

ARCHAEOLOGICAL EVALUATION REPORT

SCCAS REPORT No. 2011/061

Proposed cemetery, land off Doctor Watson's Lane, Playford PLY 044

M. Sommers
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HER Information

Planning Application No: C/11/0357
Date of Fieldwork: 20th April 2011
Grid Reference: TM 2169 4583
Funding Body: Mr J. Fenton
Curatorial Officer: Dr Jess Tipper
Project Officer: Mr M. Sommers
Oasis Reference: suffolkc1-99844

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 land adjacent Doctor Watson's Lane, Playford, in advance of a proposed cemetery extension. Two trenches, each 50m in length, were excavated across the proposed site. Within one of these trenches two undated ditches were identified, neither of which yielded any finds, although a probable prehistoric date for these features has been speculated. The two features appeared to be parallel but there is no evidence to suggest they were contemporary. The natural subsoil lay at a depth of c. 0.3m and consisted of a yellow/orange sand and gravel with numerous rounded flints. (Suffolk County Council Archaeological Service for Mr J. Fenton).

1. Introduction

It has been proposed to create a cemetery close to the parish church in Kesgrave as the existing churchyard and a previous extension have reached capacity. A parcel of land has been made available on the edge of a nearby arable field. It is located beyond a narrow strip of land to the north of Main Road and is accessed from Doctor Watson's Lane. Although intended for use by Kesgrave parishioners the greater part of it is actually located in the parish of Playford. Planning permission has been granted but with an attached condition requiring an agreed programme of archaeological work 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 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 then be deemed necessary.

The National Grid Reference for the approximate centre of the site is TM 2169 4583. Figure 1 shows a location plan of the site.

The archaeological evaluation was undertaken by Suffolk County Council Archaeological Service Field Team who were commissioned and funded by Mr John Fenton.

2. Geology and topography

The site consists of an arable field which at the time of the evaluation had been relatively recently ploughed and seeded. A young crop was present, standing a few centimetres high. It lies on a relatively level plateau at a height of approximately 35m OD, with a gentle undulation down towards Doctor Watson's Lane.

The site is bounded by the lane on the western edge and a telephone exchange and an overgrown area of small trees and brambles to the south. An unmarked footpath runs

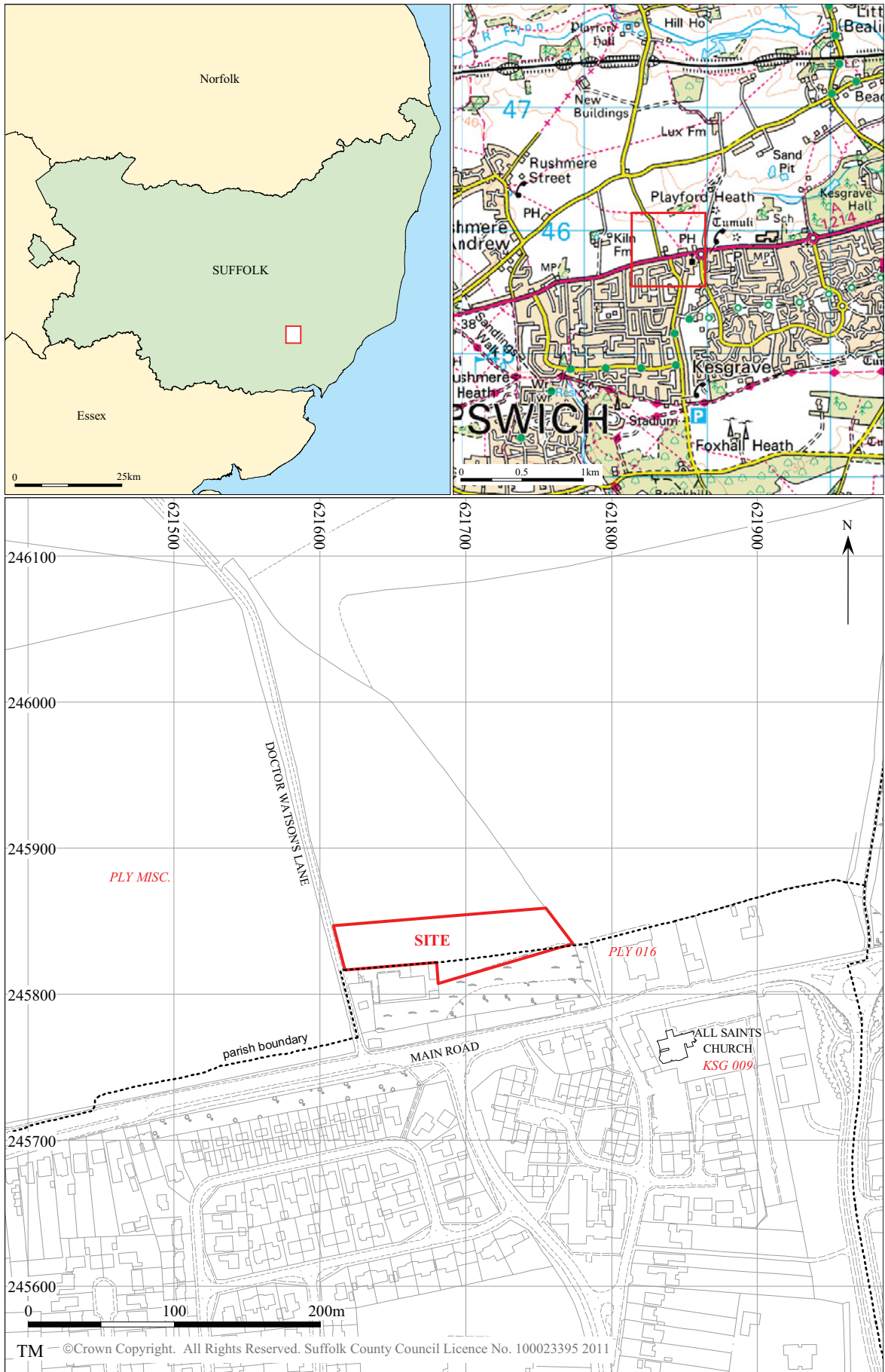


Figure 1. Site location plan

along the eastern boundary with the field continuing beyond. The northern boundary was an unmarked line running east to west across the field.

The area is former heathland, which is similar to much of the area to the northeast and east of Ipswich. Being relatively poor land these areas were historically used for sheep farming.

The underlying drift geology comprises well-drained light sands and gravels. This subsoil is predominant along the eastern edge of Suffolk and forms a zone geologically known as the sandlings. The nearest watercourse of any significance is the River Flynn, situated about 1.7km to the north. The Flynn runs west to east before ultimately draining into Martlesham Creek, a tidal inlet c. 4.5km from the site.

3. Archaeological and historical background

There are no known archaeological sites recorded on the County Historic Environment Record (HER) within the proposed cemetery area but a number of sites are recorded in the locality indicating a high potential for further archaeological discoveries. The medieval church of All Saints (HER ref. KSG 009) lies 150m to the south-east and medieval finds have been recorded at a site immediately to the south-west (HER ref. PLY 016). A pair of partially polished Neolithic hand axes has also been recovered at this adjacent site and a general scatter of prehistoric flint has been recovered during a fieldwalking project from the large field to the west of Doctor Watson's Lane (PLY Misc.).

4. Methodology

The trial trenches were machine excavated down to the level of the natural subsoil using an 8 tonne 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 and was designed to sample the entire area of the proposed cemetery.

The machining of the trenches was closely observed throughout in order to identify any 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 noted were then sampled through hand excavation in order to determine their depth and shape and to recover datable artefacts. Soil samples were also taken from the fills of the excavated features for environmental analysis.

Following excavation of the trench 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 also compiled using a 10 megapixel digital camera.

5. Results

Two trenches, each just over 50m in length, were excavated across the proposed cemetery site (see Figure 2; Plates I & II). Within the western of the two trenches (Trench 1), two features, interpreted as ditches, were identified running perpendicular across the trench.

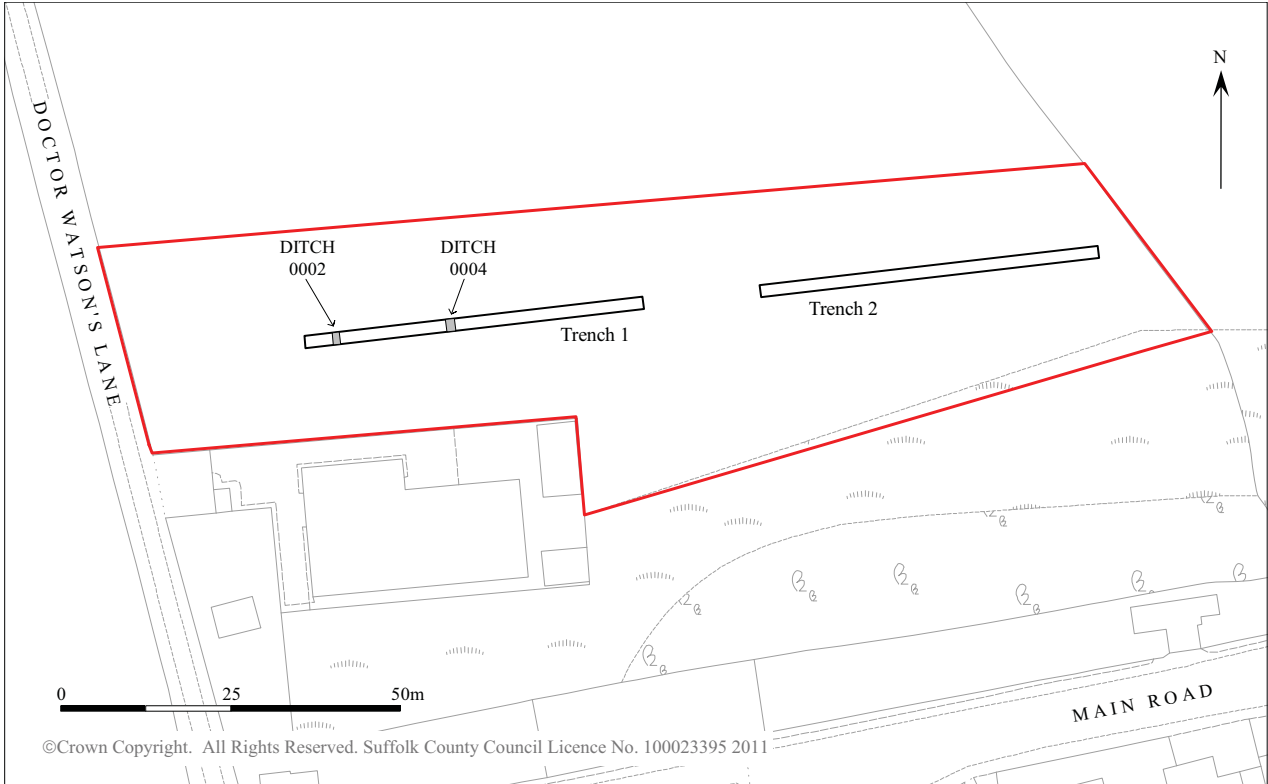


Figure 2. Trench and archaeological feature location plan

These features were noted cutting the natural subsoil, which consisted of a yellow/orange sand and gravel with numerous rounded flints and lay at depths of between 0.25m and 0.3m throughout the length of the two trenches. The overburden consisted of a dark sandy ploughsoil. The interface between the ploughsoil and the underlying natural subsoil was relatively sharp indicating the subsoil's surface had been truncated. Occasional modern plough lines were also noted suggesting the truncation is likely to be a result of a slow loss of the topsoil, probably through wind erosion, resulting in a slight truncation of the subsoil surface during ploughing.

The two features are described as follows (see Figure 3 for sections of these features):

Ditch 0002 (Plate III) measured 1m in width and cut the natural subsoil to a depth of 0.3m. The fill (0003) comprised a single deposit of dark orange brown sand with numerous flints and some iron-panning towards the base.

Ditch 0004 (Plate IV) lay 17m to the east of ditch 0002. It measured 1.2m in width and cut the natural subsoil to a depth of 0.35m. The fill (0005) comprised a single deposit of mid brown sand with relatively few flints.

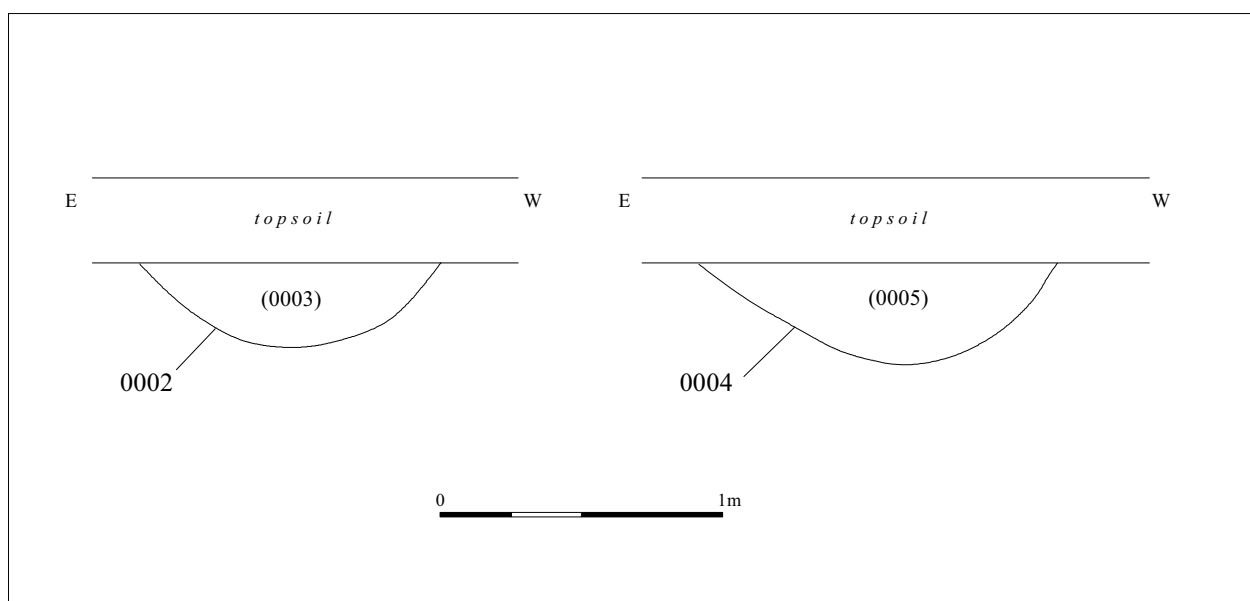


Figure 3. Sections

A 1m wide section was excavated from ditch 0002 and the entire length of ditch 0004 present within the trench was emptied but no artefacts were recovered from either feature. A sample of the fill of each of these features was retained for analysis.

6. Finds and environmental evidence

No artefactual evidence was recovered during the evaluation.

Two environmental samples were taken, one from each of the ditches. These have been submitted for analysis, the results of which are as follows:

An evaluation of the charred plant macrofossils and other remains

Val Fryer, Church Farm, Sisland, Loddon, Norwich, Norfolk, NR14 6EF (June 2011)

Introduction and method statement

Evaluation excavations at Playford, undertaken by the Suffolk County Council Archaeological Service (SCCAS), recorded a limited number of features including two ditches, which are currently undated. Samples for the evaluation of the content and preservation of the plant macrofossil assemblages were taken from each ditch fill, and two were submitted for assessment.

The samples were bulk floated by SCCAS and the flots were collected in a 300 micron mesh sieve. The dried flots were scanned under a binocular microscope at magnifications up to x 16 and the plant macrofossils and other remains noted are listed below in Table 1. All plant remains were charred. Modern contaminants, including fibrous roots, seeds, chaff elements and arthropods, were present within both assemblages.

Results

The recovered assemblages were small (<0.1 litres in volume) and both were largely composed of small charcoal/charred wood fragments. Other remains were extremely scarce, although pieces of charred root/stem, burnt porous material and coal were recorded along with a single indeterminate seed.

Conclusions and recommendations for further work

In summary, although the predominance of charcoal within the assemblages is almost certainly indicative of nearby human activity, the density of material is so low that further interpretation is impossible. Given the contexts, it is, perhaps, most likely that both assemblages are derived from scattered or wind-blown detritus, some or all of which accidentally accumulated within the ditch fills.

Although the current assemblages are sparse, it is recommended that if further interventions are planned within the immediate area, additional plant macrofossil samples of twenty to forty litres in volume should be taken from any features which are dated and well-sealed or which appear to contain evidence of further human activity.

Sample No.	1	2	
Context No.	0003	0005	
Cut No.	0002	0004	
Plant macrofossils			
Charcoal <2mm	xx	xx	Key to Table: x = 1 – 10 specimens xx = 11 – 50 specimens
Charcoal >2mm	x	x	
Charred root/stem	x		
Indet.seed		x	
Other remains			
Black porous 'cokey' material		x	
Small coal frags.		x	
Sample volume (litres)	10	10	
Volume of flot (litres)	<0.1	<0.1	
% flot sorted	100%	100%	

Table 1. Charred plant macrofossils and other remains

7. Discussion

The two ditches were the only features noted during the evaluation. Both are probably boundary markers as it is unlikely that drainage channels would be required in the free draining soils present on the site. Neither yielded any datable artefacts, or indeed artefacts at all, although this could give a possible indication of their date. The medieval church is located nearby and it is probable that medieval occupation fronting onto Main Road would have occurred in the immediate vicinity of the site (as suggested by the finds from PLY 016). If either of these ditches had been medieval or later in date it is

likely that debris, in the form of pottery sherds and animal bone, would have found its way into their fills. There are no known Anglo-Saxon or Roman sites in the vicinity although there is evidence for prehistoric activity in the area, particular during the Neolithic and Bronze Age periods. Bronze Age field systems have been identified elsewhere within these areas of former heathland and there are numerous burial mounds (or the recorded sites of) in the vicinity. Given this background, and the absence of any other evidence, a probable prehistoric date can be suggested for these two ditches.

Although the two ditches appeared parallel this cannot be seen as confirmation that they are contemporary although it is possible the alignments are influenced by similar factors such as the lie of the land, the location of the River Flynn, or possibly the alignment of a larger, pre-existing, field system.

Alternatively, it is possible that they are two parts of a ring ditch around a lost burial mound but there was no positive evidence that either ditch curved, although their true shape may have been masked as only a short length of each ditch was exposed within the trench.

8. Conclusions and recommendations for further work

Although it has been speculated that the two features could potentially be prehistoric in date they on their own do not constitute a significant archaeological site. No evidence for any archaeological features or deposits that might require open area excavation, such as those associated with actual settlement, was noted in the evaluation trenches. Consequently, no further work is recommended.

9. Archive deposition

Historic Environment Record reference under which the archive is held: PLY 044.

Digital archive: *R:\Environmental Protection\Conservation\Archaeology\Archive\Playford\PLY 044 Evaluation*

Digital photographs are held under the references HGM 76 to HGM 83

A summary has also been entered into OASIS, the online database, ref. suffolkc1-99844

10. List of contributors and acknowledgements

The evaluation was carried out by M. Sommers from Suffolk County Council Archaeological Service, Field Team.

The project was directed by M. Sommers, and managed by Stuart Boulter and Rhodri Gardner, 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 divided into 0.5m sections)



Plate I. Trench 1, camera facing west (HGM 80)



Plate II. Trench 2, camera facing east (HGM 82)



Plate III. Ditch 0002, camera facing north (HGM 77)



Plate IV. Ditch 0004, camera facing north (HGM 79)

SUFFOLK COUNTY COUNCIL ARCHAEOLOGICAL SERVICE - CONSERVATION TEAM

Brief and Specification for Archaeological Evaluation

LAND OFF DR WATSON'S LANE, KESGRAVE, 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 A planning enquiry has been made for the location of a new cemetery to the east of Dr Watson's Lane, Kesgrave (TM 216 458). **Please contact the applicant for an accurate plan of the site.**
 - 1.2 The applicant has been advised that the location of the proposed development could affect important heritage assets with archaeological interest. The applicant should be required to undertake an archaeological field evaluation prior to consideration of the proposal, in accordance with PPS 5 Planning for the Historic Environment. This information should be incorporated in the design and access statement, in accordance with policies HE6.1, HE6.2, HE6.3 and HE7.1 of PPS 5, in order for the Local Planning Authority to be able to take into account the particular nature and the significance of the heritage assets at this location.
 - 1.3 The proposed development area is located on the east side of Dr Watson's Lane at c. 35.00m AOD. The soil is deep sand derived from the underlying glaciofluvial drift. The area affected by new development measures c. 0.36 ha. in extent.
 - 1.4 The proposed cemetery is located in an area of high archaeological potential, recorded in the County Historic Environment Record. It is situated to the north-west of a medieval church and churchyard (HER no. KSG 009) and medieval finds are recorded to the east of the proposed site (HER no. PLY 016). There is high potential for medieval occupation deposits to be located at this site. In addition, various prehistoric find spots are recorded in close proximity to the site. However, the location has not been subject to systematic archaeological survey.
 - 1.5 The site has good potential for the discovery of important hitherto unknown archaeological sites and features in view of its proximity to known remains. The proposed development has the potential to cause damage and destruction to any underlying heritage assets.
 - 1.6 The following archaeological evaluation work is required across the application area:
 - A linear trenched evaluation is required of the development area.
 - 1.7 The results of this evaluation will enable the archaeological resource, both in quality and extent, to be accurately quantified. Decisions on the suitability of the area for development will be based on the results of this work. The evaluation will also provide information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost. The need for any further evaluation, for example geophysical survey and fieldwalking/metal detecting, will be based upon the results of this evaluation and will be the subject of an additional specification.
 - 1.8 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.
 - 1.9 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.
 - 1.10 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.

- 1.11 1.10 Before any archaeological site work can commence it is the responsibility of the developer to provide the archaeological contractor with either the contaminated land report for the site or a written statement that there is no contamination. The developer should be aware that investigative sampling to test for contamination is likely to have an impact on any archaeological deposit which exists; proposals for sampling should be discussed with the Conservation Team of the Archaeological Service of SCC (SCCAS/CT) before execution.
- 1.12 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 180.00m². 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 100.00m 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' 1.80m 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 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.
- 5.12 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 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 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. 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: 17 January 2011

Reference: /DrWatsonsLane_Kegrave2011

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.