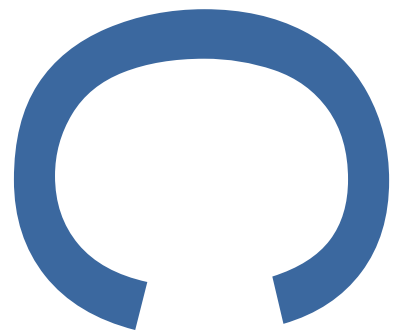


**TOLLGATE PRIMARY SCHOOL,
BURY ST. EDMUNDS, SUFFOLK:
AN ARCHAEOLOGICAL
EVALUATION (PHASE 1)**

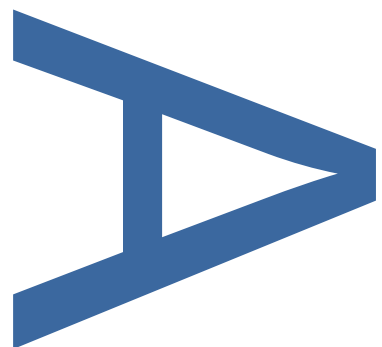


**LOCAL PLANNING AUTHORITY:
WEST SUFFOLK COUNCIL**



**PLANNING APPLICATION NUMBERS:
DC/22/1709/FUL**

SITE CODE: BSE 716



REPORT NO: R15319 V3

FEBRUARY 2023

Land at Tollgate Primary School, Bury St. Edmunds, Suffolk: Archaeological Evaluation Phase 1.

Local Planning Authority: West Suffolk Council

Planning Reference: DC/22/1709/FUL

Central National Grid Reference: NGR TL 84761 65867

Site Code: BSE 716

Report No. R15319 v3

Written and researched by: Tiberiu Nica

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Commissioning Client: Unity Schools Partnership

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February 2023**

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CONTENTS

CONTENTS	2
ABSTRACT	4
1 INTRODUCTION	5
2 GEOLOGY AND TOPOGRAPHY	7
3 ARCHAEOLOGICAL BACKGROUND	8
4 METHODOLOGY	10
5 QUANTIFICATION OF ARCHIVE.....	12
6 ARCHAEOLOGICAL RESULTS	13
7 CONCLUSIONS	14
8 ACKNOWLEDGEMENTS	15
9 BIBLIOGRAPHY	16
10 FIGURES.....	18
11 APPENDIX 1: PLATES.....	22
12 APPENDIX 2: TRENCH DETAILS.....	27
13 APPENDIX 3: OASIS FORM	28
14 APPENDIX 4: APPROVED WRITTEN SCHEME OF INVESTIGATION.....	29
FIGURE 1 SITE LOCATION	18
FIGURE 2: TRENCH LOCATIONS OVERLAID ON PROPOSED DEVELOPMENT PLAN.....	19
FIGURE 3: DETAILED TRENCH PLAN	20
FIGURE 4: TRENCH PLAN OVERLAID WITH 1926 AND 1955 ORDNANCE SURVEY MAPS.....	21
PLATE 1: THE SITE BEFORE EXCAVATION, VIEW NORTH	22
PLATE 2: EXCAVATION OF TRENCHES IN PROGRESS, VIEW SSE (TRENCH 1 IN FOREGROUND)	22
PLATE 3: TRENCH 1, VIEW EAST.....	23
PLATE 4: TRENCH 2, VIEW NORTH	23

PLATE 5: TRENCH 3, VIEW SOUTH 24
 PLATE 6: TRENCH 2, REPRESENTING SECTION, FACING WEST 24
 PLATE 7: TRENCH 2, SERVICE PIPE, VIEW SOUTH..... 25
 PLATE 8: TRENCH 2, WELL, VIEW NORTH-EAST 25
 PLATE 9: WHITTLESEA BRICK FROM WELL 26

Quality Control

Pre-Construct Archaeology Ltd.	
Site Code	BSE716
K Code	K8202
Report Number	R15319
Version Number	V1

	Name	Approved	Date
Text Prepared by:	Tibi Nica	Christiane Meckseper	February 2023
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Revisions			
Version No.	Name	Reason	Date
Version 2	Christiane Meckseper	Comments by Client	24/02/2023
Version 3	Christiane Meckseper	Comments by SCCAS	17/03/2023

ABSTRACT

Pre-Construct Archaeology Ltd undertook a trial trench evaluation in the grounds of Tollgate Primary School, Tollgate Lane, Bury St Edmunds, Suffolk between 30 January and 2 February 2023.

Three trenches were excavated on the Phase 1 (Year 6 block and KS2 playground only) of proposed development works at the school (Planning Reference DC/22/1709/FUL),

No archaeological features or finds were present in any of the trenches. Modern made ground, between 0.30-0.40 m thick, made of modern gardening soil, occupational debris and mixed soils, was present across the trenches, directly overlaying the natural geology. This most likely formed during the construction of the school in the 1950s and/or later landscaping works.

1 INTRODUCTION

- 1.1 A programme of archaeological trial trench evaluation was undertaken by Pre-Construct Archaeology Ltd. (PCA) at Tollgate Primary School, Tollgate Lane, Bury St Edmunds, post code IP32 6DG (centred on Ordnance Survey National Grid Reference (NGR) TL 84761 65867) from the 30th of January to the 2nd of February 2023 (Figure 1).
- 1.2 The archaeological work was commissioned by Unity Schools Partnership in response to an archaeological planning condition attached to development proposals for the school. These comprise a side extension to the existing nursery with playground areas, staff and visitors' parking and KS1 playground, a year six block to the rear of the grounds, and multi-use games area (MUGA) and basketball court with a KS2 playground (Planning Reference DC/22/1709/FUL).
- 1.3 The school are prioritising the construction of the Year 6 block and KS2 playground in the northern part of the school grounds, construction of which is set to start in early 2023. This area was subject to the current evaluation, therefore called Phase 1 of the evaluation (Year 6 block and KS2 playground only).
- 1.4 The evaluation was carried out in accordance with a Written Scheme of Investigation (WSI) prepared by PCA (Boughton 2023) in response to a Brief for archaeological evaluation issued by Louisa Cunningham (Cunningham 2023) of Suffolk County Council Archaeological Service (SCCAS).
- 1.5 The aim of the evaluation was to determine the location, date, extent, character, condition and quality of any archaeological remains on the site, to assess the significance of any such remains in a local, regional, or national context, as appropriate, and to assess the potential impact of the development proposals on the site's archaeology.
- 1.6 A total of tree evaluation trenches totalling 50 m of trenches were excavated and recorded (Figure 2, Figure 3).

- 1.7 This report describes the results of the evaluation and aims to inform the design of an appropriate archaeological mitigation strategy. Following Transfer of Title, the site archive will be deposited at SCCAS archaeological stores. The digital archive will be deposited with the Archaeological Data Service (ADS).

2 GEOLOGY AND TOPOGRAPHY

2.1 Geology

2.1.1 The bedrock geology of the proposed development area is that of Lewes Nodular Chalk Formation, Seaford Chalk Formation, Newhaven Chalk Formation and Culver Chalk Formation. This is a sedimentary bedrock formed approximately 93.9 to 72.1 million years ago in the Cretaceous Period.

2.2 There are no recorded superficial geological deposits.

2.3 Topography

2.4 The proposed development area is currently in mixed use as school playing fields and parking.

3 ARCHAEOLOGICAL BACKGROUND

3.1.1 The archaeological background detailed below has been taken from WSI (Boughton 2023). Suffolk Historic Environment Record (HER) data has been obtained (invoice no: 9527749).

3.1.2 This site lies in an area of archaeological potential recorded on the HER, in particular due to its proximity to known Saxon burials to its east, west and north (see below). The site is situated on an east-facing slope heading towards the river Lark.

3.2 Prehistoric (c. 800,000 BC–AD 42) and Roman (c. AD43–410)

3.2.1 Flint implements have been found adjacent to the east of the site (BSE 694).

3.2.2 The area surrounding the north of Bury St. Edmunds notably has extensive remains dating to the prehistoric period, including a Neolithic cursus and the Fornham causewayed enclosure, as well as a group of recorded *tumuli* at John's Hill. Remains range from the early Neolithic through to the Iron Age, with the site at Fornham St. Genevieve yielding evidence for Bronze Age settlement activity. It is likely that the activity around this area is associated with the course of the river Lark.

3.2.3 There is limited evidence for Roman activity in the landscape around this site. This predominantly comprises stray findspots.

3.3 Anglo-Saxon (c. AD 410–1066)

3.3.1 Evidence for a Saxon cemetery was revealed east, west, and north of the site (BSE 059, BSE 373, BSE 005, BSE 086, MSF1577). Archaeological investigations have located Saxon-dated burials and human remains within proximity of the site. Anglo-Saxon settlement seems to have been dispersed along the river terrace. It is possible the line of nearby Northgate Street/Fornham Road follows an early routeway along the west side of the river.

3.4 Medieval (c. AD 1066–1540)

3.4.1 From 1263-1538, the Franciscan Babwell Friary was situated on Mildenhall Road where it meets Tollgate Lane (HER BSE 014)

3.5 Post-Medieval/ Modern (AD 1540–1900+)

- 3.5.1 Cartographic evidence indicates that the site comprised agricultural fields until the building of the Tollgate Primary School in the 1950s.

4 METHODOLOGY

4.1 General

- 4.1.1 The archaeological evaluation comprised two 1.80 x 15m and one 1.80 x 20m trial trenches, totalling 50m. These were distributed evenly across the proposed development site.
- 4.1.2 Due to a number of constraints on the site in the form of earth-fast play equipment and a path, trenches were moved from their positions shown in the WSI in order to fit around the constraints. The final trench plan is shown on Figure 2.

4.2 Excavation methodology

- 4.2.1 Ground reduction during the evaluation was carried out using a 8 ton 360° tracked mechanical excavator (Plate 2). Topsoil and other overburden of low archaeological value was removed in spits down to the level of the undisturbed natural geological deposits where potential archaeological features could be observed and recorded.
- 4.2.2 Exposed surfaces were cleaned by trowel and hoe as appropriate, and all further excavation was undertaken manually using hand tools.

4.3 Recording and Finds Recovery

- 4.3.1 The limits of excavations, heights above Ordnance Datum (m OD) and the locations of archaeological features and interventions were recorded using a Geomax GPS rover unit with RTK differential correction, giving three-dimensional accuracy of 20mm or better.
- 4.3.2 Deposits or the removal of deposits judged by the excavating archaeologist to constitute individual events were each assigned a unique record number (often referred to within British archaeology as 'context numbers') and recorded on individual pre-printed forms (Taylor and Brown 2018). Archaeological processes recognised by the deposition of material are signified in this report by round brackets (thus), while events constituting the removal of deposits are referred to here as 'cuts' and signified by square brackets [thus]. The record

numbers assigned to cuts, deposits and groups are entirely arbitrary and in no way reflect the chronological order in which events took place. All deposits excavated during the evaluation are listed in Appendix 1. Only modern bricks were recovered during the excavation, these were not retained.

- 4.3.3 Metal-detecting was carried out during the topsoil and subsoil stripping and throughout the excavation process. Archaeological features and spoil heaps were scanned by metal-detector periodically. No objects were found.
- 4.3.4 Cameras with an APS-C or larger sensor and with a resolution of no less than 10 megapixels were used. Images are of archival quality, non-proprietary RAW (.DNG) or .TIFF files. Suitable horizontal and vertical scales were used as appropriate. Digital photographs were taken of all trenches, archaeological features, and deposits.

5 QUANTIFICATION OF ARCHIVE

5.1 Paper Archive

Context register sheets	1
Context sheets	3
Trench record sheets	3
Photo register sheets	1

5.2 Digital Archive

Digital photos	19
GPS survey files	1
Digital plans	1

5.3 Physical Archive

	0
Burnt flint	0
Pottery	0
Ceramic building material (CBM)	0
Glass	0
Briquetage	0
Small Finds	0
Slag	0
Animal bone	0
Shell	0
Environmental bulk samples	0
Environmental bulk samples (10 litre buckets)	0
Monolith samples	0
Other samples (specify)	0
Black and white films	0
Colour slides	0

6 ARCHAEOLOGICAL RESULTS

6.1 Introduction

- 6.1.1 The trenches are described below in numerical order, with technical data tabulated (Appendix 2). No archaeological features were uncovered (Plates 3-6).
- 6.1.2 The natural geology consisted in Lewes Nodular Chalk Formation, Seaford Chalk Formation, Newhaven Chalk Formation and Culver Chalk Formation. This was overlaid in Trench 3 by a head deposit made of sands and gravels.
- 6.1.3 Overburden comprised a layer of turf (100), which overlay a made ground layer (101), made of modern gardening soil, occupational debris and mixed soils. This was most likely formed during previous building and landscaping works for the school, or prior to the school.
- 6.1.4 In Trench 2 this layer was truncated by a brick well or infilled manhole (Figure 3, Plate 8). The bricks from the feature were machine-made with a central frog stamped with 'Central Whittlesea' (Plate 9). Whittlesea was an important brick making area east of Peterborough. The Central Brickworks Whittlesea was acquired by the National Coal Board in 1966 and sold to the London Brick Company in 1973.¹
- 6.1.5 Trenches 2 and 3 contained a metal service pipe (Plate 7). It was unclear whether this was still in use and it was left in situ.
- 6.1.6 The natural geology (103) consisted in Lewes Nodular Chalk Formation, Seaford Chalk Formation, Newhaven Chalk Formation and Culver Chalk Formation.

¹ <https://www.brocross.com/Bricks/Penmorfa/Pages/england5.htm> [Accessed 06/02/2023]

7 CONCLUSIONS

- 7.1 No archaeological features or finds were present in any of the trenches. Below the current turf was a layer of modern made ground, between 0.30-0.40 m thick, made of modern gardening soil, occupational debris and mixed soils which lay directly above the natural geology. A metal service pipe and brick-built well/manhole were also recorded.
- 7.2 The evaluation showed that potential Saxon burials from the surrounding area did not extent into the Phase 1 development site. The layer of made ground most likely formed either during the original construction of the school in the 1950s or during subsequent landscaping of the area. The brick well/manhole is likely to relate to existing services on the site as it dates from the mid-20th century.

8 ACKNOWLEDGEMENTS

8.1 Pre-Construct Archaeology Ltd. would like to thank PCH Associates for commissioning and funding the work on behalf of Unity Schools Partnership. PCA are also grateful to Louisa Cunningham of Conservation Team of Suffolk County Council's Archaeological Service for monitoring the work on behalf of the Local Planning Authority. The project was managed for PCA by Christiane Meckseper and was supervised by Tiberiu Nica. The author would like to thank the site team Jamie Kohler for her hard work. Figures accompanying this report were prepared by PCA's CAD Department.

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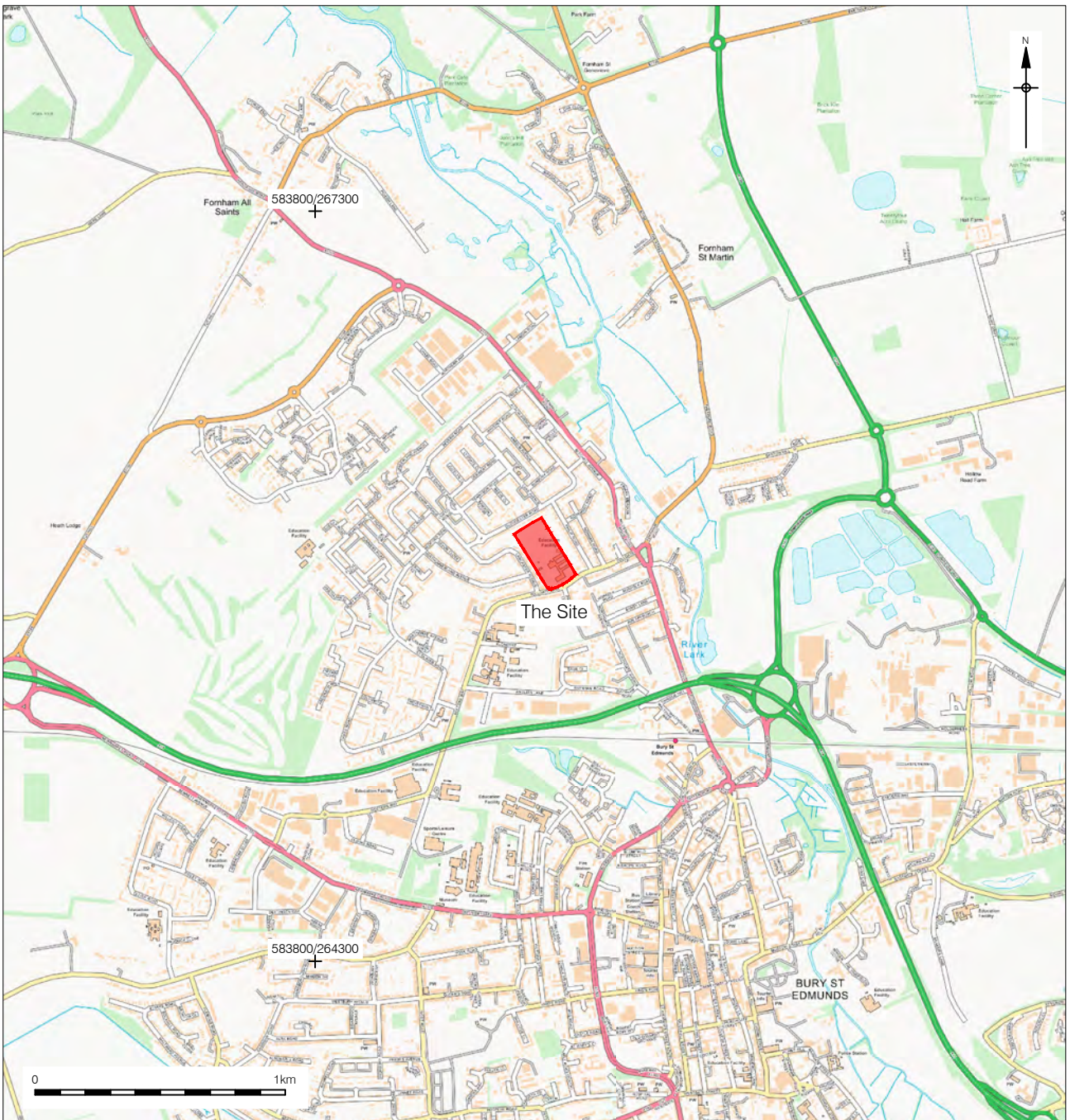
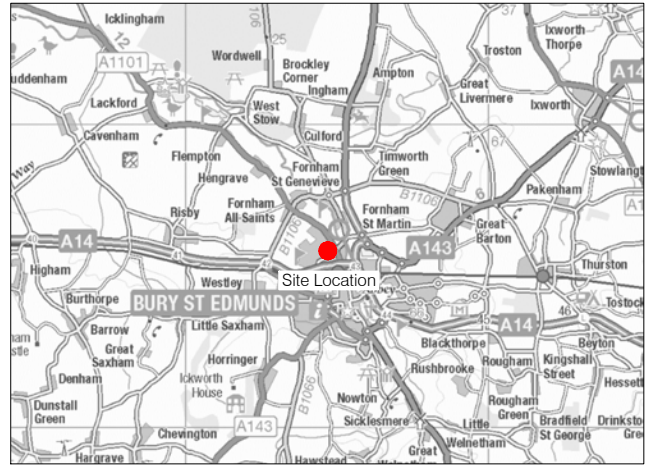
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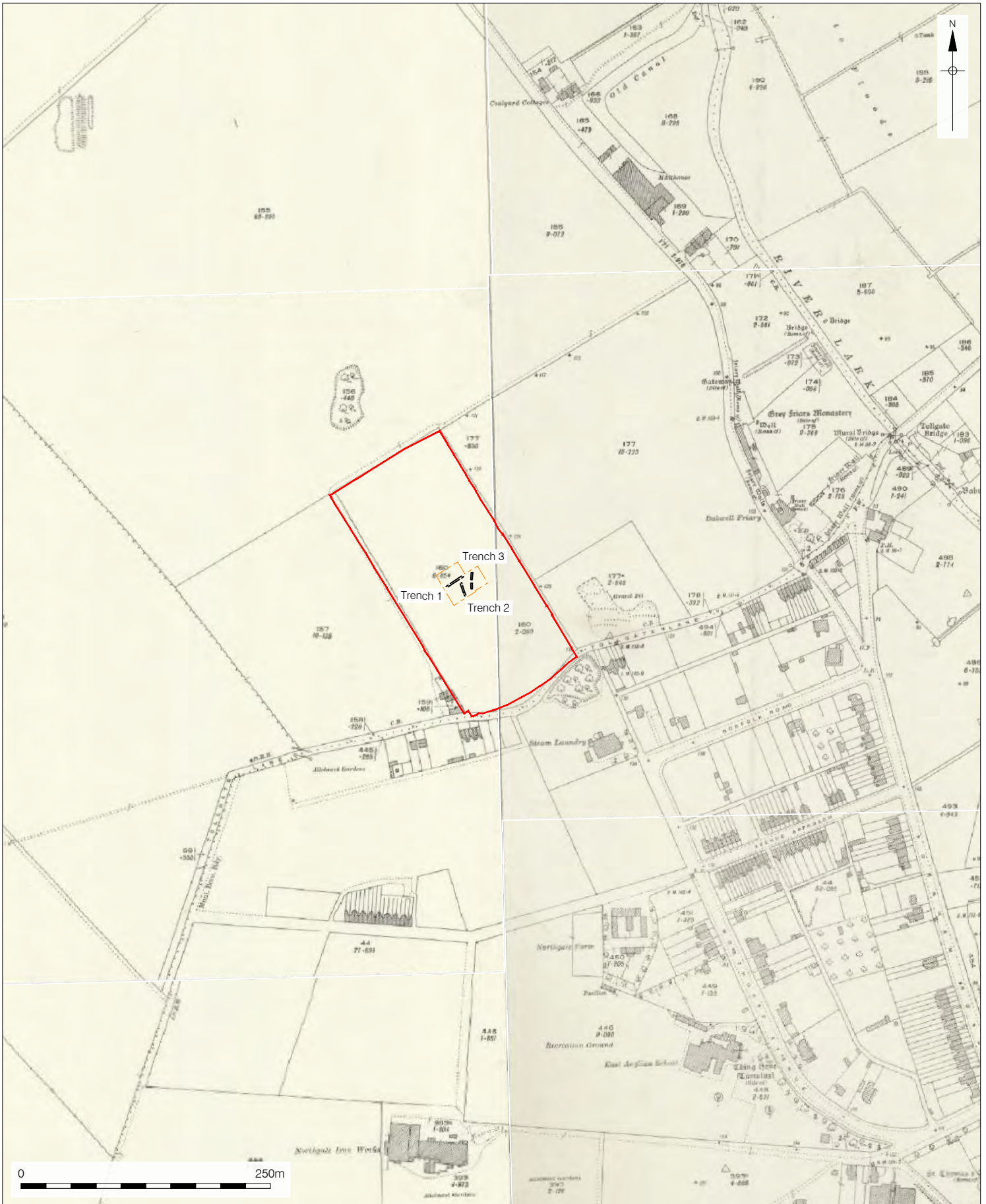
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11 APPENDIX 1: PLATES



Plate 1: The site before excavation, view North



Plate 2: Excavation of trenches in progress, view SSE (Trench 1 in foreground)



Plate 3: Trench 1, view East



Plate 4: Trench 2, view North



Plate 5: Trench 3, view South



Plate 6: Trench 2, representing section, facing West



Plate 7: Trench 2, service pipe, view South



Plate 8: Trench 2, well, view North-East



Plate 9: Whittlesea Brick from well

12 APPENDIX 2: TRENCH DETAILS

TRENCH 1	Figures 2 & 3; Plate 3	Trench Alignment: W-E	
Length: 20m	Width: 1.8m	Level of Natural (m OD): 39.29-39.50	
Deposit	Context No.	Max Thickness (m)	
		W End	E End
Made Ground	(100)	0.10	0.10m
Subsoil	(101)	0.30	0.29m
Natural	(102)	0.45+	0.45m+
Summary			
No archaeological features or deposits were present in Trench 1.			

TRENCH 2	Figures 2 & 3; Plate 4	Trench Alignment: N-S	
Length: 15m	Width: 1.8m	Level of Natural (m OD): 39.46-39.66	
Deposit	Context No.	Max Thickness (m)	
		N End	S End
Turf	(100)	0.10m	0.10m
Made ground	(101)	0.28m	0.23m
Natural	(102)	0.40m+	0.45m+
Summary			
A service pipe and a brick manhole were uncovered.			
No archaeological features or deposits were present in Trench 2.			

TRENCH 3	Figures 2 & 3; Plate 5	Trench Alignment: NE-SW	
Length: 15m	Width: 1.8m	Level of Natural (m OD): 39.45 - 39.72	
Deposit	Context No.	Max Thickness (m)	
		NE End	SW End
Turf	(100)	0.10m	0.10m
Made ground	(101)	0.25	0.32m
Natural	(102)	0.40m+	0.45m+
Summary			
Trench 3 had a 1.5m bulk left in situ in order to avoid service. Also, another service trench present in the SW end.			
No archaeological features or deposits were present in Trench 3.			

13 APPENDIX 3: OASIS FORM

Summary for preconst1-512866

OASIS ID (UID)	preconst1-512866
Project Name	Evaluation at Tollgate Primary School
Sitename	Tollgate Primary School
Activity type	Evaluation
Project Identifier(s)	Land at Tollgate Primary School, Bury St. Edmunds, Suffolk: An Archaeological Evaluation, Phase 1
Planning Id	DC/22/1709/FUL
Reason For Investigation	Planning: Between application and determination
Organisation Responsible for work	Pre-Construct Archaeology Ltd
Project Dates	30-Jan-2023 - 02-Feb-2023
Location	Tollgate Primary School NGR : TL 84761 65867 LL : 52.2599326084736, 0.705784365353988 12 Fig : 584761,265867
Administrative Areas	Country : England County : Suffolk District : West Suffolk Parish : Bury St Edmunds
Project Methodology	<p>A trial trench evaluation undertaken in advance of a side extension to the existing nursery with playground areas, staff and visitors' parking and KS1 playground, a year six block to the rear of the grounds, and multi-use games area (MUGA) and basketball court with a KS2 playground (Planning Reference DC/22/1709/FUL), between 30th of January and 2nd of February 2023.</p> <p>Three trenches were excavated to provide a representative sample of those areas of the site likely to be impacted by groundworks in the Phase 1 of the development, North Area (year 6 block and KS2 playground only).</p> <p>No archaeological features or finds were present in any of the trenches. Modern made ground, between 0.30-0.40 m thick, made of modern gardening soil, occupational debris and mixed soils, was present across the site, overlaying directly the natural geology.</p>
Project Results	<p>This report details the results of a trial trench evaluation undertaken in advance of a side extension to the existing nursery with playground areas, staff and visitors' parking and KS1 playground, a year six block to the rear of the grounds, and multi-use games area (MUGA) and basketball court with a KS2 playground (Planning Reference DC/22/1709/FUL), between 30th of January and 2nd of February 2023.</p> <p>Three trenches were excavated to provide a representative sample of those areas of the site likely to be impacted by groundworks in the Phase 1 of the development, North Area (year 6 block and KS2 playground only).</p> <p>No archaeological features or finds were present in any of the trenches. Modern made ground, between 0.30-0.40 m thick, made of modern gardening soil, occupational debris and mixed soils, was present across the site, overlaying directly the natural geology.</p>
Keywords	
Funder	

HER	Suffolk HER - unRev - STANDARD
Person Responsible for work	Tibi, Nica
HER Identifiers	
Archives	Documentary Archive, Digital Archive - to be deposited with Ipswich Museum;

14 APPENDIX 4: APPROVED WRITTEN SCHEME OF INVESTIGATION

**Written Scheme of Investigation for a Programme of Archaeological Evaluation
(Phase 1) at Tollgate Primary School, Bury St. Edmunds, Suffolk V3**

Local Planning Authority: West Suffolk Council

Planning Reference: DC/22/1709/FUL

Parish Number/Site code: BSE 716

Central National Grid Reference: TL 84761 65867

Written and researched by: Kerry Boughton

Project Manager: Christiane Meckseper

Commissioning Client: Unity Schools Partnership

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January 2023**

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CONTENTS

CONTENTS	2
1 INTRODUCTION	3
2 ARCHAEOLOGICAL BACKGROUND	5
3 GEOLOGY AND TOPOGRAPHY	6
4 AIMS AND OBJECTIVES	7
5 METHODOLOGY	9
6 ACCESS AND SAFETY	14
7 TIMETABLE AND STAFFING.....	15
8 REPORTING	16
9 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE	18
10 FURTHER CONSIDERATIONS	20
11 BIBLIOGRAPHY	21
12 FIGURES.....	23
APPENDIX 1: FINDS, ENVIRONMENTAL AND OTHER SPECIALIST SERVICES	27
APPENDIX 2: DATA MANAGEMENT PLAN.....	29
FIGURE 1: SITE LOCATION	24
FIGURE 2: OVERALL PROPOSED SCOPE OF WORKS	25
FIGURE 3: PROPOSED TRENCH LOCATIONS.....	26

1 INTRODUCTION

- 1.1 Pre-Construct Archaeology (PCA) has been commissioned by Unity Schools Partnership on behalf of Unity Schools Partnership to undertake a program of archaeological evaluation at Tollgate Primary School, Bury St. Edmunds, Suffolk (TL 84761 65867). This was in response to an archaeological brief issued by Louisa Cunningham of the Conservation Team of Suffolk County Council's Archaeological Service (SCCAS 2022).
- 1.2 The development is for a side extension to the existing nursery with playground areas, staff and visitors' parking and KS1 playground, a year six block to the rear of the grounds, and multi-use games area (MUGA) and basketball court with a KS2 playground (Planning Reference DC/22/1709/FUL). A condition requiring archaeological work has been placed on the planning consent due to the high archaeological potential of the proposed development. This is in line with the National Planning Policy Framework 2021.
- 1.3 The brief (SCCAS 2022) has stipulated the minimum trenching requirements for three areas:
- North Area (MUGA, KS2 playground, and year six block) = 80m x 1.80m
 - Southeast Area (reception playground, nursery, and playground) = 20m x 1.80m
 - Southwest Area (staff and visitor parking) = 45m x 1.80m.
- 1.4 The school are prioritising the construction of the year 6 block and KS2 playground, which is set to start in early 2023. This area is therefore prioritised for evaluation, and this document comprises a Written Scheme of Investigation (WSI) for the archaeological evaluation of the *North Area (year 6 block and KS2 playground only)*. Trenching covering the year six block and KS2 play area will be 50m of linear trenching, leaving 30m of linear trenching to cover the new MUGA, which is also part of the North Area but will be constructed at a later stage.

- 1.5 This document alone will not result in the discharge of the archaeological condition.
- 1.6 All subsequent areas (including the new MUGA which his part of the North Area) will be subject to an additional WSI and set of costs.
- 1.7 Once approved by SCCAS, all work relating to the project will be carried out in accordance with this WSI, *SCCAS Requirements for a Trenched Archaeological Evaluation (2022)*, as well as the *Standards for Field Archaeology in the East of England (Gurney 2003)* and the Chartered Institute for Archaeologists' *Code of Conduct (2019)* and *Standard and Guidance for Archaeological Field Evaluation (2020)*. The project will be managed in accordance with the Historic England (formerly English Heritage) procedural document *Management of Research Projects in the Historic Environment (MoRPHE): Project Manager's Guide (Historic England 2015)*.
- 1.8 Any changes to this WSI will be communicated directly to the SCCAS for approval.
- 1.9 Depending on the results of the evaluation, the local planning authority, in consultation with SCCAS, may require further stages of archaeological investigation and/ or mitigation prior to development. Any such work would be the subject of a separate Brief and WSI, and a separate set of costs.

2 ARCHAEOLOGICAL BACKGROUND

2.1.1 The archaeological background detailed below has been taken from the archaeological brief (SCCAS 2022), as well as from the forthcoming PCA site report for a site at Fornham St. Genevieve (Boughton and Woolhouse, forthcoming). A full search of the County Historic Environment Record (HER) will be undertaken to inform the final report.

2.1.2 This site lies in an area of archaeological potential recorded on the HER. The site is situated on an east-facing slope heading towards the river Lark.

2.2 Prehistoric (c. 800,000 BC–AD 42) and Roman (c. AD43–410)

2.2.1 Flint implements have been found adjacent to the east of the site (BSE 694).

2.2.2 The area surrounding the north of Bury St. Edmunds notably has extensive remains dating to the prehistoric period, including a Neolithic cursus and the Fornham causewayed enclosure, as well as a group of recorded *tumuli* at John's Hill. Remains range from the early Neolithic through to the Iron Age, with the site at Fornham St. Genevieve yielding evidence for Bronze Age settlement activity. It is likely that the activity around this area is associated with the course of the river Lark.

2.2.3 There is limited evidence for Roman activity in the landscape around this site. This predominantly comprises stray findspots.

2.3 Anglo-Saxon (c. AD 410–1066)

2.3.1 Evidence for a Saxon cemetery was revealed east, west, and north of the site (BSE 059, BSE 373, BSE 005, BSE 086). Archaeological investigations have located Saxon-dated burials and human remains within proximity of the site. Anglo-Saxon settlement seems to have been dispersed along the river terrace. It is possible the line of nearby Northgate Street/Fornham Road follows an early routeway along the west side of the river.

2.4 Medieval (c. AD 1066–1540)

2.4.1 From 1263-1538, the Franciscan Babwell Friary was situated on Mildenhall Road where it meets Tollgate Lane (HER BSE 014)

3 GEOLOGY AND TOPOGRAPHY

3.1 Geology

3.1.1 The bedrock geology of the proposed development area is that of Lewes Nodular Chalk Formation, Seaford Chalk Formation, Newhaven Chalk Formation and Culver Chalk Formation. This is a sedimentary bedrock formed approximately 93.9 to 72.1 million years ago in the Cretaceous Period.

3.1.2 There are no recorded superficial geological deposits.

3.2 Topography

3.2.1 The proposed development area is currently in mixed use as school playing fields and parking.

4 AIMS AND OBJECTIVES

4.1 Broad Aims

4.1.1 The broad aims of the evaluation are to identify, excavate and record the location, extent, date, character, and state of preservation of any archaeological remains on the site which are likely to be threatened by the proposed development, and to identify their significance in a local, regional and national context, as appropriate, with reference to the East Anglian regional research agendas:

Glazebrook, J. (ed.), 1997. *Research and Archaeology: A Framework for the Eastern Counties: 1. Resource Assessment*. East Anglian Archaeology Occasional Papers 3. Norwich: The Scole Archaeological Committee for East Anglia.;

Brown, N., and Glazebrook, J. (eds.), 2000. *Research and Archaeology: A Framework for the Eastern Counties: 2. Research Agenda and Strategy*. East Anglian Archaeology Occasional Papers 8. Norwich: The Scole Archaeological Committee for East Anglia.;

Medlycott, M. (ed.), 2011. *Research and Archaeology Revisited: A Revised Framework for the East of England*. East Anglian Archaeology Occasional Papers 24. Association of Local Government Archaeological Officers (ALGAO).;

ALGAO, 2021. *East of England Regional Research Framework*. Available at: <https://researchframeworks.org/eoe/>.

4.1.2 The evaluation will aim to provide sufficient information to enable the formulation of a suitable management/investigation strategy for the site's heritage assets, in light of the current redevelopment proposals.

4.1.3 The evaluation will provide a predictive model of any archaeological remains likely to be present on the site and will characterise and include an appraisal

of the remains significance.

- 4.1.4 The evaluation's trial trenches will cover an adequate representative sample of the proposed development area in order to fully understand and characterise the archaeology on the site.

5 METHODOLOGY

5.1 All aspects of the investigation shall be conducted in accordance with the Chartered Institute for Archaeologists' *Code of Conduct* (2019), the *Standard and Guidance for Archaeological Field Evaluation* (2020), the Suffolk County Council *Requirements for a Trenched Archaeological Evaluation* (SCCAS 2021) and *Standards for Field Archaeology in the East of England* (Gurney 2003).

5.2 Machining and Site Planning

5.2.1 The North Area (year 6 block and KS2 play area only), covered by this WSI, comprises a single phase of work consisting of 50m of linear trenching spread across two 15m long and one 20m long trenches, trenches being 1.8m wide.

5.3 Excavation

5.3.1 Within each trench the topsoil, subsoil or artificial made ground deposits will be machine stripped under constant archaeological supervision by a mechanical excavator with toothless ditching bucket down to the archaeological horizon or geological horizon, whichever comes first. Upon encountering any archaeological features, the procedure followed is detailed below.

5.3.2 Exposed archaeological features and deposits will be cleaned as necessary to define them using hand tools.

5.3.3 Metal-detecting will be carried out of all trench locations before and after stripping. Any stripped deposits and all archaeological features and spoil heaps will be surveyed by metal-detector as they are encountered.

5.3.4 Limits of excavation of all trenches, pre-excavation and post-excavation plans of archaeological features and heights above Ordnance Datum (m OD) will be recorded using a Geomax Global positioning System (GPS) rover unit with RTK differential correction, giving three-dimensional accuracy of 20mm or better.

5.4 Recording and Sampling

- 5.4.1 Field excavation techniques and recording methods are detailed in the PCA *Fieldwork Induction Manual (Operations Manual)* by Joanna Taylor and Gary Brown (2018).
- 5.4.2 All features will be investigated and recorded with hand tools, unless otherwise agreed with SCCAS, in order to properly understand the date and nature of the archaeological remains on the site and to recover sufficient finds assemblages to assess the chronological development and socio-economic character of the site over time.
- 5.4.3 Drawn records will be in the form of survey plans, drawn plans and section drawings of all archaeological features at an appropriate scale (1:10, 1:20, 1:50) while all individual deposits and cuts will be recorded as written records on PCA pro-forma context sheets.
- 5.4.4 Linear features will be investigated by means of slots excavated across their width and measuring at least 1m in length, positioned to avoid areas of intercutting/ disturbance in order to provide uncontaminated finds assemblages. If stratigraphic relationships between features are not visible in plan, slots will also be positioned to determine inter-feature relationships.
- 5.4.5 Discrete features such as pits and postholes will be at least 50% excavated and when considered appropriate 100% excavated.
- 5.4.6 Significant features such as structural remains (e.g. eaves drip gullies, sunken feature buildings and beam slots), industrial features (kilns, ovens, domestic hearths, metalworking furnaces) and burials (cremation and inhumation) will be left in situ for further work, unless SCCAS advise the need for any investigation at this stage. Burials may need to be excavated at the evaluation stage to guide the approach to mitigation.
- 5.4.7 High-resolution digital photographs will be taken at all stages of the excavation. All digital cameras used on site will capture photographs at 16.3 megapixels (MP) in RAW and JPEG file formats as standard. Digital

photographs will be taken of all archaeological features and deposits and black and white film photographs will be taken when considered appropriate by the excavator and supervisor. Horizontal and vertical scales will be used as appropriate.

- 5.4.8 All artefacts and ecofacts will be collected by hand and retained, receiving appropriate care prior to removal from site (ClfA 2014; Walker 1990). All finds will be retained, and assessed for the evaluation report, unless variations in principle are agreed with SCCAS during the evaluation.
- 5.4.9 Finds will be washed, sorted, marked with the site code and stored in appropriate conditions, in line with guidelines from the Institute of Conservation (ICON), at PCA's Pampisford office.
- 5.4.10 A metal detector will be used during the evaluation in order to enhance finds recovery and will not be set to discriminate against iron.
- 5.4.11 Bulk samples, 40 litres min. in volume, or 100% if contexts are small, will be taken by the excavator and in consultation with the project's environmental specialist where practicable, in order to recover micro- and macro-botanical environmental remains. The broad aim of such sampling is to recover evidence relating to the past environment and agricultural economy of the site, and how these changed over time under both natural and anthropogenic influence.
- 5.4.12 Buried soils and associated deposits will be inspected on site by the PCA project manager in consultation with the PCA geoarchaeologist whose advice will be sought as to whether soil micromorphology or other analytical techniques will enhance understanding of depositional processes and transformations at the site.
- 5.4.13 Environmental sampling will refer to the following guideline documents:

English Heritage, 2011. *Environmental Archaeology: A Guide to the Theory and Practice of Methods from Sampling and Recovery to Post-excavation* (2.

Ed.). Swindon: English Heritage Publishing;

Association for Environmental Archaeology, 1995. *Environmental archaeology and archaeological evaluations. Recommendations concerning the environmental archaeology component of archaeological evaluations in England*. Working Papers of the Association for Environmental Archaeology 2, 8 ff. York: Association for Environmental Archaeology.;

Dobney, K., Hall, A., Kenward, H. and Milles, A., 1992. *A working classification of sample types for environmental archaeology*. Circaea 9.1. pp. 24-26.;

Murphy, P.L. and Wiltshire, P.E.J., 1994. *A guide to sampling archaeological deposits for environmental analysis*.

5.5 Monitoring

- 5.5.1 PCA / the client will notify SCCAS of the proposed start date at least 10 days in advance, allowing sufficient notice to arrange a monitoring meeting.
- 5.5.2 SCCAS and the client will be kept regularly informed about developments and any significant discoveries during both the site works and subsequent post-excavation phase.
- 5.5.3 Further trenching or deposit testing may be a requirement of the site monitoring visit if unclear archaeological remains or geomorphological features present difficulties of interpretation, or to assist with the formulation of a mitigation strategy. Appropriate provision has been made for this eventuality.
- 5.5.4 Trenches will not be backfilled without explicit consent by the SCCAS.

5.6 Treasure

- 5.6.1 All finds defined as Treasure will be removed to a safe place and reported to the local coroner according to the procedures outlined in the Treasure Act 1996 (as amended by the Treasure Designation Order 2002 No. 2666). Where removal cannot be effected on the same working day as the discovery,

suitable security measures will be taken to protect the finds from theft. Any finds that could be considered treasure under the terms of the Act made during the process of fieldwork, or during post-excavation processing and analysis, will be immediately reported to the Finds Liaison Officer, so that it is properly reported to the appropriate Coroner within 14 days of discovery in line with the Treasure Act.

5.7 Human Remains

5.7.1 If human remains are encountered, SCCAS and the client will be informed. No further excavation will take place until removal becomes necessary and will only be carried out in accordance with all appropriate Environmental Health regulations and only after a Ministry of Justice license has been obtained. Section 25 of the Burial Act 1857 will be complied with at all times. Excavation may be required where the remains are under imminent threat or dating/preservation information is required for costing purposes. Due to the wide range of variables, costs of excavation, removal and analysis of human remains are not included in any statement of costs accompanying or associated with this specification.

6 ACCESS AND SAFETY

- 6.1.1 Permission to access to the site will be arranged by the client so that the field team can start work promptly on the first day of their arrival at site. It is expected that the site will be suitably clear of vegetation and other obstructions to allow the free movement of plant and the excavation of the trenches.
- 6.1.2 Any costs incurred to secure access or incurred as a result of withholding of access will not be PCA's responsibility. The costs of any delays as a result of withheld access or conditions obstructing archaeological excavation will be passed on to the client in addition to the project costs already specified.
- 6.1.3 A welfare cabin will be provided by PCA for the use of their site staff, sub-contractors and visitors.
- 6.1.4 Site security is the responsibility of the client. All deep excavations (over c.0.8m deep) will be secured by PCA with orange netlon fencing.
- 6.1.5 All relevant health and safety legislation, regulations and codes of practice will be respected. The Health and Safety policies will be those of PCA and will be in accordance with all statutory regulations. A site-specific Risk Assessment and Method Statement (RAMS) will be prepared before fieldwork commences and all staff will be briefed on the content of the RAMS at an induction that they will be required to attend on arrival.
- 6.1.6 There is a duty of care for the client to provide all information reasonably obtainable on contamination and the location of live services before site works commence.

7 TIMETABLE AND STAFFING

7.1 Timetable

7.1.1 The duration of the evaluation will be 3 days. Working days are based on a 5-day working week, Monday to Friday.

7.2 Staffing and Support

7.2.1 The project will be managed and led by Christiane Meckseper, Project Manager of PCA Central, who will ensure all staff are familiarised with the site, the archaeological background of the area and the ground conditions to maximise the effectiveness of the monitoring programme.

7.2.2 Key team members will include Christiane Meckseper, Project Manager of PCA Central, and a PCA Supervisor. Additional Site Assistants will be drawn from a pool of qualified and experienced staff if required. All staff members will be subject to an enhanced DBS check, as required by the school.

7.2.3 The following staff will form the project team:

1x Project Manager

1x Supervisor

2x Site Assistant (if required)

1x Survey Supervisor

1x Finds Supervisor

1x Finds Assistant

1x Illustrator for post-excavation work.

7.2.4 Specialists will be employed for consultation and analysis during post-excavation work as necessary. Specialists will be approached to carry out analysis as required from the list in Appendix 1.

8 REPORTING

- 8.1 The site will use the Parish Number as a site code (BSE716). This reference will be used to identify the archive.
- 8.2 A report will be prepared describing the results of this stage of the evaluation. Separate reports will be prepared for any further stages of work.
- 8.3 Post-excavation tasks and report writing will take approximately 4-6 weeks following the end of fieldwork. Specialists will be employed for consultation and analysis as necessary.
- 8.4 The report will have the following sections:
- Introduction
 - Geology and Topography
 - Archaeological Background
 - Methodology
 - Quantification of Archive
 - Archaeological Results
 - The Finds and Environmental Evidence
 - Discussion and Conclusions
 - Acknowledgements
 - Bibliography
 - Figures
 - Plates
 - Appendices (Finds and Environmental Catalogues, copy of WSI, OASIS summary report)
- 8.5 PCA will provide the client and SCCAS with a draft copy or copies of the report for review and comment before issuing a final copy for approval. PCA will provide one digital copy and one paper copy of the report to SCCAS.
- 8.6 If substantial remains are recorded during the project, it may be necessary to undertake a full programme of analysis and publication in accordance with the

guidelines contained in Historic England's *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015).

- 8.7 Further to its acceptance the contractor will supply an additional copy for inclusion into the Suffolk Historic Environment Record (SHER). Contingency will be made for the publication of results. The minimum requirement will be for an appropriate note to be made available in the Archaeology in Suffolk section of the Proceedings of the Suffolk Institute of Archaeology and History. This summary should be included in the project report or submitted to SCCAS by the end of the calendar year in which the work takes place, whichever is the sooner.

9 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE

- 9.1 To assist with the creation and curation of the project's archive, the Project Manager has contacted the SHER office to obtain an Parish Code at the outset of the project (BSE716). SHER use this number as a unique identifier linking all physical and digital components of the archive. The unique number will be clearly indicated on this specification once received for this project. It will be shown on all paperwork created on site (context forms and plans etc), on relevant ensuing reports and on the OASIS data collection form. The Parish Code will also be used as the unique Site Code for the site.
- 9.2 All artefactual material recovered will be held in storage by PCA Central and ownership of all such archaeological finds will be given over to the relevant authority to facilitate future study and ensure proper preservation of all artefacts. In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to treasure act legislation separate ownership arrangements may be negotiated.
- 9.3 PCA will recommend that ownership of all such archaeological finds will be given over to the relevant authority to facilitate future study and ensure proper preservation of all artefacts. In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to treasure act legislation separate ownership arrangements may be negotiated.
- 9.4 The project archive shall be compiled in accordance with SCCAS (Suffolk County Council Archaeological Service) guidelines (SCCAS 2022) and the advice contained in *Guidelines for the Preparation of Excavation Archives for Long Term Storage* (Walker 1990), and *Standards and Guidance in the Museum Care of Archaeological Collections* (Society for Museum Archaeology 2020).
- 9.5 A copy of the report will accompany the archive when it is deposited with the SCCAS archaeological stores. Digital, geo-referenced data will also be supplied to the Suffolk HER, as appropriate.

- 9.6 The Suffolk Historic Environment Record is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. PCA will provide appropriate details relating to this project by completing the OASIS form at <http://ads.ahds.ac.uk/project/oasis>, in accordance with the guidelines provided by English Heritage and the Archaeology Data Service.

10 FURTHER CONSIDERATIONS

10.1 Insurance

10.1.1 Pre-Construct Archaeology Ltd. is covered by the following insurances:

- Public & Products Liability £5,000,000 with £5,000,000 Excess Layer (Aviva Insurance Ltd. & Zurich Insurance Ltd.), Policy nos: 000133 & PC00788;
- Employers Liability £10,000,000 (Aviva Insurance Ltd.) Policy no: 000133;
- Professional Indemnity £5,000,000 (Hiscox Underwriting Ltd.). Policy no: PL-PSC10002112906/00;
- Hired in Plant and Equipment £500,000 (Aviva Insurance Ltd.) Policy no: 000133.
- Unmanned Aircraft Systems £5,000,000 (Tokio Marine Kiln Ltd.) Policy no: B0831TMKDRO2020/8688.

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Gurney, D., 2003. *Standards for Field Archaeology in the East of England*. East Anglian Archaeology Occasional Papers 14. Norwich: The Scole Archaeological Committee for East Anglia.

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SCCAS (Suffolk County Council Archaeological Service), 2022. *Suffolk County Council Archaeological Service Archives: Guidelines for Archive Preparation and Deposition*. Available at: <https://www.suffolk.gov.uk/assets/culture-heritage-and-leisure/suffolk-archaeological-service/SCCAS-deposition-guidelines-2022.pdf> .

SCCAS (Suffolk County Council Archaeological Service) 2022. *Requirements for a Trenched Archaeological Evaluation*. Available at: <https://www.suffolk.gov.uk/asset-library/imported/sccas-trenched-archaeological-evaluation.pdf>.

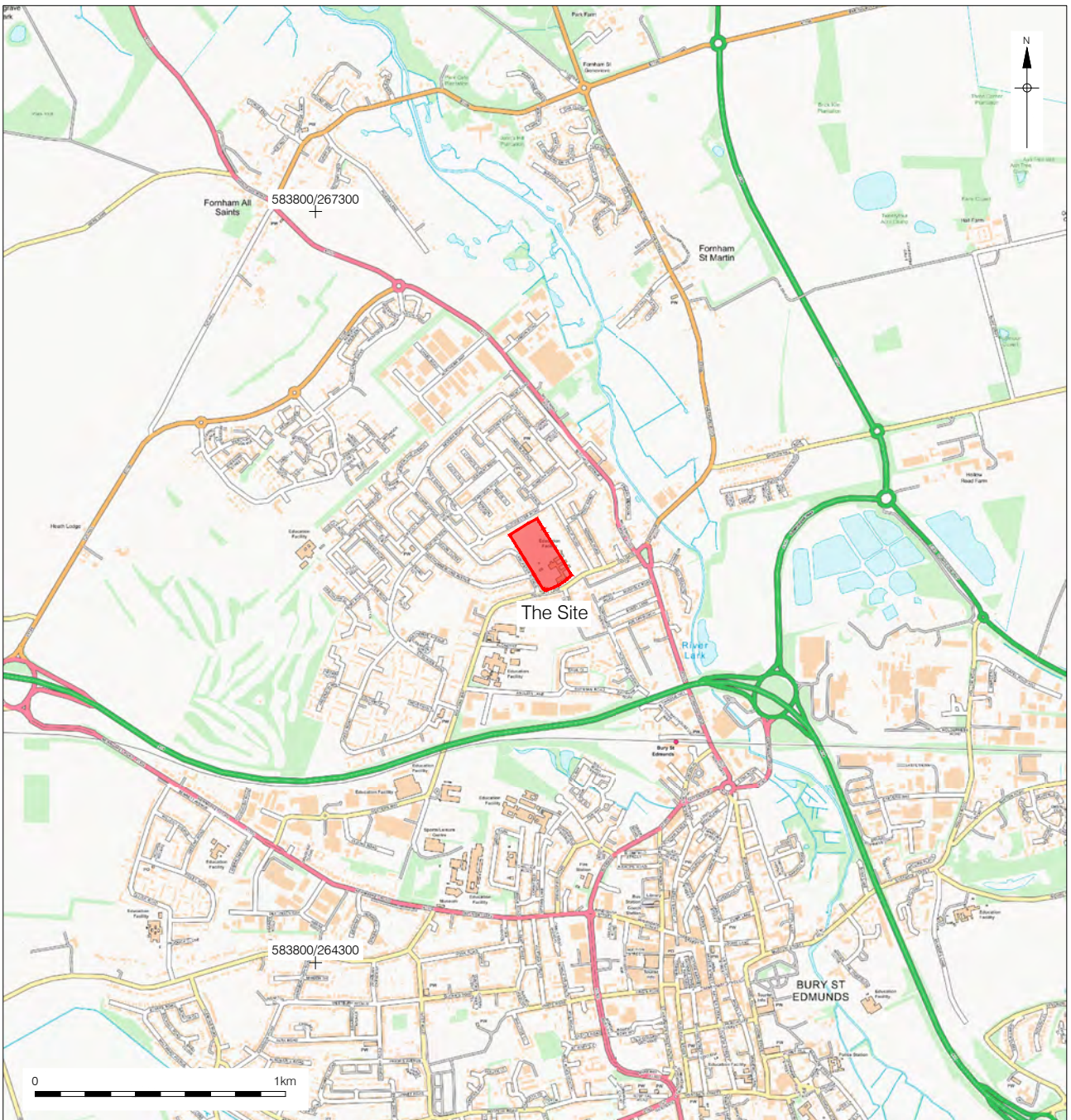
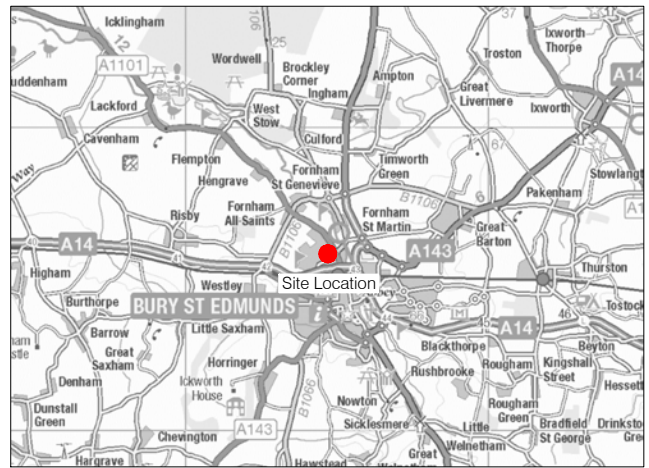
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Society for Museum Archaeology, 2020. *Standards and Guidance in the Care of Archaeological Collections*. Available at: [https://collectionstrust.org.uk/wp-content/uploads/2020/04/Standards and Guidance in the Care of Archaeological Collections.pdf](https://collectionstrust.org.uk/wp-content/uploads/2020/04/Standards_and_Guidance_in_the_Care_of_Archaeological_Collections.pdf) [Accessed 08/09/2020].

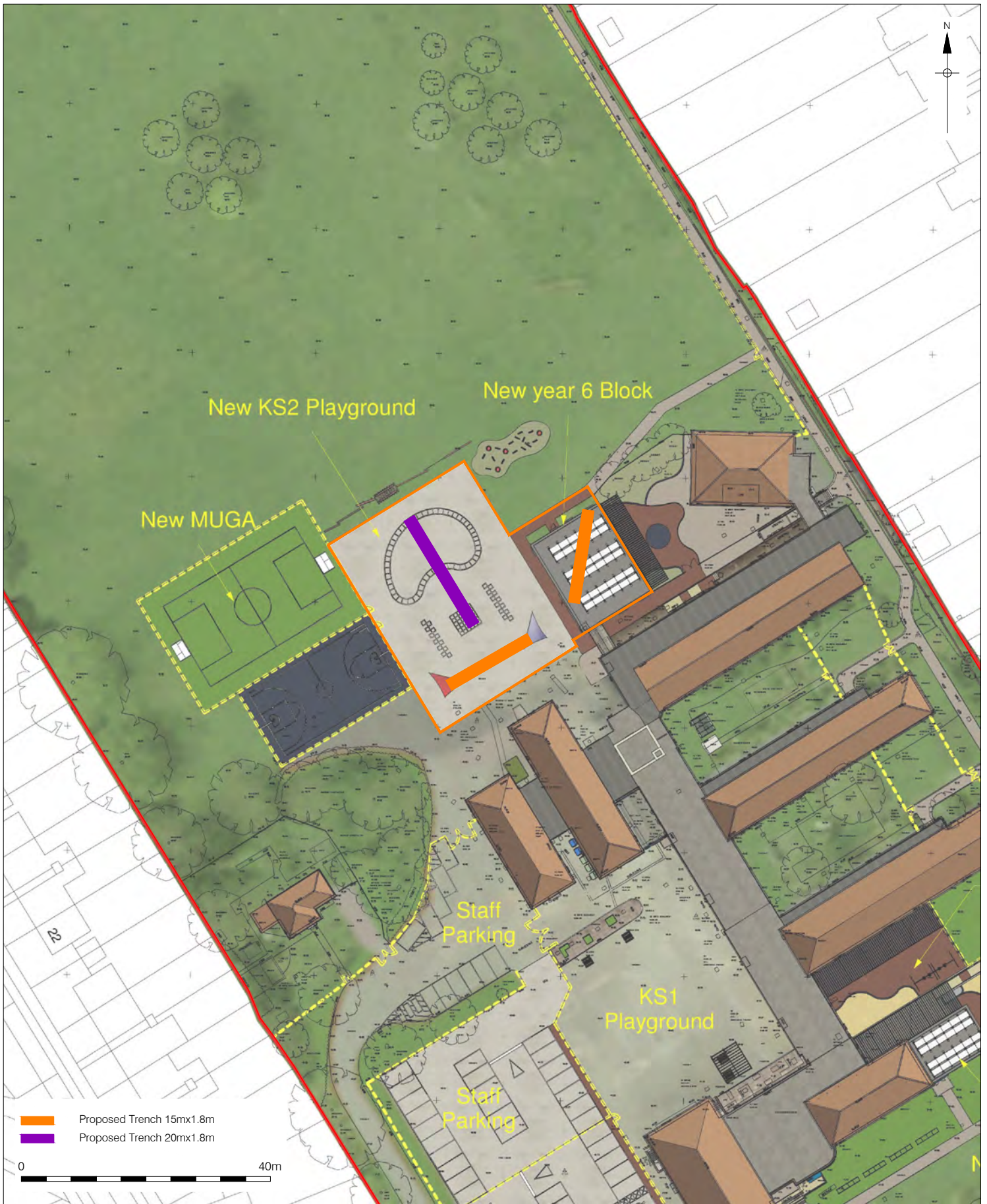
Taylor, J., and Brown, G., 2018. *Fieldwork Induction Manual: Operations Manual*. London: Pre-Construct Archaeology.

Walker, K., 1990. *Guidelines for the Preparation of Excavation Archives for Long Term Storage*. UKIC Archaeology Section.

12 FIGURES







APPENDIX 1: FINDS, ENVIRONMENTAL AND OTHER SPECIALIST SERVICES

Prehistoric Pottery: Matt Brudenell, Sarah Percival, Lawrence Morgan-Shelbourne

Roman Pottery: Alice Lyons (in house), Eniko Hudak (in house), Kayt Hawkins, Jo Mills (samian), Gwladys Monteil (samian), Joanna Bird (decorated samian), David Williams (amphora)

Post-Roman Pottery: Chris Jarrett (in house), Berni Seddon (in house), Sue Anderson

Clay Tobacco Pipe: Chris Jarrett (in house)

CBM: Berni Seddon (in house), Kevin Hayward (in house), Amparo Valcarcel (in house)

Stone & Petrological Analysis: Kevin Hayward (in house), Mark Samuel (moulded stone)

Glass: Chris Jarrett (in house), John Shepherd (in house), Ruth Beveridge, Hilary Cool, Rachel Tyson

Coins: James Gerrard (in house), Ruth Beveridge

Inscriptions & Graffiti: Roger Tomlin

Animal Bone: Kevin Rielly (in house), Karen Deighton (in house), Ryan Desrosiers (in house) Philip Armitage, Robin Bendrey,

Lithics (inc Palaeolithic): Lyndon Cooper (in house)

Osteology: James Langthorne (in house), Petra Ivanova (in house)

Timber: Damian Goodburn, Nigel Nayling (Wales), Mike Bamforth

Leather: Quita Mould

Small Finds: Marit Gaimster (in house), James Gerrard (in house), Hilary Major, Ian Riddler (esp worked bone), Ruth Beveridge

Metal slag: Gary Taylor (in house), Lynne Keys

Textiles: Sue Harrington, Penelope Walton Rogers

Conservation: Drakon Heritage, Karen Barker, Stefanie White (Colchester Museums), Emma Hogarth (Colchester Museums)

Dendrochronology: Ian Tyers

Archaeomagnetic dating: Mark Noel

Environmental: Tegan Abel (in house), Kath Hunter, Val Fryer, QUEST, University of Reading

Documentary Research: Guy Thompson (in house), Chris Phillpotts, Frederick Hamond (NI), Gillian Draper, Jeremy Haslam, Roger Leech

Industrial Archaeology: Gary Taylor (in house), David Cranstone

Finds Illustration: Cate Davies (in house), Rita Goncalves-Pedro (in house), Mark Roughley (in house)

Metal Detecting: Tom Lucking (in house)

APPENDIX 2: DATA MANAGEMENT PLAN

Section A: Project Information			
HER# (Site Code):	BSE 716	Other Site Codes	
Site Full Location	Tollgate Primary School, Bury St. Edmunds		
OASIS ID:	preconst1-512229	K-Code:	K8202
Museum Acc. #		NGR #	TL 84761 65867
Planning Ref #:	DC/22/1709/FUL	Planning Authority	West Suffolk
DMP Written	11/01/2023	DMP Version	V1
Project Manager/ Primary Contact:	Christiane Meckseper	Project Type:	Evaluation
Client:	Unity Schools Partnership	Site Supervisor:	TBC
Data Sharing Agreement in Place?	N		
Data Management Responsibility	Pre-Construct Archaeology Limited	Who will take possession of the generated data at the end of the project	ADS/ Designated Archive Repository/Museum

Section B: Estimated Volume of Data				
File types generated as part of the project archive by PCA:				
Data Type	Format	Estimated Volume	Details/Comment	
Spreadsheets	Excel (.xlsx), .csv	512MB		
Database	Access (.accdb)	512MB		
Text/Documents	.pdf, Word (.docx)	512MB		
Images	.jpeg, .png, .DNG	4GB		
Graphics	.dwg,	512MB		
GIS	.shp	512MB		
Will existing or external data be utilised?			NO	
If yes, list type of data and source:				
Data Type	Format	Estimated Volume	Source	Details/Comment
Images	.jpeg, .png, .DNG			
Graphics	.dwg,			
Text/Documents	.pdf, Word (.docx)			

Section C.: Data Acquisition, Processing, and Analysis
What methods and data standards will be undertaken?
Field data will be collected through digital and analogue means as set out within the project design. All data that will be collected will aim to work to best practice guidelines as outlined by CIFA, the ADS and any county specific guidelines whenever possible and will be updated as the project progresses, or as guidance is modified.
What file naming/structure is in place and how will version control be maintained? Display example below.

Example file name: PCA_ECB6240_BRADLEY ROAD_EVAL_MH_rev1

Key: PCA (Organisational identifier) ECB6240 (site code) BRADLEY ROAD (Site name) EVAL (report type) MH (author identifier) rev1 (version control identifier)

The project archive will be stored in a project specific folder, with sub folders being utilised to further sub-classify data as appropriate (e.g. databases, photos, reports, etc.).

What Quality Assurances of the data are in place?

All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct.

Section D: Documentation and Metadata:

How can the data be read?

Data collected during the course of the project will include standard formats as listed within section B.

What documentation and metadata will be provided when the data is archived?

A catalogue of the digital archive, material archive, paper archive, and the supporting metadata will be provided to the digital repository

Section E: Ethics and Legal Compliance:

How can the identity of individuals be protected if required

Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required.

Is the data GDPR 2018 compliant?

All digital archive data is compliant with GDPR as outlined within PCA's GDPR policy.

Who owns the data generated during the course of this project?

Copyright for all data generated or collected by the project team belongs to PCA. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given during reporting and when archived. Any licences agreed with external parties will be included within the project archive.

Section F: Storage and Backup:

Is sufficient storage in place?

All project data will be held on a server based at our regional office. The server has sufficient space to hold all data generated during the project.

What backups are in place?

Project data will be stored on a companywide intranet and on servers located at our regional office.

What data security is in place?

All project data is restricted by permission-based access and single factor authentication. The only exception to this is when external finds or data specialists are consulted, with only files pertinent to their role are shared directly.

Section G: Selection and Preservation:

Which data will be selected for inclusion within the project archive?

Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured, and will adhere to the formats listed in section B. Any deselected data will be deleted after deposition with the ADS or relevant archival repository.

What is the long-term preservation plan for the project dataset?

The digital archive will be deposited with the ADS.

If this is a larger project, has the ADS been contacted regarding accession of the project dataset?

NO

Has the Museum or depository been

NO

contacted	
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Section H: Data Dissemination:
How will the dataset or parts of it be shared?
The final project report will be uploaded to the HER via OASIS and subsequently released onto ADS's report library. Additionally, the report will be published either through a full publication, or as a note in the regional archaeological journal. After deposition of the digital archive, the ADS and relevant depository are able to share the data under licence.

Section I: Responsibilities:		
Who will manage the data?		
The project manager will be responsible for implementing the data management plan and its security.		
Roles and Responsibilities:		
Action	Responsible Person(s)	Details/Comment
Field Data	Field team	Including initial storage and backup
Data Analysis and Interpretation	Site Supervisor/Project Manager	
Data Archiving	Archives Officer	
Data Dissemination	Project Manager/Archives Officer	Archives officer will be responsible for uploading report onto OASIS.
GDPR Compliance	Project Manager/Archives Officer/ IT Specialist	
General Data backup	IT Specialist/Archives Officer	

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