An archaeological evaluation by trial-trenching on land at The Rectory, Collimer Close, Chelmondiston, Suffolk January 2012

report prepared by
Ben Holloway and Howard Brooks

on behalf of
Mersea Homes Ltd

CAT project ref.: 11/10d
NGR: TM 2042 3737 (c)
SCC project code: CHL 058

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1 Summary

An evaluation trench to the rear (east) of The Rectory, Collimer Close, Chelmondiston, Suffolk has uncovered six archaeological features. A pit and a post-hole were dated to the post-medieval or modern period. A gully and a pit were dated by medieval pottery of 12th- to 13th-century date. Given that some medieval pottery was residual in a post-medieval pit, it is possible that the gully and the pit are actually of post-medieval or modern date, with residual medieval pottery. One ?post-hole is undated. Another pit was probably of natural origin. Pre-medieval finds consisted of a late prehistoric struck flint.

No archaeological strata or features were exposed which are worthy of preservation in situ*.*

The depth and nature of the soils sealing the archaeological features is consistent with soil generated by horticultural activity. There was no evidence of any alteration of site levels caused by terracing or by dumped soil, or of any alluvial or colluvial deposits.

2 Introduction (Figs 1, 3)

2.1 This is the report on an archaeological evaluation by trial-trenching which was undertaken within part of the garden of The Rectory, Collimer Close, Chelmondiston, Suffolk, IP9 1HY, by the Colchester Archaeological Trust CAT) on behalf of Mersea Homes Ltd.

2.2 Site centre is at TM 2042 3737.

2.3 The proposed development site is located at the centre of the village of Chelmondiston, approximately seven miles south-east of Ipswich and on the Shotley peninsula and by the River Orwell. The proposed development involves the construction of a house (planning application no B/10/00392) on land which currently forms part of the garden of the existing rectory of St Andrew's Church.

2.4 The site of the proposed house is on the corner of Collimer Close and Rectory Field, with a frontage on the southern side to Collimer Close.

2.5 The Planning Authority (Babergh District Council) were advised by Suffolk County Council Archaeology Service (SCCAS) that the proposed development site lies in an area of high archaeological importance and that, in order to establish the archaeological implications of this application, the applicant should be required to commission a scheme of archaeological investigation within the footprint of the new house. This would be in accordance with DCLG 2010 (*Planning Policy Statement 5 (PPS 5), Planning for the Historic Environment*, Policy HE 12.3).

2.6 All archaeological work was carried out in accordance with a brief and specification detailing the required archaeological work (a single linear evaluation trench) written by Dr Abby Antrobus (SCCAS 2011), and a Written Scheme of Investigation (WSI) prepared by CAT in response to the SCCAS brief and agreed with SCCAS (CAT 2011).

2.7 In addition to the brief and the WSI, all fieldwork and reporting was done in accordance with the Colchester Archaeological Trust's *Policies and procedures* (CAT 2008), *Management of Archaeological Projects 2* (MAP 2) and *Management of Research Projects in the Historic Environment* (MoRPHE), and with *Standards for field archaeology in the East of England* (EAA **14**). This report mirrors standards and practices contained in the Institute for Archaeologists' *Standard and guidance for archaeological field evaluation* (IfA 2008a) and *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (IfA 2008b).

3 Archaeological background

This section is based on records held by the Suffolk County Historic Environment Record (SCHER).

Plate 1: the site in the foreground, with St Andrew's Church behind, view north-west.

The site lies within an area of medieval settlement, to the north-west of the medieval Church of St Andrew (SCHER CHL026; SCCAS 2011). There is potential for occupation deposits of this period to be disturbed by development. Any groundworks associated with the proposal could damage or destroy any hitherto unrecorded archaeological remains.

4 Aims

The aims of the evaluation were to:

* Establish whether any archaeological deposit exists in the area, with particular regard to any which are of sufficient importance to merit preservation *in situ*.
* 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.
* Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
* Establish the potential for the survival of environmental evidence.
* Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

5 Results (Figs 2-4)

This section gives an archaeological summary of the trench, with a tabulation of context and finds dating information.

Trench 1: summary

T1 was 1.8m wide, 10m long, east-west aligned, and located centrally within the footprint of the proposed new house. It was cut through a rich

topsoil horizon 650mm thick (L1), an accumulation deposit 200mm thick (L2), and into the natural geology (L3). There was no indication of any masking deposits, whether made ground (ie dumped soil) or alluvially or colluvially deposited material.

Plate 2: T1, view south-east.

Six archaeological features were exposed and excavated, all of which were sealed by accumulation horizon (L2) and cut into the natural (L3).

Pit F1 was dated by post-medieval peg-tile, and post-hole F2 by peg-tile and 19th- to 20th-century transfer-printed earthenware. By contrast, gully F4 contained medieval pottery and a residual worked flint and may, therefore, be a medieval feature. Or, given the post-medieval/modern F1 and F2, it may be a post-medieval feature with residual medieval finds. The undated ?post-hole F3 was close to gully F4, and may be associated with it, possibly as part of a fence line. The fill and profile of F5 were both indicative of a natural origin (a ?tree-throw pit). Pit F6 contained a single medieval sherd and undated brick/tile scraps, possibly of post-medieval date.

Trench 1: contexts and dating.

Context no	Context type	Dated finds	Phase
F1	pit	peg-tile	post-medieval
F2	post-hole	modern transfer-printed earthenware, peg-tile, residual medieval coarse ware	post-medieval/ modern
F3	?post-hole	-	undated
F4	gully	medieval pottery, residual worked flint	medieval
F5	natural pit	-	undated
F6	pit	medieval pottery	medieval

Plate 3: T1, view north-west.

Plate 4: F2, view south-west.

Plate 5: F3, view south-west.

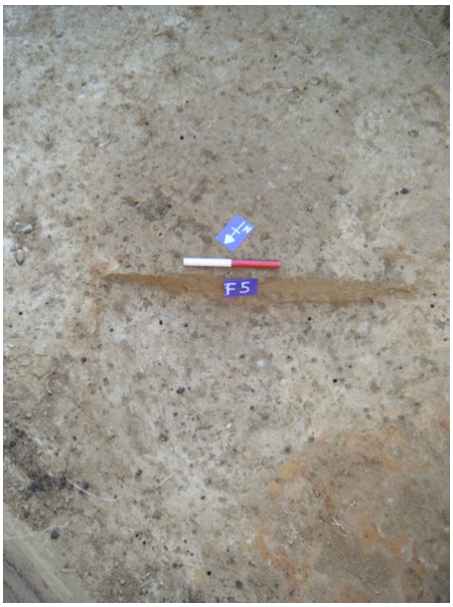

Plate 6: F5, view south-east

6 Finds

by H Brooks, with S Benfield and A Wightman

Introduction

This is a catalogue of all the finds from the evaluation (ie from T1), listed by context (11 objects, total weight 53g). Pottery fabric descriptions are after the Suffolk post-Roman pottery fabric series.

I am obliged to S Benfield of SCCAS and CAT for confirmation of pottery fabrics, and to A Wightman of CAT for comments on the flint. Comments on feature dating are given after each context.

Catalogue

F1

Finds no 1

1 peg-tile fragment, 13mm thick, no peg hole, 16g. Post-medieval.

F1 date: post-medieval

F2

Finds no 2

1 plain body sherd (in 2 pieces), medieval coarse ware (MCW), 8g. 12th-13th century.

1 ?cup rim fragment in transfer-printed earthenware (TPE), 0.5g. 19th-20th century.

1 peg-tile fragment, 13mm thick, no peg-hole, 6g. Post-medieval.

1 ?brick/tile scrap, possibly burnt, 7g. Post-medieval.

1 oyster shell fragment, 1.5g.

F2 date: 19th-20th century

F4

Finds no 3

1 tiny scrap of MCW, grey fabric, slightly blacker outer surface, and slight micaceous inner surface, 0.7g.

1 secondary flake, proximal end damage has removed knapping traces, good retouch on one side, 4g. Late prehistoric.

F4 date: medieval?

F6
Finds no 4
1 plain body sherd, medieval coarse ware (MCW), sooted outer surface (due to cooking?), 8g. 12th-13th century.
2 indeterminate brick/tile scraps, 1.5g. Undated, post-medieval?
F6 date: medieval.

Finds comment
This is a very small group of finds, dating the features in T1 to the post-medieval period in general and, in the case of F2, to the 19th-20th centuries. Despite the convincing post-medieval date for the features, there are a few earlier pieces, ie three sherds of medieval pottery and one prehistoric flint. These show that there was some activity in this area in those periods which is not represented here by any cut features.

7 Environmental sampling

by Val Fryer

Introduction and method statement
A very limited number of features was recorded during the evaluation. All were poorly dated, although worked flint was recovered from ditch F4 (sample 1) and pit F6 (sample 3) contained sherds of medieval pottery. Three samples for the evaluation of the content and preservation of the plant macrofossil assemblages were taken, and were submitted for assessment.

The samples were processed by manual water flotation/washover 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. Nomenclature within the table follows Stace (Stace 1997). All plant remains were charred. Modern roots and seeds were recorded within all three assemblages.

Results
Although seeds and cereal grains were recorded, the density of material was extremely low and most remains were very poorly preserved. Possible oat (*Avena* sp.) and rye (*Secale cereale*) grains were noted, but the remaining cereals were too poorly preserved for close identification. The few seeds were all of common segetal weeds including small legumes (Fabaceae), black bindweed (*Fallopia convolvulus*), persicaria (*Persicaria maculosa/lapathifolia*) and dock (*Rumex* sp.). A single bur-reed (*Sparganium* sp.) nutlet was noted within the assemblage from sample 3. Charcoal/charred wood fragments were present throughout, although mostly at a low density.

Although some fragments of the black porous and tarry material were probable residues of the combustion of organic remains (including cereal grains) at very high temperatures, other pieces were very hard and brittle, possibly indicating that they were by-products of the combustion of coal. Fragments of the latter were also noted within all three assemblages.

Conclusions and recommendations for further work
In summary, the assemblages are all very small (<0.1 litres in volume) and limited in composition. The few charred plant remains recorded may be derived from scattered or wind-dispersed refuse, but the source of the material is unknown, and all would appear to be accidental inclusions within the feature fills. As a number of the other remains are probably relatively modern in origin, it would appear that the integrity of the assemblages has been largely compromised.

As the current assemblages are so limited, it is difficult to make any constructive suggestions regarding future sampling if further interventions are planned. If well-sealed and well-dated contexts are encountered, then plant macrofossil samples of approximately 20-40 litres in volume should ideally be taken but, otherwise, the sampling of undated features is probably not recommended, unless they are seen to contain charcoal/ charred plant remains, which may be useful for either C14 or AMS dating determinations.

These samples should be taken at the discretion of the excavator.

8 Conclusions (Fig 2)

The evaluation trench revealed six archaeological features. Pit F1 and post-hole F2 were of post-medieval or modern date. Pit F6 and gully F4 contained medieval pottery and may, therefore, be medieval. However, given the post-medieval/modern date of the adjacent F1 and F2, they may be post-medieval features with residual medieval finds. The undated ?post-hole F3 was close to gully F4, and may be associated with it, possibly as part of a fence line. The fill and profile of F5 were both indicative of a natural origin (a ?tree-throw pit).

Interpretation in a single trench is difficult. There are two reasonable interpretations of F4, either as a gully between garden beds or as a fence line with which pit F1, post-hole F2 and ?post-hole F3 were associated.

Topsoil which was some 65 cm deep overlying the features may merely be the result of horticultural activity, indicating that the area under investigation has been, for some time, part of The Rectory garden.

9 Archive deposition

The paper archive and finds are currently held by CAT at 12 Lexden Road, Colchester, Essex, but will be permanently deposited with SCCAS under project code CHL 058.

10 Acknowledgements

CAT is grateful to Mersea Homes Ltd for commissioning and funding this project. Site work was undertaken by B Holloway, with M Baister. The project was monitored by Dr Abby Antrobus for Suffolk County Council Archaeological Services.

11 References

Note: all CAT reports, except for DBAs, are available online in .pdf format at http://cat.essex.ac.uk

CAT	2008	*Policies and procedures*
CAT	2011	*Written Scheme of Investigation for an archaeological evaluation on part garden, The Rectory, Collimer Close, Chelmondiston, Suffolk*, by E Spurgeon, October 2011
DCLG	2010	*Planning Policy Statement 5: Planning for the Historic Environment* (PPS 5), Dept of Communities and Local Government
EAA **14**	2003	*Standards for field archaeology in the East of England*, East Anglian Archaeology, Occasional Papers, **14**, ed by D Gurney

MAP 2	1996	*Management of Archaeological Projects 2* (English Heritage)
IfA	2008a	*Standard and guidance for archaeological field evaluation*
IfA	2008b	*Standard and guidance for the collection, documentation, conservation and research of archaeological materials*
MoRPHE	2006	*Management of Research Projects in the Historic Environment* (English Heritage)
SCCAS	2011	*Brief and specification for archaeological evaluation, part garden, The Rectory, Collimer Close, Chelmondiston, Suffolk*, by Dr A Antrobus
Stace, C A	1997	*New flora of the British Isles*

12 Abbreviations and glossary

AOD	above Ordnance Datum
CAT	Colchester Archaeological Trust
context	specific location on an archaeological site, especially one where finds are made
feature (F)	an identifiable thing like a pit, a wall, a drain, a floor; can contain 'contexts'
IfA	Institute for Archaeologists
layer (L)	distinct or distinguishable deposit of soil
medieval	period from AD 1066 to Henry VIII
modern	period from *c* AD 1800 to the present
natural	geological deposit undisturbed by human activity
NGR	National Grid Reference
peg-tile	rectangular thin tile with peg-hole(s) used mainly for roofing, first appeared *c* AD 1200 and continued in use to present day, but commonly post-medieval to modern
post-medieval	after Henry VIII to around the late 18th century
prehistoric	pre-Roman
residual	something out of its original context, eg a Roman coin in a modern pit
Roman	the period from AD 43 to c AD 410
SCCAS	Suffolk County Council Archaeological Services
SCHER	Suffolk County Historic Environment Record
section	(abbreviation sx or Sx) vertical slice through feature/s or layer/s
U/S	unstratified, ie without a well-defined context
WSI	Written Scheme of Investigation

Distribution list:
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checked by: *Howard Brooks*
date: *23.01.12*

Adams x c:/reports 12/chelmondiston/report 633.doc

13 Appendix 1: contents of archive

Finds

1 x museum box containing all finds.

Paper and digital record

1 x A4 document wallet containing:

the report (CAT Report 633)
SCCAS evaluation brief and specification
CAT Written Scheme of Investigation
original site record (feature and layer sheets, finds record)
site digital photographic log
site photographic record on CD
attendance register
trench record sheet
finds register
benchmark data
risk assessment

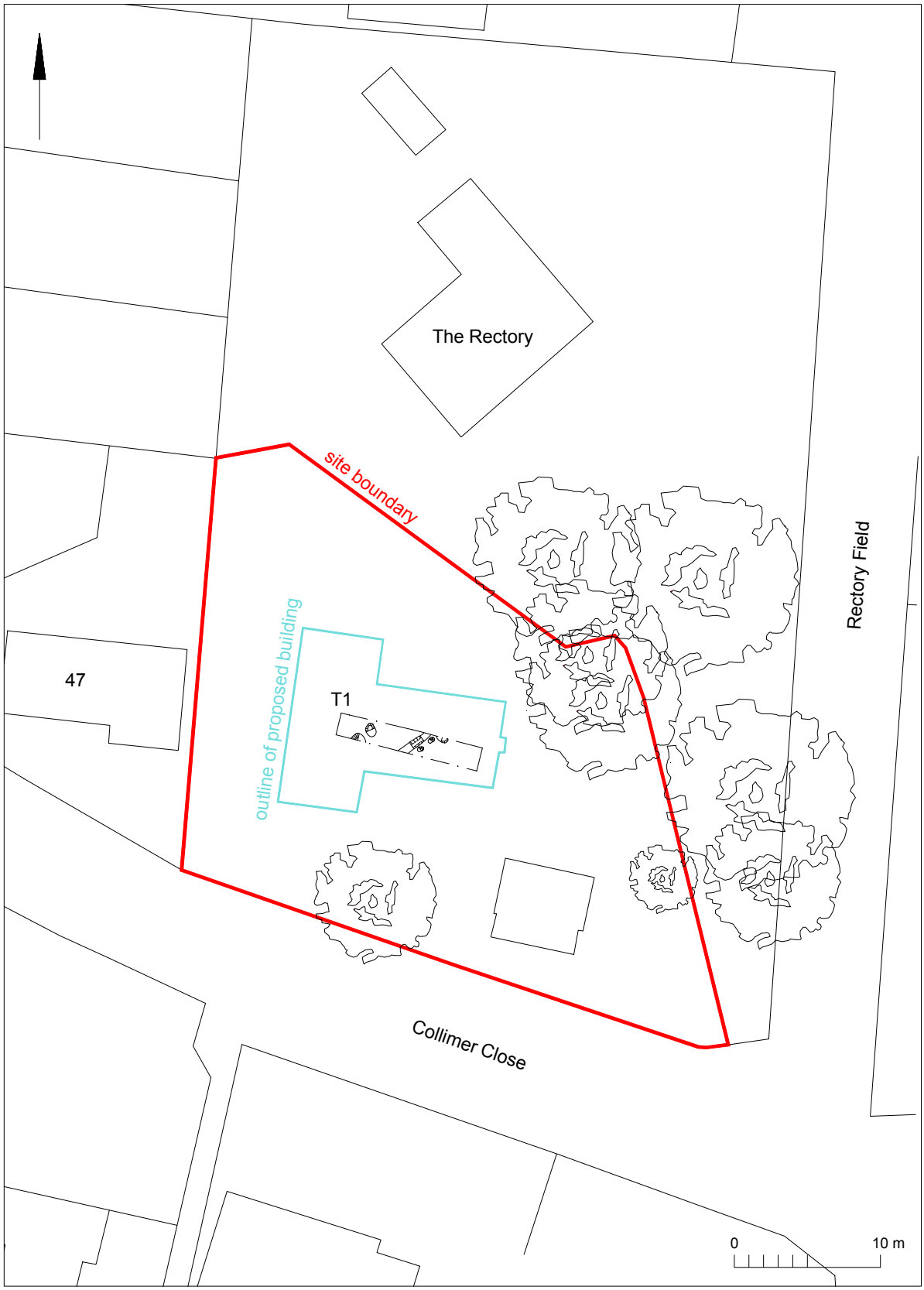

Fig 1 Site location.

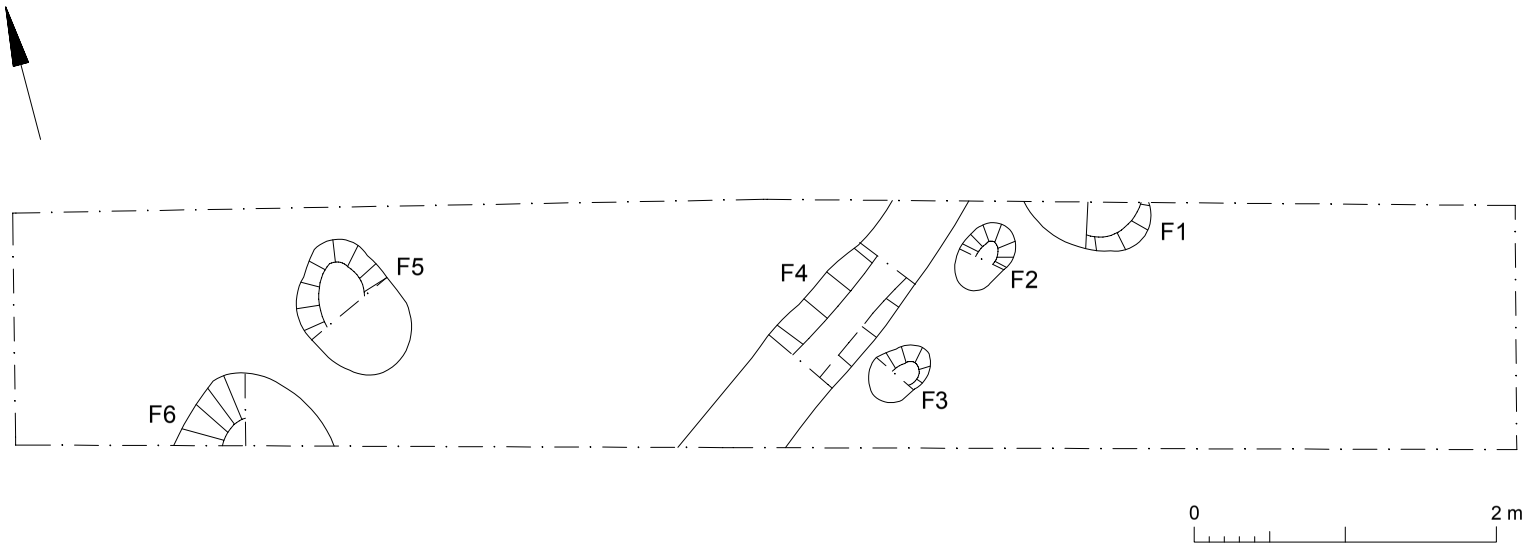

Fig 2 T1: plan.

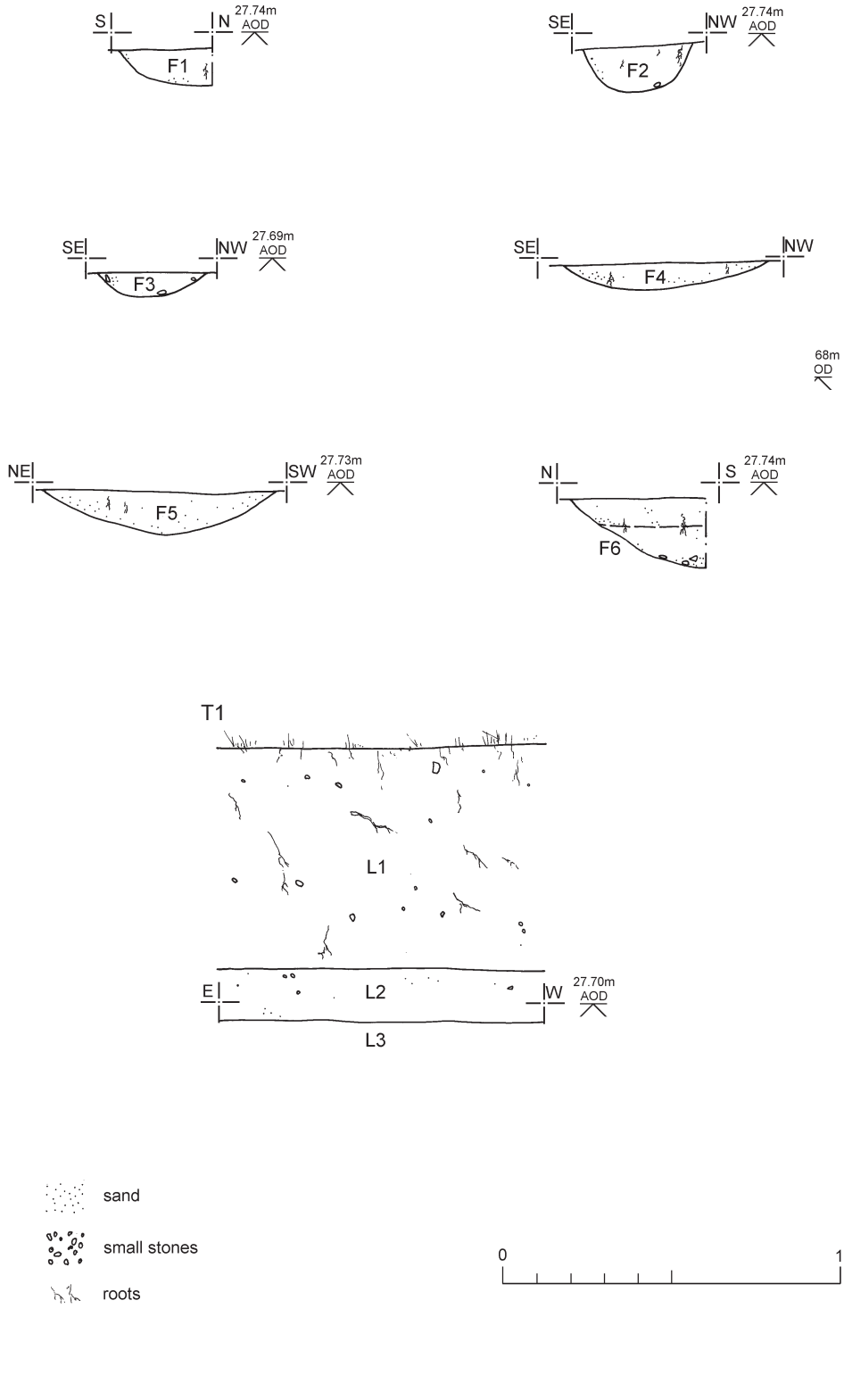

Fig 3 F1-F6: sections; T1: representative section.

Suffolk County Council

The Archaeological Service

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

Brief and Specification for Archaeological Evaluation

PART GARDEN, THE RECTORY, CHURCH STREET, CHELMONDISTON (B/10/00392)

The commissioning body should be aware that it may have Health & Safety responsibilities.

1. The nature of the development and archaeological requirements

1.1 Planning permission has been granted by Babergh District Council (B/10/00392) for the construction of a house in part of the Rectory Garden, Church Street, Chelmondiston (TM 204 373). **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 HE12.3) (which replaced PPG 16 in March 2010) to record and advance understanding of the significance of the heritage asset before it is damaged or destroyed.

1.3 The site is located to the west side of Church Street, off of Collimer Close, at *c*.27.00m OD, with the ground sloping gently downwards W to E. The soil is predominantly loam, with some sandy soils, overlying drift and occasional gravels.

1.4 The site is within an area of medieval settlement, to the north-west of the medieval church (County Heritage Environment Record CHL 026). There is high potential for occupation deposits of this period to be disturbed by development. Any groundworks associated with the proposal could damage or destroy any hitherto unrecorded archaeological remains.

1.5 In order to inform the archaeological mitigation strategy, a **single linear evaluation trench** is required of the area relating to the footprint of the new house.

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 of Field 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 Babergh 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 A trial trench, 10.00m long and 1.80m wide, is to be excavated to assess the area of the proposed house.

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 of Field Archaeologists' *Standard and Guidance for archaeological field evaluation* (revised 2001) should be used for additional guidance in the execution of the project and in drawing up the report.

5. Report Requirements

5.1 An archive of all records and finds must be prepared consistent with the principles of English Heritage's *Management of Archaeological Projects*, 1991 (particularly Appendix 3.1 and Appendix 4.1).

5.2 The report should reflect the aims of the WSI.

5.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.

5.4 An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established.

5.5 Reports on specific areas of specialist study must include sufficient detail to permit assessment of potential for analysis, including tabulation of data by context, and must include non-technical summaries.

5.6 The Report must include a discussion and an assessment of the archaeological evidence, including an assessment of palaeoenvironmental remains recovered from palaeosols and cut features. Its conclusions must include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).

5.7 The results of the surveys should be related to the relevant known archaeological information held in the County Historic Environment Record (HER).

5.8 A copy of the Specification should be included as an appendix to the report.

5.9 The project manager must consult the County HER Officer (Dr Colin Pendleton) to obtain a HER number for the work. This number will be unique for each project or site and must be clearly marked on any documentation relating to the work.

5.10 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*.

5.11 Every effort must be made to get the agreement of the landowner/developer to the deposition of the full site archive, and transfer of title, with the intended archive depository before the fieldwork commences. If this is not achievable for all or parts of the finds archive then provision must be made for additional recording (e.g. photography, illustration, scientific analysis) as appropriate.

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

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

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

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

5.19 All parts of the OASIS online form must be completed for submission to the County HER, and a copy should be included with the draft report for approval (see para. 5.16). This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

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This brief and specification remains valid for six months from the above date. If work is not carried out in full within that time this document will lapse; the authority should be notified and a revised brief and specification may be issued.

If the work defined by this brief forms a part of a programme of archaeological work required by a Planning Condition, the results must be considered by the Conservation Team of the Archaeological Service of Suffolk County Council, who have the responsibility for advising the appropriate Planning Authority.