

## **ARCHAEOLOGICAL EVALUATION & MONITORING REPORT**

---

**SCCAS REPORT No. 2011/025**

# **Land to the rear of Red House Cottages Somersham Road, Little Blakenham BLL 014**

**M. Sommers**  
© February 2011  
[www.suffolk.gov.uk/environment/archaeology](http://www.suffolk.gov.uk/environment/archaeology)



## **HER Information**

---

**Planning Application No:** 3051/06  
**Date of Fieldwork:** 7th & 8th February 2011  
**Grid Reference:** TM 1085 4873  
**Funding Body:** Mr M. Blakenham  
**Curatorial Officer:** Dr J. Tipper  
**Project Officer:** Mr M. Sommers  
**Oasis Reference:** suffolkc1-92913

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



## Contents

---

	Page
<b>Summary</b>	
1. Introduction	1
2. Geology and topography	3
3. Archaeological and historical background	3
4. Methodology	4
5. Results	
Evaluation	5
Monitoring	6
Building Recording	6
6. Finds and environmental evidence	7
7. Discussion	7
8. Conclusions and recommendations for further work	8
9. Archive deposition	8
10. Contributors and acknowledgements	8

Disclaimer

## List of Figures

1. Site location plan	2
2. Trench and monitored filter drain location plan	5
3. 2nd edition and 3rd edition Ordnance Survey maps (rescaled extracts)	6

## List of Plates

Plate I.	Trench 1 showing the surface of the chalky till and an area of brown silt beyond, camera facing east	9
Plate II.	Trench 1 showing soil profile, camera facing north	9
Plate III.	Trench 2 showing area of silty sand with chalky till outcrops, camera facing north	10
Plate IV.	Trench 2, showing soil profile	10
Plate V.	Trench 3 with mid brown silt over chalky till, camera facing north	11
Plate VI.	Trench 3 showing soil profile	11
Plate VII.	filter drain trench, west end, showing chalky till over solid chalk base, camera facing west	12
Plate VIII.	filter drain trench, east end, showing mid brown silt, camera facing south-west	12
Plate IX.	The Sunday School, camera facing north-east	13
Plate X.	The Sunday School, camera facing south-east	13
Plate XI.	The Sunday School, camera facing south-west	14
Plate XII.	The Sunday School, interior, looking into the extension	14

## List of Appendices

1.	Brief and specification	15
----	-------------------------	----

## Summary

---

An archaeological evaluation was carried out on land to the rear of Red House Cottages, Somersham Road, Little Blakenham, in advance of a proposed housing development. Three trenches with a total length of 47m were excavated but no archaeological features of any period were identified and no artefacts were recovered. The natural subsoil consisted of loose chalk with overlying pockets of pale yellow silty sand and mid brown silt. This occurred at a depth of c. 0.3m under an overburden of garden topsoil. In conjunction with the evaluation, the excavation of a linear filter drain was continuously monitored but no features or artefacts were identified. Digital photographs of a structure within the development site were added to the site archive to form a basic record. It is marked 'Sunday School' on the 2nd and 3rd edition Ordnance survey maps, indicating a late 19th century date, and will be removed as part of this development. There is no suggestion that it should be preserved (Suffolk County Council Archaeological Service for Michael Blakenham).





# 1. Introduction

---

A small housing development has been proposed on land to the rear of Red House Cottages, Somersham Road, Little Blakenham. Planning permission (3051/06) has been granted with an attached condition requiring an agreed programme of archaeological work to be in place prior to the commencement of the development.

The first stage of the programme of work, as specified in the Brief and Specification produced by Dr J. 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 client intended to undertake the excavation of a linear filter drain to run alongside the development's access road immediately following excavation of the evaluation using the same building contractors and plant. It was agreed with Dr Tipper that this work could go ahead prior to the completion of the evaluation report but would require continual archaeological monitoring. This work was also included in the Brief and Specification.

The site comprises the rear gardens of Red House Cottages and The White House and an access trackway. A small part of the field behind these properties also forms part of the site and will be the location of an access road into the new development.

The National Grid Reference for the approximate centre of the site is TM 1085 4873. 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 and funded by Peacock Short Limited on behalf of their client, the landowner, Michael Blakenham.

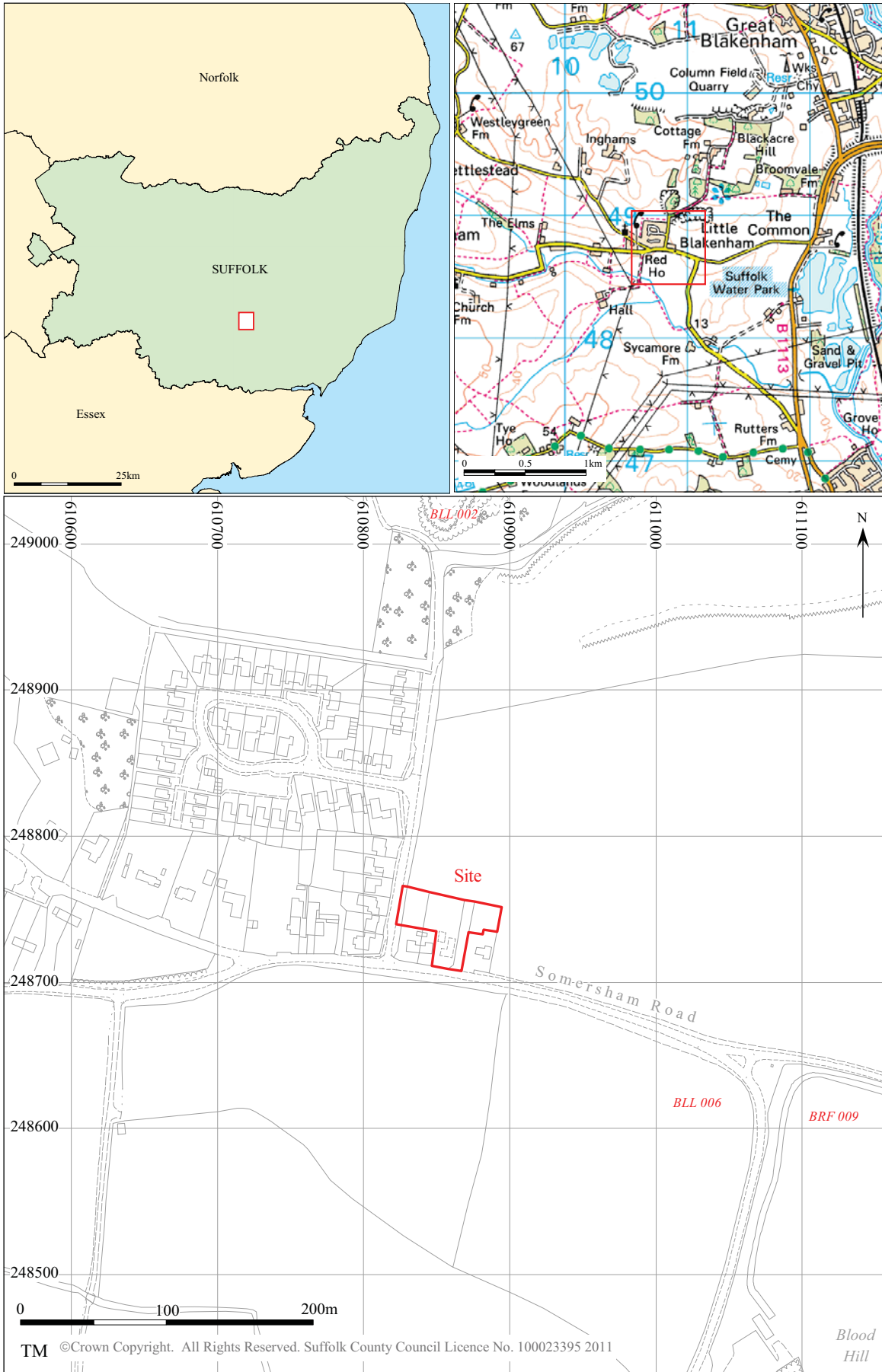


Figure 1. Site location plan

## **2. Geology and topography**

---

The development site is situated on the south facing slope of a gentle valley containing a small tributary to the River Gipping, at a height of 20m OD. The development site is generally level but with a very slight slope down to the south. The land on the opposite side of Somersham Road, which runs along the southern edge of the site, forms a steeper slope down to the floodplain and watercourse, which is situated some 300m to the south.

The underlying geology consists of a thick layer of chalky till deposited by the retreating icesheet of the Anglian Glaciation. Solid chalk underlies the whole area and a substantial outcrop is located to the north and west of the site. This outcrop has been the location of intensive quarrying from at least the 19th century resulting in numerous quarry sites in the local area. There are channels and undulations across the surface of the chalk and the chalky till which are filled with gravel, sand and silt deposits left by glacial meltwaters.

## **3. Archaeological and historical background**

---

There are no known sites recorded on the County Historic Environment Record (HER) within the proposed site and archaeological interest in this location is due to the presence of a number of other recorded sites in the vicinity. An undated enclosure (HER ref. BLL 006) lies c. 160m to the south-east, a medieval well (HER ref. BRF 009) was recorded 250m to the east and an area of 19th century quarrying with extant limekilns and adits, from where Roman pottery is recorded as having been found (HER ref. BLL 002), is situated 250m to the north. The medieval church of St Mary (HER ref. BLL 005) lies 360m to the west. Blood Hill is a large landscape feature located 400m south-east of the site where a number of Bronze Age and Roman burials have been excavated (HER ref. BRF 068).

## 4. Methodology

---

The trial trenches were machine excavated down to the level of the natural subsoil using a tracked excavator fitted with a toothless ditching bucket. The location of the trenches was in accordance with a plan approved by the County Archaeological Service Conservation Team.

The machining of the trenches 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. Had any features/deposits been noted they would have been sampled through hand excavation in order to determine their depth and shape and to recover datable artefacts.

Metal detecting equipment was used to search the spoil and the base of the trench but no pre-modern artefacts were detected.

Following excavation the nature of the overburden was recorded, the trench locations were plotted and the depths were noted. A brief photographic record of the work undertaken was compiled using a 10 megapixel digital camera.

Following on from the evaluation the excavation of a linear filter drain was archaeological monitored. This was achieved by maintaining a presence on site to observe the works whilst they were underway in an attempt to identify archaeological features and/or deposits. The resultant spoil was also briefly examined in order to recover datable artefacts. Additional digital photographs were taken as part of the record.

## 5. Results

### Evaluation

Three trenches with a total length of 47m were excavated across the site (Fig. 2). They were numbered 1 to 3 in order of their excavation.

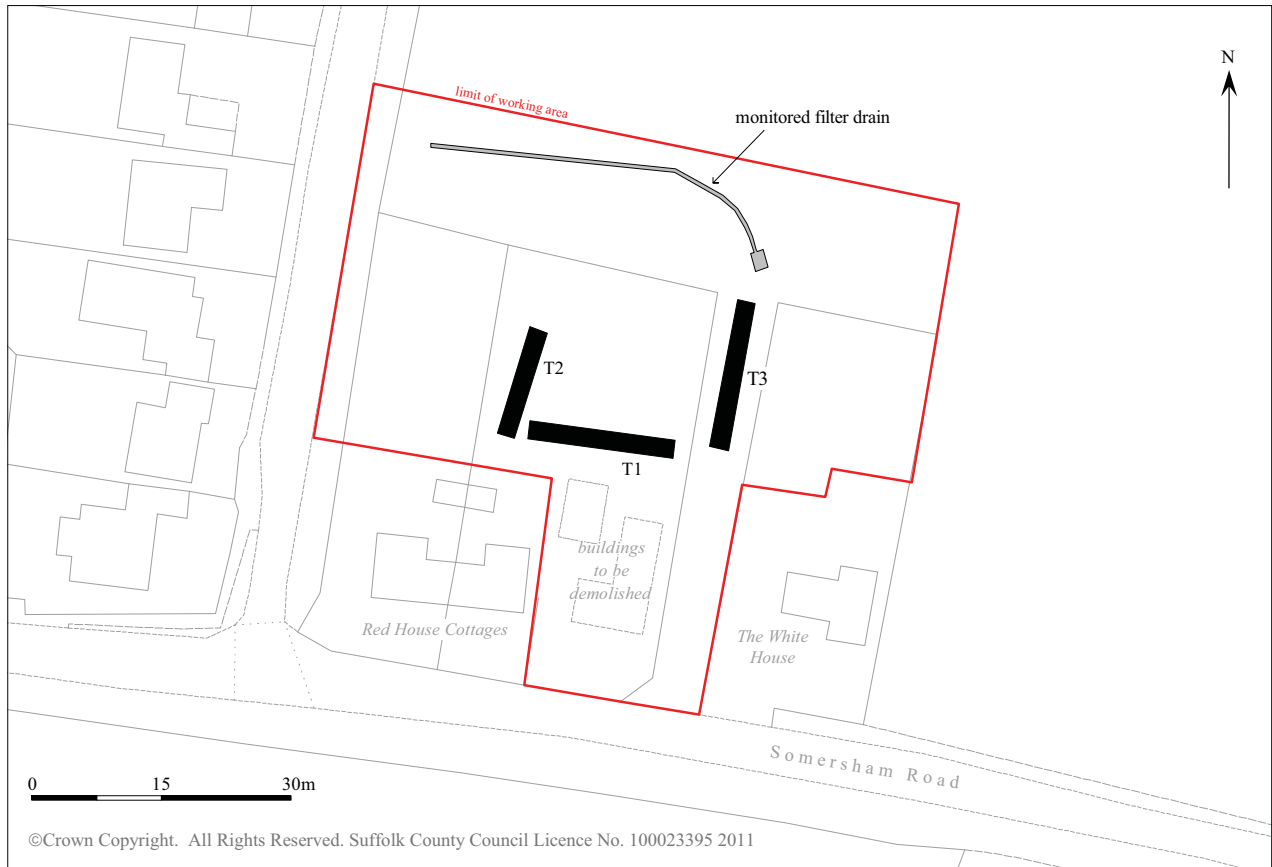


Figure 2. Trench and monitored filter drain location plan

No archaeological features of any period were revealed in any trench and there was no evidence for any modern disturbance. The natural subsoil, as revealed in all three trenches, consisted of chalky till with pockets of pale yellow sand or mid brown silt filling depressions in the surface of the chalk. The natural subsoil lay at a depth of c. 0.3m in all trenches (Plates I to VI) The overburden consisted of garden topsoil with very occasional fragments of late 19th/20th century ceramics and glass.

The interface between the overburden and the underlying natural subsoil was generally blurred with no evidence for large-scale truncation.

## Monitoring

Excavation of the filter drain trench was continuously monitored but no archaeological features or deposits were identified and no artefacts were recovered from the trench or the resultant spoil. The natural subsoil consisted of loose, crumbly, chalky till with occasional lenses of pale yellow silty sand over a more solid chalk at a depth of c. 1.6m (Plate VII). In the eastern third of the trench a large depression, c. 1.8m deep and filled with a clean mid brown silt, was present (Plate VIII). The mid brown silt was also present throughout the length of Trench 3. This silt filled depression appears to coincide with a slightly lower area which can be seen running roughly north to south across the field to the north of the site and is likely to be a periglacial feature.

## Building Record

At the time of the evaluation and monitoring a near derelict structure was noted within the development area. It is marked as a Sunday School on early maps and as such is likely to be of local history interest. There is no suggestion that the building warrants preservation but the Conservation Team informally advised that a brief photographic record of the structure should be made and this was carried out during the evaluation and monitoring visits to the site (held in the SCCAS photographic archive, refs. HGK 70 to HGK 92; see Plates IX to XII for some general views).

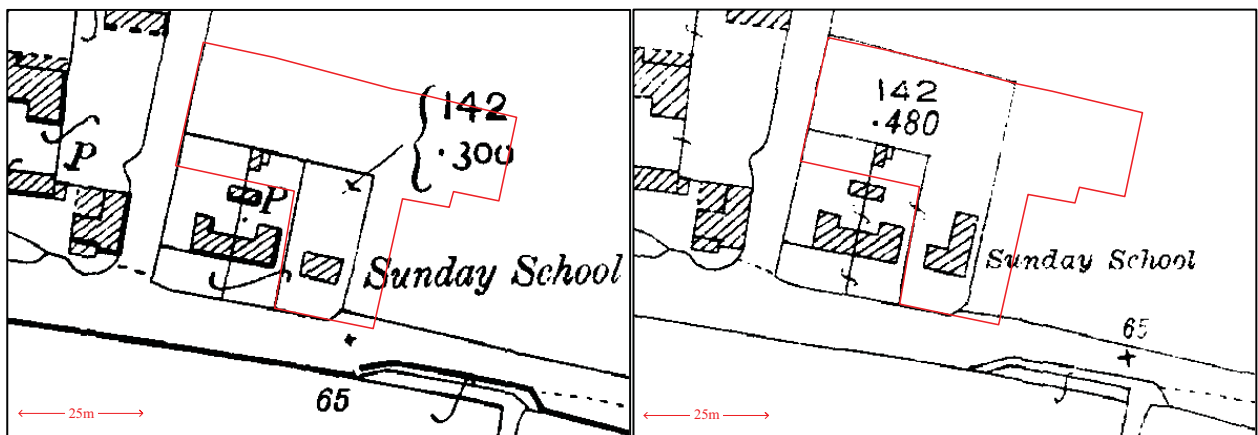


Figure 3. 2nd edition (left) and 3rd edition (right) Ordnance Survey maps  
(rescaled extracts - site outlined in red)

None of the buildings within the development area appear on the 1st edition Ordnance Survey map (dated c. 1880) but by the 2nd edition map (dated c. 1900), Red House Cottages and the derelict structure, which is named 'Sunday School', are marked indicating they were built between the two surveys. The 3rd edition (dated c. 1925)

shows the cottages and the Sunday School with an added rear extension. The White House does not appear on any of these early maps and is therefore assumed to have been built later than 1925.

The Sunday School has at some time become garages and a store and is now in very poor condition. It consists of a timber frame with timber cladding and a corrugated iron roof. An extension has been added to the rear to form an 'L' shaped building. The extension is also of timber although the northern gable wall and the northern parts of the east and west walls are in brick and house a fireplace and chimney. The internal walls of the original component of the building were lined with timber planking and a skirting board had been present. The ceilings of the two components were lined with timber planking and a large louvered vent was present on the roof of the extension. The floor of the original building is formed of timber planks on joists. The floor of the extension was covered in debris and was not examined but is believed to also be formed from timber planks on joists. Four sets of framed windows were *in-situ* in the original building and large areas of the east and west walls of the extension were glazed. The present entrances consisted of a metal up-and-over garage door and a set of wooden double doors on the southern wall, and a further set of double wooden doors on the west wall of the extension. The metal garage door was clearly later but there was no obvious evidence as to where any original entrances may have been. The two sets of wooden double doors are possibly original or they may be obscuring earlier doorways.

## **6. Finds and environmental evidence**

---

No artefactual or environmental evidence was recovered during the evaluation.

## **7. Discussion**

---

No evidence for earlier activity was identified in the excavated trenches. They were cleanly cut and had any features or deposits been present it is highly likely they would have been identified. This does not entirely preclude the possibility that some small isolated features could occur outside the actual trenches but given the complete absence of any significant artefacts of any period recovered during the evaluation this would seem unlikely.

## 8. Conclusions and recommendations for further work

---

It is unlikely that any significant archaeological deposits or features are under threat from the proposed development and consequently no further work is recommended.

## 9. Archive deposition

---

Paper archive: T:\ENV\ARC\MSWORKS3\PARISH\Blakenham Little\BLL014 - Red House Cottages.

Historic Environment Record reference under which archive is held: BLL 014.

A summary has also been entered into OASIS, the online database, ref. suffolkc1-92913.

The digital photographs are archived under the references: HGK 62 - HGK 92.

## 10. List of contributors and acknowledgements

---

The evaluation was carried out by M. Sommers and Simon Cass from Suffolk County Council Archaeological Service, Field Team. The monitoring was undertaken by M. Sommers. The machine and driver was provided by the client.

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

### **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.



**Plates** (scales are 1m or 2m, divided into 0.5m lengths)

---



Plate I. Trench 1 showing the surface of the chalky till and an area of brown silt beyond, camera facing east (ref. HGK 62)



Plate II. Trench 1 showing soil profile, camera facing north (ref. HGK 63)





Plate III. Trench 2 showing area of silty sand with chalky till outcrops, camera facing north (ref. HGK 64)



Plate IV. Trench 2 showing soil profile, camera facing west (ref. HGK 65)





Plate V. Trench 3 with mid brown silt over the chalky till, camera facing north (ref. HGK 66)



Plate VI. Trench 3 showing soil profile, camera facing west (ref. HGK 67)





Plate VII. filter drain trench, west end, showing chalky till over solid chalk at the base, camera facing west  
(ref. HGK 68)



Plate VIII. filter drain trench, east end, showing mid brown silt (ref. HGK 69)





Plate IX. The Sunday School, camera facing north-east (ref. HGK 70)



Plate X. The Sunday School, camera facing south-east (ref. HGK 79)





Plate XI. The Sunday School, camera facing south-west (ref. HGK 75)



Plate XII. The Sunday School, interior, looking into the extension (ref. HGK 83)

## SUFFOLK COUNTY COUNCIL ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM

### *Brief and Specification for Archaeological Evaluation (incorporating Archaeological Monitoring of access)*

#### LAND TO REAR OF RED HOUSE COTTAGES, SOMERSHAM ROAD, LITTLE BLAKENHAM, SUFFOLK (3051/06)

**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 (3051/06) for the construction of a four dwellings on Land to rear of Red House Cottages, Somersham Road, Little Blakenham (TM 1085 4874). **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 (0.26 ha. in area) is located on the north side of Somersham Road at c.18.00m AOD. The soils are loam derived from the underlying chalky drift and chalk.
  - 1.4 This application lies in an area of archaeological potential, recorded in the County Historic Environment Record, close to an enclosure recorded by aerial photography (HER no. BLL 006). The landscape setting, above the Gipping Valley and overlooking a tributary of the River Gipping, has high potential for early occupation. There is high potential for encountering occupation deposits at this location. Aspects of the proposed works would 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 is required of the development area (excluding the access).
    - Continuous archaeological monitoring is required of the groundworks associated with the construction of the access.
  - 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 fully discharged by the Local Planning Authority.
- 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 Three trial trenches (46.00m in combined length) are to be excavated to cover the area of the proposed new development. It has been agreed that the trenches can be located adjacent to the proposed new dwellings. 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.

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. Specification : Continuous Archaeological Monitoring of the Access (to the north of the main development area)**

- 4.1 To provide a record of archaeological deposits which are damaged or removed by any development [including services and landscaping] permitted by the current planning consent.
- 4.2 Any ground works, and also the upcast soil, are to be closely monitored during and after stripping in order to ensure no damage occurs any heritage assets. Adequate time is to be allowed for archaeological recording of archaeological deposits during excavation, and of soil sections following excavation.
- 4.3 Allowance must be made to cover archaeological costs incurred in monitoring the development works by the contract archaeologist. The size of the contingency should be estimated by the approved archaeological contractor, based upon the outline works in this Brief and Specification and the building contractor's programme of works and time-table.
- 4.4 If unexpected remains are encountered SCCAS/CT must be informed immediately. Amendments to this specification may be made to ensure adequate provision for archaeological recording.

#### **5. General Management**

- 5.1 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.
- 5.2 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.
- 5.3 It is the archaeological contractor's responsibility to ensure that adequate resources are available to fulfill the Brief.
- 5.4 A detailed risk assessment must be provided for this particular site.

- 5.5 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 5.6 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.

## **6. Report Requirements**

- 6.1 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).
- 6.2 The results of the evaluation and monitoring should be incorporated in a single report for the project.
- 6.3 The report should reflect the aims of the WSI.
- 6.4 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.
- 6.5 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.
- 6.6 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.
- 6.7 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).
- 6.8 The results of the surveys should be related to the relevant known archaeological information held in the County Historic Environment Record (HER).
- 6.9 A copy of the Specification should be included as an appendix to the report.
- 6.10 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.
- 6.11 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*.
- 6.12 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.
- 6.13 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.
- 6.14 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.

- 6.15 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.
- 6.16 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.
- 6.17 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.
- 6.18 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.
- 6.19 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 imported into MapInfo (for example, as a Drawing Interchange File or .dxf) or already transferred to .TAB files.
- 6.20 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.
- 6.21 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](mailto:jess.tipper@suffolk.gov.uk)  
 Date: 19 January 2011

Reference: /RedHouseCottages\_LittleBlakenham2011rev

**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.**