, 165), being in an orange-red fabric with cream streaks and grog lumps. The second piece is heat affected but appears to be in a medium sand fabric (ms) and may well be dated from the late medieval to early post-medieval period.

Animal bone

Identified by Michelle Feider

Ten pieces of very fragmented animal bone were noted (138g) in the midden fill. They consist of a partial sheep horn core, a cow ulna as well as long bone, scapula and a possible pelvis from a large mammal.

Shell

Three worn pieces of oyster shell were recorded in the midden fill (32g)

7. Discussion

The evaluation demonstrates that there has been domestic occupation on the site since at least the 16th century. The hollow in which pottery, animal bone and building material was found just behind the frontage and this has been interpreted as a kitchen midden; this was located about 16m back from the road in an area that would have been just to the rear of

any building fronting the street. The midden was a structured feature which contained a bed of large flints to allow it to drain freely, but despite this the fine silts of the upper fills suggests the top of the deposit was still 'muddy'. The midden produced only a limited range of finds that were mostly quite worn and fragmentary. The pottery assemblage displays only slight abrasion and indicates a degree of consistency in terms of dating and the features can be assigned confidently to the 16th century.

The first and second edition OS maps (published in 1886 and 1904) show a long building standing along the street front just to the north of Warren Farm. This part of the site was badly truncated and any evidence of this or earlier buildings had been destroyed.

8. Recommendations

The evaluation has adequately sampled the site. The archaeological potential along the street frontage, where most of the new development work will occur, has already been destroyed and it is recommended that no further archaeological work is required.

David Gill
January 2010

9. Archive deposition

Paper and photographic archive: SCCAS, Bury St Edmunds,
Digital archive: T:arc\archive field projects\Badwell Ash\BAA 025.
Finds and environmental archive: SCCAS, Bury St Edmunds, Suffolk.

10. List of contributors and acknowledgements

The evaluation was carried out by David Gill, finds and post excavation were managed by Richenda Goffin, the finds were processed by Jonathon van Jennians and the finds report written by Andy Fawcett with assistance from Michelle Feider. The production of the digital illustrations was by Crane Begg.

11. References

Anderson, S., 1996 'The pottery' in S. Anderson, A. M. Breen, J. Caruth and D. Gill, The late medieval pottery industry on the north Suffolk border, *Medieval Ceramics* 20, 3-12.

Drury, P., 1993 'Ceramic building materials' in Margeson, S., *Norwich households*, East Anglian Archaeology No 58, 163-8.

Jennings, S., 1981 *Eighteen centuries of pottery from Norwich*, East Anglian Archaeology No 13.

9-10 The Churchyard, Shire Hall
Bury St Edmunds
Suffolk
IP33 2AR

Brief and Specification for Archaeological Evaluation

LAND AT WARREN FARM, THE STREET, BADWELL ASH, SUFFOLK (1578/07)

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 Mid Suffolk District Council (1578/07) for the erection of 4 cottages with garages, together with store and garage to Warren Farm House, on Land at Warren Farm, The Street, Badwell Ash (TM 9916 6925). **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 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 (c.1200m² in area) is located on the east side of The Street at c.42.00m OD. The underlying glaciofluvial drift geology of the site comprises loamy and sandy soil, in places over gravel.
- 1.4 This application lies in area of archaeological importance, recorded in the County Historic Environment Record, within the historic settlement core. There is a strong possibility that medieval occupation deposits will be encountered at this location. 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 Mid Suffolk District Council 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 of the new development, which is 60.00m². These shall be positioned to sample all parts of the site. Linear trenches are thought to be the most appropriate sampling method. Trenches are to be a minimum of 1.80m wide unless special circumstances can be demonstrated; this will result in a minimum of 33.00m of trenching at 1.80m in width. The exact area and extent of the access road is undefined and this area will also need to be evaluated.
- 3.2 If excavation is mechanised a toothless 'ditching bucket' 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 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 If the County Store is not the intended depository, the project manager should ensure that a duplicate copy of the written archive is deposited with the County HER.
- 5.13 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.

- 5.14 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.
- 5.15 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.
- 5.16 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 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.
- 5.18 Where appropriate, a digital vector trench plan should be included with the report, which must be compatible with MapInfo GIS software, for integration in the County HER. AutoCAD files should be also exported and saved into a format that can be imported into MapInfo (for example, as a Drawing Interchange File or .dxf) or already transferred to .TAB files.
- 5.19 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms.
- 5.20 All parts of the OASIS online form must be completed for submission to the County HER, and a copy should be included with the draft report for approval. 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
9-10 The Churchyard, Shire Hall
Bury St Edmunds
Suffolk IP33 2AR
Tel: 01284 352197
Email: jess.tipper@suffolk.gov.uk

Date: 16 November 2010

Reference: /WarrenFarm_BadwellAsh2010

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.