

1 HAZEL STUB COTTAGES, BURTON END, HAVERHILL, SUFFOLK

ARCHAEOLOGICAL EVALUATION



Report Number: 1111 Sept 2015



1 HAZEL STUB COTTAGES, BURTON END, HAVERHILL, SUFFOLK

ARCHAEOLOGICAL EVALUATION

Prepared on behalf of:
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Site Code Event Number	HVH097 ESF 23214	NGR	TL 65527 45078
Planning Ref.	DC/14/1153/OUT	OASIS	britanni1-221024
Approved By: Matt Adams	MA	Date	Sept 2015



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Abstract

On the 8th September 2015, Britannia Archaeology Ltd (BA) undertook an archaeological investigation by means of a trial trench evaluation on 1 Hazel Stub Cottages, Burton End, Haverhill, Suffolk (TL 65527 45078), (Fig. 1) in advance of the construction of a single dwelling and associated works.

The archaeological background search suggested that the site had a specific potential for Iron Age and medieval and post medieval features and finds relating to the adjacent medieval moated site at Hazel Stub Cottages and the Iron Age remains discovered during the A604 bypass works. No archaeological features were encountered during the evaluation.

The evaluation revealed only two phases of activity. The most recent phase of activity on site was Topsoil/Garden Soil layer 1000 relating to the adoption of the site as a garden for 1 Hazel Stub Cottages.

The second and earlier phase of activity relates to subsoil layer 1001. It is likely that subsoil 1001 relates to a former agricultural plough soil/subsoil present on the site when the area was formerly fields prior the adoption of the site as a garden.



1.0 INTRODUCTION

On the 8th September 2015, Britannia Archaeology Ltd (BA) undertook an archaeological investigation by means of a trial trench evaluation on 1 Hazel Stub Cottages, Burton End, Haverhill, Suffolk (TL 65527 45078), (Fig. 1) in advance of the construction of a single dwelling and associated works. A design brief issued by Suffolk County Council Archaeological Services/Conservation Team (SCCAS/CT) (Abraham, R. Dated 13th August 2015) required a total of one trial trench, measuring 15.00m x 1.80m (Fig. 4) to be excavated.

2.0 SITE DESCRIPTION

The site is located on the western edge of the town of Haverhill, Suffolk. The site lies south-west of the road A1017 on a single parcel of land which is currently an open garden, (Fig. 1). The bedrock geology is described as Lewes Nodular Chalk Formation, a white chalk sub-group with discreet marl seams. (BGS, 2015).

Superficial deposits at the site are described as Lowestoft Formation - Diamicton. These superficial deposits formed up to 2 million years ago in the Quaternary Period when the local environment was previously dominated by ice age conditions. (BGS, 2015).

3.0 PLANNING POLICIES

The archaeological investigation is to be carried out on the recommendation of the county council (SCCAS/CT), following guidance laid down by the *National Planning and Policy Framework* (NPPF, DCLD 2012) which replaced *Planning Policy Statement 5: Planning for the Historic Environment* (PPS5, DCLG 2010) in March 2012. The relevant local planning policy is the *St Edmundsbury Local Plan;* (2010).

3.1 National Planning Policy Framework (NPPF, DCLG March 2012)

The NPPF recognises that 'heritage assets' are an irreplaceable resource and planning authorities should conserve them in a manner appropriate to their significance when considering development. It requires developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible. The key areas for consideration are:

- The significance of the heritage asset and its setting in relation to the proposed development;
- The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance;



- Significance (of the heritage asset) can be harmed or lost through alteration or destruction, or development within its setting. As heritage assets are irreplaceable, any harm or loss should require clear and convincing justification;
- Local planning authorities should not permit loss of the whole or part of a heritage asset without taking all reasonable steps to ensure the new development will proceed after the loss has occurred;
- Non-designated heritage assets of archaeological interest that are demonstrably
 of equivalent significance to scheduled monuments, should be considered subject
 to the policies for designated heritage assets.

3.2 St Edmundsbury Local Plan, (2010)

The local plan for St Edmundsbury was adopted in 2010, with the Haverhill Vision 2031 being adopted in 2014. The Joint Development Management Policies Document (JDMPD) forms the latest document for local policies, and deals with development on archaeological sites in policies DM20 and DM21, these state the following:

DM20: Development will not be acceptable if it would have a material adverse effect on Scheduled Ancient Monuments or other sites of archaeological importance, or their settings.

On sites of archaeological interest, or of potential archaeological importance, provided there is no overriding case against development, planning permission will be granted subject to satisfactory prior arrangements being agreed. This will include one or a combination of the following:

- a. An appropriate desk based assessment and/or field evaluation of the archaeological interest or significance prior to determination.
- b. The preservation of archaeological remains in situ;
- c. The adequate recording of the heritage asset by archaeological investigation before development commences (preservation by record).

DM21: Enabling development that would secure the future of a listed building or other heritage asset, but would contravene other policies or objectives elsewhere in this Plan or other adopted Local Plans, will not be permitted unless all the following criteria can be met:

- a. It will not materially harm the special archaeological, architectural, historic, artistic, traditional or landscape interest of the heritage asset or its setting;
- b. It will secure the long term future of the heritage asset through a full and properly implemented scheme of repair, and, where applicable its continued use for a sympathetic purpose;
- c. It is demonstrated that the amount of enabling development is the minimum necessary to secure the future of the heritage asset, and that its form minimises harm to other public interests;
- d. The public benefit of securing the future of the heritage asset through enabling development decisively and demonstrably outweighs the disbenefits of overriding other planning policies or objectives;



- e. It avoids detrimental fragmentation of the heritage asset;
- f. Sufficient subsidy is not available from any other source; and
- g. It is necessary to resolve problems arising from the inherent needs of the heritage asset, rather than the circumstances of the present owner, or the purchase price paid.

4.0 ARCHAEOLOGICAL BACKGROUND (Figures 2 & 3)

The following archaeological background utilises the Suffolk Historic Environment Record (HER) (1km search centred on the site), Historic England PastScape (www.pastscape.org.uk), and the Archaeological Data Service (www.ads.ahds.ac.uk) (ADS) (Fig. 2 & 3). There are 39 monument entries, 12 events and confidential PAS (Portable Antiquity Scheme) records. 3 listed building entries were also returned within the 1km search area.

The site is located in the town of Haverhill, Suffolk, which is located approximately 15km south of the town of Newmarket.

The SHER search returned four relevant entries to the current site dating to the prehistoric period. Directly to the east of the site, during the construction of the A604 bypass, an archaeological investigation revealed a late Iron Age pit and ditch (HVH022) and several other associated features including colluvium containing late Iron Age and early Romano-British pottery (HVH024). Archaeological investigation in 1997, some 300m to the sites south-east, partially uncovered an Iron Age domestic settlement (HVH036) comprising enclosure ditches, ring ditches and associated pits. Further evidence of late Iron Age activity in the area rests some 150m to the east of the site (HVH039) in the form of a pottery scatter and animal remains. Early Romano-British features and domestic material are also found within the above sites, suggestive of a continuity of land use into the Roman period.

Scant evidence is present within the search area for the later Roman period other than a few coins found during metal detecting some 300m to the north-east of the site (HVH043) and a pit (HVH071) found during archaeological monitoring 400m east of the current site.

Three records relevant to the site are Anglo-Saxon in date all originating as metal detecting finds. 50m to the sites north-east a silver disc brooch was unearthed (HVH029), and 300m to the east of the current site a silver saucer or disc was also found (HVH030). Three silver Aethelred II pennies were discovered some 200m to the sites south (HVH094).

The medieval period is represented by 11 monument records returned by the SHER search making it the best represented period in the 1km search area. The most relevant records to the current site returned by the search are HVH009, HVH022 and HVH035. HVH009 is located directly west of the current site, and is an infilled moated site, little of which remains today. During the A604 bypass archaeological investigation directly to the sites north-east, a possible medieval abattoir was discovered (HVH022 & HVH035) finds



within which comprised of medieval structures with associated yard areas and waste deposits.

The post-medieval period returned 5 monument records from the SHER. The closest post medieval monument record to the site (HVH028) is a post-medieval pottery scatter which lies directly to the sites south, and as above formed part of the archaeological investigation prior to the construction of the A604 bypass. Directly to the south of the current site 19th century farm buildings are still extant (HVH061) forming part of a Victorian Model Farm and earlier 18th century metaled surfaces.

Given the above records the site had a specific potential for **late Iron Age** and **medieval** features and finds, relating to the adjacent medieval moated site to the sites west, and the Iron Age remains discovered during the A604 bypass works.

5.0 PROJECT AIMS

The SCCAS/CT brief states that an evaluation is required to enable archaeological resource, both in quality and extent, to be accurately quantified (Abraham, R. Brief, Section 4.1).

Section 4.2 of the brief states that the archaeological evaluation is required to:

- Identify the date, approximate form and purpose of any archaeological deposit, 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.

6.0 PROJECT OBJECTIVES

Research objectives for the project are in line with those laid out in *Research and Archaeology Revisited: a revised framework for the East of England,* East Anglian Archaeology Occasional Paper 24 (Medlycott, 2011).

The brief also states that the project will need to consider the following objectives:

- To provide for the absolute dating of critical contacts.
- To make the results of the investigation available through suitable reportage.



8.0 DESCRIPTION OF RESULTS (Figures 4 & 5)

The SCCAS/CT brief required the excavation of 15.00 meters of trial trenching in advance of the construction a single dwelling and associated works. The trench was located on the area of the proposed house development (Fig. 4). Trench 1 was located within the footprint of the proposed house in the centre of the site, measured $15.00 \, \mathrm{m} \times 1.80 \, \mathrm{m}$ and was orientated north to south.

8.1 Trench 1

Trench 1 was excavated to a maximum depth of 0.47m. No archaeological features or finds were present in the trench. Two plough scars ran north-west to south-east across the trench, truncating sub-soil layer 1001 and natural sub-soil layer 1002.

Topsoil/Garden Soil layer 1000 was present to a depth of 0.26m. This layer overlays subsoil layer 1001 which was 0.21m thick to a depth of 0.47m.

9.0 DEPOSIT MODEL (Figure 5)

The deposit model was consistent across Trench 1.

At the top of the stratigraphic sequence was Topsoil/Garden Soil layer 1000, comprising dark black brown, compact, silty clay with occasional sub-angular flint and chalk pebbles. The layer was present to a maximum thickness of 0.26m in Sample Section 1. Throughout this layer there were occasional fragments of abraded 20th century brick and glass. Frequent polythene fragments were also observed throughout the layer. None of the above finds were retained.

Beneath Topsoil/Garden Soil layer 1000 was Subsoil layer 1001, comprising mid grey brown, compact, silty clay with occasional sub-angular chalk and flint pebbles. This layer was present to a maximum depth of 0.21m in Sample Section 1.

At the base of the stratigraphic sequence in Trench 1, was Natural Geology Subsoil 1002, comprising a light grey brown, compact, silty clay with frequent sub-angular chalk and flint fragments.

10.0 DISCUSSION AND CONCLUSION

The archaeological background search suggested that the site had a specific potential for Iron Age and medieval features and finds relating to the adjacent medieval moated site to the sites west (HVH009), and the Iron Age remains discovered during the A604 bypass works (HVH022). No archaeological features were encountered in Trench 1.



The evaluation revealed only two phases of activity. The most recent phase of activity on site was Topsoil/Garden Soil layer 1000. This possibly relates to the adoption of the site as a garden to 1 Hazel Stub Cottages directly to the sites west. The site may have been landscaped at this point in order to level it for its change of use from agricultural to garden, which would explain the uniformity in level of layer 1000.

The second and earlier phase of activity relates to Subsoil layer 1001, which was encountered across Trench 1. It is likely that Subsoil 1001 relates to a former agricultural plough soil present on the site when the area was formerly fields before the adoption as a garden to 1 Hazel Stub Cottages in the late 20th century.

11.0 ACKNOWLEDGEMENTS

Britannia Archaeology would like to thanks Mr N P Hopkins for commissioning the project.

We would also like to thank Rachael Abraham at Suffolk County Council Archaeology Service / Conservation Team for her advice and assistance throughout the project.

The site was excavated by Matt Adams and Daniel McConnell of Britannia Archaeology Ltd.



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Archaeological Data Service (ADS) www.ads.ahds.ac.uk

English Heritage National List for England www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england

DEFRA Magic http://magic.defra.gov.uk/website/magic



APPENDIX 1 - DEPOSIT TABLES

Deposit Tables

TRENCH 1

Trench No	Orienta	tion N - S		Height AOD 105.52m		Shot ID DP 1
Sample Section No		Location		N End	Facing	E Facing
Context No	Depth		Deposi	t Description		
1000	0.00 - 0).26m		Garden Soil: dark b nal sub-angular flint		vn, compact, silty clay with k pebbles.
1001	0.26 - 0).47m		Mid grey brown, Jular chalk and flint		silty clay with occasional
1002	0.47m +	-		Subsoil: Light gre t sub-angular chalk		, compact, silty clay with fragments.



APPENDIX 2 - OASIS SHEET

OASIS FORM - Print view

file:///C:/Users/Dan/Desktop/OASIS FORM - Print view.htm

OASIS DATA COLLECTION FORM: England

List of Projects | Manage Projects | Search Projects | New project | Change your details | HER coverage | Change country | Log out

Printable version

OASIS ID: britanni1-221024

Project details

Project name 1 Hazel Stub Cottages, Burton End, Haverhill, Suffolk

Short description of the

project

Archaeological trial trench evaluation at 1 Hazel Stub Cottages, Burton End,

Haverhill, Suffolk.

Project dates Start: 01-09-2015 End: 02-09-2015

Previous/future work No / Not known

Any associated project

reference codes

ESF 23214 - HER event no.

Any associated project

reference codes

DC/14/1153/OUT - Planning Application No.

Type of project Field evaluation

Site status None

Current Land use Other 5 - Garden Monument type FIELD Modern Significant Finds NONE None

Methods & techniques "Sample Trenches" Development type Rural residential Prompt Planning condition

Position in the planning

process

After full determination (eg. As a condition)

Project location

Country England

SUFFOLK ST EDMUNDSBURY HAVERHILL 1 Hazel Stub Cottages, Burton End, Site location

Haverhill, Suffolk

Postcode CB9 9AF

Study area

Site coordinates TL 65527 45078 52.078822548491 0.415808159586 52 04 43 N 000 24 56 E Point

Height OD / Depth Min: 105.5m Max: 105.52m

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OASIS FORM - Print view

file:///C:/Users/Dan/Desktop/OASIS FORM - Print view.htm

Project creators

Name of Organisation Britannia Archaeology Ltd

Project brief originator Local Authority Archaeologist and/or Planning Authority/advisory body

Project design originator Dan McConnell Project director/manager Dan McConnell Project supervisor Dan McConnell Type of sponsor/funding Developer

Name of sponsor/funding Mr N Hopkins

body

Project archives

Physical Archive Exists? No

Digital Archive recipient Suffolk HER Digital Archive ID HVH 097 Digital Contents "none"

Digital Media available "Database", "GIS", "Images raster / digital photography", "Text"

Paper Archive recipient Suffolk HER Paper Archive ID HVH 097 Paper Contents "none" Paper Media available "Context

sheet", "Correspondence", "Drawing", "Photograph", "Plan", "Report", "Section"

Project bibliography 1

Grey literature (unpublished document/manuscript)

Publication type

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APPENDIX 3 - WSI

1 HAZEL STUB COTTAGES, BURTON END, HAVERHILL, SUFFOLK

WRITTEN SCHEME OF INVESTIGATION ARCHAEOLOGICAL EVALUATION



Project Number: 1113 August 2015



1 HAZEL STUB COTTAGES, BURTON END, HAVERHILL, SUFFOLK

WRITTEN SCHEME OF INVESTIGATION ARCHAEOLOGICAL EVALUATION

Prepared on behalf of:
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By: Dan McConnell BSC (Hons)

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Site Code	HVH097	- NGR	TL 65527 45078
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Planning Ref.	DC/14/1153/OUT	OASIS	britanni1-221024
Approved By:	Matt Adams	Date	August 2015



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SHER Data - Monuments Plan

Trench Location Plan

SHER Data - Events & Listed Buildings Plan 1:10000

1:10000

1:500



1.0 INTRODUCTION

This Written Scheme of Investigation (WSI) has been prepared by Britannia Archaeology Ltd (BA) on behalf of Mr N P Hopkins, Haverhill, Suffolk as part of a planning application, reference DC/14/1153/OUT (St Edmundsbury Borough Council), in advance of the construction of a single dwelling and associated works on 1 Hazel Stub Cottages, Burton End Haverhill, Suffolk, (TM 65527 45078). (Fig. 1).

This WSI presents a programme of archaeological investigation by means of a trial trench evaluation to assess the nature and potential of the site, and to determine the need for any future site investigation. A design brief issued by Suffolk County Council Archaeological Services/Conservation Team (SCCAS/CT) (Abraham, R. Dated 13th August 2015) requires an archaeological evaluation. There will be a single trial trench, measuring 15.00m x 1.80m (Fig. 4) which will be excavated using a 360° mechanical excavator fitted with a toothless ditching bucket.

2.0 SITE DESCRIPTION (Fig. 1)

The site is located on the western edge of the town of Haverhill, Suffolk. The site lies south-west of the road A1017 on a single parcel of land which is currently an open garden, (Fig. 1). The bedrock geology is described as Lewes Nodular Chalk Formation, a white chalk sub-group with discreet marl seams. (BGS, 2015).

Superficial deposits at the site are described as Lowestoft Formation - Diamicton. These superficial deposits formed up to 2 million years ago in the Quaternary Period when the local environment was previously dominated by ice age conditions. (BGS, 2015).

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The site is located in the town of Haverhill, Suffolk, which is located approximately 15km south of the town of Newmarket.

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The post-medieval period returned 5 monument records from the SHER. The closest post medieval monument record to the site (HVH028) is a post-medieval pottery scatter which lies directly to the sites south, and as above formed part of the archaeological investigation prior to the construction of the A604 bypass. Directly to the south of the current site 19th century farm buildings are still extant (HVH061) forming part of a Victorian Model Farm and earlier 18th century metaled surfaces.

Given the above records the site has a specific potential for **late Iron Age** and **medieval** features and finds, relating to the adjacent medieval moated site to the sites west, and the Iron Age remains discovered during the A604 bypass works.

5.0 PROJECT AIMS

The SCCAS/CT brief states that an evaluation is required to enable archaeological resource, both in quality and extent, to be accurately quantified (Abraham, R. Brief, Section 4.1). Both the WSI, fieldwork and resulting report/archiving will be undertaken in accordance with the Requirements for Trenched Archaeological Evaluation 2011 Ver 1.3 (SCCAS/CT).

Section 4.2 of the brief states that the archaeological evaluation is required to:

- Identify the date, approximate form and purpose of any archaeological deposit, 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.

6.0 PROJECT OBJECTIVES

Research objectives for the project are in line with those laid out in *Research and Archaeology Revisited: a revised framework for the East of England,* East Anglian Archaeology Occasional Paper 24 (Medlycott, 2011).

The brief also states that the project will need to consider the following objectives:

- To provide for the absolute dating of critical contacts.
- To make the results of the investigation available through suitable reportage.

7.0 FIELDWORK METHODOLOGY

The SCCAS/CT brief requires the excavation of 15.00 meters of trial trenching in advance of the construction a single dwelling and associated works. The trenching is to cover 5% of the site area with the trenches arranged in a systematic grid array. This will comprise one $15.0 \text{m} \times 1.80 \text{m}$ trench (Fig. 4).

A 360° mechanical excavator fitted with a toothless ditching bucket will be used to machine down to the first archaeological horizon, thereafter all excavation work will be undertaken by hand.

The archaeology will be recorded using pro-forma record sheets, drawn plans and section drawings and appropriate photographs will also be taken. In the event that important archaeological remains are identified, a site meeting will be held with the client and the SCCAS/CT planning archaeologist to discuss the significance of the remains and decide on the scope of further excavation and recording. The client is aware of the need for contingency funding to cover additional works if necessary.

7.1 Site Plans

A site location plan based on the current Ordnance Survey 1:25000 map and indicating site north will be prepared. This will be supplemented by a site plan showing the area of investigation in relation to the proposed development.



A pre-excavation base plan accurately plotting all features will be produced using a Total Station (TS) or Real Time Kinetic Global Positioning System (RTK). The final post-excavation plan will be based on this. All drawings will be tied into the Ordnance Survey National Grid.

7.2 Mechanical Excavation

The location of electricity, gas, water, sewage and telephone services will be identified from information supplied by the client or relevant authorities prior to machining. Care will be taken when operating machinery in the vicinity of overhead services. All staff are trained in the use of CAT scanners that will be employed before the bucket breaks the ground.

Topsoil and any sterile subsoil layers shall be removed by mechanical excavator using a toothless ditching bucket under the supervision of a professional archaeologist. The exposed archaeological horizon will be cleaned by hand and any archaeological deposits or negative features planned.

No excavators or dumpers will be driven over the excavated surface. Topsoil and subsoil will be stored separately to aid the reinstatement of agricultural land.

The machine operator will have the relevant experience and appropriate documentation; will maintain the appropriate inspection register, Form F91 Part 1, Section C, either on the machine or at the depot. The operator must produce a clean, flat surface at precisely the correct level.

7.3 Hand Excavation

All archaeological features will excavated by hand, in the appropriate way detailed below, where it is safe to do so.

7.4 Metal Detector

A professional metal detector will be used to scan spoil heaps, exposed surfaces and any features. The finds will be recovered and recorded in the proper way. The machined spoil heaps will also be scanned, however demonstrably modern finds will not be retained.

7.5 Excavation of Stratified Sequences

All archaeological remains will be excavated by phase, from the most recent to the earliest, excluding those of obvious 20th century origin. The phasing of the features will be distinguished by their stratigraphic relationships, fills and finds.



7.6 Excavation of Buildings

Following assessment of any structural remains encountered, a strategy for recording these will be implemented, and it may be that further mitigation will be required to allow the full recording of these remains. It may also be the case that any remains may best be left *in situ*. Any excavated building structures and associated features (e.g. stakeholes, postholes, sill-beams, gullies, masonry walls, possible floors) will be excavated in stratigraphic sequence.

7.7 Ditches

Ditch segments will be positioned to provide a total coverage of 25% and to ascertain relationship information and will be a minimum of 1.00m in length (dependant on the total length of ditch visible).

7.8 Discrete Features

All discrete features will be half-sectioned or excavated in quadrants providing for a minimum 50% sample.

7.9 Full Excavation

Industrial remains and intrinsically interesting features e.g. hearths, kilns etc. may merit full excavation in agreement with the SCCAS/CT planning archaeologist.

7.10 Burials

Any articulated human remains shall receive minimal excavation to define the extent and quality of their preservation. A decision will then be made on their future treatment in consultation with the client and the SCCAS/CT planning archaeologist. The coroner and the Ministry of Justice will be informed. Any removal of human remains will be carried out under a licence issued by the Ministry of Justice under section 25 of the Burials Act 1857 and in accordance with *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England'* (English Heritage & the Church of England 2005).

7.11 Written Record

All archaeological deposits and artefacts encountered will be fully recorded on *pro forma* context, finds and sample forms, using a single context recording system.



7.12 Photographic Record

All features will be photographed as appropriate. This record will comprise high quality digital photographs (jpg). Where appropriate black and white prints (35mm) and colour slides (35mm) will be utilised. All photographs will be listed, indexed and archived.

7.13 Drawn Record

All drawings will be tied into the Ordnance Survey National Grid, plans will be initially hand drawn at a scale of 1:20 and the sections at 1:10 on drafting film (permatrace). The height AOD of all features and principal strata will be written on the appropriate plans and sections.

7.14 Finds and Environmental Remains

All finds recovered from sealed contexts will be retained. A sample of those found in the topsoil and subsoil will be taken to characterise the assemblage. Finds will be identified, by a unique site code and context number.

All finds will be processed according to BA standards and to the IfA Standard and Guidance for the collection, documentation, conservation and research of archaeological materials, 2008. Important, rare or unusual finds will also be assigned a small finds number and sent away for specialist analysis.

Bulk samples will also be taken for retrieving artefacts and biological remains (for palaeoenvironmental and palaeoeconomic investigations) to be processed and analysed by Anna West (SCCAS). These samples will be taken from well-stratified datable deposits and specifically targeted areas of interest (e.g. undated sealed primary ditch fills) and will be a minimum of 40 litres where appropriate. The suitability of deposits for analysis will be discussed with SCCAS/CT, Dr Boreham and Dr Zoe Outram where appropriate.

Preserved wood will be sampled for potential dating via dendrochronology and Carbon 14 methods and will be assessed by Dr Roderick Bale (University of Wales Trinity St David). Prior to recovering timbers, suitability for dating will be assessed in conjunction with Dr Bale, SCCAS/CT and Dr Outram where appropriate.

Each deposit retained will be identified by context and a unique sample or timber number. For a full list of specialists see Appendix 2.

8.0 PRESENTATION OF RESULTS

A report will be prepared on the conclusion of the evaluation and will be completed 4 weeks after the field work ends (no further work required) or a maximum of 6 months from the end of fieldwork (further fieldwork is required). Resourcing of the post-



excavation phase is dependent on findings. Where further publication is required a detailed publication programme will be provided within 4 weeks of completion of fieldwork, and a publication report will be programmed for completion within 6 months. The prepared client/archive report will be commensurate with the results of the fieldwork, and will be consistent with the principles of *Management of Archaeological Projects* (*MAP2*), English Heritage, Gill Andrews, 1991 and contain the following:

- Summary. A concise summary of the work undertaken and the results;
- *Introduction*. Introduction to the project including the reasons for work, funding, planning background;
- Background. The history, layout and development of the site;
- Aims and Objectives;
- Methodology. Strategy and technique for site excavation;
- Results. Detailed description of findings outlining the nature, location, extent, date of any archaeological material;
- *Deposit Model.* Description of events behind the archaeological stratigraphy and geological deposition;
- Specialist Reports. Description of the artefactual and ecofactual remains recovered;
- Discussion and Conclusions. A synopsis interpreting the archaeological deposits and artefacts, including details of preservation, impact assessment, wider survival, condition and relative importance of the site and its component parts in local, regional and national context;
- Bibliography;
- Appendices. Context Descriptions, Finds Concordance, Project Archive Contents and Archive Deposition, HER/OASIS Summary Sheet;
- Illustrative material including maps, plans, drawings and photographs.

Digital and paper report copies will be supplied to the client, SCCAS/CT (one copy and a .pdf copy on CD) and the Regional Advisor for Archaeological Science at English Heritage (one copy). An OASIS entry will be completed and a summary included with the report. A .pdf file of the report will be uploaded to the ADS.



It is understood that, if substantial archaeological remains are recorded during the project, it will be necessary to undertake a full programme of analysis and publication in accordance with the guidelines of MAP2. The project report will contain recommendations as to whether this will be appropriate.

9.0 PROJECT ARCHIVE AND DEPOSITION

A full archive will be prepared for all work undertaken in accordance with guidance from the *Selection, Retention and Dispersion of Archaeological Collections,* Archaeological Society for Museum Archaeologists, 1993. Deposition will be with Suffolk County Council HER Store.

Any items requiring treatment will be conserved. Arrangements will be made for the archive to be deposited with the relevant museum, subject to agreement with the legal landowner where finds are concerned.

The archive will be quantified, ordered, indexed, cross-referenced and checked for internal consistency. The material will be catalogued, labelled and packaged for transfer and storage in accordance with the guidelines set out in the United Kingdom Institute for Conservation's *Conservation Guidelines No.2* and the Archaeological Archives Forum's *Archaeological Archives, A guide to best practice, compilation, transfer and curation* (Brown, 2007).

10.0 HEALTH AND SAFETY

BA operates a comprehensive Health and Safety Policy in accordance with the Health and Safety Executive. BA operates under the Federation of Archaeological Managers and Employers (FAME) *Health and Safety Field Manual*, which is regularly updated by supplements.

BA holds employer's liability; public liability and professional indemnity insurance arranged through Towergate Insurance (see Appendix 3).

10.1 Code of Practice, Risk Assessment and Site Induction

BA's Code of Practice covers all aspects of excavation work and ensures all risks are adequately controlled. A site visit has been undertaken and an assessment of the potential risks has been highlighted. A full site risk assessment will be produced using this information. The assessment of risk is an on-going process and this document can be updated if any change in risk occurs on site. A copy of the Risk Assessment is kept on site, read and countersigned by all staff and visitors during the BA site induction.



BA will liaise with the contractor or client on arrival and will follow any additional Health and Safety instructions given. A qualified First Aider will be present on every site. All BA staff are CSCS registered.

11.0 RESOURCES

The archaeological works are undertaken by a team of professional archaeologists, qualified to undertake this type of work (Appendix 1). Full CV's are available on request.

All site work will be undertaken by a Projects Officer (with a field team if required) in close communication with a Project Manager. This project officer will also be responsible for post-excavation and publication in liaison with the relevant specialists (Appendix 2).

Other specialists may be consulted and will be made known to the SCCAS/CT planning archaeologist for approval prior to the commencement of fieldwork. Any changes to the specialists documented in Appendix 2 will be made known to the SCCAS/CT immediately.

12.0 TIMETABLE AND PROGRAMME OF WORK

The evaluation fieldwork is potentially likely to begin the week commencing 31st August 2015 pending approval of this written scheme of investigation by SCCAS/CT.

The client is aware of the working methods and provision has been made to allow access to undertake trenching as required by the design brief.

The production of the report will take either a maximum of 4 weeks from the end of fieldwork (no further fieldwork required) or a maximum of 6 months from the end of fieldwork (further fieldwork is required). Resourcing of the post-excavation phase is dependent on findings. Where further publication is required a detailed publication programme will be provided within 4 weeks of completion of fieldwork, and a publication report will be programmed for completion within 6 months.

13.0 MONITORING

SCCAS/CT will be responsible for monitoring progress and standards throughout the project. Any variations to the specification will be agreed with the SCCAS/CT monitoring officer prior to work being carried out. The monitoring officer will be kept informed of progress throughout the project.



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Mills. A. D, 2003. Oxford Dictionary of British Place Names. Oxford University Press.

United Kingdom Institute for Conservation, 1983. *Packaging and Storage of Freshly-Excavated Artefacts from Archaeological Sites;* Conservation Guidelines No. 2.

Websites:

The British Geological Survey (Natural Environment Research Council) – Geology of Britain Viewer - www.bgs.ac.uk/opengeoscience/home.html?Accordion2=1#maps

English Heritage PastScape www.pastscape.org.uk

Archaeological Data Service (ADS) www.ads.ahds.ac.uk

English Heritage National List for England www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england

DEFRA Magic http://magic.defra.gov.uk/website/magic



APPENDIX 1 STAFF

The following members of staff have the skills and experience necessary to undertake the archaeological work required in the brief. All have a wide range of experience on a variety of site types.

Archaeologist

Adam Leigh BA (Hons)

Qualifications: University of Reading, BA (Hons) History (2008-2011)

Experience: Adam joined Britannia Archaeology in early 2015 as an Archaeologist and has four years experience within commercial archaeology. After graduating from Reading with First Class Honours, Adam began his career in archaeology processing finds recovered from sites across East Anglia. In 2012 he became responsible for supervising the processing of finds and working with specialists to produce post excavation assessments. Adam has also worked closely with archivists and has experience in preparing archives for deposition across the region. In his time within commercial archaeology he has learned a wide range of fieldwork skills on numerous sites within and beyond the East Anglia. Adam's main research interests lie in the archaeology and history of the medieval period that stemmed from his higher education studies.

Senior Project Manager Dan McConnell BSc (Hons)

Qualifications: University of Bournemouth, BSc (Hons) Archaeology (1995-1998)

Experience: Dan is a Senior Project Manager at Britannia Archaeology and has seventeen years commercial archaeological experience. He took part in several archaeological projects in the north of England from the late 1980's onwards, including the Wharram Percy Research Project and Mount Grace Priory excavations. Within commercial archaeology he has been involved with many small to large scale archaeological projects in the United Kingdom and Ireland including major infrastructure schemes. Since relocating to East Anglia in 2004 he has carried out and managed several small to large scale excavations across the south and east of England. In 2008 Dan became a County Archaeologist for the Cambridgeshire County Council Historic Environment Team before joining Britannia in 2014. His main research interests focus on the early pre-historic period (in particular the Neolithic) of the British-Isles and late post-medieval archaeology.



Senior Project Manager Martin Brook BA (Hons) PCIfA

Qualifications: University of Leicester, BA (Hons) Archaeology (2003 – 2006)

Experience: Martin is a Senior Project Manager at Britannia Archaeology and has ten years commercial archaeological experience. He specialises in logistical project management, archiving and fieldwork. He has carried out numerous excavations and evaluations throughout East Anglia and the Midlands, and works closely with local and national museums when archiving sites. His research interests are focused on the British Iron age specifically funerary traditions in the south of England and in East Yorkshire. Martin specialises in metalwork finds from the period, specifically those associated with grave goods and personal adornment.

Director Timothy Schofield HND BSc PCIfA

Qualifications: University of Bournemouth, BSc Archaeological Studies (1999-2000)

Yeovil College, HND Practical Archaeology, (1997-1999)

Experience: Tim is the Co-Director of Britannia Archaeology and has twelve years post-graduation archaeological experience. He specialises in geophysical survey, topographic survey, computer aided design and archaeological excavation. He has carried out numerous surveys and excavations across the UK. His research interests focus mainly on prehistoric and post-Roman archaeology and in the use and application of modern technological advances in archaeology.

Director Matthew Adams BA (Hons) ACIfA

Qualifications: University of Durham, BA (Hons) Classical Studies (1997- 2000)

Experience: Matt is the Co-Director of Britannia Archaeology and has ten years commercial archaeology experience. He was involved in several archaeological projects in the midlands from the mid 1990's onwards and in the North East of England as an undergraduate. Since 2007 he has been based in East Anglia where he has specialised in all areas of practical field work, running numerous projects both large and small. He is also an experienced surveyor, GIS and AutoCAD operator. Matt was an occasional contributor to the popular TV series Time Team and is experienced at presenting talks and seminars to interested organisations. His main research interests focus on transitional periods and include the late Iron Age and early Romano-British period, and the late Roman and early Anglo-Saxon period in Britain and the late Aegean Bronze Age in Crete.



APPENDIX 2 - SPECIALISTS

Prehistoric Pottery: Ms Sarah Percival Roman Pottery: Ms Cathy Tester Saxon and Medieval Pottery: Ms Richenda Goffin Post Medieval Pottery: Ms Richenda Goffin

Flint: Miss Justine Biddle

Animal Bone: Dr Jim Morris and Dr Julia Cussans

Human Bone: Dr Steph Leach

Environmental: Ms Anne West
Pollen and Seeds: Dr Steve Boreham
Charcoal and Wood: Dr Roderick Bale
Soil Micromorphology: Dr Steve Boreham

Carbon-14 Dating: Archaeological Research Services Ltd

Conservation: University of Leicester Archaeological

Services (ULAS)

Metalwork and Leather: University of Leicester Archaeological

Services (ULAS)

Glass: University of Leicester Archaeological

Services (ULAS)

Small Finds: University of Leicester Archaeological

Services (ULAS)

Illustration: Mr Dave Watt, Miss Charlotte Davies

Slag: Ms Jane Cowgill

Geophysical Surveyors: Mr Tim Schofield (BA)
Air Photographic Assessments: Alison Deegan (BSc)
Topographic Survey: Mr Tim Schofield (BA)

CAD: Mr Tim Schofield (BA)

Coins & Medals: British Museum, Department of Coins &

Medals or Norfolk Museum Identification and Recording Service for Archaeological

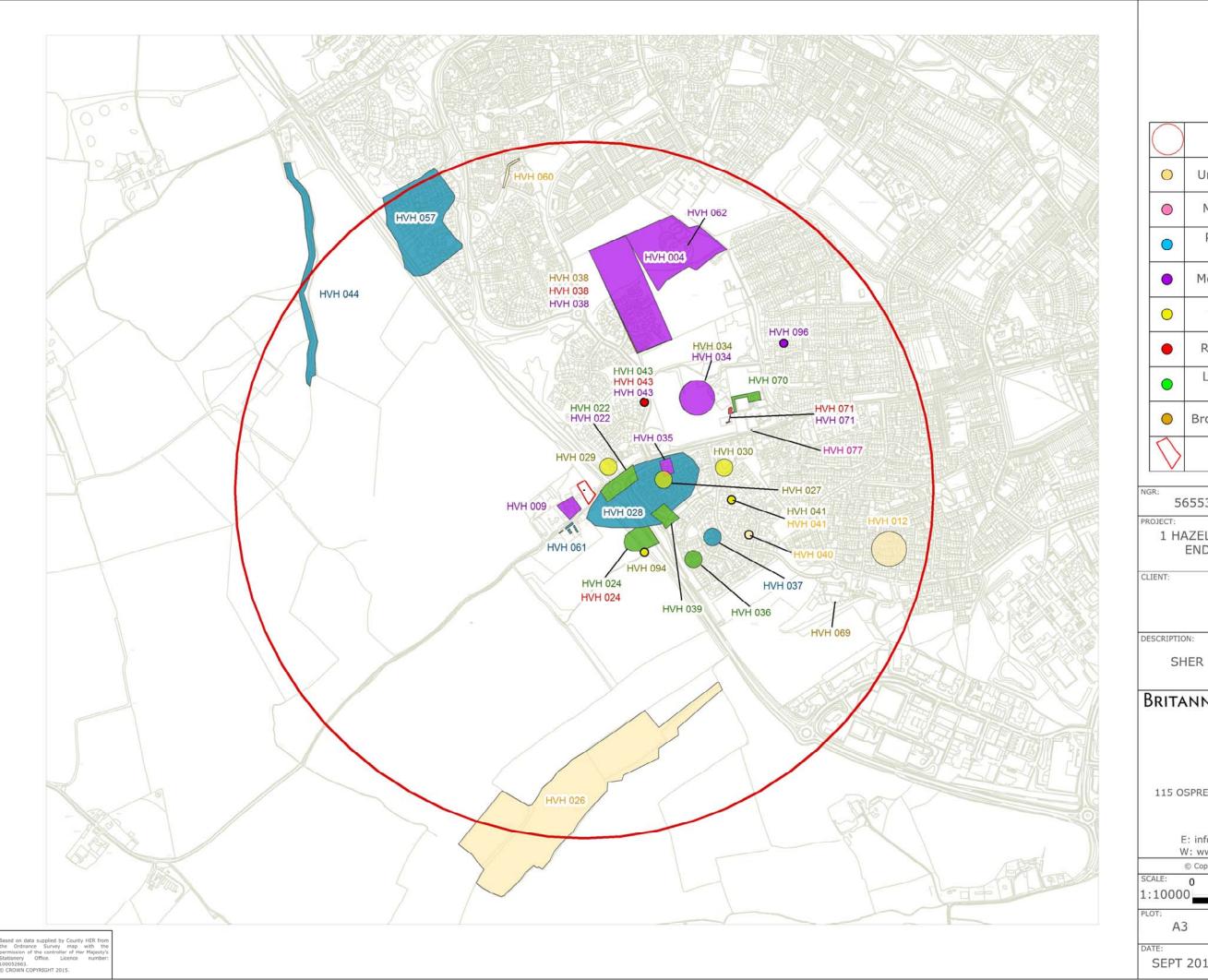
Finds



APPENDIX 3 - INSURANCE DETAILS

	Employers Liability Insurance	Public Liability	Professional Indemnity
Insurer	Towergate	Towergate	Towergate
	Insurance	Insurance	Insurance
Extent of Cover	£10,000,000	£2,000,000	£2,000,000
Policy Number	000436	000436	201101352/1236







	HER Search Area			
0	Unknown Monument Record			
0	Modern Monument Record			
0	Post-medieval Monument Record			
•	Medieval Monument Record			
0	Anglo-Saxon Monument Record			
•	Roman Monument Record			
•	Late Prehistoric Monument Record			
0	Bronze Age Monument Record			
\Diamond	Site Boundary			

565530 245070

REPORT NUMBER: R1111

1 HAZEL STUB COTTAGES, BURTON END, HAVERHILL, SUFFOLK

MR N P HOPKINS

SHER DATA PLAN - MONUMENTS

Britannia Archaeology Ltd

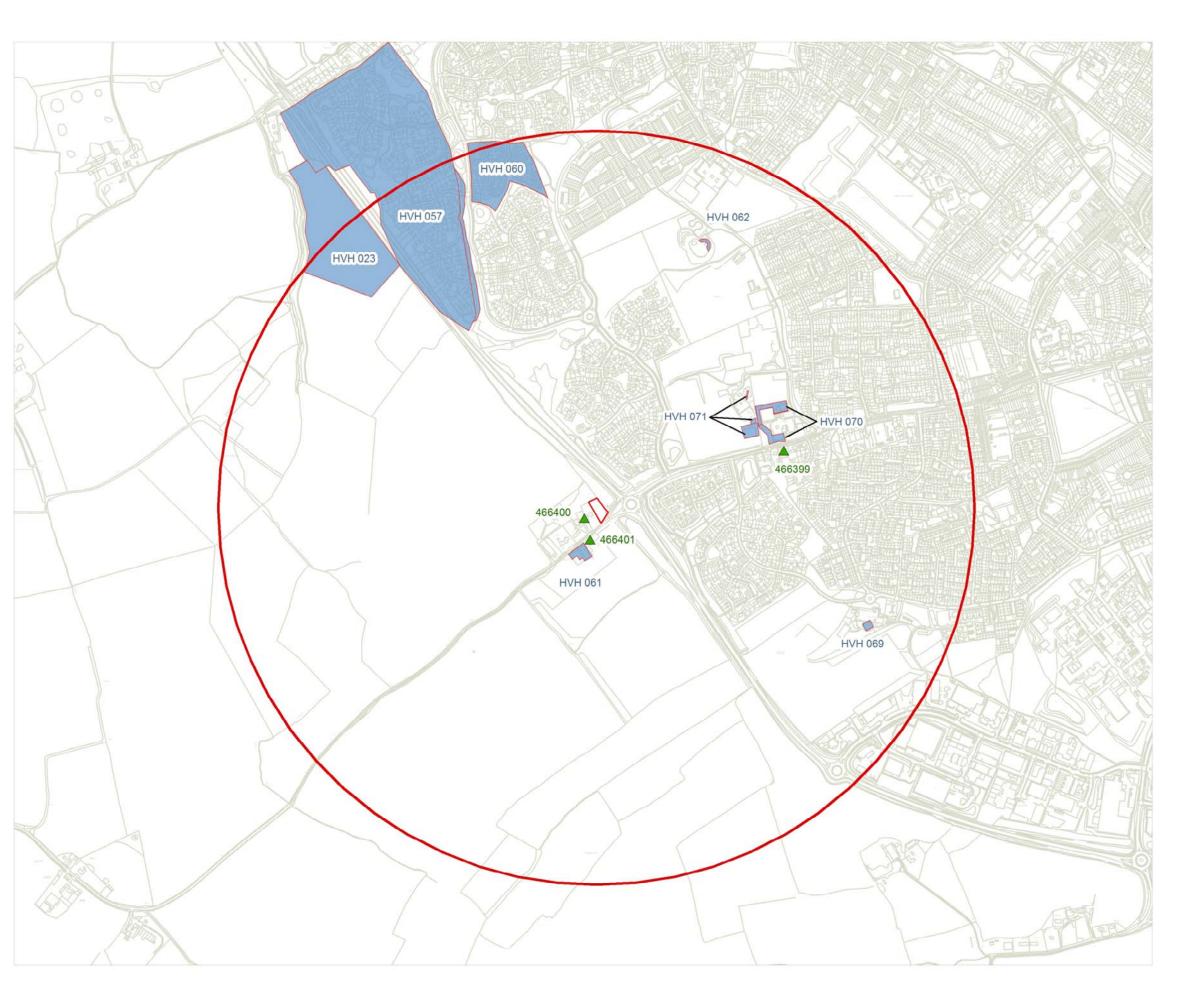


115 OSPREY DRIVE, STOWMARKET, SUFFOLK IP14 5UX

> T: 01449 763034 E: info@britannia-archaeology.com W: www.britannia-archaeology.com

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SEPT 2015	MCA	FIGURE: 02





\bigcirc	HER Search Area
	Archaeological Event
	Archaeological Event Area
	Grade II
\Diamond	Site Boundary

NGR: 565530 245070

REPORT NUMBER: R1111

PROJECT:

1 HAZEL STUB COTTAGES, BURTON END, HAVERHILL, SUFFOLK

CLIENT:

MR N P HOPKINS

DESCRIPTION

SHER DATA PLAN - EVENTS & LISTED BUILDING

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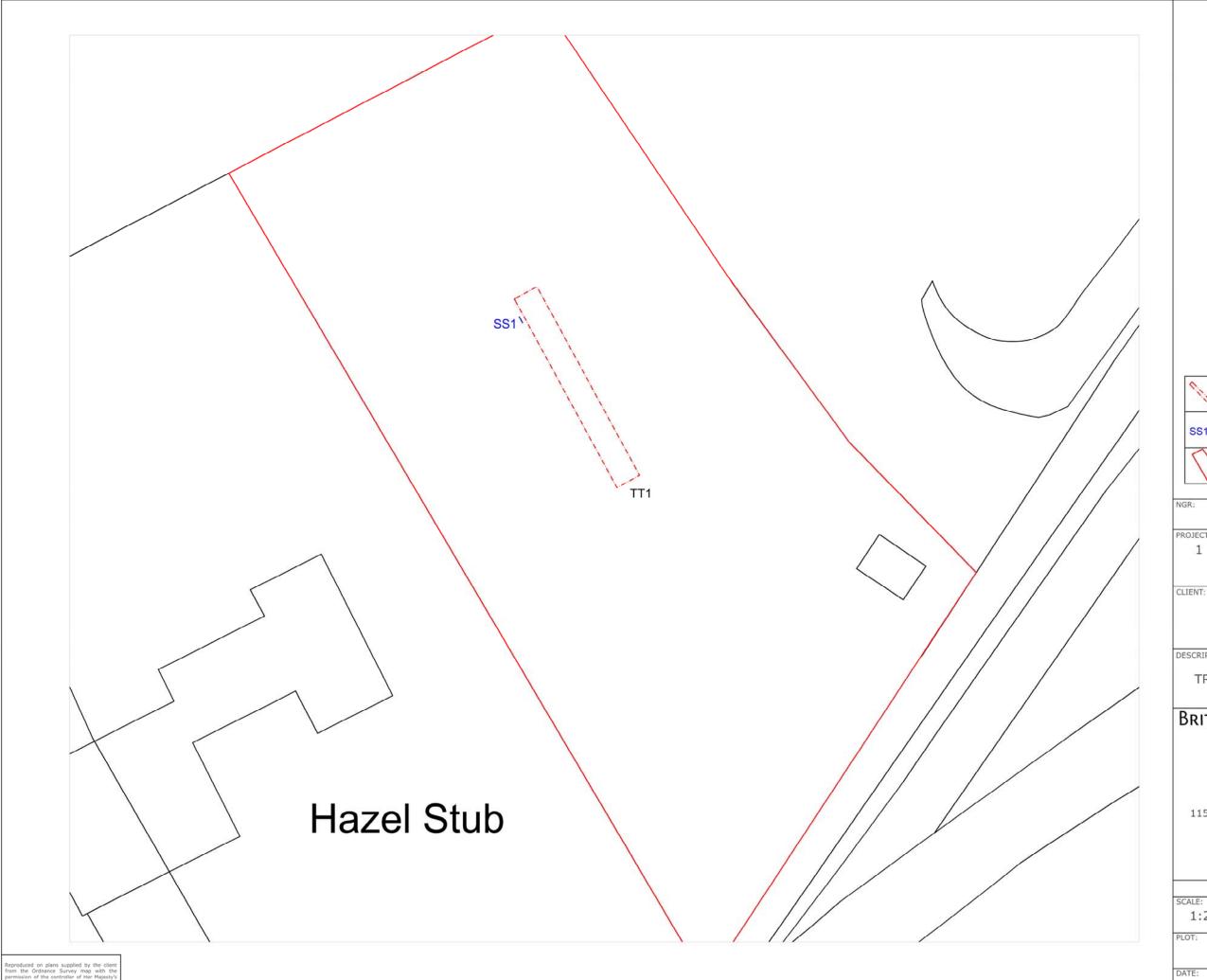
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01110	Trial Trench	
SS1	Site Section	
\Diamond	Site Boundary	

565530 245070

PROJECT:

1 HAZEL STUB COTTAGES, BURTON END, HAVERHILL, SUFFOLK

REPORT NUMBER:

R1111

MR N P HOPKINS

DESCRIPTION:

TRENCH & SITE SECTION LOCATION PLAN

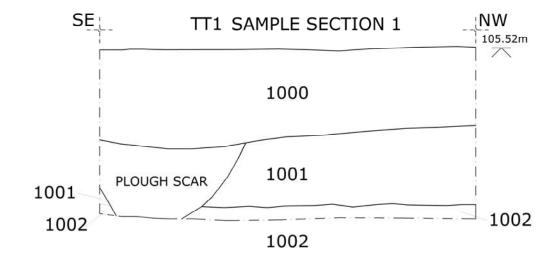
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10m 1:250 A3 01 MCA FIGURE: 04 **SEPT 2015** DPM



TT1 - SAMPLE SECTION 1



TT1 - SS1 - VIEW SW



TT1 - VIEW NW

NGR: 565530 245070

REPORT NUMBER: R1111

PROJECT:

1 HAZEL STUB COTTAGES, BURTON END, HAVERHILL, SUFFOLK

CLIEN

MR N P HOPKINS

DESCRIPTION

SAMPLE SECTION & PHOTOGRAPHS

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